

## AGENDA SPECIAL FINANCE COMMITTEE

June 12, 2013 2:30 p.m.

Board Room SunLine Transit Agency Thousand Palms, CA

- 1. Call to Order
- 2. Roll Call
- 3. Public Comments
- 4 <u>SunLine Transit Agency Draft Operating & Capital Budgets FY 2014</u> Discussion (Roger Snoble)

Review and discuss draft operating and capital budgets for SunLine Transit Agency for FY 2014. (<u>Draft budgets separate attachment</u>.)

5. Adjourn



# ANNUAL BUDGET

**FISCAL YEAR 2013-2014** 

# SUNLINE TRANSIT AGENCY THOUSAND PALMS, CALIFORNIA

# ANNUAL BUDGET FISCAL YEAR 2013-2014

#### **BOARD OF DIRECTORS**

Robert A. Spiegel, Chairman, Palm Desert
Yvonne Parks, Vice-Chair, Desert Hot Springs
Rick Hutcheson, Palm Springs
Greg Pettis, Cathedral City
G. Dana Hobart, Rancho Mirage
Douglas Hanson, Indian Wells
Don Adolph, La Quinta
Glenn Miller, Indio
Eduardo Garcia, Coachella
John J. Benoit, Riverside County

Interim General Manager Roger Snoble

> Chief of Staff Naomi Nightingale

#### **DIRECTORS**

Interim Finance Director	CJ Smith
Director of Human Resources	Donald Bradburn
Director of Maintenance	Mike Morrow
Director of Operations	Apolonio Del Toro
Director of Planning	Joseph Forgiarini

# **EXECUTIVE SUMMARY**



#### **Changes From Prior Fiscal Year**

- \$2,471,627 (11%) increase from FY 12-13 Budget, of which \$829,469 will fund new inititiatives
- Increase employee count by 22 to support the proposed new inititiatives
- Each Division includes a brief "Functions and Responsibilties" and "Goals and Objectives"
- Each Division includes "Goals and Objectives" for improvements in service delivery
- Includes both head count and full-time equivalents (FTEs)
- For Fiscal Year 14, SunFuels expenses will be divided into two (2) separate expense accounts outside fuel sales and inside fuel sales
- Agency-wide expenses such as general liability and workers' compensation insurances have been moved to newly created Division 43
- Some "Membership & Subscriptions" and "Travel Meetings/Seminars" costs were reallocated from Div 40 to other Divisions to reflect the true cost centers

#### **Assumptions**

- Cost to produce fuel increased from .91per Gas Gallon Equivalent (GGE) to .92 per GGE
- Increased costs for employee benefits: 15% for medical insurance, 10% for Dental and 10% for Vision
- Salary and wages were calculated at actuals

#### FY 12-13 Budget to Actual Comparison

FY 2013 Budget Estimate for Wages, Taxes and Benefits		\$17,723,088
FY 2013 Actual thru 5/10/13 for Wages, Taxes and Benefits		\$15,595,072
FY 2013 Estimate thru 6/30/13 for Wages, Taxes and Benefits		\$2,058,453
Projected FY 2013 Totals		\$17,653,525
Total Variance Actual to Budget		0.39%

#### Summary of Proposed Budget Changes for FY 2013-2014

		FY 12-13	FY 13-14		
<b>Division</b>	<b>Division Name</b>	<b>Approved Budget</b>	<b>Proposed Budget</b>	Variance	%
9	SunFuels - Outside		322,203	322,203	100%
10	SunFuels - Inside	289,540	1,118,969	829,429	74%
11 & 12	Operations - Fixed Route	9,067,431	9,267,770	200,339	2%
13 &14	Operations - Paratransit	2,478,559	2,589,485	110,926	4%
15	Risk Management	836,136	374,826	(461,311)	-123%
21 & 22	Maintenance - Fixed Route	4,456,010	3,868,799	(467,211)	-12%
13	Maintenance - Paratransit (Ops)	257,518	87,900	(169,618)	-193%
23	Facilities Maintenance - T. Palms	598,415		62,314	9%
24	Facilities Maintenance - Indio	66,623	72,354	5,731	8%
25	Stops and Zones	464,297	484,684	20,387	4%
31	Marketing	320,961	364,402	43,441	12%
32	Human Resources	382,828	441,331	58,503	13%
40	General Administration	1,352,837	1,056,312	(296,525)	-28%
41	Finance	945,398	1,127,039	181,641	16%
42	Information Technology	271,790	354,586	82,796	23%
43	Agency-wide*		1,365,852	1,365,852	100%
49	Planning	488,651	564,114	75,463	13%
	Subtotal	22,276,994	24,121,355	1,642,158	7%

<sup>\*</sup> New Division

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#### **EXECUTIVE SUMMARY**



Division	New Initiatives	FY 12/13 Approved Budget	FY 13/14 Proposed Budget	Variance
	<u></u>	- p p		
	Service Improvements			
11 & 12	Line 14		116,628	116,628
11 & 12	Line 30		202,068	202,068
11 & 12	Line 54		211,847	211,847
11 & 12	Line 95		195,784	195,784
11 & 12	111 Coachella		111,475	111,475
11 & 12	111 Weekend		(8,333)	(8,333)
	Total New Initiatives		829,469	829,469
		22,276,994	24,950,824	2,471,627
	Percent	Change From Previou	is Fiscal Year Budget	11%

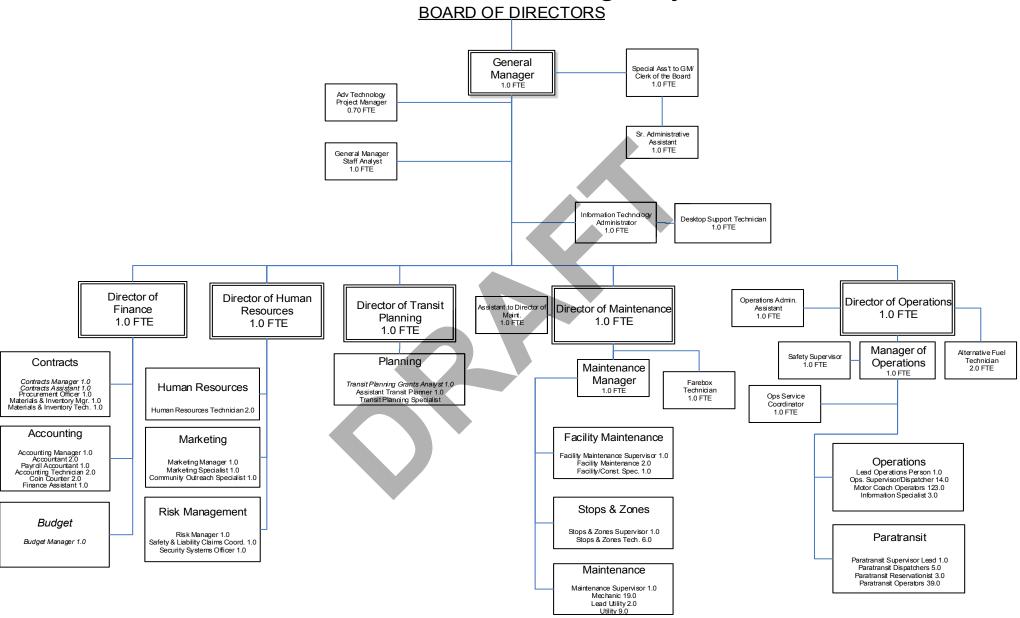




#### **AGENCY PERSONNEL SUMMARY**

Department	FY 12-13 Count	FY13-14 Count	Variance	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
General Administration (40)	4	5	1	4.00	4.70	0.70
SunFuels (9, 10)	2	2	0	2.00	2.00	0.00
Operations - Fixed Route (11,12)	150	150	0	146.00	146.00	0.00
Operations - Paratransit (13, 14)	51	51	0	48.00	48.00	0.00
Risk Management (15)	3	3	0	3.00	3.00	0.00
Maintenance (21, 22)	41	39	(2)	41.00	39.00	(2.00)
Facilities Maintenance (23, 24)	4	4	0	4.00	4.00	0.00
Stops and Zones (25)	7	7	0	7.00	7.00	0.00
Marketing (31)	3	3	0	3.00	3.00	0.00
Human Resources (32)	3	3	0	3.00	3.00	0.00
Finance (41)	16	18	2	14.00	16.00	2.00
Information Technology (42)	2	2	0	2.00	2.00	0.00
Planning (49)	5	4	(1)	5.00	4.00	(1.00)
Agency-wide (43)		0	0	0.00	0.00	0.00
Total FTEs	291	291	0	282.00	281.70	(0.30)
New Initiatives						
Service Improvements		22	22	0.00	22.00	22.00
Total FTEs - New Initiatives		22	22	0.00	22.00	22.00
Total FTEs	291	313	22	282.00	303.70	21.70

## **SunLine Transit Agency**



<sup>\*</sup> Taxi Cab Administrator EEO Officer

<sup>\*\*</sup> Designated as DBLO



Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
	General Administration			
1	General Manager	1.00	1.00	0.00
0	Chief of Staff	1.00	0.00	(1.00)
1	General Manager Staff Analyst*		1.00	1.00
1	Special Assistant/Clerk of the Board	1.00	1.00	0.00
1	Sr. Administrative Assistant	1.00	1.00	0.00
1	Adv Technology Project Manager**		0.70	0.70
5	Sub-Total	4.00	4.70	0.70
	SunFuels			
2	Alternative Fuel Technicians	2.00	2.00	0.00
2	Sub-Total	2.00	2.00	0.00
	Fixed Route			
1	Director of Operations	1.00	1.00	0.00
1	Manager of Operations	1.00	1.00	0.00
1	Operations Admin. Assistant	1.00	1.00	0.00
1	Operations Services Coordinator	1.00	1.00	0.00
1	Lead Operations Person	1.00	1.00	0.00
14	Operations Supervisor/Dispatcher	14.00	14.00	0.00
111	Motor Coach Operator - Full Time	111.00	111.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
3	Information Specialist	3.00	3.00	0.00
0	Security Supervisor*	1.00	3.00	(1.00)
1	Safety Supervisor*	1.00	1.00	(1.00
150	Sub-Total	146.00	146.00	0.00
		1.00	210.00	
	Paratransit			
1	Paratransit Supervisor - Lead	1.00	1.00	0.00
5	Paratransit Dispatcher	5.00	5.00	0.00
3	Paratransit Reservationist	3.00	3.00	0.00
36	Paratransit Operators - Full Time	36.00	36.00	0.00
6	Paratransit - Part Time (.50)	3.00	3.00	0.00
51	Sub-Total	48.00	48.00	0.00
	Risk Management			
0	Security Officer	1.00		(1.00)
1	Security Systems Officer*		1.00	1.00
0	Saftey/Security Coordinator	1.00		(1.00)
1	Saftey/Liability Claims Coordinator*		1.00	1.00
1	Risk Manager	1.00	1.00	0.00
3	Sub-Total	3.00	3.00	0.00
	Maintenance (Fixed and Paratransit)			
1	Director of Maintenance	1.00	1.00	0.00
1	Assistant to Director of Maintenance	1.00	1.00	0.00
0	Maintenance Manager	1.00	0.00	(1.00)
1	Facility Maintenance Supervisor	1.00	1.00	0.00
4	Maintenance Supervisor	5.00	4.00	(1.00)
1	Maintenance Training Supervisor	1.00	1.00	0.00
15	Mechanic "A"*	13.00	15.00	2.00
2	Mechanic "B"*	4.00	2.00	(2.00)
2	Body Mechanic "A"	2.00	2.00	0.00
2	Lead Utility	2.00	2.00	0.00
9	Utility	9.00	9.00	0.00
1	Fare Box Technician	1.00	1.00	0.00
39	Sub-Total	41.00	39.00	(2.00)



Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
	Facilities Maintenance			
3	Facility Maintanence	3.00	3.00	0.00
1	Facility/Construction Specialist	1.00	1.00	0.00
4	Sub-Total	4.00	4.00	0.00
	Stops & Zones			
1	Stops & Zones Supervisor	1.00	1.00	0.00
6	Stops & Zones Technician	6.00	6.00	0.00
7	Sub-Total	7.00	7.00	0.00
	Marketing			
1	Marketing Manager	1.00	1.00	0.00
1	Community Outreach Coordinator	1.00	1.00	0.00
1	Marketing Specialist	1.00	1.00	0.00
3	Sub-Total	3.00	3.00	0.00
	Human Resources			
1	Director of Human Resources	1.00	1.00	0.00
0	Human Resources Assistant*	1.00		(1.00
0	Administrative Assistant*	1.00		(1.00
2	Human Resources Technician		2.00	2.00
3	Sub-Total	3.00	3.00	0.00
	Finance			
1	Director of Finance	1.00	1.00	0.00
0	Finance Manager*	1.00	1.00	(1.00
1	Accounting Manager	1.00	1.00	1.00
1	Procurement Officer	1.00	1.00	0.00
2	Accountant	2.00	2.00	0.00
1	Accountant - Payroll	1.00	1.00	0.00
2	Accounting Technician	2.00	2.00	0.00
1	Finance Assistant	1.00	1.00	0.00
0	Parts Manager*	1.00	1.00	(1.00
1	Materials & Inventory Manager	1.00	1.00	1.00
0	Parts Clerk*	1.00	1.00	(1.00
1	Materials & Inventory Technician	1.00	1.00	1.00
4	Coin Counter - Part Time (.50)	2.00	2.00	0.00
	Budget Manager	2.00	1.00	1.00
1	Contracts Manager			
0	-	1.00	1.00	1.00
	Contracts Specialist*	1.00	1.00	(1.00
1	Contracts Assistant	14.00	1.00	1.00
18	Sub-Total	14.00	16.00	2.00
	Information Technology			
0	Senior Information Sys. Tech*	1.00		(1.00
1	Information Technology Administrator		1.00	1.00
0	Help Desk Tech*	1.00		(1.00
1	Desktop Support Technician		1.00	1.00
2	Sub-Total	2.00	2.00	0.00

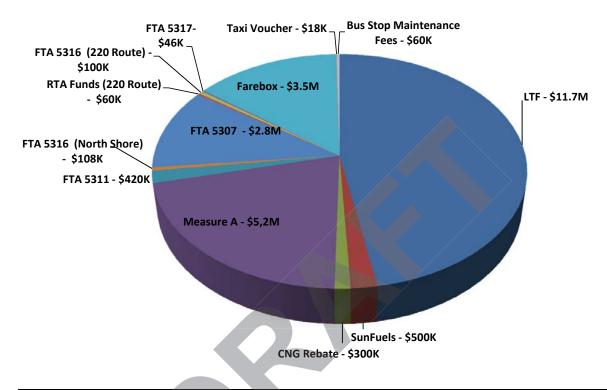


Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
	Planning		·	
1	Director of Transit Planning	1.00	1.00	0.00
0	Grants Consultant*	1.00		(1.00)
0	Grants Manager*	1.00		(1.00)
1	Transit Planning Grants Analyst		1.00	1.00
1	Assistant Transit Planner	1.00	1.00	0.00
0	Planning Coordinator*	1.00		(1.00)
1	Transit Planning Specialist		1.00	1.00
4	Sub-Total	5.00	4.00	(1.00)
291	Current Total	282.00	281.70	(0.30)
	NEV	W INITIATIVES		
	Operations - Fixed Route			
2	Operations Supervisor/Dispatcher		2.00	2.00
16	Motor Coach Operator - Full Time		18.00	18.00
				0.00
	Maintenance - Fixed Route			0.00
2	Mechanic "A"*		2.00	2.00
20	Sub-Total		22.00	22.00
311	Grand Total FTEs	282.00	303.70	21.70

<sup>\*</sup> Reclassification/Retitle of existing position



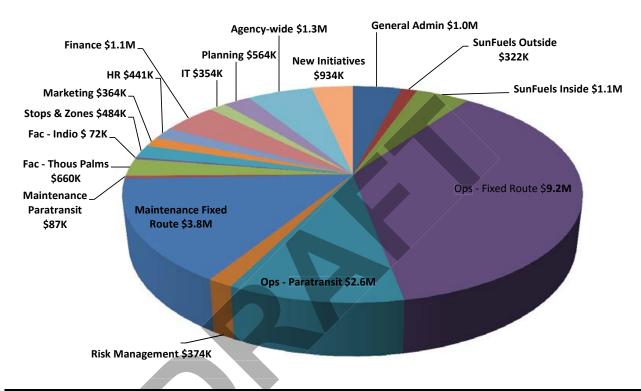
SunLine Transit Agency has seven (7) major sources of revenues for the Operating Budget. The largest revenue sources are funded by the Riverside County Transportation Commission (RCTC) which includes Local Transportation Funds (\$11.8M) and Measure A (\$5.2M) for the Operating Budget which totals approximately \$17M for Fiscal Year 14. The Federal Transit Administration allocates approximately \$3.5M in funding. For FY 13-14, SunLine will modestly forecast FTA revenues at \$3.5M. FareBox (FB) revenues. SunFuels is estimated to generate approximately \$500K in Outside Fuel sales and a state CNG rebate of \$300K.



	FY 13-14	
Sources of Funding (Operating)	<b>Proposed Budget</b>	Type
Local Transportation Funds (LTF)	11,768,614	State
Measure A	5,217,000	State
FTA Section 5307	2,802,268	Federal
FTA Section 5311	420,188	Federal
FTA Section 5316 - North Shore & CommuterLink	108,635	Federal
FTA Section 5317	46,000	Federal
SunFuels - Outside Sales	500,000	Sales
CNG Rebate	300,000	State
FTA Section 5316 - Communter Link 220	100,030	Federal
RTA Funds (Commuter Link 220)	60,000	Local
Farebox (Passenger Fares)	3,550,000	Sales
Taxi Voucher (New Freedom Funds)	18,089	Federal
Bus Stop Maintenance Fees	60,000	Local
Total Operating Revenue	24,950,824	



SunLine Transit Agency has seven (18) major costs centers in the Operating Budget. The largest cost centers are Operations (Fixed Route and Paratransit) and Maintenance (Fixed Route). This Fiscal Year operating expenditures are approximately \$24.9M which is an 11% increase over the previous FY. Approximately \$900K of increased expenditures are for the implementation of service improvements. SunFuel expenditures are capture for the first time as Outside and Inside Sales which provides greater operational transparency. The Agency-wide cost center is newly created this year to appropriately capture costs that are incurred at the Agency level.



	FY 12-13	FY 13-14
Sources of Funding (Operating)	<b>Proposed Budget</b>	<b>Proposed Budget</b>
General Administration	1,352,837	1,026,312
SunFuels - Outside Sales	0	322,203
SunFuels - Inside Sales	289,540	1,118,969
Operations - Fixed Route	9,067,431	9,267,770
Operations - Paratransit	2,478,559	2,589,485
Risk Management	836,136	374,826
Maintenance - Fixed Route	4,456,010	3,868,799
Maintenance - Paratransit	257,518	87,900
Facilities - Thousand Palms	598,415	660,729
Facilities - Indio	66,623	72,354
Stops and Zones	464,297	484,684
Marketing	320,961	364,402
Human Resources	382,828	441,331
Finance	945,398	1,127,039
Information Technology	271,790	354,586
Planning	488,651	564,114
Agency-wide	0	1,365,852
New Initiatives	0	859,469
Total Operating Revenue	22,276,994	24,950,824

# GENERAL ADMINISTRATION



#### **Functions and Responsibilities**

General Administration is responsible for the overall adminstration and operation of the Agency. This division provides support to the Agency Board of Directors and maintains all records of the Agency's business.

#### FY 13-14 Goals and Objectives

- Increase ridership to 4.75 million in FY 13-14 by implementing new routes 54 and 95 and improving existing routes 14 and 30
- Improve agency on-time service delivery through coordination of Planning and Operations
- Expand the use of hydrogen fueled vehicles within the system
- Negotiate a fiscally responsible successor agreement with ATU
- Implement an on-line archive of FY 13-14 Board Agendas.

#### **Expenditure Budget Summary - General Administration: 40**

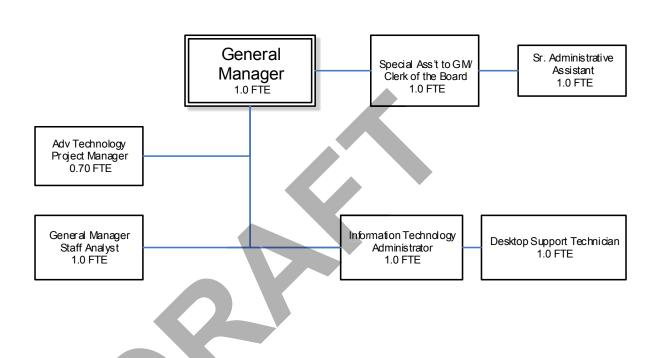
		FY 12-13	FY 13-14	
Account #	Item Description	Approved Budget	<b>Proposed Budget</b>	Variance
5010200500	Admin Salaries	380,077	427,009	46,932
	salary savings			
5010700000	Allocated Salaries	(25,000)		25,000
502000000	Fringe Benefits	246,662	209,553	(37,109)
5030300005	Legal Services - General	168,000	168,000	0
5030200000	Public Notices	2,000	2,000	0
	Office Supplies - Copy Paper*	15,000		(15,000)
5049900001	Office Supplies - General	5,000	5,000	0
	Office Supplies - Postage*	20,000		(20,000)
	Printing Administration	5,000	5,000	0
5060800000	Insurance Admin*	3,105		(3,105)
5060100000	Insurance - Physical Damage*	114,000		(114,000)
5060300000	Insurance - Gen & Auto Liability*	200,000		(200,000)
	Insurance Premium - Property*	8,873		(8,873)
	Repair Claims*	15,000		(15,000)
5090200002	Board Meeting Expenses	3,000	3,000	0
	Board Member Compensation	6,000	6,000	0
	Consulting - General	40,000	150,000	110,000
	Employee Expenses*	20,400		(20,400)
5090100000	Membership & Subscriptions*	50,520	37,050	(13,470)
5090200000	Travel Meetings/Seminars*	55,200	23,700	(31,500)
5099900002	Miscellaneous Expense	20,000	20,000	0
	Totals	1,352,837	1,056,312	(296,525)
N	c #50/00000002 50/00000000 5060900000		2,000,012	

Note 1: Accounts #5049900003, 5049900002, 5060800000, 5060100000, 5060300000,5060100100, 5090201000 and 5060900100 moved to Division 43 Agency-wide

Note 2: Account #5090100000 - some costs have been reallocated to Div 15, Div 31 and Div 49

Note 3: Account #5090200000 - some costs have been reallocated to Div 10, Div 11, Div 21, Div 32, Div 41 and Div 42

## **General Administration**



Expenditure	e Name:	Legal Services				
Expenditure	e Description:	Cost related to lega	al services			
Account Nu	-	5030300005			Division:	40
Account Na		Legal Services - G	eneral			
100001111111			se Justificatio	n		
			Purpose			
his accoun	t is to fund on-goi	ng, general legal se	rvices in suppo	rt of the agen	су.	
		Cool	o <sup>9</sup> Objectives			
To opouro lo	aal compliance o	nd protect the asset	s & Objectives			
		Projecte	d Expense De	tails		
K N.			FY 12/13	FY 13/14	P	
Item No.		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
Item No.			FY 12/13	FY 13/14	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee	FY 12/13 Budget	FY 13/14 Request	Descr	ription
		Payee t Legal Counsel  Total	FY 12/13 Budget \$168,000 \$168,000	FY 13/14 Request \$168,000	Descr	ription
1	SunLine Transi	Payee It Legal Counsel  Total  Prior Year & YT	\$168,000 \$168,000 \$168,000 \$168,000	FY 13/14 Request \$168,000	Descr	ription
		Payee t Legal Counsel  Total	FY 12/13 Budget \$168,000 \$168,000	FY 13/14 Request \$168,000	Descr	ription

\$0

\$0

Expenditure Name:	Public Notices		
Expenditure Description:	Costs related to giving public notice		
Account Number:	5030200000	Division:	40
Account Name:	Public Notices		

#### Purpose

This account is to fund the posting of public notices in local periodicals to satisfy legal requirements and inform the public.

#### **Goals & Objectives**

To provide proper and legal notices to the public regarding various issues.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$2,000	\$2,000	•
-			42,533	<del></del>	
		Total	\$2,000	\$2,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				
				I	1

Expenditure Description:  Account Number: 5049900001 Division: 40  Account Name: Office Supplies - General  Expense Justification  Purpose  This account is to fund office supplies for General Administration division for day-to-day operations.  Goals & Objectives  To fund expenditures for general office supplies.  Projected Expense Datalls  FY 12/13 FY 13/14 Request Request Psi,000 \$5,000  1 Various \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month	Expenditure	Name:	Material and Suppli	es			
Account Number: 5049900001 Division: 40 Account Name: Office Supplies - General  Expense Justification  Purpose This account is to fund office supplies for General Administration division for day-to-day operations.  Goals & Objectives  Of fund expenditures for general office supplies.  Projected Expense Details  FY 12/13 FY 13/14  Budget Request Description  1 Various \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month	xpenditure	Description:	Outside costs related to general office supplies				
Account Name:  Office Supplies - General  Expense Justification  Purpose  This account is to fund office supplies for General Administration division for day-to-day operations.  Goals & Objectives  To fund expenditures for general office supplies.  Projected Expense Details  FY 12/13 FY 13/14  Budget Request Description  1 Various \$5,000 \$5,000  Total \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals Actuals 6 - Month	-			-		Division:	40
Total \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actu			Office Supplies - G	eneral	•		
This account is to fund office supplies for General Administration division for day-to-day operations.    Goals & Objectives			Expens	se Justificatio	on		
Goals & Objectives  o fund expenditures for general office supplies.  Projected Expense Details  FY 12/13 FY 13/14  Budget Request Description  1 Various \$5,000 \$5,000  Total \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month							
Projected Expense Details							
Projected Expense Details   FY 12/13				& Objectives			
Total   \$5,000   \$5,000							
Item No.   Payee   Budget   Request   Description			Projected				
1 Various \$5,000 \$5,000  Total \$5,000 \$5,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 6 - Month	Item No.	P	avee		l I	Desc	ription
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month	1	Various		\$5,000	\$5,000		
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10         FY 10/11         FY 11/12         FY 12/13           Actuals         Actuals         6 - Month					<b>#5.000</b>		
Actuals Actuals 6 - Month			Total	\$5,000	\$5,000		
			Prior Year & YTI FY 11/12	O Actuals (Fin			
			Prior Year & YTI FY 11/12	O Actuals (Fin			

Expenditure	Name:	Materials & Suppl	ies			
-	Description:	Costs related to g				
Account Nur		5049900000	<u> </u>	Div	vision:	40
Account Nar		Printing Administra	ation	<u>,</u> :		
			nse Justificatio	on		
			Purpose			
his account	is to fund printin	g of various SunLir	ne forms, publica	ations and busine	ess cards.	
		Goa forms and publicati	ls & Objectives			
	ı	Projecte	ed Expense De			
Item No.	F		FY 12/13	tails FY 13/14 Request	Descri	ption
Item No.	F Various	Projecte Payee		FY 13/14	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
			FY 12/13 Budget	FY 13/14 Request	Descri	ption
		Payee	FY 12/13 Budget \$5,000	\$5,000 \$5,000	Descri	ption
1	Various	Tota Prior Year & Y	FY 12/13 Budget \$5,000  \$5,000  II \$5,000  TD Actuals (Fin	\$5,000 \$5,000	Descri	ption
		Payee	FY 12/13 Budget \$5,000	\$5,000 \$5,000	Descri	ption

Expenditure	Name:	Miscellaneous Exp	ense			
Expenditure	Description:	Costs related to Bo	ard Meetings			
Account Nun	nber:	5090200002			Division:	40
Account Nam	ne:	Board Meeting Exp	enses			
		Expen	se Justification	on		
This assount i	is to fund expend	ditures related to co	Purpose	d mootings		
		Goals	s & Objectives			
		Projecte	d Expense De			
Item No.		ayee	Budget	Request	Desci	ription
1	Various		\$3,000	\$3,000		
						_
		Total	\$3,000	\$3,000		
		Prior Year & YT	. ,			
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expense				
Expenditure Description:	Costs related to Board Compensation	n			
Account Number:	5090200003	Division:	40		
Account Name:	Board Member Compensation				
	<b>Expense Justification</b>				
	Purpose				
This account is to fund Board Member Compensation.					

Goals & Objectives
To fund Board Member stipend for Board meeting attendance.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$6,000	\$6,000	
		Total	\$6,000	\$6,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				
	·				

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to Board Compensation		
Account Number:	5099900004	Division:	40
Account Name:	Consulting - General		

#### Purpose

This account is to fund consulting expenditures for General Administration. Consultants may be used in a variety of areas such as strategic planning and special projects such as needs assessments, legal compliance and audits.

#### **Goals & Objectives**

To fund expenditures for consulting in specialty projects/areas of expertise.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$40,000	\$20,000	
2	Intermin Genera	l Manager		\$80,000	
3	Various			\$50,000	Executive Recruiter
		Ť			
		Total	\$40,000	\$150,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Miscellaneous Expense				
Expenditure Description:	Costs related to memberships and subscriptions				
Account Number:	5090100000	Division:	40		
Account Name:	Memberships & Subscriptions				

#### Purpose

This account is to fund membership and subscriptions to major professional associations that promote public transportation at the state and federal levels.

#### **Goals & Objectives**

These memberships and subscriptions allow the agency to stay current on transit trends, legislative changes, etc.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	APTA		\$21,000	\$21,000	
2	California Trans	it Association	\$10,500	\$10,500	
3	Conf of Minority	Transit Officials	\$3,350	\$3,350	
4	CalAct		\$700	\$700	
5	Cal-Start		\$1,500	\$1,500	
6					
7					
8					
9					
10					
11					
12					
13					
			\$37,050	\$37,050	
		Prior Year & YT	D Actuals (Fir	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to travel		
Account Number:	5090300000	Division:	40
Account Name:	Travel Meetings/Seminars		

#### Purpose

Travel expense for all areas of SunLine Transit Agency - Approved by the General Manager only.

#### **Goals & Objectives**

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Projecte	d Expense De				
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Annual APTA C		\$3,500	\$3,500			
2	COMTO Nation	al	\$2,500	\$2,500			
3	Annual APTA C	onference	\$3,500	\$3,500			
4	Annual APTA C	EO Seminar	\$3,500	\$3,500			
5	APTA Legislativ	re Conference	\$2,500	\$2,500			
6	APTA Bus & Pa	ratransit Conf	\$3,500	\$3,500			
7	CalAct Autumn	Conference	\$1,000	\$1,000			
8	CalStart Conf -	Heavy Duty	\$1,200	\$1,200			
9	CTA Legislative	Conference	\$1,000	\$1,000			
10	APTA Committe	ee Meetings	\$1,500	\$1,500			
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
		Total		\$23,700			
		Prior Year & YT	D Actuals (Fin	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0						
			ľ.				

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to miscellaneous expenses		
Account Number:	5099900002	Division:	40
Account Name:	Miscellaneous Expense		

#### Purpose

This account is to fund Miscellaneous General Administration expenses, such as fees for City/Community events, video production, media relations and community engagements.

#### Goals & Objectives

To maintain a positive and collaborative relationships with Cities/County and enhance SunLine's public image with various communities.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$20,000	\$20,000	-
		*			
		Total	\$20,000	\$20,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

# SUNFUELS





#### **Functions and Responsibilities**

SunFuels is a department within SunLine Transit Agency (STA) that offers alternative fuels to STA and the public. SunFuels is the only alternative fueling station in the Coachella Valley that offers Clean Natural Gas (CNG), Hydrogen Clean Natural Gas (HCNG) and Hydrogen fuels. SunFuels is responsible for the operations and maintenance of the SunLine CNG and Hydrogen fueling infrastructure. SunFuels provides daily fueling capabilities to STA vehicles and the public. SunFuels produces up to 1.5 million Gas Gallon Equivalents (GGEs) per year.

#### FY 13-14 Goals and Objectives

- Produce 365,000 GGE for public sales and 1,176,500 for inside sales
- Maintain 98% reliability on fueling infrastructure
- Increase public sales by 10%

#### **Expenditure Budget Summary - SunFuels: 9 (Outside Sales)**

		FY 12-13	FY 13-14	
Account #	Item Description	<b>Approved Budget</b>	<b>Proposed Budget</b>	Variance
5010200500	Admin Salaries		27,000	27,000
5010201610	Admin Salaries - OT			
5010201500	Allocated Salaries		(5,846)	(5,846)
5020000000	Fringe Benefits		17,180	17,180
5030200000	Advertising & Marketing		150	150
5030600900	Answering Services		342	342
5030500010	Contracted Services		6,600	6,600
5030500011	Contracted Services - Hydrogen			
5039900005	Inventory-Freight		150	150
5039900007	Inventory - Sales Tax		600	600
5039900008	Shipping Freight		900	900
5030500012	Uniforms		300	300
5049900012	Mat/Supplies - CNG Indio		510	510
5049900010	Mat/Supplies - CNG T Palms		2,775	2,775
5049900011	Mat/Supplies - Hydrogen			
5049900001	Office Supplies		75	75
5049900450	Repair Parts - CNG - Indio		3,000	3,000
5049900400	Repair Parts - CNG - Tpalms		6,000	6,000
5049900300	Repair Parts - Hydrogen			
5050200001	Electricity - CNG TP		8,159	8,159
5050200002	Electricity - CNG Indio		19,020	19,020
5050200003	Electricity - Hydrogen			
5050200020	Gas - CNG TP		104,440	104,440
5050200021	Gas - CNG Indio		96,123	96,123
5050200022	Gas - Hydrogen			
5070500000	Fuel Taxes		30,000	30,000
5090801000	Bank Adjustment fees		4,500	4,500
5099900004	Permits & Licenses		225	225
5099909000	Allocated Indirect Expenses			
5100200000	Self Consumed Fuel			
	Total Expenditures		322,203	322,203



#### **Expenditure Budget Summary - SunFuels: 10 (Inside Sales)**

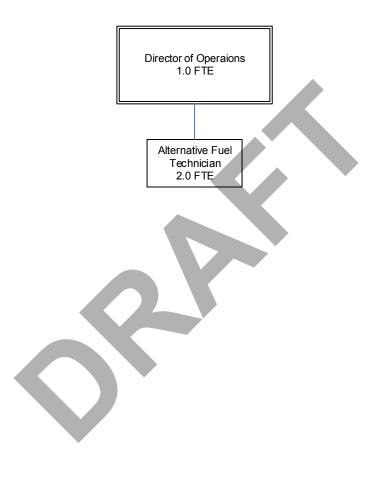
Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	92,556	63,000	(29,556)
5010201610	Admin Salaries - OT	3,000	03,000	(3,000)
5010201500	Allocated Salaries	8,000	(13,640)	(21,640)
5020000000	Fringe Benefits	69,314	40,088	(29,226)
5030200000	Advertising & Marketing	500	350	(150)
5030600900	Answering Services	1,000	798	(202)
5030500010	Contracted Services	18,500	15,400	(3,100)
5030500011	Contracted Services - Hydrogen	63,100	63,100	0
5039900005	Inventory-Freight	500	350	(150)
5039900007	Inventory - Sales Tax	2,000	1,400	(600)
5039900008	Shipping Freight	1,500	2,100	600
5030500012	Uniforms	1,000	700	(300)
5049900012	Mat/Supplies - CNG Indio	1,700	1,190	(510)
5049900010	Mat/Supplies - CNG T Palms	9,250	6,475	(2,775)
5049900011	Mat/Supplies - Hydrogen	12,000	12,000	0
5049900001	Office Supplies	250	175	(75)
5049900450	Repair Parts - CNG - Indio	7,500	7,000	(500)
5049900400	Repair Parts - CNG - Tpalms	15,000	14,000	(1,000)
5049900300	Repair Parts - Hydrogen	5,000	6,000	1,000
5050200001	Electricity - CNG TP	33,431	36,842	3,411
5050200002	Electricity - CNG Indio	43,460	30,980	(12,480)
5050200003	Electricity - Hydrogen	19,315	21,113	1,798
5050200020	Gas - CNG TP	433,727	471,621	37,894
5050200021	Gas - CNG Indio	224,258	213,485	(10,773)
5050200022	Gas - Hydrogen	31,202	34,417	3,215
5070500000	Fuel Taxes	80,000	70,000	(10,000)
5090200000	Travel Meetings/Seminars*		9,000	9,000
5090801000	Bank Adjustment fees	9,000	10,500	1,500
5099900004	Permits & Licenses	750	525	(225)
5099909000	Allocated Indirect Expenses	10,000		(10,000)
5100200000	Self Consumed Fuel	(907,273)		907,273
	Total Expenditures	289,540	1,118,969	829,429

Note: Account #5090200000 was reallocated from Div 40

#### **Personnel Summary**

	Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
L	2	Alternative Fuel Technicians	2.00	2.00	0.00
F	2	Total FTEs	2.00	2.00	0.00

## SunFuels



Expenditure Name:	Advertising & Marketing Development				
Expenditure Description:	Costs related to advertisement and marketing development				
Account Number:	5030200000	Division:	9		
Account Name:	Advertising & Marketing Development				

## Expense Justification Purpose/Justification

For related cost to advertisement and marketing development on promoting SunLine's alternative fuel station options.

#### **Goals & Objectives**

To maintain and create signage for CNG station.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various			\$150	Ads & Marketing	
		Total	\$0	\$150		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$0	\$0			
·		·	·			

Expenditure Name:	Services				
Expenditure Description:	cpenditure Description: Cost to provide answering services for fueling stations				
Account Number:	5030600900	Division:	9		
Account Name:	Answering Services				
	Expansa Justification				

#### Expense Justification Purpose/Justification

For cost related on providing 24 hour answering services for SunLine's fueling stations.

#### **Goals & Objectives**

- 1. Will utilize answering services to maintain excellent customer service and satisfaction.
- 2. To control cost to maintain budget compliance

	T	o control cost to m	naintain budg	et complianc	e.	
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	De	scription
1	Checkmate Exc	change			24 hr answe	ering services
		Total	<u></u>	<b>#242</b>		
				\$342		
		Prior Year & YTI	D Actuals (Fin	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$947	\$567			

Expenditure Name:	Services		
Expenditure Description:	Cost for contracted services to repair and maintain fueling stations		
Account Number:	5030500010	Division:	9
Account Name:	Contracted Services		

## **Expense Justification Purpose/Justification**

For cost of contracted services to repair and maintain fueling stations beyond SunLine's expertise such as, Fuel Force card reader repairs, pressure relief valve certification, and hazardous materials disposal.

#### **Goals & Objectives**

Will monitor services to control cost and ensure budget complaince.

		Projecte	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	De	scription
1	Broudlux			\$3,600		-
2				\$1,500		
3	Safety Clean			\$1,500		
		Total	<u></u>	#C 600		
		Total	\$0	\$6,600		
		Prior Year & YTI	D Actuals (Fin	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
<b>Actuals</b>	Actuals	Actuals	6 - Month			
\$0	\$0	\$17,962	\$4,652			

Expenditure Name:	Services			
Expenditure Description:	Cost for shipping and freight services			
Account Number:	5039900005	Division:	9	
Account Name:	Inventory - Freight			
	Expense Justifica	ation		
	Purpose/Justifica	ation		
or costs of shipping and fre	ght services of inventory parts re	elated to station maintenance.		

#### Goals & Objectives

To control cost and maintain budget compliance.

		Projected	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.		ayee	Budget	Request	Desc	ription
1	Various			\$150		
		Total	\$0	\$150		
		Prior Year & YTI				
FY 09/10	FY 10/11	FY 11/12	FY 12/13	,		
Actuals	Actuals	Actuals	6 - Month			
\$0		\$750	\$196			

Expenditure	Name:	Services					
	re Description: Cost of sales taxes for parts inventory						
Account Nun		5039900008 <b>Division:</b> 9					
Account Nan		Inventory - Sales Ta	 ах		12111010111	<u> </u>	
			se Justificatio	on			
			se/Justification				
or costs rela	ited to sales taxe	es on inventory parts	<b>5.</b>				
		Goals	s & Objectives				
To control cos	st and maintain b	oudget compliance					
		Projectos	d Expanse Do	taile			
		Projected	d Expense De				
Item No.		Projected Payee	d Expense De FY 12/13 Budget	tails FY 13/14 Request	Desci	ription	
Item No.	F Various		FY 12/13	FY 13/14	Descr	ription	
			FY 12/13	FY 13/14 Request	Desci	ription	
			FY 12/13	FY 13/14 Request	Desci	ription	
			FY 12/13	FY 13/14 Request	Desc	ription	
			FY 12/13	FY 13/14 Request	Desci	ription	
			FY 12/13	FY 13/14 Request	Descr	ription	
			FY 12/13	FY 13/14 Request	Desci	ription	
			FY 12/13	FY 13/14 Request	Descr	ription	
			FY 12/13	FY 13/14 Request	Descr	ription	
		Payee	FY 12/13 Budget	\$600	Desci	ription	
		Payee	FY 12/13 Budget	\$600 \$600	Descr	ription	
1	Various	Total Prior Year & YTD	FY 12/13 Budget  \$0 D Actuals (Fin	\$600 \$600	Desci	ription	
1 FY 09/10	Various  FY 10/11	Total Prior Year & YTD FY 11/12	\$0 Actuals (Fin	\$600 \$600	Descri	ription	
1	Various	Total Prior Year & YTD	FY 12/13 Budget  \$0 D Actuals (Fin	\$600 \$600	Desci	ription	

Expenditure Name:	Services					
Expenditure Description:	nditure Description: Cost for shipping and freight services for testing materials					
Account Number:	5039900005	Division:	9			
Account Name: Shipping & Freight						
Expense Justification						
Purpose/Justification						

For costs of shipping and freight services to ship materials and emergency repair parts to and from SunLine.

#### **Goals & Objectives**

To control and monitor freight charges to ensure budget compliance.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various			\$900	
	,				
		Total	\$0	\$900	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$528	\$1,441		
•		, , ,	, ,		
				i e	l l

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	503030013	Division:	9
Account Name:	Uniforms		

For related cost to provide field service technician employee uniforms. Includes rental and cleaning of contracted services for uniforms.

### **Goals & Objectives**

To enhance technician appearance and customer service.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	G & K Services			\$300	Employee Uniforms	
		Total	\$0	\$300		
		Prior Year & YTI	D Actuals (Fin	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$540	\$461			

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for materials & supplies for CNG Indio		
Account Number:	5049900012	Division:	9
Account Name:	Material & Supplies - CNG Indio		

For related cost of materials and supplies for servicing equipment related to CNG production at the Indio station. These cost mainly include expendable items such ad lubricants, stainless steel fittings and misc. items from local automotive ware houses.

- 1. To control cost to maintain budget compliance.
- 2. To maintain station reliability.

		Projected	d Expense De	tails			
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Strickland			\$310	Materials & Supplies		
2				\$100	Materials & Supplies		
3	Napa			\$100	Materials & Supplies		
		Total	Φ0	<b>0.540</b>			
		Total		\$510			
		Prior Year & YTI	D Actuals (Fir	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$1,409	\$0				

Expenditure Name:	Material & Supplies				
Expenditure Description:	Costs for materials & supplies for CNG TP				
Account Number:	5049900010	Division:	9		
Account Name:	Material & Supplies - CNG TP				

For realted cost of materials and supplies for servicing equipment realted to CNG production at the Thousand Palms station. These cost mainly include expendable items such ad lubricants, stainless steel fittings and misc. items from local automotive ware houses.

- 1. To control cost to maintain budget compliance.
- 2. To maintain station relaibility.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	Р	ayee	Budget	Request	De	scription
1	Gate Way/CEC	0		\$1,100	Materials &	Supplies
2				\$250	Materials &	Supplies
3	SoCo			\$400	Materials &	Supplies
4	Kaman			\$200	Materials &	Supplies
5	McMaster			\$475	Materials &	Supplies
6	Grainger			\$175	Materials &	Supplies
7	Hoke Controls			\$175	Materials &	Supplies
		Total		\$2,775		
		Prior Year & YTI	D Actuals (Fin	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$12,966	\$2,803			

Expenditure Name: Expenditure Description Account Number: Account Name: For providing general of	on: Costs 50499	Supplies for general of 200001 Supplies	ffice supplies		Division:	
Account Number: Account Name:	50499	00001	35PP.100		Division:	
Account Name:					IDIVISIOII.	9
	011100	Ouppoo				
or providing general of		Expen	se Justification	on		
or providing general of			se/Justification			
	fice supplies	for SunFuel's	s day to day op	erations		
		Goals	s & Objectives			
		Projected	d Expense De			
Item No.	Payee		FY 12/13 Budget	FY 13/14 Request	Descr	intion
1 Office De			Budget		Misc office sup	
		Total	\$0	\$75		
	ъ.	V 0 V/T	D. A (   /E'			
			D Actuals (Fin	ance Only)		
FY 09/10 FY 10/ Actuals Actua	11 F	or Year & YTL Y 11/12 Actuals	FY 12/13 6 - Month	nance Only)		

Expenditure Name:	Material & Supplies			
Expenditure Description:	Costs for parts and repairs for CNG production			
Account Number:	5049900450	Division:	9	
Account Name:	Repairs- CNG Indio			

For costs realated to repair parts associated with CNG production at the Indio Fueling Station

- 1. To maintain station relaibility
- 2. To control cost and maintain budget compliance.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request		Description	
1	IMW				Parts		
1				7	Parts		
1	AtlasCop Co.			\$500	Parts		
		Tatal	Φ0	<b>#2.000</b>			
		Total	\$0	\$3,000			
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$12,278	\$5,380				

Expenditure Name:	Material & Supplies			
Expenditure Description:	Costs for parts and repairs for CNG production			
Account Number:	5049900400	Division:	9	
Account Name:	Repairs- CNG Thousand Palms			

For costs related to repair parts associated with CNG production at the Thousand Palms Fueling Station. These cost include compressor rings and packing's, dispenser computer boards and dispenser hoses and nozzles. There are also cost associated with any mass flow meters repairs.

- 1. To maintain station reliability
- 2. To control cost and maintain budget compliance.

	Projected Expense Details							
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request		Description		
1	OPW			\$3,000		-		
1	Greenfield			\$1,000	Parts			
1	Control Motion S	Solution			Parts			
1	CECO			\$1,000				
		Total	\$0	\$6,000				
		Prior Year & YTI	D Actuals (Fir	nance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$14,980	\$11,286					
		·	-					

Expenditure Name:	Utilities		
Expenditure Description:	Cost of electricity for CNG production		
Account Number:	5050200001	Division:	9
Account Name:	Electricity - CNG Thousand Palms		
	Francisco Instification		

For costs of electricity used to produce Compressed Natural Gas (CNG). These cost are for external sales of CNG.

## **Goals & Objectives**

To monitor electricity use to ensure station efficiency.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	IID			\$8,159	Electricity
		Total	ΦΩ	¢0 150	
			\$0	\$8,159	
		Prior Year & YTI	D Actuals (Fir	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$45,817	\$18,433		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of electricity for CNG production		
Account Number:	5050200002	Division:	9
Account Name:	Electricity - CNG Indio		
	Francisco Institution		

For costs of electricity used to produce Compressed Natural Gas (CNG). These cost are for external sale of CNG.

## **Goals & Objectives**

To monitor electricity to ensure station efficiency

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	IID			\$19,020	Electricity
		Tatal	Φ0	<b>#40.000</b>	
		Total	\$0	\$19,020	
		Prior Year & YTI	D Actuals (Fir	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
<b>Actuals</b>	Actuals	Actuals	6 - Month		
\$0	\$0	\$56,030	\$23,188		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of natural gas for CNG production		
Account Number:	505020020	Division:	9
Account Name:	Gas - CNG Thousand Palms		

For costs of natural gas used to produce Compressed Natural Gas (CNG)

Est. usage/Therms - 1338585 Est. Cost/Therms - 0.4281 Est. Total cost \$573,048 External usage- \$104,440

#### **Goals & Objectives**

To monitor gas price to ensure budget estimate within range

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Southern California	rnia Gas Co.		\$104,440	Natural Gas	
		Total	\$0	\$104,440		
		Prior Year & YTI	D Actuals (Fir	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$596,217	\$267,660			
		•	•			

Expenditure Name:	Utilities		
Expenditure Description:	Cost of natural gas for CNG production		
Account Number:	505020021	Division:	9
Account Name:	Gas - CNG Indio		

For costs for natural gas used to produce Compressed Natural Gas (CNG)

Est. usage/Therms - 729629 Est. Cost/Therms - 0.42446 Est. Total Cost \$309,698 External usage \$96,123

#### Goals & Objectives

To monitor gas price to ensure budget estimate within range

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Southern Califo	rnia Gas Co.		\$96,123	Natural Gas		
		Total	<b>*</b> 0	¢06 122			
				\$96,123			
		Prior Year & YT		nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$307,603	\$141,936				
					1		

Expenditure Name:	Taxes & Fees				
Expenditure Description:	Costs for fuel taxes on CNG and H2 production				
Account Number:	5070500000	Division:	9		
Account Name:	Fuel Taxes				
Expense Justification					

For costs of fuel taxes on CNG production. These cost are for external sale of fuel.

## **Goals & Objectives**

To monitor tax cost to ensure budget estimate within range

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request		Description	
1	Various			\$30,000	Taxes	-	
		Total	\$0	\$30,000			
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$92,794	\$49,781				

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to bank service fees and adjustments				
Account Number:	5090801000	Division:	9		
Account Name:	Bank Adjustments/Fees				

For Bank service fees/adjustments related to fueling station credit card charges. These cost are for external sale of fuel.

### Goals & Objectives

To monitor bank service fees to ensure budget compliance

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various			\$4,500		
		Total	40	£4.500		
			•	\$4,500		
		Prior Year & YTI	D Actuals (Fin	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$8,192	\$7,611			

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to permits & licenses for CNG production				
Account Number:	5099900004	Division:	9		
Account Name:	Permits & Licenses				
Expanse Justification					

For related costs of permits & licenses for CNG production. These cost are for external sale of fuel.

## **Goals & Objectives**

To control cost and monitor for budget complaince.

		Projected	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various			\$225	·
<u> </u>				<del></del>	
	,				
		Total	\$0	\$225	
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$320	\$327		

Expenditure Name:	Advertising & Marketing Development				
Expenditure Description:	Costs related to advertisment and marketing development				
Account Number:	5030200000	Division:	10		
Account Name:	Advertising & Marketing Development				

#### Purpose

For related cost of advertisement and marketing development on promoting SunLine's alternative fuel station options.

### **Goals & Objectives**

To maintain and create signage for CNG station.

		Duningto	d Famoura De	4-11-	
		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$500	\$350	Ads & Marketing
			_		
		Total	\$500	\$350	
		Prior Year & YTI	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		
·	· I	·			
1					

Expenditure Name:	Services		
Expenditure Description:	Cost to provide answering services for fueling stations		
Account Number:	5030600900	Division:	10
Account Name:	Answering Services		

#### Purpose

For cost related on providing 24 hour answering services for SunLine's fueling stations.

- 1. Will utilize answering services to maintain excellent customer service and satisfaction.
- 2. To control cost to maintian budget compliance

		Projecte	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	Р	ayee	Budget	Request	Des	scription
1	Checkmate Exc	hange	\$1,000	\$798	24 hr answe	ring services
		*				
		Total	\$1,000	\$798		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$947	\$567			

Expenditure Name:	Services		
Expenditure Description:	Cost for contracted services to repair and maintain fueling stations		
Account Number:	5030500010	Division:	10
Account Name:	Contracted Services		

#### Purpose

For cost of contracted services to repair and maintain fueling stations beyond SunLine's expertise such as, Fuel Force card reader repairs, pressure relief valve certification, and hazardous materials disposal.

## Goals & Objectives

Monitor services to control cost and ensure budget compliance.

	Projected Expense Details								
			FY 12/13	FY 13/14					
Item No.	P	ayee	Budget	Request	Desc	ription			
1	Broudlux		\$11,000	\$8,400					
2	So. Cal Gas Co		\$4,500	\$3,500					
3	Safety Clean		\$3,000	\$3,500					
		Total	\$18,500	\$15,400					
			. ,	•					
		Prior Year & YT		iance Only)					
FY 09/10	FY 10/11	FY 11/12	FY 12/13						
Actuals	Actuals	Actuals	6 - Month						
\$0	\$0	\$17,962	\$4,652						

Expenditure Name:	Services		
Expenditure Description:	Cost for contracted services to repair and maintain H2 fueling stations		
Account Number:	5030500011	Division:	10
Account Name:	Contracted Services - Hydrogen		

#### Purpose

For cost of contracted services to repair and maintain the hydrogen fueling station. Primarily, HyRadix reformer contracted maintenance, water treatment and analytical hydrogen testing per ASTM fueling standards.

### **Goals & Objectives**

Monitor services to ensure budget compliance

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Paye	e	Budget	Request	Description
1	HyRadix		\$50,000	\$50,000	
2	Culligan Water Serv	/ice	\$7,500	\$7,500	
3	Smart Chemistry		\$5,600	\$5,600	
		Total	\$63,100	\$63,100	
	P	rior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$61,692	\$1,841		
			•		

Expenditure Name:	Services		
Expenditure Description:	Cost for shipping and freight services		
Account Number:	5039900005	Division:	10
Account Name:	Inventory - Freight		
	Expansa Justification		

Purpose

For costs of shipping and freight services of inventory parts related to station maintenance.

## **Goals & Objectives**

To control cost and maintain budget compliance.

	Projected Expense Details								
			FY 12/13	FY 13/14					
Item No.	P	ayee	Budget	Request	Description				
1	Various		\$500	\$350					
		Total	\$500	\$350					
		Prior Year & YTI		iance Only)					
FY 09/10	FY 10/11	FY 11/12	FY 12/13						
Actuals	Actuals	Actuals	6 - Month						
\$0	\$0	\$750	\$196						

Expenditure	Name:	Services						
Expenditure		Description: Cost of sales taxes for parts inventory						
Account Nun		5039900008	·	<u> </u>	Division:	10		
Account Nan	ne:	Inventory - Sales T	ax					
			se Justificatio	on				
		es on inventory parts	Purpose					
		Goals	s & Objectives					
		Projecte	d Expense De					
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Desc	cription		
1	Various		\$2,000	\$1,400				
		<u> </u>						
		Total		\$1,400				
EV 00/40	EV 40/44	Prior Year & YT		ance Only)				
FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month					
\$0	\$0	\$1,993	\$251					

Expenditure Name:	Services			
Expenditure Description:	Cost for shipping and freight services for testing materials			
Account Number:	5039900005	Division:	10	
Account Name:	Shipping & Freight			

Purpose

For costs of shipping and freight services to ship materials and emergency repair parts.

### Goals & Objectives

To control and monitor freight charges to ensure budget compliance.

		Projecte	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.		ayee	Budget	Request	Desc	ription
1	Various		\$1,500	\$2,100		
	+	Total	\$1,500	\$2,100		
		Prior Year & YT				
FY 09/10	FY 10/11	FY 11/12	FY 12/13	diffee Offig)		
Actuals	Actuals	Actuals	6 - Month			
\$0		\$528	\$1,441			
ΨΟ	ΨΟ	ΨΟΖΟ	Ψ1,371			

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	503030013	Division:	10
Account Name:	Uniforms		

Purpose

For cost to provide field service technician employee uniforms . Includes rental and cleaning of contracted services for uniforms.

### Goals & Objectives

To enhance technician appearance and customer service.

		Projected	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services		\$1,000	\$700	Employee Uniforms
		Total	\$1,000	\$700	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$540	\$461		

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for materials & supplies for CNG Indio		
Account Number:	5049900012	Division:	10
Account Name:	Material & Supplies - CNG Indio		

### Purpose

For realted cost of materials and supplies for servicing equipment realted to CNG production at the Indio fueling station.

- 1. To control cost to maintain budget compliance.
- 2. To maintain station relaibility.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Strickland		\$600	\$420	Materials & Supplies
2	Hoke		\$600	\$420	Materials & Supplies
3	Napa		\$500	\$350	Materials & Supplies
		*			
		Total	\$1,700	\$1,190	
		Prior Year & YTI	. ,		
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,409	\$0		
Ψ3	Ψ**	ψ1,100	Ψ3		

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for materials & supplies for CNG TP		
Account Number:	5049900010	Division:	10
Account Name:	Material & Supplies - CNG TP		

#### Purpose

For realted cost of materials and supplies for servicing equipment realted to CNG production at the Thousand Palms fueling station.

- 1. To control cost to maintain budget compliance.
- 2. To maintain station relaibility.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Gate Way/CEC	0	\$5,000	\$3,500	Materials & Supplies
2	Geniune Parts		\$250	\$250	Materials & Supplies
3	SoCo		\$500	\$450	Materials & Supplies
4	Kaman		\$1,000		Materials & Supplies
5	McMaster		\$500	\$375	Materials & Supplies
6	Grainger		\$1,000	·	Materials & Supplies
7	Hoke Controls		\$1,000	\$725	Materials & Supplies
		Total	\$9,250	\$6,475	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$12,966	\$2,803		

Expenditure Name:	Material & Supplies			
Expenditure Description:	Costs for materials & supplies for Hydrogen production			
Account Number:	5049900011	Division:	10	
Account Name:	Materials & Supplies - Hydrogen			

# Expense Justification Purpose

For realted cost of materials and supplies for servicing equipment realted to H2 production at the Thousand Palms hydrogen fueling station.

- 1. To control cost to maintain budget compliance.
- 2. To maintain station relaibility.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Cameron Weldii	ng	\$6,000	\$6,000	Materials & Supplies
2	Coast Filteration	1	\$2,500	\$2,500	
3	Hoke Controls		\$500	\$500	
4	San Diego Fittin	g	\$500	\$500	
5	McMaster		\$500	\$500	
6	Grainger		\$500	\$500	
7	OPW		\$1,500	\$1,500	
		T - 4 - 1	<b>*</b> 40.000	<b>#</b> 40.000	
		Total	\$12,000	\$12,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$17,406	\$6,063		

Expenditure	e Name:	Office Supplies					
Expenditure	e Description:	Costs for general office supplies					
Account Nu	ımber:	5049900001 <b>Division</b> : 10					
Account Na	me:	Office Supplies					
		Exper	nse Justificatio	n			
			Purpose				
-or providing	g general office s	supplies for SunFuel	s day to day op	erations			
		Goal	s & Objectives				
To control co	ost and maintain	budget complaince.					
		Projecte	ed Expense De				
Itam Na			FY 12/13	FY 13/14	D	win 4to o	
Item No.		Projecte Payee	FY 12/13 Budget	FY 13/14 Request		ription	
Item No.	Office Depot		FY 12/13	FY 13/14	Descr Misc office sup		
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			
			FY 12/13 Budget	FY 13/14 Request			

		Total	\$250	\$175		
Prior Year & YTD Actuals (Finance Only)						
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	(\$22)	\$320			

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for parts and repairs for CNG production		
Account Number:	5049900450	Division:	10
Account Name:	Repairs- CNG Indio		

#### Purpose

For costs realated to repair parts associated with CNG production at the Indio Fueling Station. These cost include compressor rings and packings, dispenser computer boards and dispenser hoses and nozzles.

- 1. To maintain station relaibility
- 2. To control cost and maintain budget compliance.

		Projected	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request		Description
1	IMW		\$3,000	\$2,500	Parts	
1	OPW		\$2,000	\$2,000	Parts	
1	AtlasCop Co.		\$2,500	\$2,500	Parts	
		Tatal	<b>#7.500</b>	<b>#7.000</b>		
		Total	\$7,500	\$7,000		
		Prior Year & YTI	D Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$12,278	\$5,380			

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for parts and repairs for CNG production		
Account Number:	5049900400	Division:	10
Account Name:	Repairs- CNG Thousand Palms		

#### Purpose

For costs realated to repair parts associated with CNG production at the Thousand Palms Fueling Station. These cost include compressor rings and packings, dispenser computer boards and dispenser hoses and nozzles.

- 1. To maintain station relaibility
- 2. To control cost and maintain budget compliance.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request		Description		
1	OPW		\$5,000	\$3,500	Parts			
1	Greenfield		\$5,000	\$3,500	Parts			
1	Control Motion S	Solution	\$5,000	\$3,500	Parts			
1	CECO			\$3,500				
		Total	\$15,000	\$14,000				
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$14,980	\$11,286					

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for parts and repairs for Hydrogen production		
Account Number:	5049900300	Division:	10
Account Name:	Repairs - Hydrogen		

#### Purpose

For costs related to repair parts associated with hydrogen production at the Thousand Palms Fueling Station. These cost include repair parts from HyRadix, Grainger and Electric Supply warehouse.

- 1. To maintain station reliability
- 2. To control cost and maintain budget compliance.

		Projected	d Expense De	tails		
Item No.	Pa	ayee	FY 12/13 Budget	FY 13/14 Request		Description
1	Hyradix		\$5,000	\$6,000	Parts	-
		Total	ФE 000	#C 000		
		Total	\$5,000	\$6,000		
	, , , , , , , , , , , , , , , , , , , ,	Prior Year & YTI		ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$6,841	\$3,099			
		l		I		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of electricity for CNG production		
Account Number:	5050200001	Division:	10
Account Name:	Electricity - CNG Thousand Palms		

Purpose

For costs of electricity used to produce Compressed Natural Gas (CNG). These estimated cost are primarily for internal use of CNG.

## Goals & Objectives

To monitor electricity to ensure station efficiency

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	l P	ayee	Budget	Request	Description
1	IID		\$33,431	\$36,842	Electricity
•			400,101	<del>\$00,0.1</del>	
		*			
		Total	\$33,431	\$36,842	
			. ,		
		Prior Year & YTI	D Actuals (Fin	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$45,817	\$18,433		
	· .	. ,	. ,		
	I			i e	i l

Expenditure Name:	Utilities		
Expenditure Description:	Cost of electricity for CNG production		
Account Number:	5050200002	Division:	10
Account Name:	Electricity - CNG Indio		

### Purpose

For costs of electricity used to produce Compressed Natural Gas (CNG). These cost are associated for internal use of CNG.

### Goals & Objectives

To monitor electricity to ensure station efficiency

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Р	ayee	Budget	Request	Description
1	IID		\$43,460	\$30,980	Electricity
		*			
		Total	\$43,460	\$30,980	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$56,030	\$23,188		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of electricity for Hydrogen production		
Account Number:	5050200003	Division:	10
Account Name:	Electricity - Hydrogen		

### Purpose

For costs of electricity used to produce Hydrogen. Est. Usage/KW - 170,000

Est. Usage/KW - 170,000 Est. Cost/KW - 0.12419 Est. Total Cost - \$21,113

## Goals & Objectives

To monitor electricity usage to ensure station efficiency

		Projected	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID		\$19,315	\$21,113	Electricity
		Total	\$19,315	\$21,113	
		Prior Year & YTI			
EV 00/40	EV 40/44		-	lance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$22,306	\$8,969		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of natural gas for CNG production		
Account Number:	505020020	Division:	10
Account Name:	Gas - CNG Thousand Palms		

#### Purpose

For costs of natural gas used to produce Compressed Natural Gas (CNG)

Est. usage/Therms - 1338585 Est. Cost/Therms - 0.4281 Est. Total cost \$573,048 Internal usage- \$471,621

## Goals & Objectives

To monitor gas price to ensure budget estimate within range

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Southern Califor	rnia Gas Co.	\$433,727	\$471,621	Natural Gas	
		<u> </u>				
		Total	\$433,727	\$471,621		
		Prior Year & YTI		iance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$596,217	\$267,660			

Expenditure Name:	Utilities		
Expenditure Description:	Cost of natural gas for CNG production		
Account Number:	505020021	Division:	10
Account Name:	Gas - CNG Indio		

#### Purpose

For costs for natural gas used to produce Compressed Natural Gas (CNG)

Est. usage/Therms - 729629 Est. Cost/Therms - 0.42446 Est. Total Cost \$309,698 Internal usage \$213,485

## **Goals & Objectives**

To monitor gas price to ensure budget estimate within range

Projected Expense Details							
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Southern Califor	rnia Gas Co.	\$224,258	\$213,485	Natural Gas		
		Total	\$224,258	\$213,485			
		Prior Year & YTI		ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$307,603	\$141,936				
i	ı				1		

Expenditure Name:	Utilities		
Expenditure Description:	Cost of natural gas for Hydrogen production		
Account Number:	505020022	Division:	10
Account Name:	Gas - Hydrogen		

#### Purpose

For costs of natural gas used to produce Hydrogen. Est. usage/Therms - 80,395

Est. usage/Therms - 80,395 Est. Cost/Therms - 0.4281 Est. Total Costs - \$34,417

### Goals & Objectives

Monitor gas price to ensure budget estimate within range

Projected Expense Details						
	•	Projected				
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Southern Califo	rnia Gas Co.	\$31,202	\$34,417	Natural Gas	
		Total	\$31,202	\$34,417		
		Prior Year & YTI	O Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$34,650	\$17,210			

xpenditure	Name:	: Taxes & Fees				
	Description:	Costs for fuel taxes on CNG and H2 production				
Account Nu		5070500000 <b>Division:</b> 10				
Account Nai	me:	Fuel Taxes				
		Expen	se Justification	on		
	uel taxes on CN0		Purpose			
		Goals	s & Objectives			
o monitor ta	x cost to ensure	budget estimate wit				
		Projecte	d Expense De		ı	
Item No.	P		FY 12/13	FY 13/14	Descr	ription
Item No.	P Various	Projecte ayee			<b>Descr</b> Taxes	iption
			FY 12/13 Budget	FY 13/14 Request		ription
			FY 12/13 Budget	FY 13/14 Request		ription
			FY 12/13 Budget	FY 13/14 Request		iption
			FY 12/13 Budget	FY 13/14 Request		ription
			FY 12/13 Budget	FY 13/14 Request		ription
			FY 12/13 Budget	FY 13/14 Request		iption
			FY 12/13 Budget	FY 13/14 Request		ription
			FY 12/13 Budget	FY 13/14 Request		ription
		ayee	FY 12/13 Budget \$80,000	FY 13/14 Request \$70,000		iption
		Total	FY 12/13 Budget \$80,000	\$70,000 \$70,000		ription
1	Various	Total Prior Year & YT	\$80,000 \$80,000 \$80,000 \$80,000 D Actuals (Fin	\$70,000 \$70,000		ription
		Total	FY 12/13 Budget \$80,000	\$70,000 \$70,000		iption

Expenditure Name:	Miscellaneous Expense			
Expenditure Description:	Costs related to travel			
Account Number:	5090300000	Division:	10	
Account Name:	Travel Meetings/Seminars			

#### Purpose

For travel cost related to CNG station specific training. This training includes advance compressor diagnosis from Aerial, NGV institute CNG station certification and repair courses. For travel expense for all areas of SunLine Transit Agency - Approved by the General Manager only.

#### **Goals & Objectives**

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.		ayee	Budget	Request	Description
1	NGV Institute		\$3,000	\$3,000	
2	Aerial School		\$4,000	\$4,000	
3	NTT		\$2,000	\$2,000	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Total	. ,	\$9,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Miscellaneous Expenses			
Expenditure Description:	Costs related to bank service fees and adjustments			
Account Number:	5090801000	Division:	10	
Account Name:	Bank Adjustments/Fees			
	Francisco Instiffecti			

Purpose

For Bank service fees/adjustments related to fueling station credit card charges

# Goals & Objectives

To monitor bank service fees to ensure budget compliance

		Projected	d Expense De	tails	
Item No.	Pa	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$9,000	\$10,500	
		Total	\$9,000	\$10,500	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$8,192	\$7,611		
	1				

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to permits & licenses for CNG & H2 production				
Account Number:	5099900004	Division:	10		
Account Name:	Permits & Licenses				
Expense Justification					

Purpose
For related costs of permits & licenses for CNG production.

# **Goals & Objectives**

To control cost and monitor for budget complaince.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$750	\$525	
l		Total	\$750	\$525	
		Prior Year & YTI	D Actuals <i>(Fin</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$320	\$327		
<u> </u>					

# **OPERATIONS**





#### **Functions and Responsibilities**

Operations Department is responsible for the daily transit services provided to the public by SunBus, SunDial and Customer Service. The daily service for both fixed route and paratransit encompasses over 1,100 square miles with an annual ridership of 4.5 million.

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 is available within 3/4 of a mile on either side of any local SunBus route (not including Commuter Link 220).

#### FY 13-14 Goals and Objectives

- Maintain the current on-time performance standards above 80%
- Expand service levels to support new demands for transit services in FY13-14
- Improve customer service by utilizing information technology
- Implement the use of new training video system to enhance Safety Program

#### **Expenditure Budget Summary - Fixed Route: 11 & 12**

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	820,847	846,367	25,520
5010101010	Operator Wages - FT	4,278,900	4,352,610	73,710
5010201500	Customer Service Salaries	82,481	84,153	1,672
	Salary Savings			
5010101020	Operator Wages - Overtime	500,000	500,000	0
5020000000	Fringe Benefits	3,320,521	3,377,640	57,119
5030303250	Consulting	10,000	5,000	(5,000)
5039900003	Printing Expense	3,000	3,200	200
5030300013	Uniforms Service	27,781	32,400	4,619
5049900011	Materials & Supplies	7,000	7,000	0
5049900001	Office Supplies	3,201	3,200	(1)
5090200002	Access Committee Meetings	1,200	1,200	0
5099900004	Bus Rodeo	10,000	10,000	0
5090201000	Employee Expenses	2,500	2,500	0
5090200000	Travel Meetings*		12,500	12,500
5099900001	Seminars/Training		30,000	30,000
	Total Expenditures	9,067,431	9,267,770	200,339

Note: Account #5090200000 was reallocated from Div 40

#### Expenditure Budget Summary - Paratransit: 13 (Ops only portion) & 14

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5030300013	Admin Salaries	305,252	311,359	6,107
5010201610	Admin - OT	2,000	2,000	0
5010101010	Operator Wages	1,068,521	1,170,844	102,323
5010101020	Operator Wages - Overtime	170,000	175,000	5,000
5020000000	Fringe Benefits	901,786	898,282	(3,504)
5039900003	General Services	18,000	18,000	0
5030300013	Uniforms Service	10,000	11,000	1,000
5049900001	Office Supplies	1,500	1,500	0
5049900011	Paratransit Supplies	1,500	1,500	0
	Total Expenditures	2.478.559	2.589.485	110,926

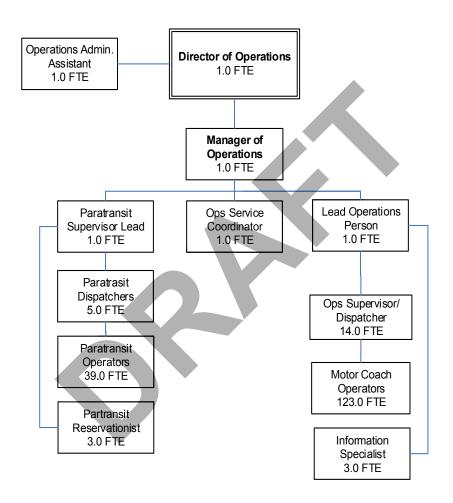


## **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
OS arric	C.accinication.	/ Idenomicou   1   1   1   1   1   1   1   1   1	nequestea i i 25	
	Fixed Route			
1	Director of Operations	1.00	1.00	0.00
1	Manager of Operations	1.00	1.00	0.00
1	Operations Admin. Assistant	1.00	1.00	0.00
1	Operations Services Coordinator	1.00	1.00	0.00
1	Lead Operations Person	1.00	1.00	0.00
14	Operations Supervisor/Dispatcher	14.00	14.00	0.00
111	Motor Coach Operator - Full Time	111.00	111.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
3	Information Specialist	3.00	3.00	0.00
0	Security Supervisor*	1.00		(1.00)
1	Safety Supervisor*		1.00	1.00
150	Sub-Total	146.00	146.00	0.00
	Paratransit			
1	Paratransit Supervisor - Lead	1.00	1.00	0.00
5	Paratransit Dispatcher	5.00	5.00	0.00
3	Paratransit Reservationist	3.00	3.00	0.00
36	Paratransit Operators - Full Time	36.00	36.00	0.00
6	Paratransit - Part Time (.50)	3.00	3.00	0.00
51	Sub-Total	48.00	48.00	0.00
201	Total FTEs	194.00	194.00	0.00

<sup>\*</sup> Reclassification/Retitle of existing position

# **Operations**



Expenditure Name:	Consulting	
Expenditure Description:	Consulting Services	
Account Number:	5030303250	Division: 11
Account Name:	Consulting	

#### Purpose

Cost associated for motivational/operational expert for safety training topics and Supervisor training. Two Training Sessions.

#### Goals & Objectives

To enhance transit Supervisors performance, improve customer service, and mitigate safety incidents during FY 13/14.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$10,000	\$5,000	Professional Development
					·
		Total	\$10,000	\$5,000	
		Prior Year & YTI	D Actuals (Fir	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,446	\$2,412		

Expenditure Name:	Printing			
Expenditure Description:	Outside costs related to printing various materials, documents, etc.			
Account Number:	5039900003	Division:	11	
Account Name:	Printing Expense			

# Purpose

For cost associated on printing Vehicle Condition Report (VCR) cards. Approximately 168 Vehicles @ 365 days per year. Part of CHP audits and safety compliance.

## **Goals & Objectives**

To provide efficient administrative support to Transit Operations

		Projector	d Evpanaa Da	taila	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Coachella Valley		\$3,000		Printing of VCR cards
			\$0,000	<b>40,200</b>	The state of the s
		Total	\$3,000	\$3,200	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,612	\$1,291		

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	503030013	Division:	11
Account Name:	Uniforms		

#### Purpose

Cost associated for providing transit operators uniforms in accordance with the MOU. These cost include rental and cleaning of uniforms. Approx. \$2,700 per month for 150 employees including Operation Supervisors and Dispatchers.

#### **Goals & Objectives**

To enhance transit Operators and Supervisors appearance and customer service.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Р	ayee	Budget	Request	Description
1	G & K Services		\$27,781	\$32,400	Operator Uniforms
		·			
		Total	\$27,781	\$32,400	
		Prior Year & YTI	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$28,095	\$16,473		

Expenditure Name:	Materials and Supplies				
Expenditure Description:	Costs for materials and supplies				
Account Number:	5049900011	Division:	11		
Account Name:	Materials & Supplies				

#### Purpose

Cost to provide materials & supplies for fixed route day to day operations. Supplies are kepted in the Supervisor vans and used in the field. These supplies include: Safety supplies, emergency van kits, spill kits, and other misc. tools and supplies.

#### Goals & Objectives

To provide Supervisors with necessary tools to support Transit Operations on a day to day basis.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$7,000	\$7,000	Misc supplies
	Grainger				
	Costco				
	Home Deptot				
		*			
		Total	\$7,000	\$7,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,980	\$402		

Expenditure Name:	Materials & Supplies				
Expenditure Description:	Costs for general office supplies				
Account Number:	5049900001	Division: 11			
Account Name:	Office Supplies				

#### Purpose

For general office supply costs related to support Fixed Route Operations day to day operations. These cost include pen and paper, ink and toner, staples and clips and any other materials and supplies for office efficiency.

#### Goals & Objectives

To provide efficient administrative support to Transit Operations.

	Projected Expense Details						
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description		
1	Office Depot		\$3,201	\$3,200	Misc office supplies		
·	ооо дорог		φο,201	Ψ0,200	писс синсс саррисс		
		Total	\$3,201	\$3,200			
		Prior Year & YTI	D Actuals (Fin	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$2,865	\$1,599				

Expenditure Name:	Miscellaneous Department Expenses		
Expenditure Description:	Costs related to Access Committee meetings		
Account Number:	5090200002	Division:	11
Account Name:	Access Committee Meetings	_	

#### Purpose

Cost to provide miscellaneous supplies and food items during Access meetings. There are six meetings a year. These cost also include name plaques and production of Agenda items for the Access meetings.

#### Goals & Objectives

To enhance customer service and community relations.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	Р	ayee	Budget	Request	Description			
1	Office Depot		\$1,200	\$1,200	Misc. meetings expenses			
	·				·			
		Total	\$1,200	\$1,200				
		Prior Year & YT	D Actuals <i>(Fin</i>	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$477	\$436					
<b>4</b> 3	<b>4</b> 5	<b>+</b> · · ·	Ţ.00					

Expenditure Name:	Miscellaneous Department Expenses				
Expenditure Description:	Costs related to APTA Annual Bus Rodeo Event				
Account Number:	5099900004	Division:	11		
Account Name:	Bus Rodeo Expenditures				

#### Purpose

For realted costs for employees to participate in the Annual APTA Bus Rodeo Event & Competition.

Registration - \$2400

Hotel - \$1600

Local Competition - \$6000

#### **Goals & Objectives**

To enhance employee morale and enhance SunLineTransit System within the Transportation Industry.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$10,000		Bus Rodeo Expenses
	APTA Registra	ntion			
	Various Hotels				
	Local Competition	on			
		Total	\$10,000	\$10,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$6,937	\$0		

Expenditure Name:	Miscellaneous Department Expenses				
Expenditure Description:	Costs to purchase operator uniform accessories and misc. supplies				
Account Number:	5090201000	Division:	11		
Account Name:	Employee Expenses				

Purpose

For expenditures realated to providing gloves, vest, name plates, other misc. supplies for transit operators as per the MOU.

#### Goals & Objectives

To enhance transit operators appearance and customer service.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Р	ayee	Budget	Request	Description
1	Various		\$2,500	\$2,500	Misc employee expenses
	Grainger		<del>+</del> =,000	<del>+=,</del>	
		Total	\$2,500	\$2,500	
			. ,		
		Prior Year & YTI	-	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,503	\$648		

Expenditure Name:	Miscellaneous Expense				
Expenditure Description:	Costs related to travel				
Account Number:	5090300000	Division:	11		
Account Name:	Travel Meetings/Seminars				

#### Purpose

For travel expense for all areas of SunLine Transit Agency - Approved by the General Manager only.

# Goals & Objectives

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Projecte	d Expense De		
			FY 12/13	FY 13/14	
Item No.		ayee	Budget	Request	Description
1	NTI Training		\$2,000	\$2,000	
2	TSI Training		\$4,500	\$4,500	
3	Various		\$6,000	\$6,000	
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Total		\$12,500	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Operations Training	
Expenditure Description:	Services	
Account Number:	5030303250	Division: 11
Account Name:	Services	

#### Purpose

For realted cost to train Supervisors in various aspects of Transit Operations incuding, Supervisor development, accident invistigations and other FTA required trainnig. Up to 4 Supervisor training sessions, employee certifications for 8 -10 employees, and 2 Safety Sessions.

#### **Goals & Objectives**

To enhance transit operators safety, performance, improve customer service, and mitigate safety incidents during FY 13/14.

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	Pa	ayee	Budget	Request	Description	
1	Various		\$10,000	\$0	Operator Training	
2	Learning Institut	e		\$6,000	Professional Development	
3	TSI Certification	s		\$2,500	Operator Certifications	
4	TBD - Safety			\$1,500		
5	TBD - Video Sys	stem		\$20,000	Video DVD System	
		Total	\$10,000	\$30,000		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$4,446	\$2,412			
	, ,	<b>,</b> , , , , , ,	<b>,</b> , , , , ,			
l	ı					

Expenditure Name:	Services		
Expenditure Description:	Costs related to general services for Paratransi	t (SunDial)	
Account Number:	5039900003	Division:	13
Account Name:	General Services		

# Expense Justification Purpose

For costs of the SmartDrive safety coaching and video services. Use of this technology allows supervisors to monitor driving behaviors in SunDial and coach drivers accordingly.

#### **Goals & Objectives**

- 1. To control cost and maintain budget compliance.
- 2. Reduce unsafe driving practices by using technology to identify risky driving behaviors.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Smart Drive Ser	vices	\$18,000	\$18,000			
		Total	\$18,000	\$18,000			
		Prior Year & YTI	D Actuals (Fin	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$0	\$8,680				

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing Paratransit Operators	uniforms	
Account Number:	503030013	Division:	13
Account Name:	Paratransit Uniforms		

#### Purpose

For cost associated on providing transit operators uniforms in accordance with the MOU. These cost include rental and cleaning of uniforms.

#### **Goals & Objectives**

To enhance transit operators appearance and customer service.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	G & K Services		\$10,000	\$11,000	Operator Uniforms
		Ť			
		Total	\$10,000	\$11,000	
		Prior Year & YTD	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$9,169	\$5,482		

Expenditure Name:	Materials & Supplies			
Expenditure Description:	Costs related to general office supplies			
Account Number:	5040200005	Division:	13	
Account Name:	Office Supplies			

#### Purpose

For general office supply costs related to support Paratransit (SunDial) day to day operations. These cost include pen and paper, ink and toner, staples and clips and any other materials and supplies for office efficiency.

#### Goals & Objectives

To control cost and maintain budget compliance.

		Projected	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$1,500	\$1,500	office supplies
		·			
	· ·				
		Total	\$1,500	\$1,500	
			•		
		Prior Year & YTI	-	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$2,422	\$1,055		

Expenditure Name:	Materials & Supplies				
Expenditure Description:	Costs related to general supplies for Paratransit	(SunDial) operat	ions		
Account Number:	5049900011	Division:	13		
Account Name:	Paratransit Supplies				

#### Purpose

For costs related to general supplies to support Paratransit (SunDial) operations. These cost include gloves, name tags, etc. for transit operators. The driving gloves are required by the MOU.

#### Goals & Objectives

To monitor cost and maintain cost for budget compliance

	Projected Expense Details					
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	Various		\$1,500	\$1,500	general supplies	
		Total	. ,	\$1,500		
		Prior Year & YTI	D Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$1,414	\$344			
1						

# RISK MANAGEMENT





#### **Functions and Responsibilities**

Risk Management is a division within the Human Resources Department and is responsible for all aspects of managing risks for SunLine Transit Agency, including employee safety, security and general liability. Risk Management is responsible for trending claims data and communicating the trends with other departments. The Risk Management staff work with the various departments to develop mitigations to data trends to reduce overall workers' compensation and general liability claims.

#### FY 13-14 Goals and Objectives

- Respond timely to the Public Entity Risk Management Authority (PERMA) on 100% of all general liability claims
- Reduce workers' compensation and general liability claims costs 5% by communicating monthly trends and developing mitigation plans with departments
- Provide 12 safety/security related trainings

#### **Expenditure Budget Summary - Risk Management: 15**

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
	Admin Salaries	98,298	161,143	62,845
	salary savings	11,11		,-
5020000000	Fringe Benefits	75,497	80,572	5,075
5030300001	Camera Maint. Agreement	500		(500)
5030300002	Contracted Services	8,540	9,000	460
	Employee Incentives Services	25,844	27,136	1,292
5039900003	Security Services	65,000	71,680	6,680
5049900000	Uniforms	500		(500)
5049900001	Emergency Preparedness Supplies	4,700	4,500	(200)
5099900004	Material/Supplies	3,700	4,250	550
5090201000	Training Supplies	3,600	8,750	5,150
	Insurance Losses*	543,477		(543,477)
	Miscellaneous Expense	6,480	6,550	70
5090100000	Memberships & Subscriptions**		1,245	1,245
	Total Expenditures	836,136	374,826	(461,311)

Note: Account #5090201001 - Insurance losses reallocated to Division #43 (Agency-wide)

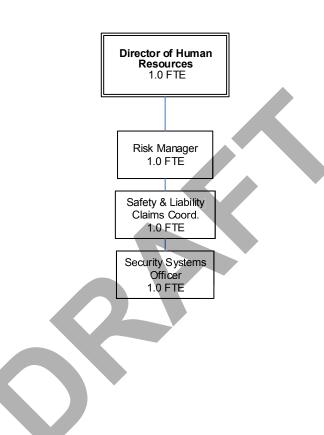
Note: Account #5090100000 was reallocated from Div 40

#### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
0	Security Officer	1.00		(1.00)
1	Security Systems Officer*		1.00	1.00
0	Saftey/Security Coordinator	1.00		(1.00)
1	Saftey/Liability Claims Coordinator*		1.00	1.00
1	Risk Manager	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

<sup>\*</sup> Reclassification/Retitle of existing positions

# Risk Management



Expenditure Name:	Services				
Expenditure Description:	: Costs related to contracted services for management of hazard materia				
Account Number:	5049900010	Division:	15		
Account Name:	Contract Services				

#### Purpose

Costs to provide services for the disposal of hazard materials as required by Riverside County Harzardous Materials Management Division.

#### **Goals & Objectives**

Ensure proper storage, handling and discposal of hazardous materials.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Hemphill and Gr		\$6,840	\$7,000	-
2	Hemphill and Gr		\$1,700	\$2,000	
	·				
·					
		Total	\$8,540	\$9,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		

Expenditure Name:	Services					
Expenditure Description: Costs related to employee incentives for safety awareness						
Account Number:	5030300050	Division:	15			
Account Name:	Employee Incentive Services					
Expense Justification						
Purnose						

To promote safe work practices to reduce work related accidents.

#### **Goals & Objectives**

To enhance safety awareness agency wide. To develop a agency wide safety culture for employees and encourage safety teamwork amongst all employees mitigating and preventing collisions and injuries.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Peavy Performa	ance Services	\$25,844	\$27,136			
		Total	\$25,844	\$27,136			
		Prior Year & YTI					
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$24,375	\$24,418				
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					!		

Expenditure Name:	Services		
Expenditure Description:	Costs related to contracted security services		
Account Number:	5030700000	Division:	15
Account Name:	Security Services		

#### Purpose

To provide contracted security services for transit facilities located in Thousand Palms and Indio. To ensure compliance with Homeland Security requirements.

# Goals & Objectives

To enhance security for transit facilities.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Allied Burton		\$65,000	\$71,680	Security Services		
		Total	\$65,000	\$71,680			
		Prior Year & YTI	O Actuals <i>(Fin</i>	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
<b>Actuals</b>	Actuals	Actuals	6 - Month				
\$0	\$0	\$44,029	\$24,460				

Expenditure Name:	Materials and Supplies				
Expenditure Description:	Costs for materials and supplies related to emergency preparedness				
Account Number:	5049901000	Division:	15		
Account Name: Emergency Preparedness					
	Expense Justification				

Purpose

To purchase materials & supplies for emergency preparedness, earthquake drills, natural disasters, etc.

## Goals & Objectives

To provide efficient emergency support to Transit Operations.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Quake Care		\$4,500	\$4,500	Misc supplies	
		Total	\$4,500	\$4,500		
		Prior Year & YTI	. ,	•		
FY 09/10	FY 10/11	FY 11/12	FY 12/13	ance omy)		
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$2,475	\$108			
				ĺ		

Expenditure Name:	Materials & Supplies				
Expenditure Description:	cription: Costs related to materials and supplies for safety & risk management				
Account Number:	5049900009	Division:	15		
Account Name:	Materials & Supplies				

#### Purpose

To provide materials and supplies to support safety and risk management activities. Such as materials for the Employee Safety Committee, disaster preparedness materials for annual State Shakeout Drill.

#### Goals & Objectives

To enhance safety services and training.

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Nat. Safety Mor	th Recognition	\$2,600	\$3,000	Safety supplies	
2	First-Aid Kit Sup	pplies	\$500	\$500	Safety supplies	
3	Nat. Safety Cou	ncil Materials	\$400	\$400	Safety supplies	
4	CERT Emerg. D	Disaster Materials	\$200	\$350	Safety supplies	
		Total	\$3,700	\$4,250		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$3,333	\$1,368			

Expenditure Name:	Materials & Supplies				
Expenditure Description: Costs related to materials and supplies for safety training					
Account Number:	50499000010	Division:	15		
Account Name:	Training Supplies				

#### Purpose

To purchase miscellaneous training supplies and materials. Include purchase of regulatory posters, banners, videos, and materials.

# **Goals & Objectives**

To enhance safety services and training.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	De	escription	
1	Safety Training	Video	\$600	\$600	Training Su	pplies	
2	Safety Posters/b	panners	\$0	\$150	Training Su	pplies	
3	Various		\$3,000	\$3,000			
4	TSI Certification	Class		\$5,000	TSI Cert - c	out of state	
		<del>-</del>	***				
		Total	. ,	\$8,750			
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$2,463	\$4,082				

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Cost related to safety and risk training		
Account Number:	5099901001	Division:	15
Account Name:	Risk Training		

#### Purpose

To provide TSI and National Safety Council Training. First Aid/CPR Trainer annual certifications. To support APTA Safety projects.

# **Goals & Objectives**

To enhance safety and risk management operations agency-wide.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Risk. Mang. Sta		\$6,400	\$6,400			
2	First Aid/CPR T		\$80	\$150	Training Certifications		
		Total	¢6 490	<b>\$6.550</b>			
			. ,	\$6,550			
		Prior Year & YTI	D Actuals (Fin	ance Only)	<u> </u>		
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$4,174	\$0				
		_					

Expenditure Name:	Services			
Expenditure Description: Cost related to Security Camera Maintenance Agreement				
Account Number:	5030700005	Division:	15	
Account Name:	Camera Maintenance Agreement			
	Formana Institution			

Purpose

Cost related to Security Camera Maintenance Agreement. Replace HD access ID cards

## **Goals & Objectives**

To enhance agency-wide security and surveillance equipment and systems.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request	Description			
1	HD Acess Cards	S	\$500	\$0	Costs to replace ID cards			
		Total	<b>\$500</b>	\$0				
		Prior Year & YTI	D Actuals (Fin	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$10,823	\$499					

Expenditure Name:	Miscellaneous Expense				
Expenditure Description:	Costs related to memberships and subscriptions				
Account Number:	5090100000	Division:	15		
Account Name:	Memberships & Subscriptions				

# Purpose

This account is to fund memberships to safety organizations that will improve the agency's safety record by reducing accidents.

## Goals & Objectives

These memberships provide a resource for staff for such things as CPR/First Aid training and safety assessments and risk reduction techniques.

		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.		yee	Budget	Request	Description
1	National Safety C	ouncil	\$400	\$400	
2	JJ Keller (Safety	Mgt Tool)	\$845	\$845	
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
		Total	\$1,245	\$1,245	
		Prior Year & YTI	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				
•					
				l .	

# **MAINTENANCE**





#### **Functions and Responsibilities**

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

#### FY 13-14 Goals and Objectives

- Realign the department staff to reduce overtime resulting in more efficient work processes and lower maintenance costs
- Streamline work processes and enhancing troubleshooting of mechanical systems
- Improve customer service information utilizing information technology
- Increase maintenance service levels for anticipated expansion of transit services
- Increase staff training and staff development
- Re-size the support vehicles and equipment to support transit expansions

#### Expenditure Budget Summary - Maintenance: 21 & 22

			<u> </u>	
		FY 12-13	FY 13-14	
Account #	Item Description	Approved Budget	Proposed Budget	Variance
5010200500	Admin Salaries	516,570	444,394	(72,176)
5010700000	Allocated Salaries	(1,542)		1,542
5010201200	Mechanic Wages	1,229,192	1,361,798	132,606
5010201210	Mechanic - OT	40,000	40,000	0
5010700000	Allocated Wages	(14,340)	(14,340)	0
	Fringe Benefits	1,127,657	1,100,407	(27,250)
5039900005	Contract Svc - Freight	4,000	4,000	0
5039900004	Contract Svc - Maint	76,250	72,000	(4,250)
5039900006	Contract Svc - Towing	4,000	7,000	3,000
5030500003	Equip Repairs - Shop Equipment	1,000	1,000	0
5030500004	Equip Repairs - Vault & Farebox	2,500	3,000	500
5030500001	Fire Extinguishers	500	700	200
5039900008	Inventory - Freight Charges	9,000	9,000	0
5039900007	Inventory - Sales Tax	40,000	40,000	0
5039900006	Outside Repair - Fixed Route	4,000	25,000	21,000
5039900007	Outside Repair - Support Vehicle	2,000	2,000	0
5030500002	Radio Maintenance	3,000	3,670	670
5030300014	Uniforms	19,000	19,000	0
5040100101	Lubricants - Oil	75,000	75,000	0
	Freon & Coolant	10,500	20,000	9,500
5040101000	Fuel - CNG Supt Veh	25,899		(25,899)
	Fuel - CNG Fixed Route	462,374		(462,374)
	Fuel - Unleaded	3,000	3,000	0
	Fuel - Diesel	500	100	(400)
	Fuel - Hydrogen	145,000		(145,000)
	Tires - Fixed Route	170,000	186,000	16,000
	Tires - Support Vehicles	10,000	10,000	0
5040200003	Tires - Tools & Services Supplies	250	250	0
	Cleaning Supplies - Vehicles	9,000	9,000	0
5049900015	Cosmetic Maintenance Exterior	4,000	5,000	1,000



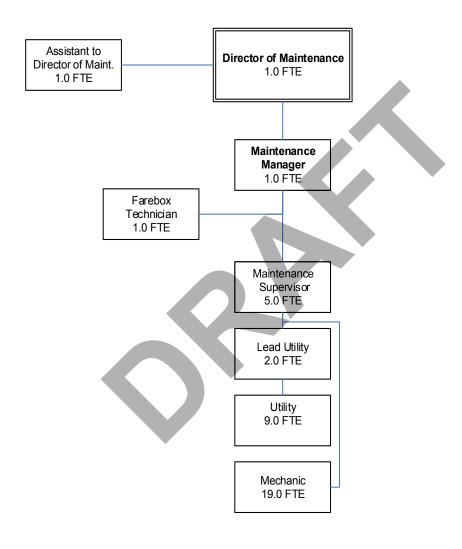
5049900020 Decals - Fixed Route	1,000	1,220	220
5049900025 Glass Replacement - Support Vehicle	1,000	1,000	0
5049900018 Mechanic Tools/Shoes	16,000	16,000	0
5049900001 Office Supplies	2,000	2,600	600
5049900021 Repair Parts - Fixed Route	390,000	480,000	90,000
Grant allocation		(120,000)	
5049900022 Repair Parts - Supt. Veh.	20,000	20,000	0
5049900017 Shop Supplies - Misc	21,000	21,000	0
5049900019 Small Tools & Equipment	2,000	2,000	0
5049900023 Vandalism/Seat Repair	1,000	1,000	0
5070500000 Fuel Taxes	15,000		(15,000)
5090400100 Discount Taken	(1,000)		1,000
5090201000 Employee Expenses	700	2,000	1,300
5099900004 Permits & Licenses	9,000	12,000	3,000
5090200000 Travel Meetings/Seminars*		3,000	3,000
Total Expenditures	4,456,010	3,868,799	(467,211)

# Expenditure Budget Summary - Paratransit: 13 (Maintenance portion only)

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5039900001	D.A.R. Contract Svc-Towing	1,200	1,200	0
5039900002	D.A.R. Outside Vehicle Repairs	3,500	3,500	0
	D.A.R. Fuel-CNG	152,118		(152,118)
5040200005		27,500	20,000	(7,500)
	D.A.R. Repair Parts	70,000	60,000	(10,000)
5049900007	D.A.R. Glass Replacement	3,000	3,000	0
5049900200	D.A.R. Decals	200	200	0
	Total Expenditures	257,518	87,900	(169,618)

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
1	Director of Maintenance	1.00	1.00	0.00
1	Assistant to Director of Maintenance	1.00	1.00	0.00
0	Maintenance Manager	1.00	0.00	(1.00)
1	Facility Maintenance Supervisor	1.00	1.00	0.00
4	Maintenance Supervisor	5.00	4.00	(1.00)
1	Maintenance Training Supervisor	1.00	1.00	0.00
15	Mechanic "A"*	13.00	15.00	2.00
2	Mechanic "B"*	4.00	2.00	(2.00)
2	Body Mechanic "A"	2.00	2.00	0.00
2	Lead Utility	2.00	2.00	0.00
9	Utility	9.00	9.00	0.00
1	Fare Box Technician	1.00	1.00	0.00
39	Total FTEs	41.00	39.00	(2.00)

# Maintenance



Expenditure Name:	Services		
Expenditure Description:	Cost for shipping and freight services for testing	materials	
Account Number:	5039900005	Division:	22
Account Name:	Contract Svc - Freight		

#### Purpose

This expenditure is related to costs for freight expense for shipping and receiving various items

#### Goals & Objectives

This expense will result in timely processing, shipping and accountability of materials between SunLine and vendors.

		Projected	d Expense De	tails	
		1	FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$4,000	\$4,000	·
		Ť			
		Total	\$4,000	\$4,000	
		Prior Year & YTE	O Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,099	\$1,869		

Expenditure Name:	Services		
Expenditure Description:	Cost for contracted services for vehicle mainter	nance	
Account Number:	5039900004	Division:	22
Account Name:	Contract Svs - Maintenance		

#### Purpose

This expenditure is related to maintenance service contracts with various vendors for tires, parts, washers, etc.

### Goals & Objectives

Ensure fleet remains safe and operational through proper maintenance.

			Loer		
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Goodyear Tire (	Co.	\$63,000	\$63,000	
2	Safety Kleen		\$13,250	\$9,000	
		*			
		Total		\$72,000	
		Prior Year & YT	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$73,574	\$30,476		

Expenditure Name:	Services		
Expenditure Description:	Cost for contracted services for vehicle towing		
Account Number:	5039900006	Division:	22
Account Name:	Contract Svs - Towing		

#### Purpose

This expenditure is related to costs for periodic towing services when a fixed rout vehicle becomes inoperable. The increase over previous fiscal year considers potential increases in towing as a result of an aging fleet.

#### Goals & Objectives

Reduce vehicle down time by quickly returning to SunLine for maintenance work.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Local tow comp		\$4,000	\$7,000	·
	,			. ,	
		<b>→</b>			
		Total	\$4,000	\$7,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,850	\$5,225		

Expenditure Name:	Services		
Expenditure Description:	Cost related to repairs and maintenance of sho	p equipment	
Account Number:	5030500003	Division:	22
Account Name:	Equipment Repairs - Shop Equip		

#### Purpose

This expenditure covers costs related to repairs, replacement, and maintenance of shop equipment, including lifts and balancers.

#### Goals & Objectives

Provide staff with necssary equipment to properly maintain the fleet.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$1,000	\$1,000	·
				. ,	
		<b>→</b>			
		Total	\$1,000	\$1,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,092	\$469		

Expenditure Name:	Services		
Expenditure Description:	Cost related to repairs and maintenance of val	ults and farebox	
Account Number:	5030500004	Division:	22
Account Name:	Equipment Repairs - Vaults & Farebox		

Purpose

This expenditure will cover costs related to repairs, replacement, and maintenance of equipment, including GFI Genfare vault receivers.

#### Goals & Objectives

Maintain properly operating fareboxes to mitigate losses in revenues.

		_			
		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	yee	Budget	Request	Description
1	Various		\$2,500	\$3,000	-
		*			
		Total	\$2,500	\$3,000	
		Prior Year & YTE	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$2,237	\$521		

Expenditure Name:	Services		
Expenditure Description:	Costs related to maintaining and servicing fire	extinquishers	
Account Number:	5030600700	Division:	22
Account Name:	Fire Extinguishers		

#### Purpose

This expenditure is related to cost for the service/replacment of fire extinguisher equipment on buses.

### Goals & Objectives

Ensure safe and operable fire extinguishers are on all fleet vehicles.

	13/14 quest Description \$700
1 Various \$500	\$700
· · · · · · · · · · · · · · · · · · ·	
T 11 0500	AT-0.0
Total \$500	\$700
Prior Year & YTD Actuals (Finance	Only)
FY 09/10   FY 10/11   FY 11/12   FY 12/13	
Actuals Actuals 6 - Month	
\$0 \$0 \$205 \$0	

Expenditure Name:	Services		
Expenditure Description:	Cost for shipping and freight services		
Account Number:	5039900008	Division:	22
Account Name:	Inventory - Freight		

Purpose

This expenditure is related to costs for shipping and freight services of inventory parts.

### Goals & Objectives

Ensure timely shipment and proper accountability of parts.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$9,000	\$9,000	_
		•			
		<del> </del>	40.000	***	
		Total	-	\$9,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$6,606	\$1,622		

Expenditure Name:	Services		
Expenditure Description:	Cost of sales taxes for parts inventory		
Account Number:	5039900008	Division:	22
Account Name:	Inventory - Sales Tax		

Purpose

This expenditure is related to the payment of sales taxes for inventory parts.

## **Goals & Objectives**

Ensure proper sales tax is paid for parts.

		Projected	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$40,000	\$40,000	-
<b> </b>					
+					
		<b>-</b>	* 40.000	<b>*</b> 40.000	
		Total		\$40,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$26,459	\$6,442		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Outside Repairs - Fixed Route		
Account Number:	5039900006	Division:	21
Account Name:	Outside Repair - Fixed Route		

#### Purpose

This expenditure is related to costs for outside vendors to repair fixed route vehicles, including rebuilding heads, air conditioner repairs, welding service repairs, etc. The increase in the budgeted amount captures costs that were allocated to fixed route parts in previous years, but is more appropriately allocated to this general ledger.

#### **Goals & Objectives**

Complete specialized work on vehicles no longer covered by warranty to reduce down time.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$4,000	\$25,000	
		Total		\$25,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$16,969	\$12,655		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Outside Repairs - Support Veh	icles	
Account Number:	5039900007	Division:	21
Account Name:	Outside Repair - Support Vehicles		

#### Purpose

This expenditure covers costs for outside vendors to repair support vehicles, including smog services, exhaust systems, hydraulic ramp repairs, front end alignments, transmission rebuilds, etc.

#### Goals & Objectives

Ensure vehicle is properly maintained and operational.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$2,000	\$2,000	
		Total		\$2,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,092	\$650		

Expenditure Name:	Services		
Expenditure Description:	Cost related to radio repairs and maintenance		
Account Number:	5030500002	Division:	22
Account Name:	Radio Repairs		

#### Purpose

This expenditure is related to costs repairs, maintenance and installation of radio equipment. Increase in budgeted item reflects the need for more repairs due to aging of equipment.

#### Goals & Objectives

Maintain an operational radio in support of operations.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$3,000	\$3,670	·
		¥			
		Total	\$3,000	\$3,670	
		Prior Year & YTI	D Actuals <i>(Fin</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,792	\$1,961		

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	503030014	Division:	22
Account Name:	Uniforms		

#### Purpose

This expenditure is to cover costs related to providing uniforms in accordance with MOUs, including rental and cleaning of uniforms.

#### Goals & Objectives

Ensure a clean and professional appearance of staff to enhance public image.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	G & K Services		\$19,000	\$19,000	Employee Uniforms
		·			
		<del>-</del>	<b>*</b> 40.000	0.40.000	
		Total	\$19,000	\$19,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$15,787	\$7,867		

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Costs related to fuels & lubricants for vehicles		
Account Number:	5040100101	Division:	21
Account Name:	Lubricants - Oil		

### Purpose

This expenditure will cover costs for lubricants and gear oils for vehicles.

Goals & Objectives

Ensure vehicles are properly maintained and operational to reduce mechanical failures and down time.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$75,000	\$75,000	
		Total		\$75,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$73,902	\$30,915		
	•				

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Costs related to freon & coolant for vehicles		
Account Number:	5040100102	Division:	21
Account Name:	Freon & Coolant		

#### **Purpose**

This expenditure is related to costs for freon and coolant for vehicle air conditioning systems. The increase in costs over previous years is the result of increasing material costs. Freon costs continue to increase as the result of EPA phase out.

#### Goals & Objectives

Properly maintain vehicle heating and cooling systems.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$10,500	\$20,000	
		Total	\$10,500	\$20,000	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$12,413	\$10,235		

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Fuel - Unleaded		
Account Number:	5040102000	Division:	21
Account Name:	Fuel - Unleaded		

## Purpose

This expenditure is for facilities miscellaneous support equipment (i.e. mowers, gardening equipment) which use unleaded fuel.

### Goals & Objectives

		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$3,000	\$3,000	Unleaded fuel
		Total		\$3,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$2,340	\$1,550		

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Fuel - Diesel		
Account Number:	5040102100	Division:	21
Account Name:	Fuel - Diesel		

#### Purpose

This expenditure will cover costs of fuel for facilities miscellaneous support equipment (i.e. tractor, front end loader, and large forklift) which use diesel.

### Goals & Objectives

Maintain a clean facility.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$500	\$100	Diesel Fuel
		Total		\$100	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$566	\$0		

Expenditure Name:	Tires and Tubes		
Expenditure Description:	Costs of Tires for fixed route vehicles		
Account Number:	504020001	Division:	21
Account Name:	Tires - Fixed Route		

#### Purpose

This expenditure is related to costs to lease and repair tires and repairs for fixed route vehicles.

Goals & Objectives

Ensure paratransit vehicles have safe and operable tires in the most cost effective manner.

		Projecte	d Expense De		
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	TBD		\$170,000	\$186,000	Tires for Fixed Route
		Total		\$186,000	
		Prior Year & YT	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$161,829	\$73,231		

Expenditure Name:	Tires and Tubes		
Expenditure Description:	Costs of Tires for Support Vehicles		
Account Number:	5040200002	Division:	21
Account Name:	Tires - Support Vehicles		

#### Purpose

This expenditure is related to costs to lease and repair tires and repairs for support vehicles.

Goals & Objectives

Ensure paratransit vehicles have safe and operable tires in the most cost effective manner.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	TBD		\$10,000	\$10,000	Tires for support vehicles
		Total		\$10,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$8,177	\$3,522		
i					

Expenditure Name:	Tires and Tubes		
Expenditure Description:	Costs for miscellaneous supplies for tire repairs	and equipment	
Account Number:	5040200003	Division:	21
Account Name:	Tires - Tools & Service Supplies		

#### **Purpose**

This expenditure is related to costs of miscellaneous supplies for tire repairs and equipment, including wheel weights, patches, tire tools, etc.

### Goals & Objectives

Ensure tires are in a safe and operative condition.

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Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for cleaning supplies for vehicles		
Account Number:	5049900016	Division:	22
Account Name:	Cleaning Supplies - Vehicles		

Purpose

This expenditure is related to materials and supplies for cleaning vehicles.

### **Goals & Objectives**

Maintain a professional and positive public image.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Strickland		\$9,000		Materials & Supplies
				. ,	, .
		·			
		Total	\$9,000	\$9,000	
			. ,		
		Prior Year & YTI		iance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$9,174	\$2,526		
	1				

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Cost related to cosmetic maintenance exterior		
Account Number:	5049900015	Division:	22
Account Name:	Cosmetic Maint Exterior		

#### Purpose

This expenditure is for costs related to vehicle paint and supplies for body shop. Inlclude paint, additives, sanpaper, body filler, masking tapes, and paper.

#### Goals & Objectives

Maintain fleet exteriors to present a professional public image.

		_			
		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	yee	Budget	Request	Description
1	Various		\$4,000	\$5,000	-
		·			
		·			
		Total	\$4,000	\$5,000	
		Prior Year & YTD	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,209	\$3,912		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to vehicle decals for fixed route		
Account Number:	5049900200	Division:	22
Account Name:	Decals - Fixed Route		

#### Purpose

This expenditure is related to costs for decals on fixed route vehicles that may result from minor accidents.

#### Goals & Objectives

Ensure decals present a professional image and clearly brand the fixed route service.

		Projecte	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request		Description
1	Various		\$1,000	\$1,220	decals	·
-			<b>V</b> 1,000	<del>, ,,,</del>		
		Total	\$1,000	\$1,220		
		Prior Year & YTI		•		
				ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$826	\$474			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to glass replacement - support ve	hicles	
Account Number:	5049900200	Division:	21
Account Name:	Glass Replacement - Support Vehicles		

### **Purpose**

This expenditure is related to costs for glass/windshield replacement for support vehicles.

Goals & Objectives

Ensure that windshields are clear and don't obstruct the driver's ability to safely operate the vehicle.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
11	Various		\$1,000	\$1,000	
		·			
		Total	\$1,000	\$1,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13	drice Offiy)	
Actuals	Actuals	Actuals	6 - Month		
\$0		\$1,800	\$385		
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				ĺ	

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for mechanic tools and shoe allowances		
Account Number:	5049900018	Division:	22
Account Name:	Mechanic Tools/Shoe		

#### Purpose

This expenditure is for costs related to specialized work shoe allowance for bargaining employees per the MOU. Additionally this expenditure will cover the costs of necessary tools to perform vehicle maintenance.

#### Goals & Objectives

Ensure staff have appropriate safety equipment and tools to perform maintenance work.

		Projected	Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	various		\$16,000	\$16,000	Tools & Shoes
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				
		Total	\$16,000	\$16,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$13,487	\$9,618		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs for general office supplies to support maintenance		
Account Number:	5049900001	Division:	21
Account Name:	Office Supplies		

### Purpose

This expenditure will cover costs to purchase general office supplies.

Goals & Objectives

Develop maintenance and safety standard operating procedures (SOPs).

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$2,000	\$2,600	general office supplies
		Total		\$2,600	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,858	\$1,379		

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for replacement parts for vehicles		
Account Number:	5049900021	Division:	22
Account Name:	Repair Parts - Fixed Route		

#### Purpose

This expenditure is related to costs for replacement parts to maintain vehicles, including parts to replace, rebuild or repair fixed route vehicles. The increase in costs represents the increased maintenance on an aging fleet that is at midlife.

#### Goals & Objectives

Maintain a safe and reliable fleet.

	Projected Expense Details						
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request		Description	
1	Various		\$390,000	\$480,000	Parts	-	
		•					
		T-4-1	<b>*</b>	<b>#</b> 400 000			
		Total	. ,	\$480,000			
		Prior Year & YTI	-	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$396,854	\$74,349				

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for replacement parts for support vehicles		
Account Number:	5049900022	Division:	22
Account Name:	Repair Parts - Support Vehicles		

#### Purpose

This expenditure will cover costs for replacement parts to maintain vehicles, including parts to replace, rebuild, or repair support vehicles.

#### Goals & Objectives

Maintain safe and operable support vehicles.

		Projecte	d Expense De	tails		
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request		Description
1	Various		\$20,000		Parts	
				. ,		
		Total	\$20,000	\$20,000		
		Prior Year & YT				
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$21,222	\$5,494			

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for miscellaneous shop supplies		
Account Number:	5049900017	Division:	22
Account Name:	Shop Supplies Misc		

#### Purpose

This expenditure is for costs related to miscellaneous shop supplies such as nuts, bolts, chemicals, welding supplies, weather stripping, mini lamps, spray cans etc.

# Goals & Objectives

Projected Expense Details					
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$21,000	\$21,000	Shop Supolies
		<del>-</del>	<b>*</b> 04.000	004.000	
		Total		\$21,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$23,511	\$9,375		
i					

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs for small tools & equipment		
Account Number:	5049900019	Division:	22
Account Name:	Small Tools & Equipment		

#### Purpose

This expenditure is for costs for the purchase of small tools and testers, some required by MOU.

#### Goals & Objectives

Ensure staff have proper equipment to perform required work.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request	Description			
1	various		\$2,000	\$2,000	Small tools			
			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , , , , , , , , , ,				
		Total	\$2,000	\$2,000				
		Prior Year & YTI						
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$2,409	\$310					
Ψ.	<b>4</b> 5	Ψ2,100	ΨΟΙΟ					

Expenditure Name:	Material & Supplies			
Expenditure Description:	Costs related to seat repairs and vandalism			
Account Number:	5049900023	Division:	22	
Account Name:	Vandalism/Seat Repairs			

Purpose

This expenditure will cover costs for seat repairs, glass inserts, painting of graffiti, and vandalism.

## **Goals & Objectives**

Maintain a professional and public image.

	Projected Expense Details						
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	D	escription	
1	various		\$1,000	\$1,000	repairs	-	
		Total	\$1,000	\$1,000			
		Prior Year & YTI	D Actuals (Fin	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$279	\$0				

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to employee meetings		
Account Number:	5090201000	Division:	21
Account Name:	Employee Expenses		

#### Purpose

This expenditure is for costs related to miscellaneous expenses for employees to attend meetings/classes, such as mileage and parking.

### Goals & Objectives

Obtain commercial drivers license, mechanics EPA update and CNG tank inspections certifications.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$700	\$2,000	
		Total		\$2,000	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$397	\$935		

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to permits & licenses		
Account Number:	5099900004	Division:	22
Account Name:	Permits & Licenses		

Purpose

This expenditure is for costs related to various permits & licenses, including DMV, Air Quality, SWRCB, Environmental Health, etc.

## **Goals & Objectives**

Comply with various oversight regulations.

Projected Expense Details					
			FY 12/13	FY 13/14	
Item No.	Р	ayee	Budget	Request	Description
1	Various		\$9,000	\$12,000	
		Total	\$9,000	\$12,000	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$9,942	\$3,849		

Expenditure Name:	Miscellaneous Expense			
Expenditure Description:	Costs related to travel			
Account Number:	5090300000	Division:	21	
Account Name:	Travel Meetings/Seminars			

#### Purpose

This expenditure is for travel expenses to attend the APTA Bus & Procurement Conference.

## Goals & Objectives

Enhance staff knowledge of the latest trends in the procurement of fleet.

		Projecte	d Expense De		
			FY 12/13	FY 13/14	
Item No.		ayee	Budget	Request	Description
1	APTA Bus & Pro	ocurement Conf	\$3,000	\$3,000	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Total		\$3,000	
		Prior Year & YT		nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	_			

Expenditure Name:	Services		
Expenditure Description:	Costs related to services for towing Paratransit	vehicles (SunDial)	
Account Number:	5039900001	Division:	13
Account Name:	Paratransit Contract Svc - Towing		

### Purpose

This expenditure is to cover costs for towing paratransit vehicles should they become inoperable.

### **Goals & Objectives**

Reduce down time for maintenance by quickly returning inoperable vehicles to the SunLine.

	Projected Expense Details					
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	Various		\$1,200	\$1,200		
		Total	\$1,200	\$1,200		
		Prior Year & YTI				
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$425	\$350			

Expenditure Name:	Services			
Expenditure Description:	Costs related to Paratransit Outside Vehicle Repair (SunDial)			
Account Number:	5039900002	Division:	13	
Account Name:	Paratransit Outside Vehicle Repair			

#### Purpose

This expenditure is for costs associated with outside repairs to paratransit vehicles, such as front end alignments and engine machine work that may be needed before vehicle is fully depreciated.

#### Goals & Objectives

Maintain safe and operable paratransit fleet. Increase vehicle performance through proper maintenance.

		Projector	d Expense De	taile	
Item No.	Pa	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$3,500	\$3,500	Vehicle Repairs
		·			
		Total	\$3,500	\$3,500	
		Prior Year & YTI	•		
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$2,583	\$528		

Expenditure Name:	Tires and Tubes		
Expenditure Description:	Costs related to purchasing tires and tubes for F	- Paratransit (Sun⊡	Dial) vehicles
Account Number:	5040200005	Division:	13
Account Name:	Paratransit Tires		

#### Purpose

This expenditure is related to costs to lease and repair tires and repairs for paratransit vehicles.

# Goals & Objectives

Ensure paratransit vehicles have safe and operable tires in the most cost effective manner.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$27,500	\$20,000	Tires for DAR vehicles
				. ,	
		Total	\$27,500	\$20,000	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$29,555	\$7,996		

Expenditure Name:	Materials & Supplies			
Expenditure Description:	Costs related to purchasing repair parts for Para	Costs related to purchasing repair parts for Paratransit (SunDial) vehicles		
Account Number:	5049900006	Division:	13	
Account Name:	Paratransit Repair Parts			

#### Purpose

This expenditure is for costs related to purchasing repair parts for paratransit vehicles. The decrease in costs reflects the purchase of 14 new paratransit vehicles in FY13-14, which should result in lower maintenance costs.

#### Goals & Objectives

Properly maintain paratransit vehicles to meet customer demand.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	yee	Budget	Request	Description
1	Various		\$70,000	\$60,000	-
		Ť			
		Total	\$70,000	\$60,000	
		Prior Year & YTE	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$76,250	\$5,088		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to glass replacement for Paratran	sit (SunDial) vehi	cles
Account Number:	5049900007	Division:	13
Account Name:	Paratransit Glass Replacement		

Purpose

This expenditure is related to costs for glass/windshield replacement for paratransit vehicles.

Goals & Objectives

Ensure that windshields are clear and don't obstruct the driver's ability to safely operate the vehicle.

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various		\$3,000	\$3,000	Glass replacement	
			,	, , , , , ,	'	
		_				
		Total	\$3,000	\$3,000		
		Prior Year & YTI				
EV 00/40	EV 40/44		1	unce omy/		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$1,095	\$680			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related for Paratransit (SunDial) vehicle decals		
Account Number:	5049900200	Division:	13
Account Name:	Paratransit Decals		

#### Purpose

This expenditure is related to costs for decals on paratransit vehicles that may result from minor accidents.

#### Goals & Objectives

Ensure decals present a professional image and clearly brand the paratransit service.

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request		Description
1	Various		\$200	\$200	decals	
		Total	\$200	\$200		
		Prior Year & YTI				
EV 00/40	EV 40/44	FY 11/12		direc Omy)		
FY 09/10	FY 10/11		FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$0	\$0			
	ı l	<u>l</u>		ĺ	I	

# FACILITY MAINTENANCE





#### **Functions and Responsibilities**

Facilities Maintenance is a division o the Maintenance Department. Facilities Maintenance is responsible for maintenance, inspections, repairs and rehabilitation of facilities and buildings for administration and operations located at Thousand Palms and Indio. Facilities Maintenance ensures facilities are safe and sanitary for employees and customers.

#### FY 13-14 Goals and Objectives

- Coordinate the transition from existing administrative facilities to new administrative building
- Develop a project for connecting bus wash and engine cleaning area, running natural gas to the Maintenance Shop
- Reseal Maintenance shop floor
- Repave bus parking area around the maintenance shop

#### **Expenditure Budget Summary - Facility Maintenance Thousand Palms: 23**

		FY 12-13	FY 13-14	
Account #	Item Description	<b>Approved Budget</b>	<b>Proposed Budget</b>	Variance
5010200500	Admin Salaries			0
5010201210	GroundsKeeper Wages	154,358	176,180	21,822
	GroundsKeeper OT	1,000	1,000	0
	Allocated Salaries	(1,150)	(1,150)	0
	Fringe Benefits	97,493	129,639	32,146
	Air Conditioning Expenditures	7,000	7,000	0
5030600100	Contract Svs - AC	3,500	3,500	0
5030600000	Contract Svs - Custodial	45,200	45,200	0
5030500010	Contract Svs - General	24,020	34,820	10,800
5030500005	Contract Svs - Haz Waste Removal	8,000	6,790	(1,210)
5030600700	Fire Extinguishers	1,200	2,800	1,600
5030600800	Floor Mat Rental	2,800	2,500	(300)
5030600950	Leased Property Services	3,550	4,000	450
5030600500	Pest Control Service	700	1,800	1,100
5030600975	Radio Repeater Hilltop Rental	11,300	11,300	0
	Rental Equipment Expenses	750	900	150
5030600200	Unforms	900	900	0
5049900002	Board Room and Zwieg Supplies	5,200	5,200	0
5049900030	Cleaning Supplies - Main Fac	6,700	7,000	300
5049900026	Fac Maintenance - Main Fac	19,000	19,000	0
	Electrical related Expenditures	11,844	6,500	(5,344)
5040300100	Plumbing related Expenditures	4,000	4,500	500
5040300600	Shoe Allowances	750	750	0
	Utilities Main Facility	175,000	175,300	300
5050200003	Trash Pickup - Indio Facility	15,000	15,000	0
5090201000	Miscellaneous Expense	300	300	C
	Total Expenditures	598,415	660,729	62,314



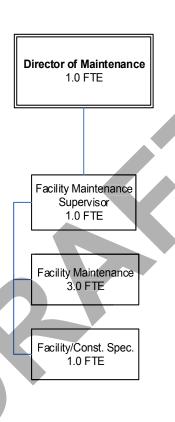
# **Expenditure Budget Summary - Facility Maintenance Indio: 24**

		FY 12-13	FY 13-14	
Account #	Item Description	Approved Budget	Proposed Budget	Variance
	Admin Salaries			0
	GroundsKeeper Wages			0
	GroundsKeeper OT			0
	Allocated Salaries			0
	Fringe Benefits			0
	Air Conditioning Expenditures	2,000	2,100	100
5030600100	Contract Svs - AC	800	1,000	200
5030600000	Contract Svs - Custodial	9,923	12,672	2,749
5030500010	Contract Svs - General			0
5030500005	Contract Svs - Haz Waste Removal			0
5030600700	Fire Extinguishers	500	500	0
5030600800	Floor Mat Rental	800	700	(100)
5030600950	Leased Property Services			0
5030600500	Pest Control Service	660	660	0
5030600975	Radio Repeater Hilltop Rental			0
5030600300	Rental Equipment Expenses			0
5030600200				0
5049900002	Board Room and Zwieg Supplies			0
5049900030	Cleaning pplies - Main Fac	1,000	-	(1,000)
5049900027	Fac Maintenance - Indio Fac	4,000	1,000	(3,000)
	Electrical related Expenditures	1,000	1,000	0
5040300100	Plumbing related Expenditures	1,000	1,000	0
	Shoe Allowances			0
	Utilities Indio Facility	32,522	32,522	0
	Trash Pickup - Indio Facility	7,218		6,782
	Utilities Gas & Water	5,200	5,200	0
			ŕ	
	Total Expenditures	66,623	72,354	5,731

# **Personnel Summary**

	Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
ŀ	3	Facility Maintanence	3.00	3.00	0.00
L	1	Facility/Construction Specialist	1.00	1.00	0.00
	4	Total FTEs	4.00	4.00	0.00

# **Facility Maintenance**



Expenditure Name:	Services		
Expenditure Description:	Costs related to AC Expenditures		
Account Number:	5030600100	Division:	23
Account Name:	Air Conditioning Expenditures		

#### Purpose

This expenditure is allocated for costs related to minor repairs of air conditioning and heating systems for facility buildings, including fuses, motors, filters, belts condensers and compressors.

#### Goals & Objectives

Maintain HVAC systems for maximum efficiency and lower monthly electrical bills.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$7,000	\$7,000	
				. ,	
		*			
		Total	\$7,000	\$7,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$8,290	\$2,586		
·		•	•		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc - AC		
Account Number:	5030600600	Division:	23
Account Name:	Contract Services - AC		

#### Purpose

This expenditure is for costs related to bi-annual air conditioning preventive maintenance service for air conditioners and heating filter replacement, washout and coil cleaning.

#### Goals & Objectives

Continued service of HVAC systems twice year using a professional service to reduce costly breakdowns during the summer and provide more efficient cooling, resulting in reduced utility usage.

	Projected Expense Details							
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description			
1	Various		\$3,500	\$3,500	·			
			,	+ - /				
		Total	\$3,500	\$3,500				
		Prior Year & YTI						
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$3,214	\$2,089					

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc - Custodial		
Account Number:	5030600000	Division:	23
Account Name:	Contract Services - Custodial		

Purpose

This expenditure covers costs for janitorial services for facilties including maintenance, operations offices, and administatrive areas.

#### Goals & Objectives

Provide clean and sanitary offices and restrooms for employees.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$45,200	\$45,200	•
				. ,	
		Total	\$45,200	\$45,200	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$45,612	\$21,695		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc - General		
Account Number:	5030500010	Division:	23
Account Name:	Contract Services - General		

#### Purpose

This expenditure will provide general servicing of maintenance infrastructure such as, the bus wash, Div I Maintenance Lift, water treament for bus wash, and facility camera maintenance

#### Goals & Objectives

Improved reliabilty and performance of the bus wash to ensure vehicles have a clean and professional appearance. Perform preventative and routine maintenance on the vehicle lift. Maintain properly operating camera system for enhanced safety and security.

Projected Expense Details						
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	Peterson Lift Se	rvice (Shop Lifts)	\$0	\$9,600		
	Eversoft (Bus W	/ash)	\$2,400	\$2,400		
	Pure Planet Wa	ter (Bus Wash)	\$3,000	\$3,200	Service increase	
	NS Bus Wash C	Corp (Bus Wash)	\$6,620	\$6,620		
	Desert Alarm (B	oth Divisions)	\$12,000	\$13,000	Service increase	
	Ť					
		Total	\$24,020	\$34,820		
		Prior Year & YTI	D Actuals <i>(Fin</i>	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$18,289	\$16,110			

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc for Hazardous Ma	aterials	
Account Number:	5030500005	Division:	23
Account Name:	Contract Services - Haz Mat		

#### Purpose

This expenditure is for costs related to Hazardous material removal for waste such as, oil, coolants, oil filters, pumping of the clarifiers. A licensed contractor will provide proper disposition and transportation of all HAZ - MAT classified material.

#### Goals & Objectives

Ensure proper cleaning of parts and the disposal of biohazard wastes to improve vehicle maintenance.

	Projected Expense Details							
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description			
1	Safety-Kleen		\$3,200	\$4,000				
2	Steri-cycle		\$4,800	\$1,890				
3	Other bio-hazar	d removal service		\$900				
		·						
		Total	\$8,000	\$6,790				
			. ,					
		Prior Year & YTI		ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$11,409	\$2,964					

Expenditure Name:	Services				
Expenditure Description:	Costs related to maintaining and servicing fire e	xtinguishers			
Account Number:	5030600700	Division:	23		
Account Name:	Fire Extinguishers				

Purpose

This expenditure is for costs related to the annual service of facility fire extinguishers and fire sprinklers.

# **Goals & Objectives**

To comply with NFPA and Cal Fire requirements.

		Burinste	15		
		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Р	ayee	Budget	Request	Description
1	Extinguisher Ins	pections	\$1,200	\$1,200	
2	Fire sprinkler in:	spections		\$1,600	
		Total	\$1,200	\$2,800	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals		Actuals			
		•			
Actuals \$0	Actuals \$0	Actuals \$894	<b>6 - Month</b> \$0		

Expenditure Name:	Services		
Expenditure Description:	Costs related to rental and cleaning of floor mat	S	
Account Number:	5030600700	Division:	23
Account Name:	Floor Mat Rental		

#### Purpose

This expenditure is related to costs for the rental and cleaning of floor mats throught the facilities.

#### Goals & Objectives

Prevent slips and falls while employees and the public enter and exit facilities. Reduce wear and tear on carpet in high traffic areas. Maintain a professional appearance of facilities.

	Projected Expense Details							
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description			
1	Various		\$2,800	\$2,500	•			
				. ,				
		Total	\$2,800	\$2,500				
		Prior Year & YT						
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$2,542	\$1,253					

Expenditure Name:	Services		
Expenditure Description:	Costs related to Leased Property Services		
Account Number:	5030600500	Division:	23
Account Name:	Leased Property Services		

#### Purpose

This expenditure is related to the lease of the add-on trailer for the Marketing Office.

#### Goals & Objectives

Maintain adequate temporary office space until the completion of the new administrative building.

	Projected Expense Details							
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description			
1	Golden West		\$3,550	\$4,000	•			
				. ,				
	,							
		Total	\$3,550	\$4,000				
		Prior Year & YTI	D Actuals (Fin	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$3,481	\$2,029					

Expenditure Name:	Services		
Expenditure Description:	Costs related to pest control		
Account Number:	5030600500	Division:	23
Account Name:	Pest Control		

#### Purpose

This expenditure is for costs related to monthly pest control application of facilities to eliminate destructive and invasive pests.

# Goals & Objectives

Improve overall working conditions through reduction of disease carrying pests. Maintain usefullness of current structure by eliminating destructive pests.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$700	\$1,800	·
				. ,	
		Total	\$700	\$1,800	
		Prior Year & YTI			
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$298	\$0		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Radio Repeater Hilltop Rental		
Account Number:	5030600975	Division:	23
Account Name:	Radio Repeater Hilltop Rental		

#### Purpose

This expenditure is for costs related to the rental of the Radio Repeater Hilltop Sites, including Indio, Edom and White Water. These radio repeater sites are critical to the systems communication network.

#### Goals & Objectives

Ensure proper operation of the system's communication network.

	Projected Expense Details						
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description		
1	Golden West		\$11,300	\$11,300			
		*					
		Total	\$11,300	\$11,300			
		Prior Year & YTI	. ,				
T)/ 00//0	<b>-</b> >/ 40/44		-	iance Omy)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$10,800	\$5,400				

Expenditure Name:	Services		
Expenditure Description:	Costs related to rental of miscellaneous equipm	nent	
Account Number:	5030600300	Division:	23
Account Name:	Rental Equipment Expenses		

#### Purpose

This expenditure is related to costs associated with the rental of miscellaneous equipment for facilities maintenance, including such items as a rental of saw cutter, tamper/vibrator and other specialty equipment for asphalt patching and replacing. Additionally, this expenditure may cover costs related to renting equipment for underground work on water mains and concrete.

#### Goals & Objectives

Ensure timely and cost effective repairs throughout the property.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$750	\$900	
		Total	\$750	\$900	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		
<b>1</b>		Ψ	Ψ		

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	5030600200	Division:	23
Account Name:	Uniforms		

#### Purpose

This expenditure is to cover costs related to providing uniforms in accordance with MOUs, including rental and cleaning of uniforms.

#### Goals & Objectives

Ensure a clean and professional appearance of staff to enhance public image.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services		\$900	\$900	·
				·	
		Total	\$900	\$900	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,100	\$500		
			·		

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs related to Board Room/Zweig Supplies		
Account Number:	5049900002	Division:	23
Account Name:	Board Room and Zweig Supplies		

Purpose

This expenditure is related to costs for Board Room/Zweig supplies.

# Goals & Objectives

Ensure proper supplies and equipment are available for use during events and meetings.

	Projected Expense Details						
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description		
1	Various		\$5,200	\$5,200			
					-		
		<del></del>	<b>A.</b>	<b>*</b> = 000			
		Total	-	\$5,200			
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$4,701	\$2,243				

Expenditure Name:	Material & Supplies		
Expenditure Description:	Costs related to cleaning supplies for facilities		
Account Number:	5049900030	Division:	23
Account Name:	Cleaning Supplies		

#### Purpose

This expenditure is for the costs of cleaning supplies such as paper products, soaps, cleaning products, mops, brooms, brushes, etc.

#### Goals & Objectives

Maintain a clean and safe work environment.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various		\$6,700	\$7,000		
		Total	\$6,700	\$7,000		
		Prior Year & YTI	D Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$7,454	\$4,411			

Expenditure Name:	Material & Supplies				
Expenditure Description:	Costs related to maintenance supplies for facili	ties			
Account Number:	5049900026	Division:	23		
Account Name:	Facility Maintenance				

#### Purpose

Costs for facility maintenance supplies such as asphalt, concrete, septic tank pump, lumber, nails, drills, saws, nail guns, grass seeds, trees and shrubs, fertilizers, front gate repairs, fence repairs, window assembly replacement, ceiling title, doors, locks, keys, etc.

#### Goals & Objectives

Maintain aging infrastructure to provide a safe environment for employees and the public.

		Projecte	d Expense De	tails	
Item No.		lovos	FY 12/13	FY 13/14	Description
		ayee	Budget	Request	Description
1	Various		\$19,000	\$19,000	
		Total	¢10,000	¢10,000	
				\$19,000	
		Prior Year & YT	D Actuals <i>(Fin</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$17,800	\$6,514		
ΨΟ		Ψ17,000	Ψ5,514		

Expenditure Name:	Services		
Expenditure Description:	Costs related to electrical expenditures		
Account Number:	5040300200	Division:	23
Account Name:	Electrical Expenditures		

#### Purpose

These expenditure are for costs related to facility electrical repairs, including fuses, wires, conduit supplies, switches, etc.

#### Goals & Objectives

Ensure timely, safe and cost effective repairs to facility electrical systems.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	yee	Budget	Request	Description
1	Various		\$11,844	\$6,500	•
		· ·			
		Total	\$11,844	\$6,500	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$14,540	\$2,842		

Expenditure Name:	Services		
Expenditure Description:	Costs related to plumbing expenditures		
Account Number:	5040300100	Division:	23
Account Name:	Plumbing Expenditures		

#### Purpose

This expenditure is for costs related to facility plumbing repairs, including pipe fittings, water valves, PVC, and drinking fountain parts.

#### Goals & Objectives

Ensure timely, safe and cost effective repairs to facility plumbing.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$4,000	\$4,500	•
-			<b>¥</b> 1,000	¥ 1,000	
		Total	\$4,000	\$4,500	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,613	\$1,971		
Ì		,	•		

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to show allowance for bargaining	employees			
Account Number:	5040300600	Division:	23		
Account Name:	Shoe Allowance				

#### Purpose

This expenditure is for costs related to specialized work shoe allowance for bargaining employees per the MOU.

# **Goals & Objectives**

Ensure staff have appropriate safety equipment.

Projected Expense Details					
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$750	\$750	
		Total	\$750	\$750	
		Prior Year & YTI			
EV 00/40	EV 40/44		-	ance Omy)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$153	\$97		

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to Utilities for the Main facility		
Account Number:	5050200002	Division:	23
Account Name:	Utilities - Main Facility		

#### Purpose

This expenditure is associated with costs for electricity, propane, water to operate the Thousand Palms facility.

#### Goals & Objectives

To ensure proper operation of Thousand Palms facility.

		Projected	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	Pa	yee	Budget	Request	Descript	ion
1	Various		\$175,000			
2	Propane			\$20,000		
3	Water			\$9,000		
4	Direct TV			\$1,100		
5	Electric			\$145,000		
6	Gas			\$200		
		·				
		Total	\$175,000	\$175,300		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$160,513	\$72,404			

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to trash pick for Indio facility		
Account Number:	50502020003	Division:	23
Account Name:	Utilities - Trash Pick - Main Facility		

Purpose

This expenditure is for costs related to trash removal for the Thousand Palms facility.

# Goals & Objectives

To dispose of refuse in a proper manner, maintaining a clean and healthy facility.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Various		\$15,000	\$15,000	·		
			1,111	+ -,			
		Total	\$15,000	\$15,000			
		Prior Year & YTI	-				
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$12,752	\$6,405				
φυ	φυ	φ12,752	φ0, <del>4</del> 05				

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to employee expenses		
Account Number:	5090201000	Division:	23
Account Name:	Employee Expenses		

#### Purpose

This expenditure is for costs related to miscellaneous expenses for employees to attend meetings/classes, such as mileage and parking.

#### Goals & Objectives

Promote professional development.

Projected Expense Details						
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	Various		\$300	\$300	-	
		·				
		Total	\$300	\$300		
		Prior Year & YTI		ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$58	\$0			
l						

Expenditure Name:	Services		
Expenditure Description:	Costs related to AC Expenditures		
Account Number:	5030600100	Division:	24
Account Name:	Air Conditioning Expenditures		

#### Purpose

Costs for air conditioning and heating repair. Fuses, motor, filters, belts, condensers and compressors.

# **Goals & Objectives**

Maintain HVAC systems for maximum efficiency and lower monthly electrical bills.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$2,000	\$2,100	•
-			<del>+</del> =,000	<del></del>	
		Total	\$2,000	\$2,100	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$2,255	\$291		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc - AC		
Account Number:	5030600600	Division:	24
Account Name:	Contract Services - AC		

#### Purpose

This expenditure is for costs related to bi-annual air conditioning preventive maintenance service for air conditioners and heating filter replacement, washout and coil cleaning.

#### Goals & Objectives

Continued service of HVAC systems twice year using a professional service to reduce costly breakdowns during the summer and provide more efficient cooling, resulting in reduced utility usage.

		Drojecto	d Favorian Ro	toile	
		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.	Pa	iyee	Budget	Request	Description
1	Various		\$800	\$1,000	
	,				
		Total	\$800	\$1,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>		
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$289		
ΨΟ	ΨΟ	ΨΟ	Ψ203		

Expenditure Name:	Services		
Expenditure Description:	Costs related to Contract Svc - Custodial		
Account Number:	5030600000	Division:	24
Account Name:	Contract Services - Custodial		

#### **Purpose**

This expenditure covers costs for janitorial services for facilties including maintenance, operations offices, and administatrive areas.

#### Goals & Objectives

Provide clean and sanitary offices and restrooms for employees.

	Projected Expense Details							
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description			
1	Various		\$9,923	\$12,672	<b>P</b>			
			13,7	* ,-				
	· ·							
		Total	\$9,923	\$12,672				
		Prior Year & YTI	D Actuals (Fin	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$9,636	\$6,180					

Expenditure Name:	Services			
Expenditure Description:	Costs related to maintaining and servicing fire extinquishers			
Account Number:	5030600700	Division:	24	
Account Name:	Fire Extinguishers			

Purpose

This expenditure is for costs related to the annual service of facility fire extinguishers and fire sprinklers.

#### Goals & Objectives

To comply with NFPA and Cal Fire requirements.

Item No.   Payee   Budget   Request   Description	Projected Expense Details							
		scription	De	1		ayee	Р	Item No.
Total \$500 \$500				\$500	\$500			1
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500								
Total \$500 \$500			<del>.</del>					
Total \$500 \$500						<del></del>		
Total \$500 \$500								
Prior Year & YTD Actuals (Finance Only)				ance Only)	D Actuals (Fin	Prior Year & YTI		
FY 09/10   FY 10/11   FY 11/12   FY 12/13								
Actuals Actuals 6 - Month								
\$0 \$0 \$423 \$397					\$397	\$423	\$0	\$0

Expenditure Name:	Services		
Expenditure Description:	Costs related to rental and cleaning of floor mats		
Account Number:	5030600700	Division:	24
Account Name:	Floor Mat Rental		

#### Purpose

This expenditure is related to costs for the rental and cleaning of floor mats throught the facilities.

#### Goals & Objectives

Prevent slips and falls while employees and the public enter and exit facilities. Reduce wear and tear on carpet in high traffic areas. Maintain a professional appearance of facilities.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$800	\$700	·
		Total	\$800	\$700	
		Prior Year & YT	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$797	\$328		

Expenditure Name:	Services		
Expenditure Description:	Costs related to pest control		
Account Number:	5030600500	Division:	24
Account Name:	Pest Control		

#### Purpose

This expenditure is for costs related to monthly pest control application of facilities to eliminate destructive and invasive pests.

#### Goals & Objectives

This expenditure is for costs related to monthly pest control application of facilities to eliminate destructive and invasive pests.

		Projected	d Expense Det		
			FY 12/13	FY 13/14	
Item No.	Pa	yee	Budget	Request	Description
1	Various		\$660	\$660	
		~			
		Total	\$660	\$660	
		Prior Year & YTI	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$805	\$323		
7.5	"	, , ,	,		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Cleaning Supplies		
Account Number:	5049900031	Division:	24
Account Name:	Cleaning Supplies		

#### Purpose

This expenditure is for the costs of cleaning supplies such as paper products, soaps, cleaning products, mops, brooms, brushes, etc.

#### Goals & Objectives

Maintain a clean and safe work environment.

	Projected	d Expense De	tails	
P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
/arious		\$1,000	\$1,000	-
	Total	\$1,000	\$1,000	
			ance Omy)	
\$0	\$522	\$0		
		Payee //arious  Total Prior Year & YTI FY 10/11 FY 11/12 Actuals Actuals	FY 12/13   Budget   \$1,000	Payee   Budget   Request

Expenditure Name:	Services		
Expenditure Description:	Costs related to electrical expenditures		
Account Number:	5040300200	Division:	24
Account Name:	Electrical Expenditures		

#### Purpose

These expenditures are for costs related to facility electrical repairs, including fuses, wires, conduit supplies, switches, etc.

#### Goals & Objectives

Ensure timely, safe and cost effective repairs to facility electrical systems.

	Projected	d Expense De	tails	
		FY 12/13	FY 13/14	
Pa	ayee	Budget	Request	Description
Various		\$1,000	\$1,000	
	· ·			
	*			
	Total	\$1,000	\$1,000	
	Prior Year & YTE	D Actuals <i>(Fin</i>	ance Only)	
FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	6 - Month		
\$0	\$443	\$211		
	FY 10/11 Actuals	Payee Various  Total Prior Year & YTE FY 10/11 FY 11/12 Actuals Actuals	Payee	Payee   Budget   Request

Expenditure Name:	Services		
Expenditure Description:	Costs related to plumbing expenditures		
Account Number:	5040300100	Division:	24
Account Name:	Plumbing Expenditures		

### Purpose

This expenditure is for costs related to facility plumbing repairs, including pipe fittings, water valves, PVC, and drinking fountain parts.

### Goals & Objectives

Ensure timely, safe and cost effective repairs to facility plumbing.

		Projecte	d Expense De	tails	
Item No.	Р	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$1,000	\$1,000	•
		Total	\$1,000	\$1,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$551	\$552		

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to Utilities for the Indio facility		
Account Number:	5050200002	Division:	24
Account Name:	Utilities - Indio Facility		

Purpose

This expenditure is associated with costs for electricity and cable at the Indio facility.

### **Goals & Objectives**

To ensure proper operation of the Indio facility.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$32,522	\$32,522	
		·			
		7-4-1	<b>#00.500</b>	<b>#</b> 00 <b>5</b> 00	
		Total	. ,	\$32,522	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$32,544	\$14,976		

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to trash pick for Indio facility		
Account Number:	50502020004	Division:	24
Account Name:	Utilities - Trash Pick - Indio Facility		

Purpose

This expenditure is for costs related to trash removal for the Indio facility.

Goals & Objectives

To dispose of refuse in a proper manner, maintaining a clean and healthy facility.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$7,218	\$14,000	·
				,	
		· ·			
	`				
		Total	\$7,218	\$14,000	
			-		
		Prior Year & YTI	-	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$12,012	\$6,493		

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to gas and water		
Account Number:	5050202000 <b>Division</b> : 24		
Account Name:	Utilities - Gas & Water		

Purpose

Costs for natural gas and water for the Indio facility.

### Goals & Objectives

Maintaining costs. Predict less gas and water usage with 1st shift maintenance closing down but have seen some utility cost per unit increase.

		Projected	d Expense De	tails	
Item No.	Pa	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$5,200	\$5,200	•
		Total	\$5,200	\$5,200	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$3,459	\$1,612		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Facilty Maintenance supplies - Indio		
Account Number:	5049900027	Division:	24
Account Name:	Materials & Supplies		
	Expense Justification		

Purpose

Materials and supplies

### Goals & Objectives

FY12/13 Budget was cut \$1000 with no justification. Sanitation costs doubled FY12/13 from \$777 to \$1,485 which is include in this account. Hopefully with new gate going in there will be less costs FY13/14 on gate repair. The old gate was a constant maintenance nightmare and was costing a lot to maintain.

	Projected Expense Details					
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various		\$4,000	\$5,800		
		Total	\$4,000	\$5,800		
		Prior Year & YTI	-	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$4,341	\$4,591			

# STOPS & ZONES





### **Functions and Responsibilities**

Stops & Zones is a division of the Maintenance Department and is responsible for maintaining clean, safe, and sanitary bus stop facilities. Also, Stops and Zones coordinates with the Planning Department for the relocation, installation and removal of bus stops.

### FY 13-14 Goals and Objectives

- Ensure service and installation of over 30 new bus stops
- Complete installation of the Simi seats
- Maintain and service existing bus stops and zones
- Prepare for expansion of new bus stops and zones

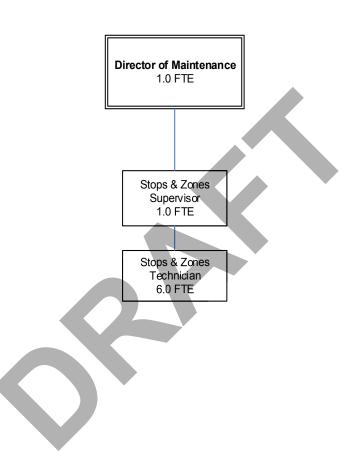
### **Expenditure Budget Summary - Stops & Zones: 25**

Account # Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500 Admin Salaries	40,957	41,265	308
5010201500 Bargaining Salaries	214,702	221,520	6,818
salary savings			0
5010201510 Bargaining Overtime	3,000	3,000	0
5020000000 Fringe Benefits	173,788	181,749	7,961
5030600250 Equipment Rental	1,500	1,500	0
5030600200 Uniforms	2,900	2,900	0
5040102000 Fuel Unleaded	1,000	2,300	1,300
5040102001 Fuel - Diesel	100	100	0
5049900029 Bus Stop Supplies	23,000	27,000	4,000
5049900001 Office Supplies	200	200	0
5099900004 Shoe Allowance	900	900	0
5050200001 Utilities - Shelter	2,000	2,000	0
5090201000 Employee Expenses	250	250	0
Total Expenditures	464,297	484,684	20,387

### **Personnel Summary**

C	Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
	1	Stops & Zones Supervisor	1.00	1.00	0.00
		Stops & Zones Technician	6.00	6.00	0.00
	7	Total FTEs	7.00	7.00	0.00

## Stops & Zones



Expenditure Name:	Services		
Expenditure Description:	Costs related to Equipment Rental		
Account Number:	5030500000	Division:	25
Account Name:	Equipment Rental		

Purpose

This expenditure is for costs related to rental equipment that may be needed to move shelters when route adjustments are made.

### Goals & Objectives

Relocate shelters timely when route adjustments are made.

		Busin de	15		
		Projecte	d Expense De		
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	United Equipme	ent	\$1,500	\$1,500	Equip rental
		Total	\$1,500	\$1,500	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		
	7 -	<b>+</b> -	4.5		
<b>1</b>					

Expenditure Name:	Services		
Expenditure Description:	Costs related to servicing employee uniforms		
Account Number:	5030600200	Division:	25
Account Name:	Uniforms		

### Purpose

This expenditure is to cover costs related to providing uniforms in accordance with MOUs, including rental and cleaning of uniforms.

### Goals & Objectives

Ensure a clean and professional appearance of staff to enhance public image.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	G & K Services		\$2,900	\$2,900	Operator Uniforms
		Total	\$2,900	\$2,900	
		Prior Year & YTI			
<b>T</b> )/ 00//0	<b>-</b> N/ 40/44		-	lance Omy)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$3,043	\$1,556		

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Fuel - Unleaded		
Account Number:	5040102000	Division:	25
Account Name:	Fuel - Unleaded		

### Purpose

This expenditure is related to costs for operating miscellaneous, portable support equipment such as cleaning equipment requiring unleaded fuel. Increase over the previous year reflects the increase in gas prices and the increase in the number of shelters added to the system.

### Goals & Objectives

Maintain approximately 600 clean and safe bus stops and enhance the rider's overall experience.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$1,000	\$2,300	Unleaded fuel
			7.22	, , , , , , , , , , , ,	
		<b>*</b>			
		Total	\$1,000	\$2,300	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,936	\$936		

Expenditure Name:	Fuels and Lubricants		
Expenditure Description:	Fuel - Diesel		
Account Number:	5040102001	Division:	25
Account Name:	Fuel - Diesel	_	

### Purpose

This expenditure is related to costs for operating the heavy duty, portable steam cleaner requiring diesel fuel. Increase over the previous year reflects the increase in gas prices and the increase in the number of shelters added to the system.

### Goals & Objectives

Maintain approximately 600 clean and safe bus stops and enhance the rider's overall experience.

		Projecte	d Expense De	tails	
Item No.	ь	ayee	FY 12/13 Budget	FY 13/14 Request	Description
		ayee			
1	Various		\$100	\$100	Diesel Fuel
		T-4-1	<b>#</b> 400	<b>#</b> 400	
		Total		\$100	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		
1		Ψ	Ψ		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to Bus Stop and Shelters		
Account Number:	5049900029	Division:	25
Account Name:	Bus Stop Supplies		

### Purpose

This expenditure will cover costs to purchase trash liners, paint, tools, graffiti removal, soaps, insecticides, signage, hardware, lexan, caution tape, poles, solar parts and batteries, poster supplies, etc.

### Goals & Objectives

Maintain approximately 600 clean and safe bus stops and enhance the rider's overall experience.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$23,000	\$27,000	-
				, ,	
		Total	\$23,000	\$27,000	
		Prior Year & YT	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$26,985	\$11,903		
Ţ		<b>+_0,000</b>	ļ , , , , , , , , , , , , , , , , , , ,		
i					

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs for general office supplies to support Stops and Zones		
Account Number:	5049900001	Division:	25
Account Name:	Office Supplies		
	Expense Justification		

## Purpose

This expenditure will cover costs to purchase general office supplies.

Goals & Objectives

Ensure staff have the resources to conduct Stops and Zones business.

Item No. Payee Budget Request Description  1 Various \$200 \$200 general office suppli				tails	d Expense De	Projecte		
		escription	De			ayee	Р	Item No.
Total \$200 \$200	es	e supplies	general offic	\$200	\$200		Various	1
Total \$200 \$200								
Total \$200 \$200								
Total \$200 \$200								
Total \$200 \$200								
Total \$200 \$200								
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Total \$200 \$200								
Total \$200 \$200								
Totall \$200 I \$200 I								
Prior Year & YTD Actuals (Finance Only)				ance Only)	D Actuals <i>(Fin</i>	Prior Year & YTI		
FY 09/10   FY 10/11   FY 11/12   FY 12/13						FY 11/12	FY 10/11	FY 09/10
Actuals Actuals 6 - Month								
\$0 \$0 \$156 \$0					\$0	\$156	\$0	\$0

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to show allowance for bargaining employees		
Account Number:	5040300600	Division:	25
Account Name:	Shoe Allowance		

### Purpose

This expenditure is for costs related to specialized work shoe allowance for bargaining employees per the MOU.

### Goals & Objectives

Ensure staff have appropriate safety equipment.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$900	\$900	·
	,				
		Total	\$900	\$900	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$565	\$290		

Expenditure Name:	Utilities		
Expenditure Description:	Costs related to Utilities for Shelters		
Account Number:	5050200001	Division:	25
Account Name:	Utilities - Shelters		

### Purpose

This expenditure is for costs related to utilities for Bus Shelters, including reimbursment payments to property owners for electricity used for shelter lighting.

### Goals & Objectives

Ensure bus stops are properly lit so that passengers have a safe environment to wait for bus service.

		Projected	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	Pa	ayee	Budget	Request	De	scription
1	Various		\$2,000	\$2,000		
	1					
		Total	\$2,000	\$2,000		
		Prior Year & YTI				
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$1,885	\$183			

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to employee DMV licensure		
Account Number:	5090201000	Division:	25
Account Name:	Employee Expenses		

### Purpose

This expenditure will cover miscellaneous expenses for employees related to DMV licensing as required by the MOU.

### Goals & Objectives

Ensure staff are properly licensed. Comply with the MOU.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$250	\$250	= 55554
•	Various		Ψ200	Ψ200	
		Ť			
		Total	\$250	\$250	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$33	\$0		
**		***	**		
				ĺ	

# **MARKETING**





### **Functions and Responsibilities**

Marketing is a division of the Human Resources Department. Marketing ensures that information about SunLine's issues, programs and services moves quickly and accurately to the public, employees and news organizations. Moreover, the department oversees communications, media relations, overall content of SunLine's external and internal websites and social media messages. Marketing is responsible for news releases, newsletters, publications and major multimedia presentations. As part of their duties, staff members explore emerging technologies to ensure SunLine continues to be able to communicate effectively with our customers.

### FY 13-14 Goals and Objectives

- Create outreach video "How to ride on SunBus"
- Create awareness among community organizations and the public about the value of SunLine programs and services
- Increase social media networking by 10%
- Develop Public Service Announcements (PSA's) for seniors and persons with disabilities

### **Expenditure Budget Summary - Marketing: 31**

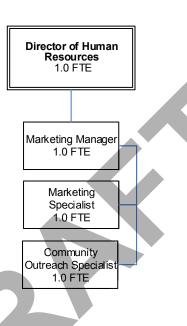
Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	103,935	123,698	19,763
	salary savings			
	Allocated Salaries	(3,000)	(3,000)	0
5020000000	Fringe Benefits	71,442	59,686	(11,756)
5030303260	Advertising	20,324	25,609	5,285
5030303240	Management Consulting	43,000	50,000	7,000
5039900003	Printing - Fare Media	49,300	55,000	5,700
5030303270	SunLine Event Expenses	32,400	37,593	5,193
5049900001	Office Supplies	1,760	2,166	406
5049900000	Seminars & Training	1,800	1,800	0
5090100000	Memberships & Subscriptions**		11,850	11,850
	Totals	320,961	364,402	43,441

Note: Account #5090100000 was reallocated from Div 40

### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
1	Marketing Manager	1.00	1.00	0.00
1	Community Outreach Coordinator	1.00	1.00	0.00
1	Marketing Specialist	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

# Marketing



Expenditure Name:	Services		
Expenditure Description:	Costs related to Advertisement of SunLine events		
Account Number:	5030303260	Division:	31
Account Name:	Advertisement		

Purpose

To provide advertisments and promotional items for SunLine operations and community engagement.

### Goals & Objectives

Increase awareness of SunLine services.

	Projected Expense Details					
Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description		
	Various	\$20,324				
1	SuperMedia - Yellow Pages		\$5,209	Annual Online Directory		
2	Print-TV Radio		\$10,000	Various		
3	Traveling with Francois		\$1,000	Local Talk Show		
4	Larger Than Life		\$4,000	SunLine Shelter Ads		
5	Office Depot		\$1,000	Onboard & Other Sign Stock		
6	Promotional Items		\$4,400	Outreach Give-A-Ways		
	Total	\$20,324	\$25,609			
	Prior Year & YTD Actuals (Finance Only)					

	Filor feat & fild Actuals (Filiance Only)					
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$9,091	\$5,104			

Expenditure Name:	Services			
Expenditure Description:	Costs related to management consulting for SunLine activites			
Account Number:	5030303240	Division:	31	
Account Name:	Management Consulting			

### Purpose

Marketing and advertisement for SunLine events, such as new service launches, admin building ribbon cutting, dump the pump.

### Goals & Objectives

	Projected Expense Details								
			FY 12/13	FY 13/14					
Item No.	Pa	ayee	Budget	Request	Description				
	various		\$43,000						
1	Annual Website	Hosting		\$8,000	Maintain website				
2	Resort Marketing			\$25,000	Outside PR Firm				
3	Annual Report			\$12,000	2012-2013				
4	Social Media Co	nsultant		\$5,000	Social Media consultant				
		T.4-1	<b>*</b> 40.000	<b>#</b> 50.000					
		Total	\$43,000	\$50,000					
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)					
FY 09/10	FY 10/11	FY 11/12	FY 12/13						
Actuals	Actuals	Actuals	6 - Month						
\$0	\$0	\$43,154	\$15,538						

Expenditure Name:	Printing		
Expenditure Description:	Outside costs related to printing fare media		
Account Number:	5039900003	Division:	31
Account Name:	Printing - Marketing		

Purpose

Cost for printing various fare media, bus guides, and schedules.

### Goals & Objectives

To provide efficient administrative support to Transit Operations.

Projected Expense Details								
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request	D	escription		
1	Rider's Guides		\$25,000	\$25,000	Printing Co	sts		
2	GFI		\$20,000	\$20,000	Printing Co	sts		
3	Zweig Learining		\$2,800		Printing Co			
4	Information Pan		\$0	\$5,000	Printing Co			
5	<b>Event Promotion</b>	nal Materials	\$0	\$3,000	Printing Co	sts		
		Total	\$47,800	\$55,000				
		Prior Year & YTI	O Actuals (Fin	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$31,252	\$31,870					

Expenditure Name:	Services			
Expenditure Description: Costs related to SunLine Event Expense				
Account Number:	5030303270	Division:	31	
Account Name:	SunLine Event Expense			

Purpose

Equipment and facilities rentals for SunLine Media, Promotional and Community Events.

### **Goals & Objectives**

Promote SunLine services and maintain positive community relations.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	Р	ayee	Budget	Request	Description			
1	various		\$32,400	\$37,593	employee and media events			
		Total	\$32,400	\$37,593				
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$44,502	\$22,968					

Expenditure Name:	Materials & Supplies				
Expenditure Description: Costs related to general office supplies					
Account Number:	5049900009	Division:	31		
Account Name:	Office Supplies				

Purpose

To purchase general office and desktop publishing supplies for marketing activities.

### **Goals & Objectives**

Produce promotional materials.

Projected Expense Details					
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Business Card S	-	\$224	\$250	Office Supplies
2	Laminated Pouc		\$168	\$168	Desktop Supplies
3	Laminated - Rol		\$202	\$582	Desktop Supplies
4	Card Stock		\$540	\$540	Office Supplies
5	Special Project	Supplies	\$626	\$626	Desktop Supplies
		Tatal	Ø4 <b>7</b> 00	<b>#0.400</b>	
		Total	. ,	\$2,166	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,744	\$971		

Expenditure	Name: Miscellaneous Expenses					
Expenditure	Description:	Costs related to ge	neral materials	and supplies	for seminars	
Account Nur	nber:	5090200001			Division:	31
Account Nan	ne:	Travel-Meetings/Se	eminars			
			se Justification	on		
		-	Purpose			
		Goals	s & Objectives			
		Projecte	d Expense De	tails		
Item No.	F	Payee	Budget	Request	Descri	ption
1	Various		\$1,760	\$1,800		
		Total	\$1,760	\$1,800		
		Prior Year & YT	•			
FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month	and Omy		

Expenditure Name:	Miscellaneous Expense				
Expenditure Description:	Costs related to memberships and subscriptions				
Account Number:	5090100000	Division:	31		
Account Name:	Memberships & Subscriptions				

**Purpose** 

Various memberships and subscriptions.

### Goals & Objectives

To fund expenditures related to memberships & subscriptions.

	Projected			
			FY 13/14	
P	ayee	Budget	Request	Description
CV Economic Pa	artnership	\$10,000	\$10,000	
Rotary		\$500	\$500	
CostCo		\$200	\$200	
Radio Service		\$150	\$150	
PSDRCCVA		\$1,000	\$1,000	
	Total	\$11,850	\$11,850	
	Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	6 - Month		
\$0				
	CV Economic Pa Rotary CostCo Radio Service PSDRCCVA FY 10/11 Actuals	Payee CV Economic Partnership Rotary CostCo Radio Service PSDRCCVA  Total Prior Year & YT FY 10/11 Actuals Actuals	Payee Sudget  CV Economic Partnership \$10,000  Rotary \$500  CostCo \$200  Radio Service \$150  PSDRCCVA \$1,000  Total \$11,850  Prior Year & YTD Actuals (Fine FY 10/11 Actuals Actuals Actuals 6 - Month	Payee         Budget         Request           CV Economic Partnership         \$10,000         \$10,000           Rotary         \$500         \$500           CostCo         \$200         \$200           Radio Service         \$150         \$150           PSDRCCVA         \$1,000         \$1,000           FY 10/10         \$11,850         \$11,850           Prior Year & YTD Actuals (Finance Only)         FY 10/11         FY 11/12         FY 12/13           Actuals         Actuals         6 - Month

# **HUMAN RESOURCES**





### **Functions and Responsibilities**

The Human Resources Department is responsible for all aspects of labor relations and human resources management for SunLine Transit Agency. Human Resources activities are divers, including classification, compensation, recruitment and selection for all SunLine jobs, workers' compensation, employee training, labor relations and the administration of employee incentive programs.

### FY 13-14 Goals and Objectives

- Complete Sexual Harassment Prevention Training for 100% of Supervisors to ensure compliance with Assembly Bill (AB) 1825
- Complete Employee Health and Wellness Fair and benefits open enrollment
- Negotiate fiscally prudent successor agreement with Amalgamated Transit Union Local 1277
- Reduce workers' compensation costs by 5%
- Improve employee morale by holding two employee events
- Implement performance-based compensation plan for non-bargaining employees

### **Expenditure Budget Summary - Human Resources: 32**

		FY 12-13	FY 13-14	
Account #	Item Description	Approved Budget	<b>Proposed Budget</b>	Variance
5010200500	Admin Salaries	125,349	169,769	44,420
	salary savings			
5020000000	Fringe Benefits	96,352	84,885	(11,467
5030300001	Benefits Management Expenses	38,000	40,000	2,000
5030300002	Legal Services - Labor Counsel	37,000	50,000	13,000
5030300003	Medical-Exams and Testing	26,400	31,000	4,600
5039900003	Printing Expense	2,000	2,200	200
5049900000	HR Training Supplies	4,400	4,500	100
5049900001	Office Supplies	3,677	3,677	C
5099900004	Consulting-HR	4,000	5,000	1,000
5090201000	Employee Event Expense	9,800	11,600	1,800
	Employee Wellness Plan Expense	2,000	2,000	C
	Recruiting Employees	13,400	13,450	50
5099900001	Staff Development	14,450	14,750	300
	Tuition Reimbursement	6,000	6,000	(
5090200000	Travel Meeting/Seminars*		2,500	2,500
	Total Expenditures	382,828	441,331	58,503

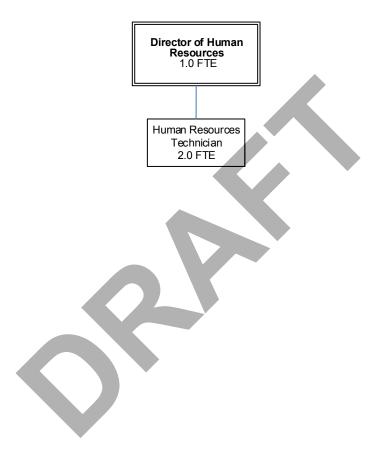
Note: Account #5090200000 was reallocated from Div 40

### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
1	Director of Human Resources	1.00	1.00	0.00
0	Human Resources Assistant*	1.00		(1.00)
0	Administrative Assistant*	1.00		(1.00)
2	Human Resources Technician		2.00	
3	Total FTEs	3.00	3.00	0.00

Reclassification/Retitle of existing positions

## **Human Resources**



Expenditure Name:	Services				
Expenditure Description:	Costs to benefits management expense				
Account Number:	5030300001	Division:	32		
Account Name: Benefits Management Expense					
	Expense Justification				

Purpose

Costs related to mangement of SunLine Pension Plans for Bargaining and Non-Bargaining Staff.

### **Goals & Objectives**

Provide staff with a defined benefit retirement plan.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request	Description			
1	Epler Costs		\$38,000	\$40,000	·			
				. ,				
		Total	\$38,000	\$40,000				
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0	\$50,822	\$9,110					
, ,		+ , -	,					
	I			ı	i i			

Expenditure Name:	Services			
Expenditure Description:	costs for legal services related to employee and labor relations			
Account Number:	5030300002	Division:	32	
Account Name:	Legal Service Labor Counsel			

### Purpose

Costs for legal services related to labor counsel. Such as documentation review, arbitrations, counsel, negotiations, and other legal matters.

### **Goals & Objectives**

Negotiate a fiscally responsible successor agreement with ATU. Advocate on SunLine's behalf during arbitrations or Unfair Labor Practice Charges.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Thomas Hock La		\$10,000	\$20,000	
2	Employee Relat	ion Attorney	\$25,000	\$25,000	
3	Negotiations Co		\$2,000	\$5,000	
				. ,	
		Total	\$37,000	\$50,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$76,729	\$21,706		
•	.	. ,	,		

Expenditure Name:	Services			
Expenditure Description:	Costs related to medical exams and testing			
Account Number:	5030303260	Division:	32	
Account Name:	Advertisement			

Purpose

Costs related to new hires testing and random testing for safety-sensitive positions.

### Goals & Objectives

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	EMC Occ Med		\$11,000	\$15,000	
2	Cal Test		\$13,000	\$13,000	
3	VTT and Licens	es	\$2,400	\$3,000	Increased DMV fees
	_				
		Total	\$26,400	\$31,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$25,791	\$11,770		

Expenditure Name:	Printing			
Expenditure Description:	Outside costs related to printing HR related materials			
Account Number:	5039900003	Division:	32	
Account Name:	Printing - Marketing			

Purpose

Cost for printing various HR related materials

Goals & Objectives

Provide represented staff, supervisors and managers with copies of the MOU. Promote employee events.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Handbook Supp	lements/New	\$600	\$800	Printing Costs
2	MOU (300)		\$800	\$800	Printing Costs
3	Promotional Mat	erials	\$600	\$600	Printing Costs
		Total	. ,	\$2,200	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$967		

Expenditure Name:	Materials & Supplies				
Expenditure Description:	Costs related for materials and supplies for human resource training				
Account Number:	5049900000 <b>Division</b> : 32				
Account Name:	HR Training				
Expense Justification					
Durnoso					

Costs related to materials and supplies for human resource training.

### Goals & Objectives

Provide educational materials for SunLine staff trainings.

		Projected	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$4,400	\$4,500	Training Supplies
		Total	\$4,400	\$4,500	
		Prior Year & YTI	O Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$197		

Expenditure	Name:	Materials & Supplie	es			
Expenditure	Description:	Costs related to ge	neral office su	oplies		
Account Nun	nber:	5049900001			Division:	32
Account Nan	ne:	Office Supplies				
		Expen	se Justificatio	on		
Tamunahasa	general office su		Purpose			
		Goals	s & Objectives			
		Projecte	d Expense De	tails		
Item No.	_	) Navas	FY 12/13	FY 13/14 Request	Decem	intion
1	Various Supplie	Payee es	<b>Budget</b> \$3,677	\$3,677	Descri Office Supplies	
		Total	\$3,677	\$3,677		
		Prior Year & YTI	•			
FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month	,,,		

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to HR consultant		
Account Number:	50990004	Division:	32
Account Name:	Consultant - HR		

#### Purpose

To provide subject matter expertise in specialist areas such as classification/compensation, benefits planning and staff development strategies.

#### **Goals & Objectives**

Provide strategic support for implementation of various human resources initiatives.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$4,000	\$5,000	
		Total	\$4,000	\$5,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$0	\$0		

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to employee event expenses		
Account Number:	5090201000	Division:	32
Account Name:	Employee Event Expense		

Purpose

Expenditure for employee special events and annual awards and holiday events. Cost breakdown needed

#### Goals & Objectives

Improve employee morale. Inform staff of various benefits.

		Projected	d Expense De	tails	
Itam Na			FY 12/13	FY 13/14	Decemention
Item No.		ayee	Budget	Request	Description
1	Holiday Event/E		\$200	\$500	
2	Holiday Party E		\$600	\$800	
3	Employee Sprin		\$2,000	\$2,000	
4	Recognition & R	Rewards	\$6,000	\$7,000	
5	Additional Incen	tive/Summer	\$400	\$500	
6	Health and Bene	efits fair	\$600	\$800	
	_				
		Total	\$9,800	\$11,600	
		Prior Year & YTI	D Actuals (Fin	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4,956	\$2,169		
•		. ,	,		
				i e	

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to Employee Wellness Program		
Account Number:	5090201001	Division:	32
Account Name:	Employee Wellness Plan Expenses		

Purpose

To promote a balanced and healthy lifestyle for employees to reduce workplace injuries, absenteeism and increase healthcare premiums.

#### Goals & Objectives

Reduce workplace injuries and absenteeism.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$2,000	\$2,000	
		Total	\$2,000	\$2,000	
		Prior Year & YTI		iance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$1,294	\$694		
				ĺ	

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to recruitment of employees		
Account Number:	5090800000	Division:	32
Account Name:	Recruiting Employees		

#### Purpose

Costs related to recruitment of new employees. Cost include advertisement, job fairs, brochures, relocation, background checks, etc.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Recruitment Ads	S	\$7,000	\$7,000	
2	Job Fair Fees		\$1,000	\$1,000	
3	Recruitment bro	chures	\$100	\$150	
4	Background che		\$1,800	\$1,800	
5	Relocation/Misc		\$3,500	\$3,500	
		Total	¢12.400	¢12.450	
				\$13,450	
		Prior Year & YTI	-	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$8,808	\$6,433		

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to staff development and training		
Account Number:	5099900001	Division:	32
Account Name:	Staff Development		

#### Purpose

Costs for employee training and development, on-site training fees, educational materials, and supplies.

#### Goals & Objectives

Increase employee skills and professionalism. Ensure SunLine has a skilled and adaptable workforce.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	<b>Employee Train</b>	ing/Development	\$7,850	\$7,850	
2	Travel Expense	s, outside trainers	\$1,600	\$1,600	
3	Westgate Trans		\$3,000	\$3,000	
4	Personnel Advis		\$200	\$200	
5	Individual Traini		\$200	\$500	
6	Applicable Web	inars	\$1,600	\$1,600	
		Total	\$14,450	\$14,750	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$5,093	\$2,434		
i					

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to reimbursement of tuition for en	nployees	
Account Number:	5090201001	Division:	32
Account Name:	Tuition Reimbursement		

#### Purpose

Cost related to reimbursement of tuition costs/expenses for employees pursuing work-related academic degrees.

# Goals & Objectives

Provide incentive for staff to continue eductation and improve retention.

Item No.   Payee   Budget   Request   Description     1
Item No.
1 Bachelor Degrees \$4,000 \$4,000 2 Other educational courses \$2,000 \$2,000  Total \$6,000 \$6,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month
2 Other educational courses \$2,000 \$2,000  Total \$6,000 \$6,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month
Total \$6,000 \$6,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month
Total \$6,000 \$6,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13  Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
Prior Year & YTD Actuals (Finance Only) FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month
FY 09/10
Actuals Actuals 6 - Month
\$0 \$0 \$4,000 \$3,125

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to travel		
Account Number:	5090300000	Division:	32
Account Name:	Travel Meetings/Seminars		

#### Purpose

Travel expense for all areas of SunLine Transit Agency - Approved by the General Manager only.

#### Goals & Objectives

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Projecte	d Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	PIHRA Conferer	nce (HR)	\$2,500	\$2,500	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Total		\$2,500	
		Prior Year & YT		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

# FINANCE





#### **Functions and Responsibilities**

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

#### FY 13-14 Goals and Objectives

- Institute processes for financial management of Capital Projects and grants
- Automate accounts payable processes
- Continue to improve the Agency's Budget process
- Develop procedures for Accounting Operations
- Streamline contracts and procurement processes

#### **Expenditure Budget Summary - Finance: 41**

		FY 12-13	FY 13-14	
Account #	Item Description	<b>Approved Budget</b>	<b>Proposed Budget</b>	Variance
5010200500	Admin Salaries	531,479	676,864	145,385
	salary savings			
5021600000	Allocated Salaries	(31,574)	(10,514)	21,060
502000000	Fringe Benefits	358,528	343,689	(14,839)
5030300015	Audit Services	22,000	45,000	23,000
5030300009	Contract Services	4,000	5,000	1,000
	Mngmnt Consulting	5,000	5,000	0
	Training Services	4,000	5,000	1,000
5049900001	Office Supplies	8,000	8,000	0
5079900000	Property & Other Taxes	200		(200)
	Bank Service Fees	6,500	7,000	500
5090201000	Employee Expensees	2,000	4,500	2,500
5090200002	Mileage Reimbursement	4,500	2,000	(2,500)
5090801040	Pass Outlet Commission	28,000	30,000	2,000
5090200000	Travel Meeting/Seminars*		1,500	1,500
5110101050	Interest Expense	2,765	3,000	235
5129900200	Bad Debt Expense	-	1,000	1,000
<del></del>				
	Total Expenditures	945,398	1,127,039	181,641

Note: Account #5090200000 was reallocated from Div 40

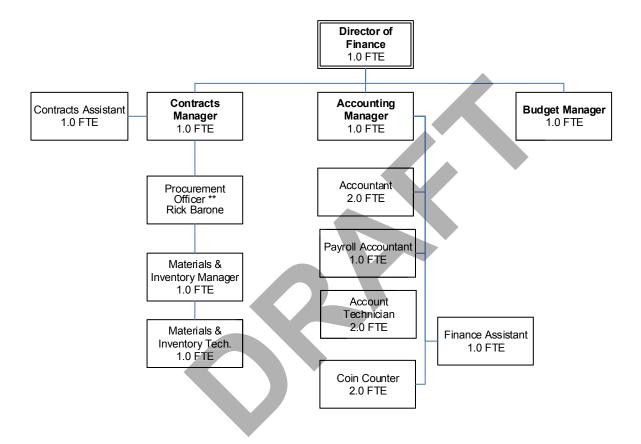


#### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
1	Director of Finance	1.00	1.00	0.00
1			1.00	0.00
0	Finance Manager*	1.00		(1.00)
1	Accounting Manager		1.00	1.00
1	Procurement Officer	1.00	1.00	0.00
2	Accountant	2.00	2.00	0.00
1	Accountant - Payroll	1.00	1.00	0.00
2	Accounting Technician	2.00	2.00	0.00
1	Finance Assistant	1.00	1.00	0.00
0	Parts Manager*	1.00		(1.00)
1	Materials & Inventory Manager		1.00	1.00
0	Parts Clerk*	1.00		(1.00)
1	Materials & Inventory Technician		1.00	1.00
4	Coin Counter - Part Time (.50	2.00	2.00	0.00
1	Budget Manager		1.00	1.00
1	Contracts Manager		1.00	1.00
0	Contracts Specialist*	1.00		(1.00)
1	Contracts Assistant		1.00	1.00
18	Total FTE	14.00	16.00	2.00

<sup>\*</sup> Reclassification/Retitle of existing position

# **Finance**



<sup>\*\*</sup> Designated as DBLO

Expenditure Name:	Services		
Expenditure Description:	Costs related to annual audit, pension audit, and subrecipient monitoring.		
Account Number:	5030300015	Division:	41
Account Name:	Audit Services		

Purpose

This expenditure is for costs related to the annual STA and Pension audits.

#### Goals & Objectives

To ensure proper management of funds and operational transparency.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	MGO		\$22,000	\$23,000	STA Audit
2	KSJG			\$22,000	Pension Audit
		Total	\$22,000	\$45,000	
		Prior Year & YTI		nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Services		
Expenditure Description:	Costs for contracted services		
Account Number:	5030300009	Division:	41
Account Name:	Contracted Services		

#### Purpose

This expenditure is for costs to conduct an assessment of the agency's Disadvantaged Business Enterprise (DBE) program.

#### **Goals & Objectives**

Ensure SunLine meets or exceeds federal expectations for DBEs in our procurements.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various	.,,	\$4,000	\$5,000	
•			ψ 1, <b>0</b> 00	Ψ0,000	
		Total	\$4,000	\$5,000	
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				
Ψ					

Expenditure Name:	Services			
Expenditure Description:	Costs related to management consultant services			
Account Number:	5030303240	Division:	41	
Account Name:	Management Consulting			

Purpose

This expenditure will cover costs for consulting services related to team building, process reengineering, etc.

#### Goals & Objectives

Build a cohesive team that streamlines processes.

		Projected	d Expense De	etails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$5,000	\$5,000	
		T - 4 - 1	<b>#5.000</b>	<b>#5.000</b>	
		Total		\$5,000	
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure	Name:	Services						
Expenditure	Description:	Description: Costs related ti training services						
Account Nur	nber:	5030303241 <b>Division</b> : 41						
Account Nar	ne:	Training Services						
		Exper	nse Justificatio	n				
		g for technical acco	Purpose					
		Goal	s & Objectives					
		Projecte	d Expense Det	tails				
Item No.		ayee	FY 12/13 Budget	FY 13/14 Request	Descr	intion		
1	Various	ayee	\$4,000	\$5,000	Desci	ption		
				. ,				
			+					
		Total	\$4,000	\$5,000				
		Total Prior Year & YT						
FY 09/10	FY 10/11	Prior Year & YT FY 11/12	D Actuals (Final					
Actuals	Actuals	Prior Year & YT	D Actuals <i>(Fina</i>					
		Prior Year & YT FY 11/12	D Actuals (Final					

Expenditure	Name:	Materials & Supplie	es					
Expenditure	Description:							
Account Nun	nber:	5-49900001			Division:	41		
Account Nan	ne:	Office Supplies						
			se Justification	on				
- ·	general office su		Purpose					
		Goals	s & Objectives	s				
See above.								
		Projecte	d Expense De	tails				
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Desc	ription		
1	Various		\$8,000	\$8,000				
		Total	<b>#0.000</b>	<b>#0.000</b>				
		Total Prior Year & YT		\$8,000				
FY 09/10	FY 10/11	FY 11/12	FY 12/13	diffee Offig)				
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0							

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to bank service fees		
Account Number:	509080100	Division:	41
Account Name:	Bank Service Fee		

Purpose

Costs related to armored currency pick-up and merchant credit card fees.

# **Goals & Objectives**

Ensure proper accounting of all SunLine funds.

Total   \$6,500   \$7,000							
Item No.			Projecte				
1 Sectran Security \$2,300 \$2,500 2 Merchant and Bank Fees \$4,200 \$4,500  Total \$6,500 \$7,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 Actuals Actuals Actuals 6 - Month							
2 Merchant and Bank Fees \$4,200 \$4,500  Total \$6,500 \$7,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals 6 - Month						Description	
Total \$6,500 \$7,000  Prior Year & YTD Actuals (Finance Only)  FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month	2	Merchant and Ba	ank Fees	\$4,200	\$4,500		
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10 FY 10/11 FY 11/12 FY 12/13 Actuals Actuals Actuals 6 - Month							
FY 09/10         FY 10/11         FY 11/12         FY 12/13           Actuals         Actuals         6 - Month			Total	\$6,500	\$7,000		
Actuals Actuals 6 - Month			Prior Year & YT	D Actuals (Fir	nance Only)		
Actuals Actuals 6 - Month	FY 09/10	FY 10/11	FY 11/12	FY 12/13			
	Actuals	Actuals	Actuals	6 - Month			
■	\$0	\$0					
	·						

Expenditure	Name:	Miscellaneous Exp	ense			
Expenditure	Description: Costs related to employee expenses					
Account Nur	nber:	5090201000			Division:	41
Account Nan	ne:	Employee Expense	Э			
			se Justification			
O a ata ta ma aira	tain and assiss	Purpo coin room employe	se/Justificatio			
		. ,	,	3 /		
		Goals	s & Objectives	s		
		Projecte	d Expense De	etails		
	_		FY 12/13	FY 13/14	_	
Item No.	Various P	ayee	<b>Budget</b> \$2,000	Request \$4,500	Desc	ription
'	Various		Ψ2,000	Ψ4,000		
		Total	\$2,000	\$4,500		
		Prior Year & YT	D Actuals (Fir	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals \$0	Actuals \$0	Actuals	6 - Month			
φU	Φ0					
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Expenditure	Name:	Miscellaneous Exp	ense			
Expenditure	Description:	Costs related to mi		sement		
Account Nun	nber:	5090200002			Division:	41
Account Nan	ne:	Mileage Reimburse	ement			
		Expen	se Justification	on		
To fined annou	a dita una a fa u mail a d	age reimbursement	Purpose			
			and parking to	.00.		
ı						
		Goals	s & Objectives	S		
		Projecte	d Expense De	tails		
Item No.			FY 12/13 Budget	FY 13/14 Request	Door	ription
1	Various F	ayee	\$4,500	\$2,000	Desc	приоп
				. ,		
		·				
		Total	<b>#4.500</b>	<b>#0.000</b>		
		Total Prior Year & YTI		\$2,000		
FY 09/10	FY 10/11	FY 11/12	FY 12/13	idilice Offig)		
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0					
			ĺ			

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to Pass Outlet Commission				
Account Number:	5090801040	Division:	41		
Account Name:	Pass Outlet Commissions				

Purpose

Costs related to commissions earned by pass outlets resulting from the sale of SunLine bus passes.

#### **Goals & Objectives**

To fund expenditures related to copier contracts, including copy charges.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	Pa	ayee	Budget	Request	Description			
1	Various		\$28,000	\$30,000				
<u>-</u>			4=0,000	<del>, , , , , , , , , , , , , , , , , , , </del>				
		Total	\$28,000	\$30,000				
		Prior Year & YTI	D Actuals (Fir	nance Only)				
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0							
**								

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to travel		
Account Number:	5090300000	Division:	41
Account Name:	Travel Meetings/Seminars		

#### Purpose

Travel expense for all areas of SunLine Transit Agency - Approved by the General Manager only.

#### Goals & Objectives

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Projecte	ed Expense De	tails	
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description
1	NTD Training CI	ass	\$1,500	\$1,500	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
		Tota		\$1,500	
		Prior Year & YT		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure	Name:	Miscellaneous Exp	enses			
	Description:	Costs related to mi		terest charges		
Account Nur		5110101050			vision:	41
Account Nar	ne:	Interest Expense		_		
			se Justification	on		
			Purpose			
osts associa	ated with Interes	t Charges.				
		Goals	s & Objectives	S		
		Projecte	d Expense De			
Item No.		Pavas	FY 12/13 Budget	FY 13/14 Request	Door	rintion
1	Various r	Payee	\$2,765	\$3,000	Desc	ription
		Total	\$2,765	\$3,000		
		Total Prior Year & YT				
FY 09/10	FY 10/11	Prior Year & YTI FY 11/12	D Actuals <i>(Fir</i> FY 12/13			
Actuals	Actuals	Prior Year & YTI	D Actuals <i>(Fir</i>			
		Prior Year & YTI FY 11/12	D Actuals <i>(Fir</i> FY 12/13			
Actuals	Actuals	Prior Year & YTI FY 11/12	D Actuals <i>(Fir</i> FY 12/13			

Expenditure	Name:	Miscellaneous Exp	enses			
Expenditure	·					
Account Nun	nber:	5129900200			Division: 41	
Account Nan	ne:	Bad Debt Expense	!			
		Expen	se Justification	on		
			Purpose			
Costs associa	ated with bad det	ot and collections.				
		Goals	s & Objectives	S		
İ						
		Projecte	d Expense De			
Item No.	P	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	Various	uyoo	Jungot	\$1,000	Boodipaon	
		Total	\$0	\$1,000		
		Prior Year & YTI				
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0					

# INFORMATION TECHNOLOGY



#### **Functions and Responsibilities**

Information Technology Division is responsible for the management of network, computer systems and electronic data. Support for users and applications. User training for systems. Interface with vendors for applications improvements and issue resolution. Data integrity management. Support for communication systems for voice and data including phones, cell phones, Internet access, and bus communications. Planning for the future information technology needs of the Agency's.

#### **FY 13-14 Goals and Objectives**

- Equipment upgrades for improved systems performance, enterprise application deployment, and failure mitigation
- Provide 10 gigabit network backbone and 1 gigabit device connections
- Improve network and systems security
- Improve disaster recovery performance and scope
- Provide increased communication platforms for all employees

#### **Expenditure Budget Summary - Information Technology: 42**

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	92,863	83,505	(9,358)
	salary savings			
5021600000	Allocated Salaries - Grants	(33,924)	(86,337)	(52,413)
5020000000	Fringe Benefits	56,188	84,920	28,732
5030200006	Communications	91,026	69,000	(22,026)
5030300011	Computer/Network Software Agreement	31,232	176,498	145,266
5030300009	Contracted Services	5,000	5,000	0
5030500000	Office Equipment Maintenance	18,000	2,500	(15,500)
5049900010	Computer Supplies	10,000	15,000	5,000
5049900001	Office Supplies	1,405	1,500	95
5090200000	Travel Meetings/Seminars*		3,000	3,000
	Total Expenditures	271,790	354,586	82,796

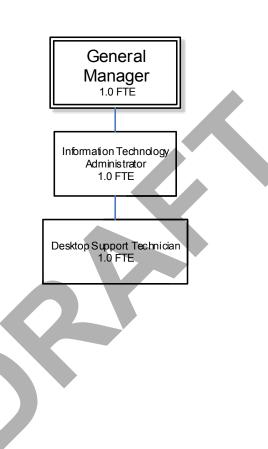
Note: Account #5090200000 was reallocated from Div 40

#### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
0	Senior Information Sys. Tech*	1.00		(1.00)
1	Information Technology Administrator		1.00	1.00
0	Help Desk Tech*	1.00		(1.00)
1	Desktop Support Technician		1.00	1.00
2	Total FTEs	2.00	2.00	0.00

<sup>\*</sup> Reclassification/Retitle of existing positions

# **Information Technology**



Expenditure Name:	Services		
Expenditure Description:	Costs related to communication technology		
Account Number:	5050200006	Division:	42
Account Name:	Communications		

Purpose

Costs related to communications technology upgrades and services. Monthly charges

	Projected	d Expense De	tails	
		FY 12/13	FY 13/14	
	ayee	Budget	Request	Description
Verizon		\$3,600	\$0	
Verizon Wireless	S	\$24,000	\$1,500	
TelePacific		\$33,226	\$35,000	
Communications	s (other)	\$1,000	\$100	
Time Warner		\$28,000	\$31,200	
Muzak		\$1,200	\$1,200	
			·	
	Total	\$91,026	\$69,000	
	Prior Year & YTI	O Actuals <i>(Fin</i>	ance Only)	
FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	6 - Month		
\$0	\$86,467	\$39,199		
1				
	Verizon Verizon Wireless TelePacific Communications Time Warner Muzak  FY 10/11 Actuals	Payee Verizon Verizon Wireless TelePacific Communications (other) Time Warner Muzak  Total Prior Year & YTI FY 10/11 Actuals FY 11/12 Actuals	Payee \$\frac{\text{FY 12/13}}{\text{Budget}}\$  Verizon \$\frac{\\$3,600}{\text{S24,000}}\$  TelePacific \$\frac{\\$33,226}{\text{Communications (other)}}\$  Time Warner \$\frac{\\$28,000}{\text{Muzak}}\$  Muzak \$\frac{\\$1,200}{\text{S1,200}}\$  Prior Year & YTD Actuals (Fine FY 10/11 Actuals Actuals Actuals \$\frac{\\$6 - Month}{\text{Month}}\$	Payee         Budget         Request           Verizon         \$3,600         \$0           Verizon Wireless         \$24,000         \$1,500           TelePacific         \$33,226         \$35,000           Communications (other)         \$1,000         \$100           Time Warner         \$28,000         \$31,200           Muzak         \$1,200         \$1,200           Muzak         \$1,200         \$69,000           Prior Year & YTD Actuals (Finance Only)           FY 10/11         FY 11/12         FY 12/13           Actuals         Actuals         6 - Month

Expenditure Name:	Services		
Expenditure Description:	Costs related to marketing and advertisement of SunLine events		
Account Number:	5030300009	Division:	42
Account Name:	Contracted Services		

Purpose

Costs related to third party IT support services. Services include monitoring of network servers, diagnostics, etc.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	TBD		\$5,000	\$5,000	
		Total	\$5,000	\$5,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$78,892	\$0		

Expenditure Name:	Services			
Expenditure Description:	Costs related to Advertisement of SunLine events			
Account Number:	5030300011 <b>Division</b> : 42			
Account Name:	Computer/Network Software & Support Agreement			

Purpose

Cost related to computer software licenses for various software applications.

Projected Expense Details						
Item No.	D	ayee	FY 12/13 Budget	FY 13/14 Request	Description	
1	FleetNet	ayee	\$21,840	\$26,760	Support Contract	
2	Virus/Spam Pro	tection	\$1,000	\$0	Cupport Contract	
3	Boyer Safety So		\$515	\$550		
4	BlueRidge Softv		\$577	\$600		
5	Cummins Diagn		\$1,500	\$1,500		
6	AVAIL - Network		\$4,800		Full Service Contract	
7	AVAIL - Misc so		\$1,000	· · · / · · ·		
	Trapeze		. ,	\$73,888	Support Contract	
	Support contract for Cisco and HP				Support Contract	
	Axcient			\$12,000		
	Misc			\$1,000		
		Total	\$31,232	\$176,498		
		Prior Year & YTI	O Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$51,058	\$18,901			
		·				

Expenditure Name:	Services		
Expenditure Description:	Costs related to office equipment maintenance		
Account Number:	5030500000	Division:	42
Account Name:	Office Equipment Maintenance		
	Expense Justification		

Purpose

Costs related to copy machine service contracts. Include per copy charges. Monthly charges

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.		ayee	Budget	Request	Description	
1	Valley Office Eq	uipment	\$18,000	\$200		
	Cintas			\$2,300	Document Shredding	
		Total	\$18,000	\$2,500		
		Prior Year & YTI	D Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$19,342	\$9,533			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general computer supplies		
Account Number:	504990010	Division:	42
Account Name:	Computer Supplies		

#### Purpose

To purchase computer supplies for upgrades to computer equipment, printers, servers, and software upgrades. (Need a cost basis)

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$10,000	\$15,000	Computer supplies
		Total	\$10,000	\$15,000	
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$10,006	\$4,074		

xpenditure Name: xpenditure Descripti .ccount Number: .ccount Name:	504990001 Office Supplies	general office sup	oplies	Division:	42
ccount Number:	504990001 Office Supplies			Division:	42
	•				
	Expe	ense Justificatio	on		
		Purpose			
his item is to fund the	purchase general office	supplies.			
	Go	als & Objectives			
	Projec	ted Expense De	tails		
14 N	Davis	FY 12/13	FY 13/14	5	
Item No.  1 Various	Payee	<b>Budget</b> \$1,405	Request \$1,500	Office Supplies	ription
		<b>V</b> 1,100	<b>4</b> 1,000		
		+			
		+			
				<del></del>	
	Tot		\$1,500		
		tal \$1,405 YTD Actuals (Fin			
FY 09/10 FY 10 Actuals Actua	Prior Year & Y				

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to travel		
Account Number:	5090300000	Division:	42
Account Name:	Travel Meetings/Seminars		

#### Purpose

This expenditure is to cover the cost of travel to the annual electronic and technology conference.

Goals & Objectives

To control travel cost - all requests for travel are processed and approved by the General Manager.

		Drojecte	d Evnance De	toile						
Projected Expense Details  FY 12/13 FY 13/14										
Item No.	Pay	yee	Budget	Request	Des	cription				
1	Electronic & Tech		\$3,000	\$3,000		-				
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18	· ·									
19										
20										
		Tota		\$3,000						
		Prior Year & YT		ance Only)						
FY 09/10	FY 10/11	FY 11/12	FY 12/13							
Actuals	Actuals	Actuals	6 - Month							
\$0	\$0									

# **PLANNING**





#### **Functions and Responsibilities**

Planning Department is responsible for the planning for transit fixed route (12 local routes, 1 Commuter Link service, 69 buses), paratransit services, and transit infrastructure. Management of all transit planning functions including service and facility design (including short and long term planning for service changes and temporary detours), service scheduling and rosters, service performance monitoring (ridership, miles and hours etc.), reporting (NTD, Transtrack etc.) and customer information (Rider's Guide, bus stop schedules) and inquiries regarding service design, scheduling, and reliability. In addition, the Planning Department is responsible the development of Agency's Short and Long Range Transit Plan and operational planning and monitoring of capital and operating projects.

#### FY 13-14 Goals and Objectives

- Increase ridership to 4.75 million in FY 13-14 by implementing new routes 54 and 95 and improving existing routes 14 and 30
- Ensure an 80% or better on-time performance for the system by reviewing and revising schedules for all routes
- Complete the planning, purchase and installation of 38 new bus shelters
- Complete Indio Facility Future Needs study
- Complete Bus Rapid Transit Study

#### **Expenditure Budget Summary - Planning: 49**

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	351,788	279,989	(71,799)
	salary savings			
5021600000	Allocated Salaries	(113,145)		113,145
5020000000	Fringe Benefits	133,911	120,000	(13,911)
5030200010	Consulting	25,000	25,000	0
5039900010	Riverside Commuter Link	7,500	25,000	17,500
5039900004	Taxi Voucher - NF	60,000	90,000	30,000
5030400000	Temporary Help Services	19,097	20,000	903
5049900001	Office Supplies	1,500	1,250	
5090201000	Employee Expenses	1,000	500	(500)
5099900001	Staff Development	2,000	2,000	0
5090100000	Memberships & Subscriptions*		375	375
	Totals	488,651	564,114	75,463

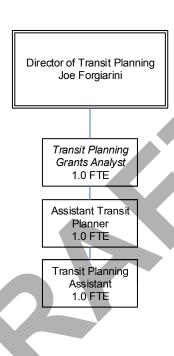
Note: Account #5090100000 was reallocated from Div 40

#### **Personnel Summary**

Count	Classification	FY 12-13 Authorized FTEs	FY13-14 Requested FTEs	Variance
1	Director of Transit Planning	1.00	1.00	0.00
0	Grants Consultant*	1.00		(1.00)
0	Grants Manager*	1.00		(1.00)
1	Transit Planning Grants Analyst		1.00	1.00
1	Assistant Transit Planner	1.00	1.00	0.00
0	Planning Coordinator*	1.00		(1.00)
1	Transit Planning Specialist		1.00	1.00
4	Total FTEs	5.00	4.00	(1.00)

<sup>\*</sup> Reclassification/Retitle of existing positions

# **Planning**



Expenditure Name:	Services		
Expenditure Description:	Costs related to transit planning and scheduling	gactivities	
Account Number:	503020010	Division:	49
Account Name:	Consulting Services		

#### Purpose

Costs for hiring consulting services for transit planning and scheduling related activities through the Planning On-Call. The agency requires scheduling support for major service changes planned in 2013/2014 due to limited in-house staff for this function. GIS mapping support is also required from consultant as the agency has no in-house GIS trained staff and program. Other consultant support may be needed for cost and revenue analysis.

#### **Goals & Objectives**

Complete the following projects; Trapeze scheduling support (up to \$12,500); GIS mapping and other transit analysis (up to \$12,500)

		Projected	d Expense De	tails		
			FY 12/13	FY 13/14		
Item No.	Р	ayee	Budget	Request	Des	cription
1	TDB		\$25,000	\$12,500	Scheduling S	upport
2	TBD			\$12,500	Planning Sup	port
			#0# 000	405.000		
		Total	. ,	\$25,000		
		Prior Year & YTI	D Actuals (Fin	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0	\$19,815	\$27,257			

Expenditure Name:	Services			
Expenditure Description:	Promotion costs related to program expenses for Riverside CommuterLink			
Account Number:	5030300010	Division:	49	
Account Name:	Riverside CommuterLink Expenses			

Purpose

Staff and marketing costs to establish the Riverside commuterlink 220 service (launched September 2013) and new North Shore service based on plan developed by Marketing Manager. The North Shore service is a new initiative requiring a first round of promotion. Line 220 Commuter Link needs ongoing promotion to establish its identity with its market of primarily infrequent users.

#### **Goals & Objectives**

To successfully launch and market the Commuter Link 220 service and new North Shore route.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Riverside Comm		\$7,500	\$20,000	•		
2	North Shore Nev		<b>41,000</b>	\$5,000			
				. ,			
		<del></del>	<b>AT TOO</b>	407.000			
		Total	. ,	\$25,000			
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$0	\$17,783				

Expenditure Name:	Services		
Expenditure Description:	Costs related to program expenses for Taxi Vo	ucher - New Free	dom
Account Number:	5030300009	Division:	49
Account Name:	Contracted Services		

#### Purpose

Costs to support Taxi Voucher - New Freedom Program (CA 57-X063). The costs are driven by two items. Software costs and Taxi company costs for trips provided. These are funded 50% from passenger fares and 25% each from local and federal (grant) funding. This program expands options for seniors and the disabled by offerring 50% discount on taxi fares on up to \$150 worth of travel per 30 days.

#### Goals & Objectives

Year 2 Goal 3,900 trips (2012 caledar year 4391 trips made, and growing, so assume 430 trips/month or 5160 total FY 13-14).

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Taxi Voucher Pi	rogram	\$60,000	\$90,000	See above		
		·					
		*					
		Total	\$60,000	\$90,000			
		Prior Year & YT	D Actuals (Fir	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$38,311	\$37,376				

Expenditure Name:	Services		
Expenditure Description:	Costs related to temporary help services for tra	nsit planning	
Account Number:	50304000	Division:	49
Account Name:	Temporary Help Services		

#### Purpose

Additional staff are required to do APC validations and ridechecks for Section 15 NTD sampling. 3 trips every second day (7 days per 2 weeks) plus data processing. This will ensure sufficient staffing is available for this task.

#### **Goals & Objectives**

To collect data for NTD most cost effectively and reliably.

		Projecte	d Expense De	tails	
Item No.	Pa	yee	FY 12/13 Budget	FY 13/14 Request	Description
1	Temp Help (Inter	n or via Agency)	\$19,097	\$20,000	
		Total	\$19,097	\$20,000	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$26,055	\$14,719		

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general office supplies		
Account Number:	504990001	Division:	49
Account Name:	Office Supplies		

#### Purpose

To purchase general office supplies for the Palnning section, including materials for timetable displays.

#### **Goals & Objectives**

To provide equipment for planning section staff to complete their work.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
1	Various		\$1,500	\$600	Office Supplies		
3	Street Directorie	s		\$150			
16	Rolls of Laminat	e for Timetables		\$400			
4	Card Stock Pape	er for Timetables		\$100			
		Total	\$1,500	\$1,250			
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	\$1,836	\$138				
·			•				

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to employee expenses		
Account Number:	5090201000	Division:	49
Account Name:	Employee Expenses		

#### Purpose

Miscellaneous Employee Expenses. This covers items such as parking when certain attending meetings such as RCTC as well as mileage reimbursement for use of own car to attend meetings.

#### **Goals & Objectives**

To ensure staff attend meetings and deliver grant proposals in the most cost effective manner.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$1,000	\$500	
		Total	\$1,000	\$500	
		Prior Year & YTI		ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0	\$4			

Expenditure Name:	Miscellaneous Expenses				
Expenditure Description:	Costs related to staff development				
Account Number:	5099900001	Division:	49		
Account Name:	Staff Development				

#### Purpose

Costs for three planning staff to attend the California Transit Association Conference Anahiem CA Nov 2013 (3 staff) and for access to many general Webinars. These two activities help develop staff skills and allow staff to mix with peer agency staff.

#### **Goals & Objectives**

Provide staff with training and development opportunities.

	Projected Expense Details						
			FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Description		
3	CTA Conference	е	\$2,000	\$1,200			
1	Mileage			\$300			
1	Webinars			\$500			
		<del>-</del>	40.000	***			
		Total	. ,	\$2,000			
		Prior Year & YTI	D Actuals <i>(Fin</i>	nance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0	(\$3,052)	\$0				

Expenditure Name:	Miscellaneous Expense			
Expenditure Description:	Costs related to memberships and subscriptions			
Account Number:	5090100000	Division:	49	
Account Name:	Memberships & Subscriptions			

#### Purpose

This account is to fund the membership with the American Planning Association, an independent educational organization that provides leadership in the development of vital communities.

#### Goals & Objectives

To ensure staff stay current on planning trends that can have a positive impact on planning in the Coachella Valley.

		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	APA Membershi	ip (Planning)	\$375	\$375	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
		Total	\$375	\$375	
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

## **AGENCY-WIDE**





#### **Functions and Responsibilities**

Agency-wide includes costs not specific to any particular department or division, but is costs that are used to support the overall business operations of the agency. This section includes costs such as insurance premiums general liability and workers comp, all agency travel, memberships, and other miscellaneous costs. All travel requests are approved by the General Manager.

#### FY 13-14 Goals and Objectives

- Mitigate workers' compensation liabilities
- Mitigate general liability and insurance losses

#### **Expenditure Budget Summary - Agency-wide: 43**

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5049900003	Office Supplies - Copy Paper		15,000	15,000
5049900002	Office Supplies - Postage		20,000	20,000
5090201000	Employee Expenses		20,400	20,400
5060800000	Insurance Admin		103,105	103,105
5060100000	Insurance - Physical Damage		115,200	115,200
5060300000	Insurance - Gen & Auto Liability		276,000	276,000
5060100100	Insurance Premium - Property		10,000	10,000
5060900100	Repair Claims		15,000	15,000
5090201001	Insurance Losses - Gen & WC			0
5060400000	Insurance Premium - WC		753,621	753,621
5030200000	Communications		22,026	22,026
5030500000	Office Equipment Maint.		15,500	15,500
	Totals	0	1,365,852	1,365,852

Note 1: Accounts #5049900003, 504990002, 5090101000, 5060800000, 5060100000, 5060300000 and 5060100100 moved from

Note 2: Account # 5090201001 moved from Division 15

Note 3: Accounts # 5030200006 and 5030500000 moved from Division 42

Note 4: Account # 5060400000 reallocated from Account # 5090501001 to differentiate general liability costs from workers'

compensation costs

Expenditure Name:	Office Supplies			
Expenditure Description:	Costs related to copying			
Account Number:	5049900003	Division:	43	
Account Name:	Office Supplies - Copy Paper			
Expense Justification				

Purpose
This account is to fund copy paper for the entire agency.

Goals & Objectives

This centralized account will ensure the most cost effective, bulk-pricing for the agency.

		Projected	d Expense De			
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	Various		\$15,000	\$15,000		
				r		
		Total	\$15,000	\$15,000		
		Prior Year & YTI	D Actuals (Fir	nance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0					
·	· ·					
	1			1	l l	

Expenditure Name:	Materials and Supplies		
Expenditure Description:	Costs related to postage		
Account Number:	5049900002	Division:	43
Account Name:	Office Supplies - Postage		
	Expense Justification		
	Purpose		
This account is to fund all pos	stage expenses for agency mailings.		

To efficiently track postage costs for the agency.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$20,000	\$20,000	
		Total	. ,	\$20,000	
		Prior Year & YTI		nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	/liscellaneous Expense				
Expenditure Description:	Costs related to employee expenses				
Account Number:	5090201000	Division:	43		
Account Name:	Employee Expenses				

#### Purpose

This agency-wide employee expense account is to fund the \$300 annual match for the 457 Deferred Compensation Plan for administrative staff (non-Director). This amount would fund a match for up to 68 administrative employees.

#### **Goals & Objectives**

The goal of funding a \$300 annual match is to increase employee participation in the defined contribution retirement plan.

		Projected	d Expense De		
			FY 12/13	FY 13/14	
Item No.	Pa	ayee	Budget	Request	Description
1	Various		\$20,400	\$20,400	
				•	
		Total		\$20,400	
		Prior Year & YTI		nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				

Expenditure Name:	Insurance				
Expenditure Description:	Cost related to bonding staff				
Account Number:	5060800000 <b>Division</b> : 43				
Account Name:	Insurance - Admin				

Purpose

To bond employes for theft or embezzlement. Cover costs for employment related liabilities.

#### Goals & Objectives

To fund expenditures related to bonding current admin employees.

		Projecte	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	PERMA		\$3,105	\$3,105	
2	PERMA - ERM	A		\$100,000	Employment Risk Insurance
			\$3,105		
		Prior Year & YT	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
Actuals	Actuals	Actuals	6 - Month		
\$0	\$0				
					l I

Expenditure	Name:	Insurance					
Expenditure	Description:	Costs related to ph	ysical damage				
Account Nun	nber:	5060100000 <b>Division</b> : 43					
Account Nan	ne:	Insurance - Physical Damage					
		Expen	se Justification	on			
A 1		damage insurance o	Purpose	1 1 1			
		Goals	s & Objectives	3			
		Projecte	d Expense De	tails FY 13/14			
Item No.		ayee	Budget	Request	Desci	ription	
1	Hayward, Tilton	& Rolapp	\$114,000	\$115,200			
		Total	\$114,000	\$115,200			
		Prior Year & YT					
FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month				

Expenditure	Name:	Insurance					
Expenditure							
Account Nun		5060300000		•	Division:	43	
Account Nan	ne:	Insurance - Genera	al & Auto Liabili	ity			
			se Justificatio				
		·	Purpose				
Premium for o	general and auto	liability.					
To five de super	- dit	Goals o general and auto	s & Objectives				
		Projecto	d Expense De	taile			
		Trojecte	FY 12/13	FY 13/14			
Item No.	P	ayee	Budget	Request	Desc	ription	
1	PERMA		\$200,000	\$276,000		•	
		Total	\$200,000	\$276,000			
		Prior Year & YT					
FY 09/10	FY 10/11	FY 11/12	FY 12/13	,			
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0						

Expenditure Name:	Insurance		
Expenditure Description:	Outside costs related to property insura	ance	
Account Number:	5060100100	Division:	43
Account Name:	Insurance Premium - Property		
	<b>Expense Justification</b>		
	Purpose		
Annual premium for all perils	insurance on buildings and contents at I	both facilities.	

Goa	ls &	Obje	ectives

See above.

Projected Expense Details						
			FY 12/13	FY 13/14		
Item No.	P	ayee	Budget	Request	Description	
1	PERMA		\$8,873	\$10,000		
		Total	\$8,873	\$10,000		
		Prior Year & YTI	D Actuals <i>(Fin</i>	ance Only)		
FY 09/10	FY 10/11	FY 11/12	FY 12/13			
Actuals	Actuals	Actuals	6 - Month			
\$0	\$0					
ĺ						

Expenditure	Name:	Insurance					
	Description:	Costs related to re	pair claims				
Account Nur	nber:	5060900100 <b>Division</b> : 43					
Account Nan	ne:	Repair Claims					
			se Justification	on			
			Purpose				
To repair age	ncy vehicles for	minor damage from	damage from	vehicle collision	ons.		
		Goals	s & Objectives				
See above.		Coun	3 a Objectives				
		Projecte	d Expense De		_		
	_		FY 12/13	FY 13/14	_		
Item No.	Various	ayee	<b>Budget</b> \$15,000	<b>Request</b> \$15,000	Desc	ription	
	Various		ψ10,000	Ψ10,000			
		Total		\$15,000			
		Prior Year & YT		ance Only)			
FY 09/10	FY 10/11	FY 11/12	FY 12/13				
Actuals	Actuals	Actuals	6 - Month				
\$0	\$0				]		

Expenditure Name:	Insurance		
Expenditure Description:	Costs related to workers compensation		
Account Number:	5060400000	Division:	43
Account Name:	Insurance Premium - WC		

Purpose

This expenditure is to fund the Agency's self-insured workers compensation program through a third party administrator. The increase amount is reflective of the recent premium increase as a result of an increase in claims over the past two fiscal years.

#### **Goals & Objectives**

To fund expenditures related to workers' compensation.

	Projected Expense Details							
			FY 12/13	FY 13/14				
Item No.	P	ayee	Budget	Request	Description			
1	PERMA		\$543,477	\$753,621				
		7 ( )	<b>A-10</b> 1	<b>***</b>				
		Total	. ,					
Prior Year & YTD Actuals (Finance Only)								
FY 09/10	FY 10/11	FY 11/12	FY 12/13					
Actuals	Actuals	Actuals	6 - Month					
\$0	\$0							

Expenditure Name:	Services		
Expenditure Description:	Costs related to office equipment repair		
Account Number:	5030500000	Division:	43
Account Name:	Office Equipment Maintenance		

Purpose

The fund is related to the costs for office equipment maintenance, including copier contracts and copy charges.

#### Goals & Objectives

Maintain operable office equipment.

		Projected	d Expense De	tails	
			FY 12/13	FY 13/14	
Item No.	P	ayee	Budget	Request	Description
1	Various		\$15,500	\$15,500	
		Tatal	<b>#45.500</b>	045 500	
		Total	. ,	\$15,500	
		Prior Year & YTI	D Actuals <i>(Fir</i>	nance Only)	
FY 09/10	FY 10/11	FY 11/12	FY 12/13		
<b>Actuals</b>	Actuals	Actuals	6 - Month		
\$0	\$0				

# **NEW INITIATIVES**



FY 13/14					
Department:	Planning	Priority No.	1		
Requestor:	Joe Forgiarini, Director of Transit Planning				
Title:	Service Enhancement - Line 14 Weekdays				
	New Service/Project Description				

Increase frequency on Line 14 Palm Springs - Desert Hot Springs from every 35 to every 20 minutes weekday peak periods 6am-9 am and 3pm -6 pm. High productivity route and capacity constrained. Start January 2014.

	Projected Revenue Details	
Item No.	Description	Total
1	FTA 5307 - Urbanized Area Formula Grant	\$49,226
2	LTF	\$49,226
3	Farebox Revenues	\$18,177
	Total Revenues	\$116,628
	Projected Expense Details	
Item No.	Description	Total
1	Salaries & Wages & Benefits (operators) (Cost Center 12)	\$54,712
2	Maintenance Costs (Cost Centers 21, 22)	\$61,916
	Total Expenses	\$116,628
	Balance	\$0

FY 13/14				
Department:	Planning	Priority No.	2	
Requestor: Joe Forgiarini, Director of Transit Planning				
Title:	Service Enhancement - Line 30 Weekdays			

#### **New Service/Project Description**

Increase frequency on Line 30 Palm Springs - Cathedral City from every 30 to every 20 minutes weekdays 6am-6pm. Highest productivity route and capacity constrained. Start January 2014.

Projected Revenue Details	
Description	Total
FTA 5307 - Urbanized Area Formula Grant	\$88,044
LTF	\$88,044
Farebox Revenues	\$25,980
Total Revenues	\$202,068
Projected Expense Details	
Description	Total
	\$139,075
Maintenance Costs (Cost Centers 21, 22)	\$62,993
	. ,
•	
Total Expenses	\$202,068
Ralanco	\$0
	FTA 5307 - Urbanized Area Formula Grant LTF Farebox Revenues  Total Revenues  Projected Expense Details  Description  Salaries & Wages & Benefits (operators) (Cost Center 12)  Maintenance Costs (Cost Centers 21, 22)

FY 13/14				
Department:	Planning	Priority No.	3	
Requestor:	Joe Forgiarini, Director of Planning			
Title:	Service Enhancement - New Line 54			

#### **New Service/Project Description**

Introduce new Line 54 Indio - Palm Desert via Fred Waring Drive to reduce travel times from east valley to Palm Desert. Frequency 30 mins. daytime weekdays. Launch January 2014. Service has CMAQ grant funding.

	Projected Revenue Details		
Item No.	Description		Total
1	FTA CMAQ Grant		\$77,464
2	LTF		\$71,952
3	Farebox Revenues		\$62,431
	7	otal Revenues	\$211,847
	Projected Expense Details		
Item No.	Description		Total
1	Salaries & Wages & Benefits (operators) (Cost Center 12)		\$101,535
2	Maintenance Costs (Cost Centers 21, 22)		\$110,312
	1	otal Expenses	\$211,847
		Balance	\$0

FY 13/14				
Department:	Planning	Priority No. 4		
Requestor:	Joe Forgiarini, Director of Planning			
Title:	Service Enhancement - New Line 95 Weekdays	3		

#### **New Service/Project Description**

Introduce new Line 95 North Shore - Indio. Provides 5 round trips weekdays between North Shore and Indio. North Shore does not receive any transit service today (closest service 11 miles away at Mecca). Launch September 2013 (10 months operation). High priority to test potential of this community to sustain transit service. Service has FTA 5316 JARC funding.

	Projected Revenue Details	
Item No.	Description	Total
1	FTA 5316 JARC Grant	\$87,053
2	LTF	\$87,053
3	Farebox Revenues	\$21,678
	Total Revenue	es \$195,784
	Projected Expense Details	
Item No.	Description	Total
1	Salaries & Wages & Benefits (operators) (Cost Center 12)	\$100,884
2	Maintenance Costs (Cost Centers 21, 22)	\$94,900
	Total Expense	es \$195,784
	Baland	ce \$0

FY 13/14				
Department:	Planning	Priority No.	5	
Requestor:	Joe Forgiarini, Director of Transit Planning			
Title: Service Enhancement - Line 111 Coachella Extension Weekdays/Weekends				
	Now Service/Project Description			

Extend all Line 111 trips from Indio to Coachella weekdays and weekends at existing frequency of service. Good productivity and significant increase in one seat rides. Start January 2014.

	Projected Revenue Details	
Item No.	Description	Total
1	FTA 5307 - Urbanized Area Formula Grant	\$42,661
2	LTF	\$42,661
3	Farebox Revenues	\$26,153
	Total Revenue	es \$111,475
	Projected Expense Details	
Item No.	Description	Total
1	Salaries & Wages & Benefits (operators) (Cost Center 12)	\$33,773
2	Maintenance Costs (Cost Centers 21, 22)	\$77,702
	Total Expense	es \$111,475
	Baland	ce \$0

FY 13/14					
Department:	Planning	Priority No.	6		
Requestor:	Requestor: Joe Forgiarini, Director of Planning				
Title: Service Enhancement - Line 111 Weekends					
	New Service/Project Description				

The existing weekend Line 111 frequency is every 40 mins. and this often leads to crowding and delays. Increase weekend service every 40 to every 20 mins. 9 am and 6 pm when ridership peaks (adds 24 trips per day). Weekday service would reduce before 6 am, after 6 pm from 20 to 30 mins. (10 less trips/day). Test on 3 weekends in 2012 extra 400 riders Saturdays/350 riders Sundays. Change cost neutral (no increase in trips/week). Ridership growth weekends est.39,000, lost ridership weekdays est. 26,000, net gain 13,000 rides per year, revenue up \$8,333. Implement September 2013 (10 months operation). High priority due to crowding and delays.

priority due	to crowding and delays.	
	Projected Revenue Details	
Item No.	Description	Total
1	FTA 5307 - Urbanized Area Formula Grant	\$0
2	LTF	\$0
3	Farebox Revenues	\$8,333
	Total Revenues	\$8,333
	Projected Expense Details	
Item No.	Description	Total
1	Salaries & Wages & Benefits (operators) (Cost Center 12)	\$0
2	Maintenance Costs (Cost Centers 21, 22)	\$0
	Total Expenses	\$0
	Balance	\$8,333

# CAPITAL BUDGET DETAILS



#### Fiscal Year 13-14 Projects

There are expected to be 20 capital projects active at SunLine Transit Agency in FY 13-14. These include 8 new projects seeking new funding (\$5,948,149 new funding request), as well as 12 other ongoing projects carried over from FY 12-13 (already funded). The most significant projects in terms of cost include the new administrative building at Thousand Palms, two new Fuel Cell Buses, American Fuel Cell Bus warranty, fixed route fleet overhauls, replacing 18 paratransit vans, new and replacement solar panels, Thousand Palms yard repaving, and design and construction of a new CNG fueling station at Thousand Palms. Many of these investments ensure SunLine remains a leader in alternative fuel technology. Other projects are ongoing for the upkeep of the non-revenue fleet, facilities, tools and equipment, facilities, IT and office furniture.

#### **Projected Fiscal Year 14-15 Projects**

This is a preliminary capital budget plan for FY14-15, focused on ongoing capital projects, including completion of the new administrative building and CNG fueling station. This list will be added to as additional needs are identified during FY13-14.

#### **Capital Budget Summary**

	Expended	FY 13-14	FY 14-15	<b>Cost Remaining</b>	Estimated
	in Prior	Proposed	Proposed	in Future	Cost at
Item Description	Fiscal Years	Budget	Budget	Fiscal Years	Completion
Administrative Building	300,000.00	11,460,000.00	4,178,170.00	-	15,938,170.00
Maintenance and Tools	143,500.00	75,000.00	75,000.00	-	293,500.00
Facilities - Indio	141,900.00	50,000.00	50,000.00	-	241,900.00
Two Fuel Cell Buses	2,000,000.00	3,464,307.00	-	-	5,464,307.00
Solar Panels		1,819,964.00	-	-	1,819,964.00
New Phone System		115,000.00	-	-	115,000.00
New Fareboxes		60,000.00	-	-	60,000.00
Office Furniture	7,500.00	25,000.00	25,000.00	-	57,500.00
Fencing Project	466,247.00	53,000.00	-	-	519,247.00
Facilities - Thousand Palms	33,000.00	50,000.00	50,000.00	-	133,000.00
American Fuel Cell Bus Warranty		1,200,000.00	-	-	1,200,000.00
Thousand Palms Yard Repaving		1,092,465.00	-	-	1,092,465.00
Transit Studies (BRT & Indio Future)		287,500.00	-	-	287,500.00
CNG Bus Rehabilitation		825,000.00	1,100,000.00	-	1,925,000.00
Replacement Paratransit Vans		2,120,000.00	1,210,000.00	-	3,330,000.00
Transit Stop Enhancements		1,661,094.00	400,000.00	-	2,061,094.00
Bus Camera System Upgrade		459,000.00	135,000.00	-	594,000.00
Information Technology System Projects		300,000.00	250,000.00	-	550,000.00
New CNG Fueling Station Design and		2,700,000.00	2,500,000.00	-	5,200,000.00
Expansion/Replacement Non-Revenue		660,000.00	212,000.00	-	872,000.00
*Totals	3,092,147.00	28,477,330.00	10,185,170.00	-	41,754,647.00

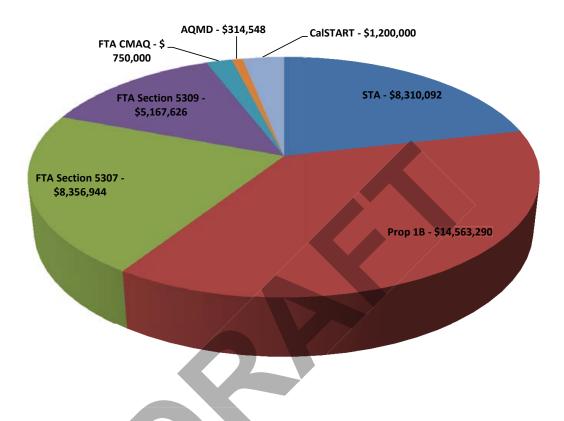
<sup>\*</sup>This budget may be impacted by the onging labor dispute at the national level which may delay the start of affected federally funded projects.

<sup>\*</sup> Capital Projects Plan for 2013/14 includes a \$2.5 Million reserve of STA funding.

#### **REVENUE SUMMARY**



SunLine Transit Agency has seven (7) major sources of revenues for the Capital Budget. The largest revenue sources are funded by Proposition 1B (\$14.6M) and State Transit Assistance (\$8.5M), which are both state funds. The FY 13-14 Capital Budget is approximately \$28.5M and for FY 14-15 it is an additional \$10.2M, bringing the combined total of capital projects to \$41.8M (including approx. \$3M of FY12-13 spending).



Revenue Source	Expended in Previous Fiscal Years	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)		5,182,442	3,127,650	8,310,092
Proposition 1B		10,010,120	4,553,170	14,563,290
FTA Section 5307		5,852,594	2,504,350	8,356,944
FTA Section 5309		5,167,626		5,167,626
FTA CMAQ		750,000		750,000
Air Quality Management District		314,548		314,548
CalSTART		1,200,000		1,200,000
Total Funds by FY	\$3,092,147	28,477,330	10,185,170	41,754,647
Estimated Total Funds at Completion*				41,754,647

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.



State Transit Assistance (STA)	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	900,000		900,000
Maintenance Tools and Equipment	15,000	15,000	30,000
Facility Improvement Indio	10,000	10,000	20,000
Two Fuel Cell Buses	346,431		346,431
Solar Panels	49,416		49,416
New Phone System	23,000		23,000
New Fareboxes	12,000		12,000
Office Furniture	6,250	6,250	12,500
Facility Improvements Thousand Palms	10,000	10,000	20,000
Yard Repaving	180,000		180,000
Transit Studies	57,500		57,500
Bus Rehabilitation	165,000	220,000	385,000
Paratransit Vans	440,000	242,000	682,000
Bus Shelters	275,845	32,000	307,845
Information Technology Projects	60,000	50,000	110,000
Fueling Station	2,500,000	2,500,000	5,000,000
Non-revenue Vehicles	132,000	42,400	174,400
Total Funds by FY	5,182,442	3,127,650	8,310,092
	Estimated Tota	al Funds at Completion*	8,310,092

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

	FY 13-14	FY 14-15	<b>Total Funds</b>
Proposition 1B	Proposed Budget	Proposed Budget	at Completion
Administration Building	9,216,250	4,178,170	13,394,420
Fencing Project	53,000		53,000
Bus Shelters	281,870	240,000	521,870
Bus Camera System	459,000	135,000	594,000
Total Funds by FY	10,010,120	4,553,170	14,563,290
	Estimated Tot	al Funds at Completion*	14,563,290

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

FTA Section 5307	FY 13-14	FY 14-15 Proposed Budget	Total Funds at Completion
Maintenance Tools and Equipment	60,000	60,000	120,000
Facility Improvement Indio	40,000	40,000	80,000
New Phone System	92,000		92,000
New Fareboxes	48,000		48,000
Office Furniture	18,750	18,750	37,500
Facility Improvements Thousand Palms	40,000	40,000	80,000
Yard Repaving	912,465		912,465
Transit Studies	230,000		230,000
Bus Rehabilitation	660,000	880,000	1,540,000
Paratransit Vans	1,680,000	968,000	2,648,000
Bus Shelters	1,103,379	128,000	1,231,379
Information Technology Projects	240,000	200,000	440,000
Fueling Station	200,000		200,000
Non-revenue Vehicles	528,000	169,600	697,600
Total Funds by FY	5,852,594	2,504,350	8,356,944
	Estimated Tota	I Funds at Completion*	8,356,944

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.



FTA Section 5309	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	593,750		593,750
Two Fuel Cell Buses	3,117,876		
Solar Panels	1,456,000		
Total Funds by FY	5,167,626		5,167,626
	Estimated Total	al Funds at Completion*	5,167,626

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

FTA CMAQ	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	750,000		750,000
Total Funds by FY	750,000		750,000
	Estimated Total	al Funds at Completion*	750,000

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Air Quality Management District	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
	314,548	0	314,548
Total Funds by FY	314,548	0	314,548
	Estimated Tot	al Funds at Completion*	314,548

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

CalSTART	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Two Fuel Cell Buses	1,200,000		1,200,000
Total Fund	s by FY 1,200,000		1,200,000
	Estimated Tot	al Funds at Completion*	1,200,000

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.



This project is for the development of an Administration Building and Transit Hub. SunLine staff is currently housed in trailers that have exceeded their 20 year useful life. These trailers are in various stages of disrepair. A modern administration building will lower maintenance costs as will as projecting a positive image for public transportation in the Coachella Valley. This transit hub will accommodate commuter services as well as future transportation expansion.

Funding - SL 12-06

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Proposition 1B	State	1,525,602		1,525,602
Proposition 1B	State	2,297,950		2,297,950
Proposition 1B	State	5,392,698	4,178,170	9,870,868
State Transit Assistance (STA)	State	900,000		900,000
FTA Section 5309	Federal	593,750		593,750
FTA CMAQ	Federal	750,000		750,000
	Total Funds by FY	11,460,000	4,178,170	15,638,170
		Estimated Tota	I Funds at Completion*	15,638,170

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$300,000 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

#### **Expenditure Budget Summary - SL 12-06**

	FY 13-14	FY 14-15	<b>Estimated Cost</b>	<b>Cost Remaining in</b>
Item Description	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion	<b>Future Fiscal Years</b>
Construction	6,186,830	4,178,170	10,665,000	
Soft Costs	2,198,625		2,198,625	
Off Site Improvements	1,000,000		1,000,000	
Contengency	1,574,545		1,574,545	
Furniture	500,000			
Totals	11,460,000	4,178,170	15,638,170	0



These are funds used to buy new or replacement tools and equipment for maintaining of SunLine's fleet and facilities.

Funding - SL 13-11

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	15,000	15,000	58,700
FTA Section 5307	Federal	60,000	60,000	234,800
	Total Funds by FY	75,000	75,000	293,500
Estimated Total Funds at Completion*			293,500	

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$143,500 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

#### **Expenditure Budget Summary - SL 13-11**

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Maintenance Tools and Equipment	75,000	75,000	293,500	
Totals	75,000	75,000	293,500	0



These are funds used to buy new or replacement materials and services for the upkeep and improvement of SunLine's Indio facilities in a state of good repair in support of safe and efficient operations.

Funding - SL 13-05

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	10,000	10,000	48,380
FTA Section 5307	Federal	40,000	40,000	193,520
	Total Funds by FY	50,000	50,000	241,900
Estimated Total Funds at Completion*				241,900

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$141,900 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

#### **Expenditure Budget Summary - SL 13-05**

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Facility Improvements Indio	50 <b>,00</b> 0	50,000	241,900	
Total	s 50,000	50,000	241,900	0



This is a project from a competitive grant won by SunLine to build two additional Fuel Cell Buses. This was part of the TIGGER III program by the FTA to reduce greenhouse gas emissions. These buses will be in revenue service and are replicas of SunLine's American Fuel Cell Bus.

**Funding - SL 12-13** 

		FY 13-14	FY 14-15	<b>Total Funds</b>
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
	Federal	3,117,876	0	4,717,876
State Transit Assistance (STA)	State	346,431		746,431
	Total Funds by FY	3,464,307	0	5,464,307
Estimated Total Funds at Completion*			5,464,307	

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

#### **Expenditure Budget Summary - SL 12-13**

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Bus Procurement	2,944,062		4,944,062	
SunLine Project Management	100,000		100,000	
Taxes	420,245		420,245	
Totals	3,464,307	0	5,464,307	0



This is a project was awarded to SunLine under the Federal State of Good Repair competitive grant as well as AQMD Competitive Grant funding. This project is to replace and install new solar panels on SunLine's Thousand Palms property. These solar panels will produce 33 percent of the energy needs of SunLine. This will reduce the overall operating cost of the agency.

**Funding - SL 13-13** 

		FY 13-14	FY 14-15	<b>Total Funds</b>
Sources of Funding (Capital)	Туре	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
FTA Section 5309	Federal	1,456,000		1,456,000
State Transit Assistance (STA)	State	49,416		49,416
Air Quality Management District	AQMD	314,548		314,548
	Total Funds by FY	1,819,964		1,819,964
	1,819,964			

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Renova	1,650,000		1,650,000	
Construction Management	69,964		69,964	
SunLine Project Management	100,000		100,000	
Totals	1,819,964		1,819,964	



These funds are for the purchase of a new phone system for the agency. The existing phone system is out of date and vulnerable to failure.

Funding - SL 13-08

		FY 13-14	FY 14-15	<b>Total Funds</b>
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	23,000		23,000
FTA Section 5307	Federal	92,000		92,000
	Total Funds by FY	115,000		115,000
	115,000			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
New Phone System	115,000		115,000	
	0		0	
Totals	115,000		115,000	0



These funds are for the purchase of three new fareboxes, and two new trim units, for the two new fuel cell buses and a spare unit for the bus fleet to allow for more extensive maintenance of these units to improve their reliability.

Funding - SL 13-09

		FY 13-14	FY 14-15	<b>Total Funds</b>
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	12,000		12,000
FTA Section 5307	Federal	48,000		48,000
	Total Funds by FY	60,000		60,000
	60,000			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Spare Fareboxes	60,000		60,000	
Totals	60,000	0	60,000	0



This funding is used to replace or provide new furniture for SunLine's offices and other staff facilities such as operator break rooms.

Funding - SL 13-06

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	6,250	6,250	14,000
FTA Section 5307	Federal	18,750	18,750	43,500
	57,500			
	57,500			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$7,500 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Office Furniture	25,000	25,000	57,500	
Totals	25,000	25,000	57,500	0



These funds are for the upgraded fencing at Thousand Palms and Indio Operating Divisions. The final project will be completed in July 2013.

Funding - SL 12-04

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State			25,555
Proposition 1B (Safety & Security)	State	53,000		391,473
FTA Section 5307	Federal			102,219
	Total Funds by FY	53,000		519,247
	519,247			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$466,247 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent

	FY 13-14	FY 14-15	<b>Estimated Cost</b>	Cost Remaining in
Item Description	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion	Future Fiscal Years
Fencing Project	53,000		519,247	
Totals	53,000		519,247	0



These are funds used to buy new or replacement materials and services for the upkeep and improvement of SunLine's Thousand Palms facilities in a state of good repair in support of safe and efficient operations.

Funding - SL 13-05

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	10,000	10,000	26,600
FTA Section 5307	Federal	40,000	40,000	106,400
	133,000			
	133,000			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$33,000 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

	FY 13-14	FY 14-15	Estin	nated Cost	Cost Remaining in
Item Description	Proposed Budget	Proposed Bud	get at C	ompletion	Future Fiscal Years
Facility Improvements Thousand Palms	50,000		50,000	133,000	
Totals	50,000		50,000	133,000	0



This is a competitive grant won by SunLine to help defray the cost of supporting the American Fuel Cell Bus. This warranty cover an additional 5 years of warranty for the Fuel Cell and Propulsion System. These warranties are with the original equipment manufacturers. This additional 5 years would add to the base 5 year period to make the total coverage 10 years. \$1.4 Million in federally required match is being provided by BAE Systems.

Funding - SL 14-08

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
CalStart (Subrecipient Agreement)	Federal	1,200,000		1,200,000
	Total Funds by FY	1,200,000	0	1,200,000
	1,200,000			

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Warranty Ballard Fuel Cell	700,000			
SunLine Project Management	150,000			
Warranty BAE Propulsion	350,000			
Totals	1,200,000	0	1,200,000	0



This project is for the yard repaving bus and car parking and roadways at the existing Thousand Palms Operating Division, as the existing pavement is broken up and a hazard.

**Funding - SL 13-03** 

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	180,000	0	180,000
FTA Section 5307	Federal	912,465	0	912,465
	Total Funds by FY	1,092,465	0	1,092,465
Estimated Total Funds at Completion*				1,092,465

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Yard Repaving Thousand Palms	1,092,465		1,092,465	0
Totals	1,092,465	0	1,092,465	0



This budget provides funding for four transit studies: 1) Survey of Transit Riders; 2) Study of Future of Indio Operating Division: 3) Bus Rapid Transit Concept Study; 4) Fare Collection Technology Study.

Funding - SL 13-10, 12-08, 12-10

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	57,500		57,500
,		· · ·		,
FTA Section 5307	Federal	230,000		230,000
	Total Funds by FY	,		287,500
Estimated Total Funds at Completion*				287,500

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Expenditure Budget Summary - SL 13-10, 12-08, 12-10

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Transit Rider Survey	25,000	0	25,000	
Future Needs Indio Operating Division	25,000	0	25,000	
Bus Rapid Transit Concept Study	162,500	0	162,500	
Fare Collection Technology	75,000	0	75,000	
Totals	287,500	0	287,500	0



Currently, over half the fixed route fleet has reached six years age and many have 250,000-300,000 miles of operation. These buses are due for an overhaul of their engines and transmissions to ensure they operate reliably to their minimum 12-year or 500,000 mile life. The opportunity will also be taken to replace all seat covers and any faded decals and other visual body defects on these buses. Part or all of this work is proposed to be conducted by outside contractor(s). In FY13-14, 15 buses will be overhauled and in FY14-15, 20 additional buses will receive the same overhauls. Separate maintenance agreements cover the fuel cell buses.

Funding - SL 14-01/SL15-01

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Type	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	165,000	220,000	385,000
FTA Section 5307	Federal	660,000	880,000	1,540,000
	Total Funds by FY	825,000	1,100,000	1,925,000
Estimated Total Funds at Completion*				1,925,000

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

Some funds are carryover from prior year are used in FY 13-14.

#### Expenditure Budget Summary - SL 14-01/SL15-01

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
15 Engine and Transmission Overhauls	825,000		825,000	
20 Engine and Transmission Overhauls		1,100,000	1,100,000	
Totals	825,000	1,100,000	1,925,000	0



The project will replace four paratransit vans in FY13-14 as well as see the delivery of 14 new vans ordered in FY 12-13. All are repalcement vans for existing fleet that have reached their three year 150,000 life. These vans become very costly to maintain after reaching this age and level of operation. The FY 14-15 year will see 11 vans replaced, beginning the regular 3 year cycle of replacement of 11 vans per year.

Funding - SL 12-02/ SL 14-02/SL15-02

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	440,000	242,000	682,000
FTA Section 5307	Federal	1,680,000	968,000	2,648,000
	Total Funds by FY	2,120,000	1,210,000	3,330,000
Estimated Total Funds at Completion*				3,330,000

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

#### Expenditure Budget Summary - SL 12-02/SL 14-02/SL 15-02

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
	440,000		440,000	
14 replacement paratransit vans	1,680,000		1,680,000	0
11 replacement paratransit vans		1,210,000	1,210,000	0
Totals	2,120,000	1,210,000	3,330,000	0

<sup>\*\*</sup>FY 13-14 includes \$240,000 carryover Sectio 5307 and \$80,000 carryover STA funds.



The agency makes continued improvements (new shelters - 70 presently being installed; 38 more in FY13-14, 25 more in FY14-15) for bus stops to improve the safety and comfort of passengers. The service area experiences extreme temperatures in summer, making the shelters a valuable addition to stop facilities.

#### Funding - SL 14-03/SL15-03

		FY 13-14	FY 14-15	<b>Total Funds</b>
Sources of Funding (Capital)	Туре	<b>Proposed Budget</b>	<b>Proposed Budget</b>	at Completion
State Transit Assistance (STA)	State	275,845	32,000	307,845
Proposition 1B (Safety & Security)	State	281,870	240,000	521,870
FTA Section 5307	Federal	1,103,379	128,000	1,231,379
	Total Funds by FY	1,661,094	400,000	2,061,094
				2,061,094

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

# Expenditure Budget Summary - SL12-03/SL14-03/SL15-03

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
38 new bus shelters	531,870		531,870	
70 new bus shelters	1,129,224		1,129,224	
25 new bus shelters		400,000	400,000	
Totals	1,661,094	400,000	2,061,094	0

<sup>\*\*</sup>FY 13-14 STA amount includes carryover funds.



Funds requested in this fiscal year will enable SunLine to upgrade the camera system on ten (10) El Dorado buses in the fixed route fleet in FY13-14, then 15 Orion buses in FY14-15, completing the upgrade for all fixed route buses. Project is necessary to provide upgraded camera system technology, including better storage capacity and download functionality. The budget displayed here also includes funding for New Flyer 41 buses from existing Prop 1B funding (\$369,000).

Funding - SL 14-04/SL15-04

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Proposition 1B (Safety & Security)	State	459,000	135,000	594,000
	Total Funds by FY	459,000	135,000	594,000
		Estimated Tota	I Funds at Completion*	594,000

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

### Expenditure Budget Summary - SL 12-04/SL14-04/SL15-04

Item Description	FY 13-14 Proposed Budget	FY14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Bus Camera System Upgrade	459,000			
Tota			, , , , , , , , , , , , , , , , , , , ,	



These funds will bus used to purchase various IT equipment, software and hardware for existing agency system needs in FY13-14 and FY14-15.

Funding - SL 14-05/ SL15-06

		FY 13-14	FY 14-15	Total Funds
Sources of Funding (Capital)	Туре	Proposed Budget	Proposed Budget	at Completion
State Transit Assistance (STA)	State	60,000	50,000	110,000
FTA Section 5307	Federal	240,000	200,000	440,000
	Total Funds by FY	300,000	250,000	550,000
Estimated Total Funds at Completion*			550,000	

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

### Expenditure Budget Summary - SL 14-05/SL 15-06

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
IT System Projects	300,000	250,000	550,000	0
Tota	ls 300,000	250,000	550,000	0



The SunLine Thousand Palms CNG fueling station is approaching 20-years of operation. This is the expected lifespan of this facility. This project will see SunLine Transit Agency hire consultants to prepare a design for a new CNG fueling station in order to put a job out to bid for the replacement of the CNG fueling station. \$200,000 has been allocated for this purpose. \$2,500,000 of the overall \$5,000,000 estimated cost to replace the fueling station has been allocated in this budget year to begin construction. The remaining \$2,500,000 for the project is allocated in FY 14-15.

Funding - SL 14-06/SL15-05

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	2,500,000	2,500,000	5,000,000
FTA Section 5307		200,000		200,000
	Total Funds by FY	2,700,000	2,500,000	5,200,000
Estimated Total Funds at Completion*			5,200,000	

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

#### Expenditure Budget Summary - SL 14-06/SL15-05

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
New CNG Fueling Station Design/Phase 1	2,700,000	2,500,000	5,200,000	
			0	
Totals	2,700,000	2,500,000	5,200,000	0



Purchase in FY13-14 three (3) replacement and two (2) new (expansion) CNG relief cars and six (6) replacement service trucks that have met their useful life based on federal guidelines. In FY14-15, 5 replacement relief cars and 1 SUV staff car would be purchased (\$212,000). Funding listed in FY 13-14 includes \$220,000 carryover from FY12-13 for replacement 2 trucks and 4 relief cars.

Funding - SL 13-02/SL 14-07/SL15-08

Sources of Funding (Capital)	Туре	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	132,000	42,400	174,400
FTA Section 5307	Federal	528,000	169,600	697,600
	Total Funds by FY	660,000	212,000	872,000
Estimated Total Funds at Completion*			872,000	

<sup>\*</sup> Estimated Total Funds at Completion, including any subsequent fiscal years.

# Expenditure Budget Summary - SL 13-02/SL14-07/SL15-08

	FY 13-14	FY 14-15	Estimated Cost	Cost Remaining in
Item Description	Proposed Budget	Proposed Budget	at Completion	Future Fiscal Years
2 new and 9 replacement non-revenue				
vehicles	440,000		440,000	
Replacement 2 trucks and 4 relief cars	220,000		220,000	
6 replacement non-revenue vehicles		212,000	212,000	
Totals	660,000	212,000	872,000	0