



SunLine Transit Agency
June 22, 2022
10:15 a.m. – 10:55 a.m.

AGENDA

FINANCE/AUDIT COMMITTEE Regular Meeting

VIA VIDEOCONFERENCE

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/82719986559>

Meeting ID: 827 1998 6559

Teleconference Dial In
888-475-4499 (Toll Free)
Meeting ID: 827 1998 6559

One tap mobile
+16699009128,,82719986559#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Finance/Audit Committee Meeting: public comment requests may be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to June 21, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

7. COMMITTEE MEMBER COMMENTS

RECEIVE COMMENTS

8. CONSENT CALENDAR

RECEIVE & FILE

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

[8a\) Checks \\$1,000 and Over Report for April 2022](#)

(PAGE 4-7)

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

(PAGE 8-19)

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

(PAGE 20-24)

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

(PAGE 25-26)

ITEM

RECOMMENDATION

- | | |
|--|--------------------------------------|
| 8e) Union & Non-Union Pension Investment Asset
Summary April 2022 | (PAGE 27-36) |
| 8f) Ridership Report for May 2022 | (PAGE 37-40) |
| 8g) SunDial Operational Notes for May 2022 | (PAGE 41-43) |
| 8h) Metrics for May 2022 | (PAGE 44-63) |
| 8i) Board Member Attendance for May 2022 | (PAGE 64-65) |
|
9. ADOPTION OF THE FY23 OPERATING AND
CAPITAL BUDGET
(Staff: Luis Garcia, Controller/Assistant Chief Financial
Officer) |
APPROVE
(PAGE 66-171) |
|
10. RESOLUTION NO. 0797 TO ADOPT AND AUTHORIZE
EXECUTION OF SUNLINE TRANSIT AGENCY
RETIREMENT INCOME PLAN FOR TEAMSTERS
LOCAL 1932
(Staff: Luis Garcia, Controller/Assistant Chief Financial
Officer) |
APPROVE
(PAGE 172-176) |
|
11. ZERO EMISSION TECHNICAL SUPPORT AGREEMENT
(Staff: Rudy Le Flore, Chief Project Consultant) |
APPROVE
(PAGE 177-178) |
|
12. APPROVE GRANT FOR SUNLINE WEST COAST
CENTER OF EXCELLENCE IN ZERO EMISSION
TECHNOLOGY & RENEWABLE ENERGY
(Staff: Harman Singh, Deputy Chief Performance Officer) |
APPROVE
(PAGE 179-180) |
|
13. MOBILE HYDROGEN FUELING SYSTEM
(Staff: Rudy Le Flore, Chief Project Consultant) |
INFORMATION
(PAGE 181) |
|
14. ADJOURN | |

SunLine Transit Agency**CONSENT CALENDAR**

DATE: June 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

Vendor	Check #	Amount
<i>Cannon Design Builders, Inc.</i>	<i>689187</i>	<i>\$55,343.22</i>

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	689254	04/20/2022	364,641.37
PERMA - INSURANCE	General Liability & Workers Comp Premium	689216	04/13/2022	192,809.41
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689237	04/13/2022	115,253.36
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689298	04/20/2022	113,207.56
IMPERIAL IRRIGATION DIST	Utilities	689203	04/13/2022	99,220.39
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	689336	04/28/2022	72,889.51
SO CAL GAS CO.	Utilities	689374	04/28/2022	57,923.66
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility	689187	04/13/2022	55,343.22
ROBERT HALF	Temporary Help	689222	04/13/2022	33,438.02
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	689277	04/20/2022	29,986.60
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	689320	04/28/2022	25,968.66
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	689355	04/28/2022	25,031.13
THE LEFLORE GROUP LLC	Projects Consultant	689369	04/28/2022	21,139.87
WSP USA INC.	TDM & Vanpool Program	689386	04/28/2022	20,222.20
AGREEMENT DYNAMICS, INC.	Legal Service	689178	04/13/2022	19,981.85
C.E. MECHANICAL, INC.	WIP- Fixed Assets-Facility Improvement	689322	04/28/2022	17,920.00
TEC EQUIPMENT, INC.	Inventory Repair Parts	689376	04/28/2022	17,141.28
ROBERT HALF	Temporary Help	689291	04/20/2022	14,941.52
HDR ENGINEERING, INC.	Consulting	689201	04/13/2022	13,720.96
CUMMINS SALES AND SERVICE	Inventory Repair Parts	689329	04/28/2022	13,336.29
IMPERIAL IRRIGATION DIST	Utilities	689156	04/07/2022	12,787.22
UNUM	Group Dental & Vision Premiums	689294	04/20/2022	12,419.32
VERIZON WIRELESS	Wireless Telephone Service	689172	04/07/2022	11,367.32
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	689183	04/13/2022	10,582.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	689151	04/07/2022	9,240.00
NFI PARTS	Inventory Repair Parts	689308	04/28/2022	8,648.61
MOTOR COACH INDUSTRIES, INC.	Bus lease	689206	04/13/2022	8,081.25
HD INDUSTRIES	Inventory Repair Parts	689269	04/20/2022	8,058.77
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689307	04/28/2022	7,808.32
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	689248	04/20/2022	7,600.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	689163	04/07/2022	7,564.48
CALIFORNIA HYDROGEN BUSINESS COUNCIL	Membership & Subscriptions	689324	04/28/2022	7,500.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	689281	04/20/2022	7,089.01
NFI PARTS	Inventory Repair Parts	689177	04/13/2022	7,050.28
FONTANA RADIATOR SERVICE, INC.	Repair Parts-Fuel Cell	689340	04/28/2022	6,731.79
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	689171	04/07/2022	6,699.53
DNSFILTER, INC.	Computer/Network Software Agreement	689193	04/13/2022	6,528.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	689235	04/13/2022	6,480.00
AMALGAMATED TRANSIT UNION	Union Dues	689181	04/13/2022	6,232.92

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMALGAMATED TRANSIT UNION	Union Dues	689247	04/20/2022	6,111.84
AVAIL TECHNOLOGIES	Inventory Repair Parts	689250	04/20/2022	6,000.63
BEST BUY BUSINESS ADVANTAGE ACCOUNT	WIP-Operations Facility-IT Equipment	689357	04/28/2022	5,695.15
SC FUELS	Lubricants- Oil	689293	04/20/2022	5,647.28
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689257	04/20/2022	5,491.59
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	689198	04/13/2022	5,380.57
GLORIA G. SALAZAR	Consulting	689345	04/28/2022	5,202.92
PREMIER SECURITY INC	WIP- Misc Maintenance Equipment Projects	689162	04/07/2022	5,188.53
TYLER TECHNOLOGIES, INC.	Contracted Services	689380	04/28/2022	5,015.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689225	04/13/2022	4,964.69
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689260	04/20/2022	4,565.74
SO CAL GAS CO.	Utilities	689227	04/13/2022	4,523.94
JESSE FRESCAS JR.	Public Works Technical Support	689159	04/07/2022	4,480.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	689362	04/28/2022	4,195.53
TPX COMMUNICATIONS	Communication Service	689377	04/28/2022	4,006.79
BEST BEST & KRIEGER LLP	Legal Services	689318	04/28/2022	3,937.50
DESERT AIR CONDITIONING, INC.	Contract Services	689150	04/07/2022	3,824.00
BROADLUX, INC.	Contract Services	689319	04/28/2022	3,726.00
TIME WARNER CABLE	Utilities	689233	04/13/2022	3,548.65
SPORTWORKS NORTHWEST, INC.	Repair Parts-Fixed Route	689375	04/28/2022	3,510.59
RIDECO US INC	SunRide Ride Share Expenses	689164	04/07/2022	3,401.26
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689387	04/28/2022	3,328.50
RIDECO US INC	SunRide Ride Share Expenses	689366	04/28/2022	3,215.86
DOUG WALL CONSTRUCTION	WIP-CNG Station	689152	04/07/2022	2,965.59
PRUDENTIAL OVERALL SUPPLY	Uniforms	689286	04/20/2022	2,895.38
IMPERIAL IRRIGATION DIST	Utilities	689347	04/28/2022	2,887.09
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Services	689145	04/07/2022	2,849.00
SERVEXO	Security Services	689166	04/07/2022	2,847.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689186	04/13/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689253	04/20/2022	2,732.30
DESERT URGENT CARE	Medical Exams & Testing	689157	04/07/2022	2,670.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689176	04/13/2022	2,595.29
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	689184	04/13/2022	2,503.19
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sale Tax	689323	04/28/2022	2,501.00
B&H PHOTO-VIDEO	Advertising	689316	04/28/2022	2,490.35
VAN DE POL PETROLEUM	Lubricants- Oil	689384	04/28/2022	2,431.80
SOCALGAS	Utilities	689228	04/13/2022	2,276.11
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	689240	04/13/2022	2,240.35
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	689341	04/28/2022	2,103.00

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
FULTON DISTRIBUTING	Bus Stop Supplies	689333	04/28/2022	2,085.43
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689306	04/20/2022	2,041.20
SC FUELS	Lubricants- Oil	689372	04/28/2022	2,030.66
GILLIG LLC	Inventory Repair Parts	689267	04/20/2022	1,959.80
TRAPEZE SOFTWARE GROUP INC.	WIP- Trapeze Upgrade	689378	04/28/2022	1,939.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	689146	04/07/2022	1,750.86
GRAINGER	Inventory Repair Parts	689346	04/28/2022	1,749.53
AIR & LUBE SYSTEMS INC	Contract Services	689310	04/28/2022	1,681.50
ALPHA MEDIA LLC	Advertising	689246	04/20/2022	1,671.00
INLAND EMPIRE COLLISION	Repair Claims	689230	04/13/2022	1,637.48
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	689188	04/13/2022	1,557.09
IMPERIAL IRRIGATION DIST	Utilities	689270	04/20/2022	1,541.02
FRONTIER COMMUNICATIONS	Utilities	689342	04/28/2022	1,525.00
MILE3 WEB DEVELOPMENT	Website Maintenance	689276	04/20/2022	1,470.00
SERVEXO	Security Services	689226	04/13/2022	1,423.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	689147	04/07/2022	1,415.65
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689370	04/28/2022	1,353.44
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	689223	04/13/2022	1,297.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689191	04/13/2022	1,220.42
JACKSON LEWIS P.C.	Insurance Loss	689348	04/28/2022	1,209.00
QUICK FIX AUTO GLASS	Repair Parts-Fixed Route	689179	04/13/2022	1,200.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	689202	04/13/2022	1,191.74
JEFF GUIDRY	Travel-Meeting/Seminars	689158	04/07/2022	1,189.21
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689335	04/28/2022	1,098.56
PLAZA TOWING, INC.	Towing Service	689365	04/28/2022	1,070.00
MSC INDUSTRIAL SUPPLY CO	Shop Supplies Misc	689356	04/28/2022	1,064.14
GILLIG LLC	Inventory Repair Parts	689343	04/28/2022	1,000.85
QUADIENT FINANCE USA, INC.	Postage	689287	04/20/2022	1,000.00
Total Checks Over \$1,000	\$1,670,641.07			
Total Checks Under \$1,000	\$40,178.84			
Total Checks	\$1,710,819.91			

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for April 2022

Summary:

The attached report summarizes the Agency's credit card expenses for April 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of May 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of April 30, 2022, for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 5/3/2022

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 4/5/2022	4/5/2022	P&O CAB	P&O Cab Fare for the World Hydrogen North American in Houston, TX; Lauren Skiver, CEO/General Manager <i>*Receipt pending*</i>		\$70.00
2 4/12/2022	4/12/2022	CTAA	CTAA Expo Conference May 10-14, 2022 - Registration; Lauren Skiver, CEO/General Manager; Isabel Acosta, Chief Transportation Officer		\$970.00
3 4/14/2022	4/14/2022	Expedia	Expedia Booking Fee for Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Isabel Acosta, Chief Transportation Officer		\$12.53
4 4/14/2022	4/14/2022	United Airlines	United Airlines Flight from Louisville, KY to Palm Springs, CA for Travel from CTAA Expo Conference in Kentucky; Isabel Acosta, Chief Transportation Officer		\$628.60
5 4/14/2022	4/14/2022	SurveyMonkey	SurveyMonkey - One (1) Year Subscription Renewal; CEO/General Manager Performance Evaluation		\$384.00
6 4/14/2022	4/14/2022	American Airlines	American Airlines Flight from Palm Springs, CA Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Isabel Acosta, Chief Transportation Officer		\$765.60
7 4/15/2022	4/15/2022	Panera	Panera Catering Order; Lunch budget meeting with Chiefs		\$132.73
8 4/18/2022	4/18/2022	American Airlines	American Airlines Roundtrip Flight from Ontario, CA to Columbus, OH for Travel to APTA Mobility Conference in Ohio; Frank Rytych, Chief Maintenance Officer's Preferred Seating		\$45.23
9 4/18/2022	4/18/2022	American Airlines	American Airlines Roundtrip Flight from Ontario, CA to Columbus, OH for Travel to APTA Mobility Conference in Ohio; Frank Rytych, Chief Maintenance Officer		\$886.19
10 4/19/2022	4/19/2022	Staples	Staples office supplies - Earth Day Farebox Labels		\$47.40
11 4/19/2022	4/19/2022	Marriott	CALACT 2022 Spring Conference & Expo in Newport Beach, CA - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$608.76
12 4/19/2022	4/19/2022	Marriott	CALACT 2022 Spring Conference & Expo in Newport Beach, CA - Lodging for 3 Nights; Vanessa Mora, Chief Safety Officer		\$608.76
13 4/22/2022	4/22/2022	Hyatt Regency	APTA Mobility Conference in Columbus, OH - Lodging for 3 Nights; Frank Rytych, Chief Maintenance Officer		\$1,090.18
14 4/23/2022	4/23/2022	Marriott	CALACT 2022 Spring Conference & Expo in Newport Beach, CA - Lodging for 5 Nights; Tamara Miles, Chief of Human Relations		\$958.10

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
15	4/23/2022	4/23/2022	Marriott	CALACT 2022 Spring Conference & Expo in Newport Beach, CA - Lodging for 4 Nights; Frank Rytych, Chief Maintenance Officer		\$766.48
16	4/26/2022	4/26/2022	APTA	APTA Mobility Conference May 1-4, 2022 - Registration; Frank Rytych, Chief of Maintenance		\$1,100.00
17	4/28/2022	4/28/2022	CTAA	CTAA Expo Conference May 10-14, 2022 - Registration; Marina Blackstone, Transportation Services Lead		\$485.00
18	4/28/2022	4/28/2022	Expedia	Expedia Booking Fee for Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Marina Blackstone, Transportation Services Lead		\$11.75
19	4/28/2022	4/28/2022	United Airlines	United Airlines Flight from Louisville, KY to Palm Springs, CA for Travel from CTAA Expo Conference in Kentucky; Marina Blackstone, Transportation Services Lead		\$726.60
20	4/28/2022	4/28/2022	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Lauren Skiver, CEO/General Manager		\$1,333.19
21	4/28/2022	4/28/2022	Marriott Marquis	World Hydrogen North America in Texas - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$838.89
22	4/28/2022	4/28/2022	American Airlines	American Airlines Flight from Palm Springs, CA to Louisville, KY for Travel to CTAA Expo Conference in Kentucky; Marina Blackstone, Transportation Services Lead		\$583.60
23	4/28/2022	4/28/2022	American Airlines	American Airlines Roundtrip Flight from Palm Springs, CA to Chicago, IL for Travel to Leadership APTA Conference; Brittney Sowell, Chief of Staff <i>*Trip canceled; future credits provided*</i>		\$753.20
Credits and Charges:					\$0.00	\$13,806.79



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/03/22
Days in Billing Cycle	30
Next Statement Date	06/03/22

For Customer Service Call:
800-231-5511

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

Credit Line	\$40,000
Available Credit	\$26,193

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

Payment Information

New Balance	\$13,806.79
Current Payment Due (Minimum Payment)	\$691.00
Current Payment Due Date	05/28/22

Thank you for using our Automatic Payment service. See the **Important Information** section below for your next scheduled payment.

If you wish to pay off your balance in full: The balance noted on your statement is not the payoff amount. Please call 800-231-5511 for payoff information.

Account Summary

Previous Balance		\$10,156.69
Credits	-	\$0.00
Payments	-	\$10,156.69
Purchases & Other Charges	+	\$13,806.79
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$13,806.79

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$152.35
Cash Earned this Month		\$207.10
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$359.45
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$170.85

Cash Back Notice

Your next cash back reward is scheduled for 06/2022. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$13,806.79
Total Amount Due (Minimum Payment)	\$691.00
Current Payment Due Date	05/28/22

Print address or phone changes:

Work ()

Amount Enclosed:



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

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

71926
S304



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.490%	.03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$13,806.79 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/22. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$13,806.79

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
04/28	04/28	F326800G600CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$10,156.69-	10,156.69	

Transaction Summary For **LAURA SKIVER**
Sub Account Number Ending In [REDACTED]

04/05	04/05	2469216FG2XD4JSFY	SQ *P&O CAB Houston TX		70.00
04/12	04/12	2443565FN8AFFK7LS	COMMUNITY TRANSPORTATION 800-891-0590 DC		970.00
04/14	04/14	2469216FR2XK23VL4	EXPEDIA 72286265490290 EXPEDIA.COM WA		12.53
04/14	04/14	2469216FT2X9VP7GX	UNITED 0167727944669800-932-2732 TX		628.60
		05/15/22	ACOSTA/ISABEL		
		1 UA E	LOUISVILLE DENVER		
		2 UA E	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
04/14	04/14	2490641FR46YMDJA5	SMK*SURVEYMONKEY.COM 971-2311154 CA		384.00
04/14	04/14	2494300FTA16SKJ4T	AMERICAN AIR0017727945665 FORT WORTH TX		765.60
		05/09/22	ACOSTA/ISABEL		
		1 AA L	PALM SPRINGS FORT WORTH		
		2 AA M	FORT WORTH LOUISVILLE		
		11617270	EXPEDIA.COM TRAVEL		
04/15	04/15	2469216FT2XR7EAVX	PANERA BREAD #601771 O 760-895-6948 CA		132.73
04/18	04/18	2494300FWJEENL3J0	AMERICAN AIR0010651935181 FORT WORTH TX		45.23
		05/01/22	RYTYCH/FRANK		
		1 MQ K	ONTARIO PHOENIX		
		2 AA K	PHOENIX COLUMBUS		
		3 AA V	COLUMBUS FORT WORTH		
		001	AAL		
04/18	04/18	2494300FWJEENL3J8	AMERICAN AIR0012421577681 FORT WORTH TX		886.19
		05/01/22	RYTYCH/FRANK		
		1 MQ K	ONTARIO PHOENIX		
		2 AA K	PHOENIX COLUMBUS		
		3 AA V	COLUMBUS FORT WORTH		
		001	AAL		
04/19	04/19	2416407FX31VKAEBR	STAPLES DIRECT 800-3333330 MA		47.40
04/19	04/19	2469216G12XPK7AB2	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		608.76
04/19	04/19	2469216G12XPK79W3	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		608.76
04/22	04/22	2469216G02XW1SAZT	CCI*HOTEL RES 800-468-3578 TX		1,090.18
04/23	04/23	2469216G22XHH2X4F	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		958.10
04/23	04/23	2469216G22XHH2X4N	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		766.48
04/26	04/26	2463923G5S66JD25J	APTA 202-4964800 DC		1,100.00
04/28	04/28	2443565G68AFG5H65	COMMUNITY TRANSPORTATION 800-891-0590 DC		485.00
04/28	04/28	2469216G62XMM0Z0X	EXPEDIA 72294485872003 EXPEDIA.COM WA		11.75
04/28	04/28	2469216G72XK619TD	UNITED 0167812503164800-932-2732 TX		726.60

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
		05/15/22	BLACKSTONE/MARINA		
		1 UA M	LOUISVILLE DENVER		
		2 UA M	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
04/28	04/28	2469216G72XK620QW	UNITED 0167812552729800-932-2732 TX		1,333.19
		05/10/22	SKIVER/LAURA LEE		
		1 UA H	PALM SPRINGS DENVER		
		2 UA H	DENVER LOUISVILLE		
		3 UA E	LOUISVILLE DENVER		
		4 AU U	DENVER PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
04/28	04/28	2469216G72X9WMFQZ	MARRIOTT MARQUISHOUSTO HOUSTON TX		838.89
04/28	04/28	2494300G7A16SMHWY	AMERICAN AIR0017747334232 FORT WORTH TX		583.60
		05/09/22	BLACKSTONE/MARINA		
		1 AA G	PALM SPRINGS FORT WORTH		
		2 AA L	FORT WORTH LOUISVILLE		
		11617270	EXPEDIA.COM TRAVEL		
04/28	04/28	2494300G7WESN2L4W	AMERICAN AIR0012423975337 FORT WORTH TX		753.20
		05/12/22	SOWELL/BRITTNEY		
		1 AA S	PALM SPRINGS PHOENIX		
		2 AA S	PHOENIX CHICAGO		
		3 AA K	CHICAGO PHOENIX		
		4 AA K	PHOENIX PALM SPRINGS		
			TOTAL \$13,806.79		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

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

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

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

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 4/30/2022

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	4/1/222	4/4/2022	Facebook	COVID - mask promotion ads		\$ 15.00
2	4/2/2022	4/4/2022	Amazon	Alexa for Business subscription		\$ 6.40
3	4/2/2022	4/4/2022	Amazon	COVID PPE for employees and riders		\$ 987.30
4	4/3/2022	4/4/2022	Amazon	COVID PPE for employees and riders		\$ 447.30
5	4/6/2022	4/6/2022	Facebook	COVID - mask promotion ads		\$ 25.00
6	4/8/2022	4/11/2022	Costco Whse	Bottled water for employees		\$ 74.61
7	4/9/2022	4/11/2022	Freepik	Graphic resources site - stock images		\$ 99.00
8	4/9/2022	4/11/2022	Wells Fargo	Spain currency fee for Freepik		\$ 0.99
9	4/11/2022	4/12/2022	Alliant Insurance Services	Flood insurance renewal - admin building		\$ 1,797.00
10	4/11/2022	4/12/2022	Jackson Racing	Fuel cell repair parts - supercharger oil		\$ 572.54
11	4/11/2022	4/12/2022	Alliant Insurance Services	Flood insurance renewal - transit hub		\$ 962.00
12	4/12/2022	4/13/2022	Facebook	COVID - mask promotion ads		\$ 35.00
13	4/13/2022	4/14/2022	Amazon	Laptop battery		\$ 46.32
14	4/14/2022	4/15/2022	Amazon	Refund for PPE (Transaction number 4)	\$ 77.40	

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
15	4/18/2022	4/19/2022	Facebook	COVID - mask promotion ads		\$ 22.95
16	4/21/2022	4/22/2022	Canva	Graphic design software		\$ 119.99
17	4/21/2022	4/22/2022	Jso Wood Products	Furniture repair		\$ 33.55
18	4/21/2022	4/22/2022	Robert Brooke & Associates	Restroom repair		\$ 105.06
19	4/21/2022	4/22/2022	Amazon	Sprinkler system repair - solenoid		\$ 73.92
20	4/22/2022	4/25/2022	EasyKeys.com	Furniture repair file cabinet		\$ 30.31
21	4/23/2022	4/25/2022	Amazon	Vinyl zipper wallet for coin room		\$ 35.19
22	4/25/2022	4/26/2022	Altro USA	Microfiber mop heads (20)		\$ 353.60
Credits and Charges					\$77.40	\$ 5,843.03



Reporting Period : 4/1/2022 - 4/30/2022

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Reporting Period	4/1/2022 - 4/30/2022	Currency	US Dollar

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 4/1/2022	4/4/2022	Facebk Khs8kckeg2		X			15.00
		Purchase Facebk Khs8kckeg2	General Ledger Code: 5030303260 Fund: 00				
2 4/2/2022	4/4/2022	Amazon Web Services		X			6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
3 4/2/2022	4/4/2022	Amzn Mktp Us		X			987.30
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
4 4/3/2022	4/4/2022	Amzn Mktp Us		X			447.30
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
5 4/6/2022	4/6/2022	Facebk 5gpmsdbfg2		X			25.00
		Purchase Facebk 5gpmsdbfg2	General Ledger Code: 5030303260 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 4/8/2022	4/11/2022	Costco Whse #0441		X			74.61
		Purchase Costco Whse #0441	General Ledger Code: 5099900002 Fund: 00				
7 4/9/2022	4/11/2022	Freepik & Flaticon		X			99.00
		Purchase Freepik & Flaticon	General Ledger Code: 5030303260 Fund: 00				
8 4/9/2022	4/11/2022			X			0.99
		Other Debits Currency Conversion Fee	Fund: 00				
9 4/11/2022	4/12/2022	Fema Nfip Flood Insurance		X			1,797.00
		Purchase Fema Nfip Flood Insurance	General Ledger Code: 5099900002 Fund: 00				
10 4/11/2022	4/12/2022	Jacksonracing		X			572.54
		Purchase Jacksonracing	General Ledger Code: 5049900022 Fund: 00				
11 4/11/2022	4/12/2022	Fema Nfip Flood Insurance		X			962.00
		Purchase Fema Nfip Flood Insurance	General Ledger Code: 5099900002 Fund: 00				
12 4/12/2022	4/13/2022	Facebk L9rvtckeg2		X			35.00
		Purchase Facebk L9rvtckeg2	General Ledger Code: 5030303260 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
13 4/13/2022	4/14/2022	Amzn Mktp Us		X			46.32
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
14 4/14/2022	4/15/2022	Amzn Mktp Us		X			-77.40
		Credit Voucher Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
15 4/18/2022	4/19/2022	Facebk Ptc3scbeg2		X			22.95
		Purchase Facebk Ptc3scbeg2	General Ledger Code: 5030303260 Fund: 00				
16 4/21/2022	4/22/2022	Canva* I03397-38012416		X			119.99
		Purchase Canva* I03397-38012416	General Ledger Code: 5099900002 Fund: 00				
17 4/21/2022	4/22/2022	Jso Wood Products		X			33.55
		Purchase Jso Wood Products	General Ledger Code: 5099900002 Fund: 00				
18 4/21/2022	4/22/2022	Robert Brooke & Associate		X			105.06
		Purchase Robert Brooke & Associate	General Ledger Code: 5049900010 Fund: 00				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
19 4/21/2022	4/22/2022	Amzn Mktp Us		X			73.92
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
20 4/22/2022	4/25/2022	Easykeyscom Inc		X			30.31
		Purchase Easykeyscom Inc	General Ledger Code: 5039903800 Fund: 00				
21 4/23/2022	4/25/2022	Amzn Mktp Us		X			35.19
		Purchase Amzn Mktp Us	General Ledger Code: 5099900002 Fund: 00				
22 4/25/2022	4/26/2022	Altro Usa Inc		X			353.60
		Purchase Altro Usa Inc	General Ledger Code: 5099900002 Fund: 00				

Transaction Count: 22

Total: 5,765.63

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2022 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2022, the Agency's FYTD revenues are \$1,893,747 or 74.44% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of April 30, 2022, the Agency's FYTD expenditures are \$1,244,096 or 3.64% below the FYTD budget.

Monthly Spotlight

- The category of Other Expenses had a negative variance attributed to consulting expenses and temporary help to assist in delivering the Agency's successful grant awards and projects.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	938,400	149,275	78,200	71,075	1,316,046	782,000	534,046	-40.2%
Other Revenue	2,114,326	77,992	176,194	(98,202)	3,121,640	1,761,938	1,359,702	-47.6%
Total Operating Revenue	3,052,726	227,267	254,394	(27,127)	4,437,686	2,543,938	1,893,747	-45.4%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,799,741	713,370	816,645	103,275	7,578,440	8,166,451	588,011	22.7%
Operator & Mechanic Overtime	918,833	82,832	76,569	(6,263)	784,328	765,694	(18,633)	14.6%
Administration Salaries & Wages	6,360,353	550,891	530,029	(20,862)	4,920,281	5,300,294	380,013	22.6%
Administration Overtime	119,516	1,088	9,960	8,872	53,490	99,597	46,106	55.2%
Fringe Benefits	10,475,957	746,613	872,996	126,383	7,809,439	8,729,964	920,525	25.5%
Communications	250,000	20,278	20,833	556	204,278	208,333	4,055	18.3%
Legal Services	575,000	36,654	47,917	11,263	366,151	479,167	113,016	36.3%
Computer/Network Software Agreement	600,000	59,289	50,000	(9,289)	562,717	500,000	(62,717)	6.2%
Uniforms	103,966	6,853	8,664	1,811	57,217	86,638	29,421	45.0%
Contracted Services	654,628	50,166	54,552	4,386	394,783	545,523	150,741	39.7%
Equipment Repairs	8,500	0	708	708	8,286	7,083	(1,203)	2.5%
Security Services	160,000	16,315	13,333	(2,981)	119,960	133,333	13,373	25.0%
Fuel - CNG	1,516,432	138,747	126,369	(12,377)	1,483,400	1,263,693	(219,707)	2.2%
Fuel - Hydrogen	845,934	91,263	70,495	(20,768)	913,113	704,945	(208,168)	-7.9%
Tires	226,183	17,053	18,849	1,796	162,829	188,486	25,657	28.0%
Office Supplies	70,392	5,119	5,866	747	47,579	58,660	11,081	32.4%
Travel/Training	96,680	11,387	8,057	(3,330)	71,284	80,567	9,283	26.3%
Repair Parts	1,436,101	148,173	119,675	(28,498)	1,067,114	1,196,751	129,637	25.7%
Facility Maintenance	41,300	4,079	3,442	(638)	37,725	34,417	(3,309)	8.7%
Electricity - CNG & Hydrogen	1,230,000	99,893	102,500	2,607	981,459	1,025,000	43,541	20.2%
Natural Gas	1,175,000	133,502	97,917	(35,585)	1,442,919	979,167	(463,752)	-22.8%
Water and Gas	10,575	795	881	87	8,985	8,813	(173)	15.0%
Insurance Losses	1,850,000	174,544	154,167	(20,377)	1,426,088	1,541,667	115,579	22.9%
Insurance Premium - Property	50,000	7,343	4,167	(3,176)	66,550	41,667	(24,883)	-33.1%
Repair Claims	200,000	27,912	16,667	(11,245)	67,877	166,667	98,790	66.1%
Fuel Taxes	94,400	4,401	7,867	3,466	73,190	78,667	5,477	22.5%
Other Expenses	4,621,150	468,166	385,096	(83,070)	4,553,370	3,850,958	(702,411)	1.5%
Self Consumed Fuel	(2,487,067)	(230,010)	(207,256)	22,754	(2,337,300)	(2,072,556)	264,745	6.0%
Total Operating Expenses (Before Depreciation)	41,003,574	3,386,716	3,416,965	30,249	32,925,549	34,169,645	1,244,096	19.7%
Operating Expenses in Excess of Operating Revenue		\$ (3,159,449)			\$ (28,487,864)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	604,641	605,238	597	5,451,878	6,052,384	600,506	24.9%
State - LTF, LCTOP	7,135,429	594,032	594,619	587	5,356,221	5,946,191	589,970	24.9%
Federal	23,552,558	1,960,776	1,962,713	1,938	17,679,765	19,627,132	1,947,367	24.9%
Total Subsidies	37,950,848	3,159,449	3,162,571	3,122	28,487,864	31,625,707	3,137,843	24.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

*Item identified on monthly spotlight.

SunLine Transit Agency
Budget Variance Report
April 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,674,400	2,094,795	2,306,200	211,405	21,145,978	23,062,000	1,916,022	23.6%
Services	4,081,926	392,586	340,161	(52,425)	3,480,266	3,401,605	(78,661)	14.7%
Fuels & Lubricants	2,525,519	249,518	210,460	(39,058)	2,541,808	2,104,599	(437,209)	-0.6%
Tires	226,183	17,053	18,849	1,796	162,829	188,486	25,657	28.0%
Materials and Supplies	1,857,038	174,930	154,753	(20,177)	1,427,123	1,547,532	120,409	23.2%
Utilities	2,699,927	255,220	224,994	(30,226)	2,704,336	2,249,939	(454,397)	-0.2%
Casualty & Liability	3,355,200	323,523	279,600	(43,923)	2,704,947	2,796,000	91,053	19.4%
Taxes and Fees	94,400	4,401	7,867	3,466	73,190	78,667	5,477	22.5%
Miscellaneous Expenses	976,048	104,699	81,337	(23,362)	1,022,373	813,373	(209,000)	-4.7%
Self Consumed Fuel	(2,487,067)	(230,010)	(207,256)	22,754	(2,337,300)	(2,072,556)	264,745	6.0%
Total Operating Expenses (Before Depreciation)	41,003,574	3,386,716	3,416,965	30,249	32,925,549	34,169,645	1,244,096	19.7%
Revenues:								
Passenger Revenue	938,400	145,383	78,200	67,183	1,316,046	782,000	534,046	-40.2%
Other Revenue	2,114,326	145,692	176,194	(30,502)	3,121,640	1,761,938	1,359,702	-47.6%
Total Operating Revenue	3,052,726	291,075	254,394	36,681	4,437,686	2,543,938	1,893,747	-45.4%
Net Operating Gain (Loss)		\$ (3,095,641)			\$ (28,487,864)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	592,430	605,238	12,809	5,451,878	6,052,384	600,506	24.9%
State - LTF, LCTOP	7,135,429	582,035	594,619	12,584	5,356,221	5,946,191	589,970	24.9%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,921,176	1,962,713	41,537	17,679,765	19,627,132	1,947,367	24.9%
Total Subsidies	37,950,848	3,095,641	3,162,571	66,930	28,487,864	31,625,707	3,137,843	24.9%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of April, ridership was at 7.6% above FY21 FYTD totals.
- Total system ridership was 132,739 trips above FY21 FYTD amounts.

Ridership

	FY21-April	FY22-April	Variance	%Δ
Fixed Route	178,341	196,568	18,227	10.2%
Paratransit	7,060	8,784	1,724	24.4%
SolVan	1,376	1,498	122	8.9%
SunRide	275	383	108	-
System Total	187,052	207,233	20,181	10.8%

Ridership

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,683,349	1,785,786	102,437	6.1%
Paratransit	57,207	83,522	26,315	46.0%
SolVan	13,427	13,854	427	3.2%
SunRide	568	4,128	3,560	-
System Total	1,754,551	1,887,290	132,739	7.6%

Other Revenue

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

Operator & Mechanic Salaries & Wages

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

Operator & Mechanic Overtime

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

Administration Salaries & Wages

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

Administration Overtime

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

Fringe Benefits

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

Communications

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

Legal Services

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

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

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

Equipment Repairs

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

Security Services

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

Fuel - CNG

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

Fuel - Hydrogen

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

Tires

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

Office Supplies

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

Travel/Training

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

Repair Parts

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

Facility Maintenance

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

Electricity - CNG & Hydrogen

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

Natural Gas

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

Water and Gas

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

Insurance Losses

- Insurance loss experience has not exceeded YTD budgeted expectations.

Insurance Premium - Property

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

Repair Claims

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

Fuel Taxes

- Outside fuel sales are currently \$260,992 above FY21 FYTD amounts.
- For April, sales increased by \$9,024 from the previous month.
- Fuel Tax expenses are within an acceptable range of the budget.

Outside Fueling Revenue

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
April FY21	\$ 53,392				
April FY22	\$ 68,995	\$ 15,603	\$ 9,024	29.22%	15.05%
March FY22	\$ 59,972				
FYTD April FY21	\$ 540,818				
FYTD April FY22	\$ 801,810	\$ 260,992		48.26%	

Other Expenses

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

Self-Consumed Fuel

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

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

- For the month of May 2022, there were two (2) agreements executed between \$25,000 and \$100,000:

Vendor	Purpose	Amount
Dean Holm Solutions	Engineering consultant	\$25,000
Cirque Analytics	Specialized legal analytics	\$50,000

Recommendation:

Receive and file.

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

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Dean Holm Solutions	Consulting	Engineering consulting for Agency's capital program	FY22 FY23	\$25,000.00	\$25,000.00	Executed Agreement
Cirque Analytics	Consulting	Human Resources specialized legal analytics	FY22 FY23	\$50,000.00	\$50,000.00	Executed Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

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

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.5%	16% – 56%
	International Equity	16.5%	0% – 39%
	Other	4.2%	0% – 20%
Income Assets			
	Fixed Income	36.4%	25% – 65%
	Other	2.7%	0% – 20%
Real Return Assets		5.0%	0% – 20%
Cash Equivalents		0.7%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	34.4%	16% – 56%
	International Equity	16.5%	0% – 39%
	Other	4.2%	0% – 20%
Income Assets			
	Fixed Income	36.3%	25% – 65%
	Other	2.7%	0% – 20%
Real Return Assets		5.0%	0% – 20%
Cash Equivalents		0.9%	0% – 20%

For the month of April, the market value of assets decreased by \$2,161,951 and \$2,143,221 for the union and non-union plans, respectively. The decrease in the value of assets is due to poor market performance for the month of April. Due to the volatility of international situations, expectations are slightly negative for non-U.S. equities. The outlook of U.S. equities are more favorable than non-U.S. equities and are still expected to out perform fixed income. However, concerns over inflation and pressures on corporate profit margins have led to continued market fluctuations.

Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
March 2022	\$38,834,457	\$38,871,462
April 2022	\$36,672,506	\$36,728,241
Increase (Decrease)	(\$2,161,951)	(\$2,143,221)

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	52.14	59,752.44	(10,302.54)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	52.14	33,004.62	(3,070.05)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	52.14	124,562.46	(19,518.13)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	52.14	50,315.10	(8,559.55)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,684.00	57.68	385,539.80	52.14	348,503.76	(37,036.04)	0.95
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	52.14	32,900.34	(2,871.05)	0.09
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	33.95	471,361.80	(73,163.13)	1.29
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	33.95	342,012.30	(51,880.09)	0.93
Security Type Sub-Total				36,406.00		1,668,813.40	380.74	1,462,412.82	(206,400.58)	3.99
Exchange-Traded Fund - Equity										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	25,042.00	16.68	417,700.56	18.65	467,033.30	49,332.74	1.27
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,046.00	17.14	412,148.44	18.65	448,457.90	36,309.46	1.22
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,263.00	156.88	511,899.11	147.45	481,129.35	(30,769.76)	1.31
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,440.00	155.89	380,371.12	147.45	359,778.00	(20,593.12)	0.98
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	249.27	662,061.12	(72,057.28)	1.81
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	99.42	87,887.28	(6,541.07)	0.24
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	99.42	122,684.28	(9,316.58)	0.33
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	99.42	323,214.42	(58,322.61)	0.88
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	99.42	124,970.94	(9,842.18)	0.34
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,979.00	49.91	298,408.30	44.77	267,679.83	(30,728.47)	0.73
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,354.00	49.33	214,780.21	44.77	194,928.58	(19,851.63)	0.53
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	55.86	389,846.94	(66,370.29)	1.06
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	55.86	30,890.58	(4,694.97)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,203.00	52.12	1,209,340.36	55.86	1,296,119.58	86,779.22	3.53
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	206.88	319,836.48	(29,883.87)	0.87

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity										
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	206.88	89,579.04	(11,708.32)	0.24
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	42,982.00	169.04	7,265,677.28	206.88	8,892,116.16	1,626,438.88	24.25
Security Type Sub-Total				150,102.00		13,130,033.63	1,856.91	14,558,213.78	1,428,180.15	39.68
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	261,723.54	1.00	261,723.54	1.00	261,723.54	0.00	0.71
Security Type Sub-Total				261,723.54		261,723.54	1.00	261,723.54	0.00	0.71
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	316,739.14	11.65	3,689,335.05	10.46	3,313,091.38	(376,243.67)	9.03
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	215,135.27	10.82	2,326,859.31	9.97	2,144,898.66	(181,960.65)	5.85
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	64,488.65	5.65	364,233.68	5.19	334,696.08	(29,537.60)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	85,852.30	9.75	836,695.44	9.62	825,899.16	(10,796.28)	2.25
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTROX	254,858.48	14.78	3,767,696.82	12.85	3,274,931.51	(492,765.31)	8.93
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	239,819.74	10.56	2,532,404.37	9.16	2,196,748.85	(335,655.52)	5.99
Security Type Sub-Total				1,176,893.59		13,517,224.67	57.25	12,090,265.64	(1,426,959.03)	32.96
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,427.07	19.35	356,568.28	16.66	306,994.96	(49,573.32)	0.84
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	53,867.37	25.10	1,352,166.16	24.70	1,330,524.16	(21,642.00)	3.63
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	36,354.69	18.76	682,049.01	16.23	590,036.67	(92,012.34)	1.61
JENSEN QUALITY GROWTH-Y		476313408	JENYX	20,300.74	49.58	1,006,459.83	58.27	1,182,923.87	176,464.04	3.23
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	55,800.01	23.09	1,288,280.44	23.24	1,296,792.20	8,511.76	3.54
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	48,106.03	13.81	664,325.86	12.43	597,957.93	(66,367.93)	1.63
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	30.05	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	21,027.29	22.02	463,028.24	16.62	349,473.63	(113,554.61)	0.95

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			253,883.20		5,812,877.85	198.20	5,654,703.45	(158,174.40)	15.43
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.65	46.25	671,535.35	53.36	774,768.36	103,233.01	2.11
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,419.13	6.65	794,120.33	7.72	921,915.70	127,795.37	2.51
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.91	27.53	668,170.10	31.69	769,208.44	101,038.34	2.10
Security Type Sub-Total			158,211.69		2,133,825.78	92.77	2,465,892.50	332,066.72	6.72
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV007	SA425	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.19
Security Type Sub-Total			179,293.95		179,293.95	500.00	179,293.95	0.00	0.48
Managed Account Sub-Total			2,216,513.97		36,703,792.82	3,086.87	36,672,505.68	(31,287.14)	99.97
Securities Sub-Total			\$2,216,513.97		\$36,703,792.82	\$3,086.87	\$36,672,505.68	(\$31,287.14)	99.97%
Accrued Interest							\$0.00		
Total Investments							\$36,672,505.68		

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,667.00	57.68	384,559.22	52.14	347,617.38	(36,941.84)	0.95
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	52.14	32,900.34	(2,871.05)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,405.00	60.31	145,045.55	52.14	125,396.70	(19,648.85)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,113.00	61.13	68,037.69	52.14	58,031.82	(10,005.87)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	982.00	61.01	59,911.82	52.14	51,201.48	(8,710.34)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	52.14	33,004.62	(3,070.05)	0.09
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,095.00	39.10	394,713.49	33.95	342,725.25	(51,988.24)	0.93
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,883.00	39.22	544,485.71	33.95	471,327.85	(73,157.86)	1.28
Security Type Sub-Total				36,409.00		1,668,599.54	380.74	1,462,205.44	(206,394.10)	3.98
Exchange-Traded Fund - Equity										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,045.00	17.14	412,131.30	18.65	448,439.25	36,307.95	1.22
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	25,041.00	16.68	417,683.88	18.65	467,014.65	49,330.77	1.27
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	2,437.00	155.89	379,903.45	147.45	359,335.65	(20,567.80)	0.98
INVESCO S&P 500 EQUAL WEIGHT ETF		46137V357	RSP	3,264.00	156.88	512,055.99	147.45	481,276.80	(30,779.19)	1.31
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,662.00	276.40	735,776.80	249.27	663,556.74	(72,220.06)	1.81
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,233.00	106.97	131,893.89	99.42	122,584.86	(9,309.03)	0.33
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	886.00	106.82	94,641.99	99.42	88,086.12	(6,555.87)	0.24
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,256.00	107.25	134,705.87	99.42	124,871.52	(9,834.35)	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,250.00	117.36	381,419.68	99.42	323,115.00	(58,304.68)	0.88
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	5,980.00	49.91	298,458.21	44.77	267,724.60	(30,733.61)	0.73
VANGUARD FTSE DEVELOPED MARKETS ETF		921943858	VEA	4,352.00	49.33	214,681.55	44.77	194,839.04	(19,842.51)	0.54
VANGUARD TOTAL INTL STOCK		921909768	VXUS	632.00	64.35	40,669.20	55.86	35,303.52	(5,365.68)	0.10
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,215.00	52.12	1,209,965.80	55.86	1,296,789.90	86,824.10	3.53
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,883.00	65.37	449,941.71	55.86	384,484.38	(65,457.33)	1.05
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,551.00	226.21	350,851.40	206.88	320,870.88	(29,980.52)	0.87

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity										
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	206.88	89,579.04	(11,708.32)	0.24
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	42,968.00	169.04	7,263,310.72	206.88	8,889,219.84	1,625,909.12	24.20
Security Type Sub-Total				150,088.00		13,129,378.80	1,856.91	14,557,091.79	1,427,712.99	39.64
Money Market Mutual Fund										
FIRST AMERICAN GOVERNMENT OBLIGATION - Z		31846V567	FGZXX	320,217.72	1.00	320,217.72	1.00	320,217.72	0.00	0.87
Security Type Sub-Total				320,217.72		320,217.72	1.00	320,217.72	0.00	0.87
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	316,705.05	11.65	3,690,537.48	10.46	3,312,734.78	(377,802.70)	9.02
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	215,073.04	10.82	2,327,026.98	9.97	2,144,278.19	(182,748.79)	5.84
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	64,656.66	5.65	365,181.96	5.19	335,568.07	(29,613.89)	0.91
PACIFIC FUNDS FLOATING RATE INCOME FUND		69447T771	PLFRX	85,841.82	9.75	836,595.96	9.62	825,798.35	(10,797.61)	2.25
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTROX	254,825.03	14.78	3,766,920.93	12.85	3,274,501.63	(492,419.30)	8.92
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	239,787.23	10.56	2,532,857.84	9.16	2,196,451.07	(336,406.77)	5.98
Security Type Sub-Total				1,176,888.83		13,519,121.15	57.25	12,089,332.09	(1,429,789.06)	32.92
Mutual Fund - Equity										
ARTISAN INTL SMALL-MID		04314H576	APHJX	18,461.23	19.35	357,229.27	16.66	307,564.07	(49,665.20)	0.84
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HLMIX	53,856.78	25.09	1,351,416.59	24.70	1,330,262.39	(21,154.20)	3.62
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	36,351.02	18.76	682,003.74	16.23	589,977.03	(92,026.71)	1.61
JENSEN QUALITY GROWTH-Y		476313408	JENYX	20,296.89	49.58	1,006,384.71	58.27	1,182,699.69	176,314.98	3.22
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	55,788.60	23.07	1,287,079.05	23.24	1,296,527.04	9,447.99	3.53
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	48,098.27	13.81	664,107.94	12.43	597,861.52	(66,246.42)	1.63
VANGUARD TOTAL STOCK MARKET INDEX		922908801	VITSX	0.00	75.00	0.03	100.82	0.04	0.01	0.00
VIRTUS KAR INTL SMALL MID CAP R6		92828W551	VRISX	21,018.44	22.02	462,835.94	16.62	349,326.41	(113,509.53)	0.95

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2022**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			253,871.22		5,811,057.27	268.97	5,654,218.19	(156,839.08)	15.40
Mutual Fund - Other									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.49	46.24	671,321.18	53.36	774,760.00	103,438.82	2.11
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,421.45	6.65	794,092.52	7.72	921,933.60	127,841.08	2.51
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.27	27.52	667,930.47	31.69	769,188.29	101,257.82	2.09
Security Type Sub-Total			158,213.21		2,133,344.17	92.77	2,465,881.89	332,537.72	6.71
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV008	SA426	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.19
Security Type Sub-Total			179,293.95		179,293.95	500.00	179,293.95	0.00	0.48
Managed Account Sub-Total			2,274,981.94		36,761,012.60	3,157.64	36,728,241.07	(32,771.53)	100.00
Securities Sub-Total			\$2,274,981.94		\$36,761,012.60	\$3,157.64	\$36,728,241.07	(\$32,771.53)	100.00%
Accrued Interest							\$0.00		
Total Investments							\$36,728,241.07		

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report May 2022

Summary:

	Monthly Ridership		Monthly Variance	
	May-22	May-21	Net	Percent
Fixed Route	210,945	164,969	45,977	27.9%
SolVan	1,602	1,330	272	20.5%
SunRide	454	249	205	45.2%
Taxi Voucher*	230	382	-152	-66.1%
SunDial	9,010	6,809	2,201	32.3%
Total	222,241	173,739	48,503	27.9%

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

May 2022 Fiscal Year To Date Ridership	
Fiscal Year 2022	2,112,194
Fiscal Year 2021	1,931,954
Ridership Variance	180,241

Fiscal year to date system ridership is up by 180,241 rides or 9.3% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



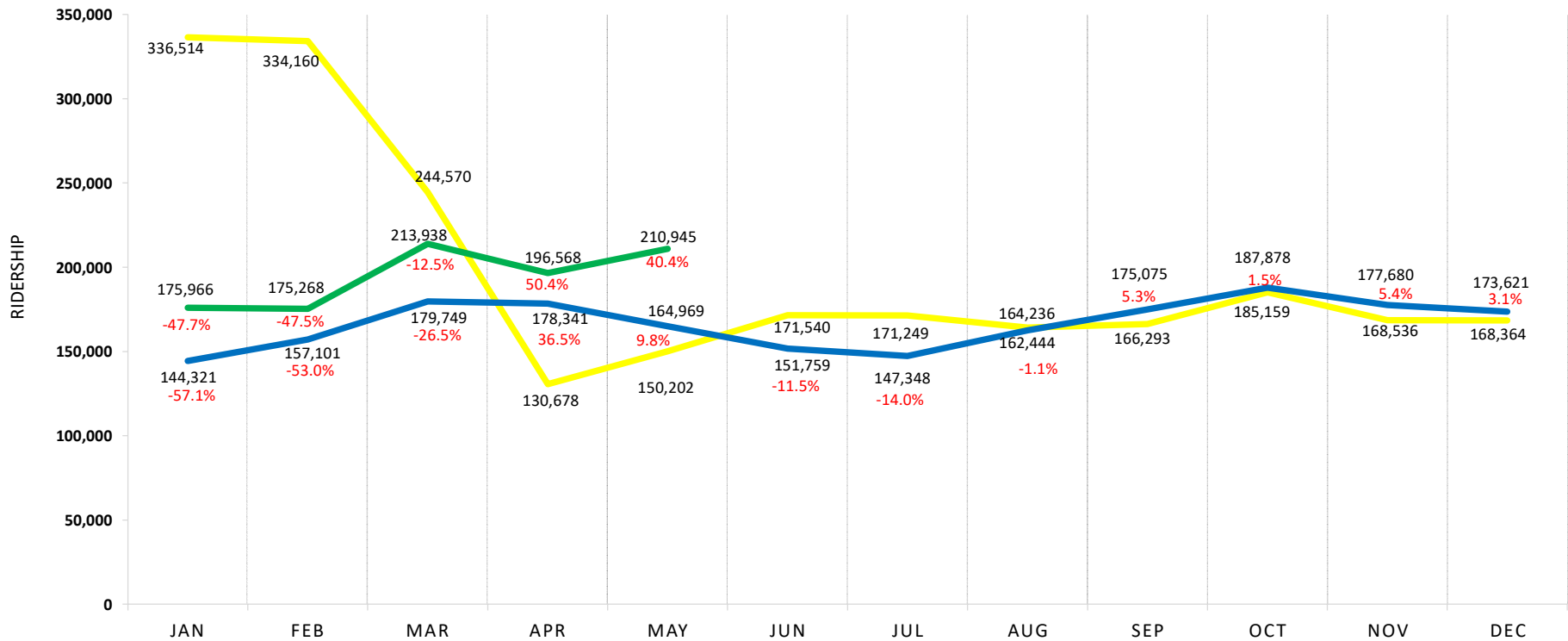
SunLine Transit Agency Monthly Ridership Report May 2022

Fixed Route	Description	May 2022	May 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	85,048	75,024	818,440	387,683	12.9	0.8	3,805	37,488	574	7,019
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	53,513	45,811	534,924	233,767	17.9	1.3	2,038	19,375	472	4,971
Route 3	Desert Hot Springs - Desert Edge	5,731	3,736	54,719	18,889	11.7	0.7	157	1,087	52	599
Route 4	Westfield Palm Desert - Palm Springs	17,401	14,202	172,453	71,376	8.6	0.6	721	6,885	91	1,163
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,444	-	11,428	-	5.5	0.2	82	559	2	61
Route 6	Coachella - Fred Waring - Westfield Palm Desert	8,542	5,451	72,428	22,125	5.3	0.4	278	2,349	50	479
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,681	5,080	59,402	24,821	10.3	0.8	249	3,261	57	569
Route 8	North Indio - Coachella - Thermal/Mecca	14,540	10,087	121,020	47,449	7.4	0.5	386	3,272	53	743
Route 9	North Shore - Mecca - Oasis	8,704	3,399	63,560	15,399	6.1	0.3	54	646	16	440
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	1,974	-	18,999	-	10.4	0.1	29	167	10	49
Route 200 SB*	Palm Springs High School AM Tripper	495	129	3,326	154	33.0	1.5	6	14	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	157	30	1,591	46	14.6	0.9	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	85	39	510	46	10.0	0.7	1	5	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	232	48	1,346	51	30.5	1.1	1	3	1	2
Route 500 SB*	Westfield Palm Desert PM Tripper	361	111	2,657	159	36.4	2.3	14	115	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	35	95	61	13.1	0.9	-	27	1	3
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	532	134	3,950	259	22.5	1.4	-	65	-	6
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	1,051	342	8,881	460	49.7	3.3	9	44	1	8
Route 800 NB*	Shadow Hills High School AM Tripper	650	455	15,650	612	83.0	4.1	3	21	-	4
Route 801 SB*	Jackson / 44th PM Tripper	2,314	735	20,600	923	127.2	7.5	1	2	-	19
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	776	15	4,378	59	25.2	1.3	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	1,714	106	6,168	142	49.9	2.5	-	1	-	1
Fixed Route Total		210,945	164,969	1,996,731	1,848,318	11.5	0.7	7,834	75,391	1,380	16,146
SolVan		1,602	1,330	15,456	14,757						
SunRide		454	249	4,582	817						
Taxi Voucher		230	382	2,893	4,046						
SunDial		9,010	6,809	92,532	64,016	1.9	0.1				
System Total		222,241	173,739	2,112,194	1,931,954	9.1	0.6				
		May-22	May-21								
Weekdays:		22	21								
Saturdays:		4	5								
Sundays:		5	5								
Total Days:		31	31								

Trippler 501 is no longer active on Level 2 since Route 5 started operations. Trippler 401 is not in service for Level 2.

Fixed Route Ridership COVID-19 Recovery

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



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

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

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

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

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

Ridership:

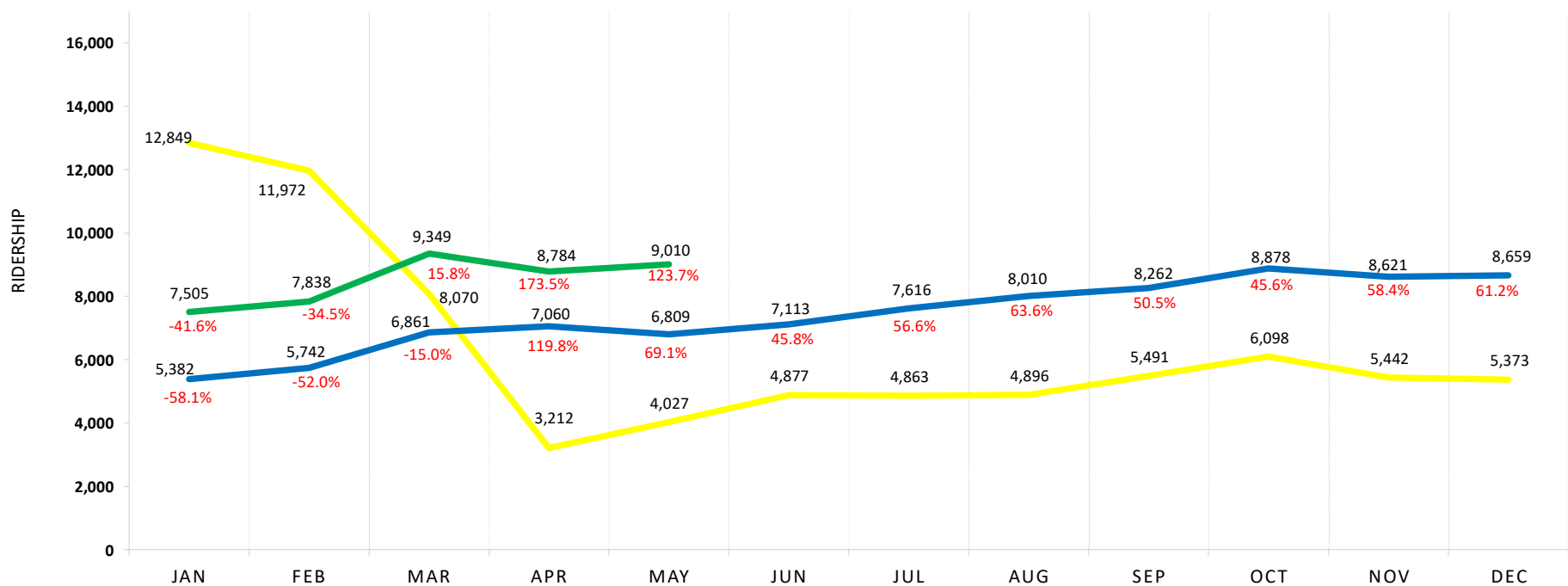
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

Paratransit Ridership COVID-19 Recovery

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



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

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2022

Summary:

The attached report summarizes SunDial's operation for the month of May 2022. This report identifies that the on-time performance for May did meet the internal service goal at 85%. SunDial has maintained an on-time performance of 88.9% fiscal year to date. We continue to exceed above our internal standard goal of 85%. The total miles for May 2022 decreased by 9,709 compared to May 2021. Mobility device boardings for May 2022 increased by 424 compared to May 2021. Road Supervisors performed 52 onboard inspections and 59 safety evaluations which include pre-trip inspections and trailing evaluations.

Total trips for the month of May were 8,551. When compared to May 2021, this is an increase of 2,231 trips or 35.3%. Total passengers for the month of May were 9,010. When compared to May 2021, this is an increase of 2,206 passengers or 32.4%.

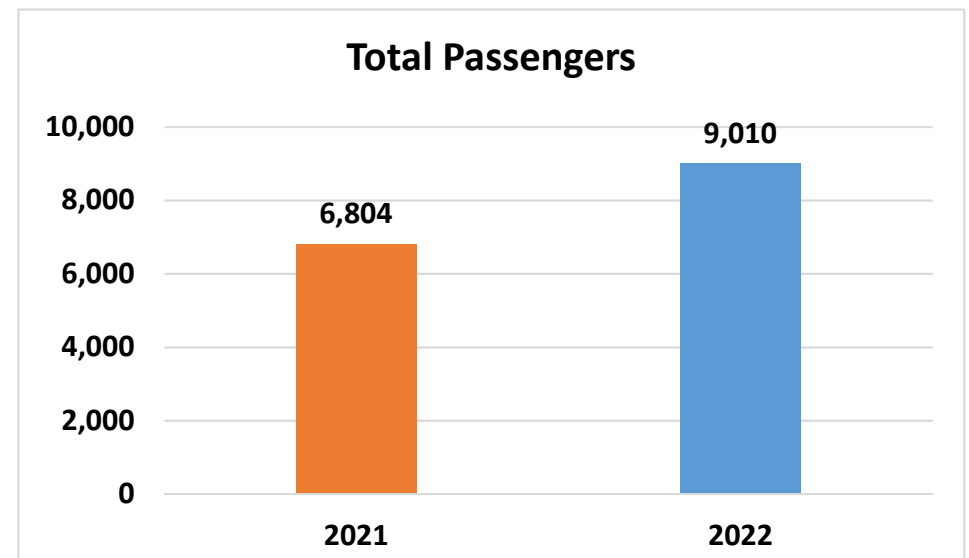
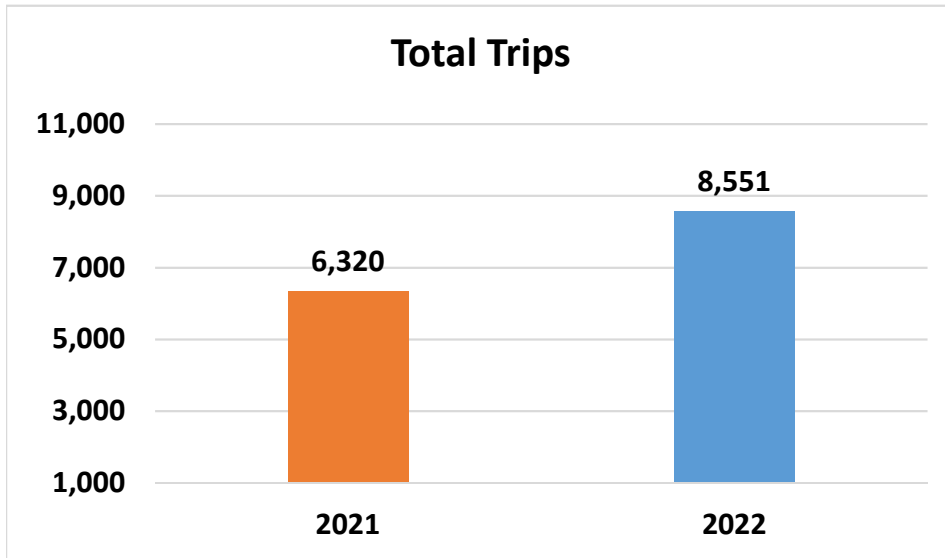
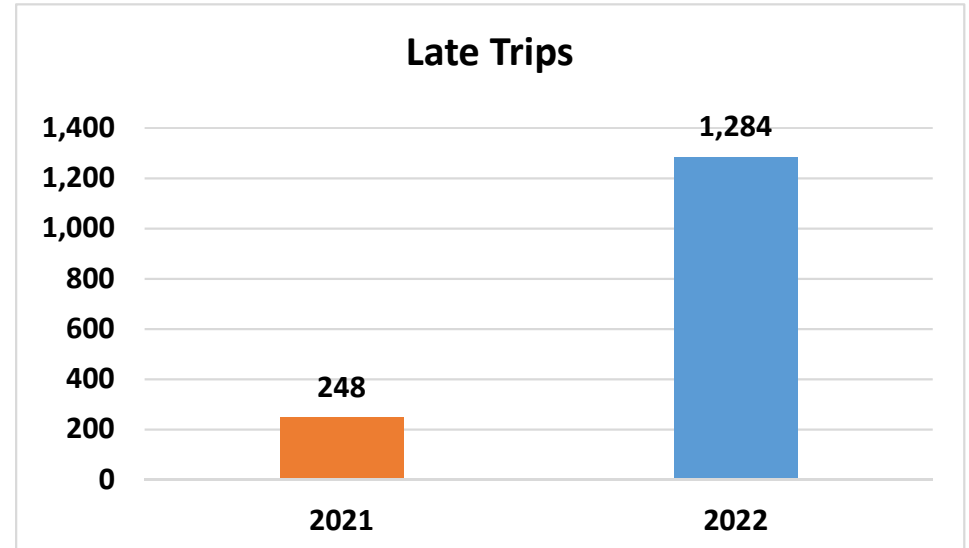
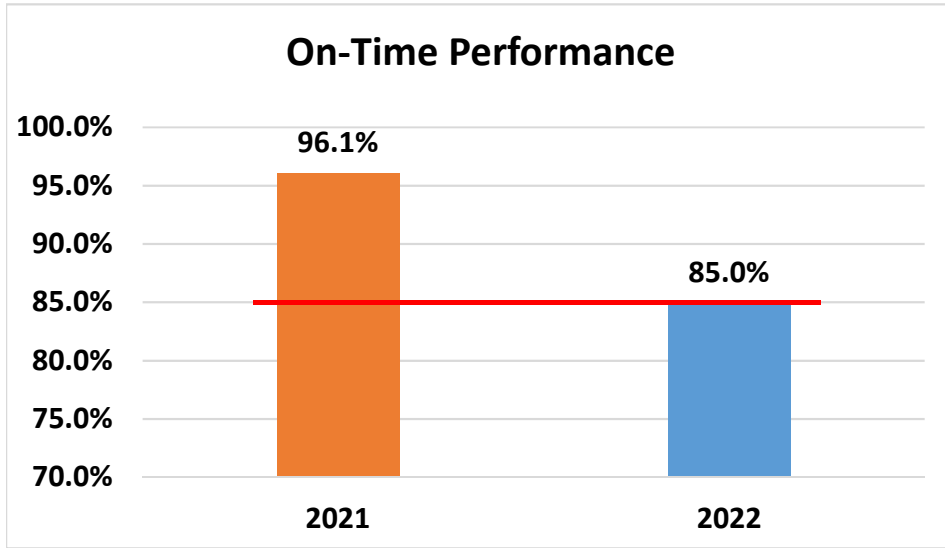
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. Total late trips for the month of May were 1,284. When compared to May 2021, this is an increase of 1,036 late trips or 417%.

Recommendation:

Receive and file.

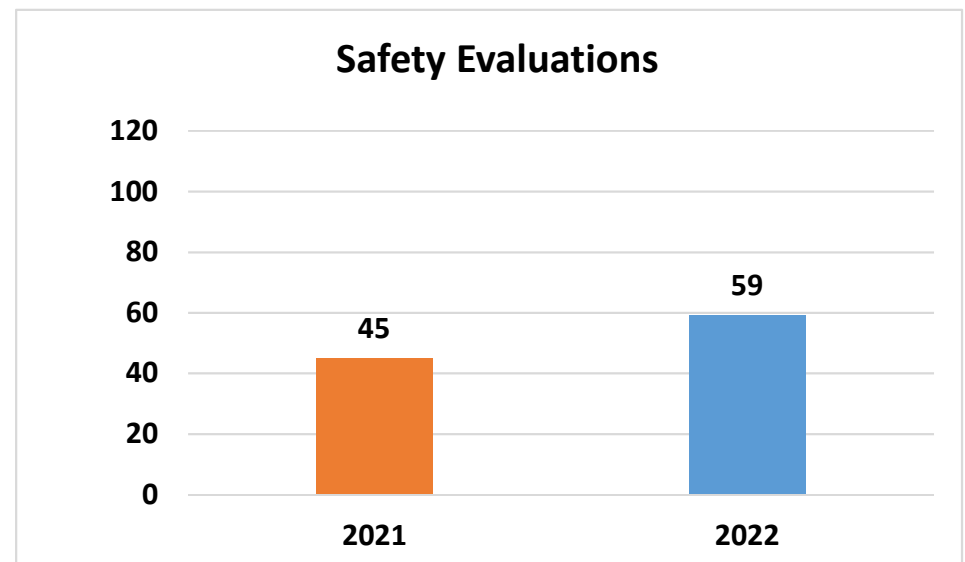
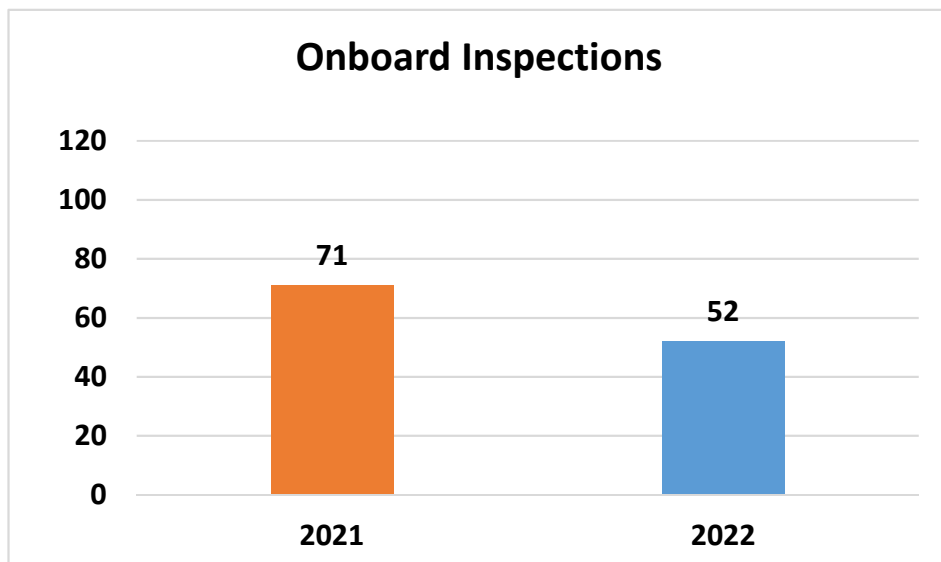
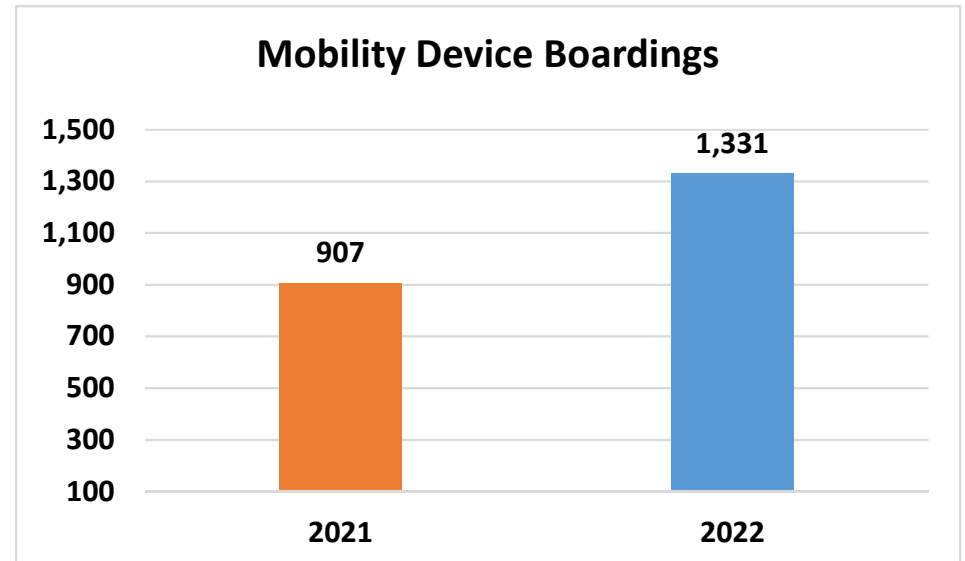
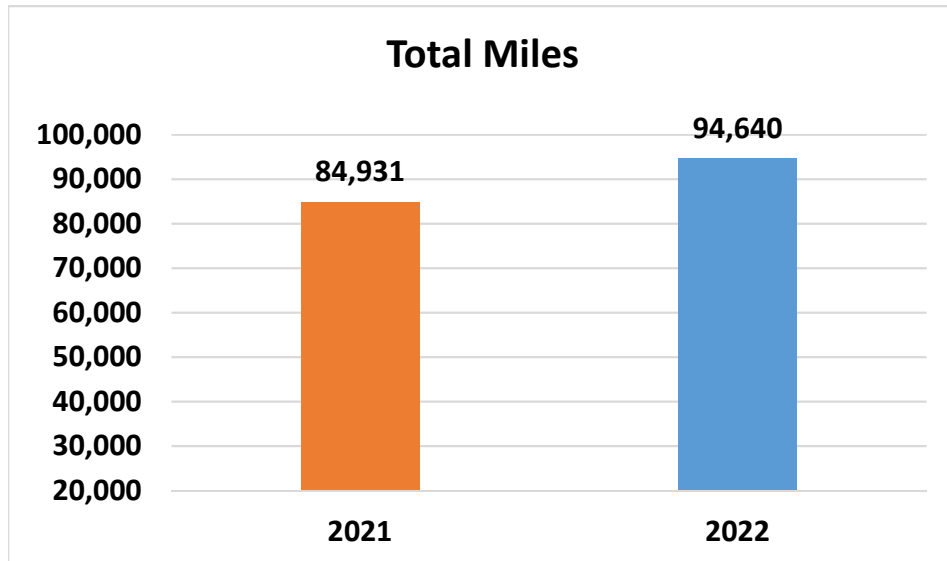
SunDial Operational Charts

May 2021 vs. May 2022



SunDial Operational Charts

May 2021 vs. May 2022



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for May 2022

Summary:

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

SunRide

- SunRide systemwide ridership is up 73% compared to May 2021.
- Coachella had its best month since the start of the program with 184 rides in May, an increase of 47% over April 2022 and 175% above May 2021.
- SunRide on-time performance exceeded the goal of 85% in four (4) of the four (4) geo-fence zones.
- Customer satisfaction star-rating goals met or exceeded in three (3) of the four (4) geo-fence zones.
- SunRide ridership continues to experience fluctuations as riders get familiarized and adapt to the new app technology.

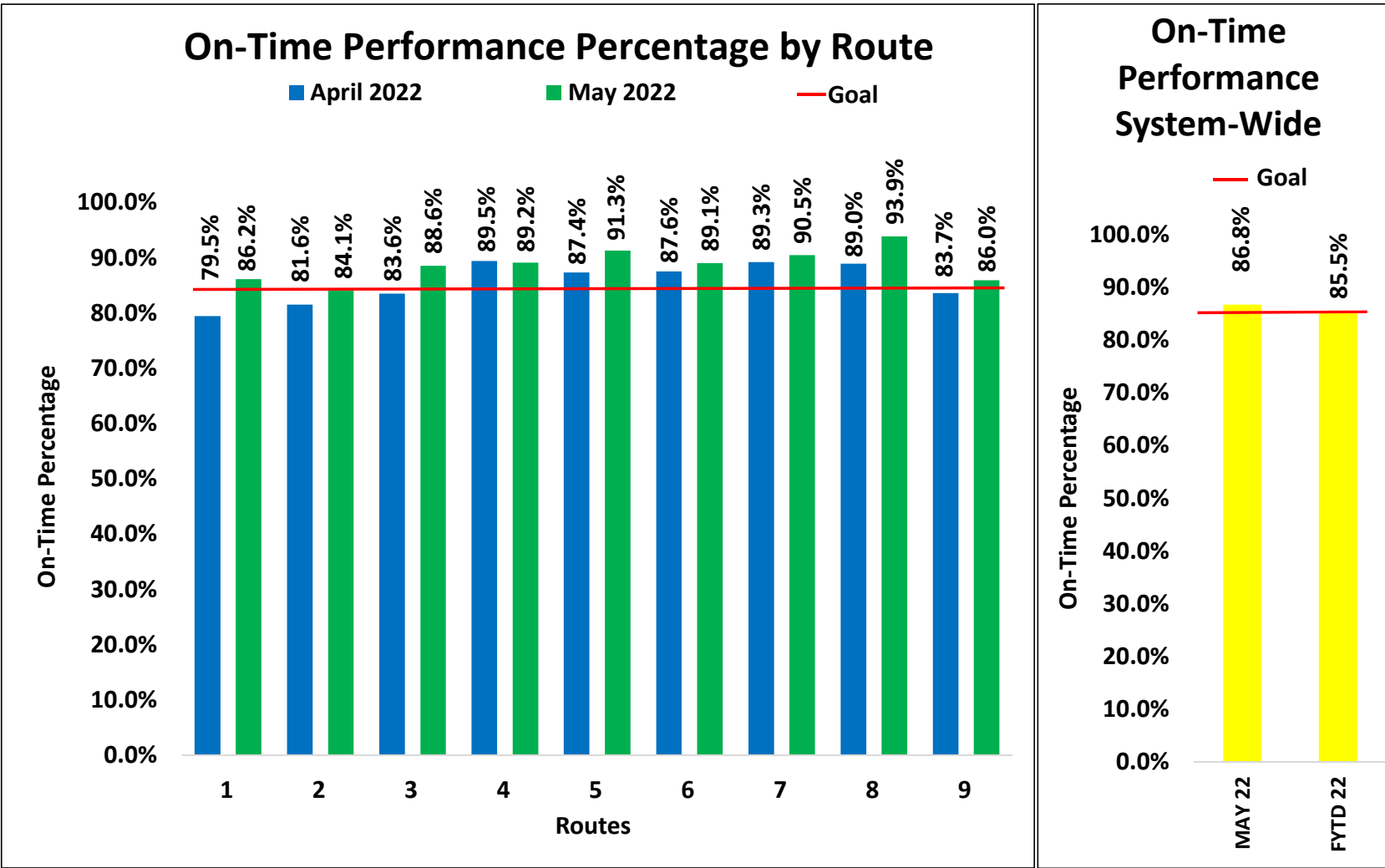
Fixed Route

- Fixed route on-time performance had an increase of 3.6% from April 2022 to May 2022.
- Route 2 on-time performance had an increase of 2.5% for the month of May; however, it did not meet the Agency goal of 85%, due to weather condition detours on Gene Autry Trail.

- Early departures had an increase of 0.2% when compared to the previous month due to the May service change as operators adjust to their new assignments.
- Late departures had a decrease of 3.7% from April 2022 to May 2022.
- CSUSB ridership decline was anticipated due to final exams during the dates of 05/16/2022 - 05/20/2022 and the conclusion of the spring semester.

Recommendation:

Receive and file.



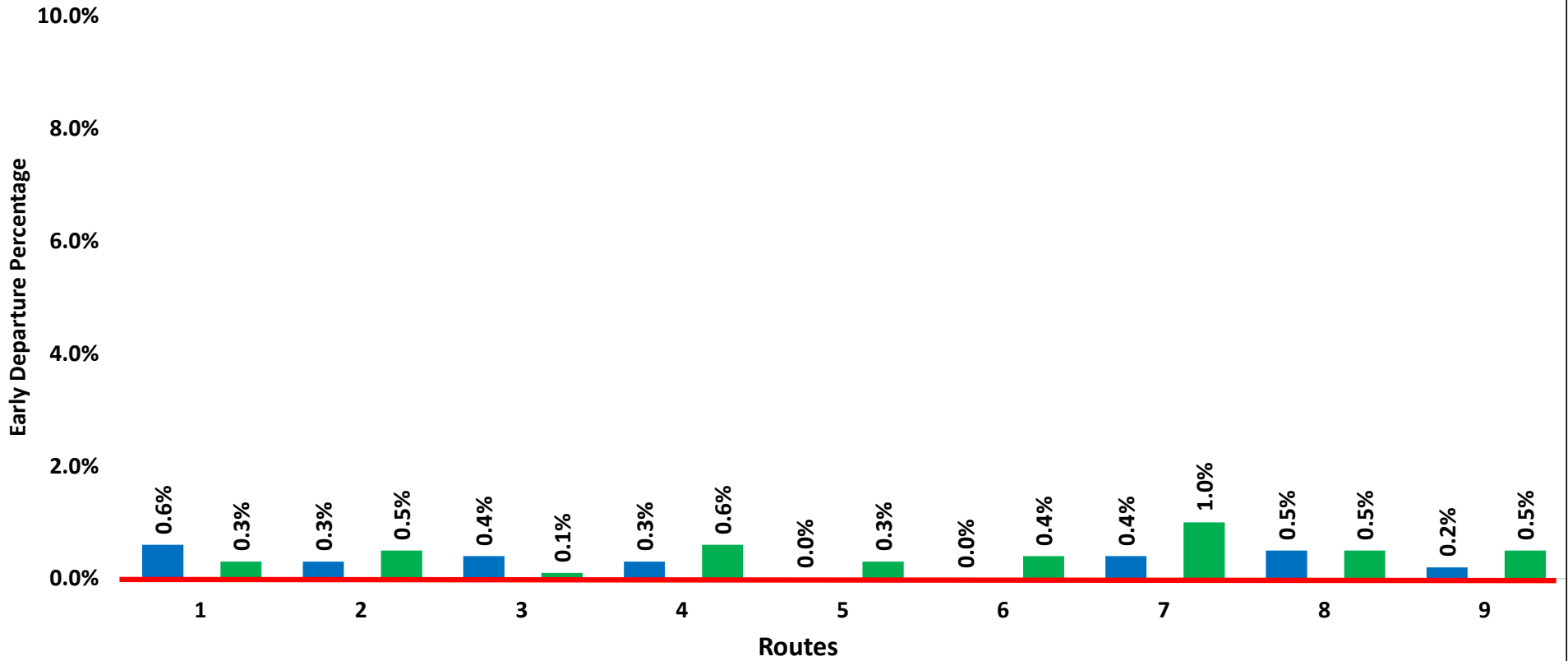
On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Note: Late departures were affected due to weather related road closures.

Early Departure Percentage by Route

■ April 2022 ■ May 2022

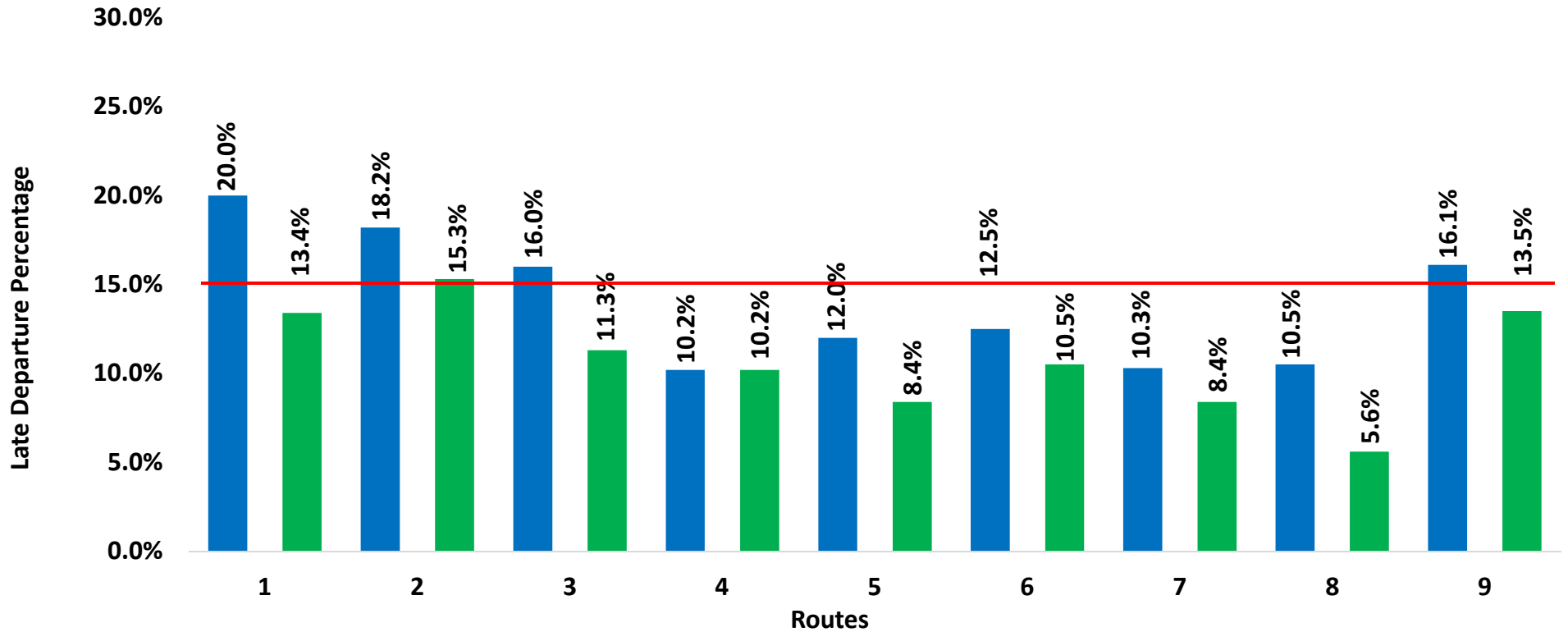


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Late Departure Percentage by Route

■ April 2022 ■ May 2022 — Goal

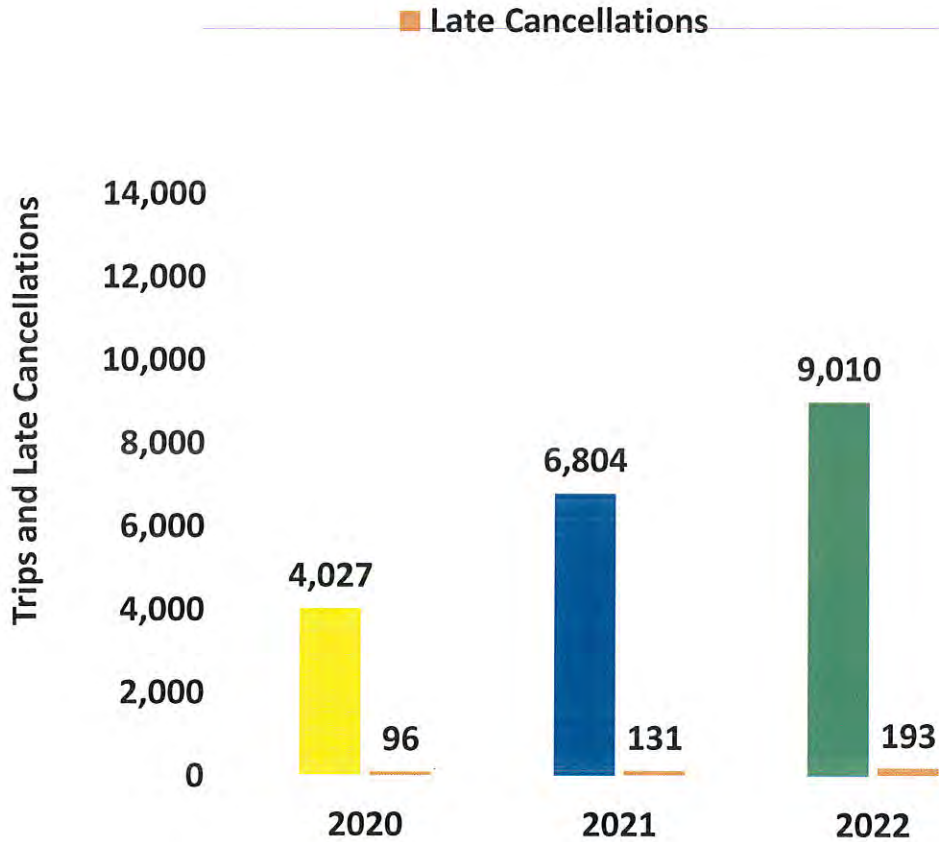


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

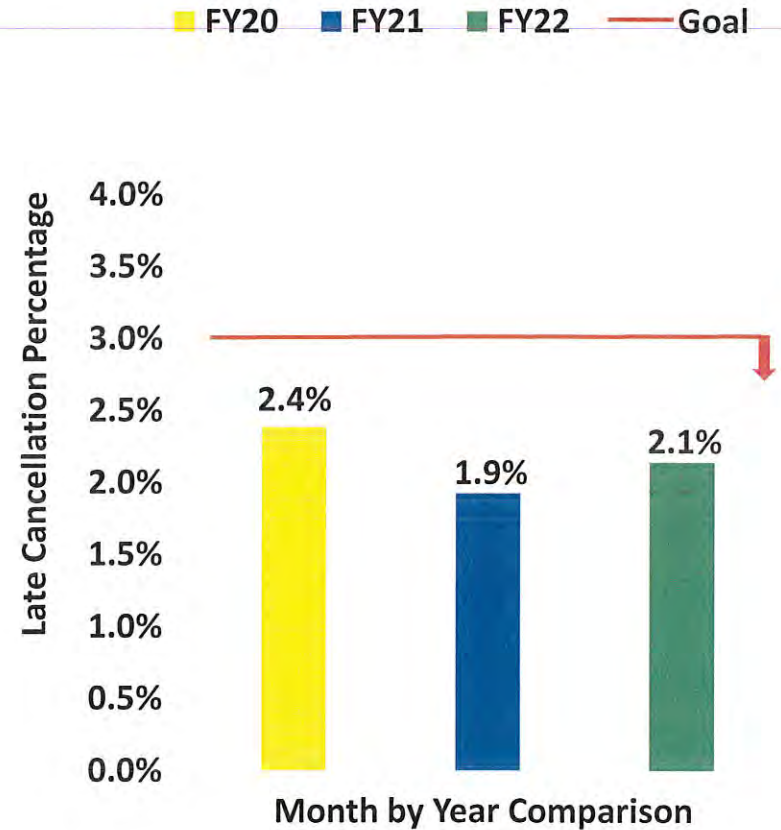
Goal: To ensure late departures remain below 15%.

Note: Late departures were affected due to weather related road closures.

Total Trips vs. Late Cancellations May



Late Cancellation Percentage



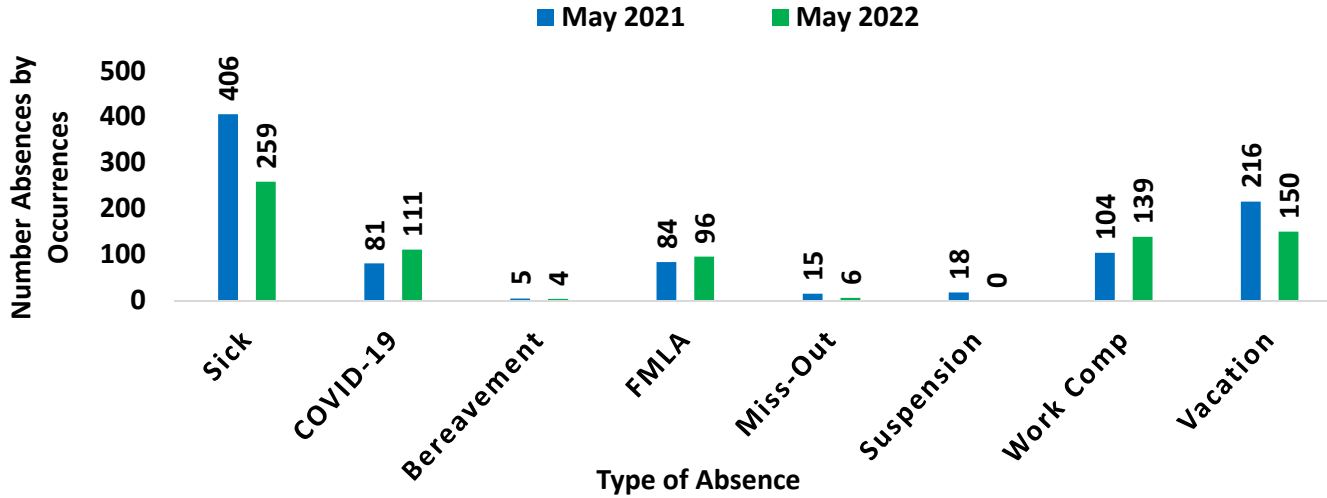
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

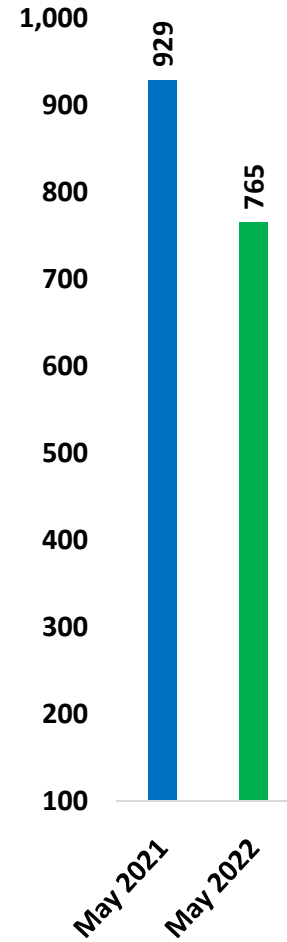
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

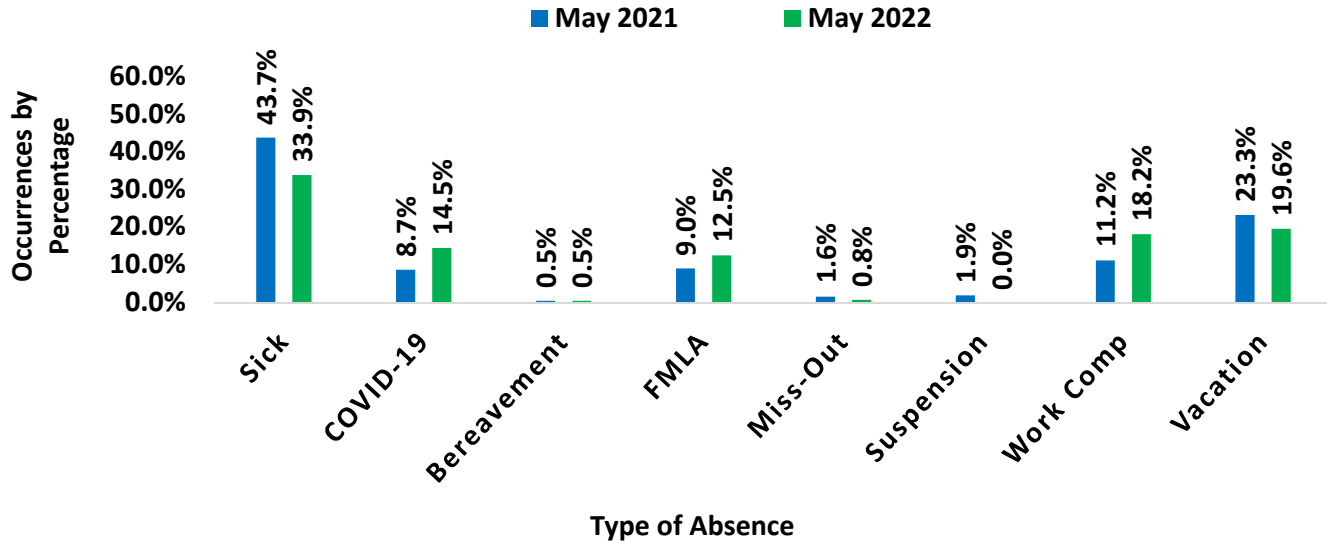
Operator Absence by Type



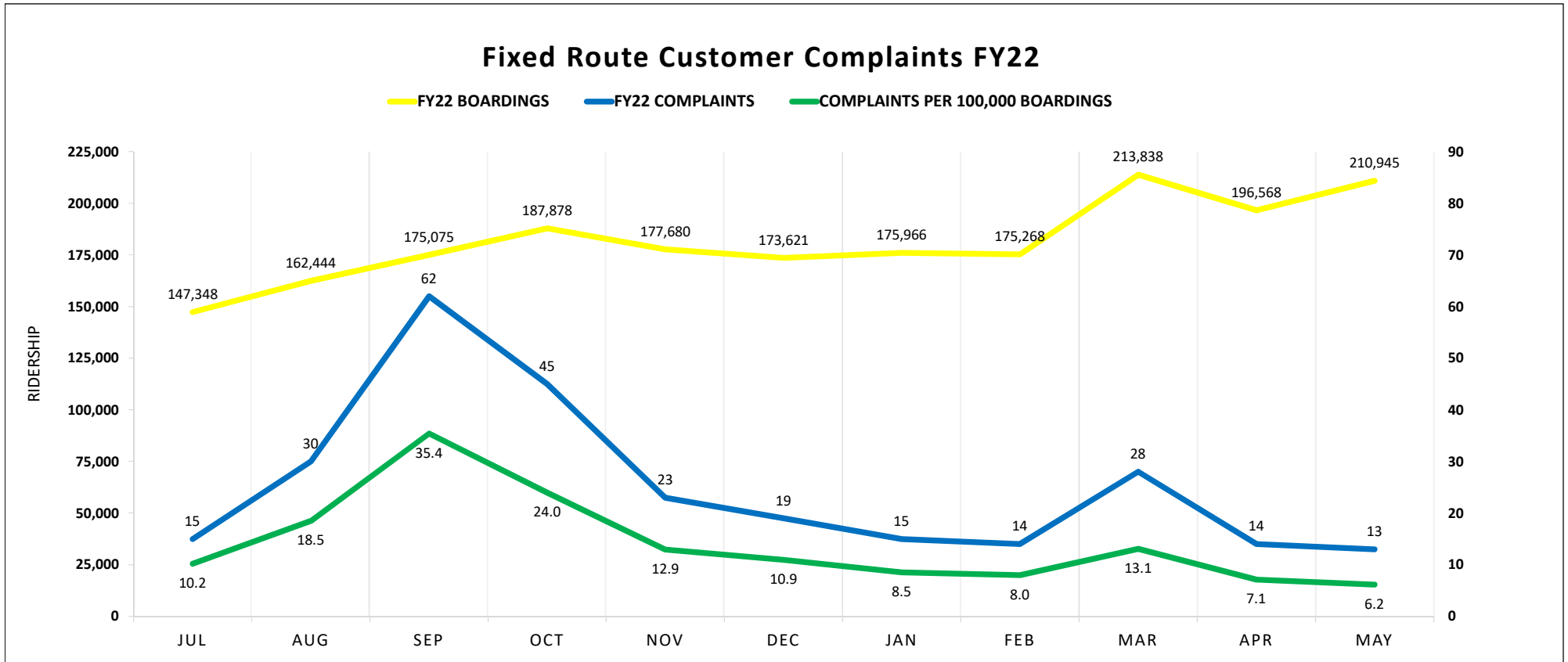
Total Absence Occurrences



Operator Absence Type by Percentage



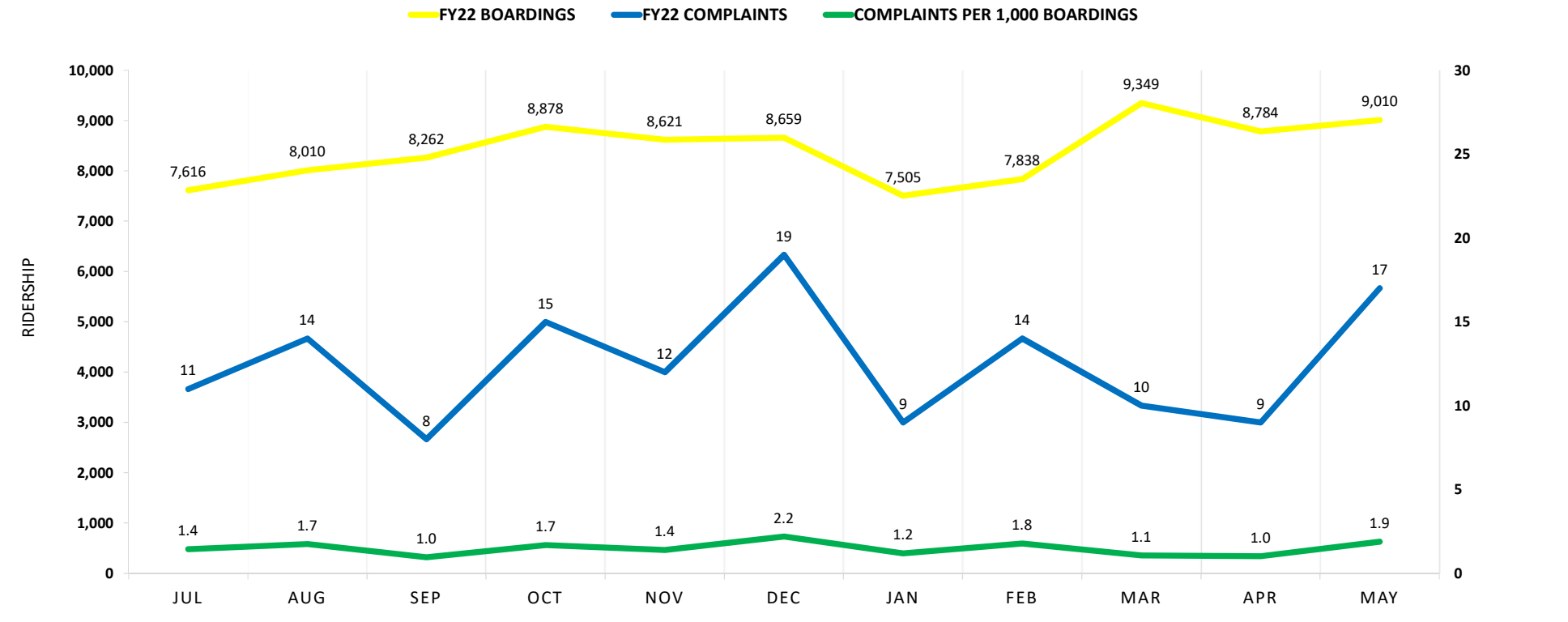
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an decrease in workforce absences for May 2022 when compared to May 2021.



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

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

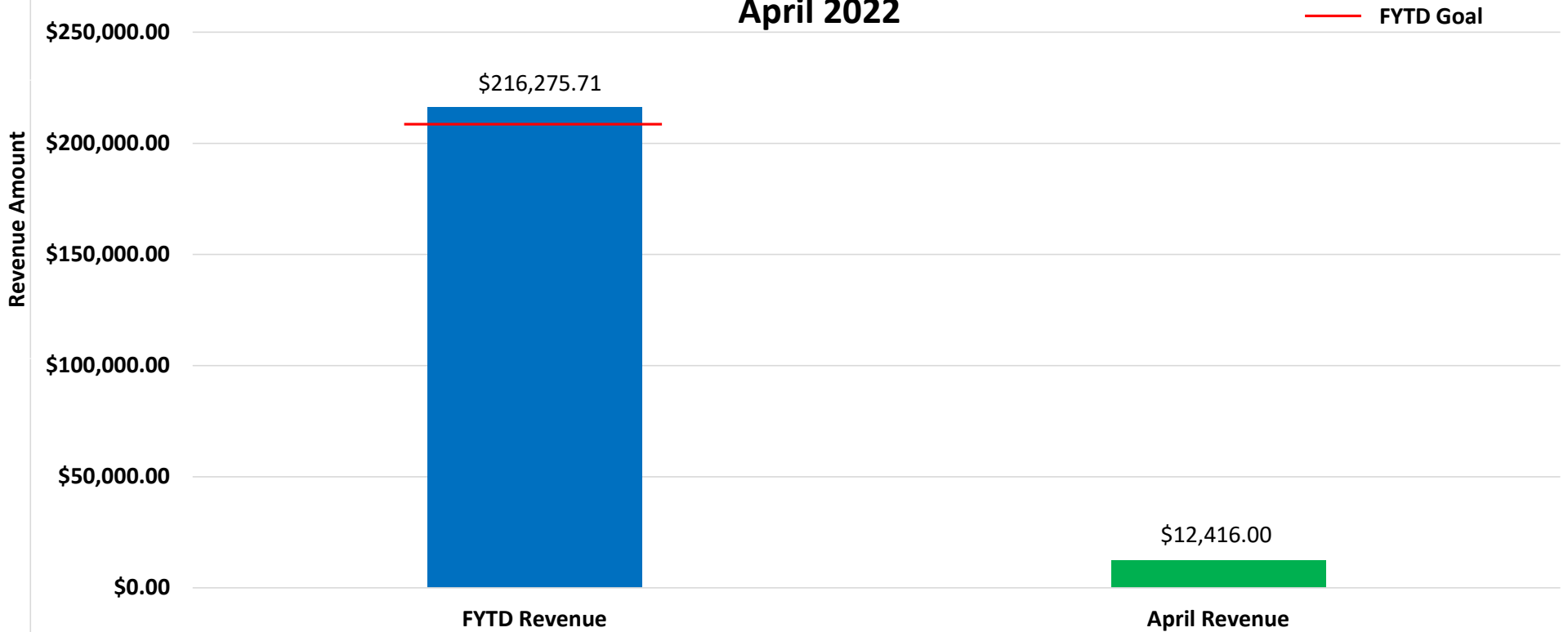
Paratransit Customer Complaints FY22



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

For the month of May, 99.81% of our total rides did not receive a complaint

Advertising Revenue FYTD Budget vs FYTD Agency Revenue April 2022



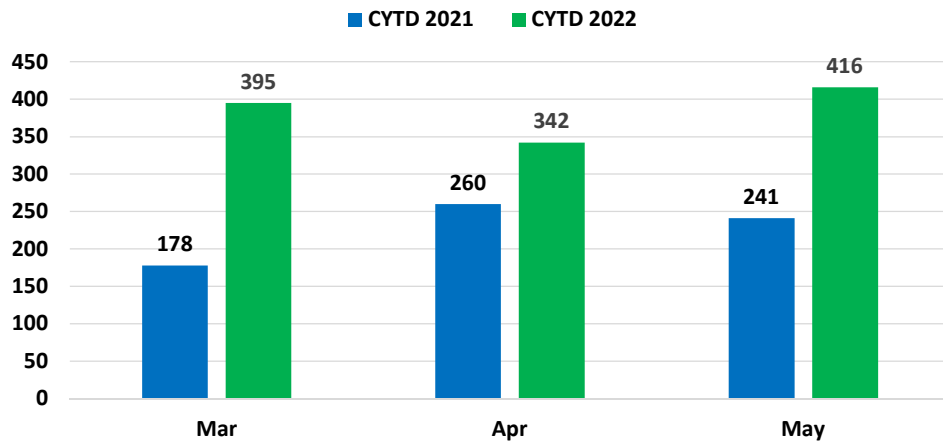
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (*Advertising revenues follow Finance Department reporting from the previous two (2)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

SunRide System-Wide Metrics CYTD 2022

Total Completed Trips: 1,764

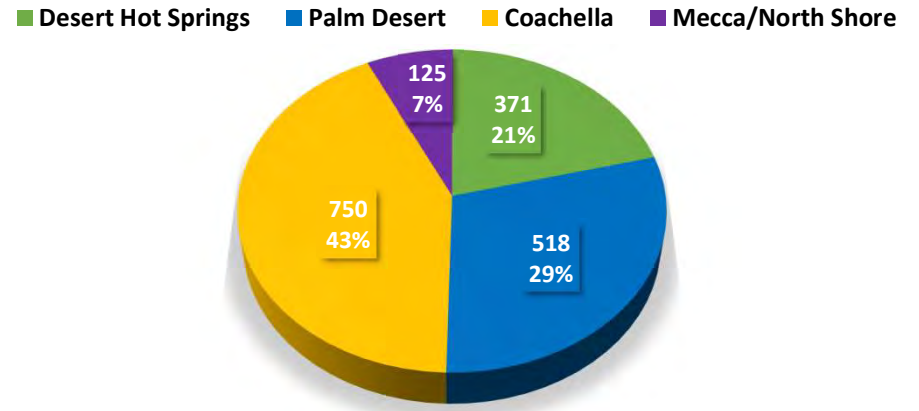
Total Number of Passengers: 1,885

Completed Rides - Three Month Comparison



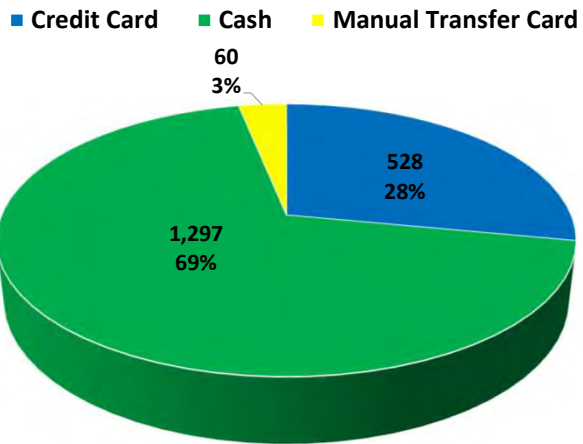
The chart compares completed trips for the current month compared to the previous two (2) months.

**Trips by Zone
CYTD 2022**



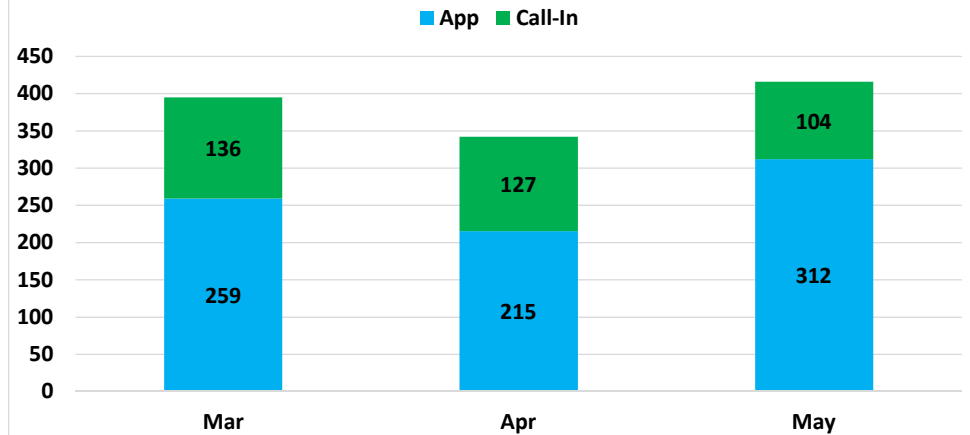
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone for CYTD 2022.

SunRide Payment Method



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

Trip Booking Method

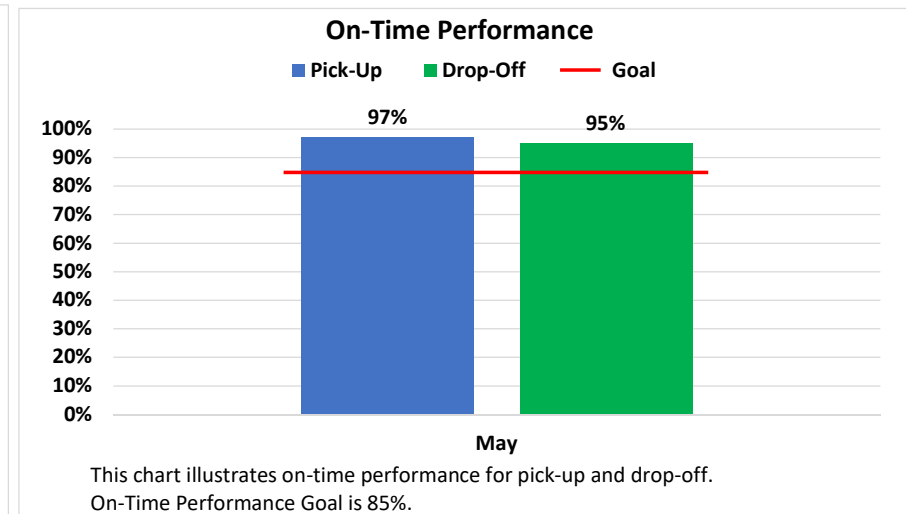
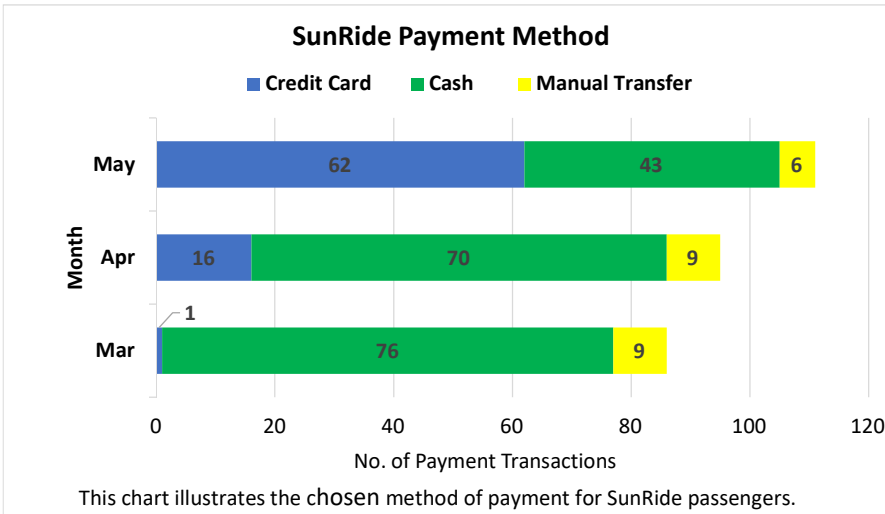
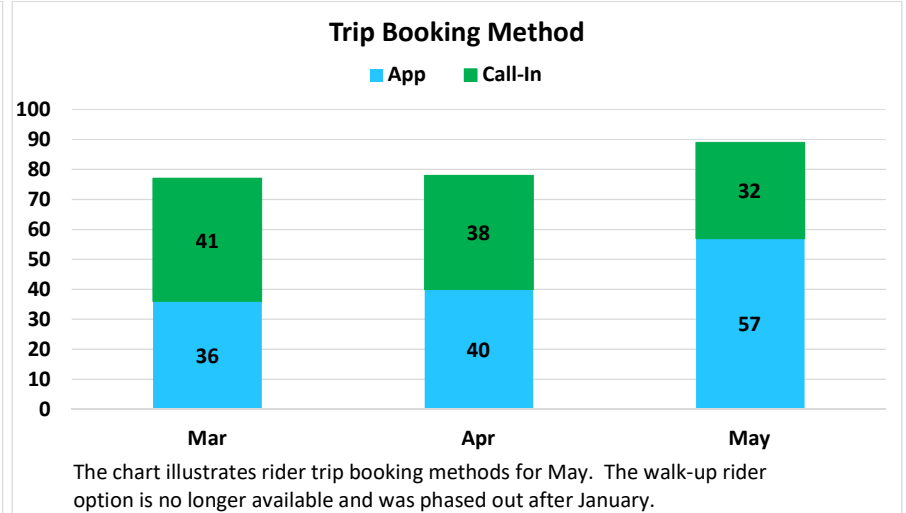
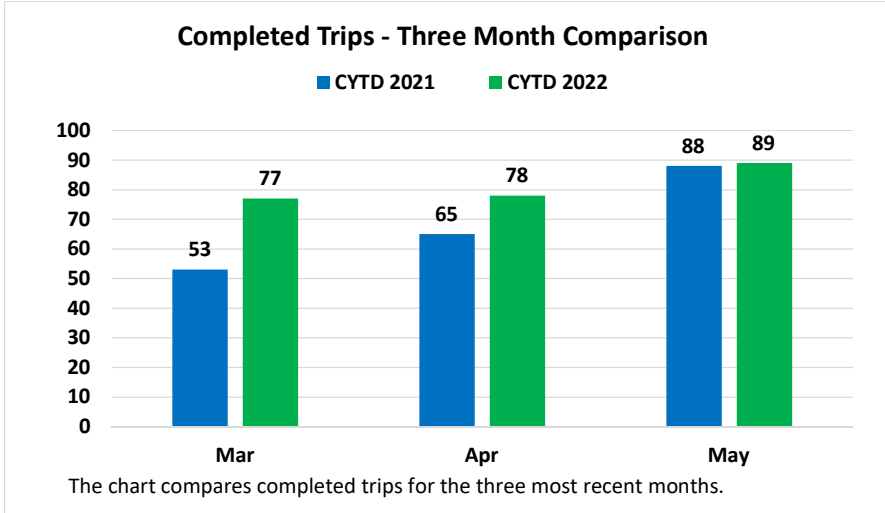


This chart illustrates rider trip booking methods for the three most recent months. The walk-up rider option is no longer available and was phased out in January.

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

Total Completed Trips: 371

Total Number of Passengers: 420



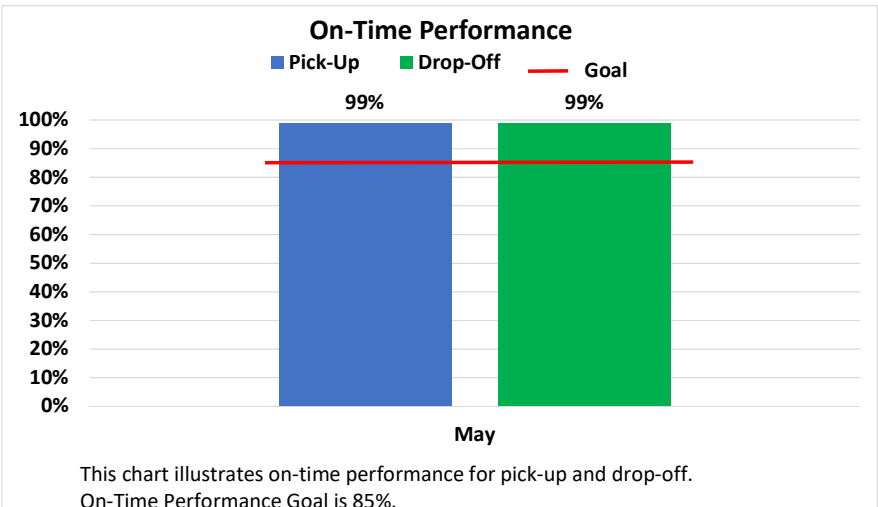
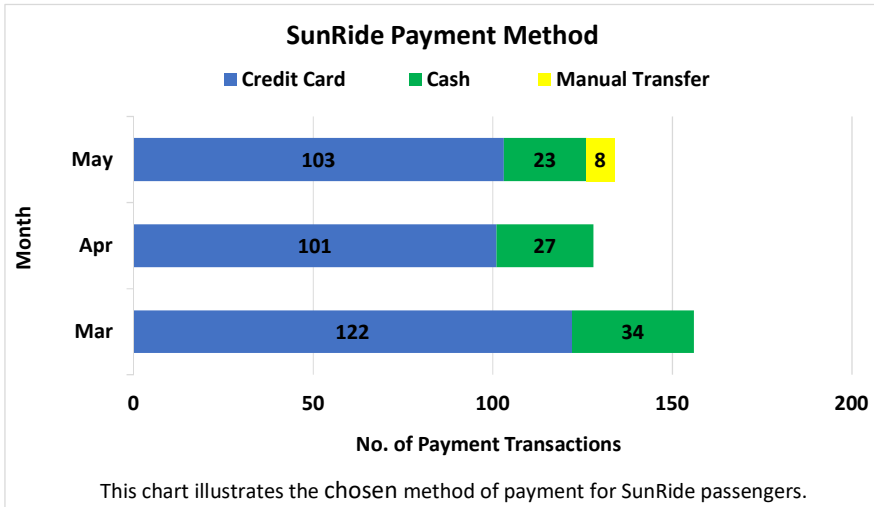
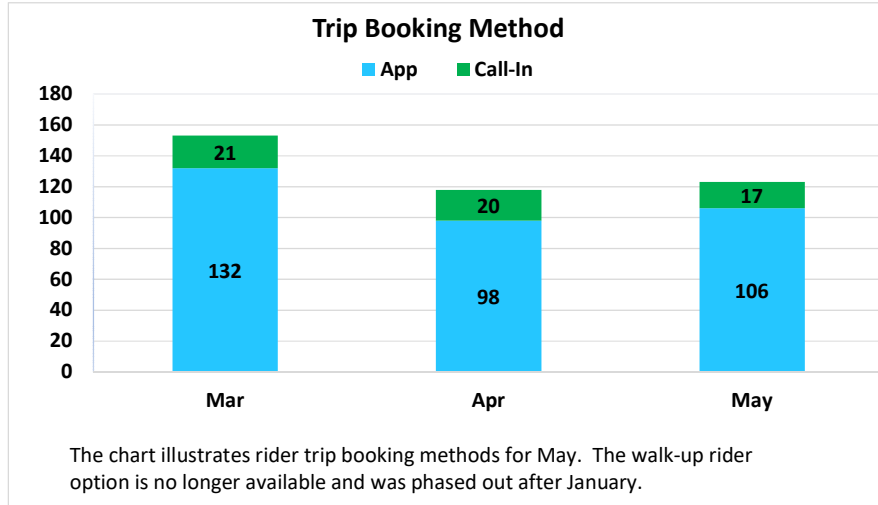
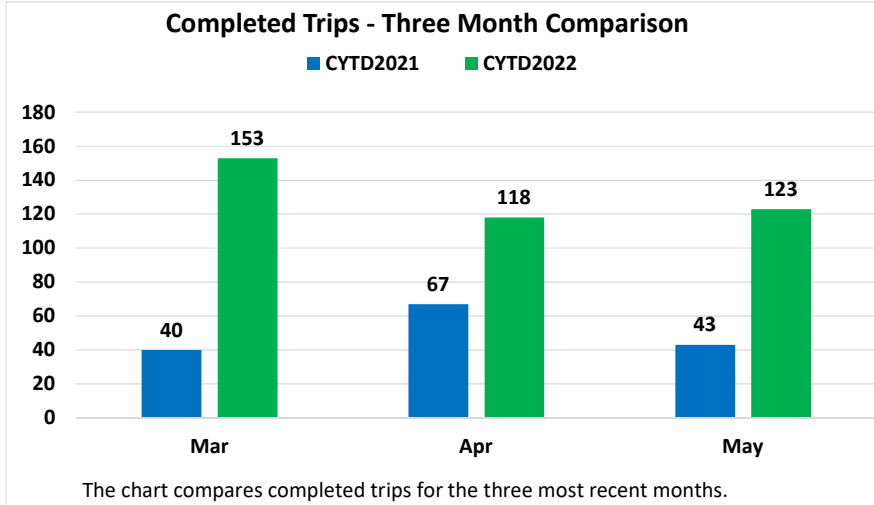
Customer Satisfaction Rating
Avg. rider trip rating 4.5
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2022

Total Completed Trips: 518

Total Number of Passengers: 546



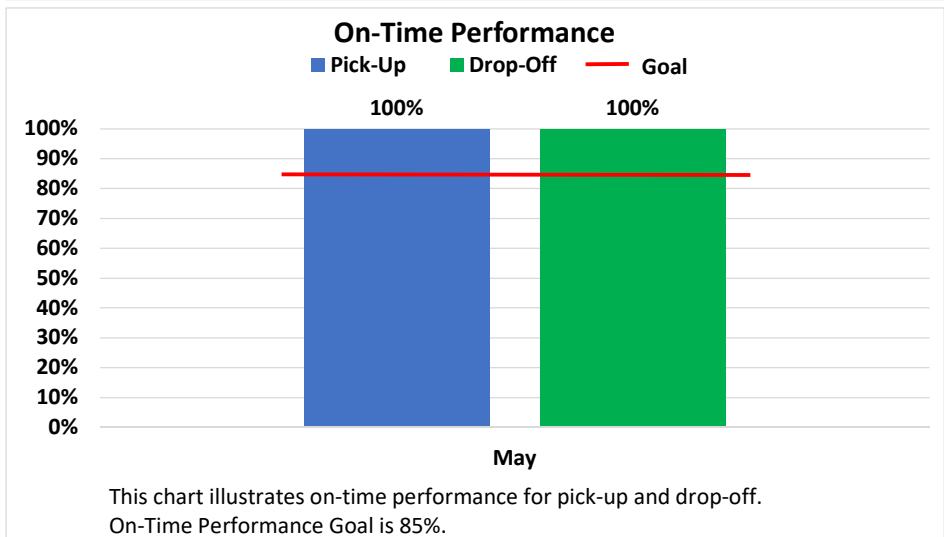
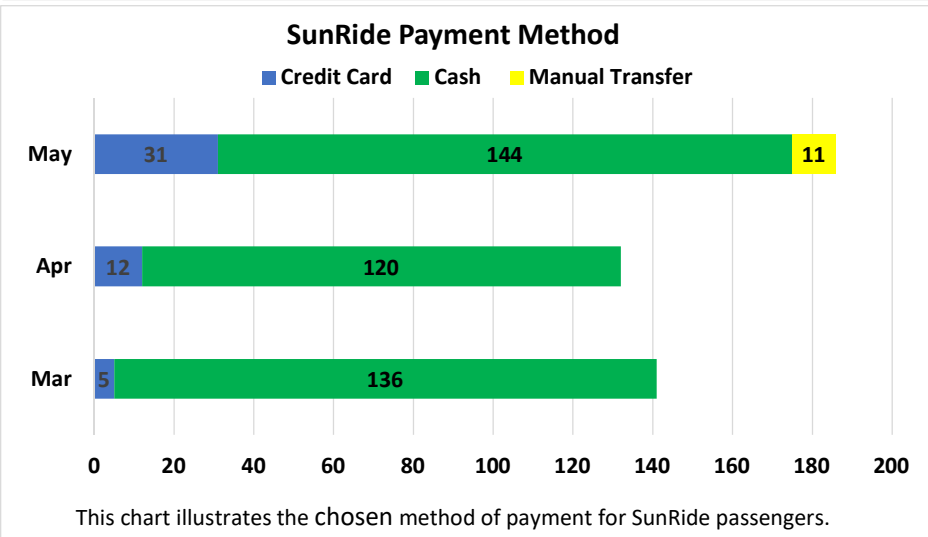
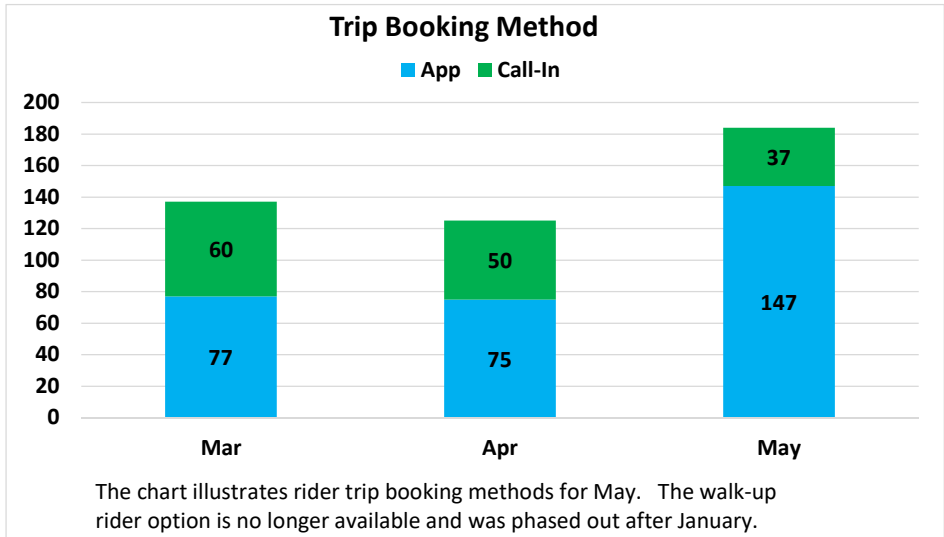
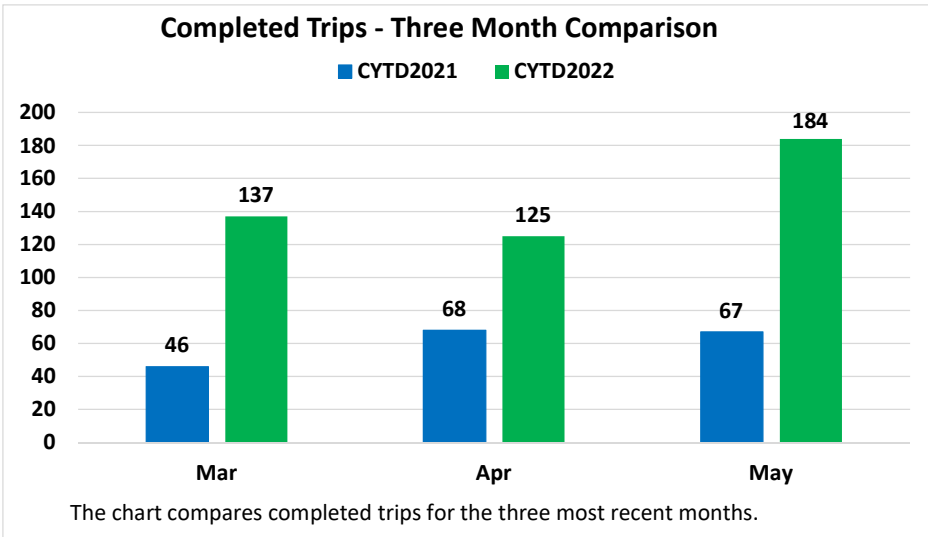
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2022

Total Completed Trips: 750

Total Number of Passengers: 769



Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5

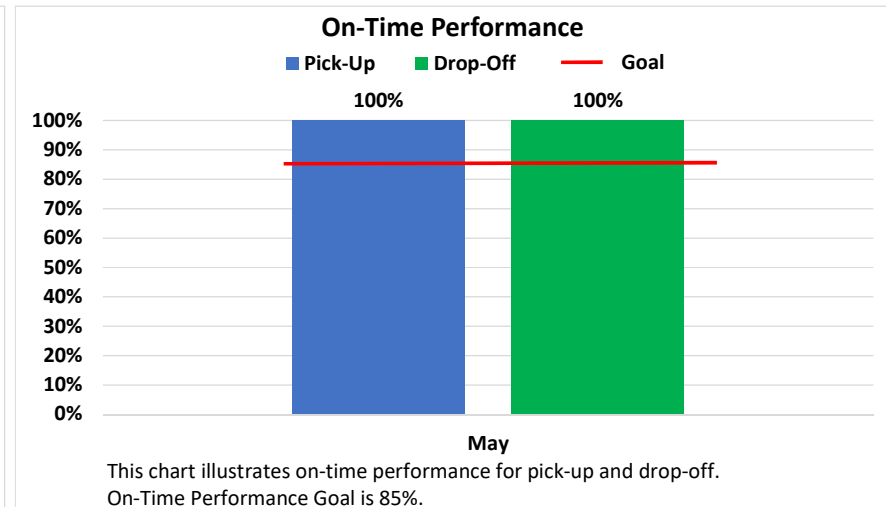
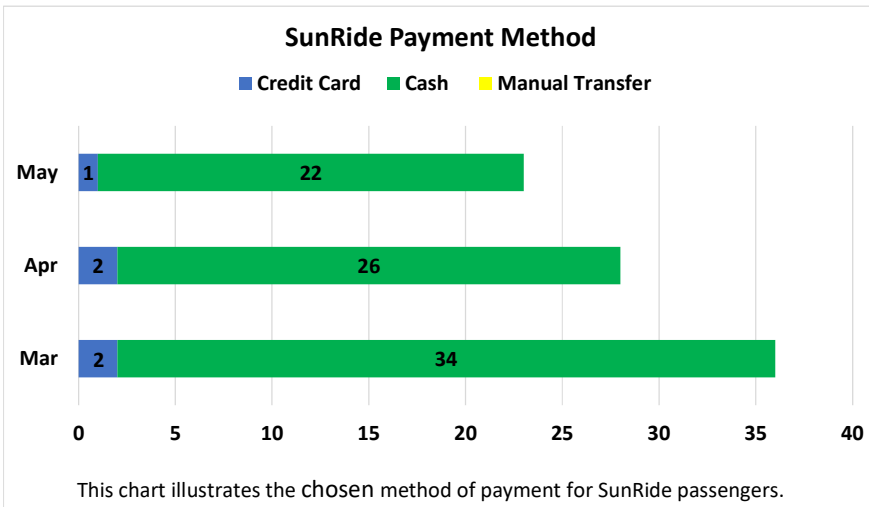
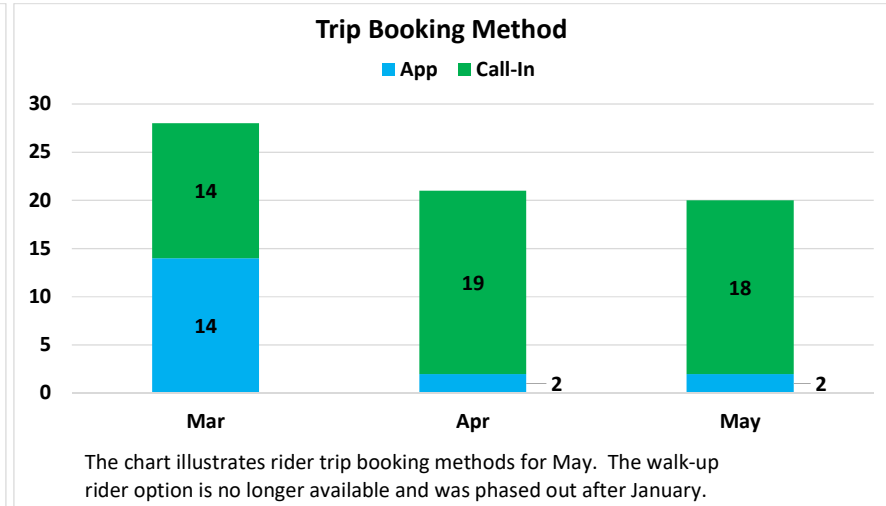
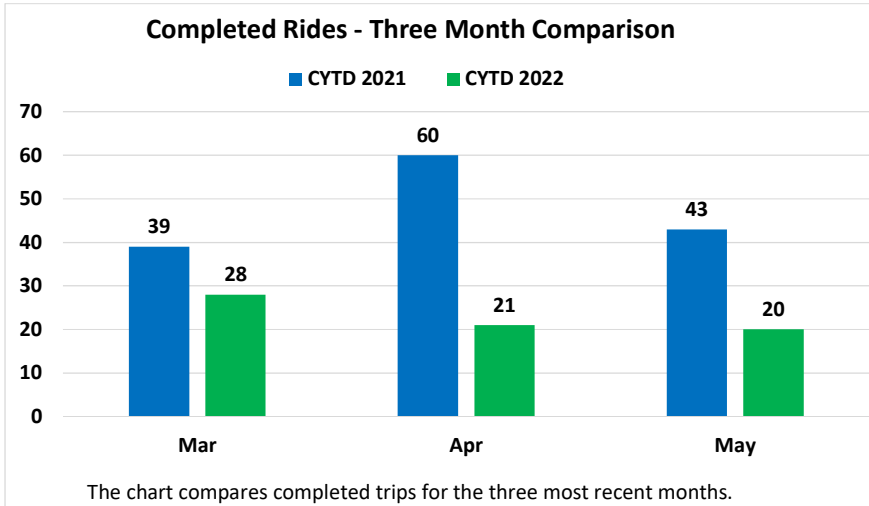


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2022

Total Completed Trips: 125

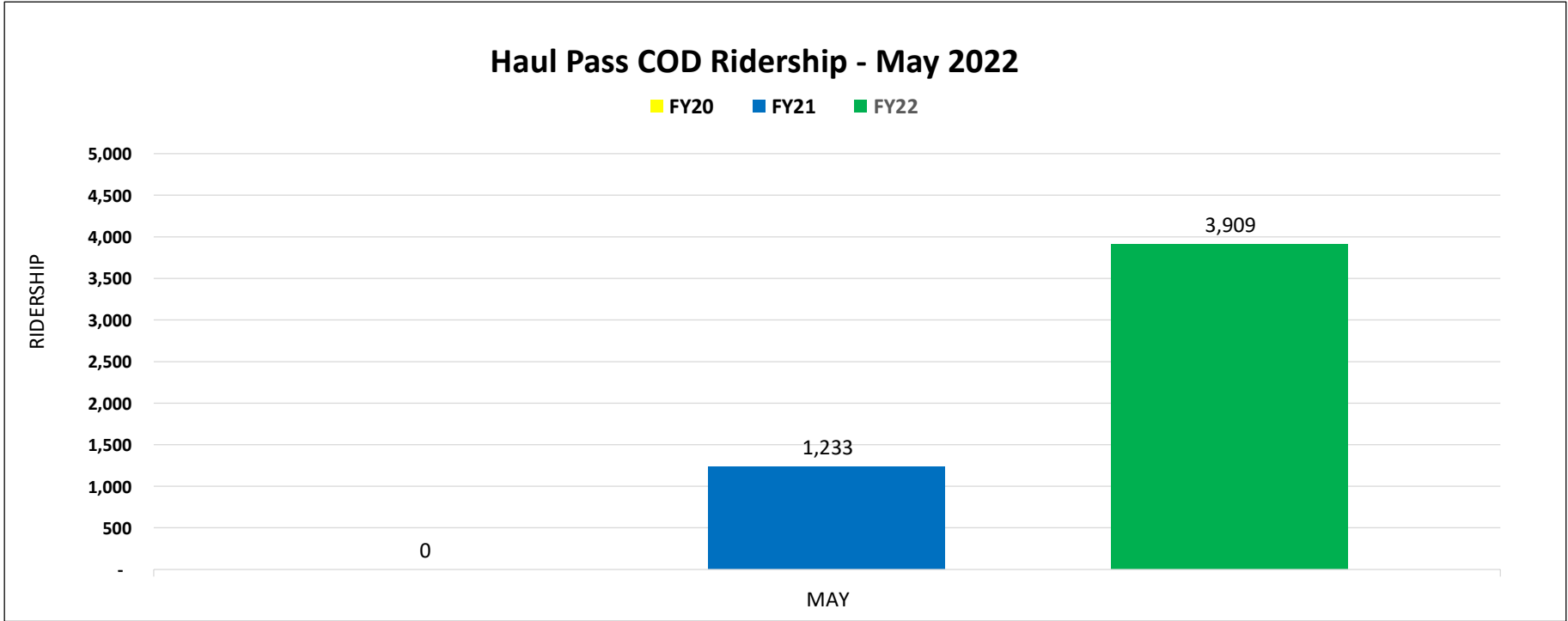
Total Number of Passengers: 150



Customer Satisfaction Rating
Avg. rider trip rating: 3.8*
Goal: 4.5

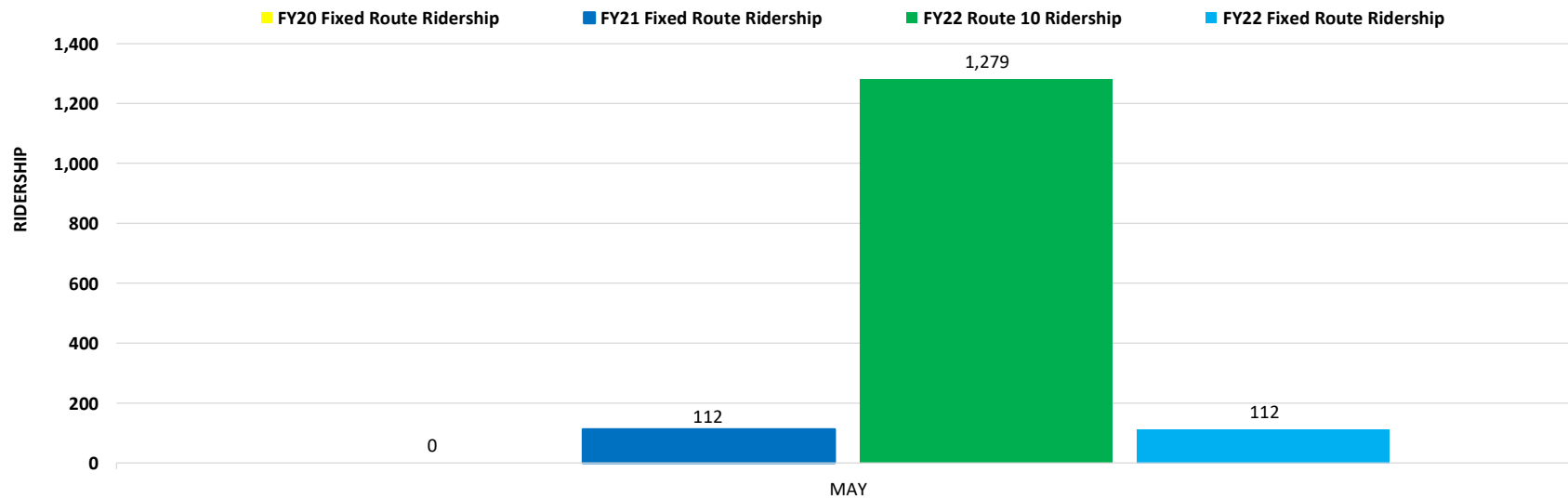


*There was a one (1)-star rating that impacted the overall customer satisfaction rating. While the rider, a non-English speaker, had a good overall experience, he may have thought one (1) was the best rating he could give (i.e. you're #1) in the rating system of 1-5 in the United States.



The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 3,909 rides from 222 unique riders.
 In May 2021, SunLine resumed fare collection.
 On October 17, 2021, SunLine commenced operations under Level 2.

Haul Pass CSUSB Ridership - May 2022



The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

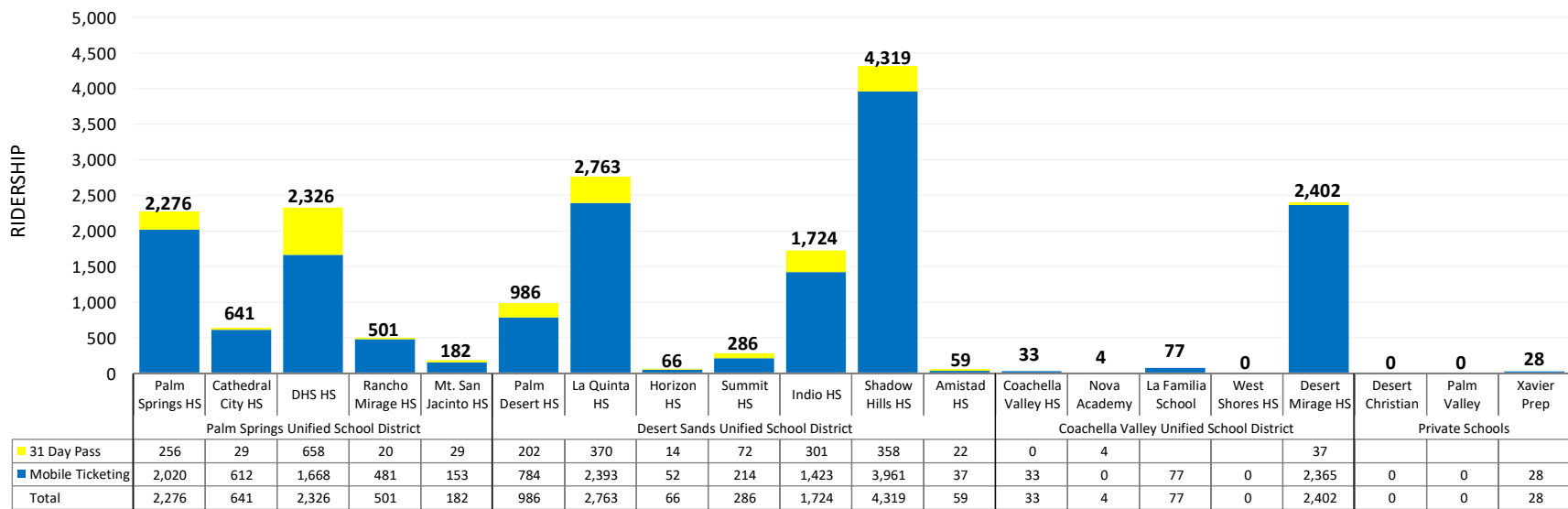
Haul Pass CSUSB contributed with 1,391 rides from 174 unique riders and a total of 1,122 rides from the Route 10.

In May 2021, SunLine resumed fare collection.

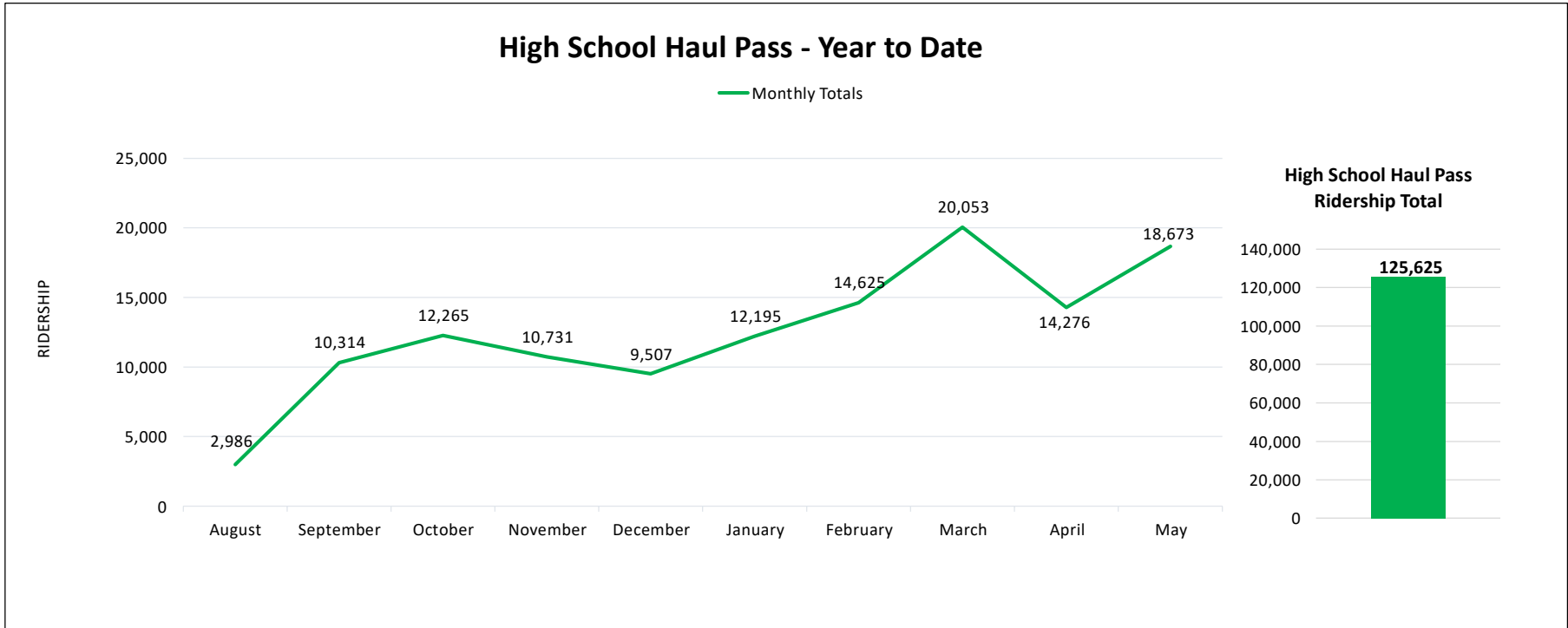
On October 17, 2021, SunLine commenced operations under Level 2.

High School Haul Pass - May 2022

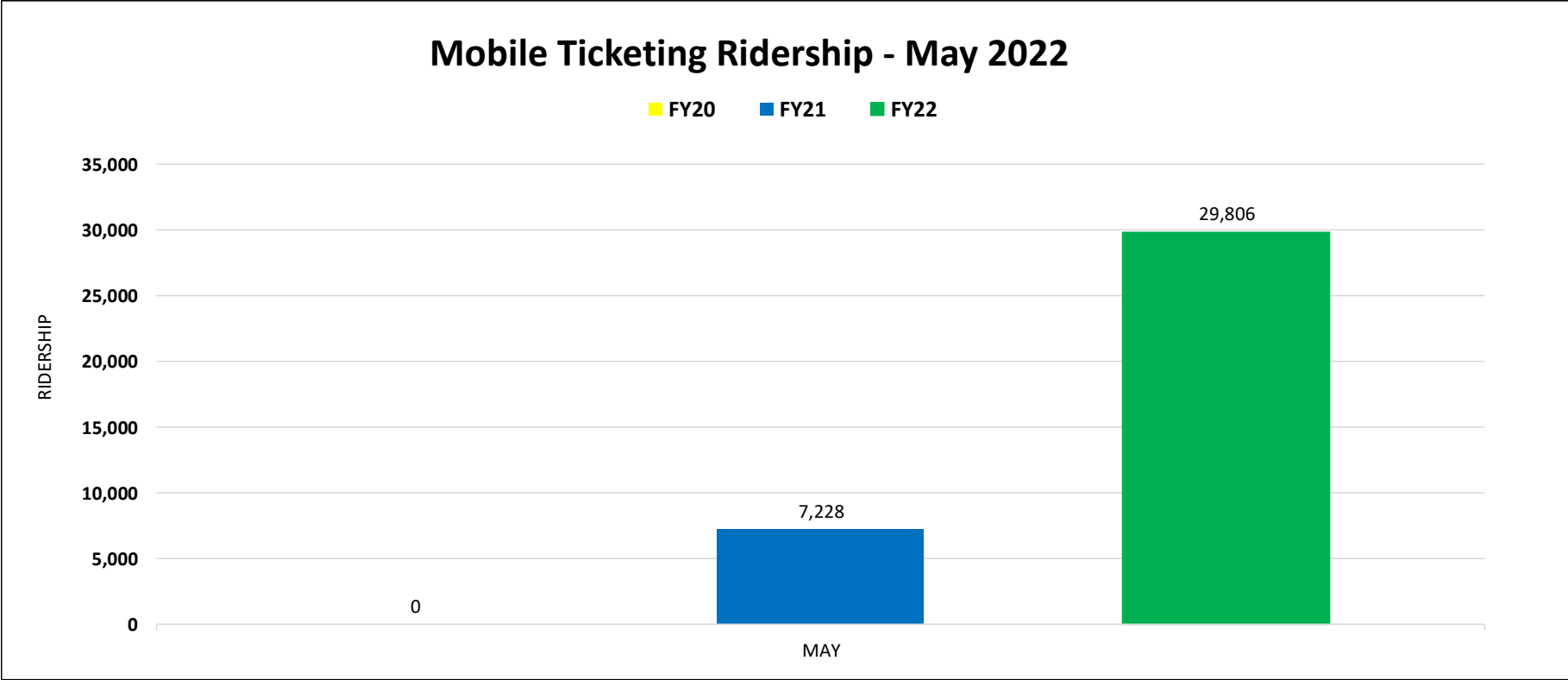
■ Mobile Ticketing ■ 31 Day Pass



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership by school for the High School Haul Pass.
 The total active users as of May 2022 are 2,426 using the High School Haul Pass.



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



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for May 2022 includes 156 paratransit mobile tickets. A total of 1,709 unique users used mobile ticketing in the month of May. In May 2021, SunLine resumed fare collection. On October 17, 2021, SunLine commenced operations under Level 2.

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 22, 2022

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2022

Summary:

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

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X		10	9	
Palm Desert	X		X	X		X	X	X	X	X	X		10	9	
Palm Springs	X		X	X		X	X	X	X	X	X		10	9	
Cathedral City	X		X	X		X	X	X	X	X	X		10	9	
Rancho Mirage	X		X	X		X	X	X	X	X	X		10	9	
Indian Wells	X		X			X	X	X	X	X	X		10	8	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella	X		X	X		X	X	X	X		X		10	8	
County of Riverside	X		X	X		X	X	X	X	X	X		10	9	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE:	June 22, 2022	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Luis Garcia, Controller/Assistant Chief Financial Officer	
RE:	Adoption of the FY23 Operating and Capital Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed FY23 operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget be submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was presented to the Finance/Audit Committee and Board of Directors on May 25, 2022. During the May meetings, staff answered questions and provided the opportunity for additional special meetings.

There have been no changes to the proposed draft budget presented at the May meeting. The proposed operating and capital budgets for the Fiscal Year 2023 are \$46,085,647 and \$25,477,005, respectively. The proposed operating budget for FY23 represents a sustainable 12.4% increase over the FY22 budget or 7.94% increase after recognition of \$1,824,582 in funded projects. The proposed FY23 budget includes cost increases to improve service and account for industry-wide challenges such as recruitment and retention of employees, ridership recovery, and inflation.

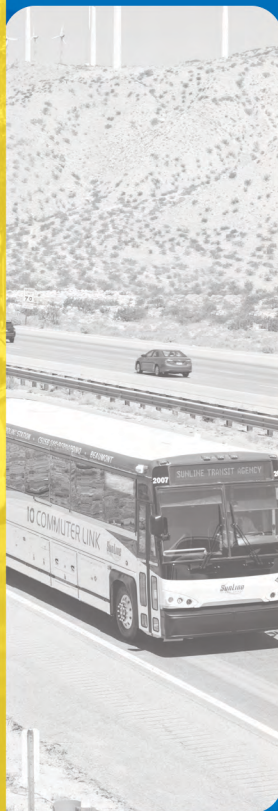
Staff believes that this budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the Agency forward. Additionally, the budgets would allow the agency to meet its mission of providing safe and environmentally conscious public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

Financial Impact

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

Attachment:

- [Item 9a](#) – FY23 STA Budget Book



Emme Hanson
8th Grade
Palm Valley School

ANNUAL BUDGET

FY2023

TABLE OF CONTENTS

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

June 22, 2022

Dear SunLine Board of Directors,

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

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

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

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

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

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2023

BOARD OF DIRECTORS

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

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Lauren Skiver

EXECUTIVE SUMMARY

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

SERVICE & RIDERSHIP

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

REVENUES & SUBSIDIES

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

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

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

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

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

CAPITAL PROJECTS

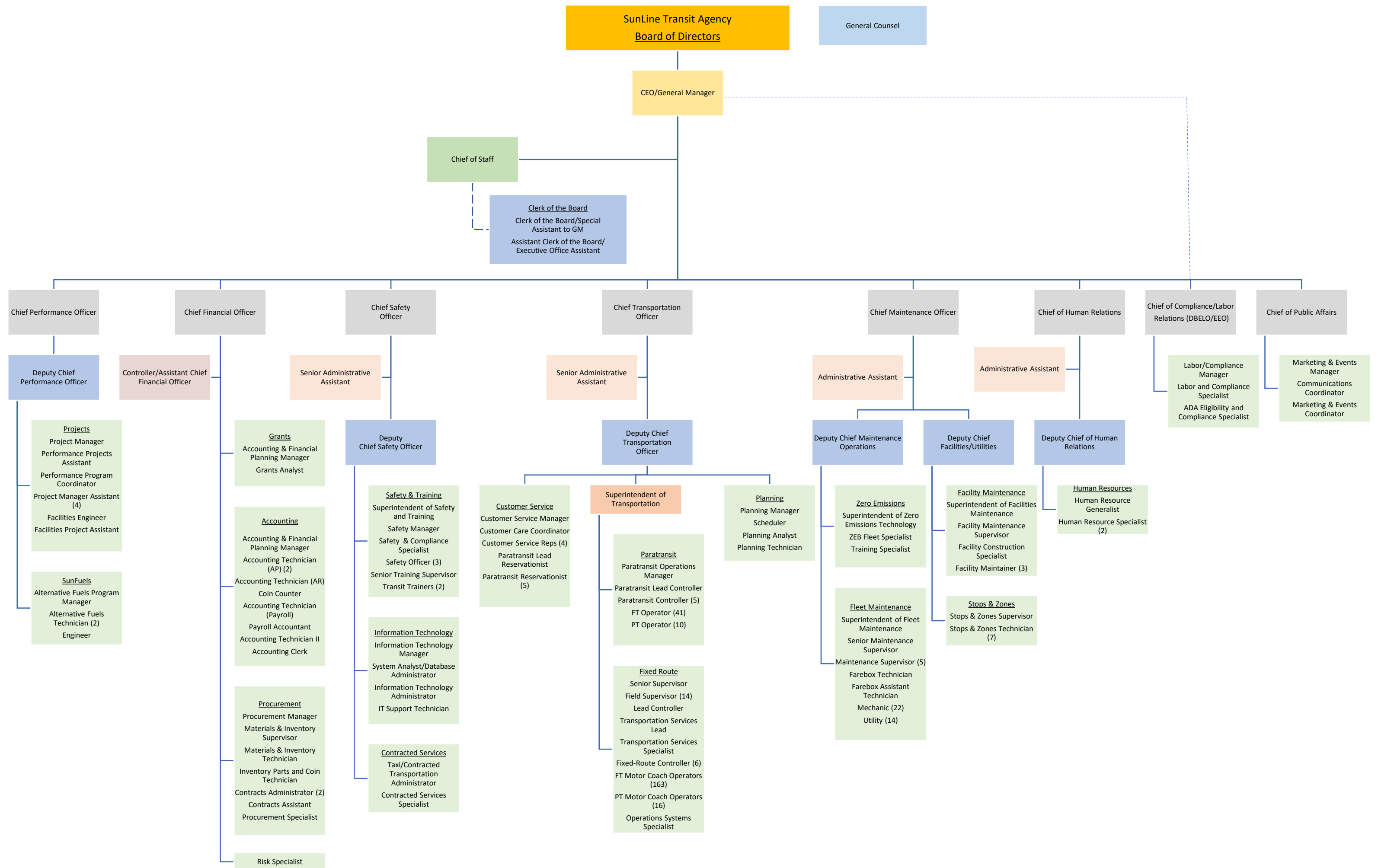
The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY23 focuses on the riders, employee equipment and facilities and continuing SunLine's investment in alternative fuel technology for vehicles and infrastructures.

New Projects

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

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

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



AGENCY PERSONNEL SUMMARY

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

Notes:

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

Performance Office

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

Transportation

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

Finance

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

AGENCY PERSONNEL SUMMARY

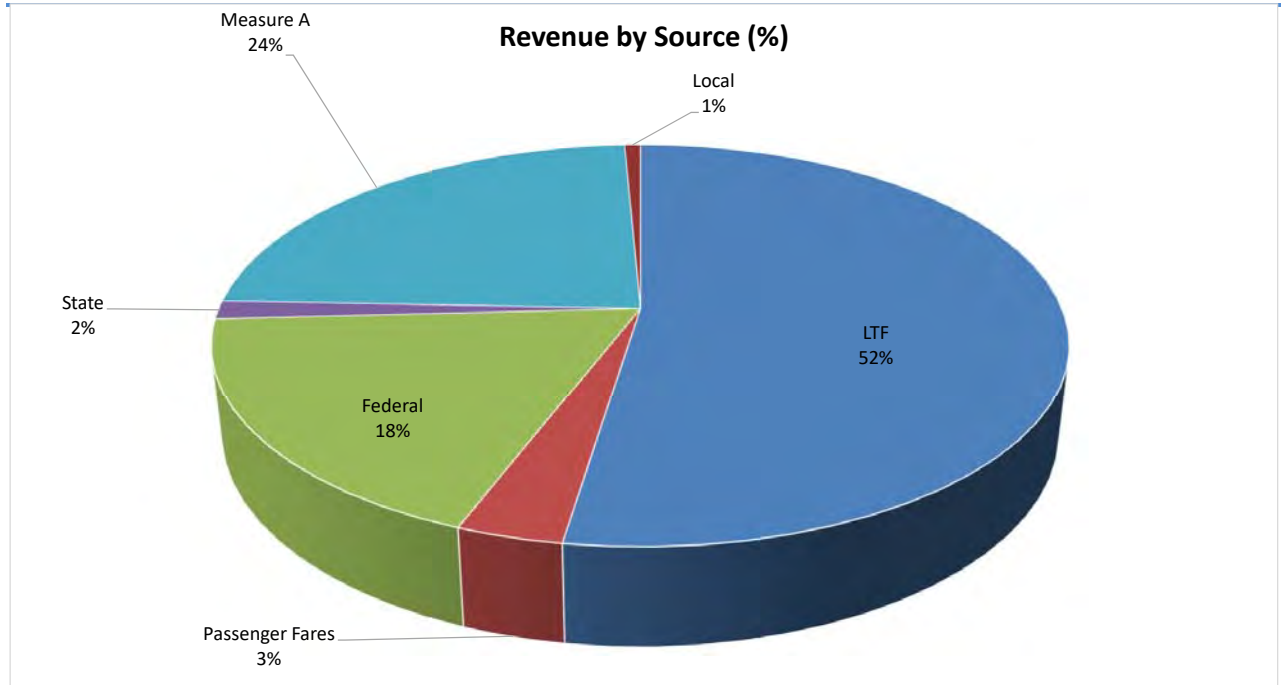
Maintenance Office

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

Safety and Security

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

REVENUE SUMMARY



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

Notes:

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

REVENUE & FUNDING SOURCES

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

CARES ACT FTA SECTION 5311

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

HAUL PASS

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

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

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

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD

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

REVENUE & FUNDING SOURCES

FTA SECTION 5311/5311(f)

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

CLEAN CITIES

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

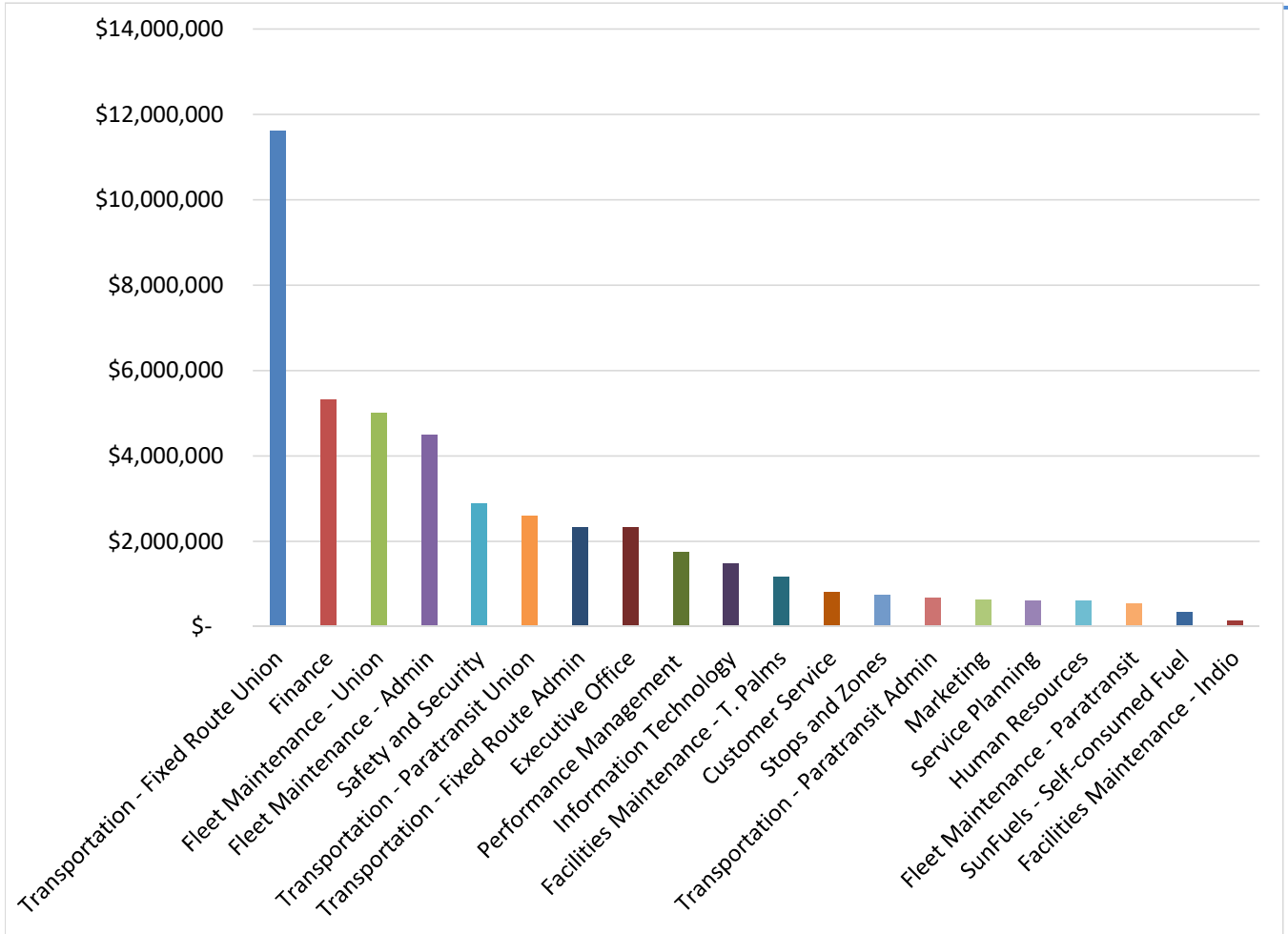
MEASURE A

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

TAXI VOUCHER PROGRAM (Passenger Sales)

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

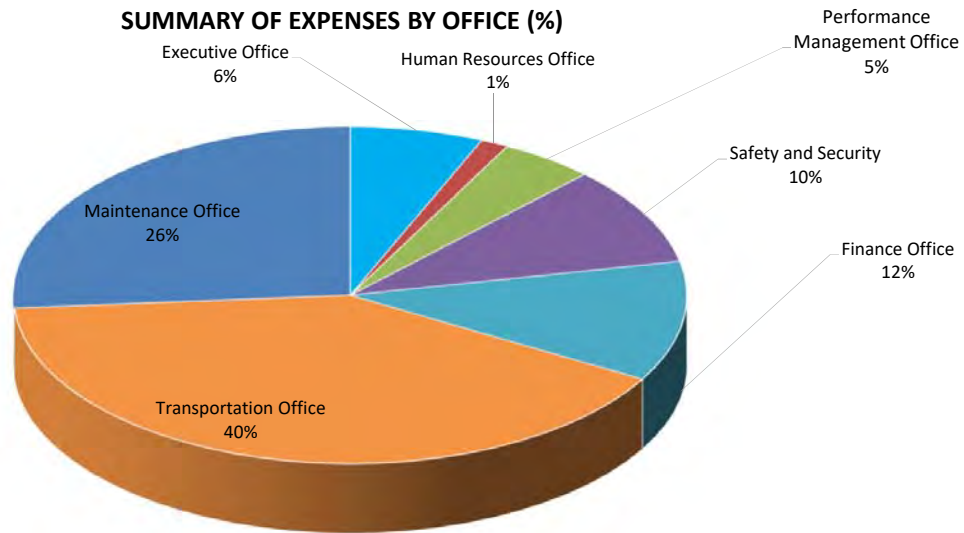
EXPENSE SUMMARY



EXPENSE SUMMARY

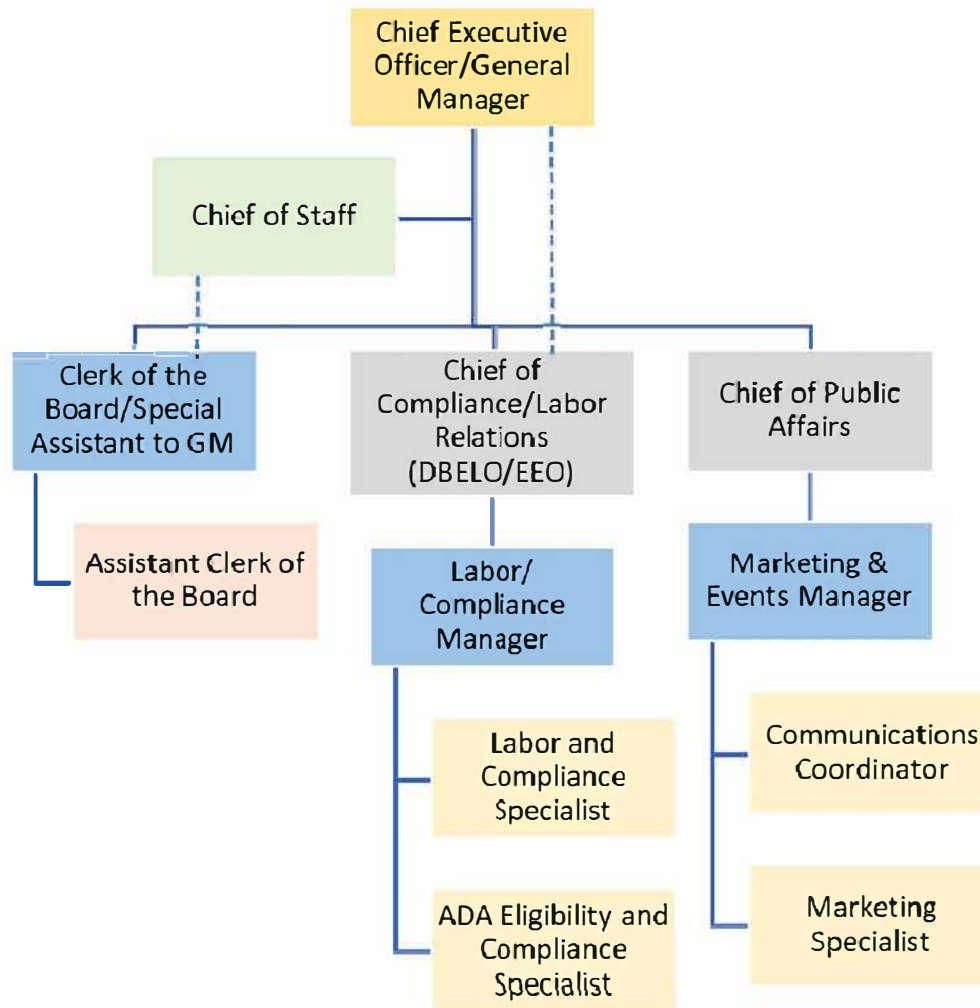
Division	Division Name	FY22 Approved Budget	FY23 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	631,513	626,863	(4,650)
40	Executive Office	1,807,960	2,318,897	510,937
HUMAN RESOURCES OFFICE				
32	Human Resources	565,038	614,956	49,918
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed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

EXPENSE SUMMARY BY OFFICE



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

EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

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

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

PERSONNEL SUMMARY

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

EXECUTIVE OFFICE - MARKETING

Division 31

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

EXECUTIVE OFFICE - MARKETING

Division 31

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

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

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

PERSONNEL SUMMARY

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

EXECUTIVE OFFICE DETAIL

Division 40

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

EXECUTIVE OFFICE DETAIL

Division 40

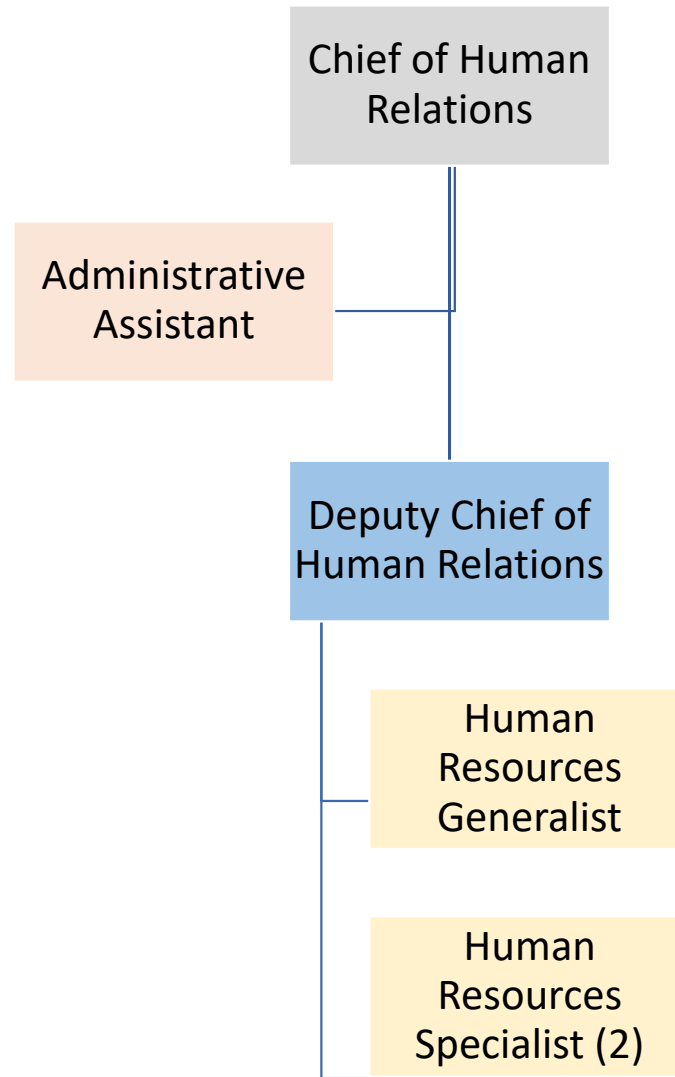
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	40,800	40,800	-
Form 700 submittal subscription	-	1,500	1,500
SHRM	-	500	500
Compliance training subscription	-	2,000	2,000
Cal Act	1,120	1,219	99
CAL Hydrogen Bus Council	11,200	12,188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

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5090200001 TRAINING/ WORKSHOP			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
Training for Clerk of the Board & Compliance staff	-	3,000	3,000
West Coast Center of Excellence	2,018	2,018	-
Sub-Total	15,000	18,000	3,000
5090200002 BOARD MEETING EXPENSES			
General board meeting costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	12,000	-
Sub-total	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Employee recognition	-	3,000	3,000
Sub-total	-	3,000	3,000
5099900002 MISCELLANEOUS EXPENSE			
Employee recognition	-	1,500	1,500
Sub-total	-	1,500	1,500
5099900004 CONSULTING-GENERAL			
General assessments	125,000	650,000	525,000
Leadership Consulting	-	50,000	50,000
Sub-total	125,000	700,000	575,000
Total Expenses	1,807,960	2,318,897	510,937

HUMAN RESOURCES OFFICE



Human Resources Office

Division 32

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

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

Human Resources Office

Division 32

PERSONNEL SUMMARY

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

Notes:

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

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

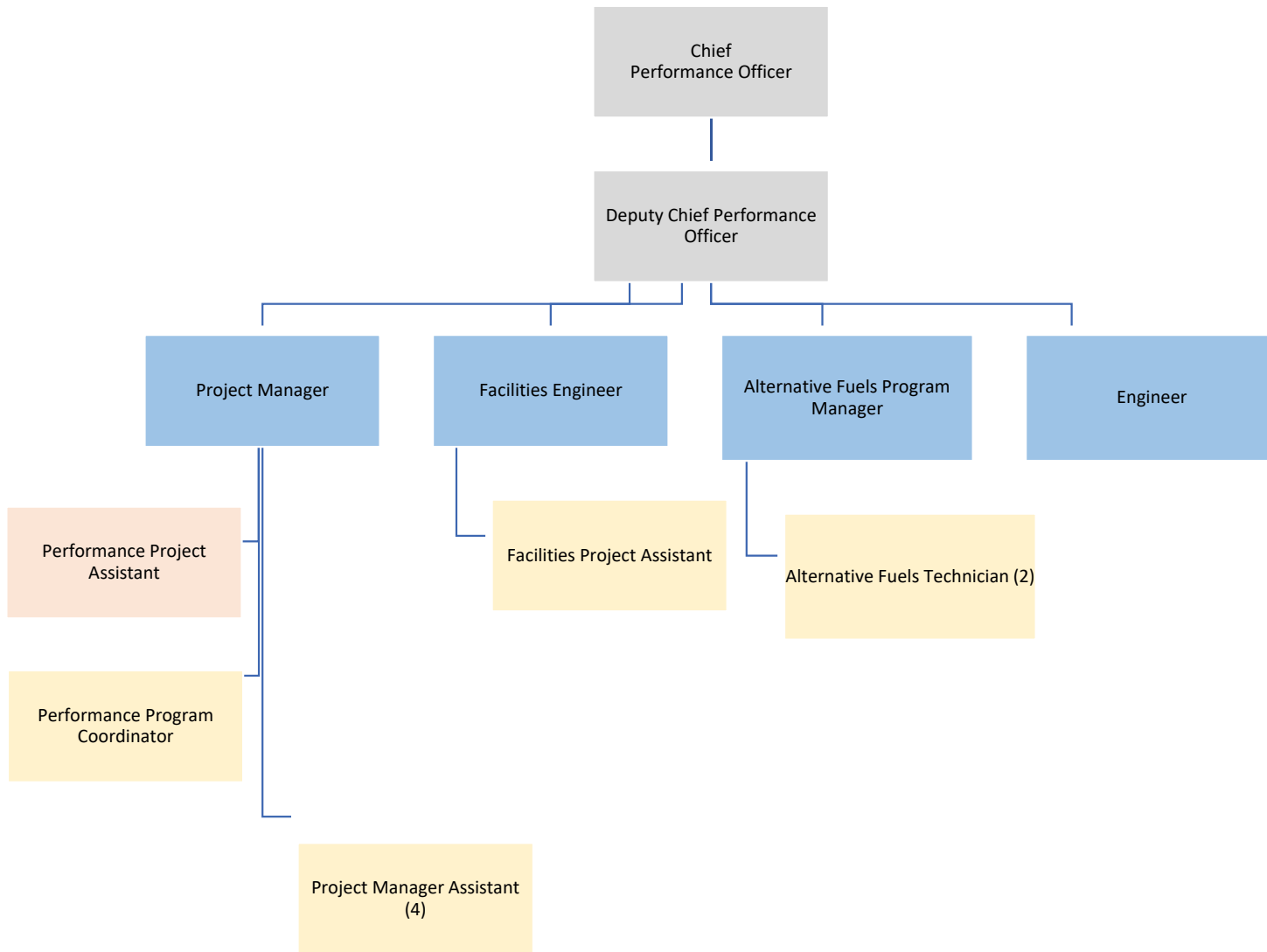
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	260,469	284,093	23,624
510201610 ADMIN SALARIES-OT	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(1,700)	(2,238)	(538)
5029999999 TOTAL FRINGE BENEFITS	164,875	190,719	25,844
Sub-total	426,644	475,574	48,930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

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

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

PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

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

Notes

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

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

PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

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

PERSONNEL SUMMARY

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

Notes

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

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

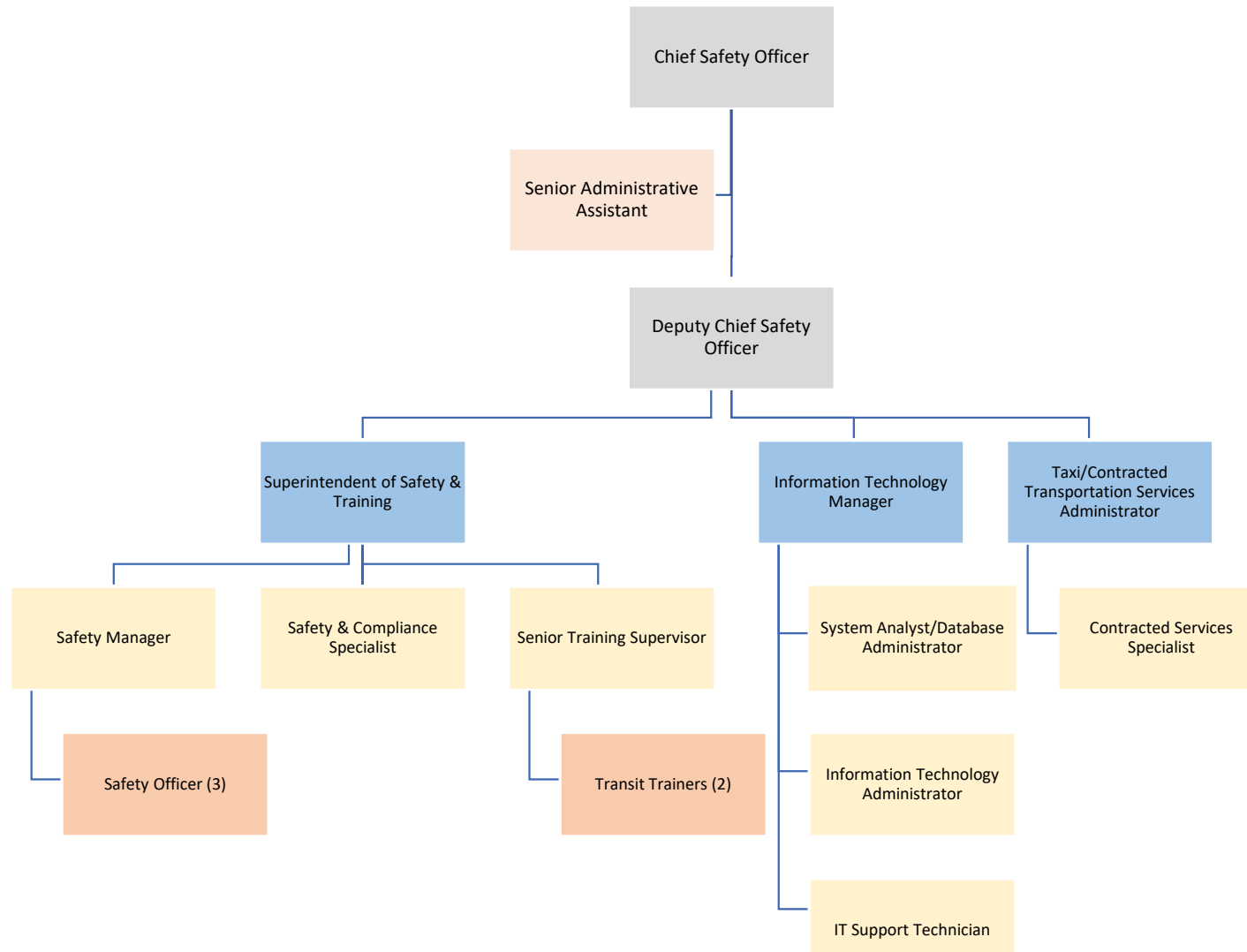
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	594,840	456,020	(138,820)
5010201610 ADMIN SALARIES-OT	1,200	-	(1,200)
5010700000 ALLOCATED SALARIES	(3,400)	(4,344)	(944)
5010700001 GRANT ALLOCATION	(15,000)	-	15,000
5029999999 TOTAL FRINGE BENEFITS	433,752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

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

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

SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

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

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

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

Notes:

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

SAFETY AND SECURITY OFFICE

Division 15

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

SAFETY AND SECURITY OFFICE

Division 15

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

SAFETY AND SECURITY OFFICE

Division 15

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

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

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

PERSONNEL SUMMARY

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

Notes:

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

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

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

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

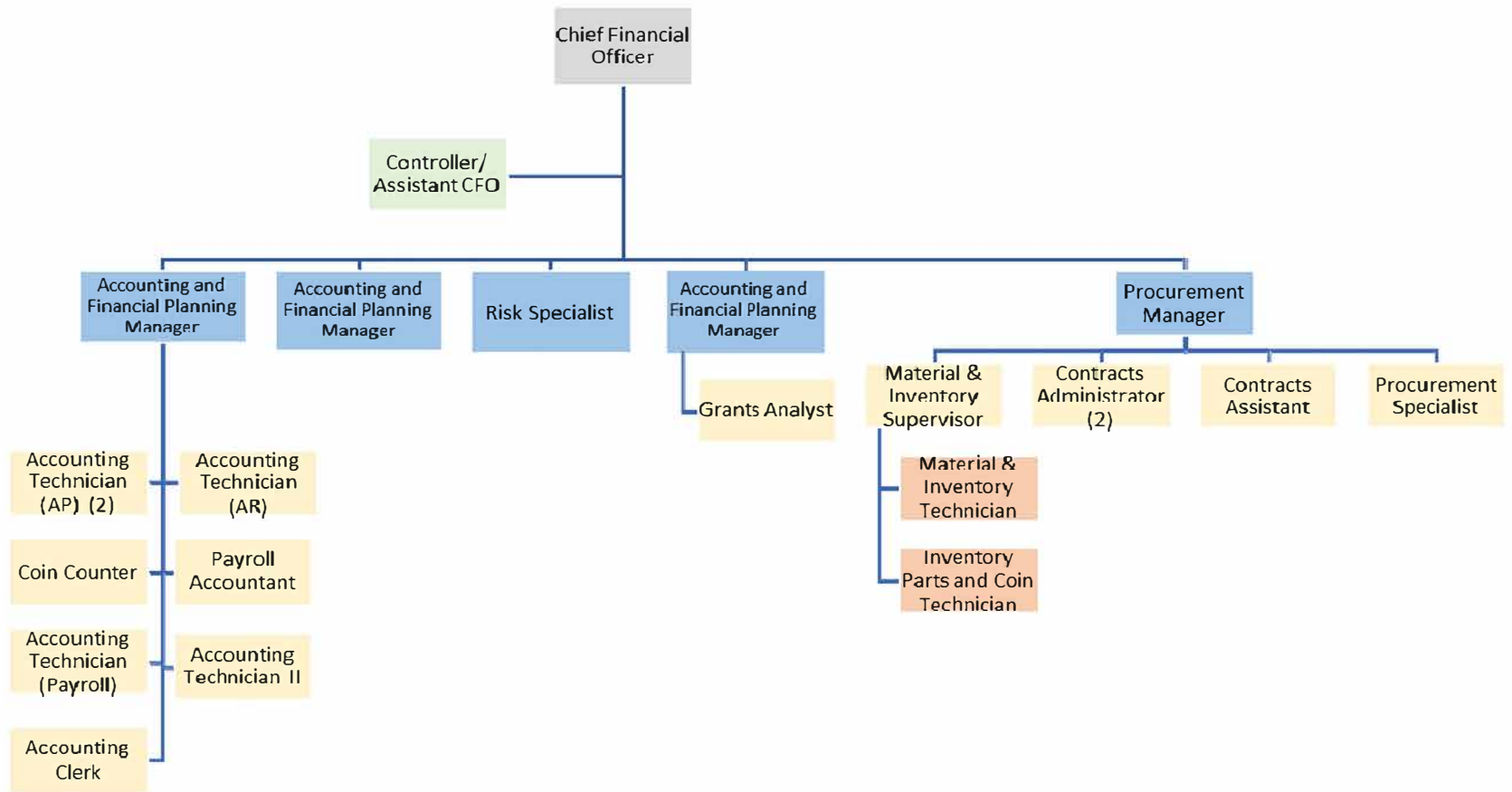
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	2,500	3,000	500
AVAIL	125,000	150,000	25,000
Barracuda Email Filter	3,000	3,600	600
Barracuda Web Filter	2,203	2,644	441
Cisco Device Support	11,000	13,200	2,200
Cloud Backup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

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

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

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY23 Goals and Objectives

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

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

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

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

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

Notes:

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

FINANCE OFFICE DETAIL

Division 41

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

FINANCE OFFICE DETAIL

Division 41

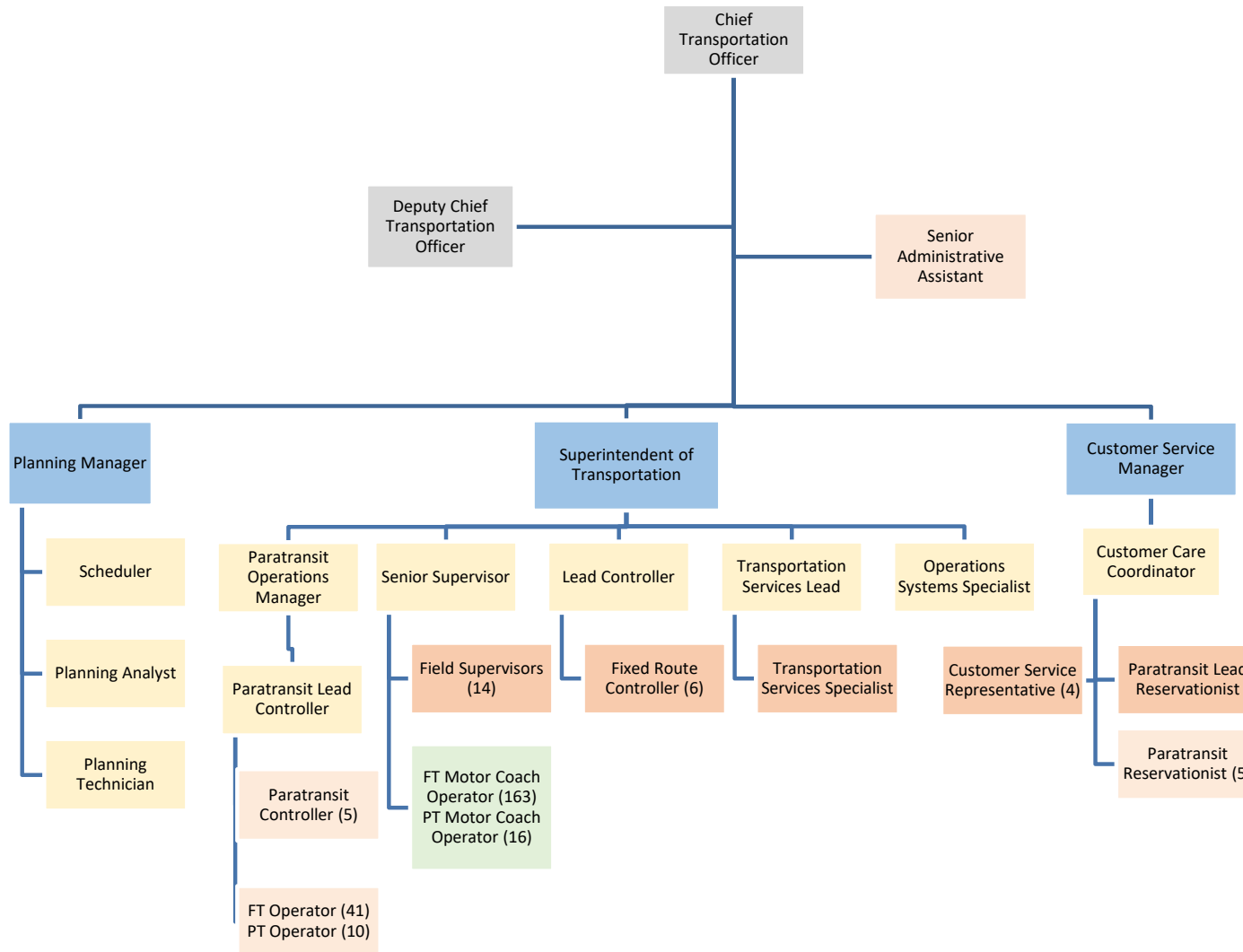
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	620,000	913,033	293,033
Sub-total	620,000	913,033	293,033
5060400000 INSURANCE LOSSES			
Costs associated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

FINANCE OFFICE DETAIL

Division 41

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

TRANSPORTATION OFFICE



TRANSPORTATION OFFICE

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

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

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

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

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

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

TRANSPORTATION OFFICE

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

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

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

PERSONNEL SUMMARY

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

Notes:

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

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

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

TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

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

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)

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

Notes:

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

PERSONNEL SUMMARY

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

Notes:

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

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

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

TRANSPORTATION OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY -PLANNING (49)

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

PERSONNEL SUMMARY

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

Notes:

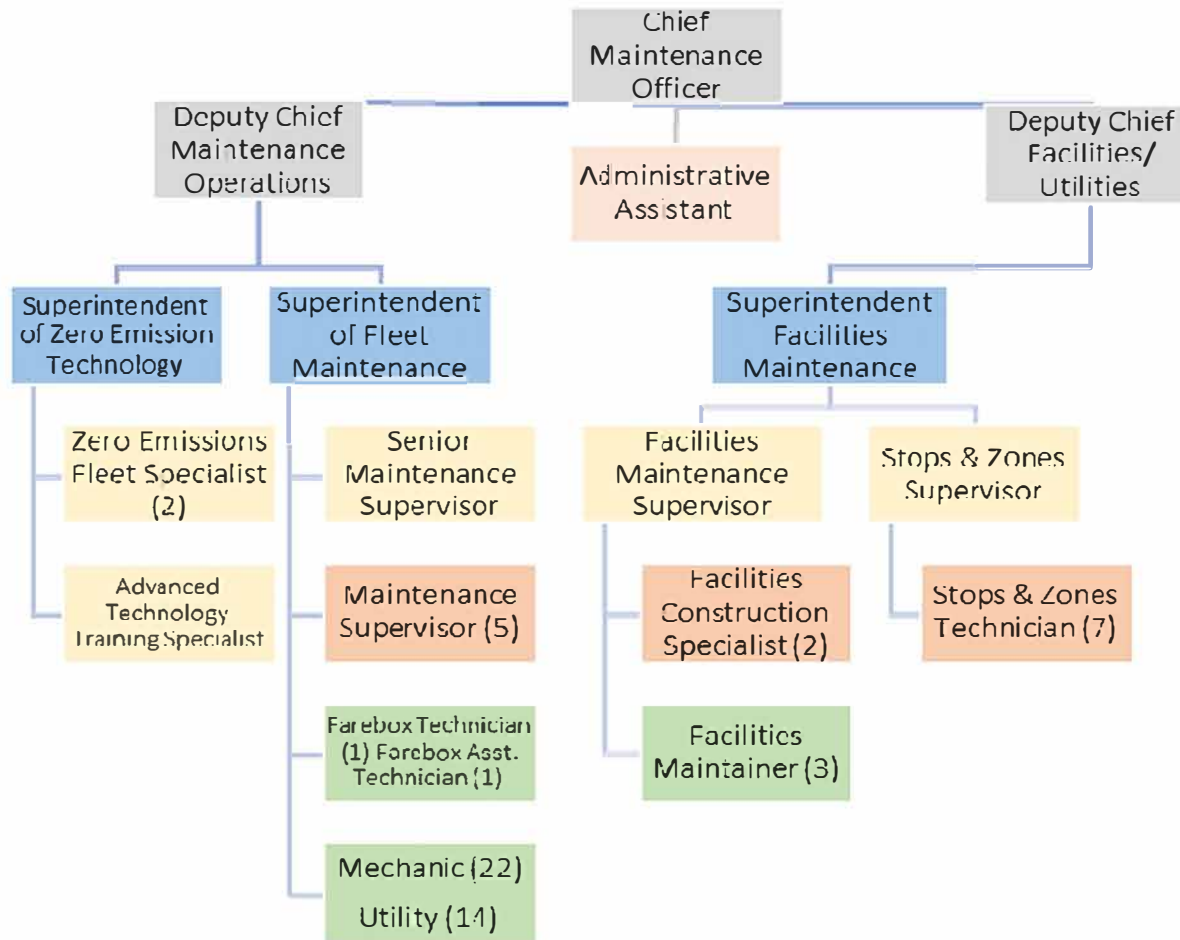
- One (1) Planning Technician was reclassified and moved to the Community and Customer Relations department.
- The four (4) remaining employees were retitled in order to more closely align with industry standard titles.

TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

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

MAINTENANCE OFFICE



MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

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

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

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

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

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

Notes:

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

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

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

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

PERSONNEL SUMMARY

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

Notes:

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY23 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

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

PERSONNEL SUMMARY

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

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

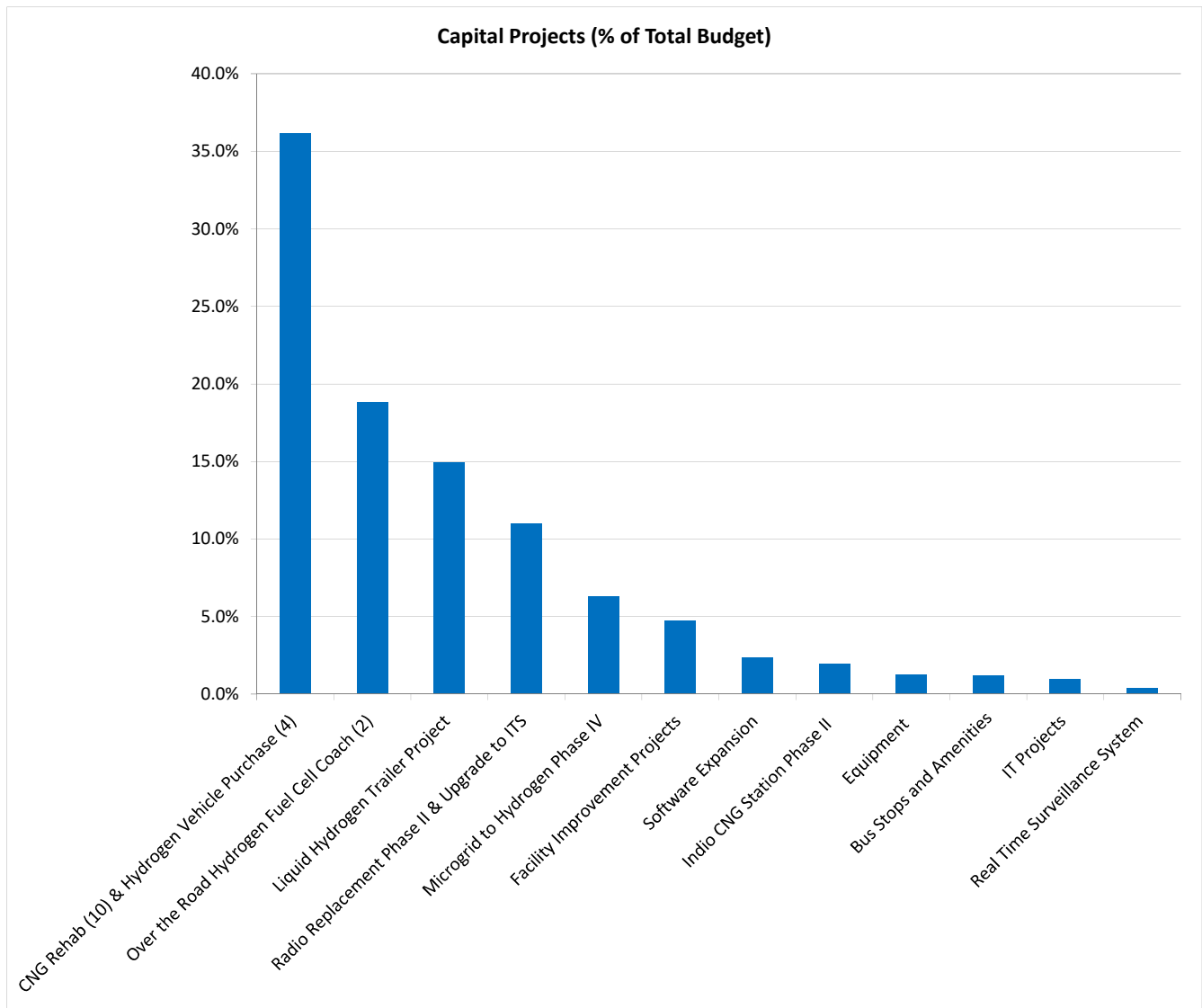
Division 25

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

CAPITAL BUDGET

SUMMARY OF CAPITAL PROJECTS

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



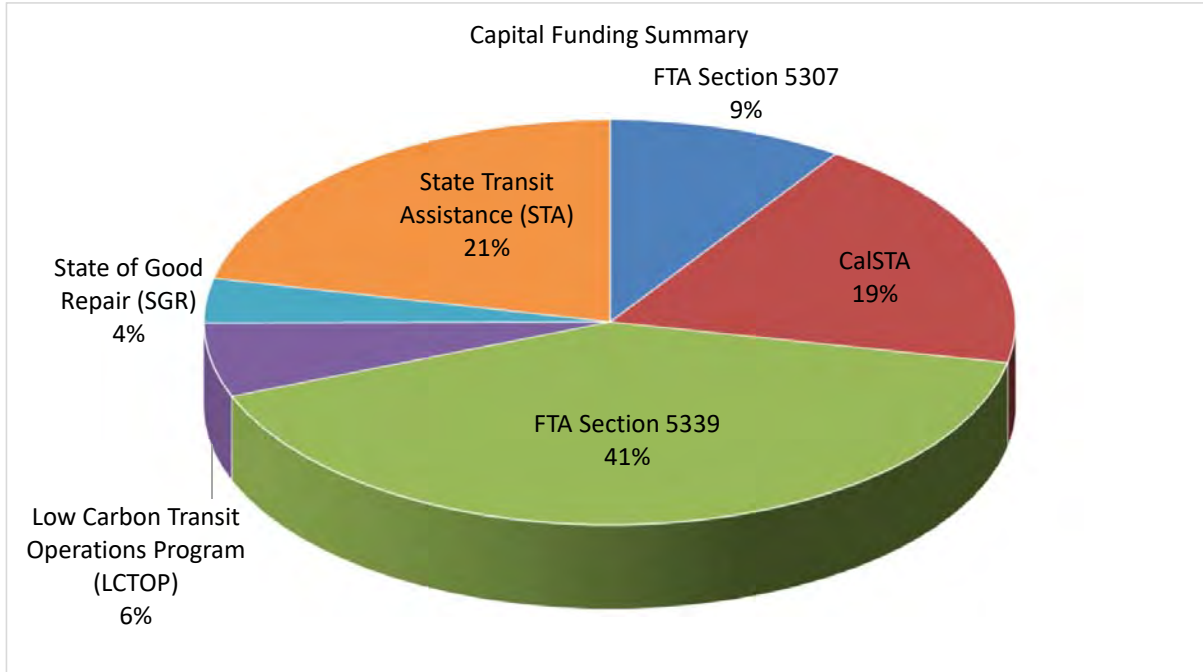
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

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

FUNDING SUMMARY

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



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

FY23 PROJECTS BY FUNDING SOURCE

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

CAPITAL PROJECTS

Facility Improvement Projects

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

PROJECT TYPE:

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

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

Over the Road Hydrogen Fuel Cell Coach (2)

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Liquid Hydrogen Trailer Project

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

PROJECT TYPE:

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

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

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

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Radio Replacement Phase II & Upgrade to ITS

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

PROJECT TYPE:

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

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

Microgrid to Hydrogen Phase IV

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

PROJECT TYPE:

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

CAPITAL PROJECTS

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

Indio CNG Station Phase II

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

IT Projects

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

PROJECT TYPE:

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

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

Bus Stops and Amenities

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

PROJECT TYPE:

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

CAPITAL PROJECTS

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

Real Time Surveillance System

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

PROJECT TYPE:

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

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

CAPITAL PROJECTS

Equipment

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

PROJECT TYPE:

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

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

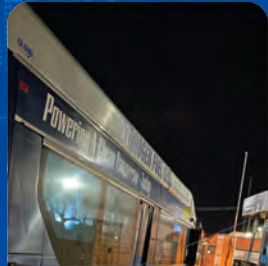
Software Expansion

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

PROJECT TYPE:

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

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



SunLine

TRANSIT AGENCY

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SunLine Transit Agency

DATE: June 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Controller/Assistant Chief Financial Officer

RE: Resolution No. 0797 to Adopt and Authorize Execution of SunLine Transit Agency Retirement Income Plan For Teamsters Local 1932

Recommendation

Recommend that the Board of Directors approve Resolution No. 0797, which adopts and authorizes the execution of the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932 (Teamsters Plan), and appoints a member of the management team to serve as the plan administrator of the new plan.

Background

SunLine, pursuant to the terms of its Memorandum of Understanding with the Amalgamated Transit Union (ATU), currently provides a defined benefit pension plan to eligible members of the ATU.

Pursuant to the terms of a Memorandum of Understanding between SunLine Transit Agency and Teamsters Local 1932, effective March 24, 2022, which the Board of Directors previously approved on March 23, 2022, SunLine agreed to provide new Teamsters members hired on or after March 1, 2022, with participation in either the ATU Plan or a separate defined benefit pension plan with the same benefit formulas as the ATU Plan.

Following consultation with SunLine's employee benefits special counsel at Best Best & Krieger, and with input from its labor and employment special counsel, SunLine's management is recommending the establishment of a separate defined benefit pension plan and trust for eligible Teamsters, effective July 1, 2022, which contains the same benefit formulas as the ATU plan. In order to simplify and facilitate the administration and management of the Teamsters plan, management directed Special Counsel, with the assistance and input of the pension consultants and actuaries currently advising SunLine with respect to the ATU plan, to prepare a new plan and trust document. The new documents are similar to the ATU plan, but contain a more streamlined administrative structure and which reserves the right to SunLine of making any necessary and appropriate amendments.

Finally, management recommends the appointment of SunLine's Chief Financial Officer or, in the absence of a Chief Financial Officer, its Controller/Assistant Chief Financial Officer to serve as the designated Plan Administrator of the new Teamsters plan.

Financial Impact

The financial impact is estimated at \$242,777 in annual employer contributions, with eligible employees required to contribute 3% of their salaries as a mandatory contribution.

Attachments:

- [Item 10a](#) – Resolution No. 0797

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0797

RESOLUTION TO ADOPT AND AUTHORIZE EXECUTION OF SUNLINE TRANSIT AGENCY RETIREMENT INCOME PLAN FOR TEAMSTERS LOCAL 1932

WHEREAS, SunLine Transit Agency recently approved a new Memorandum of Understanding (MOU) with Teamsters Local 1932, which requires SunLine to provide new Teamsters members hired on or after March 1, 2022, with participation in either the existing defined benefit pension plan maintained for members of the Amalgamated Transit Union (ATU Plan) or a separate defined benefit pension plan with the same benefit formulas as the ATU Plan; and

WHEREAS, following consultation with SunLine's employee benefits special counsel at Best Best & Krieger (Special Counsel), and with input from its labor and employment special counsel, SunLine's management is recommending the establishment of a separate defined benefit pension plan and trust for eligible Teamsters, effective July 1, 2022, which contains the same benefit formulas as the ATU Plan; and

WHEREAS, management has directed Special Counsel, with the assistance and input of the pension consultants and actuaries currently advising SunLine with respect to the ATU Plan, to prepare a new plan and trust document (collectively the Teamsters Plan) that is similar to the ATU Plan, but contains a more streamlined administrative structure and which reserves the right to SunLine of making any necessary and appropriate amendments, which may be required to comply with the Pension Reform Act of 2013 (PEPRA); and

WHEREAS, management recommends the appointment of SunLine's Chief Financial Officer or, in the absence of a Chief Financial Officer, its Controller/Assistant Chief Financial Officer to serve as the designated Plan Administrator of the Teamsters Plan; and

WHEREAS, SunLine Transit Agency wishes to adopt the Teamsters Plan and to delegate authorization to execute these documents and any required amendments thereto to the CEO/General Manager;

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency that the Teamsters Plan, as prepared at the direction and under the supervision of management by Special Counsel is hereby approved and adopted.

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager be authorized to execute the Teamsters Plan, any related trust agreement, and all documents reasonably necessary to implement the plan and to maintain its compliance with the Internal Revenue Code and PEPRA (to the extent applicable).

NOW THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of SunLine Transit Agency that it hereby designates SunLine's Chief Financial Officer or, in the absence of a Chief Financial Officer, its Controller/Assistant Chief Financial Officer to serve as the designated Plan Administrator of the Teamsters Plan

NOW THEREFORE, BE IT FURTHER RESOLVED that the CEO/General Manager and its Controller/Assistant Chief Financial Officer be authorized to take any and all actions reasonable and necessary to implement the Teamsters Plan in accordance with the MOU and applicable law.

ADOPTED THIS ____ DAY OF June, 2022

ATTEST:

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

Glenn Miller
Chair of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, EDITH F. HERNANDEZ, Clerk of the Board of Directors of SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Edith F. Hernandez
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: June 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Zero Emission Technical Support Agreement

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a technical support agreement with Zen and the Art of Clean Energy Solutions Inc. (Zen) in an amount not to exceed \$200,000 for a term of approximately 18 months subject to review and approval by SunLine's General Counsel.

Background

SunLine is under a mandate by the California Air Resources Board (CARB) to transition its fleet to zero emission by 2040. Zen drafted the Agency's Zero-Emission Bus Rollout Plan that was approved by the Board of Directors on June 24, 2020, and subsequently approved by CARB. SunLine's investments towards zero emission infrastructure improvement projects requires the technical support of qualified individuals to successfully deliver projects. The Agency also requires support in improving the quality and effectiveness of its current and future zero emission equipment and technology. The partnership with Zen has also been successful in generating revenue for SunLine by assisting with the preparation and implementation of zero emission infrastructure and rolling stock grants.

Technical support is needed in the areas of project oversight, performance modeling, technical evaluations and grant support. Zen's principal, Jeff Grant, has worked with SunLine in its hydrogen fueling program over the past 12 years. Jeff Grant has been involved with SunLine's purchase of fuel cell vehicles and the implementation of the hydrogen electrolyzer. Brendan Shaffer, an associate with Zen, is an engineer with experience in hydrogen and hydrogen fuel systems. Zen's understanding of SunLine's products and processes make them uniquely qualified to provide technical support to the Agency.

Financial Impact

The \$200,000 for this contract will be funded from a combination of Board approved capital and operating funds.

SunLine Transit Agency

DATE: June 22, 2022 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Harman Singh, Deputy Chief Performance Officer

RE: Approve Grant for SunLine West Coast Center of Excellence in Zero Emission Technology & Renewable Energy

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement with the California Energy Commission (CEC) to receive \$500,000 for the development and implementation of training for the SunLine West Coast Center of Excellence in Zero Emission Technology & Renewable Energy (WCCoE).

Background

In October 2021, CEC released a competitive grant solicitation and application package entitled "IDEAL ZEV Workforce Pilot" under the Clean Transportation Program. This grant solicitation focused on funding projects that would provide workforce training and development that supports zero emission vehicles (ZEV), ZEV infrastructure and ZEV commercial technologies in California.

Over the years, transit agencies demonstrated a need for training in zero emission technologies. With this in mind, SunLine applied to receive funding for the WCCoE to develop training focused on the deployment of zero emission technologies. SunLine's employees will benefit from these trainings as we transition to a zero emission fleet. The WCCoE training program was originally funded in 2016 by the Federal Transit Administration. SunLine was also awarded discretionary funding from the California Air Resource Board to further its training program.

The CEC funds will be utilized to provide a series of training workshops for transit and school bus fleet operators that will be offered throughout California. The program is designed to ensure that current and future generations of transit professionals are prepared to successfully procure, deploy, operate and maintain ZEVs. SunLine will also develop a new course to interest high school students in zero emission transportation technologies and the future of public transportation.

This training has proven necessary to reduce the overall costs of operating and maintaining zero emission technologies. SunLine has since established a certifying Original Equipment Manufacturer Advisory Board to standardize the training.

Financial Impact

These funds will be programmed for use in the FY23 operating budget.

SunLine Transit Agency**DATE: June 22, 2022****INFORMATION****TO: Finance/Audit Committee
Board of Directors****FROM: Rudy Le Flore, Chief Project Consultant****RE: Mobile Hydrogen Fueling System**

Background

This item is being presented to provide the SunLine Board of Directors (Board) with an update on the procurement of the Mobile Hydrogen Fueling System. As a reminder, this hydrogen fueling system was demonstrated at SunLine's Division II in Indio. The system represented one of the few times SunLine was able to fully demonstrate the technology prior to making a purchase decision.

On March 23, 2022, staff presented an approval item for the Mobile Hydrogen Fueling System to the Board. The Board gave the CEO/General Manager authority to negotiate and execute an agreement with NICE America Research Incorporated (NICE).

After the Board's action, NICE was informed by its parent company that it would no longer have access to the intellectual property rights needed to manufacture the Mobile Hydrogen Fueling System. It was communicated to SunLine that this was a decision related to the strained relationship between the Chinese government and the United States.

Therefore, negotiations were terminated with NICE and a resultant contract seems highly unlikely.