



Wednesday, January 27, 2016
12:00 Noon
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

THE CHAIR REQUESTS THAT ALL CELLULAR PHONES AND PAGERS BE TURNED OFF OR SET ON SILENT MODE FOR THE DURATION OF THE BOARD MEETING.

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairperson Kristy Franklin
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**
5. **Finalization of Agenda**
6. **Public Comments**

Receive Comments

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

7. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

----- **RECEIVE AND FILE** -----

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.
- a) Checks over \$1,000 report for November, 2015 (Pages 1-3)
 - b) Credit Card Statement for November, 2015 (Pages 4-9)
 - c) Monthly Budget Variance Report for November, 2015 (Pages 10-13)
 - d) Contracts Signed in Excess of \$25,000 November, 2015 (Page 14)
 - e) Ridership Report for November, 2015 (Pages 15-16)
 - f) SunDial Operational Notes for November, 2015 (Page 17)
 - g) Metrics (Page 18-25)

----- **INFORMATION** -----

9. **2015 Summary of Events** **Information**
Recommend the Board of Directors to receive and file 2015 Summary of Events summarizing SunLine's event activities for 2015. (Page 26-31)
(Staff: Semia Hackett)
10. **Public Feedback – Comments & Feedback from Public** **Information**
At the request of the Board of Directors, the Marketing Team is bringing forward the various methods used to receive comments and feedback from public. (Pages 32-33) (Staff: Semia Hackett)
11. **Modification of Pension Investment Manager** **Information**
Keeping with overall evaluation of the Agency's finances, management has identified the pension plans as an area for review. (Page 34)

----- **ACTION** -----

12. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the December 2, 2015 Board of Directors meeting. (Pages 35-39)
13. **Revised Policy for Travel and Expense Reimbursement** **Approve**
#B-200197
(Greg Pettis, Chair Board Operations Committee; Staff: Luis Garcia)
Request that the Board approve amendment of the Travel and Expense Reimbursement Policy #B-200197 (Page 40-46)

14. **Approve a resolution for LCTOP funding & Resolution for Certifications and Assurances** **Approve**
(Robert Spiegel, Chair Board Operations Committee; Staff: Luis Garcia)
Recommend that the Board of Directors approve: 1. The attached resolution Authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) for line 80, 81 and 95 service frequency improvements. 2. The attached Resolution for Certifications and Assurances which delegates authority to the CEO/General Manager to execute required documents for grants and obtain Funding through the LCTOP. (Pages 47-53)
15. **Resolutions Authorizing Opening of Account** **Approve**
(Robert Spiegel, Chair Board Operations Committee; Staff: Luis Garcia)
Recommend that the Board of Directors approve the attached resolution authorizing the opening of one savings account. (Pages 54-56)
-
16. **CEO/General Manager's Report**
17. **Next Meeting Date**
February 24, 2016
12 o'clock Noon – New Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
18. **Adjourn**



FINANCE/AUDIT COMMITTEE AGENDA

January 27, 2016

11:00 a.m. – 12:00noon

**Conference Room 2
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**

----- **RECEIVE AND FILE** -----

5. **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.
 - a) Checks over \$1,000 report for November 2015 (Page 1-4)
 - b) Credit card statement for November 2015 (Page 5-10)
 - c) Monthly Budget Variance Report for November 2015 (Pages 11-14)

----- **INFORMATION** -----

6. **Modification of Pension Investment Manager** **Information**
(Staff: Luis Garcia) (Page 15)

----- **ACTION** -----

7. **Approve a resolution for LCTOP funding & Resolution for Certifications and Assurances** **Approve**
(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Luis Garcia)
Recommend that the Board of Directors approve: 1. The attached resolution authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) for line 80, 81 and 95 service frequency improvements. 2. The attached Resolution for Certifications and Assurances which delegates authority to the CEO/General Manager to execute required documents for grants and obtain Funding through the LCTOP.(Pages 16-22)

8. **Resolutions Authorizing Opening of Account** **Approve**
(Robert Spiegel, Chair Board Operations Committee;
Staff: Luis Garcia)
Recommend that the Board of Directors approve the attached resolution authorizing the opening of one savings account. (Pages 23-25)

9. **Adjourn**



**AGENDA
BOARD OPERATIONS COMMITTEE**

**January 27, 2016
10:00 – 10:30 a.m.**

**Board Room
SunLine Transit Agency
Thousand Palms, CA**

1. **Call to Order**
2. **Roll Call**
3. **Public Comments**
4. **Committee Member Comments**

----- **ACTION** -----

5. **Revised Policy for Travel and Expense Reimbursement #B-200197** **Approve**
(Greg Pettis, Chair Board Operations Committee; Staff: Luis Garcia)
Request that the Board approve amendment of the Travel and Expense Reimbursement Policy #B-200197 (Page 1-7)
6. **Adjourn**

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of November 2015**

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

Vendor Name	Description	Check #	Check	Amount
<u>HEALTH NET</u>	Group Health Ins Prem	666306	11/6/2015	<u>\$282,094.52</u>
PERMA - Insurance	Gen Lib/WC	666531	11/13/2015	\$113,577.15
U.S. BANK INSTITUTIONAL TRUST- <i>AVAIL TECHNOLOGIES</i>	Pension Deposits	666580	11/20/2015	\$82,065.90
<i>AVAIL TECHNOLOGIES</i>	<i>WIP- Bus System Upgrade</i>	<i>666417</i>	<i>11/13/2015</i>	<i>\$80,252.50</i>
U.S. BANK INSTITUTIONAL TRUST- <i>SOFTCHOICE CORP.</i>	Pension Deposits	666343	11/6/2015	\$79,324.52
<i>SOFTCHOICE CORP.</i>	<i>Software Computer Equip</i>	<i>666335</i>	<i>11/6/2015</i>	<i>\$66,949.02</i>
BP ENERGY COMPANY	CNG	666600	11/25/2015	\$65,072.45
<i>TYLER TECHNOLOGIES, INC.</i>	<i>WIP ERF Project</i>	<i>666667</i>	<i>11/25/2015</i>	<i>\$43,294.00</i>
PRAXAIR, INC.	Hydrogen	666540	11/13/2015	\$40,101.32
IMPERIAL IRRIGATION DIST	Utilities	666626	11/25/2015	\$30,315.08
<u>METLIFE SBC</u>	Dental Insurance	666313	11/6/2015	<u>\$27,407.97</u>
<u>RELIANCE STANDARD</u>	LTD/STD/LIFE Ins Prem	666592	11/23/2015	<u>\$23,649.05</u>
<i>CALSTART, INC.</i>	<i>Fuel Cell Bus Analysis</i>	<i>666423</i>	<i>11/13/2015</i>	<i>\$22,482.75</i>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	666630	11/25/2015	\$21,618.23
MICHELIN NORTH AMERICA, INC.	Tire Leasing	666499	11/13/2015	\$21,299.87
CREATIVE BUS SALES, INC.	Bus Repair Parts	666448	11/13/2015	\$19,121.03
<i>DECALS BY DESIGN, INC.</i>	<i>WIP-Bus Rehab Graphics</i>	<i>666611</i>	<i>11/25/2015</i>	<i>\$16,400.66</i>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	666552	11/20/2015	\$14,640.50
NEW FLYER	Bus Parts	666323	11/6/2015	\$11,727.67
<i>BAE SYSTEMS CONTROLS, INC.</i>	<i>Fuel Cell Bus Warranty</i>	<i>666418</i>	<i>11/13/2015</i>	<i>\$10,804.54</i>
NEW FLYER	Bus Parts	666512	11/13/2015	\$10,800.18
<i>VERIZON WIRELESS</i>	<i>Upgrade of Cell Phones</i>	<i>666670</i>	<i>11/25/2015</i>	<i>\$9,266.96</i>
CUMMINS PACIFIC, LLC	Bus Repair Parts	666609	11/25/2015	\$8,127.16
SEMIA L. HACKETT	Relocation Expense	666652	11/25/2015	\$7,815.84
<i>DECALS BY DESIGN, INC.</i>	<i>Fuel Cell Bus Graphics</i>	<i>666610</i>	<i>11/25/2015</i>	<i>\$7,474.96</i>
STRICKLAND KENNY INC.	Lubricants & Oils	666658	11/25/2015	\$6,974.80
FLEET REFINISHING / SO CAL WRAPS	Body/Paint	666616	11/25/2015	\$6,744.34
AMALGAMATED TRANSIT UNION	Union Dues	666551	11/20/2015	\$5,889.76
<i>PROACTIVE WELDING ZONE, INC</i>	<i>SunFuels Equipment</i>	<i>666330</i>	<i>11/6/2015</i>	<i>\$5,760.00</i>
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	666641	11/25/2015	\$5,700.00
NYHART COMPANY	Pension Consultant	666324	11/6/2015	\$5,698.00
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	666669	11/25/2015	\$5,627.25
AMALGAMATED TRANSIT UNION	Union Dues	666288	11/6/2015	\$5,589.68
TK SERVICES, INC.	Bus Repair Parts	666341	11/6/2015	\$5,521.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	666607	11/25/2015	\$5,437.74
NAPA AUTO PARTS	Vehicle Repair Parts	666636	11/25/2015	\$5,315.41
<u>SCENE CREATIVE, LLC</u>	Music Festival	666575	11/20/2015	<u>\$4,800.00</u>
CARQUEST OF THE DESERT	Repair Parts	666604	11/25/2015	\$4,724.24
OFFICETEAM	Temporary Services	666326	11/6/2015	\$4,542.08

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of November 2015**

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

Vendor Name	Description	Check #	Check	Amount
CUMMINS PACIFIC, LLC	Bus Repair Parts	666453	11/13/2015	\$4,431.20
TELEPACIFIC COMMUNICATIONS	Telephone Service	666661	11/25/2015	\$4,225.60
CUMMINS PACIFIC, LLC	Bus Repair Parts	666298	11/6/2015	\$3,925.37
VERIZON WIRELESS	Wireless Cell Service	666549	11/13/2015	\$3,896.26
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	666619	11/25/2015	\$3,890.00
GRAINGER	Facility Maintenance	666481	11/13/2015	\$3,657.77
ALTON HILLIS	Relocation Expense	666583	11/23/2015	\$3,500.00
STRICKLAND KENNY INC.	Lubricants & Oils	666339	11/6/2015	\$3,487.40
NAPA AUTO PARTS	Vehicle Repair Parts	666318	11/6/2015	\$3,482.34
TRANSIT RESOURCES, INC.	Bus wheel chair parts	666342	11/6/2015	\$3,349.85
FIESTA FORD, INC.	Repair Parts/Support	666302	11/6/2015	\$3,312.75
PATRICK M. BRASSIL	Hydrogen Maintenance	666642	11/25/2015	\$3,280.00
<u>RULIANCE STANDARD</u>	<u>I.TD/STD/LIFE Ins Prem.</u>	<u>666593</u>	<u>11/23/2015</u>	<u>\$3,278.99</u>
TIME WARNER CABLE	Utilities	666547	11/13/2015	\$3,041.21
ROMAINE ELECTRIC CORP.	Repair Parts	666649	11/25/2015	\$2,993.27
HOME DEPOT CRD SRVS	Facility Maintenance	666591	11/23/2015	\$2,965.27
PETERSON HYDRAULICS, INC.	Repair Parts	666644	11/25/2015	\$2,940.45
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>666300</u>	<u>11/6/2015</u>	<u>\$2,922.68</u>
FIBERLINK COMMUNICATIONS	Computer Software Agreement	666614	11/25/2015	\$2,736.00
AVAIL TECHNOLOGIES	Repair Parts	666291	11/6/2015	\$2,665.06
INDEPENDENT LIVING PARTNERSHIP	Grant Pass-Through	666485	11/13/2015	\$2,580.99
BURRTEC WASTE & RECYCLING	Facility Trash Removal	666601	11/25/2015	\$2,571.43
NEW TLYER	Bus Parts	666637	11/25/2015	\$2,563.42
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	666292	11/6/2015	\$2,500.93
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	666553	11/20/2015	\$2,500.93
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	666289	11/6/2015	\$2,500.00
GAS COMPANY, THE	Indio Facility Gas	666620	11/25/2015	\$2,274.63
FIESTA FORD, INC.	Repair Parts/Support	666467	11/13/2015	\$2,262.58
AVAIL TECHNOLOGIES	Repair Parts	666599	11/25/2015	\$2,121.84
TOTALFUNDS BY HASLER	Postage Supplies	666663	11/25/2015	\$2,070.01
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666623	11/25/2015	\$2,032.35
<u>KUNA-FM</u>	<u>Advertisement Commuter Link</u>	<u>666491</u>	<u>11/13/2015</u>	<u>\$2,000.00</u>
<u>OTA BROADCASTING KMIR/KPSE</u>	<u>Advertisement Commuter Link</u>	<u>666639</u>	<u>11/25/2015</u>	<u>\$2,000.00</u>
PROPER SOLUTIONS	Temp. Emp Serv	666542	11/13/2015	\$1,979.69
GRAINGER	Facility Maintenance	666305	11/6/2015	\$1,918.60
FENCEWORKS, INC.	WIP-Demolition Project	666463	11/13/2015	\$1,901.00
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	666656	11/25/2015	\$1,871.49
FLEET-NET CORPORATION	Software & Licenses	666468	11/13/2015	\$1,860.00
TK SERVICES, INC.	Bus Repair Parts	666662	11/25/2015	\$1,844.64
PLAZA TOWING, INC.	Towing Service	666329	11/6/2015	\$1,800.00

**Sunline Transit Agency
Checks \$1,000 and Over
For the month of November 2015**

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

Vendor Name	Description	Check #	Check	Amount
PAUL ASSOCIATES	Printing	666643	11/25/2015	\$1,798.25
GENFARE	Farbox	666473	11/13/2015	\$1,763.49
PHOTOMATION PHOTO LAB	Fuel Cell Bus	666533	11/13/2015	\$1,592.60
<i>ADVOCATES FOR LABOR COMPLIANCE,</i>	<i>Solar Panel Project</i>	<i>666285</i>	<i>11/6/2015</i>	<i>\$1,500.00</i>
GRAINGER	Facility Maintenance	666622	11/25/2015	\$1,423.60
AIR & HOSE SOURCE, INC.	Repair Parts	666286	11/6/2015	\$1,417.50
OFFICE DEPOT	Office Supplies	666523	11/13/2015	\$1,411.94
TOXGUARD FLUID	Coolant Recycling	666664	11/25/2015	\$1,385.68
CAPITAT. ONE COMMERCIAL (COSTCO)	Boardroom Supplies	666602	11/25/2015	\$1,364.39
STRICKLAND KENNY INC.	Lubricants & Oils	666545	11/13/2015	\$1,250.02
SMARTDRIVE SYSTEMS, INC.	Security Equipment	666544	11/13/2015	\$1,240.00
AMERICAN SEATING COMPANY	Seats and Inserts	666596	11/25/2015	\$1,189.25
DESERT ALARM, INC.	Security Services	666454	11/13/2015	\$1,120.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	666482	11/13/2015	\$1,098.58
<i>PACKET FUSION, INC.</i>	<i>WIP-VOIP Phone System</i>	<i>666527</i>	<i>11/13/2015</i>	<i>\$1,080.29</i>

Total of Checks Over \$1,000	\$1,325,779.72
Total of Checks Under \$1,000	\$40,086.99
Total of All Checks for the Month	\$1,365,866.71

Total Amount of Checks Prior Years Same Month	\$3,074,299.71
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November 2015 Statement

Open Date: 10/21/2015 Closing Date: 11/20/2015



Account: [REDACTED]
Cardmember Service (1-866-552-8855
BUS 30 ELN 13

New Balance \$7,254.07
Minimum Payment Due \$73.00
Payment Due Date 12/17/2015

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Activity Summary

Previous Balance	+	\$4,772.47
Payments	-	\$3,947.78CR
Other Credits	-	\$824.69CR
Purchases	+	\$7,254.07
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
New Balance	=	\$7,254.07
Past Due		\$0.00
Minimum Payment Due		\$73.00
Credit Line		\$43,000.00
Available Credit		\$35,745.93
Days in Billing Period		31

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

CPN 000648533

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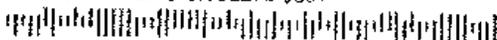


24-Hour Cardmember Service: 1-866-552-8855

- to pay by phone
- to change your address

000019689 1 SP 000638383787101 P

SUNLINE TRANSIT
CENTRAL BILL
32605 HARRY OLIVER TRL
THOUSAND OAKS CA 92278-3501



Automatic Payment

Account Number: 4798 5100 5089 3920

Your new full balance of \$7,254.07 will be automatically deducted from your account on 12/14/15.



November 2015 Statement 10/21/2015 - 11/20/2015

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SUNLINE TRANSIT (CPN 000648538)

Cardmember Service 1-866-552-8855

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$7254.07 will be automatically deducted from your bank account on 12/14/2015. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions SKIVER LAURAL Credit Limit \$40000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Other Credits		
11/03	10/29	7934	WESTIN (WESTIN HOTELS) PASADENA CA MERCHANDISE/SERVICE RETURN	\$618.52CR	
11/03	10/29	7942	WESTIN (WESTIN HOTELS) PASADENA CA MERCHANDISE/SERVICE RETURN	\$206.17CR	
			Purchases and Other Debits		
10/23	10/21	9290	CALIFORNIA TRANSIT ASS 916-4464856 CA	\$425.00	
10/26	10/22	2484	LAX AIRPORT LOT P 6 LOS ANGELES CA	\$120.00	
10/26	10/22	7521	DOUBLETREE SONOMA ROHNERT PARK CA	\$681.78	
10/28	10/27	2531	WESTIN (WESTIN HOTELS) PASADENA CA	\$618.52	
10/28	10/27	2549	WESTIN (WESTIN HOTELS) PASADENA CA	\$206.17	
10/29	10/27	6712	SHERATON FISHERMANS WF SAN FRANCISCO CA	\$262.01	
10/29	10/27	6720	SHERATON FISHERMANS WF SAN FRANCISCO CA	\$359.83	
10/30	10/29	6354	ALAMO RENT-A-CAR SAN FRANCISCO CA	\$37.57	
11/02	10/29	2699	THE FAIRMONT HTL SAN J SAN JOSE CA	\$740.10	
11/02	10/29	8469	CALIFORNIA TRANSIT ASS 916-4464856 CA	\$250.00	
11/02	10/29	0575	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$35.00	
11/03	10/23	7421	UNITED 0167690966409 800-932-2732 TX GARCIA/LUIS 11/16/15 ONTARIO CAL TO SAN FRANCISCO SAN FRANCISCO TO ONTARIO CAL	\$176.70	
11/05	11/05	1807	PANERA BREAD #601771 PALM DESERT CA	\$293.66	
11/12	11/10	1410	CALIFORNIA TRANSIT ASS 916-4464856 CA	\$425.00	
11/12	11/10	4430	UNITED 0167695261786 800-932-2732 TX RAYL/JAMES H 12/02/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO SALT LAKE CI SALT LAKE CI TO SAN FRANCISCO SAN FRANCISCO TO PALMSPRINGS	\$366.20	
11/12	11/10	4448	UNITED 0167695261786 800-932-2732 TX	\$366.20	



November 2015 Statement 10/21/2015 - 11/20/2015
 SUNLINE TRANSIT (CPN 000648533)

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 Cardmember Service (1-866-552-8855

Transactions		SKIVER, LAURA L		Credit Limit	\$40000
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			MILES/TAMARA M 12/02/15 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO SALT LAKE CI SALT LAKE CI TO SAN FRANCISC SAN FRANCISC TO PALMSPRINGS		
11/12	11/11	6504	PLN*On-line HOTEL 877-477-5812 CT	\$906.36	
11/12	11/10	7558	INTERNET HOTEL RESERVA 800-3139472 MO	\$24.99	
11/12	11/10	8316	EXPEDIA*1121022467251 EXPEDIA.COM WA	\$625.30	
11/16	11/14	9898	GEORGIAN TERRACE ATLANTA GA	\$323.20	
11/19	11/17	9474	SHERATON FISHERMANS WF SAN FRANCISCO CA	\$11.48	
Total for Account				\$5,429.38	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
11/16	11/16		PAYMENT THANK YOU	\$3,947.78cr	
Total for Account				\$3,947.78cr	

2015 Totals Year-to-Date	
Total Fees Charged in 2015	\$0.00
Total Interest Charged in 2015	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

** APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%	
**PURCHASES	\$7,254.07	\$0.00	YES	\$0.00	13.99%	
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.98%	



November 2015 Statement 10/21/2015 - 11/20/2015
SUNLINE TRANSIT (CPN 000648533)



Page 4 of 4
Cardmember Service ☎ 1-866-552-8855

Contact Us

 Phone

Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-856-807-9053

 Questions

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-0353



Mail payment coupon
With a check

Cardmember Service
P.O. Box 700408
St. Louis, MO 63179-0408



Online

myaccountaccess.com

End of Statement

SUNLINE TRANSIT

Receive Email Updates

Sign up for important updates and special offers
for your credit card account to be delivered to your inbox.

Provide your email address at email.myaccountaccess.com.

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: November 20, 2015

Lauren Skiver – Detail

10/21/15	Calif Transit Assoc	Registration – Semia Hackett, Chief Administration Officer	\$ 425.00
10/22/15	LAX Airport	VERGE Conference San Jose – Parking at LAX – Lauren Skiver CEO/GM	\$ 120.00
10/22/15	Doubletree Sonoma	CalAct – 10/22/15 – 10/26/15 – Lauren Skiver, CEO/GM	\$ 681.78
10/27/15	Westin Pasadena	CTA – 11/16/15 – 11/18/15 Semia Hackett, Chief Administration Officer	\$ 618.52
10/27/15	Westin Pasadena	CTA – 11/19/15 - Semia Hackett, Chief Administration Officer	\$ 206.17
10/27/15	Sheraton Fisherman's WF	Triennial Review – Luis Garcia, Deputy Chief Finance Officer 11/16/15	\$ 262.01
10/27/15	Sheraton Fisherman's WF	Triennial Review – Luis Garcia, Deputy Chief Finance Officer 11/17/15	\$ 359.83
10/29/15	Alamo Rent-a-Car	VERGE Conference San Jose – 10/27/15 – 10/28/15 Lauren Skiver, CEO/GM	\$ 37.57
∞ 10/29/15	The Fairmont HTL	VERGE Conference San Jose – 10/27/15 – 10/28/15 Lauren Skiver, CEO/GM	\$ 740.10
10/29/15	Calif Transit Assoc	Registration – Diego Rojo, Transit Planning Tech	\$ 250.00
10/29/15	Palm Springs Airport	Parking - VERGE Conference – Lauren Skiver, CEO/GM	\$ 35.00
10/23/15	United Airlines	Triennial Review – San Francisco – Luis Garcia, Deputy Chief Finance Officer	\$ 175.70
11/5/15	Panera Bread	Board Meeting November 4, 2015	\$ 293.66
11/10/15	Calif Transit Assoc	Registration – Pete Gregor, Chief Safety Officer	\$ 425.00
11/10/15	United Airlines	Jim Rayl, Customer Service Supervisor – visit Utah Transit Authority – research Van Pool/ADA	\$ 366.20
11/10/15	United Airlines	Tamara Miles, Lead Controller – visit Utah Transit Authority – Research ADA	\$ 366.20
11/11/15	On-line hotel Courtyard	CTA – Pete Gregor, Chief Safety Officer 11/16/15 – 11/19/15	\$ 906.36
11/10/15	Internet Charge	Hotel reservation – internet charge for P Gregor Hotel Res	\$ 24.99
11/10/15	Expedia	Hotel/rent-a-car – Jim Rayl, Customer Service Supervisor & Tamara Miles, Lead Controller – visit Utah Transit Authority	\$ 625.30
11/14/15	Georgian Terrace	ZEB APTA working group – Tommy Edwards, Chief Operating Officer 11/11/15 – 11/13/15	\$ 323.20

11/17/15	Sheraton Fishermans WF	Triennial Review – Luis Garcia, Deputy Chief Finance Officer Meal	\$ 11.48
Total Amount			\$ 7254.07
Credits:			
10/29/15	Westin Hotel Pasadena	Credit for K Franklin, Board Chair/CTA - credit did not attend	\$ 618.52 cr
10/29/15	Westin Hotel Pasadena	Credit for K Franklin, Board Chair/CTA - credit did not attend	\$ 206.17 cr
Total Minus Credits			\$ 6429.38

SunLine Transit Agency
Budget Variance Report
November 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,537,602	275,471	294,800	(19,330)	1,320,475	1,474,001	(153,525)
Other Revenue	1,636,829	150,469	136,402	14,067	823,544	682,012	141,531
Total Operating Revenue	5,174,431	425,940	431,203	(5,263)	2,144,019	2,156,013	(11,994)
Operating Expenses:							
Operator & Mechanic Salaries & Wages	8,170,608	629,044	680,884	51,840	3,193,449	3,404,420	210,971
Operator & Mechanic Overtime	958,000	59,990	79,833	19,844	426,327	399,167	(27,160)
Administration Salaries & Wages	4,599,232	302,041	383,269	81,229	1,670,217	1,916,347	246,130
Administration Overtime	7,200	803	600	(203)	3,855	3,000	(855)
Fringe Benefits	8,519,093	623,118	709,924	86,806	3,179,526	3,549,622	370,096
Communications	141,620	10,593	11,802	1,209	55,521	59,008	3,488
Legal Services - General	150,000	8,073	12,500	4,427	42,873	62,500	19,627
Computer/Network Software Agreement	315,593	22,707	26,299	3,593	117,083	131,497	14,414
Uniforms	85,400	10,036	7,117	(2,919)	40,893	35,583	(5,310)
Contracted Services	477,520	25,966	39,793	13,828	158,565	198,967	40,402
Equipment Repairs	4,000	334	333	(1)	531	1,667	1,136
Security Services	67,440	5,227	5,620	393	27,478	28,100	622
Fuel - CNG	1,373,972	85,625	114,498	28,872	538,354	572,488	34,134
Fuel - Hydrogen	180,554	23,917	15,046	(8,870)	114,969	75,231	(39,739)
Tires	301,501	17,124	25,125	8,001	82,452	125,625	43,174
Office Supplies	62,466	4,092	5,206	1,114	26,372	26,028	(345)
Travel/Training	141,140	8,917	11,762	2,845	34,568	58,808	24,241
Repair Parts	919,963	101,501	76,664	(24,838)	520,911	383,318	(137,593)
Facility Maintenance	33,000	2,714	2,750	36	20,496	13,750	(6,746)
Electricity - CNG & Hydrogen	170,030	13,056	14,169	1,114	71,533	70,846	(687)
Natural Gas	1,263,484	88,225	105,290	17,065	524,920	526,452	1,532
Water	6,000	289	500	211	1,458	2,500	1,042
Insurance Losses	1,389,250	53,750	115,771	62,021	277,592	578,854	301,262
Insurance Premium - Property	60,000	1,195	5,000	3,805	5,973	25,000	19,027
Repair Claims	50,000	202	4,167	3,965	24,968	20,833	(4,135)
Fuel Taxes	145,450	14,442	12,121	(2,321)	66,850	60,604	(6,245)
Other Expenses	3,538,550	196,886	294,879	97,993	989,146	1,474,396	485,249
Self Consumed Fuel	(1,508,641)	(101,404)	(125,720)	24,316	(611,838)	(628,600)	16,763
Total Operating Expenses (Before Depreciation)	31,622,425	2,208,460	2,635,202	426,742	11,605,043	13,176,010	1,570,967
Operating Expenses in Excess of Operating Revenue		\$ (1,782,521)			\$ (9,461,024)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	442,039	546,560	104,521	2,346,197	2,732,800	386,603
State - LTF, LCTOP	15,185,740	1,023,476	1,265,478	242,002	5,432,270	6,327,392	895,121
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	317,005	391,961	74,956	1,682,557	1,959,806	277,249
Total Subsidies	26,447,994	1,782,521	2,204,000	421,479	9,461,024	11,019,998	1,558,973
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency
Budget Variance Report
November 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	22,254,133	1,614,996	1,854,511	239,515	8,473,374	9,272,555	799,181
Services	3,189,005	177,142	265,750	88,609	876,004	1,328,752	452,748
Fuels & Lubricants	1,693,861	125,465	141,155	15,690	721,807	705,775	(16,032)
Tires	301,501	17,124	25,125	8,001	82,452	125,625	43,174
Materials and Supplies	1,186,279	121,906	98,857	(23,049)	661,147	494,283	(166,864)
Utilities	1,712,400	122,772	142,700	19,928	708,040	713,500	5,460
Casualty & Liability	2,115,064	93,901	176,255	82,354	506,565	881,277	374,712
Taxes and Fees	145,450	14,442	12,121	(2,321)	66,850	60,604	(6,245)
Miscellaneous Expenses	533,373	22,116	44,448	22,332	120,643	222,239	101,596
Self Consumed Fuel	(1,508,641)	(101,404)	(125,720)	24,316	(611,838)	(628,600)	16,763
Total Operating Expenses (Before Depreciation)	31,622,425	2,208,460	2,635,202	426,742	11,605,043	13,176,010	1,570,967
Revenues:							
Passenger Revenue	3,537,602	275,471	294,800	(19,330)	1,320,475	1,474,001	(153,525)
Other Revenue	1,636,829	150,469	136,402	14,067	823,544	682,012	141,531
Total Operating Revenue	5,174,431	425,940	431,203	(5,263)	2,144,019	2,156,013	(11,994)
Net Operating Gain (Loss)		\$ (1,782,521)			\$ (9,461,024)		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	442,039	546,560	104,521	2,346,197	2,732,800	386,603
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Total Subsidies	26,447,994	1,782,521	2,204,000	421,479	9,461,024	11,019,998	1,558,973
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Passenger revenue affected by seasonal low during the summer months but has shown an improvement beginning in September due to children returning to school.
- The budget accounts for an increase in passenger revenue due to the new service improvements which will be primarily implemented in January. The revenue in the second half of the fiscal year should help reduce the unfavorable balance.

Other Revenue - Favorable

- Outside fuel sales and advertising revenue above the budgeted amount due to the emphasis on generating advertising revenue and an increase in the quantity of publicly consumed CNG and an increase price at the fuel island for the public over the same period in 2014.

Operator & Mechanic Salaries & Wages - Favorable

- Operators on extended leave for long term disability or workers compensation.
- The majority of the new service improvements will begin in January. A majority of the expenses associated with the service improvements would be coming from wages. Accordingly, there will be some wage savings in operations until the new services are implemented.

Operator & Mechanic Overtime - Unfavorable

- Operators on extended leave for long term disability or workers compensation.

Administration Salaries & Wages - Favorable

- Multiple positions were posted after the budget was approved by the Board of Directors in June but were not filled as of November.

Administration Overtime - Unfavorable

- Administration overtime expenses are within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Open positions help contribute to the favorable balance for fringe benefits.
- The vast majority of unemployment taxes are paid in the first quarter of the calendar year. Accordingly, January & February will reduce the favorable YTD balance within better range of budget.

Communications - Favorable

- Planned increases in communication expenses are planned throughout the rest of the fiscal year.

Legal Services - General - Favorable

- Savings due to a decreased use in legal consulting during the change in legal firms and overall lower monthly expenses YTD.

Computer/Network Software Agreement - Favorable

- Software agreements are re-newed at different points throughout the year and the account will experience highs and lows accordingly.

Uniforms - Unfavorable

- Uniform expenditures are slightly over budget in the operations department due to the new classes of operators.

Contracted Services - Favorable

- Savings primarily attributed to not implementing the website hosting improvements or publishing the annual report to date.

Equipment Repairs - Favorable

- Equipment repair expenses are within an acceptable range of the budgeted amount.

Security Services - Favorable

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

Fuel - CNG - Favorable

- Natural gas prices were averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process. The natural gas prices have fallen since the beginning of the FY and has eliminated the unfavorable YTD variance.

- Fuel - Hydrogen - Unfavorable
 - Technical difficulties with the hydrogen station has increased the unfavorable balance.
- Tires - Favorable
 - Tire expenses budgeted in accordance with the service improvements planned for January 2016 & should carry a favorable balance until the services are implemented.
- Office Supplies - Unfavorable
 - Office supply expenses are within an acceptable range of the budgeted amount.
- Travel/Training - Favorable
 - Travel & training savings can be attributed to varying times at which training sessions are attended.
- Repair Parts -Unfavorable
 - Heat related repairs such as AC units increase during the summer time.
 - Engine rebuilds also contributed to the unfavorable balance.
 - The engine rebuilds will be capitalized and reduce the unfavorable balance in December.
- Facility Maintenance - Unfavorable
 - Facility maintenance expenses over budget due to unexpected repair costs for a hydraulic lift in the shops at Indio and Thousand Palms.
- Electricity - CNG & Hydrogen - Unfavorable
 - Electricity expenses are within an acceptable range of the budgeted amount.
- Natural Gas - Favorable
 - Natural gas prices averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process. The natural gas prices have fallen since the beginning of the FY and has eliminated the unfavorable YTD variance.
- Water - Favorable
 - Water expenses are within an acceptable range of the budgeted amount.
- Insurance Losses - Favorable
 - Insurance losses can vary greatly from month to month and there was not been much activity year to date.
- Insurance Premium - Property - Favorable
 - Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. No changes to coverage have been made as of yet.
- Repair Claims - Unfavorable
 - Completion of repairs for bus #570 in October has attributed to the unfavorable balance.
- Fuel Taxes - Unfavorable
 - An increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes.
- Other Expenses - Favorable
 - Insurance coverage is currently being re-evaluated and was therefore budgeted with a possible increase in expenses after expanding coverage. A change for Auto Physical Damage was brought before the board in December and will go into affect in January 2016.
- Self Consumed Fuel - Favorable
 - Natural gas prices averaging 13% higher per MMBTU (1 million British Thermal Units) than previously forecasted by the US Energy Information Administration (EIA) used in the budgeting process. The natural gas prices have fallen since the beginning of the FY and has eliminated the unfavorable YTD variance.

Contracts Signed in Excess of \$25,000

November - December 2015

Vendor	Product/ Service	Need	Budgeted	Budgeted Amount	Cost	Type
Sardo Bus & Coach Upholstery	Fixed Route Bus Seat Insert Re-upholstering Services	To replace worn out padded seat inserts on 62 fixed route buses.	Approved as part of SRTP FY09 and FY13	\$ 420,000	\$69,109.84	Executed Agreement
CPAC	Additional Network Equipment	To provide failover and redundancy to the storage network.	Pending grant FY16		\$27,057.65	Purchase Order
Genfare	Odyssey Fareboxes	Needed for Electric BYD Buses for January Service Change	Approved as part of SRTP FY08	\$ 650,000	\$45,907.48	Executed Agreement
Doug Wall Construction	Installation of BYD Chargers	Needed for Electric BYD Buses for January Service Change	Approved as part of SRTP FY09	\$ 665,000	\$34,500.00	Executed Agreement



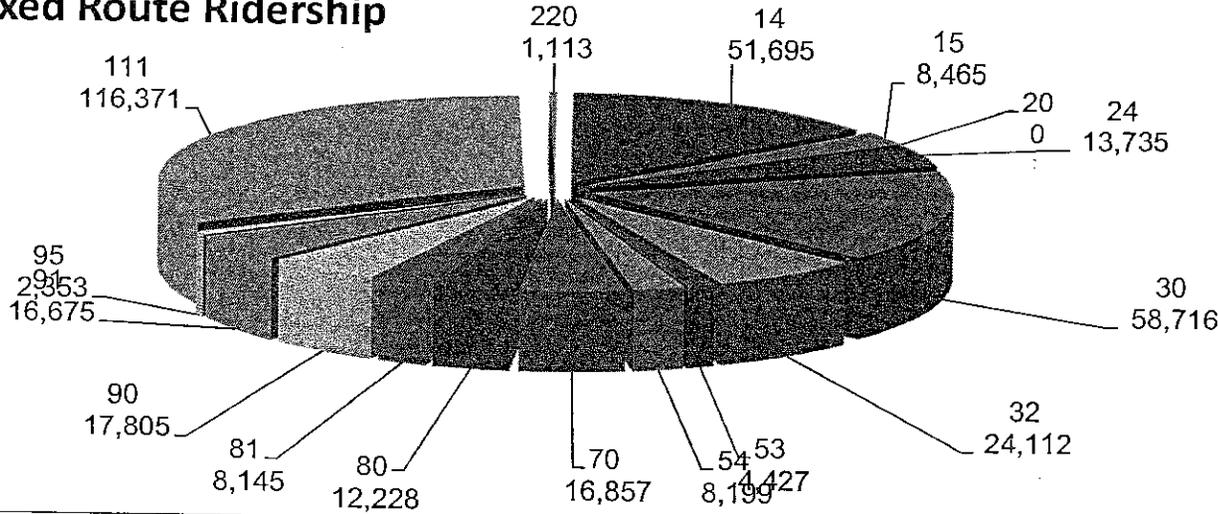
SunLine Transit Agency Monthly Ridership Report November 2015

Line	Fixed Route Description	Nov 2015	Nov 2014	Oct 2015	FY 2015 & 2016		FY 2016 YTD	FY 2015 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
					Month	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	51,695	54,731	62,673	(3,036)	-5.5%	276,791	281,976	(5,185)	-1.8%	1,576	8,965	447	2,401
15	DHS	8,465	9,658	9,983	(1,193)	-12.4%	43,765	47,451	(3,686)	-7.8%	304	1,537	30	182
20	DHS/PD				-	#DIV/0!	-	-	-	#DIV/0!				
24	PS	13,735	15,263	16,592	(1,528)	-10.0%	68,879	78,464	(9,585)	-12.2%	344	1,670	215	915
30	CC/PS	58,716	64,600	67,917	(5,884)	-9.1%	302,893	329,755	(26,862)	-8.1%	1,784	10,121	325	2,211
32	PD/RM/TP/CC/PS	24,112	24,495	26,882	(383)	-1.6%	116,993	122,522	(5,529)	-4.5%	929	4,712	127	755
53	PD/IW	4,427	4,442	5,440	(15)	-0.3%	21,542	23,281	(1,739)	-7.5%	139	880	14	89
54	Indio/LQ/IW/PD	8,199	7,938	9,896	261	3.3%	37,903	36,623	1,280	3.5%	174	1,298	41	272
70	LQ/BD	16,857	17,950	19,759	(1,093)	-6.1%	78,305	86,044	(7,739)	-9.0%	497	2,452	75	263
80	Indio	12,228	10,902	14,713	1,326	12.2%	61,285	56,955	4,330	7.6%	253	1,308	66	380
81	Indio	8,145	7,099	9,376	1,046	14.7%	38,127	39,267	(1,140)	-2.9%	80	534	92	15 110
90	Coachella/Indio	17,805	18,258	20,316	(453)	-2.5%	88,447	90,666	(2,219)	-2.4%	479	2,298	100	459
91	I/Cch/Th/Mec/Oas	16,675	19,083	18,913	(2,408)	-12.6%	81,961	93,296	(11,335)	-12.1%	474	2,565	49	248
95	I/Cch/Th/Mec/NS	2,353	2,457	2,746	(104)	-4.2%	12,505	13,021	(516)	-4.0%	88	360	-	10
111	PS to Indio	116,371	126,295	127,294	(9,924)	-7.9%	579,709	631,849	(52,140)	-8.3%	3,809	21,561	796	4,278
220	PD to Riverside	1,113	1,158	1,476	(45)	-3.9%	5,924	5,533	391	7.1%	15	124	5	32
Fixed route total		360,896	384,329	413,976	(23,433)	-6.1%	1,815,029	1,936,703	(121,674)	-6.3%	10,945	60,385	2,382	12,905
Demand Response														
SunDial		12,965	11,716	16,471	1,249	10.7%	73,027	63,028	9,999	15.9%				
System total		373,861	396,045	430,447	(22,184)	-5.6%	1,888,056	1,999,731	(111,675)	-5.6%				
		Nov-15	Nov-14	Oct-15										
	Weekdays:	21	20	22										
	Saturdays:	4	5	5										
	Sundays:	5	5	4										
	Total Days:	30	30	31										

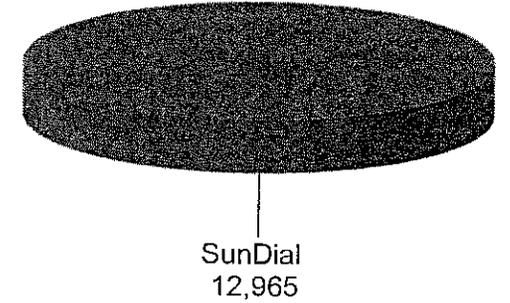
Please note:

SunLine Transit Agency Monthly Ridership Report November - 2015

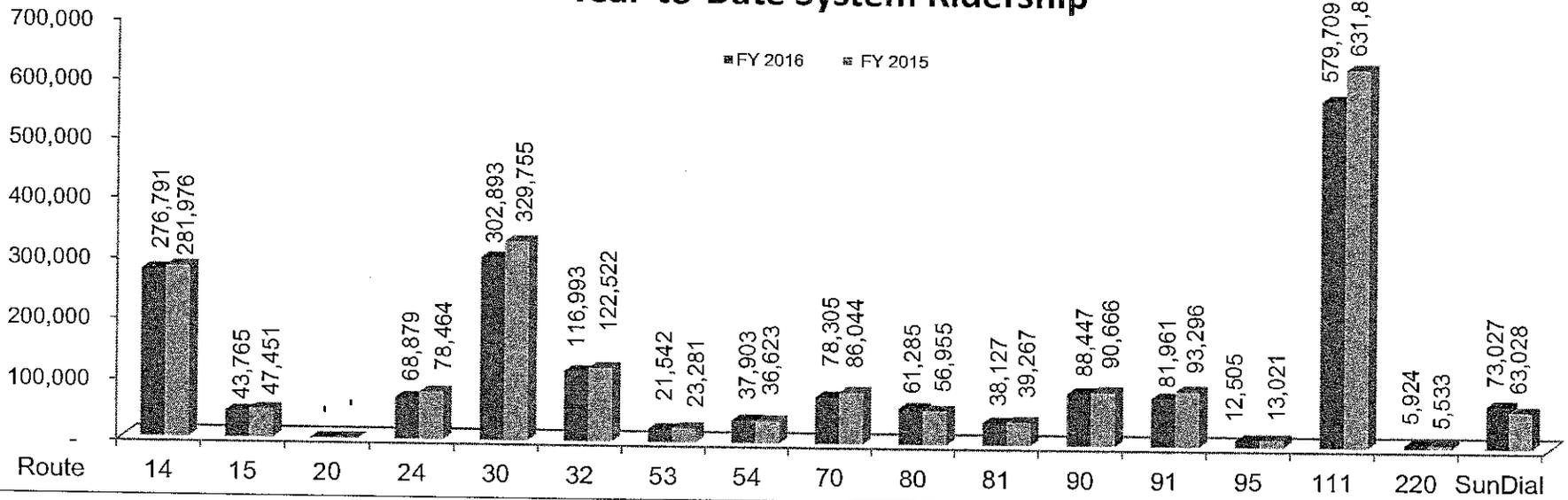
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





SunDial Operational Notes
November 2015

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
89.3%	89.2%	Total trips carried in the on-time window
1204	1,359	Total trips late during the month
10,542	11,605	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,716	12,965	Total passengers for the month
99,633	99,936	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
0	1	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total ride-a-long evaluations
5	1	Total onboard inspections
0	2	Total safety evaluations

5. DENIALS

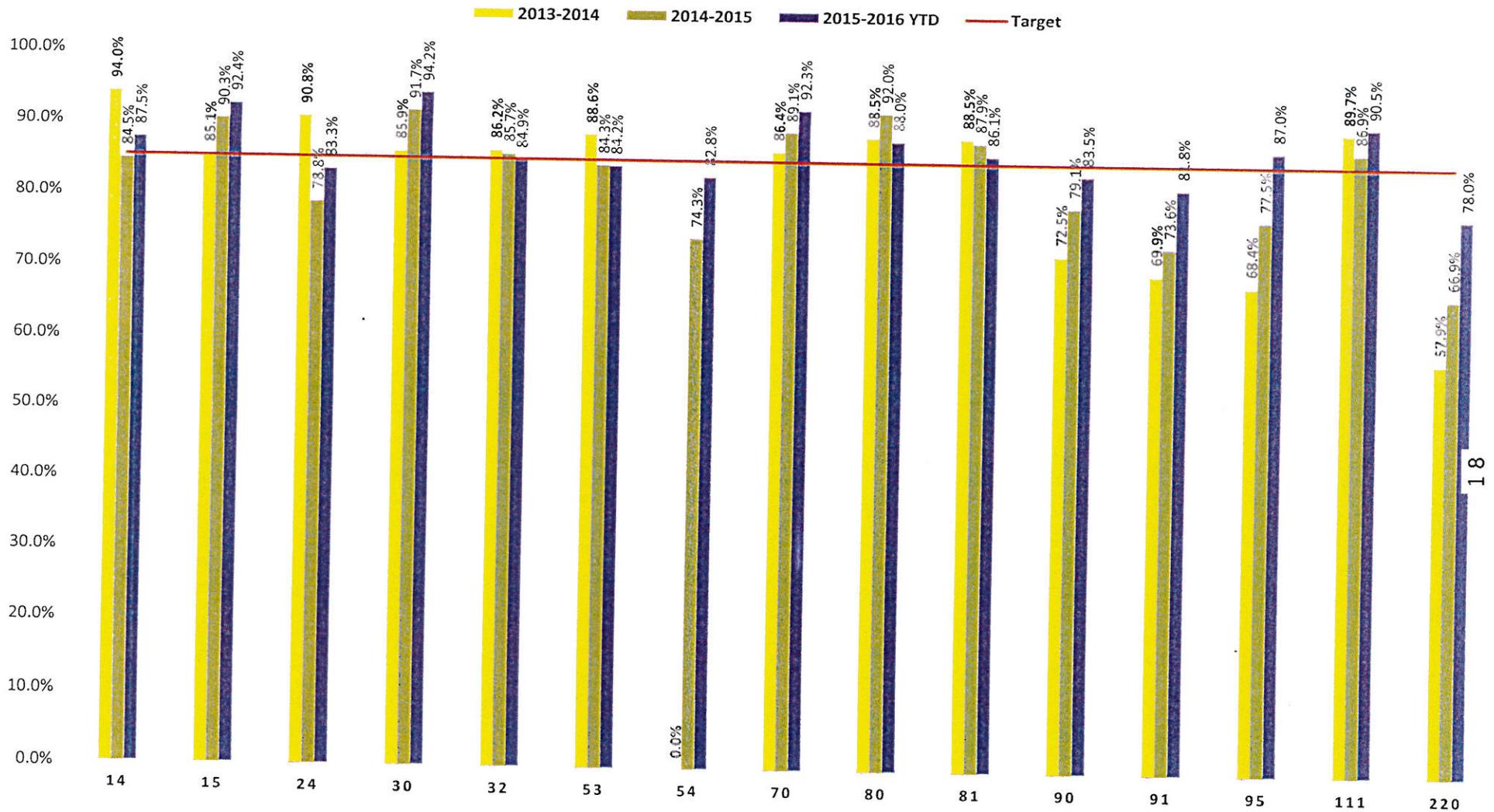
<u>Last Year</u>	<u>This Year</u>	
0	0	Total denied trips

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,781	1,921	Total mobility device boarding's

cc: Lauren Skiver, Carolyn Rude, Polo Del Toro, Mannie Thomas, Diane Beebe

ON TIME PERFORMANCE % BY LINE NOVEMBER 2015



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

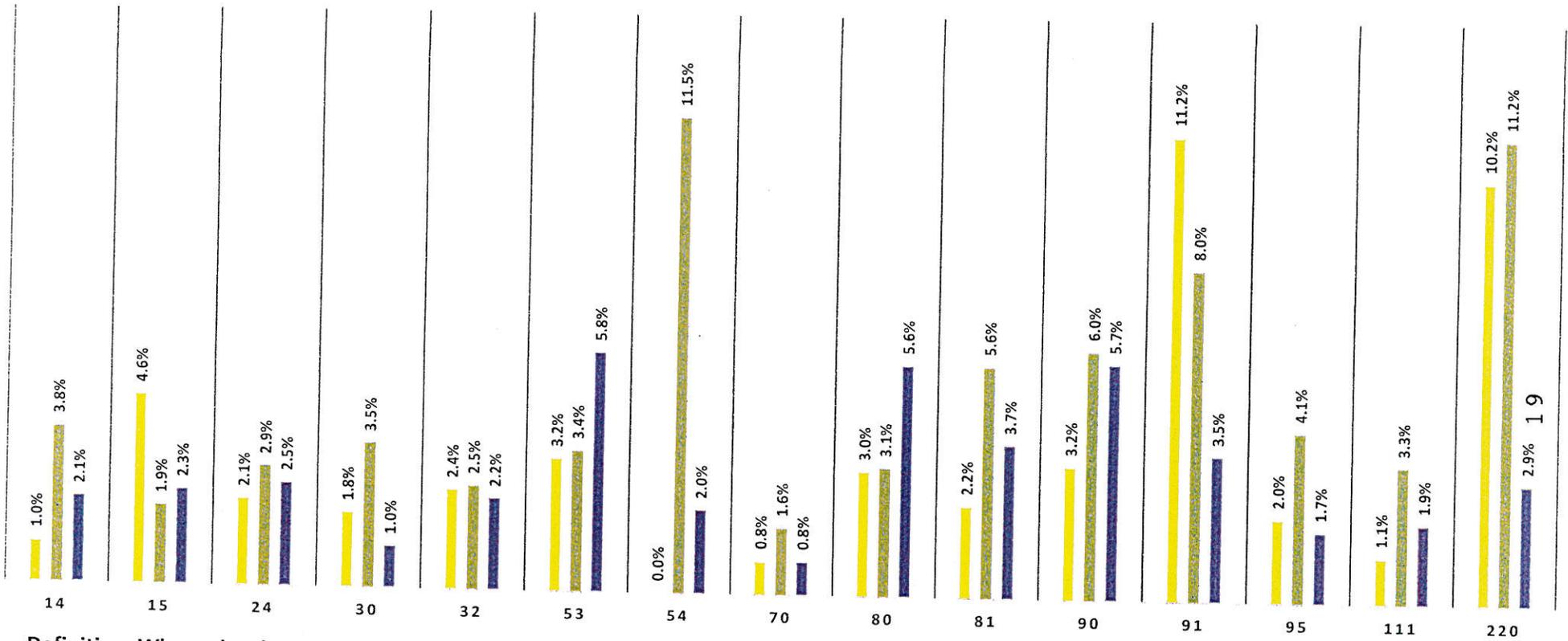
Goal: minimum target for On Time performance is 85%. As a result of monitoring On Time Performance there was improvement for April at 85.2%.

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues

On-Time Performance by line by Fiscal Year

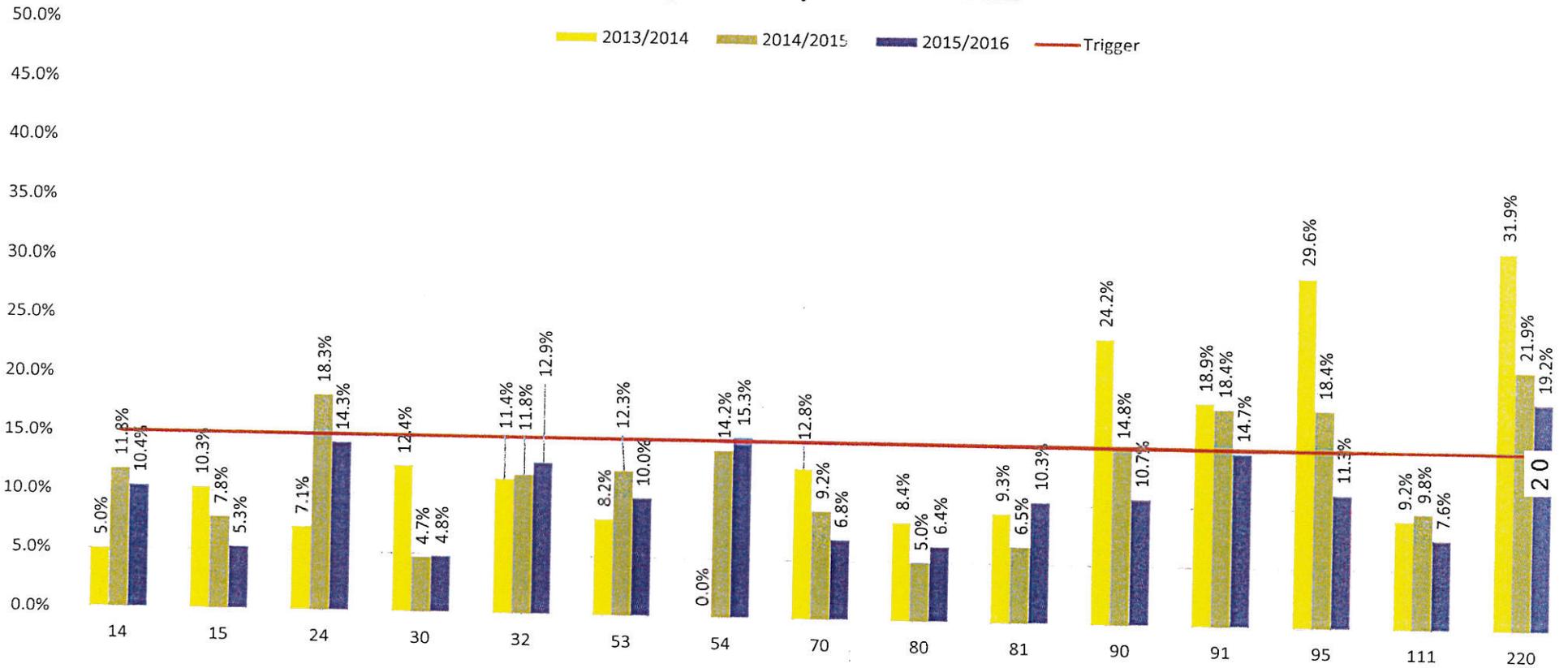
EARLY DEPARTURES BY LINE - YEAR TOTALS

■ 2013/2014 ■ 2014/2015 ■ 2015/2016



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

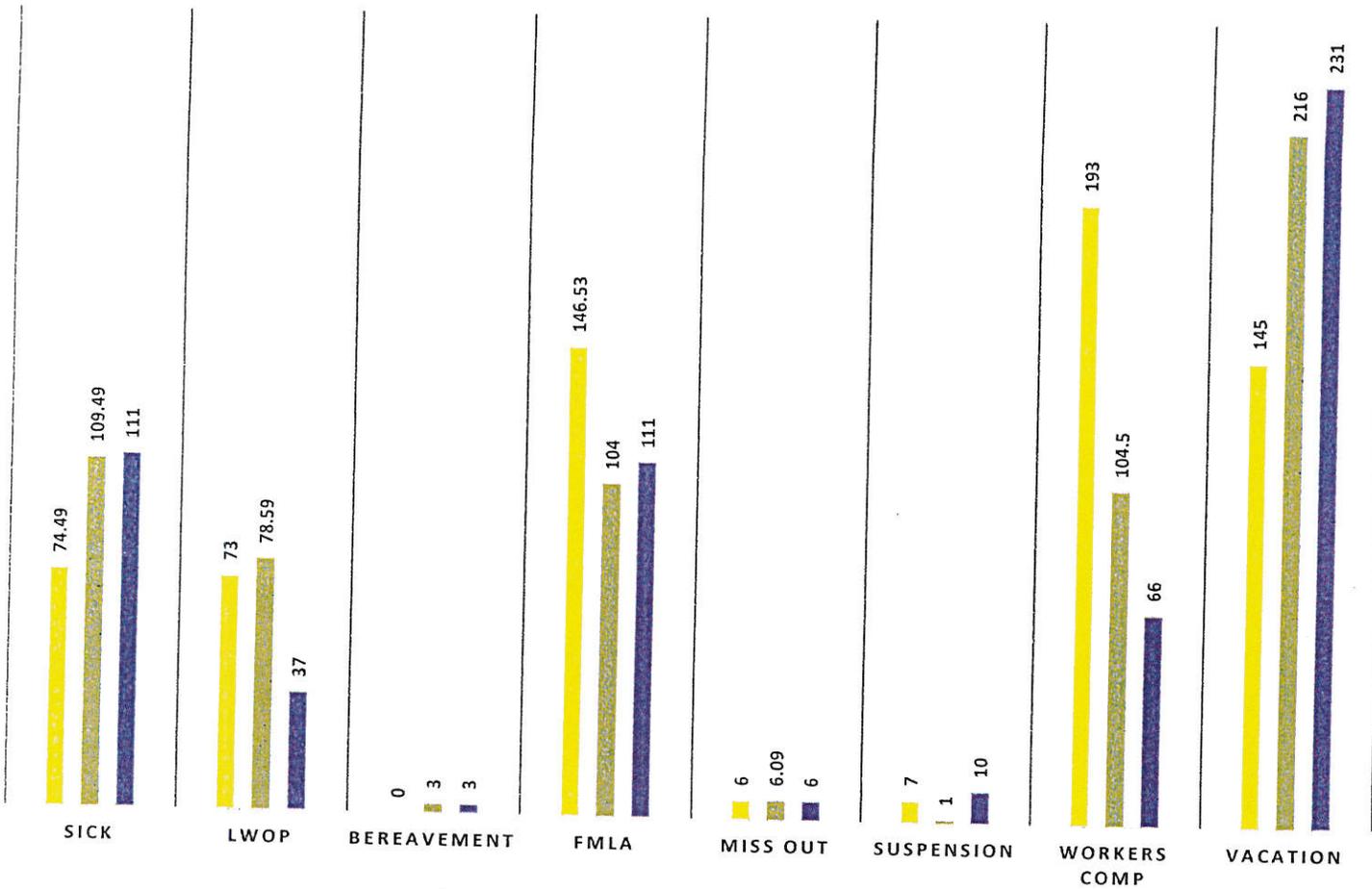
Late Departures By Line- Year Totals



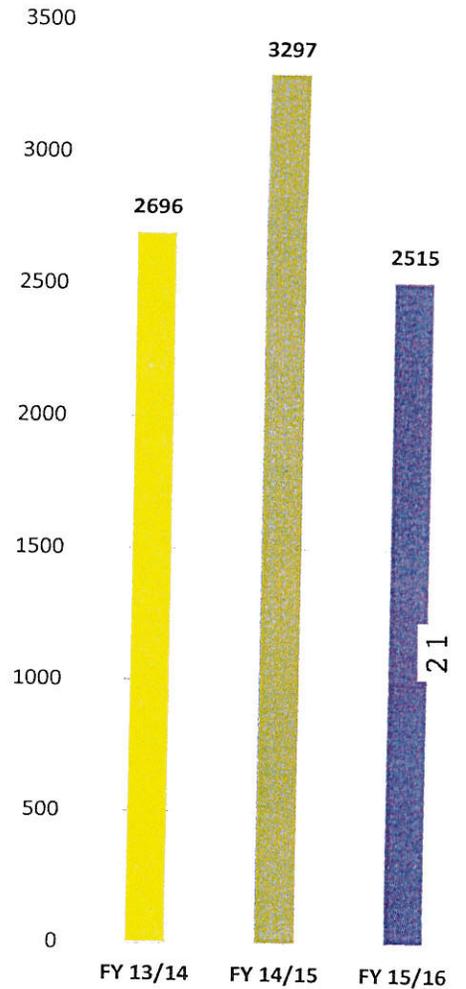
Definition: When a bus leaves a time point behind the scheduled departure time.
The line is running late with a departure greater than 5 minutes.
Goal: to reduce late departures to 15% for each line.

DRIVER ABSENCE OCCURRENCES - YTD

■ Nov 2013 ■ Nov 2014 ■ Nov 2015

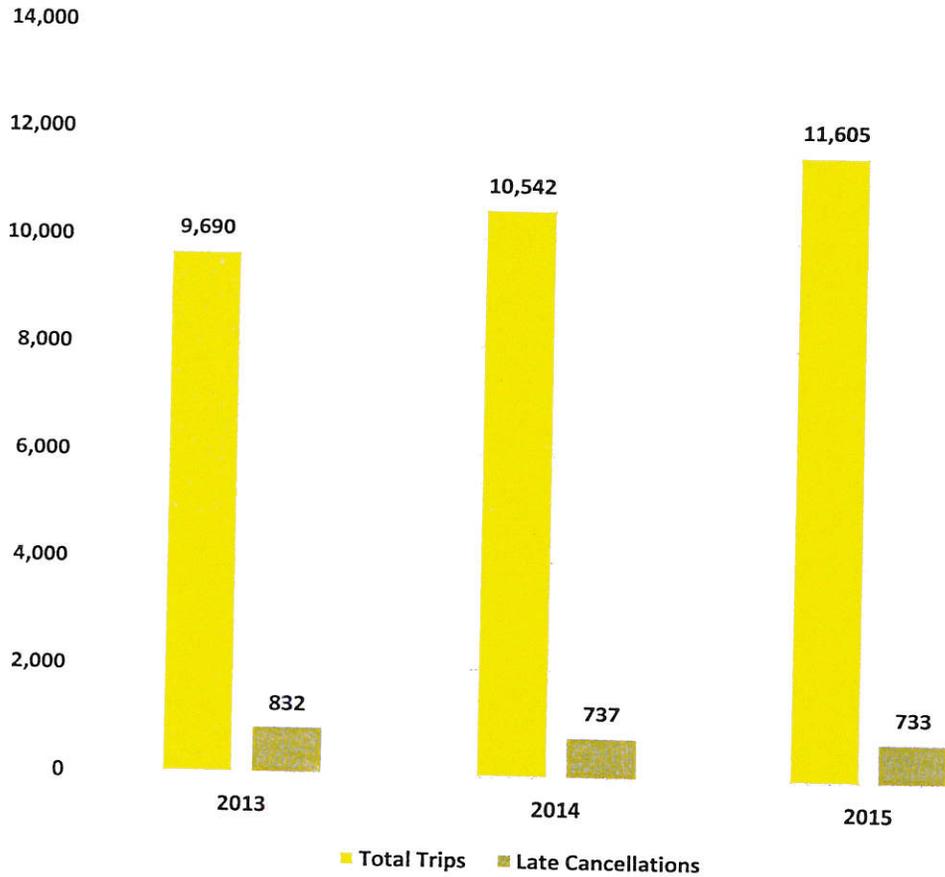


Occurrences - YTD

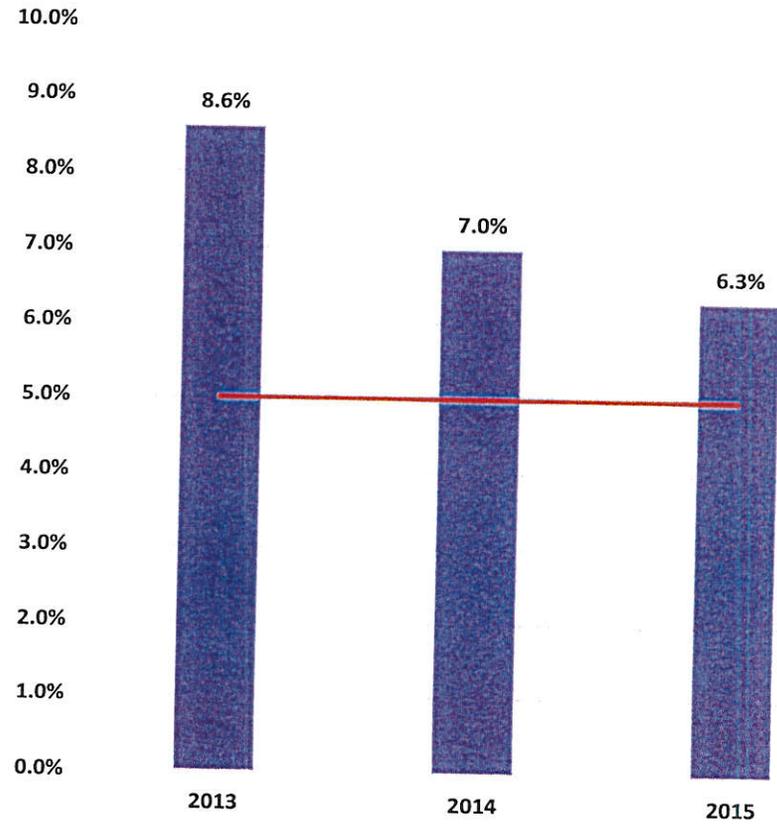


Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for both Paratransit and Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.

TOTAL TRIPS VS LATE CANCELLATIONS NOVEMBER



LATE CANCELLATION PERCENTAGE NOVEMBER



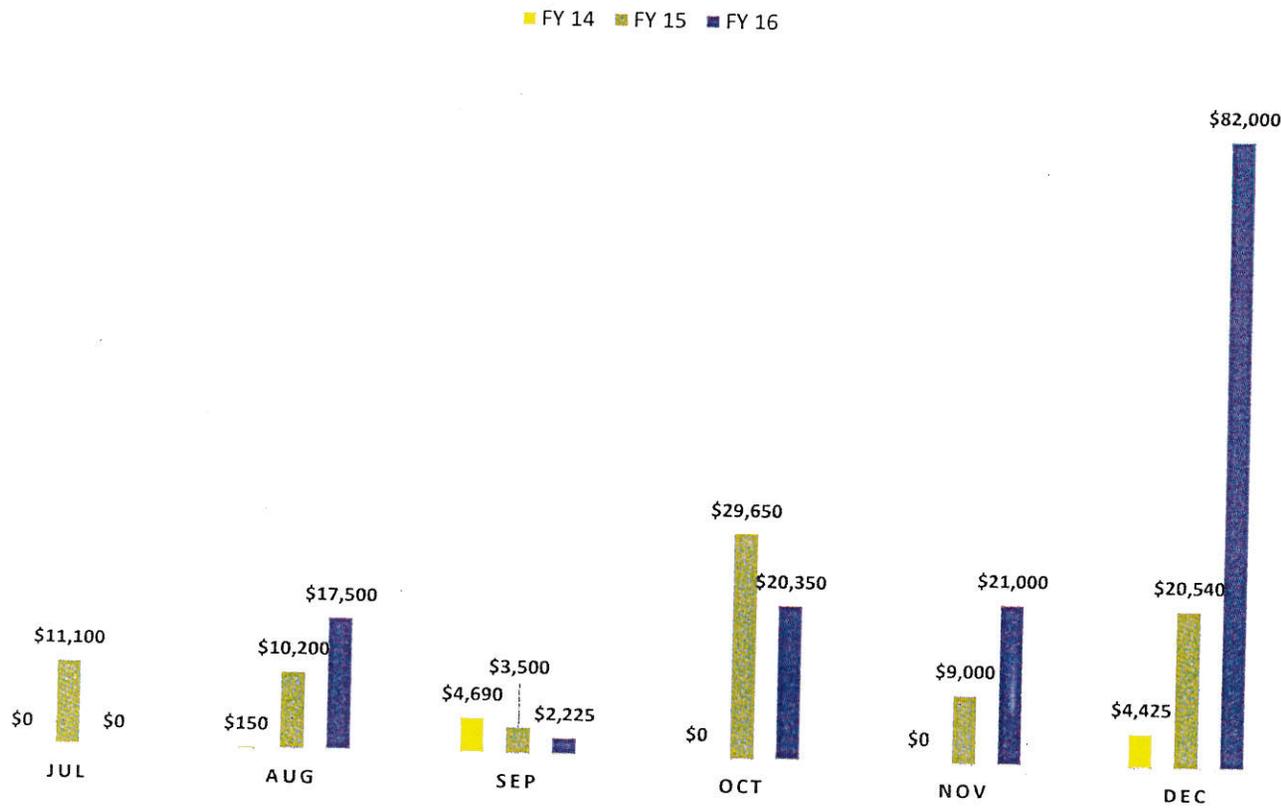
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

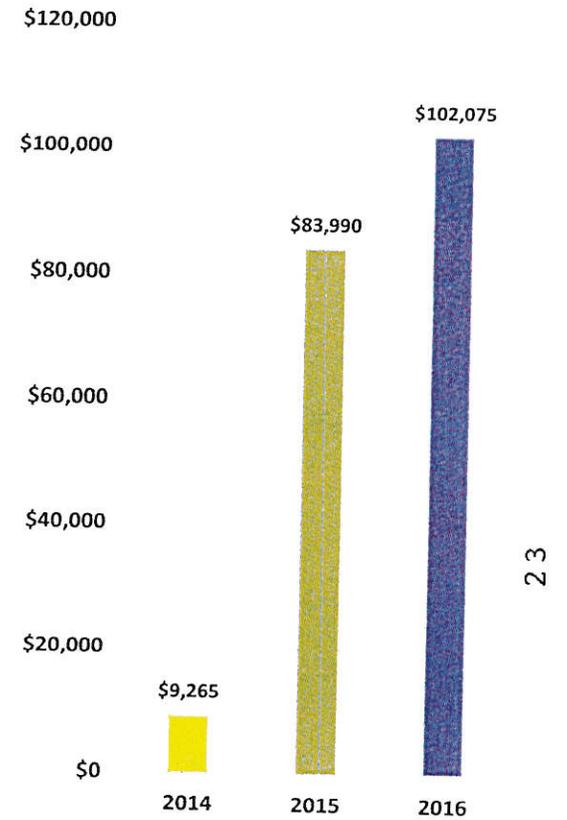
Goal for Late Cancellations: 5% or below.

ADVERTISING REVENUE

FY 14 FY 15 FY 16



YTD TOTALS

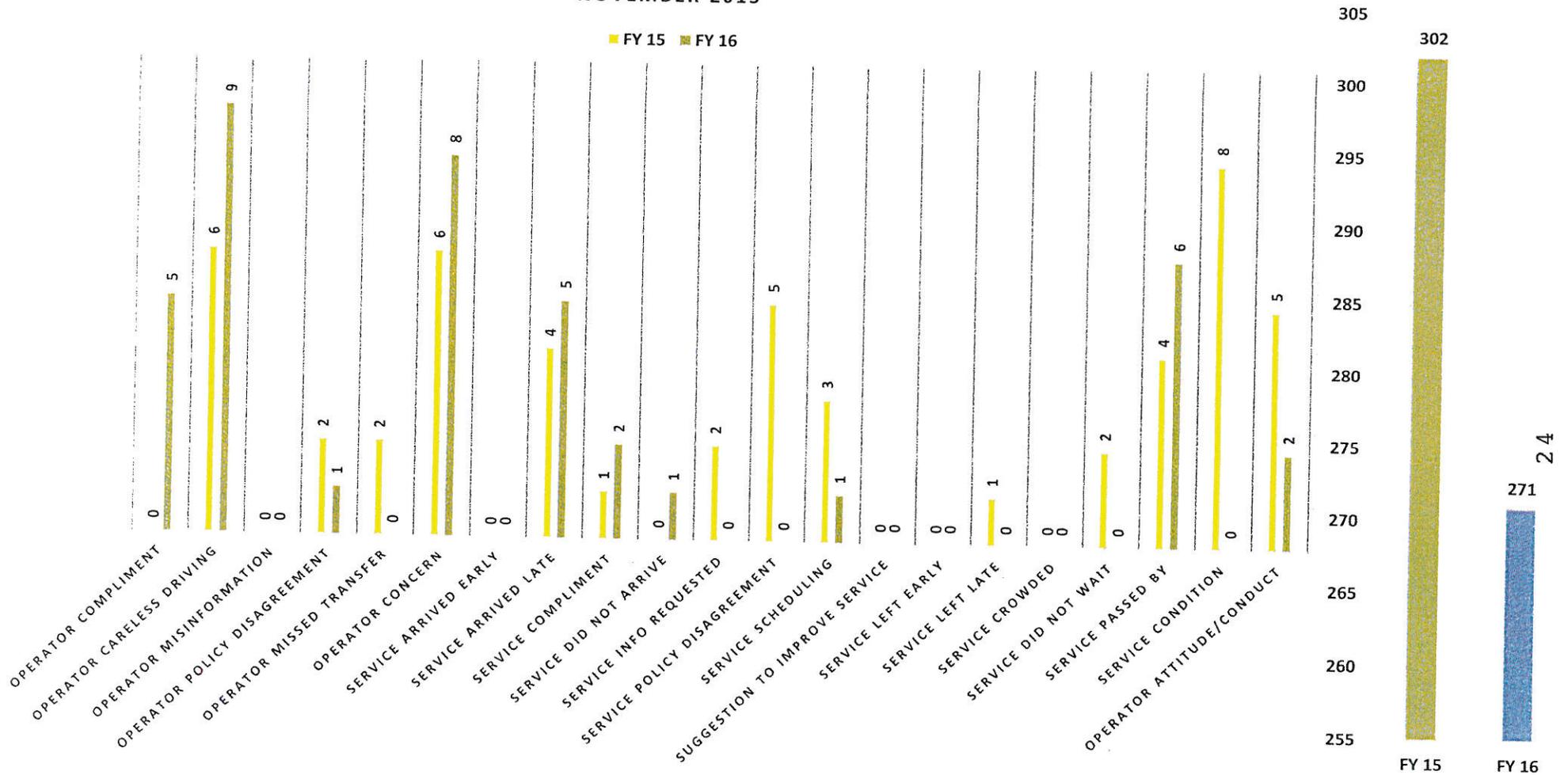


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."
 SunLine Transit Agency budgeted \$150,000 in advertising revenue for FY 15/16.

The goal is \$150,000 for FY 16

FIXED ROUTE CUSTOMER COMMENTS BY TYPE

NOVEMBER 2015



Compares monthly customer comments by type and yearly total comparison for fixed route.

Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.

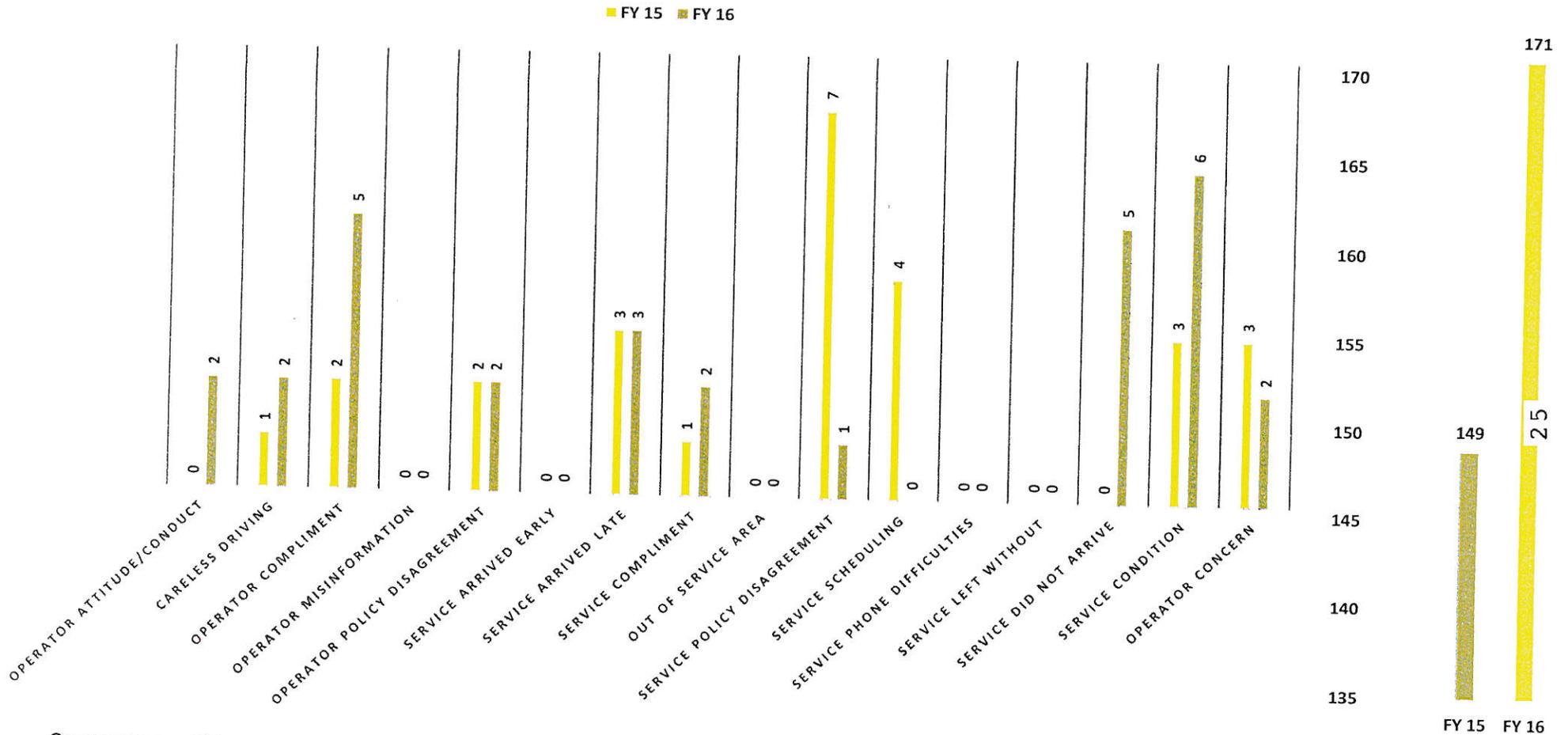
This will reduce the number of comments that need to move forward to other staff to address.

OPERATOR CARELESS DRIVERS up by 3 over last year deal with speeding, tailgating lane changes, red lights.

OPERATOR CONCERN up by 2 over last year dealt with rude, missed stop, wrong information, stopped for snack

PARATRANSIT CUSTOMER COMMENTS BY TYPE

NOVEMBER 2015



Compares monthly customer comments by type and yearly total comparison for paratransit.
 Goal is to make every attempt to resolve customer concerns during the initial telephone call to customer service staff.
 This will reduce the number of comments that need to move forward to other staff to address.
 SERVICE DID NOT ARRIVE: client stating the vehicle did not come or pickup time or location was incorrect.
 SERVICE CONDITON: concerns were overpayment of fare, van honked, request different driver

SunLine Transit Agency

DATE: January 27, 2016 **INFORMATION**
TO: Board of Directors
FROM: Chief Administration Officer
RE: 2015 Summary of Events

Information

This report is an informational item to update the Board of Directors summarizing SunLine's event activities for 2015. The events are part of the Agency's ongoing effort to maintain high public awareness and positive opinion while exposing the Coachella Valley to the local public transit system. The events are summarized in the attached document.

Financial Impact

The events for 2015 reflect existing outreach and marketing events provided by SunLine; therefore, there are no new fiscal impacts.


Semia Hackett
Semia Hackett

Attachment A: Summary of Events for calendar year 2015



Calendar of Events
2015 Recap
(Attachment A)

January

New Administration Building Grand Opening

SunLine Transit Agency announced its new administration building grand opening and ribbon cutting ceremony at the brand new state-of-the-art facility on January 28, 2015.

February

We Love Our Customers

SunLine Transit Agency celebrated customer appreciation on Valentine's Day. On Friday, February 13th SunLine staff thanked riders, distributed water and candy while wishing each a Happy Valentine's Day. The following bus stops were targeted: Highway 111 and Flower, Indio; Palm Canyon and Baristo, Palm Springs; Town Center Way and Hahn, Palm Desert Adams and Highway 111, La Quinta.

International Fuel Cell Partnership

The Center for Transportation and the Environment (CTE) partnered with SunLine Transit Agency to host the 2015 International Fuel Cell Bus Workshop (IFCBW) February 24th – 26th in Thousand Palms, California. Attendees included more than 130 guests representing global transit operators, zero emission bus manufacturers, component suppliers, hydrogen infrastructure providers, regulators, and planners.

Black History Month Parade

In honor of Black History Month SunLine showcased its state-of-the-art Hydrogen bus while staff marched and waved during the parade route.

SunLine Roadeo

This event was held on February 27, 2016 and 7 fixed route Motor Coach Operators competed to represent SunLine at the Southern California Regional Bus Roadeo.

March

Pantry to People Food Drive

SunLine Transit Agency partnered with the Palm Desert Rotary to host the Second Annual "Pantry to People" food collection event on Saturday, March 28th from 7 a.m. to 7p.m. at the Albertsons in Palm Desert. "Pantry to People" benefits The Galilee Center, which provides fresh produce and non-perishable food items to more than 300 individuals each week. Approximately five tons of food were collected.

April

Kidchella

A fun event with activities promoting health and nutrition for kids of all ages. The free event took place on Friday, April 17th from 5 p.m. to 8:30 p.m. at Clark's Nutrition and Natural Foods Market in Rancho Mirage. SunLine Transit Agency provided the public with the "Hydrogen Bus Experience."

Earth Day

SunLine visited area elementary schools to educate students about alternative fuels and the positive impact public transit has on the environment. Students were able to tour and ride SunLine's Hydrogen bus.

Southern California Regional Roadco

SunLine Transit Agency was host to the Southern California Regional Bus Roadco on Saturday, April 4, 2015. Bus Operators and Maintenance crews from 11 surrounding transit agencies were part of the annual competition. SunLine Transit Agency won first place in the Bus Roadco category; agencies send top scoring Bus Operators compete at the APTA International Bus Roadco.

Veterans Expo

SunLine serves in the Veterans Expo Committee and participates annually by providing veterans free bus rides to this event.

SunLine Employee Picnic

This annual event is a great way for staff and their families to get to know each other which will strengthen teamwork. The picnic includes lunch, a softball game and fun activities for the kids.

May

Cal State San Bernardino Sustainability Expo

Each spring the Palm Desert Campus hosts an Environmental and Sustainability Expo, which brings together middle and high school students, university researchers, and Coachella Valley's green industry leaders to celebrate and to learn more about environmental science and sustainability. SunLine hosted six 30-minute educational sessions on board the state-of-the-art hydrogen bus.

June

Dump the Pump

SunLine joined the nationwide 10th Annual National Dump the Pump Day; as part of the program, SunLine offered customers free rides from 5:00 a.m. to 5:00 p.m. on Thursday, June 18th.

DBE Workshop

A free Disadvantaged Business Enterprise (DBE) information session was on June 12th from 8:30 a.m. to 12:00 p.m. at SunLine's Headquarters in Thousand Palms. The session allowed area small business owners to learn the process of becoming a registered DBE and an overview of the SunLine procurement and Request for Proposal process.

SunLine Safety Month and BBQ

Observed annually in June, National Safety Month focuses on reducing leading causes of injury and death at work, on the road and in our homes and communities. SunLine hosts a BBQ that includes safety related activities for its employees to raise awareness and remind employees that Safety is #1.

July

First Annual Bike Giveaway

After meeting with community representatives who identified unmet needs for East Valley residents, SunLine developed a program to rehabilitate abandoned unclaimed bikes left on bus bike racks. In addition to abandoned bicycles, SunLine and community partners donated a few new bikes, helmets and locks for youth recipients. SunLine was able to donate 60 bikes, locks and helmets to youth members of the Mecca Boys and Girls Club July 20th.

Commuter Link 220 Promotion

A special promotion, hosted the week of Monday, July 13th, provided Commuter Link 220 passengers an opportunity to ride an electric bus as part of a trial run of the world's first long-range 40-ft. coach bus while commuting to and from Riverside. The special promotion provided free transit as part of SunLine's ongoing effort to raise public awareness of the environmental benefits of public transportation throughout the Coachella Valley.

Employee Ice Cream Social

Executive Team played host by doing the ice cream dipping as a way to serve the employees and improve employee morale.

August

Pack the Bus

On Thursday, August 13th SunLine Transit Agency held its Second Annual “Pack the Bus” backpack & school supply drive. The successful event took place in the Palm Desert Walmart parking lot from 7:00 a.m. to 6:00 p.m. Donations directly benefited the Coachella Valley Rescue Mission in ensuring local students have the supplies needed for a successful school year.

Student Art Contest

SunLine held its Second Annual Student Art Contest for elementary and middle school students from the Coachella Valley. Each year the artwork of one elementary and one middle school contestant is selected to represent SunLine’s transit theme. The winning entries are displayed as the bus wrapped on SunLine’s state-of-the-art hydrogen fuel cell buses. The winners were honored during the bus unveiling on August 19th.

Back to School Outreach and Informational Sessions

SunLine participates in the registration process at several area middle and high schools to ensure parents and students have the most up to date public transit information. Staff members are available to answer questions regarding trip planning, fares and purchasing passes.

Shadow Hills Travel Training – Launch Extension of the Line 80 & introduce the Line 81

SunLine provided travel training opportunity for approximately 700 students and their parents. Staff were available during the Shadow Hills open house to promote and explain the Line 80 Extension and to introduce the Line 81, as well as, answering questions regarding trip planning, fares and purchasing passes.

Employee Pizza Party

Human Resources and Marketing served employees in an ongoing effort to increase employee morale. The Executive Team was in attendance to socialize with employees and get to know them better.

September

SunLine around the World Potluck

This has become an annual event for SunLine staff and allows employees to embrace diversity centered on a potluck style luncheon.

October

Palm Desert Golf Cart Parade

SunLine competes annually in the World Famous Palm Desert Golf Cart. The parade took place on October 25th with approximately 30,000 spectators. SunLine Transit Agency placed 2nd in the Best Performance category.

California Great Shakeout

As a first responder for regional natural disasters and emergencies, SunLine Transit Agency participates in the largest earthquake drill in the nation. During the simulated Level 3 drill, a mock emergency announcement is made to passengers. SunLine Fixed Route Operators and Paratransit Sundial Operators practice safety procedures that would be followed in the event of a real earthquake.

Zombie Bus

SunLine Transit Agency transformed one of its coaches into the “Zombie Bus” –to make an appearance at Zombie Walk in Palm Springs on Thursday, October 29th. Staff, donning zombie make-up and costumes, volunteered their time to thrill those who dared to enter. The thrilling experience exposed more than 500 community members to public transit.

November

111 Music Festival

The Second Annual 111 Music Festival took place on Sunday, November 1st on buses along Hwy 111. This year’s event showcased 28 local musical artists and bands. SunLine’s participation in the 111 Music Festival is an innovative way to promote public transit while supporting the importance of local art, culture and music.

Fill the Bus

SunLine Transit Agency launched the one day campaign to offset hunger throughout the Coachella Valley. The 9th Annual “Fill the Bus” Holiday Food Drive was held November 9th; SunLine collected 16.5 tons of food breaking its previous 14.0 ton record.

December

Employee Holiday Gala

This event allowed the agency to show appreciation to its staff for their contribution throughout the year. The Gala was held at the Miramonte Hotel on Friday, December 11, 2015 and provided employees that normally don’t meet and opportunity to mingle. Many fundraisers coordinated by staff took place and employees purchased tickets to attend in order to offset the costs.

Employee Appreciation Breakfast

On December 16, 2015 Lauren Skiver and Senior Staff cooked and served breakfast for SunLine employees starting at 4:00 A.M. as part of an annual tradition an effort to show employees that their hard work is appreciated.

SunLine Transit Agency

DATE: January 27, 2016 **INFORMATION**
TO: Board of Directors
FROM: Chief Administration Officer
RE: Public Feedback

Information

At the request of Board of Directors, the Marketing team is bringing forward the various methods used to receive comments and feedback from the public.

Customer Service Calls

Concerns, compliments and suggestions may be received by phone, email, fax, in person, or social media. The information is documented by Customer Service Representatives using the Fleetnet software technology and forwarded to the appropriate department supervisor for follow-up. In general, the Customer Service Manager responds to customer concerns within 10 days. The Customer Service Manager submits monthly reporting highlighting the types of reports made, timeframe to close concerns and call volumes.

Social Media

When customers provide comments using social media, the Outreach Specialist will respond immediately noting the comment has been received and forwarded to Customer Service for documentation and response. The comment is then forwarded to the Customer Service team to ensure adequate tracking and follow-up is completed. As a note, SunLine social media accounts are set-up to receive suggestions, concerns and complaints as private messages.

Outreach Events

SunLine staff schedule and attend a wide variety of events and venues to increase availability to the public. During these events, concerns are documented and forwarded to the Customer Service team to ensure adequate tracking and follow-up is completed.

Surveys

Surveys are utilized to obtain demographic information, transit needs and customer satisfaction. SunLine conducted a survey of its passengers in November 2014 to update information about its riders and understand travel patterns and usage. A total of 4,202 surveys were collected November 5—21, 2014; the participation rate

was 55%. The findings are summarized in the February 2015 Bus Rider Survey Study Report.

SunLine also receives survey information from memberships and collaboration with advocacy groups such as Leadership Counsel for Justice and Accountability, Inland Congregation for Change, Knonkuey Design Initiative and Lideres Campesinas.

Collaborative Efforts

SunLine is committed to providing safe, efficient and reliable service to residents throughout the Coachella Valley. Team members regularly meet with community leaders, advocacy groups and grassroots representatives who relay the transit needs of citizens who are not able to provide direct contact with SunLine staff.

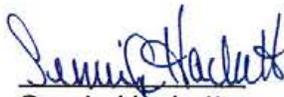
These groups include Coachella Valley Association of Governments, Coachella Valley Economic Partnership, Chambers Of Commerce, Riverside County Transportation Commission, Leadership Counsel for Justice and Accountability, Inland Congregation for Change, Knonkuey Design Initiative and Lideres Campesinas.

Public Comment Process

SunLine informs the public of service changes and other important activities relating to service delivery through a specific public comment process that includes public notification, public meetings and sometimes public hearings. Public meetings serve as an opportunity for individuals to provide comment on proposed services and also provide suggestions for new or existing services. The results of public meetings are compiled and reported to the Board of Directors as outlined in the SunLine Public Participation Plan.

Financial Impact

The events highlighted above reflect existing programs provided by SunLine; therefore, there are no financial impacts.

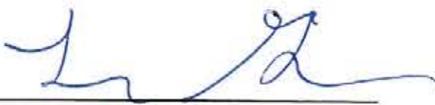

Semia Hackett

SunLine Transit Agency

DATE: January 27, 2016 **INFORMATION**
TO: Finance Committee
Board of Directors
FROM: Deputy Chief Financial Officer
RE: Modification of Pension Investment Manager

Information

Keeping with the overall evaluation of the Agency's finances, management has identified the pension plans as an area for review. Staff believes it would be in the Agency's best interest to change the current investment manager in an effort to increase returns on its pension investments. The Agency has separate plans and trust agreements for the Bargaining and Non-Bargaining pension plans which are both currently held with Union Bank. The trust agreements allow flexibility for the choice of independent investment managers. SunLine's investment manager, High Mark Capital Management, has been managing investments for both plans since the inception of the trust agreements in 2009. The Pension Committee will work with the Trustee in order to select an investment manager with the qualifications necessary to provide the highest return on investments in accordance with the Investment Policy.



Luis Garcia

MINUTES
SunLine Transit Agency
Board of Directors Meeting
December 2, 2015

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, December 2, 2015 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 12:00 p.m. by Chairperson Kristy Franklin.

2. **Flag Salute**

Councilmember Robert Spiegel led all in a salute to our flag.

3. **Roll Call**

Completed.

Members Present

Kristy Franklin, Chair, Mayor Pro Tem, City of La Quinta
Steven Hernandez, Vice Chair, Mayor, City of Coachella
Greg Pettis, Mayor Pro Tem, City of Cathedral City Board
Dana Hobart, Mayor, City of Rancho Mirage
Robert Spiegel, Mayor Pro Tem, City of Palm Desert
Ty Peabody, Mayor, City of Indian Wells
Troy Strange, Councilmember, City of Indio

Members Absent

John J. Benoît, Supervisor, County of Riverside
Rick Hutcheson, Councilmember, City of Palm Springs
Russell Betts, Mayor Pro Tem, City of Desert Hot Springs

4. **Presentations**

Manny Garcia, Superintendent of Transportation, presented a State of the Mode for Operations. Manny presented areas in which Operations has been successful in improving performance this calendar year. He gave breakdown of the department and stated that the department strength was the dedication of the personnel and their desire to offer the best transit for the Coachella Valley. Manny went over various ways the department is focused on improvement through increasing ridership, customer service, on-time performance and reducing overtime.

Mayor Steven Hernandez said overall good job and implementing performance management is what we intended and the goal is to continue learning and be a learning organization. The area he thought was important for the performance management is the customer service side and how we need input from our constituencies and how have we started to get that input in terms of our ridership and in terms of what they want as that's part of the for base of performance management

is really understanding how the community has an opportunity to talk about and see what they want. He stated that ultimately what we are doing is to create public value. He stated he is curious as to how we are getting the opinions of the community.

CEO/General Manager Lauren Skiver, stated that we gather customer comments which consist of commendations, complaints and suggestions. We do know that being out in the community is the best way. Forcing people to call us or email us is very one dimensional so staff is working on being out. If we make a service change we are out there at the bus stop to tell people that there's a service change. Recently when we had the Town Center Way closed and it affected a major stop we had staff there so people weren't having to find their way. We do want to create more effort in gaining what our customers are looking for but what she is most proud about with Manny and the Operations team is on-time is our product. We really had to attack this and early departures are something you don't do in transit. She is really proud of what they have done to start to look at the element that we actually provide which is customer service and service. She does think we can come to the Board with some stronger ways to gain public input and public opinion on both the service we are providing and the service we need to be providing to meet their needs.

Mayor Steven Hernandez stated that at the same time we need to think about what other bench marks do we want to pursue. On-time is one and fuel is another and let's keep refining ourselves to be better operations.

Manny Garcia, Superintendent of Transpiration further stated that September overall performance was 92% which is an increase. He gave kudos to the CEO as this was a process that was new to all at the beginning of the year and the whole agency has absorbed all of this. It took a while to realize how valuable it was but we find we are using it daily.

Councilman Troy Strange said great job at looking at ways to improve and the biggest thing is the communication and getting the community involved because he sees to often where we miss the mark. Typically government or different agencies in trying to reach the public is like hit and miss wondering what's going on. He wanted to say he appreciates the hard work and beginning to figure it out and being an example.

Norma Stevens, Public Outreach Specialist presented on our Ninth Annual Fill the Bus food drive that SunLine participates in every year. Norma wanted to acknowledge two partners that she believes the success of the food drive would not have been as great without them. She stated that goals were exceeded in collecting sixteen tons of food. The two recipients were Martha's Village and Kitchen in Indio and Well of the Desert in Palm Springs. Norma wanted to acknowledge the partners KESQ Ken Kay the Marketing Director had a last minute emergency and is unable to be here but she did want to acknowledge the partnership. KESQ provided and produced a PSA on their news station and they aired it 945 times and that is a value of over \$70,000. They also offered back-to-back coverage the morning of the event. Ken Kay wanted everyone to know that they are proud to be partners with SunLine and proud to be part of the Fill the Bus food drive and they want to continue supporting it every year. She also wanted to acknowledge our other partner Alpha Media who also produced radio PSA's

and they aired them on three of their most popular stations. On the day of the event they provided live radio broadcasts at the three locations. Norma introduced Scott Dwight with Alpha Media and presented him with a token of our appreciation. Scott thanked SunLine for letting them be involved with such a wonderful project and they look forward to it every year.

Mayor Pro Tem Kristy Franklin asked how the food was distributed after collection and Norma explained the process of distribution to the agencies.

5. **Finalization of Agenda**

No changes to the agenda.

6. **Public Comments**

No request for comments for agenda items or non-agenda items.

7. **Board Member Comments**

Mayor Pro Tem Kristy Franklin wanted to say how grateful she is that SunLine has done so much community outreach. She asked Lauren for a list that could be emailed to the Board of everything you have done in the past year. It's wonderful and it's what we should be doing its part of what we do.

CEO/General Manager Lauren Skiver stated she would get that to her and the Board.

8. **Consent Calendar**

- a) Checks over \$1,000 and backup report, for, October 2015
- b) Credit card statement for October, 2015
- c) Monthly Variance Report October, 2015
- d) Report on executed contract - \$25,000 to \$100,000
- e) Ridership Reports for October, 2015
- f) SunDial Operational Notes for October, 2015

Mayor Pro Tem Spiegel moved to approve the consent calendar. The motion was seconded by Mayor Hobart. The consent calendar was approved by a unanimous vote of 7 yes; 0 no.

9. **Approval of Minutes**

Mayor Pro Tem Greg Pettis stated that the minutes should be amended to reflect that while he was in attendance at the meeting he did so by telephone. Mayor Pro Tem Pettis moved to approve as amended the minutes of the November 4, 2015 Board meeting. The motion was seconded by Mayor Pro Tem Spiegel. The motion was approved by a unanimous vote of 7 yes; 0 no.

10. **Approval of Auto Physical Damage Policy Change**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Mayor Hernandez seconded the motion. The motion carried by a unanimous vote of 7 – yes; 0 – no.

11. **Approve Option Year 1 with Vasquez & Co., LLP**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel move to approve Staff recommendation. Mayor Peabody seconded the motion. The motion carried by a unanimous vote of 7 – yes; 0 – no.

12. **Approve Lease Agreement with the City of Coachella**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Committee discussed and unanimously approved Staff recommendation. Mayor Pro Tem Spiegel moved to approve Staff recommendation. Motion was seconded by Mayor Peabody. The motion carried by a unanimous vote of 7 – yes; 0 – no.

13. **Approve License Agreement with Greyhound Lines, Inc.**

Chair of the Finance/Audit Committee, Robert Spiegel, addressed the Board. He stated that the Finance Committee reviewed this item and unanimously approved it. Mayor Pro Tem Spiegel moved to approve. Motion was seconded Mayor Peabody. The motion carried by a unanimous vote of 7 – yes; 0 – no.

14. **Approval of New Access Committee Members**

Superintendent of Transportation, Manny Garcia, addressed the Board. He stated that staff recommends that the Board of Directors approve three new members to the ACCESS Advisory Committee as approved and presented by the current members. At the November 10, 2015 ACCESS Advisory Committee meeting, currently seated members unanimously approved three new members as presented to the Committee by the Membership Subcommittee. Bylaws of the Committee require approval by the Board of Directors. The recommended members are: Lisa Lester, Desert Arc, Angela Rojas, Braille Institute and Nick Tompkins, Desert Arc Self Advocacy Council. There are no known conflicts of interest and fiscal impact is none.

Mayor Pro Tem Spiegel moved to approve Staff recommendation. Mayor Pro Tem Pettis seconded the motion. The motion carried by a unanimous vote of 7 – yes; 0 – no.

15. **Approve Suspension of Policy #B-190493**

Chair of the Board Operations Committee, Greg Pettis, addressed the Board. He stated that the Committee discussed and unanimously voted to approve Staff recommendation. Mayor Pro Tem Pettis moved to approve Staff recommendation. Motion was seconded by Mayor Pro Tem Spiegel. The motion carried by a unanimous vote of 7 – yes; 0 – no.

16. Approve Suspension of Policy #B-190498

Chair of the Board Operations Committee, Greg Pettis, addressed the Board. He stated that the Committee discussed and unanimously voted to approve Staff recommendation. Mayor Pro Tem Pettis moved to approve Staff recommendation. Motion was seconded by Mayor Pro Tem Spiegel. The motion carried by a unanimous vote of 7 – yes; 0 – no.

17. CEO/General Manager's Report

CEO/General Manager Lauren Skiver, addressed the Board:

- Two of the three BYD, All-Electric buses will be on property tomorrow with the third arriving next week. Staff is working with COD and the internal team to develop a graphic that demonstrates the zero emission factors and highlights the college.
- HWY 111 Music Fest – The event was a great success this year. Staff is working on a data report on ridership. We plan to expand the event next year with potential stage events in other cities next year.
- A reminder that the Holiday Gala will be held on December 11, 2015. An invitation is at your seat and we hope you can join us.

SunLine has been selected to participate in an Advisory Committee headed by the California Air Resources Board. SunLine is one of seven properties participating and includes LA Metro, San Diego MTS, Foothill Transit, San Joaquin RTD, Golden Gate Transit, and SACRT in Sacramento.

Lastly a reminder that SunLine will roll-out a major service change January 4th. Increases to the Line 111, 91 and the Line 20 will begin

That concludes my report.

19. Next Regular Board Meeting Date

January 27, 2016 12 o'clock Noon, Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

20. Adjourn

Meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Diane Beebe
Clerk of the Board

SunLine Transit Agency

DATE: January 27, 2016 **ACTION**
TO: Board Operations Committee
Board of Directors
FROM: Deputy Chief Financial Officer
RE: Travel & Expense Reimbursement Policy #B-200197 Revision
Approval

Recommended Action

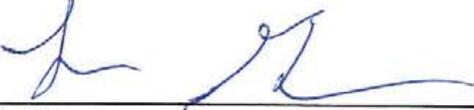
Recommend that the Board of Directors approve the attached revised Travel & Expense Reimbursement Policy #B-200197.

Background

This item is brought before the Board as a result of Staff's continual effort to improve and update the Agency's policies. The Travel & Expense Reimbursement Policy was originally adopted in January 2004 and most recently revised in February 2007. In this proposed revision, Staff is recommending that the Board approve the attached revision which primarily updates the meal reimbursement process and employee titles where appropriate. This revision improves on the previous version by adding clarity and streamlining the expense reimbursement process.

Financial Impact

The increase in expenses are projected to be minimal and will not cause a budgetary burden.



Luis Garcia

TRAVEL & EXPENSE REIMBURSEMENT POLICY

PURPOSE

To outline SunLine Transit Agency's policy on authorization and reimbursement of expenses for travel, training and conferences.

SCOPE

Individuals covered by this policy are members of the Board of Directors, SunLine employees, consultants and others as designated by the Board of Directors or the CEO/General Manager.

PROCEDURE

- A. Definitions: for the purpose of this policy, the following definitions will apply:
1. Local area – within the State of California Duties that do not require an individual to be away from the general area of work longer than an ordinary day's work or require the individual to sleep or rest to meet the demands of the work.
 2. Out-of-area – outside the State of California Duties that require an individual to be away from the general area of work longer than an ordinary day's work and the individual needs to sleep or rest to meet the demands of the work while away from the regular business location.
 3. Travel expenses – Travel expenses are defined in this policy as include:
 - a. Meals and lodging
 - b. Transportation charges, including commercial carrier fares, rental car charges, private car mileage, parking fees, bridge and road tolls, taxis, public transit fees and other miscellaneous charges as outlined herein-ordinary and necessary expenses of traveling away from the business, profession or job. An ordinary expense is one that is common and accepted in the trade of public transportation. A necessary expense is one that is helpful and appropriate for the trade of public transportation. An expense does not have to be required to be considered necessary.

4. Meals – Expenses for breakfast, lunch, dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses).
5. Incidental Expenses –
 - a. Fees and tips.
 - b. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the TDY site.
6. Temporary Duty (TDY) site – A place, away from an employee's official station, where the employee is authorized to travel.

B. Miscellaneous Expenses

1. Purchase of necessary materials and supplies while traveling when normal purchasing procedures cannot be followed, and reasonable cost for phone calls and business expenses in connection with the preparation of official reports and correspondence.
2. Registration fees for attending conferences, seminars, conventions or meetings of professional societies or community organizations.
3. Petty cash expenditures may be approved, up to \$1500, for any individual trip or training session by Department ~~Directors-Chiefs~~ or the CEO/General Manager.

C. Travel and Training Authorization

1. Travel and training budgets are included in the Agency's annual budget ~~of the Administration, Human Resources and/or Safety & Training budgets~~ and will not be expended unless budgeted ~~in these departments~~ or specifically approved by the CEO/General Manager.
2. Department ~~Directors-Chiefs~~ may authorize travel and training requests that are included in the approved annual budget. Requests should be made in a timely manner so as to take advantage of all possible discounts. Travel authorization forms will not be required for a ~~one-day~~one-day meetings or seminars ~~which does not involve hotel, food or travel~~total less than \$100.
3. Local area travel, such as to another transit agency in California, requires approval by the CEO/General Manager and does not need to be included in the annual budget. Sufficient funds must be available in the appropriate budget prior to approval.

4. Travel is to be accomplished by utilization of the most cost-effective and direct mode of travel. Pre-payment of these expenses will be used to take advantage of applicable discounts, as appropriate.

D. Reimbursable expenses

1. Individuals ~~will~~ may be reimbursed for actual, reasonable and necessary expenses incurred during travel on approved Agency business. Requests for reimbursements are to be approved by the Department ~~Director~~ Chief or designee to ensure that all information necessary to evaluate a claim is provided.
2. Receipts are required for all reimbursable expenses, excluding per diem allowances.

E. Automobile Use

1. A SunLine vehicle may be used for official SunLine business if approved by the employee's Department ~~Director~~ Chief and subject to vehicle availability. Employees may reserve a vehicle in advance. All reasonable charges for emergency repairs to SunLine owned vehicles will be reimbursed.
2. Use of a personal automobile for authorized travel may be used if a SunLine vehicle is not available or practical. Mileage will be reimbursed at the fixed rate per mile as set by the Internal Revenue Service. The employee must carry liability insurance as required by the State of California, reimbursement for which shall not be allowed. Repairs such as tires, gasoline, or other automobile expense items shall not be reimbursed.
3. Mileage reimbursement shall be based on actual mileage paid at the current reimbursement rate allowable by the Internal Revenue Service. Mileage reimbursement for out-of-area trips shall not exceed the cost of the most economical direct airfare. The mileage must be in excess of employee's normal commute. For situations not conforming to this, the requesting individual will attach an explanation to the an Travel Expense Report approved SunLine form. ~~For reference, a copy of this form is attached.~~ In the absence of a satisfactory explanation, the amount involved will not be allowed.
4. Rental vehicles may be used with prior authorization when travel is considered to be more advantageous to SunLine than the use of other means of transportation. Advance reservations should be made whenever possible and with a rental company offering the

most economical rate. Depending on the number of travelers, a compact model should normally be selected.

5. Hotel or airport shuttle service and taxi fares are allowed for travel where public transportation is not practical or available, ie., between transportation terminal and hotel, hotel and place of business, and between places of business.

F. Lodging

The cost of a single room will be reimbursed when travel exceeds one day's duration. Lodging in hotels and motels shall be restricted to standard accommodations. ~~When traveling to attend conferences, lodging may be at designated conference hotels. Every effort will be made to obtain government rates. The employee or board member will be expected to be prudent in the choice of accommodations. The Agency will use the Internal Revenue Service's (IRS) guidance on lodging for rates based on locale to determine reasonableness & as a per diem allowance for reimbursements on employee paid accommodations. Guidance and current rates can be found on the US General Services Administration (GSA) website (www.gsa.gov). Lodging expenses over specified rates must be well documented and will be approved on a case by case basis after all attempts have been made to obtain a rate at or below the GSA's guidance.~~

G. Meal & Incidental Expenses

~~On approved out-of-area travel, a per diem rate of up to \$50.00 per day will be the standard rate reimbursed for meals. Expenses for meals, including reasonable tips, shall be reimbursed as follows: \$10 — breakfast, \$15 — lunch, and \$25 — dinner. The per diem rate allows for the actual cost of the employee or board member's meal(s) for reimbursement, but will not include costs for alcoholic beverages. Meal expenses in excess of the standard rate will be individually evaluated by the Department Director. meals and incidentals shall be reimbursed using the IRS Meals and Incidental Expense (M&IE) per diem rate applicable to the specific destination of travel. The first and last day of travel shall be reimbursed at seventy-five (75) percent of the M&IE per diem rate. Receipts are not needed to document meal and incidental expenses to be reimbursed on an expense report. The schedule of M&IE per diem rates is available on the GSA website, www.gsa.gov. An employee must report details when submitting the expense report in certain~~

situations where meals are provided during travel. The per diem amount will be subsequently reduced for the specific meals provided based on GSA's detail regarding breakfast, lunch and dinner.

Local area travel shall be reimbursed on an actual expense basis and require the submittal of receipts. Reimbursement for meals shall not exceed the GSA's guidance used for per diem allowances. The detailed breakfast, lunch and dinner allotments for the specific area of travel can be found on the GSA's website, www.gsa.gov.

If a SunLine employee or board member purchases meals for persons not employed by SunLine but with whom they are transacting business, the person's name; and the name and the business affiliation of the person; as well as the purpose of the business conference must be included in the Travel eExpense rReport. The maximum per person expenditures shall not exceed a reasonable amount under the particular circumstances of the occasion. Any meal purchased for another transit agency employee must have the name of that employee and the purpose of the meal expense included in the travel-expense report. When SunLine is host or sponsor of a meeting, the cost of light refreshments may be reimbursed and must be substantiated by receipts and signed by the CEO/General Manager.

H. Registration Fees

All registration fees for budget-approved conferences, seminars or meetings shall be paid directly by SunLine. Employees should register at the earliest time possible to avoid late registration charges whenever possible.

I. Cash Advance

Cash advance may be requested to cover anticipated traveling expenses for overnight travel for an employee or board member. Cash advances will not be less-more than estimated expenses listed on the approved tTravel Aauthorization, Request. The employee or board member must account for the total amount of all expenses pertaining to a particular trip on the Travel eExpense rReport within ten (10) working days of return. If an advance exceeds the actual reimbursable expenses, the employee or board member shall return the excess amount with the Travel eExpense

rReport. The employee or board member must sign a Petty Cash Voucher and it must have the appropriate signatures, per the Petty Cash Procedures, before cash will be issued. Advances must be refunded immediately when a trip is cancelled or indefinitely postponed.

J. Submission of Expense Claims Procedure

1. Claims for reimbursement of travel expenses shall be prepared and submitted on an TTravel eExpense rReport form to the Department Director Chief for review and forwarded to the CEO/General Manager for approval. -The form provides spaces for the itemization of common types of expenses. However, if additional space is required for explanation of unusual expenses, supplemental sheets may be attached to the form. A copy of the tTravel authorization rRequest must accompany the TTravel eExpense rReport.

2. Excluding per diem allowances, All receipts for claims for reimbursement claims must accompany the TTravel eExpense rReport. If receipts cannot be obtained or have been lost, a written statement must be provided giving the reason with the TTravel eExpense Rreport. In the absence of a satisfactory explanation, the amount involved shall not be allowed.

3. An accounting of all expenses of any authorized travel or expenses should be submitted on an TTravel eExpense rReport form within ten thirty (30) days upon completion of travel. If any expense reports or reimbursements to SunLine are not received within six (6) months after completion of the travel, the CEO/General Manager shall may report the information to the Chairman Chairperson of the Board for whatever action he/she deems appropriate.

Forms Referenced in this Policy

TTravel Authorization Rquest (Form No. 3) — Revised 01-04

TTravel Expense Report (Form No. 4) — Revised 01-04

SunLine Transit Agency

DATE: January 27, 2016 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Resolutions to Obtain Grant Funding

Recommendation

Recommend that the Board of Directors approve:

1. The attached resolution authorizing the execution of the Low Carbon Transit Operations Program (LCTOP) for line 80, 81 and 95 service frequency improvements.
2. The attached resolution for Certifications and Assurances which delegates authority to the CEO/General Manager to execute required documents for grants and obtain funding through the LCTOP.

Background

The State Legislature approved SB 862, the Cap and Trade trailer bill which establishes long-term funding programs from the Cap and Trade program for transit, sustainable communities & affordable housing and high speed rail. Five percent of these funds are appropriated by the State Controller and administered by Caltrans, to the Low Carbon Transit Operations Program.

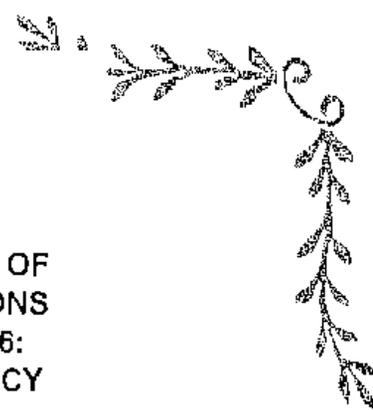
The Low Carbon Transit Operations Program provides funding allocations based on criteria included in the Public Utilities Code which are based on population and farebox revenue. SunLine will be applying for an appropriated funding award of \$539,373 which can be utilized to reduce greenhouse gas emissions and improve mobility with a priority on serving disadvantaged communities.

Financial Impact

If awarded the requested amount, this grant will provide state funding revenue of \$539,373 for the Agency.



Luis Garcia



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**AUTHORIZATION FOR THE EXECUTION OF
THE LOW CARBON TRANSIT OPERATIONS
PROGRAM (LCTOP) PROJECT FY 15/16:
LINE 80, 81 AND 95 SERVICE FREQUENCY
IMPROVEMENTS**

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) now or sometime in the future for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to implement the LCTOP projects listed above,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED by the Board of Directors of the SunLine Transit Agency that it hereby authorizes the submittal of the following project nomination(s) and allocation request(s) to the Department in FY 2015-16 LCTOP funds:

*Line 80, 81 and 95 Service Frequency Improvements
\$539,373*

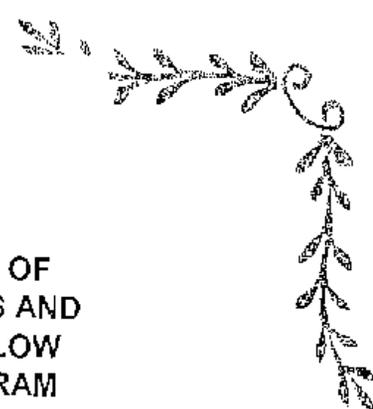
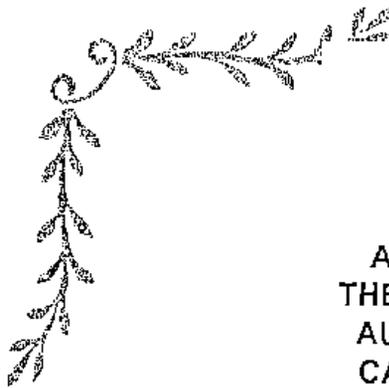
This project will improve the service frequency on the fixed routes that operate in disadvantaged communities throughout the Coachella Valley.

ADOPTED THIS 27th DAY OF January, 2016

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRPERSON of the Board
SunLine Transit Agency



SUNLINE TRANSIT AGENCY

RESOLUTION NO. _____

**AUTHORIZATION FOR THE EXECUTION OF
THE CERTIFICATIONS AND ASSURANCES AND
AUTHORIZED AGENT FORMS FOR THE LOW
CARBON TRANSIT OPERATIONS PROGRAM
(LCTOP) FY 15/16**

WHEREAS, the SunLine Transit Agency is an eligible project sponsor and may receive state funding from the Low Carbon Transit Operations Program (LCTOP) for transit projects; and

WHEREAS, the statutes related to state-funded transit projects require a local or regional implementing agency to abide by various regulations; and

WHEREAS, Senate Bill 862 (2014) named the Department of Transportation (Department) as the administrative agency for the LCTOP; and

WHEREAS, the Department has developed guidelines for the purpose of administering and distributing LCTOP funds to eligible project sponsors (local agencies); and

WHEREAS, the SunLine Transit Agency wishes to delegate authorization to execute these documents and any amendments thereto to the Chief Executive Officer/General Manager.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the SunLine Transit Agency that the fund recipient agrees to comply with all conditions and requirements set forth in the Certification and Assurances and the Authorized Agent documents and applicable statutes, regulations and guidelines for all LCTOP funded transit projects.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Chief Executive Officer/General Manager be authorized to execute all required documents of the LCTOP program and any Amendments thereto with the California Department of Transportation.

ADOPTED THIS 27th DAY OF January, 2016

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRPERSON of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, DIANE BEEBE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20__.

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

SunLine Transit Agency

DATE: January 27, 2016 **ACTION**
TO: Finance Committee
Board of Directors
FROM: Deputy Chief Financial Officer
RE: Resolution Authorizing the Opening of Account

Recommendation

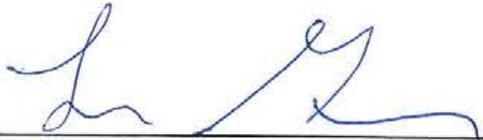
Recommend that the Board of Directors approve the attached resolution authorizing the opening of one savings account.

Background

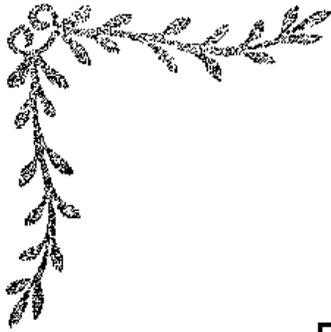
At the June 2015 Board Meeting, the Board of Directors approved the CEO/General Manager to execute a contract with Wells Fargo as the new bank institution for SunLine Transit Agency. All the new accounts were subsequently opened as checking accounts generating an earnings credit to offset monthly bank charges. In accordance with regulations, Prop 1B cash must be held in an interest bearing account. Wells Fargo only allows an account to generate either an earnings credit or interest. Accordingly, we must open a savings account and transfer the Prop 1B cash to generate interest.

Financial Impact

The increase in expenses are projected to be minimal and will not cause a budgetary burden.



Luis Garcia



SunLine Transit Agency

RESOLUTION No. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF SUNLINE TRANSIT AGENCY TO OPEN ONE
AGENCY BANK ACCOUNT**

WHEREAS, SunLine Transit Agency has existing bank accounts open with Wells Fargo Bank; and

WHEREAS, The Board of Directors desire to open an additional account;

NOW THEREFORE, BE IT RESOLVED that the account be opened immediately.

Approved and Adopted this 27th day of January, 2016.

ATTEST:

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

Kristy Franklin
CHAIRPERSON of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
)
COUNTY OF RIVERSIDE)

I, DIANE BEEBE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20__, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of _____, 20__.

Diane Beebe
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

SUNLINE SERVICES GROUP BOARD MEETING AGENDA

Wednesday, January 27, 2016
12:00 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

The Chair requests that all cellular phones be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

1. Call to Order
Chairperson Kristy Franklin

2. Roll Call

3. Finalization of Agenda

4. Presentations

5. Public Comments

Receive Comments

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board during the first Public Comments designation on the agenda.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. A limitation of 3 minutes may be imposed upon each person so desiring to address the Board.

6. **Board Member Comments** **Receive Comments**
Any Board Member who wishes to speak may do so at this time.

----- **RECEIVE AND FILE** -----

7. **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.
- a) SSG/SRA checks over \$1000 issued November, 2015.(Page 1)
 - b) SSG/SRA Monthly Budget Reports November, 2015. (Page 2-3)
 - c) Taxi Vehicle/Rides Analysis (Pages 4-6)
 - d) California Retail Gasoline Price Report (Page 7)

----- **ACTION** -----

8. **Approval of Minutes** **Approve**
Request to the Board to approve the Minutes of the December 2, 2015 Board of Directors meeting. (Page 8-9)
9. **Request Amendments to SSG Ordinance** **Approve**
(Robert Spiegel, Chair of the Taxi Committee; Staff: Michael Jones)
Approve the first reading of the proposed Amendments to SSG ordinance #2015-01 (Page 10-13)
10. **Next Meeting Date**
February 24, 2016
12 o'clock Noon – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
11. **Adjourn**



**AGENDA
TAXI COMMITTEE MEETING**

**January 27, 2015
10:30 a.m. - 11:00 a.m.**

**Wellness Center
SunLine Transit Agency
Thousand Palms, CA**

(Public Comments will be accepted on each Agenda item upon the conclusion of the staff report on that item. Public comments on non-agendized items will be accepted during the Public comments section. Comments may be limited to 3 minutes in length. Please notify the Committee Chair if you wish to comment.)

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Presentations**

Taxi and Technology for Tomorrows On-Demand
Transportation Needs (Michael Jones) (Pages 1-4)

5. **Public Comments**

Anyone wishing to address the Taxi Committee on
items not on the Agenda should do so at this time. Each
presentation is limited to three minutes.

Receive Comments

-----**RECEIVE & FILE**-----

6. **Consent Calendar**

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.

Receive & File

- a) SSG/SRA checks over \$1000 issued November 2015. (Page 5)
- b) SSG/SRA Monthly Budget Reports November 2015. (Page 6-7)
- c) Taxi Vehicle/Rides Analysis (Page 8-10)
- d) California Retail Gasoline Price Report (Page 11)

----- **ACTION** -----

7. **Request Amendments to SSG Ordinance** **Approve**
(Robert Spiegel, Chair of the Taxi Committee; Staff: Michael Jones)
Approve the first reading of the proposed Amendments to SSG ordinance #2015-01 (Page 12-15)

9. **Adjourn**



TAXI AND TECHNOLOGY FOR TOMORROWS ON-DEMAND TRANSPORTATION NEEDS





Taxi GPS Meter



What is the difference between the traditional Taxi Meter and GPS based Taxi Meter

- ▶ **Traditional Taxi Meters:** count wheel rotations to calculate distance travels and algorithms for time when a taxi is traveling at a speed less than 12 MPH or stopped
- ▶ **GPS Based:** cloud based systems use Global Positioning (GPS) for calculating fares by time and distance

GPS TECHNOLOGY

In addition to fare calculation this new technology can provide

Ride Splitting: Allows unrelated passengers picked up at different time to split fares

Dynamic Pricing: Coachella Valley taxi rates are regulated and cannot rise above the set rates or surge price, however taxis are free to reduce prices to lure passengers

Seamless Payments: Rider can pay with cash, credit cards or credit cards stored in the app

What about Regulation?

December 22, 2015 California's Division of Measurement Standards, which regulates commercial measuring devices like taxi meters, approved Flywheel's TaxiOS technology for cabs

Essentially, this means traditional taxis can replace their antiquated metering, dispatch, navigation, and payment systems with a "smart," cloud-enabled smartphone meter resembling what you see in TNC Vehicles

Sunline Regulatory Administration
Checks \$1,000 and Over
For the month of November 2015

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

Vendor Name	Description	Check #	Check	Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 11/6/15	090107	11/6/2015	\$7,641.18
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 11/20/15	090113	11/20/2015	\$7,555.00
SUNLINE TRANSIT AGENCY	Operating Exp Oct 2015	090114	11/20/2015	\$4,110.75
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services (Sept/Oct 2015)	090108	11/20/2015	\$3,337.00

Total of Checks Over \$1,000	\$22,643.93
Total of Checks Under \$1,000	\$965.00
Total of All Checks for the Month	\$23,608.93

Total Amount of Checks Prior Years Same Month	\$24,935.65
--	--------------------

SunLine Regulatory Agency
Budget Variance Report
November 2015

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,286	24,885	24,441	444	85,233	122,203	(36,969)
Revenue Fines	5,000	400	417	(17)	900	2,083	(1,183)
Vehicle Inspection Revenue	15,100	2,650	1,258	1,392	6,800	6,292	508
Vehicle Re-inspection Revenue	2,000	1,800	167	1,633	4,500	833	3,667
New Driver Permit Revenue	5,500	360	458	(98)	1,470	2,292	(822)
Driver Transfer Revenue	1,980	0	165	(165)	450	825	(375)
Driver Renewal Revenue	9,200	450	767	(317)	3,540	3,833	(293)
Driver Permit Reinstatement/Replacement	165	10	14	(4)	75	69	6
Vehicle Permit Revenue	91,400	16,833	7,617	9,217	33,767	38,083	(4,316)
Interest Revenue	39	3	3	(0)	16	16	(1)
Other Revenue	0	0	0	0	540	0	540
Total Revenue	423,670	47,391	35,306	12,085	137,291	176,529	(39,238)
Expenses:							
Salaries and Wages	167,564	9,014	13,964	4,950	60,422	69,818	9,396
Fringe Benefits	103,827	5,325	8,652	3,328	30,501	43,261	12,760
Services	78,500	1,040	6,542	5,502	15,763	32,708	16,945
Supplies and Materials	69,430	5,758	5,786	28	22,995	28,929	5,934
Miscellaneous	4,349	210	362	153	3,017	1,812	(1,205)
Total Expenses	423,670	21,346	35,306	13,960	132,698	176,529	43,831
Total Operating Surplus (Deficit)	\$ -	\$ 26,045			\$ 4,593		

Budget Variance Analysis - SunLine Regulatory

Revenue - Unfavorable

- Taxi revenues heavily influenced by seasonal decline during summer months. The surplus in the peak months will decrease the unfavorable balance.
- Taxi companies were given the opportunity to pay the full year's vehicle permits during the peak months of October through April.
- \$540 was received as compensation for documents provided by order of subpoena.

Salaries and Wages - Unfavorable

- One employee has been temporarily re-assigned to assist SunLine Transit Agency (STA). The labor will be charged to STA's accounts and will represent a savings for SunLine Regulatory Agency.

Fringe Benefits - Favorable

- One employee has been temporarily re-assigned to assist SunLine Transit Agency (STA). The fringe will be charged to STA's accounts and will represent a savings for SunLine Regulatory Agency.

Services - Favorable

- Currently, there are no audit expenses charged under services.

Supplies and Materials - Favorable

- Allocated overhead paid to SunLine is lower than expected due to SRA needing to conduct taxi inspections with a third party for a short period instead the inspections being conducted by SunLine mechanics.

Miscellaneous - Unfavorable

- Planned training expenses were paid in full for the Transit-Paratransit Management program in July 2015.

TRIP vs. VEHICLE ANALYSIS

TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304	172	49,781	289
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294	177	54,456	308
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276	174	48,480	279
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303	176	55,791	317
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319	179	60,465	338
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412	187	71,008	380
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423	200	85,522	428
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314	168	57,726	344
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254	157	39,715	253
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	2052	637,756	311

	FY14/15			FY 15/16			CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH									
JUL	140	36,397	260	129	28,185	218			#DIV/0!			#DIV/0!			#####
AUG	142	38,805	273	126	25,959	206			#DIV/0!			#DIV/0!			#####
SEP	150	38,569	257	140	29,256	209			#DIV/0!			#DIV/0!			#####
OCT	158	49,123	311	148	37,297	252			#DIV/0!			#DIV/0!			#DIV/0!
NOV	167	51,043	306	149	37,435	251			#DIV/0!			#DIV/0!			#DIV/0!
DEC	162	43,536	269			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JAN	171	52,445	307			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
FEB	164	53,233	325			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAR	172	59,639	347			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
APR	189	62,167	329			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
MAY	158	43,182	273			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
JUN	134	30,274	226			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
TOTALS	1907	558,413	293	692	158,132	229	0	0	#DIV/0!	0	0	#DIV/0!	0	0	#DIV/0!

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	APR	85,522
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	JUL	36,388
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	APR	200
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	431	APR	421	APR	423	APR	428
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

		FY 14/15		FY 15/16									
HIGHEST TRIPS	APR	62,167		NOV	37,435								
LOWEST TRIPS	JUN	30,274		AUG	25,959								
MOST VEHICLES	APR	189		NOV	149								
LEAST VEHICLES	JUN	134		AUG	126								
MOST TRIPS/VEH	Mar	347		OCT	252								
LEAST TRIPS/VEH	JUN	226		AUG	206								

U.S. Energy	
Apr 01, 2014	\$4.16
May 01, 2014	\$4.17
Jun 01, 2014	\$4.11
Jul 01, 2014	\$4.06
Aug 01, 2014	\$3.91
Sep 01, 2014	\$3.69
Oct 01, 2014	\$3.54
Nov 01, 2014	\$3.18
Dec 01, 2014	\$2.87
Jan 01, 2015	\$2.54
Feb 01, 2015	\$2.71
Mar 01, 2015	\$3.21
Average	\$3.51

http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm

U.S. Energy	
Apr 01, 2015	\$3.21
May 01, 2015	\$3.75
Jun 01, 2015	\$3.54
Jul 01, 2015	\$3.76
Aug 01, 2015	\$3.56
Sep 01, 2015	\$3.12
Oct 01, 2015	\$2.89
Nov 01, 2015	\$2.69
Dec 01, 2015	\$2.72
Jan 01, 2016	
Feb 01, 2016	
Mar 01, 2016	
Average	\$3.25

Meter calculation is 1/8 mile increments @ \$0.00 per 1/8 mile = \$0.00 per mile

Fuel Per Gallon	Average	Regular Grade
2012	\$3.49	
2013	\$4.05	
Difference	\$0.56	Rate Increase
		0.08
New Rate	2013/14	\$3.12

Fuel Cost Increases (Decreases)	
Per Mile Rate Increases (Decreases)	
\$0.000 to \$0.255 per gallon	
\$0.00	
\$0.256 to \$0.755 per gallon	
\$0.10	
\$0.756 to \$1.255 per gallon	
\$0.20	
\$1.256 to \$1.755 per gallon	
\$0.30	
\$1.756 to \$2.255 per gallon	
\$0.40	

Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

Fuel Per Gallon	Average	Per Mile Increase	RPM
2012	\$3.49	0.08	\$ 3.04
2013	\$4.05	0.08	\$ 3.12
2014	\$3.84	0	\$ 3.12
2015	\$3.54	0	\$ 3.12
2016	\$3.24		
Difference	\$3.63		

Fuel Per Gallon	Average	Regular Grade
2014	\$3.84	
2015	\$3.48	
Difference	-\$0.36	Rate Decrease
		0
New Rate	2015/16	\$3.12
2015	\$3.51	
2016	\$3.25	
Difference	-\$0.26	Rate Decrease

SunLine Services Group

DATE: January 27, 2016 **ACTION**
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Amendments to SSG Ordinance

Recommended Action

Recommend that the Board of Directors approve the first reading of the proposed amendments to SSG ordinance #2015-01.

Background

Staff met with Coachella Valley Taxicab Franchises. The goal: to better understand some of the current regulations that impede the franchises ability to save money, deploy technology, streamline and strategize to compete in today's transportation environment.

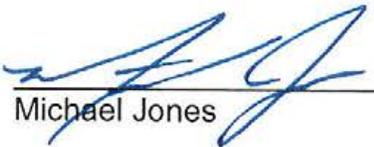
Amendments to sections:

- 1.010 Definitions
- 1.140 Use of Top Light
- 1.200 C. Taxi Meter Misuse
- 1.225 Exclusive Arrangements

A draft of the proposed amendments to SSG Ordinance attachment have been provided with the recommended changes.

Financial Impact

None



Michael Jones

ORDINANCE NO. 2016-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
AMENDING ORDINANCE NO. 2015-01

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

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

WHEREAS, an implementation agreement has been entered into by the County of Riverside and those Coachella Valley cities whose signatures appear on that agreement, authorizing SSG to regulate taxicab transportation services within the jurisdictional boundaries of SSG; and,

WHEREAS, Government Code section 53069.4(a)(1) permits the legislative body of a local agency to make any violation of any ordinance enacted by the local agency subject to administrative fine or penalty; and,

WHEREAS, the powers provided under Government Code section 36091 which permit a city legislative body to impose fines, penalties and forfeitures for violations of its ordinances have, by joint powers agreement, been assigned to SSG as provided under Government Code section 6500, et seq.; and,

WHEREAS, the Board of Directors of SSG has adopted Ordinance No. 2015-01 regulating taxicabs; and,

WHEREAS, the Board of Directors of SSG desires to amend Ordinance No. 2015-01 to allow taxicabs to use GPS-based taximeters, to reduce the frequency of taxicab inspection to one per year, and to delete the prohibition on exclusive arrangements between venues and taxicab services.

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

PART 1: That the Board of Directors of SSG hereby amends Ordinance 2015-01 as follows:

A. Section 1.010 (Definitions), Paragraph V is amended to read as follows:

"Taximeter' means a device or technology, including but not limited to a Global Positioning System (GPS) based smartphone application, that automatically calculates, at a predetermined rate or rates, and indicates the charge for hire of a vehicle, for distance traveled and waiting time."

B. Section 1.140 (Use of Top Light) is amended to read as follows:

"Each Taxicab shall have permanently affixed to the top of the Taxicab an operable Top light. The lights of the Top light shall be turned on whenever the Taximeter is in operation."

C. Section 1.200 (Taximeter Misuse) is amended to add a new Paragraph C, which shall read as follows:

"C. All Taximeters must be submitted with appropriate documentation and pre-approved by SunLine Regulatory Administration prior to implementation."

D. Section 1.225 (Exclusive Arrangements between Franchises and Venues Concerning Taxicab Trips Prohibited) is hereby deleted in its entirety.

PART 2: This Ordinance shall take effect 30 days from the date of its adoption.

PART 3: SunLine Service Group shall certify the passage and adoption of this Ordinance 2016-01 and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services
Group at a regular meeting held on the _____ day of _____, 2016

Date _____

Kristy Franklin
Chairperson of the Board of Directors of SSG

Date: _____

Lauren Skiver
CEO/General Manager of SSG

Date: _____

Diane Beebe
Clerk of the Board of SSG