



SunLine Transit Agency  
May 22, 2019  
12:00 p.m.

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

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

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

**ITEM**

**RECOMMENDATION**

1. CALL TO ORDER
2. ROLL CALL
3. PRESENTATIONS
4. FINALIZATION OF AGENDA
5. APPROVAL OF MINUTES –  
APRIL 24, 2019 BOARD MEETING
6. PUBLIC COMMENTS

**APPROVE**  
**(PAGE 4-7)**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

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

<b><u>ITEM</u></b>	<b><u>RECOMMENDATION</u></b>
<b>7. BOARD MEMBER COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>8. CONSENT CALENDAR</b>	<b>RECEIVE &amp; FILE</b>
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.	
8a) Checks \$1,000 and Over Report for March 2019	(PAGE 8-12)
8b) Credit Card Statement for March 2019	(PAGE 13-17)
8c) Monthly Budget Variance Report for March 2019	(PAGE 18-24)
8d) Contracts Signed in Excess of \$25,000 April 2019	(PAGE 25-26)
8e) Union & Non-Union Pension Investment Asset Summary March 2019	(PAGE 27-30)
8f) Ridership Report for April 2019	(PAGE 31-33)
8g) SunDial Operational Notes for April 2019	(PAGE 34-37)
8h) Metrics for April 2019	(PAGE 38-49)
8i) Board Member Attendance for April 2019	(PAGE 50-51)
<b>9. THIRD AMENDMENT TO CEO/GM EMPLOYMENT AGREEMENT</b> (Robert Radi, Chair of Finance/Audit Committee; Staff: Eric S. Vail, General Counsel)	<b>APPROVE</b> (PAGE 52-54)
<b>10. BARGAINING PENSION PLAN AMENDMENT</b> (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer)	<b>APPROVE</b> (PAGE 55)
<b>11. AWARD OF TIRE &amp; TIRE SERVICE LEASING CONTRACT</b> (Robert Radi, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer – Maintenance)	<b>APPROVE</b> (PAGE 56-58)
<b>12. REPLACEMENT OPERATIONS FACILITY – DESIGN BUILD CONTRACT</b> (Robert Radi, Chair of Finance/Audit Committee; Staff: Rudy Le Flore, Chief Project Consultant)	<b>APPROVE</b> (PAGE 59-61)
<b>13. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY20 OPERATING AND CAPITAL BUDGET</b> (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer)	<b>DISCUSSION</b> (PAGE 62-161)

**ITEM**

**RECOMMENDATION**

14. **REVIEW AND DISCUSSION OF THE DRAFT FY 2019/20 SHORT RANGE TRANSIT PLAN (SRTP)**  
(Lisa Middleton, Chair of Strategic Planning & Operational Committee;  
Staff: Victor A. Duran, Transit Planning Manager)
15. **GENERAL COUNSEL**
16. **CEO/GENERAL MANAGER'S REPORT**
17. **CLOSED SESSION**
- a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
Pursuant to Government Code Section 54957(b)  
Position Title: CEO/ General Manager
- b) **PUBLIC EMPLOYEE APPOINTMENT**  
Pursuant to Government Code section 54957  
Position Title: Chief Operations Officer / Chief Financial Officer
18. **NEXT MEETING DATE**  
June 26, 2019  
12 p.m. – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276
19. **ADJOURN**

**DISCUSSION**  
(PAGE 162-274)

## MINUTES

### SunLine Transit Agency Board of Directors Meeting April 24, 2019

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:06 p.m. on Wednesday, April 24, 2019 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

#### 1. CALL TO ORDER

The meeting was called to order at 12:06 p.m. by Chairperson Kathleen Kelly.

#### 2. ROLL CALL

##### Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert  
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Glenn Miller, SunLine Agency Board Member (Alternate), City of Indio  
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs  
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside

##### Members Absent:

Robert Radi, Vice-Chairperson, SunLine Agency Board Member, City of La Quinta  
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

#### 3. PRESENTATIONS

A brief presentation regarding Haul Pass was made to the Board by Eric Mester, Interim IT Administrator.

#### 4. FINALIZATION OF AGENDA

No changes to the agenda.

#### 5. APPROVAL OF MINUTES – MARCH 27, 2019 BOARD MEETING

SunLine Transit Agency Board Member Peabody moved to approve the minutes of the March 27, 2019 Board meeting. The motion was seconded by SunLine Transit Agency Board Member Middleton. The motion was approved by a vote of 7 yes; 0 no; 1 abstain



**6. PUBLIC COMMENTS**

Public comments were made by:

Amy Stuart

**7. BOARD MEMBER COMMENTS**

None.

**8. CONSENT CALENDAR**

- 8a) Checks \$1,000 and Over Report for February 2019
- 8b) Credit Card Statement for February 2019
- 8c) Monthly Budget Variance Report for February 2019
- 8d) Contracts Signed in Excess of \$25,000 March 2019
- 8e) Union & Non-Union Pension Investment Asset Summary February 2019
- 8f) Ridership Report for March 2019
- 8g) SunDial Operational Notes for March 2019
- 8h) Metrics for March 2019
- 8i) Board Member Attendance for March 2019
- 8j) Quarterly Capital Project Update for 1<sup>st</sup> Quarter 2019

SunLine Agency Board Member Peabody moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Hobart. The consent calendar was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**9. APPROVAL OF NEW ACCESS ADVISORY COMMITTEE MEMBER**

Tamara Miles, Compliance/Eligibility Officer provided a brief report to the Board. SunLine Transit Agency Board Member Peabody moved to approve the New ACCESS Advisory Committee Member. The motion was seconded by SunLine Transit Agency Board Member Gregory. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**10. APPROVAL OF APPLICATION FOR CARL MOYER GRANT FUNDS**

Finance/Audit Committee Vice-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 Application for Carl Moyer Grant Funds. The motion was seconded by SunLine Transit Agency Board Member Betts. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**11. RESOLUTION NO. 0773 TO OBTAIN FEDERAL GRANT FUNDING**

Finance/Audit Committee Vice-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. 0773 to Obtain Federal Grant Funding. The motion was seconded by SunLine Transit Agency Board Member Betts. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain

**12. GENERAL COUNSEL**

General counsel had no updates to report.

**13. CEO/General Manager's Report**

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

**14. CLOSED SESSION**

**a) CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Tommy Edwards, Chief Performance Officer SunLine, Kelly Trainer, special legal counsel, Burke Williams Sorensen, LLP.

Employee organization: Amalgamated Transit Union

**b) CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code 54957.6

Agency Designated Representative: Kathleen Kelly, Chair of the Board, Eric Vail, Legal Counsel

Unrepresented Employees, Position – CEO/General Manager

**c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code Section 54957(b)

Position Title: CEO/ General Manager

Report on action(s) taken in closed session:

- a) Board approved tentative agreements with ATU and directed CEO/GM to implement the non-monetary provisions effective immediately and to defer implementation of monetary provisions until the Board reviews and approvals a formal MOU with ATU at its next regular meeting.
- b) There was no reportable action taken.
- c) There was no reportable action taken.

**15. NEXT REGULAR BOARD MEETING DATE**

Wednesday, May 22, 2019 at 12:00 p.m.  
SunLine Transit Agency Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**16. MEETING ADJOURNMENT**

The meeting was adjourned at 1:18 p.m.

Respectfully Submitted,

Brittney B. Sowell  
Clerk of the Board

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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for March 2019

Summary:

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

- For the month of March, the largest payment issued was to CalPERS for payment of the Group Health Insurance Premiums.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2019**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>678598</u>	<u>03/29/2019</u>	<u>700,502.16</u>
<b>ND CONSTRUCTION COMPANY, INC.</b>	<b>Transit Enhancements Phase 7 &amp; 8</b>	<b>678357</b>	<b>03/08/2019</b>	<b>154,666.84</b>
<b>AMERICAN SECURITY GROUP</b>	<b>WIP-Surveillance &amp; Security Camera System Upgrade</b>	<b>678481</b>	<b>03/15/2019</b>	<b>152,623.68</b>
PERMA - INSURANCE	Gen Liability/WC Prem	678582	03/25/2019	145,657.69
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678490</u>	<u>03/15/2019</u>	<u>103,362.66</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>678544</u>	<u>03/22/2019</u>	<u>102,338.00</u>
<b>TOLAR MFG. CO., INC</b>	<b>WIP-Transit Enhancement Phase 7 &amp; 8</b>	<b>678484</b>	<b>03/15/2019</b>	<b>57,220.70</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	678518	03/22/2019	56,129.25
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service- General	678411	03/15/2019	41,412.00
VASQUEZ AND COMPANY LLP	IT Security Audit	678497	03/15/2019	33,250.00
PRAXAIR, INC.	Fuel-Hydrogen	678538	03/22/2019	32,737.29
SO CAL GAS CO.	Utilities	678472	03/15/2019	29,597.14
MICHELIN NORTH AMERICA, INC.	Tire Leasing	678531	03/22/2019	28,273.99
<b>NR DEVELOPMENT, INC.</b>	<b>WIP-Fencing Project</b>	<b>678620</b>	<b>03/29/2019</b>	<b>23,758.96</b>
<b>WSP USA INC.</b>	<b>DM &amp; Vanpool Program</b>	<b>678502</b>	<b>03/15/2019</b>	<b>22,651.43</b>
IMPERIAL IRRIGATION DIST	Utilities	678440	03/15/2019	21,477.04
AGREEMENT DYNAMICS, INC.	Labor Negotiations Counsel	678593	03/29/2019	19,187.41
VASQUEZ AND COMPANY LLP	IT Security Audit	678496	03/15/2019	19,000.00
NFI PARTS	Repair Parts-Fixed Route	678382	03/08/2019	18,604.47
KAMBRIAN CORPORATION	Computer Network Software Agreement	678572	03/25/2019	16,953.60
THE LEFLORE GROUP LLC	Consulting Services	678466	03/15/2019	16,078.67
NFI PARTS	Repair Parts-Fixed Route	678642	03/29/2019	14,528.71
<b>VEHICLE TECHNICAL CONSULTANTS, INC.</b>	<b>LoNo Project Bus Inspections</b>	<b>678548</b>	<b>03/22/2019</b>	<b>14,500.00</b>
<b>CART MART, INC</b>	<b>WIP-Utility Cart Parts Department</b>	<b>678552</b>	<b>03/25/2019</b>	<b>13,623.75</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services - General	678315	03/08/2019	12,488.35
BRIGHT MOMENTS	Consulting Services	678432	03/15/2019	12,352.50
BRIGHT MOMENTS	Consulting Services	678329	03/08/2019	12,015.00
GENFARE	Inventory Repair Parts	678335	03/08/2019	11,974.56
ANDREA CARTER & ASSOCIATES	Consulting Services	678312	03/08/2019	11,450.00
<b>HDR ENGINEERING, INC.</b>	<b>WIP-Transit Redesign &amp; Network Analysis</b>	<b>678341</b>	<b>03/08/2019</b>	<b>10,751.70</b>
ANTHONY CARTER	Consulting Services	678406	03/15/2019	10,745.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>678590</b>	<b>03/25/2019</b>	<b>10,150.46</b>
SAFNA ENGINEERING & CONSULTING	Consulting Services	678439	03/15/2019	9,899.50
VASQUEZ AND COMPANY LLP	IT Security Audit	678396	03/08/2019	9,000.00
RIDE RIGHT, LLC	Employee Development Program-Paratransit Certification	678463	03/15/2019	8,914.43
SOFTCHOICE CORP.	Computer Network Software Agreement	678378	03/08/2019	8,240.00
<b>JESSE FRESCAS JR.</b>	<b>WIP- Utility Infrastructure Upgrade</b>	<b>678442</b>	<b>03/15/2019</b>	<b>8,240.00</b>
GENFARE	Printing Expenses	678608	03/29/2019	8,130.82
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678555	03/25/2019	7,856.35

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2019**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Service	678592	03/29/2019	7,775.52
AUGER CONSULTING GROUP LLC	Consulting Service	678350	03/08/2019	7,738.23
VASQUEZ AND COMPANY LLP	IT Security Audit	678498	03/15/2019	7,500.00
PE FACILITY SOLUTIONS, LLC	Janitorial Services	678364	03/08/2019	7,240.00
PE FACILITY SOLUTIONS, LLC	Janitorial Services	678624	03/29/2019	7,240.00
SOCALGAS	Utilities	678473	03/15/2019	7,163.30
SOCO GROUP INC, THE	Lubricates-Oil	678377	03/08/2019	6,839.42
CUMMINS SALES AND SERVICE	Repair Parts-Fixed Route	678514	03/22/2019	6,674.10
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678404</b>	<b>03/15/2019</b>	<b>6,113.88</b>
DESERT URGENT CARE AND SANTA ROSA DEL	Medical Exams	678611	03/29/2019	6,100.00
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>678507</b>	<b>03/22/2019</b>	<b>6,003.72</b>
CLASSIC CLUB	Center of Excellence Event	678524	03/22/2019	5,674.98
TEC OF CALIFORNIA, INC.	Repair Parts-Fixed Route	678478	03/15/2019	5,572.34
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>678503</b>	<b>03/15/2019</b>	<b>5,463.74</b>
CUMMINS SALES AND SERVICE	Inventory Repair Parts	678320	03/08/2019	5,462.81
NAPA AUTO PARTS	Repair Parts-Fixed Route	678445	03/15/2019	5,431.33
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	678565	03/25/2019	5,030.32
TPX COMMUNICATIONS	Telephone Service	678588	03/25/2019	4,951.40
NFI PARTS	Inventory Repair Parts	678479	03/15/2019	4,918.99
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Refurbished Hydrogen Fueling Station</b>	<b>678505</b>	<b>03/15/2019</b>	<b>4,812.50</b>
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Bus Wraps for 5 FCB</b>	<b>678427</b>	<b>03/15/2019</b>	<b>4,559.34</b>
CRAYONS GARDEN RESTAURANT AND CATERING	Center of Excellence Workshop Catering Service	678307	03/01/2019	4,497.68
PDC MACHINES, INC	Inventory Repair Parts	678536	03/22/2019	4,470.00
<b>NEW FLYER OF AMERICA INC.</b>	<b>Five Hydrogen Fuel Cell buses-AQIP</b>	<b>678358</b>	<b>03/08/2019</b>	<b>4,455.35</b>
PARKHOUSE TIRE, INC.	Repair Parts-Fixed Route	678458	03/15/2019	4,401.55
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	678371	03/08/2019	4,307.95
KAMBRIAN CORPORATION	Computer Network Software Agreement	678347	03/08/2019	4,190.25
SOCO GROUP INC, THE	Lubricants-Oil	678640	03/29/2019	4,043.71
<b>CPAC INC.COM</b>	<b>WIP-Information Technology Projects</b>	<b>678423</b>	<b>03/15/2019</b>	<b>3,964.72</b>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	678414	03/15/2019	3,937.79
PROPER SOLUTIONS	Temporary Help	678367	03/08/2019	3,926.63
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Mar 2019</u>	<u>678462</u>	<u>03/15/2019</u>	<u>3,864.26</u>
OFFICETEAM	Temporary Help	678455	03/15/2019	3,795.20
IMPERIAL IRRIGATION DIST	Utilities	678528	03/22/2019	3,755.04
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	678416	03/15/2019	3,686.69
OFFICETEAM	Temporary Help	678622	03/29/2019	3,680.32
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	678426	03/15/2019	3,587.50
<b>TRAPEZE SOFTWARE GROUP INC.</b>	<b>WIP-ERP Project</b>	<b>678489</b>	<b>03/15/2019</b>	<b>3,562.50</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	678584	03/25/2019	3,493.52

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2019**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	678631	03/29/2019	3,352.03
GRAINGER	Stops N Zone Supplies	678337	03/08/2019	3,325.61
TIME WARNER CABLE	Utilities	678482	03/15/2019	3,315.57
PROPER SOLUTIONS	Temporary Help	678627	03/29/2019	3,120.00
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	678641	03/29/2019	3,017.29
DECALS BY DESIGN, INC.	Inventory Repair Parts	678322	03/08/2019	3,015.12
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	678487	03/15/2019	2,959.25
PATRICK M. BRASSIL	Contracted Service Hydrogen Reformer Maints	678459	03/15/2019	2,880.00
ULINE, INC.	Stops N Zones Supplies	678649	03/29/2019	2,831.30
TOPS N BARRICADES, INC.	Fixed Assets Misc. Equipment	678647	03/29/2019	2,813.91
SETON IDENTIFICATION PRODUCTS	Bus Stop Signage	678374	03/08/2019	2,780.99
<b>VORWALLER &amp; BROOKS, INC.</b>	<b>WIP- Indio Temporary Driver Lounge</b>	<b>678652</b>	<b>03/29/2019</b>	<b>2,729.00</b>
PLAZA TOWING, INC.	Towing Service	678537	03/22/2019	2,725.00
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678554	03/25/2019	2,703.50
KENNARD POTTS	Consulting Services for Planning Department	678306	03/01/2019	2,695.00
<b>PACKET FUSION, INC.</b>	<b>WIP- Information Technology Projects</b>	<b>678580</b>	<b>03/25/2019</b>	<b>2,665.94</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	678319	03/08/2019	2,646.02
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	678395	03/08/2019	2,574.25
SOCO GROUP INC, THE	Lubricants-Oil	678474	03/15/2019	2,514.72
CREATIVE BUS SALES, INC,	Paratransit Repair Parts	678424	03/15/2019	2,468.74
ALEXANDER COHN, ESQ	Legal Services	678506	03/22/2019	2,456.94
HD INDUSTRIES	Inventory Repair Parts	678339	03/08/2019	2,399.23
FIESTA FORD, INC.	Inventory Repair Parts	678331	03/08/2019	2,371.83
PLAZA TOWING, INC.	Towing Services	678366	03/08/2019	2,250.00
CDW GOVERNMENT, INC	Laptop accessories	678318	03/08/2019	2,184.58
NORTON MEDICAL INDUSTRIES	Medical Exams	678449	03/15/2019	2,174.00
CO-AX VALVES, INC.	Repair Parts CNG	678421	03/15/2019	2,106.32
ATWORK FRANCHISE, INC.	Temporary Help	678607	03/29/2019	2,092.56
SMARTDRIVE SYSTEMS, INC.	General Services	678638	03/29/2019	2,080.00
SMARTDRIVE SYSTEMS, INC.	General Services	678471	03/15/2019	2,080.00
AVAIL TECHNOLOGIES	Computer Network Software Agreement	678408	03/15/2019	1,960.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	678435	03/15/2019	1,950.10
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	678616	03/29/2019	1,942.07
TK SERVICES, INC.	Inventory Repair Parts	678386	03/08/2019	1,902.64
VERIZON WIRELESS	Wireless Telephone Service	678499	03/15/2019	1,899.17
PERMA - INSURANCE	Insurance Loss	678365	03/08/2019	1,842.54
PAUL ASSOCIATES	Printing Expenses	678363	03/08/2019	1,696.62
PROPER SOLUTIONS	Temporary Help	678583	03/25/2019	1,683.00
GENFARE	GFI Migrate to new Server & SQL conversion	678522	03/22/2019	1,650.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
For the month of March 2019**

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

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
WESTPORT DALLAS, INC.	Inventory Repair Parts	678399	03/08/2019	1,609.79
ASPEN REFRIGERANTS, INC.	Freon & Coolant	678595	03/29/2019	1,582.56
HARTFORD FIRE INSURANCE COMPANY	Insurance Policy renewal -Flood	678526	03/22/2019	1,579.00
<b>PSOMAS</b>	<b>WIP-CNG Station Replacement</b>	<b>678539</b>	<b>03/22/2019</b>	<b>1,578.97</b>
JEANETTE JUAREZ	Staff Development in Los Angeles	678530	03/22/2019	1,504.66
YOLO COUNTY TRANSPORTATION DISTRICT	Center of Excellence Event Attendees	678655	03/29/2019	1,500.00
KING COUNTY	Center of Excellence Event Attendees	678573	03/25/2019	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	678553	03/25/2019	1,486.95
TRANSIT RESOURCES, INC.	Inventory Repair Parts	678488	03/15/2019	1,484.69
SAFEWAY SIGN COMPANY	Bus Stop Supplies	678633	03/29/2019	1,463.78
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678509</b>	<b>03/22/2019</b>	<b>1,453.32</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>678415</b>	<b>03/15/2019</b>	<b>1,453.32</b>
KENNARD POTTS	Consulting Services for Planning Department	678443	03/15/2019	1,452.50
<b>WINNER CHEVROLET, INC</b>	<b>WIP-Replacement &amp; Expansion of Support Vehicles</b>	<b>678400</b>	<b>03/08/2019</b>	<b>1,425.00</b>
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678557</b>	<b>03/25/2019</b>	<b>1,394.26</b>
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	678574	03/25/2019	1,377.40
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>678601</b>	<b>03/29/2019</b>	<b>1,324.02</b>
TOTALFUNDS	Postage Supplies	678486	03/15/2019	1,322.16
MURCHISON & CUMMING, LLP	Insurance Loss	678575	03/25/2019	1,322.00
360 BUSINESS CONSULTING	Website Maintenance	678309	03/08/2019	1,310.00
OFFICE DEPOT	Office Supplies	678451	03/15/2019	1,308.77
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678412	03/15/2019	1,300.68
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	678581	03/25/2019	1,267.71
IMPERIAL IRRIGATION DIST	Utilities	678610	03/29/2019	1,242.81
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	678413	03/15/2019	1,237.68
GREATLAND CORPORATION	Benefit Management Expenses	678338	03/08/2019	1,195.28
ISABELLA AMADEO	Staff Development in Los Angeles	678529	03/22/2019	1,187.70
MURCHISON & CUMMING, LLP	Insurance Loss	678356	03/08/2019	1,178.50
FIESTA FORD, INC.	Lubricants-Oil	678433	03/15/2019	1,131.82
FIESTA FORD, INC.	Repair Parts Fixed Route	678520	03/22/2019	1,070.55
SAFETY-KLEEN CORPORATION	Indio Parts washer service	678468	03/15/2019	1,051.38
TIME WARNER CABLE	Utilities	678587	03/25/2019	1,035.30
BOYLIN MANAGEMENT INSTITUTE	Staff Development	678409	03/15/2019	1,000.00
360 BUSINESS CONSULTING	Webhosting Services	678591	03/29/2019	1,000.00
FRONTIER ENERGY, INC.	2019 Annual Membership	678606	03/29/2019	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,332,418.09			
<b>Total Checks Under \$1,000</b>	\$56,389.03			
<b>Total Checks</b>	\$2,388,807.12			



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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for March 2019

Summary:

The attached report summarizes the Agency's credit card expenses for March 2019 with a statement closing date of April 3, 2019.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 04/02/19**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	3/6/2019	3/6/2019	Panera Bread	Panera Catering Order; Ophelia Project - SunLine Visit from Coachella Valley High School		\$144.38
2	3/6/2019	3/6/2019	CALACT	Registration; CALACT 2019 Spring Conference (Conference & Evening Event) - Lauren Skiver, CEO/General Manager		\$535.00
3	3/18/2019	3/18/2019	Office Express	The Slice Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$184.26
4	3/19/2019	3/19/2019	Office Express	Jersey Mike's Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$209.68
5	3/20/2019	3/20/2019	Panda Express	Panda Express Catering Order; Negotiations with ATU Local 1277 (All Day Meeting)		\$201.49
6	3/20/2019	3/20/2019	LAX Airport	Parking for 4 Nights at LAX Airport; APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$193.00
7	3/21/2019	3/21/2019	Marriott Metro	Lodging for 4 Nights; APTA Legislative Conference - Lauren Skiver, CEO/General Manager		\$1,137.36
8	3/21/2019	3/21/2019	Marriott Metro	Lodging for 4 Nights; APTA Legislative Conference - Brittney Sowell, Clerk of the Board/Public Affairs Advisor		\$1,137.36
9	3/25/2019	3/25/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation		\$249.55
10	3/25/2019	3/25/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Rudy Le Flore, Chief Project Consultant		\$249.55
11	3/26/2019	3/26/2019	APTA Housing Office	Room Deposit; APTA Mobility Conference - Lauren Skiver, CEO/General Manager & Jenny Bellinger, Performance Project Assistant (ZEBRA Event) <i>(1 room subsequently canceled; credited on future credit card statement)</i>		\$499.10
12	3/26/2019	3/26/2019	CALACT	Registration; CALACT 2019 Spring Conference - Tommy Edwards, Chief Performance Officer		\$510.00
13	3/26/2019	3/26/2019	Expedia	Lodging for 2 Rooms for 2 Nights; CALACT 2019 Spring Conference - Lauren Skiver, CEO/General Manager & Tommy Edwards, Chief Performance Officer <i>(Rooms subsequently cancelled and booked directly through hotel at discounted rate)</i>		\$1,635.78

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
14	3/27/2019	3/27/2019	Office Express	California Pizza Kitchen Catering Order; March Meeting - Board of Directors		\$375.25
15	3/29/2019	3/29/2019	Handlery Hotel	Lodging for 2 Nights; Disadvantaged Business Enterprise and Small Business Summit - Tamara Miles, Compliance & Eligibility Officer		\$245.70
16	3/29/2019	3/29/2019	Handlery Hotel	Lodging for 2 Nights; Disadvantaged Business Enterprise and Small Business Summit - Tiffany Moore, ADA Eligibility & Compliance Specialist		\$245.70
17	3/29/2019	3/29/2019	Doubletree Hotels	Lodging for 5 Nights; Transit Bus System Safety - Asael Reyes, Safety Officer		\$1,440.45
18	3/29/2019	3/29/2019	Doubletree Hotels	Lodging for 5 Nights; Transit Bus System Safety - Eugene Wilson, Safety Officer		\$1,440.45
19	3/29/2019	3/29/2019	Work Zone Cam	Time Lapse Camera for Hydrogen Station/Electrolyzer and CNG Station Construction Projects		\$2,044.61
20	4/2/2019	4/2/2019	Expedia	Lodging for 1 Rooms for 2 Nights; CALACT 2019 Spring Conference - Lauren Skiver, CEO/General Manager <i>(Room cancelled and booked directly through hotel at discounted rate)</i>	\$762.90	
21	4/2/2019	4/2/2019	Expedia	Lodging for 1 Rooms for 2 Nights; CALACT 2019 Spring Conference - Tommy Edwards, Chief Performance Officer <i>(Room cancelled and booked directly through hotel at discounted rate)</i>	\$872.88	
<b>Credits and Charges:</b>					<b>\$1,635.78</b>	<b>\$12,678.67</b>
<b>Total:</b>					<b>\$11,042.89</b>	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/03/19
Days in Billing Cycle	31
Next Statement Date	05/03/19
Credit Line	\$40,000
Available Credit	\$28,793

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

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

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

Payment Information

New Balance	\$11,042.89
<b>Current Payment Due (Minimum Payment)</b>	<b>\$553.00</b>
<b>Current Payment Due Date</b>	<b>04/28/19</b>

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		\$5,889.84
Credits	-	\$1,635.78
Payments	-	\$5,889.84
Purchases & Other Charges	+	\$12,678.67
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$11,042.89

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$110.43
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$160.43
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$155.97

Cash Back Notice

Your next cash back reward is scheduled for 06/2019.

Congratulations! You've earned \$50 bonus cash back because your total company spend was at least \$10,000 in this billing period.

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	\$11,042.89
<b>Total Amount Due (Minimum Payment)</b>	<b>\$553.00</b>
<b>Current Payment Due Date</b>	<b>04/28/19</b>

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  
58743  
MSP 308



**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	13.490%	.03695%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	26.240%	.07189%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$11,042.89 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/28/19. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$11,042.89

**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	5,889.84	
			TOTAL 4484610004265941		\$5,889.84-

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

03/06	03/06	2423168212DYTHKB	PANERA BREAD #601771 PALM DESERT CA		144.38
03/06	03/06	2449398218B0M6FZJ	CALACT 800-422-5228 CA		535.00
03/18	03/18	24755422E3TTV0012	THE OFFICE EXPRESS 800-3675402 CA		184.26
03/19	03/19	24755422F3TTY02E1	THE OFFICE EXPRESS 800-3675402 CA		209.68
03/20	03/20	24431062GRQEF6ABL	PANDA EXPRESS #745 T 626-799-9898 CA		201.49
03/20	03/20	24755422F7JWA4A13	LAX AIRPORT LOT P 4 LOS ANGELES CA		193.00
03/21	03/21	24692162G2XZQGXML	MARRIOTT METRO CENTER WASHINGTON DC		1,137.36
03/21	03/21	24692162G2XZQGMQ	MARRIOTT METRO CENTER WASHINGTON DC		1,137.36
03/25	03/25	24431062M0D17SL1T	APTA HOUSING OFFICE FALLS CHURCH VA		249.55
03/25	03/25	24431062M0D17SL2B	APTA HOUSING OFFICE FALLS CHURCH VA		249.55
03/26	03/26	24431062M0D17SL3X	APTA HOUSING OFFICE FALLS CHURCH VA		499.10
03/26	03/26	24493982M8B0MFLX8	CALACT 800-422-5228 CA		510.00
03/26	03/26	24692162M2Y05LE2R	EXPEDIA 7422320406182 EXPEDIA.COM WA		1,635.78
03/27	03/27	24755422P3TWF8V8G	THE OFFICE EXPRESS 800-3675402 CA		375.25
03/29	03/29	24228992V0GRS0QGY	HANDLERY HOTEL SAN DIE SAN DIEGO CA		245.70
03/29	03/29	24228992V0GRS0QH6	HANDLERY HOTEL SAN DIE SAN DIEGO CA		245.70
03/29	03/29	24755422T7JZBQ2AL	DOUBLETREE HOTELS 213-6291200 CA		1,440.45
03/29	03/29	24755422T7JZBQ3GH	DOUBLETREE HOTELS 213-6291200 CA		1,440.45
04/01	04/01	24435652V8ANN9DDJ	WORK ZONE CAM 877-966-3101 NJ		2,044.61
04/02	04/02	74692162W2XBJ7VG7	EXPEDIA 7422320406182 EXPEDIA.COM WA	762.90	
04/02	04/02	74692162W2XBJ7VQ2	EXPEDIA 7422320406182 EXPEDIA.COM WA	872.88	
			<b>TOTAL</b>		<b>\$11,042.89</b>
			<b>LAURA SKIVER / Sub Acct Ending In 0263</b>		

**Wells Fargo News**

**What can alerts do for your business?\***

Receive timely updates on your business credit card account via email or text. Alerts allow you to set up and receive only the messages that are important to you. Sign up for alerts during your Wells Fargo Business Online® session by going to your Business Elite Card account screen and selecting the Manage Alerts menu option.

Not enrolled in Online banking? Enroll today at [wellsfargo.com/biz/online-banking](https://wellsfargo.com/biz/online-banking)

\*Availability may be affected by your mobile carrier's coverage area. Your mobile carrier's message and data rates may apply.

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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for March 2019

Summary:

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

- As of March 31, 2019, the organization's revenues net of subsidies are \$521,221 over budget or 15.5% above the YTD budget. Expenditures are \$4,789,449 under budget or 16.1% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.



SunLine Transit Agency  
Budget Variance Report  
March 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,643,828	266,133	220,319	45,814	2,160,250	1,982,871	177,379	18.3%
Other Revenue	1,825,574	191,547	152,131	39,416	1,713,023	1,369,181	343,843	6.2%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>457,680</b>	<b>372,450</b>	<b>85,230</b>	<b>3,873,273</b>	<b>3,352,052</b>	<b>521,221</b>	<b>13.3%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,716,024	778,092	809,669	31,576	6,827,025	7,287,018	459,992	29.7%
Operator & Mechanic Overtime	1,083,067	74,022	90,256	16,234	721,101	812,300	91,199	33.4%
Administration Salaries & Wages	6,158,831	431,027	513,236	82,209	3,734,078	4,619,123	885,045	39.4%
Administration Overtime	44,979	1,946	3,748	1,802	19,664	33,734	14,071	56.3%
Fringe Benefits	10,643,118	679,556	886,926	207,370	6,656,840	7,982,338	1,325,498	37.5%
Communications	218,000	18,974	18,167	(808)	166,531	163,500	(3,031)	23.6%
Legal Services	527,000	50,112	43,917	(6,195)	399,201	395,250	(3,951)	24.3%
Computer/Network Software Agreement	550,745	57,674	45,895	(11,779)	340,265	413,059	72,794	38.2%
Uniforms	115,250	3,264	9,604	6,340	42,960	86,438	43,477	62.7%
Contracted Services	503,338	29,055	41,945	12,890	305,072	377,504	72,431	39.4%
Equipment Repairs	7,500	0	625	625	196	5,625	5,429	97.4%
Security Services	104,159	8,426	8,680	254	75,827	78,119	2,292	27.2%
Fuel - CNG	1,533,122	110,552	127,760	17,209	1,040,741	1,149,842	109,101	32.1%
Fuel - Hydrogen	260,000	34,417	21,667	(12,750)	264,440	195,000	(69,440)	-1.7%
Tires	243,277	18,907	20,273	1,366	182,860	182,458	(402)	24.8%
Office Supplies	68,523	5,392	5,710	318	46,489	51,392	4,903	32.2%
Travel/Training	177,996	7,657	14,833	7,176	90,038	133,497	43,459	49.4%
Repair Parts	1,296,744	126,469	108,062	(18,407)	974,848	972,558	(2,291)	24.8%
Facility Maintenance	42,750	2,805	3,563	757	31,696	32,063	367	25.9%
Electricity - CNG & Hydrogen	250,000	11,072	20,833	9,762	104,204	187,500	83,296	58.3%
Natural Gas	1,415,000	89,595	117,917	28,322	900,448	1,061,250	160,802	36.4%
Water and Gas	7,500	405	625	220	4,389	5,625	1,236	41.5%
Insurance Losses	1,276,054	295,134	106,338	(188,796)	579,556	957,041	377,484	54.6%
Insurance Premium - Property	17,136	3,550	1,428	(2,122)	12,898	12,852	(46)	24.7%
Repair Claims	144,280	20,705	12,023	(8,681)	42,641	108,210	65,569	70.4%
Fuel Taxes	188,300	4,119	15,692	11,573	61,799	141,225	79,426	67.2%
Other Expenses	4,661,712	324,151	388,476	64,325	2,490,691	3,496,284	1,005,593	46.6%
Self Consumed Fuel	(1,600,000)	(122,357)	(133,333)	10,976	(1,165,146)	(1,200,000)	34,854	27.2%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,064,720</b>	<b>3,304,534</b>	<b>239,813</b>	<b>24,951,354</b>	<b>29,740,803</b>	<b>4,789,449</b>	<b>37.1%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (2,607,040)</b>			<b>\$ (21,078,081)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	462,181	519,806	57,624	3,736,764	4,678,250	941,486	40.1%
State - LTF, SGR, LCTOP	22,445,242	1,663,085	1,870,437	207,352	13,446,145	16,833,932	3,387,787	40.1%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	6,502,093	481,774	541,841	60,067	3,895,172	4,876,570	981,397	40.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,607,040</b>	<b>2,932,084</b>	<b>325,043</b>	<b>21,078,081</b>	<b>26,388,752</b>	<b>5,310,670</b>	<b>40.1%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

SunLine Transit Agency  
Budget Variance Report  
March 2019

Description	FY 19 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 19 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,646,018	1,964,643	2,303,835	339,192	17,958,708	20,734,514	2,775,805	35.0%
Services	3,724,293	317,143	310,358	(6,785)	2,205,143	2,793,219	588,076	40.8%
Fuels & Lubricants	2,000,177	157,109	166,681	9,572	1,436,764	1,500,133	63,369	28.2%
Tires	243,277	18,907	20,273	1,366	182,860	182,458	(402)	24.8%
Materials and Supplies	1,618,592	146,995	134,883	(12,113)	1,185,487	1,213,944	28,457	26.8%
Utilities	1,954,500	122,514	162,875	40,361	1,211,943	1,465,875	253,932	38.0%
Casualty & Liability	2,095,656	376,917	174,638	(202,279)	1,157,637	1,571,742	414,105	44.8%
Taxes and Fees	188,300	4,119	15,692	11,573	61,799	141,225	79,426	67.2%
Miscellaneous Expenses	1,783,591	78,731	148,633	69,902	716,158	1,337,694	621,536	59.8%
Self Consumed Fuel	(1,600,000)	(122,357)	(133,333)	10,976	(1,165,146)	(1,200,000)	34,854	27.2%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>39,654,404</b>	<b>3,064,720</b>	<b>3,304,534</b>	<b>239,813</b>	<b>24,951,354</b>	<b>29,740,803</b>	<b>4,789,449</b>	<b>37.1%</b>
<b>Revenues:</b>								
Passenger Revenue	2,643,828	266,133	220,319	45,814	2,160,250	1,982,871	177,379	18.3%
Other Revenue	1,825,574	191,547	152,131	39,416	1,713,023	1,369,181	343,843	6.2%
<b>Total Operating Revenue</b>	<b>4,469,402</b>	<b>457,680</b>	<b>372,450</b>	<b>85,230</b>	<b>3,873,273</b>	<b>3,352,052</b>	<b>521,221</b>	<b>13.3%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (2,607,040)</b>			<b>\$ (21,078,081)</b>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	6,237,667	462,181	519,806	57,624	3,736,764	4,678,250	941,486	40.1%
State - LTF, SGR, LCTOP	22,445,242	1,663,085	1,870,437	207,352	13,446,145	16,833,932	3,387,787	40.1%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	6,502,093	481,774	541,841	60,067	3,895,172	4,876,570	981,397	40.1%
<b>Total Subsidies</b>	<b>35,185,002</b>	<b>2,607,040</b>	<b>2,932,084</b>	<b>325,043</b>	<b>21,078,081</b>	<b>26,388,752</b>	<b>5,310,670</b>	<b>40.1%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			



**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue - Favorable**

- In FY 19 a conservative projection was budgeted for passenger fares due to a historical decline in ridership. The favorable variance YTD in passenger revenue is attributed to a slight increase in ridership in FY 19 compared to FY 18.
- Ridership is currently at 1.4% above FY 18 YTD totals.
- Total system ridership is presently 42,574 trips above FY 18 YTD amounts.

Ridership				
	FY18-March	FY19-March	Variance	%Δ
Fixed Route	351,050	379,137	28,087	8.0%
Paratransit	13,506	13,241	(265)	-2.0%
SolVan	2,197	2,051	(146)	-6.6%
System Total	366,753	394,429	27,676	7.5%

Ridership				
	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,976,371	3,015,040	38,669	1.3%
Paratransit	117,714	116,691	(1,023)	-0.9%
SolVan	12,769	17,697	4,928	38.6%
System Total	3,106,854	3,149,428	42,574	1.4%

**Other Revenue - Favorable**

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue and Emissions Credit Revenue.
- On-Board Bus Advertising has a favorable variance due to a higher quantity of ads sold.
- Outside Fueling Revenue is favorable due to a budget adjustment that was executed to adjust the annual projection. There were lower sales from Burrtec than originally projected for FY 19. As of 08/23/18 Burrtec has completed its own fueling station and no longer uses SunLine as its primary source for fuel. The favorable variance will adjust in the last quarter.
- Emissions credit revenue has a favorable variance due to an increase in the market price of emission credits.

	YTD-March	YTD Budget	Variance	%Δ
On-Board Bus Advertising	\$ 185,488	\$ 56,961	\$ 128,527	225.6%
Outside Fueling Revenue	\$ 417,540	\$ 364,766	\$ 52,774	14.5%
Emissions Credit Revenue	\$ 851,621	\$ 722,734	\$ 128,887	17.8%

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

- The favorable balance is primarily attributed to vacant operator positions through FYTD 19.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
- An approved budget amendment for the BUZZ service will also increase expenses when the service began in January 2019.

**Operator & Mechanic Overtime - Favorable**

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.

March				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	152	1,634	1,786	\$ 58,682
Paratransit	N/A	449	449	\$ 11,632
Mechanics	N/A	145	145	\$ 3,704

YTD-March				
	Bid Overtime (Hours)	Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	1,217	13,062	14,278	\$ 469,181
Paratransit	N/A	6,638	6,638	\$ 172,134
Mechanics	N/A	2,799	2,799	\$ 71,488

**Administration Salaries & Wages - Favorable**

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the agency (e.g., Maintenance Supervisor, Human Resources Manager, Public Outreach Specialist).
- An approved budget amendment for additional FTEs will increase expenses beginning in January 2019.

**Administration Overtime - Favorable**

- Administrative overtime expenditures are within an acceptable range of the budgeted amount.
- In January a budget adjustment was executed to increase the administrative overtime budget to account for possible overtime for employees that transitioned from exempt to non exempt positions.

**Fringe Benefits - Favorable**

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

**Communications - Unfavorable**

- The unfavorable variance in communication expenses is due to an unplanned expenditure for 44 cellular routers for paratransit vehicles and trolleys to support the Apollo video system.
- A budget adjustment was executed to cover expenditures due to additional devices.

**Legal Services - Unfavorable**

- Legal services general have had higher expenses due to review and analysis for contracts, service agreements, projects, case reviews, procurements, claims, and funding resources.
- Legal services labor counsel have had higher expenses due to higher arbitration services rendered in FY 19.
- A budget adjustment was executed to cover expenditures due to ongoing litigation cases.

**Computer/Network Software Agreement - Favorable**

- Budget is twelve-period allocation, but some expenses are yet to be incurred (i.e., software programs).
- The following programs will be incurred in the latter part of the year:
  - Barracuda - provides web filters, spam filters, and email archive
  - Keystone - support for SYSCO devices
  - Cummins Software - utilize to run diagnostics on Cummins engines
  - Lansweeper - network management tool.

**Uniforms - Favorable**

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

**Contracted Services - Favorable**

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

**Equipment Repairs - Favorable**

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

**Security Services - Favorable**

- Security services are within an acceptable range of the budgeted amount.

**Fuel - CNG - Favorable**

- Internal consumption has decreased by 19,518 GGE's below FY18 YTD amounts.  
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.

**Internal GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	111,310				
Mar. FY 19	115,496	4,186	14,456	3.76%	14.31%
Feb. FY 19	101,040				
YTD March FY 18	1,053,891				
YTD March FY 19	1,034,372	(19,518)		-1.85%	

**Fuel - Hydrogen - Unfavorable**

- The unfavorable variance is primarily attributed to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.  
A budget adjustment will be executed to cover the additional expenses incurred for the purchase of Hydrogen from an outside source.

**Tires - Unfavorable**

- The negative variance is mainly attributed to replacement paratransit vehicles that have yet to be delivered. The continued use of current vehicles increased the extension of tire leasing required. The new paratransit vehicles were delivered in March 2019.

**Office Supplies - Favorable**

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

**Travel/Training - Favorable**

- Travel & training savings can be attributed to different times at which training sessions are attended.

**Repair Parts - Unfavorable**

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In March, fixed route had costs of \$103,770 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In March, paratransit had expenses of \$15,073 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In March, support vehicle repair parts had a cost of \$5,043 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

**Facility Maintenance - Favorable**

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

**Electricity - CNG & Hydrogen - Favorable**

- In FY 19 the budget was increased to cover the projected increase in expenses due to the installation of the electrolyzer. The installation will now take place in the beginning of FY 20.
- The hydrogen station was down during November for repairs. During this time, hydrogen was not produced which lowered the electricity expenses.

**Natural Gas - Favorable**

- In March, there was an increase of 1,474 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 305,544 GGE's below FY18 YTD amounts.
- The decrease in GGE usage is due to a decrease in CNG sales. In August, Burrtec completed their CNG station and no longer uses the SunLine CNG station as its primary fueling source.

**Outside GGE Usage**

	GGE Usage	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	54,814				
Mar. FY 19	11,419	(43,395)	1,474	-79.17%	14.82%
Feb. FY 19	9,945				
YTD March FY 18	465,219				
YTD March FY 19	159,675	(305,544)		-65.68%	

**Water and Gas - Favorable**

- Water and gas utility expenses are within an acceptable range of the budgeted amount.

**Insurance Losses - Favorable**

- Insurance losses can vary widely from month to month. In the second quarter there were two (2) credits that contributed to the favorable balance.
- In March there was a \$267,759 reconciliation for insurance premiums.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.

**Insurance Premium - Property - Unfavorable**

- Insurance premium expenses are within an acceptable range of the budget. In March, the fire insurance policy was renewed attributing to higher expenses for the month.

**Repair Claims - Favorable**

- Repair claims can vary significantly from month to month.
- As of March, there have been a total of 82 collisions which is an increase of 14 collisions compared to FY18. The average dollar cost per collision is lower than FY 18. In FY 19, the average cost per collision is \$613 compared to \$936 in FY 18. The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

**Fuel Taxes - Favorable**

- Outside fueling sales are currently \$745,169 below FY 18 YTD amounts.
- For March, sales have increased by \$5,046 from the previous month.

The favorable variance in fuel taxes is mainly attributed to a decrease in fuel sales. The FY 19 budget accounted for a decrease in sales related to the construction of a Burrtec CNG station. The station was completed on 8/23/18 Burrtec no longer uses SunLine's CNG station as its primary source for fuel.

**Outside Fueling Revenue**

	Revenue	Variance FY18 vs. FY19	Variance Previous Month	%Δ FY18 vs FY19	%Δ Previous Month
Mar. FY 18	\$ 139,438				
Mar. FY 19	\$ 31,184	\$ (108,253)	\$ 5,046	-77.64%	19.31%
Feb. FY 19	\$ 26,138				
YTD March FY 18	\$ 1,162,708				
YTD March FY 19	\$ 417,540	\$ (745,169)		-64.09%	

**Other Expenses - Favorable**

- Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

**Self Consumed Fuel - Favorable**

- The lower internal consumption is primarily attributed to a decrease in total miles traveled FY19 YTD in comparison to the last fiscal year.
- There is a decrease of 52,677 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

**Mileage**

	March. FY18	March. FY19	Variance	%Δ
Fixed Route	318,299	324,060	5,761	1.8%
Paratransit	99,929	99,366	(563)	-0.6%
System Total	418,228	423,426	5,198	1.2%

**Mileage YTD-March**

	YTD-FY18	YTD-FY19	Variance	%Δ
Fixed Route	2,871,878	2,818,889	(52,989)	-1.8%
Paratransit	884,521	884,833	312	0.0%
System Total	3,756,399	3,703,722	(52,677)	-1.4%

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed in Excess of \$25,000 April 2019

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of April 2019, there was one (1) contract executed, and three (3) purchase orders executed:

<b>VENDOR</b>	<b>PURPOSE</b>
CPAC, Inc.	Server Upgrade
Aftermarket Parts Company	New Xcelsior Bus Glass
Eldorado National	New Eldorado Bus Glass
Valley Office Equipment	Advanced Technology Monitors

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

April 2019

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
CPAC, Inc.	Server Upgrade	Replacement of aging devices.	SRTP FY2017/2018	\$ 242,588.00	\$ 72,097.14	Executed Agreement
Aftermarket Parts Company	New Xcelsior Bus Glass	Inventory parts.	FY19 Operating Budget	\$ 1,000,000.00	\$ 39,704.25	Executed Purchase Order
Eldorado National	New Eldorado Bus Glass	Inventory parts.	FY19 Operating Budget	\$ 1,000,000.00	\$ 33,504.41	Executed Purchase Order
Valley Office Equipment	Advanced Technology Monitors	Replacement upgrade technology of commercial displays and installation.	SRTP FY2017/2018	\$ 450,000.00	\$ 35,434.67	Executed Purchase Order

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

DATE: May 22, 2019

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Union &amp; Non-Union Pension Investment Asset Summary March 2019

Summary:

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

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

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

## Union

	Actual	Range
Equities	60.19%	35 – 75%
Fixed Income	39.21%	25 – 64%
Cash & Equivalent	0.60%	0 – 10%

## Non-Union

	Actual	Range
Equities	60.25%	35 – 75%
Fixed Income	39.17%	25 – 64%
Cash & Equivalent	0.58%	0 – 10%

- For the month of March, the market value of assets increased by \$402,932 and \$384,345 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
February 2019	\$27,315,887	\$27,749,789
March 2019	\$27,718,819	\$28,134,134
Increase (Decrease)	\$402,932	\$384,345

Recommendation:

Receive and file.



00327101  
 20--01-B-61-094-01  
 100 -13-02869-01

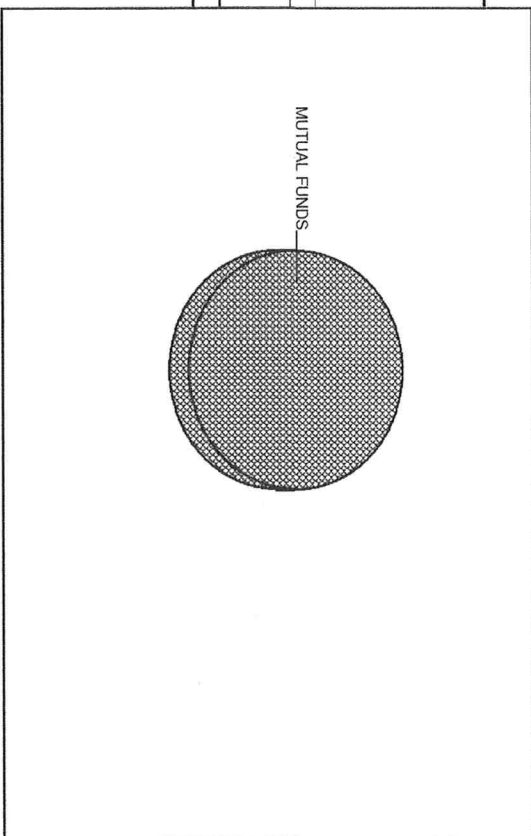
SUNLINE TRANSIT AGENCY - UNION  
 ACCOUNT 6746032000



Page 7 of 30  
 Period from March 1, 2019 to March 31, 2019

**ASSET SUMMARY**

ASSETS	03/31/2019 MARKET	03/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	165,635.32	165,635.32	0.60
Mutual Funds-Equity	16,684,554.50	15,518,220.08	60.19
Mutual Funds-Fixed Income	10,868,316.52	10,895,052.56	39.21
<b>Total Assets</b>	<b>27,718,506.34</b>	<b>26,578,907.96</b>	<b>100.00</b>
Accrued Income	312.87	312.87	0.00
<b>Grand Total</b>	<b>27,718,819.21</b>	<b>26,579,220.83</b>	<b>100.00</b>
Estimated Annual Income	692,812.99		



00327101  
 20--01-B-61-094-01  
 100 -13-02869-01

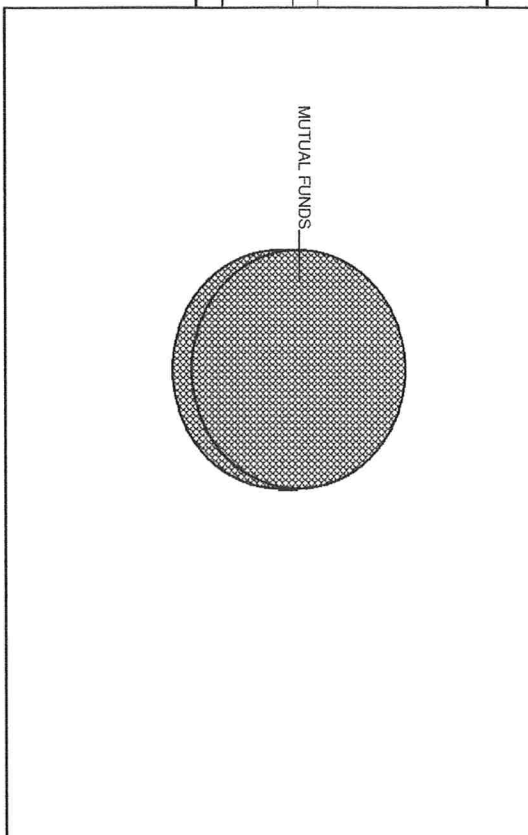
SUNLINE TRANSIT AGENCY - NON-UNION  
 ACCOUNT 6746032100



Page 7 of 30  
 Period from March 1, 2019 to March 31, 2019

**ASSET SUMMARY**

ASSETS	03/31/2019 MARKET	03/31/2019 BOOK VALUE	% OF MARKET
Cash And Equivalents	162,342.06	162,342.06	0.58
Mutual Funds-Equity	16,951,685.27	15,767,810.89	60.25
Mutual Funds-Fixed Income	11,019,852.64	11,050,582.74	39.17
<b>Total Assets</b>	<b>28,133,879.97</b>	<b>26,980,735.69</b>	<b>100.00</b>
Accrued Income	254.13	254.13	0.00
<b>Grand Total</b>	<b>28,134,134.10</b>	<b>26,980,989.82</b>	<b>100.00</b>
Estimated Annual Income	703,006.25		



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

DATE: May 22, 2019

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for April 2019

Summary:

System-wide ridership in April 2019 increased 3.7% versus April 2018.

<b>Monthly Ridership</b>		
	<b>April 2018</b>	<b>April 2019</b>
Fixed Route	338,927	351,992
SolVan	2,107	1,750
Sundial	12,413	12,802
<b>System Total</b>	<b>366,544</b>	<b>353,447</b>

Year-to-date system ridership as of April 2019 has increased 1.6% in comparison to the previous fiscal year.

<b>YTD Ridership</b>	
	<b>April</b>
Fiscal Year 2018	3,460,301
Fiscal Year 2019	3,515,972
<b>Ridership Increase</b>	<b>55,671</b>

Recommendation:

Receive and file.



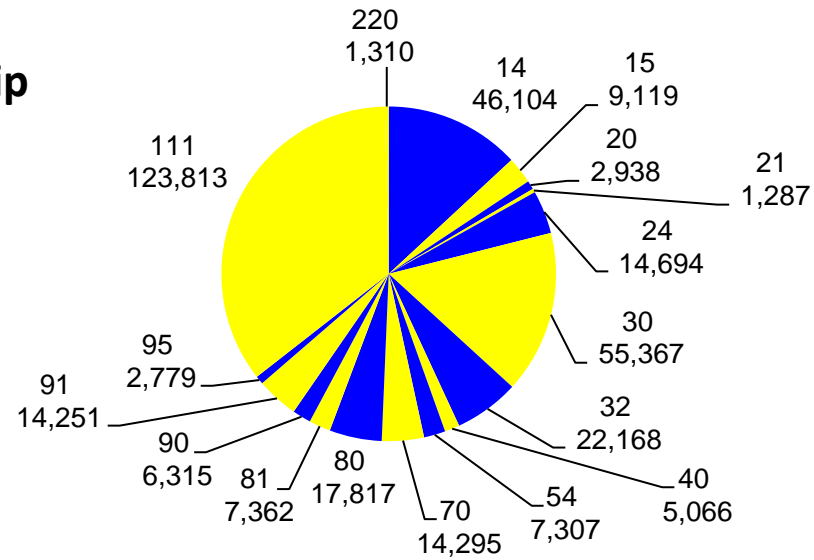
## SunLine Transit Agency Monthly Ridership Report April 2019

Route	Fixed Route Description	Apr 2019	Apr 2018	Mar 2019	FY 2018 & 2019		FY 2019 YTD	FY 2018 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	46,104	50,173	54,183	(4,069)	-8.1%	485,807	508,085	(22,278)	-4.4%	1503	15,890	397	4,650
15	DHS	9,119	9,466	11,247	(347)	-3.7%	98,873	95,606	3,267	3.4%	181	1,620	71	848
20	DHS/PD	2,938	2,406	3,391	532	22.1%	26,890	20,410	6,480	31.7%	69	640	5	54
21	PD	1,287	1,232	1,268	55	4.5%	10,935	4,317	6,618	153.3%	22	203	6	64
24	PS	14,694	14,770	16,195	(76)	-0.5%	147,752	137,379	10,373	7.6%	472	4,992	131	1,163
30	CC/PS	55,367	53,133	53,651	2,234	4.2%	511,886	530,551	(18,665)	-3.5%	1929	17,379	386	4,011
32	PD/RM/TP/CC/PS	22,168	20,529	23,604	1,639	8.0%	209,102	198,271	10,831	5.5%	942	9,224	180	1,454
40	PS/BUZZ	5,066	-	7,921	5,066	100.0%	23,182	-	23,182	100.0%	-	-	0	6
54	Indio/LQ/IW/PD	7,307	7,330	8,409	(23)	-0.3%	67,712	62,185	5,527	8.9%	205	1,922	49	331
70	LQ/BD	14,295	15,019	17,165	(724)	-4.8%	137,229	136,646	583	0.4%	696	6,372	40	441
80	Indio	17,817	14,046	18,966	3,771	26.8%	169,850	112,780	57,070	50.6%	318	3,346	146	1,450
81	Indio	7,362	8,304	8,262	(942)	-11.3%	74,962	76,292	(1,330)	-1.7%	60	790	57	513
90	Coachella/Indio	6,315	6,287	7,169	28	0.4%	60,004	80,225	(20,221)	-25.2%	109	1,102	72	451
91	I/Cch/Th/Mec/Oas	14,251	13,918	15,923	333	2.4%	128,978	149,655	(20,677)	-13.8%	200	2,279	30	294
95	I/Cch/Th/Mec/NS	2,779	2,264	2,590	515	22.7%	23,585	19,523	4,062	20.8%	41	688	13	108
111	PS to Cch	123,813	118,910	128,030	4,903	4.1%	1,179,045	1,149,836	29,209	2.5%	4,973	49,490	914	8,701
220	PD to Riverside	1,310	1,140	1,163	170	14.9%	11,240	11,670	(430)	-3.7%	25	276	7	81
<b>Fixed Route Total</b>		<b>351,992</b>	<b>338,927</b>	<b>379,137</b>	<b>13,065</b>	<b>3.9%</b>	<b>3,367,032</b>	<b>3,315,298</b>	<b>51,734</b>	<b>1.6%</b>	<b>11,745</b>	<b>116,213</b>	<b>2,504</b>	<b>24,620</b>
SolVan		1,750	2,107	2,051	(357)	-16.9%	19,447	14,876	4,571	30.7%				
<b>Demand Response</b>														
SunDial		12,802	12,413	13,241	389	3.1%	129,493	130,127	(634)	-0.5%				
<b>System Total</b>		<b>366,544</b>	<b>353,447</b>	<b>394,429</b>	<b>13,097</b>	<b>3.7%</b>	<b>3,515,972</b>	<b>3,460,301</b>	<b>55,671</b>	<b>1.6%</b>				
		<b>Apr-19</b>	<b>Apr-18</b>	<b>Mar-19</b>										
	Weekdays:	22	21	21										
	Saturdays:	4	4	5										
	Sundays:	4	5	5										
	Total Days:	30	30	31										

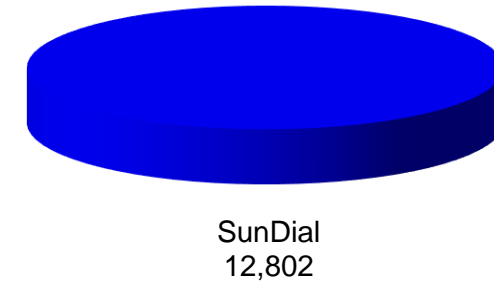
Note: Haul Pass ridership was 20,282 rides from 1,074 unique riders.

## SunLine Transit Agency Monthly Ridership Report April - 2019

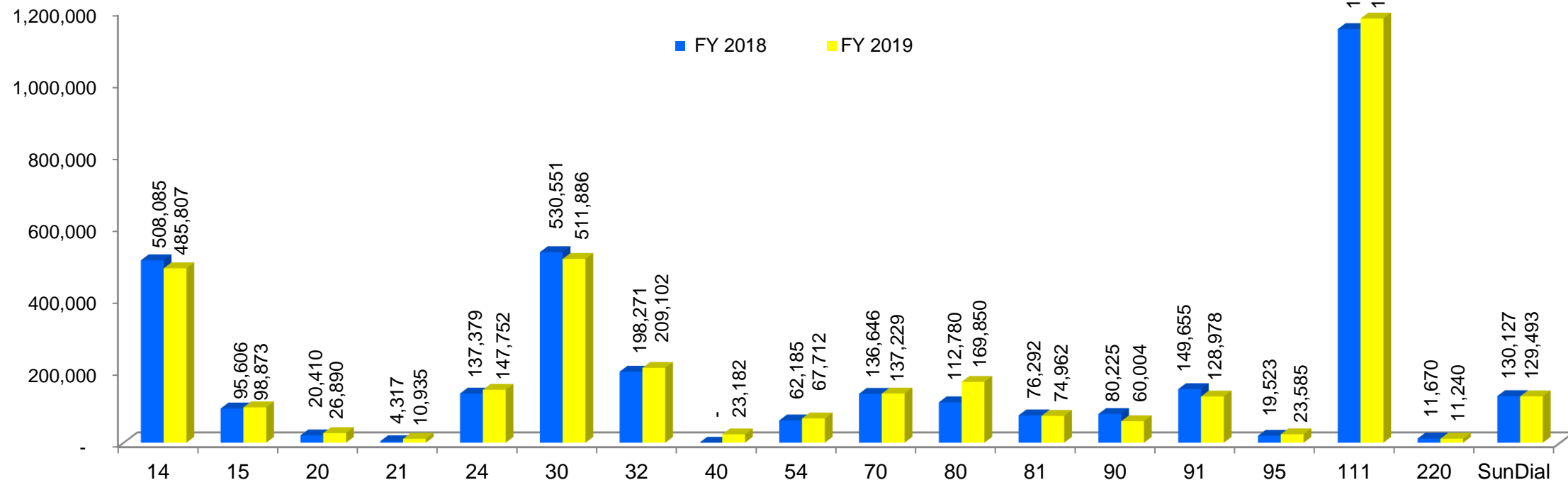
### Fixed Route Ridership



### Demand Response Ridership



### Year-to-Date System Ridership



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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for April 2019

Summary:

The attached report summarizes SunDial's operation for April 2019. Highlights of this report include continued increase in ride-alongs, onboard inspections and safety evaluations conducted by road supervisors.

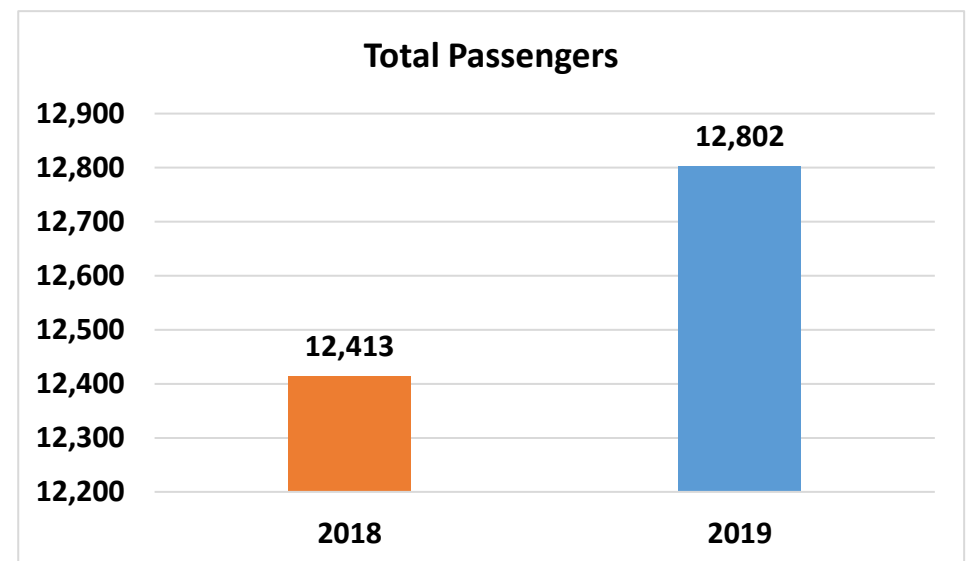
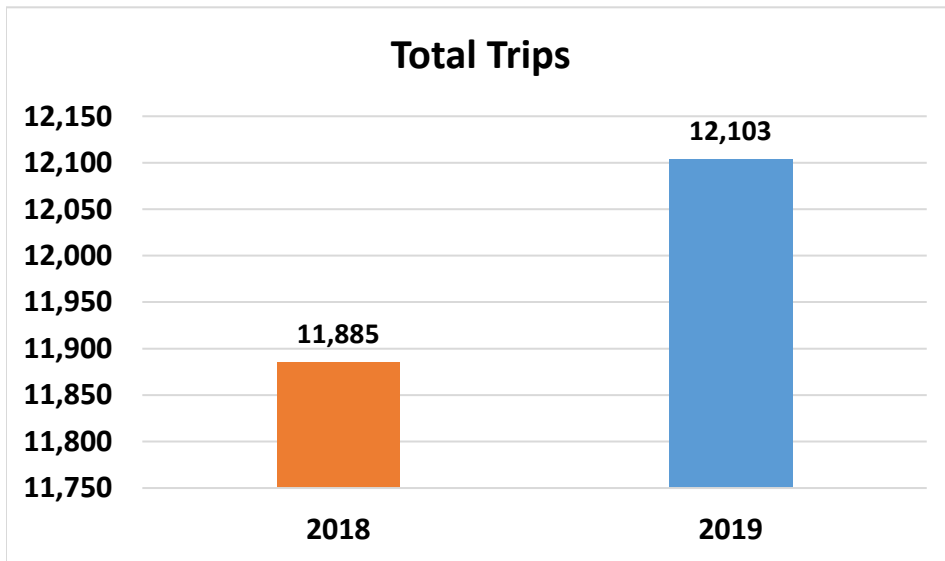
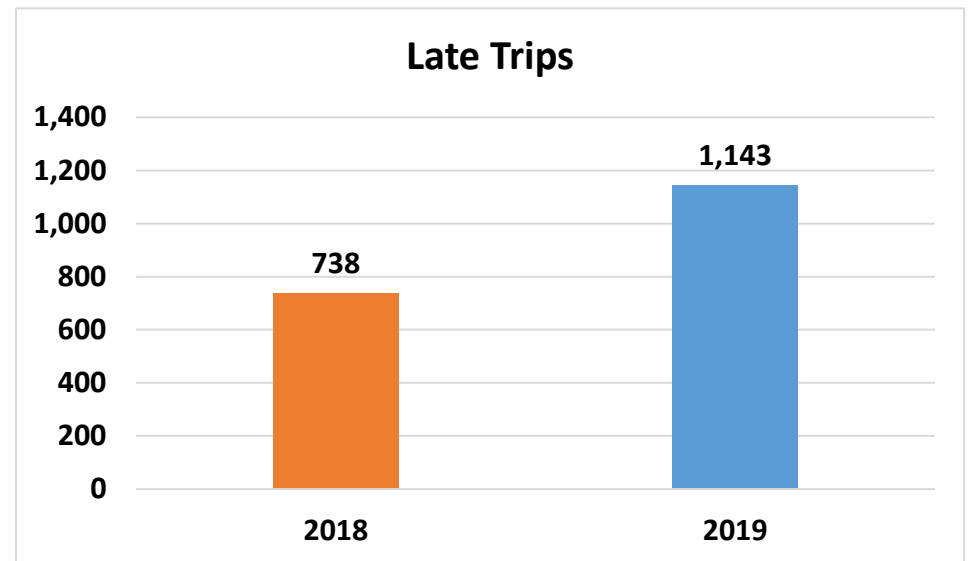
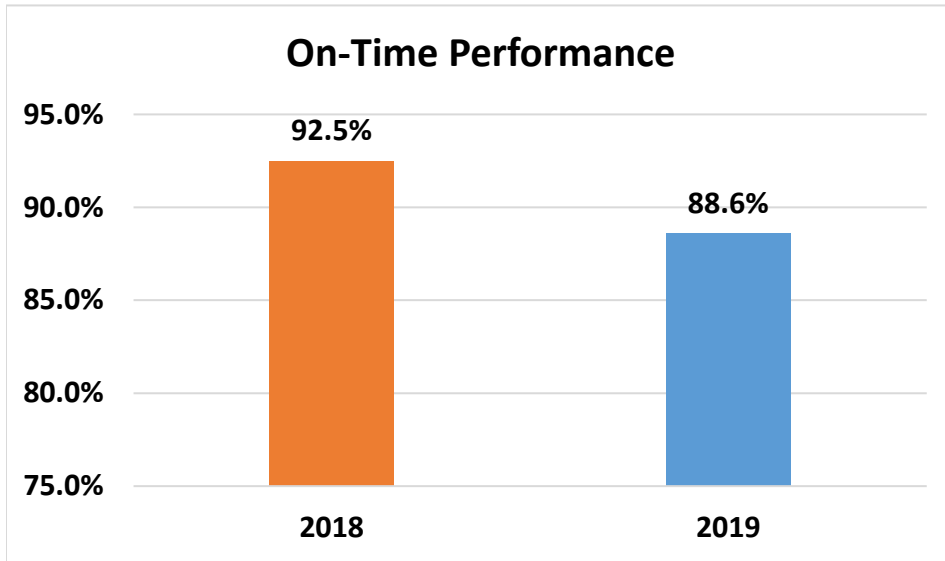
Also reflected in this report is an increase in total trips, ridership, mileage and mobility device boardings.

Recommendation:

Receive and file.

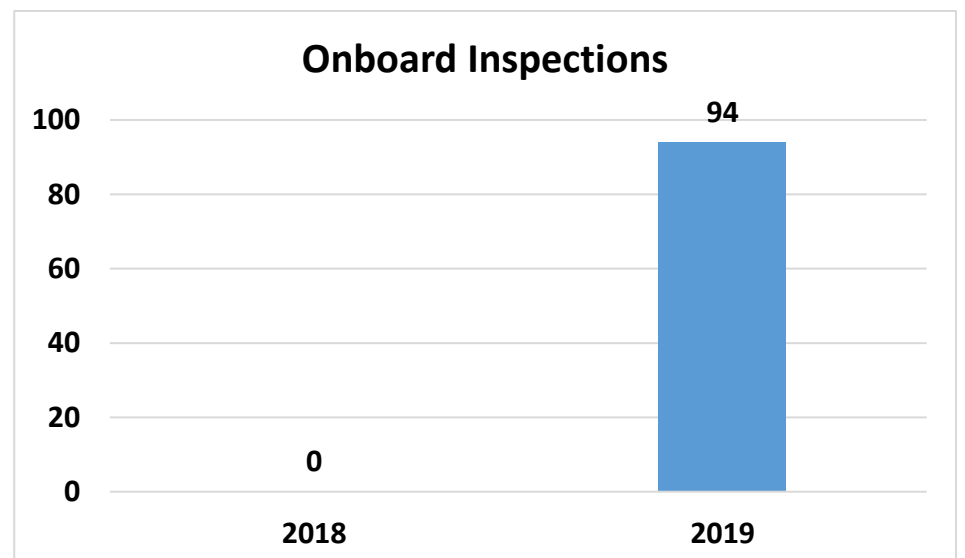
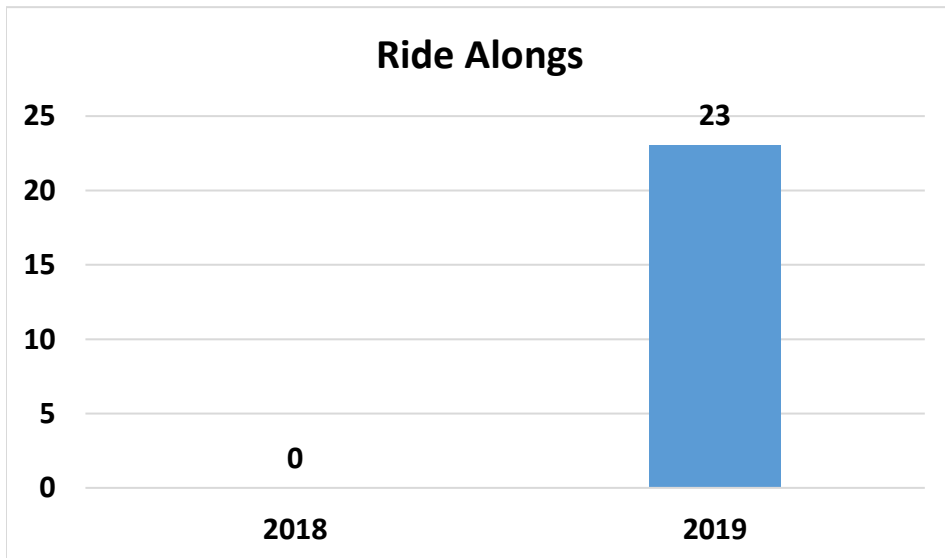
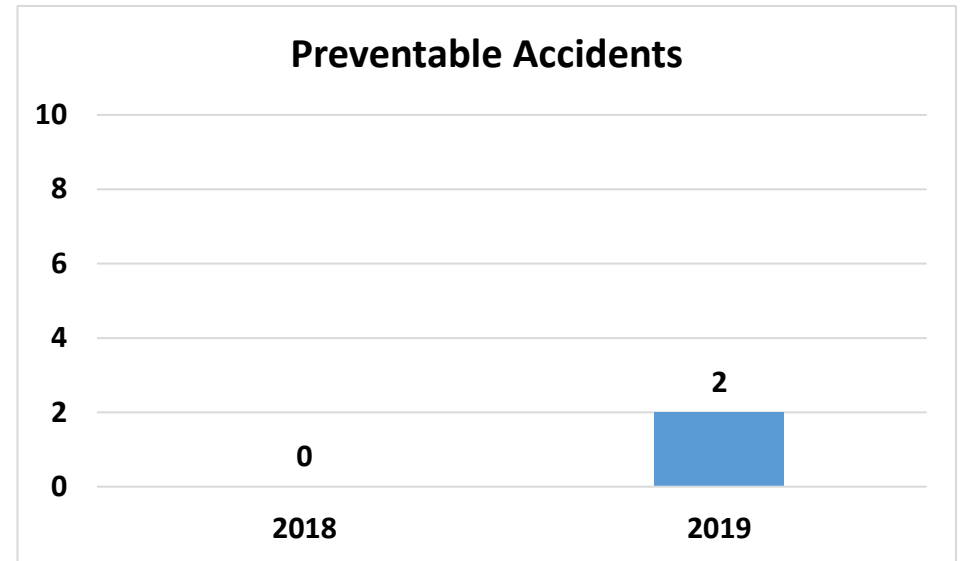
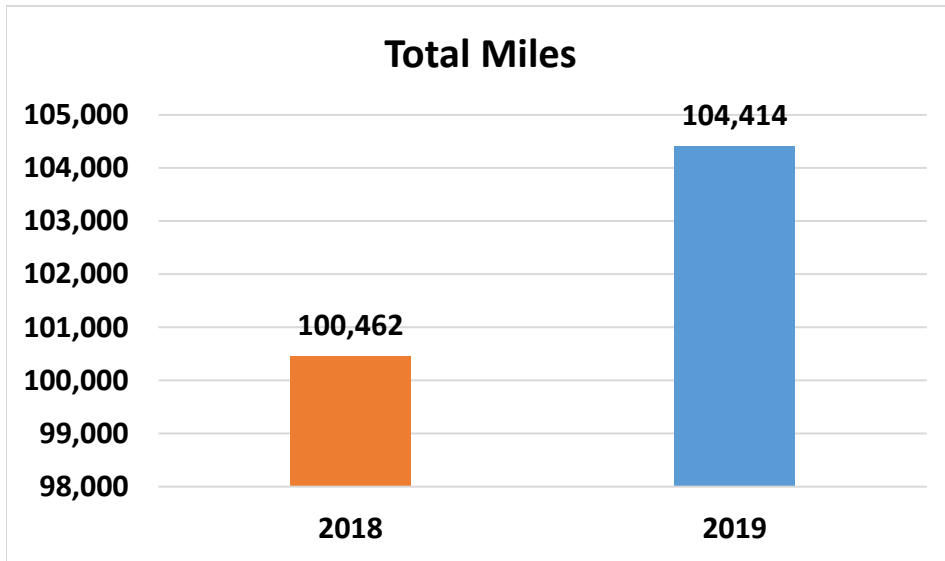
# SunDial Operational Notes

## APRIL 2018 vs 2019



# SunDial Operational Notes

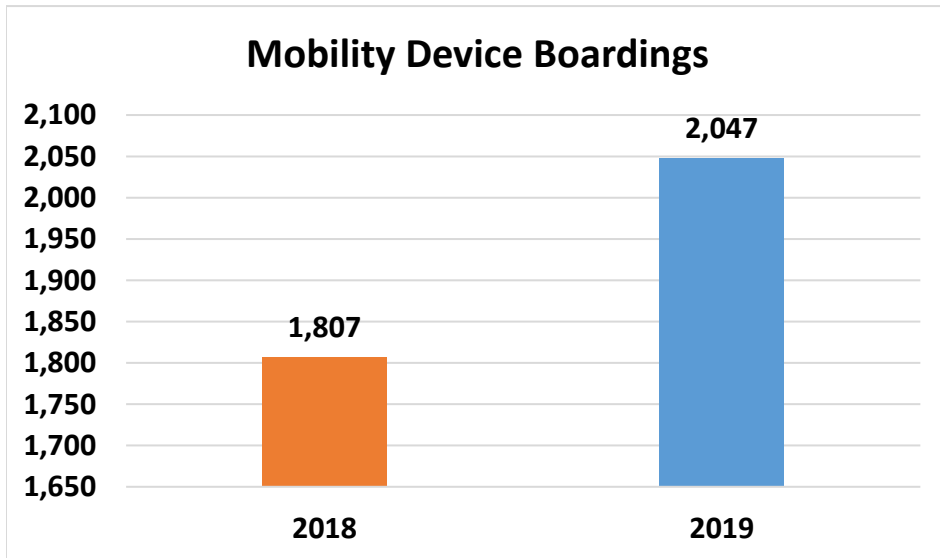
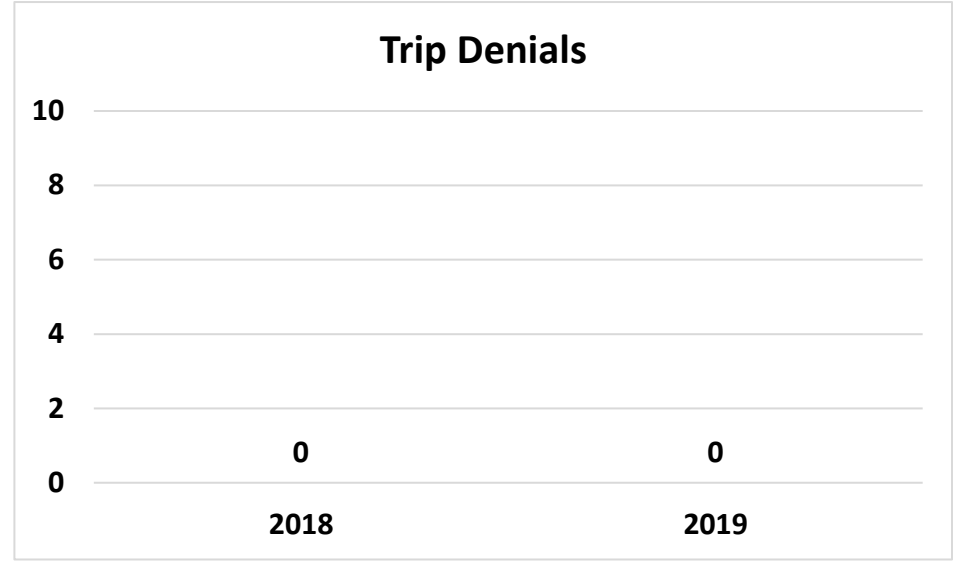
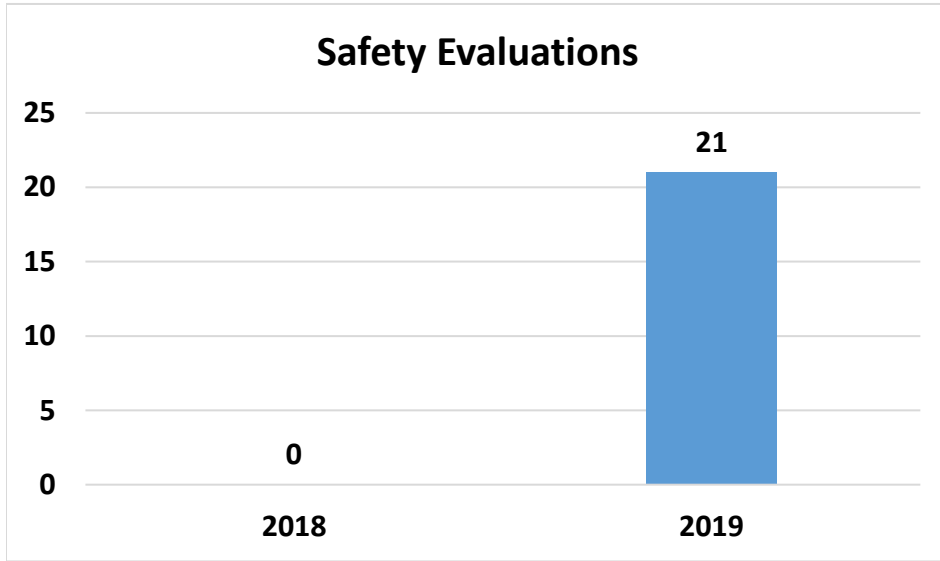
## APRIL 2018 vs 2019





# SunDial Operational Notes

## APRIL 2018 vs 2019



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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for April 2019

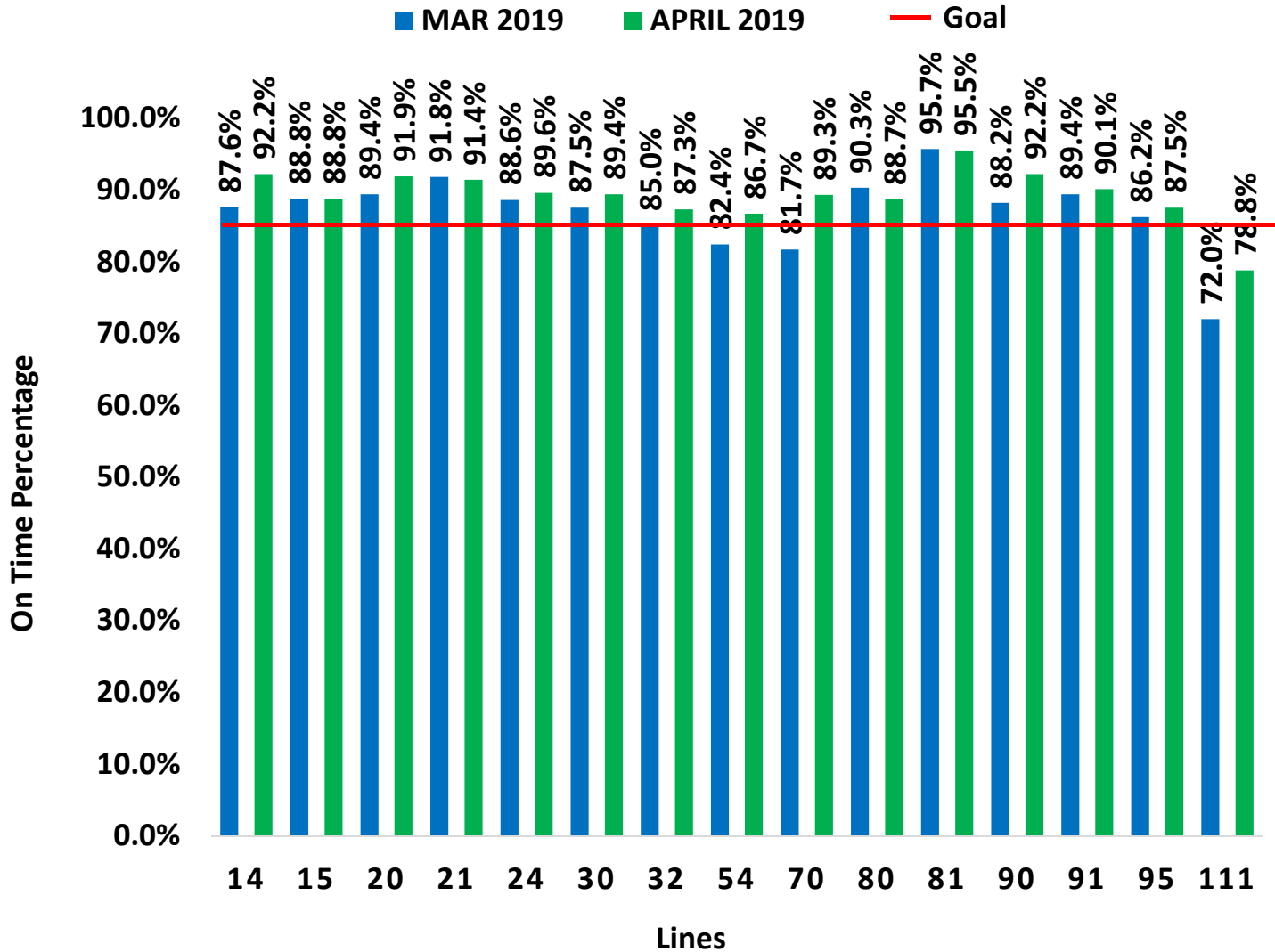
Summary:

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

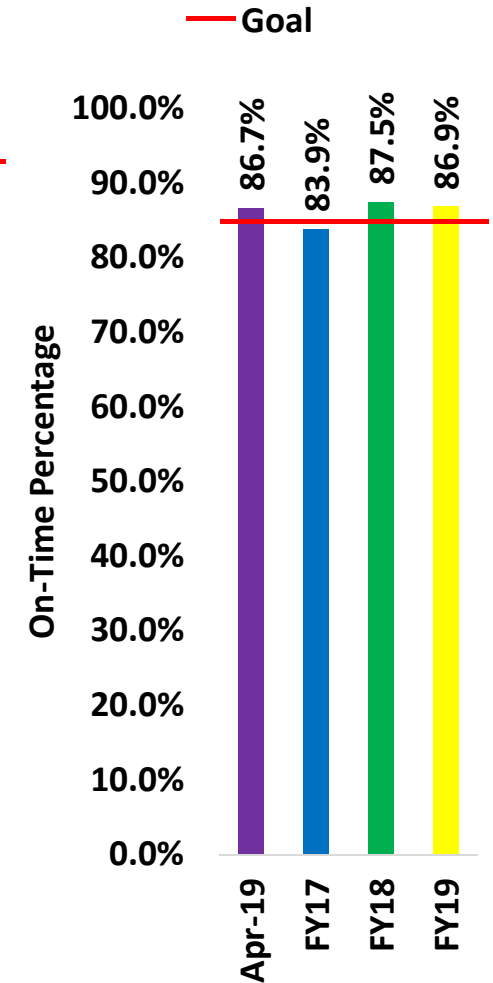
Recommendation:

Receive and file.

## On-Time Performance Percent by Line



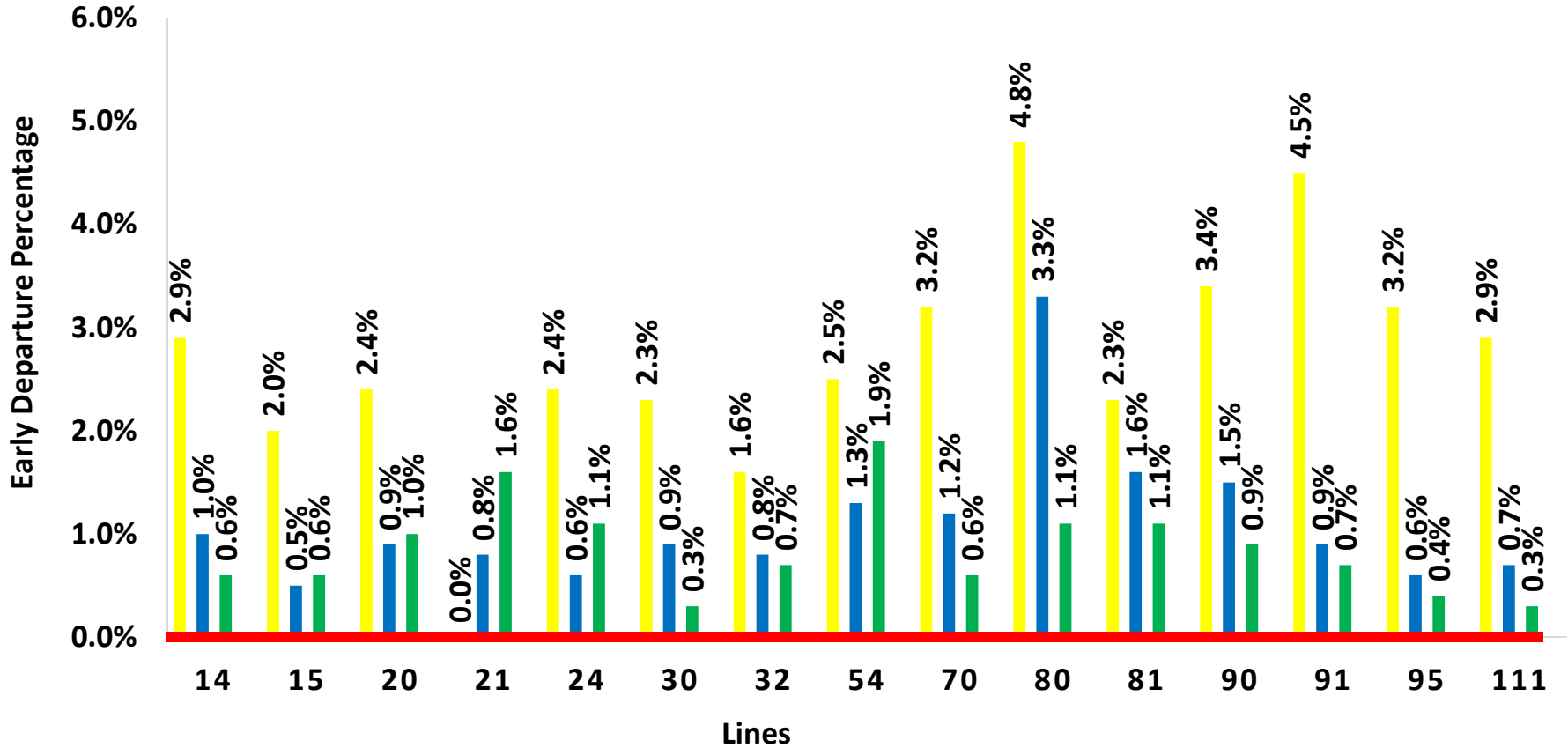
## On Time Performance System Wide



Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.  
 Goal: Minimum target for On-Time performance is 85%.  
 Exceptions: Detours, train stuck on tracks, passenger problems, Information Technology System issues.

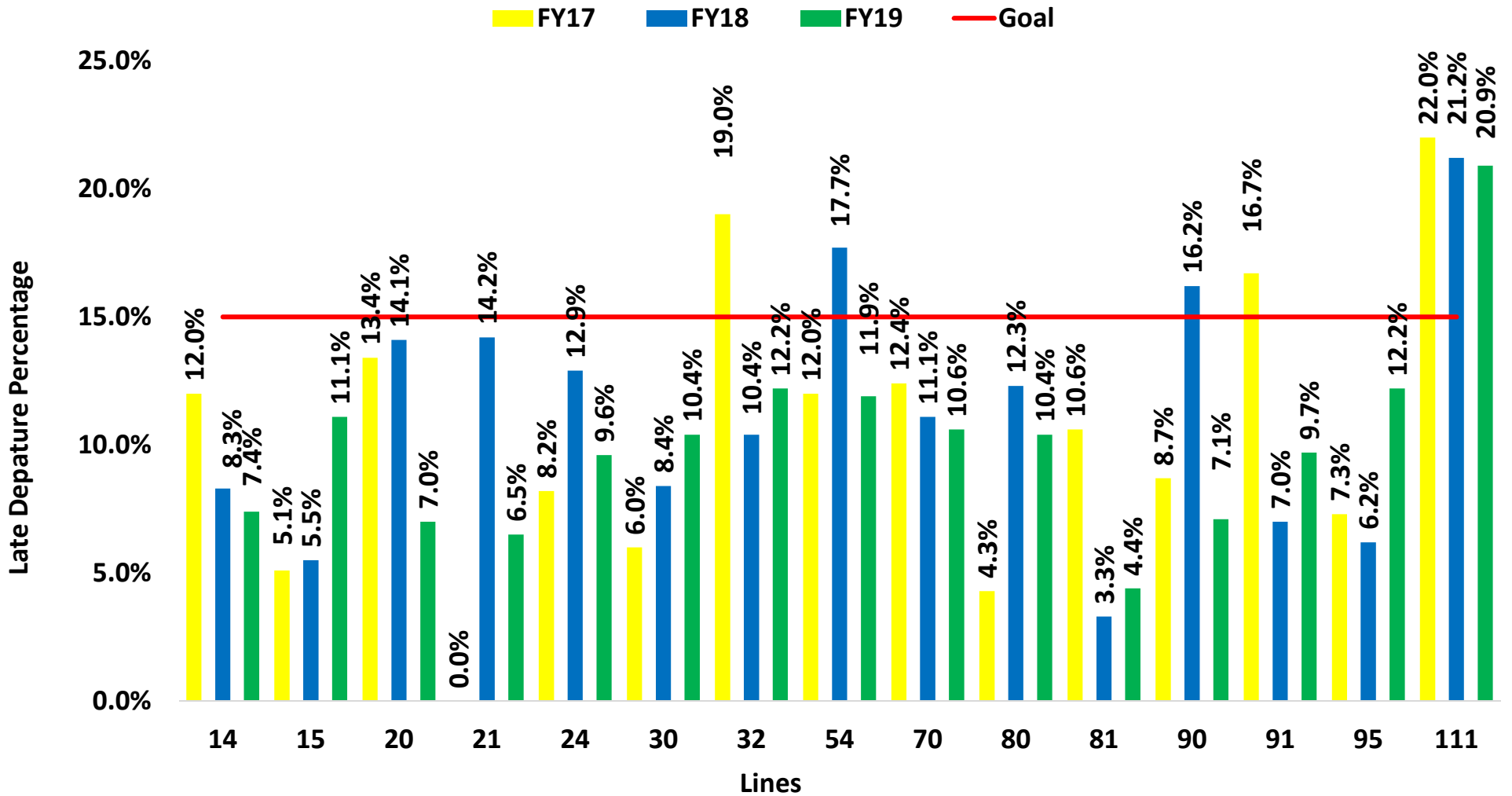
# Early Departures by Line YTD

FY17    FY18    FY19    Goal



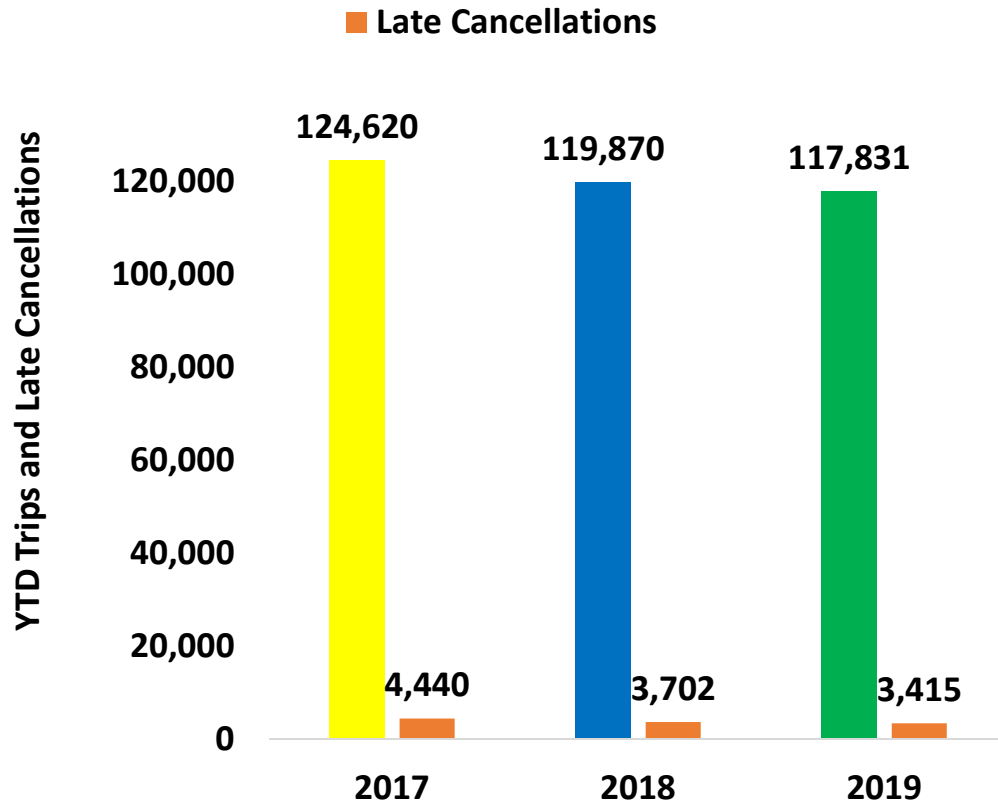
Definition: When a bus leaves a time point, ahead of the scheduled departure time.  
 Goal: To reduce early departures to 0% for each line.

## Late Departure Percent by Line April

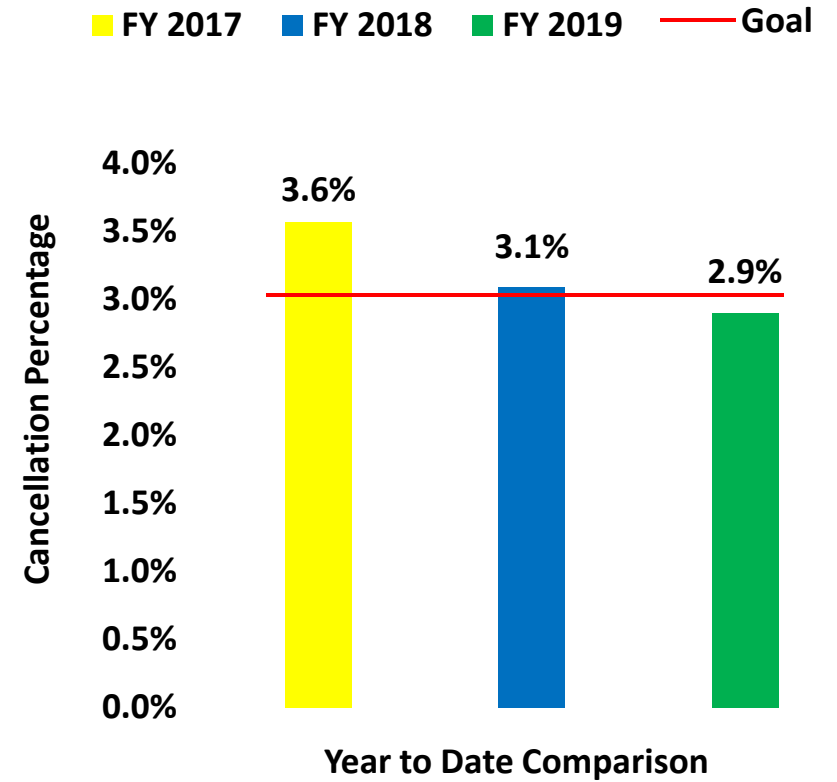


Late Definition: When a bus leaves a time point after the scheduled departure time.  
 The line is running late with a departure greater than 5 minutes.  
 Goal: To reduce late departures to 15%

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

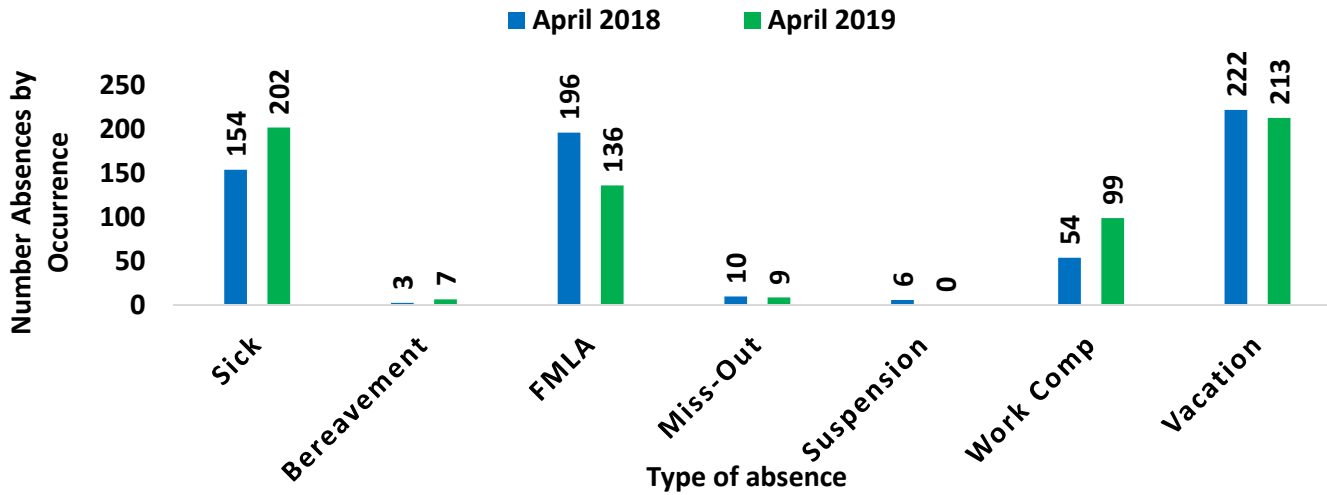


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

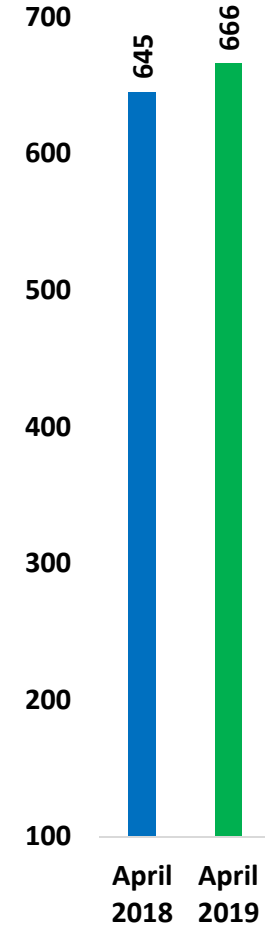
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

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

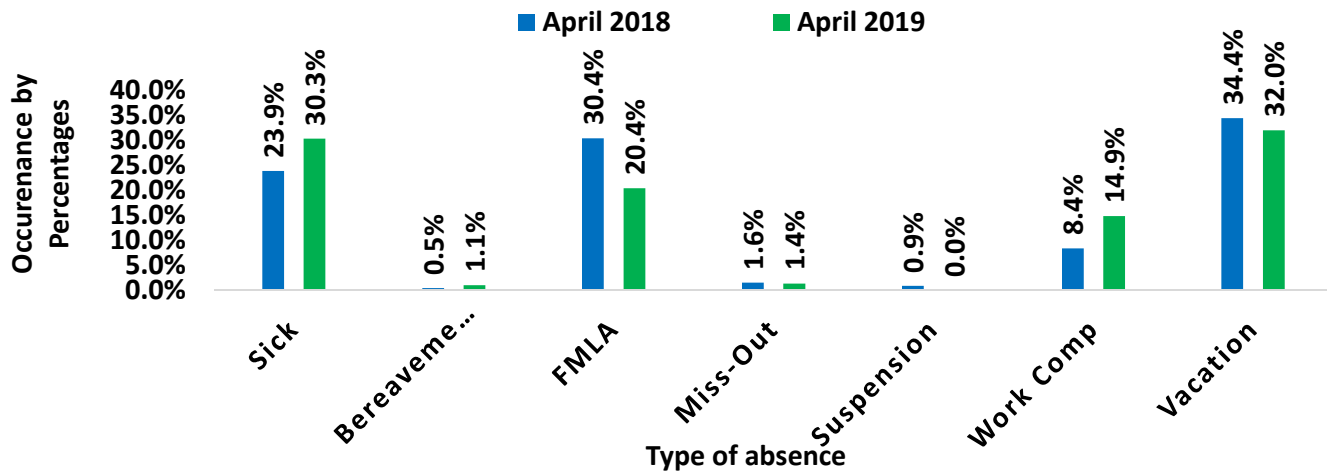
## Driver Absence Occurrences



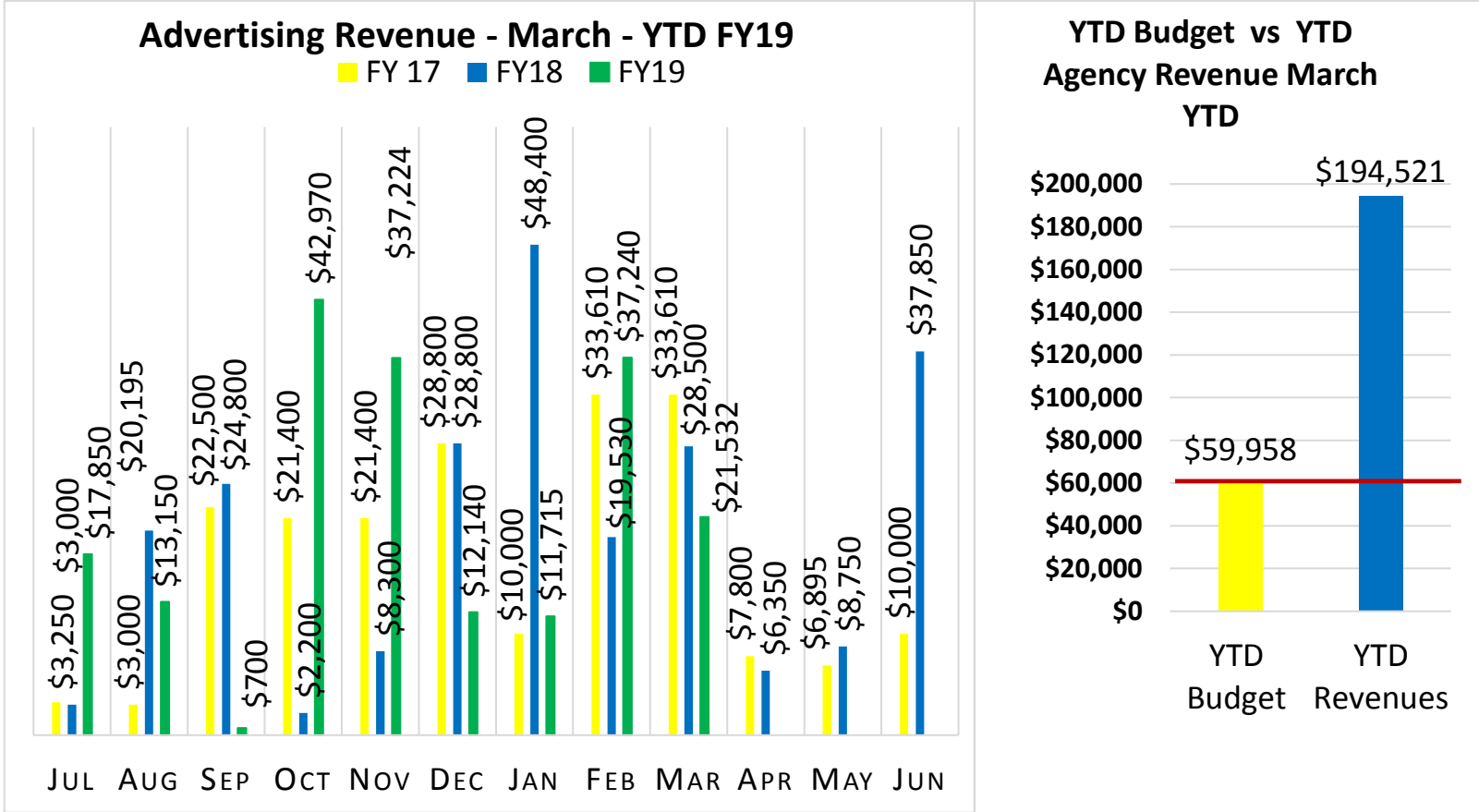
## Total Absence Occurrences



## Driver Absence Occurrences by Percentages



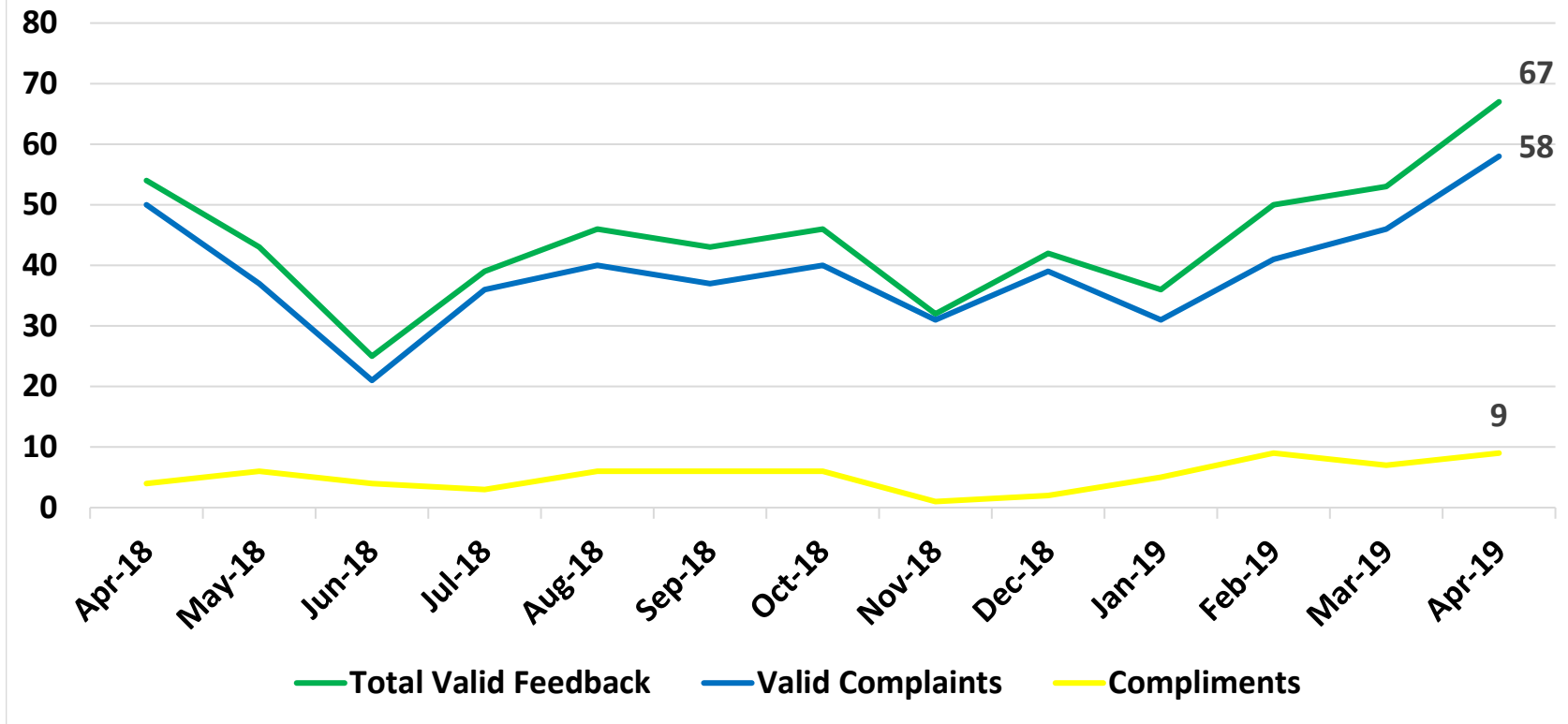
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.



Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY19 YTD against FY18 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The Finance annual budgeted amount is \$75,949.00

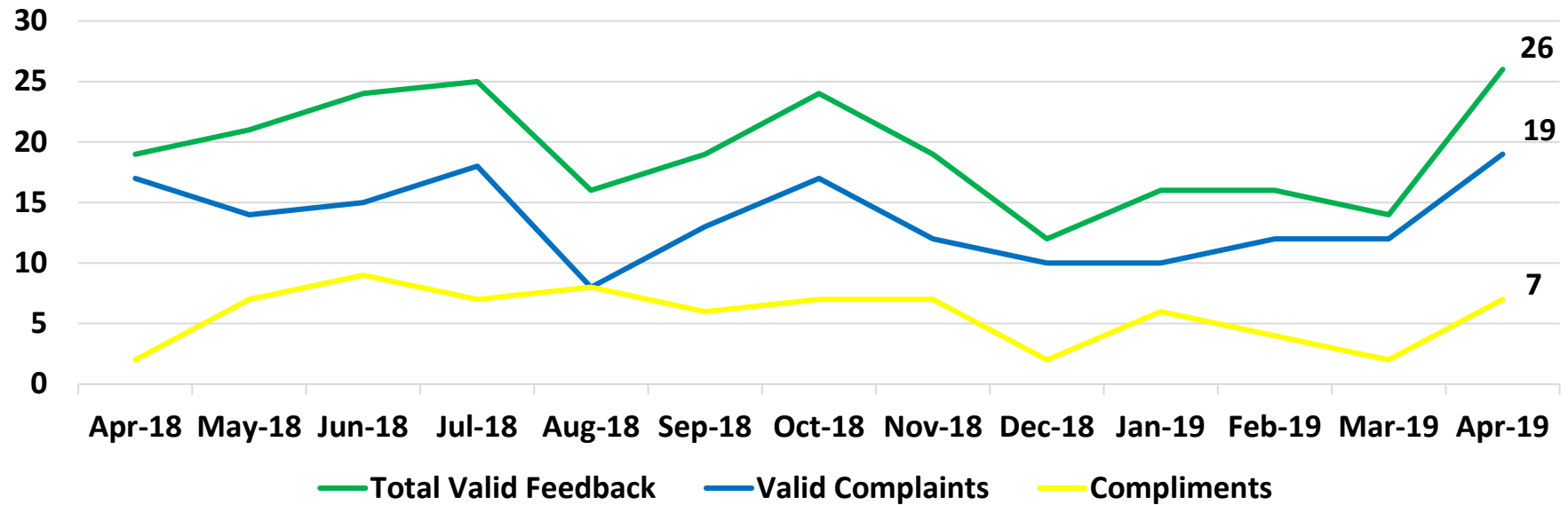


## Fixed Route Customer Feedback for April 2019



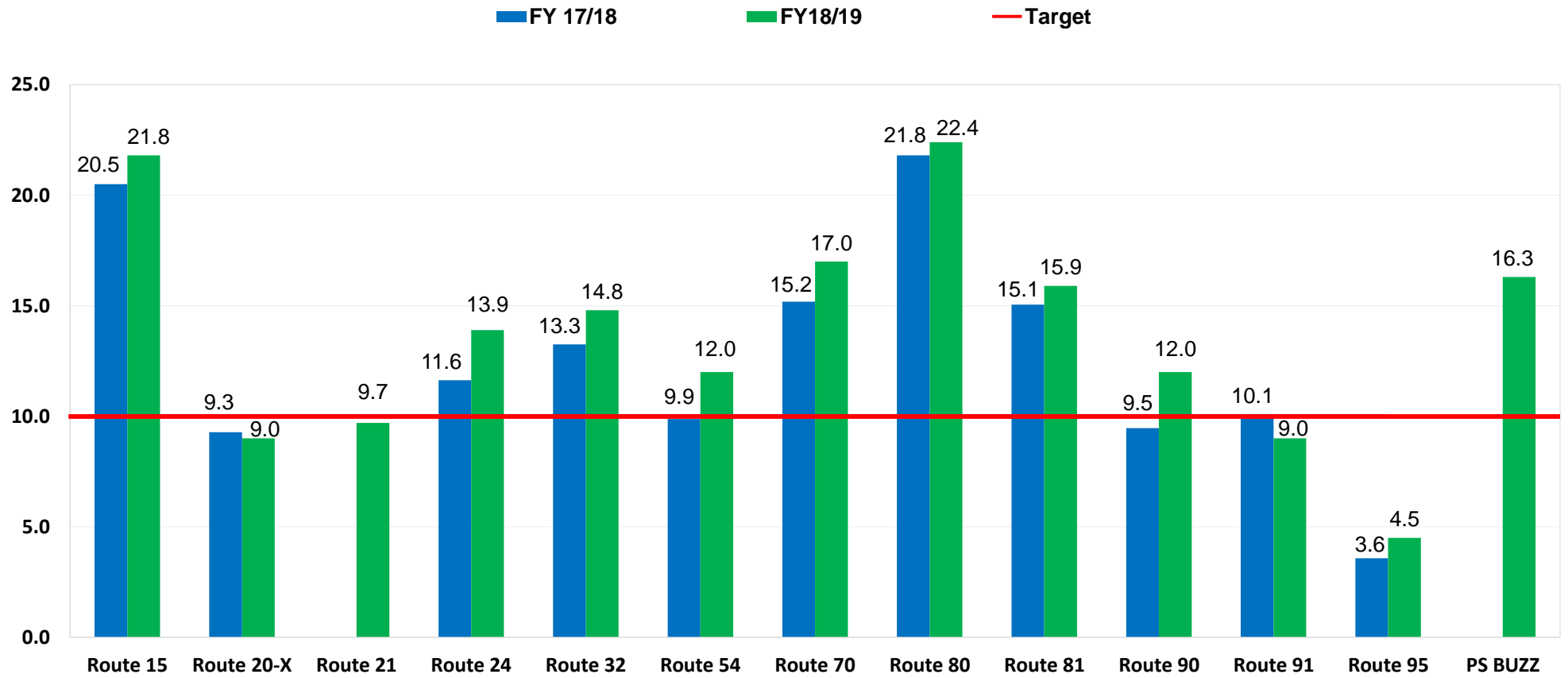
Vaild Fixed Route Feedback comprised of compliments and complaints for April 2019

## Paratransit Customer Feedback for April 2019



Valid Paratransit Feedback comprised of compliments and complaints for April 2019

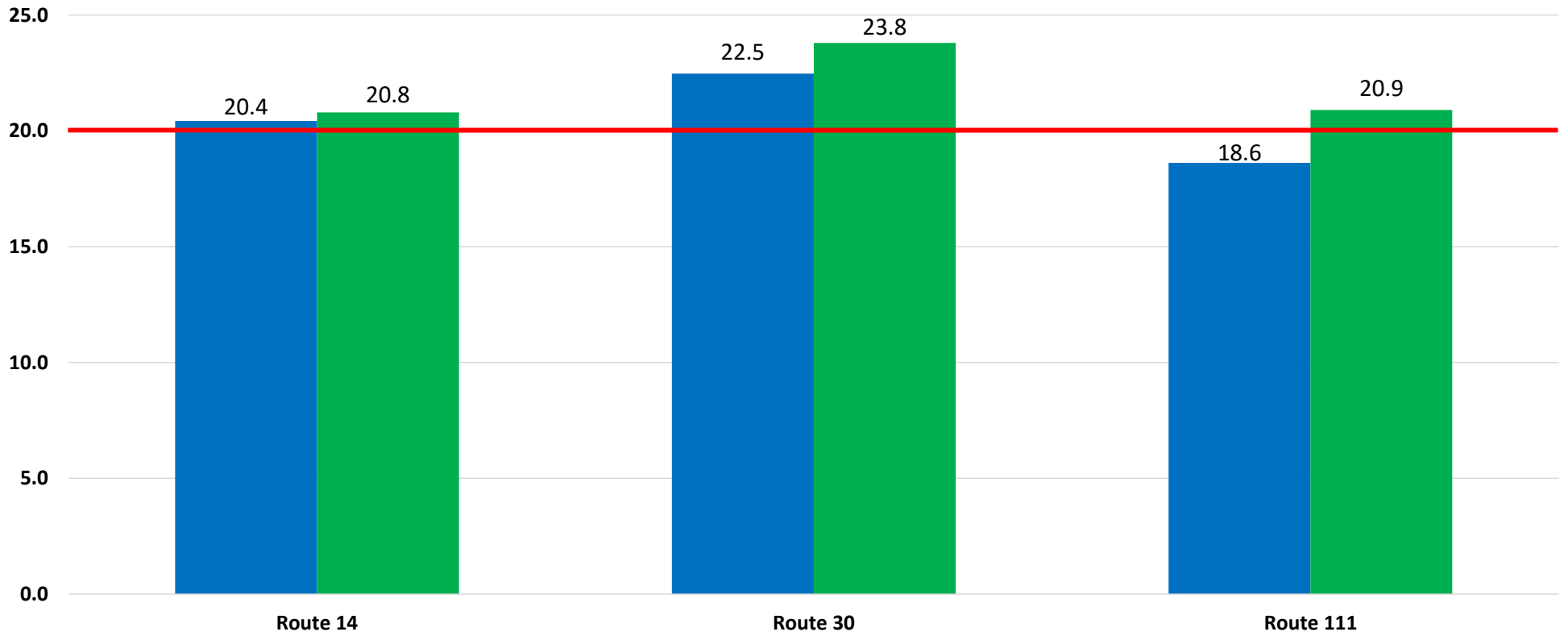
## YTD System Performance - Local Routes April 2019



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH).  
The goal for local fixed routes is 10 PPRH. The FY 18/19 goal is based on board approved service standards policy.

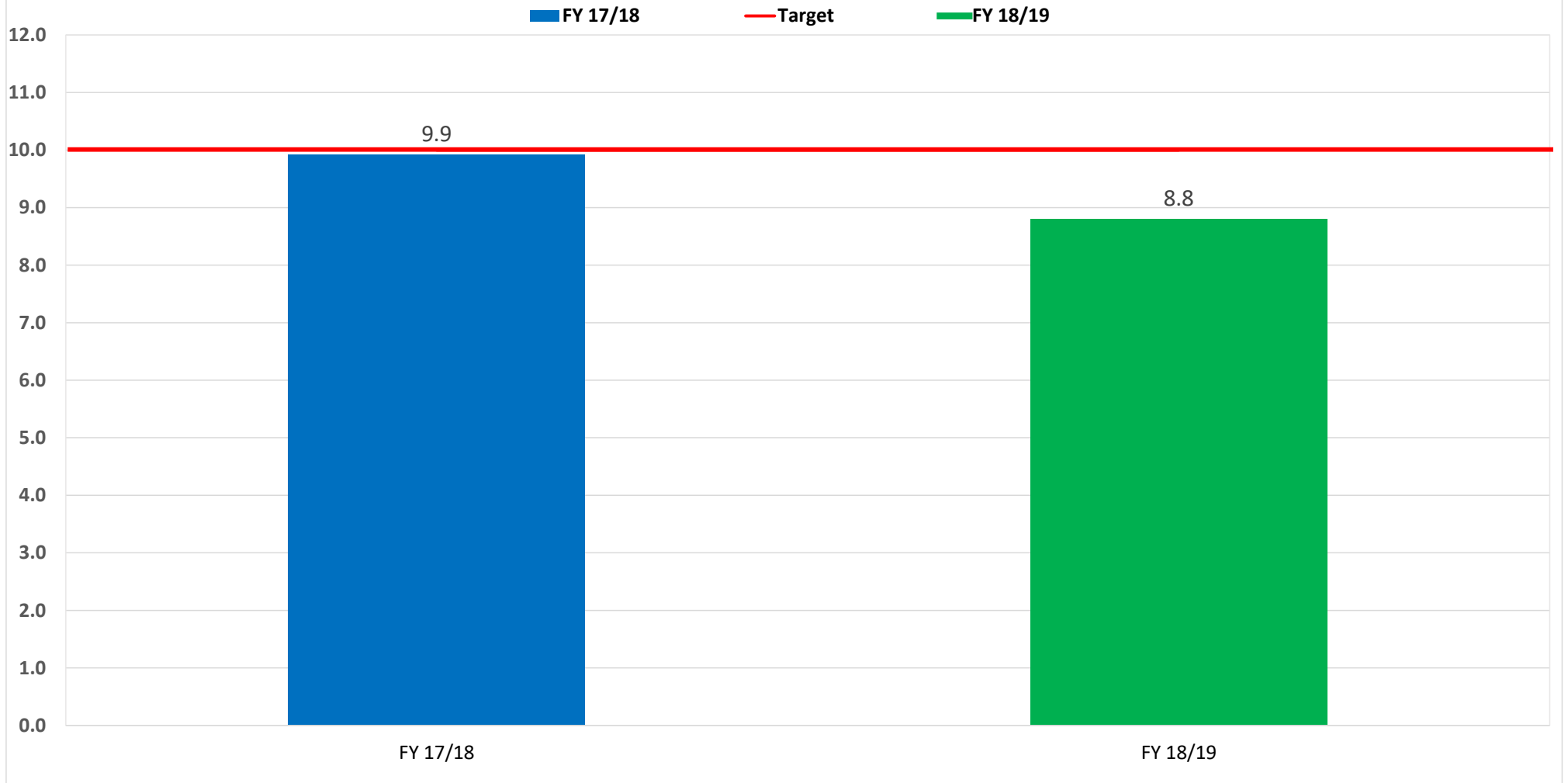
### YTD System Performance - Trunk Routes April 2019

FY 17/18      FY 18/19      Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 18/19 goal is based on board approved service standards policy.

## YTD System Performance - Market Based Service Commuter Link 220 - April 2019



The chart above represents the system performance target for market-based services on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 18/19 goal is based on board approved service standards policy.

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

DATE: May 22, 2019

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for April 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date April 2019.

Recommendation:

Receive and file.

FY 18/19	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X			X	X	X	X	X			10	7
Palm Desert	X		X	X		X	X	X	X	X			10	8
Palm Springs	X		X	X		X	X	X	X	X			10	8
Cathedral City	X		X						X	X			10	4
Rancho Mirage	X		X	X		X		X	X	X			10	7
Indian Wells	X		X	X		X	X	X	X	X			10	8
La Quinta	X		X	X		X	X	X	X				10	7
Indio	X		X	X		X	X	X	X	X			10	8
Coachella	X		X				X	X	X				10	5
County of Riverside	X		X	X		X	X	X	X	X			10	8

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

**DARK –**

## SunLine Transit Agency

**DATE:** May 22, 2019 **ACTION**

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

**FROM:** Eric S. Vail, General Counsel

**RE:** Third Amendment to CEO/GM Employment Agreement

---

### **Recommendation**

Recommend that the Board of Directors consider the Third Amendment to Chief Executive Officer/General Manager Lauren Skiver's ("Skiver") employment agreement with STA / SSG ("SunLine") which will increase her base compensation by four (4) percent.

### **Background**

On June 28, 2017, SunLine and Skiver entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Ms. Skiver as its CEO/General Manager. Since that time, that Agreement has been amended twice to adjust base compensation and clarify other provisions in the Agreement. Skiver's current base salary is \$227,427.20 plus benefits including an employer contribution of \$874.72 per pay period to a 457 deferred compensation plan.

At its April 24<sup>th</sup> meeting, the Board of Directors instructed the General Counsel to prepare the Third Amendment for the Board's consideration at its regular meeting of May 22, 2019. If the Third Amendment is approved, Skiver would receive a four percent (4%) increase in base salary with the new amount being \$236,524.29 and the employer's contribution to her 457 plan would adjust to \$909.71 per pay period. The increase to base salary would take effect July 1, 2019.

### **Financial Impact**

The estimated financial impact of the aforementioned recommendation is an increase of \$10,006.80 per year inclusive of the adjustments to base salary and employer contribution to her 457 plan.



### **THIRD AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT**

This Third Amendment to CEO/General Manager Employment Agreement ("Second Amendment"), is hereby entered into this 22nd day of May, 2019 by and between the SunLine Transit Agency, a California Joint Powers Authority ("STA"), SunLine Services Group, a California Joint Powers Authority ("SSG") (Collectively referred to herein as "SunLine"), and Lauren Skiver, an individual ("Employee"). STA, SSG & Employee are collectively referred to hereinafter as the "Parties."

#### **RECITALS**

- A. On June 28, 2017, SunLine and Employee entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Employee as its CEO/General Manager;
- B. On September 27, 2017 SunLine and Employee amended the Agreement to provide an increase to Employee's base compensation approved by the SunLine Board;
- C. On June 30, 2018 SunLine and Employee entered into a Second Amendment to the Agreement to provide for and increase to Employee's base compensation and clarify Employee's ability to work remotely on occasion as approved by the SunLine Board; and
- C. SunLine and Employee desire to amend the Agreement further to provide for an increase of four percent (4%) to Employee's base compensation.

#### **OPERATIVE PROVISIONS**

**NOW, THEREFORE**, in consideration of the promises made and recited herein, the parties do hereby enter into this Third Amendment which modifies and amends the Agreement, as previously amended, as follows:

1. **AMENDMENT**. Section 2.1 of the Agreement is hereby amended to read as follows:

**"Base Salary.** SKIVER shall receive an annual base salary of two hundred thirty-six thousand, five hundred twenty-four dollars and twenty-nine cents (\$236,524.29) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. This amount shall be effective on July 1, 2019 and thereafter until amended by the Parties. During the term of this Agreement, SKIVER's compensation shall not be subjected to any reductions as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency."

**2. GENERAL PROVISIONS.**

2.1 **Remainder Unchanged.** Except as specifically modified and amended in this Third Amendment, the Agreement remains in full force and effect and binding upon the Parties.

2.2 **Integration.** This Third Amendment consists of pages 1 through 2 inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.

2.3 **Effective Date.** This Third Amendment shall not become effective until the date it has been formally approved by SunLine and executed by the appropriate authorities of SunLine and Employee. Any increase in salary or compensation afforded by this Third Amendment shall not become effective until July 1, 2019.

2.4 **Applicable Law.** The laws of the State of California shall govern the interpretation and enforcement of this Third Amendment.

2.5 **References.** All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

**IN WITNESS WHEREOF,** the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

SUNLINE:

SunLine Transit Agency/SunLine Services Group

By: \_\_\_\_\_  
Kathleen Kelly, Chairperson, STA/SSG Board

APPROVED AS TO FORM

\_\_\_\_\_  
Eric S. Vail, General Counsel

Employee:

\_\_\_\_\_  
Lauren Skiver

## SunLine Transit Agency

<b>DATE:</b>	<b>May 22, 2019</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Luis Garcia, Deputy Chief Financial Officer</b>	
<b>RE:</b>	<b>Bargaining Pension Plan Amendment</b>	

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute an amendment to the pension plan for bargaining employees which changes the contribution requirements for employees covered under the plan. The pension plan amendment is contingent on the subsequent approval of the MOU by the Board of Directors and the Amalgamated Transit Union (ATU) Local 1277.

### **Background**

In February 2019, SunLine and the ATU began labor negotiations which spanned eleven different sessions and ended on March 25, 2019. SunLine was able to negotiate changes to work rules that will benefit the Agency and its employees. The negotiations also included an increase in wages to the effect of 6%, 3% and 2% with effective dates of July 1, 2019, July 1, 2020 and July 1, 2021, respectively. The ATU agreed to an employee contribution of 3% which directly offsets a portion of the wage increase.

Prior to this year's negotiations, bargaining unit employees did not contribute to the pension. The change to 3% employee contributions now aligns with the required 3% contribution for employees under the non-bargaining pension plan. Once approved, the 3% contribution for bargaining unit employees would begin with the wage increase on July 1, 2019.

### **Financial Impact**

The financial impact of this amendment will reduce the employer's contribution costs by an estimated \$351,000 in FY2020. The Agency's contributions and expenses are dependent on numerous factors including the performance of assets, employee turnover and overall compensation. These assumptions are taken into consideration each year to ensure accurate budgeting for the Agency.

**SunLine Transit Agency**

**DATE:** May 22, 2019 **ACTION**

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

**FROM:** Demetrius Genera, Deputy Chief Operating Officer-Maintenance

**RE:** Award of Tire & Tire Service Leasing Contract

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Michelin North America, Inc. for an estimated amount of \$560,000 for a two (2) year contract, with the opportunity for three (3) option years for an estimated amount of \$940,000 upon approval as to form by legal counsel.

**Background**

In June 2014, the Board of Directors authorized the CEO/General Manager to execute a tire and tire service lease contract with Michelin North America, Inc. which was subsequently executed by SunLine and is due to expire on June 30, 2019.

A request for proposals for the tire and tire service lease was issued on March 22, 2019. An evaluation committee reviewed the two (2) proposals received and has determined that Michelin North America, Inc. is the best value for the Agency. The new tire and tire service lease contract will accommodate SunLine's fleet through June 2024.

**Financial Impact**

The first year's estimated expenses of \$270,000 have been budgeted in the FY20 operating budget and future years will be budgeted in subsequent operating budgets.

## Solicitation List

### **Michelin North America**

One Parkway South  
Greenville, SC 29615

[Gabriel.trevino@us.michelin.com](mailto:Gabriel.trevino@us.michelin.com)

[Maxine.osborne@us.michelin.com](mailto:Maxine.osborne@us.michelin.com)

[Bryan.chander@us.michelin.com](mailto:Bryan.chander@us.michelin.com)

[Michelin.fleetsolutions@us.michelin.com](mailto:Michelin.fleetsolutions@us.michelin.com)

### **Bridgestone Americas Tire Operations LLC**

10 E. Bridgestone Blvd.  
Akron, OH 44317

[mckinneylinda@bfusa.com](mailto:mckinneylinda@bfusa.com)

[phengsavathasia@bfusa.com](mailto:phengsavathasia@bfusa.com)

### **The Goodyear Tire & Rubber Company**

200 Innovation Way  
Akron, OH 44316

[Walt\\_welker@goodyear.com](mailto:Walt_welker@goodyear.com)

[ed\\_bowman@goodyear.com](mailto:ed_bowman@goodyear.com)

### **Parkhouse Tires**

72171 Varner Rd.  
Thousand Palms, CA 92276

[RSpivey@Parkhousetire.com](mailto:RSpivey@Parkhousetire.com)



**Price Analysis**

	Michelin North America					The Goodyear Tire & Rubber Company				
	Year 1	Year 2	Option Year 1	Option Year 2	Option Year 3	Year 1	Year 2	Option Year 1	Option Year 2	Option Year 3
305/85R22.5	\$ 1,047.80	\$ 1,100.19	\$ 1,155.96	\$ 1,213.42	\$ 1,274.26	\$ 1,308.74	\$ 1,347.94	\$ 1,388.50	\$ 1,443.94	\$ 1,501.73
305/70R22.5 LR-L	\$ 8,449.44	\$ 8,867.04	\$ 9,312.48	\$ 9,771.84	\$ 10,259.04	\$ 12,564.19	\$ 12,940.03	\$ 13,329.79	\$ 13,861.54	\$ 14,415.55
275/70R22.5	\$ 1,676.96	\$ 1,761.70	\$ 1,850.90	\$ 1,944.56	\$ 2,042.68	\$ 1,451.28	\$ 1,494.55	\$ 1,539.59	\$ 1,601.14	\$ 1,665.36
225/75R16	\$ 3,570.75	\$ 3,750.84	\$ 3,937.14	\$ 4,129.65	\$ 4,340.79	\$ 2,284.04	\$ 2,352.35	\$ 2,423.14	\$ 2,520.02	\$ 2,620.62
245/75R16	\$ 28.75	\$ 30.20	\$ 31.70	\$ 33.25	\$ 34.95	\$ 24.19	\$ 24.91	\$ 25.66	\$ 26.69	\$ 27.75
Monthly	\$ 7,650.00	\$ 8,025.00	\$ 8,425.00	\$ 8,850.00	\$ 9,300.00	\$ 7,000.00	\$ 7,210.00	\$ 7,426.00	\$ 7,650.00	\$ 7,878.00
<b>Total for 1 month</b>	<b>\$ 22,423.70</b>	<b>\$ 23,534.97</b>	<b>\$ 24,713.18</b>	<b>\$ 25,942.72</b>	<b>\$ 27,251.72</b>	<b>\$ 24,632.44</b>	<b>\$ 25,369.78</b>	<b>\$ 26,132.69</b>	<b>\$ 27,103.32</b>	<b>\$ 28,109.02</b>

	Difference	Delta
Difference between Michelin North America and The Good Year Tire & Rubber Company Year 1 for 1 month	\$ (2,208.74)	8.97%

The above is a sample of what it would cost the Agency for one (1) month of tires and tire services for each year. The data used is from an invoice dated 3/26/2019 from SunLine's current Tire & Tire Services provider. Based on the results, Michelin North America is 8.97% lower than The Goodyear Tire & Rubber Company for one (1) month of services for Year 1. Although The Goodyear Tire & Rubber Company's monthly rates are lower than Michelin North America's monthly rates, The Goodyear Tire & Rubber Company's base rate per tire mile is higher than Michelin North America's rates. Based on the results it is determined that the rates submitted by Michelin North America are considered fair and reasonable.

Prepared by:

Jennifer Tran, Contracts Administrator

## SunLine Transit Agency

<b>DATE:</b>	May 22, 2019	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rudy Le Flore, Chief Project Consultant	
<b>RE:</b>	Replacement Operations Facility – Design Build Contract	

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a contract with GKK Works Inc. for an amount of \$6,436,493.36 to complete design and construction of the new Operations Facility at SunLine's Division I, subject to review and approval by SunLine's legal counsel.

### **Background**

SunLine is in the process of completing the design/build process approved by the SunLine Board of Directors for the new Operations Facility in September 2016. The Board approved Stantec to provide preliminary engineering for the new facility in July 2017. Working with the County of Riverside, Stantec has completed the preliminary engineering process and satisfied the initial Substantial Conformance permitting process. SunLine held a competition to prequalify bidders in accordance with Public Contract Code 22160. The request for qualifications was posted December 2018. SunLine prequalified two (2) firms to compete for the contract to complete the design and construction of the facility. After contractor prequalification, SunLine issued the invitation for bids in April 2019.

The bid was evaluated for responsiveness and responsibility, with the one submitted bid being determined acceptable. A price analysis was conducted and the bid price was determined as fair and reasonable.

### **Financial Impact**

The financial impact of \$6,436,493.36 will utilize approved capital project funds assigned to this project in the SunLine Short Range Transit Plan FY17-20.

Qualified Bidder's List

**GKK Works Inc.**

2355 Main Street, Suite 220

Irvine, CA 92614

949-250-1500

[bdekker@cannondesign.com](mailto:bdekker@cannondesign.com)

**Nielsen Construction California, Inc.**

3786 Rosecrans Street

San Diego, CA 92110

619-795-0041

[akovacs@nielsencc.com](mailto:akovacs@nielsencc.com)





**PRICE ANALYSIS**

---

	<b>GKK Works, Inc.</b>	<b>Independent Estimate</b>	<b>Difference</b>
<b>Base Bid</b>	<b>\$6,436,493.36</b>	<b>\$5,394,980</b>	<b>17 %</b>

GKK Works Inc., (GKK) submitted an independent bid in a competitive environment. There was no information made available to GKK that there was only going to be one bid submitted. Therefore, GKK's bid was submitted in a competitive environment and received in a competitive marketplace.

Furthermore, GKK's bid is within 20 percent of the independent estimated created by the architect of the preliminary engineering documents, Stantec. Based on receiving the bid in a competitive environment and the bid being within 20 percent of the Independent Estimate, the GKK Works' bid is considered fair and reasonable. The bid amount may be subject to downward negotiations based on a more in depth analysis by the project team.

*Rudy LeFlore*

Rudy Le Flore,  
Chief Project Consultant

**SunLine Transit Agency**

**DATE:** May 22, 2019 **DISCUSSION**

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

**FROM:** Luis Garcia, Deputy Chief Financial Officer

**RE:** Review and Discussion of SunLine Funding and the Draft FY20  
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 2020 are \$40,840,150 and \$12,711,407, respectively, which represents an operating budget net increase of 2.99%. The majority of the costs associated with the increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, including year one of the new agreement, an increase in wages and benefits for administrative staff, an increase in service expenses, and an increase in casualty and liability expenses. This discussion item allows the Board to either move forward with this budget for approval at the June 26, 2019 meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

# ANNUAL BUDGET

FISCAL YEAR 2020





# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	1 - 14
EXECUTIVE OFFICE .....	15 - 21
PERFORMANCE MANAGEMENT OFFICE .....	22 - 32
SunFuels .....	28 - 32
SAFETY AND SECURITY OFFICE.....	33 - 41
Information Technology .....	39 - 41
OPERATIONS OFFICE .....	42 - 66
Transportation .....	44 - 48
Fleet Maintenance .....	49 - 57
Facility Maintenance .....	58 - 64
Stops and Zones .....	65 - 66
FINANCE OFFICE .....	67 - 73
ADMINISTRATION OFFICE .....	74 - 84
Human Resources .....	79 - 81
Community & Customer Relations .....	82 - 83
Service Planning .....	84
CAPITAL BUDGET .....	85 - 95

June 26, 2019

Dear SunLine Board of Directors,

In Fiscal Year 2019, SunLine remained dedicated to making a difference in the Coachella Valley community and the transit industry. We implemented new programs, such as the Haul Pass, to provide expanded mobility options for our residents. SunLine also brought back the BUZZ, using our transit expertise and resources to re-launch the Palm Springs service. The Agency began construction on the largest transportation-related Hydrogen Fueling Station, which will help pave the way for the commercialization of clean air technologies. In addition to these milestones, all of SunLine's employees were involved in the creation of the Agency's first ever strategic plan, outlining goals, strategies, and performance indicators that will serve as a guide and management tool for future work.

The Agency is committed to being flexible and innovative to meet the needs of our customers. As such, our three goals for Fiscal Year 2020 are re-design transit, project management, and the year of empowerment. The goals aim to support the Agency's vision and further the development of a culture of excellence at SunLine and the service provided to the community. In this next fiscal year, we are planning a bold and innovative redesign of the entire SunLine fixed route transit network. This redesign will include streamlined routes, increased frequency, and the creation of more flexible, demand response services to better meet the needs of valley residents.

SunLine continues to develop its performance orientation by tracking key operational metrics and implementing staff development programs. Through the Performance Management Office, SunLine is in the midst of a robust infrastructure investment program. SunLine has four major infrastructure projects under various stages of concurrent development. Utilizing over \$80M in approved capital funding, the department is charged with implementing capital projects such as the first of its kind zero emissions bus maintenance facility.

The proposed operating and capital budgets for the Fiscal Year 2020 are \$40,840,150 and \$12,711,407, respectively, which represents an operating budget increase of 2.99% over the previous fiscal year. The majority of the costs associated with the increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, including year one of the new agreement, and an increase in wages and benefits for administrative staff. The Fiscal Year 2020 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2020 budget.

Sincerely,



Lauren Skiver  
CEO/General Manager

# SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

---

## ANNUAL BUDGET FISCAL YEAR 2020

---

### BOARD OF DIRECTORS

Kathleen Kelly, Chair, Palm Desert  
Robert Radi, Vice Chair, La Quinta  
Raymond Gregory, Cathedral City  
Megan Beaman Jacinto, Coachella  
V. Manuel Perez, County of Riverside District 4  
Russell Betts, Desert Hot Springs  
Ty Peabody, Indian Wells  
Lupe Ramos Amith, Indio  
Lisa Middleton, Palm Springs  
G. Dana Hobart, Rancho Mirage

**CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**  
Lauren Skiver

## **EXECUTIVE SUMMARY**

In FY20 Sunline will focus on its redesign goal which includes streamlined routes, increased frequency through the addition of the 111 Express, and the creation of a more flexible service through the SunRide Rideshare Program. SunLine continues to identify ways to strengthen its overall financial position in order to continue to serve a diverse community of transit users. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits, and increased service expenditures to support the Agency's redesign.

## **SERVICE & RIDERSHIP**

In FY20, the Agency will continue to optimize the new service initiatives and continue to develop existing routes. The budget in FY20 also recognizes the need to market our service to improve ridership and revenue potential.

Fixed route ridership for FY19 saw an increase of 1.3% compared to FY18 ridership, achieving the reversal of ridership decline that had been recorded in the last four (4) years. Two factors contributing to the increase is the addition of the Palm Springs BUZZ service and implementation of the Haul Pass with the College of the Desert. SunLine expects the ridership in FY20 to continue moderate growth with the continuity of the redesign of service. In FY19, paratransit services saw a decrease of 1% in ridership. The decrease in paratransit ridership is due to a revised no-show policy as well as ongoing changes to the certification process. In FY20, the paratransit ridership is expected to maintain at current levels.

## **REVENUES & SUBSIDIES**

To meet the Agency's farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced new revenue opportunities such as emission credit programs under California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act. Additionally, in FY19, SunLine was able to acquire two new funding sources that will carry on in FY20, COD Haul Pass and the BUZZ service.

The proposed revenues for FY20 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY20, Local Transportation Funding (LTF) had a modest increase over FY19.
- Measure A funding increased for FY20 over the last fiscal year due to increased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.

- In FY20, SunLine will use various forms of federal funding including FTA Section 5307, 5309, 5310, 5311, and 5311(f). Federal funding has seen a modest increase primarily due to the use of FTA Section 5309 funds to support the Hydrogen Fuel Cell Bus Fleet.
- Total passenger fare revenue is expected to reach \$2.79 million in FY20. The revenue estimates demonstrate a conservative estimate of a continued increase in fixed route ridership. Paratransit fare revenue is projected to follow the decreasing trend of paratransit demand.
- FY20 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.
- COD Haul Pass is a three-year project that will subsidize bus passes for local college students. Starting in FY20, COD will underwrite the cost of the passes for their students.
- In January 2019 SunLine assumed a two (2) year partnership with the city of Palm Springs to provide the Palm Springs BUZZ service.
- The budget for FY20 reflects the Agency's strive for continual growth of the advertising program.
- State and federal emission credit projections for FY19 are based on the market price and quantity of the generated credits.

## **CAPITAL PROJECTS**

There are 13 new capital projects being requested in FY19. The total capital request in FY20 adds \$12,711,407 to the \$80M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

### **New Projects**

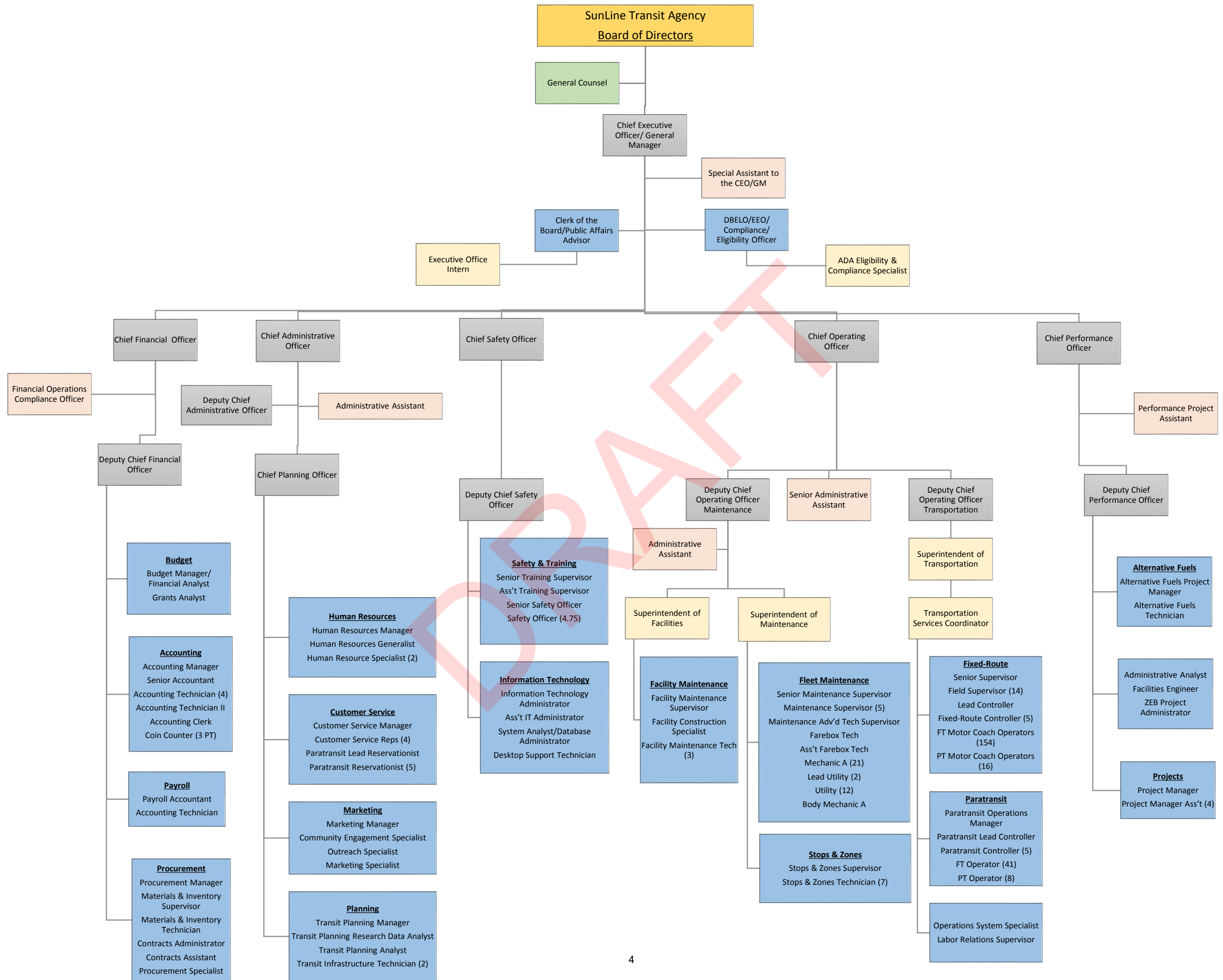
The 13 new capital projects address key capital needs of the Agency. The requests in FY20 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
  - Replacement Fixed Route Buses six (6)
  - Replacement of Paratransit Vans four (4)
  - H2 Ride
  - New Flyer AQIP



- Facilities and Equipment:
  - Boardroom Equipment Upgrade
  - SunLine Property Expansion/Solar Farm Phase I
  - West Coast Center of Excellence Maintenance Facility
  - Facility Improvements
  - Ops Facility Phase III
  - CNG Fueling Station Phase III
  - Heavy Duty Tow Truck
- Technology:
  - Information Technology (IT) Projects
  - ITS Service Upgrade (3G to 4G)

DRAFT



## AGENCY PERSONNEL SUMMARY

Department	FY19 Base FTE's	Changes to Base	Proposed New Positions	FY20 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Executive Office (40)	5.00	-	1.00	6.00	1.00
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	9.50	(0.75)	1.00	9.75	0.25
Information Technology (42)	3.00	-	1.00	4.00	1.00
<b>OPERATIONS OFFICE</b>					
Operations - Fixed Route (11,12)	184.00	-	10.00	194.00	10.00
Operations - Paratransit (13, 14)	52.50	-	1.50	54.00	1.50
Maintenance (21, 22)	42.00	-	6.00	48.00	6.00
Facilities Maintenance (23, 24)	5.00	-	1.00	6.00	1.00
Stops and Zones (25)	8.00	-	-	8.00	-
<b>FINANCE OFFICE</b>					
Finance (41)	23.25	(3.00)	3.00	23.25	-
<b>ADMINISTRATION OFFICE</b>					
Human Resources (32)	5.00	(2.00)	2.00	5.00	-
Community & Customer Relations (45)	15.00	(4.00)	4.00	15.00	-
Service Planning (49)	8.00	-	-	8.00	-
<b>Total FTEs</b>	<b>374.25</b>	<b>(9.75)</b>	<b>30.50</b>	<b>395.00</b>	<b>20.75</b>

**Notes:**

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

## AGENCY PERSONNEL SUMMARY

---

### Executive Office

- The Executive Office is requesting two (2) part time interns each at 0.5 time allocation for a total of one (1) FTE. The interns will be trained and mentored as part of SunLine's internship program that will focus on training qualified candidates in transit operations and zero emission technologies.

### Safety and Security Office

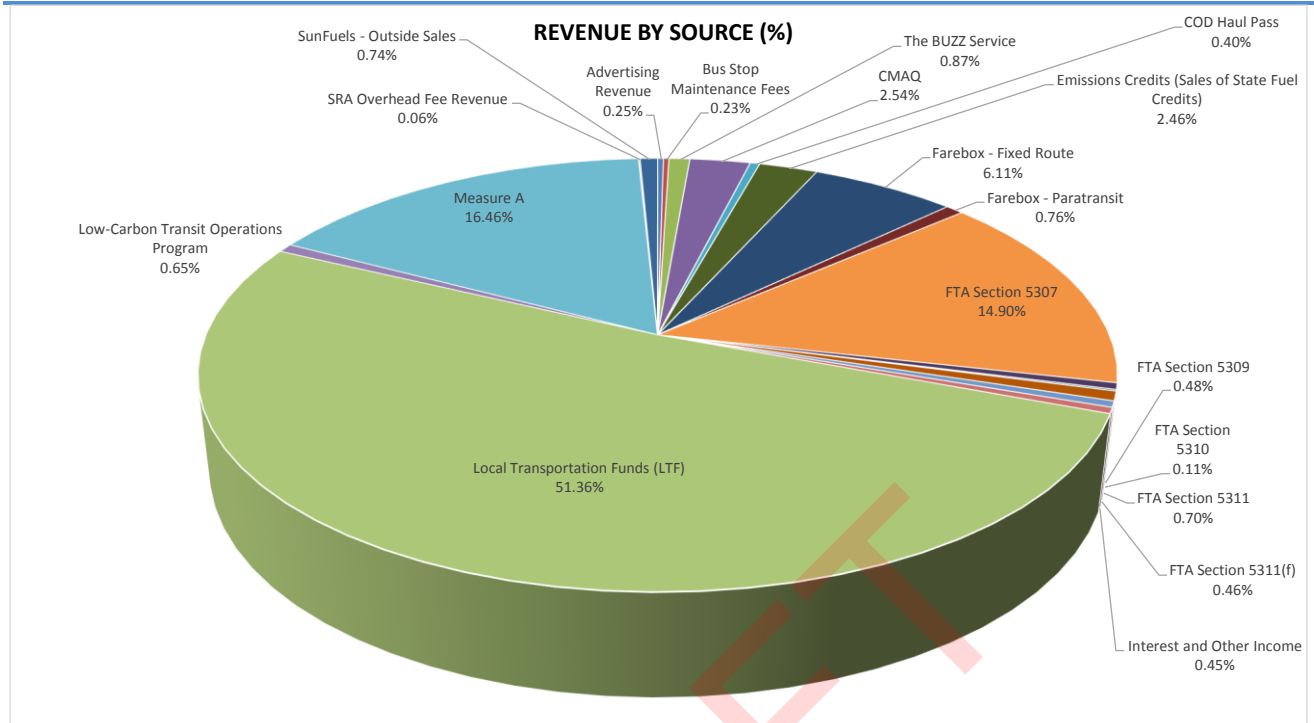
- The change to base FTEs is a result of the Chief Safety Officer no longer allocating payroll time to SunLine Regulatory Administration (SRA). Additionally, the information technology division is requesting one (1) System Analyst/Data Administrator to assist with monitoring database and application server performance, alarms, capacity levels, traffic, and other operations attributes.

### Operations Office

- Operations is requesting one (1) Lead Controller to provide leadership and oversight of control team and motor coach operators. Additionally, the office is requesting to add nine (9) FT Motor Coach Operators to help assist with the Agency's redesign and addition of the 111 Express. The office is also requesting two (2) PT Paratransit Operators to assist with the Agency's service.
- Operations is also requesting seven (7) FTE's for Operations Maintenance. The office is requesting two (2) Mechanics, two (2) Utilities, two (2) Maintenance Supervisors, and one (1) Facility Maintenance Technician. The requested FTE's are necessary to help maintain current fleet and facilities as well as the expansion of fleet and facilities.

DRAFT

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY19 Approved Budget	FY19 Estimates	FY19 Variance	FY20 Proposed Budget	FY20 Variance	Type
Advertising Revenue	75,949	247,317	171,368	100,000	24,051	Local
Bus Stop Maintenance Fees	112,000	117,540	5,540	94,818	(17,182)	Local
The BUZZ Service	237,667	237,667	-	356,500	118,833	Local
CMAQ	1,112,218	1,112,218	-	1,036,741	(75,477)	Federal
COD Haul Pass	-	-	-	163,167	163,167	Local
Emissions Credits (Sales of State Fuel Credits)	963,645	1,135,495	171,850	1,003,000	39,355	Sales
Farebox - Fixed Route	2,350,951	2,566,300	215,349	2,490,613	139,662	Sales
Farebox - Paratransit	292,877	314,033	21,156	309,036	16,159	Sales
FTA Section 5307	4,373,399	4,373,399	-	6,072,269	1,698,870	Federal
FTA Section 5309	250,000	250,000	-	195,402	(54,598)	Federal
FTA Section 5310	58,000	58,000	-	46,250	(11,750)	Federal
FTA Section 5311	352,874	352,874	-	286,933	(65,941)	Federal
FTA Section 5311(f)	204,721	204,721	-	186,051	(18,670)	Federal
Interest and Other Income	253,902	313,066	59,164	182,779	(71,123)	Local
Local Transportation Funds (LTF)	21,228,834	21,228,834	-	20,926,808	(302,026)	State
Low-Carbon Transit Operations Program	650,467	650,467	-	264,833	(385,634)	State
Measure A	6,000,000	6,000,000	-	6,706,363	706,363	Local
SRA Overhead Fee Revenue	34,545	34,845	300	26,087	(8,458)	Allocation
State of Good Repair	500,000	500,000	-	-	(500,000)	State
SunFuels - Outside Sales	486,355	558,719	72,364	300,000	(186,355)	Sales
Taxi Voucher (Passenger Sales)	116,000	93,870	(22,130)	92,500	(23,500)	Sales
<b>Total Operating Revenue</b>	<b>39,654,404</b>	<b>40,349,366</b>	<b>\$ 694,962</b>	<b>40,840,150</b>	<b>1,185,746</b>	

Notes:

- Two (2) new revenue sources; The BUZZ Service reimbursed through the City of Palm Springs, and the COD Haul Pass Program reimbursed through College of the Desert.
- The FY19 variance reflects the difference between FY19 estimates and FY19 approved budget. The FY20 variance indicates the difference between FY20 proposed budget and FY19 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.

DRAFT

## **REVENUE & FUNDING SOURCES**

---

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

### **ADVERTISING REVENUE**

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

### **BUS STOP SHELTER REVENUE**

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

### **The BUZZ Service**

In January 2019 SunLine assumed a two (2) year partnership with the city of Palm Springs to provide the Palm Springs BUZZ service.

### **COD Haul Pass**

This is a three (3) year project that will subsidize bus passes for local college students. This is with the anticipation that, starting year two (2), participating schools will underwrite the cost or have their respective student bodies vote to adopt the Haul Pass program as a fee based inclusion during school registration.

### **CONGESTION MITIGATION & AIR QUALITY (CMAQ)**

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program and 111 Express to the line 111.

## **REVENUE & FUNDING SOURCES**

---

### **EMISSIONS CREDITS (SALES OF FUEL CREDITS)**

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

### **FAREBOX**

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

### **FTA SECTION 5307**

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

### **FTA SECTION 5310**

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

### **FTA SECTION 5311/5311(f)**

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

### **FTA SECTION 5309**

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

### **INTEREST & OTHER INCOME**

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

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

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

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

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



## **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**

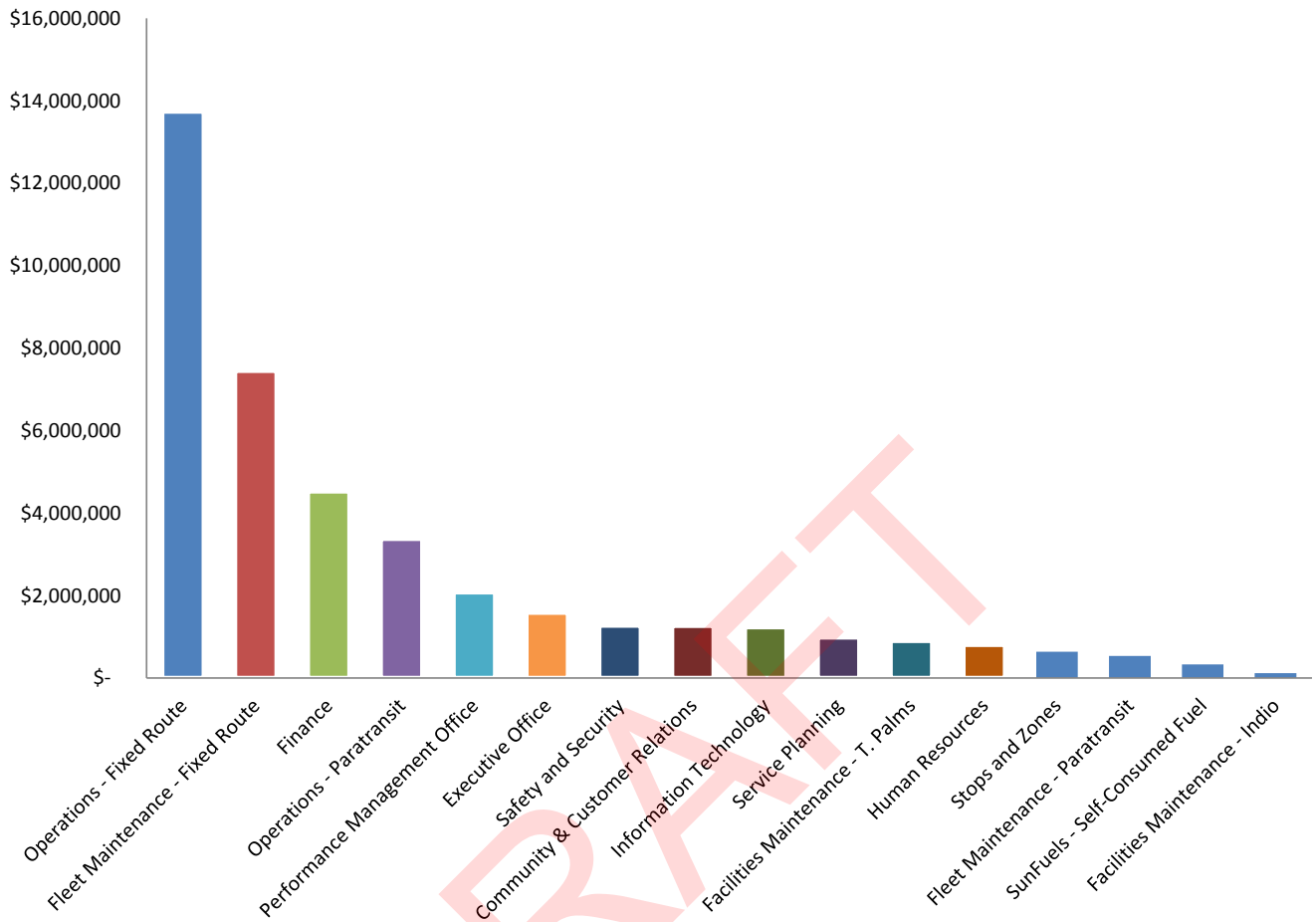
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### **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.

DRAFT

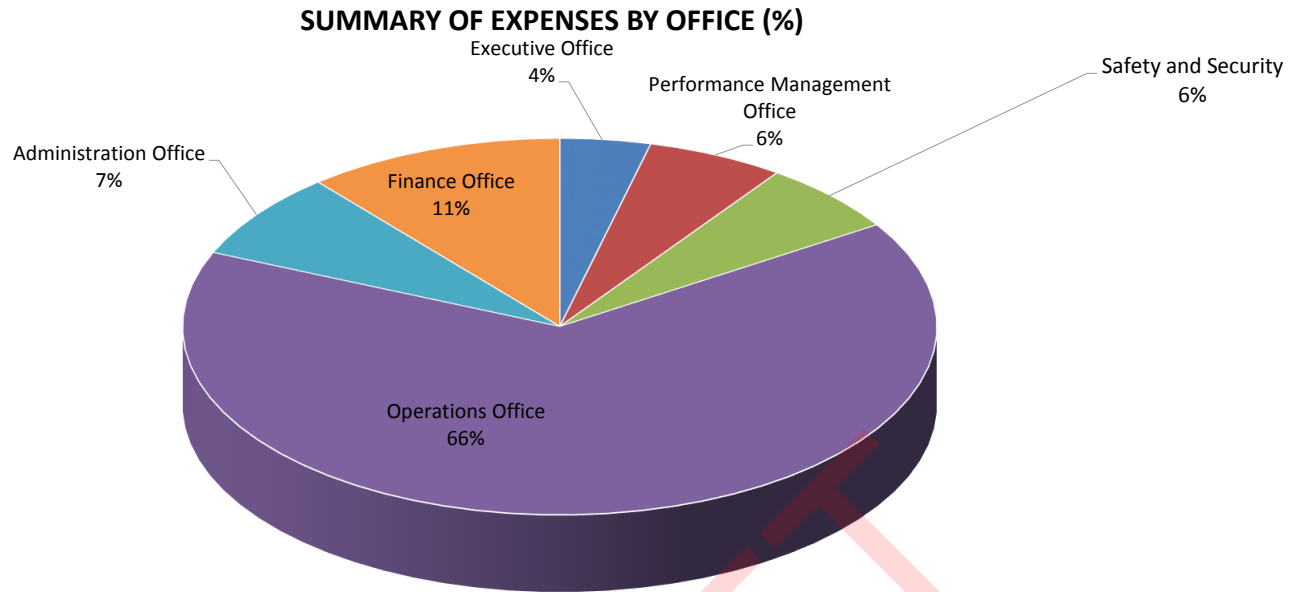
## EXPENSE SUMMARY



## EXPENSE SUMMARY

Division	Division Name	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
40	Executive Office	1,589,600	1,585,471	(4,129)
<b>Performance Management Office</b>				
10	SunFuels - Self-consumed Fuel	668,170	329,382	(338,788)
44	Performance Management	1,911,344	2,079,167	167,823
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,091,099	1,271,940	180,841
42	Information Technology	-	1,233,055	1,233,055
<b>OPERATIONS OFFICE</b>				
11 & 12	Operations - Fixed Route	13,215,824	13,738,582	522,758
13 & 14	Operations - Paratransit	3,422,837	3,376,111	(46,726)
21 & 22	Fleet Maintenance - Fixed Route	7,229,976	7,451,356	221,380
13	Fleet Maintenance - Paratransit	435,800	536,637	100,837
23	Facilities Maintenance - T. Palms	854,410	901,025	46,615
24	Facilities Maintenance - Indio	117,650	115,100	(2,550)
25	Stops and Zones	615,697	639,364	23,667
<b>FINANCE OFFICE</b>				
41	Finance	4,674,613	4,526,631	(147,982)
<b>ADMINISTRATION OFFICE</b>				
32	Human Resources	684,258	805,100	120,842
42	Information Technology	1,162,372	-	(1,162,372)
45	Community & Customer Relations	1,116,337	1,266,249	149,912
49	Service Planning	864,417	984,980	120,563
<b>Total</b>		<b>39,654,404</b>	<b>40,840,150</b>	<b>1,185,746</b>

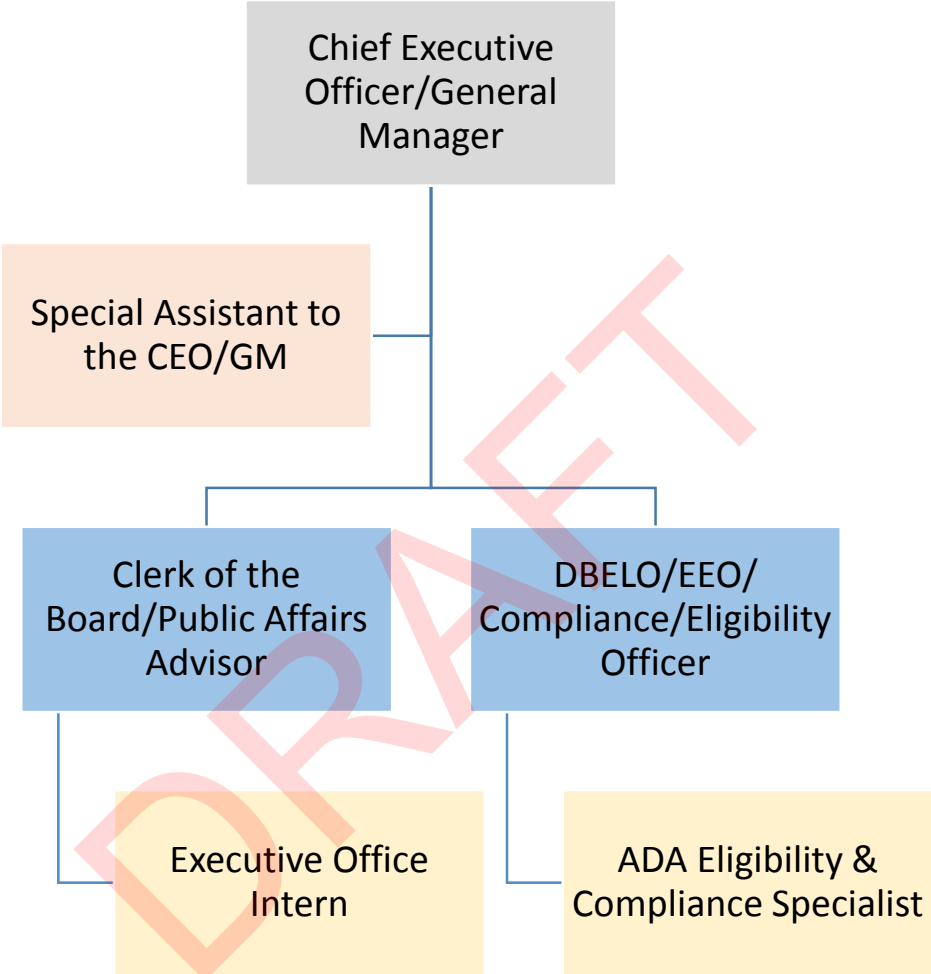
## EXPENSE SUMMARY BY OFFICE



Department	FY19 Approved Budget	FY20 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	1,589,600	1,585,471	4%
<b>Executive Office</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>4%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
Performance Management	1,911,344	2,079,167	5%
SunFuels	668,170	329,382	1%
<b>Performance Office</b>	<b>2,579,514</b>	<b>2,408,549</b>	<b>6%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,091,099	1,271,940	3%
Information Technology	-	1,233,055	3%
<b>Safety and Security Office</b>	<b>1,091,099</b>	<b>2,504,995</b>	<b>6%</b>
<b>OPERATIONS OFFICE</b>			
Operations - Fixed Route & Paratransit	16,638,661	17,114,693	42%
Fleet Maintenance - Fixed Route and Paratransit	7,665,776	7,987,993	20%
Facilities Maintenance	972,060	1,016,125	2%
Stops and Zones	615,697	639,364	2%
<b>Operations Office</b>	<b>25,892,194</b>	<b>26,758,175</b>	<b>66%</b>
<b>FINANCE OFFICE</b>			
Finance	4,674,613	4,526,631	11%
<b>Finance Office</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>11%</b>
<b>ADMINISTRATION OFFICE</b>			
Human Resources	684,258	805,100	2%
Information Technology	1,162,372	-	0%
Community & Customer Relations	1,116,337	1,266,249	3%
Service Planning	864,417	984,980	2%
<b>Administration Office</b>	<b>3,827,384</b>	<b>3,056,329</b>	<b>7%</b>
<b>Total Expenses</b>	<b>39,654,404</b>	<b>40,840,150</b>	<b>100%</b>

# EXECUTIVE OFFICE

DRAFT



**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Support the commercialization of Hydrogen Fuel Vehicles and the successful implementation of Hydrogen Technology Projects.
- Develop innovative service solutions that promote and increase ridership, improve connections, and enhance mobility for the Coachella Valley.
- Create succession planning for key positions and continue to develop performance management and cultural excellence programs.
- Continue to develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.
- Support legislative advocacy efforts to further SunLine's mission and provide increased transportation options for the community.
- Continue progress on improving rider and employee facilities.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimated Actuals	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	244,120	267,306	282,615	328,740	387,842	59,102
5010201610 ADMIN SALARIES-OT	-	-	-	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(1,849)	(2,025)	(2,141)	(1,896)	(2,100)	(204)
5029999999 TOTAL FRINGE BENEFITS	161,615	148,157	186,452	226,382	269,704	43,322
5030200000 PUBLIC NOTICES	-	-	-	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	252,320	216,110	401,619	402,000	400,000	(2,000)
5030300005 LEGAL SVCS- GENERAL	106,659	110,735	122,014	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION	3,226	3,026	2,555	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL	1,537	1,943	136	3,000	4,500	1,500
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	47,919	57,632	68,392	68,442	72,000	3,558
5090200000 TRAVEL-MEETINGS/TRAINING	37,211	44,510	17,843	37,000	20,000	(17,000)
5090200001 TRAINING/ WORKSHOP	-	-	13,581	22,306	15,000	(7,306)
5090200002 BOARD MEETING EXPENSES	5,638	4,237	3,960	4,500	5,000	500
5090200003 BOARD MEMBER COMPENSATION	6,390	6,077	5,100	6,000	6,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	18,407	46,029	16,631	73,000	50,000	(23,000)
5099900002 MISCELLANEOUS EXPENSE	556	-	-	-	-	-
5099900004 CONSULTING-GENERAL	56,526	69,633	139,801	287,125	223,525	(63,600)
<b>Total Expenses</b>	<b>940,275</b>	<b>973,372</b>	<b>1,258,558</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>(4,129)</b>

- Added public notices GL to distribute notices relating to DBE, EEO, and ADA information
- Added OT GL for non exempt employee(s)

**EXECUTIVE OFFICE**

**Division 40**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Authorized FTEs	FY20 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
0	Clerk of the Board/ Special Assistant to the CEO	1.00	0.00	(1.00)
1	Special Assistant to the CEO/General Manager	1.00	1.00	0.00
1	Clerk of the Board/ Public Affairs Advisor	0.00	1.00	1.00
1	DBELO/ EEO/ Compliance/Eligibility Officer	1.00	1.00	0.00
1	ADA Eligibility & Compliance Specialist	1.00	1.00	0.00
2	Executive Office Intern - 2 PT (.5)	0.00	1.00	1.00
<b>7</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Clerk of the Board/ Special Assistant to the CEO retitled to Clerk of the Board/ Public Affairs Advisor
- Adding two (2) PT interns total of one(1) FTE

DRAFT



**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	328,740	387,842	59,102
<b>5010201610 ADMIN SALARIES-OT</b>	-	1,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(1,896)	(2,100)	(204)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	226,382	269,704	43,322
<b>Sub-total</b>	<b>553,227</b>	<b>656,446</b>	<b>103,219</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO, and ADA information.	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	-
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Attorney fees for employee related issues	367,000	400,000	33,000
Legal fees for labor negotiations	35,000	-	(35,000)
<b>Sub-total</b>	<b>402,000</b>	<b>400,000</b>	<b>(2,000)</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	125,000	125,000	-
<b>Sub-total</b>	<b>125,000</b>	<b>125,000</b>	-
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	-
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	3,000	4,500	1,500
<b>Sub-total</b>	<b>3,000</b>	<b>4,500</b>	<b>1,500</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	35,028	37,000	1,972
Cal Act	910	1,000	90
CAL Hydrogen Bus Council	10,000	10,000	-
Cal Start	1,950	2,500	550
California Transit Association	12,054	13,000	946
Carreon foundation Scholarship	2,500	2,500	-
Clean Cities Coachella	1,000	1,000	-
CSUSB Advancement Board	2,000	2,000	-
ZEBRA	3,000	3,000	-
<b>Sub-Total</b>	<b>68,442</b>	<b>72,000</b>	<b>3,558</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA CEO Seminar	3,636	1,965	(1,671)
APTA Board Conference	4,980	2,692	(2,288)
APTA Committee Meetings	2,292	1,239	(1,053)
CalAct Autumn Conference	2,106	1,138	(968)
CalStart Conference - Heavy Duty	1,606	868	(738)
CTA Annual Conference	1,606	868	(738)
CTE Board Meeting	1,606	868	(738)
EEO, DBE, ADA Seminars	7,000	3,784	(3,216)
Fees for general administration expenses related to city & community events	4,480	2,422	(2,058)
Training for Clerk of the Board	5,000	2,703	(2,297)
ZEBS Meetings	2,688	1,453	(1,235)
<b>Sub-Total</b>	<b>37,000</b>	<b>20,000</b>	<b>(17,000)</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Annual APTA Conference	4,071	2,737	(1,334)
APTA Bus & Paratransit Conference	3,167	2,130	(1,037)
APTA Leadership	3,020	2,031	(989)
APTA Legislative Conference	3,618	2,433	(1,185)
California Hydrogen Business Council Board	1,810	1,217	(593)
CARB Subcommittee for ZEBS	1,810	1,217	(593)
CTA Legislative Conference	1,810	1,217	(593)
West Coast Center of Excellence	3,000	2,018	(982)
<b>Sub-Total</b>	<b>22,306</b>	<b>15,000</b>	<b>(7,306)</b>

**EXECUTIVE OFFICE DETAIL**

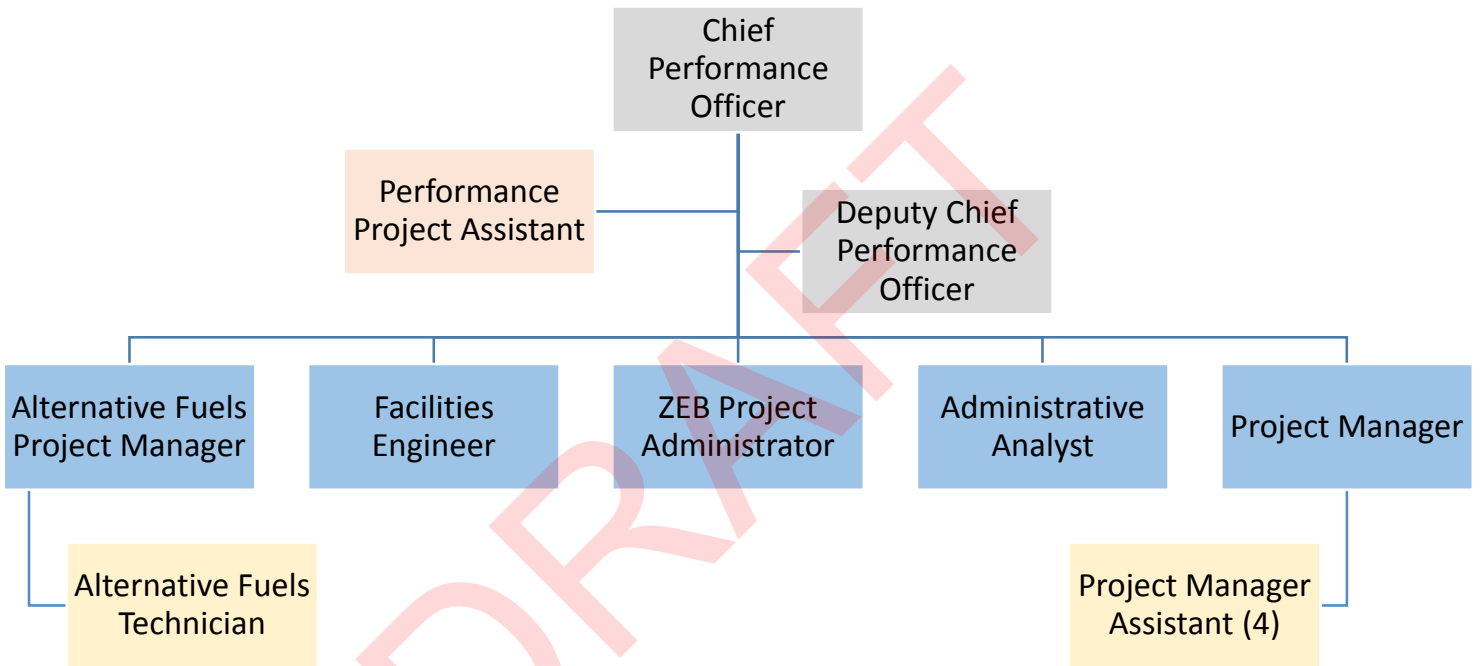
**Division 40**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	4,500	5,000	500
<b>Sub-total</b>	<b>4,500</b>	<b>5,000</b>	<b>500</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds (Paratransit reform)	73,000	50,000	(23,000)
<b>Sub-total</b>	<b>73,000</b>	<b>50,000</b>	<b>(23,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Arbitration Services	35,000	-	(35,000)
Bus Stop Analysis	75,000	75,000	-
General assessments	92,125	58,525	(33,600)
Leadership Consulting	85,000	90,000	5,000
<b>Sub-total</b>	<b>287,125</b>	<b>223,525</b>	<b>(63,600)</b>
<b>Total Expenses</b>	<b>1,589,600</b>	<b>1,585,471</b>	<b>(4,129)</b>

DRAFT

# PERFORMANCE MANAGEMENT OFFICE

DRAFT



**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.

**FY20 GOALS & OBJECTIVES**

- Deliver innovative capital projects while managing quality, schedules and cost controls.
- Promote team growth opportunities through education and delegating responsibilities.
- Cultivate communications with the Agency and project partners.
- Continue to evaluate metrics to enhance data utilization throughout the Agency.
- Execute the comprehensive Capital Improvement Plan.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	438,210	343,304	282,455	548,388	561,077	12,689
5010201610 ADMIN SALARIES-OT	16	929	561	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(3,303)	(2,405)	(1,963)	(2,760)	(1,963)	797
5010700001 GRANT ALLOCATION	(941)	(46,252)	(3,821)	(30,000)	(40,000)	(10,000)
5029999999 TOTAL FRINGE BENEFITS	185,531	114,904	194,377	321,250	395,903	74,653
5030200000 PUBLIC NOTICES	-	1,270	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	-	17,571	-	-	-	-
5030400000 TEMPORARY HELP	-	7,865	14,670	10,000	15,000	5,000
5039900012 VAN POOL EXPENSES	-	-	-	-	350,000	350,000
5039900013 CENTER OF EXCELLENCE	-	114,887	64,076	216,822	26,000	(190,822)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	312,500	312,500
5049900000 PRINTING ADMINISTRATION	-	96	287	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	314	501	553	550	650	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,008	-	1,814	1,000	2,000	1,000
5090200000 TRAVEL-MEETINGS/TRAINING	12,982	14,050	25,150	20,200	25,000	4,800
5090200001 TRAINING/ WORKSHOP	-	1,458	2,091	1,394	3,000	1,606
5090200002 ACCESS COMMITTEE EXPENSES	1,007	195	-	-	-	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	9,475	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES	-	-	107	500	500	-
5099900002 MISCELLANEOUS EXPENSE	56	-	-	-	-	-
5099900004 CONSULTING-GENERAL	42,731	66,915	289,690	797,500	402,000	(395,500)
<b>Total Expenses</b>	<b>677,609</b>	<b>635,287</b>	<b>879,522</b>	<b>1,911,344</b>	<b>2,079,167</b>	<b>167,823</b>

Notes

- Added SunRide Rideshare Program GL for new project and related expenditures.
- Vanpool Expenses moved from the Finance Office to the Performance Office.

**PERFORMANCE MANAGEMENT OFFICE**

Division 44

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Authorized FTEs	FY20 Requested FTEs	Variance
1	Administrative Analyst	1.00	1.00	0.00
1	Chief Performance Officer	1.00	1.00	0.00
1	Chief Project Consultant	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	4.00	4.00	0.00
1	ZEB Project Administrator	1.00	1.00	0.00
<b>12</b>	<b>Total FTEs</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

DRAFT

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	548,388	561,077	12,689
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	2,000	1,000
<b>5010700000 ALLOCATED SALARIES</b>	(2,760)	(1,963)	797
<b>5010700001 GRANT ALLOCATION</b>	(30,000)	(40,000)	(10,000)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	321,250	395,903	74,653
<b>Sub-total</b>	<b>837,878</b>	<b>917,017</b>	<b>79,139</b>
<b>5030400000 TEMPORARY HELP</b>			
Temporary resources with departmental needs as they arise	10,000	15,000	5,000
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5030300012 VAN POOL EXPENSES</b>			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	-	350,000	350,000
<b>Sub-total</b>	<b>-</b>	<b>350,000</b>	<b>350,000</b>
<b>5039900013 CENTER OF EXCELLENCE</b>			
West Coast Center of Excellence training material and events	190,822	-	(190,822)
Unplanned Maintenance Software (pass through FTA/CTE funds)	26,000	26,000	-
<b>Sub-total</b>	<b>216,822</b>	<b>26,000</b>	<b>(190,822)</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Start up costs for the SunRide (Micro Transit Program)	-	312,500	312,500
<b>Sub-total</b>	<b>-</b>	<b>312,500</b>	<b>312,500</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	550	650	100
<b>Sub-total</b>	<b>550</b>	<b>650</b>	<b>100</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting services (Dropbox), Construction Management Association of America membership	1,000	2,000	1,000
<b>Sub-total</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>



**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>509020000 TRAVEL-MEETINGS/TRAINING</b>			
APTA seminars	7,000	8,500	1,500
Cal Act seminar	2,000	3,500	1,500
CTA seminars	2,000	3,300	1,300
DBE Outreach	1,000	-	(1,000)
FTA sponsored technology events	2,000	2,000	
National Transit Institute	1,500	2,000	500
Public Project Training	500	1,500	1,000
Transit Paratransit Course University of the Pacific	4,200	4,200	-
<b>Sub-total</b>	<b>20,200</b>	<b>25,000</b>	<b>4,800</b>
<b>509020001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	1,394	3,000	1,606
<b>Sub-total</b>	<b>1,394</b>	<b>3,000</b>	<b>1,606</b>
<b>509020004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursement and misc. expenses	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	695,500	317,000	(378,500)
Subject matter experts to supplement staff	102,000	85,000	(17,000)
<b>Sub-total</b>	<b>797,500</b>	<b>402,000</b>	<b>(395,500)</b>
<b>Total Expenses</b>	<b>1,911,344</b>	<b>2,079,167</b>	<b>167,823</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Operate an efficient fueling infrastructure.
- Maintain safe, reliable and courteous service to our internal and external customers.
- Begin operating the new CNG and Hydrogen stations.
- Create a path to secure more renewable energy paths to offset demands.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	95,615	100,038	100,480	102,826	104,407	1,581
5010201610 ADMIN SALARIES-OT	2,398	1,311	1,328	2,000	2,000	-
5010700000 ALLOCATED SALARIES	16,012	16,134	15,586	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	92,642	78,536	86,716	80,814	87,182	6,368
5030500010 CONTRACT SVC-GENERAL	15,806	17,934	15,073	49,000	19,000	(30,000)
5030500011 CONTRACT SVC-H2	65,356	56,056	58,197	62,500	30,000	(32,500)
5030500012 UNIFORMS	1,367	1,541	1,556	1,550	1,600	50
5030600900 ANSWERING SERVICES	987	379	359	420	420	-
5039900005 SHIPPING/FREIGHT	371	105	352	1,000	800	(200)
5039900007 INVENTORY-SALES TAX	1,823	2,876	2,011	3,500	3,500	-
5039900008 INVENTORY-FREIGHT CHARGES	867	1,213	842	1,500	1,500	-
5049900001 OFFICE SUPPLIES	138	159	171	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	698	1,240	2,199	2,100	2,000	(100)
5049900011 MAT/SUPPLIES--HYDROGEN	3,961	23,970	5,516	5,760	3,000	(2,760)
5049900012 MAT/SUPPLIES--CNG INDIO	1,480	707	1,490	1,500	1,500	-
5049900300 REPAIR PARTS-HYDROGEN	10,142	23,354	27,447	19,500	20,000	500
5049900400 REPAIR PARTS-CNG - TPALMS	36,117	27,767	18,426	32,000	30,000	(2,000)
5049900450 REPAIR PARTS-CNG - INDIO	12,626	13,664	6,130	20,000	15,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	71,309	70,441	62,937	73,000	73,000	-
5050200002 ELECTRICITY-CNG INDIO	72,583	77,245	54,725	69,000	65,000	(4,000)
5050200003 ELECTRICITY-HYDROGEN	23,599	26,446	22,038	133,000	145,000	12,000
5050200020 NATURAL GAS - THOUSAND PALMS	1,000,885	829,214	894,900	950,000	950,000	-
5050200021 NATURAL GAS - INDIO	472,402	395,163	260,061	395,000	375,000	(20,000)
5050200022 NATURAL GAS - HYDROGEN	46,768	47,271	61,318	45,000	20,000	(25,000)
5070500000 FUEL TAXES	175,429	171,318	72,010	170,000	100,000	(70,000)
5090200000 TRAVEL MEETINGS/TRAINING	1,859	2,000	-	2,000	3,000	1,000
5090801000 BANK ADJUSTMENTS/FEES	8,207	8,584	9,413	8,200	9,755	1,555
5099900004 PERMITS & LICENSES	327	327	490	700	1,200	500
5099909000 ALLOCATED INDIRECT EXPENSES	12,676	16,714	15,970	20,000	20,000	-
5100200000 SELF CONSUMED FUEL	(1,638,504)	(1,463,140)	(1,564,183)	(1,600,000)	(1,770,782)	(170,782)
<b>Total Expenses</b>	<b>605,945</b>	<b>548,566</b>	<b>233,558</b>	<b>668,170</b>	<b>329,382</b>	<b>(338,788)</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

Division 10

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Alternative Fuels Project Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
<b>2</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

DRAFT

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	102,826	104,407	1,581
5010201610 ADMIN-OT	2,000	2,000	-
5010700000 ALLOCATED SALARIES	16,000	16,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	80,814	87,182	6,368
<b>Sub-total</b>	<b>201,640</b>	<b>209,589</b>	<b>7,949</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Hydrogen Trailer Inspection and Certification	30,000	-	(30,000)
Haz mat disposal	2,300	2,300	-
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	5,000	5,000	-
<b>Sub-total</b>	<b>49,000</b>	<b>19,000</b>	<b>(30,000)</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Quarterly H2 purity testing	5,000	5,000	-
Reformer maintenance & monitoring	53,500	21,000	(32,500)
Water treatment services for H2 production	4,000	4,000	-
<b>Sub-total</b>	<b>62,500</b>	<b>30,000</b>	<b>(32,500)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	1,550	1,600	50
<b>Sub-total</b>	<b>1,550</b>	<b>1,600</b>	<b>50</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	420	420	-
<b>Sub-total</b>	<b>420</b>	<b>420</b>	-
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	1,000	800	(200)
<b>Sub-total</b>	<b>1,000</b>	<b>800</b>	<b>(200)</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	3,500	3,500	-
<b>Sub-total</b>	<b>3,500</b>	<b>3,500</b>	-
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	-
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	-

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	300	300	-
Electrical hardware	200	200	-
Hardware	150	150	-
Industrial supplies	150	150	-
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Stainless steel fittings	400	300	(100)
<b>Sub-total</b>	<b>2,100</b>	<b>2,000</b>	<b>(100)</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Hardware	1,110	610	(500)
Hoses & nozzles	1,000	500	(500)
Nitrogen	2,000	1,000	(1,000)
Reverse osmosis water filters	800	540	(260)
Stainless steel fittings	350	350	-
Stainless steel valves	500		(500)
<b>Sub-total</b>	<b>5,760</b>	<b>3,000</b>	<b>(2,760)</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	750	750	-
Hardware	300	300	-
Stainless steel fittings & valves	450	450	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	-
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	10,000	10,000	-
Parts for compressor	9,500	10,000	500
<b>Sub-total</b>	<b>19,500</b>	<b>20,000</b>	<b>500</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Compressor rebuild parts	14,600	12,600	(2,000)
Parts for dispenser	5,000	5,000	-
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	4,400	4,400	-
<b>Sub-total</b>	<b>32,000</b>	<b>30,000</b>	<b>(2,000)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	11,333	11,333	-
Parts for dispenser	6,000	1,000	(5,000)
Parts for hoses & nozzles	2,667	2,667	-
<b>Sub-total</b>	<b>20,000</b>	<b>15,000</b>	<b>(5,000)</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	73,000	73,000	-
<b>Sub-total</b>	<b>73,000</b>	<b>73,000</b>	-

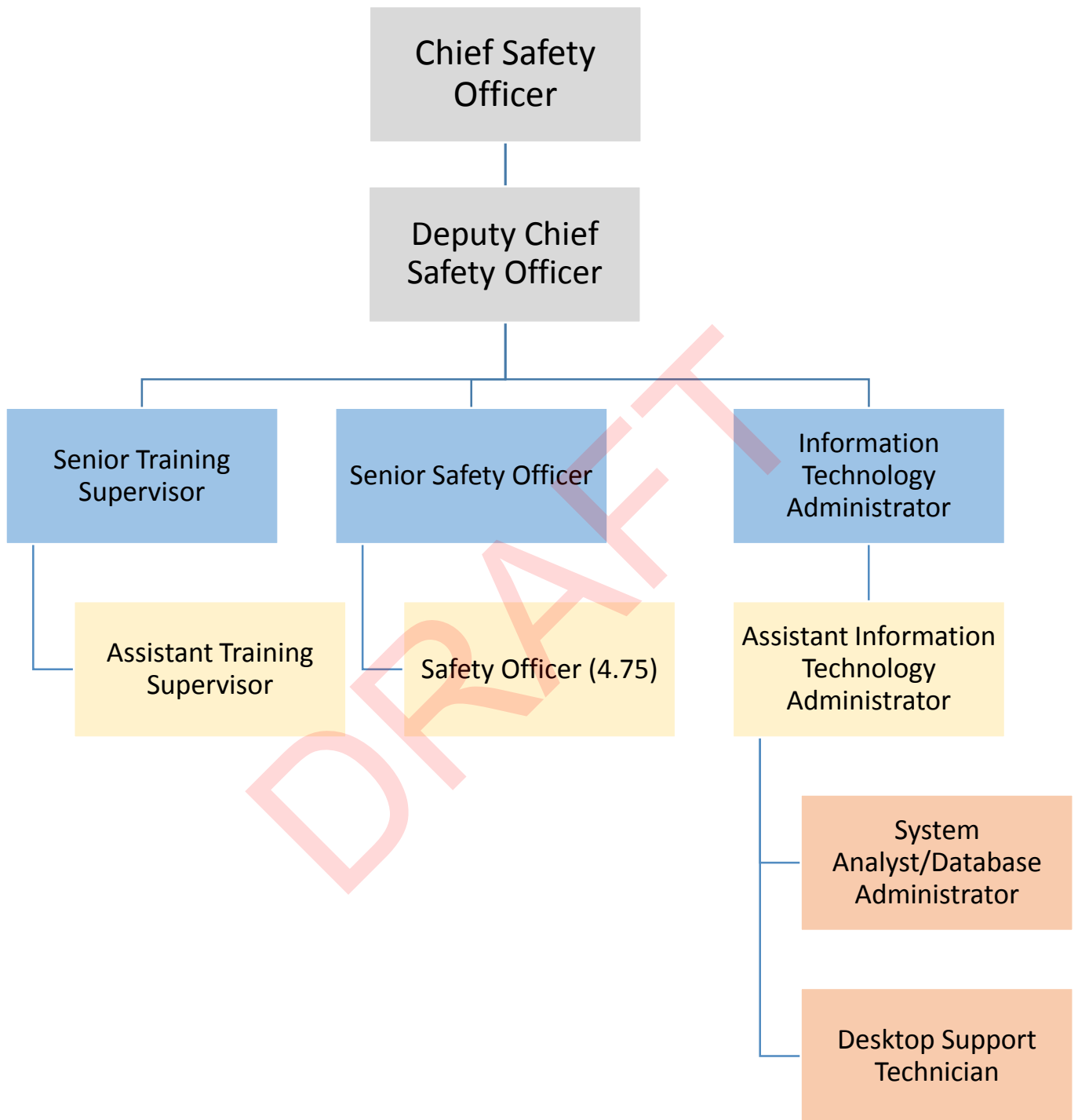
**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	69,000	65,000	(4,000)
<b>Sub-total</b>	<b>69,000</b>	<b>65,000</b>	<b>(4,000)</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	133,000	145,000	12,000
<b>Sub-total</b>	<b>133,000</b>	<b>145,000</b>	<b>12,000</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	950,000	950,000	-
<b>Sub-total</b>	<b>950,000</b>	<b>950,000</b>	<b>-</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	395,000	375,000	(20,000)
<b>Sub-total</b>	<b>395,000</b>	<b>375,000</b>	<b>(20,000)</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	45,000	20,000	(25,000)
<b>Sub-total</b>	<b>45,000</b>	<b>20,000</b>	<b>(25,000)</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	170,000	100,000	(70,000)
<b>Sub-total</b>	<b>170,000</b>	<b>100,000</b>	<b>(70,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Ariel Compressor	600	1,000	400
APTA, ACT, CalCTA	1,400	2,000	600
<b>Sub-total</b>	<b>2,000</b>	<b>3,000</b>	<b>1,000</b>
<b>5090801000 BANK ADJUSTMENTS/FEES</b>			
Merchant transaction fees	8,200	9,755	1,555
<b>Sub-total</b>	<b>8,200</b>	<b>9,755</b>	<b>1,555</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	700	1,200	500
<b>Sub-total</b>	<b>700</b>	<b>1,200</b>	<b>500</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(1,600,000)	(1,770,782)	(170,782)
<b>Sub-total</b>	<b>(1,600,000)</b>	<b>(1,770,782)</b>	<b>(170,782)</b>
<b>Total Expenses</b>	<b>668,170</b>	<b>329,382</b>	<b>(338,788)</b>

# SAFETY AND SECURITY OFFICE

DRAFT





## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY20 GOALS & OBJECTIVES

- Update System Safety Plan to include Safety Management Systems principles.
- Increase awareness of the System Safety Plan throughout the Agency.
- Ongoing TSI and emergency management training for safety personnel.
- Implement perishable skills training program for Operators.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	245,172	293,632	294,980	382,244	464,944	82,700
5010201610 ADMIN SALARIES-OT	841	96	219	500	1,000	500
5029999999 TOTAL FRINGE BENEFITS	233,381	250,332	265,823	367,416	382,259	14,843
5030300001 ID BADGE SUPPLIES	1,651	1,540	2,193	1,500	2,700	1,200
5030300003 MEDICAL-EXAMS AND TESTING	-	-	17,660	21,000	22,000	1,000
5030300013 UNIFORMS	2,067	2,028	1,932	2,500	3,000	500
5030300050 EMPLOYEE INCENTIVE SERVICES	18,163	14,806	7,930	17,000	20,000	3,000
5030700000 SECURITY SERVICES	76,823	100,130	101,101	104,159	117,337	13,178
5030700005 CAMERA MAINTENANCE AGREEMENT	-	-	-	-	20,000	20,000
5049900001 OFFICE SUPPLIES	1,634	3,017	2,071	2,000	2,250	250
5049900009 MATERIALS & SUPPLIES	12,477	10,388	9,402	19,449	23,000	3,551
5049901000 EMERGENCY PREPARDNESS SUPPLIES	5,861	2,186	-	-	5,000	5,000
5060300100 REPAIR CLAIMS	-	34,363	32,905	144,280	124,000	(20,280)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,749	6,622	2,693	2,551	4,000	1,449
5090200000 TRAVEL MEETINGS/TRAINING	13,501	13,562	17,918	18,000	22,000	4,000
5090201000 EMPLOYEE EXPENSES	140	2,555	(2)	500	450	(50)
5090800000 RECRUITING EMPLOYEES	-	-	-	8,000	8,000	-
5099900002 MISCELLANEOUS EXPENSE	362	-	-	-	-	-
5099900004 CONSULTING-GENERAL	-	-	-	-	50,000	50,000
<b>Total Expenses</b>	<b>623,823</b>	<b>735,257</b>	<b>756,825</b>	<b>1,091,099</b>	<b>1,271,940</b>	<b>180,841</b>

#### Notes

- Added Camera Maintenance GL for new camera system
- Added a Consulting General Services GL

**SAFETY AND SECURITY OFFICE**

Division 15

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Assistant Training Supervisor	1.00	1.00	0.00
1	Chief Safety Officer	0.00	1.00	1.00
0	Chief Safety Officer	0.75	0.00	(0.75)
0	Deputy Chief Safety Officer	0.75	0.00	(0.75)
1	Deputy Chief Safety Officer	0.00	0.75	0.75
5	Safety Officer - 1 PT (.75)	4.75	4.75	0.00
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
<b>10</b>	<b>Total FTEs</b>	<b>9.25</b>	<b>9.50</b>	<b>0.25</b>

Notes:

- Taxi Administrator title dropped from both Chief Safety Officer and Deputy Chief Safety Officer
- Chief Safety Officer will no longer allocate payroll time to SRA
- Deputy Chief Safety Officer budgeted at .75 FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

DRAFT

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	382,244	464,944	82,700
5010201610 ADMIN SALARIES-OT	500	1,000	500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	367,416	382,259	14,843
<b>Sub-total</b>	<b>750,160</b>	<b>848,203</b>	<b>98,043</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	1,500	2,700	1,200
<b>Sub-total</b>	<b>1,500</b>	<b>2,700</b>	<b>1,200</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	21,000	22,000	1,000
<b>Sub-total</b>	<b>21,000</b>	<b>22,000</b>	<b>1,000</b>
<b>5030300013 UNIFORMS</b>			
Staff shirts/hats, Etc.	500	500	-
Uniform rental	2,000	2,500	500
<b>Sub-total</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	7,000	10,000	3,000
Safety Incentive program	10,000	10,000	-
<b>Sub-total</b>	<b>17,000</b>	<b>20,000</b>	<b>3,000</b>
<b>5030700000 SECURITY SERVICES</b>			
Emergency evacuation system monitoring	1,440	12,000	10,560
Guard services at Divisions 1 & 2	102,719	105,337	2,618
<b>Sub-total</b>	<b>104,159</b>	<b>117,337</b>	<b>13,178</b>
<b>5030700005 CAMERA MAINTENANCE AGREEMENT</b>			
Camera maintenance	-	20,000	20,000
<b>Sub-total</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,000	2,250	250
<b>Sub-total</b>	<b>2,000</b>	<b>2,250</b>	<b>250</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
Banners	1,000	1,000	-
First aid /CPR supplies	1,000	2,000	1,000
First aid kit supplies	2,000	3,000	1,000
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	2,000	4,000	2,000
Training Supplies	1,000	2,000	1,000
Driver Training Material	9,449	5,000	(4,449)
PPE Supplies	-	3,000	3,000
<b>Sub-total</b>	<b>19,449</b>	<b>23,000</b>	<b>3,551</b>
<b>5049901000 EMERGENCY PREPARDNESS SUPPLIES</b>			
Emergency equipment	-	5,000	5,000
<b>Sub-total</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
<b>5060300100 REPAIR CLAIMS</b>			
Repair Claims	144,280	124,000	(20,280)
<b>Sub-total</b>	<b>144,280</b>	<b>124,000</b>	<b>(20,280)</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
911 Mass Contact System	395	395	-
Fred Pryor Membership	1,407	1,000	(407)
National Safety Council	749	749	-
OSHA Membership	-	1,856	1,856
<b>Sub-total</b>	<b>2,551</b>	<b>4,000</b>	<b>1,449</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Conference	4,000	4,000	-
CTA Conference	4,000	4,000	-
FTA Drug & Alcohol Training	-	3,000	3,000
Risk management training	1,500	1,000	(500)
TSI Training	8,500	10,000	1,500
<b>Sub-total</b>	<b>18,000</b>	<b>22,000</b>	<b>4,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Equipment for collision investigations	500	450	(50)
<b>Sub-total</b>	<b>500</b>	<b>450</b>	<b>(50)</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	-	50,000	50,000
<b>Sub-total</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
<b>Total Expenses</b>	<b>1,091,099</b>	<b>1,271,940</b>	<b>180,841</b>

DRAFT

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Implement smart storage system for self healing host infrastructure.
- Build out cloud disaster recovery solution for SunLine systems.
- Implement COBIT system management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency Goals.
- Implement Network Operation Center to proactively alert IT to changes in the SunLine infrastructure.
- Conduct Agency wide needs analysis.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,580	162,693	185,471	165,412	157,007	(8,405)
5010201610 ADMIN SALARIES-OT	207	579	84	1,000	1,500	500
5010700000 ALLOCATED SALARIES	(923)	(1,237)	(1,406)	(930)	(1,627)	(697)
5029999999 TOTAL FRINGE BENEFITS	135,757	109,837	153,680	113,325	125,922	12,597
5030200006 COMMUNICATIONS	195,462	191,030	217,745	218,000	226,000	8,000
5030300009 CONTRACTED SERVICES	1,470	1,000	2,055	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	347,355	399,388	423,885	550,745	626,053	75,308
5030400000 TEMPORARY HELP SERVICES			1,200	29,120	10,000	(19,120)
5030500000 OFFICE EQUIPMENT MAINTENANCE	33,331	30,947	32,446	35,000	30,000	(5,000)
5049900001 OFFICE SUPPLIES	10,907	9,170	7,819	9,200	9,900	700
5049900010 COMPUTER SUPPLIES	13,204	15,843	10,138	16,000	19,800	3,800
5090200000 TRAVEL MEETINGS/TRAINING	3,212	6,366	1,643	6,000	9,000	3,000
5090200005 HAUL PASS PROGRAM EXPENSES	-	-	17,445	17,000	17,000	-
<b>Total Expenses</b>	<b>861,563</b>	<b>925,615</b>	<b>1,052,205</b>	<b>1,162,372</b>	<b>1,233,055</b>	<b>70,683</b>

Notes:

- Information Technology moved from the Administration Office to the Safety and Security Office

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	0.00	1.00	1.00
<b>4</b>	<b>Total FTEs</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

Notes:

- Added a System Analyst/ Database Administrator

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	165,412	157,007	(8,405)
<b>510201610 ADMIN SALARIES-OT</b>	1,000	1,500	500
<b>5010700000 ALLOCATED SALARIES</b>	(930)	(1,627)	(697)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	113,325	125,922	12,597
<b>Sub Total</b>	<b>278,807</b>	<b>282,802</b>	<b>3,995</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	120,000	120,000	-
Internet & cable	53,000	62,000	9,000
Phone services	45,000	44,000	(1,000)
<b>Sub-total</b>	<b>218,000</b>	<b>226,000</b>	<b>8,000</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Adobe Acrobat	-	2,500	2,500
AVAIL	135,287	130,500	(4,787)
Barracuda Email Filter	2,050	2,800	750
Barracuda Web filter	-	2,203	2,203
Cisco Device Support	8,000	11,000	3,000
Cloud Backup	30,000	20,000	(10,000)
CradlePoint Router Support Buses	-	24,500	24,500
Cummins	2,400	2,800	400
Fleet-Net	30,252	25,000	(5,252)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	-	2,800	2,800
Lansweeper	1,375	1,500	125
Microsoft EA	71,000	88,000	17,000
Mitel Licenses	-	3,000	3,000
New software	7,000	12,000	5,000
Remix	25,500	27,500	2,000
ShoreTel system support	10,941	12,000	1,059
SourceFire	-	4,600	4,600
Syslog Watcher	275	350	75
Trapeze	137,265	140,000	2,735
Tyler	50,000	55,000	5,000
Tyler DR	9,000	20,000	11,000
Veeam	13,400	19,000	5,600
Web filtering buses	7,000	9,000	2,000
<b>Sub-total</b>	<b>550,745</b>	<b>626,053</b>	<b>75,308</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

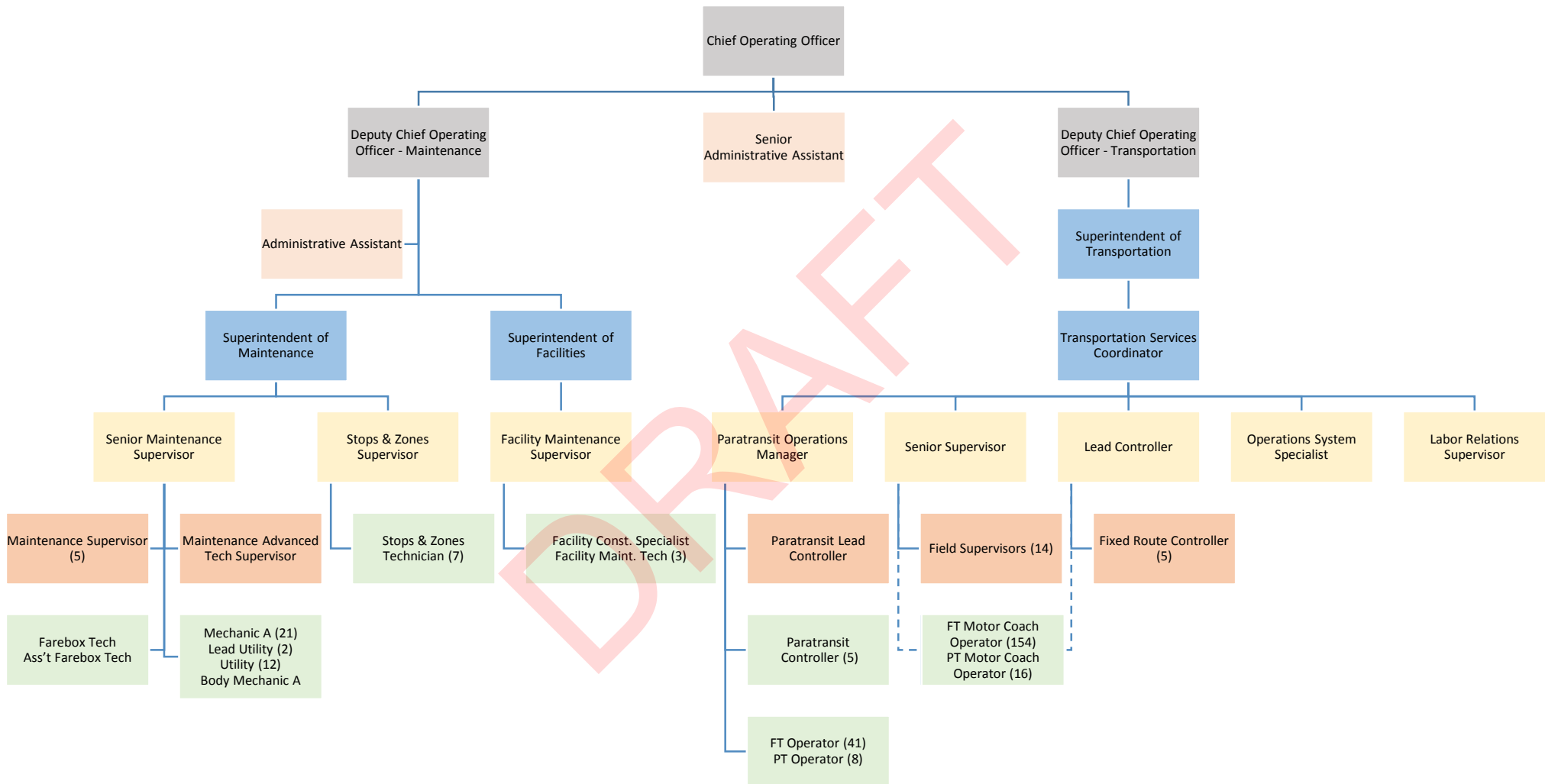
**Division 42**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	29,120	10,000	(19,120)
<b>Sub-total</b>	<b>29,120</b>	<b>10,000</b>	<b>(19,120)</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	35,000	30,000	(5,000)
<b>Sub-total</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Copy paper	8,000	8,500	500
General office supplies	1,200	1,400	200
<b>Sub-total</b>	<b>9,200</b>	<b>9,900</b>	<b>700</b>
			-
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	16,000	19,800	3,800
<b>Sub-total</b>	<b>16,000</b>	<b>19,800</b>	<b>3,800</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	6,000	9,000	3,000
<b>Sub-total</b>	<b>6,000</b>	<b>9,000</b>	<b>3,000</b>
<b>5090200005 HAUL PASS PROGRAM EXPENSES</b>			
Haul Pass program expenses	17,000	17,000	-
<b>Sub-total</b>	<b>17,000</b>	<b>17,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,162,372</b>	<b>1,233,055</b>	<b>70,683</b>

# OPERATIONS OFFICE

DRAFT





**OPERATIONS OFFICE - TRANSPORTATION**

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

**FUNCTIONS & RESPONSIBILITIES**

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

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

**FY20 GOALS & OBJECTIVES**

- Maintain full staffing to budgeting FTEs.
- Continue the ladders of success/succession program designed to train, develop and promote current and future team members through the IPD program, Sunline University and employee empowerment.
- Improve management/operator relations by continuing to be more supportive and available with an increased Field Supervisor workforce and Labor Relations Supervisor.
- Continue with the reinvigorated Operations/Planning taskforce committee with operators and staff to identify improvements to the fixed route service.
- Continue to improve transportation reliability, customer service and experience by implementing interactive customer service training to Supervisors and Operators.
- Increase utilization of enterprise systems to designed capabilities enhancing productivity and efficiency.
- Continue developing, refining and implementation of standard operating procedures for uniformity of processes and training in the Transportation department.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	893,344	851,549	925,172	1,180,010	1,274,237	94,227
5010201610 ADMIN SALARIES-OT	29	404	6,028	18,225	43,092	24,867
5010700001 GRANT ALLOCATED SALARIES	(22,881)	(28,200)	(10,998)	(30,000)	-	30,000
5029999999 TOTAL FRINGE BENEFITS	785,508	596,266	648,495	948,829	970,395	21,566
5030300013 UNIFORMS	85,486	45,250	29,558	65,600	67,226	1,626
5039900003 PRINTING EXPENSE	4,478	2,748	5,084	5,000	7,274	2,274
5049900001 OFFICE SUPPLIES	1,172	1,349	808	1,400	1,260	(140)
5049900011 MATERIALS & SUPPLIES	254	98	515	970	1,251	281
5090200000 TRAVEL MEETINGS/TRAINING	21,786	23,818	12,694	18,000	16,200	(1,800)
5090201000 EMPLOYEE EXPENSE	50	345	139	750	675	(75)
5099900004 BUS RODEO EXPENDITURES	10,277	4,021	1,730	7,500	3,000	(4,500)
<b>Total Expenses</b>	<b>1,779,503</b>	<b>1,497,648</b>	<b>1,619,226</b>	<b>2,216,284</b>	<b>2,384,610</b>	<b>168,326</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,578,626	5,715,043	5,825,489	6,324,203	6,686,540	362,337
5010101020 OPERATOR WAGES OVERTIME - FT	807,205	641,356	615,749	671,210	670,000	(1,210)
5029999999 TOTAL FRINGE BENEFITS	3,761,795	3,508,994	3,535,091	4,004,128	3,997,432	(6,696)
<b>Total Expenses</b>	<b>10,147,626</b>	<b>9,865,393</b>	<b>9,976,328</b>	<b>10,999,540</b>	<b>11,353,972</b>	<b>354,432</b>

**OPERATIONS OFFICE - TRANSPORTATION**

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

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	391,944	519,671	416,814	377,775	329,098	(48,677)
5010201610 ADMIN SALARIES-OT	2,407	2,908	1,865	1,000	-	(1,000)
5029999999 TOTAL FRINGE BENEFITS	372,039	377,923	307,018	290,941	236,977	(53,964)
5030300013 PARATRANSIT UNIFORMS	26,681	9,865	4,851	20,000	20,000	-
5030400000 TEMPORARY HELP SERVICES	5,709	-	-	-	-	-
5049900001 OFFICE SUPPLIES	303	1,819	1,071	2,000	1,200	(800)
5049900011 PARATRANSIT SUPPLIES	379	-	-	750	750	-
<b>Total Expenses</b>	<b>799,463</b>	<b>912,185</b>	<b>731,619</b>	<b>692,466</b>	<b>588,025</b>	<b>(104,441)</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,482,031	1,457,454	1,512,763	1,530,192	1,627,575	97,383
5010101020 PARATRANSIT OPER WAGES OT	320,988	241,066	240,753	300,000	270,000	(30,000)
5029999999 TOTAL FRINGE BENEFITS	936,689	795,628	811,614	900,179	890,511	(9,668)
<b>Total Expenses</b>	<b>2,739,708</b>	<b>2,494,148</b>	<b>2,565,130</b>	<b>2,730,371</b>	<b>2,788,086</b>	<b>57,715</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Approved Budget	FY20 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
14	Field Supervisors	14.00	14.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	1.00	1.00	0.00
1	Lead Controller	0.00	1.00	1.00
154	Motor Coach Operator - Full Time	145.00	154.00	9.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
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 Coordinator	1.00	1.00	0.00
<b>198</b>	<b>Sub-Total</b>	<b>184.00</b>	<b>194.00</b>	<b>10.00</b>
	<b>Paratransit</b>			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
8	Paratransit Operators - Part Time (.75)	4.50	6.00	1.50
<b>56</b>	<b>Sub-Total</b>	<b>52.50</b>	<b>54.00</b>	<b>1.50</b>
<b>254</b>	<b>Total FTEs</b>	<b>236.50</b>	<b>248.00</b>	<b>11.50</b>

Notes:

- Added a Lead Controller
- Paratransit Manager FTE moved to Operations Admin and retitled Transportation Services Coordinator
- Added nine (9) FT Motor Coach Operators
- Added two (2) PT Paratransit Operators

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,180,010	1,274,237	94,227
<b>5010201610 ADMIN SALARIES-OT</b>	18,225	43,092	24,867
<b>5010700001 GRANT ALLOCATED SALARIES</b>	(30,000)	-	30,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	948,829	970,395	21,566
<b>Sub-total</b>	<b>2,117,064</b>	<b>2,287,724</b>	<b>170,660</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	58,000	58,000	-
Uniform Rental	7,600	9,226	1,626
<b>Sub-total</b>	<b>65,600</b>	<b>67,226</b>	<b>1,626</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	5,000	7,274	2,274
<b>Sub-total</b>	<b>5,000</b>	<b>7,274</b>	<b>2,274</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,400	1,260	(140)
<b>Sub-total</b>	<b>1,400</b>	<b>1,260</b>	<b>(140)</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	970	1,251	281
<b>Sub-total</b>	<b>970</b>	<b>1,251</b>	<b>281</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
APTA Annual	3,000	3,000	-
APTA Bus and Para	2,000	-	(2,000)
CTA	2,500	2,500	-
NTI Training	1,500	1,500	-
Para and Transit Certification (5)	5,000	6,500	1,500
Trapeze Group user conference (2)	2,500	1,200	(1,300)
TSI Training	1,500	1,500	-
<b>Sub-total</b>	<b>18,000</b>	<b>16,200</b>	<b>(1,800)</b>

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

<b>General Ledger Code</b>	<b>FY19 Approved Budget</b>	<b>FY20 Proposed Budget</b>	<b>Variance</b>
<b>5090201000 EMPLOYEE EXPENSE</b>			
Operator Name Plates	750	-	(750)
Trophies for employee recognition	-	675	675
<b>Sub-total</b>	<b>750</b>	<b>675</b>	<b>(75)</b>
<b>5099900004 BUS RODEO EXPENDITURES</b>			
APTA registration	1,700	-	(1,700)
Hotels	1,900	-	(1,900)
Local Competition	2,000	2,600	600
Travel	1,900	400	(1,500)
<b>Sub-total</b>	<b>7,500</b>	<b>3,000</b>	<b>(4,500)</b>
<b>Total Expenses</b>	<b>2,216,284</b>	<b>2,384,610</b>	<b>168,326</b>

DRAFT

**OPERATIONS OFFICE -TRANSPORTATION DETAIL**

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

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	377,775	329,098	(48,677)
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	-	(1,000)
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	290,941	236,977	(53,964)
<b>Sub-total</b>	<b>669,716</b>	<b>566,075</b>	<b>(103,641)</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	2,000	1,200	(800)
<b>Sub-total</b>	<b>2,000</b>	<b>1,200</b>	<b>(800)</b>
<b>5049900011 PARATRANSIT SUPPLIES</b>			
General Paratransit supplies	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	<b>-</b>
<b>Total Expenses</b>	<b>692,466</b>	<b>588,025</b>	<b>(104,441)</b>

DRAFT

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Develop training programs for supervisors and technicians.
- Upgrade radio system to digital format.
- Purchase specialty tools to increase productivity.
- Develop a stronger relationship with the transportation team and treat them as internal customers.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	428,761	433,071	480,529	607,660	569,775	(37,885)
5010201610 ADMIN SALARIES-OT	560	-	495	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	358,424	302,344	322,645	438,083	422,285	(15,798)
5039900006 OUTSIDE REPAIR-FIXED ROUTE	10,073	18,770	22,763	20,232	28,800	8,568
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,300	4,642	221	4,500	4,000	(500)
5040100101 LUBRICANTS-OIL	128,359	118,816	136,361	132,746	136,729	3,983
5040100102 FREON & COOLANT	16,401	30,529	36,392	56,409	45,000	(11,409)
5040101000 FUEL-CNG SUPPORT VEHICLES	39,467	38,058	45,657	42,630	49,783	7,153
5040101001 FUEL-CNG FIXED ROUTE	1,227,122	1,045,598	1,130,001	1,275,492	1,326,512	51,020
5040102000 FUEL-UNLEADED	3,898	4,634	6,412	16,000	7,000	(9,000)
5040102200 FUEL-HYDROGEN	276,678	193,161	345,034	260,000	350,000	90,000
5040200001 TIRES-FIXED ROUTE	160,013	168,105	178,545	175,000	216,000	41,000
5040200002 TIRES-SUPPORT VEHICLES	5,684	9,222	6,364	14,077	12,600	(1,477)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	21	65	-	200	200	-
5049900001 OFFICE SUPPLIES	2,136	1,907	2,162	1,750	2,045	295
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	689	825	278	1,200	1,000	(200)
5090200000 TRAVEL MEETINGS/TRAINING	2,616	3,613	6,723	6,000	6,000	-
5090200001 TRAINING	(410)	75	-	-	-	-
5090201000 EMPLOYEE EXPENSES	470	(65)	275	500	700	200
<b>Total Expenses</b>	<b>2,663,263</b>	<b>2,373,369</b>	<b>2,720,856</b>	<b>3,053,479</b>	<b>3,179,429</b>	<b>125,950</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19	FY20	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,427,701	1,424,057	1,450,575	1,578,152	1,654,391	76,239
5010201210 MECHANIC OVERTIME	93,292	65,134	101,676	100,157	120,000	19,843
5029999999 TOTAL FRINGE BENEFITS	950,742	859,937	824,996	1,006,898	951,915	(54,983)
5030300014 UNIFORMS	21,890	16,453	16,279	18,000	18,900	900
5030500001 FIRE EXTINGUISHERS	-	445	481	800	700	(100)
5030500002 RADIO MAINTENANCE	5,210	2,850	7,337	7,500	8,662	1,162
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,699	3,020	295	4,000	3,600	(400)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,066	1,407	-	3,500	3,150	(350)
5039900004 CONTRACT SVC-MAINT	79,200	83,100	87,300	88,000	91,665	3,665
5039900005 CONTRACT SVC-FREIGHT	7,260	6,804	6,511	9,000	8,343	(657)
5039900006 CONTRACT SVC - TOWING	19,425	18,025	18,675	25,000	25,000	-
5039900007 INVENTORY-SALES TAX	95,069	96,736	83,430	110,000	101,970	(8,030)
5039900008 INVENTORY-FREIGHT CHARGES	16,442	14,112	12,547	17,000	15,759	(1,241)
5049900015 COSMETIC MAINTENANCE EXTERIOR	2,442	4,632	701	5,123	4,749	(374)
5049900016 CLEANING SUPPLIES-VEHICLES	11,305	15,613	16,267	17,958	18,497	539
5049900017 SHOP SUPPLIES MISC	34,853	26,728	36,301	35,562	40,000	4,438
5049900018 MECHANIC TOOLS/SHOES	17,226	17,448	12,899	19,000	29,200	10,200
5049900019 SMALL TOOLS & EQUIPMENT	5,217	7,429	11,564	10,000	13,613	3,613
5049900020 DECALS-FIXED ROUTE	-	768	256	1,603	5,500	3,897
5049900021 REPAIR PARTS- FIXED ROUTE	1,040,080	997,398	967,186	1,019,202	1,049,778	30,576
5049900022 REPAIR PARTS-SUPPORT VEHICLES	45,429	40,878	40,561	45,542	43,000	(2,542)
5049900023 VANDALISM/SEAT REPAIRS	23	-	-	500	900	400
5049900024 REPAIR PARTS-FUEL CELL	-	6,967	24,169	20,000	28,450	8,450
5070500000 FUEL TAXES	18,696	10,293	14,297	18,000	16,200	(1,800)
5099900004 PERMITS & LICENSES	10,639	9,682	14,987	16,000	17,985	1,985
<b>Total Expenses</b>	<b>3,905,907</b>	<b>3,729,915</b>	<b>3,749,290</b>	<b>4,176,497</b>	<b>4,271,927</b>	<b>95,430</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19	FY20	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	1,125	1,970	1,275	2,600	2,600	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	2,349	4,872	-	5,000	4,500	(500)
5039900003 GENERAL SERVICES	16,540	17,760	20,760	18,000	20,160	2,160
5040101001 PARATRANSIT FUEL-CNG	220,186	200,086	219,626	215,000	225,000	10,000
5040200005 PARATRANSIT TIRES	47,314	52,090	61,021	54,000	63,000	9,000
5049900006 PARATRANSIT REPAIR PARTS	121,611	162,077	188,651	140,000	220,000	80,000
5049900007 PARATRANSIT GLASS REPLACEMENT	585	975	1,170	1,000	1,377	377
5049900200 DECALS	-	-	-	200	-	(200)
<b>Total Expenses</b>	<b>409,711</b>	<b>439,830</b>	<b>492,503</b>	<b>435,800</b>	<b>536,637</b>	<b>100,837</b>



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

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Maintenance	1.00	1.00	0.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
1	Maintenance Advanced Tech. Supervisor	1.00	1.00	0.00
5	Maintenance Supervisor	3.00	5.00	2.00
21	Mechanic A	19.00	21.00	2.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
12	Utility	10.00	12.00	2.00
<b>48</b>	<b>Total FTEs</b>	<b>42.00</b>	<b>48.00</b>	<b>6.00</b>

**Notes:**

- Added two (2) Maintenance Supervisors
- Added two (2) Mechanic A's
- Added two (2) Utility

DRAFT

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	607,660	569,775	(37,885)
<b>5010201610 ADMIN SALARIES-OT</b>	1,000	1,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	438,083	422,285	(15,798)
<b>Sub-total</b>	<b>1,046,743</b>	<b>993,060</b>	<b>(53,683)</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	20,232	28,800	8,568
<b>Sub-total</b>	<b>20,232</b>	<b>28,800</b>	<b>8,568</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	4,500	4,000	(500)
<b>Sub-total</b>	<b>4,500</b>	<b>4,000</b>	<b>(500)</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used by the fleet	132,746	136,729	3,983
<b>Sub-total</b>	<b>132,746</b>	<b>136,729</b>	<b>3,983</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	56,409	45,000	(11,409)
<b>Sub-total</b>	<b>56,409</b>	<b>45,000</b>	<b>(11,409)</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	42,630	49,783	7,153
<b>Sub-total</b>	<b>42,630</b>	<b>49,783</b>	<b>7,153</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	1,275,492	1,326,512	51,020
<b>Sub-total</b>	<b>1,275,492</b>	<b>1,326,512</b>	<b>51,020</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	16,000	7,000	(9,000)
<b>Sub-total</b>	<b>16,000</b>	<b>7,000</b>	<b>(9,000)</b>
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	260,000	350,000	90,000
<b>Sub-total</b>	<b>260,000</b>	<b>350,000</b>	<b>90,000</b>
<b>5040200001 TIRES-FIXED ROUTE</b>			
Tire lease program	175,000	216,000	41,000
<b>Sub-total</b>	<b>175,000</b>	<b>216,000</b>	<b>41,000</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>504020002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	14,077	12,600	(1,477)
<b>Sub-total</b>	<b>14,077</b>	<b>12,600</b>	<b>(1,477)</b>
<b>504020003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>504990001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	1,750	2,045	295
<b>Sub-total</b>	<b>1,750</b>	<b>2,045</b>	<b>295</b>
<b>5049900025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,200	1,000	(200)
<b>Sub-total</b>	<b>1,200</b>	<b>1,000</b>	<b>(200)</b>
<b>509020000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	500	700	200
<b>Sub-total</b>	<b>500</b>	<b>700</b>	<b>200</b>
<b>Total Expenses</b>	<b>3,053,479</b>	<b>3,179,429</b>	<b>125,950</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,578,152	1,654,391	76,239
<b>5010201210 MECHANIC OVERTIME</b>	100,157	120,000	19,843
<b>5029999999 TOTAL FRINGE BENEFITS</b>	1,006,898	951,915	(54,983)
<b>Sub-total</b>	<b>2,685,207</b>	<b>2,726,306</b>	<b>41,099</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	18,000	18,900	900
<b>Sub-total</b>	<b>18,000</b>	<b>18,900</b>	<b>900</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	800	700	(100)
<b>Sub-total</b>	<b>800</b>	<b>700</b>	<b>(100)</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles and hilltops operational	7,500	8,662	1,162
<b>Sub-total</b>	<b>7,500</b>	<b>8,662</b>	<b>1,162</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment	4,000	3,600	(400)
<b>Sub-total</b>	<b>4,000</b>	<b>3,600</b>	<b>(400)</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	3,500	3,150	(350)
<b>Sub-total</b>	<b>3,500</b>	<b>3,150</b>	<b>(350)</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer on property	88,000	91,665	3,665
<b>Sub-total</b>	<b>88,000</b>	<b>91,665</b>	<b>3,665</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	9,000	8,343	(657)
<b>Sub-total</b>	<b>9,000</b>	<b>8,343</b>	<b>(657)</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	110,000	101,970	(8,030)
<b>Sub-total</b>	<b>110,000</b>	<b>101,970</b>	<b>(8,030)</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	17,000	15,759	(1,241)
<b>Sub-total</b>	<b>17,000</b>	<b>15,759</b>	<b>(1,241)</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	5,123	4,749	(374)
<b>Sub-total</b>	<b>5,123</b>	<b>4,749</b>	<b>(374)</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags used in the cleaning of vehicles	17,958	18,497	539
<b>Sub-total</b>	<b>17,958</b>	<b>18,497</b>	<b>539</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,562	40,000	4,438
<b>Sub-total</b>	<b>35,562</b>	<b>40,000</b>	<b>4,438</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	19,000	29,200	10,200
<b>Sub-total</b>	<b>19,000</b>	<b>29,200</b>	<b>10,200</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	13,613	3,613
<b>Sub-total</b>	<b>10,000</b>	<b>13,613</b>	<b>3,613</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	1,603	5,500	3,897
<b>Sub-total</b>	<b>1,603</b>	<b>5,500</b>	<b>3,897</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	1,019,202	1,049,778	30,576
<b>Sub-total</b>	<b>1,019,202</b>	<b>1,049,778</b>	<b>30,576</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts need to maintain support vehicles	45,542	43,000	(2,542)
<b>Sub-total</b>	<b>45,542</b>	<b>43,000</b>	<b>(2,542)</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	500	900	400
<b>Sub-total</b>	<b>500</b>	<b>900</b>	<b>400</b>
<b>5049900024 REPAIR PARTS-FUEL CELL</b>			
All parts to maintain fuel cell on buses	20,000	28,450	8,450
<b>Sub-total</b>	<b>20,000</b>	<b>28,450</b>	<b>8,450</b>
<b>5070500000 FUEL TAXES</b>			
Fuel taxes	18,000	16,200	(1,800)
<b>Sub-total</b>	<b>18,000</b>	<b>16,200</b>	<b>(1,800)</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	16,000	17,985	1,985
<b>Sub-total</b>	<b>16,000</b>	<b>17,985</b>	<b>1,985</b>
<b>Total Expenses</b>	<b>4,176,497</b>	<b>4,271,927</b>	<b>95,430</b>

DRAFT

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

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

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	2,600	2,600	-
<b>Sub-total</b>	<b>2,600</b>	<b>2,600</b>	<b>-</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Repairs to paratransit fleet not performed by SunLine employees	5,000	4,500	(500)
<b>Sub-total</b>	<b>5,000</b>	<b>4,500</b>	<b>(500)</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	18,000	20,160	2,160
<b>Sub-total</b>	<b>18,000</b>	<b>20,160</b>	<b>2,160</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	215,000	225,000	10,000
<b>Sub-total</b>	<b>215,000</b>	<b>225,000</b>	<b>10,000</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	54,000	63,000	9,000
<b>Sub-total</b>	<b>54,000</b>	<b>63,000</b>	<b>9,000</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	140,000	220,000	80,000
<b>Sub-total</b>	<b>140,000</b>	<b>220,000</b>	<b>80,000</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	1,000	1,377	377
<b>Sub-total</b>	<b>1,000</b>	<b>1,377</b>	<b>377</b>
<b>5049900200 DECALS</b>			
Decals for paratransit vehicles	200	-	(200)
<b>Sub-total</b>	<b>200</b>	<b>-</b>	<b>(200)</b>
<b>Total Expenses</b>	<b>435,800</b>	<b>536,637</b>	<b>100,837</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

**Division 23 & 24**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Purchase manlift to assist in house repairs.
- Improve material, supply storage and facility maintenance work area.
- Implement new computer software for the facility help desk program.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	110,137	108,924	106,300	114,604	118,384	3,780
5010201210 GROUNDSKEEPER WAGES	115,350	129,055	130,206	130,000	146,484	16,484
5010201710 GROUNDSKEEPER OVERTIME	1,663	4,985	3,486	4,000	4,000	-
5010700000 ALLOCATED SALARIES	(1,721)	(1,840)	(1,538)	(1,765)	(2,080)	(315)
5010700001 GRANT ALLOCATION	-	-	(1,619)	-	-	-
5029999999 TOTAL FRINGE BENEFITS	172,977	164,199	176,893	175,366	179,842	4,476
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	16,430	11,830	12,861	16,500	19,000	2,500
5030500010 CONTRACT SVC-GENERAL	33,826	25,316	20,938	28,620	38,850	10,230
5030600000 CONTRACT SVC-CUSTODIAL	52,762	53,768	54,770	54,000	58,260	4,260
5030600100 AIR CONDITIONING EXPENDITURES	4,734	6,020	9,704	6,500	8,000	1,500
5030600200 UNIFORMS SERVICE EXPENDITURES	1,179	1,519	1,607	1,600	1,800	200
5030600300 RENTAL EQUIPMENT EXPENSES	608	3,513	7,054	5,000	5,000	-
5030600500 PEST CONTROL SERVICE	424	1,582	1,578	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C	5,750	6,823	9,057	7,000	7,000	-
5030600700 FIRE EXTINGUISHERS	736	466	331	800	800	-
5030600800 FLOOR MAT RENTAL	7,480	8,734	7,721	7,000	7,500	500
5030600975 RADIO REPEATER HILLTOP RENTAL	11,456	10,800	13,200	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	5,268	6,167	5,941	8,000	8,000	-
5040300200 ELECTRICAL RELATED EXPENDITURE	7,393	6,162	10,312	8,000	8,000	-
5040300600 SHOE ALLOWANCE	231	114	435	435	435	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	15,883	2,885	6,041	10,000	10,000	-
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,198	24,949	30,098	27,000	30,000	3,000
5049900030 CLEANING SUPPLIES-MAIN FAC	3,190	2,664	1,709	1,750	1,750	-
5050200001 UTILITIES MAIN FACILITY	198,298	193,036	213,530	215,000	215,000	-
5050200003 TRASH PICKUP- MAIN FACILITY	16,792	17,161	17,364	18,000	18,000	-
<b>Total Expenses</b>	<b>807,045</b>	<b>788,831</b>	<b>837,978</b>	<b>854,410</b>	<b>901,025</b>	<b>46,615</b>



**OPERATIONS OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	3,409	3,011	1,573	3,000	3,000	-
5030600000 CONTRACT SVC-CUSTODIAL	29,154	31,122	31,692	33,500	35,000	1,500
5030600100 AIR CONDITIONING EXPENDITURES	923	1,843	1,473	1,800	2,500	700
5030600500 PEST CONTROL SERVICE	707	807	810	900	900	-
5030600600 CONTRACT SERVICES-AC	347	296	-	750	750	-
5030600700 FIRE EXTINGUISHERS	-	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	1,793	2,800	2,917	2,750	3,000	250
5040300100 PLUMBING RELATED EXP	434	985	802	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE	1,056	1,219	2,061	2,300	2,300	-
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	10,295	15,276	11,528	14,000	14,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	231	224	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	25,487	27,987	26,272	35,000	30,000	(5,000)
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,332	14,091	15,022	14,000	15,000	1,000
5050202000 UTILITIES GAS & WATER	7,084	4,442	5,976	7,500	6,500	(1,000)
<b>Total Expenses</b>	<b>95,254</b>	<b>104,104</b>	<b>100,127</b>	<b>117,650</b>	<b>115,100</b>	<b>(2,550)</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 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	2.00	3.00	1.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>6</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Added one (1) Facility Maintenance Technician

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	114,604	118,384	3,780
<b>5010201210 GROUNDSKEEPER WAGES</b>	130,000	146,484	16,484
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	4,000	4,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,765)	(2,080)	(315)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	175,366	179,842	4,476
<b>Sub-total</b>	<b>422,205</b>	<b>446,630</b>	<b>24,425</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	2,500	3,500	1,000
Bio Hazard material removal	14,000	15,500	1,500
<b>Sub-total</b>	<b>16,500</b>	<b>19,000</b>	<b>2,500</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Backup Generator Service	5,138	5,768	630
Bus wash monthly PMI	7,039	7,039	-
Elevator service	3,597	3,597	-
Environmental monitoring Div. 1	6,680	6,680	-
Lease for parts storage containers	-	6,600	6,600
Shop vehicle lift service	3,597	3,597	-
Archive Storage	-	3,000	3,000
Water softener service for bus wash	2,569	2,569	-
<b>Sub-total</b>	<b>28,620</b>	<b>38,850</b>	<b>10,230</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	54,000	58,260	4,260
<b>Sub-total</b>	<b>54,000</b>	<b>58,260</b>	<b>4,260</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	6,500	8,000	1,500
<b>Sub-total</b>	<b>6,500</b>	<b>8,000</b>	<b>1,500</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	1,600	1,800	200
<b>Sub-total</b>	<b>1,600</b>	<b>1,800</b>	<b>200</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5030600500 PEST CONTROL SERVICE</b>			
Monthly pest control maintenance	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	-
<b>5030600600 CONTRACT SERVICES-A/C</b>			
Bi-annual HVAC service all facilities	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	-
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher inspections	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	-
<b>5030600800 FLOOR MAT RENTAL</b>			
Monthly rental of floor mats	7,000	7,500	500
<b>Sub-total</b>	<b>7,000</b>	<b>7,500</b>	<b>500</b>
<b>5030600975 RADIO REPEATER HILLTOP RENTAL</b>			
Rental of tower space for two way radios	14,500	14,500	-
<b>Sub-total</b>	<b>14,500</b>	<b>14,500</b>	-
<b>5040300100 PLUMBING RELATED EXPENDITURES</b>			
Materials for plumbing repairs	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	-
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	-
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for facility maintenance employees	435	435	-
<b>Sub-total</b>	<b>435</b>	<b>435</b>	-
<b>5049900002 BOARD ROOM AND ZWEIG SUPPLIES</b>			
Supplies for meetings	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	27,000	30,000	3,000
<b>Sub-total</b>	<b>27,000</b>	<b>30,000</b>	<b>3,000</b>
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	1,750	1,750	-
<b>Sub-total</b>	<b>1,750</b>	<b>1,750</b>	<b>-</b>
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Cable	1,500	1,500	-
Electricity	193,500	193,500	-
Gas	9,000	9,000	-
Water	11,000	11,000	-
<b>Sub-total</b>	<b>215,000</b>	<b>215,000</b>	<b>-</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	18,000	18,000	-
<b>Sub-total</b>	<b>18,000</b>	<b>18,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>854,410</b>	<b>901,025</b>	<b>46,615</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY19	FY20	Variance
	Approved Budget	Proposed Budget	
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	713	713	-
Storm water monitoring and testing contract,	2,287	2,287	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	-
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract Indio and	33,500	35,000	1,500
<b>Sub-total</b>	<b>33,500</b>	<b>35,000</b>	<b>1,500</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	1,800	2,500	700
<b>Sub-total</b>	<b>1,800</b>	<b>2,500</b>	<b>700</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	900	900	-
<b>Sub-total</b>	<b>900</b>	<b>900</b>	-
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	750	750	-
<b>Sub-total</b>	<b>750</b>	<b>750</b>	-
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	-
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	2,750	3,000	250
<b>Sub-total</b>	<b>2,750</b>	<b>3,000</b>	<b>250</b>
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,400	1,400	-
<b>Sub-total</b>	<b>1,400</b>	<b>1,400</b>	-
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	2,300	2,300	-
<b>Sub-total</b>	<b>2,300</b>	<b>2,300</b>	-
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY</b>			
Materials for general repair of facilities	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	-

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor cleaning supplies required for maint.	250	250	-
<b>Sub-total</b>	<b>250</b>	<b>250</b>	<b>-</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	35,000	30,000	(5,000)
<b>Sub-total</b>	<b>35,000</b>	<b>30,000</b>	<b>(5,000)</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	14,000	15,000	1,000
<b>Sub-total</b>	<b>14,000</b>	<b>15,000</b>	<b>1,000</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	7,500	6,500	(1,000)
<b>Sub-total</b>	<b>7,500</b>	<b>6,500</b>	<b>(1,000)</b>
<b>Total Expenses</b>	<b>117,650</b>	<b>115,100</b>	<b>(2,550)</b>

DRAFT

**OPERATIONS OFFICE - STOPS AND ZONES**

**Division 25**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Replace pressure washers.
- Complete Phase II of the bus shelter lighting improvement project.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	29,906	43,650	50,616	53,406	55,008	1,602
5010201500 BARGAINING SALARIES	269,856	257,247	284,572	283,477	307,946	24,469
5010201510 BARGAINING OVERTIME	6,862	3,776	8,932	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	208,073	183,267	195,754	223,999	212,130	(11,869)
5030600200 UNIFORMS	3,615	3,581	3,761	6,000	6,180	180
5030600250 EQUIPMENT RENTAL	1,681	2,340	3,827	4,000	5,000	1,000
5040101000 SUPPLIES & MATERIALS	43	-	-	-	-	-
5040102000 UNLEADED GASOLINE	453	333	-	1,800	600	(1,200)
5040102001 DIESEL FUEL	-	20	-	100	100	-
5040300600 SHOE ALLOWANCE	526	397	421	1,015	2,800	1,785
5049900001 OFFICE SUPPLIES	68	40	141	100	2,000	1,900
5049900029 BUS STOP SUPPLIES	27,828	40,111	41,754	34,000	39,700	5,700
5090201000 EMPLOYEE EXPENSES	-	83	-	100	200	100
<b>Total Expenses</b>	<b>548,912</b>	<b>534,844</b>	<b>589,778</b>	<b>615,697</b>	<b>639,364</b>	<b>23,667</b>

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

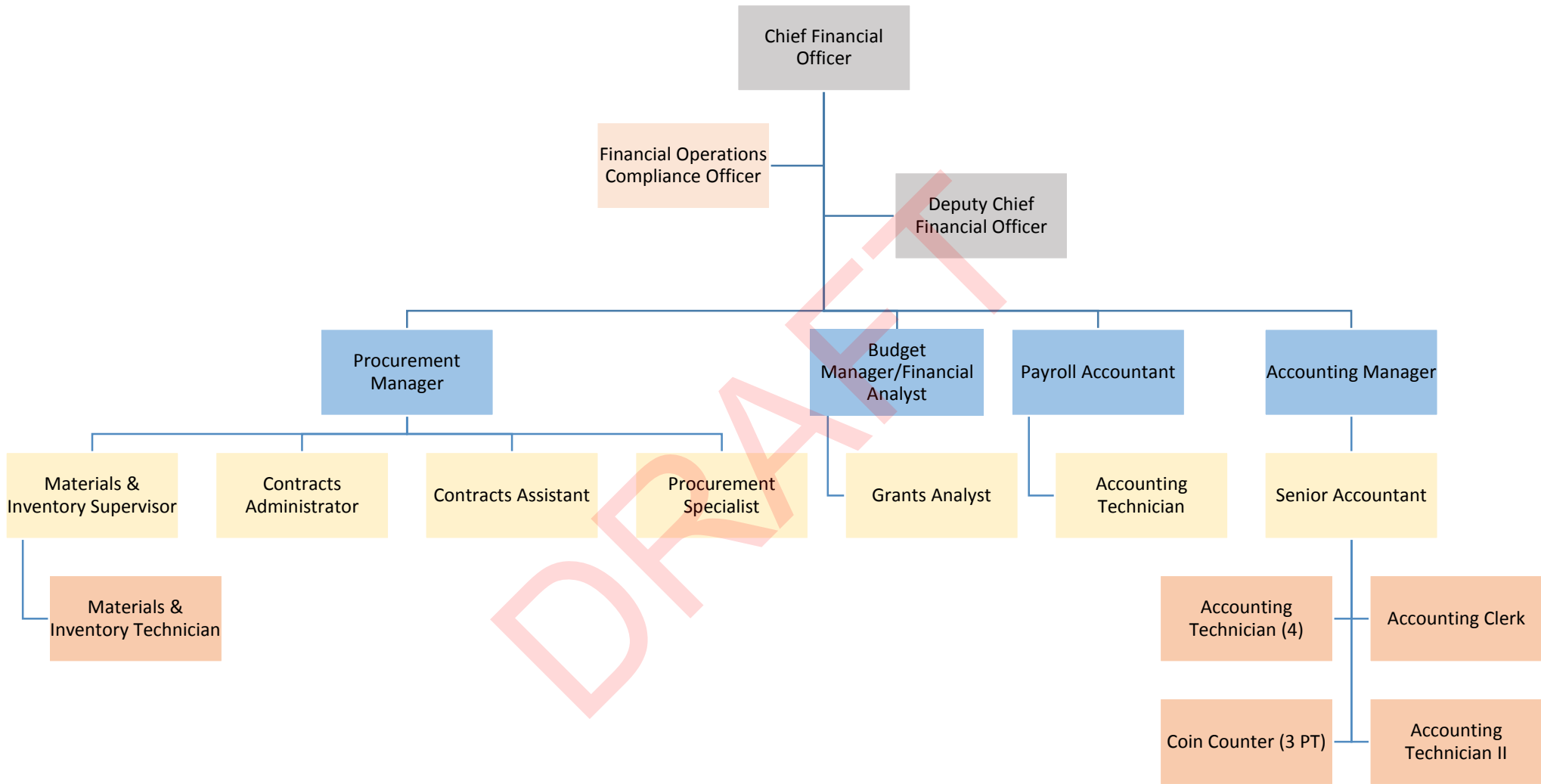
Division 25

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	53,406	55,008	1,602
<b>5010201500 BARGAINING SALARIES</b>	283,477	307,946	24,469
<b>5010201510 BARGAINING OVERTIME</b>	7,700	7,700	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	223,999	212,130	(11,869)
<b>Sub-total</b>	<b>568,582</b>	<b>582,784</b>	<b>14,202</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	6,000	6,180	180
<b>Sub-total</b>	<b>6,000</b>	<b>6,180</b>	<b>180</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental to move shelters	4,000	5,000	1,000
<b>Sub-total</b>	<b>4,000</b>	<b>5,000</b>	<b>1,000</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	1,800	600	(1,200)
<b>Sub-total</b>	<b>1,800</b>	<b>600</b>	<b>(1,200)</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	1,015	2,800	1,785
<b>Sub-total</b>	<b>1,015</b>	<b>2,800</b>	<b>1,785</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	100	2,000	1,900
<b>Sub-total</b>	<b>100</b>	<b>2,000</b>	<b>1,900</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	32,000	37,700	5,700
Traffic Control	2,000	2,000	-
<b>Sub-total</b>	<b>34,000</b>	<b>39,700</b>	<b>5,700</b>
<b>5099999999 EMPLOYEE EXPENSES</b>			
General employee expenses while conducting Agency business	100	200	100
<b>Sub-total</b>	<b>100</b>	<b>200</b>	<b>100</b>
<b>Total Expenses</b>	<b>615,697</b>	<b>639,364</b>	<b>23,667</b>



# FINANCE OFFICE

DRAFT



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Implement new elements of Credit Card Policy to increase efficiencies in the purchasing and accounts payable process.
- Conduct quarterly meetings with Chiefs and their selected staff to review status of capital project funding to further advance the Capital Improvement Program.
- Improve interdepartmental relationships through implementation of monthly budget reviews with senior staff across various departments.
- Improve efficiency and timeliness of procurements and improve inventory levels via an expansion of the warehouse.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	838,417	873,210	945,032	1,145,719	1,109,057	(36,662)
5010201610 ADMIN SALARIES-OT	8,037	4,306	4,826	6,754	7,692	938
5010700000 ALLOCATED SALARIES	(6,413)	(6,648)	(7,196)	(6,300)	(7,707)	(1,407)
5029999999 TOTAL FRINGE BENEFITS	594,082	479,974	602,443	707,446	764,885	57,439
5030200000 PUBLIC NOTICES	6,553	6,371	6,042	8,500	7,650	(850)
5030300009 CONTRACTED SERVICES	1,301	3,150	1,991	1,368	8,600	7,232
5030300010 ORGANIZATIONAL SERVICES		140	-	24,000	94,262	70,262
5030300015 AUDIT SERVICES	55,051	86,033	81,549	80,000	90,000	10,000
5030400000 TEMPORARY HELP SERVICES	58,778	113,221	48,489	45,032	30,000	(15,032)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	215,682	208,855	134,552	218,860	185,000	(33,860)
5039900012 VAN POOL EXPENSES	265,495	362,120	242,638	357,315	-	(357,315)
5049900001 OFFICE SUPPLIES	13,795	12,121	17,170	13,223	13,223	-
5049900002 OFFICE SUPPLIES-POSTAGE	20,700	1,039	-			-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	127,279	159,506	187,508	180,814	207,833	27,019
5060100100 INSURANCE PREMIUM - PROPERTY	14,937	14,964	14,021	17,136	18,626	1,490
5060300000 INSURANCE - GENERAL LIABILITY	205,925	245,649	380,764	380,570	412,175	31,605
5060300100 REPAIR CLAIMS	134,801					-
5060400000 INSURANCE LOSSES	601,244	797,857	126,064	963,105	963,105	-
5060401000 INSURANCE PREMIUM - WC	266,551	292,960	308,345	312,949	349,418	36,469
5060800000 INSURANCE-ADMIN	58,435	86,676	129,249	96,802	147,737	50,935
5079900000 PROPERTY & OTHER TAXES	99	146	214	300	300	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	160	310	465	912	800	(112)
5090200000 TRAVEL MEETINGS/TRAINING	24,328	22,357	22,766	45,596	29,000	(16,596)
5090200002 MILEAGE REIMBURSEMENT	2,370	111	312	912	700	(212)
5090201000 EMPLOYEE EXPENSES	2,544	1,375	1,544	2,000	2,000	-
5090801000 BANK SERVICE FEES	28,985	27,286	20,211	35,000	35,000	-
5090801040 PASS OUTLET COMMISSION	29,561	28,580	26,295	35,000	55,000	20,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	100	-
5110101050 INTEREST EXPENSE	629	1,245	2,610	1,500	2,175	675
<b>Total Expenses</b>	<b>3,569,326</b>	<b>3,822,914</b>	<b>3,297,903</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>(147,982)</b>

Notes

- Moved Vanpool GL to the Performance Office

**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
5	Accounting Technician	4.00	5.00	1.00
1	Accounting Technician II	1.00	1.00	0.00
0	Assistant Financial Services & Support Manager	1.00	0.00	(1.00)
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
0	Deputy Chief Financial Services	1.00	0.00	(1.00)
0	Financial Operations Analyst	1.00	0.00	(1.00)
1	Financial Operations Compliance Officer	0.00	1.00	1.00
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Manager	0.00	1.00	1.00
1	Procurement Specialist	1.00	1.00	0.00
1	Senior Accountant	1.00	1.00	0.00
<b>24</b>	<b>Total FTEs</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>

Notes:

- Eliminated the Assistant Financial Services & Support Manager position
- Deputy Chief Financial Services retitled to Procurement Manager
- Added one (1) FTE Accounting Technician
- Financial Operations Analyst retitled to Financial Operations Compliance Officer

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,145,719	1,109,057	(36,662)
<b>5010201610 ADMIN SALARIES-OT</b>	6,754	7,692	938
<b>5010700000 ALLOCATED SALARIES</b>	(6,300)	(7,707)	(1,407)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	707,446	764,885	57,439
<b>Sub-total</b>	<b>1,853,619</b>	<b>1,873,927</b>	<b>20,308</b>
<b>5030200000 PUBLIC NOTICES</b>			
Advertisements for procurement solicitations	8,500	7,650	(850)
<b>Sub-total</b>	<b>8,500</b>	<b>7,650</b>	<b>(850)</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	1,368	8,600	7,232
<b>Sub-total</b>	<b>1,368</b>	<b>8,600</b>	<b>7,232</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	24,000	94,262	70,262
<b>Sub-total</b>	<b>24,000</b>	<b>94,262</b>	<b>70,262</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	80,000	90,000	10,000
<b>Sub-total</b>	<b>80,000</b>	<b>90,000</b>	<b>10,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Financial Statement & Single Audit	45,032	30,000	(15,032)
<b>Sub-total</b>	<b>45,032</b>	<b>30,000</b>	<b>(15,032)</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	218,860	185,000	(33,860)
<b>Sub-total</b>	<b>218,860</b>	<b>185,000</b>	<b>(33,860)</b>
<b>5039900012 VAN POOL EXPENSES</b>			
This is for payment of CMAQ funding & local match for the planned Vanpool program. This budget is just for the pass-through of funding.	357,315	-	(357,315)
<b>Sub-total</b>	<b>357,315</b>	<b>-</b>	<b>(357,315)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	13,223	13,223	-
<b>Sub-total</b>	<b>13,223</b>	<b>13,223</b>	<b>-</b>

**FINANCE OFFICE DETAIL**

Division 41

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	180,814	207,833	27,019
<b>Sub-total</b>	<b>180,814</b>	<b>207,833</b>	<b>27,019</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	17,136	18,626	1,490
<b>Sub-total</b>	<b>17,136</b>	<b>18,626</b>	<b>1,490</b>
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	380,570	412,175	31,605
<b>Sub-total</b>	<b>380,570</b>	<b>412,175</b>	<b>31,605</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	963,105	963,105	-
<b>Sub-total</b>	<b>963,105</b>	<b>963,105</b>	<b>-</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	312,949	349,418	36,469
<b>Sub-total</b>	<b>312,949</b>	<b>349,418</b>	<b>36,469</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	96,802	147,737	50,935
<b>Sub-total</b>	<b>96,802</b>	<b>147,737</b>	<b>50,935</b>
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

**FINANCE OFFICE DETAIL**

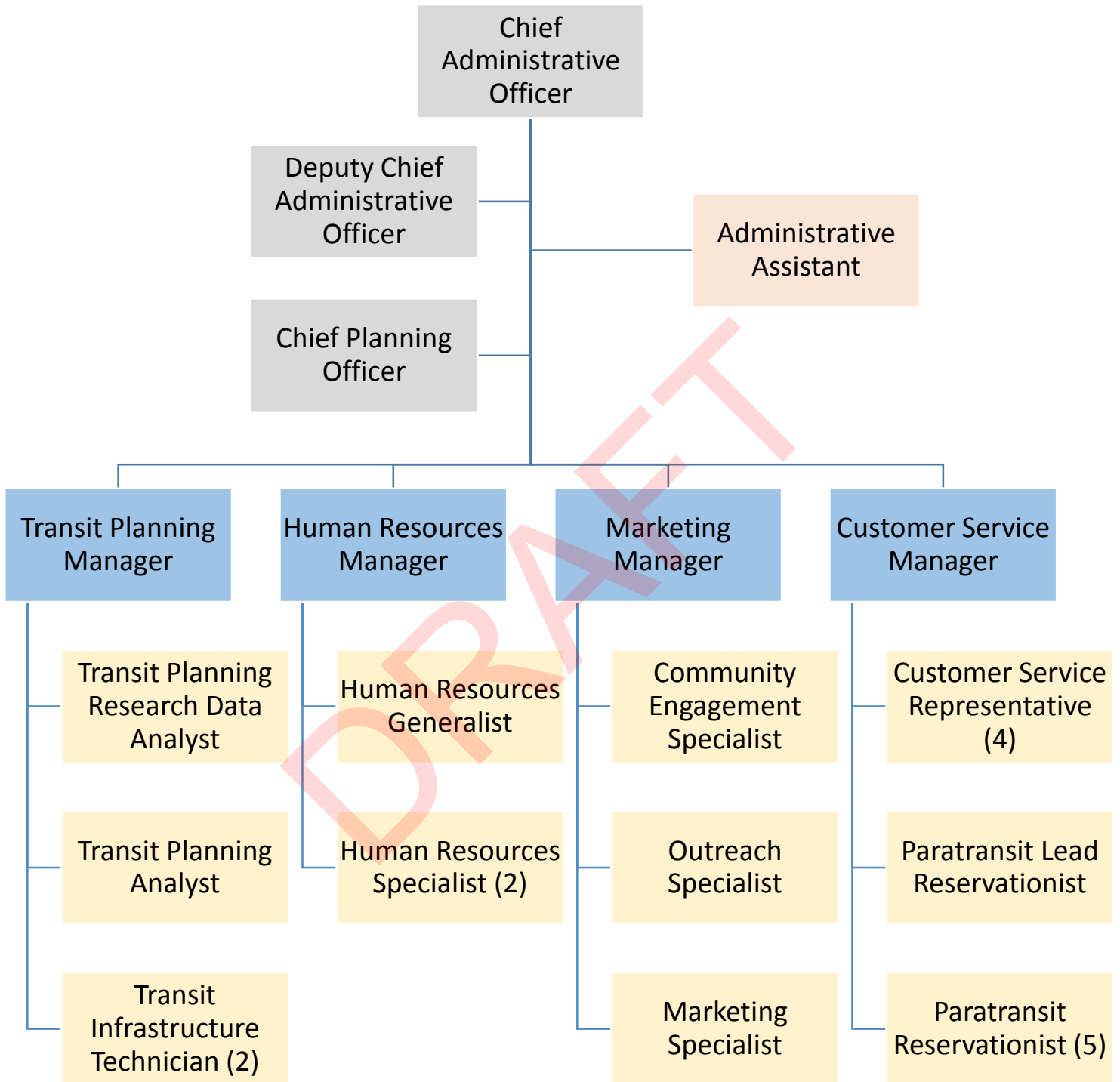
**Division 41**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	912	800	(112)
<b>Sub-total</b>	<b>912</b>	<b>800</b>	<b>(112)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	30,000	25,500	(4,500)
FTA Triennial Workshop	3,096	-	(3,096)
Government Finance Officers Association Conference	3,500	3,500	-
Transit Paratransit Course	9,000	-	(9,000)
<b>Sub-total</b>	<b>45,596</b>	<b>29,000</b>	<b>(16,596)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	912	700	(212)
<b>Sub-total</b>	<b>912</b>	<b>700</b>	<b>(212)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	5,000	5,000	-
Merchant and bank Fees	30,000	30,000	-
<b>Sub-total</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	35,000	55,000	20,000
<b>Sub-total</b>	<b>35,000</b>	<b>55,000</b>	<b>20,000</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	1,500	2,175	675
<b>Sub-total</b>	<b>1,500</b>	<b>2,175</b>	<b>675</b>
<b>Total Expenses</b>	<b>4,674,613</b>	<b>4,526,631</b>	<b>(147,982)</b>

# ADMINISTRATION OFFICE

DRAFT





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

Division 32, 45 & 49

**FUNCTIONS & RESPONSIBILITIES**

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

**FY20 GOALS & OBJECTIVES**

- Position HR as a unit that is focused on assisting with employee issues.
- Increase candidate pool for hiring.
- Increase HR team knowledge.
- Combine positions for HR Technician and Benefit Specialist.
- Provide more efficient service change to reduce the number of hours it takes to produce bid packets by implementing electronic bidding.
- Reduce manual calculations by the Planning team.
- Perform service changes ahead of schedule: produce a major bid in May, end trippers and reformulate routes for summer when less people are in the Coachella Valley.
- Centralized location for reporting requirements that is accessible to the entire Planning Department.
- Obtain an updated inventory for bus and bus shelter advertising and develop a target monetary goal.
- Generate Customer Service training program that creates a culture of customer service among all employees to be included in SunLine U and New Employee Orientation.
- Create a forum for communicating quickly from the Operations Department to the Customer Service Department.

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	236,839	260,545	144,397	248,445	246,149	(2,296)
5010201610 ADMIN SALARIES-OT	1,185	751	1,518	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(1,803)	(1,980)	(1,105)	(1,680)	(1,873)	(193)
5029999999 TOTAL FRINGE BENEFITS	116,784	153,964	142,355	194,640	199,449	4,809
5030300001 BENEFIT MANAGEMENT EXPENSES	1,489	2,392	3,521	14,150	13,880	(270)
5030300003 MEDICAL-EXAMS AND TESTING	37,667	43,856	27,219	23,000	25,000	2,000
5030400000 TEMPORARY HELP SERVICES	29,937	6,915	96,521	24,000	45,000	21,000
5039900003 PRINTING EXPENSE	1,691	-	578	5,000	3,455	(1,545)
5049900000 HR TRAINING	2,079	313	884	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,078	2,749	2,503	3,500	3,000	(500)
5060501000 ESTIMATED LAWSUIT EXPENSES	-	355,183	(5,183)	-	100,000	100,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,082	1,789	6,941	2,521	4,758	2,237
5090200000 TRAVEL MEETINGS/TRAINING	2,581	6,635	402	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE	13,596	10,319	14,681	12,650	10,150	(2,500)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	695	1,028	278	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	25,758	31,930	26,512	29,132	29,132	-
5090800100 EMPLOYEE RECOGNITION	12,363	1,377	2,981	11,000	7,500	(3,500)
5090800125 TUITION REIMBURSEMENT	5,684	21,140	11,467	20,000	20,000	-
5099900004 CONSULTING-HR	-	31,700	101,145	88,400	90,000	1,600
<b>Total Expenses</b>	<b>492,704</b>	<b>930,604</b>	<b>577,614</b>	<b>684,258</b>	<b>805,100</b>	<b>120,842</b>

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

Division 32, 45 & 49

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	249,743	255,586	315,127	408,590	530,172	121,582
5010201610 ADMIN SALARIES-OT	3,851	3,423	5,193	8,000	12,000	4,000
5029999999 TOTAL FRINGE BENEFITS	204,009	183,682	217,269	366,047	451,577	85,530
5030303240 CONTRACTED SERVICES	148,444	84,427	92,058	120,000	113,000	(7,000)
5030303260 ADVERTISING	37,736	58,249	5,638	40,000	32,000	(8,000)
5030303270 SUNLINE EVENTS EXPENSE	9,390	5,167	17,514	16,500	5,000	(11,500)
5030303271 MUSIC FESTIVAL	17,991	-	9,935	9,935	10,000	65
5030303280 CITY REVENUE SHARING	7,988	1,738		7,000	-	(7,000)
5030400000 TEMPORARY HELP SERVICES	10,241	11,475		20,165	12,000	(8,165)
5039900003 PRINTING EXPENSE	61,182	57,238	47,419	80,000	60,000	(20,000)
5049900001 OFFICE SUPPLIES	7,191	7,053	1,845	5,000	6,000	1,000
5049900002 OFFICE SUPPLIES-POSTAGE	-	22,517	23,531	25,000	27,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	12,195	1,730	1,980	3,600	3,000	(600)
5090200000 TRAVEL MEETINGS/TRAINING	4,740	222	6,168	6,500	4,500	(2,000)
<b>Total Expenses</b>	<b>774,701</b>	<b>692,506</b>	<b>743,679</b>	<b>1,116,337</b>	<b>1,266,249</b>	<b>149,912</b>

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

General Ledger Code	FY17 Actuals	FY18 Actuals	FY19 Estimates	FY19 Approved Budget	FY20 Proposed Budget	Variance
5010200500 ADMIN SALARIES	197,189	286,725	311,418	424,343	313,354	(110,989)
5010201610 ADMIN SALARIES-OT	1,957	1,818	4,460	3,500	6,000	2,500
5029999999 TOTAL FRINGE BENEFITS	151,505	186,771	193,503	277,374	215,106	(62,268)
5030200010 CONSULTING	132,794	(11,879)	16,622	145,700	435,420	289,720
5030400000 TEMPORARY HELP SERVICES	4,889	-	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	25,368	600	-	5,000	-	(5,000)
5049900001 OFFICE SUPPLIES	1,029	1,227	1,664	1,500	1,700	200
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	-	-	13,400	13,400
5090200001 TRAVEL TRAINING	5,575	8,657	13,629	7,000	-	(7,000)
<b>Total Expenses</b>	<b>520,306</b>	<b>473,920</b>	<b>541,297</b>	<b>864,417</b>	<b>984,980</b>	<b>120,563</b>

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

Division 32, 45 & 49

**PERSONNEL SUMMARY**

FY20 Physical Count	Classification	FY19 Base FTE's	FY20 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
0	Benefits Specialist	1.00	0.00	(1.00)
1	Chief Administrative Officer	1.00	1.00	0.00
1	Chief Planning Officer	1.00	1.00	0.00
1	Community Engagement Specialist	0.00	1.00	1.00
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	3.00	4.00	1.00
1	Deputy Chief Administrative Officer	1.00	1.00	0.00
0	Digital Information Technician	1.00	0.00	(1.00)
0	Front Office Receptionist	1.00	0.00	(1.00)
2	Human Resource Specialist	0.00	2.00	2.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
0	Human Resources Technician	1.00	0.00	(1.00)
1	Marketing Manager	0.00	1.00	1.00
1	Marketing Specialist	0.00	1.00	1.00
1	Outreach Specialist	0.00	1.00	1.00
0	Outreach Technician	1.00	0.00	(1.00)
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
0	Public Outreach Specialist	1.00	0.00	(1.00)
0	Transit Communication Service Specialist	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 Research Data Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
<b>28</b>	<b>Total FTE's</b>	<b>28.00</b>	<b>28.00</b>	<b>0.00</b>

Notes:

- Eliminated Benefits Specialist position
- Added a Human Resource Specialist
- Retitled Human Resource Technician to Human Resource Specialist
- Retitled Transit Communication Service Specialist to Community Engagement Specialist
- Retitled Public Outreach Specialist to Marketing Manager
- Retitled Digital Information Technician to Marketing Specialist
- Retitled Outreach Technician to Outreach Specialist
- Retitled Front Office Receptionist to Customer Service Representative

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	248,445	246,149	(2,296)
<b>510201610 ADMIN SALARIES-OT</b>	2,000	2,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,680)	(1,873)	(193)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	194,640	199,449	4,809
<b>Sub-total</b>	<b>443,405</b>	<b>445,725</b>	<b>2,320</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	800	800	-
CALPERS Admin Fees	12,000	12,000	-
OPTUM	1,350	1,080	(270)
<b>Sub-total</b>	<b>14,150</b>	<b>13,880</b>	<b>(270)</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	12,900	14,000	1,100
VTT and licenses	10,100	11,000	900
<b>Sub-total</b>	<b>23,000</b>	<b>25,000</b>	<b>2,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	24,000	45,000	21,000
<b>Sub-total</b>	<b>24,000</b>	<b>45,000</b>	<b>21,000</b>
<b>5039900003 PRINTING EXPENSE</b>			
Handbook supplements/new	150	150	-
MOU copies	2,650	1,325	(1,325)
Promotional materials	2,200	1,980	(220)
<b>Sub-total</b>	<b>5,000</b>	<b>3,455</b>	<b>(1,545)</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies to organize EE Files	3,500	3,000	(500)
<b>Sub-total</b>	<b>3,500</b>	<b>3,000</b>	<b>(500)</b>

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5060501000 ESTIMATED LAWSUIT EXPENSES</b>			
Estimated amount of loss	-	100,000	100,000
<b>Sub-total</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
CALPERLA	700	3,489	2,789
Review Snap	1,441	509	(932)
SHRM	380	760	380
<b>Sub-total</b>	<b>2,521</b>	<b>4,758</b>	<b>2,237</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Employee spring event	2,000	2,000	-
Health and Benefits fair	2,500	-	(2,500)
Holiday party	8,150	8,150	-
<b>Sub-total</b>	<b>12,650</b>	<b>10,150</b>	<b>(2,500)</b>
<b>5090201001 EMPLOYEE WELLNESS PLAN EXPENSE</b>			
Promotional materials related to SunLine's health programs	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background checks	5,651	5,651	-
Executive Officer recruiting	5,000	5,000	-
NEOGOV	18,481	18,481	-
<b>Sub-total</b>	<b>29,132</b>	<b>29,132</b>	<b>-</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Years of service awards for employees	11,000	6,000	(5,000)
Employee Referral Program	-	1,500	1,500
<b>Sub-total</b>	<b>11,000</b>	<b>7,500</b>	<b>(3,500)</b>

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	8,000	8,000	-
Graduate level courses	12,000	12,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5099900004 CONSULTING-HR</b>			
General consulting for training and development, benefits, and legal compliance	88,400	90,000	1,600
<b>Sub-total</b>	<b>88,400</b>	<b>90,000</b>	<b>1,600</b>
<b>Total Expenses</b>	<b>684,258</b>	<b>805,100</b>	<b>120,842</b>

DRAFT

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

**Division 45**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	408,590	530,172	121,582
<b>5010201610 ADMIN SALARIES-OT</b>	8,000	12,000	4,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	366,047	451,577	85,530
<b>Sub-total</b>	<b>782,637</b>	<b>993,749</b>	<b>211,112</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	8,000	3,500	(4,500)
Public relations firm	97,000	84,500	(12,500)
Website hosting and support	15,000	25,000	10,000
<b>Sub-total</b>	<b>120,000</b>	<b>113,000</b>	<b>(7,000)</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	1,000	1,000	-
Print, TV, radio & social media	25,000	22,000	(3,000)
Production costs associated with exterior bus and shelter advertisements	8,500	3,500	(5,000)
Promotional items	5,500	5,500	-
<b>Sub-total</b>	<b>40,000</b>	<b>32,000</b>	<b>(8,000)</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	16,500	5,000	(11,500)
<b>Sub-total</b>	<b>16,500</b>	<b>5,000</b>	<b>(11,500)</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	9,935	10,000	65
<b>Sub-total</b>	<b>9,935</b>	<b>10,000</b>	<b>65</b>
<b>5030303280 CITY REVENUE SHARING</b>			
Cost associated with advertising in various cities	7,000	-	(7,000)
<b>Sub-total</b>	<b>7,000</b>	<b>-</b>	<b>(7,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	20,165	12,000	(8,165)
<b>Sub-total</b>	<b>20,165</b>	<b>12,000</b>	<b>(8,165)</b>



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

**Division 45**

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	45,000	42,000	(3,000)
Rider's Guides	35,000	18,000	(17,000)
<b>Sub-total</b>	<b>80,000</b>	<b>60,000</b>	<b>(20,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	5,000	6,000	1,000
<b>Sub-total</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing expenses	25,000	27,000	2,000
<b>Sub-total</b>	<b>25,000</b>	<b>27,000</b>	<b>2,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	1,600	1,000	(600)
Costco	300	300	-
PSDRCCVA	1,200	1,200	-
Rotary	500	500	-
<b>Sub-total</b>	<b>3,600</b>	<b>3,000</b>	<b>(600)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	6,500	4,500	(2,000)
<b>Sub-total</b>	<b>6,500</b>	<b>4,500</b>	<b>(2,000)</b>
<b>Total Expenses</b>	<b>1,116,337</b>	<b>1,266,249</b>	<b>149,912</b>

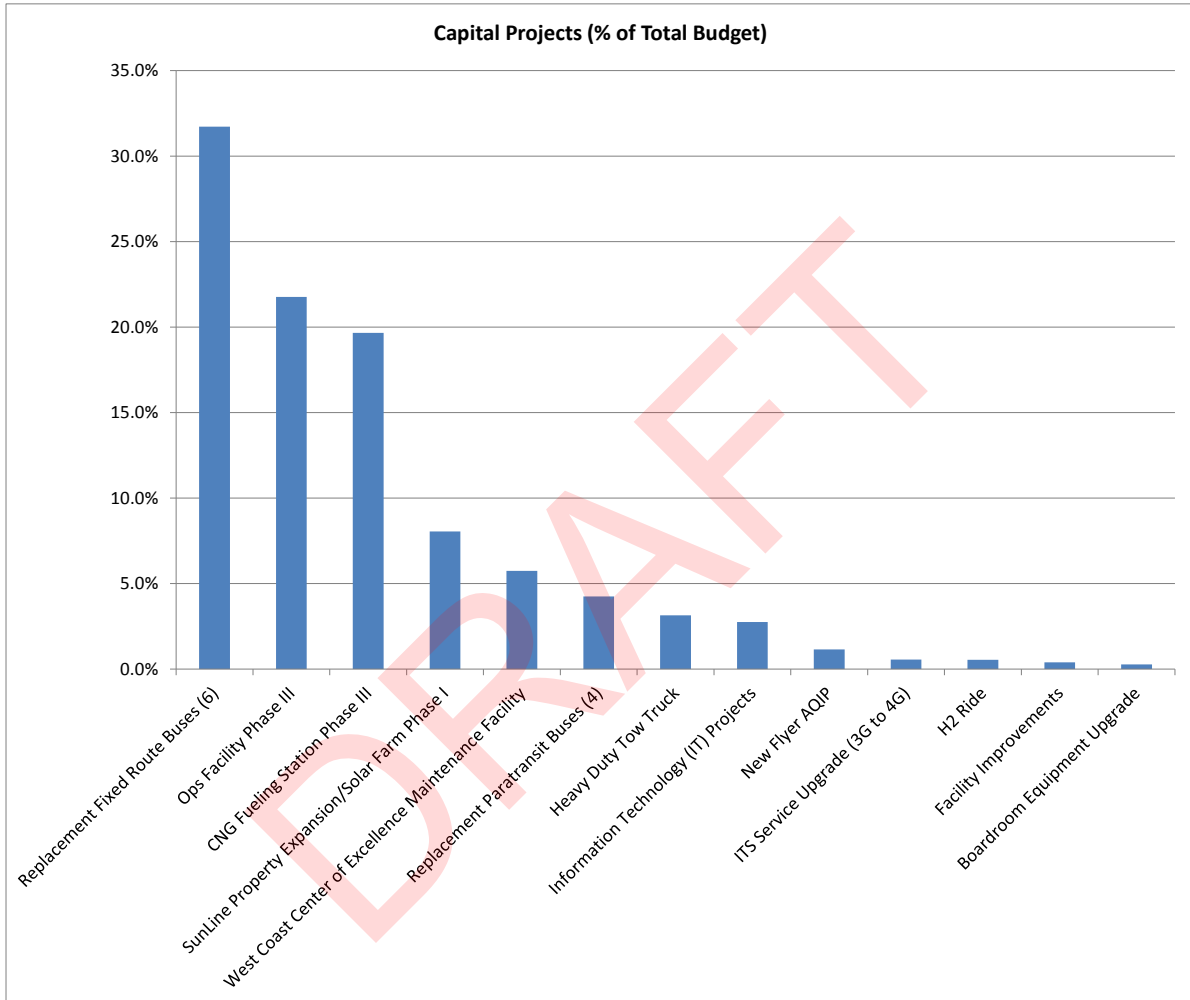
**ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

General Ledger Code	FY19 Approved Budget	FY20 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	424,343	313,354	(110,989)
<b>5010201610 ADMIN SALARIES-OT</b>	3,500	6,000	2,500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	277,374	215,106	(62,268)
<b>Sub-total</b>	<b>705,217</b>	<b>534,460</b>	<b>(170,757)</b>
<b>5030200010 CONSULTING</b>			
On-call planning services	35,000	40,000	5,000
Statistician	-	40,000	40,000
Transcription services	1,500	1,500	-
Transit planning consulting services	109,200	353,920	244,720
<b>Sub-total</b>	<b>145,700</b>	<b>435,420</b>	<b>289,720</b>
<b>5039900010 RIVERSIDE COMMUTERLINK EXPENSES</b>			
Riverside Commuterlink Expenses. (These are expenses for press ads (radio, print, billboards) for Commuter Link promotion.)	5,000	-	(5,000)
<b>Sub-total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,500	1,700	200
<b>Sub-total</b>	<b>1,500</b>	<b>1,700</b>	<b>200</b>
<b>5090200000 TRAVEL MEETINGS/SEMINARS</b>			
Costs associated with travel such as meals & parking fees	-	13,400	13,400
<b>Sub-total</b>	<b>-</b>	<b>13,400</b>	<b>13,400</b>
<b>5090200001 TRAVEL TRAINING</b>			
Costs associated with travel such as meals & parking fees	7,000	-	(7,000)
<b>Sub-total</b>	<b>7,000</b>	<b>-</b>	<b>(7,000)</b>
<b>Total Expenses</b>	<b>864,417</b>	<b>984,980</b>	<b>120,563</b>

## SUMMARY OF CAPITAL PROJECTS

There are 13 new capital projects requested in FY20 at a total value of \$12,711,407. The most significant projects regarding cost include the replacement of six (6) fixed route buses, CNG fueling station phase III, and the new operations building phase III. The investments included in this capital budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities, equipment, and technology.



**SUMMARY OF CAPITAL PROJECTS**

---

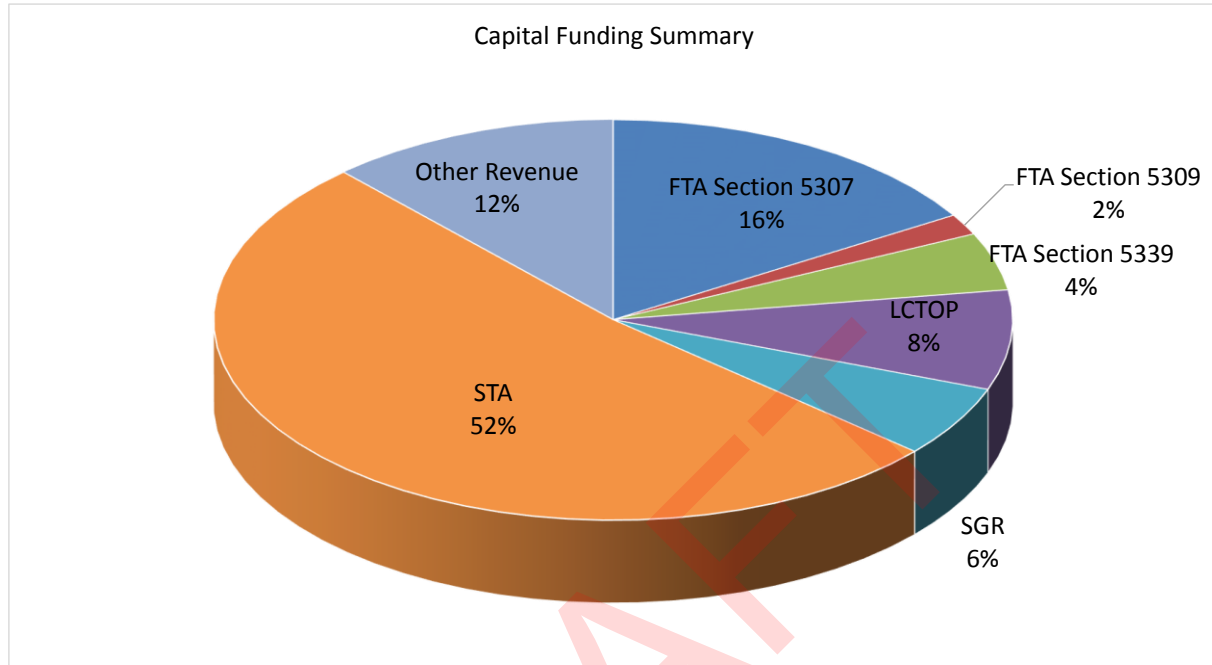
**CAPITAL BUDGET SUMMARY**

Item Description	FY 20 Requested Budget	Estimated Project Costs at Completion
Replacement Fixed Route Buses six (6)	4,032,000	4,032,000
Information Technology (IT) Projects	350,000	350,000
Boardroom Equipment Upgrade	35,000	35,000
ITS Service Upgrade (3G to 4G)	70,000	70,000
Replacement Paratransit Buses four (4)	540,000	540,000
SunLine Property Expansion/Solar Farm Phase I	1,022,832	1,022,832
West Coast Center of Excellence Maintenance Facility	730,403	730,403
Facility Improvements	50,000	50,000
H2 Ride	69,172	69,172
New Flyer AQIP	146,000	146,000
Ops Facility Phase III	2,766,000	2,766,000
CNG Fueling Station Phase III	2,500,000	2,500,000
Heavy Duty Tow Truck	400,000	400,000
<b>TOTAL</b>	<b>12,711,407</b>	<b>12,711,407</b>

DRAFT

## FUNDING SUMMARY

SunLine Transit Agency has seven (7) sources of funding for the FY20 capital budget, including various federal, state and local funding sources. These sources will fund the 13 capital projects included in the FY20 capital budget.



Funding Source	FY 19 Approved Budget	FY 20 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	750,000	-	(750,000)
FTA Section 5307	1,371,949	2,066,395	694,446
FTA Section 5309		215,172	215,172
FTA Section 5339	465,933	593,070	127,137
Low Carbon Transit Operations Program (LCTOP)	-	1,022,832	1,022,832
Local Transportation Funds (LTF)	2,116,000	-	(2,116,000)
State of Good Repair (SGR)	253,623	730,403	476,780
State Transit Assistance (STA)	4,149,618	6,583,535	2,433,917
Other Revenue	-	1,500,000	1,500,000
<b>Total Funds Requested by Fiscal Year</b>	<b>9,107,123</b>	<b>12,711,407</b>	<b>3,604,284</b>

**FY 20 PROJECTS BY FUNDING SOURCE**

FY 20 Projects	STA	State of Good Repair (SGR)	FTA Section 5307	FTA Section 5309	FTA Section 5339	LCTOP	Other Revenue	FY 20 Proposed Budget
Replacement Fixed Route Buses (6)	1,372,535		2,066,395		593,070			4,032,000
Information Technology (IT) Projects	350,000							350,000
Boardroom Equipment Upgrade	35,000							35,000
ITS Service Upgrade (3G to 4G)	70,000							70,000
Replacement Paratransit Buses (4)	540,000							540,000
SunLine Property Expansion/Solar Farm Phase I						1,022,832		1,022,832
West Coast Center of Excellence Maintenance Facility		730,403						730,403
Facility Improvements	50,000							50,000
H2 Ride				69,172				69,172
New Flyer AQIP				146,000				146,000
Ops Facility Phase III	2,766,000							2,766,000
CNG Fueling Station Phase III	1,000,000						1,500,000	2,500,000
Heavy Duty Tow Truck	400,000							400,000
<b>Total</b>	<b>6,583,535</b>	<b>730,403</b>	<b>2,066,395</b>	<b>215,172</b>	<b>593,070</b>	<b>1,022,832</b>	<b>1,500,000</b>	<b>12,711,407</b>
<b>Total FY20 Proposed Budget</b>								<b>\$ 12,711,407</b>

DRAFT

**CAPITAL PROJECTS**

**Replacement Fixed Route Buses (6)**

Purchase of six (6) fixed route buses to replace existing CNG bus fleet that will meet their useful life as outlined by the FTA guidelines.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Fixed Route Buses (6)	4,032,000
<b>Total</b>	<b>4,032,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	Local	-	1,372,535	1,372,535
FTA Section 5307	Federal	-	2,066,395	2,066,395
FTA Section 5339	Federal	-	593,070	593,070
<b>Total Funds by FY</b>		-	4,032,000	4,032,000
			<b>Estimated Total Funds at Completion</b>	4,032,000

**Information Technology (IT) Projects**

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

**PROJECT TYPE:**

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

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	350,000	350,000
<b>Total</b>		-	350,000	350,000
			<b>Estimated Total Funds at Completion</b>	350,000

**CAPITAL PROJECTS**

**Boardroom Equipment Upgrade**

Replace standalone voting system with an integrated online voting management solution, addition of tablets to the dais for Board Member use in tracking items and new audio equipment for live and virtual meetings.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Boardroom Equipment Upgrade	35,000
<b>Total</b>	<b>35,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	35,000	35,000
<b>Total</b>		-	35,000	35,000
<b>Estimated Total Funds at Completion</b>				35,000

**ITS Service Upgrade (3G to 4G)**

Upgrade AVL system from 3G cellular network to 4G.

**PROJECT TYPE:**

Project Budget	Total Project Budget
ITS Service Upgrade (3G to 4G)	70,000
<b>Total</b>	<b>70,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	70,000	70,000
<b>Total</b>		-	70,000	70,000
<b>Estimated Total Funds at Completion</b>				70,000

**Replacement Paratransit Buses (4)**

Purchase of four (4) buses to replace existing SunDial vehicles that will meet useful life as outlined by FTA guidelines.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Paratransit Buses (4)	540,000
<b>Total</b>	<b>540,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	540,000	540,000
<b>Total Funds by FY</b>		-	540,000	540,000
<b>Estimated Total Funds at Completion</b>				540,000



**CAPITAL PROJECTS**

**SunLine Property Expansion/Solar Farm Phase I**

The land purchase will help with future growth of the Agency to assist with SunLine's expanded zero emission program in solar and hydrogen related projects.

**PROJECT TYPE:**

Project Budget	Total Project Budget
SunLine Property Expansion/Solar Farm Phase I	1,022,832
<b>Total</b>	<b>1,022,832</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
Low Carbon Transit Operations Program (LCTOP)	State	-	1,022,832	1,022,832
<b>Total Funds by FY</b>		-	1,022,832	1,022,832
			<b>Estimated Total Funds at Completion</b>	1,022,832

**West Coast Center of Excellence Maintenance Facility**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
West Coast Center of Excellence Maintenance Facility	730,403
<b>Total</b>	<b>730,403</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	730,403	730,403
<b>Total Funds by FY</b>		-	730,403	730,403
			<b>Estimated Total Funds at Completion</b>	730,403

**CAPITAL PROJECTS**

**Facility Improvements**

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

**PROJECT TYPE:**

Project Budget	Total Project Budget
Facility Improvements	50,000
<b>Total</b>	<b>50,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	50,000	50,000
<b>Total Funds by FY</b>		-	50,000	50,000
			<b>Estimated Total Funds at Completion</b>	50,000

**H2 Ride**

Project to own and operate two (2) hydrogen fuel cell powered 32 feet shuttle buses.

**PROJECT TYPE:**

Project Budget	Total Project Budget
H2 Ride	69,172
<b>Total</b>	<b>69,172</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
FTA Section 5309	Federal	-	69,172	69,172
<b>Total Funds by FY</b>		-	69,172	69,172
			<b>Estimated Total Funds at Completion</b>	69,172

**CAPITAL PROJECTS**

**New Flyer AQIP**

This project will purchase additional bus equipment and inspection services for the five (5) hydrogen fuel cell buses purchased via AQIP grant.

**PROJECT TYPE:**

Project Budget	Total Project Budget
New Flyer AQIP	146,000
<b>Total</b>	<b>146,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
FTA Section 5309	Federal	-	146,000	146,000
<b>Total Funds by FY</b>		-	146,000	146,000
<b>Estimated Total Funds at Completion</b>				146,000

**Ops Facility Phase III**

The operations facility replacement project will allow SunLine to rebuild a functional operations building at the Thousand Palms site.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Ops Facility Phase III	2,766,000
<b>Total</b>	<b>2,766,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	2,766,000	2,766,000
<b>Total Funds by FY</b>		-	2,766,000	2,766,000
<b>Estimated Total Funds at Completion</b>				2,766,000

**CNG Fueling Station Phase III**

This project will allow SunLine to replace existing CNG fueling station with a new CNG fueling station.

**PROJECT TYPE:**

Project Budget	Total Project Budget
CNG Fueling Station Phase III	2,500,000
<b>Total</b>	<b>2,500,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,000,000	1,000,000
Other Revenue	State	-	1,500,000	1,500,000
<b>Total Funds by FY</b>		-	2,500,000	2,500,000
<b>Estimated Total Funds at Completion</b>				2,500,000

**CAPITAL PROJECTS**

---

**Heavy Duty Tow Truck**

Purchase of one (1) heavy duty tow truck tractor and Landoll trailer to pick up disabled buses and vehicles and to tow buses to bus conferences when driving is not efficient.

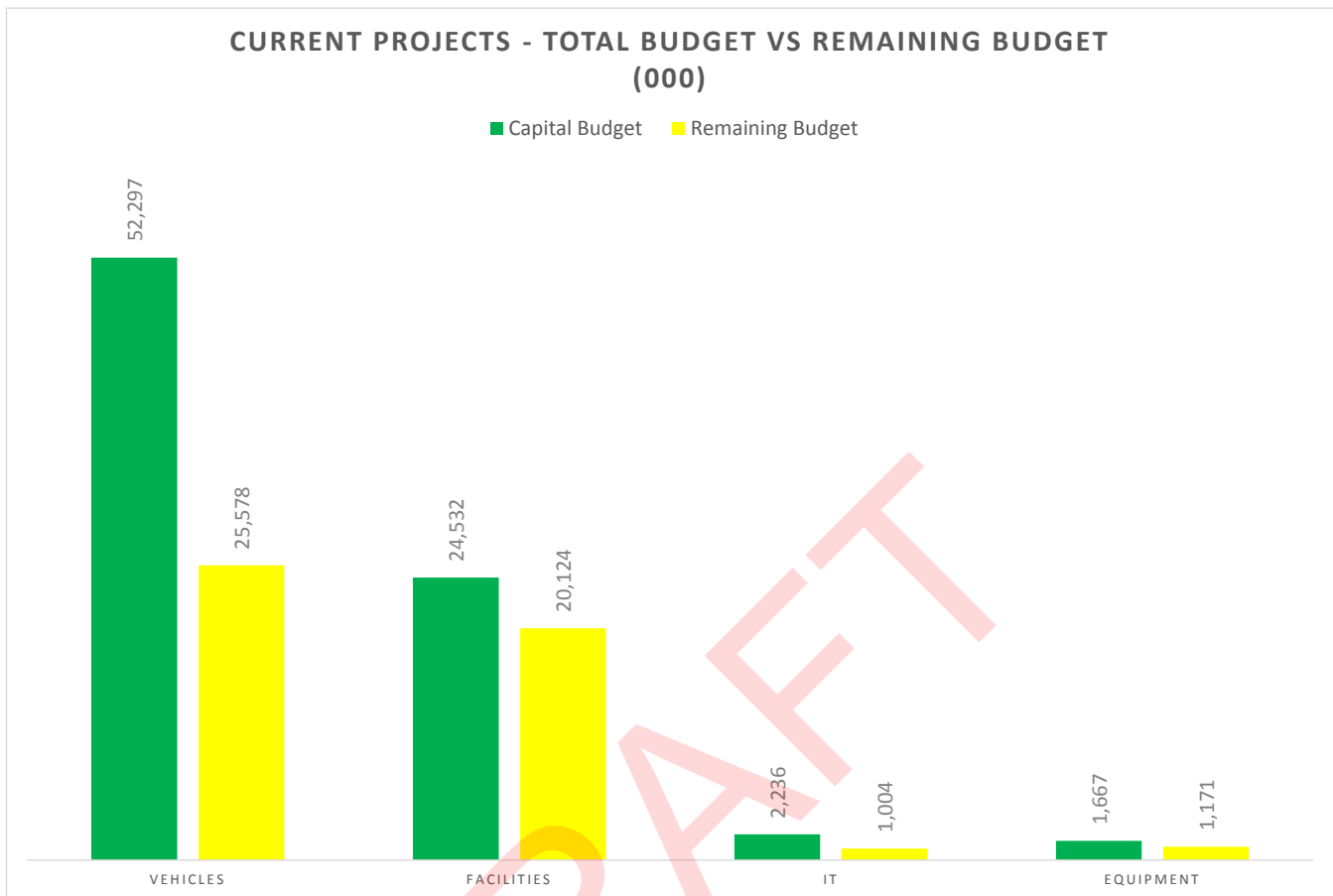
**PROJECT TYPE:**

Project Budget	Total Project Budget
Heavy Duty Tow Truck	400,000
<b>Total</b>	<b>400,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	400,000	400,000
<b>Total Funds by FY</b>		-	400,000	400,000
			<b>Estimated Total Funds at Completion</b>	400,000

DRAFT

## SUMMARY OF CURRENT CAPITAL PROJECTS



**Note:**

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

## SunLine Transit Agency

**DATE:** May 22, 2019 **DISCUSSION**

**TO:** Strategic Planning & Operational Committee  
Board of Directors

**FROM:** Victor A. Duran, Transit Planning Manager

**RE:** Review and Discussion of the Draft FY2019/20 Short Range Transit Plan (SRTP)

---

### **Background**

For each financial year, staff is required to develop a Short Range Transit Plan (SRTP) for the Agency. This document is a three (3) year planning document outlining both its service operating and capital projects plan. The first year of the plan is developed for approval at the same time as the Agency budget is approved. The second and third year plans documented in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Strategic Planning & Operational Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission (RCTC).

### **Proposed Operating Plan:**

In FY 2019/20, the operating budget will increase from \$39,654,404 to \$40,840,150. The budget increase includes operating cost increases (wages, benefit costs, etc.) as well as the following service improvements:

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

### **Proposed Capital Plan:**

The following new capital projects are proposed in the FY 2019/20 SRTP totaling \$12,711,407 for the following:

- Fleet
  - Replacement of Fixed Route Buses (6)
  - Replacement of Paratransit Vans (4)
  - Hydrogen Fuel Cell H2 Ride Vehicles (2)

- Heavy Duty Tow Truck (1)
- Facilities
  - SunLine Property Expansion/Solar Farm, Phase I
  - West Cost Center of Excellence Maintenance Facility
  - Operation Facility Replacement, Phase III
  - CNG Fueling Station, Phase III
- Technology
  - Information Technology Projects

### **Financial Impact**

The operating and capital plans have been budgeted for FY2019/20.



# DRAFT

## SHORT RANGE TRANSIT PLAN


FY 2019/20-2021/22






# BOARD OF DIRECTORS

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




**Cathedral City**

**Raymond Gregory**  
City of Cathedral City




**Megan Beaman Jacinto**  
City of Coachella




**V. Manuel Perez**  
County of Riverside  
District 4



**Russell Betts**  
City of Desert Hot Springs




**Ty Peabody**  
City of Indian Wells



**Lupe Ramos Amith**  
City of Indio




**Robert Radi**  
City of La Quinta



**Kathleen Kelly**  
City of Palm Desert



**Lisa Middleton**  
City of Palm Springs



**G. Dana Hobart**  
City of Rancho Mirage

# *SUNLINE ORGANIZATIONAL STRUCTURE*

The executive managers of SunLine Transit Agency are as follows:



Lauren Skiver, Chief Executive Officer/General Manager



Alton Hillis, Chief Financial Officer



Tommy Edwards, Chief Performance Officer



Peter Gregor, Chief Safety Officer



Vacant, Chief Administrative Officer



Vacant, Chief Operations Officer



*PREPARED BY SUNLINE STAFF*

# TABLE OF CONTENTS

<b>GLOSSARY OF ACRONYMS</b> .....	<b>7</b>
<b>EXECUTIVE SUMMARY</b> .....	<b>9</b>
RELATIONSHIP OF THE SRTP TO OTHER PLANS, PROJECTS, AND ACTIONS .....	10
Guiding Framework .....	10
Financial Stability.....	10
Ridership.....	10
Demographics.....	11
OPERATING PLAN AND BUDGET.....	11
Fixed Route Bus .....	11
Paratransit .....	11
Capital Improvement Program.....	11
Looking Ahead: Planning Service Changes and New Initiatives.....	12
<b>CHAPTER 1: SYSTEM OVERVIEW</b> .....	<b>13</b>
DESCRIPTION OF SUNLINE SERVICE AREA .....	13
POPULATION PROFILE AND DEMOGRAPHIC PROJECTION.....	13
FIXED ROUTE SERVICE OVERVIEW .....	16
SUNBUS SERVICE FREQUENCY AND SPAN .....	17
PARATRANSIT SERVICE OVERVIEW.....	18
Transportation Demand Management (TDM) Services .....	19
Vanpool .....	19
Microtransit.....	20
CURRENT FARE STRUCTURE .....	20
Proposed Fare Modifications and Plans for Promoting Ridership.....	22
Taxi Voucher Program .....	22
PASS OUTLETS .....	23
REVENUE FLEET.....	23
Paratransit .....	24
Support Vehicles.....	24
EXISTING FACILITIES .....	25
Administrative and Operating Facilities .....	25
Stops and Facilities .....	25
PLANNED FACILITIES.....	26
Operations Facility.....	26
FUTURE TRANSIT HUBS.....	26
EXISTING COORDINATION BETWEEN TRANSIT AGENCIES AND PRIVATE PROVIDERS .....	26
COORDINATION WITH OTHER PUBLIC TRANSPORTATION PROVIDERS.....	27
PRIVATE TRANSPORTATION.....	28
Taxi Administration .....	28
<b>CHAPTER 2: EXISTING SERVICE AND ROUTE PERFORMANCE</b> .....	<b>29</b>
INTRODUCTION .....	29

FIXED ROUTE SERVICE – ROUTE BY ROUTE ANALYSIS .....	29
Service Efficiency and Effectiveness.....	30
PARATRANSIT SERVICE – SYSTEM PERFORMANCE.....	31
KEY PERFORMANCE INDICATORS.....	32
PRODUCTIVITY IMPROVEMENT EFFORTS.....	33
Service Standards and Warrants.....	35
Area Coverage.....	35
Market Area Characteristics.....	35
Transit-Dependent Populations.....	35
Special Market Needs.....	35
Service Standards of Evaluating New Services.....	35
MAJOR TRIP GENERATORS & PROJECTED GROWTH.....	36
EQUIPMENT, PASSENGER AMENITIES AND FACILITY NEEDS .....	36
Passenger Amenities and Bus Stop Improvement Program .....	36
Real-Time Signage Displays.....	36
On-Board Passenger Amenities.....	37
Bicycle Facilities.....	37
On-Board Security Cameras.....	37
Bus Replacement Program.....	37
Facility Needs.....	37
Center of Excellence in Zero Emission Technology (CoEZET).....	38
<b>CHAPTER 3: SERVICE CHANGES AND IMPLEMENTATION .....</b>	<b>39</b>
INTRODUCTION .....	39
PLANNED SERVICE CHANGES AND IMPLEMENTATION .....	40
MODIFICATIONS TO PARATRANSIT SERVICE.....	40
MARKETING PLANS AND PROMOTION.....	41
Social Media and Website.....	42
Passenger Transit Information/Rider’s Guide.....	42
Customer Service Center.....	42
Community Outreach.....	43
Public Presentations.....	43
Travel Training.....	43
Transit Ambassador Program.....	43
Access Advisory Committee.....	43
<b>CHAPTER 4: FINANCIAL AND CAPITAL PLANS .....</b>	<b>45</b>
OPERATING AND CAPITAL BUDGET.....	45
FUNDING PLANS TO SUPPORT PROPOSED OPERATING AND CAPITAL PROGRAM .....	45
OPERATING BUDGET AND CAPITAL BUDGET.....	46
REGULATORY AND COMPLIANCE REQUIREMENTS .....	47
Americans with Disability Act.....	47
Disadvantaged Business Enterprise .....	47
Equal Employment Opportunity .....	47
Title VI.....	47
Transportation Development Act.....	47

Federal Transit Administration Triennial Audit.....	47
National Transit Database .....	48
Alternative Fuel Vehicles.....	48
<b>FY 2019/2020 SRTP TABLES.....</b>	<b>49</b>

## ***FIGURES & TABLES***

<i>Figure 1.1 SunLine Service Area</i> .....	13
<i>Figure 1.2 Growth Projections for Jurisdictions in the SunLine Service Area</i> .....	15
<i>Figure 1.3 Age Population</i> .....	15
<i>Figure 1.4 Summary of SunLine Fixed Route Transit Services, January 2019</i> .....	18
<i>Figure 1.5 SunBus Fare Structure</i> .....	21
<i>Figure 1.6 SunDial Fare Structure</i> .....	21
<i>Figure 1.7 Commuter Link Fare Structure</i> .....	21
<i>Figure 1.8 Pass Outlet Locations</i> .....	23
<i>Figure 1.9 SunBus Fixed Route Fleet</i> .....	24
<i>Figure 1.10 SunDial Paratransit Fleet</i> .....	24
<i>Figure 1.11 SunLine Facilities</i> .....	25
<i>Figure 1.12 SunLine Park-and-Ride Locations</i> .....	25
<i>Figure 1.13 Weekday Service: Top 10 Stops Served</i> .....	25
<i>Figure 1.14 Weekend Service: Top 10 Stops Served</i> .....	26
<i>Figure 1.16 Taxi Businesses</i> .....	28
<i>Figure 2.1 Annual Comparison of SunBus Ridership</i> .....	29
<i>Figure 2.2 Fixed Route Ridership</i> .....	30
<i>Figure 2.3 Analysis of Performance Statistics, FY 2017/2018</i> .....	31
<i>Figure 2.4 Annual Comparison of SunDial Ridership</i> .....	31
<i>Figure 2.5 Monthly Comparison of SunDial Ridership</i> .....	32
<i>Figure 2.6 Monthly Comparison of System Ridership</i> .....	34
<i>Figure 3.1 Transit Redesign Implementation</i> .....	40
<i>Figure 4.1 Operating and Capital Budget</i> .....	46
<i>Table 1 Fleet Inventory – Fixed Route</i> .....	50
<i>Table 1 Fleet Inventory – Demand Response</i> .....	51
<i>Table 2 SRTP Service Summary – All Routes (System Totals)</i> .....	52
<i>Table 2 SRTP Service Summary – Non-Excluded Routes</i> .....	53
<i>Table 2 SRTP Service Summary – Excluded Routes</i> .....	54
<i>Table 2 SRTP Service Summary– Paratransit</i> .....	55
<i>Table 2 SRTP Service Summary - SunBus</i> .....	56
<i>Table 2A SRTP Summary of Routes to be Excluded in FY 2019/2020</i> .....	57
<i>Table 3 SRTP Route Statistics – All Routes</i> .....	58
<i>Table 3A Individual Route Descriptions</i> .....	59
<i>Table 4 Summary of Funds for FY 2019/2020</i> .....	60
<i>Table 4A – Capital Project Justification [SL20-01]</i> .....	61



Table 4A – Capital Project Justification [SL20-02]	62
Table 4A – Capital Project Justification [SL20-03]	63
Table 4A – Capital Project Justification [SL20-04]	64
Table 4A – Capital Project Justification [SL20-05]	65
Table 4A – Capital Project Justification [SL20-06]	66
Table 4A – Capital Project Justification [SL20-07]	67
Table 4A – Capital Project Justification [SL20-08]	68
Table 4A – Capital Project Justification [SL20-09]	69
Table 4A – Capital Project Justification [SL20-10]	70
Table 4A – Capital Project Justification [SL20-11]	71
Table 4A – Capital Project Justification [SL20-12]	72
Table 4A – Capital Project Justification [SL20-13]	73
Table 5.1 Summary of Funds Requested for FY 2019/2020	74
Table 5.1A Capital Project Justification for FY 2020/2021	75
Table 5.1A – Capital Project Justification [SL21-01]	75
Table 5.1A – Capital Project Justification [SL21-02]	76
Table 5.1A – Capital Project Justification [SL21-03]	77
Table 5.1A – Capital Project Justification [SL21-04]	78
Table 5.1A – Capital Project Justification [SL21-05]	79
Table 5.1A – Capital Project Justification [SL21-06]	80
Table 5.1A – Capital Project Justification [SL21-07]	81
Table 5.1A – Capital Project Justification [SL21-08]	82
Table 5.1A – Capital Project Justification [SL21-09]	83
Table 5.2 Summary of Funds Requested for FY 2020/2021	84
Table 5.2A Capital Project Justification for FY 2020/2021	85
Table 5.2A – Capital Project Justification [SL22-01]	85
Table 5.2A – Capital Project Justification [SL22-02]	86
Table 5.2A – Capital Project Justification [SL22-03]	87
Table 5.2A – Capital Project Justification [SL22-04]	88
Table 6 Progress to Implement Triennial Performance Audit	89
Table 7 Service Provider Performance Targets	90
Table 8 FY 2019/2020 SRTP Performance Report	91
Table 9 Highlights of FY 2019/2020 Short Range Transit Plan	92
Table 9B Farebox Calculation	93
Figure A-1 Sunbus System Map, January 2019	94
Route Profiles	95

## *GLOSSARY OF ACRONYMS*

---

ADA – Americans with Disabilities Act

APTA – American Public Transportation Association

ATP – Active Transportation Plan

AVL – Automated Vehicle Locator

Caltrans – California Department of Transportation

CARB – California Air Resources Board

CMAQ – Congestion Mitigation and Air Quality

CNG – Compressed Natural Gas

COA - Comprehensive Operational Analysis

DOT – United States Department of Transportation

FAST Act – Fixing America’s Surface Transportation Act

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

FTIP – Federal Transportation Improvement Program

FY – Fiscal Year

GFI – GFI Genfare

GGE – Gas Gallon Equivalent

GHG – Greenhouse Gases

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

LCTOP – Low Carbon Transit Operations Program

LTF – Local Transportation Fund

MICROTRANSIT – A form of Demand Response Transit that offers flexible routing and/or flexible scheduling of minibus vehicles.

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

NTD – National Transit Database

PMI – Preventive Maintenance Inspection

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

RCTC – Riverside County Transportation Commission

RTP – Regional Transportation Plan

SCS – Sustainable Communities Strategy

STA – State Transit Assistance Fund

TDA – California’s Transportation Development Act

TIP – Transportation Improvement Program

TOD – Transit Oriented Development

UZA – Urbanized Area

ZEB – Zero Emission Bus





## EXECUTIVE SUMMARY

---

The Short Range Transit Plan (SRTP), updated annually, covers Fiscal Years 2020 to 2022. The SRTP is a mandatory fiscal, planning and regulatory document for SunLine Transit Agency.

The SRTP is intended to serve three purposes:

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

---

### Mission Statement

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

---

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

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

The SRTP provides a summary of and direction to other planning documents. It incorporates SunLine's goals and service standards, operating and capital budgets, service plan, and facility plan. At the same time, it is designed to give direction to future service planning activities and capital projects. The SRTP will reflect the FY 2020 operating and capital budget adopted by the Board of Directors.

### *Guiding Framework*

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

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

### *Financial Stability*

The national decreasing ridership trend for fixed route transit continues to impact the Agency's financial stability. The proposed operating and capital budgets for FY 2020 are \$40,840,150 and \$12,711,407 respectively, which represents an operating budget increase of 2.99%, and a capital budget increase of 34.46% over the previous fiscal year. The majority of the costs associated with the increase can be attributed to wages and benefits associated with the Memorandum of Understanding (MOU) for represented employees under a collective bargaining agreement. In addition, SunLine is adding an express to Route 111 to help improve frequency and performance, and launching a SunRide rideshare program. SunLine continues to identify ways to strengthen its overall financial position in order to continue to serve a diverse community of transit users.

### *Ridership*

In FY 2018/2019, SunLine estimated that it would serve 3.9 million fixed route passenger boardings, a decrease of 4.9% from the previous year. In the same year, it operated over 4,426,269 revenue miles and 299,255 revenue hours of revenue service. Reversing several years of ridership decline, SunLine may achieve a 1.4% increase in FY 2018/2019. Two factors contributing to the increase are the addition of the Palm Springs BUZZ service and implementation of the Haul Pass with the College of the Desert.

Ridership on SunLine's paratransit service has decreased. In FY 2018/2019, SunLine is estimated to serve 155,658 passengers, less than 1% decrease from FY 2017/2018.

## *Demographics*

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

## **OPERATING PLAN AND BUDGET**

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

### *Fixed Route Bus*

Fixed route ridership is estimated to increase at a rate of 1.6 percent in FY 2019/2020. This assumption is based on recent ridership patterns. The ridership increase in this SRTP is conservative for the purposes of projecting the operational budget. In contrast, strategic planning initiatives launching in FY 2019/2020 will focus the organization to "move the needle" on key metrics that drive SunLine's long-term success.

Total passenger fare revenue is expected to reach \$2.79M in FY 2019/2020 compared to the estimated \$2.84M in FY 2018/2019.

### *Paratransit*

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

### *Capital Improvement Program*

The Capital Improvement Program for FY 2019/2020 focuses on continuing SunLine's investment in an alternative fuel technology fleet, facilities and construction of a new operations building. The three-year plan assumes a \$29,581,320 capital program dependent on internal and external funding from federal, state, regional, and local sources.

Key components of the capital plan, beyond ongoing maintenance needs, include:

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

*Looking Ahead: Planning Service Changes and New Initiatives*

In FY 2018/2019, SunLine engaged HDR Engineering to conduct a comprehensive analysis of SunLine’s system, reviewed previous studies, examined peer performance and selected best practices to make recommendations for a Transit Redesign.

SunLine’s transit redesign will consolidate SunLine’s existing 15 routes into nine (9) routes and create microtransit service areas. The annual resources needed for redesign, in terms of hours of operation and peak vehicle service requirements, would be similar to the level of resources expended in 2019.

As a result of a Congestion Mitigation Air Quality (CMAQ) grant, SunLine will also introduce a pilot Route 111-Express service in FY 2019/20 that will offer service with approximately 20% less travel time between Coachella and Palm Springs. Additional resources will be needed for this pilot.

The changes anticipated will take place over a 24-month time period starting in the western Coachella Valley and extending to the east. The redesign is anticipated to launch in FY 20 and will be completed in phases.

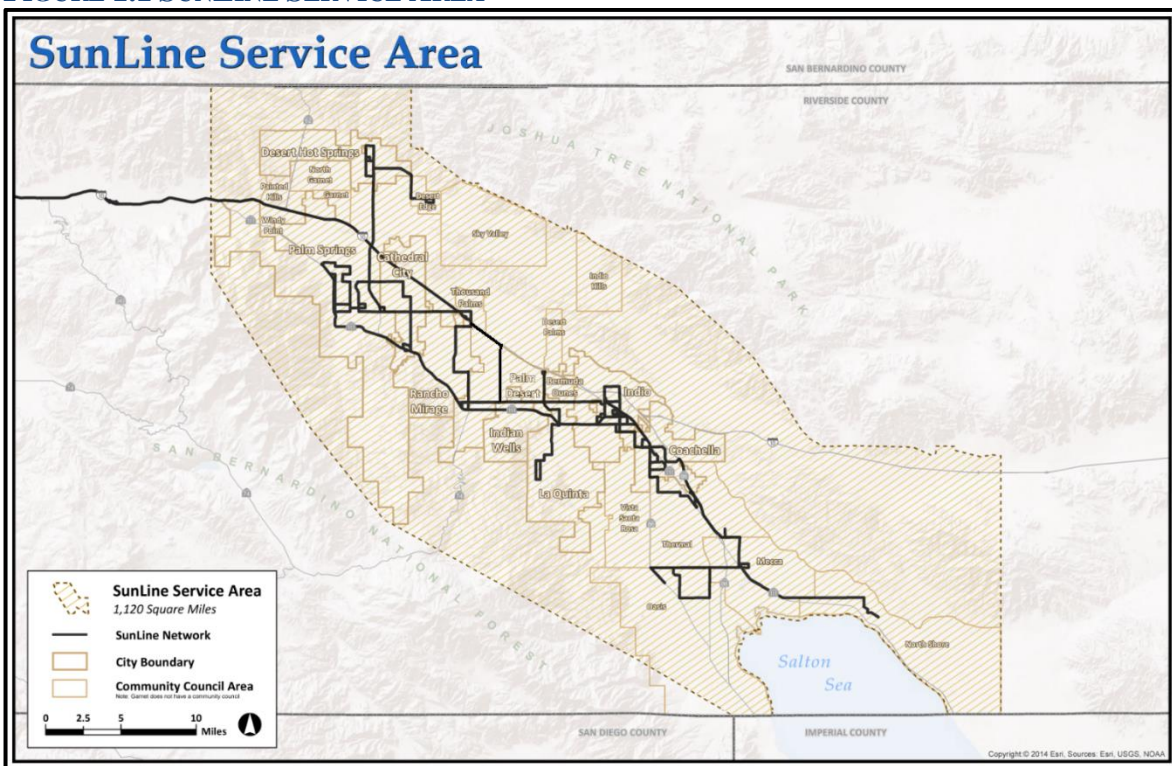
# CHAPTER 1: SYSTEM OVERVIEW

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

## DESCRIPTION OF SUNLINE SERVICE AREA

SunLine’s service area encompasses 1,120 square miles of the Coachella Valley from the San Gorgonio Pass in the west to the Salton Sea in the southeast. The Agency’s service area is located approximately 120 miles east of downtown Los Angeles and 60 miles east of the Inland Empire cities of Riverside and San Bernardino. SunLine’s service area is shown in Figure 1.1. Service is provided to the cities of Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Service is also provided to the unincorporated Riverside County communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, Oasis, Thermal and Thousand Palms.

FIGURE 1.1 SUNLINE SERVICE AREA



## POPULATION PROFILE AND DEMOGRAPHIC PROJECTION

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



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

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

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

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

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

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

Figure 1.2 presents growth projections as forecast by SCAG in 2013 for jurisdictions within SunLine's service area. The figure also illustrates the relative share of growth anticipated for each jurisdiction, in comparison to the Coachella Valley as a whole.

**FIGURE 1.2 GROWTH PROJECTIONS FOR JURISDICTIONS IN THE SUNLINE SERVICE AREA**

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

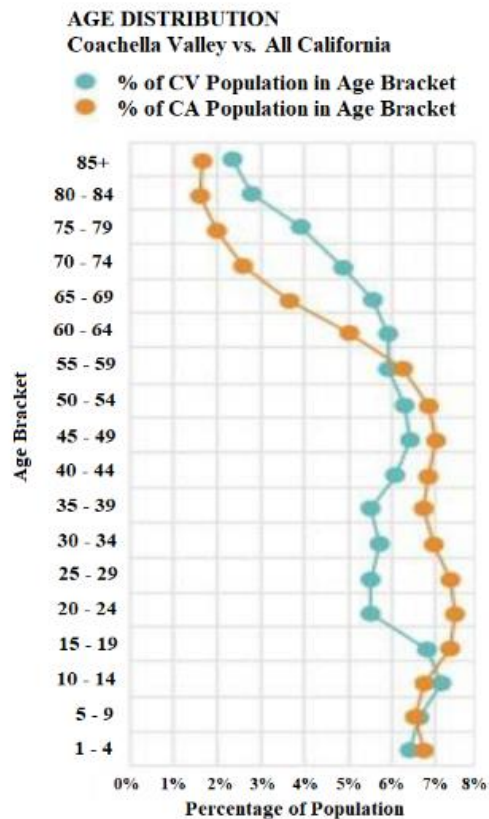
SOURCE: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 2013

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

The senior population has different wants and needs than younger age groups. For example, an area of retirees typically requires more paratransit service than fixed route bus service. An increase in the senior population will greatly increase ADA paratransit costs, adding a financial and resource cost for SunLine. As shown in Figure 1.3 to the right, the blue line shows the percentage of the Coachella Valley population in different age brackets, divided into five-year increments, while the orange line shows the measurement for the entire state.

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

**FIGURE 1.3 AGE POPULATION**



## FIXED ROUTE SERVICE OVERVIEW

SunLine’s local fixed route network, SunBus, consists of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express route from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside. The SunBus and Commuter Link 220 routes are summarized in Figure 1.4.

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

SunLine updated the SunLine Service Standards Policy in 2017. The policy classifies each route in the SunLine transit network into three tiers that define the service level and performance expectation for each service.

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

**Trunk Routes** – These are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations. Trunk routes comprise the backbone of the network linking major communities. Examples include Route 111 with a 20-minute headway seven days a week, which travels from Palm Springs to Coachella; Route 14 between Desert Hot Springs and Palm Springs; and Route 30 between Cathedral City and Palm Springs. Routes 14 and 30 operate with 20-minute frequencies on weekdays. An express bus service will be proposed in FY2020 for Route 111. Presently, Route 111 takes close to two (2) hours to travel between Palm Springs and Coachella. The proposed express service would reduce travel time by 20%, and will support increased ridership.

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

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



Beginning in January 2019, SunLine entered into a partnership with the City of Palm Springs to assume the Palm Springs BUZZ service. The BUZZ trolleys are local circulators and operate year round. This subsidized service provides free rides every 20 minutes between noon and 10 p.m., Thursdays, Fridays and Saturdays. This service is available to tourists and residents alike, and makes stops by several major points of interest in Palm Springs.

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

### **SUNBUS SERVICE FREQUENCY AND SPAN**

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

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

**FIGURE 1.4 SUMMARY OF SUNLINE FIXED ROUTE TRANSIT SERVICES, JANUARY 2019**

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

**PARATRANSIT SERVICE OVERVIEW**

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

Paratransit SunDial patronage decreased during the past year. In FY 2018/2019, SunLine served 155,586 passengers, a 0.45% decrease from FY 2017/2018. SunDial operated 968,568 miles and 65,924 hours of revenue service in FY2018/2019.

SunDial operates within ¾ 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, 363 days a year during the same hours as the fixed route network. Service is not provided on Thanksgiving and Christmas days.

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

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

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

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.

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

SunLine's Transportation Demand Management (TDM) is a canopy of services used to promote and facilitate alternative modes of transportation such as transit (SunBus and SunDial), vanpool (SolVan), carpool, and bicycling. This is accomplished by providing commuters with information specific to each mode and incentives, and partnering with the larger employers in the service area to establish and implement employee commute option programs.

### *Vanpool*

A vanpool is a group of people who are coming to the same workplace or post-secondary education facility (college, trade school, etc.) from the same community, riding together in

a van. Vanpools typically carry from six to fifteen passengers, and operate weekdays, traveling between pick-up locations and a place of work.

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

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

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

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

### *Microtransit*

SunLine is proposing a new approach to connect riders to mainline service by bridging the first mile, last mile gap. Many communities still experience a lack of transportation options that require innovative solutions. This flexible, on demand rideshare service is designed to connect riders to the fixed route system by providing point to point rides along identified fixed route corridors. A pilot microtransit service that focuses primarily on the college students is in the implementation phase with service to commence in FY20. The pilot will measure rider response, and analyze the performance of this kind of service.

## **CURRENT FARE STRUCTURE**

The SunBus fare structure is summarized in Figure 1.5. SunBus passengers pay the adult fare unless eligible for discounted fares, which are available to seniors, people with disabilities, and youth. Children four (4) years and under ride free with an adult fare. Fares may be paid using cash, passes or through the Agency's mobile ticketing pilot program.

**FIGURE 1.5 SUNBUS FARE STRUCTURE**

Fixed Route Fare Type	Fare Category		
	Adult (18 YRS - 59 YRS)	Youth (5 YRS - 17 YRS)	Senior 60+/ Disabled / Medicare
Cash/Base Fare	\$1.00	\$0.85	\$0.50
Transfer	\$0.25	\$0.25	\$0.25
Day Pass	\$3.00	\$2.00	\$1.50
10-Ride Pass	\$10.00	\$8.50	\$5.00
31-Day Pass	\$34.00	\$24.00	\$17.00
CV Employer Pass	\$24.00	--	--

**FIGURE 1.6 SUNDIAL FARE STRUCTURE**

Fare Type (Only for ADA Certified Clients)	Fare Category	
	Single Ride	Multiple Rides
Cash Fare - Same City	\$1.50	--
Cash Fare - City to City	\$2.00	--
10-Ride Pass - Same City	--	\$15.00
10-Ride Pass - City to City	--	\$20.00

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

**FIGURE 1.7 COMMUTER LINK FARE STRUCTURE**

Commuter Route Fares		Fare Type		
		Cash Fare	Day Pass	30-Day Pass
Adult / Youth	Zone 1 or 2	\$3.00	\$7.00	--
Senior+ / Child 46" or less	Zone 1 or 2	\$2.00	\$5.00	--
Adult / Youth	Zone 1 & 2	\$6.00	\$14.00	\$150.00
Senior 60+ / Child 46" or less	Zone 1 & 2	\$4.00	\$10.00	\$100.00
Zone 1 = Riverside - Cabazon Zone 2 = Palm Desert - Thousand Palms				

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

### *Proposed Fare Modifications and Plans for Promoting Ridership*

In collaboration with HDR Engineering, fares and fare collections were reviewed in FY 2018/2019. The goal of the review was to establish a sustainable fare structure that took into consideration the sensitive nature of SunLine's transit dependent demographic, growing operating costs and State farebox recovery requirements. During the FY 2018/2019 review of fares, it was also evident that SunLine needed to implement a mobile ticketing solution to meet consumer expectations.

Additionally, SunLine implemented the Haul Pass program in conjunction with the College of the Desert. The Haul Pass provides free rides on SunLine's local routes to students enrolled in the College of the Desert. This initiative was subsidized for the first year through the Low Carbon Transit Operations Program (LCTOP). The value of the program was evident in SunLine's positive change in its ridership trend.

For FY2019/2020, SunLine will look towards Board approval and implementation of the recommended fare increases over multiple years. The implementation of the recommended fare increases will accompany the Agency's route restructuring initiative to improve service to its riders. In addition to the improved service, SunLine will conduct extensive outreach to ensure proper community engagement in the fare increase initiative.

Furthermore, SunLine will seek to continue ridership growth by expanding the Haul Pass program in FY2019/2020. The Haul Pass subsidy from the LCTOP program for the College of the Desert will be exhausted during FY2019/2020. However, the Haul Pass will continue as a self-sustaining program through the College of the Desert. Remaining LCTOP funds will be utilized to fund an expansion of the Haul Pass to other educational institutions with the goal of all programs being self-sustaining. Finally, the implementation of a mobile ticketing pilot with Token Transit will allow SunLine the opportunity to see the impact of mobile ticketing in its services. The pilot program will allow riders to utilize a new method of acquiring passes, and give SunLine valuable information that will be utilized for a permanent mobile ticketing solution.

### *Taxi Voucher Program*

In addition to SunDial, SunLine offers a Taxi Voucher Program providing half-price taxi trips for seniors (60+ years) and the disabled. This card is easily obtained by eligible patrons submitting an application to SunLine. Once the application is reviewed and accepted, the patron is then mailed an activated payment card. When the patron receives that card they are able to call in and add a balance of up to \$75 per month. SunLine provides matching funds in equal amount up to the \$75. The total balance added for each month can be a maximum of \$150. 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 service assists with the economic development of the two (2) taxi companies of the Coachella Valley and provides some relief to the demands on the paratransit services. Community members are enjoying the service, and taxi cab drivers and their respective companies appreciate how this service keeps them competitive with other rideshare services in the area. The Taxi Voucher Program has been funded with Section 5310 Transportation for Elderly Persons and Persons with Disabilities.

## PASS OUTLETS

SunLine currently has 17 pass outlet locations within the service area. They sell nine (9) different pass types: day pass, 31-day pass, 10-ride pass, adult, senior and youth. Figure 1.8 lists pass outlet locations:

**FIGURE 1.8 PASS OUTLET LOCATIONS**

Pass Outlets	City	Routes Served
Canyon Food Mart	Cathedral City	30 & 111
Cardenas	Cathedral City	30 & 32
Desert Market	Desert Hot Springs	14 & 15
Desert Food Mart	Desert Hot Springs	14 & 15
COD Bookstore - Indio Campus	Indio	54 & 81
Indio City Hall	Indio	54 & 81
U-Save Market	Indio	80 & 90
Rancho Fresco Market	Indio	80 & 81
Guerrero's Meat Market	Indio	80, 81 & 111
Cardenas	Indio	80, 81 & 111
La Quinta Wellness Center	La Quinta	70
Cardenas	Coachella	90, 95 & 111
Carniceria Atoyac	Palm Desert	111
COD Bookstore	Palm Desert	20, 21, 32, 54 & 111
Mizell Senior Center	Palm Springs	14, 24, & 30
Don Carlos Meat Market	Mecca	91 & 95
SunLine Transit Agency	Thousand Palms	32 & 220

## REVENUE FLEET

SunLine currently has an active fleet of 86 fixed route buses. New vehicle purchases are included in SunLine's fleet and facilities plan as seen in Figure 1.9.

**FIGURE 1.9 SUNBUS FIXED ROUTE FLEET**

Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Feet)
9	Orion V	2006	CNG	40
16	New Flyer A	2008	CNG	40
21	New Flyer B	2008	CNG	40
10	El Dorado	2009	CNG	32
1	FC 3/El Dorado	2012	Hydrogen	40
4	BYD Electric	2018	Electric	40
3	FC 4 ,5 ,6/El Dorado	2014	Hydrogen	40
6	New Flyer Excelsior	2016	CNG	40
1	FC7 El Dorado	2017	Hydrogen	40
5	FC8 - FC12 El Dorado	2018	Hydrogen	40
5	Classic Trolley	2014	Hydrogen	25
5	FC14 - FC18 New Flyer	2019	Hydrogen	40

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

*Paratransit*

SunLine’s paratransit service presently operates with an active fleet of 39 ADA vehicles. The paratransit fleet is summarized in Figure 1.10. FTA guidelines establish the useful life expectancy of a paratransit vehicle is at least four years or an accumulation of 100,000 miles.

**FIGURE 1.10 SUNDIAL PARATRANSIT FLEET**

Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Feet)
2	FORD/Aerotech 220	2013	CNG	24
8	FORD/Aerotech 220	2015	CNG	24
15	FORD/Aerotech 220	2016	CNG	24
14	FORD/Startrans	2018	CNG	24

*Support Vehicles*

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



## EXISTING FACILITIES

### *Administrative and Operating Facilities*

Figure 1.11 represents administrative and operations facilities owned by SunLine.

**FIGURE 1.11 SUNLINE FACILITIES**

Location Name	Address	City
SunLine Division I Facility	32-505 Harry Oliver Trail	Thousand Palms
SunLine Division II Facility	83-255 Highway 111	Indio

Figure 1.12 represents SunLine’s park and ride facility which is owned by SunLine.

**FIGURE 1.12 SUNLINE PARK-AND-RIDE LOCATIONS**

City	Location	Landmark	Spaces	Routes Served
Thousand Palms	78-420 Varner Road	SunLine Transit Facility	22	220
Indio	83-255 Hwy 111	SunLine Transit Facility	8	54, 80, 81, 111

### *Stops and Facilities*

SunLine’s bus system has 665 stops including 424 shelters and 12 inactive shelters, that staff maintains which are planned for relocation. There are 60 standalone benches and waste containers and 14 major transfer locations, where riders are able to make transfers connections between routes. Figures 1.13 and 1.14 indicate the top ten (10) stops served for weekday and weekend service respectively.

**FIGURE 1.13 WEEKDAY SERVICE: TOP 10 STOPS SERVED**

Stop Name	City	Average Number of Riders per Day
B St/Buddy Rogers	Cathedral City	535
Indian Canyon/Ramon	Palm Springs	531
5th/Vine	Coachella	392
Palm Canyon/Stevens	Palm Springs	284
Hwy 111/Flower	Indio	275
West/Pierson	Desert Hot Springs	270
Baristo/Farrell South Side	Palm Springs	325
Town Center/Hahn West Side	Palm Desert	197
Town Center/Hahn East Side	Palm Desert	172
Ramon/San Luis Rey North Side	Palm Springs	169

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

Stop Name	City	Average Number of Riders per Day
5th/Vine	Coachella	401
Indian Canyon/Ramon	La Quinta	319
B St/Buddy Rodgers	Cathedral City	316
Palm Canyon/Stevens	Palm Springs	217
Town Center/Hahn East Side	Palm Desert	171
Hwy 111/Flower	Indio	170
West/Pierson	Desert Hot Springs	140
Baristo/Farrell South Side	Palm Springs	114
Palm Canyon/Baristo	Palm Springs	114
Ramon/San Luis Rey North Side	Palm Springs	91

**PLANNED FACILITIES**

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

*Operations Facility*

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

**FUTURE TRANSIT HUBS**

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

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

As the designated Consolidated Transportation Services Agency (CTSA), SunLine coordinates public transportation services throughout its service area. Staff participates in meetings with social and human service agencies, consumers, and grassroots advocates

through forums such as the RCTC Citizens Advisory Committee/Social Service Transportation Advisory Council, SunLine’s ACCESS Advisory Committee, San Gorgonio Pass Area - Transportation Now Coalition (T-NOW), 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 RCTC Citizens Advisory Committee/Social Service Transportation Advisory Council, 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 and Riverside Transit Agency (RTA) collaborate to schedule the operation of Commuter Link 220 which connects Palm Desert and Thousand Palms with Morongo Band of Mission Indians, Beaumont, Banning, Moreno Valley, and Riverside Metrolink Station via Interstate 10 and State Route 60. In addition to providing connections to RTA routes, Commuter Link 220 joins rides to Pass Transit services in Beaumont and Metrolink’s Riverside and Inland Empire-Orange County lines.

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

SunLine is collaborating with Palo Verde Valley Transit Agency (PVVTA) on their Rides to Wellness demonstration project known as the Blythe Wellness Express service. This service, launched in July 2017, operates three (3) days per week and travels to the Coachella Valley’s three (3) hospitals (Desert Regional Medical Center, Eisenhower Medical Center and J.F.K. Memorial Hospital) within SunLine’s service area.

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

SunLine collaborates with Imperial Valley Transportation Commission (IVTC) in an effort to find a future connection with Imperial Valley Transit (IVT). IVTC oversees the regional

transportation services and programs provided by IVT in the southern California areas of Brawley, Calexico, Imperial, West Shores and El Centro.

In 2019, FlixBus initiated regional bus service at Palm Springs, Palm Desert and Indio that connects to Los Angeles in the west and Phoenix, AZ in the east.

**PRIVATE TRANSPORTATION**

*Taxi Administration*

The SunLine Regulatory Administration (SRA) is charged with licensing and regulating taxicab companies and drivers in the Coachella Valley. Figure 1.16 represents the current operating taxi companies in the Coachella Valley along with the number of vehicles operated by each company.

**FIGURE 1.16 TAXI BUSINESSES**

<b>Businesses</b>	<b>Vehicles</b>
Desert City Cab	38
Yellow Cab of the Desert	59

## CHAPTER 2: EXISTING SERVICE AND ROUTE PERFORMANCE

---

### INTRODUCTION

In FY 2018/2019, SunLine estimated that it would serve 3.9 million fixed route passenger boardings, a decrease of 4.9% from the previous year. In the same year, it operated over 4,426,269 revenue miles and 299,255 revenue hours of revenue service.

Reversing several years of ridership decline, SunLine may achieve a 1.4% increase in FY 2018/2019. Two factors contributing to the increase is the addition of the Palm Springs BUZZ service and implementation of the Haul Pass with the College of the Desert.

SunDial paratransit service continues to be well utilized for client's day to day activities, such as medical appointments, shopping, or work. In FY 2018/2019, SunLine is estimated to serve 155,658 trips, a 0.45% decrease from FY 2017/2018.

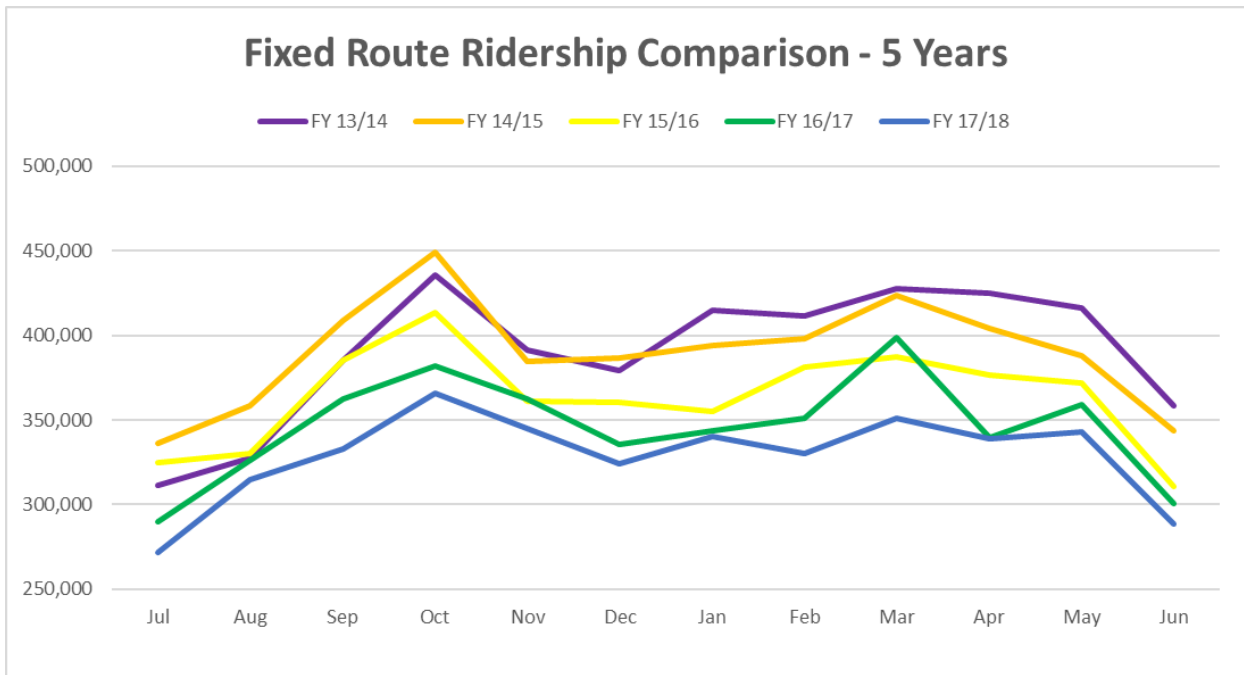
### FIXED ROUTE SERVICE – ROUTE BY ROUTE ANALYSIS

**FIGURE 2.1 ANNUAL COMPARISON OF SUNBUS RIDERSHIP**

Service Type	FY 2016/17	FY 2017/18	Percent Change
SunBus (Fixed Route)	4,151,468	3,947,023	-4.9%

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

**FIGURE 2.2 FIXED ROUTE RIDERSHIP**



*Service Efficiency and Effectiveness*

To determine the efficiency and effectiveness of all routes, staff reviewed the performance statistics for FY 2018/2019 with data from the transit monitoring software TransTrack.

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

**FIGURE 2.3 ANALYSIS OF PERFORMANCE STATISTICS, FY 2017/2018**

Route	Passenger Count	Passengers Per Revenue Hour	Cost Per Passenger	Passenger Revenue Per Revenue Hour	Farebox Recovery Ratio
14	602,574	21.0	\$5.52	21	28.51%
15	113,705	20.9	\$5.54	20.9	28.03%
20	24,342	8.2	\$14.21	8.2	11.00%
21	6,039	9.1	\$13.07	9.1	12.82%
24	165,664	12.6	\$9.17	12.6	17.28%
30	631,376	23.8	\$4.86	23.8	32.55%
32	236,728	14.2	\$8.17	14.2	19.32%
53	21,867	4.8	\$23.37	4.8	5.47%
54	73,310	10.9	\$10.61	10.9	14.32%
70	162,309	16.6	\$6.95	16.6	22.12%
80	141,217	23.3	\$5.01	23.3	32.76%
81	91,450	16.2	\$7.15	16.2	21.69%
90	92,273	10.3	\$11.11	10.3	13.93%
91	175,369	9.9	\$11.66	9.9	13.05%
95	24,035	3.8	\$30.74	3.8	5.43%
111	1,370,912	20.1	\$5.74	20.1	27.62%
220	13,853	3.8	\$30.52	3.8	5.19%
SunDial	156,292	2.3	\$37.29	2.3	12.42%

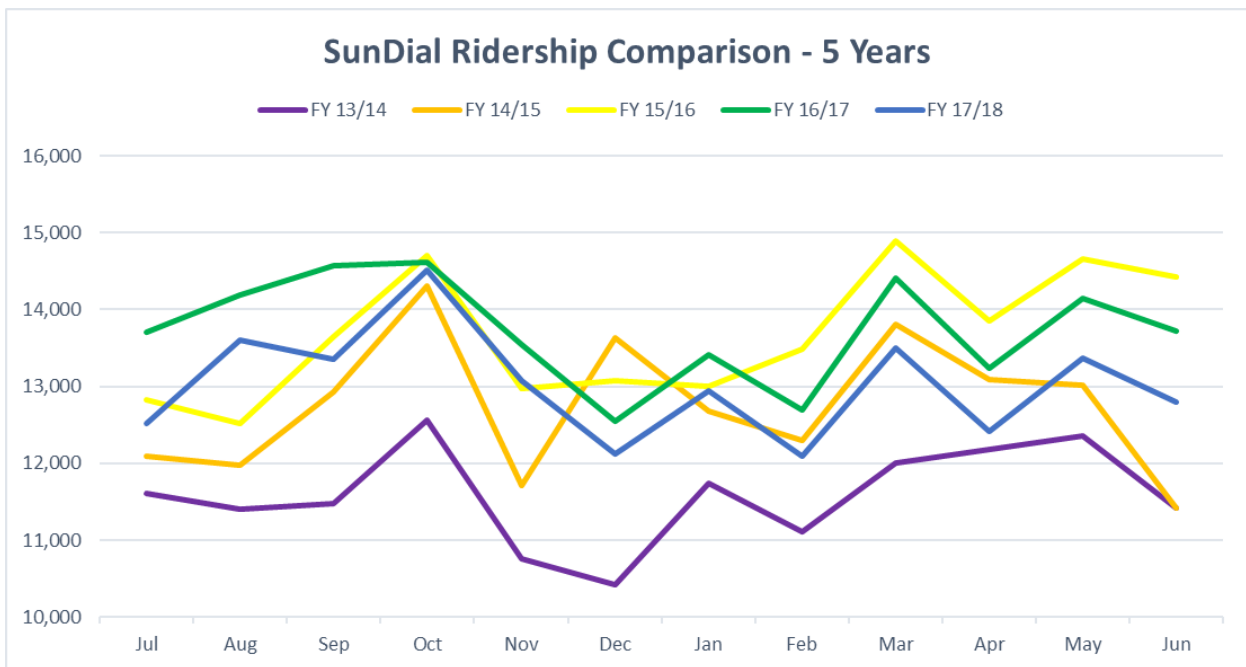
**PARATRANSIT SERVICE – SYSTEM PERFORMANCE**

Paratransit SunDial patronage decreased during the past year. In FY 2018/2019, SunLine served 155,658 passengers, a 0.45% decrease from FY 2017/2018. SunDial operated 968,568 miles and 65,924 hours of revenue service in FY2018/2019. While a slight decrease in ridership occurred during FY 2018/2019, overall ridership for the demand response and subscription services is expected to grow in FY20.

**FIGURE 2.4 ANNUAL COMPARISON OF SUNDIAL RIDERSHIP**

Service Type	FY 2016/17	FY 2017/18	Percent Change
SunDial	164,802	156,292	-5.2%

**FIGURE 2.5 MONTHLY COMPARISON OF SUNDIAL RIDERSHIP**



**KEY PERFORMANCE INDICATORS**

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

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

SunLine is on track to meet the following targets for FY 2018/2019:

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

SunLine has not yet met the following targets for FY 2018/2019:

- Farebox Recovery Ratio
- Subsidy Per Passenger

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



## PRODUCTIVITY IMPROVEMENT EFFORTS

As a result of the Rethink Transit initiative, significant service improvements were instituted in 2018.

### Weekdays

- Route 20: Converted to express service only, operating during peak hours. Extended service on I-10 to Cook, Fred Waring to Town Center, and removed service along Monterey between I-10 and Fred Waring.
- Route 21: Replacement route for Route 53 that served Town Center, Fred Waring, and Cook to Gerald Ford. Route 21 provides limited service between 11:00 a.m. and 4:00 p.m. (in between Route 20 peak service in Palm Desert).
- Route 53: Replaced by Routes 20 and 21 in Palm Desert.
- Route 80: Improved frequency from 60 minutes to 30 minutes, realigned the route to serve Calhoun, Dr. Carreon, Van Buren and Avenue 48. Removed service on Jackson, and Dr. Carreon between Calhoun and Jackson.
- Route 90: Commenced service at 5<sup>th</sup> and Vine. Removed service from Jackson (North of Dr. Carreon), Hwy 111/Flower and Calhoun. Removed service on Avenue 52, Van Buren and Avenue 51 due to low productivity. Reduced frequency from 40 minutes to 60 minutes.
- Route 91: Commenced service at 5<sup>th</sup> & Vine in Coachella. Removed eastbound service from 111/Flower to 5<sup>th</sup> and Vine on Hwy 111, Indio Boulevard, Van Buren, Avenue 49, Fredrick, and Avenue 50. Removed westbound service from 5<sup>th</sup> and Vine to 111/Flower on Avenue 50, Fredrick, Avenue 49, Van Buren, Dr. Carreon, and Jackson to 111/Flower.
- Route 111: Improved frequency from 40 minutes to 30 minutes before 6:00 a.m., and every 20 minutes past 6:00 a.m. to create uniformity between weekday and weekend schedules.

### Weekends

- Route 53: Removed weekend service due to low productivity.
- Route 80: Realigned route to serve Calhoun, Dr. Carreon, Van Buren and Avenue 48. Remove service on Jackson, and Dr. Carreon between Calhoun and Jackson.
- Route 90: Commenced service at 5<sup>th</sup> and Vine. Removed service from Jackson (North of Dr. Carreon), Hwy 111/Flower and Calhoun. Removed service on Avenue

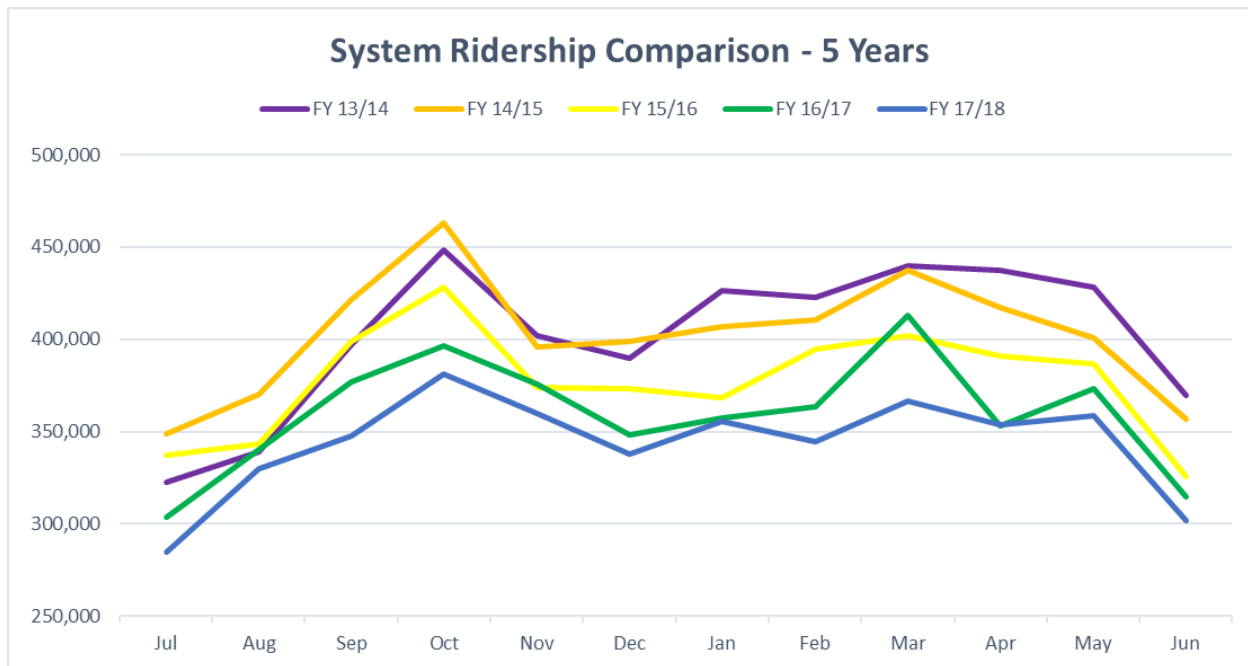
52, Van Buren and Avenue 51 due to low productivity. Reduced frequency from 40 minutes to 60 minutes.

Route 91: Commenced service at 5<sup>th</sup> and Vine in Coachella. Removed eastbound service from 111/Flower to 5<sup>th</sup> and Vine on Hwy 111, Indio Boulevard, Van Buren, Avenue 49, Fredrick, and Avenue 50. Removed westbound service from 5<sup>th</sup> and Vine to 111/Flower on Avenue 50, Fredrick, Avenue 49, Van Buren, Dr. Carreon, and Jackson to 111/Flower.

**Specialized**

PS BUZZ: SunLine started operating the Palm Springs BUZZ in January 2019, a circulator service that operates every 20 minutes on Thursdays, Fridays and Saturdays, noon to 10:00 pm. The BUZZ travels on Palm Canyon and Indian Canyon between South Sunrise and West Vista Chino.

**FIGURE 2.6 MONTHLY COMPARISON OF SYSTEM RIDERSHIP**



SunLine’s staff continues to coordinate with local jurisdictions to determine best practices in relation to transit services provided throughout the Coachella Valley.

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

### *Service Standards and Warrants*

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

### *Area Coverage*

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

### *Market Area Characteristics*

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

### *Transit-Dependent Populations*

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

### *Special Market Needs*

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

### *Service Standards of Evaluating New Services*

Once a route is implemented, performance monitoring begins immediately to determine if the route is reaching its desired potential and performance standards. New service routes not meeting minimum standards are subject to the same remedial actions as existing services requiring evaluation at the 18 to 24 month marks, may be truncated or eliminated if route productivity does not improve.

## MAJOR TRIP GENERATORS & PROJECTED GROWTH

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

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

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

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

## EQUIPMENT, PASSENGER AMENITIES AND FACILITY NEEDS

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

As of January 2019, SunLine serves 665 bus stops, which are cleaned and maintained on a regular basis. Since completion of the 2005 Comprehensive Operational Analysis (COA), and 2009 COA Update, SunLine has made significant improvements to bus stops in the Coachella Valley as part of its Bus Stop Improvement Program (BSIP). Funding was received in FY 2015/2016 to allow 25 new shelters to be placed at active stop locations as part of the BSIP. Presently, 424 bus stops have shelters. In conjunction with the installation of new shelters, bus stops are also improved to meet guidelines set forth by the Americans with Disabilities Act (ADA). Additional funding has been requested for continual support of the BSIP in upcoming years.

### *Real-Time Signage Displays*

SunLine continues to provide real-time arrival information on display at the major transfer point located at Town Center at Hahn in Palm Desert. This new technology data combined with digital signage is creating new ways for SunLine to communicate with its riders. SunLine will be exploring other potential locations for real-time displays.

### *On-Board Passenger Amenities*

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

### *Bicycle Facilities*

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

### *On-Board Security Cameras*

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

### *Bus Replacement Program*

Approximately every three years, SunLine begins the replacement of ADA paratransit vans as they near 150,000 miles. In FY 2019, 14 paratransit replacement vehicles were delivered to SunLine. The fixed route bus fleet began to be updated in 2017, as fifteen 2005 Orion buses become eligible for replacement under FTA guidelines (12-year lifespan or 500,000 miles). SunLine has received five (5) Hydrogen fuel cell buses. The procurement of nine (9) CNG fixed route buses has been initiated and the buses are expected to be delivered to SunLine in the second quarter of 2020. All SunLine vehicles, including non-revenue service vehicles, are powered with alternative fuels.

### *Facility Needs*

CNG Station: The CNG station will be located at the Thousand Palms facility and will replace the existing station that has exceeded its useful life. Design drawings are complete and have been submitted to the county. The station is expected to be completed and commissioned by the fall of 2019.

Hydrogen Station: SunLine is in the process of upgrading its existing hydrogen refueling station with a new electrolyzer. The construction of the hydrogen station is in progress. The station is expected to be completed and commissioned by the summer of 2019.

Thousand Palms Administration Building Solar Carport: Final design drawings have been submitted to the county. Construction of the solar carport is expected to be completed by the summer of 2019.

Operations Facility Replacement: The operations facility replacement will allow SunLine to complete demolition, removal and rebuild an operations building in Thousand Palms. Bids to procure the design build contractor are out. The contract for the design build firm is expected to be executed by late spring of 2019. Design drawings are expected to be completed by the fall of 2019.

Center of Excellence Facility: The Center of Excellence facility will allow SunLine to provide a maintenance bay and training area for the zero emission vehicles. Design drawings for the facility are expected to be completed and ready to be submitted to the county for permitting by the fall of 2019.

### *Center of Excellence in Zero Emission Technology (CoEZET)*

In 2016, SunLine Transit developed the West Coast Center of Excellence in Zero Emission Technology (CoEZET). Zero Emission Bus (ZEB) technology is gaining momentum among transit agencies. The State of California and the federal government strongly support procurement of buses that have no emissions, and they are investing millions of dollars in the adoption of this technology. As a result, ZEB costs have decreased and ZEB technologies have improved.

Adaption of ZEB technology requires thoroughly trained staff who are experts in planning, procuring, maintaining and operating ZEB bus fleets. Funded by the Federal Transit Administration (FTA) and local sources, CoEZET's goal is to provide educational services to transit agencies planning to establish or increase their zero-emission fleets and technologies.

Instruction covers topics that address in-service management of ZEB technologies, including fueling systems and fleet operations. The Center assists with the reduction of unscheduled maintenance by demonstration of shared resource software that is known as SMART. Courses are designed to consider and plan the major steps to attaining a successful zero emission fleet. The Center will reach beyond public transit to offer educational services to any organization that operates and maintains vehicles from delivery to heavy truck vehicles.

CoEZET is a collaboration among public and private organizations, including transit agencies, colleges, private industry, manufacturers and governmental agencies that ensures the development of excellence in the maintenance and operation of zero emission vehicles. Partners have included College of the Desert, Rio Hondo College, BAE Systems, Ballard Power Systems, BYD Coach and Bus, Hydrogenics and Proterra.

## CHAPTER 3: SERVICE CHANGES AND IMPLEMENTATION

---

### INTRODUCTION

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

The campaign was adopted in response to three (3) consecutive years of declining system passenger ridership and revenue. The decline was caused by a national trend in stagnate transit growth, fairly moderate motor fuel prices, an increase in automobile ownership by low income residents in Southern California, and increasing competition from the private sector that has resulted in more choices being made available to local transit passengers.

In 2018, HDR Engineering conducted a comprehensive analysis of SunLine's system, reviewed previous studies, examined peer performance and selected best practices to make recommendations for a Transit Redesign.

HDR's study was completed in January 2019. The key recommendations of the study included:

- Making SunLine's system faster and more direct in an effort to attract more riders;
- Streamlining SunLine's bus routes to focus additional resources on productive bus corridors;
- Replacing traditional bus service with lower-cost microtransit in low-transit-demands areas;
- Simplifying the fare structure, and increasing fares gradually to improve financial performance;
- Updating the Service Standards Policy to support performance-driven transit and emerging service delivery modes; and
- Implementing the recommendations of the 2016 SunLine Transit Facilities Master Plan.

A rider survey was completed in late March 2019 that obtained new data to confirm the development of HDR's findings.

SunLine's Transit Redesign will consolidate SunBus' existing 15 routes into nine (9) routes and create microtransit service areas. The annual resources needed for redesign, in terms of hours of operation and peak vehicle service requirements, will be similar to the level of resources expended in 2019.

As a result of a Congestion Mitigation Air Quality (CMAQ) grant, SunLine will also introduce a pilot Route 111-Express service in FY2019-20 that will offer service in approximately 20% less travel time between Coachella and Palm Springs.



The consolidation of existing transit routes will occur over an 24-month time period from west to east in the Coachella Valley. The last change will introduce micro-transit in the eastern Coachella Valley to serve lightly populated areas such as North Shore and Oasis. Additionally, in 2019, SunLine will launch a pilot program for rideshare services in the Palm Desert area to test the acceptance of this kind of transit service delivery.

### PLANNED SERVICE CHANGES AND IMPLEMENTATION

The strength of SunLine’s network lies in its frequent, regional trunk routes. Routes 14, 30, and 111 together account for 64% of all daily boardings. Improving these services will increase farebox revenue for the entire network. Transit Redesign will focus on more productive routes, with plans to increase frequency in high demand areas.

**FIGURE 3.1 TRANSIT REDESIGN IMPLEMENTATION**

Date	Route #	Old #	Service Area
Sept. 2019	2	14-30	Desert Hot Springs - Cathedral City
	3	15	Desert Hot Springs
	4	24/32	Palm Springs - Palm Desert
	5	20/21	Desert Hot Springs - Palm Desert
	111	111	Coachella - Palm Springs
	111-X	New	Coachella - Palm Springs Express

Date	Route #	Old #	Service Area
Sept. 2020	6	54/80/90	Coachella - Palm Desert
	7	70	La Quinta - Bermuda Dunes
	8	80/81/91	Mecca - Indio
	8	91/95	North Shore - Mecca / Oasis
	224	New	San Bernardino Express*

\* Replaces 220

Note: Palm Springs Buzz operates Thursdays, Friday and Saturdays

Transit Redesign implementation is contingent upon completion of SunLine’s service change public process that includes locally scheduled public hearings.

### 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. MTM, Inc. has been contracted as the consulting firm to help reform the current processes. They are evaluating the Agency’s current procedures and will be making recommendations to help implement changes. SunLine also plans to implement new technology in the near future to facilitate on-line scheduling and cancelation 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 (5) minutes prior to passenger pickup.

## MARKETING PLANS AND PROMOTION

Marketing has become an important element in transit agencies’ orientation toward present and potential passengers. With the functions of the information and public relations, marketing contributes to the image and role of SunLine’s transit system in the Coachella Valley.

With a modest marketing budget, SunLine strives to achieve the following major goals in an effort to increase ridership in the fiscal year 2020:

- *Increase Ridership* – will continue to look at forward-thinking and innovative strategies to increase ridership.
- *Increase Awareness and Enhance Image of SunLine Transit Agency* - will include strategies to increase overall visibility of the transit network and to make potential riders more aware of what services are available and how to access them. Promote transit services and inform the public about them in the Coachella Valley.
- *Transit User Group Presentations* – will continue to make personal presentations to local transit user groups, such as senior centers, disabled groups, schools, and civic groups and to educate about the destinations available through the service.
- *Travel Training and Transit Ambassadors* – will help educate members of the Coachella Valley community about public transit services offered by SunLine through travel training. Fostering employees to become transit ambassadors to empower them with the knowledge and skills to educate existing and potential future riders about SunLine services and programs that are offered.

Throughout FY 2019/2020 the Marketing and Planning teams will join community service events, seminars and conventions to spread the positive impact local transit service has in the Coachella Valley. The agency will continue to follow its strong marketing and outreach campaign in an effort to inform Coachella Valley residents about available transportation services, to show people where buses operate and how they can use services offered within their area, to generate increased ridership. The Agency will market awareness and

collaborate with the general public about what transit services are available, and how and where to get more information, to get riders where they need to go.

### Components of a Marketing Program



#### *Social Media and Website*

Mirroring the rest of society, SunLine is using social media as part of a comprehensive marketing strategy. SunLine maintains a Facebook, Twitter, Instagram, Snapchat and YouTube pages, which posts alerts and items of interest. SunLine’s website is used to publish up-to-date information about agency services, policies, and publications. This is a reasonably cost-effective way to advertise and promote SunLine’s brand.

#### *Passenger Transit Information/Rider’s Guide*

Information of SunLine services and programs is easily available and prominently displayed for all target markets. The SunLine Rider’s Guide provides directions, map, time point bus stop locations, schedule, fares, transfer information and where to get assistance on how to use SunLine services and programs. It is a promotional tool. SunLine transit system information can also be found at transit centers, on buses and at bus stops to make it easier for the rider. Transit information is readily available and designed to attract and promote SunLine services and programs to someone who is new at trying the system, while maintaining interest and engagement from existing riders. SunLine’s transit information is provided in both English and Spanish.

#### *Customer Service Center*

The Customer Service Center provides phone information to customers Monday through Friday. SunLine maintains staffing levels to adequately meet its customers’ needs. Various resources like Google Transit trip planner and MyStop Bus Tracker, allow agents to quickly and accurately answer all customer inquiries. Bilingual (English/Spanish) Customer Service agents are available to assist with questions pertaining to SunLine services and programs offered.

### *Community Outreach*

SunLine's Community Outreach effort works with local organizations, business, government agencies, and nonprofit organizations to promote SunLine programs and services. The Community Outreach efforts involve the grassroots organizations to identify unmet transit needs, community-based marketing partnerships, with local business and public agencies of this kind are productive. SunLine is vastly involved in building upon these relationships by participating in community events such as mobility workshops, food drives, fundraisers, parades, and special event activities which include public involvement. This gives SunLine the opportunity to promote transportation services and programs to existing riders and attract potential future riders.

### *Public Presentations*

Public presentations are the ultimate low-cost marketing tool. Target audiences include seniors, students, social service, business and community leaders. The goals are to educate these groups about the economic and environmental benefits in using SunLine's public transportation system, to help save money and reduce energy consumption, greenhouse gases and other pollutants. These presentations occur at senior centers, colleges, school orientation programs, and emphasis on how SunLine can take patrons where they need to go to undertake their many tasks.

### *Travel Training*

SunLine's Travel Training Program offers traveling training opportunities to help riders become more informed and independent consumers. They can attend a group presentation to learn about transportation programs and services available through SunLine, or request a one-on-one training aboard a fixed route bus and learn how to ride with ease and confidence. For the individual receiving training, increased confidence and self-reliance are immediate results of learning to travel independently. These skills improve the passengers' quality of life by encouraging community integration, participation in recreational and employment opportunities, and overall independence.

### *Transit Ambassador Program*

SunLine introduced a new Transit Ambassador Program, known as TAP, which helps create and or expand upon a culture of customer service by empowering employees with skills to better handle the many situations that arise when interacting with customers. TAP is comprised of a series of training sessions which address crucial topics and everyday scenarios in public transportation service. A Transit Ambassador is someone trained to be knowledgeable about SunLine's local fixed transit system and programs that are offered in the Coachella Valley. Their goal is to help 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 was formed in 1995 as an advocacy group comprised of various agencies in the Coachella Valley. Committee members range from the Braille Institute, Neuro Vitality Center, Desert Arc, Guide Dogs of the Desert, and community activists to everyday transit users who are committed to promote successful implementation of the transportation provisions of the American with Disabilities Act of 1990 and other related federal legislation or regulations. The committee meets bi-monthly

on the second Tuesday of the each month to discuss transportation access within the Coachella Valley.

## CHAPTER 4: FINANCIAL AND CAPITAL PLANS

---

### OPERATING AND CAPITAL BUDGET

In FY 2019/2020, SunLine plans to have an operating budget of \$40,840,150 and a capital project budget of \$12,711,407. The operating budget will absorb cost increases in wages and benefits, some new operating and administrative staff positions, as well as other direct costs increases associated with operating service.

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

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

For FY 2019/2020, funding plans for the proposed operating and capital programs are as follows:

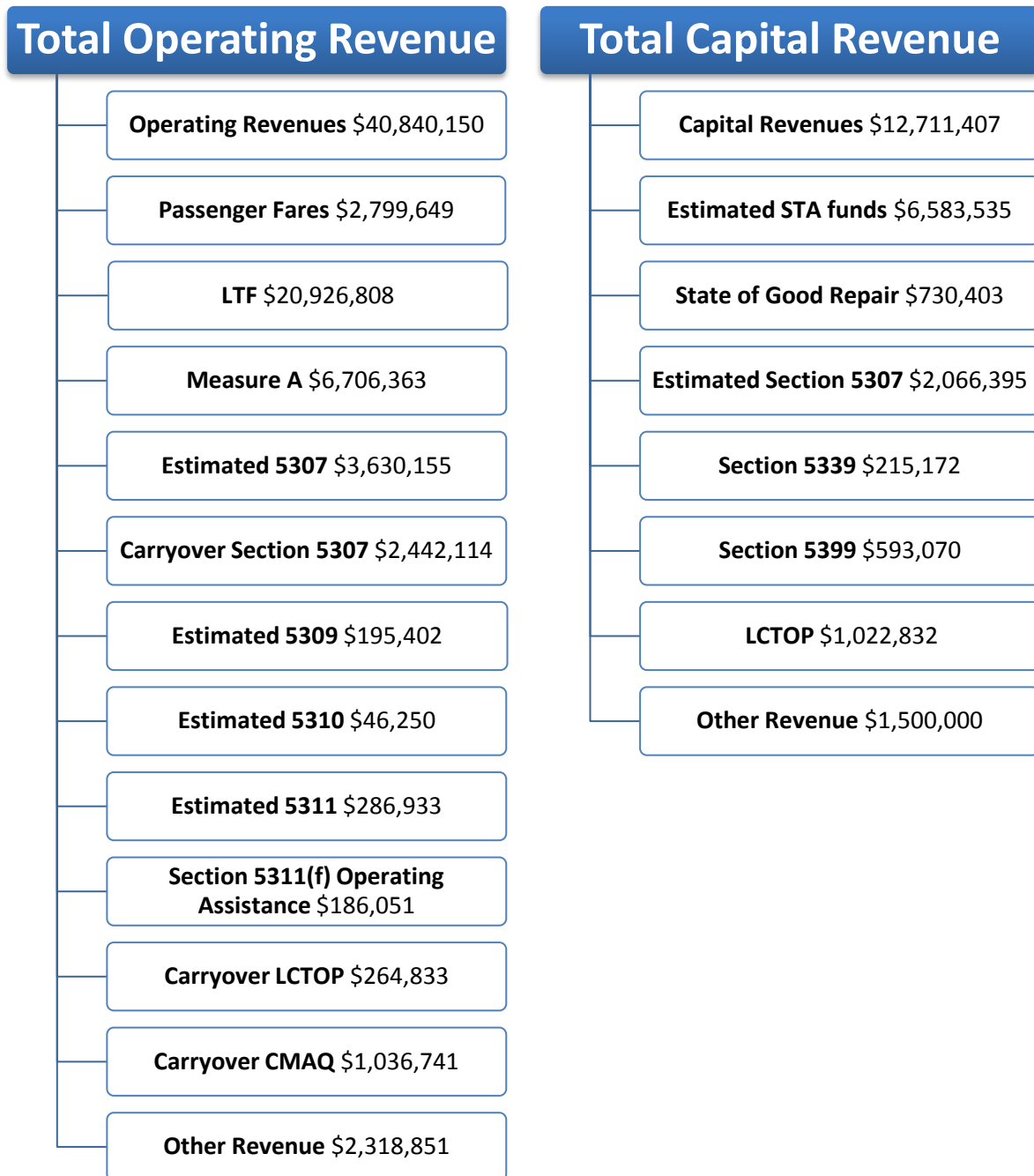
Funding sources for the proposed operating budget includes FTA Section 5307 (Urban), FTA Section 5309, FTA Section 5310 (Elderly and Disabled), FTA Section 5311 (Rural), FTA Section 5311 (f) (Intercity), Congestion Mitigation and Air Quality (CMAQ), and Low Carbon Operating Program (LCTOP) funds apportioned by the California Department of Transportation (Caltrans), State Local Transportation Funds (LTF), Local Measure A funding, farebox revenue and other revenue for operating assistance.

Funding sources for capital projects include funds from FTA Section 5307, Section FTA 5309, FTA Section 5339, LCTOP, State Transit Assistance (STA), State of Good Repair Funds (SGR), and other revenue for capital assistance .

## OPERATING BUDGET AND CAPITAL BUDGET

The estimated FY 2019/2020 operating and capital budget of \$53,551,557 outlined in Table 4, is funded by:

FIGURE 4.1 OPERATING AND CAPITAL BUDGET



## REGULATORY AND COMPLIANCE REQUIREMENTS

### *Americans with Disability Act*

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

### *Disadvantaged Business Enterprise*

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal were submitted to FTA in February 2019 and July 2018, respectively. The DBE semiannual reports are kept current, with the most recent DBE report submitted May 2019. The next DBE report will be submitted in December 2019.

### *Equal Employment Opportunity*

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-1 report annually to the U.S. Equal Employment Opportunity Commission (EEOC) as well as its EEO/Affirmative Action Program to the FTA, every four (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 March 2018. The most recent EEO/Affirmative Action Program was revised and submitted to the FTA in FY 2015/2016.

### *Title VI*

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

### *Transportation Development Act*

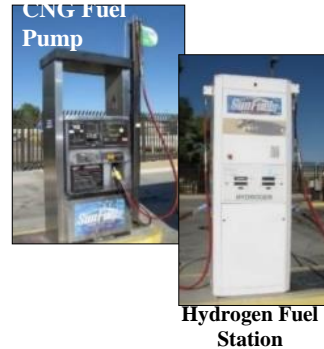
Transportation Development Act (TDA) provides two major sources of funding for public transportation: The Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). RCTC commissioned Pacific Management Consulting to conduct the Triennial Performance Audit as required by Transportation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

### *Federal Transit Administration Triennial Audit*

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

The Audit recommends:

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



#### *National Transit Database*

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

#### *Alternative Fuel Vehicles*

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 67 CNG buses, 15 hydrogen electric fuel cell buses, four (4) battery electric buses, 39 paratransit vehicles, and 52 non-revenue CNG and electric vehicles, including general support cars and trucks as well as facility-specific golf carts and forklifts.



# FY 2019/2020 SRTP TABLES

**TABLE 1  
FLEET INVENTORY – FIXED ROUTE**

**Table 1 - Fleet Inventory**  
FY 2019/20 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 2018/19	# of Contingency Vehicles FY 2018/19	Life to Date Vehicle Miles Prior Year End FY 2017/18	Life to Date Vehicle Miles through March FY 2018/19	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2018/19		
2014	BYD	K9	35	2	40	EB	2	0	140,112	161,465	80,732		
2015	BYD	K9	35	1	40	EB	1	0	69,839	73,212	73,212		
2012	EDN	ACCESS	37	1	40	OR	1	0	160,221	172,701	172,701		
2014	EDN	ACCESS	37	3	40	OR	3	0	323,346	355,019	118,339		
2017	EDN	ACCESS	37	1	40	OR	1	0	3,809	16,716	16,716		
2018	EDN	ACCESS	37	5	40	OR	5	0	19,871	90,143	18,028		
2009	EDN	EZRider32'	29	10	32	CN	10	0	3,168,714	3,479,098	347,909		
2008	NFA	LF 40'	39	1	40	OR	1	0	92,785	92,785	92,785		
2008	NFA	LF 40'	39	20	40	CN	16	4	10,759,741	11,640,113	727,507		
2008	NFA	LF 40'	39	21	40	CN	21	0	11,148,113	12,144,980	578,332		
2016	NFA	LF 40'	39	6	40	CN	6	0	594,470	863,520	143,920		
2005	OBI	ORION V40'	44	12	40	CN	12	0	7,318,451	6,197,980	516,498		
<b>Totals:</b>							79	4	33,799,472	35,287,732	446,680		

**TABLE 1  
FLEET INVENTORY – DEMAND RESPONSE**

**Table 1 - Fleet Inventory**  
FY 2019/20 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 2018/19	# of Contingency Vehicles FY 2018/19	Life to Date Vehicle Miles Prior Year End FY 2017/18	Life to Date Vehicle Miles through March FY 2018/19	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2018/19	
2013	EDN	AEROTECH	12	16	22	CN	16	0	3,141,009	3,441,936	215,121	
2015	EDN	AEROTECH	12	8	22	CN	8		954,061	1,167,006	145,875	
2016	EDN	AEROTECH	12	15	22	CN	15	0	969,564	1,472,178	98,145	
<b>Totals:</b>			36	39			39	0	5,064,634	6,081,120	155,926	

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

**Table 2 --- SunLine Transit Agency --- SRTP Service Summary  
FY 2019/20 Short Range Transit Plan  
All Routes**

	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Plan	FY 2018/19 3rd Qtr Actual	FY 2019/20 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet		205	102	156	98
<b>Financial Data</b>					
Total Operating Expenses	\$32,877,347	\$32,609,634	\$39,654,404	\$21,884,183	\$40,840,137
Total Passenger Fare Revenue	\$6,706,373	\$6,939,092	\$6,962,133	\$3,872,471	\$8,063,714
Net Operating Expenses (Subsidies)	\$26,170,974	\$25,670,542	\$32,692,271	\$18,011,712	\$32,776,423
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,316,269	4,122,539	3,894,862	3,149,428	4,329,667
Passenger Miles	30,441,739	41,488,246	27,240,436	27,954,109	36,983,241
Total Actual Vehicle Revenue Hours (a)	307,316.2	303,326.4	299,773.0	285,334.1	315,136.0
Total Actual Vehicle Revenue Miles (b)	4,498,671.0	4,679,725.3	4,449,915.0	3,488,435.5	4,616,188.0
Total Actual Vehicle Miles	5,111,465.3	5,280,523.1	5,109,321.0	3,960,498.0	5,311,625.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$106.98	\$107.51	\$132.28	\$76.70	\$129.60
Farebox Recovery Ratio	20.40%	21.28%	17.55%	17.70%	19.74%
Subsidy per Passenger	\$6.06	\$6.23	\$8.39	\$5.72	\$7.57
Subsidy per Passenger Mile	\$0.86	\$0.62	\$1.20	\$0.64	\$0.89
Subsidy per Revenue Hour (a)	\$85.16	\$84.63	\$109.06	\$63.13	\$104.01
Subsidy per Revenue Mile (b)	\$5.82	\$5.49	\$7.35	\$5.16	\$7.10
Passenger per Revenue Hour (a)	14.0	13.6	13.0	11.0	13.7
Passenger per Revenue Mile (b)	0.96	0.88	0.88	0.90	0.94

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

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

**Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
FY 2019/20 Short Range Transit Plan  
Non-Excluded Routes**

	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Plan	FY 2018/19 3rd Qtr Actual	FY 2019/20 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet		205	98	135	92
<b>Financial Data</b>					
Total Operating Expenses	\$29,998,149	\$32,609,634	\$38,585,332	\$20,180,596	\$38,610,290
Total Passenger Fare Revenue	\$6,388,373	\$6,939,092	\$6,772,628	\$3,449,556	\$7,404,350
Net Operating Expenses (Subsidies)	\$23,639,776	\$25,670,542	\$31,812,704	\$16,731,040	\$31,205,940
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,056,924	4,122,539	3,854,332	2,754,065	4,148,239
Passenger Miles	28,631,002	41,488,246	26,965,237	24,623,618	35,455,617
Total Actual Vehicle Revenue Hours (a)	281,969.6	303,326.4	294,774.0	264,788.8	303,950.0
Total Actual Vehicle Revenue Miles (b)	4,024,092.4	4,679,725.3	4,345,049.0	3,162,101.9	4,409,916.0
Total Actual Vehicle Miles	4,591,305.1	5,280,523.1	4,984,033.0	3,581,218.6	5,042,865.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$106.39	\$107.51	\$130.90	\$76.21	\$127.03
Farebox Recovery Ratio	21.20%	21.28%	17.55%	17.09%	19.17%
Subsidy per Passenger	\$5.83	\$6.23	\$8.25	\$6.08	\$7.52
Subsidy per Passenger Mile	\$0.83	\$0.62	\$1.18	\$0.68	\$0.88
Subsidy per Revenue Hour (a)	\$83.84	\$84.63	\$107.92	\$63.19	\$102.67
Subsidy per Revenue Mile (b)	\$5.87	\$5.49	\$7.32	\$5.29	\$7.08
Passenger per Revenue Hour (a)	14.4	13.6	13.1	10.4	13.6
Passenger per Revenue Mile (b)	1.01	0.88	0.89	0.87	0.94

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

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

**Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
FY 2019/20 Short Range Transit Plan  
Excluded Routes**

	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Plan	FY 2018/19 3rd Qtr Actual	FY 2019/20 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			4	21	6
<b>Financial Data</b>					
Total Operating Expenses	\$2,879,198		\$1,069,072	\$1,703,587	\$2,229,847
Total Passenger Fare Revenue	\$347,999		\$189,505	\$422,915	\$659,364
Net Operating Expenses (Subsidies)	\$2,531,198		\$879,567	\$1,280,672	\$1,570,483
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	259,345		40,530	395,363	181,428
Passenger Miles	1,810,737		275,199	3,330,492	1,527,624
Total Actual Vehicle Revenue Hours (a)	25,346.5		4,999.0	20,545.2	11,186.0
Total Actual Vehicle Revenue Miles (b)	474,578.6		104,866.0	326,333.6	206,272.0
Total Actual Vehicle Miles	520,160.2		125,288.0	379,279.4	268,760.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$113.59		\$213.86	\$82.92	\$199.34
Farebox Recovery Ratio	12.09%		17.72%	24.82%	29.56%
Subsidy per Passenger	\$9.76		\$21.70	\$3.24	\$8.66
Subsidy per Passenger Mile	\$1.40		\$3.20	\$0.38	\$1.03
Subsidy per Revenue Hour (a)	\$99.86		\$175.95	\$62.33	\$140.40
Subsidy per Revenue Mile (b)	\$5.33		\$8.39	\$3.92	\$7.61
Passenger per Revenue Hour (a)	10.2		8.1	19.2	16.2
Passenger per Revenue Mile (b)	0.55		0.39	1.21	0.88

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

**TABLE 2  
SRTP SERVICE SUMMARY- PARATRANSIT**

**Table 2 -- SunLine-DAR -- SRTP Service Summary  
FY 2019/20 Short Range Transit Plan  
All Routes**

	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Plan	FY 2018/19 3rd Qtr Actual	FY 2019/20 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet		12	31	9	30
<b>Financial Data</b>					
Total Operating Expenses	\$5,833,092	\$5,827,953	\$6,162,614	\$3,965,260	\$6,559,030
Total Passenger Fare Revenue	\$694,961	\$723,816	\$1,055,167	\$387,432	\$1,253,646
Net Operating Expenses (Subsidies)	\$5,148,131	\$5,104,136	\$5,107,447	\$3,577,828	\$5,305,384
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	164,802	156,292	158,232	116,691	155,588
Passenger Miles	1,942,532	1,801,489	1,868,720	1,342,351	1,837,494
Total Actual Vehicle Revenue Hours (a)	68,941.9	66,850.9	67,249.0	110,521.7	66,060.0
Total Actual Vehicle Revenue Miles (b)	1,031,486.4	989,084.1	991,670.0	736,688.3	968,603.0
Total Actual Vehicle Miles	1,218,373.1	1,183,816.9	1,184,308.0	901,887.0	1,179,777.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$84.61	\$87.18	\$91.64	\$35.88	\$99.29
Farebox Recovery Ratio	11.74%	12.42%	17.12%	9.77%	19.11%
Subsidy per Passenger	\$31.24	\$32.66	\$32.28	\$30.66	\$34.10
Subsidy per Passenger Mile	\$2.65	\$2.83	\$2.73	\$2.67	\$2.89
Subsidy per Revenue Hour (a)	\$74.67	\$76.35	\$75.95	\$32.37	\$80.31
Subsidy per Revenue Mile (b)	\$4.99	\$5.16	\$5.15	\$4.86	\$5.48
Passenger per Revenue Hour (a)	2.4	2.3	2.4	1.1	2.4
Passenger per Revenue Mile (b)	0.16	0.16	0.16	0.16	0.16

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

**TABLE 2  
SERVICE SUMMARY – SUNBUS**

**Table 2 -- SunLine-BUS -- SRTP Service Summary  
FY 2019/20 Short Range Transit Plan  
All Routes**

	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Plan	FY 2018/19 3rd Qtr Actual	FY 2019/20 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet		193	71	147	68
<b>Financial Data</b>					
Total Operating Expenses	\$27,044,255	\$26,781,681	\$33,491,790	\$17,918,923	\$34,281,107
Total Passenger Fare Revenue	\$6,021,412	\$6,215,276	\$5,906,966	\$3,485,039	\$6,810,068
Net Operating Expenses (Subsidies)	\$21,022,843	\$20,566,405	\$27,584,824	\$14,433,884	\$27,471,039
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	4,151,467	3,947,023	3,736,630	3,015,040	4,174,079
Passenger Miles	28,499,206	38,247,959	25,371,716	25,380,980	35,145,747
Total Actual Vehicle Revenue Hours (a)	238,374.3	231,780.4	232,524.0	170,503.3	249,076.0
Total Actual Vehicle Revenue Miles (b)	3,467,184.6	3,402,691.1	3,458,245.0	2,512,026.2	3,647,585.0
Total Actual Vehicle Miles	3,893,092.1	3,808,756.1	3,925,013.0	2,818,880.0	4,131,848.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$113.45	\$115.55	\$144.04	\$105.09	\$137.63
Farebox Recovery Ratio	22.27%	23.21%	17.63%	19.45%	19.86%
Subsidy per Passenger	\$5.06	\$5.21	\$7.38	\$4.79	\$6.58
Subsidy per Passenger Mile	\$0.74	\$0.54	\$1.09	\$0.57	\$0.78
Subsidy per Revenue Hour (a)	\$88.19	\$88.73	\$118.63	\$94.65	\$110.29
Subsidy per Revenue Mile (b)	\$6.06	\$6.04	\$7.98	\$5.75	\$7.53
Passenger per Revenue Hour (a)	17.4	17.0	16.1	17.7	16.8
Passenger per Revenue Mile (b)	1.20	1.16	1.08	1.20	1.14

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



**TABLE 2A**  
**SRTP SUMMARY OF ROUTES TO BE EXCLUDED IN FY 2019/2020**

Route #	Mode	Service Type	Route Description	Date of Implementation	Route Exemption End Date
21	Fixed Route	Directly Operated	Palm Desert	January 2018	December 2020
5	Fixed Route	Directly Operated	Desert Hot Springs - Palm Desert	September 2019	August 2021
111-X (Express)	Fixed Route	Directly Operated	Palm Springs – Coachella	September 2019	August 2021

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

**Table 3 - SRTP Route Statistics**  
SunLine Transit Agency -- 8  
FY 2019/20  
All Routes

Data Elements												
Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Net Subsidy	
SUN-111	All Days	16	1,406,976	11,846,738	73,261.0	78,675.0	1,083,135.0	1,238,921.0	\$10,279,068	\$2,263,835	\$8,015,233	
SUN-111X	All Days	4	142,099	1,196,474	6,047.0	6,831.0	84,799.0	125,362.0	\$1,040,106	\$452,767	\$587,339	
SUN-14	All Days	7	97,712	822,735	4,914.0	5,248.0	74,221.0	84,863.0	\$704,090	\$111,552	\$592,538	
SUN-15	All Days	1	19,945	167,937	936.0	992.0	14,998.0	16,697.0	\$138,533	\$22,162	\$116,371	
SUN-2	All Days	0	995,805	8,384,678	47,509.0	50,146.0	596,147.0	671,428.0	\$5,570,699	\$989,975	\$4,580,724	
SUN-20	All Days	2	5,323	44,820	642.0	744.0	15,037.0	18,088.0	\$150,070	\$25,751	\$124,319	
SUN-21	All Days	2	2,144	18,052	232.0	274.0	3,235.0	4,212.0	\$34,942	\$6,969	\$27,973	
SUN-220	All Days	2	13,240	111,481	4,215.0	4,657.0	121,125.0	135,175.0	\$1,121,521	\$181,046	\$940,475	
SUN-24	All Days	4	29,568	248,963	2,231.0	2,488.0	24,835.0	30,257.0	\$251,035	\$50,207	\$200,828	
SUN-3	All Days	0	99,725	839,685	4,559.0	4,832.0	73,053.0	81,364.0	\$675,063	\$125,988	\$549,075	
SUN-30	All Days	5	101,449	854,201	4,390.0	4,561.0	46,330.0	49,972.0	\$414,604	\$82,921	\$331,683	
SUN-32	All Days	3	41,541	349,775	2,920.0	3,087.0	48,036.0	51,697.0	\$428,918	\$60,172	\$368,746	
SUN-4	All Days	0	355,545	2,993,689	25,927.0	27,598.0	374,964.0	421,079.0	\$3,493,603	\$697,706	\$2,795,897	
SUN-40	All Days	3	36,232	305,073	4,608.0	4,954.0	46,919.0	56,788.0	\$471,160	\$94,232	\$376,928	
SUN-5	All Days	0	37,185	313,098	4,907.0	5,647.0	118,238.0	139,186.0	\$1,154,799	\$199,628	\$955,171	
SUN-54	All Days	2	80,540	678,147	6,845.0	6,879.0	115,402.0	115,505.0	\$958,328	\$191,666	\$766,662	
SUN-70	All Days	3	163,912	1,380,139	9,951.0	10,456.0	132,725.0	146,542.0	\$1,215,829	\$243,166	\$972,663	
SUN-80	All Days	5	202,710	1,706,818	9,328.0	10,026.0	107,824.0	120,905.0	\$1,003,130	\$200,626	\$802,504	
SUN-81	All Days	4	90,133	758,920	5,802.0	6,291.0	55,580.0	69,048.0	\$572,883	\$114,577	\$458,306	
SUN-90	All Days	1	71,585	602,746	6,053.0	6,282.0	79,081.0	84,660.0	\$702,412	\$140,482	\$561,930	
SUN-91	All Days	3	152,969	1,287,999	17,418.0	18,248.0	317,151.0	344,191.0	\$2,855,679	\$416,021	\$2,439,658	
SUN-95	All Days	1	27,741	233,579	6,381.0	6,837.0	114,750.0	125,908.0	\$1,044,635	\$138,619	\$906,016	
SUN-DAR	All Days	30	155,588	1,837,494	66,060.0	75,765.0	968,603.0	1,179,777.0	\$6,559,030	\$1,253,646	\$5,305,384	
<b>Service Provider Totals</b>		<b>98</b>	<b>4,329,667</b>	<b>36,983,241</b>	<b>315,136.0</b>	<b>341,518.0</b>	<b>4,616,188.0</b>	<b>5,311,625.0</b>	<b>\$40,840,137</b>	<b>\$8,063,714</b>	<b>\$32,776,423</b>	

**TABLE 3A  
INDIVIDUAL ROUTE DESCRIPTIONS**

Routes	Route Classification	Major Destinations	Cities/Communities Served	Connections
2	Trunk	Shopping, Schools, DMV, Medical, Employment Center, Library, Airport, Court House, Social Security, Senior Center, Theaters and Public Social Services	Desert Hot Springs, Cathedral City and Palm Springs	3, 4, 5 & 111
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 and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	2, 5, 54, 111, Link 220 & Amtrak
5	Local	Shopping, Senior Center, Library, Community Center, Schools, City Hall and Mall	Desert Hot Springs and Palm Desert	2, 3, 4, 54, 111, Link 220 & Amtrak
BUZZ	Local	Shopping and Entertainment	Palm Springs	2, 4, & 111
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	4, 5, 80, 81, 91, 111, Link 220 & Amtrak
70	Local	Shopping, Schools, Theaters, Tennis Gardens and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	54, 111 & Amtrak
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, Hospital	Indio	54, 81, 91 & 111
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 91, 111 & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	80, 91, 95 & 111
91	Local	Shopping, College, Schools, Community Center, Center of Employment Training and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90, 95 & 111
95	Local	Shopping, College, Community Center, Medical and Schools	Coachella, Thermal, Mecca and North Shore	90, 91 & 111
111	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, 54, 70, 80, 81, 90, 91, 95, Link 220, Amtrak & MBTA
111-X	Express	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Palm Desert, La Quinta, Indio and Coachella	2, 4, 5, 54, 70, 80, 81, 90, 91, 95, Link 220, Amtrak & MBTA
220	Market-Based	Mall, College, Shopping and University	Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside	4, 5, 54, 111, Metrolink, Pass Transit, RTA & Greyhound

# TABLE 4 SUMMARY OF FUNDS FOR FY 2019/2020

Project Description	Capital Project Number	Total Amount of Funds	Total Carryover Amount	LTF	STA	State of Good Repair	Measure A	Section 5307 Indo/Cathedral City Palm Springs	Carryover Section 5307 Indo/Cathedral City Palm Springs	Section 5309	Section 5310	Section 5311	Section 5328	LCTOP Carryover	LCTOP Carryover	Carryover CMAQ	Other Revenue	Facebox	10-May-19
																			\$
<b>OPERATING</b>																			
Operating Assistance		\$31,145,905	\$2,442,114	\$20,474,205			\$6,706,363	\$3,630,155	\$2,442,114	\$195,402	\$46,250	\$296,933						\$1,610,684	\$2,789,649
Tax Voucher		\$185,000	\$0	\$46,250														\$62,500	
Commuter Link 220		\$396,645	\$0	\$160,594															
Vandalism Program		\$350,000	\$306,741	\$43,259														\$306,741	
111 Express		\$620,000	\$480,000	\$720,000														\$480,000	
Orange Park Shale		\$12,800	\$0	\$67,500															
City of Palm Springs		\$20,000	\$0	\$0															
Haul Pass		\$250,000	\$250,000															\$163,167	
The Buzz		\$356,500	\$0															\$356,500	
IEHP Health Pass		\$70,000	\$0															\$70,000	
Unplanned Maintenance Software		\$26,000	\$0															\$26,000	
<b>Sub-total Operating</b>		\$40,940,150	\$3,743,889	\$20,926,808	\$0		\$6,706,363	\$3,630,155	\$2,442,114	\$195,402	\$46,250	\$296,933	\$0	\$0	\$264,833	\$1,036,741	\$0	\$2,318,851	\$2,796,649
<b>CAPITAL</b>																			
Replacement Fleet (Bus, Buses, (6)		\$4,039,000	\$0	\$1,526,000															
Information Technology (IT) Projects		\$350,000	\$0	\$350,000															
Bus/Tram Equipment Upgrade		\$38,000	\$0	\$35,000															
ITS Service Upgrade (3C to 4G)		\$70,000	\$0	\$70,000															
Replacement Paratransit Buses (4)		\$540,000	\$0	\$540,000															
SunLine Property Expansion/Solar Farm Phase I		\$1,022,832	\$0																
West Coast Center of Excellence Maintenance Facility		\$730,403	\$0	\$730,403															
Facility Improvements		\$90,000	\$0	\$50,000															
Bus Rapid Transit		\$146,000	\$0																
New Fiber ADIP		\$0	\$0	\$0															
Ops Facility Phase III		\$2,768,000	\$0	\$2,768,000															
CNG Fueling Station Phase III		\$2,500,000	\$0	\$1,000,000															
Heavy Duty Low Truck		\$400,000	\$0	\$400,000															
<b>Sub-total Capital</b>		\$17,711,457	\$0	\$4,000,000			\$0	\$2,066,395	\$2,442,114	\$215,172	\$0	\$0	\$0	\$1,022,832	\$0	\$0	\$0	\$1,500,000	\$0
<b>Total Operating &amp; Capital</b>		\$58,651,607	\$3,743,889	\$24,926,808	\$0		\$6,706,363	\$5,696,550	\$4,884,228	\$410,574	\$46,250	\$296,933	\$186,051	\$1,022,832	\$264,833	\$1,036,741	\$0	\$3,818,851	\$2,796,649
<b>Project Funding Details</b>																			
<b>Target Budget</b>																			
Projected FY19/20 LTF		\$40,840,150																	
Projected FY19/20 Measure A		\$20,926,808																	
Projected FY19/20 Section 5307 Operating Funds		\$6,706,363																	
Projected FY19/20 Carryover Section 5307 Operating Funds		\$3,630,155																	
Projected FY19/20 Section 5309 Operating Funds		\$2,442,114																	
Projected FY19/20 LCTOP Carryover Funds		\$195,402																	
Projected FY19/20 Section 5311 Operating Funds		\$296,934																	
Projected FY19/20 CMAQ Carryover		\$264,833																	
Projected FY19/20 Other Revenues		\$1,036,741																	
Projected FY19/20 Other Revenues		\$2,318,851																	
Projected FY19/20 Facebox Revenue		\$2,796,649																	
Total Estimated Operating Funding Request		\$40,840,150																	
Projected FY19/20 STA Capital		\$6,895,535																	
Projected FY19/20 State of Good Repair		\$730,403																	
Projected FY19/20 Section 5307 Capital		\$2,066,395																	
Projected FY19/20 Section 5309 Capital		\$215,172																	
Projected FY19/20 Section 5311 Capital		\$593,070																	
Projected FY19/20 LCTOP		\$1,022,832																	
Projected FY19/20 Other Revenues		\$3,818,851																	
Total Estimated Capital Funding Request		\$17,711,457																	
<b>Total Funding Request</b>		<b>\$58,553,107</b>																	



**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-01]**

PROJECT NUMBER	S RTP Project No:	SL20-01	
	FTIP No:		
PROJECT NAME	Replacement of Fixed Route Buses Six (6)		
PROJECT DESCRIPTION	Purchase of six (6) fixed route buses to replace existing CNG bus fleets that will meet useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of six (6) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$1,372,535
	Section 5307	2020	\$2,066,396
	Section 5339	2020	\$593,070
Total			\$4,032,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-02]**

PROJECT NUMBER	S RTP Project No:	SL20-02	
	FTIP No:		
PROJECT NAME	Information Technology Projects		
PROJECT DESCRIPTION	The project supports the purchase of the Agency’s need for software, network Infrastructure, computing resources, and business analytics.		
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$350,000
Total			\$350,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-03]**

PROJECT NUMBER	S RTP Project No:	SL20-03	
	FTIP No:		
PROJECT NAME	Boardroom Equipment Upgrade		
PROJECT DESCRIPTION	Replace standalone voting system with an integrated online voting management solution, addition of tablets to the dais for Board Member use in tracking items and new audio equipment for live and virtual meetings.		
PROJECT JUSTIFICATION	The online voting software system will significantly improve board packet creation and delivery, the tablets will reduce paper used for board meeting along with expediting information retrieval during meetings, there is a need to replace aging audio equipment along with integration of the equipment into the computer system for virtual meetings.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$35,000
Total			\$35,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-04]**

PROJECT NUMBER	S RTP Project No:	SL20-04	
	FTIP No:		
PROJECT NAME	ITS Service Upgrade (3G to 4G)		
PROJECT DESCRIPTION	Upgrade AVL system from 3G cellular network to 4G.		
PROJECT JUSTIFICATION	The current AVL system communicates over a 3G cellular CDMA infrastructure that will cease to operate after December 31, 2019.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$70,000
Total			\$70,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>



**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-05]**

PROJECT NUMBER	SRTP Project No:		SL20-05	
	FTIP No:			
PROJECT NAME	Replacement Paratransit Buses Four (4)			
PROJECT DESCRIPTION	Purchase of four (4) buses to replace existing SunDial vehicles that will meet useful life as outlined by FTA guidelines.			
PROJECT JUSTIFICATION	The purchase of four (4) paratransit buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2019		June 2022	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2020	\$540,000
Total				\$540,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>		<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-06]**

PROJECT NUMBER	SRTP Project No:		SL20-06
	FTIP No:		
PROJECT NAME	SunLine Property Expansion / Solar Farm Phase I		
PROJECT DESCRIPTION	Project to purchase land close to Thousand Palms facility.		
PROJECT JUSTIFICATION	The land purchase will help with future growth of the Agency to assist with SunLine’s expanded zero emission program in solar and hydrogen related projects.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	LCTOP	2020	\$1,022,832
Total			\$1,022,832
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-07]**

PROJECT NUMBER	S RTP Project No:	SL20-07	
	FTIP No:		
PROJECT NAME	West Coast Center of Excellence Maintenance Facility		
PROJECT DESCRIPTION	Maintenance facility for Zero Emission Vehicles (ZEV)		
PROJECT JUSTIFICATION	The maintenance bay training facility will provide comprehensive workforce training programs to zero emission transportation technologies that support commercial operation of zero emission buses.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2020	\$730,403
Total			\$730,403
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-08]**

PROJECT NUMBER	SRTP Project No:		SL20-08
	FTIP No:		
PROJECT NAME	Facility Maintenance and Improvements		
PROJECT DESCRIPTION	Funds requested in this fiscal year will enable SunLine to improve existing facilities in Thousand Palms, Indio and Coachella.		
PROJECT JUSTIFICATION	This project is necessary for upgrading the aging facility and equipment at the various SunLine locations, including HVAC, plumbing, electrical and others as needed.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$50,000
Total			\$50,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-09]**

PROJECT NUMBER	SRTP Project No:		SL20-09
	FTIP No:		
PROJECT NAME	H2 Ride		
PROJECT DESCRIPTION	Project to own and operate two (2) hydrogen fuel cell powered 32 feet shuttle buses.		
PROJECT JUSTIFICATION	CALSTART was awarded grant funding from California Energy Commission that includes two shuttle buses for SunLine. SunLine will operate these two buses and will retain the ownership of the buses after completion of the 18 months demonstration period.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	Section 5309	2020	\$69,172
Total			\$69,172
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-10]**

PROJECT NUMBER	SRTP Project No:		SL20-10
	FTIP No:		
PROJECT NAME	New Flyer AQIP		
PROJECT DESCRIPTION	This project will purchase additional bus equipment and inspection services for the five (5) hydrogen fuel cell buses purchased via AQIP grant.		
PROJECT JUSTIFICATION	SunLine has received five New Flyer fuel cell buses in December 2018. This project will utilize the funding to purchase bus equipment such as spare part and other equipment that will maintain the service level for these buses.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	Section 5309	2020	\$146,000
Total			\$146,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-11]**

PROJECT NUMBER	SRTP Project No:		SL20-11
	FTIP No:		
PROJECT NAME	Operation Facility Replacement, Phase III		
PROJECT DESCRIPTION	The operations facility replacement project will allow SunLine to rebuild a functional operations building at the Thousand Palms site.		
PROJECT JUSTIFICATION	The project will improve employee safety. The current operations facility has met its useful life and this project will allow SunLine to complete demolition, removal of the old facility and replacing it with a new building.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$2,766,000
Total			\$2,766,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>
STA		Operation Facility Phase I	\$1,825,126
Section 5339		Operation Facility Phase I	\$942,874
STA		Operations Facility Phase 2	\$2,116,000
LTF		Operations Facility Phase 3	\$450,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-12]**

PROJECT NUMBER	SRTP Project No:		SL20-12
	FTIP No:		
PROJECT NAME	CNG Fueling Station, Phase III		
PROJECT DESCRIPTION	This project will allow SunLine to replace existing CNG fueling station with a new CNG fueling station.		
PROJECT JUSTIFICATION	The existing CNG fueling station has met its useful life. The cost of maintaining this facility will continue to increase.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$1,000,000
	Other Revenue	2020	\$1,500,000
Total			\$2,500,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>
STA			\$300,778
STA		New CNG Fueling Station Study and Construction Thousand Palms	\$2,500,000
Section 5307		New CNG Fueling Station Study and Construction Thousand Palms	\$200,000
STA		CNG Fueling Station Design & Construction	\$2,500,000



**TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL20-13]**

PROJECT NUMBER	SRTP Project No:		SL20-13
	FTIP No:		
PROJECT NAME	Heavy Duty Tow Truck		
PROJECT DESCRIPTION	Purchase of one (1) heavy duty tow truck tractor and Landoll trailer to pick up disabled buses and vehicles and to tow buses to bus conferences when driving is not efficient.		
PROJECT JUSTIFICATION	The purchase of one heavy duty tow truck tractor and trailer will ensure SunLine’s ability to tow our vehicles and maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date		Completion Date
	July 2019		June 2022
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year
	STA		2020
Total			\$400,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1  
SUMMARY OF FUNDS REQUESTED FOR FY 2019/2020**

27-Apr-19

**TABLE 5.1**

Table 5.1 - Summary of Funding Request for FY 2020/21

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	State of Good Repair	Section 5307 Indio/Cathedral City/Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	Other Revenue	Farebox
<b>OPERATING</b>																
Operating Assistance	\$38,217,381	\$2,000,000	\$20,599,930			\$4,000,000	\$201,264		\$295,541						\$1,454,283	\$3,000,000
Taxi Voucher	\$165,000	\$0	\$46,250					\$46,250							\$92,500	
Commuter Link 220	\$372,227	\$0	\$180,594						\$191,633							
Vanpool Program	\$350,000	\$305,741	\$43,259											\$306,741		
111 Express	\$480,000	\$400,000	\$80,000											\$400,000		
SunRide Ride Share	\$312,500	\$250,000	\$62,500											\$250,000		
COO Haul Pass	\$178,000	\$0											\$200,000		\$178,000	
Haul Pass	\$200,000	\$200,000												\$178,000		
The Buzz	\$178,000	\$0													\$178,000	
EHP Health Pass	\$70,000	\$0													\$70,000	
<b>Sub-total Operating</b>	<b>\$40,543,108</b>	<b>\$3,156,741</b>	<b>\$20,972,533</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000,000</b>	<b>\$201,264</b>	<b>\$46,250</b>	<b>\$295,541</b>	<b>\$191,633</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$956,741</b>	<b>\$178,000</b>	<b>\$1,794,783</b>
<b>CAPITAL</b>																
Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	State of Good Repair	Section 5307 Indio/Cathedral City/Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP	LCTOP Carryover	Carryover CMAQ	Other Revenue	Farebox
SL-21-01	\$5,400,000	\$0		\$3,429,357	\$300,000	\$1,205,643					\$465,000					
SL-21-02	\$1,350,000	\$0		\$950,000								\$400,000				
SL-21-03	\$300,000	\$0		\$300,000												
SL-21-04	\$300,000	\$0			\$300,000											
SL-21-05	\$50,000	\$0			\$50,000											
SL-21-06	\$50,000	\$0			\$50,000											
SL-21-07	\$140,000	\$0			\$140,000											
SL-21-08	\$400,000	\$0										\$400,000				
SL-21-09	\$82,489	\$0	\$116,089												\$465,991	
<b>Sub-total Capital</b>	<b>\$8,572,489</b>	<b>\$0</b>	<b>\$116,089</b>	<b>\$4,679,357</b>	<b>\$940,000</b>	<b>\$1,205,643</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$465,000</b>	<b>\$800,000</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$465,991</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$49,115,597</b>	<b>\$3,156,741</b>	<b>\$21,089,031</b>	<b>\$4,679,357</b>	<b>\$940,000</b>	<b>\$5,205,643</b>	<b>\$201,264</b>	<b>\$46,250</b>	<b>\$295,541</b>	<b>\$191,633</b>	<b>\$465,000</b>	<b>\$800,000</b>	<b>\$200,000</b>	<b>\$956,741</b>	<b>\$643,991</b>	<b>\$1,794,783</b>

**TABLE 5.1A  
CAPITAL PROJECT JUSTIFICATION FOR FY 2020/2021**

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-01]**

PROJECT NUMBER	S RTP Project No:	SL21-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (8)		
PROJECT DESCRIPTION	Purchase of nine fixed route buses to replace existing CNG bus fleets that will meet useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of nine fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2021	June 2024	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$3,429,357
	State of Good Repair	2021	\$300,000
	Section 5307	2021	\$1,205,643
	Section 5339	2021	\$465,000
Total			\$5,400,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended Balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-02]**

PROJECT NUMBER	SRTP Project No:		SL21-02	
	FTIP No:			
PROJECT NAME	Replacement of Paratransit Vans (10)			
PROJECT DESCRIPTION	Purchase of 10 vans to replace existing SunDial paratransit vans that will meet useful life as outlined by FTA guidelines.			
PROJECT JUSTIFICATION	The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2021		June 2024	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2021	\$950,000
	LCTOP		2021	\$400,000
Total			\$1,350,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-03]**

PROJECT NUMBER	SRTP Project No:		SL21-03	
	FTIP No:			
PROJECT NAME	Information Technology Projects			
PROJECT DESCRIPTION	The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services.			
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2021		June 2024	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2021	\$300,000
Total				\$300,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>		<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-04]**

PROJECT NUMBER	SRTP Project No:		SL21-04
	FTIP No:		
PROJECT NAME	Upgrade Division I Fence – Secure Base		
PROJECT DESCRIPTION	This project is to secure the base of the perimeter fencing at SunLine’s Thousand palms facility.		
PROJECT JUSTIFICATION	This project is needed to ensure the safety and security of SunLine employees and passengers.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2021	June 2024	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2021	\$300,000
Total			\$300,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-05]**

PROJECT NUMBER	SRTP Project No:		SL21-05	
	FTIP No:			
PROJECT NAME	Facility Improvements			
PROJECT DESCRIPTION	Funds requested in this fiscal year will enable SunLine to improve existing facilities in Thousand Palms, Indio and Coachella.			
PROJECT JUSTIFICATION	Project is necessary for facility and ground improvements in Thousand palms, Indio and Coachella facilities.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2021		June 2024	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	State of Good Repair		2021	\$50,000
Total				\$50,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>		<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-06]**

PROJECT NUMBER	SRTP Project No:		SL21-06
	FTIP No:		
PROJECT NAME	Maintenance Tools		
PROJECT DESCRIPTION	Purchase major replacement tools, equipment and parts used in routine vehicle maintenance.		
PROJECT JUSTIFICATION	Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2021	June 2024	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2021	\$50,000
Total			\$50,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>



**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-07]**

PROJECT NUMBER	SRTP Project No:		SL21-07
	FTIP No:		
PROJECT NAME	Portable Chargers		
PROJECT DESCRIPTION	Purchase of portable EV chargers.		
PROJECT JUSTIFICATION	The portable EV chargers will be utilized to charge light duty fleet. These portable chargers will be sustained by solar energy and not rely on the grid.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2021	June 2024	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2021	\$140,000
Total			\$140,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-08]**

PROJECT NUMBER	SRTP Project No:		SL21-08	
	FTIP No:			
PROJECT NAME	CNG Station Indio Improvements			
PROJECT DESCRIPTION	Project to provide improvements to the CNG station equipment at the Indio facility to increase efficiency of the station.			
PROJECT JUSTIFICATION	Indio CNG station compressor skid has passed its useful life. These much needed improvements will increase the station life cycle.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2021		June 2024	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	LCTOP		2021	\$400,000
Total				\$400,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>		<i>Unexpended balance</i>

**TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL21-09]**

PROJECT NUMBER	SRTP Project No:		SL21-09
	FTIP No:		
PROJECT NAME	SunRide Vehicle Purchase Four (4)		
PROJECT DESCRIPTION	Purchase of four (4) cutaway vans for SunLine’s SunRide program.		
PROJECT JUSTIFICATION	The vehicles will be utilized in providing flexible, on demand rideshare service designed to connect riders to the fixed route system.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2021	June 2024	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	CMAQ	2021	\$465,991
	LTF	2021	\$116,498
Total			\$582,489
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2**  
**SUMMARY OF FUNDS REQUESTED FOR FY 2020/2021**

2-May-18

**TABLE 5.2**

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

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LC/TP	C/MAQ Carryover	Other Revenue	Farebox
<b>OPERATING</b>														
Operating Assistance	\$37,622,906		\$20,256,500		\$5,955,493	\$4,152,000		\$341,572			\$500,000		\$3,951,370	\$2,465,970
Taxi Voucher	\$93,334		\$23,334				\$23,334						\$46,667	
Vanpool Program	\$537,148	\$478,062	\$59,086									\$478,062		
Line 80, 81, 95	\$238,135	\$190,508	\$47,627									\$190,508		
Commuter Link 220	\$250,000		\$50,000						\$200,000					
<b>Sub-total Operating</b>	<b>\$38,741,523</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$0</b>	<b>\$5,955,493</b>	<b>\$4,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$3,998,037</b>	<b>\$2,465,970</b>

Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LC/TP	C/MAQ Carryover	Other Revenue	Farebox
<b>CAPITAL</b>														
Replacement Fixed Route Buses (3)	\$1,820,000			\$320,000		\$1,000,000				\$500,000				
Informational Technology (IT) Projects	\$350,000			\$350,000										
Replacement Paratransit Buses (13)	\$1,755,000			\$1,755,000										
Upgrade Division I Fence - Secure Base	\$200,000			\$200,000										
<b>Sub-total Capital</b>	<b>\$4,125,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,625,000</b>	<b>\$0</b>	<b>\$1,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$42,866,523</b>	<b>\$668,570</b>	<b>\$20,436,547</b>	<b>\$2,625,000</b>	<b>\$5,955,493</b>	<b>\$5,152,000</b>	<b>\$23,334</b>	<b>\$341,572</b>	<b>\$200,000</b>	<b>\$500,000</b>	<b>\$500,000</b>	<b>\$668,570</b>	<b>\$3,998,037</b>	<b>\$2,465,970</b>

**TABLE 5.2A  
CAPITAL PROJECT JUSTIFICATION FOR FY 2020/2021**

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL22-01]**

PROJECT NUMBER	S RTP Project No:	SL22-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses Nine (9)		
PROJECT DESCRIPTION	Purchase of nine (9) fixed route buses to replace existing CNG bus fleets that will meet useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of nine (9) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2022	June 2025	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2022	\$3,583,132
	State of Good Repair	2022	\$771,106
	Section 5307	2022	\$1,241,812
	Section 5339	2022	\$478,950
Total			\$6,075,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL22-02]**

PROJECT NUMBER	SRTP Project No:		SL22-02	
	FTIP No:			
PROJECT NAME	Information Technology Projects			
PROJECT DESCRIPTION	The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services.			
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2022		June 2025	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2022	\$350,000
Total				\$350,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>		<i>Unexpended balance</i>

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL22-03]**

PROJECT NUMBER	SRTP Project No:		SL22-03
	FTIP No:		
PROJECT NAME	Mobile Command Center		
PROJECT DESCRIPTION	Emergency Operations Center		
PROJECT JUSTIFICATION	Large vehicle configured to act as a communications and emergency management center during emergency operations to facilitate the continuity of operations during emergency situations.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2022	June 2025	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2022	\$500,000
Total			\$500,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL22-04]**

PROJECT NUMBER	SRTP Project No:		SL22-04	
	FTIP No:			
PROJECT NAME	Replacement Paratransit Vans (10)			
PROJECT DESCRIPTION	Purchase of 10 vans to replace existing SunDial paratransit vans that will meet useful life as outlined by FTA guidelines.			
PROJECT JUSTIFICATION	The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2022		June 2025	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2022	\$548,424
	LCTOP		2022	\$824,000
Total			\$1,372,424	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	



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

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

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

*Table 6 – Progress to Implement Triennial Performance Audit*

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

**TABLE 7  
SERVICE PROVIDER PERFORMANCE TARGETS**

**Table 7 -- Service Provider Performance Targets Rep**  
FY 2018/19 Short Range Transit Plan Re  
SunLine Transit Agency

Data Elements	FY 2018/19 Plan	FY 2018/19 Target	FY 2018/19 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	3,894,862			
Passenger Miles	27,240,436			
Total Actual Vehicle Revenue Hours	299,773.0			
Total Actual Vehicle Revenue Miles	4,449,915.0			
Total Actual Vehicle Miles	5,109,321.0			
Total Operating Expenses	\$39,654,404			
Total Passenger Fare Revenue	\$6,962,133			
Net Operating Expenses	\$32,692,271			
<b>Performance Indicators</b>				
<b>Mandatory:</b>				
1. Farebox Recovery Ratio	17.55%	>= 17.49%	17.70%	Meets Target
<b>Discretionary:</b>				
1. Operating Cost Per Revenue Hour	\$132.28	<= \$108.50	\$76.70	Meets Target
2. Subsidy Per Passenger	\$8.39	>= \$5.51 and <= \$7.45	\$5.72	Meets Target
3. Subsidy Per Passenger Mile	\$1.20	>= \$0.75 and <= \$1.01	\$0.64	Better Than Target
4. Subsidy Per Hour	\$109.06	>= \$74.82 and <= \$101.22	\$63.13	Better Than Target
5. Subsidy Per Mile	\$7.35	>= \$4.88 and <= \$6.60	\$5.16	Meets Target
6. Passengers Per Revenue Hour	13.00	>= 11.56 and <= 15.64	11.00	Fails to Meet Target
7. Passengers Per Revenue Mile	0.88	>= 0.76 and <= 1.02	0.90	Meets Target
<b>Notes:</b> Must meet at least 4 out of 7 Discretionary Performance Indicators				
<b>Productivity Performance Summary:</b>				
<b>Service Provider Comments:</b>				

**TABLE 8  
FY 2019/2020 SRTP PERFORMANCE REPORT**

**FY 2019/20 - Table 8 -- SRTP Performance Report**  
*Service Provider: SunLine Transit Agency*  
**All Routes**

Performance Indicators	FY 2017/18 End of Year Actual	FY 2018/19 3rd Quarter Year-to-Date	FY 2019/20 Plan	FY 2019/20 Target	Plan Performance Scorecard (a)
Passengers	4,122,539	3,149,428	4,329,667	None	
Passenger Miles	41,488,246	27,954,109	36,983,241	None	
Revenue Hours	303,326.4	285,334.1	315,136.0	None	
Total Hours	327,436.5	244,034.6	341,518.0	None	
Revenue Miles	4,679,725.3	3,488,435.5	4,616,188.0	None	
Total Miles	5,280,523.1	3,960,498.0	5,311,625.0	None	
Operating Costs	\$32,609,634	\$21,894,183	\$40,840,137	None	
Passenger Revenue	\$6,939,092	\$3,872,471	\$8,063,714	None	
Operating Subsidy	\$25,670,542	\$18,011,712	\$32,776,423	None	
Operating Costs Per Revenue Hour	\$107.51	\$76.70	\$129.60	<= \$79.38	Fails to Meet Target
Operating Cost Per Revenue Mile	\$6.97	\$6.27	\$8.85	None	
Operating Costs Per Passenger	\$7.91	\$6.95	\$9.43	None	
Farebox Recovery Ratio	21.28%	17.70%	19.74%	>= 19.7%	Meets Target
Subsidy Per Passenger	\$6.23	\$5.72	\$7.57	>= \$4.98 and <= \$6.74	Better Than Target
Subsidy Per Passenger Mile	\$0.62	\$0.64	\$0.89	>= \$0.56 and <= \$0.76	Better Than Target
Subsidy Per Revenue Hour	\$84.63	\$63.13	\$104.01	>= \$55.01 and <= \$74.43	Better Than Target
Subsidy Per Revenue Mile	\$5.49	\$5.16	\$7.10	>= \$4.50 and <= \$6.08	Better Than Target
Passengers Per Revenue Hour	13.60	11.00	13.70	>= 9.35 and <= 12.65	Better Than Target
Passengers Per Revenue Mile	0.88	0.90	0.94	>= 0.77 and <= 1.04	Meets Target

a) The Plan Performance Scorecard column is the result of comparing the FY 2019/20 Plan to the FY 2019/20 Primary Target.

**TABLE 9  
HIGHLIGHTS OF FY 2019/2020 SHORT RANGE TRANSIT PLAN**

TABLE 9 – HIGHLIGHTS OF FY 2019/2020 SRTP

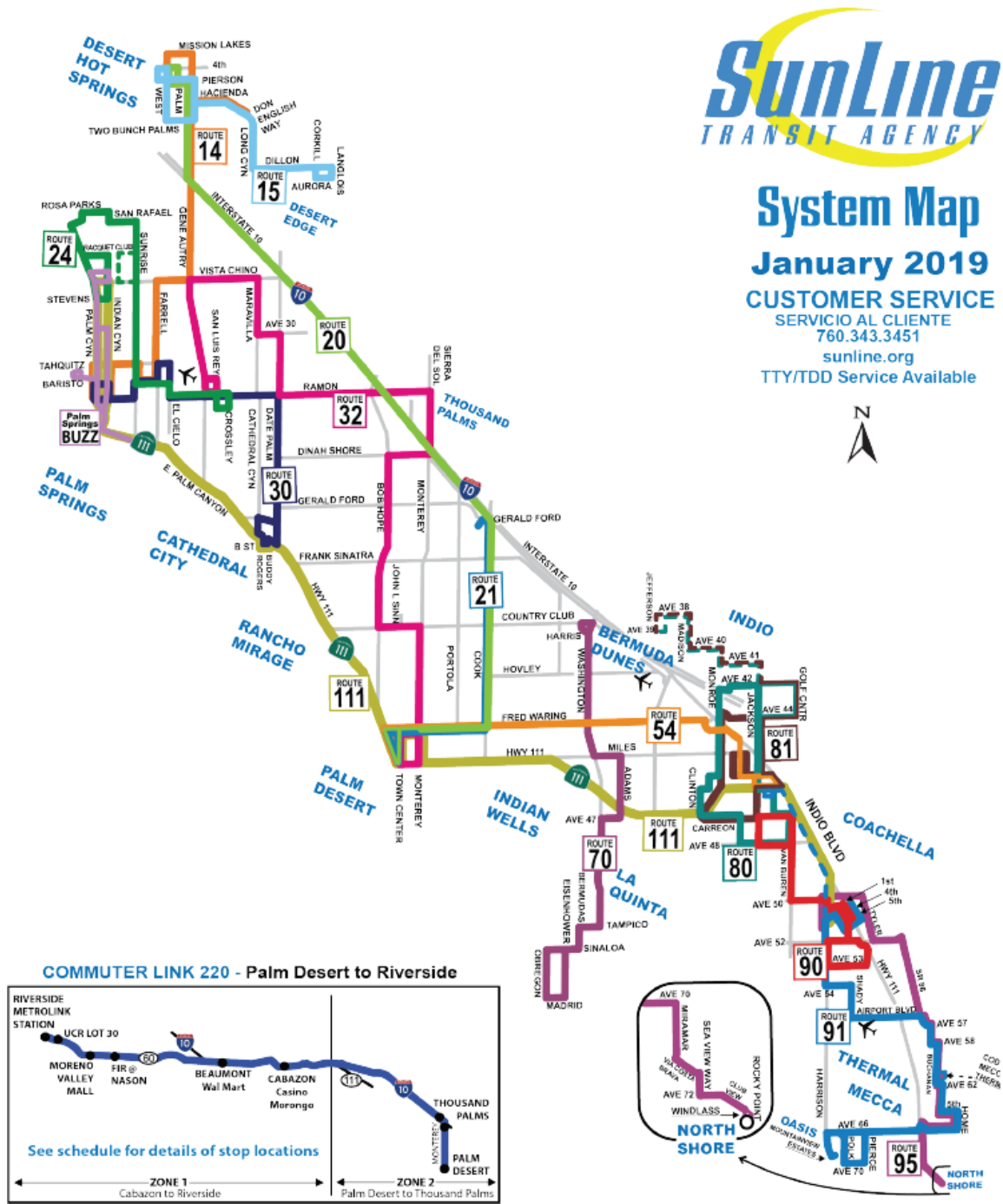
- Redesign transit
- Introduction of microtransit
- Facility and infrastructure projects such as replacement of the operations facility, hydrogen fueling station, CNG fueling station, and Center of Excellence facility
- Purchase of nine (9) replacement CNG fixed route buses
- Expansion of SunLine property to include a solar farm
- Increased revenue through the advertising program

Operating & Financial Data	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19 Estimated	FY 2019/20 Planned
Fixed Route Ridership	4,358,966	4,151,467	3,947,023	3,719,598	4,174,079
SunDial Ridership	164,025	164,802	156,292	158,232	155,588
System Wide Ridership	4,522,991	4,316,269	4,122,539	3,877,830	4,329,667
Operating Cost Per Revenue Hour	\$106.92	\$107.26	\$110.99	\$129.99	\$129.59

**TABLE 9B  
FAREBOX CALCULATION**

<b>Table 9B - Farebox Calculation (consistent with Commission Farebox Recovery Policy)</b>				
	<b>Revenue Sources included in Farebox Calculation</b>	<b>Actual Amount from FY17/18 Audit</b>	<b>FY18/19 (Estimate)</b>	<b>FY19/20 (Plan)</b>
1	Passenger Fares	\$ 2,900,114	\$ 2,841,175.32	\$ 2,799,649.00
2	Interest	\$ 7,460.00	\$ 15,656.34	\$ 14,954.00
3	General Fund Supplement	\$ -	\$ -	\$ -
4	Measure A	\$ -	\$ 177,000.00	\$ 3,653,381.00
5	Advertising Revenue	\$ 164,223.56	\$ 259,484.24	\$ 100,000.00
6	Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -
7	CNG Revenue / Emission Credit	\$ 2,034,371.64	\$ 1,685,112.00	\$ 1,003,000.00
8	Lease / Other Revenue	\$ -	\$ -	\$ -
9	Federal Excise Tax Refund	\$ -	\$ -	\$ -
10	Investment Income	\$ -	\$ -	\$ -
11	CalPers CERBT	\$ -	\$ -	\$ -
12	Fare Revenues from Exempt Routes	\$ -	\$ -	\$ -
13	Other Revenues	\$ 1,871,974.76	\$ 759,628.50	\$ 492,730.00
	<b>Total Revenue</b> for Farebox Calculation (1-13)	\$ 6,978,144.16	\$ 5,738,056.40	\$ 8,063,714.00
	<b>Total Operating Expenses</b> for Farebox Calculation	\$ 32,478,309.00	\$ 32,723,993.44	\$ 40,840,150.00
	Farebox Recovery Ratio	21.49%	17.53%	19.74%

FIGURE A-1 SUNBUS SYSTEM MAP, JANUARY 2019

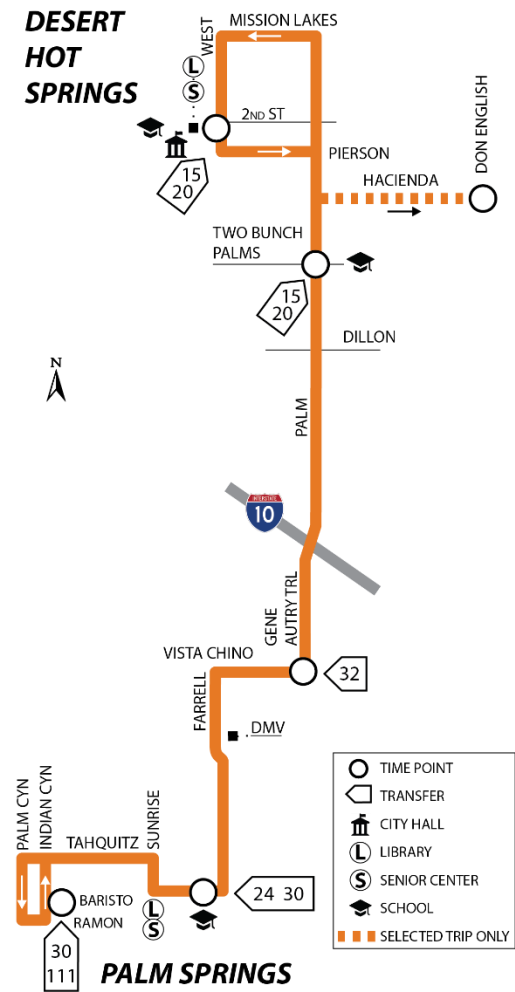


## ROUTE PROFILES

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

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

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

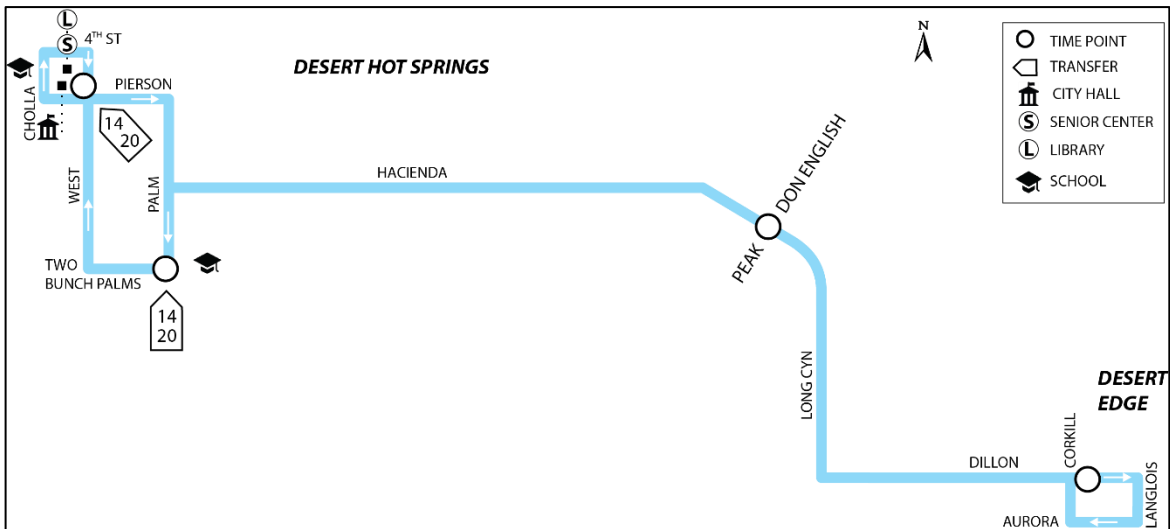


Hours of Operation:		Service Span	Financial	
4:53 AM	11:20 PM	Weekdays	<b>Annual Route Cost</b>	\$3,324,217
5:48 AM	10:41 PM	Weekends	<b>Annual Farebox Route Revenue</b>	\$947,820
<b>Frequency:</b>			<b>Cost per Rider</b>	\$5.52
20/30 MIN	Weekdays (Peak/Off-Peak)		<b>Subsidy per Rider</b>	\$5.22
40 MIN	Weekends	<b>Ridership</b>		
<b>Average Speed:</b>		<b>Peak Vehicles</b>	<b>Average Daily Passengers Weekday</b>	1,877
18 mph		6	<b>Average Daily Passengers Weekends</b>	1,119
<b>On Time Performance:</b>			<b>Annual Passengers</b>	602,574
91.6%			<b>Passengers per Hour</b>	21.0
<b>Route Total Bidirectional Length (Miles):</b>			<b>Passengers per Mile</b>	1.4
29.42			<b>Annual Wheelchair Boardings</b>	6,575
<b>Annual Revenue Miles:</b>		431,246	<b>Annual Bicycle Boardings</b>	19,080
<b>Annual Revenue Hours</b>		28,745	<b>Population within .5 mi of stop</b>	31,971
			<b>Jobs within .5 mi of stop</b>	14,162

## ROUTE 15—DESERT HOT SPRINGS – DESERT EDGE

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

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



Hours of Operation:		Service Span		Financial	
4:54 AM	8:49 PM	Weekdays		<b>Annual Route Cost</b>	\$630,547
5:48 AM	7:44 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$176,734
<b>Frequency:</b>				<b>Cost per Rider</b>	
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$5.55
60 MIN		Weekends			\$6.14
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Ridership</b>	
19 mph		1		<b>Average Daily Passengers Weekday</b>	361
<b>On Time Performance:</b>				<b>Average Daily Passengers Weekends</b>	
92.4%				<b>Annual Passengers</b>	113,705
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Hour</b>	
15.9				<b>Passengers per Mile</b>	1.3
<b>Annual Revenue Miles:</b>				<b>Annual Wheelchair Boardings</b>	
87,392				<b>Annual Bicycle Boardings</b>	1,614
<b>Annual Revenue Hours:</b>				<b>Population within .5 mi of stop</b>	
5,450				<b>Jobs within .5 mi of stop</b>	2,116



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

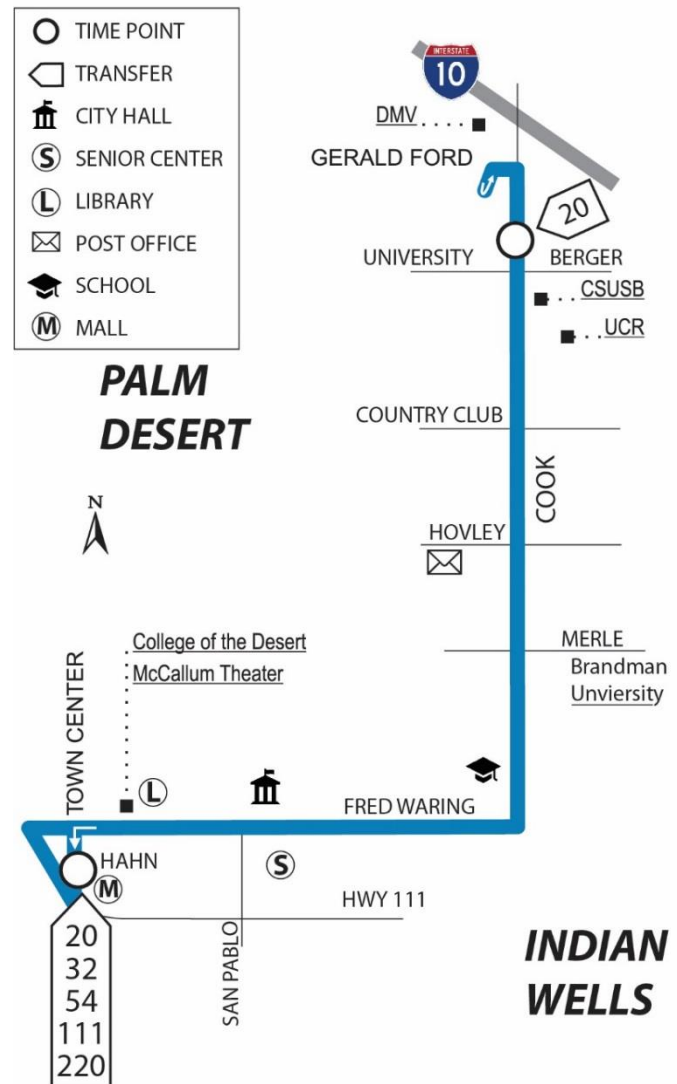
Route 20 provides limited stop service between the City of Desert Hot Springs and the City of Palm Desert. The Route 20 provides residents of Desert Hot Springs and surrounding communities improved access to resources and employment opportunities concentrated toward the center of the Coachella Valley,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



Hours of Operation:		Service Span		Financial	
6:32 AM	7:55 PM	Weekdays		<b>Annual Route Cost</b>	\$345,882
No Weekend Service				<b>Annual Farebox Route Revenue</b>	\$38,041
Frequency:				<b>Cost per Rider</b>	\$14.21
60	MIN	Weekdays		<b>Subsidy per Rider</b>	\$20.93
No Weekend Service				Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	94
27	mph	2		<b>Average Daily Passengers Weekends</b>	N/A
On Time Performance:				<b>Annual Passengers</b>	24,342
84.5%				<b>Passengers per Hour</b>	8.19
Route Total Bidirectional Length (Miles):				<b>Passengers per Mile</b>	0.33
48.5				<b>Annual Wheelchair Boardings</b>	95
Annual Revenue Miles:				<b>Annual Bicycle Boardings</b>	949
74,522				<b>Population within .5 mi of stop</b>	11,229
Annual Revenue Hours:				<b>Jobs within .5 mi of stop</b>	8,180
2972					

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

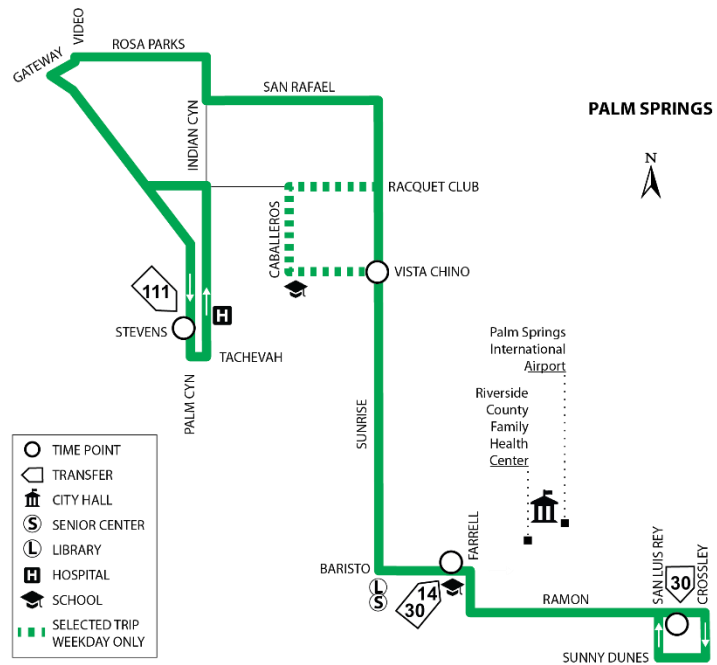
Route 21 is a new route that provides service to the City of Palm Desert, enabling riders to access the College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, satellite campuses of California State University of San Bernadine, the University of California Riverside, Palm Desert High School, Palm Desert Library, major employment sites, medical and shopping centers. Route 21 connects with Routes 20, 32, 54, 111 and Commuter Link 220 at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
11:00 AM	3:50 PM	Weekdays		Annual Route Cost	\$78,945
No Weekend Service				Annual Farebox Route Revenue	\$10,123
<b>Frequency:</b>				Cost per Rider	\$13.07
60	MIN	Weekdays		Subsidy per Rider	N/A
No Weekend Service				<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		Average Daily Passengers Weekday	23
19	mph	1		Average Daily Passengers Weekends	N/A
<b>On Time Performance:</b>				Annual Passengers	6,039
88.5%				Passengers per Hour	9.1
<b>Route Total Bidirectional Length (Miles):</b>				Passengers per Mile	0.7
13.8				Annual Wheelchair Boardings	90
<b>Annual Revenue Miles:</b>				Annual Bicycle Boardings	239
9,184				Population within .5 mi of stop	20,157
<b>Annual Revenue Hours:</b>				Jobs within .5 mi of stop	18,379
663					

## ROUTE 24—PALM SPRINGS

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

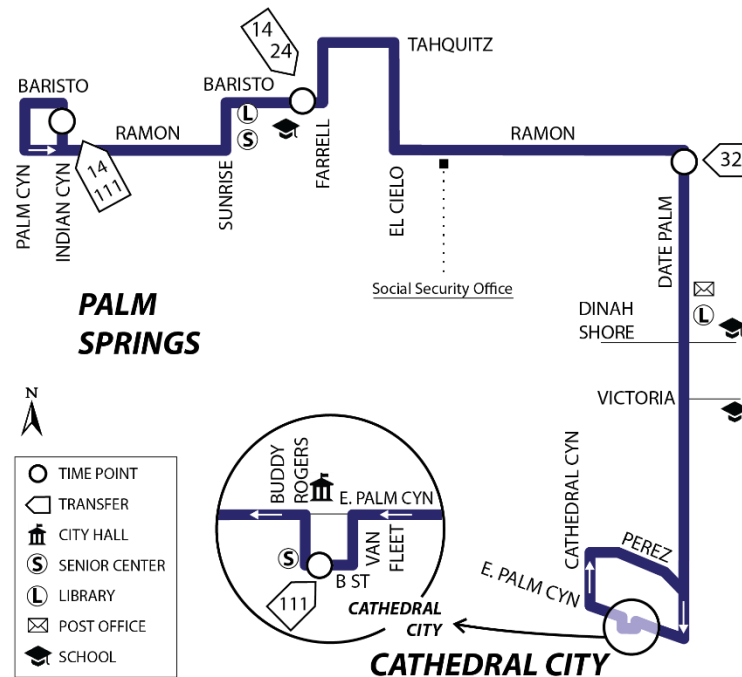


Hours of Operation:		Service Span	Financial	
6:10 AM	8:25 PM	Weekdays	<b>Annual Route Cost</b>	\$1,518,500
6:18 AM	7:38 PM	Weekends	<b>Annual Farebox Route Revenue</b>	\$262,361
<b>Frequency:</b>			<b>Cost per Rider</b>	\$9.17
40 MIN		Weekdays	<b>Subsidy per Rider</b>	\$6.44
60 MIN		Weekends	<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>	<b>Average Daily Passengers Weekday</b>	537
15 mph		5	<b>Average Daily Passengers Weekends</b>	256
<b>On Time Performance:</b>			<b>Annual Passengers</b>	165,664
			<b>Passengers per Hour</b>	12.6
<b>Route Total Bidirectional Length (Miles):</b>			<b>Passengers per Mile</b>	1.18
			<b>Annual Wheelchair Boardings</b>	1,214
<b>Annual Revenue Miles:</b>		140,537	<b>Annual Bicycle Boardings</b>	4,336
<b>Annual Revenue Hours:</b>		13,133	<b>Population within .5 mi of stop</b>	22,374
			<b>Jobs within .5 mi of stop</b>	10,955

## ROUTE 30—CATHEDRAL CITY – PALM SPRINGS

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

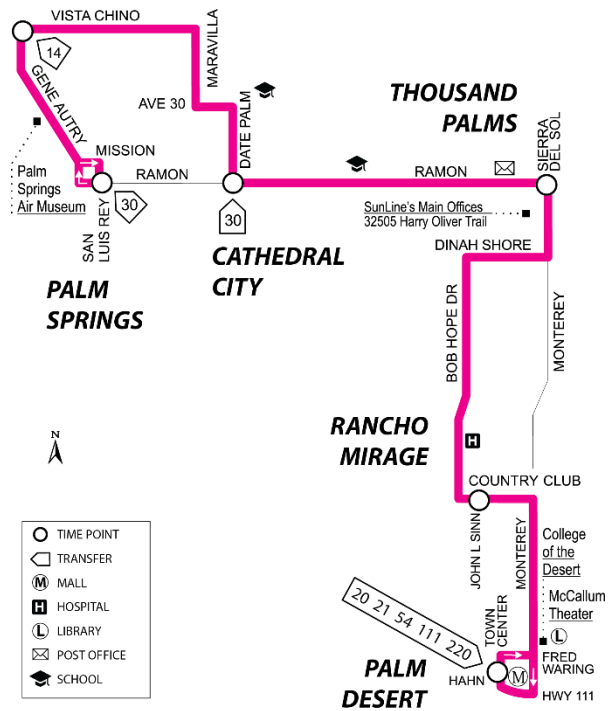
The most recent Operational Analysis proposed fifteen-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.



Hours of Operation:		Service Span		Financial	
5:40 AM	10:44 PM	Weekdays		<b>Annual Route Cost</b>	\$3,067,176
6:15 AM	9:41 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$998,475
<b>Frequency:</b>				<b>Cost per Rider</b>	\$4.86
20 MIN	Weekdays			<b>Subsidy per Rider</b>	\$2.70
40 MIN	Weekends			<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	1,954
13 mph		5		<b>Average Daily Passengers Weekends</b>	1,204
<b>On Time Performance:</b>				<b>Annual Passengers</b>	631,376
		92.2%		<b>Passengers per Hour</b>	23.8
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	2.34
		19.3		<b>Annual Wheelchair Boardings</b>	5,048
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	23,357
		269,503		<b>Population within .5 mi of stop</b>	34,329
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	16,652
		26,541			

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

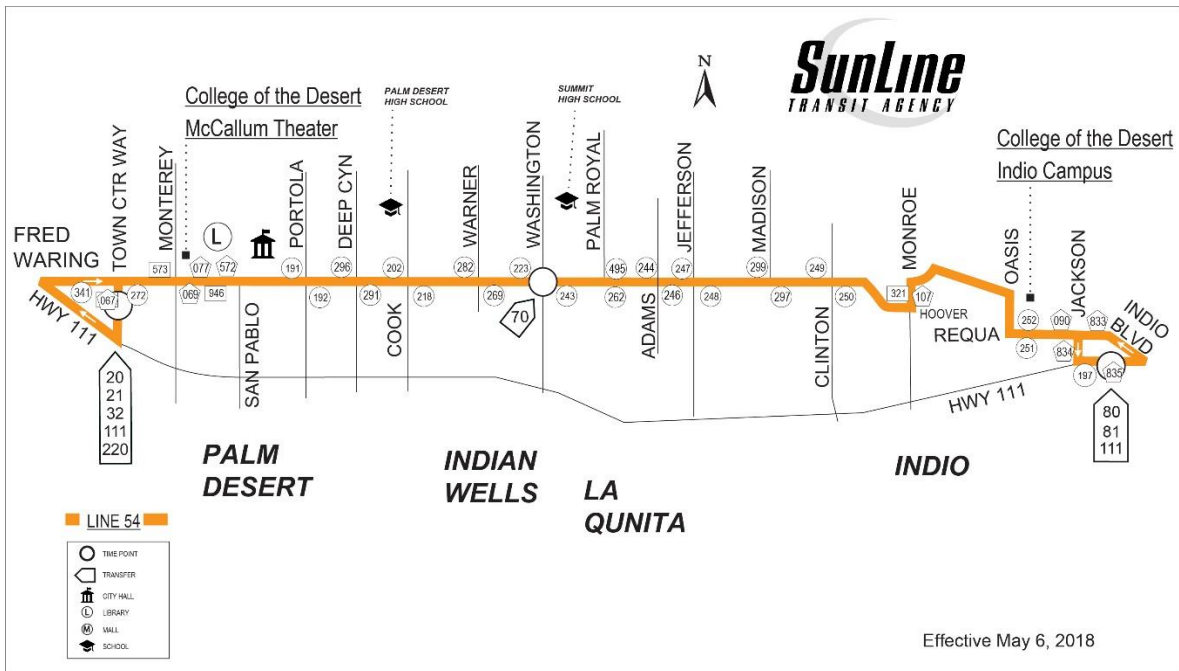
Route 32 links the cities of Palm Springs, Cathedral City, and the unincorporated community Thousand Palms, Rancho Mirage and Palm Desert. The route connects with Routes 14, 20, 24, 30, 53, 54, 111, and Commuter Link 220. Riders can access schools and various retail centers along Ramon Road in the City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



Hours of Operation:		Service Span		Financial	
5:00 AM	10:40 PM	Weekdays		<b>Annual Route Cost</b>	\$1,933,780
6:54 AM	10:48 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$372,527
Frequency:				<b>Cost per Rider</b>	\$8.17
50 MIN		Weekdays		<b>Subsidy per Rider</b>	\$8.17
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		<b>Average Daily Passengers Weekday</b>	737
19 mph			3	<b>Average Daily Passengers Weekends</b>	441
On Time Performance:				<b>Annual Passengers</b>	236,728
			89.5%	<b>Passengers per Hour</b>	14.2
Route Total Bidirectional Length (Miles):				<b>Passengers per Mile</b>	0.8
			40.4	<b>Annual Wheelchair Boardings</b>	1,147
Annual Revenue Miles:				<b>Annual Bicycle Boardings</b>	10,058
			278,815	<b>Population within .5 mi of stop</b>	37,261
Annual Revenue Hours:				<b>Jobs within .5 mi of stop</b>	21,864
			16,718		

## ROUTE 54—PALM DESERT – INDIAN WELLS – LA QUINTA – BERMUDA DUNES – INDIIO

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

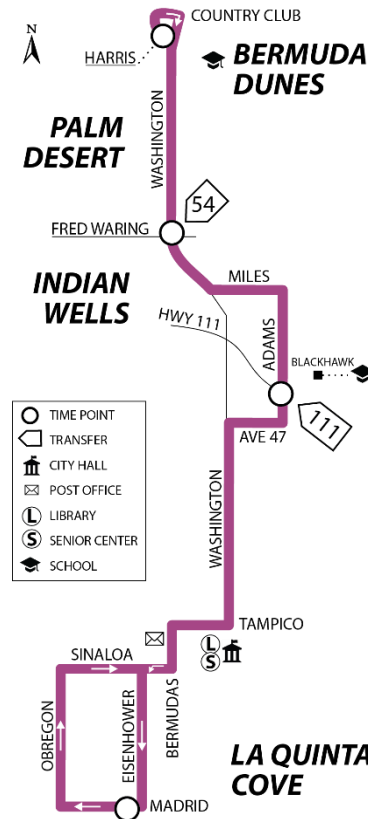


Hours of Operation:		Service Span		Financial	
5:55 AM	7:55 PM	Weekdays		<b>Annual Route Cost</b>	\$777,535
		No Weekend Service		<b>Annual Farebox Route Revenue</b>	\$111,325
<b>Frequency:</b>				<b>Cost per Rider</b>	\$10.61
45	MIN	Weekdays		<b>Subsidy per Rider</b>	\$9.17
		No Weekend Service		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	283
20 mph		2		<b>Average Daily Passengers Weekends</b>	N/A
<b>On Time Performance:</b>				<b>Annual Passengers</b>	73,310
		82.2%		<b>Passengers per Hour</b>	10.9
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	0.6
		24.3		<b>Annual Wheelchair Boardings</b>	392
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	2,543
		113,426		<b>Population within .5 mi of stop</b>	37,729
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	13,900
		6,717			

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

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

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



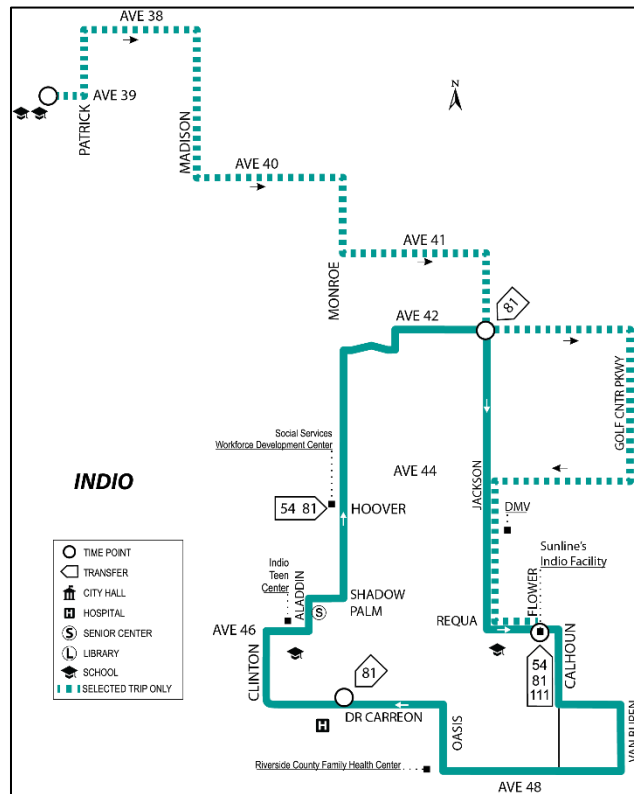
Hours of Operation:		Service Span		Financial	
5:15 AM	8:45 PM	Weekdays		<b>Annual Route Cost</b>	\$1,128,548
5:15 AM	9:28PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$249,639
<b>Frequency:</b>				<b>Cost per Rider</b>	\$6.95
45 MIN		Weekdays		<b>Subsidy per Rider</b>	\$5.03
90 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	540
16 mph		3		<b>Average Daily Passengers Weekends</b>	215
<b>On Time Performance:</b>				<b>Annual Passengers</b>	162,309
		88.9%		<b>Passengers per Hour</b>	16.6
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	1.3
		19.5		<b>Annual Wheelchair Boardings</b>	346
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	5,906
		129,009		<b>Population within .5 mi of stop</b>	27,982
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	9,943
		9,756			



## ROUTE 80 —INDIO

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

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



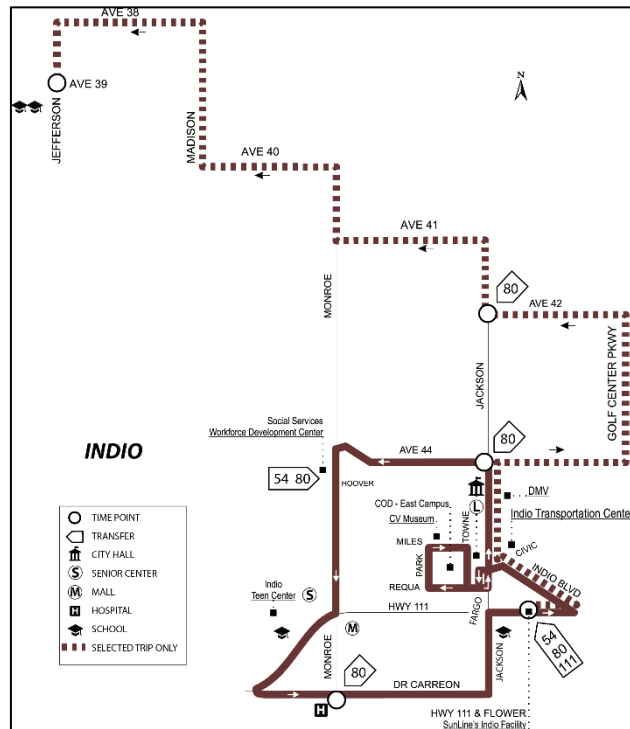
Hours of Operation:		Service Span		Financial	
6:00 AM	8:45 PM	Weekdays		<b>Annual Route Cost</b>	\$707,704
6:00 AM	8:45 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$231,817
<b>Frequency:</b>				<b>Cost per Rider</b>	\$5.01
60 MIN		Weekdays		<b>Subsidy per Rider</b>	\$2.83
60 MIN		Weekends		<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Average Daily Passengers Weekday</b>	457
15 mph			5	<b>Average Daily Passengers Weekends</b>	220
<b>On Time Performance:</b>				<b>Annual Passengers</b>	141,217
			85.8%	<b>Passengers per Hour</b>	23.3
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Mile</b>	2.0
			11.02	<b>Annual Wheelchair Boardings</b>	1,246
<b>Annual Revenue Miles:</b>				<b>Annual Bicycle Boardings</b>	2,880
			70,163	<b>Population within .5 mi of stop</b>	39,132
<b>Annual Revenue Hours:</b>				<b>Jobs within .5 mi of stop</b>	7,554
			6,064		



## ROUTE 81—INDIO

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

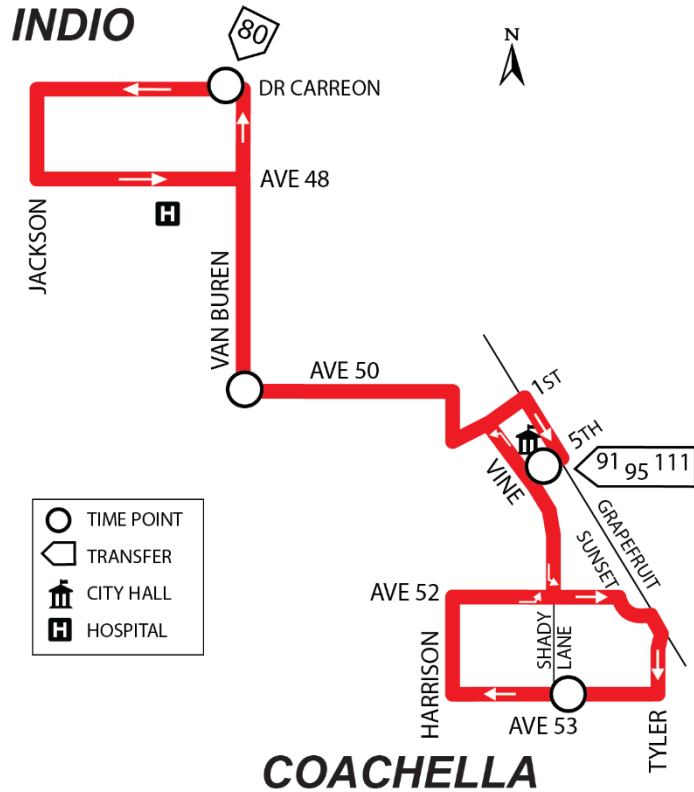
Route 81 connects to Routes 54, 80, 90, 91 and 111 at the transfer location on Highway 111 at Flower Street.



Hours of Operation:		Service Span	Financial	
5:25 AM	8:15 PM	Weekdays	<b>Annual Route Cost</b>	\$653,595
5:25 AM	8:15 PM	Weekends	<b>Annual Farebox Route Revenue</b>	\$141,762
<b>Frequency:</b>			<b>Cost per Rider</b>	\$7.15
60 MIN		Weekdays	<b>Subsidy per Rider</b>	\$4.07
60 MIN		Weekends	<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>	<b>Average Daily Passengers Weekday</b>	301
12 mph		1	<b>Average Daily Passengers Weekends</b>	129
<b>On Time Performance:</b>			<b>Annual Passengers</b>	91,450
		93.0%	<b>Passengers per Hour</b>	16.2
<b>Route Total Bidirectional Length (Miles):</b>			<b>Passengers per Mile</b>	1.7
		8.71	<b>Annual Wheelchair Boardings</b>	480
<b>Annual Revenue Miles:</b>			<b>Annual Bicycle Boardings</b>	804
		52,568	<b>Population within .5 mi of stop</b>	32,477
<b>Annual Revenue Hours:</b>			<b>Jobs within .5 mi of stop</b>	7,631
		5,653		

## ROUTE 90—INDIO – COACHELLA

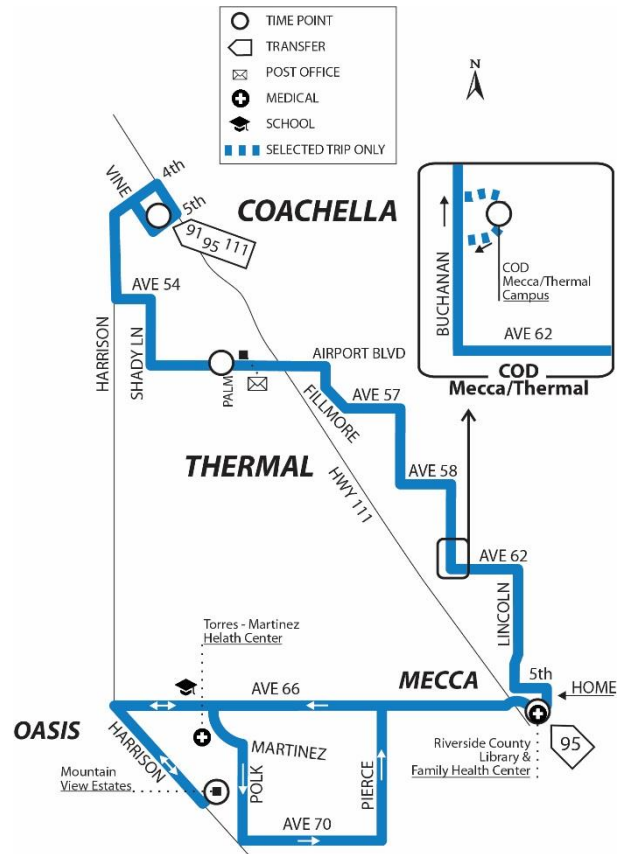
Route 90 serves the cities of Coachella and Indio allowing passengers to access the Employment Development Department, Coachella City Hall, library, senior center, Boys & Girls Club, local schools, and shopping centers. Connections to Routes 54, 80, 81, 91, 95 and 111 occur at the transfer location on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



Hours of Operation:		Service Span	Financial	
5:00 AM	9:52 PM	Weekdays	<b>Annual Route Cost</b>	\$1,025,088
5:00 AM	8:52 PM	Weekends	<b>Annual Farebox Route Revenue</b>	\$142,748
<b>Frequency:</b>			<b>Cost per Rider</b>	\$11.11
60 MIN		Weekdays	<b>Subsidy per Rider</b>	\$6.79
60 MIN		Weekends	<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>	<b>Average Daily Passengers Weekday</b>	273
15 mph		1	<b>Average Daily Passengers Weekends</b>	207
<b>On Time Performance:</b>			<b>Annual Passengers</b>	92,273
			<b>Passengers per Hour</b>	10.3
<b>Route Total Bidirectional Length (Miles):</b>			<b>Passengers per Mile</b>	0.8
			<b>Annual Wheelchair Boardings</b>	709
<b>Annual Revenue Miles:</b>			<b>Annual Bicycle Boardings</b>	1,345
			<b>Population within .5 mi of stop</b>	44,655
<b>Annual Revenue Hours:</b>			<b>Jobs within .5 mi of stop</b>	7,051

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

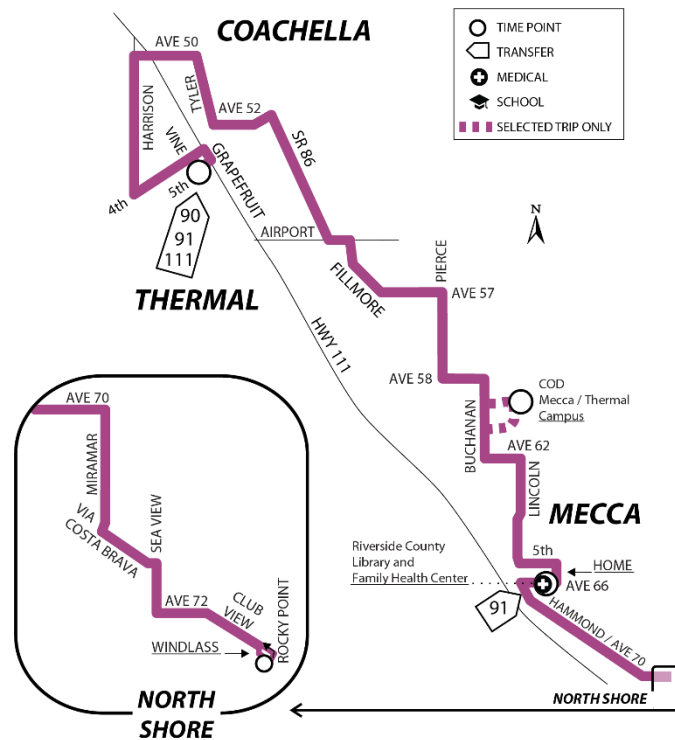
Route 91 links the cities of Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Route 91 are able to connect to Routes 54, 80, 81, 90, 95 and 111 at the transfer location on Highway 111 and Flower Street in Indio. Passengers have access to employment sites,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



Hours of Operation:		Service Span	Financial	
4:48 AM	10:21 PM	Weekdays	Annual Route Cost	\$2,045,077
5:30 AM	10:42 PM	Weekends	Annual Farebox Route Revenue	\$266,815
<b>Frequency:</b>			Cost per Rider	\$11.66
60 MIN		Weekdays	Subsidy per Rider	\$14.25
60 MIN		Weekends	<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>	Average Daily Passengers Weekday	527
23 mph		3	Average Daily Passengers Weekends	374
<b>On Time Performance:</b>			Annual Passengers	175,369
90.3%			Passengers per Hour	9.91
<b>Route Total Bidirectional Length (Miles):</b>			Passengers per Mile	0.5
51.11			Annual Wheelchair Boardings	404
<b>Annual Revenue Miles:</b>			Annual Bicycle Boardings	3,365
334,941			Population within .5 mi of stop	41,181
<b>Annual Revenue Hours:</b>			Jobs within .5 mi of stop	8,996
17,692				

## ROUTE 95— COACHELLA – MECCA – NORTH SHORE

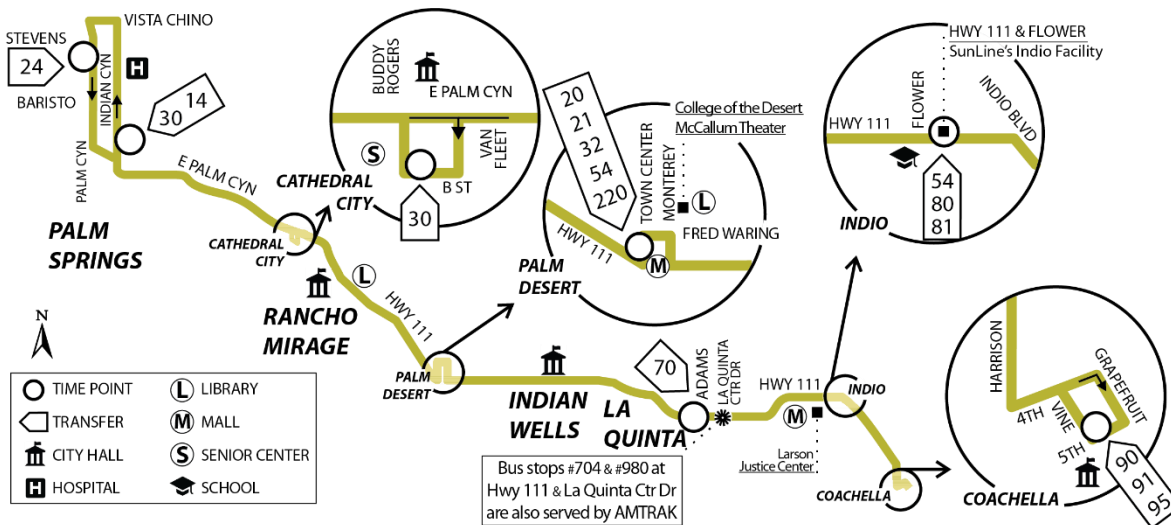
Route 95 serves the cities of Coachella and the unincorporated communities of Mecca and North Shore. The Route 95 serves the College of the Desert’s East Valley Campus in Mecca. Passengers on Route 95 connect to Routes 90, 91 and 111 at the transfer location on 5<sup>th</sup> and Vine Avenue in Coachella.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



Hours of Operation:		Service Span	Financial	
4:04 AM	10:04 PM	Weekdays	Annual Route Cost	\$738,823
4:04 AM	10:04 PM	Weekends	Annual Farebox Route Revenue	\$40,152
<b>Frequency:</b>			Cost per Rider	\$30.74
180 MIN		Weekdays	Subsidy per Rider	\$28.86
180 MIN		Weekends	<b>Ridership</b>	
<b>Average Speed:</b>		<b>Peak Vehicles</b>	Average Daily Passengers Weekday	71
22 mph		1	Average Daily Passengers Weekends	54
<b>On Time Performance:</b>			Annual Passengers	24,035
91.3%			Passengers per Hour	3.8
<b>Route Total Bidirectional Length (Miles):</b>			Passengers per Mile	0.2
52.49			Annual Wheelchair Boardings	113
<b>Annual Revenue Miles:</b>			Annual Bicycle Boardings	607
115,773			Population within .5 mi of stop	19,050
<b>Annual Revenue Hours:</b>			Jobs within .5 mi of stop	6,710
6,390				

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

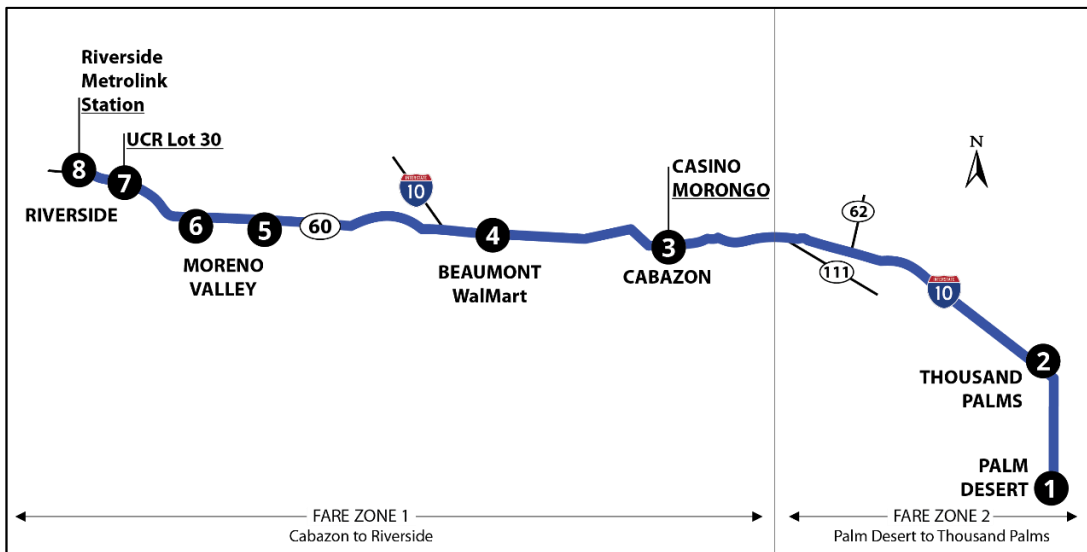
Route 111 is SunLine’s highest ridership regional trunk route. Route 111 provides service along Highway 111 from Palm Springs to Coachella, linking with the Cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta and Indio. Route 111 enables riders to travel to destinations along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



Hours of Operation:		Service Span		Financial	
5:00 AM	11:06 PM	Weekdays		<b>Annual Route Cost</b>	\$7,872,585
5:30 AM	11:07 PM	Weekends		<b>Annual Farebox Route Revenue</b>	\$2,174,016
<b>Frequency:</b>				<b>Cost per Rider</b>	\$5.74
20/30 MIN	Weekdays (Peak/Off-Peak)			<b>Subsidy per Rider</b>	\$5.17
20/30 MIN	Weekends				
<b>Average Speed:</b>		<b>Peak Vehicles</b>		<b>Ridership</b>	
17 mph		14		<b>Average Daily Passengers Weekday</b>	4,035
<b>On Time Performance:</b>				<b>Average Daily Passengers Weekends</b>	3,134
83.3%				<b>Annual Passengers</b>	1,370,912
<b>Route Total Bidirectional Length (Miles):</b>				<b>Passengers per Hour</b>	20.1
60.0				<b>Passengers per Mile</b>	1.3
<b>Annual Revenue Miles:</b>				<b>Annual Wheelchair Boardings</b>	8,215
1,020,931				<b>Annual Bicycle Boardings</b>	53,523
<b>Annual Revenue Hours:</b>				<b>Population within .5 mi of stop</b>	78,704
68,106				<b>Jobs within .5 mi of stop</b>	48,948

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

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



Hours of Operation:		Service Span		Financial	
5:45 AM	9:31 PM	Weekdays		Annual Route Cost	\$422,759
No Weekend Service				Annual Farebox Route Revenue	\$21,948
Frequency:				Cost per Rider	\$30.52
6 Trips	Weekdays			Subsidy per Rider	\$63.15
No Weekend Service			<b>Ridership</b>		
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	53
32 mph		2		Average Daily Passengers Weekends	N/A
On Time Performance:		72.5%		Annual Passengers	13,853
Route Total Bidirectional Length (Miles):		148.26		Passengers per Trip	9.3
				Passengers per Mile	0.1
Annual Revenue Miles:		113,119		Annual Wheelchair Boardings	96
				Annual Bicycle Boardings	389
Annual Revenue Hours:		3,655		Population within .5 mi of stop	19,890
				Jobs within .5 mi of stop	38,841