

**SUNLINE TRANSIT AGENCY  
BOARD MEETING AGENDA**

**Wednesday, May 25, 2016**

**11:30 a.m.**

**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**  
None

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 Clerk 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 March 2016](#)
  - b) [Credit Card Statement for March 2016](#)
  - c) [Monthly Budget Variance Report for March 2016](#)
  - d) [Contracts Signed in Excess of \\$25,000 March 2016](#)
  - e) [Ridership Report for March 2016](#)
  - f) [SunDial Operational Notes for March 2016](#)
  - g) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#)
  - h) [Board Member Attendance](#)

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

9. **Election of Officers** **Informational**  
**(Chairman Kristy Franklin)**  
Elections for Vice Chair will be held on June 22, 2016 during the regularly scheduled SunLine Board meeting.

----- **DISCUSSION** -----

10. **Review and Discussion of the Draft FY 17 Operating and Capital Budget** **Discussion**  
**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Luis Garcia)**  
In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. In preparation for this action item to come before the full Board of Directors for approval at the upcoming June 22, 2016 Board meeting, Staff has provided a draft Budget for the Finance Committee's discussion and review.

11. **Review and Discussion of the Draft FY 2016/17 Short Range Transit Plan (SRTP)** **Discussion**  
**(Robert Spiegel, Chair of Finance/Audit Committee;**  
**Staff: Joseph Friend)**  
For each financial year, staff is required to develop a Short Range Transit Plan (SRTP) for the Agency. This document is a three year planning document for the Agency, outlining both its service operating plan and capital projects, together with a financial plan to sustain the operating and capital plans. The first year of the plan is developed for approval at the same time as the agency budget is approved (financial details in each of these documents are consistent). The second and third year plans documented in the SRTP are provided for planning purposes only.
- The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY 2016/17 SRTP.
- **ACTION** -----
12. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the April 27, 2016 Board of Directors meeting.
13. **Resolution 0752 to Approve CARB Awarded Project** **Approve**  
**(Robert Spiegel, Chair of Finance/Audit Committee;**  
**Staff: Rudy Le Flore)**  
Recommend that the Board of Directors:  
(a) Approve the attached Resolution 0752 implementing a Project consisting of the Acquisition of 5 Hydrogen Fuel Cell Buses and a new Hydrogen Fueling Station; and  
(b) Approve submission of a Notice of Exemption to the County of Riverside Clerks Office
14. **Contract for Physician Services and Drug & Alcohol Testing** **Approve**  
**(Robert Spiegel, Chair of Finance/Audit Committee;**  
**Staff: Joseph Friend)**  
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Norton Medical Services for Physician Services and Drug & Alcohol Testing for a period of three (3) years with two single year options, with a not to exceed amount of \$150,000.

- 15. Resolution 0753 to Increase Board Stipends for Board/Committee Meetings **Approve****  
**(Presented by Eric Vail, General Counsel Staff: Luis Garcia)**  
Recommend that the Board of Directors discuss and adopt a resolution approving a stipend increase for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends.
- 16. Ratification of Memorandum of Understanding with Amalgamated Transit Union **Approve****  
**(Staff: Tommy Edwards, Chief Negotiator;)**  
Request to the Board to approve the Memorandum of Understanding with the Amalgamated Transit Union Local 1277, and authorize the General Manager to sign on behalf of SunLine. (MOU-Separate attachment)
- 
- 17. CEO/General Manager's Report**
- 18. Closed Session**
- a) CONFERENCE WITH LABOR NEGOTIATOR  
Agency Representative: Lauren Skiver  
Employee Organization: ATU  
Pursuant to Government Code section 54957.8
  - b) Conference with Legal Counsel – Existing Litigation  
Pursuant to Government Code Section 54956.9(d)(1)  
Alzayat v. Hebb, et al. Case No. INC 1204627
  - c) 1. Public Employee Performance Evaluation  
Pursuant to Government Code Section 54957(b)  
Position Title: Chief Executive Office / General Manager
  - 2. Conference with Labor Negotiator  
Pursuant to Government Code Section 54957.7(a)  
Agency Representative: City Attorney  
Unrepresented Employee: Chief Executive Officer / General Manager
- 19. Next Meeting Date**  
June 22, 2016  
12 o'clock Noon – New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276
- 20. Adjourn**



**FINANCE/AUDIT COMMITTEE AGENDA  
May 25, 2016**

**10:30 a.m. – 11:30  
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 March 2016](#) (Pages 1-4)
  - b) [Credit Card Statement for March 2016](#) (Pages 5-8)
  - c) [Monthly Budget Variance Report for March 2016](#) (Pages 9-12)
  - d) [Contracts Signed in Excess of \\$25,000 March 2016](#) (Page 13)
  - e) [Ridership Report for March 2016](#) (Pages 14-15)
  - f) [SunDial Operational Notes for March 2016](#) (Page 16)
  - g) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#) (Pages 17-25)
  - h) [Board Member Attendance](#) (Page 26)

----- **DISCUSSION** -----

6. **Review and Discussion of the Draft FY 17 Operating and Capital Budget** **Discussion**

**(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)**

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. In preparation for this action item to come before the full Board of Directors for approval at the upcoming June 22, 2016 Board meeting, Staff has provided a draft Budget for the Finance Committee's discussion and review. (Page 27)

7. [Review and Discussion of the Draft FY 2016/17 Short Range Transit Plan \(SRTP\)](#) **Discussion**

**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Joseph Friend)**

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

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY 2016/17 SRTP. (Page 28-84)

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

8. [Resolution 0752 to Approve of CARB Awarded Project](#) **Approve**  
**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Rudy Le Flore)**

Recommend that the Board of Directors approve:

- (a) Resolution 0752 implementing a Project consisting of the Acquisition of 5 Hydrogen Fuel Cell Buses and a new Hydrogen Fueling Station; and
- (b) Approve submission of a Notice of Exemption to the County of Riverside Clerks Office (Pages 85-88)

9. [Contract for Physician Services and Drug & Alcohol Testing](#) **Approve**

**(Robert Spiegel, Chair of Finance/Audit Committee; Staff: Joseph Friend)**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Norton Medical Services for Physician Services and Drug & Alcohol Testing for a period of three (3) years with two single year options, with a not to exceed amount of \$150,000. (Pages 89-92)

10. [Resolution 0753 to Increase Board Stipends for Board/Committee Meetings](#) **Approve**

**(Presented by Eric Vail, General Counsel Staff: Luis Garcia)**

Recommend that the Board of Directors discuss and adopt a resolution approving a stipend increase for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends. (Pages 93-96)

11. **Adjourn**

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 2016**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<b>BAE SYSTEMS CONTROLS, INC.</b>	<b>WIP-Battery Dominant Project</b>	<b>667777</b>	<b>3/22/2016</b>	<b>\$617,500.00</b>
<u>CalPERS</u>	<u>Group Health Ins Prem</u>	<u>667714</u>	<u>3/18/2016</u>	<u>\$287,393.47</u>
<b>US HYBRID CORPORATION</b>	<b>WIP-Battery Dominant Project</b>	<b>667772</b>	<b>3/18/2016</b>	<b>\$186,200.00</b>
<b>RENOVA ENERGY CORP.</b>	<b>Solar Panel Project</b>	<b>667778</b>	<b>3/23/2016</b>	<b>\$181,224.38</b>
PERMA - Insurance	Gen Lib/WC	667661	3/11/2016	\$113,531.20
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>667693</u>	<u>3/11/2016</u>	<u>\$88,262.51</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>667694</u>	<u>3/11/2016</u>	<u>\$87,916.90</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>667833</u>	<u>3/24/2016</u>	<u>\$86,770.94</u>
<b>RENOVA ENERGY CORP.</b>	<b>Solar Panel Project</b>	<b>667754</b>	<b>3/18/2016</b>	<b>\$72,489.75</b>
BP ENERGY COMPANY	CNG/Hydrogen	667502	3/4/2016	\$59,269.52
<b>IBI GROUP</b>	<b>Engineer Services</b>	<b>667742</b>	<b>3/18/2016</b>	<b>\$58,215.45</b>
BP ENERGY COMPANY	CNG/Hydrogen	667710	3/18/2016	\$52,811.14
SO CAL GAS CO.	Transmission Fee-CNG/Hydro	667762	3/18/2016	\$50,599.89
<b>AVAIL TECHNOLOGIES</b>	<b>WIP-Avail Systems Upgrade</b>	<b>667583</b>	<b>3/11/2016</b>	<b>\$46,635.69</b>
<b>DOUG WALL CONSTRUCTION, INC.</b>	<b>WIP-Misc Maints Equip Project</b>	<b>667608</b>	<b>3/11/2016</b>	<b>\$34,500.00</b>
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Bus Rehab Decals/Logos</b>	<b>667604</b>	<b>3/11/2016</b>	<b>\$23,984.27</b>
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Bus Rehab Decals/Logos</b>	<b>667512</b>	<b>3/4/2016</b>	<b>\$23,224.83</b>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	667648	3/11/2016	\$22,878.47
IMPERIAL IRRIGATION DIST	Utilities	667637	3/11/2016	\$20,433.85
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>667692</b>	<b>3/11/2016</b>	<b>\$19,188.00</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	667711	3/18/2016	\$15,723.43
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	667546	3/4/2016	\$14,640.10
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	667713	3/18/2016	\$12,086.60
TRANSPORTATION MANAGEMENT & IMPERIAL IRRIGATION DIST	Bus Route Planning	667831	3/24/2016	\$11,744.17
CALIFORNIA TRANSIT ASSOCIATION	Membership & Subscriptions	667505	3/4/2016	\$11,199.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667633	3/11/2016	\$10,696.00
<b>BYD COACH &amp; BUS LLC</b>	<b>WIP-Electric Buses Lease</b>	<b>667587</b>	<b>3/11/2016</b>	<b>\$9,750.24</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP-Bus Rehab Upholstery</b>	<b>667675</b>	<b>3/11/2016</b>	<b>\$9,731.40</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP-Bus Rehab Upholstery</b>	<b>667554</b>	<b>3/4/2016</b>	<b>\$9,731.40</b>
NEW FLYER	Bus Parts	667654	3/11/2016	\$8,951.26
CUMMINS PACIFIC, LLC	Bus Repair Parts	667511	3/4/2016	\$8,413.20
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	667658	3/11/2016	\$8,400.00
<b>DECALS BY DESIGN, INC.</b>	<b>WIP-Bus Rehab Decals E3</b>	<b>667721</b>	<b>3/18/2016</b>	<b>\$7,783.60</b>
G & K SERVICES	Uniform service	667624	3/11/2016	\$7,736.86
CREATIVE BUS SALES, INC.	Bus Repair Parts	667601	3/11/2016	\$6,608.50
JIM'S DESERT RADIATOR	Repair Parts	667530	3/4/2016	\$6,555.00
ARTHUR N. GAUDET & ASSOCIATES	Staff Development	667581	3/11/2016	\$6,500.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>667776</b>	<b>3/18/2016</b>	<b>\$6,447.91</b>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>667706</b>	<b>3/18/2016</b>	<b>\$6,373.57</b>

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 2016**

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<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP-Bus Rehab Upholstery</b>	<b>667823</b>	<b>3/24/2016</b>	<b>\$6,082.13</b>
RUTAN & TUCKER, LLP	Legal fees	667756	3/18/2016	\$6,042.99
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>667784</b>	<b>3/24/2016</b>	<b>\$5,997.07</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>667576</b>	<b>3/11/2016</b>	<b>\$5,977.31</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>667575</b>	<b>3/11/2016</b>	<b>\$5,939.79</b>
NEW FLYER	Bus Parts	667542	3/4/2016	\$5,764.64
STRICKLAND KENNY INC.	Lubricants & Oils	667682	3/11/2016	\$5,719.34
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>667832</b>	<b>3/24/2016</b>	<b>\$5,562.50</b>
<b>ENGINEERING PROCUREMENT</b>	<b>Consulting Hydrogen Station</b>	<b>667518</b>	<b>3/4/2016</b>	<b>\$5,243.99</b>
<b>ACCOUNTEMPs</b>	<b>WIP-ERP Project</b>	<b>667782</b>	<b>3/24/2016</b>	<b>\$5,030.08</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP-Bus Rehab Upholstery</b>	<b>667759</b>	<b>3/18/2016</b>	<b>\$4,865.70</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>667837</b>	<b>3/24/2016</b>	<b>\$4,839.94</b>
<b>KAMBRIAN CORPORATION</b>	<b>FA-Computer Equip.</b>	<b>667639</b>	<b>3/11/2016</b>	<b>\$4,812.31</b>
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>667785</b>	<b>3/24/2016</b>	<b>\$4,621.64</b>
AIRWAVE COMMUNICATIONS	Radio and Bumper	667493	3/4/2016	\$4,610.42
TIME WARNER CABLE	Utilities	667686	3/11/2016	\$4,587.48
CUMMINS PACIFIC, LLC	Bus Repair Parts	667602	3/11/2016	\$4,471.76
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667527	3/4/2016	\$4,389.97
CUMMINS PACIFIC, LLC	Bus Repair Parts	667719	3/18/2016	\$4,357.68
VERIZON WIRELESS	Wireless Cell Service	667699	3/11/2016	\$4,258.86
ALLIEDBARTON SECURITY SERVICES	Security Services	667572	3/11/2016	\$4,215.15
PATRICK M. BRASSIL	Hydrogen Maintenance	667547	3/4/2016	\$4,160.58
<b>ALPHA MEDIA LLC</b>	<b>Advertisement-Comm Link</b>	<b>667573</b>	<b>3/11/2016</b>	<b>\$4,080.00</b>
CREATIVE BUS SALES, INC.	Bus Repair Parts	667510	3/4/2016	\$3,899.84
NEW FLYER	Bus Parts	667749	3/18/2016	\$3,873.40
TELEPACIFIC COMMUNICATIONS	Telephone Service	667767	3/18/2016	\$3,561.02
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667579	3/11/2016	\$3,550.00
TK SERVICES, INC.	Bus Repair Parts	667687	3/11/2016	\$3,373.45
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	667571	3/11/2016	\$3,328.35
CARQUEST OF THE DESERT	Repair Parts	667591	3/11/2016	\$3,185.57
MURCHISON & CUMMING, LLP	Insurance Losses	667650	3/11/2016	\$3,121.17
FIESTA FORD, INC.	Repair Parts/Support	667730	3/18/2016	\$3,092.06
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>667614</u>	<u>3/11/2016</u>	<u>\$3,036.72</u>
TEC OF CALIFORNIA, INC.	Repair Parts	667828	3/24/2016	\$3,030.86
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP-ERP Project</b>	<b>667769</b>	<b>3/18/2016</b>	<b>\$3,000.00</b>
ROTO ROOTER	Pumping Service	667671	3/11/2016	\$2,995.00
FIESTA FORD, INC.	Repair Parts/Support	667521	3/4/2016	\$2,969.86
GATEWAY COMPRESSION, INC.	Sun Fuel Parts	667804	3/24/2016	\$2,854.94
<b>PVC CONSULTING, LLC</b>	<b>Project Management FC3-6</b>	<b>667665</b>	<b>3/11/2016</b>	<b>\$2,800.00</b>
SAFETY-KLEEN CORPORATION	Solvent Tank Service	667553	3/4/2016	\$2,775.30

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 2016**

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<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
STRICKLAND KENNY INC.	Lubricants & Oils	667765	3/18/2016	\$2,749.92
HOME DEPOT CRD SRVS	Facility Maintenance	667741	3/18/2016	\$2,650.05
TRANSIT PRODUCTS & SERVICES	Repair Parts	667768	3/18/2016	\$2,642.00
STRICKLAND KENNY INC.	Lubricants & Oils	667556	3/4/2016	\$2,627.01
TEC OF CALIFORNIA, INC.	Repair Parts	667685	3/11/2016	\$2,625.46
CUMMINS PACIFIC, LLC	Bus Repair Parts	667791	3/24/2016	\$2,612.90
TEC OF CALIFORNIA, INC.	Repair Parts	667558	3/4/2016	\$2,581.14
ELLSWORTH TRUCK & AUTO	Repair Parts	667516	3/4/2016	\$2,578.26
SWRCB ACCOUNTING OFFICE	Annual Operating Permit	667684	3/11/2016	\$2,564.00
PATRICK M. BRASSIL	Hydrogen Maintenance	667660	3/11/2016	\$2,560.00
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	667746	3/18/2016	\$2,559.13
SMARTDRIVE SYSTEMS, INC.	Security Equipment	667681	3/11/2016	\$2,553.28
VALLEY OFFICE EQUIPMENT, INC.	Office Equip Maintenance	667773	3/18/2016	\$2,507.92
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>667589</b>	<b>3/11/2016</b>	<b>\$2,484.85</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>667787</b>	<b>3/24/2016</b>	<b>\$2,484.85</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>667588</b>	<b>3/11/2016</b>	<b>\$2,484.58</b>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	667586	3/11/2016	\$2,451.89
PROPER SOLUTIONS	Temp. Emp Serv	667663	3/11/2016	\$2,447.20
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>667726</b>	<b>3/18/2016</b>	<b>\$2,434.82</b>
CREATIVE BUS SALES, INC.	Bus Repair Parts	667718	3/18/2016	\$2,419.82
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	667538	3/4/2016	\$2,388.96
MERCURY INSURANCE GROUP AS	Insurance Losses	667646	3/11/2016	\$2,372.97
GENFARE	Farebox	667525	3/4/2016	\$2,323.46
OFFICE DEPOT	Office Supplies	667752	3/18/2016	\$2,290.32
STRICKLAND KENNY INC.	Lubricants & Oils	667827	3/24/2016	\$2,252.06
<b>UNIVISION</b>	<b>Advertisement-Comm Link</b>	<b>667564</b>	<b>3/4/2016</b>	<b>\$2,175.00</b>
FLEET-NET CORPORATION	Software & Licenses	667616	3/11/2016	\$2,130.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	667622	3/11/2016	\$2,085.93
SAFETY-KLEEN CORPORATION	Solvent Tank Service	667673	3/11/2016	\$2,071.80
AVAIL TECHNOLOGIES	Repair Parts	667786	3/24/2016	\$2,034.66
<b>ALPHA MEDIA LLC</b>	<b>Advertisement-Comm Link</b>	<b>667783</b>	<b>3/24/2016</b>	<b>\$2,000.00</b>
ROTARY CLUB PALM DESERT	Membership & Subscriptions	667670	3/11/2016	\$2,000.00
GAS COMPANY, THE	Indio Facility Gas	667523	3/4/2016	\$1,921.04
TOPS N BARRICADES, INC.	Bus Stops & Zones Supplies	667561	3/4/2016	\$1,819.15
TK SERVICES, INC.	Bus Repair Parts	667560	3/4/2016	\$1,792.87
LONG ELECTRIC, INC.	Facility Electrician	667533	3/4/2016	\$1,699.58
COMPLETE COACH WORKS	Bus Repair Parts	667506	3/4/2016	\$1,670.00
<b>MICHAEL BAKER INTERNATIONAL, INC.</b>	<b>Solar Construction Management</b>	<b>667647</b>	<b>3/11/2016</b>	<b>\$1,574.64</b>
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	667764	3/18/2016	\$1,569.22
FIESTA FORD, INC.	Repair Parts/Support	667800	3/24/2016	\$1,559.26

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of March 2016**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
CORNWELL TOOLS	Tools	667507	3/4/2016	\$1,512.32
MANUFACTURERS EDGE, INC.	Sun Fuel Parts	667535	3/4/2016	\$1,506.79
<b><i>RM BROADCASTING, LLC</i></b>	<b><i>Advertisement-Comm Link</i></b>	<b><i>667666</i></b>	<b><i>3/11/2016</i></b>	<b><i>\$1,500.00</i></b>
ALLIEDBARTON SECURITY SERVICES	Security Services	667494	3/4/2016	\$1,434.63
ALLIEDBARTON SECURITY SERVICES	Security Services	667705	3/18/2016	\$1,434.63
AVAIL TECHNOLOGIES	Repair Parts	667500	3/4/2016	\$1,414.56
GRAINGER	Facility Maintenance	667526	3/4/2016	\$1,410.07
TEC OF CALIFORNIA, INC.	Repair Parts	667766	3/18/2016	\$1,376.81
GRAINGER	Facility Maintenance	667732	3/18/2016	\$1,360.27
PROPER SOLUTIONS	Temp. Emp Serv	667550	3/4/2016	\$1,316.00
<b><i>DESERT CITY CAB</i></b>	<b><i>Taxi Voucher Program</i></b>	<b><i>667793</i></b>	<b><i>3/24/2016</i></b>	<b><i>\$1,302.81</i></b>
GENFARE	Farebox	667805	3/24/2016	\$1,260.45
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	667655	3/11/2016	\$1,249.30
UTC FIRE & SECURITY	Security Camera Equipment	667836	3/24/2016	\$1,227.40
AMERICAN SEATING COMPANY	Seats and Inserts	667495	3/4/2016	\$1,221.97
AMERICAN SEATING COMPANY	Seats and Inserts	667707	3/18/2016	\$1,208.69
GREATER PALM SPRINGS CVB	Membership & Subscriptions	667631	3/11/2016	\$1,200.00
PROPER SOLUTIONS	Temp. Emp Serv	667753	3/18/2016	\$1,176.00
DESERT ALARM, INC.	Security Services	667725	3/18/2016	\$1,120.00
4IMPRINT, INC.	Safety Incentive Program	667779	3/24/2016	\$1,083.53
TRANSIT PRODUCTS & SERVICES	Repair Parts	667563	3/4/2016	\$1,070.60
DROPBOX, INC.	Administration Building Fees	667796	3/24/2016	\$1,045.00
TOTALFUNDS BY HASLER	Postage Supplies	667689	3/11/2016	\$1,000.00

<b>Total of Checks Over \$1,000</b>	\$2,613,945.66
<b>Total of Checks Under \$1,000</b>	\$49,481.65
<b>Total of All Checks for the Month</b>	\$2,663,427.31
<b>Total Amount of Checks Prior Years Same Month</b>	

Wells Fargo  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: April 4, 2016

Lauren Skiver – Detail

03/07/16	Panera	Lunch/Negotiations	\$	187.92
03/07/16	Panera	Breakfast/Negotiations	\$	18.03
03/08/16	Sherman's Deli	Lunch/Negotiations	\$	378.46
03/09/16	Panera	Lunch/Negotiations	\$	188.43
03/12/16	LAX	Parking/L Skiver/CEO/APTA	\$	120.00
03/12/16	JW Marriott	DC APTA/L Skiver/CEO/General Manager	\$	684.72
03/15/16	Hampton Inn	APTA Housing/Roadeo/V Duran/M Garcia	\$	458.70
03/14/16	Popeye's	Lunch/March Board Meeting	\$	231.09
03/15/16	Expedia	APTA/Roadeo/M Garcia/V Duran	\$	901.40
03/15/16	Expedia	APTA/Roadeo/T Edwards/COO	\$	450.70
03/18/16	Dickey's	Lunch/Negotiations	\$	347.17
03/18/16	Expedia	Legislature/ARB/L Skiver/CEO/General Manager	\$	182.20
03/22/16	Panera	Lunch/Negotiations	\$	252.83
03/22/16	Hampton Inn	APTA Housing/Roadeo/T Edwards/COO	\$	229.35
03/22/16	Hampton Inn	APTA Housing/Roadeo/L Skiver/CEO	\$	229.35
03/22/16	Popeye's	Lunch/Negotiations	\$	149.02
03/25/16	Town & Country	APTA Fare Collection Speaker/L Skiver/CEO	\$	235.04
03/26/16	CalAct	Registration 2016 Springs Conference/L Skiver/CEO	\$	425.00
03/29/16	APTA	Registration/L Skiver/APTA	\$	925.00
03/29/16	APTA	Registration/T Edwards/APTA	\$	925.00
03/31/16	APTA	Registration/M Garcia/APTA	\$	925.00
03/31/16	Hilton	CalAct/L Skiver/CEO	\$	406.56
04/01/16	Dickey's	Lunch/Negotiations	\$	375.51
04/04/16	Expedia	Sheraton Grand Sacramento/Legislature/ARB/L Skiver/CEO T Edwards/COO	\$	961.76
<b>Total Amount</b>				<b>\$10,188.24</b>

Credits:  
 Credit



**Rate Information**

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.490%	.03147%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06641%	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$10,188.24 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/29/16 THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$10,188.24

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
03/02	03/03	7528230FEHMQDX8M	CASH BACK REDEMPTION ACCT NON-FUNDABLE	82.80	
03/28	03/28	F326800F800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	5,922.59	
			TOTAL 4484610004265941 \$5,985.39		

Transaction Summary For **LAURA SKIVER**  
Sub Account Number Ending In **5958**

03/07	03/07	2423168EK2DYTMOHP	PANERA BREAD #601771 314-984-3495 CA		187.92 ✓
03/07	03/07	2442733EKLYHW1E42	PANERA BREAD # 601771 PALM DESERT CA		18.03 ✓
03/08	03/08	2455930EMBLGX5B51	SHERMANS DELI AND BAKERY PALM DESERT CA		378.46 ✓
03/09	03/09	2423168EM2DYKW994	PANERA BREAD #601771 314-984-3495 CA		188.43 ✓
03/12	03/12	2475542ER7JSA77KK	LAX AIRPORT LOT P 6 LOS ANGELES CA		120.00 ✓
03/13	03/13	2469216ET001A5X97	MARRIOTT JW WASH DC WASHINGTON DC		684.72 ✓
03/14	03/14	2443106EV0D180ZB3	APTA HOUSING OFFICE FALLS CHURCH VA		456.70 ✓
03/15	03/15	2449398EW6075DLH8	POPEYES CHICKEN PALM DES PALM DESERT CA		231.09 ✓
03/15	03/15	2469216EW00LR0SDF	UNITED 016776123935900-932-2732 TX		450.70 ✓
		05/13/16	DURAN/VICTOR A		
		1 UA T	PALM SPRINGS DENVER		
		2 UA T	DENVER CHARLOTTE		
		3 UA L	CHARLOTTE DENVER		
		4 AU L	DENVER PALM SPRINGS		
		11817270	EXPEDIA INC		
03/15	03/15	2469216EW00LR0SQX	UNITED 0167761233934800-932-2732 TX		450.70 ✓
		05/13/16	GARCIA/MANUAL		
		1 UA T	PALM SPRINGS DENVER		
		2 UA T	DENVER CHARLOTTE		
		3 UA L	CHARLOTTE DENVER		
		4 AU L	DENVER PALM SPRINGS		
		11817270	EXPEDIA INC		
03/15	03/15	2469216EW00LR14NW	UNITED 0167761300267800-932-2732 TX		450.70 ✓
		05/13/16	EDWARDS/TOMMY		
		1 UA T	PALM SPRINGS DENVER		
		2 UA T	DENVER CHARLOTTE		
		3 UA L	CHARLOTTE DENVER		
		4 AU L	DENVER PALM SPRINGS		
		11817270	EXPEDIA INC		
03/18	03/18	2489216EZ0096XV98	DICKEYS CA-1305 PALM SPRING CA		347.17 ✓
03/18	03/18	2471705EZTAZN2B27	AMERICAN AI 0017805809942 BELLEVUE WA		182.20 ✓
		04/06/15	SKIVER/LAURA LE		
		1 AA O	LOS ANGELES SACRAMENTO		
		2 AA N	SACRAMENTO LOS ANGELES		
		11817270	EXPEDIA INC		
03/22	03/22	2423168F22DL8PYR7	PANERA BREAD #601771 314-984-3495 CA		252.83 ✓

Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
03-22	03-22	2443106F20D17ZH2T	APTA HOUSING OFFICE FALLS CHURCH VA		229.35
03-22	03-22	2443106F20D17ZH3B	APTA HOUSING OFFICE FALLS CHURCH VA		229.35
03-25	03-25	2449398F36075DKYZ	POPEYES CHICKEN PALM DES PALM DESERT CA		149.02
03-25	03-25	2469216F500KMKQY	HOTEL *RESERVATIONS 844-876-8816 WA		235.04
03-26	03-26	2449398F68B0MFLWS	CALACT 800-422-5228 CA		425.00
03-29	03-29	2463923FAS66EDJGG	APTA 202-4964800 DC		925.00
03-29	03-29	2463923FAS66EDJGG	APTA 202-4964800 DC		925.00
03-31	03-31	2463923FQS66EKN23	APTA 202-4964800 DC		925.00
03-31	03-31	2490604FQ15B2BM6A	HILTON HOTELS LA JOLLA LA JOLLA CA		406.58
04-01	04-01	2469216FD00RHNDZ1	DICKEYS CA-1305 PALM SPRING CA		375.51
04-04	04-04	2469216FF00LM46BA	EXPEDIA*1131953419029 EXPEDIA COM WA		961.75
TOTAL				\$10,188.24	
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

Now there are no foreign transaction fees when you make international purchases or travel outside of the U.S. With your Wells Fargo Business Elite Card, you can take your business anywhere around the world and have the confidence you'll get.

- No foreign transaction fees on your purchases
- Enhanced security with chip card technology

*"No foreign transaction fees" applies to business credit cards issued by Wells Fargo, and this account in particular. For information on other Wells Fargo credit and debit cards, please see your account agreement or visit wells Fargo.com*





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0426 5941
Statement Closing Date	04/04/16
Days in Billing Cycle	33
Next Statement Date	05/03/16
Credit Line	\$40,000
Available Credit	\$28,782

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

Inquiries or Questions:  
WF Business Direct PO Box 29482  
Phoenix, AZ 85038-8650

Payments:  
Payment Remittance Center PO Box 6415  
Carol Stream, IL 60197-6415

Payment Information

New Balance	\$10,188.24
Current Payment Due (Minimum Payment)	\$510.00
Current Payment Due Date	04/29/16

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

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

Account Summary

Previous Balance	\$5,985.39
Credits	\$62.80
Payments	\$5,922.59
Purchases & Other Charges	\$10,188.24
Cash Advances	\$0.00
Finance Charges	\$0.00
New Balance	\$10,188.24

Wells Fargo Elite Cash Back Advantage

Previous Balance	\$0.00
Cash Earned this Month	\$101.88
Trades From Other Company Cards	\$0.00
Bonus/Adjustments	\$50.00
Cash Back Balance	\$151.88
Cash Awarded this Period	\$0.00
Year to Date Cash Back Awarded	\$62.80

Cash Back Notice

Your next cash back reward is scheduled for 06/2016.

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

See reverse side for important information.

5596 0012 YTG 1 7 2 160404 0 PAGE 1 of 4 10 3268 1000 ELA3 01DR5596 2003

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$10,188.24
Total Amount Due (Minimum Payment)	\$510.00
Current Payment Due Date	04/29/16

Print address or phone changes:

Work ( )

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTG
   
 PO BOX 6415 29
   
 CAROL STREAM IL 60197-6415

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

SunLine Transit Agency  
Budget Variance Report  
March 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
<b>Operating Revenues:</b>							
Passenger Revenue	3,537,602	294,192	294,800	(609)	2,429,291	2,653,202	(223,910)
Other Revenue	1,636,829	179,301	136,402	42,899	1,610,781	1,227,622	383,159
Total Operating Revenue	5,174,431	473,493	431,203	42,290	4,040,072	3,880,823	159,248
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,170,608	742,968	680,884	(62,084)	5,956,762	6,127,956	171,194
Operator & Mechanic Overtime	958,000	78,320	79,833	1,514	782,486	718,500	(63,986)
Administration Salaries & Wages	4,599,232	381,133	383,269	2,136	3,133,549	3,449,424	315,875
Administration Overtime	7,200	479	600	121	6,938	5,400	(1,538)
Fringe Benefits	8,519,093	644,037	709,924	65,888	5,876,032	6,389,320	513,288
Communications	141,620	13,694	11,802	(1,892)	104,299	106,215	1,916
Legal Services - General	150,000	11,917	12,500	583	72,658	112,500	39,842
Computer/Network Software Agreement	315,593	25,402	26,299	897	221,613	236,695	15,082
Uniforms	85,400	8,421	7,117	(1,304)	75,314	64,050	(11,264)
Contracted Services	477,520	41,911	39,793	(2,118)	305,682	358,140	52,458
Equipment Repairs	4,000	315	333	18	2,832	3,000	168
Security Services	67,440	6,475	5,620	(855)	51,190	50,580	(610)
Fuel - CNG	1,373,972	109,463	114,498	5,034	970,994	1,030,479	59,485
Fuel - Hydrogen	180,554	10,193	15,046	4,853	168,203	135,416	(32,787)
Tires	301,501	17,128	25,125	7,997	147,434	226,126	78,692
Office Supplies	62,466	8,399	5,206	(3,194)	48,123	46,850	(1,274)
Travel/Training	141,140	14,125	11,762	(2,363)	62,183	105,855	43,672
Repair Parts	919,963	62,123	76,664	14,540	809,558	689,972	(119,586)
Facility Maintenance	33,000	4,184	2,750	(1,434)	29,675	24,750	(4,925)
Electricity - CNG & Hydrogen	170,030	13,716	14,169	453	128,975	127,523	(1,453)
Natural Gas	1,263,484	102,152	105,290	3,138	934,206	947,613	13,407
Water	6,000	1,153	500	(653)	4,405	4,500	95
Insurance Losses	1,389,250	77,484	115,771	38,287	601,540	1,041,938	440,398
Insurance Premium - Property	60,000	1,195	5,000	3,805	13,273	45,000	31,727
Repair Claims	50,000	0	4,167	4,167	28,436	37,500	9,064
Fuel Taxes	145,450	15,500	12,121	(3,379)	138,033	109,088	(28,946)
Other Expenses	3,538,550	346,304	294,879	(51,424)	1,838,991	2,653,913	814,922
Self Consumed Fuel	(1,508,641)	(126,159)	(125,720)	(439)	(1,102,657)	(1,131,481)	28,824
Total Operating Expenses (Before Depreciation)	31,622,425	2,612,031	2,635,202	23,171	21,410,726	23,716,819	2,306,093
Operating Expenses in Excess of Operating Revenue		\$ (2,138,539)			\$ (17,370,654)		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	6,558,720	530,327	546,560	16,233	4,307,671	4,919,040	611,369
State - LTF, LCTOP	15,185,740	1,227,892	1,265,478	37,586	9,973,771	11,389,305	1,415,534
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	380,320	391,961	11,642	3,089,212	3,527,651	438,438
Total Subsidies	26,447,994	2,138,539	2,204,000	65,461	17,370,654	19,835,996	2,465,341
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency  
Budget Variance Report  
March 2016

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	1,846,937	1,854,511	7,574	15,755,767	16,690,600	934,833
Services	3,189,005	244,289	265,750	21,461	1,656,435	2,391,754	735,319
Fuels & Lubricants	1,693,861	134,309	141,155	6,846	1,259,594	1,270,396	10,802
Tires	301,501	17,128	25,125	7,997	147,434	226,126	78,692
Materials and Supplies	1,186,279	90,585	98,857	8,271	1,034,686	889,709	(144,977)
Utilities	1,712,400	137,215	142,700	5,485	1,262,657	1,284,300	21,643
Casualty & Liability	2,115,064	196,561	176,255	(20,305)	999,030	1,586,298	587,268
Taxes and Fees	145,450	15,500	12,121	(3,379)	138,033	109,088	(28,946)
Miscellaneous Expenses	533,373	55,666	44,448	(11,219)	259,748	400,030	140,282
Self Consumed Fuel	(1,508,641)	(126,159)	(125,720)	(439)	(1,102,657)	(1,131,481)	28,824
Total Operating Expenses (Before Depreciation)	<u>31,622,425</u>	<u>2,612,031</u>	<u>2,635,202</u>	<u>23,171</u>	<u>21,410,726</u>	<u>23,716,819</u>	<u>2,306,093</u>
Revenues:							
Passenger Revenue	3,537,602	294,192	294,800	(609)	2,429,291	2,653,202	(223,910)
Other Revenue	1,636,829	179,301	136,402	42,899	1,610,781	1,227,622	383,159
Total Operating Revenue	<u>5,174,431</u>	<u>473,493</u>	<u>431,203</u>	<u>42,290</u>	<u>4,040,072</u>	<u>3,880,823</u>	<u>159,248</u>
Net Operating Gain (Loss)		<u>\$ (2,138,539)</u>			<u>\$ (17,370,654)</u>		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	530,327	546,560	16,233	4,307,671	4,919,040	611,369
State - LTF, LCTOP	15,185,740	1,227,892	1,265,478	37,586	9,973,771	11,389,305	1,415,534
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	380,320	391,961	11,642	3,089,212	3,527,651	438,438
Total Subsidies	<u>26,447,994</u>	<u>2,138,539</u>	<u>2,204,000</u>	<u>65,461</u>	<u>17,370,654</u>	<u>19,835,996</u>	<u>2,465,341</u>
Net Operating Gain (Loss) After Subsidies	<u>\$ -</u>	<u>\$ -</u>			<u>\$ -</u>		

## Budget Variance Analysis - SunLine Transit

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### Passenger Revenue - Unfavorable

- System wide ridership is currently down 6.4% for FYTD16, with fixed route ridership down 6.8% and SunDial up 4.9%.

### Other Revenue - Favorable

- Outside fuel sales above the budgeted amount due to an increase in the quantity of publicly consumed CNG.
- Emissions credit's selling price is higher than expected.
- Bus stop advertising revenue is currently above FYTD16 budgeted amount.

### Operator & Mechanic Salaries & Wages - Favorable

- Operators not up to full budgeted FTEs.

### Operator & Mechanic Overtime - Unfavorable

- Operators on extended leave for long term disability or workers compensation and full compliment of staff not reached.

### Administration Salaries & Wages - Favorable

- Vacancies account for the majority of the favorable balance.

### Administration Overtime - Unfavorable

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

### Fringe Benefits - Favorable

- Open positions account for the favorable balance in fringe benefits.
- FY16 budget created with a projected increase in medical expenses which did not occur since the move to CalPers has saved the Agency money.

### Communications - Favorable

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

### Legal Services - General - Favorable

- Savings due to 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 over budget in the operations department due to an increased number of uniform alterations.

### 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 - Unfavorable

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

### Fuel - CNG - Favorable

- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage. Warmer temps will reduce favorable balance.

### Fuel - Hydrogen - Favorable

- Increased use of Hydrogen and technical difficulties with the hydrogen station in the second quarter of FY16 have caused an unfavorable variance.

### Tires - Favorable

- Tire expenses lower than expected due to less wear on tires attributed to fewer miles than projected.

### 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.

## Budget Variance Analysis - SunLine Transit

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### Repair Parts - Unfavorable

- CNG Repair Parts for Thousand Palms increased due to an issue with one of the compressors. Increase in repair parts for Indio was related to the replacement of a fueling valve.
- Engine & radiator rebuilds also contributed to the unfavorable balance.
- Fixed Route repair parts for engine repair contributed to increased expenses in January.

### 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

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance.

### 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 change has resulted in lower expenses than projected.

### Repair Claims - Favorable

- Repairs are completed at different points throughout the year and the account will experience highs and lows accordingly.

### Fuel Taxes - Unfavorable

- An increase in taxes per unit and increase in outside fuel sales over the budgeted amount has lead to an unfavorable variance in fuel taxes. The increase in expenses are outweighed by the generated revenue.

### 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 went into effect in January 2016. The budget impact was minimal as the brunt of the impact was made to the Agency's deductibles and not premiums.

### Self Consumed Fuel - Favorable

- The natural gas prices have fallen more in line with initial projections and has reduced the previous unfavorable balance. The current favorable balance has started to decrease when the new services were implemented in January.
- CNG usage reduced during winter months as lower temperatures cause more efficient fuel usage.

Contracts Signed in Excess of \$25,000

March 2016

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Cell Business Equipment	Sharp Copiers	One copier is a replacement for Desktop Publishing, One is for Operations. Both devices are to replace older failing equipment. Sharp is specified in order to keep MFP support and operation consistent, also to unify toner and supplies.	FY16 Annual Budget	\$ 41,029.20	\$ 25,682.40	Executed Agreement

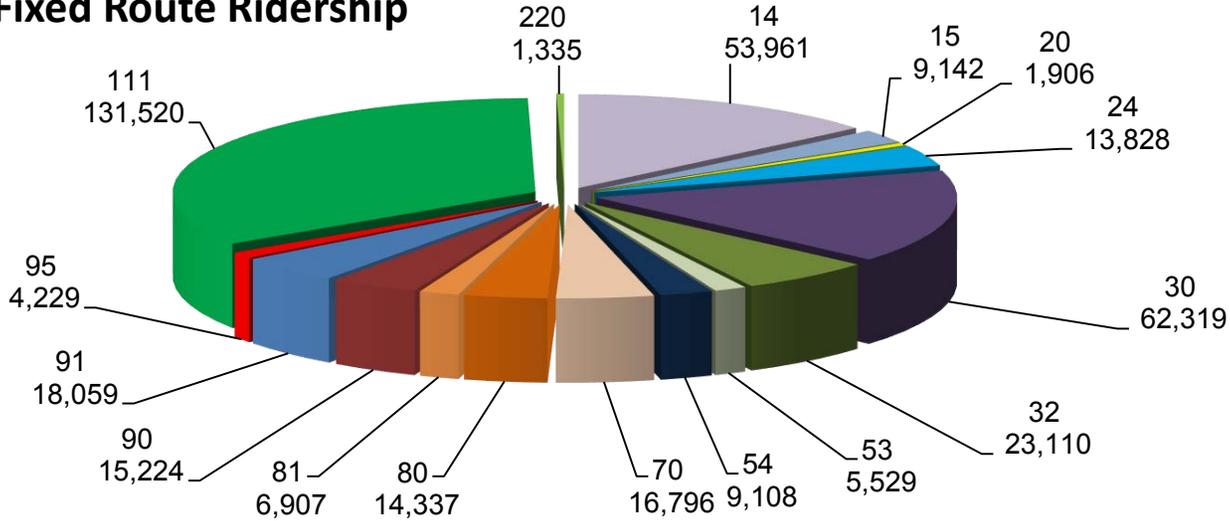


## SunLine Transit Agency Monthly Ridership Report March 2016

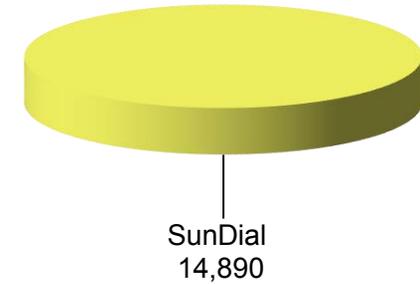
Fixed Route Line	Description	Mar 2016	Mar 2015	Feb 2016	FY 2015 & 2016		FY 2016 YTD	FY 2015 YTD	YTD Var.	%	Bikes		Wheelchairs	
					Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14	DHS/PS	53,961	58,781	56,290	(4,820)	-8.2%	490,615	509,818	(19,203)	-3.8%	1,777	15,201	377	3,865
15	DHS	9,142	9,487	9,139	(345)	-3.6%	79,145	88,018	(8,873)	-10.1%	254	2,500	35	348
20	DHS/PD	1,906	-	1877	1,906	-	4,791	-	4,791	-	67	153	4	9
24	PS	13,828	16,153	13,974	(2,325)	-14.4%	123,531	141,563	(18,032)	-12.7%	375	3,182	139	1,579
30	CC/PS	62,319	70,017	62,062	(7,698)	-11.0%	547,410	600,073	(52,663)	-8.8%	2,040	17,679	333	3,592
32	PD/RM/TP/CC/PS	23,110	26,830	23,475	(3,720)	-13.9%	207,551	222,485	(14,934)	-6.7%	884	8,200	91	1,183
53	PD/IW	5,529	5,268	5,886	261	5.0%	42,266	43,550	(1,284)	-2.9%	152	1,410	20	165
54	Indio/LQ/IW/PD	9,108	10,106	8,483	(998)	-9.9%	68,680	71,479	(2,799)	-3.9%	329	2,206	39	391
70	LQ/BD	16,796	21,167	16,257	(4,371)	-20.7%	143,683	164,880	(21,197)	-12.9%	441	4,013	55	528
80	Indio	14,337	11,701	12,498	2,636	22.5%	112,768	100,660	12,108	12.0%	161	1,968	106	708
81	Indio	6,907	7,655	6,681	(748)	-9.8%	66,269	67,904	(1,635)	-2.4%	92	883	128	896
90	Coachella/Indio	15,224	21,116	14,281	(5,892)	-27.9%	149,622	169,586	(19,964)	-11.8%	359	3,602	208	951
91	I/Cch/Th/Mec/Oas	18,059	22,755	17,674	(4,696)	-20.6%	150,020	173,147	(23,127)	-13.4%	272	3,868	45	390
95	I/Cch/Th/Mec/NS	4,229	3,223	3,755	1,006	31.2%	26,654	24,344	2,310	9.5%	18	551	8	25
111	PS to Indio	131,520	138,034	127,589	(6,514)	-4.7%	1,075,939	1,152,196	(76,257)	-6.6%	4,674	37,941	913	7,707
220	PD to Riverside	1,335	1,065	1,230	270	25.4%	10,030	9,721	309	3.2%	33	203	14	79
<b>Fixed route total</b>		<b>387,310</b>	<b>423,358</b>	<b>381,151</b>	<b>(36,048)</b>	<b>-8.5%</b>	<b>3,298,974</b>	<b>3,539,424</b>	<b>(240,450)</b>	<b>-6.8%</b>	<b>11,928</b>	<b>103,560</b>	<b>2,515</b>	<b>22,416</b>
<b>Demand Response</b>														
SunDial		14,890	13,808	13,489	1,082	7.8%	121,102	115,445	5,657	4.9%				
<b>System total</b>		<b>402,200</b>	<b>437,166</b>	<b>394,640</b>	<b>(34,966)</b>	<b>-8.0%</b>	<b>3,420,076</b>	<b>3,654,869</b>	<b>(234,793)</b>	<b>-6.4%</b>				
		<b>Mar-16</b>	<b>Mar-15</b>	<b>Feb-16</b>										
	<b>Weekdays:</b>	23	22	20										
	<b>Saturdays:</b>	4	4	4										
	<b>Sundays:</b>	4	5	5										
	<b>Total Days:</b>	<b>31</b>	<b>31</b>	<b>29</b>										

# SunLine Transit Agency Monthly Ridership Report March - 2016

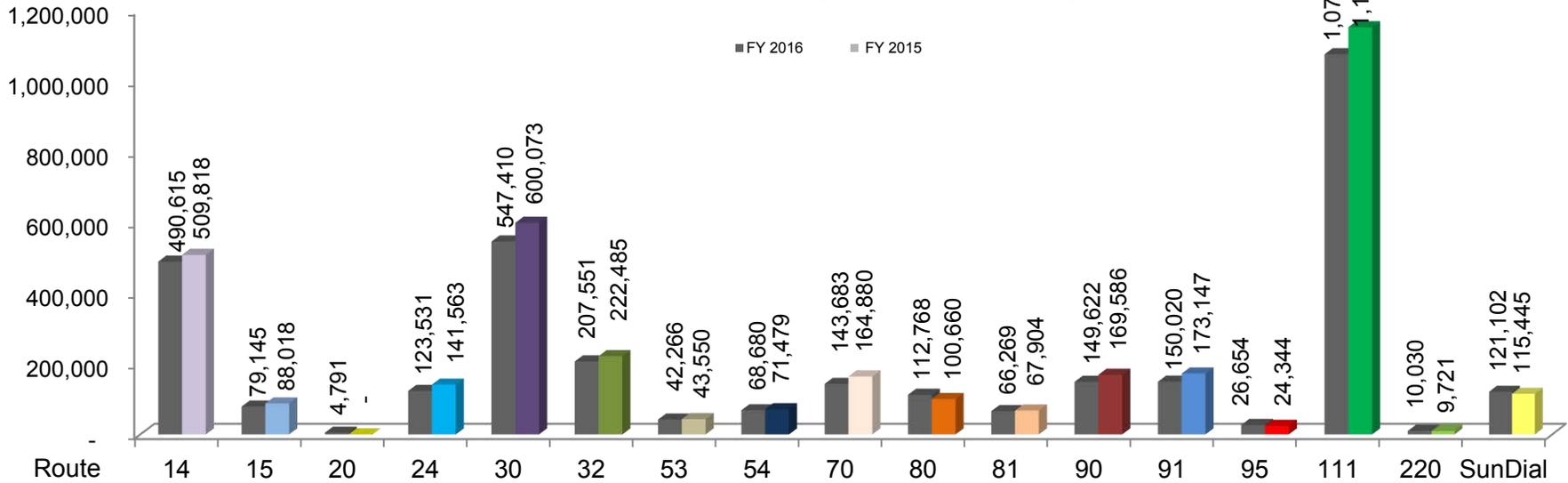
## Fixed Route Ridership



## Demand Response Ridership



## Year-to-Date System Ridership





**Complimentary Paratransit Service**  
*Serving Persons with Disabilities Throughout the Coachella Valley*

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**SunDial Operational Notes**  
**March 2016**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.4%	87.8%	Total trips carried in the on-time window
1,283	1,788	Total trips late during the month
13,405	14,693	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
13,808	14,890	Total passengers for the month
110,199	114,203	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
2	0	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
7	0	Total Ride-a-Long Evaluations
4	2	Total Onboard Inspections
6	1	Total Safety Evaluations

5. DENIALS

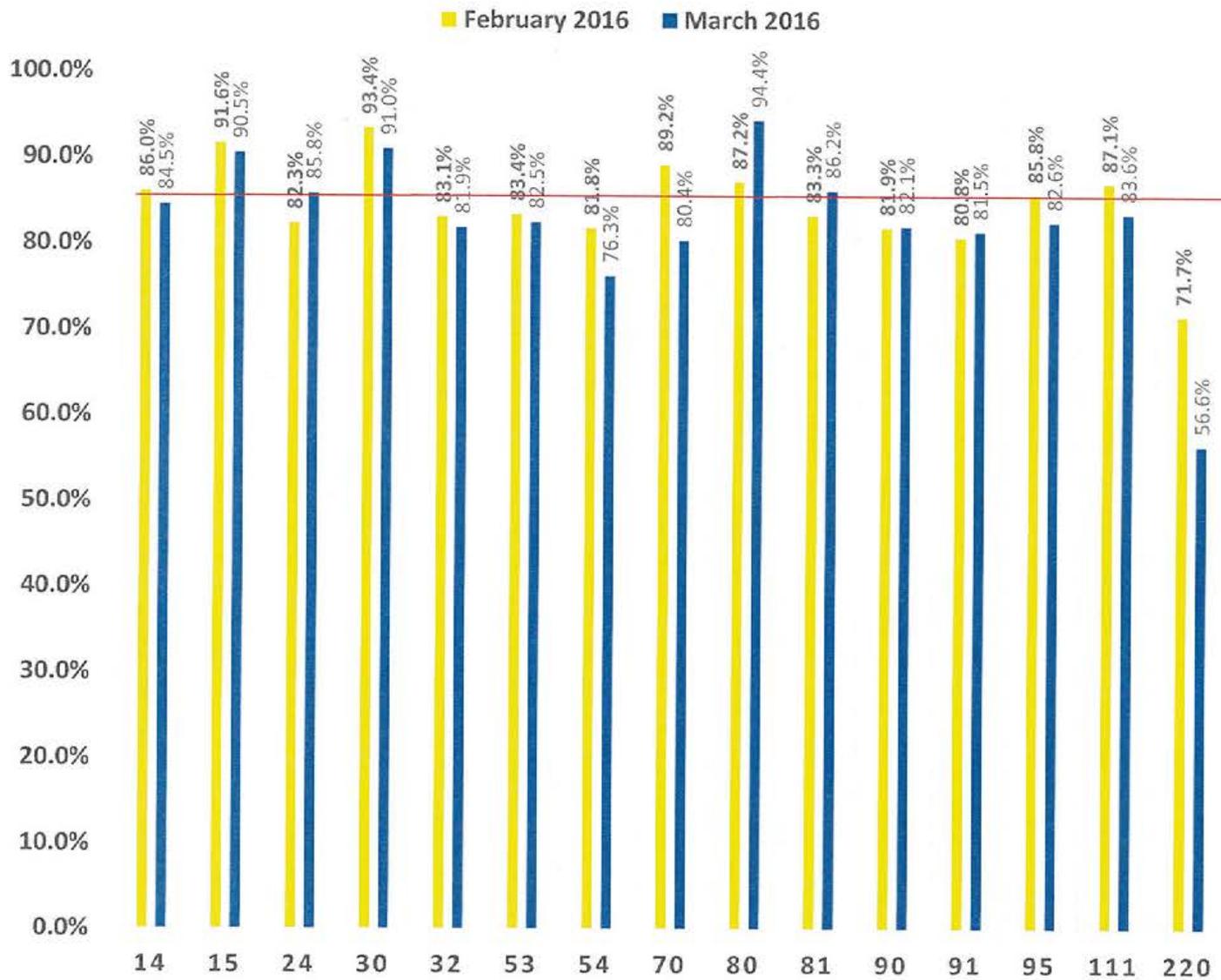
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

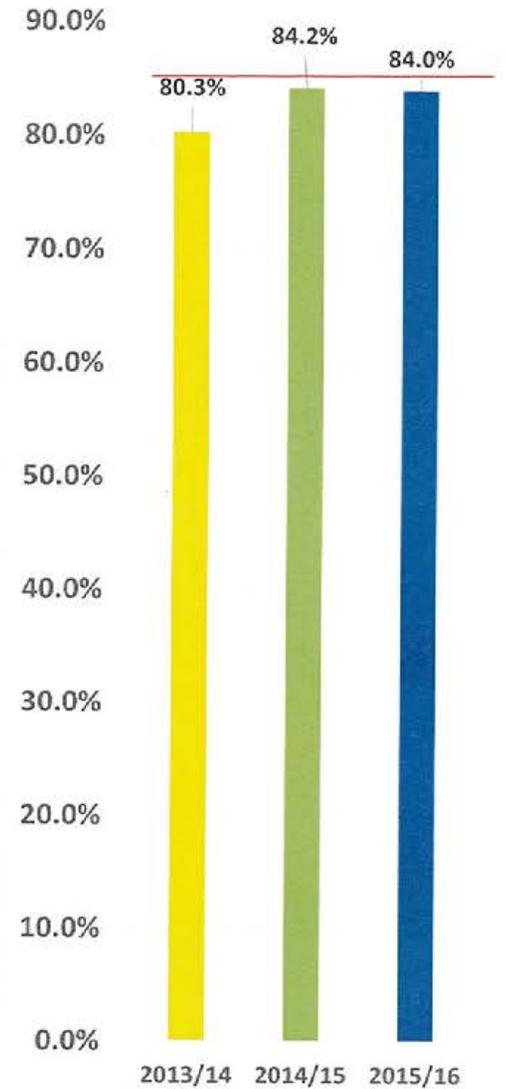
<u>Last Year</u>	<u>This Year</u>	
2,309	2,172	Total Mobility Device Boarding's

cc: Lauren Skiver, Tommy Edwards, Polo Del Toro, Diane Beebe

## ON TIME PERFORMANCE % BY LINE MARCH 2016



## On Time Performance System Wide



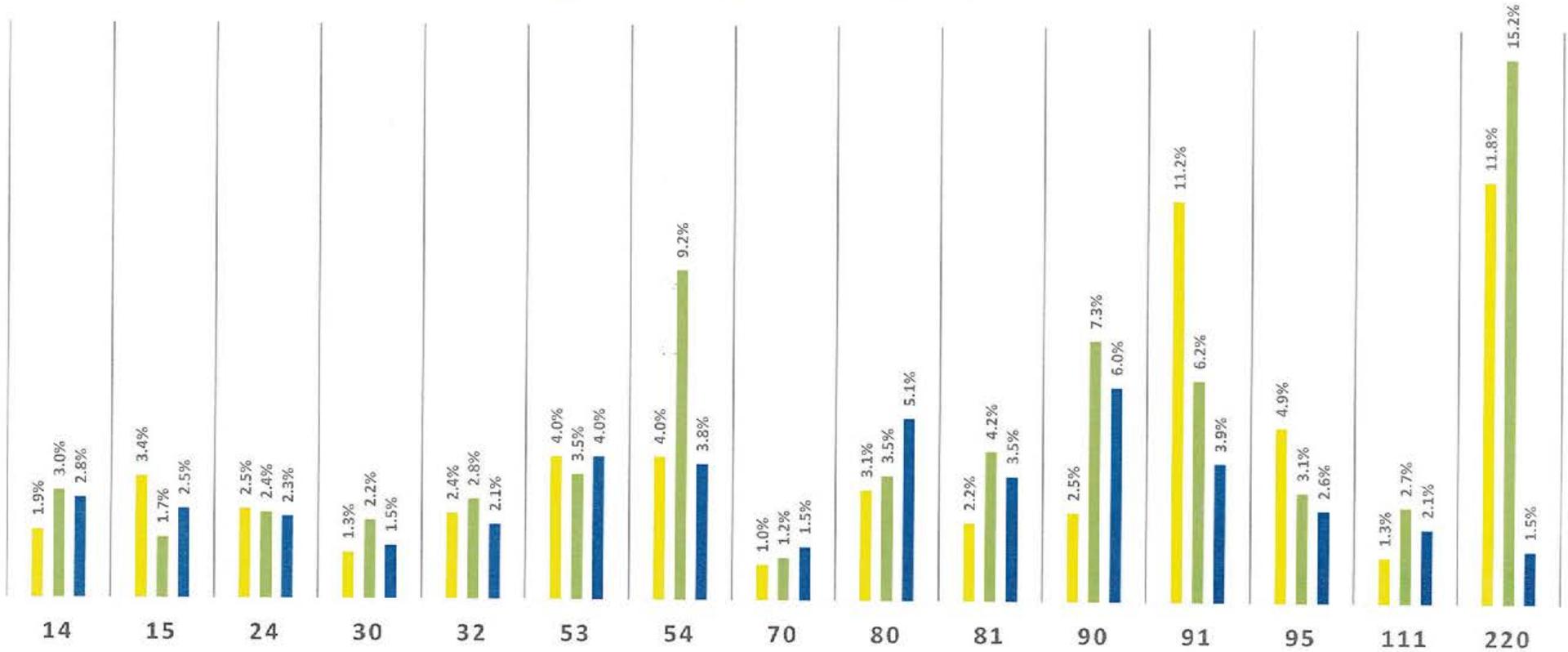
**Definition:** "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

**Goal:** minimum target for On Time performance is 85%.

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

## EARLY DEPARTURES BY LINE - YEAR TOTALS

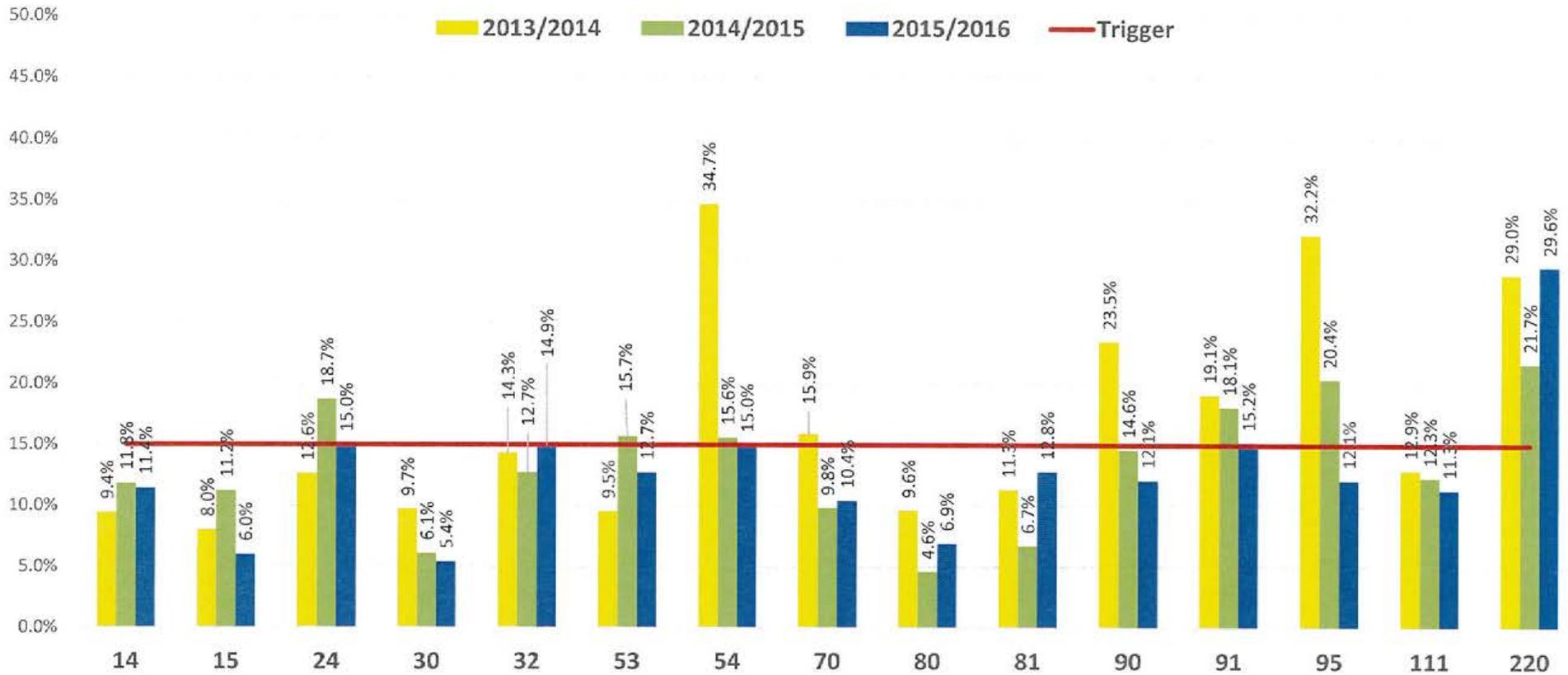
2013/2014 2014/2015 2015/2016



**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

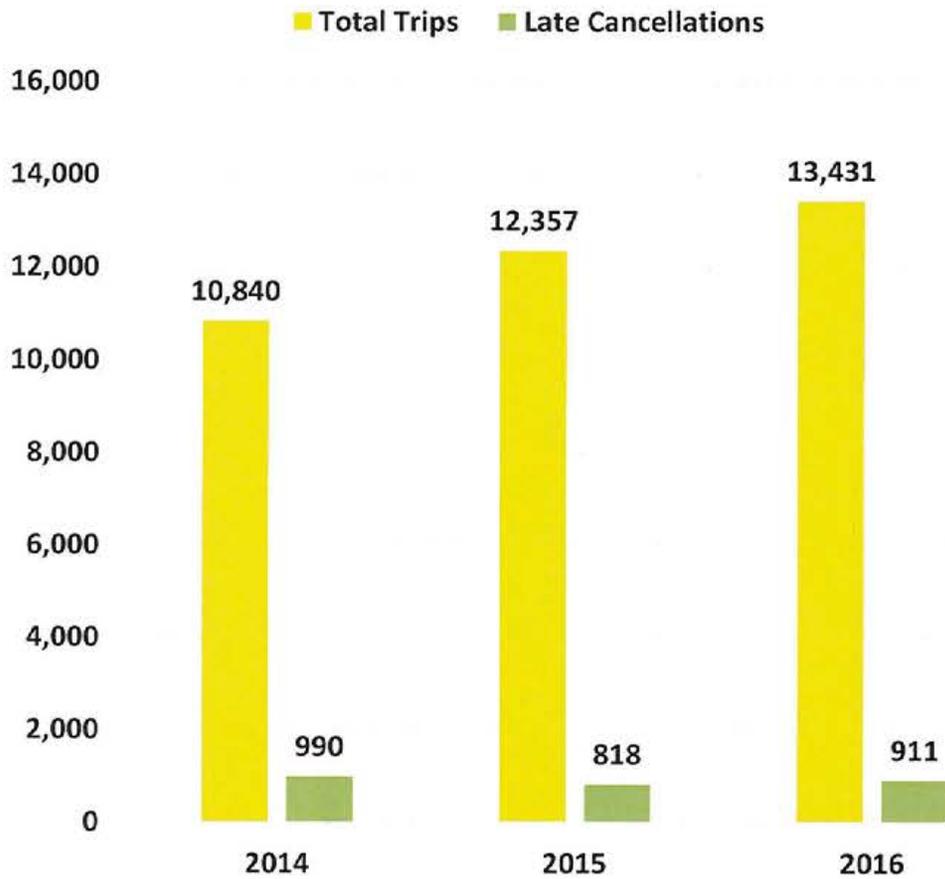


**Definition:** When a bus leaves a time point behind the scheduled departure time.

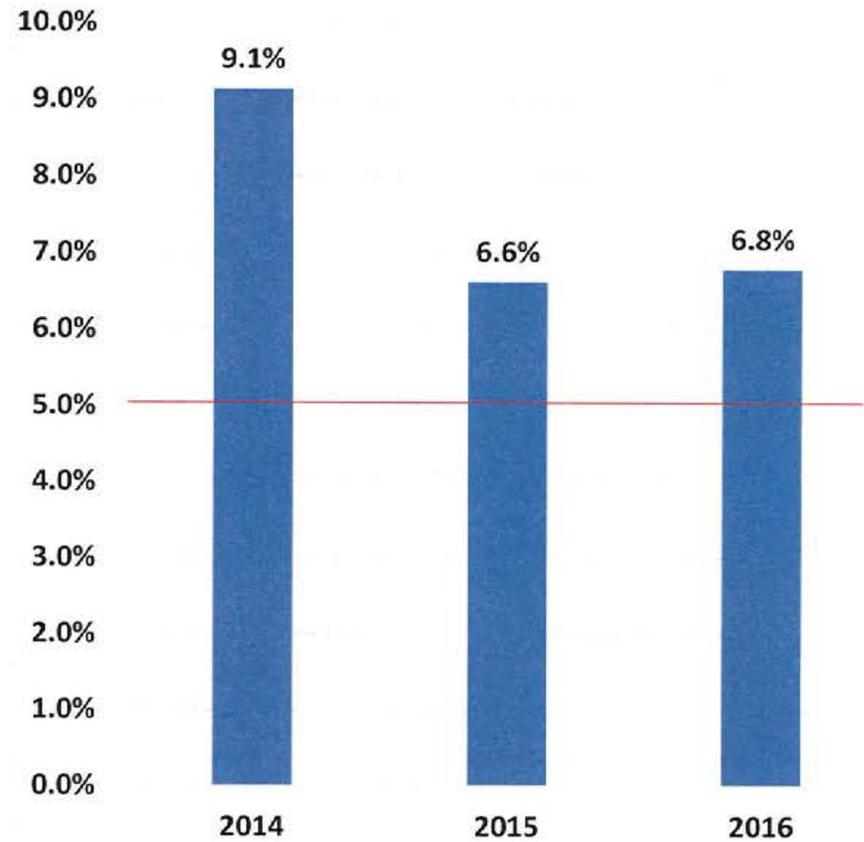
**The line is running late with a departure greater than 5 minutes.**

**Goal:** to reduce late departures to 15% for each line.

**TOTAL TRIPS VS LATE CANCELLATIONS  
MARCH**



**LATE CANCELLATION PERCENTAGE  
MARCH**

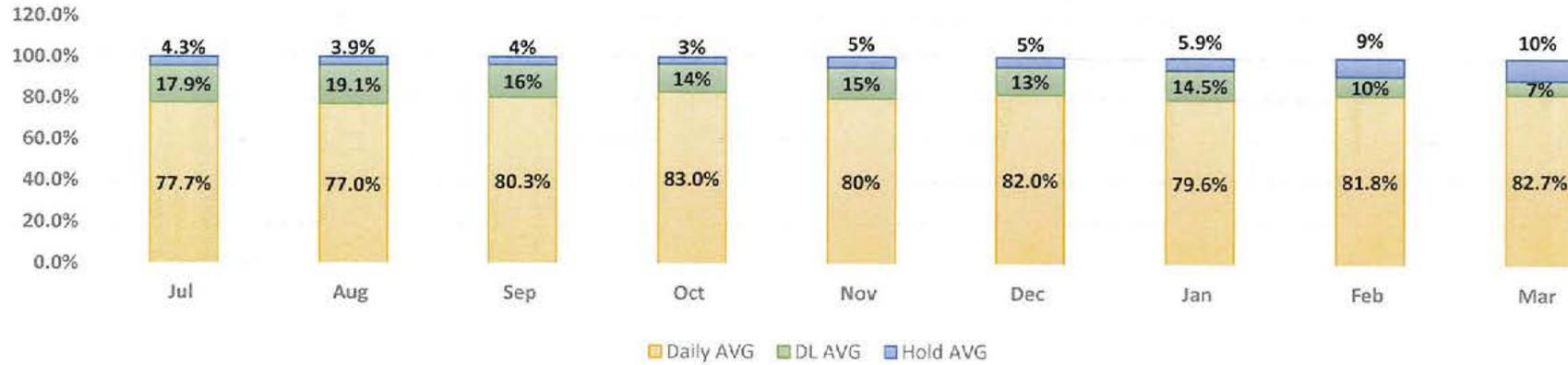


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

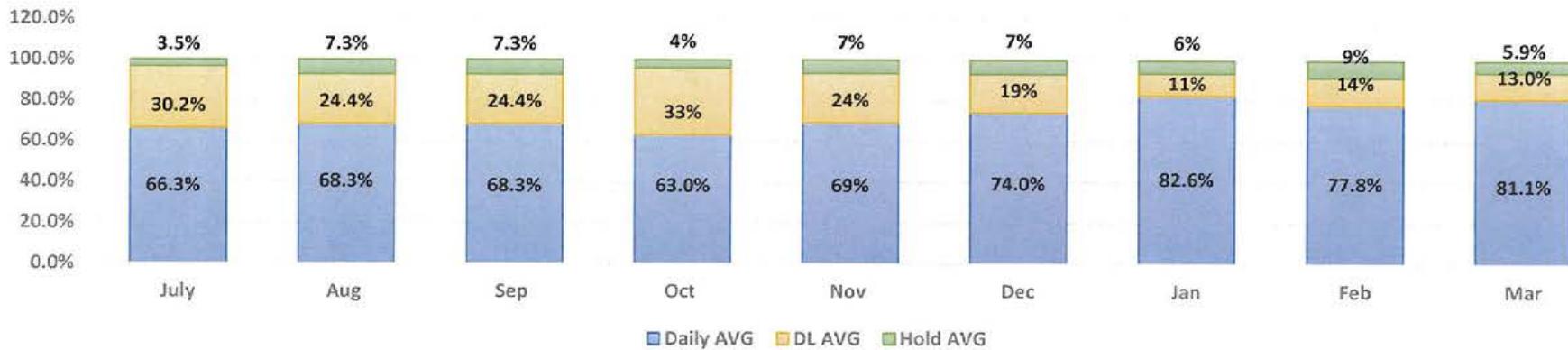
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

**Goal for Late Cancellations:** 5% or below.

### FY 16 Fixed Route Fleet Availability



### FY 16 Paratransit Fleet Availability



**Fleet Availability:** Total average percentage of the Fleet available to Operations

Hard Down = When a vehicle absolutely cannot go out on the road for the day. This is noted as DL.

Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

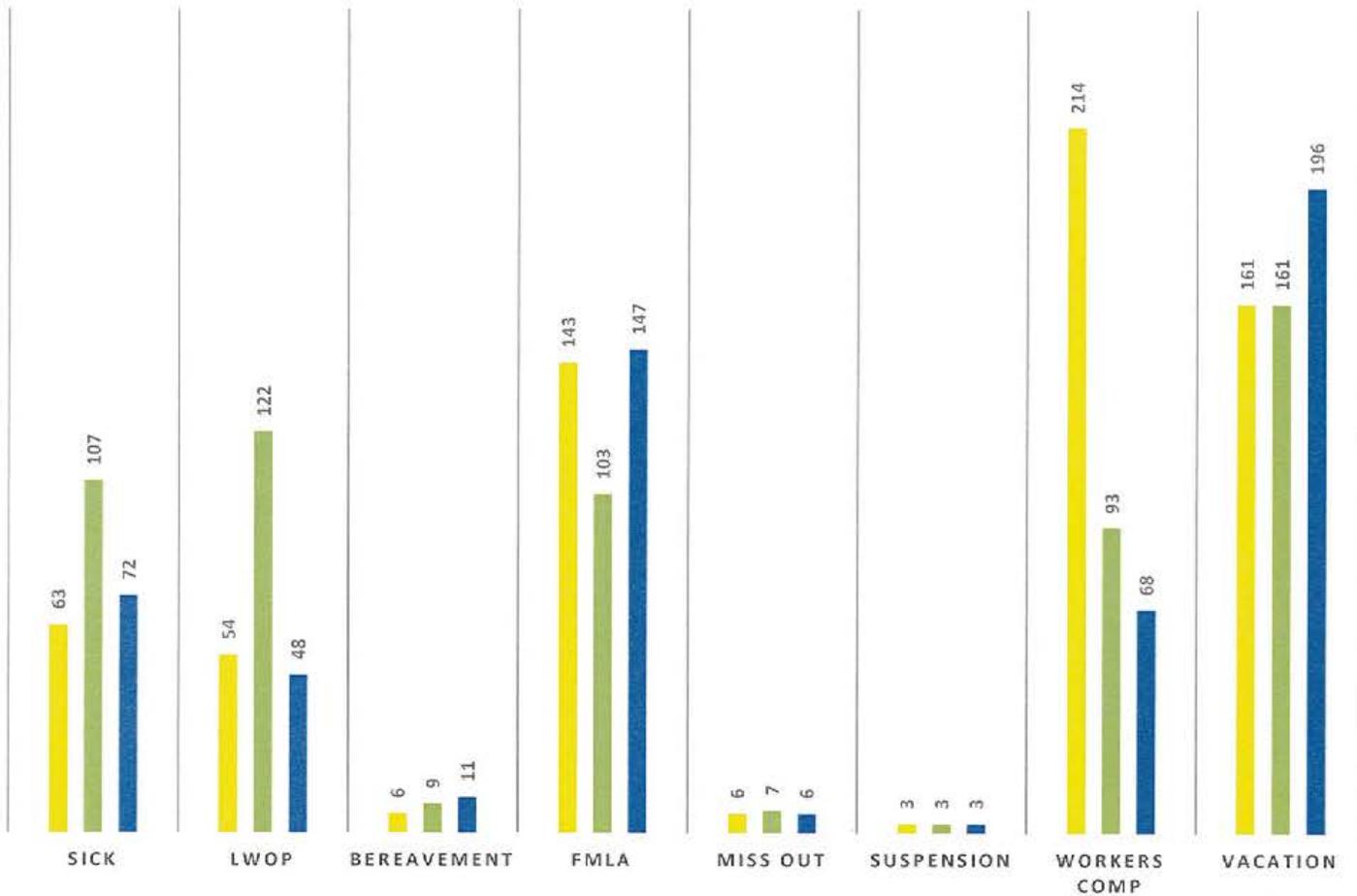
**Goal:** To have less than 20 percent of the fleet down for maintenance

There has been a focus on improving the Dial a Ride fleet by addressing the long term dead line vehicles

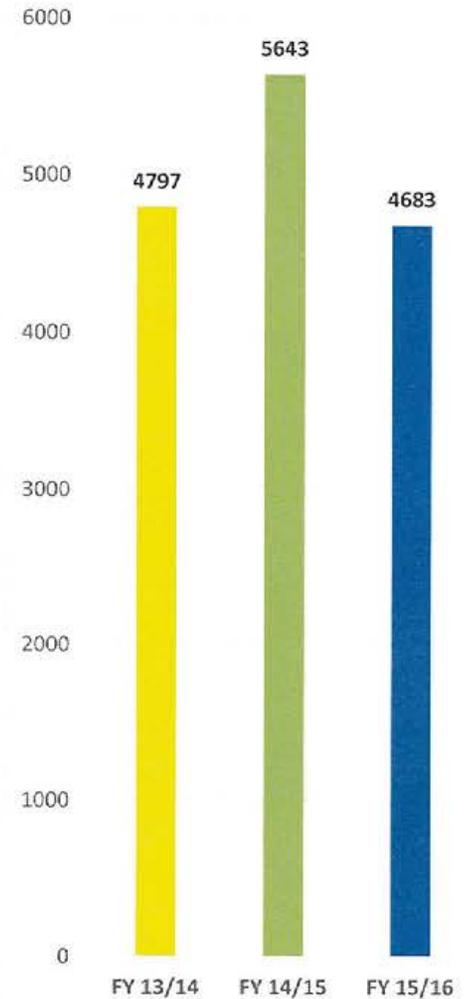
Note: Currently replacing seat inserts and bus decals, these projects has caused hold and DL vehicles to increase for Jan

# DRIVER ABSENCE OCCURRENCES - YTD

■ Mar 2014 ■ Mar 2015 ■ Mar 2016

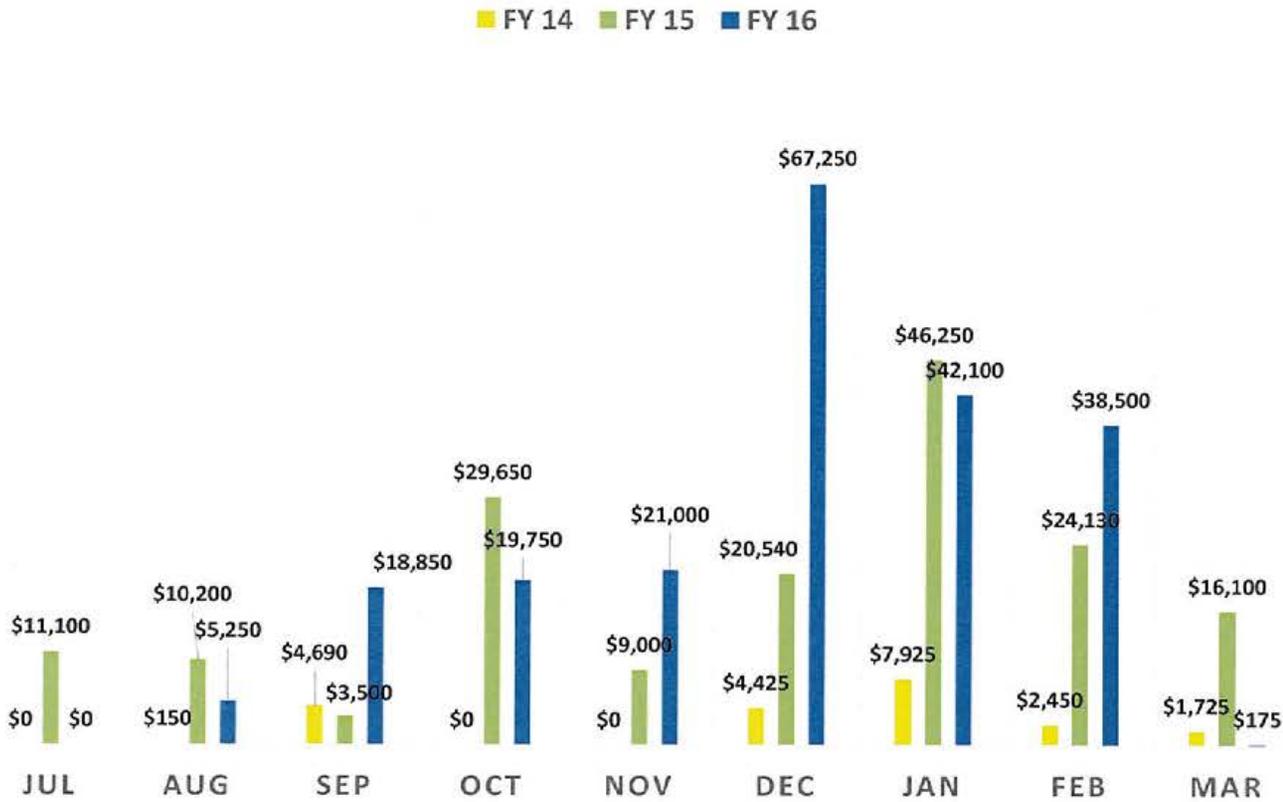


# Occurrences - YTD



**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.

## ADVERTISING REVENUE



## YTD TOTALS

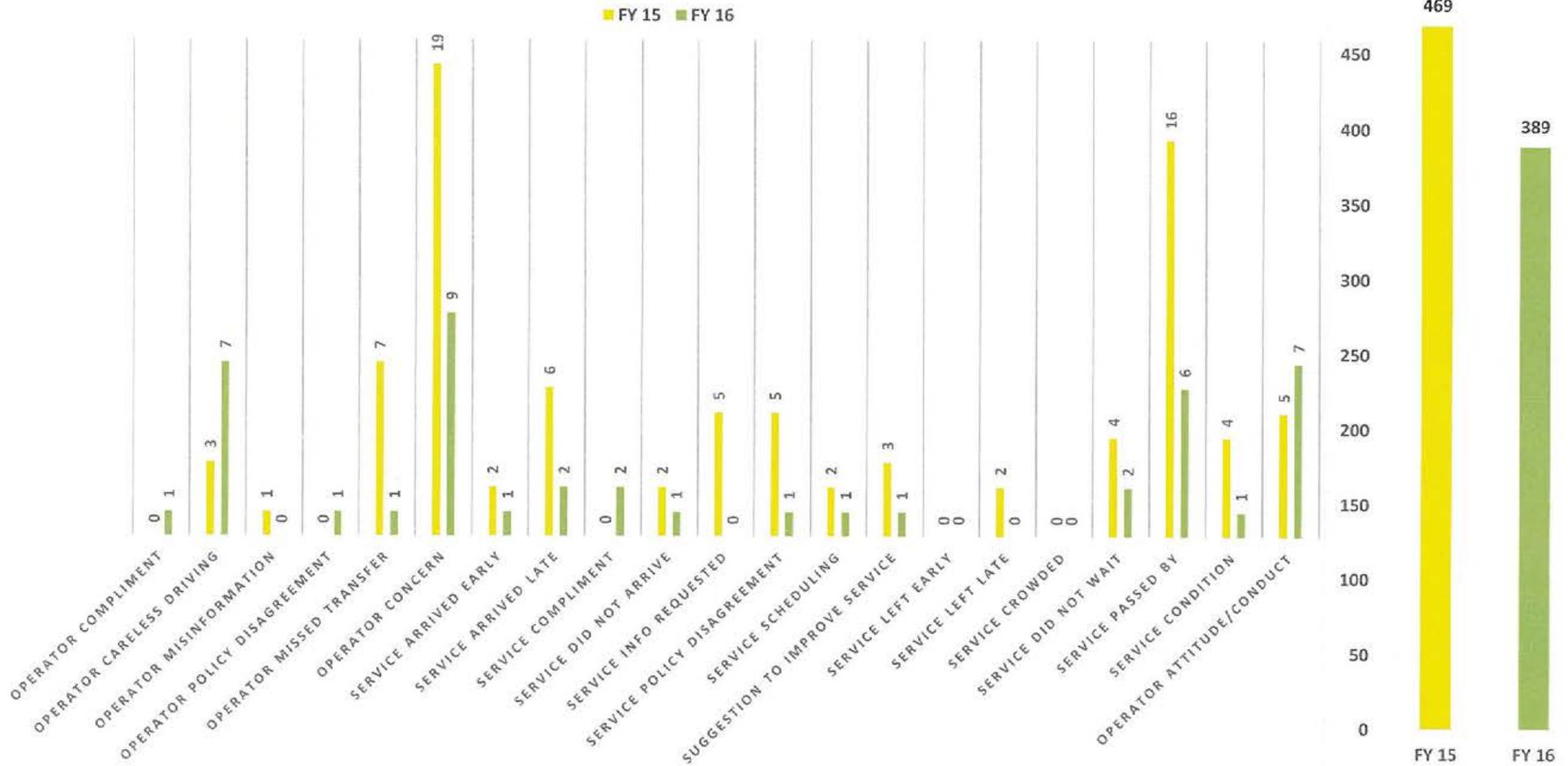


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts."  
 SunLine Transit Agency budgeted \$150,000 in advertising revenue for FY 15/16.

**The goal is \$150,000 for FY 16**

# FIXED ROUTE CUSTOMER COMMENTS BY TYPE

MARCH 2016



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.

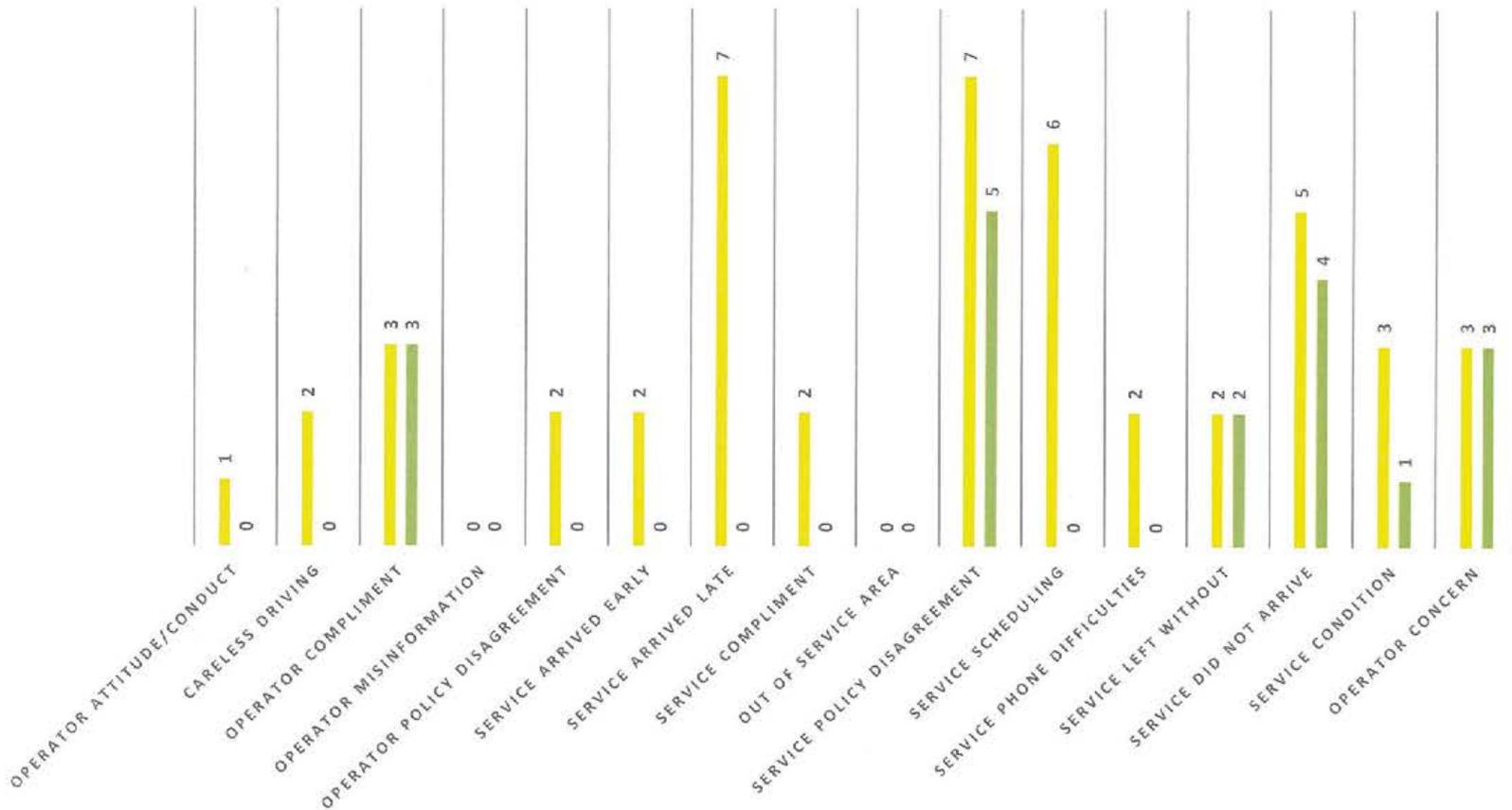
This will reduce the number of comments that need to move forward to other staff to address.

Operator concerns were down compared to Feb 2015; Careless driving and Operator conduct were two which did show an increase.

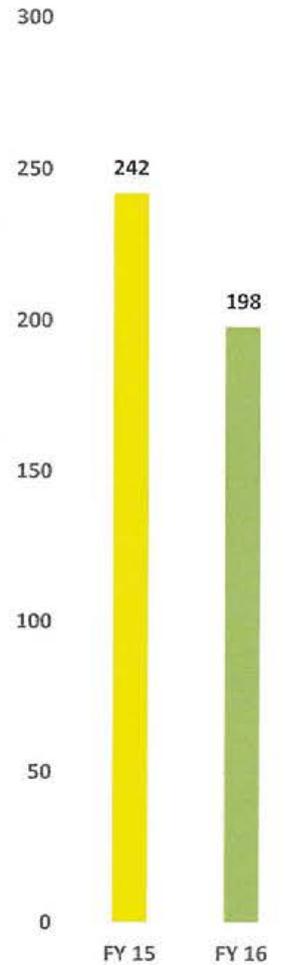
# PARATRANSIT CUSTOMER COMMENTS BY TYPE

MARCH 2016

FY 15 FY 16



## YTD Totals



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. Most Sundial concerns have reduced when compared to March 2015.

**2016**

**Attendance Matrix for Boardmembers**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Dec	Meetings	Total#	Total	Percent
Russell Betts	Y	Y	Y	Y								11	4	36%	
Bob Spiegel/Susan Weber	Y	Y	Y	AL								11	4	36%	
Ginny Foat/Geoff Kors	Y	Y	A	Y								11	3	27%	
Greg Pettis	Y	A	Y	Y								11	3	27%	
Dana Hobart/Ted Weill	A	Y	Y	Y								11	3	27%	
Ty Peabody/Doug Hanson	A	Y	Y	Y								11	3	27%	
Don Adolph/Kristy Franklin	Y	Y	Y	Y								11	4	36%	
Troy Strange	Y	Y	A	Y								11	3	27%	
Steve Hernandez	A	A	Y	Y								11	2	18%	
John Benoit/	A	A	Y	A								11	1	9%	

Code: Y - Attended A - Absent AL - Alternate Attended

**2015**

**Attendance Matrix for Boardmembers**

	Jan	Mar	Mar	Apr	May	Jun	Jul	Aug	Sep	Nov	Dec	Meetings	Total#	Total	Percent
Russell Betts	Y	Y	A	Y	Y	Y	Y		Y	Y	A	10	8	80%	
Bob Spiegel	Y	Y	AL	Y	Y	Y	Y		Y	Y	Y	10	9	90%	
Rick Hutcheson/Paul Lewin	Y	Y	Y	Y	Y	A	A		A	Y	A	10	6	60%	
Greg Pettis	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Dana Hobart/Ted Weill	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Ty Peabody/Doug Hanson	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Don Adolph/Kristy Franklin	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Troy Strange	Y	Y	Y	Y	Y	Y	Y		Y	Y	Y	10	10	100%	
Steve Hernandez	Y	A	Y	Y	Y	A	A		Y	Y	Y	10	7	70%	
John Benoit/	A	Y	Y	Y	A	Y	Y		Y	A	A	10	6	60%	

Code: Y - Attended A - Absent AL - Alternate Attended

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** May 25, 2016 **Informational**  
**TO:** Board of Directors  
**FROM:** Kristy Franklin, Chairman of the Board  
**RE:** Election of Officers

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**Background**

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

Elections for Vice Chair will be held on June 22, 2016 during the regularly scheduled SunLine Board meeting.

## SunLine Transit Agency

**DATE:** May 25, 2016 **Discussion**  
**TO:** Board of Directors  
**FROM:** Deputy Chief Financial Officer  
**RE:** [Review and Discussion of the Draft FY 17 Operating and Capital Budget](#)

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### **Background**

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. In preparation for this action item to come before the full Board of Directors for approval at the upcoming June 22, 2016 Board meeting, Staff has provided a draft Budget for the Finance Committee's discussion and review.

As part of our commitment to transparency, the team wanted to ensure that the Finance Committee has sufficient time to review and comment on SunLine's financial forecast and spending plan before full Board approval. As you are aware, the Finance Committee has the authority to determine the schedule and process for the review of the draft budget. By beginning the process now, the Finance Committee will have the ability to either move forward this budget for approval at the June 22<sup>nd</sup> meeting, or set a schedule of Special Finance Committee meetings during the next few weeks to continue the review, answer questions or provide direction to staff.

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Luis Garcia



# ANNUAL BUDGET FISCAL YEAR 2017

# DRAFT

# May 18, 2016



May 18, 2016

Dear SunLine Board of Directors,

In fiscal year 2016, SunLine was able to complete a number of significant milestones under the direction of the Board and management's continued commitment towards improvement. SunLine was able to complete and present its Independent Financial Audit in October which marked the earliest completion since FY07. This is significant in various ways but most importantly allows the Board and management an opportunity to review the Agency's financial performance and make corrections early. Another important milestone was the completion of our Triennial Audit review with only 4 out of 292 possible findings. The reviewers were impressed with our Agency as a whole but made specific references to our metrics and Title VI processes as being industry best practices. Finally, SunLine was able to successfully negotiate a new Union contract that was mutually beneficial.

In the new fiscal year, one major focus for the Agency is our paratransit service. SunLine's SunDial service has experienced a 10% growth for 2 consecutive years increasing demand from 139,042 trips in 2014 to a projected 185,350 trips in 2017. This large increase in service demand has created performance deficiencies that require immediate action by the Agency. It is imperative that SunLine look at its current eligibility process in order to modernize and improve our current model. A paper application processed by a Customer Service Agent does not provide the rigorous process that most transit agencies employ and has contributed to the large increases in demand. SunLine plans to improve our application process, enhance our ability to ensure people with disabilities, who can use fixed route, do so through in-person interviews and provide travel training to ensure successful use of our fixed route system.

The proposed Operating Budget for fiscal year 2017 is \$33,474,111 and the total new capital projects is proposed at \$19,055,873. The following are the highlights of the Operating & Capital Budgets.

Operating Budget Highlights

- \$2,385,447 increase in wage and fringe benefits
- \$350,000 in increased consulting expenses

Capital Budget Highlights

- \$12,213,200 for five (5) hydrogen fuel cell buses and hydrogen station improvements
- \$2,768,000 for phase 1 of a new operations building
- \$1,833,000 for 13 replacement paratransit vans

SunLine continues its strive to provide the very best service to the residents of the Coachella Valley while establishing itself as a leader in the overall national movement towards alternative fuels. We invite you to read the details regarding our plans for public transportation for fiscal year 2017 in this document.

Sincerely,

Lauren Skiver  
CEO/General Manager

# **SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA**

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## **ANNUAL BUDGET FISCAL YEAR 2017**

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### **BOARD OF DIRECTORS**

Kristy Franklin, Chairperson, City of La Quinta  
Steven Hernandez, Vice Chairperson, City of Coachella  
Greg Pettis, City of Cathedral City  
John J. Benoit, County of Riverside  
Russell Betts, City of Desert Hot Springs  
Ginny Foat, City of Palm Springs  
G. Dana Hobart, City of Rancho Mirage  
Robert Spiegel, City of Palm Desert  
Ty Peabody, City of Indian Wells  
Troy Strange, City of Indio

### **CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**

Lauren Skiver

## **EXECUTIVE SUMMARY**

The Agency's Fiscal Year 2017 (FY 17) budget reflects a strategy to sustain FY 16 service levels, including recently implemented service initiatives, as well as optimizing existing routes. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits and increased consulting expenses. Some of the increases are a result of Union negotiations completed in the fourth quarter of FY16 while other expenses relate to SunLine's growth.

SunLine has further established itself as a leader in alternative fuels and has received millions of dollars in competitive grants. These awards will increase SunLine's capital program and will require the staff to fully implement and sustain new assets and programs. As such, SunLine is proactively staffing to meet our needs and budgeting for consultants to provide technical expertise.

## **AGENCY RESTRUCTURE**

In order to increase efficiencies, SunLine continues to restructure the Agency in FY17. The Operations, Safety and Information Technology (IT) departments received the majority of changes. The Safety office now stands alone as opposed to below the Performance Management Office. In the past, the training for operators was done by an Operations employee. This position will be moving into the Safety Office while requesting one additional trainer. This change would allow more assistance in training the increased number of new Operators and follow-up training after collisions. Additionally, Dispatchers in Operations were re-organized and re-titled to Controllers. IT was also moved from the Performance Office into the Administration Office.

## **SERVICE & RIDERSHIP**

In FY 17, the Agency will continue to build upon the new service initiatives implemented in FY 16 and continue to improve existing routes. The budget in FY 17 also recognizes the need to market our service in order to maximize ridership and revenue potential.

Ridership for FY 17 is estimated to be at 4.5 million & 163,084 for fixed route and paratransit service, respectively. Ridership for FY 17 is expected to maintain current system wide ridership estimates of 4.6 million. The FY 17 estimate based on the current market and industry wide decrease in Fixed Route ridership.

## **REVENUES**

Despite the concern of decreasing Fixed Route ridership nationwide and at SunLine, the Agency has continued to increase our total passenger revenue used in the Farebox Recovery Ratio. This has been accomplished by SunLine's proactive approach to meeting the recovery ratio requirement. SunLine has continued to emphasize an importance on our advertising revenue, outside CNG revenue and has embraced new revenue

opportunities such as emission credit programs under the California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act.

The proposed revenues for FY 17 consist of a mix of passenger fares, federal, state, local funding and other revenues, with key assumptions being:

- Local Transportation Funding (LTF) and Local Measure A funding have both increased in FY 17 to fund the full impact of the service initiatives implemented in FY 16 and increases in expenses such as wages, fringe, pension, and consulting.
- Passenger fare revenue is expected to reach \$3.3 million in FY 17 compared to the \$3.2 million estimated actuals for FY 16. Paratransit fare revenue is projected to follow the increasing trend of paratransit demand.
- CMAQ funding has increased primarily due to the Van Pool Program. This subsidy is a pass-through amount used to fund the program.
- Outside fuel sales continue to increase due to an increase in quantity sold and a more competitive pricing strategy.
- The CNG rebate was retroactively approved for calendar year 2015 and also for 2016. Accordingly, CNG rebate revenue is expected in FY17 for the second half of calendar year 2016.
- Advertising revenue has a tremendous amount of potential and continues to be a valuable source of revenue.
- Bus shelter maintenance fees have decreased slightly based on one City planning to allow advertising on their shelters.
- State and Federal emission credits have again been projected for FY 17. FY 16 exemplified the potential of the credits as demand and price increased beyond initial expectations.

## **CAPITAL PROJECTS**

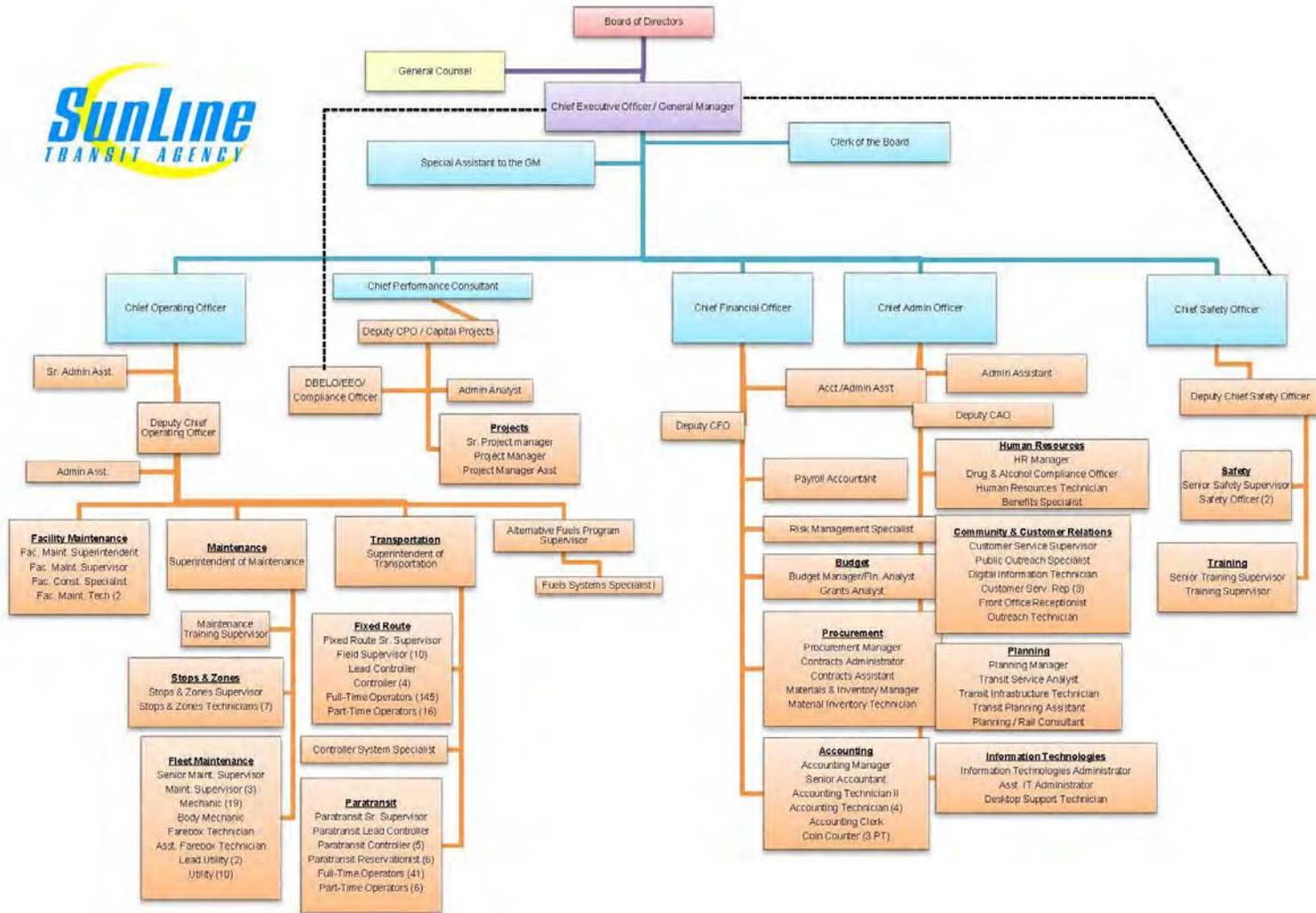
There are ten (10) new capital projects being requested in FY 17. The total capital request in FY 17 adds \$19,055,873 to the \$23M remaining in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities as well as the accumulation of funds for a new operations building.

### **New Projects**

The ten (10) new capital projects address key capital needs of the Agency. The new requests in FY 17 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities and technology. They support improved

customer service, more efficient operations, maintenance, administration, as well as the continued advancement of alternative fuel technology:

- Fleet:
  - Thirteen (13) replacement paratransit vans
  - Two (2) expansion paratransit vans
  - Four (4) replacement non-revenue service vehicles
  - Five (5) hydrogen electric fuel cell buses & hydrogen infrastructure improvements
  - LoNo Bus match
  - One (1) expansion fixed route bus
- Facilities and Equipment:
  - Transit enhancements
  - Facility improvements
  - Phase 1 of an operations facility replacement
- Technology:
  - IT projects



## AGENCY PERSONNEL SUMMARY

Department	FY 16 Base FTE's	Changes to Base	Proposed New Positions	FY 17 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Executive Office (40)	3.00	-	-	3.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
Performance Office (44)	5.90	1.10	-	7.00	1.10
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	3.00	3.00	1.00	7.00	4.00
<b>OPERATIONS OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Operations - Fixed Route (11,12)	176.00	(2.00)	3.00	177.00	1.00
Operations - Paratransit (13, 14)	53.50	-	5.00	58.50	5.00
Maintenance (21, 22)	40.00	-	2.00	42.00	2.00
Facilities Maintenance (23, 24)	5.00	(1.00)	1.00	5.00	-
Stops and Zones (25)	8.00	-	-	8.00	-
<b>FINANCE OFFICE</b>					
Finance (41)	20.50	(0.25)	2.00	22.25	1.75
<b>ADMINISTRATION OFFICE</b>					
Human Resources (32)	4.00	-	1.00	5.00	1.00
Information Technology (42)	2.00	-	1.00	3.00	1.00
Community & Customer Relations (45)	7.00	-	1.00	8.00	1.00
Service Planning (49)	5.00	-	2.00	7.00	2.00
<b>Total FTEs</b>	<b>334.90</b>	<b>0.85</b>	<b>19.00</b>	<b>354.75</b>	<b>19.85</b>

**Notes:**

- Changes to base are due to inter-department transfers, changes in employee status from Part-Time (PT) to Full-Time (FT), changes in grant funded salaries and added new positions as a result of approved new service.
- Full-time equivalents (FTEs) may be less than one (1) due to salaries being allocated to capital grants.

## **AGENCY PERSONNEL SUMMARY**

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### **Performance Office**

- The change to the base FTEs is a result of increasing the existing positions to full time in order to ensure SunLine's growing capital program is managed and administered with the attention to detail it requires.

### **Safety and Security Office**

- The change to base FTEs is a result of moving and existing safety related positions in other parts of the Agency into the Safety and Security Office.
- The Safety and Security Office is requesting one (1) Senior Training Supervisor to assist the current Trainer Supervisor with the increased workload due to the growing number of Operators.

### **Operations Office**

- The change in base is due to a three transfers of positions into the Safety and Security Office.
- Fixed Route Operations is requesting one (1) Controller and two (2) Field Supervisors. The requested positions are a result of additional responsibilities due to an increased focus on reporting and the growing amount of operators which require more supervision.
- Paratransit Operations is requesting two (2) Operators, two (2) Reservationists and one (1) Controller to keep up with the increased demand for SunDial service. As of March 2016, SunDial ridership has increased by approximately 5% compared to the same period in FY15.
- Maintenance is requesting one (1) Superintendent of Maintenance and one (1) Assistant Farebox Technician. The Superintendent of Maintenance position will allow more room for growth while ensuring another level of review and supervision. The addition of the Assistant Farebox Technician would allow coverage for the sole existing Farebox Technician and position SunLine for growth.
- The addition of the Superintendent of Facilities Maintenance has allowed SunLine to acquire a special set of skills in order to support the increasingly complicated equipment being purchased for SunLine facilities.

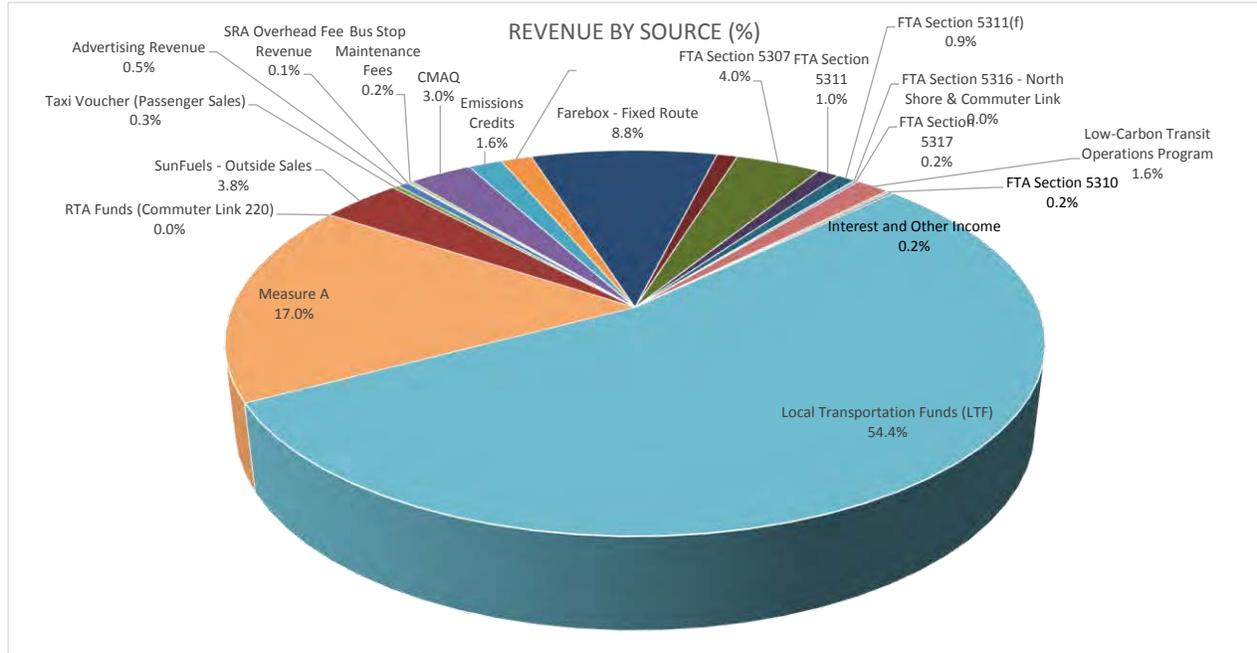
### **Finance Office**

- The change in the base FTEs is a result of a re-classification of a FT position to PT.
- The addition of two (2) new Accounting Technician positions in the Finance Department would allow much needed support in the critical areas of Payroll, Grants and Accounts Payable.

### **Administration Office**

- Human Resources is requesting the approval of one (1) Benefits Specialist in order to assist the HR department with streamlining the open enrollment process and comply with new requirements such as the Affordable Care Act.
- Information Technology is requesting one (1) additional employee to assist the growing technological needs of the Agency.
- Community and Customer Relations is requesting one (1) Outreach Technician to assist the current Public Outreach Specialist with the Agency's goal of expanding marketing efforts in an attempt to increase ridership.
- Service Planning is requesting one (1) Transit Planning Assistant in order to assist the current staff in data entry and allow experience staff more time for data analysis. Service Planning is also requesting one (1) Planning/Rail Consultant to assist with technical expertise.

## REVENUE SUMMARY



Sources of Funding (Operating)	FY 16 Approved Budget	FY 16 Estimates	FY 16 Variance	FY 17 Proposed Budget	FY 17 Variance	Type
Advertising Revenue	150,000	158,763	8,763	173,202	23,202	Local
Bus Stop Maintenance Fees	119,000	108,885	(10,115)	59,508	(59,492)	Local
SRA Overhead Fee Revenue	60,729	53,396	(7,333)	27,078	(33,651)	Allocation
CMAQ	1,011,061	-	(1,011,061)	1,015,644	4,583	Federal
<b>Pass through CMAQ funds</b>	<b>(814,476)</b>	<b>-</b>	<b>-</b>	<b>(814,476)</b>	<b>-</b>	
CNG Rebate	-	1,400,000	1,400,000	500,000	500,000	Federal
Emissions Credits (Sales of State Fuel Credits)	175,000	500,000	325,000	544,642	369,642	Sales
Farebox - Fixed Route	3,238,363	2,916,905	(321,457)	3,007,673	(230,690)	Sales
Farebox - Paratransit	299,239	322,149	22,910	331,448	32,209	Sales
FTA Section 5307	3,200,000	3,200,000	-	1,374,632	(1,825,368)	Federal
FTA Section 5311(f)	-	-	-	300,000	300,000	Federal
FTA Section 5311	359,891	359,891	-	341,572	(18,319)	Federal
FTA Section 5316 - North Shore & Commuter Link	63,742	63,742	-	13,093	(50,649)	Federal
FTA Section 5317	40,840	40,840	-	57,488	16,648	Federal
<b>Pass through FTA Section 5317 funds</b>	<b>(13,000)</b>	<b>(13,000)</b>	<b>-</b>	<b>-</b>	<b>13,000</b>	
Low-Carbon Transit Operations Program	155,907	155,907	-	539,373	383,466	State
FTA Section 5310	28,000	28,000	-	57,606	29,606	Federal
Interest and Other Income	43,074	99,325	56,251	60,332	17,258	Local
Local Transportation Funds (LTF)	15,029,833	12,055,396	(2,974,437)	18,646,475	3,616,642	State
Measure A	6,492,099	6,492,099	-	5,835,696	(656,403)	Local
RTA Funds (Commuter Link 220)	66,621	83,134	16,513	-	(66,621)	Local
SunFuels - Outside Sales	999,878	1,300,869	300,991	1,300,000	300,122	Sales
Taxi Voucher (Passenger Sales)	89,148	113,902	24,754	103,125	13,977	Sales
<b>Total Operating Revenue Net of Pass through funds</b>	<b>30,794,949</b>	<b>29,440,203</b>	<b>(2,169,222)</b>	<b>33,474,111</b>	<b>2,679,162</b>	

Notes:

- Pass through items, indicated in red, are used to demonstrate activity that is not directly related to an increase in operating costs for the Agency.
- The FY 16 variance reflects the difference between FY 16 estimates and FY 16 approved budget. The FY 17 variance reflects the difference between FY 17 proposed budget and FY 16 approved budget.
- CNG Rebate was approved for calendar year 2015 & 2016. Accordingly, FY17 includes six months worth of projected funding.
- Riverside Transit Agency (RTA) has informed SunLine that it will no longer be financially supporting the CommuterLink 220.
- Taxi Voucher (Passenger Sales) represents customer fares which is 1/2 of the program costs. The other 1/2 of the program costs is funded by FTA and Measure A.

## **REVENUE & FUNDING SOURCES**

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The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of fifteen (15) local routes, one (1) Commuter Link 220 service, and complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

### **ADVERTISING REVENUE**

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

### **BUS STOP SHELTER REVENUE**

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

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

CMAQ funds were awarded to support the operation of the recently implemented Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program.

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

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

### **FAREBOX**

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

### **FTA SECTION 5307**

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

### **FTA SECTION 5310**

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

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

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

## **REVENUE & FUNDING SOURCES**

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### **FTA SECTION 5316**

Section 5316 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by welfare recipients and low-income persons seeking to obtain and maintain employment. This funding was utilized towards the operating costs of the Commuter Link 220, Line 95 and, ridesharing programs.

### **FTA SECTION 5317**

Section 5317 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by the elderly and disabled. This funding is utilized towards the Taxi Voucher Program, Commuter Link 220 operating expenses, and administrative support towards these programs.

### **INTEREST & OTHER INCOME**

Interest and Other income are comprised of interest, insurance recoveries, payroll garnishment fees, vacuum fees at fueling stations, and warranties.

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

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

### **Low-Carbon Transit Operations Program (LCTOP)**

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

### **MEASURE A**

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

### **SUNFUELS**

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

### **SRA Overhead Fee Revenue**

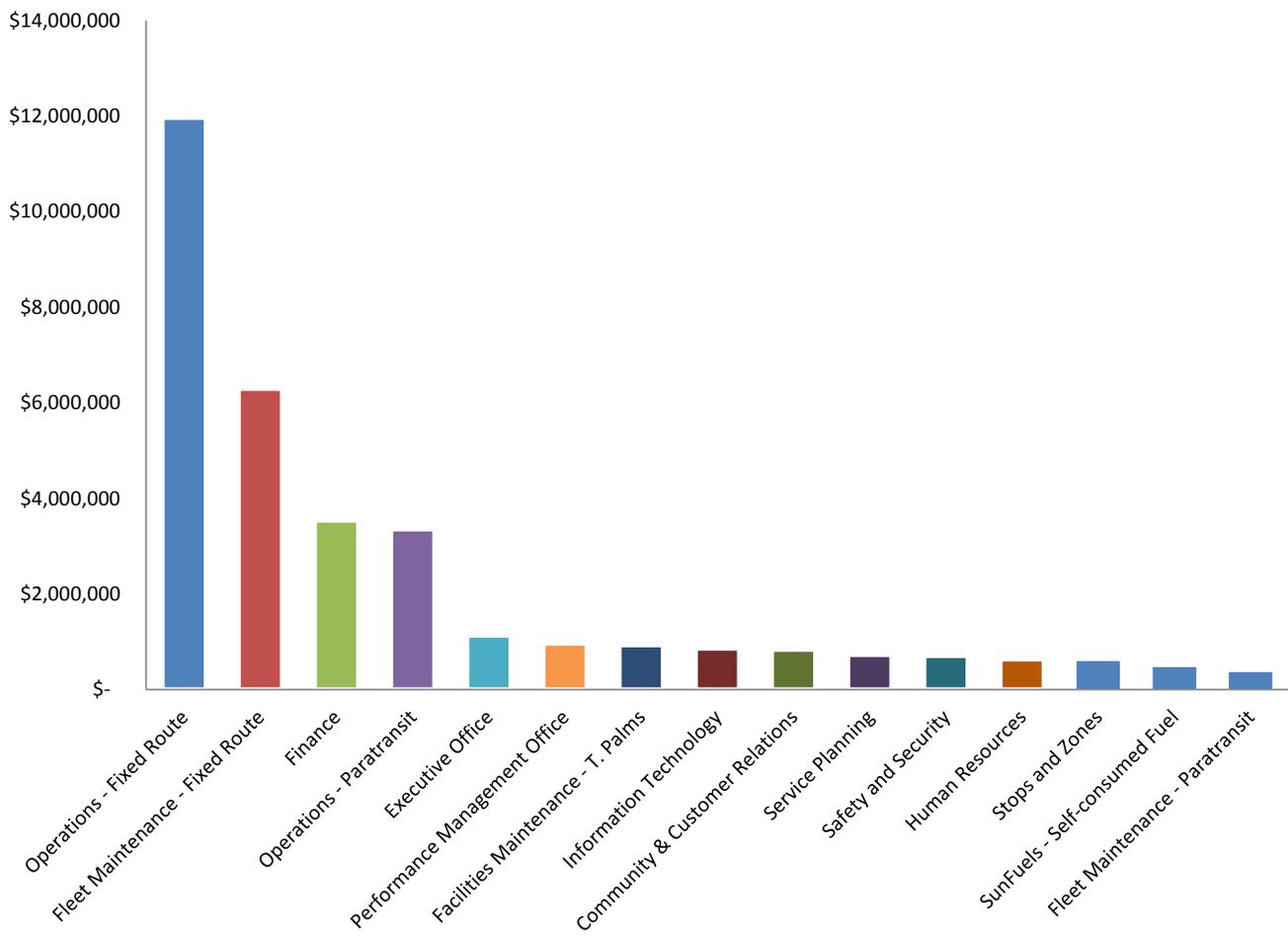
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### **TAXI VOUCHER PROGRAM (Passenger Sales)**

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

## EXPENSE SUMMARY

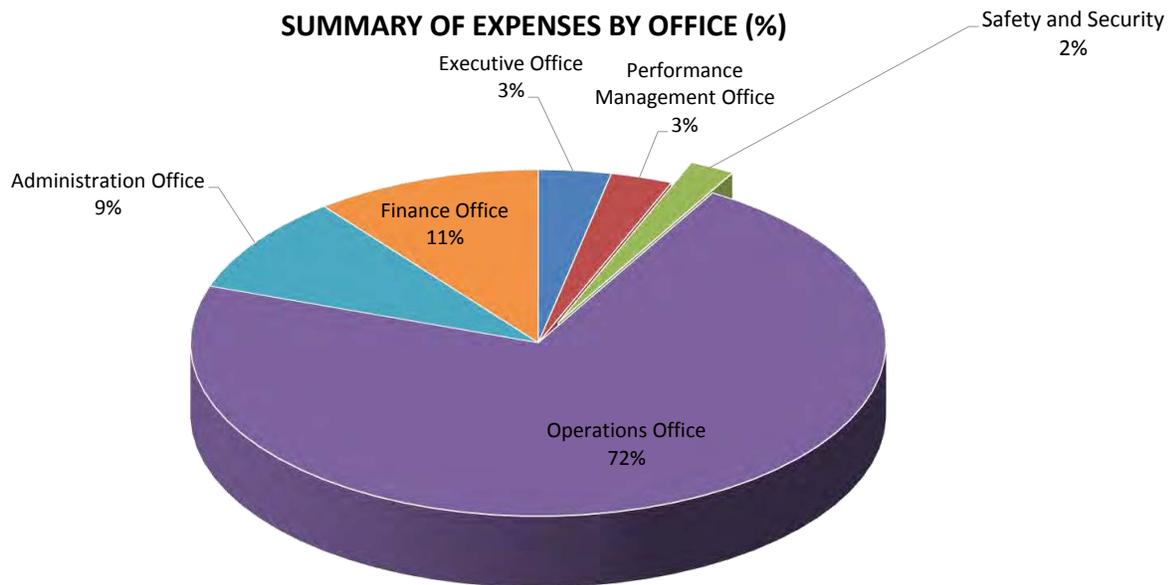
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## EXPENSE SUMMARY

Division	Division Name	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
40	Executive Office	896,167	1,130,182	234,015
<b>PERFORMANCE MANAGEMENT OFFICE</b>				
44	Performance Management Office	697,797	962,828	265,031
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	388,768	705,199	316,431
<b>OPERATIONS OFFICE</b>				
10	SunFuels - Self-consumed Fuel	414,443	470,230	55,787
11 & 12	Operations - Fixed Route	10,633,461	11,965,627	1,332,166
13 & 14	Operations - Paratransit	3,002,398	3,354,803	352,405
21 & 22	Fleet Maintenance - Fixed Route	6,264,531	6,295,838	31,307
13	Fleet Maintenance - Paratransit	323,404	365,552	42,148
23	Facilities Maintenance - T. Palms	776,276	929,380	153,104
24	Facilities Maintenance - Indio	75,891	106,000	30,109
25	Stops and Zones	574,860	594,684	19,824
<b>FINANCE OFFICE</b>				
41	Finance	4,085,789	3,537,985	(547,804)
<b>ADMINISTRATION OFFICE</b>				
32	Human Resources	574,828	633,563	58,735
42	Information Technology	727,436	859,399	131,963
45	Community & Customer Relations	731,800	835,871	104,071
49	Service Planning	627,101	726,970	99,869
<b>Total Net of Pass Through Expenses</b>		<b>30,794,949</b>	<b>33,474,111</b>	<b>2,679,161</b>

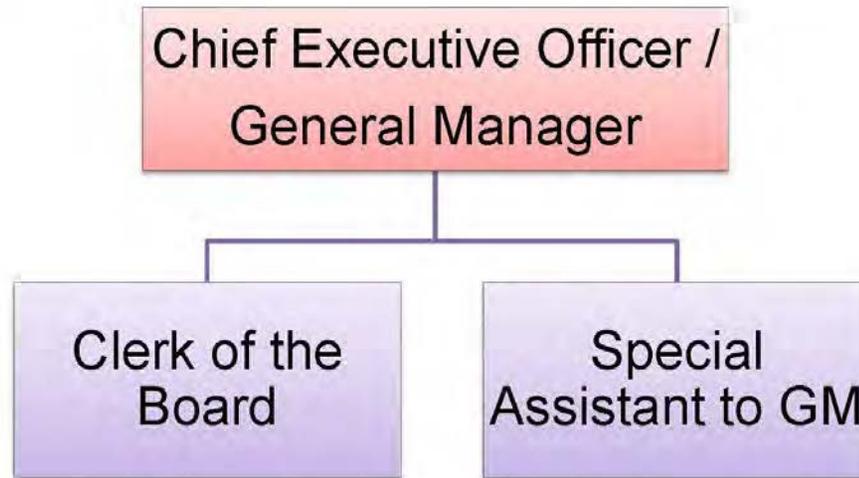
## EXPENSE SUMMARY BY OFFICE



Department	FY 16 Approved Budget	FY 17 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Executive Office	896,167	1,130,182	3%
<b>Executive Office</b>	<b>896,167</b>	<b>1,130,182</b>	<b>3%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
Performance Management Office	697,797	962,828	3%
<b>Performance Office</b>	<b>697,797</b>	<b>962,828</b>	<b>3%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	388,768	705,199	2%
<b>Safety and Security Office</b>	<b>388,768</b>	<b>705,199</b>	<b>2%</b>
<b>OPERATIONS OFFICE</b>			
SunFuels	414,443	470,230	1%
Operations - Fixed Route & Paratransit	13,635,859	15,320,430	46%
Fleet Maintenance - Fixed Route and Paratransit	6,587,935	6,661,390	20%
Facilities Maintenance	852,167	1,035,380	3%
Stops and Zones	574,860	594,684	2%
<b>Operations Office</b>	<b>22,065,264</b>	<b>24,082,114</b>	<b>72%</b>
<b>FINANCE OFFICE</b>			
Finance	4,085,789	3,537,985	11%
<b>Finance Office</b>	<b>4,085,789</b>	<b>3,537,985</b>	<b>11%</b>
<b>ADMINISTRATION OFFICE</b>			
Human Resources	574,828	633,563	2%
Information Technology	727,436	859,399	3%
Community & Customer Relations	731,800	835,871	2%
Service Planning	627,101	726,970	2%
<b>Administration Office</b>	<b>2,661,165</b>	<b>3,055,803</b>	<b>9%</b>
<b>Total Expenses</b>	<b>30,794,949</b>	<b>33,474,111</b>	<b>100%</b>

# EXECUTIVE OFFICE

Executive  
Office



## EXECUTIVE OFFICE

### Division 40

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Support the commercialization of Hydrogen Fuel Vehicles and the successful implementation of Hydrogen Technology Projects
- Develop SunLine's Center of Excellence as a national training center for alternative fuel technologies

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimated Actuals	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	649,172	281,414	269,205	300,511	314,359	13,848
5010201610 ADMIN SALARIES-OT	84	13	-	-	-	-
5010700000 ALLOCATED SALARIES	(4,903)	(10,479)	(2,039)	(2,206)	(2,100)	106
5010700001 GRANT ALLOCATION	(302,765)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	276,928	166,694	162,075	187,271	178,845	(8,426)
5030200000 PUBLIC NOTICES	2,620	3,894	4,563	3,000	-	(3,000)
5030300002 LEGAL SERVICES - LABOR COUNSEL	-	-	146,499	128,600	50,000	(78,600)
5030300005 LEGAL SVCS- GENERAL	129,185	-	96,878	150,000	150,000	-
5049900000 PRINTING ADMINISTRATION	3,046	2,444	4,122	3,500	3,500	-
5049900001 OFFICE SUPPLIES-GENERAL	4,956	1,189	179	3,500	3,500	-
5049900002 OFFICE SUPPLIES-POSTAGE	431	16	5	-	-	-
5049900003 OFFICE SUPPLIES-COPY MACHINE	247	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	41,113	43,430	47,612	45,050	45,050	-
5090200000 TRAVEL-MEETINGS/TRAINING	14,063	14,830	21,365	40,440	30,000	(10,440)
5090200001 TRAINING/ WORKSHOP	319	-	-	-	-	-
5090200002 BOARD MEETING EXPENSES	5,126	3,846	3,585	4,500	4,500	-
5090200003 BOARD MEMBER COMPENSATION	6,600	6,725	5,400	7,000	12,000	
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	-	25,000	140,528	115,528
5090201000 EMPLOYEE EXPENSES	1,090	-	-	-	-	-
5099900002 MISCELLANEOUS EXPENSE	(81,171)	9,402	-	-	-	-
5099900004 CONSULTING-GENERAL	132,697	-	-	-	200,000	200,000
<b>Total Expenses</b>	<b>878,837</b>	<b>523,418</b>	<b>759,447</b>	<b>896,166</b>	<b>1,130,182</b>	<b>229,016</b>

#### Notes

- Public notice expenses moved to Finance.

**EXECUTIVE OFFICE**

Division 40

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Authorized FTEs	FY 17 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Clerk of the Board	1.00	1.00	0.00
1	Special Assistant to the General Manager/Administrative Analyst	1.00	1.00	0.00
<b>3</b>	<b>Total FTEs</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

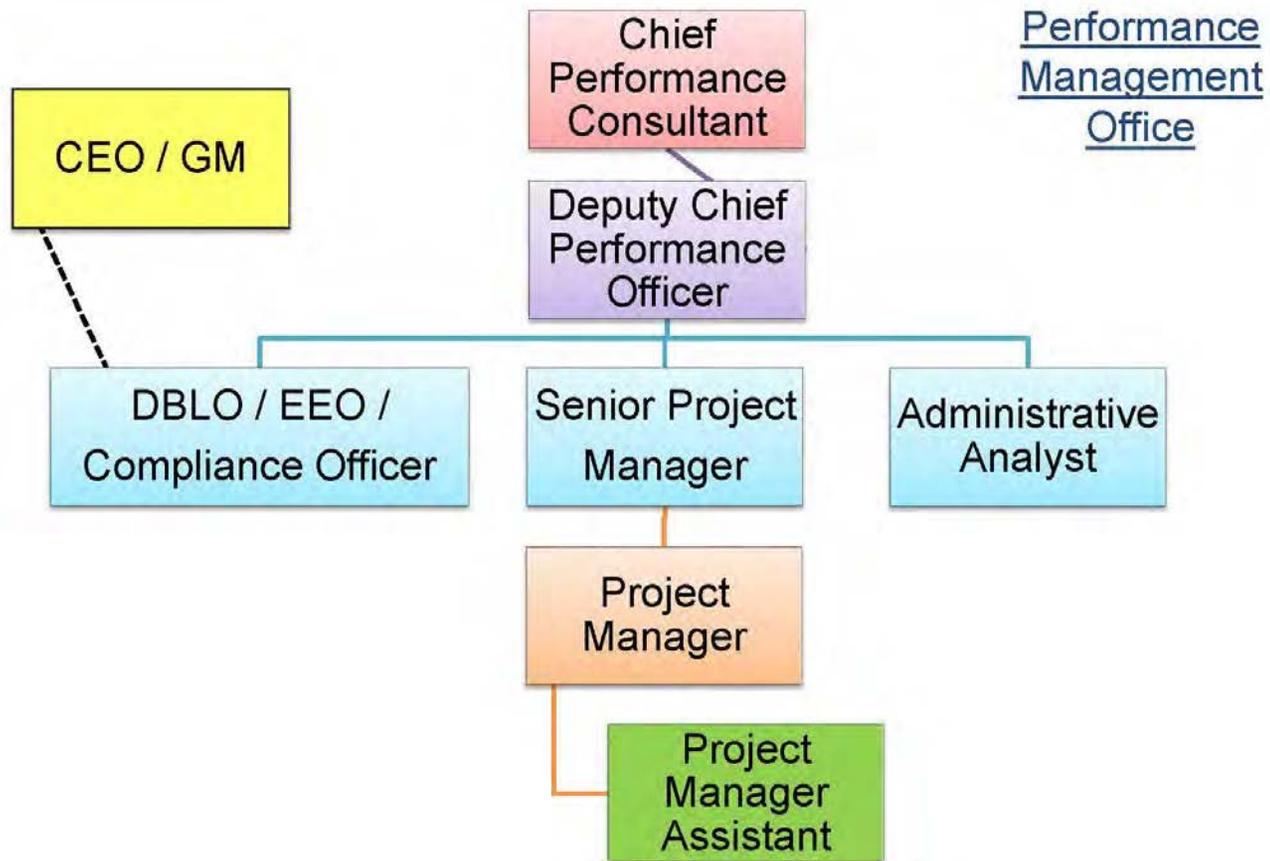
General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	300,511	314,359	13,848
<b>5010700000 ALLOCATED SALARIES</b>	(2,206)	(2,100)	106
<b>5029999999 TOTAL FRINGE BENEFITS</b>	187,271	178,845	(8,426)
<b>Sub-total</b>	<b>485,576</b>	<b>491,104</b>	<b>5,528</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public records request	3,000	-	(3,000)
<b>Sub-total</b>	<b>3,000</b>	<b>-</b>	<b>(3,000)</b>
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Legal fees for labor negotiations	50,000	-	(50,000)
Attorney fees for employee related issues	50,000	50,000	-
Negotiation training for staff	25,000	-	(25,000)
Room rental fees for labor negotiations	3,600	-	(3,600)
<b>Sub-total</b>	<b>128,600</b>	<b>50,000</b>	<b>(78,600)</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	150,000	150,000	-
<b>Sub-total</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	3,500	3,500	-
<b>Sub-total</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	3,500	3,500	-
<b>Sub-total</b>	<b>3,500</b>	<b>3,500</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	28,000	28,000	-
California Transit Association	10,500	10,500	-
Conference of Minority Transit Officials	3,350	3,350	-
CalAct	700	700	-
Cal-Start	1,500	1,500	-
Clean Cities Coachella Valley Region	1,000	1,000	-
<b>Sub-Total</b>	<b>45,050</b>	<b>45,050</b>	<b>-</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA Conference	2,500	2,500	-
COMTO National	2,500	2,500	-
Annual APTA CEO Seminar	2,500	2,500	-
APTA Legislative Conference	2,500	2,500	-
APTA Bus & Paratransit Conference	2,500	2,500	-
CalAct Autumn Conference	1,000	1,000	-
CalStart Conference - Heavy Duty	1,200	1,200	-
CTA Legislative Conference	1,000	1,000	-
APTA Board Conference	4,000	4,000	-
APTA Committee Meetings	1,500	1,500	-
Fees for general administration expenses related to city & community events	19,240	8,800	(10,440)
<b>Sub-Total</b>	<b>40,440</b>	<b>30,000</b>	<b>(10,440)</b>
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	7,000	12,000	5,000
<b>Sub-total</b>	<b>7,000</b>	<b>12,000</b>	<b>5,000</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds	25,000	140,528	115,528
<b>Sub-total</b>	<b>25,000</b>	<b>140,528</b>	<b>115,528</b>
<b>5099900004 CONSULTING-GENERAL</b>			
General assessments	-	200,000	200,000
<b>Sub-total</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>
<b>Total Expenses</b>	<b>896,166</b>	<b>1,130,182</b>	<b>234,016</b>

**PERFORMANCE  
MANAGEMENT OFFICE**



## PERFORMANCE MANAGEMENT OFFICE

### Division 44

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Improve the utilization of metrics throughout the Agency
- Improve the performance of the Agency in regards to compliance requirements
- Complete operational and facility studies
- Develop a comprehensive Capital Improvement Plan (CIP)

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	374,861	285,199	432,011	471,739	39,728
5010201610 ADMIN SALARIES-OT	-	1,649	688	-	-	-
5010700000 ALLOCATED SALARIES	-	(2,773)	(2,131)	(2,820)	(2,000)	820
5010700001 GRANT ALLOCATION	-	(160,666)	(4,611)	(100,000)	(7,000)	93,000
5029999999 TOTAL FRINGE BENEFITS	-	194,234	96,621	289,105	268,589	(20,516)
5030200000 PUBLIC NOTICES	-	-	-	3,000	3,000	-
5049900000 PRINTING ADMINISTRATION	-	-	-	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	-	170	527	500	500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	1,393	-	1,000	1,000
5090200000 TRAVEL-MEETINGS/TRAINING	-	15,840	2,482	22,500	22,500	-
5090200002 ACCESS COMMITTEE EXPENSES	-	-	-	-	1,000	1,000
5099900002 MISCELLANEOUS EXPENSE	-	18	643	3,000	3,000	-
5099900004 CONSULTING-GENERAL	-	11,095	-	50,000	200,000	150,000
<b>Total Expenses</b>	-	<b>434,430</b>	<b>380,811</b>	<b>697,796</b>	<b>962,828</b>	<b>265,032</b>

#### Notes

- Access committee expenses moved from Operations.

#### PERSONNEL SUMMARY

FY 17 Physical Count	Classification	FY 16 Authorized FTEs	FY 17 Requested FTEs	Variance
1	Chief Performance Consultant	1.00	1.00	0.00
1	Deputy Chief Performance Officer/Capital Projects	0.70	1.00	0.30
1	Project Manager	1.00	1.00	0.00
1	Senior Project Manager	0.50	1.00	0.50
1	DBLO/EEO/Compliance Officer	1.00	1.00	0.00
1	Project Manager Assistant	0.70	1.00	0.30
1	Administrative Analyst	1.00	1.00	0.00
<b>7</b>	<b>Total FTEs</b>	<b>5.90</b>	<b>7.00</b>	<b>1.10</b>

#### Notes

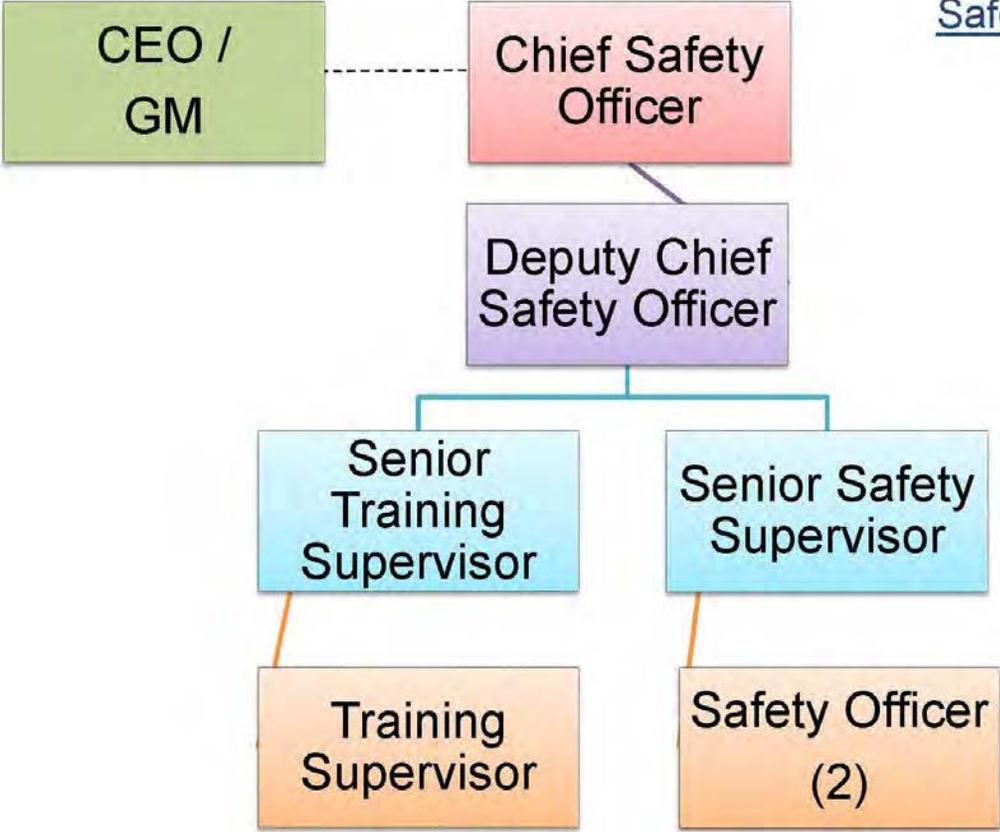
- All positions changed to full time in order to ensure SunLine's growing capital program is managed and administered with the attention to detail it requires.

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

Division 44

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	432,011	471,739	39,728
5010700000 ALLOCATED SALARIES	(2,820)	(2,000)	820
5010700001 GRANT ALLOCATION	(100,000)	(7,000)	93,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	289,105	268,589	(20,516)
<b>Sub-total</b>	<b>618,296</b>	<b>731,328</b>	<b>113,032</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO and ADA	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting service	-	1,000	1,000
<b>Sub-total</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
EEO, DBE, ADA seminars	7,500	7,500	-
APTA seminars	7,000	7,000	-
DBE outreach	2,000	2,000	-
CTA seminars	2,000	2,000	-
Cal Act seminar	2,000	2,000	-
FTA sponsored technology events	2,000	2,000	-
<b>Sub-total</b>	<b>22,500</b>	<b>22,500</b>	<b>-</b>
<b>5090200002 ACCESS COMMITTEE EXPENSES</b>			
Access Committee Meetings	-	1,000	1,000
<b>Sub-total</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>5099900002 MISCELLANEOUS EXPENSE</b>			
DBE workshop	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Subject matter experts to supplement staff	50,000	200,000	150,000
<b>Sub-total</b>	<b>50,000</b>	<b>200,000</b>	<b>150,000</b>
<b>Total Expenses</b>	<b>697,796</b>	<b>962,828</b>	<b>265,032</b>

# SAFETY AND SECURITY OFFICE



Safety Office

## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

The Safety and Security Department is responsible for providing a safe working environment for employees and ensuring the safety of all passengers. The Safety and Security Department investigates and documents all traffic collisions, passenger injuries and incidents that might cause a liability to the Agency. The Safety and Security Department is also responsible for reporting to various Federal and State regulatory agencies such as Cal-OSHA and the National Transit Database. As part of the responsibility of providing and ensuring safety, the Safety and Security Department trains all new Fixed Route and Paratransit Operators, conducts on-going perishable skills training and remedial training for employees involved in preventable incidents.

#### FY 17 GOALS & OBJECTIVES

- Complete remedial training for all employees involved in preventable collisions/incident
- Reduce time from date of preventable collision/incident to remedial training date to 30 days or less
- Install new surveillance system at Administration building, Transit Hub, Division II and Coachella
- Develop and implement a Continuity of Operations Plan/"COOP"

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	128,687	136,031	219,065	137,249	319,678	182,429
5029999999 TOTAL FRINGE BENEFITS	98,444	117,129	171,835	113,319	207,663	94,344
5030300001 ID BADGE SUPPLIES	-	1,242	719	1,500	1,000	(500)
5030300010 CONTRACTED SERVICES	10,143	8,114	8,114	8,500	-	(8,500)
5030300013 UNIFORMS	489	4,354	3,877	2,600	3,000	400
5030300050 EMPLOYEE INCENTIVE SERVICES	27,094	17,655	15,610	20,000	20,000	-
5030700000 SECURITY SERVICES	66,579	66,298	68,253	67,440	74,600	7,160
5030700001 SUSBTANCE ABUSE PROGRAM AUDITS	-	5,322	-	3,700	-	(3,700)
5030700005 CAMERA MAINTENANCE AGREEMENT	539	-	-	-	-	-
5049900001 OFFICE SUPPLIES	444	410	1,288	1,000	2,950	1,950
5049900009 MATERIALS & SUPPLIES	6,658	5,076	5,247	5,150	19,000	13,850
5049900010 TRAINING SUPPLIES	6,625	1,227	1,210	1,150	-	(1,150)
5049901000 EMERGENCY PREPARDNESS SUPPLIES	5,453	5,075	2,483	6,000	6,000	-
5060400000 INSURANCE LOSSES	251	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,503	11,601	11,160	11,160	-
5090200000 TRAVEL MEETINGS/TRAINING	-	1,213	12,036	10,000	37,273	27,273
5090200001 TRAINING	-	822	-	-	-	-
5090201000 EMPLOYEE EXPENSES	-	-	-	-	2,875	2,875
5099900002 MISCELLANEOUS EXPENSE	4,500	43	87	-	-	-
<b>Total Expenses</b>	<b>355,905</b>	<b>371,513</b>	<b>521,424</b>	<b>388,768</b>	<b>705,199</b>	<b>316,431</b>

#### Notes

- Contracted services for environmental monitoring moved to the Maintenance department.
- Substance abuse expenses moved to Human Resources under the Drug and Alcohol Compliance Officer.

## SAFETY AND SECURITY OFFICE

### Division 15

#### PERSONNEL SUMMARY

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Chief Safety Officer	0.00	1.00	1.00
1	Deputy Chief Safety Officer	1.00	1.00	0.00
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
1	Training Supervisor	0.00	1.00	1.00
2	Safety Officer	1.00	2.00	1.00
<b>7</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>7.00</b>	<b>3.00</b>

#### Notes:

- Safety Supervisor moved from Operations and re-titled to Chief Safety Officer under the Safety Office.
- Training Supervisor moved from Operations Office.
- Security Systems Officer and Safety & Security Coordinator changed to Safety Officers.
- Facility Maintenance Safety Coordinator moved from Facility Maintenance department and re-titled.

## SAFETY AND SECURITY OFFICE

### Division 15

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	137,249	319,678	182,429
<b>5029999999 TOTAL FRINGE BENEFITS</b>	113,319	207,663	94,344
<b>Sub-total</b>	<b>250,568</b>	<b>527,341</b>	<b>276,773</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	1,500	1,000	(500)
<b>Sub-total</b>	<b>1,500</b>	<b>1,000</b>	<b>(500)</b>
<b>5030300010 CONTRACTED SERVICES</b>			
Environmental monitoring Div 1	6,800	-	(6,800)
Environmental monitoring Div 2	1,700	-	(1,700)
<b>Sub-total</b>	<b>8,500</b>	<b>-</b>	<b>(8,500)</b>
<b>5030300013 UNIFORMS</b>			
Uniform rental	900	2,500	1,600
Staff shirts/hats, Etc.	200	500	300
Reflective safety vest replacements	1,500	-	(1,500)
<b>Sub-total</b>	<b>2,600</b>	<b>3,000</b>	<b>400</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	8,000	8,000	-
Safety Incentive program	12,000	12,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5030700000 SECURITY SERVICES</b>			
Emergency evacuation system monitoring	1,440	1,440	-
Guard services at Divisions 1 & 2	66,000	73,160	7,160
<b>Sub-total</b>	<b>67,440</b>	<b>74,600</b>	<b>7,160</b>
<b>5030700001 SUSBSTANCE ABUSE PROGRAM AUDITS</b>			
Substance abuse program audits	3,700	-	(3,700)
<b>Sub-total</b>	<b>3,700</b>	<b>-</b>	<b>(3,700)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,000	2,950	1,950
<b>Sub-total</b>	<b>1,000</b>	<b>2,950</b>	<b>1,950</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
National Safety Week recognition	3,000	5,000	2,000
First aid /CPR supplies	1,000	2,000	1,000
Banners	-	3,000	3,000

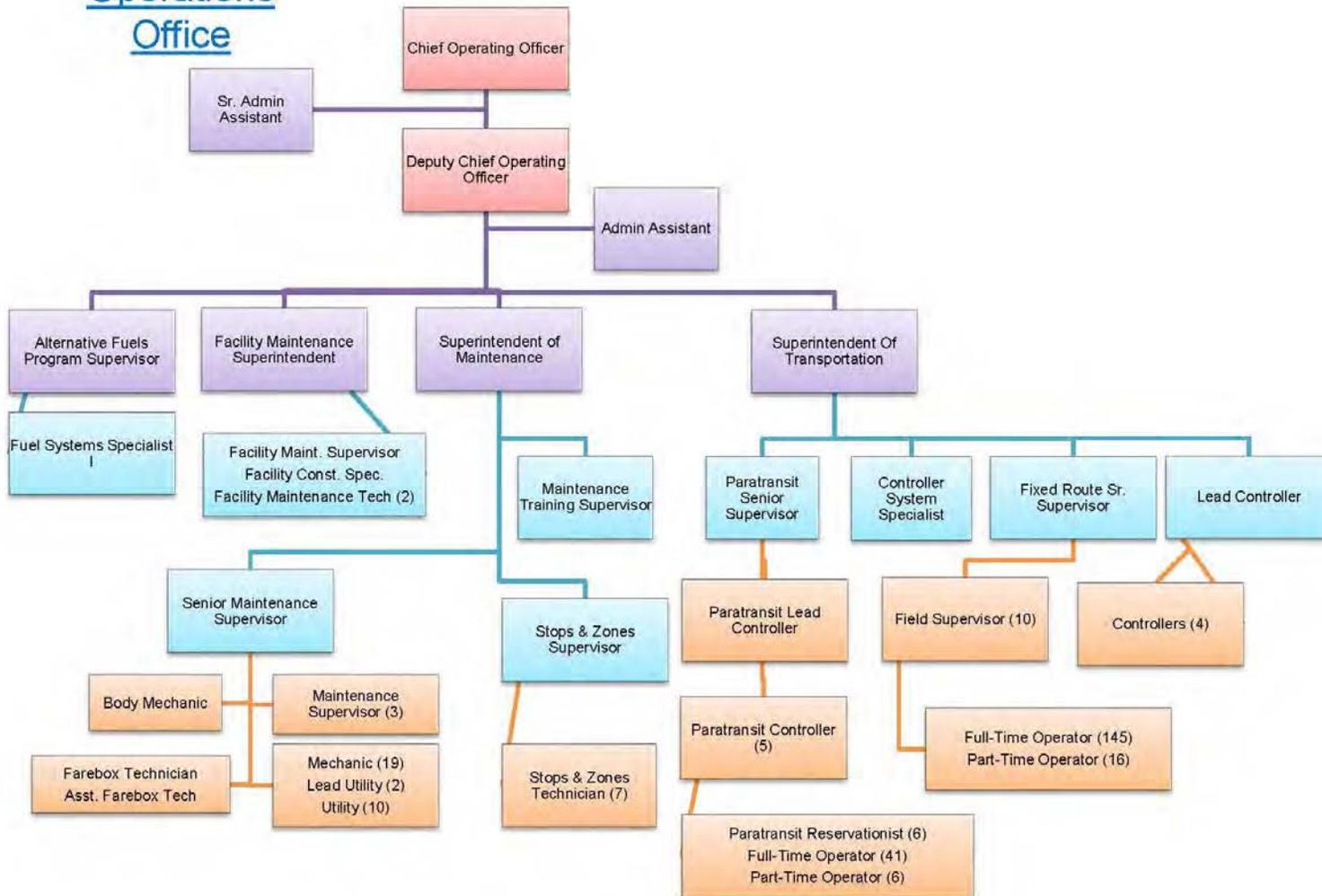
## SAFETY AND SECURITY OFFICE

### Division 15

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
First aid kit supplies	750	-	(750)
National Safety Council materials	400	6,000	5,600
Reflective safety vest replacements	-	3,000	3,000
<b>Sub-total</b>	<b>5,150</b>	<b>19,000</b>	<b>13,850</b>
<b>5049900010 TRAINING SUPPLIES</b>			
Safety training video	400	-	(400)
Safety posters/banners	750	-	(750)
<b>Sub-total</b>	<b>1,150</b>	<b>-</b>	<b>(1,150)</b>
<b>5049901000 EMERGENCY PREPARDNESS SUPPLIES</b>			
Emergency kits	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
National Safety Council	900	749	(151)
JJ Keller (Safety Mgt Tool)	845	-	(845)
Fred Pryor Membership	-	996	996
911 Mass Contact System	395	395	-
APTA Bus Safety Mgt program	9,020	9,020	-
<b>Sub-total</b>	<b>11,160</b>	<b>11,160</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
CTA Conference	-	8,000	8,000
APTA Conference	-	9,200	9,200
FTA Drug & Alcohol Training	-	2,000	2,000
NHTSA conference	-	8,500	8,500
TSI Training	-	9,573	9,573
Risk management training	10,000	-	(10,000)
<b>Sub-total</b>	<b>10,000</b>	<b>37,273</b>	<b>27,273</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Equipment for collision investigations	-	2,875	2,875
<b>Sub-total</b>	<b>-</b>	<b>2,875</b>	<b>2,875</b>
<b>Total Expenses</b>	<b>388,768</b>	<b>705,199</b>	<b>316,431</b>

# OPERATIONS OFFICE

# Operations Office



## OPERATIONS OFFICE - SUNFUELS

### Division 10

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Begin construction on new CNG facility
- Replace Indio fuel dispenser
- Contract engineering firm for preliminary design for hydrogen station
- Begin solicitation for new hydrogen station

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	83,653	81,451	98,375	97,385	99,714	2,329
5010201610 ADMIN SALARIES-OT	2,318	2,260	776	-	-	-
5010700000 ALLOCATED SALARIES	11,717	13,384	13,682	16,895	14,568	(2,327)
5029999999 TOTAL FRINGE BENEFITS	61,906	63,257	75,968	70,300	73,657	3,357
5030200000 ADVERTISING & MARKETING	-	-	-	500	-	(500)
5030500010 CONTRACT SVC-GENERAL	17,618	27,572	24,423	20,300	21,000	700
5030500011 CONTRACT SVC-H2	56,498	71,053	80,462	65,200	65,000	(200)
5030500012 UNIFORMS	1,016	1,301	1,019	1,300	1,300	-
5030600900 ANSWERING SERVICES	1,038	1,077	1,092	1,140	1,200	60
5039900005 SHIPPING/FREIGHT	349	540	1,511	650	2,000	1,350
5039900007 INVENTORY-SALES TAX	1,584	3,160	2,780	2,000	2,500	500
5039900008 INVENTORY-FREIGHT CHARGES	602	1,097	939	1,250	1,250	-
5049900001 OFFICE SUPPLIES	225	159	17	200	200	-
5049900010 MAT/SUPPLIES--CNG TPALMS	10,252	3,522	3,511	3,250	2,250	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN	7,214	15,218	8,645	6,800	7,000	200
5049900012 MAT/SUPPLIES--CNG INDIO	4,243	1,469	2,902	1,700	2,250	550
5049900300 REPAIR PARTS-HYDROGEN	6,138	10,564	9,923	12,000	7,500	(4,500)
5049900400 REPAIR PARTS-CNG - TPALMS	23,831	21,963	33,519	21,500	40,000	18,500
5049900450 REPAIR PARTS-CNG - INDIO	4,280	9,934	8,245	9,500	15,000	5,500
5050200001 ELECTRICITY-CNG THOUSAND PALMS	60,610	66,871	66,983	73,830	75,000	1,170
5050200002 ELECTRICITY-CNG INDIO	49,637	65,650	81,033	64,200	80,000	15,800
5050200003 ELECTRICITY-HYDROGEN	19,739	24,104	23,950	32,000	35,000	3,000
5050200020 NATURAL GAS - THOUSAND PALMS	932,458	903,902	821,786	840,339	840,000	(339)
5050200021 NATURAL GAS - INDIO	354,817	395,615	373,500	360,145	358,112	(2,034)
5050200022 NATURAL GAS - HYDROGEN	39,270	48,855	50,322	63,000	70,000	7,000
5070500000 FUEL TAXES	112,483	133,778	166,742	128,250	150,000	21,750
5090200000 TRAVEL MEETINGS/TRAINING	3,886	-	-	5,700	3,500	(2,200)
5090801000 BANK ADJUSTMENTS/FEES	7,359	10,340	9,466	12,000	12,000	-
5099900004 PERMITS & LICENSES	327	347	435	750	400	(350)
5099909000 ALLOCATED INDIRECT EXPENSES	10,907	10,962	12,238	11,000	11,000	-
5100200000 SELF CONSUMED FUEL	(1,447,756)	(1,499,690)	(1,470,210)	(1,508,641)	(1,521,170)	(12,529)
<b>Total Expenses</b>	<b>438,220</b>	<b>489,714</b>	<b>504,037</b>	<b>414,443</b>	<b>470,230</b>	<b>55,787</b>

**OPERATIONS OFFICE - SUNFUELS**

Division 10

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Alt Fuels Program Supervisor	1.00	1.00	0.00
1	Fuel Systems Specialist	1.00	1.00	0.00
<b>2</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>2.00</b>	<b>0.00</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS DETAILS**

**Division 10**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	97,385	99,714	2,329
<b>5010700000 ALLOCATED SALARIES</b>	16,895	14,568	(2,327)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	70,300	73,657	3,357
<b>Sub-total</b>	<b>184,580</b>	<b>187,939</b>	<b>3,359</b>
<b>5030200000 ADVERTISING &amp; MARKETING</b>			
Advertisements used to promote outside sales	500	-	(500)
<b>Sub-total</b>	<b>500</b>	<b>-</b>	<b>(500)</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
POS monitor & equipment repairs	11,000	11,700	700
PRD safety valve repairs and certs	6,000	6,000	-
Haz mat disposal	1,100	1,100	-
Gas pipe corrosion testing	2,200	2,200	-
<b>Sub-total</b>	<b>20,300</b>	<b>21,000</b>	<b>700</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Reformer maintenance & monitoring	56,000	56,000	-
Water treatment services for H2 production	4,000	4,000	-
Quarterly H2 purity testing	5,200	5,000	(200)
<b>Sub-total</b>	<b>65,200</b>	<b>65,000</b>	<b>(200)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	1,300	1,300	-
<b>Sub-total</b>	<b>1,300</b>	<b>1,300</b>	<b>-</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	1,140	1,200	60
<b>Sub-total</b>	<b>1,140</b>	<b>1,200</b>	<b>60</b>
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	650	2,000	1,350
<b>Sub-total</b>	<b>650</b>	<b>2,000</b>	<b>1,350</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	2,000	2,500	500
<b>Sub-total</b>	<b>2,000</b>	<b>2,500</b>	<b>500</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,250	1,250	-
<b>Sub-total</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS DETAILS**

**Division 10**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	1,000	600	(400)
Oil for compressor	600	400	(200)
Industrial supplies	200	150	(50)
Pipes, tubing & fittings	400	350	(50)
Hardware	450	300	(150)
Stainless steel fittings	200	150	(50)
Electrical hardware	400	300	(100)
<b>Sub-total</b>	<b>3,250</b>	<b>2,250</b>	<b>(1,000)</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Nitrogen	2,200	2,400	200
Reverse osmosis water filters	600	600	-
Stainless steel fittings	500	500	-
Stainless steel valves	600	600	-
Hardware	1,700	1,700	-
Hoses & nozzles	1,200	1,200	-
<b>Sub-total</b>	<b>6,800</b>	<b>7,000</b>	<b>200</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	730	1,000	270
Stainless steel fittings & valves	520	650	130
Hardware	450	600	150
<b>Sub-total</b>	<b>1,700</b>	<b>2,250</b>	<b>550</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	6,000	4,000	(2,000)
Parts for compressor	6,000	3,500	(2,500)
<b>Sub-total</b>	<b>12,000</b>	<b>7,500</b>	<b>(4,500)</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Parts for hoses & nozzles	5,000	10,000	5,000
Parts for dispenser	3,100	6,000	2,900
Valve repair parts	4,000	6,000	2,000
Compressor rebuild parts	9,400	18,000	8,600
<b>Sub-total</b>	<b>21,500</b>	<b>40,000</b>	<b>18,500</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	4,000	6,500	2,500
Parts for hoses & nozzles	1,500	3,000	1,500
Parts for dispenser	4,000	5,500	1,500
<b>Sub-total</b>	<b>9,500</b>	<b>15,000</b>	<b>5,500</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	73,830	75,000	1,170
<b>Sub-total</b>	<b>73,830</b>	<b>75,000</b>	<b>1,170</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS DETAILS**

**Division 10**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	64,200	80,000	15,800
<b>Sub-total</b>	<b>64,200</b>	<b>80,000</b>	<b>15,800</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	32,000	35,000	3,000
<b>Sub-total</b>	<b>32,000</b>	<b>35,000</b>	<b>3,000</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	840,339	840,000	(339)
<b>Sub-total</b>	<b>840,339</b>	<b>840,000</b>	<b>(339)</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	360,145	358,112	(2,034)
<b>Sub-total</b>	<b>360,145</b>	<b>358,112</b>	<b>(2,034)</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	63,000	70,000	7,000
<b>Sub-total</b>	<b>63,000</b>	<b>70,000</b>	<b>7,000</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	128,250	150,000	21,750
<b>Sub-total</b>	<b>128,250</b>	<b>150,000</b>	<b>21,750</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
NGV Institute	1,500	1,300	(200)
Aerial School	2,000	-	(2,000)
NTT	2,200	2,200	-
<b>Sub-total</b>	<b>5,700</b>	<b>3,500</b>	<b>(2,200)</b>
<b>5090801000 BANK ADJUSTMENTS/FEEES</b>			
Merchant transaction fees	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	750	400	(350)
<b>Sub-total</b>	<b>750</b>	<b>400</b>	<b>(350)</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	11,000	11,000	-
<b>Sub-total</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(1,508,641)	(1,521,170)	(12,529)
<b>Sub-total</b>	<b>(1,508,641)</b>	<b>(1,521,170)</b>	<b>(12,529)</b>
<b>Total Expenses</b>	<b>414,443</b>	<b>470,230</b>	<b>55,787</b>

**OPERATIONS OFFICE - TRANSPORTATION**

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

**FUNCTIONS & RESPONSIBILITIES**

Operations Office is responsible for the daily transit services provided to the public by SunBus and SunDial services. The daily service for both fixed route and paratransit encompasses over 1,100 square miles with over 4.5 million in annual ridership.

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

**FY 17 GOALS & OBJECTIVES**

- Develop a plan to create a Paratransit sub-department for the implementation of a new eligibility process.
- Create a training program to train, develop and promote team members for this sub-department.
- Improve Management / Operator relations by committing to be more visible and available with an increased Supervisor workforce.
- Create a taskforce/committee with Operators and Staff to address and improve schedule time problems.
- Create Ladders of Success Program designed to train, develop and promote current and future team members
- Maintain full staffing to budgeted FTEs.

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	849,997	801,832	885,920	893,056	931,538	38,482
5010201500 CUSTOMER SERVICE SALARIES	81,320	-	-	-	-	-
5010201610 ADMIN SALARIES-OT	1,650	484	251	500	500	-
5010700001 GRANT ALLOCATED SALARIES	-	-	(18,483)	-	(50,000)	(50,000)
5029999999 TOTAL FRINGE BENEFITS	704,758	643,512	679,225	671,741	701,167	29,426
5030300013 UNIFORMS	35,280	41,948	51,508	42,000	89,920	47,920
5030303250 CONSULTING	1,928	-	22,962	5,000	5,000	-
5039900003 PRINTING EXPENSE	1,587	2,977	3,175	3,000	4,000	1,000
5049900001 OFFICE SUPPLIES	1,346	2,484	2,802	2,500	2,000	(500)
5049900011 MATERIALS & SUPPLIES	7,106	2,898	3,061	3,000	300	(2,700)
5090200000 TRAVEL MEETINGS/TRAINING	1,318	6,017	17,427	40,500	40,000	(500)
5090200001 TRAINING	23,009	16,384	200	-	-	-
5090200002 ACCESS COMMITTEE EXPENSES	590	682	965	1,000	-	(1,000)
5090201000 EMPLOYEE EXPENSE	2,730	1,521	743	2,500	1,500	(1,000)
5099900004 BUS RODEO EXPENDITURES	8,952	12,600	10,000	10,000	10,000	-
<b>Total Expenses</b>	<b>1,721,571</b>	<b>1,533,338</b>	<b>1,659,755</b>	<b>1,674,797</b>	<b>1,735,925</b>	<b>61,128</b>

Notes

- Access committee expenses moved into the Performance Office.

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	4,409,957	4,859,283	4,968,124	5,061,417	6,106,646	1,045,229
5010101020 OPERATOR WAGES OVERTIME - FT	703,111	633,727	679,578	650,000	650,000	-
5029999999 TOTAL FRINGE BENEFITS	2,600,841	3,277,775	3,183,033	3,247,247	3,473,056	225,809
<b>Total Expenses</b>	<b>7,713,909</b>	<b>8,770,785</b>	<b>8,830,735</b>	<b>8,958,664</b>	<b>10,229,702</b>	<b>1,271,038</b>

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	299,375	330,320	320,921	339,351	453,410	114,059
5010201610 ADMIN SALARIES-OT	1,155	2,505	3,326	1,500	1,000	(500)
5029999999 TOTAL FRINGE BENEFITS	249,491	312,328	295,418	292,274	375,839	83,565
5030300013 PARATRANSIT UNIFORMS	12,129	12,059	15,252	13,000	23,600	10,600
5030400000 TEMPORARY HELP SERVICES	-	-	23,739	-	-	-
5039900003 GENERAL SERVICES	14,880	14,880	14,933	15,000	17,000	2,000
5049900001 OFFICE SUPPLIES	1,965	2,069	3,672	2,000	2,500	500
5049900011 PARATRANSIT SUPPLIES	1,653	-	598	1,500	1,500	-
<b>Total Expenses</b>	<b>580,649</b>	<b>674,160</b>	<b>677,859</b>	<b>664,625</b>	<b>874,849</b>	<b>210,224</b>

**OPERATIONS OFFICE - TRANSPORTATION**

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

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,171,380	1,218,334	1,318,578	1,311,285	1,444,889	133,604
5010101020 PARATRANSIT OPER WAGES OT	257,416	256,692	308,720	250,000	275,000	25,000
5029999999 TOTAL FRINGE BENEFITS	634,275	767,004	706,824	776,488	760,065	(16,423)
<b>Total Expenses</b>	<b>2,063,070</b>	<b>2,242,030</b>	<b>2,334,122</b>	<b>2,337,773</b>	<b>2,479,954</b>	<b>142,181</b>

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Operating Officer	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Fixed Route Senior Supervisor	1.00	1.00	0.00
10	Field Supervisors	8.00	10.00	2.00
1	Lead Controller	1.00	1.00	0.00
4	Controller	3.00	4.00	1.00
1	Controller System Specialist	1.00	1.00	0.00
145	Motor Coach Operator - Full Time	145.00	145.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
0	Training Supervisor	1.00	0.00	(1.00)
0	Safety Supervisor	1.00	0.00	(1.00)
<b>181</b>	<b>Sub-Total</b>	<b>176.00</b>	<b>177.00</b>	<b>1.00</b>
	<b>Paratransit</b>			
1	Paratransit Senior Supervisor	1.00	1.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
5	Paratransit Controller	4.00	5.00	1.00
6	Paratransit Reservationist	4.00	6.00	2.00
41	Paratransit Operators - Full Time	39.00	41.00	2.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
<b>60</b>	<b>Sub-Total</b>	<b>53.50</b>	<b>58.50</b>	<b>5.00</b>
<b>241</b>	<b>Total FTEs</b>	<b>229.50</b>	<b>235.50</b>	<b>6.00</b>

**Notes:**

- FY16 FTE's based on approved budget and new initiative positions for January 2016 service improvements.
- Safety Supervisor moved to Safety and Security Office as Chief Safety Officer.
- Training Supervisor moved to Safety and Security Office.
- Deputy Chief Operating Officer/Transportation changed to Superintendent of Transportation.
- Dispatchers re-organized and changed to Controllers, Lead Controller, Field Supervisors & Controller System Specialist .

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	893,056	931,538	38,482
<b>5010201610 ADMIN SALARIES-OT</b>	500	500	-
<b>5010700001 GRANT ALLOCATED SALARIES</b>	-	(50,000)	(50,000)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	671,741	701,167	29,426
<b>Sub-total</b>	<b>1,565,297</b>	<b>1,583,205</b>	<b>17,908</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	42,000	89,920	47,920
<b>Sub-total</b>	<b>42,000</b>	<b>89,920</b>	<b>47,920</b>
<b>5030303250 CONSULTING</b>			
Leadership consulting	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	3,000	4,000	1,000
<b>Sub-total</b>	<b>3,000</b>	<b>4,000</b>	<b>1,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,500	2,000	(500)
<b>Sub-total</b>	<b>2,500</b>	<b>2,000</b>	<b>(500)</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Safety meeting supplies	2,700	-	(2,700)
Replenishment of supervisor van supplies	300	300	-
<b>Sub-total</b>	<b>3,000</b>	<b>300</b>	<b>(2,700)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Leadership training (5)	7,500	7,500	-
NTI Training	4,500	4,000	(500)
TSI Training	6,000	6,000	-
Para and Transit Certification (6)	9,000	9,000	-
Trapeze Group user conference (2)	5,000	5,000	-
APTA Annual	2,500	2,500	-
APTA Legislative Conference	2,500	2,500	-
CTA	1,500	1,500	-
COMTO National Meeting and Training	2,000	2,000	-
<b>Sub-total</b>	<b>40,500</b>	<b>40,000</b>	<b>(500)</b>

**OPERATIONS OFFICE - TRANSPORTATION DETAIL**

**Division 11**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5090200002 ACCESS COMMITTEE EXPENSES</b>			
Access Committee Meetings	1,000	-	(1,000)
<b>Sub-total</b>	<b>1,000</b>	-	<b>(1,000)</b>
<b>5090201000 EMPLOYEE EXPENSE</b>			
Industrial work gloves	2,000	1,000	(1,000)
Trophies for employee recognition	500	500	-
<b>Sub-total</b>	<b>2,500</b>	<b>1,500</b>	<b>(1,000)</b>
<b>5099900004 BUS RODEO EXPENDITURES</b>			
APTA registration	2,500	2,500	-
Hotels	2,500	2,500	-
Travel	2,500	2,500	-
Local Competition	2,500	2,500	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-
<b>Total Expenses</b>	<b>1,674,797</b>	<b>1,735,925</b>	<b>61,128</b>

**OPERATIONS OFFICE -TRANSPORTATION DETAIL**

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

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	339,351	453,410	114,059
<b>5010201610 ADMIN SALARIES-OT</b>	1,500	1,000	(500)
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	292,274	375,839	83,565
<b>Sub-total</b>	<b>633,125</b>	<b>830,249</b>	<b>197,124</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	13,000	23,600	10,600
<b>Sub-total</b>	<b>13,000</b>	<b>23,600</b>	<b>10,600</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	15,000	17,000	2,000
<b>Sub-total</b>	<b>15,000</b>	<b>17,000</b>	<b>2,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	2,000	2,500	500
<b>Sub-total</b>	<b>2,000</b>	<b>2,500</b>	<b>500</b>
<b>5049900011 PARATRANSIT SUPPLIES</b>			
Thomas Guides	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>Total Expenses</b>	<b>664,625</b>	<b>874,849</b>	<b>210,224</b>

## OPERATIONS OFFICE - FLEET MAINTENANCE

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

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Resurface Division 1 shop floor
- Update Stops and Zones equipment trailers
- Update maintenance tools and equipment, work tables and storage cabinets
- Increase engine oil capacity storage container in oil room to 1,000 gallons
- Replace fork lift at Division 2

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	522,464	404,033	389,762	463,354	590,904	127,550
5010201610 ADMIN SALARIES-OT	276	97	446	-	-	-
5010700000 ALLOCATED SALARIES	(562)	(569)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	366,852	281,135	303,799	327,605	379,875	52,270
5030400000 TEMPORARY HELP SERVICES	-	-	12,953	-	-	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	112,346	16,563	11,202	21,000	70,000	49,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	3,871	3,688	5,874	4,700	7,500	2,800
5040100101 LUBRICANTS-OIL	94,185	114,204	133,710	110,000	135,000	25,000
5040100102 FREON & COOLANT	17,668	21,856	21,979	21,500	21,500	-
5040101000 FUEL-CNG SUPPORT VEHICLES	34,476	34,412	36,716	34,506	37,000	2,494
5040101001 FUEL-CNG FIXED ROUTE	1,083,740	1,099,794	1,056,881	1,138,762	1,086,000	(52,762)
5040102000 FUEL-UNLEADED	8,198	6,495	4,216	5,135	5,000	(135)
5040102100 FUEL-DIESEL	-	-	-	100	100	-
5040102200 FUEL-HYDROGEN	130,089	158,301	224,270	180,554	231,000	50,446
5040200001 TIRES-FIXED ROUTE	207,307	167,484	140,528	241,001	145,000	(96,001)
5040200002 TIRES-SUPPORT VEHICLES	9,435	14,774	7,086	23,000	15,000	(8,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	916	120	-	500	500	-
5049900001 OFFICE SUPPLIES	1,933	1,973	2,977	2,600	3,000	400
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	1,220	855	147	1,500	1,500	-
5090200000 TRAVEL MEETINGS/TRAINING	-	2,058	3,106	13,000	10,000	(3,000)
5090200001 TRAINING	11,383	5,178	-	-	-	-
5090201000 EMPLOYEE EXPENSES	577	208	518	500	500	-
5090400100 DISCOUNTS TAKEN	-	(213)	(984)	-	-	-
<b>Total Expenses</b>	<b>2,606,373</b>	<b>2,332,444</b>	<b>2,355,184</b>	<b>2,589,317</b>	<b>2,739,379</b>	<b>150,062</b>

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,246,437	1,334,521	1,415,706	1,540,078	1,466,178	(73,900)
5010201210 MECHANIC OVERTIME	39,641	50,565	48,857	50,000	50,000	-
5010700000 ALLOCATED SALARIES	(20,818)	(20,657)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	705,810	896,743	839,417	974,172	857,781	(116,391)
5030300014 UNIFORMS	15,554	16,757	21,098	20,000	22,000	2,000
5030500001 FIRE EXTINGUISHERS	-	-	-	800	1,000	200
5030500002 RADIO MAINTENANCE	4,617	12,093	28,920	4,000	7,500	3,500
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,504	446	3,228	1,000	4,500	3,500

**OPERATIONS OFFICE - FLEET MAINTENANCE**

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

5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	2,421	1,110	548	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT	70,447	74,087	76,646	74,000	90,000	16,000
5039900005 CONTRACT SVC-FREIGHT	5,046	4,708	4,795	3,500	6,000	2,500
5039900006 CONTRACT SVC - TOWING	18,565	19,135	18,113	20,000	20,000	-
5039900007 INVENTORY-SALES TAX	56,472	80,267	100,196	73,000	100,000	27,000
5039900008 INVENTORY-FREIGHT CHARGES	9,931	11,528	14,031	11,500	12,500	1,000
5049900015 COSMETIC MAINTENANCE EXTERIOR	3,546	5,263	4,058	7,000	5,000	(2,000)
5049900016 CLEANING SUPPLIES-VEHICLES	8,918	15,023	15,949	13,500	17,500	4,000
5049900017 SHOP SUPPLIES MISC	20,884	30,235	21,846	22,500	22,500	-
5049900018 MECHANIC TOOLS/SHOES	15,615	15,539	15,655	16,000	18,500	2,500
5049900019 SMALL TOOLS & EQUIPMENT	3,586	3,324	11,276	3,000	5,000	2,000
5049900020 DECALS-FIXED ROUTE	-	1,601	669	1,200	1,000	(200)
5049900021 REPAIR PARTS- FIXED ROUTE	623,580	810,698	841,720	773,963	775,000	1,037
5049900022 REPAIR PARTS-SUPPORT VEHICLES	34,503	41,875	38,442	32,000	40,000	8,000
5049900023 VANDALISM/SEAT REPAIRS	-	-	1,043	1,000	1,000	-
5049900024 REPAIR PARTS-FUEL CELL	170	-	-	-	-	-
5070500000 FUEL TAXES	16,047	17,072	17,193	17,000	17,500	500
5099900004 PERMITS & LICENSES	13,185	8,210	11,104	13,000	13,000	-
<b>Total Expenses</b>	<b>2,896,662</b>	<b>3,430,142</b>	<b>3,550,511</b>	<b>3,675,213</b>	<b>3,556,459</b>	<b>(118,754)</b>

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING	900	2,350	2,327	4,000	4,000	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	12,176	8,970	2,914	10,000	5,000	(5,000)
5040101001 PARATRANSIT FUEL-CNG	198,280	206,019	201,062	200,704	203,852	3,148
5040200005 PARATRANSIT TIRES	26,857	54,833	48,964	37,000	51,000	14,000
5049900006 PARATRANSIT REPAIR PARTS	48,770	74,932	146,518	70,000	100,000	30,000
5049900007 PARATRANSIT GLASS REPLACEMENT	2,395	1,255	1,040	1,500	1,500	-
5049900200 DECALS	-	-	-	200	200	-
<b>Total Expenses</b>	<b>289,377</b>	<b>348,359</b>	<b>402,826</b>	<b>323,404</b>	<b>365,552</b>	<b>42,148</b>

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Deputy Chief Operations Officer	1.00	1.00	0.00
1	Superintendent of Maintenance	0.00	1.00	1.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
3	Maintenance Supervisor	3.00	3.00	0.00
1	Maintenance Training Supervisor	1.00	1.00	0.00
19	Mechanic A	17.00	19.00	2.00
0	Mechanic B	2.00	0.00	(2.00)
1	Body Mechanic A	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
10	Utility	10.00	10.00	0.00
1	Farebox Technician	1.00	1.00	0.00
1	Assistant Farebox Technician	0.00	1.00	1.00
<b>42</b>	<b>Total FTEs</b>	<b>40.00</b>	<b>42.00</b>	<b>2.00</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	463,354	590,904	127,550
<b>5029999999 TOTAL FRINGE BENEFITS</b>	327,605	379,875	52,270
<b>Sub-total</b>	<b>790,959</b>	<b>970,779</b>	<b>179,820</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	21,000	70,000	49,000
<b>Sub-total</b>	<b>21,000</b>	<b>70,000</b>	<b>49,000</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	4,700	7,500	2,800
<b>Sub-total</b>	<b>4,700</b>	<b>7,500</b>	<b>2,800</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used the fleet	110,000	135,000	25,000
<b>Sub-total</b>	<b>110,000</b>	<b>135,000</b>	<b>25,000</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	21,500	21,500	-
<b>Sub-total</b>	<b>21,500</b>	<b>21,500</b>	<b>-</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	34,506	37,000	2,494
<b>Sub-total</b>	<b>34,506</b>	<b>37,000</b>	<b>2,494</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	1,138,762	1,086,000	(52,762)
<b>Sub-total</b>	<b>1,138,762</b>	<b>1,086,000</b>	<b>(52,762)</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	5,135	5,000	(135)
<b>Sub-total</b>	<b>5,135</b>	<b>5,000</b>	<b>(135)</b>
<b>5040102100 FUEL-DIESEL</b>			
Diesel fuel for portable steam cleaner	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	180,554	231,000	50,446
<b>Sub-total</b>	<b>180,554</b>	<b>231,000</b>	<b>50,446</b>



**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,540,078	1,466,178	(73,900)
<b>5010201210 MECHANIC OVERTIME</b>	50,000	50,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	974,172	857,781	(116,391)
<b>Sub-total</b>	<b>2,564,250</b>	<b>2,373,959</b>	<b>(190,291)</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	20,000	22,000	2,000
<b>Sub-total</b>	<b>20,000</b>	<b>22,000</b>	<b>2,000</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	800	1,000	200
<b>Sub-total</b>	<b>800</b>	<b>1,000</b>	<b>200</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles operational	4,000	7,500	3,500
<b>Sub-total</b>	<b>4,000</b>	<b>7,500</b>	<b>3,500</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment. Can normally be done in-house.	1,000	4,500	3,500
<b>Sub-total</b>	<b>1,000</b>	<b>4,500</b>	<b>3,500</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer, on property	65,000	80,000	15,000
Parts cleaning tank service	9,000	10,000	1,000
<b>Sub-total</b>	<b>74,000</b>	<b>90,000</b>	<b>16,000</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	3,500	6,000	2,500
<b>Sub-total</b>	<b>3,500</b>	<b>6,000</b>	<b>2,500</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	20,000	20,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	73,000	100,000	27,000
<b>Sub-total</b>	<b>73,000</b>	<b>100,000</b>	<b>27,000</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	11,500	12,500	1,000
<b>Sub-total</b>	<b>11,500</b>	<b>12,500</b>	<b>1,000</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	7,000	5,000	(2,000)
<b>Sub-total</b>	<b>7,000</b>	<b>5,000</b>	<b>(2,000)</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags, ETC. used in the cleaning of vehicles.	13,500	17,500	4,000
<b>Sub-total</b>	<b>13,500</b>	<b>17,500</b>	<b>4,000</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, welding supplies, ETC. used in general repair of vehicles.	22,500	22,500	-
<b>Sub-total</b>	<b>22,500</b>	<b>22,500</b>	<b>-</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	16,000	18,500	2,500
<b>Sub-total</b>	<b>16,000</b>	<b>18,500</b>	<b>2,500</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment.	3,000	5,000	2,000
<b>Sub-total</b>	<b>3,000</b>	<b>5,000</b>	<b>2,000</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	1,200	1,000	(200)
<b>Sub-total</b>	<b>1,200</b>	<b>1,000</b>	<b>(200)</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	773,963	775,000	1,037
<b>Sub-total</b>	<b>773,963</b>	<b>775,000</b>	<b>1,037</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts need to maintain support vehicles	32,000	40,000	8,000
<b>Sub-total</b>	<b>32,000</b>	<b>40,000</b>	<b>8,000</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5070500000 FUEL TAXES</b>			
Fuel Taxes	17,000	17,500	500
<b>Sub-total</b>	<b>17,000</b>	<b>17,500</b>	<b>500</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	13,000	13,000	-
<b>Sub-total</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>3,675,213</b>	<b>3,556,459</b>	<b>(118,754)</b>

**OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL**

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

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Outside repair parts for paratransit vehicles	10,000	5,000	(5,000)
<b>Sub-total</b>	<b>10,000</b>	<b>5,000</b>	<b>(5,000)</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	200,704	203,852	3,148
<b>Sub-total</b>	<b>200,704</b>	<b>203,852</b>	<b>3,148</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	37,000	51,000	14,000
<b>Sub-total</b>	<b>37,000</b>	<b>51,000</b>	<b>14,000</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	70,000	100,000	30,000
<b>Sub-total</b>	<b>70,000</b>	<b>100,000</b>	<b>30,000</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900200 DECALS</b>			
Decals for paratransit vehicles	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>Total Expenses</b>	<b>323,404</b>	<b>365,552</b>	<b>42,148</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

**Division 23 & 24**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY 17 GOALS & OBJECTIVES**

- Refine standard operation procedures with the inclusion of a new team member
- Purchase sweeper for shop floor and permeable concrete maintenance
- Implement new computer software for the facility help desk program
- Increase awareness of preventive maintenance inspections

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	85,065	70,868	98,598	118,167	19,569
5010201210 GROUNDSKEEPER WAGES	113,399	114,815	77,207	125,489	128,381	2,892
5010201610 ADMIN SALARIES-OT	-	106	-	-	-	-
5010201710 GROUNDSKEEPER OVERTIME	1,930	2,630	1,652	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(874)	(1,534)	(1,134)	(1,713)	(1,200)	513
5029999999 TOTAL FRINGE BENEFITS	74,937	167,889	98,313	139,837	125,482	(14,355)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	10,146	15,643	13,784	14,000	15,000	1,000
5030500010 CONTRACT SVC-GENERAL	26,525	32,804	31,818	34,820	39,200	4,380
5030600000 CONTRACT SVC-CUSTODIAL	43,444	46,565	51,125	63,000	150,000	87,000
5030600100 AIR CONDITIONING EXPENDITURES	8,096	5,818	5,242	5,000	6,000	1,000
5030600200 UNIFORMS SERVICE EXPENDITURES	1,095	1,821	834	2,000	2,000	-
5030600300 RENTAL EQUIPMENT EXPENSES	1,022	468	-	1,000	1,000	-
5030600500 PEST CONTROL SERVICE	1,036	520	-	600	1,000	400
5030600600 CONTRACT SERVICES-A/C	1,595	3,267	6,255	3,000	7,000	4,000
5030600700 FIRE EXTINGUISHERS	1,052	711	1,030	2,800	1,000	(1,800)
5030600800 FLOOR MAT RENTAL	2,961	3,554	4,130	3,500	4,500	1,000
5030600950 LEASED PROPERTY SERVICES	3,486	2,034	-	-	-	-
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	10,800	10,800	11,000	11,000	-
5040300100 PLUMBING RELATED EXPENDITURES	8,037	6,857	6,112	4,000	5,000	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE	7,625	12,014	12,272	6,000	7,500	1,500
5040300600 SHOE ALLOWANCE	254	183	193	350	350	-
5049900001 OFFICE SUPPLIES	46	-	-	-	-	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	6,432	9,639	13,048	6,000	13,000	7,000
5049900026 FACILITY MAINTENANCE-MAIN FAC	19,516	32,566	21,450	25,000	25,000	-
5049900030 CLEANING SUPPLIES-MAIN FAC	6,566	2,104	1,992	3,000	3,000	-
5050200001 UTILITIES MAIN FACILITY	154,600	200,405	205,010	211,995	250,000	38,005
5050200003 TRASH PICKUP- MAIN FACILITY	14,304	14,944	14,181	15,000	15,000	-
5090201000 EMPLOYEE EXPENSES	99	-	-	-	-	-
<b>Total Expenses</b>	<b>518,129</b>	<b>771,687</b>	<b>646,181</b>	<b>776,276</b>	<b>929,380</b>	<b>153,104</b>

**OPERATIONS OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	293	-	-	-	4,000	4,000
5030600000 CONTRACT SVC-CUSTODIAL	12,360	12,360	26,419	13,000	20,000	7,000
5030600100 AIR CONDITIONING EXPENDITURES	2,379	-	888	2,100	2,000	(100)
5030600500 PEST CONTROL SERVICE	670	705	740	1,000	1,000	-
5030600600 CONTRACT SERVICES-AC	289	293	-	700	750	50
5030600700 FIRE EXTINGUISHERS	203	190	-	500	500	-
5030600800 FLOOR MAT RENTAL	655	2,087	4,034	700	3,500	2,800
5040300100 PLUMBING RELATED EXP	350	604	1,690	1,000	1,500	500
5040300200 ELECTRICAL RELATED EXPENDITURE	401	750	3,071	1,000	2,500	1,500
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	5,011	7,183	15,058	5,000	15,000	10,000
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC	246	-	146	-	250	250
5050200002 UTILITIES INDIO/COACHELLA FACILITY	23,547	26,517	28,212	30,891	35,000	4,109
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	13,586	14,700	12,691	14,000	14,000	-
5050202000 UTILITIES GAS & WATER	2,920	5,962	5,874	6,000	6,000	-
<b>Total Expenses</b>	<b>62,910</b>	<b>71,352</b>	<b>98,824</b>	<b>75,891</b>	<b>106,000</b>	<b>30,109</b>

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Facilities Maintenance Superintendent	0.00	1.00	1.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
0	Facility Maintenance Safety Coordinator	1.00	0.00	(1.00)
1	Facility/Construction Specialist	1.00	1.00	0.00
<b>5</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

Notes:

- Facility Maintenance Safety Coordinator moved to Safety Office.

**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

Division 23 - THOUSAND PALMS

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	98,598	118,167	19,569
<b>5010201210 GROUNDSKEEPER WAGES</b>	125,489	128,381	2,892
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	2,000	2,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,713)	(1,200)	513
<b>5029999999 TOTAL FRINGE BENEFITS</b>	139,837	125,482	(14,355)
<b>Sub-total</b>	<b>364,211</b>	<b>372,830</b>	<b>8,619</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	10,000	11,000	1,000
Bio Hazard material removal	4,000	4,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>15,000</b>	<b>1,000</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Shop vehicle lift service	9,600	9,780	180
Water softener service for bus wash	2,400	2,400	-
Property camera and alarms	13,000	13,000	-
Environmental monitoring Div 1	-	4,200	4,200
Bus wash monthly PMI	6,620	6,620	-
Employee drinking water	3,200	3,200	-
<b>Sub-total</b>	<b>34,820</b>	<b>39,200</b>	<b>4,380</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	63,000	150,000	87,000
<b>Sub-total</b>	<b>63,000</b>	<b>150,000</b>	<b>87,000</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
HVACs	5,000	6,000	1,000
<b>Sub-total</b>	<b>5,000</b>	<b>6,000</b>	<b>1,000</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Maint Techs	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
Monthly pest control maintenance	600	1,000	400
<b>Sub-total</b>	<b>600</b>	<b>1,000</b>	<b>400</b>



**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

Division 23 - THOUSAND PALMS

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	-
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	-
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Water	12,000	12,000	-
Direct TV	1,500	1,500	-
Electricity: New Admin with some old	183,495	221,500	38,005
Gas: New Admin building and shop connected to gas	15,000	15,000	-
<b>Sub-total</b>	<b>211,995</b>	<b>250,000</b>	<b>38,005</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	15,000	15,000	-
<b>Sub-total</b>	<b>15,000</b>	<b>15,000</b>	-
<b>Total Expenses</b>	<b>776,276</b>	<b>929,380</b>	<b>153,104</b>



**OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY 16	FY 17	Variance
	Approved Budget	Proposed Budget	
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI</b>			
Minor supplies required for maintenance	-	250	250
<b>Sub-total</b>	<b>-</b>	<b>250</b>	<b>250</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	30,891	35,000	4,109
<b>Sub-total</b>	<b>30,891</b>	<b>35,000</b>	<b>4,109</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>75,891</b>	<b>106,000</b>	<b>30,109</b>

## OPERATIONS OFFICE - STOPS AND ZONES

### Division 25

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Provide electrical training for employees
- Relocate 20 bus shelters
- Rehab eight shelters
- Improve measures that address shelter lighting vandalism

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	45,813	47,256	48,480	52,808	55,489	2,681
5010201500 BARGAINING SALARIES	235,905	234,657	239,941	257,828	266,416	8,588
5010201510 BARGAINING OVERTIME	5,346	5,234	4,507	6,000	6,000	-
5029999999 TOTAL FRINGE BENEFITS	175,492	232,171	200,735	217,274	200,029	(17,245)
5030600200 UNIFORMS	4,555	4,976	6,830	4,500	7,500	3,000
5030600250 EQUIPMENT RENTAL	-	718	3,457	1,500	20,000	18,500
5040102000 UNLEADED GASOLINE	1,248	178	624	2,500	1,000	(1,500)
5040102001 DIESEL FUEL	-	-	-	100	100	-
5040300600 SHOE ALLOWANCE	435	434	430	1,050	1,050	-
5049900001 OFFICE SUPPLIES	418	70	-	300	100	(200)
5049900029 BUS STOP SUPPLIES	25,059	21,418	30,358	30,000	36,000	6,000
5050200001 UTILITIES - SHELTERS	1,273	167	-	1,000	1,000	-
<b>Total Expenses</b>	<b>495,543</b>	<b>547,277</b>	<b>535,363</b>	<b>574,860</b>	<b>594,684</b>	<b>19,824</b>

#### PERSONNEL SUMMARY

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

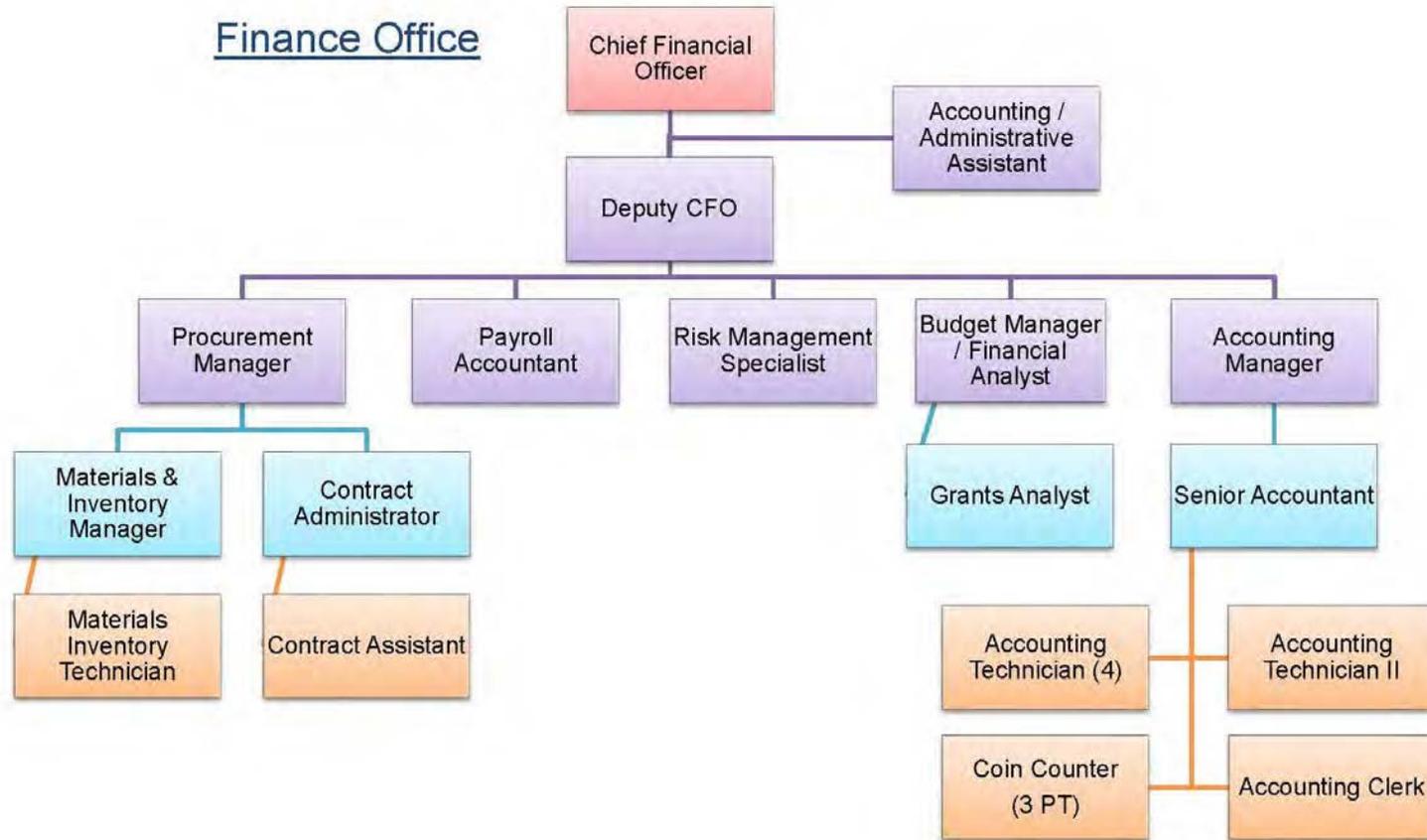
**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

Division 25

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	52,808	55,489	2,681
<b>5010201500 BARGAINING SALARIES</b>	257,828	266,416	8,588
<b>5010201510 BARGAINING OVERTIME</b>	6,000	6,000	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	217,274	200,029	(17,245)
<b>Sub-total</b>	<b>533,910</b>	<b>527,934</b>	<b>(5,976)</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	4,500	7,500	3,000
<b>Sub-total</b>	<b>4,500</b>	<b>7,500</b>	<b>3,000</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental	1,500	20,000	18,500
<b>Sub-total</b>	<b>1,500</b>	<b>20,000</b>	<b>18,500</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	2,500	1,000	(1,500)
<b>Sub-total</b>	<b>2,500</b>	<b>1,000</b>	<b>(1,500)</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	1,050	1,050	-
<b>Sub-total</b>	<b>1,050</b>	<b>1,050</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	300	100	(200)
<b>Sub-total</b>	<b>300</b>	<b>100</b>	<b>(200)</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	30,000	36,000	6,000
<b>Sub-total</b>	<b>30,000</b>	<b>36,000</b>	<b>6,000</b>
<b>5050200001 UTILITIES - SHELTERS</b>			
Electricity for some shelters connected to power	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>574,860</b>	<b>594,684</b>	<b>19,824</b>

# FINANCE OFFICE

# Finance Office



**FINANCE OFFICE****Division 41****FUNCTIONS & RESPONSIBILITIES**

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

**FY 17 GOALS & OBJECTIVES**

- Complete transition into the new accounting system
- Complete the independent financial audit in October 2016
- Improve pension investment strategy

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	576,034	738,585	787,778	921,962	1,030,331	108,369
5010201610 ADMIN SALARIES-OT	3,652	5,560	1,609	3,700	3,500	(200)
5010700000 ALLOCATED SALARIES	(13,750)	(9,488)	(5,980)	(6,736)	(6,500)	236
5010700001 GRANT ALLOCATED SALARIES	-	(3,752)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	388,588	458,463	483,075	625,781	640,495	14,714
5030200000 PUBLIC NOTICES	-	-	-	-	5,200	5,200
5030300009 CONTRACTED SERVICES	120	1,292	60	500	500	-
5030300010 ORGANIZATIONAL SERVICES	-	-	-	2,112	-	(2,112)
5030300015 AUDIT SERVICES	49,570	75,688	49,150	47,400	65,316	17,916
5030303240 MANAGEMENT CONSULTING	18,920	-	-	-	-	-
5030303241 TRAINING SERVICES	295	-	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	61,245	-	3,135	-	-	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	-	-	207,699	182,616	150,000	(32,616)
5039900005 ILP-NF PROGRAM EXPENSES	-	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	-	-	105,524	105,524	-
5049900001 OFFICE SUPPLIES	12,905	14,611	14,150	14,000	16,000	2,000
5049900002 OFFICE SUPPLIES-POSTAGE	-	-	22,883	16,000	21,000	5,000
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	-	-	226,166	250,000	168,457	(81,543)
5060100100 INSURANCE PREMIUM - PROPERTY	-	-	17,698	60,000	12,000	(48,000)
5060300000 INSURANCE - GENERAL LIABILITY	-	-	191,985	310,675	322,387	11,712
5060300100 REPAIR CLAIMS	-	-	37,915	50,000	60,000	10,000
5060400000 INSURANCE LOSSES	-	-	553,682	1,121,526	550,000	(571,526)
5060401000 INSURANCE PREMIUM - WC	-	-	248,371	267,724	268,827	1,103
5060800000 INSURANCE-ADMIN	-	-	56,223	55,139	58,036	2,897
5079900000 PROPERTY & OTHER TAXES	194	193	109	200	200	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	413	380	1,000	620
5090200000 TRAVEL MEETINGS/TRAINING	272	5,073	16,583	6,200	17,612	11,412
5090200002 MILEAGE REIMBURSEMENT	1,085	665	365	1,000	700	(300)
5090201000 EMPLOYEE EXPENSES	3,903	1,652	3,222	1,500	2,000	500
5090801000 BANK SERVICE FEES	14,425	13,831	22,895	17,766	16,000	(1,766)
5090801040 PASS OUTLET COMMISSION	30,260	29,840	27,615	30,500	29,000	(1,500)
5090801060 BAD DEBT EXPENSE	197	4,545	-	100	100	-
5099900002 MISCELLANEOUS EXPENSE	20	-	-	-	-	-
5110101050 INTEREST EXPENSE	159	187	335	220	300	80
5129900200 BAD DEBT EXPENSE	43	-	-	-	-	-
<b>Total Expenses</b>	<b>1,148,137</b>	<b>1,336,943</b>	<b>2,967,138</b>	<b>4,085,789</b>	<b>3,537,985</b>	<b>(547,804)</b>

**FINANCE OFFICE****Division 41****PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Chief Financial Officer	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Accounting/Administrative Assistant	0.00	1.00	1.00
1	Accounting Manager	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
0	Budget Analyst	1.00	0.00	(1.00)
1	Contract Administrator	1.00	1.00	0.00
1	Senior Accountant	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
4	Accounting Technician	2.00	4.00	2.00
1	Accounting Clerk	1.00	1.00	0.00
1	Materials & Inventory Manager	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Risk Management Specialist	1.00	1.00	0.00
3	Coin Counter - 3 PT (.75)	2.50	2.25	(0.25)
1	Procurement Manager	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
<b>23</b>	<b>Total FTEs</b>	<b>20.50</b>	<b>22.25</b>	<b>1.75</b>

**Notes:**

- All Coin Counter positions classified as part time.
- Accounting Technician II created as an upgrade to approved FY16 Accounting Technician positions. New FY 17 request is for two (2) Accounting Technicians.
- Budget Analyst position changed to Admin/Accounting Assistant.

**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	921,962	1,030,331	108,369
<b>5010201610 ADMIN SALARIES-OT</b>	3,700	3,500	(200)
<b>5010700000 ALLOCATED SALARIES</b>	(6,736)	(6,500)	236
<b>5029999999 TOTAL FRINGE BENEFITS</b>	625,781	640,495	14,714
<b>Sub-total</b>	<b>1,544,707</b>	<b>1,667,826</b>	<b>123,119</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public records requests & advertisements for procurement solicitations	-	5,200	5,200
<b>Sub-total</b>	<b>-</b>	<b>5,200</b>	<b>5,200</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5030300010 ORGANIZATIONAL SERVICES</b>			
Operating budget assistance	2,112	-	(2,112)
<b>Sub-total</b>	<b>2,112</b>	<b>-</b>	<b>(2,112)</b>
<b>5030300015 AUDIT SERVICES</b>			
FY 15 Financial Statement & Single Audit	47,400	65,316	17,916
<b>Sub-total</b>	<b>47,400</b>	<b>65,316</b>	<b>17,916</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	182,616	150,000	(32,616)
<b>Sub-total</b>	<b>182,616</b>	<b>150,000</b>	<b>(32,616)</b>
<b>5039900012 VAN POOL EXPENSES</b>			
This is for payment of CMAQ funding & local match for the planned Van Pool program. This budget is just for the pass-through of funding.	920,000	920,000	-
Pass through	(814,476)	(814,476)	-
<b>Sub-total</b>	<b>105,524</b>	<b>105,524</b>	<b>-</b>

## FINANCE OFFICE DETAIL

### Division 41

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	14,000	16,000	2,000
<b>Sub-total</b>	<b>14,000</b>	<b>16,000</b>	<b>2,000</b>
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing costs	16,000	21,000	5,000
<b>Sub-total</b>	<b>16,000</b>	<b>21,000</b>	<b>5,000</b>
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	250,000	168,457	(81,543)
<b>Sub-total</b>	<b>250,000</b>	<b>168,457</b>	<b>(81,543)</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	60,000	12,000	(48,000)
<b>Sub-total</b>	<b>60,000</b>	<b>12,000</b>	<b>(48,000)</b>
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	310,675	322,387	11,712
<b>Sub-total</b>	<b>310,675</b>	<b>322,387</b>	<b>11,712</b>
<b>5060300100 REPAIR CLAIMS</b>			
Costs associated with repairs for damaged vehicles resulting from collisions	50,000	60,000	10,000
<b>Sub-total</b>	<b>50,000</b>	<b>60,000</b>	<b>10,000</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	1,121,526	550,000	(571,526)
<b>Sub-total</b>	<b>1,121,526</b>	<b>550,000</b>	<b>(571,526)</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	267,724	268,827	1,103
<b>Sub-total</b>	<b>267,724</b>	<b>268,827</b>	<b>1,103</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	55,139	58,036	2,897
<b>Sub-total</b>	<b>55,139</b>	<b>58,036</b>	<b>2,897</b>

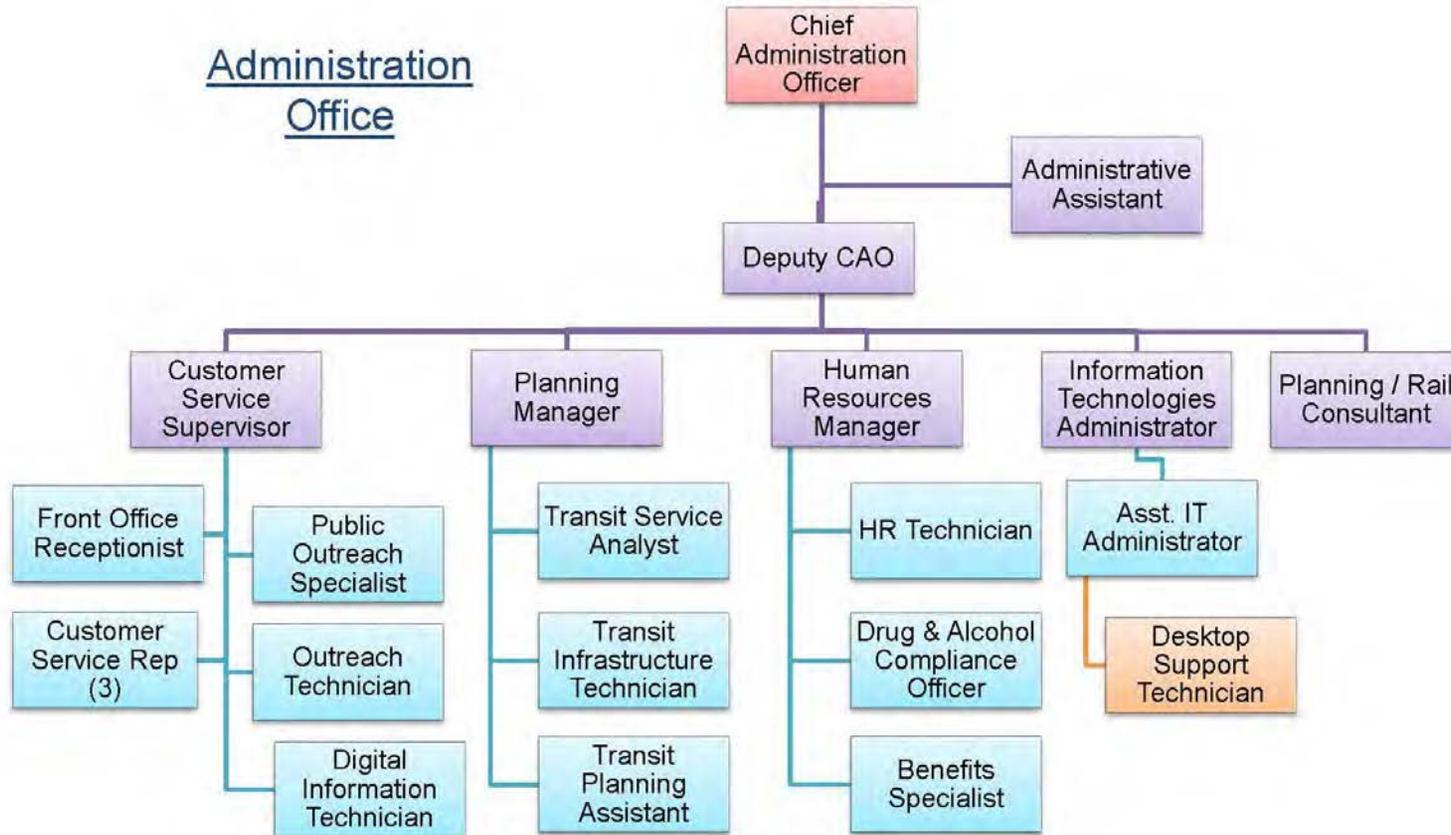
**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	200	200	-
<b>Sub-total</b>	<b>200</b>	<b>200</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	380	1,000	620
<b>Sub-total</b>	<b>380</b>	<b>1,000</b>	<b>620</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	6,200	17,612	11,412
<b>Sub-total</b>	<b>6,200</b>	<b>17,612</b>	<b>11,412</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	1,000	700	(300)
<b>Sub-total</b>	<b>1,000</b>	<b>700</b>	<b>(300)</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms	1,500	2,000	500
<b>Sub-total</b>	<b>1,500</b>	<b>2,000</b>	<b>500</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	2,532	2,532	-
Merchant and bank Fees	15,234	13,468	(1,766)
<b>Sub-total</b>	<b>17,766</b>	<b>16,000</b>	<b>(1,766)</b>
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	30,500	29,000	(1,500)
<b>Sub-total</b>	<b>30,500</b>	<b>29,000</b>	<b>(1,500)</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	220	300	80
<b>Sub-total</b>	<b>220</b>	<b>300</b>	<b>80</b>
<b>Total Expenses</b>	<b>4,085,789</b>	<b>3,537,985</b>	<b>(547,804)</b>

# ADMINISTRATION OFFICE

# Administration Office



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

Division 32, 45 & 49

### FUNCTIONS & RESPONSIBILITIES

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

### FY 17 GOALS & OBJECTIVES

- Implement structured marketing plan with focus on customer retention and new customer acquisition
- Improve route planning to reduce overtime, part time drivers, and split shifts
- Implement service enhancements for increased ridership and service delivery to customers
- Deploy employee self services for Human Resource interactions
- Provide educational opportunities to employees for skill set improvement and self improvement

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	150,476	121,311	195,359	221,716	262,419	40,703
5010201610 ADMIN SALARIES-OT	595	56	605	-	-	-
5010700000 ALLOCATED SALARIES	(1,145)	(1,222)	(1,466)	(1,680)	(1,680)	(0)
5029999999 TOTAL FRINGE BENEFITS	108,751	84,019	148,634	143,479	173,158	29,679
5030300001 BENEFIT MANAGEMENT EXPENSES	88,507	33,651	6,548	-	-	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	145,388	30,005	(143)	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	38,500	40,279	45,763	54,231	49,810	(4,421)
5030400000 TEMPORARY HELP SERVICES	1,394	16,502	13,182	20,000	10,000	(10,000)
5039900003 PRINTING EXPENSE	-	1,630	-	3,825	4,500	675
5049900000 HR TRAINING	1,166	2,445	4,035	4,500	1,860	(2,640)
5049900001 OFFICE SUPPLIES	848	1,920	2,624	2,500	3,677	1,177
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	200	1,324	4,152	2,559	(1,593)
5090200000 TRAVEL MEETINGS/TRAINING	-	975	3,286	2,500	5,123	2,623
5090201000 EMPLOYEE EVENT EXPENSE	2,739	2,689	13,897	17,950	18,368	419
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,448	261	-	1,835	1,760	(75)
5090800000 RECRUITING EMPLOYEES	30,812	17,997	26,248	42,722	47,551	4,829
5090800100 EMPLOYEE RECOGNITION	-	165	4,311	16,698	16,458	(240)
5090800125 TUITION REIMBURSEMENT	3,145	5,427	8,297	38,000	38,000	-
5099900001 STAFF DEVELOPMENT	1,941	4,370	528	2,400	-	(2,400)
<b>Total Expenses</b>	<b>574,567</b>	<b>362,677</b>	<b>473,033</b>	<b>574,828</b>	<b>633,563</b>	<b>58,735</b>

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

Division 32, 45 & 49

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,863	210,486	234,276	239,750	274,838	35,088
5010201610 ADMIN SALARIES-OT	1,340	1,524	1,155	-	-	-
5010700000 ALLOCATED SALARIES	(1,693)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	77,709	196,397	169,751	180,676	195,176	14,500
5030303240 CONTRACTED SERVICES	25,933	35,795	61,933	150,000	143,000	(7,000)
5030303260 ADVERTISING	13,143	16,073	21,885	35,008	69,658	34,650
5030303270 SUNLINE EVENTS EXPENSE	24,568	13,950	9,960	9,800	13,000	3,200
5030303271 MUSIC FESTIVAL	-	14,813	13,420	18,000	20,000	2,000
5030303272 EMPLOYEE HOLIDAY GALA	-	5,394	-	-	-	-
5030303280 CITY REVENUE SHARING	3,171	6,915	5,800	15,000	7,000	(8,000)
5030400000 TEMPORARY HELP SERVICES	-	-	2,988	-	-	-
5039900003 PRINTING EXPENSE	56,141	107,861	68,023	67,900	86,524	18,624
5049900001 OFFICE SUPPLIES	2,127	2,770	2,554	2,166	8,075	5,909
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	12,129	11,350	12,280	11,700	13,600	1,900
5090200000 TRAVEL MEETINGS/TRAINING	-	1,027	3,269	1,800	5,000	3,200
<b>Total Expenses</b>	<b>323,429</b>	<b>624,356</b>	<b>607,293</b>	<b>731,800</b>	<b>835,871</b>	<b>104,071</b>

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	195,086	167,159	198,424	252,405	315,699	63,294
5010201610 ADMIN SALARIES-OT	1,795	2,380	395	1,500	-	(1,500)
5010700000 ALLOCATED SALARIES	(3,558)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	100,284	129,623	126,804	188,646	212,471	23,825
5030200010 CONSULTING	4,317	164,763	106,576	145,000	150,000	5,000
5030400000 TEMPORARY HELP SERVICES	4,352	-	6,037	2,500	-	(2,500)
5039900003 PRINTING EXPENSE	6,207	-	-	-	-	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	163,920	188,337	-	-	-	-
5039900005 ILP-NF PROGRAM EXPENSES	33,996	52,309	-	-	-	-
5039900007 CVAG-JARC PROGRAM EXPENSES	57,855	19,535	-	-	-	-
5039900008 RCTC-JARC PROGRAM EXPENSES	18,372	6,303	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	22,452	15,500	33,713	32,500	32,500	-
5039900011 RCTC - NEW FREEDOM PROGRAM EXPENSES	3,194	3,232	-	-	-	-
5039900012 RIDERSHIP STUDY	-	73,583	-	-	-	-
5049900001 OFFICE SUPPLIES	1,155	933	671	1,200	1,500	300
5090200001 TRAVEL TRAINING	150	492	11,158	-	14,800	14,800
5090201000 EMPLOYEE EXPENSES	-	-	114	550	-	(550)
5099900001 STAFF DEVELOPMENT	4,077	2,665	3,920	2,800	-	(2,800)
<b>Total Expenses</b>	<b>613,654</b>	<b>826,813</b>	<b>487,811</b>	<b>627,101</b>	<b>726,970</b>	<b>99,869</b>

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

Division 32, 45 & 49

**PERSONNEL SUMMARY**

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Chief Administration Officer	1.00	1.00	0.00
1	Deputy Chief Administration Officer	1.00	1.00	0.00
1	Chief Planning & Rail Consultant	0.00	1.00	1.00
1	Planning Manager	1.00	1.00	0.00
1	Front Office Receptionist	1.00	1.00	0.00
1	Transit Infrastructure Technician	1.00	1.00	0.00
1	Transit Service Analyst	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
1	Human Resources Technician	1.00	1.00	0.00
1	Digital Information Technician	1.00	1.00	0.00
1	Drug & Alcohol Compliance Officer	1.00	1.00	0.00
1	Public Outreach Specialist	1.00	1.00	0.00
1	Customer Service Supervisor	1.00	1.00	0.00
1	Transit Planning Assistant	0.00	1.00	1.00
1	Benefits Specialist	0.00	1.00	1.00
1	Outreach Technician	0.00	1.00	1.00
3	Customer Service Representative	3.00	3.00	0.00
<b>20</b>	<b>Total FTE's</b>	<b>16.00</b>	<b>20.00</b>	<b>4.00</b>

## ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY

### Division 42

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY 17 GOALS & OBJECTIVES

- Implement a paperless office system with document management system
- Expand SharePoint services for increased communication and information management
- Expand data security with improved of failover systems
- Deploy Wi-Fi and cellular access to all fixed route vehicles

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

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimates	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010200500 ADMIN SALARIES	58,623	62,731	122,803	122,777	141,785	19,008
5010201610 ADMIN SALARIES-OT	511	-	-	-	-	-
5010700000 ALLOCATED SALARIES	(1,565)	(1,171)	(930)	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	33,679	40,722	83,483	73,876	92,494	18,618
5030200006 COMMUNICATIONS	71,569	113,688	139,065	141,620	203,000	61,380
5030300009 CONTRACTED SERVICES	10,376	53,156	1,300	3,000	3,000	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	126,979	274,458	295,484	315,593	350,050	34,457
5030400000 TEMPORARY HELP SERVICES	9,862	-	-	-	-	-
5030500000 OFFICE EQUIPMENT MAINTENANCE	2,937	26,083	32,507	35,500	30,000	(5,500)
5049900001 OFFICE SUPPLIES	1,347	8,637	9,821	14,000	14,000	-
5049900010 COMPUTER SUPPLIES	9,879	19,987	22,660	18,000	18,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	2,275	-	4,000	8,000	4,000
<b>Total Expenses</b>	<b>324,197</b>	<b>600,565</b>	<b>706,192</b>	<b>727,436</b>	<b>859,399</b>	<b>131,963</b>

#### PERSONNEL SUMMARY

FY 17 Physical Count	Classification	FY 16 Base FTE's	FY 17 Proposed Base FTE's	Variance
1	Information Technologies Administrator	1.00	1.00	0.00
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	0.00	1.00	1.00
<b>3</b>	<b>Total FTEs</b>	<b>2.00</b>	<b>3.00</b>	<b>1.00</b>

#### Notes:

- Assistant Information Technology Technician title changed to Assistant Information Technology Administrator.

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	221,716	262,419	40,703
<b>5010700000 ALLOCATED SALARIES</b>	(1,680)	(1,680)	(0)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	143,479	173,158	29,679
<b>Sub-total</b>	<b>363,515</b>	<b>433,897</b>	<b>70,382</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	48,210	43,789	(4,421)
VTT and licenses	6,021	6,021	-
<b>Sub-total</b>	<b>54,231</b>	<b>49,810</b>	<b>(4,421)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	20,000	10,000	(10,000)
<b>Sub-total</b>	<b>20,000</b>	<b>10,000</b>	<b>(10,000)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Handbook supplements/new	1,625	150	(1,475)
MOU (300)	1,600	150	(1,450)
Promotional materials	600	4,200	3,600
<b>Sub-total</b>	<b>3,825</b>	<b>4,500</b>	<b>675</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	4,500	1,860	(2,640)
<b>Sub-total</b>	<b>4,500</b>	<b>1,860</b>	<b>(2,640)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,500	3,677	1,177
<b>Sub-total</b>	<b>2,500</b>	<b>3,677</b>	<b>1,177</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
IPMA-Human Resources	2,742	630	(2,112)
CALPELRA	700	700	-
SHRM	410	380	(30)
PIHRA	300	300	-
DEAC	-	100	100
CalChamber - HR California	-	449	449
<b>Sub-total</b>	<b>4,152</b>	<b>2,559</b>	<b>(1,593)</b>

**ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>509020000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	2,500	5,123	2,623
<b>Sub-total</b>	<b>2,500</b>	<b>5,123</b>	<b>2,623</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Holiday event/EOQ plaques	500	500	-
Holiday party	10,020	11,518	1,499
Employee spring event	2,000	2,000	-
Additional incentive/summer	500	500	-
Health and Benefits fair	4,930	3,850	(1,080)
<b>Sub-total</b>	<b>17,950</b>	<b>18,368</b>	<b>419</b>
<b>5090201001 EMPLOYEE WELLNESS PLAN EXPENSE</b>			
Promotional materials related to SunLine's health programs	1,835	1,760	(75)
<b>Sub-total</b>	<b>1,835</b>	<b>1,760</b>	<b>(75)</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Recruitment ads	3,400	3,400	-
Job Fair fees	1,000	-	(1,000)
Background checks	4,822	5,651	829
Executive Officer recruiting	18,500	18,500	-
Relocation expenses for executive officers	15,000	20,000	5,000
<b>Sub-total</b>	<b>42,722</b>	<b>47,551</b>	<b>4,829</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Years of service awards for employees	16,698	16,458	(240)
<b>Sub-total</b>	<b>16,698</b>	<b>16,458</b>	<b>(240)</b>
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	20,000	20,000	-
Graduate level courses	18,000	18,000	-
<b>Sub-total</b>	<b>38,000</b>	<b>38,000</b>	<b>-</b>
<b>5099900001 STAFF DEVELOPMENT</b>			
Westgate Transit Certificate Program	2,400	-	(2,400)
<b>Sub-total</b>	<b>2,400</b>	<b>-</b>	<b>(2,400)</b>
<b>Total Expenses</b>	<b>574,828</b>	<b>633,563</b>	<b>58,735</b>

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

Division 45

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	239,750	274,838	35,088
<b>5029999999 TOTAL FRINGE BENEFITS</b>	180,676	195,176	14,500
<b>Sub-total</b>	<b>420,426</b>	<b>470,014</b>	<b>49,588</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Website hosting	63,000	50,000	(13,000)
Public relations firm	75,000	75,000	-
Annual report	12,000	8,000	(4,000)
Update to SunLine videos	-	10,000	10,000
<b>Sub-total</b>	<b>150,000</b>	<b>143,000</b>	<b>(7,000)</b>
<b>5030303260 ADVERTISING</b>			
Yellow Pages	4,508	4,508	-
Print, TV, radio & social media	20,000	50,000	30,000
Production costs associated with exterior bus and shelter advertisements	4,000	8,650	4,650
Mass printing costs	1,000	1,000	-
Promotional items	5,500	5,500	-
<b>Sub-total</b>	<b>35,008</b>	<b>69,658</b>	<b>34,650</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	4,800	10,000	5,200
Promotional materials at events	-	3,000	3,000
Learning center video update	5,000	-	(5,000)
<b>Sub-total</b>	<b>9,800</b>	<b>13,000</b>	<b>3,200</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	18,000	20,000	2,000
<b>Sub-total</b>	<b>18,000</b>	<b>20,000</b>	<b>2,000</b>
<b>5030303280 CITY REVENUE SHARING</b>			
Cost associated with advertising in various cities	15,000	7,000	(8,000)
<b>Sub-total</b>	<b>15,000</b>	<b>7,000</b>	<b>(8,000)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Rider's Guides	42,900	41,524	(1,376)
GFI	22,000	45,000	23,000
Event promotional materials	3,000	-	(3,000)
<b>Sub-total</b>	<b>67,900</b>	<b>86,524</b>	<b>18,624</b>

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

Division 45

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900001 OFFICE SUPPLIES</b>			
Business Card Stock	250	250	-
Laminated Pouches	168	168	-
Laminated Rolls	582	682	100
Card Stock	540	600	60
Toner for receptionist/customer svc printers	-	4,075	4,075
Special Project Supplies	626	2,300	1,674
<b>Sub-total</b>	<b>2,166</b>	<b>8,075</b>	<b>5,909</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
CV Economic Partnership	10,000	10,000	-
Rotary	500	500	-
Costco	200	300	100
City Chamber Memberships	-	1,600	1,600
PSDRCCVA	1,000	1,200	200
<b>Sub-total</b>	<b>11,700</b>	<b>13,600</b>	<b>1,900</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	1,800	5,000	3,200
<b>Sub-total</b>	<b>1,800</b>	<b>5,000</b>	<b>3,200</b>
<b>Total Expenses</b>	<b>731,800</b>	<b>835,871</b>	<b>104,071</b>

## ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	252,405	315,699	63,294
<b>5010201610 ADMIN SALARIES-OT</b>	1,500	-	(1,500)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	188,646	212,471	23,825
<b>Sub-total</b>	<b>442,551</b>	<b>528,170</b>	<b>85,619</b>
<b>5030200010 CONSULTING</b>			
Transcription services	5,000	5,000	-
On-call planning services	80,000	85,000	5,000
Grant writer	60,000	60,000	-
<b>Sub-total</b>	<b>145,000</b>	<b>150,000</b>	<b>5,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary staff	2,500	-	(2,500)
<b>Sub-total</b>	<b>2,500</b>	<b>-</b>	<b>(2,500)</b>
<b>5039900010 RIVERSIDE COMMUTERLINK EXPENSES</b>			
Riverside Commuterlink Expenses. These are expenses for press ads (radio, print, billboards) for Commuter Link promotion.	32,500	32,500	-
<b>Sub-total</b>	<b>32,500</b>	<b>32,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,200	1,500	300
<b>Sub-total</b>	<b>1,200</b>	<b>1,500</b>	<b>300</b>
<b>5090200001 TRAVEL TRAINING</b>			
Costs associated with travel such as meals & parking fees	-	14,800	14,800
<b>Sub-total</b>	<b>-</b>	<b>14,800</b>	<b>14,800</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Costs associated with employee training	550	-	(550)
<b>Sub-total</b>	<b>550</b>	<b>-</b>	<b>(550)</b>
<b>5099900001 STAFF DEVELOPMENT</b>			
Training and webinars	2,800	-	(2,800)
<b>Sub-total</b>	<b>2,800</b>	<b>-</b>	<b>(2,800)</b>
<b>Total Expenses</b>	<b>627,101</b>	<b>726,970</b>	<b>99,869</b>

**PERFORMANCE MANAGEMENT OFFICE - INFORMATION TECHNOLOGY DETAIL**

**Division 42**

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	122,777	141,785	19,008
<b>5010700000 ALLOCATED SALARIES</b>	(930)	(930)	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	73,876	92,494	18,618
<b>Sub Total</b>	<b>195,723</b>	<b>233,349</b>	<b>37,626</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	56,320	108,320	52,000
Phone services	44,000	52,000	8,000
Internet & cable	39,000	40,380	1,380
Music services for phone lines	1,300	1,300	-
Phone line support	1,000	1,000	-
<b>Sub-total</b>	<b>141,620</b>	<b>203,000</b>	<b>61,380</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	-
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Fleet-Net	28,812	28,812	-
Trapeze	97,830	117,830	20,000
Cummins	1,800	1,800	-
New software	5,000	5,000	-
Support Contract for Cisco & HP	3,009	3,009	-
AVAIL	112,500	126,957	14,457
Axcient	36,392	36,392	-
Lansweeper	1,200	1,200	-
Stancil	500	500	-
Safari Books Online	1,000	1,000	-
ShoreTel	8,500	8,500	-
Barracuda web filter service	2,900	2,900	-
Barracuda spam filter service	1,900	1,900	-
Syslog Watcher	250	250	-
Microsoft Enterprise Agreement	14,000	14,000	-
<b>Sub-total</b>	<b>315,593</b>	<b>350,050</b>	<b>34,457</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	27,000	27,500	500
Document shredding	2,500	2,500	-
Copier Lease	6,000	-	(6,000)
<b>Sub-total</b>	<b>35,500</b>	<b>30,000</b>	<b>(5,500)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	1,000	1,000	-

**PERFORMANCE MANAGEMENT OFFICE - INFORMATION TECHNOLOGY DETAIL**

**Division 42**

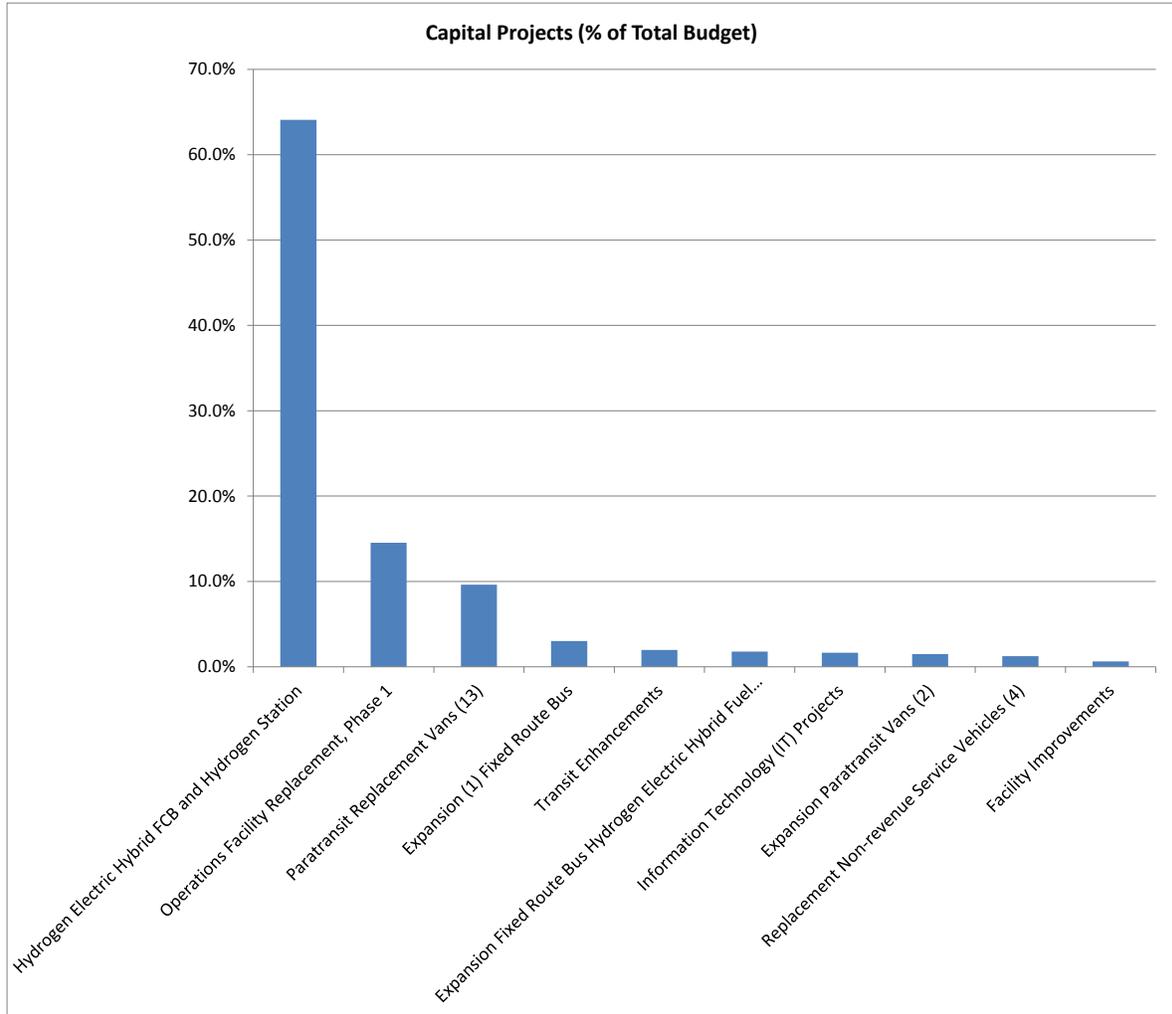
General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
Copy paper	10,000	10,000	-
Stationary	3,000	3,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	-
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	18,000	18,000	-
<b>Sub-total</b>	<b>18,000</b>	<b>18,000</b>	-
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	4,000	8,000	4,000
<b>Sub-total</b>	<b>4,000</b>	<b>8,000</b>	<b>4,000</b>
<b>Total Expenses</b>	<b>727,436</b>	<b>859,399</b>	<b>131,963</b>

# **CAPITAL BUDGET**

## SUMMARY OF CAPITAL PROJECTS

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There are ten (10) new capital projects being requested in FY 17 at a total value of \$19,055,873. The most significant projects in terms of cost include five (5) new fuel cell buses along with an upgrade to the current hydrogen station, phase 1 of a new operations building and thirteen (13) replacement paratransit vans. The investments included in this Capital Budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities/equipment, and technology.



## SUMMARY OF CAPITAL PROJECTS

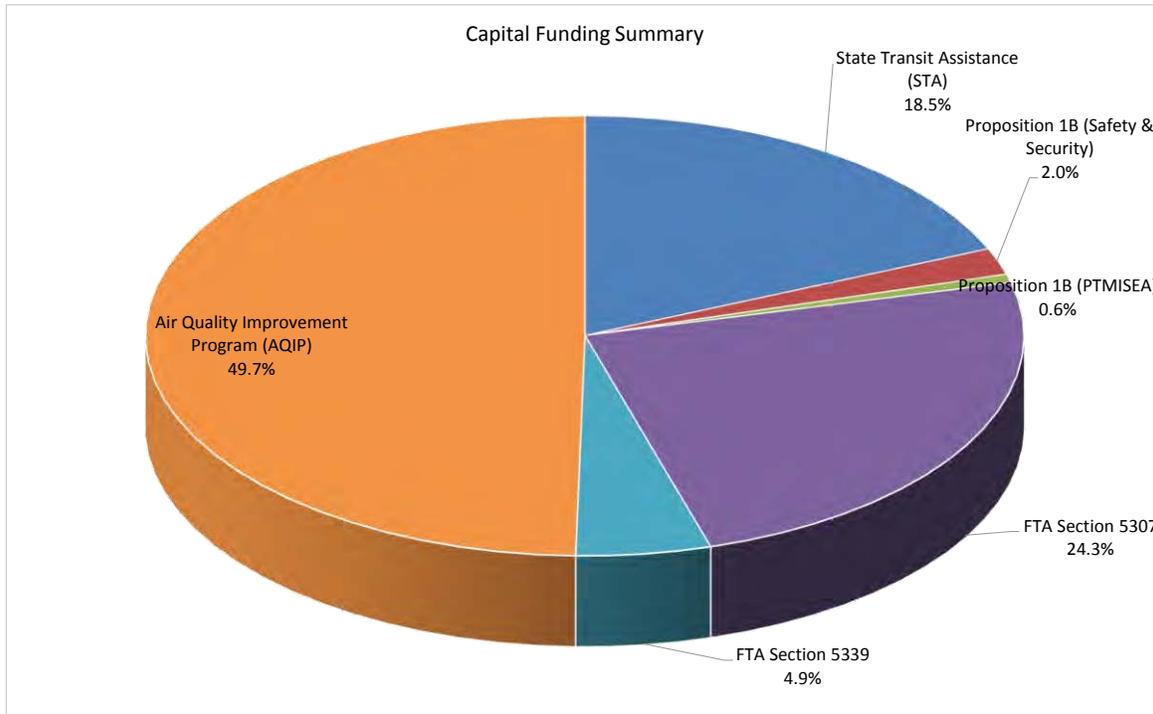
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### CAPITAL BUDGET SUMMARY

Item Description	Expended Life to Date (Incl. FY 16)	FY 17 Requested Budget	Estimated Project Costs at Completion
Paratransit Replacement Vans (13)	-	1,833,000	1,833,000
Expansion Paratransit Vans (2)	-	282,000	282,000
Transit Enhancements	-	373,551	373,551
Information Technology (IT) Projects	-	312,000	312,000
Facility Improvements	-	117,802	117,802
Operations Facility Replacement, Phase 1	-	2,768,000	2,768,000
Replacement Non-revenue Service Vehicles (4)	-	240,000	240,000
Hydrogen Electric Hybrid FCB and Hydrogen Station	-	12,213,200	12,213,200
Expansion Fixed Route Bus Hydrogen Electric Hybrid Fuel Cell Bus (LoNo Match)	-	341,320	341,320
Expansion (1) Fixed Route Bus	-	575,000	575,000
<b>TOTAL</b>	-	<b>19,055,873</b>	<b>19,055,873</b>

## FUNDING SUMMARY

SunLine Transit Agency has six (6) sources of funding for the FY 17 Capital Budget, including various Federal, State and Local funding sources. These will fund the ten (10) capital projects included in the FY 17 Capital Budget.



Funding Source	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
State Transit Assistance (STA)	2,954,160	3,533,078	578,918
Proposition 1B (Safety & Security)	373,153	373,551	398
Proposition 1B (PTMISEA)	4,931,311	117,802	(4,813,509)
FTA Section 5307	3,458,489	4,625,368	1,166,879
FTA CMAQ	973,830	-	(973,830)
FTA Section 5310	93,406	-	(93,406)
FTA Section 5339	913,804	942,874	29,070
CARB	2,000,000	-	(2,000,000)
Air Quality Improvement Program (AQIP)	-	9,463,200	9,463,200
LoNo	9,803,860	-	(9,803,860)
<b>Total Funds Requested by Fiscal Year</b>	<b>25,502,013</b>	<b>19,055,873</b>	<b>(6,446,140)</b>

**FY 17 PROJECTS BY FUNDING SOURCE**

FY 17	STA	Prop 1B PTMISEA	Prop 1B Transit Security	FTA Section 5307	FTA Section 5339	AQIP	FY 17 Proposed Budget
Paratransit Replacement Vans (13)	1,113,032			719,968			1,833,000
Expansion Paratransit Vans (2)	28,200			253,800			282,000
Transit Enhancements			373,551				373,551
Information Technology (IT) Projects	62,400			249,600			312,000
Facility Improvements		117,802					117,802
Operations Facility Replacement, Phase 1	1,825,126				942,874		2,768,000
Replacement Non-revenue Service Vehicles (4)	48,000			192,000			240,000
Hydrogen Electric Hybrid FCB and Hydrogen Station				2,750,000		9,463,200	12,213,200
Expansion Fixed Route Bus Hydrogen Electric Hybrid Fuel Cell Bus (LoNo Match)	341,320						341,320
Expansion (1) Fixed Route Bus	115,000			460,000			575,000
<b>Total</b>	<b>3,533,078</b>	<b>117,802</b>	<b>373,551</b>	<b>4,625,368</b>	<b>942,874</b>	<b>9,463,200</b>	<b>19,055,873</b>
<b>Total FY 17 Proposed Budget</b>							<b>\$ 19,055,873</b>

**CAPITAL PROJECTS**

**Paratransit Replacement Vans (13)**

In order to adhere to our vehicle replacement program and federal guidelines, the Agency is requesting to replace thirteen (13) paratransit vehicles. Failure to replace aging vehicles according to the guidelines will result in increased maintenance costs.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Paratransit Replacement Vans (13)	1,833,000
<b>Total</b>	<b>1,833,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,113,032	1,113,032
FTA Section 5307	Federal	-	719,968	719,968
<b>Total Funds by FY</b>		-	1,833,000	1,833,000
<b>Estimated Total Funds at Completion</b>				1,833,000

**Expansion Paratransit Vans (2)**

Due to the continued increase in Paratransit service, two (2) expansion vehicles are being requested to meet demand.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Expansion Paratransit Vans (2)	282,000
<b>Total</b>	<b>282,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	28,200	28,200
FTA Section 5307	Federal	-	253,800	253,800
<b>Total</b>		-	282,000	282,000
<b>Estimated Total Funds at Completion</b>				282,000

## CAPITAL PROJECTS

### Transit Enhancements

The transit enhancement project will consist of the purchase of new bus shelters and enhancements to current shelters. This project includes concrete work and other safety and ADA compliance improvements. As Prop 1B Safety & Security qualifies as a replacement, this project also address FTA requirements which state that one percent (1%) of Section 5307 apportionment must be used on security improvements.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Transit Enhancements	373,551
<b>Total</b>	<b>373,551</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
Prop 1B Safety & Security	State	-	373,551	373,551
<b>Total</b>		-	373,551	373,551
<b>Estimated Total Funds at Completion</b>				373,551

### Information Technology (IT) Projects

IT equipment is vital to the accuracy, timeliness and efficiency of daily functions. The funding request will ensure the Agency's various equipment, software and hardware needs are met.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology (IT) Projects	312,000
<b>Total</b>	<b>312,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	62,400	62,400
FTA Section 5307	Federal	-	249,600	249,600
<b>Total Funds by FY</b>		-	312,000	312,000
<b>Estimated Total Funds at Completion</b>				312,000

### Facility Improvements

The facility improvement project will allow SunLine to improve and replace existing assets.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvements	117,802
<b>Total</b>	<b>117,802</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
Prop 1B PTMISEA	State	-	117,802	117,802
<b>Total Funds by FY</b>		-	117,802	117,802
<b>Estimated Total Funds at Completion</b>				117,802

**CAPITAL PROJECTS**

**Operations Facility Replacement, Phase 1**

Phase 1 of the operations facility replacement project will allow SunLine allocate funds and complete initial planning at the Thousand Palms site. The new operations building will allow SunLine to replace the remainder of trailers currently being occupied by employees.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Operations Facility Replacement, Phase 1	2,768,000
<b>Total</b>	<b>2,768,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,825,126	1,825,126
FTA Section 5339	Federal	-	942,874	942,874
<b>Total Funds by FY</b>		-	<b>2,768,000</b>	<b>2,768,000</b>
			<b>Estimated Total Funds at Completion</b>	<b>2,768,000</b>

**Replacement Non-revenue Service Vehicles (4)**

The purchase of four non-revenue service vehicles will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Replacement Non-revenue Service Vehicles (4)	240,000
<b>Total</b>	<b>240,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	48,000	48,000
FTA Section 5307	Federal	-	192,000	192,000
<b>Total Funds by FY</b>		-	<b>240,000</b>	<b>240,000</b>
			<b>Estimated Total Funds at Completion</b>	<b>240,000</b>

**CAPITAL PROJECTS**

**Hydrogen Electric Hybrid FCB and Hydrogen Station**

In April 2016, California's Air Resources Board informed SunLine of a preliminary award for the Air Quality Improvement Program and Low Carbon Transportation Greenhouse Gas Reduction Fund Investments competitive grant solicitation. SunLine's successful proposal was leveraged by the Agency's continued leadership in alternative fuels. The grant will allow SunLine to purchase five (5) new fuel cell buses and make improvements to the hydrogen fueling station.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Hydrogen Electric Hybrid FCB and Hydrogen Station	12,213,200
<b>Total</b>	<b>12,213,200</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
FTA Section 5307	Federal	-	2,750,000	2,750,000
Air Quality Improvement Program (AQIP)	State	-	9,463,200	9,463,200
<b>Total Funds by FY</b>		-	12,213,200	12,213,200
<b>Estimated Total Funds at Completion</b>				12,213,200

**Expansion Fixed Route Bus Hydrogen Electric Hybrid Fuel Cell Bus (LoNo Match)**

This request will allow SunLine to allocate match funding towards an existing grant to purchase five (5) new fuel cell buses. The previous match was Board approved for utilization towards the lease of electric buses.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Expansion Fixed Route Bus Hydrogen Electric Hybrid Fuel Cell Bus (LoNo Match)	341,320
<b>Total</b>	<b>341,320</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	341,320	341,320
<b>Total Funds by FY</b>		-	341,320	341,320
<b>Estimated Total Funds at Completion</b>				341,320

## CAPITAL PROJECTS

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### Expansion (1) Fixed Route Bus

The purchase of one (1) fixed route bus to support the service improvement plan.

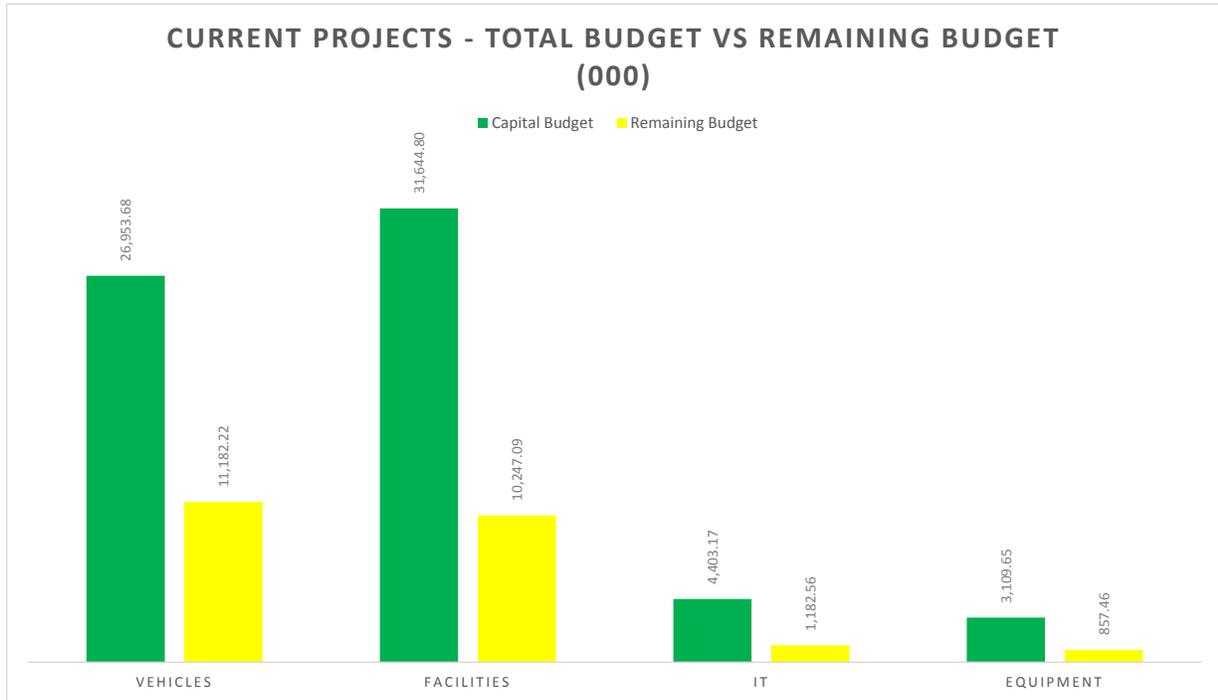
#### PROJECT TYPE:

Project Budget	Total Project Budget
Expansion (1) Fixed Route Bus	575,000
<b>Total</b>	<b>575,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 17 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	115,000	115,000
FTA Section 5307	Federal	-	460,000	460,000
<b>Total Funds by FY</b>		-	575,000	575,000
			<b>Estimated Total Funds at Completion</b>	575,000

## SUMMARY OF CURRENT CAPITAL PROJECTS

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**SunLine Transit Agency**  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

760-343-3456  
[www.sunline.org](http://www.sunline.org)

## SunLine Transit Agency

**DATE:** May 25, 2016 **Discussion**

**TO:** Finance Committee  
Board of Directors

**FROM:** Interim Deputy Chief Administration Officer

**RE:** [Review and Discussion of the Draft FY 2016/17 Short Range Transit Plan \(SRTP\)](#)

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### **Background**

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

The SRTP is subject to approval by the Finance Committee and Board of Directors of SunLine Transit Agency as well as the Riverside County Transportation Commission (RCTC). The following are highlights of the FY 2016/17 SRTP.

### **Proposed Operating Plan:**

In fiscal year 2016/17, the operating budget will increase from \$30,794,949 to \$33,474,111. The budget increase includes operating cost increases (wages, benefit costs, etc.) as well as the following service improvements:

- New service initiatives - Line 92 – local circular within the City of Coachella to be introduced in FY 16/17. This route will replace existing Line 90.
- Lines 14 – adjust schedule and terminus location at Indian Canyon/Ramon.
- Line 24 - reroute to serve Sunrise between Vista Chino and Racquet Club, discontinue fixed scheduled service to Vista Chino/Caballeros and Racquet Club/Caballeros (linked to Line 111 change below), and provide supplemental service in these areas to accommodate school students. Extend line to Ramon/San Luis Rey retail area and replace terminus loop route at south Palm Springs (Palm Springs Airport) (linked to Line 30 change below).
- Line 30 - adjust schedule and terminus location at Indian Canyon/Ramon, as well as, realign to serve the Palm Springs Airport at Tahquitz Cyan/El Cielo.
- Line 32 – reroute selective trips to serve the Thousand Palms Transit Hub to connect with Greyhound Bus Lines.

- Line 53 - reroute to serve Monterey/Dinah Shore at the Super Walmart, discontinue service to Joslyn Center, Xavier School, and the segment of service on Highway 111 from San Pablo to Cook Street.
- Line 70 - increase service frequency to 40-minutes weekdays and 60-minutes on weekends, and extend to North of I-10.
- Lines 80 and 81 – improve frequency from 60-minutes to 30-minutes. The frequency improvements are conditional pending funding for additional resources.
- Lines 90, 91 and 95 - Line 91 will serve current Line 90 alignment in Indio. Implement circular service in Coachella. Line 95 will terminate at 5<sup>th</sup>/Vine to connect with Line 111, and route will be realigned to service Airport Boulevard east of SR 86 via Buchanan at Mecca/Thermal College of the Desert campus.
- Line 111 – realign segment of route to Palm Canyon and Indian Canyon via Racquet Club Road (linked to Line 24 change above), as well as, improving westbound route alignment at Hwy 111/Flower.

**Capital Plan:**

The following new capital projects are proposed in FY 2016/17 totaling \$19,055,873 to purchase the following:

- Fleet:
  - Thirteen (13) Replacement Paratransit Vans
  - Two (2) New Expansion Paratransit Vans
  - One (1) New Expansion Fixed Route Bus
  - Four (4) Replacement Non-Revenue Support Vehicles
  - One (1) New Hydrogen Electric Hybrid Fuel Cell Fixed Route Bus
- Facilities:
  - Transit Enhancements of the Bus Stop System
  - Facility Improvements to Improve Existing Buildings at both properties in Thousand Palms (Div-1) and Indio (Div-2).
  - Operations Facility Replacement, Phase 1
  - Hydrogen Fueling Station
- Technology:
  - Information Technology Projects

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Joseph Friend  
Interim Deputy Chief Administration Officer

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**April 27, 2016**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00 pm on Wednesday, April 27, 2016 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**

Chair Kristy Franklin led all in a salute to our flag.

**3. Roll Call**

Completed.

**Members Present**

Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Kristy Franklin, Chair, SunLine Agency Board Member, City of La Quinta  
Steven Hernandez, Vice Chair, SunLine Agency Board Member, City of Coachella  
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board  
Susan Marie Weber, SunLine Agency Board Member (alternate), City of Palm Desert  
Ginny Foat, SunLine Agency Board Member, City of Palm Springs  
Troy Strange, SunLine Agency Board Member, City of Indio

**Members Absent**

John J. Benoit, SunLine Agency Board Member, County of Riverside

**4. Presentations**

**Presentation of Pantry to People Volunteers – Norma Stevens**

Norma Stevens gave background on the event which was started by Glen Miller with the idea that snow birds have a lot of leftover food at the end of their stay and this would be a good way to get rid of it and benefit others. The donations that were received this year went to the Galilee Center in Mecca. Ms. Stevens thanked all who supported the event including SunLine staff who gave up their Saturday. Ms. Stevens also remarked how special it is to have the students from Sacred Heart School who always step up and come and help. Ms. Stevens acknowledged the exceptional volunteer program that Sacred Heart has. Ms. Stevens acknowledged the principal from Sacred Heart Alan Bruzzio and five of the students that volunteered Nicole Torian, Daniel Duardo, Cambell George, Nina Mahon, and Christopher Moya. Each student expressed why they thought it was important to volunteer.

SunLine Agency Board Member Chair Franklin stated that the middle school students at Sacred Heart are required to do so many volunteer hours each trimester of volunteer work.

### **Paratransit Overview – Vanessa Mora, Tamara Miles & Manny Garcia**

Lauren Skiver, CEO/General Manager stated that this presentation is in response to questions from the board regarding paratransit operation. This is a complex service and we are going to give an overview of its operation and I think it will spur other discussions and other potentials for information that we share with this body going forward.

**Vanessa Mora** gave an overview of ADA and types of eligibility.

**Tamara Miles** gave an overview of service area, scheduling, on-time performance, missed trips and excessive ride times.

**Manny Garcia** gave an overview of fixed route service, paratransit service, total trip increases, total no-shows, trip service cost comparison and potential improvements.

SunLine Agency Board Member Peabody asked if they had an overlap with Desert Arc who has 26 buses. Ms. Skiver stated that they do transport but the uniqueness of their customer base requires hand-to-hand sorts of services meaning that individuals are actually walked into and delivered to a supervisor at the work site. The ADA under SunLine cannot provide that in paratransit service. Ms. Skiver stated that we do carry Desert Arc customers who have disabilities but who can still independently ride. We do augment their service but a lot of the service they provide is for individuals with disabilities that are so profound that they need extra help to navigate origin to destination.

Ms. Skiver commended the staff and said she was very proud of the presentation as these were folks that are delivering the service every day but to get up and talk about it is difficult. They are doing a lot of work to look to improve our paratransit for customers who can't functionally use fixed route. We want this body to know that there are some individuals that absolutely can use fixed route. We want to do some changes to our paratransit model over the next year to encourage people and to also require people who have the ability to use fixed route to do so. It's the only way to protect this service for those who can't.

SunLine Agency Board Member Strange asked if there were any minimum requirements based on any funding that we get meaning that we have to provide a number of rides throughout the course of a year. Ms. Skiver stated that ADA is an unfunded mandate and we don't get any money to do it but it is not funded through any cycle of funding through the FTA. Ms. Skiver stated that we can take a little of our operating money and charge it to that, she believes 10% or under, but we don't get specific streams of money to pay for paratransit. It is something that paratransit has

struggled with since the ADA was passed. It is a very needed law but it didn't come with money.

SunLine Agency Board Member Weber mentioned that there was an increase in no-shows and asked if we had been able to capture the reasons. Ms. Weber stated that she couldn't imagine anyone not showing as they had requested the ride.

Manny Garcia, Superintendent of Transportation stated that no-shows were pretty common with a percentage of about 7.9%. The individuals that repeat this pattern don't have any penalty for doing it that's why we need a no-show policy. Industry standard for no-shows is around 2-3% and we are at 7.9%. Mr. Garcia explained that we would not change the system over night that we would be taking a year and as people get their certifications and qualify for the service we will go into the new process with them.

SunLine Agency Board Member Foat stated that when she sees the buses there is always only one or two passengers on the bus and she doesn't ever see the buses full. She asked if there would be a savings by having less buses out on the road.

Mr. Garcia stated that if we had less buses we would lose quite a bit of service. Mr. Garcia stated that the national average was about 1.2 passengers per hour and our rate is 2.1 per hour. Lauren Skiver, CEO/General Manager stated that there was a very distinct reason why. No other service other than paratransit has a very sharp regulation for pick up time so it limits how many people you can pick up and still stay in that window of on time. That's why you see one or two people because even with a 40-minute window if you think about driving and picking, loading a wheel chair, driving and picking and loading a wheelchair we only have 40 minutes to get all of those people picked up in that window of on time. We are measured by the federal government on how many times we are on time. It's very finite how many people you can actually get into a vehicle and drive and still have that on time performance remain where it is supposed to be. Ms. Skiver stated that we will work on educating the customers over the next year.

SunLine Agency Board Member Foat stated that the program was a lifesaver for the senior population. She commented that the 40-minute window is sometimes okay because you are in an area where you can see out the window or see your ride approaching but there can be times where people are sitting out in the sun. It has been requested for the driver to communicate with the location.

Tamara Miles, Senior Controller explained that there are accommodations that can be made. Lauren Skiver, CEO/General Manager stated that we do origin to destination which means people whose disabilities require us to go to the door we will but that's not for everyone. Ms. Skiver wanted to remind the board that this is comparable to fixed route it isn't specialized service that goes beyond what a person would expect on public transit. Ms. Skiver explained that there are some people that are too disabled to use this service and it is not a catch all for every disability type and every type of service. It's not medical transport and that's another education we need to do in the valley. Ms. Skiver stated that at \$82 a trip it is already way beyond in cost and service

what we deliver to fixed route passengers. Ms. Skiver stated that we have to get people who can use fixed route to use it so we improve the service for those who absolutely can't.

### **Federal Transit Administration Triennial Review Overview – Rudy LeFlore**

Rudy Le Flore, Chief Performance Officer went over the results of the Triennial Review performed by the FTA which occurs every three years. Mr. Le Flore went over the categories that were reviewed stating that there were multiple questions in each category. SunLine wins a lot of grants so they did an enhanced review for technical capacity meaning that there is a capacity to exercise those grants in a way that complies with the FTA regulations. They asked extensive questions on how we manage our grant funds. The result of the review was that the team was impressed foremost with our performance metrics which is one of the things Lauren has implemented since she has been here. They observed that we had some industry best practices especially noted in the ADA area that was presented and they expressed that there were no concerns in this area. One of the quotes from the lead triennial reviewers was "this is one of the better run transit agencies in the nation." Mr. Le Flore summarized the findings:

- **292 potential finding areas**
  - **4 Findings = 1.3%**

Mr. Le Flore stated that he felt it was a significant accomplishment especially considering the diversity of projects that SunLine takes on and the many challenges that come along with those projects. Mr. Le Flore went over the four findings.

- **Quarterly progress reports need to be filed timely and estimated completion dates need to be reflected in the quarterly progress report**
- **No evidence that Lease vs Purchase Analysis was transmitted to FTA on 2014 Michelin Tire Purchase**
- **Maintenance records for some facilities maintenance inspections could not be located**
- **(Disputed) Buy America Documentation was not located in the file for purchase of non-revenue vehicles.**

They submitted a draft report whereupon we had ten days to respond to that report and we responded with that dispute. Mr. Le Flore stated that he wanted to give this board an update as there will be a final report that will be issued by the FTA and will go to the board Chairman. This is a significant accomplishment for the staff in it's entirety.

SunLine Agency Board Member Hobart stated that was quite an achievement that there were four out of two hundred and ninety-two and one of those is contested. That is just amazing. Everyone on our staff should be very very proud of what we have done.

**5. Finalization of Agenda**

No changes to the agenda.

**6. Public Comments****7. Board Member Comments****8. Consent Calendar**

- a) Checks over \$1,000 and backup report, for, February 2016
- b) Credit card statement for February 2016
- c) Monthly Variance Report February 2016
- d) Contracts signed in excess of \$25,000 February 2016
- e) Ridership Reports for February 2016
- f) SunDial Operational Notes for February 2016
- g) Metrics
- h) Board Member Attendance

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

**9. Access Advisory Committee Members**

Vanessa Mora, Compliance Officer stated at the April board meeting it was requested by the Board Operations Committee to bring back to the Board of Directors a list of members who currently serve on the Access Advisory Committee. The document listing the twelve members and the organizations they represent is in your board packet.

SunLine Agency Board Member Franklin asked how often they meet. Ms. Mora explained that currently they are meeting every other month and as we improve the paratransit service we hope to meet on a monthly basis.

SunLine Agency Board Member Franklin asked what their mission was. Ms. Mora stated that their mission is to help the agency improve our transit service especially with our customers who need to use our paratransit. SunLine Agency Board Member Franklin asked which agency staff member oversees this committee. Ms. Mora stated that she oversees the committee which transitioned to the Compliance Office taking over the Access Advisory Committee as of last month. SunLine Agency Board Member Franklin asked if the committee had good attendance. Ms. Mora stated that the committee does have good attendance with almost all twelve members coming to the meetings along with some agency staff.

**10. Air Resources Board**

Lauren Skiver, CEO/General Manager will include information on this in her GM Report.

**11. Approval of Minutes**

SunLine Agency Board Member Strange moved to approve the minutes of the February 24, 2016 Board meeting. The motion was seconded by SunLine Agency Board Member Peabody. The motion was approved by a vote of 6 yes; 0 no; 3 abstain

**12. Ratify Resolution No. 0751 Revising Agency/Committee Bylaws**

**(Greg Pettis, Chair Board Operations Committee;  
Staff: Diane Beebe/Eric Vail)**

This item was brought to the Board Operations Committee and the committee unanimously approved the item and SunLine Agency Board Member Pettis motioned to approve Resolution No. 0751 Revising Agency/Committee Bylaws and the motion was seconded by SunLine Agency Board Member Hernandez. The motion carried by a unanimous vote of 9 yes; 0 no.

**13. Contract with AVAIL Technologies, Inc.**

**(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Polo Del Toro)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Betts moves to approve and SunLine Agency Board Member Hernandez seconded. The motion carried by a unanimous vote of 9 yes; 0 no.

SunLine Agency Board Member Spiegel was not in attendance today and SunLine Agency Board Member Betts gave report. SunLine Agency Board Member Franklin commented that the Avail Technologies can be removed and used at later time.

**14. Contract with Apollo Video Technology**

**(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Joseph Friend)**

This item was brought to the Finance/Audit Committee and the committee approved the item and SunLine Agency Board Member Betts moves to approve and SunLine Agency Board Member Pettis seconded. The motion carried by a unanimous vote of 9 yes; 0 no.

SunLine Agency Board Member Spiegel was not in attendance today and SunLine Agency Board Member Betts gave report.

**15. Contract for New Bus Lift and Installation  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Polo Del Toro)**

This item was brought to the Finance/Audit Committee and the committee unanimously approved the item and SunLine Agency Board Member Betts moves to approve and SunLine Agency Board Member Hobart seconded. The motion carried by a unanimous vote of 9 yes; 0 no.

SunLine Agency Board Member Spiegel was not in attendance today and SunLine Agency Board Member Betts gave report.

**16. Employee Handbook  
(Greg Pettis, Chair Board Operations Committee;  
Staff: Semia Hackett)**

This item was brought to the Board Operations Committee and the committee unanimously approved the item and SunLine Agency Board Member Pettis motioned to approve the Employee Handbook and the motion was seconded by SunLine Agency Board Member Hobart. The motion carried by a unanimous vote of 9 yes; 0 no.

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

CEO/General Manager, Lauren Skiver addressed the Board and stated that she wanted to highlight our Earth Day celebration that happened on Friday. Ms. Skiver stated that behind her was a solar panel signed by attendees of the event and she asked the board members to sign on their way out. She stated we hope to hang the solar panel in the board room possibly on the back wall. Ms. Skiver thanked the board Chair, Kristy Franklin, Supervisor Benoit, Mayor Henry from Cathedral City, Councilman Van Tanner from Palm Desert and Aurora Salvador who represents Assemblyman Garcia's office. It was a really good event and we appreciate our partnership with Renova Solar and getting the solar project done.

Ms. Skiver wanted to highlight the ARB Award which is in the board packet. SunLine has put in for a project and is a big winner compared to other large transit systems we were awarded 12.5 million dollars for hydrogen buses and a very much needed upgrade to our hydrogen reformer. We are studying what type of hydrogen production capabilities and technologies we are going to be using going forward. ARB has indicated in this letter that we will get about 9.4 million on the first round and the other 3.1 in the next fiscal year's round of funding. Ms. Skiver stated that she hadn't talked to the team yet but felt we should start working on the reformer first since we are not replacing the buses right now and we could do that with the money we are getting in the first round.

Ms. Skiver notified the board that we would be having the SunLine picnic this Sunday from 10:00 a.m. to 3:00 p.m. at the Thousand Palms Community Center on Roberts Road. She also brought attention to the items at each board member's place on the dais and had Stephanie Buriel, Interim Taxi Administrator and Administrative Analyst

stand and introduce the team that puts these things together. Last month they brought you items that we gave to the bus operators and the bargaining unit and today is Administrative Professionals Day and these items are given to administrative employees to show appreciation for all they do.

Ms. Skiver introduced Jim Rayl, Customer Service Manager who had taken a photo of the transit hub showing how we are supporting Coachella Fest by the number of people that were at our transit hub on Monday catching either the 220 or the Greyhound to get back home. The transit hub is doing a lot of things to promote transportation and connectivity within the region.

That concludes my report.

**18. Closed Session**

a) CONFERENCE WITH LABOR NEGOTIATOR

Agency Representative: Lauren Skiver

Employee Organization: ATU

Pursuant to Government Code section 54957.8

b) Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9(d)(1)

Alzayat v. Hebb, et al. Case No. INC 1204627

c) 1. Public Employee Performance Evaluation

Pursuant to Government Code Section 54957(b)

Position Title: Chief Executive Office / General Manager

2. Conference with Labor Negotiator

Pursuant to Government Code Section 54957.7(a)

Agency Representative: City Attorney

Unrepresented Employee: Chief Executive Officer / General Manager

**Report Out of Closed Session**

Legal Counsel, Eric Vail, reported that the Board met in Closed Session on three items for discussion one was labor negotiations and you met with your chief labor negotiator and gave direction and authorized their signature of an MOU if in the event ATU approves the vote tonight to do that and will come back to the board for ratification if they approve it. You also had a conference with legal counsel in regard to the matter of Alzayat v. Hebb and had a discussion and gave direction to legal counsel in that case no reportable action. The third item had to do with the evaluation of your CEO and the board did not have time to reach that item and will be rescheduled for a later event.

**19. Next Regular Board Meeting Date**

May 25, 2016

11:30 a.m., New Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

20. **Adjourn**  
Meeting was adjourned at 2:00 p.m.

Respectfully Submitted,

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Diane Beebe  
Clerk of the Board

## SunLine Transit Agency

**DATE:** May 25, 2016 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Chief Performance Consultant

**RE:** [Resolution 0752 to Approve of CARB Awarded Project](#)

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### **Recommendation**

Recommend that the Board of Directors:

- (a) Approve the attached Resolution 0752 implementing a Project consisting of the Acquisition of 5 Hydrogen Fuel Cell Buses and a new Hydrogen Fueling Station; and
- (b) Approve submission of a Notice of Exemption to the County of Riverside Clerks Office

### **Background**

Staff successfully competed for funding from the California Air Resources Board for 5 additional Fuel Cell Buses and a much needed replacement of its Hydrogen Fueling Station. SunLine received an award of \$12,586,791.

California Environmental Quality Act (CEQA) requires that whomever has the decision-making authority for the project also approve the exemption.

These capital assets will be included in the Short Range Transit Plan to be brought before this Board for approval. This filing of this Notice is a condition of receiving the funding from CARB and initiation the project.

Staff has concluded that this project is Categorical Exempt from the California Environmental Quality Act requirements because the project replaces an existing hydrogen fueling station used to fuel hydrogen fuel cell buses utilized in providing public transportation. This replacement will be located at the same facility as the unit that is being replaced. This exemption falls under Title 4 Article 19 Section 15301 (Existing Facilities).

## **Financial Impact**

The funding for this effort will be from the aforementioned CARB Grant supplemented by Federal matching capital grant funds which will be included in the FY 17 SunLine Capital Budget.

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Rudy Le Flore

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0752

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY APPROVING THE REPLACEMENT OF THE AGENCY'S HYDROGEN FUELING STATION AND THE ACQUISITION OF FIVE HYDROGEN FUEL CELL BUSES, APPROVING AGENCY MATCHING FUNDS IN THE AMOUNT OF \$2.75 MILLION, AND FINDING THE PROJECT EXEMPT FROM CEQA

**WHEREAS**, Agency staff applied for and was granted funding from the California Air Resources Board (CARB) in the amount of \$12,586,791 for the replacement of the Agency's Hydrogen Fueling Station and the acquisition of five hydrogen fuel cell buses (the "project").

**WHEREAS**, CARB will not release any funding to the Agency until the Agency approves the project and completes any required review of the project under the California Environmental Quality Act (CEQA).

**WHEREAS**, CARB also requires that the Agency contribute matching funds for the project as a condition of receiving CARB grant funding.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency:

Section 1. The Board of Directors finds that the project consists of: 1) the replacement of an existing hydrogen fuel station used to refuel Agency buses used providing public transportation, and the replacement station will be installed in substantially the same location as the existing station; and 2) the acquisition of five hydrogen fuel cell buses that will be used to replace existing CNG buses in use by the Agency. The Board of Directors finds that this project is exempt from CEQA under CEQA Guidelines 15301 (Existing Facilities) and 15302 (Replacement or Reconstruction) because the project consists of the replacement of an existing facility involving negligible or no expansion of use, it will be located on the same site as the facility being replaced, and the project will have substantially the same purpose and capacity as the facility being replaced. In addition, the new buses will be replacing buses currently in use with cleaner models. Agency staff is directed to file a Notice of Exemption with the County Clerk that is in substantial conformance with this resolution and the form Notice of Exemption attached as Appendix E to the CEQA Guidelines.

Section 2. The Board of Directors approves the project and directs Agency staff to take any and all steps necessary to secure the CARB funding and complete the project.

Section 3. The Board of Directors approves the appropriation of \$2,750,000 of Federal Transit Administration (FTA) Section 5307 funding for the project.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this \_\_ day of \_\_\_\_\_, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Diane Beebe  
Clerk of the Board  
SunLine Transit Agency

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Kristy Franklin  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM

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Eric Vail  
General Counsel

## SunLine Transit Agency

**DATE:** May 25, 2016 **ACTION**

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

**FROM:** Interim Deputy Chief Administration Officer

**RE:** Contract for Physician Services and Drug & Alcohol Testing

---

### **Recommended Action**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with Norton Medical Services for Physician Services and Drug & Alcohol Testing for a period of three (3) years with two single year options, with a not to exceed amount of \$150,000.

### **Background**

SunLine requires the services of an independent testing contractor to comply with the requirements set forth in 49 CFR Part 40 and Part 655, and SunLine Transit Agency Drug and Alcohol Policy No: B-010394.

### **Reason for Selection of Procurement Process**

The Request for Proposal solicitation was selected as the procurement method in order to award the contract to the responsive and responsible contractor based on the following established criteria: experience and past performance, key personnel, detailed work plan, and cost.

### **Reason for Selection of the Contract Type**

A Firm Fixed Price contract with a Not-To-Exceed amount was selected because it places upon the contractor maximum risk and full responsibility for all costs and resulting profit or loss.

### **Reason for Selection of the Contractor**

On March 31, 2016, seven (7) proposers were solicited to provide Physician Services and Drug & Alcohol Testing services. The solicitation was advertised in the local newspaper and on SunLine's website. **On May 2, 2016, five (5) separate and individual proposals were received.** The proposers included Ardent Mobile Drug Testing, LLC, DSI Medical Services, Eisenhower Occupational Health Services, Forensic Drug Testing Services, and Norton Medical Industries.

A committee comprised of SunLine's Interim Deputy Chief Administrative Officer, Human Resources Manager, and Drug & Alcohol Compliance Officer evaluated all proposals based on established criteria found in the RFP. Norton Medical Industries was chosen as the contractor representing the best value to SunLine.

**How Price was Determined Fair and Reasonable**

Norton Medical Industries' price was determined to be fair and reasonable based on a [price analysis and adequate price competition](#).

**Financial Impact**

The Not-To-Exceed price of \$150,000 is based on a budget of \$50,000 annually for the three-year term. The annual cost will be included in the operating budget for each fiscal year.

---

Joseph L Friend

## Bidders List

### **Ardent Mobile Drug Testing, LLC**

26413 Jefferson Ave., Ste. H  
Murrieta, CA 92562  
(951) 837-5892  
Denise Griffith  
[denise@ardentdrugtesting.com](mailto:denise@ardentdrugtesting.com)

### **Desert Oasis Healthcare**

275 N. El Cielo Rd.,  
Palm Springs, CA 92262  
(760) 320-8814 x 1271  
Patricia Nelson

### **DOT Physicals On The Go**

Beaumont/Coachella, CA  
(760) 972-7273  
[dotphysicals@yahoo.com](mailto:dotphysicals@yahoo.com)

### **DSI Medical Services**

300 Welsh Road, Bldg #4, Suite 160  
Horsham, PA 19044  
(215) 443-0531  
[Roger.Hornby@dsimed.com](mailto:Roger.Hornby@dsimed.com)

### **Eisenhower Occupational Health Services**

67-780 E. Palm Canyon Dr.  
Cathedral City, CA 92234  
(760) 770-1276  
[kullrich@emc.org](mailto:kullrich@emc.org)

### **Forensic Drug Testing Services**

73700 Dinah Shore Drive, Suite 206  
Palm Desert, CA 92211  
(760) 770-6068  
[kevin@fdtsi.com](mailto:kevin@fdtsi.com)

### **Norton Medical Industries**

6265 Sepulveda Boulevard, Suite 13  
Van Nuys, CA 91411  
(800) 243-7669  
[admin@nortonmedical.com](mailto:admin@nortonmedical.com)



	<b>DSI Medical Services, Inc.</b>	<b>Norton Medical Industries</b>	<b>Difference</b>	<b>Delta</b>
Total Average Cost of Test	\$ 208.12	\$ 157.71	\$ (50.40)	<b>31.96%</b>
Breath Alcohol w/ EBT	\$ 37.00	\$ 55.00	\$ 18.00	<b>32.73%</b>
DOT Physical Exams	\$ 115.00	\$ 125.00	\$ 10.00	<b>8.00%</b>
Annual TPA	\$ -	\$ 100.00	\$ 100.00	<b>100.00%</b>

On May 2, 2016, five individual companies submitted proposals for Physician Services and Drug & Alcohol Testing Services. Upon evaluation of their proposal, it was discovered that only DSI Medical Services and Norton Medical Industries submitted a responsive proposal. The other companies were considered non responsive to the RFP. Therefore, the prices provided by DSI Medical Services and Norton Medical Industries were compared. A price analysis was challenging due to the varying hours of the clinics used for testing. The total average cost of a test factored in the available hours of the clinics proposed as well as additional fees for after-hour testing.

## SunLine Transit Agency

**DATE:** May 25, 2016 **ACTION**

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

**FROM:** Deputy Chief Financial Officer

**RE:** [Resolution 0753 to Increase Board Stipends for Board/Committee Meetings](#)

---

### **Recommendation**

Recommend that the Board of Directors discuss and adopt a resolution approving a stipend increase for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends.

### **Background**

Sunline Transit Agency currently pays each member of the Board of Directors \$50 for each Board meeting attended, and \$25 for each committee meeting attended. Several members of the Board have expressed interest in increasing the amount of the meeting stipend. As a JPA, SunLine has the authority to compensate its Board members consistent with the authority its member agencies have to compensate their council members and supervisors. Counties and charter cities have no limit on the compensation that may be paid to members of the board of supervisors or council members. However, general law cities are limited in how much they may compensate their council members, which is determined by the population of the city. General law cities are also limited in how much compensation they can pay their city council members for attendance at meetings of another body. Government Code section 36516(c) provides:

“Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by [this section]. For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount of compensation, the maximum amount shall be one hundred fifty dollars (\$150) per month for each commission, committee, board, authority, or similar body.”

There is no statute that specifically authorizes board member compensation for JPAs. Therefore, as a JPA that includes general law cities, SunLine must adhere to the limitations that apply to general law cities. Accordingly, staff and legal counsel recommend the following increase: Board Meetings – increase from \$50 to \$100 per Board meeting; Committee meeting compensation remains unchanged (\$25 per committee meeting). The proposed recommendation allows members to continue and serve on up to two committees while staying at or below the \$150 per month requirement.

In addition, legal counsel recommends that SunLine amend its Joint Powers Agreement to include provisions that specifically address Board compensation, set the maximum compensation amount consistent with the limitations applicable to general law cities, and authorize the Board to set compensation amounts by resolution. If the attached resolution is approved, SunLine staff and legal counsel will prepare an amendment to the Joint Powers Agreement and circulate it to the member agencies for approval.

### **Financial Impact**

The estimated financial impact of the aforementioned recommendation is \$12,000 per year. Using the same factors, the recommended rate is \$5,000 per year above the current compensation structure.

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Luis Garcia

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0753

#### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY APPROVING AN INCREASE IN BOARD COMPENSATION AND DIRECTING STAFF TO PREPARE AN AMENDMENT TO THE JOINT POWERS AGREEMENT REGARDING BOARD COMPENSATION

**WHEREAS**, the Agency currently pays each Board Member \$50 for each meeting of the Board and \$25 for each committee meeting.

**WHEREAS**, as a Joint Powers Agency that includes general law cities, the Agency may pay each Board Member up to \$150 per month as compensation for attending board and committee meetings consistent with Government Code section 36516(c).

**WHEREAS**, the Board desires to increase its compensation consistent with the limitations in Government Code section 36516(c).

**WHEREAS**, the Board desires to amend the Joint Powers Agreement that created the Agency to include provisions that expressly authorize compensation of Board Members consistent with the limitations applicable to general law cities.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency:

Section 1. Each member of the Board of Directors of SunLine Transit Agency may receive a stipend for their attendance at Agency meetings as follows:

- a. Meetings of the Board of Directors - \$100 per meeting
- b. Meetings of Board Committees (standing and/or ad hoc) - \$25 per meeting

Notwithstanding the foregoing, no Board Member shall receive more than \$150 per month in stipends for attendance at Agency meetings.

Section 2. Legal counsel and staff are directed to prepare an amendment to the Joint Powers Agreement and circulate it to the member agencies for approval that adds provisions to the Agreement expressly authorizing Board Members to be compensated consistent with the laws applicable to general law cities and authorizes the Board of Directors to set compensation by resolution.

Section 3. Section 1 of this resolution shall not take effect until all of the member agencies approve the amendment to the Joint Powers Agreement called for in Section 2 of this resolution.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 25<sup>th</sup> day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Diane Beebe  
Clerk of the Board  
SunLine Transit Agency

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Kristy Franklin  
Chairperson of the Board  
SunLine Transit Agency

APPROVED AS TO FORM

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Eric Vail  
General Counsel

## SunLine Transit Agency

**DATE:** May 25, 2016 **ACTION**

**TO:** Board of Directors

**FROM:** Tommy D Edwards, Chief Negotiator  
Chief Operating Officer

**RE:** [Approval of the Memorandum of Understanding \(MOU\) with Amalgamated Transit Union \(ATU\), Local 1277](#)

---

### **Recommendation**

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

### **Background**

On March 7, 2016 Sunline Management Negotiation Team and the Union completed a joint training on interest based bargaining and exchanged a list of interests to be discussed and agreed upon ground rules.

On the afternoon March 7, 2016, SunLine and ATU began its first day of negotiations. During negotiations, each side presented their interests and proposed solutions maintaining a positive dialogue to address concerns. The negotiations continued for a total of 9 sessions and late in the evening on April 13, 2016, SunLine and ATU reached a tentative agreement. The tentative agreement was ratified by ATU membership on April 20, 2016.

The agreement is a three-year contract, which would commence on April 1, 2016 subject to approval by the Board. The agreement provides a 3% increase to all union members on July 1, 2016. The next pay increases would be an additional 3% on July 1, 2017, and 3% on July 1, 2018. The agreement also raises the tool allowance for mechanics from \$588 to \$700 per year.

There are two principle change in fringe benefits. First, is a change regarding an increase of employer medical contributions to family coverage by \$35 year-over-year. Second, is the addition of three (3) floater days for paratransit employees with a tenure of three (3) or more years.

The new agreement resulted in some work rule revisions designed to reduce overtime costs, absenteeism, run cuts and grievances. Some of the work rule changes include: a revised voluntary call back (VCB) procedure. The revised VCB procedure will allow management to more efficiently cover routes providing a way for management to hold employees accountable and effectively fill routes without incurring unnecessary overtime, while preserving seniority rights. The revised grievance procedure will require staff to discuss any issues with their immediate supervisors to resolve issues at the lowest levels and enhance communication.

A summary of all the changes is attached along with the final MOU document.

### **Financial Impact**

Approval of this action will result in a total estimated increase of \$399,164 in FY 17, \$420,227 in FY 18 and an additional increase of \$481,184 in FY 19.

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Tommy D Edwards

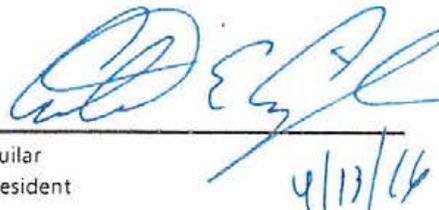
SUNLINE TRANSIT AGENCY  
AND  
AMALGAMATED TRANSIT UNION LOCAL 1277  
2016 NEGOTIATIONS

Tentative Agreement

April 13, 2016

SunLine and ATU have reached a tentative agreement in settlement of negotiations for 2016. The parties agree to the following package:

1. Wages (Article G-29 to be revised):  
Effective July 1, 2016, increase the hourly compensation by 3%;  
Effective July 1, 2017, increase the hourly compensation by an additional 3%;  
Effective July 1, 2018, increase the hourly compensation by an additional 3%.
2. Benefits (See Article G-31 TA):
  - Effective January 1, 2017, increase SunLine's contribution for medical insurance for employees enrolled in family coverage by \$35/month.
  - Effective January 1, 2018, increase SunLine's contribution for medical insurance for employees enrolled in family coverage by an additional \$35/month;
  - Effective January 1, 2019, increase SunLine's contribution for medical insurance for employees enrolled in family coverage by an additional \$35/month;
3. Holiday (See Article O-6 TA): Add 3 floating holidays for paratransit operators with 36 months of service.
4. Signed Tentative Agreement on the following:
  - Article G-13 (Duration)
  - Article G-20 (Grievance)
  - Article G-22 (Uniforms)
  - Article G-28 (Leaves of Absence), Section 1
  - Article G-35 (LMC) and G-36 (Mutual Dignity & Respect)
  - Article M-3, Sections 2, 11 and 12 (Tools & Tool Allowance)
  - Article O-2 (Selection of Runs)
  - Article O-3 (Scheduling of Operators)
5. All other provisions of the MOU not referenced above shall remain unchanged.
6. Holiday Bidding Side Letter Continuation
7. Safety/Accident Prevention Program Side Letter
8. This agreement is subject to ratification by SunLine Board and ATU membership.

X   
\_\_\_\_\_  
Art Aquilar  
ATU President

X  4/13/16  
\_\_\_\_\_  
Lauren Skiver  
CEO/General Manager

**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, May 25, 2016  
11:30 am  
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**  
None

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 Clerk 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 March 2016](#) (Page 1-2))
- b) [SSG/SRA Monthly Budget Reports March 2016](#) (Page 3-4)
- c) [Taxi Vehicle/Rides Analysis](#) (Pages 5-7)
- d) [California Retail Gasoline Price Report](#) (Page 8)
- e) [Metric \(Taxi Expense vs Taxi Revenue\)](#) (Page 9)

----- **DISCUSSION** -----

8. **Draft Taxicab Budget FY17** **Discussion**  
**(Robert Spiegel, Chair of the Taxi Committee; Staff: Luis Garcia)**  
In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In preparation for this action item to come before the Board for approval at the upcoming June 22, 2015 meeting, staff has provided a draft SSG Budget for FY17. The Taxi Committee is in the process of reviewing the draft budget prior to approval by full Board. (Page 10)

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

9. **Approval of Minutes** **Approve**  
Request to the Board to approve the Minutes of the April 27, 2016 Board of Directors meeting. (Page 11-13)
10. **Resolution 077 to Increase Board Stipends for Board/Committee Meetings** **Approve**  
**(Presented by Eric Vail, General Counsel Staff: Luis Garcia)**  
Recommend that the Board of Directors discuss and adopt a resolution approving a stipend increase for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends. (Pages 14-17)

**11. Next Meeting Date**

June 22, 2016

12 o'clock Noon – Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

**12. Adjourn**



**AGENDA**  
**TAXI COMMITTEE MEETING**  
**May 25, 2016**  
**10:00 a.m. - 10:30 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**

5. **Public Comments**

**Receive 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 & FILE**-----

6. **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 March 2016](#) (Page 1-2))
- b) [SSG/SRA Monthly Budget Reports March 2016](#) (Page 3-4)
- c) [Taxi Vehicle/Rides Analysis](#) (Pages 5-7)
- d) [California Retail Gasoline Price Report](#) (Page 8)
- e) [Metric \(Taxi Expense vs Taxi Revenue\)](#) (Page 9)

----- **DISCUSSION** -----

7. **DRAFT Taxicab Budget FY17** **Discussion**  
**(Robert Spiegel, Chair of the Taxi Committee; Staff: Luis Garcia)**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In preparation for this action item to come before the Board for approval at the upcoming June 22, 2016 meeting, staff has provided a draft SSG Budget for FY17 for your discussion and review. (Page 10)

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

8. **Resolution 077 to Increase Board Stipends for Board/Committee Meetings** **Approve**

**(Presented by Eric Vail, General Counsel Staff: Luis Garcia)**

Recommend that the Board of Directors discuss and adopt a resolution approving a stipend increase for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends. (Pages 11-14)

9. **Adjourn**

**SunLine Regulatory Administration**

**Checks \$1,000 and Over**

**For the month of March 2016**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 3/11/16	090194	3/11/2016	\$6,810.67
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 2/26/16	090192	3/11/2016	\$6,771.88
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 3/25/16	090199	3/24/2016	\$4,316.77
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services (Feb 2016)	090186	3/11/2016	\$1,245.50

<b>Total of Checks Over \$1,000</b>	\$19,144.82
<b>Total of Checks Under \$1,000</b>	\$420.88
<b>Total of All Checks for the Month</b>	\$19,565.70
<b>Total Amount of Checks Prior Years Same Month</b>	



SunLine Regulatory Agency  
Budget Variance Report  
March 2016

Description	FY 16 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 16 YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>							
Meter Readings	293,286	23,765	24,441	(676)	169,624	219,965	(50,340)
Revenue Fines	5,000	275	417	(142)	1,400	3,750	(2,350)
Vehicle Inspection Revenue	15,100	1,100	1,258	(158)	10,800	11,325	(525)
Vehicle Re-inspection Revenue	2,000	200	167	33	6,200	1,500	4,700
New Driver Permit Revenue	5,500	540	458	82	3,720	4,125	(405)
Driver Transfer Revenue	1,980	50	165	(115)	600	1,485	(885)
Driver Renewal Revenue	9,200	900	767	133	7,640	6,900	740
Driver Permit Reinstatement/Replacement	165	15	14	1	155	124	31
Vehicle Permit Revenue	91,400	13,923	7,617	6,307	89,191	68,550	20,641
Interest Revenue	39	0	3	(3)	21	29	(9)
Other Revenue	0	0	0	0	540	0	540
<b>Total Revenue</b>	<b>423,670</b>	<b>40,768</b>	<b>35,306</b>	<b>5,462</b>	<b>289,891</b>	<b>317,753</b>	<b>(27,862)</b>
<b>Expenses:</b>							
Salaries and Wages	167,564	5,685	13,964	8,278	92,973	125,673	32,700
Fringe Benefits	103,827	4,559	8,652	4,093	61,375	77,870	16,495
Services	78,500	1,714	6,542	4,828	22,397	58,875	36,478
Supplies and Materials	69,430	9,368	5,786	(3,582)	42,303	52,073	9,770
Miscellaneous	4,349	73	362	290	4,357	3,262	(1,096)
<b>Total Expenses</b>	<b>423,670</b>	<b>21,399</b>	<b>35,306</b>	<b>13,907</b>	<b>223,404</b>	<b>317,753</b>	<b>94,348</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 19,369</b>			<b>\$ 66,487</b>		

## Budget Variance Analysis - SunLine Regulatory

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### Revenue - Unfavorable

- TNCs continue to negatively impact taxi ridership.
- Vehicle permit revenue is up, but is caused by the allowance of full year's vehicle permits to be paid during peak months of October through April.
- Vehicle re-inspection revenue is up. Aging vehicle fleet has increased the quantity of re-inspections performed.

### Salaries and Wages - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

### Fringe Benefits - Favorable

- One employee was re-assigned to SunLine Transit Agency (STA).

### Services - Favorable

- Legal services expenses have been below expectations for the first half of FY16.

### 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

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

**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
<b>TOTALS</b>	<b>2357</b>	<b>461,074</b>	<b>196</b>	<b>2752</b>	<b>463,967</b>	<b>169</b>	<b>3000</b>	<b>464,103</b>	<b>155</b>	<b>2627</b>	<b>436,589</b>	<b>166</b>	<b>2216</b>	<b>441,934</b>	<b>199</b>

	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
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1737</b>	<b>542,365</b>	<b>312</b>	<b>1919</b>	<b>600,349</b>	<b>313</b>	<b>2052</b>	<b>637,756</b>	<b>311</b>

	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	147	34,573	235			#DIV/0!			#DIV/0!			#DIV/0!
JAN	171	52,445	307	153	40,831	267			#DIV/0!			#DIV/0!			#DIV/0!
FEB	164	53,233	325	149	45,849	308			#DIV/0!			#DIV/0!			#DIV/0!
MAR	172	59,639	347	157	49,362	314			#DIV/0!			#DIV/0!			#DIV/0!
APR	189	62,167	329	158	45,720	289			#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	1456	374,467	257	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									
<b>HIGHEST TRIPS</b>	APR	62,167	MAR	49,362								
<b>LOWEST TRIPS</b>	JUN	30,274	AUG	25,959								
<b>MOST VEHICLES</b>	APR	189	APR	158								
<b>LEAST VEHICLES</b>	JUN	134	AUG	126								
<b>MOST TRIPS/VEH</b>	Mar	347	MAR	314								
<b>LEAST TRIPS/VEH</b>	JUN	226	AUG	206								

U.S. Energy	
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	\$2.78
Feb 01, 2016	\$2.53
Mar 01, 2016	\$2.46
Apr 01, 2016	\$2.83
May 01, 2016	\$2.86
Average	\$3.04

[http://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_sca\\_w.htm](http://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_sca_w.htm)

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

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
2012	\$3.49	
2013	\$4.05	
Difference	\$0.56	Rate Increase
		0.08
New Rate	2013/14	\$3.12

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	0.00	\$ 3.12
2015	\$3.54	0.00	\$ 3.12
2016	\$3.04		
Difference	\$3.59		

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	\$3.04	
Difference	-\$0.47	Rate Decrease

# TAXI EXPENSE VS. REVENUE AND VARIANCE FEBRUARY 2016

■ Expense 15 ■ Revenue 15 ■ Expense 16 ■ Revenue 16



Measuring the health of the FY16 SRA budget by monitoring expenses and revenues.  
Goal: Reduce operating expenses by 5% to offset the continued decrease in taxicab ridership.

## SunLine Services Group

**DATE:** May 25, 2016 **Discussion**  
**TO:** Board of Directors  
**FROM:** Deputy Chief Financial Officer  
**RE:** [Draft Taxicab Budget FY17](#)

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### **Background**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In preparation for this action item to come before the Board for approval at the upcoming June 22, 2015 meeting, staff has provided a draft SSG Budget for FY17. The Taxi Committee is in the process of reviewing the draft budget prior to approval by full Board.

By beginning the process now, the Taxi Committee will have the ability to either move forward this budget for approval at the June 22<sup>nd</sup> meeting, or schedule a Special Taxi Committee meeting prior to June 13<sup>th</sup> to continue the review, answer questions or provide direction to staff.

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Luis Garcia

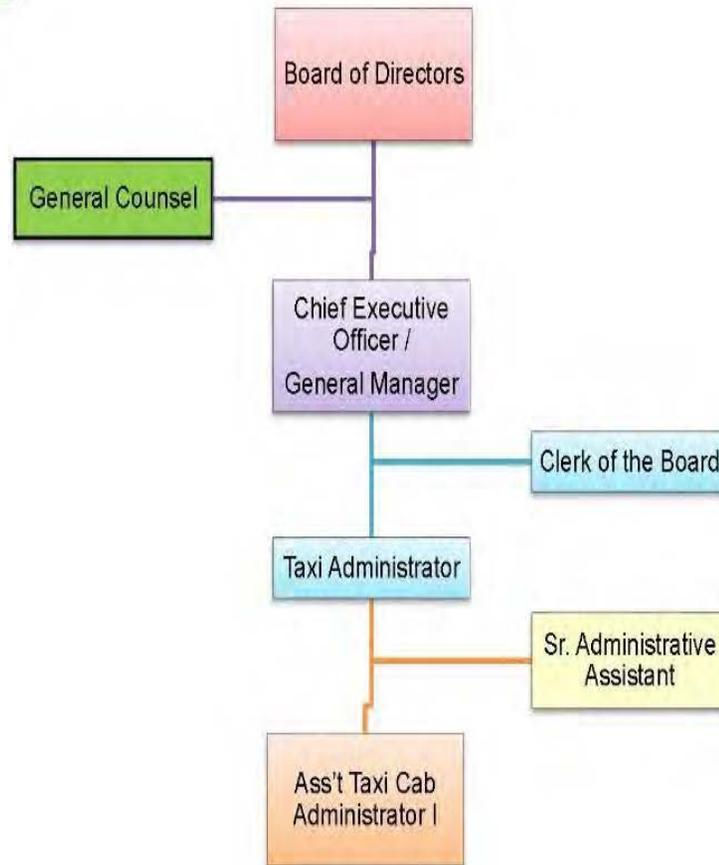


SunLine Regulatory Administration  
ANNUAL BUDGET  
FISCAL YEAR 2017

**DRAFT**

**May 18, 2016**

SunLine  
Services  
Group



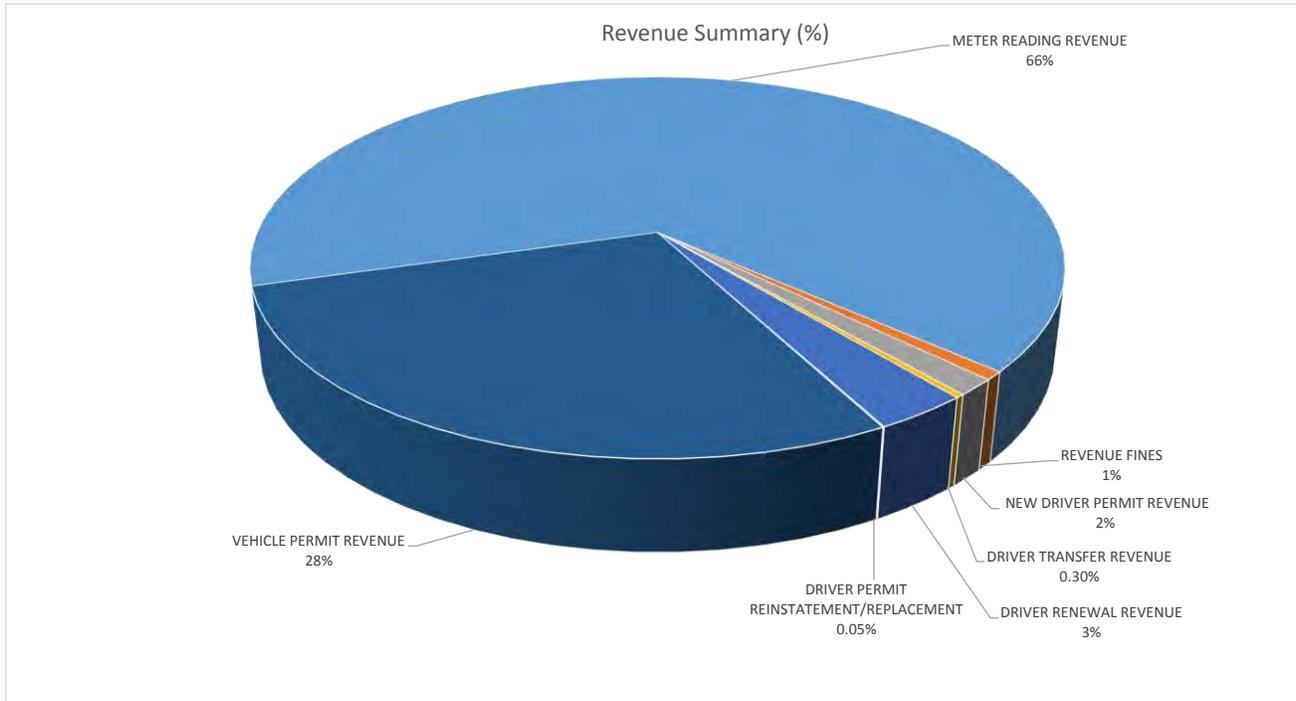
## **FUNCTIONS & RESPONSIBILITIES**

Taxi regulation oversight includes, but is not limited to, responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, insurance of annual taxicab company licenses, suspension and revocation of permits and licenses and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases with appeals processed through the SSG guidelines and policies.

## **FY 17 GOALS & OBJECTIVES**

- Focus on collaborative efforts with the Taxicab Franchises.
- Continue to reduce operating costs.
- Prioritize customer safety.

## REVENUE SUMMARY



Sources of Funding (Operating)	FY 16 Approved Budget	FY 16 Estimates	FY 16 Variance	FY 17 Proposed Budget	FY 17 Variance
4010101100 METER READING REVENUE	293,286	216,169	(77,117)	188,353	(104,933)
4010101200 REVENUE FINES	5,000	1,978	(3,022)	2,000	(3,000)
4010101300 VEHICLE INSPECTION REVENUE	15,100	16,265	1,165	-	(15,100)
4010101400 VEHICLE REINSPECTION REVENUE	2,000	10,023	8,023	-	(2,000)
4010101500 NEW DRIVER PERMIT REVENUE	5,500	4,484	(1,016)	4,000	(1,500)
4010101600 DRIVER TRANSFER REVENUE	1,980	879	(1,101)	850	(1,130)
4010101700 DRIVER RENEWAL REVENUE	9,200	9,829	629	9,200	-
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	165	176	11	150	(15)
4010101900 VEHICLE PERMIT REVENUE	91,400	90,000	(1,400)	80,900	(10,500)
4010102000 INTEREST REVENUE	26	23	(3)	-	(26)
4010102100 INTEREST REVENUE SSG	13	13	0	-	(13)
4010102200 OTHER REVENUE	-	950	950	-	-
<b>Total Revenue</b>	<b>423,670</b>	<b>350,790</b>	<b>(72,880)</b>	<b>285,453</b>	<b>(138,217)</b>

### Notes:

- The FY 16 variance reflects the difference between FY 16 estimated actuals and FY 16 approved budget. The FY 17 variance reflects the difference between FY 17 proposed budget and FY 16 approved budget.

## Taxi Fees

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Taxi fees are approved in a yearly resolution which is presented at the June board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the suggested fees for Fiscal Year 2017 used in the calculation of the proposed budget.

Fees	FY 16 Approved Fees	FY 17 Proposed Fees	Variance
Maximum Base Rate	3	3	-
Driver Permit New	90	90	-
Driver Permit Renewal	50	50	-
Driver Transfer Fee	50	50	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	5	5	-
Vehicle Inspection Per Vehicle Bi-Annual	50	-	(50)
Vehicle Re-Inspection Fee	50	-	(50)
Vehicle Permit - new	600	600	-
Vehicle Permit Alt Fuel/Hybrid, Ada - new	-	500	500
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	400	500	100
Vehicle Permits Re-Insertion	65	65	-
Appeal Fee	100	100	-

### Notes:

- The inspection fees will be eliminated for FY17. Taxicabs will be allowed to conduct inspections at certified shops opposed to SunLine conducting the inspections.
- Initial projections allowed for a removal of vehicle permit fees for hybrids. Given the current state of the taxicab market, the reduction cannot continue to be supported for FY17 and has been increased to \$500.

## SUNLINE SERVICES GROUP

### EXPENSE SUMMARY

General Ledger Code	FY 14 Actuals	FY 15 Actuals	FY 16 Estimated Actuals	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
5010201600 ADMIN SALARIES	174,248	181,705	131,274	167,565	118,531	(49,034)
5010700000 ALLOCATED SALARIES	37,149	34,510	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	126,375	125,305	69,085	103,827	80,556	(23,271)
5030103240 BACKGROUND CHECK SERVICES	5,729	4,099	2,018	4,500	3,000	(1,500)
5030300005 LEGAL SERVICES - GENERAL	28,813	39,397	21,013	50,000	30,000	(20,000)
5030300010 COMPUTER/NETWORK SUPPORT	-	27	-	-	-	-
5030300015 COMPUTER SUPPLIES	-	-	-	3,000	2,000	(1,000)
5030303240 OTHER PROFESSIONAL SERVICES	2,968	1,312	7,800	5,000	-	(5,000)
5030303310 AUDIT SERVICES - EXTERNAL	6,500	10,000	8,290	10,000	10,000	-
5030500000 MAINTENANCE CONTRACTS	3,651	2,892	1,066	3,000	3,000	-
5039900006 OUTSIDE REPAIRS-TAXI	167	-	360	1,000	1,000	-
5039903800 OTHER SERVICES	819	400	386	2,000	1,500	(500)
5040101000 FUEL-CNG	1,264	1,234	730	1,301	1,000	(301)
5040404300 OFFICE SUPPLIES	2,591	4,932	2,502	3,400	2,200	(1,200)
5040404340 ALLOCATED OVERHEAD	686	1,023	52,586	60,729	27,078	(33,651)
5049900002 POSTAGE	689	674	-	-	-	-
5049900032 REPAIR PARTS- TAXI VEHICLES	982	888	595	4,000	2,518	(1,482)
5050200001 UTILITIES	5,462	7,054	-	-	-	-
5050200003 TRASH PICK-UP	506	526	-	-	-	-
5050200006 COMMUNICATIONS	3,747	4,001	-	-	-	-
5060100000 INSURANCE-PHYSICAL DAMAGE	4,174	4,188	-	-	-	-
5079900000 FUEL TAXES	15	15	10	20	20	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	975	525	-	575	-	(575)
5090200000 TRAVEL AND TRAINING	2,645	1,573	-	-	-	-
5090200001 DRIVER TRAINING/EVENTS	-	858	-	-	-	-
5090200002 MILEAGE REIMBURSEMENT	-	-	-	50	50	-
5099900001 STAFF DEVELOPMENT	795	796	4,145	2,704	1,500	(1,204)
5099905990 MISCELLANEOUS EXPENSE	1,924	3,184	3,039	1,000	1,500	500
<b>Total Expenses</b>	<b>412,874</b>	<b>431,118</b>	<b>304,897</b>	<b>423,670</b>	<b>285,453</b>	<b>(138,217)</b>

### PERSONNEL SUMMARY

FY 17 Physical Count	Classification	FY 16 Authorized FTEs	FY 17 Requested FTEs	Variance
1	Taxi Administrator	1.00	1.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Assistant Taxicab Administrator II	1.00	0.00	(1.00)
1	Assistant Taxicab Administrator I	1.00	1.00	0.00
<b>3</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>3.00</b>	<b>(1.00)</b>

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010201600 ADMIN SALARIES</b>	167,565	118,531	(49,034)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	103,827	80,556	(23,271)
<b>Sub-total</b>	<b>271,392</b>	<b>199,087</b>	<b>(72,305)</b>
<b>5030103240 BACKGROUND CHECK SERVICES</b>			
Costs related to processing new applicants	4,500	3,000	(1,500)
<b>Sub-total</b>	<b>4,500</b>	<b>3,000</b>	<b>(1,500)</b>
<b>5030300005 LEGAL SERVICES - GENERAL</b>			
General counsel	50,000	30,000	(20,000)
<b>Sub-total</b>	<b>50,000</b>	<b>30,000</b>	<b>(20,000)</b>
<b>5030300015 COMPUTER SUPPLIES</b>			
Replacement of laptops, tablets and other electronics as needed	3,000	2,000	(1,000)
<b>Sub-total</b>	<b>3,000</b>	<b>2,000</b>	<b>(1,000)</b>
<b>5030303240 OTHER PROFESSIONAL SERVICES</b>			
Consulting	5,000	-	(5,000)
<b>Sub-total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>
<b>5030303310 AUDIT SERVICES - EXTERNAL</b>			
Fiscal year financial statement audit	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>5030500000 MAINTENANCE CONTRACTS</b>			
Copier related expenses	3,000	3,000	-
<b>Sub-Total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5039900006 OUTSIDE REPAIRS-TAXI</b>			
Maintenance costs for vehicles	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039903800 OTHER SERVICES</b>			
Board member compensation for SSG tax committees	600	1,000	400
Security backup or temporary help for major events	1,400	500	(900)
<b>Sub-total</b>	<b>2,000</b>	<b>1,500</b>	<b>(500)</b>
<b>5040101000 FUEL-CNG</b>			
Fuel for vehicles	1,301	1,000	(301)
<b>Sub-total</b>	<b>1,301</b>	<b>1,000</b>	<b>(301)</b>
<b>5040404300 OFFICE SUPPLIES</b>			
Office supplies	3,400	2,200	(1,200)
<b>Sub-total</b>	<b>3,400</b>	<b>2,200</b>	<b>(1,200)</b>
<b>5040404340 ALLOCATED OVERHEAD</b>			
Expenses owed to SunLine for costs such as allocated labor and utilities	60,729	27,078	(33,651)
<b>Sub-total</b>	<b>60,729</b>	<b>27,078</b>	<b>(33,651)</b>

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5049900032 REPAIR PARTS- TAXI VEHICLES</b>			
Anticipated repair costs for aging vehicles	4,000	2,518	(1,482)
<b>Sub-total</b>	<b>4,000</b>	<b>2,518</b>	<b>(1,482)</b>
<b>5079900000 FUEL TAXES</b>			
Fuel tax expenses	20	20	-
<b>Sub-total</b>	<b>20</b>	<b>20</b>	<b>-</b>
<b>5090100000 DUES, MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Annual International Association of Transportation Regulators (IATR) membership	575	-	(575)
<b>Sub-total</b>	<b>575</b>	<b>-</b>	<b>(575)</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for staff	50	50	-
<b>Sub-total</b>	<b>50</b>	<b>50</b>	<b>-</b>
<b>5099900001 STAFF DEVELOPMENT</b>			
General training for staff	2,704	1,500	(1,204)
<b>Sub-total</b>	<b>2,704</b>	<b>1,500</b>	<b>(1,204)</b>
<b>5099905990 MISCELLANEOUS EXPENSE</b>			
Facility maintenance	1,000	1,500	500
<b>Sub-total</b>	<b>1,000</b>	<b>1,500</b>	<b>500</b>
<b>Total Expenses</b>	<b>423,670</b>	<b>285,453</b>	<b>(138,217)</b>

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**April 27, 2016**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, April 27, 2016 at 12:00 p.m. 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 1:03 p.m. by Chairperson Kristy Franklin.

**2. Roll Call**

Completed.

**Members Present**

Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Kristy Franklin, Chair, SunLine Agency Board Member, City of La Quinta  
Steven Hernandez, Vice Chair, SunLine Agency Board Member, City of Coachella  
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board  
Susan Marie Weber, SunLine Agency Board Member (alternate), City of Palm Desert  
Ginny Foat, SunLine Agency Board Member, City of Palm Springs  
Troy Strange, SunLine Agency Board Member, City of Indio

**Members Absent**

John J. Benoit, SunLine Agency Board Member, County of Riverside

**3. Finalization of Agenda**

No changes

**4. Presentations**

None

**5. Public Comments**

**NON - AGENDA ITEMS:**

Bill Myers commented that he had one thing to say and after watching this meeting I have to say if those kids from Sacred Heart are any indication of the younger generation coming through America we could probably relax. He said they were great kids and very inspirational.

Mr. Myers mentioned the paratransit demonstration and said it was wonderful and we have some seriously quality talented people working here. He stated that you have to be happy with that and he certainly is. He stated that the cab industry would like to be part of the solution to paratransit and that they were ready and had the vehicles.

Mr. Myers mentioned Coachella Fest and said he was really proud of the taxi cab industry and what they performed over the weekend without having outside taxi cabs fighting all the Ubers and the traffic congestion they did a great job of getting

those people out of there and getting them home and servicing the community at the same time. He stated that previously the community suffered during Coachella Fest and had a hard time getting taxi cabs. He thanked SunLine for all the work and help SunLine did. The surcharge that they applied really incentivized the drivers to get out there and no one complained about it.

#### **AGENDA ITEMS:**

#### **6. Board Member Comments**

None.

#### **7. Consent Calendar**

- a) SSG/SRA checks over \$1000 issued February 2016.
- b) SSG/SRA Monthly Budget Reports February 2016.
- c) Taxi Vehicle/Rides Analysis.
- d) California Retail Gasoline Price Report
- e) Metric (Taxi Expense vs Taxi Revenue)

SunLine Agency Board Member Hobart moved to approve the Consent Calendar. SunLine Agency Board Member Strange seconded the motion. The motion was approved by a unanimous vote of 9 yes; 0 no.

#### **8. Update on Regulation Changes**

Stephanie Buriel, Interim Taxi Administrator gave an update to the board. In February of this year the board voted to suspend the second reading of the ordinance this is an update on where we stand changing the regulations now.

- **Five items awaiting feedback from the franchises**
  - **We have heard back from them and will be working together on language in the ordinance on number of vehicles and minimum and maximum flexibility in rates.**
- **From legal we are waiting language around anything that has to do with employee employer relationship**
- **Display of rates**
- **Items we are researching have to do with the vehicle age and vehicle inspections**

Ms. Buriel stated that these are some of the items they are working on together.

#### **9. Approval of Minutes**

SunLine Agency Board Member Peabody moved to approve the minutes of March 23, 2016 Board Meeting. The motion was seconded by SunLine Agency Board Member Hobart. The motion carried by a vote of 6 yes; 0 no; 3 abstain.

**10. Ratify Resolution No. 076 Revising Agency/  
Committee Bylaws  
(Robert Spiegel, Chair of the Taxi Committee;  
Staff Diane Beebe/Eric Vail)**

This item was brought to the Board Operations Committee and the committee unanimously approved the item and SunLine Agency Board Member Hobart motioned to approve Resolution No. 076 Revising Agency/Committee Bylaws and the motion was seconded by SunLine Agency Board Member Foat. The motion carried by a unanimous vote of 9 yes; 0 no.

**11. Next Meeting Date**

May 25, 2016 11:30 a.m., Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**12. Adjourn**

Chairperson Franklin adjourned the meeting at 1:10 p.m.

Respectfully Submitted,

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Diane Beebe  
Clerk of the Board

## SunLine Services Group

**DATE:** May 25, 2016 **ACTION**

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

**FROM:** Deputy Chief Financial Officer

**RE:** [Resolution 077 to Establish Board Stipends for Board/Committee Meetings](#)

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### **Recommendation**

Recommend that the Board of Directors discuss and adopt a resolution establishing stipends for Board Members' attendance at Board meetings, and directing staff to promulgate an amendment to the Joint Powers Agreement to include provisions related to Board stipends.

### **Background**

Sunline Services Group (SSG) does not currently pay Board members compensation for attendance at SSG Board meetings but pays members of the Taxi Committee \$25 per meeting for attendance at Taxi Committee meetings. Board Members are compensated for their attendance at Board meetings in their capacities as Board Members of SunLine Transit Agency (STA), but not in their capacities as Board Members of SSG. As STA and SSG are separate legal entities, compensation paid by SSG and STA for attendance at Board meetings should be separate.

As a JPA, SSG has the authority to compensate its Board members consistent with the authority its member agencies have to compensate their council members and supervisors. Counties and charter cities have no limit on the compensation that may be paid to members of the board of supervisors or council members. However, general law cities are limited in how much they may compensate their council members, which is determined by the population of the city. General law cities are also limited in how much compensation they can pay their city council members for attendance at meetings of another body. Government Code section 36516(c) provides:

"Unless specifically authorized by another statute, a city council may not enact an ordinance providing for compensation to city council members in excess of that authorized by [this section]. For the purposes of this section, compensation includes payment for service by a city council member on a commission, committee, board, authority, or similar body on which the city council member serves. If the other statute that authorizes the compensation does not specify the amount of

compensation, the maximum amount shall be one hundred fifty dollars (\$150) per month for each commission, committee, board, authority, or similar body.”

There is no statute that specifically authorizes board member compensation for JPAs. Therefore, as a JPA that includes general law cities, SSG must adhere to the limitations that apply to general law cities. Accordingly, staff and legal counsel recommend the following compensation: Board Meetings – \$100 per Board meeting; Committee meetings - \$25 per meeting. The proposed recommendation allows members to serve on up to two committees while staying at or below the \$150 per month requirement.

In addition, legal counsel recommends that SSG amend its Joint Powers Agreement to include provisions that specifically address Board compensation, set the maximum compensation amount consistent with the limitations applicable to general law cities, and authorize the Board to set compensation amounts by resolution. If the attached resolution is approved, SSG staff and legal counsel will prepare an amendment to the Joint Powers Agreement and circulate it to the member agencies for approval.

### **Financial Impact**

The estimated financial impact of the aforementioned recommendation is \$12,000 per year.

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Luis Garcia

**SUNLINE SERVICES GROUP**

**RESOLUTION NO. 077**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
SUNLINE SERVICES GROUP ESTABLISHING BOARD  
COMPENSATION AND DIRECTING STAFF TO PREPARE  
AN AMENDMENT TO THE JOINT POWERS AGREEMENT  
REGARDING BOARD COMPENSATION**

**WHEREAS**, SunLine Services Group (SSG) does not currently pay its Board Members for attendance at Board meetings, and pays \$25 for attendance at Taxi Committee meetings.

**WHEREAS**, as a Joint Powers Agency that includes general law cities, SSG may pay each Board Member up to \$150 per month as compensation for attending board and committee meetings consistent with Government Code section 36516(c).

**WHEREAS**, the Board desires to establish compensation consistent with the limitations in Government Code section 36516(c).

**WHEREAS**, the Board desires to amend the Joint Powers Agreement that created SSG to include provisions that expressly authorize compensation of Board Members consistent with the limitations applicable to general law cities.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Service Group:

Section 1. Each member of the Board of Directors of SSG may receive a stipend for their attendance at Agency meetings as follows:

- a. Meetings of the Board of Directors - \$100 per meeting
- b. Meetings of Board Committees (standing and/or ad hoc) - \$25 per meeting

Notwithstanding the foregoing, no Board Member shall receive more than \$150 per month in stipends for attendance at SSG meetings.

Section 2. Legal counsel and staff are directed to prepare an amendment to the Joint Powers Agreement and circulate it to the member agencies for approval that adds provisions to the Agreement expressly authorizing Board Members to be compensated consistent with the laws applicable to general law cities and authorizes the Board of Directors to set compensation by resolution.

Section 3. Section 1 of this resolution shall not take effect until the amendment to the Joint Powers Agreement called for in Section 2 of this resolution is approved by

the member agencies consistent with the terms and conditions of the Joint Powers Agreement.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 25<sup>th</sup> day of May, 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Diane Beebe  
Clerk of the Board  
SunLine Services Group

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Kristy Franklin  
Chairperson of the Board  
SunLine Services Group

APPROVED AS TO FORM

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Eric Vail  
General Counsel