

ANNUAL BUDGET



FISCAL YEAR 2021



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June 24, 2020

Dear SunLine Board of Directors,

In Fiscal Year 2020, SunLine remained dedicated to making a difference in the Coachella Valley community and the transit industry despite unprecedented challenges surrounding the COVID-19 pandemic. In the first half of the fiscal year, SunLine Transit Agency achieved exciting milestones through new and rebranded programs as outlined in the annual strategic plan.

In the midst of a global pandemic, SunLine staff quickly adjusted to each procedural change within the Agency. The dedication and forethought of this team during the COVID-19 pandemic has brought about new opportunities for engagement, education and increased unity in the Coachella Valley community as a whole. I am incredibly proud of the organization's response to this crisis. Our employees understand the critical nature of the service we provide and made serving the Coachella Valley community a priority.

In order to keep essential workers and the Coachella Valley moving forward during the COVID-19 pandemic, SunLine pivoted resources and programs with the goal of contributing to the health and safety of our employees and riders while providing a critical infrastructure service of transportation. SunLine Transit Agency was one of the first to implement rear door boarding, suspend fare collection and activate the "face coverings" policy. Also, in an effort to stimulate community engagement and unity, the Agency proudly launched the #CoachellaValleyStrong Campaign with two themed buses, 70 bus shelter ads, and multiple ways for community involvement.

As we move ahead and plan for Fiscal Year 2021, the Agency is committed to being flexible and innovative to meet the needs of our customers, even in unprecedented circumstances. While ridership and services are presently limited, SunLine is proactively taking necessary actions to ensure that ridership will rebound. Notably, SunLine launched a pilot rideshare program, SunRide, in partnership with College of the Desert. This program is a key component in the SunLine Refueled campaign. The Agency plans to accelerate our Refueled campaign that will redesign the transit network and launch new services. Staff is focused on the future and bringing the service back to pre-pandemic service levels with less transfers and productivity producing improvements.

Aside from COVID-19, SunLine proudly reached many milestones in other areas during FY20: This past fiscal year, the Agency successfully completed the construction of the new hydrogen electrolyzer, the largest transit-related hydrogen production station in the nation, which has created infrastructure that promotes low- and zero-emission technology for the region. SunLine also received funding through the VW Mitigation Settlement Awards to amplify its conformance with the state's Innovative Clean Transit Regulation. SunLine continues to develop its performance orientation by tracking key operational metrics and implementing staff development programs.

In Fiscal Year 2021, SunLine will have an operating budget of \$40,840,150 and a capital project budget of \$6,298,206. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for Fiscal Year 2021 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures such as a first-of-its-kind solar microgrid. SunLine's CIP

represents a unique opportunity to make long term investments in SunLine's operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board's Innovative Clean Transit Regulation. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The proposed budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2021 budget.

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2021

BOARD OF DIRECTORS

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CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Lauren Skiver

EXECUTIVE SUMMARY

In 2019, SunLine completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to growing, more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders and a robust data analysis. The adoption of these Refueled recommendations in principle will open the door for an outreach effort. SunLine will coordinate closely with its member cities, the Coachella Valley Association of Governments, and the Riverside County Transportation Commission. SunLine will work with the input of the public and its planning partners to jointly develop and deliver transit redesign.

SunLine has three (3) funded service changes planned for FY21:

- Microtransit
- 10 Commuter Link Service between Indio and San Bernardino
- Implement Route 111X weekday express service between Indio and Palm Springs

The implementation of these changes depends on the transit ridership and recovery from the COVID-19 pandemic.

SERVICE & RIDERSHIP

There is a strong correlation between service performance, surrounding population, and employment densities—the more people with access to a route, the higher the route’s potential ridership. Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Pre COVID-19 Fixed route ridership for FY20 saw an increase of 1.5% compared to FY19 ridership. FY20 would have marked two (2) consecutive years of ridership increase for the Agency. Following a significant downturn in ridership in March 2020 as a result of the COVID-19 pandemic, SunLine expects it may take a year or more for ridership to rebound.

In FY21 SunLine’s Refueled system redesign is aimed at improving transit service to increase ridership. Response and recovery from the COVID-19 pandemic will be an immediate focus of SunLine’s plans. SunLine will develop plans and communication tools to reassure its riders and encourage them to use public transit again. As part of this recovery effort, SunLine will highlight how the Refueled improvements will provide faster, more frequent service to help restore ridership.

REVENUES & SUBSIDIES

To meet the Agency’s farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced other revenue opportunities.

For example, the Low Carbon Fuel Standard (LCFS) credits. LCFS is a market-based incentive program intended to reduce the carbon intensity of transportation fuels within the state.

The proposed revenues for FY21 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY21, Local Transportation Funding (LTF) had a reduction due to a decrease in allocation based on projected tax revenues. Additionally, less LTF for FY21 was programmed due to available CARES Act funding.
- Measure A funding reduced for FY21 over the last fiscal year due to decreased allocations from the Riverside County Transportation Commission (RCTC) based on projected tax revenues. The COVID-19 pandemic had a significant impact to initial projected tax revenues.
- In FY21, SunLine will use various forms of federal funding including FTA Section 5307, 5310, 5311, 5311(f), 5312, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program . Additionally, in FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health, and economic, crisis.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections for FY21.
- CNG sale estimates for FY21 are based on FY20 sales projections.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley’s colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21, Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).
- The budget for FY21 reflects the Agency’s strive for continual growth of the advertising program.
- State and federal emission credit projections for FY21 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

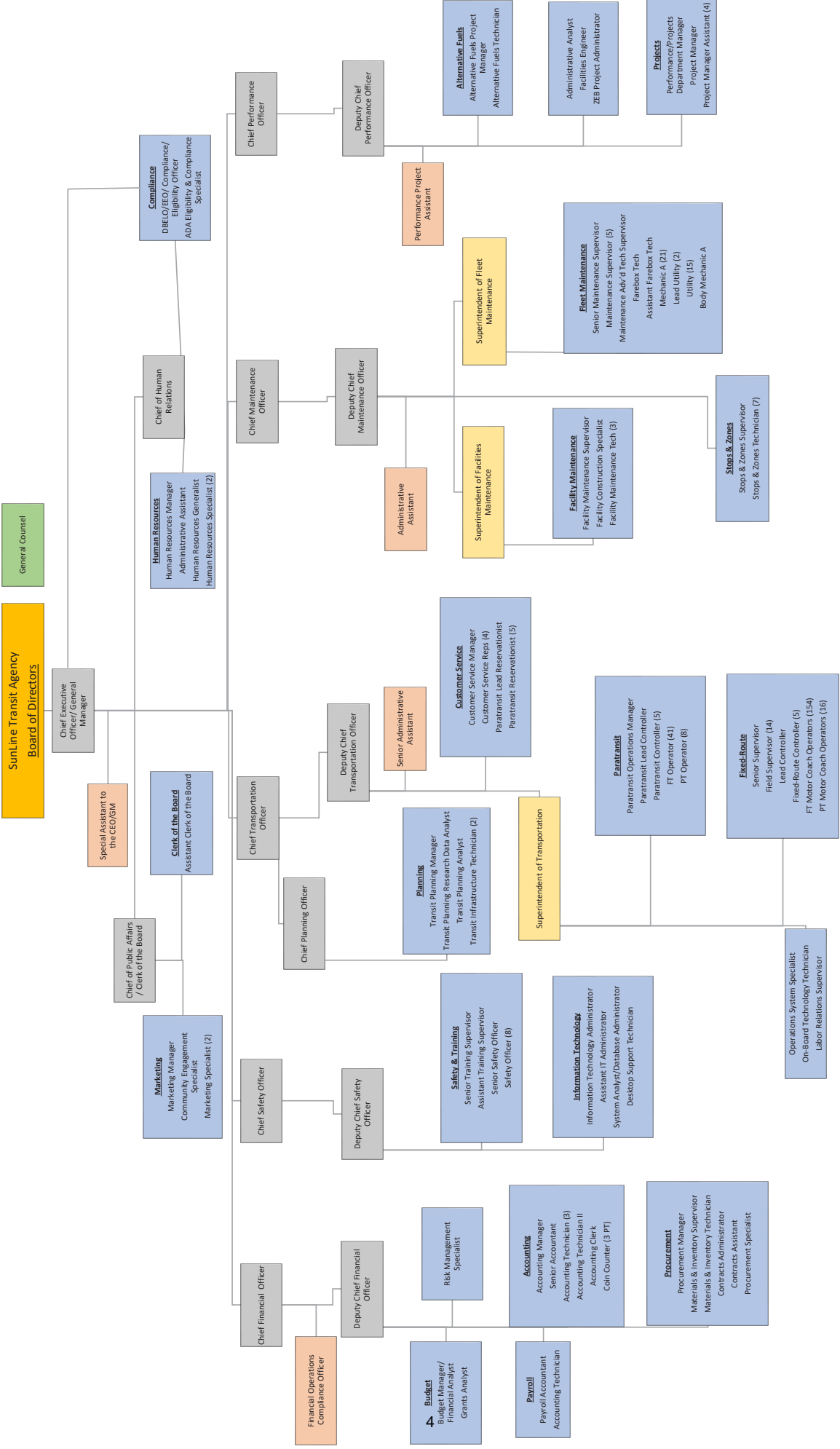
New Projects

There are 15 new capital projects programmed in FY21. The new projects represent an emphasis on safety and projects that provide opportunities to increase revenue and are in compliance with CARB mandates on innovative clean transit regulation. The requests in FY21 will be in addition to the existing CIP. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement Bus
 - Replacement Support Vehicles
 - SunRide Vehicle Purchase (4)
 - Vans for Service Expansion (3)

- Facilities and Equipment:
 - Facility Improvements
 - Maintenance Tools and Equipment
 - Microgrid to Hydrogen Phase II
 - Operations, Division II, & Electrolyzer Access Control Surveillance
 - Perimeter Lighting Division I
 - Public Hydrogen Station
 - Safety Enhancement Projects
 - SunLine Center of Excellence in Zero Emissions Technology
 - Upgrade Division I Fence

- Technology:
 - Information Technology Projects
 - Purchase Computer Hardware



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AGENCY PERSONNEL SUMMARY

Department	FY20 Base FTE's	Changes to Base	Proposed New Positions	FY21 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Marketing (31)	-	4.00	-	4.00	4.00
Human Resources (32)	6.00	-	-	6.00	-
Executive Office (40)	6.00	-	-	6.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	9.50	-	3.25	12.75	3.25
Information Technology (42)	4.00	-	-	4.00	-
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	194.00	-	-	194.00	-
Operations - Paratransit (13, 14)	54.00	-	-	54.00	-
Customer Service (45)	15.00	(4.00)	-	11.00	(4.00)
Service Planning (49)	6.00	-	-	6.00	-
FINANCE OFFICE					
Finance (41)	23.25	-	-	23.25	-
MAINTENANCE OFFICE					
Maintenance (21, 22)	49.00	-	3.00	52.00	3.00
Facilities Maintenance (23, 24)	6.00	-	-	6.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
Total FTEs	394.75	-	6.25	401.00	6.25

Notes:

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

Executive Office

- The Executive Office will be gaining four (4) existing FTE's that were transferred from the Transportation Office. A new division was created, Division 31 Marketing, to separate marketing duties from Division 45 Customer Service. The four (4) positions were moved from Division 45 to Division 31.

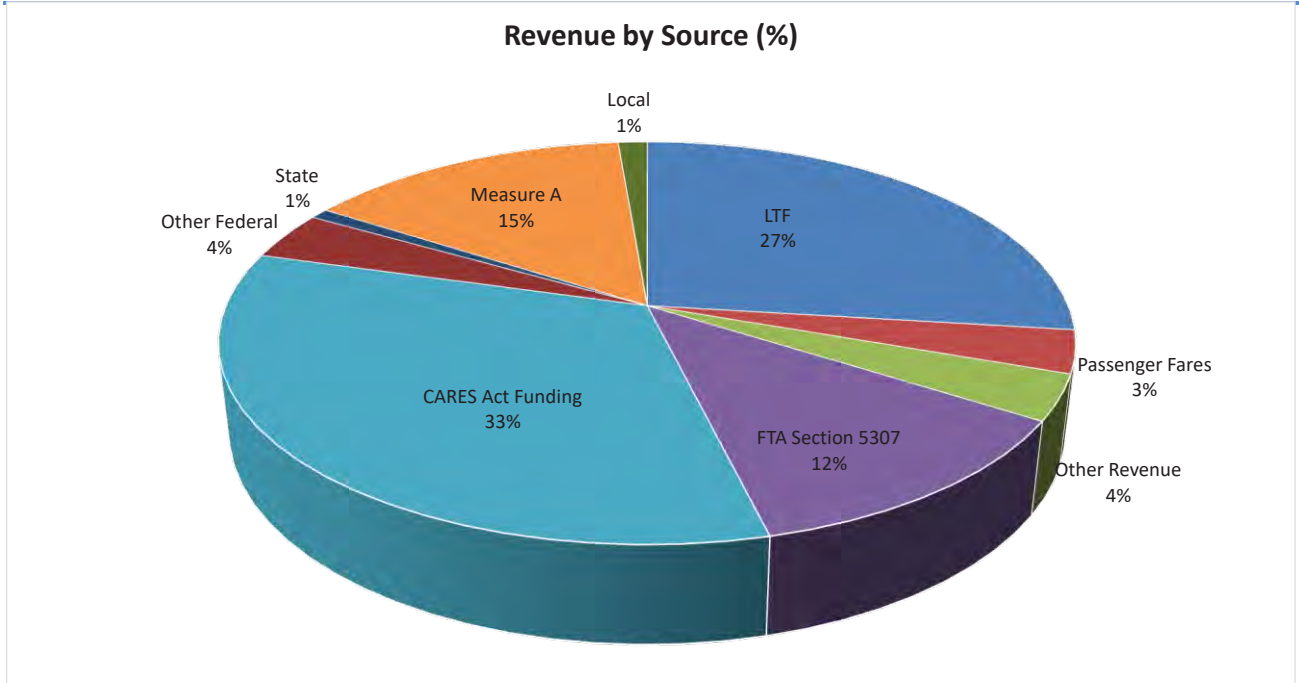
Safety Office

- The Safety Office added three and a quarter (3.25) Safety Officers to assist with new COVID-19 temperature screening procedures for all staff. Positions are pending funding.

Maintenance Office

- The Maintenance Office added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

REVENUE SUMMARY



Sources of Funding (Operating)	FY20 Approved Budget	FY20 Estimates	FY20 Variance	FY21 Proposed Budget	FY21 Variance	Type
Advertising Revenue	100,000	225,175	125,175	100,000	-	Local
Bus Stop Maintenance Fees	94,818	122,482	27,664	122,482	27,664	Local
The BUZZ Service	356,500	207,958	(148,542)	-	(356,500)	Local
CARES Act FTA Section 5307	-	2,000,000	2,000,000	13,208,971	13,208,971	Federal
CARES Act FTA Section 5311	-	375,782	375,782	300,000	300,000	Federal
CARES Act FTA Section 5311(f)	-	-	-	53,889	53,889	Federal
CMAQ	1,036,741	350,618	(686,123)	662,366	(374,375)	Federal
CNG Rebate	-	2,103,014	2,103,014	400,000	400,000	Federal
COD Haul Pass	163,167	168,032	4,865	110,000	(53,167)	Local
CSUSB Haul Pass	-	-	-	162,861	162,861	Local
Emissions Credits (Sales of State Fuel Credits)	1,003,000	625,036	(377,964)	600,000	(403,000)	Sales
Farebox - Fixed Route	2,490,613	1,689,363	(801,250)	1,247,055	(1,243,558)	Sales
Farebox - Paratransit	309,036	219,915	(89,121)	152,769	(156,267)	Sales
FTA Section 5307	6,072,269	6,072,269	-	4,968,507	(1,103,762)	Federal
FTA Section 5309	195,402	195,402	-	-	(195,402)	Federal
FTA Section 5310	46,250	46,250	-	29,627	(16,623)	Federal
FTA Section 5311	286,933	286,933	-	303,219	16,286	Federal
FTA Section 5311(f)	186,051	186,051	-	161,666	(24,385)	Federal
FTA Section 5312	-	-	-	37,320	37,320	Federal
Interest and Other Income	182,779	48,336	(134,443)	39,900	(142,879)	Local
Local Transportation Funds (LTF)	20,926,808	14,000,620	(6,926,188)	11,000,000	(9,926,808)	State
Low-Carbon Transit Operations Program	264,833	46,745	(218,088)	337,000	72,167	State
Measure A	6,706,363	6,206,363	(500,000)	5,955,883	(750,480)	Local
SRA Overhead Fee Revenue	26,087	26,087	-	27,381	1,294	Allocation
SunFuels - Outside Sales	300,000	765,586	465,586	800,000	500,000	Sales
Taxi Voucher (Passenger Sales)	92,500	93,984	1,484	59,254	(33,246)	Sales
Total Operating Revenue	40,840,150	36,062,000	\$ (4,778,150)	40,840,150	-	

Notes:

- In FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health and economic crisis.
- The FY20 variance reflects the difference between FY20 estimates and FY20 approved budget. The FY21 variance indicates the difference between FY21 proposed budget and FY20 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll Credits fund the other 1/2 of the program costs.

REVENUE & FUNDING SOURCES

The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Indio and San Bernardino, and complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

ADVERTISING REVENUE

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

BUS STOP SHELTER REVENUE

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

CARES ACT FTA SECTION 5307

CARES Act provides funds to prevent, prepare for, and respond to COVID-19. Eligible expenses include all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19. In addition, CARES Act funds are available for operating expenses for all FTA Section 5307 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.

CARES ACT FTA SECTION 5311/5311(f)

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

Haul Pass

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21 Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

REVENUE & FUNDING SOURCES

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY20 CMAQ funds will be used to launch two (2) new programs the SunRide Ride Share Program and 111 Express to the line 111.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

FTA SECTION 5310

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

FTA SECTION 5311/5311(f)

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

FTA SECTION 5312

The purpose of FTA Section 5312 funds is to advance innovative public transportation research and development. Eligible activities include research, innovation and development, demonstration, deployment and evaluation, low or no emission vehicle component testing, and transit cooperative research program.

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

REVENUE & FUNDING SOURCES

MEASURE A

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

SUNFUELS

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

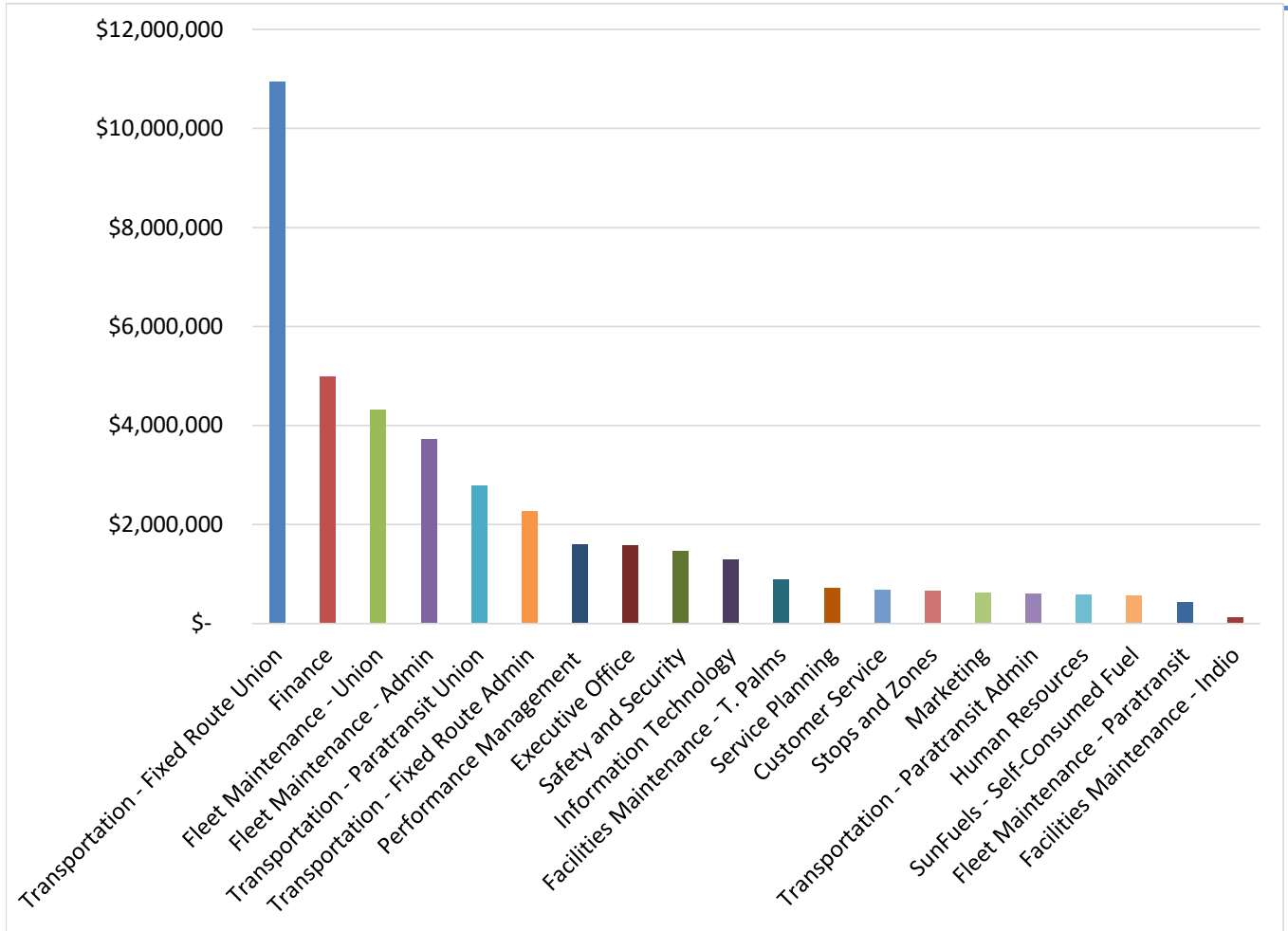
SRA OVERHEAD FEE REVENUE

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

TAXI VOUCHER PROGRAM (Passenger Sales)

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

EXPENSE SUMMARY

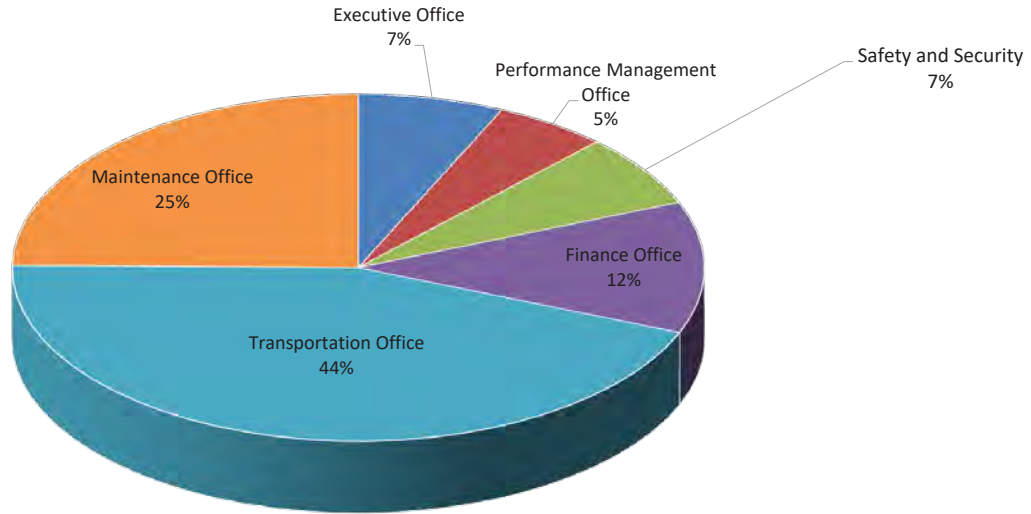


EXPENSE SUMMARY

Division	Division Name	FY20 Approved Budget	FY21 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	-	613,899	613,899
32	Human Resources	757,837	591,130	(166,707)
40	Executive Office	1,717,734	1,578,298	(139,436)
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed Fuel	329,382	564,873	235,491
44	Performance Management	2,079,167	1,593,761	(485,406)
SAFETY AND SECURITY OFFICE				
15	Safety and Security	1,231,428	1,471,387	239,959
42	Information Technology	1,279,567	1,292,673	13,106
FINANCE OFFICE				
41	Finance	4,435,631	4,997,549	561,918
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,426,610	2,265,591	(161,019)
12	Transportation - Fixed Route Union	11,353,972	10,949,754	(404,218)
13	Transportation - Paratransit Admin	588,025	605,239	17,214
14	Transportation - Paratransit Union	2,788,086	2,783,777	(4,309)
45	Customer Service	1,266,249	685,691	(580,558)
49	Service Planning	942,980	717,782	(225,198)
MAINTENANCE OFFICE				
13	Fleet Maintenance - Paratransit	536,637	428,248	(108,389)
21	Fleet Maintenance - Admin	3,179,429	3,723,394	543,965
22	Fleet Maintenance - Union	4,271,927	4,326,789	54,862
23	Facilities Maintenance - T. Palms	901,025	882,041	(18,984)
24	Facilities Maintenance - Indio	115,100	115,120	20
25	Stops and Zones	639,364	653,154	13,790
Total		40,840,150	40,840,150	-

EXPENSE SUMMARY BY OFFICE

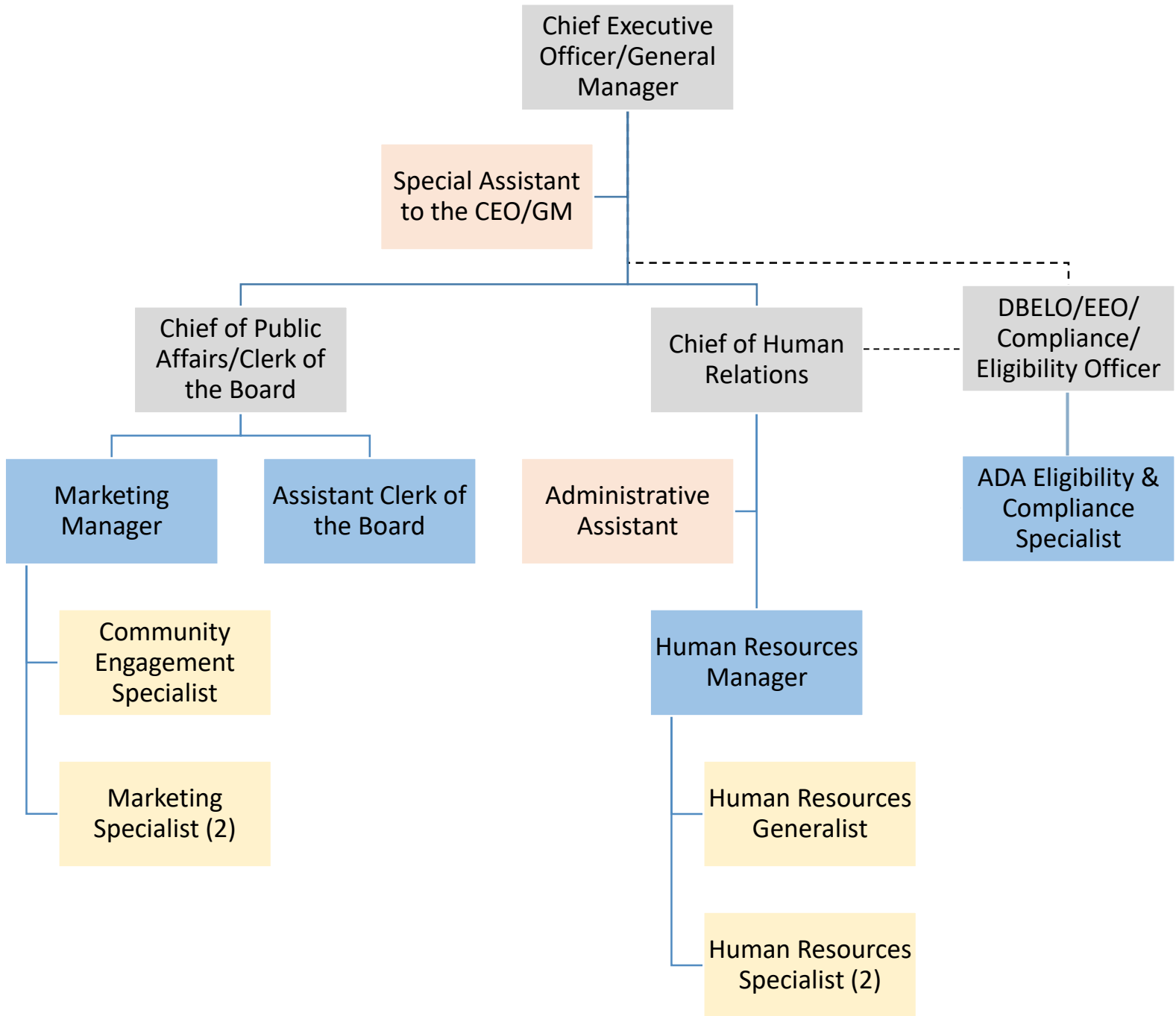
SUMMARY OF EXPENSES BY OFFICE (%)



Office	FY20 Approved Budget	FY21 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Marketing	-	613,899	2%
Human Resources	757,837	591,130	1%
Executive Office	1,717,734	1,578,298	4%
Executive Office	2,475,571	2,783,327	7%
PERFORMANCE MANAGEMENT OFFICE			
SunFuels	329,382	564,873	1%
Performance Management	2,079,167	1,593,761	4%
Performance Office	2,408,549	2,158,634	5%
SAFETY AND SECURITY OFFICE			
Safety and Security	1,231,428	1,471,387	4%
Information Technology	1,279,567	1,292,673	3%
Safety and Security Office	2,510,995	2,764,060	7%
FINANCE OFFICE			
Finance	4,435,631	4,997,549	12%
Finance Office	4,435,631	4,997,549	12%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,426,610	2,265,591	6%
Transportation - Fixed Route Operators	11,353,972	10,949,754	27%
Transportation - Paratransit Admin	588,025	605,239	1%
Transportation - Paratransit Operators	2,788,086	2,783,777	7%
Customer Service	1,266,249	685,691	2%
Service Planning	942,980	717,782	2%
Transportation Office	19,365,922	18,007,834	44%
MAINTENANCE OFFICE			
Fleet Maintenance - Paratransit	536,637	428,248	1%
Fleet Maintenance - Admin	3,179,429	3,723,394	9%
Fleet Maintenance - Mechanics	4,271,927	4,326,789	11%
Facilities Maintenance - T. Palms	901,025	882,041	2%
Facilities Maintenance - Indio	115,100	115,120	0%
Stops & Zones	639,364	653,154	2%
Maintenance Office	9,643,482	10,128,746	25%
Total Expenses	40,840,150	40,840,150	100%

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EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

The Marketing team supports, brands, and promotes SunLine Transit Agency’s service with the goal of heightening public awareness of SunLine Transit Agency and increasing ridership. This is accomplished through strategic planning, targeted advertising, face-to-face community engagement, public affairs outreach, media exposure, special events and a myriad of on-board communications.

FY21 GOALS & OBJECTIVES

- Implement the Refueled marketing and outreach plan to strategically communicate the improvements made to the transit network.
- Drive engagement and education with riders regarding enhanced health and safety measures maintained post COVID-19.
- Launch multi-layered campaigns to build awareness of SunLine’s initiatives.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	-	-	-	166,095	166,095
5010201610 ADMIN SALARIES-OT	-	-	-	-	3,000	3,000
5029999999 TOTAL FRINGE BENEFITS	-	-	-	-	92,504	92,504
5030303240 CONTRACTED SERVICES	-	-	-	-	153,500	153,500
5030303260 ADVERTISING	-	-	-	-	87,650	87,650
5030303270 SUNLINE EVENTS EXPENSE	-	-	-	-	10,000	10,000
5030303271 MUSIC FESTIVAL	-	-	-	-	11,000	11,000
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	10,000	10,000
5039900003 PRINTING EXPENSE	-	-	-	-	20,000	20,000
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	-	-	-	46,650	46,650
5049900001 OFFICE SUPPLIES	-	-	-	-	5,000	5,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	3,000	3,000
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	-	5,500	5,500
Total Expenses	-	-	-	-	613,899	613,899

- In FY21 Division 45 Community and Customer Relations was split into two (2) departments. The Marketing department is now its own entity to better meet Agency needs.

EXECUTIVE OFFICE

Division 31

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Community Engagement Specialist	0.00	1.00	1.00
1	Marketing Manager	0.00	1.00	1.00
2	Marketing Specialist	0.00	2.00	2.00
4	Total FTE's	0.00	4.00	4.00

Notes:

- In FY21 four (4) positions were moved from Division 45 to Division 31. The positions moved were the Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	166,095	166,095
5010201610 ADMIN SALARIES-OT	-	3,000	3,000
5029999999 TOTAL FRINGE BENEFITS	-	92,504	92,504
Sub-total	-	261,599	261,599
5030303240 CONTRACTED SERVICES			
Annual report	-	3,500	3,500
Public relations firm	-	120,000	120,000
Website hosting and support	-	30,000	30,000
Sub-total	-	153,500	153,500
5030303260 ADVERTISING			
Mass printing costs	-	1,140	1,140
Print, TV, radio & social media	-	24,542	24,542
Production costs associated with exterior bus and shelter advertisements	-	3,944	3,944
Human Trafficking Campaign (Grant Funded)	-	51,714	46,650
Promotional items	-	6,310	6,310
Sub-total	-	87,650	87,650
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	-	10,000	10,000
Sub-total	-	10,000	10,000
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	-	11,000	11,000
Sub-total	-	11,000	11,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	10,000	10,000
Sub-total	-	10,000	10,000

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
GFI	-	-	-
Rider's Guides	-	20,000	20,000
Sub-total	-	20,000	20,000
5030303273 Anti-Human Trafficking Campaign			
Costs associated with PSA for campaign	-	46,650	46,650
Sub-total	-	46,650	46,650
5049900001 OFFICE SUPPLIES			
Office Supplies	-	5,000	5,000
Sub-total	-	5,000	5,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	-	1,000	1,000
Costco	-	-	-
Stock Art and Digital Media	-	300	300
Palm Springs CVB	-	1,200	1,200
Rotary	-	500	500
Sub-total	-	3,000	3,000
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	-	5,500	5,500
Sub-total	-	5,500	5,500
Total Expenses	-	613,899	613,899

EXECUTIVE OFFICE**Division 32****FUNCTIONS & RESPONSIBILITIES**

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

FY21 GOALS & OBJECTIVES

- Position HR as a unit that is focused on assisting with employee affairs.
- Increase candidate pool for hiring.
- Increase HR team knowledge.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	267,730	168,945	103,608	208,167	213,028	4,861
510201610 ADMIN SALARIES-OT	1,000	2,000	1,901	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	(799)	(1,873)	(1,000)	873
5029999999 TOTAL FRINGE BENEFITS	147,619	182,440	105,401	172,511	162,502	(10,009)
5030300001 BENEFIT MANAGEMENT EXPENSE	14,150	9,150	14,793	13,880	16,900	3,020
5030300003 MEDICAL-EXAMS AND TESTING	19,000	33,500	34,440	25,000	30,000	5,000
5030400000 TEMPORARY HELP SERVICES	25,000	104,000	32,558	30,000	15,000	(15,000)
5039900003 PRINTING EXPENSE	2,500	5,000	4,500	3,455	3,868	413
5049900000 HR TRAINING	8,500	1,500	838	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,500	3,500	2,351	3,000	3,000	-
5060501000 ESTIMATED LAWSUIT EXPENSES	350,000	-	-	2,737	-	(2,737)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,001	2,521	6,677	4,758	7,151	2,393
5090200000 TRAVEL MEETINGS/TRAINING	4,500	4,500	2,324	4,500	5,280	780
5090201000 EMPLOYEE EVENT EXPENSE	15,000	12,650	10,579	10,150	14,450	4,300
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,500	1,500	911	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	19,500	29,132	87,649	79,132	29,751	(49,381)
5090800100 EMPLOYEE RECOGNITION	6,000	11,000	4,289	7,500	9,700	2,200
5090800125 TUITION REIMBURSEMENT	21,000	20,000	326	15,000	15,000	-
5099900004 CONSULTING-HR	24,500	137,199	151,284	174,920	60,000	(114,920)
Total Expenses	934,320	726,857	563,630	757,837	591,130	(166,707)

EXECUTIVE OFFICE

Division 32

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer	1.00	0.00	(1.00)
1	Chief of Human Relations	0.00	1.00	1.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resources Specialist	2.00	2.00	0.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
6	Total FTE's	6.00	6.00	0.00

Notes:

- Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer retitled to Chief of Human Relations.

EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	208,167	213,028	4,861
510201610 ADMIN SALARIES-OT	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	(1,873)	(1,000)	873
5029999999 TOTAL FRINGE BENEFITS	172,511	162,502	(10,009)
Sub-total	380,805	378,030	(2,775)
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	800	1,200	400
CALPERS Admin Fees	12,000	13,000	1,000
OPTUM	1,080	2,700	1,620
Sub-total	13,880	16,900	3,020
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	14,000	17,000	3,000
VTT and licenses	11,000	13,000	2,000
Sub-total	25,000	30,000	5,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	30,000	15,000	(15,000)
Sub-total	30,000	15,000	(15,000)
5039900003 PRINTING EXPENSE			
Federal & State Regulation Posters	-	563	563
Employee Handbooks	1,382	1,325	(57)
Promotional materials	2,073	1,980	(93)
Sub-total	3,455	3,868	413
5049900000 HR TRAINING			
Employee orientation related expenses	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies to organize EE Files	3,000	3,000	-
Sub-total	3,000	3,000	-

EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5060501000 ESTIMATED LAWSUIT EXPENSES			
Estimated amount of loss	2,737	-	(2,737)
Sub-total	2,737	-	(2,737)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
DCEAC Membership	-	40	40
Cal Chamber HR California	-	1,773	1,773
Review Snap	3,998	4,681	683
SHRM	760	657	(103)
Sub-total	4,758	7,151	2,393
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	5,280	780
Sub-total	4,500	5,280	780
5090201000 EMPLOYEE EVENT EXPENSE			
Year End Breakfast	-	800	
Employee spring event	2,000	2,000	-
Health and Benefits fair	-	1,500	1,500
Holiday party	8,150	10,150	2,000
Sub-total	10,150	14,450	4,300
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	15,035	5,651	(9,384)
Executive Officer recruiting	13,452	5,000	(8,452)
NEOGOV	50,645	19,100	(31,545)
Sub-total	79,132	29,751	(49,381)
5090800100 EMPLOYEE RECOGNITION			
Employee of the Month	-	700	
Candygrams	-	1,500	
Years of service awards for employees	6,000	6,000	-
Employee Referral Program	1,500	1,500	-
Sub-total	7,500	9,700	2,200

EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	6,000	5,000	(1,000)
Graduate level courses	9,000	10,000	1,000
Sub-total	15,000	15,000	-
5099900004 CONSULTING-HR			
General consulting for training and development, benefits, and legal compliance	174,920	60,000	(114,920)
Sub-total	174,920	60,000	(114,920)
Total Expenses	757,837	591,130	(166,707)

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimated Actuals	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,306	328,740	394,082	424,887	395,730	(29,157)
5010201610 ADMIN SALARIES-OT	-	-	-	1,000	824	(176)
5010700000 ALLOCATED SALARIES	(2,025)	(1,896)	(2,986)	(2,100)	(2,100)	-
5029999999 TOTAL FRINGE BENEFITS	148,157	226,382	250,653	296,922	291,844	(5,078)
5030200000 PUBLIC NOTICES	-	3,000	513	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	216,110	402,000	91,834	400,000	300,000	(100,000)
5030300005 LEGAL SVCS- GENERAL	110,735	125,000	114,081	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION	3,026	5,000	5,608	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL	1,943	3,000	1,664	4,500	2,000	(2,500)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	57,632	68,442	73,896	77,000	80,000	3,000
5090200000 TRAVEL-MEETINGS/TRAINING	44,510	37,000	22,956	20,000	20,000	-
5090200001 TRAINING/ WORKSHOP	-	22,306	18,391	15,000	15,000	-
5090200002 BOARD MEETING EXPENSES	4,237	4,500	2,584	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,077	7,000	5,467	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	46,029	73,000	16,595	50,000	25,000	(25,000)
5099900004 CONSULTING-GENERAL	69,633	286,125	275,570	280,525	300,000	19,475
Total Expenses	973,372	1,589,600	1,270,907	1,717,734	1,578,298	(139,436)

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Public Affairs/Clerk of the Board	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	DBELO/EEO/Compliance/Eligibility Officer	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
1	Special Assistant to the CEO/GM	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	424,887	395,730	(29,157)
5010201610 ADMIN SALARIES-OT	1,000	824	(176)
5010700000 ALLOCATED SALARIES	(2,100)	(2,100)	-
5029999999 TOTAL FRINGE BENEFITS	296,922	291,844	(5,078)
Sub-total	720,709	686,298	(34,411)
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO, and ADA information.	3,000	3,000	-
Sub-total	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	400,000	300,000	(100,000)
Legal fees for labor negotiations	-	-	-
Sub-total	400,000	300,000	(100,000)
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	125,000	125,000	-
Sub-total	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION			
General printing costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	4,500	2,000	(2,500)
Sub-total	4,500	2,000	(2,500)

EXECUTIVE OFFICE DETAIL

Division 40

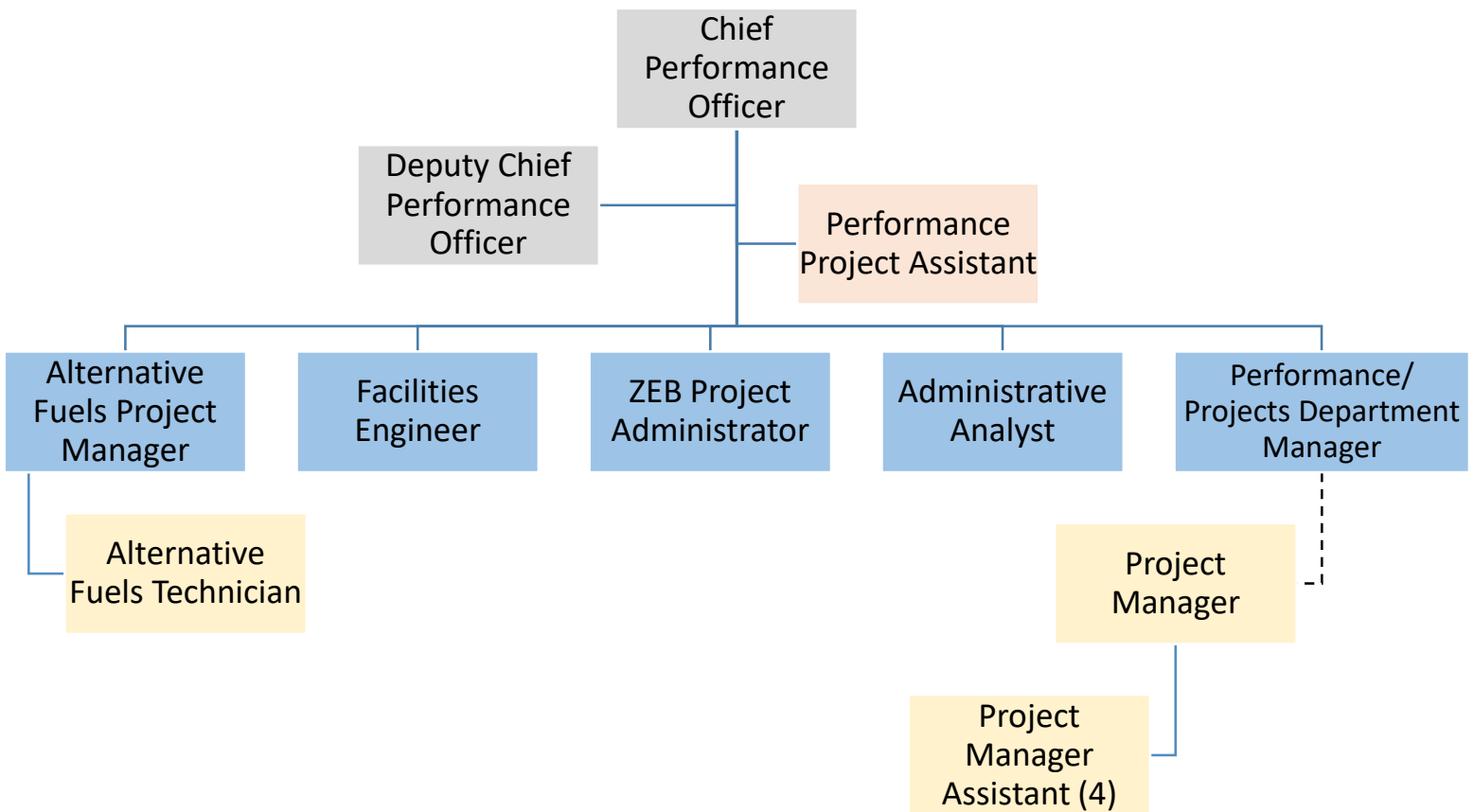
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	39,270	40,800	1,530
Cal Act	1,078	1,120	42
CAL Hydrogen Bus Council	10,780	11,200	420
Cal Start	2,618	2,800	182
California Transit Association	13,860	14,400	540
Carreon Foundation Scholarship	2,618	2,800	182
Clean Cities Coachella	1,078	1,120	42
CSUSB Advancement Board	2,156	2,240	84
ZEBRA	3,542	3,520	(22)
Sub-Total	77,000	80,000	3,000
5090200000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	1,965	1,965	-
APTA Board Conference	2,692	2,692	-
APTA Committee Meetings	1,239	1,239	-
CalAct Autumn Conference	1,138	1,138	-
CalStart Conference - Heavy Duty	868	868	-
CTA Annual Conference	868	868	-
CTE Board Meeting	868	868	-
EEO, DBE, ADA Seminars	3,784	3,784	-
Fees for general administration expenses related to city & community events	2,422	2,422	-
Training for Clerk of the Board	2,703	2,703	-
ZEBS Meetings	1,453	1,453	-
Sub-Total	20,000	20,000	-
5090200001 TRAINING/ WORKSHOP			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
West Coast Center of Excellence	2,018	2,018	-
Sub-Total	15,000	15,000	-

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090200002 BOARD MEETING EXPENSES			
General board meeting costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	12,000	-
Sub-total	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Room for improvement funds (Paratransit reform)	50,000	25,000	(25,000)
Sub-total	50,000	25,000	(25,000)
5099900004 CONSULTING-GENERAL			
Bus Stop Analysis	92,573	102,000	9,427
General assessments	72,936	78,000	5,064
Leadership Consulting	115,016	120,000	4,984
Sub-total	280,525	300,000	19,475
Total Expenses	1,717,734	1,578,298	(139,436)

PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Operate a highly efficient 24/7 fueling infrastructure and aim toward 100% uptime for the stations to accommodate the Agency's fleet growth in both CNG and Hydrogen vehicles.
- Maintain safe, reliable and courteous service to our internal and external customers to promote higher sales.
- Continue to commission and transition to the new CNG and Hydrogen stations and begin component training off/onsite.
- Create a path to secure more renewable energy paths to offset demands and take full advantage of all environmental/ tax credits.
- Focus on equipment upgrade for fueling station at Division II.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,038	102,826	105,434	104,407	109,618	5,211
5010201610 ADMIN SALARIES-OT	1,311	2,000	1,948	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,134	16,000	16,459	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	78,536	80,814	84,527	87,182	93,090	5,908
5030500010 CONTRACT SVC-GENERAL	17,934	49,000	29,632	19,000	28,000	9,000
5030500011 CONTRACT SVC-H2	56,056	62,500	36,387	40,000	10,000	(30,000)
5030500012 UNIFORMS	1,541	1,550	1,752	1,600	2,400	800
5030600900 ANSWERING SERVICES	379	420	359	420	420	-
5039900005 SHIPPING/FREIGHT	105	1,000	57	800	600	(200)
5039900007 INVENTORY-SALES TAX	2,876	3,500	3,635	3,500	3,000	(500)
5039900008 INVENTORY-FREIGHT CHARGES	1,213	1,500	1,322	1,500	1,500	-
5049900001 OFFICE SUPPLIES	159	300	36	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,240	2,100	1,792	2,000	1,000	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN	23,970	1,500	3,095	3,000	1,500	(1,500)
5049900012 MAT/SUPPLIES--CNG INDIO	707	5,760	674	1,500	2,000	500
5049900300 REPAIR PARTS-HYDROGEN	23,354	19,500	24,362	20,000	10,000	(10,000)
5049900400 REPAIR PARTS-CNG - TPALMS	27,767	32,000	23,517	30,000	18,328	(11,672)
5049900450 REPAIR PARTS-CNG - INDIO	13,664	20,000	5,923	15,000	20,772	5,772
5050200001 ELECTRICITY-CNG THOUSAND PALMS	70,441	73,000	69,644	73,000	76,000	3,000
5050200002 ELECTRICITY-CNG INDIO	77,245	69,000	58,544	65,000	65,000	-
5050200003 ELECTRICITY-HYDROGEN	26,446	108,000	329,394	145,000	780,000	635,000
5050200004 UTILITIES WATER/SEWER	-	-	1,005	-	1,800	1,800
5050200020 NATURAL GAS - THOUSAND PALMS	829,214	950,000	930,903	950,000	865,000	(85,000)
5050200021 NATURAL GAS - INDIO	395,163	395,000	190,372	365,000	225,000	(140,000)
5050200022 NATURAL GAS - HYDROGEN	47,271	70,000	35,029	20,000	5,000	(15,000)
5070500000 FUEL TAXES	171,318	170,000	78,885	100,000	120,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	2,000	2,000	-	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES	8,584	8,200	13,168	9,755	15,000	5,245
5099900004 PERMITS & LICENSES	327	700	435	1,200	1,200	-
5099909000 ALLOCATED INDIRECT EXPENSES	16,714	20,000	17,785	20,000	20,000	-
5100200000 SELF CONSUMED FUEL	(1,463,140)	(1,600,000)	(1,785,261)	(1,770,782)	(1,936,155)	(165,373)
Total Expenses	548,566	668,170	280,812	329,382	564,873	235,491

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Alternative Fuels Project Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	Total FTEs	2.00	2.00	0.00

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	104,407	109,618	5,211
5010201610 ADMIN-OT	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	87,182	93,090	5,908
Sub-total	209,589	222,208	12,619
5030500010 CONTRACT SVC-GENERAL			
Haz mat disposal	2,300	2,000	(300)
POS monitor & equipment repairs	11,700	20,000	8,300
PRD safety valve repairs and certs	5,000	6,000	1,000
Sub-total	19,000	28,000	9,000
5030500011 CONTRACT SVC-H2			
Quarterly H2 purity testing	5,000	-	(5,000)
Reformer maintenance & monitoring	31,000	10,000	(21,000)
Water treatment services for H2 production	4,000	-	(4,000)
Sub-total	40,000	10,000	(30,000)
5030500012 UNIFORMS			
Uniform services	1,600	2,400	800
Sub-total	1,600	2,400	800
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	800	600	(200)
Sub-total	800	600	(200)
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	3,500	3,000	(500)
Sub-total	3,500	3,000	(500)
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies	300	300	-
Sub-total	300	300	-

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	300	-	(300)
Electrical hardware	200	-	(200)
Hardware	150	-	(150)
Industrial supplies	150	100	(50)
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Stainless steel fittings	300	-	(300)
Sub-total	2,000	1,000	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN			
Hardware	610	500	(110)
Hoses & nozzles	500	700	200
Nitrogen	1,000	-	(1,000)
Reverse osmosis water filters	540	-	(540)
Stainless steel fittings	350	300	(50)
Stainless steel valves	-	-	-
Sub-total	3,000	1,500	(1,500)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	750	900	150
Hardware	300	550	250
Stainless steel fittings & valves	450	550	100
Sub-total	1,500	2,000	500
5049900300 REPAIR PARTS-HYDROGEN			
Parts for reformer	10,000	-	(10,000)
Parts for compressor	10,000	10,000	-
Sub-total	20,000	10,000	(10,000)
5049900400 REPAIR PARTS-CNG - TPALMS			
Compressor rebuild parts	12,600	-	(12,600)
Parts for dispenser	5,000	4,800	(200)
Parts for hoses & nozzles	8,000	9,128	1,128
Valve repair parts	4,400	4,400	-
Sub-total	30,000	18,328	(11,672)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	11,333	14,772	3,439
Parts for dispenser	1,000	1,300	300
Parts for hoses & nozzles	2,667	4,700	2,033
Sub-total	15,000	20,772	5,772
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	73,000	76,000	3,000
Sub-total	73,000	76,000	3,000

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	65,000	65,000	-
Sub-total	65,000	65,000	-
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	145,000	780,000	635,000
Sub-total	145,000	780,000	635,000
5050200004 UTILITIES WATER/SEWER			
	-	1,800	
Sub-total	-	1,800	1,800
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	950,000	865,000	(85,000)
Sub-total	950,000	865,000	(85,000)
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	365,000	225,000	(140,000)
Sub-total	365,000	225,000	(140,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	20,000	5,000	(15,000)
Sub-total	20,000	5,000	(15,000)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	100,000	120,000	20,000
Sub-total	100,000	120,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING			
Ariel Compressor	1,000	3,000	2,000
APTA, ACT, CalCTA	2,000	2,000	-
Sub-total	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	9,755	15,000	5,245
Sub-total	9,755	15,000	5,245
5099900004 PERMITS & LICENSES			
Fees paid to the county	1,200	1,200	-
Sub-total	1,200	1,200	-
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	20,000	-
Sub-total	20,000	20,000	-
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,770,782)	(1,936,155)	(165,373)
Sub-total	(1,770,782)	(1,936,155)	(165,373)
Total Expenses	329,382	564,873	235,491

PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Develop integrated project team to continue support on key capital projects and assist in obtaining grant opportunities.
- Improve the utilization of metrics throughout the Agency with the focus on creating a metrics dashboard on line.
- Deliver innovative capital projects while managing quality, schedules and cost controls.
- Enrich performance staff development through education and delegation of responsibilities.
- Project Management Documentation training and adherence.

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	343,304	548,388	439,153	561,077	490,725	(70,352)
5010201610 ADMIN SALARIES-OT	929	1,000	664	2,000	1,236	(764)
5010700000 ALLOCATED SALARIES	(2,405)	(2,760)	(3,194)	(1,963)	-	1,963
5010700001 GRANT ALLOCATION	(46,252)	(30,000)	(18,189)	(40,000)	(15,000)	25,000
5029999999 TOTAL FRINGE BENEFITS	114,904	321,250	276,109	395,903	377,883	(18,020)
5030200000 PUBLIC NOTICES	1,270	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	17,571	-	-	-	-	-
5030400000 TEMPORARY HELP	7,865	10,000	-	15,000	-	(15,000)
5039900012 VAN POOL EXPENSES	-	-	320,717	294,569	306,741	12,172
5039900013 CENTER OF EXCELLENCE	114,887	216,822	88,065	111,431	-	(111,431)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	29,901	282,500	-	(282,500)
5049900000 PRINTING ADMINISTRATION	96	500	144	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	501	550	520	650	700	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,000	2,688	2,000	2,000	-
5090200000 TRAVEL-MEETINGS/TRAINING	14,050	20,200	24,028	25,000	30,000	5,000
5090200001 TRAINING/ WORKSHOP	1,458	1,394	2,236	3,000	7,200	4,200
5090200002 ACCESS COMMITTEE EXPENSES	195	-	-	-	-	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	25,000	6,745	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES	-	500	334	500	700	200
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	66,915	797,500	298,536	402,000	341,076	(60,924)
5090200005 HAUL PASS	-	-	-	-	25,000	25,000
Total Expenses	635,287	1,911,344	1,468,457	2,079,167	1,593,761	(485,406)

Notes

- Added Haul Pass GL for new project and related expenditures.
- Moved SunRide Ride Share Program to Division 15

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Administrative Analyst	1.00	1.00	0.00
1	Chief Performance Officer	1.00	1.00	0.00
0	Chief Performance Consultant	1.00	0.00	(1.00)
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	4.00	4.00	0.00
1	Performance/Projects Department Manager	0.00	1.00	1.00
1	ZEB Project Administrator	1.00	1.00	0.00
12	Total FTEs	12.00	12.00	0.00

Notes

- Renamed Chief Performance Consultant FTE to Performance/Projects Department Manager

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	561,077	490,725	(70,352)
5010201610 ADMIN SALARIES-OT	2,000	1,236	(764)
5010700000 ALLOCATED SALARIES	(1,963)	-	1,963
5010700001 GRANT ALLOCATION	(40,000)	(15,000)	25,000
5029999999 TOTAL FRINGE BENEFITS	395,903	377,883	(18,020)
Sub-total	917,017	854,844	(62,173)
5030400000 TEMPORARY HELP			
Temporary resources with departmental needs as they arise	15,000	-	(15,000)
Sub-total	15,000	-	(15,000)
5030300012 VAN POOL EXPENSES			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	294,569	306,741	12,172
Sub-total	294,569	306,741	12,172
5039900013 CENTER OF EXCELLENCE			
West Coast Center of Excellence training material and events	26,000	-	(26,000)
Unplanned Maintenance Software (pass through FTA/CTE funds)	85,431		(85,431)
Sub-total	111,431	-	(111,431)
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Start up costs for the SunRide (Micro Transit Program)	282,500	-	(282,500)
Sub-total	282,500	-	(282,500)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	650	700	50
Sub-total	650	700	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,000	2,000	-
Sub-total	2,000	2,000	-

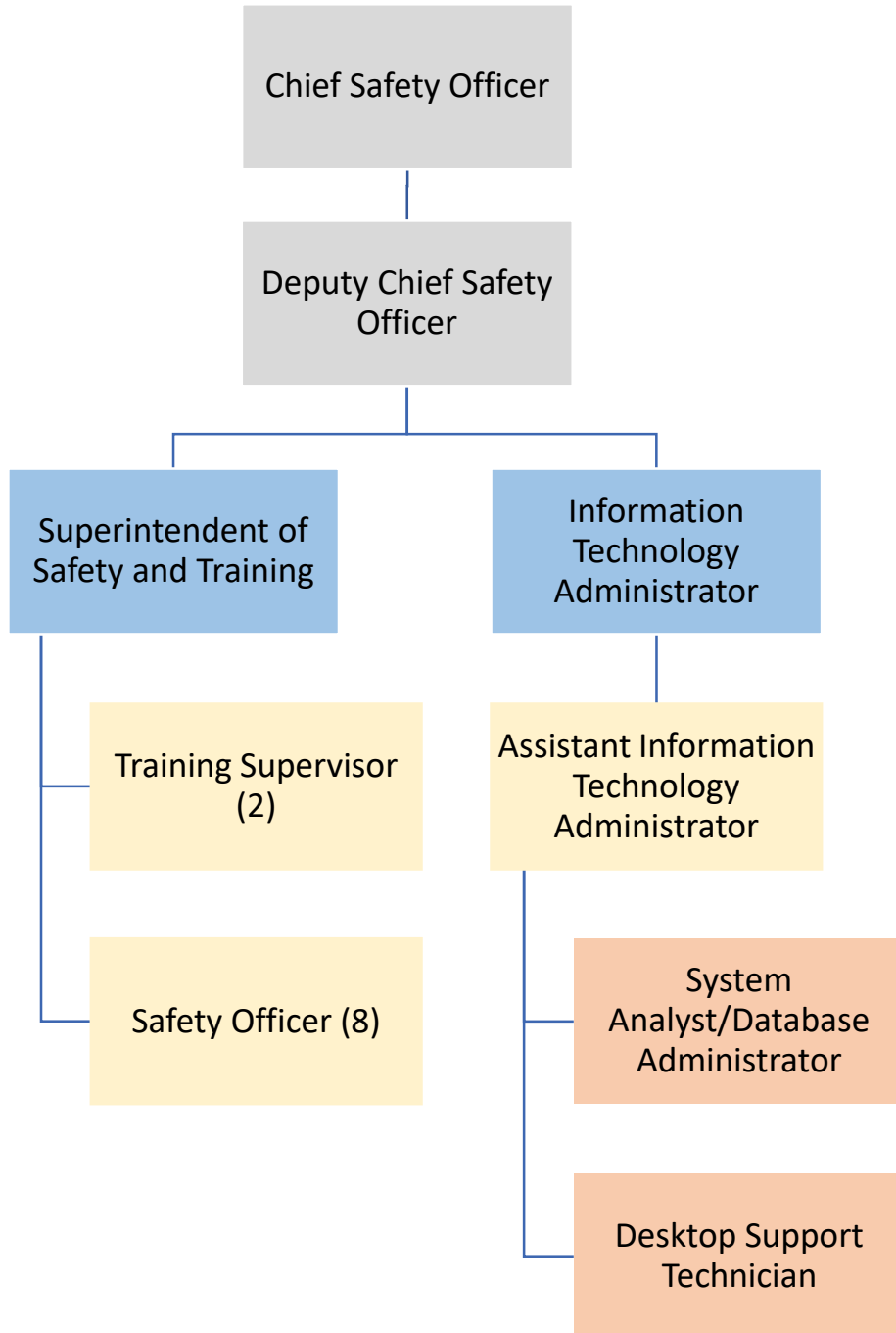
PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	8,500	11,500	3,000
Cal Act seminar	3,500	3,500	-
CTA seminars	3,300	3,300	-
CARB and CEC	-	4,000	4,000
FTA sponsored technology events	2,000	2,000	
National Transit Institute	2,000	2,000	-
Public Project Training	1,500	1,500	-
Seminar/workshop speaking engagements	4,200	2,200	(2,000)
Sub-total	25,000	30,000	5,000
5090200001 TRAINING/ WORKSHOP			
Workshop/seminars for Performance staff development	3,000	7,200	4,200
Sub-total	3,000	7,200	4,200
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
Sub-total	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursement and misc. expenses	500	700	200
Sub-total	500	700	200
5099900004 CONSULTING-GENERAL			
Department consultants to aid with project management	317,000	341,076	24,076
Subject matter experts to supplement staff	85,000	-	(85,000)
Sub-total	402,000	341,076	(60,924)
5090200005 Haul Pass			
Haul Pass	-	25,000	25,000
Sub-total	-	25,000	25,000
Total Expenses	2,079,167	1,593,761	(485,406)

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Increase awareness of the System Safety Plan throughout the Agency.
- Ongoing TSI and emergency management training for safety personnel.
- Implement perishable skills training program for Operators.
- Conversion of current access control to be integrated to video surveillance access control.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved	FY21	Variance
5010200500 ADMIN SALARIES	293,632	382,244	476,215	464,944	507,034	42,090
5010201610 ADMIN SALARIES-OT	96	500	368	1,000	1,236	236
5029999999 TOTAL FRINGE BENEFITS	250,332	367,416	324,343	382,259	351,817	(30,442)
5030300001 ID BADGE SUPPLIES	1,540	1,500	2,298	2,700	2,700	-
5030300003 MEDICAL-EXAMS AND TESTING	-	21,000	20,021	22,000	30,000	8,000
5030300013 UNIFORMS	2,028	2,500	2,610	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES	14,806	17,000	9,406	20,000	20,000	-
5030700000 SECURITY SERVICES	100,130	104,159	80,630	117,337	110,000	(7,337)
5030700005 CAMERA MAINTENANCE AGREEMENT	-	-	4,590	20,000	10,000	(10,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	250,000	250,000
5049900001 OFFICE SUPPLIES	3,017	2,000	1,687	2,250	1,500	(750)
5049900009 MATERIALS & SUPPLIES	10,388	19,449	14,950	23,000	25,000	2,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	2,186	-	7,043	35,000	60,000	25,000
5060300100 REPAIR CLAIMS	34,363	144,280	6,688	53,488	50,000	(3,488)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	6,622	2,551	1,151	4,000	2,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING	13,562	18,000	13,626	22,000	25,000	3,000
5090201000 EMPLOYEE EXPENSES	2,555	500	-	450	100	(350)
5090800000 RECRUITING EMPLOYEES	-	8,000	4,800	8,000	7,000	(1,000)
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	-	-	17,842	50,000	15,000	(35,000)
Total Expenses	735,257	1,091,099	988,265	1,231,428	1,471,387	239,959

Notes

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Assistant Training Supervisor	1.00	0.00	(1.00)
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	0.75	0.75	0.00
8	Safety Officer	4.75	8.00	3.25
0	Senior Safety Officer	1.00	0.00	(1.00)
2	Training Supervisor	0.00	2.00	2.00
0	Senior Training Supervisor	1.00	0.00	(1.00)
1	Superintendent of Safety and Training	0.00	1.00	1.00
13	Total FTEs	9.50	12.75	3.25

Notes:

- Added 3.25 Safety Officers to assist with new COVID-19 tempetaure screening procedures for all staff. Positions are pending funding.
- Assistant Training Supervisor and Senior Training Supervisor retitled to Training Supervisor
- Senior Safety Officer retitled to Superintendent of Safety and Training
- Deputy Chief Safety Officer budgeted as a partime FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	464,944	507,034	42,090
5010201610 ADMIN SALARIES-OT	1,000	1,236	236
5029999999 TOTAL FRINGE BENEFITS	382,259	351,817	(30,442)
Sub-total	848,203	860,087	11,884
5030300001 ID BADGE SUPPLIES			
Access Cards	2,700	2,700	-
Sub-total	2,700	2,700	-
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	22,000	30,000	8,000
Sub-total	22,000	30,000	8,000
5030300013 UNIFORMS			
Staff shirts/hats, Etc.	500	-	(500)
Uniform rental	2,500	3,000	500
Sub-total	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	10,000	10,000	-
Safety Incentive program	10,000	10,000	-
Sub-total	20,000	20,000	-
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	12,000	-	(12,000)
Guard services at Divisions 1 & 2	105,337	110,000	4,663
Sub-total	117,337	110,000	(7,337)
5030700005 CAMERA MAINTENANCE AGREEMENT			
Camera maintenance	20,000	10,000	(10,000)
Sub-total	20,000	10,000	(10,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Ride Share Expenses	-	250,000	250,000
Sub-total	-	250,000	250,000
5049900001 OFFICE SUPPLIES			
Office supplies	2,250	1,500	(750)
Sub-total	2,250	1,500	(750)
5049900009 MATERIALS & SUPPLIES			
Banners	1,000	1,000	-
First aid /CPR supplies	2,000	2,000	-
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	3,000	5,000	2,000
Sub-total	23,000	25,000	2,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES			
Emergency equipment	35,000	60,000	25,000
Sub-total	35,000	60,000	25,000
5060300100 REPAIR CLAIMS			
Repair Claims	53,488	50,000	(3,488)
Sub-total	53,488	50,000	(3,488)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	395	1,000	605
Fred Pryor Membership	1,000	-	(1,000)
National Safety Council	749	1,000	251
OSHA Membership	1,856	-	(1,856)
Sub-total	4,000	2,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Conference	4,000	2,500	(1,500)
CTA Conference	4,000	2,500	(1,500)
FTA Drug & Alcohol Training	3,000	2,000	(1,000)
Risk Management Training	1,000	-	(1,000)
TSI Training	10,000	6,000	(4,000)
Smith System Training	-	12,000	12,000
Sub-total	22,000	25,000	3,000
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	450	-	(450)
Mileage Reimbursments	-	100	100
Sub-total	450	100	(350)
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	8,000	7,000	(1,000)
Sub-total	8,000	7,000	(1,000)
5099900004 CONSULTING-GENERAL			
Consulting Services	50,000	15,000	(35,000)
Sub-total	50,000	15,000	(35,000)
Total Expenses	1,231,428	1,471,387	239,959

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Build out cloud disaster recovery solution for SunLine systems.
- Develop IT Steering Committee to implement management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency Goals.
- Implement Network Operation Center to proactively alert IT to changes in the SunLine infrastructure.
- Hire consultant to conduct agency wide needs analysis.
- Hire consultant to conduct penetration test / advise on security improvement.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,693	165,412	117,199	185,956	172,004	(13,952)
5010201610 ADMIN SALARIES-OT	579	1,000	-	1,500	412	(1,088)
5010700000 ALLOCATED SALARIES	(1,237)	(930)	(888)	(1,627)	(1,086)	541
5029999999 TOTAL FRINGE BENEFITS	109,837	113,325	70,417	143,485	116,406	(27,079)
5030200006 COMMUNICATIONS	191,030	225,518	234,414	226,000	243,300	17,300
5030300009 CONTRACTED SERVICES	1,000	2,500	3,700	10,125	27,356	17,231
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	399,388	525,745	516,265	626,053	627,653	1,600
5030400000 TEMPORARY HELP SERVICES	-	27,002	20,584	10,000	27,356	17,356
5030500000 OFFICE EQUIPMENT MAINTENANCE	30,947	35,000	31,747	30,000	44,681	14,681
5049900001 OFFICE SUPPLIES	9,170	9,200	6,356	9,900	11,854	1,954
5049900010 COMPUTER SUPPLIES	15,843	22,500	11,655	19,800	18,237	(1,563)
5090200000 TRAVEL MEETINGS/TRAINING	6,366	19,100	1,139	1,375	4,500	3,125
5090200005 HAUL PASS PROGRAM EXPENSES	-	17,000	320	17,000	-	(17,000)
Total Expenses	925,615	1,162,372	1,012,907	1,279,567	1,292,673	13,106

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
4	Total FTEs	4.00	4.00	0.00

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	185,956	172,004	(13,952)
510201610 ADMIN SALARIES-OT	1,500	412	(1,088)
5010700000 ALLOCATED SALARIES	(1,627)	(1,086)	541
5029999999 TOTAL FRINGE BENEFITS	143,485	116,406	(27,079)
Sub Total	329,314	287,736	(41,578)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	62,000	59,300	(2,700)
Phone services	44,000	64,000	20,000
Sub-total	226,000	243,300	17,300
5030300009 CONTRACTED SERVICES			
Third-party IT support services	10,125	27,356	17,231
Sub-total	10,125	27,356	17,231

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

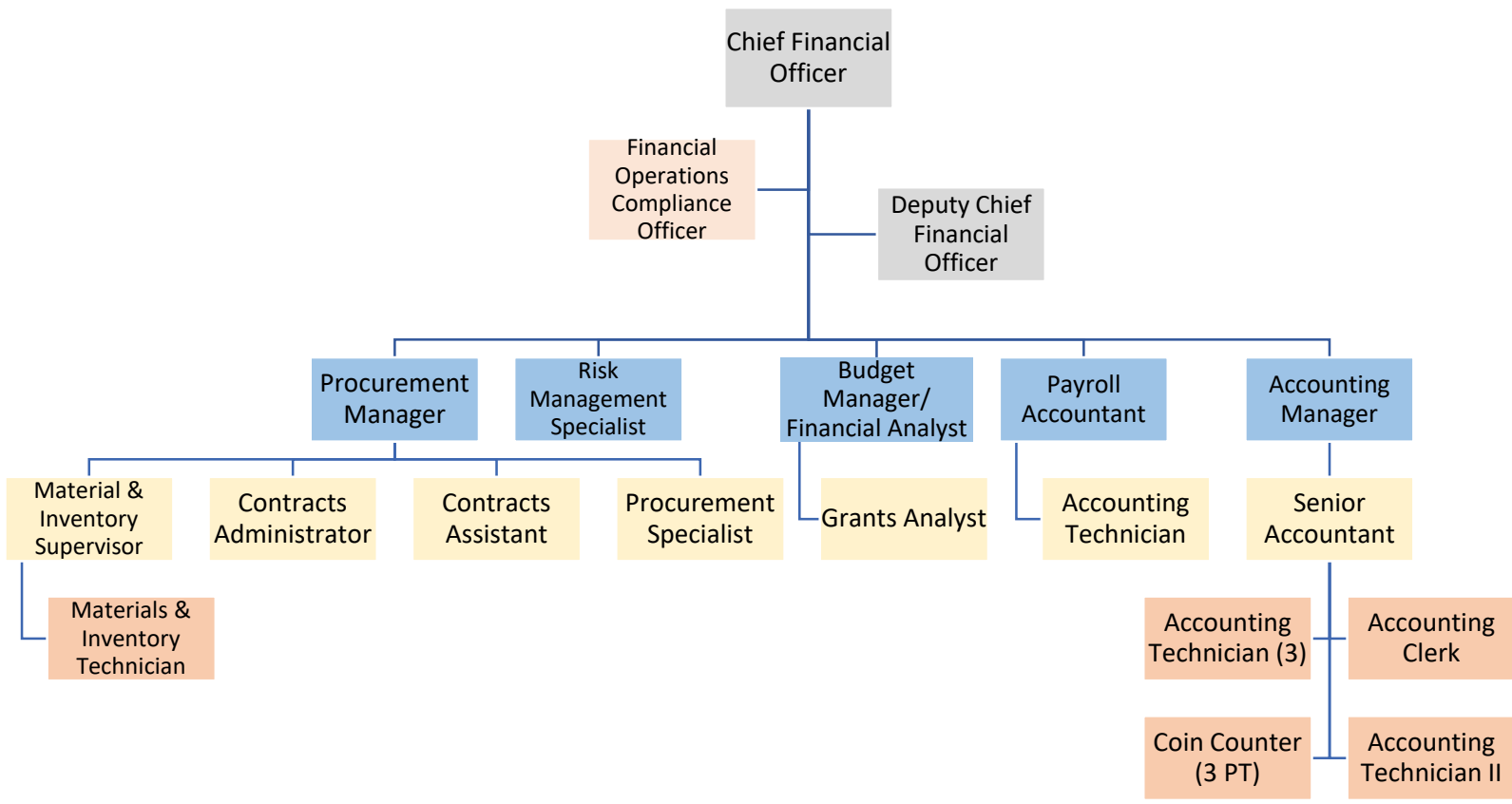
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	2,500	2,500	-
AVAIL	130,500	135,000	4,500
Barracuda Email Filter	2,800	3,000	200
Barracuda Web Filter	2,203	2,203	-
Cisco Device Support	11,000	11,000	-
Cloud Backup	20,000	20,000	-
CradlePoint Router Support Buses	24,500	26,500	2,000
Cummins	2,800	3,200	400
DocuSign	-	900	900
Fleet-Net	25,000	10,000	(15,000)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	2,800	2,800	-
Lansweeper	1,500	1,600	100
Microsoft EA	88,000	88,000	-
Mitel Licenses	3,000	3,000	-
New software	12,000	12,000	-
Remix	27,500	27,500	-
ShoreTel system support	12,000	12,600	600
Software - Additional	-	19,500	19,500
SourceFire	4,600	4,600	-
Syslog Watcher	350	400	50
Trapeze	140,000	140,000	-
Tyler	55,000	55,000	-
Tyler DR	20,000	10,000	(10,000)
Veeam	19,000	16,000	(3,000)
Web filtering buses	9,000	9,000	-
ZOOM	-	1,350	1,350
Sub-total	626,053	627,653	1,600

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	27,356	17,356
Sub-total	10,000	27,356	17,356
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	30,000	44,681	14,681
Sub-total	30,000	44,681	14,681
5049900001 OFFICE SUPPLIES			
Copy paper	8,500	10,454	1,954
General office supplies	1,400	1,400	-
Sub-total	9,900	11,854	1,954
5049900010 COMPUTER SUPPLIES			
Computer supplies	19,800	18,237	(1,563)
Sub-total	19,800	18,237	(1,563)
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	1,375	4,500	3,125
Sub-total	1,375	4,500	3,125
5090200005 HAUL PASS PROGRAM EXPENSES			
Haul Pass Program expenses	17,000	-	(17,000)
Sub-total	17,000	-	(17,000)
Total Expenses	1,279,567	1,292,673	13,106

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY21 Goals and Objectives

- Identify and maximize software utilization by staff in order to create efficiencies.
- Increase intradepartmental development through training.
- Analyze revenue streams and diversify revenue sources for the Agency.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	873,210	1,122,779	886,557	1,109,057	1,072,327	(36,730)
5010201610 ADMIN SALARIES-OT	4,306	6,754	5,544	7,692	8,000	308
5010700000 ALLOCATED SALARIES	(6,648)	(6,300)	(6,759)	(7,707)	(6,792)	915
5029999999 TOTAL FRINGE BENEFITS	479,974	707,446	557,849	764,885	671,685	(93,200)
5030200000 PUBLIC NOTICES	6,371	8,500	3,684	7,650	6,000	(1,650)
5030300009 CONTRACTED SERVICES	3,150	1,368	1,874	8,600	3,500	(5,100)
5030300010 ORGANIZATIONAL SERVICES	140	21,600	-	3,262	38,329	35,067
5030300015 AUDIT SERVICES	86,033	102,940	62,769	90,000	90,000	-
5030400000 TEMPORARY HELP SERVICES	113,221	45,032	54,788	30,000	30,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	208,855	218,860	173,332	185,000	138,750	(46,250)
5039900012 VAN POOL EXPENSES	362,120	357,315	242,638	-	-	-
5049900001 OFFICE SUPPLIES	12,121	13,223	12,206	13,223	14,000	777
5049900002 OFFICE SUPPLIES-POSTAGE	1,039	-	-	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	159,506	180,814	255,072	207,833	294,358	86,525
5060100100 INSURANCE PREMIUM - PROPERTY	14,964	17,136	21,463	18,626	24,737	6,111
5060300000 INSURANCE - GENERAL LIABILITY	245,649	380,570	414,087	412,175	576,193	164,018
5060400000 INSURANCE LOSSES	797,857	963,105	883,490	963,105	1,405,644	442,539
5060401000 INSURANCE PREMIUM - WC	292,960	312,949	352,346	349,418	376,185	26,767
5060800000 INSURANCE-ADMIN	86,676	96,802	142,660	147,737	163,433	15,696
5079900000 PROPERTY & OTHER TAXES	146	300	164	300	400	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	310	912	-	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING	22,357	45,596	9,481	29,000	15,000	(14,000)
5090200002 MILEAGE REIMBURSEMENT	111	912	-	700	500	(200)
5090201000 EMPLOYEE EXPENSES	1,375	2,000	1,380	2,000	2,000	-
5090801000 BANK SERVICE FEES	27,286	35,000	16,777	55,000	25,000	(30,000)
5090801040 PASS OUTLET COMMISSION	28,580	35,000	19,127	35,000	22,000	(13,000)
5090801050 MOBILE TICKETING COMMISSION	-	-	10,756	-	20,000	20,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	500	400
5110101050 INTEREST EXPENSE	1,245	1,500	2,812	2,175	5,000	2,825
Total Expenses	3,822,914	4,672,113	4,124,097	4,435,631	4,997,549	561,918

Notes

- Moved Vanpool GL to the Performance Office

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	5.00	4.00	(1.00)
1	Accounting Technician II	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Financial Operations Compliance Officer	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Manager	1.00	1.00	0.00
1	Procurement Specialist	1.00	1.00	0.00
1	Risk Management Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
24	Total FTEs	23.25	23.25	0.00

Notes:

- One (1) Accounting Technician FTE retitled to Risk Management Specialist

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,109,057	1,072,327	(36,730)
5010201610 ADMIN SALARIES-OT	7,692	8,000	308
5010700000 ALLOCATED SALARIES	(7,707)	(6,792)	915
5029999999 TOTAL FRINGE BENEFITS	764,885	671,685	(93,200)
Sub-total	1,873,927	1,745,220	(128,707)
5030200000 PUBLIC NOTICES			
Advertisements for procurement solicitations	7,650	6,000	(1,650)
Sub-total	7,650	6,000	(1,650)
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	8,600	3,500	(5,100)
Sub-total	8,600	3,500	(5,100)
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	3,262	38,329	35,067
Sub-total	3,262	38,329	35,067
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	90,000	90,000	-
Sub-total	90,000	90,000	-
5030400000 TEMPORARY HELP SERVICES			
Financial Statement & Single Audit	30,000	30,000	-
Sub-total	30,000	30,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	185,000	138,750	(46,250)
Sub-total	185,000	138,750	(46,250)
5049900001 OFFICE SUPPLIES			
Office supplies	13,223	14,000	777
Sub-total	13,223	14,000	777

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	207,833	294,358	86,525
Sub-total	207,833	294,358	86,525
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	18,626	24,737	6,111
Sub-total	18,626	24,737	6,111
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	412,175	576,193	164,018
Sub-total	412,175	576,193	164,018
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	963,105	1,405,644	442,539
Sub-total	963,105	1,405,644	442,539
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	349,418	376,185	26,767
Sub-total	349,418	376,185	26,767
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	147,737	163,433	15,696
Sub-total	147,737	163,433	15,696
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	300	400	100
Sub-total	300	400	100

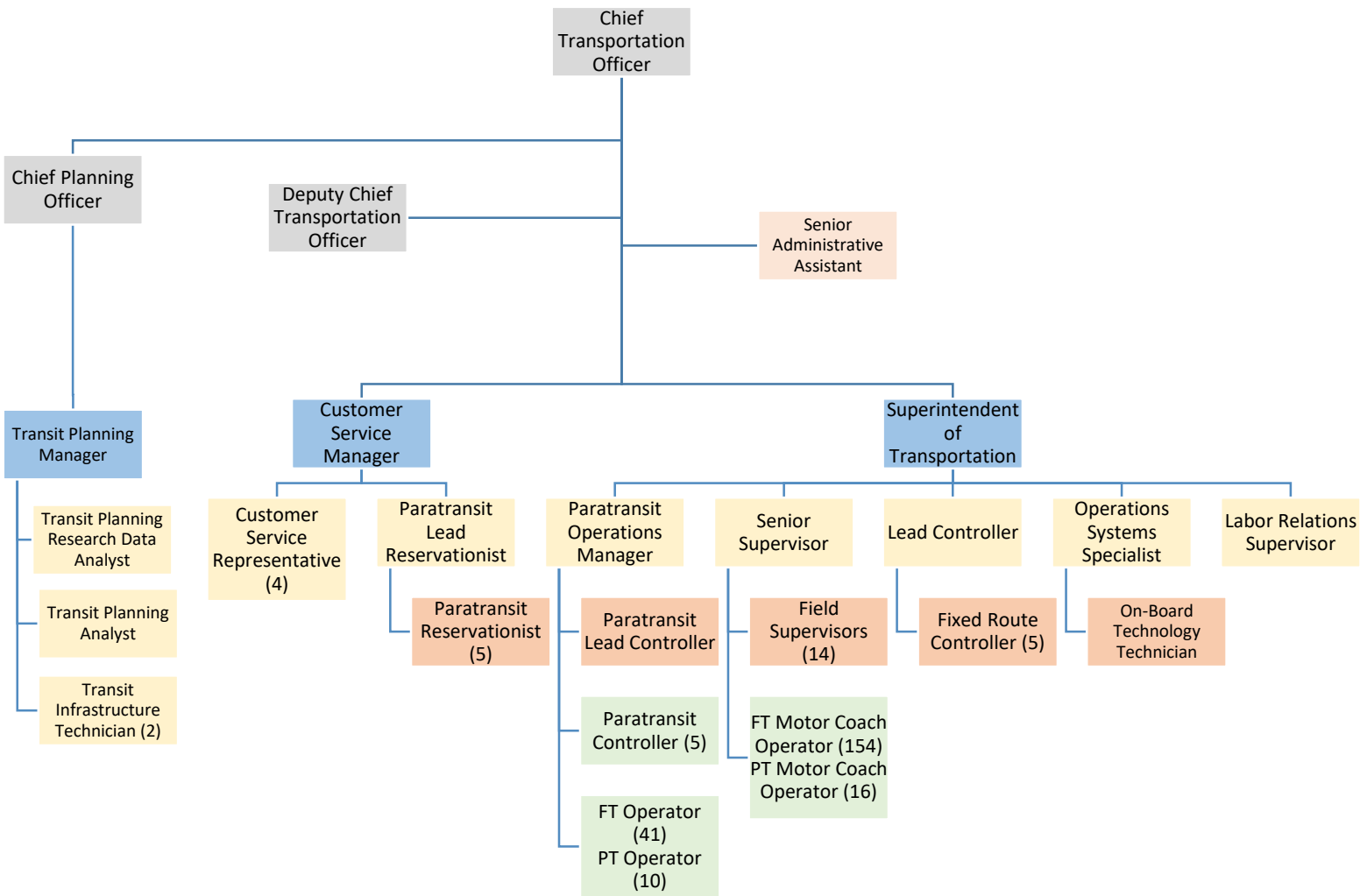
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	800	800	-
Sub-total	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	25,500	11,550	(13,950)
FTA Triennial Workshop	-	-	-
Government Finance Officers Association Conference	3,500	3,450	(50)
Transit Paratransit Course	-	-	-
Sub-total	29,000	15,000	(14,000)
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for all agency employees	700	500	(200)
Sub-total	700	500	(200)
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	8,250	3,500	(4,750)
Merchant and bank Fees	46,750	21,500	(25,250)
Sub-total	55,000	25,000	(30,000)
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	35,000	22,000	(13,000)
Sub-total	35,000	22,000	(13,000)
5090801050 MOBILE TICKETING COMMISSION			
Mobile ticketing surcharge	-	20,000	20,000
Sub-total	-	20,000	20,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	100	500	400
Sub-total	100	500	400
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	2,175	5,000	2,825
Sub-total	2,175	5,000	2,825
Total Expenses	4,435,631	4,997,549	561,918

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TRANSPORTATION OFFICE



TRANSPORTATION OFFICE

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY21 GOALS & OBJECTIVES

- Continue to Maintain full staffing to budgeting FTEs/Increase extra board to 35% of fulltime routes to maintain budgeted overtime.
- Explore the effect of eliminating part-time operator positions to enhance recruitment.
- Evaluate TSI and NTL for training opportunities to meet industry norms; create a departmental training schedule standard.
- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.
- Pioneer increase utilization of enterprise systems agency wide to designed single point connectivity capabilities and enhance productivity and efficiency.

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	851,549	1,180,010	-	1,274,237	1,216,843	(57,394)
5010201610 ADMIN SALARIES-OT	404	18,225	41,484	43,092	41,000	(2,092)
5010700001 GRANT ALLOCATED SALARIES	(28,200)	(30,000)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	596,266	948,829	880,482	970,395	880,482	(89,913)
5030300013 UNIFORMS	45,250	65,600	40,808	67,226	40,055	(27,171)
5039900003 PRINTING EXPENSE	2,748	5,000	5,099	7,274	7,500	226
5049900001 OFFICE SUPPLIES	1,349	1,400	764	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	98	970	7	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	23,818	18,000	11,555	16,200	12,400	(3,800)
5090201000 EMPLOYEE EXPENSE	345	750	557	675	2,000	1,325
5099900004 BUS RODEO EXPENDITURES	4,021	7,500	3,271	3,000	2,800	(200)
5140001000 VEHICLE OPERATING LEASES	-	-	-	42,000	60,000	18,000
Total Expenses	1,497,648	2,216,284	984,026	2,426,610	2,265,591	(161,019)

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,715,043	6,324,203	6,205,121	6,686,540	6,411,982	(274,558)
5010101020 OPERATOR WAGES OVERTIME - FT	641,356	671,210	823,917	670,000	846,804	176,804
5029999999 TOTAL FRINGE BENEFITS	3,508,994	4,004,128	3,395,038	3,997,432	3,690,968	(306,464)
Total Expenses	9,865,393	10,999,540	10,424,076	11,353,972	10,949,754	(404,218)

TRANSPORTATION OFFICE

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

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	519,671	400,775	338,548	329,098	352,713	23,615
5010201610 ADMIN SALARIES-OT	2,908	1,000	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	377,923	309,941	237,561	236,977	238,220	1,243
5030300013 PARATRANSIT UNIFORMS	9,865	18,020	6,176	20,000	12,356	(7,644)
5049900001 OFFICE SUPPLIES	1,819	2,000	811	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	-	750	139	750	750	-
Total Expenses	912,185	732,486	583,235	588,025	605,239	17,214

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,457,454	1,530,192	1,676,307	1,627,575	1,690,935	63,360
5010101020 PARATRANSIT OPER WAGES OT	241,066	300,000	234,515	270,000	265,536	(4,464)
5029999999 TOTAL FRINGE BENEFITS	795,628	900,179	844,949	890,511	827,306	(63,205)
Total Expenses	2,494,148	2,730,371	2,755,770	2,788,086	2,783,777	(4,309)

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
	Fixed Route			
0	Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Chief Transportation Officer	0.00	1.00	1.00
0	Deputy Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Deputy Chief Transportation Officer	0.00	1.00	1.00
14	Field Supervisor	14.00	14.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	1.00	1.00	0.00
1	Lead Controller	1.00	1.00	0.00
154	Motor Coach Operator - Full Time	154.00	154.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	On-Board Technology Technician	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
0	Transportation Services Coordinator	1.00	0.00	(1.00)
198	Sub-Total	194.00	194.00	0.00
	Paratransit			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
8	Paratransit Operators - Part Time (.75)	6.00	6.00	0.00
56	Sub-Total	54.00	54.00	0.00
254	Total FTEs	248.00	248.00	0.00

Notes:

- Chief Operating Officer - Transportation retitled to Chief Transportation Officer
- Deputy Chief Operating Officer - Transportation retitled to Deputy Chief Transportation Officer
- Retitled Transportation Services Coordinator to On-Board Technology Technician

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,274,237	1,216,843	(57,394)
5010201610 ADMIN SALARIES-OT	43,092	41,000	(2,092)
5010700001 GRANT ALLOCATED SALARIES	-	-	-
5029999999 TOTAL FRINGE BENEFITS	970,395	880,482	(89,913)
Sub-total	2,287,724	2,138,325	(149,399)
5030300013 UNIFORMS			
Employee uniforms	58,000	30,829	(27,171)
Uniform rental	9,226	9,226	-
Sub-total	67,226	40,055	(27,171)
5039900003 PRINTING EXPENSE			
Printing expense	7,274	7,500	226
Sub-total	7,274	7,500	226
5049900001 OFFICE SUPPLIES			
Office supplies	1,260	1,260	-
Sub-total	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	1,251	1,251	-
Sub-total	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	3,000	2,500	(500)
APTA Bus and Para	-	1,250	1,250
CTA	2,500	1,250	(1,250)
NTI Training	1,500	1,500	-
Para and Transit Certification	6,500	4,800	(1,700)
Trapeze Group user conference	1,200	1,100	(100)
TSI Training	1,500	-	(1,500)
Sub-total	16,200	12,400	(3,800)

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Trophies for employee recognition	675	2,000	1,325
Sub-total	675	2,000	1,325
5099900004 BUS RODEO EXPENDITURES			
Local Competition	2,600	2,400	(200)
Travel	400	400	-
Sub-total	3,000	2,800	(200)
5140001000 VEHICLE OPERATING LEASES			
MCI Bus Lease	42,000	60,000	18,000
Sub-total	42,000	60,000	18,000
Total Expenses	2,426,610	2,265,591	(161,019)

TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	329,098	352,713	23,615
5010201610 ADMIN SALARIES-OT	-	-	-
5029999999 TOTAL FRINGE BENEFITS...	236,977	238,220	1,243
Sub-total	566,075	590,933	24,858
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	20,000	12,356	(7,644)
Sub-total	20,000	12,356	(7,644)
5049900001 OFFICE SUPPLIES			
General office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES			
General Paratransit supplies	750	750	-
Sub-total	750	750	-
Total Expenses	588,025	605,239	17,214

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.

EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	385,590	457,304	530,172	343,217	(186,955)
5010201610 ADMIN SALARIES-OT	2,000	8,000	9,525	12,000	10,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	205,571	347,047	308,333	451,577	250,134	(201,443)
5030303240 CONTRACTED SERVICES	97,000	120,000	113,000	113,000	-	(113,000)
5030303260 ADVERTISING	52,773	35,500	32,000	32,000	-	(32,000)
5030303270 SUNLINE EVENTS EXPENSE	6,500	21,000	5,000	5,000	-	(5,000)
5030303271 MUSIC FESTIVAL	-	9,935	10,000	10,000	-	(10,000)
5030303280 CITY REVENUE SHARING	7,000	7,000	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	-	20,165	25,227	12,000	10,640	(1,360)
5039900003 PRINTING EXPENSE	80,000	80,000	54,369	60,000	40,000	(20,000)
5049900001 OFFICE SUPPLIES	7,900	5,000	3,052	6,000	4,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE	23,000	25,000	18,055	27,000	25,000	(2,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,600	3,600	3,000	3,000	-	(3,000)
5090200000 TRAVEL MEETINGS/TRAINING	5,000	6,500	4,629	4,500	1,300	(3,200)
5090800100 EMPLOYEE RECOGNITION	-	-	-	-	900	900
Total Expenses	765,953	1,074,337	1,043,494	1,266,249	685,691	(580,558)

Notes:

- In FY21 Division 45 was renamed Customer Service. Also, marketing functions were separated from the department and moved to Division 31 Marketing.

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
0	Community Engagement Specialist	1.00	0.00	(1.00)
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
0	Marketing Manager	1.00	0.00	(1.00)
0	Marketing Specialist	2.00	0.00	(2.00)
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
11	Total FTEs	15.00	11.00	(4.00)

Notes:

- Four (4) positions were moved from Division 45 to Division 31. The positions moved were Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists.

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	530,172	343,217	(186,955)
5010201610 ADMIN SALARIES-OT	12,000	10,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	451,577	250,134	(201,443)
Sub-total	993,749	603,851	(389,898)
5030303240 CONTRACTED SERVICES			
Annual report	3,500	-	(3,500)
Public relations firm	84,500	-	(84,500)
Website hosting and support	25,000	-	(25,000)
Sub-total	113,000	-	(113,000)
5030303260 ADVERTISING			
Mass printing costs	1,000	-	(1,000)
Print, TV, radio & social media	22,000	-	(22,000)
Production costs associated with exterior bus and shelter advertisements	3,500	-	(3,500)
Promotional items	5,500	-	(5,500)
Sub-total	32,000	-	(32,000)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	5,000	-	(5,000)
Sub-total	5,000	-	(5,000)
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	10,000	-	(10,000)
Sub-total	10,000	-	(10,000)
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	-	-	-
Sub-total	-	-	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	12,000	10,640	(1,360)
Sub-total	12,000	10,640	(1,360)

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
GFI	42,000	40,000	(2,000)
Rider's Guides	18,000	-	(18,000)
Sub-total	60,000	40,000	(20,000)
5049900001 OFFICE SUPPLIES			
Office Supplies	6,000	4,000	(2,000)
Sub-total	6,000	4,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	27,000	25,000	(2,000)
Sub-total	27,000	25,000	(2,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,000	-	(1,000)
Costco	300	-	(300)
PSDRCCVA	1,200	-	(1,200)
Rotary	500	-	(500)
Sub-total	3,000	-	(3,000)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	1,300	(3,200)
Sub-total	4,500	1,300	(3,200)
5090800100 EMPLOYEE RECOGNITION			
	-	900	900
Sub-total	-	900	900
Total Expenses	1,266,249	685,691	(580,558)

TRANSPORTATION OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Cross training in systems for all planners to eliminate interdepartmental silos (run cutting, rostering, scheduling, etc.)
- Continue collaboration with the cities, SCAG and CVAG on Smart Cities signal prioritization project to push the importance of better traffic flow on major corridors.
- Explore an Eco-friendly approach to operator bids to reduce paper usage and create a streamline process.

EXPENSE BUDGET SUMMARY -PLANNING (49)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	174,685	271,354	200,066	(71,288)
5010201610 ADMIN SALARIES-OT	1,200	3,500	6,366	6,000	8,100	2,100
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	103,533	215,106	124,133	(90,973)
5030200010 CONSULTING	75,000	103,101	307,460	435,420	345,000	(90,420)
5030400000 TEMPORARY HELP SERVICES	-	-	35,282	-	25,000	25,000
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	5,000	5,000	-	-	-	-
5049900001 OFFICE SUPPLIES	1,500	1,500	236	1,700	1,200	(500)
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	1,592	13,400	14,283	883
5090200001 TRAVEL TRAINING	13,800	7,000	-	-	-	-
Total Expenses	651,661	821,818	629,155	942,980	717,782	(225,198)

PERSONNEL SUMMARY

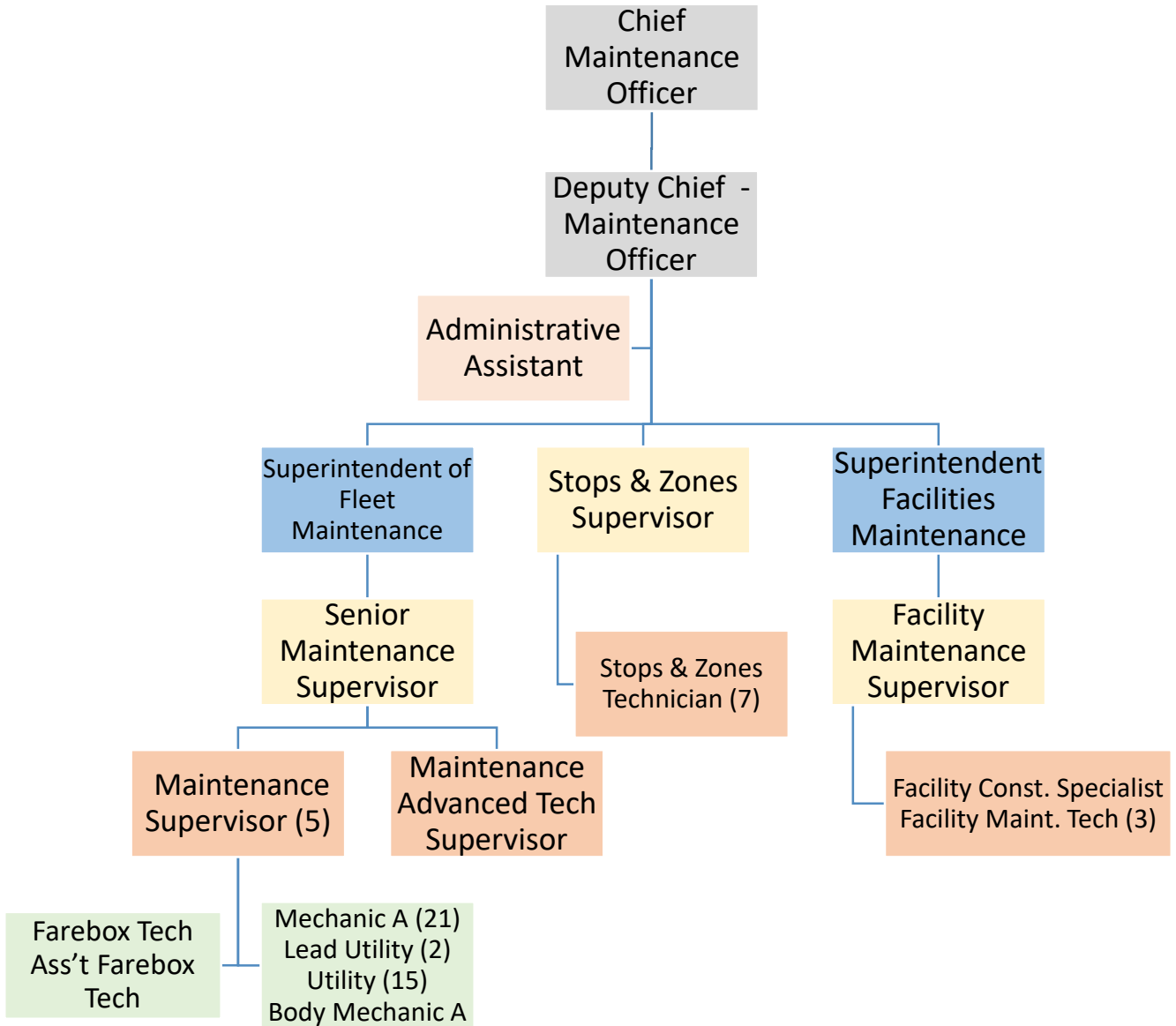
FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
1	Chief Planning officer	1.00	1.00	0.00
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	271,354	200,066	(71,288)
5010201610 ADMIN SALARIES-OT	6,000	8,100	2,100
5029999999 TOTAL FRINGE BENEFITS	215,106	124,133	(90,973)
Sub-total	492,460	332,299	(160,161)
5030200010 CONSULTING			
On-call planning services	40,000	-	(40,000)
Statistician	40,000	-	(40,000)
Transcription services	1,500	-	(1,500)
Transit planning consulting services	353,920	345,000	(8,920)
Sub-total	435,420	345,000	(90,420)
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	-	25,000	25,000
Sub-total	-	25,000	25,000
5049900001 OFFICE SUPPLIES			
Office supplies	1,700	1,200	(500)
Sub-total	1,700	1,200	(500)
5090200000 TRAVEL MEETINGS/SEMINARS			
Costs associated with travel such as meals & parking fees	13,400	14,283	883
Sub-total	13,400	14,283	883
Total Expenses	942,980	717,782	(225,198)

MAINTENANCE OFFICE



MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Procure Asset Management Software.
- Establish Certified Apprentice Program.
- Establish Supervisory Quarterly Meetings.
- Review Shop Supervisor coverage and assignments.
- Engage Deputy CMO and Superintendent in NTI Leadership training.
- S&Z cleaning plan and tracking system.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	433,071	597,983	520,625	569,775	750,992	181,217
5010201610 ADMIN SALARIES-OT	-	1,000	101	1,000	824	(176)
5029999999 TOTAL FRINGE BENEFITS	302,344	438,083	334,875	422,285	516,714	94,429
5039900006 OUTSIDE REPAIR-FIXED ROUTE	18,770	20,232	8,811	28,800	20,000	(8,800)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	4,642	4,500	3,031	4,000	4,620	620
5040100101 LUBRICANTS-OIL	118,816	132,746	108,275	136,729	136,729	-
5040100102 FREON & COOLANT	30,529	56,409	25,294	45,000	40,000	(5,000)
5040101000 FUEL-CNG SUPPORT VEHICLES	38,058	42,630	23,129	49,783	21,788	(27,995)
5040101001 FUEL-CNG FIXED ROUTE	1,045,598	1,182,492	1,105,981	1,276,512	960,500	(316,012)
5040102000 FUEL-UNLEADED	4,634	16,000	4,680	7,000	7,000	-
5040102100 FUEL-DIESEL	-	-	25,472	50,000	20,000	(30,000)
5040102200 FUEL-HYDROGEN	193,161	353,000	534,192	350,000	1,033,088	683,088
5040200001 TIRES-FIXED ROUTE	168,105	181,442	161,068	216,000	175,056	(40,944)
5040200002 TIRES-SUPPORT VEHICLES	9,222	14,077	5,286	12,600	11,874	(726)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	65	200	72	200	183	(17)
5049900001 OFFICE SUPPLIES	1,907	1,750	2,333	2,045	2,107	62
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	825	1,200	560	1,000	1,250	250
5090200000 TRAVEL MEETINGS/TRAINING	3,613	6,000	2,152	6,000	19,919	13,919
5090200001 TRAINING	75	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	(65)	500	-	700	750	50
Total Expenses	2,373,369	3,050,244	2,865,937	3,179,429	3,723,394	543,965

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,424,057	1,548,152	1,575,076	1,654,391	1,679,664	25,273
5010201210 MECHANIC OVERTIME	65,134	100,157	108,068	120,000	112,500	(7,500)
5029999999 TOTAL FRINGE BENEFITS	859,937	988,898	792,174	946,915	853,374	(93,541)
5030300014 UNIFORMS	16,453	18,000	17,203	18,900	20,167	1,267
5030500001 FIRE EXTINGUISHERS	445	800	803	700	700	-
5030500002 RADIO MAINTENANCE	2,850	7,500	2,018	8,662	4,331	(4,331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	3,020	4,000	5,343	8,600	8,858	258
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,407	3,500	1,040	3,150	2,000	(1,150)
5039900004 CONTRACT SVC-MAINT	83,100	88,000	91,967	91,665	94,415	2,750
5039900005 CONTRACT SVC-FREIGHT	6,804	9,000	5,157	8,343	8,594	251
5039900006 CONTRACT SVC - TOWING	18,025	26,800	33,533	25,000	27,500	2,500
5039900007 INVENTORY-SALES TAX	96,736	110,000	112,441	101,970	101,970	-
5039900008 INVENTORY-FREIGHT CHARGES	14,112	17,000	13,772	15,759	16,231	472
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,632	5,123	2,271	4,749	4,891	142
5049900016 CLEANING SUPPLIES-VEHICLES	15,613	17,958	16,617	18,497	19,052	555
5049900017 SHOP SUPPLIES MISC	26,728	35,562	38,781	40,000	35,000	(5,000)
5049900018 MECHANIC TOOLS/SHOES	17,448	19,000	19,785	29,200	33,100	3,900
5049900019 SMALL TOOLS & EQUIPMENT	7,429	10,000	18,684	13,613	16,000	2,387
5049900020 DECALS-FIXED ROUTE	768	1,603	2,219	5,500	5,665	165
5049900021 REPAIR PARTS- FIXED ROUTE	997,398	1,019,202	1,194,612	1,049,778	1,166,019	116,241
5049900022 REPAIR PARTS-SUPPORT VEHICLES	40,878	45,542	37,710	43,000	47,385	4,385
5049900023 VANDALISM/SEAT REPAIRS	-	500	-	900	611	(289)
5049900024 REPAIR PARTS-FUEL CELL	6,967	18,200	29,931	28,450	34,762	6,312
5070500000 FUEL TAXES	10,293	18,000	13,594	16,200	14,000	(2,200)
5099900004 PERMITS & LICENSES	9,682	16,000	14,037	17,985	20,000	2,015
Total Expenses	3,729,915	4,128,497	4,146,833	4,271,927	4,326,789	54,862

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	1,970	2,450	-	2,600	2,500	(100)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	4,872	376	-	4,500	2,500	(2,000)
5039900003 GENERAL SERVICES	17,760	19,980	18,960	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG	200,086	221,283	222,541	225,000	237,399	12,399
5040200005 PARATRANSIT TIRES	52,090	57,234	32,611	63,000	39,268	(23,732)
5049900006 PARATRANSIT REPAIR PARTS	162,077	176,126	127,473	220,000	125,471	(94,529)
5049900007 PARATRANSIT GLASS REPLACEMENT	975	903	260	1,377	950	(427)
Total Expenses	439,830	478,352	401,845	536,637	428,248	(108,389)

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Maintenance	1.00	0.00	(1.00)
1	Deputy Chief Maintenance Officer	0.00	1.00	1.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
1	Maintenance Advanced Tech Supervisor	1.00	1.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
21	Mechanic A	21.00	21.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	
15	Utility	12.00	15.00	3.00
53	Total FTEs	49.00	52.00	3.00

Notes:

- Deputy Chief Operations Officer - Maintenance Retitled Deputy Chief Maintenance Officer
- Added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	569,775	750,992	181,217
5010201610 ADMIN SALARIES-OT	1,000	824	(176)
5029999999 TOTAL FRINGE BENEFITS	422,285	516,714	94,429
Sub-total	993,060	1,268,530	275,470
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	28,800	20,000	20,000
Sub-total	28,800	20,000	20,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	4,000	4,620	620
Sub-total	4,000	4,620	620
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	136,729	136,729	-
Sub-total	136,729	136,729	-
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	45,000	40,000	(5,000)
Sub-total	45,000	40,000	(5,000)
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	49,783	21,788	(27,995)
Sub-total	49,783	21,788	(27,995)
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for leased MCI	50,000	20,000	(30,000)
Sub-total	50,000	20,000	(30,000)
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,276,512	960,500	(316,012)
Sub-total	1,276,512	960,500	(316,012)
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	7,000	7,000	-
Sub-total	7,000	7,000	-
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	350,000	1,033,088	683,088
Sub-total	350,000	1,033,088	683,088
5040200001 TIRES-FIXED ROUTE			
Tire lease program	216,000	175,056	(40,944)
Sub-total	216,000	175,056	(40,944)

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
504020002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	12,600	11,874	(726)
Sub-total	12,600	11,874	(726)
504020003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	200	183	(17)
Sub-total	200	183	(17)
504990001 OFFICE SUPPLIES			
Office supplies for maintenance offices	2,045	2,107	62
Sub-total	2,045	2,107	62
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,000	1,250	250
Sub-total	1,000	1,250	250
509020000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training and workshops	6,000	19,919	13,919
Sub-total	6,000	19,919	13,919
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	700	750	50
Sub-total	700	750	50
Total Expenses	3,179,429	3,723,394	543,965

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,654,391	1,679,664	25,273
5010201210 MECHANIC OVERTIME	120,000	112,500	(7,500)
5029999999 TOTAL FRINGE BENEFITS	946,915	853,374	(93,541)
Sub-total	2,721,306	2,645,538	(75,768)
5030300014 UNIFORMS			
Maintenance employee uniforms	18,900	20,167	1,267
Sub-total	18,900	20,167	1,267
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	700	700	-
Sub-total	700	700	-
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles and hilltops operational	8,662	4,331	(4,331)
Sub-total	8,662	4,331	(4,331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment	8,600	8,858	258
Sub-total	8,600	8,858	258
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	3,150	2,000	(1,150)
Sub-total	3,150	2,000	(1,150)
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer on property	91,665	94,415	2,750
Sub-total	91,665	94,415	2,750
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	8,343	8,594	251
Sub-total	8,343	8,594	251
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	25,000	27,500	2,500
Sub-total	25,000	27,500	2,500

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	101,970	101,970	-
Sub-total	101,970	101,970	-
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	15,759	16,231	472
Sub-total	15,759	16,231	472
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	4,749	4,891	142
Sub-total	4,749	4,891	142
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags used in the cleaning of vehicles	18,497	19,052	555
Sub-total	18,497	19,052	555
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	40,000	35,000	(5,000)
Sub-total	40,000	35,000	(5,000)
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	29,200	33,100	3,900
Sub-total	29,200	33,100	3,900
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	13,613	16,000	2,387
Sub-total	13,613	16,000	2,387
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	5,500	5,665	165
Sub-total	5,500	5,665	165
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	1,049,778	1,166,019	116,241
Sub-total	1,049,778	1,166,019	116,241

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts needed to maintain support vehicles	43,000	47,385	4,385
Sub-total	43,000	47,385	4,385
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	900	611	(289)
Sub-total	900	611	(289)
5049900024 REPAIR PARTS-FUEL CELL			
All parts to maintain fuel cell on buses	28,450	34,762	6,312
Sub-total	28,450	34,762	6,312
5070500000 FUEL TAXES			
Fuel taxes	16,200	14,000	(2,200)
Sub-total	16,200	14,000	(2,200)
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	17,985	20,000	2,015
Sub-total	17,985	20,000	2,015
Total Expenses	4,271,927	4,326,789	54,862

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,600	2,500	(100)
Sub-total	2,600	2,500	(100)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Repairs to paratransit fleet not performed by SunLine employees	4,500	2,500	(2,000)
Sub-total	4,500	2,500	(2,000)
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	20,160	20,160	-
Sub-total	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	225,000	237,399	12,399
Sub-total	225,000	237,399	12,399
5040200005 PARATRANSIT TIRES			
Tire lease	63,000	39,268	(23,732)
Sub-total	63,000	39,268	(23,732)
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	220,000	125,471	(94,529)
Sub-total	220,000	125,471	(94,529)
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,377	950	(427)
Sub-total	1,377	950	(427)
Total Expenses	536,637	428,248	(108,389)

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Continuously assesses and adjusts the portfolio holdings to match facilities requirements in the short term and in the future.
- Increase operational effectiveness & efficiency of campus buildings and infrastructure.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,924	114,604	110,626	118,384	113,438	(4,946)
5010201210 GROUNDSKEEPER WAGES	129,055	130,000	135,762	146,484	138,970	(7,514)
5010201710 GROUNDSKEEPER OVERTIME	4,985	4,000	2,133	4,000	4,297	297
5010700000 ALLOCATED SALARIES	(1,840)	(1,765)	(1,833)	(2,080)	(1,752)	328
5010700001 GRANT ALLOCATION	-	-	(3,895)	-	-	
5029999999 TOTAL FRINGE BENEFITS	164,199	175,366	153,620	176,842	151,649	(25,193)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	11,830	16,500	19,729	19,000	19,570	570
5030500010 CONTRACT SVC-GENERAL	25,316	31,020	37,377	38,850	40,016	1,166
5030600000 CONTRACT SVC-CUSTODIAL	53,768	55,200	54,770	58,260	60,008	1,748
5030600100 AIR CONDITIONING EXPENDITURES	6,020	6,500	4,980	8,000	8,240	240
5030600200 UNIFORMS SERVICE EXPENDITURES	1,519	1,600	1,624	1,800	1,800	-
5030600300 RENTAL EQUIPMENT EXPENSES	3,513	5,000	6,651	8,000	8,000	-
5030600500 PEST CONTROL SERVICE	1,582	2,500	2,300	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C	6,823	7,000	7,768	7,000	7,828	828
5030600700 FIRE EXTINGUISHERS	466	800	597	800	824	24
5030600800 FLOOR MAT RENTAL	8,734	7,662	7,716	7,500	7,725	225
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	14,500	14,460	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	6,167	8,000	4,868	8,000	8,240	240
5040300200 ELECTRICAL RELATED EXPENDITURE	6,162	8,000	8,430	8,000	9,500	1,500
5040300600 SHOE ALLOWANCE	114	435	568	435	1,600	1,165
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	2,885	9,338	5,982	10,000	8,500	(1,500)
5049900026 FACILITY MAINTENANCE-MAIN FAC	24,949	27,000	30,178	30,000	34,198	4,198
5049900030 CLEANING SUPPLIES-MAIN FAC	2,664	1,750	2,145	1,750	2,400	650
5050200001 UTILITIES MAIN FACILITY	193,036	215,000	218,387	215,000	221,450	6,450
5050200003 TRASH PICKUP- MAIN FACILITY	17,161	18,000	24,998	18,000	18,540	540
Total Expenses	788,831	858,010	849,938	901,025	882,041	(18,984)

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	3,011	3,000	931	3,000	3,090	90
5030600000 CONTRACT SVC-CUSTODIAL	31,122	32,300	31,692	35,000	36,050	1,050
5030600100 AIR CONDITIONING EXPENDITURES	1,843	1,800	853	2,500	2,575	75
5030600500 PEST CONTROL SERVICE	807	900	858	900	927	27
5030600600 CONTRACT SERVICES-AC	296	750	-	750	773	23
5030600700 FIRE EXTINGUISHERS	-	500	-	500	515	15
5030600800 FLOOR MAT RENTAL	2,800	2,750	2,747	3,000	3,090	90
5040300100 PLUMBING RELATED EXP	985	1,400	661	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE	1,219	2,300	2,737	2,300	2,000	(300)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	15,276	14,000	8,652	14,000	12,000	(2,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	224	250	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	27,987	35,000	29,120	30,000	30,900	900
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,091	14,000	15,103	15,000	15,450	450
5050202000 UTILITIES GAS & WATER	4,442	7,500	6,239	6,500	6,100	(400)
Total Expenses	104,104	116,450	99,592	115,100	115,120	20

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintenance Technician	3.00	3.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	118,384	113,438	(4,946)
5010201210 GROUNDSKEEPER WAGES	146,484	138,970	(7,514)
5010201710 GROUNDSKEEPER OVERTIME	4,000	4,297	297
5010700000 ALLOCATED SALARIES	(2,080)	(1,752)	328
5029999999 TOTAL FRINGE BENEFITS	176,842	151,649	(25,193)
Sub-total	443,630	406,602	(37,028)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	3,500	3,570	70
Bio Hazard material removal	15,500	16,000	500
Sub-total	19,000	19,570	570
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	5,768	5,941	173
Bus wash monthly PMI	7,039	7,250	211
Elevator service	3,597	3,705	108
Environmental monitoring Div. 1	6,680	6,880	200
Lease for parts storage containers	6,600	6,799	199
Shop vehicle lift service	3,597	3,705	108
Archive Storage	3,000	3,090	90
Water softener service for bus wash	2,569	2,646	77
Sub-total	38,850	40,016	1,166
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	58,260	60,008	1,748
Sub-total	58,260	60,008	1,748
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	8,000	8,240	240
Sub-total	8,000	8,240	240
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Main Techs	1,800	1,800	-
Sub-total	1,800	1,800	-
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	8,000	8,000	-
Sub-total	8,000	8,000	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	2,500	2,500	-
Sub-total	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	7,000	7,828	828
Sub-total	7,000	7,828	828
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	800	824	24
Sub-total	800	824	24
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats	7,500	7,725	225
Sub-total	7,500	7,725	225
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	14,500	14,500	-
Sub-total	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	8,000	8,240	240
Sub-total	8,000	8,240	240
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	8,000	9,500	1,500
Sub-total	8,000	9,500	1,500
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	435	1,600	1,165
Sub-total	435	1,600	1,165
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Supplies for meetings	10,000	8,500	(1,500)
Sub-total	10,000	8,500	(1,500)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	30,000	34,198	4,198
Sub-total	30,000	34,198	4,198
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	1,750	2,400	650
Sub-total	1,750	2,400	650
5050200001 UTILITIES MAIN FACILITY			
Cable	1,500	1,500	-
Electricity	193,500	199,950	6,450
Gas	9,000	9,000	-
Water	11,000	11,000	-
Sub-total	215,000	221,450	6,450
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	18,000	18,540	540
Sub-total	18,000	18,540	540
Total Expenses	901,025	882,041	(18,984)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY20	FY21	Variance
	Approved Budget	Proposed Budget	
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	713	734	21
Storm water monitoring and testing contract,	2,287	2,356	69
Sub-total	3,000	3,090	90
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract Indio and Coachella	35,000	36,050	1,050
Sub-total	35,000	36,050	1,050
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,500	2,575	75
Sub-total	2,500	2,575	75
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	900	927	27
Sub-total	900	927	27
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	750	773	23
Sub-total	750	773	23
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	500	515	15
Sub-total	500	515	15
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,000	3,090	90
Sub-total	3,000	3,090	90
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,400	1,400	-
Sub-total	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,300	2,000	(300)
Sub-total	2,300	2,000	(300)
5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY			
Materials for general repair of facilities	14,000	12,000	(2,000)
Sub-total	14,000	12,000	(2,000)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor cleaning supplies required for maint.	250	250	-
Sub-total	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	30,000	30,900	900
Sub-total	30,000	30,900	900
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	15,000	15,450	450
Sub-total	15,000	15,450	450
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	6,500	6,100	(400)
Sub-total	6,500	6,100	(400)
Total Expenses	115,100	115,120	20

MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Review the cleaning process to improve customer experience.
- Develop a work tracking program.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	43,650	53,406	50,386	55,008	52,626	(2,382)
5010201500 BARGAINING SALARIES	257,247	283,477	307,933	307,946	328,141	20,195
5010201510 BARGAINING OVERTIME	3,776	7,700	7,140	7,700	8,240	540
5029999999 TOTAL FRINGE BENEFITS	183,267	217,999	204,649	212,130	201,425	(10,705)
5030600200 UNIFORMS	3,581	6,000	4,968	6,180	5,306	(874)
5030600250 EQUIPMENT RENTAL	2,340	4,000	3,831	5,000	4,500	(500)
5040101000 SUPPLIES & MATERIALS	-	-	-	-	-	-
5040102000 UNLEADED GASOLINE	333	1,800	1,795	600	1,900	1,300
5040102001 DIESEL FUEL	20	100	-	100	175	75
5040300600 SHOE ALLOWANCE	397	1,015	1,124	2,800	3,200	400
5049900001 OFFICE SUPPLIES	40	100	2,246	2,000	100	(1,900)
5049900029 BUS STOP SUPPLIES	40,111	40,000	38,641	39,700	47,341	7,641
5090201000 EMPLOYEE EXPENSES	83	100	146	200	200	-
Total Expenses	534,844	615,697	622,860	639,364	653,154	13,790

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

Division 25

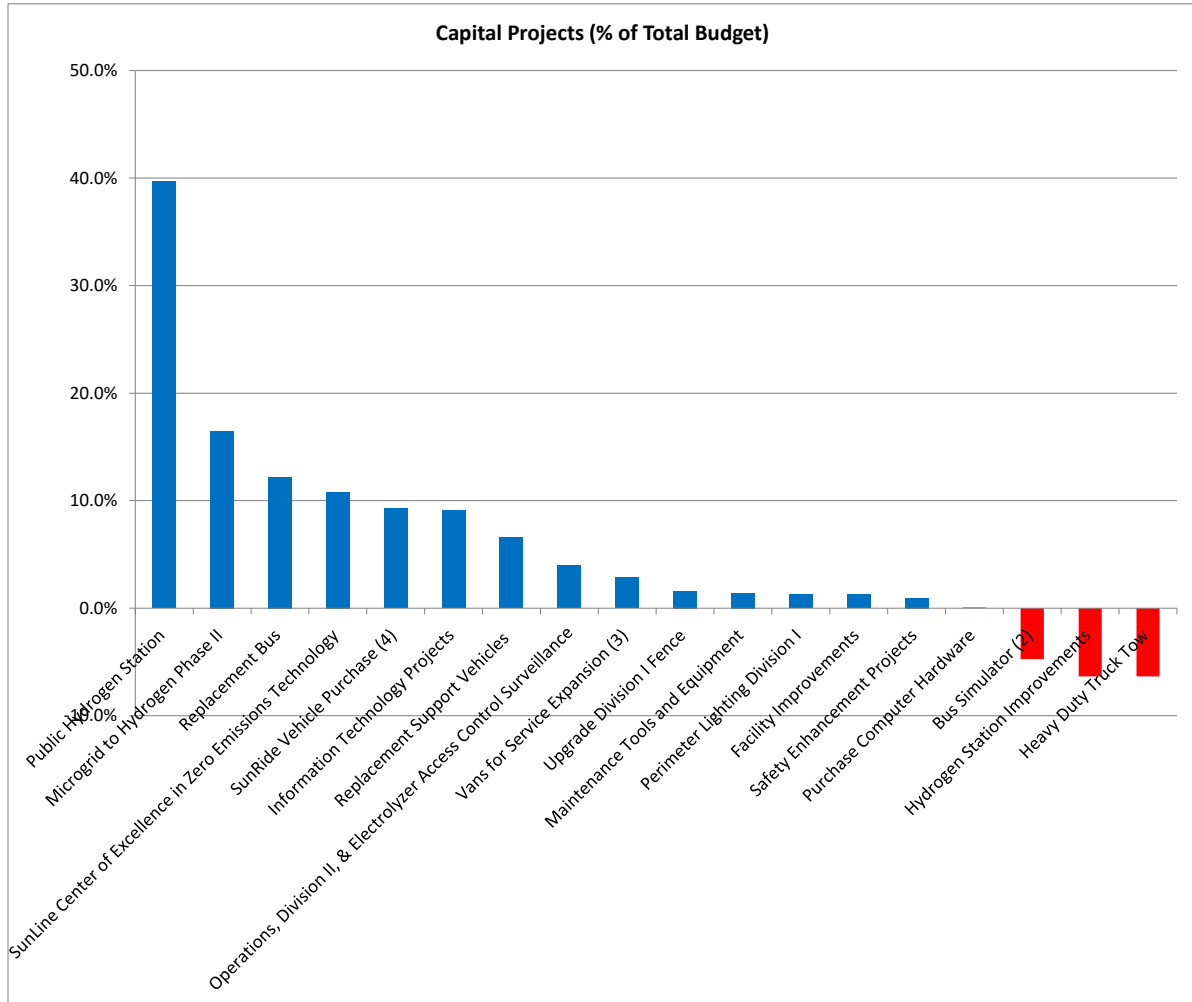
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	55,008	52,626	(2,382)
5010201500 BARGAINING SALARIES	307,946	328,141	20,195
5010201510 BARGAINING OVERTIME	7,700	8,240	540
5029999999 TOTAL FRINGE BENEFITS	212,130	201,425	(10,705)
Sub-total	582,784	590,432	7,648
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	6,180	5,306	(874)
Sub-total	6,180	5,306	(874)
5030600250 EQUIPMENT RENTAL			
Special equipment rental to move shelters	5,000	4,500	(500)
Sub-total	5,000	4,500	(500)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	600	1,900	1,300
Sub-total	600	1,900	1,300
5040102001 DIESEL FUEL			
Portable steam equipment	100	175	75
Sub-total	100	175	75
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	2,800	3,200	400
Sub-total	2,800	3,200	400
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	2,000	100	(1,900)
Sub-total	2,000	100	(1,900)
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and Traffic Control	37,700	47,241	9,541
Sub-total	39,700	47,341	7,641
5099999999 EMPLOYEE EXPENSES			
General employee expenses while conducting Agency business	200	200	-
Sub-total	200	200	-
Total Expenses	639,364	653,154	13,790

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CAPITAL BUDGET

SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency’s Capital Improvement Program. There are 15 new capital projects requested in FY21 at a total value of \$6,298,206. The most significant projects regarding cost include the Microgrid to Hydrogen Phase II, the Public Hydrogen Station, and the purchase of a Replacement Bus. The Capital Improvement Program for FY21 focuses on continuing SunLine’s investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.



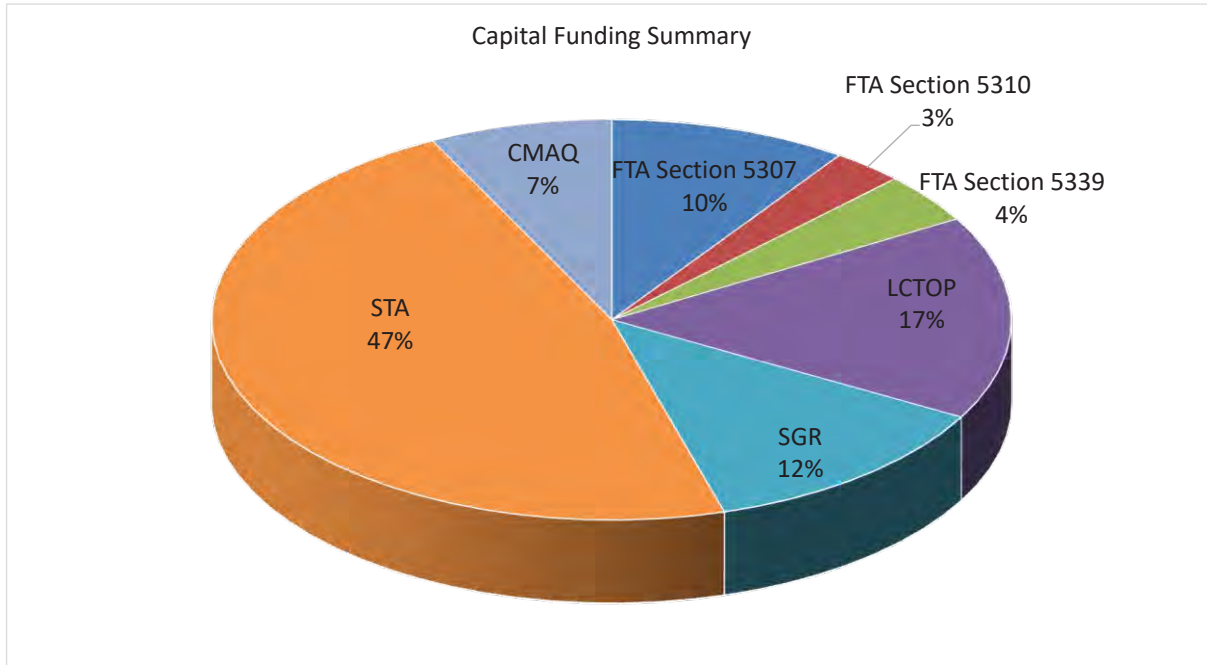
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	FY 20 Requested Budget	Estimated Project Costs at Completion
Microgrid to Hydrogen Phase II	1,038,101	1,038,101
Replacement Bus	768,000	768,000
SunRide Vehicle Purchase (4)	582,489	582,489
Vans for Service Expansion (3)	179,200	179,200
Purchase Computer Hardware	4,120	4,120
SunLine Center of Excellence in Zero Emissions Technology	679,796	679,796
Public Hydrogen Station	2,500,000	2,500,000
Safety Enhancement Projects	60,000	60,000
Upgrade Division I Fence	100,000	100,000
Maintenance Tools and Equipment	89,500	89,500
Replacement Support Vehicles	415,000	415,000
Information Technology Projects	570,800	570,800
Operations, Division II, & Electrolyzer Access Control	250,000	250,000
Perimeter Lighting Division I	80,000	80,000
Facility Improvements	80,000	80,000
Hydrogen Station Improvements	(400,000)	(400,000)
Heavy Duty Truck Tow	(400,000)	(400,000)
Bus Simulator (2)	(298,800)	(298,800)
TOTAL	6,298,206	6,298,206

FUNDING SUMMARY

SunLine Transit Agency has seven (7) sources of funding for the FY21 capital budget, including various federal, state and local funding sources. These sources will fund the 15 capital projects included in the FY21 capital budget.



Funding Source	FY 20 Approved Budget	FY 21 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	-	465,991	465,991
FTA Section 5307	2,066,395	607,400	(1,458,995)
FTA Section 5309	215,172	-	(215,172)
FTA Section 5310	-	183,320	
FTA Section 5339	593,070	255,000	(338,070)
Low Carbon Transit Operations Program (LCTOP)	1,022,832	1,038,101	15,269
State of Good Repair (SGR)	730,403	779,796	49,393
State Transit Assistance (STA)	6,583,535	2,968,598	(3,614,937)
Other Revenue	1,500,000	-	(1,500,000)
Total Funds Requested by Fiscal Year	12,711,407	6,298,206	(6,413,201)

FY21 PROJECTS BY FUNDING SOURCE

FY21 Projects	STA	SGR	FTA Section 5307	FTA Section 5310	FTA Section 5339	LCTOP	LTF	CMAQ	FY21 Proposed Budget
Microgrid to Hydrogen Phase II Replacement Bus	153,600		359,400		255,000	1,038,101			1,038,101
SunRide Vehicle Purchase (4)	116,498							465,991	582,489
Vans for Service Expansion (3)				179,200					179,200
Purchase Computer Hardware				4,120					4,120
SunLine Center of Excellence in Zero Emissions Technology		679,796							679,796
Public Hydrogen Station	2,100,000						400,000		2,500,000
Safety Enhancement Projects	12,000		48,000						60,000
Upgrade Division I Fence		100,000							100,000
Maintenance Tools and Equipment	89,500								89,500
Replacement Support Vehicles	415,000								415,000
Information Technology Projects	570,800								570,800
Operations, Division II, & Electrolyzer Access Control Surveillance	50,000		200,000						250,000
Perimeter Lighting Division I	80,000								80,000
Facility Improvements	80,000								80,000
Hydrogen Station Improvements							(400,000)		(400,000)
Heavy Duty Truck Tow	(400,000)								(400,000)
Bus Simulator (2)	(298,800)								(298,800)
Total	2,968,598	779,796	607,400	183,320	255,000	1,038,101	-	465,991	6,298,206
							Total FY21 Proposed Budget	\$	6,298,206

CAPITAL PROJECTS

Microgrid to Hydrogen

The solar microgrid to hydrogen project will assist in the sustainable production of renewable energy to help power the Agency's electrolyzer to deliver hydrogen fuel to SunLine's transit fleet

PROJECT TYPE:

Project Budget	Total Project Budget
Microgrid to Hydrogen	1,038,101
Total	1,038,101

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LCTOP PUC99313	Local	-	864,077	864,077
LCTOP PUC99314	Local	-	174,024	174,024
Total Funds by FY		-	1,038,101	1,038,101
			Estimated Total Funds at Completion	1,038,101

Replacement Bus

The purchase of one (1) fixed route bus will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Bus	768,000
Total	768,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	359,400	359,400
OTHER FED	Federal	-	255,000	255,000
STA PUC99313	State	-	153,600	153,600
Total		-	768,000	768,000
			Estimated Total Funds at Completion	768,000

CAPITAL PROJECTS

SunRide Vehicle Purchase (4)

SunRide is designed to bridge the first/last mile gap of travel. The service would be used for short trips under 3 miles defined in service zones.

PROJECT TYPE:

Project Budget	Total Project Budget
SunRide Vehicle Purchase (4)	582,489
Total	582,489

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
CMAQ OB	State	-	465,991	465,991
STA PUC99313	State	-	116,498	116,498
Total		-	582,489	582,489
Estimated Total Funds at Co1mpletion				582,489

Vans for Service Expansion (3)

Meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

PROJECT TYPE:

Project Budget	Total Project Budget
Vans for Service Expansion (3)	179,200
Total	179,200

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	179,200	179,200
Total		-	179,200	179,200
Estimated Total Funds at Completion				179,200

Purchase Computer Hardware

Hardware for a service that will meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase Computer Hardware	4,120
Total	4,120

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	4,120	4,120
Total Funds by FY		-	4,120	4,120
Estimated Total Funds at Completion				4,120

CAPITAL PROJECTS

SunLine Center of Excellence in Zero Emissions Technology

The maintenance bay training facility will provide comprehensive workforce training programs to zero emission transportation technologies that support commercial operation of zero emission buses.

PROJECT TYPE:

Project Budget	Total Project Budget
SunLine Center of Excellence in Zero Emissions Technology	679,796
Total	679,796

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99313	State	-	665,719	665,719
SGR PUC99314	State	-	14,077	14,077
Total Funds by FY		-	679,796	679,796
			Estimated Total Funds at Completion	679,796

Public Hydrogen Station

SunLine's current hydrogen station is being utilized to refuel SunLine's fleet of hydrogen powered electric fuel cell buses at 350 bar with no public access to the station. The upgraded 700 bar public station will be accessible to light and heavy duty vehicles. This project will provide an additional source of revenue by selling hydrogen fuel and will support SunLine's future fleet.

PROJECT TYPE:

Project Budget	Total Project Budget
Public Hydrogen Station	2,500,000
Total	2,500,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LTF OB	State	-	400,000	400,000
STA OB	State	-	400,000	400,000
STA PUC99313	State	-	875,215	875,215
STA PUC99314	State	-	824,785	824,785
Total Funds by FY		-	2,500,000	2,500,000
			Estimated Total Funds at Completion	2,500,000

CAPITAL PROJECTS

Safety Enhancement Projects

This project is needed to upgrade the current guard shack at SunLine's Division II facility. The upgrade will include security enhancements for occupant safety, proper securement of IT, and video equipment. In addition, the installation of a security film on the stairwell glass panels will assist in the event of the glass panels breaking the film and will keep the panels in place.

PROJECT TYPE:

Project Budget	Total Project Budget
Safety Enhancement Projects	60,000
Total	60,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	48,000	48,000
STA PUC99313	State	-	12,000	12,000
Total Funds by FY		-	60,000	60,000
Estimated Total Funds at Completion				60,000

Project Name: Upgrade Division I Fence

This project is required to provide safe and secure transit facilities for staff and agency access

PROJECT TYPE:

Project Budget	Total Project Budget
Upgrade Division I Fence	100,000
Total	100,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99314	State	-	100,000	100,000
Total Funds by FY		-	100,000	100,000
Estimated Total Funds at Completion				100,000

CAPITAL PROJECTS

Maintenance Tools and Equipment

This project is necessary for upgrading aging equipment at the various SunLine locations, including equipment for oil storage, and a shop floor sweeper, and golf carts.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	89,500
Total	89,500

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	89,500	89,500
Total Funds by FY		-	89,500	89,500
Estimated Total Funds at Completion				89,500

Replacement Support Vehicles

The replacement support vehicles are needed for use by operations and maintenance staff as well as for use by administration staff.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Support Vehicles	415,000
Total	415,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	415,000	415,000
Total Funds by FY		-	415,000	415,000
Estimated Total Funds at Completion				415,000

Information Technology Projects

The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology Projects	570,800
Total	570,800

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	298,800	298,800
STA PUC99313	State	-	272,000	272,000
Total Funds by FY		-	570,800	570,800
Estimated Total Funds at Completion				570,800

CAPITAL PROJECTS

Operations, Division II, & Electrolyzer Access Control Surv.

Improve safety and surveillance at SunLine's Operations Facility, Division II Facility, and Electrolyzer.

PROJECT TYPE:

Project Budget	Total Project Budget
Operations, Division II, & Electrolyzer	250,000
Total	250,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	200,000	200,000
STA PUC99313	State	-	50,000	50,000
Total Funds by FY		-	250,000	250,000
			Estimated Total Funds at Completion	250,000

Perimeter Lighting Division I

The enhancement of perimeter lighting is required to provide safe and secure transit facilities for staff and vehicles

PROJECT TYPE:

Project Budget	Total Project Budget
Perimeter Lighting Division I	80,000
Total	80,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
Total Funds by FY		-	80,000	80,000
			Estimated Total Funds at Completion	80,000

Facility Improvements

This project is necessary for upgrading the aging facility and equipment at the various SunLine locations including HVAC, plumbing, electrical and others as needed.

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvements	80,000
Total	80,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
Total Funds by FY		-	80,000	80,000
			Estimated Total Funds at Completion	80,000

CAPITAL PROJECTS

Hydrogen Station Improvements

Project to make improvements in regards to the Agency’s hydrogen station and assistance in the expansion of the hydrogen fueling capacities.

PROJECT TYPE:

Project Budget	Total Project Budget
Hydrogen Station Improvements	(400,000)
Total	(400,000)

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LTF OB	State	-	(400,000)	(400,000)
Total Funds by FY		-	(400,000)	(400,000)
			Estimated Total Funds at Completion	(400,000)

Heavy Duty Tow Truck

The purchase of one (1) heavy duty tow truck tractor and trailer will ensure SunLine’s ability to tow our vehicles and maintain service reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Heavy Duty Tow Truck	(400,000)
Total	(400,000)

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	(400,000)	(400,000)
Total Funds by FY		-	(400,000)	(400,000)
			Estimated Total Funds at Completion	(400,000)

Bus Simulator (2)

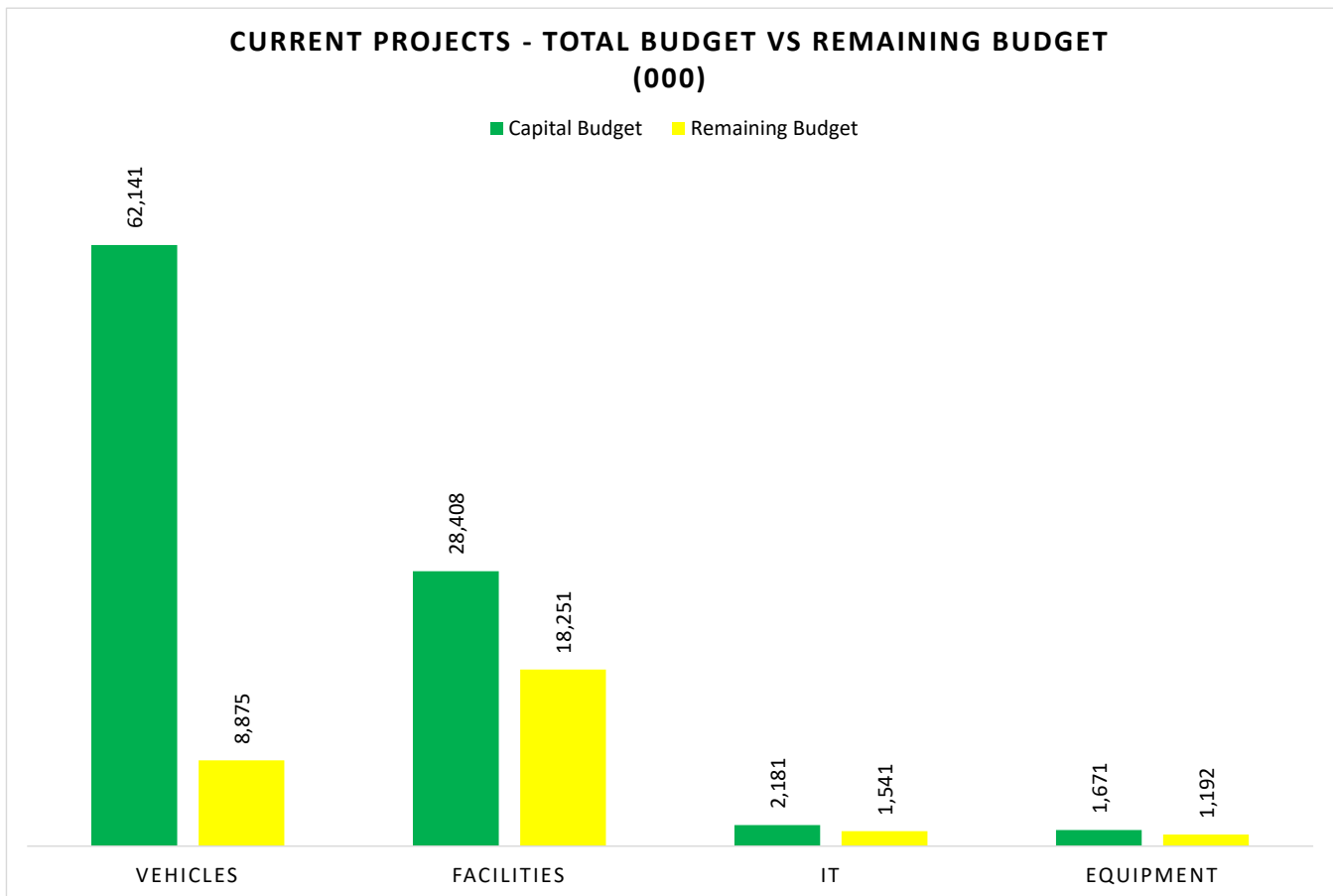
This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Simulator (2)	(298,800)
Total	(298,800)

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	(298,800)	(298,800)
Total Funds by FY		-	(298,800)	(298,800)
			Estimated Total Funds at Completion	(298,800)

SUMMARY OF CURRENT CAPITAL PROJECTS



Note:

The chart represents the capital budget vs. remaining budget separated into four (4) categories. Equipment encompasses items such as farebox tools and radio equipment.

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An advertisement for SunLine Transit Agency displayed on a bus stop shelter. The ad features a blue and white color scheme with several gears of different colors (blue, white, purple) scattered throughout. Each gear contains a small icon representing a different profession: a pilot, a chef, a construction worker, a doctor, a farmer, a police officer, a scientist, a teacher, a construction worker, a person at a computer, and a person in a hard hat. The text "TOGETHER WE ARE STRONGER" is prominently displayed in the center. Below it, the text "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING" is written. At the bottom, the SunLine logo is visible, along with the website "SunLine.org/cvstrong" and the hashtag "#CoachellaValleyStrong".

**TOGETHER
WE ARE STRONGER**

THANK YOU TO ALL OF THOSE
WHO HAVE KEPT US MOVING

SunLine
TRANSIT AGENCY

SunLine.org/cvstrong #CoachellaValleyStrong