



SunLine Transit Agency  
May 23, 2018  
12:00 p.m.

## AGENDA

**Regular Board of Directors Meeting  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

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

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

### ITEM

### RECOMMENDATION

- |  |                       |
|--|-----------------------|
| 1. CALL TO ORDER   |                       |
| 2. ROLL CALL   |                       |
| 3. PRESENTATIONS   |                       |
| a) HDR Project Update                                    |                       |
| 4. FINALIZATION OF AGENDA                                |                       |
| 5. APPROVAL OF MINUTES –<br>APRIL 25, 2018 BOARD MEETING | APPROVE<br>(PAGE 4-7) |
| 6. PUBLIC COMMENTS                                       | RECEIVE COMMENTS      |

### **NON AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

<b><u>ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>7. BOARD MEMBER COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>8. CONSENT CALENDAR</b>	<b>RECEIVE &amp; FILE</b>
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.	
8a) Checks \$1,000 and Over Report for March 2018	(PAGE 8-12)
8b) Credit Card Statement for March 2018	(PAGE 13-16)
8c) Monthly Budget Variance Report for March 2018	(PAGE 17-24)
8d) Contracts Signed in Excess of \$25,000 April 2018	(PAGE 25-26)
8e) Union & Non-Union Pension Investment Asset Summary March 2018	(PAGE 27-29)
8f) Ridership Report for April 2018	(PAGE 30-32)
8g) SunDial Operational Notes for April 2018	(PAGE 33-36)
8h) Metrics for April 2018	(PAGE 37-48)
8i) Board Member Attendance for April 2018	(PAGE 49-50)
8j) Board Meeting Schedule Change for June 2018	(PAGE 51-52)
<b>9. SUPPORT AGREEMENT, AVAIL TECHNOLOGIES, INC</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Joseph Friend, IT Administrator)	<b>APPROVE</b> (PAGE 53-54)
<b>10. UPCOMING ELECTION OF OFFICERS</b> (Staff: Brittney B. Sowell, Clerk of the Board/ Special Assistant to the CEO)	<b>INFORMATION</b> (PAGE 55)
<b>11. SERVICE PROVIDER AGREEMENT BETWEEN SUNLINE TRANSIT AGENCY AND WAL-MART REAL ESTATE BUSINESS TRUST AND RJ VENTURES – INDIO, LLC</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Anita M. Petke, Transit Communication Services Specialist)	<b>INFORMATION</b> (PAGE 56)
<b>12. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY 19 OPERATING AND CAPITAL BUDGET</b> (Greg Pettis, Chair of Finance/Audit Committee; Staff: Jeanette Juarez, Budget Manager/Financial Analyst)	<b>DISCUSSION</b> (PAGE 57-161)

**ITEM**

**RECOMMENDATION**

13. **REVIEW AND DISCUSSION OF THE DRAFT  
FY 2018/19 SHORT RANGE TRANSIT PLAN (SRTP)**  
(Emmanuel Martinez, Chair of Strategic Planning  
and Operations Committee;  
Staff: Stephanie Buriel, Chief Administrative Officer)

**DISCUSSION**  
(PAGE 162-265)

14. **CEO/GENERAL MANAGER'S REPORT**

15. **CLOSED SESSION**

- a) **Conference with Labor Negotiator**  
Pursuant to Government Code 54957.6  
Agency Designated Representative: Russell Betts, Chair of the Board,  
Eric Vail, Legal Counsel  
Unrepresented Employees, Position – CEO/General Manager
- b) Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)  
Position Title: CEO/ General Manager

16. **NEXT MEETING DATE**

June 20, 2018  
12 p.m. – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

17. **ADJOURN**

## MINUTES

### SunLine Transit Agency Board of Directors Meeting April 25, 2018

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:38 p.m. on Wednesday, April 25, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### 1. CALL TO ORDER

The meeting was called to order at 12:38 p.m. by Chairperson Russell Betts.

#### 2. ROLL CALL

##### Members Present:

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs  
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio  
Shelley Kaplan, SunLine Agency Board Member (Alternate), City of Cathedral City  
John Peña, SunLine Agency Board Member (Alternate), City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Lisa Middleton, SunLine Agency Board Member City of Palm Springs  
Ted Weill, SunLine Agency Board Member (Alternate), City of Rancho Mirage

##### Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

#### 3. PRESENTATIONS

None.

#### 4. FINALIZATION OF AGENDA

No changes to the agenda.

#### 5. APPROVAL OF MINUTES – MARCH 28, 2018 BOARD MEETING

SunLine Services Group Vice-Chair Strange moved to approve the minutes of the March 28, 2018 Board meeting. The motion was seconded by SunLine Services Group Board Member Kelly. The motion was approved by a vote of 7 yes; 0 no; 2 abstain

**6. PUBLIC COMMENTS**

Public Comments were made by:

Amy Stuart, SunDial Customer

**7. BOARD MEMBER COMMENTS**

None.

**8. CONSENT CALENDAR**

- 8a) Checks \$1,000 and Over Report for February 2018
- 8b) Credit Card Statement for February 2018
- 8c) Monthly Budget Variance Report for February 2018
- 8d) Contracts Signed in Excess of \$25,000 March 2018
- 8e) Union & Non-Union Pension Investment Asset Summary February 2018
- 8f) Quarterly Capital Project Update for 1<sup>st</sup> Quarter 2018
- 8g) Ridership Report for March 2018
- 8h) SunDial Operational Notes for March 2018
- 8i) Metrics for March 2018
- 8j) Board Member Attendance for March 2018

SunLine Agency Board Member Kaplan (Alternate) moved to approve the consent calendar. The motion was seconded by SunLine Agency Vice-Chair Strange. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; 1 abstain

**8. TEMPORARY DISPENSER CHANGE ORDER**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Middleton motioned to approve the Temporary Dispenser Change Order and the motion was seconded by Board Member Cooper (Alternate). The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

**8. AUTHORIZATION TO AWARD AGREEMENT TO HUB INTERNATIONAL FOR BROKERAGE SERVICES**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Authorization to Award Agreement to HUB International for Brokerage Services and the motion was seconded by Board Vice-Chair Strange. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

**12. AWARD OF CONTRACT FOR PARATRANSIT VEHICLES**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Award of Contract for Paratransit Vehicles and the motion was seconded by Board Vice-Chair Strange. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

**13. RESOLUTION NO. 0769 TO OBTAIN FEDERAL GRANT FUNDING**

Finance/Audit Committee Chair Kaplan (Alternate) reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve Resolution No. 0769 to Obtain Federal Grant Funding and the motion was seconded by Board Vice-Chair Strange. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

**14. APPROVE REVISIONS TO ADVERTISING POLICY NO. B-020598**

Board Operations Committee Chair Kaplan (Alternate) reported that this item was brought to the committee and they unanimously approved the item. SunLine Agency Board Member Kaplan (Alternate) motioned to approve the Revisions to Advertising Policy No. B-020598 and the motion was seconded by Board Member Peabody with the an amendment to Line 13 to correct a typo that mistakenly said “direction” instead of “direct.” The motion carried by a unanimous vote of 7 yes; 0 no; 0 abstain

**15. BOARD MEETING PUBLIC COMMENT – REQUEST FOR SUNDIAL SERVICE TO AUGUSTINE CASINO**

An update was provided by Anita M. Petke, Transit Communication Services Specialist.

**18. CEO/GENERAL MANAGER’S REPORT**

A report was provided to the Board by CEO/General Manager, Lauren Skiver.

**19. CLOSED SESSION**

There was no reportable action.

**20. NEXT REGULAR BOARD MEETING DATE**

Wednesday, April 25, 2018 at 12:00 p.m.  
SunLine Transit Agency Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**21. MEETING ADJOURNMENT**

The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

Brittney B. Sowell  
Clerk of the Board

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for March 2018

Summary:

The checks \$1,000 and over report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- For the month of March, the largest payments issued was for the first 10% of FC8 (1 out of 5) hydrogen fuel cell bus project which is funded primarily through the Federal Transit Administration's LoNo Vehicle program.

Recommendation:

Receive and file.



**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

Vendor Name	Description	Check #	Payment Date	Payment Amount
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>675058</b>	<b>03/27/2018</b>	<b>462,625.00</b>
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>674851</u>	<u>03/09/2018</u>	<u>341,622.08</u>
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>WIP-Battery Dominant FCB 7</b>	<b>674846</b>	<b>03/09/2018</b>	<b>320,150.00</b>
<b>ELDORADO NATIONAL (CALIFORNIA), INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>675059</b>	<b>03/27/2018</b>	<b>266,896.36</b>
<b>NR DEVELOPMENT, INC.</b>	<b>WIP-Fencing Project T.P.</b>	<b>675060</b>	<b>03/27/2018</b>	<b>161,532.31</b>
PERMA - INSURANCE	Gen Liability/WC Prem	675030	03/23/2018	135,563.92
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>675051</u>	<u>03/23/2018</u>	<u>96,919.04</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>674902</u>	<u>03/09/2018</u>	<u>96,891.54</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	674862	03/09/2018	70,833.98
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	674992	03/23/2018	64,114.58
<b>PCMG, INC.</b>	<b>WIP-Information Technology Project</b>	<b>675097</b>	<b>03/30/2018</b>	<b>30,818.73</b>
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins. Prem</u>	<u>674833</u>	<u>03/08/2018</u>	<u>29,685.01</u>
SO CAL GAS CO.	Utilities	674953	03/16/2018	28,972.42
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>674961</b>	<b>03/16/2018</b>	<b>28,881.47</b>
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP- Operations Facility</b>	<b>674837</b>	<b>03/08/2018</b>	<b>25,470.68</b>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	675018	03/23/2018	24,364.66
IMPERIAL IRRIGATION DIST	Utilities	674934	03/16/2018	20,418.21
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign and Network Analysis</b>	<b>674927</b>	<b>03/16/2018</b>	<b>19,747.20</b>
BYD COACH & BUS LLC	Monthly Electric Bus Lease (Mar 2018)	675069	03/30/2018	14,591.51
BYD COACH & BUS LLC	Monthly Electric Bus Lease (Feb 2018)	674771	03/02/2018	14,591.51
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	674912	03/16/2018	14,009.74
<b>CPAC INC.COM</b>	<b>WIP-Information Technology Project</b>	<b>674917</b>	<b>03/16/2018</b>	<b>10,720.21</b>
ANDREA CARTER & ASSOCIATES	Marketing Service	674911	03/16/2018	10,500.00
IMPERIAL IRRIGATION DIST	Utilities	675011	03/23/2018	7,792.05
NEW FLYER PARTS	Inventory Repair Parts	675063	03/30/2018	7,569.20
VERIZON WIRELESS	Wireless Telephone Service	674959	03/16/2018	7,505.40
ADMIRAL SECURITY SERVICES, INC.	Security Services	674908	03/16/2018	7,401.37
PE FACILITY SOLUTIONS, LLC	Janitorial Service	675029	03/23/2018	7,240.00
MURCHISON & CUMMING, LLP	Insurance Losses	675022	03/23/2018	6,719.33
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>674841</b>	<b>03/09/2018</b>	<b>6,540.26</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>674970</b>	<b>03/23/2018</b>	<b>6,501.40</b>
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	674920	03/16/2018	6,475.00
<b>ENGINEERING PROCUREMENT</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>674924</b>	<b>03/16/2018</b>	<b>6,333.50</b>
SOCO GROUP INC, THE	Lubricants-Oils	674811	03/02/2018	6,315.55
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	675027	03/23/2018	6,067.26
HD INDUSTRIES	Inventory Repair Parts	675083	03/30/2018	5,660.70
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	674898	03/09/2018	5,507.17
SOCALGAS	Utilities	674954	03/16/2018	5,396.18
<b>SHI INTERNATIONAL CORP.</b>	<b>WIP-Information Technology Project</b>	<b>674810</b>	<b>03/02/2018</b>	<b>5,289.10</b>

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674777	03/02/2018	5,277.09
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>675057</b>	<b>03/23/2018</b>	<b>5,221.79</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675035	03/23/2018	5,192.64
SOCO GROUP INC, THE	Lubricants-Oils	675040	03/23/2018	5,018.12
NEW FLYER PARTS	Inventory Repair Parts	674965	03/23/2018	4,844.05
DNSFILTER, INC.	Computer Network Software Agreement	674990	03/23/2018	4,800.00
HD INDUSTRIES	Inventory Repair Parts	675008	03/23/2018	4,712.00
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675073	03/30/2018	4,699.72
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	674975	03/23/2018	4,639.81
NEW FLYER PARTS	Inventory Repair Parts	674767	03/02/2018	4,633.55
HD INDUSTRIES	Inventory Repair Parts	674791	03/02/2018	4,501.85
CUMMINS PACIFIC, LLC	Inventory Repair Parts	674985	03/23/2018	4,472.32
PRUDENTIAL OVERALL SUPPLY	Uniforms	674806	03/02/2018	4,391.40
ALPHA MEDIA LLC	Advertising	674909	03/16/2018	4,320.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	674867	03/09/2018	4,242.06
4IMPRINT, INC.	Advertising	674906	03/16/2018	4,153.36
NRM & ASSOCIATES	Consulting-General	674941	03/16/2018	4,034.41
TPX COMMUNICATIONS	Telephone Service	675047	03/23/2018	4,019.36
TPX COMMUNICATIONS	Telephone Service	674813	03/02/2018	3,846.47
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	674849	03/09/2018	3,795.50
TK SERVICES, INC.	Inventory Repair Parts	675045	03/23/2018	3,630.92
NEW FLYER PARTS	Inventory Repair Parts	674840	03/09/2018	3,531.35
PRUDENTIAL OVERALL SUPPLY	Uniforms	674887	03/09/2018	3,495.32
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	674831	03/08/2018	3,310.93
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance</u>	<u>675033</u>	<u>03/23/2018</u>	<u>3,233.96</u>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>674910</b>	<b>03/16/2018</b>	<b>3,213.82</b>
NAPA AUTO PARTS	Inventory Repair Parts	674937	03/16/2018	3,207.93
EYE MED	Vision Insurance	674996	03/23/2018	3,207.08
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>674962</b>	<b>03/16/2018</b>	<b>3,172.24</b>
HOME DEPOT CREDIT SERVICES	Facility Maintenance	674929	03/16/2018	3,099.12
I/O CONTROLS CORP #201115	Inventory Repair Parts	675087	03/30/2018	3,016.84
<b>AMERICAN CAB</b>	<b>Taxi Voucher program</b>	<b>674971</b>	<b>03/23/2018</b>	<b>3,004.95</b>
TIME WARNER CABLE	Utilities	674955	03/16/2018	2,988.98
COMPLETE COACH WORKS	Inventory Repair Parts	674982	03/23/2018	2,973.90
MURCHISON & CUMMING, LLP	Insurance Losses	674936	03/16/2018	2,967.17
ASCI SECURITY	Materials and supplies	674820	03/08/2018	2,900.00
SPORTWORKS NORTHWEST, INC.	Repair Claims	674896	03/09/2018	2,889.78
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	674814	03/02/2018	2,878.44
<b>HENSON CONSULTING GROUP, LLC</b>	<b>Center of Excellence Project</b>	<b>674778</b>	<b>03/02/2018</b>	<b>2,836.66</b>

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2018**

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<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
AAMCO TRANSMISSION	Inventory Repair Parts	674797	03/02/2018	2,712.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	674818	03/02/2018	2,699.22
GRAINGER	Cleaning Supplies- Vehicles	674789	03/02/2018	2,681.00
ULINE, INC.	Bus Stop Supplies	675052	03/23/2018	2,667.35
VASQUEZ AND COMPANY LLP	Financial Auditing Services	674819	03/02/2018	2,601.22
BURRTEC WASTE & RECYCLING SERVICES	Utilities	674913	03/16/2018	2,521.12
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>674976</b>	<b>03/23/2018</b>	<b>2,506.78</b>
FLEET-NET CORPORATION	Computer Network Software Agreement	674926	03/16/2018	2,480.00
TK SERVICES, INC.	Inventory Repair Parts	674900	03/09/2018	2,405.29
PATRICK M. BRASSIL	Contracted Services-Hydrogen	675096	03/30/2018	2,400.00
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>674850</b>	<b>03/09/2018</b>	<b>2,333.25</b>
<b>ACCOUNTEMPS</b>	<b>WIP-ERP Project</b>	<b>675062</b>	<b>03/30/2018</b>	<b>2,299.83</b>
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	674957	03/16/2018	2,223.56
COMPLETE COACH WORKS	Inventory Repair Parts	675071	03/30/2018	2,136.95
OFFICE DEPOT	Office Supplies	674879	03/09/2018	2,134.55
HD INDUSTRIES	Inventory Repair Parts	674871	03/09/2018	2,029.75
CDW GOVERNMENT, INC	Computer Network Software Agreement	674977	03/23/2018	2,028.84
SAMUEL MESTER	Tuition Reimbursement	674951	03/16/2018	2,000.00
TOTALFUNDS	Postage Supplies	674956	03/16/2018	2,000.00
ACCOUNTEMPS	Temporary Help Service	674907	03/16/2018	1,984.65
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674984	03/23/2018	1,979.40
LAUREN SKIVER	Tuition Reimbursement	674875	03/09/2018	1,976.25
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	674853	03/09/2018	1,929.57
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674946	03/16/2018	1,920.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	675016	03/23/2018	1,895.82
HOME DEPOT CREDIT SERVICES	Facility Maintenance	674792	03/02/2018	1,743.06
AVAIL TECHNOLOGIES	Inventory Repair Parts	674972	03/23/2018	1,649.66
HARTFORD FIRE INSURANCE COMPANY	Flood Insurance	675009	03/23/2018	1,578.00
SMARTDRIVE SYSTEMS, INC.	General Services	675039	03/23/2018	1,520.00
KAMAN INDUSTRIAL TECHNOLOGIES	Inventory Repair Parts	674873	03/09/2018	1,512.64
CREATIVE BUS SALES, INC,	Inventory Repair Parts	674776	03/02/2018	1,509.23
COMPLETE COACH WORKS	Inventory Repair Parts	674774	03/02/2018	1,486.95
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675102	03/30/2018	1,469.11
PLAZA TOWING, INC.	Contracted Services Towing	675098	03/30/2018	1,450.00
FIESTA FORD, INC.	Lubricants-Oils	675079	03/30/2018	1,365.58
CLEAN ENERGY	Inventory Repair Parts-SunFuels	674856	03/09/2018	1,346.23
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Hydrogen FCB Lo-No</b>	<b>674986</b>	<b>03/23/2018</b>	<b>1,314.68</b>
SMART CHEMISTRY CORPORATION	Contract Service-H2	674894	03/09/2018	1,300.00
<b>DESERT CITY CAB</b>	<b>Taxi Voucher program</b>	<b>674987</b>	<b>03/23/2018</b>	<b>1,298.57</b>

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2018**

NOTE: 1). Bold check payments represent "pass through" payments that were, or will be reimbursed to SunLine under the provisions of specific grants or contracts. 2). Underlined check payments represent "shared" payments with SunLine and specific vendors/employees.

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
PATRICK M. BRASSIL	Contracted Services-Hydrogen	674804	03/02/2018	1,280.00
ACCONTEMPS	Temporary Help Service	674766	03/02/2018	1,212.00
SAFETY-KLEEN CORPORATION	Contract Service-Hazardous Waste Removal	674950	03/16/2018	1,145.45
CDW GOVERNMENT, INC	Computer Supplies	674772	03/02/2018	1,130.18
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	675112	03/30/2018	1,127.50
ERIC TAYLOR	Tuition Reimbursement	674824	03/08/2018	1,125.00
ERIC TAYLOR	Tuition Reimbursement	674995	03/23/2018	1,080.00
CUMMINS PACIFIC, LLC	Computer Network Software Agreement	674919	03/16/2018	1,052.00
PROPER SOLUTIONS	Temporary Help Service	675099	03/30/2018	1,020.00
PROPER SOLUTIONS	Temporary Help Service	674948	03/16/2018	1,020.00
PROPER SOLUTIONS	Temporary Help Service	675034	03/23/2018	1,020.00
GATEWAY COMPRESSION, INC.	Inventory Repair Parts-SunFuels	675004	03/23/2018	1,009.32
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	674915	03/16/2018	1,000.00
FRONTIER ENERGY, INC.	Annual Membership	674786	03/02/2018	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,636,920.08			
<b>Total Checks Under \$1,000</b>	\$60,428.24			
<b>Total Checks</b>	\$2,697,348.32			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for March 2018

Summary:

The attached report summarizes the Agency's credit card expenses for March 2018 with a statement closing date of April 3, 2018.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 4/03/18**

**Name on Card: Lauren Skiver**

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges	GL#
1	3/6/2018	3/6/2018	American Airlines/Expedia	American Airlines Flight; Operator Raul Estrada - APTA 2018 International Bus Roadeo		\$435.99	11-5099900004
2	3/8/2018	3/8/2018	CalACT	2018 CalACT Spring Conference & Expo Registration; CEO/GM Lauren Skiver		\$490.00	40-5090200000
3	3/21/2018	3/21/2018	Palm Springs Airport	Palm Springs Airport Parking Fee; CEO/GM Lauren Skiver - APTA Legislative Conference Trip		\$85.00	40-5090200000
4	3/21/2018	3/21/2018	Grand Hyatt Washington	1 Room for 4 nights; CPO Tommy Edwards - APTA Legislative Conference Trip		\$1,134.05	11-50090200000
5	3/21/2018	3/21/2018	Grand Hyatt Washington	1 Room for 4 nights; CEO/GM Lauren Skiver - APTA Legislative Conference Trip		\$1,134.05	40-5090200000
6	3/21/2018	3/21/2018	APTA	APTA 2018 International Bus Roadeo Registration; Operator Raul Estrada		\$780.00	11-5099900004
7	3/21/2018	3/21/2018	United Airlines	United Airlines Flight; Seat fees for cancelled and rearranged flights for CEO/GM Lauren Skiver - APTA Legislative Conference Trip		\$65.00	40-5090200000
8	3/21/2018	3/21/2018	United Airlines	United Airlines Flight; Seat fees for cancelled and rearranged flights for CPO Tommy Edwards - APTA Legislative Conference Trip		\$66.00	11-50090200000
9	3/21/2018	3/21/2018	United Airlines	United Airlines Flight; Baggage Fees for CEO/GM Lauren Skiver and CPO Tommy Edwards - APTA Legislative Conference Trip		\$50.00	40-5090200000
10	3/28/2018	3/28/2018	Sherman's Deli and Bakery	Sherman's Catering Order; March Board of Directors Meeting		\$391.67	40-5090200002
<b>Credits and Charges:</b>					<b>\$0.00</b>	<b>\$4,631.76</b>	
<b>Total:</b>					<b>\$4,631.76</b>		



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/03/18
Days in Billing Cycle	32
Next Statement Date	05/02/18
Credit Line	\$40,000
Available Credit	\$34,482

For 24-Hour Customer Service Call:  
800-231-5511

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

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

Payment Information

New Balance	\$4,631.76
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	04/30/18

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

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

Account Summary

Previous Balance		\$7,273.91
Credits	-	\$0.00
Payments	-	\$7,273.91
Purchases & Other Charges	+	\$4,631.76
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$4,631.76

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$46.32
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$46.32
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$267.40

Cash Back Notice

Your next cash back reward is scheduled for 06/2018.

See reverse side for important information.

5596 0008 YTG 1 7 2 180405 0 PAGE 1 of 4 10 3268 1000 ELAS 01DR5596 68992

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$4,631.76
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	04/30/18

Print address or phone changes: \_\_\_\_\_  
Work ( ) \_\_\_\_\_

Amount Enclosed: \$ [REDACTED]

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

SUNLINE TRANSIT  
LUIS GARCIA 68992  
32505 HARRY OLIVER TRL P404  
THOUSAND PALMS CA 92278-3501



**Rate Information**

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.08983%	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$4,631.76 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/30/18. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

20-1

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	0263	40,000	\$4,631.76

**Transaction Details**

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

Trans Post	Reference Number	Description	Credits	Charges
03/27	03/27	F326800F600CHGDDA		
		AUTOMATIC PAYMENT - THANK YOU	7,273.91	
		TOTAL 4484610004265941		\$7,273.91-

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

03/06	03/06	2443106EJA16SKNQA	AMERICAN AIR0017054587388 FORT WORTH TX		435.99
		05/03/18	ESTRADA/RAUL		
		1 AA N	PALM SPRINGS FORT WORTH		
		2 AA N	FORT WORTH TAMPA		
		3 AA O	TAMPA FORT WORTH		
		4 AA O	FORT WORTH PALM SPRINGS		
		11617270	EXPEDIA INC		
03/08	03/08	2449398EK8B0M6G1X	CALACT SACRAMENTO CA		490.00
03/21	03/21	2443106F0BM609KGT	PALM SPRINGS AIRPORT PALM SPRINGS CA		85.00
03/21	03/21	2443106F1M0EJXFFP	GRAND HYATT WASHINGTON WASHINGTON DC		1,134.05
03/21	03/21	2443106F1M0EJXW51	GRAND HYATT WASHINGTON WASHINGTON DC		1,134.05
03/21	03/21	2463923F1S66F5ZX4	APTA 202-4984800 DC		780.00
03/21	03/21	2469216F12XK3EB6L	UNITED 0162925571465800-932-2732 TX		65.00
03/21	03/21	2469216F12XK3EB6W	UNITED 0162925571465800-932-2732 TX		66.00
03/21	03/21	2469216F12XK3M1VG	UNITED 0162806267268800-932-2732 TX		50.00
03/28	03/28	2455930F6BLH54QGN	SHERMANS DELI AND BAKERY PALM DESERT CA		391.67
			<b>TOTAL</b>		<b>\$4,631.76</b>
			LAURA SKIVER / Sub Acct Ending In 0263		

**Wells Fargo News**

Thank you for being a valued Wells Fargo Business Elite Card customer. We want to ensure you receive important information from Wells Fargo about products and services that may affect your banking activity. So please verify that the contact information in your account profile is accurate. To do this, please follow these simple steps: Go to [wellsfargo.com/biz](https://www.wellsfargo.com/biz) and enter your username and password. Select the **Security & Support** menu option and under **Protect Your Accounts** go to **Update Contact Information**. Not enrolled in Online Banking? <https://www.wellsfargo.com/biz/online-banking>



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for March 2018

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as year to date (YTD) values. The current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of March 31, 2018, the organization's revenues net of subsidies are \$333,020 over budget or 8.1% above the YTD budget. Expenditures are \$1,979,997 under budget or 7.6% below the YTD budget.
- The net operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
March 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,984,371	251,529	248,698	2,832	2,200,843	2,238,278	(37,435)	26.3%
Other Revenue	2,469,132	336,985	205,761	131,224	2,222,304	1,851,849	370,455	10.0%
Total Operating Revenue	<u>5,453,503</u>	<u>588,515</u>	<u>454,459</u>	<u>134,056</u>	<u>4,423,147</u>	<u>4,090,127</u>	<u>333,020</u>	<u>18.9%</u>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,537,771	739,532	794,814	55,282	6,611,726	7,153,328	541,602	30.7%
Operator & Mechanic Overtime	1,159,221	70,372	96,602	26,230	788,520	869,416	80,895	32.0%
Administration Salaries & Wages	5,302,986	420,681	441,916	21,234	3,591,573	3,977,240	385,667	32.3%
Administration Overtime	13,593	1,661	1,133	(529)	13,932	10,195	(3,738)	-2.5%
Fringe Benefits	9,115,420	655,920	759,618	103,698	6,357,429	6,836,565	479,136	30.3%
Communications	218,000	15,895	18,167	2,272	130,083	163,500	33,417	40.3%
Legal Services - General	80,000	8,911	6,667	(2,244)	81,969	60,000	(21,969)	-2.5%
Computer/Network Software Agreement	452,868	52,949	37,739	(15,210)	306,172	339,651	33,479	32.4%
Uniforms	112,550	2,506	9,379	6,873	50,364	84,413	34,049	55.3%
Contracted Services	458,822	28,969	38,235	9,266	281,060	344,117	63,056	38.7%
Equipment Repairs	7,500	442	625	183	2,805	5,625	2,820	62.6%
Security Services	103,604	8,771	8,634	(137)	75,664	77,703	2,039	27.0%
Fuel - CNG	1,519,757	99,590	126,646	27,056	1,007,785	1,139,818	132,032	33.7%
Fuel - Hydrogen	232,078	11,805	19,340	7,535	142,050	174,059	32,009	38.8%
Tires	252,028	19,718	21,002	1,284	171,285	189,021	17,736	32.0%
Office Supplies	72,400	2,907	6,033	3,127	43,044	54,300	11,256	40.5%
Travel/Training	142,033	15,051	11,836	(3,215)	90,108	106,525	16,417	36.6%
Repair Parts	1,287,995	107,208	107,333	125	945,446	965,996	20,550	26.6%
Facility Maintenance	43,000	1,283	3,583	2,300	30,133	32,250	2,117	29.9%
Electricity - CNG & Hydrogen	175,000	14,603	14,583	(20)	131,404	131,250	(154)	24.9%
Natural Gas	1,446,372	92,153	120,531	28,378	1,004,976	1,084,779	79,803	30.5%
Water	7,500	398	625	227	3,336	5,625	2,289	55.5%
Insurance Losses	1,136,702	313,608	94,725	(218,883)	915,394	852,527	(62,868)	19.5%
Insurance Premium - Property	13,315	3,429	1,110	(2,319)	11,818	9,986	(1,832)	11.2%
Repair Claims	200,000	0	16,667	16,667	30,849	150,000	119,151	84.6%
Fuel Taxes	168,200	27,950	14,017	(13,933)	161,694	126,150	(35,544)	3.9%
Other Expenses	3,302,311	246,694	275,193	28,499	2,335,427	2,476,733	141,306	29.3%
Self Consumed Fuel	(1,681,000)	(111,414)	(140,083)	28,669	(1,135,974)	(1,260,750)	124,776	32.4%
Total Operating Expenses (Before Depreciation)	<u>34,880,026</u>	<u>2,851,594</u>	<u>2,906,669</u>	<u>55,075</u>	<u>24,180,072</u>	<u>26,160,020</u>	<u>1,979,948</u>	<u>30.7%</u>
Operating Expenses in Excess of Operating Revenue		\$ (2,263,079)			\$ (19,756,925)			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	396,328	429,450	33,122	3,459,985	3,865,050	405,065	32.9%
State - LTF	18,753,800	1,442,282	1,562,817	120,535	12,591,274	14,065,350	1,474,076	32.9%
Federal - 5307, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	424,470	459,944	35,474	3,705,665	4,139,492	433,827	32.9%
Total Subsidies	<u>29,426,523</u>	<u>2,263,079</u>	<u>2,452,210</u>	<u>189,131</u>	<u>19,756,925</u>	<u>22,069,892</u>	<u>2,312,967</u>	<u>32.9%</u>
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -	18		\$ -			

SunLine Transit Agency  
Budget Variance Report  
March 2018

Description	FY 18 Total Budget	Current Month			Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	
<b>Operating Expenses:</b>								
Wages & Benefits	25,128,991	1,888,167	2,094,083	205,915	17,363,181	18,846,743	1,483,563	30.9%
Services	2,660,803	248,942	221,734	(27,208)	2,186,888	1,995,602	(191,286)	17.8%
Fuels & Lubricants	1,925,987	122,890	160,499	37,609	1,275,210	1,444,490	169,280	33.8%
Tires	252,028	19,718	21,002	1,284	171,285	189,021	17,736	32.0%
Materials and Supplies	1,621,445	122,196	135,120	12,924	1,145,323	1,216,084	70,761	29.4%
Utilities	1,919,372	125,830	159,948	34,118	1,337,182	1,439,529	102,347	30.3%
Casualty & Liability	1,885,324	365,963	157,110	(208,853)	1,303,299	1,413,993	110,694	30.9%
Taxes and Fees	168,200	27,950	14,017	(13,933)	161,694	126,150	(35,544)	3.9%
Miscellaneous Expenses	998,877	41,352	83,240	41,888	371,985	749,158	377,172	62.8%
Self Consumed Fuel	(1,681,000)	(111,414)	(140,083)	28,669	(1,135,974)	(1,260,750)	124,776	32.4%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>34,880,026</b>	<b>2,851,594</b>	<b>2,906,669</b>	<b>55,075</b>	<b>24,180,072</b>	<b>26,160,020</b>	<b>1,979,948</b>	<b>30.7%</b>
<b>Revenues:</b>								
Passenger Revenue	2,984,371	251,529	248,698	2,832	2,200,843	2,238,278	(37,435)	26.3%
Other Revenue	2,469,132	336,985	205,761	131,224	2,222,304	1,851,849	370,455	10.0%
<b>Total Operating Revenue</b>	<b>5,453,503</b>	<b>588,515</b>	<b>454,459</b>	<b>134,056</b>	<b>4,423,147</b>	<b>4,090,127</b>	<b>333,020</b>	<b>18.9%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,263,079)</b>			<b>\$ (19,756,925)</b>			
<b>Subsidies:</b>								
Local - Measure A	5,153,400	396,328	429,450	33,122	3,459,985	3,865,050	405,065	32.9%
State - LTF	18,753,800	1,442,282	1,562,817	120,535	12,591,274	14,065,350	1,474,076	32.9%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	424,470	459,944	35,474	3,705,665	4,139,492	433,827	32.9%
<b>Total Subsidies</b>	<b>29,426,523</b>	<b>2,263,079</b>	<b>2,452,210</b>	<b>189,131</b>	<b>19,756,925</b>	<b>22,069,892</b>	<b>2,312,967</b>	<b>32.9%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Unfavorable**

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 169,095 trips below FY17 YTD amounts.
- Ridership is currently at 5.2% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

**Passenger Revenue**

	FY17-Mar	FY18-Mar	Variance	%Δ
Fixed Route	\$ 274,214	\$ 223,000	\$ (51,214)	-18.7%
Paratransit	\$ 27,603	\$ 28,163	\$ 560	2.0%
System Total	\$ 301,817	\$ 251,163	\$ (50,654)	-16.8%

**Ridership**

	FY17-Mar	FY18-Mar	Variance	%Δ
Fixed Route	398,712	351,050	(47,662)	-12.0%
Paratransit	14,408	13,506	(902)	-6.3%
SolVan	-	2,197	2,197	
System Total	413,120	366,753	(46,367)	-11.2%

**Passenger Revenue**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 2,118,676	\$ 1,957,039	\$ (161,637)	-7.6%
Paratransit	\$ 256,352	\$ 243,804	\$ (12,548)	-4.9%
System Total	\$ 2,375,027	\$ 2,200,843	\$ (174,184)	-7.3%

**Ridership**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,152,252	2,976,371	(175,881)	-5.6%
Paratransit	123,697	117,714	(5,983)	-4.8%
SolVan	-	12,769	12,769	
System Total	3,275,949	3,106,854	(169,095)	-5.2%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.  
The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.

	YTD - March	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 83,004	\$ 35,000	\$ 48,003	137.2%
OUTSIDE FUELING REVENUE	\$ 1,162,708	\$ 900,000	\$ 262,708	29.2%
EMISSIONS CREDITS REVENUE	\$ 721,441	\$ 562,500	\$ 158,941	28.3%

**Operator & Mechanic Salaries & Wages - Favorable**

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.  
Department 12 Operations - Fixed Route has four vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.  
Department 12 Operations - Fixed Route has seven operators on long-term disability.  
Department 14 Operations - Paratransit has one operator on long-term disability.  
Department 22 Fleet Maintenance has one mechanic out on workers compensation leave.

**Operator & Mechanic Overtime - Favorable**

- Operator and Mechanic Overtime are within an acceptable range of the budgeted amount.

**March**

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	1,477	1,630	\$ 52,024
Paratransit	N/A	641	641	\$ 16,062
Mechanics	N/A	53	53	\$ 2,168

**YTD-March**

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,613	14,382	16,995	\$ 540,504
Paratransit	N/A	7,810	7,810	\$ 197,190
Mechanics	N/A	1,206	1,206	\$ 44,120

**Administration Salaries & Wages - Favorable**

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Grants Analyst Accounting Clerk, CAO, DCOO)
- Also, consultant expenses vary throughout the year.

**Administration Overtime - Unfavorable**

- Vacancies across the agency contribute to the unfavorable balance in overtime.
- Department 32 Human Resources had an unfavorable variance in overtime due to staff working overtime to reconcile benefit changes.
- Department 41 Finance had an unfavorable balance due to staff working overtime for the month end closing and payroll reporting.
- Department 45 Customer Service had an unfavorable variance in March due to staff working the Pantry to People event.
- Department 49 Planning had an unfavorable balance for March due to staff working overtime in preparation for the May bid.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to vacant positions across the agency.

**Communications - Favorable**

- The favorable variance is mainly attributed to an allowance for additional internet circuits as well as other devices for users and buses. The IT department has adjusted its communication plan for FY 2018 and may not consume all of the communication costs.

**Legal Services - General - Unfavorable**

- General legal counsel costs are higher than anticipated.
- YTD - March SunLine had 439.84 billable hours from Burke, Williams, and Sorenson.

**Computer/Network Software Agreement - Favorable**

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- In March the unfavorable variance is due to payments made for Wi-Fi bus filter, Adobe Acrobat Pro, and Veam technical support.
- The following programs will be incurred in the later part of the year:
  - Barracuda - provides web filters, spam filters, and email archive
  - Keystone - support for SYSCO devices
  - Cummins Software - utilize to run diagnostics on Cummins engines
  - Lansweeper - network management tool.

**Uniforms - Favorable**

- At the beginning of the fiscal year, operators are given a \$300 credit toward uniform expenses.
- The favorable balance is due to operators not yet using their annual credit. The costs will vary throughout the year depending on when the operator uses his or her uniform credit.

**Contracted Services - Favorable**

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an a need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred).

**Equipment Repairs - Favorable**

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed in FY 18.  
Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

**Security Services - Favorable**

- Security Service expenses are within an acceptable range of the budget.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 39,562 GGE's below FY17 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
March FY 17	125,401				
March FY 18	111,310	(14,091)	10,570	-11.24%	10.49%
February FY 18	100,740				
YTD March FY 17	1,093,453				
YTD March FY 18	1,053,891	(39,562)		-3.62%	

**Fuel - Hydrogen - Favorable**

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.  
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- There have been several breakdowns that attributed to a decrease in hydrogen fuel consumption. In March three hydrogen buses were down for repairs.  
FC4 was down for seven days  
FC8 was down twenty-three days  
FC7 was down thirty days
- Two fuel buses were down long-term for significant repairs.  
FC5 was down for an APS controller from 09/13/17 to 12/17/17.  
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

**Tires - Favorable**

- The favorable variance is primarily attributed to a decrease in total miles traveled YTD in comparison to the last fiscal year.

**Office Supplies - Favorable**

- Office supplies are a variable expense; costs vary throughout the year as required.

**Travel/Training - Favorable**

- Travel & training savings can be attributed to different times at which training sessions are attended.
- In March there is an unfavorable balance due to an increase in travel and training for staff across the agency.

**Repair Parts -Favorable**

- The favorable variance in repair parts is mainly attributed to a budget adjustment that was executed in March to adjust for the higher repair parts expenses than initially projected. Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In March fixed route had costs of \$90,836 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For March paratransit had expenses of \$12,302 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In March support vehicle repair parts had a cost of \$3,662 for repair parts (e.g., preventative maintenance, tire replacement, power steering)

**Facility Maintenance - Favorable**

- There is a favorable variance due to lower expenses and maintenance issues in the Thousand Palms and Indio facilities.

**Electricity - CNG & Hydrogen - Unfavorable**

- Electricity for CNG and Hydrogen production costs are higher in the spring and summer months.
- Additionally, the increase in sales of outside fuels leads to increased production of CNG and therefore higher electricity usage.

**Natural Gas - Favorable**

- The FY 18 budget allowed for an increase in outside CNG usage.  
The favorable balance of natural gas costs is primarily attributed to an average \$0.056 decrease in internal GGE cost over YTD-FY17.
- In March there were 5,178 more GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 27,129 GGE's above FY17 YTD amounts.

**Outside GGE Usage**

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
March FY 17	57,254				
March FY 18	54,814	(2,440)	5,178	-4.26%	10.43%
February FY 18	49,636				
YTD March FY 17	438,090				
YTD March FY 18	465,219	27,129		6.19%	

**Water and Gas - Favorable**

- Gas expenses in the Indio facility follow a seasonal pattern. The large heaters have not been utilized due to a warmer winter.
- The maintenance team has put an emphasis this fiscal year on water conservation and made changes to their routines that have helped reduce water consumption.

**Insurance Losses - Unfavorable**

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.  
In March there was an expense of \$260,474 to reconcile deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- As of the third quarter, there are eighty-one active workers compensation claims. That is an increase of seven claims over the third quarter of the previous fiscal year.  
The estimated loss retention has increased \$445,694 due to the rise in claims.
- Insurance losses can vary widely from month to month.

**Insurance Premium - Property - Unfavorable**

- The unfavorable variance is due to the higher premium for flood insurance. In March there was a payment of \$2,398 made for flood insurance.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of March, there have been a total of 68 collisions, that is a decrease of 5 collisions over the fiscal year 2017.  
The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$936 compared to \$1,793 in FY 17.  
The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Unfavorable**

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$85,305 above FY17 YTD amounts.
- For March sales have increased \$13,509 from the previous month.

**Outside Fueling Revenue**

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
March FY 17	\$ 142,663				
March FY 18	\$ 139,438	\$ (3,225)	\$ 13,509	-2.26%	10.73%
February FY 18	\$ 125,929				
YTD March FY 17	\$ 1,077,404				
YTD March FY 18	\$ 1,162,708	\$ 85,305		7.92%	

**Other Expenses - Favorable**

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

**Self Consumed Fuel - Favorable**

- The favorable balance FY18 YTD is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to FY17 YTD.  
There is a decrease of 80,014 total miles traveled in FY18 YTD in comparison to FY17 YTD.

**Mileage**

	February FY18	March FY18	Variance	%Δ
Fixed Route	289,086	318,299	29,213	10.1%
Paratransit Passenger	92,106	99,929	7,823	8.5%
System Total	381,192	418,228	37,036	9.7%

**Mileage YTD-March**

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	2,916,986	2,871,878	(45,108)	-1.5%
Paratransit Passenger	919,427	884,521	(34,906)	-3.8%
System Total	3,836,413	3,756,399	(80,014)	-2.1%



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 April 2018

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of April 2018, there were four contracts executed.

<b>VENDOR</b>	<b>PURPOSE</b>
Facilities Protection Systems	Clean agent fire suppression system
Engineering Procurement & Construction	Hydrogen fueling station support
Auger Consulting Group, LLC	Project management services
Creative bus Sales	14 Paratransit vehicles to replace existing

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

April 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Facilities Protection Systems	Clean Agent Fire Suppression System	To replace the water based fire suppression system with a gaseous system to better protect water sensitive equipment such as servers, phone system, security system and other technologies in the event of a fire breakout.	FY2016/17 SRTP	\$ 30,000.00	\$ 29,992.00	Executed Agreement Board Approved
Engineering Procurement & Construction (EPC)	Hydrogen Fueling Station Support	Provide overall technical and program oversight of the NEL/Proton Electrolyzer Installation Project (Project). Manage the project to control costs, quality, and the schedule.	FY2015/16 SRTP	\$ 1,500,000.00	\$ 90,000.00	Executed Agreement Board Approved
Auger Consulting Group, LLC	Project Management Services	Provide project management consulting services of strategic objectives identified in the Capital Program, SRTP, Transportation Demand Management (TDM) and other planning efforts.	FY2017/18 Operating Budget	\$ 200,000.00	\$ 98,000.00	Executed Agreement
Creative Bus Sales	Paratransit Vehicles	Purchase of fourteen (14) paratransit vehicles to replace existing vehicles that will meet useful life as outlined by Federal guidelines.	FY2016/17 SRTP	\$ 2,115,000.00	\$ 1,671,979.82	Purchase Order Board Approved

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary March 2018

Summary:

The pension asset summary demonstrates the book and market value of all assets as well as the total asset allocation for SunLine's Bargaining and Non-Bargaining retirement plans. The following table states the target and range values for asset allocations based on the current Investment Policy:

	Target	Range
Equities	60%	35 – 75%
Fixed Income	40%	25 – 64%
Cash & Equivalent	0%	0 – 10%

For the month of March, SunLine's investments fell within the approved range of investment type for the Union and Non-Union assets.

Union

	Actual	Range
Equities	63.08%	35 – 75%
Fixed Income	36.45%	25 – 64%
Cash & Equivalent	0.47%	0 – 10%

Non-Union

	Actual	Range
Equities	63.10%	35 – 75%
Fixed Income	36.36%	25 – 64%
Cash & Equivalent	0.54%	0 – 10%

Recommendation:

Receive and file.

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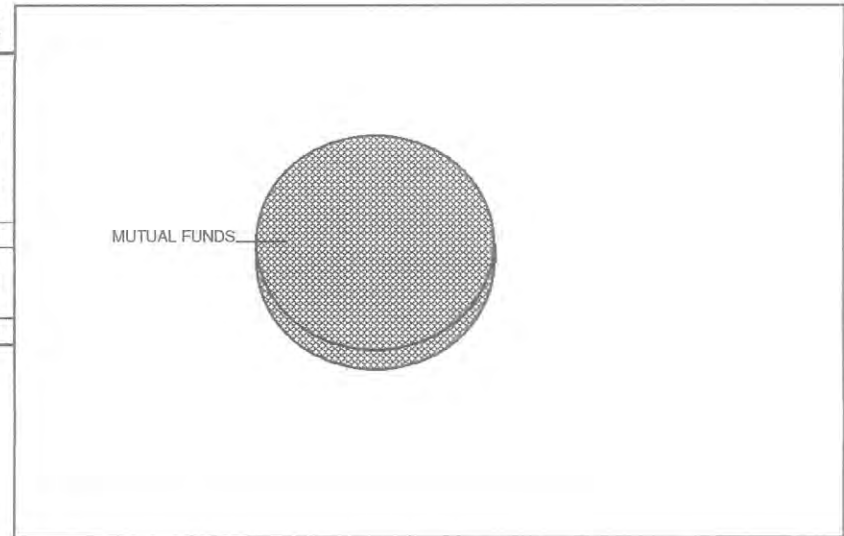


SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100

Page 7 of 25  
 Period from March 1, 2018 to March 31, 2018

**ASSET SUMMARY**

<b>ASSETS</b>	<b>03/31/2018 MARKET</b>	<b>03/31/2018 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	144,382.97	144,382.97	0.54
Mutual Funds-Equity	16,838,751.58	15,581,564.06	63.10
Mutual Funds-Fixed Income	9,704,930.22	9,963,583.42	36.36
<b>Total Assets</b>	<b>26,688,064.77</b>	<b>25,689,530.45</b>	<b>100.00</b>
Accrued Income	294.86	294.86	0.00
<b>Grand Total</b>	<b>26,688,359.63</b>	<b>25,689,825.31</b>	<b>100.00</b>
 <b>Estimated Annual Income</b>	 <b>603,877.23</b>		



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 100 -13-02869-01



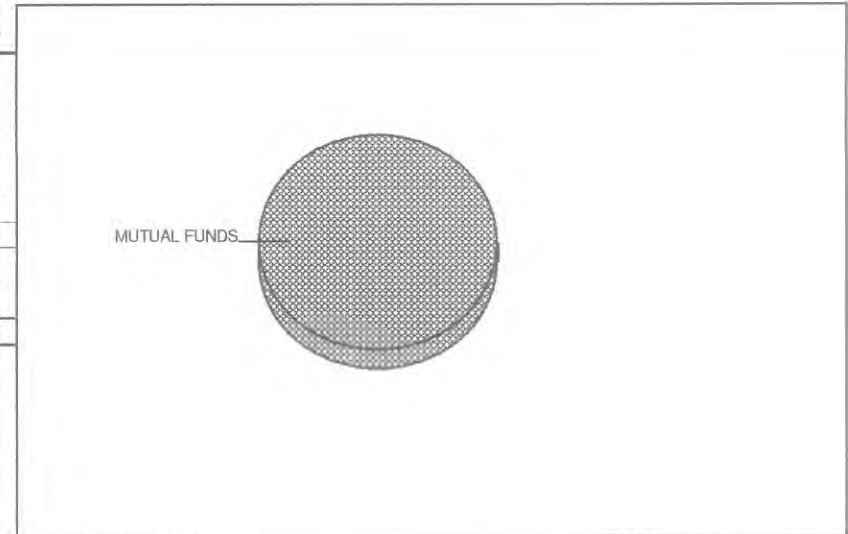
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000

Page 7 of 25  
 Period from March 1, 2018 to March 31, 2018

**ASSET SUMMARY**

<b>ASSETS</b>	<b>03/31/2018 MARKET</b>	<b>03/31/2018 BOOK VALUE</b>	<b>% OF MARKET</b>
Cash And Equivalents	123,709.15	123,709.15	0.47
Mutual Funds-Equity	16,492,605.67	15,260,254.91	63.08
Mutual Funds-Fixed Income	9,529,035.33	9,779,189.38	36.45
<b>Total Assets</b>	<b>26,145,350.15</b>	<b>25,163,153.44</b>	<b>100.00</b>
Accrued Income	582.95	582.95	0.00
<b>Grand Total</b>	<b>26,145,933.10</b>	<b>25,163,736.39</b>	<b>100.00</b>

**Estimated Annual Income**                      **591,998.49**



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for April 2018

Summary:

System-wide ridership this April decreased -4.64% versus April 2017.

<b>Ridership</b>		
	<b>17-Apr</b>	<b>18-Apr</b>
<b>Fixed Route</b>	339,555	338,927
<b>Van Pool</b>	-	2,107
<b>Sundial</b>	13,237	12,413
<b>System Total</b>	<b>352,792</b>	<b>353,447</b>

Factors to consider when comparing to a year ago:

	<b>Apr-18</b>	<b>Apr-17</b>
<b>Weekdays:</b>	21	20
<b>Saturdays:</b>	4	5
<b>Sundays:</b>	5	5
<b>Total Days:</b>	<b>30</b>	<b>30</b>

April Comparison:

- For the month of April, 5 out of 16 routes have seen a decrease in ridership.

Recommendation:

Receive and file.



## SunLine Transit Agency Monthly Ridership Report April 2018

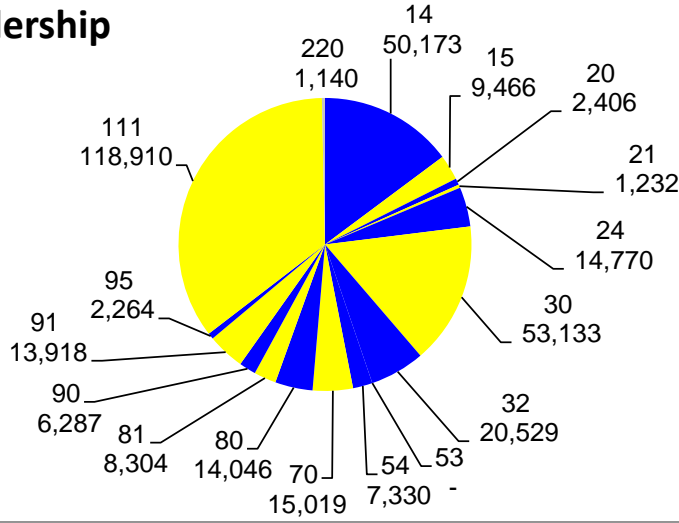
Line	Fixed Route Description	FY 2017 & 2018		FY 2018		FY 2017		YTD		Bikes & Wheelchairs				
		Apr 2018	Apr 2017	Mar 2018	Month Var.	% Var.	YTD	YTD	Var.	% Var.	Monthly	YTD	Monthly	YTD
14	DHS/PS	50,173	50,797	52,963	(624)	-1.2%	508,085	528,412	(20,327)	-3.8%	1,492	15,962	496	5,596
15	DHS	9,466	7,877	9,690	1,589	20.2%	95,606	86,483	9,123	10.5%	177	1,313	55	700
20	DHS/PD	2,406	1,972	2,394	434	22.0%	20,410	21,312	(902)	-4.2%	69	799	5	87
21	PD	1,232	-	1,041	1,232	100.0%	4,317	-	4,317	100.0%	73	178	9	85
24	PS	14,770	12,587	15,396	2,183	17.3%	137,379	135,672	1,707	1.3%	402	3,497	102	1,004
30	CC/PS	53,133	56,034	55,844	(2,901)	-5.2%	530,551	580,510	(49,959)	-8.6%	1,862	19,972	422	4,360
32	PD/RM/TP/CC/PS	20,529	20,929	21,300	(400)	-1.9%	198,271	209,262	(10,991)	-5.3%	888	8,036	109	892
53	PD/IW		3,876	-	(3,876)	-100.0%	21,867	41,369	(19,502)	-47.1%	-	893		152
54	Indio/LQ/IW/PD	7,330	5,861	7,514	1,469	25.1%	62,185	64,584	(2,399)	-3.7%	215	2,151	26	342
70	LQ/BD	15,019	15,007	15,401	12	0.1%	136,646	151,631	(14,985)	-9.9%	541	4,827	30	264
80	Indio	14,046	10,931	12,647	3,115	28.5%	112,780	119,612	(6,832)	-5.7%	201	2,280	76	1,020
81	Indio	8,304	7,773	7,822	531	6.8%	76,292	74,025	2,267	3.1%	65	722	34	426
90	Coachella/Indio	6,287	10,541	6,322	(4,254)	-40.4%	80,225	120,594	(40,369)	-33.5%	73	1,209	42	589
91	I/Cch/Th/Mec/Oas	13,918	15,735	14,096	(1,817)	-11.5%	149,655	147,575	2,080	1.4%	321	2,835	45	347
95	I/Cch/Th/Mec/NS	2,264	2,032	2,535	232	11.4%	19,523	24,310	(4,787)	-19.7%	92	457	6	98
111	PS to Indio	118,910	116,522	125,046	2,388	2.0%	1,149,836	1,175,450	(25,614)	-2.2%	4,680	43,991	772	6,654
220	PD to Riverside	1,140	1,081	1,039	59	5.5%	11,670	11,006	664	6.0%	23	303	6	86
<b>Fixed Route Total</b>		<b>338,927</b>	<b>339,555</b>	<b>351,050</b>	<b>(628)</b>	<b>-0.2%</b>	<b>3,315,298</b>	<b>3,491,807</b>	<b>(176,509)</b>	<b>-5.1%</b>	<b>11,174</b>	<b>109,425</b>	<b>2,235</b>	<b>22,702</b>
<b>SolVan</b>		2,107	-	2,197	2,107	0.0%	14,876	-	14,876	100.0%				
<b>Demand Response</b>														
<b>SunDial</b>		12,413	13,237	13,506	(824)	-6.2%	130,127	136,934	(6,807)	-5.0%				
<b>System Total</b>		<b>353,447</b>	<b>352,792</b>	<b>366,753</b>	<b>655</b>	<b>0.2%</b>	<b>3,460,301</b>	<b>3,628,741</b>	<b>(168,440)</b>	<b>-4.64%</b>				
		<b>Apr-18</b>	<b>Apr-17</b>	<b>Mar-18</b>										
Weekdays:		21	20	22										
Saturdays:		4	5	5										
Sundays:		5	5	4										
Total Days:		30	30	31										

Please note:

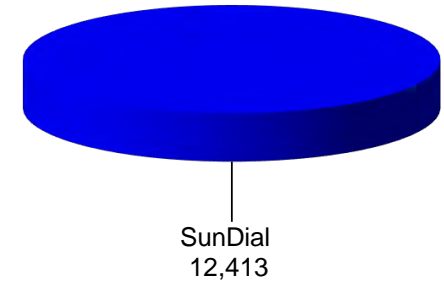
Issued:4/03/2018

# SunLine Transit Agency Monthly Ridership Report April - 2018

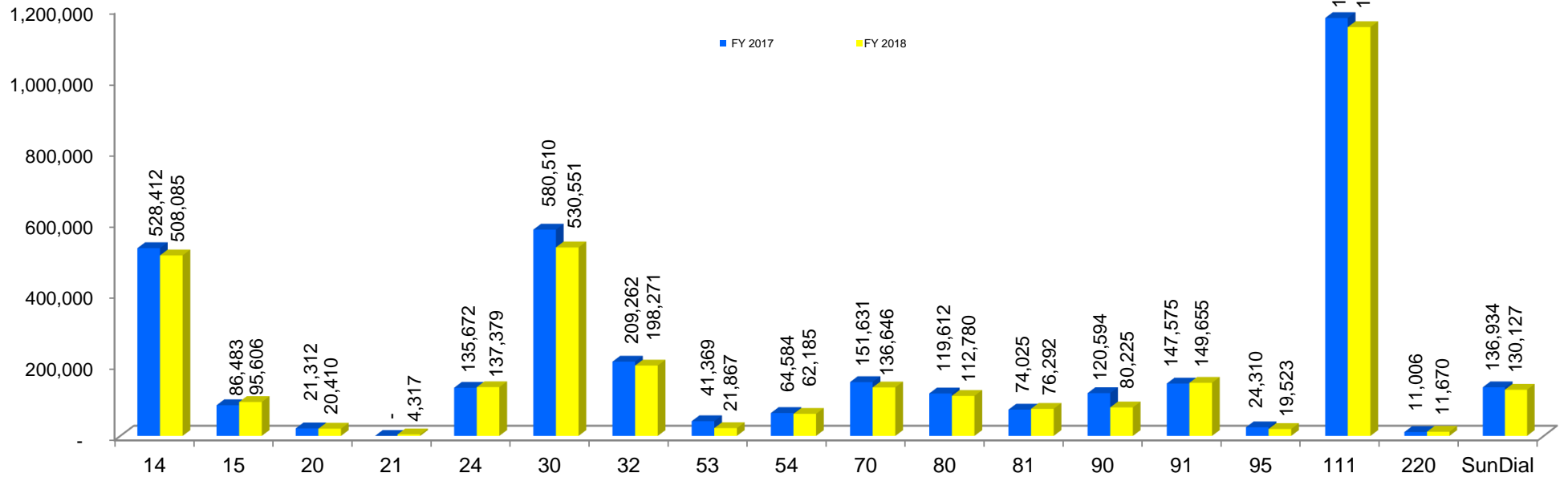
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for April 2018

Summary:

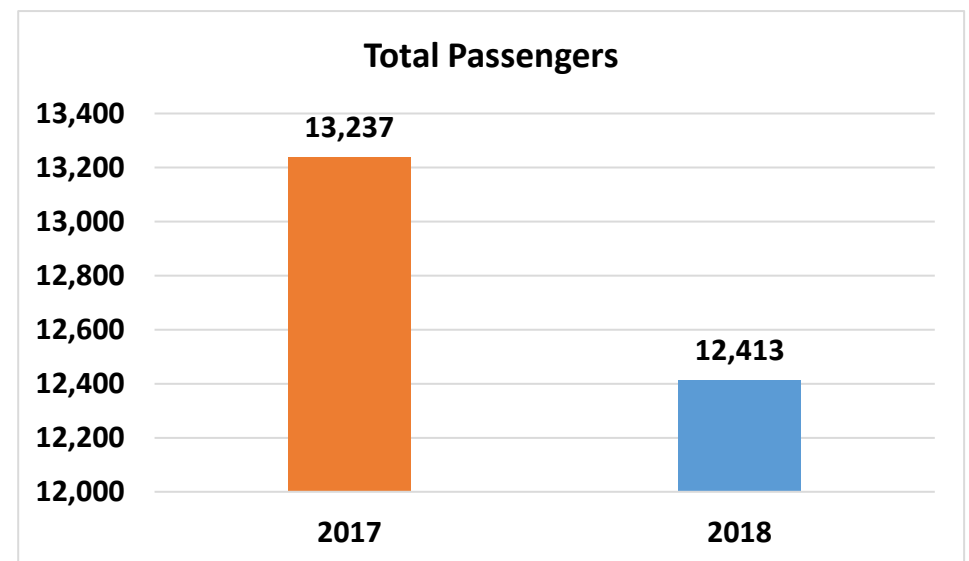
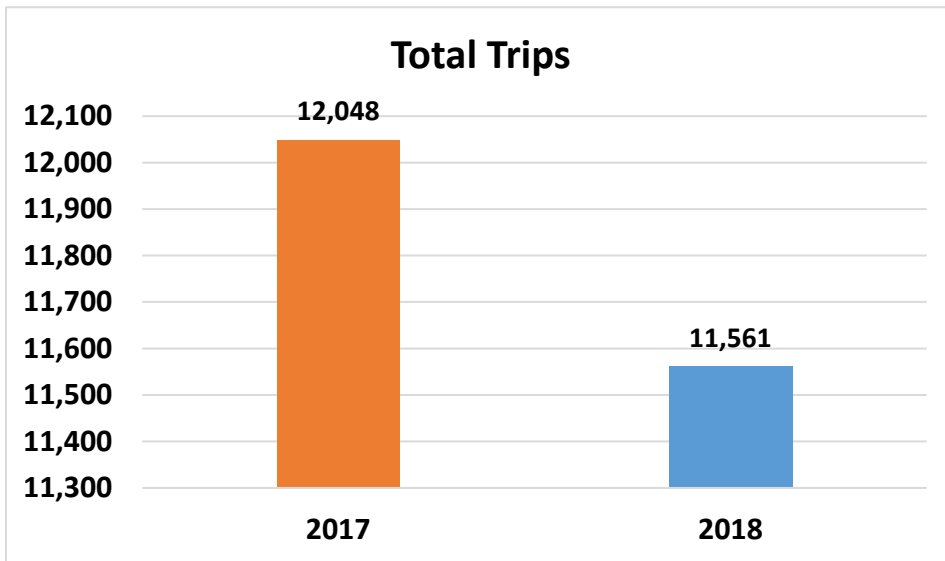
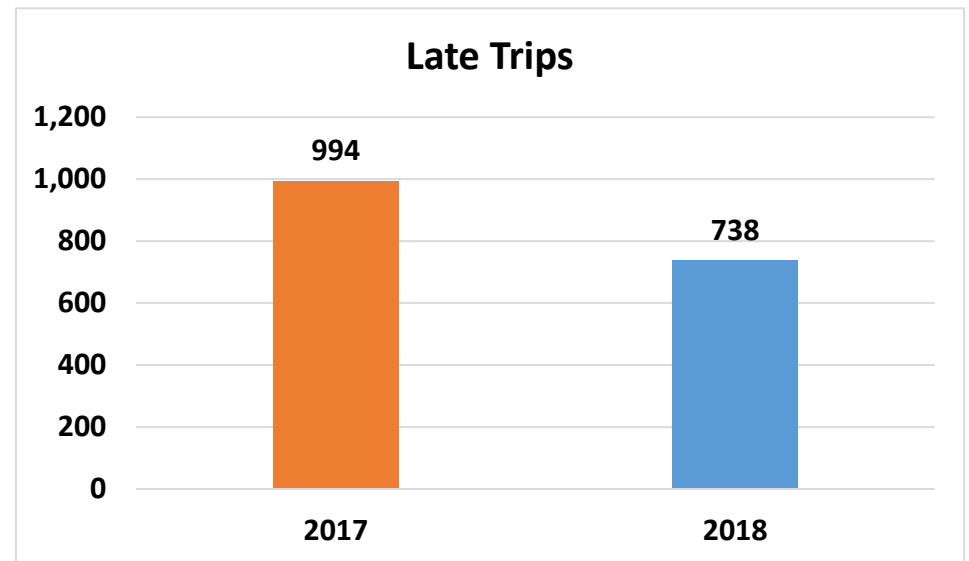
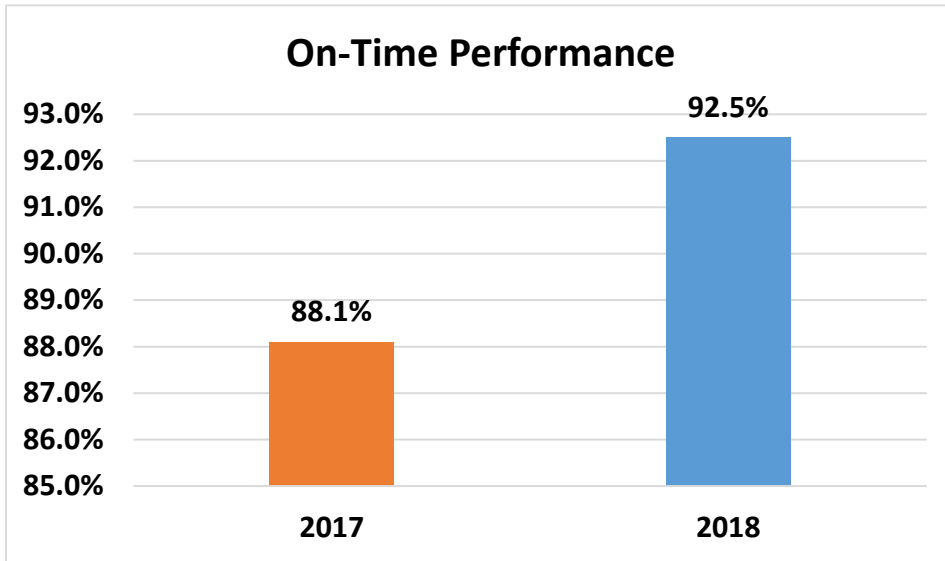
The attached report summarizes SunDial's operation for April 2018. Highlights of this report include an on-time performance percentage of 92.5% compared to 88.1% in April 2017.

Recommendation:

Receive and file.

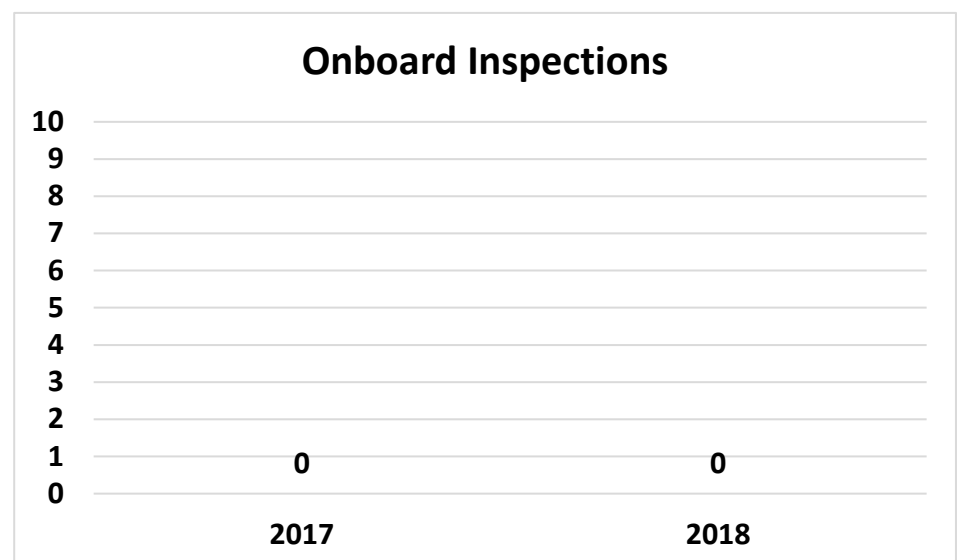
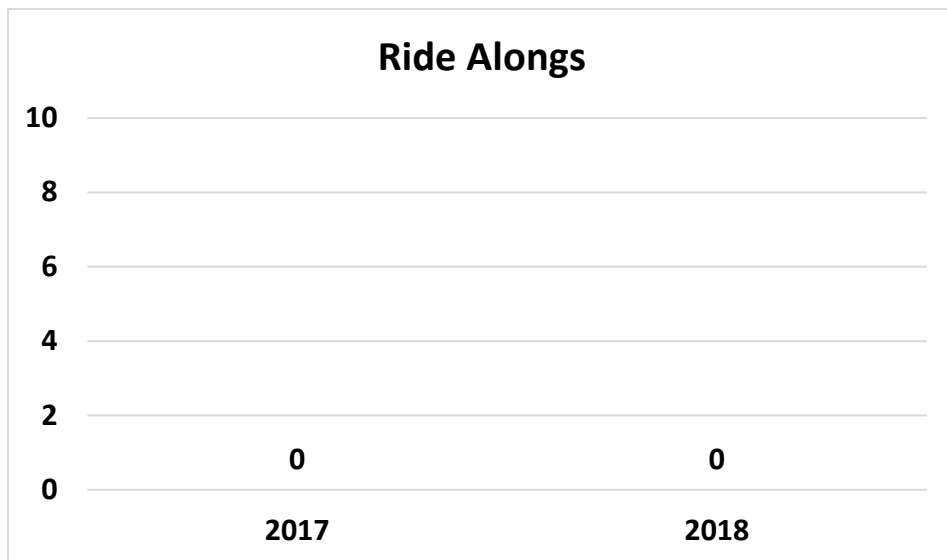
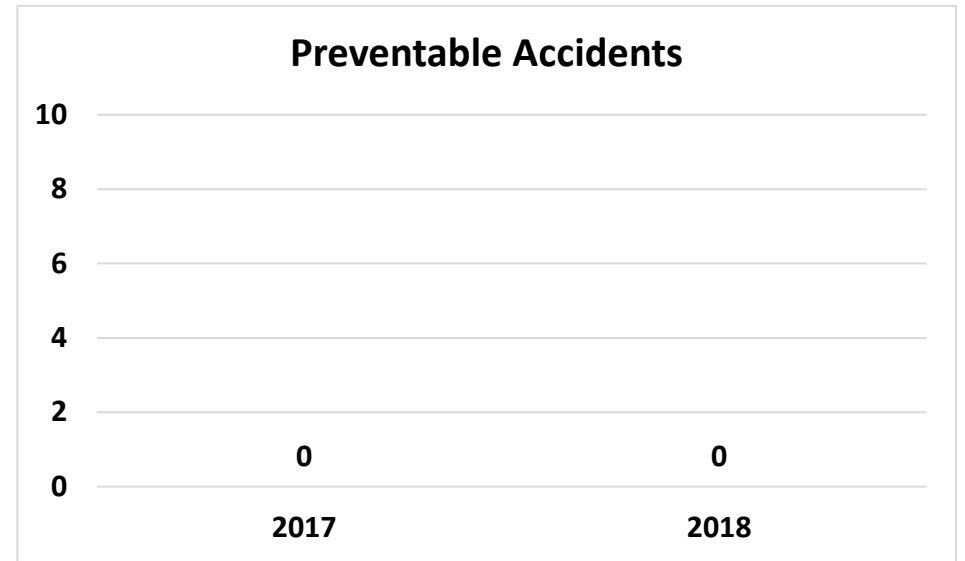
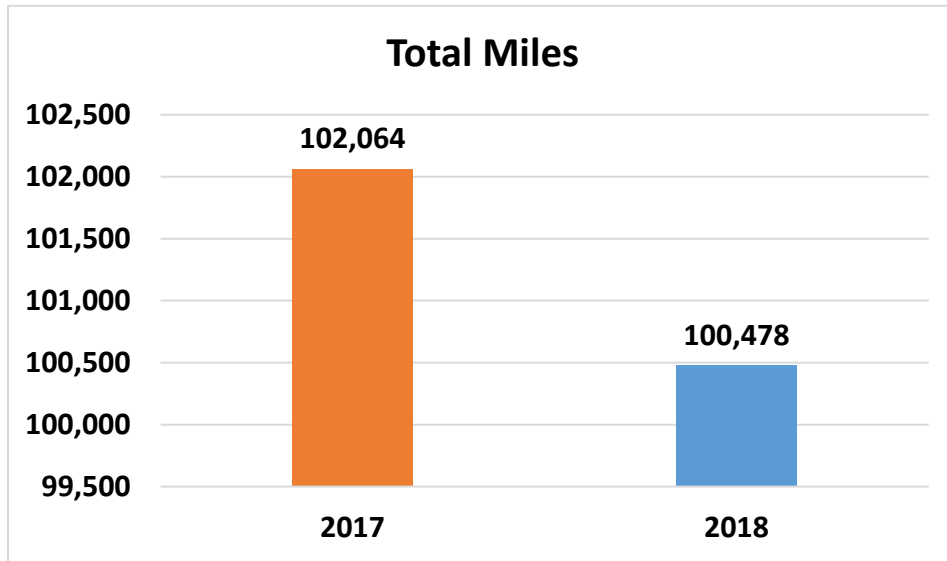
# SunDial Operational Notes

## APRIL 2017 Vs 2018



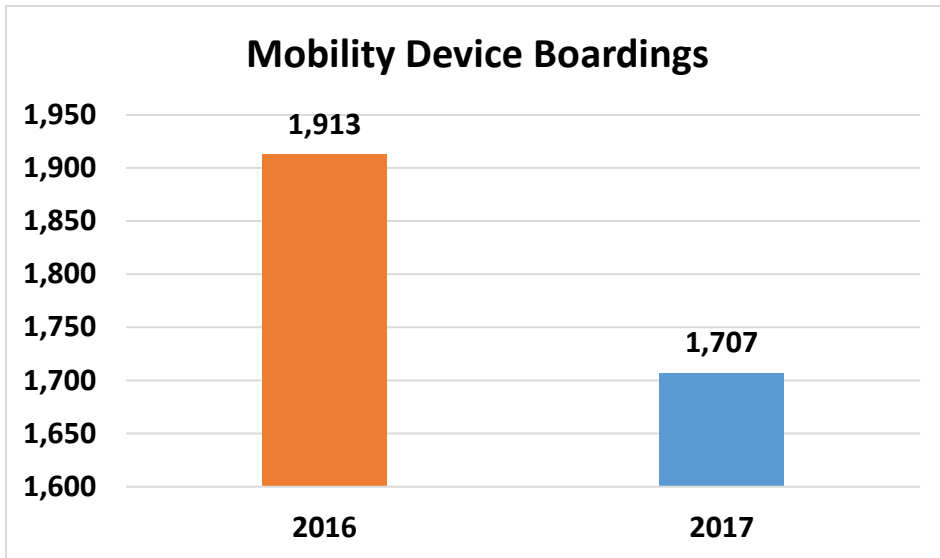
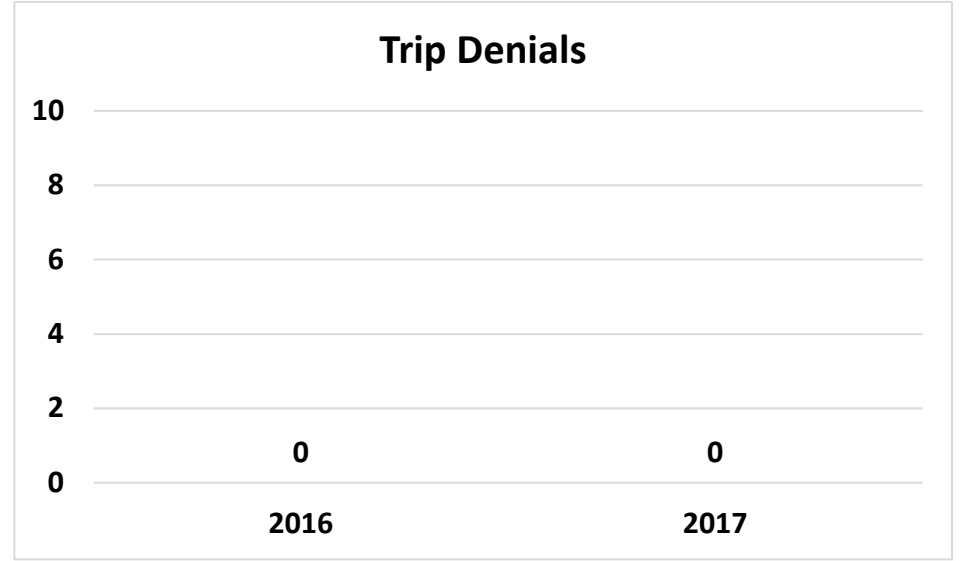
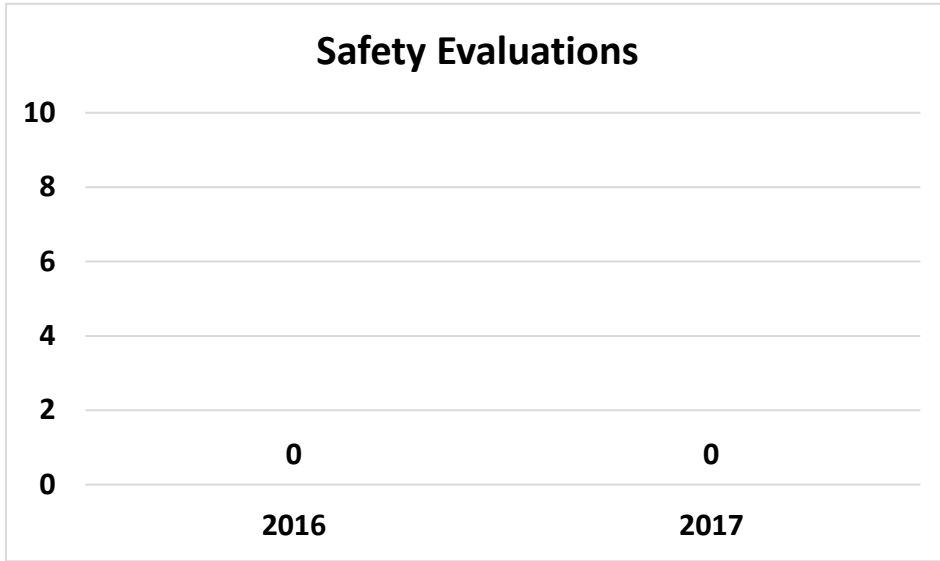
# SunDial Operational Notes

## APRIL 2017 Vs 2018



# SunDial Operational Notes

## APRIL 2017 Vs 2018



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for April 2018

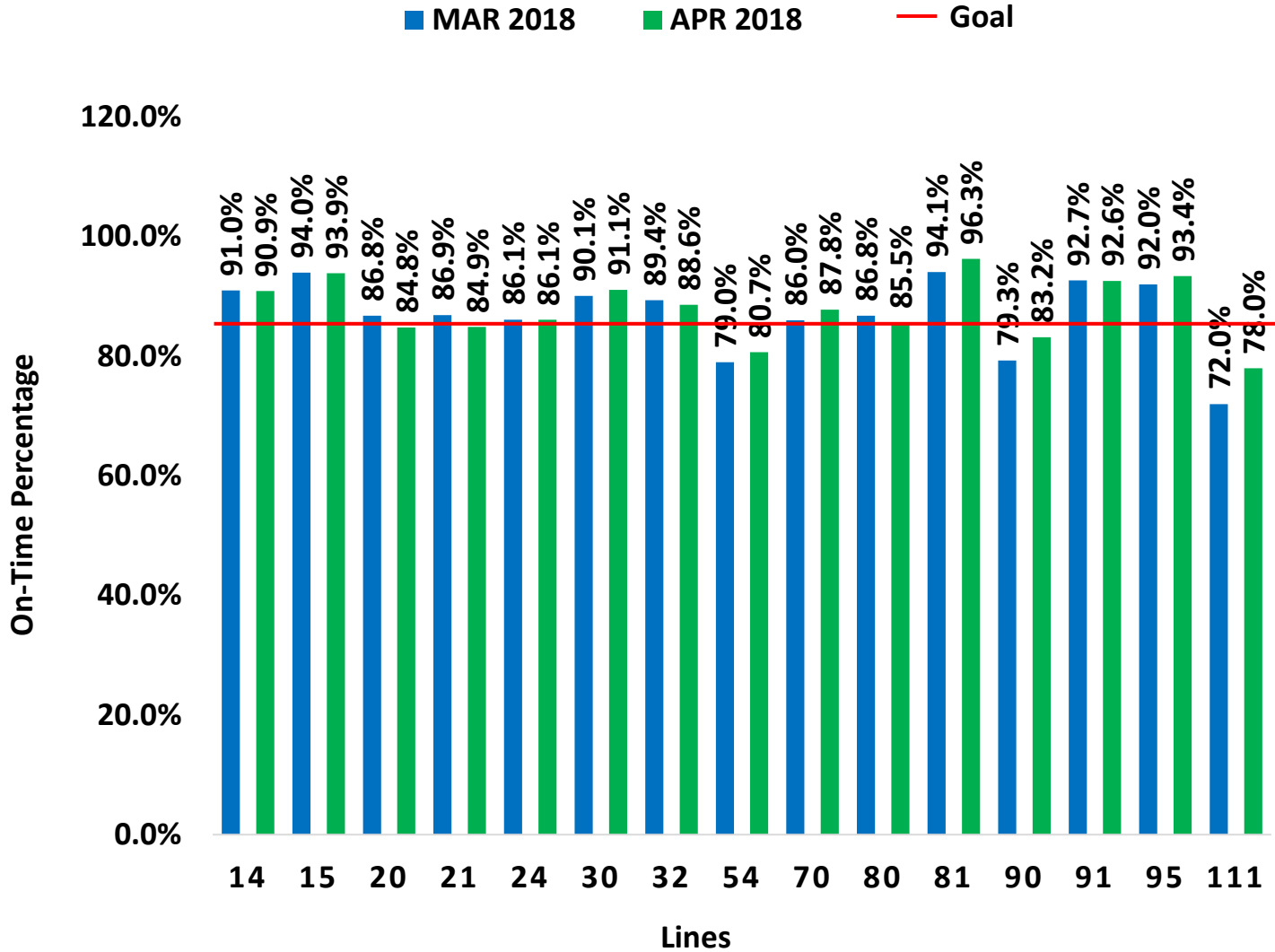
Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, driver absence, advertising revenue, fixed route customer comments, paratransit customer comments, and system performance.

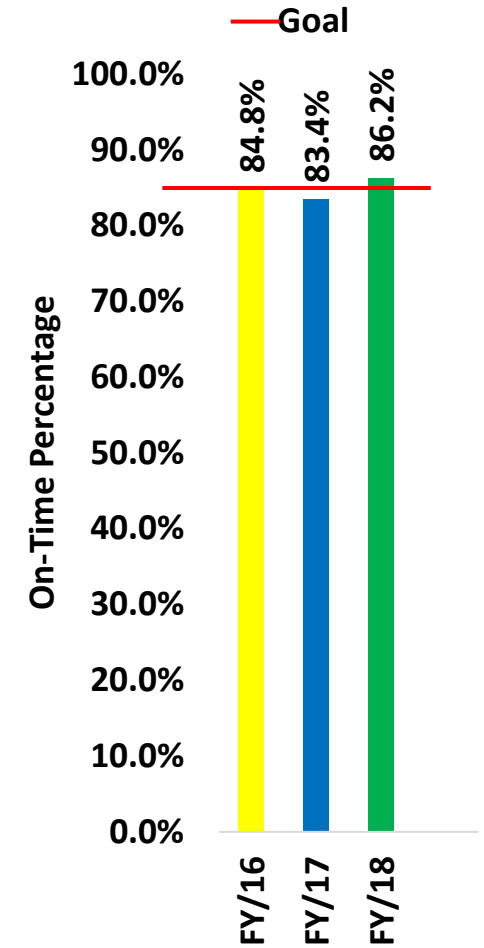
Recommendation:

Receive and file.

## On-Time Performance Percent by Line



## On Time Performance System Wide

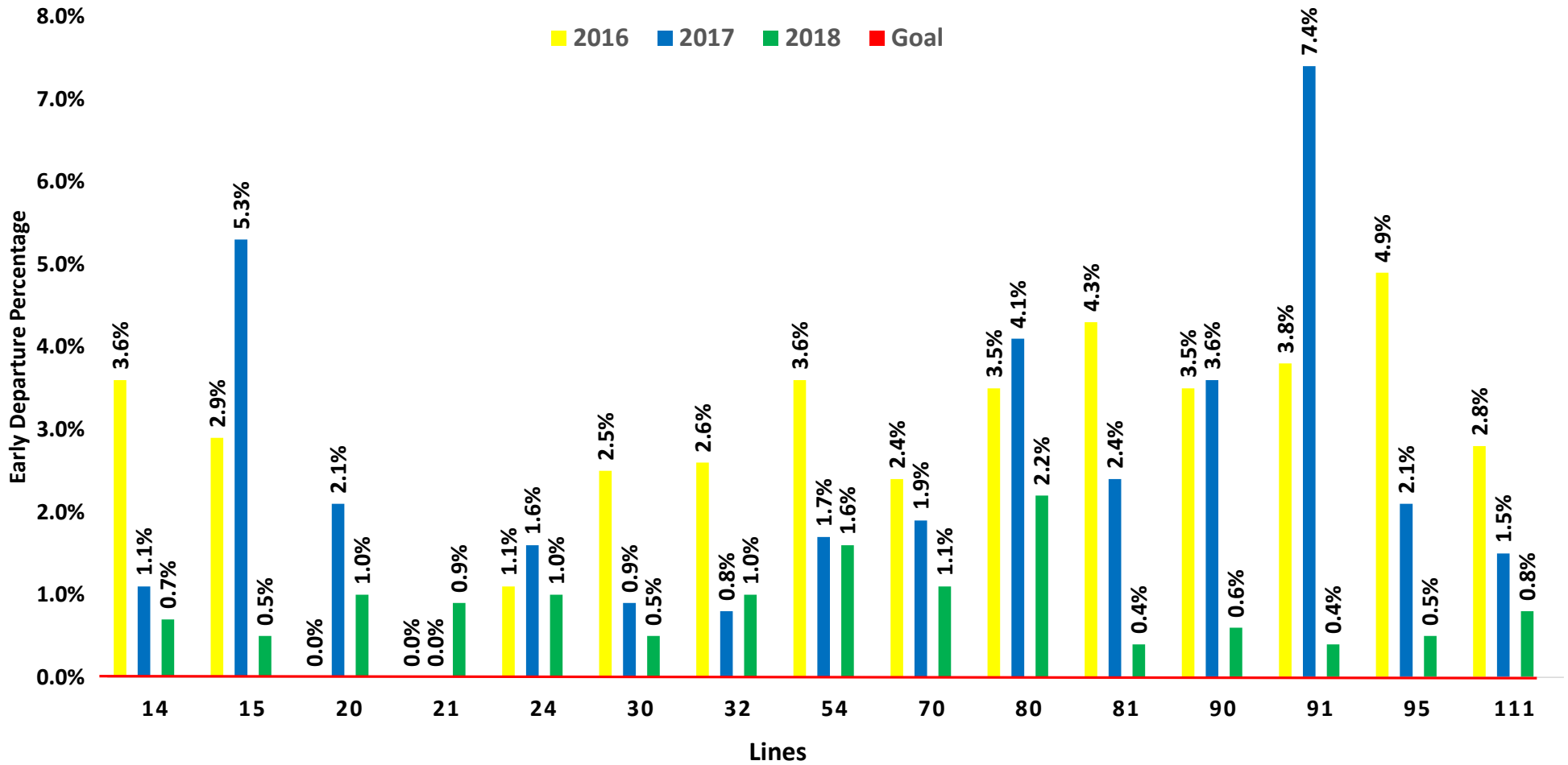


Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.

Goal: Minimum target for On Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

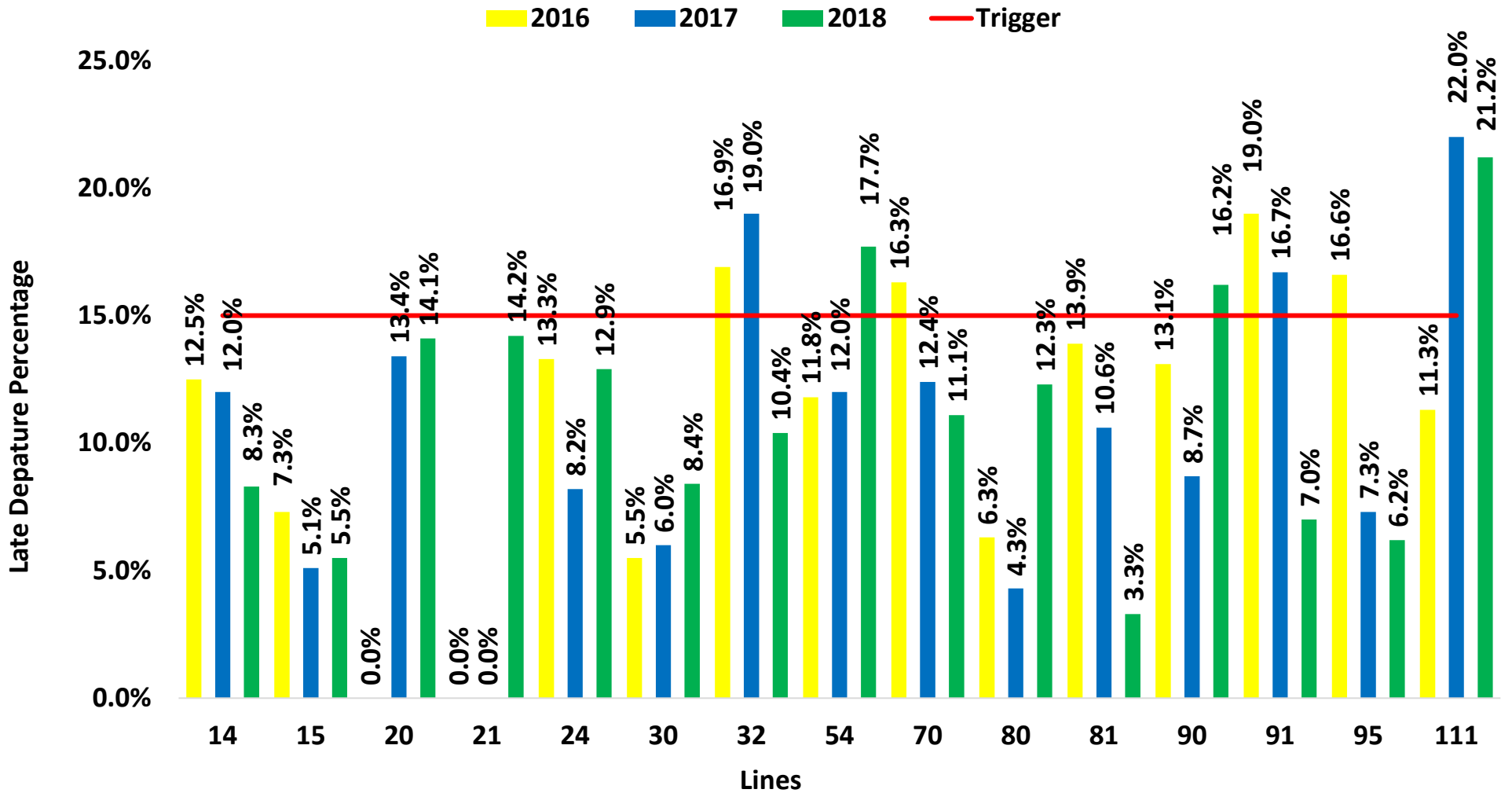
## Early Departure Percent by Line



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

Goal: To reduce early departures to 0%

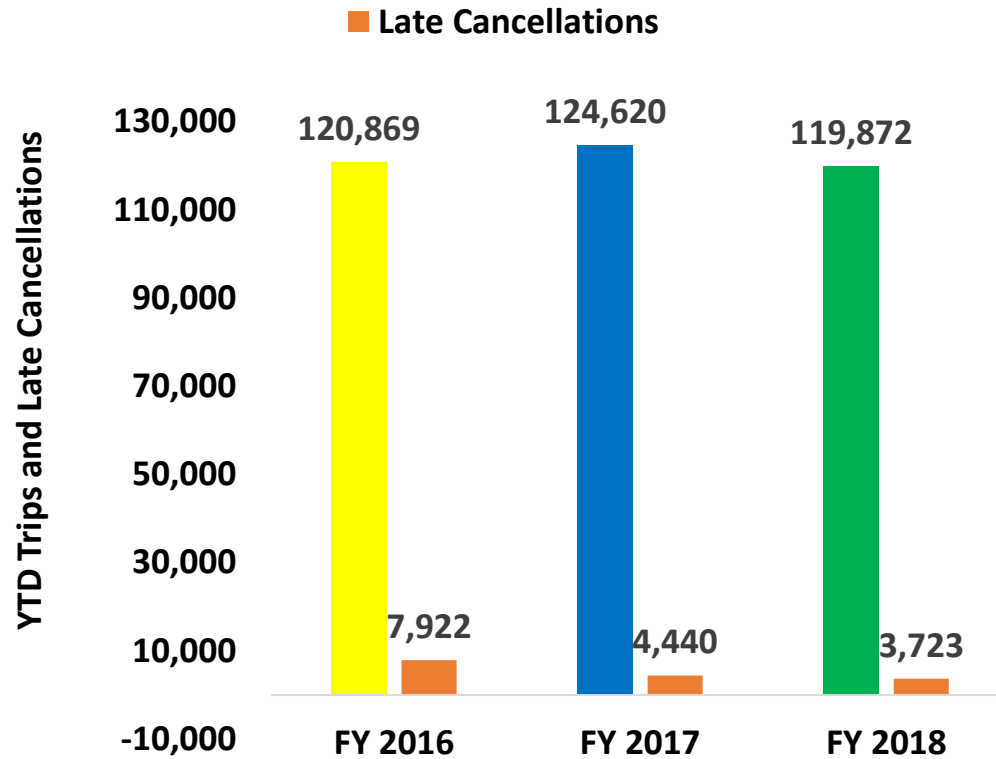
# Late Departure Percent by Line April



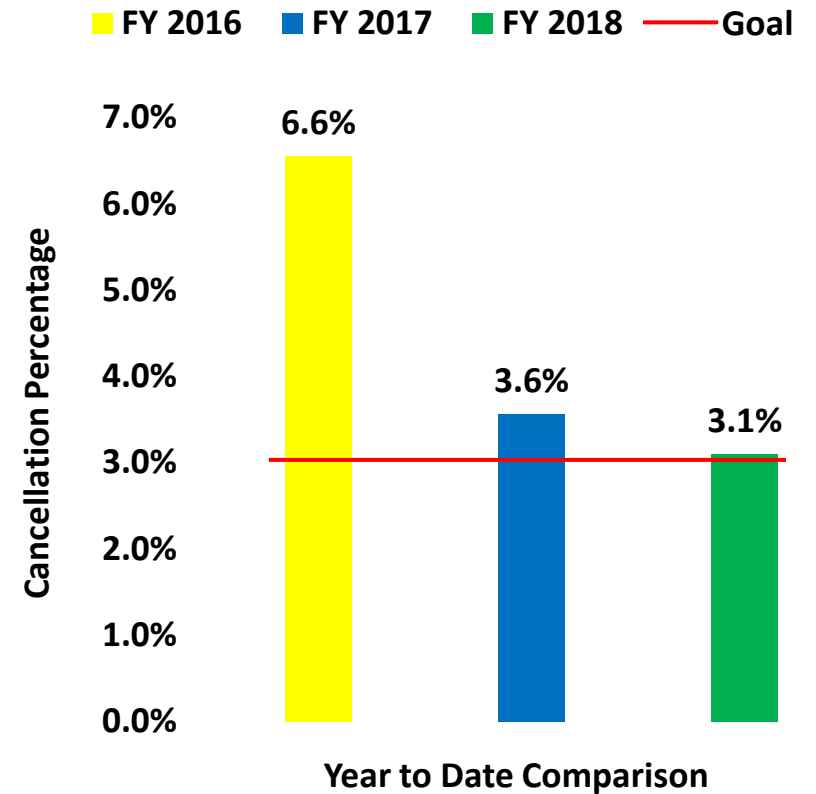
Late Definition: When a bus leaves a time point, after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%



## Total Trips Vs Late Cancellations Y.T.D.



## Late Cancellation Percentage Y.T.D.

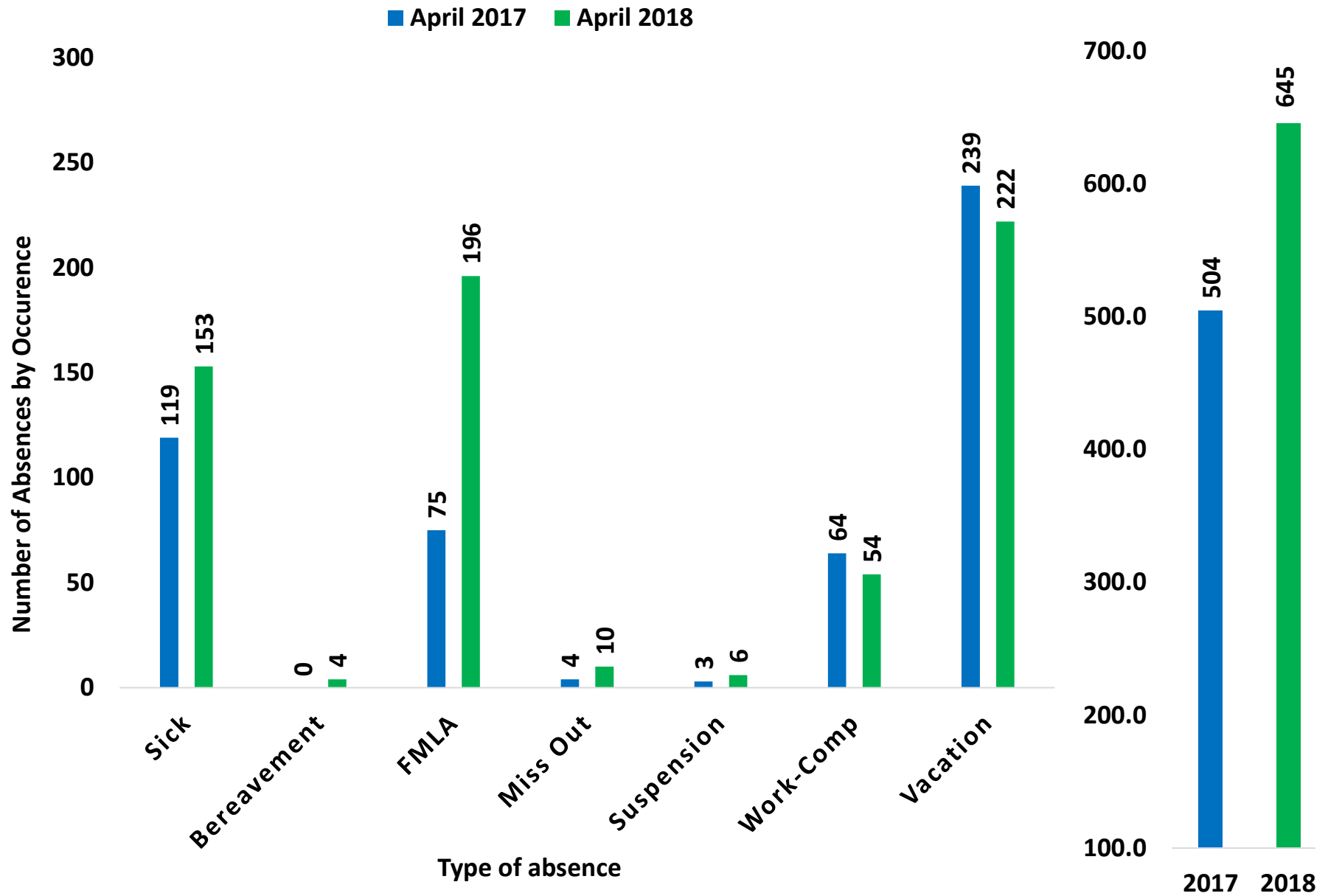


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

**Goal for Late Cancellations:** 3% or below.

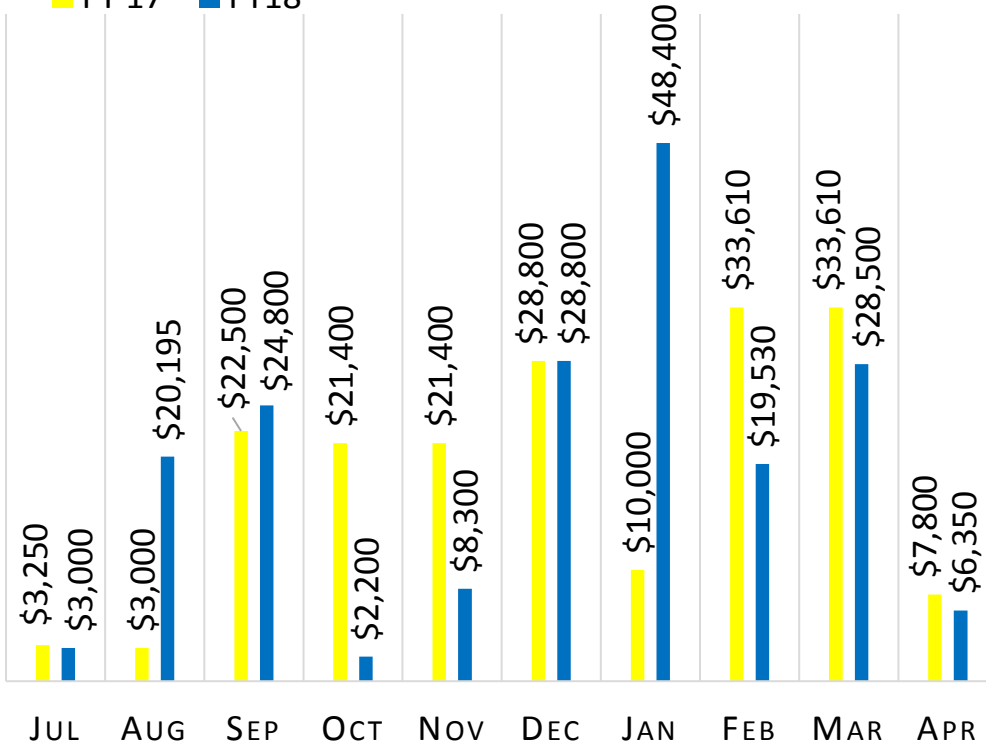
# Driver Absence Occurrences - YTD



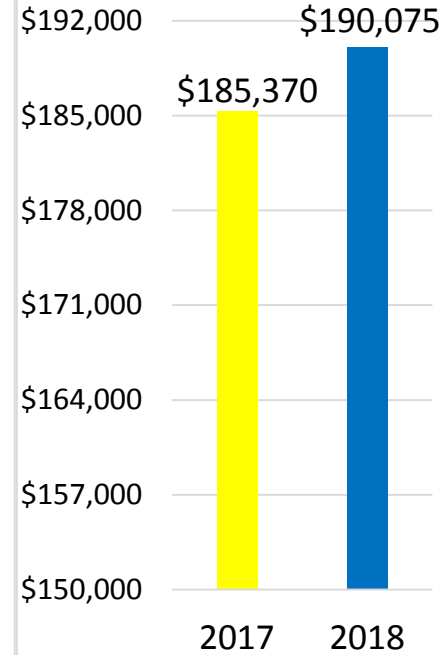
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

### Contracted Advertising - April - YTD FY18

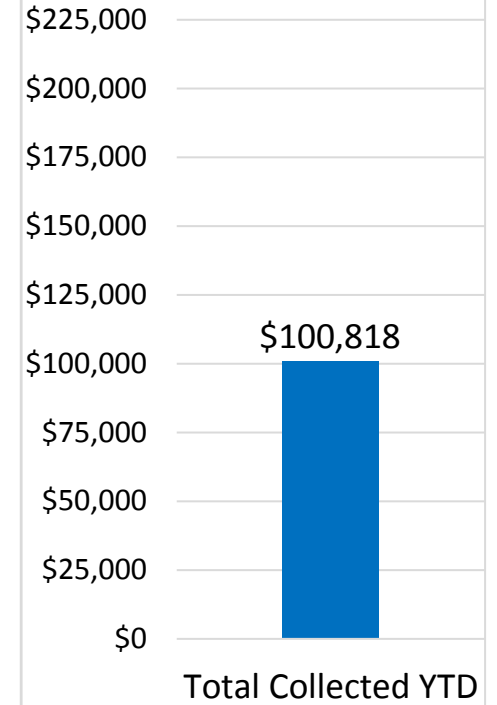
FY 17 FY18



### Signed Contracts YTD



### Total Collected - YTD



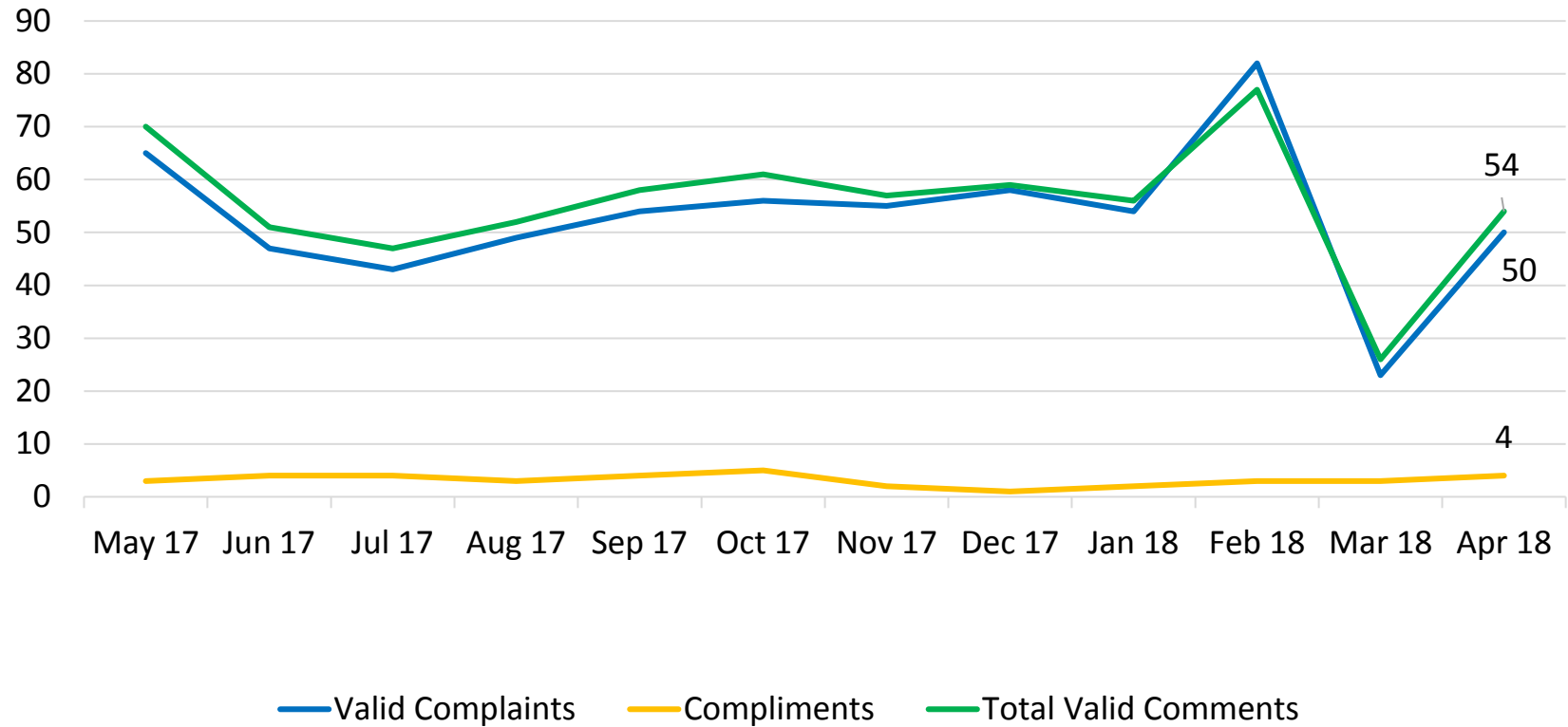
Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

Does not include "Barter Contracts"

Tracks receivables - payments received for the previous month .

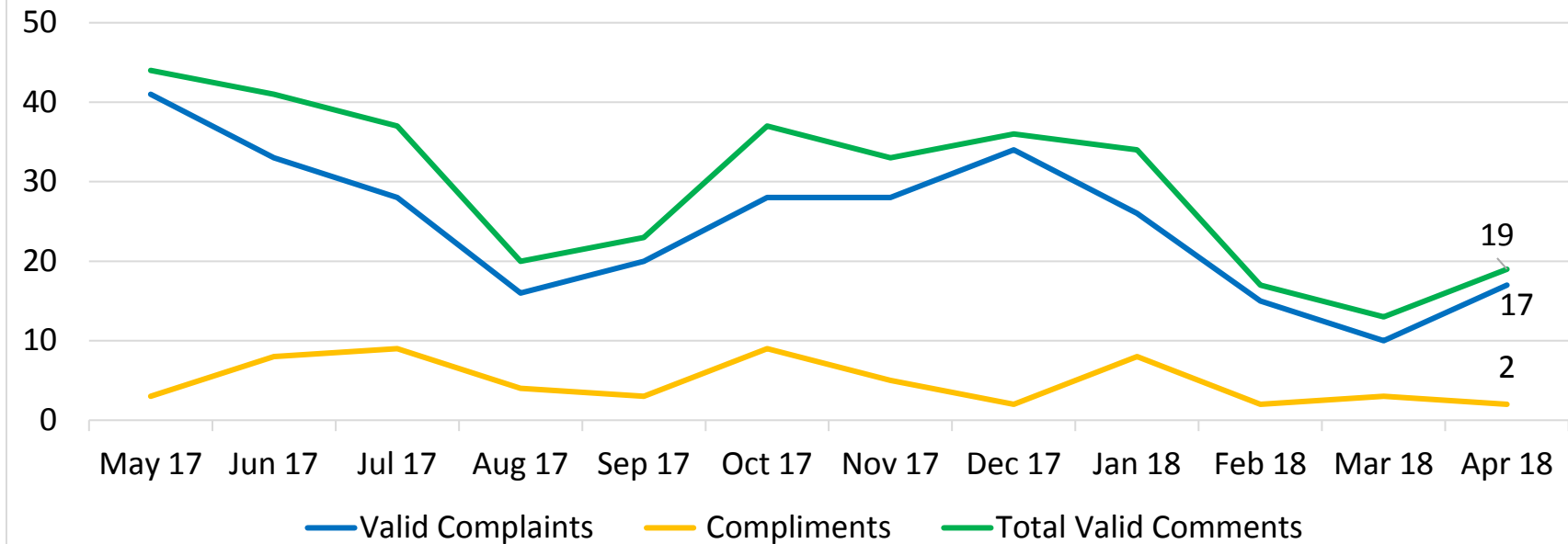
The goal is \$225,000 for FY 18

## Valid Fixed-Route Customer Comments for April 2018



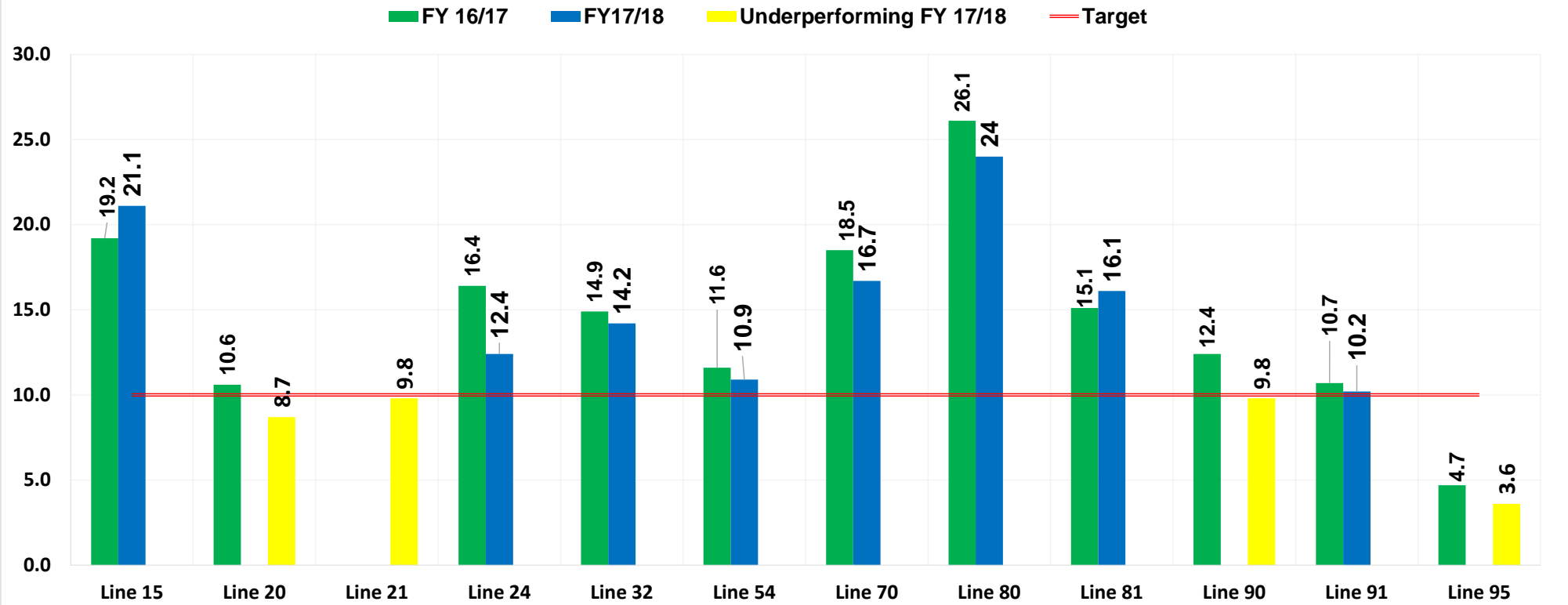
All Valid Fixed-Route comments, both compliments and complaints, for April 2018.

## Valid Paratransit Customer Comments For April 2018



All Valid Paratransit comments, both compliments and complaints for April 2018

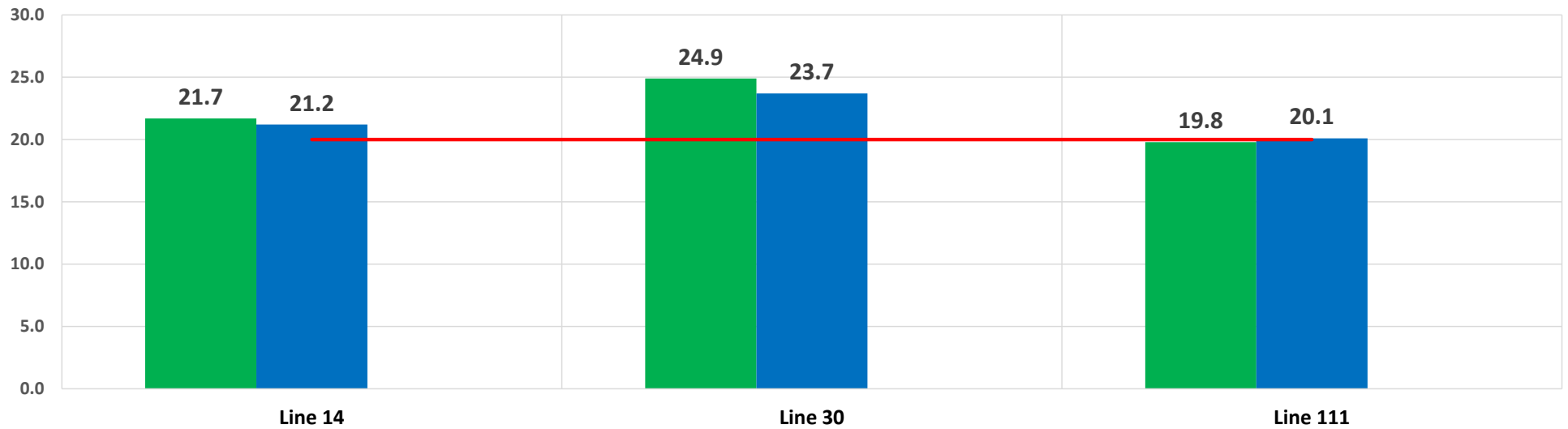
## System Performance (Local Routes) March 2018



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

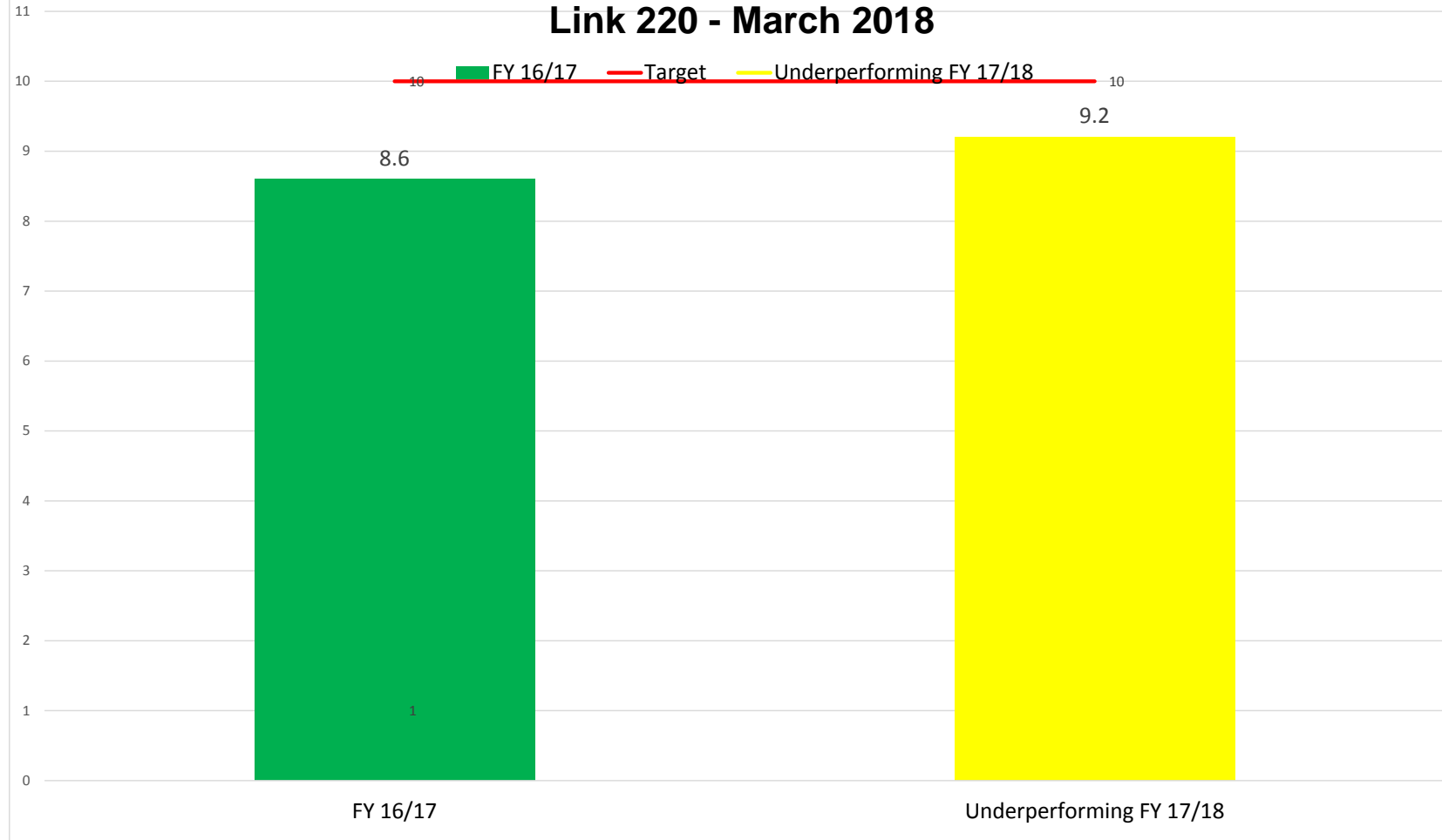
## System Performance (Trunk Routes) March 2018

FY 16/17    FY 17/18    Underperforming FY 17/18    Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 17/18 goal is based on board approved service standards policy.

## System Performance (Market-Based Service) Link 220 - March 2018



The chart above represents the system performance on market-based service for Link 220 for Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 17/18 goal is based on board approved service standards policy.



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for April 2018

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date April 2018.

Recommendation:

Receive and file.

FY 17/18	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X			X	X	X	X			10	7
Palm Desert	X		X	X		X	X	X	X	X			10	8
Palm Springs			X	X		X		X	X	X			10	6
Cathedral City	X		X	X		X	X	X	X	X			10	8
Rancho Mirage	X		X	X		X		X		X			10	6
Indian Wells	X		X	X		X		X	X	X			10	7
La Quinta	X		X	X		X	X	X	X	X			10	8
Indio	X		X	X		X	X	X	X	X			10	8
Coachella	X		X	X				X					10	4
County of Riverside	X		X	X		X	X	X	X	X			10	8

**X - ATTENDED (Primary/Alternate)**

**DARK –**

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 23, 2018

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Meeting Schedule Change for June 2018

Summary:

Due to anticipated quorum issues for the June Board meeting, originally scheduled for June 27<sup>th</sup>, Chairman Russell Betts has asked for the SSG/STA Board meeting to be moved to Wednesday, June 20<sup>th</sup>.

The Board approved the calendar year 2018 meeting schedule on October 25, 2017. An updated copy of that schedule is attached to this item for the Board of Directors reference.

Staff will prepare a meeting schedule for calendar year 2019, for the Board's consideration, that will reflect a permanent change to the June meeting date.

Recommendation:

Receive and file.

# SunLine Transit Agency/SunLine Services Group

**REVISED**

## **BOARD MEETING SCHEDULE FOR 2018**

January 24

February 28

March 28

April 25

May 23

**June 20 June 27**

July 25

September 26

October 24

December 5

NOTE: The majority of all Board meetings are held at noon on the 4<sup>th</sup> Wednesday of the month with a few exceptions. The Board of Directors go dark in August and November. Special Board meetings may be called by the Chairman if needed. All Regular meetings are held in the Board Room at the SunLine Transit Agency Thousand Palms headquarters.

## SunLine Transit Agency

<b>DATE:</b>	<b>May 23, 2018</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Joseph Friend, IT Administrator</b>	
<b>RE:</b>	<b>Support Agreement, AVAIL Technologies, Inc.</b>	

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### **Recommendation**

Recommend that the Board of Directors delegate authority to SunLine Transit Agency's (SunLine) CEO/General Manager to negotiate and execute a three (3) year support agreement with AVAIL Technologies, Inc. (AVAIL) in an amount not to exceed \$393,000.

### **Background**

SunLine Transit Agency has been using AVAIL's Automatic Vehicle Location (AVL) system since 2011. The system consists of Mobile Data Terminal (MDT) devices on revenue vehicles, application for vehicle information and communication, data analysis resources, and real time bus information for the general public.

Historically for the life of the AVAIL System, the Agency has contracted with AVAIL Technologies for a support services contract. This contract provides support for the AVAIL suite of products and includes annual upgrades for software services.

This contract is for a three (3) year commitment to be paid in annual installments. Year one (1) from, July 1, 2018 to June 30, 2019, is estimated to be \$127,958. Year two (2), from July 1, 2019 to June 30, 2020, is estimated to be \$130,479. Year three (3), from July 1, 2020 to June 30, 2021, is estimated to be \$134,393. By entering into a three (3) year commitment for the support agreement, the Agency will realize a savings of \$2,675 as opposed to a year-to-year commitment for the period. There will be additional savings by reducing internal procurement costs compared to one year contracts.

This is a sole source procurement because no other vendor provides full support for the AVAIL System suite of products that are installed at SunLine Transit Agency. Compared to historical pricing of the previous contracts, the pricing for this contract was found to be fair and reasonable.

**Financial Impact**

The payments for the AVAIL Systems support contract come from the Agency operating budget. The amounts to cover year one (1) of the contract have been included in the proposed FY19 operating budget. Allowances for succeeding years are included in the operating budget plan for FY20 and FY21.

**SunLine Transit Agency**

**DATE:** May 23, 2018 **INFORMATION**

**TO:** Board of Directors

**FROM:** Brittney B. Sowell, Clerk of the Board/Special Assistant to the CEO

**RE:** Upcoming Election of Officers

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**Background**

As a reminder for the Board of Directors, at the June 20, 2018 Board meeting, nominations will be accepted to elect officers (Chairman of the Board and Vice Chairman of the Board) for SunLine Transit Agency.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws don't create an automatic advancement from Vice Chairman to Chairman. Selection of Chairman and Vice Chairman shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

**SunLine Transit Agency**

**DATE:** May 23, 2018 **INFORMATION**

**TO:** Finance/Audit Committee  
Board of Directors

**FROM:** Anita M. Petke, Transit Communication Services Specialist

**RE:** Service Provider Agreement between SunLine Transit Agency and  
Wal-Mart Real Estate Business Trust, and RJ Ventures – Indio, LLC

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**Background**

In March 2018, the Board of Directors delegated authority to SunLine Transit Agency's CEO/General Manager to negotiate and execute a 10-year service provider agreement contract with Rothbart Development Corp for bus access and bus stop(s) to be placed at The Palms property.

The agreement was intended to be executed with Rothbart Development Corp, however staff later learned that Rothbart was not the landowner and that a new agreement needed to be executed with RJ-Ventures-Indio, LLC and Wal-Mart Real Estate Business Trust. Approval was provided by the Chairperson of the Finance/Audit Committee to execute a new agreement, per the requirements of SunLine's Purchasing Policies and Procedures.

**Financial Impact**

No financial impact.



## SunLine Transit Agency

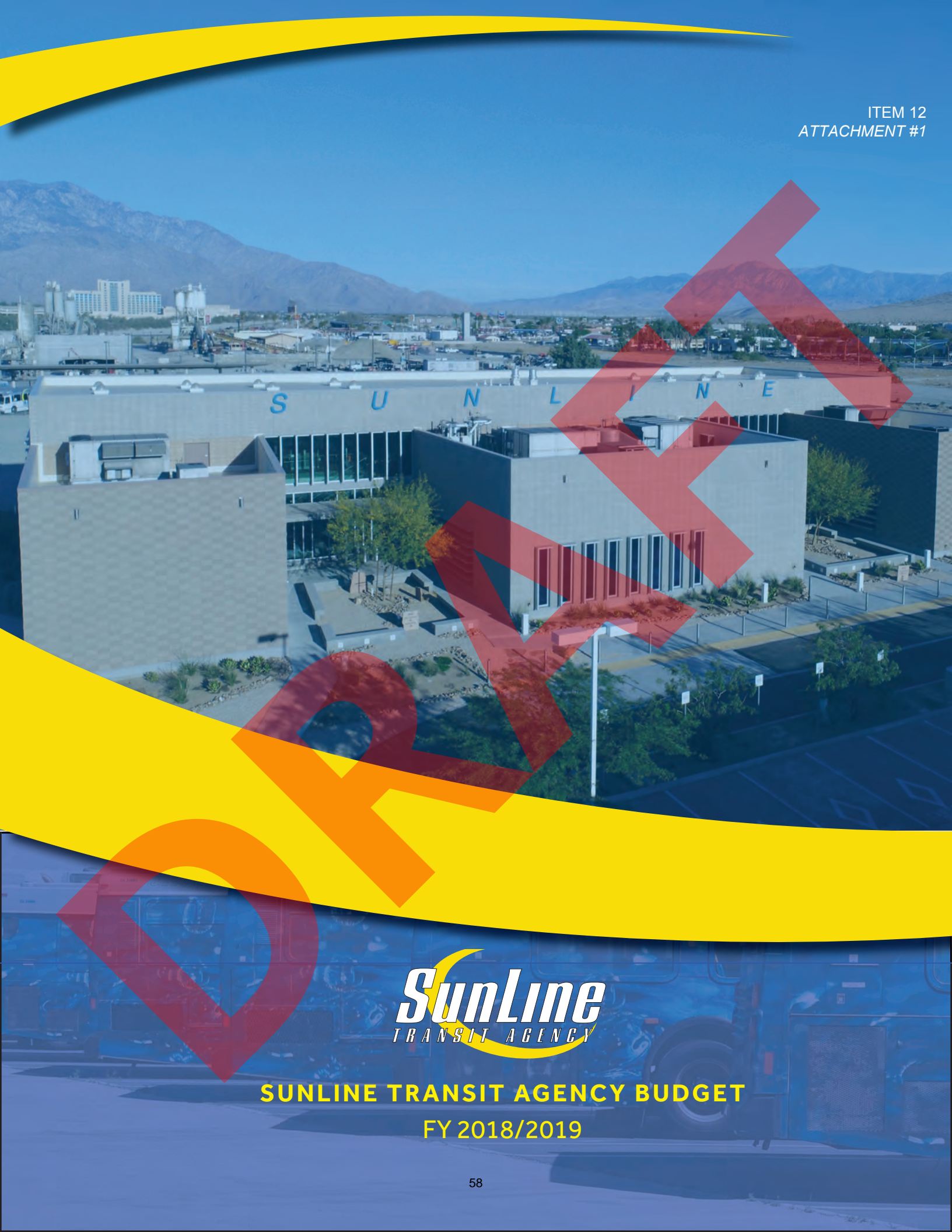
<b>DATE:</b>	May 23, 2018	<b>DISCUSSION</b>
<b>TO:</b>	Finance/ Audit Committee Board of Directors	
<b>FROM:</b>	Jeanette Juarez, Budget Manager/Financial Analyst	
<b>RE:</b>	Review and Discussion of SunLine Funding and the Draft FY 19 Operating and Capital Budget	

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### Background

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft budget for the Finance/Audit Committee's discussion and review.

The proposed operating and capital budgets for the Fiscal Year 2019 are \$38,990,991 and \$6,053,623, respectively, which represents an operating budget net increase of 11.53%. Of the total percent increase, 5.08% is attributed to seven (7) grant-funded services and their respective matches. The operating budget has a net increase of 6.45%, the net increase is the total increase minus the grant funded services. The majority of the costs associated with the net increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, an increase in wages and benefits for administrative staff, an increase in service expenses, and an increase in casualty and liability expenses. This discussion item allows the Board to either move forward with this budget for approval at the June 27<sup>th</sup> meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.



**SUNLINE TRANSIT AGENCY BUDGET**  
**FY 2018/2019**

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June 27, 2018

Dear SunLine Board of Directors,

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

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

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

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

SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for the citizens and visitors of the Coachella Valley. We are pleased to present the budget for the Fiscal Year 2019 outlined in this document.

Sincerely,

Lauren Skiver  
CEO/General Manager

# SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

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## ANNUAL BUDGET FISCAL YEAR 2019

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### BOARD OF DIRECTORS

Russell Betts, Chair, Desert Hot Springs

Troy Strange, Vice Chair, Indio

Greg Pettis, Cathedral City

Emmanuel Martinez, Coachella

V. Manuel Perez, County of Riverside

Ty Peabody, Indian Wells

Robert Radi, La Quinta

Kathleen Kelly, Palm Desert

Lisa Middleton, Palm Springs

Dana Hobart, Rancho Mirage

### CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

## **EXECUTIVE SUMMARY**

The Agency's Fiscal Year 2019 (FY 19) budget reflects a strategy to enhance FY 18 service levels. In FY 18 service changes were implemented that helped optimize existing routes. In FY 19 a Quick Bus initiative will be launched to the Line 111 to help maximize service levels. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits, and increased consulting fees.

## **SERVICE & RIDERSHIP**

In FY 19, the Agency will continue to optimize the new service initiatives implemented in FY 18 and continue to develop existing routes. The budget in FY19 also recognizes the need to market our service to improve ridership and revenue potential.

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

## **REVENUES & SUBSIDIES**

Fixed Route ridership at SunLine has continued to mirror the national trend of decreasing ridership. To meet the Agency's farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced new revenue opportunities such as emission credit programs under California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act.

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

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

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

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

### **CAPITAL PROJECTS**

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

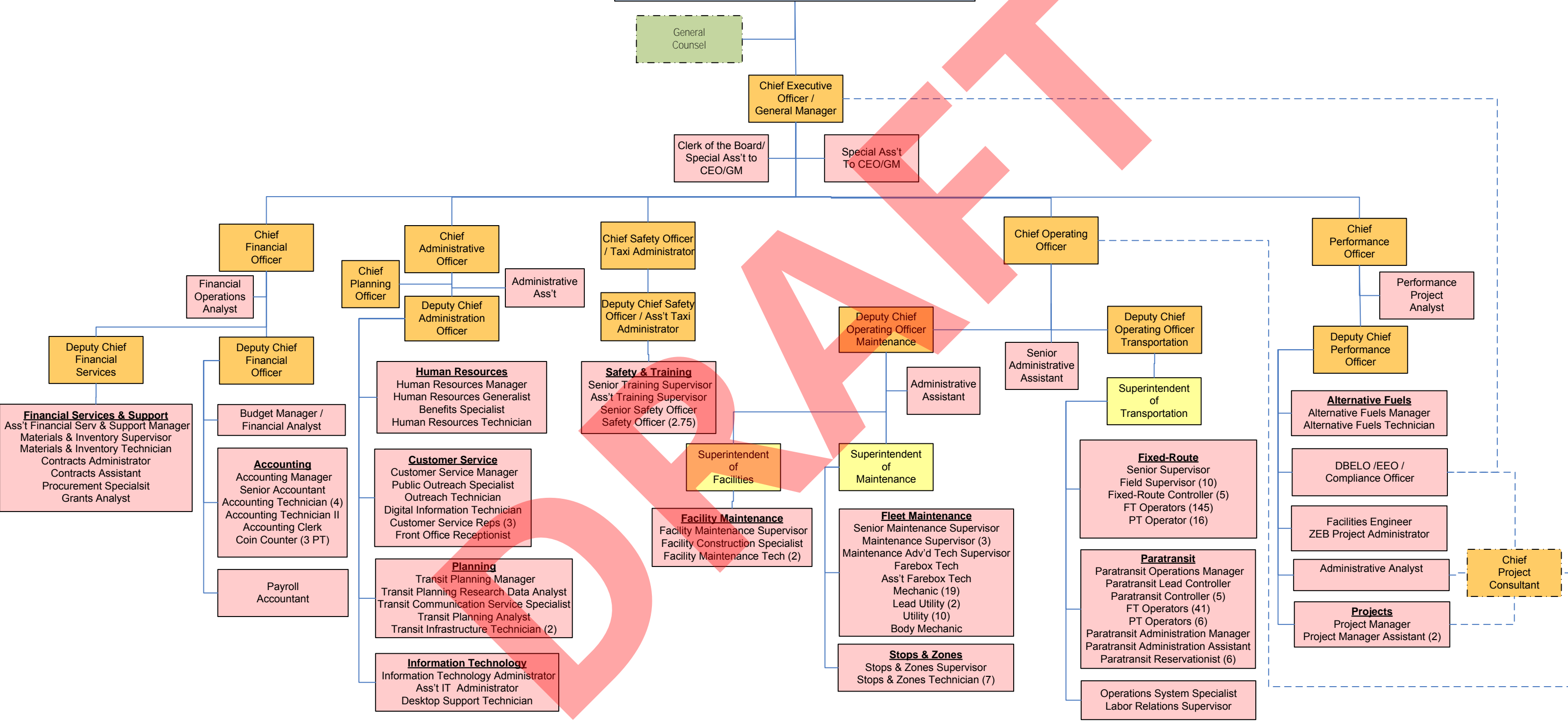
#### **New Projects**

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

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

# SunLine Transit Agency

## BOARD OF DIRECTORS



UPDATED MAY 2018



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## AGENCY PERSONNEL SUMMARY

Department	FY 18 Base FTE's	Changes to Base	Proposed New Positions	FY 19 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Executive Office (40)	3.00	-	-	3.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	7.00	(1.00)	5.00	11.00	4.00
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	6.50	-	0.75	7.25	0.75
<b>OPERATIONS OFFICE</b>					
Operations - Fixed Route (11,12)	178.00	(2.00)	3.00	179.00	1.00
Operations - Paratransit (13, 14)	60.50	-	-	60.50	-
Maintenance (21, 22)	42.00	-	-	42.00	-
Facilities Maintenance (23, 24)	5.00	-	-	5.00	-
Stops and Zones (25)	8.00	-	-	8.00	-
<b>FINANCE OFFICE</b>					
Finance (41)	22.25	(2.00)	3.00	23.25	1.00
<b>ADMINISTRATION OFFICE</b>					
Human Resources (32)	5.00	-	-	5.00	-
Information Technology (42)	3.00	-	-	3.00	-
Community & Customer Relations (45)	8.00	-	-	8.00	-
Service Planning (49)	7.00	(2.00)	4.00	9.00	2.00
<b>Total FTEs</b>	<b>357.25</b>	<b>(7.00)</b>	<b>15.75</b>	<b>366.00</b>	<b>8.75</b>

**Notes:**

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

## AGENCY PERSONNEL SUMMARY

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### Performance Management Office

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

### Safety and Security Office

- The change to base FTEs is a result of additional responsibilities for the Chief and Deputy Chief Safety Officers. A portion of their time will be allocated to taxi administration instead of full-time Taxi Administrator for SunLine Regulatory Administration.

### Operations Office

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

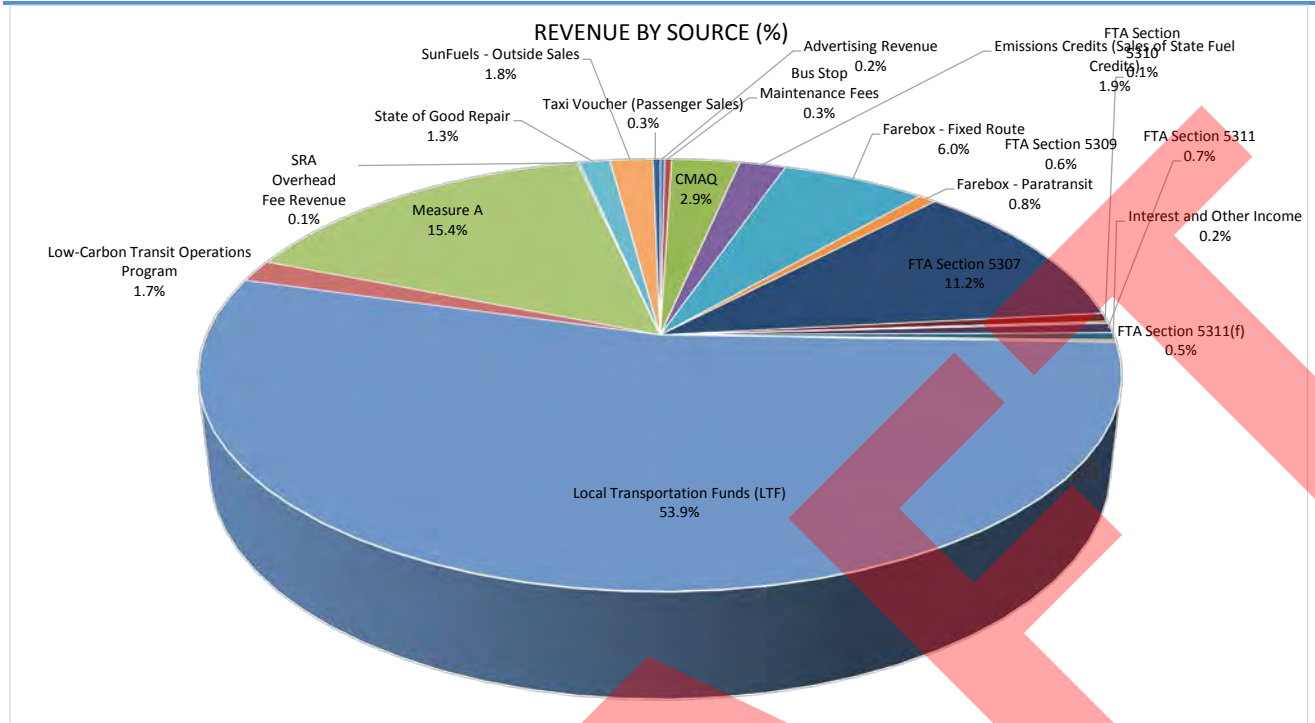
### Finance Office

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

### Administration Office

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

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance	Type
Advertising Revenue	220,000	129,471	(90,529)	75,949	(144,051)	Local
Bus Stop Maintenance Fees	112,000	113,747	1,747	112,000	-	Local
CMAQ	890,429	890,429	-	1,112,218	221,789	Federal
CNG Rebate	-	-	-	-	-	Federal
Emissions Credits (Sales of State Fuel Credits)	750,000	961,921	211,921	750,000	-	Sales
Farebox - Fixed Route	2,619,095	2,609,385	(9,709)	2,350,951	(268,144)	Sales
Farebox - Paratransit	365,276	325,072	(40,205)	292,877	(72,399)	Sales
FTA Section 5307	3,968,942	3,968,942	-	4,373,399	404,457	Federal
FTA Section 5309	-	87,042	87,042	250,000	250,000	Federal
FTA Section 5310	46,667	46,667	-	58,000	11,333	Federal
FTA Section 5311	344,995	344,995	-	286,933	(58,062)	Federal
FTA Section 5311(f)	365,767	365,767	-	204,721	(161,046)	Federal
FTA Section 5317	-	29,520	29,520	-	-	Federal
Interest and Other Income	111,106	62,414	(48,692)	63,080	(48,026)	Local
Local Transportation Funds (LTF)	18,753,800	18,753,800	-	20,969,851	2,216,051	State
Low-Carbon Transit Operations Program	549,672	549,672	-	650,467	100,795	State
Measure A	5,153,400	5,153,400	-	6,000,000	846,600	Local
Pass through CMAQ funds	(647,149)	(647,149)	-	-	647,149	Federal
SRA Overhead Fee Revenue	29,359	32,302	2,943	34,545	5,186	Allocation
State of Good Repair	-	-	-	500,000	500,000	State
SunFuels - Outside Sales	1,200,000	1,552,545	352,545	700,000	(500,000)	Sales
Taxi Voucher (Passenger Sales)	46,667	110,671	64,004	116,000	69,333	Sales
<b>Total Operating Revenue Net of Pass through funds</b>	<b>34,880,026</b>	<b>35,440,614</b>	<b>\$ 560,587</b>	<b>38,900,991</b>	<b>4,020,965</b>	

Notes:

- Pass through items, indicated in red, are used to demonstrate an activity that is not directly related to an increase in operating costs for the Agency.
- The FY18 variance reflects the difference between FY18 estimates and FY18 approved budget. The FY19 variance indicates the difference between FY19 proposed budget and FY18 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll credits fund the other 1/2 of the program costs.

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## REVENUE & FUNDING SOURCES

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

### ADVERTISING REVENUE

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

### BUS STOP SHELTER REVENUE

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

### CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY 19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program, the Desert Recreation District Rec Route, and a Quick Bus to the Line 111.

### EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

### FAREBOX

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

### FTA SECTION 5307

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

## REVENUE & FUNDING SOURCES

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### **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 5309**

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

### **FTA SECTION 5317**

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

### **STATE OF GOOD REPAIR**

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

### **INTEREST & OTHER INCOME**

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

### **LOCAL TRANSPORTATION FUND (LTF)**

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

### **LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

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

### **MEASURE A**

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

## REVENUE & FUNDING SOURCES

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### SUNFUELS

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

### SRA OVERHEAD FEE REVENUE

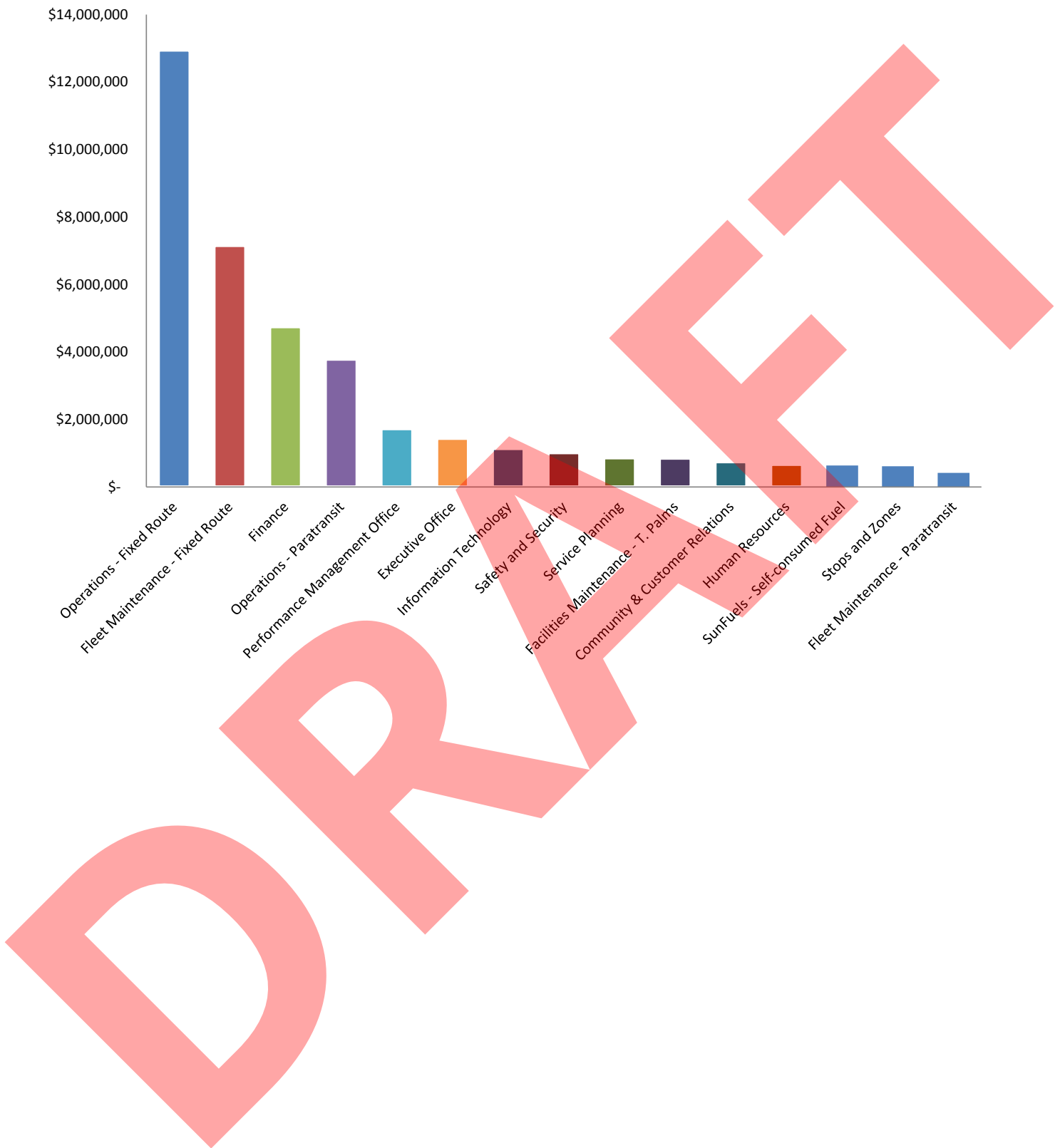
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### TAXI VOUCHER PROGRAM (Passenger Sales)

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



## EXPENSE SUMMARY

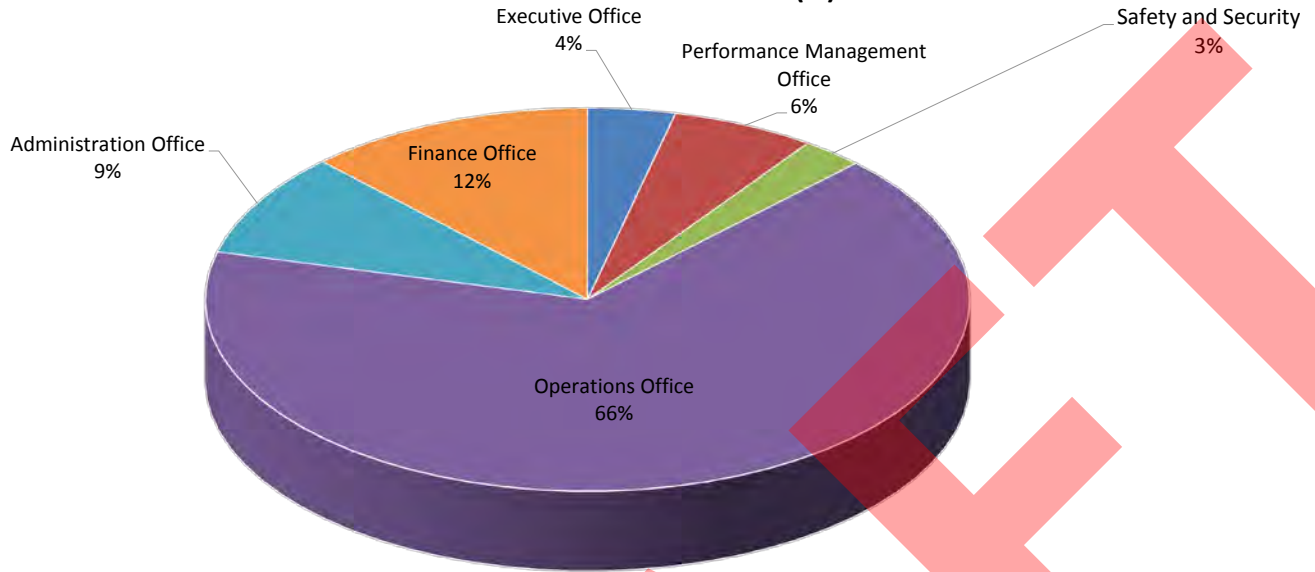


## EXPENSE SUMMARY

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

## EXPENSE SUMMARY BY OFFICE

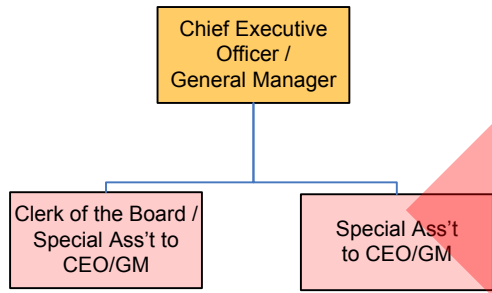
**SUMMARY OF EXPENSES BY OFFICE (%)**



Department	FY 18 Approved Budget	FY 19 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	1,247,649	1,442,092	4%
<b>Executive Office</b>	<b>1,247,649</b>	<b>1,442,092</b>	<b>4%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
Performance Management	751,560	1,728,332	4%
SunFuels	-	638,170	2%
<b>Performance Office</b>	<b>751,560</b>	<b>2,366,502</b>	<b>6%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	901,555	1,016,555	3%
<b>Safety and Security Office</b>	<b>901,555</b>	<b>1,016,555</b>	<b>3%</b>
<b>OPERATIONS OFFICE</b>			
SunFuels	470,923	-	0%
Operations - Fixed Route & Paratransit	16,021,663	16,738,016	43%
Fleet Maintenance - Fixed Route and Paratransit	7,228,285	7,575,929	19%
Facilities Maintenance	959,630	972,060	2%
Stops and Zones	592,124	615,697	2%
<b>Operations Office</b>	<b>25,272,625</b>	<b>25,901,702</b>	<b>67%</b>
<b>FINANCE OFFICE</b>			
Finance	3,732,151	4,750,613	12%
<b>Finance Office</b>	<b>3,732,151</b>	<b>4,750,613</b>	<b>12%</b>
<b>ADMINISTRATION OFFICE</b>			
Human Resources	561,320	670,258	2%
Information Technology	995,551	1,140,372	3%
Community & Customer Relations	765,953	748,480	2%
Service Planning	651,661	864,417	2%
<b>Administration Office</b>	<b>2,974,485</b>	<b>3,423,527</b>	<b>9%</b>
<b>Total Expenses</b>	<b>34,880,026</b>	<b>38,900,991</b>	<b>100%</b>

# EXECUTIVE OFFICE

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## EXECUTIVE OFFICE

### Division 40

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 19 GOALS & OBJECTIVES

- Support the commercialization of hydrogen fuel vehicles and the successful implementation of hydrogen technology projects.
- Develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.
- Develop innovative service solutions that promote and increase ridership, improve connections, and enhance mobility for the Coachella Valley.
- Create succession planning for key positions and continue to develop performance management and cultural excellence programs.
- Continue progress on transitioning all existing trailer facilities through the capital program and any available discretionary grants.

#### EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

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

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

**EXECUTIVE OFFICE**

Division 40

**PERSONNEL SUMMARY**

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

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**EXECUTIVE OFFICE DETAIL**

**Division 40**

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



**EXECUTIVE OFFICE DETAIL**

**Division 40**

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

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>509020004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Year of Learning	25,000	-	(25,000)
Room for improvement funds	177,227	180,000	2,773
<b>Sub-total</b>	<b>202,227</b>	<b>180,000</b>	<b>(22,227)</b>
<b>509990004 CONSULTING-GENERAL</b>			
Arbitration Services	-	35,000	35,000
Bus Stop Analysis	-	75,000	75,000
General Assessments	58,525	58,525	-
Leadership Consulting	85,000	85,000	-
<b>Sub-total</b>	<b>143,525</b>	<b>253,525</b>	<b>110,000</b>
<b>Total Expenses</b>	<b>1,247,649</b>	<b>1,442,092</b>	<b>194,443</b>

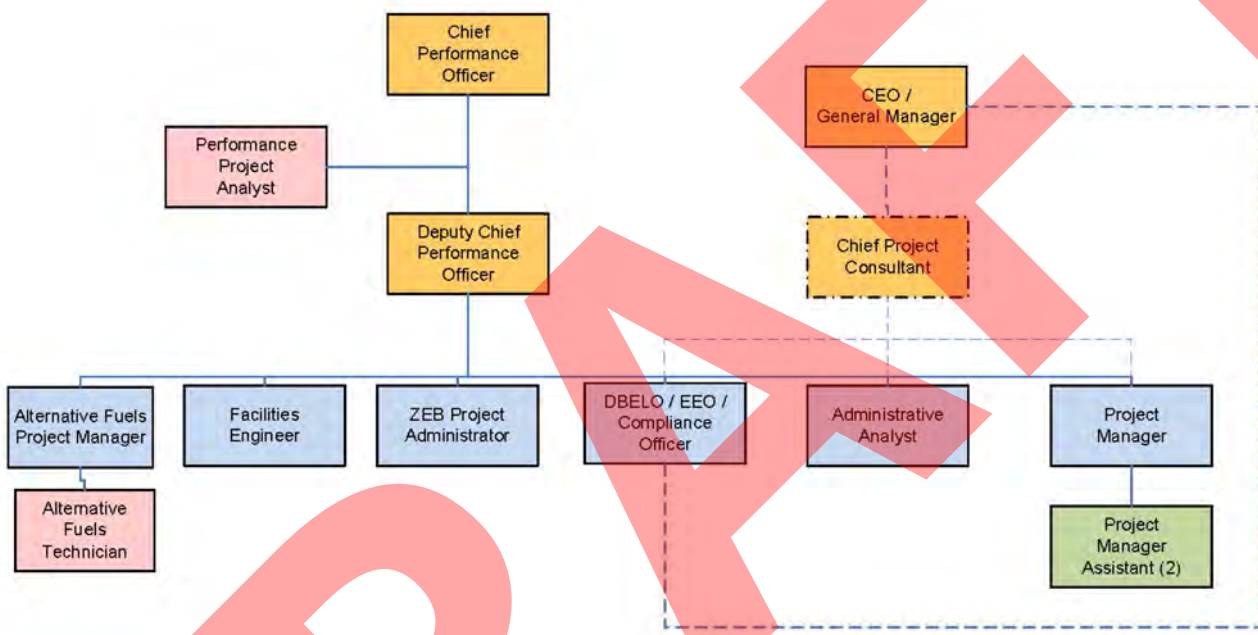
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**PERFORMANCE  
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**PERFORMANCE MANAGEMENT OFFICE**

**Division 44**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)**

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

Notes

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

**PERFORMANCE MANAGEMENT OFFICE**

Division 44

**PERSONNEL SUMMARY**

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

Notes

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

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	-	1,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(30,000)	(30,000)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	182,374	315,553	133,179
<b>Sub-total</b>	<b>496,836</b>	<b>833,382</b>	<b>336,546</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO and ADA	4,000	3,000	(1,000)
<b>Sub-total</b>	<b>4,000</b>	<b>3,000</b>	<b>(1,000)</b>
<b>5030400000 TEMPORARY HELP</b>			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-
<b>5039900013 CENTER OF EXCELLENCE</b>			
Unplanned Maintenance Software	-	26,000	26,000
<b>Sub-total</b>	-	<b>26,000</b>	<b>26,000</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	21,000	-	(21,000)
<b>Sub-total</b>	<b>21,000</b>	-	<b>(21,000)</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	-
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	500	550	50
<b>Sub-total</b>	<b>500</b>	<b>550</b>	<b>50</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting service	948	1,000	52
<b>Sub-total</b>	<b>948</b>	<b>1,000</b>	<b>52</b>



**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>509020000 TRAVEL-MEETINGS/TRAINING</b>			
APTA seminars	7,000	7,000	-
Cal Act seminar	2,000	2,000	-
CTA seminars	2,000	2,000	-
DBE outreach	1,033	1,000	(33)
Drug and Alcohol Training	-	1,000	1,000
EEO, DBE, ADA seminars	7,500	6,000	(1,500)
FTA sponsored technology events	2,000	2,000	-
National Transit Institute		1,500	1,500
Public Project Training	-	500	500
Transit Paratransit Course University of the Pacific	-	4,200	4,200
<b>Sub-total</b>	<b>21,533</b>	<b>27,200</b>	<b>5,667</b>
<b>509020001 TRAINING/WORKSHOP</b>			
DBE Workshop Expense	3,000	3,200	200
<b>Sub-total</b>	<b>3,000</b>	<b>3,200</b>	<b>200</b>
<b>509020002 ACCESS COMMITTEE EXPENSES</b>			
Access Committee Meetings	1,000	500	(500)
<b>Sub-total</b>	<b>1,000</b>	<b>500</b>	<b>(500)</b>
<b>509020004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University	-	25,000	25,000
<b>Sub-total</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursement	-	500	500
<b>Sub-total</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting services for Capital Improvement Program	-	298,000	298,000
Subject matter experts to supplement staff	192,243	102,000	(90,243)
SunRide Ride Share Program	-	312,500	312,500
Desert Recreation District		85,000	
<b>Sub-total</b>	<b>192,243</b>	<b>797,500</b>	<b>605,257</b>
<b>Total Expenses</b>	<b>751,560</b>	<b>1,728,332</b>	<b>976,772</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)**

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

**Notes:**

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

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

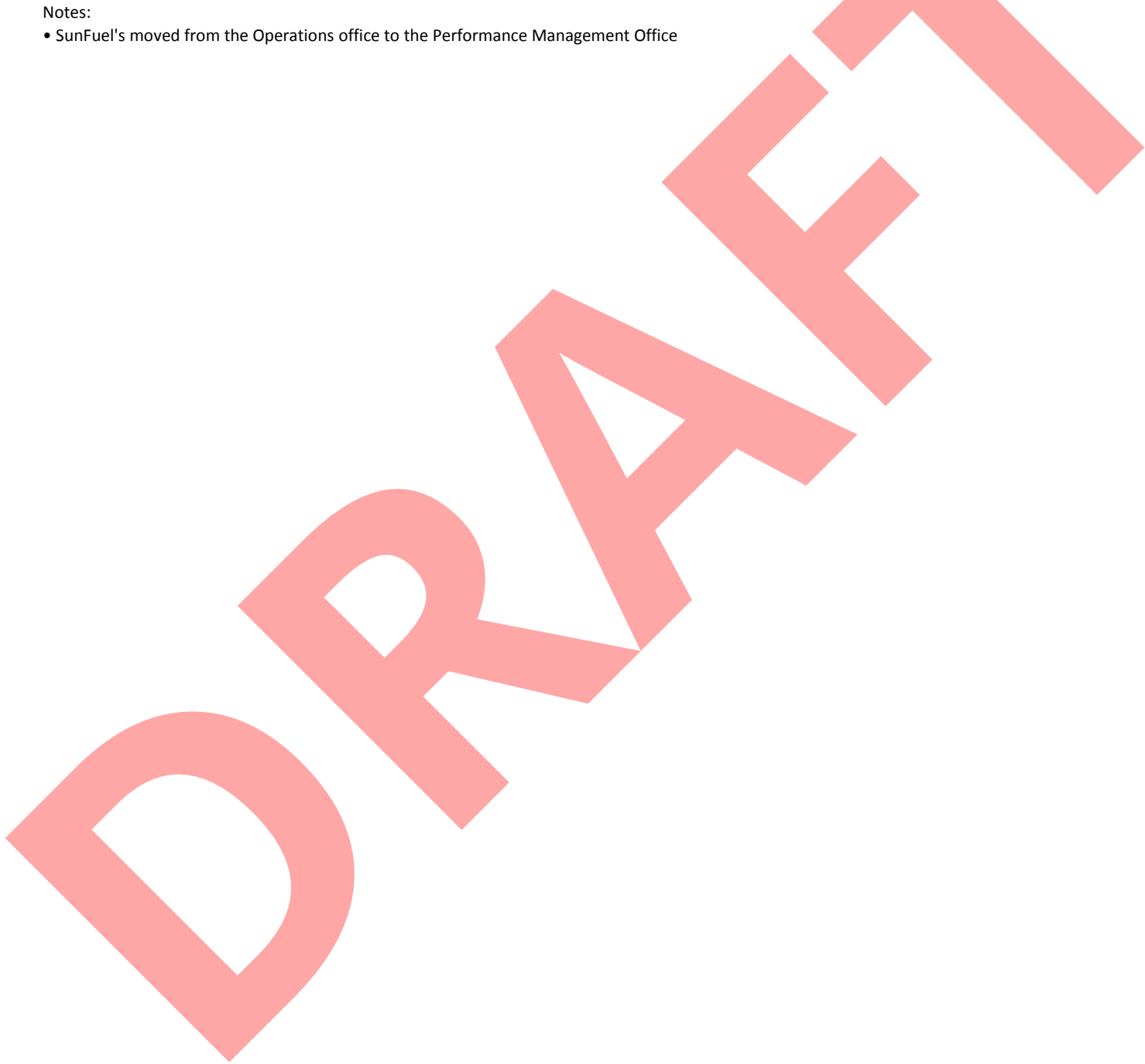
Division 10

**PERSONNEL SUMMARY**

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Alternative Fuels Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

Notes:

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



**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	200	300	100
Electrical hardware	150	200	50
Hardware	150	150	-
Industrial supplies	125	150	25
Oil for compressor	300	600	300
Pipes, tubing & fittings	150	300	150
Stainless steel fittings	150	400	250
<b>Sub-total</b>	<b>1,225</b>	<b>2,100</b>	<b>875</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Absorbent	18,894	-	(18,894)
Hardware	1,100	1,110	10
Hoses & nozzles	800	1,000	200
Nitrogen	1,700	2,000	300
Reverse osmosis water filters	600	800	200
Stainless steel fittings	350	350	-
Stainless steel valves	450	500	50
<b>Sub-total</b>	<b>23,894</b>	<b>5,760</b>	<b>(18,134)</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	650	750	100
Hardware	150	300	150
Stainless steel fittings & valves	200	450	250
<b>Sub-total</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	4,000	4,000	-
Parts for compressor	3,500	3,500	-
<b>Sub-total</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Compressor rebuild parts	15,200	14,600	(600)
Parts for dispenser	6,000	5,000	(1,000)
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	5,000	4,400	(600)
<b>Sub-total</b>	<b>34,200</b>	<b>32,000</b>	<b>(2,200)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	4,500	11,333	6,833
Parts for dispenser	3,500	6,000	2,500
Parts for hoses & nozzles	2,000	2,667	667
<b>Sub-total</b>	<b>10,000</b>	<b>20,000</b>	<b>10,000</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	75,000	73,000	(2,000)
<b>Sub-total</b>	<b>75,000</b>	<b>73,000</b>	<b>(2,000)</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

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

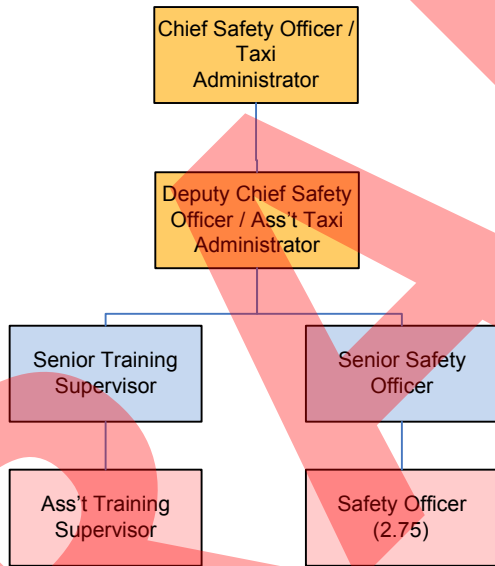
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# SAFETY AND SECURITY OFFICE

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## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 19 GOALS & OBJECTIVES

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

#### EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

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

#### Notes

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

**SAFETY AND SECURITY OFFICE**

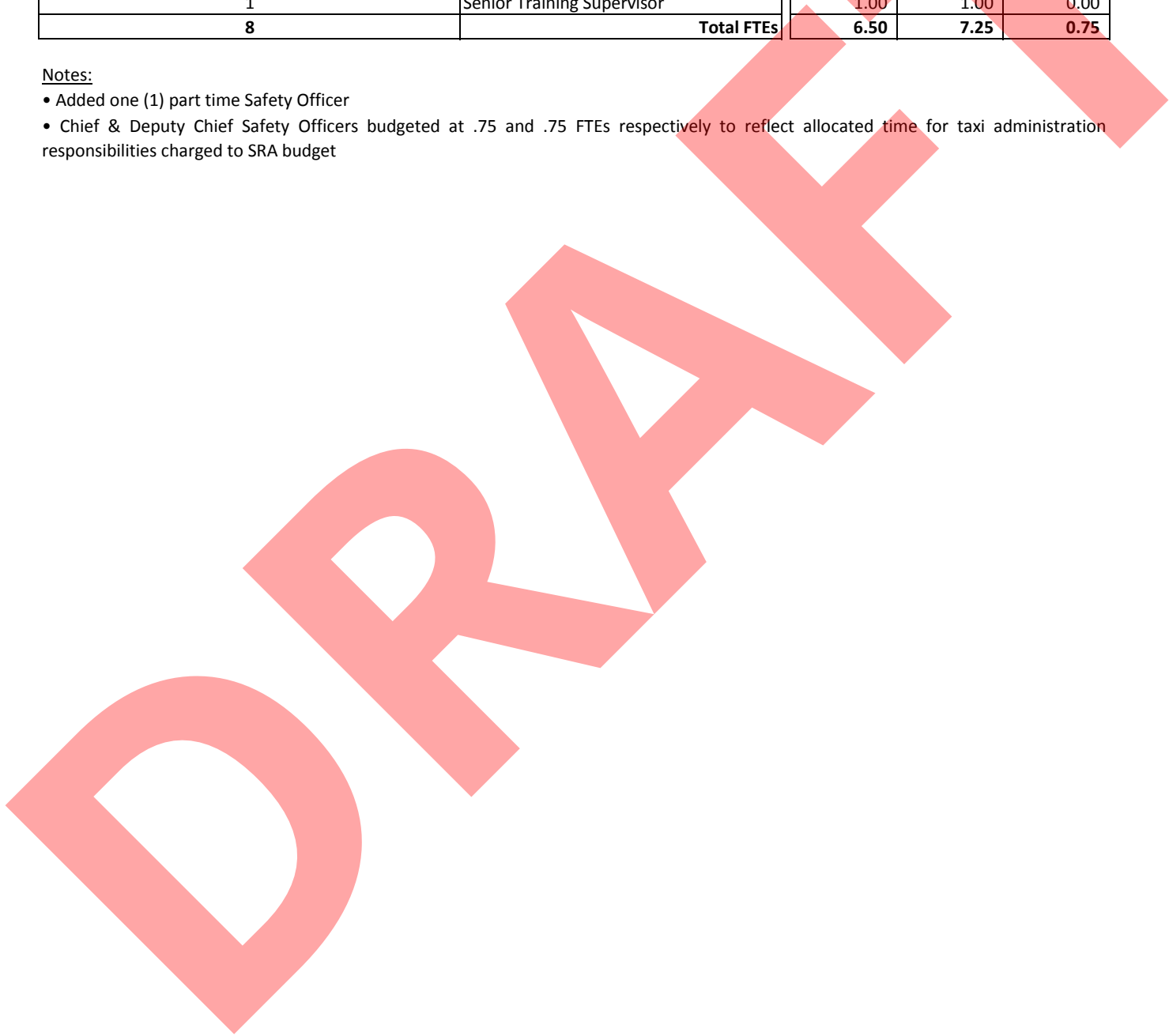
Division 15

**PERSONNEL SUMMARY**

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

Notes:

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



**SAFETY AND SECURITY OFFICE**

Division 15

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

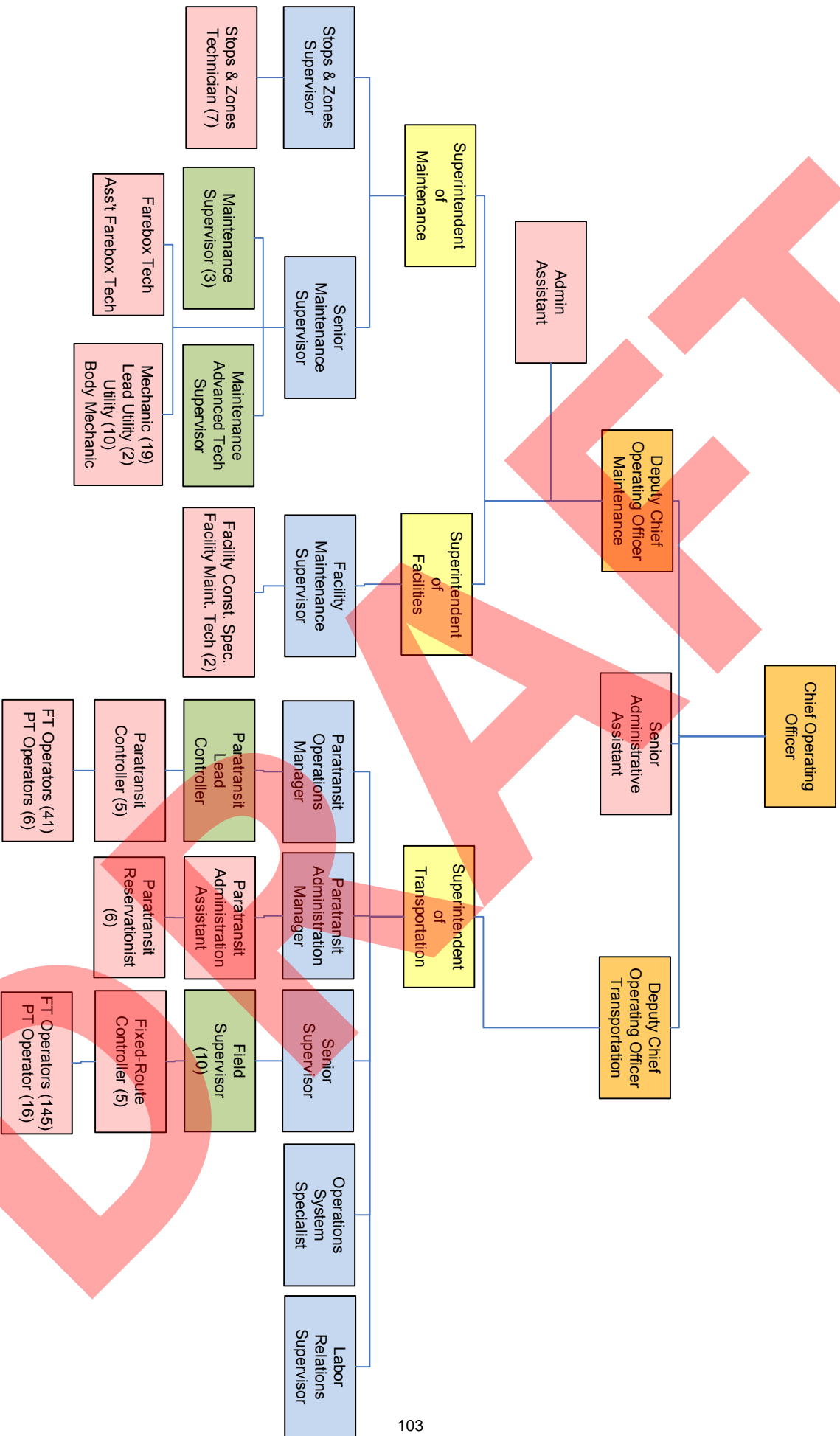
**SAFETY AND SECURITY OFFICE**

Division 15

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

# OPERATIONS OFFICE

DRAFT



**OPERATIONS OFFICE - TRANSPORTATION**

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

**FUNCTIONS & RESPONSIBILITIES**

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

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

**FY 19 GOALS & OBJECTIVES**

- Continue developing the paratransit sub-department (Call Center/ Eligibility Center).
- Improve management/operator relations by continuing to be more visible and available with an increased supervisor workforce.
- Continue the current task force/committee with operators and staff to address and improve software and schedule time concerns.
- Continue our ladders of success program designed to train, develop and promote current and future team members through our Individual Development Program (IDP).
- Maintain full staffing to budgeted FTEs.

**EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)**

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

**EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)**

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



**OPERATIONS OFFICE - TRANSPORTATION**

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

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

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

**EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)**

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

**PERSONNEL SUMMARY**

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
10	Field Supervisors	10.00	10.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	0.00	1.00	1.00
0	Lead Controller/System Specialist	1.00	0.00	(1.00)
145	Motor Coach Operator - Full Time	145.00	145.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Senior Field Supervisor	1.00	0.00	(1.00)
1	Senior Supervisor	0.00	1.00	1.00
1	Superintendent of Transportation	1.00	1.00	0.00
<b>183</b>	<b>Sub-Total</b>	<b>178.00</b>	<b>179.00</b>	<b>1.00</b>
	<b>Paratransit</b>			
1	Paratransit Administration Assistant	1.00	1.00	0.00
1	Paratransit Administration Manager	1.00	1.00	0.00
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
6	Paratransit Reservationist	6.00	6.00	0.00
<b>62</b>	<b>Sub-Total</b>	<b>60.50</b>	<b>60.50</b>	<b>0.00</b>
<b>245</b>	<b>Total FTEs</b>	<b>238.50</b>	<b>239.50</b>	<b>1.00</b>

**Notes:**

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

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

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

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

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

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**OPERATIONS OFFICE -TRANSPORTATION DETAIL**

**Division 13 (Paratransit - Ops Only Portion)**

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

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)**

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

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)**

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

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

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

**OPERATIONS OFFICE - FLEET MAINTENANCE**  
**Division 21, 22, 13 (Fleet Maintenance Portion Only)**

**PERSONNEL SUMMARY**

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

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**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

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



**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

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

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,515,532	1,548,750	33,218
<b>5010201210 MECHANIC OVERTIME</b>	100,000	100,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	897,918	989,694	91,776
<b>Sub-total</b>	<b>2,513,450</b>	<b>2,638,444</b>	<b>124,994</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	20,000	18,000	(2,000)
<b>Sub-total</b>	<b>20,000</b>	<b>18,000</b>	<b>(2,000)</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	1,000	800	(200)
<b>Sub-total</b>	<b>1,000</b>	<b>800</b>	<b>(200)</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles operational	5,644	7,500	1,856
<b>Sub-total</b>	<b>5,644</b>	<b>7,500</b>	<b>1,856</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment. Can normally be done in-house	4,500	4,000	(500)
<b>Sub-total</b>	<b>4,500</b>	<b>4,000</b>	<b>(500)</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Tire Services	75,000	88,000	13,000
Parts cleaning tank service	10,000	-	(10,000)
<b>Sub-total</b>	<b>85,000</b>	<b>88,000</b>	<b>3,000</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	10,000	9,000	(1,000)
<b>Sub-total</b>	<b>10,000</b>	<b>9,000</b>	<b>(1,000)</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**  
**DIVISION 22 (Mechanics)**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>503990007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	100,000	110,000	10,000
<b>Sub-total</b>	<b>100,000</b>	<b>110,000</b>	<b>10,000</b>
<b>503990008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	13,000	17,000	4,000
<b>Sub-total</b>	<b>13,000</b>	<b>17,000</b>	<b>4,000</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	-
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags, etc. used in the cleaning of vehicles	17,500	17,500	-
<b>Sub-total</b>	<b>17,500</b>	<b>17,500</b>	-
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, welding supplies, ETC. used in general repair of vehicles	32,125	35,000	2,875
<b>Sub-total</b>	<b>32,125</b>	<b>35,000</b>	2,875
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	18,640	19,000	360
<b>Sub-total</b>	<b>18,640</b>	<b>19,000</b>	<b>360</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on vehicles	1,000	1,500	500
<b>Sub-total</b>	<b>1,000</b>	<b>1,500</b>	500
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain buses	1,000,000	1,000,000	-
<b>Sub-total</b>	<b>1,000,000</b>	<b>1,000,000</b>	-

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts need to maintain support vehicles	40,000	45,000	5,000
<b>Sub-total</b>	<b>40,000</b>	<b>45,000</b>	<b>5,000</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5049900021 REPAIR PARTS- Fuel Cell</b>			
Repair parts to maintain fuel cell on buses	25,000	20,000	(5,000)
<b>Sub-total</b>	<b>25,000</b>	<b>20,000</b>	<b>(5,000)</b>
<b>5070500000 FUEL TAXES</b>			
Fuel Taxes	18,000	18,000	-
<b>Sub-total</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	15,000	16,000	1,000
<b>Sub-total</b>	<b>15,000</b>	<b>16,000</b>	<b>1,000</b>
<b>Total Expenses</b>	<b>3,963,859</b>	<b>4,108,744</b>	<b>144,885</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**Division 13 (Paratransit - Maintenance Portion Only)**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	2,000	2,600	600
<b>Sub-total</b>	<b>2,000</b>	<b>2,600</b>	<b>600</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Outside repair parts for paratransit vehicles	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	225,401	215,000	(10,401)
<b>Sub-total</b>	<b>225,401</b>	<b>215,000</b>	<b>(10,401)</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	55,474	54,000	(1,474)
<b>Sub-total</b>	<b>55,474</b>	<b>54,000</b>	<b>(1,474)</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	170,295	140,000	(30,295)
<b>Sub-total</b>	<b>170,295</b>	<b>140,000</b>	<b>(30,295)</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	1,500	1,000	(500)
<b>Sub-total</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</b>
<b>5049900200 DECALS</b>			
Decals for paratransit vehicles	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>Total Expenses</b>	<b>459,870</b>	<b>417,800</b>	<b>(42,070)</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

**Division 23 & 24**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

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

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

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

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

**PERSONNEL SUMMARY**

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>5</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

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



**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

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

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

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

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	-	713	713
Stormwater monitoring and testing contract	4,000	2,287	(1,713)
<b>Sub-total</b>	<b>4,000</b>	<b>3,000</b>	<b>(1,000)</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract	33,000	33,500	500
<b>Sub-total</b>	<b>33,000</b>	<b>33,500</b>	<b>500</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	2,000	1,800	(200)
<b>Sub-total</b>	<b>2,000</b>	<b>1,800</b>	<b>(200)</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	1,000	900	(100)
<b>Sub-total</b>	<b>1,000</b>	<b>900</b>	<b>(100)</b>
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	<b>-</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	3,000	2,750	(250)
<b>Sub-total</b>	<b>3,000</b>	<b>2,750</b>	<b>(250)</b>
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,500	1,400	(100)
<b>Sub-total</b>	<b>1,500</b>	<b>1,400</b>	<b>(100)</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	2,500	2,300	(200)
<b>Sub-total</b>	<b>2,500</b>	<b>2,300</b>	<b>(200)</b>
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FAC</b>			
Materials for general repair of facilities	15,000	14,000	(1,000)
<b>Sub-total</b>	<b>15,000</b>	<b>14,000</b>	<b>(1,000)</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor supplies required for maintenance	250	250	-
<b>Sub-total</b>	<b>250</b>	<b>250</b>	<b>-</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Division 2	30,000	35,000	5,000
<b>Sub-total</b>	<b>30,000</b>	<b>35,000</b>	<b>5,000</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	14,500	14,000	(500)
<b>Sub-total</b>	<b>14,500</b>	<b>14,000</b>	<b>(500)</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	7,500	7,500	-
<b>Sub-total</b>	<b>7,500</b>	<b>7,500</b>	<b>-</b>
<b>Total Expenses</b>	<b>115,500</b>	<b>117,650</b>	<b>2,150</b>

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## OPERATIONS OFFICE - STOPS AND ZONES

### Division 25

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 19 GOALS & OBJECTIVES

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

#### EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

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

Notes

#### PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

Division 25

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	47,243	53,406	6,163
<b>5010201500 BARGAINING SALARIES</b>	275,698	283,477	7,779
<b>5010201510 BARGAINING OVERTIME</b>	7,700	7,700	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	208,633	223,999	15,366
<b>Sub-total</b>	<b>539,274</b>	<b>568,582</b>	<b>29,308</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental	5,000	4,000	(1,000)
<b>Sub-total</b>	<b>5,000</b>	<b>4,000</b>	<b>(1,000)</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	500	1,800	1,300
<b>Sub-total</b>	<b>500</b>	<b>1,800</b>	<b>1,300</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	1,050	1,015	(35)
<b>Sub-total</b>	<b>1,050</b>	<b>1,015</b>	<b>(35)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	40,000	32,000	(8,000)
Traffic Control	-	2,000	2,000
<b>Sub-total</b>	<b>40,000</b>	<b>34,000</b>	<b>(6,000)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Employee Expenses	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>Total Expenses</b>	<b>592,124</b>	<b>615,697</b>	<b>23,573</b>

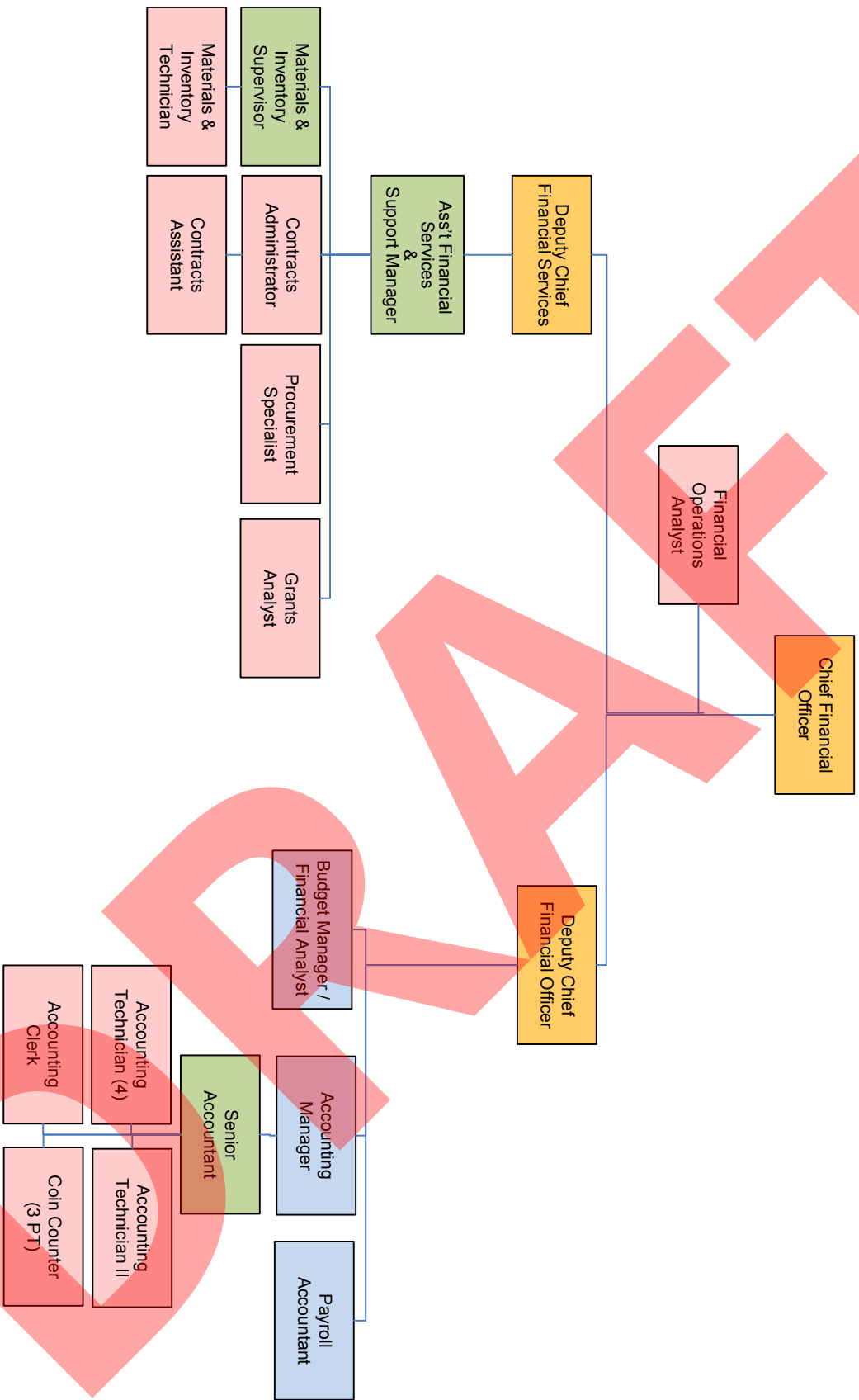
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**FINANCE OFFICE**

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**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)**

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

Notes

**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

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

Notes:

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

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	977,485	1,145,719	168,234
<b>5010201610 ADMIN SALARIES-OT</b>	4,393	6,754	2,361
<b>5010700000 ALLOCATED SALARIES</b>	(6,300)	(6,300)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	593,146	707,446	114,300
<b>Sub-total</b>	<b>1,568,724</b>	<b>1,853,619</b>	<b>284,895</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public records requests & advertisements for procurement solicitations	8,500	8,500	-
<b>Sub-total</b>	<b>8,500</b>	<b>8,500</b>	<b>-</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	769	100,000	99,231
<b>Sub-total</b>	<b>769</b>	<b>100,000</b>	<b>99,231</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	3,052	1,368	(1,684)
<b>Sub-total</b>	<b>3,052</b>	<b>1,368</b>	<b>(1,684)</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	68,300	80,000	11,700
<b>Sub-total</b>	<b>68,300</b>	<b>80,000</b>	<b>11,700</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	45,032	45,032	-
<b>Sub-total</b>	<b>45,032</b>	<b>45,032</b>	<b>-</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	215,000	218,860	3,860
<b>Sub-total</b>	<b>215,000</b>	<b>218,860</b>	<b>3,860</b>
<b>5039900012 VAN POOL EXPENSES</b>			
This is for payment of CMAQ funding & local match for the planned Van Pool program. This budget is just for the pass-through of funding.	282,077	357,315	75,238
Pass through	(252,077)	-	252,077
<b>Sub-total</b>	<b>30,000</b>	<b>357,315</b>	<b>327,315</b>

**FINANCE OFFICE DETAIL**

Division 41

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

**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	200	300	100
<b>Sub-total</b>	<b>200</b>	<b>300</b>	<b>100</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	1,000	912	(88)
<b>Sub-total</b>	<b>1,000</b>	<b>912</b>	<b>(88)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	27,000	30,000	3,000
FTA Triennial Workshop	-	3,096	3,096
Government Finance Officers Association Conference	-	3,500	3,500
Transit Paratransit Course	-	9,000	9,000
<b>Sub-total</b>	<b>27,000</b>	<b>45,596</b>	<b>18,596</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for employees	500	912	412
<b>Sub-total</b>	<b>500</b>	<b>912</b>	<b>412</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	3,000	5,000	2,000
Merchant and bank Fees	29,000	30,000	1,000
<b>Sub-total</b>	<b>32,000</b>	<b>35,000</b>	<b>3,000</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	30,000	35,000	5,000
<b>Sub-total</b>	<b>30,000</b>	<b>35,000</b>	<b>5,000</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	650	1,500	850
<b>Sub-total</b>	<b>650</b>	<b>1,500</b>	<b>850</b>
<b>Total Expenses</b>	<b>3,732,151</b>	<b>4,750,613</b>	<b>1,018,462</b>

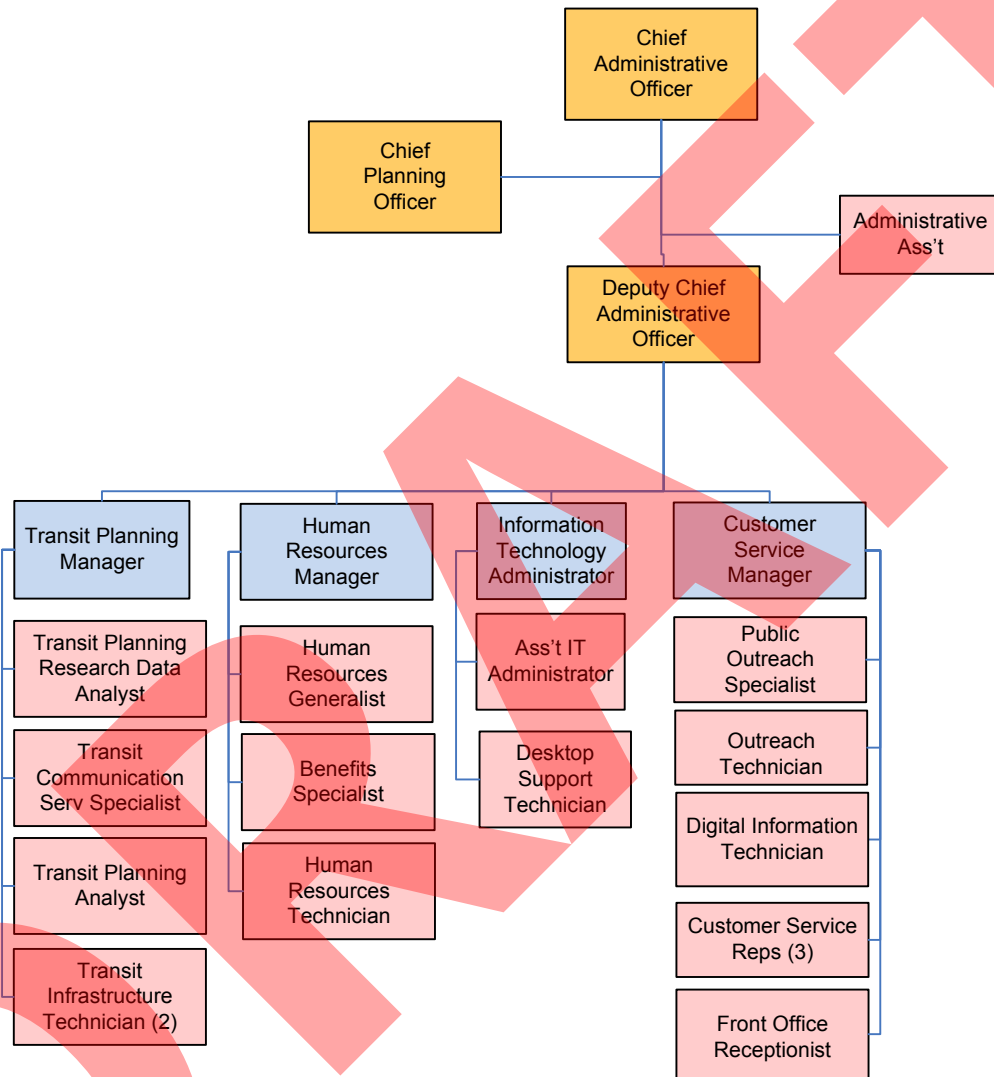
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# ADMINISTRATION OFFICE

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**ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning**

Division 32, 45 & 49

**FUNCTIONS & RESPONSIBILITIES**

The Administration Office provides a range of support functions for SunLine Transit Agency including Human Resources, Service Planning, and Community and Customer Relations.

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)**

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

Notes

**ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning**

Division 32, 45 & 49

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

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

**EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)**

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

**ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning**

Division 32, 45 & 49

**PERSONNEL SUMMARY**

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

Notes:

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

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	267,730	248,445	(19,285)
<b>510201610 ADMIN SALARIES-OT</b>	1,000	2,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(1,680)	(1,680)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	147,619	194,640	47,021
<b>Sub-total</b>	<b>414,669</b>	<b>443,405</b>	<b>28,736</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	-	800	800
CALPERS Admin Fees	12,950	12,000	(950)
OPTUM	1,200	1,350	150
<b>Sub-total</b>	<b>14,150</b>	<b>14,150</b>	-
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	12,900	12,900	-
VTT and licenses	6,100	10,100	4,000
<b>Sub-total</b>	<b>19,000</b>	<b>23,000</b>	<b>4,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-
<b>5039900003 PRINTING EXPENSE</b>			
Handbook supplements/new	150	150	-
MOU (300)	150	2,650	2,500
Promotional materials	2,200	2,200	-
<b>Sub-total</b>	<b>2,500</b>	<b>5,000</b>	<b>2,500</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	500	1,500	1,000
<b>Sub-total</b>	<b>500</b>	<b>1,500</b>	<b>1,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	3,500	3,500	-
<b>Sub-total</b>	<b>3,500</b>	<b>3,500</b>	-

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

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

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

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

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**ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL**

Division 45

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



**ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL**

**Division 45**

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

**ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	327,043	424,343	97,300
<b>5010201610 ADMIN SALARIES-OT</b>	1,200	3,500	2,300
<b>5029999999 TOTAL FRINGE BENEFITS</b>	228,118	277,374	49,256
<b>Sub-total</b>	<b>556,361</b>	<b>705,217</b>	<b>148,856</b>
<b>5030200010 CONSULTING</b>			
On-call planning services	35,000	35,000	-
Statistician	40,000	-	(40,000)
Transcription services	-	1,500	1,500
Transit planning consulting services	-	109,200	109,200
<b>Sub-total</b>	<b>75,000</b>	<b>145,700</b>	<b>70,700</b>
<b>5039900010 RIVERSIDE COMMUTERLINK EXPENSES</b>			
Riverside Commuterlink Expenses. Expenses for press ads (radio, print, billboards) for Commuter Link promotion	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5090200001 TRAVEL TRAINING</b>			
Costs associated with travel such as meals & parking fees	13,800	7,000	(6,800)
<b>Sub-total</b>	<b>13,800</b>	<b>7,000</b>	<b>(6,800)</b>
<b>Total Expenses</b>	<b>651,661</b>	<b>864,417</b>	<b>212,756</b>

**ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 19 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)**

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

**PERSONNEL SUMMARY**

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

**ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL**

**Division 42**

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

**ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL**

**Division 42**

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

## SUMMARY OF CAPITAL PROJECTS

There are ten (10) new capital projects requested in FY 19 at a total value of \$6,053,623. The most significant projects regarding cost include the replacement of three (3) fixed route buses, the replacement of (10) paratransit vans, and Radio System Replacement. The investments included in this capital budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities/equipment, and technology.



**SUMMARY OF CAPITAL PROJECTS**

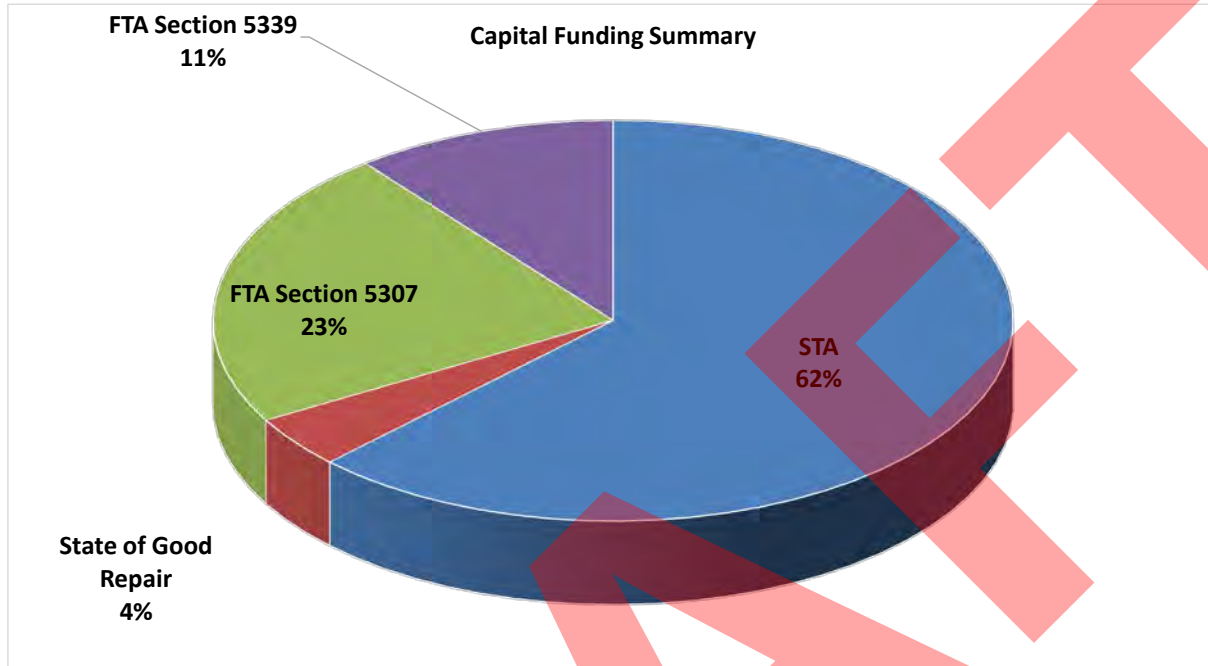
**CAPITAL BUDGET SUMMARY**

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

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## FUNDING SUMMARY

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

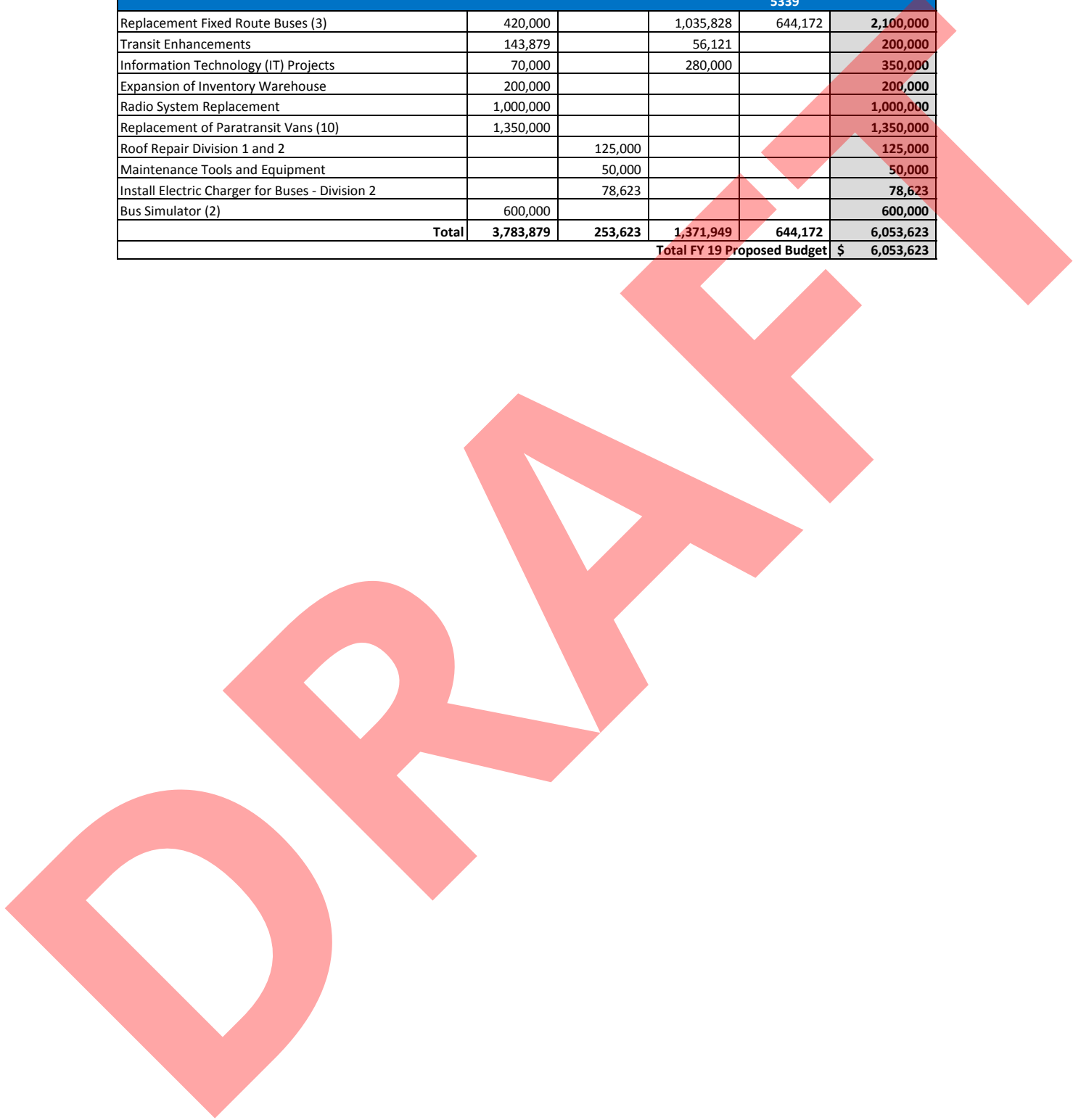


Funding Source	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
Air Quality Improvement Program (AQIP)	3,123,591	-	(3,123,591)
FTA Section 5307	1,566,588	1,371,949	(194,639)
FTA Section 5339	446,894	644,172	197,278
Lo or No Emission Program (LoNo)	1,519,855	-	(1,519,855)
Proposition 1B (Safety &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



**FY 19 PROJECTS BY FUNDING SOURCE**

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



**CAPITAL PROJECTS**

**Replacement of Fixed Route Buses (3)**

Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement of Fixed Route Buses (3)	2,100,000
<b>Total</b>	<b>2,100,000</b>

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

**Transit Enhancements**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Transit Enhancements	200,000
<b>Total</b>	<b>200,000</b>

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

**CAPITAL PROJECTS**

**Information Technology (IT) Projects**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Information Technology (IT) Projects	350,000
<b>Total</b>	<b>350,000</b>

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

**Expansion of Inventory Warehouse**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Expansion of Inventory Warehouse	200,000
<b>Total</b>	<b>200,000</b>

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

**CAPITAL PROJECTS**

**Radio System Replacement**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Radio System Replacement	1,000,000
<b>Total</b>	<b>1,000,000</b>

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

**Replacement of Paratransit Vans (10)**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement of Paratransit Vans (10)	1,350,000
<b>Total</b>	<b>1,350,000</b>

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

**CAPITAL PROJECTS**

**Roof Repair Division 1 and 2**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Roof Repair Division 1 and 2	125,000
<b>Total</b>	<b>125,000</b>

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

**Maintenance Tools and Equipment**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Maintenance Tools and Equipment	50,000
<b>Total</b>	<b>50,000</b>

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

**CAPITAL PROJECTS**

**Install Electric Charger for Buses – Division 2**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Install Electric Charger for Buses – Division 2	78,623
<b>Total</b>	<b>78,623</b>

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

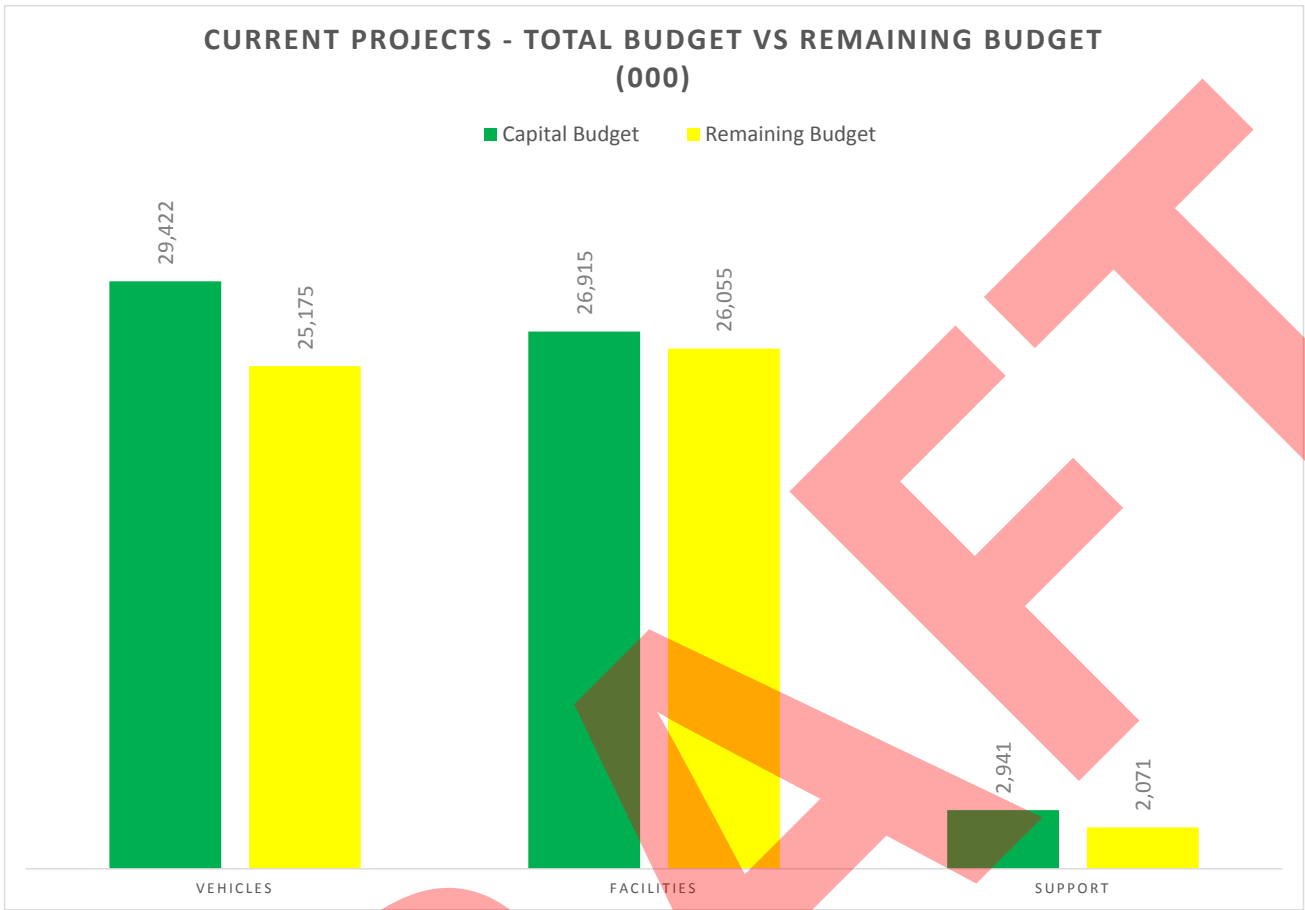
**Bus Simulator (2)**

**PROJECT TYPE:**

Project Budget	Total Project Budget
Bus Simulator (2)	600,000
<b>Total</b>	<b>600,000</b>

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

**SUMMARY OF CURRENT CAPITAL PROJECTS**



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**DRAFT**

**SunLine Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276  
760.343.3456 / [sunline.org](http://sunline.org)**

## SunLine Transit Agency

**DATE:** May 23, 2018 **DISCUSSION**

**TO:** Strategic Planning and Operations Committee  
Board of Directors

**FROM:** Stephanie Buriel, Chief Administrative Officer

**RE:** Review and Discussion of the [Draft FY 2018/19 Short Range Transit Plan \(SRTP\)](#)

---

### **Background**

For each financial year, staff is required to develop a Short Range Transit Plan (SRTP) for the Agency. This document is a three year planning document outlining both its service operating and capital projects plan. The first year of the plan is developed for approval at the same time as the agency budget is approved. The second and third year plans documented in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Strategic Planning and Operations Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY2018/19 SRTP.

### **Proposed Operating Plan:**

In FY 2018/19, the operating budget will increase from \$34,880,026 to \$38,815,991. The budget increase includes operating cost increases (wages, benefit costs, etc.) as well as the following service improvements:

- Line 111 Quick Bus – an enhancement to Line 111 that will have limited stops thereby decreasing travel time from Palms Springs to Coachella.
- SunRide Ride Share Program (Microtransit) – a new approach to connect riders to mainline service by bridging the first mile, last mile gap.

### **Proposed Capital Plan:**

The following new capital projects are proposed in the FY 2018/19 SRTP totaling \$6,053,623 for the following:

- Fleet
  - Replacement of Fixed Route Buses (3)
  - Replacement of Paratransit Vans (10)

- Facilities
  - Expansion of Inventory Warehouse
  - Transit Enhancements to Improve Existing Bus Stops
  - Radio System Replacement
  - Roof Repair, Division 1 and 2
  - Electric Charger for Buses
- Technology
  - Information Technology Projects

**Financial Impact**

The operating and capital plan have been budgeted for FY 2018/19.



**SunLine**  
TRANSIT AGENCY

**SHORT RANGE TRANSIT PLAN**  
FY 2018/2019 | FY 2019/2020

## *BOARD OF DIRECTORS*

---

SunLine was established under a Joint Powers Agreement (JPA) on July 1, 1977 between the County of Riverside and the cities of the Coachella Valley, which at the time included the cities of Coachella, Desert Hot Springs, Indio, Palm Desert and of Palm Springs. The JPA was later amended to include the cities of Cathedral City, Indian Wells, La Quinta, and Rancho Mirage. The JPA's governing board is comprised of one elected official from each member entity and one county supervisor. SunLine is headquartered in Thousand Palms, CA.



Russell Betts, City of Desert Hot Springs



Troy Strange, City of Indio



Greg Pettis, City of Cathedral City



Emmanuel Martinez, City of Coachella



V. Manuel Perez, County of Riverside District 4



Ty Peabody, City of Indian Wells



Robert Radi, City of La Quinta



Kathleen Kelly, City of Palm Desert



Lisa Middleton, City of Palm Springs



G. Dana Hobart, City of Rancho Mirage

# SUNLINE ORGANIZATIONAL STRUCTURE

The executive managers of SunLine Transit Agency are as follows:



Lauren Skiver, Chief Executive Officer/General Manager



Rudy LeFlore, Chief Performance Consultant



Tommy Edwards, Chief Performance Officer



Alton Hillis, Chief Financial Officer



Peter Gregor, Chief Safety Officer



Stephanie Buriel, Chief Administrative Officer



PREPARED BY SUNLINE STAFF

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## *GLOSSARY OF ACRONYMS*

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ADA – Americans with Disabilities Act

APTA – American Public Transit Association

ARB – California Air Resources Board

ATP – Active Transportation Plan

AVL – Automated Vehicle Locator

Caltrans – California Department of Transportation

CARB – California Air Resources Board

CMAQ – Congestion Mitigation and Air Quality

CNG – Compressed Natural Gas

COA - Comprehensive Operational Analysis

DOT – United States Department of Transportation

FAST Act – Fixing America’s Surface Transportation Act

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

FTIP – Federal Transportation Improvement Program

FY – Fiscal Year

GFI – GFI Genfare

GGE – Gas Gallon Equivalent

GHG – Greenhouse Gases

HVIP – Hybrid and Zero Emission Truck and Bus Voucher Incentive Project

LCTOP – Low Carbon Transit Operations Program

LTF – Local Transportation Fund

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

NTD – National Transit Database

PMI – Preventive Maintenance Inspection

PTMISEA – Public Transportation Modernization, Improvement, and Service Enhancement Account

RCTC – Riverside County Transportation Commission

RTP – Regional Transportation Plan

SCS – Sustainable Communities Strategy

STA – State Transit Assistance Fund

TDA – California’s Transportation Development Act

TIP – Transportation Improvement Program

TOD – Transit Oriented Development

UZA – Urbanized Area

ZEB – Zero Emission Bus



## EXECUTIVE SUMMARY

---

The Short Range Transit Plan (SRTP), updated annually, covers Fiscal Years 2019 to 2021. The SRTP is a mandatory fiscal, planning and regulatory document for SunLine Transit Agency.

The SRTP is intended to serve three purposes:

1. Identifies the transit services and capital improvements required to meet the transit needs of SunLine Transit Agency over a three year period and the proposed sources of funding to carry out the plan.
2. Serves as a management tool to guide activities over the next year.
3. Provides justification for operating and capital assistance for grant applications to be submitted to state and federal funding agencies.

### **Mission Statement**

*To provide safe and environmentally conscious public transportation services and alternate fuel solutions to meet the mobility needs of the Coachella Valley.*

---

The Riverside County Transportation Commission (RCTC) is responsible by statute for developing and approving a Short Range Transit Plan (SRTP) for Riverside County (PUC 130303). SunLine and other Riverside County transit operators prepare the plans for their respective agency. Once RCTC approves and adopts the SRTP, the operators are charged with following through with implementation of the plans. Any deviation from the plan must be reported to RCTC (PUC 130057), and if the change is substantive, a plan amendment must be approved by RCTC. The allocation of funds for the upcoming fiscal year is based on approved SRTP. Beyond the requirements, the SRTP is an opportunity for SunLine Transit Agency to gather important data in a single document and develop strategic plans for the next three years.

## RELATIONSHIP OF THE SRTP TO OTHER PLANS, PROJECTS, AND ACTIONS

The SRTP provides a summary of and direction to other planning documents. It incorporates SunLine's goals and service standards, operating and capital budgets, service plan, and facility plan. At the same time, it is designed to give direction to future service planning activities and capital projects. The SRTP will reflect the FY 2019 operating and capital budget adopted by the Board of Directors.

### *Guiding Framework*

The Board and staff are seeking to make smart transit investments that will help SunLine expand the mobility options offered to the communities it serves. As SunLine looks to grow its ridership and make strategic investments, it must continue to manage its fiscal challenges, while investing in the overarching management of SunLine's bus and paratransit system.

In 2018, SunLine embarked on a process to rethink and reinvigorate transit services in the Coachella Valley. This process recognized SunLine's role as a mobility manager for the Coachella Valley and expanded the Agency's work to improve performance in the context of its fiscal and organizational health.

### *Financial Stability*

The national decreasing ridership trend for fixed route transit continues to impact the Agency's financial stability. The proposed operating and capital budgets for FY 2019 are \$38,900,991 and \$6,053,623, respectively, which represents an operating budget increase of 11.53% over the previous fiscal year. The majority of the costs associated with the increase can be attributed to wages and benefits associated with the Memorandum of Understanding (MOU) for represented employees under a collective bargaining agreement. In addition, SunLine is adding a Quick Bus to the Line 111 to help improve frequency and performance, and launching a SunRide ride share program. SunLine continues to identify ways to strengthen its overall financial position in order to continue to serve a diverse community of transit users.

### *Ridership*

In Fiscal Year 2016/2017, SunLine Transit Agency served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3.4 million miles and 238,374 hours of revenue service.

Customer growth on SunLine's paratransit saw a small increase. In FY 2016/2017, SunLine served 164,802 passengers, a 0.5% increase from FY 2015/2016.

## *Demographics*

As Riverside County continues to grow, more and more of that growth is expected to be concentrated in the Coachella Valley and eastern county. According to the Southern California Association of Governments (SCAG) projects there will be 581,300 people in the Coachella Valley in 2020, a 38% increase in population between 2008 and 2020. Seniors will see the highest percentage of growth. Increases in the senior population will continue to add a financial and resource cost for SunLine, due to anticipated increases in Paratransit services. By modernizing and improving the current eligibility process, SunLine seeks to control increasing paratransit costs.

## **OPERATING PLAN AND BUDGET**

The SRTP's one-year operating plan includes a number of assumptions that drive proposed initiatives, described below.

### *Fixed Route Bus*

Fixed route ridership is estimated to decline at a rate of 5.4 percent in FY 2018/2019. This assumption is based on recent ridership patterns. The ridership decrease in this SRTP is conservative for the purposes of projecting the operational budget. In contrast, strategic planning initiatives launching in the first half of FY 2018/2019 will focus the organization to "move the needle" on key metrics that drive SunLine's long-term success.

Total passenger fare revenue is expected to reach \$2.6M in FY 2018/2019 compared to the estimated \$2.9M in FY 2017/2018.

### *Paratransit*

Operating costs for paratransit services are expected to increase, the ultimate cost per passenger trip on these modes is higher than other transit modes. Service levels are expected to coincide with ridership decreases. These assumptions are based on recent ridership patterns, revised No-Show policy as well as changes to the certification process that are still ongoing.

### *Capital Improvement Program*

The Capital Improvement Program for FY 2018/2019 focuses on continuing SunLine's investment in an alternative fuel technology fleet, facilities and construction of a new operations building. The three-year plan assumes a \$15,250,623 capital program dependent on internal and external funding from federal, state, regional, and local sources.

Key components of the Capital Plan, beyond ongoing maintenance needs, include:

- Vehicle replacement

- Vehicle expansion
- Facility and systems improvements
- Operational improvements and enhancements
- Information technology

### *Looking Ahead: Planning Service Changes and New Initiatives*

In FY 2018/2019, SunLine will focus on strengthening its existing services and piloting new mobility services to invest in the development of advanced transit scheduling expertise in-house, to enhance SunLine's ability to create efficient transit schedules to better serve customers without increasing operating costs. SunLine will also focus on improving its most successful trunk routes. Lines 14, 30, and 111 together account for 64% of all daily boardings. Improving these services will increase farebox revenue on the entire network. Additionally, SunLine is exploring the possibility of providing service to the Coachella Valley Art and Music Festival, Stagecoach Festival and realignment of Line 70 or 111 to stop near the BNP Paribas Open.

The transportation industry is undergoing massive transformation, and SunLine is studying ways to improve and change its service model in order to remain competitive and continue to provide valued service to the community. In light of declining ridership and reduced funding, SunLine is undergoing a planning study to evaluate new service models that may enable SunLine to cost-effectively serve the Coachella Valley. SunLine will respond to declining ridership and development patterns, including shared, on-demand mobility services. SunLine will continue to evaluate existing services for modifications, reductions, and/or discontinuation. The planning study will help SunLine prepare for a range of uncertain funding scenarios and will include community and Board consultation throughout the process.



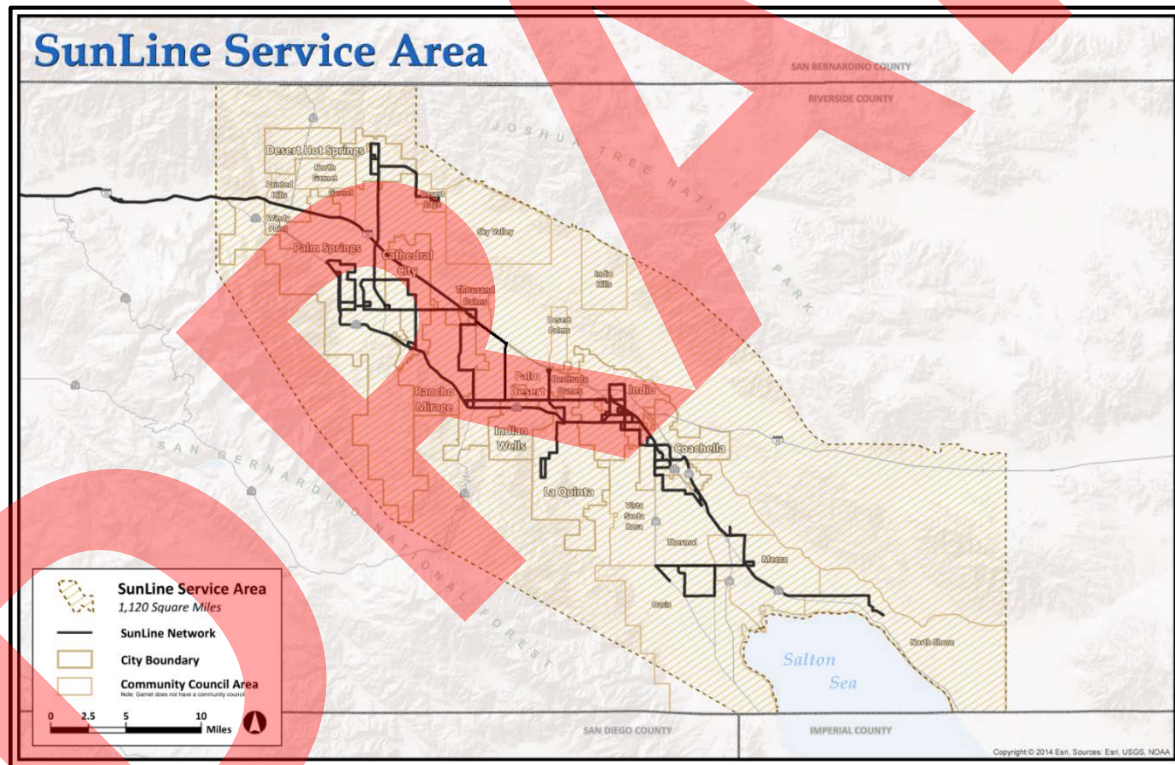
# CHAPTER 1: SYSTEM OVERVIEW

This chapter outlines major features of SunLine’s system. The chapter describes the geography of the SunLine service area and outlines the bus service SunLine provides, population profile, current and proposed fare structure, revenue fleet, existing and planned facilities and coordination between agencies.

## DESCRIPTION OF SUNLINE SERVICE AREA

SunLine’s service area encompasses 1,120 square miles of the Coachella Valley from the San Geronio Pass in the west to the Salton Sea in the southeast. The Agency’s service area is located approximately 120 miles east of downtown Los Angeles and 60 miles east of the Inland Empire cities of Riverside and San Bernardino. SunLine’s service area is shown in Figure 1.4. Service is provided to the cities of Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Service is also provided to the unincorporated Riverside County communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, Oasis, Thermal and Thousand Palms.

FIGURE 1.2 SUNLINE SERVICE AREA



## POPULATION PROFILE AND DEMOGRAPHIC PROJECTION

The population of the Coachella Valley is 443,401 and continues to grow at a healthy pace (U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates). A large population of seasonal residents visit the Coachella Valley in the winter season or longer and report a hometown outside of the area.

The Coachella Valley is a high growth area. Riverside County is the tenth largest county in the nation in terms of population. Lower home prices and new job opportunities have fueled migration. A leading cause of the county's growth in the last decade has been migration from elsewhere. Census data shows that approximately 38 percent of the population increase is from people moving to Riverside County.

As Riverside County continues to grow, more and more of that growth is expected to be concentrated in the Coachella Valley and eastern county. Coachella Valley continues to develop to meet the needs of residents with a broad range of amenities, public facilities and programs.

From 2000 to 2014, the Coachella Valley population grew from 309,530 to 443,401, for a net gain of 133,871 people, or 43%, including adjustments based on the Census Bureau's 2013 American Community Survey. The Coachella Valley's 43% increase in population from 2000 to 2014 was much faster than the Inland Empire (34%), the U.S. (12.5%) and California (13%).

The Southern California Association of Governments (SCAG) projects there will be 581,300 people in the Coachella Valley in 2020, a 38% increase in population between 2008 and 2020.

Projected growth rates vary significantly across SunLine's service area and not all communities are anticipating significant growth. From 2000 to 2014, the city of Indio led the Coachella Valley in growth, followed by La Quinta and Desert Hot Springs. Each of these cities has land to develop. The unincorporated areas of the valley are expected to see half of all the population growth between 2008 and 2035. SCAG anticipates that much of this expansion in unincorporated areas will take place north of Interstate 10 and in the areas south and west of the city of Coachella.

Growth within Palm Springs and Palm Desert is expected to occur at a rate that is less than half that of the Coachella Valley as a whole. Growth generates an increased demand for municipal services, including transit, and development patterns can significantly affect the cost and efficiency of providing those services. In areas where development includes low density or outlying communities, existing services can be impacted to a greater degree than if development occurs within a core service area.

Figure 1.3 presents growth projections as forecast by SCAG in 2013 for jurisdictions within SunLine's service area. The figure also illustrates the relative share of growth anticipated for each jurisdiction, in comparison to the Coachella Valley as a whole.

**FIGURE 1.3 GROWTH PROJECTIONS FOR JURISDICTIONS IN THE SUNLINE SERVICE AREA**

	2008 Population	2020 Population	2035 Population	% Growth in Pop. from 2008 to 2035	% of Total Pop. Growth in Coachella Valley
Cathedral City	50,200	57,000	64,600	29%	3%
Coachella	38,200	70,200	128,700	237%	21%
Desert Hot Springs	25,200	43,500	58,100	131%	8%
Indian Wells	4,800	5,500	5,800	21%	0%
Indio	73,300	91,500	111,800	53%	9%
La Quinta	36,100	41,600	46,300	28%	2%
Palm Desert	47,100	52,100	56,800	21%	2%
Palm Springs	43,400	48,900	56,100	29%	3%
Rancho Mirage	16,900	18,800	22,900	36%	1%
Unincorporated Areas	87,500	152,200	308,600	253%	51%
Total:	422,700	581,300	859,700		100%

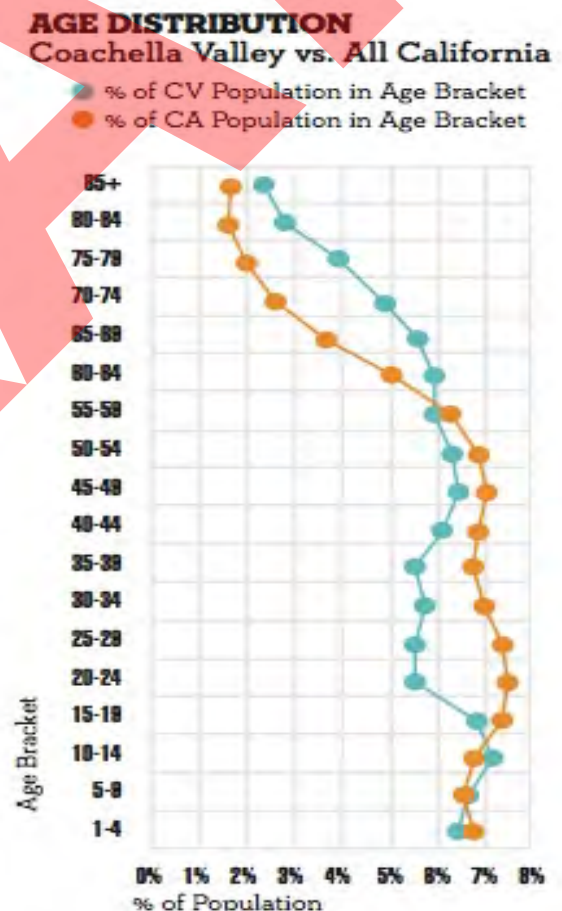
SOURCE: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 2013

State figures show that Riverside County will lead California in terms of growth rate. Between 2010 and 2060, Riverside County's population is expected to expand by 92 percent, with the Coachella Valley growing at a higher rate than the rest of the county. Seniors will see the highest percentage of growth. In the Coachella Valley, 25.5 percent of residents are older than 60, while the state shows 17.5 percent.

The senior population has different wants and needs than younger individuals. For example, an area of retirees typically requires more paratransit service than fixed route bus service. An increase in the senior population will greatly increase ADA paratransit costs, adding a financial and resource cost for SunLine. As shown in Figure 1.4 to the right, the blue line shows the percentage of the Coachella Valley population in different age brackets, divided into five-year increments, while the orange line shows the measurement for the entire state.

In addition, SunLine experiences a high influx of seasonal residents. Seasonal roadway congestion is serious enough to impact transit-running times.

**FIGURE 1.4 AGE POPULATION**



## FIXED ROUTE SERVICE OVERVIEW

SunLine's local fixed route network, SunBus, consists of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside. The SunBus and Commuter Link 220 lines are summarized in Figure 1.5.

The service is designed to meet an array of travel needs that connect neighborhoods to jobs, schools, shopping and other destinations. The amount of service available is limited by the level of funding available for transit in the local service area.

In Fiscal Year 2016/2017, SunLine Transit Agency served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3.4 million miles and 238,374 hours of revenue service.

SunLine updated the SunLine Service Standards Policy, with an adoption date of October 2017. The policy classifies each route in the SunLine transit network into three tiers that define the service level and performance expectation for each service.

SunLine's proposed principal service types are trunk routes, local routes, and market-based routes. Service types are defined in part operationally and in part by the land use characteristics of their corridors. Service effectiveness is evaluated by service type.

**Trunk Routes** – These are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations. Trunk routes comprise the backbone of the network linking major communities. Examples include Line 111 with a 20-minute headway seven days a week, which travels from Palm Springs to Coachella; Line 14 between Desert Hot Springs and Palm Springs; and Line 30 between Cathedral City and Palm Springs. Lines 14 and 30 operate with 20-minute frequencies on weekdays.

**Local Routes** – Local routes are secondary routes that connect to the trunk routes and supplement the SunBus network. These connector and feeder routes include Lines 15, 21, 24, 32, 54, 70, 80, 81, 90, 91, and 95. Local routes operate in areas with less density and lower demand. Local routes have consistent service throughout each day, frequencies of 60-minutes or better, and frequent stops for passengers to access as many destinations as possible. An exception to the above frequency is the North Shore Line 95 rural service that operates six round trips weekdays and weekends between Indio, Coachella, Mecca, and North Shore. Line 20 and 21 also has limited service that operates on weekdays only.

**Market-Based Services** – Tailored to serve specific market segments at specific times of the day, including supplemental service such as school trippers, market-based routes have flexible routing and schedules that may vary throughout the day and week, and are designed to meet specific market targets. Examples are the Commuter Link 220, operating three westbound trips from Palm Desert to Riverside with three return eastbound trips weekdays.

Additionally, Bus Rapid Transit (BRT) or express bus service is currently under study. Presently, Line 111 takes close to an hour and half to travel between Palm Springs and Indio, and close to two hours to travel between Palm Springs to Coachella. A BRT or express service would reduce travel time and operating costs and support increased ridership.

SunLine's existing Service Standards Policy also defines minimum service frequencies and spans deemed sustainable in the context of past funding levels. Due to the uncertain funding climate, declining ridership, and the emergence of promising new technologies, SunLine will revisit existing route alignments, including minimum service frequencies and spans, in consultation with the community and Board.

DRAFT

**FIGURE 1.5 SUMMARY OF SUNLINE FIXED ROUTE TRANSIT SERVICES, JANUARY 2018**

Route	Route Classification	Major Destinations	Cities/Communities Served	Connections
14	Trunk	Shopping, Schools, DMV, Employment Center, Library, Senior Center	Desert Hot Springs and Palm Springs	15, 20, 24, 30 & 111
15	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	14
20	Local	Shopping, Senior Center, Library, Community Center, Schools	Desert Hot Springs, Rancho Mirage, Palm Desert	14, 15, 32, 54, 111, Link 220 & Amtrak
21	Local	Shopping, Medical, Library, City Hall, School, College, and Mall	Desert Hot Springs, Palm Desert	14, 15, 32, 54, & 111
24	Local	Shopping, Medical, Library, Social Services, Theaters	Palm Springs	14, 30, 32, 111 & MBTA
30	Trunk	Shopping, Schools, Medical, Library, Senior Center, Airport, Court House, Social Security, Theaters, and Public Social Services	Palm Springs and Cathedral City	14, 24, 32, 111 & MBTA
32	Local	Shopping, School, College, Medical, Theaters, Mall and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	20, 24, 30, 54, 111, Link 220 & Amtrak
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	20, 32, 111, Link 220 & Amtrak
70	Local	Shopping, Schools, Theaters and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	111 & Amtrak
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, Hospital	Indio	54, 81, 90, 91 & 111
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 90, 91, 111 & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	54, 80, 81, 91 & 111
91	Local	Shopping, College, Schools, Community Center, and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90 & 111
95	Local	Shopping, College, Community Center, Medical and Schools	Indio, Coachella, Mecca and North Shore	90, 91 & 111
111	Trunk	Hospital, Medical, Shopping, College, Mall and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio	14, 24, 20, 21, 30, 32, 54, 70, 80, 81, 90 & 91, 111, Amtrak & MBTA
220	Market-Based	Mall, College, Shopping and University	Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside	20, 32, 54, 111, Metrolink, Pass Transit, RTA & Greyhound

**SUNBUS SERVICE FREQUENCY AND SPAN**

SunLine fixed route bus services operate 363 days a year, with no service provided on Thanksgiving and Christmas. The system operates Monday through Friday from 5:00 a.m. to 11:00 p.m. and weekends from 5:00 a.m. to 10:00 p.m. Weekend service is operated on New Year’s Day, Memorial Day, Independence Day, and Labor Day. The Commuter Link 220, Line 20 and Line 21 service does not operate on weekends.

Buses generally operate every 20 to 90 minutes, depending on the route and day of the week. Service span and frequency information by line is summarized in the route profiles.

## PARATRANSIT SERVICE OVERVIEW

SunLine operates SunDial ADA paratransit to provide service to those certified under ADA, who cannot ride fixed route bus service.

Paratransit SunDial services continue to be well utilized for client's day to day activities, such as medical appointments and shopping. In FY 2016/2017, SunLine served 164,802 SunDial passenger boardings, a .5% increase from the previous year. In the same year, SunDial operated 1,031,486 miles and 68,941 hours of revenue service.

SunDial operates within  $\frac{3}{4}$  of a mile on either side of the SunBus route network, and is available by advanced reservation only. Reservations may be made based on the service hours of the fixed routes serving passengers' origins and destinations, and may only be used at the same times, days and frequency as local fixed-route service. SunDial service is a curb-to-curb, shared ride transit service for persons who are functionally unable to use the fixed route service either permanently or under certain conditions. Eligibility is not solely based on having a disability.

SunDial service is provided with a fleet of 37 vans seven days a week, 363 days a year during the same hours as the fixed route network. No service is provided on Thanksgiving and Christmas days. SunDial's Cancellation and No Show Policy went into effect on May 1, 2016. By implementing the policy revision, SunDial's late cancellation and no show rate decreased from 6.1% to 3.5% and from 5.8% to 3.3%, respectively.

Since SunDial ADA paratransit service is not provided in the community of North Shore, Line 95 operates as a deviated fixed route. Curbside pick-ups and drop-offs are available on a reservation basis in North Shore. Riders may utilize this service with a 24-hour advance notice for both pick-ups and drop-offs. SunDial service can be arranged to meet Line 95 in Coachella at 5<sup>th</sup> Street and Vine Avenue for qualifying Americans with Disabilities Act (ADA) passengers to reach other qualifying destinations in the Coachella Valley.

As an operator of bus service, SunLine is required under the ADA to ensure that paratransit service is provided to eligible individuals with disabilities. The level of service provided must be comparable, in terms of hours of service and area served, to the service provided by the fixed route bus system.

To be eligible, all persons must complete an application, describing in detail the nature of their mental or physical disability that may prevent the individual from using regular fixed route service. Applicants must obtain an approved health care professional's statement and signature verifying the disability. Each applicant is notified in writing of their application status within twenty-one days of the submission date. SunLine is currently revamping the eligibility process for SunDial in an effort to reduce costs to the Agency.

Riders having the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities.

### *SunLine Transportation Demand Management (TDM) Services*

SunLine Transportation Demand Management (TDM) services promote and facilitate alternative mode of transportation such as transit, vanpool, carpool, bicycling, and taxi.

#### *Vanpool*

A vanpool is a group of people who are coming to the same workplace or post-secondary education facility (college, trade school, etc.) from the same community, riding together in a van. Vanpools typically carry from six to fifteen passengers, and operate weekdays, traveling between pick-up locations and a place of work.

Vanpools provide small-scale commuter ridership in scenarios where operator costs would otherwise be prohibitively high. Operating costs are very low, because the passengers drive themselves. Ridership per platform hour is healthy; the vanpool doesn't run at all without a minimum of five regular riders. Vanpools are very demand-responsive; once ridership falls below a threshold, the service goes away and new routes can be added with a minimum of overhead. They can access office parking areas and other locations where scheduled SunLine service cannot reach, making for more convenient passenger drop-offs.

Vanpool programs can be administered in a variety of ways, allowing the employer to be fully involved or simply promote it from the sidelines. Employers can help employees form vanpools through rideshare matching. Rideshare matching helps potential vanpoolers locate others nearby with similar schedules. With technology advancements, on-demand vanpooling may help reduce coordination costs and increase ridership. Traditional vanpool programs often have average ridership per trip at just above the minimum membership required for the vanpool.

As the region develops unevenly, vanpools will be an increasingly effective means to serve trips from low-density places to employment and education centers. With new vanpool programs, SunLine may be able to pull back bus service from low-volume, coverage routes, and focus on more frequent, trunk routes and core services.

SunLine's Vanpool Program will provide a subsidy for qualified vans. The driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van lease cost minus the subsidy. They will also share the cost of gas, toll fees, and parking fees (if applicable). Passengers will not pay for the maintenance and insurance costs. Vehicles for this type of service will be leased by one of the pre-qualified vendors to one of the commuters in the group, a company, or by a third party representative.

#### *Micro Transit*

SunLine proposes a new approach to connect riders to mainline service by bridging the first mile, last mile gap. Many communities still experience a lack of transportation options that require innovative solutions. This flexible, on demand rideshare service is designed to connect riders to the fixed route system by providing point to point rides along identified fixed route corridors. SunLine has purchased the scheduling application and anticipates having this service in place by the fall of 2018. Work is already underway to determine a



pilot service area to test the attributes of the program before launching this service more widely within the transit service area.

### CURRENT FARE STRUCTURE

The SunBus fare structure is summarized in Figure 1.6. SunBus passengers pay the adult fare unless eligible for discounted fares, which are available to seniors, people with disabilities, and youth. Children 4 years and under ride free with an adult fare. Fares may be paid using cash or passes.

**FIGURE 1.6 SUNBUS FARE STRUCTURE**

TYPE OF FARE	FARE CATEGORY		
	ADULT (18 YRS – 59 YRS)	YOUTH (5 YRS – 17 YRS)	SENIOR 60+/ DISABLED/MEDICAID
Cash/Base Fare	\$1.00	\$0.85	\$0.50
Transfers	\$0.25	\$0.25	\$0.25
Day Pass	\$3.00	\$2.00	\$1.50
10-Ride Pass	\$10.00	\$8.50	\$5.00
31-Day Pass	\$34.00	\$24.00	\$17.00
Coachella Valley Employer Pass	\$24.00	--	--

**FIGURE 1.7 SUNDIAL FARE STRUCTURE**

Personal care attendants and service animals may accompany an eligible customer at no additional charge. The client must inform the reservationist when booking their trip that they will be accompanied by another person to determine if space is available. Clients may travel with up to three companions who will be charged the applicable fare.

TYPE OF FARE (Only for ADA Certified Clients)	FARE CATEGORY	
	SINGLE RIDE	MULTIPLE RIDES
Cash Fare - Same City	\$1.50	--
Cash Fare - City to City	\$2.00	--
10-Ride Pass - Same City	--	\$15.00
10-Ride Pass - City to City	--	\$20.00

**FIGURE 1.8 COMMUTER LINK FARE STRUCTURE**

Commuter Express fares are for trips between the Coachella Valley and Western Riverside County on the Riverside Commuter Link 220 Service.

TYPE OF FARE	FARE CATEGORY	
	ADULT (18 YRS – 59 YRS)	SENIOR 60+/ DISABLED/MEDICAID
Commuter Express Single Ride	\$6.00	\$4.00
Commuter Express Day Pass	\$14.00	\$10.00
Commuter Express 30-Day Pass	\$150.00	\$100.00
Zone 1 = Riverside - Cabazon Zone 2 = Palm Desert - Thousand Palms		

*Proposed Fare Modifications and Plans for Promoting Ridership*

Fares and fare collection will be reviewed in FY 2018/2019 with a goal of sustaining the future level of transit operations in the Coachella Valley while also maximizing ridership.

SunLine is exploring partnerships with local colleges throughout the Coachella Valley to provide an affordable transit haul pass program.

*Taxi Voucher Program*

In addition to SunDial , SunLine offers a Taxi Voucher Program providing half price taxi trips for seniors (60+ years) and the disabled. This card is easily obtained by eligible patrons submitting an application to SunLine. Once the application is reviewed and accepted, the patron is then mailed an activated payment card. When the patron receives that card they are able to call in an add a balance of up to \$75 per month. SunLine provides matching funds in equal amount up to the \$75. The total balance added for each month can be a maximum of \$150. Leftover funds from previous months are carried over until utilized. To use the balance, the patrons simply order a cab and pay their fare with the Taxi Voucher payment card.

This service assists with the economic development of the 3 taxi franchises of the Coachella Valley and provides some relief to the demands on the paratransit services. Community members are enjoying the service, and Taxi cab drivers and their franchises appreciate how this service keeps them competitive with other ride share services in the area. The Taxi Voucher Program has been funded with Section 5310 Transportation for Elderly Persons and Persons with Disabilities funding.

## PASS OUTLETS

SunLine currently has 19 pass outlet locations within the service area. They sell nine different pass types: day pass, 31-day pass, 10-ride pass, adult, senior and youth. Figure 1.9 lists pass outlet locations:

**FIGURE 1.9 PASS OUTLET LOCATIONS**

Pass Outlets	City	Routes Served
Canyon Food Mart	Cathedral City	30 & 111
Cardenas	Cathedral City	30 & 32
Desert Market	Desert Hot Springs	14 & 15
Desert Food Mart	Desert Hot Springs	14 & 15
COD Bookstore - Indio Campus	Indio	54
Indio City Hall	Indio	54 & 81
U-Save Market	Indio	80 & 90
Rancho Fresco Market	Indio	80 & 81
Guerrero's Meat Market	Indio	80, 81 & 111
Cardenas	Indio	80, 81 & 111
La Quinta Wellness Center	La Quinta	70
Cardenas	Coachella	90 & 111
Carniceria Atoyac	Palm Desert	111
COD Bookstore	Palm Desert	20, 21, 32, & 111
Instant Cash	Palm Desert	111
Mizell Senior Center	Palm Springs	14, 24 & 30
Palm Springs Liquor	Palm Springs	24 & 111
Don Carlos Meat Market	Mecca	91 & 95
SunLine Transit Agency	Thousand Palms	32

## REVENUE FLEET

SunLine currently has an active fleet of 76 fixed route buses. New vehicle purchases are included in SunLine's fleet and facilities plan as seen in Figure 1.10.

**FIGURE 1.10 SUNBUS FIXED ROUTE FLEET**

Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Fleet)
13	Orion V	2006	CNG	40
16	New Flyer A	2008	CNG	40
21	New Flyer B	2008	CNG	40
10	El Dorado	2009	CNG	32
0	FC 2/New Flyer	2010	Hydrogen	40
1	FC 3/El Dorado	2012	Hydrogen	40
3	BYD Electric	2014	Electric	40
2	FC4 & 5/El Dorado	2014	Hydrogen	40
1	FC6/El Dorado	2015	Hydrogen	40
6	New Flyer Excelsior	2016	CNG	40
4	FC7 - FC10 El Dorado	2018	Hydrogen	40

All buses meet accessibility requirements of the ADA, and the emission mitigation standards mandated by the Federal Clean Air Act, and the California Air Resources Board (CARB). New vehicle models must proceed through the Federal Transit Administration (FTA) First Article Bus Durability Test Program in order for procurements to qualify for federal funding participation. FTA guidelines establish the useful life expectancy of a large, heavy-duty transit bus as at least 12 years of service, or an accumulation of at least 500,000 miles.

SunLine is expected to receive four new BYD electric buses (3 replacement and 1 expansion vehicle) in the coming months. These buses will support cleaner and more frequent service on SunLine routes serving disadvantaged communities, accelerating SunLine’s efforts to transition to an all zero-emission fleet.

*Paratransit*

SunLine’s paratransit service presently operates with an active fleet of 37 ADA vehicles. The paratransit fleet is summarized in Figure 1.11. FTA guidelines establish the useful life expectancy of a paratransit vehicle as at least four years or an accumulation of 100,000 miles.

**FIGURE 1.11 SUNDIAL PARATRANSIT FLEET**

Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Fleet)
6	FORD/Aerotech 220	2013	CNG	24
8	FORD/Aerotech 220	2013	CNG	24
8	FORD/Aerotech 220	2015	CNG	24
15	FORD/Aerotech 220	2016	CNG	24

*Support Vehicles*

SunLine currently utilizes 52 support vehicles including standard passenger cars and trucks as well as facility-specific golf carts and forklifts. The support fleet are used for various activities to support transit services provided throughout the Coachella Valley.

## EXISTING FACILITIES

### *Administrative and Operating Facilities*

Figure 1.12 presents SunLine’s administrative and operations facilities. SunLine owns all facilities.

**FIGURE 1.12 SUNLINE FACILITIES**

Location Name	Address	City
SunLine Division 1 Facility	32-505 Harry Oliver Trail	Thousand Palms
SunLine Division 2 Facility	83255 Highway 111	Indio

Figure 1.13 represents SunLine’s park and ride facility which is owned by SunLine.

**FIGURE 1.13 SUNLINE PARK-AND-RIDE LOCATIONS**

City	Location	Landmark	Spaces	Commuter Route
Thousand Palms	72-480 Varner Road	SunLine Transit Facility	22	220

### *Stops and Facilities*

SunLine’s bus system has 635 stops including 361 shelters and 19 inactive shelters, that staff maintains which are planned for relocation. There are 80 standalone benches and waste containers and 14 major transfer locations, where riders are able to make transfers connections between routes.

**FIGURE 1.14 WEEKDAY SERVICE: TOP 10 STOPS SERVED**

Stop Name	City	Number of Riders per Day
B St/Buddy Rodgers	Cathedral City	682
Hwy 111/Flower	Indio	493
Indian Canyon/Ramon	Palm Springs	461
Palm Canyon/Stevens	Palm Springs	391
Baristo/Farrell South Side of Street	Palm Springs	353
West/Pierston	Desert Hot Springs	317
Town Center/Hahn East Side	Palm Desert	284
Palm Canyon/Baristo	Palm Springs	216
Town Center/Hahn West Side	Palm Desert	203
Ramon/San Luis Rey North Side	Palm Springs	175

**FIGURE 1.15 WEEKEND SERVICE: TOP 10 STOPS SERVED**

Stop Name	City	Number of Riders per Day
B St/Buddy Rodgers	Cathedral City	488
Hwy 111/Flower	Indio	380
Palm Canyon/Stevens	Palm Springs	315
Indian Canyon/Ramon	La Quinta	298
Town Center/Hahn East Side	Palm Desert	216
5th/Vine	Coachella	189
Town Center/Hahn West Side	Palm Desert	157
Baristo/Farrell South Side	Palm Springs	155
Palm Canyon/Baristo	Palm Springs	150
West/Pierston	Desert Hot Springs	150

### PLANNED FACILITIES

SunLine contracted with HDR, Inc. to examine and understand the Agency’s current and planned future transit operations, and the roles and places of its existing transit facilities and vehicle maintenance and storage sites. From this review, SunLine developed an overall long range facilities master plan that identifies the bus storage and maintenance facility requirements, and potential locations for SunLine for the period of 2016 – 2035. This master plan is a guide for SunLine’s facilities future uses and associated capital projects.

#### *Operations Facility*

SunLine’s Operations facility located in Thousand Palms is housed in a combination of five pre-fabricated units of various sizes (approximately 2,000 square feet in total) with drivers’ lunchroom, lounge and training area housed in two separate double pre-fabricated units (2,800 square feet in total). The operations center houses dispatch, transit control and the paratransit call center as well as the operations supervisors’ offices. The facility is undersized for its purpose and staff levels. Preliminary planning has begun for the design, demolition and removal of the facility, and construction of a new, accessible facility.

### BUS SHELTERS

Twenty-five new bus shelters will be installed in fall 2018 in the jurisdictions indicated in Figure 1.16:

**FIGURE 1.16 NEW BUS SHELTERS BY JURISDICTION (2018)**

Jurisdictions	Number of Shelters
Cathedral City	2
Coachella	2
Desert Hot Springs	2
Indian Wells	0
Indio	4
La Quinta	2
Palm Desert	4
Palm Springs	4
Rancho Mirage	0
Riverside County Unincorporated Areas	5

### **FUTURE TRANSIT HUBS**

SunLine is working with the City of Coachella, Department of Social Services and Affordable Housing on a proposed project to be developed east of Harrison Street south of 4<sup>th</sup> Street and north of 6<sup>th</sup> Street in the City of Coachella.

### **EXISTING COORDINATION BETWEEN TRANSIT AGENCIES AND PRIVATE PROVIDERS**

As the designated Consolidated Transportation Services Agency (CTSA), SunLine coordinates public transportation services throughout its service area. Staff participates in meetings with social and human service agencies, consumers, and grassroots advocates through forums such as the RCTC Citizens Advisory Committee/Social Service Transportation Advisory Council (CCAC), SunLine’s ACCESS Advisory Committee, San Gorgonio Pass Area - Transportation Now Coalition (T-NOW), and neighboring transit operators.

SunLine remains committed to working with the ACCESS Advisory Committee. Staff hosts regular meetings at the Thousand Palms Administrative Office. SunLine applies input from the Committee to improve relationships with the community to address public transportation issues in the Valley.

Additionally, staff members are actively involved in the regional transportation planning process through participation on RCTC and county committees. These committees include the CAC/Social Service Transportation Advisory Council, the Technical Advisory Committee, Aging & Disability Resource Connection ADRC of Riverside Long Term Services and Supports (LLTS) Coalition, Desert Valley Builders Association (DVBA), and related committees to enhance coordination efforts with SunLine.

### **COORDINATION WITH OTHER PUBLIC TRANSPORTATION PROVIDERS**

In addition to providing transit service throughout the Coachella Valley, SunLine offers transit connections to a number of adjacent transit operators. SunLine and Riverside Transit Agency (RTA) collaborate to schedule the operation of Commuter Link 220 which connects

Palm Desert and Thousand Palms with Morongo Band of Mission Indians, Beaumont, Banning, Moreno Valley, and Riverside Metrolink Station via Interstate 10 and State Route 60. In addition to providing connections to RTA routes, Commuter Link 220 joins rides to Pass Transit services in Beaumont and Metrolink's Riverside and Inland Empire-Orange County lines.

SunLine also hosts Morongo Basin Transit Authority (MBTA) Routes 12 and 15 through a cooperative service agreement at its stops in downtown Palm Springs. The collaboration offers connections to Yucca Valley, Landers, Joshua Tree, and Twentynine Palms.

SunLine is collaborating with Palo Verde Valley Transit Agency (PVVTA) on their Rides to Wellness demonstration project known as the Blythe Wellness Express service. This service, launched in July 2017, operates three days weekly and travels to the Coachella Valley's three hospitals (Desert Regional Medical Center, Eisenhower Medical Center and J.F.K. Hospital) within SunLine's service area.

Amtrak California (operated by Amtrak bus contractors) transports rail passengers traveling between rail hubs at certain Amtrak stations using SunLine's bus stops in Palm Springs, Palm Desert, and La Quinta, under an additional cooperative service agreement. Amtrak's "Sunset Limited" inter-city train serves the Palm Springs Station on North Indian Canyon Drive. However, with rail service only serving Palm Springs three times a week in each direction, it is impractical for SunLine to offer transit service to the station at this time.

SunLine has been collaborating with Imperial Valley Transportation Commission (IVTC) in an effort to find a future connection with Imperial Valley Transit (IVT). IVTC oversees the regional transportation services and programs provided by IVT in the southern California areas of Brawley, Calexico, Imperial, West Shores and El Centro.

SunLine coordinates with Greyhound to enable Greyhound bus service to provide pick up and drop off services at the SunLine Thousand Palms Transit Hub located at 72-480 Varner Road. Greyhound serves the hub with three westbound trips and three eastbound trips each day.

## PRIVATE TRANSPORTATION

### *Taxi Administration*

The SunLine Regulatory Administration (SRA), is responsible for establishing and enforcing ethical standards maintained by the Franchising Board. In addition, SRA is charged with licensing and regulating taxicab franchises and drivers in the Coachella Valley, while also ensuring residents and visitors are charged a fair and reasonable price. Figure 1.17 represents the current operating taxi franchises in the Coachella Valley along with the number of vehicles operated by each franchise.



**FIGURE 1.17 TAXI FRANCHISES**

Franchises	Vehicles
American Cab	30
Desert City Cab	40
Yellow Cab of the Desert	53

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## CHAPTER 2: EXISTING SERVICE AND ROUTE PERFORMANCE

### INTRODUCTION

In FY 2016/2017, SunLine served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3,467,182 miles and 238,374 hours of revenue service.

SunLine's ridership decline in fixed route bus service is consistent with national trends. Transit ridership has decreased in almost every major city and suburb.

SunDial paratransit service continues to be well utilized for client's day to day activities, such as medical appointments, shopping, or work. In FY 2016/2017, SunLine served almost 150,301 trips, a 2% increase from FY 2015/2016.

### FIXED ROUTE SERVICE – ROUTE BY ROUTE ANALYSIS

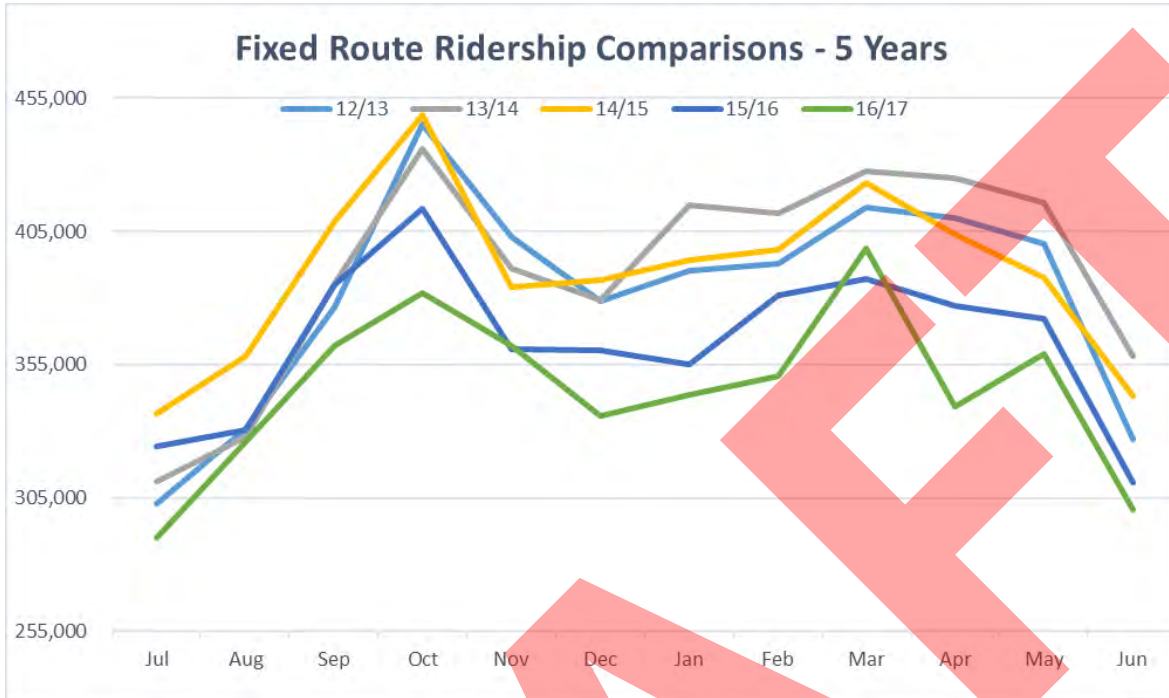
Little data exists to corroborate which global causes are impacting SunLine most significantly. There has been much speculation about the effect of low gas prices, increased car ownership, ride-hailing services and services which offer delivery of groceries, fast food and goods as contributing factors to decreased fixed route ridership. Figure 2.1 displays the comparison in ridership from FY 2015/2016 to FY 2016/2017.

**FIGURE 2.1 ANNUAL COMPARISON OF SUNBUS RIDERSHIP**

Service Type	FY 2015/16	FY 2016/17	Percent Change
SunBus (Fixed Route)	4,358,966	4,151,468	-4.8%

SunLine is analyzing effects attributable to the quantity and quality of transit services. Ridership may be falling if service is getting slower due to congestion or if there are recurring, on-time performance issues. We also seek to understand why SunLine ridership has declined less steeply than other transit operators. Figure 2.2 presents ridership for five (5) years, from FY 2012/13 to FY 2016/17.

**FIGURE 2.2 FIXED ROUTE RIDERSHIP**



*Service Efficiency and Effectiveness*

To determine the efficiency and effectiveness of all routes, staff reviewed the performance statistics for FY 2016/2017 with data from the transit monitoring software TransTrack.

Figure 2.3 below summarizes data by line. Data available includes passenger boardings, passengers per revenue hour, cost per passenger, passenger revenue per revenue hour, and the farebox recovery ratio.

**FIGURE 2.3 ANALYSIS OF PERFORMANCE STATISTICS, FY 2016/2017**

LINES	PASSENGER COUNT	PASSENGERS PER REVENUE HOUR	COST PER PASSENGER	PASSENGER REVENUE PER REVENUE HOUR	FAREBOX RECOVERY RATIO
14	629,697	21.4	\$5.29	\$31.01	27.35%
15	104,060	19.1	\$5.95	\$27.28	24.05%
20	25,062	10.3	\$11.00	\$14.87	13.11%
24	161,799	14.8	\$7.67	\$21.42	18.85%
30	686,776	24.5	\$4.62	\$35.68	31.46%
32	248,350	14.7	\$7.71	\$21.29	18.77%
53	48,901	6.5	\$17.60	\$9.41	8.19%
54	75,157	11.1	\$10.21	\$16.07	14.17%
70	180,326	18.3	\$6.19	\$26.23	23.15%
80	141,170	25.5	\$4.45	\$36.97	32.64%
81	89,266	15.1	\$7.48	\$21.67	19.13%
90	140,831	11.9	\$9.51	\$17.56	15.48%
91	181,092	10.8	\$10.52	\$15.49	13.64%
95	28,556	4.5	\$25.32	\$6.60	5.81%
111	1,396,966	19.7	\$5.75	\$28.73	25.34%
220	13,458	3.4	\$33.63	\$4.87	4.30%
SunDial	164,802	2.4	\$35.39	\$9.94	11.74%

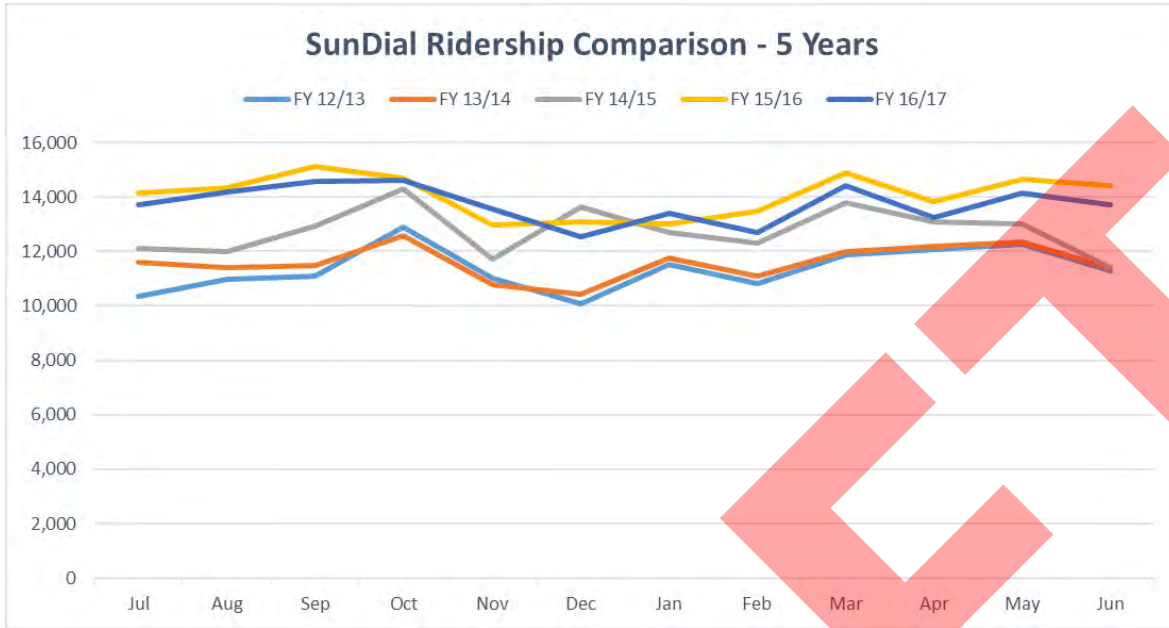
**PARATRANSIT SERVICE – SYSTEM PERFORMANCE**

Customer growth on SunLine’s paratransit services continues steadily. Like many transit systems across the country, SunLine faces challenges in providing cost-effective service for disabled customers who are unable to use traditional buses. In FY 2015/2016, SunLine served almost 153,183 trips, a 7% increase from FY 2014/2015. Overall ridership for the demand response and subscription services is expected to continue to grow.

**FIGURE 2.4 ANNUAL COMPARISON OF SUNDIAL RIDERSHIP**

Service Type	FY 2015/16	FY 2016/17	Percent Change
SunDial	164,025	164,802	0.5%

**FIGURE 2.5 MONTHLY COMPARISON OF SUNDIAL RIDERSHIP**



**KEY PERFORMANCE INDICATORS**

To ensure adherence to the Productivity Improvement Program (PIP) established by the Riverside County Transportation Commission (RCTC), SunLine continues to monitor and evaluate routes to guarantee compliance with key performance indicators.

The performance indicators are monitored using TransTrack software implemented by RCTC for all Riverside County transit operators. Over the past six years, SunLine has consistently met the compliance requirements for both mandatory and discretionary performance indicators.

SunLine is on track to meet the following targets for FY 2017/2018:

- Operating Cost Per Revenue Hour
- Subsidy Per Passenger Mile
- Subsidy Per Hour
- Subsidy Per Mile
- Passengers Per Revenue Hour
- Passenger Per Revenue Mile

SunLine has not yet met the following targets for FY 2017/2018:

- Farebox Recovery Ratio
- Subsidy Per Passenger

SunLine will continue to work closely with RCTC to meet the key performance indicators and to ensure targets are set by a process in keeping with industry standards.

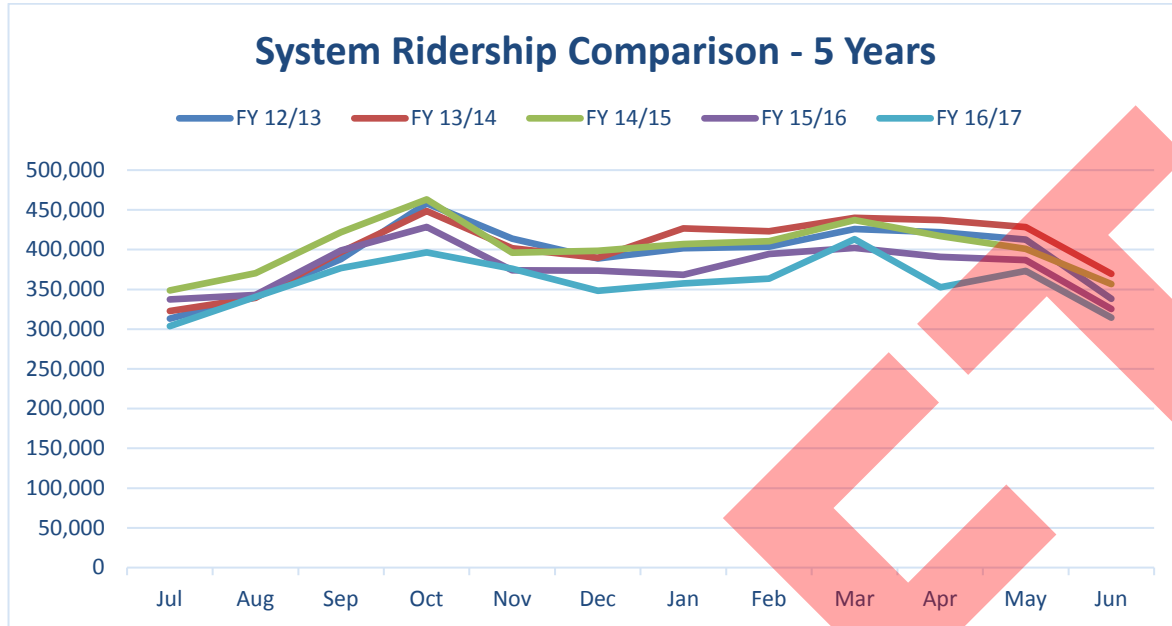
## PRODUCTIVITY IMPROVEMENT EFFORTS

Since the 2015 update to the COA, SunLine has made improvements to all fixed routes, including realigning existing routes and improving frequency to enhance ridership.

The following modifications were made in the past fiscal year to fixed route bus service:

- Interlining of Lines 14 and 30, weekdays only.
- Line 20 Express extended service from I-10 to Cook, Fred Waring to Town Center and removed service along Monterey between I-10 to Fred Waring. Express service operates during peak hours only on weekdays.
- New to fixed route service is Line 21 which replaced Line 53. Line 21 serves Town Center, Fred Waring and Cook to Gerald Ford and provides limited service between 11:00 a.m. and 4 p.m. (in between Line 20 peak service in Palm Desert) on weekdays.
- Line 53 was removed with ridership absorbed by Express Line 20 and Line 21.
- Line 80 was realigned to serve Calhoun, Dr. Carreon, Van Buren and Ave. 48. Part of the Line 80 was removed along Jackson and Dr. Carreon between Calhoun and Jackson. In the May 2018 service change Line 80 was improved to add 30 minute frequency and realigned to serve the North Indio Walmart shopping center.
- Line 90 and 91 were realigned to commence service at 5<sup>th</sup> and Vine in Coachella with the section of service from Highway 111 and Flower removed to reduce duplication of service. In May 2018, Line 91 added four (4) trips to commence at Highway 111 and Flower.
- Improved frequency from forty (40) minutes to thirty (30) minutes before 6 a.m. and every twenty minutes past 6 p.m. on Line 111 for weekdays.
- Afternoon school trippers have been absorbed by Lines 14, 30 and 111 (regularly scheduled routes).

FIGURE 2.6 MONTHLY COMPARISON OF SYSTEM RIDERSHIP



Staff continues to coordinate with local jurisdictions to determine best practices in relation to transit services provided throughout the Coachella Valley.

Staff will continue monitoring existing routes; applying service warrants to evaluate route performance. In addition to concentrating on modifying and adjusting existing routes, the review of underperforming routes will continue to determine if segment realignment, trip modifications or discontinuation of service should be considered due to low productivity.

#### *Service Standards and Warrants*

The factors listed below are considered when analyzing new service proposals and requests, as well as evaluating existing service.

#### *Area Coverage*

While most of the urbanized sections of SunLine's service area are adequately served, there are some areas which are provided with more service than others. When service is proposed, the new line will be evaluated based on its proximity to other lines and the necessity of its implementation based on area coverage and service productivity standards. Areas that are not currently served or are underserved, but warrant new or enhanced service will be evaluated to receive new transit service when funding becomes available or through efficiency improvements of the existing transit lines. Growth in the ADA paratransit service area must also be addressed as part of any new service planning. Funding of these types of services must be prioritized along with improvements to existing transit services, based on available funding.

#### *Market Area Characteristics*

Staff also considers the density and demographic characteristics of a given service area as an important determinant for providing transit success. In tying area coverage standards to population and employment densities, SunLine recognizes the need to provide more service within more highly developed areas, and often considers this factor as part of the service development process.

### *Transit-Dependent Populations*

SunLine considers the effects of service changes on transit-dependent riders during service planning processes. While SunLine's current network serves most transit-dependent populations and their destinations effectively, the agency continues to examine transit dependency when evaluating new service proposals.

### *Special Market Needs*

Staff often receives requests for new service when existing routes do not adequately address unique market opportunities. Some examples include short routes such as shuttles that may better connect two or more high demand destinations, such as a transit center and an employment center, a senior center and a shopping complex, or student housing and a university campus. They may also provide local circulation between destinations in a single community with the service span and frequency tailored to these unique markets.

### *Service Standards of Evaluating New Services*

Once a route is implemented, performance monitoring begins immediately to determine if the route is reaching its desired potential and performance standards. New service routes not meeting minimum standards are subject to the same remedial actions as existing services requiring evaluation at the eighteen to twenty-four month marks, may be truncated or eliminated if line productivity does not improve.

## **MAJOR TRIP GENERATORS & PROJECTED GROWTH**

Many transit trips within the Coachella Valley are destined for the City of Palm Desert, with 23 percent of all work trips ending there. Data compiled for trip purposes show trip patterns to Palm Desert are mostly from the Cities of Cathedral City, Indio, La Quinta, and Palm Springs. There are also strong trip patterns from La Quinta and Coachella to Indio, and from Desert Hot Springs to Palm Springs.

Most trips in the system occur along Highway 111, with nearly all destinations served directly by Line 111. Line 14 (Desert Hot Springs – Palm Springs) and Line 30 (Cathedral City – Palm Springs) are also key SunLine transit lines.

With respect to school travel, Palm Desert continues to be a key destination as the location of the main campus of the College of the Desert (COD). SunLine also provides public transportation services for middle and high school students for school districts that are unable to provide transportation. SunLine schedules special school-tripper buses to accommodate the public transportation demand and school bell schedule for school districts including the Palm Springs Unified School District (PSUSD) and Desert Sands Unified School District (DSUSD).

SunLine staff coordinates with local jurisdictions to provide recommendations for adequate transit considerations as new developments and construction projects are proposed. Through this process, SunLine attempts to reshape the community land use development patterns to support cost-effective transit, biking, and walking mobility in concert with both Smart Growth and the SB 375 GHG initiative. As the Coachella Valley flourishes, SunLine staff will continue to assess travel patterns and transit demands. Additionally, to assist



commuting students, SunLine will continue to coordinate public transit schedules with school bell times.

## **EQUIPMENT, PASSENGER AMENITIES AND FACILITY NEEDS**

### *Passenger Amenities and Bus Stop Improvement Program*

As of January 2018, SunLine serves 635 bus stops, which are cleaned and maintained on a regular basis. Since completion of the 2005 COA and 2009 COA Update, SunLine has made significant improvements to bus stops in the Coachella Valley as part of its Bus Stop Improvement Program (BSIP). SunLine has successfully completed five phases of the BSIP. Presently, 361 bus stops have shelters. Funding was received in FY 2015/2016 to allow 25 new shelters to be placed at active stop locations as part of Phase 6 of the BSIP. In conjunction with the installation of new shelters, bus stops are also improved to meet guidelines set forth by the Americans with Disabilities Act (ADA). Additional funding has been requested for continual support of the BSIP in upcoming years.

### *Real-Time Signage Displays*

SunLine introduced real-time arrival information display at the major transfer point located at Town Center at Hahn in Palm Desert. This new technology data combined with digital signage is creating new ways for SunLine to communicate with its riders. SunLine installed two real-time displays at major layovers located at Indian Canyon and Ramon in Palm Springs and Highway 111 at Flower in Indio. SunLine will also be exploring other potential locations for real-time displays.

### *On-Board Passenger Amenities*

SunLine continues to offer free Wi-Fi on all fixed route buses. All SunLine buses have electronic destination signs. The signs indicate the route number, route name, and the destination of the bus. All of the buses have display racks for public announcements, notices and timetables. Passengers are able to request a stop by activating the stop request that is controlled by a plastic strip/pull cord located within each passenger's reach. All buses are ADA compliant. Air conditioning and heating are provided on the buses for passenger comfort.

### *Bicycle Facilities*

To provide bicyclists an alternate mode for traveling throughout the Coachella Valley, all of SunLine's fixed route buses have exterior mounted bike racks. The combination of bicycling and riding the bus has increased the range of options for riders who utilize other modes of transportation.

### *On-Board Security Cameras*

Cameras and the associated video recording equipment are installed on all SunLine fixed route buses. Video recording provides an invaluable asset when assessing the cause of collisions, investigating reports of improper behavior by SunLine staff and violations of SunLine rider rules by our passengers. Video from on-board cameras has also proven to be beneficial to law enforcement in the investigation of traffic incidents and criminal activity. Additionally, our paratransit vans are equipped with "SmartDrive" video monitoring. SmartDrive video recordings assist in determining the cause of collisions and

helps identify operator driving habits and tendencies. SmartDrive video is used to coach better driving habits and skills to our paratransit operators. Streaming live video links were added to vehicles in use on Commuter Link 220.

### *Bus Replacement Program*

Approximately every three years, SunLine begins the replacement of ADA paratransit vans as they near 150,000 miles. In FY 2018, 13 replacement and three expansion vehicles were delivered to SunLine. The fixed route bus fleet began to be updated in 2017, as fifteen 2005 Orion buses become eligible for replacement under FTA guidelines (12-year lifespan or 500,000 miles). SunLine was awarded in FY 2013, by discretionary grant funding to expand the hydrogen fleet by five buses; the construction of these buses are set to commence in mid-2018. All SunLine vehicles, including non-revenue service vehicles, are powered with alternative fuels.

### *Facility Needs*

CNG Station: The CNG station will be located at the Thousand Palms facility and will replace the existing station that has exceeded its useful life. Preliminary drawings have been completed. SunLine is in the process of procuring a design build firm that will provide a fully commissioned CNG station with the goal to have this project breaking ground in summer 2018.

Hydrogen Station: SunLine is in the process of upgrading its existing hydrogen refueling station with a new electrolyzer. Preliminary drawings are complete for the hydrogen fueling station. Equipment for the fueling station is being built off-site. The hydrogen fueling station is expected to be commissioned by the fall of 2018.

Thousand Palms Administration Building Solar Canopies: Preliminary drawings have been completed and approved with a Design Build firm being procured. This project is expected to be completed by the end of calendar year 2018.

Operations Facility Replacement: The Operations Facility Replacement will allow SunLine to complete demolition, removal and rebuild an operations building in Thousand Palms. The architectural and engineering firm has been selected to provide preliminary engineering drawings that will be used for the selection of a design build firm.

## CHAPTER 3: SERVICE CHANGES AND IMPLEMENTATION

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### INTRODUCTION

In July of 2017, SunLine Transit Agency adopted a Rethink Transit Campaign. The purpose of the campaign is to identify savings by reallocating resources to productive bus lines, and developing sustainable solutions to serve areas with fewer riders. By reallocating resources to productive services, ridership and passenger revenue will increase easing financial constraints that inhibit growth.

The campaign was adopted in response to three consecutive years of declining passenger ridership and revenue. The decline was caused by a national trend in stagnate transit growth, fairly moderate motor fuel prices, an increase in automobile ownership by low income residents in Southern California, and increasing competition from the private sector that has resulted in more choices being made available to local transit passengers.

Rethink Transit has led to a Transit Redesign that includes realigning or partially replacing existing services that consistently exhibited low productivity. Other services may be replaced in the future by alternative mobility formats such as vanpools, or demand response, shared ride services that use smaller, flexible vehicles that are suited for less densely populated areas. More productive services will be improved by faster running times and more frequencies that will encourage wider use of those services.

HDR is facilitating a study for SunLine Transit Redesign and Network Analysis that will evaluate the current schedule modifications and make recommendations for longer term sustainability. The study will also consider unmet transit needs, and make recommendations for growth during the next 10 years. Further, the study will review fares and recommend adjustments. HDR will produce the study by the end of 2018. HDR is a national transportation firm that will employ comparisons of other transit properties of comparable size to SunLine to determine best practices for future growth.

TransLoc will perform a micro-transit simulation that will enable SunLine to launch a pilot program for share ride services in areas of light density where traditional transit applications have demonstrated low productivity.

### RECENT SERVICE CHANGES

SunLine implemented the first phase of Rethink Transit in January 2018 by making the following revisions to SunBus schedules:

- Interlining - continue to increase operational efficiencies by interlining routes such as Line 14 and 30 for weekday service.
- Line 20 Express - extends service from I-10 to Cook, Fred Waring to Town Center and removed service along Monterey between I-10 to Fred Waring. The Express Service operates only during peak hours on weekdays.

- Line 21 - new route that serves Town Center, Fred Waring, and Cook to Gerald Ford with limited service between 11:00 a.m. and 4:00 p.m. on weekdays only.
- Line 53 - replaced with Line 20 to absorb part of the line, and maintain mid-day service by implementing Line 21. Ended weekday/weekend service on Line 53 due to low ridership.
- Line 80 - realigned to include service on Calhoun, Dr. Carreon, Van Buren and Avenue 48 in Indio. Removed service on Jackson and Dr. Carreon between Calhoun and Jackson.
- Line 90 - commenced service at 5<sup>th</sup>/Vine in Coachella. Removed service from Jackson, Hwy 111/Flower and Calhoun in Indio. Removed service from Ave. 52, Van Buren and to Ave. 51 loop with frequency every 60 minutes.
- Line 91 - commenced service at 5<sup>th</sup>/Vine in Coachella. Remove service from Hwy 111/Flower to 5<sup>th</sup>/Vine on Hwy 111, Indio Blvd., Van Buren, Ave. 49, Frederick, and Ave. 50 for both eastbound and westbound directions.
- Line 111 - increased frequency from 40 to 30 minutes before 6:00 a.m. and every 20 minutes past 6:00 a.m. for early morning weekday service.
- Absorbed unproductive afternoon trippers on Lines 14, 30 and 111 by regularly scheduled services.

The May 2018 Service Change continued revision of fixed route schedules to maximize efficiencies and introduce service improvements.

- Line 80 – Improved frequency from every 60 to every 30 minutes, and realigned the route to provide service closer to the Walmart Shopping Center in North Indio.
- Line 111 – improved running times.

## PLANNED SERVICE CHANGES AND IMPLEMENTATION

The strength of SunLine’s network lies in its frequent, regional trunk routes. Lines 14, 30, and 111 together account for 64% of all daily boardings. Improving these services will increase farebox revenue on the entire network. Rethink Transit will incorporate improvements, initially to Line 111 with other enhancements to follow. Future planned service changes include:

- Realign Line 15 with service modifications to Desert Edge.
- Replace Line 95 with a new Line 96 with a demand response micro transit service.
- Introduce Quick Bus, a limited stop service to reduce running time on Line 111.
- Add more frequency on Lines 14, 30 and 111.
- Evaluate service span of lines to create efficiencies.
- Collaborate with other service providers to create more regional mobility, such as service from the Coachella Valley to San Bernardino.

- Consideration is being made in the possibility of replacing the Palm Springs BUZZ with transit service.
- Potential realignment of Lines 111 and 70 to serve the Coachella Valley Music and Arts Festival, Stagecoach Festival and BNP Paribas Open respectively.
- Staff will continue monitoring existing routes applying service warrants to evaluate route performance. In addition to concentrating on modifying and adjusting existing routes, the review of underperforming routes will continue to determine if segment realignment, trip modifications or discontinuation of service should be considered due to low productivity.
- Introduction of micro-transit in lightly populated areas where traditional transit is not appropriate, for example, to replace Line 95 with smaller, more flexible vehicles with demand response services. Consideration is also being given with respect to micro-transit fulfilling first mile, last mile demand in the service area of Lines 20 and 21.
- A veteran based service is in the early stages of planning. This service will be provided as an option to veterans who are seeking transportation for medical treatment.
- Realignment of Lines 90, 91, 95 and 111 to serve the future Coachella Transit Hub facility.

#### MODIFICATIONS TO PARATRANSIT SERVICE

The provision of ADA services remains a challenge because it is costly. Efforts to mitigate the increasing expenses in demand-responsive service include revisions to the paratransit eligibility/certification process and continuing to monitor late cancellations and no-shows, which improves the availability of appointment time slots and makes SunDial service more efficient for customers. SunDial staff periodically measure (monthly) the system-wide average rate for that month to determine whether a particular customer has excessive late cancellations or no-shows. The Agency then considers the customer's overall frequency of use and evaluates whether there is "a pattern of abuse" relative to how often that customer travels with SunDial.

SunDial is moving forward with the paratransit eligibility/certification process to implement in-person interviews to ensure paratransit riders qualify for the service. MTM, Inc. has been contracted as the consulting firm to help reform the current processes. They are evaluating the Agency's current procedures and will be making recommendations to help implement changes. SunLine also plans to implement new technology in the near future to facilitate on-line scheduling and cancelling of paratransit reservations. The new technology will provide a reminder call the day before to encourage cancelling when plans change and will also provide customers with notification 5 minutes prior to passenger pickup.

#### MARKETING PLANS AND PROMOTION

Marketing is an essential element of a cost-effective public transit service. A focused marketing effort using a modest budget is key in ensuring that the substantial public

resources used by a transit service are well utilized. SunLine will increase marketing in order to expand ridership through a cost-effective strategy using local media:

- *Enhance Ease of Use* - pursued through a combination of streamlined routing and schedules, an improved passenger information program and a system-wide signage program.
- *Increase Awareness and Enhance Image of SunLine Transit Agency* - will include strategies to increase overall visibility of the transit network and to make potential riders more aware of what services are available and how to access them.
- *Transit User Group Presentations* – staff will continue to make personal presentations to local transit user groups, such as senior centers, disabled groups, schools, and civic groups and to educate about the destinations available through the service.
- *Expanded Pass Outlets* - expanding the number of outlets to ease the ability of users to purchase monthly passes.
- *Implement Strategic Marketing Plan* - SunLine proposes developing a marketing plan with long-range marketing goals and implementation strategies to assist with retaining and attracting customers.

SunLine will continue to provide an Internet webpage that includes rider information, links to other cities, current schedules and routes, and bus stop locations. This marketing tool is updated as changes to the system are implemented.

SunLine continues to follow its robust marketing and outreach campaign. Throughout FY 2018/2019 the Marketing and Planning teams will join community service events, seminars and conventions to spread the positive impact local transit service has in the Coachella Valley.

The marketing efforts shall be conducted to ensure that all service area residents are aware of SunLine services. Targeted marketing efforts shall be conducted for high potential groups, including elderly, disabled, and low-income residents.

#### **BUDGET IMPACTS ON PROPOSED CHANGES**

Due to funding shortfalls and current economic conditions in the state of California and at the federal level, staff is currently scoping a planning study to evaluate service efficiencies and modifications to be implemented in January 2018.

Existing funded projects are listed in Chapter 1, System Overview. Proposed service improvements without identified funding may be implemented as new funding opportunities become available.

## CHAPTER 4: FINANCIAL AND CAPITAL PLANS

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### OPERATING AND CAPITAL BUDGET

In FY 2018/2019, SunLine plans to have an operating budget of \$38,900,991 and a capital project budget of \$6,053,623. The operating budget will absorb cost increases in wages and benefits, some new operating and administrative staff positions, as well as other direct costs increases associated with operating service.

SunLine utilizes funding from various sources to operate its fixed route and paratransit services. Additional revenue opportunities are pursued in order to reduce subsidy levels. These additional revenue sources include SunLine's bus and shelter advertising, sales of emission credits, outside CNG fuel sales revenue, taxi voucher sales and funding from two jurisdictions for bus shelter maintenance.

### FUNDING PLANS TO SUPPORT PROPOSED OPERATING AND CAPITAL PROGRAM

For FY 2018/2019, funding plans for the proposed operating and capital programs are as follows:

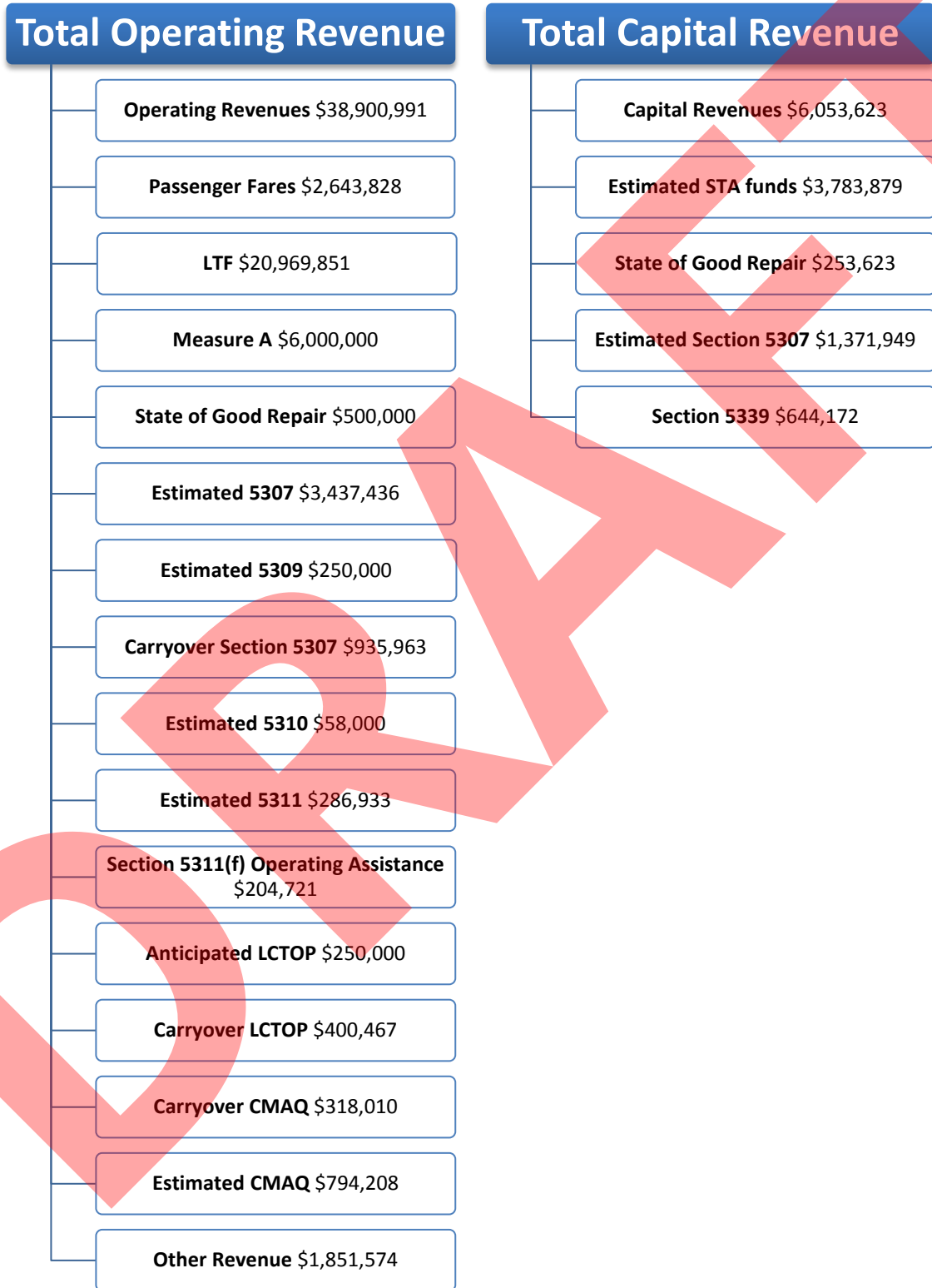
Funding sources for the proposed operating budget includes FTA Section 5307 (Urban), 5311 (Rural), 5310 (Elderly and Disabled), Congestion Mitigation and Air Quality (CMAQ), and Low Carbon Operating Program (LCTOP) funds apportioned by the California Department of Transportation (Caltrans), State Local Transportation Funds (LTF), Local Measure A funding, farebox revenue and other revenue for operating assistance.

Funding sources for capital projects include funds from FTA's Congestion Mitigation and Air Quality Improvement Program (CMAQ), Section 5307, Section 5339, State Transit Assistance (STA), State of Good Repair Funds, and LTF.

## OPERATING BUDGET

The estimated FY 2018/2019 operating and capital budget of \$44,954,614 outlined in Table 4, is funded by:

**FIGURE 4.1 OPERATING AND CAPITAL BUDGET**





## REGULATORY AND COMPLIANCE REQUIREMENTS

### *Americans with Disability Act*

SunLine complies with the guidelines set forth by the Americans with Disability Act (ADA) by providing a 100% accessible revenue service fleet for fixed route transit services and ADA paratransit service vans. Supervisor vans are also equipped with wheelchair lifts. As funding becomes available, the agency continues to provide bus stop improvements to ensure accessibility. Staff also coordinates with developers and contractors regarding construction projects to include bus stop improvements when the opportunity exists.

### *Disadvantaged Business Enterprise*

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal was revised and submitted to FTA in July 2015. The DBE semiannual reports are kept current, with the most recent DBE report submitted in December 2016. The next DBE report will be submitted in June 2018.

### *Equal Employment Opportunity*

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-1 report annually to the U.S. Equal Employment Opportunity Commission (EEOC) as well as its EEO/Affirmative Action Program every four years or as major changes occur in the workforce or employment conditions to the FTA. The most recent EEO-1 report was submitted to the EEOC and certified in September 2016. The most recent EEO/Affirmative Action Program was revised and submitted to the FTA in FY 2015/2016.

### *Title VI*

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine's Title VI Report was updated in FY 2016/2017 for use in the FY 2017/2018 to FY 2019/2020 period. The report is scheduled for update, submission and approval by October 1, 2019.

### *Transportation Development Act*

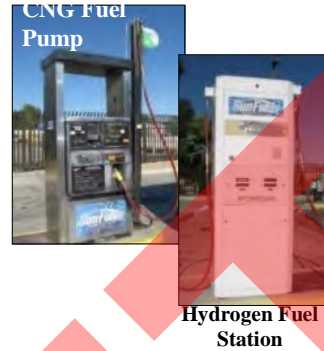
Transportation Development Act (TDA) provides two major sources of funding for public transportation: The Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). RCTC commissioned Pacific Management Consulting to conduct the Triennial Performance Audit as required by Transportation Development Act (TDA) and SunLine's findings are referenced in Table 6.

### *Federal Transit Administration Triennial Audit*

In accordance with regulations, SunLine Transit Agency completed a Federal Transit Administration Triennial Audit site visit in March 2016. The Triennial Review focused on SunLine's compliance in 17 areas. SunLine had no repeat deficiencies from the 2013 Triennial Review. SunLine met FTA requirements in fourteen (14) areas. Deficiencies were found in three (3) areas; Technical Capacity, Maintenance and Procurement.

The Audit recommends:

- 1) SunLine Transit Agency's overall Technical Capacity and Office Procedures be improved to provide required information in progress reports.
- 2) Maintenance Department facility preventative maintenance checks be improved to meet an 80 percent minimum target.
- 3) Procurement Department pre-award and post-delivery processes be improved.



#### *National Transit Database*

To keep track of the industry and provide public information and statistics as it continues to grow, FTA's National Transit Database (NTD) records the financial, operating and asset condition of transit systems. Staff are currently finalizing FY 2016/2017 NTD Section sampling. SunLine continues to perform parallel sampling using manual samples and Automatic Passenger Counter (APC) data in order to verify and gain approval to use APC data in future reporting.

#### *Alternative Fuel Vehicles*

SunLine conforms to RCTC's Alternative Fuel Policy with all vehicles in the fleet using CNG, electric or hydrogen fuel. The current active fleet consists of fifty-eight (58) 40-foot CNG buses, five (5) 40-foot Hydrogen Fuel Cell buses, ten (10) 32-foot CNG buses, three (3) 40-foot Electric buses, thirty-seven (37) 22-foot paratransit vans, and forty-five (45) total non-revenue CNG and electric vehicles, including general support cars and trucks as well as facility-specific golf carts and forklifts.

# FY 2018/2019 SRTP TABLES

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**TABLE 1  
FLEET INVENTORY – FIXED ROUTE**

**Table 1 - Fleet Inventory**  
FY 2018/19 Short Range Transit Plan  
SunLine Transit Agency

Bus (Motorbus) / Directly Operated													
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2017/18	# of Contingency Vehicles FY 2017/18	Life to Date Vehicle Miles Prior Year End FY 2016/17	Life to Date Vehicle Miles through March FY 2017/18	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2017/18		
2014	BYD	K9	35	2	40	EB	2	0	50,094	125,007	62,503		
2015	BYD	K9	35	1	40	EB	1	0	15,543	66,408	66,408		
2012	EDN	AXCESS	37	1	40	OR	1	0	116,987	154,444	154,444		
2014	EDN	AXCESS	37	3	40	OR	3	0	131,121	299,469	99,823		
2017	EDN	AXCESS	37	1	40	OR	1	0		2,039	2,039		
2009	EDN	EZRider32'	29	10	32	CN	10	0	2,403,059	3,082,385	308,238		
2008	NFA	LF 40'	39	1	40	OR	1	0	92,785	92,785	92,785		
2008	NFA	LF 40'	39	20	40	CN	16	4	8,414,667	10,503,925	656,495		
2008	NFA	LF 40'	39	21	40	CN	21	0	8,730,823	10,815,692	515,032		
2016	NFA	LF 40'	39	6	40	CN	6	0	0	495,953	82,658		
2005	OBI	ORION V40'	44	15	40	CN	15	0	6,116,925	7,202,738	480,182		
<b>Totals:</b>				81			77	4	26,074,004	32,840,845	426,504		

**TABLE 1  
FLEET INVENTORY – DEMAND RESPONSE**

**Table 1 - Fleet Inventory**  
FY 2018/19 Short Range Transit Plan  
SunLine Transit Agency

Demand Response / Directly Operated												
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2017/18	# of Contingency Vehicles FY 2017/18	Life to Date Vehicle Miles Prior Year End FY 2016/17	Life to Date Vehicle Miles through March FY 2017/18	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2017/18	
2013	EDN	AEROTECH	12	14	22	CN	14	0	1,881,433	2,613,797	186,699	
2015	EDN	AEROTECH	12	8	22	CN	8	0	301,201	878,651	109,831	
2016	EDN	AEROTECH	12	15	22	CN	15	0	0	789,247	52,616	
<b>Totals:</b>							<b>37</b>	<b>0</b>	<b>2,182,634</b>	<b>4,281,695</b>	<b>115,721</b>	

**TABLE 2  
SRTP SERVICE SUMMARY – ALL ROUTES (SYSTEM TOTALS)**

*Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
FY 2018/19 Short Range Transit Plan  
All Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			92		99
<b>Financial Data</b>					
Total Operating Expenses	\$31,617,862	\$32,877,347	\$34,080,025	\$24,311,347	\$36,900,992
Total Passenger Fare Revenue	\$7,129,667	\$6,706,373	\$6,088,898	\$4,174,555	\$6,822,436
Net Operating Expenses (Subsidies)	\$24,488,195	\$26,170,974	\$28,791,127	\$20,136,791	\$32,078,556
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,522,990	4,316,269	4,178,161	3,106,868	3,877,830
Passenger Miles	33,051,673	30,441,739	29,247,333	22,760,733	27,124,789
Total Actual Vehicle Revenue Hours (a)	295,706.0	307,316.2	314,272.0	228,764.8	299,255.0
Total Actual Vehicle Revenue Miles (b)	4,362,448.6	4,498,671.0	4,501,382.0	3,506,749.7	4,426,269.0
Total Actual Vehicle Miles	4,824,009.7	5,111,465.3	5,120,834.0	4,147,121.1	5,080,898.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$106.92	\$106.98	\$110.99	\$106.27	\$129.99
Farebox Recovery Ratio	22.55%	20.40%	17.45%	17.17%	17.53%
Subsidy per Passenger	\$5.41	\$6.06	\$6.89	\$6.48	\$8.27
Subsidy per Passenger Mile	\$0.74	\$0.86	\$0.98	\$0.88	\$1.18
Subsidy per Revenue Hour (a)	\$82.81	\$85.16	\$91.61	\$88.02	\$107.19
Subsidy per Revenue Mile (b)	\$5.61	\$5.82	\$6.40	\$5.74	\$7.25
Passenger per Revenue Hour (a)	15.3	14.0	13.3	13.6	13.0
Passenger per Revenue Mile (b)	1.04	0.96	0.93	0.89	0.88

(a) Train Hours for Rail Modes. (b) Car Miles for Rail Modes.

**TABLE 2  
SRTP SERVICE SUMMARY – NON-EXCLUDED ROUTES**

*Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
FY 2018/19 Short Range Transit Plan  
Non-Excluded Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			90		95
<b>Financial Data</b>					
Total Operating Expenses	\$30,082,006	\$29,998,149	\$34,230,707	\$24,311,347	\$37,855,967
Total Passenger Fare Revenue	\$6,927,037	\$6,358,373	\$5,977,461	\$4,174,555	\$6,637,193
Net Operating Expenses (Subsidies)	\$23,154,968	\$23,639,776	\$28,253,226	\$20,136,791	\$31,218,774
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,387,603	4,056,924	4,152,461	3,106,868	3,837,300
Passenger Miles	32,119,783	28,631,002	29,072,830	22,760,733	26,849,590
Total Actual Vehicle Revenue Hours (a)	282,603.1	281,969.6	311,848.0	228,764.8	294,256.0
Total Actual Vehicle Revenue Miles (b)	4,116,326.3	4,024,092.4	4,436,305.0	3,506,749.7	4,321,403.0
Total Actual Vehicle Miles	4,557,720.5	4,591,305.1	5,033,433.0	4,147,121.1	4,955,610.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$106.45	\$106.39	\$109.77	\$106.27	\$128.65
Farebox Recovery Ratio	23.03%	21.20%	17.46%	17.17%	17.53%
Subsidy per Passenger	\$5.28	\$5.83	\$6.80	\$6.98	\$8.14
Subsidy per Passenger Mile	\$0.72	\$0.83	\$0.97	\$0.88	\$1.16
Subsidy per Revenue Hour (a)	\$81.93	\$83.84	\$90.60	\$88.02	\$106.09
Subsidy per Revenue Mile (b)	\$5.63	\$5.87	\$6.37	\$5.74	\$7.22
Passenger per Revenue Hour (a)	15.5	14.4	13.3	13.6	13.0
Passenger per Revenue Mile (b)	1.07	1.01	0.94	0.89	0.89

(a) Train Hours for Rail Modes. (b) Car Miles for Rail Modes.

**TABLE 2**  
**SRTP SERVICE SUMMARY – EXCLUDED ROUTES**

*Table 2 -- SunLine Transit Agency -- SRTP Service Summary*  
**FY 2018/19 Short Range Transit Plan**  
**Excluded Routes**

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			2		4
<b>Financial Data</b>					
Total Operating Expenses	\$1,535,856	\$2,879,198	\$649,318		\$1,045,025
Total Passenger Fare Revenue	\$202,630	\$347,999	\$111,417		\$185,243
Net Operating Expenses (Subsidies)	\$1,333,227	\$2,531,198	\$537,901		\$859,782
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	135,387	259,345	25,700		40,530
Passenger Miles	931,890	1,810,737	174,503		275,199
Total Actual Vehicle Revenue Hours (a)	13,102.9	25,346.5	2,424.0		4,999.0
Total Actual Vehicle Revenue Miles (b)	246,122.3	474,578.6	65,077.0		104,866.0
Total Actual Vehicle Miles	266,289.2	520,160.2	87,401.0		125,288.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$117.22	\$113.59	\$267.87		\$209.05
Farebox Recovery Ratio	13.19%	12.09%	17.15%		17.72%
Subsidy per Passenger	\$9.85	\$9.76	\$20.93		\$21.21
Subsidy per Passenger Mile	\$1.43	\$1.40	\$3.08		\$3.12
Subsidy per Revenue Hour (a)	\$101.75	\$99.86	\$221.91		\$171.99
Subsidy per Revenue Mile (b)	\$5.42	\$5.33	\$8.27		\$8.20
Passenger per Revenue Hour (a)	10.3	10.2	10.6		8.1
Passenger per Revenue Mile (b)	0.55	0.55	0.39		0.39

(a) Train Hours for Rail Modes. (b) Car Miles for Rail Modes.



**TABLE 2  
SRTP SERVICE SUMMARY – PARATRANSIT**

*Table 2 -- SunLine-DAR -- SRTP Service Summary  
FY 2018/19 Short Range Transit Plan  
All Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			31		31
<b>Financial Data</b>					
Total Operating Expenses	\$5,563,104	\$5,033,092	\$6,023,467	\$4,243,095	\$6,399,605
Total Passenger Fare Revenue	\$705,650	\$604,961	\$1,031,346	\$436,403	\$1,095,746
Net Operating Expenses (Subsidies)	\$4,857,454	\$5,148,131	\$4,992,141	\$3,807,492	\$5,303,859
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	164,024	164,802	174,825	117,714	158,232
Passenger Miles	1,958,885	1,942,532	2,064,683	1,385,163	1,868,720
Total Actual Vehicle Revenue Hours (a)	69,686.7	68,941.9	68,869.0	50,058.0	67,249.0
Total Actual Vehicle Revenue Miles (b)	1,087,619.0	1,031,486.4	1,050,371.0	743,540.1	991,670.0
Total Actual Vehicle Miles	1,179,760.0	1,218,373.1	1,236,631.0	884,521.0	1,184,308.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$79.83	\$84.61	\$87.46	\$84.78	\$95.16
Farebox Recovery Ratio	12.68%	11.74%	17.12%	10.28%	17.12%
Subsidy per Passenger	\$29.61	\$31.24	\$28.56	\$32.35	\$33.52
Subsidy per Passenger Mile	\$2.48	\$2.65	\$2.42	\$2.75	\$2.84
Subsidy per Revenue Hour (a)	\$69.70	\$74.67	\$72.49	\$76.06	\$78.87
Subsidy per Revenue Mile (b)	\$4.47	\$4.89	\$4.75	\$5.12	\$5.35
Passenger per Revenue Hour (a)	2.4	2.4	2.5	2.4	2.4
Passenger per Revenue Mile (b)	0.15	0.16	0.17	0.16	0.16

(a) Train Hours for Rail Modes. (b) Car Miles for Rail Modes.

**TABLE 2  
SERVICE SUMMARY – SUNBUS**

*Table 2 -- SunLine-BUS -- SRTP Service Summary  
FY 2018/19 Short Range Transit Plan  
All Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			61		66
<b>Financial Data</b>					
Total Operating Expenses	\$26,054,758	\$27,044,255	\$28,656,538	\$30,067,451	\$32,501,387
Total Passenger Fare Revenue	\$6,424,017	\$6,021,412	\$5,057,552	\$3,738,152	\$5,726,690
Net Operating Expenses (Subsidies)	\$19,630,741	\$21,022,843	\$23,798,986	\$16,329,299	\$26,774,697
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,358,966	4,151,467	4,003,336	2,976,371	3,719,598
Passenger Miles	31,092,789	28,499,206	27,182,650	20,408,472	25,256,069
Total Actual Vehicle Revenue Hours (a)	226,019.3	238,374.3	245,403.0	175,584.6	232,006.0
Total Actual Vehicle Revenue Miles (b)	3,274,829.6	3,467,184.6	3,451,011.0	2,567,850.4	3,434,599.0
Total Actual Vehicle Miles	3,644,249.7	3,893,092.1	3,894,203.0	2,871,881.7	3,896,590.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$115.28	\$113.45	\$117.59	\$114.29	\$140.09
Farebox Recovery Ratio	24.66%	22.27%	17.52%	18.63%	17.61%
Subsidy per Passenger	\$4.50	\$5.06	\$5.94	\$5.49	\$7.20
Subsidy per Passenger Mile	\$0.63	\$0.74	\$0.88	\$0.80	\$1.06
Subsidy per Revenue Hour (a)	\$86.85	\$88.19	\$96.98	\$93.00	\$115.41
Subsidy per Revenue Mile (b)	\$5.99	\$6.06	\$6.90	\$6.36	\$7.80
Passenger per Revenue Hour (a)	19.3	17.4	16.3	17.0	16.0
Passenger per Revenue Mile (b)	1.33	1.20	1.16	1.16	1.08

(a) Train Hours for Rail Modes. (b) Car Miles for Rail Modes.

**TABLE 2A  
SRTP SUMMARY OF ROUTES TO BE EXCLUDED IN FY 2017/2018**

Route #	Mode	Service Type	Route Description	Date of Implementation	Route Exemption End Date
Line 20 Express	Fixed Route	Directly Operated	Desert Hot Springs – Palm Desert	January 2016	December 2019
Line 21	Fixed Route	Directly Operated	Palm Desert	January 2018	December 2020
Line 111 Express	Fixed Route	Directly Operated	Palm Springs – Coachella	January 2019	December 2022

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**TABLE 3  
SRTP ROUTE STATISTICS – ALL ROUTES**

**Table 3 - SRTP Route Statistics**  
SunLine Transit Agency -- B  
FY 2018/19  
All Routes

Route #	Day Type	Peak Vehicles	Data Elements										Net Subsidy
			Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Net Subsidy		
50N-111	All Days	23	1,337,877	9,381,488	73,354.0	88,326.0	1,097,899.0	1,294,197.0	\$18,794,873	\$1,150,119	\$16,644,757		
50N-14	All Days	7	617,274	4,191,230	28,953.0	30,277.0	403,588.0	491,846.0	\$4,100,809	\$491,707	\$3,609,102		
50N-15	All Days	1	113,717	772,178	5,482.0	5,779.0	87,413.0	97,361.0	\$832,085	\$129,914	\$702,171		
50N-20	All Days	2	36,800	232,615	3,564.0	4,072.0	44,874.0	49,794.0	\$432,295	\$142,814	\$289,481		
50N-21	All Days	2	9,600	65,104	1,435.0	1,671.0	19,981.0	25,504.0	\$212,730	\$42,409	\$170,321		
50N-220	All Days	2	12,713	86,521	3,797.0	4,237.0	112,879.0	123,809.0	\$1,024,347	\$183,359	\$840,988		
50N-24	All Days	4	151,951	1,011,797	13,076.0	14,529.0	140,616.0	174,530.0	\$1,455,921	\$291,104	\$1,164,817		
50N-30	All Days	5	593,793	3,883,934	25,356.0	26,351.0	274,423.0	295,021.0	\$3,465,772	\$493,154	\$2,972,618		
50N-32	All Days	3	229,683	1,530,348	16,725.0	17,712.0	279,811.0	300,352.0	\$2,585,252	\$351,482	\$2,233,770		
50N-54	All Days	2	63,790	430,418	6,711.0	6,744.0	113,426.0	117,533.0	\$947,145	\$188,246	\$758,899		
50N-70	All Days	3	129,669	940,711	8,941.0	10,445.0	131,688.0	146,366.0	\$1,212,495	\$202,213	\$1,010,282		
50N-80	All Days	3	128,738	831,797	8,228.0	9,313.0	107,444.0	120,117.0	\$1,026,041	\$201,212	\$824,829		
50N-81	All Days	4	87,158	591,762	5,753.0	6,233.0	55,260.0	61,594.0	\$572,035	\$114,412	\$457,623		
50N-90	All Days	1	38,127	248,302	6,012.0	6,741.0	72,891.0	79,108.0	\$654,642	\$118,827	\$535,815		
50N-91	All Days	2	141,818	962,944	16,919.0	17,941.0	307,958.0	341,382.0	\$2,852,296	\$349,490	\$2,502,806		
50N-95	All Days	1	28,340	192,449	6,219.0	6,796.0	114,936.0	126,171.0	\$1,052,434	\$125,861	\$926,573		
50N-24E	All Days	31	158,332	1,068,720	67,244.0	70,643.0	991,070.0	1,104,202.0	\$8,299,651	\$1,095,744	\$7,203,907		
<b>Service Provider Totals</b>		<b>99</b>	<b>3,077,800</b>	<b>27,154,789</b>	<b>296,155.0</b>	<b>308,119.0</b>	<b>4,626,269.0</b>	<b>5,080,066.0</b>	<b>\$38,990,362</b>	<b>\$6,822,408</b>	<b>\$32,167,956</b>		

**TABLE 3A  
INDIVIDUAL ROUTE DESCRIPTIONS**

Route	Route Classification	Major Destinations	Cities/Communities Served	Connections
14	Trunk	Shopping, Schools, DMV, Employment Center, Library, Senior Center	Desert Hot Springs and Palm Springs	15, 20, 24, 30 & 111
15	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	14
20	Local	Shopping, Senior Center, Library, Community Center, Schools	Desert Hot Springs, Rancho Mirage, Palm Desert	14, 15, 32, 54, 111, Link 220 & Amtrak
21	Local	Shopping, Medical, Library, City Hall, School, College, and Mall	Desert Hot Springs, Palm Desert	14, 15, 32, 54, & 111
24	Local	Shopping, Medical, Library, Social Services, Theaters	Palm Springs	14, 30, 32, 111 & MBTA
30	Trunk	Shopping, Schools, Medical, Library, Senior Center, Airport, Court House, Social Security, Theaters, and Public Social Services	Palm Springs and Cathedral City	14, 24, 32, 111 & MBTA
32	Local	Shopping, School, College, Medical, Theaters, Mall and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	20, 24, 30, 54, 111, Link 220 & Amtrak
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	20, 32, 111, Link 220 & Amtrak
70	Local	Shopping, Schools, Theaters and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	111 & Amtrak
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, Hospital	Indio	54, 81, 90, 91 & 111
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 90, 91, 111 & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	54, 80, 81, 91 & 111
91	Local	Shopping, College, Schools, Community Center, and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90 & 111
95	Local	Shopping, College, Community Center, Medical and Schools	Indio, Coachella, Mecca and North Shore	90, 91 & 111
111	Trunk	Hospital, Medical, Shopping, College, Mall and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio	14, 24, 20, 21, 30, 32, 54, 70, 80, 81, 90 & 91, 111, Amtrak & MBTA
220	Market-Based	Mall, College, Shopping and University	Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside	20, 32, 54, 111, Metrolink, Pass Transit, RTA & Greyhound

**TABLE 4  
SUMMARY OF FUNDS FOR FY 2018/2019**

16-May-18

Table 4 - Summary of Funding Request for FY 2018/19

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	State of Good Repair	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5309 Springs	Section 5310	Section 5311	Section 5311(f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	Other Revenue	Farebox	
																		Section 5307 Indio/Cathedral City Palm Springs
<b>OPERATING</b>																		
Operating Assistance	\$86,201,539	\$935,963	\$20,887,805			\$6,000,000	\$3,497,496	\$985,963	\$250,000	\$266,933			\$250,000			\$1,785,574	\$2,663,828	
Tax Voucher	\$232,000	\$0	\$39,000					\$39,000								\$116,000		
Commuter Link 220	\$295,170	\$0	\$91,449							\$204,721								
Unplanned Maintenance Software	\$26,000	\$0														\$26,000		
Vanpool Program	\$57,315	\$318,011	\$39,305										\$400,467	\$318,011				
Line 80, 81, 85	\$400,467	\$400,467			\$500,000									\$400,467				
Preventative Maintenance Revenue Vehicles	\$530,000	\$0			\$500,000										\$436,101			
Quick Bus	\$490,000	\$0	\$53,900												\$38,000			
Quick Bus	\$490,000	\$0	\$53,900												\$38,000			
Sunbide Ride Share and Desert Recreation District Rec Route	\$397,300	\$0	\$39,392												\$436,101			
<b>Sub-total Operating</b>	<b>\$88,900,991</b>	<b>\$1,654,440</b>	<b>\$20,999,851</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$6,000,000</b>	<b>\$3,497,496</b>	<b>\$985,963</b>	<b>\$250,000</b>	<b>\$266,933</b>	<b>\$204,721</b>	<b>\$0</b>	<b>\$250,000</b>	<b>\$400,467</b>	<b>\$318,011</b>	<b>\$794,208</b>	<b>\$1,883,574</b>	<b>\$2,663,828</b>
<b>CAPITAL</b>																		
	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	State of Good Repair	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5309 Springs	Section 5310	Section 5311	Section 5311(f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	Other Revenue	Farebox	
Replacement Fixed Route Buses (3)	\$2,100,000	\$0		\$420,000			\$1,085,828					\$644,172						
Transit Enhancements	\$200,000	\$0		\$143,879			\$56,121											
Information Technology (IT) Projects	\$350,000	\$0		\$70,000			\$280,000											
Expansion of Inventory Warehouse	\$200,000	\$0		\$200,000														
Radio System Replacement	\$1,000,000	\$0		\$1,000,000														
Replacement of Paratransit Vans (10)	\$1,350,000	\$0		\$1,350,000														
Roof Repair Division 1 and 2	\$125,000	\$0			\$125,000													
Maintenance Tools and Equipment	\$90,000	\$0			\$90,000													
Install Electric Charger for Buses - Division 2	\$78,623	\$0			\$78,623													
Bus Simulator (2)	\$600,000	\$0		\$600,000														
<b>Sub-total Capital</b>	<b>\$6,053,623</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,783,879</b>	<b>\$25,623</b>	<b>\$6,000,000</b>	<b>\$1,971,949</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$644,172</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$94,954,614</b>	<b>\$1,654,440</b>	<b>\$20,999,851</b>	<b>\$3,783,879</b>	<b>\$75,623</b>	<b>\$6,000,000</b>	<b>\$4,469,445</b>	<b>\$985,963</b>	<b>\$250,000</b>	<b>\$266,933</b>	<b>\$204,721</b>	<b>\$644,172</b>	<b>\$250,000</b>	<b>\$400,467</b>	<b>\$318,011</b>	<b>\$794,208</b>	<b>\$1,883,574</b>	<b>\$2,663,828</b>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-01]**

PROJECT NUMBER	S RTP Project No: SL-19-01		
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (3)		
PROJECT DESCRIPTION	Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of three (3) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$420,000
	Section 5307	2019	\$1,035,828
	Section 5339	2019	\$644,172
Total		\$2,100,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-02]**

PROJECT NUMBER	SRTP Project No:		SL-19-02	
	FTIP No:			
PROJECT NAME	Transit Enhancements			
PROJECT DESCRIPTION	The enhancements of bus stop systems to improve access for all customers through modernization of bus shelters, benches, kiosks, signage, and lighting to enhance security and safety.			
PROJECT JUSTIFICATION	The enhancement of transit facilities promotes safety and security for people throughout the Coachella Valley.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2018		June 2021	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2019	\$143,879
	5307		2019	\$56,121
Total			\$200,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	



**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-03]**

PROJECT NUMBER	SRTP Project No:		SL-19-03	
	FTIP No:			
PROJECT NAME	Information Technology (IT) Projects			
PROJECT DESCRIPTION	The project supports the purchase of the Agency's need for software, network infrastructure, computing resources, and business analytics.			
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2018		June 2021	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2019	\$70,000
	Section 5307		2019	\$280,000
Total			\$350,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-04]**

PROJECT NUMBER	SRTP Project No:		SL-19-04
	FTIP No:		
PROJECT NAME	Expansion of Inventory Warehouse		
PROJECT DESCRIPTION	This project will be for the construction/expansion of the inventory warehouse.		
PROJECT JUSTIFICATION	As the Agency grows its fleet, additional parts are required to properly prepare for both preventative maintenance and unforeseen repairs. Additional storage space is needed to stock parts for both current and incoming vehicles.		
PROJECT SCHEDULE	Start Date		Completion Date
	July 2018		June 2021
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year
	STA		2019
Total			\$200,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-05]**

PROJECT NUMBER	S RTP Project No:	SL-19-05	
	FTIP No:		
PROJECT NAME	Radio System Replacement		
PROJECT DESCRIPTION	The project purchases Voice over Internet Protocol (VoIP) radio system to replace current system. The new system will have the ability to monitor VoIP calls between the dispatch center, mobile workforce and revenue vehicles.		
PROJECT JUSTIFICATION	SunLine’s current radio system has met its useful life and is no longer a supported system, making repair parts difficult to purchase. Replacing this system with newer technology will enhance our communication.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$1,000,000
Total			\$1,000,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-06]**

PROJECT NUMBER	S RTP Project No: SL-19-06		
	FTIP No:		
PROJECT NAME	Replacement of Paratransit Vans (10)		
PROJECT DESCRIPTION	Purchase of 10 vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$1,350,000
Total		\$1,350,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-07]**

PROJECT NUMBER	SRTP Project No: SL-19-07		
	FTIP No:		
PROJECT NAME	Roof Repair Division 1 and 2		
PROJECT DESCRIPTION	The project will allow SunLine to repair and improve roofing of existing buildings at Thousand Palms and Indio divisions.		
PROJECT JUSTIFICATION	The project will allow for continued safety and security of staff and the general public.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$125,000
Total		\$125,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-08]**

PROJECT NUMBER	SRTP Project No: SL-19-08		
	FTIP No:		
PROJECT NAME	Maintenance Tools and Equipment		
PROJECT DESCRIPTION	The project purchases major replacement tools, equipment and parts used in routine vehicle maintenance.		
PROJECT JUSTIFICATION	Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$50,000
Total		\$50,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-09]**

PROJECT NUMBER	S RTP Project No:	SL-19-09	
	FTIP No:		
PROJECT NAME	Install Electric Charger for Buses – Division 2		
PROJECT DESCRIPTION	Project will install electric charging stations at SunLine’s Indio division.		
PROJECT JUSTIFICATION	By installing charging stations at Division 2, the Agency will increase efficiency by cutting down deadhead time and increase productivity of daily bus operations.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$78,623
Total			\$78,623
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-10]**

PROJECT NUMBER	S RTP Project No: SL-19-10		
	FTIP No:		
PROJECT NAME	Bus Simulator (2)		
PROJECT DESCRIPTION	The project will purchase two (2) bus simulators to provide realistic scenario driver training.		
PROJECT JUSTIFICATION	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 SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$600,000
Total		\$600,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>



**TABLE 5.1  
SUMMARY OF FUNDS REQUESTED FOR FY 2018/2019**

18-May-18

Table 5.1 - Summary of Funding Request for FY 2019/20

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indo/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	CMAQ	CMAQ Carryover	Other Revenue	Farebox
<b>OPERATING</b>																
Operating Assistance	\$35,709,476	\$250,000	\$20,674,876		\$5,688,129	\$4,000,000		\$341,572			\$300,000	\$250,000			\$1,900,000	\$2,554,889
Taxi Voucher	\$93,335		\$23,334		\$23,334									\$478,062	\$46,667	
Vanpool Program	\$537,148	\$478,062	\$59,086											\$190,508		
Line 80, 81-95	\$238,135	\$190,508	\$47,627													
Commuter Link 220	\$250,000		\$50,000						\$200,000							
Quick-Bus	\$1,062,500		\$212,500										\$850,000			
<b>Sub-total Operating</b>	<b>\$37,890,593</b>	<b>\$918,570</b>	<b>\$21,067,423</b>	<b>\$0</b>	<b>\$5,688,129</b>	<b>\$4,000,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$300,000</b>	<b>\$250,000</b>	<b>\$850,000</b>	<b>\$668,570</b>	<b>\$1,946,667</b>	<b>\$2,554,889</b>
<b>CAPITAL</b>																
Replacement Fixed Route Buses (6)	\$4,032,000	\$0	\$2,532,000			\$1,000,000				\$500,000						
Information Technology (IT) Projects	\$350,000	\$0	\$350,000													
Replacement Paratransit Buses (4)	\$540,000	\$0	\$540,000													
Security Cameras Division II and Coachella Hub	\$150,000	\$0	\$150,000													
<b>Sub-total Capital</b>	<b>\$5,072,000</b>	<b>\$0</b>	<b>\$3,572,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$42,962,593</b>	<b>\$918,570</b>	<b>\$24,639,423</b>	<b>\$3,572,000</b>	<b>\$5,688,129</b>	<b>\$5,000,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$300,000</b>	<b>\$250,000</b>	<b>\$850,000</b>	<b>\$668,570</b>	<b>\$1,946,667</b>	<b>\$2,554,889</b>

**TABLE 5.1A  
CAPITAL PROJECT JUSTIFICATION FOR FY 2018/2019**

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-01]**

PROJECT NUMBER	S RTP Project No:	SL-20-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (6)		
PROJECT DESCRIPTION	Purchase of six (6) fixed route buses to replace existing CNG bus fleets that will reach their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of six (6) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$2,532,000
	Section 5307	2020	\$1,000,000
	Section 5339	2020	\$500,000
Total			\$4,032,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-02]**

PROJECT NUMBER	SRTP Project No: SL-20-02		
	FTIP No:		
PROJECT NAME	Information Technology (IT) Projects		
PROJECT DESCRIPTION	The project supports the purchase of the Agency's need for software, network infrastructure, computing resources, and business analytics.		
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$350,000
Total		\$350,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-03]**

PROJECT NUMBER	SRTP Project No:		SL-20-03
	FTIP No:		
PROJECT NAME	Replacement of Paratransit Vans (4)		
PROJECT DESCRIPTION	Purchase of four (4) vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of four (4) paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$540,000
Total			\$540,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-04]**

PROJECT NUMBER	S RTP Project No:	SL-20-04	
	FTIP No:		
PROJECT NAME	Security Cameras for Division II & Coachella Hub		
PROJECT DESCRIPTION	This project will purchase and install transit security cameras at the Indio division and Coachella Hub.		
PROJECT JUSTIFICATION	This project is required to provide safe and secure transit facilities for staff, passengers, and vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$150,000
Total			\$150,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2**  
**SUMMARY OF FUNDS REQUESTED FOR FY 2019/2020**

2-May-18

**TABLE 5.2**

Table 5.2 - Summary of Funding Request for FY 2020/21

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	CMAQ Carryover	Other Revenue	Farebox
<b>OPERATING</b>														
Operating Assistance	\$37,622,906		\$20,256,500		\$5,955,493	\$4,152,000		\$341,572			\$500,000		\$3,951,370	\$2,465,970
Taxi Voucher	\$89,334		\$23,334				\$23,334						\$46,667	
Vanpool Program	\$837,148	\$478,062	\$59,086									\$478,062		
Line 80, 81, 95	\$238,135	\$190,608	\$47,627									\$190,508		
Commuter Link 220	\$250,000		\$50,000					\$200,000						
<b>Sub-total Operating</b>	<b>\$38,741,523</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$0</b>	<b>\$5,955,493</b>	<b>\$4,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$3,998,037</b>	<b>\$2,465,970</b>
<b>CAPITAL</b>														
Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	CMAQ Carryover	Other Revenue	Farebox
Replacement Fixed Route Buses (3)	\$1,820,000			\$320,000		\$1,000,000				\$500,000				
Information Technology (IT) Projects	\$350,000			\$350,000										
Replacement Paratransit Buses (13)	\$1,755,000			\$1,755,000										
Upgrade Division I Fence - Secure Base	\$200,000			\$200,000										
<b>Sub-total Capital</b>	<b>\$4,125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,625,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$42,866,523</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$2,625,000</b>	<b>\$5,955,493</b>	<b>\$5,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$3,998,037</b>	<b>\$2,465,970</b>

**TABLE 5.2A  
CAPITAL PROJECT JUSTIFICATION FOR FY 2019/2020**

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-01]**

PROJECT NUMBER	S RTP Project No:	SL-21-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (3)		
PROJECT DESCRIPTION	Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will reach their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of three (3) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$320,000
	Section 5307	2021	\$1,000,000
	Section 5339	2021	\$500,000
Total			\$1,820,000
FTA Grant #	R CTC Grant #	Description	Unexpended balance

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-02]**

PROJECT NUMBER	SRTP Project No:		SL-21-02
	FTIP No:		
PROJECT NAME	Information Technology (IT) Projects		
PROJECT DESCRIPTION	The project supports the purchase of the Agency's need for software, network infrastructure, computing resources, and business analytics.		
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$350,000
Total			\$350,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>



**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-03]**

PROJECT NUMBER	SRTP Project No: SL-21-03		
	FTIP No:		
PROJECT NAME	Replacement of Paratransit Vans (13)		
PROJECT DESCRIPTION	Purchase of thirteen (13) vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of thirteen (13) paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$1,755,000
Total		\$1,755,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-04]**

PROJECT NUMBER	S RTP Project No:	SL-21-04	
	FTIP No:		
PROJECT NAME	Upgrade Division I Fence - Secure Base		
PROJECT DESCRIPTION	This project is to secure the base of the perimeter fencing at SunLine’s Thousand Palms facility.		
PROJECT JUSTIFICATION	This project is needed to ensure the safety and security of SunLine employees and passengers.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$200,000
Total			\$200,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 6  
PROGRESS TO IMPLEMENT TRIENNIAL PERFORMANCE AUDIT**

SunLine completed a Transportation Development ACT (TDA) State Triennial Performance Audit in September 2016 for FY 2012/2013 through 2014/2015. The audit was performed by Michael Baker International.

Table 6 “Progress to Implement the Triennial Performance Audit” summarizes the Performance Audit recommendations and actions taken by SunLine in response.

*Table 6 – Progress to Implement Triennial Performance Audit*

Performance Audit Recommendation	Action(s) Taken and Results
1) Prepare and submit separate State Controller Transit Operators Financial Transaction Report for general public transit specialized service. (High Priority)	This recommendation has been addressed. The FY 2015/16 report has been submitted and this process has been added to the procedures.
2) Continue to pursue a fare revenue sharing agreement with College of the Desert. (High Priority)	SunLine is collaborating with the College of the Desert, University of California Riverside, and California State University San Bernardino Palm Desert Campus on a U-Pass.
3) Engage in long term planning. (Medium Priority)	SunLine will be pursuing funds to implement a long range transit plan with a strategic marketing plan in FY 2017/18.

DRAFT

**TABLE 7  
SERVICE PROVIDER PERFORMANCE TARGETS**

**Table 7 -- Service Provider Performance Targets Report**  
FY 2017/18 Short Range Transit Plan Review  
SunLine Transit Agency

Data Elements	FY 2017/18 Plan	FY 2017/18 Target	FY 2017/18 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	4,178,161			
Passenger Miles	29,247,333			
Total Actual Vehicle Revenue Hours	314,272.0			
Total Actual Vehicle Revenue Miles	4,501,382.0			
Total Actual Vehicle Miles	5,120,834.0			
Total Operating Expenses	\$34,880,025			
Total Passenger Fare Revenue	\$6,088,898			
Net Operating Expenses	\$28,791,127			
<b>Performance Indicators</b>				
<b>Mandatory:</b>				
1. Farebox Recovery Ratio	17.45%	>= 17.49%	17.17%	Fails to Meet Target
<b>Discretionary:</b>				
1. Operating Cost Per Revenue Hour	\$110.99	<= \$106.94	\$106.27	Meets Target
2. Subsidy Per Passenger	\$6.89	>= \$4.78 and <= \$6.46	\$6.48	Fails to Meet Target
3. Subsidy Per Passenger Mile	\$0.96	>= \$0.68 and <= \$0.92	\$0.88	Meets Target
4. Subsidy Per Hour	\$91.61	>= \$68.21 and <= \$92.29	\$88.02	Meets Target
5. Subsidy Per Mile	\$6.40	>= \$4.64 and <= \$6.28	\$5.74	Meets Target
6. Passengers Per Revenue Hour	13.30	>= 12.16 and <= 16.45	13.60	Meets Target
7. Passengers Per Revenue Mile	0.93	>= 0.82 and <= 1.12	0.89	Meets Target
Notes: Must meet at least 4 out of 7 Discretionary Performance Indicators				
<b>Productivity Performance Summary:</b>				
<b>Service Provider Comments:</b>				

**TABLE 8  
FY 2017/2018 SRTP PERFORMANCE REPORT**

**FY 2018/19 - Table 8 -- SRTP Performance Report**  
*Service Provider: SunLine Transit Agency*  
 All Routes

Performance Indicators	FY 2016/17 End of Year Actual	FY 2017/18 3rd Quarter Year-to-Date	FY 2018/19 Plan	FY 2018/19 Target	Plan Performance Scorecard (a)
Passengers	4,316,269	3,106,868	3,877,630	None	
Passenger Miles	30,441,739	22,760,733	27,124,789	None	
Revenue Hours	307,316.2	228,764.8	299,255.0	None	
Total Hours	333,332.9	249,646.9	325,119.0	None	
Revenue Miles	4,498,671.0	3,506,749.7	4,426,269.0	None	
Total Miles	5,111,465.3	4,147,121.1	5,080,898.0	None	
Operating Costs	\$32,877,347	\$24,311,347	\$38,900,992	None	
Passenger Revenue	\$6,706,373	\$4,174,555	\$6,822,436	None	
Operating Subsidy	\$26,170,974	\$20,136,791	\$32,078,556	None	
Operating Costs Per Revenue Hour	\$106.98	\$106.27	\$129.99	None	
Operating Cost Per Revenue Mile	\$7.31	\$6.93	\$8.79	None	
Operating Costs Per Passenger	\$7.62	\$7.83	\$10.03	None	
Farebox Recovery Ratio	20.40%	17.17%	17.53%	>= 17.5%	Meets Target
Subsidy Per Passenger	\$6.06	\$6.48	\$8.27	>= \$7.45 and <= \$5.51	Fails to Meet Target
Subsidy Per Passenger Mile	\$0.86	\$0.88	\$1.18	>= \$1.01 and <= \$0.75	Fails to Meet Target
Subsidy Per Revenue Hour	\$85.16	\$88.02	\$107.19	>= \$101.23 and <= \$74.83	Fails to Meet Target
Subsidy Per Revenue Mile	\$5.82	\$5.74	\$7.25	>= \$6.60 and <= \$4.88	Fails to Meet Target
Passengers Per Revenue Hour	14.00	13.60	13.00	>= 15.64 and <= 11.56	
Passengers Per Revenue Mile	0.96	0.89	0.88	>= 1.02 and <= 0.76	

a) The Plan Performance Scorecard column is the result of comparing the FY 2018/19 Plan to the FY 2018/19 Primary Target.

**TABLE 9  
HIGHLIGHTS OF FY 2017/2018 SHORT RANGE TRANSIT PLAN**

TABLE 9 – HIGHLIGHTS OF FY 2017/2018 SRTP

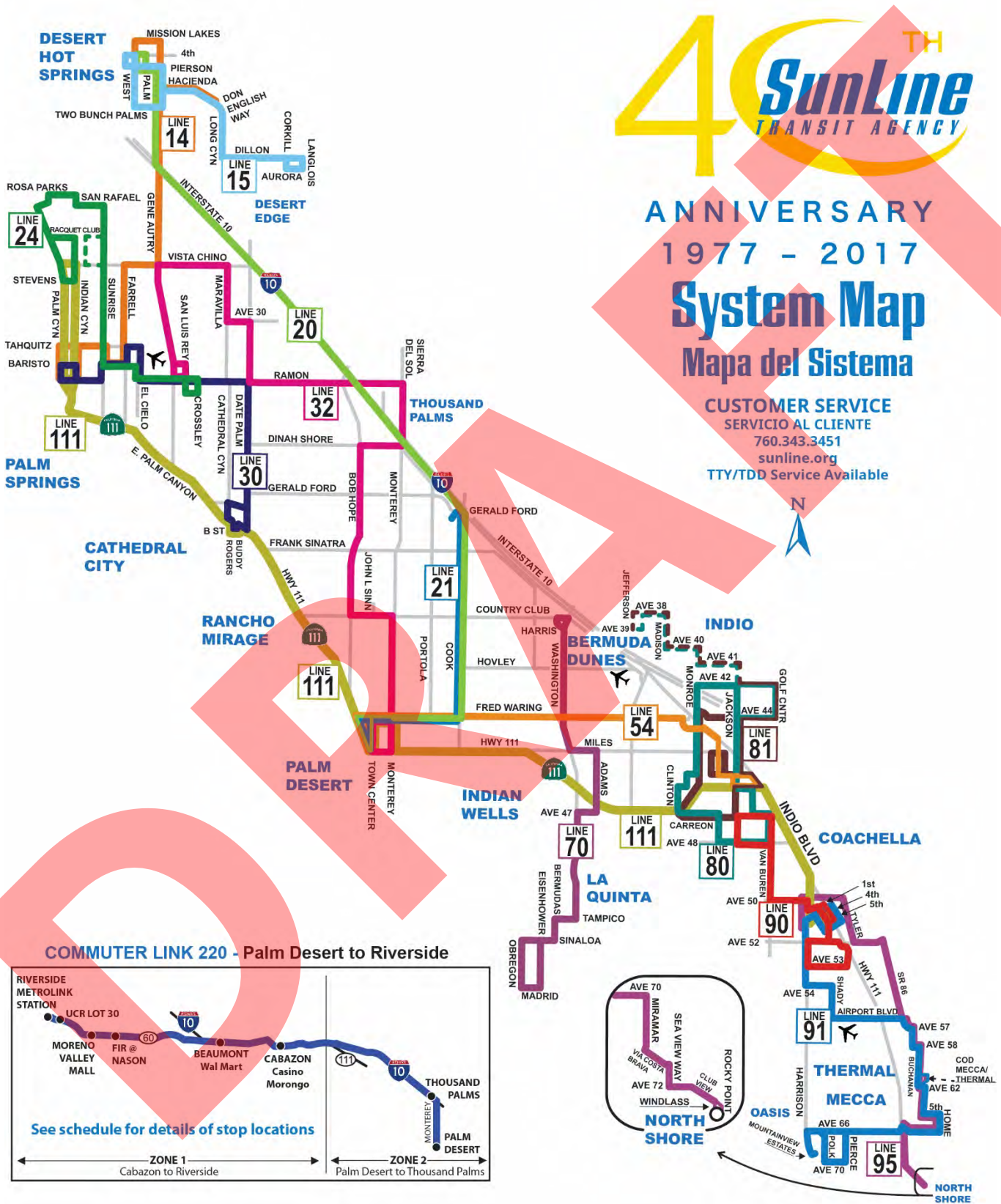
- SunLine continues planned improvements to its operations facility which is undergoing replacement.
- Purchase three (3) replacement CNG fixed route buses and replacement non-revenue support vehicles (2 supervisor and 2 safety).
- Continue to work with the jurisdictions to improve bus stops with in the service area using Prop 1B Safety and Security funds.
- Purchase and implement use of software system network infrastructure upgrade, enterprise software implementation to improve efficiency of agency operations.
- Increase revenue through the advertising program.
- Conduct a planning study to determine the transit needs of the Coachella Valley.

Operating & Financial Data	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18 Estimated	FY 2018/19 Planned
Fixed Route Ridership	4,674,654	4,358,966	4,203,003	4,003,336	3,719,598
SunDial Ridership	153,183	164,025	164,929	174,825	158,232
System Wide Ridership	4,827,837	4,827,627	4,190,436	4,178,161	3,877,830
Operating Cost Per Revenue Hour	\$96.99	\$106.92	\$107.26	\$110.99	\$129.99

**TABLE 9B  
FAREBOX CALCULATION**

<b>Table 9B - Farebox Calculation (consistent with Commission Farebox Recovery Policy)</b>				
	<b>Revenue Sources included in Farebox Calculation</b>	<b>Actual Amount from FY16/17 Audit</b>	<b>FY17/18 (Estimate)</b>	<b>FY18/19 (Plan)</b>
1	Passenger Fares	\$ 3,055,021.54	\$ 2,930,117.05	\$ 2,643,828.00
2	Interest	\$ 3,963.54	\$ 1,491.25	\$ 1,100.00
3	General Fund Supplement	\$ -	\$ -	\$ -
4	Measure A	\$ -	\$ -	\$ -
5	Advertising Revenue	\$ 184,210.41	\$ 165,000.00	\$ 76,000.00
6	Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -
7	CNG Revenue / Emission Credit	\$ 1,663,571.23	\$ 1,884,149.42	\$ 1,450,000.00
8	Lease / Other Revenue	\$ -	\$ -	\$ -
9	Federal Excise Tax Refund	\$ -	\$ -	\$ -
10	Investment Income	\$ -	\$ -	\$ -
11	CalPers CERBT	\$ -	\$ -	\$ -
12	Fare Revenues from Exempt Routes	\$ -	\$ -	\$ -
13	Other Revenues	\$ 1,884,907.48	\$ 1,910,784.75	\$ 1,024,525.00
	<b>Total Revenue</b> for Farebox Calculation (1-13)	\$ 6,791,674.20	\$ 6,891,542.47	\$ 5,195,453.00
	<b>Total Operating Expenses</b> for Farebox Calculation	\$ 32,962,648.27	\$ 34,880,026.00	\$ 38,900,991.00
	<b>Farebox Recovery Ratio</b>	20.60%	19.76%	13.36%

FIGURE A-1 SUNBUS SYSTEM MAP, JANUARY 2018



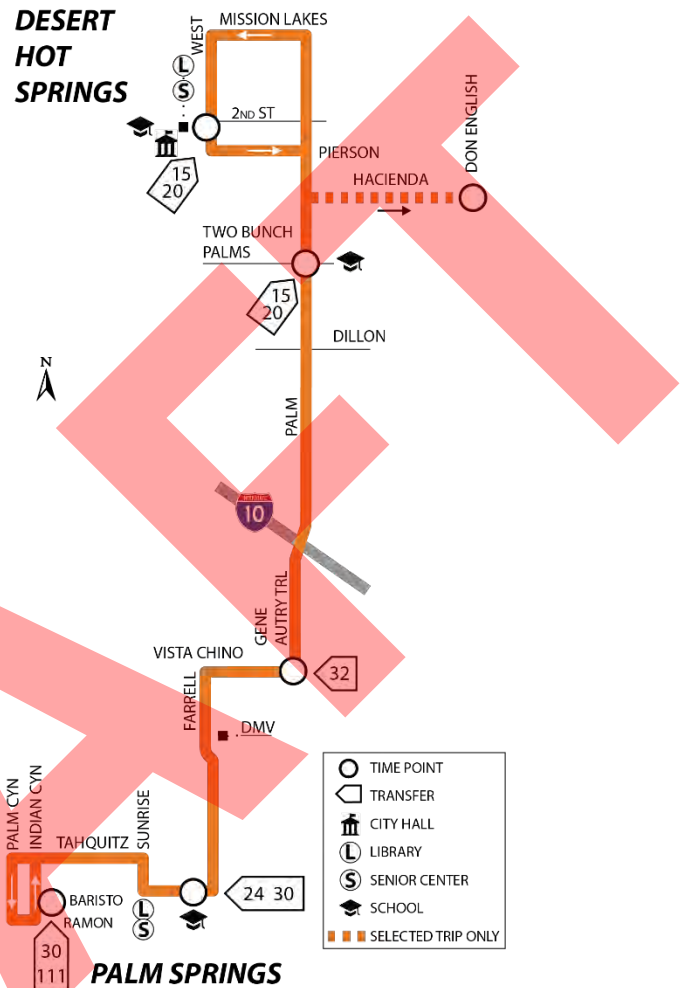


## ROUTE PROFILES

### LINE 14—DESERT HOT SPRINGS – PALM SPRINGS

Line 14 is one of SunLine’s most successful routes. This trunk route links the cities of Desert Hot Springs and Palm Springs, connecting to Lines 15, 20, 24, 30, and 111 and linking riders with local shopping centers, schools, the Palm Springs Convention Center, Department of Motor Vehicles, the Employment Development Department, libraries, senior center, theaters, and other services within the communities of Desert Hot Springs and Palm Springs.

The Line 14 operates with 20-minute frequency during weekday peak periods and 30-minute frequency during weekday evenings. The last Line 14 trip serves Hacienda Avenue in Desert Hot Springs to meet passenger demand in this area. Additionally, one morning and one afternoon trip are provided to accommodate the volume of school students.

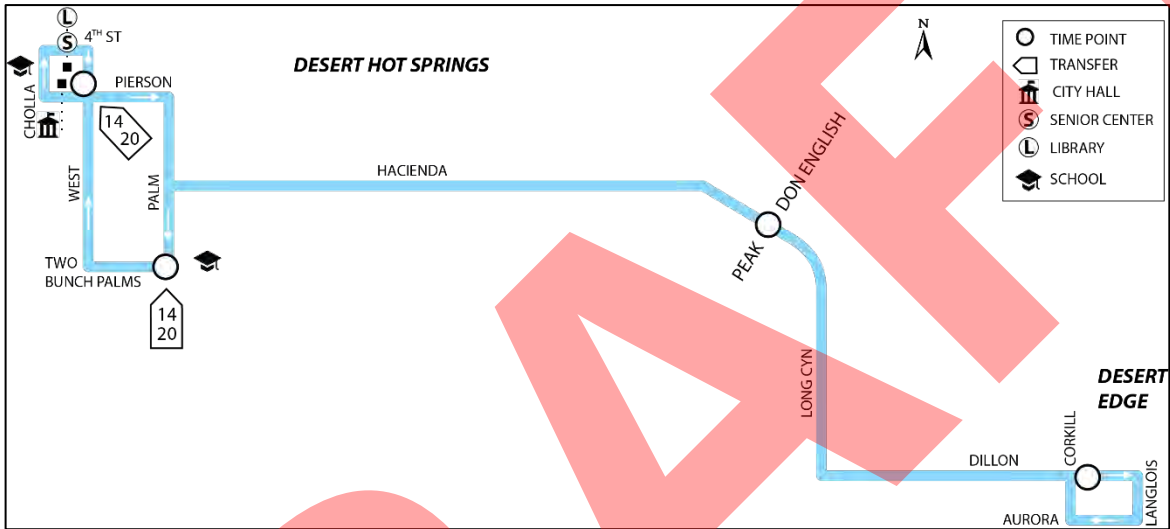


Hours of Operation:		Service Span	Financial	
4:53 AM	11:20 PM	Weekdays	Annual Route Cost	\$1,827,026
5:48 AM	10:41 PM	Weekends	Annual Farebox Route Revenue	\$634,733
Frequency:			Cost per Rider	\$2.90
20/30 MIN	Weekdays (Peak/Off-Peak)		Subsidy per Rider	\$5.46
40 MIN	Weekends		Ridership	
Average Speed:		Peak Vehicles	Average Daily Passengers Weekday	2,006
17.7 mph		7	Average Daily Passengers Weekends	1,085
On Time Performance:			Annual Passengers	629,697
		87.1%	Passengers per Hour	22.2
Route Total Bidirectional Length (Miles):			Passengers per Mile	1.5
		29.42	Annual Wheelchair Boardings	6,275
Annual Revenue Miles:			Annual Bicycle Boardings	20,866
		430,595	Population within .5 mi of stop	31,971
Annual Revenue Hours			Jobs within .5 mi of stop	14,162
		28,365		

## LINE 15—DESERT HOT SPRINGS – DESERT EDGE

Line 15 serves the community of Desert Hot Springs and Desert Edge, a Riverside County unincorporated community located southeast of Desert Hot Springs. Line 15 connects to Lines 14 and 20, and links riders with local shopping centers, a neighborhood community center, Boys and Girls Club of Desert Hot Springs, schools, and other services within the City of Desert Hot Springs.

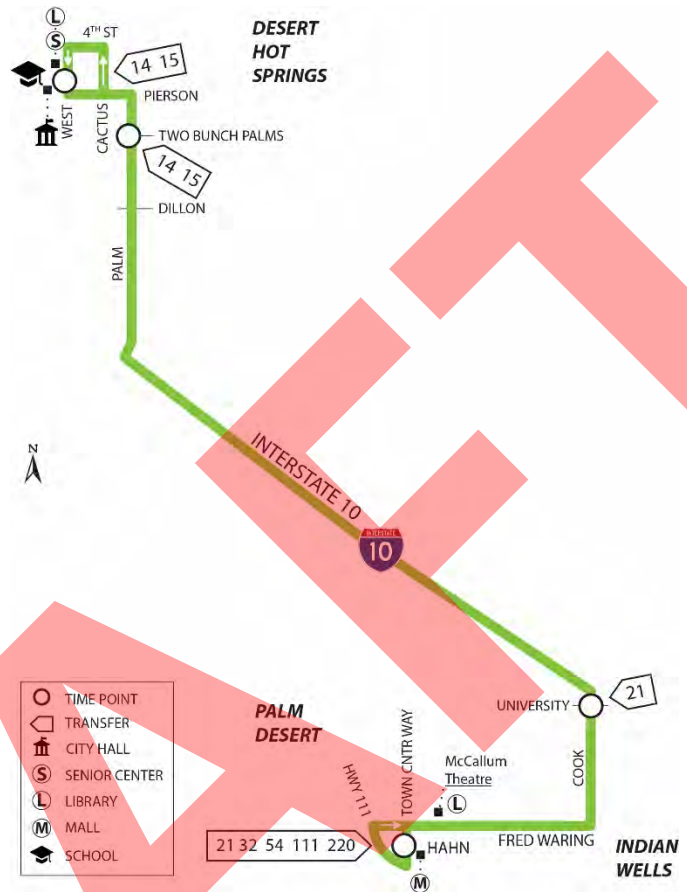
Service is under study for Mission Lakes Boulevard and Two Bunch Palms Trail for this route, as well as service at Little Morongo Road west of West Drive and west of Dillon Road, Long Canyon Road and Desert Edge.



Hours of Operation:		Service Span		Financial	
4:54 AM	8:49 PM	Weekdays		<b>Annual Route Cost</b>	\$726,857
7:00 AM	7:44 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$126,919
Frequency:				<b>Cost per Rider</b>	\$6.98
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$5.86
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	338
21.5 mph		1		<b>Average Daily Passengers Weekends</b>	165
On Time Performance:			91.0%	<b>Annual Passengers</b>	104,060
Route Total Bidirectional Length (Miles):			15.9	<b>Passengers per Hour</b>	19.1
Annual Revenue Miles:			87,415	<b>Passengers per Mile</b>	1.2
Annual Revenue Hours:			5,452	<b>Annual Wheelchair Boardings</b>	749
				<b>Annual Bicycle Boardings</b>	2,100
				<b>Population within .5 mi of stop</b>	17,194
				<b>Jobs within .5 mi of stop</b>	2,116

## LINE 20—DESERT HOT SPRINGS – THOUSAND PALMS – PALM DESERT

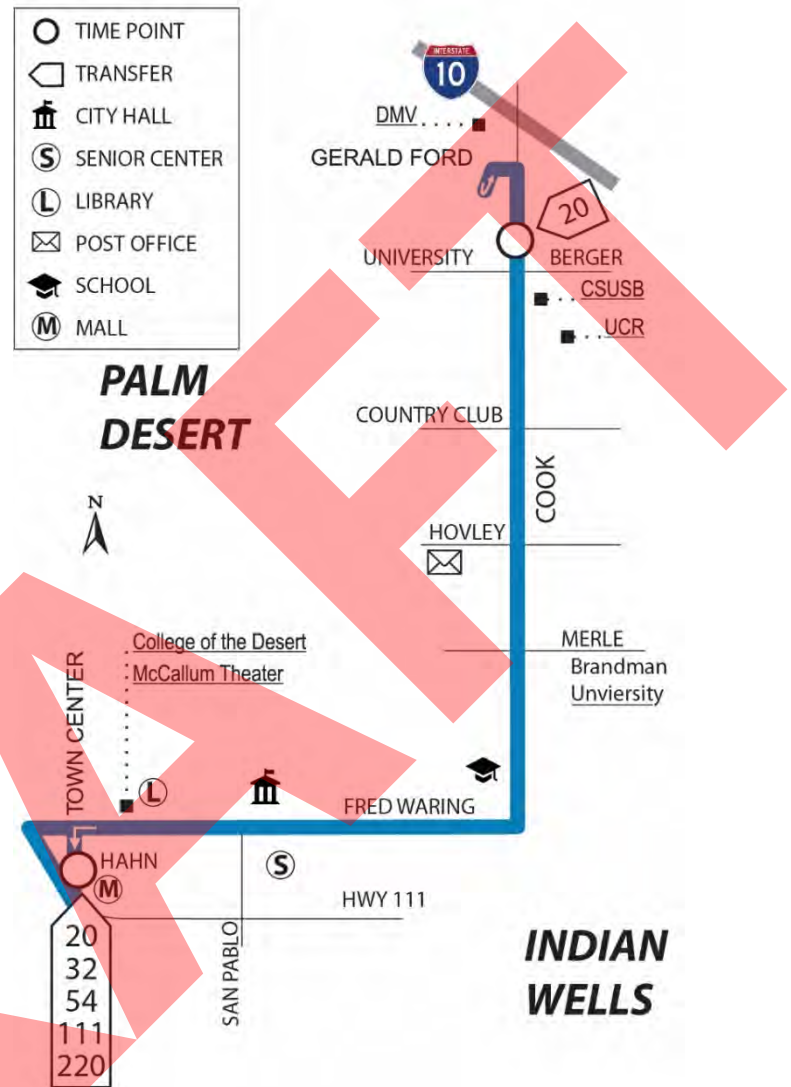
Line 20 provides limited stop service between the City of Desert Hot Springs and the City of Palm Desert. The Line 20 provides residents of Desert Hot Springs and surrounding communities improved access to resources and employment opportunities concentrated toward the center of the Coachella Valley, including the College of the Desert. Line 20 connects with Lines 14, 15, 32, 53, 54, 111 and Commuter Link 220 at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
7:00 AM	7:55 PM	Weekdays		<b>Annual Route Cost</b>	\$288,104
		No Weekend Service		<b>Annual Farebox Route Revenue</b>	\$139,522
Frequency:				<b>Cost per Rider</b>	\$11.50
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$21.78
		No Weekend Service		Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	98
23.82 mph			2	<b>Average Daily Passengers Weekends</b>	N/A
On Time Performance:				<b>Annual Passengers</b>	25,062
			85.0%	<b>Passengers per Hour</b>	7.03
Route Total Bidirectional Length (Miles):				<b>Passengers per Mile</b>	0.30
			48.5	<b>Annual Wheelchair Boardings</b>	109
Annual Revenue Miles:				<b>Annual Bicycle Boardings</b>	854
			84,874	<b>Population within .5 mi of stop</b>	11,229
Annual Revenue Hours:				<b>Jobs within .5 mi of stop</b>	8,180
			3564		

## LINE 21—GERALD FORD & COOK – PALM DESERT MALL

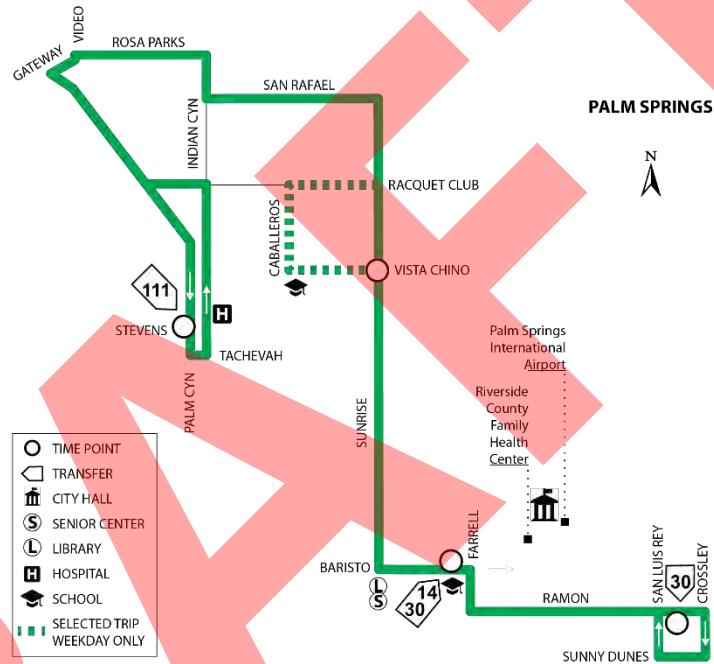
Line 21 is a new route that provides service to the City of Palm Desert, enabling riders to access the College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, satellite campuses of California State University of San Bernadine, the University of California Riverside, Palm Desert High School, Palm Desert Library, major employment sites, medical and shopping centers. Line 21 connects with Lines 20, 32, 54, 111 and Commuter Line 222 at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
11:00 AM 3:50 PM		Weekdays		Annual Route Cost	\$98,787
		No Weekend Service		Annual Farebox Route Revenue	N/A
Frequency:				Cost per Rider	N/A
60 MIN		Weekdays		Subsidy per Rider	N/A
		No Weekend Service		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	51
25.8 mph		2		Average Daily Passengers Weekends	N/A
On Time Performance:		86.9%		Annual Passengers	N/A
Route Total Bidirectional Length (Miles):		13.8		Passengers per Hour	9.8
				Passengers per Mile	1.40
Annual Revenue Miles:		19,992		Annual Wheelchair Boardings	N/A
				Annual Bicycle Boardings	N/A
Annual Revenue Hours:		1,435		Population within .5 mi of stop	20,157
				Jobs within .5 mi of stop	18,379

## LINE 24—PALM SPRINGS

In March 2017, Line 24 service was expanded to serve the Ramon/San Luis Rey retail area. Line 24 offers service in Palm Springs with connections to Lines 14, 30, 32, and 111. The Line 24 links riders to destinations such as the Desert Regional Hospital, Desert Highland Community Center, Social Security Administration, schools, medical facilities, theaters, and shopping outlets.

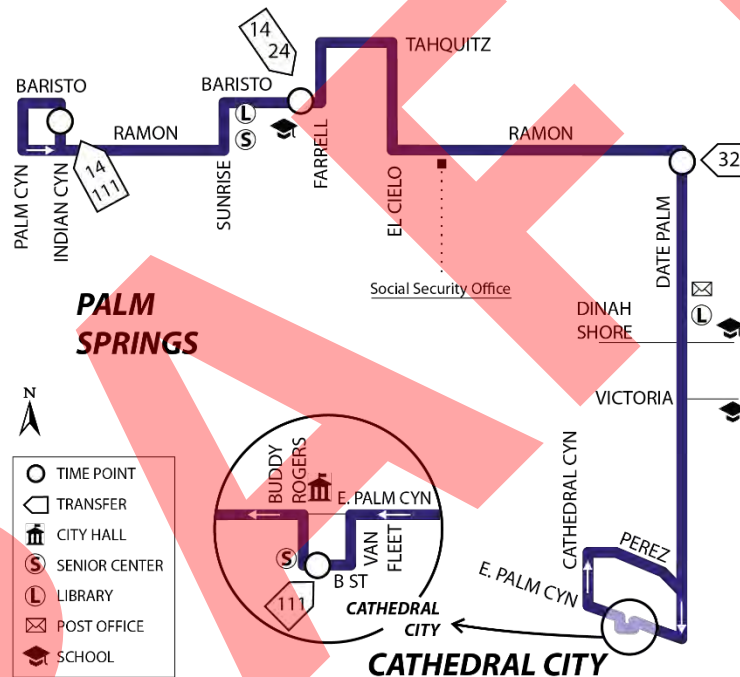


Hours of Operation:		Service Span		Financial	
6:20 AM - 8:25 PM		Weekdays		<b>Annual Route Cost</b>	\$799,337
6:18 AM - 7:38 PM		Weekends		<b>Annual Farebox Route Revenue</b>	\$284,473
Frequency:				<b>Cost per Rider</b>	\$4.94
40 MIN		Weekdays		<b>Subsidy per Rider</b>	\$7.49
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	544
14.66 mph		4		<b>Average Daily Passengers Weekends</b>	211
On Time Performance:		82.5%		<b>Annual Passengers</b>	161,799
Route Total Bidirectional Length (Miles):		20.3		<b>Passengers per Hour</b>	12.4
Annual Revenue Miles:		143,616		<b>Passengers per Mile</b>	1.13
Annual Revenue Hours:		13,070		<b>Annual Wheelchair Boardings</b>	1,638
				<b>Annual Bicycle Boardings</b>	4,143
				<b>Population within .5 mi of stop</b>	22,374
				<b>Jobs within .5 mi of stop</b>	10,955

## LINE 30—CATHEDRAL CITY – PALM SPRINGS

Line 30 is one of SunLine’s most successful routes. In March 2017, Line 30 was realigned to serve Tahquitz Canyon Drive at El Cielo to provide riders with more frequency in this area. Line 30 is a Trunk line providing service between the cities of Cathedral City and Palm Springs. Riding the Line 30 provides customers access to the Palm Springs International Airport, Palm Springs City Hall, Social Security Administration, public libraries, city halls, senior centers, schools, shopping centers and various industrial parks. It operates with 20-minute frequency during weekday peak periods, connecting to Lines 14, 24, 32, and 111. The Line 30 also offers three afternoon supplementary trips to accommodate the high volume of student ridership.

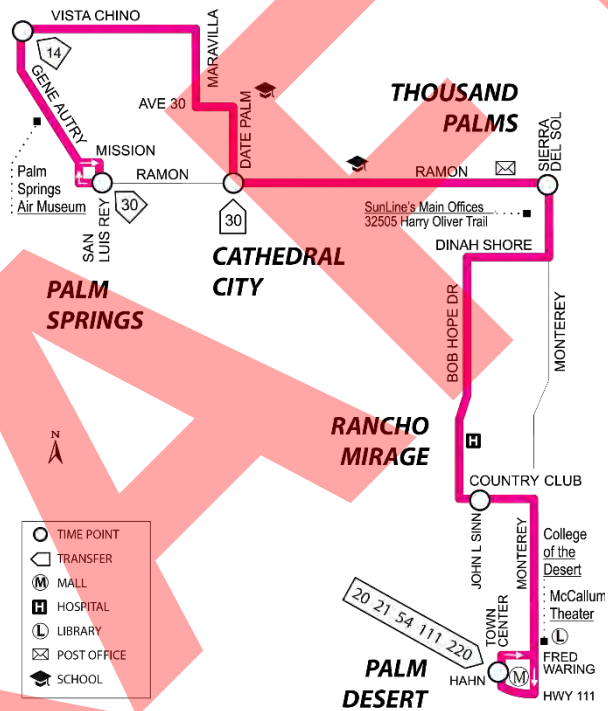
The most recent Operational Analysis proposed fifteen-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.



Hours of Operation:		Service Span		Financial	
5:40 AM	10:44 PM	Weekdays		<b>Annual Route Cost</b>	\$1,423,353
6:15 AM	9:41 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$481,788
<b>Frequency:</b>				<b>Cost per Rider</b>	\$2.07
20 MIN		Weekdays		<b>Subsidy per Rider</b>	\$3.30
40 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	2,176
12.7 mph			9	<b>Average Daily Passengers Weekends</b>	1,212
<b>On Time Performance:</b>					<b>Annual Passengers</b>
				93.1%	686,776
<b>Route Total Bidirectional Length (Miles):</b>					<b>Passengers per Hour</b>
				19.3	27.1
<b>Annual Revenue Miles:</b>					<b>Passengers per Mile</b>
				274,423	2.50
<b>Annual Revenue Hours:</b>					<b>Annual Wheelchair Boardings</b>
				25,356	5,132
					<b>Annual Bicycle Boardings</b>
					23,891
					<b>Population within .5 mi of stop</b>
					34,329
					<b>Jobs within .5 mi of stop</b>
					16,652

## LINE 32—PALM SPRINGS – CATHEDRAL CITY – THOUSAND PALMS – RANCHO MIRAGE – PALM DESERT

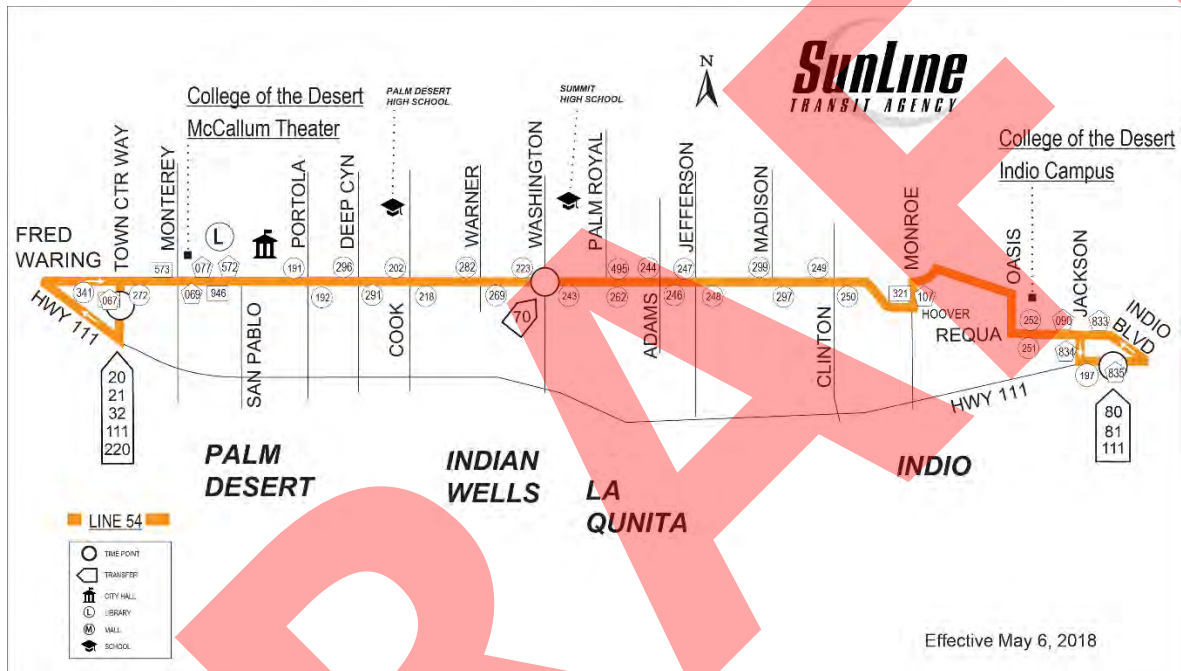
Line 32 links the cities of Palm Springs, Cathedral City, and the unincorporated community Thousand Palms, Rancho Mirage and Palm Desert. The route connects with Lines 14, 20, 24, 30, 53, 54, 111, and Commuter Link 220. Riders can access schools and various retail centers along Ramon Road in the City of Cathedral City. Routing through the I-10 Interchange provides access to Costco, Home Depot, and the Regal Cinemas 16 theater complex, as well as service to the Agua Caliente Casino on Ramon Road at Bob Hope Drive. This route also provides service to Eisenhower Medical Center, College of the Desert, and Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
5:00 AM 10:40 PM		Weekdays		<b>Annual Route Cost</b> \$1,084,816	
6:54 AM 10:48 PM		Weekends		<b>Annual Farebox Route Revenue</b> \$343,351	
Frequency:				<b>Cost per Rider</b> \$4.37	
50 MIN		Weekdays		<b>Subsidy per Rider</b> \$9.16	
60 MIN		Weekends			
Average Speed:		Peak Vehicles		Ridership	
18.7 mph		3		<b>Average Daily Passengers Weekday</b> 785	
On Time Performance:				<b>Average Daily Passengers Weekends</b> 443	
		81.1%		<b>Annual Passengers</b> 248,350	
Route Total Bidirectional Length (Miles):				<b>Passengers per Hour</b> 14.9	
40.4				<b>Passengers per Mile</b> 0.9	
Annual Revenue Miles:				<b>Annual Wheelchair Boardings</b> 1,344	
279,031				<b>Annual Bicycle Boardings</b> 9,059	
Annual Revenue Hours:				<b>Population within .5 mi of stop</b> 37,261	
16,723				<b>Jobs within .5 mi of stop</b> 21,864	

## LINE 54—PALM DESERT – INDIAN WELLS – LA QUINTA – BERMUDA DUNES – INDIO

Line 54 operates between Palm Desert and Indio serving the cities of Indian Wells and La Quinta as well as the unincorporated community of Bermuda Dunes via Fred Waring Drive. This route was designed to provide direct service between Palm Desert and Indio, in addition to serving the length of Fred Waring Drive. Service is provided to the Indio Workforce Development, College of the Desert (Indio and Palm Desert), McCallum Theater, Civic Center, along with close proximity to Indian Wells Tennis Gardens. Line 54 connects with Lines 20, 32, 53, 70, 80, 81, 90, 91, 95, 111, and Commuter Link 220 at Westfield Palm Desert Mall and Hwy 111 at Flower.



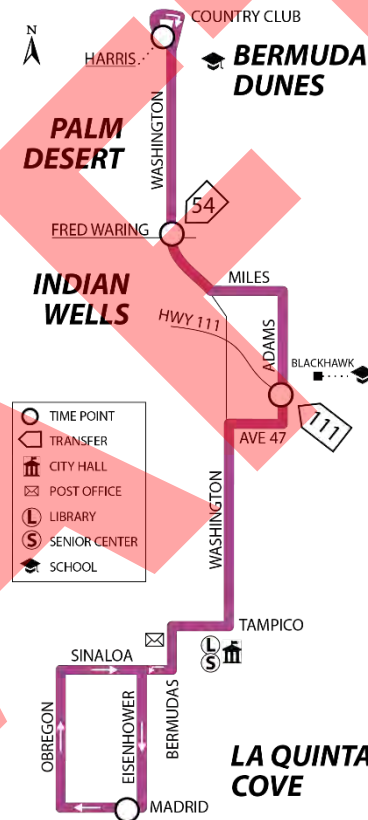
Hours of Operation:		Service Span		Financial	
5:55 AM 7:55 PM		Weekdays		Annual Route Cost	\$412,826
		No Weekend Service		Annual Farebox Route Revenue	\$183,908
Frequency:		Weekdays		Cost per Rider	\$5.49
45 MIN		No Weekend Service		Subsidy per Rider	\$11.70
Average Speed:		Peak Vehicles		Ridership	
21.34 mph		2		Average Daily Passengers Weekday	294
On Time Performance:		84.1%		Average Daily Passengers Weekends	N/A
Route Total Bidirectional Length (Miles):		24.3		Annual Passengers	75,157
Annual Revenue Miles:		113,426		Passengers per Hour	11.2
Annual Revenue Hours:		6,731		Passengers per Mile	0.7
				Annual Wheelchair Boardings	337
				Annual Bicycle Boardings	2,478
				Population within .5 mi of stop	37,729
				Jobs within .5 mi of stop	13,900



## LINE 70—LA QUINTA – PALM DESERT – INDIAN WELLS – BERMUDA DUNES

Line 70 offers bus service to the City of La Quinta and the edge of the cities of Palm Desert and Indian Wells and the unincorporated community of Bermuda Dunes. Riders are able to access the Indian Wells Tennis Gardens on Washington Street at Fred Waring Drive, city hall, the senior center, schools, and various shopping centers along Adams Street, Avenue 47, and Washington Street. Transfers from the Line 70 to the Line 111 can be made on Highway 111 at Adams Street.

SunLine is evaluating extending service north of the I-10 Freeway if it can be done without increasing operating costs. The implementation of proposed changes are subject to available funding and Board approval.

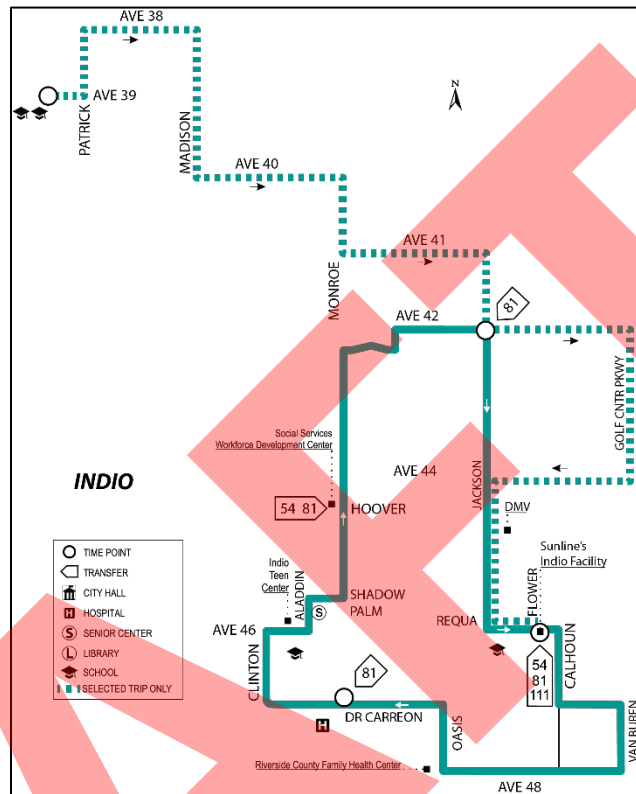


Hours of Operation:		Service Span		Financial	
5:15 AM	8:45 PM	Weekdays		Annual Route Cost	\$599,710
5:15 AM	9:30 PM	Weekends		Annual Farebox Route Revenue	\$236,728
Frequency:				Cost per Rider	
45 MIN		Weekdays		Subsidy per Rider	\$6.78
90 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	611
15.85 mph		4		Average Daily Passengers Weekends	223
On Time Performance:				Annual Passengers	180,326
87.2%				Passengers per Hour	19.6
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.4
19.5				Annual Wheelchair Boardings	574
Annual Revenue Miles:				Annual Bicycle Boardings	5,595
131,688				Population within .5 mi of stop	27,982
Annual Revenue Hours:				Jobs within .5 mi of stop	9,943
9,941					

## LINE 80 —INDIO

Line 80 operates in a clockwise loop serving residents of the City of Indio, providing access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Social Security Administration, Employment Development Department, Indio Senior Center, Boys and Girls Club, Riverside County Social Services Offices, Department of Motor Vehicles, Martha's Village & Kitchen, community centers, schools, and shopping centers. Two afternoon trips to Shadow Hills High School on Jefferson Street at Avenue 39 are provided.

Line 80 connects to Lines 54, 81, 90, 91, and 111 at the transfer location on Highway 111 at Flower Street.

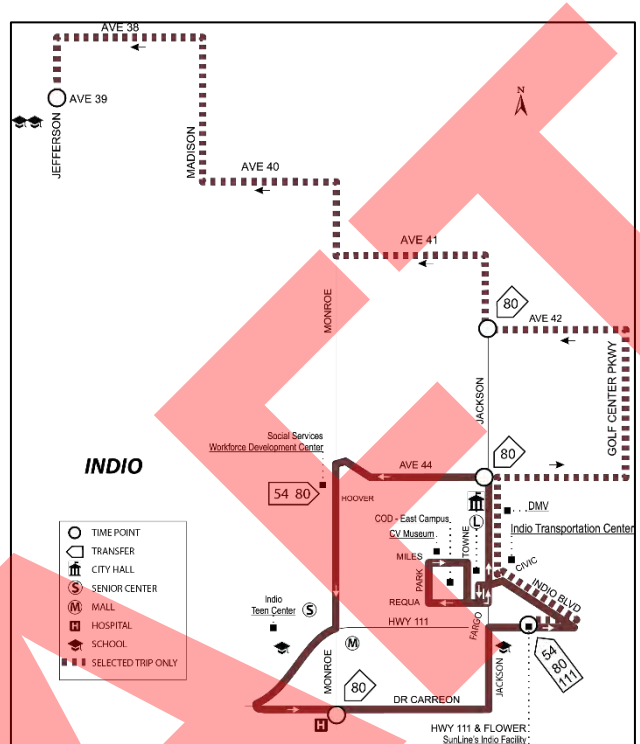


Hours of Operation:		Service Span		Financial	
6:00 AM	9:00 PM	Weekdays		<b>Annual Route Cost</b>	\$332,957
6:00 AM	9:00 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$196,575
Frequency:				<b>Cost per Rider</b>	\$2.36
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$5.79
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	458
11.2 mph			3	<b>Average Daily Passengers Weekends</b>	225
On Time Performance:				<b>Annual Passengers</b>	141,170
			85.2%	<b>Passengers per Hour</b>	27.4
Route Total Bidirectional Length (Miles):				<b>Passengers per Mile</b>	2.0
			11.02	<b>Annual Wheelchair Boardings</b>	1124
Annual Revenue Miles:				<b>Annual Bicycle Boardings</b>	3,000
			71,909	<b>Population within .5 mi of stop</b>	39,132
Annual Revenue Hours:				<b>Jobs within .5 mi of stop</b>	7,554
			6,077		

## LINE 81—INDIO

Line 81 is a loop route that operates counter-clockwise and provides transit service to residents of the City of Indio, enabling passengers access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Employment Development Department, U.S. Social Security Administration, East Valley College of the Desert campus, Riverside County social services offices, Department of Motor Vehicles, Coachella Valley Cultural Museum, the Indio transportation center, community centers, library, schools, and a shopping centers. Two morning trips are provided to accommodate commuting students, service to Shadow Hills High School on Jefferson Street at Avenue 39 was implemented.

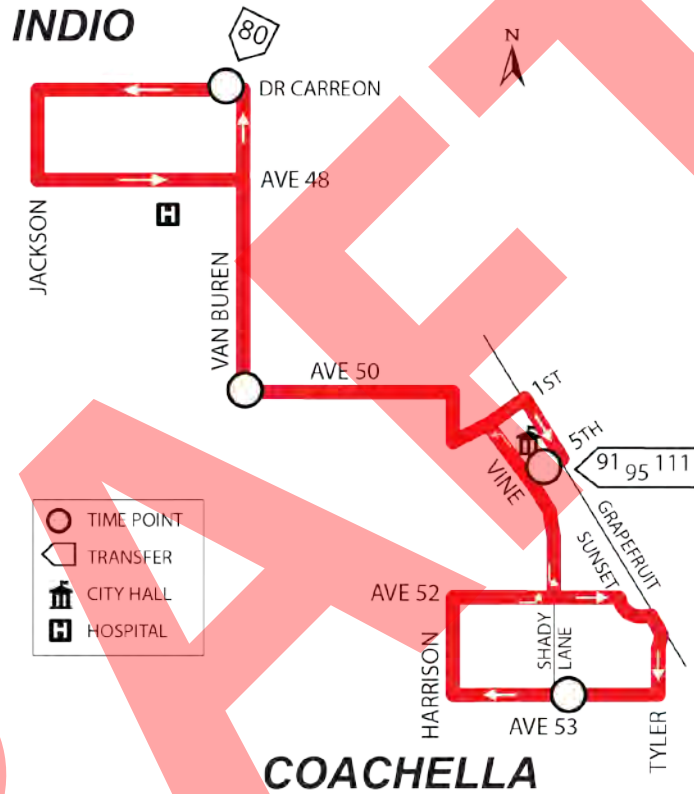
Line 81 connects to Lines 54, 80, 90, 91 and 111 at the transfer location on Highway 111 at Flower Street.



Hours of Operation:		Service Span		Financial	
5:30 AM	8:30 PM	Weekdays		<b>Annual Route Cost</b>	\$335,170
5:30 AM	8:30 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$111,775
Frequency:				<b>Cost per Rider</b>	\$3.75
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$5.13
60 MIN		Weekends		<b>Ridership</b>	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	296
10.69 mph			3	<b>Average Daily Passengers Weekends</b>	127
On Time Performance:				<b>Annual Passengers</b>	89,266
			89.1%	<b>Passengers per Hour</b>	15.7
Route Total Bidirectional Length (Miles):				<b>Passengers per Mile</b>	1.6
			8.71	<b>Annual Wheelchair Boardings</b>	777
Annual Revenue Miles:				<b>Annual Bicycle Boardings</b>	1,011
			55,230	<b>Population within .5 mi of stop</b>	32,477
Annual Revenue Hours:				<b>Jobs within .5 mi of stop</b>	7,631
			5,753		

## LINE 90—INDIO – COACHELLA

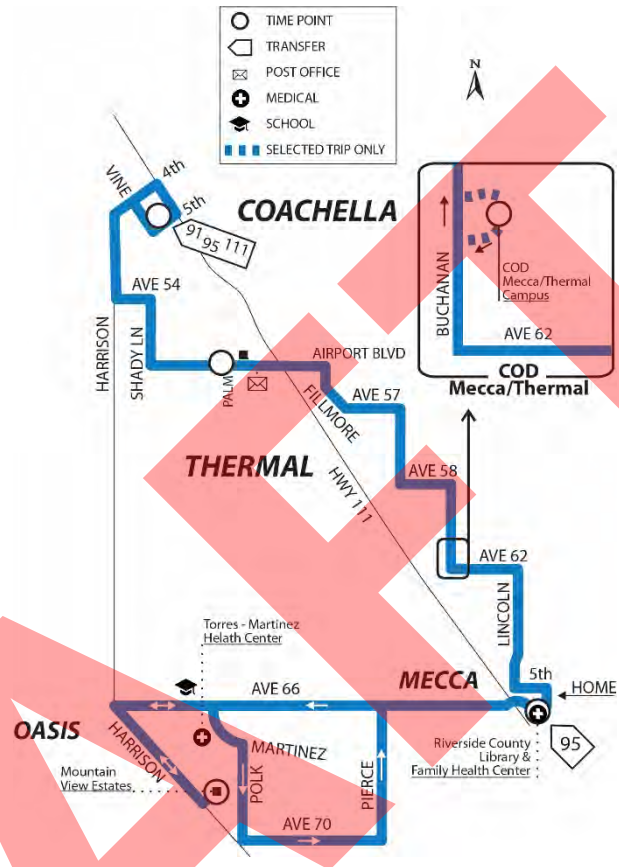
Line 90 serves the cities of Coachella and Indio allowing passengers to access the Employment Development Department, Coachella City Hall, library, senior center, Boys & Girls Club, local schools, and shopping centers. Connections to Lines 54, 80, 81, 91, 95 and 111 occur at the transfer location on Highway 111 at Flower Street in the City of Indio.



Hours of Operation:		Service Span		Financial	
5:00 AM	10:00 PM	Weekdays		<b>Annual Route Cost</b>	\$347,828
5:00 AM	9:00 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$639,750
<b>Frequency:</b>				<b>Cost per Rider</b>	\$2.47
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$14.49
60 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	430
16.18 mph		2		<b>Average Daily Passengers Weekends</b>	287
<b>On Time Performance:</b>				<b>Annual Passengers</b>	140,831
84.2%				<b>Passengers per Hour</b>	16.0
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	1.9
12.96				<b>Annual Wheelchair Boardings</b>	1,478
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	2,838
72,891				<b>Population within .5 mi of stop</b>	44,655
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	7,051
6,012					

## LINE 91—INDIO – COACHELLA – THERMAL – MECCA – OASIS

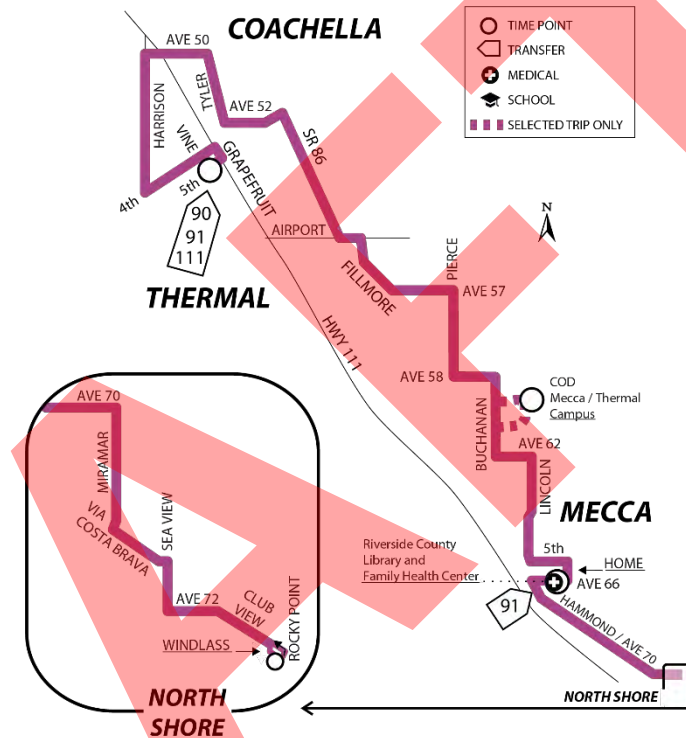
Line 91 links the cities of Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Line 91 are able to connect to Lines 54, 80, 81, 90, 95 and 111 at the transfer location on Highway 111 and Flower Street in Indio. Passengers have access to employment sites, medical, and shopping facilities. Line 91 also provides direct service to College of the Desert’s East Valley Campus in Mecca.



Hours of Operation:		Service Span	Financial	
4:48 AM	10:21 PM	Weekdays	<b>Annual Route Cost</b>	\$1,145,415
5:30 AM	10:42 PM	Weekends	<b>Annual Farebox Route Revenue</b>	\$336,550
Frequency:			<b>Cost per Rider</b>	\$6.33
60 MIN		Weekdays	<b>Subsidy per Rider</b>	\$17.28
60 MIN		Weekends	Ridership	
Average Speed:		Peak Vehicles	<b>Average Daily Passengers Weekday</b>	548
22.80 mph		3	<b>Average Daily Passengers Weekends</b>	380
On Time Performance:		85.7%	<b>Annual Passengers</b>	181,092
Route Total Bidirectional Length (Miles):		51.11	<b>Passengers per Hour</b>	12.60
Annual Revenue Miles:		315,922	<b>Passengers per Mile</b>	0.6
Annual Revenue Hours:		17,300	<b>Annual Wheelchair Boardings</b>	460
			<b>Annual Bicycle Boardings</b>	4,423
			<b>Population within .5 mi of stop</b>	41,181
			<b>Jobs within .5 mi of stop</b>	8,996

## LINE 95— COACHELLA – MECCA – NORTH SHORE

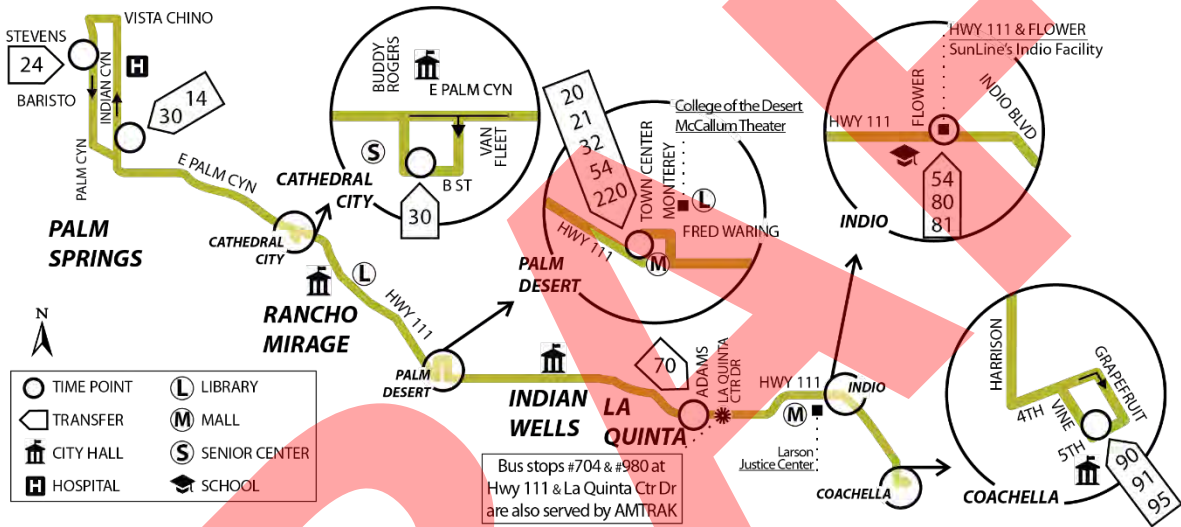
Line 95 serves the cities of Coachella and the unincorporated communities of Mecca and North Shore. The Line 95 serves the College of the Desert’s East Valley Campus in Mecca. Passengers on Line 95 connect to Lines 90, 91 and 111 at the transfer location on 5<sup>th</sup> and Vine Avenue in Coachella. Service allows passengers to access employment sites, medical, and shopping facilities.



Hours of Operation:		Service Span		Financial	
4:00 AM	10:00 PM	Weekdays		<b>Annual Route Cost</b>	\$430,014
4:00 AM	10:00 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$118,172
<b>Frequency:</b>				<b>Cost per Rider</b>	\$15.06
180 MIN		Weekdays		<b>Subsidy per Rider</b>	\$32.11
180 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	89
32.71 mph			1	<b>Average Daily Passengers Weekends</b>	55
<b>On Time Performance:</b>				<b>Annual Passengers</b>	28,556
87.9%				<b>Passengers per Hour</b>	7.0
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	0.2
52.49				<b>Annual Wheelchair Boardings</b>	54
<b>Annual Revenue Miles:</b>		114,938		<b>Annual Bicycle Boardings</b>	679
<b>Annual Revenue Hours:</b>		6,339		<b>Population within .5 mi of stop</b>	19,050
				<b>Jobs within .5 mi of stop</b>	6,710

## LINE 111—PALM SPRINGS – CATHEDRAL CITY – RANCHO MIRAGE – PALM DESERT – INDIAN WELLS – LA QUINTA - INDIO

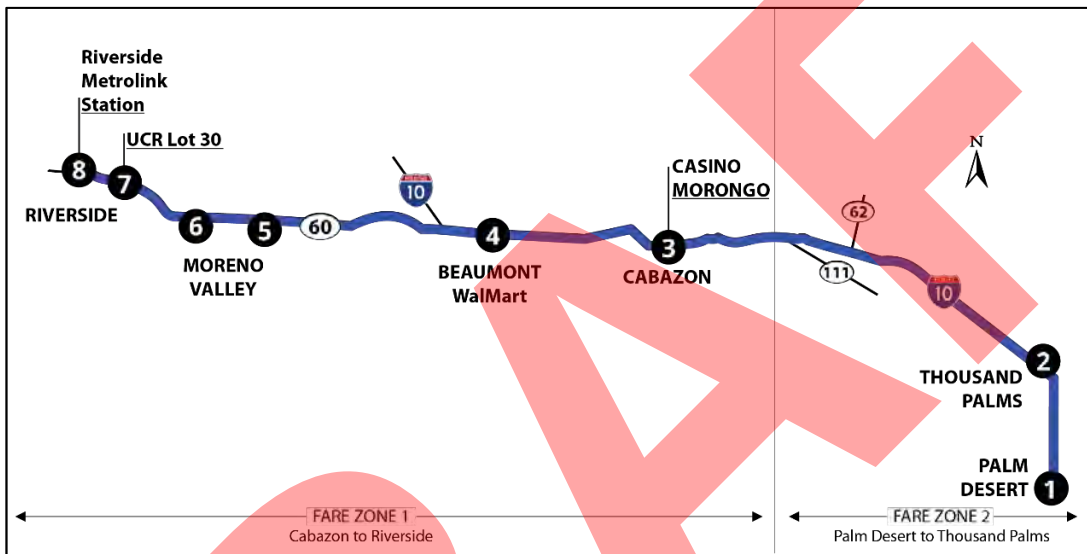
Line 111 is SunLine’s highest ridership regional trunk route. Line 111 provides service along Highway 111 from Palm Springs to Coachella, linking with the Cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta and Indio. Line 111 enables riders to travel to destinations along the Highway 111 corridor. The route links passengers with major retail and commercial centers, recreational attractions, museums, educational and medical institutions. Connecting routes include Lines 14, 20, 24, 30, 32, 53, 54, 70, 80, 81, 90, 91, 95 and Commuter Link 220 at transfer locations at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
5:00 AM	11:00 PM	Weekdays		<b>Annual Route Cost</b>	\$4,360,905
5:30 AM	11:00 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$1,849,976
<b>Frequency:</b>				<b>Cost per Rider</b>	\$3.12
20/30 MIN		Weekdays (Peak/Off-Peak)		<b>Subsidy per Rider</b>	\$5.63
20/30 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	4,209
17.64 mph		13		<b>Average Daily Passengers Weekends</b>	2,985
<b>On Time Performance:</b>				<b>Annual Passengers</b>	1,396,966
80.9%				<b>Passengers per Hour</b>	20.5
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	1.4
60.0				<b>Annual Wheelchair Boardings</b>	9,425
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	56,819
1,006,559				<b>Population within .5 mi of stop</b>	78,704
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	48,948
67,995					

COMMUTER LINK 220 PALM DESERT – THOUSAND PALMS – CABAZON – BEAUMONT – MORENO VALLEY – RIVERSIDE

Commuter Link 220 provides service between the Coachella Valley and western Riverside County. The route is 77 miles, with 2 stops in the Coachella Valley, located at Westfield Palm Desert Mall and Thousand Palms Transit Hub off Varner Road. The routes continues, stopping along Interstate 10 and State Route 60 serving the Casino Morongo, City of Beaumont at the Walmart Shopping Center, Moreno Valley at the Moreno Valley Mall, the University of California Riverside, and ending at Metrolink’s Riverside Station. Line 220 connects to SunLine’s Lines 20, 32, 53, 54, and 111, Pass Transit in Beaumont and Banning, Metrolink, RTA, and Omnitrans services in Riverside.



Hours of Operation:		Service Span		Financial		
4:30	AM	10:00	PM	Weekdays	Annual Route Cost	\$323,700
				No Weekend Service	Annual Farebox Route Revenue	\$161,548
Frequency:				Cost per Rider		\$24.05
6	TRIPS			Weekdays	Subsidy per Rider	\$66.01
				No Weekend Service	Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday		53
29.51 mph		2		Average Daily Passengers Weekends		N/A
On Time Performance:				Annual Passengers		13,458
		62.6%		Passengers per Hour		4.1
Route Total Bidirectional Length (Miles):				Passengers per Mile		0.1
		148.26		Annual Wheelchair Boardings		172
Annual Revenue Miles:				Annual Bicycle Boardings		337
		112,979		Population within .5 mi of stop		19,890
Annual Revenue Hours:				Jobs within .5 mi of stop		38,841
		3,767				



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TP**

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FY 2018/2019 | FY 2019/2020



SunLine Transit Agency  
32505 Harry Oliver Trail, Thousand Palms, CA 92276 | 760-343-3456 | [sunline.org](http://sunline.org)