



SunLine Transit Agency
June 26, 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.

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 –
MAY 22, 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.

| <u>ITEM</u> | <u>RECOMMENDATION</u> |
|---|----------------------------------|
| 7. BOARD MEMBER COMMENTS | RECEIVE COMMENTS |
| 8. CONSENT CALENDAR | RECEIVE & FILE |
| All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item. | |
| 8a) Checks \$1,000 and Over Report for April 2019 | (PAGE 8-12) |
| 8b) Credit Card Statement for April 2019 | (PAGE 13-17) |
| 8c) Monthly Budget Variance Report for April 2019 | (PAGE 18-24) |
| 8d) Contracts Signed in Excess of \$25,000 May 2019 | (PAGE 25-26) |
| 8e) Union & Non-Union Pension Investment Asset Summary April 2019 | (PAGE 27-30) |
| 8f) Ridership Report for May 2019 | (PAGE 31-33) |
| 8g) SunDial Operational Notes for May 2019 | (PAGE 34-37) |
| 8h) Metrics for May 2019 | (PAGE 38-49) |
| 8i) Board Member Attendance for May 2019 | (PAGE 50-51) |
| 9. ADOPTION OF THE FY20 OPERATING AND CAPITAL BUDGET (Robert Radi, Chair of Finance/Audit Committee; Staff: Luis Garcia, Deputy Chief Financial Officer) | APPROVE (PAGE 52-160) |
| 10. PURCHASE OF REPLACEMENT FIXED ROUTE BUSES (Robert Radi, Chair of Finance/Audit Committee; Staff: Demetrius Genera, Deputy Chief Operating Officer – Maintenance & Tommy D. Edwards, Chief Performance Officer) | APPROVE (PAGE 161) |
| 11. APPROVAL OF FY20 SHORT RANGE TRANSIT TRANSIT PLAN (SRTP) (Lisa Middleton, Chair of Strategic Planning & Operational Committee; Staff: Victor A. Duran, Transit Planning Manager) | APPROVE (PAGE 162-274) |
| 12. APPROVAL OF THE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE AMALGAMATED TRANSIT UNION (ATU), LOCAL 1277 (Staff: Tommy D. Edwards, Chief Performance Officer) | APPROVE (PAGE 275-348) |
| 13. ELECTION OF OFFICERS (Kathleen Kelly, Chairperson of the Board) | APPROVE (PAGE 349-351) |

ITEM

RECOMMENDATION

14. **COMMITTEE APPOINTMENTS**
(Kathleen Kelly, Chairperson of the Board)
15. **GENERAL COUNSEL**
16. **CEO/GENERAL MANAGER'S REPORT**
17. **CLOSED SESSION**
18. **NEXT MEETING DATE**
July 24, 2019
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
19. **ADJOURN**

APPROVE
(PAGE 352-354)

MINUTES

SunLine Transit Agency Board of Directors Meeting May 22, 2019

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:11 p.m. on Wednesday, May 22, 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 12:11 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
Pat Cooper, SunLine Agency Board Member (Alternate), County of Riverside
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

Members Absent:

G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

3. PRESENTATIONS

None.

4. FINALIZATION OF AGENDA

No changes to the agenda.

5. APPROVAL OF MINUTES – APRIL 24, 2019 BOARD MEETING

SunLine Transit Agency Alternate Board Member Miller moved to approve the minutes of the April 24, 2019 Board meeting. The motion was seconded by SunLine Transit Agency Board Member Beaman Jacinto. The motion was approved by unanimous a vote of 9 yes; 0 no; 0 abstain

6. PUBLIC COMMENTS

Public comments were made by:

Amy Stuart

7. BOARD MEMBER COMMENTS

Board Member comments were made by:

Chairperson Kathleen Kelly
Board Member Megan Beaman Jacinto
Alternate Board Member Glenn Miller

8. CONSENT CALENDAR

- 8a) Checks \$1,000 and Over Report for March 2019
- 8b) Credit Card Statement for March 2019
- 8c) Monthly Budget Variance Report for March 2019
- 8d) Contracts Signed in Excess of \$25,000 April 2019
- 8e) Union & Non-Union Pension Investment Asset
Summary March 2019
- 8f) Ridership Report for April 2019
- 8g) SunDial Operational Notes for April 2019
- 8h) Metrics for April 2019
- 8i) Board Member Attendance for April 2019

SunLine Agency Board Member Peabody moved to approve the consent calendar. The motion was seconded by SunLine Agency Board Member Gregory. The consent calendar was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

9. THIRD AMENDMENT TO CEO/GM EMPLOYMENT AGREEMENT

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the Third Amendment to CEO/GM Employment Agreement. The motion was seconded by SunLine Transit Agency Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

10. BARGAINING PENSION PLAN AMENDMENT

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the Bargaining Pension Plan Amendment. The motion was seconded by SunLine Transit Agency Alternate Board Member Miller. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

11. AWARD OF TIRE SERVICE & LEASING CONTRACT

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the Award of Tire Service & Leasing Contract . The motion was seconded by SunLine Transit Agency Board Member Beaman Jacinto. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

12. REPLACEMENT OPERATIONS FACILITY – DESIGN BUILD CONTRACT

Finance/Audit Committee Chair Radi reported that this item was brought to the Committee and they unanimously approved the item. SunLine Transit Agency Board Member Radi moved to approve the Replacement Operations Facility - Design Build Contract. The motion was seconded by SunLine Transit Agency Board Member Peabody. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

13. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY20 OPERATING AND CAPITAL BUDGET

The FY20 budget for the SunLine Transit Agency was presented in draft format for the Board's discussion. A brief presentation was provided by Jeanette Juarez, Budget Manager/Financial Analyst. Board members were notified that approval on this item would occur at the June Board Meeting.

14. REVIEW AND DISCUSSION OF THE DRAFT FY 2019/20 SHORT RANGE TRANSIT PLAN (SRTP)

The FY 2019/20 Short Range Transit Plan (SRTP) was presented in draft format for the Board's discussion and review. A brief report was provided by Victor A. Duran, Transit Planning Manager.

15. GENERAL COUNSEL

General counsel had no updates to report.

16. CEO/GENERAL MANAGER'S REPORT

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

17. CLOSED SESSION

No reportable action was taken.

18. NEXT MEETING DATE

June 26, 2019
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. ADJOURN

The meeting was adjourned at 1:34 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 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 April, the largest payment issued was payment for FC14 and FC15 (2 of 5) hydrogen electric fuel cell buses which is funded primarily through AQIP.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 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 |
|--|---|---------------|-------------------|-------------------|
| NEW FLYER OF AMERICA INC. | WIP-Five Hydrogen Fuel Cell buses-AQIP | 678808 | 04/16/2019 | 834,204.80 |
| <u>CALPERS</u> | <u>Group Health Ins Prem</u> | <u>678667</u> | <u>04/05/2019</u> | <u>354,317.46</u> |
| PLANET SOLAR, INC. | WIP-Admin Building Solar Carport Phase 2 | 678809 | 04/16/2019 | 304,503.13 |
| GRANITE CONSTRUCTION COMPANY | WIP- Yard Repavement | 678758 | 04/12/2019 | 264,125.18 |
| GRANITE CONSTRUCTION COMPANY | WIP- Yard Repavement | 678807 | 04/16/2019 | 195,487.53 |
| PERMA - INSURANCE | Gen Liability/WC Prem | 678779 | 04/12/2019 | 146,051.69 |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Deposit</u> | <u>678718</u> | <u>04/05/2019</u> | <u>102,625.16</u> |
| <u>THE GUARDIAN LIFE INSURANCE COMPANY</u> | <u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u> | <u>678799</u> | <u>04/12/2019</u> | <u>96,140.31</u> |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Deposit</u> | <u>678910</u> | <u>04/24/2019</u> | <u>95,368.85</u> |
| DOUG WALL CONSTRUCTION | WIP-Electric Bus Chargers Indio | 678751 | 04/12/2019 | 57,435.00 |
| ELEMENT MARKETS RENEWABLE ENERGY, LLC | Utilities | 678880 | 04/24/2019 | 52,921.71 |
| HDR ENGINEERING, INC. | WIP-Transit Redesign & Network Analysis | 678760 | 04/12/2019 | 49,065.79 |
| SO CAL GAS CO. | Utilities | 678791 | 04/12/2019 | 33,553.51 |
| <u>THE GUARDIAN LIFE INSURANCE COMPANY</u> | <u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u> | <u>678712</u> | <u>04/05/2019</u> | <u>32,822.17</u> |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Services | 678875 | 04/24/2019 | 31,936.10 |
| STANTEC ARCHITECTURE, INC. | WIP- Operations Facility | 678859 | 04/19/2019 | 27,572.63 |
| MICHELIN NORTH AMERICA, INC. | Tire Leasing | 678893 | 04/24/2019 | 26,191.72 |
| UNITED RENTALS, INC. | WIP-Forklift Replacement DIV 2 | 678803 | 04/12/2019 | 25,462.01 |
| NFI PARTS | Inventory Repair Parts | 678860 | 04/19/2019 | 24,825.08 |
| VERIZON WIRELESS | Wireless Telephone Service | 678724 | 04/05/2019 | 24,592.36 |
| WSP USA INC. | TDM & Vanpool Program | 678806 | 04/12/2019 | 24,284.12 |
| COMPLETE COACH WORKS | Repair Claims | 678669 | 04/05/2019 | 20,334.03 |
| IMPERIAL IRRIGATION DIST | Utilities | 678762 | 04/12/2019 | 20,083.90 |
| <u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u> | <u>Pension Deposit</u> | <u>678866</u> | <u>04/19/2019</u> | <u>19,222.58</u> |
| HD INDUSTRIES | Inventory Repair Parts | 678683 | 04/05/2019 | 18,008.24 |
| THE LEFLORE GROUP LLC | Consulting Services | 678856 | 04/19/2019 | 17,032.36 |
| BRIGHT MOMENTS | Consulting Services | 678882 | 04/24/2019 | 11,992.50 |
| ANTHONY CARTER | Consulting Services | 678813 | 04/19/2019 | 11,410.00 |
| HDR ENGINEERING, INC. | WIP-Transit Redesign & Network Analysis | 678888 | 04/24/2019 | 10,237.22 |
| AGREEMENT DYNAMICS, INC. | Labor Negotiations Counsel | 678810 | 04/19/2019 | 9,642.59 |
| SOCO GROUP INC, THE | Lubricates-Oil | 678905 | 04/24/2019 | 9,153.66 |
| TEC OF CALIFORNIA, INC. | Repair Parts-Fixed Route | 678797 | 04/12/2019 | 8,709.62 |
| AIRWAVE COMMUNICATIONS | WIP-Replacement & Expansion of Paratransit | 678727 | 04/12/2019 | 8,637.86 |
| ADMIRAL SECURITY SERVICES, INC. | Security Guard Service | 678871 | 04/24/2019 | 8,490.35 |
| GENFARE | Printing Expense | 678680 | 04/05/2019 | 8,359.19 |
| NFI PARTS | Inventory Repair Parts | 678710 | 04/05/2019 | 8,346.82 |
| TRAPEZE SOFTWARE GROUP INC. | Consulting Services | 678717 | 04/05/2019 | 8,150.41 |
| CUMMINS SALES AND SERVICE | Inventory Repair Parts | 678818 | 04/19/2019 | 8,116.72 |
| ANDREA CARTER & ASSOCIATES | Consulting Services | 678731 | 04/12/2019 | 7,861.03 |

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 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 |
|--|---|---------------|-------------------|-----------------|
| PE FACILITY SOLUTIONS, LLC | Janitorial Services | 678778 | 04/12/2019 | 7,240.00 |
| CPAC INC.COM | WIP-Information Technology Projects | 678745 | 04/12/2019 | 6,346.04 |
| SOCALGAS | Utilities | 678792 | 04/12/2019 | 6,335.82 |
| 360 BUSINESS CONSULTING | Webhosting & Maintenance Services | 678726 | 04/12/2019 | 6,302.20 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Services | 678814 | 04/19/2019 | 6,148.16 |
| AMALGAMATED TRANSIT UNION | Union Dues | 678657 | 04/05/2019 | 6,031.26 |
| AMALGAMATED TRANSIT UNION | Union Dues | 678873 | 04/24/2019 | 6,031.26 |
| JESSE FRESCAS JR. | Consulting Services | 678764 | 04/12/2019 | 5,920.00 |
| FIESTA FORD, INC. | Inventory Repair Parts | 678678 | 04/05/2019 | 5,771.42 |
| DESERT PARADISE CONSTRUCTION, LLC | WIP-Surveillance & Security Camera Sys Upgrade | 678750 | 04/12/2019 | 5,220.00 |
| CPAC INC.COM | Computer Network Software Agreement | 678878 | 04/24/2019 | 5,133.22 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 678670 | 04/05/2019 | 5,020.48 |
| TPX COMMUNICATIONS | Telephone Service | 678909 | 04/24/2019 | 4,921.16 |
| ROBERT HALF TECHNOLOGY | Temporary Help | 678702 | 04/05/2019 | 4,819.58 |
| HENSON CONSULTING GROUP, LLC | Consulting Services | 678819 | 04/19/2019 | 4,531.25 |
| NEOGOV | Recruiting Employees | 678927 | 04/26/2019 | 4,475.95 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 678828 | 04/19/2019 | 4,401.86 |
| GENFARE | Equipment Repairs & Haul Pass Program Expenses | 678885 | 04/24/2019 | 4,132.50 |
| <u>PRINCIPAL LIFE INSURANCE COMPANY</u> | <u>PPO Dental Benefits Mar 2019</u> | <u>678699</u> | <u>04/05/2019</u> | <u>4,073.36</u> |
| CALIFORNIA DENTAL NETWORK, INC. | Dental Insurance | 678665 | 04/05/2019 | 3,862.20 |
| CALIFORNIA DEPARTMENT OF TAX & FEE | Use Sales Tax | 678918 | 04/26/2019 | 3,714.00 |
| DESERT URGENT CARE AND SANTA ROSA DEL | Medical Exams | 678930 | 04/26/2019 | 3,625.00 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 678783 | 04/12/2019 | 3,573.43 |
| HD INDUSTRIES | Inventory Repair Parts | 678835 | 04/19/2019 | 3,561.68 |
| IMPERIAL IRRIGATION DIST | Utilities | 678889 | 04/24/2019 | 3,555.44 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 678739 | 04/12/2019 | 3,376.12 |
| TK SERVICES, INC. | Inventory Repair Parts | 678864 | 04/19/2019 | 3,155.50 |
| CUMMINS SALES AND SERVICE | Inventory Repair Parts | 678671 | 04/05/2019 | 3,062.59 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 678923 | 04/26/2019 | 3,019.79 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 678736 | 04/12/2019 | 2,997.74 |
| NAPA AUTO PARTS | Inventory Repair Parts | 678934 | 04/26/2019 | 2,984.78 |
| COMPLETE COACH WORKS | Inventory Repair Parts | 678743 | 04/12/2019 | 2,973.90 |
| TRANSIT PRODUCTS & SERVICES | Inventory Repair Parts | 678716 | 04/05/2019 | 2,959.25 |
| TOPS N BARRICADES, INC. | Fixed Assets-Misc Equipment | 678865 | 04/19/2019 | 2,813.91 |
| PATRICK M. BRASSIL | Contracted Service Hydrogen Reformer Maints | 678777 | 04/12/2019 | 2,800.00 |
| 4IMPRINT, INC. | Employee Incentive Service | 678656 | 04/05/2019 | 2,670.26 |
| TK SERVICES, INC. | Inventory Repair Parts | 678713 | 04/05/2019 | 2,657.93 |
| OFFICETEAM | Temporary Help | 678937 | 04/26/2019 | 2,486.91 |
| MODINE MANUFACTURING COMPANY | Repair Parts-Fixed Route | 678894 | 04/24/2019 | 2,481.31 |

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 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 |
|---|---|----------------|---------------------|-----------------------|
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 678855 | 04/19/2019 | 2,464.20 |
| ASPEN REFRIGERANTS, INC. | Freon & Coolant | 678660 | 04/05/2019 | 2,451.98 |
| ALLIED REFRIGERATION, INC | Freon & Coolant | 678729 | 04/12/2019 | 2,424.38 |
| INTEROP | Travel-Meeting/Seminars | 678842 | 04/19/2019 | 2,399.00 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 678746 | 04/12/2019 | 2,297.96 |
| NORTON MEDICAL INDUSTRIES | Medical Exams | 678849 | 04/19/2019 | 2,273.55 |
| DESERT CITY CAB | Taxi Voucher Program | 678749 | 04/12/2019 | 2,192.20 |
| KORD FIRE PROTECTION | Inventory Repair Parts | 678688 | 04/05/2019 | 2,118.41 |
| GENFARE | Inventory Repair Parts | 678833 | 04/19/2019 | 2,101.66 |
| PSOMAS | WIP-CNG Station Replacement | 678784 | 04/12/2019 | 2,017.58 |
| HOME DEPOT CREDIT SERVICES | Facility Maintenance Supplies | 678837 | 04/19/2019 | 2,007.75 |
| SAMUEL MESTER | Tuition Reimbursement | 678789 | 04/12/2019 | 2,000.00 |
| AVAIL TECHNOLOGIES | Computer Network Software Agreement | 678661 | 04/05/2019 | 1,960.00 |
| MOHAWK MFG & SUPPLY CO | Inventory Repair Parts | 678846 | 04/19/2019 | 1,942.48 |
| ROBERT HALF TECHNOLOGY | Temporary Help | 678901 | 04/24/2019 | 1,848.00 |
| SARDO BUS & COACH UPHOLSTERY | Repair Parts-Fixed Route | 678790 | 04/12/2019 | 1,828.69 |
| UP IN SMOKE CATERING | Employee Development Program | 678912 | 04/24/2019 | 1,800.00 |
| UP IN SMOKE CATERING | Sunline Event Expense | 678867 | 04/19/2019 | 1,800.00 |
| TK SERVICES, INC. | Inventory Repair Parts | 678801 | 04/12/2019 | 1,764.06 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 678876 | 04/24/2019 | 1,715.13 |
| OPENAPPS, INC. | Contract Service - General | 678771 | 04/12/2019 | 1,708.65 |
| OFFICE DEPOT | Office Supplies | 678692 | 04/05/2019 | 1,670.07 |
| HD INDUSTRIES | Inventory Repair Parts | 678929 | 04/26/2019 | 1,663.10 |
| NFI PARTS | Inventory Repair Parts | 678947 | 04/26/2019 | 1,639.57 |
| THE TRANSIT & PARATRANSIT COMPANY | Materials & Supplies | 678903 | 04/24/2019 | 1,585.00 |
| CLAIREMONT EQUIPMENT | Facility Maintenance Equipment Rental | 678741 | 04/12/2019 | 1,547.50 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishments | 678666 | 04/05/2019 | 1,453.32 |
| OFFICE DEPOT | Office Supplies | 678896 | 04/24/2019 | 1,436.50 |
| PLAZA TOWING, INC. | Towing Services | 678698 | 04/05/2019 | 1,425.00 |
| COMPLETE COACH WORKS | Inventory Repair Parts | 678922 | 04/26/2019 | 1,424.99 |
| INSPECTORATE AMERICA CORPORATION | Inventory Repair Parts | 678931 | 04/26/2019 | 1,420.65 |
| UPS | Shipping Service | 678913 | 04/24/2019 | 1,414.32 |
| SAFETY-KLEEN CORPORATION | Contract Service-Hazardous Waste Removal | 678788 | 04/12/2019 | 1,371.66 |
| PROPER SOLUTIONS | Temporary Help | 678940 | 04/26/2019 | 1,326.00 |
| AIRWAVE COMMUNICATIONS | WIP-Hydrogen Electric Hybrid FCB & Station | 678872 | 04/24/2019 | 1,284.68 |
| SOFTCHOICE CORP. | WIP-Information Technology Projects | 678793 | 04/12/2019 | 1,207.12 |
| IMPERIAL IRRIGATION DIST | Utilities | 678840 | 04/19/2019 | 1,202.58 |
| AIR & LUBE SYSTEMS INC | Contract Service - General | 678811 | 04/19/2019 | 1,194.41 |
| OFFICETEAM | Temporary Help | 678770 | 04/12/2019 | 1,186.00 |

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 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 |
|---------------------------------------|--|----------------|---------------------|-----------------------|
| OFFICETEAM | Temporary Help | 678696 | 04/05/2019 | 1,186.00 |
| EMMANUEL ACUAHILT NAYOTL | Pass Outlet Business Closed on 2/22/19 | 678675 | 04/05/2019 | 1,167.50 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 678938 | 04/26/2019 | 1,165.52 |
| GEYSER EQUIPMENT, LLC | Repair Parts - Support Vehicles | 678681 | 04/05/2019 | 1,093.88 |
| PJ'S DESERT TROPHIES & GIFTS | Employee Recognition | 678780 | 04/12/2019 | 1,053.07 |
| C V WATER DISTRICT | Utilities | 678816 | 04/19/2019 | 1,045.60 |
| SUN CHEMICAL | Cleaning Supplies-Vehicles | 678786 | 04/12/2019 | 1,039.79 |
| CREATIVE BUS SALES, INC, | Inventory Repair Parts | 678817 | 04/19/2019 | 1,007.67 |
| STARK AREA REGIONAL TRANSIT AUTHORITY | Center of Excellence Event Attendees | 678708 | 04/05/2019 | 1,000.00 |
| TOTALFUNDS | Postage Supplies | 678802 | 04/12/2019 | 1,000.00 |
| ANDREA CARTER & ASSOCIATES | Sunline Event & Contracted Service | 678658 | 04/05/2019 | 1,000.00 |
| Total Checks Over \$1,000 | \$3,262,789.83 | | | |
| Total Checks Under \$1,000 | \$47,734.90 | | | |
| Total Checks | \$3,310,524.73 | | | |

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for April 2019

Summary:

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

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 05/03/19

Name on Card: Lauren Skiver

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|----|--------------------|------------------|-------------------|---|----------------|----------------|
| 1 | 4/3/2019 | 4/4/2019 | Firehouse Subs | Firehouse Subs Catering Order; SunLine University Track 3B Joint Session with City of La Quinta | | \$164.83 |
| 2 | 4/5/2019 | 4/5/2019 | PayPal | Registration; SCAG 2019 Regional Conference & General Assembly - Lauren Skiver, CEO/General Manager | | \$250.00 |
| 3 | 4/5/2019 | 4/5/2019 | PayPal | Registration; SCAG 2019 Regional Conference & General Assembly - Vicky Castaneda, Interim Chief Administrative Officer | | \$250.00 |
| 4 | 4/5/2019 | 4/5/2019 | PayPal | Registration; SCAG 2019 Regional Conference & General Assembly - Victor A. Duran, Transit Planning Manager | | \$250.00 |
| 5 | 4/5/2019 | 4/5/2019 | PayPal | Registration; SCAG 2019 Regional Conference & General Assembly - Brittney B. Sowell, Clerk of the Board/Public Affairs Advisor | | \$250.00 |
| 6 | 4/9/2019 | 4/9/2019 | SQ Raul Robles | Taco Truck Catering; 2019 Spring Employee Gathering (Deposit) | | \$200.00 |
| 7 | 4/18/2019 | 4/18/2019 | APTA Housing | Lodging Deposit; 2019 APTA Mobility Conference - Lauren Skiver, CEO/General Manager <i>(Room cancelled and refund for deposit provided)</i> | \$249.55 | |
| 8 | 4/18/2019 | 4/18/2019 | SQ Raul Robles | Taco Truck Catering; 2019 Earth Day Event (Deposit) | | \$200.00 |
| 9 | 4/18/2019 | 4/18/2019 | LAX Airport | Parking for 5 Days at LAX Airport; 2019 Think Transit: Trapeze Technology Conference - Lauren Skiver, CEO/General Manager | | \$320.00 |
| 10 | 4/18/2019 | 4/18/2019 | Marriott Tampa | Lodging for 4 Nights; 2019 Think Transit: Trapeze Technology Conference - Lauren Skiver, CEO/General Manager | | \$2,362.28 |
| 11 | 4/18/2019 | 4/18/2019 | Absolute Storage | Deposit and Payment for Storage Unit for SunLine Transit Agency | | \$282.27 |
| 12 | 4/19/2019 | 4/19/2019 | Panera Bread | Panera Catering Order; Ad Hoc Committee Meeting | | \$55.37 |
| 13 | 4/23/2019 | 4/23/2019 | American Airlines | Flight on American Airlines from PSP to SDF; 2019 APTA Mobility Conference (ZEBRA Meeting) - Jenny Bellinger, Performance Project Assistant | | \$796.49 |
| 14 | 4/23/2019 | 4/23/2019 | APTA | Registration; 2019 APTA Mobility Conference - Todd McDaniel, Deputy Chief Operating Officer - Transportation | | \$900.00 |

| | Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|-------------|-----------|---------------------|---|----------|------------|
| 15 | 4/23/2019 | 4/23/2019 | United | Flight on American Airlines from ONT to SDF; 2019 APTA Mobility Conference (ZEBRA Meeting) - Todd McDaniel, Deputy Chief Operating Officer - Transportation | | \$934.50 |
| 16 | 4/24/2019 | 4/24/2019 | Gladstein Neandross | Registration; ACT Expo 2019 - Bill Loper, Alternative Fuels Program Manager | | \$50.00 |
| 17 | 4/24/2019 | 4/24/2019 | Office Express | Manhattan in the Desert Catering Order; April Board of Directors Meeting | | \$408.37 |
| 18 | 4/24/2019 | 4/24/2019 | Loews Hotels | Lodging for 1 Night (04/23); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer | | \$276.48 |
| 19 | 4/26/2019 | 4/26/2019 | Loews Hotels | Fees for Lodging; CALACT's 35th Anniversary Conference & Expo - Lauren Skiver, CEO/General Manager | | \$21.89 |
| 20 | 4/26/2019 | 4/26/2019 | Loews Hotels | Lodging for 2 Nights; CALACT's 35th Anniversary Conference & Expo - Lauren Skiver, CEO/General Manager | | \$451.68 |
| 21 | 4/27/2019 | 4/27/2019 | Loews Hotels | Lodging for additional night (04/26); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer <i>(Was refunded and will be displayed as a credit on future credit card statement)</i> | | \$174.00 |
| 22 | 4/27/2019 | 4/27/2019 | Loews Hotels | Lodging for 2 Nights (04/24 & 04/25); CALACT's 35th Anniversary Conference & Expo - Tommy Edwards, Chief Performance Officer | | \$503.52 |
| Credits and Charges: | | | | | \$249.55 | \$9,101.68 |

Total: \$8,852.13



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

| | |
|------------------------|--------------------------------|
| Prepared For | SUNLINE TRANSIT LUIS GARCIA |
| Account Number | [REDACTED] |
| Statement Closing Date | 05/03/19 |
| Days in Billing Cycle | 30 |
| Next Statement Date | 06/03/19 |
| Credit Line | \$40,000 |
| Available Credit | \$30,898 |

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 | \$9,101.68 |
| Current Payment Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 05/28/19 |

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 | | \$11,042.89 |
| Credits | - | \$249.55 |
| Payments | - | \$10,793.34 |
| Purchases & Other Charges | + | \$9,101.68 |
| Cash Advances | + | \$0.00 |
| Finance Charges | + | \$0.00 |
| New Balance | = | \$9,101.68 |

Wells Fargo Elite Cash Back Advantage

| | | |
|---------------------------------|---|----------|
| Previous Balance | | \$160.43 |
| Cash Earned this Month | | \$88.52 |
| Trades From Other Company Cards | | \$0.00 |
| Bonus/Adjustments | | \$0.00 |
| Cash Back Balance | = | \$248.95 |
| Cash Awarded this Period | | \$0.00 |
| Year to Date Cash Back Awarded | | \$155.97 |

Cash Back Notice

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

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 | \$9,101.68 |
| Total Amount Due (Minimum Payment) | \$500.00 |
| Current Payment Due Date | 05/28/19 |

05000009101680044846100042659410

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
59092 MSP 301



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 - \$9,101.68 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/19. 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 | \$8,852.13 |

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 |
|-------|-------|-------------------|--|-----------|---------|
| 04/28 | 04/28 | F3268003N00CHGDDA | AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$10,793.34- | 10,793.34 | |

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

| | | | | | |
|-------|-------|-------------------|---|--------|----------|
| 04/03 | 04/04 | 24224432Y2Y2KK57B | FIREHOUSE SUBS #12 PALM DESERT CA | | 164.83 |
| 04/05 | 04/05 | 24492152ZS1DYR8KN | PAYPAL *SOUTHERNCAL 402-935-7733 CA | | 250.00 |
| 04/05 | 04/05 | 24492152ZS1DYSY5W | PAYPAL *SOUTHERNCAL 402-935-7733 CA | | 250.00 |
| 04/05 | 04/05 | 24492152ZS1DYXWFK | PAYPAL *SOUTHERNCAL 402-935-7733 CA | | 250.00 |
| 04/05 | 04/05 | 24492152ZS1DZ1170 | PAYPAL *SOUTHERNCAL 402-935-7733 CA | | 250.00 |
| 04/09 | 04/09 | 2469216332XHAKFEA | SQ *GOSQ.COM RAUL ROBLES gosq.com CA | | 200.00 |
| 04/18 | 04/18 | 74431063D0D17RN6P | APTA HOUSING OFFICE FALLS CHURCH VA | 249.55 | |
| 04/18 | 04/18 | 24692163Q2XNXQ3ET | SQ *GOSQ.COM RAUL ROBLES gosq.com CA | | 200.00 |
| 04/18 | 04/18 | 24755423D4ZAYTZN4 | LAX AIRPORT LOT P 6 LOS ANGELES CA | | 320.00 |
| 04/19 | 04/19 | 24692163D2X94N5BX | MARRIOTT TAMPA WATERSI TAMPA FL | | 2,362.28 |
| 04/23 | 04/23 | 24071053JJ82SSV88 | ABSOLUTE STORAGE THOUSAND PALM CA | | 282.27 |
| 04/23 | 04/23 | 24231683H2DYHNMDT | PANERA BREAD #601771 314-984-3495 CA | | 55.37 |
| 04/23 | 04/23 | 24431063JWESNMAK0 | AMERICAN AIR0012350578662 FORT WORTH TX | | 796.49 |
| | | 05/19/19 | BELLINGER/JENNIFER | | |
| | | 1 AA M | PALM SPRINGS FORT WORTH | | |
| | | 2 AA M | FORT WORTH LOUISVILLE | | |
| | | 3 AA G | LOUISVILLE FORT WORTH | | |
| | | 4 AA G | FORT WORTH PALM SPRINGS | | |
| 04/24 | 04/24 | 24639233KS66K9787 | APTA 202-4964800 DC | | 900.00 |
| 04/24 | 04/24 | 24692163K2XJA2XJZ | UNITED 0162450075040800-932-2732 TX | | 934.50 |
| | | 05/18/19 | MCDANIEL/TODD | | |
| | | 1 UA H | ONTARIO DENVER | | |
| | | 2 UA H | DENVER LOUISVILLE | | |
| | | 3 UA E | LOUISVILLE DENVER | | |
| | | 4 UA E | DENVER ONTARIO | | |
| 04/24 | 04/24 | 24755423J85SR4R67 | GLADSTEIN NEANDROSS ASSO310-3141934 CA | | 50.00 |
| 04/24 | 04/24 | 24755423K3S4SK4WB | THE OFFICE EXPRESS 800-3675402 CA | | 408.37 |
| 04/24 | 04/24 | 24755423K4ZQPW7Y | LOEWS HOTELS 619-4244000 CA | | 276.48 |
| 04/26 | 04/26 | 24755423M7WHKQ0BL | LOEWS HOTELS 619-4244000 CA | | 21.89 |
| 04/26 | 04/26 | 24755423M7WHKQ17P | LOEWS HOTELS 619-4244000 CA | | 451.68 |
| 04/27 | 04/27 | 24755423N7K7VW9N4 | LOEWS HOTELS 619-4244000 CA | | 174.00 |
| 04/27 | 04/27 | 24755423N7K7VW95M | LOEWS HOTELS 619-4244000 CA | | 503.52 |
| | | | TOTAL \$8,852.13 | | |
| | | | LAURA SKIVER / Sub Acct Ending In [REDACTED] | | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 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 1/12th 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 April 30, 2019, the organization's revenues net of subsidies are \$727,326 over budget or 19.5% above the YTD budget. Expenditures are \$5,166,193 under budget or 15.6% below the YTD budget.
- The net YTD operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 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 |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 2,643,828 | 219,486 | 220,319 | (833) | 2,379,736 | 2,203,190 | 176,546 | 10.0% |
| Other Revenue | 1,825,574 | 355,568 | 152,131 | 203,437 | 2,072,091 | 1,521,312 | 550,780 | -13.5% |
| Total Operating Revenue | 4,469,402 | 575,055 | 372,450 | 202,605 | 4,451,828 | 3,724,502 | 727,326 | 0.4% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 9,686,024 | 874,388 | 807,169 | (67,219) | 7,701,413 | 8,071,686 | 370,273 | 20.5% |
| Operator & Mechanic Overtime | 1,083,067 | 95,661 | 90,256 | (5,405) | 825,807 | 902,556 | 76,749 | 23.8% |
| Administration Salaries & Wages | 6,089,831 | 470,985 | 507,486 | 36,501 | 4,205,063 | 5,074,859 | 869,796 | 30.9% |
| Administration Overtime | 44,979 | 2,682 | 3,748 | 1,066 | 22,346 | 37,482 | 15,137 | 50.3% |
| Fringe Benefits | 10,613,118 | 703,778 | 884,426 | 180,648 | 7,360,618 | 8,844,265 | 1,483,646 | 30.6% |
| Communications | 218,000 | 18,457 | 18,167 | (291) | 184,988 | 181,667 | (3,322) | 15.1% |
| Legal Services | 527,000 | (14,767) | 43,917 | 58,683 | 384,434 | 439,167 | 54,733 | 27.1% |
| Computer/Network Software Agreement | 550,745 | 53,872 | 45,895 | (7,977) | 394,137 | 458,954 | 64,817 | 28.4% |
| Uniforms | 113,270 | 3,403 | 9,439 | 6,036 | 46,363 | 94,392 | 48,029 | 59.1% |
| Contracted Services | 505,738 | 44,050 | 42,145 | (1,905) | 349,123 | 421,448 | 72,326 | 31.0% |
| Equipment Repairs | 7,500 | 4,206 | 625 | (3,581) | 4,402 | 6,250 | 1,848 | 41.3% |
| Security Services | 104,159 | 6,869 | 8,680 | 1,811 | 82,696 | 86,799 | 4,104 | 20.6% |
| Fuel - CNG | 1,440,122 | 117,277 | 120,010 | 2,733 | 1,158,018 | 1,200,102 | 42,084 | 19.6% |
| Fuel - Hydrogen | 353,000 | 14,083 | 29,417 | 15,333 | 278,523 | 294,167 | 15,644 | 21.1% |
| Tires | 243,277 | 20,952 | 20,273 | (679) | 203,812 | 202,731 | (1,081) | 16.2% |
| Office Supplies | 68,523 | 4,763 | 5,710 | 947 | 51,252 | 57,103 | 5,851 | 25.2% |
| Travel/Training | 177,996 | 9,117 | 14,833 | 5,716 | 99,156 | 148,330 | 49,174 | 44.3% |
| Repair Parts | 1,344,744 | 98,802 | 112,062 | 13,260 | 1,073,650 | 1,120,620 | 46,969 | 20.2% |
| Facility Maintenance | 42,750 | 7,984 | 3,563 | (4,422) | 39,680 | 35,625 | (4,055) | 7.2% |
| Electricity - CNG & Hydrogen | 250,000 | 11,103 | 20,833 | 9,730 | 115,307 | 208,333 | 93,026 | 53.9% |
| Natural Gas | 1,415,000 | 93,215 | 117,917 | 24,702 | 993,663 | 1,179,167 | 185,503 | 29.8% |
| Water and Gas | 7,500 | 449 | 625 | 176 | 4,838 | 6,250 | 1,412 | 35.5% |
| Insurance Losses | 1,276,054 | 34,413 | 106,338 | 71,925 | 613,969 | 1,063,378 | 449,409 | 51.9% |
| Insurance Premium - Property | 17,136 | 1,168 | 1,428 | 260 | 14,066 | 14,280 | 214 | 17.9% |
| Repair Claims | 144,280 | 699 | 12,023 | 11,324 | 43,341 | 120,233 | 76,893 | 70.0% |
| Fuel Taxes | 188,300 | 4,726 | 15,692 | 10,966 | 66,525 | 156,917 | 90,391 | 64.7% |
| Other Expenses | 4,742,292 | 367,755 | 395,191 | 27,436 | 2,858,446 | 3,951,910 | 1,093,464 | 39.7% |
| Self Consumed Fuel | (1,600,000) | (131,346) | (133,333) | 1,987 | (1,296,492) | (1,333,333) | 36,841 | 19.0% |
| Total Operating Expenses (Before Depreciation) | 39,654,404 | 2,918,744 | 3,304,534 | 385,789 | 27,879,144 | 33,045,337 | 5,166,193 | 29.7% |
| Operating Expenses in Excess of Operating Revenue | | \$ (2,343,690) | | | \$ (23,427,316) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Buzz Service | 6,237,667 | 415,494 | 519,806 | 104,312 | 4,153,241 | 4,678,250 | 525,009 | 33.4% |
| State - LTF, SGR, LCTOP | 22,445,242 | 1,495,088 | 1,870,437 | 375,349 | 14,944,770 | 16,833,932 | 1,889,161 | 33.4% |
| Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f) | 6,502,093 | 433,107 | 541,841 | 108,734 | 4,329,304 | 4,876,570 | 547,265 | 33.4% |
| Total Subsidies | 35,185,002 | 2,343,690 | 2,932,084 | 588,394 | 23,427,316 | 26,388,752 | 2,961,436 | 33.4% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

SunLine Transit Agency
Budget Variance Report
April 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 |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 27,517,018 | 2,147,494 | 2,293,085 | 145,591 | 20,115,248 | 22,930,849 | 2,815,601 | 26.9% |
| Services | 3,756,694 | 260,036 | 313,058 | 53,022 | 2,465,179 | 3,130,578 | 665,399 | 34.4% |
| Fuels & Lubricants | 2,000,177 | 149,441 | 166,681 | 17,240 | 1,586,206 | 1,666,814 | 80,609 | 20.7% |
| Tires | 243,277 | 20,952 | 20,273 | (679) | 203,812 | 202,731 | (1,081) | 16.2% |
| Materials and Supplies | 1,672,592 | 134,721 | 139,383 | 4,662 | 1,320,208 | 1,393,826 | 73,618 | 21.1% |
| Utilities | 1,954,500 | 124,158 | 162,875 | 38,717 | 1,336,101 | 1,628,750 | 292,649 | 31.6% |
| Casualty & Liability | 2,095,656 | 93,749 | 174,638 | 80,889 | 1,251,386 | 1,746,380 | 494,994 | 40.3% |
| Taxes and Fees | 188,300 | 4,726 | 15,692 | 10,966 | 66,525 | 156,917 | 90,391 | 64.7% |
| Miscellaneous Expenses | 1,826,190 | 114,813 | 152,183 | 37,370 | 830,971 | 1,521,825 | 690,854 | 54.5% |
| Self Consumed Fuel | (1,600,000) | (131,346) | (133,333) | 1,987 | (1,296,492) | (1,333,333) | 36,841 | 19.0% |
| Total Operating Expenses (Before Depreciation) | 39,654,404 | 2,918,744 | 3,304,534 | 385,789 | 27,879,144 | 33,045,337 | 5,166,193 | 29.7% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 2,643,828 | 219,486 | 220,319 | (833) | 2,379,736 | 2,203,190 | 176,546 | 10.0% |
| Other Revenue | 1,825,574 | 355,568 | 152,131 | 203,437 | 2,072,091 | 1,521,312 | 550,780 | -13.5% |
| Total Operating Revenue | 4,469,402 | 575,055 | 372,450 | 202,605 | 4,451,828 | 3,724,502 | 727,326 | 0.4% |
| Net Operating Gain (Loss) | | \$ (2,343,690) | | | \$ (23,427,316) | | | |
| Subsidies: | | | | | | | | |
| Local - Measure A, Buzz Service | 6,237,667 | 415,494 | 519,806 | 104,312 | 4,153,241 | 5,198,056 | 1,044,815 | 33.4% |
| State - LTF, SGR, LCTOP | 22,445,242 | 1,495,088 | 1,870,437 | 375,349 | 14,944,770 | 18,704,368 | 3,759,598 | 33.4% |
| Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f) | 6,502,093 | 433,107 | 541,841 | 108,734 | 4,329,304 | 5,418,411 | 1,089,106 | 33.4% |
| Total Subsidies | 35,185,002 | 2,343,690 | 2,932,084 | 588,394 | 23,427,316 | 29,320,835 | 5,893,519 | 33.4% |
| Net Operating Gain (Loss) After Subsidies | \$ - | \$ - | | | \$ - | | | |

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 1.6% above FY 18 YTD totals.
- Total system ridership is presently 55,671 trips above FY 18 YTD amounts.

| Ridership | | | | |
|--------------|------------|------------|----------|--------|
| | FY18-April | FY19-April | Variance | %Δ |
| Fixed Route | 338,927 | 351,992 | 13,065 | 3.9% |
| Paratransit | 12,413 | 12,802 | 389 | 3.1% |
| SolVan | 2,107 | 1,750 | (357) | -16.9% |
| System Total | 353,447 | 366,544 | 13,097 | 3.7% |

| Ridership | | | | |
|--------------|-----------|-----------|----------|-------|
| | YTD-FY18 | YTD-FY19 | Variance | %Δ |
| Fixed Route | 3,315,298 | 3,367,032 | 51,734 | 1.6% |
| Paratransit | 130,127 | 129,493 | (634) | -0.5% |
| SolVan | 14,876 | 19,447 | 4,571 | 30.7% |
| System Total | 3,460,301 | 3,515,972 | 55,671 | 1.6% |

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for On-Board Bus Advertising Revenue, Emissions Credit Revenue, and CNG Rebate 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.
- CNG Rebate Revenue recognition of deferred revenue from FY18.

| | YTD-April | YTD Budget | Variance | %Δ |
|--------------------------|------------|------------|------------|--------|
| On-Board Bus Advertising | \$ 214,468 | \$ 63,291 | \$ 151,177 | 238.9% |
| CNG Rebate Revenue | \$ 123,728 | \$ - | \$ 123,728 | - |
| Outside Fueling Revenue | \$ 451,409 | \$ 405,296 | \$ 46,113 | 11.4% |
| 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.

| April | | | | |
|-------------|----------------------|------------------|------------------------|---------------|
| | Bid Overtime (Hours) | Overtime (Hours) | Total Overtime (Hours) | Total Expense |
| Fixed Route | 152 | 1,695 | 1,847 | \$ 60,707 |
| Paratransit | N/A | 1,281 | 1,281 | \$ 33,208 |
| Mechanics | N/A | 267 | 267 | \$ 6,808 |

| YTD-April | | | | |
|-------------|----------------------|------------------|------------------------|---------------|
| | Bid Overtime (Hours) | Overtime (Hours) | Total Overtime (Hours) | Total Expense |
| Fixed Route | 1,217 | 14,909 | 16,126 | \$ 529,888 |
| Paratransit | N/A | 7,919 | 7,919 | \$ 205,342 |
| Mechanics | N/A | 3,066 | 3,066 | \$ 78,296 |

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).

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.

Legal Services - Favorable

- 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 13,700 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 |
|-----------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| Apr. FY 18 | 111,159 | | | | |
| Apr. FY 19 | 116,977 | 5,818 | 1,481 | 5.23% | 1.28% |
| Mar. FY 19 | 115,496 | | | | |
| YTD April FY 18 | 1,165,050 | | | | |
| YTD April FY 19 | 1,151,349 | (13,700) | | -1.18% | |

Fuel - Hydrogen - Favorable

- Larger expenses due to a breakdown of the hydrogen station. While the station is repaired, hydrogen must be purchased externally at a higher cost.
A budget adjustment was 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 - Favorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In April, fixed route had costs of \$78,809 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In April, paratransit had expenses of \$7,715 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
A budget adjustment was executed to cover additional costs for paratransit parts, due to aging fleet repairs.
- In April, support vehicle repair parts had a cost of \$753 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Unfavorable

- Facility maintenance had larger expenses in April due to the purchase of a roll up door, rental of a power rake and saw, a circuit break replacement, and a fire alarm device relocation.

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 April, there was an increase of 1,345 GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has decreased 346,351 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 |
|-----------------|-----------|------------------------|-------------------------|-----------------|-------------------|
| Apr. FY 18 | 53,571 | | | | |
| Apr. FY 19 | 12,764 | (40,807) | 1,345 | -76.17% | 11.78% |
| Mar. FY 19 | 11,419 | | | | |
| YTD April FY 18 | 518,790 | | | | |
| YTD April FY 19 | 172,439 | (346,351) | | -66.76% | |

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.
- 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 - Favorable

- Insurance premium expenses are within an acceptable range of the budget.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of April there have been a total of 91 collisions which is an increase of 22 collisions compared to FY18.
The average dollar cost per collision is lower than FY 18. In FY 19, the average cost per collision is \$499 compared to \$817 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 \$846,769 below FY 18 YTD amounts.
- For April, sales have increased by \$2,685 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 |
|-----------------|--------------|------------------------|-------------------------|-----------------|-------------------|
| Apr. FY 18 | \$ 135,470 | | | | |
| Apr. FY 19 | \$ 33,870 | \$ (101,601) | \$ 2,685 | -75.00% | 8.61% |
| Mar. FY 19 | \$ 31,184 | | | | |
| YTD April FY 18 | \$ 1,298,179 | | | | |
| YTD April FY 19 | \$ 451,409 | \$ (846,769) | | -65.23% | |

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 41,384 total miles traveled in FY 19 YTD in comparison to FY 18 YTD.

Mileage

| | Apr. FY18 | Apr. FY19 | Variance | %Δ |
|--------------|-----------|-----------|----------|------|
| Fixed Route | 308,448 | 319,697 | 11,249 | 3.6% |
| Paratransit | 99,929 | 99,973 | 44 | 0.0% |
| System Total | 408,377 | 419,670 | 11,293 | 2.8% |

Mileage YTD-April

| | YTD-FY18 | YTD-FY19 | Variance | %Δ |
|--------------|-----------|-----------|----------|-------|
| Fixed Route | 3,180,326 | 3,138,586 | (41,740) | -1.3% |
| Paratransit | 984,450 | 984,806 | 356 | 0.0% |
| System Total | 4,164,776 | 4,123,392 | (41,384) | -1.0% |

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

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

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of May 2019, there were two (2) contracts executed, and two (2) amendments executed:

| VENDOR | PURPOSE |
|---|--------------------------|
| CALSTART | CALSTART Data Collection |
| Zen and the Art of Clean Energy Solutions | VW Mitigation Fund |
| Prudential Overall Supply | Uniforms |
| Admiral Security Services | Security Guard Services |

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

May 2019

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|---|--------------------------|---|-----------------------|-----------------|---------------|--------------------|
| CALSTART | CALSTART Data Collection | CALSTART will be collecting data related to the LowNo buses and their operation as well as administering a workshop to educate transit fleets on how to get to scale. | S RTP 2015/2016 | \$ 151,307.00 | \$ 151,307.00 | Executed Agreement |
| Zen and the Art of Clean Energy Solutions | VW Mitigation Fund | Technical support for VW Mitigation fund and for the development of a CARB roll-out plan that addresses the deployment of rolling stock and fueling infrastructure. | FY19 Operating Budget | \$ 797,500.00 | \$ 84,000.00 | Executed Agreement |
| Prudential Overall Supply | Uniforms | Exercising option year for Uniforms for the Agency. | FY20 Operating Budget | \$ 151,320.00 | \$ 151,320.00 | Executed Amendment |
| Admiral Security Services | Security Guard Services | Exercising option year for Security Guard Services for the Agency. | FY20 Operating Budget | \$ 83,587.84 | \$ 83,587.84 | Executed Amendment |

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary April 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 April, SunLine's investments fell within the approved range of investment type for the union and non-union assets.

Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 60.86% | 35 – 75% |
| Fixed Income | 38.50% | 25 – 64% |
| Cash & Equivalent | 0.64% | 0 – 10% |

Non-Union

| | Actual | Range |
|-------------------|--------|----------|
| Equities | 60.90% | 35 – 75% |
| Fixed Income | 38.44% | 25 – 64% |
| Cash & Equivalent | 0.66% | 0 – 10% |

- For the month of April, the market value of assets increased by \$607,181 and \$628,199 for the union and non-union plans, respectively.

Month to Month Asset Comparison

| Month | Market Value - Union | Market Value – Non-Union |
|---------------------|----------------------|--------------------------|
| March 2019 | \$27,718,819 | \$28,134,134 |
| April 2019 | \$28,326,000 | \$28,762,333 |
| Increase (Decrease) | \$607,181 | \$628,199 |

Recommendation:

Receive and file.

00291301
 20-01-B-61-124-01
 100-13-02869-01



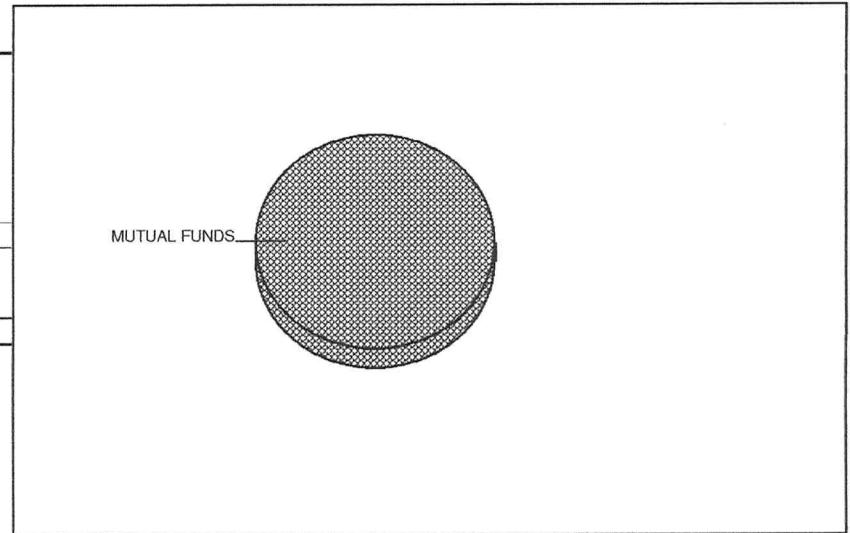
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 22
 Period from April 1, 2019 to April 30, 2019

ASSET SUMMARY

| ASSETS | 04/30/2019 MARKET | 04/30/2019 BOOK VALUE | % OF MARKET |
|---------------------------|----------------------|--------------------------|----------------|
| Cash And Equivalents | 181,852.12 | 181,852.12 | 0.64 |
| Mutual Funds-Equity | 17,238,789.00 | 15,518,220.08 | 60.86 |
| Mutual Funds-Fixed Income | 10,905,107.34 | 10,927,443.76 | 38.50 |
| Total Assets | 28,325,748.46 | 26,627,515.96 | 100.00 |
| Accrued Income | 252.16 | 252.16 | 0.00 |
| Grand Total | 28,326,000.62 | 26,627,768.12 | 100.00 |

Estimated Annual Income 697,898.22



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

00291301
 20- -01-B -61 -124-01
 100 -13-02869-01



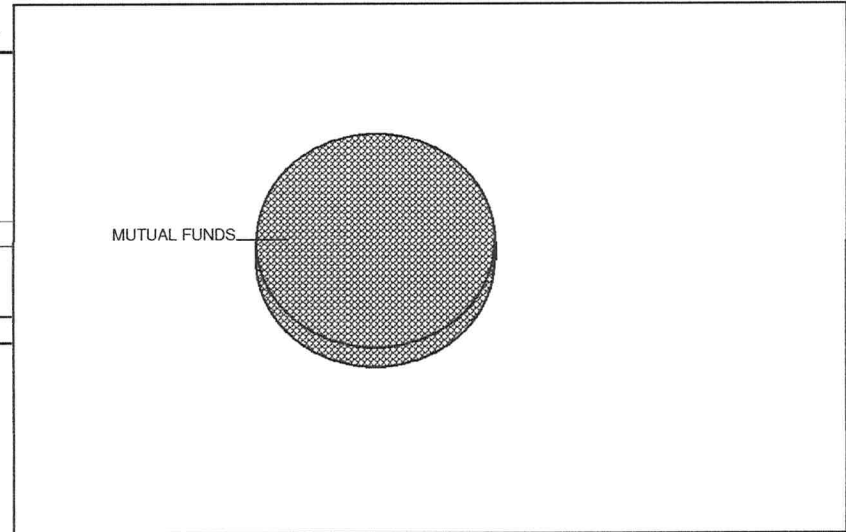
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 22
 Period from April 1, 2019 to April 30, 2019

ASSET SUMMARY

| ASSETS | 04/30/2019 MARKET | 04/30/2019 BOOK VALUE | % OF MARKET |
|---------------------------|------------------------------|----------------------------------|------------------------|
| Cash And Equivalents | 190,409.68 | 190,409.68 | 0.66 |
| Mutual Funds-Equity | 17,514,496.58 | 15,767,810.89 | 60.90 |
| Mutual Funds-Fixed Income | 11,057,194.47 | 11,083,429.52 | 38.44 |
| Total Assets | 28,762,100.73 | 27,041,650.09 | 100.00 |
| Accrued Income | 232.45 | 232.45 | 0.00 |
| Grand Total | 28,762,333.18 | 27,041,882.54 | 100.00 |

Estimated Annual Income **708,431.13**



ASSET SUMMARY MESSAGES

Estimated Annual Income is an estimate provided for informational purposes only and should not be relied on for making investment, trading, or tax decisions. The estimates may not represent the actual value earned by your investments and they provide no guarantee of what your investments may earn in the future.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for May 2019

Summary:

System-wide ridership in May 2019 increased 8.0% versus May 2018.

| Monthly Ridership | | |
|--------------------------|-----------------|-----------------|
| | May 2018 | May 2019 |
| Fixed Route | 342,872 | 371,857 |
| SolVan | 2,258 | 1,811 |
| SunDial | 13,365 | 13,402 |
| System Total | 358,495 | 387,070 |

Year-to-date system ridership as of May 2019 has increased 2.2% in comparison to the previous fiscal year.

| YTD Ridership | |
|---------------------------|---------------|
| | May |
| Fiscal Year 2018 | 3,818,796 |
| Fiscal Year 2019 | 3,903,042 |
| Ridership Increase | 84,246 |

Recommendation:

Receive and file.



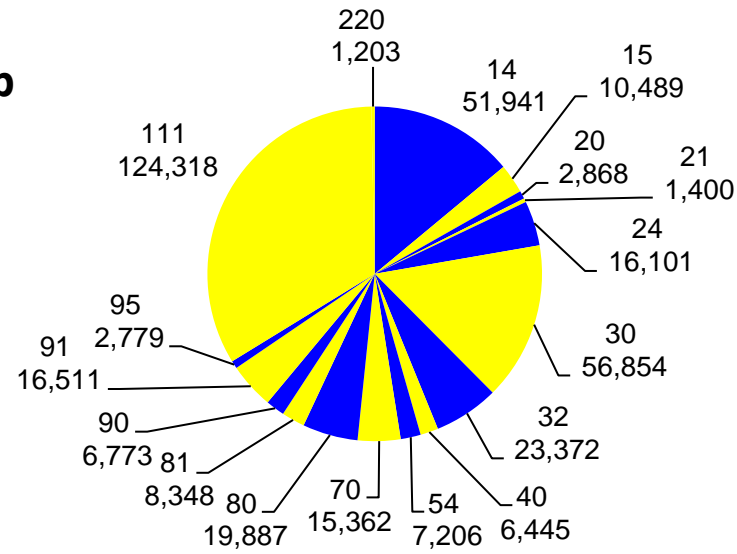
SunLine Transit Agency Monthly Ridership Report May 2019

| Route | Fixed Route Description | May 2019 | May 2018 | Apr 2019 | FY 2018 & 2019 Month Var. | % Var. | FY 2019 YTD | FY 2018 YTD | YTD Var. | % Var. | Bikes | | Wheelchairs | |
|--------------------------|-------------------------|----------------|----------------|----------------|---------------------------------|-------------|------------------|------------------|---------------|-------------|---------------|----------------|--------------|---------------|
| | | | | | | | | | | | Monthly | YTD | Monthly | YTD |
| 14 | DHS/PS | 51,941 | 50,509 | 46,104 | 1,432 | 2.8% | 537,748 | 558,594 | (20,846) | -3.7% | 1435 | 17,325 | 341 | 4,991 |
| 15 | DHS | 10,489 | 10,306 | 9,119 | 183 | 1.8% | 109,362 | 105,912 | 3,450 | 3.3% | 182 | 1,802 | 103 | 951 |
| 20-X | DHS/PD | 2,868 | 2,265 | 2,938 | 603 | 26.6% | 29,758 | 22,675 | 7,083 | 31.2% | 51 | 691 | 2 | 56 |
| 21 | PD | 1,400 | 1,128 | 1,287 | 272 | 24.1% | 12,335 | 5,445 | 6,890 | 126.5% | 47 | 250 | 4 | 68 |
| 24 | PS | 16,101 | 15,822 | 14,694 | 279 | 1.8% | 163,853 | 153,201 | 10,652 | 7.0% | 446 | 5,438 | 129 | 1,292 |
| 30 | CC/PS | 56,854 | 53,608 | 55,367 | 3,246 | 6.1% | 568,740 | 584,159 | (15,419) | -2.6% | 1757 | 19,136 | 391 | 4,402 |
| 32 | PD/RM/TP/CC/PS | 23,372 | 20,871 | 22,168 | 2,501 | 12.0% | 232,474 | 219,142 | 13,332 | 6.1% | 1031 | 10,255 | 186 | 1,640 |
| 40 | PS/BUZZ | 6,445 | - | 5,066 | 6,445 | 100.0% | 29,627 | - | 29,627 | 100.0% | - | - | 1 | 7 |
| 54 | Indio/LQ/IW/PD | 7,206 | 6,883 | 7,307 | 323 | 4.7% | 74,918 | 69,068 | 5,850 | 8.5% | 258 | 2,180 | 73 | 404 |
| 70 | LQ/BD | 15,362 | 15,066 | 14,295 | 296 | 2.0% | 152,591 | 151,712 | 879 | 0.6% | 655 | 7,027 | 43 | 484 |
| 80 | Indio | 19,887 | 15,717 | 17,817 | 4,170 | 26.5% | 189,737 | 128,497 | 61,240 | 47.7% | 324 | 3,670 | 180 | 1,630 |
| 81 | Indio | 8,348 | 8,913 | 7,362 | (565) | -6.3% | 83,310 | 85,205 | (1,895) | -2.2% | 97 | 887 | 53 | 566 |
| 90 | Coachella/Indio | 6,773 | 6,000 | 6,315 | 773 | 12.9% | 66,777 | 86,225 | (19,448) | -22.6% | 123 | 1,225 | 88 | 539 |
| 91 | I/Cch/Th/Mec/Oas | 16,511 | 15,331 | 14,251 | 1,180 | 7.7% | 145,489 | 164,986 | (19,497) | -11.8% | 166 | 2,445 | 33 | 327 |
| 95 | I/Cch/Th/Mec/NS | 2,779 | 2,240 | 2,779 | 539 | 24.1% | 26,364 | 21,763 | 4,601 | 21.1% | 58 | 746 | 14 | 122 |
| 111 | PS to Cch | 124,318 | 117,065 | 123,813 | 7,253 | 6.2% | 1,303,363 | 1,266,901 | 36,462 | 2.9% | 4,942 | 54,432 | 957 | 9,658 |
| 220 | PD to Riverside | 1,203 | 1,148 | 1,310 | 55 | 4.8% | 12,443 | 12,818 | (375) | -2.9% | 34 | 310 | 8 | 89 |
| Fixed Route Total | | 371,857 | 342,872 | 351,992 | 28,985 | 8.5% | 3,738,889 | 3,658,170 | 80,719 | 2.2% | 11,606 | 127,819 | 2,606 | 27,226 |
| SolVan | | 1,811 | 2,258 | 1,750 | (447) | -19.8% | 21,258 | 17,134 | 4,124 | 24.1% | | | | |
| Demand Response | | | | | | | | | | | | | | |
| SunDial | | 13,402 | 13,365 | 12,802 | 37 | 0.3% | 142,895 | 143,492 | (597) | -0.4% | | | | |
| System Total | | 387,070 | 358,495 | 366,544 | 28,575 | 8.0% | 3,903,042 | 3,818,796 | 84,246 | 2.2% | | | | |
| | | May-19 | May-18 | Apr-19 | | | | | | | | | | |
| | Weekdays: | 22 | 22 | 21 | | | | | | | | | | |
| | Saturdays: | 4 | 4 | 5 | | | | | | | | | | |
| | Sundays: | * 5 | * 5 | 5 | | | | | | | | | | |
| | Total Days: | 31 | 31 | 31 | | | | | | | | | | |

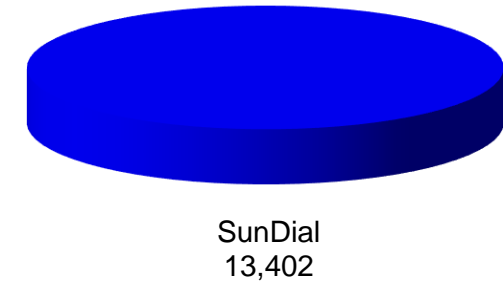
Note: Haul Pass ridership was 18,691 rides from 1,010 unique riders.

SunLine Transit Agency Monthly Ridership Report May - 2019

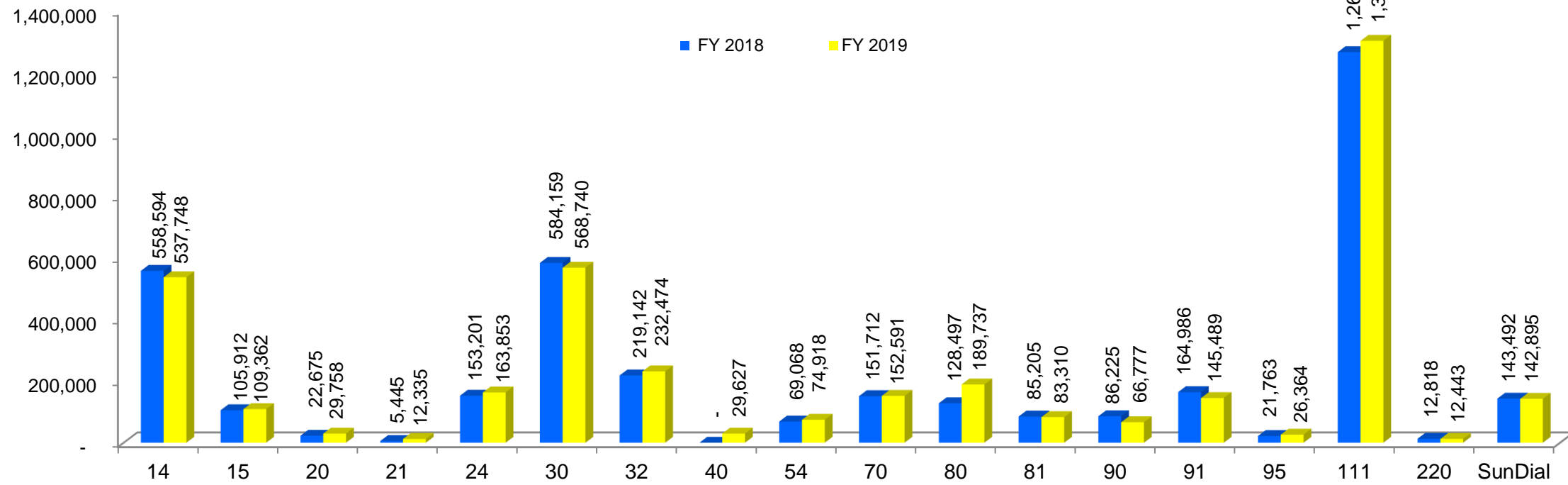
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2019

Summary:

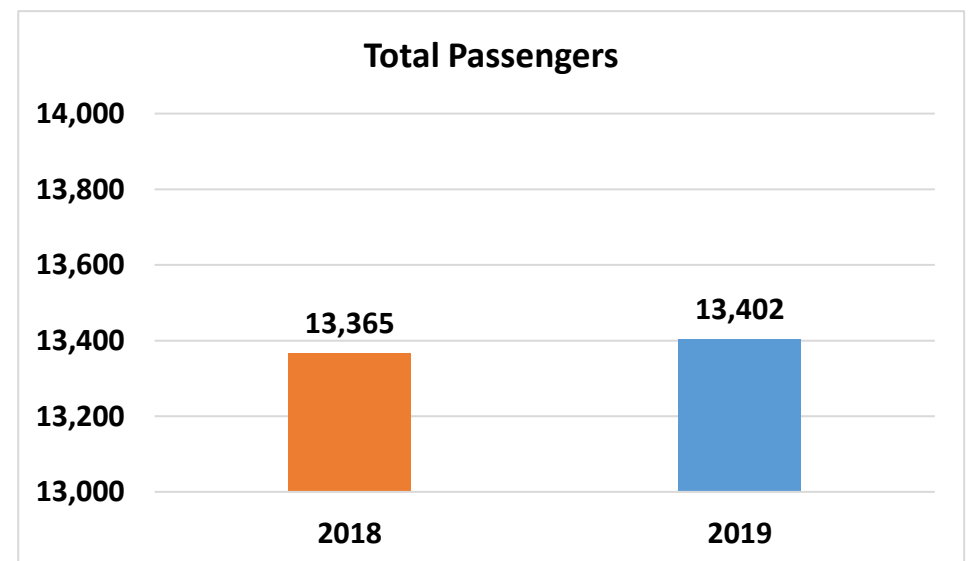
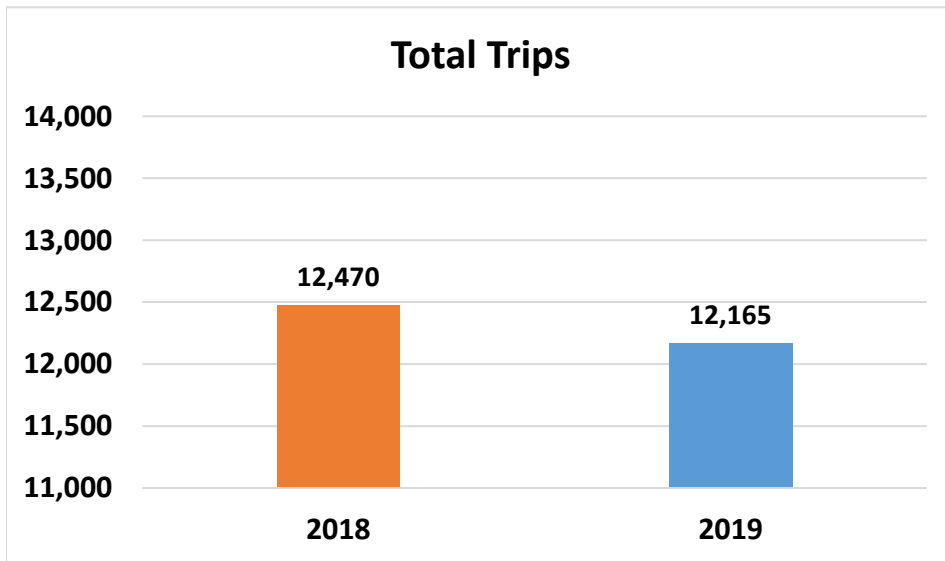
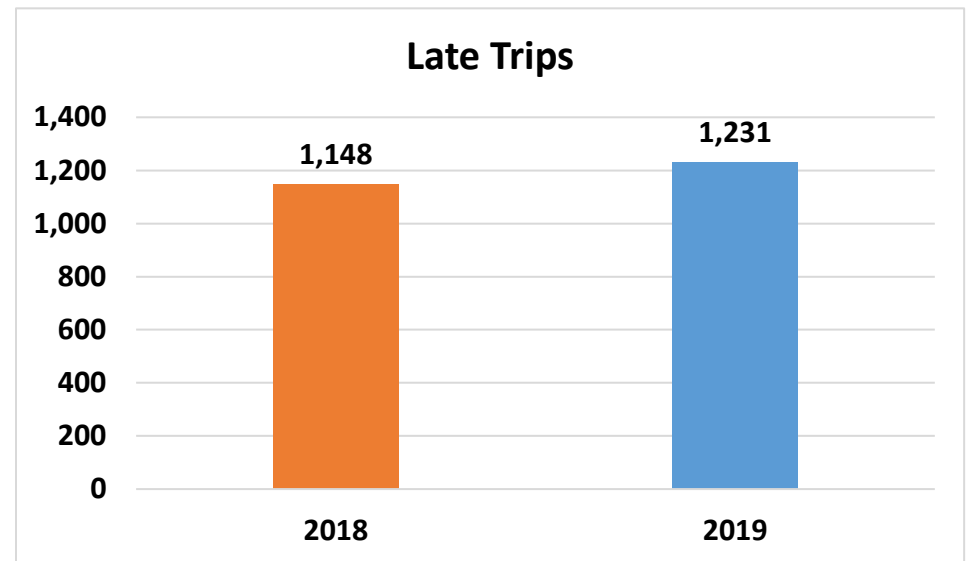
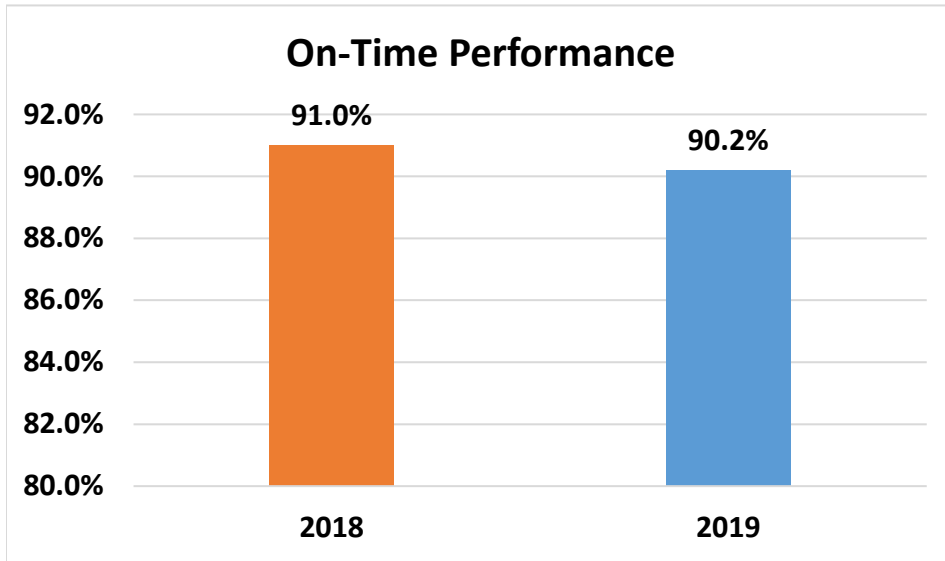
The attached report summarizes SunDial's operation for May 2019. Highlights of this report include a continued increase in ride alongs, onboard inspections and safety evaluations conducted by road supervisors.

Recommendation:

Receive and file.

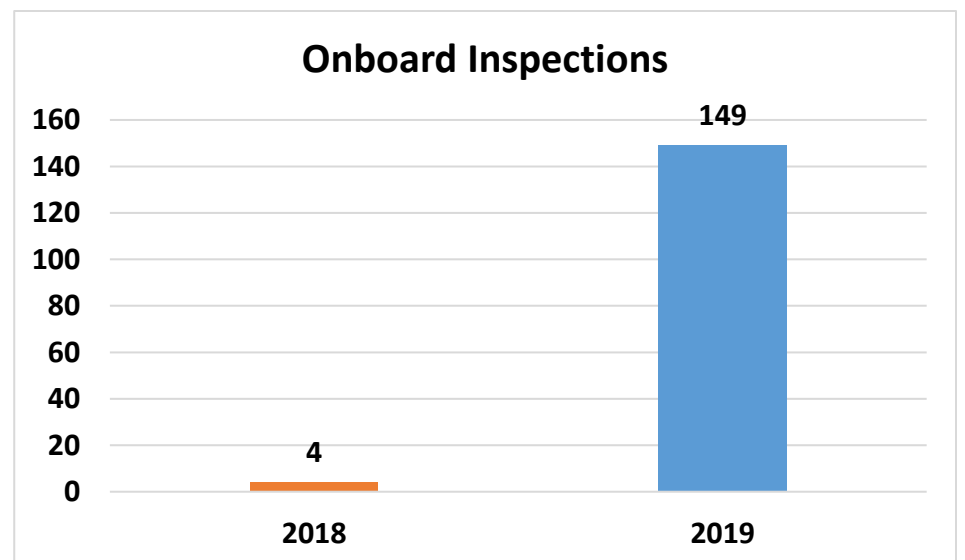
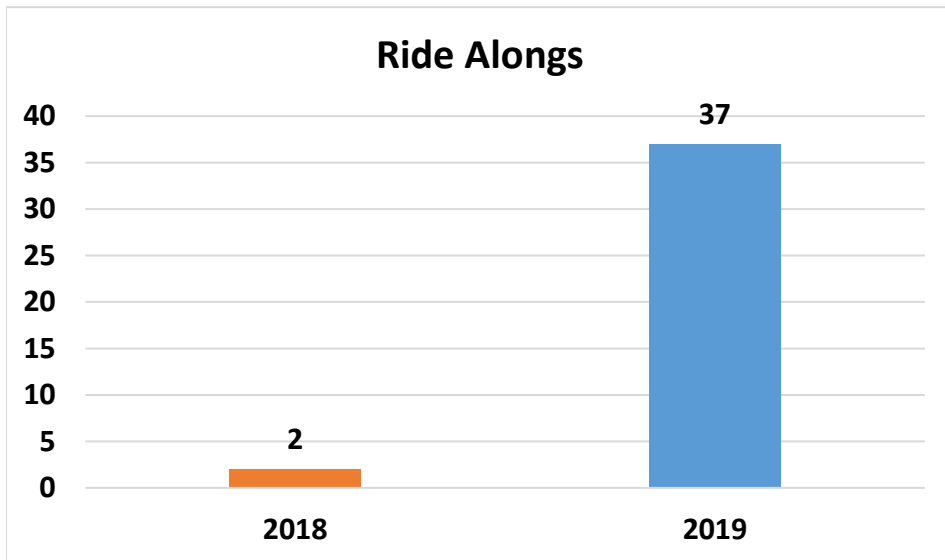
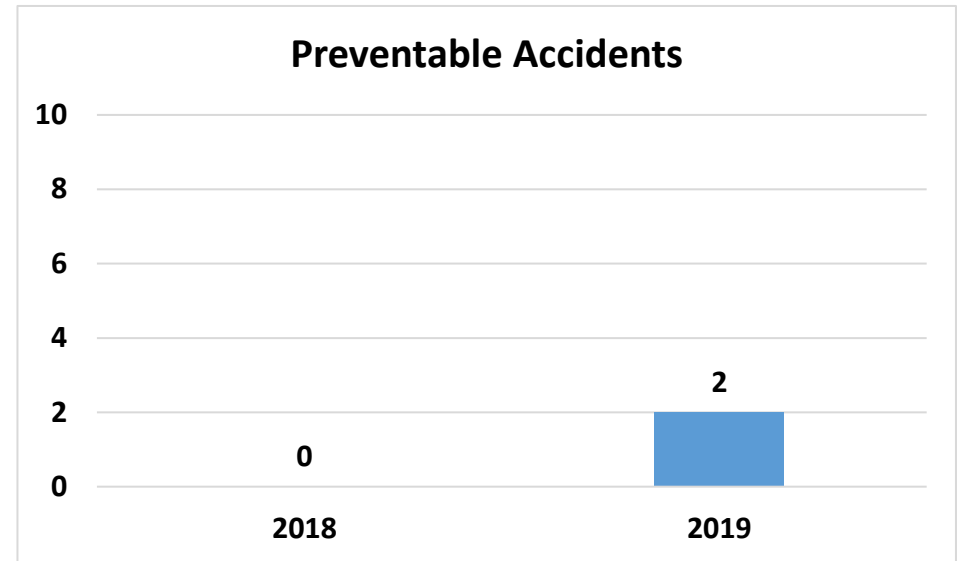
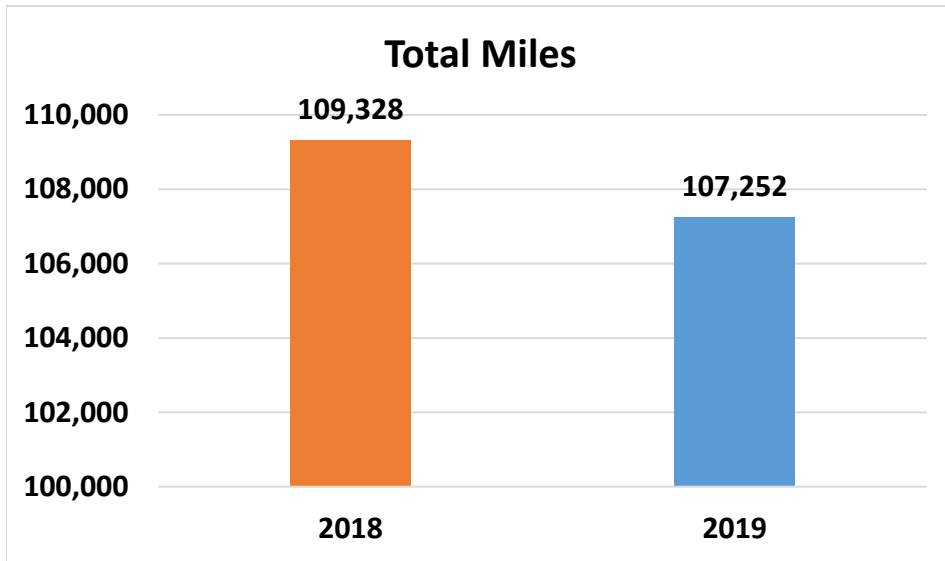
SunDial Operational Notes

MAY 2018/2019



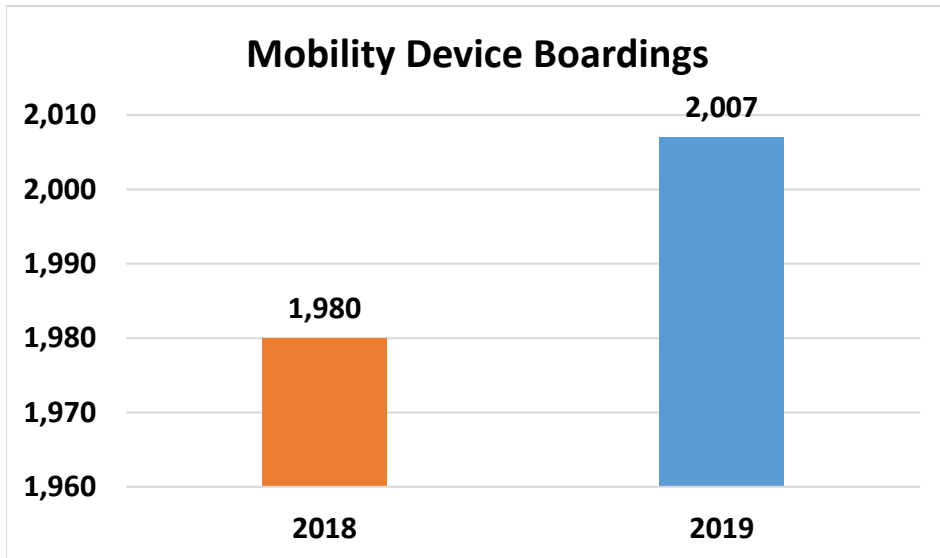
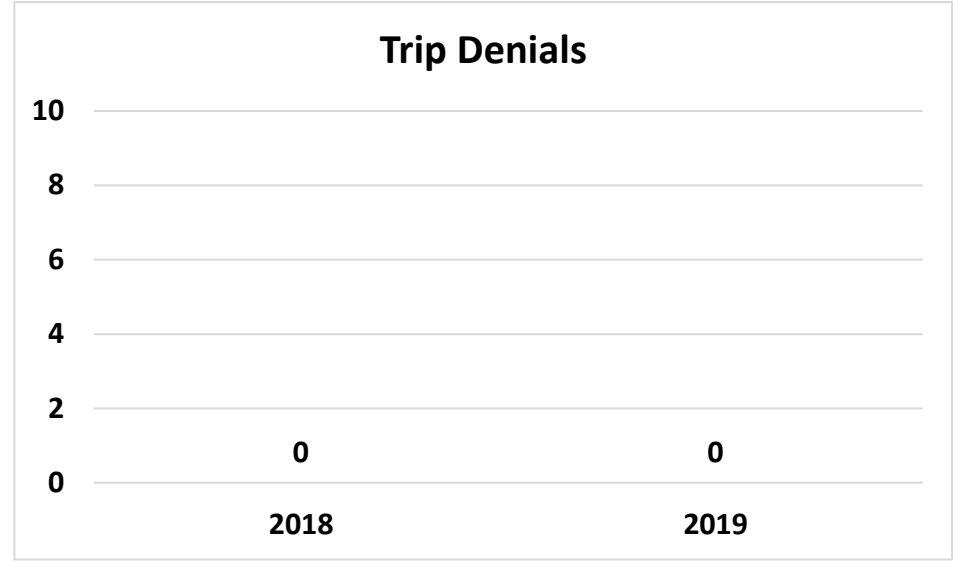
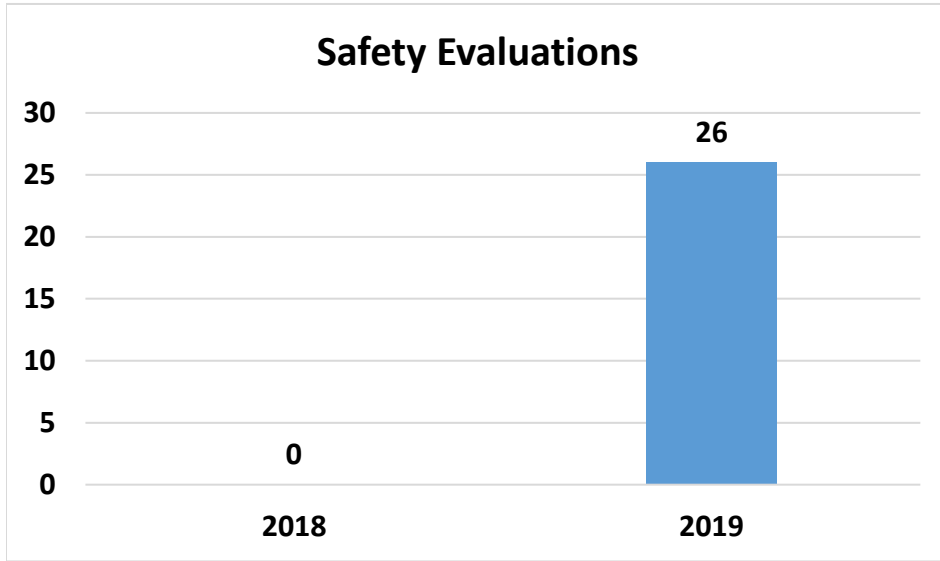
SunDial Operational Notes

MAY 2018/2019



SunDial Operational Notes

MAY 2018/2019



SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for June 2019

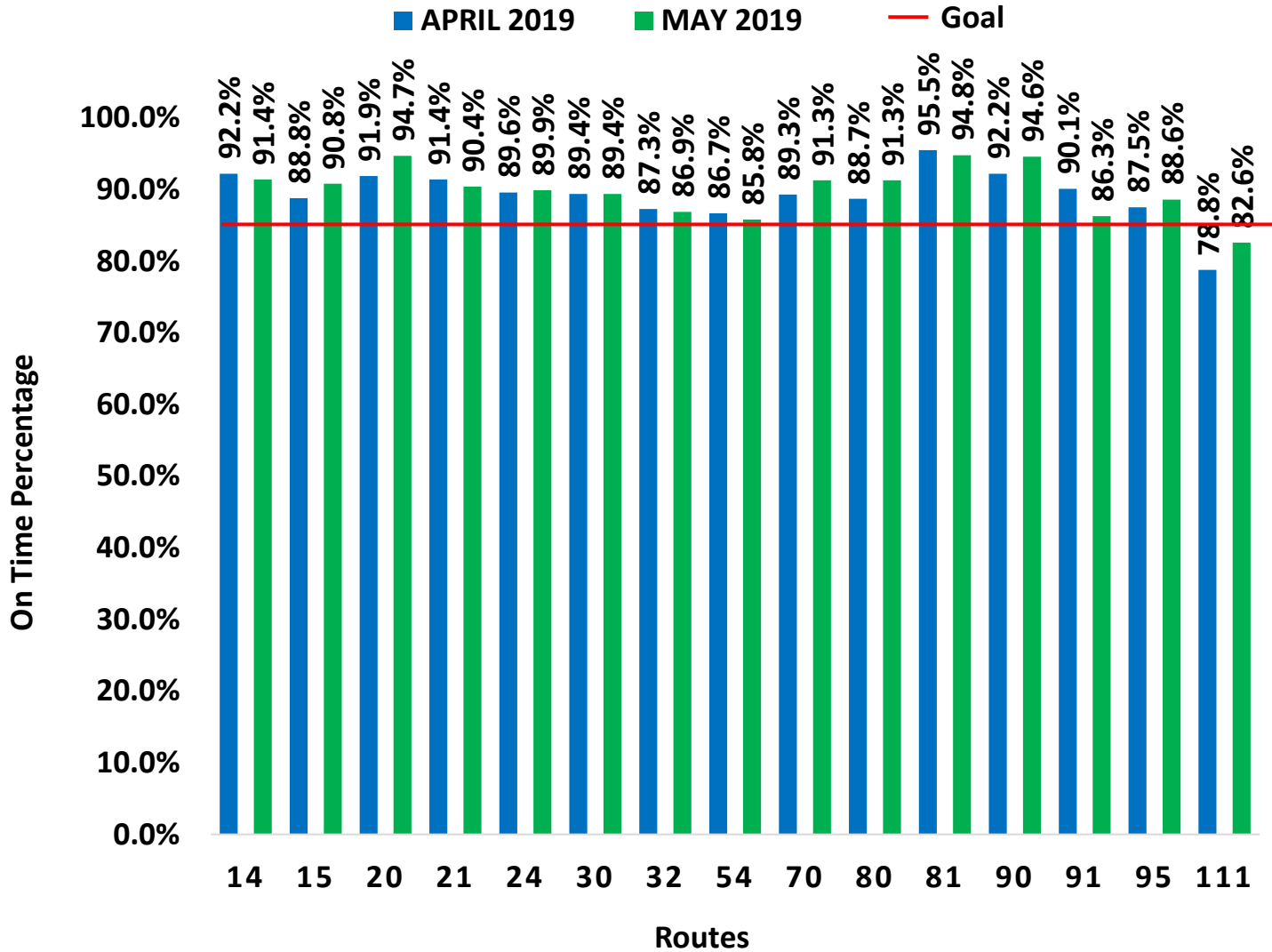
Summary:

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.

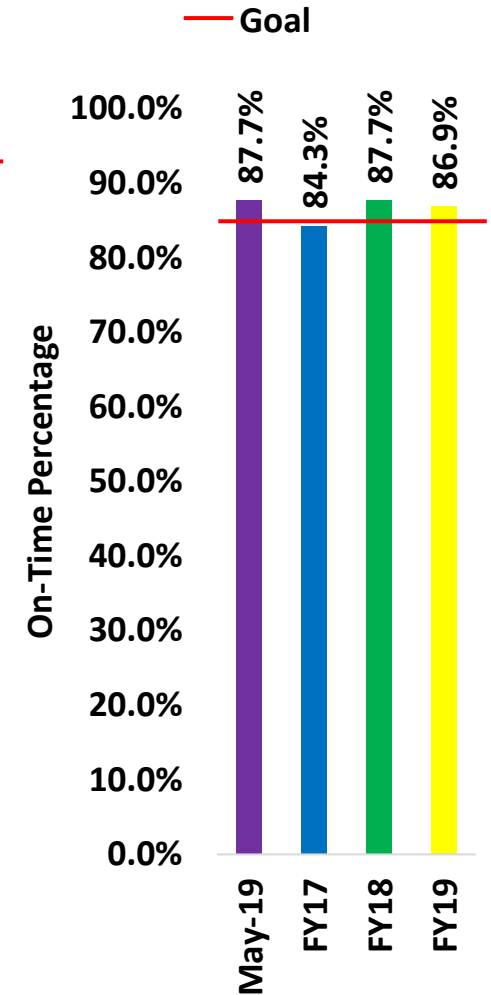
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On Time Performance System Wide



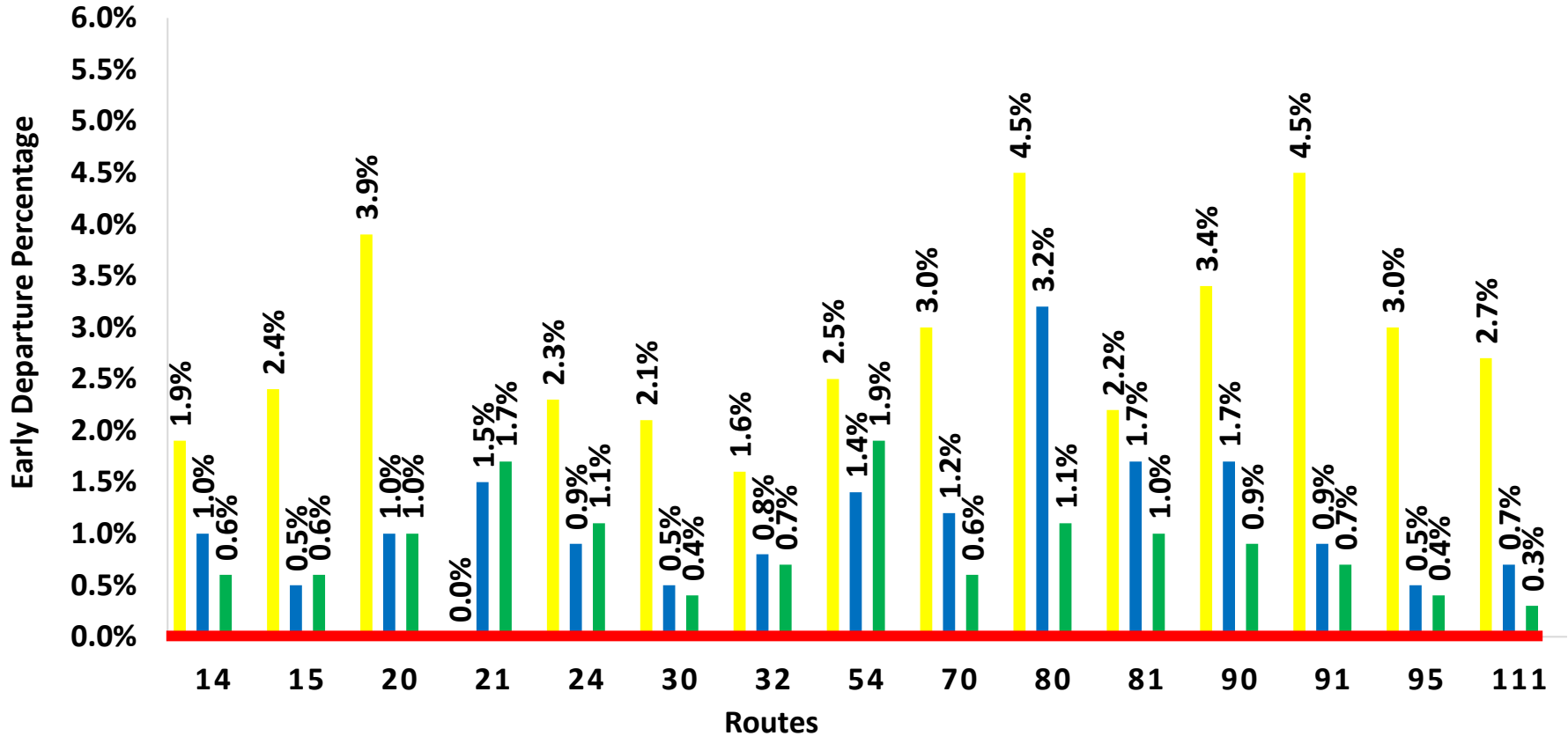
Definition: "On-Time" - when a trip departs a time point within range of zero minutes early to five minutes late.

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

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

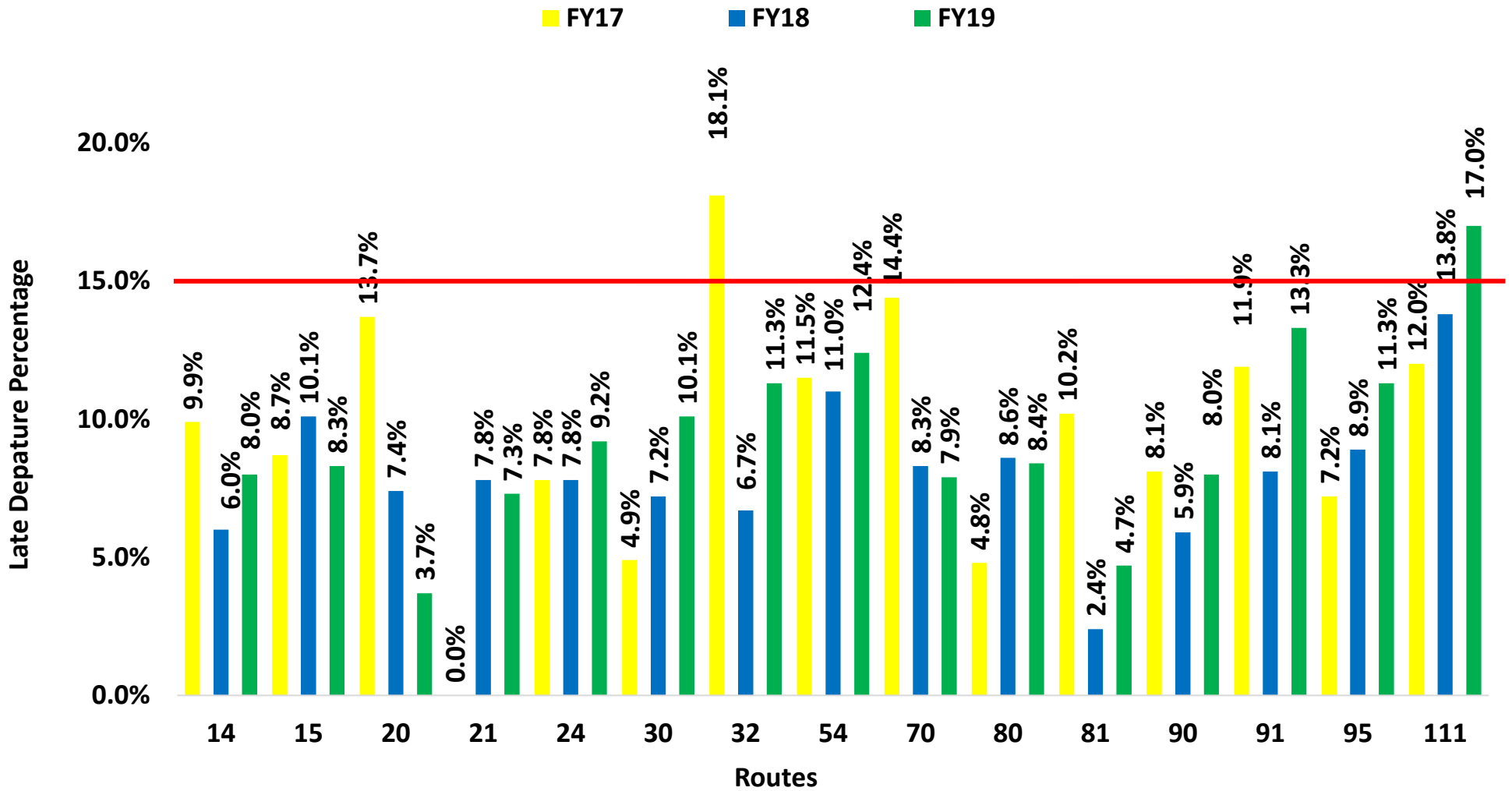
Early Departures by Route YTD

FY17 FY18 FY19 Goal



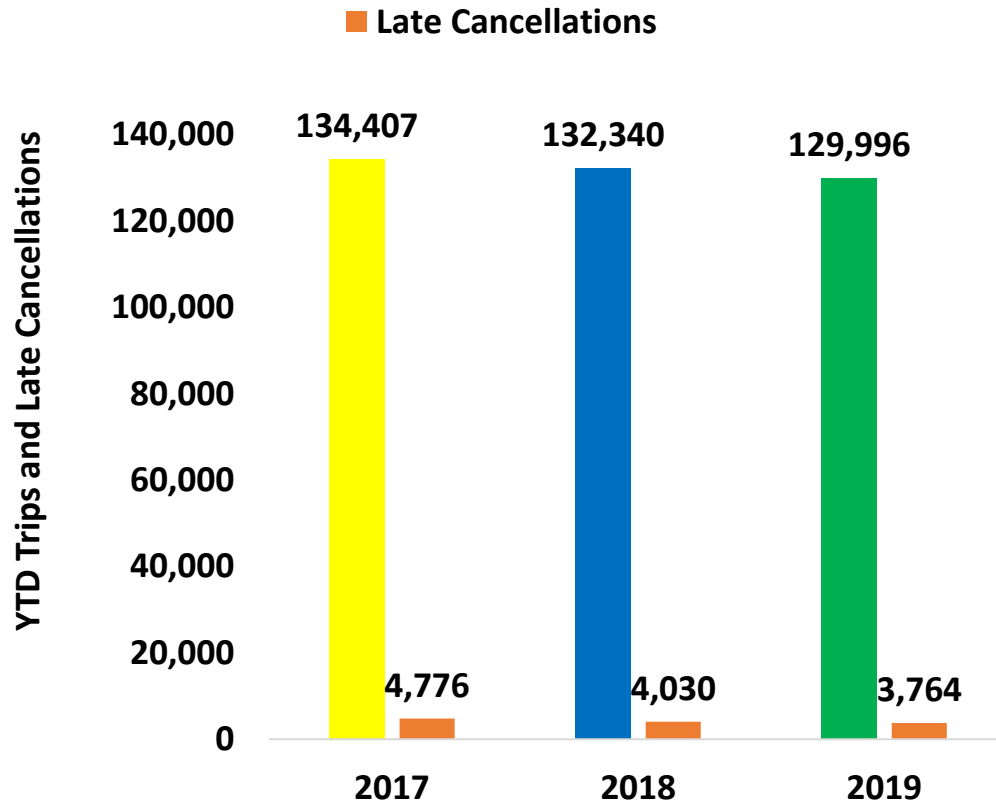
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route May

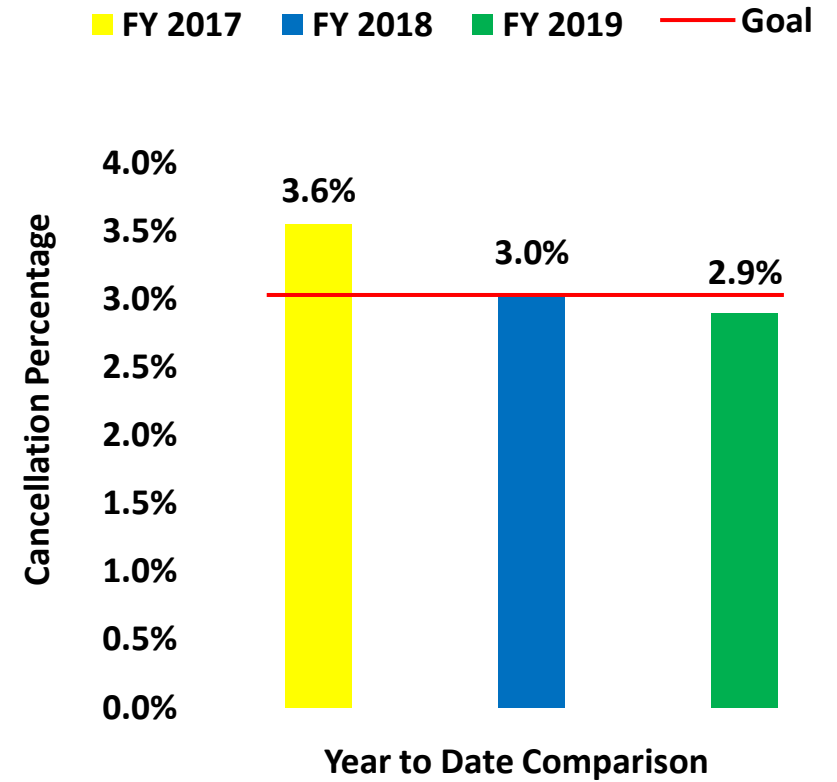


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

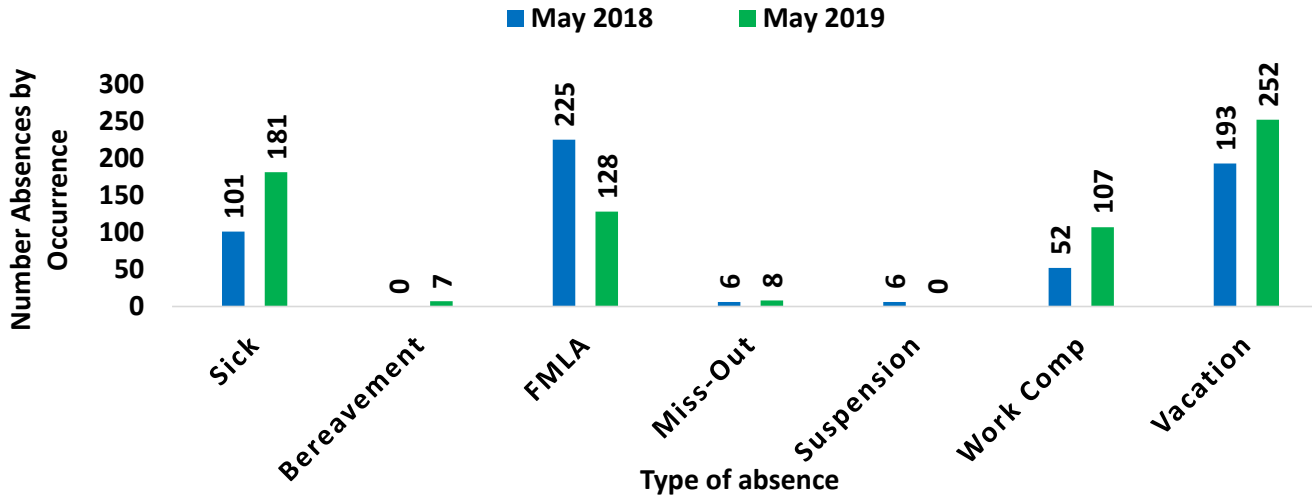


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

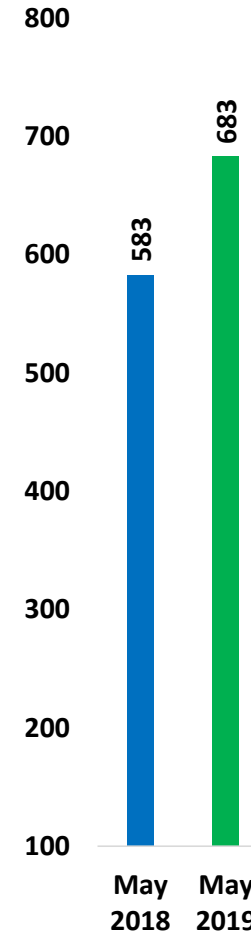
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

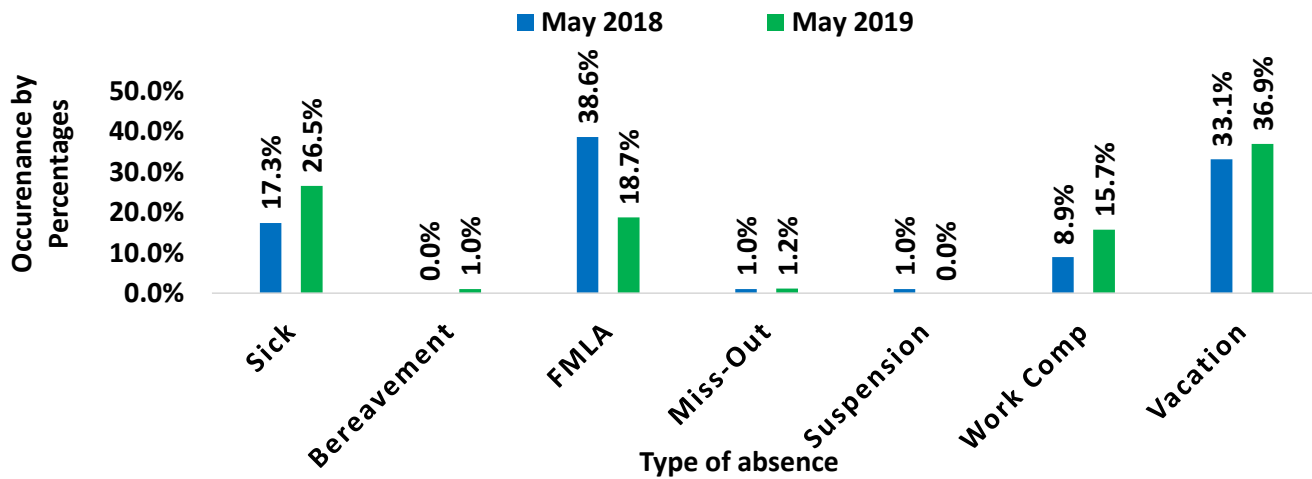
Driver Absence Occurrences



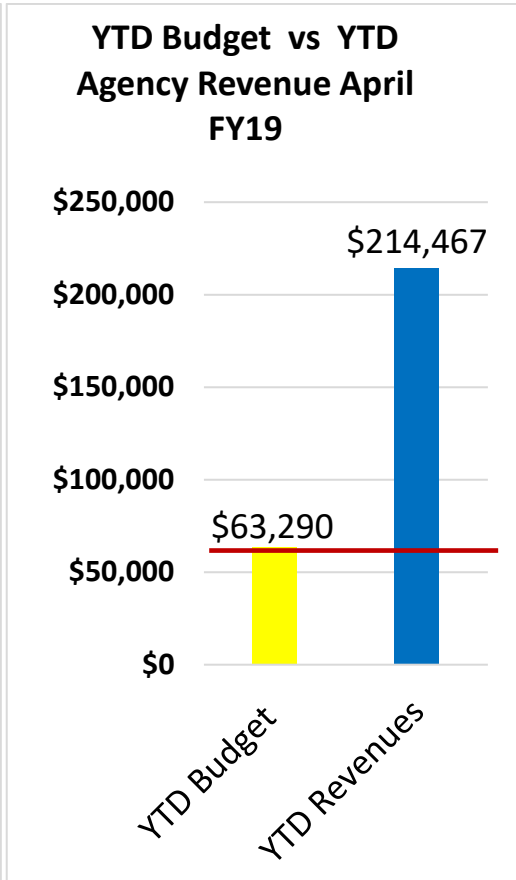
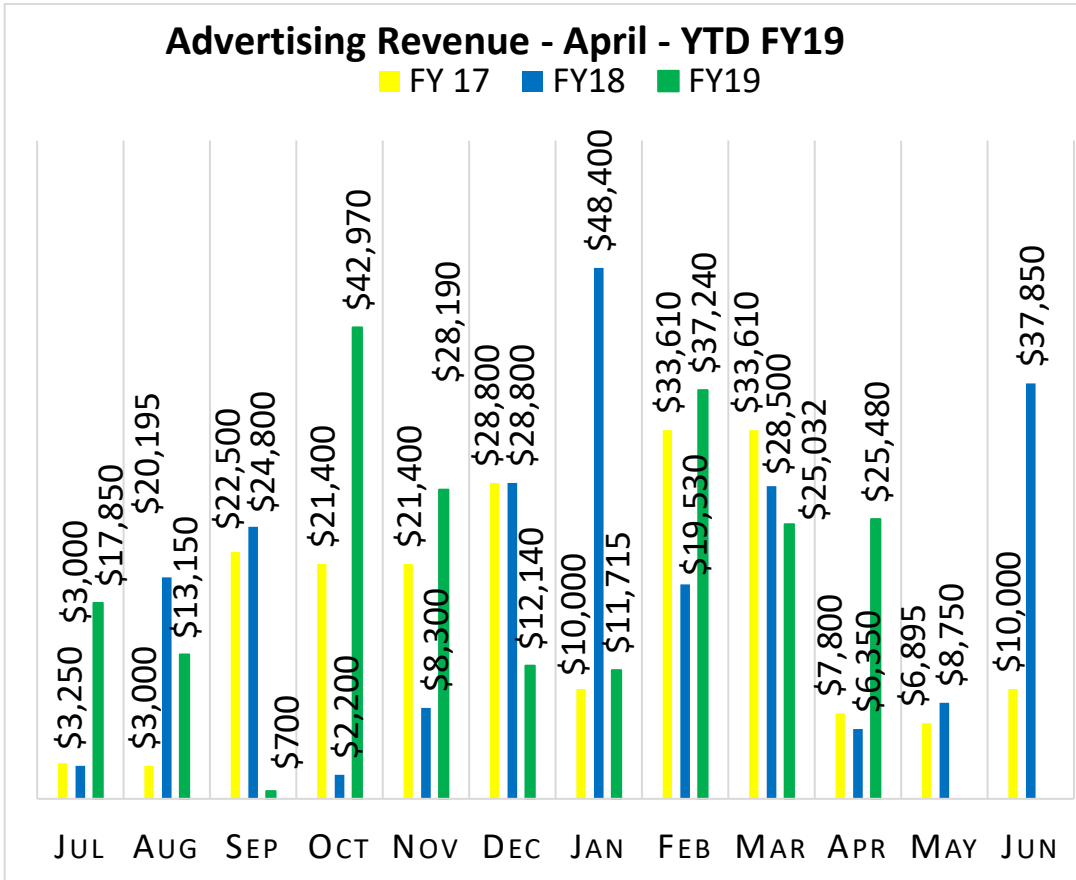
Total Absence Occurrences



Driver Absence Occurrences by Percentages

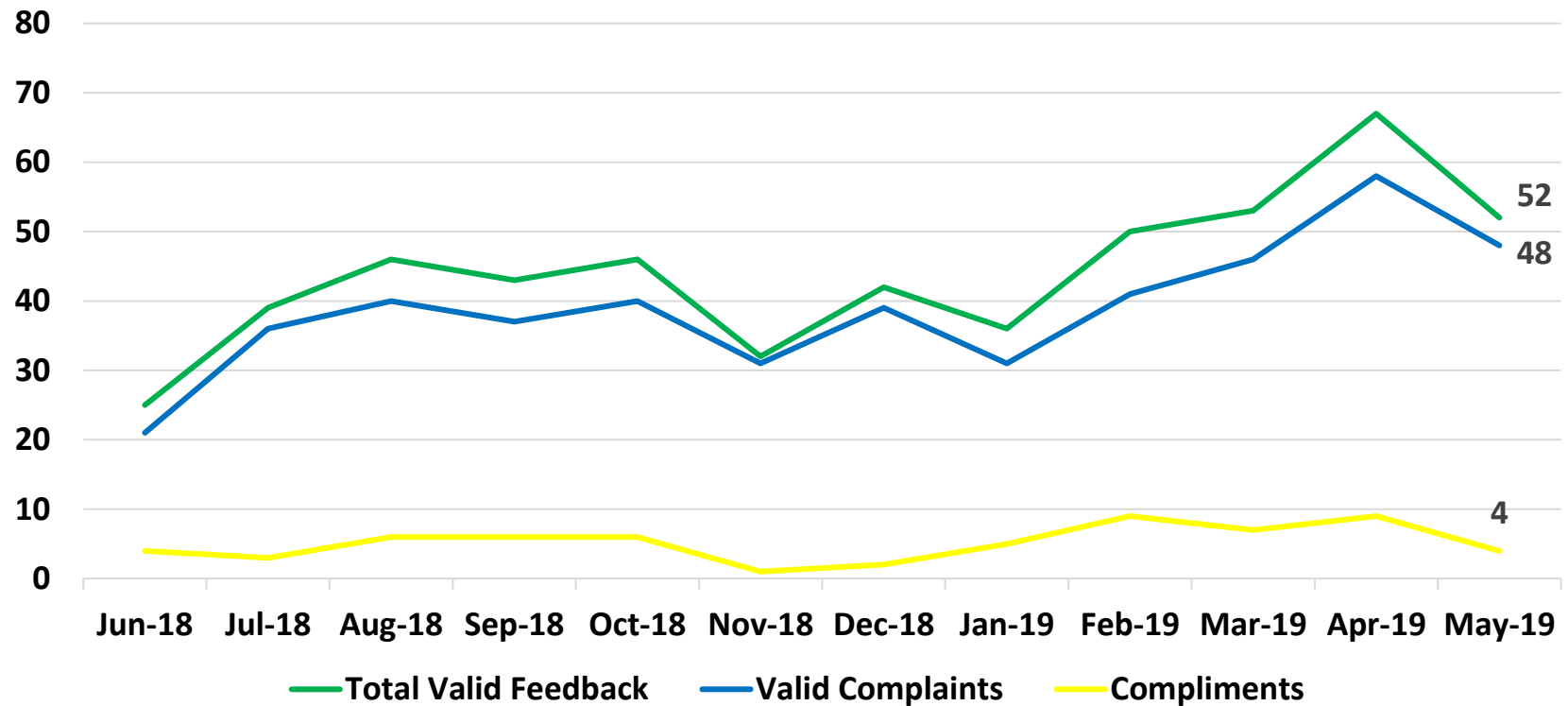


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.



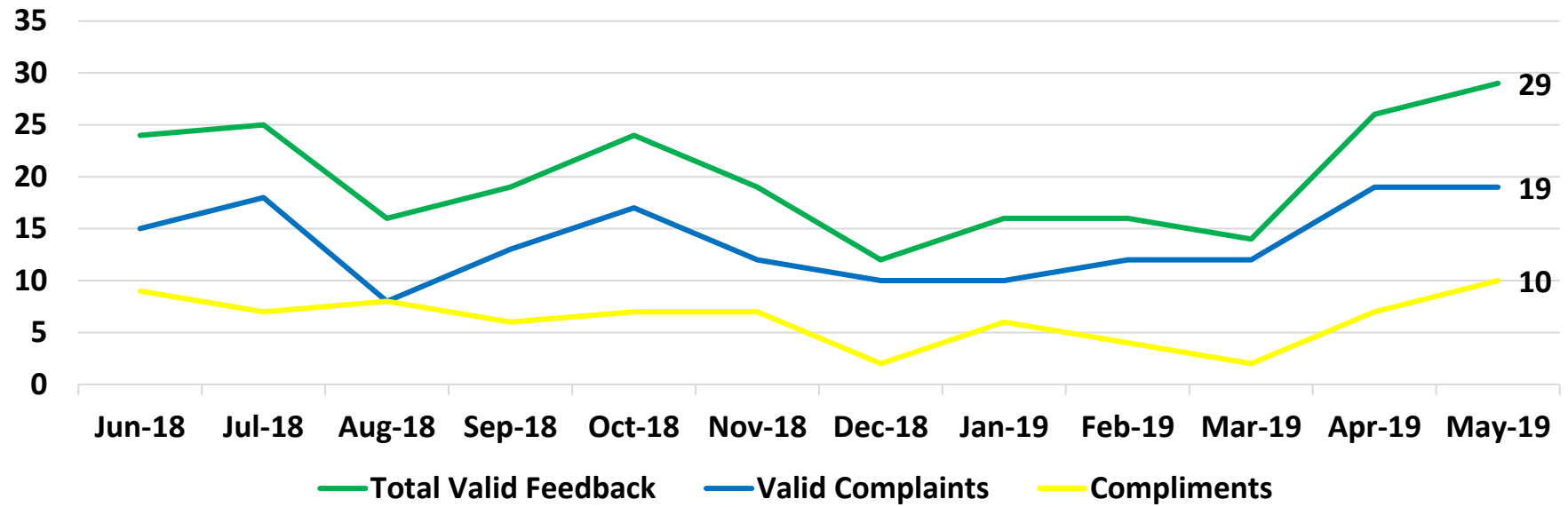
Advertising tracks dollar amount of invoiced contracts for shelter and exterior bus advertising. This section of the chart compares the FY19 YTD against FY18 YTD total. The graph tracks YTD revenue accrued vs the YTD budget. The annual budgeted amount is \$75,949.00

Fixed Route Customer Feedback for May 2019



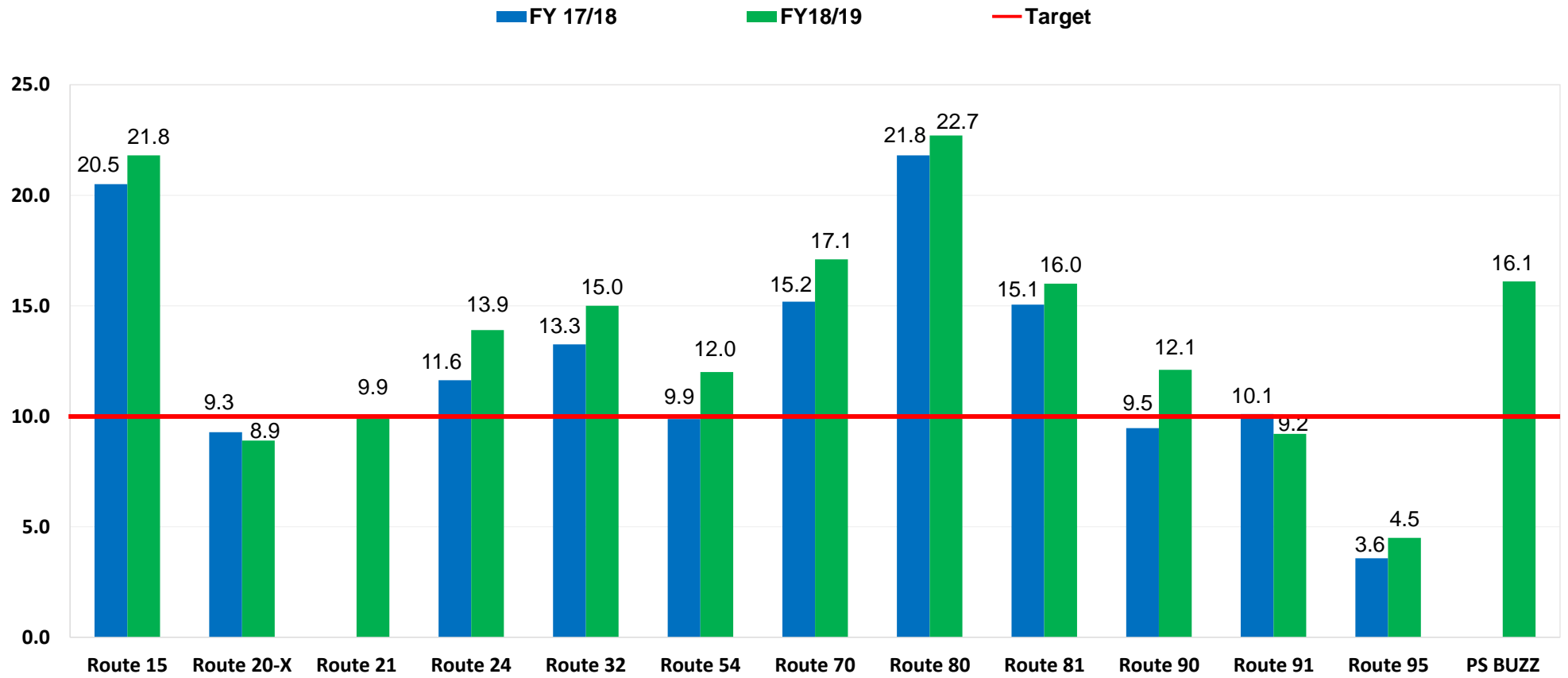
Valid Fixed Route Feedback comprised of compliments and complaints for May 2019

Paratransit Customer Feedback for May 2019



Valid Paratransit Feedback comprised of compliments and complaints for May 2019

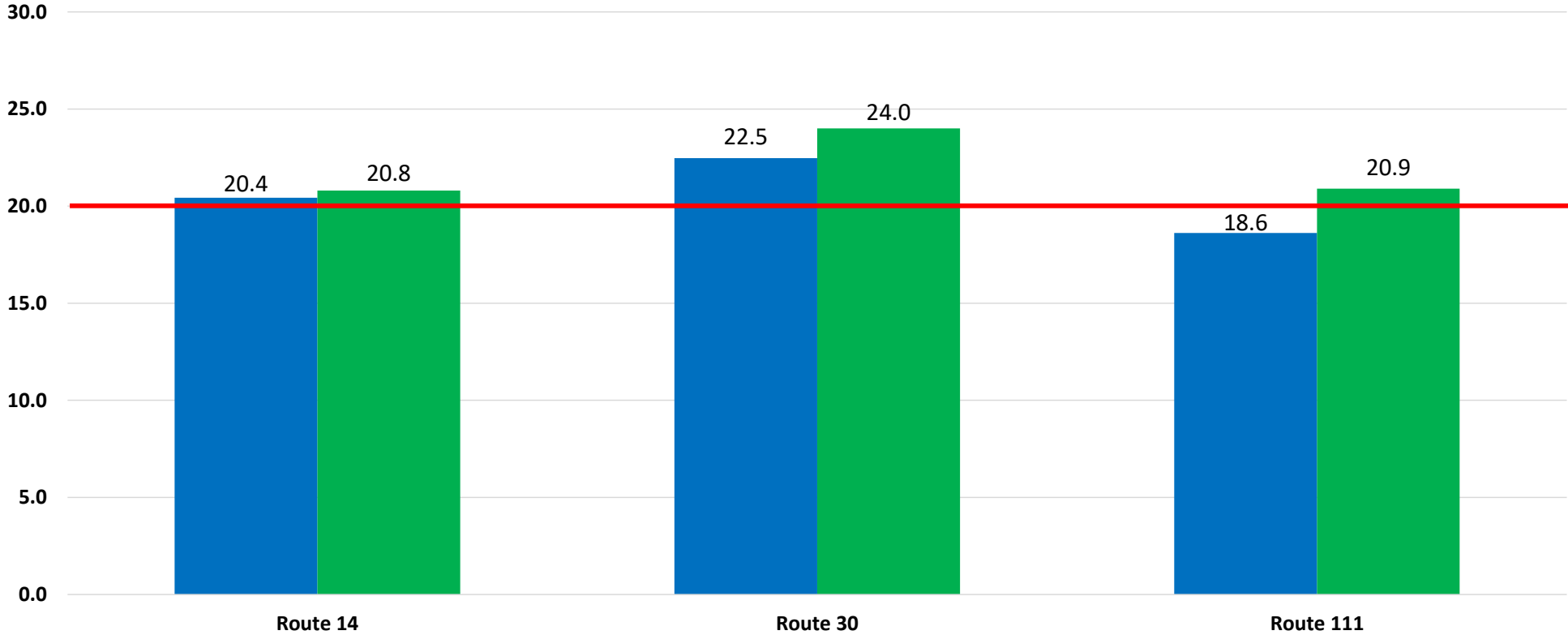
YTD System Performance - Local Routes May 2019



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.

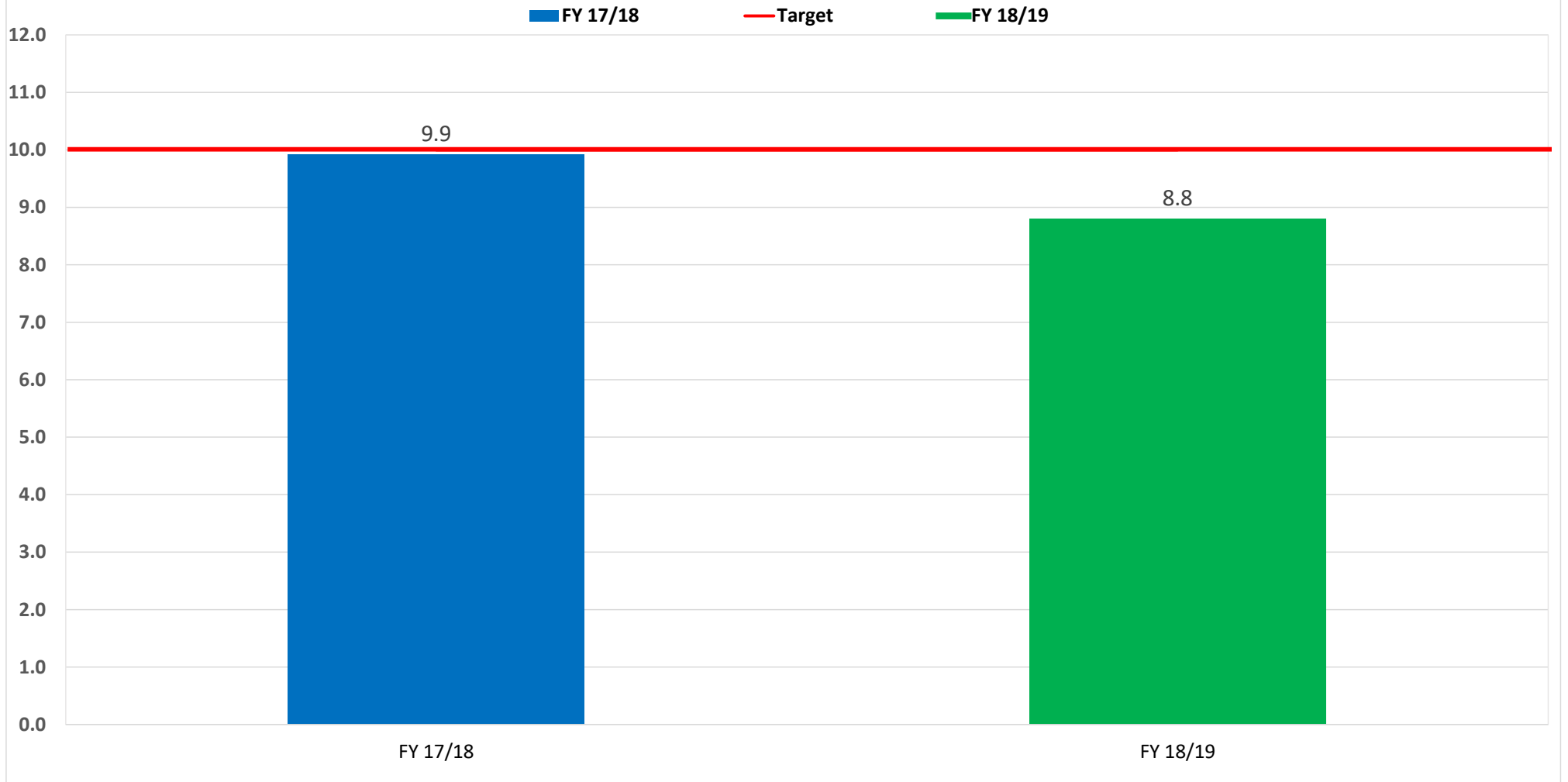
YTD System Performance - Trunk Routes May 2019

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 - May 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: June 26, 2019

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2019

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date May 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 | X | | 10 | 8 |
| Palm Desert | X | | X | X | | X | X | X | X | X | X | | 10 | 9 |
| Palm Springs | X | | X | X | | X | X | X | X | X | X | | 10 | 9 |
| Cathedral City | X | | X | | | | | | X | X | X | | 10 | 5 |
| Rancho Mirage | X | | X | X | | X | | X | X | X | | | 10 | 7 |
| Indian Wells | X | | X | X | | X | X | X | X | X | X | | 10 | 9 |
| La Quinta | X | | X | X | | X | X | X | X | | X | | 10 | 8 |
| Indio | X | | X | X | | X | X | X | X | X | X | | 10 | 9 |
| Coachella | X | | X | | | | X | X | X | | X | | 10 | 6 |
| County of Riverside | X | | X | X | | X | X | X | X | X | X | | 10 | 9 |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

| | | |
|--------------|---|---------------|
| DATE: | June 26, 2019 | ACTION |
| TO: | Finance/Audit Committee Board of Directors | |
| FROM: | Luis Garcia, Deputy Chief Financial Officer | |
| RE: | Adoption of the FY20 Operating and Capital Budget | |

Recommendation

Recommend that the Board of Directors adopt the proposed FY20 operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was distributed to Board members on May 17, 2019, and subsequently presented to the Finance/Audit Committee on May 22, 2019. At the Finance/Audit Committee meeting, staff answered any questions and presented the Finance/Audit Committee with a timeline which included the flexibility for any required special meetings that the Finance/Audit Committee deemed necessary.

The proposed operating and capital budgets for FY20 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 (1) 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.

Staff believes that this budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the Agency forward in its mission of providing safe and environmentally conscious public transportation services to the residents of the Coachella Valley.

Financial Impact

Sources of revenue have been identified to cover the expenses reflected in this year's capital and operating budgets.

ANNUAL BUDGET

FISCAL YEAR 2020



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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.

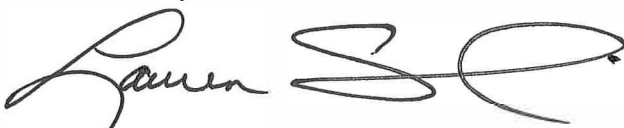
The Agency is committed to being flexible and innovative to meet the needs of our customers. As such, our three goals for Fiscal Year 2020 are re-design transit, project management, and the year of empowerment. The goals aim to support the Agency's vision and further the development of a culture of excellence 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

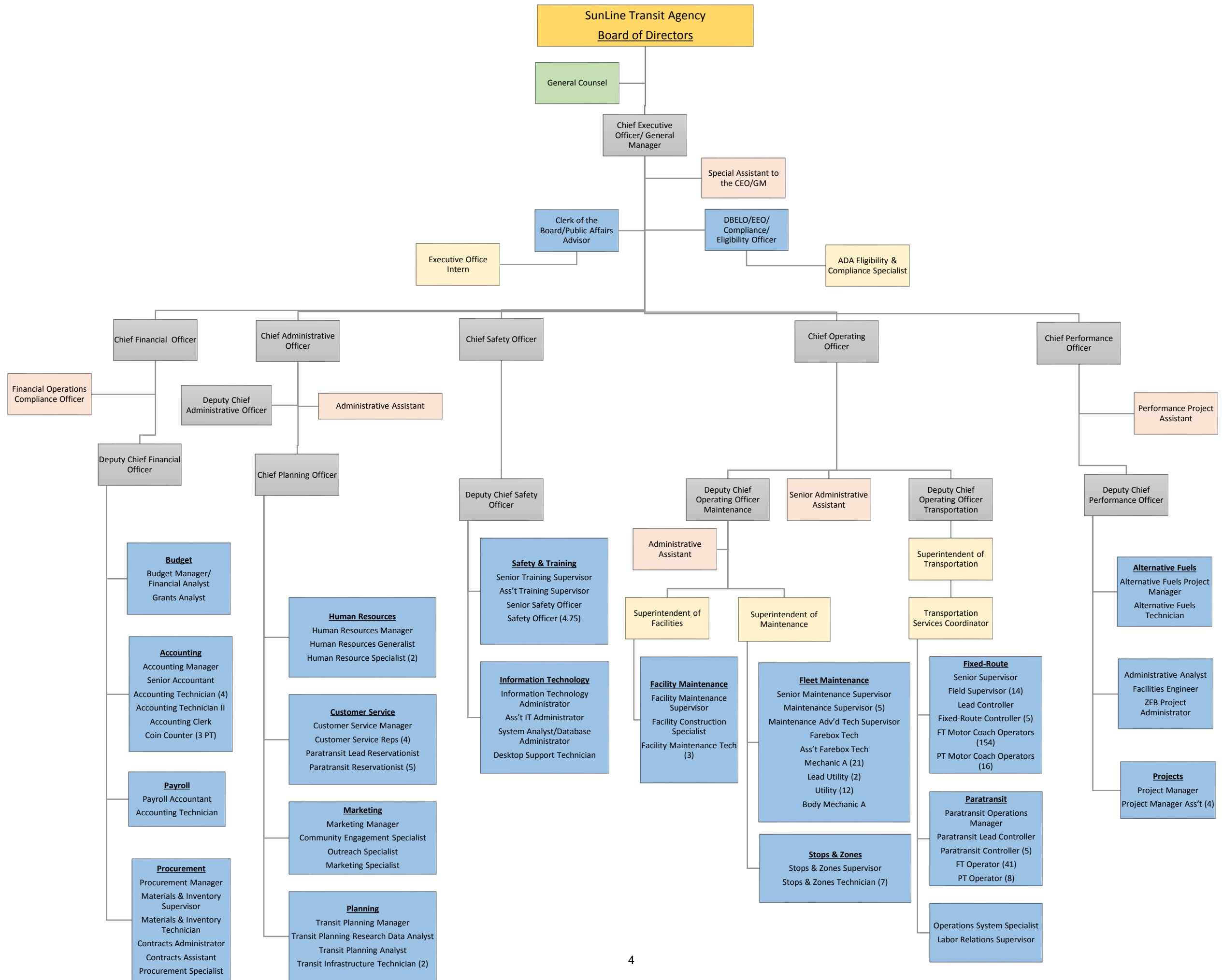
There are 13 new capital projects being requested in FY19. The total capital request in FY20 adds \$12,711,407 to the \$80M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

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)



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AGENCY PERSONNEL SUMMARY

| Department | FY19 Base FTE's | Changes to Base | Proposed New Positions | FY20 Proposed Base FTE's | Variance |
|--------------------------------------|--------------------|--------------------|------------------------------|--------------------------------|--------------|
| EXECUTIVE OFFICE | | | | | |
| Executive Office (40) | 5.00 | - | 1.00 | 6.00 | 1.00 |
| PERFORMANCE MANAGEMENT OFFICE | | | | | |
| SunFuels (10) | 2.00 | - | - | 2.00 | - |
| Performance Office (44) | 12.00 | - | - | 12.00 | - |
| SAFETY AND SECURITY OFFICE | | | | | |
| Safety and Security (15) | 9.25 | (0.75) | 1.00 | 9.50 | 0.25 |
| Information Technology (42) | 3.00 | - | 1.00 | 4.00 | 1.00 |
| OPERATIONS OFFICE | | | | | |
| 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 | - |
| FINANCE OFFICE | | | | | |
| Finance (41) | 23.25 | (3.00) | 3.00 | 23.25 | - |
| ADMINISTRATION OFFICE | | | | | |
| 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 | - |
| Total FTEs | 374.00 | (9.75) | 30.50 | 394.75 | 20.75 |

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.

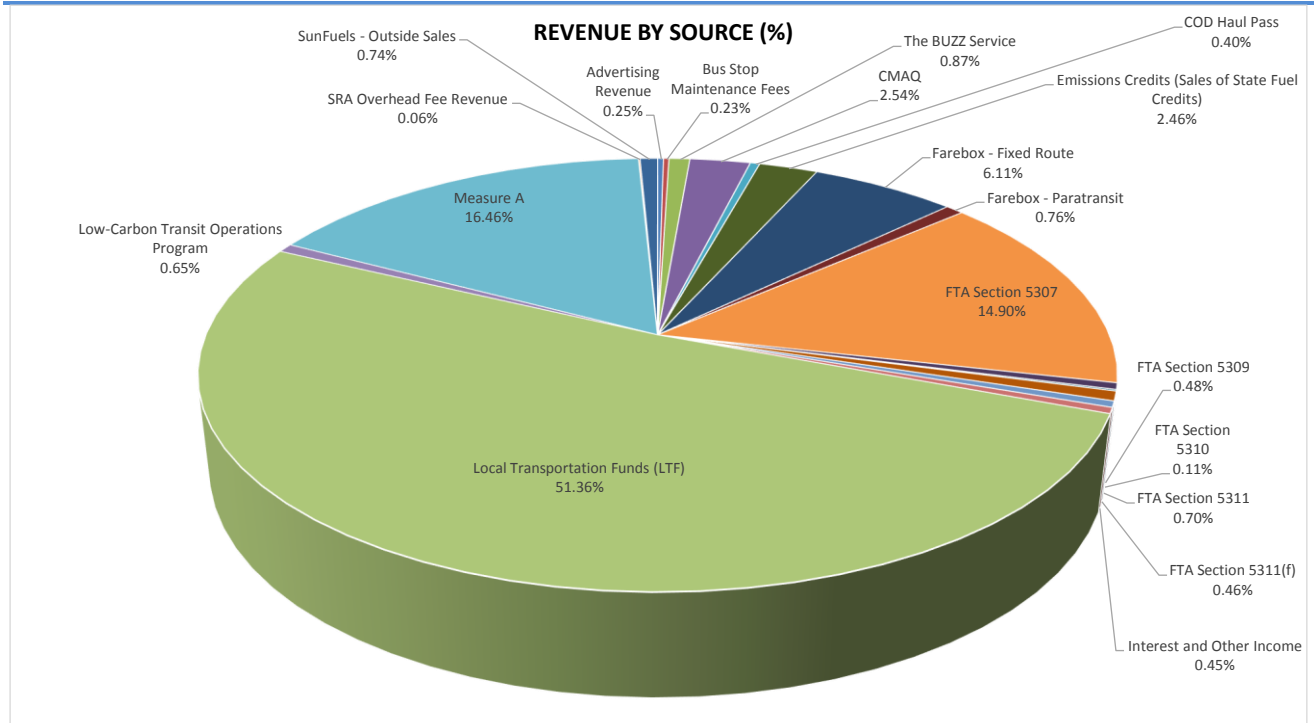
Safety and Security Office

- 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.

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 |
| Total Operating Revenue | 39,654,404 | 40,349,366 | \$ 694,962 | 40,840,150 | 1,185,746 | |

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.

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 FY20 CMAQ funds will be used to launch two (2) 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.

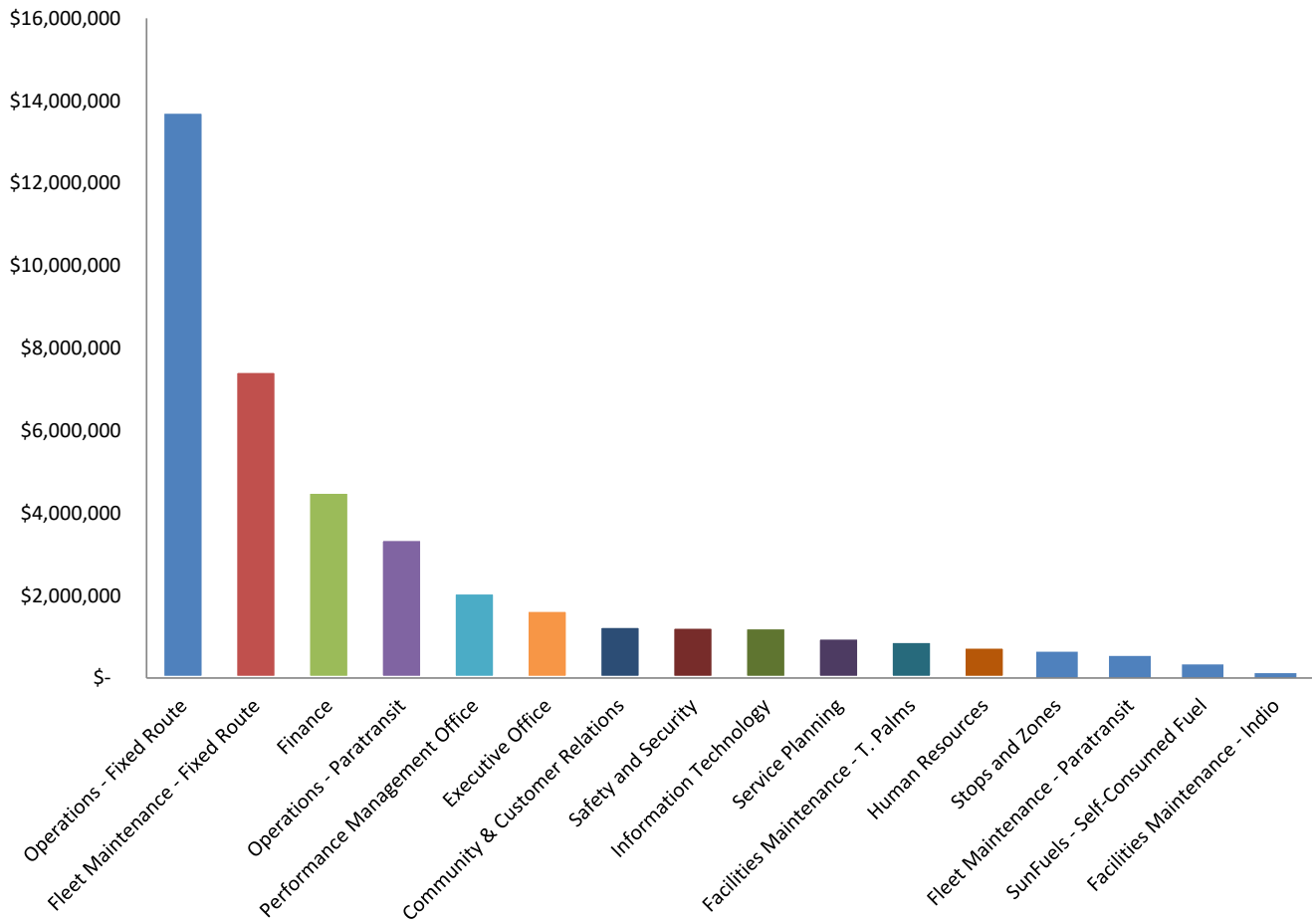
SRA OVERHEAD FEE REVENUE

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.

EXPENSE SUMMARY



EXPENSE SUMMARY

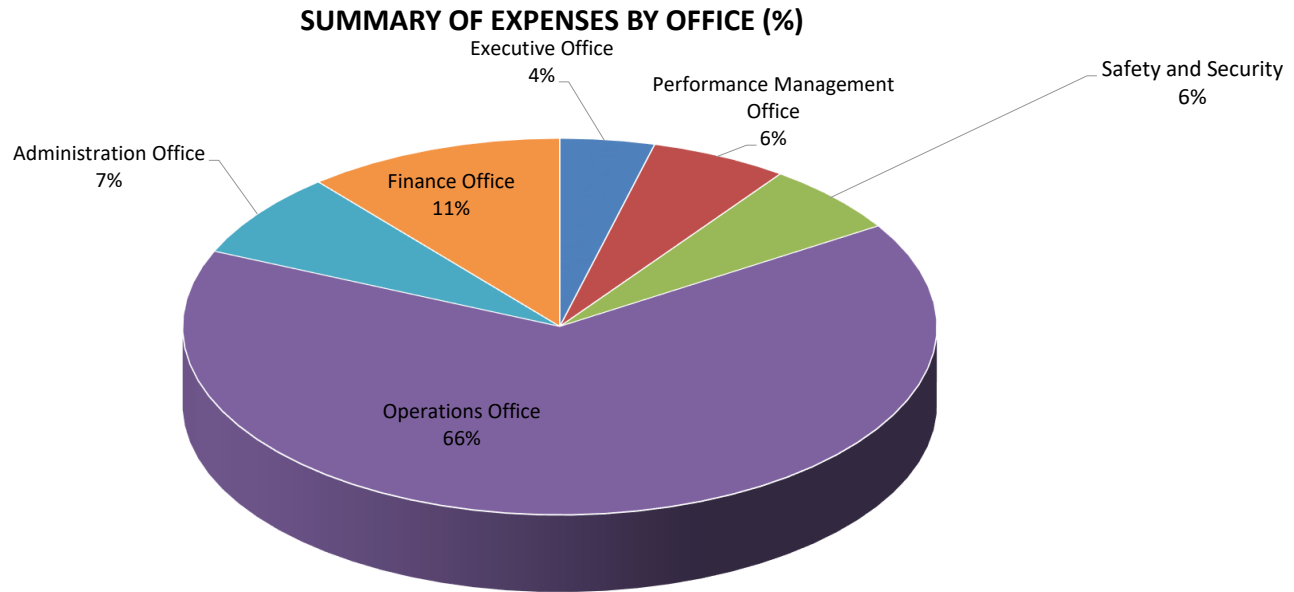
| Division | Division Name | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--------------------------------------|-----------------------------------|----------------------------|----------------------------|------------------|
| EXECUTIVE OFFICE | | | | |
| 40 | Executive Office | 1,589,600 | 1,655,734 | 66,134 |
| Performance Management Office | | | | |
| 10 | SunFuels - Self-consumed Fuel | 668,170 | 329,382 | (338,788) |
| 44 | Performance Management | 1,911,344 | 2,079,167 | 167,823 |
| SAFETY AND SECURITY OFFICE | | | | |
| 15 | Safety and Security | 1,091,099 | 1,247,940 | 156,841 |
| 42 | Information Technology | - | 1,233,055 | 1,233,055 |
| OPERATIONS OFFICE | | | | |
| 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 |
| FINANCE OFFICE | | | | |
| 41 | Finance | 4,674,613 | 4,520,631 | (153,982) |
| ADMINISTRATION OFFICE | | | | |
| 32 | Human Resources | 684,258 | 764,837 | 80,579 |
| 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 |
| Total | | 39,654,404 | 40,840,150 | 1,185,746 |

Phase I Redesign Costing

In this next fiscal year, the Agency is 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. The changes are captured in both the FY20 budget and the FY20 Short Range Transit Plan (SRTP). The cost for these services are based on projected implementation from September 2019 to June 2020.

| Route | Current Cost | Proposed Cost | Variance |
|--------------|--------------|---------------|----------------|
| 111 | 3,681,247 | 3,950,844 | 269,597 |
| 2 | 2,803,073 | 2,954,287 | 151,215 |
| 3 | 294,674 | 294,674 | - |
| 4 | 1,607,404 | 1,656,837 | 49,433 |
| 5 | 308,956 | 370,836 | 61,881 |
| 111-X | - | 422,814 | 422,814 |
| Total | | | 954,940 |

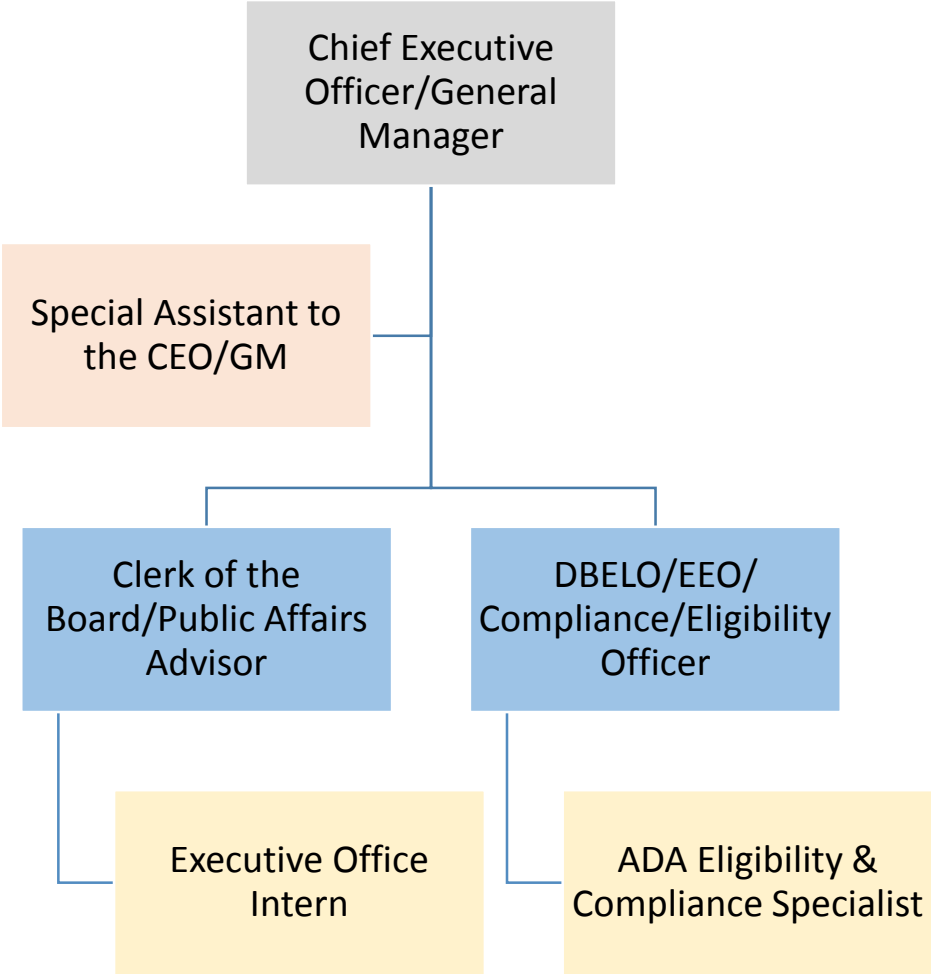
EXPENSE SUMMARY BY OFFICE



| Department | FY19 Approved Budget | FY20 Proposed Budget | % of Budget |
|---|----------------------------|----------------------------|-------------|
| EXECUTIVE OFFICE | | | |
| Executive Office | 1,589,600 | 1,655,734 | 4% |
| Executive Office | 1,589,600 | 1,655,734 | 4% |
| PERFORMANCE MANAGEMENT OFFICE | | | |
| Performance Management | 1,911,344 | 2,079,167 | 5% |
| SunFuels | 668,170 | 329,382 | 1% |
| Performance Office | 2,579,514 | 2,408,549 | 6% |
| SAFETY AND SECURITY OFFICE | | | |
| Safety and Security | 1,091,099 | 1,247,940 | 3% |
| Information Technology | - | 1,233,055 | 3% |
| Safety and Security Office | 1,091,099 | 2,480,995 | 6% |
| OPERATIONS OFFICE | | | |
| 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% |
| Operations Office | 25,892,194 | 26,758,175 | 66% |
| FINANCE OFFICE | | | |
| Finance | 4,674,613 | 4,520,631 | 11% |
| Finance Office | 4,674,613 | 4,520,631 | 11% |
| ADMINISTRATION OFFICE | | | |
| Human Resources | 684,258 | 764,837 | 2% |
| Information Technology | 1,162,372 | - | 0% |
| Community & Customer Relations | 1,116,337 | 1,266,249 | 3% |
| Service Planning | 864,417 | 984,980 | 2% |
| Administration Office | 3,827,384 | 3,016,066 | 7% |
| Total Expenses | 39,654,404 | 40,840,150 | 100% |

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EXECUTIVE OFFICE



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 | 424,887 | 96,147 |
| 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 | 296,922 | 70,540 |
| 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 | 12,000 | 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) |
| Total Expenses | 940,275 | 973,372 | 1,258,558 | 1,589,600 | 1,655,734 | 66,134 |

- 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 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 |
| 7 | Total FTEs | 5.00 | 6.00 | 1.00 |

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

EXECUTIVE OFFICE DETAIL

Division 40

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|-------------------------|----------------|
| 5010200500 ADMIN SALARIES | 328,740 | 424,887 | 96,147 |
| 5010201610 ADMIN SALARIES-OT | - | 1,000 | 1,000 |
| 5010700000 ALLOCATED SALARIES | (1,896) | (2,100) | (204) |
| 5029999999 TOTAL FRINGE BENEFITS | 226,382 | 296,922 | 70,540 |
| Sub-total | 553,227 | 720,709 | 167,482 |
| 5030200000 PUBLIC NOTICES | | | |
| Notices relating to DBE, EEO, and ADA information. | 3,000 | 3,000 | - |
| Sub-total | 3,000 | 3,000 | - |
| 5030300002 LEGAL SERVICES - LABOR COUNSEL | | | |
| Attorney fees for employee related issues | 367,000 | 400,000 | 33,000 |
| Legal fees for labor negotiations | 35,000 | - | (35,000) |
| Sub-total | 402,000 | 400,000 | (2,000) |
| 5030300005 LEGAL SVCS- GENERAL | | | |
| Costs associated with general legal counsel | 125,000 | 125,000 | - |
| Sub-total | 125,000 | 125,000 | - |
| 5049900000 PRINTING ADMINISTRATION | | | |
| General printing costs | 5,000 | 5,000 | - |
| Sub-total | 5,000 | 5,000 | - |
| 5049900001 OFFICE SUPPLIES-GENERAL | | | |
| Office supplies | 3,000 | 4,500 | 1,500 |
| Sub-total | 3,000 | 4,500 | 1,500 |

EXECUTIVE OFFICE DETAIL

Division 40

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|---|----------------------------|-------------------------|-----------------|
| 5090100000 MEMBERSHIPS & SUBSCRIPTIONS | | | |
| 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 | - |
| Sub-Total | 68,442 | 72,000 | 3,558 |
| 5090200000 TRAVEL-MEETINGS/TRAINING | | | |
| 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) |
| Sub-Total | 37,000 | 20,000 | (17,000) |
| 5090200001 TRAINING/ WORKSHOP | | | |
| 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) |
| Sub-Total | 22,306 | 15,000 | (7,306) |

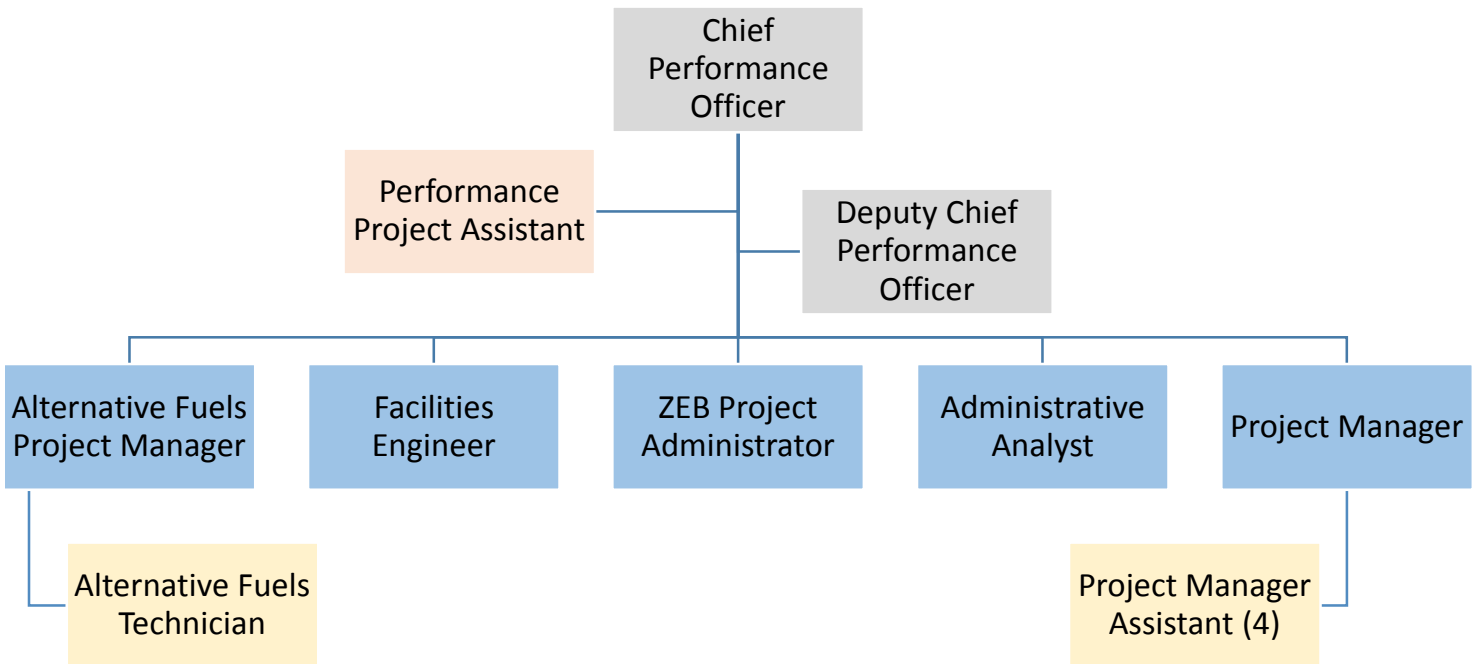
EXECUTIVE OFFICE DETAIL

Division 40

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|---|----------------------------|-------------------------|-----------------|
| 5090200002 BOARD MEETING EXPENSES | | | |
| General board meeting costs | 4,500 | 5,000 | 500 |
| Sub-total | 4,500 | 5,000 | 500 |
| 5090200003 BOARD MEMBER COMPENSATION | | | |
| Compensation based on meetings attended | 6,000 | 12,000 | 6,000 |
| Sub-total | 6,000 | 12,000 | 6,000 |
| 5090200004 EMPLOYEE DEVELOPMENT PROGRAM | | | |
| Room for improvement funds (Paratransit reform) | 73,000 | 50,000 | (23,000) |
| Sub-total | 73,000 | 50,000 | (23,000) |
| 5099900004 CONSULTING-GENERAL | | | |
| 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 |
| Sub-total | 287,125 | 223,525 | (63,600) |
| Total Expenses | 1,589,600 | 1,655,734 | 66,134 |

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PERFORMANCE MANAGEMENT OFFICE



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) |
| Total Expenses | 677,609 | 635,287 | 879,522 | 1,911,344 | 2,079,167 | 167,823 |

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 |
| 12 | Total FTEs | 12.00 | 12.00 | 0.00 |

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

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

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|------------------|
| 5090200000 TRAVEL-MEETINGS/TRAINING | | | |
| 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 | - |
| Sub-total | 20,200 | 25,000 | 4,800 |
| 5090200001 TRAINING/ WORKSHOP | | | |
| Workshop/seminars for Performance staff development | 1,394 | 3,000 | 1,606 |
| Sub-total | 1,394 | 3,000 | 1,606 |
| 5090200004 EMPLOYEE DEVELOPMENT PROGRAM | | | |
| SunLine University (Agency wide staff development courses) | 25,000 | 25,000 | - |
| Sub-total | 25,000 | 25,000 | - |
| 5090201000 EMPLOYEE EXPENSES | | | |
| Mileage Reimbursement and misc. expenses | 500 | 500 | - |
| Sub-total | 500 | 500 | - |
| 5099900004 CONSULTING-GENERAL | | | |
| 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) |
| Sub-total | 797,500 | 402,000 | (395,500) |
| Total Expenses | 1,911,344 | 2,079,167 | 167,823 |

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) |
| Total Expenses | 605,945 | 548,566 | 233,558 | 668,170 | 329,382 | (338,788) |

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 |
| 2 | Total FTEs | 2.00 | 2.00 | 0.00 |

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|-----------------|
| 5010200500 ADMIN SALARIES | 102,826 | 104,407 | 1,581 |
| 5010201610 ADMIN-OT | 2,000 | 2,000 | - |
| 5010700000 ALLOCATED SALARIES | 16,000 | 16,000 | - |
| 5029999999 TOTAL FRINGE BENEFITS | 80,814 | 87,182 | 6,368 |
| Sub-total | 201,640 | 209,589 | 7,949 |
| | | | |
| 5030500010 CONTRACT SVC-GENERAL | | | |
| 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 | - |
| Sub-total | 49,000 | 19,000 | (30,000) |
| | | | |
| 5030500011 CONTRACT SVC-H2 | | | |
| 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 | - |
| Sub-total | 62,500 | 30,000 | (32,500) |
| | | | |
| 5030500012 UNIFORMS | | | |
| Uniform services | 1,550 | 1,600 | 50 |
| Sub-total | 1,550 | 1,600 | 50 |
| | | | |
| 5030600900 ANSWERING SERVICES | | | |
| Customer 24 hr service /emergency | 420 | 420 | - |
| Sub-total | 420 | 420 | - |
| | | | |
| 5039900005 SHIPPING/FREIGHT | | | |
| Costs associated with shipping parts out for repairs | 1,000 | 800 | (200) |
| Sub-total | 1,000 | 800 | (200) |
| | | | |
| 5039900007 INVENTORY-SALES TAX | | | |
| Sales tax for inventory items | 3,500 | 3,500 | - |
| Sub-total | 3,500 | 3,500 | - |
| | | | |
| 5039900008 INVENTORY-FREIGHT CHARGES | | | |
| Freight costs for inventory items | 1,500 | 1,500 | - |
| Sub-total | 1,500 | 1,500 | - |
| | | | |
| 5049900001 OFFICE SUPPLIES | | | |
| Office supplies | 300 | 300 | - |
| Sub-total | 300 | 300 | - |

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|----------------|
| 5049900010 MAT/SUPPLIES--CNG TPALMS | | | |
| 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) |
| Sub-total | 2,100 | 2,000 | (100) |
| 5049900011 MAT/SUPPLIES--HYDROGEN | | | |
| 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) |
| Sub-total | 5,760 | 3,000 | (2,760) |
| 5049900012 MAT/SUPPLIES--CNG INDIO | | | |
| Compressor oil | 750 | 750 | - |
| Hardware | 300 | 300 | - |
| Stainless steel fittings & valves | 450 | 450 | - |
| Sub-total | 1,500 | 1,500 | - |
| 5049900300 REPAIR PARTS-HYDROGEN | | | |
| Parts for reformer | 10,000 | 10,000 | - |
| Parts for compressor | 9,500 | 10,000 | 500 |
| Sub-total | 19,500 | 20,000 | 500 |
| 5049900400 REPAIR PARTS-CNG - TPALMS | | | |
| 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 | - |
| Sub-total | 32,000 | 30,000 | (2,000) |
| 5049900450 REPAIR PARTS-CNG - INDIO | | | |
| Compressor parts | 11,333 | 11,333 | - |
| Parts for dispenser | 6,000 | 1,000 | (5,000) |
| Parts for hoses & nozzles | 2,667 | 2,667 | - |
| Sub-total | 20,000 | 15,000 | (5,000) |
| 5050200001 ELECTRICITY-CNG THOUSAND PALMS | | | |
| Electricity used to generate CNG | 73,000 | 73,000 | - |
| Sub-total | 73,000 | 73,000 | - |

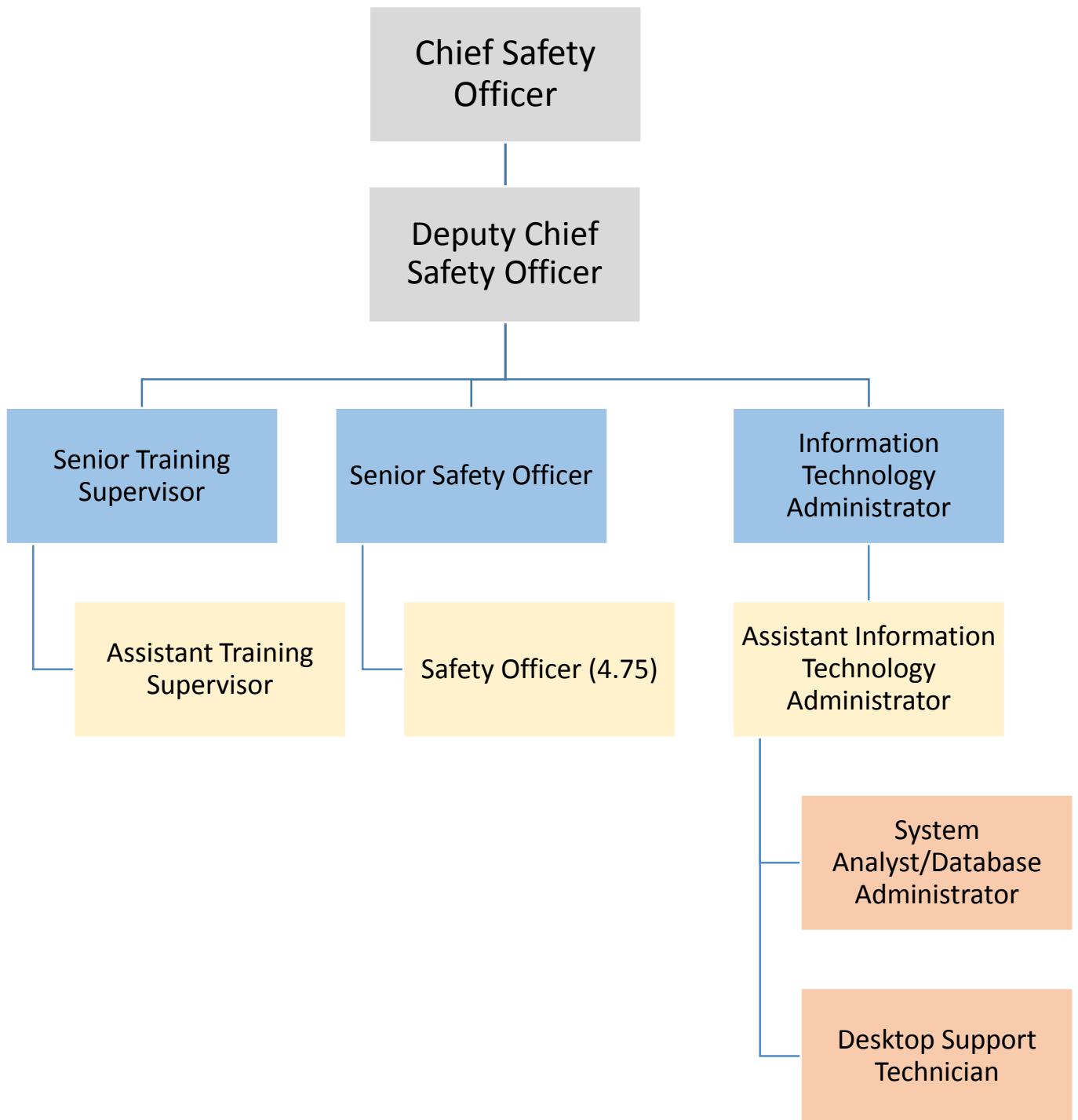
PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

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

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

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 PREPAREDNESS SUPPLIES | 5,861 | 2,186 | - | - | 5,000 | 5,000 |
| 5060300100 REPAIR CLAIMS | - | 34,363 | 32,905 | 144,280 | 100,000 | (44,280) |
| 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 |
| Total Expenses | 623,823 | 735,257 | 756,825 | 1,091,099 | 1,247,940 | 156,841 |

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/Taxi Administrator | 0.75 | 0.00 | (0.75) |
| 0 | Deputy Chief Safety Officer/ Asst. Taxi Administrator | 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 |
| 10 | Total FTEs | 9.25 | 9.50 | 0.25 |

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

SAFETY AND SECURITY OFFICE

Division 15

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|-----------------|
| 5010200500 ADMIN SALARIES | 382,244 | 464,944 | 82,700 |
| 5010201610 ADMIN SALARIES-OT | 500 | 1,000 | 500 |
| 5029999999 TOTAL FRINGE BENEFITS | 367,416 | 382,259 | 14,843 |
| Sub-total | 750,160 | 848,203 | 98,043 |
| 5030300001 ID BADGE SUPPLIES | | | |
| Access Cards | 1,500 | 2,700 | 1,200 |
| Sub-total | 1,500 | 2,700 | 1,200 |
| 5030300003 MEDICAL-EXAMS AND TESTING | | | |
| Drug and Alcohol Program | 21,000 | 22,000 | 1,000 |
| Sub-total | 21,000 | 22,000 | 1,000 |
| 5030300013 UNIFORMS | | | |
| Staff shirts/hats, Etc. | 500 | 500 | - |
| Uniform rental | 2,000 | 2,500 | 500 |
| Sub-total | 2,500 | 3,000 | 500 |
| 5030300050 EMPLOYEE INCENTIVE SERVICES | | | |
| Health and safety incentive program items | 7,000 | 10,000 | 3,000 |
| Safety Incentive program | 10,000 | 10,000 | - |
| Sub-total | 17,000 | 20,000 | 3,000 |
| 5030700000 SECURITY SERVICES | | | |
| Emergency evacuation system monitoring | 1,440 | 12,000 | 10,560 |
| Guard services at Divisions 1 & 2 | 102,719 | 105,337 | 2,618 |
| Sub-total | 104,159 | 117,337 | 13,178 |
| 5030700005 CAMERA MAINTENANCE AGREEMENT | | | |
| Camera maintenance | - | 20,000 | 20,000 |
| Sub-total | - | 20,000 | 20,000 |
| 5049900001 OFFICE SUPPLIES | | | |
| Office supplies | 2,000 | 2,250 | 250 |
| Sub-total | 2,000 | 2,250 | 250 |
| 5049900009 MATERIALS & SUPPLIES | | | |
| 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 |
| Sub-total | 19,449 | 23,000 | 3,551 |
| 5049901000 EMERGENCY PREPARDNESS SUPPLIES | | | |
| Emergency equipment | - | 5,000 | 5,000 |
| Sub-total | - | 5,000 | 5,000 |
| 5060300100 REPAIR CLAIMS | | | |
| Repair Claims | 144,280 | 100,000 | (44,280) |
| Sub-total | 144,280 | 100,000 | (44,280) |

SAFETY AND SECURITY OFFICE

Division 15

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|---|----------------------------|----------------------------|----------------|
| 5090100000 MEMBERSHIPS & SUBSCRIPTIONS | | | |
| 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 |
| Sub-total | 2,551 | 4,000 | 1,449 |
| 5090200000 TRAVEL MEETINGS/TRAINING | | | |
| 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 |
| Sub-total | 18,000 | 22,000 | 4,000 |
| 5090201000 EMPLOYEE EXPENSES | | | |
| Equipment for collision investigations | 500 | 450 | (50) |
| Sub-total | 500 | 450 | (50) |
| 5090800000 RECRUITING EMPLOYEES | | | |
| Background Check for all new hires | 8,000 | 8,000 | - |
| Sub-total | 8,000 | 8,000 | - |
| 5099900004 CONSULTING-GENERAL | | | |
| Consulting Services | - | 50,000 | 50,000 |
| Sub-total | - | 50,000 | 50,000 |
| Total Expenses | 1,091,099 | 1,247,940 | 156,841 |

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 | - |
| Total Expenses | 861,563 | 925,615 | 1,052,205 | 1,162,372 | 1,233,055 | 70,683 |

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 |
| 4 | Total FTEs | 3.00 | 4.00 | 1.00 |

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 |
|--|----------------------------|----------------------------|---------------|
| 5010200500 ADMIN SALARIES | 165,412 | 157,007 | (8,405) |
| 510201610 ADMIN SALARIES-OT | 1,000 | 1,500 | 500 |
| 5010700000 ALLOCATED SALARIES | (930) | (1,627) | (697) |
| 5029999999 TOTAL FRINGE BENEFITS | 113,325 | 125,922 | 12,597 |
| Sub Total | 278,807 | 282,802 | 3,995 |
| 5030200006 COMMUNICATIONS | | | |
| Cellular services | 120,000 | 120,000 | - |
| Internet & cable | 53,000 | 62,000 | 9,000 |
| Phone services | 45,000 | 44,000 | (1,000) |
| Sub-total | 218,000 | 226,000 | 8,000 |
| 5030300009 CONTRACTED SERVICES | | | |
| Third-party IT support services | 2,500 | 2,500 | - |
| Sub-total | 2,500 | 2,500 | - |
| 5030300011 COMPUTER/NETWORK SOFTWARE AGMT | | | |
| 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 |
| Sub-total | 550,745 | 626,053 | 75,308 |

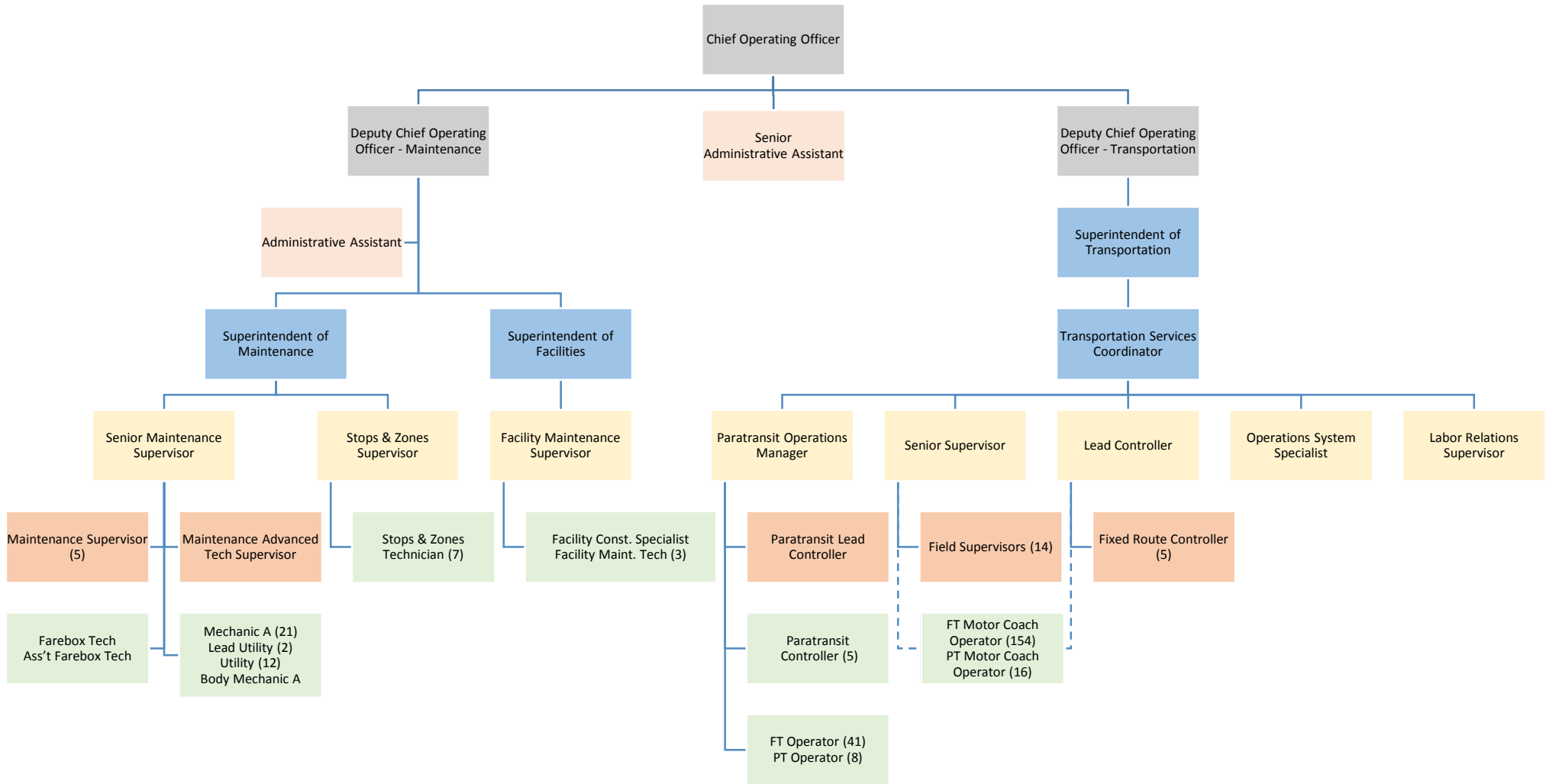
SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

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

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OPERATIONS OFFICE



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) |
| Total Expenses | 1,779,503 | 1,497,648 | 1,619,226 | 2,216,284 | 2,384,610 | 168,326 |

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) |
| Total Expenses | 10,147,626 | 9,865,393 | 9,976,328 | 10,999,540 | 11,353,972 | 354,432 |

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 | - |
| Total Expenses | 799,463 | 912,185 | 731,619 | 692,466 | 588,025 | (104,441) |

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) |
| Total Expenses | 2,739,708 | 2,494,148 | 2,565,130 | 2,730,371 | 2,788,086 | 57,715 |

PERSONNEL SUMMARY

| FY20 Physical Count | Classification | FY19 Approved Budget | FY20 Proposed Base FTE's | Variance |
|---------------------|---|----------------------|--------------------------|--------------|
| | Fixed Route | | | |
| 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 |
| 198 | Sub-Total | 184.00 | 194.00 | 10.00 |
| | Paratransit | | | |
| 5 | Paratransit Controller | 5.00 | 5.00 | 0.00 |
| 1 | Paratransit Lead Controller | 1.00 | 1.00 | 0.00 |
| 1 | Paratransit Operations Manager | 1.00 | 1.00 | 0.00 |
| 41 | Paratransit Operators - Full Time | 41.00 | 41.00 | 0.00 |
| 8 | Paratransit Operators - Part Time (.75) | 4.50 | 6.00 | 1.50 |
| 56 | Sub-Total | 52.50 | 54.00 | 1.50 |
| 254 | Total FTEs | 236.50 | 248.00 | 11.50 |

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 |
|--|----------------------------|----------------------------|----------------|
| 5010200500 ADMIN SALARIES | 1,180,010 | 1,274,237 | 94,227 |
| 5010201610 ADMIN SALARIES-OT | 18,225 | 43,092 | 24,867 |
| 5010700001 GRANT ALLOCATED SALARIES | (30,000) | - | 30,000 |
| 5029999999 TOTAL FRINGE BENEFITS | 948,829 | 970,395 | 21,566 |
| Sub-total | 2,117,064 | 2,287,724 | 170,660 |
| 5030300013 UNIFORMS | | | |
| Employee uniforms | 58,000 | 58,000 | - |
| Uniform Rental | 7,600 | 9,226 | 1,626 |
| Sub-total | 65,600 | 67,226 | 1,626 |
| 5039900003 PRINTING EXPENSE | | | |
| Printing expense | 5,000 | 7,274 | 2,274 |
| Sub-total | 5,000 | 7,274 | 2,274 |
| 5049900001 OFFICE SUPPLIES | | | |
| Office supplies | 1,400 | 1,260 | (140) |
| Sub-total | 1,400 | 1,260 | (140) |
| 5049900011 MATERIALS & SUPPLIES | | | |
| Replenishment of supervisor van supplies | 970 | 1,251 | 281 |
| Sub-total | 970 | 1,251 | 281 |
| 5090200000 TRAVEL MEETINGS/TRAINING | | | |
| 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 | - |
| Sub-total | 18,000 | 16,200 | (1,800) |

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

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

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

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

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 | FY20 | Variance |
|---|------------------|------------------|------------------|------------------|------------------|----------------|
| | | | | Approved Budget | Proposed Budget | |
| 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 |
| Total Expenses | 2,663,263 | 2,373,369 | 2,720,856 | 3,053,479 | 3,179,429 | 125,950 |

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 |
| Total Expenses | 3,905,907 | 3,729,915 | 3,749,290 | 4,176,497 | 4,271,927 | 95,430 |

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) |
| Total Expenses | 409,711 | 439,830 | 492,503 | 435,800 | 536,637 | 100,837 |

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 |
| 48 | Total FTEs | 42.00 | 48.00 | 6.00 |

Notes:

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|---|----------------------------|----------------------------|----------------|
| 504020002 TIRES-SUPPORT VEHICLES | | | |
| Purchased tires & lease tires | 14,077 | 12,600 | (1,477) |
| Sub-total | 14,077 | 12,600 | (1,477) |
| 504020003 TIRES-TOOLS & SERVICE SUPPLIES | | | |
| Small tools for tire service | 200 | 200 | - |
| Sub-total | 200 | 200 | - |
| 504990001 OFFICE SUPPLIES | | | |
| Office supplies for maintenance offices | 1,750 | 2,045 | 295 |
| Sub-total | 1,750 | 2,045 | 295 |
| 504990025 GLASS REPLACEMENT-SUPPORT VEH. | | | |
| Replacement of damaged vehicle glass | 1,200 | 1,000 | (200) |
| Sub-total | 1,200 | 1,000 | (200) |
| 509020000 TRAVEL MEETINGS/TRAINING | | | |
| Costs related to staff training and workshops | 6,000 | 6,000 | - |
| Sub-total | 6,000 | 6,000 | - |
| 5090201000 EMPLOYEE EXPENSES | | | |
| Small employee morale related expenses such as trophies & plaques | 500 | 700 | 200 |
| Sub-total | 500 | 700 | 200 |
| Total Expenses | 3,053,479 | 3,179,429 | 125,950 |

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

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

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

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

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 | - |
| Total Expenses | 807,045 | 788,831 | 837,978 | 854,410 | 901,025 | 46,615 |

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) |
| Total Expenses | 95,254 | 104,104 | 100,127 | 117,650 | 115,100 | (2,550) |

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 |
| 6 | Total FTEs | 5.00 | 6.00 | 1.00 |

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 |
|---|----------------------------|----------------------------|---------------|
| 5010200500 ADMIN SALARIES | 114,604 | 118,384 | 3,780 |
| 5010201210 GROUNDSKEEPER WAGES | 130,000 | 146,484 | 16,484 |
| 5010201710 GROUNDSKEEPER OVERTIME | 4,000 | 4,000 | - |
| 5010700000 ALLOCATED SALARIES | (1,765) | (2,080) | (315) |
| 5029999999 TOTAL FRINGE BENEFITS | 175,366 | 179,842 | 4,476 |
| Sub-total | 422,205 | 446,630 | 24,425 |
| 5030500005 CONTRACT SVC-HAZ WASTE REMOVE | | | |
| Removal of hazardous chemicals | 2,500 | 3,500 | 1,000 |
| Bio Hazard material removal | 14,000 | 15,500 | 1,500 |
| Sub-total | 16,500 | 19,000 | 2,500 |
| 5030500010 CONTRACT SVC-GENERAL | | | |
| 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 | - |
| Sub-total | 28,620 | 38,850 | 10,230 |
| 5030600000 CONTRACT SVC-CUSTODIAL | | | |
| Contract janitorial service for offices | 54,000 | 58,260 | 4,260 |
| Sub-total | 54,000 | 58,260 | 4,260 |
| 5030600100 AIR CONDITIONING EXPENDITURES | | | |
| Materials for maintenance of all building HVACs | 6,500 | 8,000 | 1,500 |
| Sub-total | 6,500 | 8,000 | 1,500 |
| 5030600200 UNIFORMS SERVICE EXPENDITURES | | | |
| Uniforms for Facility Main Techs | 1,600 | 1,800 | 200 |
| Sub-total | 1,600 | 1,800 | 200 |
| 5030600300 RENTAL EQUIPMENT EXPENSES | | | |
| Rented equipment for maintenance of facilities | 5,000 | 5,000 | - |
| Sub-total | 5,000 | 5,000 | - |

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

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

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 |
| Total Expenses | 548,912 | 534,844 | 589,778 | 615,697 | 639,364 | 23,667 |

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 |
| 8 | Total FTEs | 8.00 | 8.00 | 0.00 |

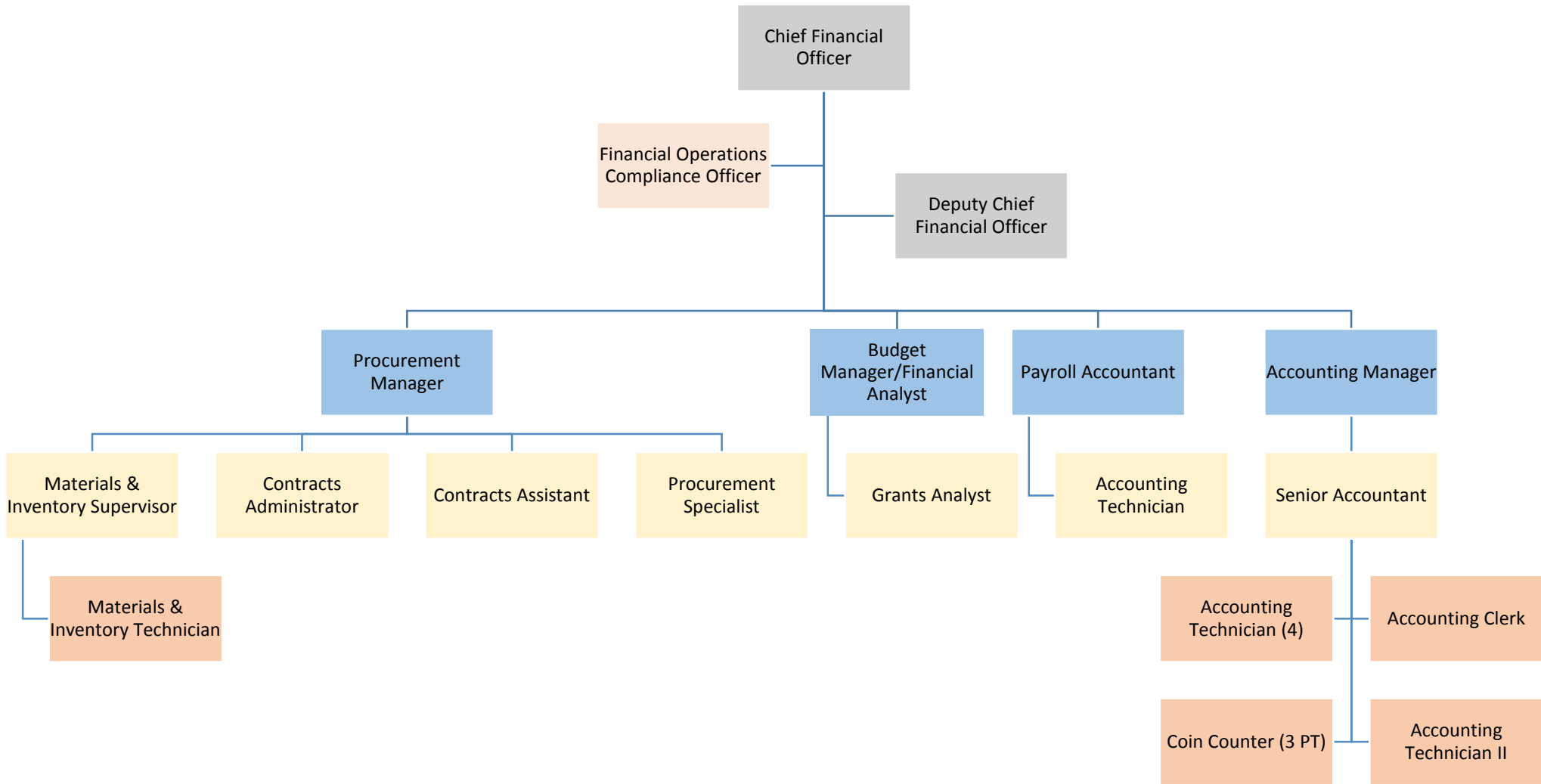
OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

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

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FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

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 | 88,262 | 64,262 |
| 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 |
| Total Expenses | 3,569,326 | 3,822,914 | 3,297,903 | 4,674,613 | 4,520,631 | (153,982) |

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 |
| 24 | Total FTEs | 23.25 | 23.25 | 0.00 |

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 |
|---|----------------------------|----------------------------|------------------|
| 5010200500 ADMIN SALARIES | 1,145,719 | 1,109,057 | (36,662) |
| 5010201610 ADMIN SALARIES-OT | 6,754 | 7,692 | 938 |
| 5010700000 ALLOCATED SALARIES | (6,300) | (7,707) | (1,407) |
| 5029999999 TOTAL FRINGE BENEFITS | 707,446 | 764,885 | 57,439 |
| Sub-total | 1,853,619 | 1,873,927 | 20,308 |
| 5030200000 PUBLIC NOTICES | | | |
| Advertisements for procurement solicitations | 8,500 | 7,650 | (850) |
| Sub-total | 8,500 | 7,650 | (850) |
| 5030300009 CONTRACTED SERVICES | | | |
| Maintenance of coin room equipment | 1,368 | 8,600 | 7,232 |
| Sub-total | 1,368 | 8,600 | 7,232 |
| 5030300010 ORGANIZATIONAL SERVICES | | | |
| Operating budget assistance | 24,000 | 88,262 | 64,262 |
| Sub-total | 24,000 | 88,262 | 64,262 |
| 5030300015 AUDIT SERVICES | | | |
| Financial Statement & Single Audit | 80,000 | 90,000 | 10,000 |
| Sub-total | 80,000 | 90,000 | 10,000 |
| 5030400000 TEMPORARY HELP SERVICES | | | |
| Financial Statement & Single Audit | 45,032 | 30,000 | (15,032) |
| Sub-total | 45,032 | 30,000 | (15,032) |
| 5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM | | | |
| These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program. | 218,860 | 185,000 | (33,860) |
| Sub-total | 218,860 | 185,000 | (33,860) |
| 5039900012 VAN POOL EXPENSES | | | |
| 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) |
| Sub-total | 357,315 | - | (357,315) |
| 5049900001 OFFICE SUPPLIES | | | |
| Office supplies | 13,223 | 13,223 | - |
| Sub-total | 13,223 | 13,223 | - |

FINANCE OFFICE DETAIL

Division 41

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

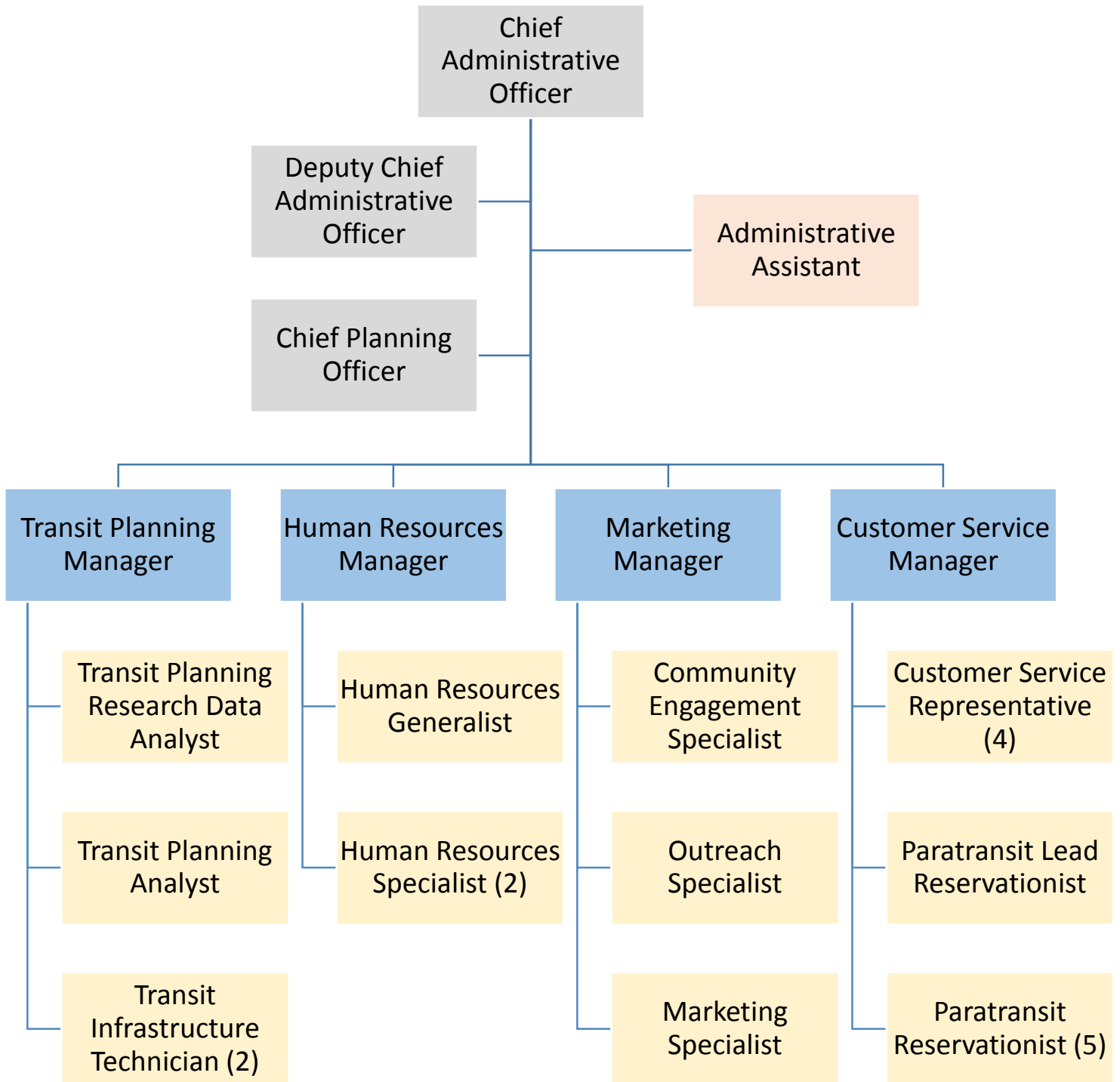
FINANCE OFFICE DETAIL

Division 41

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|------------------|
| 5090100000 MEMBERSHIPS & SUBSCRIPTIONS | | | |
| Costs related to memberships and subscriptions | 912 | 800 | (112) |
| Sub-total | 912 | 800 | (112) |
| 5090200000 TRAVEL MEETINGS/TRAINING | | | |
| 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) |
| Sub-total | 45,596 | 29,000 | (16,596) |
| 5090200002 MILEAGE REIMBURSEMENT | | | |
| Mileage reimbursement for all agency employees | 912 | 700 | (212) |
| Sub-total | 912 | 700 | (212) |
| 5090201000 EMPLOYEE EXPENSES | | | |
| Coin room uniforms | 2,000 | 2,000 | - |
| Sub-total | 2,000 | 2,000 | - |
| 5090801000 BANK SERVICE FEES | | | |
| Armored truck service | 5,000 | 5,000 | - |
| Merchant and bank Fees | 30,000 | 30,000 | - |
| Sub-total | 35,000 | 35,000 | - |
| 5090801040 PASS OUTLET COMMISSION | | | |
| Costs related to commission earned by pass outlets | 35,000 | 55,000 | 20,000 |
| Sub-total | 35,000 | 55,000 | 20,000 |
| 5090801060 BAD DEBT EXPENSE | | | |
| Costs incurred as a result of receivables that are deemed uncollectible | 100 | 100 | - |
| Sub-total | 100 | 100 | - |
| 5110101050 INTEREST EXPENSE | | | |
| Costs incurred as a result of making monthly insurance payments as opposed to a lump sum | 1,500 | 2,175 | 675 |
| Sub-total | 1,500 | 2,175 | 675 |
| Total Expenses | 4,674,613 | 4,520,631 | (153,982) |

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ADMINISTRATION OFFICE



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) | - | 59,737 | 59,737 |
| 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 |
| Total Expenses | 492,704 | 930,604 | 577,614 | 684,258 | 764,837 | 80,579 |

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) |
| Total Expenses | 774,701 | 692,506 | 743,679 | 1,116,337 | 1,266,249 | 149,912 |

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) |
| Total Expenses | 520,306 | 473,920 | 541,297 | 864,417 | 984,980 | 120,563 |

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 |
| 28 | Total FTE's | 28.00 | 28.00 | 0.00 |

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

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|----------------|
| 5060501000 ESTIMATED LAWSUIT EXPENSES | | | |
| Estimated amount of loss | - | 59,737 | 59,737 |
| Sub-total | - | 59,737 | 59,737 |
| 5090100000 MEMBERSHIPS & SUBSCRIPTIONS | | | |
| CALPERLA | 700 | - | (700) |
| Review Snap | 1,441 | 3,998 | 2,557 |
| SHRM | 380 | 760 | 380 |
| Sub-total | 2,521 | 4,758 | 2,237 |
| 5090200000 TRAVEL MEETINGS/TRAINING | | | |
| Costs associated with employee training | 4,500 | 4,500 | - |
| Sub-total | 4,500 | 4,500 | - |
| 5090201000 EMPLOYEE EVENT EXPENSE | | | |
| Employee spring event | 2,000 | 2,000 | - |
| Health and Benefits fair | 2,500 | - | (2,500) |
| Holiday party | 8,150 | 8,150 | - |
| Sub-total | 12,650 | 10,150 | (2,500) |
| 5090201001 EMPLOYEE WELLNESS PLAN EXPENSE | | | |
| Promotional materials related to SunLine's health programs | 1,500 | 1,500 | - |
| Sub-total | 1,500 | 1,500 | - |
| 5090800000 RECRUITING EMPLOYEES | | | |
| Background checks | 5,651 | 5,651 | - |
| Executive Officer recruiting | 5,000 | 5,000 | - |
| NEOGOV | 18,481 | 18,481 | - |
| Sub-total | 29,132 | 29,132 | - |
| 5090800100 EMPLOYEE RECOGNITION | | | |
| Years of service awards for employees | 11,000 | 6,000 | (5,000) |
| Employee Referral Program | - | 1,500 | 1,500 |
| Sub-total | 11,000 | 7,500 | (3,500) |

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|---|----------------------------|----------------------------|---------------|
| 5090800125 TUITION REIMBURSEMENT | | | |
| Bachelor degrees | 8,000 | 8,000 | - |
| Graduate level courses | 12,000 | 12,000 | - |
| Sub-total | 20,000 | 20,000 | - |
| 5099900004 CONSULTING-HR | | | |
| General consulting for training and development, benefits, and legal compliance | 88,400 | 90,000 | 1,600 |
| Sub-total | 88,400 | 90,000 | 1,600 |
| Total Expenses | 684,258 | 764,837 | 80,579 |

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

| General Ledger Code | FY19 Approved Budget | FY20 Proposed Budget | Variance |
|--|----------------------------|----------------------------|-----------------|
| 5010200500 ADMIN SALARIES | 408,590 | 530,172 | 121,582 |
| 5010201610 ADMIN SALARIES-OT | 8,000 | 12,000 | 4,000 |
| 5029999999 TOTAL FRINGE BENEFITS | 366,047 | 451,577 | 85,530 |
| Sub-total | 782,637 | 993,749 | 211,112 |
| 5030303240 CONTRACTED SERVICES | | | |
| 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 |
| Sub-total | 120,000 | 113,000 | (7,000) |
| 5030303260 ADVERTISING | | | |
| 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 | - |
| Sub-total | 40,000 | 32,000 | (8,000) |
| 5030303270 SUNLINE EVENTS EXPENSE | | | |
| Costs associated with events throughout the year | 16,500 | 5,000 | (11,500) |
| Sub-total | 16,500 | 5,000 | (11,500) |
| 5030303271 MUSIC FESTIVAL | | | |
| Costs associated with the 111 Music Festival | 9,935 | 10,000 | 65 |
| Sub-total | 9,935 | 10,000 | 65 |
| 5030303280 CITY REVENUE SHARING | | | |
| Cost associated with advertising in various cities | 7,000 | - | (7,000) |
| Sub-total | 7,000 | - | (7,000) |
| 5030400000 TEMPORARY HELP SERVICES | | | |
| Temporary assistance with projects and programs as they arise | 20,165 | 12,000 | (8,165) |
| Sub-total | 20,165 | 12,000 | (8,165) |

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

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

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

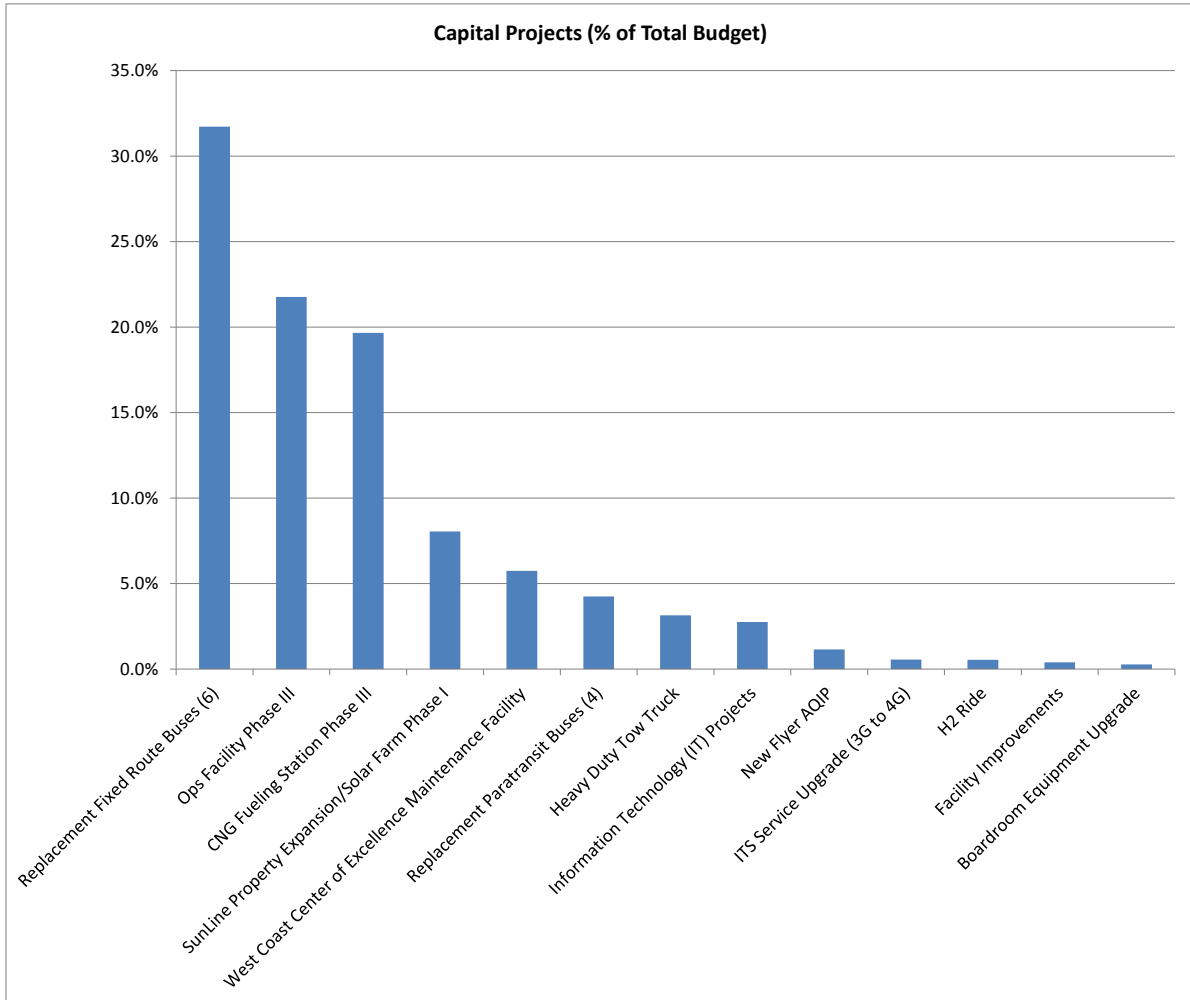
Division 49

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

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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.



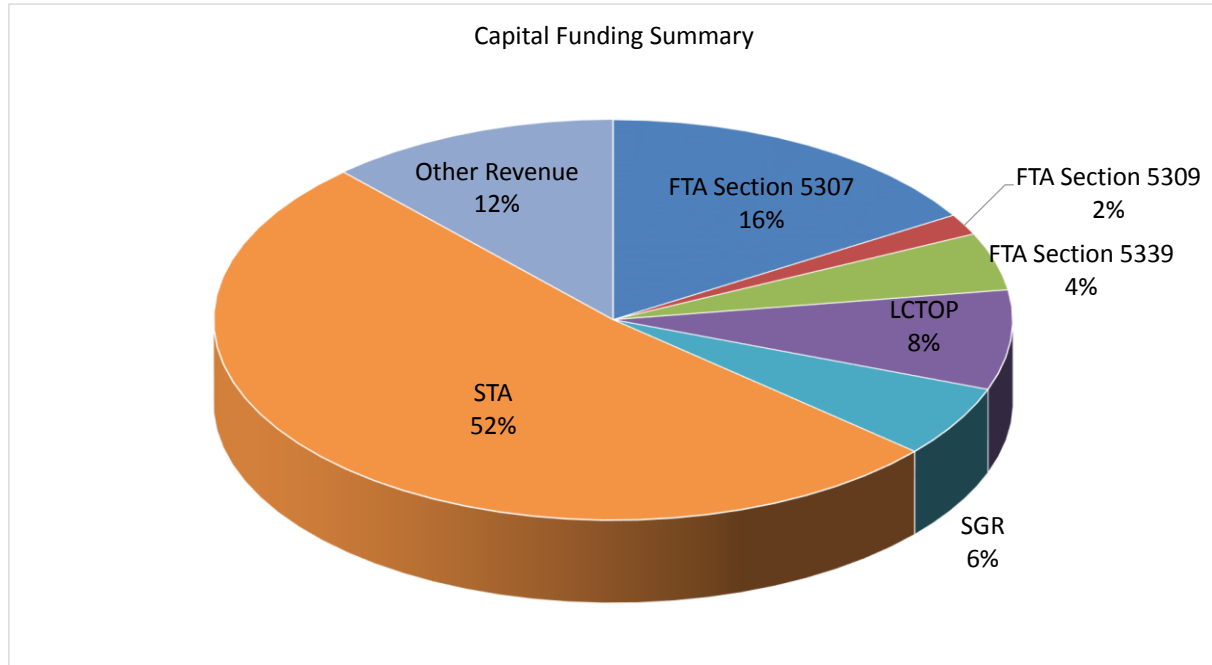
SUMMARY OF CAPITAL PROJECTS

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 |
| TOTAL | 12,711,407 | 12,711,407 |

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 |
| Total Funds Requested by Fiscal Year | 9,107,123 | 12,711,407 | 3,604,284 |

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 |
| Total | 6,583,535 | 730,403 | 2,066,395 | 215,172 | 593,070 | 1,022,832 | 1,500,000 | 12,711,407 |
| Total FY20 Proposed Budget | | | | | | | | \$ 12,711,407 |

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 |
| Total | 4,032,000 |

| 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 |
| Total Funds by FY | | - | 4,032,000 | 4,032,000 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 350,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--------------------------------|-------|------------------------|--|---------------------------|
| State Transit Assistance (STA) | State | - | 350,000 | 350,000 |
| Total | | - | 350,000 | 350,000 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 35,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--|-------|------------------------|-----------------------|---------------------------|
| State Transit Assistance (STA) | State | - | 35,000 | 35,000 |
| Total | | - | 35,000 | 35,000 |
| Estimated Total Funds at Completion | | | | 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 |
| Total | 70,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--|-------|------------------------|-----------------------|---------------------------|
| State Transit Assistance (STA) | State | - | 70,000 | 70,000 |
| Total | | - | 70,000 | 70,000 |
| Estimated Total Funds at Completion | | | | 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 |
| Total | 540,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--|-------|------------------------|-----------------------|---------------------------|
| State Transit Assistance (STA) | State | - | 540,000 | 540,000 |
| Total Funds by FY | | - | 540,000 | 540,000 |
| Estimated Total Funds at Completion | | | | 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 |
| Total | 1,022,832 |

| 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 |
| Total Funds by FY | | - | 1,022,832 | 1,022,832 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 730,403 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|----------------------------|-------|------------------------|--|---------------------------|
| State of Good Repair (SGR) | State | - | 730,403 | 730,403 |
| Total Funds by FY | | - | 730,403 | 730,403 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 50,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--------------------------------|-------|------------------------|--|---------------------------|
| State Transit Assistance (STA) | State | - | 50,000 | 50,000 |
| Total Funds by FY | | - | 50,000 | 50,000 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 69,172 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--------------------------|---------|------------------------|--|---------------------------|
| FTA Section 5309 | Federal | - | 69,172 | 69,172 |
| Total Funds by FY | | - | 69,172 | 69,172 |
| | | | Estimated Total Funds at Completion | 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 |
| Total | 146,000 |

| Funding Sources | Type | Estimated LTD Expenses | FY 20 Proposed Budget | Total Funds at Completion |
|--|---------|------------------------|-----------------------|---------------------------|
| FTA Section 5309 | Federal | - | 146,000 | 146,000 |
| Total Funds by FY | | - | 146,000 | 146,000 |
| Estimated Total Funds at Completion | | | | 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 |
| Total | 2,766,000 |

| 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 |
| Total Funds by FY | | - | 2,766,000 | 2,766,000 |
| Estimated Total Funds at Completion | | | | 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 |
| Total | 2,500,000 |

| 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 |
| Total Funds by FY | | - | 2,500,000 | 2,500,000 |
| Estimated Total Funds at Completion | | | | 2,500,000 |

CAPITAL PROJECTS

Heavy Duty Tow Truck

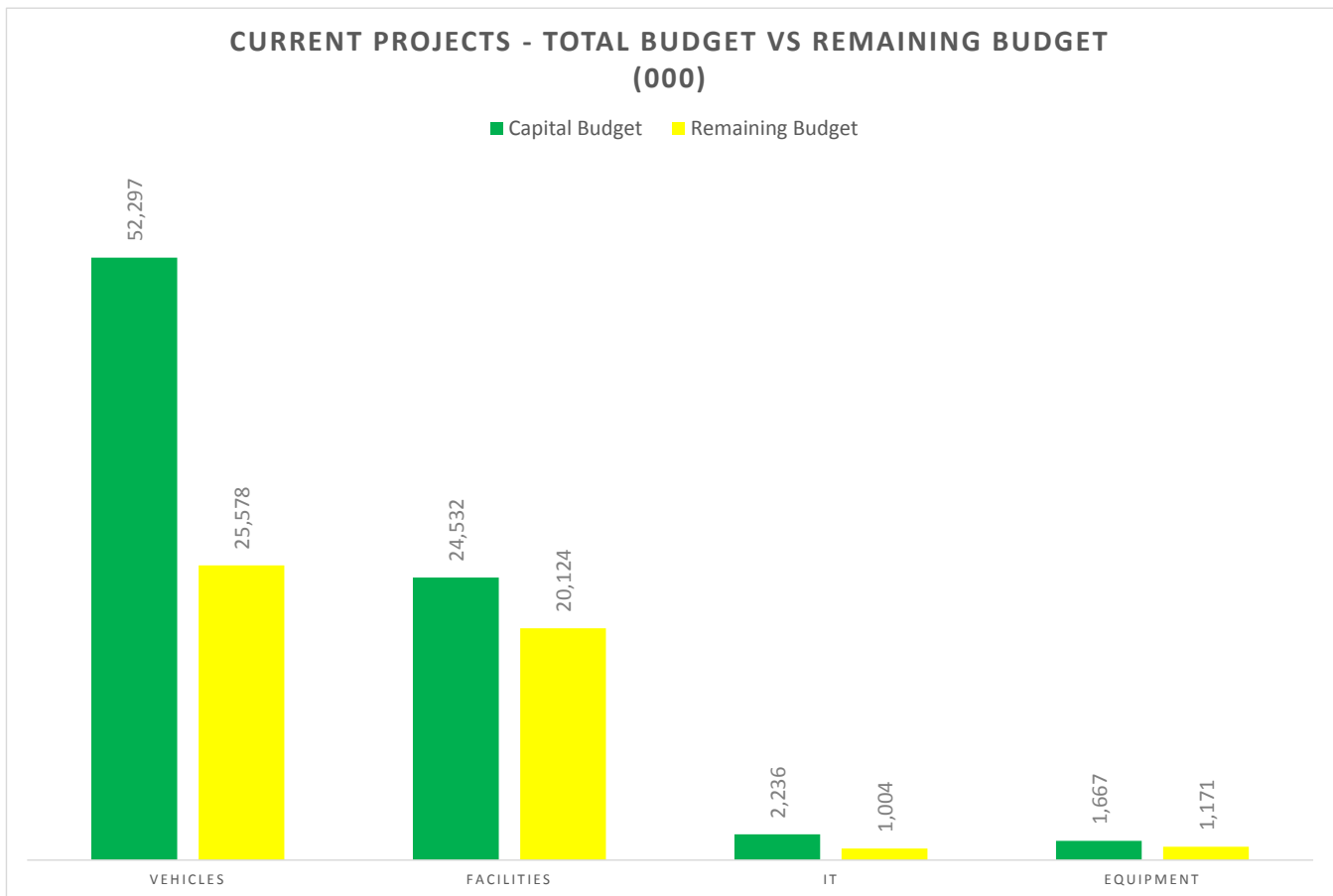
Purchase of one (1) heavy duty tow truck tractor and Landoll trailer to pick up disabled buses and vehicles and to tow buses to bus conferences when driving is not efficient.

PROJECT TYPE:

| Project Budget | Total Project Budget |
|----------------------|----------------------|
| Heavy Duty Tow Truck | 400,000 |
| Total | 400,000 |

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

SUMMARY OF CURRENT CAPITAL PROJECTS



Note:

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

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SunLine Transit Agency

DATE: June 26, 2019 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Demetrius Genera, Deputy Chief Operating Officer – Maintenance
Tommy D. Edwards, Chief Performance Officer

RE: Purchase of Replacement Fixed Route Buses

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute contracts with New Flyer of America, Inc. and their subsidiary, Motor Coach Industries (MCI), to purchase six (6) replacement 40-foot low floor Compressed Natural Gas (CNG) buses and two (2) MCI D4500 CNG over the road coaches, respectively. Total cost not to exceed \$5,708,624, including tax.

Background

In 2015, OmniTrans completed a solicitation that included SunLine Transit Agency for the procurement of 40-foot low floor CNG buses, which granted SunLine the ability to purchase up to 24 buses. The contract was awarded to New Flyer of America, Inc. for heavy duty Xcelsior buses. In July 2016, SunLine purchased six (6) of the available options under this solicitation. If approved, this purchase would utilize six (6) of the remaining 18 options.

The two (2) MCI D4500 CNG over the road coaches will be purchased off the competitively bid state purchasing agreement between CALACT/MBTA. The contract was recently awarded in 2019 and provides a bus purchase platform for transit agencies.

SunLine currently operates 61 fixed route CNG buses; eight (8) of them have met the end of their useful life. As part of the Fleet Replacement Plan and Capital Funding Plan, remaining fixed route buses will be replaced over a multi-year period.

Financial Impact

The financial impact of \$5,708,624 was budgeted in the FY16 through FY19 SRTPs, utilizing Federal Transit Administration 5307 & 5339 grants, State Transit Assistance and Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds.

SunLine Transit Agency

DATE: June 26, 2019 **ACTION**

TO: Strategic Planning & Operational Committee
Board of Directors

FROM: Victor A. Duran, Transit Planning Manager

RE: Approval of FY20 Short Range Transit Plan (SRTP)

Background

For each fiscal 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 SunLine's service, operating and capital projects plan. The first year of the plan is developed for approval at the same time 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 and was approved by the Riverside County Transportation Commission (RCTC) on June 12, 2019.

Proposed Operating Plan:

In FY20, 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-Express is an enhancement to the current Route 111 that will have limited stops thereby decreasing travel time from Palm Springs to Coachella.
- SunRide Rideshare Program (Microtransit) is a new approach to connect riders to mainline service by bridging the gap between first mile and last mile.
- Proposed transit redesign of the western Coachella Valley in January 2020.

Proposed Capital Plan:

The following new capital projects are proposed in the FY20 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 Coast Center of Excellence
 - Operations Facility Replacement, Phase III
 - CNG Fueling Station, Phase III
- Technology
 - Information Technology Projects

Financial Impact

The operating and capital plans have been budgeted for FY20.


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



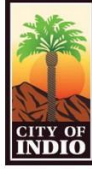
V. Manuel Perez
County of Riverside
District 4



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

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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.

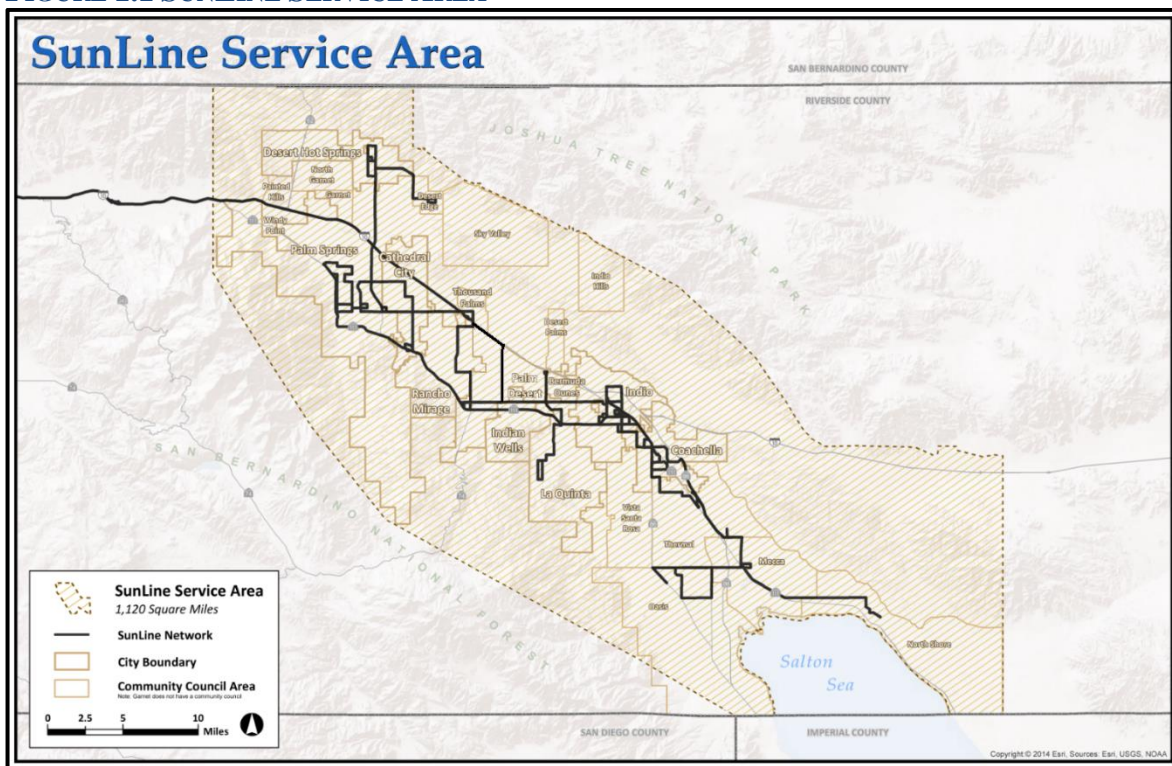
CHAPTER 1: SYSTEM OVERVIEW

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% |

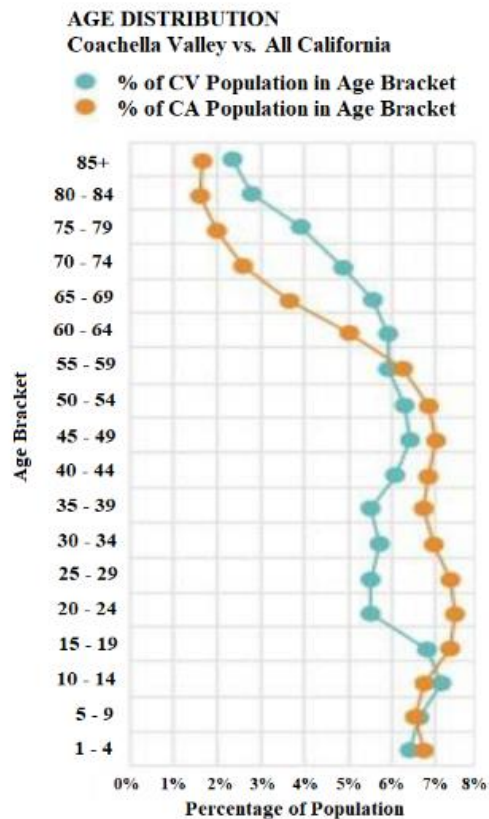
SOURCE: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 2013

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 seventeen (17) routes, including three (3) trunk routes, twelve (12) 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 regional 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-Express also has limited service that operates on weekdays only.

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.

Regional Service – Tailored to serve specific market segments at specific times of the day, including routing and schedules that may vary throughout the day and week, and are designed to meet specific market targets. Example is the Commuter Link 220, operating three westbound trips from Palm Desert to Riverside with three return eastbound trips weekdays.

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-X, 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-X |
| 20-X | 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-X, 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-X, 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-X, 21, 24, 30, 32, 54, 70, 80, 81, 90, 91, 95, Link 220, Amtrak & MBTA |
| 220 | Regional | Mall, College, Shopping and University | Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside | 20-X, 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 5th 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 4th Street and north of 6th 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

| Businesses | Vehicles |
|--------------------------|-----------------|
| 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.

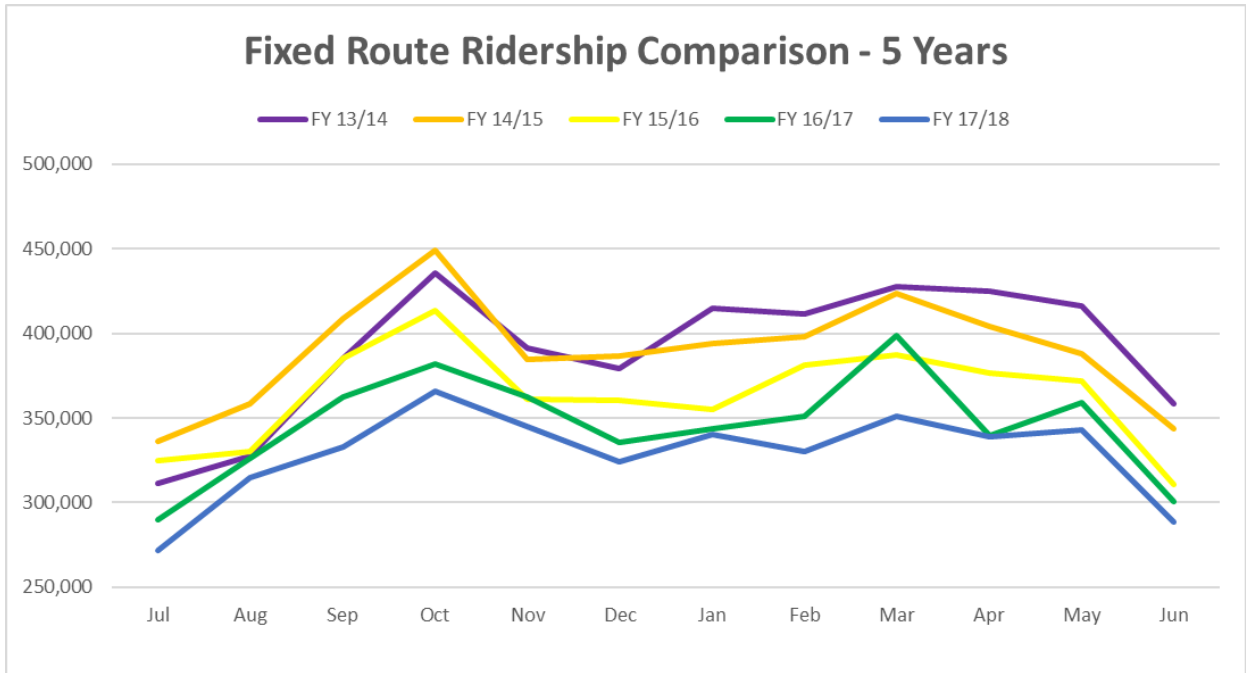
FIXED ROUTE SERVICE – ROUTE BY ROUTE ANALYSIS

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% |

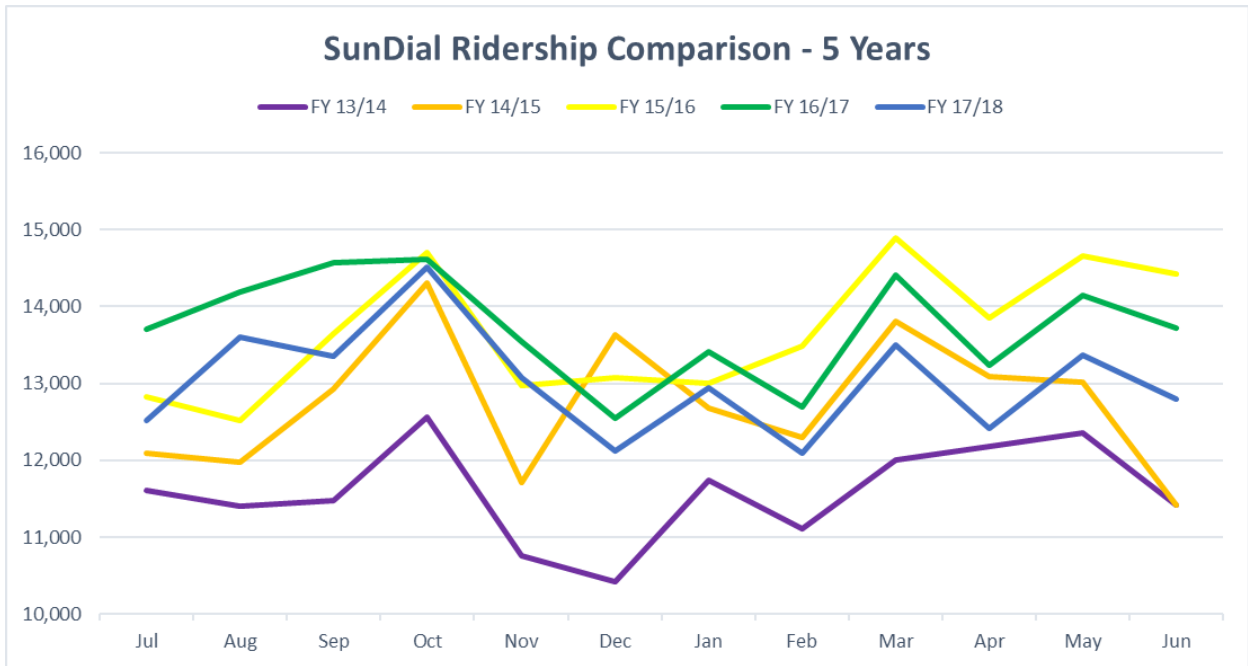
PARATRANSIT SERVICE – SYSTEM PERFORMANCE

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 5th 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 5th & Vine in Coachella. Removed eastbound service from 111/Flower to 5th and Vine on Hwy 111, Indio Boulevard, Van Buren, Avenue 49, Fredrick, and Avenue 50. Removed westbound service from 5th 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 5th and Vine. Removed service from Jackson (North of Dr. Carreon), Hwy 111/Flower and Calhoun. Removed service on Avenue

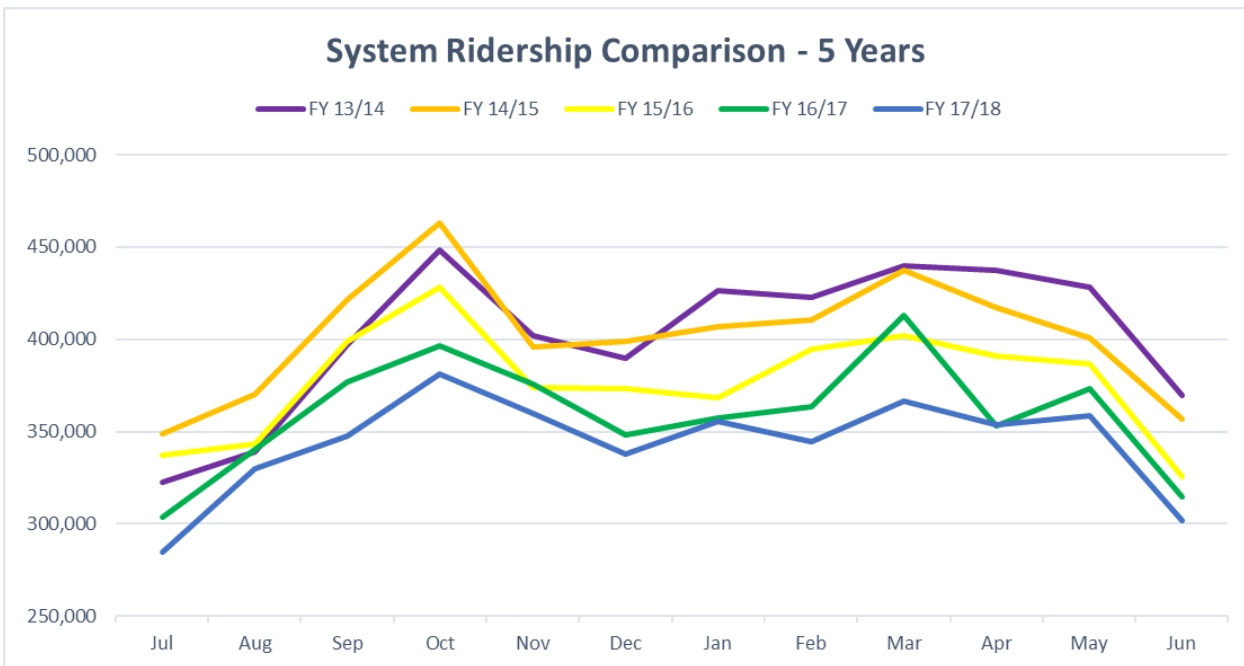
52, Van Buren and Avenue 51 due to low productivity. Reduced frequency from 40 minutes to 60 minutes.

Route 91: Commenced service at 5th and Vine in Coachella. Removed eastbound service from 111/Flower to 5th and Vine on Hwy 111, Indio Boulevard, Van Buren, Avenue 49, Fredrick, and Avenue 50. Removed westbound service from 5th 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 |
|--------------|---------|---------|-------------------------------------|
| January 2020 | 2 | 14-30 | Desert Hot Springs - Cathedral City |
| | 3 | 15 | Desert Hot Springs |
| | 4 | 24/32 | Palm Springs - Palm Desert |
| | 5 | 20-X/21 | Desert Hot Springs - Palm Desert |
| | 111 | 111 | Coachella - Palm Springs |
| | 111-X | New | Coachella - Palm Springs Express |

| Date | Route # | Old # | Service Area |
|--------------|---------|----------|-----------------------------|
| January 2021 | 6 | 54/80/90 | Coachella - Palm Desert |
| | 7 | 70 | La Quinta - Bermuda Dunes |
| | 8 | 80/81/91 | Mecca - Indio |
| | 9 | 91/95 | North Shore - Mecca / Oasis |
| | 10-X | 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:

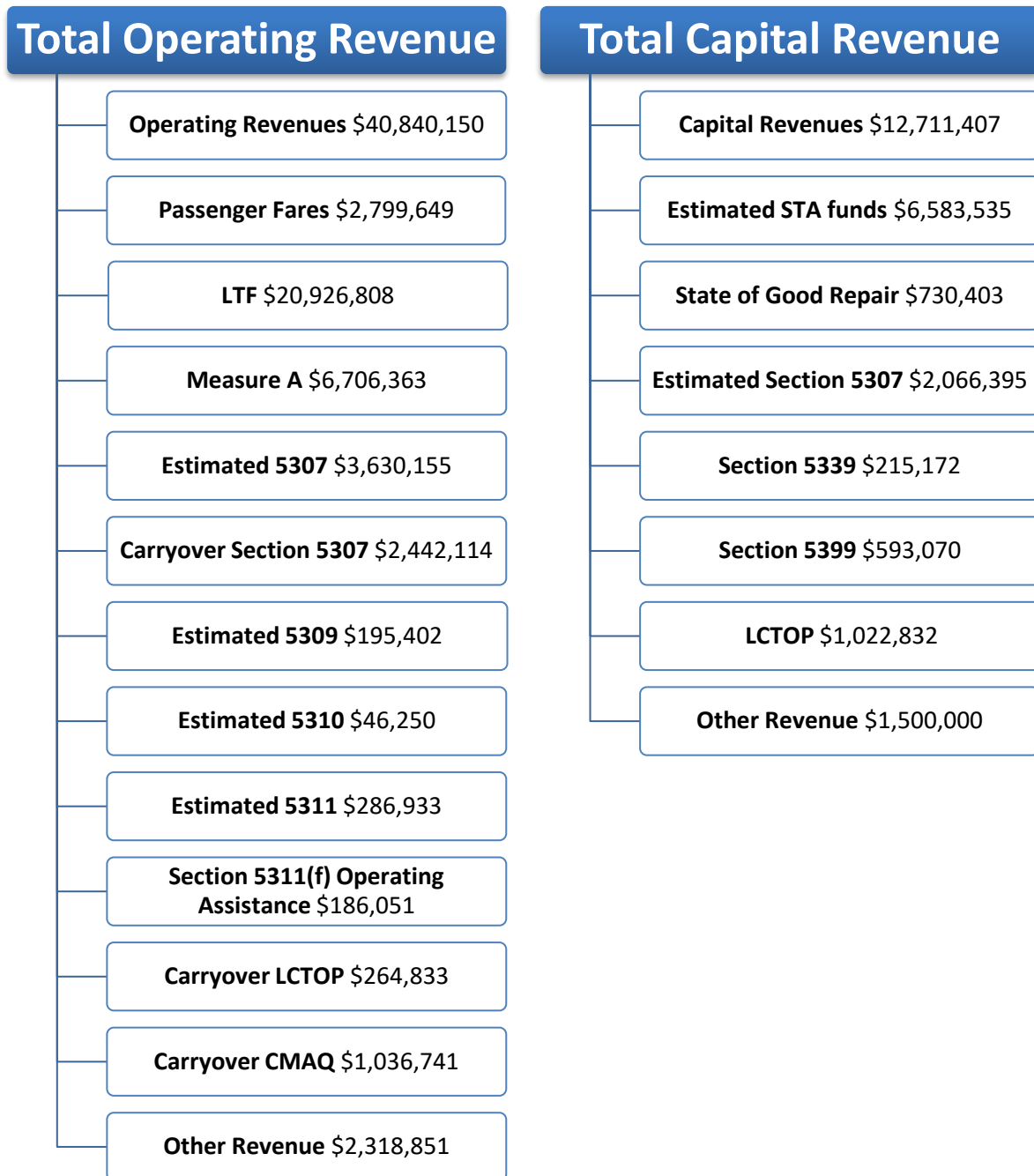
Funding sources for the proposed operating budget includes FTA Section 5307 (Urban), FTA Section 5309, FTA Section 5310 (Elderly and Disabled), FTA Section 5311 (Rural), FTA Section 5311 (f) (Intercity), Congestion Mitigation and Air Quality (CMAQ), and Low Carbon Operating Program (LCTOP) funds apportioned 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 | | |
| Totals: | | | | | | | 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 | | |
| Totals: | | | 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 |
|--|--------------------|--------------------|-----------------|---------------------------|-----------------|
| Fleet Characteristics | | | | | |
| Peak-Hour Fleet | | 205 | 102 | 156 | 98 |
| Financial Data | | | | | |
| 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 |
| Operating Characteristics | | | | | |
| 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 | 3,960,488.0 | 5,311,625.0 |
| Performance Characteristics | | | | | |
| 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 |
|--|--------------------|--------------------|-----------------|---------------------------|-----------------|
| Fleet Characteristics | | | | | |
| Peak-Hour Fleet | | 205 | 98 | 135 | 92 |
| Financial Data | | | | | |
| 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 |
| Operating Characteristics | | | | | |
| 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 |
| Performance Characteristics | | | | | |
| 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 |
|--|--------------------|--------------------|-----------------|---------------------------|-----------------|
| Fleet Characteristics | | | | | |
| Peak-Hour Fleet | | | 4 | 21 | 6 |
| Financial Data | | | | | |
| 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 |
| Operating Characteristics | | | | | |
| 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 |
| Performance Characteristics | | | | | |
| 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 |
|--|--------------------|--------------------|-----------------|---------------------------|-----------------|
| Fleet Characteristics | | | | | |
| Peak-Hour Fleet | | 12 | 31 | 9 | 30 |
| Financial Data | | | | | |
| 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 |
| Operating Characteristics | | | | | |
| 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 |
| Performance Characteristics | | | | | |
| 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 |
|--|--------------------|--------------------|-----------------|---------------------------|-----------------|
| Fleet Characteristics | | | | | |
| Peak-Hour Fleet | | 193 | 71 | 147 | 68 |
| Financial Data | | | | | |
| 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 |
| Operating Characteristics | | | | | |
| 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 |
| Performance Characteristics | | | | | |
| 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 | |
| Service Provider Totals | | 98 | 4,329,667 | 36,983,241 | 315,136.0 | 341,518.0 | 4,616,188.0 | 5,311,625.0 | \$40,840,137 | \$8,063,714 | \$32,776,423 | |

**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

Table 4 - Summary of Funding Request for FY 2019/2020. The table is divided into OPERATING and CAPITAL sections. Each row represents a project with columns for Project Description, Total Amount of Funds, Carryover Amount, State of Good Repair, STA, LTF, Measure A, Section 5307, Section 5309, Section 5310, Section 5311, Section 5339, LC TOP, Carryover CMQ, Other Revenue, and Farebox. The table concludes with a Total Operating & Capital sub-total and a Total Funding Request of \$53,551,557.



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 | SRTP 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 (f) | Section 5339 | LCTOP | LCTOP Carryover | Carryover CMAQ | Other Revenue | Farebox |
|--------------------------------------|--------------------------------------|------------------------|---------------------|--------------------|----------------------|--|------------------|-----------------|------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| OPERATING | | | | | | | | | | | | | | | |
| Operating Assistance | \$38,217,361 | \$2,000,000 | \$20,599,630 | | | \$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 | \$306,741 | \$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 | | | | | | | | | | | | | |
| The Buzz | \$178,000 | \$0 | | | | | | | | | | | \$178,000 | | |
| EHP Health Pass | \$70,000 | \$0 | | | | | | | | | | | | \$70,000 | |
| Sub-total Operating | \$40,543,108 | \$3,156,741 | \$20,972,533 | \$0 | \$0 | \$4,000,000 | \$201,264 | \$46,250 | \$191,633 | \$0 | \$0 | \$200,000 | \$956,741 | \$179,783 | \$3,000,000 |
| CAPITAL | | | | | | | | | | | | | | | |
| 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 (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 | | | | | | \$400,000 | | | | |
| SL-21-09 | \$82,489 | \$0 | \$116,489 | | | | | | | | | | | \$465,991 | |
| Sub-total Capital | \$8,572,489 | \$0 | \$116,489 | \$4,679,357 | \$940,000 | \$1,205,643 | \$0 | \$0 | \$0 | \$465,000 | \$800,000 | \$800,000 | \$0 | \$465,991 | \$0 |
| Total Operating & Capital | \$49,115,597 | \$3,156,741 | \$21,089,031 | \$4,679,357 | \$940,000 | \$5,205,643 | \$201,264 | \$46,250 | \$191,633 | \$465,000 | \$800,000 | \$200,000 | \$956,741 | \$1,794,783 | \$3,000,000 |

**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 |
| | STA | | 2021 |
| | | | |
| | | | |
| 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 | S RTP 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 |
|----------------------------|-----------------------|------------------------|---------------------|------------|--------------------|--|-----------------|------------------|------------------|--------------|------------------|--------------------|--------------------|--------------------|
| OPERATING | | | | | | | | | | | | | | |
| 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 | | | | | |
| Sub-total Operating | \$38,741,523 | \$668,570 | \$20,436,547 | \$0 | \$5,955,493 | \$4,152,000 | \$23,334 | \$341,572 | \$200,000 | \$0 | \$500,000 | \$668,570 | \$3,998,037 | \$2,465,970 |

| 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 |
|--|--------------------------------------|------------------------|---------------------|--------------------|--------------------|--|-----------------|------------------|------------------|------------------|------------------|--------------------|--------------------|--------------------|
| CAPITAL | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | |
| Sub-total Capital | \$4,125,000 | \$0 | \$0 | \$2,625,000 | \$0 | \$1,000,000 | \$0 | \$0 | \$0 | \$500,000 | \$0 | \$0 | \$0 | \$0 |
| Total Operating & Capital | \$42,866,523 | \$668,570 | \$20,436,547 | \$2,625,000 | \$5,955,493 | \$5,152,000 | \$23,334 | \$341,572 | \$200,000 | \$500,000 | \$500,000 | \$668,570 | \$3,998,037 | \$2,465,970 |

**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 | | | |
| Performance Indicators | | | | |
| Mandatory: | | | | |
| 1. Farebox Recovery Ratio | 17.55% | >= 17.49% | 17.70% | Meets Target |
| Discretionary: | | | | |
| 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 |
| Notes: Must meet at least 4 out of 7 Discretionary Performance Indicators | | | | |
| Productivity Performance Summary: | | | | |
| Service Provider Comments: | | | | |

**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

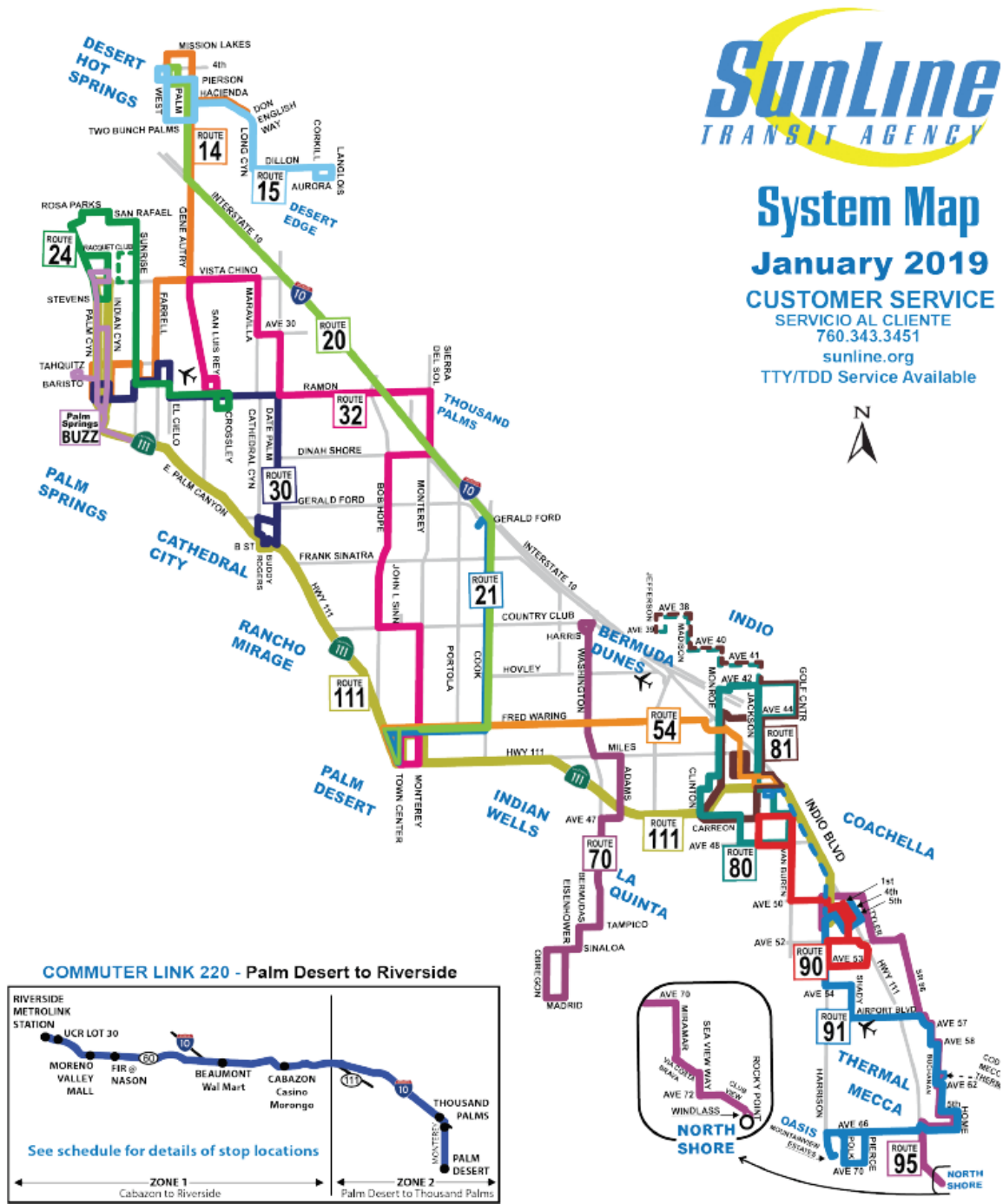
- Redesign transit
- Introduction of microtransit
- Facility and infrastructure projects such as replacement of the operations facility, hydrogen fueling station, CNG fueling station, and Center of Excellence facility
- Purchase of nine (9) replacement CNG fixed route buses
- Expansion of SunLine property 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**

| Table 9B - Farebox Calculation (consistent with Commission Farebox Recovery Policy) | | | | |
|--|--|---|-------------------------------|---------------------------|
| | Revenue Sources included in Farebox Calculation | Actual Amount from FY17/18 Audit | FY18/19 (Estimate) | FY19/20 (Plan) |
| 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 |
| | Total Revenue for Farebox Calculation (1-13) | \$ 6,978,144.16 | \$ 5,738,056.40 | \$ 8,063,714.00 |
| | Total Operating Expenses 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

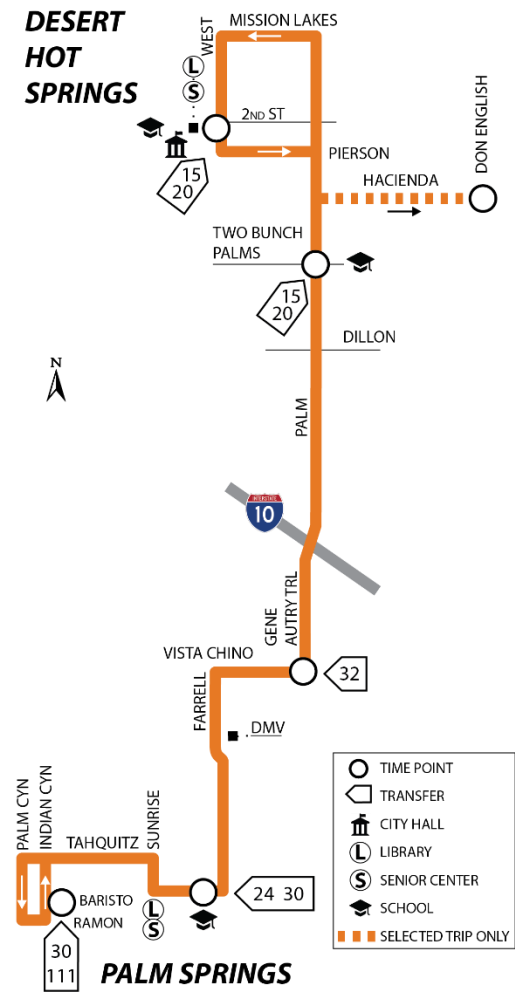


ROUTE PROFILES

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.

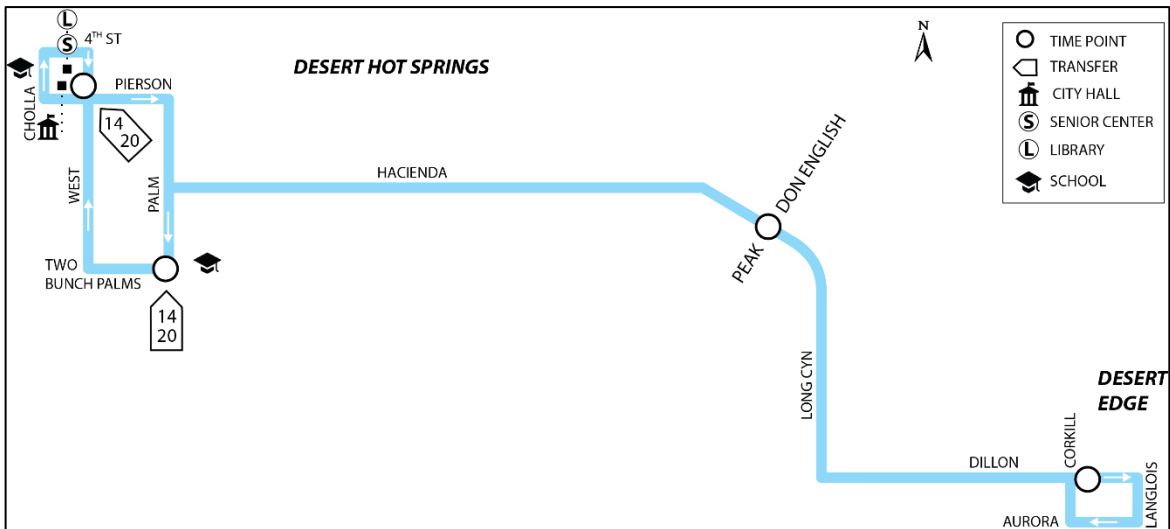


| Hours of Operation: | | Service Span | Financial | |
|--|--------------------------|----------------------|--|-------------|
| 4:53 AM | 11:20 PM | Weekdays | Annual Route Cost | \$3,324,217 |
| 5:48 AM | 10:41 PM | Weekends | Annual Farebox Route Revenue | \$947,820 |
| Frequency: | | | Cost per Rider | \$5.52 |
| 20/30 MIN | Weekdays (Peak/Off-Peak) | | Subsidy per Rider | \$5.22 |
| 40 MIN | Weekends | Ridership | | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 1,877 |
| 18 mph | | 6 | Average Daily Passengers Weekends | 1,119 |
| On Time Performance: | | | Annual Passengers | 602,574 |
| 91.6% | | | Passengers per Hour | 21.0 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 1.4 |
| 29.42 | | | Annual Wheelchair Boardings | 6,575 |
| Annual Revenue Miles: | | 431,246 | Annual Bicycle Boardings | 19,080 |
| Annual Revenue Hours | | 28,745 | Population within .5 mi of stop | 31,971 |
| | | | Jobs within .5 mi of stop | 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 | | Annual Route Cost | \$630,547 |
| 5:48 AM | 7:44 PM | Weekends | | Annual Farebox Route Revenue | \$176,734 |
| Frequency: | | | | Cost per Rider | \$5.55 |
| 60 MIN | | Weekdays | | Subsidy per Rider | \$6.14 |
| 60 MIN | | Weekends | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 361 |
| 19 mph | | | 1 | Average Daily Passengers Weekends | 195 |
| On Time Performance: | | | | Annual Passengers | 113,705 |
| | | | 92.4% | Passengers per Hour | 20.9 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 1.3 |
| | | | 15.9 | Annual Wheelchair Boardings | 823 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 1,614 |
| | | | 87,392 | Population within .5 mi of stop | 17,194 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 2,116 |
| | | | 5,450 | | |

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

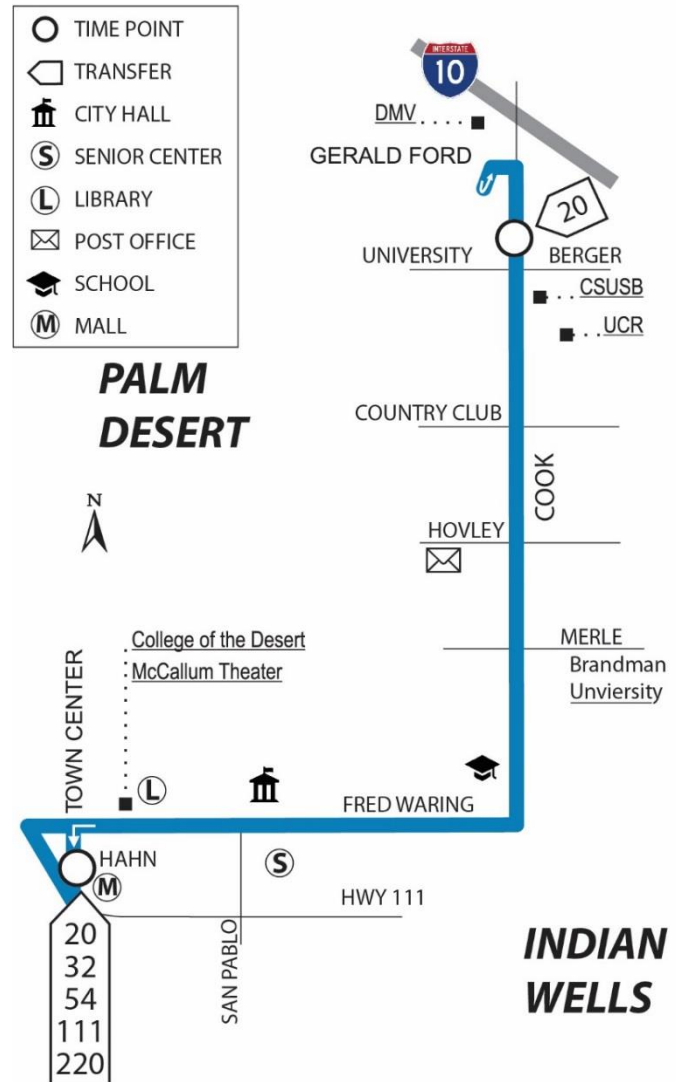
Route 20 provides limited stop service between the City of Desert Hot Springs and the City of Palm Desert. The Route 20 provides residents of Desert Hot Springs and surrounding communities improved access to resources and employment opportunities concentrated toward the center of the Coachella Valley, 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 | | Annual Route Cost | \$345,882 |
| | | No Weekend Service | | Annual Farebox Route Revenue | \$38,041 |
| Frequency: | | | | Cost per Rider | \$14.21 |
| 60 | MIN | Weekdays | | Subsidy per Rider | \$20.93 |
| | | No Weekend Service | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 94 |
| 27 | mph | 2 | | Average Daily Passengers Weekends | N/A |
| On Time Performance: | | | | Annual Passengers | 24,342 |
| | | 84.5% | | Passengers per Hour | 8.19 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 0.33 |
| | | 48.5 | | Annual Wheelchair Boardings | 95 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 949 |
| | | 74,522 | | Population within .5 mi of stop | 11,229 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 8,180 |
| | | 2972 | | | |

ROUTE 21—GERALD FORD & COOK – PALM DESERT MALL

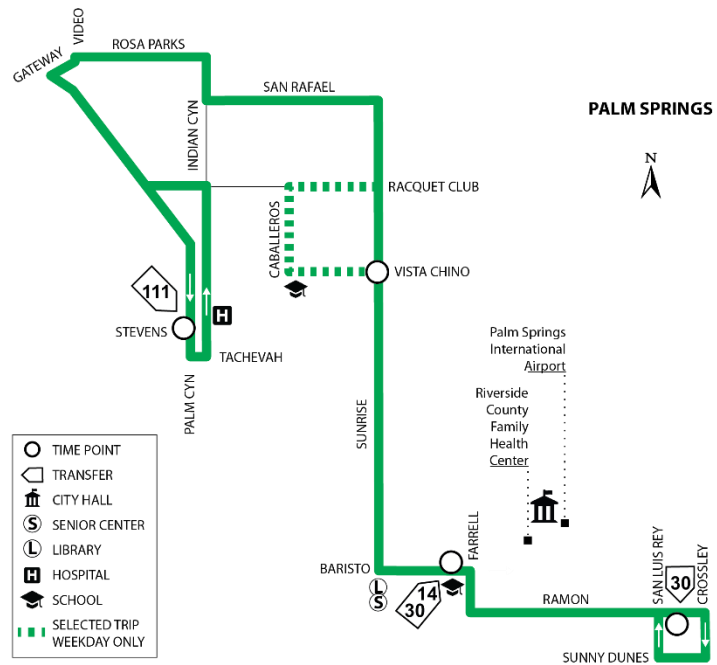
Route 21 is a new route that provides service to the City of Palm Desert, enabling riders to access the College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, satellite campuses of California State University of San Bernadine, the University of California Riverside, Palm 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 |
| Frequency: | | | | Cost per Rider | \$13.07 |
| 60 | MIN | Weekdays | | Subsidy per Rider | N/A |
| No Weekend Service | | | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 23 |
| 19 | mph | 1 | | Average Daily Passengers Weekends | N/A |
| On Time Performance: | | | | Annual Passengers | 6,039 |
| 88.5% | | | | Passengers per Hour | 9.1 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 0.7 |
| 13.8 | | | | Annual Wheelchair Boardings | 90 |
| Annual Revenue Miles: | | 9,184 | | Annual Bicycle Boardings | 239 |
| Annual Revenue Hours: | | 663 | | Population within .5 mi of stop | 20,157 |
| | | | | Jobs within .5 mi of stop | 18,379 |

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.

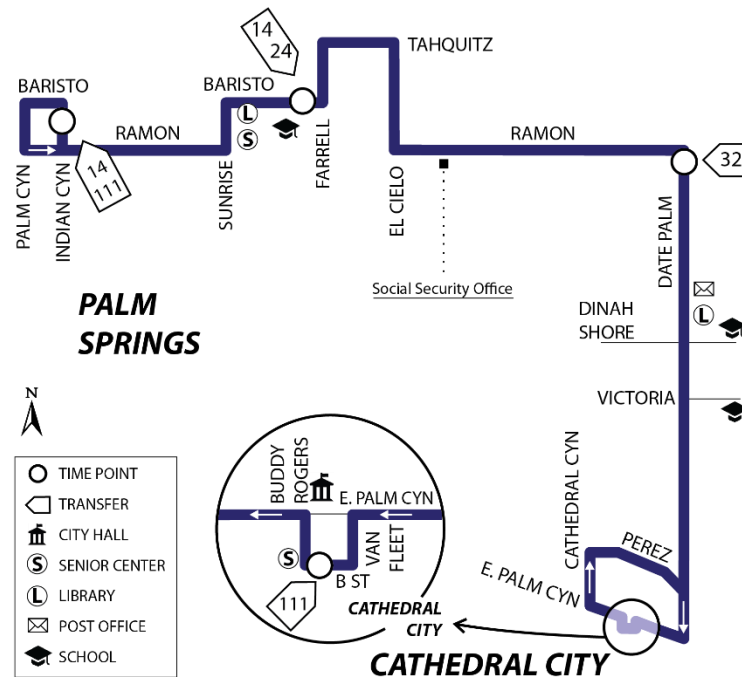


| Hours of Operation: | | Service Span | Financial | |
|--|---------|----------------------|--|-------------|
| 6:10 AM | 8:25 PM | Weekdays | Annual Route Cost | \$1,518,500 |
| 6:18 AM | 7:38 PM | Weekends | Annual Farebox Route Revenue | \$262,361 |
| Frequency: | | | Cost per Rider | \$9.17 |
| 40 MIN | | Weekdays | Subsidy per Rider | \$6.44 |
| 60 MIN | | Weekends | Ridership | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 537 |
| 15 mph | | 5 | Average Daily Passengers Weekends | 256 |
| On Time Performance: | | | Annual Passengers | 165,664 |
| | | | Passengers per Hour | 12.6 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 1.18 |
| | | | Annual Wheelchair Boardings | 1,214 |
| Annual Revenue Miles: | | 140,537 | Annual Bicycle Boardings | 4,336 |
| Annual Revenue Hours: | | 13,133 | Population within .5 mi of stop | 22,374 |
| | | | Jobs within .5 mi of stop | 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.

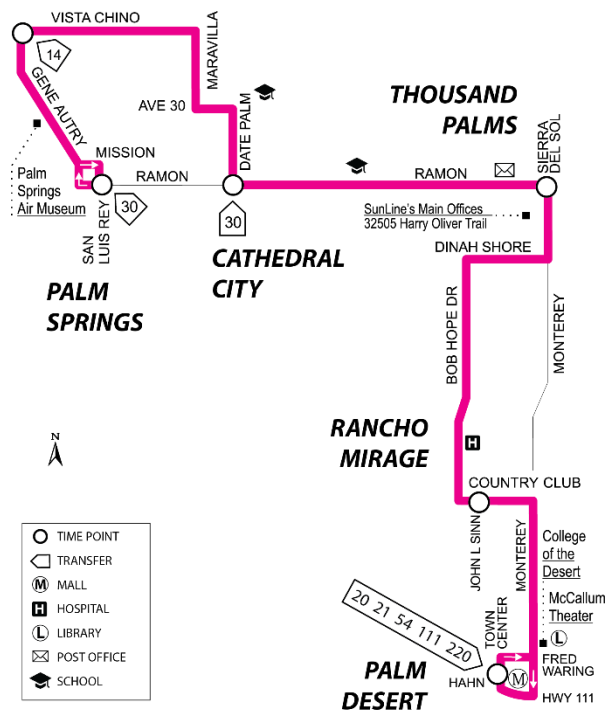
The most recent Operational Analysis proposed fifteen-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.



| Hours of Operation: | | Service Span | | Financial | |
|--|----------|----------------------|--|--|-------------|
| 5:40 AM | 10:44 PM | Weekdays | | Annual Route Cost | \$3,067,176 |
| 6:15 AM | 9:41 PM | Weekends | | Annual Farebox Route Revenue | \$998,475 |
| Frequency: | | | | Cost per Rider | \$4.86 |
| 20 MIN | | Weekdays | | Subsidy per Rider | \$2.70 |
| 40 MIN | | Weekends | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 1,954 |
| 13 mph | | 5 | | Average Daily Passengers Weekends | 1,204 |
| On Time Performance: | | | | Annual Passengers | 631,376 |
| | | 92.2% | | Passengers per Hour | 23.8 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 2.34 |
| | | 19.3 | | Annual Wheelchair Boardings | 5,048 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 23,357 |
| | | 269,503 | | Population within .5 mi of stop | 34,329 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 16,652 |
| | | 26,541 | | | |

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

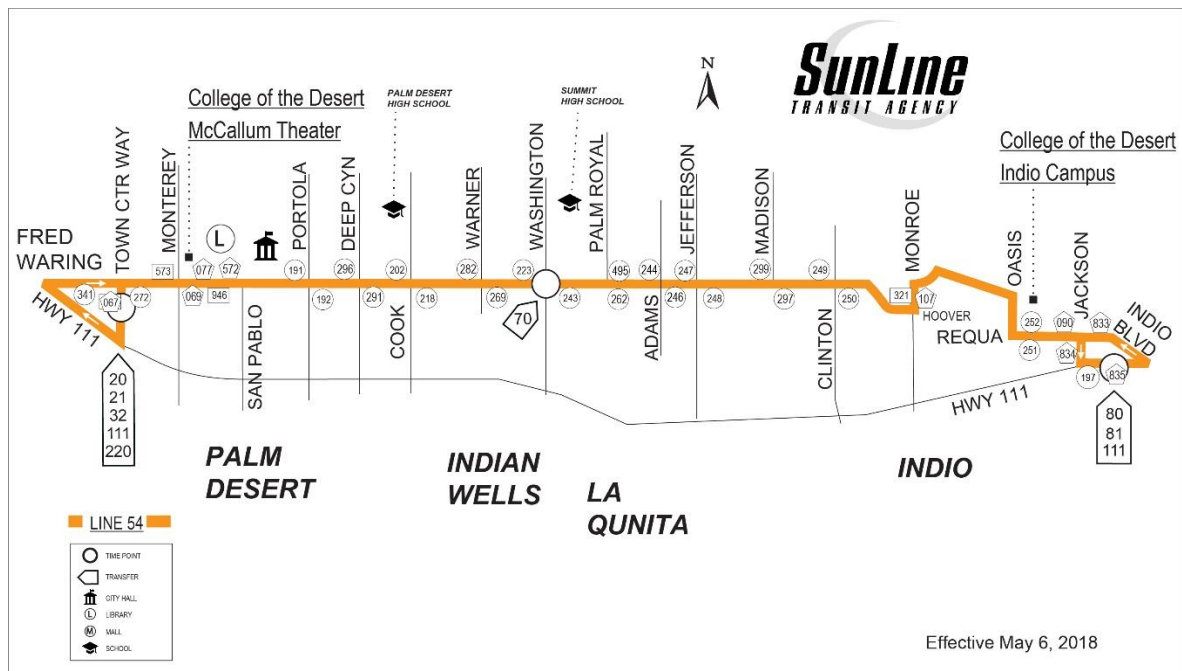
Route 32 links the cities of Palm Springs, Cathedral City, and the unincorporated community Thousand Palms, Rancho Mirage and Palm Desert. The route connects with Routes 14, 20, 24, 30, 53, 54, 111, and Commuter Link 220. Riders can access schools and various retail centers along Ramon Road in the City 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 | | Annual Route Cost | \$1,933,780 |
| 6:54 AM | 10:48 PM | Weekends | | Annual Farebox Route Revenue | \$372,527 |
| Frequency: | | | | Cost per Rider | \$8.17 |
| 50 MIN | | Weekdays | | Subsidy per Rider | \$8.17 |
| 60 MIN | | Weekends | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 737 |
| 19 mph | | 3 | | Average Daily Passengers Weekends | 441 |
| On Time Performance: | | | | Annual Passengers | 236,728 |
| | | 89.5% | | Passengers per Hour | 14.2 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 0.8 |
| | | 40.4 | | Annual Wheelchair Boardings | 1,147 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 10,058 |
| | | 278,815 | | Population within .5 mi of stop | 37,261 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 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.

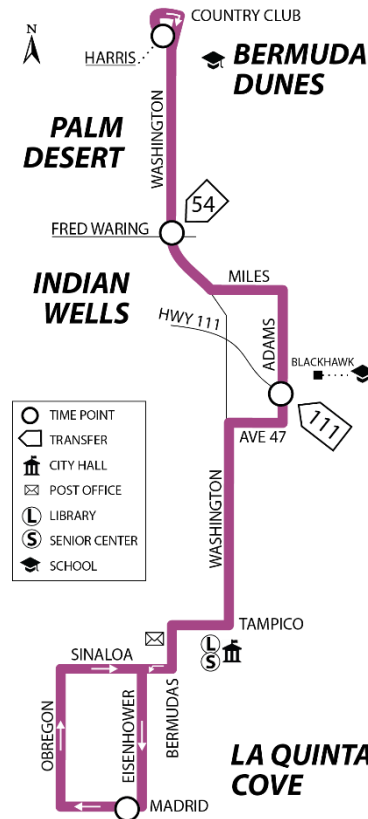


| Hours of Operation: | | Service Span | | Financial | |
|--|---------|----------------------|--|--|-----------|
| 5:55 AM | 7:55 PM | Weekdays | | Annual Route Cost | \$777,535 |
| | | No Weekend Service | | Annual Farebox Route Revenue | \$111,325 |
| Frequency: | | | | Cost per Rider | \$10.61 |
| 45 | MIN | Weekdays | | Subsidy per Rider | \$9.17 |
| | | No Weekend Service | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 283 |
| 20 mph | | 2 | | Average Daily Passengers Weekends | N/A |
| On Time Performance: | | | | Annual Passengers | 73,310 |
| | | 82.2% | | Passengers per Hour | 10.9 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 0.6 |
| | | 24.3 | | Annual Wheelchair Boardings | 392 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 2,543 |
| | | 113,426 | | Population within .5 mi of stop | 37,729 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 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.

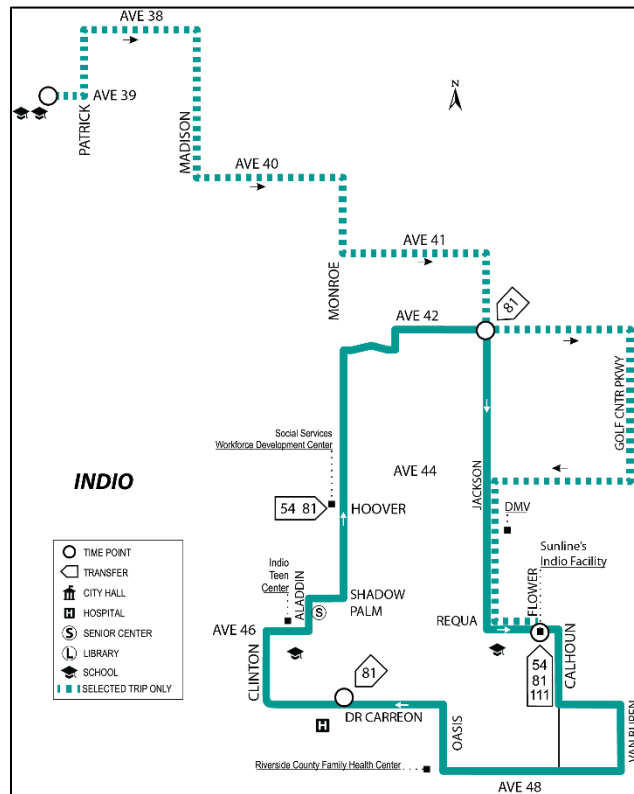


| Hours of Operation: | | Service Span | | Financial | |
|--|---------|----------------------|--|--|-------------|
| 5:15 AM | 8:45 PM | Weekdays | | Annual Route Cost | \$1,128,548 |
| 5:15 AM | 9:28PM | Weekends | | Annual Farebox Route Revenue | \$249,639 |
| Frequency: | | | | Cost per Rider | \$6.95 |
| 45 MIN | | Weekdays | | Subsidy per Rider | \$5.03 |
| 90 MIN | | Weekends | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 540 |
| 16 mph | | 3 | | Average Daily Passengers Weekends | 215 |
| On Time Performance: | | | | Annual Passengers | 162,309 |
| | | 88.9% | | Passengers per Hour | 16.6 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 1.3 |
| | | 19.5 | | Annual Wheelchair Boardings | 346 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 5,906 |
| | | 129,009 | | Population within .5 mi of stop | 27,982 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 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.

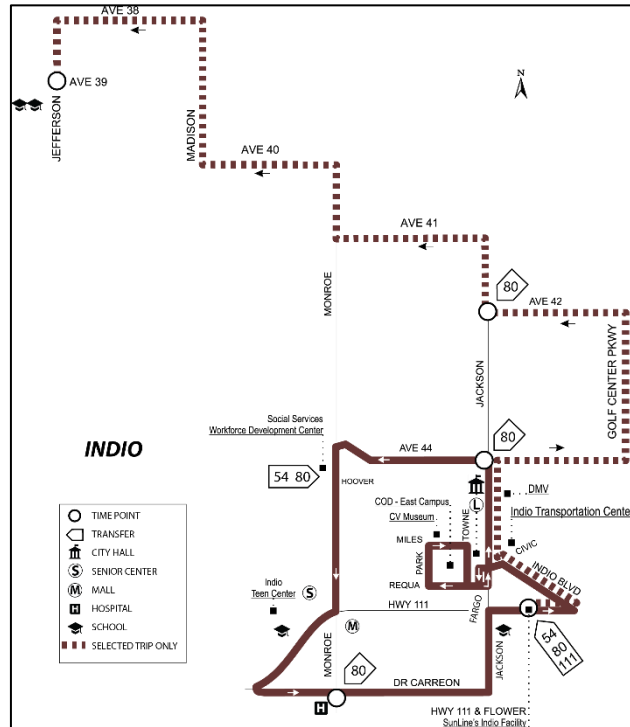


| Hours of Operation: | | Service Span | | Financial | |
|--|---------|----------------------|--------|--|-----------|
| 6:00 AM | 8:45 PM | Weekdays | | Annual Route Cost | \$707,704 |
| 6:00 AM | 8:45 PM | Weekends | | Annual Farebox Route Revenue | \$231,817 |
| Frequency: | | | | Cost per Rider | \$5.01 |
| 60 MIN | | Weekdays | | Subsidy per Rider | \$2.83 |
| 60 MIN | | Weekends | | Ridership | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 457 |
| 15 mph | | | 5 | Average Daily Passengers Weekends | 220 |
| On Time Performance: | | | | Annual Passengers | 141,217 |
| | | | 85.8% | Passengers per Hour | 23.3 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 2.0 |
| | | | 11.02 | Annual Wheelchair Boardings | 1,246 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 2,880 |
| | | | 70,163 | Population within .5 mi of stop | 39,132 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 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.

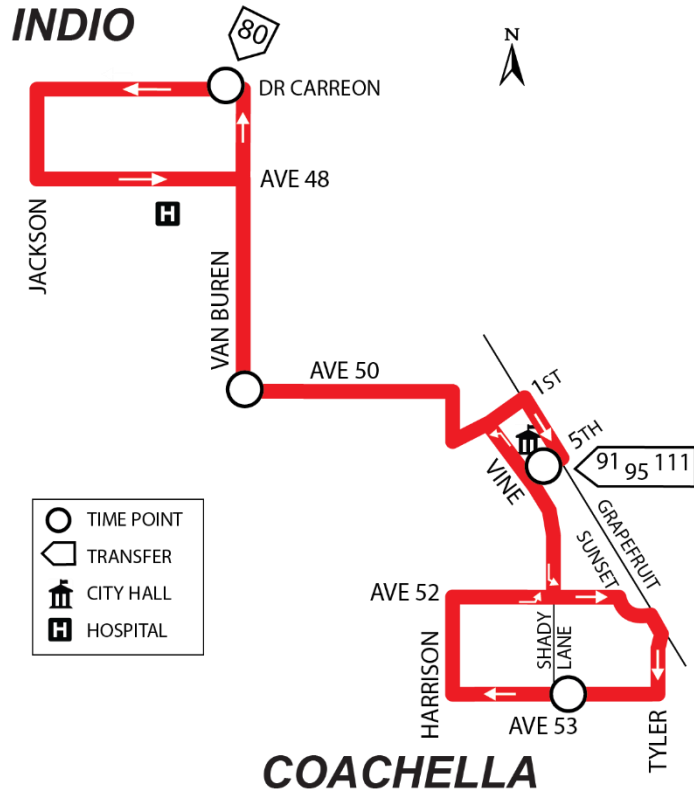
Route 81 connects to Routes 54, 80, 90, 91 and 111 at the transfer location on Highway 111 at Flower Street.



| Hours of Operation: | | Service Span | Financial | |
|--|---------|----------------------|--|-----------|
| 5:25 AM | 8:15 PM | Weekdays | Annual Route Cost | \$653,595 |
| 5:25 AM | 8:15 PM | Weekends | Annual Farebox Route Revenue | \$141,762 |
| Frequency: | | | Cost per Rider | \$7.15 |
| 60 MIN | | Weekdays | Subsidy per Rider | \$4.07 |
| 60 MIN | | Weekends | Ridership | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 301 |
| 12 mph | | 1 | Average Daily Passengers Weekends | 129 |
| On Time Performance: | | | Annual Passengers | 91,450 |
| | | 93.0% | Passengers per Hour | 16.2 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 1.7 |
| | | 8.71 | Annual Wheelchair Boardings | 480 |
| Annual Revenue Miles: | | | Annual Bicycle Boardings | 804 |
| | | 52,568 | Population within .5 mi of stop | 32,477 |
| Annual Revenue Hours: | | | Jobs within .5 mi of stop | 7,631 |
| | | 5,653 | | |

ROUTE 90—INDIO – COACHELLA

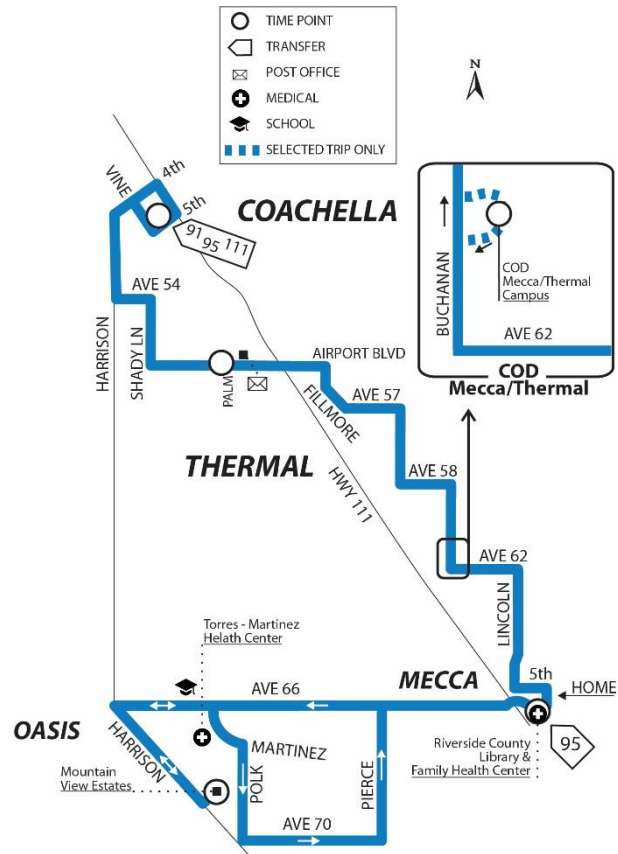
Route 90 serves the cities of Coachella and Indio allowing passengers to access the Employment Development Department, Coachella City Hall, library, senior center, Boys & Girls Club, local schools, and shopping centers. Connections to Routes 54, 80, 81, 91, 95 and 111 occur at the transfer location on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



| Hours of Operation: | | Service Span | Financial | |
|--|---------|----------------------|--|-------------|
| 5:00 AM | 9:52 PM | Weekdays | Annual Route Cost | \$1,025,088 |
| 5:00 AM | 8:52 PM | Weekends | Annual Farebox Route Revenue | \$142,748 |
| Frequency: | | | Cost per Rider | \$11.11 |
| 60 MIN | | Weekdays | Subsidy per Rider | \$6.79 |
| 60 MIN | | Weekends | Ridership | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 273 |
| 15 mph | | 1 | Average Daily Passengers Weekends | 207 |
| On Time Performance: | | | Annual Passengers | 92,273 |
| | | 89.5% | Passengers per Hour | 10.3 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 0.8 |
| | | 12.96 | Annual Wheelchair Boardings | 709 |
| Annual Revenue Miles: | | | Annual Bicycle Boardings | 1,345 |
| | | 119,478 | Population within .5 mi of stop | 44,655 |
| Annual Revenue Hours: | | | Jobs within .5 mi of stop | 7,051 |
| | | 8,943 | | |

ROUTE 91—INDIO – COACHELLA – THERMAL – MECCA – OASIS

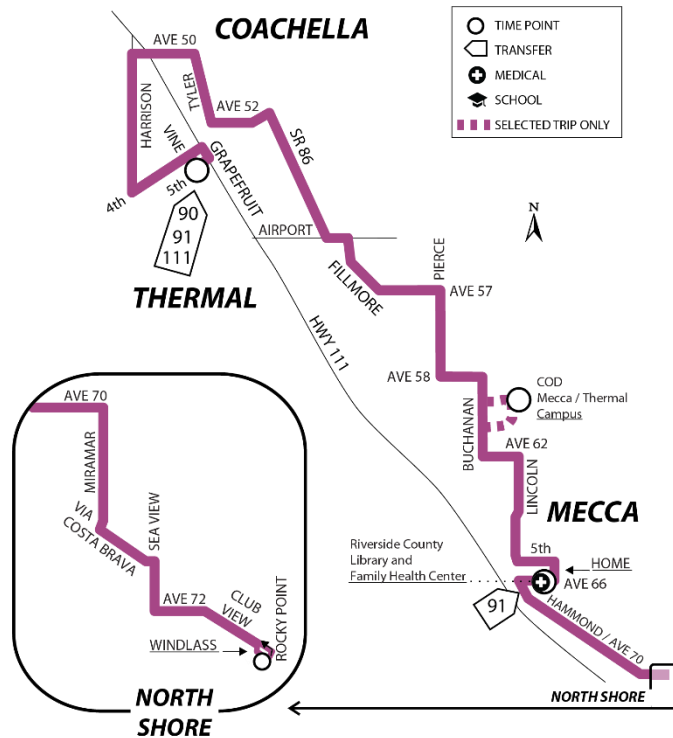
Route 91 links the cities of Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Route 91 are able to connect to Routes 54, 80, 81, 90, 95 and 111 at the transfer location on Highway 111 and Flower Street in Indio. Passengers have access to employment sites, 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 |
| Frequency: | | | Cost per Rider | \$11.66 |
| 60 MIN | | Weekdays | Subsidy per Rider | \$14.25 |
| 60 MIN | | Weekends | Ridership | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 527 |
| 23 mph | | 3 | Average Daily Passengers Weekends | 374 |
| On Time Performance: | | | Annual Passengers | 175,369 |
| | | 90.3% | Passengers per Hour | 9.91 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 0.5 |
| | | 51.11 | Annual Wheelchair Boardings | 404 |
| Annual Revenue Miles: | | | Annual Bicycle Boardings | 3,365 |
| | | 334,941 | Population within .5 mi of stop | 41,181 |
| Annual Revenue Hours: | | | Jobs within .5 mi of stop | 8,996 |
| | | 17,692 | | |

ROUTE 95— COACHELLA – MECCA – NORTH SHORE

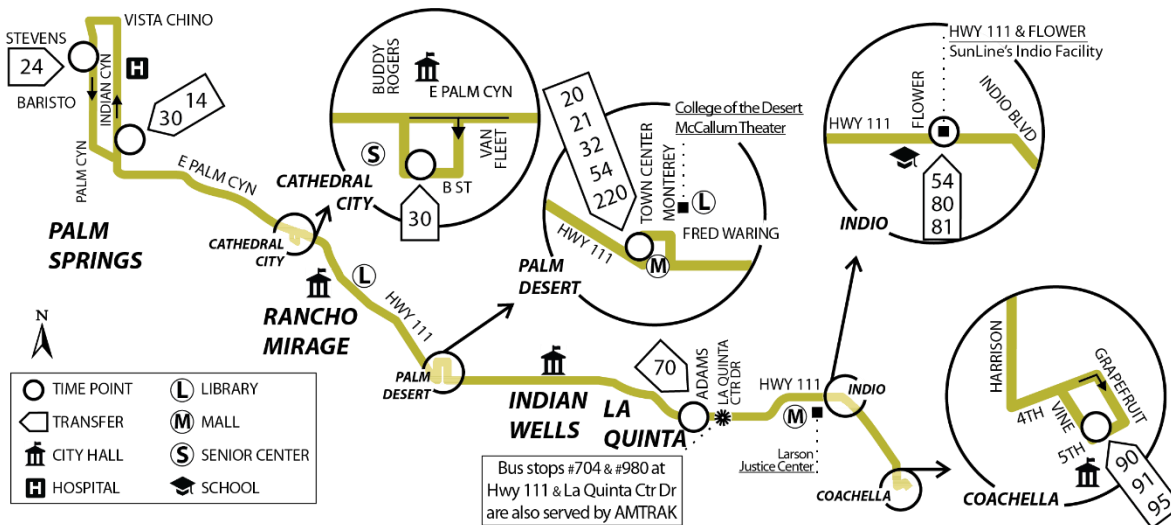
Route 95 serves the cities of Coachella and the unincorporated communities of Mecca and North Shore. The Route 95 serves the College of the Desert’s East Valley Campus in Mecca. Passengers on Route 95 connect to Routes 90, 91 and 111 at the transfer location on 5th and Vine Avenue in Coachella. Service 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 |
| Frequency: | | | Cost per Rider | \$30.74 |
| 180 MIN | | Weekdays | Subsidy per Rider | \$28.86 |
| 180 MIN | | Weekends | Ridership | |
| Average Speed: | | Peak Vehicles | Average Daily Passengers Weekday | 71 |
| 22 mph | | 1 | Average Daily Passengers Weekends | 54 |
| On Time Performance: | | | Annual Passengers | 24,035 |
| 91.3% | | | Passengers per Hour | 3.8 |
| Route Total Bidirectional Length (Miles): | | | Passengers per Mile | 0.2 |
| 52.49 | | | Annual Wheelchair Boardings | 113 |
| Annual Revenue Miles: | | | Annual Bicycle Boardings | 607 |
| 115,773 | | | Population within .5 mi of stop | 19,050 |
| Annual Revenue Hours: | | | 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

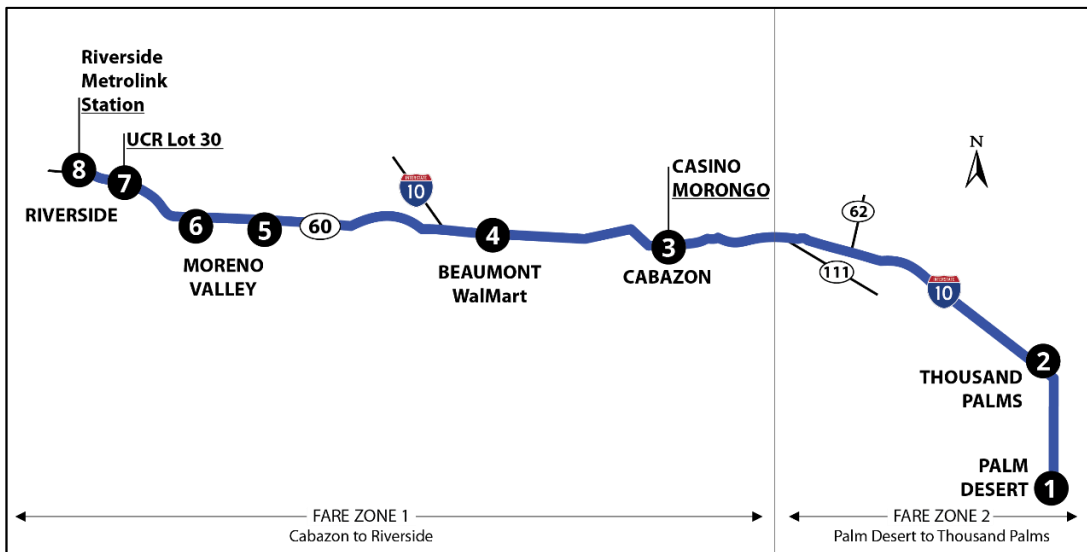
Route 111 is SunLine’s highest ridership regional trunk route. Route 111 provides service along Highway 111 from Palm Springs to Coachella, linking with the Cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta and Indio. Route 111 enables riders to travel to destinations along 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 | | Annual Route Cost | \$7,872,585 |
| 5:30 AM | 11:07 PM | Weekends | | Annual Farebox Route Revenue | \$2,174,016 |
| Frequency: | | | | Cost per Rider | \$5.74 |
| 20/30 MIN | Weekdays (Peak/Off-Peak) | | | Subsidy per Rider | \$5.17 |
| 20/30 MIN | Weekends | | Ridership | | |
| Average Speed: | | Peak Vehicles | | Average Daily Passengers Weekday | 4,035 |
| 17 mph | | 14 | | Average Daily Passengers Weekends | 3,134 |
| On Time Performance: | | | | Annual Passengers | 1,370,912 |
| 83.3% | | | | Passengers per Hour | 20.1 |
| Route Total Bidirectional Length (Miles): | | | | Passengers per Mile | 1.3 |
| 60.0 | | | | Annual Wheelchair Boardings | 8,215 |
| Annual Revenue Miles: | | | | Annual Bicycle Boardings | 53,523 |
| 1,020,931 | | | | Population within .5 mi of stop | 78,704 |
| Annual Revenue Hours: | | | | Jobs within .5 mi of stop | 48,948 |
| 68,106 | | | | | |

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 | | | Ridership | | |
| 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 |
| Annual Revenue Miles: | | | 113,119 | Passengers per Mile | 0.1 |
| Annual Revenue Hours: | | | 3,655 | Annual Wheelchair Boardings | 96 |
| | | | | Annual Bicycle Boardings | 389 |
| | | | | Population within .5 mi of stop | 19,890 |
| | | | | Jobs within .5 mi of stop | 38,841 |

SunLine Transit Agency

DATE: June 26, 2019 **ACTION**

TO: Board of Directors

FROM: Tommy D. Edwards, Chief Performance Officer

RE: Approval of the Memorandum of Understanding (MOU) with Amalgamated Transit Union (ATU), Local 1277

Recommendation

Recommend that the Board of Directors approve the MOU between SunLine Transit Agency and Amalgamated Transit Union (ATU), Local 1277 and authorize the CEO/General Manager to sign on behalf of SunLine.

Background

On February 11, 2019, SunLine's Management Negotiation Team and the ATU completed a joint training on interest based bargaining where the parties exchanged a list of interests to be discussed and agreed upon ground rules.

In the afternoon of February 11, 2019, SunLine and ATU began its first day of negotiations. During negotiations, each side presented their interests and proposed solutions maintaining a positive dialogue to address concerns. The negotiations continued for a total of 11 sessions and on the evening of March 25, 2019, SunLine and ATU reached a tentative agreement. The tentative agreement was ratified by ATU membership on April 9, 2019. The agreement is a three (3) year contract, which would commence on April 1, 2019 subject to approval by the Board.

The new agreement resulted in several work rule revisions designed to reduce overtime costs, absenteeism, and grievances. Some of the work rule changes include: an increase in time limits when issuing discipline, a clause, in which verbal warnings and written warnings are not subject to arbitration, change in the neutral arbitration selection process and an increase in progressive discipline for both miss-outs and absences. In a side letter, is an agreement to allow SunLine to explore the possibility of a rideshare program.

The agreement provides a 6% wage increase to all union members on July 1, 2019. The next wage increase would be an additional 3% on July 1, 2020, and 2% on July 1, 2021. The agreement also increases the tool allowance for mechanics from \$700 to \$800 on July 1, 2019, to \$900 on July 1, 2020 and to \$1,000 on July 1, 2021.

There are three principle changes in fringe benefits. First, is the addition of the union employee pension contributions of 3% to be effective July 1, 2019. Second, is the increase of employer medical contribution each year of the contract. Third, is the alignment of vacation time off for the full-time Paratransit Operators with the full-time Motor Coach Operators.

A copy of the final MOU is attached to this item for reference.

Financial Impact

Approval of this action will result in a total estimated increase of \$480,254 in FY20 and \$939,616 in FY21 and an additional increase of \$1,295,472 in FY22. The financial impact for the first year has been included in the FY20 budget request.

MEMORANDUM OF UNDERSTANDING

BETWEEN

SUNLINE TRANSIT AGENCY

AND

AMALGAMATED TRANSIT UNION
LOCAL 1277

April 1, 2019 through March 31, 2022



MEMORANDUM OF UNDERSTANDING
BETWEEN
SUNLINE TRANSIT AGENCY
AND
AMALGAMATED TRANSIT UNION LOCAL 1277

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**PART 1
GENERAL PROVISIONS**

The General Provisions of Part 1 of this Memorandum of Understanding shall apply to all employees covered by this MOU; however, specific language in a subsequent Part of this Agreement is in addition to these General Provisions.

**ARTICLE G-1
RECOGNITION**

SECTION 1.

Pursuant to the provisions of the Employee Relations Resolution of the SunLine Transit Agency, hereinafter called "SunLine", and applicable State Law, Amalgamated Transit Union Local 1277, hereinafter called the "Union", was certified on March 14, 1978 by the Department of Industrial Relations Conciliation Service as the exclusive representative of all operators and maintenance personnel of SunLine in the unit established in the Employee Relations Resolution excluding management, supervisory, professional and confidential employees. The term "employee" or "employees" as used herein shall refer to employees employed by SunLine in the unit in the classifications set forth in Article G-29, as well as such classes as may be added hereinafter to said unit by SunLine.

SECTION 2. EXCLUSIVE RECOGNITION.

Management agrees that it shall recognize Amalgamated Transit Union Local 1277 as the exclusive representative of all coach operators and maintenance employees of SunLine in said unit for the purpose of meeting its obligations under Meyers-Milias-Brown Act, Government Code 3500, et seq., and Employee Relations Resolution when SunLine's rules, regulations or laws affecting wages, hours or other terms and conditions of employment are amended or changed.

UNIT WORK: During the term of this agreement, all transit operations and maintenance of equipment shall be performed by employees of the bargaining unit. SunLine will not enter into any warranty longer than what it has done as of April 1st, 2006.

SECTION 3. FUTURE RECOGNITION

It is expressly agreed that in the event SunLine shall engage in the providing of rail transportation services or "people mover" system, etc. in addition to those presently being provided, SunLine shall and hereby does recognize the Union as the exclusive representative of all employees engaged in the operation and maintenance of such new services. It is further agreed that such recognition shall be and hereby is extended to the same extent and for the same purposes as are set forth in this Article G-1 of this

Agreement.

It is further agreed that the terms and provisions of this Agreement shall be and hereby are extended to all new employees and classifications of employees whom the Union shall be entitled to represent as a result of the inclusion of this section in the Agreement.

It is further agreed that the rates of pay of said new employees or classifications of employees shall be the same as the rates of pay then in effect for those SunLine employees or classifications of employees whose functions or duties are similar to the functions or duties to be performed by said new employees or classifications of employees.

In the event the Union and SunLine believe there are no classifications of employees whose functions or duties are similar to the functions or duties then in existence, the Union and SunLine shall meet and confer to establish wage rates for such new classifications of employees.

In the event there is a dispute over the interpretation, implementation or intent of this Section, such dispute shall be resolved by final and binding arbitration in accordance with Article G-20 of this Agreement.

SECTION 4. EMPLOYEE ORGANIZATIONAL RIGHTS AND RESPONSIBILITIES

A. Dues Deductions. The Union will maintain records of employee authorizations for dues deductions. The Union will provide SunLine with information regarding the amount of dues deductions and the list of Union employees who have affirmatively consented to or authorized dues deductions. SunLine shall not request the Union to provide a copy of any member employees' authorization unless a dispute arises about the existence or terms of the authorization. SunLine shall deduct dues or fees on a regular basis from the pay of all classifications and positions recognized to be represented by the Union, who voluntarily authorize such deduction in writing to the Union. SunLine shall remit such funds to the Union within ten (10) days following the last pay period of each month, excluding Saturdays, Sundays and holidays, following the deductions. With each remittance, SunLine will submit a list of the amounts deducted from each employee. This list will be provided by mail.

B. List of Bargaining Unit Employees. SunLine agrees to provide the Union with a list, on a monthly basis, of the names of any employees holding classifications and positions recognized to be represented by the Union. The list will include all bargaining unit employees, including newly hired employees. The list will include the following information, to the extent that SunLine has such information: name, job title, department, work location, work, home, and personal cellular telephone numbers, personal email addresses on file with SunLine, and home address. SunLine will provide this list electronically.

C. Indemnification. The Union agrees to hold SunLine harmless and indemnify SunLine against any claims, causes of action or lawsuits arising out of the deductions or transmittal of such funds to the Union, except the intentional failure of SunLine to transmit the funds deducted from employees pursuant to this Article, to the Union.

D. The Union agrees to furnish SunLine with an up-to-date list of all its officers, business agents and stewards and to notify SunLine of any changes within 30 calendar days.

E. SunLine agrees to furnish the Union with an up-to-date list of the names of its CEO/General Manager, department heads of any department with bargaining unit employees as well as the department head of Human Resources and notify the Union of any changes within 30 calendar days.

F. New Employee Orientation. When a new employee orientation is conducted for new employees hired into positions represented by the Union, SunLine shall provide the Union with ten (10) days advance notice of the orientation and shall permit the Union up to one (1) hour per orientation class to present information to new employees in positions represented by the Union. If there are more than nine (9) new employees present in positions represented by the Union, then the Union shall be permitted up to two (2) hours to meet with such employees. No persons will be present except for the new employees and the union representative(s), which includes up to one (1) paid SunLine employee. When a newly hired employee does not attend an employee orientation within thirty (30) days of hire, SunLine will provide the Union with timely notice of same and will give the Union up to one (1) hour to meet with that employee. If there is more than one (1) employee who did not attend the employee orientation, SunLine may combine those employees into one (1) meeting with the Union. The meetings between the Union and employee(s) shall take place during the employees' regular working hours with no loss of pay to the newly hired employees. If the Union representative is a SunLine employee, such employee will be paid for the time of the orientation, in accordance with Article G-16, Section 1.

ARTICLE G-2 NONDISCRIMINATION

SECTION 1.

The parties mutually recognize and agree to protect the rights of all employees hereby to join or participate in protected Union activities in accordance with the Employee Relations Resolution and Government Code Sections 3500 to 3511.

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, sexual orientation, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction requiring a modification or change in any provision or provisions of this Agreement in compliance with State or Federal anti-discrimination laws.

SECTION 2.

Nothing in this Agreement shall preclude SunLine from reasonably accommodating an

employee with a disability under the Americans with Disability Act (ADA) or otherwise complying with the ADA.

**ARTICLE G-3
MANAGEMENT RIGHTS**

A. It is understood and agreed that SunLine possesses the sole right and authority to operate SunLine and to direct the employees of SunLine and its various departments in all aspects, including the type and kind of service to be rendered to the public, the equipment used, the maintenance of discipline and efficiency, the hiring and promotion and transfer of employees, and their discharge or discipline for proper cause are the rights of SunLine, except as limited elsewhere in this Agreement.

B. The Union recognizes that infractions of SunLine's Rules and Regulations that are necessary for efficient operations will constitute cause for disciplinary action. No rules or regulations at any time promulgated or enforced by SunLine shall be valid if they violate any provisions elsewhere set forth in this Agreement.

C. SunLine's exercise of any right or prerogative pursuant to this Agreement may be made the subject of a grievance.

**ARTICLE G-4
NO STRIKE - NO LOCK OUT PROVISION**

SECTION 1.

The Union, its officers, agents, representatives and/or members agree that during the term of this Agreement they will not cause or condone any strike, walkout, slowdown, sick out or any other job action by withholding or refusing to perform services.

SECTION 2.

SunLine agrees that it shall not lock out its employees during the term of this Agreement.

SECTION 3.

Any employee who willfully participates in any conduct prohibited in Section 1 above shall be subject to immediate termination by SunLine.

SECTION 4.

If the Union fails, in good faith, to perform all responsibilities listed below in Section A, SunLine may pursue such legal remedies as may be available under the Employee Relations Resolution and the law.

A. UNION RESPONSIBILITY

SECTION 1.

In the event that the Union, its officers, agents, representatives or members engage in any of the conduct prohibited in Section 1, above, the Union shall, upon written notice sent to the principal authorized agents of the Union, instruct persons engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and they must immediately cease engaging in conduct prohibited in Section 1 above and return to work at full productivity.

SECTION 2.

If the Union performs all of the responsibilities set forth in Section 1, above, in good faith, the Union, its officers, agents and/or representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement in violation of Section 1 above.

**ARTICLE G-5
DISTRIBUTION OF CONTRACT**

A copy of the Agreement will be issued to each employee upon approval by both parties and to all new employees covered by this Memorandum.

**ARTICLE G-6
NEGOTIATIONS**

It is mutually agreed that all business comprehended by this Agreement shall be transacted between the properly accredited officers or agents of SunLine and the duly authorized representatives of the Union.

**ARTICLE G-7
WAIVER OF PROVISION**

A waiver or breach of any condition of this Agreement by either party shall not constitute a precedent for any subsequent waiver or breach of any condition.

**ARTICLE G-8
WARRANTY OF CAPACITY**

SECTION 1.

Each of the parties hereto warrants that it is under no disability of any kind that will prevent it from completely carrying out and performing each and all of the provisions of the

Agreement, and further that it will not take any action of any kind that will prevent or impede it in the complete performance of each and every provision hereof.

SECTION 2.

The individuals signing this Agreement in their official capacity hereby warrant their authority to act for their respective parties.

SECTION 3.

This contract contains all of the agreements, stipulations and provisions agreed upon by either party. No representative of either party has the authority to make, or to be bound by, any agreement, stipulation or provision made prior to the execution of this contract.

**ARTICLE G-9
WAIVER OF BARGAINING DURING TERM OF THIS AGREEMENT**

The parties mutually agree that during the term of this Memorandum of Understanding not to seek to negotiate or bargain with wages, hours and terms and conditions of employment whether or not covered by this Memorandum or in the negotiations leading thereto and irrespective of whether or not such matters were discussed or were even within the contemplation of the parties hereto during the negotiations leading to this Memorandum. Regardless of the waiver contained in this Article, the parties may, by mutual agreement, in writing, agree to meet and confer about any matter during the term of this Memorandum.

**ARTICLE G-10
EMERGENCY WAIVER PROVISION**

In the event of circumstances of a general disaster nature beyond the control of SunLine, such as Acts of God, fire, flood, insurrection, civil disorder, national emergency or similar circumstances, provisions of this Memorandum of Understanding or the Personnel Rules or Resolutions of SunLine which restrict SunLine's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is declared over, the Union shall have the right to meet and confer with SunLine regarding the impact on employees of the suspension of these provisions in the Memorandum and any personnel rules and policies.

**ARTICLE G-11
SOLE AND ENTIRE MEMORANDUM OF UNDERSTANDING**

SECTION 1.

It is the intent of the parties hereto that the provisions of this Memorandum of

Understanding shall supersede all prior Agreements and Memoranda of Understanding or contrary Salary and/or Personnel Resolutions or Rules and Regulations of SunLine, oral or written, expressed or implied, between the parties, and shall govern their entire relationship and shall be the sole source of any and all rights which may be asserted hereunder. This Memorandum of Understanding is not intended to conflict with federal or state law.

SECTION 2.

It is understood and agreed that there exists within SunLine, in written form, Personnel, Salary, Employee Relations Resolutions and/or Rules and Regulations of SunLine. Such Personnel, Salary, Employee Relations Resolutions and/or Rules and Regulations of SunLine may, at the sole discretion of SunLine, stay in full force and effect or be modified as it sees fit, provided, however, that nothing therein shall be enforceable which is in conflict with this Memorandum of Understanding. New provisions or amendments to these Resolutions and/or Code may be adopted and/or implemented by SunLine. The Union may grieve regarding any such changes or modifications of these Resolutions and/or Code if they are not in accordance with the Memorandum of Understanding or directly affect wages, hours or terms of employment covered by this Memorandum of Understanding.

ARTICLE G-12 SEPARABILITY PROVISION

Should any provision of this Memorandum of Understanding be found to be inoperative, void or invalid by court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding. Such provision, if found to be inoperative, void or invalid shall be re-negotiated.

ARTICLE G-13 DURATION

SECTION 1. – DURATION AND TERMINATION

This agreement shall be made effective on April 1, 2019 and shall remain in full force and effect to and including March 31, 2022 and shall continue in effect thereafter, unless notice in writing of termination has been served by either party upon the other not later than ninety (90) days prior to March 31, 2022. If neither party so serves such notice of termination, this Agreement, after March 31, 2022, may be terminated by either party serving upon the other written notice of termination not later than sixty (60) days prior to the time it is proposed to make such termination.

SECTION 2. – REQUESTS TO MODIFY

Any request to modify or change this Agreement, or any portion thereof, shall be made in writing and shall be served on the other party not later than ninety (90) days prior to March 31, 2022, and in the event the Agreement is in effect after such date by reason of the provisions of Section 1 hereof, not later than sixty (60) days prior to the time it is proposed to make such change or modification.

ARTICLE G-14 COPE

If an employee agrees in writing to make voluntary Committee on Political Education (COPE) or voluntary life insurance offered by the Union contribution, on a form approved by both the Union and SunLine, then SunLine will deduct such amounts from payroll and remit to the Union in the same manner as the dues deduction herein.

ARTICLE G-15 UNION VISITATION RIGHTS

Authorized Union representatives shall be given access to work locations during working hours to conduct grievance investigations and observe working conditions. An authorized representative, other than Stewards, desiring access to a work location hereunder, shall inform the SunLine General Manager or designee upon arrival, if during operating hours. If the visit is not during regular working hours the Union shall notify the General Manager or the General Manager's designee prior to the intended visit. While at SunLine's facilities, the Union representative shall agree to observe the same security, conduct and safety rules and regulations of SunLine as other visitors and shall not unduly interfere with the performance or work of any employee or group of employees. Should this agreement be breached by the Union representative, said representative may be ejected from the premises. Access to work locations will only be granted to Union representatives on the current list.

ARTICLE G-16 STEWARDS

SunLine agrees to recognize three (3) stewards [one (1) steward in Maintenance department, one (1) steward in Operations department and one (1) steward for Paratransit and alternates (to act in absence of steward) designated by the Union from time to time. Stewards shall recognize that they have regular full-time duties as employees of SunLine and shall conduct themselves in accordance with the requirements of all employees of SunLine.

The Union shall have the responsibility to notify SunLine in writing of the names of its duly authorized stewards. SunLine shall not recognize or deal with any employee as a steward unless they are on the designated steward list.

Stewards shall spend only the time necessary to expeditiously carry out their functions as steward and shall not unduly restrict or interfere with the performance of their own duties.

Stewards may leave their immediate work location to perform these duties, however, stewards shall first obtain permission from their immediate supervisor to leave the area and shall inform the supervisor of the reason for their leaving the area. The supervisor shall be responsible for maintaining time records of the amount of time stewards spend in the performance of their steward duties.

The Union and SunLine agree to review the amount of time spent by stewards in the performance of their duties on a bi-annual basis, to determine whether the stewards are observing the provisions of this Article.

The stewards shall minimize the amount of interference with SunLine's work in the performance of their duties.

At any time either party may request to meet and confer regarding the application of this procedure.

Stewards shall not log overtime or premium pay time for time spent performing any function as a steward. Except the stewards will be guaranteed their shift/bid time and this shall be treated as time worked for all Overtime calculations. Anytime worked beyond shift/bid time shall be paid at straighttime.

The Maintenance steward's position is guaranteed to be a day shift with Saturday and Sunday as days off.

SECTION 2.

SunLine shall assign a room to the Union/stewards to be used for union business at their discretion, upon reasonable notice to SunLine. Said notice can be as short as 10 minutes. Stewards shall sign in for use of the room.

If SunLine is using the room at the time of the request, SunLine can complete its meeting before it is used by Union/steward. If the room is occupied by SunLine at the time of the request, and the Union/steward cannot wait until the meeting is concluded, SunLine shall provide another room if available.

SunLine shall provide a desk and chairs in the assigned room. Union can place filing cabinets in the assigned room. Union assumes the risk for any damage to the filing cabinets or its contents. Use of room to include up to thirty (30) minutes for both the employee/grievant and the Union representative to view and discuss any evidence without management present, when such cases include video (internal or external) with potential regards to employee discipline.

**ARTICLE G-17
PUBLIC NOTICES**

SECTION 1.

No public notice shall be posted relative to errors, shortages or mistakes which have been made by individual employees, referred to by name, covered by this Agreement.

SECTION 2.

SunLine will maintain glass enclosed bulletin boards in the following locations: one (1) in the Thousand Palms Operator's lounge; one (1) in the Thousand Palms Maintenance facility; and one (1) in the Indio facility in a mutually agreeable location. The bulletin boards will have locks and keys and the keys will be given to the duly authorized Union representative. The bulletin boards may be used by the Union for posting Union approved notices.

SECTION 3.

The Union representative shall not post or distribute any other notices, pamphlets, advertising, political matters or other kinds of literature upon SunLine property.

**ARTICLE G-18
SENIORITY/RECALL BUMPING**

SECTION 1.

Seniority for the purpose of this Agreement is defined as the length of unbroken service in the bargaining unit. Effective 04/01/06, when more than one person is hired into a classification on the same day, seniority will be determined by using the date/time stamp of the employees initial physical exam report time. The earlier date/time stamp will be recognized as the more senior employee.

SECTION 2.

In promoting employees to higher paying jobs, SunLine shall select those employees who are to be promoted to higher paying jobs (within the bargaining unit). In making such selection for promotion, where qualifications and performance are relatively equal between employees for assignment to higher paying jobs, the senior regular employee shall be awarded the higher paying job unless otherwise stated. Operators shall be deemed to be equally qualified. In case of lay-off due to lack of work, SunLine shall retain the most senior employees, within classification. Laid-off employees will be given the opportunity to return, subject to work availability, in order of seniority within each respective classification.

SECTION 3.

Employees shall lose all seniority rights and employment shall cease for any of the

following reasons:

- a) Resignation.
- b) Discharge.
- c) In the event of recall from a layoff, the failure to report their availability for work within forty-eight (48) hours after SunLine sends Federal Express (Next Day Delivery Guaranteed) notice to employee's last known address shown on SunLine records; hereafter this employee shall be available for work after ten (10) working days from the sending of notice of recall and date to report at the time and place specified, or they will be deemed to have voluntarily quit and shall lose all seniority.
- d) Failure to notify the agency by an effective means of notice once every (30) days following lay-off, indicating their continuing availability for employment provided SunLine has an effective means of receiving notification.
- e) Absence due to lay-off for a period of one (1) year.
- f) If the employee overstays a time off without pay without proper notification and authorization from SunLine.
- g) If the employee engages in other employment during a period of leave unless approved by both the Union and SunLine.
- h) If a settlement has been made with the employee for total disability.
- i) If the employee retires.
- j) If an employee is absent from work for a non-industrial illness or injury in excess of one (1) year.
- k) If an employee is absent from work for an industrial illness or injury in excess of two (2) years.

SECTION 4. SENIORITY OF EMPLOYEES BY REASON OF ACQUISITION.

Employees who have prior continuous service with any transit operation which is, in the future, acquired by SunLine, and who remain in the continuous service of SunLine after such acquisition, shall retain their most recent date of continuous employment with such predecessor transit operation as their seniority date.

SECTION 5. Employees transferring from the operating department to the maintenance department, or from the maintenance department to the operating department, with the consent of SunLine and the Union, may bid during the interim period between regular sign-ups only for open or vacant shifts.

SECTION 6. EFFECT OF TRANSFER ON SENIORITY.

No change in classification of a regular full-time employee, whether within any one of the

main classifications or from one main classification to another, shall cause any loss in the seniority of such employee except in the bidding of work assignment where such bidding will be by date of seniority of the last transfer into the appropriate department.

SECTION 7. PROCEDURE.

In the event of a changed classification, any employee found to be unqualified, shall be restored to their former position without loss of seniority. The retention of any employee ninety (90) days or over in such changed classification shall be deemed an acceptance of their qualifications by SunLine. Employees who have changed classifications and have retained their new classification in the bargaining unit with more than ninety (90) days but whose job is subsequently eliminated by a reduction in staff or for other reasons, shall be permitted to resume their position on the seniority list in their former job classification.

ARTICLE G-19 PROMOTIONS AND TRANSFERS

SECTION 1. PROMOTIONS.

Any employee covered by this Agreement who is promoted to a position not included within the scope of this Agreement shall within forty-five (45) days of such promotion determine if they shall continue on such promotion or return to their previous job. Employees who elect to remain in such new positions shall forfeit all departmental seniority; provided, further, that any employee who is promoted a second time within a floating six-year period, will immediately forfeit all departmental seniority.

ARTICLE G-20 GRIEVANCE PROCEDURE

SECTION 1. APPEAL LEVELS AND TIME LIMITS

When a grievance or dispute with respect to discipline or the interpretation or application of the terms of this Memorandum of Understanding has been presented to SunLine by an employee or an authorized Union representative, and has not been satisfactorily adjusted by an authorized SunLine representative, and the employee or the Union wishes to further prosecute the issue, it shall then be adjusted according to the following:

SECTION 2. STEP ONE:

Non Disciplinary Cases

a) Any such grievance or dispute shall be presented, in writing, on the ATU Grievance form, for adjustment immediately but in no event more than two hundred forty (240) hours (ten (10) days) after occurrence.

The employee may personally present the grievance or dispute to the employee's Chief

or designee if he/she so desires.

b) Any employee having a grievance or dispute may present it to the employee's Chief or designee through a Union representative. The Chief or designee will hold a meeting with the employee and the Union representative to discuss and attempt to adjust the matter – No more than two representatives from Management and two representatives from the Union shall be present, and the grievant shall be present. The Chief or designee will give a written answer within two hundred forty (240) hours (ten (10) days) after receiving the ATU Grievance Form, which, if denied, shall include the reasons therefore. Every effort will be made by both parties to settle grievances or disputes in this Step One.

SECTION 3. DISCIPLINARY CASE

Discipline will be administered only for proper cause.

SECTION 4. REPRESENTATION AT COUNSELING SESSION

Whenever employees are called in for the purpose of a disciplinary counseling, SunLine will conduct such counseling with the Union representative present, if the employee so desires.

SECTION 5. PROTECTION OF EMPLOYEE'S RECORD

It is mutually agreed that no entry shall be made on the employee's record of such suspension or discharge if the employee was found to be completely blameless by mutual agreement.

SECTION 6. CONSIDERATION OF SERVICE RECORD ITEMS ON ONE YEAR'S STANDING

Notation of one year's standing or more on service record of employee will not be considered in disciplinary cases except for accidents for eighteen (18) months and drug and alcohol for 24 months. This one year time period may be extended by mutual agreement on a case by case basis between SunLine and ATU.

SECTION 7. NOTIFICATION TO EMPLOYEE OF IMPENDING DISCIPLINE

a) Discipline hearings shall be held within twelve (12) days, excluding Saturdays, Sundays, and Holidays, from the date of the incident or infraction giving rise to the discipline except in cases of harassment, discrimination or retaliation where SunLine has up to 65 days from of SunLine's knowledge of the incident. Any day the employee is off work, due to sickness, injury, vacation, bereavement leave or any other legally protected leave shall be excluded from the calculation. The employee must be given at least forty-eight (48) hours' notice of the time, date, place and subject matter of the hearing. All hearings where a decision is pending shall be answered within ten (10) days (240 hours) excluding Saturdays, Sundays and Holidays from the date of the hearing.

b) Before an employee is disciplined as a result of complaints or reports from sources outside SunLine's supervisory force, the employee shall be first given a hearing by the employee's Chief or designee.

c) Before an employee is suspended as a result of an infraction of rules, except in cases such as gross misconduct, insubordination, allegedly being under the influence of narcotics, alcohol or stimulants, or of physical assaults or threats thereof, the employee will be given at least forty-eight (48) hours notification prior to suspension.

SECTION 8. HEARING BEFORE DISCHARGE

Before an employee covered by this Memorandum of Understanding is discharged, a hearing shall be set where the employee may present his/her case. The Union will be given notice of the time and place of such hearing and may appear and represent the employee if the Union and/or the employee elects.

SECTION 9. PROTECTION OF EARNINGS

If, after a review of a suspension or discharge, it is mutually agreed that an employee who was suspended or discharged was completely blameless as regards to the offense charged, he/she shall be reinstated to his/her former position without loss of seniority and will be paid all the wages he/she would have earned during the period of suspension or discharge up to a maximum period of thirty (30) days. If the suspension or discharge period exceeds thirty (30) days, the wages he/she may have earned in other employment after the thirtieth day, or benefits received through California Unemployment Insurance by reason of unemployment after the thirtieth day, shall be deducted from the total earnings he/she would have earned from SunLine. If, however, after such review it is found that the employee in question was not completely blameless, then the parties may mutually agree upon what, if any, portion of wages he/she would have earned should be restored to the employee.

SECTION 10. STEP TWO:

Disciplinary and non-disciplinary cases.

a) Matters not resolved at step one, or after discipline is imposed pursuant to section 7 of this article, will be referred to step two. If the step one answer is not satisfactory, the authorized Union representative may appeal the grievance or dispute to the General Manager or designee within thirty (30) days from receipt of the Step One written decision. The Union shall state that the answer is unsatisfactory and identify the issue being grieved, the contract provision allegedly violated and remedy requested. Immediately thereafter, a meeting will be arranged between the General Manager or the designee and the authorized Union representative. The Union will be notified of the time and place of this meeting. The meeting will be held within two hundred forty (240) hours (ten (10) days) from the time the grievance or dispute was referred to the General Manager or the designee. The case will be discussed and even though an oral decision is given in the meeting, a written decision shall be made and a copy thereof shall be delivered to the authorized Union representative within three hundred sixty (360) hours (fifteen (15) days) from the time of the meeting referred to above.

b) The grieving employee shall suffer no loss of pay for the Step Two hearings if he/she is in attendance during the hours of their regular shift.

SECTION 11. THE STEP TWO WRITTEN DECISION SHALL INCLUDE THE FOLLOWING

1. Date.
2. Names of those present.
3. Statement of each grievance or dispute discussed.
4. The Union's position with respect to the grievance or dispute.
5. SunLine's position with respect to the grievance or dispute.
6. SunLine's answer to the grievance or dispute.

One copy of this decision with the date and time mailed by SunLine noted, will be mailed to the Union. If possible, a copy will also be faxed to the Union office.

If SunLine issues a verbal warning or a written warning, these can go through Step 1 or Step 2 of the grievance procedure but cannot go to arbitration. If a suspension or discharge is issued, in part, on the prior verbal warning or written warning, the Union will be able to fully dispute the verbal warning or written warning in that arbitration.

SECTION 12. SUBMISSION TO MEDICAL EXAMINATION

Any employee charged with being under the influence of alcohol or drugs while on duty, or on SunLine property, shall be requested to submit to medical examination before being disciplined. Refusal on the part of the employee to submit immediately to this test and to sign the consent form will constitute acknowledgment by the employee of his/her guilt.

SECTION 13. TIME LIMITS

Either party failing to meet the time limits will forfeit its case. Any of the time periods within which any of the acts required in this Article G-20 are to be performed may be extended by mutual consent of the parties.

SECTION 14. EXCLUSION OF SATURDAYS, SUNDAYS & HOLIDAYS FROM TIME LIMITS

In computing the time limits as fixed in this Article, Saturdays, Sundays and Holidays shall be excluded.

ARBITRATION

SECTION 15. PROCEDURE FOR NOTIFICATION

If a grievance or dispute with respect to the interpretation or application of any terms of this Memorandum of Understanding is not satisfactorily settled, the Union may demand in writing that it be submitted to arbitration before a Board of Arbitration hereinafter described and referred to as the "Board", and SunLine and the Union shall arbitrate such grievances or disputes. This demand shall be served upon SunLine within fifteen (15)

days from the date of the delivery of the decision of the General Manager or designee of SunLine, on the grievance or dispute rendered in Step Two of the Grievance Procedure, as set forth in Article G-20.

SECTION 16. ISSUES SUBJECT TO ARBITRATION

At least seven days prior to the arbitration hearing, each party will provide the neutral arbitrator and the other party a statement of the issue(s) to be arbitrated and the proposed remedy, if any. (The statement will be sent to the President of the Union, for the Union, and to the General Manager of SunLine for SunLine.) In cases where the parties have not agreed on the issue(s), the neutral arbitrator will frame the issue to be decided. It shall be mutually understood that the Board shall have no authority to modify, vary, alter, amend, add to or take away from, in whole or in part, any of the terms or provisions of this Memorandum of Understanding.

SECTION 17. CHOOSING THE ARBITRATION BOARD

The Board shall consist of three (3) persons; one (1) person chosen by the Union, one (1) chosen by SunLine and a neutral arbitrator chosen by the method described in Section 18 below. SunLine and the Union shall submit to each other the names of their respective representatives within five (5) days of the receipt of the demand to submit a grievance to arbitration, as provided in Section 15 of this Article.

SECTION 18. DETERMINATION OF THIRD ARBITRATION BOARD MEMBER IN CASE OF DISPUTE

Unless mutually agreed, the neutral arbitrator will be chosen by lot from a list consisting of (1) Alexander (Buddy) Cohn, (2) R. Douglas Collins, (3) Louis Zigman, (4) Robert Bergeson, and (5) Barry Winograd. Unless otherwise agreed, the selection of the neutral arbitrator will take place at the Step Two meeting referred to in Section 10 of this Article. "Chosen by lot" means that the names of the arbitrator will be placed into a container and one name drawn out. If the neutral arbitrator selected by lot is unwilling or unable to serve, or is unable to commence the arbitration within three (3) months of being notified of the appeal, the parties will draw again by lot. The neutral arbitrator selected under this Section shall serve as the Chairperson of the Arbitration Board.

If an individual listed above is unable or unwilling to serve, the parties will meet and discuss a replacement member. However, the parties will continue to select arbitrators from those remaining until such time as a replacement arbitrator can be agreed upon.

SECTION 19. ARBITRATION BOARD PROCEDURES

The Board shall convene at a date to be determined by the three person Board. The parties further agree that in the conduct of the proceedings, the Board shall follow orderly rules of procedure; first, the issues to be presented to the Board; second, the direct and rebuttal evidence of the parties; third, oral argument by the parties; and fourth, submission and ruling by the Board.

SECTION 20. MUTUAL CONSENT TO DECISIONS AND CERTAIN EXPENSES

The parties further agree: (1) that the rulings of a majority of the Board members, with respect to procedure and all objections to the exclusion or inclusion of evidence shall be binding on the parties; (2) that each party shall pay its own arbiter; (3) that all other expenses of arbitration shall be borne equally by the parties, and said expenses may include the making of a verbatim record of the proceedings and a transcript of that record, if it is deemed necessary by the Board; (4) that a written decision or award, by a majority of the Board members, shall be rendered within a time limit which is agreeable to the three person Board.

SECTION 21. GRIEVANCES OR DISPUTES NOT SUBJECT TO ARBITRATION

No grievance or dispute shall be presented for arbitration until the employee or the Union has availed itself of the entire Grievance Procedure set forth in Article G-20, and all grievances or disputes shall be considered finally settled and not subject to arbitration unless a written demand for arbitration has been served upon SunLine as provided in Section 15 of this Article.

SECTION 22. CALLING OF WITNESSES

The Board, or either party, may call any employee as a witness in any proceedings before the Board, and if the employee is on duty, SunLine agrees to release that employee from duty so that he/she may appear as a witness. If an employee witness is called by either party, the party calling such witness will reimburse the witness for the time lost.

ARTICLE G-21 MISS-OUTS

SECTION 1. MISS-OUTS. Operations (Mechanics and Stops and Zones- see Section 2)

A "miss-out" is defined to be: Each failure of an Operator to report for duty or within 15 minutes of the scheduled start time and at the proper place at which their assigned duties are scheduled to start or their failure to call in and advise SunLine at least sixty (60) minutes prior to the sign-on time of their run or shift that they will not be in.

Operators who are charged with a miss-out are not entitled to sick leave pay. If an operator arrives within 15 minutes of his or her scheduled shift, they shall be placed on the extra board and be given a late arrival. The operator who has arrived within 15 minutes shall be held for a minimum of 6 hours with pay from time of arrival. If assigned work the operator shall be compensated for actual hours worked. If an employee arrives after 15 minutes, they may voluntarily remain on site while waiting for the next available work and the waiting period is not subject to compensation. If the operator is assigned work, he or she shall be paid for actual hours worked. If two or more operators are late, assignments will be given first to the employee who arrived first. Operators who arrive late and stay shall be used before the VCB. Operators voluntarily staying shall notify dispatch of availability by signing in and shall sign out when they leave and are no longer available.

If in the event a Paratransit Operator arrives within 15 minutes of his or her scheduled start time, the Paratransit Operator shall be held for a minimum of 6 hours with pay from the time of arrival. Work will be compiled for the Paratransit Operator based on the demand for service. Paratransit Operators voluntarily staying shall notify dispatch of availability by signing in and shall sign out when they leave and are no longer available.

A miss-out shall be excused for good and sufficient reason, provided the employee who misses out submits a written request for same upon reporting at SunLine. The determination as to what constitutes good and sufficient reason shall be made solely by SunLine. Action taken on such request shall be noted by the department head and filed in the employee's personnel file.

- a) Upon first unexcused miss-out, employee will receive a verbal warning.
- b) If an employee accrues two unexcused miss-outs within ninety (90) days, employee will receive a one day suspension.
- c) If an employee accrues three unexcused miss-outs within ninety (90) days, employee will be terminated.
- d) When an employee has a second unexcused miss out beyond the ninety day period but within a rolling 12 month period, they will receive a written warning.
- e) When an employee has a third miss-out beyond the ninety day period but within a rolling 12 month period, employee will receive a one day suspension.
- f) When an employee has a fourth miss-out within a rolling 12 month period, employee will be terminated.
- g) Two (2) late arrivals will equal one (1) miss-out. Any employee missing out or arriving late will be paid only for time actually worked. (No guarantees will be applicable). In both the late arrival and miss-out, once another employee, including an extra is assigned the run or shift, the employee missing out or arriving late will forfeit all privileges to that run or shift for the day.

Mitigating Circumstances as defined in Article G-34 Section 5, may be applied to a) through g) above.

SECTION 2. MISS-OUTS FOR MECHANICS AND STOPS AND ZONES ONLY.

A "miss-out" is defined to be: Each failure of any employee to report for duty at the proper time and at the proper place at which their assigned duties are scheduled to start or their failure to call in and advise SunLine at least thirty (30) minutes prior to the sign-on time of their run or shift that they will not be in. Employees must work the 8 hour shift and will be given one extra late before they are given a miss out in a 90 day period.

A miss-out shall be excused for good and sufficient reason, provided the employee who misses out submits a written request for same upon reporting at SunLine. The determination as to what constitutes good and sufficient reason shall be made solely by

SunLine. Action taken on such request shall be noted by the department head and filed in the employee's personnel file.

a) When an employee has a second unexcused miss-out within ninety (90) calendar days, they may be suspended for one (1) day without pay.

b) When an employee has a third miss-out within ninety (90) calendar days, they shall be subject to further disciplinary action up to and including dismissal.

c) Further, when an employee has four (4) miss-outs in a twelve (12) month period, they shall be subject to disciplinary action up to and including dismissal.

d) Two (2) late arrivals will equal one (1) miss-out. A late arrival shall be defined as an employee reporting late but who does not pull their assigned run or shift. Any employee missing out or arriving late will be paid only for time actually worked. (No guarantees will be applicable). In both the late arrival and miss-out, once another employee, including an extra, is assigned the run or shift, the employee missing out or arriving late will forfeit all privileges to that run or shift for the day.

ARTICLE G-22 UNIFORMS

SECTION 1.

Subject to objections of health or safety, SunLine has the authority to require the wearing of such uniforms as it may designate from time to time during the life of this Memorandum of Understanding.

OPERATIONS:

a) The 2016 changes to this Article G-22 shall become effective on July 1, 2016, or as soon as a contract can be implemented with an appropriate uniform provider. The current system will remain in effect until that contract is implemented. Implementation means the delivery of all uniforms under the new system.

b) SunLine will provide each operator with a one-time total initial uniform purchase credit of up to \$432 to purchase SunLine approved uniforms (including shirts, pants, shorts, jackets, vests, gloves, ties and hats) from SunLine designated vendor(s).

c) SunLine shall provide a maximum \$300 annual credit for each operator to purchase SunLine approved uniforms (including shirts, pants, shorts, jackets, vests, gloves, ties and hats) from SunLine designated vendor(s). The \$300 credit shall be provided on July 1 each year (see (d) below for application to new employees). Operators will wear brown or black shoes through June 30, 2017. The only hats to be worn are SunLine-approved hats. A plain black or brown belt must be worn through June 30,

2017. Effective July 1, 2017, operators must wear black belts and shoes.

- d) For new hires, the one-time initial \$432 credit will be available for use when training is completed. For new hires who received a \$432 credit before completing one year of service as an operator, the annual credit provided in the following July will be a total of \$25 for each month the operator worked in the prior fiscal year. For purposes of this calculation only, the operator shall be deemed to have worked for a month if the operator works any number of days during that month.
- e) Operators will wear clean and presentable uniforms, and shall be responsible for cleaning and maintaining the uniforms. If an on-the-job event outside of the operator's control causes major damage to a uniform item as determined by SunLine, then SunLine will replace the damaged uniform item.

MAINTENANCE AND STOPS AND ZONES:

- a) SunLine shall provide clean uniforms for employees. Each employee will be given a choice of regular uniforms or coveralls, as an option.
- b) Employees will be supplied a waist safety belt upon request. Belts will be replaced on an "as needed" basis. If lost, they must be replaced by the employee.
- c) SunLine will supply each employee with a jacket. This jacket will be the only acceptable jacket to be worn on duty with the SunLine uniform. It is the responsibility of each employee to clean the jacket.
- d) SHOE ALLOWANCE: On a fiscal year basis, SunLine shall allow for the purchase of up to two pairs of safety shoes for employees. Employee shall apply for reimbursement with proof of purchase. Employees who are reimbursed shall be required to wear safety shoes during working hours. The following maximum re-imbursements shall apply: \$200 per pair per fiscal year for up to two pairs of safety shoes.
- e) Members shall be permitted to wear one Union emblem on service uniform.
- f) SunLine will provide rain gear for use by Maintenance employees.

SECTION 2.

SunLine will issue lockers to each employee for their own personal use. SunLine reserves the right to open any locker, provided that a Union representative witnesses the opening of any locker by SunLine management personnel unless the employee permits the opening without the presence of the Union representative. If no Union representative is available, SunLine may secure the locker until such time as the Union representative is available.

SECTION 3. SEPARATION OF SERVICE:

Uniforms and all other items furnished by SunLine (other than items purchased by the employee using the uniform purchase credit) must be returned by employee upon termination of employment. SunLine may deduct from employee's last paycheck the

replacement cost of uniforms or other items furnished by SunLine in the event such items are not returned by the employee.

ARTICLE G-23 PHYSICAL EXAMINATIONS

SECTION 1.

SunLine may require any of its employees to submit at any time to a physical examination by a physician duly licensed to practice as such.

SECTION 2.

Employees shall complete fully and truthfully a medical history form provided by SunLine which has been previously approved by the Union. Falsification on the form by omission or commission will be grounds for discipline, including discharge.

SECTION 3.

The examining physician shall be selected by SunLine and the cost of such examinations shall be paid by SunLine.

SECTION 4.

As a condition of continued employment with SunLine, any physical examination above provided for must reveal the physical and mental fitness of the employee involved to perform their duties.

SECTION 5.

Should any required physical examinations above provided for reveal the physical or mental unfitness of the employee involved to perform their duties, they may, at their option, have a review of their case in the following manner:

- a) They may employ a licensed physician of their own choosing and at their own expense for the purpose of conducting a further physical examination for the same purpose as the physical examination made by the physician employed by SunLine.

A copy of the findings of the physician chosen by the employee involved shall be furnished to SunLine and, in the event that such findings verify the findings of the physician employed by SunLine, no further medical review of the case shall be afforded.

- b) In the event of a disagreement between the doctor selected by SunLine and the doctor selected by the employee, SunLine and the Union shall together select a third doctor within thirty (30) days after receipt of the opposing opinion, whose opinion and recommendation shall be final. The cost of the third impartial doctor shall be borne equally, half by SunLine and half by the employee. If the parties are

unable to agree on a doctor, the medical arbiter shall be chosen by lot from a list of seven (7) furnished by the Medical Association.

SECTION 6.

Should any physical examination above provided reveal physical or mental unfitness caused by disease, defects or disabilities of a temporary and curable nature, and the employee involved is willing to have the cause or causes of such unfitness treated and rectified, then and in that event, depending upon the particular circumstances of each case:

- a) The employee involved may continue working while undergoing medical treatment if the examining physician shall certify to their ability to do so safely.
- b) The employee involved shall be taken out of service and given a leave of absence (subject to the limits set forth in Article G-18 Seniority) for the purpose of undergoing medical treatment until such time as the examining physician shall certify to their physical and mental fitness to perform again the duties for which they were employed and the seniority of the employee involved shall be unaffected thereby. Any employee on leave of absence because of physical or mental unfitness to perform their duties shall be required to supply SunLine with a physician's report covering their condition at least once every thirty (30) days. The cost of the report to be borne by the employee.

SECTION 7.

Any employee, when required by SunLine to be relieved from duty for the purpose of taking a physical examination, shall be paid for time lost in taking such physical examination.

SECTION 8.

For the purpose of the Department of Motor Vehicles, SunLine will provide for renewal by examining doctors at no cost to the employee. On the first day of each month, SunLine shall post a list of employees who are due to take the Department of Motor Vehicles' physical examination during the following month. For the purpose of interpretation of this section, all examinations required by the Department of Motor Vehicles, California Highway Patrol or any other authoritative agency will be included. All such physicals will be considered as continuous work time and paid for in accordance with the Fair Labor Standards Act. All time worked in excess of forty (40) hours per week will be paid for at time and one-half (1-1/2).

SECTION 9. Reimbursement of DMV Fees

SunLine will reimburse employees covered by this MOU for all DMV license renewal fees as follows:

- 1) Licenses, permits or endorsements required by SunLine as part of the job requirements, or for which SunLine has previously trained the employee;

- 2) Employees with one or more years of service;
- 3) A receipt from the DMV.

ARTICLE G-24 PAYDAYS/PAYCHECKS

Employees shall be paid on Friday every other week. In the event a holiday falls on a payday, paychecks shall be issued on the previous day. All deductions will be shown on the paycheck stub. SunLine may change to a payday other than Friday if mutually agreed upon.

In the event there is a shortage in pay on a regular paycheck, such shortage shall be made up in accordance with the following procedure (tax is the same as the rate on file):

- 1) A shortage of less than fifty dollars (\$50) will be included in the next regular pay period.
- 2) Shortages between fifty dollars (\$50) and two hundred dollars (\$200) will be paid no later than the Friday after the shortage is shown to the Agency.
- 3) Shortages of two hundred dollars (\$200) or more will require the issuance of a special check no later than the next regularly scheduled Payroll Department work day.

ARTICLE G-25 HEALTH AND SAFETY

SECTION 1

The Union recognizes that accident prevention work is necessarily incident to the operation of SunLine's transportation system and that safety programs, safety meetings and general accident prevention work is mutually beneficial, both to SunLine and to its employees. The Union, therefore, agrees that it will encourage the employees to cooperate with SunLine in such safety work and to take an active part and interest in accident prevention work, and that all safety meetings held and conducted by or for SunLine are mandatory. It is understood that mandatory meetings will be limited to nine (9) per calendar year and that at least three (3) sessions in Operations and as needed in Maintenance, making the meetings convenient for all employees, will be held on the day of the meeting. These meetings shall not conflict with the Union meetings held on the first Thursday after the first Tuesday of each month. Further, it is understood that all time spent in such meetings will be paid for by SunLine and if a regular employee is held over after normal working hours, they will be paid at the time and one-half (1 1/2) rate of pay for all time spent in such meetings. It is further understood that part-time employees will not

receive the overtime rate unless they have actually worked forty (40) hours or more during the week when the meeting occurs.

SECTION 2

The Union shall assign one (1) member each from Fixed Route, Maintenance, and Paratransit to be a part of both SunLine's Health and Wellness Committee and SunLine's Safety Committee. The names of the assigned members shall be provided in writing to the Deputy Chief Operating Officer or designee(s).

ARTICLE G-26 EQUIPMENT CHANGE

No employee shall be required to operate, beyond the nearest practicable change point, a vehicle not in a safe condition and/or equipped with all safety appliances as prescribed by law, except that the age or type of equipment shall not in and of itself be a ground for refusal to operate a motor coach or vehicle. An employee will be subject to discipline if they report unsafe vehicles with no reasonable grounds to believe the equipment is not safe or properly equipped. SunLine agrees to comply with all safety rules promulgated by the State of California and the federal government.

ARTICLE G-27 REPORTING ACCIDENT OR INCIDENT

DEFINITIONS:

ACCIDENT: any injury/damage to person/property

INCIDENT: any unusual occurrence that occurs on or about the job site to which the employee has knowledge.

SECTION 1.

Every employee shall make the report for each accident or incident occurring during their run or shift as required by SunLine and such report shall be made at the scene of the incident or accident or at the completion of their run or shift, at the option of the Department Head. Accidents shall be reported immediately to the dispatcher; all other employee's will report accidents immediately to their supervisor

Employees who are required to make a report shall be allowed twenty (20) minutes of straight time for making such report or the actual time required, whichever is greater, (predicated on the policy noted above being in compliance with the Fair Labor Standards Act), except that no allowance shall be granted when said report can be made out in time already being paid for on the date the report is being made. In the event travel is required, the employee shall be paid travel time (scheduled running time) and same shall be subject to the overtime provision. All other reports and interviews required by SunLine shall be

paid for at the straight time rate. Such time shall be checked in through the operations office. In no event shall any employee be called to make a report or attend an interview on their day off, except for deposition or court proceedings or unless absolutely necessary.

SECTION 2.

SunLine agrees to compensate any employee at the rate of pay prescribed by the terms of this Agreement, less any other compensation received as a result of such appearance, for all time spent in conjunction with any legal matters involving SunLine directly or indirectly. In no event shall an employee be paid less than they would have received had they worked their scheduled or assigned work time, except in the case of assault wherein the employee involved is proved to be the aggressor.

If such appearance occurs outside the base of operations, the employee will be provided transportation or reasonable travel expense to attend such hearing.

SECTION 3.

The employee will be notified in writing as to the chargeability of the accident within thirty (30) calendar days from the date of the accident. There shall be no discipline assessed to the employee until after the notification of the chargeability of the accident. If discipline is assessed and chargeability is appealed, the grievance procedure will be automatically stayed and the grievance procedure will not again commence until after the chargeability appeal process is completed. If the employee is not notified by the thirtieth (30th) day, the issue shall be dropped by SunLine and no mention of said accident will be noted in the employee's record. Whenever a chargeability notice is given, the Union steward will be given a copy of the notice and all documents, including any photographs or video and sound recording, related to the accident. Sunline can condition the release of those materials upon confidentiality. If chargeable notice is given to the employee, they may request a review with the Human Resources Department within fifteen (15) days of the chargeability notice being given to both the employee and the union steward. The Human Resources Department has thirty (30) days after the request to review the chargeability notice to render a decision. If the employee is not notified of the Human Resource Department's decision by the 30th day, the issue shall be dropped by SunLine and no mention of said accident will be noted in the employee's record. After the review, if there is no change and the accident is still chargeable, the employee may request in writing within ten (10) calendar days, a hearing before a committee of five (5) members; two (2) SunLine employees, two (2) members of the Union -- the fifth (5th) member (the impartial member) to be either a California Highway Patrol Officer, a local traffic law enforcement officer or a mutually agreed to third party.

a) The four (4) members of the committee will render their vote by secret ballot to the impartial member. Only if the vote is a tie will the impartial member vote.

b) In no event will the nature of the vote be revealed, nor will the impartial member reveal whether or not it was necessary for them to vote. The only information revealed will be the statement by the impartial member as to whether the accident is chargeable or not chargeable.

c) The decision of the committee will be final and binding as to preventability. There will be no appeal from the committee's decision and the committee will serve without compensation, except for the neutral fifth (5th) member whose compensation shall be split 50-50 between SunLine and the Union.

ARTICLE G-28 LEAVES OF ABSENCE

SECTION 1. PREGNANCY DISABILITY LEAVE

A pregnant employee is entitled to a reasonable leave of absence without pay for any temporary disability resulting from pregnancy, miscarriage, childbirth or recovery there from. Disability is the inability of the employee to perform her job. The employee may take an unpaid leave of absence during such period, except that accrued sick leave and accrued vacation pay may be taken at the option of the employee. As with all other disabilities, a physicians' certificate is required to verify to the extent and duration of the temporary disability, as well as the employee's ability to return to work. An employee who plans to take pregnancy leave, must give reasonable notice (not less than four (4) weeks) before the date she will take the leave and the estimated duration of the leave. As with all other medical leaves, the employee must advise SunLine at least two (2) weeks in advance of the date that she intends to return to work.

SECTION 2. UNPAID LEAVE OF ABSENCE

Employees granted a leave of absence will not be entitled to accumulation or payment of fringe benefits while on leave. Months of service for pension benefits will be affected only by the amount of leave taken for employees returning from leave of absence.

Employees who terminate while on leave of absence will have their termination date revert to the last day worked.

SECTION 3. LEAVE FOR GOOD AND SUFFICIENT REASON

Leaves of absence without pay for good and sufficient reason shall be granted employees for a period not to exceed thirty (30) days, unless impossible or impracticable. Employees wishing leave will apply to SunLine for approval, who will not arbitrarily refuse such approval without good cause. Employees will be notified of the decision on the application for leave of absence within five (5) days.

SECTION 4. UNION OFFICE LEAVE

An employee's election as an officer or member of the Executive Board of the Union or appointment to act on Union business shall be considered a good and sufficient reason for a leave of absence. Any employee elected or appointed a full-time position in the union shall be given a leave of absence for the duration of their term of office, which period may be extended upon submittal of written request. Upon return from such leave of absence, the employee shall be reinstated without loss of seniority at the current rate of pay or any

other benefits entitled to, but not during the period of absence except as stated elsewhere in this Agreement.

SECTION 5. WORKING WHILE ON LEAVE

Any employee who accepts gainful occupation while on leave except as herein specified terminates their employment with SunLine, unless such employment is approved by both SunLine and the Union prior to such employment.

SECTION 6. MILITARY LEAVE

SunLine will comply with all aspects of The Uniformed Services Employment and Re-Employment Act of 2005 (USERRA) and/or as it is amended. An employee attached to the National Guard (or Reserve) who is required to participate in the National Guards' annual training encampment for a period not exceeding thirty (30) days of active duty shall be compensated by SunLine for the difference between what they would have earned during this period with SunLine and the compensation which they may receive from the National Guard during such training period. The following conditions will apply:

- a) SunLine must receive a copy of the orders in advance of the requested day or days off. The orders must state that the time requested is part of the employee's annual training encampment.
- b) The employee will not receive any compensation from SunLine when required to report for annual training on the employee's days off.

SECTION 7. ENTERING MILITARY LEAVE

SunLine will comply with all aspects of The Uniformed Services Employment and Re-Employment Act of 2005 (USERRA) and/or as it is amended. Employees entering the military service of the United States shall have leaves of absence up to and including a date ninety (90) days after their official discharge from the service. The provisions of this Article shall apply to those entering the military service coming within the terms of the selective service law. Such absence for the military service shall not be deemed to break the continuity of service for the computation of seniority, rates of pay and vacation. Employees leaving SunLine to enter military service shall be paid in full for all accrued vacation credits at the time of such military service leave.

SECTION 8. JURY DUTY

Jury duty notification from employee to SunLine must be made in ample time for SunLine to cover assigned duty. For an employee serving on jury duty, SunLine shall compensate the employee for eight (8) hour days or forty (40) hours per week maximum for jury duty service. Employees may retain any fees paid by the court for serving on jury duty. Employees are to notify SunLine supervisory personnel after being released from jury duty.

SECTION 9. FMLA

Federal and California Family Leave Act provisions will be observed. VTO or sick time may be used for FMLA purposes.

SECTION 10. LAYOFFS - ORDER OF DISPLACEMENT

In the event of layoff in any of the Operations, Maintenance, Stops and Zones, Paratransit Departments the employees with the least ATU Seniority within the classification/department being reduced shall be the first to be displaced; however, after such employee has been displaced in their respective classification/department, such employee shall have the right to exercise their ATU Seniority anywhere else where the employee is qualified and maintain their full ATU Seniority for bidding purposes and future layoffs.

**ARTICLE G-29
WAGES**

The following classifications will receive the hourly compensation indicated below through June 30, 2019:

MAINTENANCE AND STOPS AND ZONES:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|------------------------------------|------------------|------------------|---------------------|---------------------|
| Mechanic A | \$ 25.53 | \$ 26.73 | \$ 27.77 | \$ 28.84 |
| Mechanic B | \$ 23.01 | \$ 23.57 | \$ 24.12 | \$ 24.82 |
| Mechanic C | \$ 20.57 | \$ 20.75 | \$ 21.55 | \$ 22.55 |
| Engine Rebuilder | \$ 26.04 | \$ 27.27 | \$ 28.30 | \$ 29.40 |
| NonRevenue Mechanic A | \$ 25.53 | \$ 26.73 | \$ 27.77 | \$ 28.84 |
| Utility | \$ 19.45 | \$ 19.56 | \$ 19.89 | \$ 20.89 |
| Stops and Zones A | \$ 20.57 | \$ 20.75 | \$ 21.55 | \$ 22.55 |
| Stops and Zones B | \$ 19.45 | \$ 19.56 | \$ 19.89 | \$ 20.89 |
| Facilities Maintainer A | \$ 20.57 | \$ 20.75 | \$ 21.55 | \$ 22.55 |
| Facilities Maintainer B | \$ 19.45 | \$ 19.56 | \$ 19.89 | \$ 20.89 |
| Facilities Construction Specialist | \$ 23.02 | \$ 23.24 | \$ 24.11 | \$ 25.24 |

Lead person subject to 15% above highest paid employee in their group. SHIFT DIFFERENTIAL: See Page 32 for definition and terms.

OPERATIONS:

| Classifications | Training Rate | Starting Rate | 6 months | 12 months | 18 months |
|------------------------|----------------------|----------------------|-----------------|------------------|------------------|
| Full Time MCO | \$ 16.01 | \$ 17.02 | \$ 20.25 | \$ 20.96 | \$ 21.91 |
| Part Time MCO | \$ 16.01 | \$ 20.96 | \$ 21.91 | \$ 21.91 | \$ 21.91 |
| Full Time Paratransit | \$ 13.74 | \$ 14.46 | \$ 15.18 | \$ 15.90 | \$ 17.33 |
| Part Time Paratransit | \$ 13.74 | \$ 15.18 | \$ 15.90 | \$ 16.62 | \$ 17.33 |

SSG:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|---------------------------|-----------|-----------|--------------|--------------|
| SunGas Refueler/Operator | \$ 23.14 | \$ 24.24 | \$ 25.15 | \$ 26.12 |
| Street Sweeper Mechanic A | \$ 23.14 | \$ 24.24 | \$ 25.15 | \$ 26.12 |
| Street Sweeper Operator | \$ 18.64 | \$ 18.96 | \$ 19.53 | \$ 20.44 |
| Dump Truck Operator | \$ 20.85 | \$ 21.34 | \$ 21.87 | \$ 22.51 |
| SSG Support | \$ 17.80 | \$ 18.34 | \$ 18.99 | \$ 19.86 |

For all Classifications there shall be no reduction in pay for promotions from one classification to another. Employees with less than 18 months will be paid progression rates. Progression is measured from date of hire.

Effective July 1, 2019 the following classifications will receive hourly compensation indicated below:

MAINTENANCE AND STOPS AND ZONES:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|------------------------------------|-----------|-----------|--------------|--------------|
| Mechanic A | \$ 27.07 | \$ 28.33 | \$ 29.43 | \$ 30.57 |
| Mechanic B | \$ 24.39 | \$ 24.98 | \$ 25.57 | \$ 26.31 |
| Mechanic C | \$ 21.80 | \$ 22.00 | \$ 22.84 | \$ 23.90 |
| Engine Rebuilder | \$ 27.60 | \$ 28.91 | \$ 30.00 | \$ 31.16 |
| NonRevenue Mechanic A | \$ 27.07 | \$ 28.33 | \$ 29.43 | \$ 30.57 |
| Utility | \$ 20.61 | \$ 20.73 | \$ 21.08 | \$ 22.14 |
| Stops and Zones A | \$ 21.80 | \$ 22.00 | \$ 22.84 | \$ 23.90 |
| Stops and Zones B | \$ 20.61 | \$ 20.73 | \$ 21.08 | \$ 22.14 |
| Facilities Maintainer A | \$ 21.80 | \$ 22.00 | \$ 22.84 | \$ 23.90 |
| Facilities Maintainer B | \$ 20.61 | \$ 20.73 | \$ 21.08 | \$ 22.14 |
| Facilities Construction Specialist | \$ 24.40 | \$ 24.63 | \$ 25.56 | \$ 26.75 |

Lead person subject to 15% above highest paid employee in their group. SHIFT DIFFERENTIAL: See Page 32 for definition and terms.

OPERATIONS:

| Classifications | Training Rate | Starting Rate | 6 months | 12 months | 18 months |
|-----------------------|---------------|---------------|----------|-----------|-----------|
| Full Time MCO | \$ 16.97 | \$ 18.04 | \$ 21.46 | \$ 22.22 | \$ 23.22 |
| Part Time MCO | \$ 16.97 | \$ 22.22 | \$ 23.22 | \$ 23.22 | \$ 23.22 |
| Full Time Paratransit | \$ 14.56 | \$ 15.33 | \$ 16.09 | \$ 16.86 | \$ 18.37 |
| Part Time Paratransit | \$ 14.56 | \$ 16.09 | \$ 16.86 | \$ 17.62 | \$ 18.37 |

SSG:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|---------------------------|-----------|-----------|--------------|--------------|
| SunGas Refueler/Operator | \$ 24.53 | \$ 25.69 | \$ 26.66 | \$ 27.69 |
| Street Sweeper Mechanic A | \$ 24.53 | \$ 25.69 | \$ 26.66 | \$ 27.69 |
| Street Sweeper Operator | \$ 19.76 | \$ 20.10 | \$ 20.70 | \$ 21.67 |
| Dump Truck Operator | \$ 22.10 | \$ 22.62 | \$ 23.18 | \$ 23.86 |
| SSG Support | \$ 18.87 | \$ 19.45 | \$ 20.13 | \$ 21.05 |

For all Classifications there shall be no reduction in pay for promotions from one classification to another. Employees with less than 18 months will be paid progression rates. Progression is measured from date of hire.

Effective July 1, 2020 the following classifications will receive hourly compensation indicated below:

MAINTENANCE AND STOPS AND ZONES:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|------------------------------------|-----------|-----------|--------------|--------------|
| Mechanic A | \$ 27.88 | \$ 29.18 | \$ 30.32 | \$ 31.49 |
| Mechanic B | \$ 25.12 | \$ 25.73 | \$ 26.34 | \$ 27.10 |
| Mechanic C | \$ 22.46 | \$ 22.66 | \$ 23.53 | \$ 24.62 |
| Engine Rebuilder | \$ 28.43 | \$ 29.78 | \$ 30.90 | \$ 32.09 |
| NonRevenue Mechanic A | \$ 27.88 | \$ 29.18 | \$ 30.32 | \$ 31.49 |
| Utility | \$ 21.23 | \$ 21.36 | \$ 21.72 | \$ 22.81 |
| Stops and Zones A | \$ 22.46 | \$ 22.66 | \$ 23.53 | \$ 24.62 |
| Stops and Zones B | \$ 21.23 | \$ 21.36 | \$ 21.72 | \$ 22.81 |
| Facilities Maintainer A | \$ 22.46 | \$ 22.66 | \$ 23.53 | \$ 24.62 |
| Facilities Maintainer B | \$ 21.23 | \$ 21.36 | \$ 21.72 | \$ 22.81 |
| Facilities Construction Specialist | \$ 25.13 | \$ 25.37 | \$ 26.33 | \$ 27.55 |

Lead person subject to 15% above highest paid employee in their group. SHIFT DIFFERENTIAL: See Page 32 for definition and terms.

OPERATIONS:

| Classifications | Training Rate | Starting Rate | 6 months | 12 months | 18 months |
|-----------------------|---------------|---------------|----------|-----------|-----------|
| Full Time MCO | \$ 17.48 | \$ 18.58 | \$ 22.11 | \$ 22.88 | \$ 23.92 |
| Part Time MCO | \$ 17.48 | \$ 22.88 | \$ 23.92 | \$ 23.92 | \$ 23.92 |
| Full Time Paratransit | \$ 15.00 | \$ 15.79 | \$ 16.58 | \$ 17.36 | \$ 18.92 |
| Part Time Paratransit | \$ 15.00 | \$ 16.58 | \$ 17.36 | \$ 18.15 | \$ 18.92 |

SSG:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|---------------------------|------------------|------------------|---------------------|---------------------|
| SunGas Refueler/Operator | \$ 25.27 | \$ 26.46 | \$ 27.46 | \$ 28.52 |
| Street Sweeper Mechanic A | \$ 25.27 | \$ 26.46 | \$ 27.46 | \$ 28.52 |
| Street Sweeper Operator | \$ 20.35 | \$ 20.70 | \$ 21.32 | \$ 22.32 |
| Dump Truck Operator | \$ 22.76 | \$ 23.30 | \$ 23.87 | \$ 24.58 |
| SSG Support | \$ 19.43 | \$ 20.03 | \$ 20.74 | \$ 21.68 |

For all Classifications there shall be no reduction in pay for promotions from one classification to another. Employees with less than 18 months will be paid progression rates. Progression is measured from date of hire.

Effective July 1, 2021 the following classifications will receive hourly compensation indicated below:

MAINTENANCE AND STOPS AND ZONES:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|------------------------------------|------------------|------------------|---------------------|---------------------|
| Mechanic A | \$ 28.44 | \$ 29.77 | \$ 30.92 | \$ 32.12 |
| Mechanic B | \$ 25.63 | \$ 26.24 | \$ 26.86 | \$ 27.64 |
| Mechanic C | \$ 22.91 | \$ 23.11 | \$ 24.00 | \$ 25.11 |
| Engine Rebuilder | \$ 29.00 | \$ 30.37 | \$ 31.52 | \$ 32.74 |
| NonRevenue Mechanic A | \$ 28.44 | \$ 29.77 | \$ 30.92 | \$ 32.12 |
| Utility | \$ 21.66 | \$ 21.78 | \$ 22.15 | \$ 23.26 |
| Stops and Zones A | \$ 22.91 | \$ 23.11 | \$ 24.00 | \$ 25.11 |
| Stops and Zones B | \$ 21.66 | \$ 21.78 | \$ 22.15 | \$ 23.26 |
| Facilities Maintainer A | \$ 22.91 | \$ 23.11 | \$ 24.00 | \$ 25.11 |
| Facilities Maintainer B | \$ 21.66 | \$ 21.78 | \$ 22.15 | \$ 23.26 |
| Facilities Construction Specialist | \$ 25.64 | \$ 25.88 | \$ 26.85 | \$ 28.10 |

Lead person subject to 15% above highest paid employee in their group. SHIFT DIFFERENTIAL: See Page 32 for definition and terms.

OPERATIONS:

| Classifications | Training Rate | Starting Rate | 6 months | 12 months | 18 months |
|------------------------|----------------------|----------------------|-----------------|------------------|------------------|
| Full Time MCO | \$ 17.83 | \$ 18.95 | \$ 22.55 | \$ 23.34 | \$ 24.40 |
| Part Time MCO | \$ 17.83 | \$ 23.34 | \$ 24.40 | \$ 24.40 | \$ 24.40 |
| Full Time Paratransit | \$ 15.30 | \$ 16.10 | \$ 16.91 | \$ 17.71 | \$ 19.30 |
| Part Time Paratransit | \$ 15.30 | \$ 16.91 | \$ 17.71 | \$ 18.51 | \$ 19.30 |

SSG:

| Classifications | 1st 6 mos | 2nd 6 mos | After 1 year | After 18 mos |
|---------------------------|------------------|------------------|---------------------|---------------------|
| SunGas Refueler/Operator | \$ 25.77 | \$ 26.99 | \$ 28.01 | \$ 29.09 |
| Street Sweeper Mechanic A | \$ 25.77 | \$ 26.99 | \$ 28.01 | \$ 29.09 |
| Street Sweeper Operator | \$ 20.76 | \$ 21.12 | \$ 21.75 | \$ 22.77 |
| Dump Truck Operator | \$ 23.22 | \$ 23.77 | \$ 24.35 | \$ 25.07 |
| SSG Support | \$ 19.82 | \$ 20.43 | \$ 21.15 | \$ 22.12 |

For all Classifications there shall be no reduction in pay for promotions from one classification to another. Employees with less than 18 months will be paid progression rates. Progression is measured from date of hire.

SHIFT DIFFERENTIAL: (Applicable to Maintenance Department employees only)

For the purpose of the application of the shift differential, the work schedule shall be as follows:

Thousand Palms

1st shift 6:00 am to 2:30 pm
 2nd shift 2:00 pm to 10:30 pm
 3rd shift 10:00 pm to 6:30 am

Indio

1st shift 5:00 am to 1:30 pm
 2nd shift 1:00 pm to 9:30 pm
 3rd shift 9:00 pm to 5:30 am

In addition to the basic rates shown on the preceding wage charts of this MOU, a shift differential of 2% of the regular rate of pay shall be paid to mechanics and utility workers who's start time begins in the 2nd shift. For the mechanics whose start time begins in the 3rd shift, a 4% shift differential will be paid. When there is no regularly scheduled 3rd shift, SunLine shall have the right to schedule mechanic(s) for roll-out and will pay a minimum of one (1) hour 3rd shift differential pay. No employee shall be required to report to work more than 2 hours before the start of first shift for rollout purposes. This does not change the bidding procedures in (M-2). This shift differential will apply to all hours worked, including overtime, vacation, sick pay, bereavement, jury duty and holidays. For overtime, vacation, sick pay, bereavement, jury duty and holidays, shift differential will be paid at the time of use if the employee is currently working a shift that pays a shift differential.

Overtime Hours

For the duration of this Agreement, all Bargaining Unit employees will be paid overtime at the rate of one and one-half (1-1/2) the normal rate.

Training Rate

The category of operator trainee shall be established with a straight time hourly rate as reflected above. The training rate will be in effect until the completion of the training period or 120 hours of work, whichever occurs first. At the conclusion of the training period, operators will then be paid at the rate specified in the contract. The seniority date for all purposes will revert to the first day of employment of the trainee.

ARTICLE G-30 PAID TIME OFF

SECTION 1. VACATION TIME OFF (VTO)

Eligible for accrual from first day of employment as a full time employee. Hours accrue per chart below. Maximum accrual shall be 500 hours. SunLine and the Union will mutually agree to a vacation bid procedure. Requests for paid time off (VTO) of less than one week intervals shall be made to the appropriate department for approval. If an employee does not get a response for a time off request in a 72 hour period (not counting holidays), the employee will automatically be granted the time off as long as the request is submitted 96 hours prior to the requested day off.

Maintenance Department Mechanics

- a) Yearly Bids are to be performed every March by the ATU no longer than the 30th of March. The bid period will be for June 1st through May 31st of the following year. Bids will be for VTO periods of 5 day increments.
- b) One person per shift, per division, per job classification may be allowed off on VTO. Time off will be granted in seniority order.
- c) After bidding is done, Time Off will be granted on a first come basis. If more than one person applies for the same period off on the same day, the senior person will have first rights. All requests for time off shall be turned into the Shift Supervisor. The Shift Supervisor will time stamp the request form.
- d) Change of Bids Shift. If an employee bids VTO for a future quarter, however the employee changes their shift and the VTO Calendar is filled, the person forfeits their VTO.

Utilities/Facilities/Stops & Zones

- a) A maximum of one (1) person per classification, per shift, per location at any given time.

Operations Department

In March of each year, the Operations Stewards will conduct the bid for vacations, floaters

and holidays. The bid will always be in seniority order. Floaters may be bid at this time. Vacation bids will be bid in the same manner as run selection. No more than 10% of Motor Coach Operators and 10% of the Paratransit Operators will be scheduled to be off on VTO or floating holiday on any one day. Percentages of 10.5% or greater will be rounded to the next whole number. Any addition may be granted at management’s discretion.

If an MCO, who has already scheduled VTO (minimum of 5 day blocks only) desires to cancel the VTO for any reason, the MCO must notify Dispatch two weeks prior to the start of vacation. Dispatch will advise the Operations Stewards. Stewards will post such cancellation to make this time available to others on a seniority basis. If after 5 days of posting, no bids have been received for this newly available time, Dispatch may allow any MCO to sign up for this time off to anyone with sufficient VTO on a “first-come first served” basis by time stamp.

Single days off, multiple days off, or vacation time should be scheduled not later than July 1st of the year following the calendar year in which the hours were earned. It is the desire of SunLine and the Union that all employees actually take this time off. If any employee fails to reduce their total accrued VTOs by the July 1st deadline, SunLine will advise the employee of the possibility of losing further accumulation and even schedule time off for that employee so that they may use their VTOs. If employee does not take these VTOs, accumulation will cease when the maximum of 500 is reached, and will not accumulate further until VTOs are used. Terminating employees will be paid for all unused VTOs with final pay, or as close to termination as is possible.

SECTION 2. SELL BACK OF VACATION TIME OFF (VTO)

Pay in lieu of taking VTO is permitted by approval of the respective Director and Director of Human Resources. Such pay in lieu of taking VTO may be sold two times each fiscal year. Fiscal year is defined as July 1st through the following June 30th. In order to qualify for a sell back, at least 40 consecutive hours of VTO must be taken as paid time off and an 80 hour balance of VTO must remain in the accrual.

VACATION TIME OFF or VTOs

| YEARS OF SERVICE | PER 80 HOUR PAY PERIOD | ANNUAL MAXIMUM |
|---------------------|-------------------------------------|----------------|
| 1 through 4 years | 5.54 (10 vacation + 8 floaters*) | 144 hrs. |
| 5 through 9 years | 7.08 (15 vacation + 8 floaters) | 184 hrs. |
| 10 through 19 years | 8.62 (20 vacation + 8 floaters) | 224 hrs. |
| 20 through 24 years | 10.15 (25 vacation + 8 floaters) | 264 hrs. |
| 25 years and over | 11.69 (30 vacation + 8 floaters) | 304 hrs. |

*The 8th floating holiday was added in honor of ATU’s International President, Jim La Sala’s birthday and SunLine’s then Chairman of the Board, Phil Bostley.

SECTION 3. HOLIDAYS

For the duration of this Agreement, each full-time employee in the bargaining unit will have the following annual holidays:

| | |
|------------------|-----------------|
| New Year's Day | 1 day (8 hours) |
| Memorial Day | 1 day (8 hours) |
| Independence Day | 1 day (8 hours) |
| Labor Day | 1 day (8 hours) |
| Thanksgiving Day | 1 day (8 hours) |
| Christmas Day | 1 day (8 hours) |

These holidays will be observed on the same day designated by the State of California.

Employees with fewer than six (6) months employment will not be entitled to take VTO time off. However, they will accrue VTO time which may be taken subsequently to their six (6) month anniversary with SunLine. An employee terminating employment with SunLine shall not be entitled to holiday compensation not already paid (or its equivalent in time off).

Holiday pay will not be made to employees while on leave of absence.

HOLIDAY PAY

- 1) Employees, except part-timers who do not work on a Holiday, will be paid 8/10 hours at their regular straight time rate of pay for the Holiday provided such employees work the entire shift on their last scheduled or assigned work day prior to the Holiday and on their first scheduled or assigned work day after the Holiday.
- 2) The 8/10 hour Holiday pay will not be paid if the employee was scheduled to work on the Holiday and did not do so.
- 3) All hourly rated employees who work on any of the Holidays will be paid 2 ½ times their straight time rate of pay for all time worked with a minimum guarantee of 20 hours pay.

SECTION 4. SICK TIME

Sick time is accrued per chart below. Accruals begin on the first day of full time employment. Sick time may not be taken as paid time off until six (6) months have passed since date of employment. A doctor's certificate or other reasonable proof of illness will be required. Each employee will be given the option of accumulating sick time hours year to year, or receiving payment for the unused hours. Employees will be notified of available hours to sell back in late October/early November of each year. The employee then notifies SunLine of the requested amount of sick time they wish to sell on the required form within the required time period. The payment for those sick hours sold will be included in the first paycheck issued in December. Employees must retain a minimum balance of 40 hours. Accrued sick time hours are not payable at the time of termination. Sick time will not accumulate during a leave of absence. If all sick time has been used and an employee calls in sick, such absence from work will be considered as Leave

Without Pay. Failure to call in sick at least sixty (60) minutes prior to sign on time will be considered a Miss Out whether or not there is enough sick time to cover the absence. (See Article G-21, Section 2 for applicability to maintenance employees for attendance.)

Sick time shall be paid in hourly increments or by run/shift time with a minimum guarantee of eight (8) or ten (10) hour shift at employee's option.

If a full-time employee accepts a part-time position, their sick leave balance/accruals shall be frozen until they return to full-time.

Sick Leave shall accumulate based on paid hours.

| SICK TIME OFF | | | |
|---------------|-------------------------------------|----------------|--------------------|
| Shift | Accumulation per 80 hour pay period | Annual Maximum | Equivalent in Days |
| 8 hour shift | 3.08 hours | 80 hours | 10 days |
| 10 hour shift | 3.08 hours | 80 hours | 8 days |

SECTION 5. BEREAVEMENT LEAVE

A bereavement leave of absence up to four (4) working days shall be granted employees as a result of death in the immediate family without any reduction in pay. Employees may use VTO and sick time in conjunction with bereavement if management is notified of the use of VTO or Sick. The immediate family is considered to be any relative by blood or marriage who is a member of the employee's household, or any parent, grandparent, step-parent, spouse, child, brother, sister or grandchild of the employee, or the employee's spouse, regardless of residence. For the purposes of this provision, a domestic partner is treated the same as a spouse.

**ARTICLE G-31
FRINGE BENEFITS**

SECTION 1. RETIREMENT

Effective February 1, 1980, SunLine and the Union hereby accept, ratify and become bound by the terms of that certain Trust Agreement, dated January 1, 1981, as amended, establishing the SunLine Transit Agency Employees Retirement System.

SunLine shall continue to contribute monthly to the Retirement System that sum established by the Fund as is necessary to provide for those benefits established by the Trust Agreement. Said contributions shall be made in the manner prescribed by the Retirement Fund Committee.

Beginning on July 1, 2007, pension will be calculated using three years (36 months) rather than the current five years (60 months). In addition, the amount an employee receives from the Social Security Administration will no longer be figured into the calculations for

retirement benefits.

Beginning on July 1, 2019, employees covered by the SunLine Transit Agency Employees Retirement System for Bargaining employees shall make a contribution equal to 3% of compensation to the plan. Compensation for Benefit Determination Purposes shall not include overtime, bonuses and any other similar forms of extra pay, expenses reimbursements, or benefits from any benefit plans sponsored by the Employer including Workers Compensation and Unemployment Disability Insurance.

SunLine will commit to a study to be completed on or before December 31, 2015 which will cost out "2%@62", "2%@60", "2.5%@60", and "2%@55" benefit formulas in the current plan, CalPERS and PARS. A copy of these studies will be provided promptly to ATU.

SECTION 2. DISABILITY INSURANCE.

For the duration of this Agreement, SunLine will arrange for short and long term disability insurance. SunLine to pay 30% of short and long term disability premium costs. Employee shall be required to utilize accrued sick leave balances concurrent with the utilization of short term disability.

SECTION 3. MEDICAL INSURANCE.

SunLine agrees that full-time employees and their dependents will be provided health insurance paid by SunLine. It is mutually agreed that the per month family SunLine cost for said insurance shall be limited as follows:

January 1, 2019 through December 31, 2019

Employee Only: \$554
Employee +1: \$992
Employee + Family: \$1,299

January 1, 2020 through December 31, 2020

Employee Only: \$581
Employee +1: \$1,041
Employee + Family: \$1,363

January 1, 2021 through December 31, 2021

Employee Only: \$610
Employee +1: \$1,093
Employee + Family: \$1,432

January 1, 2022 through March 31, 2022

Employee Only: \$641
Employee +1: \$1,148
Employee + Family: \$1,503

It is mutually agreed that SunLine will contract with CalPERS for medical insurance in accordance with the Public Employees Medical and Hospital Care Act (PEMHCA).

Beginning on April 1, 1996, SunLine agrees that full time employees will be provided with \$25,000 term life insurance that is paid by SunLine. Should employee be on leave of absence, they shall reimburse SunLine for the cost of the life insurance premiums paid during their absence.

Any employee who is not working due to illness, injury, or pregnancy who is still an employee of SunLine, shall have SunLine's share of the health and dental insurance premium continued to be paid for by SunLine as follows:

Three (3) months of premium payments for every year of employment up to a maximum of one (1) year's worth of premium.

Employees who have not completed one (1) year shall be responsible for paying the full premium if they wish to continue coverage while off for illness after sixty (60) days of absence.

SunLine agrees that full-time employees and their dependents will be provided dental/vision insurance paid by SunLine.

SECTION 4. PART-TIME EMPLOYEES

Effective April 1, 1993, part-time employees shall receive the following benefits for the duration of their part-time status:

- a) During first year of employment, part-time employees shall be paid an eight (8) hour holiday pay for their birthday in the pay period in which it occurs, and an eight (8) hour holiday pay for the anniversary of hire date.
- b) During second year of employment, in addition to those holidays listed above in (a), part-time employees shall accrue VTO at the same rate a full time employee would earn two weeks paid vacation in a one year time period. These accruals will be made on a per hour actually worked basis. Actual VTO accrual is .04 VTO for each hour actually worked.
- c) In addition to those Holiday Pay hours listed in Section 4 a) above, eight (8) hours of VTO time shall be added to each part time employee's VTO bank on the anniversary of hire date for each full year they have been employed in the part time status.
- d) Beginning on April 1, 2000, SunLine shall pay the cost of providing employee-only health coverage for all part-time employees. These part-time employees may extend the coverage to their spouse, children, or family by paying the cost of that coverage.

SECTION 5. EMPLOYEE PASSES

Employees covered by this Agreement shall be provided free transportation over SunLine's lines upon presentation of proper identification to be furnished to the employees by SunLine without charge. SunLine agrees to issue passes to the spouse of each employee. SunLine further agrees to issue passes to dependent minor children, eighteen (18) years and younger, dependent children of the employee over 18, but under

22, who are full time students and still living at home, and to dependents who are handicapped and living at home. All free transportation privileges expire upon termination or lay-off of the employee. Lost passes will be replaced the first time at no charge to the employee. The second replacement will cost the employee \$10.00 for each pass, and the third or more replacement shall cost the employee \$25.00.

Effective April 1, 2012 all SunLine retirees (those who are collecting a pension) will be entitled to a lifetime bus pass.

ARTICLE G-32 OUTSIDE EMPLOYMENT

Employees are prohibited from engaging in employment outside of SunLine which would interfere with their duties and the safe operation of SunLine vehicles.

ARTICLE G-33 PROBATION

SECTION 1.

All new employees shall be on probation for a period of one hundred and twenty (120) days or the equivalent work hours from the date of employment. Such probationary period shall constitute a trial period during which SunLine is to judge the ability, competency, fitness and other qualifications of new employees to do the work for which they were employed. During this 120 day probationary period, the employee is not covered by the grievance procedure for disciplinary purposes only.

SunLine retains the right to extend the probationary period for an additional thirty (30) days. Such extension, to be provided to the employee in writing, shall be subject to the approval of the Union. During this 30 day extension, the employee is covered by the grievance procedure. The judgment of SunLine regarding a probationary employee's qualifications shall not be subject to the grievance procedure.

A full-time or part-time employee who has already completed their probationary period shall not be required to complete a second probationary period if they move from full-time to part-time, or from part-time to full-time. Further, a full-time employee who moves into a part-time position retains the right to contest discipline or discharge through the grievance arbitration mechanism of this Memorandum of Understanding.

ARTICLE G-34 ATTENDANCE

SECTION 1. POLICY STATEMENT

All ATU employees are expected to be punctual and to maintain good attendance in accordance with this policy.

The Agency encourages positive health practices by its employees and will try to accommodate employee requests for health care appointments.

An employee may be dismissed for absenteeism in accordance with this policy.

SECTION 2. PURPOSE

This policy outlines attendance standards for ATU employees and general responsibilities of the Managers/Supervisors/Dispatchers and employees.

SECTION 3. APPLICATION

This policy applies to all represented Agency employees.

SECTION 4. PROCEDURE

Each Department Head who has ATU represented employees is responsible for informing those employees of the Agency's Attendance Policy and for enforcing the policy. The Manager/Supervisor/Dispatcher is responsible for the application of progressive discipline to correct employee's excessive absenteeism. All discipline (except verbal counseling) must be recorded in the employee's file.

A. Employee Responsibilities

1. An employee must:

- a) Maintain an attendance record in conformity with this policy.
- b) Report to work on time.
- c) Notify his/her immediate supervisor/dispatcher as soon as possible (preferably prior to the start of the work shift) if unable to report for work and state the reason for the absence and the expected duration.
- d) Bid or obtain Manager/Supervisor's/Dispatcher's prior approval in writing to take vacation or floating holiday time off.
- e) Schedule medical appointments during non-work hours when possible, or at the beginning or end of the work day, to minimize disruption of the workschedule.
- f) Contact his/her "on-duty shift" supervisor/dispatcher or acting supervisor to inform them of his/her need to be absent and the estimated length of absence, if it is anticipated to last longer than one day.
- g) Prior to returning to work, and at least 24 hours prior to commencement of his/her regular shift, inform his/her "on-duty shift" Manager/Supervisor/Dispatcher of his/her intention to return the next work day.

2. When so requested an employee shall provide a medical release upon return to work if an absence exceeds two consecutive working days.
3. Employees who anticipate ongoing absences for medical or other reasons should request a conference with the immediate Manager/Supervisor to try to work out a mutually satisfactory solution to the problem. It is the employee's responsibility to bring such problems to the Manager/Supervisor's/Dispatcher's attention.
4. Falsification of sickness is grounds for discipline up to and including termination.

B. Management Responsibilities and Guidelines

1. Each Manager shall communicate the Attendance Policy to all ATU employees under their supervision.
2. Attendance, tardiness, and cut standards shall be enforced to maximize department efficiency and operation.
3. Each Manager shall ensure that absences are properly recorded in employee records, consistent with personnel procedures (manual and computer).
4. Employees whose absences are excessive shall be subject to progressive discipline including suspension and termination in accordance with this policy. Managers shall initiate progressive discipline whenever an employee's absences become excessive.
5. Reasonable employee requests for time off may be granted unless the Agency's needs cannot be met if such accommodation is made.
6. Absences for Vacation, Holidays, Military Leave, Bereavement Leave, "Leave without pay" and Industrial Injuries and other leaves protected by state or federal law shall not count as an absence under this policy.
7. An acceptable alternative to granting time off is to permit an employee to come in early or work late to make up for time taken that day for a medical appointment, provided adequate supervision is available during the extended hours. This lessens the employee's use of time off and results in the Department receiving a full day's work from the employee.

This alternative does not trigger overtime provisions.

SECTION 5. MITIGATING CIRCUMSTANCES

Managers/Supervisors/Dispatchers may mitigate discipline and excuse an absence.

It is the intention of the Agency and the Union that this Attendance Policy shall be fairly administered. To that end Managers/Supervisors/Dispatchers shall have the prerogative to excuse absences due to mitigating circumstances. "Mitigating Circumstances" are situations for which an employee can provide verification or documentation of the event which caused the absence or a situation that the employee discusses with management in advance. The following are some examples of mitigating circumstances that support

excusing an absence:

1. Hospitalization of employee or immediate family member or accidents involving employee or immediate family, e.g., child breaks arm at school, car accidents, ski accidents.
2. Home emergencies
 - a) Burglary
 - b) Fires, floods, earthquakes
3. Dental/doctor appointments, (family/employee). Especially a series of appointments over a span of time and when an employee is willing to schedule such appointments at the beginning/ending of shift to minimize time lost.
4. An employee with a usually good attendance record who experiences a major medical problem resulting in a lengthy absence and follow-up medical appointments.
5. Reasonable hospitalization recovery time from employee hospital/clinic medical procedures.
6. An employee who is a self-referral to the Employee Assistance Program (EAP) shall not have his/her absences counted for the period of his/her enrollment in the EAP. The above shall be limited to one (1) employee self-referral to the EAP for the term of this Agreement. In order to have the above absence excused the employee must notify his/her Supervisor/Manager within 24 hours after his/her enrollment in the EAP.
7. Court appearances under subpoena.

SECTION 6. PATTERNS OF ABSENCES

Patterns of absence, regardless of whether the absence is paid or unpaid, may be ground for disciplinary action, up to and including termination of employment. Examples include but are not limited to:

- a) Ten (10) absences in a rolling 365 day period measured backwards from the current absence.
- b) Absences on days before or immediately after scheduled days off.
- c) Absences on work days immediately preceding or after pay days.
- d) Ending a shift/assignment early or not completing the second portion of a split shift.
- e) Calling in "sick" after VTO has been denied.
- f) A pattern of absences for the same day of the week.
- g) A pattern of absences that results in a leave without pay (LWOP)

SECTION 7. PROGRESSIVE DISCIPLINE

Progressive discipline shall be as follows:

- a) Upon receipt of the fourth absence within a rolling twelve month period the employee will receive a verbal warning that a pattern is developing.
- b) Upon receipt of the fifth absence within a rolling twelve month period the employee will receive a written warning of violation of the attendance policy.
- c) The sixth absence within the rolling twelve month period will result in a one day suspension.
- d) The seventh absence within the rolling twelve month period will result in a two day suspension.
- e) The eighth absence within the rolling twelve month period will result in a three day suspension.
- f) The ninth absence within the rolling twelve month period will result in a final warning and four day suspension.
- g) The tenth absence within the rolling twelve month period will result in termination.
- h) If an employee with five (5) or fewer absences reaches six (6) months with no absences, their absence count will be reduced to zero. If an employee accumulates six (6) or more absences and receives any attendance suspension they are no longer eligible for an absence count reduction until all attendance suspensions fall off.

SECTION 8. DEFINITIONS

Absence: a period of one or more consecutive working days or a portion of a day of 61 minutes or more, that is not covered under VTO provisions or Section 4 of this Article.

Cut: Employee leaves early; an absence of less than or equal to 60 minutes and 59 seconds at the end of the work shift. Two cuts equal one absence. -

Leave without pay: Allowing an employee to be absent without pay, when an employee needs time off but has no accrued leave time to use. Leave without pay is granted only to employees whose attendance record is not excessive and when the workload can accommodate such absence.

**PART 2
OPERATIONS PROVISIONS
PART-TIME EMPLOYEES**

**ARTICLE O-1
MCOS AND PARATRANSIT PART-TIME EMPLOYEES**

SECTION 1.

A part-time employee in Operations is a motor coach operator/paratransit operator who is designated by SunLine as a part-time employee. A part-time motor coach operator/paratransit operator is not entitled to paid time off, health and welfare or other fringe benefits, except as those specifically listed in the MOU. During the probationary period, employee's qualifications and performance shall not be subject to the grievance procedure. A full-time employee who moves into a part-time position retains the right to contest discipline or discharge through the grievance and arbitration mechanism of this MOU.

SECTION 2.

Beginning 4/01/2019, a part time motor coach operator may be scheduled to work up to a maximum of 140 hours per month. SunLine may hire part-time motor coach operators up to a maximum of 13% of the fiscal year budgeted full-time motor coach operators. (As an example, - F/T/ MCO's 147 x 13% = 19.11. Totals at .50 or greater will be rounded up and others will be rounded down.)

SECTION 3.

There will be a separate seniority list for all part-time operators. Part-time operators who apply for full-time motor coach operator position shall be given preference for such employment in order of seniority. Should the senior part-time operator refuse to apply for said vacancy, such refusal shall result in placing the employee at the bottom of the seniority list for consideration for full-time employment. Except for reduction in service, no full-time operator shall be allowed to "bump-down" into part-time service.

**ARTICLE O-2
SELECTION OF RUNS**

SECTION 1.

There shall be a general sign-up to take effect in January, May and September. The effective dates or frequency of the sign-ups may be changed by mutual consent of SunLine and the Union. The mechanism for conducting these sign-ups shall be agreed between the General Manager and the Union Representative.

The effective dates shall be the first Sunday of the month and sign-ups shall be posted two (2) weeks prior to effective date.

All sign-ups shall be completed no less than seven (7) calendar days prior to effective date.

SECTION 2.

All bidding shall take place on SunLine property. Employees may leave a proxy bid with the Union representative. The order of the employee's choice shall be designated in numerical order. If the run (or runs) specified in the proxy is not available and the employee cannot be contacted, a run will be selected by the Union representative. Selected runs shall conform as near as possible to the hours of work and days off as indicated by employee's proxy bid. All employees will be assigned a specific date and time to make their selection of runs. Each employee will be given up to ten minutes to make their choice. In the event an employee is not available to bid, or does not bid, when it comes time to do so, the Union representative shall bid for such employee an assignment as close as possible to that presently being held.

The Union Steward will bid for any motor coach operator who is on extended leave who is not expected to return to work at bid time and that assignment will be worked as a hold-down by the extra board. When that motor coach operator returns to work, the motor coach operator will take their assignment and the extra board operator returns to the extra board. Paratransit will follow their existing procedure unless a paratransit extra board is established

SECTION 3.

When there is a curtailment of service or a regular run is changed, and the change affects the sign-on time or the sign-off time thirty (30) minutes or more or the pay time sixty (60) minutes or more or the day off, there shall be a partial emergency sign-up commencing with the employee whose run was affected.

SECTION 4.

This emergency sign-up shall be posted for bid as quickly as schedules and sign-up sheets can be prepared, and the effective date of the sign-up shall be the first Sunday following the completion of the sign-up. However, in no event shall the effective date of the sign-up be more than ten (10) days, exclusive of Saturdays, Sundays or holidays, after the date on which the schedule change occurred. If the pay time in a regular run is reduced by reason of the change or curtailment of service, the original pay time will be paid until the partial emergency sign-up is effective.

SECTION 5. OPEN RUNS.

Where a new run is created for any reason, SunLine shall bid the open run, in seniority order. After one (1) round of bidding, the remaining open position may be filled by SunLine with a part-time employee and no further bid shall take place. Where an old run becomes open, for any reason, SunLine shall have the right to fill the position with a part-

time employee and no bid shall take place.

SECTION 6. EXTRA BOARD OPERATORS

All regular operators on the extra board shall be guaranteed eight (8) hours pay daily on five (5) days of the week or ten (10) hours daily on four (4) days of the week. The extra board will operate on a rotation of "first up - first out". The extra board mark-up will be completed at 5:00 p.m. each evening for the next day, with the first open assignment of the day assigned to the first operator on the extra board, and so forth until the board is completely assigned. The extra board will be rotated daily at the mark-up (Example: Operator in position #2 on Tuesday would be rotated to position #1 on Wednesday.) If additional assignments become available after the daily extra board mark-up (5:00 p.m.) will be offered to the first full time extra board employee who does not have an assignment. If no assignment is made, those extra board operators will be considered "standby". Standby Operators will be assigned to work up to the hours of spread time with no loss of pay. If there are no full time extra board operators, the work will be given to the part time operators and lastly, if necessary, additional work will be offered to full time regular assigned operators who have signed up to work overtime on their days off. Extra board assignments will be bid in the same manner as all other runs.

Hold-downs will be created by an absence of work that requires a regular operator to be off for five (5) working days within a work week (work week is defined as Sunday through Saturday). This will include vacations of one (1) week's duration or more, STD leave, worker's compensation leave, voluntary leaves of absences, sick leave, termination or any other absence of five (5) days or longer.

The extra board hold-down procedure will be as follows: Any run that becomes open for a period of five (5) working days within a work week will be offered to the top seniority extra board operators for their acceptance or rejection and if rejected, will be offered to every extra board operator in seniority order until it reaches the last operator in seniority on the extra board. The last operator in seniority will be obligated to take the open run if not taken by an extra board operator with higher seniority.

All hold-downs will be completed and posted by noon Friday of the week prior to the open run. Extra board operators selecting a hold-down will remain on that hold-down for all full work weeks of that hold-down. Open runs of less than five (5) days within a work week will be assigned to the normal extra board rotation.

When an operator takes a hold-down, their name remains in the extra board rotation as if they were on the extra board daily, but will not be considered an extra board operator during their hold-down period and will not be governed by extra board rules during this period. At the end of the hold-down period, the operators will re-enter the extra board in proper rotation.

SECTION 7.

Any extra board motor coach operator obligated to work at a location other than the Bid Yard shall be provided transportation to and from such assignments. All such travel time

shall be considered as time worked, until that location becomes a regular operating division.

ARTICLE O-3 SCHEDULING OF OPERATORS

SECTION 1.

There shall be a maximum spread of eleven (11) hours on split runs. There shall be no more than one (1) split in a day's run. These provisions will also apply to the Extra Board.

SECTION 2.

All regular employees in the bargaining unit are guaranteed eight (8) hours pay daily on five (5) days of the week or ten (10) hours daily on four (4) days of the week.

Operators shall be guaranteed two consecutive days off.

Part time employees shall be guaranteed at least two (2) fixed days off per week.

Eight hours guarantees for day off work. And if SunLine holds Operator over on any day, that days' overtime will be guaranteed.

SunLine guarantees a minimum of six (6) 4/10 shifts in each bid with consecutive days off.

SECTION 3.

Initial sign-on and final sign-off for regular full-time operators will be done at the same location. SunLine shall attempt to set up designated stop points in close proximity to restrooms and fresh drinking water. Operators shall attempt to exclusively use these facilities.

Operators shall be required to report ten (10) minutes before their runs are scheduled for the purposes of vehicle check-out and this shall be considered time worked.

SECTION 4.

Operations supervisory personnel will be permitted to operate a coach in revenue service under the following conditions only:

a) When there exists an emergency which does not permit contact of part-time, day off, or personnel on a scheduled split, operations supervisory personnel will be authorized to operate the coach in revenue service until such time as a qualified operator can be contacted and placed on the coach.

b) After attempting to contact an individual indicating a desire to work on days off, operations supervisory personnel are authorized to operate a coach in revenue service if contact cannot be made or those individuals contacted decline the work.

c) In order to keep Supervisors' driving skills at a high level, supervisors may operate a coach in revenue service (at a maximum of four (4) hours per month) for training purposes with the presence of the motor coach operator. The motor coach operators shall earn the training rate for all time the supervisor operates the coach.

SECTION 5. VOLUNTARY CALL BACK (VCB)

a) Establish a VCB Form. Coach operator desiring to work on their days off shall sign up each month, and shall indicate which of their days off they are willing to work.

b) The VCB forms will be maintained in dispatch.

c) Seniority of sign-ups and work assignments on the VCB form is based on the operator's seniority number with the first available run being assigned to the VCB operator with the highest seniority number.

d) Fixed Route VCB:

1. Assignments available prior to 5:00 p.m.: An operator who signed up for the VCB is responsible for calling the Dispatcher between 5:00 p.m. and 8:00 p.m. the evening prior to the day off to ascertain their report time and run/shift assignment. Dispatch will assign runs that are available prior to 5:00 p.m. based on the VCB by assigning the most senior eligible operator (having a 9 hour rest period) to the run with the most hours. The assignments pursuant to this section (d)(1) may be for a specific run/shift, or SunLine may assign the operator to be on call for the following day. An on-call operator will be informed by 6:00 a.m. of a shift/run assignment for that day. Operators assigned to be on-call pursuant to this Section who are not called to work will be paid for two (2) hours (straight time) for being on call. If the operator is actually required to work, this two (2) hours of pay shall be included in (not in addition to) the pay for the work if the operator is called in to work.

2. Assignments available after 5:00 p.m.: Dispatch will call the most senior eligible operator (having a 9 hour rest period) to offer the first available run excluding the operators that have already been assigned work in paragraph 1. If Dispatch calls the operator, acceptance of work assignment is voluntary. A voicemail is sufficient notification under this subsection, and if an operator receives a voicemail, operator may advise dispatch of their availability and will be given work if available pursuant to this section.

If the operator fails to show up for their next days assigned run/shift assignment they may be charged with a miss-out in accordance with Article G-21.

Coverage of open runs will be in the following order:

Fixed Route

1. Extra Board
2. VCB (Full Time Operators)

3. VCB (Part Time Operators)
4. Seniority Order – Full Time
5. Part Time – MAX HRS – Regular Seniority Rotation
6. Part Time – MAX HRS – (day off) Seniority Rotation
7. Supervision

e.) Paratransit VCB:

1. Assignments available prior to 7:00 p.m.: An operator who signed up for the VCB is responsible for calling the Dispatcher between 7:00 p.m. and 8:00 p.m.

the evening prior to the day off to ascertain their report time and run/shift assignment. Dispatch will assign runs that are available prior to 7:00 p.m. based on the VCB by assigning the most senior eligible operator (having a 9 hour rest period) to the run with the most hours at the time the assignment is made. The assignments pursuant to this section (e)(1) may be for a specific route, or SunLine may assign the operator to be on call for the following day. An on-call operator will be informed by 6:00 a.m. of a route assignment for that day. Operators assigned to be on-call pursuant to this Section who are not called to work will be paid for two (2) hours (straight time) for being on call. If the operator is actually required to work, this two (2) hours of pay shall be included in (not in addition to) the pay for the work if the operator is called in to work.

2. Assignments available after 7:00 p.m.: Dispatch will call the most senior eligible operator (having a 9 hour rest period) to offer the first available run excluding the operators that have already been assigned work in paragraph 1. If Dispatch calls the operator, acceptance of work assignment is voluntary. A voicemail is sufficient notification under this subsection, and if an operator receives a voicemail, operator may advise dispatch of their availability and will be given work if available pursuant to this section.

If the operator fails to show up for their next days assigned run/shift assignment they may be charged with a miss-out in accordance with Article G-21.

SunDial

1. Part Time or NWA (but not Maxed)
2. VCB (Full Time Operators)
3. VCB (Part Time Operators)
4. Seniority Order Full Time
5. Part Time MAX HRS – regular day seniority rotation
6. Part Time MAX HRS – days off – seniority rotation
7. Part Time Fixed Route Operators (with proper training)
8. Full Time Fixed Route Operators (with proper training)
9. Supervision

- f) Dispatchers shall post on the dispatch windows on a daily basis (1) the Voluntary Call Back List for Fixed Route and Paratransit Operators, (2) the daily assignments from the Extra Board List, Voluntary Call Back List, and any other non-regular assignment list.

- g) With 48 hours' notice, an operator may remove their name from the VCB list for the balance of the monthly sign-up period.
- h) A Fixed Route operator may remove their name from the VCB for a specific day(s) before 2:00 p.m. the day before their VCB assignment, thus remaining on the VCB for subsequent periods.
- i) A Paratransit operator may remove their name from the VCB for a specific day(s) before 4:00 p.m. the day before their VCB assignment, thus remaining on the VCB for subsequent periods.

SECTION 6. REST AND MEAL PERIODS

- a) There shall be operator Rest/Meal Periods which will be at least enough time to give 50 minutes total in a regular 8-hour day. There is no rest period due for a total work period in a workday of less than 3.5 hours.
- b) Rest/Meal Periods should be as evenly distributed as possible through an operators' work period, 50 minutes in a work period that is continuous and approximately 8 hours and 80 minutes in a work period that exceeds 10 hours of work.
- c) Rest/Meal Period time is set aside for the use of the operator for a short rest, meal or other personal needs.
- d) From time to time, the system schedules may not permit the time required for the Rest/Meal Period for operators and the parties agree to the following Committee and review process to make adjustments to Rest/Meal Period time to the run cut:
 - 1. From time to time, the system schedules may not permit the time required for Rest/Meal Periods for operators to be met and the parties agree to the following as a review and an adjustment process to bring the system run cut back into compliance. There will be a joint Schedule Adherence Review Committee made up of the Chief Operating Officer and an appointed member by the Union. The Committee will review complaints by operators related to the loss of Rest/Meal Periods. The Committee will investigate the filed complaints to determine the validity of the claim. Invalid claims will be returned to the employee with an explanation. Valid claims will be adjusted according to sections 2 and 3 below. Disputed claims will be sent to a neutral for binding arbitration to determine validity. No attorneys or transcripts will be used. A written decision from the neutral is expected. Decisions will be final and binding on the parties.
 - 2. Committee Decisions. Claims found to be valid by the Committee by the end of the first month of a sign up, will be adjusted by the beginning of the next sign up and no penalty shall accrue if adjusted within that time frame. Claims found to be valid after the first month of any sign up where there is no time for an adjustment, will be adjusted by the sign up following the next sign up and no penalty shall accrue if adjusted within that time frame. If an adjustment is found to be appropriate and is not made within the times specified above, the

affected operators shall be paid one hour for each day until the adjustment is made.

3. Arbitration claims. As to any matter that is subject to arbitration, no penalty shall be retroactively accrued or required to be paid by SunLine until a final decision is made by the neutral. Once a binding decision is made, SunLine shall pay operators one hour for each day until the run cut is adjusted retroactive to date of complaint to comply with the Meal and Break time requirements above.

e) This section will also apply to the Paratransit section of the M.O.U.

Amalgamated Transit Union and SunLine have negotiated the preceding provisions as an alternative to strict compliance with the Rest/Meal Periods in of Wage Order No. 9.

1. It is the intent of the parties that the attached Section 6 Meal/Rest Period is in compliance with Industrial Welfare Order 9-2001 which was amended and effective July 1, 2004. The parties are committed to implement these applicable provisions within the spirit and intent of the law by the terms attached.

2. The parties agree that SunLine, where necessary, shall make adjustments to the system run cut to comply with the Rest/Meal Period provisions of this agreement no later than the Third Run Bid in September of 2005. No retroactive penalty shall apply for any run cut prior to September of 2005.

3. As negotiated, this alternative scheduling and reconciliation process meets all legal requirements of Wage Order No. 9. There are no penalties under WO-9 other than that which are negotiated in this Rest/Meal Period provision.

ARTICLE O-4 OPERATOR DUTIES

SECTION 1. HOURS OF REST.

Each motor coach operator shall be allowed nine (9) consecutive hours of rest out of twenty-four (24), and shall be paid at the rate of time and one-half (1- 1/2) for all time worked during such rest period.

SECTION 2.

Any employee acting as an operator trainer or line instructor shall be paid fifteen percent (15%) per hour above their rate for each hour or fraction of any hour for such work.

SECTION 3. OPERATOR DUTIES.

An operator's duties shall consist of operator-related work such as exchange of buses, operation of relief vehicles, completion of mandatory California Highway Patrol forms, required paperwork, providing passengers with information and timing runs. Should SunLine overnight buses at a satellite location, operator's duties will be open to meet and

confer.

The operator may also be assigned, on a temporary basis, duties as designated by SunLine so long as such assignment is not demeaning or in the jurisdiction of the traditional maintenance duties at SunLine.

Dispatch shall post a sign-up sheet for extra duties (other than driving a bus) when such duties become available. Work will be assigned to the most senior operator who is not otherwise assigned regular work for the times these extra duties are available as long as overtime is not required. Such work shall be rotated by seniority and shall not be work normally assigned to any classification listed in Article G-29.

SECTION 4. RESTROOM COMMITTEE

Semi-annually, ATU Stewards will be relieved from assigned duties to provide SunLine with a list of convenient restroom locations. The locations/businesses will be contacted by SunLine to determine if their restroom facilities can be made available to Operators. A list of convenient restroom facilities will be posted for employee's use.

ARTICLE O-5 EXACT FARE PLAN

SunLine agrees to continue the exact fare or pass plans. SunLine may implement a sale of a pass plan on the bus.

ARTICLE O-6 PARATRANSIT

SECTION 1. CROSS TRAINING OF PARATRANSIT OPERATORS AS ORDER TAKERS/DISPATCHERS.

SunLine will continue to train and use Paratransit Operators as both Order Takers and Dispatchers (in SunDial only) so that cross training and eligibility for promotion continues. The employee serving in the role of trainee shall receive an additional Dollar and five cents (\$1.05) per hour for all hours worked as an order taker/dispatcher trainee. Whenever such training involves overtime, the formula used to calculate the overtime will be: hourly rate + \$1.05 X 1-1/2.

SECTION 2. "PARKOUTS" WILL BE ALLOWED.

SunLine may assign certain runs so that the Paratransit Operator may drive home a SunDial vehicle, and then begin service with that vehicle in the a.m. It is clearly understood that no driver may use the SunDial vehicle for personal use going to or from assigned origination or termination points, or at any time while in their control. Paratransit Operators assigned parkouts are responsible to check under the hood as part of their regular duties.

SECTION 3. PARATRANSIT OPERATORS WILL CONTINUE TO FUEL SUNDIAL

VEHICLES.

Paratransit Operators will still be assigned the duty of fueling their vehicles, except on their final trip.

SECTION 4. PART TIME SUNBUS MCO'S MAY DRIVE SUNDIAL.

Part-time MCO's may assist when needed in the provision of SunDial services. Such Part-timers will not suffer any reduction in wages.

SECTION 5. HIRING OF NEW EMPLOYEES FOR SUNLINE

Vacancies in Full Time Motor Coach Operator positions will be posted and filled following this sequence: 1) Part time Motor Coach Operators; 2) Full time Paratransit Operators;

3) Part time Paratransit Operators, and 4) outside applicants.

SECTION 6. BENEFITS WHEN ACCEPTING MCO POSITION

If any Paratransit Operator becomes a Part Time Motor Coach Operator, the benefits that go with that position will apply.

SECTION 7. DAILY OVERTIME

Also effective with the implementation of the 7/2/00 bid, overtime will be paid on a daily basis for paratransit drivers only. Overtime will begin after 10 hours in any one day. Anytime above 8 hours, on a daily basis, will be paid at the rate of 1 ½ regular pay.

SECTION 8. PART TIME OPERATORS

Beginning 4/01/2019, a part time paratransit operator may be scheduled to work up to a maximum of 140 hours per month. SunLine may hire part-time paratransit operators up to a maximum of 25% of the fiscal year budgeted full-time paratransit operators to cover vacations, sick time and other absences.

SECTION 9. ADDITIONAL PROVISIONS

VACATION TIME OFF or VTOs

Effective July 1, 2019, full-time paratransit operators will accrue VTO as follows:

| YEARS OF SERVICE | PER 80 HOUR PAY PERIOD | ANNUAL MAXIMUM |
|---------------------|-------------------------------------|----------------|
| 1 through 4 years | 5.54 (10 vacation + 8 floaters*) | 144 hrs. |
| 5 through 9 years | 7.08 (15 vacation + 8 floaters) | 184 hrs. |
| 10 through 19 years | 8.62 (20 vacation + 8 floaters) | 224 hrs. |
| 20 through 24 years | 10.15 (25 vacation + 8 floaters) | 264 hrs. |
| 25 years and over | 11.69 (30 vacation + 8 floaters) | 304 hrs. |

**PART 3
MAINTENANCE PROVISIONS**

**ARTICLE M-1
PROBATION**

All new employees shall be on probation for a period of Ninety (90) days or the equivalent work hours from the date of employment. Such probationary period shall constitute a trial period during which SunLine is to judge the ability, competency, fitness and other qualifications of new employees to do the work for which they were employed. During this 90 day probationary period, the employee is not covered by the grievance procedure for disciplinary purposes only.

SunLine retains the right to extend the probationary period for an additional thirty (30) days. Such extension, to be provided to the employee in writing, shall be subject to the approval of the Union. During this 30 day extension, the employee is covered by the grievance procedure. The judgment of SunLine regarding a probationary employee's qualifications shall not be subject to the grievance procedure.

**ARTICLE M-2
SELECTION OF SHIFTS**

There shall be at least three (3) sign ups per year for shifts and days off. The sign ups shall go into effect January, May, and September. All bids shall be posted for ten (10) consecutive days prior to the effective date of the implementation date. No sign up shall be less than sixty (60) consecutive days in duration. The method of bidding shifts and days off is to be established by mutual agreement of the parties. The Union Representative shall have the opportunity to review and negotiate these schedules with the department head or designee seven (7) days prior to posting.

Maintenance employees shall select their work schedules and shifts in accordance with their ATU Maintenance Seniority. If an employee doesn't bid, or refuses to bid, the shop steward shall bid for such employee an assignment as close as possible to that presently being held. After the bid sheets are agreed to, they shall not be changed without mutual consent between the Union and SunLine. Shop steward shall work the day shift with Saturday and Sunday off. Bid sheets will be sent to the Union following completion of each bid.

New mechanics will be placed within any shift during the first 90 days. If a bid occurs prior to the new hire completing the 90 days probation, he/she will continue to be assigned a shift. SunLine agrees not to change the number of slots per shift due to the new hire.

In the event an employee returns to work in the same bid period during which he/she left, he/she will be placed on the same shift with the same days off as held at the time he/she left.

In the event an employee returns to work after a subsequent bid period has been held, such employee will be allowed to bid into the same location with the shift and days off equal to that which the employee's ATU seniority would have permitted had the employee been present to bid at such subsequent bid period.

There shall be no adjustments in shift start times due to Daylight Savings Time.

ARTICLE M-3 MAINTENANCE DEPARTMENT

SECTION 1. WORKING ON DAYS OFF.

In the event an employee works on their day off, they shall be guaranteed a minimum of eight (8) hours pay and shall be paid the overtime rate for all work performed on their day off. In addition, no employee shall be required to work on that employee's regular day off unless there are substantial abnormalities in service requirements.

SECTION 2. SUNLINE SHALL FURNISH THE FOLLOWING TOOLS/EQUIPMENT FOR THE USE OF THE EMPLOYEE:

- a) Power tools presently provided by SunLine.
- b) Sockets and handles 3/4" drive and over.
- c) Taps and dies.
- d) Screw extractors, drill bits and hack saw blades.
- e) Rechargeable flashlight battery, extension lights and cords.
- f) Air hoses, quick disconnects, air chucks and cleaning blow nozzles.
- g) Safety glasses.
- h) All spray guns.
- i) All metric tools.
- j) All electronic tools except DVOM.

SECTION 3. BUMPING.

Maintenance employees displaced by senior employees, returning veterans, or who, for any reason, are deprived of their shifts through no fault of their own, may if they so desire, displace employees junior to them provided they are qualified. This provision shall not apply to operators transferring from operations to maintenance department.

SECTION 4. DUTIES OF LEADPERSON

Where the Maintenance Director so desires, the Maintenance Director may assign a lead person to a group of employees. A lead person directs an employee group assigned to their responsibility and they need not unnecessarily concern themselves with the work of any employee not in their group.

It is the lead person's responsibility to direct the employees in the progress of their work under the supervision of their immediate supervisors with whom they shall consult in all matters affecting such work.

A lead person has the same responsibility as all employees to report any circumstances affecting the safety of another employee or SunLine property and shall exercise their best efforts to assure that the employees they lead work safely at all times.

Seniority of equally qualified employees shall be the deciding factor in the promotion of an employee to a lead person.

SECTION 5. PROMOTION

Promotions shall be made by qualifications and/or seniority, but if any advanced employee fails to demonstrate the qualifications required on such new position within ninety (90) days, they shall revert back to their former classification without loss of seniority.

SECTION 6.

A training program may be conducted for the purpose of improving skills in order that employees may upgrade themselves.

SECTION 7.

SunLine Transit Agency and the Amalgamated Transit Union have agreed to the following Policy for the promotion of mechanics. It is to the benefit of SunLine and its mechanics that promotions take place as soon as each mechanic reaches a definable level of skills. This policy is designed to set achievable and recognizable standards to measure the promotion of SunLine mechanics.

- 1) SunLine will hire new mechanics into the class for which they are qualified at the time of employment.
- 2) If hired at the C level, each mechanic will be promoted to the B level upon successful completion of their probationary period, their first 90 days.
- 3) If hired at the B level, or upon being promoted to the B level by step 2) above, the criteria outlined below must be achieved to be promoted to the A level.
- 4) If hired at the A level, pay increases will follow the progression rates established in the Memorandum of Understanding.

Mechanics will advance:

- 1) by demonstrating the ability to work with little or no supervision;
- 2) assist or instruct B & C mechanics as directed; and
- 3) proficiency in Mechanic A level skills.

There are 10 categories of proficiency, and each category has certain minimum skills requirements. Once these skill requirements are achieved, promotion to the A level is automatic. In each category, essential requirements are marked with an asterisk, and each of these skills must be demonstrated by the ability to diagnose and repair. Work to be signed off by a supervisor. SunLine realizes that some of the asterisked skills may not be possible to demonstrate as the lack of these types of repairs may prevent a mechanic the opportunity to perform them. In those cases, a majority of the non-asterisked items may be performed in their place. As each skill is signed off, and the asterisked items (or majority of non-asterisked items in their stead) are achieved, the category will be signed off by a supervisor, completing that category.

SunLine will endeavor to provide training, either in-house, with the assistance of vendors, or by more formal educational opportunities, so that each mechanic has the ability to be promoted.

SECTION 8.

Overtime shall be offered to the employee performing the job necessitating the overtime work. Where there is new work to be performed on overtime or where the employee performing the job in progress declines the overtime, such overtime shall be offered on a voluntary, rotating basis to the most senior employee capable of performing the work. Where no employee is capable of performing the work or volunteers for offered overtime, SunLine shall assign the work to the least senior employee capable of performing.

SECTION 9.

Maintenance supervisory personnel may perform work normally performed by Bargaining Unit employees so long as the performance of such work does not result in the layoff of any Bargaining Unit employee. Such work shall be limited to three (3) hours per day. In the event of layoffs, supervisor's work shall be limited to one (1) hour per day. These limitations will not apply in cases of emergency, while training or where an attempt to call in off-duty employees qualified to do the work has not been successful. Such things as Road Calls, Part Room work, pickup or delivery of parts or a bus exchange will not be considered working with the tools of the trade.

SECTION 10.

All regular Maintenance Department employees shall be guaranteed eight (8) hours pay on a five (5) day work week except where holidays intervene. Maintenance employees shall have two (2) consecutive days off per week. The guarantee does not apply to employees who are absent or tardy.

SECTION 11.

Employee shall submit the tool inventory to the immediate supervisor, and update it annually. The supervisor shall review and verify the inventory as soon as reasonably possible after receipt. In addition, SunLine will provide mechanics with tool insurance in the amount of \$25,000 covering the theft of tools. Insurance premiums are to be paid by SunLine and the \$250 deductible to be paid by the insured employee.

SECTION 12. TOOL ALLOWANCE.

Tool allowances: Mechanics will be eligible after one year.

To encourage mechanics to replace and/or upgrade their tool inventory, SunLine will participate in a reimbursement program for those employees required to have tools.

Effective July 1, 2019, the annual allowance shall be \$800. Effective July 1, 2020 the annual allowance shall increase to \$900. Effective July 1, 2021 the annual allowance shall increase to \$1,000. Reimbursement requests, up to the full annual allowance, may be submitted one time per quarter, in the fiscal year during the months of September, December, March and June. No employee may submit more than one request per quarter.

To qualify, employee must:

- 1) Have completed one year of employment.
- 2) Purchase job related tools.
- 3) Have filed and received approval of a tool inventory with the immediate supervisor, and;
- 4) Provide proper receipts to the immediate supervisor who will approve the reimbursement request.

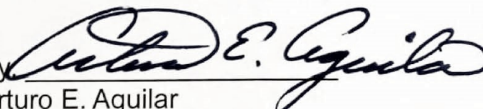
RATIFICATION AND EXECUTION

SunLine and the Union acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by the Union and adopted by SunLine's Board of Directors. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of SunLine and the Union. This MOU becomes effective on April 1, 2019.

SUNLINE TRANSIT AGENCY

AMALGAMATED TRANSIT
UNION LOCAL 1277

By: _____
Lauren L. Skiver
General Manager/CEO

By: 
Arturo E. Aguilar
President/Business Agent


**SunLine Transit Agency and ATU Local 1277
2019 Negotiations
Side Letter of Agreement
March 25, 2019**

SunLine Transit Agency ("SunLine") and the Amalgamated Transit Union, Local 1277 ("ATU") acknowledge that SunLine is running a pilot program that is expected to last for up to three years from the start of the pilot program. The pilot program is being established in order to allow SunLine to explore the possibility of providing additional services through a rideshare feeder program. ATU waives any right it might have to challenge the pilot program or any effects from the pilot program.

If, after the conclusion of the pilot program, SunLine elects to provide this type of service in-house, SunLine agrees that this is ATU's work, and SunLine further agrees to bargain over the wages, hours and working conditions for this new classification of small vehicle rideshare operator; and SunLine and ATU agree that mechanics for this service will be paid at the Non-Revenue Mechanic A wage rate.



Lauren Skiver, CEO
SunLine Transit Agency


Art Aguilar, President 3/25/19 1:17pm
Amalgamated Transit Union, Local 1277


**SunLine Transit Agency and ATU Local 1277
2019 Negotiations
Side Letter of Agreement
March 25, 2019**

SunLine Transit Agency ("SunLine") and the Amalgamated Transit Union, Local 1277 ("ATU") have met and conferred over SunLine's drug and alcohol testing program, and agree to the following:

- Employees who are covered by the DOT regulations will only be tested in accordance with DOT drug and alcohol testing procedures, as set forth in SunLine policy.
- Stops & Zones employees and Facilities Maintenance employees who are not covered by DOT regulations while operating non-revenue vehicles will be tested consistent with SunLine's authority, as set forth in SunLine policy, for pre-employment, reasonable suspicion, post-accident, return-to-duty, and follow-up testing.
- SunLine agrees to discontinue the random pool that was established under its own authority for Stops & Zones employees.

ATU agrees to withdraw PERB Charge No. LA-CE-1348-M.


Lauren Skiver, CEO
SunLine Transit Agency


Art Aguilar, President
Amalgamated Transit Union, Local 1277
3/25/19 1:18pm

Article O-3 Section 5
Side Letter

SunLine Transit Agency ("SunLine") and the Amalgamated Transit Union, Local 1277 ("ATU") acknowledge that SunLine will establish a pilot program to modify the Voluntary Call Back ("VCB") program, currently set forth in Article O-3, Section 5 of the MOU. The parties agree that this pilot program will commence on the first day of the month following 2 months after complete ratification and approval of the MOU (for example, if the MOU is approved on April 17, then the pilot VCB program would commence on July 1). The parties agree that, unless the program is cancelled by SunLine, the pilot VCB program will become permanent and the language below will replace the current language in Article O-3, Section 5.

The ATU agrees that, for the first month of the pilot VCB program, any grievances filed over the AM/PM/Both selection will be limited to the first level of the grievance process, and will be solely for the purpose of improving the pilot VCB program, identifying mistakes, and clarifying misunderstandings.

The parties agree that, after the first month of the pilot VCB program, SunLine may, in its sole and complete discretion, cancel the pilot VCB program and return to the language currently set forth in Article O-3, Section 5. In order to cancel the pilot VCB program, SunLine must provide ATU with at least 30 calendar days written notice.

The parties agree that the below language can be changed by the mutual agreement of the parties during the duration of the pilot VCB program.

SECTION 5. VOLUNTARY CALL BACK (VCB)

It is understood that this language will be the new Section 5, if the pilot program is not cancelled before it is in effect for 12 months.

- a) Establish a VCB Form. Operators desiring to work on their days off shall sign up each VCB period, and shall indicate which of their days off they are willing to work and their selection for shift start time, either AM (defined as any run starting at or before 10 AM), PM (defined as any run starting after 10 AM) or Both (defined as both AM/PM). The VCB period will be one (1) month plus or minus seven (7) days as defined by SunLine.
- b) The VCB forms will be maintained in the Control Room.
- c) Seniority of sign-ups and work assignments on the VCB form is based on the operator's seniority number and shift start time selection (as AM, PM or Both) with the most hours.
- d) Fixed Route VCB:
 1. Assignments available prior to 5:00 p.m.: An operator who signed up for the VCB is responsible for calling the Controller between 5:00 p.m. and 8:00 p.m. the evening prior to the day off to ascertain their report time and run/shift assignment. The Controller will assign runs that are available prior to 5:00 p.m. based on the VCB by assigning the most senior eligible operator (having a 9 hour rest period) to the run with the most hours within the operator's selected shift start time (AM, PM or Both). The assignments pursuant to this section (d)(1) may be for a specific run/shift, or SunLine may assign the operator to be on call for the following day. An on-call operator will be informed by 6:00 a.m. of a shift/run assignment for that day. Operators assigned to be on-call pursuant to this Section who are

not called to work will be paid for two (2) hours (straight time) for being on call. If the operator is actually required to work, this two (2) hours of pay shall be included in (not in addition to) the pay for the work if the operator is called in to work.

2. Assignments available after 5:00 p.m.: The Controller will call VCB, starting with the most senior eligible operator (having a 9 hour rest period) to offer the first available run excluding the operators that have already been assigned work in paragraph 1 and according to the operator's run start time selection. If the Controller calls the operator, acceptance of work assignment is voluntary. A voicemail is sufficient notification under this subsection, and if an operator receives a voicemail, operator may advise the Controller of their availability and will be given work if available pursuant to this section. Once a run has been offered to the remaining unassigned operators within the run start time selection and it remains open, it will then be offered to Seniority List.

If the operator fails to show up for their next days assigned run/shift assignment they may be charged with a miss-out in accordance with Article G-21.

Coverage of open runs will be in the following order:

Fixed Route

1. Extra Board
2. VCB (Full Time Operators)
3. VCB (Part Time Operators)
4. Part Time – On Shift, Same Day
5. Seniority Order (Day Off) – Full Time
6. Seniority Order (Day Off) – Part Time
7. Supervision

e.) Paratransit VCB:

1. Assignments available prior to 7:00 p.m.: An operator who signed up for the VCB is responsible for calling the Controller between 7:00 p.m. and 8:00 p.m. the evening prior to the day off to ascertain their report time and run/shift assignment. The Controller will assign runs that are available prior to 7:00 p.m. based on the VCB by assigning the most senior eligible operator (having a 9 hour rest period) to the run with the most hours within the operator's selected shift start time (AM, PM or Both). The assignments pursuant to this section (e)(1) may be for a specific run/shift, or SunLine may assign the operator to be on call for the following day. An on-call operator will be informed by 6:00 a.m. of a shift/run assignment for that day. Operators assigned to be on-call pursuant to this Section who are not called to work will be paid for two (2) hours (straight time) for being on call. If the operator is actually required to work, this two (2) hours of pay shall be included in (not in addition to) the pay for the work if the operator is called in to work.
2. Assignments available after 7:00 p.m.: The Controller will call VCB, starting with the most senior eligible operator (having a 9 hour rest period) to offer the first available run excluding the operators that have already been assigned work in paragraph 1 and according to the operator's run start time selection. If the Controller calls the operator, acceptance of work assignment is voluntary. A voicemail is sufficient notification under this subsection, and if an operator receives a voicemail, operator may advise the Controller of their availability and will be given

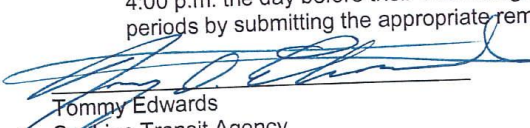
work if available pursuant to this section. Once a run has been offered to the remaining unassigned operators within the run start time selection and it remains open, it will then be offered to Seniority List.

If the operator fails to show up for their next days assigned run/shift assignment they may be charged with a miss-out in accordance with Article G-21.


SunDial

1. Part Time or NWA (but not Maxed)
2. VCB (Full Time Operators)
3. VCB (Part Time Operators)
4. Seniority Order (Day Off) - Full Time
5. Seniority Order (Day Off) - Part Time
6. Part Time MAX HRS – regular day, seniority rotation
7. Part Time MAX HRS – days off, seniority rotation
8. Part Time Fixed Route Operators (with training)
9. Full Time Fixed Route Operators (with training)
10. Supervision

- f) Controllers shall post at the Control Room window on a daily basis (1) the Voluntary Call Back List for Fixed Route and Paratransit Operators, (2) the daily assignments from the Extra Board List and any other non-regular assignment list.
- g) With 48 hours' notice, an operator may remove their name from the VCB list for the balance of the current VCB sign-up period by submitting the appropriate removal form.
- h) A Fixed Route operator may remove their name from the VCB for a specific day(s) before 2:00 p.m. the day before their VCB assignment, thus remaining on the VCB for subsequent periods by submitting the appropriate removal form.
- i) A Paratransit operator may remove their name from the VCB for a specific day(s) before 4:00 p.m. the day before their VCB assignment, thus remaining on the VCB for subsequent periods by submitting the appropriate removal form.


Tommy Edwards
SunLine Transit Agency

3-20-19 10:17 pm
Date


Jeff Shaffer
ATU Local 1277

3-20-19 10:15 pm
Date


Kelly Trainer (Legal Counsel)
SunLine Transit Agency

3-20-19
Date

**SunLine Transit Agency and ATU Local 1277
2019 Negotiations
Side Letter of Agreement
May 3, 2019**

SunLine Transit Agency ("SunLine") and the Amalgamated Transit Union, Local 1277 ("ATU") agreed to changes to the following provisions in the 2019-2022 Memorandum of Understanding ("MOU"):

- Article G-21, Section 1 (Miss-Outs)
- Article G-34, Section 7 (Progressive Discipline)

The parties agree that no miss-outs that occur on or before June 26, 2019 shall be included in the calculations for progressive discipline in Article G-21, Section 1, or otherwise used for disciplinary purposes. A miss-out that occurs on or after June 27, 2019 may be considered in the calculations for progressive discipline in Article G-21, Section 1 for disciplinary purposes.

The parties agree that no absences that occur on or before June 26, 2019 shall be included in the calculations for progressive discipline in Article G-34, Section 7, or otherwise used for disciplinary purposes. An absence that occurs on or after June 27, 2019 may be considered in the calculations for progressive discipline in Article G-34, Section 7 and for disciplinary purposes.




Tommy Edwards
SunLine Transit Agency 5-3-19

 5-3-19
Jeff Shaffer
Amalgamated Transit Union, Local 1277

Operator Holiday Bidding Guidelines

Effective May 2015 Bid (Side Letter Continuance)

1. Holiday schedules will be posted along with the normal schedules outlined in the MOU bidding procedures. Schedules will be available for bidding during the regular bidding process for service changes in January, May and September.
2. Sunday schedules will be used for said Holidays.
3. Bidding for Holiday schedules, that operators qualify for (9 hours off per MOU), will be done in seniority order at the same time as the regular bidding.
4. The same bidding rules will be followed per the MOU (ie, 10 min. allowed to submit bid from the operator's bid time, etc.)
5. If an operator is on an approved time-off for the Holiday, it will preclude the operator from bidding on that Holiday.
6. In the event Holiday schedules are not being taken or bid on, SunLine will fill any remaining open Holiday schedules by assigning them to operators that normally work on the day the holiday is on. If an operator is normally off on this day, the operator will not be assigned a holiday schedule. These assignments to cover open runs will be done in inverse seniority order. An operator assigned in inverse order to a holiday will not be allowed to refuse the assignment.

| | |
|---|--|
| <p>X </p> <hr style="border: 0.5px solid black;"/> <p>Art Aquilar ATU President</p> <p style="text-align: right; margin-right: 50px;">4/13/14</p> | <p>X </p> <hr style="border: 0.5px solid black;"/> <p>Tommy Edwards Chief Operating Officer</p> <p style="text-align: right; margin-right: 50px;">4/13/16</p> |
|---|--|

Sunline Transit Agency and ATU Local 1277
2019 Negotiations
Side Letter Agreement
Advanced Technology Technician Classification
March 25, 2019

SunLine Transit Agency ("SunLine") and the Amalgamated Transit Unit, Local 1277 ("ATU") acknowledge that SunLine intends to establish a classification of Advanced Technology Technician in order to successfully maintain SunLine's advanced technology fleet.

SunLine intends that successful applicants will be required to:

- Demonstrate the ability to work with little or no supervision, have knowledge of principles, practices and methods in the repair of advanced technology bus systems and equipment.
- Perform testing, diagnostics, and preventative maintenance in accordance with manufacturers specifications; as well as safety and regulatory requirements.

Qualifications will include:

- Certification of ASE Certified Master Transit Bus Technician, proficiency in electric drive systems and hydrogen fuel cell, computer programs for electric drive systems and components.
- Ability to read and understand technical manuals and schematics; skillfully operate electronic test equipment with limited or no supervision.

Advanced Technology Technician will occupy two mechanic FTE's with one position on day shift and one position on swing shift. Pay progression to be determined.

During the next 12 months, SunLine Transit Agency and ATU 1277 will meet quarterly to develop and complete Advanced Technology Technician qualifications and timelines. The qualifications above are SunLine's and these will be discussed.



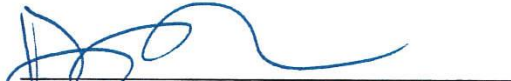
Lauren Skiver
SunLine Transit Agency

3/25/19 5:39pm
Date



Art Aguilar
ATU Local 1277

3/25/19 @ 5:41pm
Date



Kelly Trainer (Legal Counsel)
SunLine Transit Agency

3-25-19
Date

SunLine Transit Agency

DATE: June 26, 2019 **ACTION**

TO: Board of Directors

FROM: Kathleen Kelly, Chairperson of the Board

RE: Election of Officers

Recommendation

Recommend that the Board of Directors accept nominations and elect officers for SunLine Transit Agency; Chairperson of the Board and Vice Chairperson of the Board.

Background

Following changes in Board composition, an Interim Chairperson of the Board and Interim Vice Chairperson were elected at the January 23, 2019 meeting to finish the term through June 2019 when regular elections are to be held. As such, the current Chairperson of the Board and Vice Chairperson of the Board have only served in their capacity for six (6) months. In past years when this had occurred, the interim officers were subsequently elected to serve a full term.

This item is in accordance with the Joint Powers Agreement, wherein the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one (1) year terms, said terms expiring at the end of each fiscal year. The Board shall meet at its first regularly scheduled meeting in June and choose one of its members as Chairman and one as Vice Chairman. Each selection shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

Financial Impact

No financial impact.

Attachment: History of SunLine Transit Agency Officers

**SunLine Transit Agency
History of Board Officers**

| YEAR | CHAIR | VICE-CHAIR |
|-----------|---|--|
| 1977-1978 | A. A. McCandless (Riverside Cty) | James McPherson (Palm Desert) |
| 1978-1979 | A. A. McCandless (Riverside Cty) | James McPherson (Palm Desert) |
| 1979-1980 | A. A. McCandless (Riverside Cty) | Cole Eyraud (Desert Hot Springs) |
| 1980-1981 | A. A. McCandless (Riverside Cty) | Robert Hubbard (Rancho Mirage) Michael Wolfson (Rancho Mirage) |
| 1981-1982 | A. A. McCandless (Riverside Cty) | Michael Wolfson (Rancho Mirage) |
| 1982-1983 | Julius Corsini (Desert Hot Springs) Roger Harlow (Indio) | Roger Harlow (Indio) <i>vacant 11/82 thru 6/83</i> |
| 1983-1984 | Roger Harlow (Indio) | Richard Kelly (Palm Desert) |
| 1984-1985 | Patricia Larson (Riverside Cty) | Manuel Rios (Coachella) |
| 1985-1986 | Patricia Larson (Riverside Cty) | Manuel Rios (Coachella) |
| 1986-1987 | Richard Kelly (Palm Desert) | Yolanda Coba (Coachella) |
| 1987-1988 | Richard Kelly (Palm Desert) | Cole Eyraud (Desert Hot Springs) |
| 1988-1989 | Richard Kelly (Palm Desert) | Rena Murphy (Cathedral City) |
| 1989-1990 | Rena Murphy (Cathedral City) | Yolanda Coba (Coachella) John Pena (La Quinta) |
| 1990-1991 | Jeffrey Bleaman (Rancho Mirage) | Darwin Oakley (Indio) |
| 1991-1992 | John Pena (La Quinta) | Darwin Oakley (Indio) |
| 1992-1993 | Patricia Larson (Riverside Cty) | Richard Kelly (Palm Desert) |
| 1993-1994 | Richard Kelly (Palm Desert) | Phil Bostley (Indian Wells) |
| 1994-1995 | Phil Bostley (Indian Wells) | Sarah Di Grandi (Cathedral City) |
| 1995-1996 | Phil Bostley (Indian Wells) | Sarah Di Grandi (Cathedral City) |
| 1996-1997 | Phil Bostley (Indian Wells) Sarah Di Grandi (Cathedral City) | Sarah Di Grandi (Cathedral City) Will Kleindienst (Palm Springs) |
| 1997-1998 | Sarah Di Grandi (Cathedral City) | Roy Wilson (Riverside Cty) |
| 1998-1999 | Roy Wilson (Riverside Cty) | Percy Byrd (Indian Wells) |
| 1999-2000 | Percy Byrd (Indian Wells) | Will Kleindienst (Palm Springs) |
| 2000-2001 | Percy Byrd (Indian Wells) | Will Kleindienst (Palm Springs) |
| 2001-2002 | Will Kleindienst (Palm Springs) | Percy Byrd (Indian Wells) |
| 2002-2003 | Matt Weyuker (Desert Hot Springs) | John Pena (La Quinta) <i>[thru 11/02]</i> Richard Kelly (Palm Desert) <i>[elected 1/03]</i> |
| 2003-2004 | Richard Kelly (Palm Desert) | Don Adolph (La Quinta) |
| 2004-2005 | Richard Kelly (Palm Desert) | Don Adolph (La Quinta) |
| 2005-2006 | Richard Kelly (Palm Desert) <i>[thru 3/06]</i> Don Adolph (La Quinta) <i>[4/06 - 6/06]</i> | Don Adolph (La Quinta) |
| 2006-2007 | Mike Wilson (Indio) | Don Adolph (La Quinta) |
| 2007-2008 | Mike Wilson (Indio) <i>[thru 12/08]</i> | Bud England(Cathedral City) <i>[thru 12/08]</i> |
| 2007-2008 | Bud England (Cathedral City) <i>[1/09-6/09]</i> | Steve Pougnet (Palm Springs) <i>[1/09-6/09]</i> |
| 2009-2010 | Bud England (Cathedral City) | Steve Pougnet (Palm Springs) |
| 2010-2011 | Steve Pougnet (Palm Springs) | Eduardo Garcia (Coachella) |
| 2011-2012 | Eduardo Garcia (Coachella) | Robert Spiegel (Palm Desert) |
| 2012-2013 | Robert Spiegel (Palm Desert) | Yvonne Parks (Desert Hot Springs) |
| 2013-2014 | Glenn Miller (Indio) | Greg Pettis (Cathedral City) |

| | | |
|-----------|--|---|
| 2014-2015 | Greg Pettis (Cathedral City) | Douglas Hanson (Indian Wells) [thru 10/14] John J. Benoit (Riverside County) |
| 2015-2016 | Kristy Franklin (La Quinta) | Steven Hernandez (Coachella) [7/15-6/16] |
| 2016-2017 | Kristy Franklin (La Quinta) [thru 12/16] | Russell Betts (Desert Hot Springs) [6/16-12/16] |
| 2016-2017 | Russell Betts (Desert Hot Springs) [1/17-6/17] | Troy Strange (Indio) [1/17-6/17] |
| 2016-2018 | Russell Betts (Desert Hot Springs) | Troy Strange (Indio) |
| 2018-2019 | Troy Strange (Indio) [thru 12/18] | Kathleen Kelly (Palm Desert) |
| 2018-2019 | Kathleen Kelly (Palm Desert) [1/19-] | Robert Radi (La Quinta) [1/19-] |

SunLine Transit Agency

DATE: June 26, 2019 **ACTION**

TO: Board of Directors

FROM: Kathleen Kelly, Chairperson of the Board

RE: Committee Appointments

Recommendation

Recommend that the Board of Directors appoint and approve Board members to the Finance/Audit Committee, Board Operations Committee, Strategic Planning & Operational Committee, and Taxi Committee.

Background

Following the appointment of new Board members, changes were made to committee appointments at the January 23, 2019 Board meeting. Historically, Board members are given the opportunity to request a change on committee appointments prior to the start of the fiscal year wherein appointments take effect.

Listed below are the four (4) committees and their overall structure. The attached document details the current membership.

Committees and Responsibilities:

Finance/Audit Committee: (Five Board members)

- Monitors fiscal transparency by measuring monthly, quarterly, and annual fiscal performance goals
- Works closely with third-party audit firm for fiscal year-end or mid-year audit reviews:
 - Single annual audit
 - FTA triennial audit
- Reviews all contracts

Board Operations Committee: (Three Board Members)

- Reviews Agency bylaws, policies and procedures
- Discusses Agency litigation
- Monitors State & Federal legislative efforts
- Participates in new Board Member orientations

Strategic Planning and Operational Committee: (Five Board Members)

- Works with staff to update the Short Range Transit Plan
- Sets long range goals and a long range plan
- Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum
- Reviews next years' service goals and the line-item budget
- Reviews capital projects
- Provides review and concurrence on SunLine's performance management benchmarks and goals
- Attendance at quarterly SunLine Metrics meetings monitoring service operations and spending performance

Taxi Committee: (Three Board Members)

- Reviews and monitors all taxi benchmarks and financial items
- Reviews taxi ordinance amendments and taxi regulations
- Collaborates with taxi businesses
- Evaluates monthly benchmarks and metrics

Financial Impact

No financial impact.

Attachment: FY 2018-19 Board Committee Assignments

**SunLine Transit Agency
SunLine Services Group
Board Committee Assignments
FY 2018-2019 COMMITTEE APPOINTMENTS**

| | Finance/Audit Committee (5) Meet prior to each Board meeting | Board Operations Committee (3) Meet as needed | Strategic Planning & Operational Committee (5) Meet as needed | Taxi Committee (3) Meet as needed |
|-------------------------------------|--|---|---|---|
| Robert Radi La Quinta | C | | M | |
| Megan Beaman Jacinto Coachella | | M | V | |
| Russell Betts Desert Hot Springs | M | | | |
| Lisa Middleton Palm Springs | V | | C | |
| G. Dana Hobart Rancho Mirage | | C | | M |
| Raymond Gregory Cathedral City | | | M | |
| Kathleen Kelly Palm Desert | M | | | C |
| Ty Peabody Indian Wells | M | | M | |
| Lupe Ramos Amith Indio | | V | | V |
| V. Manuel Perez Riverside County | | | | |

M indicates Committee Member; C indicates Committee Chair; V indicates Vice Chair

Updated: 02/27/19