



**AGENDA
SPECIAL FINANCE COMMITTEE**

June 12, 2013

2:30 p.m.

**Board Room
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **SunLine Transit Agency Draft Operating & Capital Budgets – FY 2014** **Discussion**
(Roger Snoble)
Review and discuss draft operating and capital budgets for SunLine Transit Agency for FY 2014. ([Draft budgets separate attachment.](#))
5. **Adjourn**



ANNUAL BUDGET
FISCAL YEAR 2013-2014

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SUNLINE TRANSIT AGENCY THOUSAND PALMS, CALIFORNIA

ANNUAL BUDGET FISCAL YEAR 2013-2014

BOARD OF DIRECTORS

Robert A. Spiegel, Chairman, Palm Desert

Yvonne Parks, Vice-Chair, Desert Hot Springs

Rick Hutcheson, Palm Springs

Greg Pettis, Cathedral City

G. Dana Hobart, Rancho Mirage

Douglas Hanson, Indian Wells

Don Adolph, La Quinta

Glenn Miller, Indio

Eduardo Garcia, Coachella

John J. Benoit, Riverside County

Interim General Manager

Roger Snoble

Chief of Staff

Naomi Nightingale

DIRECTORS

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

EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY



Changes From Prior Fiscal Year

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

Assumptions

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

FY 12-13 Budget to Actual Comparison

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

Summary of Proposed Budget Changes for FY 2013-2014

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

* New Division

EXECUTIVE SUMMARY



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

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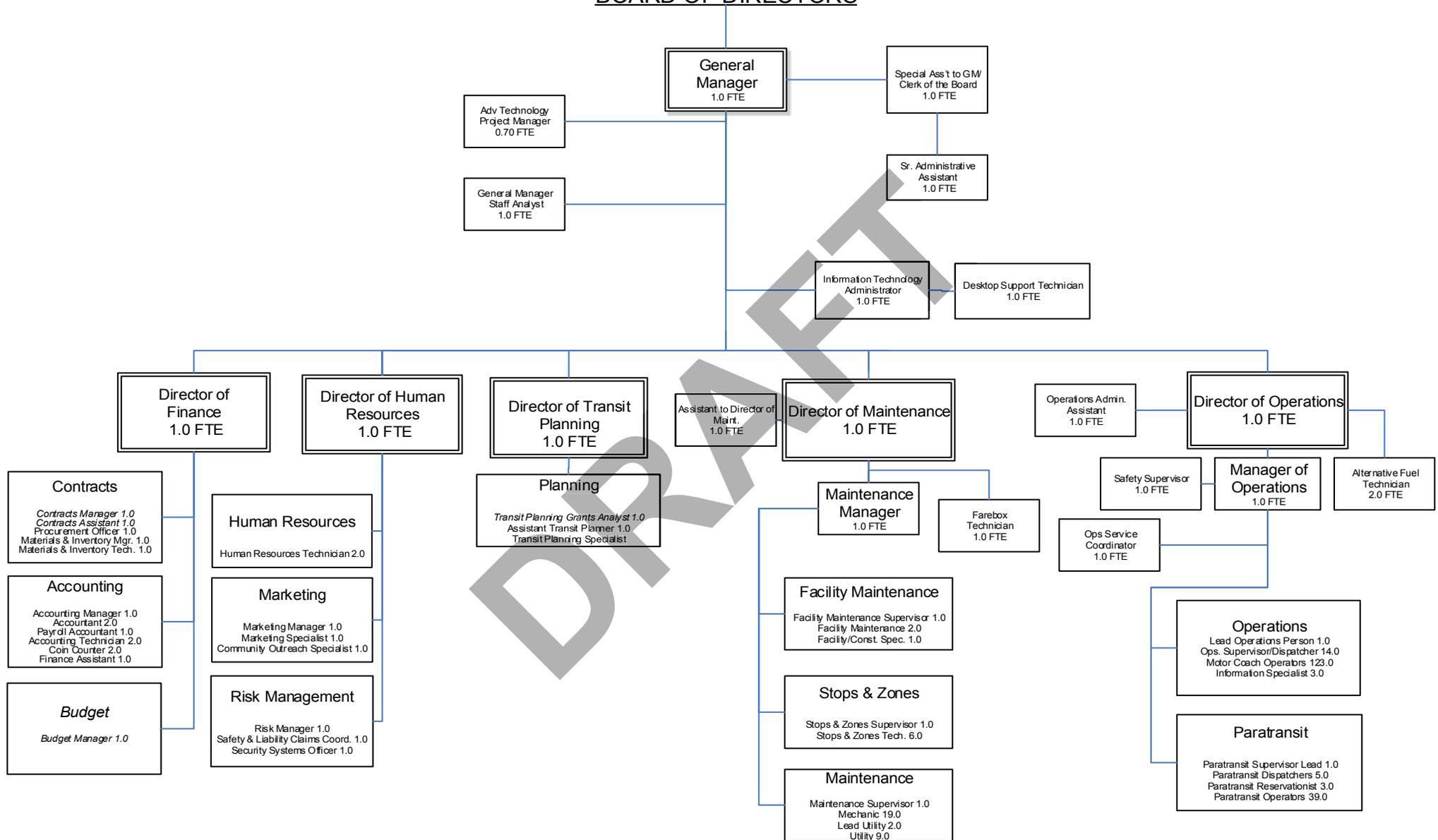
AGENCY PERSONNEL SUMMARY



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

SunLine Transit Agency

BOARD OF DIRECTORS



* Taxi Cab Administrator
EEO Officer

** Designated as DBLO

CLASSIFICATION SUMMARY



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

CLASSIFICATION SUMMARY



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

CLASSIFICATION SUMMARY



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

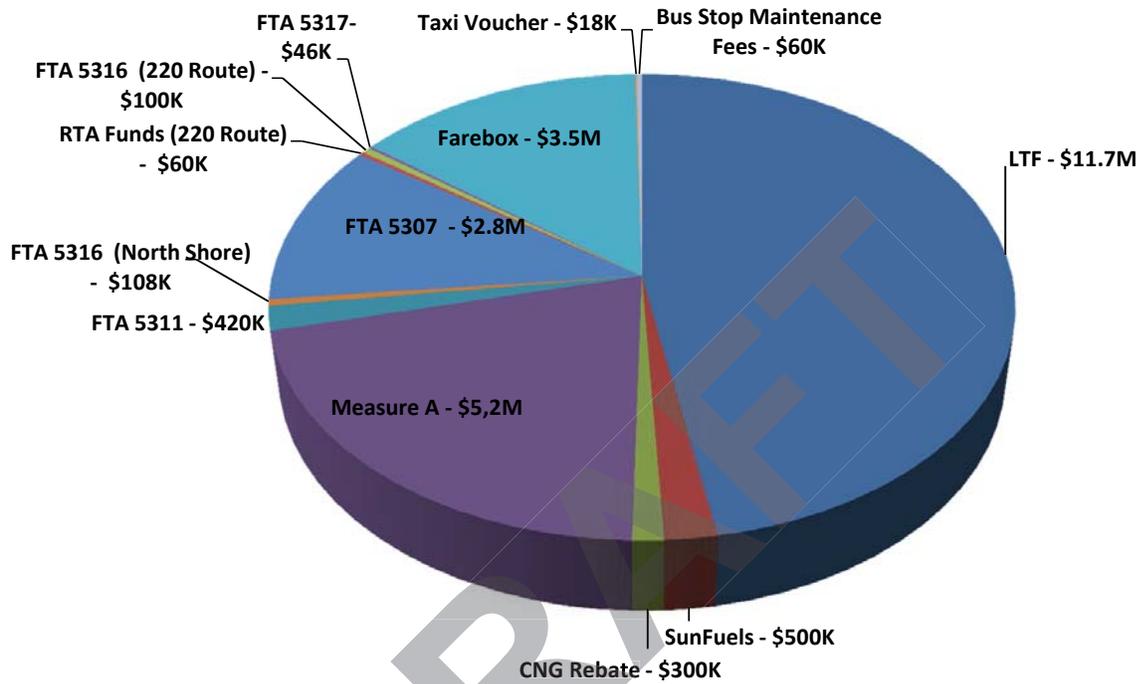
* Reclassification/Retitle of existing position

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REVENUE SUMMARY



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

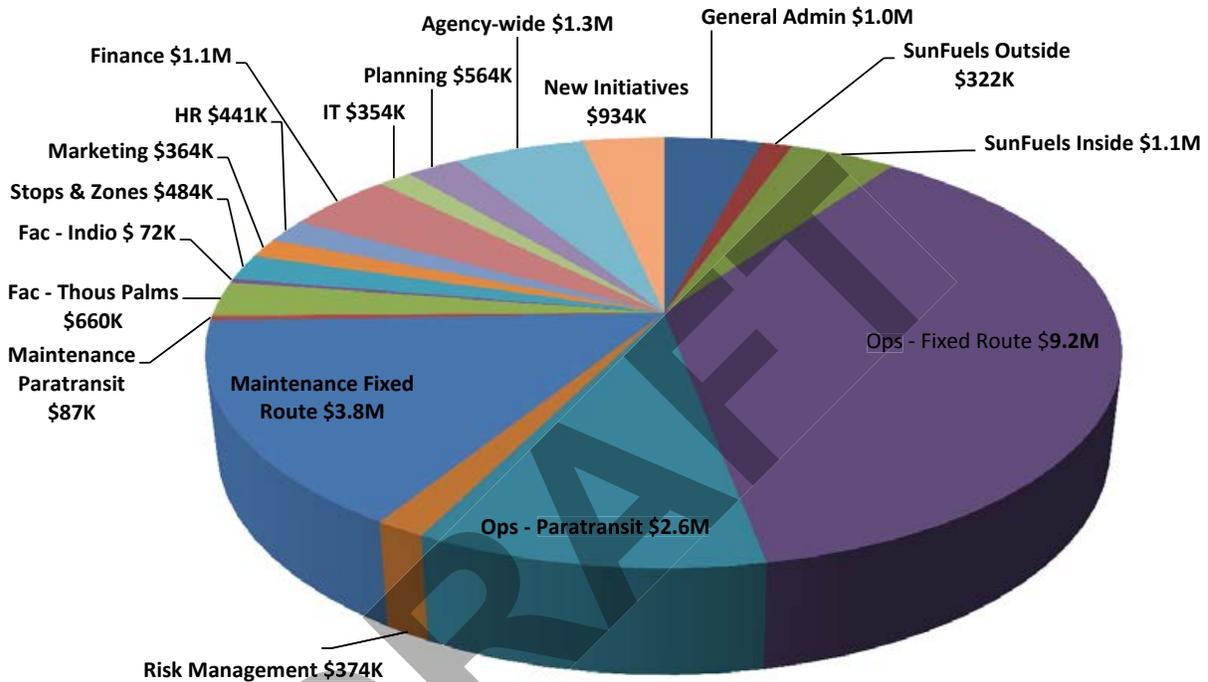


Sources of Funding (Operating)	FY 13-14 Proposed Budget	Type
Local Transportation Funds (LTF)	11,768,614	State
Measure A	5,217,000	State
FTA Section 5307	2,802,268	Federal
FTA Section 5311	420,188	Federal
FTA Section 5316 - North Shore & CommuterLink	108,635	Federal
FTA Section 5317	46,000	Federal
SunFuels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

EXPENDITURE SUMMARY



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



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

GENERAL ADMINISTRATION

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GENERAL ADMINISTRATION



Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - General Administration: 40

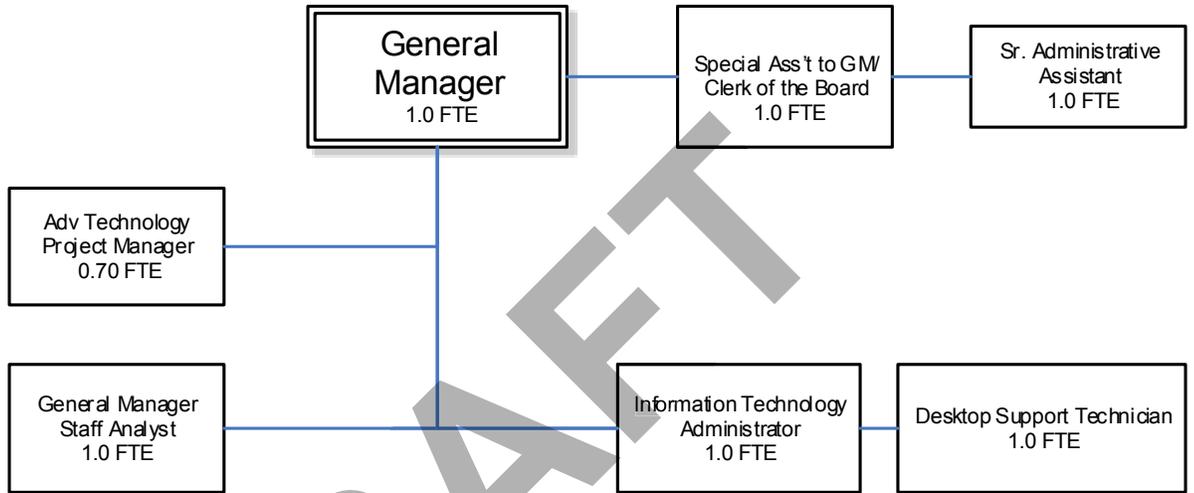
Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5010200500	Admin Salaries	380,077	427,009	46,932
	salary savings			
5010700000	Allocated Salaries	(25,000)		25,000
5020000000	Fringe Benefits	246,662	209,553	(37,109)
5030300005	Legal Services - General	168,000	168,000	0
5030200000	Public Notices	2,000	2,000	0
	Office Supplies - Copy Paper*	15,000		(15,000)
5049900001	Office Supplies - General	5,000	5,000	0
5049900002	Office Supplies - Postage*	20,000		(20,000)
5049900000	Printing Administration	5,000	5,000	0
5060800000	Insurance Admin*	3,105		(3,105)
5060100000	Insurance - Physical Damage*	114,000		(114,000)
5060300000	Insurance - Gen & Auto Liability*	200,000		(200,000)
5060100100	Insurance Premium - Property*	8,873		(8,873)
5060900100	Repair Claims*	15,000		(15,000)
5090200002	Board Meeting Expenses	3,000	3,000	0
5090200003	Board Member Compensation	6,000	6,000	0
5099900004	Consulting - General	40,000	150,000	110,000
5090201000	Employee Expenses*	20,400		(20,400)
5090100000	Membership & Subscriptions*	50,520	37,050	(13,470)
5090200000	Travel Meetings/Seminars*	55,200	23,700	(31,500)
5099900002	Miscellaneous Expense	20,000	20,000	0
	Totals	1,352,837	1,056,312	(296,525)

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

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

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

General Administration



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Expenditure Name:	Legal Services		
Expenditure Description:	Cost related to legal services		
Account Number:	5030300005	Division:	40
Account Name:	Legal Services - General		

Expense Justification

Purpose

This account is to fund on-going, general legal services in support of the agency.

Goals & Objectives

To ensure legal compliance and protect the assets of the agency.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	SunLine Transit Legal Counsel	\$168,000	\$168,000	
Total		\$168,000	\$168,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,000	
Total		\$2,000	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Material and Supplies		
Expenditure Description:	Outside costs related to general office supplies		
Account Number:	5049900001	Division:	40
Account Name:	Office Supplies - General		

Expense Justification

Purpose

This account is to fund office supplies for General Administration division for day-to-day operations.

Goals & Objectives

To fund expenditures for general office supplies.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$5,000	\$5,000	
Total		\$5,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general printing		
Account Number:	5049900000	Division:	40
Account Name:	Printing Administration		

Expense Justification

Purpose

This account is to fund printing of various SunLine forms, publications and business cards.

Goals & Objectives

To fund expenditures to print forms and publications.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$5,000	\$5,000	
Total		\$5,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to Board Meetings		
Account Number:	5090200002	Division:	40
Account Name:	Board Meeting Expenses		

Expense Justification

Purpose

This account is to fund expenditures related to conducting Board meetings.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,000	\$3,000	
Total		\$3,000	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to Board Compensation		
Account Number:	5090200003	Division:	40
Account Name:	Board Member Compensation		

Expense Justification

Purpose

This account is to fund Board Member Compensation.

Goals & Objectives

To fund Board Member stipend for Board meeting attendance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$6,000	\$6,000	
Total		\$6,000	\$6,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	APTA	\$21,000	\$21,000	
2	California Transit Association	\$10,500	\$10,500	
3	Conf of Minority Transit Officials	\$3,350	\$3,350	
4	CalAct	\$700	\$700	
5	Cal-Start	\$1,500	\$1,500	
6				
7				
8				
9				
10				
11				
12				
13				
		\$37,050	\$37,050	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Annual APTA Conference	\$3,500	\$3,500	
2	COMTO National	\$2,500	\$2,500	
3	Annual APTA Conference	\$3,500	\$3,500	
4	Annual APTA CEO Seminar	\$3,500	\$3,500	
5	APTA Legislative Conference	\$2,500	\$2,500	
6	APTA Bus & Paratransit Conf	\$3,500	\$3,500	
7	CalAct Autumn Conference	\$1,000	\$1,000	
8	CalStart Conf - Heavy Duty	\$1,200	\$1,200	
9	CTA Legislative Conference	\$1,000	\$1,000	
10	APTA Committee Meetings	\$1,500	\$1,500	
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
	Total		\$23,700	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$20,000	\$20,000	
Total		\$20,000	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

SUNFUELS

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - SunFuels: 9 (Outside Sales)

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

Expenditure Budget Summary - SunFuels: 10 (Inside Sales)

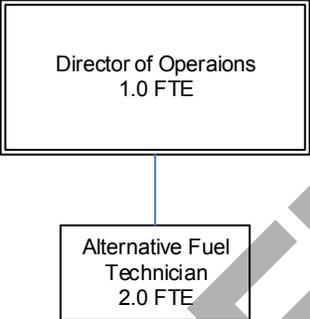
Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	92,556	63,000	(29,556)
5010201610	Admin Salaries - OT	3,000		(3,000)
5010201500	Allocated Salaries	8,000	(13,640)	(21,640)
5020000000	Fringe Benefits	69,314	40,088	(29,226)
5030200000	Advertising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

Note: Account #5090200000 was reallocated from Div 40

Personnel Summary

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

SunFuels



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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To maintain and create signage for CNG station.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$150	Ads & Marketing
Total		\$0	\$150	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$0	\$0			

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

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

To control cost to maintain budget compliance.

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Checkmate Exchange		\$342	24 hr answering services
Total		\$0	\$342	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$947	\$567		

Expenditure Name:	Services		
Expenditure Description:	Cost for shipping and freight services		
Account Number:	5039900005	Division:	9
Account Name:	Inventory - Freight		

Expense Justification

Purpose/Justification

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

Goals & Objectives

To control cost and maintain budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$150	
Total		\$0	\$150	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$750	\$196			

Expenditure Name:	Services		
Expenditure Description:	Cost of sales taxes for parts inventory		
Account Number:	5039900008	Division:	9
Account Name:	Inventory - Sales Tax		

Expense Justification

Purpose/Justification

For costs related to sales taxes on inventory parts.

Goals & Objectives

To control cost and maintain budget compliance

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$600	
Total		\$0	\$600	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,993	\$251			

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To control and monitor freight charges to ensure budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$900	
Total		\$0	\$900	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$528	\$1,441			

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To enhance technician appearance and customer service.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services		\$300	Employee Uniforms
Total		\$0	\$300	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$540	\$461		

Expenditure Name:	Office Supplies		
Expenditure Description:	Costs for general office supplies		
Account Number:	5049900001	Division:	9
Account Name:	Office Supplies		

Expense Justification

Purpose/Justification

For providing general office supplies for SunFuel's day to day operations

Goals & Objectives

To control cost and maintain budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Office Depot		\$75	Misc office supplies
Total		\$0	\$75	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	(\$22)	\$320		

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IMW		\$2,000	Parts
1			\$500	Parts
1	AtlasCop Co.		\$500	Parts
Total		\$0	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$12,278	\$5,380			

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To monitor electricity use to ensure station efficiency.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID		\$8,159	Electricity
Total		\$0	\$8,159	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$45,817	\$18,433		

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To monitor electricity to ensure station efficiency

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID		\$19,020	Electricity
Total		\$0	\$19,020	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$56,030	\$23,188			

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

Expense Justification

Purpose/Justification

For costs for natural gas used to produce Compressed Natural Gas (CNG)
 Est. usage/Therms - 729629
 Est. Cost/Therms - 0.42446
 Est. Total Cost \$309,698
 External usage \$96,123

Goals & Objectives

To monitor gas price to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Southern California Gas Co.		\$96,123	Natural Gas
Total		\$0	\$96,123	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$307,603	\$141,936		

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To monitor tax cost to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$30,000	Taxes
Total		\$0	\$30,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$92,794	\$49,781		

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To monitor bank service fees to ensure budget compliance

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$4,500	
Total		\$0	\$4,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$8,192	\$7,611			

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

Expense Justification

Purpose/Justification

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

Goals & Objectives

To control cost and monitor for budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$225	
Total		\$0	\$225	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$320	\$327			

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

Expense Justification

Purpose

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

Goals & Objectives

To maintain and create signage for CNG station.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$500	\$350	Ads & Marketing
Total		\$500	\$350	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$0	\$0			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Checkmate Exchange	\$1,000	\$798	24 hr answering services
Total		\$1,000	\$798	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$947	\$567		

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

Expense Justification

Purpose

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

Goals & Objectives

To control cost and maintain budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$500	\$350	
Total		\$500	\$350	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$750	\$196			

Expenditure Name:	Services		
Expenditure Description:	Cost of sales taxes for parts inventory		
Account Number:	5039900008	Division:	10
Account Name:	Inventory - Sales Tax		

Expense Justification

Purpose

For costs related to sales taxes on inventory parts.

Goals & Objectives

To control cost and maintain budget compliance

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$1,400	
Total		\$2,000	\$1,400	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,993	\$251			

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

Expense Justification

Purpose

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

Goals & Objectives

To control and monitor freight charges to ensure budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,500	\$2,100	
Total		\$1,500	\$2,100	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$528	\$1,441			

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance technician appearance and customer service.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$1,000	\$700	Employee Uniforms
Total		\$1,000	\$700	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$540	\$461		

Expenditure Name:	Office Supplies		
Expenditure Description:	Costs for general office supplies		
Account Number:	5049900001	Division:	10
Account Name:	Office Supplies		

Expense Justification

Purpose

For providing general office supplies for SunFuel's day to day operations

Goals & Objectives

To control cost and maintain budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Office Depot	\$250	\$175	Misc office supplies
Total		\$250	\$175	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	(\$22)	\$320			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Hyradix	\$5,000	\$6,000	Parts
Total		\$5,000	\$6,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$6,841	\$3,099		

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

Expense Justification

Purpose

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

Goals & Objectives

To monitor electricity to ensure station efficiency

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID	\$33,431	\$36,842	Electricity
Total		\$33,431	\$36,842	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$45,817	\$18,433		

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

Expense Justification

Purpose

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

Goals & Objectives

To monitor electricity to ensure station efficiency

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID	\$43,460	\$30,980	Electricity
Total		\$43,460	\$30,980	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$56,030	\$23,188		

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

Expense Justification

Purpose

For costs of electricity used to produce Hydrogen.
 Est. Usage/KW - 170,000
 Est. Cost/KW - 0.12419
 Est. Total Cost - \$21,113

Goals & Objectives

To monitor electricity usage to ensure station efficiency

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	IID	\$19,315	\$21,113	Electricity
Total		\$19,315	\$21,113	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$22,306	\$8,969		

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

Expense Justification

Purpose

For costs of natural gas used to produce Compressed Natural Gas (CNG)
 Est. usage/Therms - 1338585
 Est. Cost/Therms - 0.4281
 Est. Total cost \$573,048
 Internal usage- \$471,621

Goals & Objectives

To monitor gas price to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Southern California Gas Co.	\$433,727	\$471,621	Natural Gas
Total		\$433,727	\$471,621	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$596,217	\$267,660		

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

Expense Justification

Purpose

For costs for natural gas used to produce Compressed Natural Gas (CNG)
 Est. usage/Therms - 729629
 Est. Cost/Therms - 0.42446
 Est. Total Cost \$309,698
 Internal usage \$213,485

Goals & Objectives

To monitor gas price to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Southern California Gas Co.	\$224,258	\$213,485	Natural Gas
Total		\$224,258	\$213,485	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$307,603	\$141,936		

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

Expense Justification

Purpose

For costs of natural gas used to produce Hydrogen.
 Est. usage/Therms - 80,395
 Est. Cost/Therms - 0.4281
 Est. Total Costs - \$34,417

Goals & Objectives

Monitor gas price to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Southern California Gas Co.	\$31,202	\$34,417	Natural Gas
Total		\$31,202	\$34,417	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$34,650	\$17,210		

Expenditure Name:	Taxes & Fees		
Expenditure Description:	Costs for fuel taxes on CNG and H2 production		
Account Number:	5070500000	Division:	10
Account Name:	Fuel Taxes		

Expense Justification

Purpose

For costs of fuel taxes on CNG production.

Goals & Objectives

To monitor tax cost to ensure budget estimate within range

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$80,000	\$70,000	Taxes
Total		\$80,000	\$70,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$92,794	\$49,781			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	NGV Institute	\$3,000	\$3,000	
2	Aerial School	\$4,000	\$4,000	
3	NTT	\$2,000	\$2,000	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total		\$9,000	\$9,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

To monitor bank service fees to ensure budget compliance

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$9,000	\$10,500	
Total		\$9,000	\$10,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$8,192	\$7,611			

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

Expense Justification

Purpose

For related costs of permits & licenses for CNG production.

Goals & Objectives

To control cost and monitor for budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$750	\$525	
Total		\$750	\$525	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$320	\$327			

OPERATIONS

DRAFT

Functions and Responsibilities

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

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Fixed Route: 11 & 12

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

Note: Account #5090200000 was reallocated from Div 40

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

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5030300013	Admin Salaries	305,252	311,359	6,107
5010201610	Admin - OT	2,000	2,000	0
5010101010	Operator Wages	1,068,521	1,170,844	102,323
5010101020	Operator Wages - Overtime	170,000	175,000	5,000
5020000000	Fringe Benefits	901,786	898,282	(3,504)
5039900003	General Services	18,000	18,000	0
5030300013	Uniforms Service	10,000	11,000	1,000
5049900001	Office Supplies	1,500	1,500	0
5049900011	Paratransit Supplies	1,500	1,500	0
	Total Expenditures	2,478,559	2,589,485	110,926

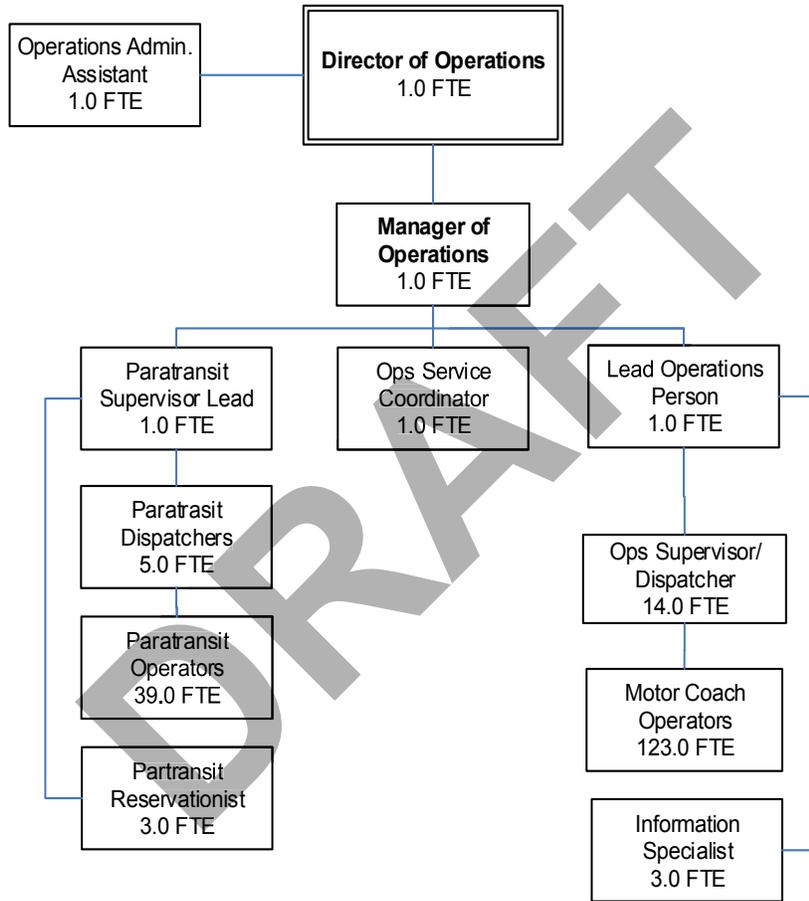
Personnel Summary

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

* Reclassification/Retitle of existing position

DRAFT

Operations



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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$10,000	\$5,000	Professional Development
Total		\$10,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,446	\$2,412		

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

Expense Justification

Purpose

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

Goals & Objectives

To provide efficient administrative support to Transit Operations

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Coachella Valley Printing Group	\$3,000	\$3,200	Printing of VCR cards
Total		\$3,000	\$3,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,612	\$1,291			

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance transit Operators and Supervisors appearance and customer service.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$27,781	\$32,400	Operator Uniforms
Total		\$27,781	\$32,400	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$28,095	\$16,473		

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

Expense Justification

Purpose

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

Goals & Objectives

To provide efficient administrative support to Transit Operations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Office Depot	\$3,201	\$3,200	Misc office supplies
Total		\$3,201	\$3,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,865	\$1,599		

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance customer service and community relations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Office Depot	\$1,200	\$1,200	Misc. meetings expenses
Total		\$1,200	\$1,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$477	\$436		

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance transit operators appearance and customer service.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various Grainger	\$2,500	\$2,500	Misc employee expenses
Total		\$2,500	\$2,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,503	\$648		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	NTI Training	\$2,000	\$2,000	
2	TSI Training	\$4,500	\$4,500	
3	Various	\$6,000	\$6,000	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total		\$12,500	\$12,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Smart Drive Services	\$18,000	\$18,000	
Total		\$18,000	\$18,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$0	\$8,680			

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance transit operators appearance and customer service.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$10,000	\$11,000	Operator Uniforms
Total		\$10,000	\$11,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$9,169	\$5,482		

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

Expense Justification

Purpose

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

Goals & Objectives

To control cost and maintain budget compliance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,500	\$1,500	office supplies
Total		\$1,500	\$1,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,422	\$1,055		

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

Expense Justification

Purpose

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

Goals & Objectives

To monitor cost and maintain cost for budget compliance

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,500	\$1,500	general supplies
Total		\$1,500	\$1,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,414	\$344		

RISK MANAGEMENT

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Risk Management: 15

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5010200500	Admin Salaries	98,298	161,143	62,845
	salary savings			
5020000000	Fringe Benefits	75,497	80,572	5,075
5030300001	Camera Maint. Agreement	500		(500)
5030300002	Contracted Services	8,540	9,000	460
5030300003	Employee Incentives Services	25,844	27,136	1,292
5039900003	Security Services	65,000	71,680	6,680
5049900000	Uniforms	500		(500)
5049900001	Emergency Preparedness Supplies	4,700	4,500	(200)
5099900004	Material/Supplies	3,700	4,250	550
5090201000	Training Supplies	3,600	8,750	5,150
5090201001	Insurance Losses*	543,477		(543,477)
5090800000	Miscellaneous Expense	6,480	6,550	70
5090100000	Memberships & Subscriptions**		1,245	1,245
	Total Expenditures	836,136	374,826	(461,311)

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

Note: Account #5090100000 was reallocated from Div 40

Personnel Summary

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

* Reclassification/Retitle of existing positions

Risk Management



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

Expense Justification

Purpose

To promote safe work practices to reduce work related accidents.

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Peavy Performance Services	\$25,844	\$27,136	
Total		\$25,844	\$27,136	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$24,375	\$24,418			

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

Expense Justification

Purpose

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

Goals & Objectives

To enhance security for transit facilities.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Allied Burton	\$65,000	\$71,680	Security Services
Total		\$65,000	\$71,680	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$44,029	\$24,460		

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

Expense Justification

Purpose

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

Goals & Objectives

To provide efficient emergency support to Transit Operations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Quake Care	\$4,500	\$4,500	Misc supplies
Total		\$4,500	\$4,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,475	\$108		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	HD Access Cards	\$500	\$0	Costs to replace ID cards
Total		\$500	\$0	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$10,823	\$499			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	National Safety Council	\$400	\$400	
2	JJ Keller (Safety Mgt Tool)	\$845	\$845	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
	Total	\$1,245	\$1,245	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

MAINTENANCE

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Maintenance: 21 & 22

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5010200500	Admin Salaries	516,570	444,394	(72,176)
5010700000	Allocated Salaries	(1,542)		1,542
5010201200	Mechanic Wages	1,229,192	1,361,798	132,606
5010201210	Mechanic - OT	40,000	40,000	0
5010700000	Allocated Wages	(14,340)	(14,340)	0
5020000000	Fringe Benefits	1,127,657	1,100,407	(27,250)
5039900005	Contract Svc - Freight	4,000	4,000	0
5039900004	Contract Svc - Maint	76,250	72,000	(4,250)
5039900006	Contract Svc - Towing	4,000	7,000	3,000
5030500003	Equip Repairs - Shop Equipment	1,000	1,000	0
5030500004	Equip Repairs - Vault & Farebox	2,500	3,000	500
5030500001	Fire Extinguishers	500	700	200
5039900008	Inventory - Freight Charges	9,000	9,000	0
5039900007	Inventory - Sales Tax	40,000	40,000	0
5039900006	Outside Repair - Fixed Route	4,000	25,000	21,000
5039900007	Outside Repair - Support Vehicle	2,000	2,000	0
5030500002	Radio Maintenance	3,000	3,670	670
5030300014	Uniforms	19,000	19,000	0
5040100101	Lubricants - Oil	75,000	75,000	0
5040100102	Freon & Coolant	10,500	20,000	9,500
5040101000	Fuel - CNG Supt Veh	25,899		(25,899)
5040101001	Fuel - CNG Fixed Route	462,374		(462,374)
5040102000	Fuel - Unleaded	3,000	3,000	0
5040102100	Fuel - Diesel	500	100	(400)
5040102200	Fuel - Hydrogen	145,000		(145,000)
5040200001	Tires - Fixed Route	170,000	186,000	16,000
5040200002	Tires - Support Vehicles	10,000	10,000	0
5040200003	Tires - Tools & Services Supplies	250	250	0
5049900016	Cleaning Supplies - Vehicles	9,000	9,000	0
5049900015	Cosmetic Maintenance Exterior	4,000	5,000	1,000

MAINTENANCE



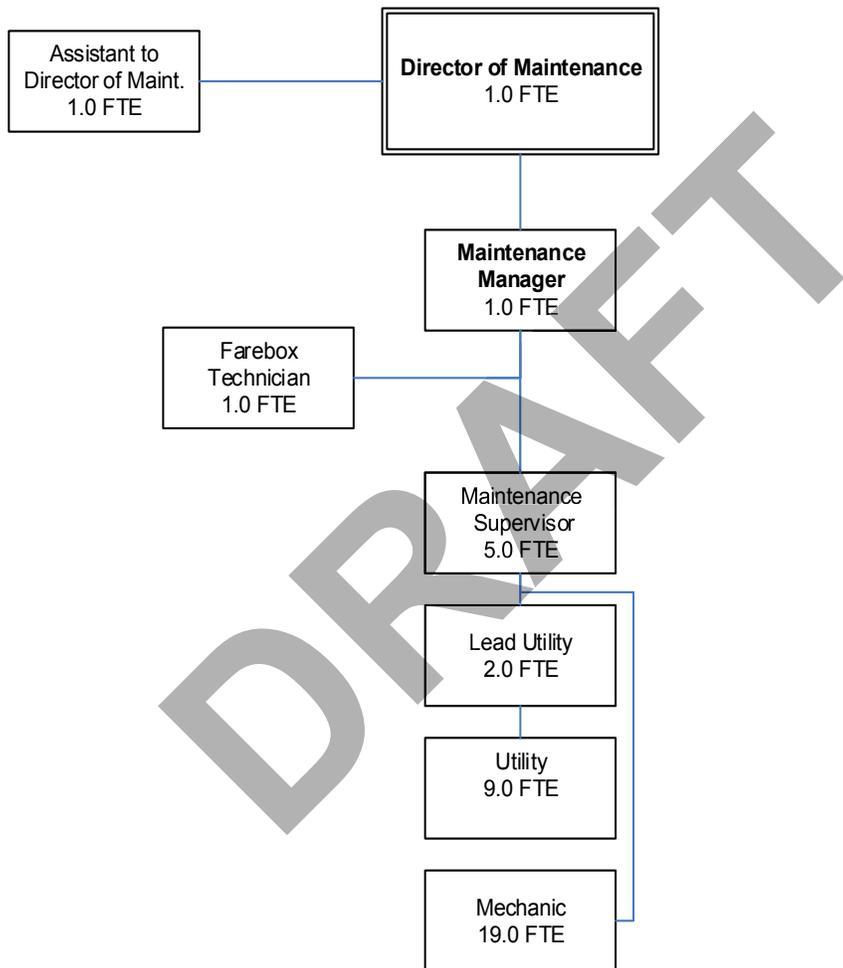
5049900020	Decals - Fixed Route	1,000	1,220	220
5049900025	Glass Replacement - Support Vehicle	1,000	1,000	0
5049900018	Mechanic Tools/Shoes	16,000	16,000	0
5049900001	Office Supplies	2,000	2,600	600
5049900021	Repair Parts - Fixed Route	390,000	480,000	90,000
	Grant allocation		(120,000)	
5049900022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

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

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5039900001	D.A.R. Contract Svc-Towing	1,200	1,200	0
5039900002	D.A.R. Outside Vehicle Repairs	3,500	3,500	0
5030300013	D.A.R. Fuel-CNG	152,118		(152,118)
5040200005	D.A.R. Tires	27,500	20,000	(7,500)
5049900006	D.A.R. Repair Parts	70,000	60,000	(10,000)
5049900007	D.A.R. Glass Replacement	3,000	3,000	0
5049900200	D.A.R. Decals	200	200	0
	Total Expenditures	257,518	87,900	(169,618)

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

Maintenance



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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$4,000	
Total		\$4,000	\$4,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,099	\$1,869		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Local tow company	\$4,000	\$7,000	
Total		\$4,000	\$7,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,850	\$5,225		

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

Expense Justification

Purpose

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

Goals & Objectives

Provide staff with necessary equipment to properly maintain the fleet.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,000	
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,092	\$469		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain properly operating fareboxes to mitigate losses in revenues.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,500	\$3,000	
Total		\$2,500	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,237	\$521		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$500	\$700	
Total		\$500	\$700	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$205	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure timely shipment and proper accountability of parts.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$9,000	\$9,000	
Total		\$9,000	\$9,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$6,606	\$1,622		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure proper sales tax is paid for parts.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$40,000	\$40,000	
Total		\$40,000	\$40,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$26,459	\$6,442		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$25,000	
Total		\$4,000	\$25,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$16,969	\$12,655			

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure vehicle is properly maintained and operational.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,000	
Total		\$2,000	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,092	\$650			

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain an operational radio in support of operations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,000	\$3,670	
Total		\$3,000	\$3,670	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,792	\$1,961		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$19,000	\$19,000	Employee Uniforms
Total		\$19,000	\$19,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$15,787	\$7,867		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$75,000	\$75,000	
Total		\$75,000	\$75,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$73,902	\$30,915			

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

Expense Justification

Purpose

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

Goals & Objectives

Properly maintain vehicle heating and cooling systems.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$10,500	\$20,000	
Total		\$10,500	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$12,413	\$10,235			

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

Expense Justification

Purpose

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

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,000	\$3,000	Unleaded fuel
Total		\$3,000	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$2,340	\$1,550			

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a clean facility.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$500	\$100	Diesel Fuel
Total		\$500	\$100	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$566	\$0			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	TBD	\$170,000	\$186,000	Tires for Fixed Route
Total		\$170,000	\$186,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$161,829	\$73,231			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	TBD	\$10,000	\$10,000	Tires for support vehicles
Total		\$10,000	\$10,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$8,177	\$3,522			

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure tires are in a safe and operative condition.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	TBD	\$250	\$250	misc tools for tire repairs
Total		\$250	\$250	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$251	\$0			

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a professional and positive public image.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Strickland	\$9,000	\$9,000	Materials & Supplies
Total		\$9,000	\$9,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$9,174	\$2,526		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain fleet exteriors to present a professional public image.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$5,000	
Total		\$4,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,209	\$3,912		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,220	decals
Total		\$1,000	\$1,220	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$826	\$474		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,000	
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,800	\$385			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	various	\$16,000	\$16,000	Tools & Shoes
Total		\$16,000	\$16,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$13,487	\$9,618		

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

Expense Justification

Purpose

This expenditure will cover costs to purchase general office supplies.

Goals & Objectives

Develop maintenance and safety standard operating procedures (SOPs).

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,600	general office supplies
Total		\$2,000	\$2,600	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,858	\$1,379			

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a safe and reliable fleet.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$390,000	\$480,000	Parts
Total		\$390,000	\$480,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$396,854	\$74,349		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain safe and operable support vehicles.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$20,000	\$20,000	Parts
Total		\$20,000	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$21,222	\$5,494		

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

Expense Justification

Purpose

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

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$21,000	\$21,000	Shop Supolies
Total		\$21,000	\$21,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$23,511	\$9,375		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure staff have proper equipment to perform required work.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	various	\$2,000	\$2,000	Small tools
Total		\$2,000	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,409	\$310		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a professional and public image.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	various	\$1,000	\$1,000	repairs
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$279	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$700	\$2,000	
Total		\$700	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$397	\$935			

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

Expense Justification

Purpose

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

Goals & Objectives

Comply with various oversight regulations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$9,000	\$12,000	
Total		\$9,000	\$12,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$9,942	\$3,849		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	APTA Bus & Procurement Conf	\$3,000	\$3,000	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total		\$3,000	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0				

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,200	\$1,200	
Total		\$1,200	\$1,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$425	\$350			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,500	\$3,500	Vehicle Repairs
Total		\$3,500	\$3,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,583	\$528		

Expenditure Name:	Tires and Tubes		
Expenditure Description:	Costs related to purchasing tires and tubes for Paratransit (SunDial) vehicles		
Account Number:	5040200005	Division:	13
Account Name:	Paratransit Tires		

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$27,500	\$20,000	Tires for DAR vehicles
Total		\$27,500	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$29,555	\$7,996		

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

Expense Justification

Purpose

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

Goals & Objectives

Properly maintain paratransit vehicles to meet customer demand.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$70,000	\$60,000	
Total		\$70,000	\$60,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$76,250	\$5,088		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,000	\$3,000	Glass replacement
Total		\$3,000	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,095	\$680		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$200	\$200	decals
Total		\$200	\$200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$0	\$0		

FACILITY MAINTENANCE

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FACILITY MAINTENANCE



Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Facility Maintenance Thousand Palms: 23

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5010200500	Admin Salaries			0
5010201210	GroundsKeeper Wages	154,358	176,180	21,822
5010201710	GroundsKeeper OT	1,000	1,000	0
5010700000	Allocated Salaries	(1,150)	(1,150)	0
5020000000	Fringe Benefits	97,493	129,639	32,146
5030600100	Air Conditioning Expenditures	7,000	7,000	0
5030600100	Contract Svs - AC	3,500	3,500	0
5030600000	Contract Svs - Custodial	45,200	45,200	0
5030500010	Contract Svs - General	24,020	34,820	10,800
5030500005	Contract Svs - Haz Waste Removal	8,000	6,790	(1,210)
5030600700	Fire Extinguishers	1,200	2,800	1,600
5030600800	Floor Mat Rental	2,800	2,500	(300)
5030600950	Leased Property Services	3,550	4,000	450
5030600500	Pest Control Service	700	1,800	1,100
5030600975	Radio Repeater Hilltop Rental	11,300	11,300	0
5030600300	Rental Equipment Expenses	750	900	150
5030600200	Uniforms	900	900	0
5049900002	Board Room and Zwiieg Supplies	5,200	5,200	0
5049900030	Cleaning Supplies - Main Fac	6,700	7,000	300
5049900026	Fac Maintenance - Main Fac	19,000	19,000	0
5040300200	Electrical related Expenditures	11,844	6,500	(5,344)
5040300100	Plumbing related Expenditures	4,000	4,500	500
5040300600	Shoe Allowances	750	750	0
5050200001	Utilities Main Facility	175,000	175,300	300
5050200003	Trash Pickup - Indio Facility	15,000	15,000	0
5090201000	Miscellaneous Expense	300	300	0
	Total Expenditures	598,415	660,729	62,314

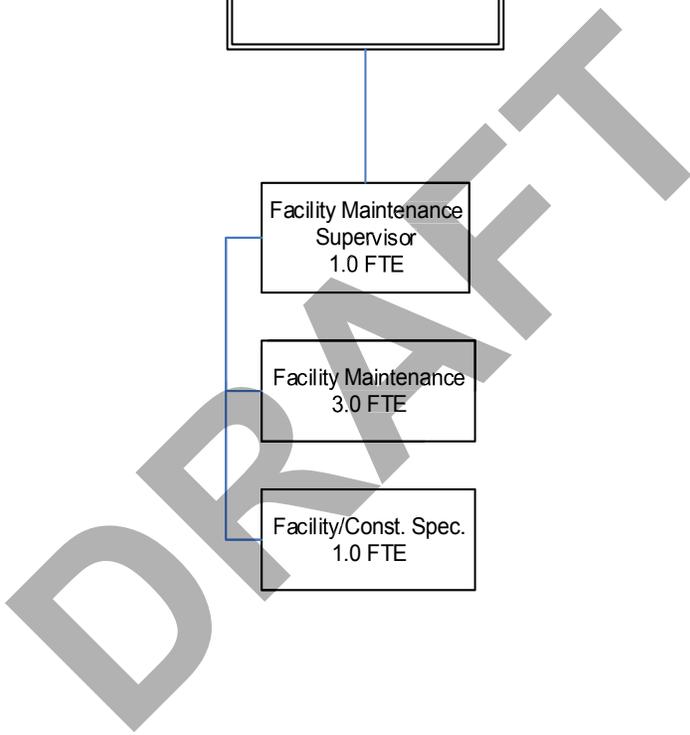
Facility Maintenance

Director of Maintenance
1.0 FTE

Facility Maintenance
Supervisor
1.0 FTE

Facility Maintenance
3.0 FTE

Facility/Const. Spec.
1.0 FTE



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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$7,000	\$7,000	
Total		\$7,000	\$7,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$8,290	\$2,586		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$3,500	\$3,500	
Total		\$3,500	\$3,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$3,214	\$2,089		

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

Expense Justification

Purpose

This expenditure covers costs for janitorial services for facilities including maintenance, operations offices, and administrative areas.

Goals & Objectives

Provide clean and sanitary offices and restrooms for employees.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$45,200	\$45,200	
Total		\$45,200	\$45,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$45,612	\$21,695		

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

Expense Justification

Purpose

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

Goals & Objectives

To comply with NFPA and Cal Fire requirements.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Extinguisher Inspections	\$1,200	\$1,200	
2	Fire sprinkler inspections		\$1,600	
Total		\$1,200	\$2,800	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$894	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,800	\$2,500	
Total		\$2,800	\$2,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,542	\$1,253		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Golden West	\$3,550	\$4,000	
Total		\$3,550	\$4,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$3,481	\$2,029		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$700	\$1,800	
Total		\$700	\$1,800	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$298	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure proper operation of the system's communication network.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Golden West	\$11,300	\$11,300	
Total		\$11,300	\$11,300	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$10,800	\$5,400		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure timely and cost effective repairs throughout the property.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$750	\$900	
Total		\$750	\$900	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$0	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$900	\$900	
Total		\$900	\$900	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,100	\$500		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$5,200	\$5,200	
Total		\$5,200	\$5,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,701	\$2,243		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a clean and safe work environment.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$6,700	\$7,000	
Total		\$6,700	\$7,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$7,454	\$4,411		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$19,000	\$19,000	
Total		\$19,000	\$19,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$17,800	\$6,514		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$11,844	\$6,500	
Total		\$11,844	\$6,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$14,540	\$2,842		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$4,500	
Total		\$4,000	\$4,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,613	\$1,971		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure staff have appropriate safety equipment.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$750	\$750	
Total		\$750	\$750	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$153	\$97		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$15,000	\$15,000	
Total		\$15,000	\$15,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$12,752	\$6,405		

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

Expense Justification

Purpose

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

Goals & Objectives

Promote professional development.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$300	\$300	
Total		\$300	\$300	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$58	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,100	
Total		\$2,000	\$2,100	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$2,255	\$291		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$800	\$1,000	
Total		\$800	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$0	\$289		

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

Expense Justification

Purpose

This expenditure covers costs for janitorial services for facilities including maintenance, operations offices, and administrative areas.

Goals & Objectives

Provide clean and sanitary offices and restrooms for employees.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$9,923	\$12,672	
Total		\$9,923	\$12,672	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$9,636	\$6,180		

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

Expense Justification

Purpose

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

Goals & Objectives

To comply with NFPA and Cal Fire requirements.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$500	\$500	
Total		\$500	\$500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$423	\$397		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$800	\$700	
Total		\$800	\$700	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$797	\$328		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$660	\$660	
Total		\$660	\$660	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$805	\$323		

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain a clean and safe work environment.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,000	
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$522	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,000	
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$443	\$211		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$1,000	
Total		\$1,000	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$551	\$552		

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

Expense Justification

Purpose

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

Goals & Objectives

To ensure proper operation of the Indio facility.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$32,522	\$32,522	
Total		\$32,522	\$32,522	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$32,544	\$14,976		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$7,218	\$14,000	
Total		\$7,218	\$14,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$12,012	\$6,493		

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

Expense Justification

Purpose

Costs for natural gas and water for the Indio facility.

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$5,200	\$5,200	
Total		\$5,200	\$5,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$3,459	\$1,612		

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

Expense Justification

Purpose

Materials and supplies

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$5,800	
Total		\$4,000	\$5,800	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$4,341	\$4,591		

STOPS & ZONES

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Stops & Zones: 25

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

Personnel Summary

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

Stops & Zones

Director of Maintenance
1.0 FTE

Stops & Zones
Supervisor
1.0 FTE

Stops & Zones
Technician
6.0 FTE

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

Expense Justification

Purpose

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

Goals & Objectives

Relocate shelters timely when route adjustments are made.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	United Equipment	\$1,500	\$1,500	Equip rental
Total		\$1,500	\$1,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$0	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	G & K Services	\$2,900	\$2,900	Operator Uniforms
Total		\$2,900	\$2,900	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$3,043	\$1,556		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$2,300	Unleaded fuel
Total		\$1,000	\$2,300	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,936	\$936		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$100	\$100	Diesel Fuel
Total		\$100	\$100	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$0	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$23,000	\$27,000	
Total		\$23,000	\$27,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$26,985	\$11,903		

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

Expense Justification

Purpose

This expenditure will cover costs to purchase general office supplies.

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$200	\$200	general office supplies
Total		\$200	\$200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$156	\$0		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure staff have appropriate safety equipment.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$900	\$900	
Total		\$900	\$900	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$565	\$290		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,000	
Total		\$2,000	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,885	\$183		

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

Expense Justification

Purpose

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

Goals & Objectives

Ensure staff are properly licensed. Comply with the MOU.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$250	\$250	
Total		\$250	\$250	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$33	\$0			

MARKETING

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Marketing: 31

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

Note: Account #5090100000 was reallocated from Div 40

Personnel Summary

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

Marketing



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

Expense Justification

Purpose

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

Goals & Objectives

Promote SunLine services and maintain positive community relations.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	various	\$32,400	\$37,593	employee and media events
Total		\$32,400	\$37,593	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$44,502	\$22,968		

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to general materials and supplies for seminars		
Account Number:	5090200001	Division:	31
Account Name:	Travel-Meetings/Seminars		

Expense Justification

Purpose

To provide staff development.

Goals & Objectives

Improve communication, customer service skills.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,760	\$1,800	
Total		\$1,760	\$1,800	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$108	\$0		

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

Expense Justification

Purpose

Various memberships and subscriptions.

Goals & Objectives

To fund expenditures related to memberships & subscriptions.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	CV Economic Partnership	\$10,000	\$10,000	
2	Rotary	\$500	\$500	
3	CostCo	\$200	\$200	
4	Radio Service	\$150	\$150	
5	PSDRCCVA	\$1,000	\$1,000	
6				
7				
8				
9				
10				
11				
12				
13				
	Total	\$11,850	\$11,850	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

HUMAN RESOURCES

DRAFT

HUMAN RESOURCES



Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Human Resources: 32

Account #	Item Description	FY 12-13	FY 13-14	Variance
		Approved Budget	Proposed Budget	
5010200500	Admin Salaries	125,349	169,769	44,420
	salary savings			
5020000000	Fringe Benefits	96,352	84,885	(11,467)
5030300001	Benefits Management Expenses	38,000	40,000	2,000
5030300002	Legal Services - Labor Counsel	37,000	50,000	13,000
5030300003	Medical-Exams and Testing	26,400	31,000	4,600
5039900003	Printing Expense	2,000	2,200	200
5049900000	HR Training Supplies	4,400	4,500	100
5049900001	Office Supplies	3,677	3,677	0
5099900004	Consulting-HR	4,000	5,000	1,000
5090201000	Employee Event Expense	9,800	11,600	1,800
5090201001	Employee Wellness Plan Expense	2,000	2,000	0
5090800000	Recruiting Employees	13,400	13,450	50
5099900001	Staff Development	14,450	14,750	300
5090800125	Tuition Reimbursement	6,000	6,000	0
5090200000	Travel Meeting/Seminars*		2,500	2,500
	Total Expenditures	382,828	441,331	58,503

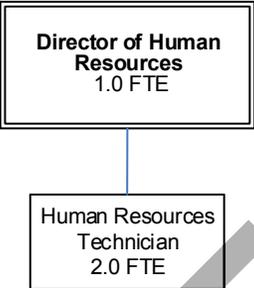
Note: Account #5090200000 was reallocated from Div 40

Personnel Summary

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

* Reclassification/Retitle of existing positions

Human Resources



DRAFT

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

Expense Justification

Purpose

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

Goals & Objectives

Provide staff with a defined benefit retirement plan.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Epler Costs	\$38,000	\$40,000	
Total		\$38,000	\$40,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$50,822	\$9,110			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related for materials and supplies for human resource training		
Account Number:	5049900000	Division:	32
Account Name:	HR Training		

Expense Justification

Purpose

Costs related to materials and supplies for human resource training.

Goals & Objectives

Provide educational materials for SunLine staff trainings.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,400	\$4,500	Training Supplies
Total		\$4,400	\$4,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$0	\$197			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general office supplies		
Account Number:	5049900001	Division:	32
Account Name:	Office Supplies		

Expense Justification

Purpose

To purchase general office supplies.

Goals & Objectives

Run day-to-day operations of HR office.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various Supplies	\$3,677	\$3,677	Office Supplies
Total		\$3,677	\$3,677	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$721	\$236			

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

Expense Justification

Purpose

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

Goals & Objectives

Provide strategic support for implementation of various human resources initiatives.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$5,000	
Total		\$4,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$0	\$0			

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

Expense Justification

Purpose

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

Goals & Objectives

Reduce workplace injuries and absenteeism.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$2,000	
Total		\$2,000	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$1,294	\$694			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	PIHRA Conference (HR)	\$2,500	\$2,500	
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10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total		\$2,500	\$2,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0				

FINANCE

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Finance: 41

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5010200500	Admin Salaries	531,479	676,864	145,385
	salary savings			
5021600000	Allocated Salaries	(31,574)	(10,514)	21,060
5020000000	Fringe Benefits	358,528	343,689	(14,839)
5030300015	Audit Services	22,000	45,000	23,000
5030300009	Contract Services	4,000	5,000	1,000
5030303240	Mngmnt Consulting	5,000	5,000	0
5030303241	Training Services	4,000	5,000	1,000
5049900001	Office Supplies	8,000	8,000	0
5079900000	Property & Other Taxes	200		(200)
5090801000	Bank Service Fees	6,500	7,000	500
5090201000	Employee Expensees	2,000	4,500	2,500
5090200002	Mileage Reimbursement	4,500	2,000	(2,500)
5090801040	Pass Outlet Commission	28,000	30,000	2,000
5090200000	Travel Meeting/Seminars*		1,500	1,500
5110101050	Interest Expense	2,765	3,000	235
5129900200	Bad Debt Expense	-	1,000	1,000
	Total Expenditures	945,398	1,127,039	181,641

Note: Account #5090200000 was reallocated from Div 40

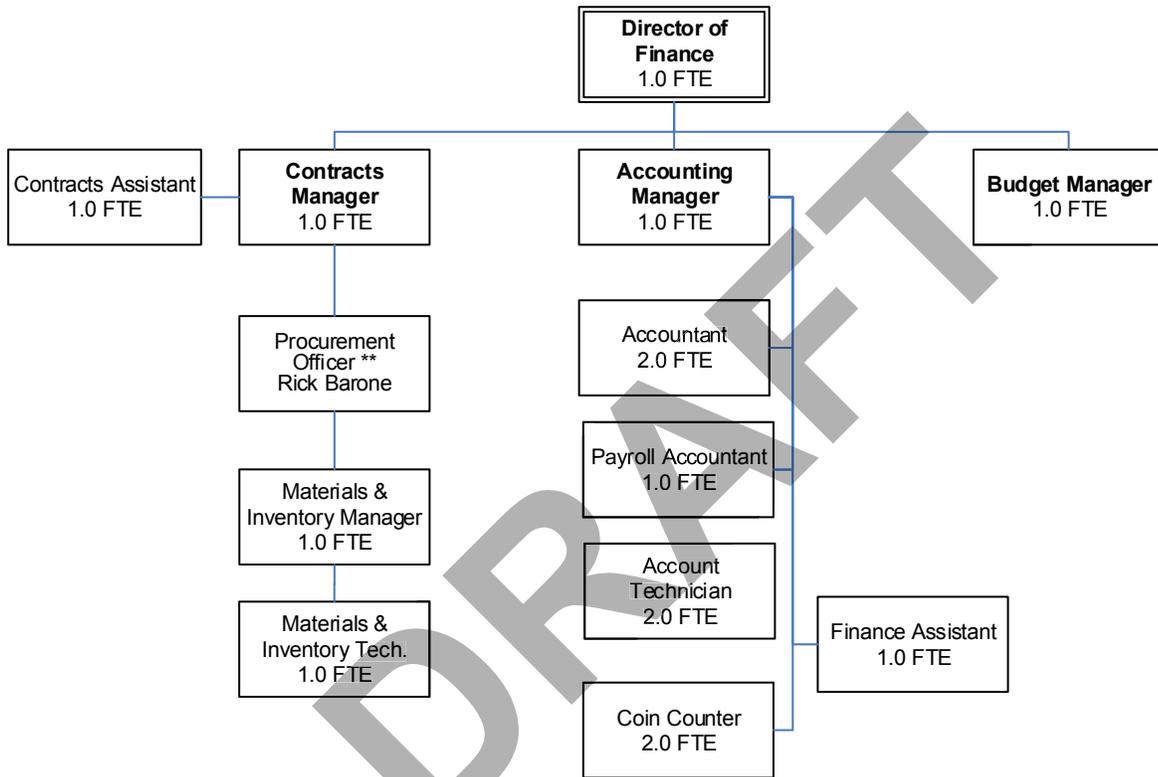
Personnel Summary

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

* Reclassification/Retitle of existing position

DRAFT

Finance



** Designated as DBLO

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$5,000	
Total		\$4,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

Build a cohesive team that streamlines processes.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$5,000	\$5,000	
Total		\$5,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Services		
Expenditure Description:	Costs related ti training services		
Account Number:	5030303241	Division:	41
Account Name:	Training Services		

Expense Justification

Purpose

Staff development and training for technical accounting skills.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,000	\$5,000	
Total		\$4,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general office supplies		
Account Number:	5-4990001	Division:	41
Account Name:	Office Supplies		

Expense Justification

Purpose

To purchase general office supplies.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$8,000	\$8,000	
Total		\$8,000	\$8,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to employee expenses		
Account Number:	5090201000	Division:	41
Account Name:	Employee Expense		

Expense Justification

Purpose/Justification

Costs to maintain and service coin room employee uniforms, name tags, etc.

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,000	\$4,500	
Total		\$2,000	\$4,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expense		
Expenditure Description:	Costs related to mileage reimbursement		
Account Number:	5090200002	Division:	41
Account Name:	Mileage Reimbursement		

Expense Justification

Purpose

To fund expenditures for mileage reimbursement and parking fees.

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$4,500	\$2,000	
Total		\$4,500	\$2,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$28,000	\$30,000	
Total		\$28,000	\$30,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	NTD Training Class	\$1,500	\$1,500	
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Total		\$1,500	\$1,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to miscellaneous interest charges		
Account Number:	5110101050	Division:	41
Account Name:	Interest Expense		

Expense Justification

Purpose

Costs associated with Interest Charges.

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$2,765	\$3,000	
Total		\$2,765	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Miscellaneous Expenses		
Expenditure Description:	Costs related to bad debt		
Account Number:	5129900200	Division:	41
Account Name:	Bad Debt Expense		

Expense Justification

Purpose

Costs associated with bad debt and collections.

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various		\$1,000	
Total		\$0	\$1,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

INFORMATION TECHNOLOGY

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Information Technology: 42

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

Note: Account #5090200000 was reallocated from Div 40

Personnel Summary

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

* Reclassification/Retitle of existing positions

Information Technology

General
Manager
1.0 FTE

Information Technology
Administrator
1.0 FTE

Desktop Support Technician
1.0 FTE

DRAFT

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

Expense Justification

Purpose

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

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	TBD	\$5,000	\$5,000	
Total		\$5,000	\$5,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$78,892	\$0			

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

Expense Justification

Purpose

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

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Valley Office Equipment	\$18,000	\$200	
	Cintas		\$2,300	Document Shredding
Total		\$18,000	\$2,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$19,342	\$9,533			

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

Expense Justification

Purpose

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

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$10,000	\$15,000	Computer supplies
Total		\$10,000	\$15,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$10,006	\$4,074			

Expenditure Name:	Materials & Supplies		
Expenditure Description:	Costs related to general office supplies		
Account Number:	504990001	Division:	42
Account Name:	Office Supplies		

Expense Justification

Purpose

This item is to fund the purchase general office supplies.

Goals & Objectives

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,405	\$1,500	Office Supplies
Total		\$1,405	\$1,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month		
\$0	\$0	\$1,183	\$348		

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Electronic & Tech Conf	\$3,000	\$3,000	
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20				
Total		\$3,000	\$3,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

PLANNING

DRAFT

Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Planning: 49

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

Note: Account #5090100000 was reallocated from Div 40

Personnel Summary

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

* Reclassification/Retitle of existing positions

Planning

Director of Transit Planning
Joe Forgiarini

*Transit Planning
Grants Analyst*
1.0 FTE

Assistant Transit
Planner
1.0 FTE

Transit Planning
Assistant
1.0 FTE

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Expenditure Name:	Services		
Expenditure Description:	Costs related to program expenses for Taxi Voucher - New Freedom		
Account Number:	5030300009	Division:	49
Account Name:	Contracted Services		

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Taxi Voucher Program	\$60,000	\$90,000	See above
Total		\$60,000	\$90,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$38,311	\$37,376			

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

Expense Justification

Purpose

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

Goals & Objectives

To collect data for NTD most cost effectively and reliably.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Temp Help (Intern or via Agency)	\$19,097	\$20,000	
Total		\$19,097	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$26,055	\$14,719			

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$1,000	\$500	
Total		\$1,000	\$500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0	\$4				

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	APA Membership (Planning)	\$375	\$375	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
	Total	\$375	\$375	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

AGENCY-WIDE

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Functions and Responsibilities

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

FY 13-14 Goals and Objectives

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

Expenditure Budget Summary - Agency-wide: 43

Account #	Item Description	FY 12-13 Approved Budget	FY 13-14 Proposed Budget	Variance
5049900003	Office Supplies - Copy Paper		15,000	15,000
5049900002	Office Supplies - Postage		20,000	20,000
5090201000	Employee Expenses		20,400	20,400
5060800000	Insurance Admin		103,105	103,105
5060100000	Insurance - Physical Damage		115,200	115,200
5060300000	Insurance - Gen & Auto Liability		276,000	276,000
5060100100	Insurance Premium - Property		10,000	10,000
5060900100	Repair Claims		15,000	15,000
5090201001	Insurance Losses - Gen & WC			0
5060400000	Insurance Premium - WC		753,621	753,621
5030200006	Communications		22,026	22,026
5030500000	Office Equipment Maint.		15,500	15,500
	Totals	0	1,365,852	1,365,852

Note 1: Accounts #5049900003, 5049900002, 5090101000, 5060800000, 5060100000, 5060300000 and 5060100100 moved from Division 40

Note 2: Account # 5090201001 moved from Division 15

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

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

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$15,000	\$15,000	
Total		\$15,000	\$15,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Materials and Supplies		
Expenditure Description:	Costs related to postage		
Account Number:	5049900002	Division:	43
Account Name:	Office Supplies - Postage		

Expense Justification

Purpose

This account is to fund all postage expenses for agency mailings.

Goals & Objectives

To efficiently track postage costs for the agency.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$20,000	\$20,000	
Total		\$20,000	\$20,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

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

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$20,400	\$20,400	
Total		\$20,400	\$20,400	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

To fund expenditures related to bonding current admin employees.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	PERMA	\$3,105	\$3,105	
2	PERMA - ERMA		\$100,000	Employment Risk Insurance
		\$3,105	\$103,105	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Insurance		
Expenditure Description:	Costs related to physical damage		
Account Number:	5060100000	Division:	43
Account Name:	Insurance - Physical Damage		

Expense Justification

Purpose

Annual premium for physical damage insurance coverage on fleet vehicles.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Hayward, Tilton & Rolapp	\$114,000	\$115,200	
Total		\$114,000	\$115,200	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Insurance		
Expenditure Description:	Costs related to general claims and auto liability		
Account Number:	5060300000	Division:	43
Account Name:	Insurance - General & Auto Liability		

Expense Justification

Purpose

Premium for general and auto liability.

Goals & Objectives

To fund expenditures related to general and auto liability insurance.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	PERMA	\$200,000	\$276,000	
Total		\$200,000	\$276,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Insurance		
Expenditure Description:	Outside costs related to property insurance		
Account Number:	5060100100	Division:	43
Account Name:	Insurance Premium - Property		

Expense Justification

Purpose

Annual premium for all perils insurance on buildings and contents at both facilities.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	PERMA	\$8,873	\$10,000	
Total		\$8,873	\$10,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

Expenditure Name:	Insurance		
Expenditure Description:	Costs related to repair claims		
Account Number:	5060900100	Division:	43
Account Name:	Repair Claims		

Expense Justification

Purpose

To repair agency vehicles for minor damage from damage from vehicle collisions.

Goals & Objectives

See above.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$15,000	\$15,000	
Total		\$15,000	\$15,000	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

To fund expenditures related to workers' compensation.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	PERMA	\$543,477	\$753,621	
Total		\$543,477	\$753,621	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

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

Expense Justification

Purpose

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

Goals & Objectives

Maintain operable office equipment.

Projected Expense Details

Item No.	Payee	FY 12/13 Budget	FY 13/14 Request	Description
1	Various	\$15,500	\$15,500	
Total		\$15,500	\$15,500	

Prior Year & YTD Actuals (Finance Only)

FY 09/10 Actuals	FY 10/11 Actuals	FY 11/12 Actuals	FY 12/13 6 - Month			
\$0	\$0					

NEW INITIATIVES

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CAPITAL BUDGET DETAILS

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SUMMARY OF CAPITAL PROJECTS



Fiscal Year 13-14 Projects

There are expected to be 20 capital projects active at SunLine Transit Agency in FY 13-14. These include 8 new projects seeking new funding (\$5,948,149 new funding request), as well as 12 other ongoing projects carried over from FY 12-13 (already funded). The most significant projects in terms of cost include the new administrative building at Thousand Palms, two new Fuel Cell Buses, American Fuel Cell Bus warranty, fixed route fleet overhauls, replacing 18 paratransit vans, new and replacement solar panels, Thousand Palms yard repaving, and design and construction of a new CNG fueling station at Thousand Palms. Many of these investments ensure SunLine remains a leader in alternative fuel technology. Other projects are ongoing for the upkeep of the non-revenue fleet, facilities, tools and equipment, facilities, IT and office furniture.

Projected Fiscal Year 14-15 Projects

This is a preliminary capital budget plan for FY14-15, focused on ongoing capital projects, including completion of the new administrative building and CNG fueling station. This list will be added to as additional needs are identified during FY13-14.

Capital Budget Summary

Item Description	Expended in Prior Fiscal Years	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Cost Remaining in Future Fiscal Years	Estimated Cost at Completion
Administrative Building	300,000.00	11,460,000.00	4,178,170.00	-	15,938,170.00
Maintenance and Tools	143,500.00	75,000.00	75,000.00	-	293,500.00
Facilities - Indio	141,900.00	50,000.00	50,000.00	-	241,900.00
Two Fuel Cell Buses	2,000,000.00	3,464,307.00	-	-	5,464,307.00
Solar Panels		1,819,964.00	-	-	1,819,964.00
New Phone System		115,000.00	-	-	115,000.00
New Fareboxes		60,000.00	-	-	60,000.00
Office Furniture	7,500.00	25,000.00	25,000.00	-	57,500.00
Fencing Project	466,247.00	53,000.00	-	-	519,247.00
Facilities - Thousand Palms	33,000.00	50,000.00	50,000.00	-	133,000.00
American Fuel Cell Bus Warranty		1,200,000.00	-	-	1,200,000.00
Thousand Palms Yard Repaving		1,092,465.00	-	-	1,092,465.00
Transit Studies (BRT & Indio Future)		287,500.00	-	-	287,500.00
CNG Bus Rehabilitation		825,000.00	1,100,000.00	-	1,925,000.00
Replacement Paratransit Vans		2,120,000.00	1,210,000.00	-	3,330,000.00
Transit Stop Enhancements		1,661,094.00	400,000.00	-	2,061,094.00
Bus Camera System Upgrade		459,000.00	135,000.00	-	594,000.00
Information Technology System Projects		300,000.00	250,000.00	-	550,000.00
New CNG Fueling Station Design and		2,700,000.00	2,500,000.00	-	5,200,000.00
Expansion/Replacement Non-Revenue		660,000.00	212,000.00	-	872,000.00
*Totals	3,092,147.00	28,477,330.00	10,185,170.00	-	41,754,647.00

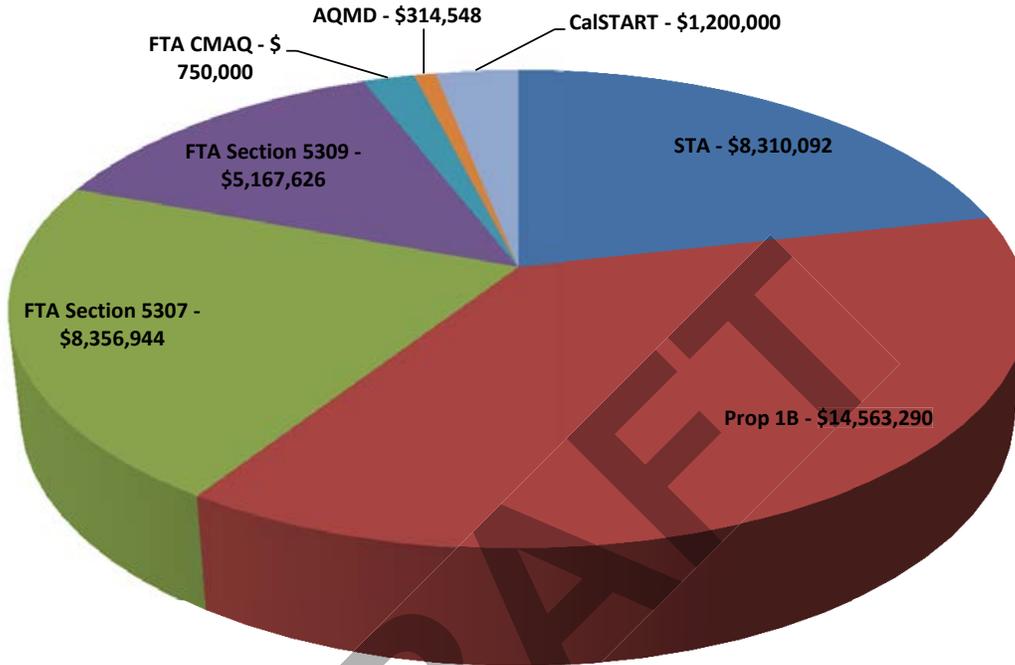
**This budget may be impacted by the ongoing labor dispute at the national level which may delay the start of affected federally funded projects.*

** Capital Projects Plan for 2013/14 includes a \$2.5 Million reserve of STA funding.*

REVENUE SUMMARY



SunLine Transit Agency has seven (7) major sources of revenues for the Capital Budget. The largest revenue sources are funded by Proposition 1B (\$14.6M) and State Transit Assistance (\$8.5M), which are both state funds. The FY 13-14 Capital Budget is approximately \$28.5M and for FY 14-15 it is an additional \$10.2M, bringing the combined total of capital projects to \$41.8M (including approx. \$3M of FY12-13 spending).



Revenue Source	Expended in Previous Fiscal Years	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)		5,182,442	3,127,650	8,310,092
Proposition 1B		10,010,120	4,553,170	14,563,290
FTA Section 5307		5,852,594	2,504,350	8,356,944
FTA Section 5309		5,167,626		5,167,626
FTA CMAQ		750,000		750,000
Air Quality Management District		314,548		314,548
CalSTART		1,200,000		1,200,000
Total Funds by FY	\$3,092,147	28,477,330	10,185,170	41,754,647
Estimated Total Funds at Completion*				41,754,647

* Estimated Total Funds at Completion, including any subsequent fiscal years.

PROJECTS BY REVENUE SOURCE



State Transit Assistance (STA)	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	900,000		900,000
Maintenance Tools and Equipment	15,000	15,000	30,000
Facility Improvement Indio	10,000	10,000	20,000
Two Fuel Cell Buses	346,431		346,431
Solar Panels	49,416		49,416
New Phone System	23,000		23,000
New Fareboxes	12,000		12,000
Office Furniture	6,250	6,250	12,500
Facility Improvements Thousand Palms	10,000	10,000	20,000
Yard Repaving	180,000		180,000
Transit Studies	57,500		57,500
Bus Rehabilitation	165,000	220,000	385,000
Paratransit Vans	440,000	242,000	682,000
Bus Shelters	275,845	32,000	307,845
Information Technology Projects	60,000	50,000	110,000
Fueling Station	2,500,000	2,500,000	5,000,000
Non-revenue Vehicles	132,000	42,400	174,400
Total Funds by FY	5,182,442	3,127,650	8,310,092
Estimated Total Funds at Completion*			8,310,092

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Proposition 1B	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	9,216,250	4,178,170	13,394,420
Fencing Project	53,000		53,000
Bus Shelters	281,870	240,000	521,870
Bus Camera System	459,000	135,000	594,000
Total Funds by FY	10,010,120	4,553,170	14,563,290
Estimated Total Funds at Completion*			14,563,290

* Estimated Total Funds at Completion, including any subsequent fiscal years.

FTA Section 5307	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Maintenance Tools and Equipment	60,000	60,000	120,000
Facility Improvement Indio	40,000	40,000	80,000
New Phone System	92,000		92,000
New Fareboxes	48,000		48,000
Office Furniture	18,750	18,750	37,500
Facility Improvements Thousand Palms	40,000	40,000	80,000
Yard Repaving	912,465		912,465
Transit Studies	230,000		230,000
Bus Rehabilitation	660,000	880,000	1,540,000
Paratransit Vans	1,680,000	968,000	2,648,000
Bus Shelters	1,103,379	128,000	1,231,379
Information Technology Projects	240,000	200,000	440,000
Fueling Station	200,000		200,000
Non-revenue Vehicles	528,000	169,600	697,600
Total Funds by FY	5,852,594	2,504,350	8,356,944
Estimated Total Funds at Completion*			8,356,944

* Estimated Total Funds at Completion, including any subsequent fiscal years.

PROJECTS BY REVENUE SOURCE



FTA Section 5309	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	593,750		593,750
Two Fuel Cell Buses	3,117,876		
Solar Panels	1,456,000		
Total Funds by FY	5,167,626		5,167,626
Estimated Total Funds at Completion*			5,167,626

* Estimated Total Funds at Completion, including any subsequent fiscal years.

FTA CMAQ	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Administration Building	750,000		750,000
Total Funds by FY	750,000		750,000
Estimated Total Funds at Completion*			750,000

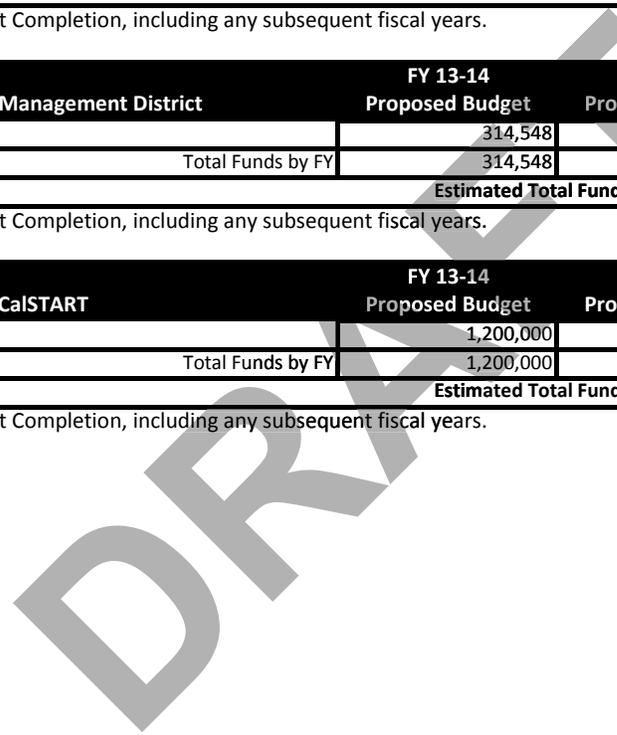
* Estimated Total Funds at Completion, including any subsequent fiscal years.

Air Quality Management District	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
	314,548	0	314,548
Total Funds by FY	314,548	0	314,548
Estimated Total Funds at Completion*			314,548

* Estimated Total Funds at Completion, including any subsequent fiscal years.

CalSTART	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Two Fuel Cell Buses	1,200,000		1,200,000
Total Funds by FY	1,200,000		1,200,000
Estimated Total Funds at Completion*			1,200,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.



ADMINISTRATION BUILDING



Description of Project

This project is for the development of an Administration Building and Transit Hub. SunLine staff is currently housed in trailers that have exceeded their 20 year useful life. These trailers are in various stages of disrepair. A modern administration building will lower maintenance costs as well as projecting a positive image for public transportation in the Coachella Valley. This transit hub will accommodate commuter services as well as future transportation expansion.

Funding - SL 12-06

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Proposition 1B	State	1,525,602		1,525,602
Proposition 1B	State	2,297,950		2,297,950
Proposition 1B	State	5,392,698	4,178,170	9,870,868
State Transit Assistance (STA)	State	900,000		900,000
FTA Section 5309	Federal	593,750		593,750
FTA CMAQ	Federal	750,000		750,000
Total Funds by FY		11,460,000	4,178,170	15,638,170
Estimated Total Funds at Completion*				15,638,170

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$300,000 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Expenditure Budget Summary - SL 12-06

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Construction	6,186,830	4,178,170	10,665,000	
Soft Costs	2,198,625		2,198,625	
Off Site Improvements	1,000,000		1,000,000	
Contingency	1,574,545		1,574,545	
Furniture	500,000			
Totals	11,460,000	4,178,170	15,638,170	0

MAINTENANCE TOOLS AND EQUIPMENT: SL13-11



Description of Project

These are funds used to buy new or replacement tools and equipment for maintaining of SunLine's fleet and facilities.

Funding - SL 13-11

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	15,000	15,000	58,700
FTA Section 5307	Federal	60,000	60,000	234,800
Total Funds by FY		75,000	75,000	293,500
Estimated Total Funds at Completion*				293,500

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$143,500 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Expenditure Budget Summary - SL 13-11

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Maintenance Tools and Equipment	75,000	75,000	293,500	
Totals	75,000	75,000	293,500	0

FACILITY IMPROVEMENTS INDIO: SL13-05



Description of Project

These are funds used to buy new or replacement materials and services for the upkeep and improvement of SunLine's Indio facilities in a state of good repair in support of safe and efficient operations.

Funding - SL 13-05

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	10,000	10,000	48,380
FTA Section 5307	Federal	40,000	40,000	193,520
Total Funds by FY		50,000	50,000	241,900
Estimated Total Funds at Completion*				241,900

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$141,900 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Expenditure Budget Summary - SL 13-05

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Facility Improvements Indio	50,000	50,000	241,900	
Totals	50,000	50,000	241,900	0

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TWO FUEL CELL BUSES



Description of Project

This is a project from a competitive grant won by SunLine to build two additional Fuel Cell Buses. This was part of the TIGGER III program by the FTA to reduce greenhouse gas emissions. These buses will be in revenue service and are replicas of SunLine's American Fuel Cell Bus.

Funding - SL 12-13

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
	Federal	3,117,876	0	4,717,876
State Transit Assistance (STA)	State	346,431		746,431
Total Funds by FY		3,464,307	0	5,464,307
Estimated Total Funds at Completion*				5,464,307

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 12-13

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Bus Procurement	2,944,062		4,944,062	
SunLine Project Management	100,000		100,000	
Taxes	420,245		420,245	
Totals	3,464,307	0	5,464,307	0

SOLAR PANELS



Description of Project

This is a project was awarded to SunLine under the Federal State of Good Repair competitive grant as well as AQMD Competitive Grant funding. This project is to replace and install new solar panels on SunLine's Thousand Palms property. These solar panels will produce 33 percent of the energy needs of SunLine. This will reduce the overall operating cost of the agency.

Funding - SL 13-13

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
FTA Section 5309	Federal	1,456,000		1,456,000
State Transit Assistance (STA)	State	49,416		49,416
Air Quality Management District	AQMD	314,548		314,548
	Total Funds by FY	1,819,964		1,819,964
		Estimated Total Funds at Completion*		1,819,964

Expenditure Budget Summary - SL 13-13

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Renova	1,650,000		1,650,000	
Construction Management	69,964		69,964	
SunLine Project Management	100,000		100,000	
Totals	1,819,964		1,819,964	

NEW PHONE SYSTEM



Description of Project

These funds are for the purchase of a new phone system for the agency. The existing phone system is out of date and vulnerable to failure.

Funding - SL 13-08

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	23,000		23,000
FTA Section 5307	Federal	92,000		92,000
Total Funds by FY		115,000		115,000
Estimated Total Funds at Completion*				115,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Expenditure Budget Summary - SL 13-08

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
New Phone System	115,000		115,000	
	0		0	
Totals	115,000		115,000	0

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PURCHASE OF NEW FAREBOXES



Description of Project

These funds are for the purchase of three new fareboxes, and two new trim units, for the two new fuel cell buses and a spare unit for the bus fleet to allow for more extensive maintenance of these units to improve their reliability.

Funding - SL 13-09

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	12,000		12,000
FTA Section 5307	Federal	48,000		48,000
Total Funds by FY		60,000		60,000
Estimated Total Funds at Completion*				60,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Expenditure Budget Summary - SL 13-09

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Spare Fareboxes	60,000		60,000	
Totals	60,000	0	60,000	0

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OFFICE FURNITURE



Description of Project

This funding is used to replace or provide new furniture for SunLine's offices and other staff facilities such as operator break rooms.

Funding - SL 13-06

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	6,250	6,250	14,000
FTA Section 5307	Federal	18,750	18,750	43,500
Total Funds by FY		25,000	25,000	57,500
Estimated Total Funds at Completion*				57,500

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$7,500 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Expenditure Budget Summary - SL 13-06

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Office Furniture	25,000	25,000	57,500	
Totals	25,000	25,000	57,500	0

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FENCING PROJECT



Description of Project

These funds are for the upgraded fencing at Thousand Palms and Indio Operating Divisions. The final project will be completed in July 2013.

Funding - SL 12-04

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State			25,555
Proposition 1B (Safety & Security)	State	53,000		391,473
FTA Section 5307	Federal			102,219
Total Funds by FY		53,000		519,247
Estimated Total Funds at Completion*				519,247

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$466,247 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent

Expenditure Budget Summary - SL 12-04

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Fencing Project	53,000		519,247	
Totals	53,000		519,247	0

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FACILITY IMPROVEMENTS THOUSAND PALMS



Description of Project

These are funds used to buy new or replacement materials and services for the upkeep and improvement of SunLine's Thousand Palms facilities in a state of good repair in support of safe and efficient operations.

Funding - SL 13-05

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	10,000	10,000	26,600
FTA Section 5307	Federal	40,000	40,000	106,400
Total Funds by FY		50,000	50,000	133,000
Estimated Total Funds at Completion*				133,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: The total funds at completion include \$33,000 spent in FY12-13 and the remaining FY13-14 and FY 14-15 represent carryover funds.

Expenditure Budget Summary - SL 13-05

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Facility Improvements Thousand Palms	50,000	50,000	133,000	
Totals	50,000	50,000	133,000	0

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AMERICAN FUEL CELL BUS WARRANTY



Description of Project

This is a competitive grant won by SunLine to help defray the cost of supporting the American Fuel Cell Bus. This warranty cover an additional 5 years of warranty for the Fuel Cell and Propulsion System. These warranties are with the original equipment manufacturers. This additional 5 years would add to the base 5 year period to make the total coverage 10 years. \$1.4 Million in federally required match is being provided by BAE Systems.

Funding - SL 14-08

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
CalStart (Subrecipient Agreement)	Federal	1,200,000		1,200,000
	Total Funds by FY	1,200,000	0	1,200,000
Estimated Total Funds at Completion*				1,200,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 14-08

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Warranty Ballard Fuel Cell	700,000			
SunLine Project Management	150,000			
Warranty BAE Propulsion	350,000			
Totals	1,200,000	0	1,200,000	0

YARD REPAVING PROJECT



Description of Project

This project is for the yard repaving bus and car parking and roadways at the existing Thousand Palms Operating Division, as the existing pavement is broken up and a hazard.

Funding - SL 13-03

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	180,000	0	180,000
FTA Section 5307	Federal	912,465	0	912,465
Total Funds by FY		1,092,465	0	1,092,465
Estimated Total Funds at Completion*				1,092,465

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Expenditure Budget Summary - SL 13-03

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Yard Repaving Thousand Palms	1,092,465		1,092,465	0
Totals	1,092,465	0	1,092,465	0

Description of Project

This budget provides funding for four transit studies: 1) Survey of Transit Riders; 2) Study of Future of Indio Operating Division; 3) Bus Rapid Transit Concept Study; 4) Fare Collection Technology Study.

Funding - SL 13-10, 12-08, 12-10

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	57,500	0	57,500
FTA Section 5307	Federal	230,000	0	230,000
Total Funds by FY		287,500	0	287,500
Estimated Total Funds at Completion*				287,500

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Note: These are carryover funds from prior fiscal years, no new funding is required.

Expenditure Budget Summary - SL 13-10, 12-08, 12-10

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Transit Rider Survey	25,000	0	25,000	
Future Needs Indio Operating Division	25,000	0	25,000	
Bus Rapid Transit Concept Study	162,500	0	162,500	
Fare Collection Technology	75,000	0	75,000	
Totals	287,500	0	287,500	0

BUS REHABILITATION



Description of Project

Currently, over half the fixed route fleet has reached six years age and many have 250,000-300,000 miles of operation. These buses are due for an overhaul of their engines and transmissions to ensure they operate reliably to their minimum 12-year or 500,000 mile life. The opportunity will also be taken to replace all seat covers and any faded decals and other visual body defects on these buses. Part or all of this work is proposed to be conducted by outside contractor(s). In FY13-14, 15 buses will be overhauled and in FY14-15, 20 additional buses will receive the same overhauls. Separate maintenance agreements cover the fuel cell buses.

Funding - SL 14-01/SL15-01

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	165,000	220,000	385,000
FTA Section 5307	Federal	660,000	880,000	1,540,000
Total Funds by FY		825,000	1,100,000	1,925,000
Estimated Total Funds at Completion*				1,925,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Some funds are carryover from prior year are used in FY 13-14.

Expenditure Budget Summary - SL 14-01/SL15-01

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
15 Engine and Transmission Overhauls	825,000		825,000	
20 Engine and Transmission Overhauls		1,100,000	1,100,000	
Totals	825,000	1,100,000	1,925,000	0

REPLACEMENT PARATRANSIT VANS



Description of Project

The project will replace four paratransit vans in FY13-14 as well as see the delivery of 14 new vans ordered in FY 12-13. All are replacement vans for existing fleet that have reached their three year 150,000 life. These vans become very costly to maintain after reaching this age and level of operation. The FY 14-15 year will see 11 vans replaced, beginning the regular 3 year cycle of replacement of 11 vans per year.

Funding - SL 12-02/ SL 14-02/SL15-02

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	440,000	242,000	682,000
FTA Section 5307	Federal	1,680,000	968,000	2,648,000
Total Funds by FY		2,120,000	1,210,000	3,330,000
Estimated Total Funds at Completion*				3,330,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

**FY 13-14 includes \$240,000 carryover Sectio 5307 and \$80,000 carryover STA funds.

Expenditure Budget Summary - SL 12-02/SL 14-02/SL 15-02

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
	440,000		440,000	0
14 replacement paratransit vans	1,680,000		1,680,000	0
11 replacement paratransit vans		1,210,000	1,210,000	0
Totals	2,120,000	1,210,000	3,330,000	0

TRANSIT STOP ENHANCEMENTS



Description of Project

The agency makes continued improvements (new shelters - 70 presently being installed; 38 more in FY13-14, 25 more in FY14-15) for bus stops to improve the safety and comfort of passengers. The service area experiences extreme temperatures in summer, making the shelters a valuable addition to stop facilities.

Funding - SL 14-03/SL15-03

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	275,845	32,000	307,845
Proposition 1B (Safety & Security)	State	281,870	240,000	521,870
FTA Section 5307	Federal	1,103,379	128,000	1,231,379
Total Funds by FY		1,661,094	400,000	2,061,094
				2,061,094

* Estimated Total Funds at Completion, including any subsequent fiscal years.

**FY 13-14 STA amount includes carryover funds.

Expenditure Budget Summary - SL12-03/SL14-03/SL15-03

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
38 new bus shelters	531,870		531,870	
70 new bus shelters	1,129,224		1,129,224	
25 new bus shelters		400,000	400,000	
Totals	1,661,094	400,000	2,061,094	0

BUS CAMERA SYSTEM UPGRADE



Description of Project

Funds requested in this fiscal year will enable SunLine to upgrade the camera system on ten (10) El Dorado buses in the fixed route fleet in FY13-14, then 15 Orion buses in FY14-15, completing the upgrade for all fixed route buses. Project is necessary to provide upgraded camera system technology, including better storage capacity and download functionality. The budget displayed here also includes funding for New Flyer 41 buses from existing Prop 1B funding (\$369,000).

Funding - SL 14-04/SL15-04

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
Proposition 1B (Safety & Security)	State	459,000	135,000	594,000
Total Funds by FY		459,000	135,000	594,000
Estimated Total Funds at Completion*				594,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 12-04/SL14-04/SL15-04

Item Description	FY 13-14 Proposed Budget	FY14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
Bus Camera System Upgrade	459,000	135,000	594,000	0
Totals	459,000	135,000	594,000	0

INFORMATION TECHNOLOGY SYSTEM PROJECTS



Description of Project

These funds will be used to purchase various IT equipment, software and hardware for existing agency system needs in FY13-14 and FY14-15.

Funding - SL 14-05/ SL15-06

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	60,000	50,000	110,000
FTA Section 5307	Federal	240,000	200,000	440,000
Total Funds by FY		300,000	250,000	550,000
Estimated Total Funds at Completion*				550,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 14-05/SL 15-06

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
IT System Projects	300,000	250,000	550,000	0
Totals	300,000	250,000	550,000	0

NEW CNG FUELING STATION DESIGN AND CONSTRUCTION



Description of Project

The SunLine Thousand Palms CNG fueling station is approaching 20-years of operation. This is the expected lifespan of this facility. This project will see SunLine Transit Agency hire consultants to prepare a design for a new CNG fueling station in order to put a job out to bid for the replacement of the CNG fueling station. \$200,000 has been allocated for this purpose. \$2,500,000 of the overall \$5,000,000 estimated cost to replace the fueling station has been allocated in this budget year to begin construction. The remaining \$2,500,000 for the project is allocated in FY 14-15.

Funding - SL 14-06/SL15-05

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	2,500,000	2,500,000	5,000,000
FTA Section 5307		200,000		200,000
Total Funds by FY		2,700,000	2,500,000	5,200,000
Estimated Total Funds at Completion*				5,200,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 14-06/SL15-05

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
New CNG Fueling Station Design/Phase 1	2,700,000	2,500,000	5,200,000	
			0	
Totals	2,700,000	2,500,000	5,200,000	0

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EXPANSION AND REPLACEMENT NON-REVENUE VEHICLES



Description of Project

Purchase in FY13-14 three (3) replacement and two (2) new (expansion) CNG relief cars and six (6) replacement service trucks that have met their useful life based on federal guidelines. In FY14-15, 5 replacement relief cars and 1 SUV staff car would be purchased (\$212,000). Funding listed in FY 13-14 includes \$220,000 carryover from FY12-13 for replacement 2 trucks and 4 relief cars.

Funding - SL 13-02/SL 14-07/SL15-08

Sources of Funding (Capital)	Type	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	132,000	42,400	174,400
FTA Section 5307	Federal	528,000	169,600	697,600
Total Funds by FY		660,000	212,000	872,000
Estimated Total Funds at Completion*				872,000

* Estimated Total Funds at Completion, including any subsequent fiscal years.

Expenditure Budget Summary - SL 13-02/SL14-07/SL15-08

Item Description	FY 13-14 Proposed Budget	FY 14-15 Proposed Budget	Estimated Cost at Completion	Cost Remaining in Future Fiscal Years
2 new and 9 replacement non-revenue vehicles	440,000		440,000	
Replacement 2 trucks and 4 relief cars	220,000		220,000	
6 replacement non-revenue vehicles		212,000	212,000	
Totals	660,000	212,000	872,000	0