

**SUNLINE TRANSIT AGENCY  
BOARD MEETING AGENDA**

**Wednesday, June 22, 2016**

**12:00 p.m.**

**Board Room**

**32-505 Harry Oliver Trail**

**Thousand Palms, CA 92276**

**SunLine Agency Board Member, Greg Pettis,  
participating via teleconference from:  
Hyatt Regency Monterey  
1 Old Golf Course Road  
Monterey, California**

**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**

- |  |                                |
|--|--------------------------------|
| <ol style="list-style-type: none"><li>1. <b><u>Call to Order</u></b><br/>Chairperson Kristy Franklin</li><li>2. <b><u>Flag Salute</u></b></li><li>3. <b><u>Roll Call</u></b></li><li>4. <b><u>Presentations</u></b><br/>None</li><li>5. <b><u>Finalization of Agenda</u></b></li><li>6. <b><u>Public Comments</u></b><br/>(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)</li></ol> | <p><b>Receive Comments</b></p> |
|--|--------------------------------|

**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 April 2016](#) (Pages 1-4)
- b) [Credit Card Statement for April 2016](#) (Pages 5-10)
- c) [Monthly Budget Variance Report for April 2016](#) (Pages 11-14)
- d) [Contracts Signed in Excess of \\$25,000 April 2016](#) (Page 15)
- e) [Ridership Report for April 2016](#) (Page 17)
- f) [SunDial Operational Notes for April 2016](#) (Page 18)
- g) [Metrics \(On time Performance, Early Departures, Late Departures, Late Cancellations, Fleet Availability, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments\)](#) (Page 19—27)
- h) [Board Member Attendance](#) (Page 28)
- i) Lauren Skiver, CEO/General Manager – June trip to Sacramento – CARB – \$688.00

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

- 9. Approval of Minutes **Approve****  
Request to the Board to approve the Minutes of the May 25, 2016 Board of Directors meeting. (Page 29-40)

- 10. Approval of New ACCESS Advisory Committee Members **Approve****  
**(Staff: Compliance Officer, Vanessa Mora)**  
Recommend that the Board of Directors approve the new member of the ACCESS Advisory Committee as approved and presented by the current Members. (Page 41)

11. **Adoption of the Fiscal Year 2017 Operating & Capital Budget** **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors adopt the proposed FY17 Operating and Capital Budgets. (Page 42)
12. **Approval of Short Range Transit Plan (SRTTP) for FY 2016/2017** **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Anita Petke)  
Recommend that the Board of Directors approve the FY 2016/17 SunLine Transit Agency Short Range Transit Plan (SRTTP). (Pages 43-99)
13. **Resolution No. 0754 to Obtain Federal Grant Funding** **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors approve the attached Resolution No. 0754 that grants authorization to the CEO/General Manager to direct the agency staff to apply for grants and obtain funds for the new fiscal year. (Pages 100-103)
14. **Resolutions No. 0755 & 0756 to Obtain Prop 1B Grant Funding** **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors approve the attached Resolutions No. 0755 & 0756 that grant authorization to the CEO/General Manager to execute Proposition 1B grants; Transit System Safety, Security and Disaster Response Account (TSSSDRA) and Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA), for Fiscal Year 2017. (Pages 104-110)
15. **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) (Pages 111-112)

16. **Equal Employment Opportunity & Affirmative Action Program** **Approve**  
(Greg Pettis, Chair Board Operations Committee;  
Staff: Vanessa Mora)  
Recommend that the Board of Directors approve the SunLine Equal Employment Opportunity and Affirmative Action Program and authorize the General Manager/CEO to sign and implement the plan. (Pages 113-205)
17. **Approval of Contract for Time Warner Internet/Cable Services** **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Eric Taylor)  
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 48-month agreement with Time Warner Cable for high-speed internet and television services for Division 2 in Indio with a not to exceed amount of \$17,650. (Page 206-207)
18. **Election of Officers** **Approve**  
(Chairman Kristy Franklin)  
Recommend that the Board of Directors accept nominations and elect officers for SunLine Transit Agency; Chairman of the Board and Vice Chairman of the Board.  
(Pages 208-209)
- 
19. **CEO/General Manager's Report**
20. **Next Meeting Date**  
July 27, 2016  
12 o'clock Noon – New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276
21. **Adjourn**



**FINANCE/AUDIT COMMITTEE AGENDA**  
**June 22, 2016**

**11:00 a.m. – 11:30**  
**Conference Room 2**  
**SunLine Transit Agency**  
**Thousand Palms, CA**

**SunLine Agency Board Member, Greg Pettis,**  
**participating via teleconference from:**  
**Hyatt Regency Monterey**  
**1 Old Golf Course Road**  
**Monterey, California**

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 April 2016](#)
  - b) [Credit Card Statement for April 2016](#)
  - c) [Monthly Budget Variance Report for April 2016](#)
  - d) [Contracts Signed in Excess of \\$25,000 April 2016](#)
  - e) [Ridership Report for April 2016](#)
  - f) [SunDial Operational Notes for April 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](#)
  - i) Lauren Skiver, CEO/General Manager – June trip to Sacramento – CARB – \$688.00

----- ACTION -----

6.     [Adoption of the Fiscal Year 2017 Operating & Capital Budget](#) **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors adopt the proposed FY17 Operating and Capital Budgets.
7.     [Approval of Short Range Transit Plan \(SRTP\) for FY 2016/2017](#) **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Anita Petke)  
Recommend that the Board of Directors approve the FY 2016/17 SunLine Transit Agency Short Range Transit Plan (SRTP).
8.     [Resolution No. 0754 to Obtain Federal Grant Funding](#) **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors approve the attached Resolution No. 0754 that grants authorization to the CEO/General Manager to direct the agency staff to apply for grants and obtain funds for the new fiscal year.
9.     [Resolutions No. 0755 & 0756 to Obtain Prop 1B Grant Funding](#) **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)  
Recommend that the Board of Directors approve the attached Resolutions No. 0755 & 0756 that grant authorization to the CEO/General Manager to execute Proposition 1B grants; Transit System Safety, Security and Disaster Response Account (TSSSDRA) and Public Transportation Modernization, Improvement and Service Enhancement Account (PTMISEA), for Fiscal Year 2017.
10.    [Approval of Contract for Time Warner Internet/Cable Services](#) **Approve**  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Eric Taylor)  
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 48-month agreement with Time Warner Cable for high-speed internet and television services for Division 2 in Indio with a not to exceed amount of \$17,650.
11.    [Adjourn](#)



**AGENDA  
BOARD OPERATIONS COMMITTEE**

**June 22, 2016**

**11:30 – 12:00 a.m.**

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

**SunLine Agency Board Member, Greg Pettis,  
participating via teleconference from:  
Hyatt Regency Monterey  
1 Old Golf Course Road  
Monterey, California**

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

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

5. **[Equal Employment Opportunity & Affirmative Action Program](#)** **Approve**  
(Greg Pettis, Chair Board Operations Committee;  
Staff: Vanessa Mora)  
Recommend that the Board of Directors approve the SunLine Equal Employment Opportunity and Affirmative Action Program and authorize the General Manager/CEO to sign and implement the plan. (Pages 1-84)
6. **Adjourn**

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of April 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>
CalPERS	Group Health Ins Prem	667841	4/1/2016	\$283,540.23
PERMA - Insurance	Gen Lib/WC	667949	4/7/2016	\$113,592.09
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	668117	4/22/2016	\$89,112.32
U.S. BANK INSTITUTIONAL TRUST-	Pension Deposits	667964	4/7/2016	\$85,753.60
PERMA - Insurance	Gen Lib/WC	667853	4/1/2016	\$79,779.63
SO CAL GAS CO.	Utilities	668108	4/22/2016	\$55,989.52
<b>FUEL SOLUTIONS INC.</b>	<b>Engineer Serv CNG Station</b>	<b>668088</b>	<b>4/22/2016</b>	<b>\$50,021.05</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	667982	4/15/2016	\$38,986.15
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	667854	4/1/2016	\$32,583.24
<b>DECALS BY DESIGN, INC.</b>	<b>WIP Bus Rehab Decals/Logos</b>	<b>667867</b>	<b>4/4/2016</b>	<b>\$32,401.34</b>
RELIANCE STANDARD	LTD/STD/LIFE Ins Prem	668100	4/22/2016	\$23,830.00
MICHELIN NORTH AMERICA, INC.	Tire Leasing	668095	4/22/2016	\$23,402.99
<b>AVAIL TECHNOLOGIES</b>	<b>WIP System Upgrade</b>	<b>668129</b>	<b>4/29/2016</b>	<b>\$22,992.00</b>
<b>DECALS BY DESIGN, INC.</b>	<b>WIP Bus Rehab Decals/Logos</b>	<b>668142</b>	<b>4/29/2016</b>	<b>\$21,600.89</b>
IMPERIAL IRRIGATION DIST	Utilities	668022	4/15/2016	\$20,874.45
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	668198	4/29/2016	\$19,231.74
AGREEMENT DYNAMICS, INC.	Labor Negotiating Training	667973	4/15/2016	\$17,373.61
TRAPEZE SOFTWAREGROUP, INC.	Software	668062	4/15/2016	\$17,221.25
AIRWAVE COMMUNICATIONS	Radio and Bumper	667974	4/15/2016	\$15,559.65
ABC COMPANIES	Bus Parts	668124	4/29/2016	\$15,360.19
<b>TRAPEZE SOFTWAREGROUP, INC.</b>	<b>WIP New ITS</b>	<b>668196</b>	<b>4/29/2016</b>	<b>\$14,952.00</b>
<b>TYLER TECHNOLOGIES, INC.</b>	<b>WIP ERP Project</b>	<b>667890</b>	<b>4/4/2016</b>	<b>\$13,013.03</b>
NEW FLYER	Bus Parts	668036	4/15/2016	\$11,850.78
<b>VASQUEZ AND COMPANY LLP</b>	<b>WIP ERP Project</b>	<b>668066</b>	<b>4/15/2016</b>	<b>\$11,014.70</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP Bus Rehab Upholstery</b>	<b>668182</b>	<b>4/29/2016</b>	<b>\$10,479.98</b>
NEW FLYER	Bus Parts	667944	4/7/2016	\$9,827.54
<b>BYD COACH &amp; BUS LLC</b>	<b>WIP Electric Buses Lease</b>	<b>667903</b>	<b>4/7/2016</b>	<b>\$9,750.24</b>
G & K SERVICES	Uniform service	668010	4/15/2016	\$9,290.00
NEW FLYER	Bus Parts	668170	4/29/2016	\$9,289.80
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	667945	4/7/2016	\$8,493.95
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	668007	4/15/2016	\$8,180.55
PALMSPRINGSCLEANING-COM, LLC	Janitorial Servs	668041	4/15/2016	\$8,100.00
IMPERIAL IRRIGATION DIST	Utilities	668154	4/29/2016	\$7,393.22
CUMMINS PACIFIC, LLC	Bus Repair Parts	667996	4/15/2016	\$7,370.81
CREATIVE BUS SALES, INC.	Bus Repair Parts	668138	4/29/2016	\$6,541.76
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP Bus Rehab Upholstery</b>	<b>668048</b>	<b>4/15/2016</b>	<b>\$6,394.03</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>667896</b>	<b>4/7/2016</b>	<b>\$6,289.89</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>668072</b>	<b>4/22/2016</b>	<b>\$6,264.88</b>
<b>SARDO BUS &amp; COACH UPHOLSTERY</b>	<b>WIP Bus Rehab Upholstery</b>	<b>667884</b>	<b>4/4/2016</b>	<b>\$6,238.08</b>
PATRICK M. BRASSIL	Hydrogen Maintenance	668042	4/15/2016	\$6,080.00

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of April 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>
IMPERIAL IRRIGATION DIST	Utilities	667847	4/1/2016	\$6,028.91
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	667851	4/1/2016	\$5,839.69
TRANSPORTATION MANAGEMENT & <i>SARDO BUS &amp; COACH UPHOLSTERY</i>	Bus Route Planning <i>WIP Bus Rehab Upholstery</i>	668114 <b>668103</b>	4/22/2016 <b>4/22/2016</b>	\$5,375.00 <b>\$5,302.37</b>
RUTAN & TUCKER, LLP	Legal fees	668047	4/15/2016	\$5,165.89
TEC OF CALIFORNIA, INC.	Repair Parts	668112	4/22/2016	\$5,049.70
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair Parts	668152	4/29/2016	\$4,824.75
<i>ACCONTEMPS</i>	<i>WIP ERP Project Temp Emp</i>	<b>667894</b>	<b>4/7/2016</b>	<b>\$4,770.50</b>
CUMMINS PACIFIC, LLC	Bus Repair Parts	668140	4/29/2016	\$4,712.52
NEW FLYER	Bus Parts	667849	4/1/2016	\$4,706.11
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667976	4/15/2016	\$4,550.00
<i>TYLER TECHNOLOGIES, INC.</i>	<i>WIP ERP Project</i>	<b>668116</b>	<b>4/22/2016</b>	<b>\$4,409.51</b>
INKHEAD, INC.	Safety Supplies	668023	4/15/2016	\$4,384.77
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>668073</b>	<b>4/22/2016</b>	<b>\$4,374.53</b>
VERIZON WIRELESS	Wireless Cell Service	667891	4/4/2016	\$4,353.07
TELEPACIFIC COMMUNICATIONS	Telephone Service	668191	4/29/2016	\$4,228.34
STRICKLAND KENNY INC.	Lubricants & Oils	667961	4/7/2016	\$4,184.97
CAPITAL ONE (COSTCO)	BoardRoom Supplies	667843	4/1/2016	\$4,148.44
BROADLUX, INC.	Contracted Services-General	668077	4/22/2016	\$4,136.69
CUMMINS PACIFIC, LLC	Bus Repair Parts	667910	4/7/2016	\$4,075.03
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	667840	4/1/2016	\$4,057.76
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	667967	4/7/2016	\$4,026.48
<i>ARCO CONSTRUCTION</i>	<i>WIP Coachella Site</i>	<b>668075</b>	<b>4/22/2016</b>	<b>\$3,980.00</b>
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>668121</b>	<b>4/22/2016</b>	<b>\$3,959.44</b>
ELLSWORTH TRUCK & AUTO	Repair Parts	668000	4/15/2016	\$3,867.33
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	668065	4/15/2016	\$3,862.75
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	667972	4/15/2016	\$3,840.00
<i>ACCONTEMPS</i>	<i>WIP ERP Project Temp Emp</i>	<b>668125</b>	<b>4/29/2016</b>	<b>\$3,826.87</b>
TK SERVICES, INC.	Bus Repair Parts	668057	4/15/2016	\$3,781.61
TIME WARNER CABLE	Utilities	668192	4/29/2016	\$3,701.25
TIME WARNER CABLE	Utilities	667888	4/4/2016	\$3,540.28
TELEPACIFIC COMMUNICATIONS	Telephone Service	667887	4/4/2016	\$3,539.24
ROMAINE ELECTRIC CORP.	Repair Parts	668181	4/29/2016	\$3,529.87
CARQUEST OF THE DESERT	Repair Parts	667989	4/15/2016	\$3,486.08
STRICKLAND KENNY INC.	Lubricants & Oils	668054	4/15/2016	\$3,390.70
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>667953</u>	<u>4/7/2016</u>	<u>\$3,343.27</u>
<i>MICHAEL BAKER INTERNATIONAL, INC.</i>	<i>Solar Panel Project</i>	<b>668164</b>	<b>4/29/2016</b>	<b>\$3,297.95</b>
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	668014	4/15/2016	\$3,267.14
<u>EYE MED</u>	<u>Employee Benefits</u>	<u>668002</u>	<u>4/15/2016</u>	<u>\$3,131.60</u>
GENFARE	Farebox	667922	4/7/2016	\$3,035.38

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

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<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
TOTALFUNDS BY HASLER	Postage Supplies	668058	4/15/2016	\$3,000.00
NAPA AUTO PARTS	Vehicle Repair Parts	667941	4/7/2016	\$2,997.75
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667925	4/7/2016	\$2,985.62
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	667898	4/7/2016	\$2,900.00
ALLIEDBARTON SECURITY SERVICES	Security Services	667859	4/4/2016	\$2,869.26
ALLIEDBARTON SECURITY SERVICES	Security Services	667975	4/15/2016	\$2,869.26
<b>AMERICAN CAB</b>	<b>Taxi Voucher Program</b>	<b>667897</b>	<b>4/7/2016</b>	<b>\$2,868.48</b>
MONSTER WORLDWIDE, INC.	Recruiting Employees	667934	4/7/2016	\$2,825.00
GAS COMPANY, THE	Indio Facility Gas	668011	4/15/2016	\$2,792.77
CAPITAL ONE (COSTCO)	BoardRoom Supplies	667986	4/15/2016	\$2,771.05
<b>ST. BOARD OF EQUALIZATION</b>	<b>Use Sales Tax</b>	<b>668188</b>	<b>4/29/2016</b>	<b>\$2,738.00</b>
SIGNS BY TOMORROW	Safety Signage	667885	4/4/2016	\$2,718.00
ROMAINE ELECTRIC CORP.	Repair Parts	667855	4/1/2016	\$2,683.66
MAGELLAN BEHAVIORAL HEALTH	Employee Assistance	667932	4/7/2016	\$2,550.24
TK SERVICES, INC.	Bus Repair Parts	668193	4/29/2016	\$2,530.97
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	667933	4/7/2016	\$2,510.31
<b>DESERT ALARM, INC.</b>	<b>WIP Coachella Site</b>	<b>668081</b>	<b>4/22/2016</b>	<b>\$2,500.00</b>
INTERNATIONAL E-Z UP, INC.	Marketing Supplies	667928	4/7/2016	\$2,488.35
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>668078</b>	<b>4/22/2016</b>	<b>\$2,484.85</b>
<b>CALIFORNIA STATE DISBURSEMENT</b>	<b>Employee Garnishment</b>	<b>667905</b>	<b>4/7/2016</b>	<b>\$2,484.85</b>
BURRTEC WASTE & RECYCLING	Facility Trash Removal	667983	4/15/2016	\$2,426.05
<b>APOLLO VIDEO TECHNOLOGY</b>	<b>FA Misc. Equip</b>	<b>667899</b>	<b>4/7/2016</b>	<b>\$2,308.23</b>
TRANSIT PRODUCTS & SERVICES	Repair Parts	667963	4/7/2016	\$2,210.00
FIESTA FORD, INC.	Repair Parts/Support	667919	4/7/2016	\$2,198.41
ROMAINE ELECTRIC CORP.	Repair Parts	667954	4/7/2016	\$2,192.91
FLEET-NET CORPORATION	Software & Licenses	667871	4/4/2016	\$2,130.00
PDC MACHINES, INC	Sun Fuel Parts	667948	4/7/2016	\$2,123.61
AIRGAS REFRIGERANTS, INC.	Freon Refrigerant	668126	4/29/2016	\$2,055.90
HOME DEPOT CRD SRVS	Facility Maintenance	668021	4/15/2016	\$2,055.54
TEC OF CALIFORNIA, INC.	Repair Parts	667962	4/7/2016	\$2,051.64
PETERSON HYDRAULICS, INC.	Security Equipment	667950	4/7/2016	\$2,033.00
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>667969</b>	<b>4/7/2016</b>	<b>\$2,025.03</b>
STRICKLAND KENNY INC.	Lubricants & Oils	668190	4/29/2016	\$2,022.69
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	667846	4/1/2016	\$1,988.78
MAGALDI & MAGALDI, INC.	Repair Parts	668162	4/29/2016	\$1,968.79
EVERYTHING UNDER THE SUN	Printing	668001	4/15/2016	\$1,927.80
IMPERIAL IRRIGATION DIST	Utilities	667874	4/4/2016	\$1,858.78
PAUL ASSOCIATES	Printing	667880	4/4/2016	\$1,815.49
ALTON HILLS	Travel Reimbursement	667838	4/1/2016	\$1,676.20
FIESTA FORD, INC.	Repair Parts/Support	668146	4/29/2016	\$1,663.83

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of April 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><i>SOUTHWEST BOULDER &amp; STONE, INC.</i></b>	<b><i>Solar Panel Project</i></b>	<b><i>668052</i></b>	<b><i>4/15/2016</i></b>	<b><i>\$1,654.47</i></b>
SO CAL GAS CO.	Utilities	668051	4/15/2016	\$1,574.72
OFFICE DEPOT	Office Supplies	668173	4/29/2016	\$1,571.96
CUMMINS PACIFIC, LLC	Bus Repair Parts	667866	4/4/2016	\$1,561.27
CREATIVE BUS SALES, INC.	Bus Repair Parts	667994	4/15/2016	\$1,535.56
<b><i>SMARTDRIVE SYSTEMS, INC.</i></b>	<b><i>Security Equipment</i></b>	<b><i>668185</i></b>	<b><i>4/29/2016</i></b>	<b><i>\$1,438.08</i></b>
ALLIEDBARTON SECURITY SERVICES	Security Services	668127	4/29/2016	\$1,434.63
PDC MACHINES, INC	Sun Fuel Parts	668097	4/22/2016	\$1,427.16
CALIFORNIA CHAMBER OF COMMERCE	Membership & Subscriptions	667904	4/7/2016	\$1,419.00
<b><i>PVC CONSULTING, LLC</i></b>	<b><i>Fuel Cell Bus</i></b>	<b><i>667952</i></b>	<b><i>4/7/2016</i></b>	<b><i>\$1,400.00</i></b>
MOHAWK MFG & SUPPLY CO	Bus Repair Parts	668031	4/15/2016	\$1,386.00
UPS	Freight	668119	4/22/2016	\$1,316.56
INSPECTORATE AMERICA	Oil Sample Jars	668158	4/29/2016	\$1,308.74
TOXGUARD FLUID	Coolant Recycling	668059	4/15/2016	\$1,304.95
SMART CHEMISTRY CORPORATION	Hydrogen Samples	668184	4/29/2016	\$1,300.00
SMARTDRIVE SYSTEMS, INC.	Security Equipment	667886	4/4/2016	\$1,250.00
DESERT ALARM, INC.	Security Services	667868	4/4/2016	\$1,239.85
GRAINGER	Facility Maintenance	667924	4/7/2016	\$1,237.72
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>668082</b>	<b>4/22/2016</b>	<b>\$1,221.47</b>
<b><i>LONG ELECTRIC, INC.</i></b>	<b><i>FA Facility Improvements</i></b>	<b><i>668161</i></b>	<b><i>4/29/2016</i></b>	<b><i>\$1,216.92</i></b>
PROPER SOLUTIONS	Temporary Employees	667882	4/4/2016	\$1,207.50
FIESTA FORD, INC.	Repair Parts/Support	668086	4/22/2016	\$1,171.83
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	668175	4/29/2016	\$1,113.40
<b><i>OFFICE DEPOT</i></b>	<b><i>F/A Computer Equip</i></b>	<b><i>667850</i></b>	<b><i>4/1/2016</i></b>	<b><i>\$1,112.34</i></b>
INKHEAD, INC.	Safety Supplies	668157	4/29/2016	\$1,063.39

<b>Total of Checks Over \$1,000</b>	\$1,531,875.59
<b>Total of Checks Under \$1,000</b>	\$59,831.80
<b>Total of All Checks for the Month</b>	<b>\$1,591,707.39</b>

**Total Amount of Checks Prior Years Same Month**

Wells Fargo  
 SunLine Transit Agency Visa Credit Card Statement  
 Closing Date: May 5, 2016

Lauren Skiver – Detail

04/05/16	Southwest	CA FCP Gov Office Meeting/L Skiver/CEO/General Manager	\$ 499.96
04/05/16	Southwest	CA FCP Gov Office Meeting/Early Bird Check in L Skiver/CEO/General Manager	\$ 15.00
04/05/16	Southwest	CA FCP Gov Office Meeting/Early Bird Check in T Edwards/Chief Operations Officer	\$ 15.00
04/05/16	Southwest	CA FCP Gov Office Meeting/ T Edwards/Chief Operations Officer	\$ 499.96
04/08/16	APTA	APTA Registration Victor A Duran	\$ 780.00
04/11/16	Sherman's	Lunch Union Negotiations	\$ 390.83
04/12/16	Panera	Lunch Union Negotiations	\$ 178.93
04/12/16	Town & Country	CalAct-Parking/L Skiver/CEO/GM	\$ 35.88
04/13/16	JT's Diner	Lunch/Negotiations/L Skiver/CEO/GM/T Edwards/COO Janet Sommers	\$ 38.13
04/13/16	Dominoes	Dinner/Negotiations	\$ 14.02
04/13/16	Dominoes	Dinner/Negotiations	\$ 108.87
04/14/16	Panera	Lunch/Exec Leadership/Cindy Henson	\$ 179.12
04/14/16	Panera	Morning Snack/Exec Leadership/Cindy Henson	\$ 32.28
04/19/16	Omni Charlotte	APTA Housing/Roadeo/V.A. Duran/MCO	\$ 217.82
04/19/16	Omni Charlotte	APTA Housing/Roadeo/M Garcia/Transp Sup	\$ 217.82
04/19/16	Westin Charlotte	APTA Housing/Roadeo/T Edwards/COO	\$ 240.87
04/19/16	Westin Charlotte	APTA Housing/Roadeo/L Skiver/CEO/GM	\$ 240.87
04/19/16	Expedia	APTA/L Skiver/CEO/GM	\$ 519.70
04/20/16	Marriott Shadow Ridge	AI Hillis/CFO	\$ 2,408.90
04/24/16	American Airlines	APTA Awards/L Skiver/CEO/GM	\$ 284.20
04/26/16	Expedia	Ken Potts/Planning Consultant	\$ 1,276.83
04/27/16	The Slice	Lunch Board Meeting	\$ 350.00
04/27/16	Mundo's Mexican Grill	Administrative Professional Day	\$ 637.42

<b>Total Amount</b>		\$ 9,182.41
<b>Minus Credits</b>		<b>\$1,417.36</b>
<b>Total Amount</b>		<b>\$7,765.05</b>
Credits:		
Credit	Southwest/Cancelled L. Skiver/CEO/GM	\$ 499.96
	Hampton Inn/APTA/L Skiver/CEO/GM	\$ 229.35
	Hampton Inn/APTA/T Edwards/COO	\$ 229.35
	Hampton Inn/APTA/M Garcia Transp Sup	\$ 229.35
	Hampton Inn/APTA/V A Duran/MCO	\$ 229.35
<b>Total Credits</b>		<b>\$ 1,417.36</b>



**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%	.031427%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.240%	.06541%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

**Important Information**

\$0 - \$9,182.41 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/31/16. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

3-1  
9-0

**Summary of Sub Account Usage**

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$7,765.05

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
04/29	04/29	F328500G800CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL 4484610004265941 \$8,770.88	8,770.88	

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

04/03	04/05	2459218FF00XA6E5A 04/06/16 1 WN K 2 WN Y	SOUTHWES 5252198180230600-435-9792 TX SKIVER/LAURA LEE ONTARIO SACRAMENTO SACRAMENTO ONTARIO		499.96 ✓
04/03	04/05	2459218FF00XA6E5J 04/03/16 1 WN A	SOUTHWES 5260687305510800-435-9792 TX SKIVER/LAURA LEE DALLAS DALLAS		15.00 ✓
04/03	04/05	2459218FF00XA6E52 04/03/16 1 WN A	SOUTHWES 5260687304390500-435-9792 TX EDWARDS/TOMMY DALE DALLAS DALLAS		15.00 ✓
04/03	04/05	2459218FF00XA6E54 04/06/16 1 WN K 2 WN Y	SOUTHWES 5262198174667800-435-9792 TX EDWARDS/TOMMY DALE ONTARIO SACRAMENTO SACRAMENTO ONTARIO		499.96 ✓
04/06	04/06	7489218FH002DBKJJ	SOUTHWES 5262198180230800-435-9792 TX	499.96 ✓	
04/08	04/08	2453923FMS66FQ30J	APTA 202-4984800 DC		780.00 ✓
04/11	04/11	2455930FPBLGY9D1N	SHERMANS DELI AND BAKERY PALM DESERT CA		390.83 ✓
04/12	04/12	2423188FP2DK09XXS	PANERA BREAD #801771 314-984-3495 CA		178.93 ✓
04/12	04/12	2475542FRJM0HTYQX	TOWN AND COUNTRY RESORT SAN DIEGO CA		35.88 ✓
04/13	04/13	2401339FR01LWEMT0	J TS DINER PALM DESERT CA		38.13 ✓
04/13	04/13	2444500FT5SBS2AA	DOMINO'S 8148 760-342-9975 CA		14.02 ✓
04/13	04/13	2444500FT5SBS27R	DOMINO'S 8148 760-342-9975 CA		108.87 ✓
04/14	04/14	2423188FV2DJZTMVM	PANERA BREAD #801771 314-984-3495 CA		179.12 ✓
04/14	04/14	2423188FV2DYRTGLL	PANERA BREAD #801771 314-984-3495 CA		32.28 ✓
04/19	04/19	2443106FY0D17Y9F1	APTA HOUSING OFFICE FALLS CHURCH VA		217.82 ✓
04/19	04/19	2443106FY0D17Y9F9	APTA HOUSING OFFICE FALLS CHURCH VA		217.82 ✓
04/19	04/19	2443106FY0D17Y99B	APTA HOUSING OFFICE FALLS CHURCH VA		240.87 ✓
04/19	04/19	2443106FY0D17Y99X	APTA HOUSING OFFICE FALLS CHURCH VA		240.87 ✓
04/19	04/19	2443106FZA16SH5LG 05/12/16 1 AA N 2 AA N 3 AA S 4 AA S 11617270	AMERICAN AIR001771000615 FORT WORTH TX SKIVER/LAURA LEE PALM SPRINGS PHOENIX PHOENIX CHARLOTTE CHARLOTTE FORT WORTH FORT WORTH PALM SPRINGS EXPEDIA INC		519.70 ✓
04/19	04/19	7443106FZ0D17ZV2G	APTA HOUSING OFFICE FALLS CHURCH VA	229.35 ✓	
04/19	04/19	7443106FZ0D17ZV20	APTA HOUSING OFFICE FALLS CHURCH VA	229.35 ✓	

**Transaction Details**

Trans	Post	Reference Number	Description	Credits	Charges
04/19	04/19	7443106FZ0D17ZV3T	APTA HOUSING OFFICE FALLS CHURCH VA	229.35	
04/19	04/19	7443106FZ0D17ZV41	APTA HOUSING OFFICE FALLS CHURCH VA	229.35	
04/20	04/20	2469216FZ00KQ7YMG	MARRIOTT SHADOW RIDGE PALM DESERT CA		2,408.90
04/24	04/24	2443106G4A16SDL2R	AMERICAN AIR0017810160253 FORT WORTH TX		284.20
		05/10/15	SKIVER/LAURA LEE		
		1 AA N	LOS ANGELES CHICAGO		
		2 AA S	CHICAGO LOS ANGELES		
		11617270	EXPEDIA INC		
04/26	04/26	2469216G500RVSET7	EXPEDIA*1133870463452 EXPEDIA.COM WA		1,276.83
04/27	04/27	2401339G603FNPGR	THE SLICE RANCHO MIRAGE CA		350.00
04/27	04/27	2405523G62LRKDYVV	MUNDO S MEXICAN GRILL THOUSAND PALM CA		637.42
			<b>TOTAL \$7,785.05</b>		
			LAURA SKIVER / Sub Acct End [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 [wellsfargo.com](http://wellsfargo.com).





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	4484 6100 0426 5941
Statement Closing Date	05/03/16
Days in Billing Cycle	29
Next Statement Date	06/02/16
Credit Line	\$40,000
Available Credit	\$30,807

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	\$9,182.41
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/31/16

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	\$10,188.24
Credits	\$1,417.36
Payments	\$8,770.88
Purchases & Other Charges	\$9,182.41
Cash Advances	\$0.00
Finance Charges	\$0.00
New Balance	\$9,182.41

Wells Fargo Elite Cash Back Advantage

Previous Balance	\$151.88
Cash Earned this Month	\$77.65
Trades From Other Company Cards	\$0.00
Bonus/Adjustments	\$0.00
Cash Back Balance	\$229.53
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.

See reverse side for important information.

5596 0012 YTG 1 7 2 160503 0 PAGE 1 of 6 10 3268 1000 ELAS 01DR5596 2537

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$9,182.41
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/31/16

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 2537
   
 32505 HARRY OLIVER TRL
   
 THOUSAND PALMS CA 92276-3501 1105

**If your card is ever lost or stolen:**

Please notify us immediately by calling: 1-800-231-5511, 24 hours a day, 7 days a week.

**Questions about your statement:**

If you have a question about your statement, please write to us within 30 days after the statement was mailed to you. Please use a separate letter and include your account number and the date of the statement in question. Please refer to the front of the statement for our Inquiry mailing address.

**For all your personal or business financial service needs  
Visit us at [www.wellsfargo.com](http://www.wellsfargo.com)**

**Important Payment Information:**

**Payments made at a Wells Fargo banking location.** Payments can be made at a Wells Fargo location that provides teller services. When making a payment at a Wells Fargo store you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

**Payments by mail.** Mail your check and the payment coupon to the Payment Remittance Center address printed on this statement. For fastest delivery, please use the enclosed window envelope. If using a single check to pay multiple accounts, we must receive a completed payment coupon for each account being paid or a list showing the full account number and amount to be credited to each account. If you are paying multiple accounts with a single check, the total of the check must equal the sum of the payments to be applied to each individual account, with at least the total minimum payment due for all accounts.

**Payments by phone.** If you are authorized to transact on the account, you may be able to initiate a payment by calling the Customer Service number listed on the front of this statement.

**Payments made using Wells Fargo Online Banking or Wells Fargo Mobile.** If you have access to the account via Wells Fargo Online Banking or Mobile you may be able to make a payment depending on your level of access.

**Automatic Payments.** You can establish automatic payments to this credit account from a Wells Fargo deposit account or any other financial institution. For enrollment information, please contact our Customer Service number listed on the front of this statement.

**Timing of payments by mail or payments made at a Wells Fargo store.** Payments that are received by mail or in a Wells Fargo store as of 5 p.m. on any business day will be credited as of the date of receipt. Payments we receive after 5 p.m. or on non-business days will be credited as of the next business day. Payments made at other Wells Fargo locations may not be credited for up to five business days.

**When a payment is considered late.** If your payment is received or initiated any time after the Due Date, it is considered late and your account will be subject to a late fee.

SunLine Transit Agency  
Budget Variance Report  
April 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	269,192	294,800	(25,608)	2,698,468	2,948,002	(249,534)
Other Revenue	1,636,829	556,390	136,402	419,988	2,167,171	1,364,024	803,147
Total Operating Revenue	<u>5,174,431</u>	<u>825,582</u>	<u>431,203</u>	<u>394,380</u>	<u>4,865,639</u>	<u>4,312,026</u>	<u>553,613</u>
<b>Operating Expenses:</b>							
Operator & Mechanic Salaries & Wages	8,170,608	703,890	680,884	(23,006)	6,660,651	6,808,840	148,189
Operator & Mechanic Overtime	958,000	95,198	79,833	(15,365)	877,684	798,333	(79,350)
Administration Salaries & Wages	4,599,232	344,193	383,269	39,076	3,477,742	3,832,693	354,951
Administration Overtime	7,200	903	600	(303)	7,841	6,000	(1,841)
Fringe Benefits	8,519,093	651,855	709,924	58,069	6,527,887	7,099,244	571,357
Communications	141,620	11,865	11,802	(64)	116,164	118,017	1,853
Legal Services - General	150,000	7,511	12,500	4,989	80,170	125,000	44,831
Computer/Network Software Agreement	315,593	25,402	26,299	897	247,015	262,994	15,979
Uniforms	85,400	6,601	7,117	516	81,915	71,167	(10,748)
Contracted Services	477,520	32,463	39,793	7,330	338,145	397,933	59,789
Equipment Repairs	4,000	649	333	(315)	3,481	3,333	(147)
Security Services	67,440	6,668	5,620	(1,048)	57,857	56,200	(1,657)
Fuel - CNG	1,373,972	102,121	114,498	12,377	1,073,115	1,144,977	71,862
Fuel - Hydrogen	180,554	7,913	15,046	7,133	176,116	150,462	(25,654)
Tires	301,501	16,312	25,125	8,813	163,746	251,251	87,505
Office Supplies	62,466	6,351	5,206	(1,146)	54,474	52,055	(2,419)
Travel/Training	141,140	4,811	11,762	6,950	66,994	117,617	50,622
Repair Parts	919,963	90,473	76,664	(13,809)	900,031	766,636	(133,395)
Facility Maintenance	33,000	2,574	2,750	176	32,249	27,500	(4,749)
Electricity - CNG & Hydrogen	170,030	11,463	14,169	2,706	140,438	141,692	1,253
Natural Gas	1,263,484	102,337	105,290	2,953	1,036,543	1,052,903	16,360
Water	6,000	270	500	230	4,676	5,000	324
Insurance Losses	1,389,250	48,501	115,771	67,269	650,041	1,157,708	507,667
Insurance Premium - Property	60,000	1,195	5,000	3,805	14,468	50,000	35,532
Repair Claims	50,000	15,360	4,167	(11,194)	43,796	41,667	(2,130)
Fuel Taxes	145,450	16,601	12,121	(4,480)	154,634	121,208	(33,426)
Other Expenses	3,538,550	211,440	294,879	83,439	2,050,406	2,948,792	898,385
Self Consumed Fuel	(1,508,641)	(110,071)	(125,720)	15,649	(1,212,728)	(1,257,201)	44,473
Total Operating Expenses (Before Depreciation)	<u>31,622,425</u>	<u>2,414,850</u>	<u>2,635,202</u>	<u>220,352</u>	<u>23,825,552</u>	<u>26,352,021</u>	<u>2,526,469</u>
Operating Expenses in Excess of Operating Revenue		\$ (1,589,267)			\$ (18,959,913)		
<b>Subsidies:</b>							
Local - Measure A, RTA Funds	6,558,720	394,115	546,560	152,445	4,701,784	5,465,600	763,816
State - LTF, LCTOP	15,185,740	912,515	1,265,478	352,963	10,886,281	12,654,783	1,768,502
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	282,637	391,961	109,324	3,371,847	3,919,612	547,764
Total Subsidies	<u>26,447,994</u>	<u>1,589,267</u>	<u>2,204,000</u>	<u>614,732</u>	<u>18,959,913</u>	<u>22,039,995</u>	<u>3,080,082</u>
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		

SunLine Transit Agency  
Budget Variance Report  
April 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	1,796,039	1,854,511	58,472	17,551,806	18,545,111	993,305
Services	3,189,005	254,568	265,750	11,182	1,911,003	2,657,504	746,501
Fuels & Lubricants	1,693,861	116,531	141,155	24,624	1,376,125	1,411,551	35,426
Tires	301,501	16,312	25,125	8,813	163,746	251,251	87,505
Materials and Supplies	1,186,279	110,884	98,857	(12,027)	1,145,569	988,566	(157,004)
Utilities	1,712,400	133,484	142,700	9,216	1,396,141	1,427,000	30,859
Casualty & Liability	2,115,064	43,925	176,255	132,330	1,042,955	1,762,553	719,598
Taxes and Fees	145,450	16,601	12,121	(4,480)	154,634	121,208	(33,426)
Miscellaneous Expenses	533,373	36,576	44,448	7,871	296,300	444,478	148,177
Self Consumed Fuel	(1,508,641)	(110,071)	(125,720)	15,649	(1,212,728)	(1,257,201)	44,473
Total Operating Expenses (Before Depreciation)	<u>31,622,425</u>	<u>2,414,850</u>	<u>2,635,202</u>	<u>220,352</u>	<u>23,825,552</u>	<u>26,352,021</u>	<u>2,526,469</u>
Revenues:							
Passenger Revenue	3,537,602	269,192	294,800	(25,608)	2,698,468	2,948,002	(249,534)
Other Revenue	1,636,829	556,390	136,402	419,988	2,167,171	1,364,024	803,147
Total Operating Revenue	<u>5,174,431</u>	<u>825,582</u>	<u>431,203</u>	<u>394,380</u>	<u>4,865,639</u>	<u>4,312,026</u>	<u>553,613</u>
Net Operating Gain (Loss)		<u>\$ (1,589,267)</u>			<u>\$ (18,959,913)</u>		
Subsidies:							
Local - Measure A, RTA Funds	6,558,720	394,115	546,560	152,445	4,701,784	5,465,600	763,816
State - LTF, LCTOP	15,185,740	912,515	1,265,478	352,963	10,886,281	12,654,783	1,768,502
Federal - 5307, 5311, 5316, 5317 & CMAQ	4,703,534	282,637	391,961	109,324	3,371,847	3,919,612	547,764
Total Subsidies	<u>26,447,994</u>	<u>1,589,267</u>	<u>2,204,000</u>	<u>614,732</u>	<u>18,959,913</u>	<u>22,039,995</u>	<u>3,080,082</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 5%.

### 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

- During April Administrative Overtime was approved to assist with Music Festival related activities.

### 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

- Legal expenses have been lower than anticipated for the fiscal year so far.

### 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. Temperatures have been lower than normal during Spring.

### Fuel - Hydrogen - Unfavorable

- 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

---

### Repair Parts - Unfavorable

- CNG Repair Parts for Thousand Palms increased due to an issue with one of the compressors. Number of Collisions where damage is below deductible are up compared for FY15.
- 
- Fixed Route repair parts for engine repair contributed to increased expenses in January.

### Facility Maintenance - Unfavorable

- Facility maintenance expenses increased due to including Division 3 (Coachella) with Division 2 (Indio).

### Electricity - CNG & Hydrogen - Favorable

- 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 - Unfavorable

- Repair claims are within an acceptable range of the budgeted amount.

### 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. The budgeted 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

April 2016

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Apollo Video Technology	Upgrade and Install Bus Camera System	Upgrades to bus camera system on one BYD bus and two complete installations of camera system on the other two BYD buses.	Board Approved 03/2016	\$ 25,797.00	\$ 25,796.76	Executed Agreement
HDR Engineering	Facilities Master Plan	This project is required to allow the agency to update plans to replace the existing operations and maintenance facilities at Thousand Palms, which are well past their reasonable life span.	SRTP FY14/15	\$ 100,000.00	\$ 95,845.00	Executed Agreement

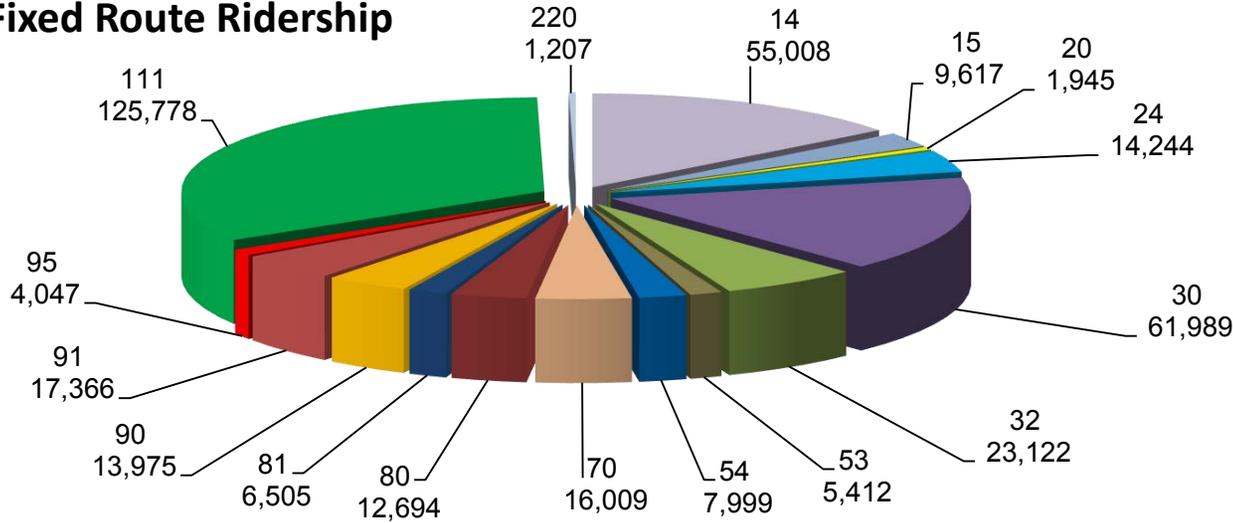


## SunLine Transit Agency Monthly Ridership Report April 2016

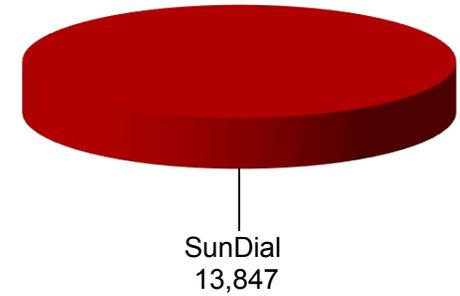
		FY 2015 & 2016		FY 2015 & 2016		FY 2015 & 2016		FY 2015 & 2016		FY 2015 & 2016		FY 2015 & 2016		
Fixed Route		Month	%	FY 2016	FY 2015	YTD	%			Bikes	Wheelchairs			
Line	Description	Apr 2016	Apr 2015	Mar 2016	Month Var.	% Var.	YTD	YTD	YTD Var.	% Var.	Monthly	YTD	Monthly	YTD
14	DHS/PS	55,008	57,198	53,961	(2,190)	-3.8%	545,623	567,016	(21,393)	-3.8%	1,694	16,895	492	4,357
15	DHS	9,617	9,855	9,142	(238)	-2.4%	88,762	97,873	(9,111)	-9.3%	219	2,719	65	413
20	DHS/PD	1,945	-	1906	1,945	-	6,736	-	6,736	-	58	211	3	12
24	PS	14,244	16,165	13,828	(1,921)	-11.9%	137,775	157,728	(19,953)	-12.7%	380	3,562	136	1,715
30	CC/PS	61,989	68,276	62,319	(6,287)	-9.2%	609,399	668,349	(58,950)	-8.8%	1,841	19,520	337	3,929
32	PD/RM/TP/CC/PS	23,122	25,859	23,110	(2,737)	-10.6%	230,673	248,344	(17,671)	-7.1%	820	9,020	109	1,292
53	PD/IW	5,412	4,835	5,529	577	11.9%	47,678	48,385	(707)	-1.5%	147	1,557	22	187
54	Indio/LQ/IW/PD	7,999	9,394	9,108	(1,395)	-14.8%	76,679	80,873	(4,194)	-5.2%	297	2,503	34	425
70	LQ/BD	16,009	19,625	16,796	(3,616)	-18.4%	159,692	184,505	(24,813)	-13.4%	439	4,452	80	608
80	Indio	12,694	12,040	14,337	654	5.4%	125,462	112,700	12,762	11.3%	193	2,161	71	779
81	Indio	6,505	7,126	6,907	(621)	-8.7%	72,774	75,030	(2,256)	-3.0%	122	1,005	122	1,018
90	Coachella/Indio	13,975	20,161	15,224	(6,186)	-30.7%	163,597	189,747	(26,150)	-13.8%	329	3,931	143	1,094
91	I/Cch/Th/Mec/Oas	17,366	20,508	18,059	(3,142)	-15.3%	167,386	193,655	(26,269)	-13.6%	351	4,219	41	431
95	I/Cch/Th/Mec/NS	4,047	3,099	4,229	948	30.6%	30,701	27,443	3,258	11.9%	43	594	4	29
111	PS to Indio	125,778	128,616	131,520	(2,838)	-2.2%	1,201,717	1,280,812	(79,095)	-6.2%	4,922	42,863	916	8,623
220	PD to Riverside	1,207	1,147	1,335	60	5.2%	11,237	10,868	369	3.4%	51	254	16	95
<b>Fixed route total</b>		<b>376,917</b>	<b>403,904</b>	<b>387,310</b>	<b>(26,987)</b>	<b>-6.7%</b>	<b>3,675,891</b>	<b>3,943,328</b>	<b>(267,437)</b>	<b>-6.8%</b>	<b>11,906</b>	<b>115,466</b>	<b>2,591</b>	<b>25,007</b>
<b>Demand Response</b>														
SunDial		13,847	13,094	14,890	753	5.8%	134,949	128,539	6,410	5.0%				
<b>System total</b>		<b>390,764</b>	<b>416,998</b>	<b>402,200</b>	<b>(26,234)</b>	<b>-6.3%</b>	<b>3,810,840</b>	<b>4,071,867</b>	<b>(261,027)</b>	<b>-6.4%</b>				
		<b>Apr-16</b>	<b>Apr-15</b>	<b>Mar-16</b>										
Weekdays:		21	22	23										
Saturdays:		5	4	4										
Sundays:		4	4	4										
Total Days:		<b>30</b>	<b>30</b>	<b>31</b>										

# SunLine Transit Agency Monthly Ridership Report April - 2016

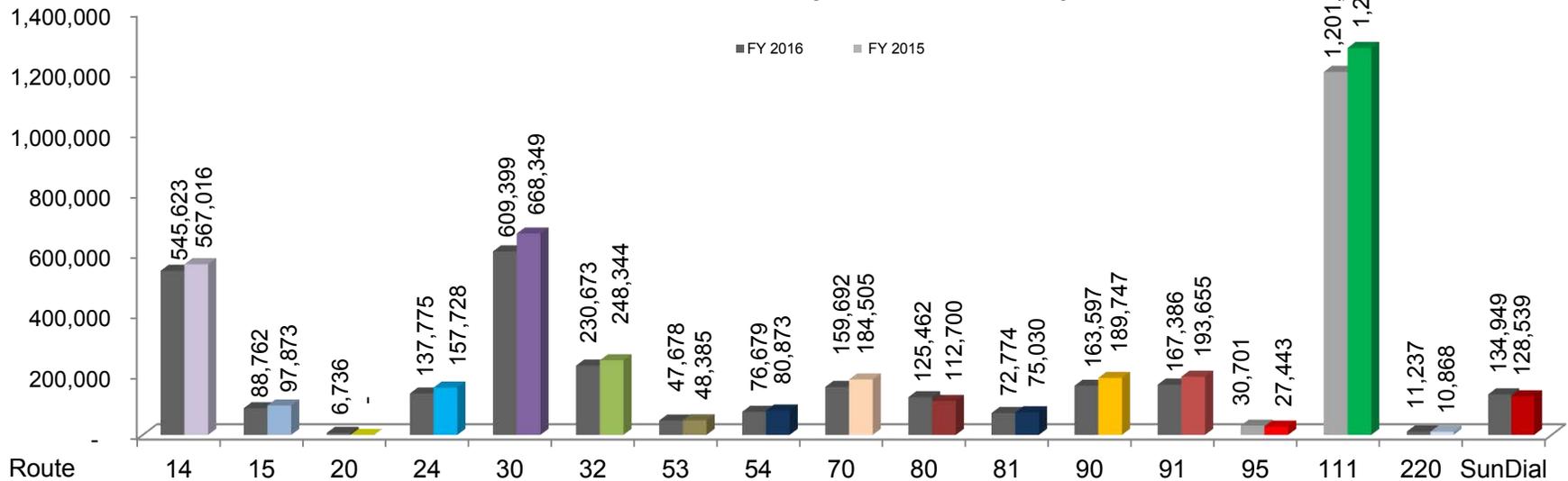
## Fixed Route Ridership



## 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**  
**April 2016**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
93.1%	88.9%	Total trips carried in the on-time window
1,121	1,490	Total trips late during the month
12,724	13,494	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
13,094	13,847	Total passengers for the month
104,384	106,661	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
4	4	Total Onboard Inspections
4	3	Total Safety Evaluations

5. DENIALS

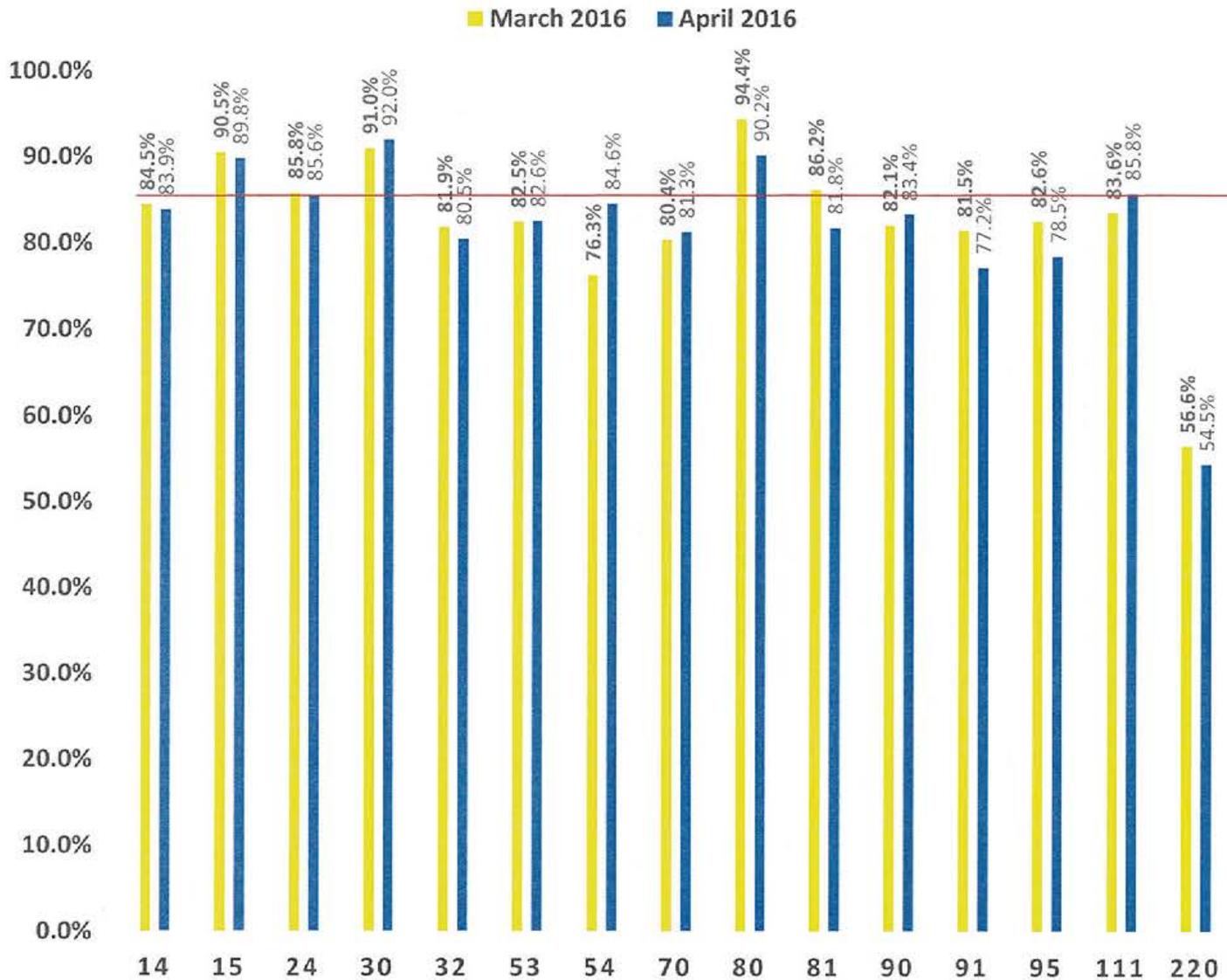
<u>Last Year</u>	<u>This Year</u>	
0	0	Total Denied Trips

6. WHEELCHAIR BOARDINGS

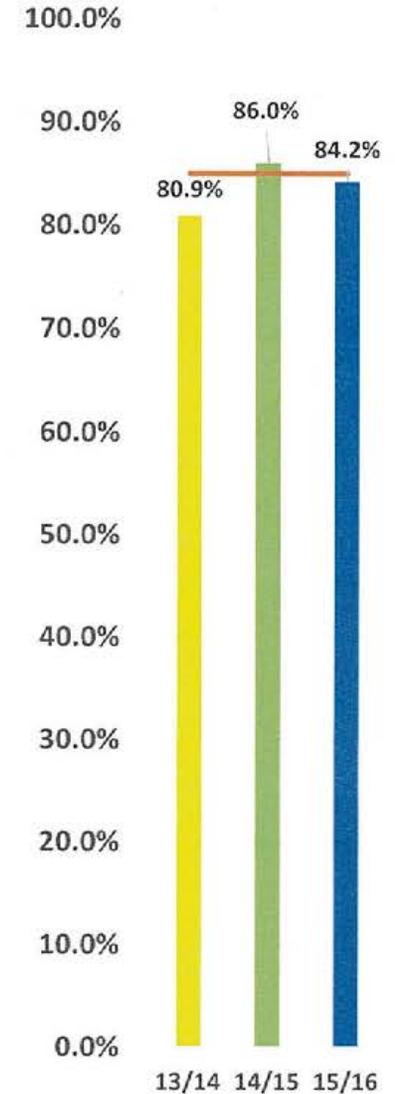
<u>Last Year</u>	<u>This Year</u>	
2,147	2,030	Total Mobility Device Boarding's

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

## ON TIME PERFORMANCE % BY LINE APRIL 2016



## On Time Performance System Wide



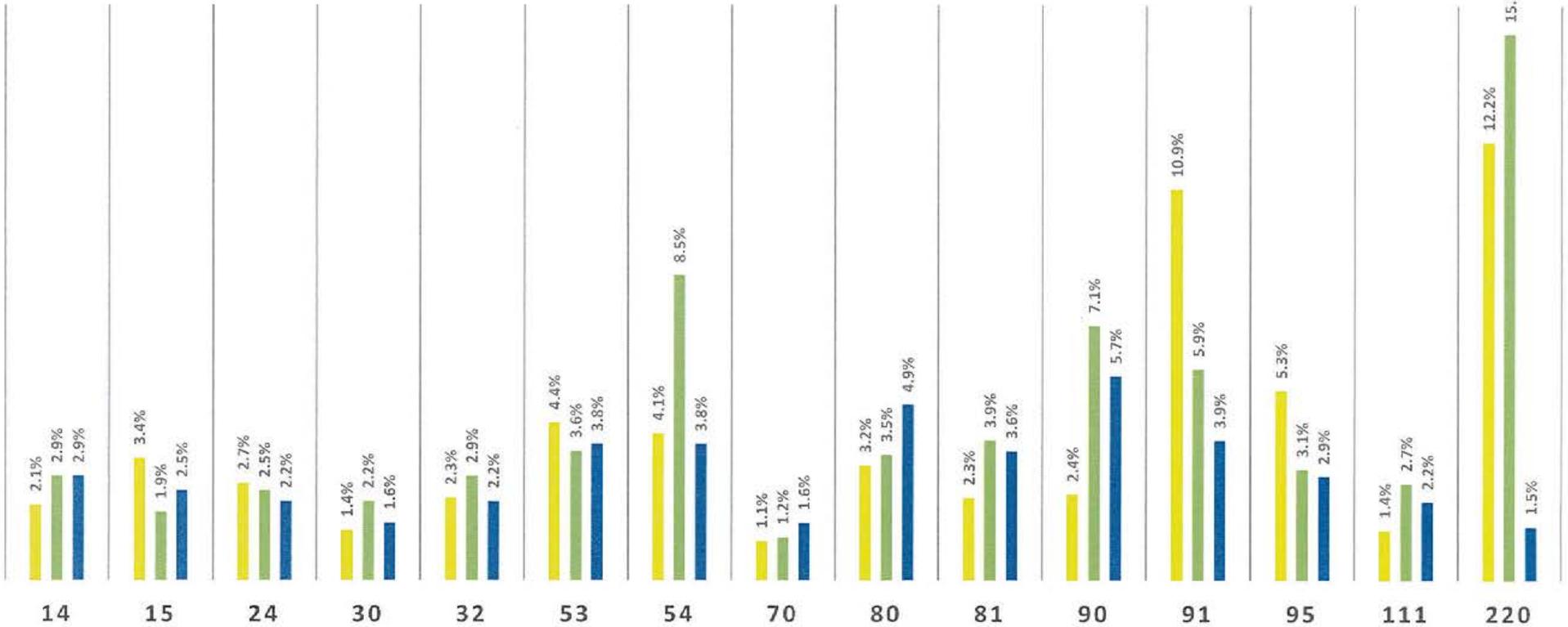
**Definition:** "On Time" - when a trip departs a timepoint within range of zero minutes early to five minutes late.

**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

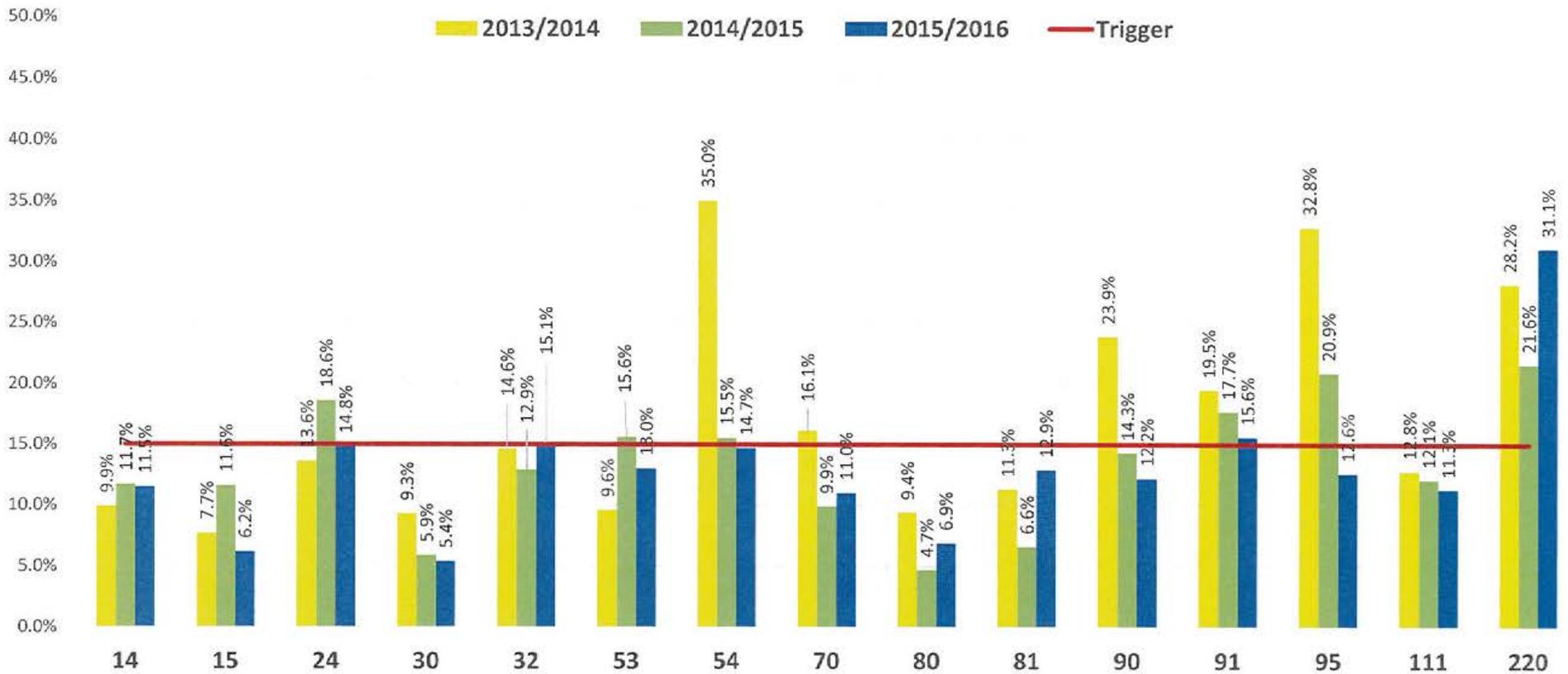
■ 2013/2014 ■ 2014/2015 ■ 2015/2016



**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

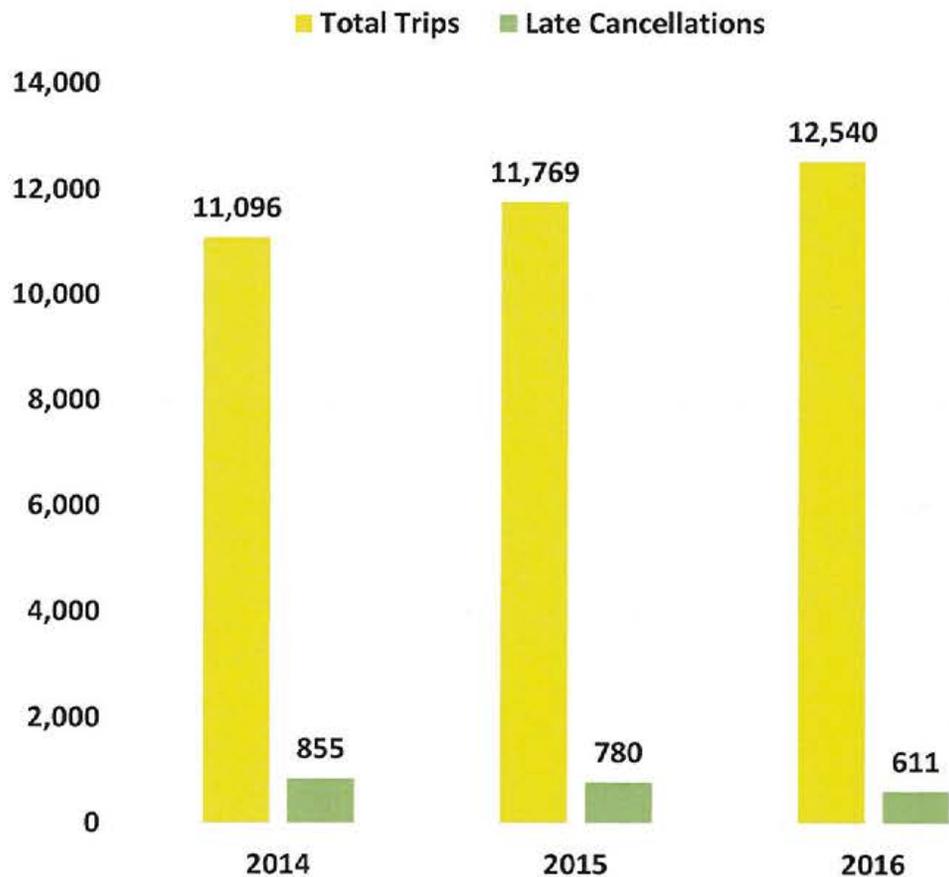


**Definition:** When a bus leaves a time point behind the scheduled departure time.

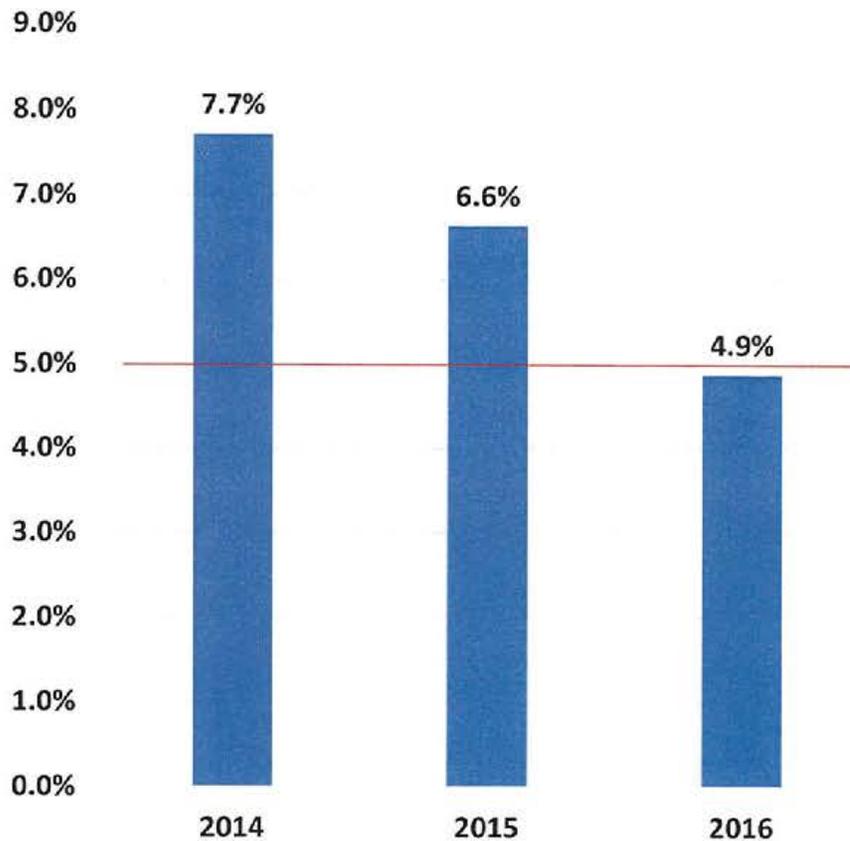
**The line is running late with a departure greater than 5 minutes.**

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

### TOTAL TRIPS VS LATE CANCELLATIONS APRIL



### LATE CANCELLATION PERCENTAGE APRIL

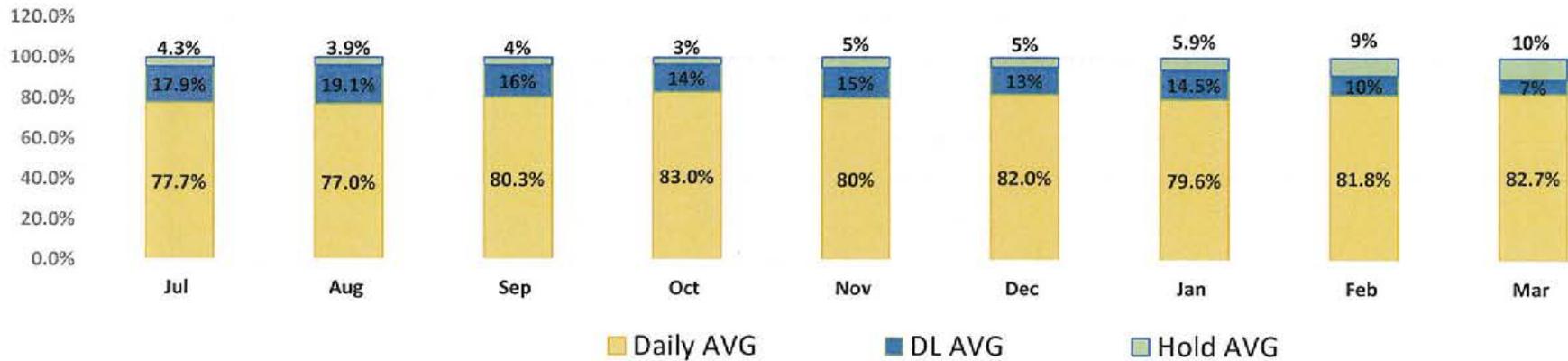


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

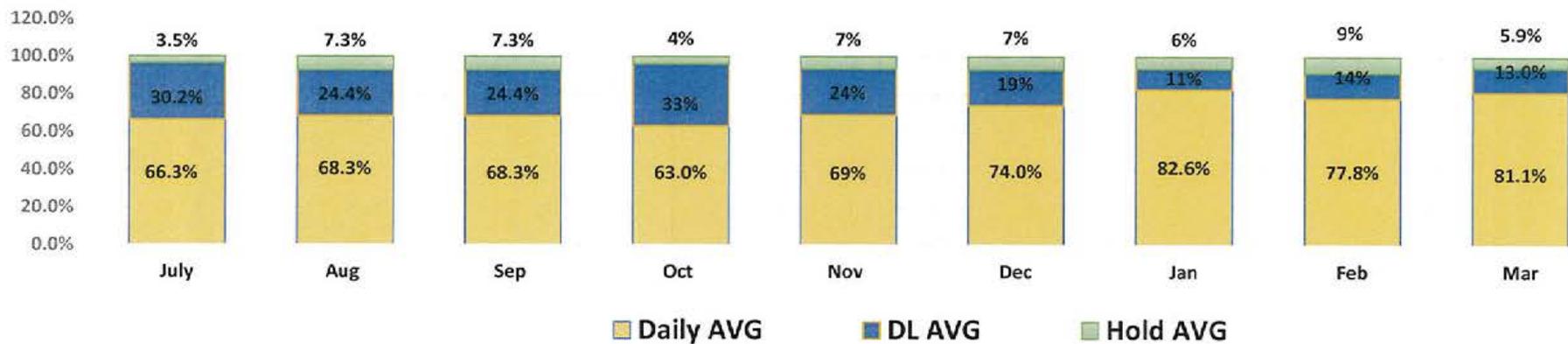
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

**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.

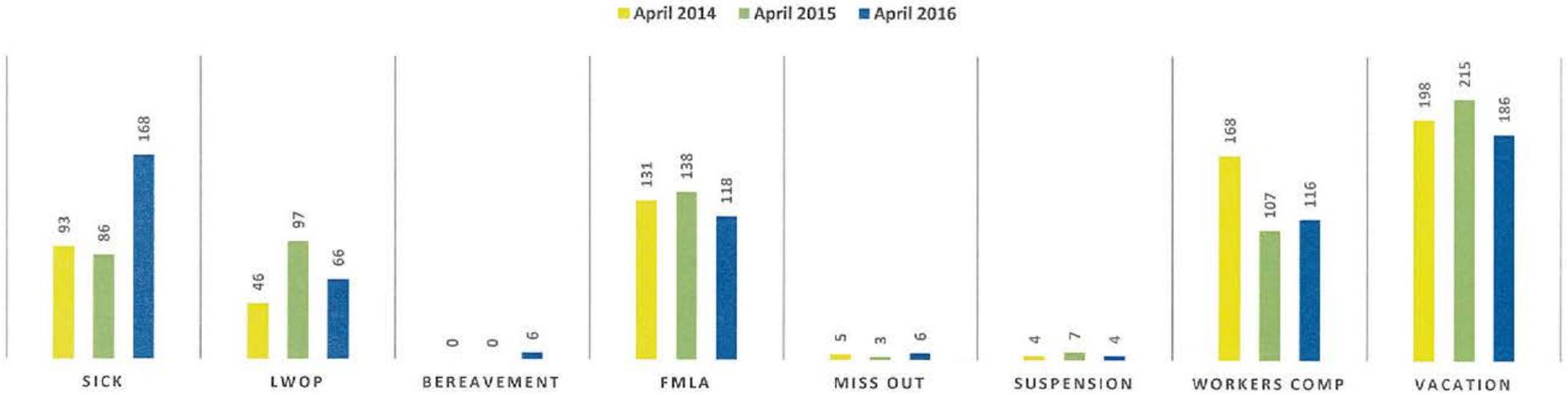
Hold = Maintenance has held the vehicle for scheduled repairs, events, training, etc. If absolutely needed to make line, many times these vehicles can be used.

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

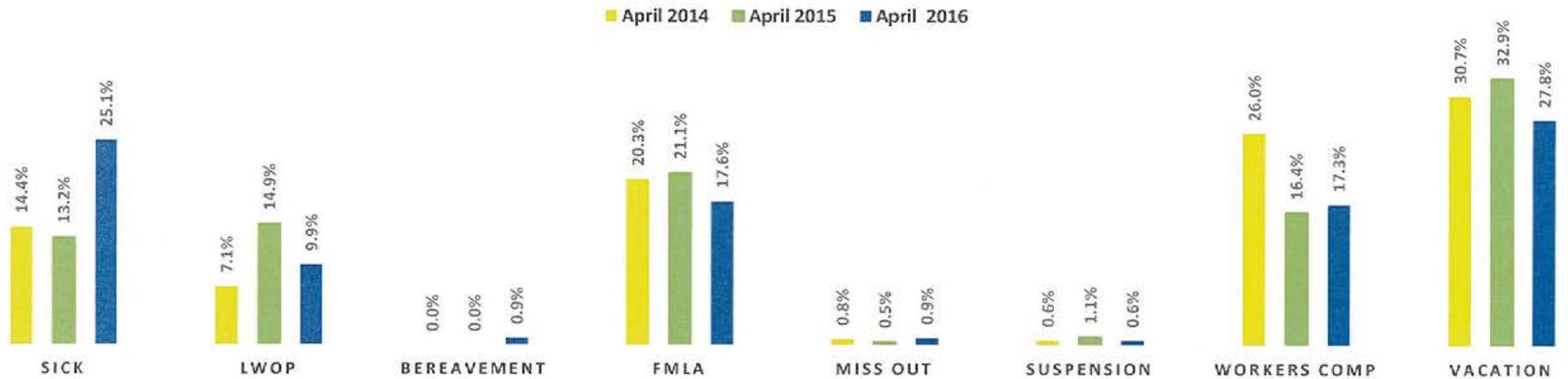
There has been a focus on improving the Dial a Ride fleet by addressing the long term dead line vehicles

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

## DRIVER ABSENCE OCCURRENCES - APRIL 2016

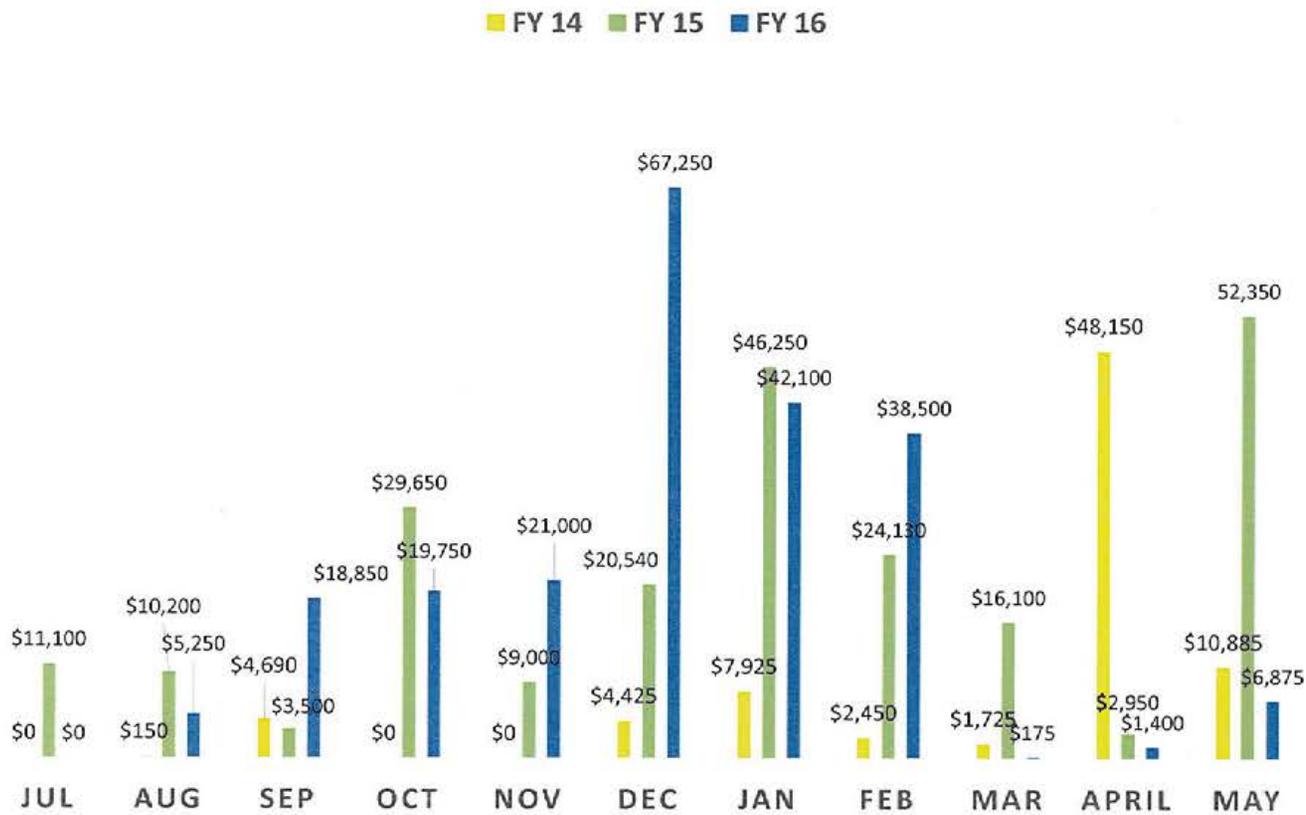


## DRIVER ABSENCE OCCURENCES BY PERCENTAGES - APRIL 2016

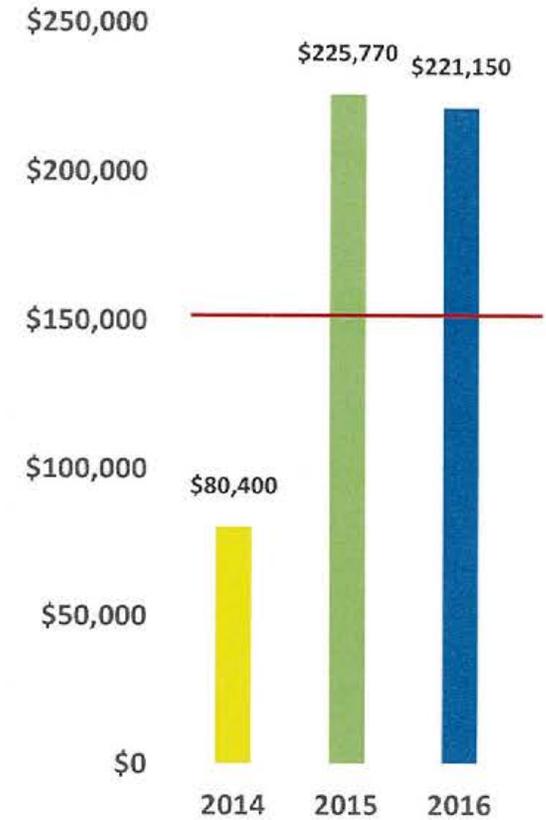


**Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -**  
 Absences include unscheduled for both Paratransit and Fixed Route drivers.

## ADVERTISING REVENUE



## YTD TOTALS



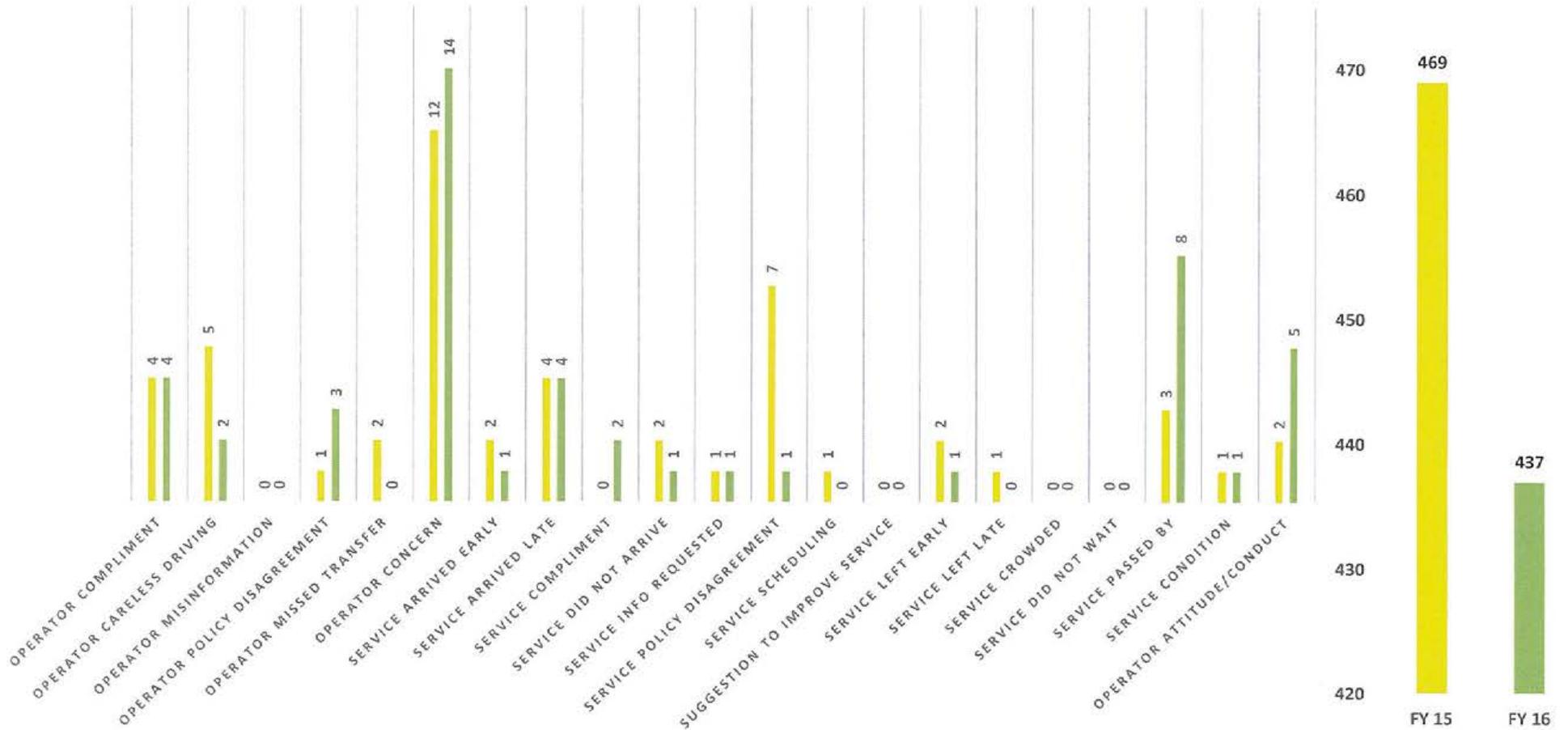
Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts." SunLine Transit Agency budgeted \$150,000 in advertising revenue for FY 15/16.

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

# FIXED ROUTE CUSTOMER COMMENTS BY TYPE

APRIL 2016

FY 15 FY 16



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.

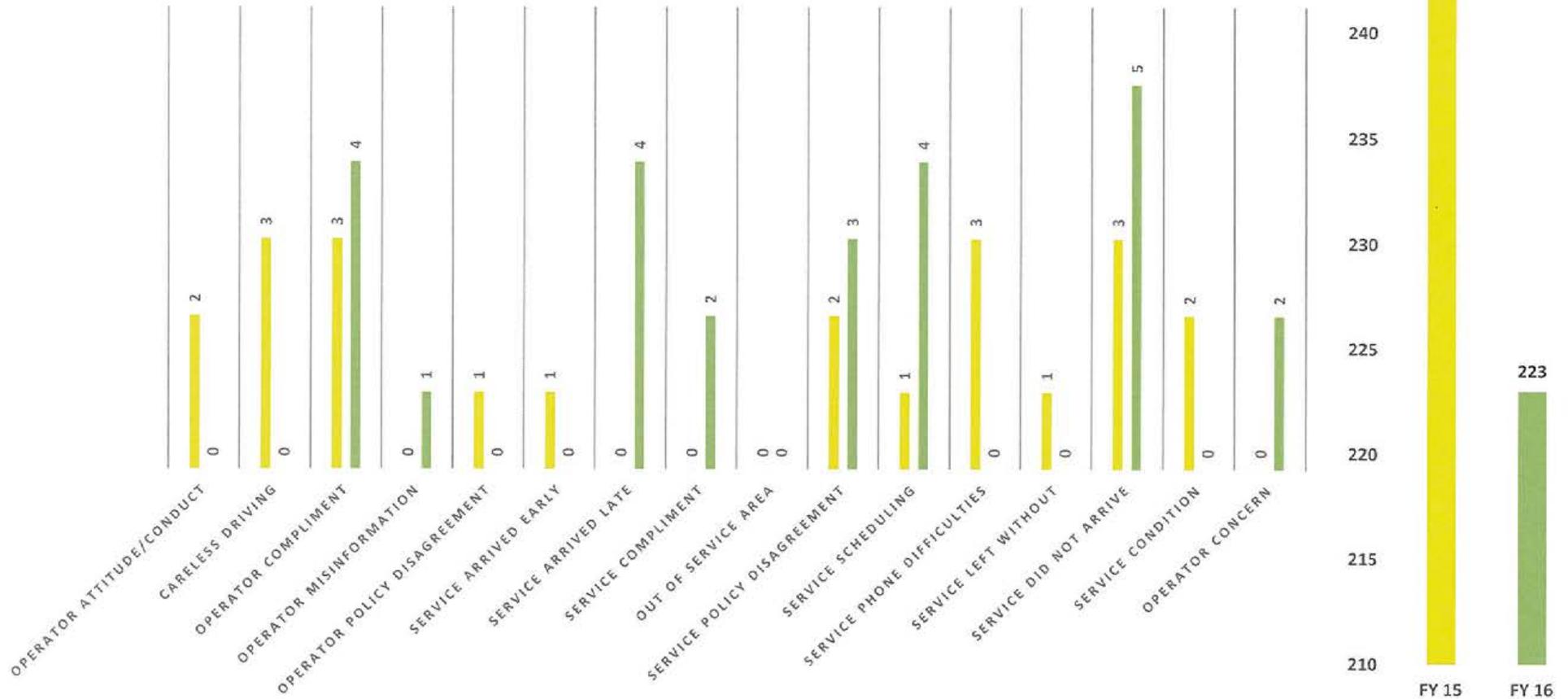
This will reduce the number of comments that need to move forward to other staff to address.

Operator concerns were up by 2 compared to April 2015; Service passbys were also up over last year as well as Operator Attitude

# PARATRANSIT CUSTOMER COMMENTS BY TYPE

APRIL 2016

FY 15 FY 16



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. We saw a raise in service arrived late, service scheduling and in service did not arrive.

**Attendance Matrix for Board Members**

**2015/2016**

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May							Total Meetings	Total# Attended
Russell Betts	X		X		X	EX	X	X	X	X	X							9	8
Bob Spiegel	X		X		X	X	X	X	X	X	X							9	9
Rick Hutcheson/G Foat					X	EX	X	X	EX	X	X							9	5
Greg Pettis	X		X		X	X	X	EX	X	X	EX							9	7
Dana Hobart	X		X		X	X	EX	X	X	X	X							9	8
Ty Peabody	X		X		X	X	EX	X	X	X	X							9	8
Kristy Franklin	X		X		X	X	X	X	X	X	X							9	9
Troy Strange	X		X		X	X	X	X	EX	X	X							9	8
Steve Hernandez			X		X	X			X	X								9	5
John Benoit	X		X		EX	EX	EX	EX	X	EX	EX							9	3

**X – ATTENDED**

**EX- EXCUSED**

**DARK -**

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**May 25, 2016**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 11:30 am on Wednesday, May 25, 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 11:30 a.m. by Chairperson Kristy Franklin.

**2. Flag Salute**

SunLine Agency Board Member Strange 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  
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Robert Spiegel SunLine Agency Board Member, City of Palm Desert  
Geoff Kors SunLine Agency Board Member (alternate), City of Palm Springs  
Troy Strange, SunLine Agency Board Member, City of Indio

**Members Absent**

Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board  
Steven Hernandez, Vice Chair, SunLine Agency Board Member, City of Coachella  
John J. Benoit, SunLine Agency Board Member, County of Riverside

**4. Presentations**

None

**5. Finalization of Agenda**

No changes to the agenda.

**6. Public Comments**

None

**7. Board Member Comments**

None

**8. Consent Calendar**

- a) Checks over \$1,000 and backup report, for, March 2016
- b) Credit card statement for March 2016
- c) Monthly Variance Report March 2016
- d) Contracts signed in excess of \$25,000 March 2016
- e) Ridership Reports for March 2016
- f) SunDial Operational Notes for March 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 Strange. The consent calendar was approved by a vote of 5 yes; 0 no; 2 abstain, Palm Springs and Palm Desert. Comment was made by SunLine Agency Board Member Spiegel that he was abstaining from the minutes and same was stated by Geoff Kors.

**9. Election of Officers****(Chairman Kristy Franklin)**

SunLine Agency Board Member Franklin stated this was an informational item that concerns the election of officers which will take place at the next meeting on June 22, 2016 during the regularly scheduled meeting. She suggested the board members be thinking about who they would like to have as chair and vice chair for next time.

**10. Review and Discussion of the Draft FY 17 Operating and Capital Budget****(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Luis Garcia)**

SunLine Agency Board Member Spiegel stated that the Finance Committee had reviewed this item and said to bring it back to the board for approval. SunLine Agency Board Chair Franklin asked if Lauren Skiver, CEO/General Manager thought it was necessary for Luis to give a report. Ms. Skiver stated that possibly there were board members who would like Luis to give a brief explanation of some of the highlights of the budget.

Luis Garcia, Deputy Chief Financial Officer stated that the Finance Committee had reviewed this item in detail. This item is brought forward in accordance with SunLine's JPA that the board must approve a budget every fiscal year and we are bringing it forward in May so the Finance Committee can review and can ask questions and can meet between now and the June timeframe so come June 22<sup>nd</sup> for the board meeting we are ready for adoption and approval. Mr. Garcia went over a few highlights of the FY 17 budget.

- SunLine has continued to improve service, invest in employees, address the cost of MOU required changes and proactively adjusted the constant growth in paratransit service and not only successfully continue to win millions of dollars in competitive grant opportunities we present to you today a budget of 8.7% increase over last fiscal year and this is compared to 9.8% over FY16 and 11.61% and 12.79%. The 8.7% increase equates to 2.6-million-

dollar increase for a total of 33.4 million dollars compared to our 30.7-million-dollar budget in FY 16. Luis opened the floor for any questions the board might have.

SunLine Agency Board Member Strange had a question in regard to the capital versus operating budget asking if they were separate or included in the 30 million. Mr. Garcia stated that they were separate and the capital budget is about 19 million dollars.

SunLine Agency Board Member Hobart wanted to make a comment to remind about something that was passed at one time and he thinks it carries through but may require manual vote. He stated that approving a budget does not mean that we have approved specifically every item in the budget. He stated that there are things, as he recalls, such as going to a particular event still required specific approval at the time that one, two or five people from SunLine were going to that specific event. Lauren Skiver, CEO/General Manager stated that the way it works currently is anything that is listed in the budget as travel is approved and any travel that is not listed in the budget must come before the board as an action item. Ms. Skiver stated that is the way it has **been done since she's been at SunLine.** SunLine Agency Board Member Hobart stated that he remembered, at least one year, we required action items on travel for certain **kinds of expenses but he wasn't prepared to say that it was a critical matter.** SunLine Agency Board Member Betts stated that he would like to concur with his colleague **from Rancho Mirage that budgeting is one thing, that's where you are setting aside the money for a specific item and when certain items come up during the year they need to come back for reauthorization. Mr. Betts stated that he didn't know if that** would be travel, extraordinary travel certainly, and routine things come out of a trust of the General Manager and there is a great deal of that here. He stated that they have had that problem in his city and because council approves something in the **budget doesn't mean that it's** authorization to go ahead and take the action. He stated that sometimes things require separate action, maybe legal counsel will know when exactly those certain circumstances come up. Lauren Skiver, CEO/General Manager stated that we will bring the policy forward and that a policy change would need to be made. Ms. Skiver stated that what he was referring to is there was, during the transition of General Managers, an item verbally talked about within the board but not created in action or change to policy in which a board member wanted travel to be brought in front of the group for every incident. Ms. Skiver stated that we went back and looked at the policy and brought forward to the board what the policy said and at the time the board agreed with the policy to remain intact which is, if it is named in the budget, and this relates to travel expense, it is deemed approved. Ms. Skiver stated that we can revisit this item and bring it back to the board next month with the policy and change the policy so every travel is brought in front of this body for approval and it is just a matter of changing the policy. SunLine Agency Board Member Hobart stated that we could make the numbers at a certain level but he stated there was not one member of the committee that could say they could provide details to us **on any items of travel so to say that we are approving it, it's one thing to approve a budget for it but it's another thing to approve a budget where, if it gets approved in**

time that the item is going to be discussed. He stated he feels weird saying I vote yes for everything that is authorized to be expended without having the slightest idea what the details are. Ms. Skiver stated that she is happy to bring the policy back to the board and also stated that all of the travel is paid for with the company credit card which is in your board packet each month and detailed with who the individual is and where they have traveled to, but we are happy to bring that back to this group next month. Ms. Skiver stated there was a previous exercise with information about the way we handle travel that was with a prior board member, Ms. Skiver asked the board for time to do some staff work to bring that forward to this group next month for discussion. She stated that it could be in conjunction with the budget approval so those changes could be made. SunLine Agency Board Member Betts stated that he **wasn't limiting his comments to just travel but he couldn't imagine everything in the budget requiring separate vote.** He stated that the legal counsel will know when that is required and would make sure **that's clear and** what is legally required comes here and we pay attention to that. He stated that when it is an extraordinary expense the General Manager will know when to come to us and he still concurs with Rancho Mirage. Eric Vail, General Counsel stated that for example the general operating expenses, salaries for employees, when the resolution comes to you to approve the budget there will be an appropriations provision in there, an appropriate set of money for that purpose. **You probably won't see those decisions in here, however, you are** going to have capital expenses, contracts that come back to you for approval at that time. He stated that if they think it is important to distinguish between travel and training related to the employees of the organization which are under the authority of your CEO and travel, conferences and expenses of the board entirely appropriate if the board wanted to bring back each travel request for board approval. He stated that we would need to look at the policy and revise the policy. He stated that if what they were talking about was the board approving each instance of employee travel it might **become operationally difficult to do and generally that's outside the** bounds we would look for the board to do as they would generally delegate that authority to your CEO. SunLine Agency Board Member Spiegel stated that the budget they are looking at is an 8% increase over last year and as he understands it, RCTC has approved the amount **so it's a matter of taking a look at the budget of which they all have a copy of and** coming back with any specific questions that you have. SunLine Agency Board Member Strange had a question in terms of policy as he knows on other boards that he sits a general manager or CEO has a certain allocated amount that they have authority to make decisions on and anything above that comes back to the board. He asked if we have that in the policy here. Lauren Skiver, CEO/General Manager stated that for any expenditures that we do there is a threshold that she can approve and a threshold that the Finance Department can approve. She stated that in the past, and she is still referring to travel, the way the board has looked at travel is there has to be a declination of travel in the budget and you have to say where you are going to go. **She stated, to legal counsel's point, the reason why** we clarified this in a board meeting about eighteen months ago possibly two years ago, there was a change to that based on the transition just through conversation with the board and we had **issues where staff was invited to train and because we didn't have** a board meeting in

time we couldn't come back to get it approved it was difficult for us to participate. She stated we are happy to revisit this and bring the information forward. Ms. Skiver stated that the board at that time elected for us to go back to the way that we had handled travel, and it is her travel that is identified in the budget, the employees travel is all currently her discretion to approve. She stated that her travel is listed in the budget and anything that she is invited to outside of that is an information item to this board to make a decision if they feel it is valuable to the agency. SunLine Agency Board Member Hobart expressed that maybe they could get a breakdown as travel is the one thing that comes to mind most often. SunLine Agency Board Member Franklin suggested doing what they do in her city all travel requests go on the Consent Calendar at which time you have an opportunity to look at it. She stated this way you **aren't bringing every single thing before the board. She stated she thought this would be the best way to go and then if something comes up where the time isn't right that we can get it before the board then Ms. Skiver should have the discretion to go ahead and say yay or nay.** SunLine Agency Board Member Hobart stated that he certainly agrees we would want our Chief Executive Officer the authority to do most everything **it's just that there are things from time to time. SunLine Agency Board Member Franklin asked if they were in the Consent Calendar would that do? SunLine Agency Board Member Hobart agreed if they were on the Consent Calendar that gives us an opportunity to pull it and talk about it. Eric Vail, Legal Counsel asked if we were talking about all travel for employees and board members? SunLine Agency Board Member Hobart stated it was for executive and special that's not specifically identified. Lauren Skiver, CEO/General Manager asked if they meant CEO and not just executive and stated she didn't know what special was. SunLine Agency Board Member Hobart stated special was to mean something unexpected and not identified in the budget. He also stated that CEO should be in charge of employee travel he just didn't think that they should be divorced entirely from the whole issue here today and next month take a vote and all of a sudden somebody later says "you approved it", I've heard that happen before that's where he learned about it. SunLine Agency Board Member Franklin confirmed that everyone was good with adding unexpected travel to the Consent Calendar and it was agreed and legal counsel confirmed it was ok to add this to the Consent Calendar.**

**11. Review and Discussion of the Draft FY 2016/17 Short Range Transit Plan (SRTP)  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Joseph Friend)**

SunLine Agency Board Member Spiegel stated that the Finance Committee reviewed this item and approved it as given to us.

Joseph Friend, Interim Deputy Chief Administration Officer stated they were pleased to present to the board and the committee the Short Range Transit Plan for FY 16/17. He stated that this plan covers how the agency operates both operating and capital projects and the operating portion is tied to the budget. Mr. Friend opened the floor for questions from the board and stated that the Planning team is always available if you need specific details of any of the items that we are looking forward to doing in FY 16/17.

Lauren Skiver, CEO/General Manager stated that at the dais she placed an explanation of an article in The Desert Sun which was merely informational and it was picked up from our board packet that is online. Ms. Skiver expressed this item was addressing some of the different items in the article so you have an explanation should your constituents call you or anybody with a concern and you can point them to us for more information if needed. She stated that she wanted them to have an explanation of the elements detailed in the article and she thanked Joseph's team for producing the response.

SunLine Agency Board Member Spiegel asked if this meant they were going to make the change. Joseph Friend, Interim Deputy Chief Administration Officer stated that the change comes in two processes and you, as a board, will approve the SRTP. He stated that after the SRTP is approved we use fiscal demographic data how it impacts the community and then we hold a variety of public meetings throughout the valley to get input from the community to make sure that what we are doing does not disenfranchise any riders and provides the best possible service. With each change the community has a chance to give their input and that will be considered in the process. SunLine Agency Board Member Spiegel asked when this would come back to them. Mr. Friend stated the SRTP would be brought back to the board in June. Lauren Skiver, CEO/General Manager stated that this is a requirement that we have a planning document but as some of you who have been on the board know that things change and sometimes some of the plans aren't executed during the time that they are actually listed in the plan. Ms. Skiver stated that some of the plans aren't funded and this is our wish list for improving transit service and now we go about making sure we can get them funded and executed. She stated it is a fluid document and we discussed earlier in the Finance Committee the Bus Stop Improvement Program and that will come to you and the list will come to you and you will have a chance to comment on it. Ms. Skiver stated that other parts of the plan will come before the board before any changes are executed and some will require public hearings. She stated that we will be in communication with the board over the life of the plan but we are required and should have a document that lists out what are plans are for the next three years and gives a road map for others about what we are planning on doing.

SunLine Agency Board Member Hobart asked if there was any study or analysis or statistics that tells us what the impact of the Buzz Line has been on our sources of income. Lauren Skiver, CEO/General Manager introduced Anita Petke, Planning Manager to speak to the board as Anita has done work with continuing to collect data on the Buzz shuttle and their ridership. Ms. Petke stated that she has been communicating with the City of Palm Springs and coordinating on the bus service in regard to this year's stops. She stated that they have an estimated 400,000 rides for that service. Ms. Petke pointed out that it operates Thursday, Friday, Saturday and Sunday until 2:00 a.m. so they are capturing a large variety of visitors that come to the Palm Springs area. Their service area is from Palm Canyon and Racquet Club Road all the way to Highway 111 and Sunrise and they are capturing a wide area within their jurisdiction. Ms. Petke stated that the impact was very minimal to SunLine ridership. SunLine Agency Board Member Hobart commented all one word answers "minimal" and asked in what manner has it been impacted what have been some of the

surprises or has it been impacted. Ms. Petke stated that they do have a good ridership flow and we do share some stops with them and we would like that ridership to come to SunLine services but the fact that they are running a free ride it's more attractive. She stated that with all the riders they are receiving that does have an impact on SunLine services. Lauren Skiver, CEO/General Manager added that the ridership is unsubstantiated because the contractor provides that information and we are basing this on the contractors estimate of the ridership. Ms. Skiver stated that the times that they run are capturing individuals where we are not even running anymore and our last bus around 11:00 p.m. is going through Palm Canyon area. She stated that the majority of the Buzz ridership is the late night hour that we wouldn't be running anyway so we do feel solid in saying it's minimal. The location that it's serving is circulating in that same location. Ms. Skiver stated that our riders on the Line 111 are trying to get from Palm Springs to Indio or points along the way. Ms. Skiver stated she feels very confident in the work that staff has done and reported to her and she doesn't feel that this is something impacting our ridership in a way of concern. Ms. Skiver stated that we do still need to work through some of the stop issues that we have and the city has worked with SunLine very well. Ms. Skiver stated that we were wondering about it when the service started but it's a different type of demographic and a different type of service that's being delivered then what SunLine provides. SunLine Agency Board Member Hobart stated that he appreciated the information and is tickled to death to find that it's not having any significant financial impact as he thinks it's a great service that Palm Springs offers to their resident particularly, as indicated, after 11:00 p.m. that's more important than ever.

**12. Approval of Minutes**

SunLine Agency Board Member Peabody moved to approve the minutes of the April 27, 2016 Board meeting. The motion was seconded by SunLine Agency Board Member Strange. The motion was approved by a vote of 5 yes; 0 no; 2 abstain – Palm Desert & Palm Springs

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

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 Peabody seconded. The motion carried by a unanimous vote of 7 yes; 0 no.

**14. Contract for Physician Services and Drug & Alcohol Testing  
(Robert Spiegel, Chair of Finance/Audit Committee;  
Staff: Joseph Friend)**

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 Spiegel seconded. The motion carried by a unanimous vote of 7 yes; 0 no.

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

**15. Resolution 0753 to Increase Board Stipends for Board/Committee Meetings**

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

Eric Vail, General Counsel addressed the board stating that when he was first selected as general counsel your then secretary of the board informed him that members of the board were inquiring as to whether or not you could raise your stipend for board meeting and committee meetings. He stated that they had performed some research and put together a staff report and a proposed resolution should you want to move forward. Should you want to move forward with an increase in stipend it would be a two-part process. You would approve the resolution that is submitted for you today that would increase your stipend for board meetings and committee meetings and it would also start the process for us to prepare the necessary amendments to your Joint Powers Authority agreement. Currently, in the Joint Powers law in the Joint Powers Agreement that you have is unclear as to whether the board has any authority to vote itself a stipend. Mr. Vail stated that other transit agencies that have specific legislation, for example RCTC, have clear statutory authority for a specific amount of compensation to the board written into the law and Joint Powers Authority don't have this. He stated that since Joint Powers Authorities enjoy the powers that the member agencies share in common we need to look at what powers the general law cities for our members make up the majority of the membership of SunLine's board have. Mr. Vail stated that cities can grant council members up to \$150 a month in stipend for participation on committees and boards outside of the city organization like SunLine for example. He stated that based on that his conclusion is that the Joint Powers Authority Board would have that same authority and you could bring it up to \$150 a month total compensation in the way of stipend for each of the board members. Mr. Vail suggested that you break that out as \$100 a month for the meeting and \$25 per committee. He stated the general practice is that a board member doesn't serve on more than two committees so if you served on two committees and had one meeting it would hit the maximum and if you served on no committee you would receive \$100. He stated that this action also has a companion piece with your SSG board. Currently you do not receive a stipend for your work with the SSG board and members who are on the Taxi Committee receive \$25 stipend for participation on that committee. Mr. Vail stated that since it is a separate Joint Powers Authority it has the same authority as SunLine board and you can legitimately grant a stipend to the board members of up to \$150 a month. He stated that he would recommend that you separate compensation between the two entities since they are separate legal entities you have separate board meetings and approve a stipend of \$100 for the SunLine meeting and \$100 for the SSG meeting. He stated that you could go lower than that, you can go zero but you have to award authority. He stated he wanted to present this to them as an option because your previous clerk had brought it up, previous secretary, had said that members of the board might have had questions and he didn't even know if it was the current representing board. He stated his apologies but he did want to get it before them for discussion.

This item was brought to the Finance/Audit Committee and voted on and SunLine Agency Board Member Spiegel stated that it was 2 in favor, 1 against and 1 abstention. SunLine Agency Board Member Franklin clarified that this vote was for this

board and not the SSG. Eric Vail, General Counsel stated that was correct. SunLine Agency Board Member Betts stated that he thought it was important that the compensation/stipend remain consistent with other agencies and he stated there was a lot of time put in on the board and we are at the point of \$50 a meeting and it's costing everybody that sits up here many hours. SunLine Agency Board Member Strange asked what is consistent stating \$150 is kind of the max but asked if an agency of our funding size versus other agencies that are similar where do we stand. Eric Vail, General Counsel stated that they looked at that, and thanked him for reminding him, for example SCAG has a much higher compensation, RCTC has a much higher compensation, RTA would be similar with a maximum of \$150, CVAG has a higher compensation at \$100 per meeting with some additional payments for some of the other committees. He stated that at \$150 you are probably on the lower end of where the other regional groups are.

SunLine Agency Board Member Betts moves to approve and SunLine Agency Board Member Spiegel seconded. The motion carried by a vote of 4 yes; 2 no; 1 abstain. Palm Springs

**16. Ratification of Memorandum of Understanding with Amalgamated Transit Union  
(Staff: Tommy Edwards, Chief Negotiator)**

Lauren Skiver, CEO/General Manager stated that we do not have a signed copy from the ATU to present to you today and they are still reviewing it. She stated that legal counsel has advised us in order for the board to ratify and approve this agreement we need that signed copy. She stated that we will be moving this item to the next board meeting.

SunLine Agency Board Member Spiegel motioned to continue this item and the motion was seconded by SunLine Agency Board Member Betts. The motion carried by a unanimous vote of 7 yes; 0 no.

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

CEO/General Manager, Lauren Skiver addressed the Board and stated that she wanted to let them all know that we sent a team to the International Roadeo which was held in Charlotte and our Operator came in fifth. She stated that he did fantastic, Victor Duran, who has been in front of you before and he won the regional roadeo. Ms. Skiver stated that the amazing part was that on the first obstacle he was so careful and did a couple of backups to avoid a cone and ended up not coming in first for making those two adjustments. She stated that he would have been number one and he's number one to us in all kinds of ways but she did want to let them know that he did incredibly well again at this roadeo. He's bend on winning it and she thinks next year may be his year even though this year really was his year. Ms. Skiver stated that staff and the Safety Department is getting ready for our Safety Barbeque. She stated that safety is incredibly important at this agency and its part of what we do every day and the safety group does a really good job of recognizing employees who are driving, operators who have zero accidents and miles without accidents are recognized and the whole agency gets to celebrate with a barbeque. She stated we also have a poster contest which kids in the family participate in on safety. The date is June 3<sup>rd</sup>

and you are always welcome to attend these festivities that we have and she can give them more information about when and where and the time. It is on SunLine property at 11:00 a.m. Ms. Skiver stated that we are really excited about how the state is viewing SunLine and our hydrogen fuels program and we continue to be the talk of the state and the nation on the work that we are doing here. Ms. Skiver thanked the board for supporting these efforts. She stated that we are running these buses in revenue service and we don't experience any lack of pull out or operation issues with these hydrogen buses and your support in continuing to go after those dollars to increase our fleet and our notoriety has also helped funding come our way. We are very appreciative of you supporting that and supporting the teams that are working on that.

SunLine Agency Board Member Spiegel asked if she could talk a little bit about the app on the cell phone.

Lauren Skiver, CEO/General Manager stated that many of you have maybe seen the television ad that we're running. Norma and the marketing team did a great job and if you haven't seen it it runs regularly in the a.m. period on KMIR. She stated that we are promoting our app that gives real time bus information so now you don't have to get paper schedule you can merely download the app onto your phone. It will tell you when the next bus will be there and you can actually see the bus moving along the route and you can see how long it's going to take to get to you and you can see how many people are on the bus. She stated that we are encouraging all our riders to download and use it. The internal team is doing an excellent job of advertising it and getting the information to customers about how to use it and this is along with wifi on our buses. We are moving forward with what our customers have asked us for. They have asked us for frequency, wifi and a convenient way to understand when the bus is going to be there. She stated that in our climate if you know the bus is going to be there in five minutes and it prevents ten minutes of standing out in the sun waiting for it it's an extreme convenience so we are really proud of the rollout and I'm really proud of this team for actually rolling it out so seamlessly. It was a pretty complex project.

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**

- a) CEO reported on the status of the negotiations and that both parties have informally approved the MOU and we are waiting for the signatures from ATU on the Memorandum of Understanding and then it will come back to the board for ratification in June.
- b) General Counsel updated the board on the current status of the case and there was no other reportable action on that item.
- c) The Board met in closed session, heard a presentation from Lauren Skiver regarding meeting Board directives and improvement items, heard a presentation from Board Chair Kristy Franklin on the results of the written evaluation of the CEO performed by Board members, and heard the CEO's request for an increase in compensation. The Board then deliberated in closed session and took the following actions by a 7-0 vote of the members present:
- (1) The Board determined that Lauren Skiver's performance during the period evaluated had exceeded Board expectations;
  - (2) The Board authorized the Chair to provide Lauren Skiver with a description of those items the Board wanted to see continued improvement of the organization on; and
  - (3) The Board approved a 5% increase in Lauren Skiver's existing Base Salary, and a 3.5% increase in SunLine's contribution to her 401k plan.
  - (4) The Board authorized such actions as are necessary to effectuate the increases noted in item 3 above.

**19. Next Regular Board Meeting Date**

June 22, 2016  
12:00 p.m., New Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**20. Adjourn**

Meeting was adjourned at 1:00 p.m.

Respectfully Submitted,

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Diane Beebe  
Clerk of the Board

## SunLine Transit Agency

**DATE:** June 22, 2016

**ACTION**

**TO:** Board of Directors

**FROM:** Compliance Officer

**RE:** Approval of New ACCESS Advisory Committee Members

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### **Recommendation**

Recommend that the Board of Directors approve the new member of the ACCESS Advisory Committee as approved and presented by the current members.

### **Background**

At the June 14, 2016 ACCESS Advisory Committee meeting currently seated members unanimously approved one new member as presented to the Committee by the Membership Subcommittee.

The recommended members are:

Dennis Ujimori      SunDial/Bus Rider

There are no known conflicts of interest.

### **Fiscal Impact**

None

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**Vanessa Mora**

## SunLine Transit Agency

**DATE:** June 22, 2016 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Deputy Chief Financial Officer

**RE:** [Adoption of the Fiscal Year 2017 Operating & Capital Budget](#)

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### **Recommendation**

Recommend that the Board of Directors adopt the proposed FY17 Operating and Capital Budgets.

### **Background**

Policy requires that the budget be submitted to the Finance Committee for discussion. Upon recommendation of the Finance Committee, the budget is then submitted to the Board of Directors for approval and adoption. A draft budget was distributed to Board Members on May 18, 2016 and subsequently presented to the Finance Committee on May 25, 2016. At this meeting, staff answered any questions and presented the Committee with a timeline which included the flexibility for any required special meetings that the Committee deem necessary.

The FY17 Operating Budget reflects an 8.70% increase over FY16 which is primarily attributed to increased pension contributions, increases for bargaining and administrative staff and an increase in consulting expenses. The 8.70% represents a reduction in proposed budget increases compared to the 11.6% & 9.8% increases in FY15 & FY16, respectively.

Staff believes that this budget reflects the operating and capital requirements necessary to move the agency forward in its mission of providing safe and environmentally conscious public transportation services to the residents of the Coachella Valley.

### **Financial Impact**

Sources of revenue have been identified to cover the expenses reflected in this year's Capital and Operating Budgets.

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Luis Garcia  
Deputy Chief Financial Officer



# Annual Budget

FISCAL YEAR 2017



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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**

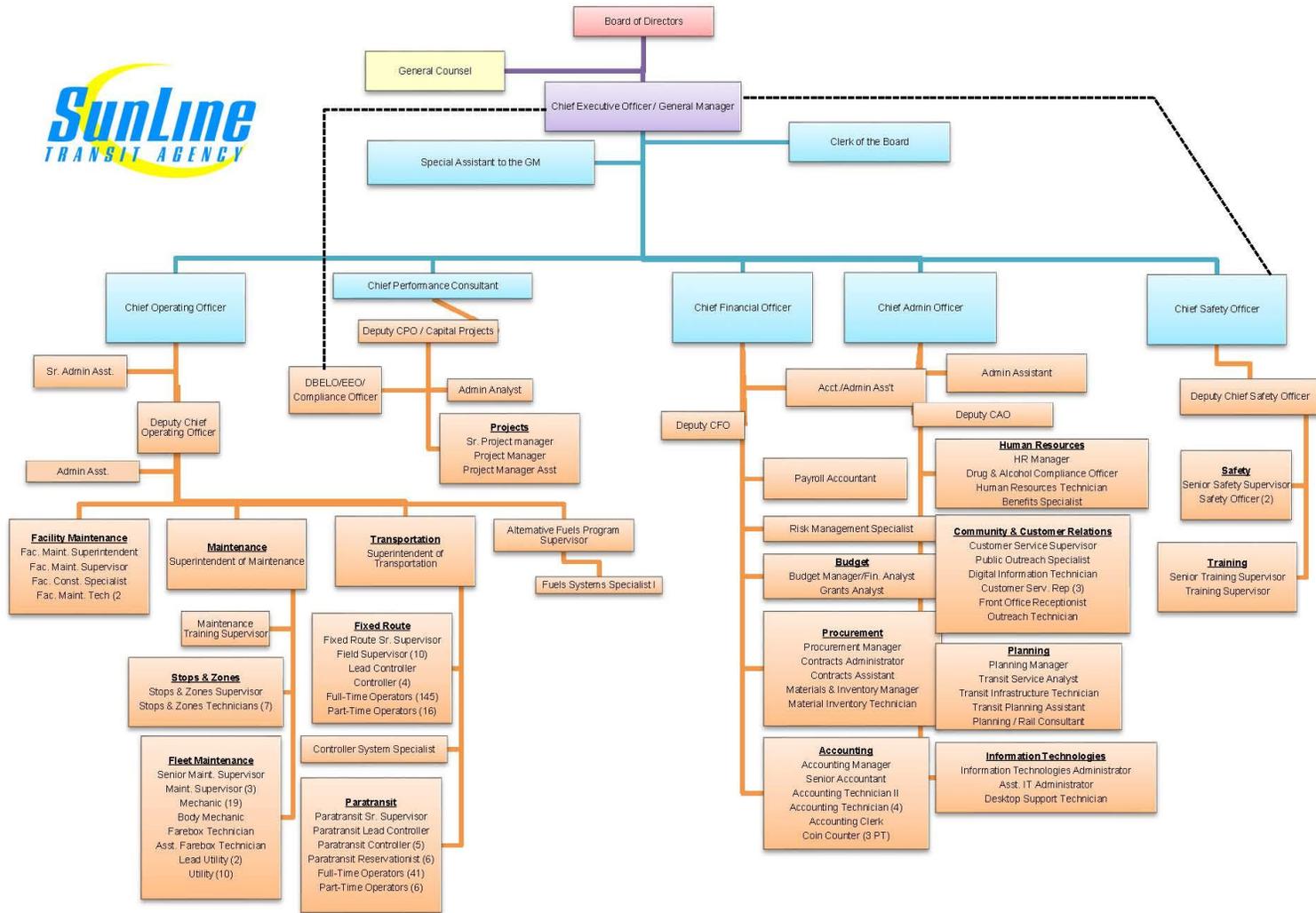
There are ten (10) new capital projects being requested in FY 17. The total capital request in FY 17 adds \$19,055,873 to the \$23M remaining in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities as well as the accumulation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

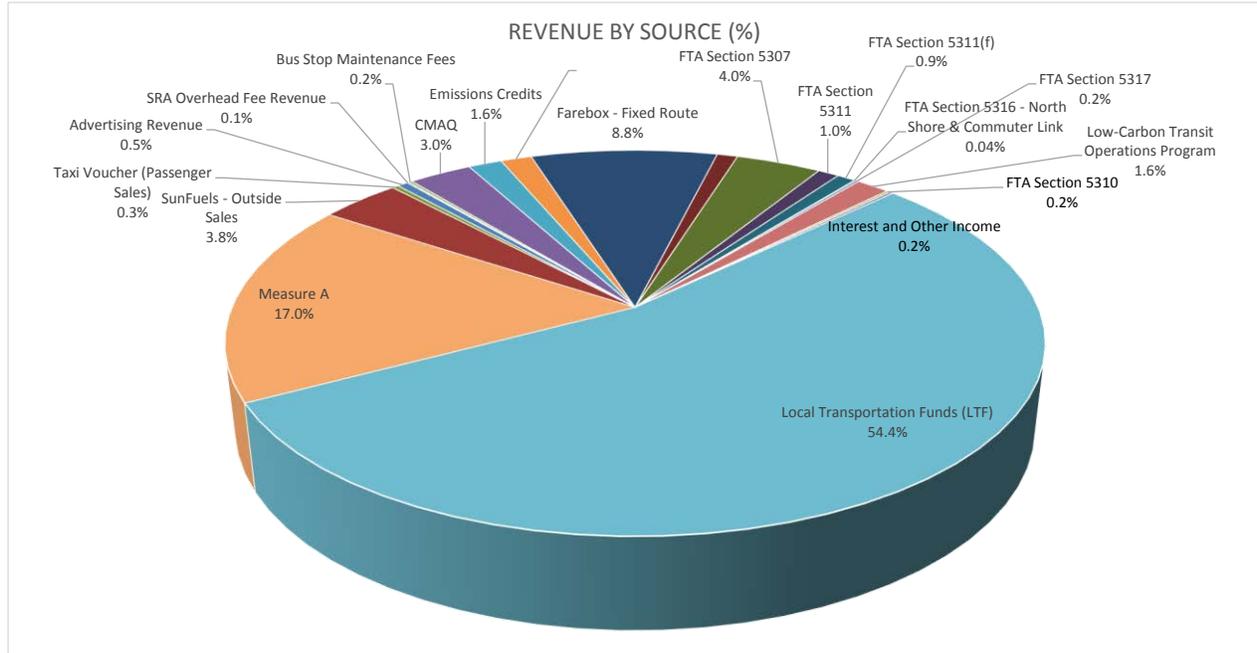
### **Finance Office**

- 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)	29,359	(31,370)	Allocation
CMAQ	1,011,061	-	(1,011,061)	1,015,644	4,583	Federal
Pass through CMAQ funds	(814,476)	-	-	(814,476)	-	
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	542,361	367,361	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
Pass through FTA Section 5317 funds	(13,000)	(13,000)	-	-	13,000	
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**

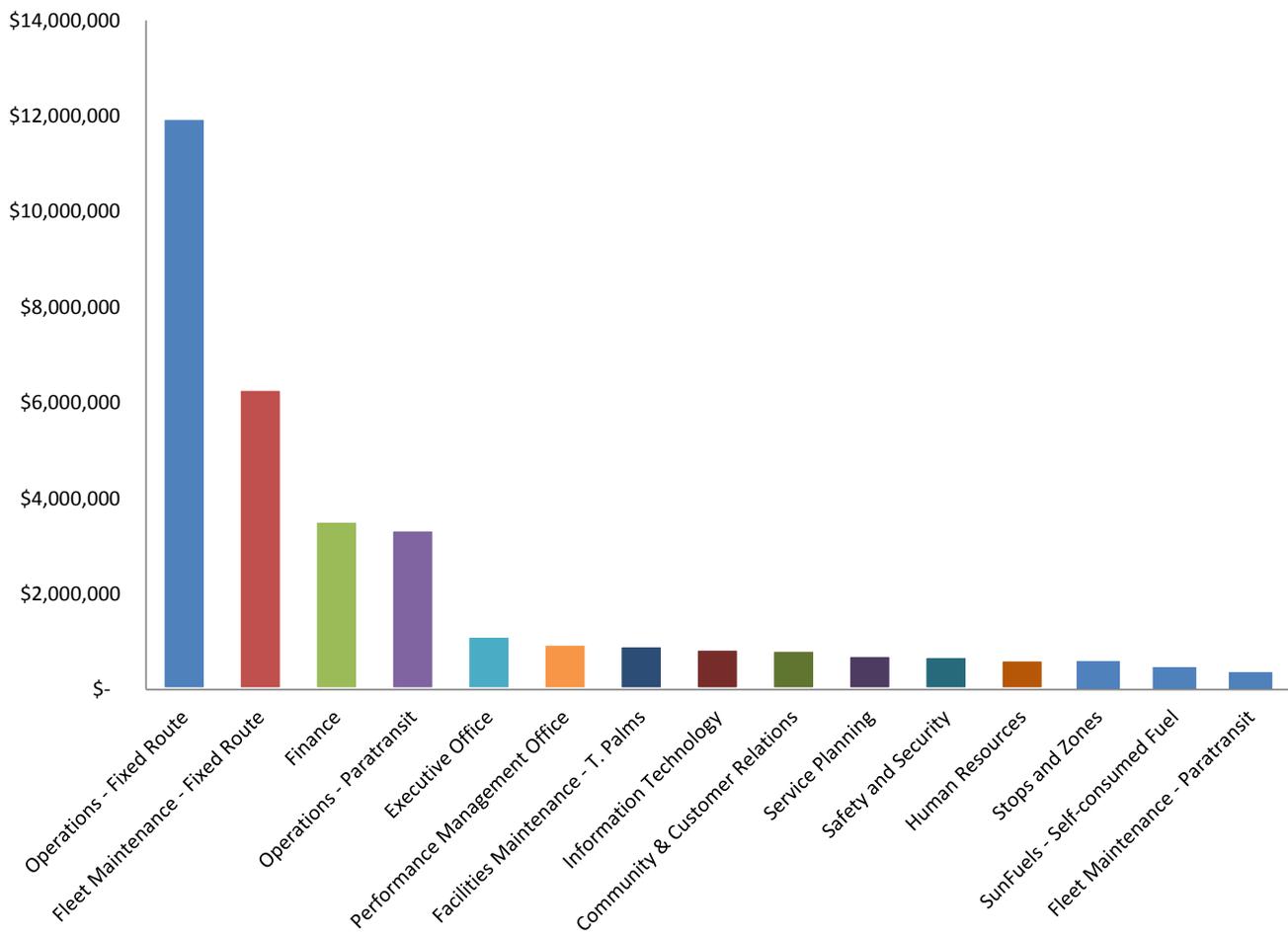
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

### **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

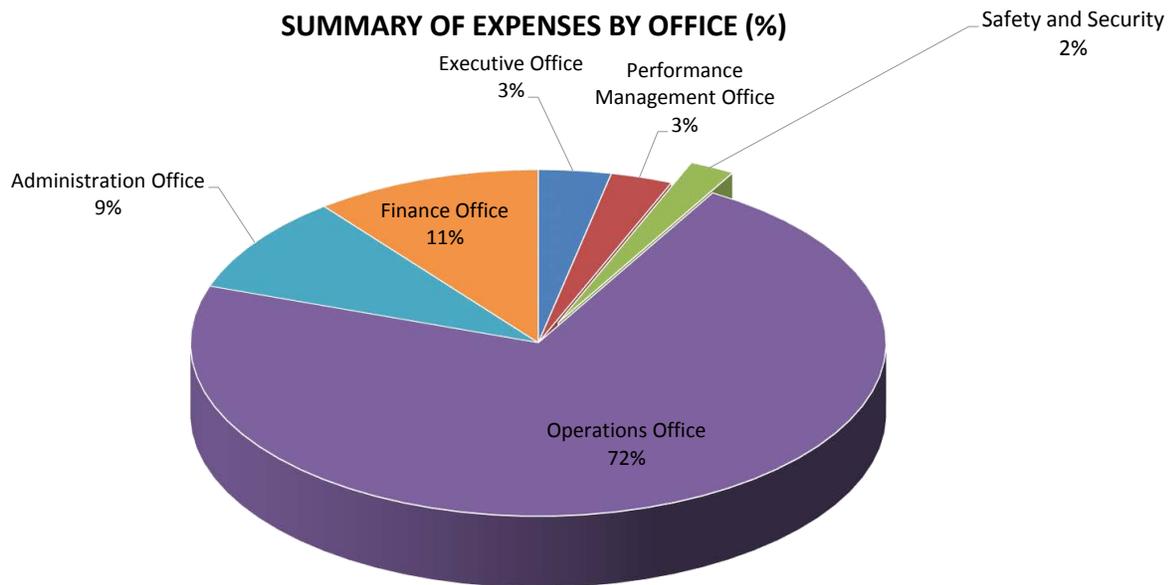
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## EXPENSE SUMMARY

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>

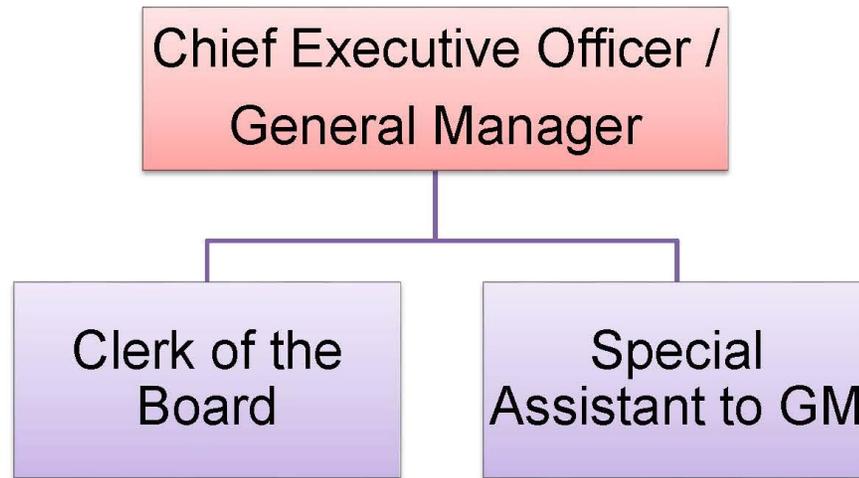
## EXPENSE SUMMARY BY OFFICE



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**

<b>FY 17 Physical Count</b>	<b>Classification</b>	<b>FY 16 Authorized FTEs</b>	<b>FY 17 Requested FTEs</b>	<b>Variance</b>
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**

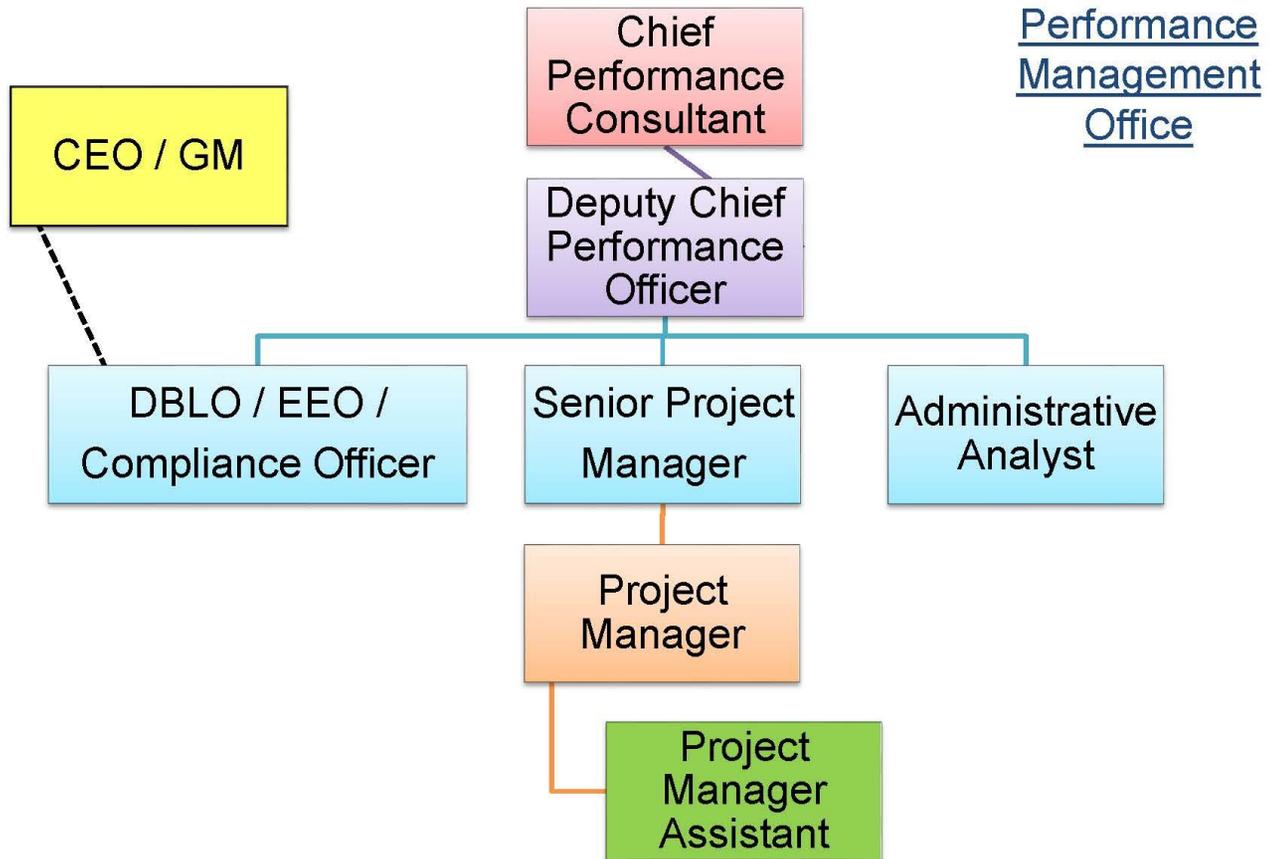
General Ledger Code	FY 16 Approved Budget	FY 17 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	300,511	314,359	13,848
<b>5010700000 ALLOCATED SALARIES</b>	(2,206)	(2,100)	106
<b>5029999999 TOTAL FRINGE BENEFITS</b>	187,271	178,845	(8,426)
<b>Sub-total</b>	<b>485,576</b>	<b>491,104</b>	<b>5,528</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	-
APTA Leadership	-	1,000	1,000
CalAct Autumn Conference	1,000	1,000	-
CTE Board Meeting	-	1,000	1,000
ZEBs Meetings	-	2,000	2,000
California Hydrogen Business Council Board	-	1,200	1,200
CARB SubCommittee for ZEBs	-	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	2,600	(16,640)
<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

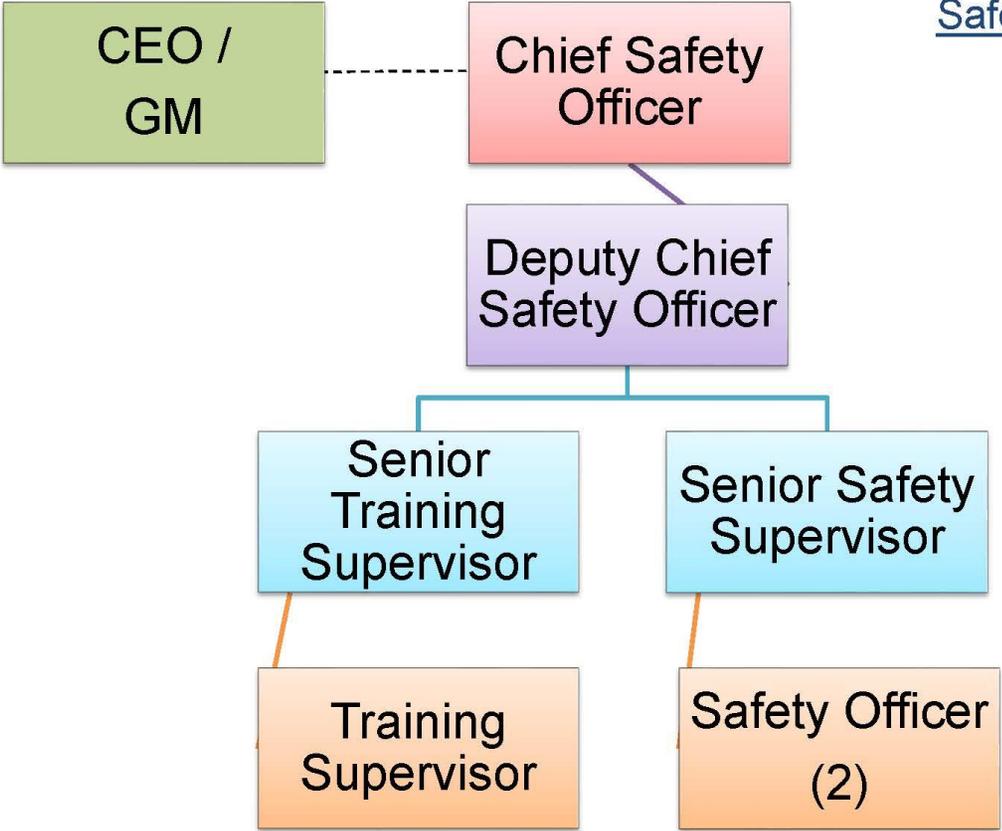
- All positions changed to full time in order to ensure SunLine's growing capital program is managed and administered with the attention to detail it requires.

**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

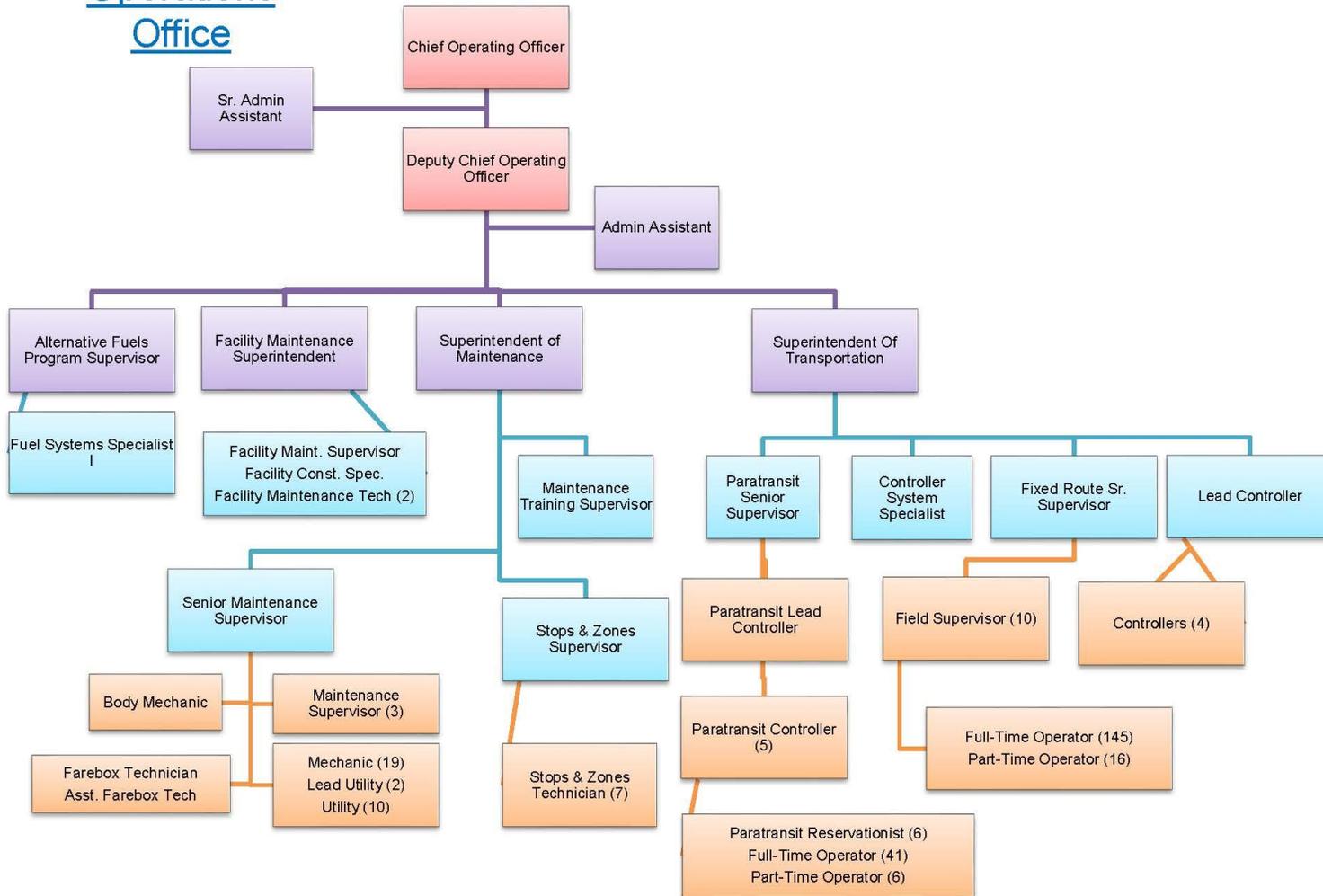
**SAFETY AND SECURITY OFFICE**

**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**

<b>FY 17 Physical Count</b>	<b>Classification</b>	<b>FY 16 Base FTE's</b>	<b>FY 17 Proposed Base FTE's</b>	<b>Variance</b>
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>

**OPERATIONS 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>

**OPERATIONS 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>

**OPERATIONS 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>5030600600 CONTRACT SERVICES-A/C</b>			
Bi-annual HVAC service all facilities	3,000	7,000	4,000
<b>Sub-total</b>	<b>3,000</b>	<b>7,000</b>	<b>4,000</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher inspections	1,200	-	(1,200)
Fire sprinkler inspections for shop	1,600	1,000	(600)
<b>Sub-total</b>	<b>2,800</b>	<b>1,000</b>	<b>(1,800)</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Monthly rental of floor mats used in TP	3,500	4,500	1,000
<b>Sub-total</b>	<b>3,500</b>	<b>4,500</b>	<b>1,000</b>
<b>5030600975 RADIO REPEATER HILLTOP RENTAL</b>			
Rental of tower space for two way radios	11,000	11,000	-
<b>Sub-total</b>	<b>11,000</b>	<b>11,000</b>	<b>-</b>
<b>5040300100 PLUMBING RELATED EXPENDITURES</b>			
Materials for plumbing repairs	4,000	5,000	1,000
<b>Sub-total</b>	<b>4,000</b>	<b>5,000</b>	<b>1,000</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	6,000	7,500	1,500
<b>Sub-total</b>	<b>6,000</b>	<b>7,500</b>	<b>1,500</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for facility maintenance employees	350	350	-
<b>Sub-total</b>	<b>350</b>	<b>350</b>	<b>-</b>
<b>5049900002 BOARD ROOM AND ZWEIG SUPPLIES</b>			
Food and drinks for meetings	6,000	13,000	7,000
<b>Sub-total</b>	<b>6,000</b>	<b>13,000</b>	<b>7,000</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>

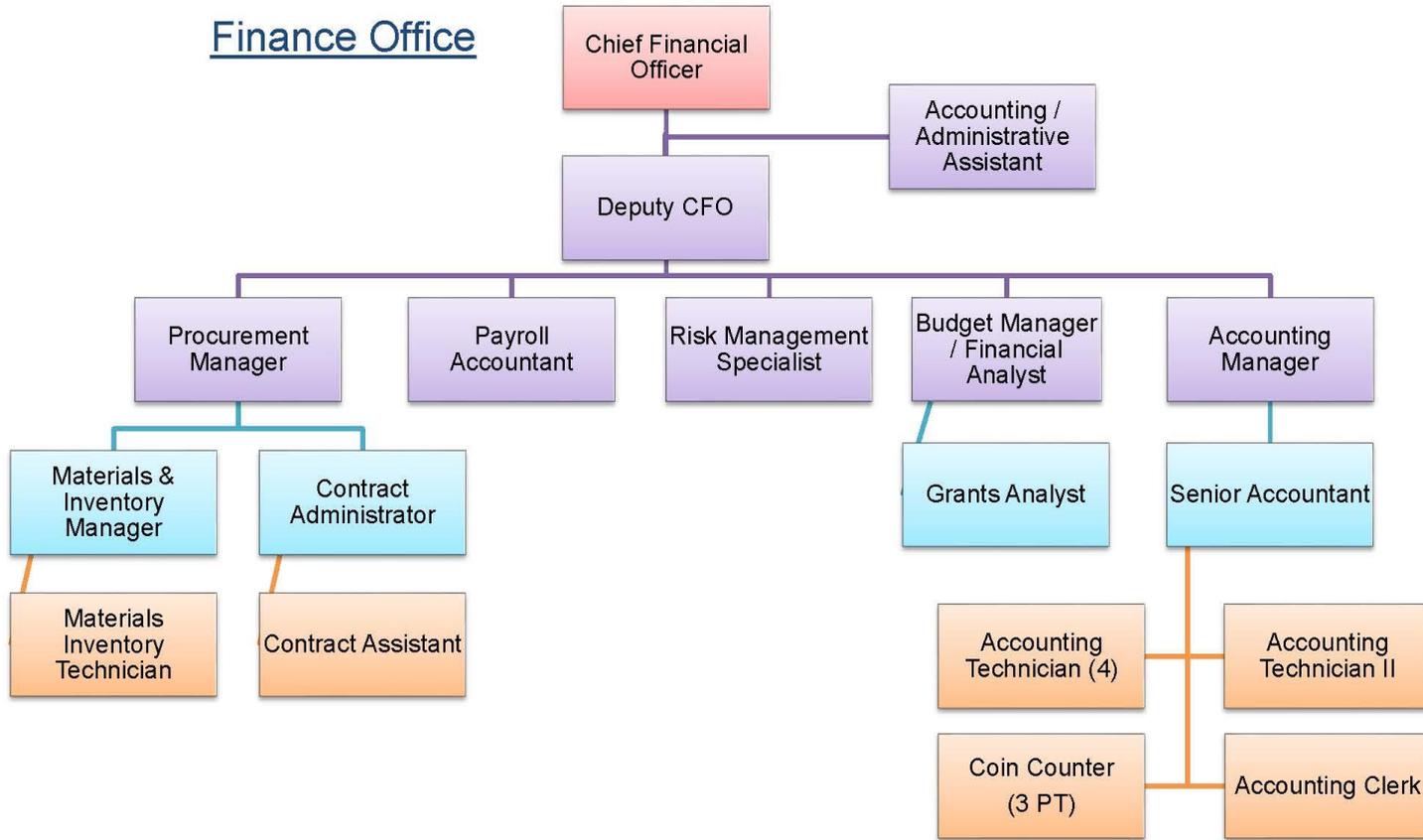
**OPERATIONS OFFICE: STOPS & ZONES DETAILS**

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>

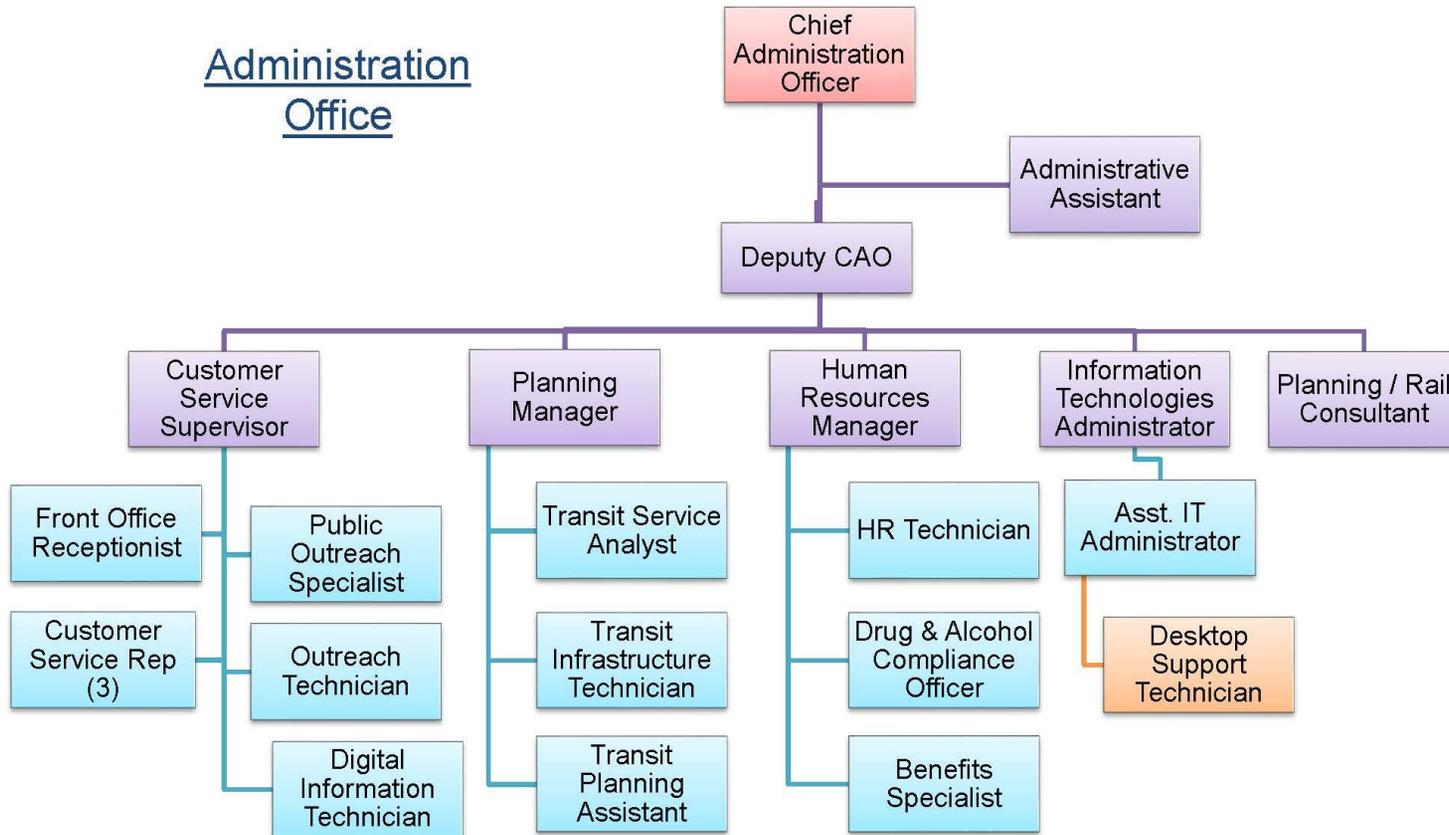
## FINANCE OFFICE DETAIL

### 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**

<b>General Ledger Code</b>	<b>FY 16 Approved Budget</b>	<b>FY 17 Proposed Budget</b>	<b>Variance</b>
<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**

<b>General Ledger Code</b>	<b>FY 16 Approved Budget</b>	<b>FY 17 Proposed Budget</b>	<b>Variance</b>
<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>

## ADMINISTRATION 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>-</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	-

**ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL**

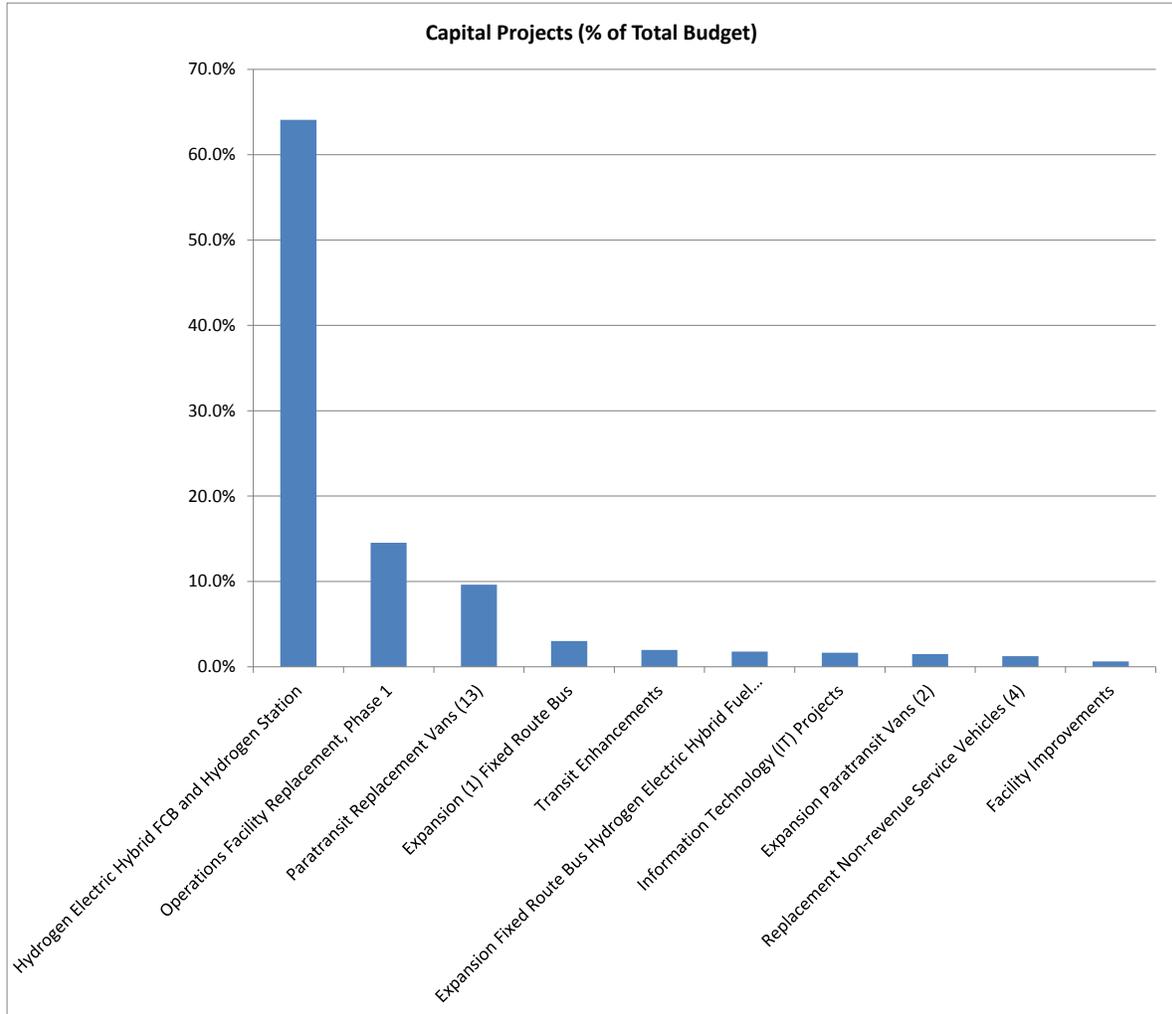
**Division 42**

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

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**

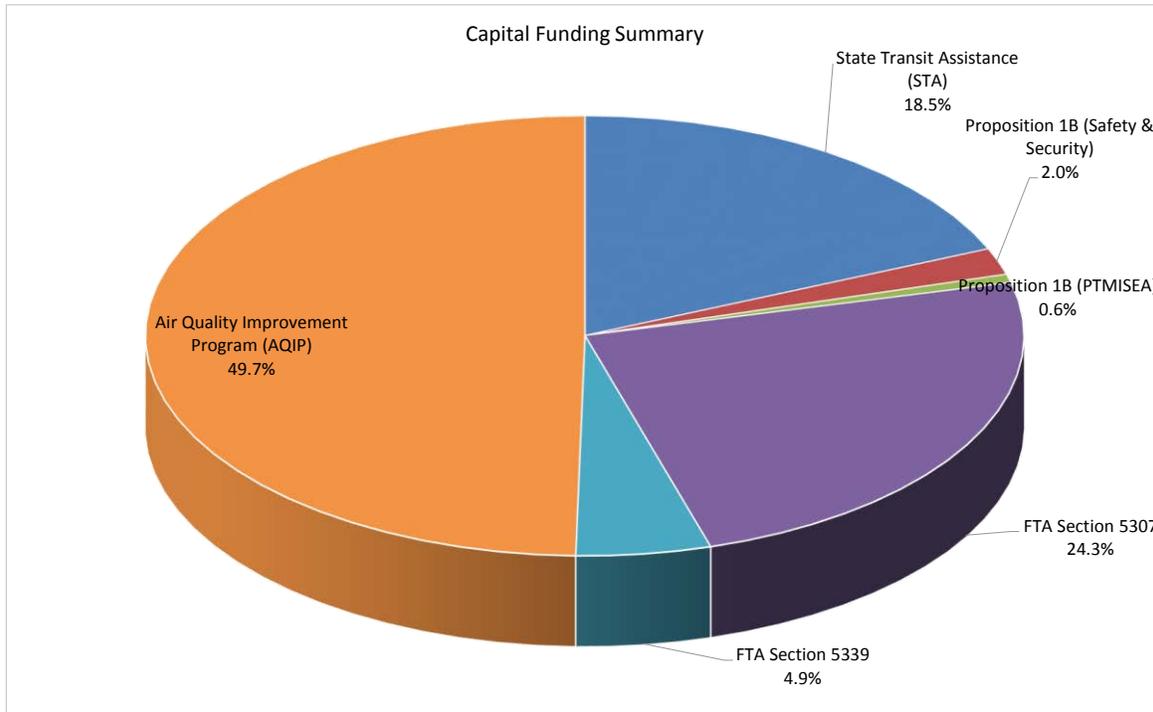
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**CAPITAL BUDGET SUMMARY**

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**

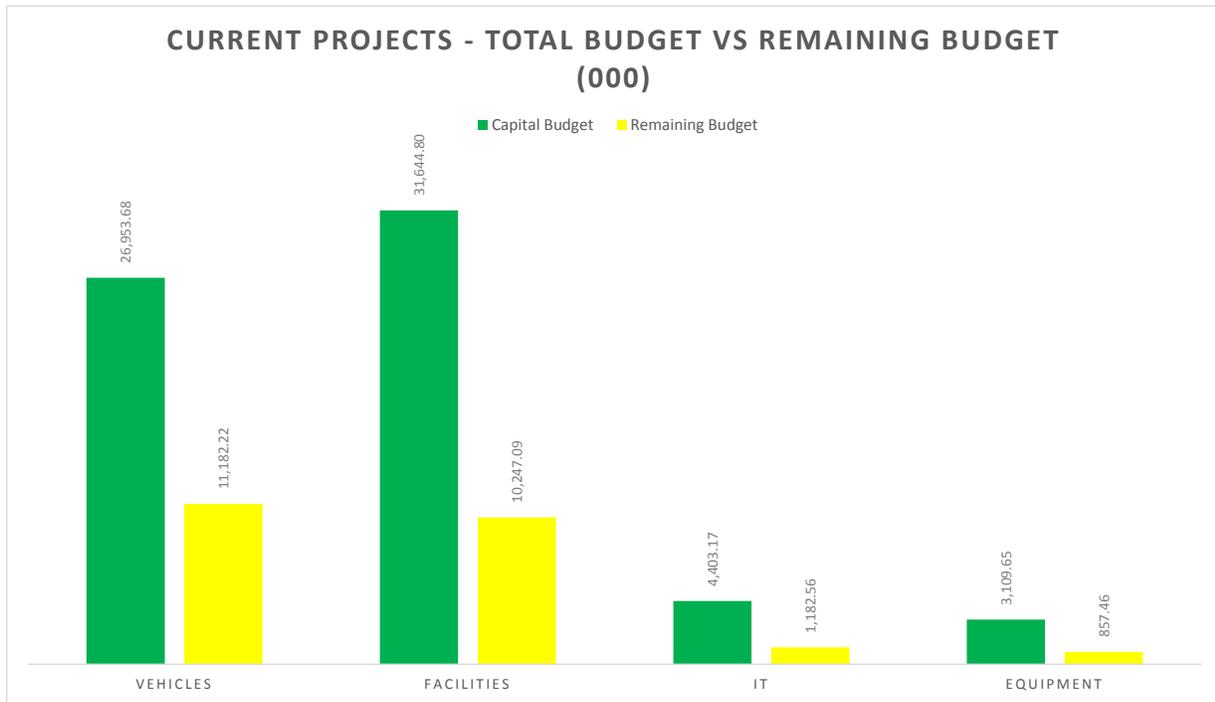
The purchase of one (1) fixed route bus to support the service improvement plan.

**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



**SunLine Transit Agency**  
**32-505 Harry Oliver Trail**  
**Thousand Palms, CA 92276**  
**760.343.3456 / [sunline.org](http://sunline.org)**

## SunLine Transit Agency

**DATE:** June 22, 2016 **Action**

**TO:** Finance Committee  
Board of Directors

**FROM:** Interim Deputy Chief Administration Officer

**RE:** [FY 2016/17 Short Range Transit Plan \(SRTP\)](#)

---

### **Recommendation**

Recommend that the Board of Directors approve the FY 2016/17 SunLine Transit Agency Short Range Transit Plan (SRTP).

### **Background**

Each fiscal year, staff is required to develop an SRTP which is a three (3) year planning document outlining the Agency's operating and capital project plans, along with a financial outline to sustain these plans. The first year of the plan is developed for approval in conjunction with the Agency's budget approval. The second and third year plans in the SRTP are provided for future planning purposes only.

The SRTP is subject to approval by the Riverside County Transportation Commission (RCTC), the Finance Committee and the Board of Directors of SunLine Transit Agency.

### **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 Canyon/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

**Financial Impact**

- The financial impact of the SRTP is reflected in the SunLine Transit Agency fiscal 2016/2017 budget.

---

Joseph Friend  
Interim Deputy Chief Administration Officer

## SunLine Transit Agency

**DATE:** June 22, 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.

---

Tommy D Edwards  
Chief Operating Officer

## SunLine Transit Agency

**DATE:** June 22, 2016 **ACTION**

**TO:** Board Operations Committee  
Board of Directors

**FROM:** Compliance Officer

**RE:** [Equal Employment Opportunity & Affirmative Action Program](#)

---

### **Recommendation**

Recommend that the Board of Directors approve the SunLine Equal Employment Opportunity and Affirmative Action Program and authorize the General Manager/CEO to sign and implement the plan.

### **Background**

SunLine Transit Agency has an established Equal Employment Opportunity and Affirmative Action Program pursuant to 41 CFR §60-2.12, Federal Transit Administration's (FTA) Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients," dated July 26, 1988 and Title VII of the Civil Rights Act of 1964.

SunLine is a recipient of federal funds and is required to submit and updated plan to the FTA every three (3) years. This document updates our program to reflect any census and operating changes that have occurred since the previous program that was submitted and approved by the FTA in October 2013. Specifically, it provides employment data by departments, job categories, gender, race and salary. It identifies areas of under-utilization and establishes goals to improve the recruitment of females and minorities.

### **Fiscal Impact**

This action will not have a fiscal impact.

---

Vanessa Mora



**EQUAL EMPLOYMENT OPPORTUNITY  
&  
AFFIRMATIVE ACTION PROGRAM**

**June 2016**

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

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# Introduction

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees (motor coach operators, paratransit operators, mechanics and facility maintainers) are represented by the Amalgamated Transit Union, Local 1277.

As of June 2015, SunLine employed 317 persons. SunLine is proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

# Equal Employment Opportunity: Policy Statement

SunLine Transit Agency is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is “To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.” Fundamental to SunLine’s mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, disability, age, national origin, ancestry, genetic information, gender, gender identity, gender expression, marital status, medical condition, national origin, sexual orientation, victim of domestic violence, sexual assault, or stalking, protected veteran status, or any other legally protected status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, EEO Officer. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency’s Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any

federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All department heads, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the program as the EEO/AA Officer is the responsibility of the Compliance Officer. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, department head or the Compliance Officer who is the EEO/AA Coordinator. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

---

Lauren L. Skiver  
CEO/General Manager  
SunLine Transit Agency

---

Date

# General Objectives

The general objectives of this Equal Employment Opportunity/Affirmative Action Program are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the department heads, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to department heads, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to these populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

# Designation of Responsibility

## A. Program Responsibility

The primary responsibility for the establishment of the EEO/Affirmative Action Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the CEO/General Manager to express and carry out the responsibilities of the Board of Directors on a day-to-day basis.

## B. Agency Affirmative Action Officer

The assignment of the operational tasks and accountability for implementing the program as the EEO/Affirmative Action Officer is the responsibility of the Compliance Officer. The Compliance Officer shall have the responsibility to audit the requirements of the program and to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/Affirmative Action Program.
- Develop the EEO/Affirmative Action Program and techniques for communication of policy. Provide training to all responsible personnel.
- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.

- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/Affirmative Action Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/ or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Submits status reports concerning the program to the Board of Directors through the CEO/General Manager.
- Identify EEO/Affirmative Action problem area. Assist managerial and supervisory personnel in arriving at solutions to EEO/Affirmative Action problems and assists management in collecting and analyzing employment data. Design and implement audit and reporting systems which will:
  - Measure program effectiveness.
  - Identify areas requiring remedial action.
  - Determine degree to which goals and objectives have been attained.
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.
- Assist in the identification of EEO/Affirmative Action problem areas and establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.
- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.

- Conduct regular discussions with supervisors and employees to be certain the EEO/Affirmative Action Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions
- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
  - Appropriate EEO/Affirmative Action posters are properly displayed.
  - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
  - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine’s sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/Affirmative Action efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

**C. Responsibilities of Management**

All department heads, managers and supervisors are responsible to work with the EEO/Affirmative Action Officer to ensure the effectiveness of the affirmative action program include, but are not limited to, the following:

- Assisting in the identification of problem areas, formulating solutions, and establishing departmental goals and objectives when necessary.
- Reviewing the qualifications of all applicants and employees to ensure qualified individuals are treated in a nondiscriminatory manner when hiring, promotion, transfer, and termination actions occur.

- Reviewing the job performance of each employee to assess whether personnel actions are justified based on the employee's performance of his or her duties and responsibilities.

# Dissemination of Policy

A variety of means will be used to disseminate the program to employees, job applications, and the community. The EEO/Affirmative Action Officer is responsible to ensure that all of the following are accomplished:

## **A. Internal Dissemination**

The SunLine Board of Directors is committed to supporting the EEO/Affirmative Action Program as indicated in the “Policy Statement” section and the section to follow:

The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

*SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine’s employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine’s needs.*

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook state:

*In keeping with our commitment to provide a work environment that is free of discrimination, SunLine strictly prohibits and will not tolerate harassment in any form, including sexual harassment and harassment based on race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, disability, veteran status or genetics. Verbal, physical and visual conduct that create an intimidating, offensive or hostile working environment or that unreasonably interferes with job performance is also considered harassment.*

Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/Affirmative Action violations, the EEO/Affirmative Action Officer will investigate all such claims, all complaints demand a file to be opened and are tracked through filing systems of the Compliance Office. The complete particulars and appropriate corrective action may be reviewed with the CEO/General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and department heads are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards and posted on SunLine's intranet page.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union (ATU). The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following non-discrimination provision in Article G-2, Section 1, paragraph 2:

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

## **B. External Dissemination**

All recruiting sources are informed of SunLine's EEO/Affirmative Action Program both orally and in writing. These sources are requested to actively recruit minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, "An EEO/Affirmative Action Employer."

Appropriate minority and women's organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine's policy.

Prospective employees are informed of the existence of the EEO/Affirmative Action Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers requesting appropriate action on their part.

# Utilization Analysis

SunLine's utilization analysis is comprised of three parts. These parts are:

- Examination of current work force
- Availability analysis
- Utilization analysis with goals for next period

The current work force analysis is based on SunLine's employment records as of April 2016. The Appendices following this document show "Job Group Analysis", "Workforce Analysis", "Availability Determination" and "Annual Placement Goals".

Availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The latest census data available for Riverside County (the recruiting area for SunLine) was the source data. The statistical data used in the weight-factor computation was a judgment basis by SunLine, based upon the census statistics and applicant flow. The eight factors are:

- Minority and female population in the applicable labor market area.
- Minority and female unemployment force in the applicable labor market.
- Percent of minority and female workforce as compared with the total workforce in the labor market area.
- General availability of minorities and females having requisite skills in the labor market area.
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts.
- The availability of promotable minorities and females in SunLine.
- The existence of training institutions capable of training a person requisite skills.
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females.

## Goals and Achievements

In SunLine's last report the minority population was 68% and minorities were underutilized in the following job group categories: Executive/Senior Level Officials and Managers, Professionals and Administrative Support Workers

Since our last reporting we have met our goals and currently no job group category is underutilized. SunLine's current minority population is 76%.

There is still an under-utilization of females; however, continuing strides to correct this area are being implemented. In our previous evaluation, 28% of the workforce was female. Our total slightly decreased to 26% of the current workforce. Since our last reporting SunLine has met its goals for females in the following categories: Executive/Senior Level Officials and Managers; First/Mid-Level Officials and Managers; Craft Workers; Operatives. Females are still underutilized in the following job group categories: Laborers and Helpers, Service Workers.

We have and will continue to address this under-utilization of females. In fact, SunLine has seen an increase in the number of females being hired since July 1, 2015.

We continue to provide a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include harassment, safety, alternative fuels training for mechanics and management development.

SunLine continues to offer an Educational Reimbursement Program. SunLine believes that these are all positive steps which will contribute toward achieving our Affirmative Action goals.

Goals for the period ahead are shown in Appendix E Recruiting efforts will continue to concentrate on both female and minority with an emphasis on those job groups where underutilization has occurred.

# Affirmative Action Program

A review of total operations has been made to identify any problem area where appropriate corrective action will be instituted.

**Under-utilization** is referenced in Appendix E for analysis. Goals have been established to provide needed correction.

**Promotions and Transfers** are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection processes. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

**Employment Application** is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

**Selection Criteria** are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

**Job Descriptions** are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one-year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

**Testing** consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

**SunLine Sponsored Social Events and Special Programs** are held for all employees and all employees are encouraged to participate.

**All Facilities** of SunLine are integrated. This includes offices, lunchrooms, restrooms and all employee areas.

**Seniority** practices are governed by the MOU and the Employee Handbook. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

**Management Support** of this policy is insisted upon by the Board of Directors and the CEO/General Manager of SunLine Transit Agency.

**Training** for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

**Recruiting Area** is large enough to include several minority communities. Public and private transportation is available equally to minority, females and persons with disabilities.

**Employee Attitude** toward Equal Employment Opportunity is good and monitored by the Human Resources Department through exit interview and casual contact with various employees throughout SunLine. All employees have access to the Human Resources Department and other administrative management at all times, either casually or by appointment.

**Technical Compliance** is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

**SunLine Employee Handbook** includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Employment Policy and Harassment Policy. This special procedure is as follows:

*Employees who believe that they have been the subject of harassment, should contact (by phone, mail, or a visit) STA's representative for complaints or any STA supervisor or manager. The complaint should include details of the incident(s), names of individuals involved, and the names of any witnesses. Supervisors or managers must report any complaints received immediately to the EEO Officer.*

*Employees also have the option of contacting the California Department of Fair Employment and Housing (DFEH) at <http://www.dfeh.ca>. or the federal Equal Employment Opportunity Commission (EEOC), [www.eeoc.gov](http://www.eeoc.gov).*

The EEO Officer will cause an investigation to be conducted by personally investigating or assigning appropriate staff or an external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the

complainant would have the opportunity to provide any documents or evidence to support the claim.

- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.
- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the Compliance Officer will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager/CEO before being implemented. The decision is final and binding.
- The Compliance Officer will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

# Assessment of Present Employment Practices

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Human Resources Department shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

**Riverside County Workforce Development Center**

44-199 Monroe Street  
Indio, CA 92201  
(includes web-site)

**College of The Desert**

43-500 Monterey Avenue  
Palm Desert, CA 92260

**Transit Talent.com**

[www.transittalent.com](http://www.transittalent.com)

Newspaper advertising is normally placed in the Riverside Press-Enterprise and the Palm Springs Desert Sun. The Press-Enterprise is circulated in the high-minority communities located in eastern and western Riverside County.

The Majority of applicants for position below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, newspaper advertisements, SunLine's website, [www.sunline.org](http://www.sunline.org), and through the various organizations receiving a recruitment notice. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of local regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening,

but recording of applicants and source. In the period, March 2015 – April 2016, the applicant flow data evaluation shows that 26% of our applicants are female; 75% are minority. Female applicants decreased from the previous report from 38.3% to 26%, which indicates a need to focus more recruiting efforts toward increasing female applicants. However, the number of minority applicants has increased since the last report up 10% from 65% to the current 75%. This is a reflection of SunLine’s efforts to recruit minorities.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant’s qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver’s license, or which will involve driving company vehicles) and the DMV report is requested at the first interview.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the hiring manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions shall be pre-planned and all candidates will receive the same battery of questions. All questions will be constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the event of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to Equal Employment Opportunity/Affirmative Action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific

results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item. The completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion, transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color national origin or any other protected class. Some benefit levels and Sunline contributions toward benefits may vary in amount by employee groups – non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Employee Handbook and MOU.

Termination and Disciplinary practices are established for all personnel through the Employee Handbook and for bargaining employees, the MOU. A probationary period applies to all employees either as new hires or for transfer and promotions. If an employee during the orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of mutually agreed period of probation.

Discipline procedures are contained within SunLine's Employee Handbook for non-bargaining personnel and bargaining personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case

of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

# Internal Auditing and Reporting System

In an effort to monitor goals and SunLine's commitment to Equal Employment/Affirmative Action, the Compliance Officer is responsible for submitting an annual summary of the progress made over the preceding 12 months to the General Manager/CEO. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

The Compliance Officer audits personnel activity on a monthly basis in order to measure the effectiveness of the Affirmative Action Program. The following actions are key to the auditing and reporting system:

- Monitoring of all personnel activity, including placements, transfers, promotions, terminations and compensation at all levels to ensure nondiscrimination.
- Requiring internal reporting on a scheduled basis as to the degree to which equal opportunity and organizational objectives are attained.
- Review report results will all levels of management
- Advising top management of program effectiveness and submitting recommendations to improve unsatisfactory performance.

# Appendix A - Job Group Analysis and Description

## Job Group Analysis and Description

Job Group	EEO-1 Category	Description	Position Titles
1	Executive/Senior Level Officials and Managers	Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.	CEO/General Manager Chief Administration Officer Chief Financial Officer Chief Operating Officer Chief Performance Officer Chief Safety Officer Deputy Chief Admin. Officer Deputy Chief Financial Officer Deputy Chief Operating Officer Deputy Chief Safety Officer Superintendent of Transportation
2	First/Mid-Level Officials and Managers	Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, program and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid-Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of business segment or branch levels	Accounting Manager Alternative Fuels Manager Human Resources Manager Facilities Maintenance Superintendent Materials & Inventory Manager Procurement Manager Project Manager Taxi Administrator Transit Planning Manager

		and are responsible for directing and executing the day-to-day operational objectives of officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.	
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>
3	Professionals	Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.	Administrative Analyst Compliance Officer Materials & Inventory Technician Payroll Accountant Public Info Technician Public Outreach Specialist Senior Accountant Senior Safety Officer
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>
4	Administrative Support Workers	These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.	Accounting Assistant Accounting Clerk Accounting Technician Administrative Assistant Assistant IT Administrator Clerk of the Board Coin Counter

			Contracts Assistant Customer Service Rep. Drug & Alcohol Compliance Officer Front Office Receptionist Grants Analyst Paratransit Reservationist Planning Analyst Project Manager Assistant Senior Administrative Assistant Transit Planning Technician
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>
5	Craft Workers	<p>Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipe layers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.</p>	Body Mechanic Electronic Farebox Technician Maintenance Supervisor Maintenance Training Sup. Mechanic A Senior Maintenance Supervisor Stops & Zones Supervisor Stops & Zones Tech A Stops & Zones Tech B
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>

6	Operatives	Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.	Controller System Specialist Customer Service Supervisor Full Time Paratransit Operator Lead Controller Motor Coach Operator Paratransit Controller Paratransit Lead Controller Paratransit Senior Supervisor PT Motor Coach Operator PT Paratransit Operator Supervisor/Dispatcher Training Supervisor
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>
7	Laborers and Helpers	Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials collectors; septic tank servicers; and sewer pipe cleaners.	Alternative Fuels Technician Facility Maintenance Supervisor Facility Maintenance Technician Lead Utility Utility
<b>Job Group</b>	<b>EEO-1 Category</b>	<b>Description</b>	<b>Position Titles</b>
8	Service Workers	Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions;	Asst. Taxi Cab Administrator I Asst. Taxi Cab Administrator II Safety Officer

		hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.	
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# Appendix B - Workforce Analysis

## Workforce Analysis: Executive/Senior Level and Managers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
CEO/General Manager	1	ESL0M	24	1	0	Male	0						
					0	Female	1	1					
Chief Financial Officer	1	ESL0M	22	1	0	Male	1	1					
					0	Female	0						
Chief Performance Officer/Ass't GM	1	ESL0M	22	1	1	Male	1		1				
					0	Female	0						
Chief Operating Officer	1	ESL0M	22	1	0	Male	1	1					
					0	Female	0						
Chief Administration Officer	1	ESL0M	Vacant		0	Male	0						
					0	Female	0						
Deputy Chief Administration Officer	1	ESL0M	17	1	0	Male	1	1					
					0	Female	0						
Deputy Chief Administration Officer	1	ESL0M	17	1	1	Male	1					1	
					0	Female	0						
Superintendent of Transportation	1	ESL0M	11	1	1	Male	1					1	
					0	Female	0						
Chief Safety Officer	1	ESL0M	10	1	0	Male	1	1					
					0	Female	0						
Deputy Chief Safety Officer	1	ESL0M	10	1	0	Male	1	1					
					0	Female	0						
Department Total				9	3	Male	8	5	1	0	0	2	0
% of Total					33%	% of Total	89%	56%	11%	0%	0%	22%	0%
						Female	1	1	0	0	0	0	0
						% of Total	11%	11%	0%	0%	0%	0%	0%

## Workforce Analysis: First/Mid-Level Officials and Managers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Taxi Administrator	2	FMLOM	12	1	0	Male	1	1					
					0	Female	0						
Facilities Maintenance Superintendent	2	FMLOM	11	1	0	Male	1	1					
					0	Female	0						
Alternative Fuels Manager	2	FMLOM	7	1	0	Male	1	1					
					0	Female	0						
Procurement Manager	2	FMLOM	10	1	0	Male	1	1					
					0	Female	0						
Human Resources Manager	2	FMLOM	12	1	0	Male	0						
					1	Female	1					1	
Accounting Manager	2	FMLOM	10	1	0	Male	0						
					1	Female	1			1			
Project Manager	2	FMLOM	9	1	0	Male	0						
					1	Female	1					1	
Transit Planning Manager	2	FMLOM	12	1	0	Male	0						
					0	Female	1	1					
Materials & Inventory Manager	2	FMLOM	9	1	1	Male	1					1	
					0	Female	0						
Department Total				9	4	Male	5	4	0	0	0	1	0
% of Total					44%	% of Total	56%	44%	0%	0%	0%	11%	0%
						Female	4	1	0	1	0	2	0
						% of Total	44%	11%	0%	11%	0%	22%	0%

## Workforce Analysis: Professionals

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Senior Accountant	3	PRO	10	1	0	Male	0						
					1	Female	1					1	
Administrative Analyst	3	PRO	10	1	0	Male	0						
					1	Female	1					1	
Compliance Officer	3	PRO	10	1	0	Male	0						
					1	Female	1						1
Senior Safety Officer	3	PRO	9	1	1	Male	1					1	
					0	Female	0						
Payroll Accountant	3	PRO	10	1	0	Male	1	1					
					0	Female	0						
Public Outreach Specialist	3	PRO	9	1	0	Male	0						
					1	Female	1					1	
Public Info Technician	3	PRO	7	1	0	Male	1	1					
					0	Female	0						
Materials & Inventory Technician	3	PRO	7	1	1	Male	1					1	
					0	Female	0						
Department Total				8	5	Male	4	2	0	0	0	2	0
% of Total					63%	% of Total	50%	25%	0%	0%	0%	25%	0%
						Female	4	0	0	0	0	3	1
						% of Total	50%	0%	0%	0%	0%	38%	13%

## Workforce Analysis: Administrative Support Workers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Ass't IT Administrator	4	ASW	11	1	0	Male	1	1					
					0	Female	0						
Clerk of the Board	4	ASW	9	1	0	Male	0						
					0	Female	1	1					
Grants Analyst	4	ASW	9	1	0	Male	0						
					1	Female	1		1				
Project Manager Assistant	4	ASW	7	1	1	Male	1			1			
					0	Female	0						
Drug & Alcohol Compliance Officer	4	ASW	8	1	1	Male	1					1	
					0	Female	0						
Planning Analyst	4	ASW	10	1	1	Male	1					1	
					0	Female	0						
Transit Planning Technician	4	ASW	7	1	0	Male	0						
					1	Female	1					1	
Accounting Technician	4	ASW	7	1	0	Male	0						
					1	Female	1					1	
Accounting Assistant	4	ASW	7	1	0	Male	0						
					1	Female	1					1	
Contracts Assistant	4	ASW	7	1	0	Male	0						
					1	Female	1			1			
Senior Administrative Assistant	4	ASW	7	1	0	Male	0						
					0	Female	1	1					
Accounting Technician	4	ASW	7	1	0	Male	0						
					1	Female	1					1	
Paratransit Reservationist	4	ASW	6	1	0	Male	0						
					1	Female	1					1	
Customer Service Representative	4	ASW	7	1	0	Male	0						
					0	Female	1	1					

Administrative Assistant	4	ASW	7	1	0	Male	0							
					1	Female	1						1	
Accounting Technician	4	ASW	7	1	1	Male	1						1	
					0	Female	0							
Paratransit Reservationist	4	ASW	6	1	0	Male	0							
					1	Female	1						1	
Customer Service Representative	4	ASW	7	1	0	Male	0							
					1	Female	1						1	
Human Resources Technician	4	ASW	7	1	0	Male	0							
					1	Female	1						1	
Paratransit Reservationist	4	ASW	6	1	0	Male	0							
					1	Female	1						1	
Paratransit Reservationist	4	ASW	6	1	0	Male	0							
					1	Female	1		1					
Customer Service Representative	4	ASW	7	1	1	Male	1							
					0	Female	0							1
Accounting Clerk	4	ASW	6	1	0	Male	0							
					0	Female	1	1						
Front Office Receptionist	4	ASW	7	1	0	Male	0							
					1	Female	1							1
Coin Counter	4	ASW	5	1	0	Male	1	1						
					0	Female	0							
Administrative Assistant	4	ASW	7	1	0	Male	0							
					0	Female	1	1						
Coint Counter	4	ASW	5	2	0	Male	0							
					2	Female	2						1	1
Department Total				28	21	Male	7	2	0	1	0	4	0	
% of Total					75%	% of Total	25%	7%	0%	4%	0%	14%	0%	
						Female	21	5	1	2	0	12	1	
						% of Total	75%	18%	4%	7%	0%	43%	4%	

## Workforce Analysis: Craft Workers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Senior Maintenance Supervisor	5	CRW	12	1	0	Male	1	1					
					0	Female	0						
Maintenance Supervisor - Training	5	CRW	11	1	0	Male	1	1					
					0	Female	0						
Maintenance Supervisor	5	CRW	10	3	2	Male	3	1				2	
					0	Female	0						
Stops & Zones Supervisor	5	CRW	10	1	1	Male	1		1				
					0	Female	0						
Mechanic	5	CRW	MOU	5	5	Male	5					5	
					0	Female	0						
Mechanic	5	CRW	MOU	8	6	Male	7	1				6	
					1	Female	1		1				
Mechanic	5	CRW	MOU	5	5	Male	5					5	
					0	Female	0						
Body Mechanic	5	CRW	MOU	1	0	Male	1	1					
					0	Female	0						
Farebox Technican	5	CRW	8	1	0	Male	1	1					
					0	Female	0						
Stops & Zones Technician	5	CRW	MOU	2	2	Male	2		1			1	
					0	Female	0						
Stops & Zones Technician	5	CRW	MOU	4	4	Male	4		3			1	
					0	Female	0						
Stops & Zones Technician	5	CRW	MOU	1	1	Male	1		1				
					0	Female	0						
Department Total				33	27	Male	32	6	6	0	0	20	0
% of Total					82%	% of Total	97%	18%	18%	0%	0%	61%	0%
						Female	1	0	1	0	0	0	0
						% of Total	3%	0%	3%	0%	0%	0%	0%

## Workforce Analysis: Operatives

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Customer Service Supervisor	6	OP	11	1	0	Male	1	1					
					0	Female	0						
Supervisor Dispatcher	6	OP	9	1	1	Male	1					1	
					0	Female	0						
Paratransit Senior Supervisor	6	OP	9	1	0	Male	1	1					
					0	Female	0						
Controller System Specialist	6	OP	9	1	1	Male	1					1	
					0	Female	0						
Lead Controller	6	OP	9	1	0	Male	1	1					
					0	Female	0						
Training Supervisor	6	OP	9	1	1	Male	1					1	
					0	Female	0						
Supervisor	6	OP	9	4	2	Male	3	1				2	
					0	Female	1	1					
Supervisor	6	OP	9	2	0	Male	0						
					2	Female	2		1			1	
Supervisor	6	OP	9	3	3	Male	3		1			2	
					0	Female	0						
Supervisor	6	OP	9	1	1	Male	1		1				
					0	Female	0						
Paratransit Lead Controller	6	OP	8	1	0	Male	0						
					0	Female	1	1					
Paratransit Controller	6	OP	9	4	2	Male	2					2	
					1	Female	2	1				1	
Full Time Operator	6	OP	MOU	140	87	Male	112	25	13	3		70	1
					23	Female	28	5	6		1	16	
Full Time Paratransit Operator	6	OP	MOU	34	13	Male	21	8	2			11	
					9	Female	13	4	2			5	2
Full Time Operator	6	OP	MOU	1	0	Male	0						
					1	Female	1					1	
Part Time Paratransit Operator	6	OP	MOU	3	2	Male	3	1				2	
					0	Female	0						
Part Time Paratransit Operator	6	OP	MOU	11	6	Male	6			1		5	
					4	Female	5	1				4	
Part Time Paratransit Operator	6	OP	MOU	2	1	Male	1					1	
					1	Female	1					1	
Part Time Paratransit Operator	6	OP	MOU	2	1	Male	1		1				
					1	Female	1					1	
Part Time Paratransit Operator	6	OP	MOU	12	10	Male	12	2				10	
					0	Female	0						
Department Total				226	173	Male	171	40	18	4	0	108	1
% of Total					77%	% of Total	76%	18%	8%	2%	0%	48%	0%
						Female	55	13	9	0	1	30	2
						% of Total	24%	6%	4%	0%	0%	13%	1%

## Workforce Analysis: Laborers and Helpers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Facility Maintenance Supervisor	7	L & H	10	1	0	Male	1	1					
					0	Female	0						
Lead Utility	7	L & H	MOU	1	1	Male	1					1	
					0	Female	0						
Facility Maintenance Technician	7	L & H	MOU	2	2	Male	2					2	
					0	Female	0						
Utility	7	L & H	MOU	7	6	Male	7	1				6	
					0	Female	0						
Utility	7	L & H	MOU	1	1	Male	1					1	
					0	Female	0						
Alternative Fuels Technician	7	L & H	7	1	1	Male	1					1	
					0	Female	0						
Utility	7	L & H	MOU	1	1	Male	1					1	
					0	Female	0						
Utility	7	L & H	MOU	1	1	Male	1					1	
					0	Female	0						
Department Total				15	13	Male	15	2	0	0	0	13	0
					87%	% of Total	100%	13%	0%	0%	0%	87%	0%
						Female	0	0	0	0	0	0	0
						% of Total	0%	0%	0%	0%	0%	0%	0%

## Workforce Analysis: Service Workers

Job Title	Job Group	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Safety Officer	8	SW	8	1	1	Male	1					1	
					0	Female	0						
Safety Officer	8	SW	8	1	1	Male	1					1	
					0	Female	0						
Assistant Taxicab Administrator 1	8	SW	12	1	1	Male	1		1				
					0	Female	0						
Department Total				3	2	Male	3	0	1	0	0	2	0
% of Total					67%	% of Total	100%	0%	33%	0%	0%	67%	0%
						Female	0	0	0	0	0	0	0
						% of Total	0%	0%	0%	0%	0%	0%	0%

## Total Workforce

Total Workforce				332	252	Male	251	62	27	4	0	157	1
% of Total					76%	% of Total	76%	19%	8%	1%	0%	47%	0%
						Female	82	19	11	3	1	44	4
						% of Total	25%	6%	3%	1%	0%	13%	1%

# Appendix C - Salary Analysis

### Salary Analysis: Executive/Senior Level and Managers

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
CEO/General Manager	ESL0M	\$ 200,262.40	1	0	Male	0						
					Female	1	1					
Chief Financial Officer	ESL0M	\$ 220,480.00	1	0	Male	1	1					
					Female	0						
Chief Performance Officer/Ass't GM	ESL0M	\$ 212,160.00	1	1	Male	1		1				
					Female	0						
Chief Operating Officer	ESL0M	\$ 120,640.00	1	0	Male	1	1					
					Female	0						
Chief Administration Officer	ESL0M	Vacant		0	Male	0						
					Female	0						
Deputy Chief Administration Officer	ESL0M	\$ 80,163.20	1	0	Male	1	1					
					Female	0						
Deputy Chief Administration Officer	ESL0M	\$ 73,964.80	1	1	Male	1					1	
					Female	0						
Superintendent of Transportation	ESL0M	\$ 67,017.60	1	1	Male	1					1	
					Female	0						
Chief Safety Officer	ESL0M	\$ 60,320.00	1	0	Male	1	1					
					Female	0						
Deputy Chief Safety Officer	ESL0M	\$ 59,758.40	1	0	Male	1	1					
					Female	0						
Department Total			9	3	Male	8	5	1	0	0	2	0
% of Total				33%	% of Total	89%	56%	11%	0%	0%	22%	0%
					Female	1	1	0	0	0	0	0
					% of Total	11%	11%	0%	0%	0%	0%	0%

### Salary Analysis: First/Mid-Level and Managers

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Taxi Administrator	FMLOM	\$ 66,955.20	1	0	Male	1	1					
				0	Female	0						
Facilities Maintenance Superintendent	FMLOM	\$ 65,353.60	1	0	Male	1	1					
				0	Female	0						
Alternative Fuels Manager	FMLOM	\$ 64,376.00	1	0	Male	1	1					
				0	Female	0						
Procurement Manager	FMLOM	\$ 62,504.00	1	0	Male	1	1					
				0	Female	0						
Human Resources Manager	FMLOM	\$ 59,800.00	1	0	Male	0						
				1	Female	1					1	
Accounting Manager	FMLOM	\$ 57,366.40	1	0	Male	0						
				1	Female	1			1			
Project Manager	FMLOM	\$ 56,472.00	1	0	Male	0						
				1	Female	1					1	
Transit Planning Manager	FMLOM	\$ 53,060.80	1	0	Male	0						
				0	Female	1	1					
Materials & Inventory Manager	FMLOM	\$ 51,625.60	1	1	Male	1					1	
				0	Female	0						
Department Total			9	4	Male	5	4	0	0	0	1	0
% of Total				44%	% of Total	56%	44%	0%	0%	0%	11%	0%
					Female	4	1	0	1	0	2	0
					% of Total	44%	11%	0%	11%	0%	22%	0%

### Salary Analysis: Professionals

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Senior Accountant	PRO	\$ 58,510.40	1	0	Male	0						
					Female	1					1	
Administrative Analyst	PRO	\$ 56,784.00	1	0	Male	0						
					Female	1					1	
Compliance Officer	PRO	\$ 49,628.80	1	0	Male	0						
					Female	1						1
Senior Safety Officer	PRO	\$ 49,462.40	1	1	Male	1					1	
				0	Female	0						
Payroll Accountant	PRO	\$ 46,800.00	1	0	Male	1	1					
				0	Female	0						
Public Outreach Specialist	PRO	\$ 41,371.20	1	0	Male	0						
				1	Female	1					1	
Public Info Technician	PRO	\$ 36,400.00	1	0	Male	1	1					
				0	Female	0						
Materials & Inventory Technician	PRO	\$ 35,360.00	1	1	Male	1					1	
				0	Female	0						
Department Total			8	5	Male	4	2	0	0	0	2	0
% of Total				63%	% of Total	50%	25%	0%	0%	0%	25%	0%
					Female	4	0	0	0	0	3	1
					% of Total	50%	0%	0%	0%	0%	38%	13%

### Salary Analysis: Administrative Support Workers

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Ass't IT Administrator	ASW	\$ 62,004.80	1	0	Male	1	1					
				0	Female	0						
Clerk of the Board	ASW	\$ 54,600.00	1	0	Male	0						
				0	Female	1	1					
Grants Analyst	ASW	\$ 51,521.60	1	0	Male	0						
				1	Female	1			1			
Project Manager Assistant	ASW	\$ 47,840.00	1	1	Male	1						
				0	Female	0			1			
Drug & Alcohol Compliance Officer	ASW	\$ 44,012.80	1	1	Male	1						1
				0	Female	0						
Planning Analyst	ASW	\$ 42,640.00	1	1	Male	1						1
				0	Female	0						
Transit Planning Technician	ASW	\$ 41,600.00	1	0	Male	0						
				1	Female	1						1
Accounting Technician	ASW	\$ 41,454.40	1	0	Male	0						
				1	Female	1						1
Accounting Assistant	ASW	\$ 41,225.60	1	0	Male	0						
				1	Female	1						1
Contracts Assistant	ASW	\$ 38,022.40	1	0	Male	0						
				1	Female	1				1		
Senior Administrative Assistant	ASW	\$ 37,190.40	1	0	Male	0						
				0	Female	1	1					
Accounting Technician	ASW	\$ 35,360.00	1	0	Male	0						
				1	Female	1						1
Paratransit Reservationist	ASW	\$ 34,964.80	1	0	Male	0						
				1	Female	1						1
Customer Service Representative	ASW	\$ 34,673.60	1	0	Male	0						
				0	Female	1	1					
Administrative Assistant	ASW	\$ 34,320.00	1	0	Male	0						

				1	Female	1					1	
Accounting Technician	ASW	\$ 34,278.40	1	1	Male	1					1	
				0	Female	0						
Paratransit Reservationist	ASW	\$ 31,200.00	1	0	Male	0						
				1	Female	1					1	
Customer Service Representative	ASW	\$ 31,200.00	1	0	Male	0						
				1	Female	1					1	
Human Resources Technician	ASW	\$ 31,200.00	1	0	Male	0						
				1	Female	1					1	
Paratransit Reservationist	ASW	\$ 31,200.00	1	0	Male	0						
				1	Female	1					1	
Paratransit Reservationist	ASW	\$ 30,264.00	1	0	Male	0						
				1	Female	1		1				
Customer Service Representative	ASW	\$ 29,369.60	1	1	Male	1					1	
				0	Female	0						
Accounting Clerk	ASW	\$ 29,120.00	1	0	Male	0						
				0	Female	1	1					
Front Officer Receptionist	ASW	\$ 25,708.80	1	0	Male	0						
				1	Female	1					1	
Coin Counter	ASW	\$ 22,880.00	1	0	Male	1	1					
				0	Female	0						
Administrative Assistant	ASW	\$ 19,281.60	1	0	Male	0						
				0	Female	1	1					
Coint Counter	ASW	\$ 16,879.20	2	0	Male	0						
				2	Female	2					1	1
Department Total			28	21	Male	7	2	0	1	0	4	0
% of Total				75%	% of Total	25%	7%	0%	4%	0%	14%	0%
					Female	21	5	1	2	0	12	1
					% of Total	75%	18%	4%	7%	0%	43%	4%



## Salary Analysis: Operatives

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Customer Service Supervisor	OP	\$ 63,086.40	1	0	Male	1	1					
				0	Female	0						
Supervisor Dispatcher	OP	\$ 53,830.40	1	1	Male	1					1	
				0	Female	0						
Paratransit Senior Supervisor	OP	\$ 53,830.40	1	0	Male	1	1					
				0	Female	0						
Controller System Specialist	OP	\$ 50,835.20	1	1	Male	1					1	
				0	Female	0						
Lead Controller	OP	\$ 48,651.20	1	0	Male	1	1					
				0	Female	0						
Training Supervisor	OP	\$ 46,571.20	1	1	Male	1					1	
				0	Female	0						
Supervisor	OP	\$ 46,571.20	4	2	Male	3	1				2	
				0	Female	1	1					
Supervisor	OP	\$ 45,323.20	2	0	Male	0						
				2	Female	2		1			1	
Supervisor	OP	\$ 44,491.20	3	3	Male	3		1			2	
				0	Female	0						
Supervisor	OP	\$ 43,804.80	1	1	Male	1		1				
				0	Female	0						
Paratransit Lead Controller	OP	\$ 43,430.40	1	0	Male	0						
				0	Female	1	1					
Paratransit Controller	OP	\$ 42,598.40	4	2	Male	2					2	
				1	Female	2	1				1	
Full Time Operator	OP	\$ 41,704.00	140	87	Male	112	25	13	3		70	1
				23	Female	28	5	6		1	16	
Full Time Paratransit Operator	OP	\$ 32,988.80	34	13	Male	21	8	2			11	
				9	Female	13	4	2			5	2
Full Time Operator	OP	\$ 31,278.00	1	0	Male	0						
				1	Female	1					1	
Part Time Paratransit Operator	OP	\$ 31,278.00	3	2	Male	3	1				2	
				0	Female	0						
Part Time Paratransit Operator	OP	\$ 29,920.80	11	6	Male	6			1		5	
				4	Female	5	1				4	
Part Time Paratransit Operator	OP	\$ 24,741.60	2	1	Male	1					1	
				1	Female	1					1	
Part Time Paratransit Operator	OP	\$ 22,698.00	2	1	Male	1		1			1	
				1	Female	1						
Part Time Paratransit Operator	OP	\$ 21,668.40	12	10	Male	12	2				10	
				0	Female	0						
Department Total			226	173	Male	171	40	18	4	0	108	1
% of Total				77%	% of Total	76%	18%	8%	2%	0%	48%	0%
					Female	55	13	9	0	1	30	2
					% of Total	24%	6%	4%	0%	0%	13%	1%





# Appendix D - Availability Determination

Job Group: 1	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	38%	38%	75%	28.5%	28.5%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	50%	25%	25%	12.5%	6.25%	<b>CEO/General Manager</b> Feeder Position(s): Chief Performance Officer Chief Operations Officer Chief Financial Officer Chief Administrative Officer  <b>Chief Admin. Officer</b> Feeder position(s): Deputy CAO  <b>Chief Financial Officer</b> Feeder position(s): Deputy CFO  <b>Chief Operating Officer</b> Feeder position(s): Deputy COO Superintendent of Transportation  <b>Chief Performance Officer</b>	25% of placements into this job group are from internal promotions.

						<p>Feeder position(s): Deputy CPO/Capital Projects</p> <p><b>Chief Safety Officer</b> Feeder position(s): Deputy Chief Safety Officer</p> <p><b>Deputy Chief Admin Officer</b> Feeder position(s):</p> <p><b>Deputy Chief Financial Officer</b> Feeder position(s): Accounting Manager</p> <p><b>Deputy Chief Operating Officer</b> Feeder position(s):</p> <p><b>Deputy Chief Safety Officer</b> Feeder position(s): Senior Safety Officer</p> <p><b>Superintendent of Transportation</b> Feeder position(s): Supervisor/Dispatcher Paratransit Senior Supervisor</p> <p>Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.</p>	
<b>Totals:</b>				41%	34.75%	< Final Factor	

Job Group: 2	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	38%	38%	50%	19%	19%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	50% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	44%	44%	50%	22%	22%	<b>Accounting Manager</b> Feeder Position(s): Senior Accountant  <b>Alternative Fuels Manager</b> Feeder position(s): Alt. Fuels Technician  <b>Human Resources Manager</b> Feeder position(s): Human Resources Tech.  <b>Facilities Maint. Superintendent</b> Feeder position(s): Facilities Maintenance Sup.  <b>Materials &amp; Inventory Manager</b> Feeder position(s): Materials & Inventory Technician <b>Procurement Manager</b> Feeder position(s):	50% of placements into this job group are from internal promotions.

						<p>Contracts Administrator</p> <p><b>Taxi Administrator</b> Feeder position(s): Asst. Taxi Cab Administrator 1</p> <p><b>Transit Planning Manager</b> Feeder position(s): Planning Analyst</p> <p>Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.</p>	
<b>Totals:</b>				41%	41%	< Final Factor	

Job Group: 3	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	42%	56%	50%	21%	28%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	50% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	75%	50%	50%	37.5%	25%	<b>Administrative Analyst</b> Feeder position(s): Administrative Assistants  <b>Compliance Officer</b> Feeder position(s): None  <b>Materials &amp; Inventory Tech.</b> Feeder position(s): None  <b>Payroll Accountant</b> Feeder position(s): Accounting Technician  <b>Public Information Tech.</b> Feeder position(s): None	50% of placements into this job group are from internal promotions.

						<p><b>Public Outreach Specialist</b> Feeder position(s): None</p> <p><b>Senior Accountant</b> Feeder position(s): Accounting Technician</p> <p><b>Senior Safety Officer</b> Feeder position(s): Safety Officer</p> <p>Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.</p>	
<b>Totals:</b>				58.5%	53%	< Final Factor	

Job Group: 4	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	55%	74%	75%	41.25%	55.5%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	75%	75%	25%	18.75%	18.75	<b>Accounting Assistant</b> Feeder position(s): Accounting Clerk  <b>Accounting Clerk</b> Feeder position(s): Coin Counter  <b>Accounting Technician</b> Feeder position(s): Accounting Clerk Coin Counter  <b>Assistant IT Administrator</b> Feeder position(s): None  <b>Clerk of the Board</b> Feeder position(s): Special Assistant to GM Administrative Assistant	25% of placements into this job group are from internal promotions.

						<p><b>Coin Counter</b> Feeder position(s): None</p> <p><b>Contracts Administrator</b> Feeder position(s): Contracts Assistant</p> <p><b>Contracts Assistant</b> Feeder position(s): None</p> <p><b>Customer Service Rep.</b> Feeder position(s): Front Office Receptionist</p> <p><b>Drug &amp; Alcohol Compliance</b> Feeder position(s): None</p> <p><b>Front Office Receptionist</b> Feeder position(s): None</p> <p><b>Grants Analyst</b> Feeder position(s): Accounting Technician</p> <p><b>Paratransit Reservationist</b> Feeder position(s): Customer Service Rep.</p>	
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						<p><b>Project Manager Assistant</b> Feeder position(s): Administrative Assistant</p> <p><b>Senior Admin Assistant</b> Feeder position(s): Administrative Assistant</p> <p><b>Transit Planning Technician</b> Feeder position(s): None</p> <p>Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.</p>	
<b>Totals:</b>				60%	74.25%	< Final Factor	

Job Group: 5	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	62%	0%	75%	46.5%	0%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	82%	3%	25%	20.05%	0.75%	<b>Body Mechanic</b> Feeder position(s): None  <b>Facility Construction Specialist</b> Feeder position(s): Facility Maintenance Tech.  <b>Farebox Technician</b> Feeder position(s): None  <b>Maintenance Supervisor</b> Feeder position(s): Mechanic A  <b>Maintenance Training Supervisor</b> Feeder position(s): Maintenance Supervisor	25% of placements into this job group are from internal promotions.

						<p>Mechanic A</p> <p><b>Mechanic</b> Feeder position(s): None</p> <p><b>Senior Maintenance Supervisor</b> Feeder position(s): Maintenance Supervisor Maintenance Training Sup</p> <p><b>Stops &amp; Zones Supervisor</b> Feeder position(s): Stops &amp; Zones Technician</p> <p><b>Stops &amp; Zones Tech,</b> Feeder position(s): None</p> <p>Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.</p>	
<b>Totals:</b>				66.55%	0.75%	< Final Factor	

Job Group: 6	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	74%	26%	75%	55.5%	19.5%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	76%	24%	25%	19%	6%	<b>Controller System Specialist</b> Feeder position(s): Supervisor/Dispatcher  <b>Customer Service Supervisor</b> Feeder position(s): Customer Service Rep.  <b>Full Time Paratransit Operator</b> Feeder position(s): Part Time Paratransit  <b>Lead Controller</b> Feeder position(s): Supervisor/Dispatcher  <b>Motor Coach Operator</b> Feeder position(s): Part Time Operator	25% of placements into this job group are from internal promotions.

						Part Time Paratransit Oper  <b>Paratransit Controller</b> Feeder position(s): Full Time Paratransit Oper Paratransit Reservationist  <b>Paratransit Lead Controller</b> Feeder position(s): Lead Controller Paratransit Controller  <b>Paratransit Senior Supervisor</b> Feeder position(s): Paratransit Lead Controller  <b>PT Motor Coach Operator</b> Feeder position(s): Full Time Paratransit Oper Part Time Paratransit Oper  <b>Part Time Paratransit Operator</b> Feeder position(s): None  <b>Safety Supervisor</b> Feeder position(s): Supervisor/Dispatcher	
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						<b>Supervisors/Dispatchers</b> Feeder position(s): Full Time Operators  <b>Training Supervisor</b> Feeder position(s): Supervisor/Dispatcher  Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.	
<b>Totals:</b>				74.50%	25.50%	< Final Factor	

Job Group: 7	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	74%	14%	75%	55.5%	10.5%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	87%	0%	25%	21.75%	0%	<b>Alternative Fuels Technician</b> Feeder position(s): None  <b>Facility Maintenance Supervisor</b> Feeder position(s): Facility Maintenance Technician  <b>Facility Maintenance Technician</b> Feeder position(s): None  <b>Lead Utility</b> Feeder position(s): Utility  <b>Utility</b> Feeder position(s): None	25% of placements into this job group are from internal promotions.

						Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.	
<b>Totals:</b>				77.25%	10.5%	< Final Factor	

Job Group: 8	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Minority	Female		Minority	Female		
1. Percentage of minorities or women with requisite skills in the recruitment area	65%	58%	75%	48.75%	43.5%	2010 Census Data  <b>Reasonable:</b> Riverside County – CA  Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	100%	0%	25%	25%	0%	<b>Assist Taxicab Administrator I</b> Feeder position(s): None  <b>Assistant Taxicab Administrator II</b> Feeder position(s): Assistant Taxicab Administrator I  <b>System Security Officer</b> Feeder position(s): None  Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.	25% of placements into this job group are from internal promotions.
<b>Totals:</b>				73.75%	43.5%	< Final Factor	

# Appendix E - Comparing Incumbent to Availability and Annual Placement Goals

## Utilization Analysis: Comparing Incumbency to Availability and Establishing Placement Goals

Job Group	Female Incumbency %	Female Availability %	Establish Goal? Yes/No	If yes, Goal for Females	Corrective Actions
1 & 2	33%	38%	No	*	SunLine will continue to develop internal female candidates as available. Efforts will be increased to attract females from like positions from other public agencies. Searches will be made through trade publications and professional associations.
3	50%	56%	No	*	As an effort to continue to promote to females in these occupational fields, SunLine will increase advertisements in local publications. Utilize female staff in this category at job fairs to promote careers to females.
4	75%	74%	No	N/A	N/A
5	3%	0%	No	N/A	N/A
6	24%	26%	No	*	As an effort to continue to promote to females in these occupational fields, SunLine will increase advertisements in local publications. Utilize female staff in this category at job fairs to promote careers to females.
7	0%	14%	Yes	14%	SunLine will advertise to females in these occupational fields. Work with local colleges and trade schools to identify females for recruitment.

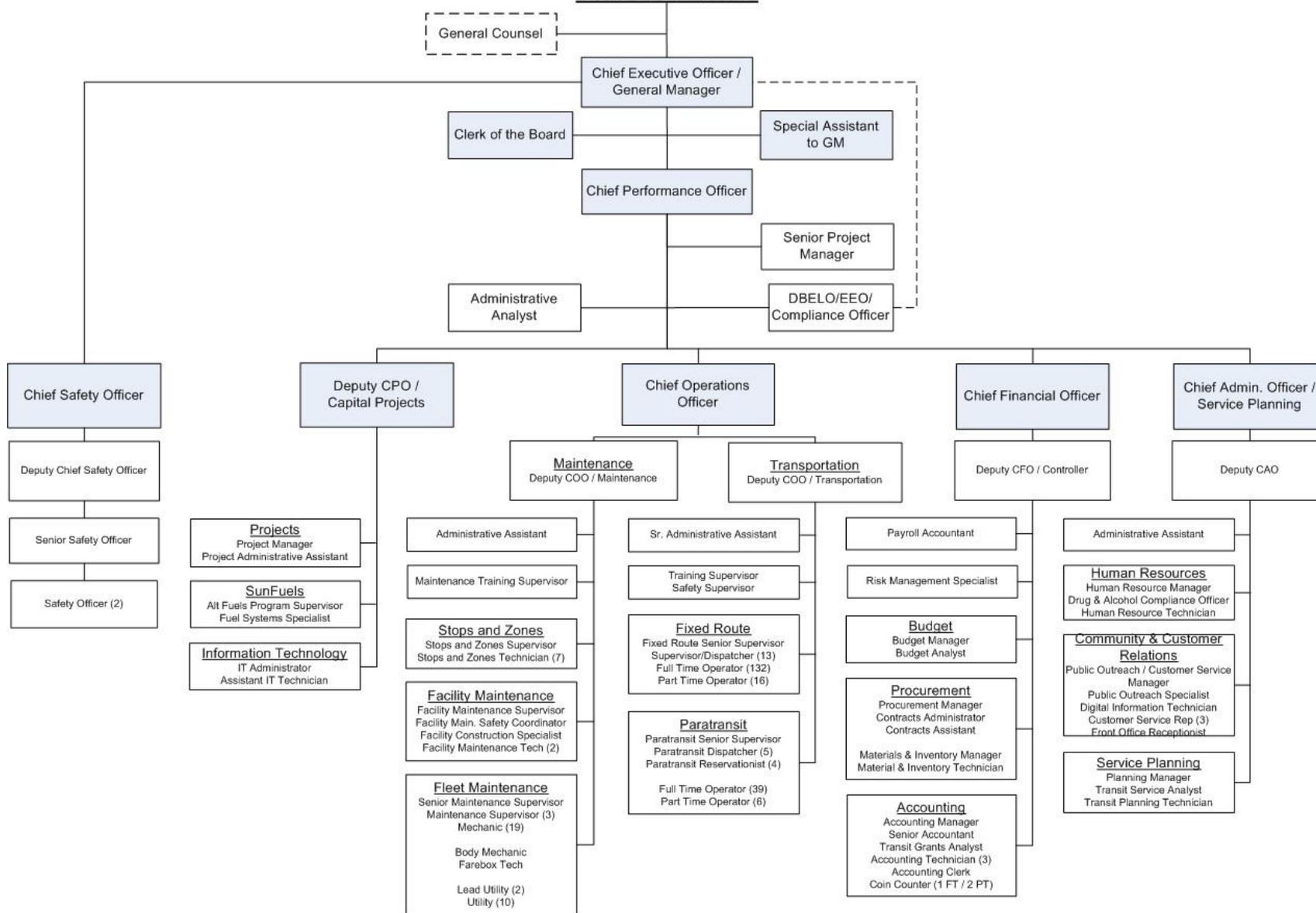
8	0%	58%	Yes	58%	SunLine will advertise to females in these occupational fields. Work with local colleges and trade schools to identify females for recruitment.
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\*The 80% rule of thumb was followed in declaring underutilization and establishing goals when the actual employment of minorities or females is less than 80% of their availability. If the female/minority incumbency percent (%) is less than the female/minority availability percent (%) and the ratio of incumbency to availability is less than 80%, a goal should be established.

<b>Job Group</b>	<b>Minority Incumbency %</b>	<b>Minority Availability %</b>	<b>Establish Goal? Yes/No</b>	<b>If yes, Goal for Minorities</b>	<b>Corrective Actions</b>
1 & 2	48%	38%	No	N/A	N/A
3	75%	42%	No	N/A	N/A
4	75%	55%	No	N/A	N/A
5	82%	62%	No	N/A	N/A
6	76%	74%	No	N/A	N/A
7	87%	79%	No	N/A	N/A
8	100%	65%	No	N/A	N/A

# Appendix F - Organizational Chart

**SunLine Transit Agency  
Board of Directors**



# Appendix G - Hires and Terms by Job Group (EEO-1 Category), Gender and Ethnicity

## Total Hires – All Job Categories

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Total Hires			18	0	Male	0						
				14	Female	18	4	2			11	1
		Department Total	18	14	Male	0	0	0	0	0	0	0
		% of Total		78%	% of Total	0%	0%	0%	0%	0%	0%	0%
					Female	18	4	2	0	0	11	1
					% of Total	100%	22%	11%	0%	0%	61%	6%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Chief Administration Officer	1		1	0	Male	0						
				1	Female	1		1				
		Department Total	1	1	Male	0	0	0	0	0	0	0
		% of Total		100%	% of Total	0%	0%	0%	0%	0%	0%	0%
					Female	1	0	1	0	0	0	0
					% of Total	100%	0%	100%	0%	0%	0%	0%

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Human Resources Manager	2		1	0	Male	0						
				1	Female	1					1	
Department Total			1	1	Male	0	0	0	0	0	0	0
% of Total				100%	% of Total	0%	0%	0%	0%	0%	0%	0%
					Female	1	0	0	0	0	1	0
					% of Total	100%	0%	0%	0%	0%	100%	0%

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Accounting Technician	4		1	0	Male	0						
				1	Female	1					1	
Administrative Assistant	4		2	0	Male	0						
				1	Female	2	1				1	
Coin Counter	4		4	0	Male	0						
				4	Female	4					3	1
Department Total			7	6	Male	0	0	0	0	0	0	0
% of Total				86%	% of Total	0%	0%	0%	0%	0%	0%	0%
					Female	7	1	0	0	0	5	1
					% of Total	100%	14%	0%	0%	0%	71%	14%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Motor Coach Operator	5		2	0	Male	0						
				2	Female	2					2	
PT Motor Coach Operator	5		1	0	Male	0						
				1	Female	1		1				
PT Paratransit Operator	5		5	0	Male	0						
				2	Female	4	2				2	
Supervisor/Dispatcher	5		1	0	Male	0						
				0	Female	1	1					
Department Total			9	5	Male	0	0	0	0	0	0	0
% of Total				56%	% of Total	0%	0%	0%	0%	0%	0%	0%
					Female	8	3	1	0	0	4	0
					% of Total	89%	33%	11%	0%	0%	44%	0%

## Total Terms – All Job Categories

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Total Terms			45	19	Male	30	11	4	1		14	
				5	Female	15	10	1		4		
Department Total			45	24	Male	30	11	4	1	0	14	0
% of Total				53%	% of Total	67%	24%	9%	2%	0%	31%	0%
					Female	15	10	1	0	0	4	0
					% of Total	33%	22%	2%	0%	0%	9%	0%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Deputy Chief Operating Officer - Transportation	1		1	1	Male	1		1				
				0	Female	0						
Department Total			1	1	Male	1	0	1	0	0	0	0
% of Total				100%	% of Total	100%	0%	100%	0%	0%	0%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
HR Generalist	3		1	0	Male	1	1					
				0	Female	0						
Materials & Inventory Tech	3		1	0	Male	1	1					
				0	Female	0						
Payroll Accountant	3		1	0	Male	1	1					
				0	Female	0						
Public Info Technician	3		1	0	Male	0						
				0	Female	1	1					
Department Total			4	0	Male	3	3	0	0	0	0	0
% of Total				0%	% of Total	75%	75%	0%	0%	0%	0%	0%
					Female	1	1	0	0	0	0	0
					% of Total	25%	25%	0%	0%	0%	0%	0%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Administrative Assistant	4		2	0	Male	0						
				0	Female	2	2					
Clerk of the Board	4		1	0	Male	0						
				0	Female	1	1					
Coin Counter	4		3	0	Male	1	1					
				1	Female	2	1				1	
Contracts Administrator	4		1	0	Male	0						
				1	Female	1					1	
Human Resources Technician	4		2	1	Male	1					1	
				0	Female	1	1					
Transit Service Analyst	4		1	0	Male	0						
				1	Female	1					1	
Department Total			10	4	Male	2	1	0	0	0	1	0
% of Total				40%	% of Total	20%	10%	0%	0%	0%	10%	0%
					Female	8	5	0	0	0	3	0
					% of Total	80%	50%	0%	0%	0%	30%	0%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Facility Construction Specialist	5		1	0	Male	1	1					
				0	Female	0						
Mechanic A	5		1	0	Male	1	1					
				0	Female	0						
Department Total			2	0	Male	2	2	0	0	0	0	0
% of Total				0%	% of Total	100%	100%	0%	0%	0%	0%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

Job Title	EEO-1 Category	Salary Code	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Full Time Paratransit Operator	6		2	1	Male	2	1				1	
				0	Female	0						
Motor Coach Operator	6		12	8	Male	9	1	1			7	
				1	Female	3	2			1		
PT Motor Coach Operator	6		1	0	Male	0						
				1	Female	1		1				
PT Paratransit Operator	6		6	3	Male	5	2	1	1		1	
				0	Female	1	1					
Supervisor/Dispatcher	6		3	1	Male	2	1	1				
				0	Female	0						
Department Total			24	14	Male	18	5	3	1	0	9	0
% of Total				58%	% of Total	75%	21%	13%	4%	0%	38%	0%
					Female	5	3	1	0	0	1	0
					% of Total	21%	13%	4%	0%	0%	4%	0%

Job Title	EEO-1 Category	Salary	Total Employees	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Lead Utility	7		1	1	Male	1						1
				0	Female	0						
Utility	7		3	3	Male	3						3
				0	Female	0						
Department Total			4	4	Male	4	0	0	0	0	4	0
% of Total				100%	% of Total	100%	0%	0%	0%	0%	100%	0%
					Female	0	0	0	0	0	0	0
					% of Total	0%	0%	0%	0%	0%	0%	0%

# Appendix H - Applicant Summary

# Applicant Summary

Job Title	EEO-1 Category	Salary Code	Total Applicants	Total Minority		Total	White	Black/AA	Asian/PI	American Indian/AN	Hispanic	Two+
Accounting Technician II	4		8	2	Male	3	1				2	
				2	Female	5	3		1	1		
Administrative Analyst	3		11	6	Male	9	3	2	1		3	
				2	Female	2				2		
Administrative Assistant	4		16	3	Male	4	1				3	
				7	Female	12	5	2	1	4		
Assistant Information Technology Administrator	4		10	7	Male	10	3				7	
				0	Female	0						
Budget Manager/Financial Analyst	2		3	2	Male	2					2	
				1	Female	1				1		
Coin Counter	4		26	8	Male	12	4		2		6	
				10	Female	14	4		1	8	1	
Contracts Administrator	4		4	0	Male	1	1					
				2	Female	3	1		1	1		
Deputy Chief Financial Officer	1		6	3	Male	3			1		2	
				2	Female	3	1		1	1		
Digital Information Technician	3		11	6	Male	9	3	1			5	
				1	Female	2	1			1		
Facilities Maintenance Superintendent	2		3	2	Male	3	1				1	1
				0	Female	0						
Field Operations Supervisor	6		30	13	Male	23	10	1			11	1
				4	Female	7	3	2		1	1	
Front Dest Receptionist	4		26	3	Male	4	1		1		2	
				19	Female	22	3	2		17		
Human Resources Manager	2		3	1	Male	1					1	
				1	Female	2	1			1		
Human Resources Technician	4		8	0	Male	3	3					
				4	Female	5	1			4		
Materials and Inventory Technician	3		10	6	Male	8	2				6	
				2	Female	2		1		1		

Mechanic A	5	5	4	Male	4					4		
			1	Female	1						1	
Part-Time Paratransit Operator	6	78	55	Male	64	9	3	7		44	1	
			12	Female	14	2	3			9		
Payroll Accountant	3	10	3	Male	4	1				3		
			4	Female	6	2	1			3		
Procurement Manager	2	1	0	Male	1	1						
			0	Female	0							
Project Manager	2	4	0	Male	2	2						
			2	Female	2			1		1		
Risk Management Specialist	3	3	1	Male	3	2				1		
			0	Female	0							
Safety Officer	8	22	13	Male	19	6	1			12		
			2	Female	3	1				2		
Stops and Zones Technician	5	82	65	Male	79	14	7	2		49	7	
			3	Female	3		1			2		
Transit Planning Analyst	4	12	6	Male	11	5				4	2	
			1	Female	1					1		
Transit Planning Technician	4	6	1	Male	4	3		1				
			2	Female	2					2		
Utility Worker	7	27	24	Male	26	2	1	2		16	5	
			1	Female	1					1		
		Department Total	425	319	Male	312	78	16	17	0	184	17
		% of Total		75%	% of Total	73%	18%	4%	4%	0%	43%	4%
					Female	113	28	12	6	0	64	3
					% of Total	27%	7%	3%	1%	0%	15%	1%

## **SunLine Transit Agency**

**DATE:** June 22, 2016 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Eric Taylor (Procurement Manager)

**RE:** Approval of Contract for Time Warner Internet/Cable Services

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### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 48-month agreement with Time Warner Cable for high-speed internet and television services for Division 2 in Indio with a not to exceed amount of \$17,650.

### **Background**

Time Warner Cable is the current cable/internet provider for all Divisions of SunLine Transit Agency. This item is being brought to the Board of Directors for approval because the agreement extends for 48 months. Policy requires that any agreement in excess of one (1) year needs approval of the Board of Directors.

The existing term agreement with Time Warner for Services at Division 2, Indio has expired. By renewing the agreement for a period of 48 months, a faster connection speed and a lower rate was negotiated for services.

### **Contract Type**

SunLine is using the standard Time Warner service agreement.

### **Procurement Method**

Internet and cable services are considered utility services. Time Warner is the only utility provider to provide high-speed fiber optic connections to Division 1 in Thousand Palms and was chosen to service all Divisions. A direct request for quotations was requested to determine if more economical rates were available.

### **Chosen Contractor**

Time Warner is the existing cable/internet provider.

### **Pricing**

SunLine currently pays approximately \$505 a month for cable and 30mb internet service for Division 2, Indio. By increasing service speed 66% to a 50mb speed, and agreeing to a 48-month agreement, the monthly rate will drop to approximately \$366 saving the Agency \$6,600 over the course of the agreement.

### **Financial Impact**

Cable/Internet service expenses are covered under the Agency's yearly operating budget. The savings of \$6,600 will be realized over a 48-month period.

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Eric Taylor  
Procurement Manager

## SunLine Transit Agency

**DATE:** June 22, 2016 **ACTION**

**TO:** Board of Directors

**FROM:** Kristy Franklin, Chairman of the Board

**RE:** Election of Officers

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### **Recommendation**

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

### **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.

Attachment: [History of SunLine Transit Agency officers](#)

## **SunLine Transit Agency** **History of Board Officers**

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE-CHAIR</b>
1977-1978	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1978-1979	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1979-1980	A. A. McCandless (Riverside Cty)	Cole Eyraud (Desert Hot Springs)
1980-1981	A. A. McCandless (Riverside Cty)	Robert Hubbard (Rancho Mirage)
		Michael Wolfson (Rancho Mirage)
1981-1982	A. A. McCandless (Riverside Cty)	Michael Wolfson (Rancho Mirage)
1982-1983	Julius Corsini (Desert Hot Springs)	Roger Harlow (Indio)
	Roger Harlow (Indio)	vacant 11/82 thru 6/83
1983-1984	Roger Harlow (Indio)	Richard Kelly (Palm Desert)
1984-1985	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1985-1986	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1986-1987	Richard Kelly (Palm Desert)	Yolanda Coba (Coachella)
1987-1988	Richard Kelly (Palm Desert)	Cole Eyraud (Desert Hot Springs)
1988-1989	Richard Kelly (Palm Desert)	Rena Murphy (Cathedral City)
1989-1990	Rena Murphy (Cathedral City)	Yolanda Coba (Coachella)
		John Pena (La Quinta)
1990-1991	Jeffrey Bleaman (Rancho Mirage)	Darwin Oakley (Indio)
1991-1992	John Pena (La Quinta)	Darwin Oakley (Indio)
1992-1993	Patricia Larson (Riverside Cty)	Richard Kelly (Palm Desert)
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
	Sarah Di Grandi (Cathedral City)	Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) (thru 11/02)
		Richard Kelly (Palm Desert)(elected 1/03)
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) (thru 3/06)	Don Adolph (La Quinta)
	Don Adolph (La Quinta) (4/06 - 6/06)	
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio)(thru 12/08)	Bud England(Cathedral City)(thru 12/08)
2007-2008	Bud England (Cathedral City)(1/09-6/09)	Steve Pougnet (Palm Springs)(1/09-6/09)
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)
2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) vacated 10/14
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella)

**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, June 22, 2016  
12:00 pm  
Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

**SunLine Agency Board Member, Greg Pettis,  
participating via teleconference from:  
Hyatt Regency Monterey  
1 Old Golf Course Road  
Monterey, California**

**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**

- |  |                                |
|--|--------------------------------|
| <p>1. <b><u>Call to Order</u></b><br/>Chairperson Kristy Franklin</p> <p>2. <b><u>Roll Call</u></b></p> <p>3. <b><u>Finalization of Agenda</u></b></p> <p>4. <b><u>Presentations</u></b><br/>None</p> <p>5. <b><u>Public Comments</u></b><br/>(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)</p> | <p><b>Receive Comments</b></p> |
|--|--------------------------------|

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

**----- ACTION -----****8. Approval of Minutes **Approve****

Request to the Board to approve the Minutes of the May 25, 2016 Board of Directors meeting. (Pages 9-12)

**9. Austin Texas Uber Experience **Approve****

**(Robert Spiegel, Chair of the Taxi Committee; Staff: Rudy LeFlore)**

At the May 25, 2016 Meeting the Taxi Committee requested an overview of the Austin, Texas experience with Uber and Lyft. (Pages 13-15)

**10. Letter Regarding Transportation Network Companies (TNC's) Pick-ups at Palm Springs Airport **Approve****

**(Robert Spiegel, Chair of the Taxi Committee; Staff: Lauren Skiver)**

Staff recommends the SSG Board of Directors approve the attached letter to Palm Springs City Council and the Palm Spring Airport Commission requesting the Commission to reconsider potential changes to TNC operations at the Palm Springs Airport. (Pages 16-20)

11. **First Reading of the Ordinance No. 2016-01** **Approve**  
**(Robert Spiegel, Chair of the Taxi Committee;**  
**Staff: Stephanie Buriel)**  
Recommend that the Board of Directors conduct the first reading of Ordinance No. 2016-01, amending and superseding the existing Ordinance No. 2015-01 regulating taxis in the Coachella Valley. (Pages 21-68)
12. **Resolution No. 078 Setting Fee Schedule** **Approve**  
**(Robert Spiegel, Chair of the Taxi Committee; Staff:**  
**Stephanie Buriel)**  
Recommend that the Board of Directors approve the attached resolution which sets fees for Fiscal Year 2017. (Page 69-72)
13. **Taxicab Budget FY 2017** **Approve**  
**(Robert Spiegel, Chair of the Taxi Committee; Staff:**  
**Stephanie Buriel)**  
Request to the Board to approve the Taxicab Budget for FY 2017. (Page 73)
14. **Resolution No. 077 Setting Taxicab Rates for** **Approve**  
**Fiscal Year 2017**  
**(Robert Spiegel, Chair of the Taxi Committee;**  
**Staff: Stephanie Buriel)**  
Recommend that the Board of Directors approve the attached Resolution setting the recommended maximum 'Rate Per Mile' for fiscal year 2017, from July 1, 2016 – June 30, 2017, and fees for taxicab franchisees and drivers. (Page 74-76)
15. **Election of Officers** **Approve**  
**(Chairman Kristy Franklin)**  
Recommend that the Board of Directors accept nominations and elect officers for SunLine Services Group; Chairman of the Board and Vice Chairman of the Board. (Pages 77-78)
16. **Next Meeting Date**  
July 27, 2016  
12 o'clock Noon – Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276
17. **Adjourn**



**AGENDA**  
**TAXI COMMITTEE MEETING**  
**June 22, 2016**  
**10:00 a.m. – 11:00 a.m.**

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

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

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Presentations**

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

----- ACTION -----

7. [Austin Texas Uber Experience](#) **Approve**  
(Robert Spiegel, Chair of the Taxi Committee; Staff: Rudy LeFlore)  
At the May 25, 2016 Meeting the Taxi Committee requested an overview of the Austin, Texas experience with Uber and Lyft. (Page 9-11)
8. [Letter Regarding Transportation Network Companies \(TNC's\) Pick-ups at Palm Springs Airport](#) **Approve**  
(Robert Spiegel, Chair of the Taxi Committee; Staff: Lauren Skiver)  
Staff recommends the SSG Board of Directors approve the attached letter to Palm Springs City Council and the Palm Spring Airport Commission requesting the Commission to reconsider potential changes to TNC operations at the Palm Springs Airport. (Pages 12-16)
9. [First Reading of the Ordinance No. 2016-01](#) **Approve**  
(Robert Spiegel, Chair of the Taxi Committee; Staff: Stephanie Buriel)  
Recommend that the Board of Directors conduct the first reading of Ordinance No. 2016-01, amending and superseding the existing Ordinance No. 2015-01 regulating taxis in the Coachella Valley.(Pages 17-64)
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Request to the Board to approve the Taxicab Budget for FY 2017. (Page 69)
12. [Resolution No. 077 Setting Taxicab Rates for Fiscal Year 2017](#) **Approve**  
(Robert Spiegel, Chair of the Taxi Committee; Staff: Stephanie Buriel)  
Recommend that the Board of Directors approve the attached Resolution setting the recommended maximum 'Rate Per Mile' for fiscal year 2017, from July 1, 2016 – June 30, 2017, and fees for taxicab franchisees and drivers. (Pages 70-72)
13. **Adjourn**

**SunLine Regulatory Administration**

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

**For the month of April 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>
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	090208	4/22/2016	\$5,060.75
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/22/16	090207	4/22/2016	\$4,616.63
SUNLINE TRANSIT AGENCY	Operating Expense Allocation	090202	4/7/2016	\$4,386.46
SUNLINE TRANSIT AGENCY	Payroll Liabilities Exp 4/08/16	090203	4/7/2016	\$4,310.75
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services (Mar 2016)	090204	4/22/2016	\$1,292.50

**Total of Checks Over \$1,000** \$19,667.09

**Total of Checks Under \$1,000** \$339.66

**Total of All Checks for the Month** \$20,006.75

**Total Amount of Checks Prior Years Same Month**

SunLine Regulatory Agency  
Budget Variance Report  
April 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	22,860	24,441	(1,581)	192,484	219,965	(27,480)
Revenue Fines	5,000	100	417	(317)	1,500	3,750	(2,250)
Vehicle Inspection Revenue	15,100	1,800	1,258	542	12,600	11,325	1,275
Vehicle Re-inspection Revenue	2,000	200	167	33	6,400	1,500	4,900
New Driver Permit Revenue	5,500	900	458	442	4,620	4,125	495
Driver Transfer Revenue	1,980	100	165	(65)	700	1,485	(785)
Driver Renewal Revenue	9,200	250	767	(517)	7,890	6,900	990
Driver Permit Reinstatement/Replacement	165	20	14	6	175	124	51
Vehicle Permit Revenue	91,400	0	7,617	(7,617)	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>26,230</b>	<b>35,306</b>	<b>(9,076)</b>	<b>316,121</b>	<b>317,753</b>	<b>(1,632)</b>
<b>Expenses:</b>							
Salaries and Wages	167,564	5,974	13,964	7,989	98,947	125,673	26,726
Fringe Benefits	103,827	4,301	8,652	4,351	65,676	77,870	12,194
Services	78,500	1,653	6,542	4,889	24,050	58,875	34,825
Supplies and Materials	69,430	10,290	5,786	(4,504)	52,592	52,073	(520)
Miscellaneous	4,349	70	362	293	4,427	3,262	(1,165)
<b>Total Expenses</b>	<b>423,670</b>	<b>22,288</b>	<b>35,306</b>	<b>13,018</b>	<b>245,692</b>	<b>317,753</b>	<b>72,060</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 3,942</b>			<b>\$ 70,429</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

- Position has not been filled as April 2016.

### Fringe Benefits - Favorable

- Position has not been filled as April 2016.

### Services - Favorable

- Legal services expenses have been below expectations for FY16.

### Supplies and Materials -Unfavorable

- Supplies and Materials expenses are within an acceptable range of the budget.

### Miscellaneous - Unfavorable

- Miscellaneous Fees has increased due to Merchant Fees.

**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	152	32,703	215			#DIV/0!			#DIV/0!			#DIV/0!
JUN	134	30,274	226			#DIV/0!			#DIV/0!			#DIV/0!			#DIV/0!
<b>TOTALS</b>	<b>1907</b>	<b>558,413</b>	<b>293</b>	<b>1608</b>	<b>407,170</b>	<b>253</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

	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 @ \$0.39 per 1/8 mile = \$3.12 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

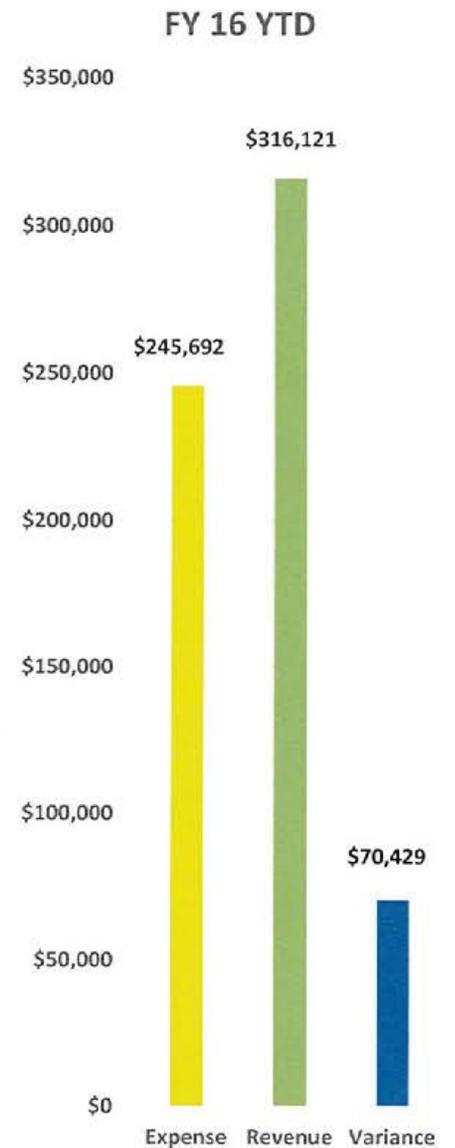
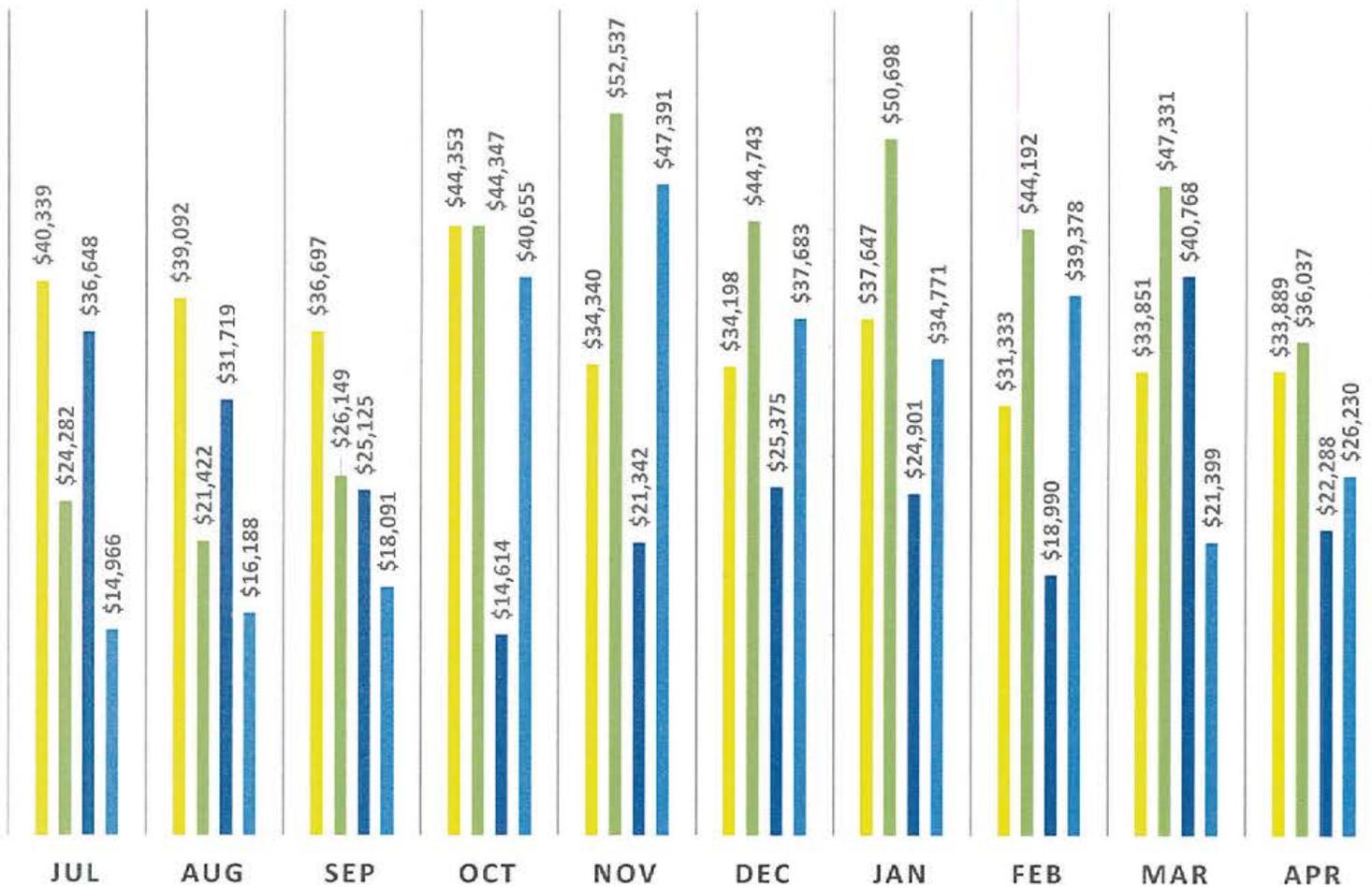
Fuel Per Gallon	Average	Regular Grade
2013	\$4.05	
2014	\$3.84	
Difference	-\$0.21	Rate Increase
		0
New Rate	2014/15	\$3.12

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 APRIL 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.

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**May 25, 2016**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 25, 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 12:10 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  
Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Robert Spiegel, SunLine Agency Board Member (alternate), City of Palm Desert  
Geoff Kors, SunLine Agency Board Member (alternate), City of Palm Springs  
Troy Strange, SunLine Agency Board Member, City of Indio

**Members Absent**

Greg Pettis, SunLine Agency Board Member, City of Cathedral City Board  
Steven Hernandez, Vice Chair, SunLine Agency Board Member, City of Coachella  
John J. Benoit, SunLine Agency Board Member, County of Riverside

**3. Finalization of Agenda**

No changes

**4. Presentations**

None

**5. Public Comments**

None

**6. Board Member Comments**

SunLine Agency Board Member Hobart asked if we could find a fund that would provide enough money so that the lobby area doors don't have to be opened by the Customer Service person. He asked if we couldn't just have them push a button and do it electronically. Lauren Skiver, CEO/General Manager stated they would work on that and it was something they have been talking about.

**7. Consent Calendar**

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

SunLine Agency Board Member Spiegel moved to approve the Consent Calendar. SunLine Agency Board Member Peabody seconded the motion. The motion was approved by a unanimous vote of 7 yes; 0 no;

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

SunLine Agency Board Member Spiegel stated that the Taxi Committee had reviewed the budget and said to bring it forward as there was nothing to be voted on today.

Rudy LeFlore, Chief Performance Officer stated that he wanted to point out to the Taxi Committee that there will be a change in the administrative salary section of the budget that was presented this morning and wanted to make the board aware of the change based on discussions had today with our attorney. SunLine Agency Board Member Hobart asked if he was saying that some employees will be getting changes pursuant to the budget. Lauren Skiver, CEO/General Manager stated that there was an error in the budget and we can address in the next iteration of it as this is just a draft but there is an error in one salary line where part of the salary was omitted and we have to make that adjustment. She stated they have talked to counsel about it. Ms. Skiver also wanted to add that they are working with the taxi franchises on the ordinance, the fee structure so there may be amendments to this budget further after we've worked through some of the ordinance items with counsel. She stated that we are trying to work with the taxi industry to ensure that their business flourishes and continues so we are taking a hard look at this budget but we did need to create and adopt a budget with the ordinance we have in place today. That is what you have before you as we work through ordinance changes with both our legal partners and the franchises.

SunLine Agency Board Member Hobart stated that one of the issues that was raised in the Taxi Committee this morning in the context of this budget, we talked a bit about Uber and we also talked a bit about trying to put together some kind of a presentation where we might be able to get the Public Utilities Commission to delegate to SunLine. The ability and the requirement that taxi cab services that are provided outside of the purview of our organization and our taxis that they have to undergo the same alcohol and drug testing that all of our people have to go through. In other words, try to get the P.U.C. to see that we are not taking something from them but have them delegate to us the service of providing these testing for Uber and other drivers. He stated that Rudy took notes and he knows that he understands the subject as everybody does. He stated that it's something we might be able to do and he doesn't know where else to raise that issue rather than right now. SunLine Agency Board Member Franklin stated it was worth a try and she thinks it's a great idea and would certainly help level the playing field. SunLine Agency Board Member Spiegel stated that he made the comment that Austin, Texas did this. SunLine Agency Board Member Franklin stated that having happened in Austin should give us more impetus maybe for the P.U.C. to listen. SunLine Agency Board Member Hobart stated that Rudy said he would get that information.

**9. Approval of Minutes**

SunLine Agency Board Member Peabody moved to approve the minutes of April 27, 2016 Board Meeting. The motion was seconded by SunLine Agency Board Member Hobart. The motion carried by a vote of 5yes; 0 no; 2 abstain.

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

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

SunLine Agency Board Member Spiegel stated that the Taxi Committee voted 2 against and 1 in favor of this increase.

Eric Vail, Legal Counsel stated that the staff report for this item is very similar to the one you just heard for SunLine with the difference being that you currently do not receive a stipend for your work on the board. He stated that members of the Taxi Committee do receive the \$25 stipend. The resolution that they put together would provide a \$100 per month for activities of the board and a total not to exceed stipend of \$150 including committees.

SunLine Agency Board Member Strange asked if that was in addition to the SunLine Transit Agency additional increase. Eric Vail, Legal Counsel stated that, if approved, that would be correct. SunLine Agency Board Member Hobart stated that it would mean that our incomes would roughly double from what they are today to what they would be. SunLine Agency Board Member Strange asked where that would put them with the other agencies as most of the time you would see this as one entity even though we are two separate agencies, SunLine Transit Agency and regulation of the taxi cabs. Eric Vail, Legal Counsel stated that if you look at both entities as one entity it would put your monthly stipend closer to RCTC and SCAG are, but I think they would still be higher.

SunLine Agency Board Member Hobart stated that one comment that was made in the committee meeting this morning was if we forgo that increase and put it into a different pot we could end up paying for that buzzer for the front lobby.

SunLine Agency Board Member Franklin stated that there were options and if someone would like to increase the stipend we would need a motion on that or a motion to not.

SunLine Agency Board Member Hobart motioned to not approve Resolution No. 077 to Increase Board Stipends for Board/Committee Meetings and the motion was seconded by SunLine Agency Board Member Strange. The motion carried by a unanimous vote of 5 yes; 1 no; 1 abstain

**11. Next Meeting Date**

June 22, 2016 12:00 p.m., Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**12. Adjourn**

Chairperson Franklin adjourned the meeting at 12:30 p.m.

Respectfully Submitted,

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Diane Beebe  
Clerk of the Board

## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Chief Performance Consultant

**RE:** Austin Texas Uber Experience / [Letter to PUC President, Michael Picker](#)

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### **Background**

At the May 25, 2016 Meeting the Taxi Committee requested an overview of the Austin, Texas experience with Uber and Lyft.

Houston officials have criticized the third-party background checks companies like Uber use in other cities as insufficient in catching convictions from all 50 states and ensuring that drivers are who they say they are.

Ridesharing Works, the group backed by the companies, gathered 65,000 signatures in three weeks to bring the Austin debate to the ballot.

Despite an \$8-million-dollar campaign by ride-hailing companies, Austin-area voters on Saturday rejected a proposal by Uber and Lyft to self-regulate their drivers and mandated stricter rules on the companies, including fingerprint background checks and emblems on cars. This occurred in May 2016.

Saturday's vote culminates a two-year battle here between the companies and some city leaders. Lyft launched its service in Austin in 2014 but operated outside the rules applied to taxi drivers, such as fingerprint checks. Uber followed shortly after. The city initially agreed to allow the companies to perform their own background checks. But in December, the City Council passed an ordinance requiring more stringent fingerprint screenings. The companies threatened to leave Austin, as they have in other cities that have passed restrictive ordinances. Both companies have left the Austin area.

In March 2016 the California Public Utilities Commission denied a request by Los Angeles Mayor Eric Garcetti and two City Council members to launch a pilot fingerprint background check for Uber and Lyft drivers.

In a letter dated March 22, addressed to Garcetti and City Council members Paul Krekorian and Herb Wesson, CPUC Commissioner Liane Randolph said she was planning to issue a ruling asking a series of questions about the use of fingerprint background checks for ride-service drivers.

In the hometown of Uber and Lyft, the San Francisco Municipal Transportation Agency would like to enforce state ride-service regulations, since the CPUC doesn't seem to have the ability to do so.

"I can't imagine that would be too controversial, given that the rules are already in place," said Kate Toran, head of the SFMTA's taxi division. "We're not talking about establishing new rules, although I'd be happy to do that as well."

Other developments of interest are that if you're a driver for Lyft and/or Uber, and drive in San Francisco seven or more days a year, the city requires you to obtain a business license.

In California, whether the CPUC even has the authority to regulate Uber and Lyft at the state level is a question currently being argued in federal court, where San Francisco-based Flywheel Taxi has sued the agency, contending ride services should be regulated by cities.

There have also been multiple lawsuits and multimillion dollar settlements by Uber and Lyft regarding the entitlement of drivers to employee status because of some of the tight controls over compensation and other matters.

### **Financial Impact**

None.

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Rudy Le Flore



Michael Picker, President  
Public Utilities Commission  
505 Van Ness Avenue  
San Francisco, CA 94102

Dear Mr. Picker,

SunLine Services Group (SSG) is a Joint Powers Authority established in the Coachella Valley under the laws of the State of California. One of its functions is to regulate taxicab operations.

We, like many other municipalities, have been confronted with the destabilizing impact of Transportation Network Companies (TNC). The Public Utilities Commission (PUC) requires criminal background checks for each driver, each TNC establish a driver training program, that companies implement a zero-tolerance policy on drugs and alcohol, and that operators obtain required insurance coverage.

These requirements are similar to those regulated by SSG over taxi franchises operating under agreements issued by the SSG regulatory arm, SunLine Regulatory Administration.

While these requirements are similar, as you may know, there is a difference in how these programs are administered by regulators. This, is no doubt partially due to resource considerations as well as other factors.

SunLine Services Group considers criminal background checks and drug and alcohol programs essential to public safety and welfare. So too did the California legislature when it prescribed the federal drug testing standards that are now applicable to taxicab operators contained in Government Code §53075.5. SSG also runs Federal Bureau of Investigation background checks on its drivers as authorized under law.

The Coachella Valley is the home of the international Coachella and Stagecoach Festivals, as well as successful major sporting events and a population of nearly 500,000 residents. With this in mind, SSG is offering to assist with the enforcement of the Drug Program and Background Check requirements, if that is something within the power of the Public Utilities Commission to authorize.

We would like you to consider this offer of support in the interest of safety and public welfare of the visitors and residents of the Coachella Valley. With a positive response to this request, we will begin coordinating enforcement efforts with your regulatory staff.

Thank you in advance for your time and thoughtful consideration.

Sincerely,

Kristy Franklin, Chair  
SSG Board of Directors

## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** CEO/General Manager

**RE:** Letter Regarding Transportation Network Companies (TNC's) Pick-ups at Palm Springs Airport

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### **Recommendation**

Staff recommends the SSG Board of Directors approve the attached letters to [Palm Springs City Council](#) and the [Palm Spring Airport Commission](#) requesting the Commission to reconsider potential changes to TNC operations at the Palm Springs Airport.

### **Background**

Currently, TNC operators may only drop off passengers at the Palm Springs Airport and riders must connect off Airport grounds for TNC rides. On July 6, 2016, the Palm Springs City Council will vote on a request from Palm Springs Airport Commission to allow TNC's to pick-up passengers. Considerations are also being made to allow TNC's to stage in and around the current Taxi Cab Que. If approved by Palm Springs City Council, the Palm Springs Airport Commission will examine the changes in Committee before a final decision by the full Commission is made.

Staff supports the Taxi Franchises position that this creates an unfair advantage for TNC's and could create unnecessary safety and security concerns.

### **Financial Impact**

None

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Lauren Skiver



June 22, 2016

Mr. Bob Elsner  
Chairman  
Palm Spring Airport Commission  
3400 E. Taquitz Canyon Way  
Palm Springs, CA 92262

Dear Mr. Elsner,

SunLine Services Group (SSG) is a Joint Powers Authority established in the Coachella Valley under the laws of the State of California. One of its functions is to regulate taxicab operations.

We, like many other municipalities, have been confronted with the destabilizing impact of Transportation Network Companies (TNC) and their effect on the local taxi industry. The SunLine Board, Agency staff, Taxi Operators, and Franchise Owners, have worked collaboratively to explore regulation changes, service model innovations to improve customer satisfaction, and other initiatives to prevent unnecessary advantages for TNC's over Coachella Valley Taxis.

It has come to our attention that the Airport Commission and the City of Palm Springs is considering allowing TNC providers to pick-up customers at the Airport and potential plans to allow TNC's to stage in areas considered more strategic than the current Taxi staging que or in the same vicinity as Taxis. SunLine CEO, Lauren Skiver appeared at the June 15, 2016 Airport Commission meeting and expressed the perspective of the SunLine Board on this issue. The Board has concerns over these proposed changes and urges the Commission to reconsider broadening TNC service at the Palm Springs Airport.

We support SRA and the Taxi Industry in working collaboratively to ensure that passenger needs are met, safety at the Airport is maintained, and that decisions that create an advantage for TNC's over Taxis are carefully considered.

Sincerely,

Kristy Franklin, Chair  
SunLine Services Group Board

Cc: Thomas Nolan, Executive Director  
Palm Springs Airport



June 22, 2016

Mr. Robert Moon  
Mayor  
City of Palm Springs  
3200 E. Taquitz Canyon Way  
Palm Springs, CA 92262

Dear Mayor Moon,

SunLine Services Group (SSG) is a Joint Powers Authority established in the Coachella Valley under the laws of the State of California. One of its functions is to regulate taxicab operations.

We, like many other municipalities, have been confronted with the destabilizing impact of Transportation Network Companies (TNC) and their effect on the local taxi industry. The SunLine Board, Agency staff, Taxi Operators, and Franchise Owners, have worked collaboratively to explore regulation changes, service model innovations to improve customer satisfaction, and other initiatives to prevent unnecessary advantages for TNC's over Coachella Valley Taxis.

It has come to our attention that the Airport Commission and the City of Palm Springs is considering allowing TNC providers to pick-up customers at the Airport and potential plans to allow TNC's to stage in areas considered more strategic than the current Taxi staging que or in the same vicinity as Taxis. SunLine CEO, Lauren Skiver appeared at the June 15, 2016 Airport Commission meeting and expressed the perspective of the SunLine Board on this issue. The Board has concerns over these proposed changes and urges the City of Palm Springs to reconsider broadening TNC service at the Palm Springs Airport.

We support SRA and the Taxi Industry in working collaboratively to ensure that passenger needs are met, safety at the Airport is maintained, and that decisions that create an advantage for TNC's over Taxis are carefully considered.

Sincerely,

Kristy Franklin, Chair  
SunLine Services Group Board

Cc: Bob Elsner, Chairman  
Palm Springs Airport Commission  
  
Thomas Nolan, Executive Director  
Palm Springs Airport

## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Acting Taxi Administrator

**RE:** First Reading of [SunLine Services Group \(SSG\) Ordinance #2016-01](#)

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### **Recommended Action**

Recommend that the Board of Directors approve the first reading of the proposed SSG Ordinance #2016-01 to supersede all previous Ordinance and Amendments.

### **Background**

SRA has worked diligently in a joint effort with the taxicab franchises to revise the Ordinance.

This proposed Ordinance #2016-01 allows for:

- Smart phone apps to be used by the Franchises
- Modifies vehicle inspections to once a year with inspections performed by an ASE certified mechanic
- Taxicab rates removed from the exterior of the vehicle (to be displayed on the inside)
- Toplights to be removed from the exterior of the vehicle
- Compliance with Vehicle Code Section 27315 regarding child safety seats

The proposed changes allow the Franchises to operate with decreased overhead costs.

### **Financial Impact**

The proposed Ordinance #2016-001 does not impose any additional financial obligations on SunLine Regulatory Administration.

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Stephanie Buriel

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

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

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

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

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

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

NOW, THEREFORE, the Board of Directors of SSG DOES ORDAIN AS FOLLOWS:

**PART 1:** That SSG hereby adopts this Ordinance regulating taxicabs within the jurisdiction of SSG, superseding and replacing Ordinance 2015-01 ~~Ordinance 13-02, 2012-01~~.

This Ordinance shall include the following sections:

- 1.010 Definitions
- 1.015 Delivery of Notices or Requests
- 1.020 Hotel Limousine – Exemption
- 1.030 Franchise Agreement – Required
- 1.040 Franchise Agreement – Term, Extension
- 1.050 Franchise – Insurance Required
- 1.060 Franchise – Color Scheme

1.065	Advertisements
1.070	Vehicle Inspection
1.080	Franchise – Minimum Requirements
1.090	Franchise Fee
1.090.5	Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee
1.091	Taxicab Vehicle Permits
1.092	Transfer and Surrender of Vehicle Permits
1.095	Driver Permit – Required
1.100	Permits – Authority
1.110	Permits and Franchises – Denial, Revocation, Suspension or Termination
1.120	Appeal from License Denial Due to Criminal Conviction
1.125	Unauthorized Taxicab Services Prohibited
1.130	Rules, Regulations and Fees
1.150	Information Display
1.160	Identification Display
1.170	Route – Number of Passengers
1.180	Taximeter – Accuracy
1.190	Taximeter – Use
1.200	Taximeter – Misuse
1.210	Receipt for Fare
1.220	Street Stands
1.225	Exclusive Arrangements Between Franchises and Venues Concerning Taxicab Trips Prohibited
1.230	Operation by Other Than Franchisee
1.240	Rates
1.245	Surcharges
1.249	Provision of DMV Pull-Notice
1.250	Enforcement
1.255	Penalties
1.256	Administrative Appeal Hearings – In General
1.259	Criminal Enforcement and Penalties
1.260	Airports
1.270	Severability
2.010	Scope
2.020	Definitions
2.030	Rules, Regulations and Fees
2.035	Mandatory Controlled Substance and Alcohol Testing Program
2.040	Tests Required
2.050	When Testing Required
2.060	Prohibited Conduct
2.070	Testing Procedures
2.080	Penalties
2.090	Rights of Appeal
2.100	Severability

- 3.010 Applicability
- 3.020 Enforcement Officer – Defined
- 3.030 Regulation – Defined
- 3.040 Administrative Citation
- 3.050 Amount of Fines
- 3.060 Payment of Fine
- 3.070 Hearing Request
- 3.080 Advance Deposit Hardship Waiver
- 3.120 Late Payment Charges
- 3.130 Recovery of Administrative Citation Fines and Costs
- 3.140 Administrative Regulations

DRAFT

## SECTION ONE

### TAXI FRANCHISE ORDINANCE

#### Section 1.010 Definitions

As used in this Section:

- A. "Base Rate" means the minimum charge to a customer regardless of time or mileage being that rate which is programmed to show in the Taximeter when first activated.
- B. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- C. "Chauffered Limousine" means a motor vehicle used for the transportation of passengers for hire along public streets, not over a defined route, but a route under the control of the person hiring such a vehicle. A Chauffeured Limousine shall not bear any distinguishing insignia or monogram or toplights and shall operate and be dispatched from a fixed location, and shall be hired by contract on a minimum hourly basis, or a fixed point to point basis only.
- D. "Control Person" means any natural person, corporation, partnership, limited liability company, joint venture association, trust or other organization, whether or not a legal entity, holding a controlling interest in a Franchises to provide Taxicab services and the lawful successors, transferees, or assignees of any such natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization.
- E. "Control" or "controlling interest" means control in whatever manner exercised, including, without limitation, control through ownership, management, debt instruments, or negative control, as the case may be, of the Franchisee or related taxicab service or company. A rebuttable presumption of the existence of control or a controlling interest shall arise from the beneficial ownership, directly or indirectly, by any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, or any group of such persons or entities acting in concert, of 25 percent or more of any class or series of equity securities, whether or not voting, of any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, or being a party to a management contract or similar agreement to manage the Franchisee or related taxicab service or company, or any material portion thereof.
- F. "Days" means calendar days, except where otherwise referred to in this Ordinance. "Business days" means any days that the administrative offices of SSG are open for business. Any act required by the Ordinance of SSG which is due on a day which is not a business day shall be due on the next business day.

- G. "Driver" means an individual natural person who drives or is allowed to drive a Taxicab under the name of a Franchisee. This includes, but is not limited to: full time, regularly employed Drivers; casual, intermittent or occasional Drivers; leased Drivers and independent, Owner-operator contractors who are either directly employed by or under lease to a Franchisee or who operate a Taxicab at the direction of or with the consent of a Franchisee.
- H. "Driver Permit" means a permit issued by SSG authorizing a Driver to drive a Taxicab within the jurisdiction of SSG.
- I. "Employment" includes self-employment as an independent Driver within the meaning of Government Code Section 53075.5.
- J. "Franchisee" means any person, firm, association, corporation, partnership or other entity that is granted a Franchise by the Board pursuant to the Ordinance of SSG and has entered into a duly executed Franchise Agreement with SSG.
- K. "Hourly Rate" means the charge made to a Taxicab passenger based on Taximeter calibration in instances in which the speed of the vehicle causes the Taximeter to switch from a Rate per Mile charge to a rate based on passenger time use of the vehicle.
- L. "Jurisdiction of SSG" means the area within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School Districts and that portion of the Coachella Valley Unified School District located within Riverside County.
- M. "Owner" means the person or entity identified as the Owner of a Taxicab on the Certificate of Title issued by the California Department of Motor Vehicles (DMV).
- N. "Person" means natural persons, corporations, partnerships, limited liability companies, joint ventures, associations, trusts or other organizations, whether or not legal entities.
- O. "Rate per Mile" or "Mileage Rate" means the charge made to a Taxicab passenger calculated and based on distance traveled by the Taxicab vehicle.
- P. "Street" means any place commonly used for the purpose of public travel.

- Q. "Street Stand" means a portion of a street designated by a member city or the county within which the stand is located for the use, while awaiting employment, of any Taxicab, except for locations at which a stand is located within the boundaries of any airport.
- R. "SunLine Regulatory Administration" or "SRA" means the division of SunLine Services Group charged with the duties, obligations and responsibilities of SunLine Services Group to implement and enforce the Ordinance of SSG, any related ordinance and any regulations promulgated pursuant thereto as directed by the board of SSG and the Taxicab Administrator. Unless otherwise specifically specified herein, references to "SSG" refer to and include SRA.
- S. "Surcharge" means the Fee imposed by SSG to recover the costs of regulating Taxicabs and which is charged each time that a Taxicab is initially engaged for hire by a passenger.
- T. "Taxicab" means every automobile or motor-propelled vehicle, designed for carrying not more than eight persons, excluding the Driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition, used for the transportation of passengers for hire over the public streets in the jurisdiction of SSG, and not over a defined route, irrespective of whether the operations extend beyond the boundary limits of the member entities of SunLine, in circumstances where the vehicle is routed under the direction of the passenger or of the person hiring same.
- U. "Taxicab Administrator" means the General Manager of SSG or his/her designee. "Assistant Taxicab Administrator(s)" shall be those persons authorized by the Taxicab Administrator to perform or assist in the performance of the functions and powers of the Taxicab Administrator under the provisions of the Ordinance of SSG.
- V. "Taximeter" means a device or technology, including but not limited to a Global Positioning System (GPS) based smartphone application, that automatically calculates, at a predetermined rate or rates, and indicates the charge for hire of a vehicle, for distance traveled and waiting time.
- W. "Toplight" means an illuminated sign, permanently affixed to the top of a Taxicab, which, bears the name of the Franchise on both the front and back.
- X. "Vehicle Inspection Sticker" means the numbered sticker affixed to the lower left rear of the windshield of each Taxicab vehicle authorized to operate in the jurisdiction of SSG.
- Y. "Vehicle Permit" means both the vehicle inspection sticker and the authority from SSG for a Taxicab vehicle to operate in the jurisdiction of SSG.

**Section 1.015     Delivery of Notices or Requests**

- A. All notices or requests referred to in the Ordinance of SSG which are due to SRA shall be delivered to the Administrative Office of SunLine Regulatory Administration. All notices or requests referred to in the Ordinance of SSG to any individual or Franchisee shall be delivered to the address of record for the individual or Franchisee.
- B. The address of record for a Franchisee shall be the address listed on the Franchise Agreement. Franchisees shall give notice in writing to SRA of any change in their business address, and delivery of notices or requests to the address provided by the Franchisee shall be presumed received by the Franchisee.
- C. Delivery of any notice or request under the Ordinance of SSG shall be effective as follows:
  - 1. Immediately if given by personal delivery;
  - 2. One day after delivery if delivered by an overnight delivery service; and,
  - 3. Three days after delivery if delivered by U.S. Mail.

**Section 1.020     Hotel Limousine - Exemption**

"Hotel Limousine" means a motor vehicle owned and operated exclusively by hotel. A "Hotel" is defined as any building or group of buildings or a portion thereof containing five (5) or more guest rooms used by five (5) or more guests for compensation. A Hotel Limousine is used for the sole purpose of providing transportation for hotel guests. Hotel Limousines are exempt from the regulation of the Ordinance of SSG when operated in accordance with this section.

**Section 1.030     Franchise Agreement - Required**

- A. It is unlawful for any Person to operate, cause to be operated, to advertise or otherwise hold themselves out to the public in any fashion as a Franchisee without having first entered into a Franchise Agreement with SSG. Subject to the limitations of the Ordinance of SSG, the Board may, and is empowered to, grant to any qualified Person a nonexclusive Franchise to operate Taxicabs within the Jurisdiction of SSG. Such Franchise shall be evidenced by a duly executed Franchise Agreement between the Franchisee and SSG. These Franchise Agreements may contain contractual provisions that are supplementary to and/or more restrictive than the provisions contained in the Ordinance of SSG. It is a violation of this Ordinance to operate a Franchise which is not in compliance with the terms and conditions of the Franchise Agreement. Franchisees will be required to provide a list of the Vehicle Identification Numbers ("VIN") of the Taxicabs ("vehicle identification list") which have passed the vehicle safety

inspection required by the Ordinance of SSG and amendments thereto.

- B. The Franchisee shall maintain with SSG a current list of all Drivers authorized to operate any vehicle on the required vehicle identification list. The Franchisee shall verbally report any additions or deletions to its list of Drivers to SSG by the next business day of such addition or deletion.
- C. Franchisees are required to ensure that all Drivers operating a Taxicab listed on the required vehicle identification list are familiar with the provisions of the Ordinance of SSG as amended from time to time, with the Franchise Agreement as amended from time to time, and with all regulations adopted by SSG from time to time. Franchisees shall promptly notify their Drivers of any changes in the provisions of the above documents and direct their drivers to implement the same.
- D. Regardless of whether there is an employment or other direct relationship between the Franchisee and the Driver, Franchisees shall ensure that all Drivers authorized to operate a Taxicab vehicle listed on the vehicle identification list comply with the provisions of the Ordinance of SSG as amended from time to time, the Franchise Agreement as amended from time to time, all requirements of state law, and with all regulations adopted to implement the Ordinance of SSG. The Franchisee shall not knowingly (or with reason to know) permit any Driver who is not in compliance with the provisions of the Ordinance of SSG as amended from time to time, the Franchise Agreement as amended from time to time, and all requirements of state law to operate any Taxicab listed on the vehicle identification list. This includes without limitation, the Driver operating hours requirements of Section 6.11 of the SunLine Services Group's Taxicab Regulations.
- E. In the event that any Driver listed on the authorized driver list on file with SSG has violated any provision of Section 1.110, the Franchisee shall revoke all authority for the Driver to operate any vehicle on the vehicle identification list immediately upon written notification by the Taxicab Administrator of the suspension or revocation of the Driver's Driver Permit. The Franchisee may be temporarily suspended by the Taxicab Administrator in the event that a Franchisee fails to comply with this section and administrative penalties may be imposed in accordance with Section 1.255.
- F. The Franchisee shall comply with all requirements concerning the mandatory controlled substances and alcohol testing program as set forth in the Ordinance of SSG.
- G. No Franchisee shall allow a person to drive a Taxicab using the Franchise's name unless that person has a valid Driver Permit issued by SSG which states that the

Driver is affiliated with the Franchise.

- H. All Franchises granted pursuant to the Ordinance of SSG shall be nonexclusive and shall be subject to the terms and conditions specified in the Ordinance of SSG and any additional terms contained in a Franchise Agreement between the Franchisee and SSG. Such nonexclusive Franchises shall not be sold, leased, transferred, assigned or otherwise disposed of, either in whole or in part, whether by forced sale, merger, consolidation, bankruptcy, reorganization under bankruptcy laws or otherwise, without the prior written consent of SSG. The consent of SSG shall be subject to such terms and conditions as may prescribe, and may be denied in SSG's sole and absolute discretion. Any attempted sale, lease, transfer, assignment or other attempted disposition of a Franchise without the prior written consent of SSG shall render said Franchise null and void and shall result in immediate termination of the Franchise Agreement.
- I. The SRA reserves the right to issue additional Franchises. The Board awards Franchises after a public hearing.

**Section 1.040 Franchise Agreement-Term, Extension**

- A. The initial term of the franchise shall be five (5) years ("the initial term"). The term of the franchise may be extended by SSG board for one additional five-year term (the "Extended Term") at the sole discretion of the SSG Board, subject to the provisions below. All franchises terminate at the end of the Extended Term.
- B. The process for approving an Extended Term shall be as follows:
  - 1. A franchise may file an application for an Extended Term no sooner than 18 months from the expiration of the initial Term, unless extended, in which case such franchises terminate at the end of the Extended Term.
  - 2. The determination to grant the Extended Term shall rest exclusively in the sound discretion of the Board. In making such determination, the Board shall consider: the franchise's history of operations; the franchise's history of complaints, citations, suspensions and warnings; whether and to what extent the franchise has met the average minimum rides per vehicle per day requirement; and whether granting the Extended Term serves the health, safety and welfare of the Coachella Valley. The Board shall make a determination on the application no later than one (1) year prior to the expiration of the initial Term or the second regular Board meeting after SunLine receives a completed application for an Extended Term.

**Section 1.060 Franchise- Insurance Required**

- A. Before any Franchise Agreement is entered into between a Franchisee and SSG, the

Franchisee shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the Franchisee, its agents, representatives, employees, Franchisees, or subcontractors and the Owner of the vehicle. The Franchisee shall also carry Workers' Compensation Insurance in accordance with California Labor Code Section 3700 or any other provision of the State of California Workers' Compensation laws.

B. The policies shall contain or be endorsed to contain the following provisions:

1. General Liability and Automotive Liability Coverage

- a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as insured's for liability related to:
  - (i) Activities performed by or on behalf of the Franchisee;
  - (ii) Premises owned, occupied, or used by the Franchisee, and;
  - (iii)Automobiles owned or leased by the Franchisee.
- b. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- c. The Franchisee's insurance coverage shall be primary insurance as respects SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers shall be in excess of the Franchisee's insurance and shall not contribute with it.
- d. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees, and agents.
- e. Franchisee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this section shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written

notice by certified mail, return receipt requested, has been given to SSG.

- b. Franchisee shall furnish SSG with a certificate of insurance and any applicable endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Franchisee in the jurisdiction of SSG. SSG reserves the right to require complete, certified copies of all insurance policies including endorsements affecting the coverage required by the Ordinance of SSG at any time and shall include, but not be limited to, the obligation to indemnify, hold harmless, release and defend SSG.
- c. Franchisee shall include all individual Drivers employed retained by or subcontracted by Franchisee, agents, contractors, other sub operators ("sub-operators") as may be permitted by SSG, as insured's under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
- d. The procuring of such insurance or the delivery of endorsements and certificates evidencing the same shall not be construed as a limitation of the Franchisee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties whatever, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized, conducted or permitted under a nonexclusive Franchise Agreement.
- e. The amount of insurance required hereunder shall be as follows:
  - (i) For injury or death in any one accident or occurrence, —One million dollars (\$1,000,000);
  - (ii) For the injury or destruction of property in any one accident or occurrence, One million dollars (\$1,000,000);
  - (iii) For combined single limits of liability for primary bodily injury and primary property damage, One million dollars (\$1,000,000);

(iv) For Workers' Compensation Insurance, with the limits established and required by the State of California;

(v) For employer's liability, with limits of One million dollars (\$1,000,000).

- f. It shall be the responsibility of all Franchisees to provide and maintain insurance coverage in compliance with the provisions of the Ordinance of SSG to cover each and every Driver that operates a vehicle as a Taxicab. The Franchisee shall further ensure that appropriate certificates of insurance reflecting coverage are on file with SRA at all times.

3. Sufficiency of Insurer:

Insurance required by this Section shall be satisfactory only if issued by companies having at least a A- Best Insurance Rating or equivalent and are admitted to do business in California. All applicants for the licensing of any Taxicab vehicle or for a Franchise are required to comply with this section prior to the issuance of any license or Franchise.

4. Penalties:

Franchisees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Franchisee includes ensuring that any vehicle Owner whose vehicle is operated under the Franchisee's name maintains insurance and provides SRA with proof of same at all times that each vehicle is operated. Failure to comply with the foregoing insurance requirements and/or regulations shall result in a summary suspension of the Vehicle Permit for any affected vehicle which will be presumed unfit and read as out of service. Failures to comply with the foregoing insurance requirements which affect the Franchise as a whole shall result in immediate summary suspension of the Franchise. Failure to comply with the foregoing insurance requirements three times within a calendar year constitutes grounds for termination of the Franchise.

**Section 1.060 Franchise – Color Scheme**

- A. All Taxicabs operating under a Franchise shall be of distinctive appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire.
- B. No Franchise shall be granted to any Person whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any

monogram, name, logo or insignia used by another Franchise within the jurisdiction of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public.

- C. No Franchise shall be entitled to utilize the name or telephone number of any previously operating Franchise unless the assuming Franchisee has paid all fines, permit and Franchise Fees, surcharges, administrative penalties due to SSG from the previous Franchisee and otherwise complied with the requirements for issuance of a Franchise under the Ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Franchisee, no transfer of the name shall occur unless and until SRA is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

**Section 1.065    Advertisements**

- A. Definition. For purposes of this Ordinance, "advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, radio broadcast, telecast or by other electronic means, information designed to promote the use of a Franchisee's services.
- B. No Franchisee, Driver or any other Person shall place or cause to be placed any advertisement which:
1. is misleading to, or would tend to deceive or defraud the public;
  2. uses a name(s) other than the name(s) registered with SSG for which a valid Franchise has been issued without first obtaining written consent of SSG; or
  3. uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other Person operating in the jurisdiction of SSG.
- C. All advertising placed or caused to be placed by a Franchisee or Driver, including all business cards, shall display the Franchisee's predominant business telephone number.
- D. Due to the nature, frequency and duration of violations that may occur under this section, the Board of SSG hereby provides for imposition of specific penalties for violations of this section or of any regulation adopted to implement it. The penalties to be imposed as provided hereunder are in addition to any other remedy available to SSG under Sections 1.110, 1.250, 1.255, 1.256, 1.257 or 1.259 of

the Ordinance of SSG and are as follows:

1. A penalty in the amount of \$1,000 is hereby imposed for the first violation of this section.
  2. A penalty in the amount of \$1,000 is hereby imposed and the Franchise may be suspended for a period of up to 30 days for a second violation of this section.
  3. A penalty in the amount of \$1,000 is hereby imposed and the Franchise may be terminated for a third violation of this section.
  4. The Taxicab Administrator, in his or her discretion, may reduce any penalty imposed by this section for a violation of this section.
- E. No Franchise shall be entitled to utilize the name or telephone number of any unlicensed entity, whether listed in the white pages or advertised in the Yellow pages of the telephone directory.

**Section 1.070     Vehicle Inspection**

- A. Prior to obtaining a Franchise, an applicant for a Franchise shall first present each vehicle to be used as a Taxicab to SSG, or to a mechanic approved by SSG, for a vehicle safety and cosmetic inspection. SSG shall establish and publish vehicle safety inspection and cosmetic standards and procedures as a part of the regulations adopted in order to implement this Ordinance. Any vehicle(s) that a Franchisee proposes to add to its Franchise shall also be presented to SSG, or to a mechanic approved by SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall be also be maintained by SSG.
- B. Prior to the commencement of any vehicle safety and cosmetic inspection by SSG, the Franchisee shall pay a vehicle safety Inspection Fee in an amount to be determined by resolution of the Board of Directors. In the event an SSG-approved mechanic performs the inspection, the Franchisee shall pay any charges imposed by the mechanic for the inspection.
- C. Time for Vehicle Inspections: In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
1. Every twelve (12) months from the date the vehicle is first licensed as a

Taxicab;

2. After every incident resulting in cosmetic or greater damages as referred to in Section G of this Ordinance; and,
  3. At any time upon written request by the Taxi Administrator.
- D. Failure to present a vehicle for inspection under this Ordinance within three (3) days of the date upon which a written request under Section 1.070 C(3) is delivered or within three days after inspection is due under Section 1.070 C(1) or C(2) shall result in issuance of a penalty in accordance with Section 1.255. Further failure to present a vehicle for inspection under this Ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- E. Vehicles shall be permitted one (1) re-inspection upon the failure of any inspection. Any vehicle that fails a re-inspection shall be presumed to be unfit to operate as a Taxicab, shall be issued an administrative citation to that effect and shall be read out of service.
- F. The Franchisee may appeal the presumption of unfitness by written request for an informal review by the Taxicab Administrator. The decision of the Taxicab Administrator shall be final. Any person aggrieved by the Taxicab Administrator's decision under this section may obtain review of the administrative decision in accordance with the timelines and provisions of Government Code Section 53069.4 and/or Code of Civil Procedure Section 1094.5, et seq.
- G. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Franchisees are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SRA no later than the business day following the date of the damage for SRA's inspection of the vehicle. For purposes of this section "cosmetic damage" means damage to the interior or exterior of the vehicle that does not necessarily affect the safe operation of the vehicle. "Greater damage" means all mechanical damage as well as all damage that may affect the safe or reliable operation of the vehicle. SRA shall inspect the vehicle to determine if the vehicle's may be operated pending repair of the damage.

**Section 1.080 Franchise- Minimum Requirements**

- A. Any Person wishing to apply for the issuance of a Franchise shall truthfully and fully complete a Proposal for Providing Franchise Taxicab Services in the form prescribed by SunLine and provide all supporting documentation for evaluation by SRA.
- B. The following minimum requirements apply to the issuance and maintenance of a Franchise. The Taxicab Administrator is authorized to adopt rules and regulations to implement the requirements which shall become effective upon review and approval by the Board of SSG:
1. Each Franchisee shall maintain and provide a year-round computerized dispatch system capable of providing performance reports as required by SRA;
  2. Each applicant for a Franchise shall maintain in service a number of vehicles no less than 75% nor more than 125% of the allocation of non-temporary taxicab permits under its Franchise Agreement. The Franchisee shall continue to maintain ownership of the minimum number of vehicles as a condition to the continued validity of any Franchise. The minimum number of vehicles established by this section may be revised by SRA without amendment to this Ordinance;
  3. Each Franchisee shall have a principal place of business from which it conducts its activities as a Franchisee, including the dispatch of Taxicabs required under section 1) above, and related activities. This requirement shall not be interpreted to require that all activities of a Franchisee be conducted from a single location, A Franchisee may have other locations, in addition to its principal place of business, where it conducts repair and maintenance, storage of vehicles or similar activities, so long as each activity conducted by the Franchisee, is conducted from a location properly zoned for that activity by the local jurisdiction;
  4. The principal place of business and each other location from which a Franchisee conducts Taxicab activities, shall be located within the jurisdiction of SSG;
  5. Each individual or entity holding any interest in the use of the Franchise name or otherwise participating in the Franchise system is required to truthfully complete a Proposal for Providing Franchise Taxicab Services, successfully complete a local and Department of Justice criminal background check and provide such information as is required to evaluate the legitimacy of the Franchisee's business structure, qualifications, corporate stability, financial stability and capability, and;
  6. Each applicant for a Franchise shall have a registered fictitious business name with the County of Riverside to do business under the name stated in the application proposal

7. Each applicant for a Franchise shall provide SRA with a business plan and implementation scheduled for acquisition of newer Taxicab vehicles, newer Taxicab technologies including, but not limited to computerized dispatch and GPS tracking of Taxicab vehicles, for electronic processing of credit cards, and for the acquisition of at least two (2) wheelchair-accessible vehicles that meet federal standards.
  8. Each applicant for a Franchise shall truthfully supply information requested by SRA as to the Franchisee's experience in the Taxicab business, financial stability, quality of service, past number of trips per vehicle, and the anticipated ability to meet and maintain performance standards. SRA shall consider and evaluate such criteria in determining whether a Franchise should be issued, whether conditions should be imposed upon the Franchise and to determine the identity and number of vehicles to be initially operated under the Franchise, among others. A Franchise may be terminated or suspended by SRA if the Franchisee fails to meet and maintain any conditions imposed by SRA. Each applicant must also furnish all information required of an applicant by the most current RFP prepared by SRA.
  9. A Franchise applicant may appeal the imposition of any conditions imposed by the Taxicab Administrator to the Appeal Committee as provided under section 1.258 G. and H.
  10. Additional requirements may be imposed pursuant to the Franchise Agreement.
- C. All Franchisees shall be required to certify to SRA's satisfaction at least every year that no less than an average of eight (8) dispatched and non-dispatched trips per day per each non-temporary taxicab permitted vehicle per year are generated as provided for in the Franchise Agreement. Franchisees shall be responsible to maintain sufficient records to accurately verify the number of trips per vehicle at the request of SRA. SRA shall reduce the number of Vehicle Permits licensed to the Franchisee if the eight (8) trip minimum is not maintained. If a Franchisee is required to reduce the number of permitted vehicles, it shall be required to remove vehicles over six (6) model years plus six months (6 months) of age first in the case of standard vehicles and over eight (8) model years plus six months (6 months) of age in the case of alternative fueled vehicles (electric vehicles and vehicles that accept non-petroleum fuels). SRA may terminate the Franchise Agreement if the number of licensed vehicles is reduced below the minimum number required by Section 1.080 B. 2.
- D. Franchisees shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the Franchise, any complaints by patrons and any other information SRA may require to verify compliance with the Franchise Agreement

and the Ordinance of SSG. The Franchisee's books, accounts and records pertaining to compliance with the Ordinance of SSG and the conditions of the Franchise Agreement shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Franchisee to provide the required records for inspection shall be deemed a violation of the Ordinance of SSG and cause for termination of the Franchise Agreement. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.

#### **Section 1.090 Franchise Fee**

At the time a Franchise proposal is received, the proposer shall pay the Franchise Fee as established by resolution of the Board of Directors. Franchise Fees shall be due and payable in a manner and at a time established by the Board. The Board may establish a procedure for payment of the Franchise Fee in installments.

#### **Section 1.090.5 Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee**

Unless prohibited by law, neither the franchise nor any rights or obligations of the Franchisee or any Control Person in or pursuant to the franchise, shall be transferred in part or as a whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation, and shall not be sold, transferred, leased, assigned, or disposed of in part or as a whole, either by forced sale, stock sale, asset sale, merger, consolidation, reorganization or otherwise, nor shall title thereto, either legal or equitable, or any right or interest therein, pass to or vest in any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, nor shall a transfer of control of or a "Controlling Interest" (as defined in Section 1.010) in the Franchisee or any "Control Person" (also as defined in Section 1.010) or the taxicab services occur, either by act of the Company, any Control Person, by operation of law or otherwise, in each case without the prior written consent of the Board, which consent shall be expressed by resolution and then only under conditions as may be therein prescribed. No Franchisee or Control Person shall enter into any management contract or other arrangement for the management of the Franchisee or Control Person, or sell or otherwise transfer any Controlling Interest in a Franchisee or any Control Person, or any material portion thereof, with or without the franchise, without the prior written consent of the Board. Any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity proposing any of the above acts shall theretofore submit an application to SRA containing all information required of an applicant seeking the initial award of a franchise. SRA shall review the application under the same procedures used for

initial issuance of a Franchise.

**Section 1.091     Taxicab Vehicle Permits**

A. It is unlawful for any Taxicab vehicle to operate in the jurisdiction of SSG without a properly issued SSG Vehicle Inspection Sticker affixed to the vehicle. Vehicle Inspection Stickers may be issued only to vehicles operating under a duly executed Franchise Agreement between the Franchisee and SSG. It is also unlawful to operate more vehicles than the total number of non-temporary taxicab permits and then valid temporary taxicab permits issued to the Franchisee. In the event that an alternative fuel/hybrid vehicle is replaced with a non-alternative/hybrid vehicle, the difference in vehicle permit fees must be paid.

**Section 1.092     Transfer and Surrender of Vehicle Permits**

A. Vehicle Permits may be transferred between Franchisees by the Owner listed as the registered Owner of the vehicle on file with SSG provided that the following conditions are satisfied:

1. The Franchisee to which the vehicle is to be transferred and the Owner of the vehicle request its transfer of SSG;
2. The vehicle is presented to SSG for a Taximeter reading to distinguish its operations under the former Franchise from those under the Franchise to which the vehicle will be transferred;
3. The vehicle meets all standards and qualifications of SSG for operation as a Taxicab vehicle in the jurisdiction of SSG;
4. Transfer of the vehicle will not cause the Franchisee to exceed the maximum number of vehicles authorized by SSG, and;
5. Payment is made to SSG of a Vehicle Permit Transfer Fee to cover the administrative costs of such transfer, The Board of Directors may establish by resolution the amount of any Vehicle Permit Transfer Fee.

B. Any vehicle that has been taken out of service and which continues to bear a top light or the Taxicab signage required by Section 1.160 of the Ordinance of SSG shall display SRA issued "Out of Service" signs as provided by regulation. The Taxicab signage required by Section 1.160 of the Ordinance of SSG shall be removed from the exterior of any vehicle that has been permanently taken out of service within 15 days of the date the vehicle was taken out of service.

C. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year (July 1 to June 30), such Fee shall become

immediately due and payable except in cases in which the vehicle is taken out of service due to damage or mechanical failure and is replaced by another vehicle within 30 days. SSG shall pursue collection of the Vehicle Permit Fee from either the Franchisee and/or the Owner of the vehicle.

- D. If a Franchise is suspended or terminated, Vehicle Permits listed under the Franchise shall be suspended until the vehicle(s) are transferred to another existing Franchise. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Franchise or expiration, suspension or termination of the Vehicle Inspection Sticker. The Owner of the vehicle shall have 30 days to register the vehicle with an existing Franchise. If the Owner fails to register the vehicle within such 30 day period, the vehicle shall be presented to SSG for removal of the Vehicle Inspection Sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Franchisee or the Owner of the vehicle and no Vehicle Inspection Sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

**Section 1.095     Driver Permit - Required**

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver Permit. A Driver Permit may be obtained from SSG as provided below. The Driver Permit shall state the Driver's name, California Driver's License number, date of issuance and the name of the Franchisee with whom the Driver is employed within the meaning of Government Code Section 53075.5. If the Franchisee and the Driver are the same person, he or she shall apply for and obtain from SSG both a Driver Permit and enter into a valid Franchise Agreement with SSG.
- B. An applicant for a Driver Permit shall complete an application form which shall contain the following information:
1. Applicant's full name, residence address, and age;
  2. Applicant's last two previous residence addresses;
  3. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
  4. Applicant's height, weight, gender, and color of eyes and hair;
  5. The number and expiration date of the applicant's California Driver's License;
  6. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;

7. All criminal convictions, including dates of conviction and the court where the conviction was rendered;
  8. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant.
  9. The name of the Franchisee with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5.
  10. Any other information that SSG deems necessary.
- C. At the time the applicant submits an application for a Driver Permit, the applicant shall do all of the following:
1. Provide SSG with an original current Department of Motor Vehicles ("DMV") print-out ("H-6") reflecting the past 10 year driving record of the applicant if applicable. If the applicant has been licensed as a Driver in the State of California for less than 10 years, he or she shall provide original verified driving records from other jurisdiction(s) sufficient to reflect any convictions listed under section 1.110 hereof for the 10 year period prior to filing the application.
  2. Be fingerprinted by SSG or an SSG-approved fingerprinting service;
  3. Submit to pre-permit/employment controlled substances and alcohol testing as set forth in the Ordinance of SSG at a collection site certified to perform controlled substance testing pursuant to Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations in or near the jurisdiction of SSG.
  4. Pay the Driver Permit Fee as established by resolution of the Board of Directors to cover the administrative costs incurred by SSG in processing the application as required by this section. No Driver Permit application shall be processed without the payment of such Fee, and;
  5. Submit the Intent to Hire form which states the name of the Franchisee with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5. The Intent to Hire form will be supplied to the Franchisee by SSG.
6. Demonstrate proficiency in the English language.
- D. An SRA approved county/local check shall be used to conduct a local criminal background check in the event a Department of Justice background check is not received within 7 working days. The applicant's application shall be denied in the

event that the check discloses conviction of an offense enumerated in Section 1.110. In the event a county/local background check is conducted pending the Department of Justice report, a temporary permit will be issued if the local check of the Applicant fails to disclose a conviction enumerated in Section 1.110.

- E. In the event of denial of a Driver Permit, the applicant may, within 10 days of notification of denial, apply to the SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.256.
- F. The applicant's fingerprints shall also be referred to the California Department of Justice electronically for a state and federal criminal background check. If the results of a general criminal background check indicate that the applicant has been convicted of any criminal charge enumerated in Section 1.110, the Taxicab Administrator shall immediately revoke any Driver Permit previously issued to the applicant.
- G. In the event that drug testing of the applicant indicates the applicant's use of a controlled substance as defined by the Ordinance of SSG, the application shall be denied. The applicant may, within 10 days of notification of denial based on controlled substances testing results, apply to the Taxicab Administrator for a hearing and reconsideration of the application in accordance with the procedures set forth in the Ordinance of SSG and SSG rules and regulations concerning controlled substances and alcohol testing.
- H. An applicant over the age of eighteen years holding a valid California Driver's License is entitled to a Driver Permit provided that the following conditions are satisfied:
  - 1. The Department of Justice background check of the applicant fails to disclose a state or federal conviction enumerated in section 1.110;
  - 2. The applicant tests negative for controlled substances and alcohol as provided in the Ordinance of SSG;
  - 3. The applicant is either employed by a Franchise or has been given an offer of employment from a Franchise within the meaning of Government Code Section 53075.5.
  - 4. The Franchisee provides sufficient proof that the Driver is and will continue to be covered for all Taxicab operations by the insurance required under Section 1.050 of the Ordinance of SSG.
  - 5. The Driver provides a copy of a valid California Driver's License. Drivers shall provide SSG with a copy of any replacement California Driver's License immediately upon its issuance. Drivers shall provide SSG with a copy of any

renewal of their California Driver's License prior to expiration of the old license.

- I. The Driver Permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California Driver's License shall constitute grounds for revocation of the Driver Permit authorized hereunder.
- J. Termination of Employment. Upon termination of employment within the meaning of Government Code Section 53075.5 or upon termination of permission by the Franchisee to drive a Taxicab using the Franchisee's name, the Driver Permit shall become void. In such case, the Driver shall immediately return the Driver Permit to SSG. Upon return of the Driver Permit, the Driver may re-apply for a Driver Permit, provided that the Driver complies with the requirements for issuance of a Driver Permit under this Section 1.095.
- K. Permit Renewal. Prior to the expiration of a Driver Permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver Permit provided that:
  1. The Driver pays the Permit Renewal Fee;
  2. The Driver submits to permit-renewal controlled substances and alcohol testing as set forth in the Ordinance of SSG;
  3. The results of such testing indicate that the Driver has not been using a controlled substance as defined by the Ordinance of SSG;
  4. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test, and;
  5. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.110 during the preceding year.

The rights of appeal provided for by Section 1.120 are available to a Driver in the event that renewal of his or her Driver Permit is denied based on the provisions of this section. However, where the renewal of the Driver Permit is denied based on a controlled substances and/or alcohol test result, the rights of appeal provided for by the Ordinance of SSG shall be applicable.

#### **Section 1.100 Permits- Authority**

1. Board Authority:
  - a. The exclusive authority to determine the number of allocable non-temporary taxicab permits.
  - b. The exclusive authority to allocate non-temporary taxicab permits

- c. The exclusive authority to grant or deny any application or request for additional non-temporary taxicab permits.
2. Taxicab Administrator or designee.
- a. The power to grant, or deny any application or request for a temporary taxicab permit.
  - b. Subject to the appeal rights contained in this Ordinance, the power to suspend or revoke any or all of the permits and/or approvals required by or authorized by the Ordinance of SSG when, in the exercise of reasonable discretion, he or she has determined that the applicant has or has not complied with all the provisions of the Ordinance of SSG relating to the granting of permits.
  - c. To issue any warning letter provided for in this Ordinance unless this Ordinance otherwise provides.

**Section 1.110      Permits and Franchises – Denial, Revocation, Suspension or Termination**

- A. In addition to any other reason provided for in this Ordinance, a Permit or Franchise may be, denied, suspended or revoked when it has been determined that the Applicant, Permittee or Franchisee:
- (i) Has not complied with the applicable provisions of this Ordinance; or
  - (ii) Has failed to cure any item listed in a sixty-day warning for failure to comply with any requirements of the Franchise Agreement issued by the Taxicab Administrator or designee; or
  - (iii) Has been issued three (3) sixty day warnings of failure to comply with any requirements of the Franchise Agreement within a period of twelve months; or,
  - (iv) Has knowingly made a false statement of fact in an application for such permit or in a Proposal for Providing Franchise Taxicab Services, or;
  - (v) Has charged rates other than those which the Permittee and/or Franchisee has on file with SSG, or;
  - (vi) Has violated any of the rules and regulations of the Board of Directors or the Taxicab Administrator pertaining to the operation of Taxicabs; or

- (vii) Has engaged in conduct or verbally threatens to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, Taxicab Drivers or Franchisees, or other persons, is implicated; or
- (viii) Has engaged in argumentative or discourteous conduct toward the public, a passenger, other Taxicab Drivers or Franchisees or other persons while on call to provide Taxicab service or in the course of providing such service; or
- (ix) Has engaged in conduct under any circumstances which, in the Taxicab Administrator's judgment, raises substantial justification to call for a hearing; or
- (x) Has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
  - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
    - (1) Any crime which requires the applicant to register as a sex offender under California Penal Code §290, or any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
  - b. Any conviction (felony or misdemeanor) within the past 7 years of any crime involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty.
  - c. Any conviction (felony or misdemeanor) within the past 7 years of any crime involving the sale, possession or transportation of narcotics or other controlled substances.
  - d. Any conviction (misdemeanor or felony) within the past 3 years of any crime involving pandering or prostitution.

B. In addition to the crimes listed above, no Driver Permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously

granted shall be revoked for any Permittee who has been convicted of three (3) or more moving violations within three years. In the case of a conviction or plea of nolo contendere as to a violation related to driving under the influence of alcohol or drugs, an applicant shall not be disqualified if the conviction or plea is ten (10) years or more in age and no similar violation appears on the applicant's driving record for the intervening ten (10) year period.

- C. In addition to the foregoing, a Driver Permit may be suspended, revoked or denied in the event that:
- (i) A Driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
  - (ii) A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a license upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
  - (iii) In addition to the above, any Driver Permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which includes, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute section; pandering; crimes related to the use, sale, possession, or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.
  - (iv) In addition to the above, any Driver Permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- E. From the time of the revocation or suspension of a Driver Permit granted under the provisions of the Ordinance of SSG, it is unlawful for any person whose Driver's Permit has been suspended or revoked to operate or drive a Taxicab within the jurisdiction of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the jurisdiction of SSG any taxicab included [in](#) a Franchisee's vehicle identification list during the period of time that a Franchise has been revoked, terminated or suspended.

F. In the event the Franchisee or Permittee appeals any denial, suspension, revocation or termination of a Franchise or Permit issued under this Ordinance, the appeal procedures of Section 1.256 shall apply. The Taxicab Administrator is authorized to adopt regulations establishing hearing procedures to implement these provisions, which shall become effective upon review and approval by the Board of SSG.

**Section 1.120 Appeal from License Denial Due to Criminal Conviction**

- A. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case where a Driver Permit is denied due to a criminal conviction under Section 1.110 of the Ordinance of SSG, the applicant shall be entitled to apply the Driver Permit application fee towards the appeal fee from such denial under Section 1.256. In the event that a Driver Permit is granted on such appeal, the applicant shall pay the Driver Permit fee in full prior to issuance of a license.
- B. In conducting an appeal to consider the issuance of a license denied due to a previous criminal conviction, the hearing officer shall consider the following criteria to determine if the applicant has demonstrated sufficient evidence of rehabilitation such that a permit should be issued:
- (i) The nature and severity of the offense(s).
  - (ii) The total criminal record of the applicant.
  - (iii) The extent of time that has elapsed since commission of the offense(s).
  - (iv) Whether the applicant has complied with any or all terms of parole, probation, restitution or any other sanctions imposed against the applicant in connection with the offense.
  - (v) Evidence of rehabilitation provided by the applicant.
  - (vi) Evidence of expungement proceedings pursuant to Penal Code 1203.4.
- C. The hearing officer may impose conditions or restrictions upon the issuance of a license under these provisions, as determined within the discretion of the hearing officer, to ensure the safety of the traveling public.
- D. Nothing contained in this section should be construed to limit the admission and consideration of prior criminal history information in the event of a subsequent violation of the Ordinance of SSG by a Driver who is issued a license following a hearing as provided in this section.

- E. With respect to the conviction of a crime that requires the applicant to register as a sex offender under California Penal Code 290, the Board of Directors finds that the California Legislature has determined that registration is required due to the repeated nature of commission of such crimes by those who have been convicted in the past (*People v. Castellanos* (1999) 21 Cal. 4th 785) and that the rehabilitation criteria set forth in sections A. (i) through A. (vi) above do not apply to such convictions. The Board further finds that crimes which trigger registration under Penal Code 290 are particularly related to the disqualification of an individual to qualify for a Taxicab Driver's Permit under the Ordinance of SSG and that no permit should be issued to such individuals.

**Section 1.125     Unauthorized Taxicab Services Prohibited**

- A. No person shall knowingly dispatch a vehicle or respond to a request for a taxicab for pick-up within the jurisdiction of SunLine Services Group unless the responding vehicle has a valid Taxicab Vehicle Permit, the Driver of such vehicle has a valid Taxicab Driver Permit, and the Taxicab is operated pursuant to a Franchise awarded by SunLine Services Group.
- B. No vehicle shall be designated as a taxicab in any sign or advertising matter within the jurisdiction of SunLine Services Group unless the vehicle has a valid Taxicab Vehicle Permit, the Driver of such vehicle has a valid Taxicab Driver Permit, and the Taxicab is operated pursuant to a franchise awarded by SunLine Services Group.
- C. No person who drives or operates a Taxicab within the jurisdiction of SunLine Services Group shall publish, advertise or broadcast in any manner, written or oral, a telephone number either by itself or connected to a rotary or call forwarding system for Taxicab service, which is the same telephone number as that for other Taxicabs or vehicles for hire.
- D. No person who drives or operates a Taxicab within the jurisdiction of SunLine Services Group shall use a name that imitates a name used by another person or Franchise who drives or operates a Taxicab in such a manner as to be misleading or tend to confuse or defraud the public.
- E. The Taxicab Administrator or his/her designee, following a hearing, or if the use of the taxicab by Franchisee constitutes an immediate threat to the health and safety of the public prior to a hearing provided a post impoundment hearing is held soon thereafter, is authorized to impound and retain possession of any vehicle used in violation of the Ordinance of SSG until such time as the provisions of Government Code Section 53075.9, as it may be amended from time to time, are satisfied.
- F. Any person operating or dispatching a vehicle in violation of this section is subject to citation.

G. In addition to any other penalties provided by the Ordinance of SSG, following a hearing pursuant to Section 1.256, if a violation of this Ordinance of SSG is found, fines may be imposed as follows:

1. \$1,000.00 for each violation; and,
2. An amount sufficient to cover the reasonable expense of investigation incurred by SSG.

**Section 1.130     Rules, Regulations and Fees**

- A. The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.
- B. The Board of Directors shall have the authority to adopt a schedule of fees to be charged to any applicant, permittee or prospective permittee in connection with activities of SSG under the Ordinance of SSG.

**Section 1.150     Information Display**

- A. Every Taxicab shall display an information card in full view of the passenger compartment. The information card, which shall be approved by the Taxicab Administrator, shall bear the Owner's name or the corporate or fictitious name under which the Owner operates, the business address and telephone number of the Owner, the Franchisees name or the fictitious name under which the Franchise operates, the business address and telephone number of the Franchisee, and the rates, including any surcharges, to be charged for the vehicle.
- B. In addition to the information card, every Taxicab shall display a rate card in full view of all passengers. The rate card shall state all of the following:
  - a) the maximum hourly, base, per mile or other rate set by SSG; and,
  - b) the hourly rate, the rate per mile and the Base Rate or other rate charged by the Franchisee.
- C. The information contained in both the information and rate cards shall be printed in type not smaller than twelve (12) point.

**Section 1.160     Identification Display**

In addition to the posted rate, every Taxicab shall have conspicuously displayed, on both sides of the vehicle, the name of the Franchise, or the Corporate or fictitious name under which the Franchisee operates, the Franchisee's (or company's) telephone number, and the cab or vehicle number.

**Section 1.170      Route-Number of Passengers**

- A. Every Driver who is engaged to carry passengers shall take the most direct route possible that will carry the passengers safely and expeditiously to their destinations, unless otherwise directed by a passenger. A Driver shall not refuse a dispatch call or other request for Taxicab service unless the Driver has a legitimate fear for his or her safety or is otherwise engaged by a passenger.
- B. When a Taxicab is engaged, the person engaging the Taxicab shall have the exclusive right to the full and complete use of the passenger compartment, and it shall be unlawful for the Driver to solicit or carry additional passengers unless authorized by the person engaging the Taxicab.
- C. The Driver of a Taxicab may transport two or more passengers who voluntarily agree to share the vehicle from the same pickup point to one discharge point. A passenger who first engages a Taxicab has the exclusive right to conveyance therein to his/her desired destination and the Driver may not solicit additional passengers without the express permission of the first passenger.
- D. For the purposes of this subsection, the term "adult passengers" is defined as a person age thirteen (13) or older. The number of adult passengers which may be carried in a Taxicab shall be limited to the seating capacity of the vehicle as specified by the manufacturer. The number of passengers consisting of adults plus children (age twelve years or less) which may be carried in a Taxicab shall be limited to adult seating capacity of the vehicle as specified by the manufacturer plus one. No person shall be carried in a Taxicab who is required to share in any way the seating space occupied by another, nor shall any person be carried who is required to occupy a space in or on the Taxicab which is not a seat.
- E. The Franchisee and the Driver shall comply with Vehicle Code Sections 27315 and 27360 and any subsequently enacted state law concerning the use of seat belts and child passenger restraint systems.

**Section 1.180      Taximeter-Accuracy**

- A. It shall be the duty of every Franchisee to at all times keep the Taximeter registered with SSG for use in each vehicle accurate. Only one Taximeter shall be used in each vehicle and it shall be permanently affixed and calibrated solely to the rate registered with SSG. It shall be certified as to its accuracy for operation in the

vehicle in which it is registered by the County of Riverside in accordance with County requirements and a certificate to that effect shall be kept available for inspection in the Taxicab. The Taximeter shall be subject to inspection from time to time, by SRA, by any peace officer or any employee of the Riverside County Department of Weights and Measures. SRA is authorized, in its discretion, or upon information received from any peace officer, or upon the complaint of any person, to investigate the Taximeter and to remove or cause to be removed from the streets of the jurisdiction of SSG, any Taxicab upon discovery of a faulty or inaccurate Taximeter, until the Taximeter has been correctly adjusted and evidence of its accuracy has been presented to the Taxicab Administrator.

- B. It is unlawful to install a Taximeter into a vehicle other than the vehicle to which it is registered with SSG without complying with the following:
1. Presentation of the Taximeter for a final out of service reading concurrent with its removal from the previous vehicle;
  2. Calibration and certification of the Taximeter for use in the vehicle to which it is to be transferred;
  3. Registration with SSG of the Taximeter with the corresponding vehicle to which it is to be transferred;
  4. Presentation of the vehicle and Taximeter for an initial Taximeter reading prior to operation of the vehicle to which the Taximeter has been transferred.

**Section 1.190      Taximeter-Use**

All Taxicabs must base their charges on Taximeters. All Taximeters shall be placed so that the reading dial showing the amount to be charged is well lighted and readily discernable by the passenger(s) riding in the Taxicab. Nothing contained in this section shall be construed to prohibit a Taxicab from charging a discounted rate from that appearing on the Taximeter; however, the Taximeter must have been engaged during the entire trip up to the time of its conclusion.

**Section 1.200      Taximeter- Misuse**

- A. It is unlawful for any Driver, while carrying one or more passengers:
1. to fail to activate the Taximeter as if the Taxicab is not employed; or,
  2. to fail to deactivate the Taximeter at the termination of each and every service;  
or,
  3. to activate the Taximeter when the Taxicab is not either actually carrying one or more passengers, except that, the Driver may activate the Taximeter in the

event that he or she has been engaged to carry baggage or run an errand.

- B. It is unlawful for any Driver, upon initial engagement of a Taxicab for service by a passenger(s), to fail to activate the trip counter of the Taximeter so as to cause the Taximeter to register a Surcharge.

**Section 1.210      Receipt for Fare**

It is unlawful for the Driver, upon receiving full payment of a fare, to refuse to give a receipt upon the request of any passenger making the payment.

**Section 1.220      Street Stands**

- A. Each of the member cities and the county shall have the power of decision as to whether Street Stands may be located within its boundaries and if so, their location or locations. The following provisions shall apply to any Street Stand.
- B. Taxicabs may stand while awaiting employment at any properly approved Street Stand in accordance with the requirements of this Ordinance and such regulations as may be adopted by SSG. No more than three Taxicabs may be engaged in standing at a Street Stand at any one time. While at a Street Stand, a Taxicab shall not ordinarily have its engine running unless necessary to control the interior temperature of the Taxicab, and then only to the extent necessary.

**Section 1.225      Exclusive Arrangements Between Franchises and Venues Concerning Taxicab Trips Prohibited**

No Franchisee nor representative of a Franchisee, including any Driver or agent acting on behalf of a Franchisee, shall make arrangements in exchange for compensation for exclusive or preferential service rights with any venue, business establishment or public transportation facility within the jurisdiction of SSG which generates Taxicab transportation service trips

**Section 1.230      Operation by Other Than Franchisee**

No Taxicab operated under a Franchise shall be operated by anyone but an employee or independent contractor of a Franchisee duly licensed and permitted to drive a Taxicab.

**Section 1.240      Rates**

- A. The Board of Directors, by resolution, shall establish, and thereafter may modify, increase, or decrease, the maximum rates to be charged for the transportation of Taxicab passengers.
- B. No Taxicab operating in the jurisdiction of SSG may charge a rate in excess of any

maximum rate established by SSG. Maximum rates may be adjusted annually by resolution of the Board of Directors.

- C. Franchisee may charge a rate that is less than the maximum rate set by SSG. Only one base, hourly, mileage or other rate may be charged by a Franchisee and, such rates shall be uniform for all vehicles operated under a Franchise regardless of the location of the trip origination or destination within the jurisdiction of SSG.

#### **Section 1.245         Surcharges**

- A. "Surcharge" is hereby imposed by SSG to recover the costs of administration and enforcement of the Ordinance of SSG.
- B. When a Taxicab is initially engaged for service by a passenger or passengers a Surcharge shall be and hereby is imposed as a part of the fare of the vehicle in accordance with the regulations adopted pursuant to this Ordinance.
- C. No Taxicab shall be operated within the jurisdiction of SSG unless it is equipped with a Taximeter with a properly functioning trip counter that registers the total number of times that the Taxicab is initially engaged for hire. SSG shall provide a seal for each Taximeter to ensure against tampering with the trip counter. A report shall be submitted each month on the first of the month, unless the first of the month is on a weekend, in which case the report is due the next business day, for the purpose of determining the number of times that the Taxicab has been engaged for hire and the amount of Surcharge associated therewith. Surcharges shall be billed to the Franchisee.
- D. The Board of Directors, by resolution, shall establish, and thereafter may modify, increase, or decrease, the Surcharge to be charged for the transportation of Taxicab passengers as needed to recover the costs of administration and enforcement of this Ordinance.
- E. At least annually, the Board of Directors shall review the amount of Surcharge to be charged for the transportation of Taxicab passengers for the purpose of modifying, increasing or decreasing the Surcharge needed to recover the costs of administration and enforcement of this Ordinance.
- F. In the event that a Franchisee fails to produce meter reading reports by the first day of every month or the next business day should the first day of the month fall on a weekend, to SSG, the Franchise shall be suspended and a penalty of \$50.00 per day per vehicle operated under the Franchise is hereby imposed. The Taxicab Administrator may, in his or her discretion, reduce the amount of any penalties imposed under this Section.

G. In the event that Franchisee fails to pay all Surcharges within thirty (30) days of the date of the invoice, the Franchise shall be suspended and a penalty of \$50.00 per day per vehicle operated under the Franchise is hereby imposed. Payments sent via the mail are late if the payment is not postmarked within the thirty (30) day timeframe. The Taxicab Administrator may, in his or her discretion, reduce the amount of any penalty imposed under this Section.

**Section 1.249 Provision of DMV Pull-Notice**

All franchises shall comply with their obligation to participate in the Pull Notice system pursuant to Vehicle Code Section 1808.1. Franchises shall submit a copy of the Pull Notice to the Taxi Administrator within 10 business days of receiving a copy of the DMV PULL NOTICES for each of their drivers.

**Section 1.250 Enforcement**

- A. Any violation of one or more of the provisions of the Ordinance of SSG shall constitute a public nuisance that may be remedied by injunction.
- B. SSG shall be entitled to recover all attorney' fees and costs incurred in the filing or prosecution of any action brought to enforce the provisions of the Ordinance of SSG or the regulations promulgated pursuant thereto.

**Section 1.255 Penalties**

- A. Except as otherwise specifically provided in the Ordinance of SSG, a civil penalty of \$100.00 is hereby imposed for each separate violation of the Ordinance of SSG or of any regulation adopted to implement it on a per vehicle per day basis. If the violation is continuing in nature, the civil penalty shall be \$100.00 per vehicle per day for each day during which the violation continues.
- B. A civil penalty of \$1,000.00 is hereby imposed for the following:
  - 1. Failure to present any vehicle for the vehicle safety inspections required under Section 1.070 on or before the date upon which the inspection is due.
  - 2. Tampering with any Riverside County Weights & Measures or SSG applied Taximeter seal;
  - 3. Failing to present a vehicle to SSG for inspection of the Taximeter trip counter prior to taking the vehicle out of service in accordance with the regulations adopted pursuant to the Ordinance of SSG;
  - 4. Returning a vehicle to service without first presenting the vehicle to SSG for

inspection of the Taximeter trip counter in accordance with the regulations adopted pursuant to the Ordinance of SSG.

5. Any failure to comply with the provisions of Section 1.180 B. related to the transfer of Taximeters from one vehicle to another.
- C. The civil penalties provided for herein may be recovered in any action brought to enforce the Ordinance of SSG and the regulations adopted to implement it.
- D. The penalties provided under Section A. shall be increased to \$200.00 for a second violation of the Ordinance of SSG within a year and shall be increased to \$500.00 for a third violation of the Ordinance of SSG within a year. A violation of any provision of the Ordinance of SSG which provides for a \$1,000.00 penalty shall be counted as a violation to determine if any subsequent violation within a year is a second or third violation as provided under this subsection.

**Section 1.256      Administrative Appeal Hearings – In General**

Any person aggrieved by any determination under Section 1.110, Section 3.070, or any other provision of the Ordinance of SSG shall be entitled to appeal that decision as provided for herein.

- A. A request for hearing must be made within ten (10) days following delivery of notice of the decision which is challenged by delivering the request for hearing at the administrative offices of SSG together with:
  - (i) An advance deposit of any fine or a notice of request for an Advance Hardship Waiver pursuant to Section 3.080; and,
  - (ii) Payment of an Appeal Fee as established by resolution of the Board of Directors.
- B. Upon satisfaction of the foregoing, SRA shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The General Manager of SunLine shall appoint a hearing officer.
  - (i) If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit or franchise; or (2) a(n) administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2000, the General manager shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or and administrative law judge with the California State Office of Administrative law judges.
  - (ii) If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total

is less than \$2000, the General Manager of SunLine shall refer the matter to an Agency employee who shall serve as the hearing officer. The Employee shall not have any communication with the Taxi Administrator regarding the Case unless the defendant is present. Nor shall the employee/hearing officer have had any input into the decision being appealed.

- C. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.
- D. The hearing officer shall conduct an administrative hearing which allows SRA and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross-examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SunLine Services Group that hearing officers allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal, App. 4th 310 apply to the fullest extent to all hearings conducted under this and any other Ordinance of SSG.
- E. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
- F. After consideration of the evidence presented by all parties, the hearing officer shall render a written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit or franchise and/or impose administrative monetary penalties in accordance with the limits set forth in the Ordinance of SSG. In determining whether to suspend or revoke any permit or franchise or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
- G. The decision of the hearing officer shall be final and the party requesting the hearing, shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is

concluded.

H. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this Ordinance shall be governed by Code of Civil Procedure Section 1094.5, et seq.

**Section 1.259 Criminal Enforcement and Penalties**

A. As an alternative to the provisions of the Ordinance of SSG authorizing enforcement and imposition of monetary penalties through civil actions or administrative proceedings, criminal enforcement may be pursued by SSG, at the discretion of the Taxicab Administrator.

B. Violations of the Ordinance of SSG shall constitute a misdemeanor.

C. RESERVED

D. Every misdemeanor violation shall be punishable by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment not exceeding six months.

E. Prosecution of a violation under this section shall not prevent SSG from pursuit of other appropriate civil or administrative remedies.

**Section 1.260 Airports**

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

**Section 1.270 Severability**

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

**SECTION TWO**

**DRUG AND ALCOHOL TESTING**

**Section 2.010 Scope**

All applicants for a Driver Permit and all licensed Drivers shall submit to and comply with the Ordinance of SSG concerning controlled substances and alcohol testing. Franchisees are responsible for the compliance both of themselves and of their Drivers, officers, employees, and agents, consortia and/or contractors with the requirements of this program.

### **Section 2.020     Definitions**

The definitions set forth in Section 1.010, as may be amended from time to time, are hereby incorporated by reference into this Ordinance. In addition, as used in this Section:

- A. "Alcohol" shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
- B. "Controlled substances" shall mean cocaine, opiates, amphetamines and phencyclidine and any and all other substances listed in Part 21 (commencing with Section 1308.11) of Title 49 of the Code of Federal Regulations, as now enacted or as may be subsequently amended.
- C. "Refuse to Submit" (to a test authorized by the Ordinance of SSG) includes that the Driver (a) fails to keep an appointment to submit to controlled substances and/or alcohol testing as required by the Ordinance of SSG without a valid explanation; (b) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the Ordinance of SSG; (c) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing in accordance with the provisions of the Ordinance of SSG; or (d) engages in conduct that clearly obstructs the testing process.
- D. "SunLine Supervisor" shall mean an SSG operations supervisor trained to detect whether or not reasonable suspicion exists to require a Driver to submit to controlled substances and/or alcohol testing as provided in the Ordinance of SSG.

### **Section 2.030     Rules, Regulations and Fees**

- A. The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.
- B. The Board of Directors shall have the authority to adopt a schedule of fees to be charged to any applicant, permittee or prospective permittee in connection with the activities of SSG under this Ordinance.

### **Section 2.035     Mandatory Controlled Substance and Alcohol Testing**

## **Program**

Each Franchisee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to Part 40 of Title 49 of the Code of Federal Regulations and the California Government Code Section 53075.5. Each Franchisee shall maintain a written drug and alcohol policy meeting SSG requirements and proof that the Franchisee has implemented a drug and alcohol certification program covering all of its Drivers which meets all of the following requirements:

- A. A contract with a program administrator and authorized lab certified by the U.S. Department of Transportation;
- B. Procedures and components conforming to Part 40 of Title 49 of the Code of Federal Regulations for issuance of permits and permit renewal;
- C. Procedures and components conforming to Part 40 of Title 49 of the Code of Federal Regulations for rehabilitation, return-to-duty and follow up testing;
- D. Procedures and components for random testing following the U.S. Department of Transportation guidelines, and additional tests as required following accidents, rehabilitation, return-to-service, and other circumstances providing reasonable suspicion to test;
- E. Monthly reports of the random testing component shall be filed with SSG by the program administrator no later than the 20th day following the end of the previous monthly reporting period; and,
- F. The Franchisee's and the program administrator's records shall be made available to Taxicab Administrator upon request.

### **Section 2.040    Tests Required**

All Drivers and all Driver applicants shall be required to submit to the following tests:

- A. Pre-Permit/Employment Testing. As a condition to the issuance of a Driver Permit, the Driver shall undergo testing for controlled substances and alcohol. A Driver Permit will not be issued to an applicant unless the applicant tests negative for controlled substances. This section shall apply in those cases where a Driver re-applies for a new Driver Permit pursuant to Section 1.095 J. of the Ordinance of SSG, except, the Driver shall also undergo testing for alcohol as provided in subdivision B. below.
- B. Permit Renewal Testing. As a condition to renewal of a Driver Permit, the Driver shall undergo testing for controlled substances and alcohol. A Driver Permit will not be renewed unless the Driver tests negative for controlled substances and alcohol. A negative test for alcohol means an alcohol screening test showing a

breath alcohol concentration of less than 0.02 percent. No Franchisee shall allow a Driver to operate a Taxicab unless the Driver has received a controlled substances and alcohol test result indicating a verified negative result. A certified test in another jurisdiction submitted in support of an application to renew a permit by SSG shall be accepted as meeting the requirements of SSG if the Driver has not tested positive subsequent to a negative result.

- C. Random Testing. All Drivers shall be subject to random controlled substances and/or alcohol testing in accordance with SSG rules and regulations concerning random testing and Part 21 (commencing with section 40.1) of the Code of Federal Regulations, as now enacted or as may be subsequently amended. Random test shall mean a controlled substances and/or alcohol test performed on not more than 48 hours notice based upon the random selection of a Driver from among the pool of then currently licensed Drivers.
- D. Reasonable Suspicion Testing. Reasonable suspicion testing means a controlled substances and/or alcohol test performed when there is a good faith belief based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Driver that indicate that the Driver is under the influence of controlled substances and/or alcohol or has violated one or more of the prohibitions contained in Section 2.060 of the Ordinance of SSG. For purposes of this section, reasonable suspicion shall exist only after a SunLine Supervisor or Franchisee has considered the facts and/or evidence in the particular case and agrees that they constitute a finding of reasonable suspicion. After it has been confirmed in writing by the SunLine Supervisor or Franchisee, the facts and/or evidence upon which the reasonable suspicion is based shall be documented in writing. A copy of this shall be given to the Driver. In the event that reasonable suspicion testing is performed, the Driver Permit for the Driver so suspected shall be immediately suspended until the results are received and accepted by SSG.

#### **Section 2.050      When Testing Required**

In addition to requirements for controlled substances and/or alcohol testing as a condition for issuance and renewal of a Driver Permit under Section 1.095 and this Ordinance, all Drivers are subject to the following controlled substances and/or alcohol tests upon occurrence of the following events:

- A. Random Testing. All Drivers shall submit to a random controlled substances and/or alcohol test upon not more than 48 hours notice as provided by SunLine rules and regulations.
- B. Reasonable Suspicion Testing. Drivers shall immediately be subject to controlled substances and/or alcohol testing when there is a reasonable suspicion that the Driver is under the influence of controlled substances and/or alcohol or has violated one or more of the prohibitions contained in Section 2.060 of the Ordinance of SSG.

**Section 2.060      Prohibited Conduct**

- A. No Driver shall operate a Taxicab while having an alcohol concentration of 0.02 percent or greater. No Franchisee having actual knowledge that a Driver has an alcohol concentration of 0.02 percent or greater shall permit the Driver to operate or continue to operate a Taxicab.
- B. No Driver shall operate a Taxicab while the Driver shall have in his or her possession on his or her person, any bottle, can, or other receptacle, containing any alcoholic beverage which has been opened, or a seal broken, or the contents of which have been partially removed. No Franchisee having actual knowledge that a Driver possesses an open container of alcohol on his or her person may permit the Driver to operate or continue to operate a Taxicab.
- C. No Driver shall consume alcohol while operating a Taxicab. No Franchisee having actual knowledge that a Driver is consuming alcohol while operating a Taxicab shall permit the Driver to operate or continue to operate a Taxicab.
- D. No Driver shall operate a Taxicab within four hours after using alcohol. No Franchisee having actual knowledge that a Driver has used alcohol within four hours shall permit a Driver to operate or continue to operate a Taxicab.
- E. No Driver shall refuse to submit to a controlled substances test and/or alcohol test authorized by the Ordinance of SSG. No Franchisee shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- F. No Driver shall operate a Taxicab when the Driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the Driver in writing that the substances do not adversely affect the Driver's ability to safely operate a Taxicab. No Franchisee having actual knowledge that a Driver has used any controlled substances shall permit the Driver to operate or continue to operate a Taxicab, A Franchisee may require the Driver to notify the Franchisee of any therapeutic use.
- G. No Driver shall operate a Taxicab if the Driver tests positive for controlled substances after submitting to one of the test authorized by the Ordinance of SSG. No Franchisee having actual knowledge that a Driver has tested positive for controlled substances shall permit the Driver to operate or continue to operate a Taxicab.
- H. Any Franchisee having actual knowledge that a Driver has violated one or more of the above prohibitions shall immediately notify SSG of the violation.

**Section 2.070      Testing Procedures**

- A. Notice. Franchisee or its program administrator shall provide notice to all Drivers

of the requirement that a Driver submit to a controlled substances and/or alcohol test as provided by this Ordinance in accordance with SSG rules and regulations concerning controlled substances and alcohol testing.

- B. Procedures. The Driver shall show a valid California driver's license at the time and place of testing. Procedures for the tests authorized by the Ordinance of SSG are set forth in SSG rules and regulations concerning controlled substances and alcohol testing and shall be conducted in accordance with the standards and procedures set forth in Part 40 (commencing with section 40.1) of Title 49 of the Code of Federal Regulations, as now enacted or subsequently amended.
- C. A Driver shall only be tested for alcohol pursuant to the Ordinance of SSG at such times as the Driver is driving a Taxicab, just before a Driver is scheduled to drive a Taxicab, or just after the Driver has ceased driving a Taxicab.
- D. Reporting of Test Results. In the case of self-employed independent driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG, who shall notify the Franchisee. In all other cases, the test results shall be reported to the Franchisee who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5. The Franchisee shall immediately notify SSG of the results. Failure of a Franchisee to notify SSG of the results of a positive controlled substances and/or alcohol test shall result in the imposition of a monetary penalty in the amount of \$1,000.00 and suspension of the Franchise for a period of 30 days. The Taxicab Administrator may, in his/her discretion, reduce the amount of any penalty imposed under this section.
- E. Confidentiality of Test Results. Results of all tests provided for in this Ordinance are confidential and shall not be released without the written consent of the Driver, except as provided in this Ordinance or as otherwise provided by law.

#### **Section 2.080     Penalties**

- A. Drivers. Any applicant for a Driver Permit who tests positive for controlled substances shall be denied a Driver Permit. The Driver Permit of any licensed Driver who tests positive for controlled substances and/or alcohol on any permit renewal, random or reasonable suspicion test shall be revoked. Except as provided above, a Driver shall be subject to the same enforcement procedures and penalties set forth in Sections 1.250 through 1.259 as may be amended from time to time, for any violation of the Ordinance of SSG.
- B. Franchisees. In addition to the specific provisions of this Ordinance, any Franchisee who violates the Ordinance of SSG shall be subject to the same enforcement procedures and penalties set forth in Section 1.250 through 1.259 as may be amended from time to time.

**Section 2.090      Rights of Appeal**

- A. Where an applicant has been denied a Driver Permit on the basis of a positive test result for controlled substances and/or alcohol, the applicant may request a hearing and reconsideration of the denial in accordance with Section 1.256 of the Ordinance of SSG and the SSG rules and regulations, as they may be amended from time to time.
  
- B. Where a Driver's Driver Permit has been revoked on the basis of a positive test result for controlled substances and/or alcohol, the Driver may request a hearing and reconsideration of the denial in accordance with Section 1.256 of the Ordinance of SSG and the SSG rules and regulations, as they may be amended from time to time.

**Section 2.100      Severability**

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

**SECTION THREE**

**ADMINISTRATIVE CITATIONS**

**Section 3.010      Applicability**

- A. This Section provides for administrative citations which are in addition to all other legal remedies, criminal or civil, which may be pursued by the SSG to address any violation of the Ordinance adopted by SSG for the purpose of regulating Taxicabs and regulations adopted to implement them.
  
- B. Use of this Section shall be at the sole discretion of the Taxicab Administrator of SSG or his/her designee.

**Section 3.020      Enforcement Officer – Defined**

For purposes of the Section, "enforcement officer" shall mean the Taxicab Administrator, any Assistant Taxicab Administrator, SSG employee or agent of SSG designated by the Taxicab Administrator with the authority to enforce any provision of the Ordinance of SSG and regulations pertaining to the regulation of Taxicabs in the jurisdiction of SSG.

**Section 3.030      Regulation – Defined**

For purposes of this section, "Regulation" shall mean and include the Ordinance of SSG as presently adopted or amended and any regulation adopted by or on behalf of SSG that pertains to such Ordinance or otherwise applies to the regulation of Taxicab transportation services by SSG within the jurisdiction of SSG.

**Section 3.040      Administrative Citation**

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Franchisee may also be cited pursuant to Section 1.030 D.
- B. Each administrative citation shall contain the following information:
  - 1. The date of the violation;
  - 2. The address or a definite description of the location where the violation occurred;
  - 3. The section of the regulation violated and a description of the violation;
  - 4. The amount of the fine for the violation;
  - 5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
  - 6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
  - 7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
  - 8. The name and signature of the citing enforcement officer.

**Section 3.050      Amount of Fines**

- A. The amount of the fines for code violations imposed pursuant to the Ordinance of SSG shall be set forth in the schedule of fines established by resolution of SSG.
- B. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person within twelve months from the date of an administrative citation,

- C. The schedule of fines shall specify the amount of any late payment charges imposed for the payment of a fine after its due date.

**Section 3.060     Payment of the Fine**

- A. The fine shall be paid to SSG within thirty (30) days from the date of the administrative citation.
- B. If the fine is challenged by an administrative hearing as set forth in Section 1.256 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- C. If after a hearing under Section 1.256 the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an Advance Deposit Hardship Waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver Permit of the Driver until such time as payment is made.
- D. If after a hearing under Section 1.256 the hearing officer determines that the administrative citation should be canceled and the fine was deposited with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.
- E. Payment of a fine under the Ordinance of SSG shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

**Section 3.070     Hearing Request**

- A. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party in accordance with the procedures set forth in Section 1.256.

**Section 3.080     Advance Deposit Hardship Waiver**

- A. Any person or Franchise who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 3.070 A. may file a request for an Advance Deposit Hardship Waiver.
- B. The request shall be filed with the SunLine Regulatory Administration on an Advance Deposit Hardship Waiver application form, available from the SunLine Regulatory Administration, within ten (10) days of the date of the administrative citation.

- C. The requirement of depositing the full amount of the fine as described in Section 3.060 A. shall be stayed unless or until the Taxicab Administrator or Assistant Taxicab Administrator makes a determination not to issue the Advance Deposit Hardship Waiver.
- D. The Taxicab Administrator or Assistant Taxicab Administrator may waive the requirement of an advance deposit set forth in Section 3.060 A. and issue the Advance Deposit Hardship Waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating to the satisfaction of the Taxicab Administrator or Assistant Taxicab Administrator the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

**Section 3.120 Late Payment Charges**

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

**Section 3.130 Recovery of Administrative Citation Costs**

SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means. SSG also may recover its collection costs, including any attorneys' fees.

**Section 3.140 Administrative Regulations**

The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.

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

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

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

Date: \_\_\_\_\_

\_\_\_\_\_  
Kristy Franklin  
Chairperson of the Board

Date: \_\_\_\_\_

\_\_\_\_\_  
Lauren Skiver  
CEO/General Manager of SSG

Date: \_\_\_\_\_

\_\_\_\_\_  
Diane Beebe  
Clerk of the Board of SSG

DRAFT

**SunLine Services Group**

**DATE:** June 22, 2016 **ACTION**  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** Acting Taxi Administrator  
**RE:** [Resolution No. 078 Setting Fees](#)

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**Recommendation**

Recommend that the Board of Directors approve the attached Resolution No. 078 which sets fees for Fiscal Year 2017.

**Background**

The Board approves the fees that serve as a basis for the Fiscal Year Budget. The resolution proposes the following fee additions/changes:

- ADA, Alternative Fuel & Hybrid Vehicle Permit Fee will increase from \$400 to \$450.
- Late Payment Fee of \$29 a day not to exceed four (4) days.

**Financial Impact**

The proposed fee schedule is designed to generate sufficient revenue to sustain SRA's regulatory mandate.

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Stephanie Buriel

**SunLine Services Group**

**RESOLUTION NO. 078**

**RESOLUTION ADOPTING FEES FOR  
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY  
July 1, 2016 THROUGH June 30, 2017**

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, Government Code Section 53075.5 also authorizes SunLine Services Group to establish rates for the provision of taxicab transportation services; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2017 that is based in part on the fees anticipated to be collected from franchisees; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are imposed solely to recover the actual and reasonable costs of regulating taxicabs within the Coachella Valley, and therefore is not a tax under Article 13C, Section 1 of the California Constitution; and

WHEREAS, the Board of Directors hereby finds that the maximum base rate established herein is not a levy, charge, or exaction imposed by a local government because the franchisees determine the amount of the base rate to be charged, up to the maximum set by this resolution, and there is no imposition by a local government, and therefore is not a tax under Article 13C, Section 1 of the California Constitution.

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of Sunline Services Group:

Section 1 That the following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

The following fees are effective July 1, 2016:

**Vehicle Permits**

Vehicle Permit, New	\$ 600.00
Vehicle Permit, New, Alt. Fuel/Hybrid/ADA	\$ 0.00
Vehicle Permit, Renewal	\$ 600.00
Vehicle Permit, Renewal, Alt. Fuel/Hybrid/ADA	\$ 450.00
Vehicle Permits Re-Insertion	\$ 65.00
Inspection Fee	\$ 50.00



## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Acting Taxi Administrator

**RE:** [SSG Budget FY 17](#)

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### **Recommendation**

Recommend that the Board of Directors approve the attached Fiscal Year 2017 (FY17) Budget.

### **Background**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. The FY17 budget was brought before the committee on May 25, 2016 for discussion prior to the required approval in June.

This budget reflects a 30% decrease in expenses of FY 15/16's budget.

For fiscal year 2017, SSG will collect \$296,434 to cover expenses:

- \$197,434 Passenger paid surcharges
- \$80,900 Franchise vehicle permit fees
- \$14,200 Taxicab driver permit fees
- \$3,900 Fines, vehicle inspections, vehicle transfer, etc.

### **Financial Impact**

The proposed budget is generated based on expected collection of revenue sufficient to sustain SRA's regulatory mandate provided by the SSG Ordinance.

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Stephanie Buriel



SUNLINE REGULATORY ADMINISTRATION

# Annual Budget

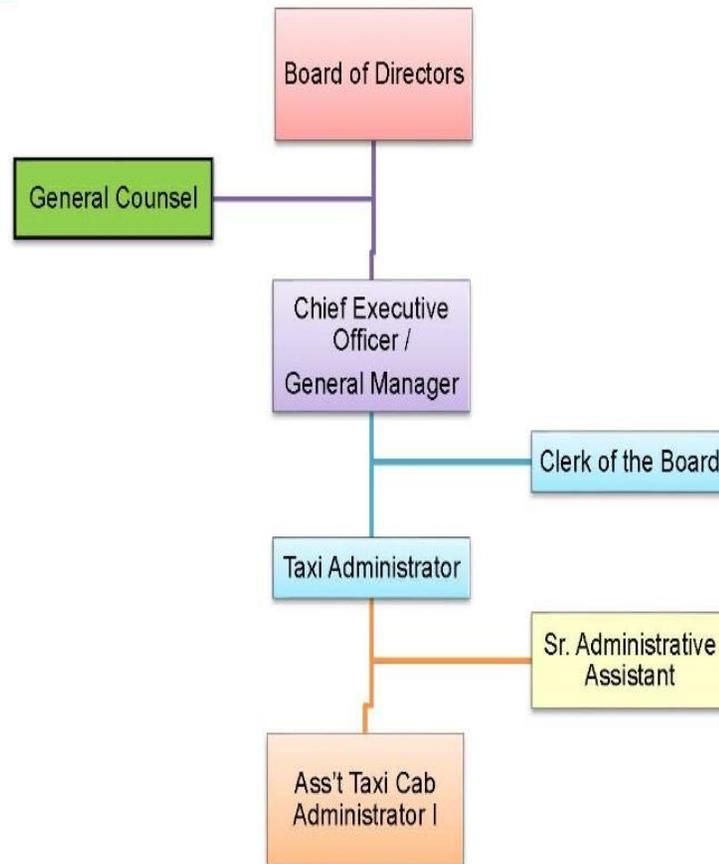
FISCAL YEAR 2017

# AMENDED





SunLine  
Services  
Group



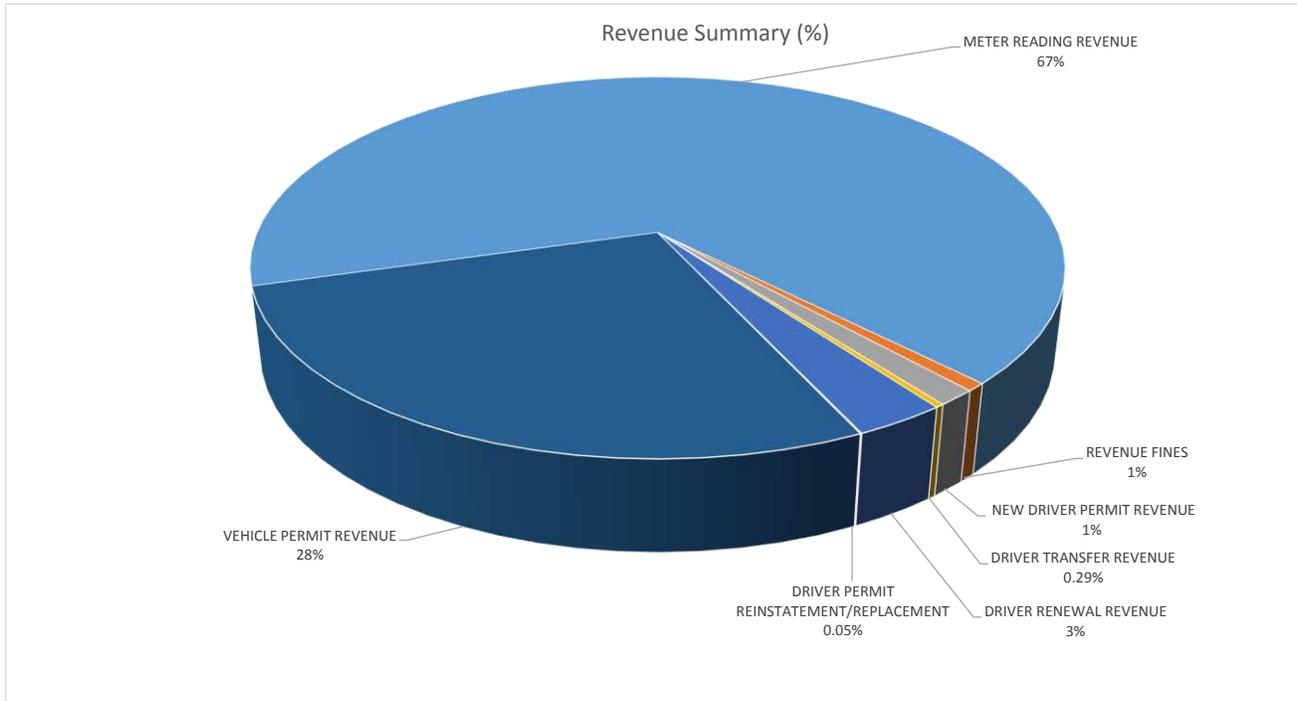
## **FUNCTIONS & RESPONSIBILITIES**

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, **issuance** of annual taxicab company licenses, suspension and revocation of permits and licenses and complaint investigation. The SRA Taxicab Administrator handles adjudication of taxicab license and taxicab driver permit cases with appeals processed through the SSG guidelines and policies.

## **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)	197,434	(95,852)
4010101200 REVENUE FINES	5,000	1,978	(3,022)	2,000	(3,000)
4010101300 VEHICLE INSPECTION REVENUE	15,100	16,265	1,165	1,900	(13,200)
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>296,434</b>	<b>(127,236)</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	-	-	-
Vehicle Permit renewal	600	600	-
Vehicle Permit Alt Fuel, Hybrid, Ada - renewal	400	450	50
Vehicle Permits Re-Insertion	65	65	-
Late Fee (for late payment of invoices)	-	29	29
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 \$450.
- Late fees shall be assessed at \$29.00 per day for a maximum of \$116 per occurrence.

## 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	124,617	(42,948)
5010700000 ALLOCATED SALARIES	37,149	34,510	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	126,375	125,305	69,085	103,827	83,171	(20,656)
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	29,358	(31,371)
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>296,434</b>	<b>(127,236)</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	124,617	(42,948)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	103,827	83,171	(20,656)
<b>Sub-total</b>	<b>271,392</b>	<b>207,788</b>	<b>(63,604)</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 taxi 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	29,358	(31,371)
<b>Sub-total</b>	<b>60,729</b>	<b>29,358</b>	<b>(31,371)</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>296,434</b>	<b>(127,236)</b>

**SunLine Transit Agency**  
**32-505 Harry Oliver Trail**  
**Thousand Palms, CA 92276**  
**760.343.3456 / [sunline.org](http://sunline.org)**

## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Acting Taxi Administrator

**RE:** [Resolution No. 077 Setting Taxicab Rates for Fiscal Year 2017](#)

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### **Recommendation**

Recommend that the Board of Directors approve the attached Resolution No. 077 setting forth the taxi rates for Fiscal Year 2017 (FY 17), from July 1, 2016 – June 30, 2017.

### **Background**

SunLine Regulatory Administration (SRA) reviews the 'Rate Per Mile' and 'Wait Time' annually for adjustment.

The process & methodology for determining the "Rate Per Mile" currently uses fuel prices.

SRA staff recommends keeping the current "Rate Per Mile" of \$3.12 as well as the "Wait Time" of \$24.00 until a collaborative effort between SRA and the franchise owners can be completed to determine an updated method of "Rate Per Mile" calculation.

Staff has also added an Airport Late Pickup Fee of \$5.00. This fee is added as an incentive for drivers working graveyard hours to pick-up at the airport. The added fee will benefit the Airport for those flights that arrive later.

### **Financial Impact**

These rates are expected to generate income for taxicab drivers and have no financial impact for SRA.

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Stephanie Buriel

**SunLine Services Group**

**RESOLUTION NO. 077**

**RESOLUTION ADOPTING RATES FOR  
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY  
July 1, 2016 THROUGH June 30, 2017**

WHEREAS, SunLine Services Group is a local agency authorized by Government Code section 53075.5 and SunLine Services Group Ordinance to establish by resolution of its Board of Directors the maximum rates to be charged for provision of taxicab services within the Coachella Valley; and

NOW, THEREFORE, be it resolved by the Board of Directors of SunLine Services Group:

Section 1. That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

The following rates are effective July 1, 2016:

Maximum Rate per Mile	\$ 3.12
Maximum Hourly Wait Time Rate	\$ 24.00
Airport Late Pickup Fee (12 am – 4 am)	\$ 5.00

Section 2. That the Maximum Rate per Mile is charged to passengers in increments of 1/8 of a mile.

ATTEST:

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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

STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Diane Beebe  
Clerk Of The Board  
SunLine Transit Agency

APPROVED AS TO FORM:

\_\_\_\_\_  
General Counsel  
Eric Vail

## SunLine Services Group

**DATE:** June 22, 2016 **ACTION**

**TO:** Board of Directors

**FROM:** Kristy Franklin, Chairman of the Board

**RE:** Election of Officers

---

### **Recommendation**

Recommend that the Board of Directors accept nominations and elect officers for SunLine Services Group; Chairman of the Board and Vice Chairman of the Board.

### **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.

Attachment: [History of SunLine Transit Agency officers](#)

## **SunLine Services Group**

### **History of Board Officers**

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE-CHAIR</b>
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
	Sarah Di Grandi (Cathedral City)	Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) (thru 11/02)
		Richard Kelly (Palm Desert)(elected 1/03)
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) (thru 3/06)	Don Adolph (La Quinta)
	Don Adolph (La Quinta) (4/06 - 6/06)	
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio)(thru 12/08)	Bud England(Cathedral City)(thru 12/08)
2007-2008	Bud England (Cathedral City)(1/09-6/09)	Steve Pougnet (Palm Springs)(1/09-6/09)
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)
2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) vacated 10/14
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella)