



SunLine Transit Agency/
 SunLine Services Group
 May 26, 2021
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &
 SunLine Services Group Board of Directors
 Regular Board of Directors Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/83621023557>

Meeting ID: 836 2102 3557

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 836 2102 3557

One tap mobile
 +16699009128,,83621023557#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to May 25, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PRESENTATIONS**

a) **Young Adults Haul Pass Program**

(Staff: Yvonne Eckert, Interim Project Manager and
Nicholas Robles, Marketing & Events Manager)

(PAGE 6-9)

b) **CNG Station & Operations Facility**

(Staff: Rudy Le Flore, Chief Project Consultant)

(PAGE 10-16)

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES**

APPROVE

a) **April 22, 2021 Special Board Meeting**

(PAGE 17-18)

b) **April 22, 2021 Joint Board Meeting**

(PAGE 19-23)

7. **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.

ITEM

RECOMMENDATION

- 8. **BOARD MEMBER COMMENTS** **RECEIVE COMMENTS**
- 9. **CONSENT CALENDAR** **RECEIVE & FILE**

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

- 9a) Checks \$1,000 and Over Report for March 2021 (PAGE 24-28)
- 9b) Credit Card Statement for March 2021 (PAGE 29-38)
- 9c) Monthly Budget Variance Report for March 2021 (PAGE 39-44)
- 9d) Contracts Signed in Excess of \$25,000 for April 2021 (PAGE 45-46)
- 9e) Union & Non-Union Pension Investment Asset Summary March 2021 (PAGE 47-54)
- 9f) Quarterly Performance Summary for Q1 of Calendar Year 2021 (PAGE 55-59)
- 9g) Ridership Report for April 2021 (PAGE 60-64)
- 9h) SunDial Operational Notes for April 2021 (PAGE 65-67)
- 9i) Metrics for April 2021 (PAGE 68-82)
- 9j) Board Member Attendance for April 2021 (PAGE 83-84)
- 9k) SSG/SRA Checks \$1,000 and Over Report for March 2021 (PAGE 85-86)
- 9l) SSG Monthly Budget Variance Report for March 2021 (PAGE 87-89)
- 9m) Taxi Trip Data – April 2021 (PAGE 90-91)
- 10. **REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS** **APPROVE**
(Glenn Miller, Chair of Board Operations Committee; Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager) (PAGE 92-98)
- 11. **RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM** **APPROVE**
(Lisa Middleton, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer) (PAGE 99-100)
- 12. **LEGAL SERVICES REQUEST FOR PROPOSALS** **APPROVE**
(Lisa Middleton, Chair of Finance/Audit Committee; Staff: Luis Garcia, Chief Financial Officer) (PAGE 101)

ITEM

RECOMMENDATION

- 13. PURCHASE OF TWO (2) FORD EXPLORER HYBRID VEHICLES**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Tony Cohen, Chief Maintenance Officer)

APPROVE
(PAGE 102)
- 14. AWARD OF CONTRACT FOR UNIFORM PURCHASE, RENTAL AND CLEANING SERVICES**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Todd McDaniel, Chief Transportation Officer)

APPROVE
(PAGE 103-108)
- 15. SUNRIDE MICROTRANSIT PILOT PROGRAM (PHASE II) – TRANSPORTATION PROVIDER CONTRACT EXTENDED TERM**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Michal Brock, Taxi Administrator)

APPROVE
(PAGE 109-113)
- 16. SECOND READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2021-01**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Michal Brock, Taxi Administrator and
Eric Vail, General Counsel)

APPROVE
(PAGE 114-147)
- 17. UPCOMING ELECTION OF OFFICERS**
(Staff: Brittney B. Sowell, Chief of Public Affairs/
Clerk of the Board)

INFORMATION
(PAGE 148)
- 18. GRANT FUNDING FROM THE VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Harman Singh, Interim Deputy Chief
Performance Officer)

INFORMATION
(PAGE 149)
- 19. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY22 OPERATING AND CAPITAL BUDGET**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

DISCUSSION
(PAGE 150-265)
- 20. REVIEW AND DISCUSSION OF THE DRAFT FY22-24 SHORT RANGE TRANSIT PLAN (SRTP)**
(Raymond Gregory, Chair of Strategic Planning &
Operational Committee; Staff: Rohan Kuruppu,
Chief Planning Consultant)

DISCUSSION
(PAGE 266-402)

ITEM

RECOMMENDATION

**21. SUNLINE REGULATORY ADMINISTRATION
DRAFT FY22 BUDGET**

(Kathleen Kelly, Chair of Taxi Committee;
Staff: Luis Garcia, Chief Financial Officer)

DISCUSSION
(PAGE 403-418)

22. GENERAL COUNSEL'S REPORT

23. CEO/GENERAL MANAGER'S REPORT

24. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2)
One matter: Significant exposure to litigation

b) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)
Maria Rendon et al., v. SunLine Transit Agency;
Case Number: CVPS 2102006

c) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6
Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Eric Vail, General Counsel, Burke Williams Sorensen, LLP
Employee organizations: Teamsters Local 1932 and Amalgamated Transit Union Local 1277

d) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)
Position Title: CEO/General Manager

e) CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code section 54957.6
Agency Designated Representative: Robert Radi, Chair of the Board,
Eric Vail, General Counsel
Unrepresented Employees, Position – CEO/General Manager

25. NEXT MEETING DATE

June 23, 2021 at 12 p.m.

26. ADJOURN



YOUNG ADULTS HAUL PASS PROGRAM

May 26, 2021

Haul Pass Committee

Yvonne Eckert
Interim Project Manager

Nicholas Robles
Marketing & Events Manager

Meeting Objective




Review
Methodology

Partnerships



College of the
Desert (COD)

Cal State University,
San Bernardino,
Palm Desert
Campus (CSUSB)



Haul Pass Overview

Program Goal



Meet the mobility needs of young adults in the Coachella Valley by offering free unlimited local transportation

Vision

Close the opportunity gap by offering young adults the option to prepare for college, career and life endeavors

Program Subsidy


- Low Carbon Transit Operations Program (LCTOP) Funds
 - \$776,767
- Remaining Funds
 - \$563,085
- Funding Expiration
 - August 31, 2023


Haul Pass for Young Adults Program Summary

19 High Schools in the Coachella Valley


Launch with Token Transit



Haul Pass Total Program Cost: \$545,127



Program Duration 18-22 Months



Program Benefits

Agency

- ✓ Token Transit Solution
- ✓ Consistent with Agency's Ride with Confidence Messaging
- ✓ Reliable Ridership Data

Riders

- ✓ Convenient for End Users
- ✓ Contactless Payment Method
- ✓ Free Unlimited Rides in the Coachella Valley

Program Challenges

18-22 Month Funding
SunLine will Cover 100% of
the Cost with LCTOP Funds



Estimated that 2% of
Students Do Not Have
Access to a Mobile Phone



Launch Timeline



June – August 2021
Marketing &
Outreach Efforts



August 1, 2021
Program Launch



July 2021
Application
Review



On-going Education

QUESTIONS?

THANK YOU





CNG STATION & OPERATIONS FACILITY

Capital Project Updates

May 26, 2021

Rudy Le Flore
Chief Project Consultant

**CNG
STATION**



CNG Station



PROJECT OVERVIEW:

Internal CNG and Hydrogen fueling station, occupied by Farebox Technicians, Coin Room Operators, SunFuels Program Office and utilized by Maintenance Utilities.

BUILDING SIZE: 2,064 Sq. Ft.

A fuel island with 3 dispensers, and upgraded public dispensers at Thousand Palms and Indio.



CNG Station



SUNLINE PROJECT TEAM:

Project Manager: Tommy Edwards, Harman Singh

CONTRACTOR PROJECT TEAM:

Architect & Engineering: Fuel Solutions

Design – Builder: GP Strategies

Construction Quality Management: PSOMAS

CONSTRUCTION DURATION:

May 2019 – November 2020



CNG Station



BUDGET: \$8,000,778

ESTIMATED BUDGET AT COMPLETION: \$7,450,805

CONSTRUCTION CHANGE ORDERS: \$160,117.11

PERCENT OF CONSTRUCTION BUDGET: 2.4%

- Unforeseen Conditions – Total \$160,117.11
- Owner Requested Changes – Total \$0



CNG Station Funding



BUDGET: \$8,000,778

- STA FY12: \$300,778
- STA FY14: \$2,500,000
- STA FY15: \$2,500,000
- 5307 FY14: \$200,000
- HVIP VOUCHERS: \$1,500,000
- ALTERNATIVE FUEL REBATES: \$1,000,000



OPERATIONS FACILITY



Operations Facility



PROJECT OVERVIEW:

New Facility for Transportation Operations and Administrative Functions:

- Fixed Route and Paratransit Dispatch
- Paratransit Reservationists Call Center
- Lounge and Quiet Room for Operators
- Offices and Cubicles for Transportation Staff and 1 Union Office
- Training Room with Simulator

BUILDING SIZE: 9,300 Sq. Ft.

Operations Facility



SUNLINE PROJECT TEAM:

Project Manager: Rudy Le Flore
Project Manager Asst.: Mare Johnson

PROJECT TEAM:

Architect & Engineering: Stantec Inc.
Design – Builder: CannonDesign Builders
Construction Quality Management: Dahl Taylor & Associates



CONSTRUCTION DURATION:

October 2019 – May 2021

Operations Facility



BUDGET: \$8,100,000

ESTIMATED BUDGET AT COMPLETION: \$7,594,807

CONSTRUCTION CHANGE ORDERS: \$7,030

PERCENT OF CONSTRUCTION BUDGET: 0.1%

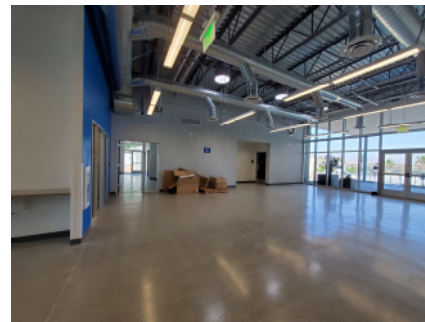
- Unforeseen Conditions – Total \$0
- Owner Requested Changes – Total \$7,030

Operations Facility Funding



BUDGET: \$8,100,000

- 5339 FY17: \$942,874
- STA FY17: \$1,825,126
- STA FY18: \$2,116,000
- LTF FY19: \$1,100,000
- STA FY20: \$2,116,000



Next Steps



NEXT BOARD MEETING: Video Unveiling of the Operations Facility



QUESTIONS?

THANK
YOU



MINUTES

SunLine Transit Agency Special Board of Directors Meeting April 22, 2021

A Special Board meeting of the SunLine Transit Agency Board of Directors was held at 9:32 a.m. on Thursday, April 22, 2021 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 9:32 a.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Member Kelly led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Donna Griffith, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs

Members Absent:

Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

4. PRESENTATIONS

a. 2021 Virtual Earth Day Event

- SunLine Sizzle Video Debut
- SunLine's Legacy and Future
- 2021 Student Art Contest
- Youth Program Announcement

A program was led by Chairperson Radi which included presentations by each Board Member in attendance and CEO/General Manager Lauren Skiver. The program was accompanied by a number of videos.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
SPECIAL BOARD OF DIRECTORS MEETING -
MINUTES
APRIL 22, 2021**

5. PUBLIC COMMENTS

None.

6. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Board Member Kelly, City of Palm Desert
- Board Chair Radi, City of La Quinta

7. ADJOURN

The Special Board meeting of the SunLine Transit Agency Board of Directors adjourned at 10:16 a.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2021

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Thursday, April 22, 2021 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Vice-Chair Miller led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Denise Delgado, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Donna Griffith, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage*
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside*

**Joined the meeting after it was called to order.*

4. PRESENTATIONS

A presentation was provided by Rohan Kuruppu, Chief Planning Consultant giving an update on the Refueled Ridership.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2021**

5. FINALIZATION OF AGENDA

No changes to the agenda, however during the Finance/Audit Committee meeting item 17 was asked to be brought back next month. This item was not considered for action during the Joint SunLine Transit Agency/SunLine Services Group Board of Directors meeting.

6. APPROVAL OF MINUTES FOR JOINT STA/SSG MARCH 24, 2021 BOARD MEETING

Board Member Townsend moved to approve the minutes of the March 24, 2021 Board meeting. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 1 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Board Member Griffith, City of Indian Wells
- Supervisor V. Manuel Perez, County of Riverside

9. CONSENT CALENDAR

Board Vice-Chair Miller moved to approve the consent calendar. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

10. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS

An oral report was provided by Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager. Board Member comments were made by Board Member Kelly. SunLine Transit Agency Board Member Betts moved to approve the Continued Declaration of Emergency by the Board of Directors and for it to be brought back at the May 26, 2021 Board meeting. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2021**

11. EMERGENCY POLICY CHANGE – AGENCY RELATED TRAVEL

An oral report was provided by Tamara Miles, Chief of Human Relations. Board Member comments were made by:

- Board Member Betts, City of Desert Hot Springs
- Board Member Kelly, City of Palm Desert
- Board Member Townsend, City of Rancho Mirage
- Board Member Griffith, City of Indian Wells
- Board Member Middleton, City of Palm Springs
- Board Chair Radi, City of La Quinta
- Board Vice-Chair Miller, City of Indio
- Supervisor Perez V. Manuel Perez, County of Riverside

Staff comments were made by Tamara Miles, Chief of Human Relations, Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager. SunLine Transit Agency Board Member Kelly moved to approve the Emergency Policy Change – Agency Related Travel. The motion was seconded by Board Member Gregory. The motion was approved by a roll call vote of 5 yes; 4 no; 0 abstain; 1 non-vote

12. RESOLUTION NO. 0787 – FEDERAL EMERGENCY FUNDING

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve Resolution No. 0787 – Federal Emergency Funding. The motion was seconded by Supervisor V. Manuel Perez. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

**Board Member Denise Delgado departed the screen – the vote record reflects 1 non-vote*

13. RESOLUTION NO. 0788 FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES GRANT APPLICATION FOR THE CITY OF INDIO

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve Resolution No. 0788 for Affordable Housing and Sustainable Communities Grant Application for the City of Indio. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

14. RECEIPT OF GRANT FUNDING AND PURCHASE OF REVENUE VEHICLES

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Receipt of Grant Funding and Purchase of Revenue Vehicles. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2021**

15. RECEIPT OF GRANT FUNDING FOR LIQUID HYDROGEN FUELING STATION

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Receipt of Grant Funding for Liquid Hydrogen Fueling Station. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

16. PURCHASE OF OPERATIONS BUILDING CENTRAL COMPONENTS

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Purchase of Operations Building Central Components. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

17. PURCHASE OF TWO (2) CHEVY TAHOE VEHICLES

Board Chair Radi reported that this item was brought to the Finance/Audit committee, it was tabled and it will be brought back next meeting.

18. FIRST READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2021-01

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the First Reading of Sunline Services Group (SSG) Ordinance No. 2021-01. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

19. RESOLUTION NO. 091 SETTING TAXICAB PERMITTING FEES & INSTALLMENT PAYMENT PLAN

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. Michal Brock, Taxi Administrator and Luis Garcia, Chief Financial Officer provided a brief presentation. Public comment was made by Bill Meyers, President of Yellow Cab of the Desert. Board Member comments were made by Board Vice-Chair Miller. SunLine Transit Agency Board Member Kelly moved to approve Resolution No. 091 Setting Taxicab Permitting Fees & Installment Payment Plan. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain*

20. GENERAL COUNSEL'S REPORT

General Counsel, Eric Vail, had no updates to report.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2021**

21. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

22. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code section 54956.9(d)(1)
Maria Orellana v. SunLine Transit Agency
Superior Court, County of Riverside Case No. PSC1902500

b) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)
Position Title: CEO/General Manager

c) CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code 54957.6
Agency Designated Representative: Robert Radi, Chair of the Board, Eric Vail,
Legal Counsel
Unrepresented Employees, Position – CEO/General Manager

- a) There was no reportable action taken.
- b) The Board received instructions about the evaluation from Chairperson Radi and this item will be continued over until the next regular meeting.
- c) There was no reportable action taken. This item will be continued over until the next regular meeting.

23. NEXT MEETING DATE

May 26, 2021 at 12 p.m.

24. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:35 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

SunLine Transit Agency**CONSENT CALENDAR**

DATE: May 26, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for March 2021

Summary:

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

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

Vendor	Check #	Amount
<i>AMERICAN SECURITY GROUP</i>	685770	\$107,742.94
<i>COMPLETE COACH WORKS</i>	685718	\$65,359.44

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
March 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA - INSURANCE	General Liability & Workers Comp Premium	685686	03/17/2021	169,994.87
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685658	03/10/2021	119,882.43
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	685763	03/24/2021	119,618.95
AMERICAN SECURITY GROUP	WIP- Operation Facility Low Voltage Project	685770	03/25/2021	107,742.94
IMPERIAL IRRIGATION DIST	Utilities	685679	03/17/2021	98,125.93
COMPLETE COACH WORKS	WIP- COVID19 Capital Expenditures	685718	03/24/2021	65,359.44
GUARDIAN LIFE INSURANCE COMPANY THE	Employee Benefits/ LTD/STD/LIFE Ins Prem	685553	03/03/2021	48,672.70
GUARDIAN LIFE INSURANCE COMPANY THE	Employee Benefits/ LTD/STD/LIFE Ins Prem	685808	03/31/2021	48,265.27
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	685673	03/17/2021	45,134.56
COMPLETE COACH WORKS	Repair Claims	685719	03/24/2021	44,040.56
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	685744	03/24/2021	40,676.56
SO CAL GAS CO.	Utilities	685693	03/17/2021	40,467.07
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	685604	03/10/2021	26,875.21
IMPERIAL IRRIGATION DIST	Utilities	685618	03/10/2021	26,804.03
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	685681	03/17/2021	23,089.48
GRAVES & KING LLP	Insurance Loss	685807	03/31/2021	22,910.26
NAPA AUTO PARTS	Inventory Repair Parts	685626	03/10/2021	22,108.57
SUNLINE REGULATORY ADMINI	Due to SRA	685651	03/10/2021	21,922.28
WORLD BACK TO WORK, INC	Medical Exam and Testing	685581	03/03/2021	21,600.00
GST	WIP- Operations Facility- IT Equip.	685805	03/31/2021	19,113.18
JACKSON LEWIS P.C.	Insurance Loss	685557	03/03/2021	17,652.00
WSP USA INC.	TDM & Vanpool Program	685838	03/31/2021	17,643.63
WSP USA INC.	TDM & Vanpool Program	685582	03/03/2021	17,469.07
THE LEFLORE GROUP LLC	Projects Consultant	685646	03/10/2021	16,201.90
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	685670	03/17/2021	16,143.30
NFI PARTS	Fixed Rte Repair Parts	685524	03/03/2021	15,351.08
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685662	03/10/2021	15,172.24
NFI PARTS	Inventory Repair Parts	685704	03/24/2021	14,552.25
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	685694	03/17/2021	14,324.23
CALIFORNIA TRANSIT ASSOCIATION	Annual Membership	685713	03/24/2021	13,000.00
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	685740	03/24/2021	12,444.34
COUNTY OF RIVERSIDE	Land Use Fees Permit	685840	03/31/2021	12,178.11
VERIZON WIRELESS	Wireless Telephone Service	685661	03/10/2021	11,574.86
MURCHISON & CUMMING, LLP	Insurance Loss	685702	03/19/2021	11,219.89
ANDREA CARTER & ASSOCIATES	Marketing Services	685668	03/17/2021	11,000.00
GST	WIP- Operations Facility- IT Equip	685735	03/24/2021	10,924.63
NFI PARTS	Inventory Repair Parts	685773	03/31/2021	10,913.69
PERMA - INSURANCE	Insurance Loss	685564	03/03/2021	10,499.66
OLD GREEN HOUSE LLC	Consulting Services	685643	03/10/2021	10,425.00

**SunLine Transit Agency
Checks \$1,000 and Over
March 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
BYD COACH & BUS LLC	Inventory Repair Parts	685596	03/10/2021	10,091.15
DNSFILTER, INC.	Annual Software Agreement	685795	03/31/2021	8,940.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	685699	03/17/2021	7,860.00
ROBERT HALF	Temporary Help	685641	03/10/2021	7,190.00
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685621	03/10/2021	6,984.20
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685813	03/31/2021	6,884.62
PALM SPRINGS MOTORS, INC.	Repair Parts	685634	03/10/2021	6,742.61
AMALGAMATED TRANSIT UNION	Union Dues	685589	03/10/2021	6,472.42
ROBERT HALF	Temporary Help	685753	03/24/2021	6,464.00
AMALGAMATED TRANSIT UNION	Union Dues	685709	03/24/2021	6,413.04
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	685664	03/10/2021	6,150.00
ROBERT HALF	Temporary Help	685567	03/03/2021	5,512.00
ANDREA CARTER & ASSOCIATES	Marketing Services	685528	03/03/2021	5,450.00
PSOMAS	WIP- CNG Fueling Station	685639	03/10/2021	5,213.67
PSOMAS	WIP- CNG Fueling Station	685750	03/24/2021	5,128.20
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685703	03/24/2021	5,054.87
BAY CITY ELECTRIC WORKS	WIP- CNG Station	685783	03/31/2021	5,000.00
AVAIL TECHNOLOGIES	F/A Computer Equipment	685530	03/03/2021	4,998.75
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	685791	03/31/2021	4,864.79
MURCHISON & CUMMING, LLP	Insurance Loss	685818	03/31/2021	4,643.85
YELLOW CAB OF THE DESERT	Taxi Voucher Program	685839	03/31/2021	4,625.21
HD INDUSTRIES	Inventory Repair Parts	685617	03/10/2021	4,187.30
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	685743	03/24/2021	4,029.85
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	685536	03/03/2021	3,873.50
TPX COMMUNICATIONS	Communication	685760	03/24/2021	3,826.69
ROBERT HALF	Temporary Help	685642	03/10/2021	3,816.00
WESTGATE CENTER FOR LEADERSHIP	Training Workshop	685580	03/03/2021	3,735.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	685755	03/24/2021	3,536.65
COACHELLA VALLEY TAXI	SunRide Ride Share Expense	685742	03/24/2021	3,480.10
KUNA FM	Advertising	685560	03/03/2021	3,345.00
TRI-STATE MATERIALS, INC.	WIP- Retention Beautification Phase II	685657	03/10/2021	3,312.77
IMPERIAL IRRIGATION DIST	Utilities	685737	03/24/2021	3,265.82
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	685675	03/17/2021	3,242.99
TIME WARNER CABLE	Utilities	685698	03/17/2021	3,238.68
ROBERT HALF	Temporary Help	685825	03/31/2021	3,232.00
BORDIN SEMMER LLP	Insurance Loss	685531	03/03/2021	3,230.50
BROADLUX, INC.	Contract Services General	685532	03/03/2021	3,217.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expense	685768	03/24/2021	3,161.60
WESTPORT DALLAS, INC.	Inventory Repair Parts	685767	03/24/2021	3,159.66

**SunLine Transit Agency
Checks \$1,000 and Over
March 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685598	03/10/2021	3,137.71
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	685712	03/24/2021	3,137.71
BORDIN SEMMER LLP	Insurance Loss	685701	03/19/2021	3,077.00
JESSE FRESCAS JR.	Consulting General	685619	03/10/2021	3,040.00
SOCALGAS	Utilities	685834	03/31/2021	3,003.99
SONSRAY FLEET SERVICES	Inventory Repair Parts	685575	03/03/2021	2,965.81
PALM SPRINGS MOTORS, INC.	Repair Parts	685748	03/24/2021	2,910.55
AIR & LUBE SYSTEMS INC	Shop Equipment Repairs	685775	03/31/2021	2,887.78
ROBERT HALF	Temporary Help	685752	03/24/2021	2,881.88
NFI PARTS	Repair Parts	685585	03/10/2021	2,845.11
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	685614	03/10/2021	2,757.08
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	685782	03/31/2021	2,720.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685563	03/03/2021	2,704.24
TRUTEAM OF CALIFORNIA	F/A Facility Improvements	685785	03/31/2021	2,690.00
DESERT AIR CONDITIONING, INC.	Air Conditioning Expenditures	685722	03/24/2021	2,673.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	685714	03/24/2021	2,590.62
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685772	03/31/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685584	03/10/2021	2,543.88
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	685523	03/03/2021	2,540.38
HARTFORD FIRE INSURANCE COMPANY	Annual Flood Coverage Transit Hub	685554	03/03/2021	2,508.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	685688	03/17/2021	2,426.50
NATURAL GAS VEHICLE INSTITUTE	Maintenance Staff Development	685819	03/31/2021	2,380.00
CREATIVE BUS SALES, INC,	Repair Parts	685720	03/24/2021	2,355.12
DESERT URGENT CARE	Medical Exams and Testing	685555	03/03/2021	2,250.00
FULTON DISTRIBUTING	Bus Stop Supplies	685733	03/24/2021	2,234.09
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	685644	03/10/2021	2,210.12
CREATIVE BUS SALES, INC,	Inventory Repair Parts	685541	03/03/2021	2,208.30
ROBERT HALF	Temporary Help	685690	03/17/2021	2,120.00
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	685672	03/17/2021	1,967.81
CALSTART, INC.	Annual Membership	685786	03/31/2021	1,950.00
SC FUELS	Lubricants- Oil	685756	03/24/2021	1,928.83
DESERT AIR CONDITIONING, INC.	Air Conditioning Expenditures	685606	03/10/2021	1,914.00
PARKHOUSE TIRE, INC.	Inventory Repair Parts	685685	03/17/2021	1,780.55
BYD COACH & BUS LLC	Inventory Repair Parts	685711	03/24/2021	1,635.31
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	685684	03/17/2021	1,621.14
CLAIREMONT EQUIPMENT	WIP- Retention Beautification Phase II	685663	03/10/2021	1,573.27
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685594	03/10/2021	1,558.01
SETON IDENTIFICATION PRODUCTS	Office Supplies	685830	03/31/2021	1,515.98
AMETZA ARIZONA, LLC.	Lubricants- Oil	685778	03/31/2021	1,515.93

**SunLine Transit Agency
Checks \$1,000 and Over
March 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ALLIED REFRIGERATION, INC	Hydrogen Repair Parts	685527	03/03/2021	1,479.77
MILE3 WEB DEVELOPMENT	Website Maintenance	685682	03/17/2021	1,470.00
DESERT CITY CAB	Taxi Voucher Program	685671	03/17/2021	1,442.59
FORENSIC DRUG TESTING SERVICES	Medical Exams	685613	03/10/2021	1,439.75
AUGER CONSULTING GROUP LLC	Consulting Services	685814	03/31/2021	1,430.00
AUGER CONSULTING GROUP LLC	Consulting Services	685622	03/10/2021	1,430.00
CUMMINS SALES AND SERVICE	Fixed Rte Repair Parts	685790	03/31/2021	1,404.52
KELLY PAPER COMPANY	Office Supplies	685741	03/24/2021	1,384.80
SMARTDRIVE SYSTEMS, INC.	General Services	685648	03/10/2021	1,380.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	685660	03/10/2021	1,356.25
NETFILE, INC	Form 700 E-filing & Admin System	685562	03/03/2021	1,350.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	685595	03/10/2021	1,320.61
SONSRAY FLEET SERVICES	Inventory Repair Parts	685654	03/10/2021	1,224.73
CDW GOVERNMENT, INC	WIP- SunRide Pilot Program	685716	03/24/2021	1,195.96
FEDEX	Freight Services	685730	03/24/2021	1,119.97
MEYERS FOZI & DWORK, LLP	Insurance Loss	685624	03/10/2021	1,102.00
CDW GOVERNMENT, INC	Computer Supplies	685599	03/10/2021	1,067.90
TRANSIT RESOURCES, INC.	Repair Parts	685761	03/24/2021	1,050.41
Total Checks Over \$1,000	\$1,701,621.50			
Total Checks Under \$1,000	\$54,159.55			
Total Checks	\$1,755,781.05			

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for March 2021

Summary:

The attached report summarizes the Agency's credit card expenses for March 2021. Credit card transactions through the CEO/General Manager credit card align with a statement closing date of April 3, 2021. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with a statement closing date of March 31, 2021 for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 4/02/21

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	3/3/2021	3/4/2021	CUTRIC	Canadian Urban Transit Research & Innovation Consortium (CUTRIC) - First Annual Zero Emission Bus Technology and Transit Operation Conference Registration - Lauren Skiver* and Shawn Craycraft (free guest) *Price on receipt is in Canadian Dollars		\$57.59
2	3/9/2021	3/9/2021	CTA	California Transit Association - 2021 Spring Legislative Conference Registration; Brittney Sowell and Lauren Skiver		\$150.00
3	3/16/2021	3/16/2021	Rancho Mirage Florist	Rancho Mirage Florist - Floral arrangement; Executive Team Member Memorial Service		\$220.89
4	3/17/2021	3/17/2021	Maracas	Maracas lunch; Executive Team Debrief Session		\$79.94
Credits and Charges:					\$0.00	\$508.42



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/02/21
Days in Billing Cycle	30
Next Statement Date	05/03/21
Credit Line	\$40,000
Available Credit	\$39,491

For 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	\$508.42
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	04/28/21

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		\$1,570.30
Credits	-	\$0.00
Payments	-	\$1,570.30
Purchases & Other Charges	+	\$508.42
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$508.42

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$0.00
Cash Earned this Month		\$7.63
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$7.63
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$36.94

Cash Back Notice

Your next cash back reward is scheduled for 06/2021. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$508.42
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	04/28/21



Print address or phone changes: _____
Work () _____

Amount Enclosed: \$

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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
107452
P303



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$508.42 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/28/21. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

THE ENCLOSED CUSTOMER AGREEMENT HAS IMPORTANT CHANGES TO SOME OF THE TERMS AND CONDITIONS ASSOCIATED WITH YOUR ACCOUNT. PLEASE KEEP THIS AGREEMENT FOR YOUR RECORDS AS IT REPLACES ALL VERSIONS THAT WERE PREVIOUSLY SENT. THANK YOU FOR CHOOSING WELLS FARGO.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$508.42

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
03/28	03/28	F3268002P00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	1,570.30	
			TOTAL [REDACTED] \$1,570.30-		

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

03/03	03/04	74083421Y00056PWA	1ST ANNUAL ZERO EMISSI TORONTO CD		57.59
		- 03/04	CA DOLLAR		
		- 03/04	72.50 X 0.79434482		
03/09	03/09	2444500248PTEQR4J	FSP*CTA 916-446-4656 CA		150.00
03/16	03/16	24767892QQ4XE8FL	RANCHO MIRAGE FLORIST 760-3249984 CA		220.89
03/17	03/17	24013392Q0280G3X0	MARACAS RANCHO MIRAGE CA		79.94
			TOTAL \$508.42		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

Take advantage of the features that come with Online Banking:

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

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

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

Sunline Transit Agency Visa Credit Card Statement

Closing Date: 03/31/2021

Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	3/3/2021	3/4/2021	Amazon	Alexa for Business Account		\$ 6.40
2	3/10/2021	3/11/2021	Burrtec	Utilities Acct # 44-VC-225377 - Trash Service c/o Div 23 (Facilities)		\$ 250.75
3	3/18/2021	3/19/2021	CVWD	Utilities Acct # 596261-601130 - Water c/o Div 23 (Facilities)		\$ 86.99
4	3/18/2021	3/19/2021	CVWD	Utilities Acct # 711835-567044 - Water c/o Div 10 (SunFuels)		\$ 469.87
5	3/18/2021	3/19/2021	CVWD	Utilities Acct # 226783-601148 - Water c/o Div 23 (Facilities)		\$ 91.91
6	3/18/2021	3/19/2021	CVWD	Utilities Acct # 596437-601156 - Water c/o Div 23 (Facilities)		\$ 70.66
7	3/18/2021	3/19/2021	CVWD	Utilities Acct # 596433-601158 - Water c/o Div 23 (Facilities)		\$ 133.79
8	3/18/2021	3/19/2021	CVWD	Utilities Acct # 596263-566514 - Water c/o Div 23 (Facilities)		\$ 91.65
9	3/18/2021	3/19/2021	CVWD	Utilities Acct # 596265-403818 - Water c/o Div 23 (Facilities)		\$ 109.72
10	3/18/2021	3/19/2021	CVWD	Utilities Acct # 314011-845854 - Water c/o Div 23 (Facilities)		\$ 194.34
11	3/18/2021	3/19/2021	CVWD	Utilities Acct # 314009-845852 - Water c/o Div 23 (Facilities)		\$ 47.75
12	3/24/2021	3/25/2021	CVWD	Utilities Acct # 226773-601132 - Water c/o Div 23 (Facilities)		\$ 86.99
13	3/24/2021	3/26/2021	IID	Utilities Acct # 50677437 - Electricity c/o Div 24 (Facilities-Indio/Coachella)		\$ 163.40
Credits and Charges					\$0.00	\$1,804.22



Statement Expenses

04/05/2021 10:46 AM PT
Requested By: GRANILLO, LIZ

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	03/01/2021
Card Number:	XXXX-XXXX-XXXX	End Date:	03/31/2021
Status:	Cardholder Reviewed	Reminder Period:	04/01/2021 through 04/05/2021
Charges:	1,804.22 USD	Grace Period:	04/06/2021 through 04/07/2021
Out-of-pocket:	0.00 USD		
Total Amount:	1,804.22 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/03/2021	03/04/2021	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	6.40 USD / 6.40
	Description ALEXA FOR BUSINESS ACCOUNT								
	FUND 00				DIVISION 42				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/10/2021	03/11/2021	No	Burtec Waste And Recycl 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	250.75 USD / 250.75
	Description UTILITIES								
	FUND 00				DIVISION 23				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/18/2021	03/19/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
	Description UTILITIES								
	FUND 00				DIVISION 23				
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/18/2021	03/19/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	469.87 USD / 469.87
	Description UTILITIES								
	FUND 00				DIVISION 10				
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/18/2021	03/19/2021	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	91.91 USD / 91.91
	Description UTILITIES								
	FUND 00				DIVISION 23				
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	03/18/2021	03/19/2021	No	Coachella Valley	5050200001 -	Finance(FIN)	Yes	Yes	70.66 USD /

Commercial Card Expense Reporting

Description		UTILITIES		Water DI 760-398-2651,CA		UTILITIES MAIN FACILITY		70.66	
FUND 00		DIVISION 23							
7.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/18/2021	03/19/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	133.79 USD / 133.79	
Description		UTILITIES							
FUND 00		DIVISION 23							
8.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/18/2021	03/19/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	91.65 USD / 91.65	
Description		UTILITIES							
FUND 00		DIVISION 23							
9.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/18/2021	03/19/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	109.72 USD / 109.72	
Description		UTILITIES							
FUND 00		DIVISION 23							
10.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/18/2021	03/19/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	194.34 USD / 194.34	
Description		UTILITIES							
FUND 00		DIVISION 23							
11.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/18/2021	03/19/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	47.75 USD / 47.75	
Description		UTILITIES							
FUND 00		DIVISION 23							
12.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/24/2021	03/25/2021	No	Coachella Valley Water DI 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	88.99 USD / 88.99	
Description		UTILITIES							
FUND 00		DIVISION 23							
13.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original Currency	
03/24/2021	03/26/2021	No	Spl Imperial Irrigati 800-303-7755,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	163.40 USD / 163.40	
Description		UTILITIES							
FUND 00		DIVISION 24							

Total Charges: 1,604.22 USD

4/5/2021

Commercial Card Expense Reporting

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

—End of Report—

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Sunline Transit Agency Visa Credit Card Statement

Closing Date: 03/31/2021

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	3/23/2021	3/24/2021	Amazon-Azsy	IT Supplies - iPad Case (2)		\$ 33.60
2	3/24/2021	3/25/2021	Amazon-Ruxinze US	IT Supplies - Webcam (3)		\$ 113.10
Credits and Charges					\$0.00	\$ 146.70



Statement Expenses

04/05/2021 10:48 AM PT
Requested By: WATCHER, WALTER

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	03/01/2021
Card Number:	xxxx-xxxx-xxxx	End Date:	03/31/2021
Status:	Cardholder Review	Reminder Period:	04/01/2021 through 04/05/2021
Charges:	146.70 USD	Grace Period:	04/06/2021 through 04/07/2021
Out-of-pocket:	0.00 USD		
Total Amount:	146.70 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	03/23/2021	03/24/2021	No	Amzn Mktpl Us K65h83nt3 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	33.60 USD / 33.60
	Description		IT SUPPLIES						
	FUND		00	DIVISION		42			
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	03/24/2021	03/25/2021	No	Amzn Mktpl Us R15wx2q43 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	113.10 USD / 113.10
	Description		IT SUPPLIES						
	FUND		00	DIVISION		42			

Total Charges: 146.70 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

—End of Report—

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for March 2021

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values for the month of March 2021 are equal to 9/12^{ths} of the yearly budget.

Year to Date Summary

- As of March 31, 2021, the Agency's FYTD revenues are \$457,847 or 17.20% below the FYTD budget due to free fares related to COVID-19.
- As of March 31, 2021, the Agency's FYTD expenditures are \$1,956,375 or 6.39% below the FYTD budget.

Monthly Spotlight

- Insurance losses are over the monthly budget due to a quarterly reconciliation to the insurance schedule. Quarterly reconciliations based on estimates from PERMA and a final entry will be made at year-end after PERMA's actuaries calculate final estimated liabilities as of June 30, 2021.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
March 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	11,571	116,652	(105,081)	69,458	1,049,868	(980,410)	95.0%
Other Revenue	2,149,017	223,977	179,085	44,893	2,134,326	1,611,763	522,563	0.7%
Total Operating Revenue	3,548,841	235,548	295,737	(60,189)	2,203,784	2,661,631	(457,847)	37.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	840,078	842,560	2,482	7,258,959	7,583,042	324,082	28.2%
Operator & Mechanic Overtime	1,237,377	30,940	103,115	72,175	361,766	928,033	566,267	70.8%
Administration Salaries & Wages	6,295,406	502,164	524,617	22,453	4,328,814	4,721,555	392,741	31.2%
Administration Overtime	82,132	3,978	6,844	2,867	41,330	61,599	20,269	49.7%
Fringe Benefits	9,895,105	737,459	824,592	87,133	7,221,535	7,421,329	199,794	27.0%
Communications	243,300	18,737	20,275	1,538	163,345	182,475	19,130	32.9%
Legal Services	425,000	18,104	35,417	17,312	155,325	318,750	163,425	63.5%
Computer/Network Software Agreement	634,653	62,826	52,888	(9,938)	387,996	475,990	87,994	38.9%
Uniforms	85,084	3,371	7,090	3,720	51,074	63,813	12,739	40.0%
Contracted Services	522,700	31,822	43,558	11,736	334,837	392,025	57,188	35.9%
Equipment Repairs	10,858	0	905	905	3,970	8,144	4,174	63.4%
Security Services	110,000	11,361	9,167	(2,194)	97,344	82,500	(14,844)	11.5%
Fuel - CNG	1,194,687	121,518	99,557	(21,960)	968,866	896,015	(72,851)	18.9%
Fuel - Hydrogen	1,033,088	68,176	86,091	17,915	772,477	774,816	2,339	25.2%
Tires	226,381	16,144	18,865	2,721	141,192	169,786	28,594	37.6%
Office Supplies	73,221	5,427	6,102	674	30,942	54,916	23,974	57.7%
Travel/Training	151,882	7,564	12,657	5,093	39,644	113,912	74,267	73.9%
Repair Parts	1,486,348	117,737	123,862	6,125	1,054,205	1,114,761	60,556	29.1%
Facility Maintenance	48,598	(1,630)	4,050	5,680	23,142	36,449	13,307	52.4%
Electricity - CNG & Hydrogen	921,000	79,100	76,750	(2,350)	855,327	690,750	(164,577)	7.1%
Natural Gas	1,095,000	94,387	91,250	(3,137)	813,199	821,250	8,051	25.7%
Water and Gas	7,900	655	658	3	6,889	5,925	(964)	12.8%
Insurance Losses	1,631,829	281,957	135,986	(145,971)	2,314,628	1,223,872	(1,090,756)	-41.8%
Insurance Premium - Property	24,737	5,243	2,061	(3,181)	27,274	18,553	(8,721)	-10.3%
Repair Claims	90,000	46,028	7,500	(38,528)	73,414	67,500	(5,914)	18.4%
Fuel Taxes	134,400	4,541	11,200	6,659	59,198	100,800	41,602	56.0%
Other Expenses	5,004,897	263,370	417,075	153,705	2,828,368	3,753,673	925,304	43.5%
Self Consumed Fuel	(1,936,155)	(189,693)	(161,346)	28,347	(1,741,323)	(1,452,116)	289,206	10.1%
Total Operating Expenses (Before Depreciation)	40,840,150	3,181,362	3,403,346	221,984	28,673,738	30,630,113	1,956,375	29.8%
Operating Expenses in Excess of Operating Revenue		\$ (2,945,814)			\$ (26,469,954)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	492,037	519,062	27,025	4,421,260	4,671,558	250,298	29.0%
State - LTF, LCTOP	11,337,000	895,562	944,750	49,188	8,047,180	8,502,750	455,570	29.0%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	486,821	513,559	26,738	4,374,384	4,622,029	247,644	29.0%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,071,393	1,130,238	58,845	9,627,130	10,172,145	545,015	29.0%
Total Subsidies	37,291,309	2,945,814	3,107,609	161,795	26,469,954	27,968,482	1,498,527	29.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
March 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,620,742	2,114,618	2,301,729	187,110	19,212,404	20,715,557	1,503,152	30.4%
Services	4,034,109	255,999	336,176	80,177	2,422,506	3,025,582	603,076	39.9%
Fuels & Lubricants	2,398,579	200,408	199,882	(527)	1,819,355	1,798,934	(20,421)	24.1%
Tires	226,381	16,144	18,865	2,721	141,192	169,786	28,594	37.6%
Materials and Supplies	1,962,844	138,975	163,570	24,595	1,331,256	1,472,133	140,877	32.2%
Utilities	2,310,240	194,547	192,520	(2,027)	1,876,017	1,732,680	(143,337)	18.8%
Casualty & Liability	2,780,550	418,503	231,713	(186,791)	3,188,411	2,085,413	(1,102,999)	-14.7%
Taxes and Fees	134,400	4,541	11,200	6,659	59,198	100,800	41,602	56.0%
Miscellaneous Expenses	1,308,460	27,319	109,038	81,720	364,720	981,345	616,625	72.1%
Self Consumed Fuel	(1,936,155)	(189,693)	(161,346)	28,347	(1,741,323)	(1,452,116)	289,206	10.1%
Total Operating Expenses (Before Depreciation)	40,840,150	3,181,362	3,403,346	221,984	28,673,738	30,630,113	1,956,375	29.8%
Revenues:								
Passenger Revenue	1,399,824	11,571	116,652	(105,081)	69,458	1,049,868	(980,410)	95.0%
Other Revenue	2,149,017	223,977	179,085	44,893	2,134,326	1,611,763	522,563	0.7%
Total Operating Revenue	3,548,841	235,548	295,737	(60,189)	2,203,784	2,661,631	(457,847)	37.9%
Net Operating Gain (Loss)		\$ (2,945,814)			\$ (26,469,954)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	492,037	519,062	27,025	4,421,260	4,671,558	250,298	29.0%
State - LTF, LCTOP	11,337,000	895,562	944,750	49,188	8,047,180	8,502,750	455,570	29.0%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f), 5312	6,162,705	486,821	513,559	26,738	4,374,384	4,622,029	247,644	29.0%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,071,393	1,130,238	58,845	9,627,130	10,172,145	(545,015)	29.0%
Total Subsidies	37,291,309	2,945,814	3,107,609	161,795	26,469,954	27,968,482	1,498,527	29.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The negative variance in passenger fares is attributed to no fare collection as of March 17, 2020. Fare collection resumed on May 2, 2021 for local fixed route and paratransit bus service.
- As of March, ridership was at 48.6% below FY20 FYTD totals.
- Total system ridership was 1,482,140 trips below FY20 FYTD amounts.

Ridership

	FY20-March	FY21-March	Variance	%Δ
Fixed Route	244,570	179,749	(64,821)	-26.5%
Paratransit	8,070	6,861	(1,209)	-15.0%
SolVan	1,441	1,512	71	4.9%
SunRide	-	190	190	-
System Total	254,081	188,312	(65,769)	-25.9%

Ridership

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	2,927,470	1,505,008	(1,422,462)	-48.6%
Paratransit	110,010	50,147	(59,863)	-54.4%
SolVan	12,133	12,051	(82)	-0.7%
SunRide	-	267	267	-
System Total	3,049,613	1,567,473	(1,482,140)	-48.6%

Other Revenue

- The positive variance is attributed to a large amount of advertising revenue, emissions credits revenue, and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.

Operator & Mechanic Salaries & Wages

- The positive variance is primarily attributed to lower than anticipated expenses relating to level 3 service and the deferral of the new express route.

Operator & Mechanic Overtime

- The positive variance is primarily attributed to the low amount of overtime due to the modified service related to COVID-19.

Administration Salaries & Wages

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

Administration Overtime

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits

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

Communications

- The positive variance is primarily attributed to savings in cellular services.

Legal Services

- Legal services have had lower expense for review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.

Computer/Network Software Agreement

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

Uniforms

- Expenditures are within an acceptable range of the budgeted amount.

Contracted Services

- The positive variance in expenses is primarily attributed to lower use of the public relations/marketing consultant.

Equipment Repairs

- Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services

- Additional security service expenditures are required in Division 2 based on modified service due to COVID - 19.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY21.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
March FY20	99,023				
March FY21	88,732	(10,291)	7,286	-10.39%	8.95%
February FY21	81,446				
FYTD February FY20	969,839				
FYTD February FY21	817,184	(152,655)		-15.74%	

Fuel - Hydrogen

- Expenditures are within an acceptable range of the budgeted amount.

Tires

- The lower tire expenditures are attributed to a reduction in revenue miles.

Office Supplies

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

Travel/Training

- COVID-19 restrictions have affected staff travel.

Repair Parts

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

Facility Maintenance

- The positive variance is due to lower monthly expenses despite emergency repairs in the month of September.

Electricity - CNG & Hydrogen

- The over budget in expenses for electricity expenditures is primarily attributed to increased costs associated with commissioning of the new hydrogen electrolyzer.

Natural Gas

- The positive variance is attributed to lower expenses for Indio.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
March FY20	33,695				
March FY21	18,559	(15,136)	3,353	-44.92%	22.05%
February FY21	15,206				
FYTD March FY20	212,749				
FYTD March FY21	179,530	(33,219)		-15.61%	

Water and Gas

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

Insurance Losses

- Over budget in this line item is due to quarterly reconciliations of losses to PERMA's estimates associated with general liability and workers compensation claims.

Insurance Premium - Property

- Insurance Premium - Property expenditures increased with completion of new facilities around the property.

Repair Claims

- Repair claim expenses are over budget due to costs associated with repairs of bus number 622.

Fuel Taxes

- Outside fueling sales are currently \$91,894 below FY20 FYTD amounts.
- For March, sales increased by \$7,655 from the previous month.
- The positive variance in fuel taxes is due to lower fuel consumption and fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
March FY20	\$ 90,248				
March FY21	\$ 50,374	\$ (39,875)	\$ 7,655	-44.18%	17.92%
February FY21	\$ 42,718				
FYTD March FY20	\$ 579,320				
FYTD March FY21	\$ 487,426	\$ (91,894)		-15.86%	

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self-Consumed Fuel

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

SunLine Transit Agency

CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for April 2021

Summary:

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

- For the month of April 2021, there were no agreements executed between \$25,000 and \$100,000.

Recommendation:

Receive and file.

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

April 2021

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
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There were no contracts signed between \$25,000 and \$100,000 under the CEO/General Manager's authority.

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary March 2021

Summary:

The pension asset summary demonstrates the market value of all assets as well as the total asset allocation for SunLine's union and non-union retirement plans. The following table states the target and range values for asset allocations based on the most recent policy revision approved by the Board in February 2021:

Asset Class		Target	Range
Growth Assets			
	Domestic Equity	36%	16% – 56%
	International Equity	19%	0% - 39%
	Other	0%	0% – 20%
Income Assets			
	Fixed Income	45%	25% - 65%
	Other	0%	0% – 20%
Real Return Assets		0%	0% – 20%
Cash Equivalents		0%	0% – 20%

For the month of March, SunLine's investments fell within the approved range of investment type for the union and non-union assets. As of March, the PFM report will replace the US Bank attachment on this consent calendar item. The change in the attached report is due to a need for more granular information which is not available on the US Bank report.

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	40.4%	16% – 56%
	International Equity	21.5%	0% - 39%
	Other	4.2%	0% – 20%
Income Assets			
	Fixed Income	32.8%	25% - 65%

	Other	0.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.1%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	40.5%	16% – 56%
	International Equity	21.5%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	32.7%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.0%	0% – 20%

For the month of March, the market value of assets increased by \$658,502 and \$637,010 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
February 2021	\$36,702,845	\$36,855,988
March 2021	\$37,361,347	\$37,492,998
Increase (Decrease)	\$658,502	\$637,010

Recommendation:

Receive and file.



Portfolio Summary and Statistics

For the Month Ending **March 31, 2021**

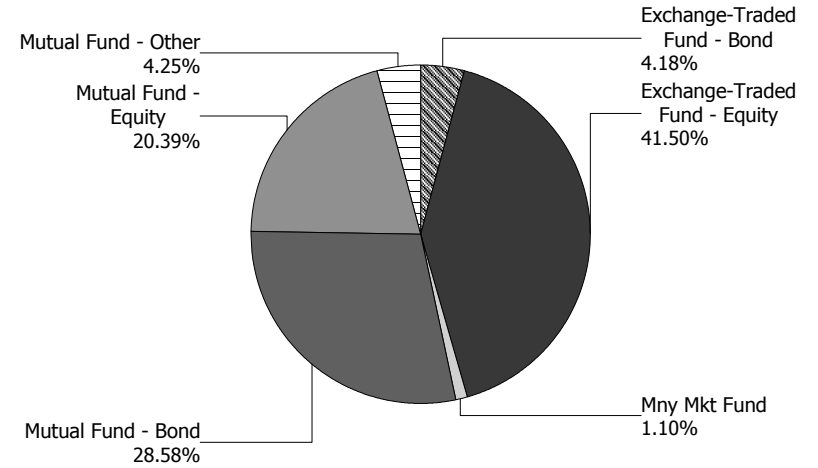
SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Account Summary

Description	Par Value	Market Value	Percent
Mutual Fund - Other	45,458.67	1,588,020.15	4.25
Mutual Fund - Equity	251,718.36	7,619,029.69	20.39
Mutual Fund - Bond	885,596.97	10,678,614.53	28.58
Money Market Mutual Fund	411,179.34	411,179.34	1.10
Exchange-Traded Fund - Equity	106,097.00	15,501,266.59	41.50
Exchange-Traded Fund - Bond	21,329.00	1,563,237.12	4.18
Managed Account Sub-Total	1,721,379.34	37,361,347.42	100.00%
Accrued Interest		0.00	
Total Portfolio	1,721,379.34	37,361,347.42	

Unsettled Trades **0.00** **0.00**

Sector Allocation





Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	711.00	84.52	60,091.94	87.18	61,984.98	1,893.04	0.17
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	3,701.00	84.11	311,290.00	87.18	322,653.18	11,363.18	0.86
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	11,249.00	57.68	648,853.57	59.23	666,278.27	17,424.70	1.78
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	59.23	57,156.95	(1,717.70)	0.15
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	59.23	67,877.58	(2,177.40)	0.18
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,580.00	108.22	170,987.13	108.88	172,030.40	1,043.27	0.46
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	177.00	113.00	20,001.00	108.88	19,271.76	(729.24)	0.05
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,800.00	108.05	194,488.74	108.88	195,984.00	1,495.26	0.52
Security Type Sub-Total			21,329.00		1,534,642.01	678.69	1,563,237.12	28,595.11	4.17
Exchange-Traded Fund - Equity									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,337.00	90.96	758,336.02	108.53	904,814.61	146,478.59	2.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	38,958.00	52.12	2,030,490.96	62.70	2,442,666.60	412,175.64	6.54
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,666.00	123.10	205,083.60	206.69	344,345.54	139,261.94	0.92
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	206.69	501,636.63	129,407.88	1.34
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	206.69	150,056.94	25,678.69	0.40
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	53,983.00	169.04	9,125,286.32	206.69	11,157,746.27	2,032,459.95	29.86
Security Type Sub-Total			106,097.00		12,615,803.90	997.99	15,501,266.59	2,885,462.69	41.48
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	411,179.34	1.00	411,179.34	1.00	411,179.34	0.00	1.10
Security Type Sub-Total			411,179.34		411,179.34	1.00	411,179.34	0.00	1.10
Mutual Fund - Bond									



Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2021**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - 54577620

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	277,686.66	11.58	3,215,149.67	11.70	3,248,933.93	33,784.26	8.70
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	136,796.23	10.76	1,472,324.86	11.01	1,506,126.52	33,801.66	4.04
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	267,636.87	14.73	3,942,470.19	14.34	3,837,912.73	(104,557.46)	10.27
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	203,477.20	10.67	2,170,800.41	10.25	2,085,641.35	(85,159.06)	5.58
Security Type Sub-Total			885,596.97		10,800,745.13	47.30	10,678,614.53	(122,130.60)	28.59
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,346.97	19.31	392,900.00	20.26	412,229.62	19,329.62	1.10
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	63,815.04	23.46	1,497,318.76	28.66	1,828,938.95	331,620.19	4.90
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,377.82	17.41	790,155.23	21.09	957,018.19	166,862.96	2.56
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,005.92	48.24	1,206,317.61	56.80	1,420,335.98	214,018.37	3.80
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,639.28	22.10	1,318,155.85	30.34	1,809,455.71	491,299.86	4.84
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,117.75	36.37	477,149.39	47.02	616,796.41	139,647.02	1.65
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	33.66	0.03	0.00	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,415.60	21.99	536,860.13	23.52	574,254.80	37,394.67	1.55
Security Type Sub-Total			251,718.36		6,218,857.00	261.35	7,619,029.69	1,400,172.69	20.40
Mutual Fund - Other									
COHEN & STEERS INSTL REALTY SHARES	19247U106	CSRIX	16,988.98	43.75	743,315.94	46.82	795,423.88	52,107.94	2.14
PRINCIPAL REAL ESTATE SECURITIES INST	74253Q580	PIREX	28,469.69	26.09	742,667.17	27.84	792,596.27	49,929.10	2.12
Security Type Sub-Total			45,458.67		1,485,983.11	74.66	1,588,020.15	102,037.04	4.26
Managed Account Sub-Total			1,721,379.34		33,067,210.49	2,060.99	37,361,347.42	4,294,136.93	100.00
Securities Sub-Total			\$1,721,379.34		\$33,067,210.49	\$2,060.99	\$37,361,347.42	\$4,294,136.93	100.00%
Accrued Interest							\$0.00		
Total Investments							\$37,361,347.42		



Portfolio Summary and Statistics

For the Month Ending **March 31, 2021**

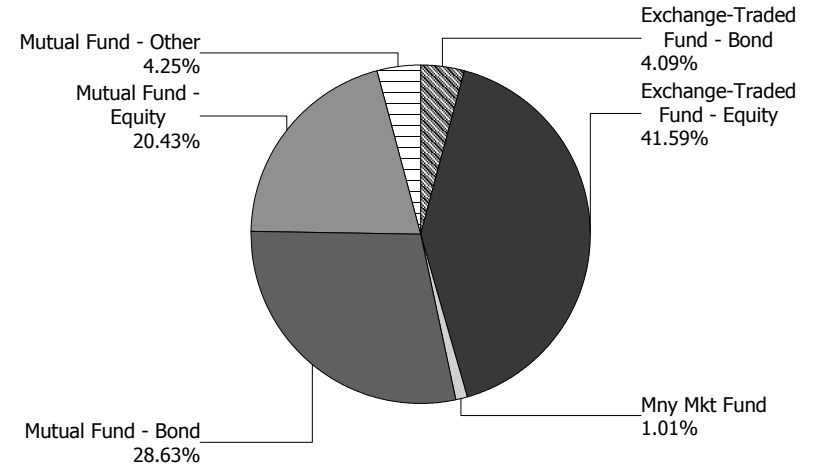
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

Account Summary

Description	Par Value	Market Value	Percent
Mutual Fund - Other	45,624.53	1,593,814.24	4.25
Mutual Fund - Equity	253,019.77	7,661,033.13	20.43
Mutual Fund - Bond	889,959.63	10,733,441.17	28.63
Money Market Mutual Fund	377,761.80	377,761.80	1.01
Exchange-Traded Fund - Equity	106,661.00	15,591,725.56	41.59
Exchange-Traded Fund - Bond	21,068.00	1,535,222.34	4.09
Managed Account Sub-Total	1,694,094.73	37,492,998.24	100.00%
Accrued Interest		0.00	
Total Portfolio	1,694,094.73	37,492,998.24	

Unsettled Trades **0.00** **0.00**

Sector Allocation





Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	3,488.00	84.11	293,374.63	87.18	304,083.84	10,709.21	0.81
ISHARES IBOXX \$ HIGH YIELD CORPORATE BON	464288513	HYG	759.00	84.52	64,148.78	87.18	66,169.62	2,020.84	0.18
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	59.23	58,163.86	(1,747.96)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	59.23	65,922.99	(2,114.70)	0.18
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	11,329.00	57.68	653,468.04	59.23	671,016.67	17,548.63	1.79
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,584.00	108.22	171,420.01	108.88	172,465.92	1,045.91	0.46
ISHARES J.P. MORGAN USD EMERGING MARKETS	464288281	EMB	1,813.00	108.05	195,893.38	108.88	197,399.44	1,506.06	0.53
Security Type Sub-Total			21,068.00		1,506,254.35	569.81	1,535,222.34	28,967.99	4.11
Exchange-Traded Fund - Equity									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	8,361.00	90.96	760,519.07	108.53	907,419.33	146,900.26	2.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	39,123.00	52.12	2,039,090.76	62.70	2,453,012.10	413,921.34	6.54
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,427.00	153.37	372,228.75	206.69	501,636.63	129,407.88	1.34
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	726.00	171.32	124,378.25	206.69	150,056.94	25,678.69	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,593.00	123.10	196,097.35	206.69	329,257.17	133,159.82	0.87
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	54,431.00	169.04	9,201,016.24	206.69	11,250,343.39	2,049,327.15	30.01
Security Type Sub-Total			106,661.00		12,693,330.42	997.99	15,591,725.56	2,898,395.14	41.57
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	377,761.80	1.00	377,761.80	1.00	377,761.80	0.00	1.01
Security Type Sub-Total			377,761.80		377,761.80	1.00	377,761.80	0.00	1.01
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	279,207.38	11.58	3,234,000.46	11.70	3,266,726.32	32,725.86	8.71
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	137,268.00	10.76	1,477,514.87	11.01	1,511,320.69	33,805.82	4.03



Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 2021**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - 54577625

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	269,481.81	14.74	3,971,070.84	14.34	3,864,369.16	(106,701.68)	10.31
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	204,002.44	10.67	2,176,689.06	10.25	2,091,025.00	(85,664.06)	5.58
Security Type Sub-Total			889,959.63		10,859,275.23	47.30	10,733,441.17	(125,834.06)	28.63
Mutual Fund - Equity									
ARTISAN INTL SMALL-MID	04314H576	APHJX	20,476.44	19.31	395,400.00	20.26	414,852.62	19,452.62	1.11
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	64,106.26	23.46	1,504,021.62	28.66	1,837,285.31	333,263.69	4.90
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	45,584.14	17.46	796,110.47	21.09	961,369.41	165,258.94	2.56
JENSEN QUALITY GROWTH-Y	476313408	JENYX	25,216.05	48.24	1,216,539.59	56.80	1,432,271.61	215,732.02	3.82
JOHCM INTERNATIONAL SELECT I	00770G847	JOHIX	59,909.50	22.08	1,322,687.54	30.34	1,817,654.33	494,966.79	4.85
TOUCHSTONE MID CAP FUND INSTITUTIONAL	89155T649	TMPIX	13,202.20	36.37	480,221.17	47.02	620,767.21	140,546.04	1.66
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITSX	0.00	75.00	0.03	100.51	0.04	0.01	0.00
VIRTUS KAR INTL SMALL CAP	92828W551	VRISX	24,525.20	21.99	539,270.40	23.52	576,832.60	37,562.20	1.54
Security Type Sub-Total			253,019.77		6,254,250.82	328.20	7,661,033.13	1,406,782.31	20.44
Mutual Fund - Other									
COHEN & STEERS INSTL REALTY SHARES	19247U106	CSRIX	17,050.96	43.75	746,028.04	46.82	798,326.07	52,298.03	2.13
PRINCIPAL REAL ESTATE SECURITIES INST	74253Q580	PIREX	28,573.57	26.09	745,376.90	27.84	795,488.17	50,111.27	2.12
Security Type Sub-Total			45,624.53		1,491,404.94	74.66	1,593,814.24	102,409.30	4.25
Managed Account Sub-Total			1,694,094.73		33,182,277.56	2,018.96	37,492,998.24	4,310,720.68	100.01
Securities Sub-Total			\$1,694,094.73		\$33,182,277.56	\$2,018.96	\$37,492,998.24	\$4,310,720.68	100.01%
Accrued Interest							\$0.00		
Total Investments							\$37,492,998.24		

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q1 of Calendar Year 2021

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the first quarter of calendar year 2021. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets returned 2.15% and 2.16% in the first quarter of calendar year 2021, respectively.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	37,361,347	100.00	2.15	2.15	35.87	11.09	N/A	10.73	07/01/2017
<i>Blended Benchmark</i>			2.40	2.40	34.86	12.48	N/A	11.64	07/01/2017
<i>PFM Blended Benchmark</i>			1.81	1.81	32.46	10.26	N/A	9.85	07/01/2017
Equities	24,708,316	66.13	5.29	5.29	61.11	14.01	N/A	14.22	07/01/2017
<i>Russell 3000 Index</i>			6.35	6.35	62.53	17.12	16.64	16.53	07/01/2017
<i>PFM Blended Equity Benchmark</i>			5.35	5.35	57.91	13.37	14.26	13.51	07/01/2017
Vanguard Total Stock Market ETF	12,153,785	32.53	6.43	6.43	62.72	17.13	16.66	62.72	04/01/2020
<i>Russell 3000 Index</i>			6.35	6.35	62.53	17.12	16.64	62.53	04/01/2020
Jensen Quality Growth Fund	1,420,336	3.80	2.81	2.81	47.31	17.37	16.13	17.39	04/01/2019
<i>S&P 500</i>			6.17	6.17	56.35	16.78	16.29	20.60	04/01/2019
Touchstone Mid Cap Fund	616,796	1.65	5.92	5.92	53.70	16.05	16.19	30.52	07/01/2020
<i>Russell Midcap Index</i>			8.14	8.14	73.64	14.73	14.67	39.35	07/01/2020
iShares Core S&P Small-Cap ETF	904,815	2.42	18.21	18.21	95.23	13.68	15.58	18.21	01/01/2021
<i>S&P SmallCap 600</i>			18.24	18.24	95.33	13.71	15.60	18.24	01/01/2021
Cohen & Steers Inst Realty Shares	795,424	2.13	8.76	8.76	38.02	13.91	8.96	N/A	04/01/2021
Principal RE Securities Inst Fund	792,596	2.12	7.22	7.22	35.16	12.05	8.32	N/A	04/01/2021
<i>MSCI US REIT Index</i>			8.76	8.76	37.69	9.51	5.32	N/A	04/01/2021
Vanguard Total International Stock ETF	2,442,667	6.54	3.95	3.95	52.85	6.55	10.00	52.85	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	49.41	04/01/2020
J. O. Hambro International Select	1,809,456	4.84	0.26	0.26	53.81	11.13	12.55	12.64	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	7.92	07/01/2017
Harding Loevner International Equity	1,828,939	4.90	0.84	0.84	50.49	9.01	12.17	27.22	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	28.67	07/01/2020
Artisan International Small-Mid	412,230	1.10	-1.36	-1.36	67.14	13.72	N/A	-1.36	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			4.22	4.22	62.05	6.07	9.62	4.22	01/01/2021
Virtus KAR International Small-Cap	574,255	1.54	0.47	0.47	67.88	12.19	17.67	0.47	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			5.53	5.53	69.82	6.61	10.40	5.53	01/01/2021
Hartford Schrodgers Emerging Markets Equity	957,018	2.56	3.53	3.53	66.85	8.98	14.95	8.54	03/01/2018
<i>MSCI EM (net)</i>			2.29	2.29	58.39	6.48	12.07	5.65	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	12,241,852	32.77	-3.41	-3.41	6.38	4.74	N/A	3.81	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.64</i>	<i>07/01/2017</i>
Baird Core Plus	3,248,934	8.70	-3.10	-3.10	5.38	5.41	4.20	4.36	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.64</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,506,127	4.03	-2.08	-2.08	6.94	4.00	3.46	3.15	09/01/2017
PGIM Total Return Bond Fund	3,837,913	10.27	-4.44	-4.44	6.33	4.97	4.34	3.97	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.43</i>	<i>09/01/2017</i>
Voya Intermediate Bond	2,085,641	5.58	-3.08	-3.08	6.51	5.27	4.10	3.89	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.09</i>	<i>01/01/2020</i>
iShares Intermediate-Term Corporate Bond ETF	791,313	2.12	-3.85	-3.85	10.63	6.75	4.57	4.46	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			<i>-3.81</i>	<i>-3.81</i>	<i>10.99</i>	<i>6.76</i>	<i>5.04</i>	<i>4.69</i>	<i>10/01/2019</i>
iShares JP Morgan USD Emerging Mkts Bond ETF	387,286	1.04	-5.41	-5.41	15.62	3.59	4.48	2.64	07/01/2020
<i>JPM EMBI Global Diversified</i>			<i>-4.54</i>	<i>-4.54</i>	<i>16.00</i>	<i>4.04</i>	<i>5.05</i>	<i>3.33</i>	<i>07/01/2020</i>
iShares iBoxx \$ High Yield Corporate Bond ETF	384,638	1.03	-5.41	-5.41	15.62	3.59	4.48	2.64	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			<i>0.57</i>	<i>0.57</i>	<i>21.43</i>	<i>6.58</i>	<i>7.52</i>	<i>11.41</i>	<i>07/01/2020</i>
Cash Equivalent	411,179	1.10	0.01	0.01	0.06	1.28	N/A	1.23	07/01/2017
First American Prime Obligation - Z	411,179	1.10	0.01	0.01	0.20	1.46	1.19	1.42	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	37,492,998	100.00	2.16	2.16	35.90	11.09	N/A	10.73	07/01/2017
<i>Blended Benchmark</i>			2.40	2.40	34.86	12.48	N/A	11.64	07/01/2017
<i>PFM Blended Benchmark</i>			1.81	1.81	32.46	10.26	N/A	9.85	07/01/2017
Equities	24,846,573	66.27	5.29	5.29	61.11	13.99	N/A	14.17	07/01/2017
<i>Russell 3000 Index</i>			6.35	6.35	62.53	17.12	16.64	16.53	07/01/2017
<i>PFM Blended Equity Benchmark</i>			5.35	5.35	57.91	13.37	14.26	14.55	01/01/2017
Vanguard Total Stock Market ETF	12,231,294	32.62	6.43	6.43	62.72	17.13	16.66	62.72	04/01/2020
<i>Russell 3000 Index</i>			6.35	6.35	62.53	17.12	16.64	62.53	04/01/2020
Jensen Quality Growth Fund	1,432,272	3.82	2.81	2.81	47.31	17.37	16.13	17.39	04/01/2019
<i>S&P 500</i>			6.17	6.17	56.35	16.78	16.29	20.60	04/01/2019
Touchstone Mid Cap Fund	620,767	1.66	5.92	5.92	53.70	16.05	16.19	30.52	07/01/2020
<i>Russell Midcap Index</i>			8.14	8.14	73.64	14.73	14.67	39.35	07/01/2020
iShares Core S&P Small-Cap ETF	907,419	2.42	18.21	18.21	95.23	13.68	15.58	18.21	01/01/2021
<i>S&P SmallCap 600</i>			18.24	18.24	95.33	13.71	15.60	18.24	01/01/2021
Cohen & Steers Inst Realty Shares	795,424	2.12	8.76	8.76	38.02	13.91	8.96	N/A	04/01/2021
Principal RE Securities Inst Fund	792,596	2.11	7.22	7.22	35.16	12.05	8.32	N/A	04/01/2021
<i>MSCI US REIT Index</i>			8.76	8.76	37.69	9.51	5.32	N/A	04/01/2021
Vanguard Total International Stock ETF	2,453,012	6.54	3.95	3.95	52.85	6.55	10.00	52.85	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	49.41	04/01/2020
J. O. Hambro International Select	1,817,654	4.85	0.26	0.26	53.81	11.13	12.55	12.64	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	7.92	07/01/2017
Harding Loevner International Equity	1,837,285	4.90	0.84	0.84	50.49	9.01	12.17	27.22	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			3.49	3.49	49.41	6.51	9.76	28.67	07/01/2020
Artisan International Small-Mid	414,853	1.11	-1.36	-1.36	67.14	13.72	N/A	-1.36	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			4.22	4.22	62.05	6.07	9.62	4.22	01/01/2021
Virtus KAR International Small-Cap	576,833	1.54	0.47	0.47	67.88	12.19	17.67	0.47	01/01/2021
<i>MSCI AC World ex USA Small Cap (Net)</i>			5.53	5.53	69.82	6.61	10.40	5.53	01/01/2021
Hartford Schoders Emerging Markets Equity	961,369	2.56	3.53	3.53	66.85	8.98	14.95	8.54	03/01/2018
<i>MSCI EM (net)</i>			2.29	2.29	58.39	6.48	12.07	5.65	03/01/2018

Returns are net of mutual fund fees.
Returns are expressed as percentages.



Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Fixed Income	12,268,664	32.72	-3.41	-3.41	6.37	4.74	N/A	3.81	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.64</i>	<i>07/01/2017</i>
Baird Core Plus	3,266,726	8.71	-3.10	-3.10	5.38	5.41	4.20	4.36	07/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.64</i>	<i>07/01/2017</i>
DoubleLine Core Fixed Income	1,511,321	4.03	-2.08	-2.08	6.94	4.00	3.46	3.15	09/01/2017
PGIM Total Return Bond Fund	3,864,369	10.31	-4.44	-4.44	6.33	4.97	4.34	3.97	09/01/2017
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.43</i>	<i>09/01/2017</i>
Voya Intermediate Bond	2,091,025	5.58	-3.08	-3.08	6.51	5.27	4.10	3.89	01/01/2020
<i>Blmbg. Barc. U.S. Aggregate</i>			<i>-3.38</i>	<i>-3.38</i>	<i>0.71</i>	<i>4.65</i>	<i>3.10</i>	<i>3.09</i>	<i>01/01/2020</i>
iShares Intermediate-Term Corporate Bond ETF	795,104	2.12	-3.85	-3.85	10.63	6.75	4.57	4.46	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			<i>-3.81</i>	<i>-3.81</i>	<i>10.99</i>	<i>6.76</i>	<i>5.04</i>	<i>4.69</i>	<i>10/01/2019</i>
iShares JP Morgan USD Emerging Mkts Bond ETF	369,865	0.99	-5.41	-5.41	15.62	3.59	4.48	2.64	07/01/2020
<i>JPM EMBI Global Diversified</i>			<i>-4.54</i>	<i>-4.54</i>	<i>16.00</i>	<i>4.04</i>	<i>5.05</i>	<i>3.33</i>	<i>07/01/2020</i>
iShares iBoxx \$ High Yield Corporate Bond ETF	370,253	0.99	-5.41	-5.41	15.62	3.59	4.48	2.64	07/01/2020
<i>Bloomberg Barclays U.S. High Yield Very Liquid Ind</i>			<i>0.57</i>	<i>0.57</i>	<i>21.43</i>	<i>6.58</i>	<i>7.52</i>	<i>11.41</i>	<i>07/01/2020</i>
Cash Equivalent	377,762	1.01	0.01	0.01	0.06	1.28	N/A	1.23	07/01/2017
First American Prime Obligation - Z	377,762	1.01	0.01	0.01	0.20	1.46	1.19	1.42	07/01/2017

Returns are net of mutual fund fees.
Returns are expressed as percentages.



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for April 2021

Summary:

	Monthly Ridership		Monthly Variance	
	Apr-20	Apr-21	Net	Percent
Fixed Route	130,678	178,341	47,663	36.5%
SolVan	1,296	1,376	80	6.2%
SunRide	0	275	275	100.0%
*Taxi Voucher	232	398	166	41.7%
SunDial	3,212	7,060	3,848	119.8%
Total	135,418	187,450	52,032	38.4%

April 2021 shows a favorable variance compared to April 2020, which experienced the most significant impact during the COVID-19 pandemic. When comparing to April 2019, the variance is a decrease of 179,094 rides or -48.9%.

*Taxi voucher rides are included for the system total but are not NTD reportable.

Fiscal year to date system ridership decreased by 1,429,950 rides or -44.9% compared to the previous fiscal year. The COVID-19 impact charts' baseline is calendar year 2019, this allows a comparison of three (3) years.

April 2021 Fiscal Year To Date Ridership	
Fiscal Year 2020	3,185,242
Fiscal Year 2021	1,755,292
Ridership Decrease	(1,429,950)

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report April 2021

Fixed Route	Description	Apr 2021	Apr 2020	FY 2021	FY 2020	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	83,360	-	312,659	-	12.1	0.8	4,570	15,667	1,202	4,622
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	50,630	-	187,956	-	15.5	1.1	2,519	8,816	664	3,070
Route 3	Desert Hot Springs - Desert Edge	3,917	-	15,153	-	9.2	0.6	96	272	71	302
Route 4	Westfield Palm Desert - Palm Springs	15,138	-	57,174	-	8.2	0.6	841	2,924	136	520
Route 5	Desert Hot Springs - CSUSB - Palm Desert	-	-	-	-	-	-	-	-	56	56
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,885	-	16,674	-	3.4	0.3	267	857	81	251
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,946	-	19,741	-	10.4	0.8	530	1,816	126	323
Route 8	North Indio - Coachella - Thermal/Mecca	10,135	-	37,362	-	6.5	0.4	379	1,339	114	461
Route 9	North Shore - Mecca - Oasis	3,583	-	12,000	-	3.2	0.1	139	380	1	244
Route 200 SB	Palm Springs High School AM Tripper	25	-	25	-	8.9	0.4	2	2	-	-
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	16	-	16	-	3.2	0.2	1	1	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	7	-	7	-	2.4	0.2	1	1	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	3	-	3	-	2.5	0.1	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	45	-	48	-	7.7	0.5	-	1	-	-
Route 501 NB	Palm Desert High School AM Tripper	21	-	26	-	2.3	0.2	1	1	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	120	-	125	-	6.9	0.4	6	6	-	-
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	115	-	118	-	8.1	0.5	6	6	-	-
Route 800 NB	Shadow Hills High School AM Tripper	144	-	157	-	10.3	0.5	1	1	-	-
Route 801 SB	Jackson / 44th PM Tripper	171	-	188	-	12.2	0.7	-	-	-	-
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	44	-	44	-	3.1	0.2	1	1	-	-
Route 803 NB	Shadow Hills High School AM Tripper	36	-	36	-	3.1	0.2	-	-	-	-
Fixed Route Total		178,341	130,678	1,683,349	3,057,778	10.4	0.7	9,360	81,839	2,451	25,999
SoIvan		1,376	1,296	13,427	13,429						
SunRide		275	-	542	-						
Taxi Voucher		398	232	767	813						
SunDial		7,060	3,212	57,207	113,222	1.3	0.1				
System Total		187,450	135,186	1,755,292	3,185,242	5.6	0.5				
		Apr-21	Apr-20								
Weekdays:		22	22								
Saturdays:		4	4								
Sundays:		4	4								
Total Days:		30	30								

On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for April 2021.



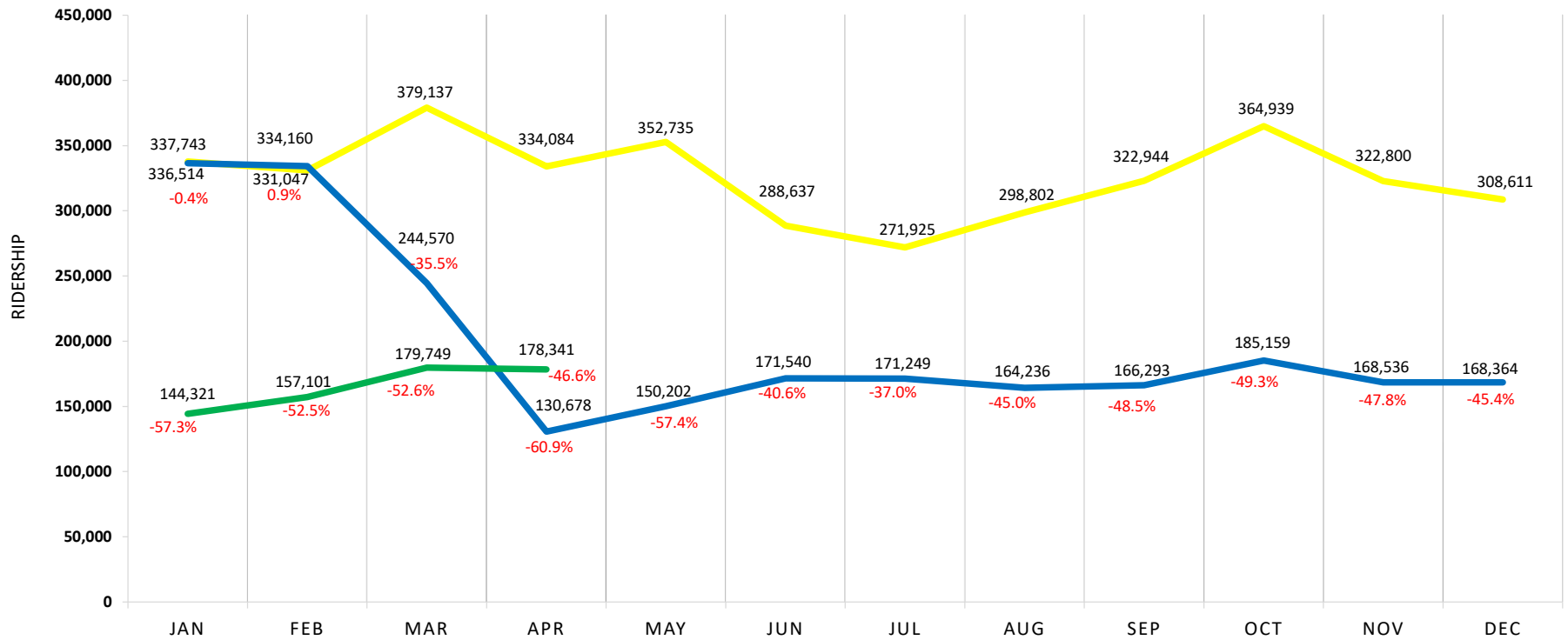
SunLine Transit Agency Monthly Ridership Report April 2021

Fixed Route		Description	Apr 2021	Apr 2020	FY 2021 YTD	FY 2020 YTD	Monthly KPI		Bikes		Wheelchairs	
							Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Former Route 14	DHS/PS	-	21,158	156,008	447,462	-	-	-	6,507	-	2,562	
Former Route 15	DHS	-	4,413	25,074	88,904	-	-	-	462	-	660	
Former Route 20	DHS/PD	-	-	-	22,319	-	-	-	-	-	-	
Former Route 21	PD	-	-	-	9,364	-	-	-	-	-	-	
Former Route 24	PS	-	5,955	46,323	132,617	-	-	-	2,103	-	1,203	
Former Route 30	CC/PS	-	21,988	153,111	467,484	-	-	-	7,374	-	2,880	
Former Route 32	PD/RM/TP/CC/PS	-	7,044	60,121	190,120	-	-	-	3,279	-	872	
Former Route BUZZ	PS/BUZZ	-	-	-	36,584	-	-	-	-	-	-	
Former Route 54	Indio/LQ/IW/PD	-	-	-	53,334	-	-	-	-	-	-	
Former Route 90	LQ/BD	-	3,019	18,312	101,724	-	-	-	511	-	252	
Former Route 70	Indio	-	4,789	27,539	156,828	-	-	-	2,055	-	373	
Former Route 80	Indio	-	1,885	36,854	73,056	-	-	-	1,480	-	434	
Former Route 81	Coachella/Indio	-	2,230	16,352	54,422	-	-	-	667	-	139	
Former Route 91	I/Cch/Th/Mec/Oas	-	6,116	32,262	116,992	-	-	-	1,141	-	353	
Former Route 95	I/Cch/Th/Mec/NS	-	1,007	8,768	20,029	-	-	-	226	-	42	
Former Route 111	PS to Indio	-	51,074	443,113	1,076,919	-	-	-	23,943	-	6,380	
Former Route 220	PD to Riverside	-	-	-	9,620	-	-	-	-	-	-	
Fixed Route Total			178,341	130,678	1,683,349	3,057,778	10.4	0.7	9,360	81,839	2,451	25,999
SolVan			1,376	1,296	13,427	13,429						
SunRide			275	-	542	-						
Taxi Voucher			398	232	767	813						
SunDial			7,060	3,212	57,207	113,222	1.3	0.1				
System Total			187,450	135,418	1,755,292	3,185,242	5.6	0.5				
			Apr-21	Apr-20								
	Weekdays:		22	22								
	Saturdays:		4	4								
	Sundays:		4	4								
	Total Days:		30	30								

On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for April 2021.

Fixed Route Ridership COVID-19 Impact

— 2019
 — 2020
 — 2021
 %VAR. 2019 Vs 2020
 %VAR. 2019 Vs 2021

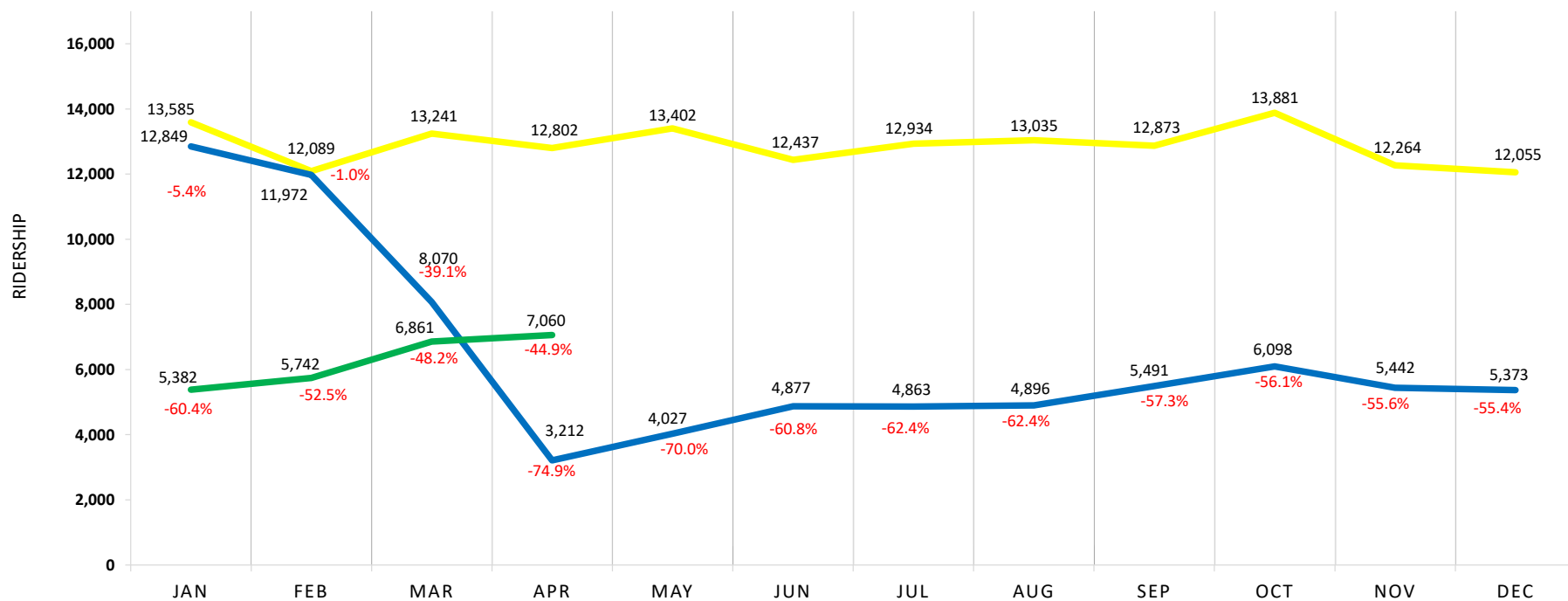


Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease. Ridership is on a pivot point with the ease of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues. **January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.** **April 2020 was the first complete month of operation of the (Level-3) Service.** **Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.** **Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.**

Ridership:
 FY 2019 Actual = 4,039,450
 FY 2020 Actual = 3,379,520
 FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Impact

2019 2020 2021 %VAR. 2019 Vs 2020 %VAR. 2019 Vs 2021



Ridership is on a pivot point with the ease of COVID-19 restrictions, increasing vaccination rates, the opening of businesses, schools, and entertainment venues.

Variations are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for April 2021

Summary:

The attached report summarizes SunDial's operation for April 2021. This report identifies that the on-time performance has exceeded the Agency's internal 90% goal by 6.2%. There was an increase of late trips compared to April 2020, due to an increase of 3,673 total trips and 3,848 total passengers. The total miles increased by 49,588 and mobility device boardings increased by 522.

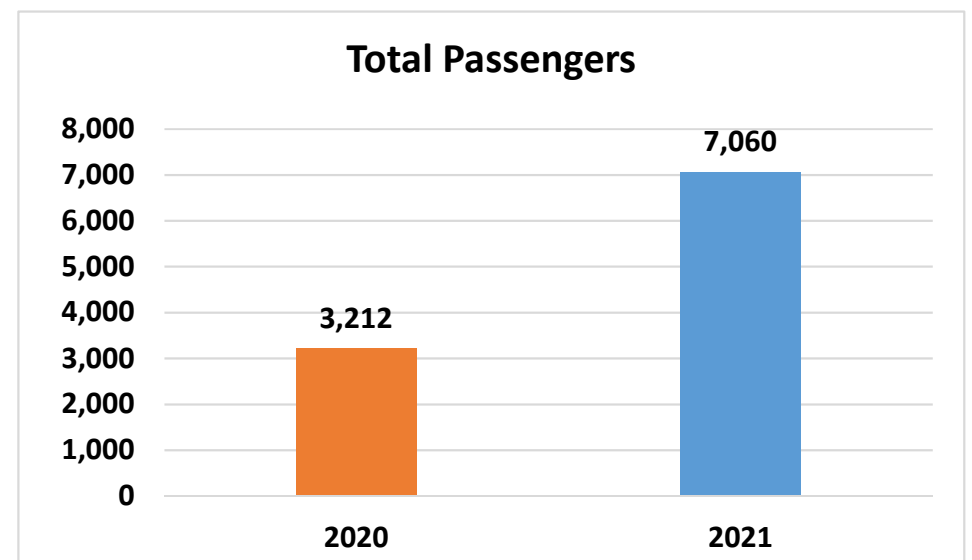
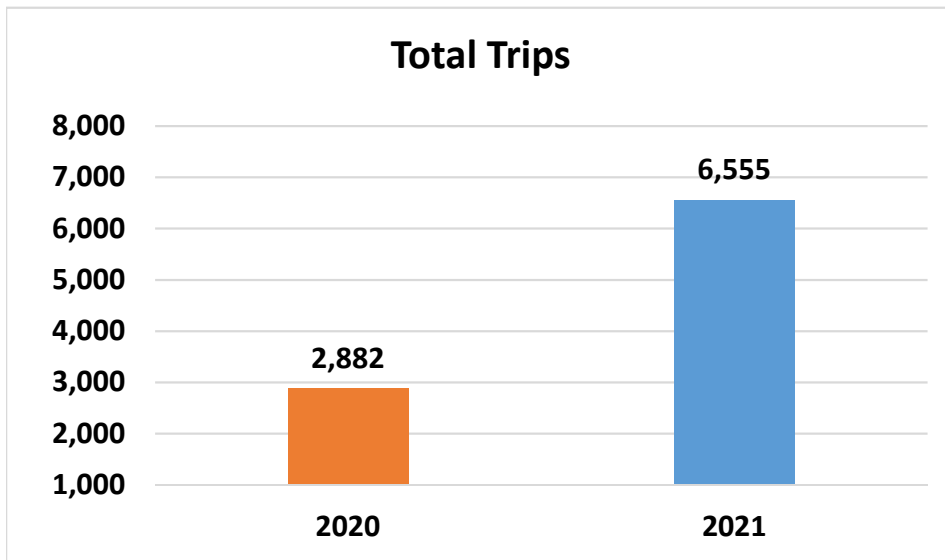
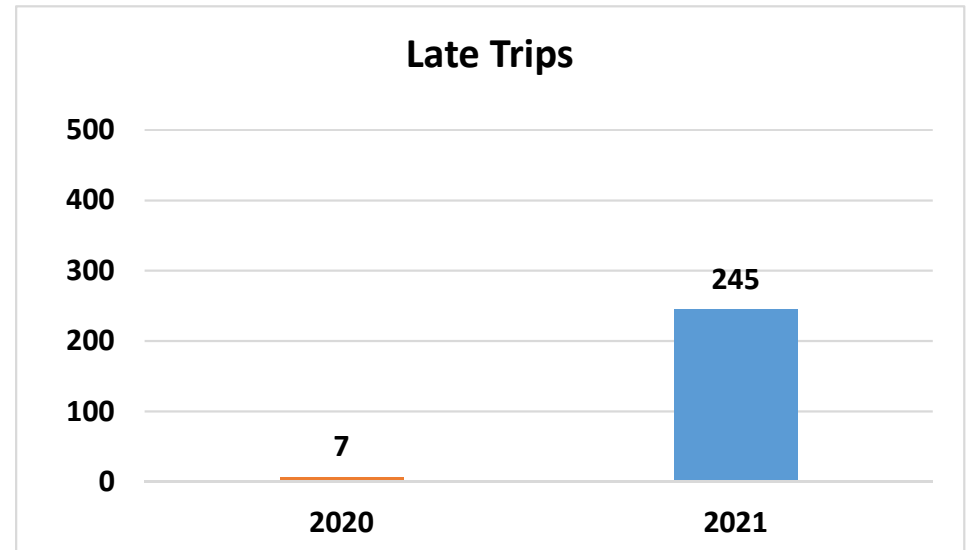
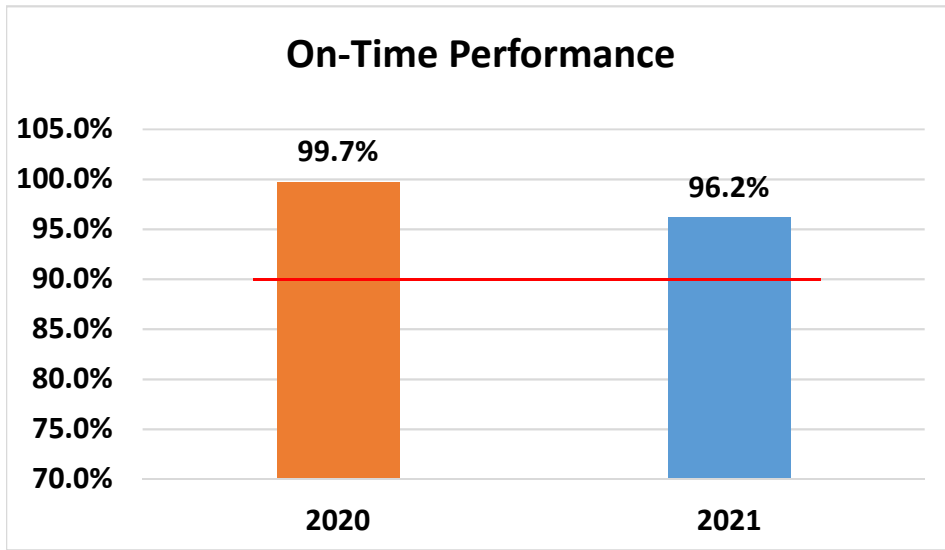
At the onset of COVID-19 in April 2020, onboard inspections and safety evaluations were paused. Field Supervisors are now utilizing Center for Disease Control (CDC) guidelines for social distancing while performing onboard inspections and safety evaluations, which includes pre-trips and trailing evaluations.

Recommendation:

Receive and file.

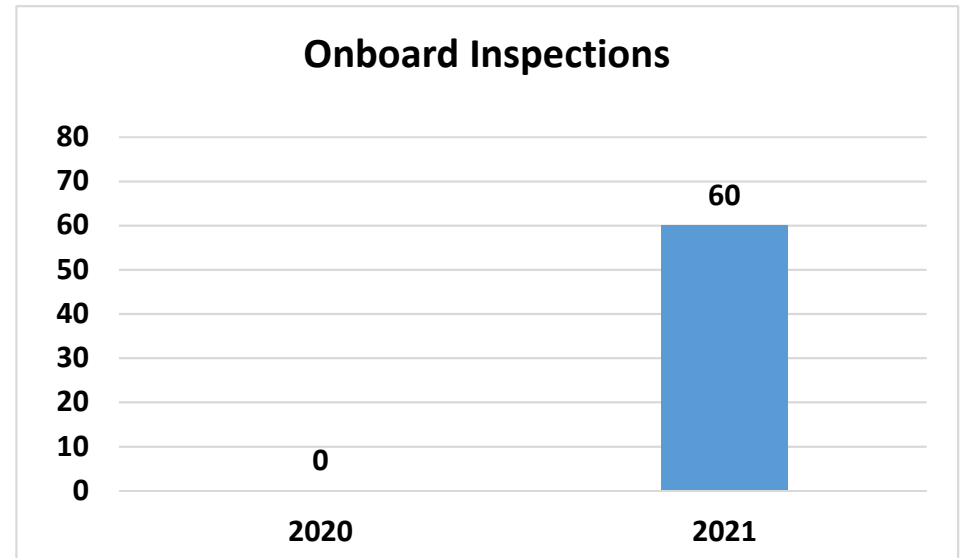
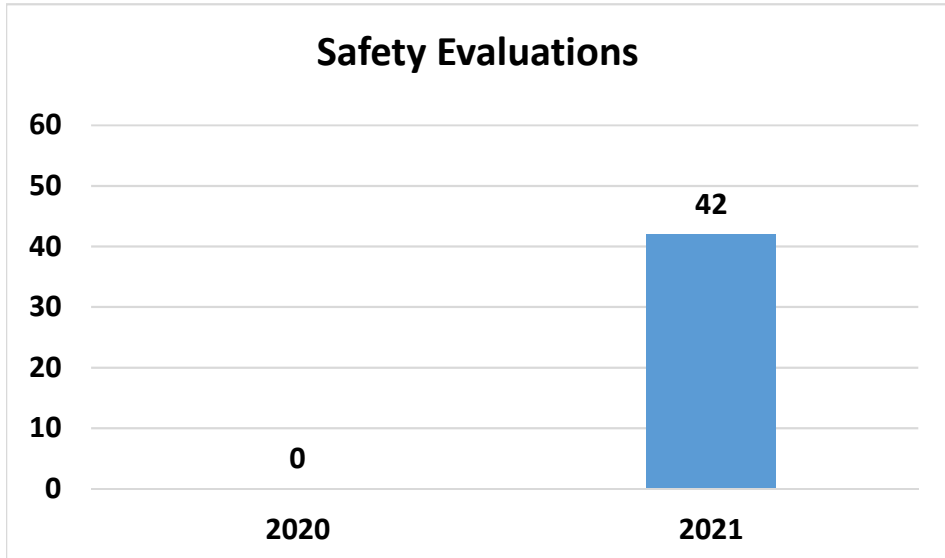
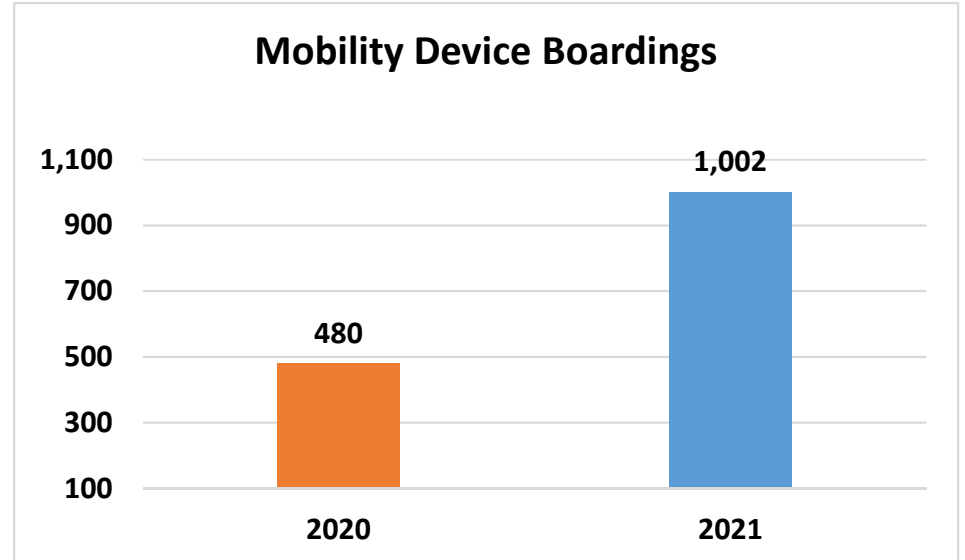
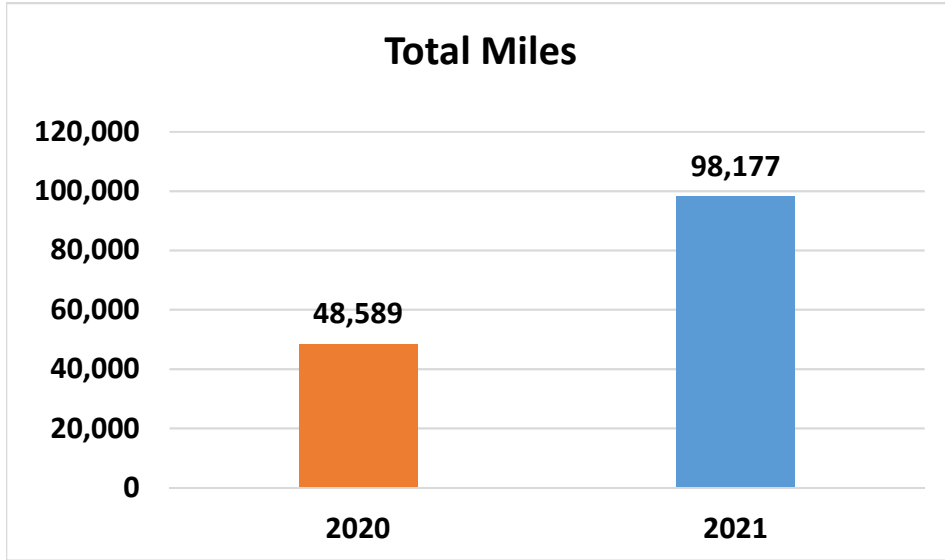
SunDial Operational Charts

April 2020 vs. 2021



SunDial Operational Charts

April 2020 vs. 2021



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for April 2021

Summary:

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

Due to the new route structure, fiscal year reporting has been changed to Refueled year to date (RYTD) for the remainder of the current fiscal year.

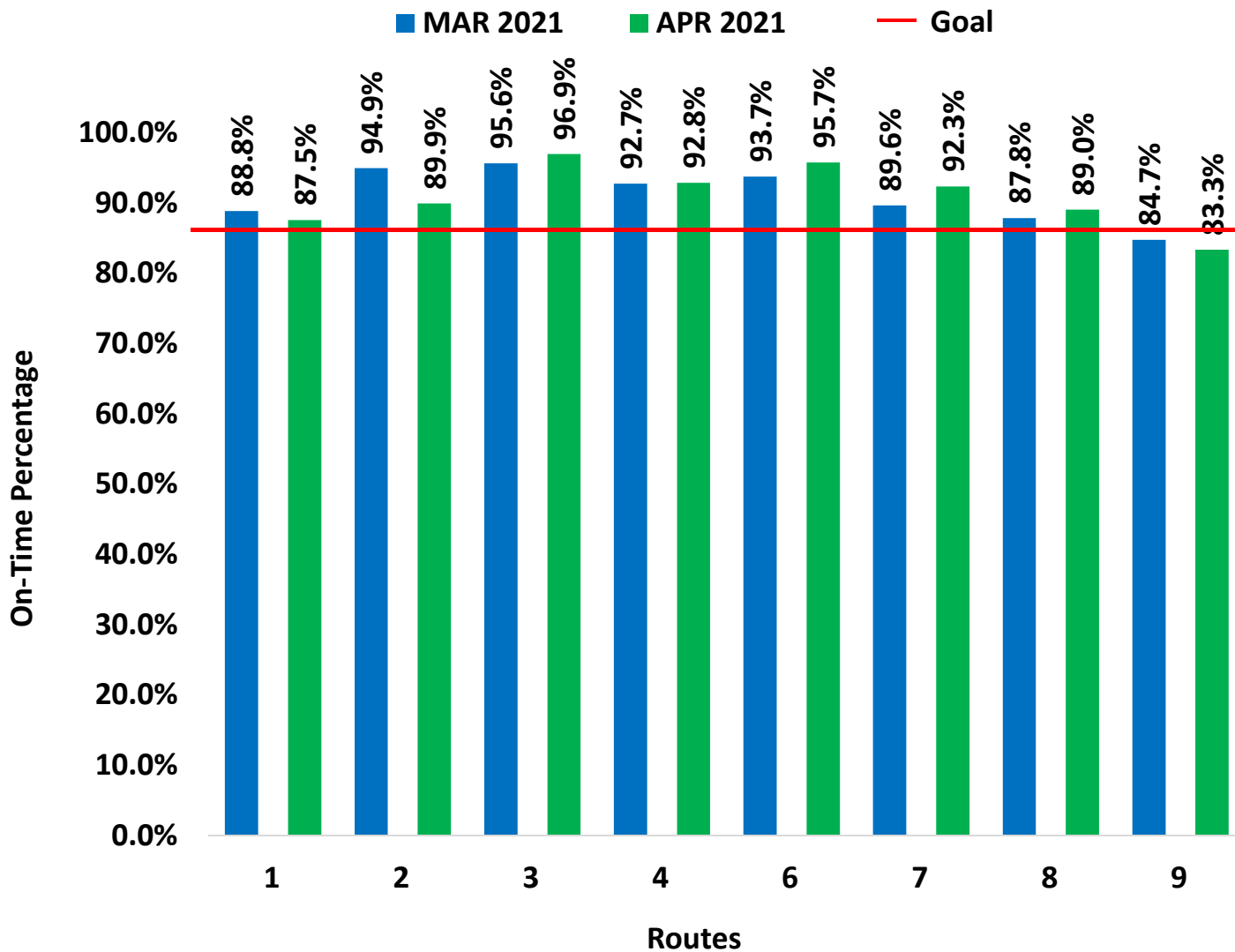
Metrics for the SunRide system performance are new additions to the packet. Data includes system-wide, trip booking method and geo-fence metrics for Desert Edge, Cook Street, Coachella and Mecca / North Shore.

Recommendation:

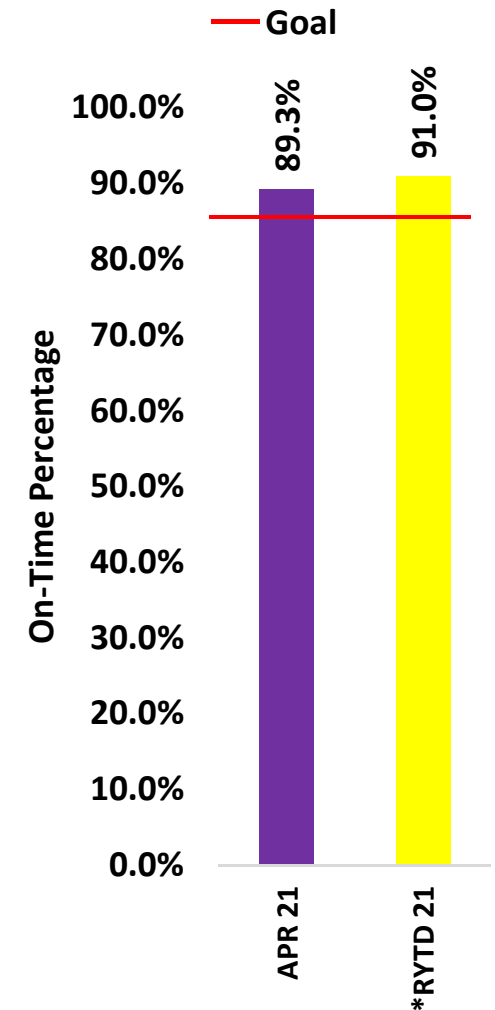
Receive and file.

On-Time Performance Percent by Route

April 2021



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.

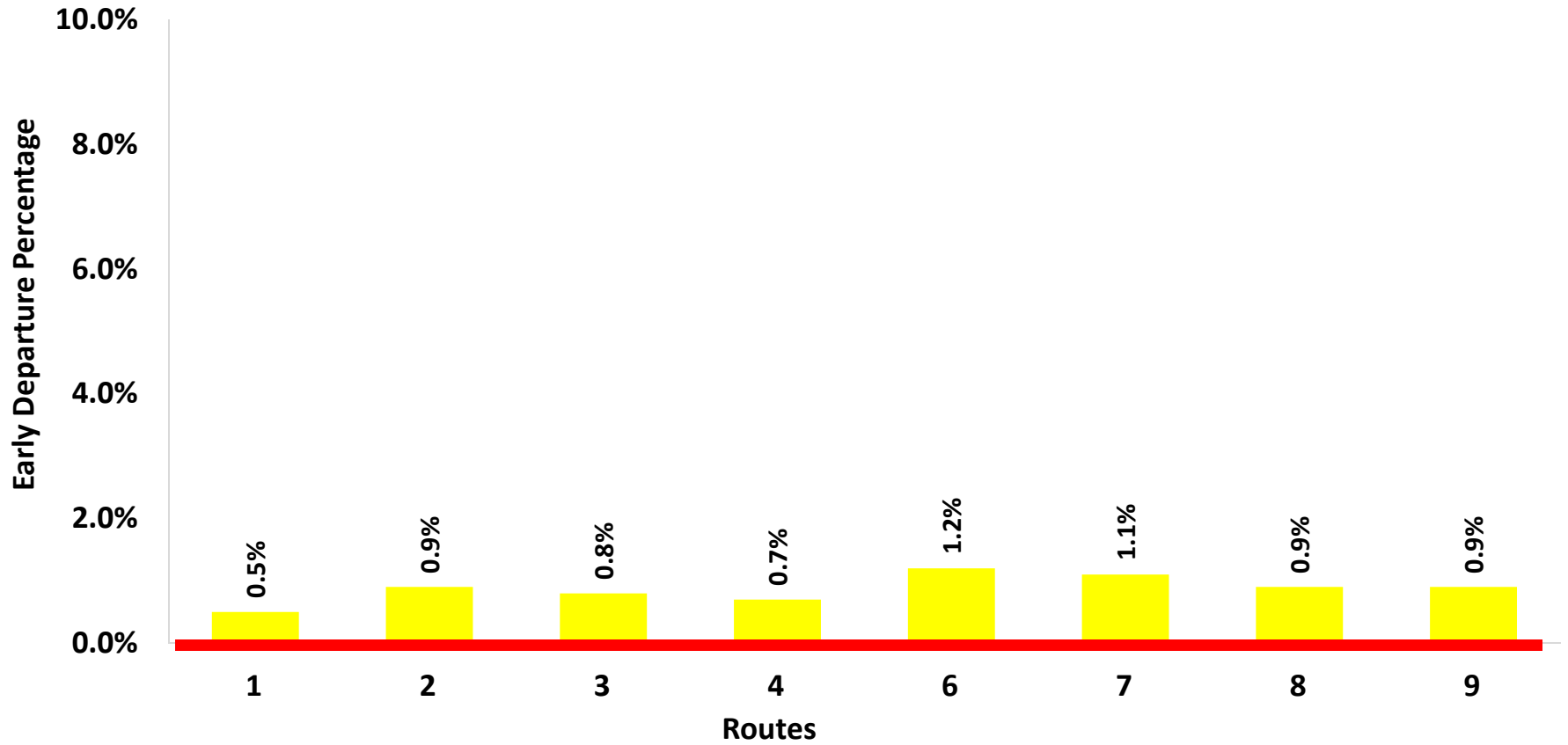
Goal: Minimum target for On-Time performance is 85%. Route 9 on-time performance has been closely monitored since the start of Refueled, an upcoming adjustment in departure time is planned for our May service change.

Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

Early Departures by Route RYTD

April 2021

■ *RY21 — Goal



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

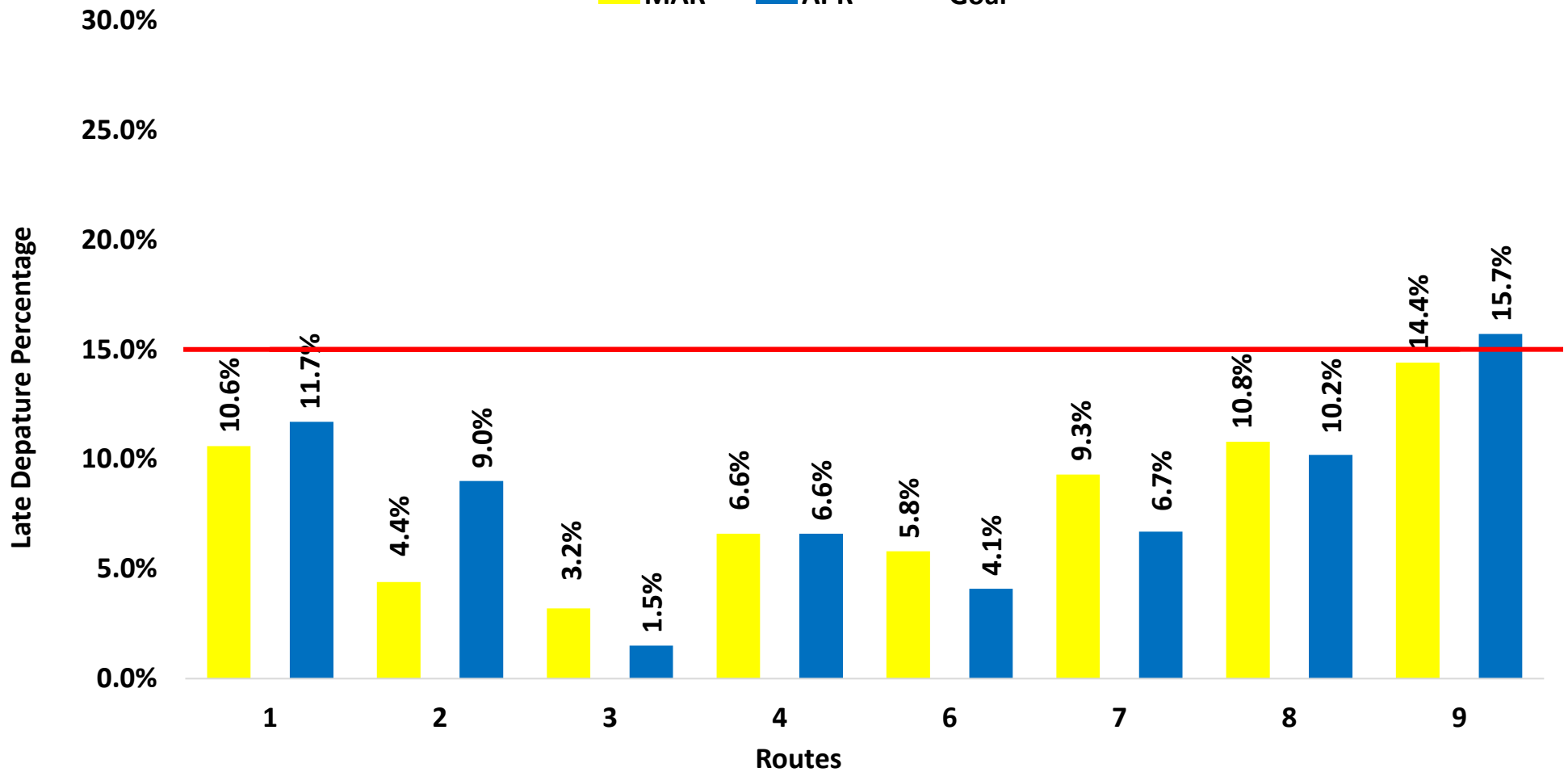
Goal: To reduce early departures to 0% for each route.

* Refueled Year reporting began January 3, 2021 with the roll-out of the new route structure.

Late Departure Percent by Route

April 2021

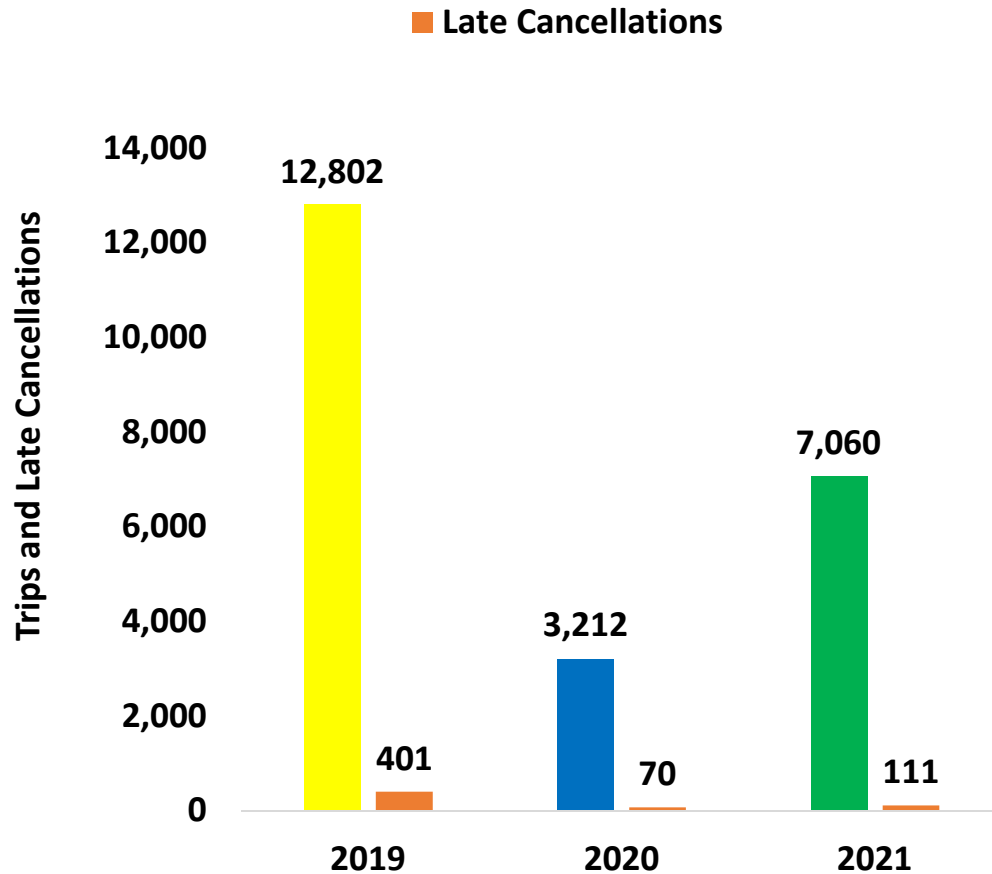
MAR APR Goal



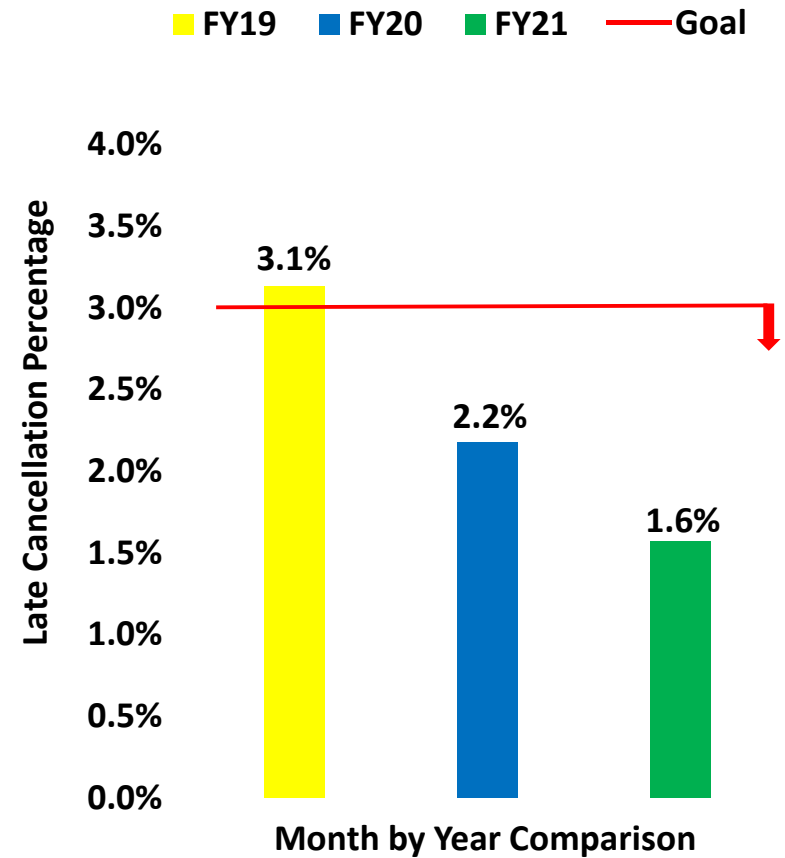
Late Definition: When a bus leaves a time point after the scheduled departure time.

The route is running late with a departure greater than 5 minutes. Route 9 on-time performance has been closely monitored since the start of Refueled, an upcoming adjustment in departure time is planned for our May service change.

Total Trips vs. Late Cancellations April



Late Cancellation Percentage



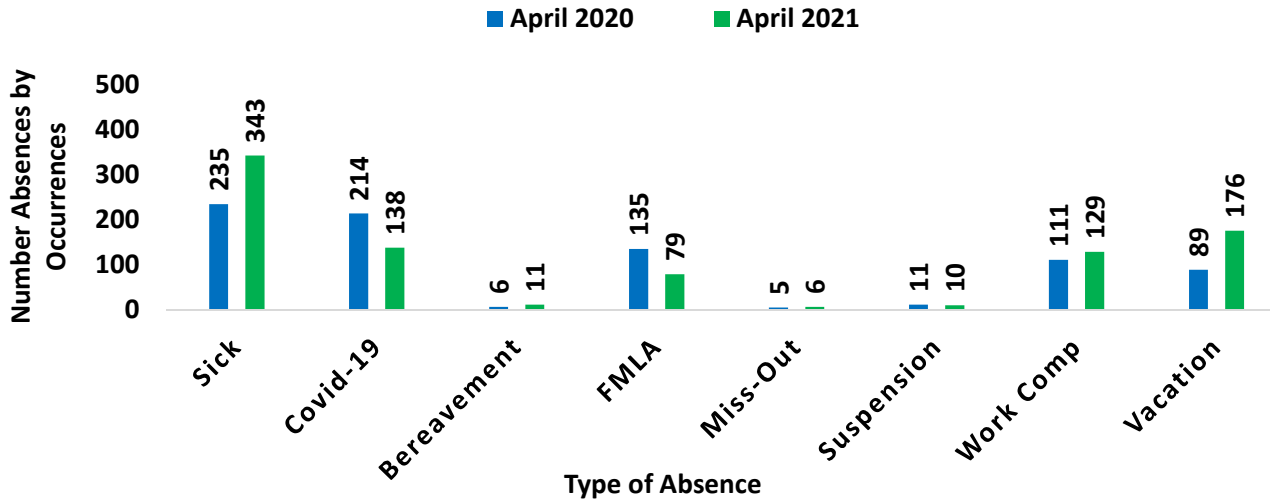
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which an ADA client does not cancel two (2) hours or more before the scheduled pick up time.

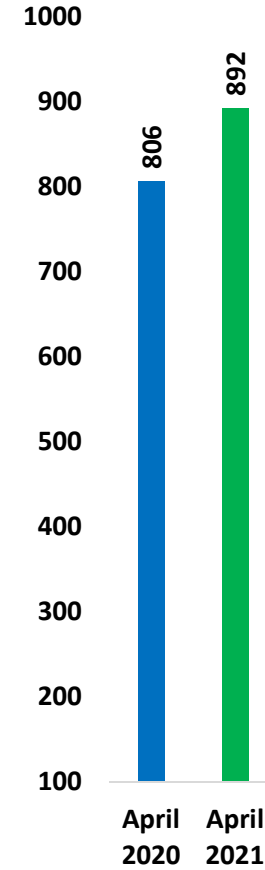
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

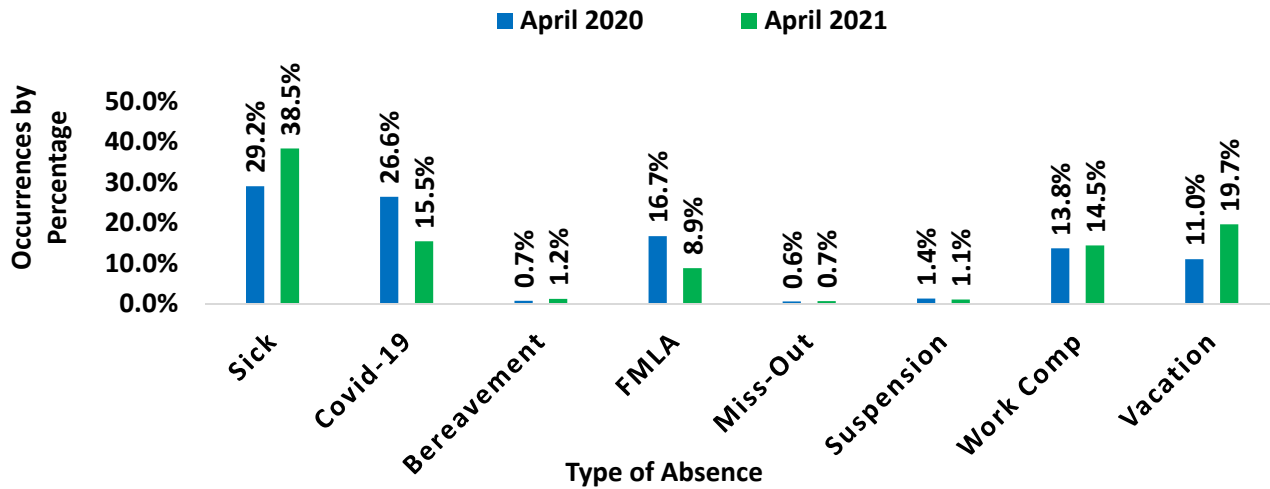
Driver Absence Occurrences



Total Absence Occurrences

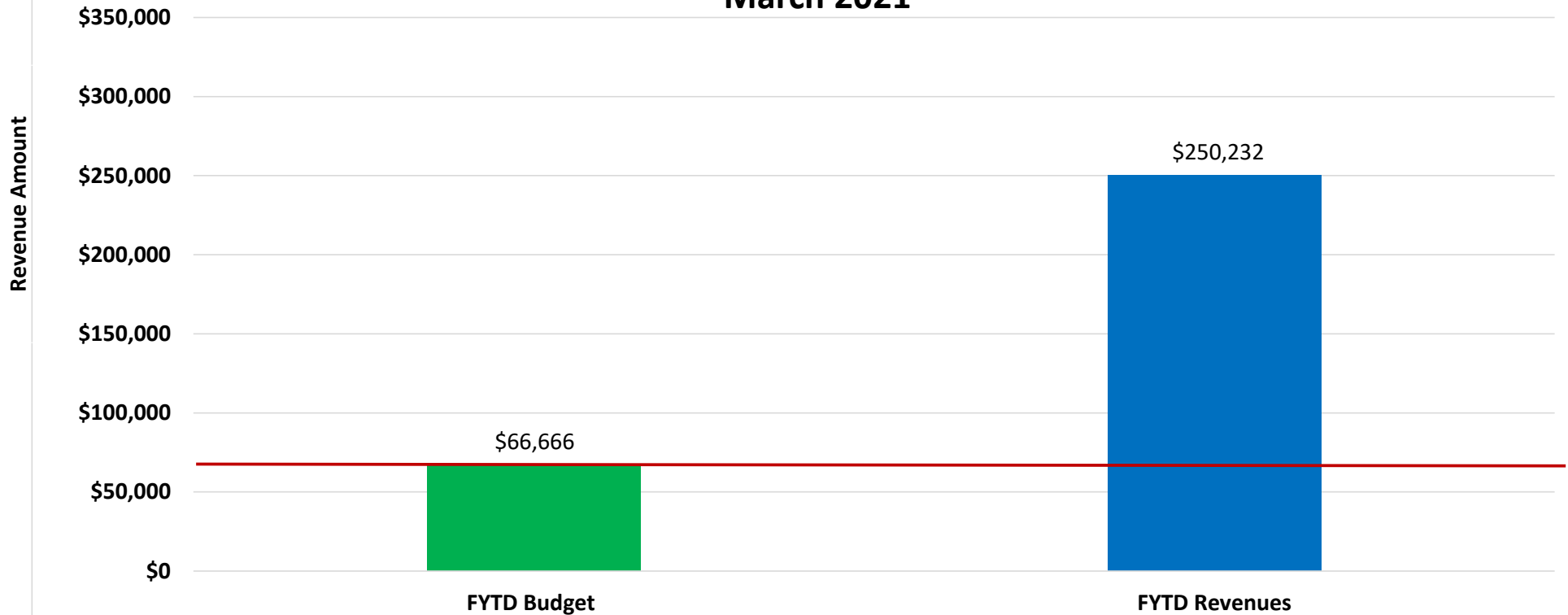


Driver Absence Occurrences by Percentage



This chart includes unplanned/unscheduled, and COVID-19 absences for Fixed Route drivers. Modified attendance policy in addition to protected covid absences have greatly impacted driver attendance.

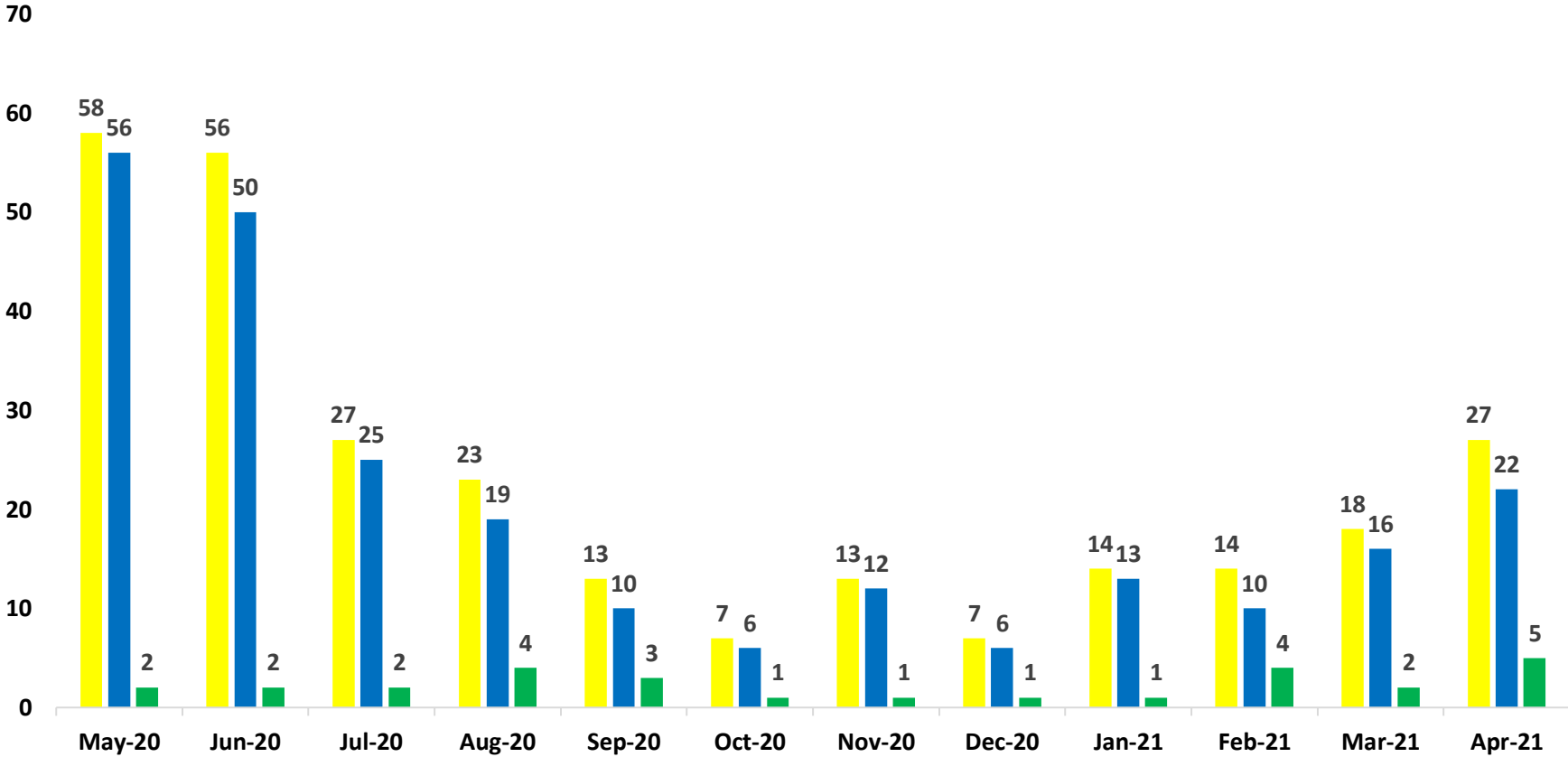
Advertising Revenue FYTD Budget vs FYTD Agency Revenue March 2021



Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

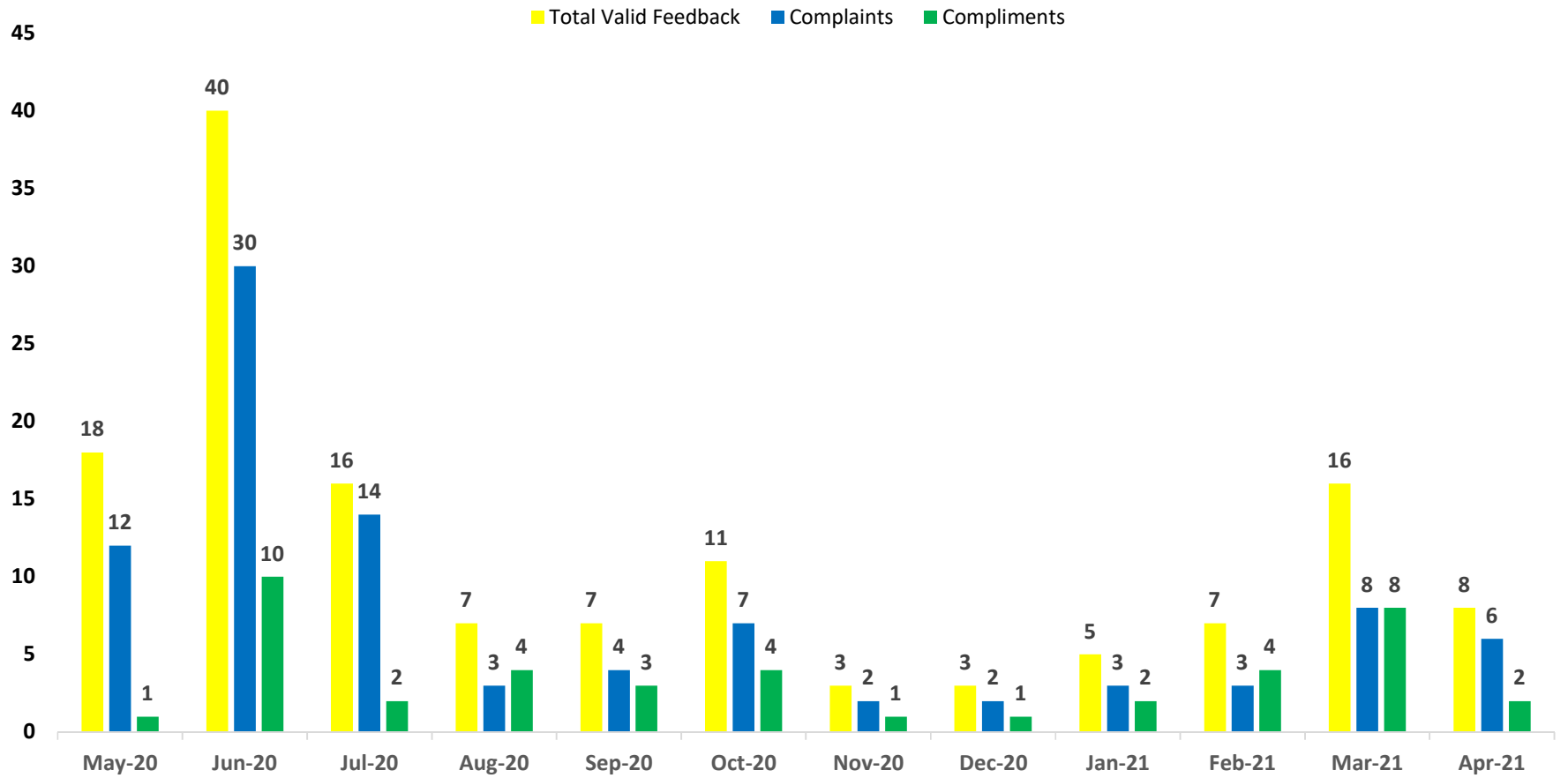
Fixed Route Customer Feedback May 2020 through April 2021

■ Total Valid Feedback
 ■ Complaints
 ■ Compliments



Valid fixed route feedback comprised of compliments and complaints for May 2020 through April 2021

Paratransit Customer Feedback May 2020 through April 2021

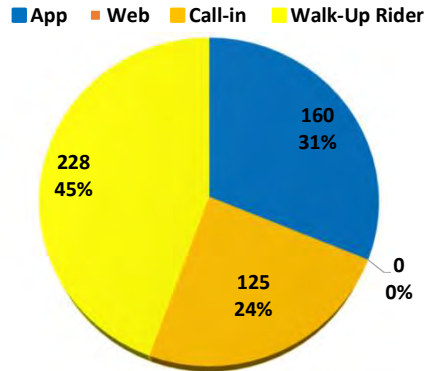


Valid paratransit feedback comprised of compliments and complaints for May 2020 through April 2021

SunRide System-wide Metrics January 2021 through April 2021

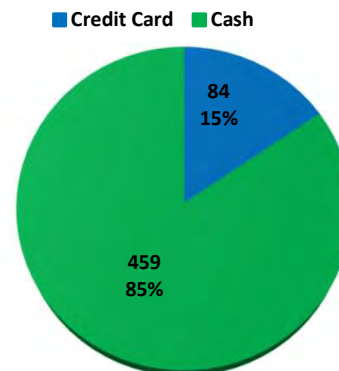
Completed Trips: 513

**SunRide Trip Booking Method
1/4/21 - 4/30/21**



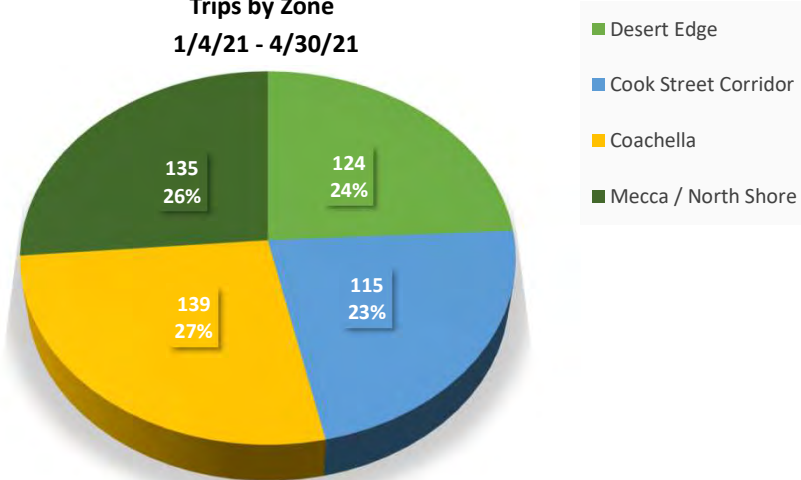
The pie chart illustrates rider booking methods by total number and percentage of total bookings.

**SunRide Payment Method
1/4/21 - 4/30/21**



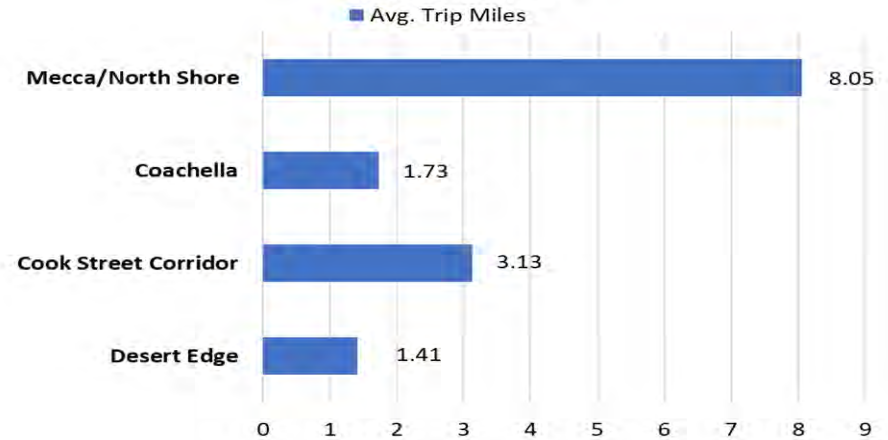
The pie chart illustrates the rider's chosen method of payment for SunRide by number and percentage of riders.

**Trips by Zone
1/4/21 - 4/30/21**



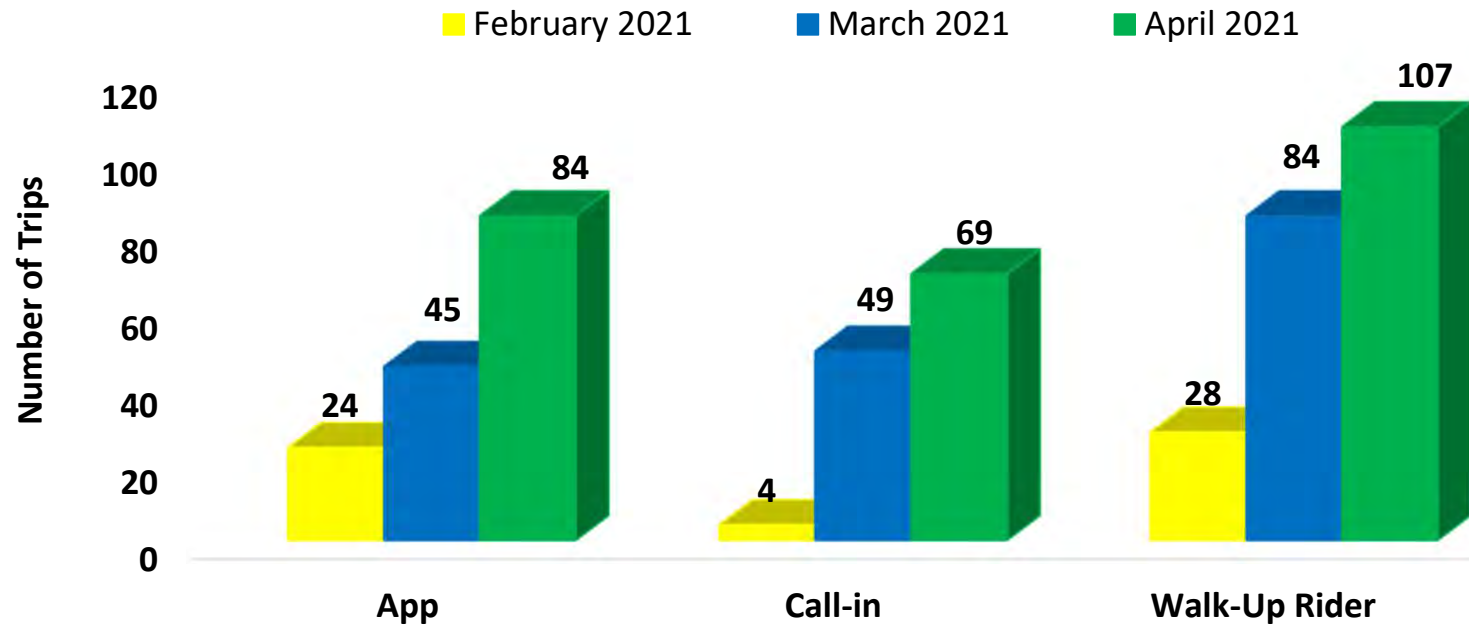
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone.

**Average Trip Miles by Zone
1/4/21-4/30/21**



The chart reflects the average trip mileage in each SunRide zone.

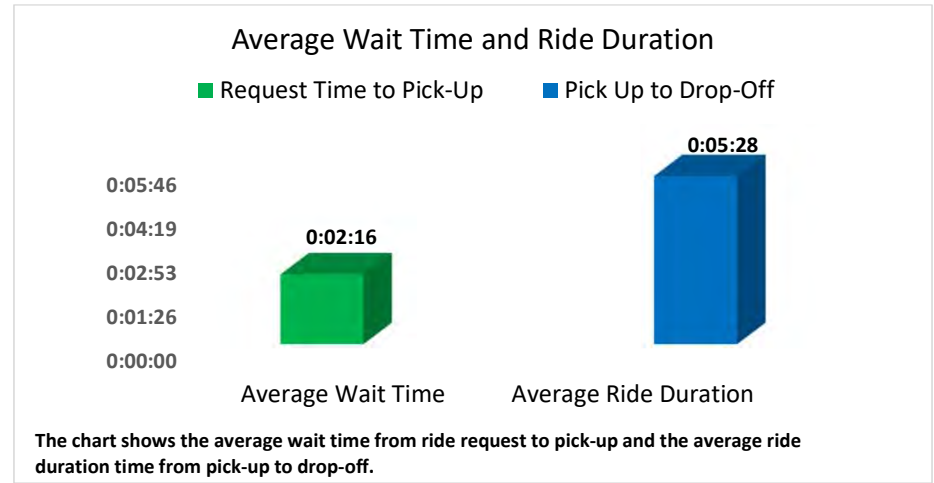
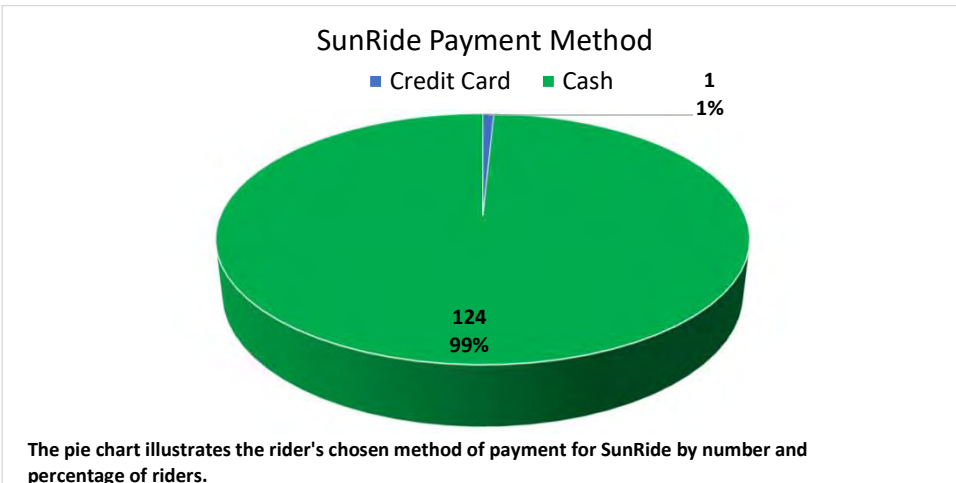
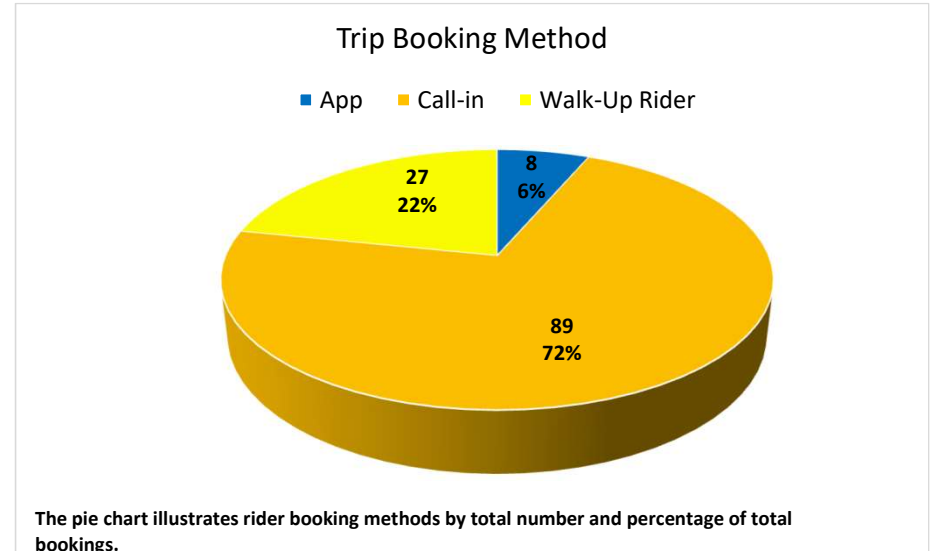
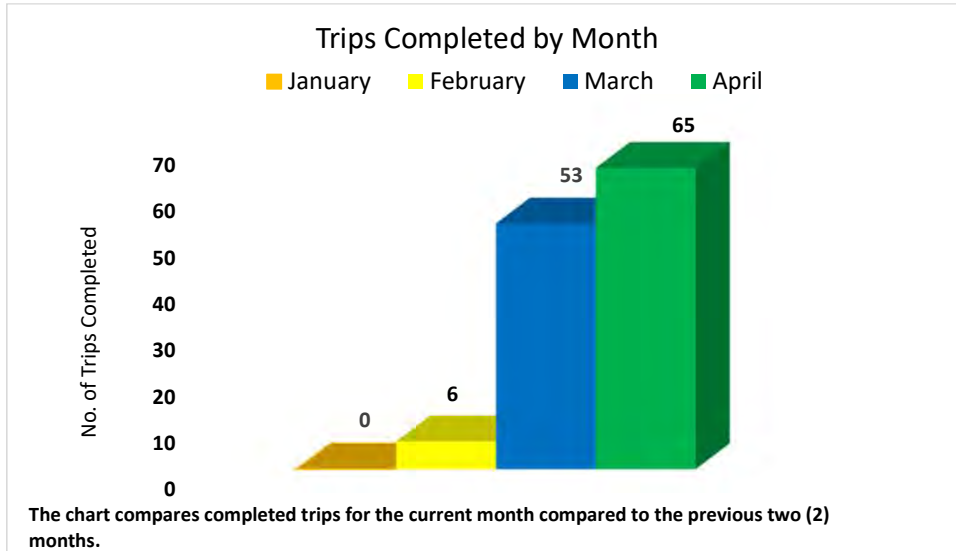
SunRide Trip Booking Method Monthly Comparison



This chart compares the current month SunRide booking methods compared to the previous two (2) months.

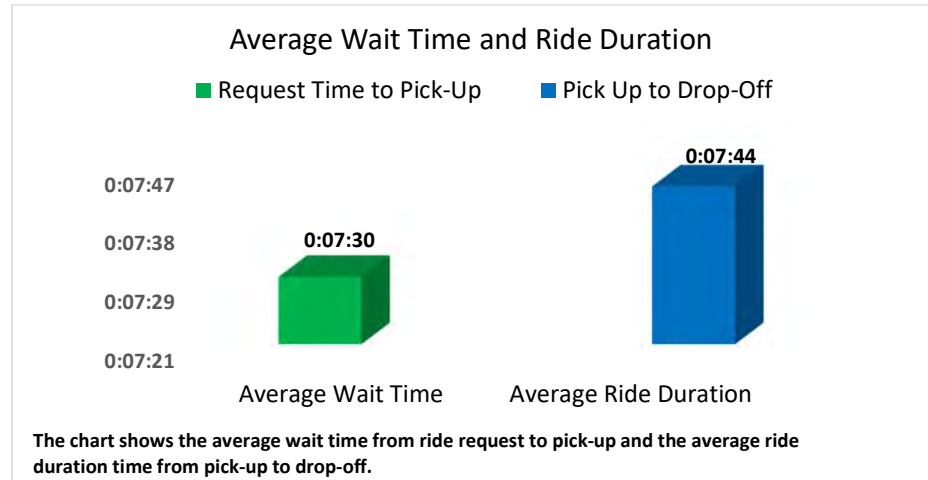
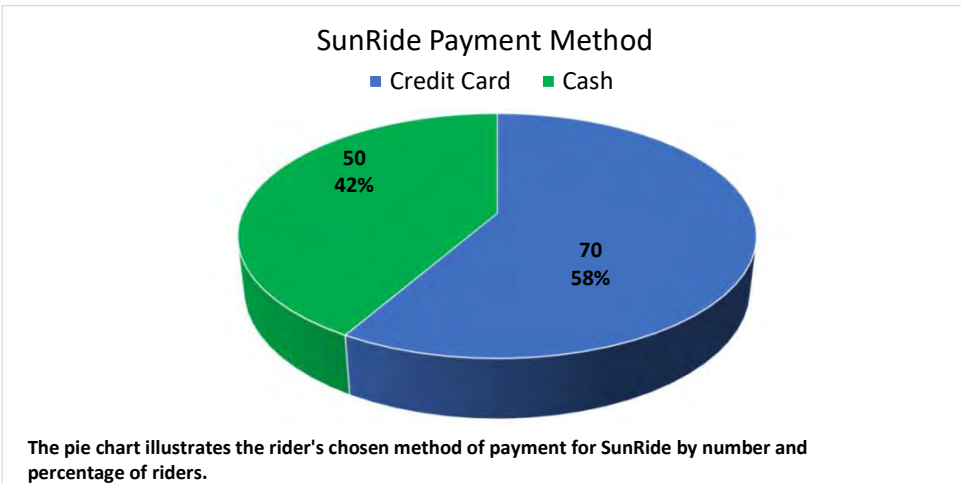
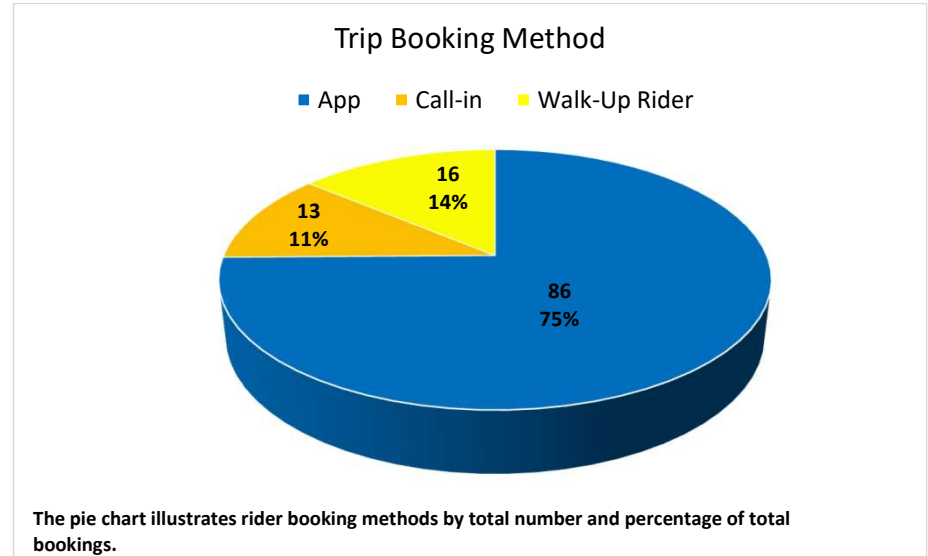
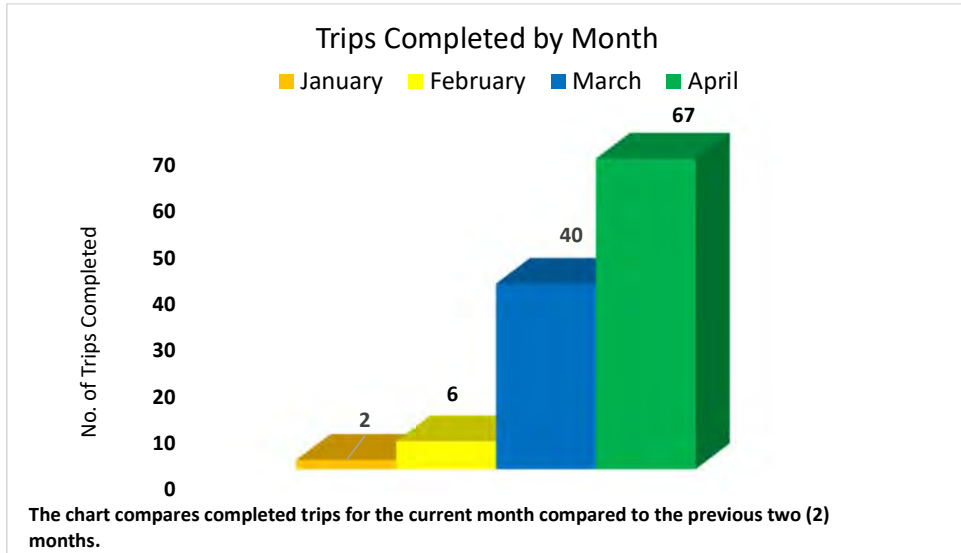
Desert Edge Geo-fence Metrics January 2021 through April 2021

Total Completed Trips: 124



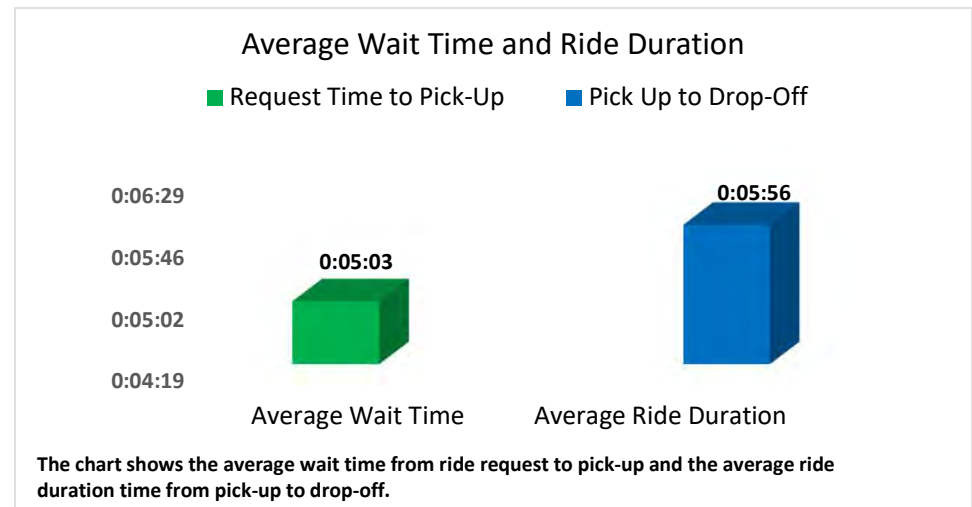
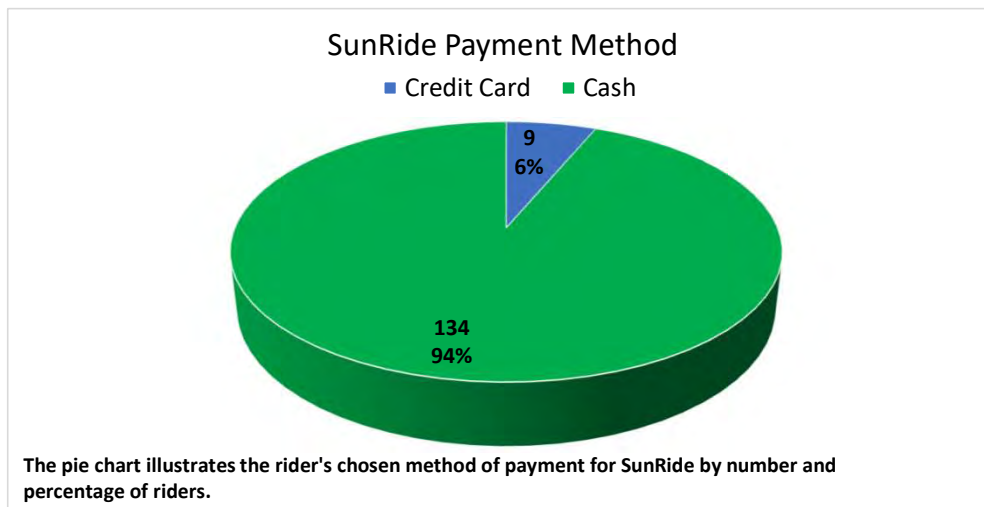
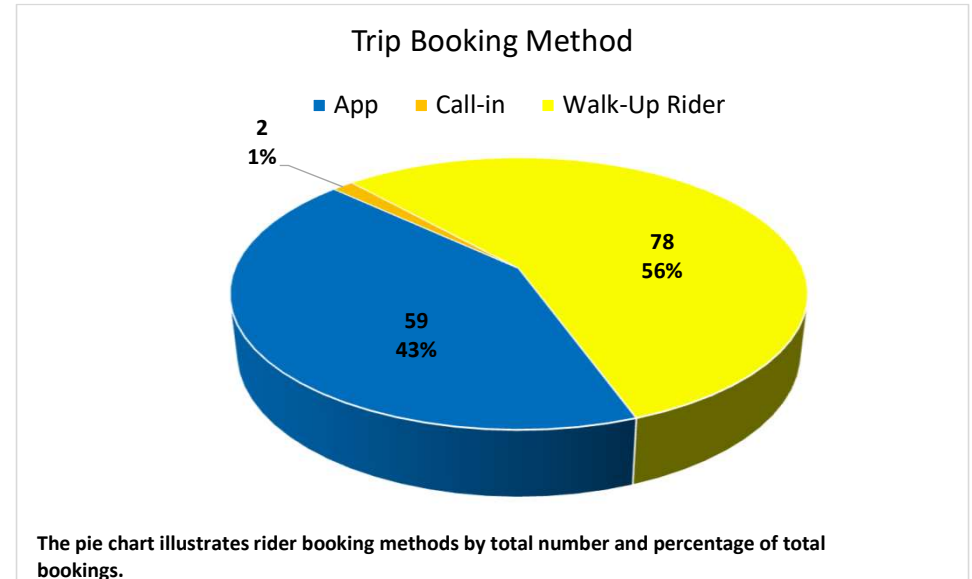
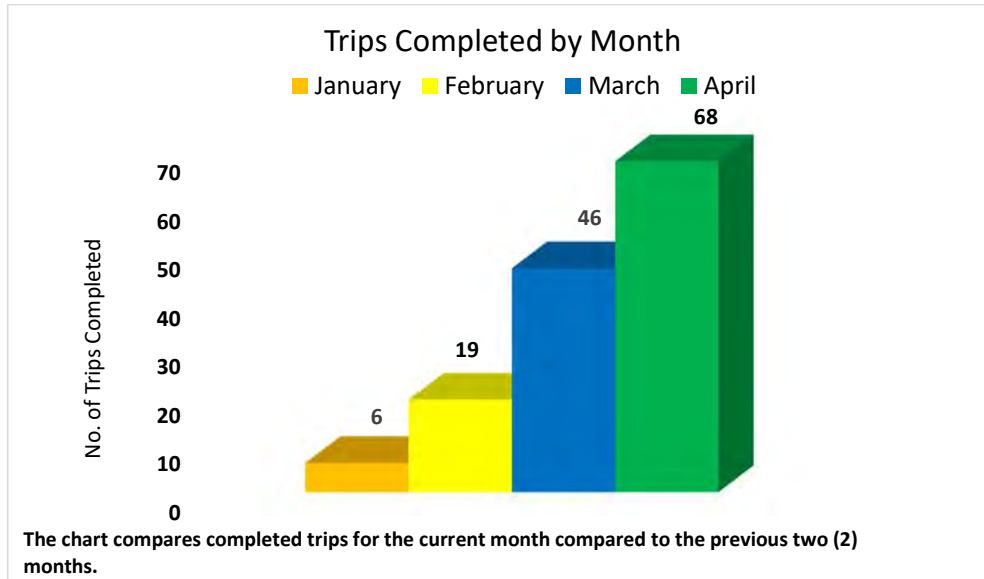
Cook Street Geo-fence Metrics January 2021 through April 2021

Total Completed Trips: 115



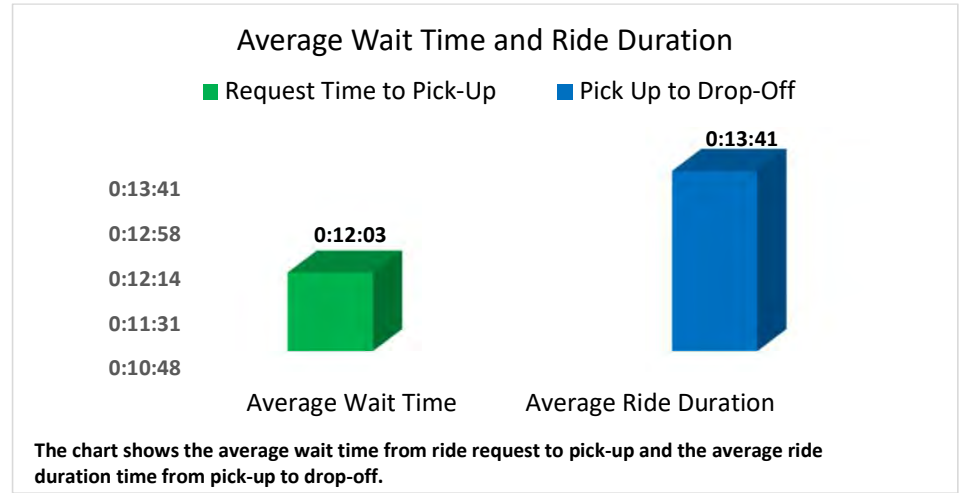
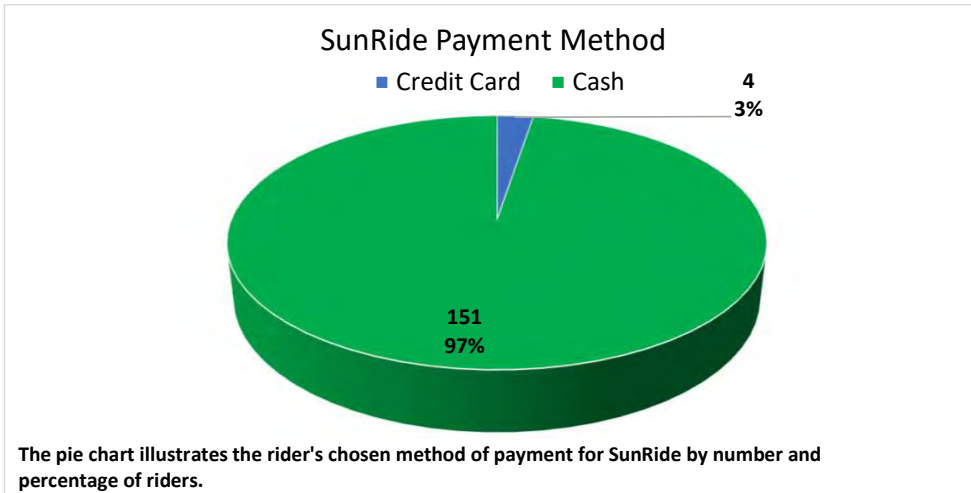
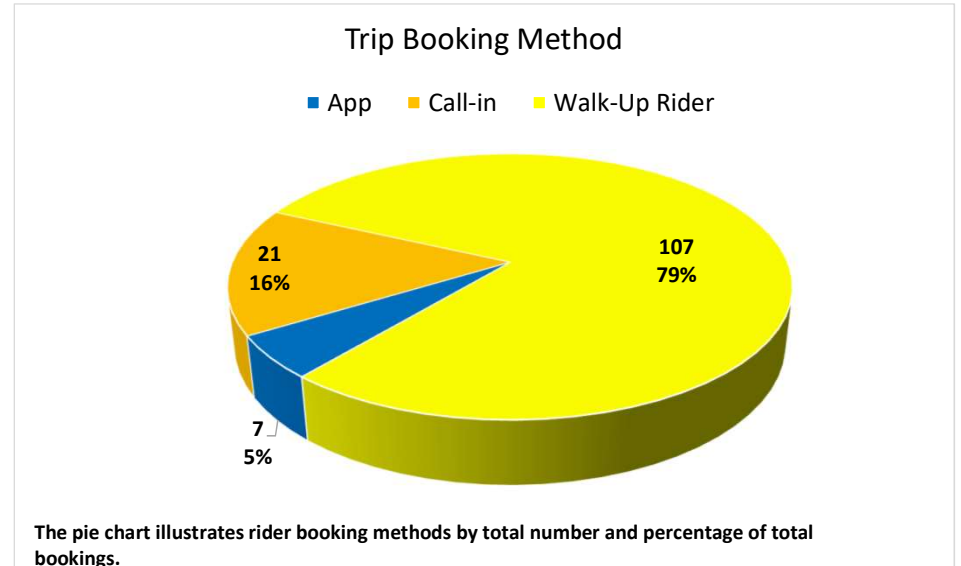
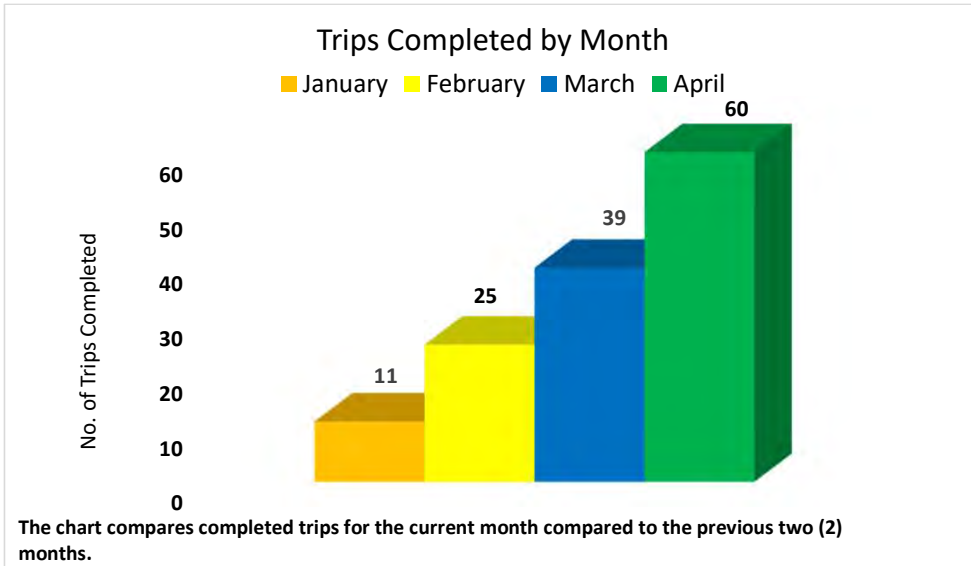
Coachella Geo-fence Metrics January 2021 through April 2021

Total Completed Trips: 139



Mecca/ North Shore Geo-fence Metrics January 2021 through April 2021

Total Completed Trips: 135



SunLine Transit Agency

CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for April 2021

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date April 2021.

Recommendation:

Receive and file.

FY 20/21	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	X			10	8
Palm Desert	X		X	X		X	X	X	X	X			10	8
Palm Springs	X		X	X		X	X	X	X	X			10	8
Cathedral City	X		X	X		X	X	X	X	X			10	8
Rancho Mirage	X		X	X		X	X	X	X	X			10	8
Indian Wells	X		X	X		X	X	X	X	X			10	8
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	X	X	X			10	7
County of Riverside	X		X	X			X	X	X	X			10	7

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for March 2021

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
March 2021**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	SRA Overhead Mar 2021	90889	03/10/2021	5,378.25
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/19/2021	90896	03/24/2021	3,095.25
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	90886	03/10/2021	3,000.00
OFFICETEAM	Temporary Help	90894	03/17/2021	2,310.40
OFFICETEAM	Temporary Help	90888	03/10/2021	1,155.20
OFFICETEAM	Temporary Help	90895	03/24/2021	1,068.56
Total Checks Over \$1,000	\$16,007.66			
Total Checks Under \$1,000	\$1,981.79			
Total Checks	\$17,989.45			

SunLine Services Group
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for March 2021

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values for the month of March 2021 are equal to 9/12^{ths} of the yearly budget.

Year to Date Summary

- As of March 31, 2021, the organization's revenues are \$41,720 or 21.85% under the FYTD budget. The negative revenue balance is primarily due to lower vehicle permit revenue relating to fewer taxi vehicles in service.
- As of March 31, 2021, expenditures are \$40,787 or 21.36% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is (\$933).

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
March 2021

Description	FY21 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY21 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	-	117	(117)	750	1,050	(300)	46.4%
New Driver Permit Revenue	3,600	75	300	(225)	450	2,700	(2,250)	87.5%
Taxi Business Permit	120,000	10,000	10,000	(0)	90,000	90,000	(0)	25.0%
Driver Transfer Revenue	500	-	42	(42)	150	375	(225)	70.0%
Driver Renewal Revenue	2,500	175	208	(33)	1,900	1,875	25	24.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	38	(38)	100.0%
Vehicle Permit Revenue	124,500	4,996	10,375	(5,379)	55,141	93,375	(38,234)	55.7%
Other Revenue	500	35	42	(7)	802	375	427	-60.3%
Operator Application Fee	1,500	-	125	(125)	-	1,125	(1,125)	100.0%
Total Revenue	254,550	15,281	21,213	(5,932)	149,192	190,913	(41,720)	41.4%
Expenses:								
Salaries and Wages	96,614	5,112	8,051	2,939	61,594	72,461	10,867	36.2%
Fringe Benefits	79,692	4,000	6,641	2,641	56,227	59,769	3,542	29.4%
Services	53,730	7,479	4,478	(3,002)	18,936	40,298	21,362	64.8%
Supplies and Materials	4,575	130	381	251	1,229	3,431	2,203	73.1%
Utilities	5,220	432	435	3	3,888	3,915	27	25.5%
Casualty and Liability	7,894	657	658	1	5,913	5,921	8	25.1%
Taxes and Fees	100	-	8	8	-	75	75	100.0%
Miscellaneous	6,725	64	560	496	2,340	5,044	2,704	65.2%
Total Expenses	254,550	17,875	21,213	3,337	150,125	190,913	40,787	41.0%
Total Operating Surplus (Deficit)	\$ -	\$ (2,594)			\$ (933)			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD21, there is a decrease of 57,150 taxi trips compared to FYTD20.

Taxi Trips

	FY20-March	FY21-March	Variance	%Δ
Trips	10,743	13,578	2,835	26.4%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	134,306	77,156	(57,150)	-42.6%

Salaries and Wages

- Salary and wage expense savings are attributed to an FTE vacancy and lower payroll allocations from SunLine Transit Agency.

Fringe Benefits

- Fringe benefit expenses are within an acceptable range of the budget.

Services

- The positive balance in services is primarily attributed to lower than anticipated legal and audit fees.

Supplies and Materials

- Material and supply expenses are within an acceptable range of the budget.

Utilities

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

Casualty and Liability

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees

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

Miscellaneous

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

SunLine Services Group
CONSENT CALENDAR

DATE: May 26, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – April 2021

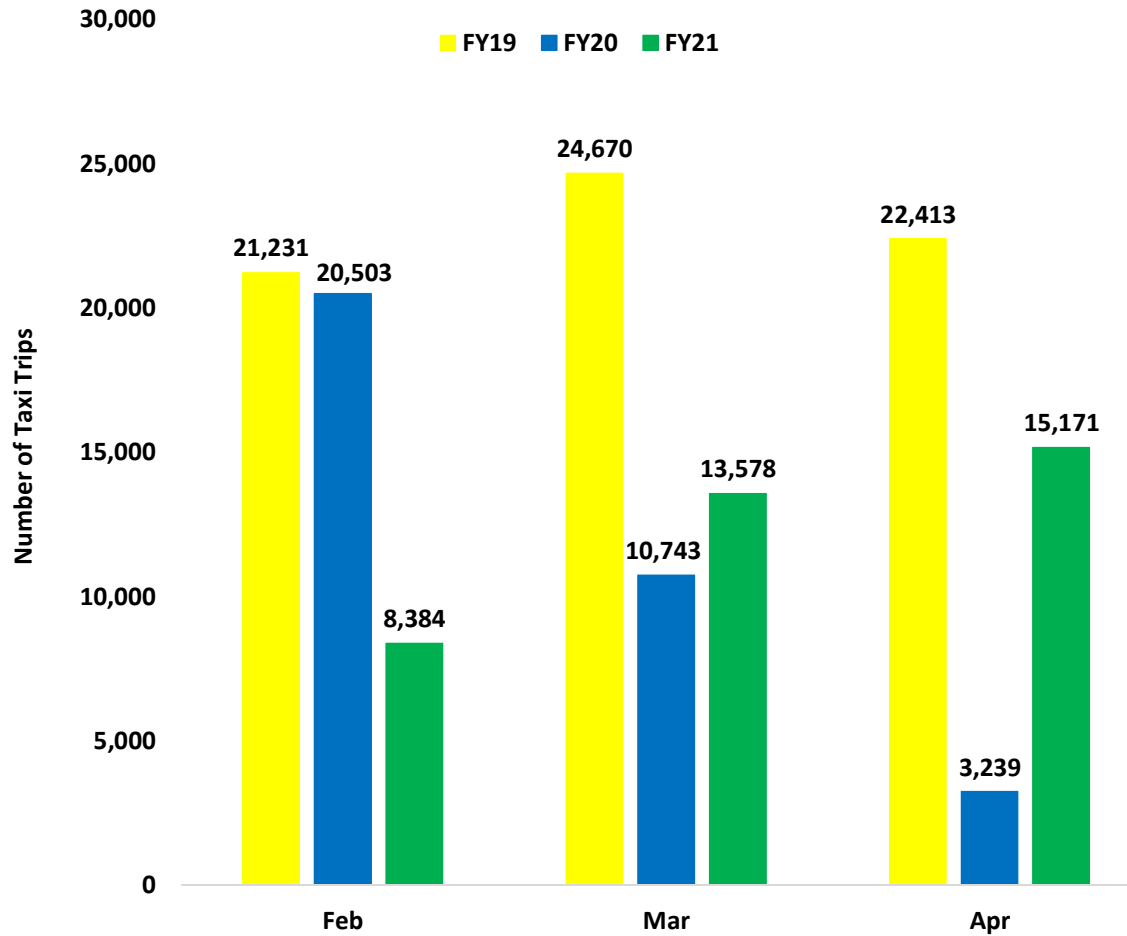
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 11,932 more taxi trips in April 2021 compared to April 2020. The increase in trips for April 2021 is mainly attributed to relaxed COVID-19 travel restrictions and California reopening among lower COVID-19 case rates. There were 45,218 fewer taxi trips for FYTD21 compared to FYTD20.

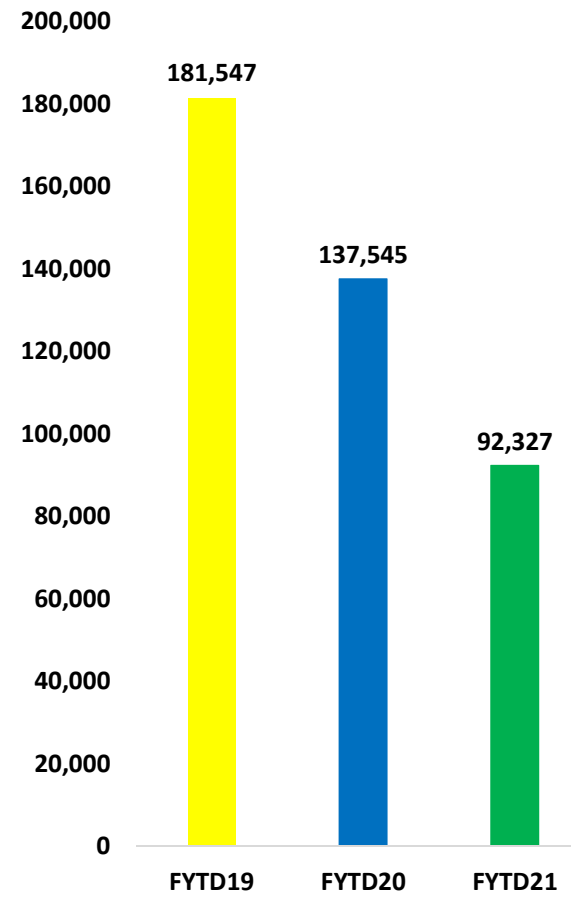
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of April 2021



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY 2019, 2020 and 2021.

**SunLine Transit Agency
SunLine Services Group**

DATE: May 26, 2021 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Eric Vail, General Counsel
Lauren Skiver, CEO/General Manager

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). At subsequent meetings over the last year, the SunLine Board of Directors voted to continue the emergency declaration.

At the April 22, 2021 Board meeting, the Board of Directors voted to bring this item back at the May meeting and discuss the changes expected at the state level on June 15, 2021.

The State of California expects to remove the tiered system and reopen the economy on June 15, 2021 in addition to coinciding with the Center for Disease Control and Prevention's (CDC) guidance on face coverings. It is important to note that CDC's change to guidance on masks does not change mask requirements on transportation modes, regardless of vaccination status. The guidance notes that CDC prevention measures continue to apply to all travelers, including those who are vaccinated. All travelers are required to wear a mask on all planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and in U.S. transportation hubs such as airports and stations.

In addition, SunLine Transit Agency is still governed by the regulations set forth under Cal/OSHA's COVID-19 Prevention Emergency Temporary Standards. The standards were originally adopted November 30, 2020, revised regulations were tabled by the

Occupational Safety & Health Standards Board last week and will be discussed again on June 3, 2021.

Since the Declaration of Emergency was first adopted by the SunLine Board of Directors, two policies have been sunsetted:

1. Accrual limit of 500 hours for employees
 - Sunsetted on October 10, 2020 – SunLine reinstated the 500 hour accrual limit for vacation time
2. Free fares and rear door boarding
 - Sunsetted on May 2, 2021 – SunLine returned to front door boarding and resumed fare collection

There are a number of policies that were implemented that are still in place which management staff and General Counsel will have to assess in relation to ongoing obligations with the Federal Transit Administration (FTA), CDC, and Cal/OSHA:

1. Operating on a Sunday schedule
2. Closing the agency's reception area to visitors
3. Requiring riders and employees to wear a face covering when on the bus and inside SunLine facilities
4. Creating rotating work schedules for categories of employees to alternate between in office assignment and telework remotely

Employees were categorized as mandatory and essential. Essential personnel were split into A and B schedules and rotate every two days between in office assignment and telework remotely to respond to social distancing orders.

All mandatory employees have continued to work their regular schedule. Mandatory employees include:

- Bus Operators
- Maintenance and Facility staff
- Safety personnel
- Customer service/paratransit call center
- Human resource staff
- Operation supervisors and dispatchers
- Chiefs and Deputies
- Division managers

All essential employees are working an A and B schedule. Essential employees include:

- Finance staff
- Performance office staff
- Planning department staff
- Marketing staff

5. Making changes to a number of leave and vacation and benefit policies

- A. Employees do not need a doctor's note before or during an illness, however employees will be required to call in daily to update their manager/supervisor of their status. Employees may need a medical release to return to work depending on their circumstances.
 - The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.
- B. Employees will be allowed to use their ETO/VTO accrual after exhaustion of sick accrual.
 - To minimize employee impacts, all employees will be able to use accrued ETO/VTO, if needed, once accrued sick time has been exhausted.
- C. Employees will be qualified to take accrued leave before the end of their probationary period.
 - SunLine Transit Agency will waive the current restrictions for sick and leave accrual use for probationary employees.
- D. The Agency will provide sufficient unpaid leave of absence benefits.
 - SunLine Transit Agency will waive penalties for unpaid leave use. All current policies and procedures regarding employee benefit contributions will remain in effect.
- E. Employees may utilize their accrued leave for school/childcare closures and any family caregiving.
 - The employee may use sick or other accrued leave available during the duration of the absence. Any absence in excess of the employees available sick or other accrued time off will be unpaid.

Financial Impact

There is no financial impact to keep the resolution in place.

Attachment:

- [Item 10a](#) – Resolution No. 0775

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

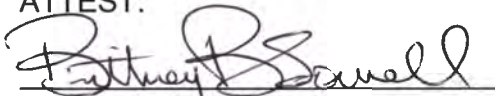
Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

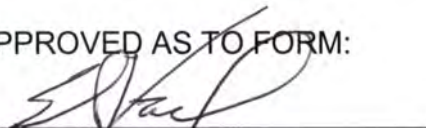


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:



General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. 0775 was adopted at a regular meeting of the Board of Directors held on the 25th day of March, 2020, by the following vote:

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of March, 2020.



Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

SunLine Transit Agency

DATE: May 26, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Coronavirus Aid, Relief, and Economic Security
(CARES) Act Claim

Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$4,000,000 for operating assistance.

Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the March Board meeting, the Agency made one (1) claim of CARES Act funding for a total amount of \$4,000,000 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act & FEMA funding that have been claimed.

Total Claims on CARES Act or FEMA Funding			
Date	Amount	Funding Type	Approved/Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Approved
12/21/2020	\$ 48,769	CARES Act	Approved
1/4/2021	\$ 6,290	CARES Act	Approved
2/17/2021	\$ 91,275	CARES Act	Approved
2/22/2021	\$ 4,634	CARES Act	Approved
2/24/2021	\$ 3,000,000	CARES Act	Approved
4/23/2021	\$ 4,000,000	CARES Act	Pending
Total	\$ 12,150,968		

Financial Impact

The \$4,000,000 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SunLine Transit Agency

DATE: May 26, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Legal Services Request for Proposals

Recommendation

Recommend that the Board of Directors:

1. Allow the Agency to begin the solicitation regarding legal services for SunLine Transit Agency and;
2. Approve an ad hoc committee which would be involved in the solicitation process.

Background

In 2015, SunLine Transit Agency released a Request for Proposal (RFP) solicitation and worked with an ad hoc committee in order to narrow proposers to three (3) firms. The top three (3) firms were then interviewed by the full Board of Directors during closed session. After the interviews and negotiations with the top firm, SunLine Transit Agency entered into an agreement with Burke, Williams and Sorenson, LLP (BWS) in September of 2015. The current agreement with BWS will end on September 3, 2021.

The original term of the agreement was scheduled to end in September 2020. After a review and recommendation by a sub-committee, the agreement was extended one (1) year following approval from the Board of Directors on April 22, 2020. This recommendation was attributed to various factors, including the overall positive satisfaction with legal services, consideration of the strain on Agency resources related to the COVID-19 and the absence of any abnormalities in the invoices or rates.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE: May 26, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tony Cohen, Chief Maintenance Officer

RE: Purchase of Two (2) Ford Explorer Hybrid Vehicles

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Downtown Ford Sales of Sacramento CA to purchase two (2) Ford Explorer hybrid vehicles, in an amount not to exceed \$103,705.14 including taxes and registration, upon approval as to form by General Counsel.

Background

The Finance/Audit Committee requested staff to conduct a review of available Hybrid SUV vehicles and recommend an appropriate vehicle for the Agency. These new vehicles will be used to support various administrative functions and support service delivery as required. Staff will utilize the statewide contract for fleet vehicles under California's Department of General Services for this purchase.

Financial Impact

The financial impact of \$103,705.14 will utilize a combination of state and federal support vehicle funding approved in the Short Range Transit Plans for FY17 and FY18.

SunLine Transit Agency

DATE: May 26, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Todd McDaniel, Chief Transportation Officer

RE: Award of Contract for Uniform Purchase, Rental and Cleaning Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a three (3) year contract, with two (2) one (1) year renewal options, with Prudential Overall Supply in the amount not to exceed \$600,000 for uniform purchase and services, upon approval as to form by General Counsel.

Background

SunLine Transit Agency contracts with an outside provider for its uniform rental, purchases and cleaning services. The current agreement with Prudential Overall Supply expires on June 30, 2021. The new contract will consist of a purchasing mechanism for Operators in accordance with the Memorandum of Understanding dated April 1, 2019 to March 31, 2022. The contract will also provide rentals for the Maintenance Department, Safety Department and the Transportation Supervisors.

On February 16, 2021, a Request for Proposal (RFP) was solicited to provide uniform services to SunLine Transit Agency. The procurement was publicly advertised in a newspaper of general circulation and a notice was posted on the Agency's website. On March 26, 2021, two (2) proposals in total were received.

A four (4) member evaluation committee comprised of SunLine's staff independently reviewed the submitted proposals utilizing the evaluation criteria found in the RFP. The committee determined that Prudential Overall Supply was the sole fully responsive proposal and able to meet the requirements of the RFP. Prudential Overall Supply prices are lower and were determined to be fair and reasonable based on a price analysis. Staff recommends awarding a contract to Prudential Overall Supply.

Financial Impact

The total estimated cost over five (5) years is \$600,000. These expenditures are incorporated in the Agency's regular operating costs and are budgeted on an annual basis.

Attachment:

- [Item 14a](#) – Solicitation List
- [Item 14b](#) – Price Analysis

Solicitation List

Aramark Uniform Services

1135 Hall Ave.
Riverside, CA 92509
951-824-6004
Forrester-Cody@aramark.com

Budget-Uniform

1702 W. 134th St.
Gardena, CA 90249
310-532-7550
service@budget-uniform.com

Cintas

833-711-5962
909-390-4912
LopezP@cintas.com

Kleen Kraft Services

323-726-7676
sales@kleenkraftservices.com

Prudential Overall Supply

81780 Trader Place
Indio, CA 92201
(760)342-0645
AlfredoD@prudentialuniforms.com

Uniform Rental

888-799-6349
info@uniformrental.com



Price Analysis

One month Sample - Rental

		Aramark	Prudential
Safety Staff			
Shirt	264	\$ 31.68	\$ 52.80
Pants	264	\$ 36.96	\$ 68.64
Jacket	24	\$ 12.00	\$ 20.40
Total		\$ 80.64	\$ 141.84
Shop Mechanics			
Shirt	940	\$ 225.60	\$ 169.20
Pants	932	\$ 130.48	\$ 121.16
Lined Jackets	176	\$ 88.00	\$ 149.60
Coverall	160	\$ 120.00	\$ 110.40
Shorts	28	\$ 3.92	\$ 3.64
Total		\$ 568.00	\$ 554.00
Shop Utilities			
Shirt	572	\$ 257.40	\$ 102.96
Pants	548	\$ 76.72	\$ 71.24
Shorts	24	\$ 3.36	\$ 3.12
Lined Jackets	104	\$ 52.00	\$ 88.40
Total		\$ 389.48	\$ 265.72
Facility Maintenance			
Hi Vis Shirt	132	\$ 59.40	\$ 23.76
Pants	176	\$ 24.64	\$ 22.88
Lined Jackets	32	\$ 16.00	\$ 27.20
Blue Check	44	\$ 6.16	\$ 8.80
Total		\$ 106.20	\$ 82.64
Towels and Mats			
18x18 Purple Shop Towels	800	\$ 20.00	\$ 48.00
17x20 Purple Turk Towels	400	\$ 16.00	\$ 36.00
3x4 Black Mats	3	\$ 3.75	\$ 4.62
4x6 Black Mats	3	\$ 6.75	\$ 7.62
3x5 Black Mats	9	\$ 11.25	\$ 14.76
Total		\$ 57.75	\$ 111.00
Property Maintainers			
Shirt	352	\$ 158.40	\$ 63.36
Pants	300	\$ 42.00	\$ 9.00
Lined Jackets	64	\$ 32.00	\$ 54.40
Coverall	64	\$ 22.40	\$ 44.16
Shorts	52	\$ 7.28	\$ 6.76
Total		\$ 262.08	\$ 177.68
Shop Supervisors			
Jacket	24	\$ 12.00	\$ 20.40
Pants	308	\$ 55.44	\$ 40.04
Hi Vis Shirt	88	\$ 39.60	\$ 17.60
Blue Check	220	\$ 30.80	\$ 44.00
Total		\$ 137.84	\$ 122.04

Parts/Coin Room			
Shirt	148	\$ 20.72	\$ 28.12
Pants	120	\$ 21.60	\$ 15.60
Shorts	28	\$ 3.92	\$ 3.64
Total		\$ 46.24	\$ 47.36
Operations Supervisor			
Shirt	264	\$ 36.96	\$ 52.80
Pants	264	\$ 47.52	\$ 68.64
Jacket	72	\$ 36.00	\$ 61.20
Total		\$ 120.48	\$ 182.64
Monthly Total for Agency without Operations Supervisor Pricing		\$ 1,648.23	\$ 1,502.28
Monthly Total for Agency with Operations Supervisor Estimated Pricing		\$ 1,768.71	\$ 1,684.92
Evaluation Score Based on Monthly Total for Agency without Operations Supervisor Pricing		31.90	35.00

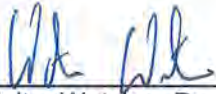
W/O Operations With Operations

Difference between Aramark and Prudential Sample Monthly Payments	\$ 145.95	83.79
Delta	8.85%	4.74%

There was adequate price competition since 2 proposers independently contended for the contract that is to be awarded.

Above is a sample of what one (1) month of rental uniforms would cost the Agency based on the usage the Agency currently has. Aramark did not provide costs for Operations Supervisors rental uniforms saying that Operations Supervisors would have to purchase their uniforms. Based on the monthly total without the cost for Operations Supervisor, Prudential's proposal is 8.85% lower than Aramark. If using similar pricing for the Operations Supervisor uniforms, Prudential's proposal would be 4.74% lower than Aramark.

Based on the results, it is reasonable to assume that Prudential understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Prudential are considered fair and reasonable.



Walter Watcher, Procurement Manager

Price Analysis

Coach Operator Purchase

	Aramark		Prudential	
	Male	Female	Male	Female
Shirt with Emblems	\$ 40.49	\$ 35.49	\$ 18.99	\$ 18.99
Slacks	\$ 21.99	\$ 24.99	\$ 11.78	\$ 15.13
Jacket	\$ 60.99	\$ 60.99	\$ 59.25	\$ 59.25
Tie	\$ 5.99	\$ 5.99	\$ 5.79	\$ 5.79
Baseball Cap	\$ 12.99	\$ 12.99	\$ 14.78	\$ 14.78
Shorts	\$ 20.99	\$ 11.99	\$ 12.29	\$ 12.29
Sweater Vest	\$ 19.99	\$ 19.99	\$ 23.36	\$ 23.36
Maternity Shirt	-	\$ 26.99	-	\$ 18.99
Total	\$ 183.43	\$ 199.42	\$ 146.24	\$ 168.58

Difference between Aramark and Prudential Male \$ 37.19
Delta 20%

Difference between Aramark and Prudential Female \$ 30.84
Delta 15%

There was adequate price competition since 2 proposers independently contended for the contract that is to be awarded. Aramark did not provide pricing for Operations and Supervisor rentals. Based on the findings, Prudential's average cost for male uniform purchases is 20% lower than Aramark's average cost for male uniform purchases. Prudential's average cost for female uniform purchases is 15% lower than Aramark's average cost for female uniform purchases. Based on the results, it is reasonable to assume that Prudential understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Prudential are considered fair and reasonable.



Walter Watcher, Procurement Manager

SunLine Transit Agency

DATE: May 26, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Michal Brock, Taxi Administrator

RE: SunRide Microtransit Pilot Program (Phase II) – Transportation
Provider Contract Extended Term

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to execute the six-month contract extension options with Coachella Valley Taxi and Yellow Cab of the Desert to continue providing transportation services for phase II of the SunRide microtransit pilot program at an additional combined amount not to exceed \$235,000, split between both contractors.

Background

The initial contract term provided transportation services from January 4, 2021 through July 2, 2021. Phase II of this pilot program is developing rider interest by introducing the microtransit concept in a public setting. Ridership has grown month-over-month since phase II began and is evenly distributed across the four (4) geo-fence zones.

Staff has determined that further testing of this concept is required to evaluate the sustainability of this dynamic service. Based on staff analysis and rider engagement, staff will continue to explore service modifications and potential expansion with goals of attracting new ridership and increasing mobility options for riders that complement the fixed-route bus network.

The extended term will continue transportation services for phase II from July 2021 through December 2021.

Financial Impact

The financial impact of \$235,000 will utilize operational project funds assigned to this project from the Congestion Mitigation and Air Quality grant in FY22.

Attachment:

- [Item 15a](#) – SunRide – Phase II Update Presentation



Phase II Update

May 26, 2021

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT



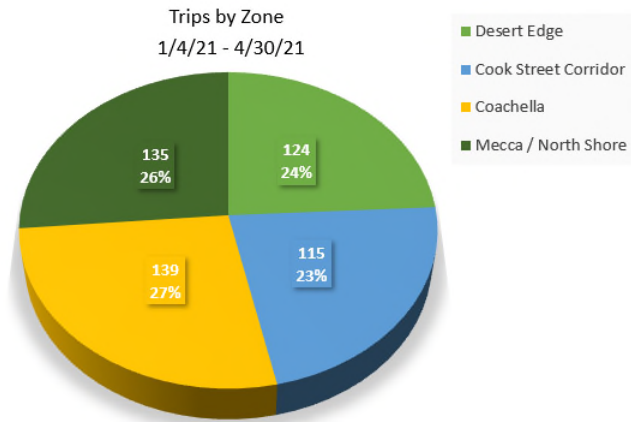
Phase II Service Details

- Four (4) geo-fence zones
- Monday – Friday
- 5:30 am – 6:30 pm
- Minimum of one (1) driver/vehicle per zone
- 10-15 minute average wait time

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

SunRide – Trips by Zone

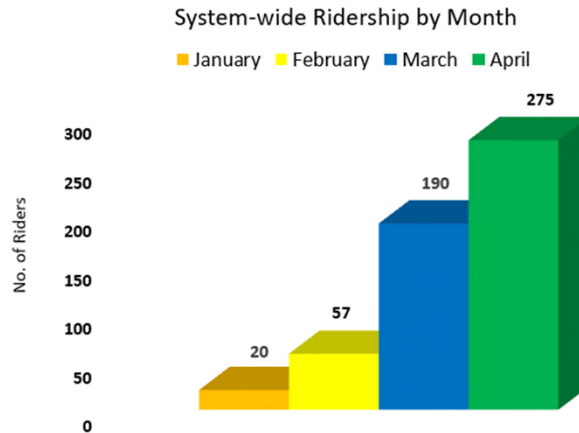


The pie chart illustrates the number and percentage of trips completed by each geo-fence zone.



DRIVING THE FUTURE OF TRANSIT

SunRide – Ridership Growth



The chart compares the number of riders that used SunRide by month.

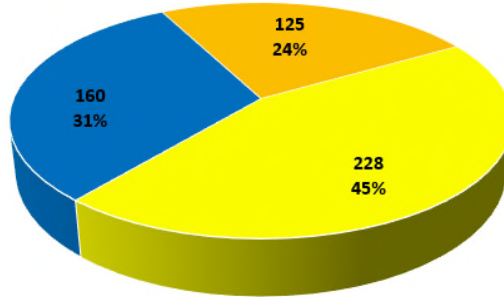


DRIVING THE FUTURE OF TRANSIT

SunRide – Trip Booking Method

Trip Booking Method

■ App ■ Call-in ■ Walk-Up Rider



The pie chart illustrates rider booking methods by total number and percentage of total bookings.

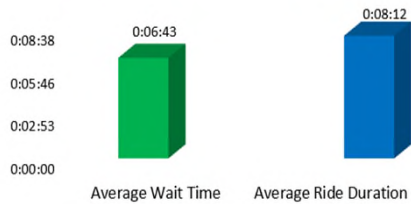


DRIVING THE FUTURE OF TRANSIT

SunRide – Average Trip Times & Distance

Average Wait Time and Ride Duration

■ Request Time to Pick-Up ■ Pick Up to Drop-Off

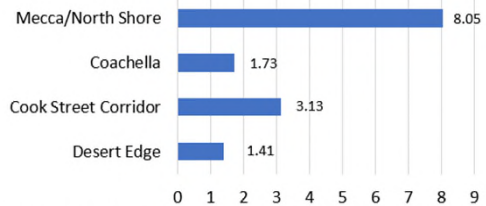


The chart shows the average wait time from ride request to pick-up and the average ride duration time from pick-up to drop-off.

Average Trip Miles by Zone

1/4/21-4/30/21

■ Avg. Trip Miles



The chart reflects the average trip mileage in each SunRide zone.



DRIVING THE FUTURE OF TRANSIT

Next Steps



- Continue community outreach and education
- Explore service modifications and potential zone expansions
- Development of future microtransit zones

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Questions?

SunLine
Re fueled

SunLine Services Group

DATE: May 26, 2021 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Michal Brock, Taxi Administrator
Eric Vail, Legal Counsel

RE: Second Reading of SunLine Services Group (SSG) Ordinance No. 2021-01

Recommendation

Recommend the Board of Directors approve the adoption and second reading by title only and waive further reading of SSG Ordinance No. 2021-01 to supersede SSG Ordinance No. 2019-01.

Background

As a result of the passage of Assembly Bill 1069 and Assembly Bill 939, SSG first adopted an ordinance establishing new procedures for taxicab regulation in 2018. SunLine Regulatory Administration (SRA) staff periodically reviews the taxicab service ordinance to determine if any updates are necessary to maintain efficient taxicab service regulation and enforcement.

Staff worked with legal counsel to make changes, as reflected in the proposed Ordinance No. 2021-01.

The proposed Ordinance No. 2021-01 incorporates the changes to supersede Ordinance No. 2019-01 as follows:

- Section 1.030(H) – delete reference to the establishment of a procedure for the payment of the Annual Taxicab Business Permit Fee in installments. Authorization for such procedure is stated in Section 1.030(I).
- Section 1.040(A)(1)(a) – clarifying language added to ensure SSG, its member entities, their officers, officials, employees and volunteers are to be covered as additional insured.
- Section 1.040(A)(1)(d) – clarifying language added to ensure the Taxicab Business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers.

- Section 1.045 – addition of language to clarify what documentation is required for the driver permitting process.
- Section 1.050 – addition of language to clarify what documentation is required for the driver permit renewal and transfer process.
- Section 1.200(A) and (C) – amend language to allow for fines to be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00) with the amount for specific violations to be established in the schedule of fines adopted through resolution of the Board.
- Section 1.200(E) – addition of language to specify failure to pay fine shall result in the suspension of the Driver permit of the Driver or the Business, as may be applicable.
- Section 1.205(A) – addition of language to specify late payment charges are imposed on any fine or other payment required through the Ordinance of SSG.
- Section 1.210 – title changed to “Cost Recovery” to clarify SSG may also collect any past due business permit fees, vehicle permit fees or any other fees by use of all available legal means.
- Section 2.020 – language regarding smoking prohibition has been moved to subsection (G).

There are no changes to this ordinance since approval of the first reading at the April 22, 2021 Board of Director’s meeting.

Financial Impact

The proposed Ordinance No. 2021-01 will have no financial impact to the FY21 SSG budget.

Attachment:

- [Item 16a](#) – Taxi Ordinance 2021-01

ORDINANCE NO. 2021-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2019-01

WHEREAS, Government Code Section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish maximum rates for the provision of such services, and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (STA) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, members of STA have delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group (SSG).

WHEREAS, to modernize the regulation of taxicab transportation services and in order for taxicabs to better compete with all for hire modes of transportation the State amended Government Code Section 53075.5 through Assembly Bill 1069 and Assembly Bill 939; and,

WHEREAS, SSG intends to adopt procedures compliant with Assembly Bill 1069 and Assembly Bill 939 for the regulation of taxicab transportation services in the Coachella Valley.

NOW, THEREFORE, the Board of Directors of SSG does ordain as follows:

SECTION 1: ADOPTION OF TAXICAB SERVICE ORDINANCE.

SSG hereby adopts this ordinance regulating taxicabs within the jurisdictional boundaries of SSG, superseding and replacing Ordinance 2019-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences, or phrases may be declared invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect thirty (30) days from its passage by the Board of Directors of SSG.

SECTION 4: PUBLICATION.

The Clerk of the Board is authorized and directed to cause this ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the jurisdictional boundaries of SSG in accordance with Government Code Section 36933(a) or, to cause this ordinance to be published in the manner required by law using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

INTRODUCED at the regular meeting of the Board of Directors of SunLine Services Group on the _____ day of April, 2021.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of May, 2021.

Robert Radi
Chairperson of the Board

ATTEST:

Brittney Sowell
Clerk of the Board

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

EXHIBIT A

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

- 1.010 Purpose
- 1.015 Definitions and Statutory References
- 1.020 Taxi Administrator
- 1.025 Delivery of Notices or Requests
- 1.030 Business Permit Required
- 1.035 Business Permit Renewal
- 1.040 Insurance Required
- 1.045 Driver Permit Required
- 1.050 Driver Permit Renewal and Transfer
- 1.055 Vehicle Permit Required
- 1.060 Vehicle Permit Renewal
- 1.065 Vehicle Inspections
- 1.070 Rates
- 1.075 Mandatory Controlled Substance and Alcohol Testing Program
- 1.080 Denial, Revocation, or Suspension of Permits
- 1.085 Appeal Hearings
- 1.090 Advance Deposit Hardship Waiver
- 1.095 Administrative Citation
- 1.200 Fines and Penalties
- 1.205 Late Payment Charges
- 1.210 Cost Recovery
- 1.215 Airports

ARTICLE II

OPERATING REQUIREMENTS

- 2.010 Taxicab Businesses Distinct Appearance
- 2.015 Advertisements
- 2.020 Driver Standards and Appearance
- 2.025 Special Events
- 2.030 Taxi Administrator
- 2.035 Fines and Penalties

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

State law requires every city or county to adopt an ordinance or resolution in regards to taxicab transportation services, which include, among others, a policy for entry into the business, establishment of registration rates, and mandatory controlled substance and alcohol testing programs. In October 2017, Assembly Bill 1069 was enacted to modernize the regulation of taxicab transportation services in order for taxicabs to better compete with all for hire modes of transportation. In September, 2018, Assembly Bill 939 was subsequently enacted imposing additional duties on local governments related to taxicab transportation services. This ordinance establishes a permitting process and regulatory structure consistent with the requirements of state law.

Section 1.015 Definitions and Statutory References

As used in this Chapter:

- A. "AB 1069" means Assembly Bill 1069 *Local government: taxicab transportation services* as codified in Government Code Sections 53075.5, 53075.51, 53075.52 and 53075.53.
- B. "AB 939" means Assembly Bill 939 *Local government: taxicab transportation services* amending Government Code Sections 53075.5, 53075.51, and 53075.52.
- C. "Advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, internet, phone and/or tablet "app", radio broadcast, telecast of by other electronic means, information designed to promote the use of a Taxicab Business' services.
- D. "Alternative Fuel Vehicle" means vehicles and engines that are designed for alternative fuels including but not limited to hydrogen, natural gas, propane; alcohols such as ethanol, methanol, and butanol; vegetable and waste-derived oils; and electricity.
- E. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- F. "Business" means any person, firm, association, corporation, partnership or other entity that is established to operate or lease one or more taxicabs

within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

- G. "Business Permit" means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG.
- H. "Business Permit Fee" means the fees charged for issuance of the business permit.
- I. "Business Permit Application Fee" means the fees charged for the review of an application for a Business Permit prior to issuance.
- J. "Control Person" means any person, firm, association, corporation, partnership, owner, investor, shareholder, officer and director that has or have a majority interest in the Taxicab Business.
- K. "Driver" means an individual natural person who drives or is allowed to drive a taxicab under the name of a business. This includes, but is not limited to: full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a business or who drive or operate a taxicab at the direction of or with the consent of a business.
- L. "Engaged with a Passenger" means ongoing interactions between the Driver and passenger during the course and scope of providing taxicab service to the passenger.
- M. "Jurisdictional Boundaries of SSG" means the territory within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School District, and that portion of the Coachella Valley Unified School District located within Riverside County, as such boundaries may be adjusted from time to time as allowed for under the law.
- N. "Permittee" means any business including any owners, investors, shareholders, partners, officers, directors and representatives acting on its behalf or driver that has been issued a permit pursuant to the Article I.
- O. "Prorated" means a pro rata distribution based on the date of business, driver or vehicle permit issuance.
- P. "Pull Notice Program" as referred to in Vehicle Code Section 1808.1 shall mean a process for the purpose of providing the employer with a report

showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's record while the employer's notification request remains valid and uncanceled.

- Q. "Per Mile" means the charge to a taxicab passenger calculated and based on distance traveled by the taxicab vehicle.
- R. "SSG" means the joint powers authority established by Riverside County and Coachella Valley cities charged with the duties, obligations and responsibilities to implement and enforce this ordinance and any related ordinance and any regulations promulgated pursuant thereto as directed by the SSG Board.
- S. "Substantially Located" shall have the same meaning as defined within Government Code Section 53075.5.
- T. "Taxicab" means every automobile or motor propelled vehicle, designed for carrying not more than eight persons, excluding the driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition used for the transportation of passengers for hire over the public streets in the jurisdictional boundaries of SSG, and not over a defined route, irrespective of whether the operations extend beyond the jurisdictional boundaries, in circumstances where the vehicle is routed under the direction of the passenger of the person hiring the same.
- U. "Taxi Administrator" means the General Manager of SSG or his/her designee.
- V. "Vehicle Permit" means a valid permit issued by SSG, authorizing a particular vehicle to be operated as a Taxicab.
- W. "Vehicle Permit Fee" means a non-transferable authorization to drive or operate a vehicle as an authorized Taxicab transportation service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee, or otherwise.

As used in this Chapter, any citation or reference to a California code or statute is intended to include any subsequent amendments enacted by the state thereto.

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government

Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Taxi Administrator shall be authorized to conduct investigations, audits or field inspections in order to enforce the provisions of this Chapter and regulations.

Section 1.025 Delivery of Notices or Requests

- A. All notices or requests referred to in this ordinance shall be delivered to the Administrative Office of SSG. All notices or requests referred to in the ordinance of SSG to any business or individual shall be delivered to the address of record for the business or individual.
- B. Notices or requests referred to in this ordinance may be delivered through electronic mail to the address provided in the application for a Business, Driver or Vehicle Permit.
- C. Delivery of any notice or request shall be effective as follows:
 - 1. Immediately if given by personal delivery or electronic mail;
 - 2. One (1) day after delivery if delivered by an overnight delivery service; and
 - 3. Three (3) days after delivery if delivered by U.S. Mail.

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;

2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;
3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers ("VIN") of the Taxicabs ("vehicle identification list") which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;

13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
 14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,
 15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;

9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.
- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.

- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.
- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:

- i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business;
and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.
 - c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
 - d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
 - e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
 - f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.
2. All Coverage:
- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
 - b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by

SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
- d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
- e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);

- iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.
 4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
 1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;

3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and
- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 4. Provide proof of completion for taxi business's driver safety education and training program;
 5. Provide proof of completion for taxi business's disabled access education and training program;
 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and

8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.
- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
 1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,

6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 2. Intent to Hire Form;
 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.
- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

- A. Prior to the expiration of a Vehicle Permit, the Permittee may apply to SSG for a renewal thereof for an additional year. A Vehicle Permit may be entitled to a one (1) year renewal provided that:
 - 1. Payment of the Vehicle Permit Fee as established and amended from time to time by resolution of the Board is received; and
 - 2. All requirements for initial issuance of a Vehicle Permit are maintained as provided in Section 1.055.
- B. The rights of appeal provided for by Section 1.085 are available in the event that renewal of a Vehicle Permit is denied based on the provisions of this Chapter.

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.
- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present

a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.

- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.
- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.
- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:
 - 1. Has not complied with the applicable provisions of Article I; or
 - 2. Has not complied with the applicable provisions of the regulations; or
 - 3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
 - 4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
 - 5. Has knowingly made a false statement of fact in an application for such permit; or

6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or
 - c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for

any Driver who has been convicted of three (3) or more moving violations within three (3) years.

3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession, or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.
- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of

SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.

- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an administrative law judge with the California State Office of Administrative Law Judges.
 2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.

- E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
- F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
- G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
- H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.
- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case

where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

- A. Any person who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine under Section 1.085, may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the SSG on an advance deposit hardship waiver application form within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in subsection A above shall be stayed unless or until the SSG makes a determination not to issue the advance deposit hardship waiver.
- D. SSG may waive the requirement of an advance deposit set forth in Section 1.085 and issue the advance deposit hardship waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;
 - 2. The address or a definite description of the location where the violation occurred;
 - 3. The section of the regulation violated and a description of the violation;
 - 4. The amount of the fine for the violation;

5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Section 1.200 **Fines and Penalties**

- A. The fine for violation of Article I of this Chapter shall be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00).
- B. The minimum fine for operating a Taxicab without a valid permit(s) to operate issued by SSG shall be five thousand dollars (\$5,000.00).
- C. The amount of the fine shall be set forth in the schedule of fines established by resolution of SSG and paid to SSG within thirty (30) days from the date of the administrative citation.
- D. If the fine is challenged by an administrative hearing as set forth in Section 1.085 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- E. If after a hearing under Section 1.085, the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver permit of the Driver or Business, as may be applicable, until such time as payment is made.
- F. If after a hearing under Section 1.085 the hearing officer determines that the administrative citation should be canceled and the fine was deposited with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.
- G. Payment of a fine under this Chapter shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

Section 1.205 Late Payment Charges

- A. Any person who fails to pay to SSG any fine or other payment imposed pursuant to the provisions of the ordinance of SSG on or before the date that fine or payment is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver or Business involved may be suspended pending payment.

Section 1.210 Cost Recovery

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG may collect any past due Business Permit Fees, Vehicle Permit Fees or any other fees established in this ordinance by use of all available legal means.
- C. SSG may recover its collection costs, including any reasonable attorneys' fees.

Section 1.215 Airports

- A. Nothing in this Chapter shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of taxicab access or from charging access/permit fees.

ARTICLE II
OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

- A. All Taxicabs operating under a Taxicab Business permit shall be of distinctive name and appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire.
- B. No Taxicab Business permit shall be granted to any Person and/or company whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any name, monogram, logo or insignia used by another Taxicab Business within the Jurisdictional Boundaries of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public. This includes the consideration of a specific color referenced in the Taxicab Business' name.
- C. No Taxicab Business shall be entitled to utilize the name or telephone number of any previously operating Taxicab Business unless the assuming company has paid all fines, Business Permit Fees, Vehicle Permit Fees, and administrative penalties due to SSG from the previous Taxicab Business and otherwise complied with the requirements for issuance of a Taxicab Business permit under the ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Taxicab Business, no transfer of the name shall occur unless and until SSG is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

Section 2.015 Advertisements

- A. No Taxicab Business, Driver or any other person shall place or cause to be placed any advertisement which:
 - 1. Is misleading to, or would tend to deceive or defraud the public;
 - 2. Uses a name(s) other than the name(s) registered with SSG for which a valid taxicab business permit has been issued without first obtaining written consent of SSG; or
 - 3. Uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other person operating in the Jurisdiction Boundaries of SSG.

Section 2.020 Driver Standards and Appearance

- A. All drivers shall have in his or her immediate possession a valid California driver's license and a Driver permit issued by SSG while in charge of or driving a Taxicab and shall present either upon request.
- B. All Drivers shall be at least 18 years old.
- C. All Drivers shall have the ability to read signs, labels, work schedules, rate cards, information cards, maps and simple instructions in English, to understand and follow verbal directions in English, to write simple instructions in English and to speak English sufficiently to communicate clearly with the public at large.
- D. No Driver shall be afflicted with either a physical or mental incapacity or ailment that would preclude him or her from safely operating a Taxicab and performing the duties normal to such profession.
- E. All Drivers shall be well groomed and dressed in a neat and clean fashion at all times while on duty. At a minimum, attire shall include a collared shirt or blouse covering the shoulders, knee length shorts or skirt or long pants and closed toe shoes. T-shirts, spaghetti or strapless shirts, open toe shoes, flip flops, sweatpants and sandals are prohibited. A Driver shall wear an identification badge at all times while on duty. At a minimum, the shirt, blouse or identification badge worn by the Driver must bear the Driver's name and Business logo.
- F. All Drivers shall provide prompt, efficient service and be courteous at all times to the general public, the business community, all other Taxicab Drivers and SSG or local government administrators/officers. Disputes with the general public, the business community, other taxicab drivers and those in charge of taxicab stands on private property shall be resolved in a professional manner with a goal of maintaining a favorable public image for the taxicab industry.
- G. Smoking and the use of profanity is prohibited.
- H. No Driver shall refuse to transport wheelchairs, packages, luggage and animals as follows:
 - 1. Any passenger's wheelchair, which can be folded and placed in either the passenger vehicle or trunk compartment of the Taxicab;
 - 2. Groceries or packages when accompanied by a passenger;
 - 3. Personal luggage, possessions or small pets in appropriate carriers.

4. Any passenger's service animal or intentionally interfere with the use of service animal by harassing or obstructing the user of his or her service animal as defined by the Americans with Disabilities Act (ADA).
- I. All Drivers shall assist a passenger in and out of a Taxicab when requested, provided the driver is not required to lift the passenger.
- J. All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- K. No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- L. All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- M. All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- N. All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- O. All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- P. In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

- A. As a matter of public safety and efficiency, during certain designated events where there is expected to be heavy concentration of customers seeking taxicab service, no passenger appointments will be allowed for

pick-ups from the event. The designated events to which this regulation applies include:

1. The Coachella Valley Music and Arts Festival;
2. The Stagecoach Festival; and,
3. Any other event for which Permittees are provided written notice no less than thirty (30) days before the event.

Section 2.030 Taxi Administrator

- A. The Taxi Administrator or his/her designee may adopt, by ordinance, operating requirements for Taxicab Businesses and Taxicab Drivers that do not relate to permitting or business licensing pursuant to Government Code Section 53075.51.

Section 2.035 Fines and Penalties

- A. The minimum fine for violation of Article II of this Chapter shall be one hundred dollars (\$100.00).

RIV #4847-8426-5694 v2

SunLine Transit Agency

DATE: May 26, 2021 **INFORMATION**

TO: Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: Upcoming Election of Officers

Background

As a reminder for the Board of Directors, at the June 2021 Board meeting, nominations will be accepted to elect officers (Chairperson of the Board and Vice Chairperson of the Board) for SunLine Transit Agency.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson 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 Chairperson to Chairperson. Selection of Chairperson and Vice Chairperson 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 Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

SunLine Transit Agency

DATE: May 26, 2021 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Harman Singh, Interim Deputy Chief Performance Officer

RE: Grant Funding from the Volkswagen Environmental Mitigation Trust Funds

Background

On October 21, 2019, the Volkswagen Environmental Mitigation Trust (VEMT) grant opportunity became available on a first come, first serve basis in California for the purchase of zero emission vehicles. On October 23, 2019, the Board of Directors approved Resolution No. 0774 authorizing the CEO/General Manager to apply, execute an agreement, and receive funding from the VEMT to purchase three (3) hydrogen electric fuel cell replacement buses.

VEMT funds were still available which offered SunLine the opportunity to apply and receive supplemental funding. On September 23, 2020, the Board of Directors approved Resolution No. 0781 authorizing the CEO/General Manager to execute additional agreements to receive grant funding from the VEMT. On May 3, 2021, the CEO/General Manager executed two (2) agreements for an amount of \$400,000 each for two (2) additional hydrogen electric fuel cell buses. To date, SunLine has been awarded a total of \$2 million towards the procurement of five (5) hydrogen electric fuel cell buses.

These bus purchases enhance SunLine's position as an industry leader and advocate for hydrogen as a transportation power source. In addition, it further supports the organization towards meeting the goals of the State of California's Innovative Clean Transit (ICT) plan.

SunLine Transit Agency

DATE: May 26, 2021 **DISCUSSION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Review and Discussion of SunLine Funding and the Draft FY22
Operating and Capital Budget

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 2022 are \$41,003,574 and \$15,074,900, respectively. The proposed operating budget for FY22 represents a 0.40% increase over the FY21 budget. Although the Agency is taking on significant activities in FY22, such as a planned full implementation of Refueled initiatives, staff felt it was prudent to bring forward a proposal which fell in line with FY21 budget figures. Given the number of uncertainties for FY22, it is possible that staff may bring forward a mid-year amendment to meet Agency needs.

The capital budget incorporates key projects to help further advance the Agency's capital improvement program. The capital improvement program for FY22 focuses on continuing SunLine's investment in increasing its support of alternative fuel technology and building energy efficient infrastructures. This discussion item allows the Board to either move forward with this budget for approval at the June Board meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

Attachment:

- [Item 19a](#) – STA Draft FY22 Budget Presentation
- [Item 19b](#) – STA Draft FY22 Budget



FY22 Operating and Capital Budget

May 26, 2021

Luis Garcia
Chief Financial Officer

**Operating
Budget**



Operating Budget Summary



- FY21 Operating Budget - \$40,840,150
- FY22 Proposed Operating Budget - \$41,003,574
 - 0.40% increase compared to FY21
- Goal was to keep FY22 budget at FY21 values

Good Fiscal Management



- Important to stay conservative on spending
 - COVID-19 unknowns
 - Direct impact to SunLine service
 - Macroeconomic factors
- Performance Management
 - Keep eye on spending
 - Monthly budget meetings with Chiefs

Good Fiscal Management – Cont.



- Lower costs help Agency hit performance targets
 - Subsidy per passenger
 - Farebox recovery ratio
- High level of success winning grants
 - Prudent spending helps support overall Agency goals on embracing innovative projects

Methodology



- Despite significant activity, goal was to stay within similar budget footprint
 - \$33 million awards + potential grants through competitive applications
 - Implementation of ICT Plan & staff requirements to support growing zero emission program
 - Potential labor negotiations
 - Full implementation of Refueled initiatives



Refueled Service Improvements

- All routes improved with Refueled
- New Route 1X & 10 Commuter Link
- Substantial increase in total miles projected for FY22 when compared to FY21 estimates

FY 2021 Estimated Year-End vs. FY 2022 Forecast

Description	Weekdays	Saturdays	Sundays	Total
FY 2021 Estimated Year-End Miles	2,513,922	442,500	456,669	3,413,091
FY 2022 Forecasted Miles	3,427,721	433,517	476,869	4,338,107
Net Variance	913,799	(8,983)	20,200	925,016
Percent Variance	36.3%	-2.0%	4.4%	27.1%



Operating Budget Summary

- Budget kept near FY21 budget
- Significant initiatives planned to improve service for customers and support Agency’s zero emission technology
- Budget amendment may be required
- Even greater emphasis on monitoring budget performance during FY22
 - Bring before the Board at earliest indication of a need for a budget adjustment

Capital Budget



Capital Budget Summary



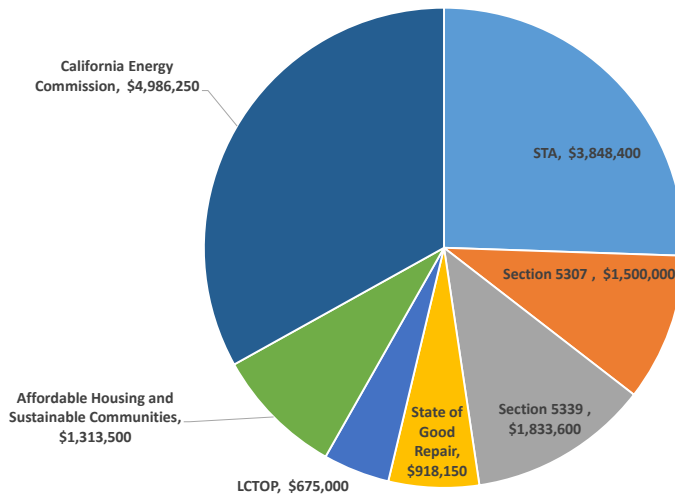
- Interdepartmental collaboration
- Utilize competitive and discretionary grants
- Continue SunLine's investment in increasing zero emissions technology and infrastructures
- Make long term commitments in SunLine's operational capabilities, energy strategies, and the mandated California Air Resources Board's Innovative Clean Transit Rule

Proposed Capital Budget



Project	Amount
Expansion Motor Coach Bus (1)	\$ 950,000
Upgrades to Gate and Guard Shack	\$ 277,150
Facility Improvements	\$1,124,000
Public Hydrogen Station Division I	\$ 825,000
Replacement Paratransit Vehicles (10)	\$1,860,000
Microgrid to Hydrogen Phase III	\$ 775,000
Maintenance Tools & Equipment	\$ 74,000
Bus Stop Improvements	\$ 390,000
Bus Refurbishment	\$1,000,000
Indio CNG Station Upgrade	\$1,500,000
Liquid Hydrogen Refueling Infrastructure	\$4,986,250
Coachella Transit Hub	\$1,313,500

Capital Subsidy by Source





Next Steps

- No action required on budget today
- Answer any questions
- If necessary, allow time for special Finance/Audit Committee prior to June Board Meeting
- Approval of FY22 Budget required at June 23, 2021 Board meeting

Questions?

Thank
You



FISCAL YEAR

2022

ANNUAL BUDGET

SunLine Re*fu*eled



DRIVING THE FUTURE OF TRANSIT

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June 23, 2021

Dear SunLine Board of Directors,

In Fiscal Year 2021, SunLine was committed to being flexible and innovative to meet the needs of our customers, even in unprecedented circumstances. With the support of this body, the Agency accelerated our plans for the Refueled initiative and worked throughout the year to engage and educate riders, obtain feedback on community needs and introduce a redesigned transit network. All of this work culminated in the largest system redesign in SunLine's 44-year history and introduced a new Consolidated Fixed Route Network and four (4) pilot zones for SunRide – our own microtransit service, which launched in January. The two (2) remaining pillars to Refueled, the 10 Commuter Link and Route 1X, are scheduled to begin in July and September, respectively.

Refueled's goal was to analyze the changing transportation landscape and adapt SunLine's complimentary services in order to provide a seamlessly positive user experience. We set out to transform our most productive bus corridors and offer more "one-seat rides," meaning fewer transfers and a more comfortable and leisurely trip for customers. SunLine's approach to launching Refueled in January 2021 (at a modified capacity to maintain safety protocols during the COVID-19 surge) showcased the Agency's dedication to teamwork and ability to adapt in order to keep Refueled moving forward.

In addition to Refueled, SunLine proudly reached many milestones in other areas during FY21. This past fiscal year, the Agency received a \$4.9M grant from the California Energy Commission to expand our fueling infrastructure and build a new stand-alone liquid hydrogen station. SunLine also received \$5.9M in funding through the South Coast Air Quality Management District for five (5) additional hydrogen fuel cell electric buses which will amplify our conformance with the state's Innovative Clean Transit Rule. To help reduce the cost of hydrogen production for the industry at large, a partnership was announced between SunLine and SoCalGas to test out new technologies. In addition, completing the new Operations Facility was a key focus in FY21 and will be ready for employees to move in at the beginning of the fiscal year – an excitement felt throughout the Agency.

As we start preparing for Fiscal Year 2022, SunLine is looking forward to starting the 10 Commuter Link and Route 1X which supports the Agency's goal of expanding our offerings and attracting new riders with a more "right fit" transit system. The partnerships formed with community organizations during the course of Refueled outreach will be an asset to the Agency to ensure that we communicate with communities in the most optimal way for our riders, residents and tourists. SunLine remains committed to furthering our zero emission pathway by finding opportunities to upgrade our public fueling station infrastructure, and implement the solar microgrid project to help reduce electricity costs and offer resilience and independence from grid power.

In FY22, SunLine will have an operating budget of \$41,003,574 and a capital project budget of \$15,074,900. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run daily operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants. The available funding will be used effectively and efficiently in accordance with organizational objectives. The proposed budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents. Due to prudent financial planning and utilization of emergency federal funds from the Coronavirus Aid, Relief, and Economic Security Act,

Coronavirus Response and Relief Supplemental Appropriations Act and the American Rescue Plan Act, the Agency is in a financially stable position.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2022 budget.

Sincerely,

Lauren Skiver
CEO/General Manager

DRAFT

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2022

BOARD OF DIRECTORS

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

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Lauren Skiver

EXECUTIVE SUMMARY

In 2021, SunLine implemented a bold plan to revise its transit system. The plan focused on key ridership drivers such as minimizing transfers, reducing travel times, providing SunRide as a microtransit solution, and realigning routes to growing, more productive areas. SunLine Refueled was prepared with guidance provided by the Board of Directors, input from transit riders and a robust data analysis. SunLine coordinated closely with the public as well as its member cities, the Coachella Valley Association of Governments, and the Riverside County Transportation Commission on the implementation of the changes.

Taking COVID-19 precautions and limitations into account, SunLine plans on resuming normal level 1 service in FY22 along with new services such as the 10 Commuter Link and Route 1X.

SERVICE & RIDERSHIP

Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Pre COVID-19 fixed route ridership for FY21 saw an increase of 1.5% compared to FY19 ridership. FY20 would have marked two (2) consecutive years of ridership increase for the Agency. Following a significant downturn in ridership in March 2020 as a result of the COVID-19 pandemic, SunLine began to see more favorable ridership numbers in the latter half of FY21. SunLine anticipates that ridership will continue to grow after given the decline in COVID-19 cases nationwide. Aside from the return of riders, SunLine anticipates that new riders will utilize the system post Refueled implementation and the addition of new services such as SunRide, 10 Commuter Link and the Route 1X.

REVENUES & SUBSIDIES

Traditionally, SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues at the state level. However, due to COVID-19, the farebox recovery ratio requirement has not been enforced given the decrease in ridership and revenues. Nevertheless, SunLine remains committed to utilizing multiple different revenue sources in order to supplement operating costs.

The proposed revenues for FY22 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY22, Local Transportation Funding (LTF) had a reduction due to utilization of emergency funding in the form of federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan Act (ARPA) funding.
- Measure A funding increased for FY22 over the last fiscal year due to increased allocations from the Riverside County Transportation Commission (RCTC) which

are based on projected tax revenues. RCTC's original estimates for Measure A and LTF were very conservative and were revised at the January 2021 commission meeting. The COVID-19 pandemic had a significant impact to initial projected tax revenues but economic stimuli throughout 2020 and early 2021 alleviated a large negative impact on sales tax.

- In FY22, SunLine will use various forms of federal funding including FTA Section 5307, CARES, CRRSAA, ARPA, 5311, 5339 and Congestion Mitigation and Air Quality Improvement (CMAQ) Program. During calendar years 2020 and 2021, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act, CRRSAA and ARPA in response to COVID-19. The emergency funding for public transit agencies was divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this crisis. The funding was allocated by existing formulas established by the FTA which are largely based on Urbanized Areas (UZA).
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections for FY21. The Agency's primary goal is the safety of its operators and the public. Accordingly, revenues were down below budgetary values in FY21 due to an extension of free fares and rear door boarding through May 2, 2021.
- CNG sale estimates for FY22 are based on FY21 sales projections.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22, Sunline will be expanding the program to include high school students. The Haul Pass program for high school students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).
- The budget for FY22 reflects the Agency's strive for continual growth of the advertising program.
- State and federal emission credit projections for FY22 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

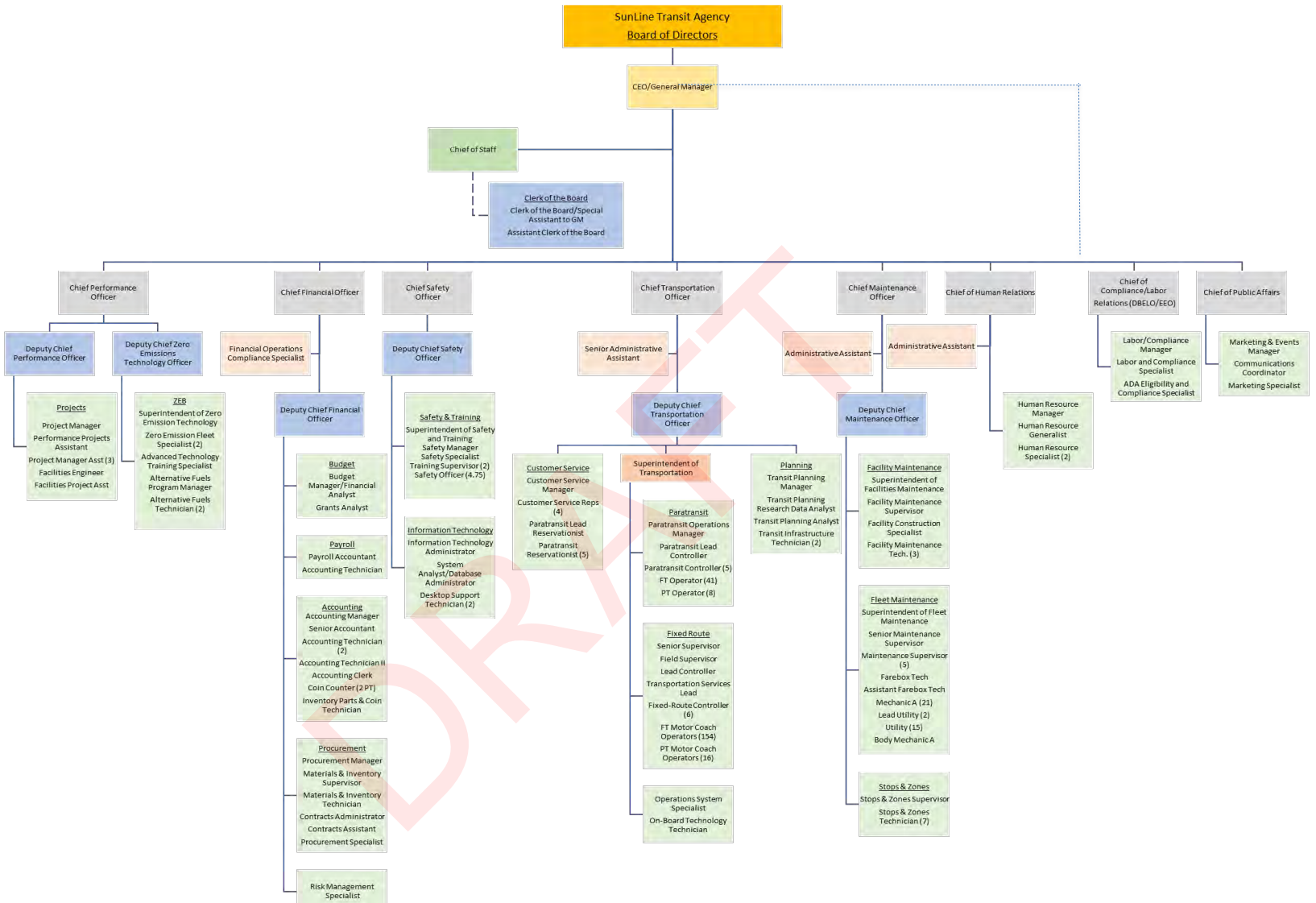
The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY22 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

New Projects

There are 12 new capital projects programmed in FY22. The new projects represent an emphasis on safety and projects that provide opportunities to increase revenue and are in compliance with CARB mandates on innovative clean transit regulation. The requests in FY22 will be in addition to the existing CIP. The new projects cover necessities in fleet and facilities. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Expansion Motor Coach Bus
 - Replacement Paratransit Vehicles
 - Bus Refurbishment

- Facilities and Equipment:
 - Upgrades to Gate and Guard Shack
 - Facility Improvements
 - Public Hydrogen Station
 - Microgrid to Hydrogen Phase III
 - Maintenance Tools and Equipment
 - Bus Stop Improvements
 - Indio CNG Station Upgrade
 - Liquid Hydrogen Refueling Infrastructure
 - Coachella Transit Hub



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AGENCY PERSONNEL SUMMARY

Department	FY21 Base FTE's	Changes to Base	Proposed New Positions	FY22 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Marketing (31)	4.00	-	-	4.00	-
Executive Office (40)	6.00	1.00	1.00	8.00	2.00
HUMAN RESOURCES OFFICE					
Human Resources (32)	6.00	-	-	6.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	1.00	3.00	1.00
Performance Office (44)	12.00	1.00	1.00	14.00	2.00
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	12.75	-	(1.00)	11.75	(1.00)
Information Technology (42)	4.00	-	-	4.00	-
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	194.00	(1.00)	2.00	195.00	1.00
Operations - Paratransit (13, 14)	56.00	-	-	56.00	-
Customer Service (45)	11.00	-	-	11.00	-
Service Planning (49)	6.00	-	(1.00)	5.00	(1.00)
FINANCE OFFICE					
Finance (41)	23.25	-	(0.50)	22.75	(0.50)
MAINTENANCE OFFICE					
Maintenance (21, 22)	52.00	(1.00)	(3.00)	48.00	(4.00)
Facilities Maintenance (23, 24)	6.00	-	-	6.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
Total FTEs	403.00	-	(0.50)	402.50	(0.50)

Notes:

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

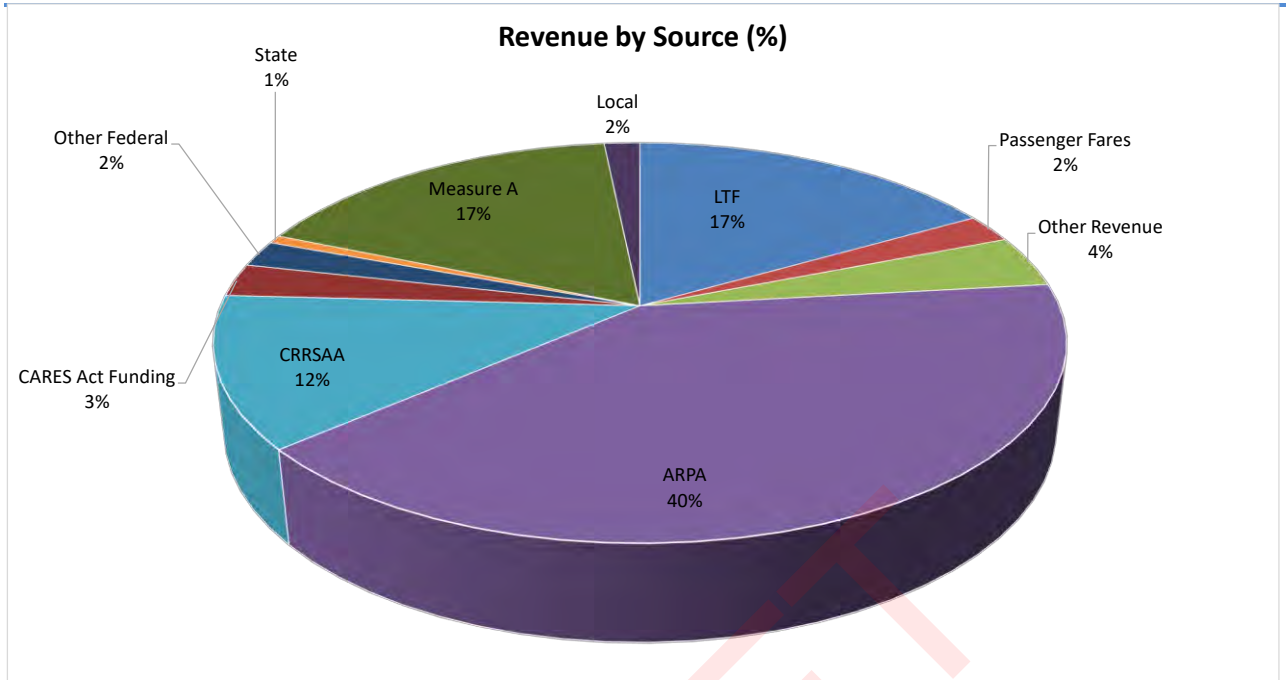
Executive Office

- The Executive office will be gaining two (2) FTEs for FY22. One (1) of the FTEs was a transfer from the Transportation office.

Performance Office

- The Performance office added three (3) total FTEs for FY22. One (1) of the additional FTEs is a transfer from the Maintenance office. The positions are required in order to support the growing zero emission vehicles and facilities.

REVENUE SUMMARY



Sources of Funding (Operating)	FY21 Approved Budget	FY21 Estimates	FY21 Variance	FY22 Proposed Budget	FY22 Variance	Type
Advertising Revenue	100,000	335,950	235,950	250,000	150,000	Local
Bus Stop Maintenance Fees	122,482	122,482	-	122,482	-	Local
CARES Act FTA Section 5307	13,208,971	13,208,971	-	846,920	(12,362,051)	Federal
CARES Act FTA Section 5311	300,000	300,000	-	-	(300,000)	Federal
CARES Act FTA Section 5311(f)	53,889	53,889	-	241,264	187,375	Federal
CRRSAA FTA Section 5307	-	-	-	5,011,454	5,011,454	Federal
ARPA FTA Section 5307	-	-	-	16,579,343	16,579,343	Federal
CMAQ	662,366	191,331	(471,035)	836,257	173,891	Federal
CNG Rebate	400,000	384,048	(15,952)	-	(400,000)	Federal
COD Haul Pass	110,000	-	(110,000)	100,000	(10,000)	Local
CSUSB Haul Pass & Commuterlink	162,861	-	(162,861)	162,861	-	Local
Emissions Credits (Sales of State Fuel Credits)	600,000	1,085,595	485,595	972,444	372,444	Sales
Farebox - Fixed Route	1,247,055	145,000	(1,102,055)	861,474	(385,581)	Sales
Farebox - Paratransit	152,769	83,884	(68,885)	74,911	(77,858)	Sales
SunRide Revenue	-	-	-	2,016	2,016	Sales
FTA Section 5307	4,968,507	4,968,507	-	-	(4,968,507)	Federal
FTA Section 5310	29,627	29,627	-	-	(29,627)	Federal
FTA Section 5311	303,219	303,219	-	-	(303,219)	Federal
FTA Section 5311(f)	161,666	161,666	-	-	(161,666)	Federal
FTA Section 5312	37,320	37,320	-	37,320	-	Federal
Interest and Other Income	39,900	73,073	33,173	27,114	(12,786)	Local
Local Transportation Funds (LTF)	11,000,000	9,700,000	(1,300,000)	6,862,866	(4,137,134)	State
Low-Carbon Transit Operations Program	337,000	-	(337,000)	272,563	(64,437)	State
Measure A	5,955,883	5,955,883	-	7,000,000	1,044,117	Local
SRA Overhead Fee Revenue	27,381	27,396	15	27,396	15	Allocation
SunFuels - Outside Sales	800,000	649,901	(150,099)	676,002	(123,998)	Sales
Taxi Voucher (Passenger Sales)	59,254	39,306	(19,948)	38,887	(20,367)	Sales
Total Operating Revenue	40,840,150	37,857,048	\$ (2,983,102)	41,003,574	163,424	

Notes:

- In FY22, SunLine will utilize emergency funding from the three (3) federal relief programs: CARES Act, ARPA and CRRSAA.
- The FY21 variance reflects the difference between FY21 estimates and FY21 approved budget. The FY22 variance indicates the difference between FY22 proposed budget and FY21 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

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

ADVERTISING REVENUE

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

BUS STOP SHELTER REVENUE

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

CARES ACT, CRRSAA and ARPA FTA SECTION 5307

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

CARES ACT FTA SECTION 5311/5311(f)

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

Haul Pass

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

REVENUE & FUNDING SOURCES

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds will be used to support two (2) new programs in the form of the SunRide rideshare program and 1X route on hwy 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 generated from the collection of passenger fares and ticket sales. This revenue is projected based on historical data and planned service levels. SunLine operated ten months of FY21 with free fares due to COVID-19. SunLine is projecting a conservative estimate of revenues for FY22 as ridership increases.

FTA SECTION 5307

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

FTA SECTION 5310

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

FTA SECTION 5311/5311(f)

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

FTA SECTION 5312

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

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

REVENUE & FUNDING SOURCES

MEASURE A

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

SUNFUELS

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

SRA OVERHEAD FEE REVENUE

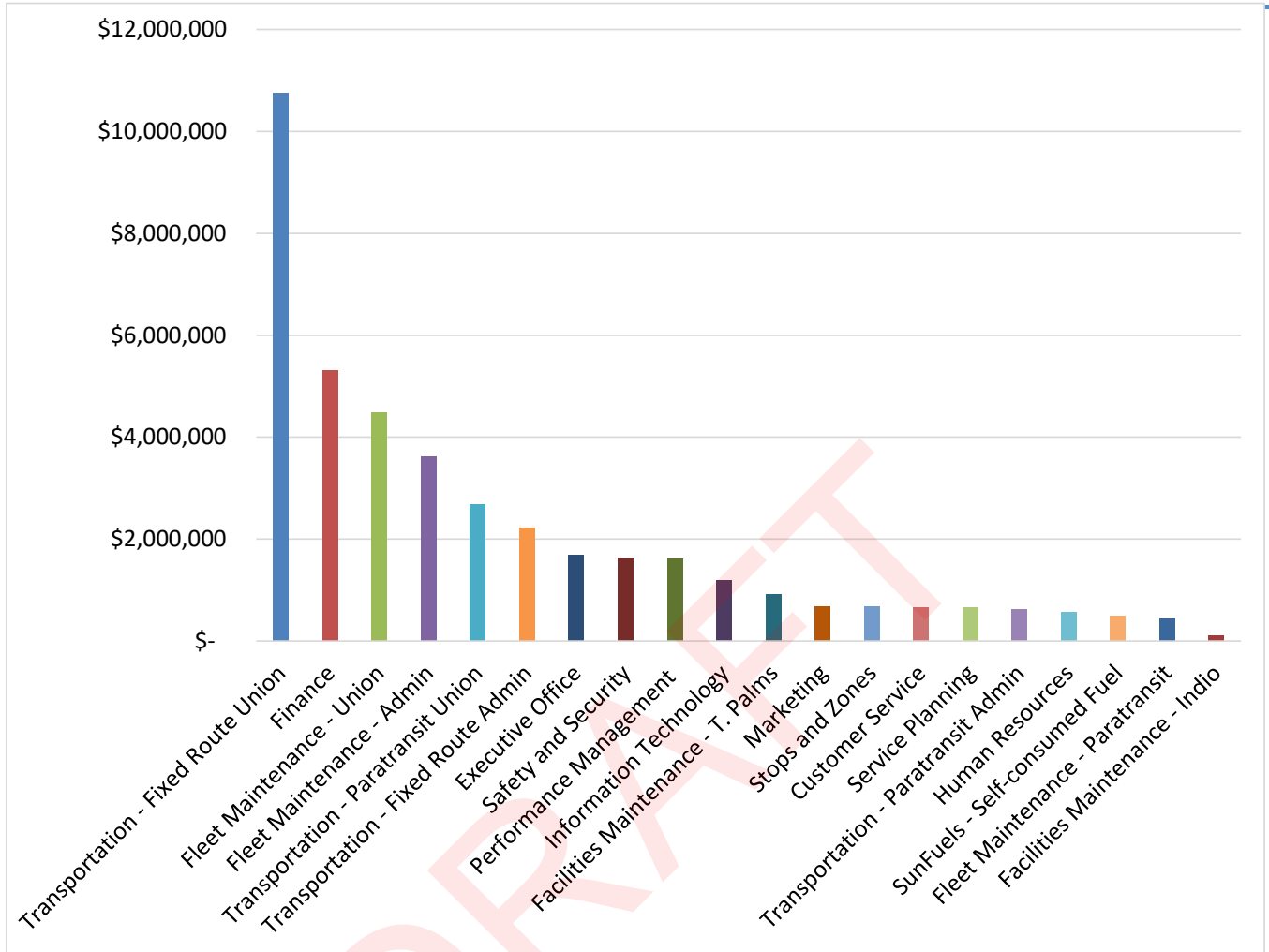
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

TAXI VOUCHER PROGRAM (Passenger Sales)

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

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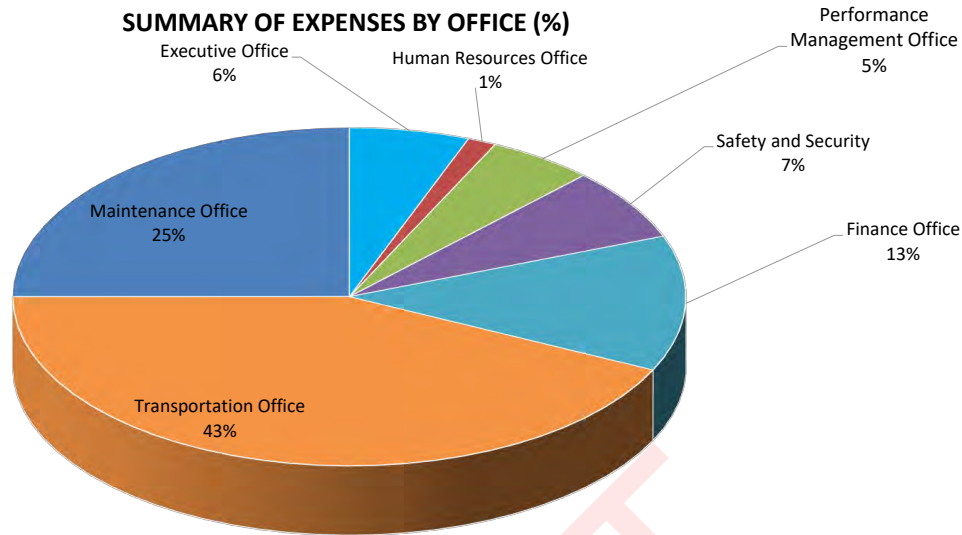
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY21 Approved Budget	FY22 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	613,899	681,513	67,614
40	Executive Office	1,578,298	1,682,960	104,662
HUMAN RESOURCES OFFICE				
32	Human Resources	591,130	562,938	(28,192)
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed Fuel	564,873	491,391	(73,482)
44	Performance Management	1,593,761	1,612,992	19,231
SAFETY AND SECURITY OFFICE				
15	Safety and Security	1,630,477	1,636,453	5,976
42	Information Technology	1,290,583	1,193,652	(96,931)
FINANCE OFFICE				
41	Finance	4,847,549	5,313,086	465,537
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,265,591	2,213,412	(52,179)
12	Transportation - Fixed Route Union	10,949,754	10,754,960	(194,794)
13	Transportation - Paratransit Admin	605,239	623,072	17,833
14	Transportation - Paratransit Union	2,783,777	2,680,846	(102,931)
45	Customer Service	685,691	654,058	(31,633)
49	Service Planning	717,782	650,260	(67,522)
MAINTENANCE OFFICE				
13	Fleet Maintenance - Paratransit	453,248	444,581	(8,667)
21	Fleet Maintenance - Admin	3,683,394	3,617,303	(66,091)
22	Fleet Maintenance - Union	4,339,789	4,482,467	142,678
23	Facilities Maintenance - T. Palms	877,041	920,119	43,078
24	Facilities Maintenance - Indio	115,120	108,903	(6,218)
25	Stops and Zones	653,154	678,608	25,454
Total		40,840,150	41,003,574	163,424

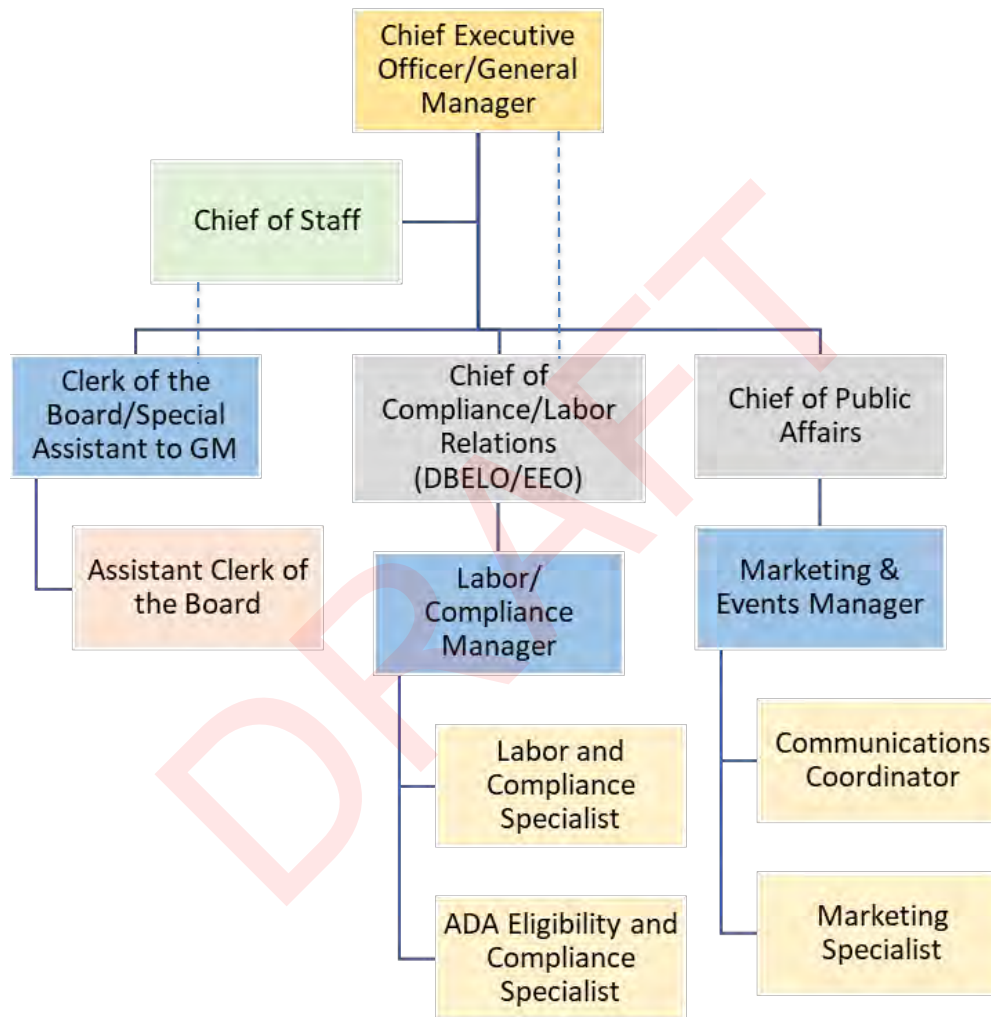
EXPENSE SUMMARY BY OFFICE



Office	FY21 Approved Budget	FY22 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Marketing	613,899	681,513	2%
Executive Office	1,578,298	1,682,960	4%
Executive Office	2,192,197	2,364,473	6%
HUMAN RESOURCES OFFICE			
Human Resources	591,130	562,938	1%
Human Resources Office	591,130	562,938	1%
PERFORMANCE MANAGEMENT OFFICE			
SunFuels	564,873	491,391	1%
Performance Management	1,593,761	1,612,992	4%
Performance Office	2,158,634	2,104,383	5%
SAFETY AND SECURITY OFFICE			
Safety and Security	1,630,477	1,636,453	4%
Information Technology	1,290,583	1,193,652	3%
Safety and Security Office	2,921,060	2,830,105	7%
FINANCE OFFICE			
Finance	4,847,549	5,313,086	13%
Finance Office	4,847,549	5,313,086	13%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,265,591	2,213,412	5%
Transportation - Fixed Route Operators	10,949,754	10,754,960	26%
Transportation - Paratransit Admin	605,239	623,072	2%
Transportation - Paratransit Operators	2,783,777	2,680,846	7%
Customer Service	685,691	654,058	2%
Service Planning	717,782	650,260	2%
Transportation Office	18,007,834	17,576,608	43%
MAINTENANCE OFFICE			
Fleet Maintenance - Paratransit	453,248	444,581	1%
Fleet Maintenance - Admin	3,683,394	3,617,303	9%
Fleet Maintenance - Mechanics	4,339,789	4,482,467	11%
Facilities Maintenance - T. Palms	877,041	920,119	2%
Facilities Maintenance - Indio	115,120	108,903	0.3%
Stops & Zones	653,154	678,608	2%
Maintenance Office	10,121,746	10,251,980	25%
Total Expenses	40,840,150	41,003,574	100%

EXECUTIVE OFFICE

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EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

- Strategically communicate improvements made to the transit network and new services available to the community.
- Build upon the new methods of outreach utilized during COVID-19 to develop interactions that are engaging and educational for riders.
- Expand partnerships created during the Refueled initiative to help spread messaging about SunLine's services to a broad audience.
- Drive brand alignment by ensuring all marketing assets and customer interactions uphold SunLine's brand by communicating one cohesive, ongoing story.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	-	127,105	166,095	172,325	6,230
5010201610 ADMIN SALARIES-OT	-	-	496	3,000	2,500	(500)
5029999999 TOTAL FRINGE BENEFITS	-	-	107,000	92,504	121,888	29,384
5030303240 CONTRACTED SERVICES	-	-	106,108	153,500	180,000	26,500
5030303260 ADVERTISING	-	-	73,244	87,650	91,150	3,500
5030303270 SUNLINE EVENTS EXPENSE	-	-	4,254	10,000	21,000	11,000
5030303271 MUSIC FESTIVAL	-	-	-	11,000	-	(11,000)
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	-	-	46,650	46,650	-
5030400000 TEMPORARY HELP SERVICES	-	-	16,762	10,000	10,000	-
5039900003 PRINTING EXPENSE	-	-	16,295	20,000	22,000	2,000
5049900001 OFFICE SUPPLIES	-	-	2,932	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	1,547	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	-	2,827	5,500	6,000	500
Total Expenses	-	-	458,569	613,899	681,513	67,614

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY19 and FY20 are included in the Community and Customer Relations department.

EXECUTIVE OFFICE

Division 31

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Chief of Public Affairs	0.00	1.00	1.00
1	Marketing & Events Manager	1.00	1.00	0.00
0	Community Engagement Specialist	1.00	0.00	(1.00)
1	Communications Coordinator	0.00	1.00	1.00
1	Marketing Specialist	2.00	1.00	(1.00)
4	Total FTE's	4.00	4.00	0.00

Notes:

- Community Engagement Specialist title changed to Communications Coordinator

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EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	166,095	172,325	6,230
5010201610 ADMIN SALARIES-OT	3,000	2,500	(500)
5029999999 TOTAL FRINGE BENEFITS	92,504	121,888	29,384
Sub-total	261,599	296,713	35,114
5030303240 CONTRACTED SERVICES			
Annual report	3,500	3,500	-
Public relations firm	120,000	146,500	26,500
Website hosting and support	30,000	30,000	-
Sub-total	153,500	180,000	26,500
5030303260 ADVERTISING			
Mass printing costs	1,140	1,140	-
Print, TV, radio & social media	24,542	79,756	55,214
Production costs associated with exterior bus and shelter advertisements	3,944	3,944	-
Human Trafficking Campaign (Grant Funded)	51,714	-	(51,714)
Promotional items	6,310	6,310	-
Sub-total	87,650	91,150	3,500
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	10,000	21,000	11,000
Sub-total	10,000	21,000	11,000
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	11,000	-	(11,000)
Sub-total	11,000	-	(11,000)
5030303273 Anti-Human Trafficking Campaign			
Costs associated with PSA for campaign	46,650	46,650	-
Sub-total	46,650	46,650	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
Rider's Guides	20,000	22,000	2,000
Sub-total	20,000	22,000	2,000
5049900001 OFFICE SUPPLIES			
Office Supplies	5,000	5,000	-
Sub-total	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,000	1,000	-
Stock Art and Digital Media	300	300	-
Palm Springs CVB	1,200	1,200	-
Rotary	500	500	-
Sub-total	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,500	6,000	500
Sub-total	5,500	6,000	500
Total Expenses	613,899	681,513	67,614

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimated Actuals	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	307,602	411,791	388,470	382,409	581,824	199,415
5010201610 ADMIN SALARIES-OT	-	-	41	824	800	(24)
5010700000 ALLOCATED SALARIES	(2,330)	(3,120)	(2,943)	(2,100)	(3,000)	(900)
5029999999 TOTAL FRINGE BENEFITS	197,885	258,164	236,291	291,844	393,836	101,992
5030200000 PUBLIC NOTICES	-	385	170	3,000	1,500	(1,500)
5030300002 LEGAL SERVICES - LABOR COUNSEL	293,841	95,357	132,318	300,000	400,000	100,000
5030300005 LEGAL SVCS- GENERAL	117,806	94,157	74,782	125,000	175,000	50,000
5030400000 TEMPORARY HELP SERVICES	-	-	13,321	13,321	-	(13,321)
5049900000 PRINTING ADMINISTRATION	4,727	4,206	2,890	5,000	4,000	(1,000)
5049900001 OFFICE SUPPLIES-GENERAL	1,975	2,006	1,589	2,000	3,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	63,133	67,678	56,722	80,000	84,000	4,000
5090200000 TRAVEL-MEETINGS/TRAINING	22,217	21,930	8,032	20,000	10,000	(10,000)
5090200001 TRAINING/ WORKSHOP	17,042	12,712	-	15,000	15,000	-
5090200002 BOARD MEETING EXPENSES	4,588	1,938	2,498	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,625	6,000	7,067	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	28,075	12,658	-	25,000	-	(25,000)
5099900004 CONSULTING-GENERAL	193,245	247,027	3,977	300,000	-	(300,000)
Total Expenses	1,256,431	1,232,889	925,224	1,578,298	1,682,960	104,662

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
0	Chief of Public Affairs/Clerk of the Board	1.00	0.00	(1.00)
1	Chief of Staff	0.00	1.00	1.00
1	Clerk of the Board/Special Assistant to CEO/GM	0.00	1.00	1.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	Chief of Compliance/Labor Relations (DBELO/EEO)	0.00	1.00	1.00
1	Labor/Compliance Manager	0.00	1.00	1.00
1	Labor and Compliance Specialist	0.00	1.00	1.00
0	DBELO/EEO/Compliance/Eligibility Officer	1.00	0.00	(1.00)
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
0	Special Assistant to the CEO/GM	1.00	0.00	(1.00)
8	Total FTEs	6.00	8.00	2.00

Notes

- Net changes to FTEs relating to Executive office restructure is two (2). One (1) new FTE request and one (1) FTE transferred from Transportation office. New and upgraded FTEs related to the need to manage new unionization at the Agency.
- DBELO/EEO/Compliance/Eligibility Officer upgraded and retitled to Chief of Compliance/Labor Relations (DBELO/EEO)
- Labor/Compliance Manager is an upgrade of an existing FTE which was moved from the Transportation office
- Marketing duties of the Chief of Public Affairs/Clerk of the Board position segregated to new Chief of Public Affairs in marketing department. Title changed and consolidated with special Assistant to the CEO/GM

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	382,409	581,824	199,415
5010201610 ADMIN SALARIES-OT	824	800	(24)
5010700000 ALLOCATED SALARIES	(2,100)	(3,000)	(900)
5029999999 TOTAL FRINGE BENEFITS	291,844	393,836	101,992
Sub-total	672,977	973,460	300,483
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO, and ADA information.	3,000	1,500	(1,500)
Sub-total	3,000	1,500	(1,500)
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues & labor negotiations	300,000	400,000	100,000
Sub-total	300,000	400,000	100,000
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	125,000	175,000	50,000
Sub-total	125,000	175,000	50,000
5030400000 TEMPORARY HELP SERVICES			
Costs associated with labor due to vacancies	13,321	-	(13,321)
Sub-total	13,321	-	(13,321)
5049900000 PRINTING ADMINISTRATION			
General printing costs	5,000	4,000	(1,000)
Sub-total	5,000	4,000	(1,000)
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	2,000	3,000	1,000
Sub-total	2,000	3,000	1,000

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	40,800	40,800	-
Cal Act	1,120	1,120	-
CAL Hydrogen Bus Council	11,200	11,200	-
Cal Start	2,800	2,800	-
California Transit Association	14,400	14,400	-
Carreon Foundation Scholarship	2,800	2,800	-
Clean Cities Coachella	1,120	1,120	-
CTAA	-	4,000	4,000
CSUSB Advancement Board	2,240	2,240	-
ZEBRA	3,520	3,520	-
Sub-Total	80,000	84,000	4,000
5090200000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	1,965	983	(983)
APTA Board Conference	2,692	1,346	(1,346)
APTA Committee Meetings	1,239	620	(620)
CalAct Autumn Conference	1,138	569	(569)
CalStart Conference - Heavy Duty	868	434	(434)
CTA Annual Conference	868	434	(434)
CTE Board Meeting	868	434	(434)
EEO, DBE, ADA Seminars	3,784	1,892	(1,892)
Fees for general administration expenses related to city & community events	2,422	1,211	(1,211)
Training for Clerk of the Board	2,703	1,352	(1,352)
ZEBS Meetings	1,453	727	(727)
Sub-Total	20,000	10,000	(10,000)
5090200001 TRAINING/ WORKSHOP			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
West Coast Center of Excellence	2,018	2,018	-
Sub-Total	15,000	15,000	-

EXECUTIVE OFFICE DETAIL

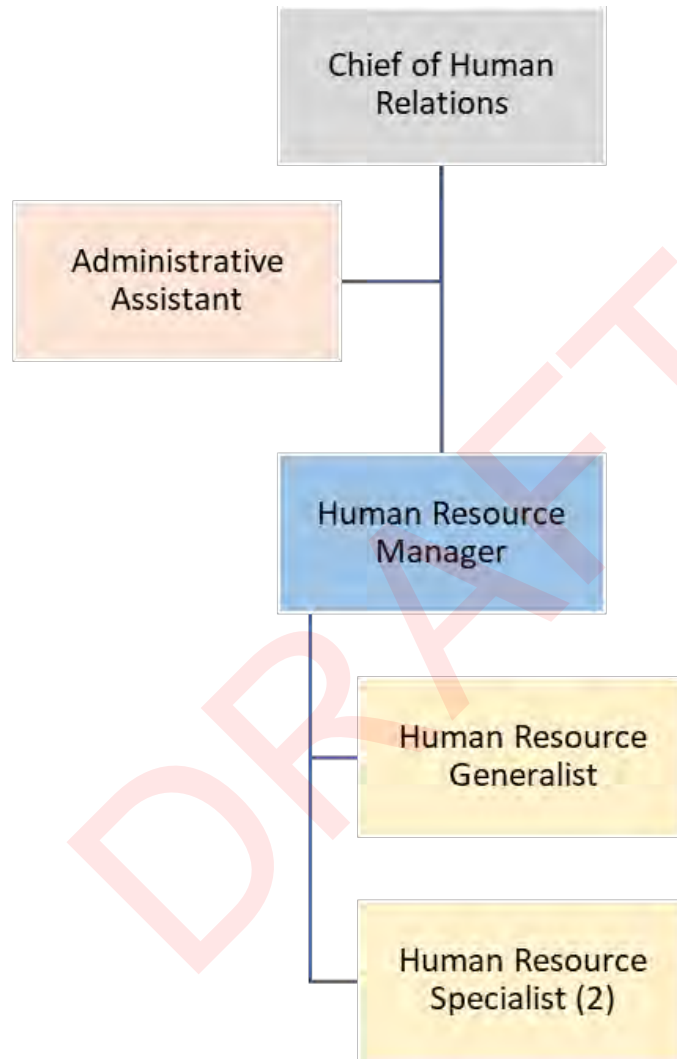
Division 40

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090200002 BOARD MEETING EXPENSES			
General board meeting costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	12,000	-
Sub-total	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Room for improvement funds (Paratransit reform)	25,000	-	(25,000)
Sub-total	25,000	-	(25,000)
5099900004 CONSULTING-GENERAL			
Bus Stop Analysis	102,000	-	(102,000)
General assessments	78,000	-	(78,000)
Leadership Consulting	120,000	-	(120,000)
Sub-total	300,000	-	(300,000)
Total Expenses	1,578,298	1,682,960	104,662

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HUMAN RESOURCES OFFICE

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Human Resources Office

Division 32

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	150,114	109,743	221,260	243,728	260,469	16,741
510201610 ADMIN SALARIES-OT	1,983	1,747	982	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	(1,152)	(845)	(1,684)	(1,000)	(1,700)	(700)
5029999999 TOTAL FRINGE BENEFITS	136,727	111,355	134,738	171,802	164,875	(6,927)
5030300001 BENEFIT MANAGEMENT EXPENSE	10,140	14,652	15,854	16,900	23,150	6,250
5030300003 MEDICAL-EXAMS AND TESTING	32,165	31,258	20,829	30,000	35,000	5,000
5030400000 TEMPORARY HELP SERVICES	88,076	26,286	8,424	15,000	5,000	(10,000)
5039900003 PRINTING EXPENSE	385	3,375	-	3,868	3,868	-
5049900000 HR TRAINING	1,036	679	464	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,348	3,079	2,065	3,000	3,000	-
5060501000 ESTIMATED LAWSUIT EXPENSES	(5,183)	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,176	5,008	7,200	7,151	7,346	195
5090200000 TRAVEL MEETINGS/TRAINING	1,665	1,743	1,660	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE	12,632	7,934	-	14,450	7,000	(7,450)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,461	1,027	1,109	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	32,491	76,574	23,190	29,751	31,650	1,899
5090800100 EMPLOYEE RECOGNITION	10,857	6,038	-	9,700	5,000	(4,700)
5090800125 TUITION REIMBURSEMENT	13,082	554	-	15,000	7,000	(8,000)
5099900004 CONSULTING-HR	110,788	114,118	4,120	20,000	-	(20,000)
Total Expenses	605,792	514,324	440,210	591,130	562,938	(28,192)

Human Resources Office

Division 32

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Chief of Human Relations	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resource Specialist	2.00	2.00	0.00
1	Human Resource Generalist	1.00	1.00	0.00
1	Human Resource Manager	1.00	1.00	0.00
6	Total FTE's	6.00	6.00	0.00

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HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	243,728	260,469	16,741
510201610 ADMIN SALARIES-OT	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	(1,000)	(1,700)	(700)
5029999999 TOTAL FRINGE BENEFITS	171,802	164,875	(6,927)
Sub-total	418,030	426,644	8,614
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	1,200	3,000	1,800
CALPERS Admin Fees	13,000	14,000	1,000
Sterling	-	1,950	1,950
OPTUM	2,700	4,200	1,500
Sub-total	16,900	23,150	6,250
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	17,000	20,000	3,000
VTT and licenses	13,000	15,000	2,000
Sub-total	30,000	35,000	5,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	15,000	5,000	(10,000)
Sub-total	15,000	5,000	(10,000)
5039900003 PRINTING EXPENSE			
Federal & State Regulation Posters	563	563	-
Employee Handbooks	1,325	1,325	-
Promotional materials	1,980	1,980	-
Sub-total	3,868	3,868	-
5049900000 HR TRAINING			
Employee orientation related expenses	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies to organize EE Files	3,000	3,000	-
Sub-total	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
DCEAC Membership	40	40	-
Cal Chamber HR California	1,773	1,598	(175)

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
Review Snap	4,681	5,051	370
SHRM	657	657	-
Sub-total	7,151	7,346	195
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,280	5,280	-
Sub-total	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE			
Year End Breakfast	800	800	
Employee spring event	2,000	1,000	(1,000)
Health and Benefits fair	1,500	1,000	(500)
Holiday party	10,150	4,200	(5,950)
Sub-total	14,450	7,000	(7,450)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	5,651	6,000	349
Executive Officer recruiting	5,000	5,000	-
NEOGOV	19,100	20,650	1,550
Sub-total	29,751	31,650	1,899
5090800100 EMPLOYEE RECOGNITION			
Employee of the Month	700	700	
Candygrams	1,500	1,800	
Years of service awards for employees	6,000	2,000	(4,000)
Employee Referral Program	1,500	500	(1,000)
Sub-total	9,700	5,000	(4,700)

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

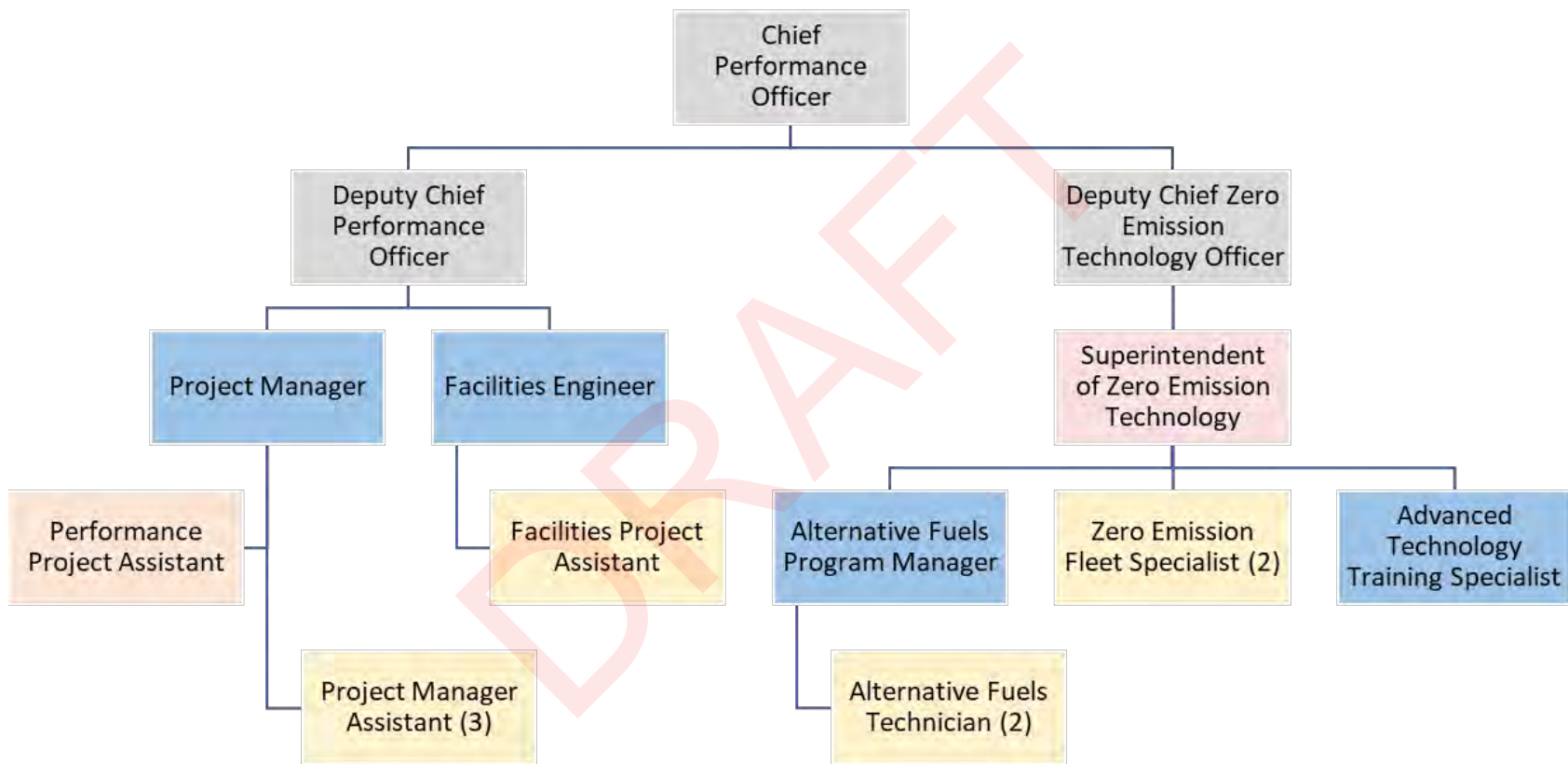
Division 32

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	5,000	2,000	(3,000)
Graduate level courses	10,000	5,000	(5,000)
Sub-total	15,000	7,000	(8,000)
5099900004 CONSULTING-HR			
General consulting for training and development, benefits, and legal compliance	20,000		(20,000)
Sub-total	20,000	-	(20,000)
Total Expenses	591,130	562,938	(28,192)

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PERFORMANCE MANAGEMENT OFFICE

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	102,106	108,012	112,119	109,618	138,675	29,057
5010201610 ADMIN SALARIES-OT	1,649	2,053	1,370	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	15,923	16,841	17,675	16,000	20,000	4,000
5010700001 GRANT ALLOCATED SALARIES	(906)	(1,192)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	86,518	85,479	87,394	93,090	110,663	17,573
5030500010 CONTRACT SVC-GENERAL	48,330	28,711	17,104	28,000	25,000	(3,000)
5030500011 CONTRACT SVC-H2	59,924	27,690	4,233	10,000	107,500	97,500
5030500012 UNIFORMS	1,541	1,700	1,541	2,400	2,000	(400)
5030600900 ANSWERING SERVICES	359	359	359	420	420	-
5039900005 SHIPPING/FREIGHT	299	70	20	600	400	(200)
5039900007 INVENTORY-SALES TAX	3,518	2,849	16	3,000	2,000	(1,000)
5039900008 INVENTORY-FREIGHT CHARGES	942	1,082	73	1,500	1,000	(500)
5049900001 OFFICE SUPPLIES	203	157	364	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,733	1,944	1,340	1,000	2,500	1,500
5049900011 MAT/SUPPLIES--HYDROGEN	4,926	2,588	153	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO	1,448	1,090	807	2,000	2,000	-
5049900300 REPAIR PARTS-HYDROGEN	26,076	19,277	2,701	10,000	5,000	(5,000)
5049900400 REPAIR PARTS-CNG - TPALMS	26,293	25,482	2,382	18,328	12,000	(6,328)
5049900450 REPAIR PARTS-CNG - INDIO	19,775	4,523	8,152	20,772	15,000	(5,772)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	64,603	70,842	96,498	76,000	95,000	19,000
5050200002 ELECTRICITY-CNG INDIO	53,019	51,002	29,134	65,000	35,000	(30,000)
5050200003 ELECTRICITY-HYDROGEN	22,914	427,346	1,014,804	780,000	1,100,000	320,000
5050200004 UTILITIES WATER/SEWER		1,332	5,688	1,800	6,000	4,200
5050200020 NATURAL GAS - THOUSAND PALMS	867,794	914,234	1,030,022	865,000	1,000,000	135,000
5050200021 NATURAL GAS - INDIO	232,272	156,000	52,831	225,000	125,000	(100,000)
5050200022 NATURAL GAS - HYDROGEN	64,186	35,074	136	5,000	50,000	45,000
5070500000 FUEL TAXES	63,567	84,759	67,481	120,000	80,000	(40,000)
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	5,000	3,000	(2,000)
5090801000 BANK ADJUSTMENTS/FEES	10,134	13,564	13,603	15,000	14,000	(1,000)
5099900004 PERMITS & LICENSES	327	327	435	1,200	500	(700)
5099909000 ALLOCATED INDIRECT EXPENSES	17,025	17,946	19,352	20,000	21,000	1,000
5100200000 SELF CONSUMED FUEL	(1,579,168)	(1,799,578)	(2,320,671)	(1,936,155)	(2,487,067)	(550,912)
Total Expenses	217,331	301,562	267,116	564,873	491,391	(73,482)

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Alternative Fuels Program Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	2.00	1.00
2	Total FTEs	2.00	3.00	1.00

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	109,618	138,675	29,057
5010201610 ADMIN-OT	3,500	3,000	(500)
5010700000 ALLOCATED SALARIES	16,000	20,000	4,000
5010700001 GRANT ALLOCATED SALARIES	-	-	
5029999999 TOTAL FRINGE BENEFITS	93,090	110,663	17,573
Sub-total	222,208	272,338	50,130
5030500010 CONTRACT SVC-GENERAL			
Haz mat disposal	2,000	2,000	-
POS monitor & equipment repairs	20,000	17,000	(3,000)
PRD safety valve repairs and certs	6,000	6,000	-
Sub-total	28,000	25,000	(3,000)
5030500011 CONTRACT SVC-H2			
Reformer maintenance & monitoring	10,000	7,500	(2,500)
Operating and maintenance agreement for H2 electrolyzer	-	100,000	100,000
Sub-total	10,000	107,500	97,500
5030500012 UNIFORMS			
Uniform services	2,400	2,000	(400)
Sub-total	2,400	2,000	(400)
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	600	400	(200)
Sub-total	600	400	(200)
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	3,000	2,000	(1,000)
Sub-total	3,000	2,000	(1,000)
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,500	1,000	(500)
Sub-total	1,500	1,000	(500)
5049900001 OFFICE SUPPLIES			
Office supplies	300	300	-
Sub-total	300	300	-

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	-	500	500
Electrical hardware	-	500	500
Hardware	-	500	500
Industrial supplies	100	100	-
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Sub-total	1,000	2,500	1,500
5049900011 MAT/SUPPLIES--HYDROGEN			
Hardware	500	500	-
Hoses & nozzles	700	700	-
Stainless steel fittings	300	300	-
Sub-total	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	900	900	-
Hardware	550	550	-
Stainless steel fittings & valves	550	550	-
Sub-total	2,000	2,000	-
5049900300 REPAIR PARTS-HYDROGEN			
Parts for compressor	10,000	5,000	(5,000)
Sub-total	10,000	5,000	(5,000)
5049900400 REPAIR PARTS-CNG - TPALMS			
Parts for dispenser	4,800	3,472	(1,328)
Parts for hoses & nozzles	9,128	5,128	(4,000)
Valve repair parts	4,400	3,400	(1,000)
Sub-total	18,328	12,000	(6,328)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	14,772	9,772	(5,000)
Parts for dispenser	1,300	1,300	-
Parts for hoses & nozzles	4,700	3,928	(772)
Sub-total	20,772	15,000	(5,772)
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	76,000	95,000	19,000
Sub-total	76,000	95,000	19,000

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	65,000	35,000	(30,000)
Sub-total	65,000	35,000	(30,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	780,000	1,100,000	320,000
Sub-total	780,000	1,100,000	320,000
5050200004 UTILITIES WATER/SEWER			
	1,800	6,000	4,200
Sub-total	1,800	6,000	4,200
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	865,000	1,000,000	135,000
Sub-total	865,000	1,000,000	135,000
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	225,000	125,000	(100,000)
Sub-total	225,000	125,000	(100,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	5,000	50,000	45,000
Sub-total	5,000	50,000	45,000
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	120,000	80,000	(40,000)
Sub-total	120,000	80,000	(40,000)
5090200000 TRAVEL MEETINGS/TRAINING			
Ariel Compressor	3,000	1,500	(1,500)
APTA, ACT, CalCTA	2,000	1,500	(500)
Sub-total	5,000	3,000	(2,000)
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	15,000	14,000	(1,000)
Sub-total	15,000	14,000	(1,000)
5099900004 PERMITS & LICENSES			
Fees paid to the county	1,200	500	(700)
Sub-total	1,200	500	(700)
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	21,000	1,000
Sub-total	20,000	21,000	1,000
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,936,155)	(2,487,067)	(550,912)
Sub-total	(1,936,155)	(2,487,067)	(550,912)
Total Expenses	564,873	491,391	(73,482)

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.

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	323,117	446,487	442,029	490,725	594,840	104,115
5010201610 ADMIN SALARIES-OT	597	498	-	1,236	1,200	(36)
5010700000 ALLOCATED SALARIES	(2,143)	(3,283)	(3,349)	-	(3,400)	(3,400)
5010700001 GRANT ALLOCATION	(26,960)	(13,642)	-	(15,000)	(15,000)	-
5029999999 TOTAL FRINGE BENEFITS	224,726	283,015	331,100	377,883	433,752	55,869
5030400000 TEMPORARY HELP	9,780	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	312,922	181,239	306,741	215,000	(91,741)
5039900013 CENTER OF EXCELLENCE	99,575	88,065	-	-	-	-
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	27,706	-	-	-	-
5049900000 PRINTING ADMINISTRATION	346	108	111	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	530	390	411	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,209	2,016	2,688	2,000	2,500	500
5090200000 TRAVEL-MEETINGS/TRAINING	24,505	18,398	404	30,000	10,000	(20,000)
5090200001 TRAINING/ WORKSHOP	1,394	1,677	1,660	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	9,443	15,422	-	25,000	25,000	-
5090200005 HAUL PASS	15,959	-	-	25,000	-	(25,000)
5090201000 EMPLOYEE EXPENSES	141	250	-	700	700	-
5099900004 CONSULTING-GENERAL	306,495	355,640	242,442	341,076	340,000	(1,076)
Total Expenses	988,714	1,535,668	1,198,734	1,593,761	1,612,992	19,231

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
0	Administrative Analyst	1.00	0.00	(1.00)
1	Chief Performance Officer	1.00	1.00	0.00
1	Deputy Chief Zero Emission Technology Officer	0.00	1.00	1.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Superintendent of Zero Emission Technology	0.00	1.00	1.00
1	Advanced Technology Training Specialist	0.00	1.00	1.00
1	Facilities Engineer	1.00	1.00	0.00
2	Zero Emission Fleet Specialist	0.00	2.00	2.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
3	Project Manager Assistant	4.00	3.00	(1.00)
1	Facilities Project Assistant	0.00	1.00	1.00
0	Performance/Projects Department Manager	1.00	0.00	(1.00)
0	ZEB Project Administrator	1.00	0.00	(1.00)
14	Total FTEs	12.00	14.00	2.00

Notes

- New and retitled positions required to increase support of zero emission technology at the Agency
- ZEB Project Administrator title changed to Superintendent of Zero Emission Technology
- One (1) FTE related to the new Zero Emission Fleet Specialist positions is a transfer from the Maintenance office

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PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	490,725	594,840	104,115
5010201610 ADMIN SALARIES-OT	1,236	1,200	(36)
5010700000 ALLOCATED SALARIES	-	(3,400)	(3,400)
5010700001 GRANT ALLOCATION	(15,000)	(15,000)	-
5029999999 TOTAL FRINGE BENEFITS	377,883	433,752	55,869
Sub-total	854,844	1,011,392	156,548
5030300012 VAN POOL EXPENSES			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	306,741	215,000	(91,741)
Sub-total	306,741	215,000	(91,741)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	700	700	-
Sub-total	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,000	2,500	500
Sub-total	2,000	2,500	500

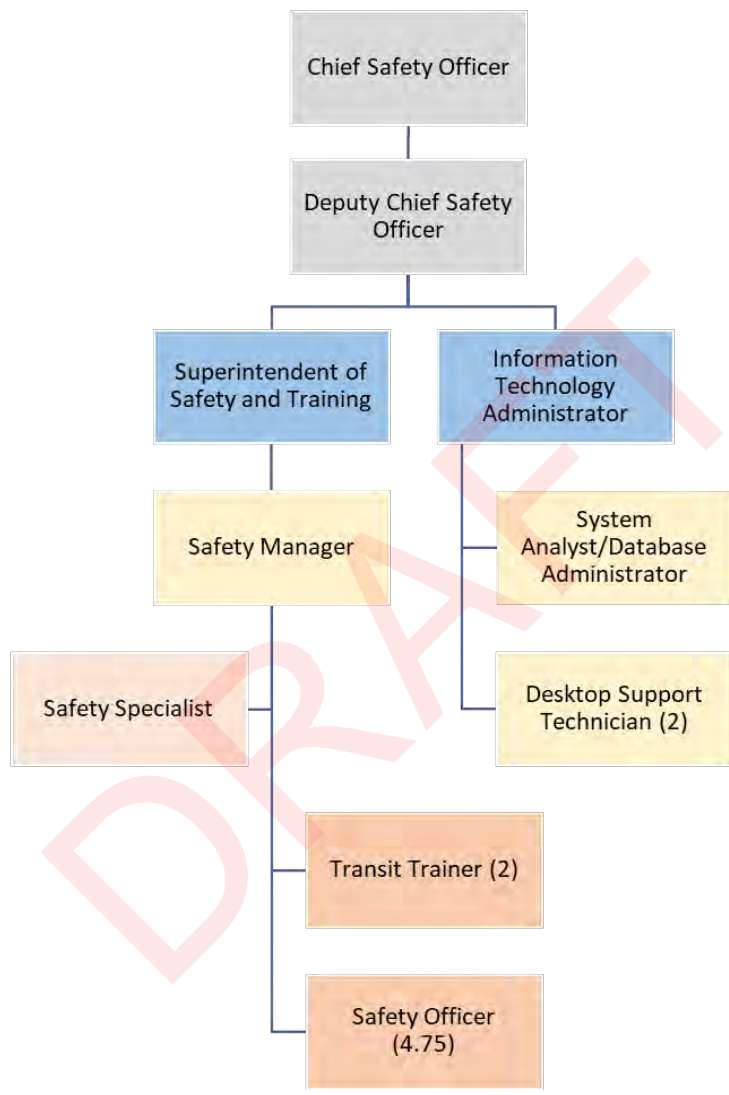
PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	11,500	-	(11,500)
Cal Act seminar	3,500	3,000	(500)
CTA seminars	3,300	3,000	(300)
CARB and CEC	4,000	-	(4,000)
FTA sponsored technology events	2,000	2,500	
National Transit Institute	2,000	-	(2,000)
Public Project Training	1,500	1,500	-
Seminar/workshop speaking engagements	2,200	-	(2,200)
Sub-total	30,000	10,000	(20,000)
5090200001 TRAINING/ WORKSHOP			
Workshop/seminars for Performance staff development	7,200	7,200	-
Sub-total	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
Sub-total	25,000	25,000	-
5090200005 HAUL PASS			
Haul Pass	25,000	-	(25,000)
Sub-total	25,000	-	(25,000)
5090201000 EMPLOYEE EXPENSES			
Mileage reimbursement and misc. expenses	700	700	-
Sub-total	700	700	-
5099900004 CONSULTING-GENERAL			
Department consultants to aid with project management	341,076	340,000	(1,076)
Sub-total	341,076	340,000	(1,076)
Total Expenses	1,593,761	1,612,992	19,231

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 passengers. The Safety/Security and Training Department accomplishes this through a variety of safety and security measures including training for employees regarding safety and security regulations. The department teaches newly hired operators, providing them with the skills required to operate Agency vehicles. 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.

FY22 GOALS & OBJECTIVES

- Implementation of the System Safety Plan.
- Continue TSI and emergency management training for safety personnel.
- Development and implementation of a written plan utilizing the new FAAC driving simulator.
- Implement perishable skills training program for operators.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	363,384	478,015	516,356	510,455	549,845	39,390
5010201610 ADMIN SALARIES-OT	438	622	939	1,236	1,800	564
5010700000 ALLOCATED SALARIES	-	-	-	-	37,745	37,745
5029999999 TOTAL FRINGE BENEFITS	291,658	329,921	355,012	345,486	422,463	76,977
5030300001 ID BADGE SUPPLIES	1,528	2,728	-	2,700	2,000	(700)
5030300003 MEDICAL-EXAMS AND TESTING	20,403	24,930	183,351	128,000	30,000	(98,000)
5030300013 UNIFORMS	2,156	2,575	2,569	3,000	3,500	500
5030300050 EMPLOYEE INCENTIVE SERVICES	18,998	17,543	3,227	10,000	15,000	5,000
5030700000 SECURITY SERVICES	95,823	90,691	129,792	110,000	160,000	50,000
5030700005 CAMERA MAINTENANCE AGREEMENT	-	3,442	4,993	10,000	7,500	(2,500)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	191,331	250,000	250,000	-
5049900001 OFFICE SUPPLIES	2,000	1,906	2,045	1,500	2,500	1,000
5049900009 MATERIALS & SUPPLIES	19,210	13,520	8,524	15,000	20,000	5,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	-	87,877	104,841	110,000	60,000	(50,000)
5060300100 REPAIR CLAIMS	50,609	5,563	97,886	90,000	50,000	(40,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,023	863	-	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING	19,163	10,219	4,796	19,000	10,000	(9,000)
5090201000 EMPLOYEE EXPENSES	241	-	-	100	100	-
5090800000 RECRUITING EMPLOYEES	100	4,339	2,507	7,000	7,000	-
5099900004 CONSULTING-GENERAL	-	15,507	18,382	15,000	5,000	(10,000)
Total Expenses	888,733	1,090,262	1,626,550	1,630,477	1,636,453	5,976

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	0.75	1.00	0.25
7	Safety Officer	8.00	4.75	(3.25)
5	Safety Manager	0.00	1.00	1.00
0	Training Supervisor	2.00	0.00	(2.00)
2	Transit Trainer	0.00	2.00	2.00
1	Safety Specialist	0.00	1.00	1.00
1	Superintendent of Safety and Training	1.00	1.00	0.00
18	Total FTEs	12.75	11.75	(1.00)

Notes:

- One (1) Safety Officer FTE upgraded to Safety Manager position
- Training Supervisor title changed to Transit Trainer

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SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	510,455	549,845	39,390
5010201610 ADMIN SALARIES-OT	1,236	1,800	564
5010700000 ALLOCATED SALARIES	-	37,745	37,745
5029999999 TOTAL FRINGE BENEFITS	345,486	422,463	76,977
Sub-total	857,177	1,011,853	154,676
5030300001 ID BADGE SUPPLIES			
Access Cards	2,700	2,000	(700)
Sub-total	2,700	2,000	(700)
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	128,000	30,000	(98,000)
Sub-total	128,000	30,000	(98,000)
5030300013 UNIFORMS			
Uniform rental	3,000	3,500	500
Sub-total	3,000	3,500	500
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	-	7,500	7,500
Safety Incentive program	10,000	7,500	(2,500)
Sub-total	10,000	15,000	5,000
5030700000 SECURITY SERVICES			
Remote security system monitoring	-	30,000	30,000
Guard services at Divisions 1 & 2	110,000	130,000	20,000
Sub-total	110,000	160,000	50,000
5030700005 CAMERA MAINTENANCE AGREEMENT			
Camera maintenance	10,000	7,500	(2,500)
Sub-total	10,000	7,500	(2,500)
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Ride Share Expenses	250,000	250,000	-
Sub-total	250,000	250,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	1,500	2,500	1,000
Sub-total	1,500	2,500	1,000
5049900009 MATERIALS & SUPPLIES			
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	-	1,000	1,000
Reflective safety vest replacements	2,000	4,000	2,000
Training Supplies	2,000	2,000	-
Driver Training Material	3,000	5,000	2,000
PPE Supplies	5,000	5,000	-
Sub-total	15,000	20,000	5,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES			
Emergency equipment	110,000	60,000	(50,000)
Sub-total	110,000	60,000	(50,000)
5060300100 REPAIR CLAIMS			
Repair Claims	90,000	50,000	(40,000)
Sub-total	90,000	50,000	(40,000)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	1,000	1,000	-
National Safety Council	1,000	1,000	-
Sub-total	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
FTA Drug & Alcohol Training	2,000	-	(2,000)
TSI Training	6,000	5,000	(1,000)
Smith System Training	11,000	5,000	(6,000)
Sub-total	19,000	10,000	(9,000)
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursements	100	100	-
Sub-total	100	100	-
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	7,000	7,000	-
Sub-total	7,000	7,000	-
5099900004 CONSULTING-GENERAL			
Consulting Services	15,000	5,000	(10,000)
Sub-total	15,000	5,000	(10,000)
Total Expenses	1,630,477	1,636,453	5,976

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

- Recruit and hire an IT Administrator.
- Build cloud disaster recovery solution for SunLine systems.
- Develop IT Steering Committee to implement management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency goals.
- Implement a network operation center to proactively alert IT to changes in the SunLine infrastructure.
- Develop a strategy to migrate systems to the cloud.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	159,514	114,094	50,434	162,914	130,966	(31,948)
5010201610 ADMIN SALARIES-OT	70	75	1,333	412	2,000	1,588
5010700000 ALLOCATED SALARIES	(1,209)	(865)	(545)	(1,086)	(600)	486
5029999999 TOTAL FRINGE BENEFITS	113,451	69,422	37,036	116,406	80,605	(35,801)
5030200006 COMMUNICATIONS	225,517	229,263	217,794	243,300	250,000	6,700
5030300009 CONTRACTED SERVICES	1,370	8,600	35,958	27,356	50,000	22,644
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	521,065	575,349	517,328	634,653	600,000	(34,653)
5030400000 TEMPORARY HELP SERVICES	19,828	27,734	89,028	27,356	10,000	(17,356)
5030500000 OFFICE EQUIPMENT MAINTENANCE	35,225	29,622	23,493	44,681	44,681	-
5049900001 OFFICE SUPPLIES	9,175	9,497	4,359	11,854	9,000	(2,854)
5049900010 COMPUTER SUPPLIES	15,432	17,752	11,131	18,237	15,000	(3,237)
5090200000 TRAVEL MEETINGS/TRAINING	14,368	854	727	4,500	2,000	(2,500)
5090200005 HAUL PASS PROGRAM EXPENSES	15,959	240	-	-	-	-
Total Expenses	1,129,765	1,081,638	988,076	1,290,583	1,193,652	(96,931)

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	0.00	(1.00)
1	Desktop Support Technician	1.00	2.00	1.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
4	Total FTEs	4.00	4.00	0.00

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,914	130,966	(31,948)
510201610 ADMIN SALARIES-OT	412	2,000	1,588
5010700000 ALLOCATED SALARIES	(1,086)	(600)	486
5029999999 TOTAL FRINGE BENEFITS	116,406	80,605	(35,801)
Sub Total	278,646	212,971	(65,675)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	59,300	66,000	6,700
Phone services	64,000	64,000	-
Sub-total	243,300	250,000	6,700
5030300009 CONTRACTED SERVICES			
Third-party IT support services	27,356	50,000	22,644
Sub-total	27,356	50,000	22,644

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SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	2,500	2,500	-
AVAIL	135,000	125,000	(10,000)
Barracuda Email Filter	3,000	3,000	-
Barracuda Web Filter	2,203	2,203	-
Cisco Device Support	11,000	11,000	-
Cloud Backup	20,000	20,000	-
CradlePoint Router Support Buses	26,500	26,500	-
Cummins	3,200	3,200	-
DocuSign	900	900	-
Fleet-Net	10,000	5,347	(4,653)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	2,800	2,800	-
Lansweeper	1,600	1,600	-
Microsoft EA	88,000	88,000	-
Mitel Licenses	3,000	3,000	-
New software	12,000	12,000	-
Remix	27,500	27,500	-
ShoreTel system support	12,600	12,600	-
Software - Additional	19,500	19,500	-
SourceFire	4,600	4,600	-
Syslog Watcher	400	400	-
Trackit Software	7,000	7,000	-
Trapeze	140,000	120,000	(20,000)
Tyler	55,000	55,000	-
Tyler DR	10,000	10,000	-
Veeam	16,000	16,000	-
Web filtering buses	9,000	9,000	-
ZOOM	1,350	1,350	-
Sub-total	634,653	600,000	(34,653)

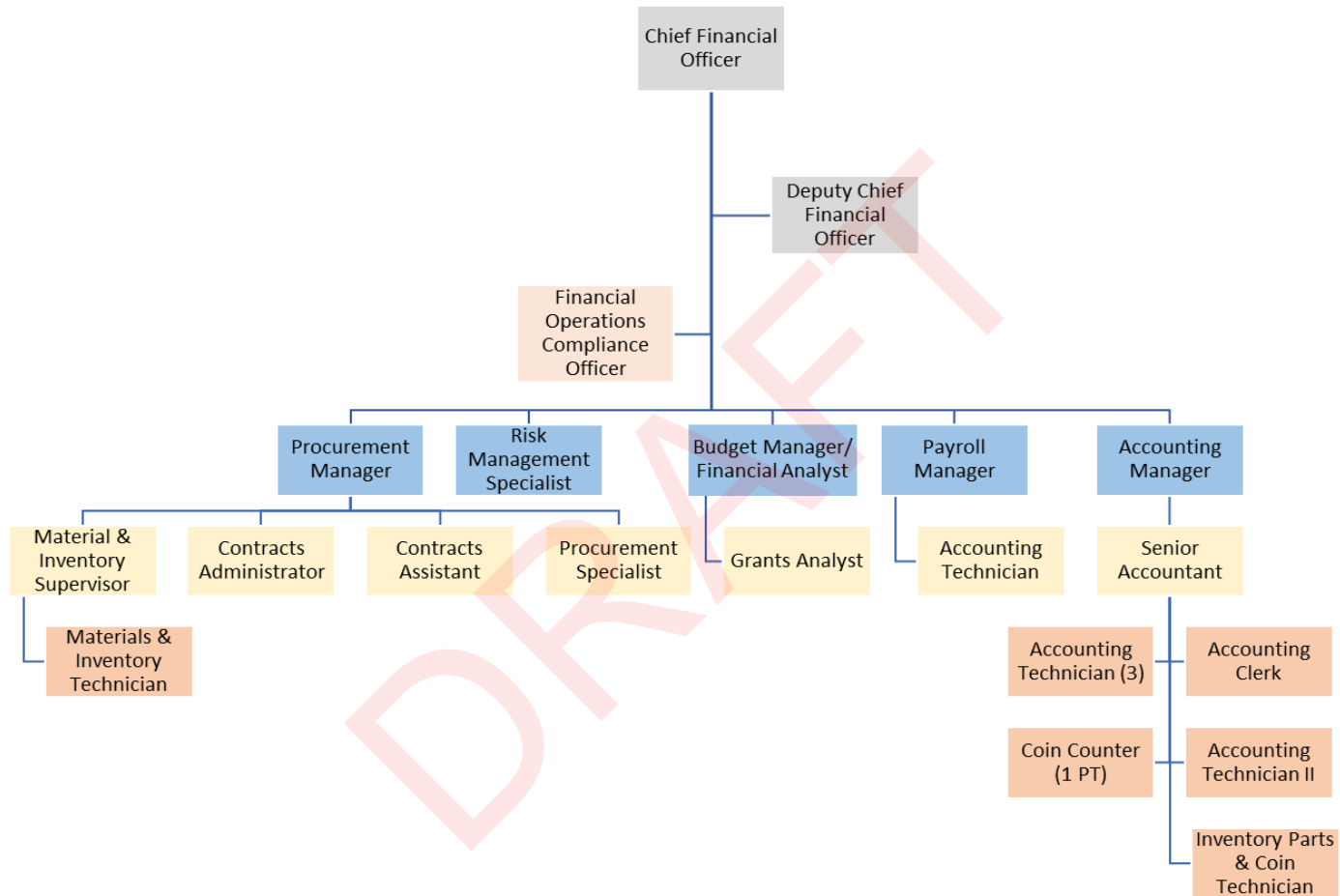
SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	27,356	10,000	(17,356)
Sub-total	27,356	10,000	(17,356)
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	44,681	44,681	-
Sub-total	44,681	44,681	-
5049900001 OFFICE SUPPLIES			
Copy paper	10,454	7,600	(2,854)
General office supplies	1,400	1,400	-
Sub-total	11,854	9,000	(2,854)
5049900010 COMPUTER SUPPLIES			
Computer supplies	18,237	15,000	(3,237)
Sub-total	18,237	15,000	(3,237)
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	4,500	2,000	(2,500)
Sub-total	4,500	2,000	(2,500)
Total Expenses	1,290,583	1,193,652	(96,931)

FINANCE OFFICE

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FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY22 Goals and Objectives

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

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	975,125	897,899	957,441	1,072,327	1,000,030	(72,297)
5010201610 ADMIN SALARIES-OT	5,501	5,288	2,933	8,000	3,500	(4,500)
5010700000 ALLOCATED SALARIES	(7,429)	(6,838)	(7,276)	(6,792)	(7,500)	(708)
5029999999 TOTAL FRINGE BENEFITS	608,433	575,860	625,160	671,685	682,882	11,197
5030200000 PUBLIC NOTICES	5,898	5,498	5,019	6,000	6,000	-
5030300009 CONTRACTED SERVICES	1,257	1,405	1,810	3,500	3,000	(500)
5030300010 ORGANIZATIONAL SERVICES	-	-	4,317	38,329	-	(38,329)
5030300015 AUDIT SERVICES	91,502	47,077	77,600	90,000	80,000	(10,000)
5030400000 TEMPORARY HELP SERVICES	37,973	81,935	182,929	30,000	10,000	(20,000)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	182,188	144,718	69,276	138,750	77,774	(60,976)
5039900012 VAN POOL EXPENSES	259,832	-	-	-	-	-
5049900001 OFFICE SUPPLIES	13,260	10,924	9,489	14,000	12,000	(2,000)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	187,508	255,072	274,430	294,358	460,200	165,842
5060100100 INSURANCE PREMIUM - PROPERTY	16,403	20,647	36,365	24,737	50,000	25,263
5060300000 INSURANCE - GENERAL LIABILITY	413,993	412,874	589,443	576,193	620,000	43,807
5060400000 INSURANCE LOSSES	17,393	659,474	2,060,740	1,255,644	1,700,000	444,356
5060401000 INSURANCE PREMIUM - WC	308,345	349,780	354,165	376,185	375,000	(1,185)
5060800000 INSURANCE-ADMIN	127,669	141,403	166,920	163,433	175,000	11,567
5079900000 PROPERTY & OTHER TAXES	143	123	175	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	310	-	-	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING	18,890	5,088	6,461	15,000	10,000	(5,000)
5090200002 MILEAGE REIMBURSEMENT	208	-	-	500	500	-
5090201000 EMPLOYEE EXPENSES	1,779	1,379	1,310	2,000	2,000	-
5090801000 BANK SERVICE FEES	17,550	14,708	4,140	25,000	15,000	(10,000)
5090801040 PASS OUTLET COMMISSION	25,331	14,345	-	22,000	15,000	(7,000)
5090801050 MOBILE TICKETING COMMISSION	449	8,086	105	20,000	15,000	(5,000)
5090801060 BAD DEBT EXPENSE	4,362	4,513	-	500	1,500	1,000
5110101050 INTEREST EXPENSE	2,425	2,685	1,058	5,000	5,000	-
Total Expenses	3,316,297	3,653,944	5,424,009	4,847,549	5,313,086	465,537

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 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
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
1	Coin Counter - Part Time (.75)	2.25	0.75	(1.50)
1	Inventory Parts & Coin Technician	0.00	1.00	1.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Financial Operations Compliance Officer	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Manager	1.00	1.00	0.00
1	Procurement Manager	1.00	1.00	0.00
1	Procurement Specialist	1.00	1.00	0.00
1	Risk Management Specialist	1.00	1.00	0.00
1	Senior Accountant	1.00	1.00	0.00
23	Total FTEs	23.25	22.75	(0.50)

Notes:

- Two (2) part time Coin Counter positions consolidated to one (1) new full time Inventory Parts & Coin Technician position

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,072,327	1,000,030	(72,297)
5010201610 ADMIN SALARIES-OT	8,000	3,500	(4,500)
5010700000 ALLOCATED SALARIES	(6,792)	(7,500)	(708)
5029999999 TOTAL FRINGE BENEFITS	671,685	682,882	11,197
Sub-total	1,745,220	1,678,912	(66,308)
5030200000 PUBLIC NOTICES			
Advertisements for procurement solicitations	6,000	6,000	-
Sub-total	6,000	6,000	-
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	3,500	3,000	(500)
Sub-total	3,500	3,000	(500)
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	38,329	-	(38,329)
Sub-total	38,329	-	(38,329)
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	90,000	80,000	(10,000)
Sub-total	90,000	80,000	(10,000)
5030400000 TEMPORARY HELP SERVICES			
Financial Statement & Single Audit	30,000	10,000	(20,000)
Sub-total	30,000	10,000	(20,000)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	138,750	77,774	(60,976)
Sub-total	138,750	77,774	(60,976)
5049900001 OFFICE SUPPLIES			
Office supplies	14,000	12,000	(2,000)
Sub-total	14,000	12,000	(2,000)

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	294,358	460,200	165,842
Sub-total	294,358	460,200	165,842
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	24,737	50,000	25,263
Sub-total	24,737	50,000	25,263
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	576,193	620,000	43,807
Sub-total	576,193	620,000	43,807
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	1,255,644	1,700,000	444,356
Sub-total	1,255,644	1,700,000	444,356
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	376,185	375,000	(1,185)
Sub-total	376,185	375,000	(1,185)
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	163,433	175,000	11,567
Sub-total	163,433	175,000	11,567
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	400	400	-
Sub-total	400	400	-

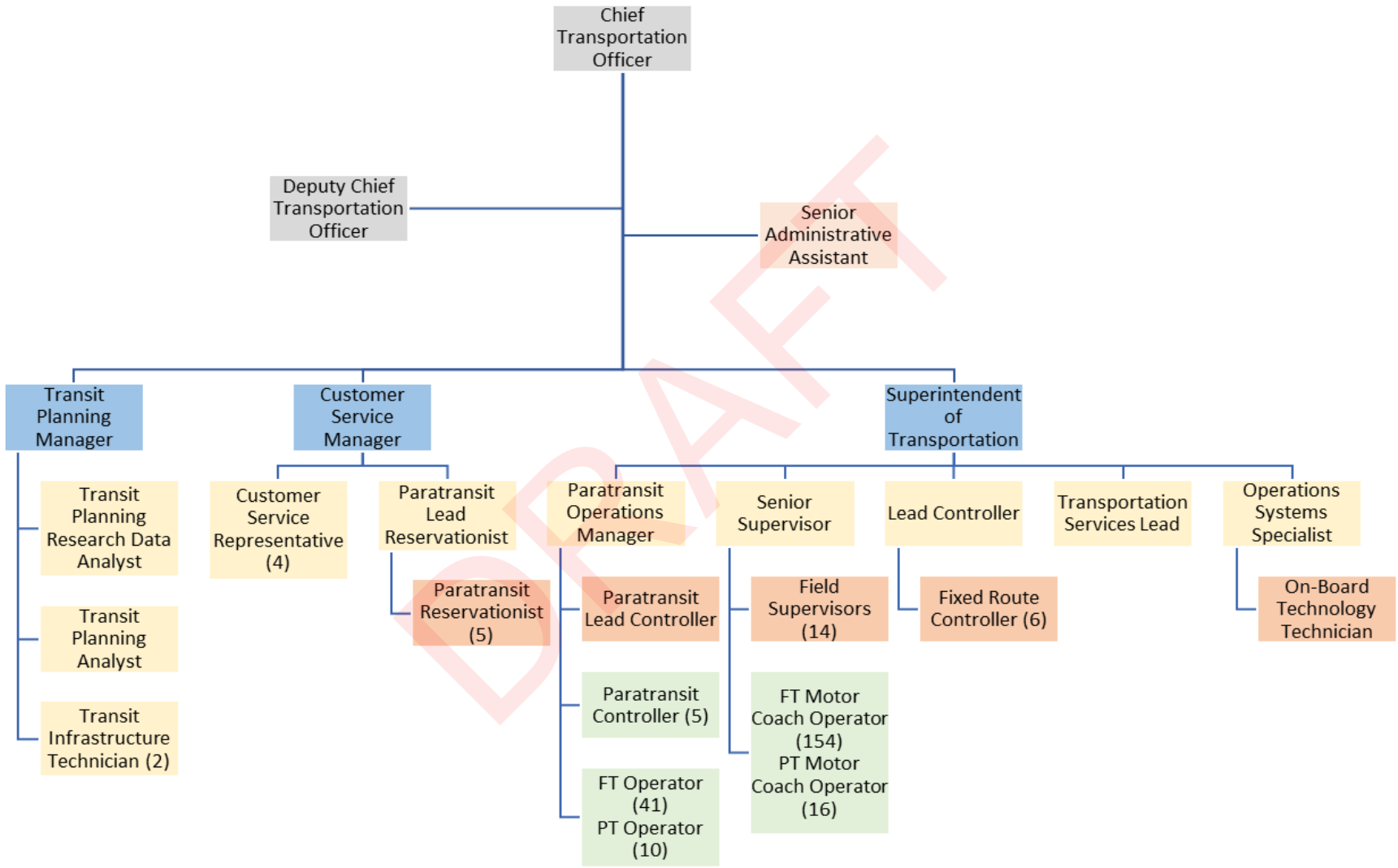
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	800	800	-
Sub-total	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	11,550	6,550	(5,000)
Government Finance Officers Association Conference	3,450	3,450	-
Sub-total	15,000	10,000	(5,000)
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for all agency employees	500	500	-
Sub-total	500	500	-
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	3,500	3,500	-
Merchant and bank Fees	21,500	11,500	(10,000)
Sub-total	25,000	15,000	(10,000)
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	22,000	15,000	(7,000)
Sub-total	22,000	15,000	(7,000)
5090801050 MOBILE TICKETING COMMISSION			
Mobile ticketing surcharge	20,000	15,000	(5,000)
Sub-total	20,000	15,000	(5,000)
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	500	1,500	1,000
Sub-total	500	1,500	1,000
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	5,000	5,000	-
Sub-total	5,000	5,000	-
Total Expenses	4,847,549	5,313,086	465,537

TRANSPORTATION OFFICE

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TRANSPORTATION OFFICE

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,010,711	1,204,889	1,118,264	1,216,843	1,133,300	(83,543)
5010201610 ADMIN SALARIES-OT	10,704	45,791	38,436	41,000	70,860	29,860
5010700001 GRANT ALLOCATED SALARIES	(7,332)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	704,116	883,941	777,994	880,482	849,741	(30,741)
5030300013 UNIFORMS	37,554	39,183	34,557	40,055	55,000	14,945
5039900003 PRINTING EXPENSE	4,941	5,994	921	7,500	2,500	(5,000)
5049900001 OFFICE SUPPLIES	1,245	1,242	684	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	878	1,296	508	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	11,660	9,660	7,700	12,400	8,000	(4,400)
5090201000 EMPLOYEE EXPENSE	652	533	754	2,000	1,500	(500)
5099900004 BUS RODEO EXPENDITURES	2,191	2,340	89	2,800	-	(2,800)
5140001000 VEHICLE OPERATING LEASES	-	22,000	-	60,000	90,000	30,000
Total Expenses	1,777,320	2,216,869	1,979,907	2,265,591	2,213,412	(52,179)

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,930,689	6,222,270	6,187,083	6,411,982	6,351,982	(60,000)
5010101020 OPERATOR WAGES OVERTIME - FT	683,128	763,563	346,774	846,804	500,000	(346,804)
5029999999 TOTAL FRINGE BENEFITS	3,508,720	3,441,295	3,666,316	3,690,968	3,902,978	212,010
Total Expenses	10,122,538	10,427,129	10,200,173	10,949,754	10,754,960	(194,794)

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	400,662	335,509	324,947	352,713	338,246	(14,467)
5010201610 ADMIN SALARIES-OT	1,412	-	1,979	-	18,156	18,156
5029999999 TOTAL FRINGE BENEFITS	300,349	249,351	243,883	238,220	246,720	8,500
5030300013 PARATRANSIT UNIFORMS	7,903	5,946	5,533	12,356	18,000	5,644
5049900001 OFFICE SUPPLIES	1,061	1,168	391	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	256	435	299	750	750	-
Total Expenses	711,643	592,408	577,033	605,239	623,072	17,833

TRANSPORTATION OFFICE

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

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,508,890	1,655,439	1,576,943	1,690,935	1,625,252	(65,683)
5010101020 PARATRANSIT OPER WAGES OT	251,805	176,693	36,748	265,536	100,000	(165,536)
5029999999 TOTAL FRINGE BENEFITS	800,256	844,995	917,526	827,306	955,594	128,288
Total Expenses	2,560,951	2,677,127	2,531,218	2,783,777	2,680,846	(102,931)

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Transportation Officer	1.00	1.00	0.00
1	Deputy Chief Transportation Officer	1.00	1.00	0.00
14	Field Supervisor	14.00	14.00	0.00
6	Fixed Route Controller	5.00	6.00	1.00
0	Labor Relations Supervisor	1.00	0.00	(1.00)
1	Lead Controller	1.00	1.00	0.00
154	Motor Coach Operator - Full Time	154.00	154.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	On-Board Technology Technician	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
1	Transportation Services Lead	0.00	1.00	1.00
199	Sub-Total	194.00	195.00	1.00
	Paratransit			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
10	Paratransit Operators - Part Time (.75)	8.00	8.00	0.00
58	Sub-Total	56.00	56.00	0.00
257	Total FTEs	250.00	251.00	1.00

Notes:

- Labor Relations Supervisor retitled and moved to Executive office

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,216,843	1,133,300	(83,543)
5010201610 ADMIN SALARIES-OT	41,000	70,860	29,860
5029999999 TOTAL FRINGE BENEFITS	880,482	849,741	(30,741)
Sub-total	2,138,325	2,053,901	(84,424)
5030300013 UNIFORMS			
Employee uniforms	30,829	40,829	10,000
Uniform rental	9,226	14,171	4,945
Sub-total	40,055	55,000	14,945
5039900003 PRINTING EXPENSE			
Printing expense	7,500	2,500	(5,000)
Sub-total	7,500	2,500	(5,000)
5049900001 OFFICE SUPPLIES			
Office supplies	1,260	1,260	-
Sub-total	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	1,251	1,251	-
Sub-total	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	2,500	-	(2,500)
APTA Bus and Para	1,250	-	(1,250)
CTA	1,250	1,000	(250)
NTI Training	1,500	1,300	(200)
Para and Transit Certification	4,800	4,600	(200)
Trapeze Group user conference	1,100	1,100	-
Sub-total	12,400	8,000	(4,400)

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Trophies for employee recognition	2,000	1,500	(500)
 Sub-total	2,000	1,500	(500)
5099900004 BUS RODEO EXPENDITURES			
Local Competition	2,400	-	(2,400)
Travel	400	-	(400)
 Sub-total	2,800	-	(2,800)
5140001000 VEHICLE OPERATING LEASES			
MCI Bus Lease	60,000	90,000	30,000
 Sub-total	60,000	90,000	30,000
Total Expenses	2,265,591	2,213,412	(52,179)

TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	352,713	338,246	(14,467)
5010201610 ADMIN SALARIES-OT	-	18,156	18,156
5029999999 TOTAL FRINGE BENEFITS...	238,220	246,720	8,500
Sub-total	590,933	603,122	12,189
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	12,356	18,000	5,644
Sub-total	12,356	18,000	5,644
5049900001 OFFICE SUPPLIES			
General office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES			
General Paratransit supplies	750	750	-
Sub-total	750	750	-
Total Expenses	605,239	623,072	17,833

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	335,501	464,382	322,448	343,217	334,906	(8,311)
5010201610 ADMIN SALARIES-OT	5,026	8,865	4,200	10,500	8,500	(2,000)
5029999999 TOTAL FRINGE BENEFITS	236,144	315,423	226,078	250,134	236,952	(13,182)
5030303240 CONTRACTED SERVICES	97,551	77,363	-	-	2,500	2,500
5030303260 ADVERTISING	30,368	44,142	-	-	-	-
5030303270 SUNLINE EVENTS EXPENSE	21,186	3,072	-	-	-	-
5030303271 MUSIC FESTIVAL	9,935	8,991	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	15,683	18,920	-	10,640	-	(10,640)
5039900003 PRINTING EXPENSE	52,405	47,183	7,645	40,000	40,000	-
5049900001 OFFICE SUPPLIES	4,786	5,985	265	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE	22,235	14,790	14,684	25,000	25,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,220	2,559	-	-	-	-
5090200000 TRAVEL MEETINGS/TRAINING	4,612	3,472	-	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	-	-	201	900	900	-
Total Expenses	837,652	1,015,147	575,521	685,691	654,058	(31,633)

Notes:

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY21 and FY22 are included in the marketing department.

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
11	Total FTEs	11.00	11.00	0.00

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	343,217	334,906	(8,311)
5010201610 ADMIN SALARIES-OT	10,500	8,500	(2,000)
5029999999 TOTAL FRINGE BENEFITS	250,134	236,952	(13,182)
Sub-total	603,851	580,358	(23,493)
5030303240 CONTRACTED SERVICES			
Customer live chat for website	-	2,500	2,500
Sub-total	-	2,500	2,500
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,640	-	(10,640)
Sub-total	10,640	-	(10,640)

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TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
GFI	40,000	40,000	-
Sub-total	40,000	40,000	-
5049900001 OFFICE SUPPLIES			
Office Supplies	4,000	4,000	-
Sub-total	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	25,000	25,000	-
Sub-total	25,000	25,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	1,300	1,300	-
Sub-total	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	900	900	-
Sub-total	900	900	-
Total Expenses	685,691	654,058	(31,633)

TRANSPORTATION OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY -PLANNING (49)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	279,136	173,801	172,958	200,066	181,160	(18,906)
5010201610 ADMIN SALARIES-OT	3,615	5,133	1,729	8,100	3,000	(5,100)
5029999999 TOTAL FRINGE BENEFITS	170,452	98,091	109,572	124,133	124,900	767
5030200010 CONSULTING	30,054	356,899	276,458	345,000	330,000	(15,000)
5030400000 TEMPORARY HELP SERVICES	-	31,129	19,270	25,000	-	(25,000)
5049900001 OFFICE SUPPLIES	1,566	1,848	162	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	5,084	14,283	10,000	(4,283)
5090200001 TRAVEL TRAINING	9,166	1,194	-	-	-	-
Total Expenses	493,989	668,095	585,234	717,782	650,260	(67,522)

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Approved Budget	FY22 Proposed Base FTE's	Variance
0	Chief Planning officer	1.00	0.00	(1.00)
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
5	Total FTEs	6.00	5.00	(1.00)

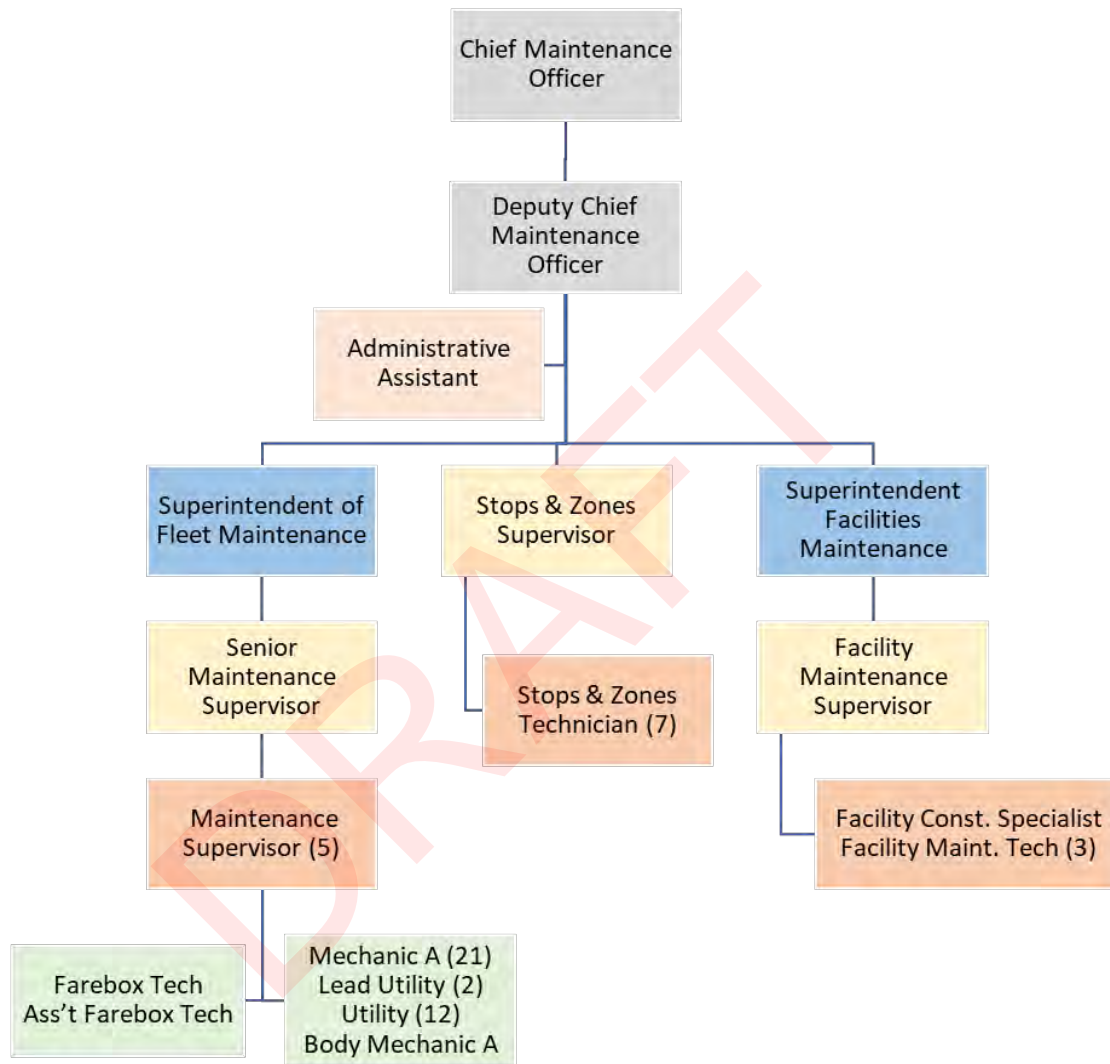
TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	200,066	181,160	(18,906)
5010201610 ADMIN SALARIES-OT	8,100	3,000	(5,100)
5029999999 TOTAL FRINGE BENEFITS	124,133	124,900	767
Sub-total	332,299	309,060	(23,239)
5030200010 CONSULTING			
Transit planning consulting services	345,000	330,000	(15,000)
Sub-total	345,000	330,000	(15,000)
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	25,000	-	(25,000)
Sub-total	25,000	-	(25,000)
5049900001 OFFICE SUPPLIES			
Office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS			
Costs associated with travel such as meals & parking fees	14,283	10,000	(4,283)
Sub-total	14,283	10,000	(4,283)
Total Expenses	717,782	650,260	(67,522)

MAINTENANCE OFFICE

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MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	488,630	568,957	682,333	750,992	653,269	(97,723)
5010201610 ADMIN SALARIES-OT	603	76	274	824	800	(24)
5029999999 TOTAL FRINGE BENEFITS	318,288	358,014	433,931	516,714	411,120	(105,594)
5039900006 OUTSIDE REPAIR-FIXED ROUTE	15,535	9,346	9,086	20,000	18,000	(2,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,571	2,273	3,416	4,620	3,416	(1,204)
5040100101 LUBRICANTS-OIL	131,325	110,312	75,916	121,729	72,892	(48,837)
5040100102 FREON & COOLANT	48,485	28,825	23,711	40,000	30,529	(9,471)
5040101000 FUEL-CNG SUPPORT VEHICLES	40,140	23,554	26,338	21,788	18,333	(3,455)
5040101001 FUEL-CNG FIXED ROUTE	1,142,908	1,060,965	1,073,493	960,500	1,298,099	337,599
5040102000 FUEL-UNLEADED	5,033	4,406	2,644	7,000	9,600	2,600
5040102100 FUEL-DIESEL	-	20,856	-	-	48,000	48,000
5040102200 FUEL-HYDROGEN	315,001	583,763	1,029,969	1,033,088	845,934	(187,154)
5040200001 TIRES-FIXED ROUTE	181,441	152,940	142,774	175,056	185,000	9,944
5040200002 TIRES-SUPPORT VEHICLES	6,979	5,663	5,949	11,874	8,000	(3,874)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	114	54	-	183	183	-
5049900001 OFFICE SUPPLIES	1,653	1,922	1,683	2,107	2,107	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	815	420	68	1,250	1,250	-
5090200000 TRAVEL MEETINGS/TRAINING	4,482	1,614	17,840	14,919	10,000	(4,919)
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	233	26	663	750	772	22
5090400100 DISCOUNTS TAKEN	(68)	(194)	(216)	-	-	-
Total Expenses	2,704,169	2,933,793	3,529,874	3,683,394	3,617,303	(66,091)

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,462,297	1,596,780	1,603,025	1,679,664	1,690,425	10,761
5010201210 MECHANIC OVERTIME	96,106	106,771	90,999	112,500	112,500	-
5029999999 TOTAL FRINGE BENEFITS	822,015	796,660	906,699	853,374	958,583	105,209
5030300014 UNIFORMS	16,292	17,127	18,019	20,167	18,000	(2,167)
5030500001 FIRE EXTINGUISHERS	464	602	864	700	950	250
5030500002 RADIO MAINTENANCE	5,801	1,986	803	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	1,169	4,007	5,280	8,858	6,500	(2,358)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	3,233	1,039	13	2,000	2,000	-
5039900004 CONTRACT SVC-MAINT	87,300	91,925	97,647	94,415	101,100	6,685
5039900005 CONTRACT SVC-FREIGHT	8,297	4,574	3,532	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING	25,700	32,800	21,707	27,500	27,500	-
5039900007 INVENTORY-SALES TAX	87,765	114,583	104,018	101,970	110,000	8,030
5039900008 INVENTORY-FREIGHT CHARGES	12,706	14,788	15,968	16,231	16,718	487
5049900015 COSMETIC MAINTENANCE EXTERIOR	3,202	2,919	4,514	4,891	4,771	(120)
5049900016 CLEANING SUPPLIES-VEHICLES	17,457	17,082	9,369	19,052	15,000	(4,052)
5049900017 SHOP SUPPLIES MISC	35,706	35,899	33,574	35,000	35,000	-
5049900018 MECHANIC TOOLS/SHOES	16,777	21,580	28,556	33,100	35,200	2,100
5049900019 SMALL TOOLS & EQUIPMENT	9,306	14,334	14,261	16,000	16,000	-
5049900020 DECALS-FIXED ROUTE	880	2,291	953	5,665	5,665	-
5049900021 REPAIR PARTS- FIXED ROUTE	1,025,680	1,175,283	1,104,879	1,166,019	1,166,019	-
5049900022 REPAIR PARTS-SUPPORT VEHICLES	37,651	106,435	37,832	47,385	45,000	(2,385)
5049900023 VANDALISM/SEAT REPAIRS	-	-	-	611	611	-
5049900024 REPAIR PARTS-FUEL CELL	16,142	113,827	59,573	47,762	75,000	27,238
5070500000 FUEL TAXES	14,354	13,122	11,275	14,000	14,000	-
5099900004 PERMITS & LICENSES	10,019	10,714	14,211	20,000	13,000	(7,000)
Total Expenses	3,816,319	4,297,128	4,187,568	4,339,789	4,482,467	142,678

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21	FY22	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,450	-	867	2,500	2,500	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	376	148	2,319	2,500	2,500	-
5039900003 GENERAL SERVICES	19,980	18,960	18,693	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG	221,283	206,783	190,897	212,399	200,000	(12,399)
5040200005 PARATRANSIT TIRES	57,234	31,260	39,533	39,268	43,000	3,732
5049900006 PARATRANSIT REPAIR PARTS	176,126	152,478	190,088	175,471	175,471	-
5049900007 PARATRANSIT GLASS REPLACEMENT	903	975	1,039	950	950	-
Total Expenses	478,352	410,605	443,437	453,248	444,581	(8,667)

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Maintenance Officer	1.00	1.00	0.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
0	Maintenance Advanced Tech Supervisor	1.00	0.00	(1.00)
5	Maintenance Supervisor	5.00	5.00	0.00
21	Mechanic A	21.00	21.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
12	Utility	15.00	12.00	(3.00)
48	Total FTEs	52.00	48.00	(4.00)

Notes:

- Maintenance Advanced Tech Supervisor retitled and moved to the Performance office
- Three (3) Utility positions were added in FY21 to assist with additional COVID-19 cleaning processes but were contingent on funding. Funding was not identified and the additional positions were removed.

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	750,992	653,269	(97,723)
5010201610 ADMIN SALARIES-OT	824	800	(24)
5029999999 TOTAL FRINGE BENEFITS	516,714	411,120	(105,594)
Sub-total	1,268,530	1,065,189	(203,341)
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	20,000	18,000	(2,000)
Sub-total	20,000	18,000	20,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	4,620	3,416	(1,204)
Sub-total	4,620	3,416	(1,204)
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	121,729	72,892	(48,837)
Sub-total	121,729	72,892	(48,837)
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	40,000	30,529	(9,471)
Sub-total	40,000	30,529	(9,471)
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	21,788	18,333	(3,455)
Sub-total	21,788	18,333	(3,455)
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	960,500	1,298,099	337,599
Sub-total	960,500	1,298,099	337,599
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	7,000	9,600	2,600
Sub-total	7,000	9,600	2,600
5040102100 FUEL-DIESEL			
Fuel for leased MCI	-	48,000	48,000
Sub-total	-	48,000	48,000
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	1,033,088	845,934	(187,154)
Sub-total	1,033,088	845,934	(187,154)
5040200001 TIRES-FIXED ROUTE			
Tire lease program	175,056	185,000	9,944
Sub-total	175,056	185,000	9,944

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
504020002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	11,874	8,000	(3,874)
Sub-total	11,874	8,000	(3,874)
504020003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	183	183	-
Sub-total	183	183	-
504990001 OFFICE SUPPLIES			
Office supplies for maintenance offices	2,107	2,107	-
Sub-total	2,107	2,107	-
504990025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,250	1,250	-
Sub-total	1,250	1,250	-
509020000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training and workshops	14,919	10,000	(4,919)
Sub-total	14,919	10,000	(4,919)
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	750	772	22
Sub-total	750	772	22
Total Expenses	3,683,394	3,617,303	(66,091)

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY21	FY22	Variance
	Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,679,664	1,690,425	10,761
5010201210 MECHANIC OVERTIME	112,500	112,500	-
5029999999 TOTAL FRINGE BENEFITS	853,374	958,583	105,209
Sub-total	2,645,538	2,761,508	115,970
5030300014 UNIFORMS			
Maintenance employee uniforms	20,167	18,000	(2,167)
Sub-total	20,167	18,000	(2,167)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	700	950	250
Sub-total	700	950	250
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles and hilltops operational	4,331	4,331	-
Sub-total	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment	8,858	6,500	(2,358)
Sub-total	8,858	6,500	(2,358)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	2,000	2,000	-
Sub-total	2,000	2,000	-
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer on property	94,415	101,100	6,685
Sub-total	94,415	101,100	6,685
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	8,594	8,594	-
Sub-total	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	27,500	27,500	-
Sub-total	27,500	27,500	-

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	101,970	110,000	8,030
Sub-total	101,970	110,000	8,030
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	16,231	16,718	487
Sub-total	16,231	16,718	487
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	4,891	4,771	(120)
Sub-total	4,891	4,771	(120)
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags used in the cleaning of vehicles	19,052	15,000	(4,052)
Sub-total	19,052	15,000	(4,052)
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,000	35,000	-
Sub-total	35,000	35,000	-
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	33,100	35,200	2,100
Sub-total	33,100	35,200	2,100
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	16,000	16,000	-
Sub-total	16,000	16,000	-
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	5,665	5,665	-
Sub-total	5,665	5,665	-
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	1,166,019	1,166,019	-
Sub-total	1,166,019	1,166,019	-

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts needed to maintain support vehicles	47,385	45,000	(2,385)
Sub-total	47,385	45,000	(2,385)
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	611	611	-
Sub-total	611	611	-
5049900024 REPAIR PARTS-FUEL CELL			
All parts to maintain fuel cell on buses	47,762	75,000	27,238
Sub-total	47,762	75,000	27,238
5070500000 FUEL TAXES			
Fuel taxes	14,000	14,000	-
Sub-total	14,000	14,000	-
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	20,000	13,000	(7,000)
Sub-total	20,000	13,000	(7,000)
Total Expenses	4,339,789	4,482,467	142,678

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,500	2,500	-
Sub-total	2,500	2,500	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Repairs to paratransit fleet not performed by SunLine employees	2,500	2,500	-
Sub-total	2,500	2,500	-
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	20,160	20,160	-
Sub-total	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	212,399	200,000	(12,399)
Sub-total	212,399	200,000	(12,399)
5040200005 PARATRANSIT TIRES			
Tire lease	39,268	43,000	3,732
Sub-total	39,268	43,000	3,732
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	175,471	175,471	-
Sub-total	175,471	175,471	-
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	950	950	-
Sub-total	950	950	-
Total Expenses	453,248	444,581	(8,667)

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	93,131	112,182	106,709	113,438	109,691	(3,747)
5010201210 GROUNDSKEEPER WAGES	132,207	140,009	137,052	138,970	134,402	(4,568)
5010201610 ADMIN SALARIES-OT	-	287	394	-	400	400
5010201710 GROUNDSKEEPER OVERTIME	5,259	2,216	3,802	4,297	5,400	1,103
5010700000 ALLOCATED SALARIES	(1,659)	(1,890)	(1,878)	(1,752)	(1,800)	(48)
5010700001 GRANT ALLOCATION	(8,577)	(3,895)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	151,645	153,310	166,241	151,649	179,002	27,353
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	12,693	18,446	23,949	19,570	20,857	1,287
5030500010 CONTRACT SVC-GENERAL	29,483	39,411	26,410	40,016	41,216	1,200
5030600000 CONTRACT SVC-CUSTODIAL	54,770	54,741	62,503	60,008	72,000	11,992
5030600100 AIR CONDITIONING EXPENDITURES	6,469	9,568	8,671	8,240	9,476	1,236
5030600200 UNIFORMS SERVICE EXPENDITURES	1,589	1,614	1,600	1,800	2,160	360
5030600300 RENTAL EQUIPMENT EXPENSES	4,703	4,988	496	3,000	8,000	5,000
5030600500 PEST CONTROL SERVICE	2,239	2,144	1,685	2,500	2,575	75
5030600600 CONTRACT SERVICES-A/C	6,725	9,245	7,805	7,828	14,063	6,235
5030600700 FIRE EXTINGUISHERS	792	688	680	824	824	-
5030600800 FLOOR MAT RENTAL	7,660	7,670	7,155	7,725	9,500	1,775
5030600975 RADIO REPEATER HILLTOP RENTAL	13,410	14,460	14,467	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	7,646	4,265	7,361	8,240	8,487	247
5040300200 ELECTRICAL RELATED EXPENDITURE	7,517	6,607	6,145	9,500	9,500	-
5040300600 SHOE ALLOWANCE	290	426	616	1,600	1,200	(400)
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	8,192	4,819	2,821	8,500	6,375	(2,125)
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,513	30,437	25,558	34,198	30,000	(4,198)
5049900030 CLEANING SUPPLIES-MAIN FAC	1,581	1,941	1,026	2,400	2,300	(100)
5050200001 UTILITIES MAIN FACILITY	206,627	209,560	208,735	221,450	221,450	-
5050200003 TRASH PICKUP- MAIN FACILITY	18,307	23,881	19,936	18,540	18,540	-
Total Expenses	789,211	847,130	839,938	877,041	920,119	43,078

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	1,228	1,457	705	3,090	2,318	(773)
5030600000 CONTRACT SVC-CUSTODIAL	31,692	31,692	36,111	36,050	40,000	3,950
5030600100 AIR CONDITIONING EXPENDITURES	982	640	-	2,575	1,932	(643)
5030600500 PEST CONTROL SERVICE	818	858	858	927	695	(232)
5030600600 CONTRACT SERVICES-AC	302	-	-	773	580	(193)
5030600700 FIRE EXTINGUISHERS	241	-	-	515	386	(129)
5030600800 FLOOR MAT RENTAL	2,843	2,535	423	3,090	2,318	(773)
5040300100 PLUMBING RELATED EXP	1,083	612	114	1,400	1,050	(350)
5040300200 ELECTRICAL RELATED EXPENDITURE	1,734	2,242	-	2,000	1,500	(500)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	12,935	8,627	4,272	12,000	9,000	(3,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC.	-	-	-	250	188	(63)
5050200002 UTILITIES INDIO/COACHELLA FACILITY	23,863	28,668	22,199	30,900	28,448	(2,452)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	15,479	15,179	16,598	15,450	15,914	464
5050202000 UTILITIES GAS & WATER	5,418	5,920	3,498	6,100	4,575	(1,525)
Total Expenses	98,617	98,431	84,776	115,120	108,903	(6,218)

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintenance Technician	3.00	3.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	113,438	109,691	(3,747)
5010201210 GROUNDSKEEPER WAGES	138,970	134,402	(4,568)
5010201610 ADMIN SALARIES-OT	-	400	
5010201710 GROUNDSKEEPER OVERTIME	4,297	5,400	1,103
5010700000 ALLOCATED SALARIES	(1,752)	(1,800)	(48)
5029999999 TOTAL FRINGE BENEFITS	151,649	179,002	27,353
Sub-total	406,602	427,095	20,493
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	3,570	3,570	-
Bio Hazard material removal	16,000	17,287	1,287
Sub-total	19,570	20,857	1,287
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	5,941	6,119	178
Bus wash monthly PMI	7,250	7,468	218
Elevator service	3,705	3,816	111
Environmental monitoring Div. 1	6,880	7,086	206
Lease for parts storage containers	6,799	7,003	204
Shop vehicle lift service	3,705	3,816	111
Archive Storage	3,090	3,183	93
Water softener service for bus wash	2,646	2,725	79
Sub-total	40,016	41,216	1,200
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	60,008	72,000	11,992
Sub-total	60,008	72,000	11,992
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	8,240	9,476	1,236
Sub-total	8,240	9,476	1,236
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Main Techs	1,800	2,160	360
Sub-total	1,800	2,160	360
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	3,000	8,000	5,000
Sub-total	3,000	8,000	5,000

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	2,500	2,575	75
Sub-total	2,500	2,575	75
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	7,828	14,063	6,235
Sub-total	7,828	14,063	6,235
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	824	824	-
Sub-total	824	824	-
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats	7,725	9,500	1,775
Sub-total	7,725	9,500	1,775
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	14,500	14,500	-
Sub-total	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	8,240	8,487	247
Sub-total	8,240	8,487	247
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	9,500	9,500	-
Sub-total	9,500	9,500	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	1,600	1,200	(400)
Sub-total	1,600	1,200	(400)
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Supplies for meetings	8,500	6,375	(2,125)
Sub-total	8,500	6,375	(2,125)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	34,198	30,000	(4,198)
Sub-total	34,198	30,000	(4,198)
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	2,400	2,300	(100)
Sub-total	2,400	2,300	(100)
5050200001 UTILITIES MAIN FACILITY			
Cable	1,500	1,500	-
Electricity	199,950	199,950	-
Gas	9,000	9,000	-
Water	11,000	11,000	-
Sub-total	221,450	221,450	-
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	18,540	18,540	-
Sub-total	18,540	18,540	-
Total Expenses	877,041	920,119	43,078

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	734	734	-
Storm water monitoring and testing contract	2,356	1,583	(773)
Sub-total	3,090	2,318	(773)
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract Indio and Coachella	36,050	40,000	3,950
Sub-total	36,050	40,000	3,950
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,575	1,932	(643)
Sub-total	2,575	1,932	(643)
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	927	695	(232)
Sub-total	927	695	(232)
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	773	580	(193)
Sub-total	773	580	(193)
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	515	386	(129)
Sub-total	515	386	(129)
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,090	2,318	(773)
Sub-total	3,090	2,318	(773)
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,400	1,050	(350)
Sub-total	1,400	1,050	(350)
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,000	1,500	(500)
Sub-total	2,000	1,500	(500)
5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY			
Materials for general repair of facilities	12,000	9,000	(3,000)
Sub-total	12,000	9,000	(3,000)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor cleaning supplies required for maint.	250	188	(63)
Sub-total	250	188	(63)
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	30,900	28,448	(2,452)
Sub-total	30,900	28,448	(2,452)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	15,450	15,914	464
Sub-total	15,450	15,914	464
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	6,100	4,575	(1,525)
Sub-total	6,100	4,575	(1,525)
Total Expenses	115,120	108,903	(6,218)

MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY22 GOALS & OBJECTIVES

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

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimates	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	51,406	51,218	49,424	52,626	46,000	(6,626)
5010201500 BARGAINING SALARIES	289,632	312,924	311,561	328,141	330,015	1,874
5010201510 BARGAINING OVERTIME	7,350	6,884	4,032	8,240	3,000	(5,240)
5029999999 TOTAL FRINGE BENEFITS	200,523	203,870	224,920	201,425	228,421	26,996
5030600200 UNIFORMS	3,780	4,950	4,279	5,306	5,306	-
5030600250 EQUIPMENT RENTAL	3,082	3,999	2,048	4,500	4,500	-
5040102000 UNLEADED GASOLINE	1,169	1,748	1,701	1,900	1,957	57
5040102001 DIESEL FUEL	50	22	44	175	175	-
5040300600 SHOE ALLOWANCE	763	1,011	1,849	3,200	2,100	(1,100)
5049900001 OFFICE SUPPLIES	94	1,833	132	100	125	25
5049900029 BUS STOP SUPPLIES	39,847	36,102	54,983	47,341	56,809	9,468
5090201000 EMPLOYEE EXPENSES	131	191	-	200	200	-
Total Expenses	597,828	624,754	654,973	653,154	678,608	25,454

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

Division 25

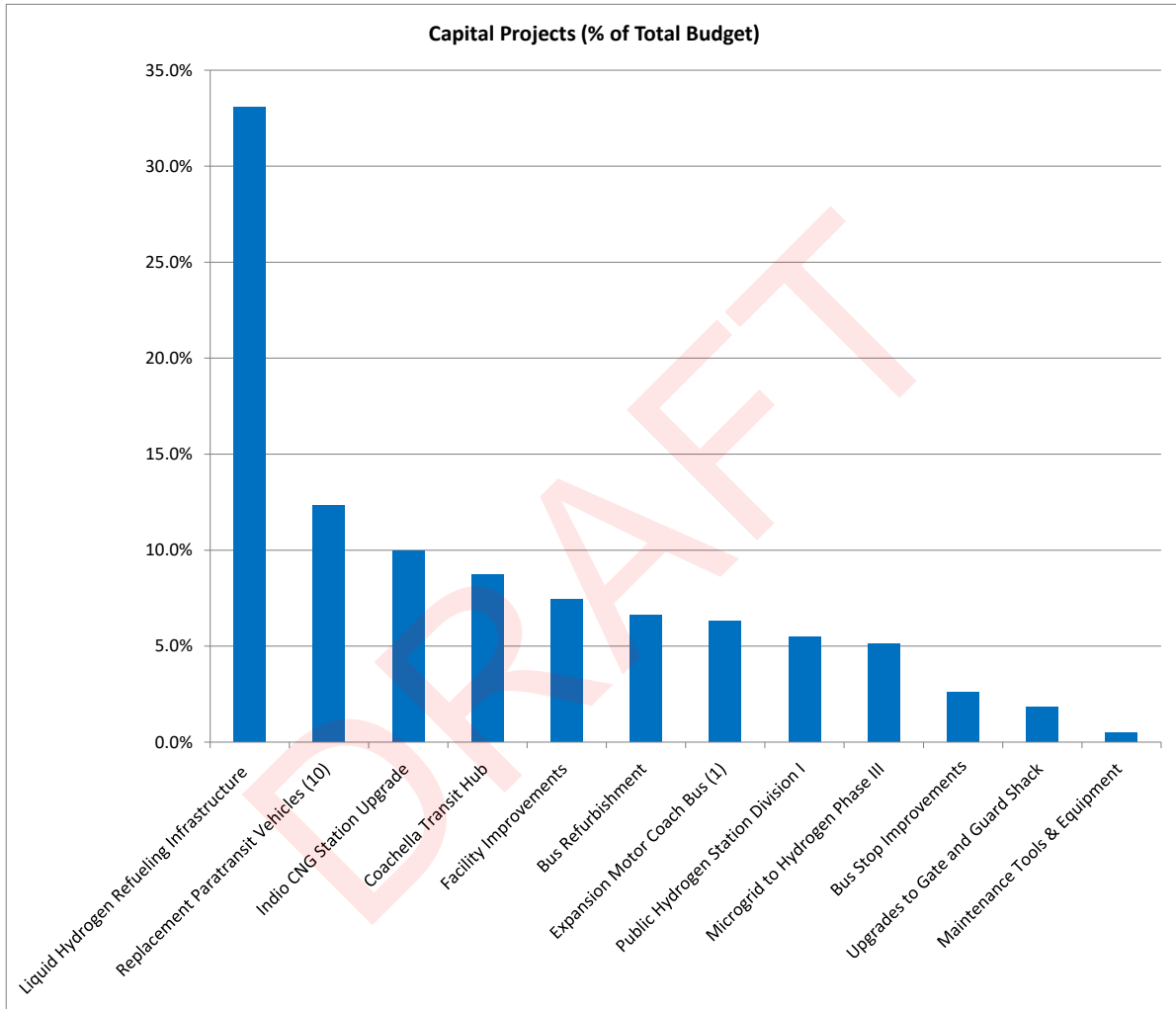
General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010200500 ADMIN SALARIES	52,626	46,000	(6,626)
5010201500 BARGAINING SALARIES	328,141	330,015	1,874
5010201510 BARGAINING OVERTIME	8,240	3,000	(5,240)
5029999999 TOTAL FRINGE BENEFITS	201,425	228,421	26,996
Sub-total	590,432	607,436	17,004
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	5,306	5,306	-
Sub-total	5,306	5,306	-
5030600250 EQUIPMENT RENTAL			
Special equipment rental to move shelters	4,500	4,500	-
Sub-total	4,500	4,500	-
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	1,900	1,957	57
Sub-total	1,900	1,957	57
5040102001 DIESEL FUEL			
Portable steam equipment	175	175	-
Sub-total	175	175	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	3,200	2,100	(1,100)
Sub-total	3,200	2,100	(1,100)
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	100	125	25
Sub-total	100	125	25
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	47,241	56,509	9,268
Traffic Control	100	300	200
Sub-total	47,341	56,809	9,468
5099999999 EMPLOYEE EXPENSES			
General employee expenses while conducting Agency business	200	200	-
Sub-total	200	200	-
Total Expenses	653,154	678,608	25,454

CAPITAL BUDGET

DRAFT

SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 12 new capital projects requested in FY22 at a total value of \$15,074,900. The most significant projects regarding cost include the liquid hydrogen refueling infrastructure, 10 replacement paratransit vehicles and an upgrade to the CNG station in Indio. The Capital Improvement Program for FY22 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.



SUMMARY OF CAPITAL PROJECTS

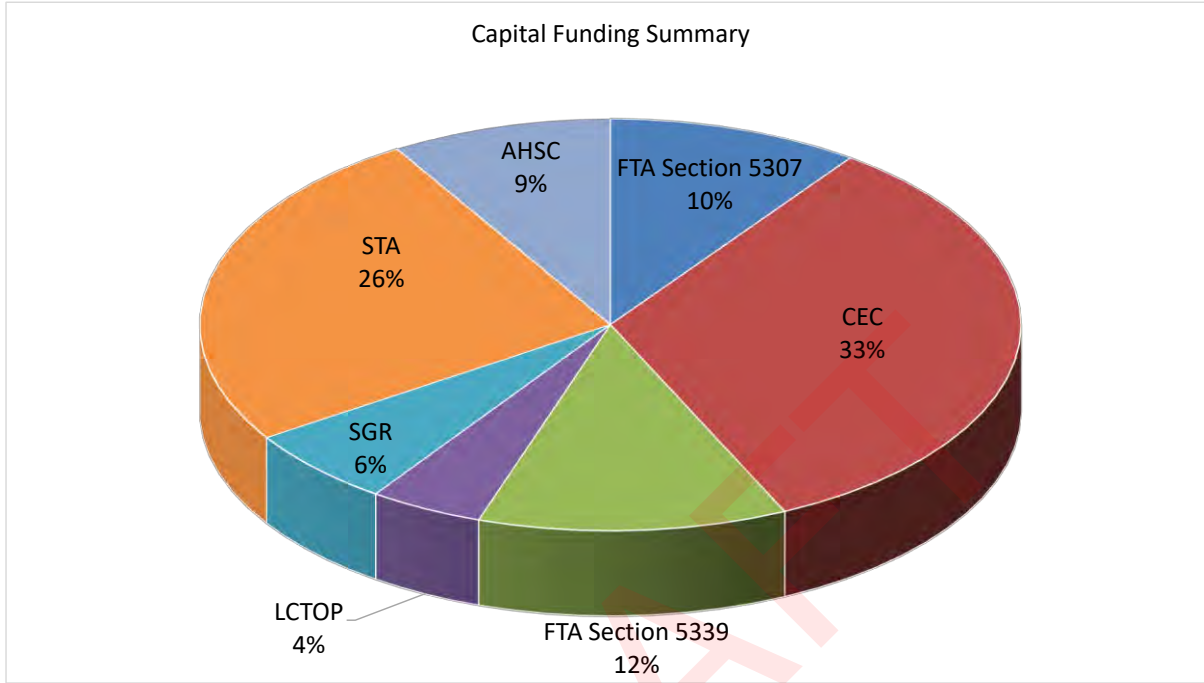
CAPITAL BUDGET SUMMARY

Item Description	FY 22 Requested Budget	Estimated Project Costs at Completion
Expansion Motor Coach Bus (1)	950,000	950,000
Upgrades to Gate and Guard Shack	277,150	277,150
Facility Improvements	1,124,000	1,124,000
Public Hydrogen Station Division I	825,000	825,000
Replacement Paratransit Vehicles (10)	1,860,000	1,860,000
Microgrid to Hydrogen Phase III	775,000	775,000
Maintenance Tools & Equipment	74,000	74,000
Bus Stop Improvements	390,000	390,000
Bus Refurbishment	1,000,000	1,000,000
Indio CNG Station Upgrade	1,500,000	1,500,000
Liquid Hydrogen Refueling Infrastructure	4,986,250	4,986,250
Coachella Transit Hub	1,313,500	1,313,500
TOTAL	15,074,900	15,074,900

DRAFT

FUNDING SUMMARY

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



Funding Source	FY 21 Approved Budget	FY 22 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	465,991	-	(465,991)
FTA Section 5307	607,400	1,500,000	892,600
Affordable House & Sustainable Communities (AHSC)	-	1,313,500	1,313,500
FTA Section 5310	183,320	-	
FTA Section 5339	255,000	1,833,600	1,578,600
Low Carbon Transit Operations Program (LCTOP)	1,038,101	675,000	(363,101)
State of Good Repair (SGR)	779,796	918,150	138,354
State Transit Assistance (STA)	2,968,598	3,848,400	879,802
California Energy Commission (CEC)	-	4,986,250	4,986,250
Total Funds Requested by Fiscal Year	6,298,206	15,074,900	8,776,694

FY22 PROJECTS BY FUNDING SOURCE

FY22 Projects	STA	SGR	FTA Section 5307	AHSC	FTA Section 5339	LCTOP	CEC	FY22 Proposed Budget
Expansion Motor Coach Bus (1)	190,000				760,000			950,000
Upgrades to Gate and Guard Shack	55,430		221,720					277,150
Facility Improvements	288,800		835,200					1,124,000
Public Hydrogen Station Division I	825,000							825,000
Replacement Paratransit Vehicles (10)	372,000		414,400		1,073,600			1,860,000
Microgrid to Hydrogen Phase III		100,000				675,000		775,000
Maintenance Tools & Equipment	74,000							74,000
Bus Stop Improvements	361,320		28,680					390,000
Bus Refurbishment	181,850	818,150						1,000,000
Indio CNG Station Upgrade	1,500,000							1,500,000
Liquid Hydrogen Refueling Infrastructure							4,986,250	4,986,250
Coachella Transit Hub				1,313,500				1,313,500
Total	3,848,400	918,150	1,500,000	1,313,500	1,833,600	675,000	4,986,250	15,074,900
							Total FY22 Proposed Budget	\$ 15,074,900

DRAFT

CAPITAL PROJECTS

Expansion Motor Coach Bus (1)

Additional commuter bus required to fulfil service requirements and accommodate service with similar vehicle to during interruptions.

PROJECT TYPE:

Project Budget	Total Project Budget
Expansion Motor Coach Bus (1)	950,000
Total	950,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5339 IC	Federal	-	760,000	760,000
STA PUC99313	State	-	190,000	190,000
Total Funds by FY		-	950,000	950,000
Estimated Total Funds at Completion				950,000

Upgrades to Gate and Guard Shack

Modifications to existing gate, driveway and guard shack. North gate will be part of a larger project to be funded in a future year.

PROJECT TYPE:

Project Budget	Total Project Budget
Upgrades to Gate and Guard Shack	277,150
Total	277,150

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	221,720	221,720
STA PUC99313	State	-	55,430	55,430
Total		-	277,150	277,150
Estimated Total Funds at Completion				277,150

CAPITAL PROJECTS

Facility Improvements

Projects required to improve facilities at main facility.

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvements	1,124,000
Total	1,124,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	State	-	835,200	835,200
STA PUC99314	State	-	288,800	288,800
	Total	-	1,124,000	1,124,000
Estimated Total Funds at Co1mpletion				1,124,000

Public Hydrogen Station

Upgrade of hydrogen station to provide higher PSI to allow fueling of consumer vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Public Hydrogen Station	825,000
Total	825,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	633,012	633,012
STA PUC99314	State	-	191,988	191,988
	Total	-	825,000	825,000
Estimated Total Funds at Completion				825,000

Replacement Paratransit Vehicles (10)

Ten replacement CNG vehicles for paratransit service.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Paratransit Vehicles (10)	1,860,000
Total	1,860,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	414,400	414,400
5339 IC	Federal	-	1,073,600	1,073,600
STA PUC99313	State	-	372,000	372,000
	Total Funds by FY	-	1,860,000	1,860,000
Estimated Total Funds at Completion				1,860,000

CAPITAL PROJECTS

Microgrid to Hydrogen Phase III

Additional LCTOP funding relating to microgrid project which includes solar panels and battery storage.

PROJECT TYPE:

Project Budget	Total Project Budget
Microgrid to Hydrogen Phase III	775,000
Total	775,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
LCTOP PUC99313	State	-	484,398	484,398
LCTOP PUC99314	State	-	190,602	
SGR PUC99313	State	-	100,000	100,000
Total Funds by FY		-	775,000	775,000
			Estimated Total Funds at Completion	775,000

Maintenance Tools and Equipment

Funds requested in this fiscal year will enable SunLine to improve maintenance tools and equipment in Thousand Palms, Indio, and Coachella.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	74,000
Total	74,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99314	State	-	74,000	74,000
Total Funds by FY		-	74,000	74,000
			Estimated Total Funds at Completion	74,000

CAPITAL PROJECTS

Bus Stop Improvements

Bus stop improvements to existing locations including amenities and shelters.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Stop Improvements	390,000
Total	390,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	28,680	28,680
STA PUC99313	State	-	361,320	361,320
Total Funds by FY		-	390,000	390,000
			Estimated Total Funds at Completion	390,000

Bus Refurbishment

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

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Refurbishment	1,000,000
Total	1,000,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
SGR PUC99313	State	-	699,305	699,305
SGR PUC99314	State	-	118,845	118,845
STA PUC99313	State	-	181,850	181,850
Total Funds by FY		-	1,000,000	1,000,000
			Estimated Total Funds at Completion	1,000,000

CAPITAL PROJECTS

Indio CNG Station Upgrade

Improve CNG station efficiency at Indio location.

PROJECT TYPE:

Project Budget	Total Project Budget
Indio CNG Station Upgrade	1,500,000
Total	1,500,000

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	1,500,000	1,500,000
Total Funds by FY		-	1,500,000	1,500,000
			Estimated Total Funds at Completion	1,500,000

Liquid Hydrogen Refueling Infrastructure

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

PROJECT TYPE:

Project Budget	Total Project Budget
Liquid Hydrogen Refueling Infrastructure	4,986,250
Total	4,986,250

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
CEC Funds	State	-	4,986,250	4,986,250
Total Funds by FY		-	4,986,250	4,986,250
			Estimated Total Funds at Completion	4,986,250

Coachella Transit Hub

Construction of transit hub in Coachella.

PROJECT TYPE:

Project Budget	Total Project Budget
Coachella Transit Hub	1,313,500
Total	1,313,500

Funding Sources	Type	Estimated LTD Expenses	FY 22 Proposed Budget	Total Funds at Completion
AHSC	State	-	1,313,500	1,313,500
Total Funds by FY		-	1,313,500	1,313,500
			Estimated Total Funds at Completion	1,313,500

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SunLine Transit Agency

DATE: May 26, 2021 **DISCUSSION**

TO: Strategic Planning & Operational Committee
Board of Directors

FROM: Rohan Kuruppu, Chief Planning Consultant

RE: Review and Discussion of the Draft FY22-24 Short
Range Transit Plan (SRTP)

Background

The focus of the FY22-24 Short Range Transit Plan (SRTP) is to fully implement approved service improvements that were delayed due to the COVID-19 pandemic. The SRTP also highlights long-term initiatives for SunLine Transit Agency that are designed to support the local economy, meet the mobility needs of the Coachella Valley, attract choice riders, recover from the impacts of the pandemic and ultimately develop new funding sources to implement them. The SRTP, which is updated annually, covers fiscal years 2022 to 2024 and describes SunLine's short-term operating and capital plans, as well as Coachella Valley's long-term transit needs, and the planning and funding sources needed to put those needs in motion.

The SRTP also lists projects eligible for Transportation Uniform Mitigation Fee (TUMF) funds administered by the Coachella Valley Association of Governments (CVAG). TUMF funds collaborative planning efforts with CVAG. These efforts are essential to deliver regionally significant transit services and transit-supportive infrastructure projects such as transit signal priority, key linkages to CVLink multimodal corridor, super stop mobility hubs, high quality transit corridors, hydrogen fueling infrastructure, acquisition of buses, improved accessibility to transit, and first-mile/last-mile solutions. As a local funding source, TUMF funds are essential to leveraging federal and other discretionary grants.

A closer look at the plan reveals financially feasible improvements that can provide faster, more efficient and more convenient service to help attract choice riders. Implementation of these recommendations is contingent on funding, demand and recovery from the pandemic.

The recommendations of the SRTP should be modeled and analyzed as a key mobility component of the Nexus Impact Fee Study that supports overall mobility, funding and project delivery strategies for the Coachella Valley.

The SRTP ultimately requires approval of Riverside County Transportation Commission (RCTC) and Southern California Association of Governments, which are the regional

planning agencies for the Coachella Valley. The SRTP is prepared in accordance with the requirements and guidelines of RCTC, as well as the California Public Utilities Code and California Transportation Development Act.

During the April 22, 2021 Strategic Planning & Operational Committee meeting, staff received the following comments:

- Concern that there is not enough western Coachella Valley connectivity to 10 Commuter Link. A lack of convenient and free of park-and-ride facilities at CSUSB – Palm Desert and the importance of connecting western/central Coachella Valley to San Bernardino Metrolink Station.
- Request to contact the cities/county with updated SRTP information.
- Request to track Route 1X performance and travel time.

Staff will present the initial findings and responses to these comments and questions during the presentation.

The next steps include:

- RCTC to review the plan and approve funding allocations for Riverside County's transit operators on June 9.
- SunLine staff to present the final draft of the SRTP and budget to the full Board of Directors for its consideration on June 23.
- Final Board-approved SRTP is due to RCTC before July 5.

Attached is a copy of the draft SRTP with an Executive Summary. The service improvements recommended for implementation are within the confines of the FY22 budget that is being simultaneously reviewed by the Finance/Audit Committee.

Attachment:

- [Item 20a](#) – SRTP Highlights Presentation
- [Item 20b](#) – SRTP Draft

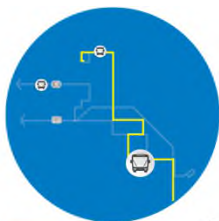
SunLine **Re**fueled

DRIVING THE FUTURE OF TRANSIT

Board of Directors FY22-24 SRTP Update Briefing

May 26, 2021

Four Pillars



CONSOLIDATED FIXED
ROUTE NETWORK

LAUNCHED JANUARY 2021



SUNRIDE



10 COMMUTER LINK

PLANNED JULY 2021



ROUTE 1X

PLANNED SEPTEMBER 2021

SunLine **Re**fueled

DRIVING THE FUTURE OF TRANSIT

Implemented Consolidated Fixed Route Network on January 3

- Consolidated 15 routes to 9 routes
 - Minimized transfer connections and introduced more one seat rides
- Introduced a simplified route numbering system, labeled Route 1-9
- Introduced a reliable Timed Transfer System



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Implemented SunRide on January 4

- Monday-Friday service
- 5:30 a.m.-6:30 p.m.
- \$2 per person per ride
- 4 zones – Cook St. Corridor in Palm Desert, Desert Edge, Coachella, and Mecca-North Shore
- Contracted service with Coachella Valley Taxi and Yellow Cab Company of the Desert, Inc.



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

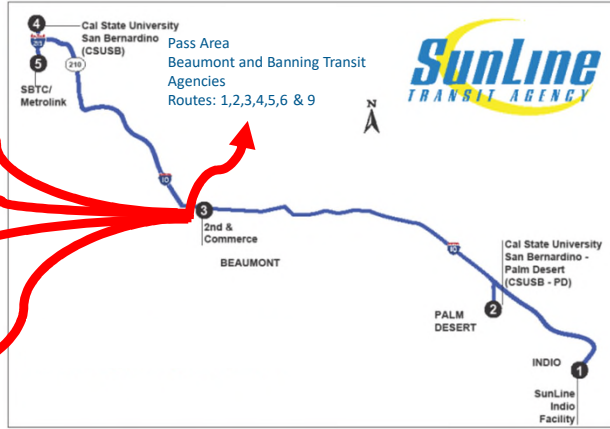
Route 10 Commuter Link Service between Indio/CSUSB-PD to San Bernardino (JULY 12)

SBTC/Metrolink
Beaumont Transit - Route 120

VA Hospital/LLUMC
Beaumont Transit - Route 125

RUMC, Kaiser, UCR,
Downtown Riverside,
Moreno Valley
RTA Routes 31 WB

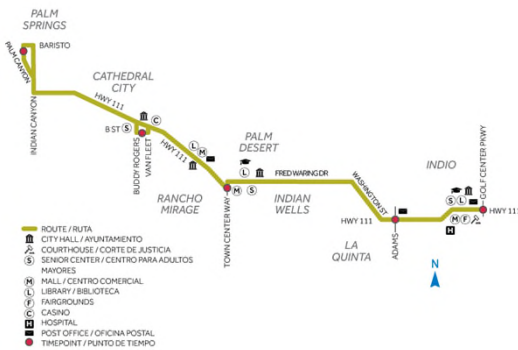
Hemet, San Jacinto, RCC
RTA Route 31 EB



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Route 1X (September 7)



Route 1X Running Times			Running Time	
#	Route	Direction	Maximum	Minimum
1	Route 1	EB	1:59	1:32
2	Route 1	WB	2:01	1:37
3	Route 1X	EB	1:07	1:04
4	Route 1X	WB	1:08	1:06
5	Net Variance	EB	0:52	0:28
6	Net Variance	WB	0:53	0:31
7	Percent Variance	EB	44%	30%
8	Percent Variance	WB	44%	32%

SunLine
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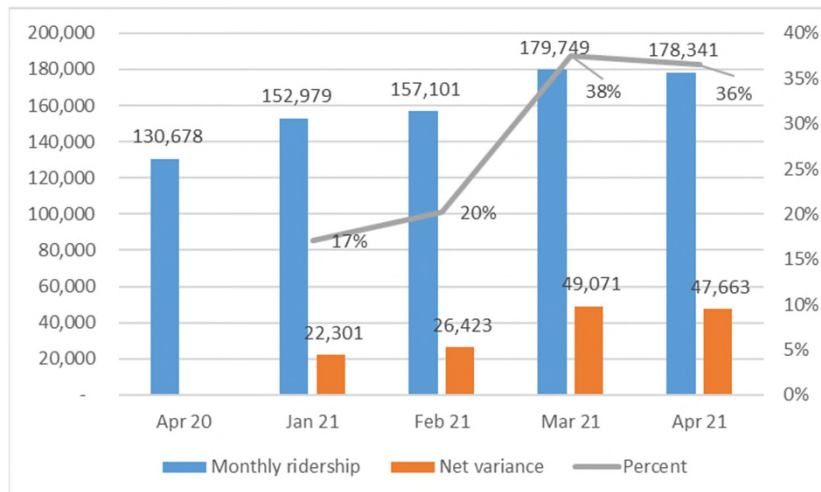
SRTP Highlights

1. March 29, school trips launched
2. May 2, Fare collection and front-door boarding
3. July 12, launch 10 Commuter Link service
4. September 7, launch Route 1X service
5. Update all bus stop signs
6. Conduct Attitude and Awareness study
7. Collaborate with JPA members – develop multimodal infrastructure



DRIVING THE FUTURE OF TRANSIT

Ridership Variance Compared To April 2020



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**Thank
You**

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Questions?



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SHORT RANGE TRANSIT PLAN



FY
2022-
2024



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Appendices

Appendix A: SunLine Existing Route Profiles

Glossary of Common Acronyms

5304	Discretionary grants for statewide and non-metropolitan transportation planning
5307	Formula grants for urbanized areas
5309	Discretionary grants for fixed guideway capital investments
5310	Discretionary grants for enhanced mobility of seniors and individuals with disabilities
5311	Formula grants for rural areas
5337	State of Good Repair
5339	Formula grants for bus and bus facilities
ADA	Americans with Disabilities Act
A&E	Architectural and Engineering
AHSC	Affordable Housing and Sustainable Communities Program
APTA	American Public Transportation Association
ARPA	American Rescue Plan Act
ATIS	Advanced Traveler Information System
BAB	Battery Electric Bus
BRT	Bus Rapid Transit
CARB	California Air Resources Board
CARES	Coronavirus Aid, Relief and Economic Stimulus Act
CDC	Centers for Disease Control and Prevention
CIC	Customer Information Center
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed Natural Gas
COA	Comprehensive Operational Analysis
COVID-19	Coronavirus
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CTSA	Consolidated Transportation Services Agency
CVAG	Coachella Valley Association of Governments
DBE	Disadvantaged Business Enterprise
EEO	Equal Employment Opportunity

EV	Electric Vehicle
FCEB	Fuel Cell Electric Bus
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
JPA	Joint Powers Agreement
ICT	Innovative Clean Transit
IT	Information Technology
IVT	Imperial Valley Transit
IVTC	Imperial Valley Transportation Commission
KPI	Key Performance Indicator
LCFS	Low-Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LEP	Limited English Proficiency
LTF	Local Transportation Fund
MBTA	Morongo Basin Transit Authority
MPO	Metropolitan Planning Organization
OCTA	Orange County Transportation Authority
OPEB	Other Post-Employment Benefits
PPP	Public Private Partnership
PTMISEA	Public Transportation Modernization, Improvement, and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RFP	Request for Proposals
RINs	Renewable Identification Numbers
RTA	Riverside Transit Agency
RTPA	Regional Transportation Planning Agency
RPU	Riverside Public Utilities
§	Section
SB1	Senate Bill 1

SBTC	San Bernardino Transit Center
SCAG	Southern California Association of Governments
SGR	State of Good Repair
SR	State Route
SRA	SunLine Regulatory Administration
SRTP	Short Range Transit Plan
STA	State Transit Assistance
TAP	Transit Ambassador Program
TDA	Transportation Development Act
TIRCP	Transit and Intercity Rail Capital Program
TMD	Transportation Management & Design
TNC	Transportation Network Company
TNOW	Transportation NOW
TSP	Transit Signal Priority
TTS	Timed Transfer System
TUMF	Transportation Uniform Mitigation Fee
U-Pass	University Pass
UZA	Urbanized Area as defined by the U.S. Census Bureau
WRCOG	Western Riverside Council of Governments
ZEB	Zero-Emission Bus

Definitions

Financially Constrained Plan	Funded service improvements
Financially Unconstrained Plan	Unfunded service improvements
Microtransit	A form of demand response transit that offers flexible routing and/or flexible scheduling of minibus vehicles

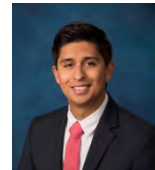
Board of Directors

SunLine was established under a Joint Powers Agreement (JPA) on July 1, 1977, between Riverside County and the communities of the Coachella Valley, which at the time included the Cities of Coachella, Desert Hot Springs, Indio, Palm Desert, and 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 consists of one elected official from each member entity and one county supervisor. SunLine is headquartered in Thousand Palms, California.

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



Skiver



Garcia



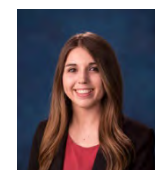
Gregor



Miles



McDaniel



Sowell



Cohen

SunLine Organizational Structure

Lauren Skiver	Chief Executive Officer/General Manager
Luis Garcia	Chief Financial Officer
Peter Gregor	Chief Safety Officer
Tamara Miles	Chief Human Relations Officer
Todd McDaniel	Chief Transportation Officer
Brittney B. Sowell	Chief of Public Affairs/Clerk of the Board
Tony Cohen	Chief Maintenance Officer
Vacant	Chief Performance Officer

Executive Summary

SunLine is the premier transportation provider in the Coachella Valley, connecting its residents with health care, jobs, schools, and a spectrum of other destinations. In 2020, despite the historic challenges prompted by the COVID-19 pandemic, SunLine charted an ambitious and strategic path forward and implemented key elements of the plan to push the agency in a new direction aimed at attracting choice riders, boosting ridership, and creating a brighter future. The annual Short Range Transit Plan (S RTP) covers a three-year span and serves as the actual implementation and financial plan for year one and projections for two additional years.

SunLine Refueled Initiative

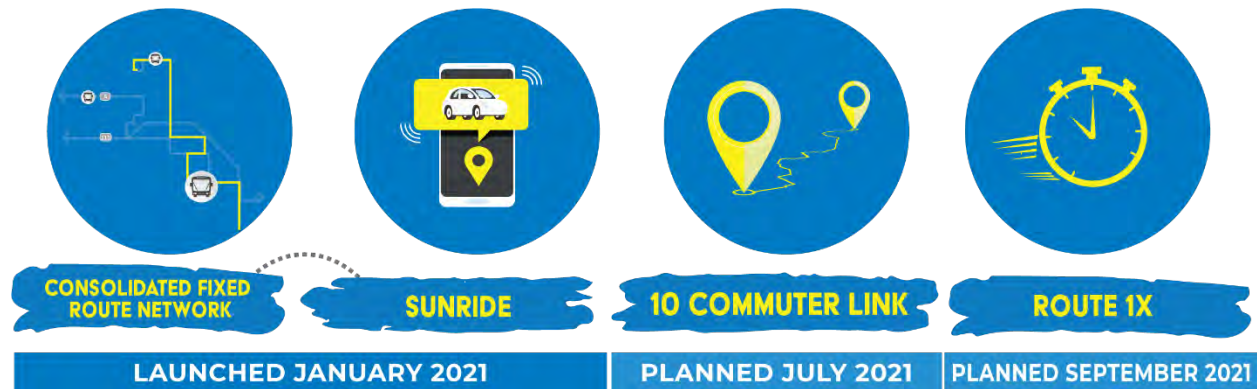
During 2020, SunLine made great strides to improve its service, completing a multitude of capital projects and, as part of its SunLine Refueled Initiative, overhauled its transit network by restructuring its routes to meet future demand. More specifically, the SunLine Refueled Initiative included:

1. The consolidation of 15 routes to 9 routes, minimizing transfer connections and introducing more one-seat rides, expanding the high-frequency span of service, introducing a timed transfer system, laying the transit network along current and future transit supportive land uses, simplifying the route numbering system so customers could better understand and memorize their trip which is a key component of improving customer service and making public transit attractive to choice riders.
2. The implementation of SunRide, a microtransit service operating in four geofenced zones along the Cook Street corridor in Palm Desert, Desert Edge, Coachella, and Mecca-North Shore.
3. The launch of 10 Commuter Link service between Indio and San Bernardino on July 12, 2021.
4. The introduction of Route 1X on September 7, 2021 to test the viability of limited-stop express service between Indio and Palm Springs.

Pandemic Effects on SunLine Refueled Initiative and Service

In the midst of these planning efforts, the COVID-19 pandemic caused a major national and global disruption with the closures of businesses, schools, entertainment venues along with the enforcement of public health policies. Consequently, as shown in Figure ES.1, SunLine rolled out only the first two pillars of the SunLine Refueled Initiative, the Consolidated Fixed Route Network and SunRide, and postponed the start of the other two pillars: the implementation of 10 Commuter Link and Route 1X.

Figure ES.1 Four Pillars of the SunLine Refueled Initiative



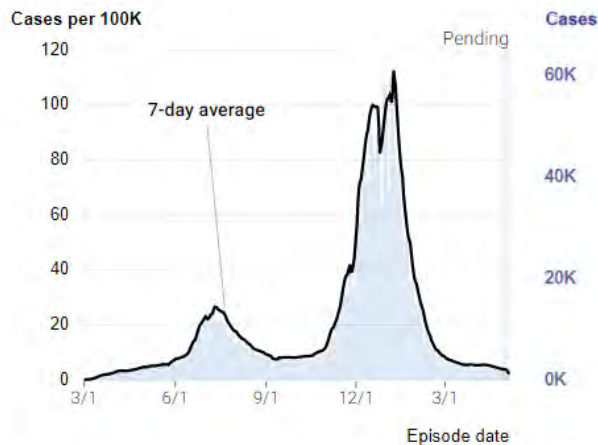
Furthermore, SunLine had to reduce service, operating on a Sunday schedule seven days a week and implementing an ambitious plan to maximize safety for both customers and employees by enforcing face coverings and social distancing requirements along with rear-door boarding, operating ghost buses to minimize overcrowding, suspending fare collection to minimize contact, and enhancing the cleaning and sanitizing of buses and office spaces. These safety measures were unprecedented but necessary, given that during the months of December 2020, and January 2021, the number of confirmed cases and deaths in the State of California peaked as shown in Figure ES.2 as we rolled out the first two pillars of the SunLine Refueled Initiative.

Figure ES.2 Covid-19 Pandemic Trend in California

Confirmed cases in California

Episode date **Reported date**

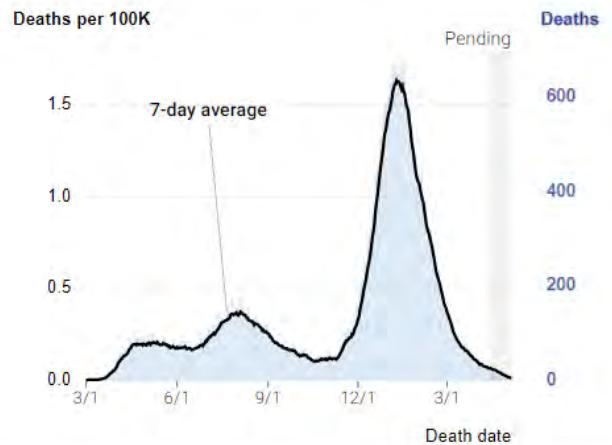
3,648,276 total confirmed cases
 1,547 new cases (0.04% increase)
 4.0 cases per 100K (7-day average)



Confirmed deaths in California

Death date **Reported date**

60,927 total confirmed deaths
 65 new deaths (0.1% increase)
 0.1 deaths per 100K (7-day average)



Note: Numbers do not represent true day-over-day changes as these results include cases from prior to yesterday. Episode date is the date the event is estimated to have taken place. Reported date is the date the event was reported to the California Department of Public Health. Cases includes people in state and federal prisons, US Immigration and Customs Enforcement facilities, US Marshal detention facilities, and Department of State Hospitals facilities. These groups are excluded from the Blueprint tier assignment calculations, which show different case and test positivity rates. A negative number of reported deaths means that deaths previously attributed to COVID-19 were determined to not be associated with COVID-19. The population denominators in these charts come from the California Department of Finance's population projections for 2020.

The Agency also became the first in the world to incorporate hybrid electric technology and the first small agency to complete and file its Innovative Clean Transit (ICT) Plan with the California Air Resources Board (CARB) – three years before small agencies are required to do so. What is more, the plan states SunLine’s fleet will be fully transitioned to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040).

The path towards the future of public transportation in America has been paved, in part, by the exploration and advancement of bus technology pioneered by SunLine Transit Agency – proving it to be “the little transit agency that COULD.”

As noted above, SunLine recently built the largest hydrogen fueling station dedicated to transit in the United States, using electricity and renewable energy to generate clean hydrogen via the Hydrogen Electrolyzer. Hence, the brave path forward dubbed “Refueled.”

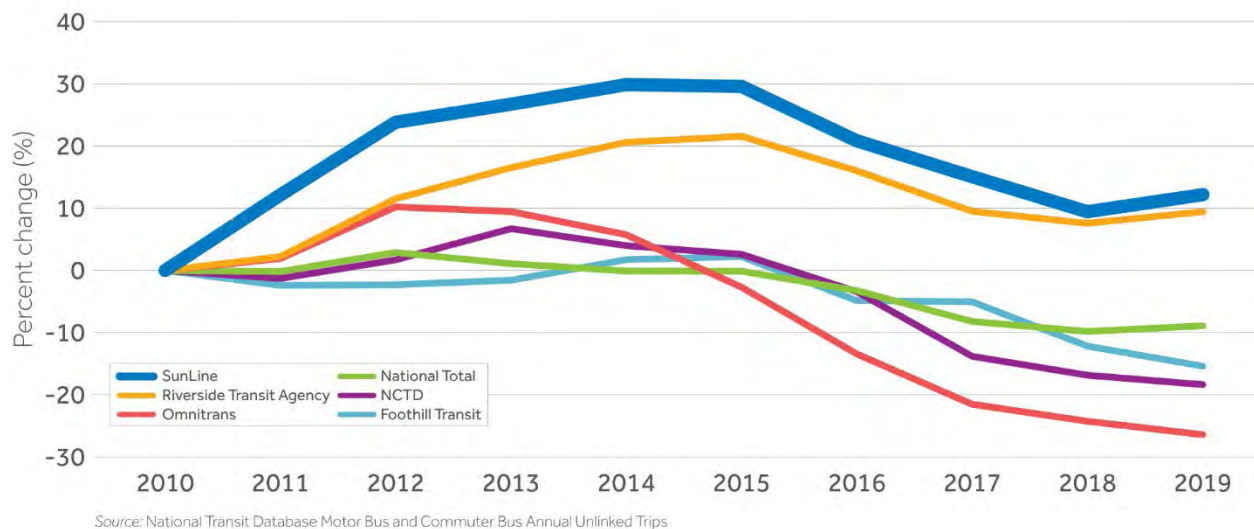
The vision carries beyond the technical advancements – SunLine is the first agency to develop a comprehensive workforce training program in transportation technologies. This training program known as the West Coast Center of Excellence in Zero Emission Technology and Renewable Energy, was developed after SunLine and the transit industry identified a gap between investments in technology and training in zero-emissions technology.



In a nutshell, the year 2020 can well be classified as a year of monumental progress despite challenges of the COVID-19 pandemic.

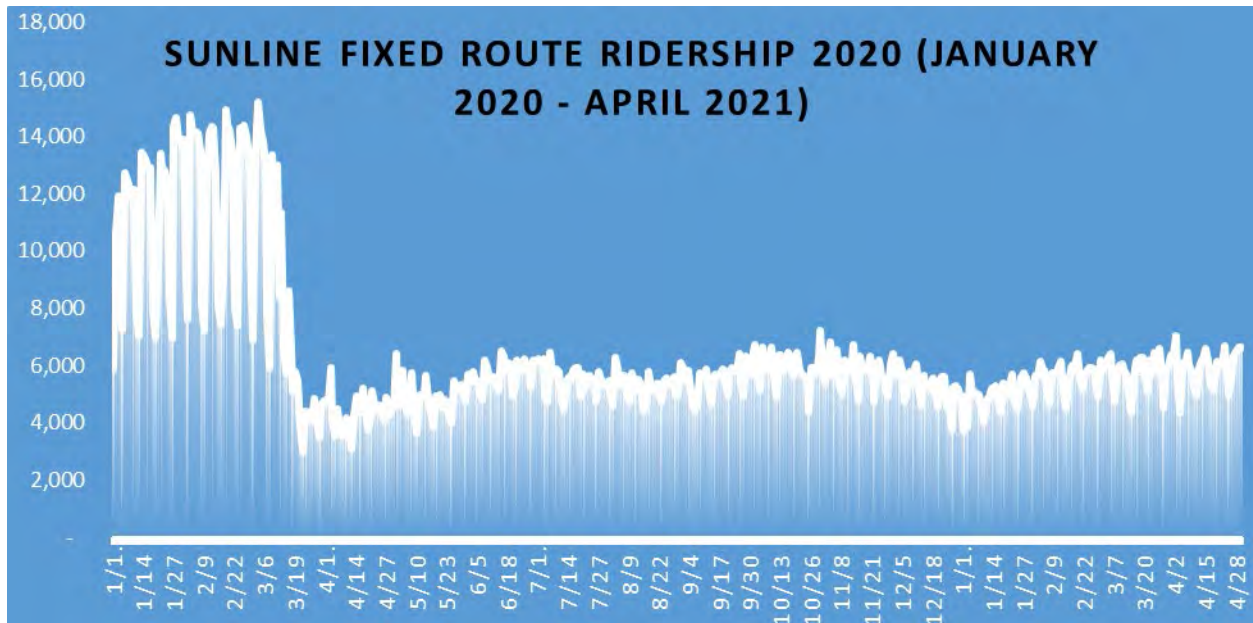
As shown in Figure ES.3 before the pandemic, SunLine had been leading its peers in ridership gains since 2010, bucking the national ridership trend. SunLine’s 2019 Onboard Rider Survey showed an outstanding 93 percent overall customer satisfaction rating. These accomplishments and current initiatives such as the launch of 10 Commuter Link service, the introduction of the Route 1X to test the viability of limited-stop bus service between Indio and Palm Springs, the student Haul Pass program, and the SolVan vanpool program reflect SunLine’s ambitious plans to support the Coachella Valley’s economy. The remarkable outcomes are a direct result of SunLine’s continuous expansion, experimentation, and development of new service strategies and cleaner fuels to meet local and national mobility and energy goals.

Figure ES.3 Percent Change in Fixed Route Ridership Relative to 2010 (to be updated with 2020 data in the final SRTP, 2020 National Transit Database (NTD) data is not yet available)



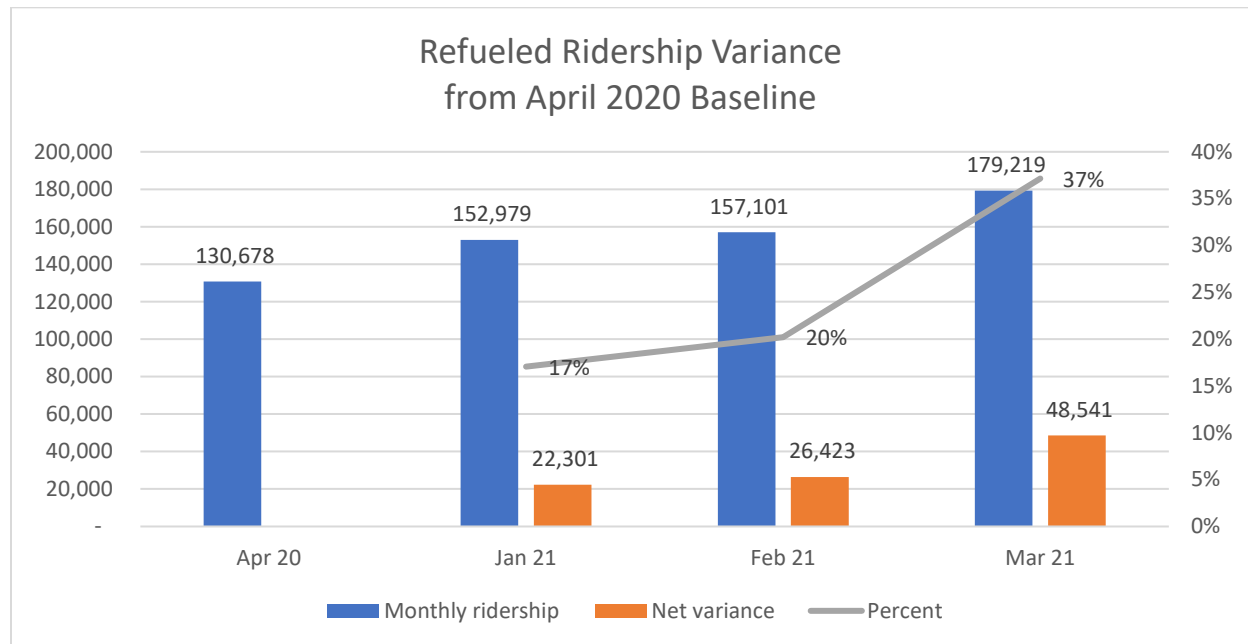
In March 2020, at the beginning of the COVID-19 pandemic, the adverse effects on SunLine’s ridership peaked (Figure ES.4). SunLine’s weekday fixed-route ridership dropped by 70 percent to an all-time low of 4,300 daily boardings. Paratransit ridership decreased by 80 percent to 100 daily boardings during the worst week. The COVID-19 pandemic and the resulting secondary impacts on the Coachella Valley’s economy, employment and day-to-day life warranted SunLine changing course to immediately support the region’s post COVID-19 pandemic recovery efforts. It’s important to note that SunLine kept service operational and remained financially healthy avoiding any staff or service reductions and layoffs. That wouldn’t have been possible without the unwavering support of our Board of Directors, dedicated employees, community leaders and the Federal Transit Administration (FTA).

Figure ES.4 SunLine Fixed Route Ridership Trend January 2020 – April 2021



Preliminary ridership gains as shown in Figure ES.5 suggest that the Refueled fixed-route network restructuring was successfully implemented. Typically, when bus routes are consolidated and transfers are eliminated, there is a drop in the number of boardings because more people will be enjoying one-seat rides to complete their trip – a key objective of the SunLine Refueled Initiative. Based on first quarter data, the increase in the number of riders indicate that SunLine Refueled Initiative is off to a great start, possibly even attracting new riders. Although a date has not yet been identified, as the region recovers from the COVID-19 pandemic, and schools, businesses and entertainment venues reopen, SunLine plans to eventually resume normal service, akin to Level 1 (operating regular weekday schedule).

Figure ES.5 SunLine Refueled Ridership Trend January 2021 to April 2021 Compared to April 2020 Baseline (First Full Month of the Operation Under COVID-19 Restrictions)



The Federal Coronavirus Aid, Relief, and Economic Security (CARES) Act and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) provided much-needed financial relief. With the combined federal assistance of the CARES Act, CRRSAA, and the American Rescue Plan Act, SunLine was able to keep lifeline service on the streets to provide essential transportation to customers needing a ride to medical appointments, work, grocery shopping and other destinations.

While the American Rescue Plan is changing the course of the pandemic and delivering relief for working families, SunLine proactively planned and implemented the multimodal transit network to rebuild a new economy and support the American Jobs Plan, an investment in America that will create millions of jobs, rebuild our infrastructure, and position the United States to better compete in the global economy. This means SunLine is taking students and residents to schools, colleges and job training centers while developing the next generation of clean fuels and technologies.

The new law does far more than fund transit’s COVID-19 needs. It also offers a wide range of longer-term assistance to workers, employers, schools, restaurants, retail businesses, event organizers, and towns, cities, and states – all of which are essential to reviving Coachella Valley’s economy. SunLine is poised to undertake this challenge; we have been proactively preparing to support these economic recovery efforts with an all-new transit network, new services and new service strategies.

Moving Forward from the Pandemic

Despite the challenges of the pandemic, SunLine pushed forward to fully implement the SunLine Refueled Initiative with community involvement and outreach efforts. No doubt, the communities of

Coachella Valley power guide SunLine’s decisions, providing a foundation for every decision we make. In every respect, the SunLine Refueled Initiative is a direct response to improvements requested by the community. The new norm called for a new transit system that is resilient, flexible, adaptable and of service in an environment that is unpredictable and rapidly changing.

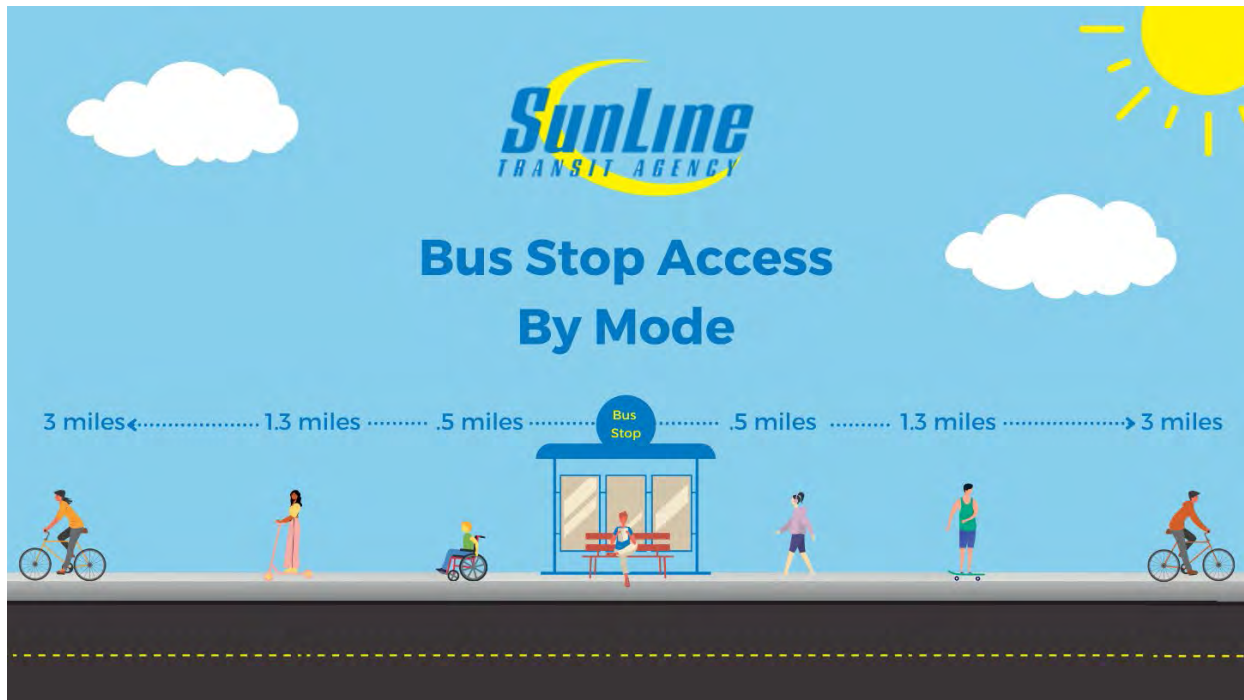


Our work has just begun.

The FY22–24 Short Range Transit Plan lays out a methodical blueprint for recovering from the pandemic and attracting “choice riders” (essentially customers who have other mobility options but choose transit instead) and supporting the broader regional and national initiatives. The plan reflects that the service provided is a key part of supporting the local economy and building thriving communities through greener, more efficient, and sustainable transportation options that connect with other forms of travel such as bicycles, carpools, park-and-rides, trains, and neighboring public transit providers.

Transportation planning requires an understanding of all modes of transportation as they are all linked along the journey. Because every trip begins and ends with a trip to or from a bus stop, accessibility and interconnectivity are essential components of planning and developing transit services to attract and encourage residents to use transit. SunLine is committed to building a multimodal transit network in partnership with the local jurisdictions, regional planning, and funding agencies. As shown in Figure ES.6, the rapidly evolving technologies, electrification of traditional human powered mobility units such as bicycles, scooters, etc., and other slow-moving electric vehicles such as golf carts, Segway’s, etc., have extended the transit catchment area from half a mile to now nearly three miles. This means more residents will have access to transit, a broader range of mobility options appropriate to each trip purpose according to the weather, cost, convenience, and other factors that influence the most the appropriate mode or modes.

Figure ES.6 Transit Catchment Area



A well-designed multimodal, flexible, clean, transit network becomes part of the urban fabric that can be used by everyone for its simplicity and value. A great transit network values the customer’s time and convenience. Transit that is easy to understand, easy to use, and simple to operate creates its own ridership and grows with the community. As shown in layers of transit services and modes, from high frequency to innovative modes such as SunRide, first and last mile solutions such as CVLink and other evolving modes are designed to create an effective network that grows with the community with each layer serving a different purpose and broadening the catchment area from the traditional half a mile to nearly three miles.

This means, more than ever before, all jurisdictions must work toward building a well-coordinated and connected transportation network. SunLine will continue to collaboratively develop and implement strategies with its community partners to attract choice riders, expand SunLine’s market share and increase ridership.

Looking Ahead

A safe return to shared travel is necessary, — and it will be a difficult task. The challenges in our immediate path are significant, but the first step is implementing the approved SunLine Refueled Initiative, envisioning good outcomes for a sustainable multimodal, connected, and clean, transportation future. Without a commitment to shared mobility, —especially mass transit, rapidly evolving personal mobility units and pooled rides, — we will see a resurgence of single-occupant vehicles and an undermining of progress towards climate and equity objectives.

Hence, fully implementing the approved SunLine Refueled Initiative remains the highest priority. Item 2 below, fare collection and front door boarding which has been approved by the Board of Directors, was implemented as a part of the May 2021 service change.

The remaining items previously approved by Board of Directors are slated for implementation in FY22 as noted below during the first year of the SRTP and the other long-term initiatives that primarily require public-public and public-private partnerships will be implemented on an ongoing basis as new funding sources/grants are realized.

- School trippers resumed on March 29, 2021 for students returning to in-class learning at local schools.
- Fare collection and front-door boarding resumed May 2, 2021.
- 10 Commuter Link service between Indio and San Bernardino is expected to begin July 12, 2021 coinciding with the start of California State University San Bernardino (CSUSB) on-campus classes on August 23, 2021.
- Route 1X is expected to launch September 7, 2021 testing the effectiveness and desirability of limited-stop service between Indio and Palm Springs.
- An attitude and awareness survey/study will be conducted in the fall to measure the effectiveness of the SunLine Refueled Initiative and fine-tune the transit network and strategies – a transit network designed by the residents.
- Bus stop signs and schedule holders will be updated to enhance customer service, optimize the utilization of trip planning technologies, modernize our image on the streets and improve communications.

As an agency of firsts, SunLine Transit Agency has remained committed to building a truly intermodal, clean, and sustainable transportation network in partnership with local jurisdictions, regional and federal governments, and the private sector to develop, finance and implement strategies to attract choice riders, expand SunLine’s market share and increase ridership. SunLine has the following strategic action items slated for next year:

- Capitalize on the CVLink multimodal corridor, which has the potential to connect neighborhoods to transit, activity centers, and address some of the first- and last-mile mobility needs of the Coachella Valley.
- Continue with SunLine’s ongoing improvement, communications, and education programs to enhance collaborative planning efforts that protect the integrity of the transit network and benefits of transit, i.e., improve the experience of the entire journey.
- Develop strategies and funding to implement frequency improvements and a Commuter Link service to connect western and central Coachella Valley to CSUSB, San Bernardino Transit Center (SBTC)/Metrolink Station and Amtrak Station as summarized below to capture choice riders by developing successful new funding streams and grants, as shown in Figure ES. 7.

Figure ES.7 Service Expansion Strategies and Status

Route #	Description	Annual Hours	Annual Miles	Expansion Buses (Excluding Spares)	Operating Cost	Capital Cost
1*	Coachella - Via Hwy 111 - Palm Springs. Increase weekday peak frequency from 20 minutes to every 15 minutes. Capital costs funded through an AHSC grant. Implementation date is tied to the completions of Coachella Valley Mobility Hub	6,120	91,910	4	\$ 704,840	\$ 2,600,000
1X**	Limited Stop Express Service between Indio -Palm Springs. Weekday peak limited stop service slated to start September 7, 2021	7,130	139,130	3	\$ 821,162	\$ 1,950,000
2	Desert Hot Springs - Palm Springs - Cathedral City. Increase weekday frequency from 20 minutes to every 15 minutes. Project not funded, implementation date to be determined.	13,300	175,570	4	\$ 1,531,761	\$ 2,600,000
3	Desert Edge - Desert Hot Springs. Increase weekday peak frequency from 60 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,922	34,276	1	\$ 221,357	\$ 650,000
4	Westfield Palm Desert - Palm Springs. Increase weekday peak frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	3,050	43,000	2	\$ 351,269	\$ 1,300,000
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert. Increase weekday peak frequency from 60 minutes to every 40 minutes. Project not funded, implementation date to be determined.	1,810	36,590	1	\$ 208,458	\$ 650,000
6	Coachella - Via Fred Waring - Westfield Palm Desert. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,450	36,200	1	\$ 282,167	\$ 650,000
7	Bermuda Dunes - Indian Wells - La Quinta. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,363	24,581	1	\$ 156,977	\$ 650,000
8	North Indio - Coachella - Thermal/Mecca. Increase weekday frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,050	34,210	1	\$ 236,099	\$ 650,000
9***	North Shore - Mecca - Oasis. Frequency was improved to every 60 min in Jan 21 from every 180 minutes.	1,922	34,276	1	\$ 221,357	\$ 650,000
10	Implement Commuter Link service between West Coachella Valley - CSUSB, San Bernardino Transit Center (SBTC)/Metrolink and Amtrak Station. Add 4 new roundtrips. Project not funded, implementation date to be determined. Staff is researching public/public or public private opportunities to fund and implement this service.	5,916	191,557	2	\$ 681,346	\$ 1,900,000
Total:				21	\$ 5,416,791	\$ 14,250,000

* Capital costs funded. Operating funds needs to be programmed

** Funded and start up slated for Monday, September 6, 2021

*** When demand warrants, increase frequency to every 40 minutes from current 60 minutes

With the aggressive implementation of the SRTP’s recommendations, SunLine is poised to meet the mobility needs of the residents of Coachella Valley and support regional and national economic recovery efforts. The budget is being simultaneously reviewed by the Board budget committee and the final SRTP and budget are slated for Board approval in June.



Chapter 1. System Overview and Service Profile

In 2019, SunLine Transit Agency completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to serve growing, and more productive areas — SunLine Refueled Initiative — was prepared with guidance provided by the Board of Directors, input from transit riders, and a robust data analysis. Due to the COVID-19 pandemic, SunLine only rolled out the first two pillars of the SunLine Refueled Initiative, the Consolidated Fixed Route Network and SunRide. The start of the other two pillars, the implementation of 10 Commuter Link and Route 1X, was postponed. Additionally, SunLine had to reduce service, operating on a Sunday schedule seven days a week and implementing an ambitious plan to maximize safety for both customers and employees by enforcing face coverings, social distancing requirements, and rear-door boarding; operating ghost buses to minimize overcrowding; suspending fare collection to minimize contact; and enhancing the cleaning and sanitizing of buses and office spaces.

This first chapter of the FY2022–2024 Short Range Transit Plan (S RTP) provides an introduction to SunLine. It outlines the baseline service conditions and includes a rider profile, a description of the service area, and a summary of current public transit service.

1.1 Description of Service Area

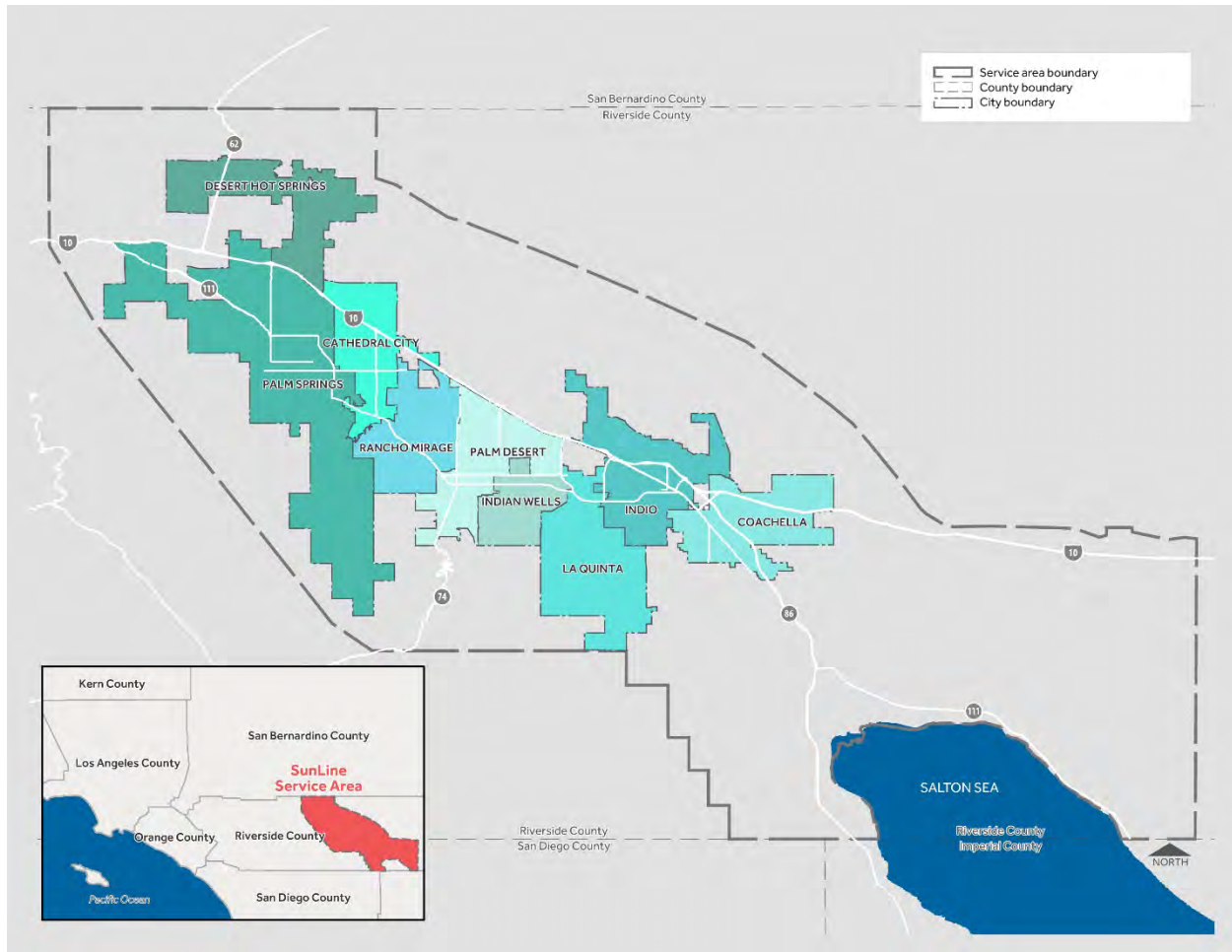
The SunLine service area covers 1,120 square miles of the Coachella Valley (Figure 1.1). It extends from San Geronio Pass in the west to the Salton Sea in the southeast. Located 120 miles east of downtown Los Angeles and 60 miles east of Riverside and San Bernardino, most of SunLine’s service area is located in the Riverside County Supervisorial District 4.

SunLine provides service to the following cities:

- Cathedral City
- Coachella
- Desert Hot Springs
- Indian Wells
- Indio
- La Quinta
- Palm Desert
- Palm Springs
- Rancho Mirage

Service is also provided to the Riverside County unincorporated communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, One Hundred Palms, Oasis, Thermal and Thousand Palms. Within the Coachella Valley region, SunLine provides 150 square miles of fixed-route service coverage and 200 square miles of paratransit service coverage.

Figure 1.1 SunLine Service Area



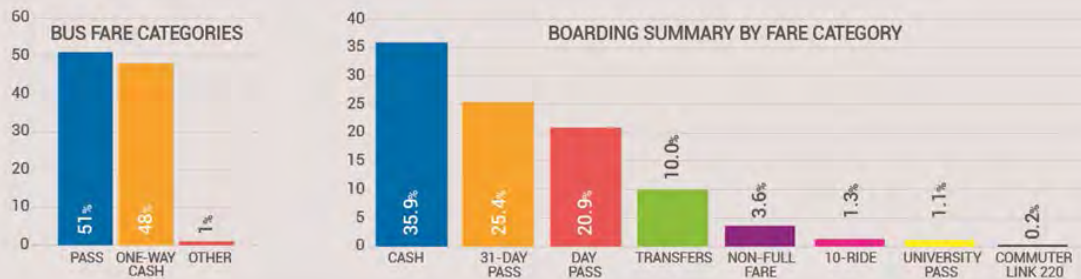
1.2 Population Profile and Demographics

The 2019 SunLine Transit Rider Survey was an important source of information for the plan. It gave SunLine staff a current ridership profile and described how riders use the transit system. The infographic on the next page shows the demographic characteristics of SunLine’s riders.

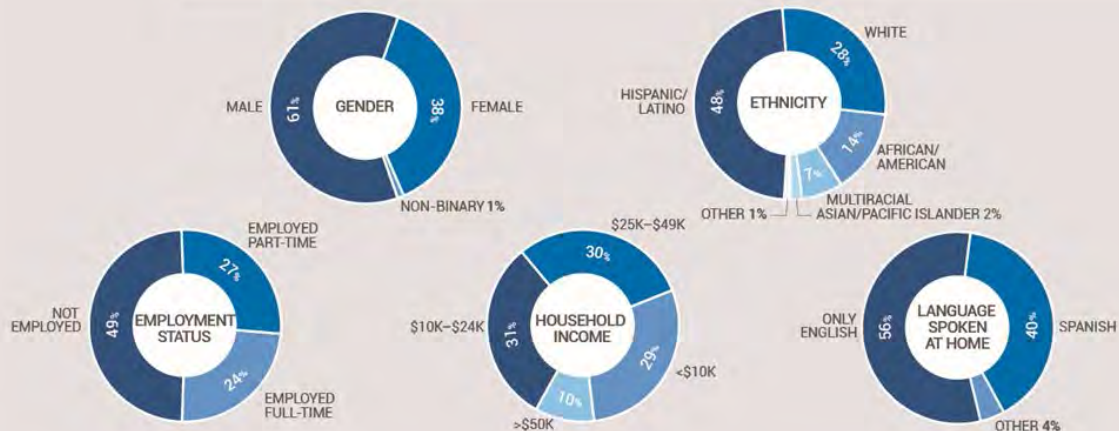
POPULATION PROFILE and RIDER CHARACTERISTICS

The SunLine Transit Rider Survey provided a snapshot of passenger characteristics, as summarized here.

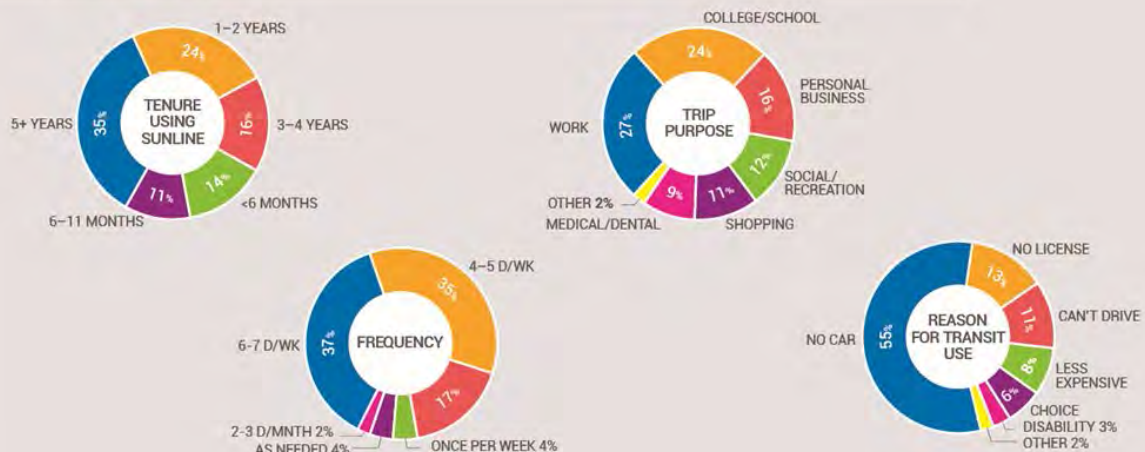
BOARDING FARE



DEMOGRAPHICS



TRANSIT USE





Despite the recent ridership downturn related to the COVID-19 pandemic, population growth in Riverside County and the Coachella Valley will continue to drive demand for public transit services. The SunLine Refueled Initiative is aimed at connecting its residents with health care, jobs, schools and a spectrum of other destinations. With straighter, more direct routes, the redesigned system will provide more permanent transit corridors to transit-supportive land uses charting an ambitious and strategic path to push the agency in a new direction to attract choice riders, boost ridership and create a brighter future.

Like other transit agencies nationwide, SunLine is faced with the challenge of maintaining core service, extending service to new developments, and addressing the financial challenges resulting from the COVID-19 pandemic. Additionally, a key objective of this restructuring is to streamline bus routes to address the request of the residents to provide more streamlined, direct, and frequent bus service. With the massive amount of growth, and limited funding, SunLine would be unable to provide direct service from every trip origin to every destination. However, with careful planning, more direct and streamlined bus routes, SunLine can establish a system that incorporates easier transfers, connectivity and reasonable walks to and from nearby bus stops to meet these sometimes-competing objectives.

That kind of growth has prompted SunLine to work with the community to develop a new system that gives customers fewer transfers, better connectivity, and enhanced efficiency for years to come. Failure to restructure and make the transit system more efficient would mean so many residents not having any transit service.

Projections prepared by the Southern California Association of Governments show that the Riverside County population is expected to grow at 1.1 percent rate from 2020 to 2040. This means an increase from 2.5 million people in 2020 to 3.17 million people in 2040. In contrast, Coachella Valley is projected to have a 2 percent higher annual growth rate than Riverside County over the same 20-year period. Population in Coachella Valley cities is projected to grow from 390,000 in 2020 to 600,000 in 2040. Figure 1.2 to Figure 1.4 show the Riverside County and Coachella Valley's population growth projections.

Figure 1.2 Riverside County Population Growth Projections

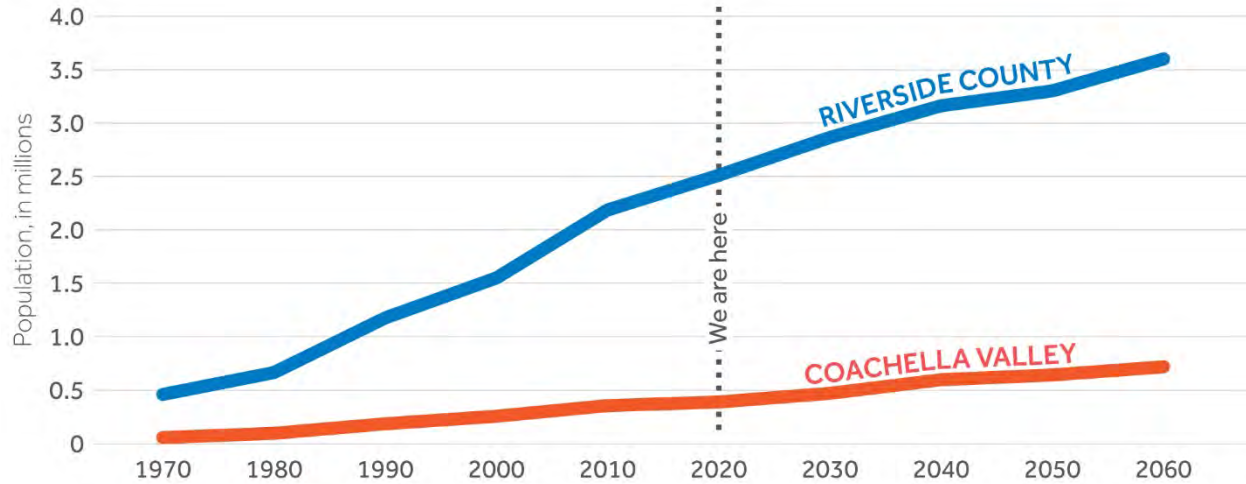


Figure 1.3 Coachella Valley Population Growth Projections

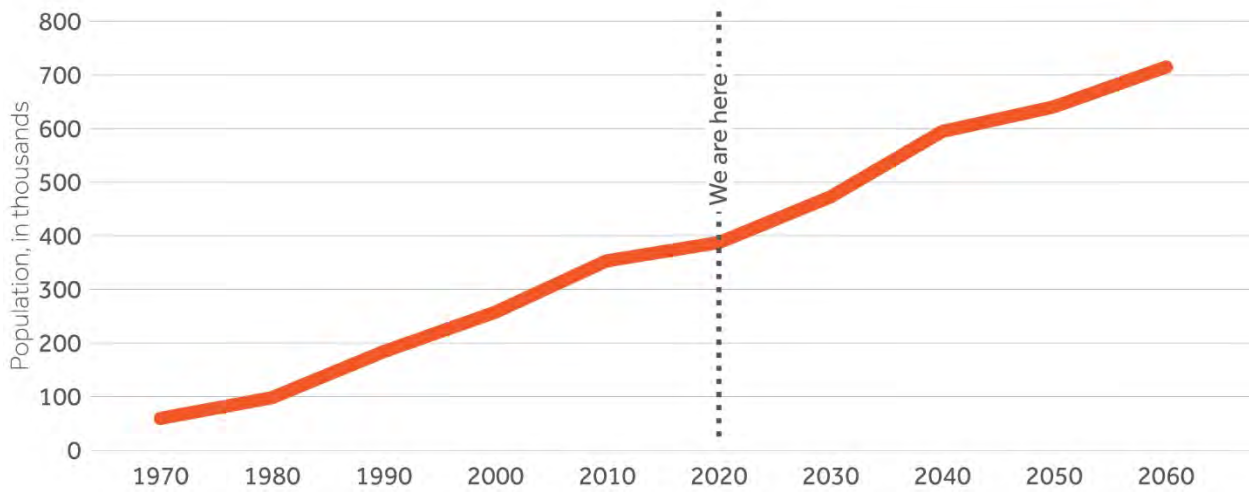


Figure 1.4 Population Growth Projections for Jurisdictions in the SunLine Service Area

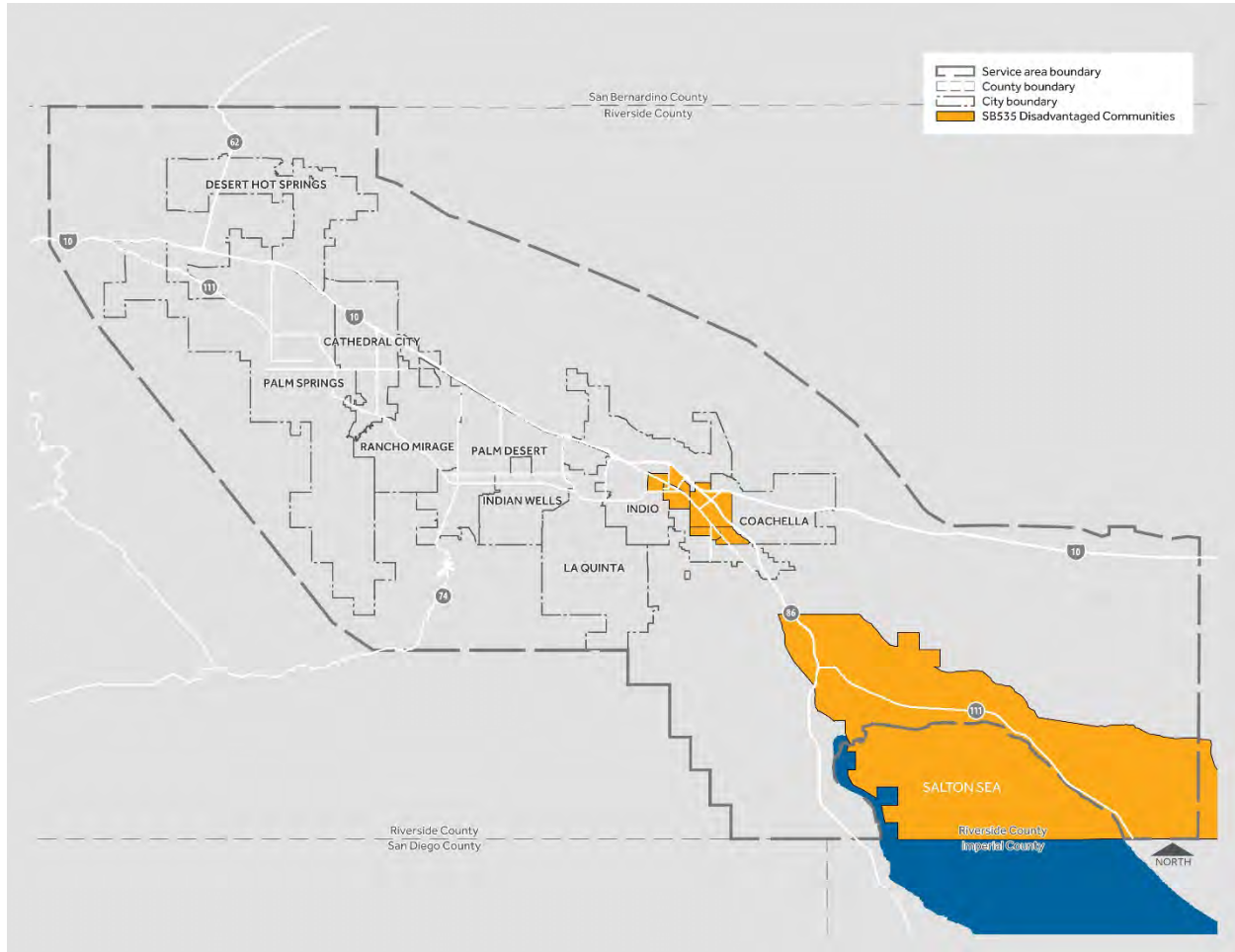
City	2012 Population	2040 Population	Difference	Percent Difference (%)
Cathedral City	51,476	68,100	16,624	32
Coachella City	42,400	146,300	103,900	245
Desert Hot Springs City	27,800	58,900	31,100	112
IndianWells City	5,100	7,200	2,100	41
Indio City	78,800	123,300	44,500	56
La Quinta City	38,300	47,700	9,400	25
Palm Desert City	49,800	61,700	11,900	24
Palm Springs City	45,600	56,900	11,300	25
Rancho Mirage City	17,600	25,000	7,400	42
Unincorporated Riverside County	359,500	487,500	128,000	36
Total	716,376	1,082,600	366,224	51%

Source : Southern California Association of Governments, 2016.
http://scagrtpscs.net/Documents/2016/draft/d2016RTPSCS_DemographicsGrowthForecast.pdf

Disadvantaged communities in California are specifically targeted for investment of proceeds from the state’s cap-and-trade program. Senate Bill 535 mandates that 25 percent of the proceeds from the Greenhouse Gas Reduction Fund go to projects that benefit disadvantaged communities. These investments are primarily aimed at improving public health, quality of life, and economic opportunity in the State’s most burdened communities while also reducing pollution.

Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1.5.

Figure 1.5 SB535 Disadvantaged Communities



1.3 Description of Services

SunLine’s existing transit service includes SunBus – local bus, Commuter Link – regional commuter service, SunRide – microtransit and SunDial – paratransit service. Additionally, SunLine’s taxi voucher, SolVan – vanpool, and rideshare programs provide additional transportation options to residents throughout the Coachella Valley. Each of these service types is described briefly in the following sections.

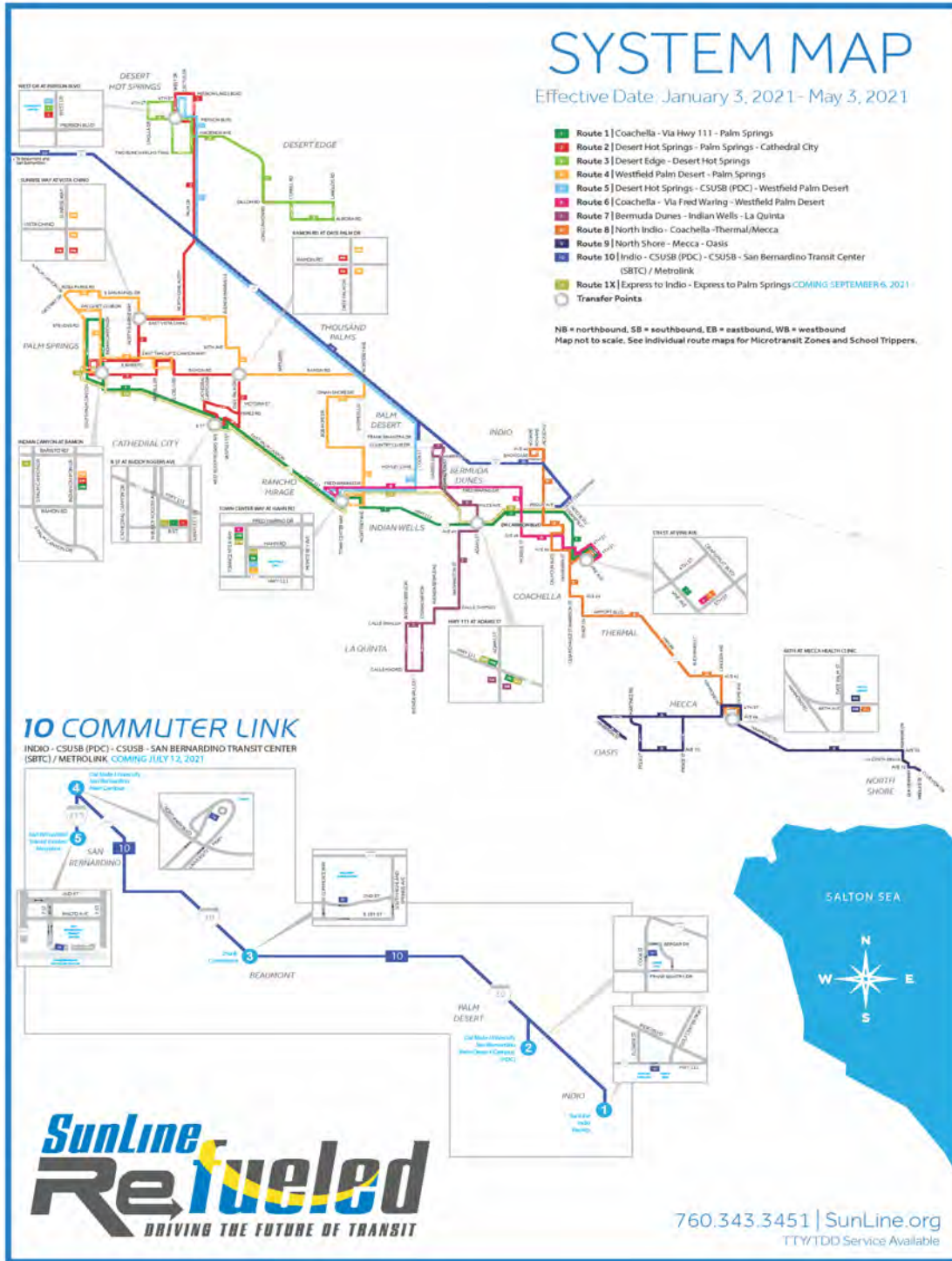
SunBus – Local Bus

SunLine currently operates nine local routes in its service area. The local bus network is broken down into trunk routes and connector or feeder routes. Trunk routes serve highly traveled corridors with more



frequent headways and include routes 1 and 2. Connector/feeder routes operate in less dense areas and connect to trunk routes. These routes generally operate at less frequent headways and include routes 3 through 9. SRTP Table 1.0 (see Tables Section of the SRTP) shows a list of the routes and the areas they serve. Figure 1.6 shows the SunLine system map. Appendix A shows SunLine route profiles.

Figure 1.6 Fixed Route System Map



SunRide – Microtransit Service

Microtransit is an emerging transit mode that offers flexible and dynamic demand-driven transportation solutions to areas with limited transit access or where traditional fixed route service is simply not feasible. Microtransit services typically operate with a fleet of smaller vehicles (for example, cutaway vans or vans) in defined zones, with dynamic routing based on real-time demand. Similar to Transportation Network Companies (TNC) such as Uber and Lyft, users in designated areas simply specify the details of their trips on a mobile application, and a vehicle is summoned to deliver them to their destination. Operating specifics such as service hours and coverage area can be tailored to meet the needs and/or resources of the agency (fleet availability, operating budget, etc.).



In January 2020 SunLine launched Phase 1 of a pilot project to evaluate on-demand service provided by local taxi companies. This phase of the microtransit pilot program service was offered, at no cost, to students that qualified for Extended Opportunity Programs and Services (EOPS) and resided within nine miles of the Indio campus. The service was to operate for a four-month period, January to May. COD staff provided SunLine with student residential data based on the nine-mile parameter, student schedules, email addresses, and student engagement support. An additional 30 students that participate

in EOPS and reside within six miles of the Palm Desert campus were identified and invited to participate in the program on March 2, 2020. None of the Palm Desert students participated in the program.

Regrettably, in the midst of Phase I of the pilot program, the COVID-19 pandemic of 2020 caused a major national and global disruption with the closures of businesses, schools, entertainment venues and the enforcement of national and statewide public health policies. COD closed its campus on March 16, 2020. As a result, the four-month pilot program was abruptly terminated after only 27 days of operation.

Phase I Findings

1. With only 27 days of operations there was a 10 percent participation level.
2. The ability to conduct direct marketing by having the student information was a significant contributing factor to the result of the study.
3. Participants much preferred on-demand requesting of the service rather than scheduling the trip in advance.
4. Driver responsiveness to the request for service was prompt but the pickup time was in excess of the goal by five minutes. It was identified that unready passengers, tablet malfunctions and driver errors contributed to extending reported wait times in 10 percent of the transactions.
5. The driver ratings were high.

The geo-fenced area needed to be adjusted as it was too large to service passengers within the goal of 10 minutes with the number of vehicles recommended by TransLoc. It was identified that drivers could not safely reach the location of pickup from where the vehicle was staged within a 10 minute period on nine percent of the ride requests. Overall lack of demand did not warrant the expense of placing additional taxicabs in service.

Since the pilot program was fare free no price elasticity could be established. Using an hourly rate of for service rather than reimbursing on a per trip basis generated a high cost per trip when carrying low ridership.



SunRide Microtransit Pilot – Phase II

SunLine launched Phase II of its microtransit pilot program in four Coachella Valley zones on January 4, 2021. SunLine identified communities that would benefit most from this on-demand door-to-bus stop service. The new microtransit service, known as SunRide, is available in the Cook Street Corridor (Palm Desert), the communities of Desert Edge, Coachella, and Mecca-North Shore (Figures 1.7 – 1.10). Riders use TransLoc, a smartphone app, which dispatches a SunRide vehicle to pick them up at a location within the designated geo-fenced zones and/or bus stops. The service is available during SunLine’s peak hours of Monday – Friday, 5:30 a.m. to 6:30 p.m.

The cost is \$2 per person until July 2, 2021 (which excludes a transfer to the Agency’s fixed route system). Beginning July 5, 2021, the fare will be \$3 per person which will include a free transfer to the fixed route service. SunRide’s on-demand service allows a rider to book a trip within 15 minutes or to schedule a trip up to seven days in advance. Riders may opt for contactless payment by choosing to pay using their credit/debit card. The app will also allow the rider to store their credit/debit card information within the app for convenience when booking future rides. Riders that do not have access to a smartphone may also book a trip through TransLoc’s web portal or by calling the SunRide dispatch center. Riders that book their trips without a smartphone pay cash upon boarding the vehicle.

Figure 1.7 SunRide Pilot Service Areas — Cook Street Corridor – Palm Desert



Figure 1.8 SunRide Pilot Service Areas — Desert Edge

Desert Edge

Connect to:

- Route 3 at Dillon loop to Hacienda Ave. and Mountain View
- Routes 2 and 5 at Palm & Dillon



Figure 1.9 SunRide Pilot Service Areas — Coachella

Coachella

Connect to:

- Route 8 within the geofence
- Route 1, Route 6, and Route 8 at 5th & Vine

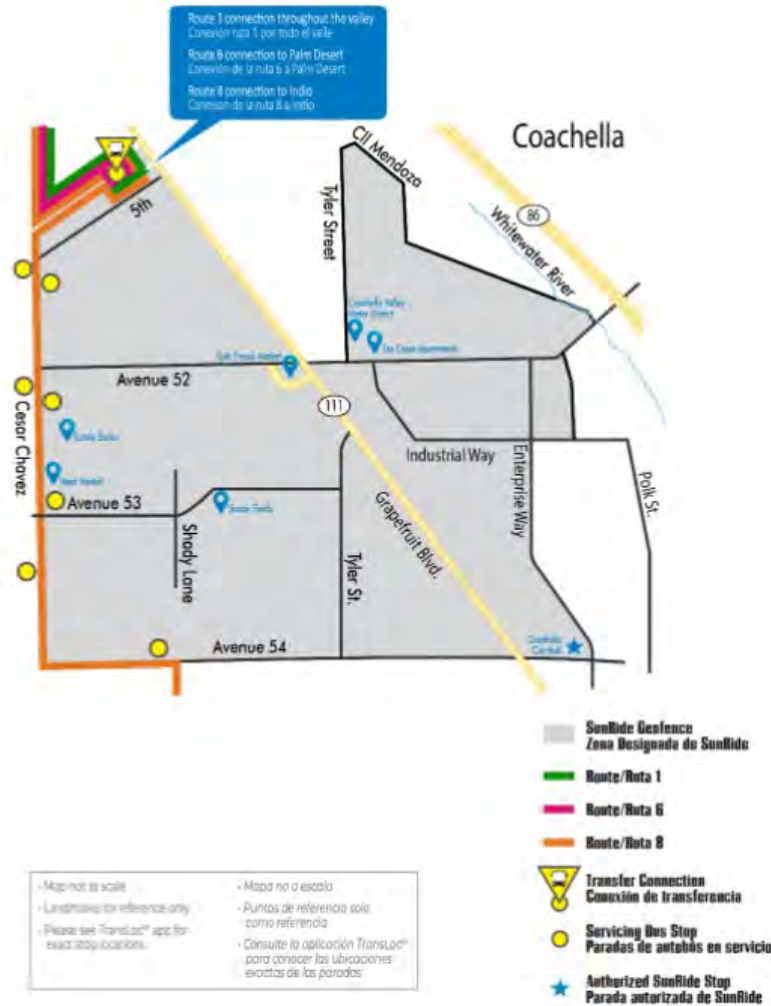


Figure 1.10 SunRide Pilot Service Areas — Mecca North Shore

Mecca North Shore

Connect to:

- Route 9 at stops from Mecca Library to Club View Dr. & Windlass Dr.
- Route 8 Mecca Library



SunDial Paratransit

SunLine operates SunDial ADA paratransit to provide service to those certified under ADA, who cannot ride fixed route bus service. SunDial patronage decreased during the past year due to the COVID-19 impact. In FY 2019/2020, SunLine served 122,010 passengers, a 0.21 percent decrease from FY 2018/2019. SunDial operated 833,477 miles and 58,753 hours of revenue service in FY2019/2020.

SunDial operates within three-quarters 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 an origin to destination service, 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 39 vans seven days a week during the same hours and days as the fixed route network. Service is not provided on Thanksgiving and Christmas days. 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 and days 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, from receipt of a completed application. Riders who have the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities.

SolVan – Vanpool

A vanpool is a group of people who are commuting to the same workplace or post-secondary education facility (college, trade school, etc.) regularly from the same community, riding together in a van or SUV provided by a vendor to share expenses. Vanpools typically carry five to 15 passengers, and operate long distances, traveling between pick-up locations and a place of work/school.

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. Vanpools are very demand-responsive; they can be quickly organized based on demand, on a monthly basis. Once ridership falls below a threshold, a vanpool can end but new routes can be easily added based on need 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. Employers can help employees form vanpools through rideshare matching. Rideshare matching helps potential vanpoolers locate others nearby with similar commutes. With technology advancements, on-demand vanpooling may help reduce coordination costs and increase ridership.

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 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. Vanpools travel long distances, much further than most bus routes, which helps broaden service area.

SunLine's Vanpool Program, SolVan, provides a subsidy for qualified vans that agree to report daily riders, miles, and hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The volunteer driver of the vanpool must be a participant in the vanpool

program. Vanpool passengers are responsible for paying the monthly lease cost minus the SolVan subsidy. Lease includes insurance and maintenance. They will also share the cost of gas, toll fees, and parking fees (if applicable). Vehicles for this type of service are leased by one of the pre-qualified vendors to one of the commuters in the group, a company, or by a third-party representative.

Status during pandemic: The pandemic situation has created many challenges and disruptions for transit and ride sharing mobility options. Employers can be very effective to help create vanpools, as riders have the commonality of work destination and employers can modify work shifts to accommodate transportation arrangements. There is also a regional air quality regulation affecting employers who employ 250 or more employees, to improve air quality by promoting telework and sharing the ride to reduce solo commuting, among other air quality strategies. However, another challenge of the pandemic has affected employment numbers where many of the regulated sites are no longer regulated, which may impact their partnership to voluntarily promote alternative modes of transportation. Furthermore, many employers allowed employees to telework from home, laid off or furloughed employees, reduced work shifts, and some employers have gone out of business.

These situations impacted those regularly commuting, including those vanpooling. Fortunately, all SolVan vanpools have continued during pandemic, both at farm sites and traditional work sites. However, there was some ridership reductions due to reduced work shifts. SolVan subsidy guidelines were relaxed to still support vanpools with less ridership. During the most recent few months, however, ridership is gradually returning to pre-pandemic levels. The main reason SolVan ridership was not drastically impacted is because most of the vanpoolers work in essential-type businesses and their type of work requires them to commute regularly to these long-distance worksites. Vanpoolers also felt comfortable riding with the same known commuters, and following many pandemic safety protocols, including mask wearing, leaving seats vacant by lowering or staggering by day the number of riders, allowing for more empty seats for social distancing, regular cleaning regimen, plastic barriers, proper ventilation, not sharing items (such as newspapers), among other best practices.

Target Audiences:

1. Agriculture workers (primarily Spanish-speaking) in the eastern Riverside County for the winter farming/harvest season.
2. Farmers, growers, and contractors that employ or provide agricultural workers to agricultural work sites.
3. Stakeholders, such as elected officials both regionally and locally, agency champions, board members, nonprofit agencies, HR networks, and regional influencers.
4. Adult students travelling to educational institutions in the region.

5. Professional employment centers, such as government, hospitality, education, manufacturing and medical.
6. Employees that commute though or work within eastern Riverside County (Coachella Valley and Blythe). Examples include professional employment centers, government agencies, healthcare facilities, hospitality venues, higher education institutions and industry/manufacturing sectors.

Marketing initiatives to date:

- Communication in the preferred language based on the demographics of eastern Riverside County.
- Hotline phone number (877-4SOLVAN) and website SolVan.org
- Program materials, printed and electronic, including a brochure, employer packets, fact sheets, guidelines, steps, etc.
- Creation and placement of SolVan vehicle decals to identify and promote the program.
- Expanded van vendor selection to provide more competitive van lease pricing, vehicle options, and services.
- Novelty items, such as pens, note pads, bags, commuter mugs, sunscreen, lunch bags, etc.
- Logo wear to be worn by SunLine/SolVan staff when attending employer and community events to further promote and build the brand.
- Vanpool launch event and press release.

Taxi Administration

The SunLine Regulatory Administration (SRA) is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley.

1.4 Current Fare Structure

In 2002, SunLine raised its base cash fare from 75 cents to \$1. In 2011, a SunLine fare study recommended both eliminating the 25-cent transfer fare and incrementally raising the base cash fare to \$1.50. These recommendations were not implemented. The SunLine Board of Directors has given direction to staff to explore fare-free operations.

This fare structure differentiates fares for specific transit customers and trip types. The multiplier column shows the ratio of the base cash fare to the pass price and is the point where the pass fare per trip matches the per-trip cash payment. The multipliers show how SunLine is targeting specific market



segments with discounts to increase the system’s ridership and revenue. For example, SunLine provides a discounted 31-day youth pass for students using transit.

Cash Fares

In addition to the \$1 fare for adult riders, SunLine enforces a 25-cent fee for transfers. The transfer pass is good for unlimited rides within two hours of purchasing, and is valid only on the day issued. Transfers are issued only upon boarding.

The base cash fare for seniors, which SunLine defines as individuals 60 years of age or older, is 50 cents on all fixed-route services. Individuals that qualify for the ADA also pay a 50-cent base cash fare on all fixed-route services. The fare complies with the Federal Transit Administration’s (FTA’s) Half Fare rule, which requires agencies receiving federal funds to offer fares to persons 65 or over and disabled travelers at a level no more than half the base cash fare. Medicare cards, Department of Motor Vehicles driver’s license or senior ID cards, ADA certification cards, or SunLine Half Fare ID cards are accepted as proof of age or disability.

A discounted youth fare of 85 cents is also available for children between the ages of five and 17. Children four years of age and younger ride free with a paid adult cash fare (maximum of two children). SunLine’s fixed route fare structure is summarized in Figure 1.11.

Figure 1.11 Fare Structure

Fare Type	Price (\$)	Multiplier	Fare Type	Price (\$)
Adult			Other	
Cash	1.00	—	Transfers	0.25
Day pass	3.00	3.0	CV/employer pass	24.00
10-ride	10.00	10.0	University pass	24.00
31-day pass	34.00	34.0		
Youth			Commuter Link 10 Cash	
Cash	0.85	—	General cash	6.00
Day pass	2.00	2.4	Senior cash	4.00
10-ride	8.50	10.0		
31-day pass	24.00	28.2		
Seniors/Disabled			Commuter Link 10 Cash	
Cash	0.50	—	General day pass	14.00
Day pass	1.50	3.0	General 30-day pass	150.00
10-ride	5.00	10.0	Senior day pass	10.00
31-day pass	17.00	34.0	Senior 30-day pass	100.00

Fare Passes

SunLine currently issues two types of fare passes: the Day Pass and the 31-day Pass. Daily and monthly passes are available for the 10 Commuter Link service as well, but are priced and sold separately from the general fixed-route passes.

Day Pass

The SunLine Day Pass is available for \$3 and allows for unlimited rides on all fixed routes for the duration of one calendar day. In adherence to the FTA’s Half Fare rule, the Day Pass for seniors and disabled



riders is available for \$1.50. The Day Pass for youth riders is \$2. The Day Pass for the 10 Commuter Link is \$14 for adults and \$10 for seniors.

31-day Pass

SunLine sells a pass valid for a rolling 31-day period from the date of first use. The 31-day Pass is available for \$34 for general adult riders, \$17 for seniors and disabled riders, and \$24 for youths. The monthly pass for the 10 Commuter Link is a 30-day pass available for \$150 (10 Commuter Link operates Monday through Friday only).

Multiple Ride (10-ride)

A 10-ride pass is available for \$10 for general adult riders, \$5 for seniors and disabled riders, and \$8.50 for youths (ages five to 17). There is no discount from the base cash fare for this pass.

Employer Passes

SunLine offers a 31-day Pass to businesses in the Coachella Valley that have five or more employees interested in using transit. The pass can be used for unlimited rides on any of SunLine’s fixed route services and is priced at \$24 a month. The pass is \$10 less than the 31-day adult pass and is designed to encourage greater use of alternative modes of transportation.

Haul Pass

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley’s colleges and university. Both the College of the Desert and the California State University, San Bernardino – Palm Desert Campus are partners. To ride SunLine, students of these schools can simply swipe their active student ID card through the SunBus card reader when they board. The program is currently funded through a three-year grant from the Low Carbon Transit Operations Program (LCTOP).

Token Transit

SunLine riders download the Token Transit application to their smartphone and use it to pay SunLine fares. It requires a credit or debit card to set up an account and purchase bus passes.

1.5 Revenue Fleet

SunLine’s fleet includes fixed-route buses, paratransit vehicles, and support vehicles. SRTP Table 1.1 (see SRTP tables) shows the characteristics of SunLine’s fixed route and paratransit fleet. Figure 1.12 shows a summary of SunLine’s fleet of support vehicles.

Figure 1.12 SunLine Support Vehicle Summary

Number of Vehicles	Manufacturer	Fuel Type
15	Electric Light Vehicles	Electric
12	CNG Light Vehicles	CNG
15	CNG Light Duty Trucks	CNG
2	Hybrid/Gasoline Light Duty Vehicles	Hybrid
Total 44		

1.6 Existing Transit Facilities and Bus Stop Amenities

SunLine operates administrative and bus operations facilities at two locations. Administrative headquarters and main bus operations are located at 32-505 Harry Oliver Trail in Thousand Palms. SunLine also operates a maintenance and fueling facility at 83-255 Highway 111 in Indio. Park-and-ride facilities are located at 78-420 Varner Road in Thousand Palms and at 83-255 Highway 111 in Indio.

SunLine’s bus system has 659 stops with 424 shelters. In addition, there are 60 stand-alone benches and waste containers at 14 major transfer locations. Figure 1.13 and Figure 1.14 shows the top 10 stops served for weekday service and weekend service accordingly.

Figure 1.13 Top 10 Stops Level 3

Stop Name	City	Average Riders Per Day
Indian Canyon/Ramon	Palm Springs	358
B St/Buddy Rogers	Cathedral City	351
5th/Vine	Coachella	284
Palm Canyon/Stevens	Palm Springs	238
Town Center/Han East Side	Palm Springs	179
West/Pierson	Desert Hot Springs	141
Hwy 111/Golf Center Indio Facility	Indio	138
Town Center/Han West Side	Palm Desert	101
Ramon/San Luis Rey North Side	Palm Springs	90
Baristo/Farrell South Side	Palm Springs	75

Source: APC Data March 21, 2020 - March 20, 2021

Figure 1.14 Top 10 Weekend Stops

Stop Name	City	Average Riders Per Day
B St/Buddy Rogers	Cathedral City	348
5th/Vine	Coachella	291
Indian Canyon/Ramon	Palm Springs	221
Palm Canyon/Stevens	Palm Springs	175
Town Center/Han East Side	Palm Desert	165
66th/Mecca Family HC	Desert Hot Springs	133
Town Center/Han West Side	Palm Desert	117
West/Pierson	Desert Hot Springs	112
Ramon/Date Palm	Cathedral City	76
Showcase/Monroe	Indio	68

SOURCE: APC Data Refueled Q1.

1.7 Existing Coordination between Transit Agencies and Private Providers

As the designated Consolidated Transportation Services Agency, 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 Riverside County Transportation Commission (RCTC) Citizens and Specialized Transit Advisory Committee (CSTAC), SunLine’s ACCESS Advisory Committee, San Gorgonio Pass Area - Transportation Now Coalition, and neighboring transit operators.

SunLine facilitates 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 CSTAC, the Technical Advisory Committee, Aging & Disability Resource Connection (ADRC) of Riverside Long-Term Services and Supports Coalition, Desert Valley Builders Association, 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 maintains interagency agreements

between Riverside Transit Agency, Omnitrans, Metrolink and California State University to coordinate the operation of 10 Commuter Link service, which connects Indio/Palm Desert to the California State University, San Bernardino campus and the San Bernardino Transit Center (SBTC)/Metrolink Station with a bus stop in Beaumont.

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 on its Rides to Wellness demonstration project known as the Blythe Wellness Express service. This service, launched in July 2017, operates three days per week and travels to the Coachella Valley's three hospitals (Desert Regional Medical Center, Eisenhower Medical Center and John F. Kennedy Memorial Hospital) within SunLine's service area.

Amtrak Throughway (operated by Amtrak bus contractors) transports rail passengers traveling between rail hubs at certain Amtrak stations and 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 collaborates with the 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.

In 2019, FlixBus initiated regional bus service at Palm Springs, Palm Desert, and Indio that connects to Los Angeles in the west and Phoenix, Arizona, in the east. SunLine maintains an interagency operating agreement with FlixBus.

1.8 Review of Previous Studies and Plans

In 2019, SunLine completed its Transit Redesign and Network Analysis Study. Prepared by HDR, this study took a comprehensive look at fixed route transit operations to make recommendations to optimize SunLine's service. SunLine also completed an on-board transit rider survey in 2019. This survey provided insight into rider preferences and needs to help guide the transit redesign.

Other reports reviewed for the preparation of this SRTP include:

- Bus Rider Survey Study (February 2015)
- SunLine Transit Feasibility Study Hydrogen Station Expansion (January 2016)



- SunLine Transit Facilities Master Plan (November 2016)
- SunLine Transit Agency Transit Asset Management (September 2018)
- Network Study Report SunLine Transit Redesign & Network Analysis (February 2019)
- Innovative Clean Transit (ICT) Plan to SunLine Board of Directors (May 2020)

Chapter 2. Existing Service and Route Performance

SunLine developed its Refueled plan through a holistic process that reflected guidance from the Board of Directors, input received from riders, and a data-driven process that used existing transit market information such as stop- and route-level boarding data and origin-destination survey data. Due to the COVID-19 pandemic, SunLine rolled out only the first two pillars of the SunLine Refueled Initiative, the Consolidated Fixed Route Network and SunRide, and postponed the start of the other two pillars: the implementation of 10 Commuter Link and Route 1X. The Refueled FY21-23 SRTP included updated key performance indicators (KPIs) that further support these quantitative, community-based planning methods.

2.1 Description of Key Performance Indicators

As part of its Refueled commitment, SunLine regularly reviews route service performance to adjust service supply to meet demand within its capacities. A quartile-based performance threshold is used to compare and measure the relative performance of individual routes. This tool allows SunLine to identify the top 25 percent and bottom 25 percent performing routes.

Passengers per revenue hour is the recommended KPI for evaluating SunLine's route-level service. It measures service effectiveness or productivity based on ridership (passenger boardings) generated for each revenue hour of service operated. SRTP Table 2 (see SRTP Tables) shows SunLine's system performance.

Service Quality Standards

Service quality standards contribute to the reliability and consistency of service delivery. Riders may first be attracted to transit service based on headway and span. Choice riders may continue to use services because they can reliably get to their destinations on time. Unreliable service often results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- on-time performance (service reliability)
- percent service delivered (service reliability)
- miles between service interruption (service reliability)
- load standards (service comfort)
- average fleet age (service comfort)
- bus deployment policy

Each suggested metric is discussed in more detail below.

On-time Performance. This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time point within a range of zero minutes early to three minutes late. To achieve targeted on-time performance, service running times must be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. The on-time performance target is 85 percent for all services. This target helps show riders that nine out of every 10 trips will arrive at the scheduled time.

Runtime variants also affect service speed and reliability. Runtime is the time allotted in a transit schedule for a route to travel from one time point to another time point, or from beginning to end. Calibrating the runtime for the day of the week and hour of the day (for example, peak vs. non-peak) helps routes and the overall system adhere to or surpass the adopted on-time performance. It is important to review runtime variants regularly because roadway traffic conditions are ever-changing.

Miles between Service Interruptions. This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. SunLine’s standard is 5,000 miles.

Load Standards. This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand on the bus for short distances or time periods (for example, under two miles and/or 10 minutes) during peak periods, it is generally accepted that seating should be available for all riders during normal off-peak conditions. Figure 2.1 show load standards.

Figure 2.1 Load Standards

Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off-peak	Average 100% of seated load = 38 passengers

Average Fleet Age. The age of the vehicle fleet affects performance and reliability of transit services as well as system attractiveness to customers. SunLine’s standard for average fleet age is no greater than 10 years. Adhering to the average fleet age standard will help ensure a reliable and comfortable passenger experience.

Bus Deployment Policy. Bus deployment specifies the type of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding. Figure 2.2 shows the bus deployment policy.

Routes 1, 2, 3, and 4 should use 40-foot buses given the higher passenger volumes.

Other routes should use either 40- or 32-foot buses based on ridership demand.

SunLine will review the bus deployment policy every two years beginning in 2020, and will make necessary adjustments as the fleet is updated to ensure compliance with Title VI of the Civil Rights Act of 1964 requirements.

SunLine is in full compliance with Title VI, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine ensures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion of maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined above. Additionally, fuel cell buses are assigned to routes with shorter distances and/or durations that are within the acceptable range capacity of those vehicles.

Adequate numbers of buses are assigned to routes with high demand to avoid instances of overcrowding or standing passenger. All SunLine buses are fully air conditioned and are 100 percent accessible to persons with disabilities.

Figure 2.2 Bus Deployment

Service Type	Vehicle Type
Trunk routes	40-foot buses
Local routes	32- or 40-foot buses depending on ridership demand
On-demand service	15-passenger van or sedan

Warrants Standards

Warrants standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost-effective fixed route transit service. To ensure the agency’s financial sustainability, SunLine will introduce only those new services that operate above the lower-performing route quartile or with productivity that is within 15 percent of the system average.

Planning new services around these guidelines will help ensure successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed route service will help SunLine respond to future community requests for new service.

Network Role

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

Market Opportunities

There is a strong correlation between service performance, surrounding population, and employment densities—the more people with access to a route, the higher the route’s potential ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments, and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations. The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

A minimum threshold is considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

Unmet Mobility Needs

SunLine will strongly consider the mobility needs of transit-dependent populations when evaluating where to operate service. In assessing the area’s demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.

Key Destinations

Key destinations likely to generate higher demand for transit service include major area schools, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, open residential communities (not gated), and those with relatively lower income and vehicle ownership levels.

Evaluating New Services

New routes should be monitored to determine whether they are reaching the desired performance standards. The route should first be evaluated after six months to determine whether it meets more than two-thirds of its performance standards. New services not meeting the minimum standards at the end of an 18- to 24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided three years of funding for a route that did not meet standards, this route may still be operated for the full three-year period.

Productivity vs. Coverage Target

The SunLine Board of Directors' goal is to capture choice riders, new riders and expand transit market share. The Board is committed to first investing in new operating plans that improve productivity, and second in operating plans that improve coverage. This is consistent with the Transportation Development Act of 1971 that established fiscal performance requirements of 20 percent of farebox recovery in urbanized areas and 10 percent in rural areas. To comply with this state mandate, and to improve effectiveness and efficiency, SunLine recommends the following policy for service deployment:

- Seventy percent of fixed-route service should be deployed in areas with higher population and employment densities where transit is able to meet productivity standards
- Thirty percent of fixed-route service should be deployed to maintain coverage in areas where lower population and employment densities limit transit service productivity.

SunLine will not dismantle its existing service to pay for productivity. Rather, funds for new service will be split 70/30 to establish productivity-oriented routes to expand the transit market share and capture new riders. This focus on productivity will also help SunLine meet mandatory farebox recovery requirements. By state mandate, new or significantly modified service is exempt from meeting the required criteria for up to two years plus the year of commencement. The objective is to give these routes time to perform up to the standards.

2.2 Service Performance

Beginning in August 2018, SunLine's Haul Pass program attracted new student riders to the system. Expanding the student travel market helped stabilize declines in transit ridership. At the same time, SunLine was able to reduce expenses and complete FY2020–2021 under budget. These savings put SunLine in a better financial position to weather the operational challenges and budget shortfalls resulting from the COVID-19 pandemic. For example, in the last quarter of the fiscal year, SunLine will see a significant decrease in passenger fare revenue as local fixed route and paratransit bus service are being provided free of charge.

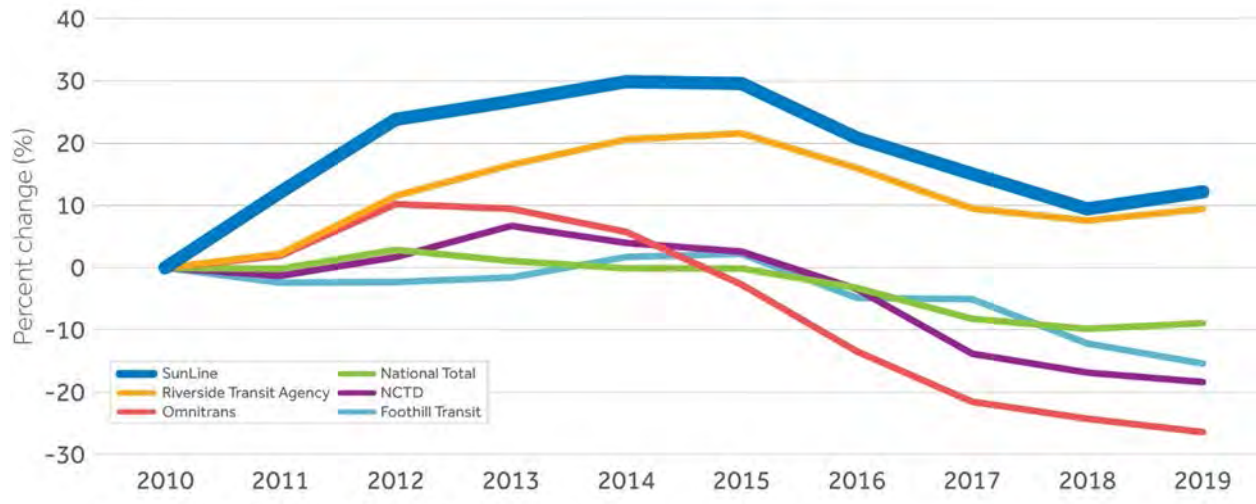
SRTP Table 2.1 (see SRTP Tables) shows the Fiscal Year (FY) 2020–2021 SRTP performance report. It shows FY2018–2019 and FY2019–2020 system performance indicators with FY2020–2021 anticipated performance. It projects a decrease in passengers and an increase in operating costs for FY2020–2021.

SRTP Table 2.2 (see SRTP Tables) shows the SRTP system service summary broken out by fixed route and dial-a-ride service types. *SRTP Table 2.3 (see SRTP Tables)* shows route-level performance indicators.

Before the COVID-19 pandemic, SunLine had been enjoying an increase in transit use. Figure 2.3 shows total SunLine fixed route ridership relative to 2010 and its peers. Figure 2.4 shows that ridership decreased in FY2019–2020 over the previous fiscal year. SunLine attributes this decrease to the COVID-19 pandemic. Figure 2.5 shows SunLine’s fixed route ridership trend.

Figure 2.3 Percent Change in Fixed Route Ridership Relative to 2010 and Peers

(to be updated with 2020 data in the final SRTP, 2020 National Transit Database (NTD) data is not yet



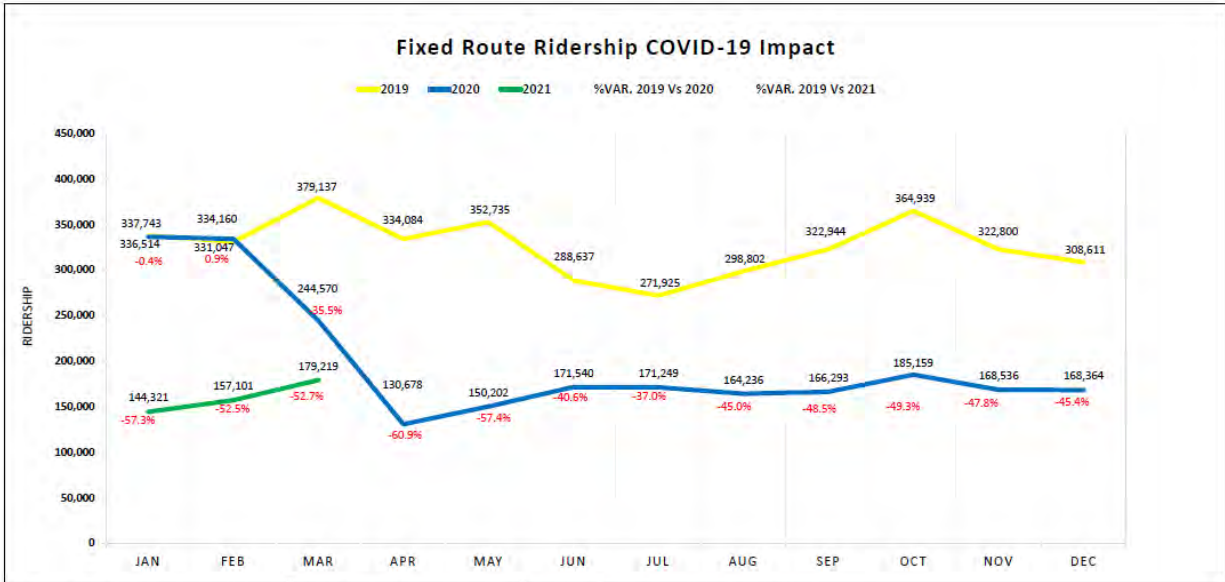
Source: National Transit Database Motor Bus and Commuter Bus Annual Unlinked Trips

available)

Figure 2.4 SunBus Ridership Change

Service Type	FY 2018/2019	FY 2019/2020	Percent Change
SunBus (Fixed Route)	4,039,450	3,379,520	-16.3%

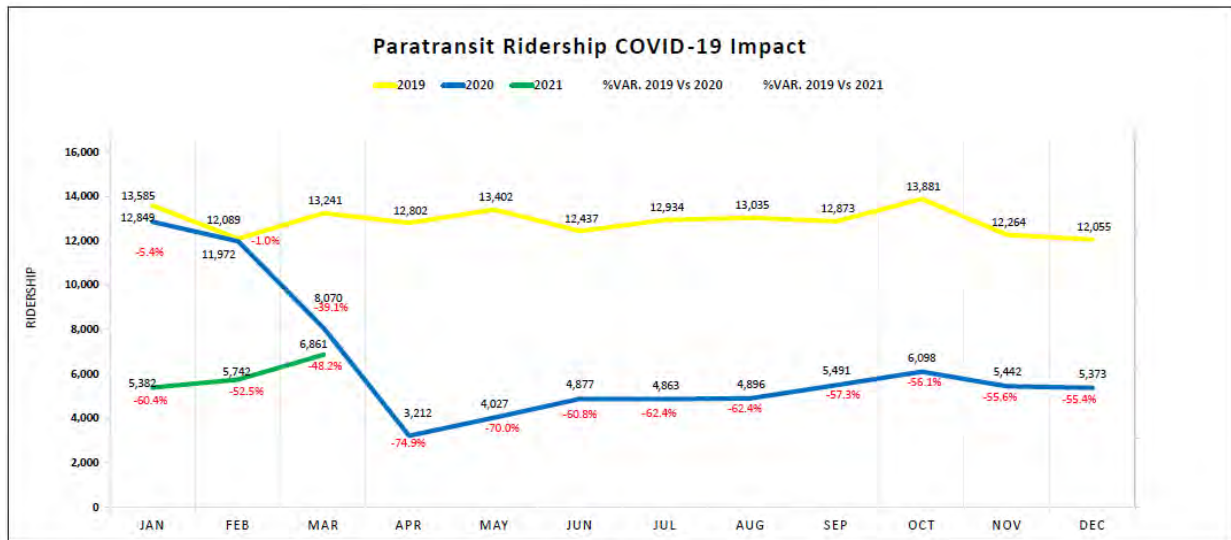
Figure 2.5 SunBus - Fixed Route Ridership Comparison



Since March 21, 2020, SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.
 January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.
 April 2020 was the first complete month of operation of the (Level-3) Service.
 Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.
 Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.
 Ridership:
 FY 2019 Actual = 4,039,450
 FY 2020 Actual = 3,379,520
 FY 2021 SRTP Predicted = 3,761,953

Figure 2.6 shows a decrease in annual paratransit ridership between fiscal years due to the COVID-19 pandemic.

Figure 2.6 SunDial Paratransit Ridership Comparison



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Since March 25, 2020, SunDial has been operating one on one off service in response to the potential spread of the disease. Variances are in red close to their corresponding ridership number. 2020 and 2021 are referring to the baseline of 2019.

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 through the use of an electronic payment card. This card is easily obtained by eligible patrons by 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 their card they are able to call in and add a balance of up to \$50 per month. SunLine provides matching funds in equal amount up to the \$50. The total balance added for each month can be a maximum of \$100. Remaining 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 program is serviced by two taxi businesses permitted to operate in the Coachella Valley and provides some relief to the demands on the paratransit services. Both the riders and the taxi providers appreciate how this service keeps them competitive with other rideshare services in the area.

Taxi Administration

The SRA is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley. Figure 2.7 presents the current operating taxi businesses in the Coachella Valley along with the number of vehicles operated by each company.

Figure 2.7 Taxi Businesses

Businesses	Vehicles
Coachella Valley Taxi	19
Desert City Cab	18
Yellow Cab of the Desert	27

SolVan – Vanpool

A vanpool is a group of people who are commuting to the same workplace or post-secondary education facility (college, trade school, etc.) regularly from the same community, riding together in a van or SUV provided by a vendor to share expenses. Vanpools typically carry from five to 15 passengers and operate long distances, traveling between pick-up locations and a place of work/school.

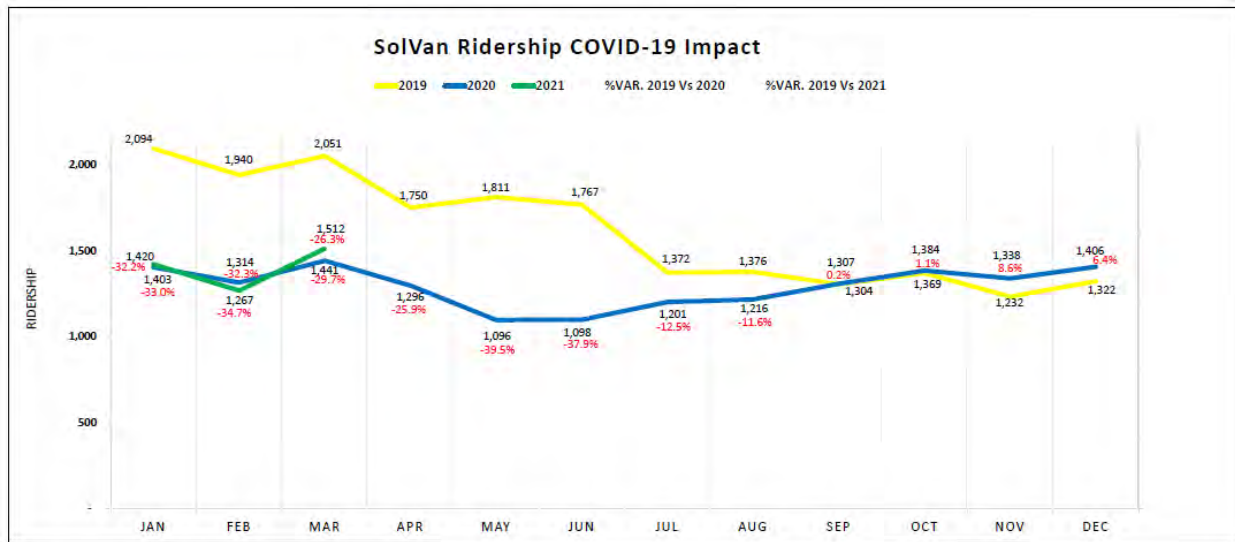
Vanpools provide small-scale commuter ridership in scenarios where operator costs would otherwise be prohibitively high. Operating costs are very low, because the passengers drive themselves. Ridership per platform hour is healthy. Vanpools are very demand-responsive; once ridership falls below a threshold, the service goes away and new routes can be added with a minimum of overhead. They can access office parking areas and other locations that 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 the service. 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 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 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, SolVan, provides a subsidy for qualified vans that agree to report about daily riders, miles, hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van monthly lease cost minus the subsidy. Lease includes insurance and maintenance. They will also share the cost of gas, toll fees, and parking fees (if applicable). 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 a third-party representative. Figure 2.8 shows the ridership trend of SolVan.

Figure 2.8 SolVan Ridership Trend



Ridership (or boardings) is the number of rides taken by passengers.
 SolVan ridership is down 0.68% year to date.
 Ridership:
 FY 2019 Actual = 23,025
 FY 2020 Actual = 15,623
 FY 2021 SRTP Predicted = 13,176

2.3 Productivity Improvement Efforts Underway

SunLine is constantly evaluating its routes to improve productivity. This includes key performance indicators such as farebox recovery and passengers per hour or trip. SunLine also continually evaluates its bus schedules and blocking to reduce deadhead miles and optimize layovers between trips.

For example, the new 10 Commuter Link is aimed at improving regional service between the Coachella Valley and the Inland Empire. For students, 10 Commuter Link will provide a direct connection between the California State University, San Bernardino – Palm Desert Campus and the main campus in San Bernardino. It will also provide a connection to the San Bernardino Downtown Metrolink Station.



The Route 1X weekday express service is intended to improve productivity on SunLine’s highest ridership route. Stopping at five locations in the Highway 111 corridor, Route 1X will provide a 60-minute trip between Indio and Palm Springs.

SunLine is conducting a microtransit pilot project to connect riders to main route service by bridging the first mile, last mile gap. 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. The pilot project, which started in January 2020, is evaluating the feasibility of using local taxis to expand SunLine’s service area and reach non-traditional markets.

Haul Pass

The College of the Desert and the California State University, San Bernardino – Palm Desert Campus are important transit markets. Started in August 2018 with a grant from the LCTOP, the SunLine Haul Pass program gives students at these schools access to SunLine buses with their student ID. The LCTOP grant is funding an expansion of the program to students that are enrolled in a Coachella Valley high school. The program will begin at the commencement of the 2021 school year and will be available for one year, with the goal of the program being self-sustaining. All students that apply will be eligible to ride for free, to and from school, to attend after school activities, work or leisure.

Mobile Ticketing

The 2019 Transit Rider Survey showed that more than 80 percent of SunLine riders have access to a smartphone or tablet with an Internet connection. Access to a connected device is an important factor in the implementation of the Token Transit mobile ticketing pilot. The pilot program will allow riders to use a new method of acquiring passes, and will give SunLine valuable information that will be used for a permanent mobile ticketing solution.

2.4 Major Trip Generators

The 2019 SunLine Transit Agency Rider Survey identified the main transit trip generators in the Coachella Valley. The top destinations for home-based work trips are Palm Springs, Palm Desert, and La Quinta. The College of the Desert and Palm Springs High School are top destinations for home-based other trips that include shopping, recreation, and education. Figure 2.9 and Figure 2.10 show the traffic analysis zones with the top home-based work and home-based other trip attractions.

Figure 2.9 Home-based Work Trip Attractions

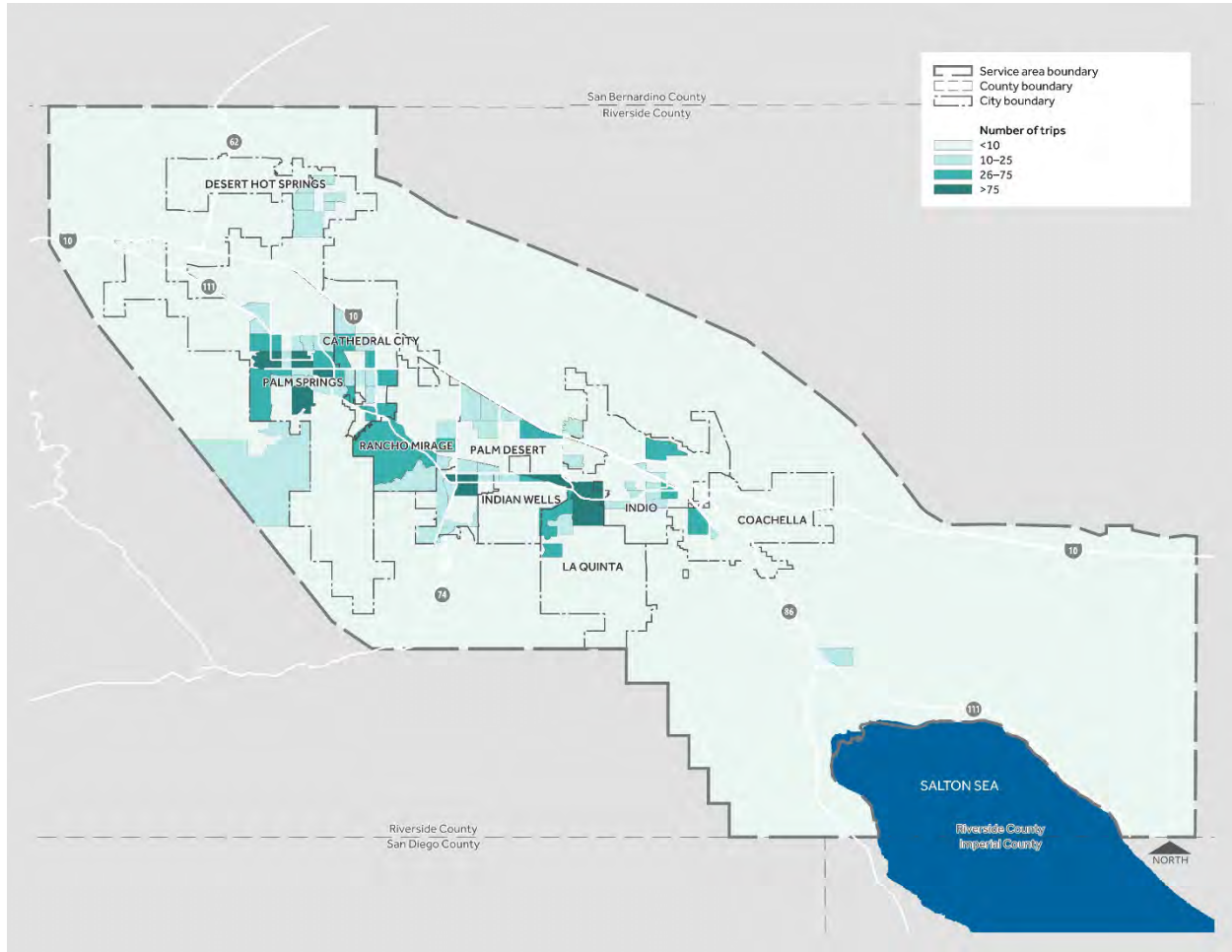
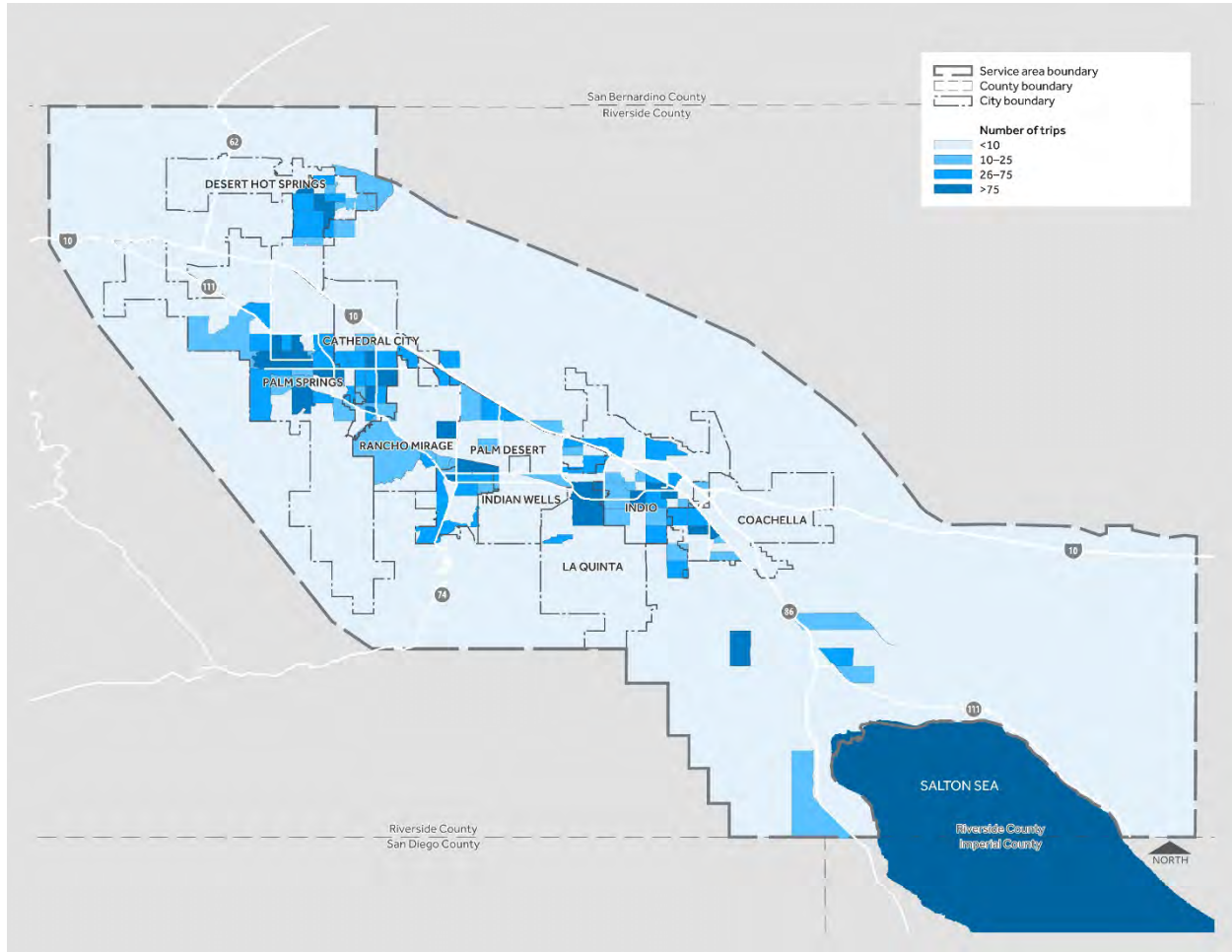


Figure 2.10 Home-based Other Trip Attractions



Chapter 3. Refueled Implementation and Marketing

With the aggressive implementation of the SRTP’s recommendations, SunLine is poised to meet the mobility needs of the residents of Coachella Valley and support regional and national economic recovery efforts. L on

23-term population projections show growth in Desert Hot Springs, Coachella, and Indio that will increase demand for transit. In the near term, however, SunLine’s focus is on rebuilding ridership lost during the COVID-19 pandemic. Below are service changes planned in FY2022–2024:

- School trippers began on March 29, 2021 for students returning to in-class learning at local schools.
- Fare collection and front-door boarding resume May 2, 2021
- 10 Commuter Link service between Indio and San Bernardino is expected to begin July 12, 2021 coinciding with the start of California State University San Bernardino (CSUSB) on-campus classes on August 23, 2021
- Route 1X is expected to launch September 7, 2021 testing the effectiveness and desirability of limited-stop service between Indio and Palm Springs.
- An attitude and awareness survey/study will be conducted in the fall to measure the effectiveness of the SunLine Refueled Initiative and fine-tune the transit network and strategies – a transit network designed by the residents.
- Bus stop signs and schedule holders will be updated to enhance customer service, optimize the utilization trip planning technologies, modernize our image on the streets and improve communications.

As an agency of firsts, SunLine Transit Agency has remained committed to building a truly intermodal, clean, and sustainable transportation network in partnership with local jurisdictions, regional and federal governments, and the private sector to develop, finance and implement strategies to attract choice riders, expand SunLine’s market share and increase ridership. SunLine has the following strategic action items as long-term initiatives:

- Capitalize on the CVLink multimodal corridor, which has the potential to connect neighborhoods to transit, activity centers, and address some of the first- and last-mile mobility needs of the Coachella Valley.



- Continue with SunLine’s ongoing improvement, communications, and education programs to enhance collaborative planning efforts that protect the integrity of the transit network and benefits of transit, i.e., improve the experience of the entire journey.
- Develop strategies and funding to implement frequency improvements and a Commuter Link service to connect western and central Coachella Valley to CSUSB, San Bernardino Transit Center (SBTC)/Metrolink Station and Amtrak Station as summarized below to capture choice riders by developing successful new funding streams and grants. Figure 3.1 summarizes these service expansion strategies and the status these initiatives.

Figure 3.1 Service Expansion Strategies and Status

Route #	Description	Annual Hours	Annual Miles	Expansion Buses (Excluding Spares)	Operating Cost	Capital Cost
1*	Coachella - Via Hwy 111 - Palm Springs. Increase weekday peak frequency from 20 minutes to every 15 minutes. Capital costs funded through an AHSC grant. Implementation date is tied to the completions of Coachella Valley Mobility Hub	6,120	91,910	4	\$ 704,840	\$ 2,600,000
1X**	Limited Stop Express Service between Indio -Palm Springs. Weekday peak limited stop service slated to start September 7, 2021	7,130	139,130	3	\$ 821,162	\$ 1,950,000
2	Desert Hot Springs - Palm Springs - Cathedral City. Increase weekday frequency from 20 minutes to every 15 minutes. Project not funded, implementation date to be determined.	13,300	175,570	4	\$ 1,531,761	\$ 2,600,000
3	Desert Edge - Desert Hot Springs. Increase weekday peak frequency from 60 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,922	34,276	1	\$ 221,357	\$ 650,000
4	Westfield Palm Desert - Palm Springs. Increase weekday peak frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	3,050	43,000	2	\$ 351,269	\$ 1,300,000
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert. Increase weekday peak frequency from 60 minutes to every 40 minutes. Project not funded, implementation date to be determined.	1,810	36,590	1	\$ 208,458	\$ 650,000
6	Coachella - Via Fred Waring - Westfield Palm Desert. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,450	36,200	1	\$ 282,167	\$ 650,000
7	Bermuda Dunes - Indian Wells - La Quinta. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,363	24,581	1	\$ 156,977	\$ 650,000
8	North Indio - Coachella -Thermal/Mecca. Increase weekday frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,050	34,210	1	\$ 236,099	\$ 650,000
9***	North Shore - Mecca - Oasis. Frequency was improved to every 60 min in Jan 21 from every 180 minutes.	1,922	34,276	1	\$ 221,357	\$ 650,000
10	Implement Commuter Link service between West Coachella Valley - CSUSB, San Bernardino Transit Center (SBTC)/Metrolink and Amtrak Station. Add 4 new roundtrips. Project not funded, implementation date to be determined. Staff is researching public/public or public private opportunities to fund and implement this service.	5,916	191,557	2	\$ 681,346	\$ 1,900,000
Total:				21	\$ 5,416,791	\$ 14,250,000

* Capital costs funded. Operating funds needs to be programmed

** Funded and start up slated for Monday, September 6, 2021

*** When demand warrants, increase frequency to every 40 minutes from current 60 minutes

3.1 Planned Service Changes FY2021–2023

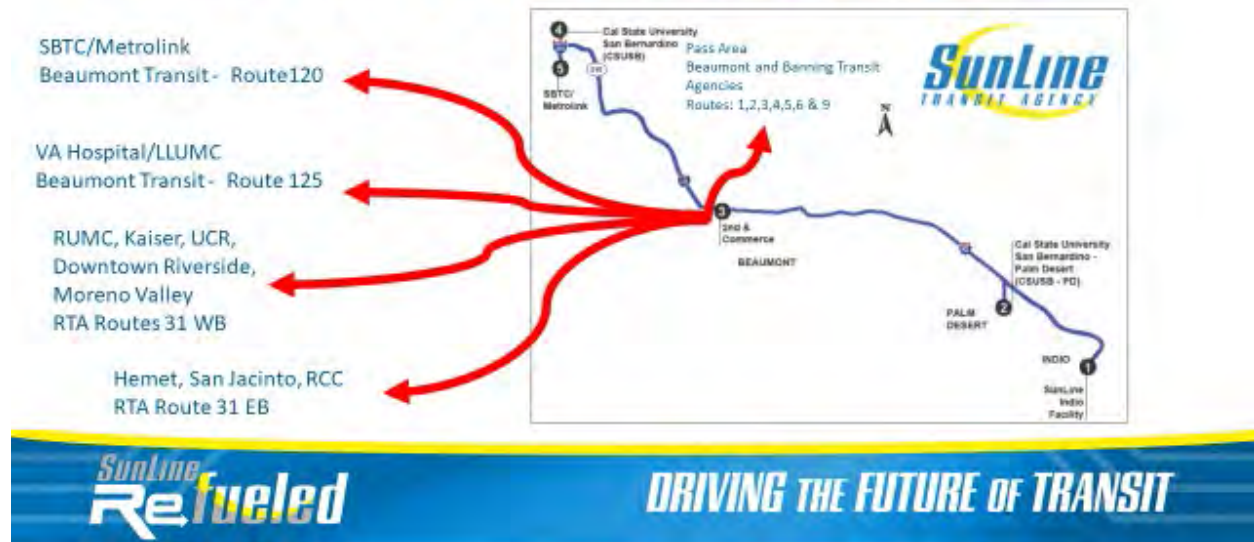
Route 10 Commuter Link

The route previously approved and proposed to launch in May 2020 was moved to July 2021 due to the COVID-19 pandemic. As shown in Figure 3.2, Route 10 Commuter Link service is designed to connect residents of Coachella Valley to San Bernardino Transit Center (SBTC)/Metrolink Station, a destination that provides access to more than twice the number of trains that serve the Riverside-Downtown Metrolink Station. The Route 10 also connects California State University San Bernardino’s Palm Desert Campus (CSUSB-PDC) with its main campus in San Bernardino through a financial partnership with California State University. Through SunLine’s Haul Pass Program, students, staff, and faculty at CSUSB-PDC and students at College of the Desert are able to ride all SunLine fixed route services at no cost with a valid ID. The service is expected to operate two round trips in the morning and two in the evening with total daily ridership hovering around 170 passengers. That equates to more than three million vehicle miles travelled (VMT) if these passengers drove alone, congesting our roads and polluting our air.

Similarly, there is a need to connect residents of Coachella Valley to the San Geronio Pass area where they can connect with Riverside Transit Agency (RTA), Beaumont Transit and Banning Transit as shown in the figure below. At the Route 10’s Beaumont Walmart stop, passengers will be able to transfer to buses serving Cabazon, University of California at Riverside, Riverside University Health Center, Kaiser Hospital, VA Hospital, Loma Linda Medical Center, as well as a spectrum of other destinations served by RTA, Beaumont Transit and Banning Transit.

Figure 3.2 10 Commuter Link Service Map

Route 10 Commuter Link Service between Indio/CSUSB-PD to San Bernardino (July 12)



The Walmart stop in Beaumont is not a timed transfer point because of unpredictable freeway travel time. However, with the use of real-time passenger information technology, passengers traveling to any of those previously mentioned destinations can connect with SunLine, RTA, Beaumont Transit and Banning Transit buses. Passengers can also use transportation network companies (TNC), a taxi service, bicycle, or some other mode of transportation to access those destinations.

The need for convenient and affordable transit in the Coachella Valley cannot be underestimated. The communities on the eastern portion of Coachella Valley are disadvantaged communities. Oasis has a population of approximately 5,758 people, according to CensusReporter.org. In 2013 over 98 percent were Latino and the area's median household income was \$23,291, significantly lower than the state's average of \$61,498 (Census Bureau, 2014). Roughly 51 percent of children below the age of 18 live below the poverty level. The CalEnviroScreen 2.0 score for Oasis is in the range of 81-85 percent. Particularly onerous are factors like poverty (96th percentile), linguistic isolation (97th percentile), unemployment (95th percentile), low-education achievement (96th percentile), and exposure to pesticides (95 percent) and impaired water (92 percent).

Thermal's population is approximately 3,650 people, according to CensusReporter.org. In 2013 over 98 percent were Latino and the area's median household income was \$27,524 and 40 percent of children

under 18 live below the poverty level. The CalEnviro Screen 2.0 score for Thermal is in the range of 76 to 80 percent. Thermal's poverty (96th percentile), linguistic isolation (92nd percentile), unemployment (98th percentile), low-education achievement (96th percentile) and exposure to pesticides (96 percent) remain areas of significant concern.

We anticipate most of the residents making this 90-plus mile trip each way, a two-hour journey aboard Route 10 will come from remote locations in Coachella Valley. It is also likely that they will have already made one or more transfers to get to the Route 10's Indio stop to access important medical services and educational and employment opportunities served by the route. These are the mobility needs of the residents of Coachella Valley that are currently not addressed or met by Redlands Rail, RTA, Beaumont Transit, Banning Transit or Metrolink.

Route 10 originated when RTA eliminated their financial contribution to operate Route 220 service between Riverside and Coachella Valley. The decision to eliminate funding was linked to a Comprehensive Operational Analysis (COA) that RTA conducted with extensive public outreach and coordination efforts with the public and RCTC. SunLine is not second-guessing RTA and RCTC's basis for eliminating funding for this regional connector. At the time, SunLine notified RTA and RCTC that we will be discontinuing Route 220 in the absence of operating subsidies. The recommendations of SunLine's COA and the financial partnership with CSUSB enabled us to roll out Route 10 as noted in SunLine's SRTP, which was reviewed and approved by RCTC.

Subsequently, SunLine held public hearings in November 2019 and met with the staff of RCTC to provide an update. Staff also notified Omnitrans, RTA, Beaumont, Banning and Metrolink and extended the same opportunity to meet the City of Beaumont staff.

Route 1X

Faster and more frequent service are top priorities for SunLine customers. Partially funded by a Congestion Mitigation and Air Quality (CMAQ) grant, Route 1X would reduce travel time between Indio and Palm Springs by 24 minutes. Travel time would be reduced by skipping stops and using a more direct route on Fred Waring Drive. Route 1X will use the existing SunLine fleet branded for the express service. The route will have specially branded bus stops that may also include enhanced shelters and upgraded amenities.

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 will continue to move forward with the paratransit eligibility/certification process and implement in-person interviews to ensure paratransit riders qualify for the service. SunLine also plans to implement new technology in the near future to facilitate on-line scheduling and cancellation 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 five minutes prior to passenger pickup.

Goals of SolVan

1. Gain new vanpool riders whose route travels through or ends in eastern Riverside County.
2. Continue educating employers and employees in Eastern Riverside County about benefits of promoting alternative modes of transportation and of the SolVan program and how the program works.
3. Continue to support SunLine as a leader in alternative transportation options recognizing the agency for bringing a new commute option to eastern Riverside County.
4. Continue to support current vanpool participants to ensure their satisfaction with the program to promote long-term program participation.
5. Work alongside the regional rideshare program, Inland Empire (IE) Commuter, to mine employee data of carpoolers and interested carpoolers and drivers commuting long distances with regular work shifts for potential vanpool groups, add incentives and outreach efforts, and to leverage large and small employers to create a green thinking workspace as an employee benefit.

SolVan Marketing Plan

- **Employer partnerships and network meetings:** Employee Transportation Coordinator (ETC) network meetings hosted at SunLine quarterly.
- **Press releases:** Identify stories of commuters and topical activities.
- **Testimonials/stories:** Personal interest stories could be useful pieces to include in press releases or newsletters.
- **Websites:** Keeping both SunLine and SolVan websites updated with van vendor changes, vehicle options, pricing, guideline changes, list of active vanpools, etc.

- **Events:** Staff attends employer and community events when requested to promote TDM (Transportation Demand Management) and vanpool services.
- **Social media:** All SunLine/SolVan posts are re-posted/shared by IE Commuter on social media platforms as they occur (Facebook, Instagram, Twitter). Special “boost” messages for social media outreach through SunLine sites.
- **Customer service scripts & quick facts:** Updates provided to SunLine Customer Service staff with vanpool details.
- **SunLine staff outreach:** Reestablishing a rideshare program internally for SunLine employees in coordination with IE Commuter.
- **Specialized marketing outreach:** Marketing team to identify and determine new campaign opportunities for combined SunLine, SunCommute, SolVan efforts.
- **Agricultural outreach:** Continue coordination with CalVans and local community groups in eastern Coachella Valley and attend and support local events as requested.
- **CalVans Marketing/Outreach:** CalVans conducts ongoing outreach with local farms, independent of SolVan and provides employer vouchers as many farms fully pay full vanpool cost to attract farm workers (No SolVan subsidy provided in this scenario).
- **Graphic campaigns:** Printed graphics were created in English and Spanish and posted on area bus shelters, as well as signage onboard buses.
- **Media campaigns:** Radio commercials were created in English and Spanish and ran on local radio stations the first year. For following years, television commercials were created in English and Spanish focused on both agricultural and traditional worksites and aired on local television stations. Television has visual advantage of better explaining what a vanpool is by showing how it operates.
- **Printing updated marketing materials.**
- **Creating new SolVan novelty items,** supplemented by IE Commuter novelty items.
- **Utilizing IE Commuter employee survey commute data** for larger employers in territory to identify and target employees in specific communities.

3.2 SunLine’s Overall Marketing Plans, Studies, and Promotions

In order to support the initiatives outlined in the SRTP, the Marketing Department has plans to implement strategies that will help increase ridership by educating target audiences about the many new services and programs launched as part of SunLine Refueled Initiative as well as other Agency news and announcements.



Success depends on strategic, integrated marketing and communications campaigns that are coordinated with other departments within the Agency. An example of this is unifying “clean and green” messaging with communications’ efforts to promote the SunLine Refueled pillars – with each department delivering on their role to ensure the “brand promise.”

While SunLine’s ridership is dependent on the recovery of public transit following the challenges of COVID-19, proactive marketing plans will continue to propel the communications and marketing efforts that have been ramped up since the pre- and post-launch of the SunLine Refueled Initiative.

Marketing plans will:

1. Help regain and build ridership among current, recent and lapsed riders
2. Identify and drive ridership among new riders along new consolidated routes
3. Build trust among stakeholders and the community to drive advocacy
4. Communicate progress made in SunLine’s clean fuels fleet initiatives
5. Engage employees to achieve organizational objectives throughout SunLine Refueled, recovery and beyond

Target Audiences

In order for marketing efforts to resonate, analysis of target markets must be done, studying both who they are and what motivates them. Then, marketing materials must be customized to reach those target audiences. See Figure 3.3 for target audience analysis.

Figure 3.3 Target Audience Analysis

	Key Messages What motivates them?
Current riders	<ul style="list-style-type: none"> • Cleanliness • Social distancing • Safety • On-time performance • Price <p>For some: environment</p>
Lapsed riders due to COVID-19	<ul style="list-style-type: none"> • Cleanliness • Social distancing • Safety • Better use of time • On-time performance • Price • Haul Pass <p>For some: environment</p>
Potential new riders	<ul style="list-style-type: none"> • Better use of time • Cleanliness • Social distancing • Safety • On-time performance • Price • Travel to the region <p>For some: environment</p>
Community at large	<ul style="list-style-type: none"> • Economic prosperity • Reduction of congestion • Reduction of emissions • Transparency • Good stewards
Employees	<ul style="list-style-type: none"> • Feeling valued and listened to • Having the opportunity to contribute to the success of the Agency • Compensation and benefits

	Key Messages What motivates them?
	<ul style="list-style-type: none"> • Cleanliness in office/ bus • Transparency

Marketing Strategies

There are a number of strategies for communicating with SunLine’s various target audiences, and messaging will be tailored to connect with each of them based on their motivations as identified in the target audience analysis.

Social Media and Website

After building a robust social media program in recent years, SunLine has increased regular communication directly to its target audiences (fans/followers of the Agency’s social media platforms). Posts have been entertaining and informative – both key components of keeping followers engaged.

Transit Tuesdays offer a weekly online event that discusses pre-selected topics each week so followers can tune in at the same time/day each week knowing there will be informative content for them. Other posts tie in history, comedy, safety and recognition. This variety in messaging keeps the platform interesting and worth following.

Advertising

Strategically utilizing SunLine’s budget, an advertising plan that maximizes available advertising funds and incorporates innovative advertising strategies will be developed and implemented. It will utilize platforms such as digital, print, radio and TV media. The goal is also to promote all key messaging on internal advertising mediums, such as bus shelters and interior bus advertising.

Rider/Community Input

A strong marketing program incorporates a strategy for listening to constituents. SunLine will create and facilitate a new survey to gather input regarding SunLine Refueled Initiatives and how they are being received in the community. This provides the opportunity to learn about any issues that may need to be addressed. Data gathered can be used to make any necessary adjustments to the SunLine Refueled pillars.



Public Relations

SunLine’s PR representatives will draft press releases to promote Agency initiatives. They will also pitch stories to the media to publicize key newsworthy items, coordinate media interviews and follow-up on media requests in a timely fashion.

Customer Service Center/Website

SunLine’s Customer Service Center expanded this past year to include LiveChat on the web for those who need immediate assistance navigating the new Consolidated Fixed Route network. The website has also been instrumental as a central resource for all communications and announcements disseminated by SunLine. In addition, the customer service center offers phonenumber support by customer service representatives Monday through Friday. Agents are able to use resources such as Google Transit Trip Planner and MyStop Bus Tracker to quickly and accurately answer customer inquiries. Bilingual (English/Spanish) customer service agents are available to assist with questions in both English and Spanish.

Video Production

The creation of videos as marketing tools will increase this year, according to shifts in social media audience preferences. By developing an expanded library of video assets, SunLine will be able to initiate increased engagement with its target markets, and those individuals will better retain the information being shared through unique videos.

Rider’s Guide

A revamped Rider’s Guide has become an essential communications tool for SunLine. A more updated format, which features relevant information for riders, includes directions, maps, time point bus stop locations, schedules, fares, transfer instructions and how to receive assistance with SunLine’s programs and services. Transit system information, which aligns with the updated Rider’s Guide, can also be found at transit centers, on buses and at bus stops. SunLine’s transit information is provided in both English and Spanish. A mini guide about SunLine Refueled programs and services will be also printed and distributed.

Clean Fuels Fleet Communications

The Agency’s reputation as a pioneer in clear air and alternative fuel technology must continue to remain top-of-mind by promoting news regarding SunLine’s advancement in its Zero-Emissions Bus Rollout Plan. With the construction of the hydrogen electrolyzer, SunLine has been able to plan early to allow for other agencies to have a model for small- to mid-size systems to follow.



Internal Communications

Keeping employees up-to-date on company initiatives and marketing efforts inspires higher morale and invites them to be involved in the bigger picture. To this end, SunLine has an internal newsletter featuring key stories and facts about the Agency’s latest initiatives, such as SunLine Refueled. Virtual activities that are inclusive to all SunLine employees have also gone live. These efforts aid in improving communication with the employee target audience segment, providing a platform for disseminating COVID-19 updates and making SunLine Transit Agency an even better place to work.

Building an Effective Marketing Plan

All the tools mentioned above will be implemented to market SunLine as a leader in transportation, innovations and alternative fuel technology. As stated, targeted messaging and the utilization of effective platforms and strategies will be pivotal to increasing ridership, rebuilding trust, communicating progress and engaging employees. Despite the hardships and heartaches, COVID-19 challenged the Agency to reach new limits and taught us resilience and the importance of embracing new technology. While the road ahead of transportation looks different now, SunLine is driving the future of transit.

Community Outreach

SunLine works with local organizations, businesses, government agencies, and nonprofit organizations to promote SunLine programs and services. Community outreach involves grassroots organizations to identify unmet transit needs and build community-based marketing partnerships. Historically, SunLine invests in these relationships by participating in community events such as mobility workshops, food drives, fundraisers, parades, and special event activities. During this COVID-19 pandemic, SunLine has developed a new plan to connect with members of the community via virtual outreach efforts to capture different audiences. Such efforts provide SunLine the opportunity to promote transportation services and programs to existing riders and attract potential future riders. Outreach for SunLine Refueled Initiative will be especially important to educate community stakeholders on the enhancements to their transit experience.

Public Presentations

Target audiences include seniors, students, social services, businesses, and community leaders. The main goal is public education related to the economic and environmental benefits of using public transportation. During presentations, SunLine highlights the key role that we hold as a public transit provider and leader in alternative fuel technology. SunLine’s use of hydrogen electric fuel cell and battery electric fuel cell buses have made impacts to the environment on a global scale. Presentations emphasize why this is important and how it affects residents of the Coachella Valley. These



presentations typically occur at senior centers, colleges, and school orientation programs. In response to COVID-19, many presentations will be virtual, in partnership with host organizations.

Travel Training

Transportation provides us with a sense of independence and opportunities to engage within our community. Sunline’s Travel Training Program offers opportunities for riders to learn how to independently traverse a public transit system. To this end, SunLine offers group and one-on-one training aboard a fixed route bus to build confidence and allow people to travel with ease.

Transit Ambassador Program

The SunLine Transit Ambassador Program, known as TAP, empowers employees to expand SunLine’s culture of customer service. TAP consists of a series of training sessions that address crucial topics and everyday scenarios in public transportation service. A Transit Ambassador has completed this program and can assist passengers with their trip planning. Transit Ambassadors will assist the rider until the rider feels confident in navigating the SunLine system independently.

Access Advisory Committee

The Access Advisory Committee, which meets bi-monthly, was formed in 1995 as an advocacy group consisting of various agencies in the Coachella Valley. Committee members range from community activists to everyday transit users who are committed to promoting successful implementation of the transportation provisions of the ADA and other related federal legislation or regulations.

3.3 Projected Ridership Growth FY2022–2024

Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine expects it may take several years for ridership to rebound. SunLine and its planning partners are using the regional travel demand model to prepare long-term ridership forecasts for the unconstrained transit redesign.

3.4 Proposed Fare Structure Changes

While the Board of Directors has directed SunLine staff to explore a fare-free system, the aim of this fare policy is to increase SunLine’s revenues with a simplified structure that continues to provide support for low-income individuals. The key fare structure recommendations are summarized below.

Increase base cash fare 75 percent in three increments. SunLine has the lowest base cash fare among its peers. While SunLine operates its service efficiently, SunLine has the lowest average fare, lowest fare revenue per passenger mile, and lowest farebox recovery rate of its peers. Improving its farebox

recovery rate would give SunLine a dedicated funding source as it builds for the future, reducing the need for state and federal grants to grow its system.

Charge adults and youth the same fare. Combining adult and youth fares would simplify SunLine’s fare structure by reducing the number of fare types. Children six years and younger may ride free.

Eliminate the transfer fee. Research indicates that most transit agencies are eliminating transfer fees. With SunLine’s redesigned network, many passengers would continue to require a transfer between routes to reach their destination. Rather than require a transfer fee, paper transfer tickets would be issued to allow riders the ability to use a second bus. The transfer ticket would be good for two hours.

Develop a post-secondary school universal pass (U-Pass). Through an agreement negotiated with the schools, SunLine would prorate the price of the U-Pass over the entire student body based on an estimate of the total fare revenue that would be generated by individual users purchasing a monthly pass. This would allow SunLine to maintain expected revenues while allowing students to pay a lower fare price, thereby helping to attract students who might not choose transit otherwise. This negotiated U-Pass would eventually replace SunLine’s current Haul Pass program, which is funded by a grant.

Review fares annually. Fares should be reviewed annually to assess the ridership impact. This should include an examination of revenue by fare category and fare media. The fare review should provide a peer comparison to help ensure fare policy decisions are well-informed.

Make fare adjustments as frequently as possible. Fares should be adjusted annually to address inflation and to deliver a more gradual change to riders. Fares that are frozen for several years and then adjusted through a large disproportionate increase result in a “shock” to riders that may negatively affect the agency image and ridership.

Calculate the SunLine internal rate of inflation to establish required fare adjustments. Fare increases should be based on SunLine’s internal rate of inflation (goods, labor, and fuel), rather than the inflation of a general Consumer Price Index. The Consumer Price Index measures the inflation on a basket of goods and services unrelated to transit service and competing transportation modes.

To help low-income passengers access transit services and offset fare increases, SunLine may target fares for Coachella Valley residents who meet low-income guidelines. The U.S. Department of Labor’s Lower Living Standard Income Level is often used by transit agencies to determine eligibility for reduced fares. It identifies income levels by family size that are adjusted annually based on changes in the Consumer Price Index.

3.5 Capital Improvement Planning

Refueled implementation is closely tied to CARB’s ICT regulation. The ICT regulation requires SunLine to gradually transition to a 100 percent ZEB fleet. As SunLine grows its fleet to provide additional service, it



will need to evaluate daily mileage needs and the incremental capital or electricity costs of depot-charging electric buses that cannot be offset by available incentive and funding programs. SunLine is also planning for the new infrastructure needed to support hydrogen production and refueling for its fuel cell buses. It is also evaluating expansion of its satellite facility in Indio to support hydrogen and ZEB fueling and maintenance.

SunLine is working with CVAG to plan and fund street improvements needed to preserve bus travel times and improve service reliability. These street improvements include transit signal priority (TSP) measures, queue jumpers, and dedicated bus lanes. Super stops are another capital improvement aimed at enhancing the passenger experience. These stops include enlarged and near-level boarding areas, enhanced shelters, and upgraded amenities.

SunLine is also working with its member cities to improve multimodal connections to its fixed route bus service. This includes connections to the Coachella Valley Link. This bicycling and walking pathway will link Coachella Valley cities and the lands of three federally recognized tribes with a path that generally parallels Highway 111. Figure 3.4 below shows the status of SunLine's capital projects.

Figure 3.4 Status of SunLine’s Capital Projects

SRTP#	Project Name	Status
Performance Department		
SL19-12	Division I Administration Asphalt Slurry Seal	Complete
SL19-13	Indio Facility Improvements	Complete
SL15-05, SL14-06, SL20-12	CNG Fueling Station and Construction	Active
SL12-06	Solar Carports (Admin Bldg. Phase II)	Active
SL17-06, SL18-01, SL19-14, SL20-11	Operations Facility	Active
SL17-08	5 Hydrogen Electric Hybrid FCB and Hydrogen Station (AQIP)	Active
SL18-08, SL20-07, SL21-06	Center of Excellence Facility (Zero Emission Maintenance Facility)	Active
SL16-09	5 Hydrogen Fuel Cell Buses (LowNo Grant)	Active
FTIP-RIV140502	Battery Dominant Hydrogen Fuel Cell Bus	Active
FTIP-RIV140821	TDM (Vanpool)	Active
SL19-11	Hydrogen station program improvements	Active
SL15-14	CNG Project Trailer Demolition	Active
SL17-05, SL18-06	Retention Beautification Phase II	Active
SL21-07	SoCal Gas/Hydrogen Demonstration Project	Active
AHSC	Coachella Hub	Active
SL20-06	SunLine Property Expansion/ Solar Farm Phase I	Pending Start
SL20-09	H2 Ride	Pending Start
SL20-10	New Flyer AQIP	Pending Start
SL21-01	Microgrid to Hydrogen	Pending Start
SL21-07	Public Hydrogen Station (Unobligated)	Pending Start
Maintenance Department		
SL17-07	Purchase of Two (2) Expansion Support Vehicles	Completed
SL14-01	Transmission	Completed
SL19-01, SL18-02, SL16-06, SL17-10	Replacement of (6) Fixed Route Buses	Completed
SL16-05, SL13-02, SL14-07, SL17-07	Replacement and Expansion of Support Vehicles	Completed
SL18-06	Maintenance Shop Wall Removal	Completed
SL13-05, SL18-06	Fall Arrest System Installation for Maintenance Bays	Completed
SL18-02	Replacement of (2) Commuter Buses	Active
SL19-04	Parts Department and Warehouse Relocation	Active
SL19-06, SL20-05, SL17-01, SL17-02, SL10-02	2020 Replacement and Expansion of Paratransit Buses	Active
SL12-05, SL19-12	Floor Re-Surfacing Maintenance Building Div. 1	Active
SL20-01, SL16-09	Purchase of (5) New Flyer Fuel Cell Buses	Active
SL15-12	Fleet Management Information System (FMIS)	Active
SL21-03	Four (4) Micro Transit Vehicles	Active
AHSC	Purchase of Four(4) Fixed Route CNG Buses	Active
SL15-06, SL17-07	Purchase of Five (5) Replacement Zero Emission Relief Cars	Active
SL21-10	Four-Post Lift	Active
SL17-07	Replacement (4) Non-Revenue Service Vehicles (unobligated funds) - to be used for SUVs	Pending Start
SL18-05	Fixed Route Bus Rehabilitation	Pending Start
SL18-07	Replacement of Non-Revenue Support Vehicles	Pending Start
SL19-12	Thousand Palms facilities improvements (unobligated funds)	Pending Start
SL20-02	Information Technology Projects	Pending Start
SL20-08	Facility Maintenance and Improvements	Pending Start
SL20-09	H2 Ride	Pending Start
SL20-10	New Flyer AQIP	Pending Start
SL21-02	Replacement Bus	Pending Start
SL21-03	SunRide Vehicle Purchase (unobligated)	Pending Start
SL21-04	Vans for Service Expansion	Pending Start
SL21-09	Upgrade Division I Fence	Pending Start
SL21-10	Maintenance Tools and Equipment (unobligated)	Pending Start
SL21-11	Replacement Support Vehicles	Pending Start
SL21-14	Perimeter Lighting Division I	Pending Start
SL21-15	Facility Improvements	Pending Start
Transportation Department		
SL20-04	3G to 4G Upgrade	Completed
Operating Funds	Support for Redesign Public Outreach Campaign (HDR)	Completed
SL19-02	West Valley Refueled Bus Stops Project	Active
SL19-02	East Valley - Refueled Bus Stops Project	Active
Executive Office		
SL15-10, SL19-15	Mobile Outreach Vehicle	Active
SL20-03	Boardroom Equipment Upgrade	Pending Start

Chapter 4. Financial Planning

The FY2022 financial planning process focused on prioritizing resources and alignment with the core strategic goals of the SunLine Refueled Initiative and regain ridership lost due to the COVID-19 pandemic. As aforementioned, in the midst of planning the FY2022-2024 SRTP, the COVID-19 pandemic of 2020 caused a major national and global disruption. The executive team at SunLine brought their diverse insights to most effectively allocate resources to maintain essential services. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants.

4.1 Operating and Capital Budget

In FY2022, SunLine will have an operating budget of \$42,882,158 and a capital budget of \$15,074,900 (Table 4 and 4A). The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The operating budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

The capital budget incorporates key projects to help further advance the Agency’s Capital Improvement Program. The Capital Improvement Program for FY 2022 focuses on continuing SunLine’s investment in increasing its alternative fuel technology and energy efficient infrastructures similar to a first-of-its-kind solar microgrid. SunLine’s Capital Program represents a unique opportunity to make long term investments in SunLine’s operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board’s Innovative Clean Transit mandate.

Key components of the capital plan, beyond ongoing maintenance needs, include:

- Public Hydrogen Station
- Solar Microgrid
- Liquid Hydrogen Fueling Station
- Indio CNG Station Upgrades

The capital program is dependent on internal and external funding from federal, state, regional, and local sources.

4.2 Funding Plans to Support Proposed Operating and Capital Program

For FY2022, funding plans for the proposed operating and capital programs are as follows:

Funding sources for the proposed operating budget includes FTA Section 5307 (Urban), FTA Section 5307 (CARES Act, ARPA, CRRSAA), FTA Section 5339 (Bus and Bus Facilities), FTA Section 5310 (Elderly

and Disabled), FTA Section 5311 (Rural), FTA Section 5311 (f) (Intercity), FTA Section 5312 (Public Transportation Innovation), Congestion Mitigation and Air Quality (CMAQ), California Energy Commission, 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 Section 5307, FTA Section 5310, FTA Section 5339, CMAQ, LCTOP, LTF, State Transit Assistance (STA), and State of Good Repair Funds (SGR).

The estimated FY2022 operating and capital budget of \$57,957,058 outlined in Table 4, is funded by:

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
AHSC	-	-	1,313,500	0.1
ARPA Act 5307	10,000,000	0.2	-	-
California Energy Commission	-	-	4,986,250	0.3
CARES Act 5307	846,920	0.02	-	-
CARES Act 5311 (f)	241,264	0.01	-	-
CMAQ	836,257	0.02	-	-
CRRSAA Act 5307	5,011,454	0.1	-	-
Farebox	1,210,965	0.03	-	-
LCTOP	-	-	675,000	0.04
Local Transportation Fund (LTF)	10,538,382	0.2	-	-
Measure A	7,000,000	0.2	-	-
Other	2,377,185	0.1	-	-
Section 5307	4,782,411	0.1	1,500,000	0.1
Section 5312	37,320	0.001	-	-
Section 5339	-	-	1,833,600	0.1
State of Good Repair	-	-	918,150	0.1
State Transit Assistance Fund (STA)	-	-	3,848,400	0.3
Total	\$ 42,882,158	100%	\$ 15,074,900	100%

For FY23-24, figures presented in tables 4.2 and 4.3 to fund operating and capital expenditures are based on best available funding projections.

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Act 5307	6,000,000	0.1	-	-
CARES Act 5311 (f)	215,555	0.00	-	-
CMAQ	958,000	0.02	-	-
Farebox	3,000,000	0.07	-	-
LCTOP	-	-	800,000	0.25
Local Transportation Fund (LTF)	18,464,303	0.4	-	-
Measure A	7,000,000	0.2	-	-
Other	2,882,861	0.1	-	-
Section 5307	4,962,864	0.1	400,000	0.1
Section 5311	303,219	0.007	-	-
State Transit Assistance Fund (STA)	-	-	1,947,000	0.6
Total	\$ 43,786,802	100%	\$ 3,147,000	100%

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
CMAQ	792,009	0.02	-	-
Farebox	3,000,000	0.07	-	-
Local Transportation Fund (LTF)	21,686,043	0.5	-	-
Measure A	8,000,000	0.2	-	-
Other	4,962,861	0.1	-	-
Section 5307	4,962,864	0.1	1,600,000	0.3
Section 5310	250,000	0.01	-	-
Section 5311	303,219	0.007	-	-
Section 5311 (f)	250,000	0.01	-	-
Section 5339	-	-	500,000	0.1
State of Good Repair	-	-	250,000	0.0
State Transit Assistance Fund (STA)	-	-	3,550,000	0.6
Total	\$ 44,206,996	100%	\$ 5,900,000	100%

4.3 Regulatory and Compliance Requirements

Americans with Disabilities Act

SunLine complies with ADA guidelines by providing a 100 percent accessible revenue service fleet for fixed route transit services and ADA paratransit vehicles. As funding becomes available, SunLine



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 arises.

Disadvantaged Business Enterprise

SunLine’s most recent Disadvantaged Business Enterprise (DBE) program and goal were submitted to FTA in July 2018 and had an expiration date of October 2021. The next DBE report will be submitted by August 2021.

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) and its EEO/Affirmative Action Program to FTA every 4 years, or as major changes occur in the workforce or employment conditions. The most recent EEO-1 report was submitted to the EEOC and certified in April 2021. The most recent EEO/Affirmative Action Program was revised and submitted to FTA in July 2020. The next update to the EEO/Affirmative Action Program is due to the FTA in July 2024.

Title VI

Title VI 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 submitted to FTA in November 2019 and has an expiration date of November 2022.

Transportation Development Act

The Transportation Development Act provides two major sources of funding for public transportation: the LTF and STA. RCTC commissioned Pacific Management Consulting to conduct the Triennial Performance Audit as required by the Transportation Development Act; SunLine’s findings are referenced in Table 6 of that document.

Federal Transit Administration Triennial Audit

In accordance with regulations, SunLine completed an FTA Triennial Audit site visit in 2019. The Triennial Audit focused on SunLine’s compliance in 21 areas. SunLine had no deficiencies with the FTA requirements.

National Transit Database

To keep track of the industry and provide public information and statistics as growth occurs, FTA’s National Transit Database records the financial, operating, and asset conditions of transit systems. Staff are currently finalizing FY2016–2017 National Transit Database Section sampling. SunLine continues to



perform parallel sampling using manual samples and Automatic Passenger Counter data to verify and gain approval to use Automatic Passenger Counter data in future reporting.

Alternative Fuel Vehicles

In alignment with SunLine’s Board-approved Alternative Fuel Policy, all vehicles in the fleet use CNG, electric, or hydrogen fuel. The current active fleet consists of 54 CNG buses, 15 hydrogen electric fuel cell buses, four battery electric buses, one diesel coach, 39 CNG paratransit vehicles, and 46 non-revenue CNG and electric vehicles, including general support cars, trucks, and facility-specific golf carts and forklifts.

S RTP TABLES

Table 1.0 Individual Route Descriptions

Routes	Route Classification	Major Destinations	Cities/Communities Served	Connections
1	Trunk	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella	2, 4, 5, 6, 7, 8, 1-X and 10 Commuter
2	Trunk	Shopping, Schools, Employment Center, Library, Senior Center, Medical, Social Security, Theaters, Airport, Court House and Public Social Services	Desert Hot Springs, Palm Springs and Cathedral City	1, 3, 4, 5 & 1-X
3	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	2 & 5
4	Local	Shopping, Medical, Library, Social Services, Theaters, School, College, Mall, Hospital and Airport	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert and Thousand Palms	1, 2, 5, 6 & 1-X
5	Local	Shopping, Senior Center, Library, Community Center, Schools, Medical, City Hall, College and Mall	Desert Hot Springs and Palm Desert	1, 2, 3, 4, 6, 1-X and 10 Commuter
6	Local	Shopping, School, Tennis Gardens, Work Force Development, Social Services, Medical and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes and Coachella	1, 4, 5, 7, 8 & 1-X
7	Local	Shopping, Schools, Theaters, Tennis Gardens and Medical	La Quinta, Palm Desert, Indian Wells and Bermuda Dunes	1, 6 & 1-X
8	Local	Shopping, School, Senior Center, DMV, Community Center, College, City Hall and Center of Employment Training and Medical	Indio, Coachella, Thermal and Mecca	1, 6 & 9
9	Local	Shopping, Community Center, Medical and Schools	Mecca, North Shore and Oasis	8
10	Regional - Commuter	Shopping, Business, Entertainment and University	Indio, Palm Desert, Beaumont, San Bernardino	1, 5, 1-X, OmniTrans, MARTA, VVTA, Beaumont Transit, RTA and SB Metrolink
1-X	Express	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Palm Desert, La Quinta and Indio	1, 2, 4, 5, 6, 7 and 10 Commuter

Table 1.1 Fleet Inventory – Motor Bus



Table 1.1 - Fleet Inventory
FY 2021/22 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 2020/21	# of Contingency Vehicles FY 2020/21	Life to Date Vehicle Miles Prior Year End FY 2019/20	Life to Date Vehicle Miles through March FY 2020/21	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2020/21
2014		TR30FP	24	5	32		5	0	72,500	72,731	14,546
2018	BYD	K9	35	4	40		4	0	119,222	150,669	37,667
2012	EDN	AXCESS	37	1	40	OR	1	0	186,795	185,487	185,487
2014	EDN	AXCESS	37	3	40	OR	3	0	410,616	433,044	144,348
2015	EDN	AXCESS	37	1	40	OR	1	0		12,384	12,384
2017	EDN	AXCESS	37	1	40		1	0	39,316	38,559	38,559
2018	EDN	AXCESS	37	5	40	OR	5	0	238,195	302,408	60,481
2009	EDN	EZRider32'	29	10	32	CN	10	0	3,984,706	4,097,133	409,713
2020	MCI	D4500	40	2	40	CN	2	0		4,858	2,429
2008	NFA	LF 40'	39	20	40	CN	15	5	13,038,372	13,320,179	888,011
2008	NFA	LF 40'	39	21	40	CN	21	0	13,808,970	14,462,365	688,684
2016	NFA	LF 40'	39	6	40	CN	6	0	1,286,314	1,450,420	241,736
2018	NFA	XCELSIOR	39	5	40		5	0	157,894	253,764	50,752
2020	NFA	XCELSIOR	39	10	40	CN	10	0		314,469	31,446
2005	OBI	ORION V40'	44	4	40	CN	0	0	2,059,989	2,070,617	
Totals:			552	98			89	5	35,402,889	37,169,087	417,630

Table 1.1 Fleet Inventory – Demand Response



Table 1.1 - Fleet Inventory
 FY 2021/22 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 2020/21	# of Contingency Vehicles FY 2020/21	Life to Date Vehicle Miles Prior Year End FY 2019/20	Life to Date Vehicle Miles through March FY 2020/21	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2020/21
2013	EDN	AEROTECH	12	2	22	CN	2		504,909	0	0
2015	EDN	AEROTECH	12	8	22	CN	8	0	1,413,317	1,464,799	183,099
2016	EDN	AEROTECH	12	15	22	CN	15	0	2,128,585	2,395,411	159,694
2018	SPC	Senator	12	14	23		14	0	615,777	886,561	63,325
Totals:			48	39			39	0	4,662,588	4,746,771	121,712

Table 2.0 Service Provider Performance Target Report



Table 2.0 -- Service Provider Performance Targets Report
 FY 2020/21 Short Range Transit Plan Review
 SunLine Transit Agency

Data Elements	FY 2020/21 Plan	FY 2020/21 Target	FY 2020/21 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	3,908,259			
Passenger Miles	30,751,958			
Total Actual Vehicle Revenue Hours	304,858.0			
Total Actual Vehicle Revenue Miles	4,540,208.0			
Total Actual Vehicle Miles	5,277,383.0			
Total Operating Expenses	\$40,660,244			
Total Passenger Fare Revenue	\$7,777,170			
Net Operating Expenses	\$32,883,074			
Performance Indicators				
Mandatory:				
1. Farebox Recovery Ratio	19.12%	>= 19.74%	7.69%	Fails to Meet Target
Discretionary:				
1. Operating Cost Per Revenue Hour	\$133.37	<= \$125.04	\$136.11	Fails to Meet Target
2. Subsidy Per Passenger	\$8.41	>= \$6.01 and <= \$8.13	\$15.07	Better Than Target
3. Subsidy Per Passenger Mile	\$1.07	>= \$0.75 and <= \$1.01	\$33.98	Better Than Target
4. Subsidy Per Hour	\$107.86	>= \$81.78 and <= \$110.64	\$125.65	Better Than Target
5. Subsidy Per Mile	\$7.24	>= \$5.40 and <= \$7.30	\$8.24	Better Than Target
6. Passengers Per Revenue Hour	12.82	>= 11.57 and <= 15.65	8.34	Fails to Meet Target
7. Passengers Per Revenue Mile	0.86	>= 0.77 and <= 1.04	0.55	Fails to Meet Target
Note: Must meet at least 4 out of 7 Discretionary Performance Indicators				
Productivity Performance Summary:				
Service Provider Comments:				

Table 2.1 FY 2021/22 SRTP Performance Report



FY 2021/22 - Table 2.1 -- SRTP Performance Report
Service Provider: SunLine Transit Agency
All Routes

Performance Indicators	FY 2019/20 End of Year Actual	FY 2020/21 3rd Quarter Year-to-Date	FY 2021/22 Plan	FY 2021/22 Target	Plan Performance Scorecard (a)
Passengers	3,517,269	1,567,473	1,816,345	None	
Passenger Miles	28,199,989	694,863	11,105,606	None	
Revenue Hours	288,253.2	188,243.6	293,597.0	None	
Total Hours	314,932.6	210,942.2	327,664.0	None	
Revenue Miles	4,346,984.7	2,868,976.0	4,445,490.0	None	
Total Miles	4,987,906.5	3,392,149.3	5,263,752.0	None	
Operating Costs	\$35,920,528	\$28,768,440	\$42,882,162	None	
Passenger Revenue	\$8,529,264	\$2,202,019	\$8,052,655	None	
Measure-A Revenue				None	
LCTOP Revenue				None	
Operating Subsidy	\$27,391,263	\$26,566,421	\$34,829,507	None	
Operating Costs Per Revenue Hour	\$124.61	\$152.83	\$146.06	<= \$156.58	Meets Target
Operating Cost Per Revenue Mile	\$8.26	\$10.03	\$9.65	None	
Operating Costs Per Passenger	\$10.21	\$18.35	\$23.61	None	
Farebox Recovery Ratio	23.74%	7.65%	18.77%	>= 0.2	Fails to Meet Target
Subsidy Per Passenger	\$7.79	\$16.95	\$19.18	>= \$14.41 and <= \$19.49	Meets Target
Subsidy Per Passenger Mile	\$0.97	\$38.23	\$3.14	>= \$32.50 and <= \$43.96	Better Than Target
Subsidy Per Revenue Hour	\$95.03	\$141.13	\$118.63	>= \$119.96 and <= \$162.30	Better Than Target
Subsidy Per Revenue Mile	\$6.30	\$9.26	\$7.83	>= \$7.87 and <= \$10.65	Better Than Target
Passengers Per Revenue Hour	12.20	8.33	6.19	>= 7.08 and <= 9.58	Fails to Meet Target
Passengers Per Revenue Mile	0.81	0.55	0.41	>= 0.47 and <= 0.63	Fails to Meet Target

a) The Plan Performance Scorecard column is the result of comparing the FY 2021/22 Plan to the FY 2021/22 Primary Target.

Table 2.2 SRTP Service Summary – Systemwide Totals



Table 2.2 -- SunLine Transit Agency -- SRTP Service Summary
FY 2021/22 Short Range Transit Plan
All Routes

	FY 2018/19 Audited	FY 2019/20 Audited	FY 2020/21 Plan	FY 2020/21 3rd Qtr Actual	FY 2021/22 Plan
Fleet Characteristics					
Peak-Hour Fleet	26	24	95	28	101
Financial Data					
Total Operating Expenses	\$33,375,694	\$35,920,528	\$40,660,244	\$28,768,440	\$42,882,162
Total Passenger Fare Revenue	\$5,276,226	\$8,529,264	\$7,777,170	\$2,202,019	\$8,052,655
Net Operating Expenses (Subsidies)	\$28,099,467	\$27,391,263	\$32,883,074	\$26,566,421	\$34,829,507
Operating Characteristics					
Unlinked Passenger Trips	4,217,807	3,517,269	3,908,259	1,567,473	1,816,345
Passenger Miles	36,122,234	28,199,989	30,751,958	694,863	11,105,606
Total Actual Vehicle Revenue Hours (a)	299,653.2	288,253.2	304,858.0	188,243.6	293,597.0
Total Actual Vehicle Revenue Miles (b)	4,647,046.6	4,346,984.7	4,540,208.0	2,868,976.0	4,445,490.0
Total Actual Vehicle Miles	5,271,012.0	4,987,906.5	5,277,383.0	3,392,149.3	5,263,752.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$111.38	\$124.61	\$133.37	\$152.83	\$146.06
Farebox Recovery Ratio	15.81%	23.74%	19.12%	7.65%	18.77%
Subsidy per Passenger	\$6.66	\$7.79	\$8.41	\$16.95	\$19.18
Subsidy per Passenger Mile	\$0.78	\$0.97	\$1.07	\$38.23	\$3.14
Subsidy per Revenue Hour (a)	\$93.77	\$95.03	\$107.86	\$141.13	\$118.63
Subsidy per Revenue Mile (b)	\$6.05	\$6.30	\$7.24	\$9.26	\$7.83
Passenger per Revenue Hour (a)	14.1	12.2	12.8	8.3	6.2
Passenger per Revenue Mile (b)	0.91	0.81	0.86	0.55	0.41

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

Table 2.2 SRTP Service Summary – All Fixed Routes



Table 2.2 -- SunLine-BUS -- SRTP Service Summary
FY 2021/22 Short Range Transit Plan
All Routes

	FY 2018/19 Audited	FY 2019/20 Audited	FY 2020/21 Plan	FY 2020/21 3rd Qtr Actual	FY 2021/22 Plan
Fleet Characteristics					
Peak-Hour Fleet	17	17	65	20	71
Financial Data					
Total Operating Expenses	\$27,505,466	\$29,790,808	\$34,123,115	\$24,170,286	\$36,267,663
Total Passenger Fare Revenue	\$4,729,613	\$7,813,234	\$6,541,914	\$1,990,921	\$6,793,651
Net Operating Expenses (Subsidies)	\$22,775,853	\$21,977,574	\$27,581,201	\$22,179,365	\$29,474,012
Operating Characteristics					
Unlinked Passenger Trips	4,039,450	3,379,520	3,761,953	1,505,008	1,755,235
Passenger Miles	32,850,476	25,998,612	29,230,376	9,106,610	10,619,170
Total Actual Vehicle Revenue Hours (a)	228,131.2	225,937.1	238,372.0	145,770.6	241,523.0
Total Actual Vehicle Revenue Miles (b)	3,364,996.5	3,329,357.2	3,543,495.0	2,201,665.8	3,783,187.0
Total Actual Vehicle Miles	3,778,101.0	3,760,624.0	4,017,717.0	2,554,122.1	4,338,106.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$120.57	\$131.85	\$143.15	\$165.81	\$150.16
Farebox Recovery Ratio	17.20%	26.23%	19.17%	8.24%	18.73%
Subsidy per Passenger	\$5.64	\$6.50	\$7.33	\$14.74	\$16.79
Subsidy per Passenger Mile	\$0.69	\$0.85	\$0.94	\$2.44	\$2.78
Subsidy per Revenue Hour (a)	\$99.84	\$97.27	\$115.71	\$152.15	\$122.03
Subsidy per Revenue Mile (b)	\$6.77	\$6.60	\$7.78	\$10.07	\$7.79
Passenger per Revenue Hour (a)	17.7	15.0	15.8	10.3	7.3
Passenger per Revenue Mile (b)	1.20	1.02	1.06	0.68	0.46

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

Table 2.2 SRTP Service Summary – SunDial



Table 2.2 -- SunLine-DAR -- SRTP Service Summary
FY 2021/22 Short Range Transit Plan
All Routes

	FY 2018/19 Audited	FY 2019/20 Audited	FY 2020/21 Plan	FY 2020/21 3rd Qtr Actual	FY 2021/22 Plan
Fleet Characteristics					
Peak-Hour Fleet	1	1	30	1	30
Financial Data					
Total Operating Expenses	\$5,870,228	\$6,129,719	\$6,537,129	\$4,598,154	\$6,614,499
Total Passenger Fare Revenue	\$546,613	\$716,030	\$1,235,256	\$211,098	\$1,259,004
Net Operating Expenses (Subsidies)	\$5,323,614	\$5,413,689	\$5,301,873	\$4,387,056	\$5,355,495
Operating Characteristics					
Unlinked Passenger Trips	155,332	122,126	146,306	50,147	61,110
Passenger Miles	1,691,066	1,294,392	1,521,582	399,398	486,436
Total Actual Vehicle Revenue Hours (a)	65,911.0	58,883.3	66,486.0	39,486.8	52,074.0
Total Actual Vehicle Revenue Miles (b)	971,701.1	833,825.0	996,713.0	521,987.7	662,303.0
Total Actual Vehicle Miles	1,182,562.0	1,043,480.0	1,259,666.0	680,677.8	925,646.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$89.06	\$104.10	\$98.32	\$116.45	\$127.02
Farebox Recovery Ratio	9.31%	11.68%	18.89%	4.59%	19.03%
Subsidy per Passenger	\$34.27	\$44.33	\$36.24	\$87.48	\$87.64
Subsidy per Passenger Mile	\$3.15	\$4.18	\$3.48	\$10.98	\$11.01
Subsidy per Revenue Hour (a)	\$80.77	\$91.94	\$79.74	\$111.10	\$102.84
Subsidy per Revenue Mile (b)	\$5.48	\$6.49	\$5.32	\$8.40	\$8.09
Passenger per Revenue Hour (a)	2.4	2.1	2.2	1.3	1.2
Passenger per Revenue Mile (b)	0.16	0.15	0.15	0.10	0.09

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

Table 2.2 SRTP Service Summary – Vanpool



Table 2.2 -- SunLine-Vanpool -- SRTP Service Summary
FY 2021/22 Short Range Transit Plan
All Routes

	FY 2018/19 Audited	FY 2019/20 Audited	FY 2020/21 Plan	FY 2020/21 3rd Qtr Actual	FY 2021/22 Plan
Fleet Characteristics					
Peak-Hour Fleet	9	6		6	
Financial Data					
Total Operating Expenses					
Total Passenger Fare Revenue					
Net Operating Expenses (Subsidies)					
Operating Characteristics					
Unlinked Passenger Trips	23,025	15,623		12,051	
Passenger Miles	1,580,691	906,984		694,863	
Total Actual Vehicle Revenue Hours (a)	5,611.0	3,432.8		2,676.3	
Total Actual Vehicle Revenue Miles (b)	310,349.0	183,802.5		142,731.5	
Total Actual Vehicle Miles	310,349.0	183,802.5		142,731.5	
Performance Characteristics					
Operating Cost per Revenue Hour					
Farebox Recovery Ratio					
Subsidy per Passenger					
Subsidy per Passenger Mile					
Subsidy per Revenue Hour (a)					
Subsidy per Revenue Mile (b)					
Passenger per Revenue Hour (a)	4.1	4.6		4.5	
Passenger per Revenue Mile (b)	0.07	0.09		0.08	

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

Table 2.2A Summary of Routes to be Excluded

Route #	Description	Fare Box Calculation Exempt Routes
1	Coachella - Via Hwy 111 - Palm Springs	No
2	Desert Hot Springs - Palm Springs - Cathedral City	No
3	Desert Edge - Desert Hot Springs	No
4	Westfield Palm Desert - Palm Springs	No
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert	No
6	Coachella - Via Fred Waring - Westfield Palm Desert	No
7	Bermuda Dunes - Indian Wells - La Quinta	No
8	North Indio - Coachella -Thermal/Mecca	No
9	North Shore - Mecca - Oasis	No
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	No
1X	Express to Indio - Express to Palm Springs	Yes

Table 2.3 SRTP Route Statistics



Table 2.3 - SRTP Route Statistics

SunLine Transit Agency -- 8

FY 2021/22

All Routes

Data Elements

Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LCTOP Revenue
SUN-1	All Days	14	706,033	4,271,500	74,171	79,535	1,088,822	1,241,202	\$10,376,763	\$2,075,353		
SUN-10 CL	All Days	2	60,059	363,357	5,720	5,787	189,834	190,040	\$1,588,784	\$272,317		
SUN-1X	All Days	3	59,490	359,915	7,082	8,372	126,306	163,541	\$1,367,244	\$273,449		
SUN-2	All Days	12	468,767	2,836,040	53,507	56,432	737,499	821,140	\$6,864,936	\$1,296,416		
SUN-200	All Days	1	1,896	11,471	181	382	3,867	9,776	\$81,727	\$13,510		
SUN-3	All Days	1	38,126	230,662	5,530	5,857	89,236	99,908	\$835,256	\$156,571		
SUN-4	All Days	8	155,904	943,219	32,019	33,608	464,469	503,102	\$4,206,060	\$830,710		
SUN-400	All Days	1	1,680	10,164	160	353	2,446	7,554	\$63,155	\$12,631		
SUN-402	All Days	1	1,003	6,068	95	304	1,370	6,969	\$58,259	\$11,652		
SUN-403	All Days	1	813	4,919	77	227	2,208	6,491	\$54,269	\$10,854		
SUN-5	All Days	4	30,612	185,203	2,915	3,754	75,579	101,998	\$852,727	\$142,249		
SUN-500	All Days	1	1,138	6,885	108	214	1,690	4,399	\$36,776	\$7,243		
SUN-501	All Days	1	1,788	10,817	170	284	2,423	5,157	\$43,117	\$8,532		
SUN-6	All Days	3	31,709	191,839	15,331	16,252	217,919	244,230	\$2,041,827	\$408,365		
SUN-7	All Days	2	43,418	262,679	9,527	9,868	125,770	136,300	\$1,139,500	\$227,900		
SUN-700	All Days	1	3,386	20,485	323	446	5,036	8,493	\$71,007	\$14,201		
SUN-701	All Days	1	2,736	16,553	261	431	3,942	8,509	\$71,136	\$14,227		
SUN-8	All Days	6	118,258	715,461	21,978	23,219	367,910	406,412	\$3,397,709	\$582,182		
SUN-800	All Days	1	2,709	16,389	258	560	5,227	16,115	\$134,723	\$26,945		
SUN-801	All Days	1	2,709	16,389	258	645	4,373	12,010	\$100,406	\$20,081		
SUN-802	All Days	1	2,709	16,389	258	472	5,013	12,495	\$104,461	\$20,892		
SUN-803	All Days	1	2,248	13,600	214	472	4,358	9,930	\$83,021	\$16,604		
SUN-9	All Days	4	18,044	109,166	11,380	13,041	257,890	322,335	\$2,694,800	\$350,767		
SUN-DAR	All Days	30	61,110	486,436	52,074	67,149	662,303	925,646	\$6,614,499	\$1,259,004		
		101	1,816,345	11,105,606	293,597	327,664	4,445,490	5,263,752	\$42,882,162	\$8,052,655		

Table 3.0 Highlights of the FY2021/22 SRTP

Description	Start Date
10 Commuter Link service between Indio and San Bernardino	July 12, 2021
Route 1X express service between Indio and Palm Springs	September 7, 2021
An attitude and awareness survey/study will be conducted in the fall to measure the effectiveness of the SunLine Refueled Initiative and fine-tune the transit network and strategies – a transit network designed by the residents.	Fall 2021
Bus stop signs and schedule holders will be updated to enhance customer service, optimize the utilization trip planning technologies, modernize our image on the streets and improve communications.	In FY 2022
Expansion Motor Coach Bus (1)	TBD*
Upgrades to Gate and Guard Shack	TBD*
Facility Improvements	TBD*
Public Hydrogen Station Division I	TBD*
Replacement Paratransit Vehicles (10)	TBD*
Microgrid to Hydrogen Phase III	TBD*
Maintenance Tools & Equipment	TBD*
Bus Refurbishment	TBD*
Indio CNG Station Upgrade	TBD*
Liquid Hydrogen Refueling Infrastructure	TBD*
Coachella Transit Hub	TBD*

* Upon receipt of capital funds

Table 4.0 Summary of Funding Requests (1 of 2)

Project Description	Total Amount of Funds	LTF	STA	Measure A	Section 5307 Indio/Cathedral City/Palm Springs	CARES Act Section 5307	CRRSAA Funding Section 5307	American Rescue Plan Section 5307	CARES Act Section 5311(f)	Section 5312	Section 5339	LCTOP	Obligated CMAQ	Affordable Housing and Sustainable Communitie s	California Energy/ Commissio n	Other Revenue	Farebox		
OPERATING																			
Operating Assistance	\$41,223,151	\$10,336,868			\$6,961,113	\$4,782,411	\$846,920	\$5,011,454	\$10,000,000								\$2,075,437	\$1,208,948	
Taxi Voucher	\$77,775				\$36,887												\$36,887		
Commuter 10	\$291,938								\$241,264								\$150,654		
Vanpool Program	\$300,000	\$28,109																	
Route 1X	\$230,467	\$46,091															\$271,891		
SunRide Ride Share	\$600,000	\$117,984															\$184,366		
COD Haul Pass	\$100,000																\$380,000	\$2,016	
CSUSB Haul Pass	\$12,207																	\$100,000	
Anti-Human Trafficking Campaign	\$46,650	\$9,330																\$12,207	
Sub-total Operating	\$42,882,158	\$10,538,362			\$0	\$7,000,000	\$4,782,411	\$846,920	\$5,011,454	\$10,000,000	\$241,264	\$37,320	\$0	\$0	\$836,257	\$0	\$0	\$2,377,185	\$1,210,984
CAPITAL																			
	Capital Project Number	Total Amount of Funds	LTF	STA	Measure A	Section 5307 Indio/Cathedral City/Palm Springs	CARES Act Section 5307	CRRSAA Funding Section 5307	American Rescue Plan Section 5307	CARES Act Section 5311(f)	Section 5312	Section 5339	LCTOP	Obligated CMAQ	Affordable Housing and Sustainable Communitie s	California Energy/ Commissio n	Other Revenue	Farebox	
Replacement Buses (Battery Electric/2)	SL-22-01	\$2,000,000		\$400,000															
Support Vehicles (5 cars, 1 Truck)	SL-22-02	\$265,000		\$53,000															
Facility Improvements	SL-22-03	\$352,000		\$70,400		\$281,600													
Public Hydrogen Station Division I	SL-22-04	\$1,600,000		\$1,600,000															
Demolition of Existing Trailers	SL-22-05	\$80,000		\$80,000															
Perimeter Fencing Electrolyzer	SL-22-06	\$300,000		\$60,000		\$240,000													
Microgrid to Hydrogen Phase III	SL-22-08	\$675,000											\$675,000						
Bus Refurbishment	SL-22-09	\$1,250,000		\$250,000								\$1,000,000							
Indio CNG Station Upgrade	SL-22-10	\$1,500,000		\$1,500,000															
Liquid Hydrogen Refueling Infrastructure	SL-22-11	\$4,986,250																	
Cochella Transit Hub	SL-22-12	\$1,313,500																	
Sub-total Capital		\$14,321,750	\$0	\$4,013,400	\$0	\$1,500,000	\$0	\$0	\$0	\$0	\$0	\$1,833,600	\$675,000	\$0	\$1,313,500	\$4,986,250	\$0	\$0	
Total Operating & Capital		\$57,203,908	\$10,538,362	\$4,013,400	\$7,000,000	\$8,282,411	\$846,920	\$5,011,454	\$10,000,000	\$241,264	\$37,320	\$1,833,600	\$675,000	\$836,257	\$1,313,500	\$4,986,250	\$2,377,185	\$1,210,984	
Project Funding Details																			
Target Budget	\$42,882,158	Based on estimated FY22 budget. Budget still in early stage of preparation. Subject to change. Possible increase due to new unionization of staff																	
Projected FY21/22 LTF	\$10,538,362	Based on FY21 usage																	
Projected FY21/22 Measure A	\$7,000,000	Based on constraints and fixed route expenditures in alignment with Measure A Ordinance and RCTC revenue projections for FY22																	
Projected FY21/22 Section 5307 Operating Funds	\$4,782,411	Based on FY22 RCTC projection at 75% for operating purposes																	
Projected FY21/22 CARES Act Section 5307 Operating Funds	\$846,920	Remaining 5307 CARES Act Funding																	
Projected FY21/22 CRRSAA Funding Section 5307 Operating Funds	\$5,011,454	CRRSAA Funding																	
Projected FY21/22 American Rescue Plan Act Section 5307 Operating Funds	\$10,000,000	Based on a portion of the initial estimates from American Rescue Plan funding																	
Projected FY21/22 CARES Act Section 5311 Operating Funds	\$241,264	Based on intercity portion of 5311 program in FY22																	
Projected FY21/22 Section 5312 Operating Funds	\$37,320	Based on 5312 Public Transportation Innovation or pilot selection. Carryover from FY21.																	
Projected FY21/22 CMAQ Obligated	\$836,257	Based on estimated expenses for Van Pool contract utilizing grant # CA-95-X327, SunRide Rideshare Program, and the Route 1X.																	
Projected FY21/22 Other Revenues	\$2,377,185	Advertising revenue (\$250,000), Bus Shelter Maintenance (\$122,482), Non Trans Revenue (\$5,474), SPA Overhead Fee revenue (\$27,396), Outside Fueling Sales (\$676,002), Emission Credit Revenue (\$972,443), Other Revenue and Interest (\$21,640), Taxi Voucher (\$36,888), CSUSB Regional Service (\$150,654), Haul Pass COD (\$100,000), Haul Pass CSUSB (\$12,207).																	
Projected FY21/22 Farebox Revenue	\$1,210,984	Based on FY22 ridership projections.																	
Total Estimated Operating Funding Request	\$42,882,158																		
Projected FY21/22 STA Capital	\$4,013,400	FY21/22 estimates plus unallocated																	
Projected FY21/22 5307 Capital	\$1,500,000	Based on estimates from RCTC funding estimates. 25% of the funding																	
Projected FY21/22 5339 Capital	\$1,833,600	Based on RCTC estimates																	
Projected FY21/22 LCTOP	\$675,000	Based on FY21/22 apportionment																	
Projected FY21/22 CEC Capital Funding	\$4,986,250	Successful competitive award announced February 2021																	
Projected FY21/22 AHSC Capital Funding	\$1,313,500	Successful competitive award construction to commence FY22																	
Total Estimated Capital Funding Request	\$14,321,750																		
Total Funding Request	\$57,203,908																		
<i>*This draft is contingent on further review of possible unionization of additional employee positions and hydrogen production impacts on operating expense and revenue. Capital program is also being finalized.</i>																			

Table 4.0 Summary of Funding Requests (2 of 2)

Project Description		Total Amount of Funds	Total Obligated Amount	LTF	STA	Measure A	Obligated Section 5307 Indio/Cathedral City Palm Springs	American Rescue Plan Section 5307	Section 5311	Section 5311 (f)	LCTOP	CMAQ	Other Revenue	Farebox
OPERATING														
Operating Assistance		\$42,005,936	\$4,962,864	\$18,239,853		\$7,000,000	\$4,962,864	\$6,000,000	\$303,219				\$2,500,000	\$3,000,000
Commuter 10		\$391,918	\$0	\$25,709						\$215,555			\$150,654	
Vanpool Program		\$306,741	\$0	\$28,741								\$278,000		
111 Express		\$600,000	\$0	\$120,000								\$480,000		
SunRide Ride Share		\$250,000	\$0	\$50,000								\$200,000		
COD Haul Pass		\$220,000	\$0										\$220,000	
CSUSB Haul Pass		\$12,207	\$0										\$12,207	
Sub-total Operating		\$43,786,802	\$4,962,864	\$18,464,303	\$0	\$7,000,000	\$4,962,864	\$6,000,000	\$303,219	\$215,555	\$0	\$958,000	\$2,882,861	\$3,000,000
CAPITAL														
	Capital Project Number	Total Amount of Funds With Obligated	Total Obligated Amount	LTF	STA	Measure A	Obligated Section 5307 Indio/Cathedral City Palm Springs	CARES ACT Section 5307	Section 5311	Section 5311 (f)	LCTOP	CMAQ	Other Revenue	Farebox
Mobile Command Center	SL-23-01	\$500,000	\$400,000		\$100,000		\$400,000							
Shop Equipment	SL-23-02	\$247,000			\$247,000									
Driver Training Facility	SL-23-04	\$0												
Guard Shack Upgrade	SL-23-05	\$1,000,000			\$1,000,000									
Microgrid to Hydrogen Phase IV	SL-23-06	\$800,000								\$800,000				
Bus Shelters	SL-23-07	\$350,000			\$350,000									
IT Projects	SL-23-08	\$250,000			\$250,000									
Sub-total Capital		\$3,147,000	\$400,000	\$0	\$1,947,000	\$0	\$400,000	\$0	\$0	\$0	\$800,000	\$0	\$0	\$0
Total Operating & Capital		\$46,933,802	\$5,362,864	\$18,464,303	\$1,947,000	\$7,000,000	\$5,362,864	\$6,000,000	\$303,219	\$215,555	\$800,000	\$958,000	\$2,882,861	\$3,000,000

Table 4.0B Farebox Calculation

Table 4B - Farebox Calculation				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY19/20 Audit	FY20/21 (Estimate)	FY21/22 (Plan)
1	Farebox Revenue	2,032,866.00	92,610.33	1,210,964.00
2	FTA CARES Act	2,000,000.00	5,000,000.00	846,920.00
3	Interest	13,851.00	6,512.04	7,239.75
4	Other Revenues	4,676,312.00	2,671,933.92	2,107,084.72
5	CRRSAA Funding	-	-	5,011,454.00
	Total Revenue for Farebox Calculation (1-13)	8,723,029.00	7,771,056.29	9,183,662.47
	Total Operating Expenses for Farebox Calculation	36,749,538.00	37,507,587.00	42,882,158.00
	Farebox Recovery Ratio	23.74%	20.72%	21.42%

Appendix A: SunLine Route Profiles

Route Numbers, Description, General Direction and Frequency	90
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Route 802 SB	120
Route 803 NB	121

Route Numbers, Description, General Direction and Frequency

Route #	Headsigns	Direction
1	Coachella - Palm Springs	E/W
2	Desert Hot Springs - Cathedral City	N/S
3	Desert Edge - Desert Hot Springs	E/W
4	Westfield Palm Desert - Palm Springs	E/W
5	Desert Hot Springs - Westfield Palm Desert	N/S
6	Coachella - Westfield Palm Desert	E/W
7	Bermuda Dunes/Indian Wells - La Quinta	N/S
8	North Indio - Thermal/Mecca	N/S
9	North Shore - Oasis	E/W
10	Indio - San Bernardino/MetroLink	E/W
1X	Express to Indio - Express to Palm Springs	E/W

Span of Service

Route #	Description	Direction	Start*	End**	Start*	End**	Start*	End**
1	Coachella - Via Hwy 111 - Palm Springs	E/W	5:00:00 AM	11:12:00 PM	5:00:00 AM	11:12:00 PM	5:00:00 AM	11:12:00 PM
2	Desert Hot Springs - Palm Springs - Cathedral City	N/S	5:15:00 AM	11:23:00 PM	5:15:00 AM	10:54:00 PM	5:15:00 AM	10:54:00 PM
3	Desert Edge - Desert Hot Springs	E/W	5:00:00 AM	8:46:00 PM	6:45:00 AM	8:40:00 PM	6:45:00 AM	8:40:00 PM
4	Westfield Palm Desert - Palm Springs	E/W	5:00:00 AM	11:13:00 PM	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert (AM)	N/S	6:10:00 AM	9:00:00 AM	N/A		N/A	
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert (PM)	N/S	3:00:00 PM	6:51:00 PM	N/A		N/A	
6	Coachella - Via Fred Waring - Westfield Palm Desert	E/W	5:50:00 AM	8:45:00 PM	6:15:00 AM	9:18:00 PM	6:15:00 AM	9:18:00 PM
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	5:15:00 AM	8:51:00 PM	5:10:00 AM	9:20:00 PM	5:10:00 AM	9:20:00 PM
8	North Indio - Coachella - Thermal/Mecca	N/S	5:30:00 AM	10:42:00 PM	5:35:00 AM	10:59:00 PM	5:35:00 AM	10:59:00 PM
9	North Shore - Mecca - Oasis	E/W	5:45:00 AM	10:34:00 PM	5:40:00 AM	10:29:00 PM	5:40:00 AM	10:29:00 PM
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/MetroLink (AM)	E/W	5:20:00 AM	2:00:00 PM	N/A		N/A	
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/MetroLink (PM)	E/W	12:50:00 PM	8:00:00 PM	N/A		N/A	
1X	Express to Indio - Express to Palm Springs (AM)	E/W	5:30:00 AM	11:07:00 AM	N/A		N/A	
1X	Express to Indio - Express to Palm Springs (PM)	E/W	1:30:00 PM	7:07:00 PM	N/A		N/A	
* First trip starts								
** Last trip ends								

FY22 Fixed Route Fleet

Route #	Weekday		Saturday		Sunday	
	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*
1	14	14	12	16	12	16
2	12	12	5	5	5	5
3	1	1	1	1	1	1
4	7	8	5	5	5	5
5	2	2	0	0	0	0
6	3	3	3	3	3	3
7	2	2	1	1	1	1
8	4	6	4	5	4	5
9	3	4	4	6	4	6
10	2	2	0	0	0	0
1X	3	3	0	0	0	0
	53	57	35	42	35	42

School Trips	Weekday		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM
200	1		0		0	
400	1		0		0	
401		1		0		0
402		1		0		0
500		1		0		0
700	1		0		0	
701		1		0		0
800	3		0		0	
801		1		0		0
802		1		0		0
	6	6	0	0	0	0
Total	59	63	35	42	35	42

Route 1

Coachella – Via Hwy 111 – Palm Springs

Route 1 is SunLine’s most popular route, which operates seven days a week with 20-minute frequency and connects Palm Springs with Coachella using portions of East Palm Canyon Drive and Highway 111. It also serves the cities of Indio, La Quinta, Indian Wells, Palm Desert, Rancho Mirage and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine routes 2, 4, 5, 6, 7 and 8. Those transfer points are located at 5th Street at Vine Avenue in Coachella (connections with routes 6 and 8), Highway 111 at Adams Street in La Quinta (connections with Route 7), Town Center Way at Hahn Road in Palm Desert (connections with routes 4, 5 and 6), B Street at Buddy Rogers Avenue in Cathedral City (connections with Route 2), and Indian Canyon at Ramon Road in Palm Springs (connections with routes 2 and 4). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called Route 111, the route was renamed in January of 2021.



Route 2

Desert Hot Springs – Palm Springs – Cathedral City

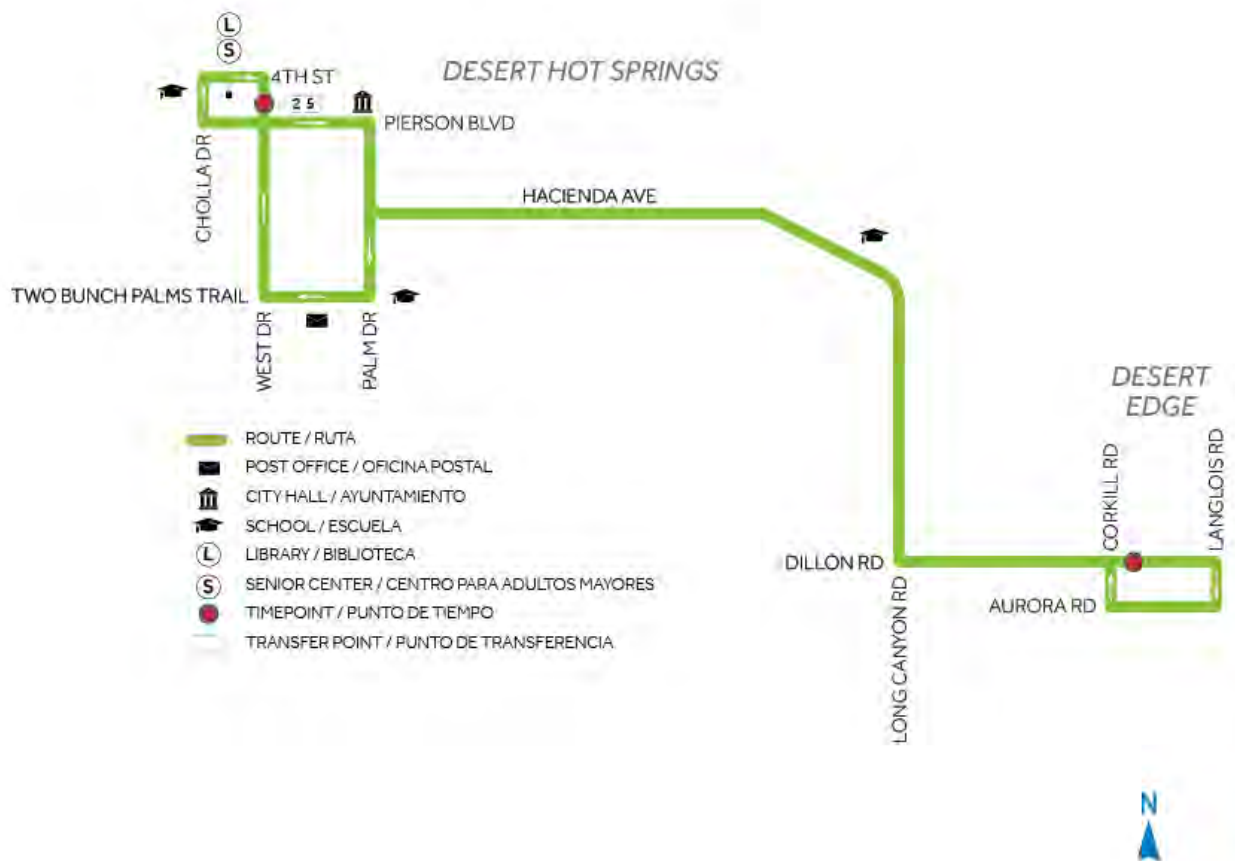
Route 2 is one of SunLine’s higher performing routes which operates seven days a week with 20-minute frequency and connects Desert Hot Springs with Palm Springs and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers as well as Palm Springs International Airport. A significant portion of Route 2 ridership is driven by customers living in Desert Hot Springs who work in downtown Palm Springs. The route also provides convenient connections for customers needing to transfer to SunLine routes 1, 3, 4 and 5. Those transfer points are located at B Street at Buddy Rogers Avenue in Cathedral City (connection with Route 1), Ramon Road at Date Palm Drive in Cathedral City (connection with Route 4), Indian Canyon Drive at Ramon Road in Palm Springs (connections with routes 1 and 4), Sunrise Way at Vista Chino in Palm Springs (connection with Route 4), and West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 3 and 5). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 2 was combined from previous routes 14 and 30, and renamed in January of 2021.



Route 3

Desert Edge – Desert Hot Springs

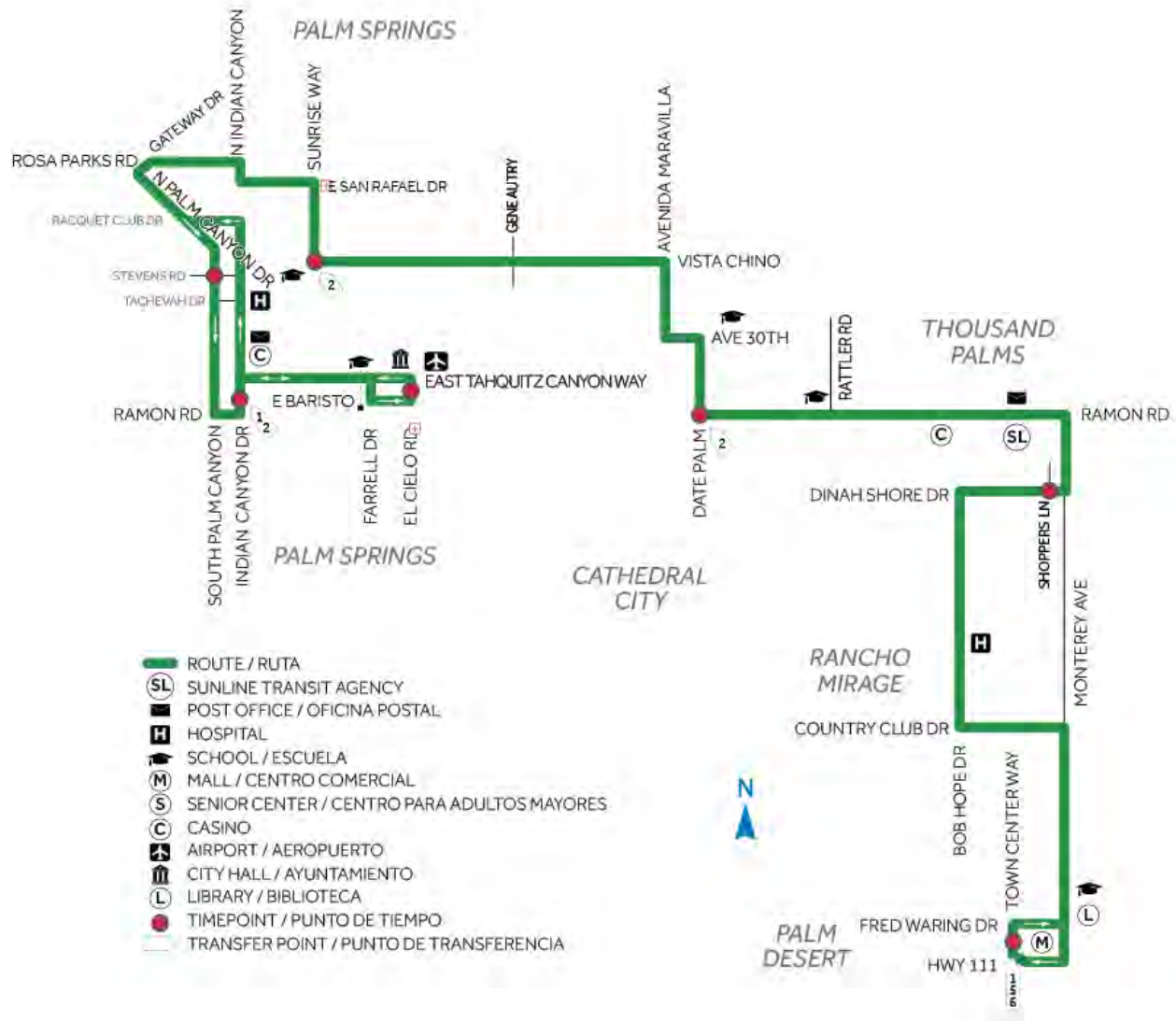
Route 3 operates seven days a week with 60-minute frequency, connecting Desert Edge with Desert Hot Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions and schools. The route also provides convenient connections for customers needing to transfer to SunLine routes 2 and 5. The transfer point is located at West Drive at Pierson Boulevard in Desert Hot Springs. Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called route 15, the route was renamed in January of 2021.



Route 4

Westfield Palm Desert – Palm Springs

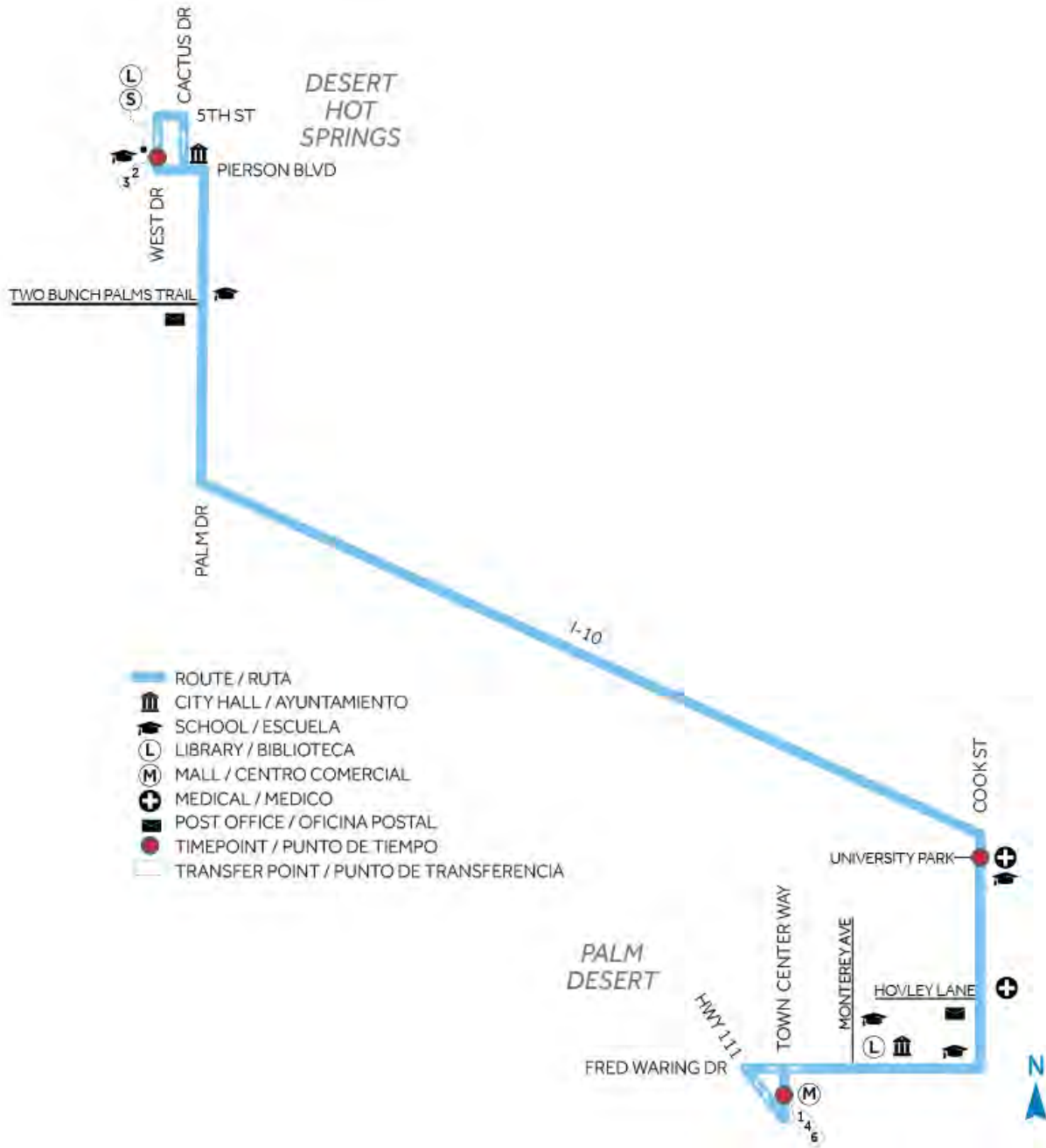
Route 4 is one of SunLine’s higher performing routes which operates seven days a week with 40-minute frequency, connecting Palm Springs with Palm Desert. It also serves the cities of Thousand Palms, Rancho Mirage and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers and Palm Springs International Airport. The route also provides convenient connections for customers needing to transfer to SunLine routes 1, 2, 5 and 6. Those transfer points are located at Ramon Road at Date Palm Drive in Cathedral City (connection with Route 2), Indian Canyon Drive at Ramon Road in Palm Springs (connections with routes 1 and 2), Sunrise Way at Vista Chino in Palm Springs (connection with Route 2), and Town Center Way at Hahn Road (connections with routes 1, 5 and 6). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 4 was combined from previous routes 24 and 32, the route was renamed in January of 2021.



Route 5

Desert Hot Springs – CSUSB Palm Desert – Westfield Palm Desert

Route 5 operates five days a week with 60-minute frequency, connecting Desert Hot Springs with Palm Desert using a portion of the I-10 freeway. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions and schools. The route also provides convenient connections for customers needing to transfer to SunLine routes 1, 2, 3, 4 and 6. The transfer points are located at West Drive at Pierson Blvd in Desert Hot Springs (connections with routes 2 and 3) and Town Center Way at Hahn Road in Palm Desert (connections with routes 1, 4 and 6). Looking ahead, studies are underway to possibly boost service frequency to every 40 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 5 was combined from previous routes 20 and 21, and renamed in January of 2021.



Route 6

Coachella – Via Fred Waring – Westfield Palm Desert

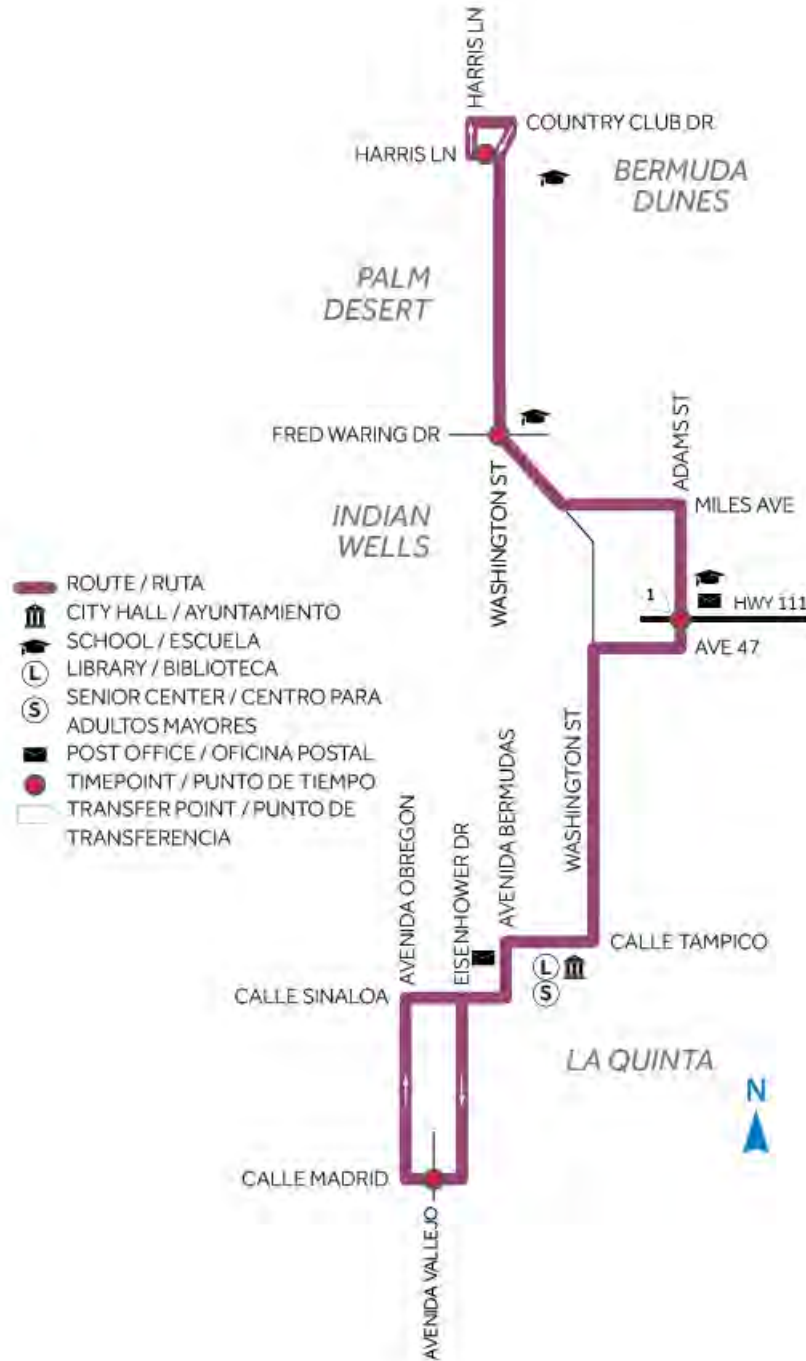
Route 6 operates seven days a week with 45-minute frequency on weekdays and 60-minute frequency on weekends, connecting Palm Desert with Coachella using a portion of Fred Waring Drive. It also serves the cities of Indio, La Quinta and Indian Wells. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions and schools. The route also provides convenient connections for customers needing to transfer to SunLine routes 1, 4, 5 and 8. The transfer points are located at 5th St at Vine Ave in Coachella (connections with routes 1 and 8) and Town Center Way at Hahn Road in Palm Desert (connections with routes 1, 4 and 5). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Launched in January or 2021, the Route 6 previously served portions of routes 54, 80, 81 and 91.



Route 7

Bermuda Dunes – Indian Wells – La Quinta

Route 7 operates seven days a week with 45-minute frequency on weekdays and 1-hour 45-minute frequency on weekends, connecting Bermuda Dunes with La Quinta. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 1. The transfer point is located at Hwy. 111 at Adams Street in La Quinta. Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called Route 70, the route was renamed in January of 2021.



Route 8

North Indio – Coachella – Thermal/Mecca

Route 8 is one of SunLine’s critical routes linking the unincorporated part of the eastern Coachella Valley to the rest of SunLine’s network. The route, which operates seven days a week with 40-minute frequency on weekdays and 60-minute frequency on weekends, connects Indio with Thermal/Mecca, and also serving the city of Coachella. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine routes 1, 6 and 9. Those transfer points are located at Avenue 66 at Mecca Health Clinic in Mecca (connection to Route 9) and 5th Street at Vine Avenue in Coachella (connection to routes 1 and 6). Route 8 was combined from previous routes 80, 81, 90 and 91, and renamed in January of 2021.



Route 9

North Shore – Mecca – Oasis

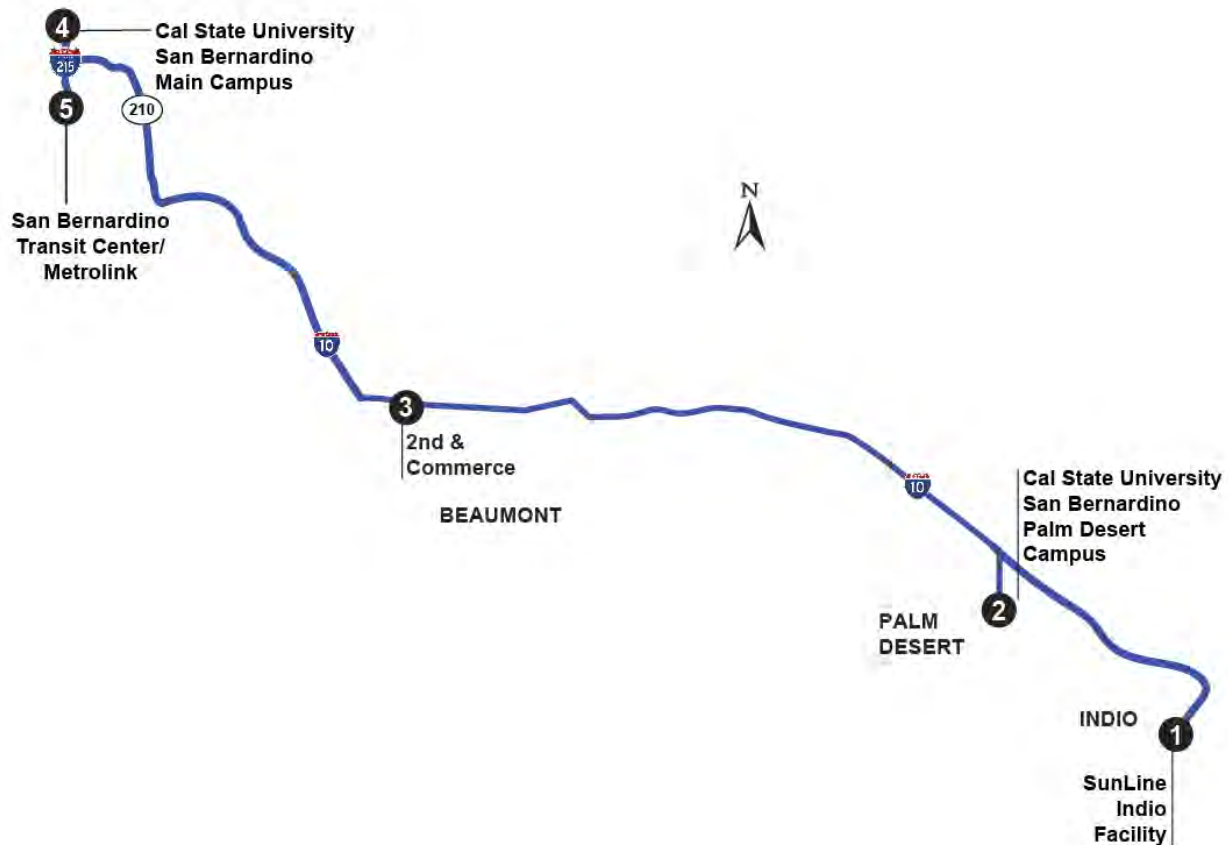
Route 9 operates seven days a week with 60-minute frequency, connects North Shore with Oasis. A variety of destinations are served, including libraries, recreational attractions, medical centers and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 8. The transfer point is located at Avenue 66 at Mecca Health Clinic. Route 9 was combined from previous routes 90, 91 and 95, and renamed in January of 2021.



Route 10 Commuter Link

Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC) / Metrolink

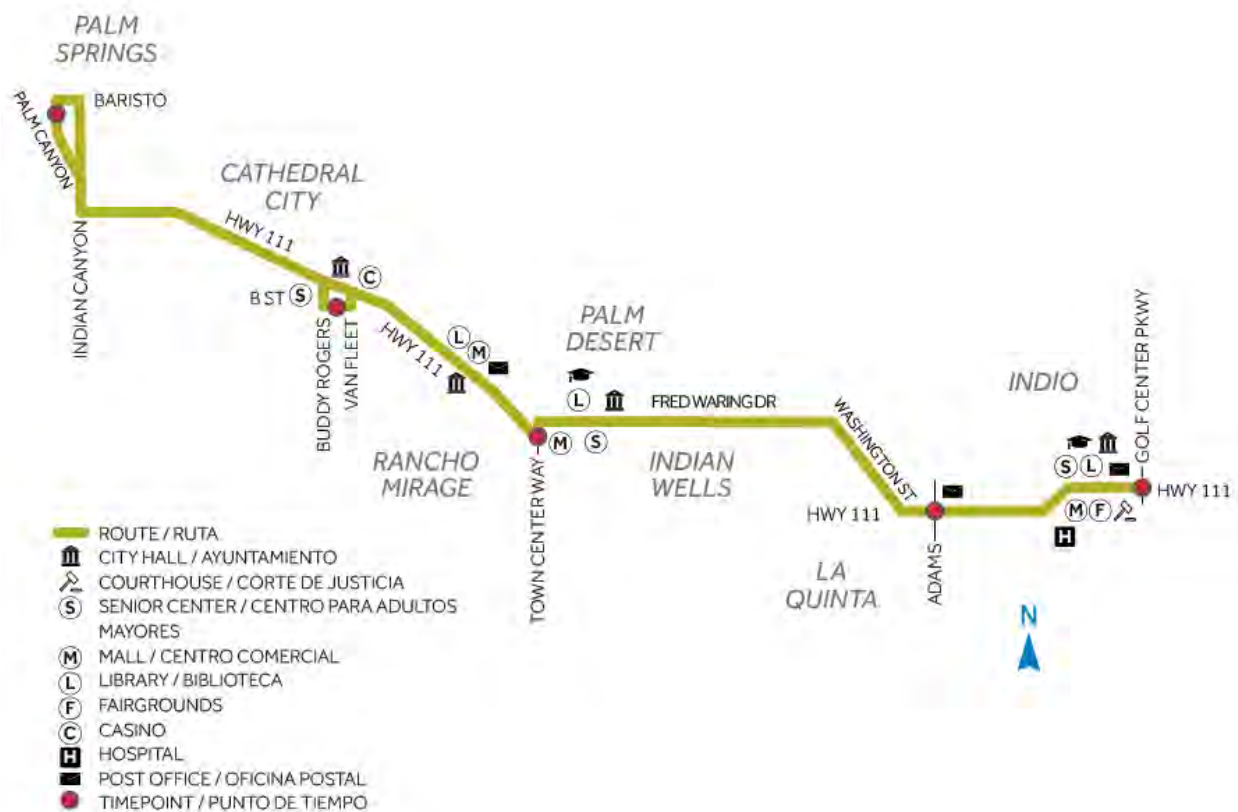
The Route 10 Commuter Link is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link will provide a direct connection between California State University San Bernardino’s campuses in Palm Desert and San Bernardino. It will also provide service to the San Bernardino Transit Center for connections with Metrolink trains as well as routes served by Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority and Mountain Transit. The 10 Commuter Link was temporarily on hold due to ridership declines and school closures from the COVID-19 pandemic and is now slated to begin service July 12, 2021.



Route 1X

Express to Indio – Express to Palm Springs

Route 1X is a new limited-stop express route that will connect Palm Springs and Indio. The majority of the route will travel along Highway 111 with a stop at B Street at Buddy Rogers Avenue and another on Town Center Way at Hahn Road to provide service to an already established bus stop and a high-density area. The purpose of Route 1X is to provide faster travel times between key stops and one additional weekday trip per hour on the Highway 111 corridor. The route will serve five stops in all, at South Palm Canyon at Baristo Road in Palm Springs, B Street at Buddy Rogers Avenue in Cathedral City, Town Center Way at Hahn Road in Palm Desert, Highway 111 at Adams Street in La Quinta and Highway 111 at Golf Center Parkway in Indio. Route 1X is slated to begin service September 7, 2021.



School Trippers

School tripper buses are traditionally added to regular routes when service reaches capacity or special alignments/deviations are created to address a specific demand for service. These buses are open to both students and members of the public. Rider information related to these routes must be shared with the general public. SunLine is currently serving Desert Sands Unified School District campuses and will begin serving Palm Springs Unified School District campuses when in-person learning resumes. School tripper service is a limited-stop service that operates on the following schedules shown on the following maps. Tripper routes were renamed in January of 2021 as a part of the SunLine Refueled Initiative.

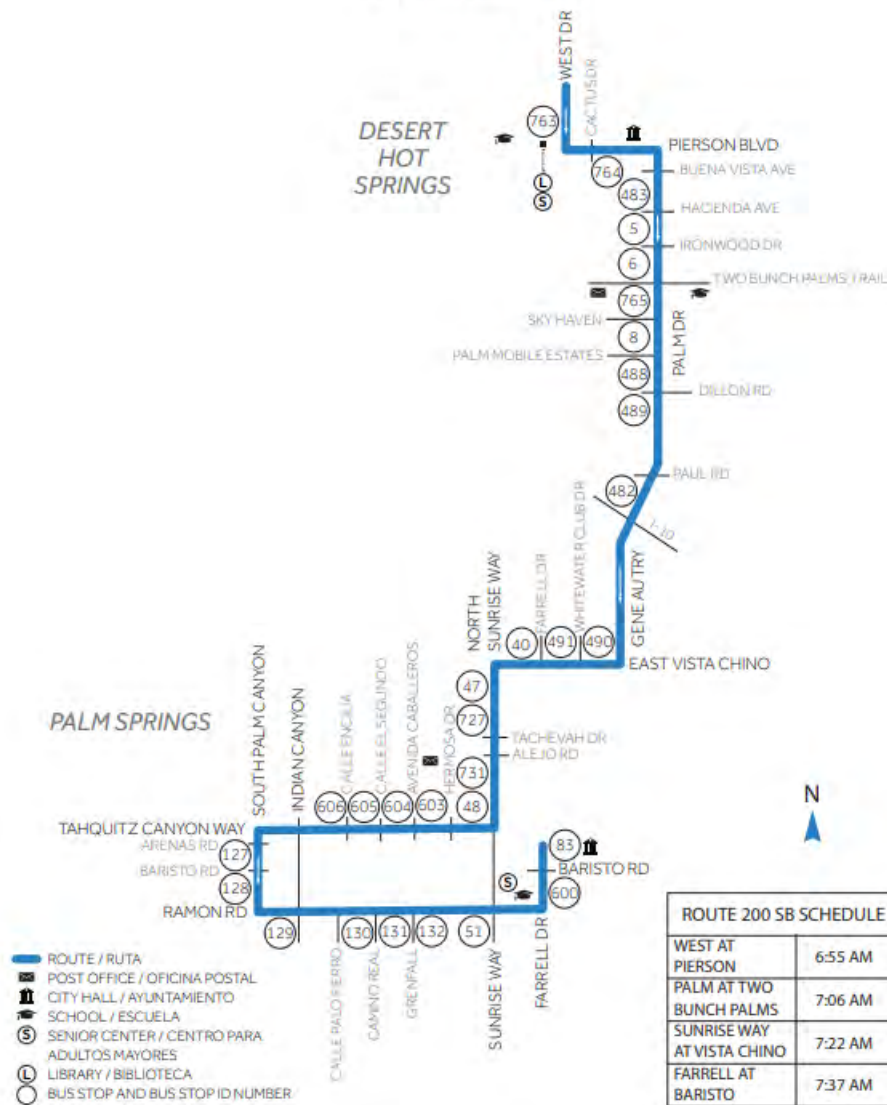
Route 200 SB

Palm Springs High School
AM Tripper

ROUTE 200 SB

PALM SPRINGS HIGH SCHOOL

AM TRIPPER



ROUTE 200 SB SCHEDULE	
WEST AT PIERSON	6:55 AM
PALM AT TWO BUNCH PALMS	7:06 AM
SUNRISE WAY AT VISTA CHINO	7:22 AM
FARRELL AT BARISTO	7:37 AM

Route 400 SB

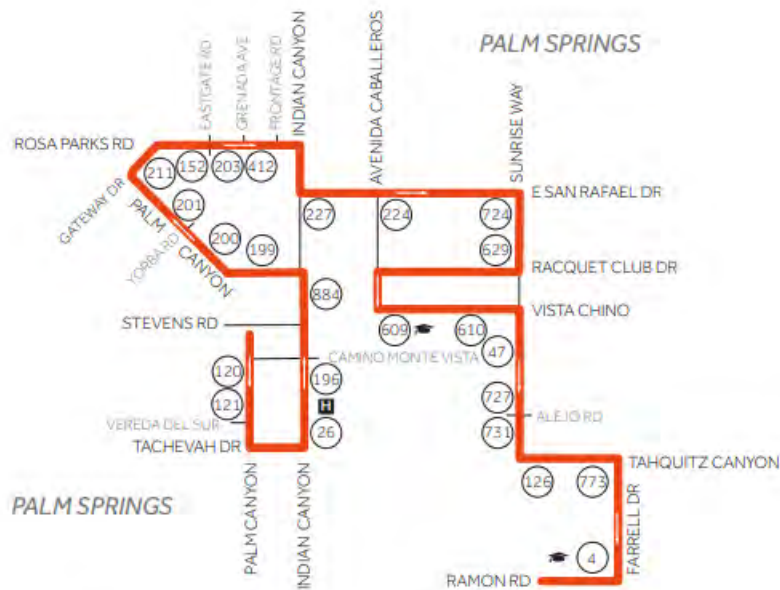
Raymond Cree/Palm Springs High School

AM Tripper

ROUTE 400 SB

RAYMOND CREE / PALM SPRINGS HS

AM TRIPPER



ROUTE 400 SB SCHEDULE	
PALM CANYON AT STEVENS	6:55 AM
VISTA CHINO AT SUNRISE	7:21 AM
RAMON AT FARRELL	7:32 AM

- ROUTE / RUTA
- POST OFFICE / OFICINA POSTAL
- HOSPITAL
- SCHOOL / ESCUELA
- BUS STOP AND BUS STOP ID NUMBER

Route 402 NB

Palm Canyon/Stevens

AM Tripper

ROUTE 402 NB

PALM CANYON / STEVENS

AM TRIPPER



ROUTE 402 NB SCHEDULE	
AVENIDA CABALLEROS AT VISTA CHINO	10:55 AM
PALM CANYON AT STEVENS	11:17 AM

- ROUTE / RUTA
- SCHOOL / ESCUELA
- BUS STOP AND BUS STOP ID NUMBER



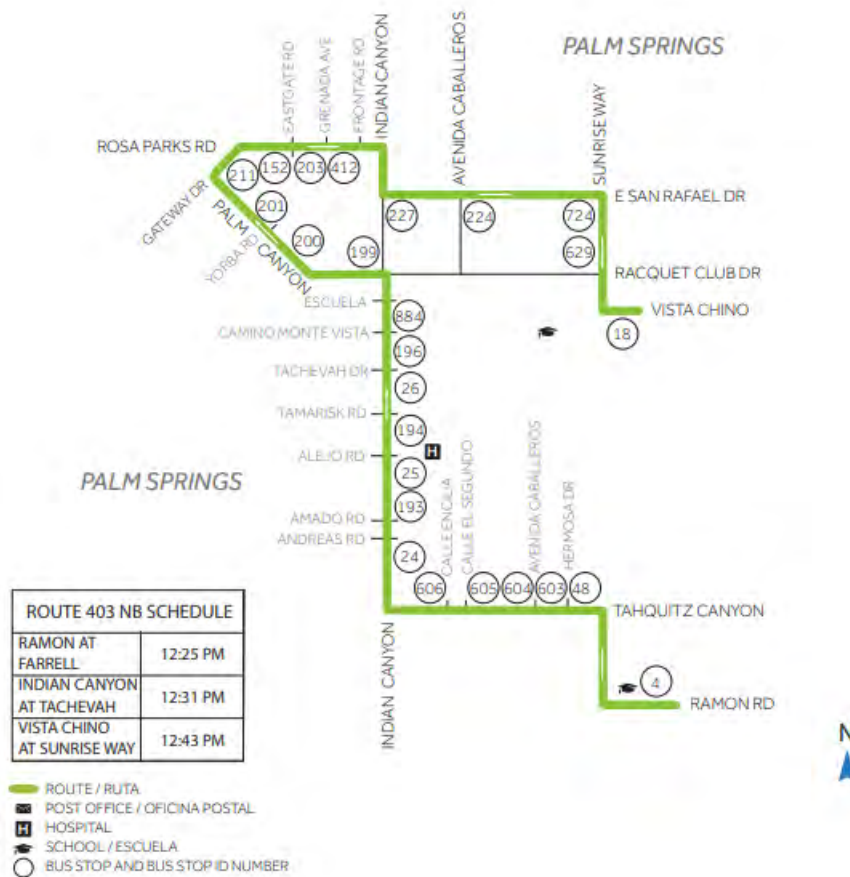
Route 403 NB

Vista Chino/Sunrise
PM Tripper

ROUTE 403 NB

VISTA CHINO / SUNRISE

PM TRIPPER



Route 700 SB

Harris/Washington – Calle Madrid/AVN Vallejo
AM Tripper

ROUTE 700 SB

HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO AM TRIPPER



Route 700 NB

Calle Madrid/Avn Vallejo – Harris/Washington
AM Tripper

ROUTE 700 NB

CALLE MADRID / AVN VALLEJO
HARRIS / WASHINGTON
AM TRIPPER

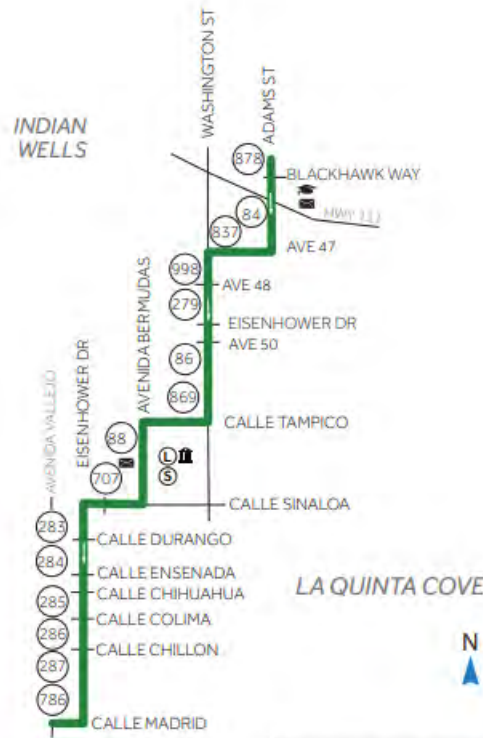


Route 701 SB

Calle Madrid/Avn Vallejo
 PM Tripper

ROUTE 701 SB

CALLE MADRID / AVN VALLEJO PM TRIPPER



- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- SENIOR CENTER / CENTRO PARA ADULTOS MAYORES
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

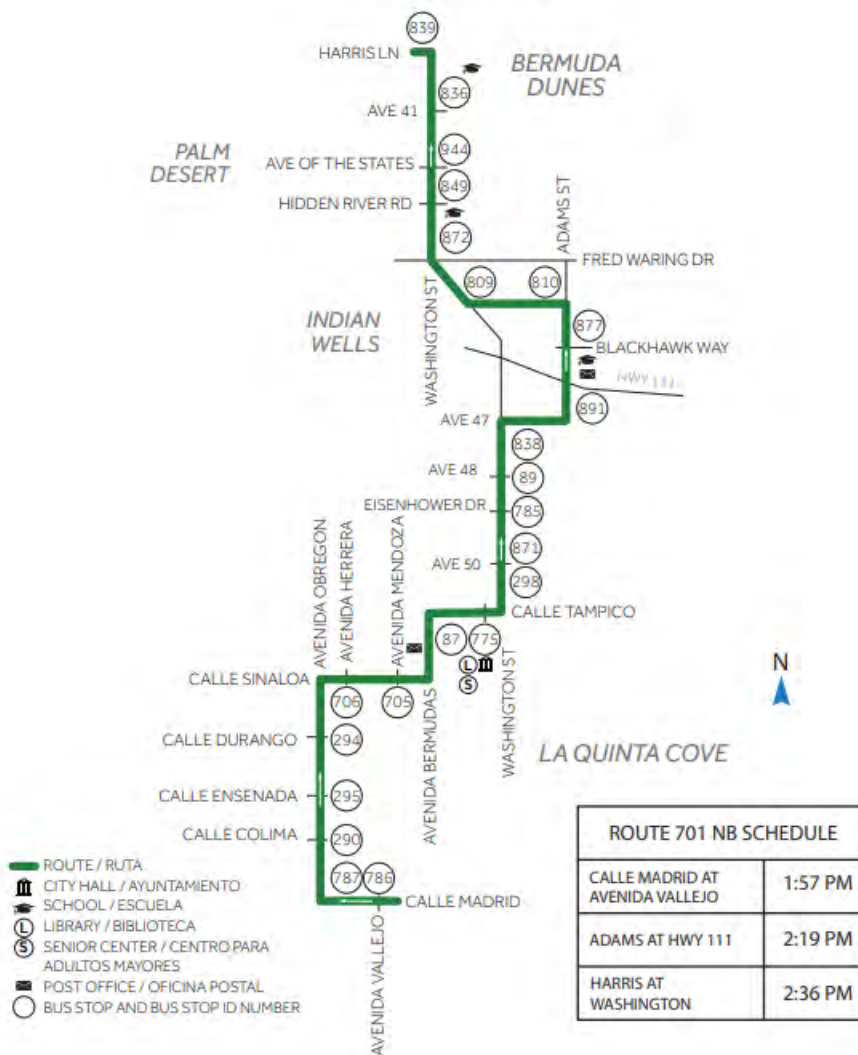
ROUTE 701 SB SCHEDULE	
ADAMS AT BLACKHAWK	1:35 PM
ADAMS AT HWY 111	1:38 PM
CALLE MADRID AT AVENIDA VALLEJO	1:55 PM

Route 701 NB

Harris/Washington
PM Tripper

ROUTE 701 NB

HARRIS / WASHINGTON PM TRIPPER

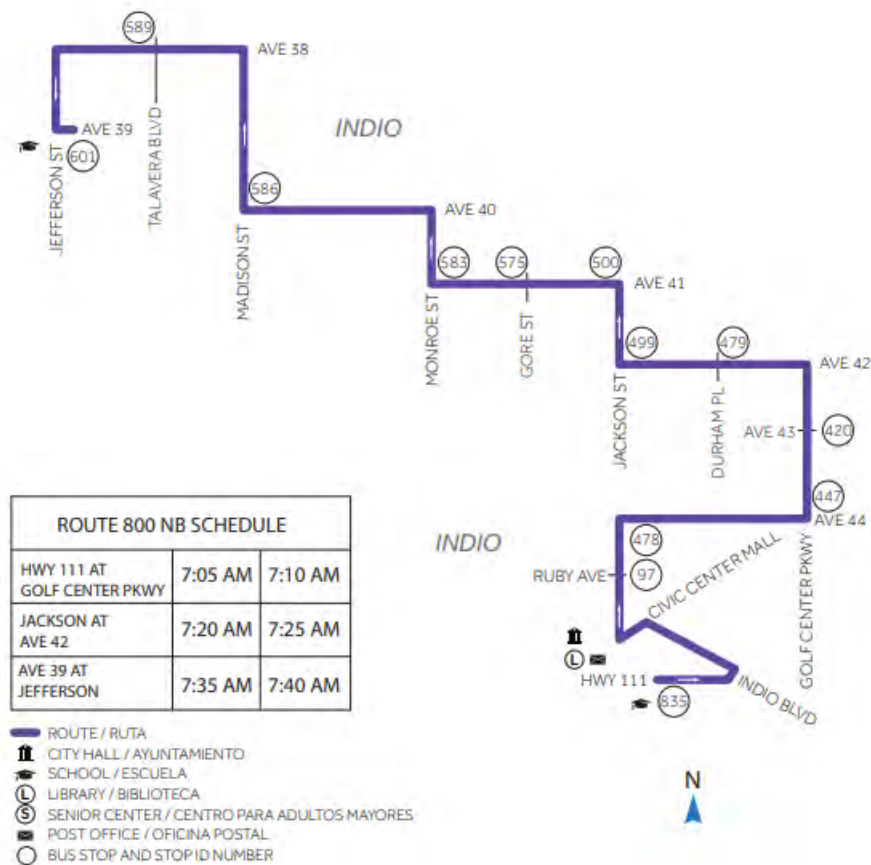


Route 900 NB

Shadow Hills High School
AM Tripper

ROUTE 800 NB

SHADOW HILLS HIGH SCHOOL
AM TRIPPER

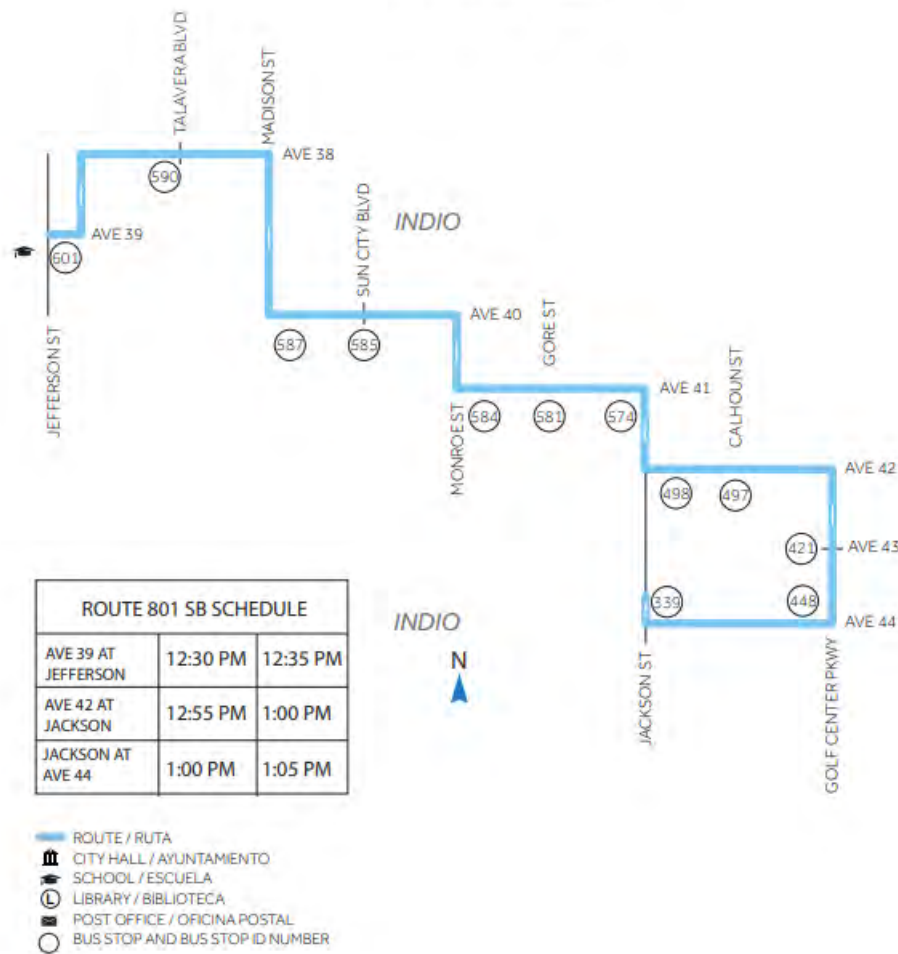


Route 801 SB

Jackson/44th
PM Tripper

ROUTE 801 SB

JACKSON / 44TH
PM TRIPPER

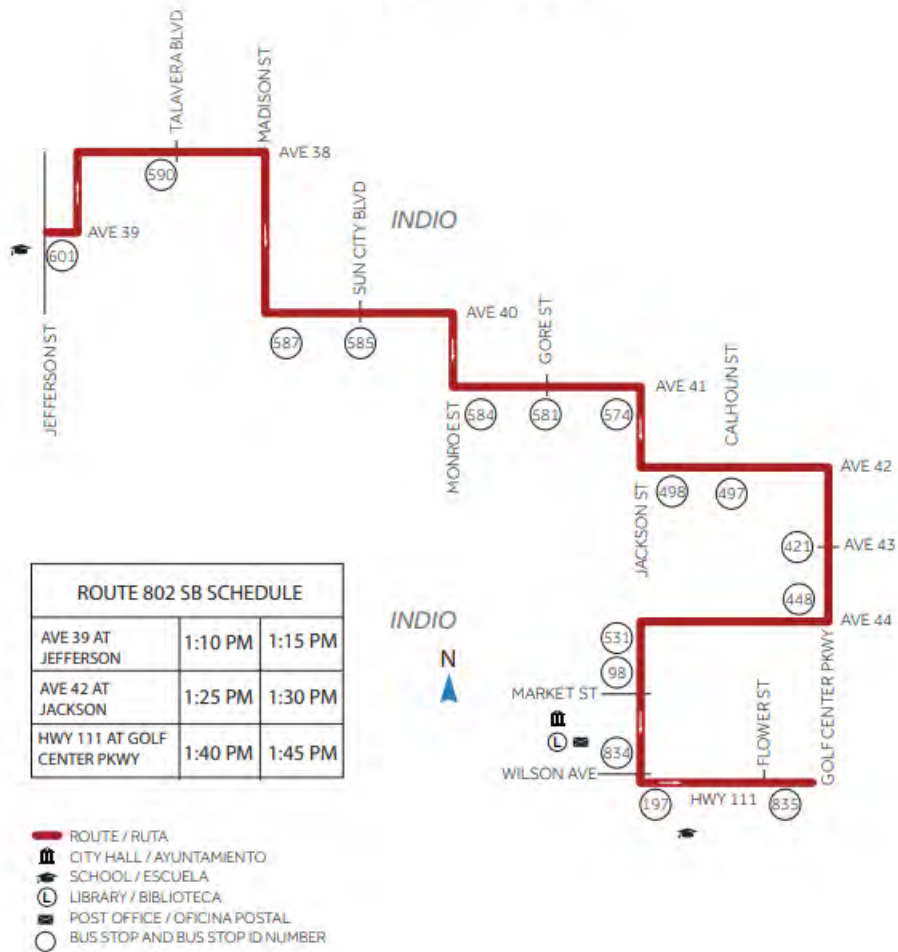


Route 802 SB

Hwy 111/Golf Center Pkwy
PM Tripper

ROUTE 802 SB

HWY 111 / GOLF CENTER PKWY
PM TRIPPER

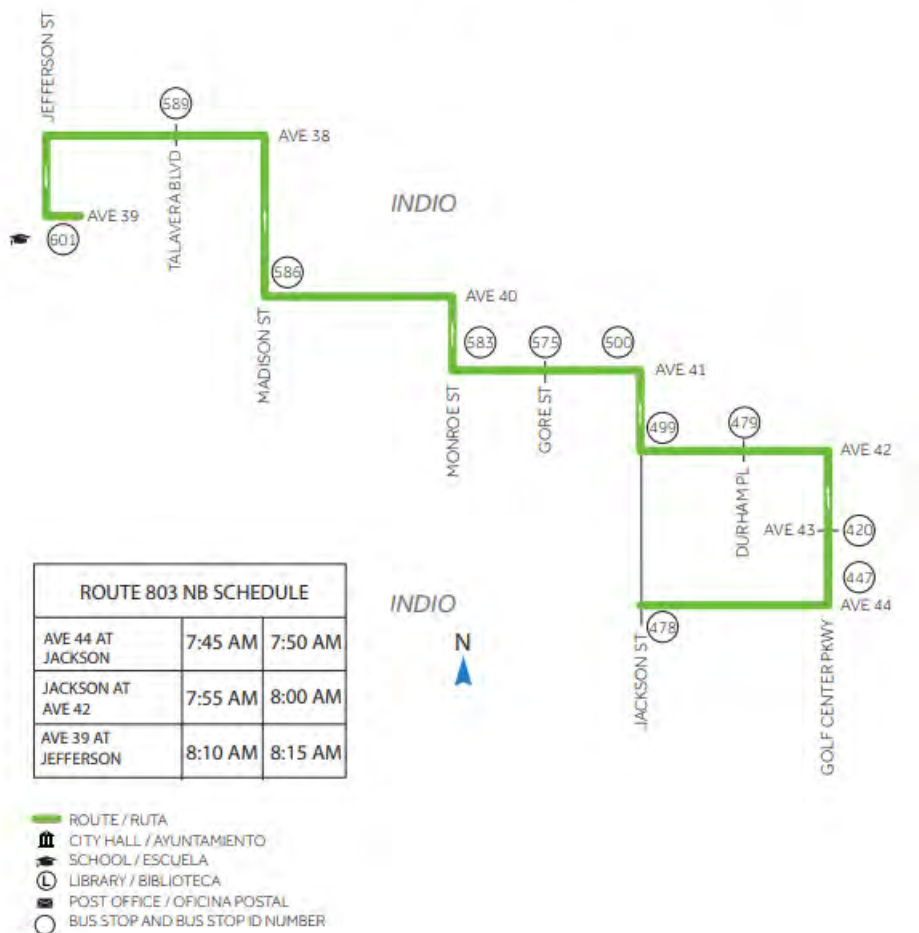


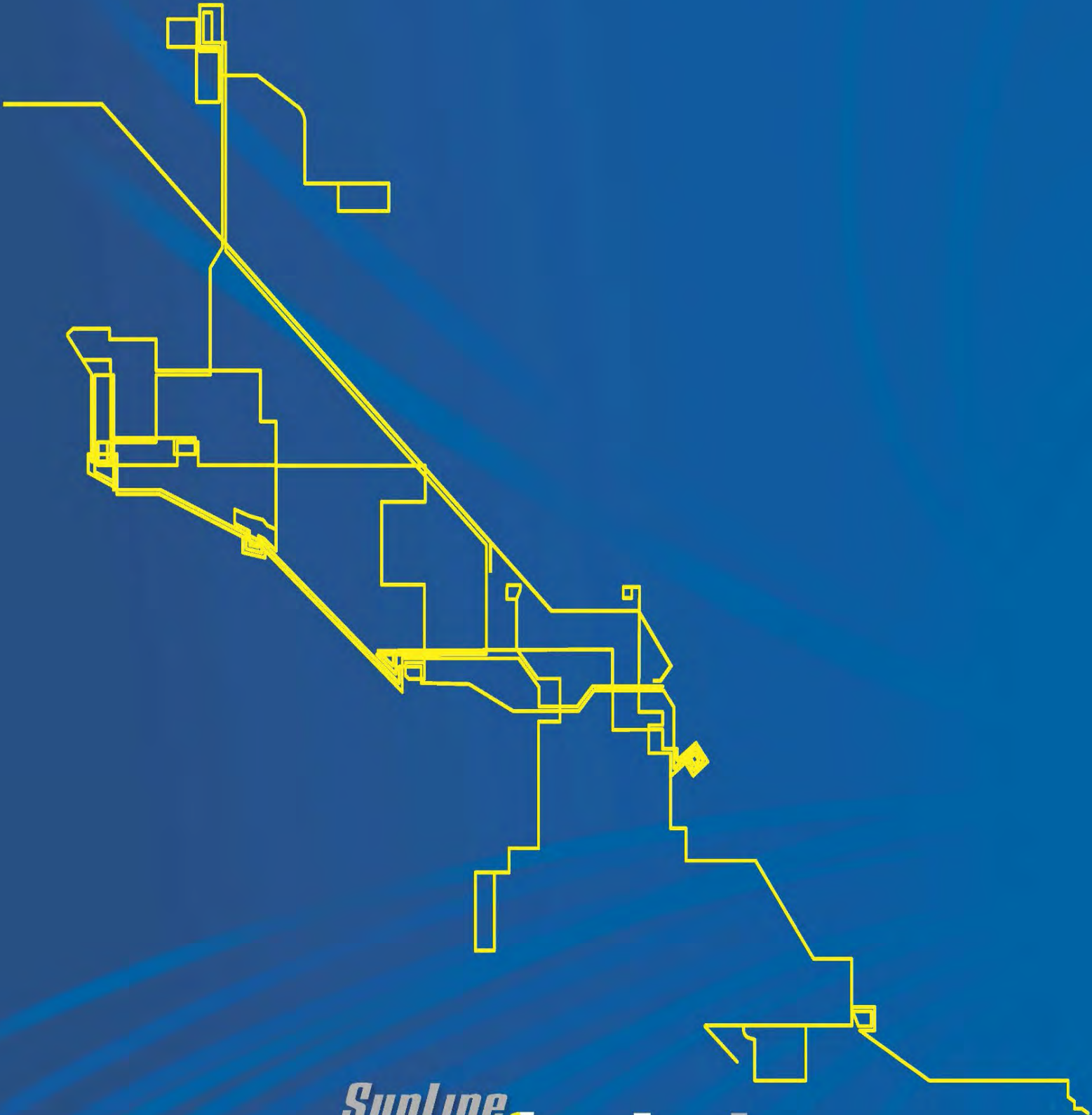
Route 803 NB

Shadow Hills High School
AM Tripper

ROUTE 803 NB

SHADOW HILLS HIGH SCHOOL AM TRIPPER





SunLine
Refueled
DRIVING THE FUTURE OF TRANSIT

SunLine.org/Refueled

 @SunLineTransit

 facebook.com/SunLineTransit

 @SunLineTransit

SunLine Services Group

DATE: May 26, 2021 **DISCUSSION**

TO: Taxi Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: SunLine Regulatory Administration Draft FY22 Budget

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY22 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June Board meeting or hold special committee meetings during the upcoming weeks to continue discussion and allow for any modifications. The budget was completed utilizing the approved FY22 fee schedule approved at the April Board of Directors meeting.

Attachment:

- [Item 21a](#) – SSG Draft FY22 Budget Presentation
- [Item 21b](#) – SSG Draft FY22 Budget



FY22 SunLine Regulatory Administration Budget

May 26, 2021

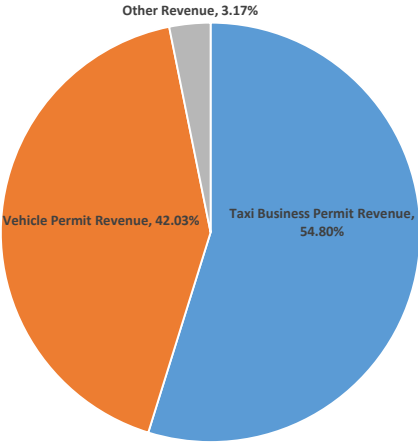
Luis Garcia
Chief Financial Officer

Budget Overview

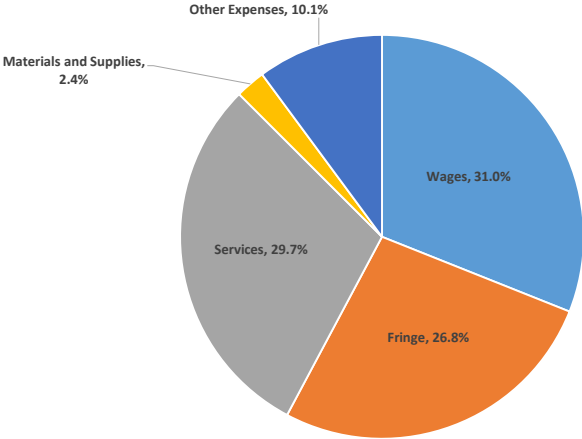


- Balanced budget
- \$175,170 - Expenses
- \$175,170 - Revenue
- (\$79,380) or 31% decrease from FY21
 - Not sustainable

Revenue



Expenses



Questions?

Thank
You



SRA

SUNLINE REGULATORY ADMINISTRATION

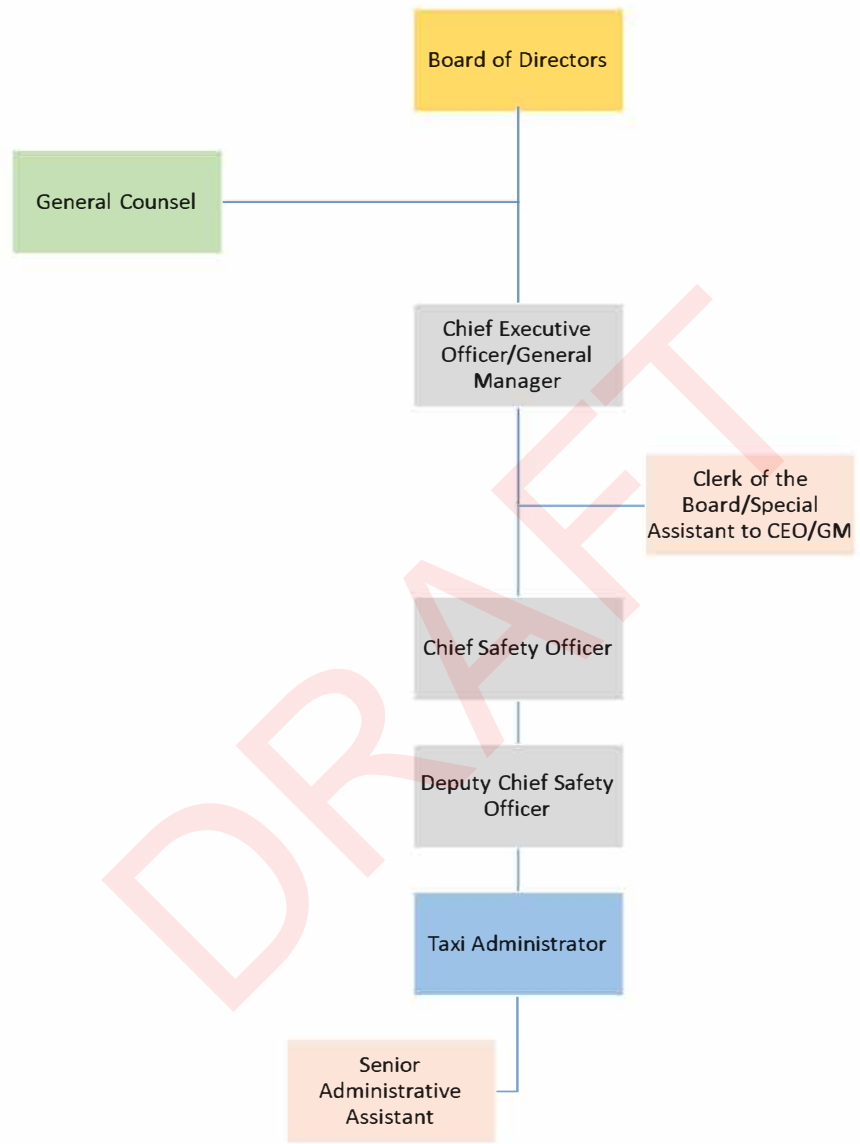
ANNUAL BUDGET

FISCAL YEAR 2022

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TAXI FEES	4
EXPENSE REPORT	5
PERSONNEL SUMMARY.....	6
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DRAFT



FUNCTIONS & RESPONSIBILITIES

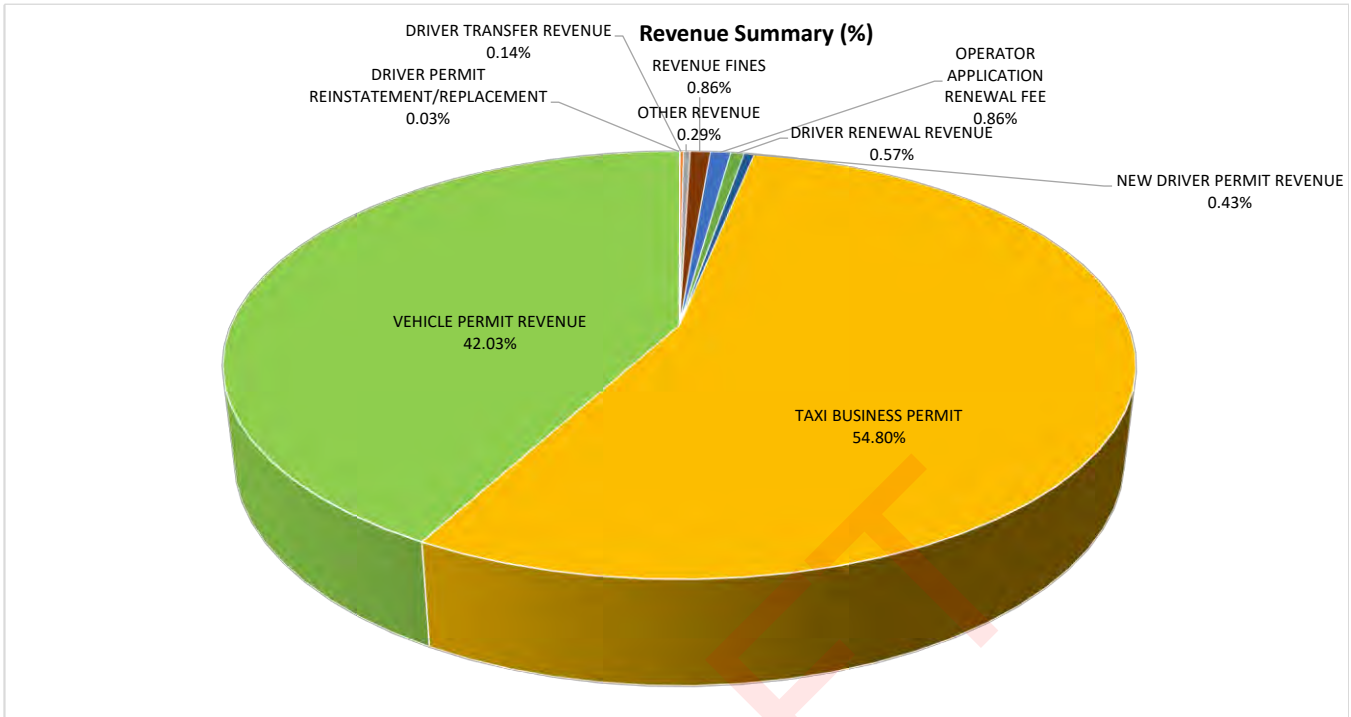
Taxi regulation oversight includes, but is not limited to, responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, issuance of annual taxicab company licenses, suspension and revocation of permits and licenses and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases with appeals processed through the SSG guidelines and policies.

FY22 GOALS & OBJECTIVES

- Work with taxi companies to improve public image and create community connections to assist in the continuance of making the industry a viable option to valley residents and guests.

DRAFT

REVENUE SUMMARY



Sources of Funding (Operating)	FY21 Approved Budget	FY21 Estimates	FY21 Variance	FY22 Proposed Budget	FY22 Variance
4010101200 REVENUE FINES	1,400	1,000	(400)	1,500	100
4010101500 NEW DRIVER PERMIT REVENUE	3,600	120,000	116,400	750	(2,850)
4010101550 TAXI BUSINESS PERMIT	120,000	200	(119,800)	96,000	(24,000)
4010101600 DRIVER TRANSFER REVENUE	500	2,533	2,033	250	(250)
4010101700 DRIVER RENEWAL REVENUE	2,500	-	(2,500)	1,000	(1,500)
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	73,521	73,471	50	-
4010101900 VEHICLE PERMIT REVENUE	124,500	1,069	(123,431)	73,620	(50,880)
4010102200 OTHER REVENUE	500	-	(500)	500	-
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	254,550	198,923	(55,627)	175,170	(79,380)

Notes:

- The FY21 variance reflects the difference between FY21 estimated actuals and FY21 approved budget. The FY22 variance indicates the difference between FY22 proposed budget and FY21 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the April Board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the approved fees for Fiscal Year 2022 used in the calculation of the proposed budget.

Fees	FY21 Approved Fees	FY22 Proposed Fees	Variance
New Taxicab Business Application Fee	1,000	1,000	-
Annual Taxicab Business Permit Renewal Application Fee	500	500	-
Annual Taxicab Business Permit Fee	40,000	32,000	(8,000)
Business Permit Reinstatement Fee	10,000	10,000	-
New Driver Permit	75	75	-
Driver Permit Renewal	25	25	-
Driver Permit Transfer Fee	25	25	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	10	10	-
Annual Vehicle Permit (Gasoline/Diesel)	1,650	1,650	-
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	850	850	-
Annual Vehicle Permit (WAV3/Zero Emission4)	200	200	-
Vehicle Fee, Reinstatement	65	65	-
Late Fee (for late payment of invoices)	25	25	-
Appeal Fee	100	100	-
Taxicab Distinct Appearance Determination Appeal Fee	1,200	1,200	-

Notes:

- "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)
- "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate
- "WAV" means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)
- Late fees shall be assessed at \$25.00 per day, not to exceed \$1,000.00 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY19 Actuals	FY20 Actuals	FY21 Estimated Actuals	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010201600 ADMIN SALARIES	74,450	76,526	82,125	92,438	50,066	(42,372)
5010700000 ALLOCATED SALARIES	32,987	-	-	4,176	4,301	125
5029999999 TOTAL FRINGE BENEFITS	51,203	54,823	74,969	79,692	46,865	(32,827)
5030103240 BACKGROUND CHECK SERVICES	2,756	1,715	523	2,450	735	(1,715)
5030200000 PUBLIC NOTICES	-	134	-	280	280	-
5030300005 LEGAL SERVICES - GENERAL	79,445	27,476	14,432	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT	-	-	-	1,000	1,000	-
5030303310 AUDIT SERVICES - EXTERNAL	10,000	3,500	-	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	-	14,406	9,507	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS	787	586	286	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	-	52	-	1,000	1,000	-
5039903800 OTHER SERVICES	750	594	500	1,000	1,000	-
5040101000 FUEL-CNG	224	45	-	500	500	-
5040404300 OFFICE SUPPLIES	2,387	2,045	558	2,500	2,500	-
5049900002 POSTAGE	300	467	504	502	120	(382)
5049900026 FACILITY MAINTENANCE	519	519	576	573	573	-
5049900032 REPAIR PARTS- TAXI VEHICLES	173	47	-	500	500	-
5050200001 UTILITIES	3,721	3,721	3,924	3,918	4,114	196
5050200003 TRASH PICK-UP	295	312	456	502	502	-
5050200006 COMMUNICATIONS	800	800	804	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	239	255	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	4,028	2,313	2,172	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	13,507	5,405	5,400	5,405	3,000	(2,405)
5079900000 FUEL TAXES	25	4	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	824	957	1,551	1,625	1,625	-
5090200000 TRAVEL AND TRAINING	1,462	2,674	733	4,000	4,000	-
5090801000 BANK SERVICE FEES	800	823	835	1,100	1,100	-
5090801060 BAD DEBT EXPENSE	663	320	-	-	-	-
5099900001 STAFF DEVELOPMENT	50	-	-	-	-	-
Total Expenses	282,395	200,519	200,167	254,550	175,170	(79,380)

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Authorized FTEs	FY22 Requested FTEs	Variance
1	Deputy Chief Safety Officer	0.25	0.25	0.00
1	Senior Administrative Assistant	1.00	0.75	(0.25)
1	Taxi Administrator	1.00	0.75	(0.25)
3	Total FTEs	2.25	1.75	(0.50)

Notes

- The Deputy Chief Safety Officer will apportion a small percentage of payroll allocation for taxi business responsibilities.
- The Taxi Administrator and Senior Administrative Assistant are budgeted as a portion of an FTE to account for wages allocated to

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SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5010201600 ADMIN SALARIES	92,438	50,066	(42,372)
5010700000 ALLOCATED SALARIES	4,176	4,301	125
5029999999 TOTAL FRINGE BENEFITS	79,692	46,865	(32,827)
Sub-total	176,306	101,232	(75,074)
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	2,450	735	(1,715)
Sub-total	2,450	735	(1,715)
5030200000 PUBLIC NOTICES			
Public Notice	280	280	-
Sub-total	280	280	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	30,000	30,000	-
Sub-total	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT			
Software Programs	1,000	1,000	-
Sub-total	1,000	1,000	-
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	7,000	7,000	-
Sub-total	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	10,000	10,000	-
Sub-total	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG tax committees	1,000	1,000	-
Sub-total	1,000	1,000	-
5040101000 FUEL-CNG			
Fuel for vehicles	500	500	-
Sub-total	500	500	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900002 POSTAGE			
Postage and mailing expenses	502	120	(382)
Sub-total	502	120	(382)
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	573	573	-
Sub-total	573	573	-
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	500	500	-
Sub-total	500	500	-
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	3,918	4,114	196
Sub-total	3,918	4,114	196
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
Sub-total	502	502	-
5050200006 COMMUNICATIONS			
Cellular services	800	800	-
Sub-total	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
Sub-total	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
Sub-total	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	5,405	3,000	(2,405)
Sub-total	5,405	3,000	(2,405)

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY21 Approved Budget	FY22 Proposed Budget	Variance
5079900000 FUEL TAXES			-
Fuel tax expenses	100	100	-
Sub-total	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	1,625	1,625	-
Sub-total	1,625	1,625	-
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	4,000	4,000	-
Sub-total	4,000	4,000	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	1,100	1,100	-
Sub-total	1,100	1,100	-
Total Expenses	254,550	175,170	(79,380)

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