



SunLine Transit Agency/
 SunLine Services Group
 May 27, 2020
 12:00 p.m.

**Joint Regular Meeting of the SunLine Transit Agency &
 SunLine Services Group Board of Directors
 Regular Board of Directors Meeting**

VIA VIDEOCONFERENCE

Pursuant to California Governor Newsom’s Executive Orders N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020, the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/81432417672>
 Meeting ID: 814 3241 7672

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 814 3241 7672

One tap mobile
 +16699009128,,81432417672#

Phone controls for participants:

The following commands can be used on your phone’s dial pad while in Zoom meeting:

- *6 - Toggle mute/unmute
- *9 - Raise hand

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to May 26, 2020 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. FLAGE SALUTE**
- 3. ROLL CALL**
- 4. PRESENTATIONS**
- 5. FINALIZATION OF AGENDA**

**6. APPROVAL OF MINUTES –
APRIL 22, 2020 JOINT BOARD MEETING**

**APPROVE
(PAGE 5-8)**

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. 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.

- 9a) Checks \$1,000 and Over Report for March 2020**
- 9b) Credit Card Statement for March 2020**
- 9c) Monthly Budget Variance Report for March 2020**

**(PAGE 9-13)
(PAGE 14-18)
(PAGE 19-25)**

ITEM

RECOMMENDATION

- 9d) Contracts Signed in Excess of \$25,000 April 2020 (PAGE 26-27)
- 9e) Union & Non-Union Pension Investment Asset Summary March 2020 (PAGE 28-31)
- 9f) Ridership Report for April 2020 (PAGE 32-34)
- 9g) SunDial Operational Notes for April 2020 (PAGE 35-38)
- 9h) Metrics for April 2020 (PAGE 39-50)
- 9i) Board Member Attendance for April 2020 (PAGE 51-52)
- 9j) SSG/SRA Checks \$1,000 and Over Report for March 2020 (PAGE 53-54)
- 9k) SSG Monthly Budget Variance Report for March 2020 (PAGE 55-57)
- 9l) Taxi Trip Data – April 2020 (PAGE 58-59)
- 9m) Metric (Taxi Revenue vs Taxi Expense) March 2020 (PAGE 60-61)

- 10. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS** (PAGE 62-67)
(Staff: Lauren Skiver, CEO & General Manager and Eric Vail, General Counsel)

- 11. JUNE BOARD OF DIRECTORS MEETING DATE** (PAGE 68)
(Staff: Brittney B. Sowell, Clerk of the Board)

- 12. RESOLUTION NO. 0779 FOR THE EXECUTION OF WATER DISTRICT EASEMENT FOR THE OPERATIONS FACILITY** (PAGE 69-72)
(Staff: Tommy Edwards, Chief Performance Officer)

- 13. RIO HONDO COMMUNITY COLLEGE MEMORANDUM OF UNDERSTANDING** (PAGE 73)
(Staff: Rudy Le Flore, Chief Project Consultant)

- 14. PURCHASE OF PROTECTIVE SHIELDS FOR OPERATORS** (PAGE 74)
(Robert Radi, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant)

- 15. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY21 OPERATING AND CAPITAL BUDGET** (PAGE 75-199)
(Robert Radi, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

ITEM

RECOMMENDATION

16. **REVIEW AND DISCUSSION OF THE DRAFT FY 2021-2023 REFULED SHORT RANGE TRANSIT PLAN (SRTP)**
(Lisa Middleton, Chair of Strategic Planning & Operational Committee;
Staff: Rohan Kuruppu, Chief Planning Consultant)

DISCUSSION
(PAGE 200-359)

17. **UPCOMING ELECTION OF OFFICERS**
(Staff: Brittney B. Sowell, Clerk of the Board)

INFORMATION
(PAGE 360)

18. **RESOLUTION NO. 090 SETTING FY21 TAXICAB SERVICE FEES**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Michal Brock, Taxi Administrator)

ACTION
(PAGE 361-373)

19. **SUNLINE REGULATORY ADMINISTRATION DRAFT FY21 BUDGET**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Jeanette Juarez, Budget Manager/Financial Analyst)

DISCUSSION
(PAGE 374-387)

20. **GENERAL COUNSEL**

21. **CEO/GENERAL MANAGER'S REPORT**

22. **CLOSED SESSION**

a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code Section 54957(b)
Position Title: CEO/General Manager

b) **CONFERENCE WITH LABOR NEGOTIATOR**
Pursuant to Government Code 54957.6
Agency Designated Representative: Kathleen Kelly, Chair of the Board, Eric Vail,
Legal Counsel
Unrepresented Employees, Position – CEO/General Manager

23. **NEXT MEETING DATE**

June 15, 2020 at 12 p.m.

Please note that this date may change following any action taken on agenda item 11.

24. **ADJOURN**

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:03 p.m. on Wednesday, April 22, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:03 p.m. by Chairperson Kathleen Kelly

2. ROLL CALL

Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Dennis Woods, SunLine Agency Board Member (Alternate), City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

3. PRESENTATIONS

None.

4. FINALIZATION OF AGENDA

No changes.

5. APPROVAL OF MINUTES FOR JOINT STA/SSG MARCH 25, 2020 BOARD MEETING

Board Member Gregory moved to approve the minutes of the March 25, 2020 Board meeting. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2020**

6. PUBLIC COMMENTS

Public comments on non-agenda items were made by:

Bill Meyers, Yellow Cab of the Desert

7. BOARD MEMBER COMMENTS

Board Member comments were made by:

Robert Radi, City of La Quinta

8. CONSENT CALENDAR

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

9. ESTIMATED FINANCIAL IMPACT RELATED TO COVID-19

The Estimated Financial Impact Related to COVID-19 information item was presented by Chief Financial Officer, Luis Garcia. Board Member comments were made by Board Member Peabody and Board Member Betts.

10. AWARD OF VOLKSWAGEN ENVIRONMENTAL MITIGATION TRUST FUNDS GRANT FUNDING

Tommy Edwards, Chief Performance Officer, provided an overview on the Award of Volkswagen Environmental Mitigation Trust Funds Grant Funding information item.

11. RATIFICATION OF EMERGENCY POLICY CHANGES

Following an oral report by Lauren Skiver, CEO/General Manager, Board Vice-Chair Radi moved to approve the Ratification of Emergency Policy Changes. The motion was seconded by Board Member Hobart. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

12. HARRY OLIVER TRAIL LAND ACQUISITION

Following an oral report by Tommy Edwards, Chief Performance Officer, Board Member Hobart provided comments and moved to approve the Harry Oliver Trail Land Acquisition. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2020**

13. RESOLUTION NO. 0777 TO OBTAIN FEDERAL GRANT FUNDING

Following an oral report by Jeanette Juarez, Budget Manager/Financial Analyst, Board Vice-Chair Radi moved to approve Resolution No. 0777 to Obtain Federal Grant Funding. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

14. AMENDMENT TO TECHNICAL SUPPORT AGREEMENT

Following an oral report by Rudy LeFlore, Chief Project Consultant, Board Member Miller moved to approve the Amendment to Technical Support Agreement. The motion was seconded by Board Member Gregory. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

15. WEST COAST CENTER OF EXCELLENCE FACILITY - ARCHITECT AND ENGINEERING SERVICES

Following an oral report by Rudy LeFlore, Chief Project Consultant, Board Member Miller moved to approve the West Coast Center of Excellence Facility – Architect and Engineering Services. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

16. AUTHORIZATION TO AWARD AGREEMENT TO TWO KNIGHTS INSURANCE SERVICE, LTD TO MEDICAL BROKERAGE SERVICES

Following an oral report by Tamara Miles, Chief of Human Relations, Board Member Hobart moved to approve the Authorization to Award Agreement to Two Knights Insurance Service, LTD to Medical Brokerage Services. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

17. EXTENSION OF LEGAL SERVICES AGREEMENT

Following an oral report by Luis Garcia, Chief Financial Officer, and recommendation by a review sub-committee, Board Member Peabody moved to approve the Extension of Legal Services Agreement. The motion was seconded by Vice-Chair Radi. Board Member comments were made by Board Member Hobart. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

18. RESOLUTION NO. 0778 – FEDERAL EMERGENCY FUNDING

Following an oral report by Luis Garcia, Chief Financial Officer, Board Member (Alternate) Woods moved to approve Resolution No. 0778 – Federal Emergency Funding. The motion was seconded by Board Member Gregory. Board Member comments were made by Board Member Peabody, Vice-Chair Radi, and Chair Kelly. The motion was approved by a vote of 8 yes; 1 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 22, 2020**

19. RESOLUTION NO. 089 – SSG TAXICAB INDUSTRY EMERGENCY RELIEF MEASURE

Following an oral report by Michal Brock, Taxi Administrator, public comments were received. Public comment was made by Bill Meyers, Yellow Cab of the Desert. Board Member comments were made by Board Member Peabody and Board Member Betts. Board Member Hobart moved to approve Resolution No. 089 – SSG Taxicab Industry Emergency Relief Measure. The motion was seconded by Board Member Peabody. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

20. FY21 SUNLINE SERVICES GROUP (SSG) TAXICAB PERMITTING FEES

Michal Brock, Taxi Administrator, provided an overview of the FY21 SunLine Services Group (SSG) Taxicab Permitting Fees for Board discussion. Public comments were made by Bill Meyers, Yellow Cab of the Desert. Board Member comments were made by Board Chair Kelly, Board Member Miller, Board Member Betts, and Board Member Hobart.

21. GENERAL COUNSEL

General counsel had no updates to report.

22. CEO/GENERAL MANAGER’S REPORT

CEO/General Manager, Lauren Skiver, provided a brief oral report.

23. CLOSED SESSION

No scheduled closed session items.

24. NEXT MEETING DATE

May 27, 2020 at 12 p.m.

25. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:18 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

A recording of the April 22, 2020 Board proceedings is available [here](#).

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Checks \$1,000 and Over Report for March 2020

Summary:

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

- For March, the largest payment issued was to PERMA for payment of insurance for General Liability & Workers Comp Insurance Premiums.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
March 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA - INSURANCE	General Liability & Workers Comp Premium	682293	03/20/2020	157,689.22
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682158</u>	<u>03/06/2020</u>	<u>103,327.41</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682316</u>	<u>03/20/2020</u>	<u>102,151.90</u>
IMPERIAL IRRIGATION DIST	Utilities	682214	03/16/2020	78,132.25
SO CAL GAS CO.	Utilities	682225	03/16/2020	46,759.77
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	682335	03/27/2020	42,562.33
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>682342</u>	<u>03/27/2020</u>	<u>36,679.47</u>
WSP USA INC.	TDM & Vanpool Program	682085	03/02/2020	32,244.51
HD INDUSTRIES	WIP- Misc Maintenance Equipment Projects	682270	03/20/2020	28,252.05
WSP USA INC.	TDM & Vanpool Program	682230	03/16/2020	26,313.76
SUSAN HAFNER, MULTIMODAL SOLUTIONS	Planning Consultant	682310	03/20/2020	24,718.45
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	682129	03/06/2020	23,646.05
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	682199	03/13/2020	21,872.97
NFI PARTS	Inventory Repair Parts	682235	03/20/2020	18,521.02
GRAVES & KING LLP	Insurance Loss	682268	03/20/2020	17,299.63
MURCHISON & CUMMING, LLP	Insurance Loss	682286	03/20/2020	17,263.00
PSOMAS	WIP- CNG Station Construction Mgt	682139	03/06/2020	15,946.76
THE LEFLORE GROUP LLC	Projects Consultant	682224	03/16/2020	15,568.27
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	682175	03/13/2020	14,982.12
THE LEFLORE GROUP LLC	Projects Consultant	682077	03/02/2020	14,741.00
VERIZON WIRELESS	Wireless Telephone Serv/EOC Phones	682202	03/13/2020	13,684.69
GOLDEN STAR TECHNOLOGY	WIP-Information Technology Projects (Veeam Backup	682339	03/27/2020	12,145.15
MURCHISON & CUMMING, LLP	Insurance Loss	682065	03/02/2020	11,581.62
OLD GREEN HOUSE LLC	Planning Consultant	682357	03/27/2020	11,250.00
NFI PARTS	Inventory Repair Parts	682324	03/27/2020	9,539.65
SC FUELS	Lubricants Oil	682144	03/06/2020	9,354.68
DECALS BY DESIGN, INC.	Inventory Repair Parts	682252	03/20/2020	9,240.94
KRAUTHAMER & ASSOCIATES LLC	Recruiting Employees	682281	03/20/2020	8,302.70
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682087	03/02/2020	8,287.50
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682232	03/16/2020	7,875.00
MUNICIPAL RESOURCE GROUP LLC	Human Resource Consultant	682218	03/16/2020	7,807.37
YELLOW CAB OF THE DESERT	Microtransit Contracted Taxi Services	682231	03/16/2020	7,755.87
YELLOW CAB OF THE DESERT	Taxi Voucher Program	682323	03/20/2020	7,732.38
NEL HYDROGEN INC.	WIP-Hydrogen Electric Hybrid FCB & Station	682131	03/06/2020	7,640.82
ELECTRONIC DATA MAGNETICS, INC.	Purchase of Bus Passes	682257	03/20/2020	7,411.06
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Service	682280	03/20/2020	7,240.00
TK SERVICES, INC.	Inventory Repair Parts	682365	03/27/2020	7,233.19
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682069	03/02/2020	7,056.81

**SunLine Transit Agency
Checks \$1,000 and Over
March 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMALGAMATED TRANSIT UNION	Union Dues	682092	03/06/2020	6,816.32
JESSE FRESCAS JR.	Projects Consultant	682216	03/16/2020	6,800.00
GRAVES & KING LLP	Insurance Loss	682341	03/27/2020	6,770.19
AMALGAMATED TRANSIT UNION	Union Dues	682241	03/20/2020	6,653.82
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	682206	03/16/2020	6,356.00
PERMA - INSURANCE	Insurance Loss	682073	03/02/2020	6,326.68
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits April 2020</u>	<u>682354</u>	<u>03/27/2020</u>	<u>6,301.71</u>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	682169	03/13/2020	6,203.58
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682358	03/27/2020	6,186.10
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682350	03/27/2020	6,171.89
YELLOW CAB OF THE DESERT	Microtransit Contracted Taxi Services	682086	03/02/2020	6,133.92
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	682176	03/13/2020	6,021.78
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	682165	03/06/2020	6,016.60
IMPERIAL IRRIGATION DIST	Utilities	682343	03/27/2020	5,597.83
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	682294	03/20/2020	5,547.83
SHUTTLE BUS LEASING	Lease of MCI Commuter Bus	682305	03/20/2020	5,500.00
PSOMAS	WIP- CNG Station Construction Mgt	682356	03/27/2020	5,443.97
GARON WYATT INVESTIGATIVE SERVICES	Insurance Loss	682265	03/20/2020	5,400.46
ANDREA CARTER & ASSOCIATES	Marketing Consultant	682326	03/27/2020	5,300.00
NFI PARTS	Inventory Repair Parts	682041	03/02/2020	5,295.25
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	682366	03/27/2020	5,118.13
NFI PARTS	Fixed Route Repairs	682090	03/06/2020	5,099.16
YELLOW CAB OF THE DESERT	Taxi Voucher Program	682164	03/06/2020	5,041.28
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	682184	03/13/2020	4,831.42
US BANK VOYAGER FLEET SYSTEMS	Fuel for Support Vehicles	682084	03/02/2020	4,820.93
ANTHONY CARTER	Operating Consultant	682171	03/13/2020	4,264.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682301	03/20/2020	4,235.84
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682097	03/06/2020	4,048.66
HENSON CONSULTING GROUP, LLC	Joint training with Foothill Transit	682180	03/13/2020	4,025.00
APTA	2020 International Study Mission	682243	03/20/2020	4,000.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	682355	03/27/2020	3,917.04
SOCALGAS	Utilities	682226	03/16/2020	3,916.45
TPX COMMUNICATIONS	Communications	682314	03/20/2020	3,889.95
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	682148	03/06/2020	3,843.71
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	682247	03/20/2020	3,775.62
NAPA AUTO PARTS	Inventory Repair Parts	682192	03/13/2020	3,665.75
JANEK CORPORATION THE	Inventory Repair Parts	682059	03/02/2020	3,663.50
JACKSON LEWIS P.C.	Insurance Loss	682058	03/02/2020	3,662.50
FAINTING BUNNY GRAPHIC DESIGN	Design & Project Mgmt: new custom artwork	682128	03/06/2020	3,660.00

**SunLine Transit Agency
Checks \$1,000 and Over
March 2020**

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Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PRUDENTIAL OVERALL SUPPLY	Uniforms	682295	03/20/2020	3,651.49
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682046	03/02/2020	3,574.19
TRAPEZE SOFTWARE GROUP INC.	Trapeze Map Upgrade	682156	03/06/2020	3,360.00
DESERT CITY CAB	Taxi Voucher Program	682108	03/06/2020	3,338.21
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	682248	03/20/2020	3,241.25
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	682099	03/06/2020	3,241.25
TIME WARNER CABLE	Utilities	682311	03/20/2020	3,201.85
AIRWAVE COMMUNICATIONS	Radio Install for 6 New Flyer Buses #628 - 633	682091	03/06/2020	3,201.77
VASQUEZ AND COMPANY LLP	Audit Service	682320	03/20/2020	3,077.00
*KATHLEEN KELLY CONSULTING	Finance Consultant	682191	03/13/2020	3,066.58
SMITH SYSTEM DRIVER IMPROVEMENT	MDT Driver Trainer (Safety staff)	682307	03/20/2020	2,993.85
AMETZA ARIZONA, LLC.	Lubricants & Oils	682242	03/20/2020	2,958.21
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682143	03/06/2020	2,953.26
NORTON MEDICAL INDUSTRIES	Medical Exams & Testing	682348	03/27/2020	2,943.85
THE LEARNING & PERFORMANCE IMPROVEMENT	Safety Consultant	682124	03/06/2020	2,940.00
STANTEC ARCHITECTURE, INC.	WIP-Operation Facility	682364	03/27/2020	2,890.15
TK SERVICES, INC.	Inventory Repair Parts	682151	03/06/2020	2,784.49
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682359	03/27/2020	2,723.06
AGILITY FUEL SYSTEMS	Inventory Repair Parts	682050	03/02/2020	2,633.03
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682330	03/27/2020	2,588.88
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682135	03/06/2020	2,572.54
GRAINGER	Vehicle Cleaning Supplies for Division 2	682267	03/20/2020	2,531.36
FIESTA FORD, INC.	Lubricants & Oils	682336	03/27/2020	2,500.38
WESTGATE CENTER FOR LEADERSHIP	Staff Development (Ops)	682229	03/16/2020	2,490.00
TK SERVICES, INC.	Inventory Repair Parts	682312	03/20/2020	2,429.85
4IMPRINT, INC.	Employee Recognition	682233	03/20/2020	2,403.57
HOME DEPOT CREDIT SERVICES	Facility Maintenance	682271	03/20/2020	2,387.45
DESERT URGENT CARE	Medical Exams	682276	03/20/2020	2,345.00
OFFICETEAM	Temporary Help	682220	03/16/2020	2,304.43
AMETZA ARIZONA, LLC.	Lubricants & Oils	682093	03/06/2020	2,234.79
OFFICETEAM	Temporary Help	682068	03/02/2020	2,100.24
PATRICK M. BRASSIL	Hydrogen Reformer Maints & Monitoring	682072	03/02/2020	2,080.00
PARKHOUSE TIRE, INC.	Tires- Fixed Route	682137	03/06/2020	2,049.29
ELDORADO NATIONAL (CALIFORNIA), INC.	Repair Parts- Fixed Route	682256	03/20/2020	1,997.93
VERIZON WIRELESS	Wireless Telephone Service	682163	03/06/2020	1,916.94
TRANSIT RESOURCES, INC.	Inventory Repair Parts	682315	03/20/2020	1,868.66
HANSON BRIDGETT LLP	Special Counsel	682269	03/20/2020	1,852.50
RHONDA M. WILLIAMS	Relocation Reimbursement	682297	03/20/2020	1,825.52
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	682110	03/06/2020	1,782.31

*Kathleen Kelly Consulting is a separate entity not affiliated with any Board member

**SunLine Transit Agency
Checks \$1,000 and Over
March 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HARTFORD FIRE INSURANCE COMPANY	Annual Flood Insurance Coverage	682168	03/06/2020	1,612.00
PLAZA TOWING, INC.	Towing Services Agreement	682138	03/06/2020	1,600.00
GEYSER EQUIPMENT, LLC	Bus Stop Cleaning Supplies	682118	03/06/2020	1,594.71
CLEAN ENERGY	Inventory Repair Parts	682045	03/02/2020	1,586.58
SMARTDRIVE SYSTEMS, INC.	General Services	682306	03/20/2020	1,580.00
GRAINGER	Shop Supplies	682340	03/27/2020	1,566.69
MUNICIPAL RESOURCE GROUP LLC	Human Resource Consultant	682285	03/20/2020	1,558.75
TRANSIT RESOURCES, INC.	Inventory Repair Parts	682155	03/06/2020	1,557.49
PARKHOUSE TIRE, INC.	Tires- Fixed Route	682222	03/16/2020	1,545.61
BEST BEST & KRIEGER LLP	Legal Services- General	682174	03/13/2020	1,506.86
MILE3 WEB DEVELOPMENT	Website Maintenance	682217	03/16/2020	1,480.82
SC FUELS	Lubricants & Oils	682303	03/20/2020	1,475.15
ATWORK FRANCHISE, INC.	Temporary Help	682264	03/20/2020	1,464.37
BALLARD POWER SYSTEMS	Inventory Repair Parts	682246	03/20/2020	1,457.30
GILLIG LLC	Inventory Repair Parts	682187	03/13/2020	1,449.30
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682105	03/06/2020	1,417.33
SOUTHWEST NETWORKS, INC.	IT Support Services	682198	03/13/2020	1,400.00
TK SERVICES, INC.	Inventory Repair Parts	682083	03/02/2020	1,364.75
MARE JOHNSON	Staff Development Reimbursement	682282	03/20/2020	1,350.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service - TP	682166	03/06/2020	1,335.29
DESERT CITY CAB	Taxi Voucher Program	682182	03/13/2020	1,312.48
BURRTEC WASTE & RECYCLING SERVICES	Trash Service - Indio	682167	03/06/2020	1,297.02
4IMPRINT, INC.	Safety Incentives	682088	03/06/2020	1,213.25
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	682253	03/20/2020	1,170.43
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682173	03/13/2020	1,098.67
LUMINATOR MASS TRANSIT, LLC	Inventory Repair Parts	682125	03/06/2020	1,014.87
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682299	03/20/2020	1,003.54
AIRWAVE COMMUNICATIONS	WIP-Replacement of 6 Fixed Route Buses (ESN Licenses)	682240	03/20/2020	1,003.22
QUADIENT FINANCE USA, INC.	Postage	682296	03/20/2020	1,000.00
Total Checks Over \$1,000	\$1,343,185.85			
Total Checks Under \$1,000	\$51,540.48			
Total Checks	\$1,394,726.33			

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Credit Card Statement for March 2020

Summary:

The attached report summarizes the Agency's credit card expenses for March 2020 with a statement closing date of April 3, 2020

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 04/03/20

Name on Card: Lauren Skiver

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 3/3/2020	3/4/2020	RivcoParks	Lake Cahuilla Reservation Fee; Outdoor Tables Reserved at Lake Cahuilla Recreation Park for Executive Team Visioning Session		\$50.00
2 3/3/2020	3/4/2020	Southwest	Southwest Flight; 3/12 CARB Workshop on Development Funding Plan for Clean Transportation Incentives, Tommy Edwards - Chief Performance Officer *future credits provided; cancelled due to COVID-19		\$376.96
3 3/4/2020	3/4/2020	APTA	Registration (Deposit); 2020 APTA International Study Mission, Lauren Skiver - CEO/General Manager *trip postponed due to COVID-19		\$2,500.00
4 3/10/2020	3/10/2020	Expedia	Hotel and Airline Booking; California Energy Commission Workshop on Hydrogen Market Status - Lauren Skiver, CEO/General Manager *partial refund provided on this statement and future credits provided; cancelled due to COVID-19		\$1,092.49
5 3/11/2020	3/11/2020	EZCater	WhichWhich Catering Order; Executive Team Visioning Session - March 2020		\$161.24
6 3/12/2020	3/12/2020	SP* GLOWYY	GLOWYY; Order of 192 Units of Hand Sanitizer Gel (COVID-19 Response Item)		\$1,967.68
7 3/13/2020	3/13/2020	DOE	Registration Fee; H2 Airport Workshop - Tommy Edwards, Chief Performance Officer (cancelled due to COVID-19)	\$60.00	
8 3/16/2020	3/16/2020	Expedia	Hotel and Airline Booking; California Energy Commission Workshop on Hydrogen Market Status - Lauren Skiver, CEO/General Manager *refund for Item 4	\$691.09	
9 3/21/2020	3/21/2020	Costco	Costco Wholesale; Purchase of laptops assigned to employees to create telework opportunities (COVID-19 Response Item)		\$2,386.46
10 3/23/2020	3/23/2020	Costco	Costco Wholesale; Purchase of laptops assigned to employees to create telework opportunities (COVID-19 Response Item)		\$9,375.23
11 3/23/2020	3/23/2020	APTA	APTA Housing; Deposit Refund for Lodging for 2020 APTA Mobility Conference, Todd McDaniel, Chief Transportation Officer (cancelled due to COVID-19)	\$247.06	

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
12	3/24/2020	3/24/2020	Sams Club	Sams Club; Purchase of Tissue Paper and Paper Towels (<i>COVID-19 Response Item</i>)		\$32.28
13	3/24/2020	3/24/2020	APTA	APTA Housing; Deposit Refund for Lodging for 2020 APTA Legislative Conference, Lauren Skiver - CEO/General Manager (<i>cancelled due to COVID-19</i>)	\$389.68	
14	3/24/2020	3/24/2020	APTA	APTA Housing; Deposit Refund for Lodging for 2020 APTA Legislative Conference, Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board (<i>cancelled due to COVID-19</i>)	\$389.68	
Credits and Charges:					\$1,777.51	\$17,942.34
Total:					\$16,164.83	

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/03/20
Days in Billing Cycle	31
Next Statement Date	05/03/20

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

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

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

Credit Line	\$40,000
Available Credit	\$22,057

Payment Information

New Balance	\$17,942.34
Current Payment Due (Minimum Payment)	\$898.00
Current Payment Due Date	04/28/20

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

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

Account Summary

Previous Balance		\$5,282.34
Credits	-	\$1,777.51
Payments	-	\$3,504.83
Purchases & Other Charges	+	\$17,942.34
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$17,942.34

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$161.65
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$50.00
Cash Back Balance	=	\$211.65
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$126.17

Cash Back Notice

Your next cash back reward is scheduled for 06/2020.

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

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$17,942.34
Total Amount Due (Minimum Payment)	\$898.00
Current Payment Due Date	04/28/20

[REDACTED ADDRESS]

Print address or phone changes:

Work ()

Amount Enclosed:



ELITE CARD PAYMENT CENTER YTG 29
PO BOX 77066
MINNEAPOLIS MN 55480-7766

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
73526 R303



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	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$17,942.34 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 04/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$16,164.83

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
03/27	03/27	F326800F700CHGDDA	AUTOMATIC PAYMENT - THANK YOU	3,504.83	
			TOTAL [REDACTED] \$3,504.83-		

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

03/03	03/04	2423168EGBLGYFQ6J	RIVCO PARKS PARKS-FINANCE CA		50.00
03/03	03/04	2469216EG2XXVQM50	SOUTHWES 5262178005188800-435-9792 TX		376.96
		03/11/20	EDWARDS/TOMMY DALE		
		1 WN M	ONTARIO SACRAMENTO		
		2 WN I	SACRAMENTO ONTARIO		
03/04	03/04	2463923EHS66H62ER	APTA 202-4964800 DC		2,500.00
03/10	03/10	2469216EN2XYPLDWX	EXPEDIA 71009121607230 EXPEDIA.COM WA		1,092.49
03/11	03/11	2449215EPLS4X7RR6	EZCATERWHICH WICH 8004881803 MA		161.24
03/12	03/12	2449215ERJH9ERVJR	SP * GLOWYY HTTPSGLOWYY99 CA		1,967.68
03/13	03/13	7449215ESRS7Y40L0	DOE 4105592200 MD	60.00	
03/16	03/16	7469216EW2XTZZ8AY	EXPEDIA 71009121607230 EXPEDIA.COM WA	691.09	
03/21	03/21	2443106F2S4AFKT9V	COSTCO WHSE #0441 PALM DESERT CA		2,386.46
03/23	03/23	2443106F4S4AFJ8J1	COSTCO WHSE #0441 PALM DESERT CA		9,375.23
03/23	03/23	7443106F40D17NF7Y	APTA HOUSING OFFICE FALLS CHURCH VA	247.06	
03/23	03/23	2444500F4BLMHQN75	SAMS CLUB #6609 PALM DESERT CA		32.28
03/24	03/24	7443106F50D17NK9K	APTA HOUSING OFFICE FALLS CHURCH VA	389.68	
03/24	03/24	7443106F50D17NK9V	APTA HOUSING OFFICE FALLS CHURCH VA	389.68	
			TOTAL \$16,164.83		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

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

Not enrolled in Online banking? Enroll today at wellsfargo.com/biz/online-banking

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Monthly Budget Variance Report for March 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget and the FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception of the straight-line budgeting method is the passenger revenue which is budgeted using historical monthly trends.

- As of March 31, 2020, the organization's revenues net of subsidies are \$2,070,481 over budget or 59.9% over the FYTD budget. Expenditures are \$3,515,421 under budget or 11.5% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
March 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,799,649	132,954	251,968	(119,015)	1,993,792	2,127,733	(133,942)	28.8%
Other Revenue	1,773,184	268,968	147,765	121,203	3,534,311	1,329,888	2,204,423	-99.3%
Total Operating Revenue	4,572,833	401,921	399,734	2,188	5,528,103	3,457,621	2,070,481	-20.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,276,452	844,736	856,371	11,635	7,323,328	7,707,339	384,011	28.7%
Operator & Mechanic Overtime	1,071,700	69,086	89,308	20,223	881,830	803,775	(78,055)	17.7%
Administration Salaries & Wages	6,311,657	470,886	525,971	55,085	4,128,049	4,733,743	605,694	34.6%
Administration Overtime	79,284	8,426	6,607	(1,819)	51,213	59,463	8,250	35.4%
Fringe Benefits	10,763,317	720,623	896,943	176,320	6,729,527	8,072,488	1,342,961	37.5%
Communications	226,000	18,450	18,833	383	175,811	169,500	(6,311)	22.2%
Legal Services	525,000	23,089	43,750	20,661	154,436	393,750	239,314	70.6%
Computer/Network Software Agreement	626,053	37,867	52,171	14,304	387,199	469,540	82,341	38.2%
Uniforms	118,706	12,079	9,892	(2,187)	56,356	89,030	32,674	52.5%
Contracted Services	480,193	23,258	40,016	16,758	320,166	360,145	39,979	33.3%
Equipment Repairs	11,750	0	979	979	4,787	8,813	4,026	59.3%
Security Services	117,337	7,747	9,778	2,031	60,473	88,003	27,530	48.5%
Fuel - CNG	1,551,295	99,055	129,275	30,220	1,013,738	1,163,471	149,733	34.7%
Fuel - Hydrogen	350,000	46,389	29,167	(17,223)	400,644	262,500	(138,144)	-14.5%
Tires	291,800	15,036	24,317	9,281	149,278	218,850	69,572	48.8%
Office Supplies	75,028	2,169	6,252	4,083	39,238	56,271	17,033	47.7%
Travel/Training	142,475	6,015	11,873	5,858	75,991	106,856	30,865	46.7%
Repair Parts	1,407,128	113,643	117,261	3,618	1,082,646	1,055,346	(27,300)	23.1%
Facility Maintenance	45,750	1,482	3,813	2,331	30,731	34,313	3,581	32.8%
Electricity - CNG & Hydrogen	283,000	55,555	23,583	(31,971)	343,186	212,250	(130,936)	-21.3%
Natural Gas	1,335,000	81,640	111,250	29,610	875,985	1,001,250	125,265	34.4%
Water and Gas	6,500	1,073	542	(531)	5,433	4,875	(558)	16.4%
Insurance Losses	1,312,523	(70,954)	109,377	180,331	926,877	984,392	57,515	29.4%
Insurance Premium - Property	18,626	3,962	1,552	(2,410)	16,097	13,970	(2,127)	13.6%
Repair Claims	53,488	2,146	4,457	2,311	5,016	40,116	35,100	90.6%
Fuel Taxes	116,500	10,280	9,708	(571)	69,482	87,375	17,893	40.4%
Other Expenses	5,014,370	489,149	417,864	(71,285)	3,146,124	3,760,778	614,653	37.3%
Self Consumed Fuel	(1,770,782)	(145,444)	(147,565)	2,121	(1,338,945)	(1,328,087)	(10,859)	24.4%
Total Operating Expenses (Before Depreciation)	40,840,150	2,947,444	3,403,346	455,902	27,114,692	30,630,113	3,515,421	33.6%
Operating Expenses in Excess of Operating Revenue		<u>\$ (2,545,522)</u>			<u>\$ (21,586,589)</u>			
Subsidies:								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	507,179	602,169	94,990	4,300,989	5,419,523	1,118,533	40.5%
State - LTF, LCTOP	21,191,641	1,487,394	1,765,970	278,576	12,613,429	15,893,731	3,280,301	40.5%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	550,949	654,137	103,188	4,672,170	5,887,235	1,215,064	40.5%
Total Subsidies	36,267,317	2,545,522	3,022,276	476,754	21,586,589	27,200,488	5,613,899	40.5%
Net Operating Gain (Loss) After Subsidies	\$ -	<u>\$ -</u>			<u>\$ -</u>			

SunLine Transit Agency
Budget Variance Report
March 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,502,410	2,113,757	2,375,201	261,444	19,113,946	21,376,808	2,262,862	32.9%
Services	4,110,151	398,315	342,513	(55,802)	2,366,085	3,082,613	716,528	42.4%
Fuels & Lubricants	2,140,724	154,982	178,394	23,412	1,538,519	1,605,543	67,024	28.1%
Tires	291,800	15,036	24,317	9,281	149,278	218,850	69,572	48.8%
Materials and Supplies	1,808,028	137,970	150,669	12,699	1,308,714	1,356,021	47,307	27.6%
Utilities	1,902,500	158,980	158,542	(438)	1,440,309	1,426,875	(13,434)	24.3%
Casualty & Liability	2,155,119	2,097	179,593	177,497	1,556,854	1,616,339	59,485	27.8%
Taxes and Fees	116,500	10,280	9,708	(571)	69,482	87,375	17,893	40.4%
Miscellaneous Expenses	1,583,700	101,472	131,975	30,503	910,451	1,187,775	277,324	42.5%
Self Consumed Fuel	(1,770,782)	(145,444)	(147,565)	2,121	(1,338,945)	(1,328,087)	(10,859)	24.4%
Total Operating Expenses (Before Depreciation)	40,840,150	2,947,444	3,403,346	455,902	27,114,692	30,630,113	3,515,421	33.6%
Revenues:								
Passenger Revenue	2,799,649	132,954	251,968	(119,015)	1,993,792	2,127,733	(133,942)	28.8%
Other Revenue	1,773,184	268,968	147,765	121,203	3,534,311	1,329,888	2,204,423	-99.3%
Total Operating Revenue	4,572,833	401,921	399,734	2,188	5,528,103	3,457,621	2,070,481	-20.9%
Net Operating Gain (Loss)		\$ (2,545,522)			\$ (21,586,589)			
Subsidies:								
Local - Measure A, Buzz Service	7,226,030	507,179	602,169	94,990	4,300,989	5,419,523	1,118,533	40.5%
State - LTF, SGR, LCTOP	21,191,641	1,487,394	1,765,970	278,576	12,613,429	15,893,731	3,280,301	40.5%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	550,949	654,137	103,188	4,672,170	5,887,235	1,215,064	40.5%
Total Subsidies	36,267,317	2,545,522	3,022,276	476,754	21,586,589	27,200,488	5,613,899	40.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For March ridership is at 2.9% below FY19 FYTD totals.
- Total system ridership is 99,815 trips below FY19 FYTD amounts.

Ridership

	FY19-March	FY20-March	Variance	%Δ
Fixed Route	379,137	244,570	(134,567)	-35.5%
Paratransit	13,241	8,070	(5,171)	-39.1%
SolVan	2,051	1,441	(610)	-29.7%
System Total	394,429	254,081	(140,348)	-35.6%

Ridership

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,015,040	2,927,470	(87,570)	-2.9%
Paratransit	116,691	110,010	(6,681)	-5.7%
SolVan	17,697	12,133	(5,564)	-31.4%
System Total	3,149,428	3,049,613	(99,815)	-3.2%

Other Revenue - Favorable

- The favorable variance is attributed to an increase in outside fueling revenue, advertising revenue, and accrued CNG rebate revenue.
- CNG rebate revenue has a large positive variance due to accrued revenue. Congress passed a funding bill that includes renewal of compressed natural gas (CNG) tax credits. This incentive originally expired on December 31, 2017, but was retroactively extended through December 31, 2020. SunLine accrued \$2M in CNG rebate revenue in FY20.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.

Operator & Mechanic Overtime - Unfavorable

- Contributing factors for overtime usage include operators using vacation time, sick time, short-term disability and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees have to work extended hours.
- Budget is on a 1/12 straight line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

March

	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833	\$ 48,688	\$ 7,146
Paratransit	\$ 22,500	\$ 15,976	\$ 6,524
Mechanics	\$ 10,000	\$ 4,422	\$ 5,578
Stops and Zones	\$ 642	\$ -	\$ 642

FYTD-March

	FYTD Budget	FYTD OT Expense	Variance
Fixed Route	\$ 502,500	\$ 617,938	\$ (115,438)
Paratransit	\$ 202,500	\$ 175,886	\$ 26,614
Mechanics	\$ 90,000	\$ 81,051	\$ 8,949
Stops and Zones	\$ 5,775	\$ 5,355	\$ 420

Administration Salaries & Wages - Favorable

- The favorable variance in administrative salaries and wages is attributed to vacant positions across the Agency (e.g. Human Resources Generalist, Field Supervisor, ZEB Administrator).

Administration Overtime - Favorable

- Administrative overtime is within an acceptable range of the budgeted amount.

Fringe Benefits - Favorable

- Part of fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.
- Some fringe benefit expenditures are variable and occur at different times of the year (e.g., unemployment taxes, 457 match contribution, health plan increase).

Communications - Unfavorable

- The unfavorable variance FYTD is due to a former telephone service contract. The new contract and upgrade was implemented 10/01/19 and a new billing rate established.
- Additionally, in February emergency phones were upgraded to replace 3G devices.

Legal Services - Favorable

- Legal service fees are a variable cost that change depending on usage; expenditures vary from month-to-month.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on an as needed basis, web hosting costs, hazardous waste disposal fees, contracted services AC).

Equipment Repairs - Favorable

- Equipment repair cost vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).

Security Services - Favorable

- Savings are attributed to lower services required at the transit hub in Division I.

Fuel - CNG - Favorable

- Internal consumption has decreased by 72,191 GGE's below FY19 FYTD amounts. The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency. Additionally, the Agency has more hydrogen vehicles in active use than in the previous year.

Internal GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
March FY19	111,310				
March FY20	99,024	(12,286)	3,516	-11.04%	3.68%
Feb FY20	95,508				
FYTD March FY19	1,048,078				
FYTD March FY20	975,887	(72,191)		-6.89%	

Fuel - Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The expenses will continue to be monitored and a budget adjustment will be executed to cover the actual cost of hydrogen fuel.

Tires - Favorable

- The lower tire expenditures are primarily attributed to redesign route projects not yet commenced.

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

Travel/Training - Favorable

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

Repair Parts - Unfavorable

- Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In March, fixed route had costs of \$77,945 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- In March, paratransit had expenses of \$21,568 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In March, support vehicle repair parts had a cost of \$2,219 for repair parts (e.g., preventative maintenance, tire replacement, battery replacement)

Facility Maintenance - Favorable

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

Electricity - CNG & Hydrogen - Unfavorable

- The electrolyzer is now in commission and costs to power the equipment are higher than originally estimated. The utility bills will continue to be monitored and a budget adjustment will be executed to cover the actual cost for power.

Natural Gas - Favorable

- In March, there was an increase of 1,607 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 52,663 GGE's above FY19 FYTD amounts.
- There has been an average increase in outside fuel sales November through March.

Outside GGE Usage

	GGE Usage	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
March FY19	11,419				
March FY20	33,695	22,276	1,607	195.08%	5.01%
Feb FY20	32,088				
FYTD March FY19	159,677				
FYTD March FY20	212,340	52,663		32.98%	

Water and Gas - Unfavorable

- Water and gas utility expenses are within an acceptable range of the budgeted amount.
- Gas expenditures follow a seasonal pattern. Expenses are higher during the winter months.

Insurance Losses - Favorable

- The Favorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the annual flood insurance premium paid in March.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- The savings in repair claim expenses are attributed to collisions being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Favorable

- Outside fueling sales are currently \$156,650 above FY19 FYTD amounts.
- For March, sales have increased by \$2,426 from the previous month.
- The favorable variance in fuel taxes is due to lower internal fuel consumption.

Outside Fueling Revenue

	Revenue	Variance FY19 vs. FY20	Variance Previous Month	%Δ FY19 vs FY20	%Δ Previous Month
March FY19	\$ 31,184				
March FY20	\$ 90,248	\$ 59,064	\$ 2,426	189.40%	2.76%
February FY20	\$ 87,822				
FYTD March FY19	\$ 417,540				
FYTD March FY20	\$ 574,190	\$ 156,650		37.52%	

Other Expenses - Favorable

- Costs vary from month to month depending on the needs of the agency or when programs are active (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services, SunRide Rideshare, Vanpool).

Self Consumed Fuel - Favorable

- Self consumed fuel expenses are within an acceptable range of the budget.

Mileage

	March FY19	March FY20	Variance	%Δ
Fixed Route	324,060	322,442	(1,618)	-0.5%
Paratransit	99,366	73,734	(25,632)	-25.8%
System Total	423,426	396,176	(27,250)	-6.4%

Mileage FYTD-March

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	2,818,889	2,856,046	37,157	1.3%
Paratransit	884,833	879,953	(4,880)	-0.6%
System Total	3,703,722	3,735,999	32,277	0.9%

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020 **RECEIVE & FILE**

TO: Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for April 2020

Summary:

In accordance with chapter 2, section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts signed in excess of \$25,000 and less than \$100,000. This ensures the Board is aware of the obligations entered under the CEO/General Manager's authority.

- For the month of April 2020, there was one (1) contract executed between \$25,000 and \$100,000:

VENDOR	PURPOSE
Heptagon Seven Consulting	Due Diligence Service for Land Acquisition

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$100,000

April 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Heptagon Seven Consulting	Due Diligence Service for Land Acquisition	Due diligence services associated with the land acquisition.	FY20 Operating Budget	\$ 402,000.00	\$ 36,747.62	Executed agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020 **RECEIVE & FILE**

TO: Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary March 2020

Summary:

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

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

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

Union

	Actual	Range
Equities	54.24%	35 – 75%
Fixed Income	45.00%	25 – 64%
Cash & Equivalent	0.76%	0 – 10%

Non-Union

	Actual	Range
Equities	54.24%	35 – 75%
Fixed Income	45.00%	25 – 64%
Cash & Equivalent	0.76%	0 – 10%

- For the month of March, the market value of assets decreased by \$2,276,623 and \$2,299,429 for the union and non-union plans, respectively. Poor market performance in March was primarily attributed to international fears surrounding

COVID-19. Market performance has partially recovered from the lowest year-to-date position in March but continues to fluctuate.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value - Non-Union
February 2020	\$29,440,233	\$29,691,140
March 2020	\$27,163,610	\$27,391,711
Increase (Decrease)	(\$2,276,623)	(\$2,299,429)

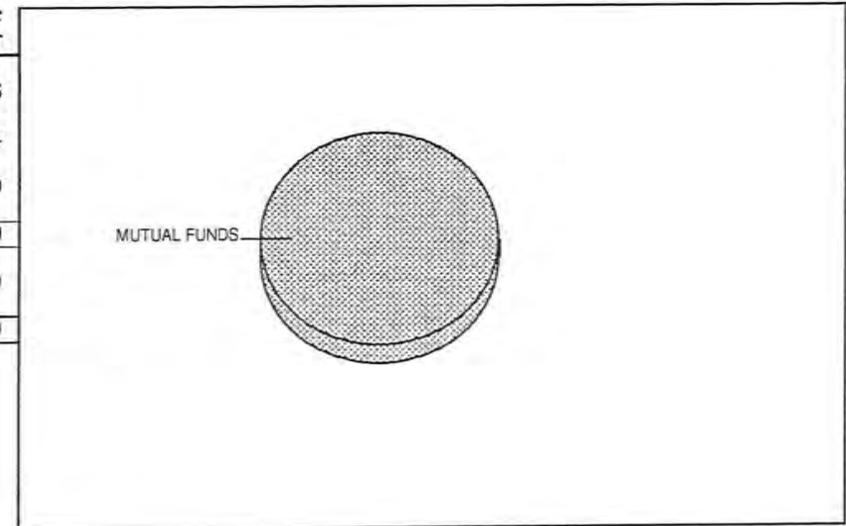
Recommendation:

Receive and file.

ASSET SUMMARY

ASSETS	03/31/2020 MARKET	03/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	205,345.45	205,345.45	0.76
Mutual Funds-Equity	14,732,730.43	15,542,720.58	54.24
Mutual Funds-Fixed Income	12,224,331.17	12,522,020.53	45.00
Total Assets	27,162,407.05	28,270,086.56	100.00
Accrued Income	1,202.84	1,202.84	0.00
Grand Total	27,163,609.89	28,271,289.40	100.00

Estimated Annual Income 757,086.73



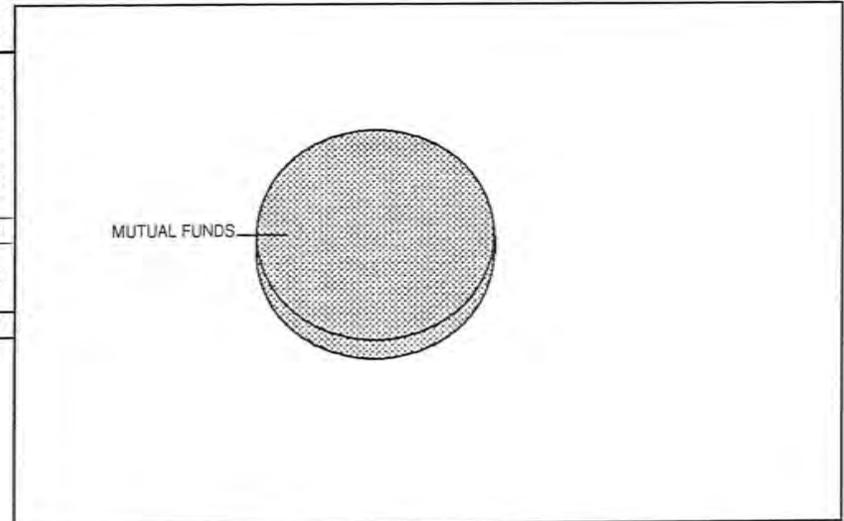
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

ASSETS	03/31/2020 MARKET	03/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	208,624.20	208,624.20	0.76
Mutual Funds-Equity	14,856,037.69	15,677,069.84	54.24
Mutual Funds-Fixed Income	12,325,844.12	12,628,153.91	45.00
Total Assets	27,390,506.01	28,513,847.95	100.00
Accrued Income	1,204.75	1,204.75	0.00
Grand Total	27,391,710.76	28,515,052.70	100.00

Estimated Annual Income 763,400.82



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Ridership Report for April 2020

Summary:

	Monthly Ridership		Variance	
	Apr 2019	Apr 2020	Net	Percent
Fixed Route	351,992	130,678	(221,314)	-62.9%
SolVan	1,750	1,296	(454)	-25.9%
Sundial	12,802	3,212	(9,590)	-74.9%
System Total*	366,544	135,186	(231,358)	-63.1%

* The COVID-19 Pandemic of 2020 caused a major national and global disruption with the closures of businesses, schools, entertainment venues and the enforcement of national and statewide public health policies. In April 2020, the adverse effects of COVID-19 on SunLine's ridership peaked. SunLine's systemwide ridership dropped by 231,358 rides or (63.1%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 331,173 rides or (9.4%) compared to the previous fiscal year.

April 2020 Year-to-date Ridership	
Fiscal Year 2019	3,515,972
Fiscal Year 2020	3,184,944
Ridership decrease	(331,173)

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report April 2020

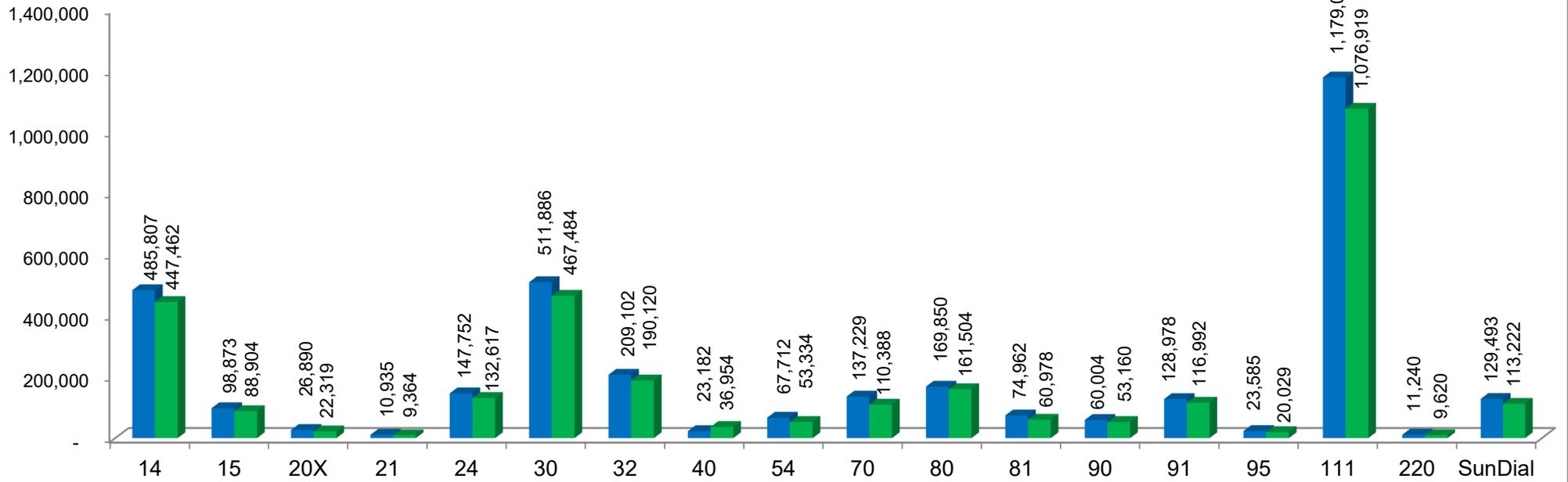
		FY 2020 & 2019													
Route	Fixed Route Description	Apr 2020	Apr 2019	Mar 2020	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
											Monthly	YTD	Monthly	YTD	
14	DHS/PS	21,158	46,104	36,128	(24,946)	-54.1%	447,462	485,807	(38,345)	-7.9%	1,381	15,824	242	3,640	
15	DHS	4,413	9,119	7,057	(4,706)	-51.6%	88,904	98,873	(9,969)	-10.1%	112	1,635	71	1,469	
20X	DHS/PD	-	2,938	1,743	(2,938)	-100.0%	22,319	26,890	(4,571)	-17.0%	-	482	-	39	
21	PD	-	1,287	669	(1,287)	-100.0%	9,364	10,935	(1,571)	-14.4%	-	277	-	101	
24	PS	5,955	14,694	10,529	(8,739)	-59.5%	132,617	147,752	(15,135)	-10.2%	414	5,137	72	1,486	
30	CC/PS	21,988	55,367	35,869	(33,379)	-60.3%	467,484	511,886	(44,402)	-8.7%	1,268	17,296	285	4,214	
32	PD/RM/TP/CC/PS	7,044	22,168	15,047	(15,124)	-68.2%	190,120	209,102	(18,982)	-9.1%	604	8,753	106	1,599	
40	PS/BUZZ	-	5,066	2,688	(5,066)	-100.0%	36,954	23,182	13,772	59.4%	-	-	-	-	
54	Indio/LQ/IW/PD	-	7,307	3,580	(7,307)	-100.0%	53,334	67,712	(14,378)	-21.2%	-	1,836	-	366	
70	LQ/BD	3,019	14,295	8,484	(11,276)	-78.9%	110,388	137,229	(26,841)	-19.6%	334	5,331	24	344	
80	Indio	4,789	17,817	12,218	(13,028)	-73.1%	161,504	169,850	(8,346)	-4.9%	259	2,911	86	1,930	
81	Indio	1,885	7,362	4,309	(5,477)	-74.4%	60,978	74,962	(13,984)	-18.7%	104	685	23	263	
90	Coachella/Indio	2,230	6,315	4,071	(4,085)	-64.7%	53,160	60,004	(6,844)	-11.4%	52	776	21	733	
91	I/Cch/Th/Mec/Oas	6,116	14,251	9,690	(8,135)	-57.1%	116,992	128,978	(11,986)	-9.3%	110	1,905	18	480	
95	I/Cch/Th/Mec/NS	1,007	2,779	1,613	(1,772)	-63.8%	20,029	23,585	(3,556)	-15.1%	39	406	-	84	
111	PS to Indio	51,074	123,813	90,169	(72,739)	-58.7%	1,076,919	1,179,045	(102,126)	-8.7%	4,100	47,042	919	9,961	
220	PD to Riverside	-	1,310	706	(1,310)	-100.0%	9,620	11,240	(1,620)	-14.4%	-	349	-	95	
Fixed Route Total		130,678	351,992	244,570	(221,314)	-62.9%	3,058,148	3,367,032	(308,884)	-9.2%	8,777	110,645	1,867	26,804	
SolVan		1,296	1,750	1,441	(454)	-25.9%	13,429	19,447	(6,018)	-30.9%					
Demand Response															
SunDial		3,212	12,802	8,070	(9,590)	-74.9%	113,222	129,493	(16,271)	-12.6%					
System Total		135,186	366,544	254,081	(231,358)	-63.1%	3,184,799	3,515,972	(331,173)	-9.4%					
		Apr-20	Apr-19	Mar-20											
Weekdays:		22	22	15											
Saturdays:		4	4	2											
Sundays:		4	4	14											
Total Days:		30	30	31											

*On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for April 2020.

**SunLine Transit Agency
Monthly Ridership Report
April - 2020**

Year-to-Date System Ridership

■ FY 2019 ■ FY 2020



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: SunDial Operational Notes for April 2020

Summary:

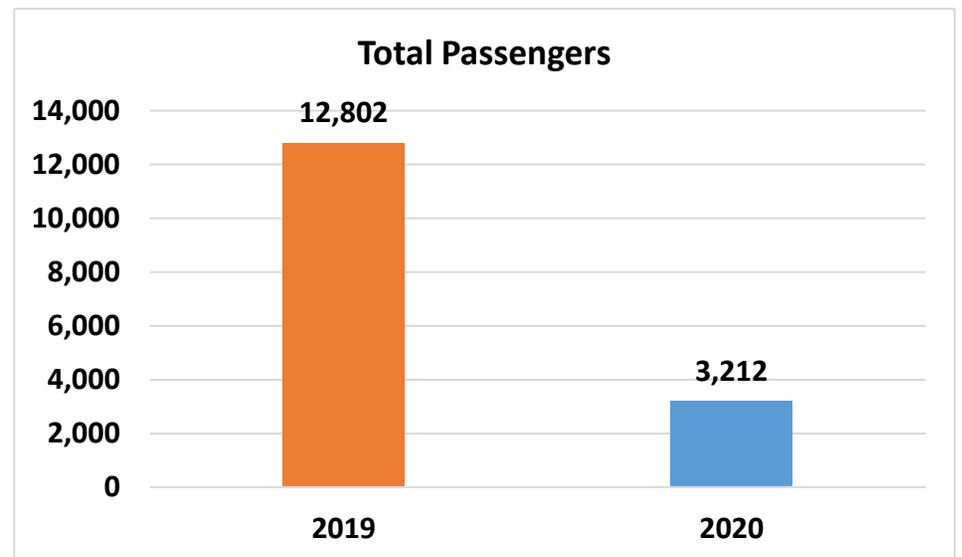
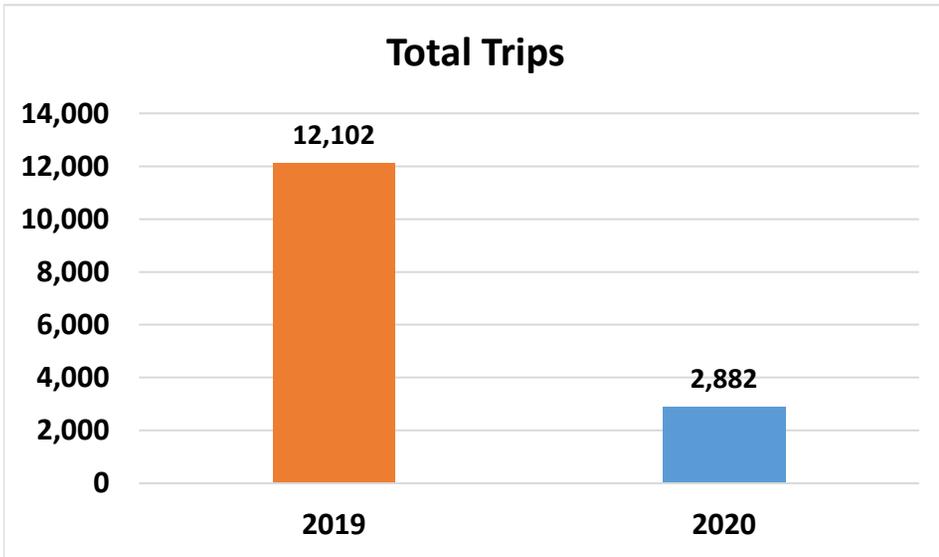
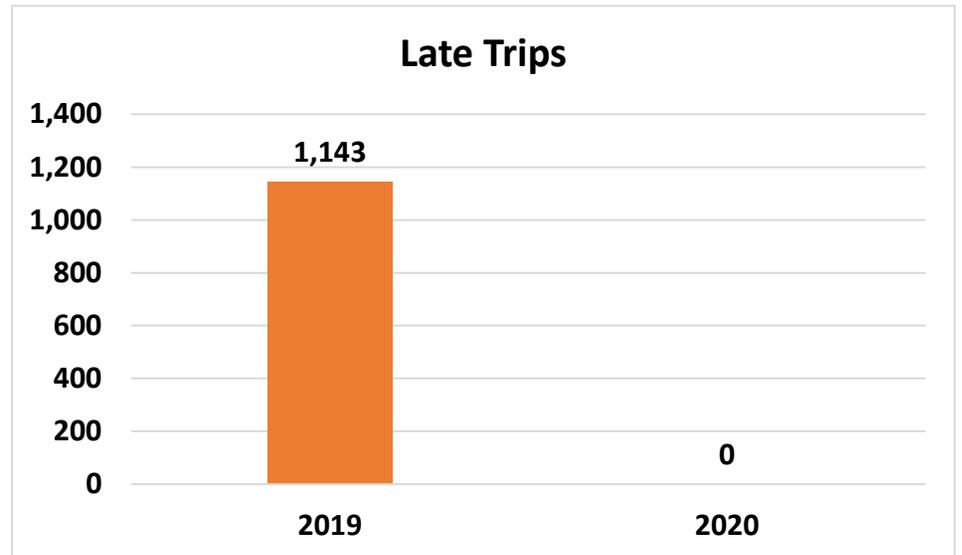
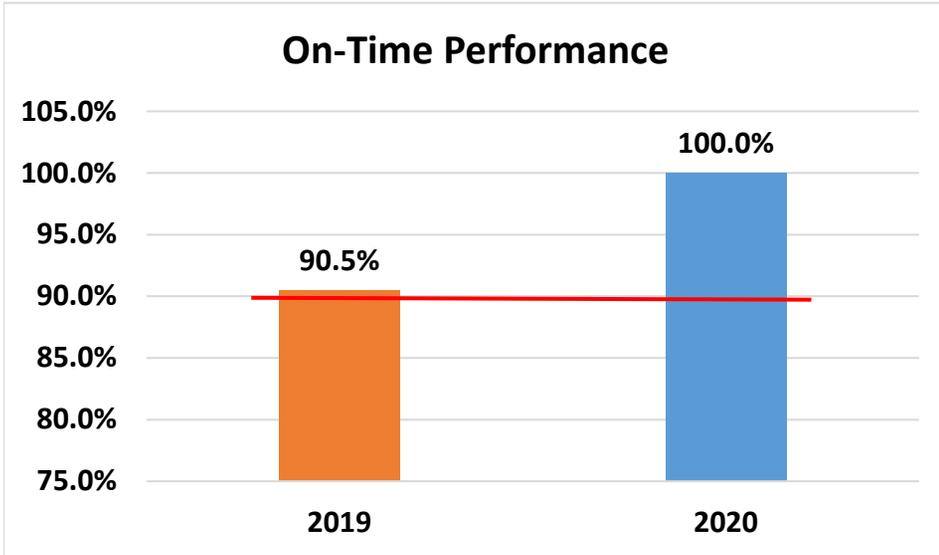
The attached report summarizes SunDial's operation for April 2020. COVID-19 continues to have a large impact on the SunDial operations. The on-time performance for the month was 100%, as there were no late trips. The total trips decreased 76.1% from the same period last year and the total passengers decreased 74.9%. The total miles traveled dropped 53.4% and the total mobility device boardings reduced 75.5%.

Recommendation:

Receive and file.

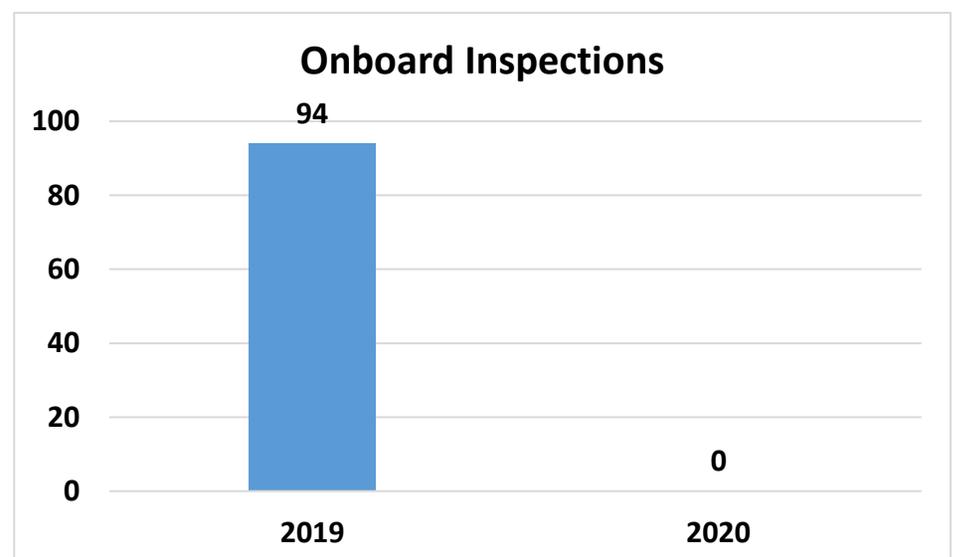
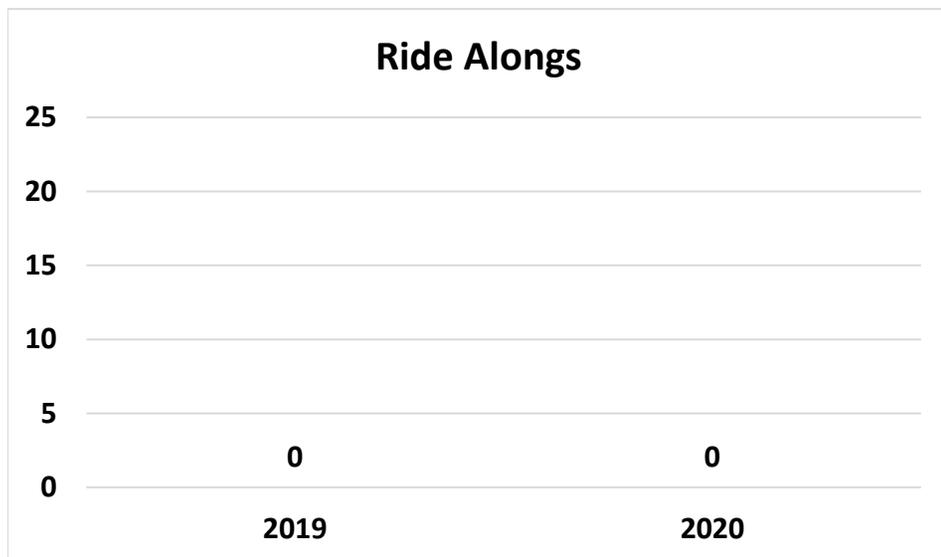
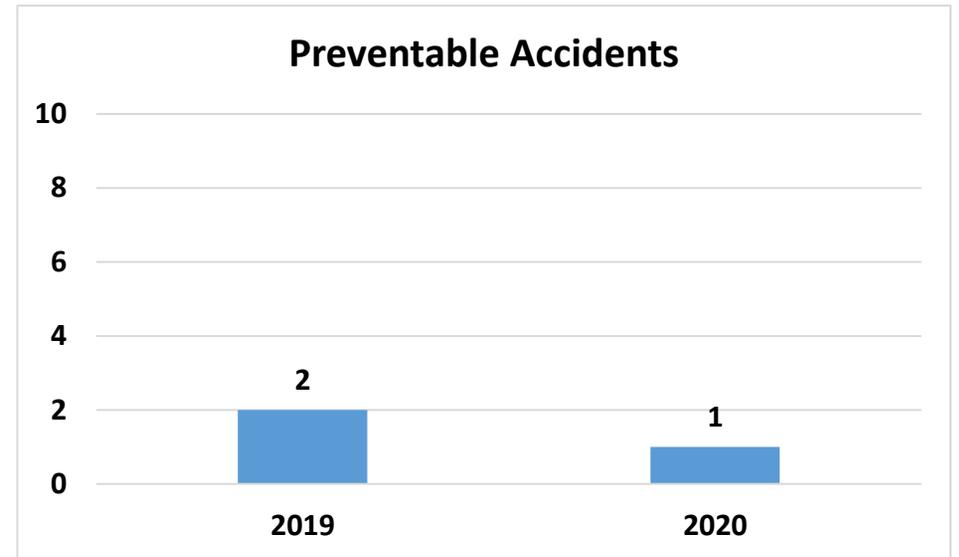
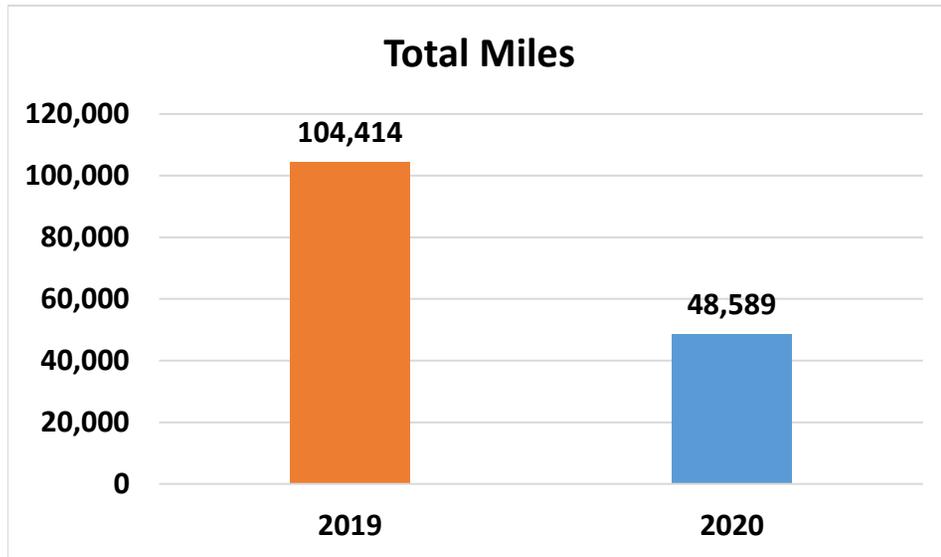
SunDial Operational Notes

APRIL 2019 vs APRIL 2020

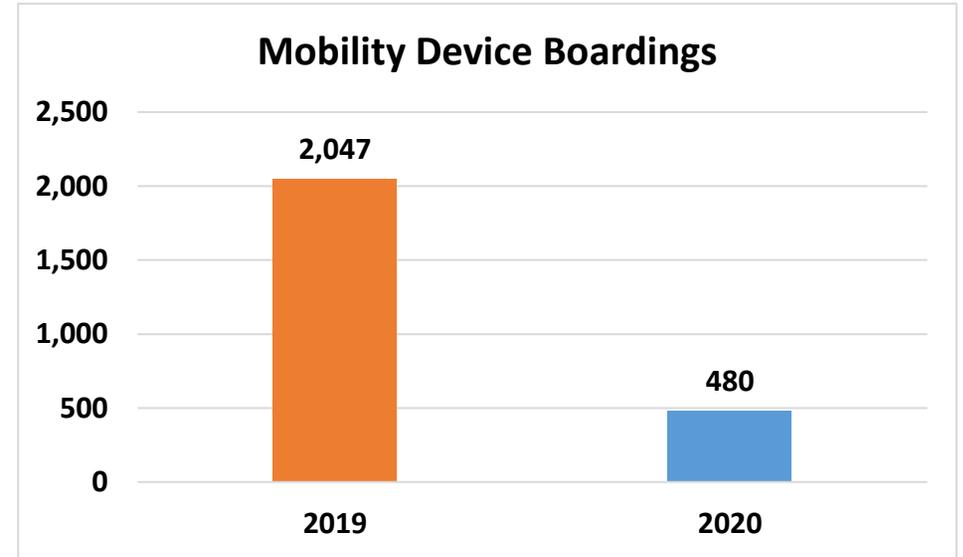
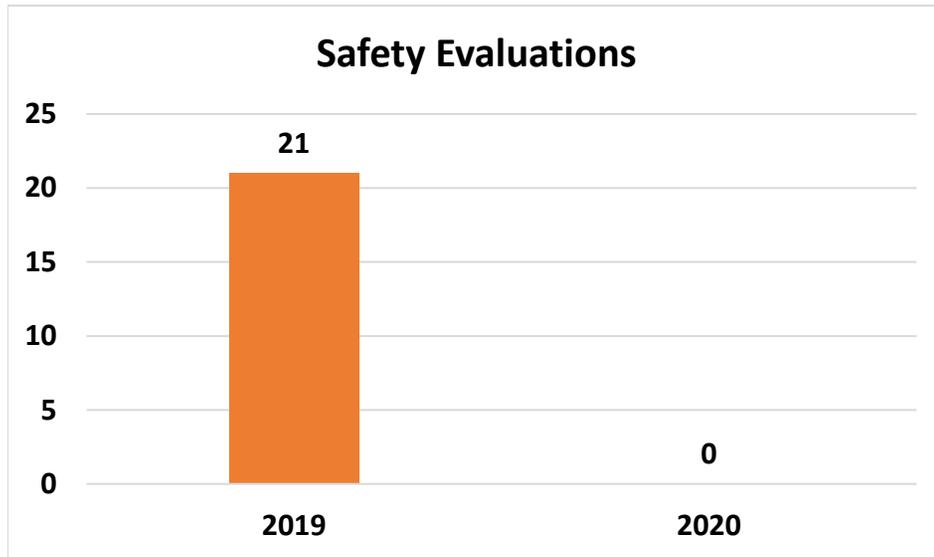


SunDial Operational Notes

APRIL 2019 vs APRIL 2020



SunDial Operational Notes APRIL 2019 vs APRIL 2020



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Metrics for April 2020

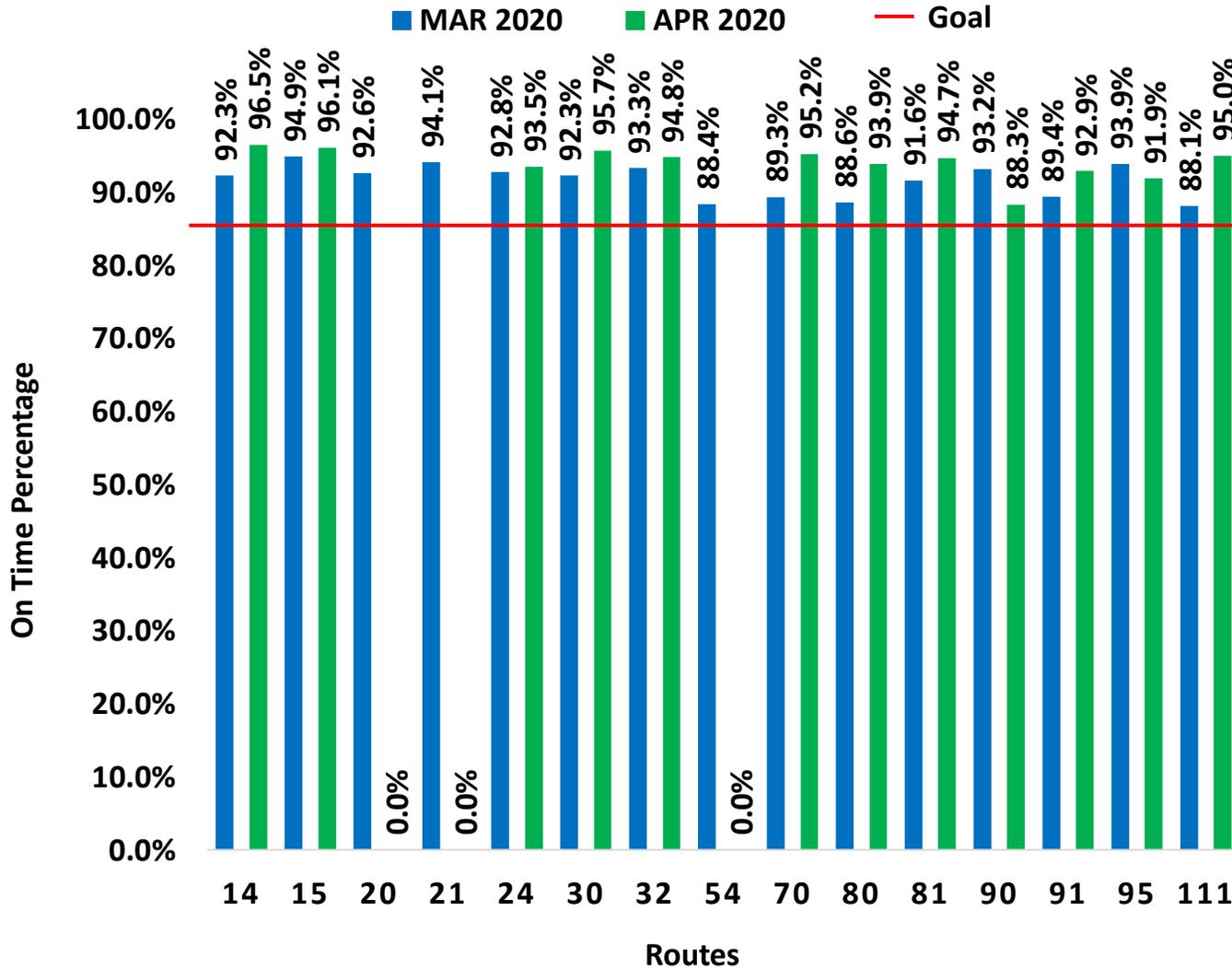
Summary:

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

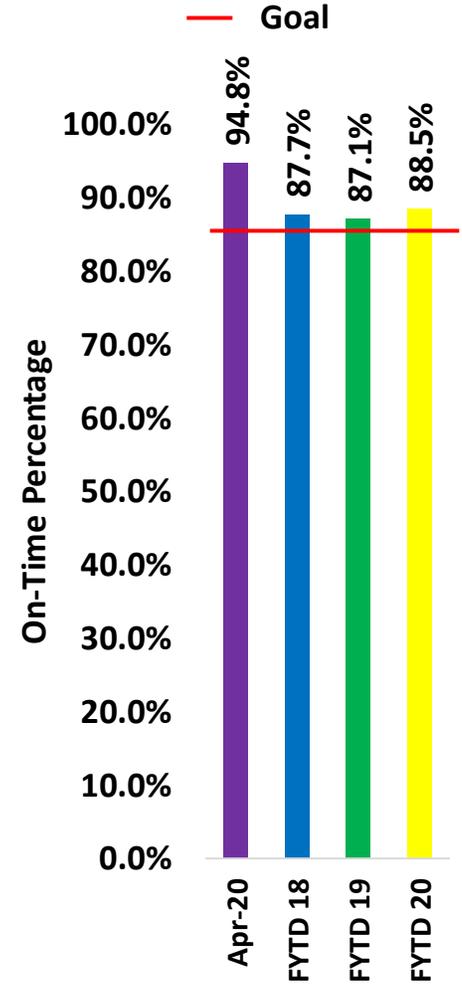
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide



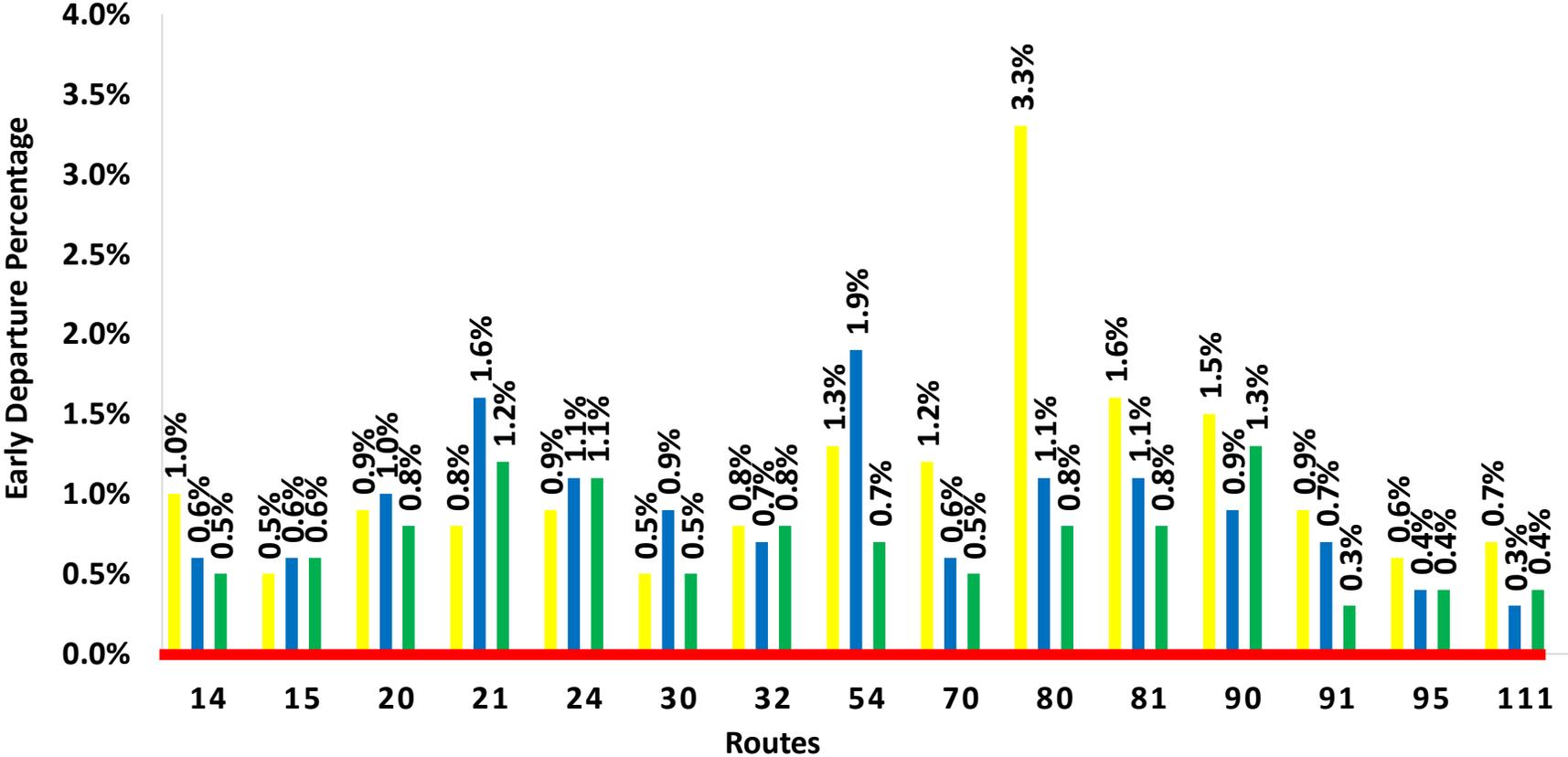
Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

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

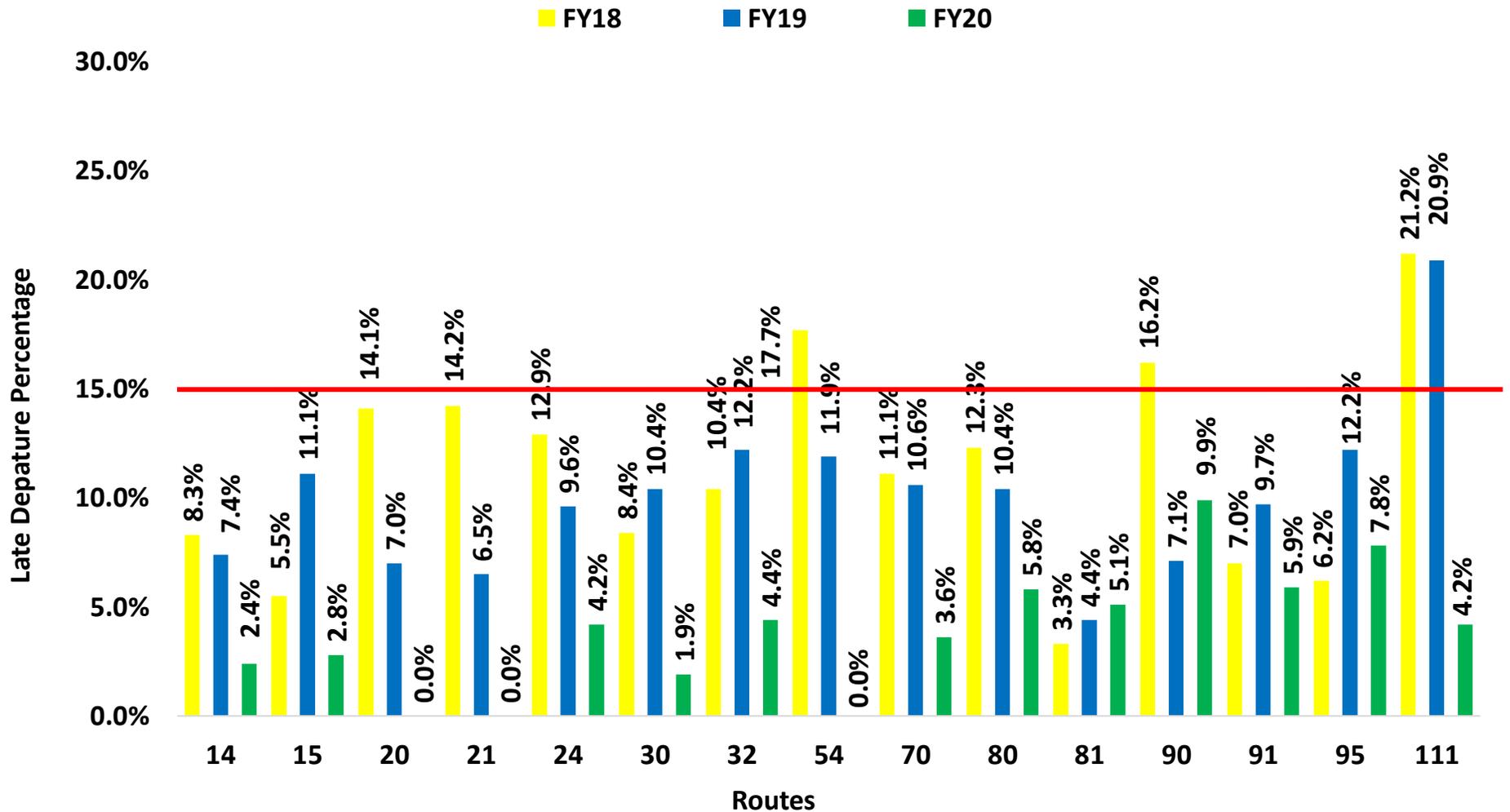
Early Departures by Route FYTD

FY18 FY19 FY20 Goal



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

Late Departure Percent by Route April

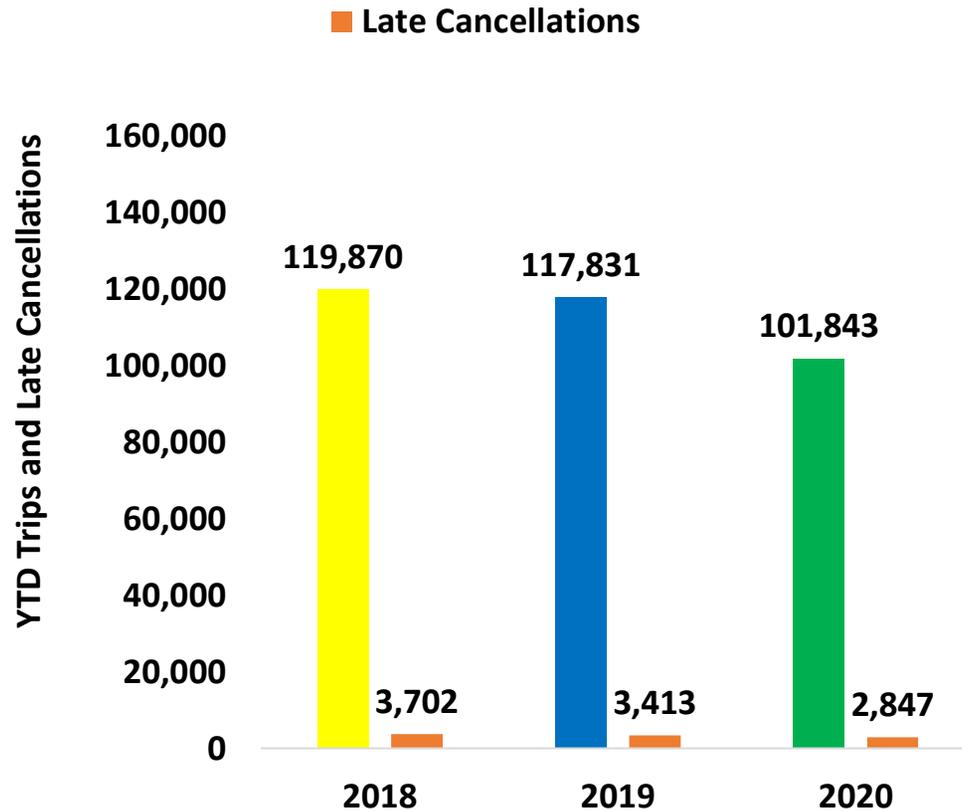


Late Definition: When a bus leaves a time point after the scheduled departure time.

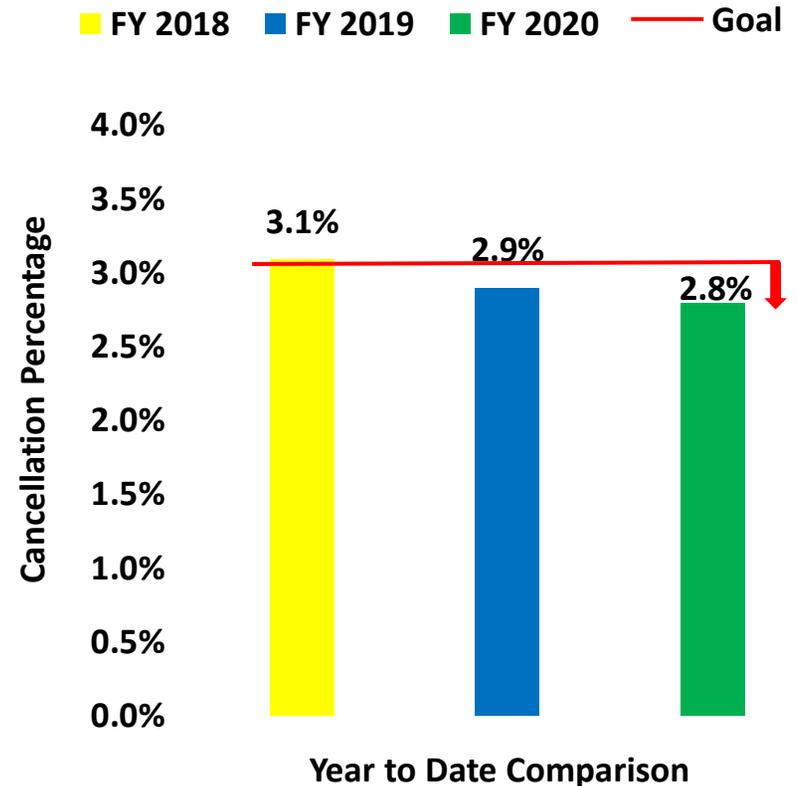
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 15%.

Total Trips vs Late Cancellations FYTD



Late Cancellation Percentage FYTD

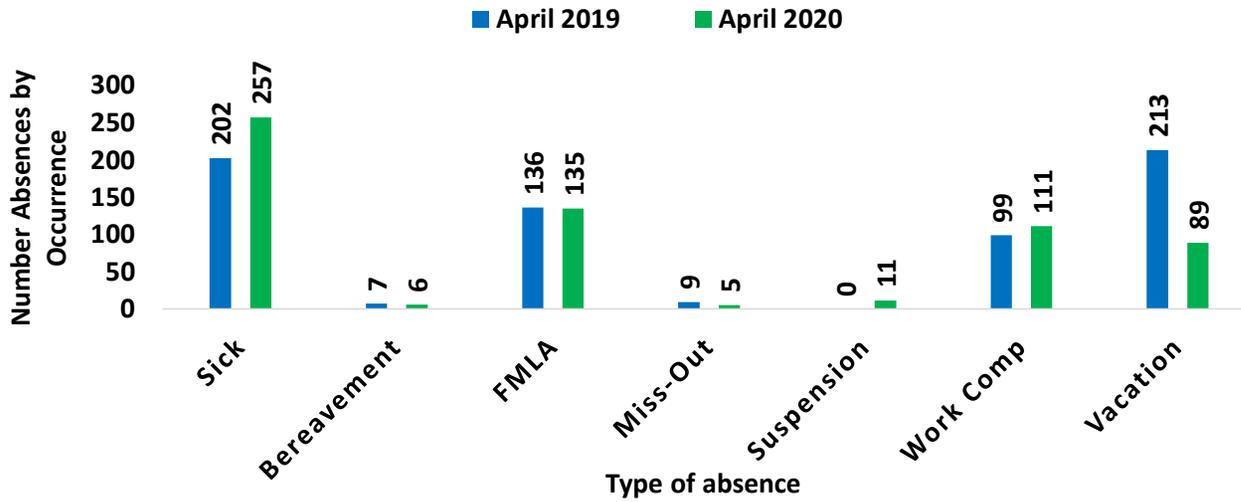


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

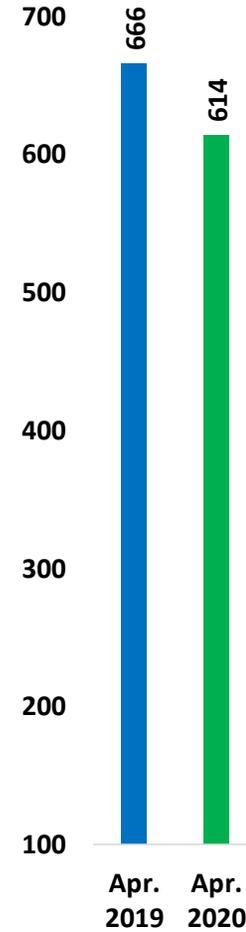
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

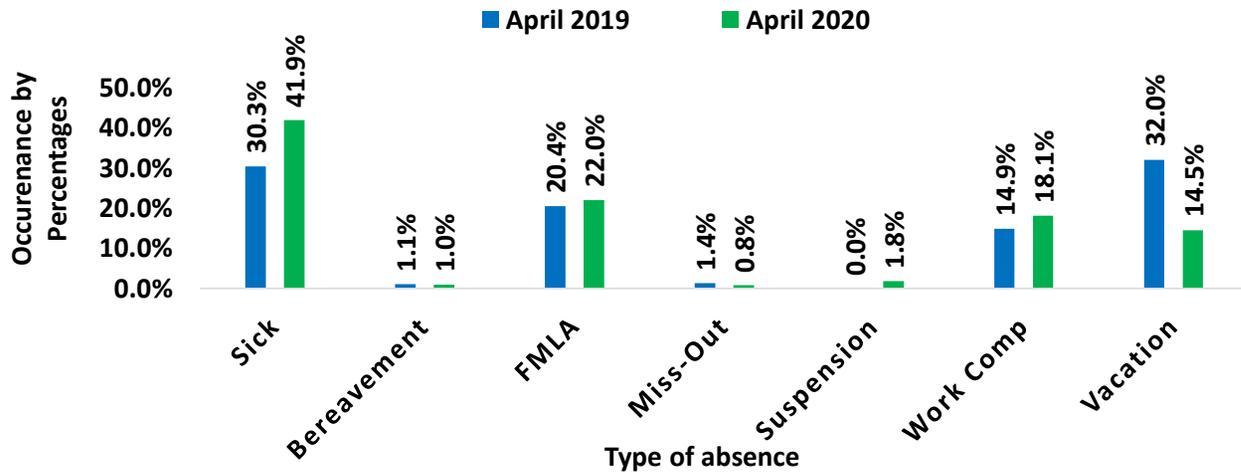
Driver Absence Occurrences



Total Absence Occurrences

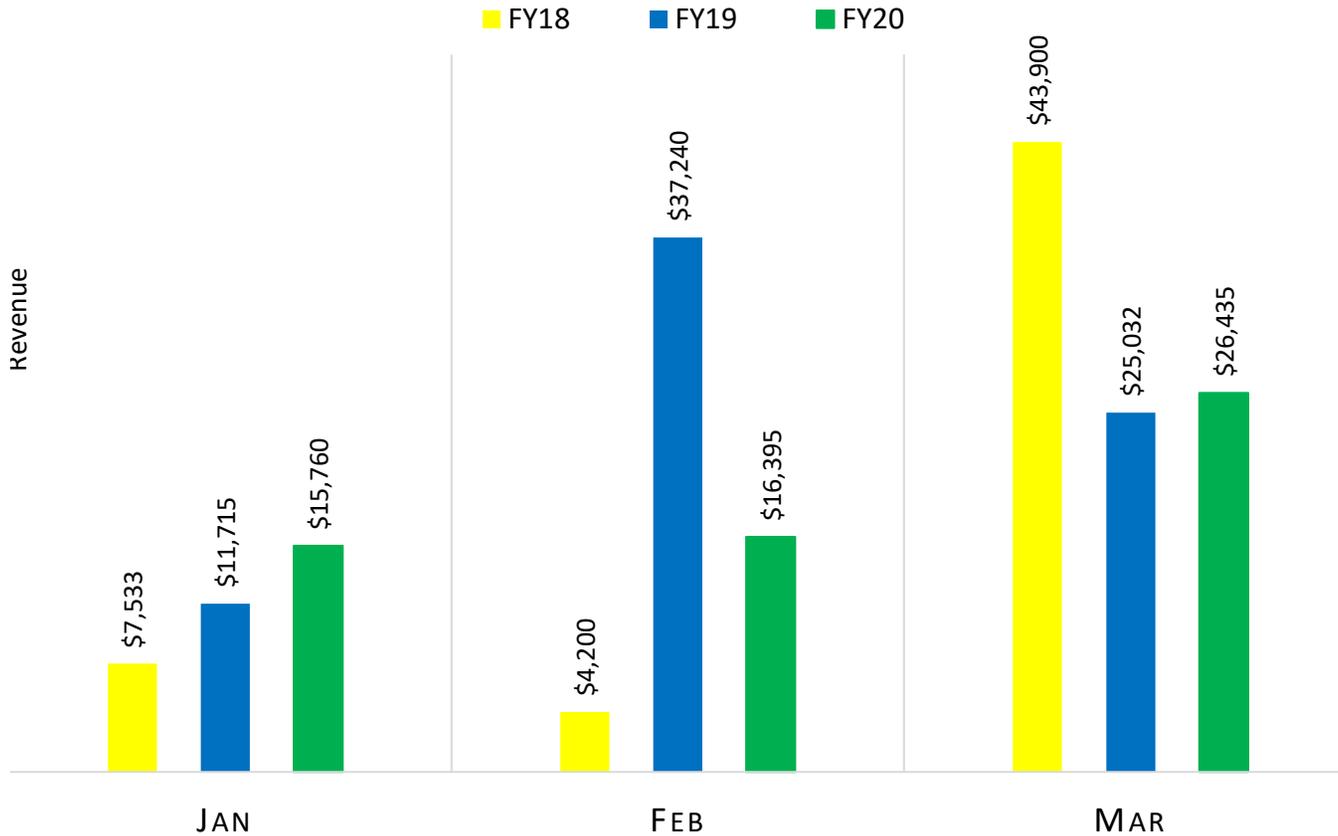


Driver Absence Occurrences by Percentages



Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unscheduled for Fixed Route drivers.

Advertising Revenue FYTD20

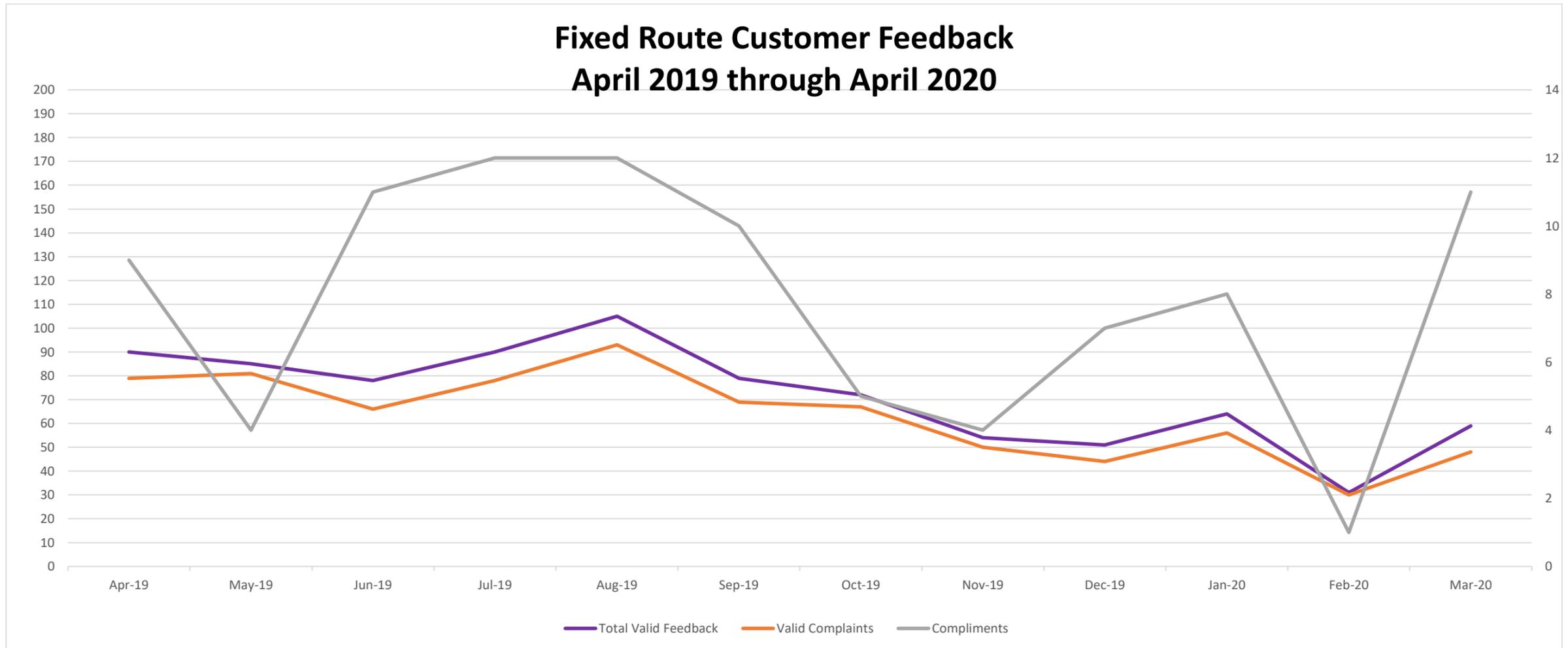


FYTD Budget vs FYTD Agency Revenue - March 2020



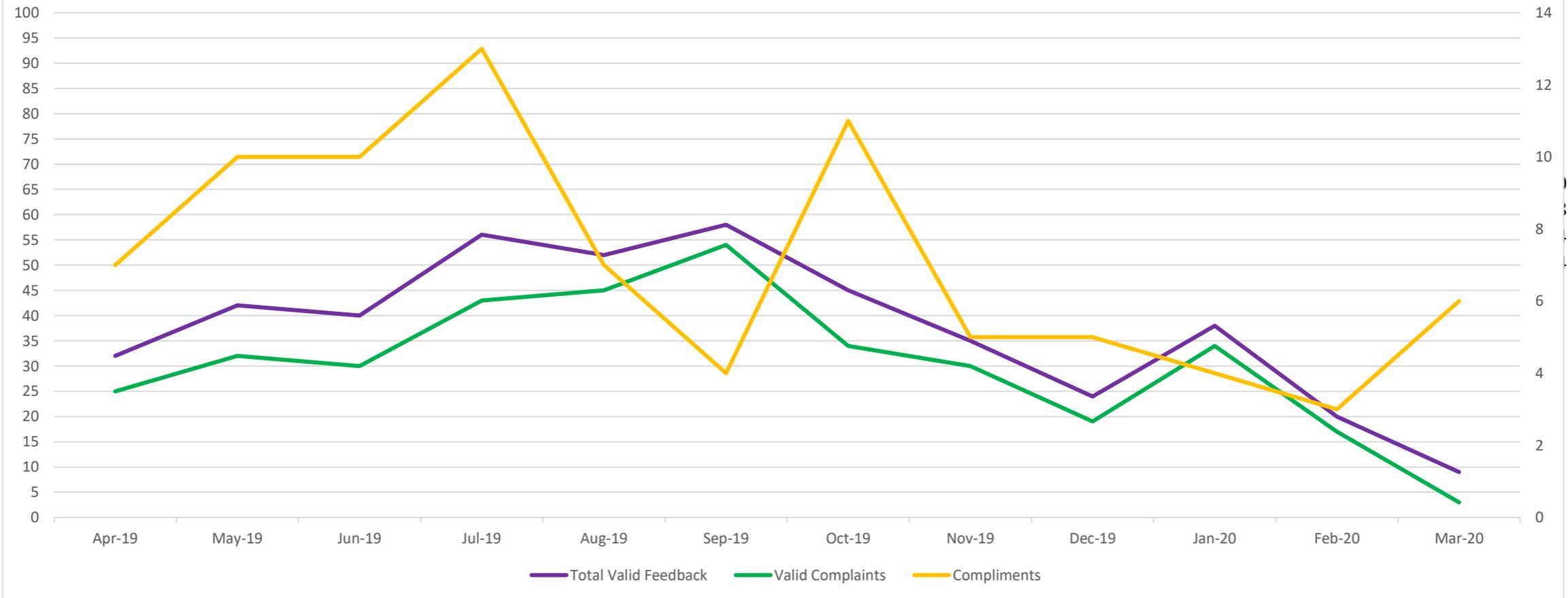
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budgeted amount for FY20 is \$100,000.

Fixed Route Customer Feedback April 2019 through April 2020



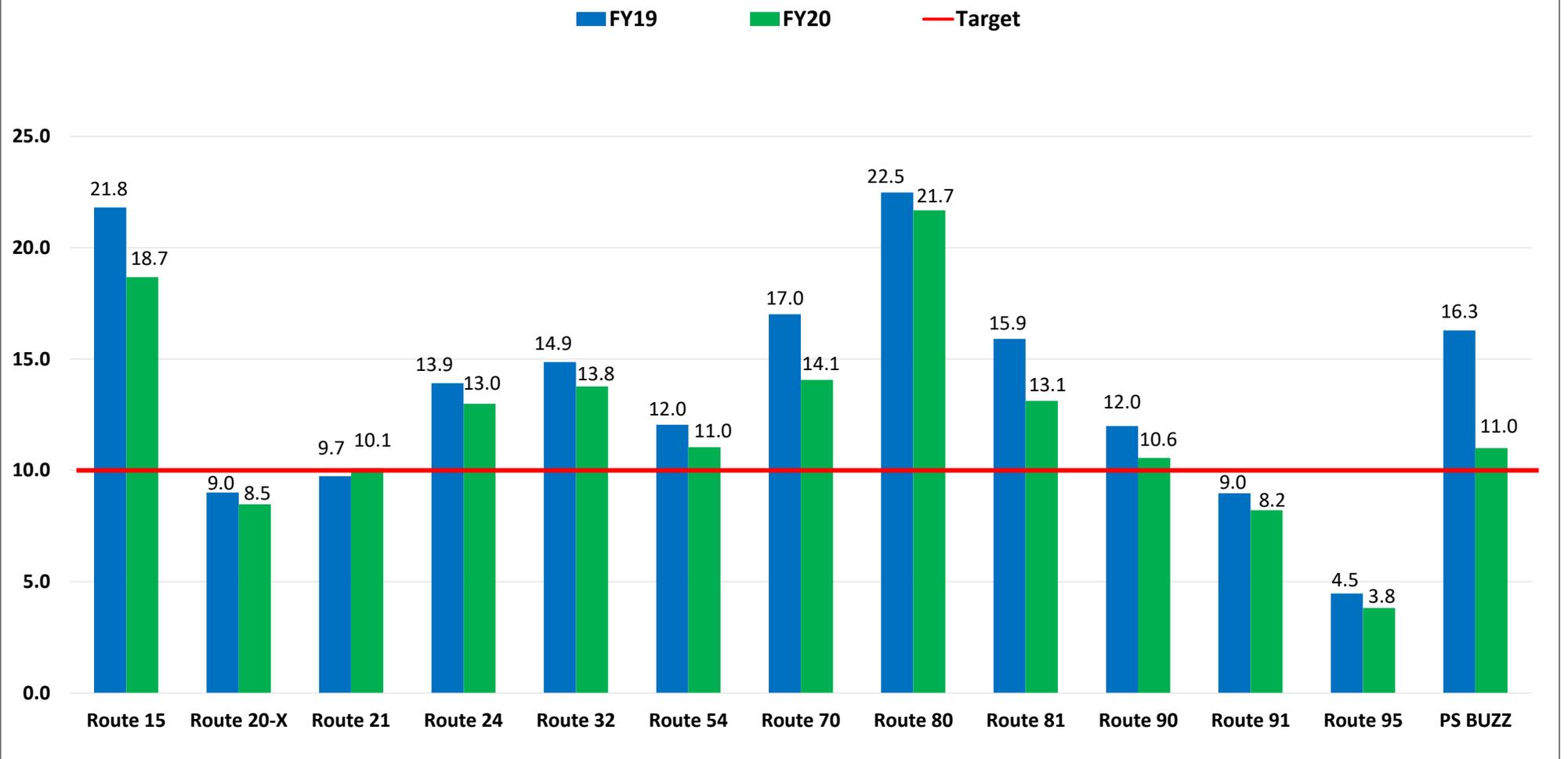
Valid fixed route feedback comprised of compliments and complaints for April 2020

Paratransit Customer Feedback April 2019 through April 2020



Valid paratransit feedback comprised of compliments and complaints for April 2020

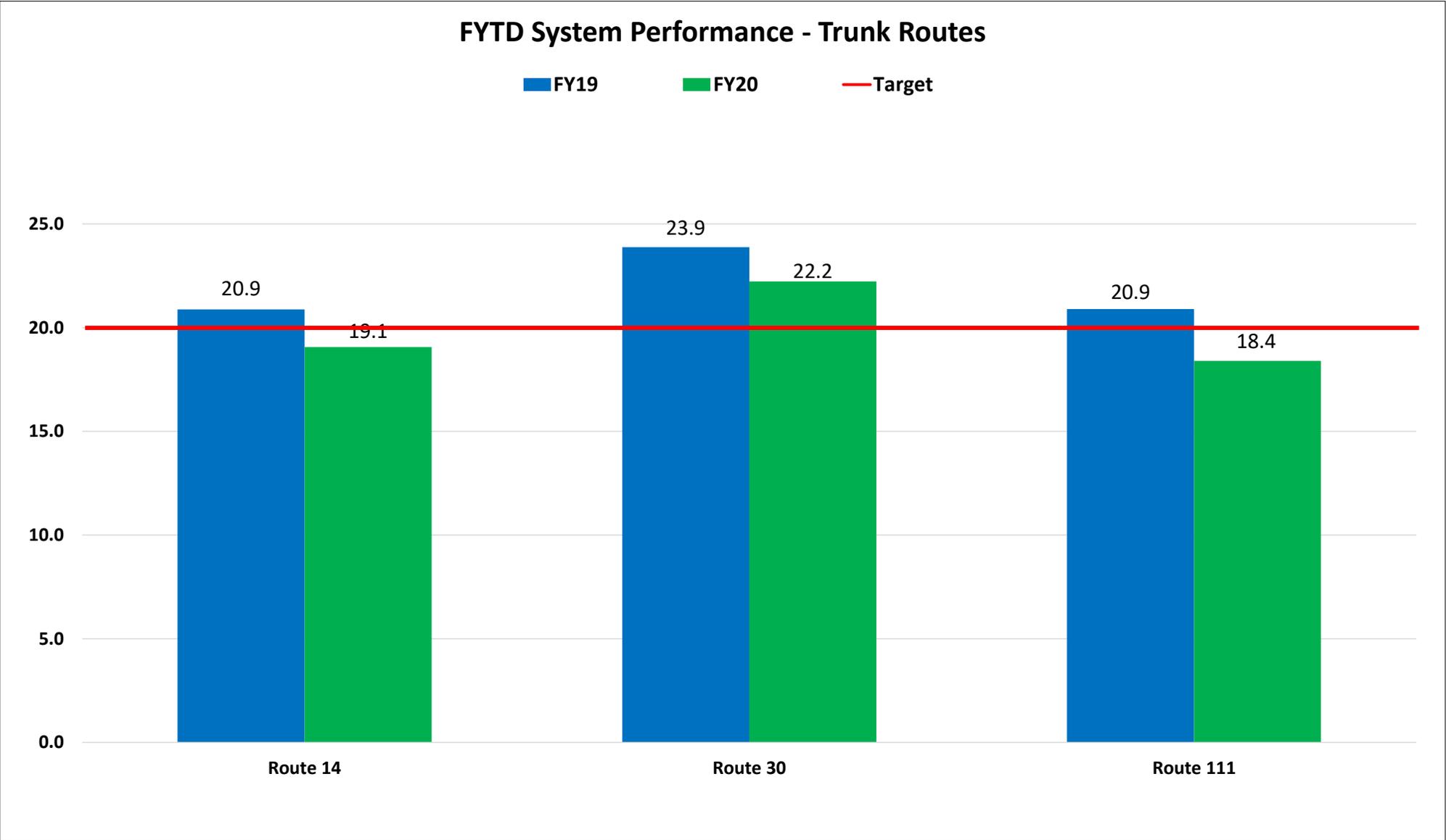
FYTD System Performance - Local Routes



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Local Routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

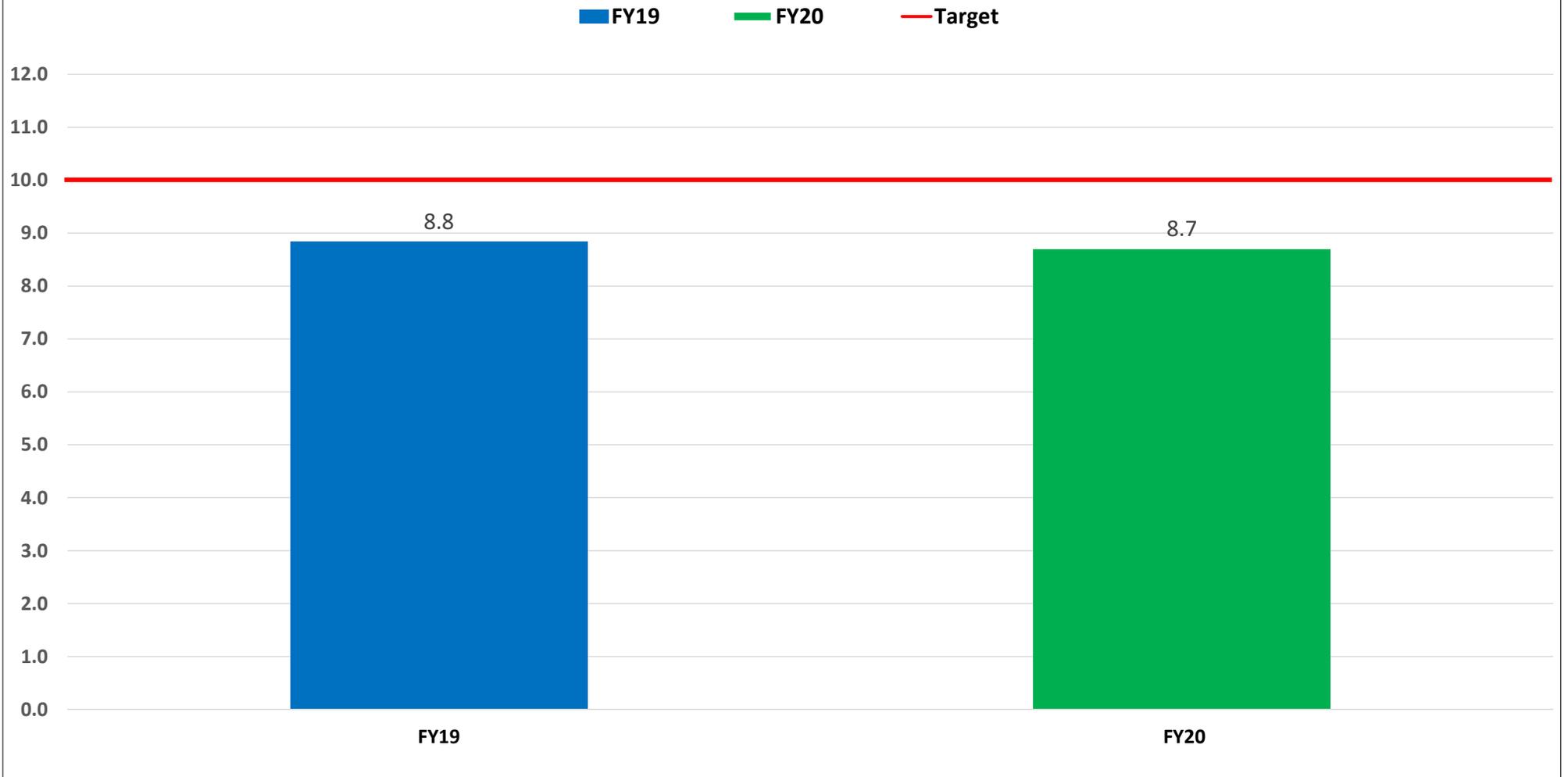
FYTD System Performance - Trunk Routes

FY19 FY20 Target



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613). Trunk Routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

FYTD System Performance - Regional Service Commuter Link 220



The chart above represents the system performance target for regional service on the Link 220 which is based on Passenger Per Revenue Trip (PPRT). The goal for regional service is 10 PPRT. The FY 19/20 goal is based on Board approved Service Standards Policy (B-190613).

SunLine Transit Agency

CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Board Member Attendance for April 2020

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date April 2020.

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X	X			10	8
Palm Desert	X		X	X		X	X	X	X	X			10	8
Palm Springs			X	X		X		X	X	X			10	6
Cathedral City	X		X	X		X	X	X	X	X			10	8
Rancho Mirage	X		X	X			X	X	X	X			10	7
Indian Wells	X		X	X		X	X	X	X	X			10	8
La Quinta	X		X	X		X	X	X	X	X			10	8
Indio	X		X	X		X	X	X	X	X			10	8
Coachella			X	X				X	X				10	4
County of Riverside	X			X		X	X	X	X	X			10	7

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for March 2020

Summary:

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

- For March, the largest payment issued represents reimbursements made to Sunline Transit Agency (STA) for SunLine Regulatory Administration (SRA) employees paid through the regular payroll process. Additionally, it includes payments made to STA for allocations of overhead costs for SRA operations.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
March 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	SRA Overhead Mar 2020 and Payroll Liabilities 3/20/20	90762	03/20/2020	6,647.71
SUNLINE TRANSIT AGENCY	Payroll Liabilities 3/6/20	90757	03/06/2020	4,325.62
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service Feb 2020	90759	03/16/2020	1,774.25
Total Checks Over \$1,000	\$12,747.58			
Total Checks Under \$1,000	\$2,492.06			
Total Checks	\$15,239.64			

SunLine Services Group
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Monthly Budget Variance Report for March 2020

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as Fiscal Year To Date (FYTD) values. Most of the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year. The exception is the taxicab business permit fee that is budgeted on a Board approved installment plan.

- As of March 31, 2020, the organization's revenues are \$22,927 below budget or 12.1% below the FYTD budget. Expenditures are \$39,779 below budget or 20.8% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$15,847.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
March 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	5,000	-	417	(417)	900	3,750	(2,850)	82.0%
New Driver Permit Revenue	7,500	300	625	(325)	2,595	5,625	(3,030)	65.4%
Taxi Business Permit	180,000	-	20,364	(20,364)	120,762	141,126	(20,364)	32.9%
Driver Transfer Revenue	500	-	42	(42)	300	375	(75)	40.0%
Driver Renewal Revenue	5,000	100	417	(317)	2,175	3,750	(1,575)	56.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	38	(8)	40.0%
Vehicle Permit Revenue	45,000	4,013	3,750	263	39,200	33,750	5,450	12.9%
Other Revenue	500	-	42	(42)	1,025	375	650	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,125	(1,125)	100.0%
Total Revenue	245,050	4,413	25,785	(21,372)	166,987	189,914	(22,927)	31.9%
Expenses:								
Salaries and Wages	93,706	9,074	7,809	(1,265)	52,766	70,280	17,514	43.7%
Fringe Benefits	73,861	6,411	6,155	(256)	37,451	55,396	17,945	49.3%
Services	61,570	993	5,131	4,138	45,785	46,178	393	25.6%
Supplies and Materials	5,216	150	435	285	1,644	3,912	2,268	68.5%
Utilities	4,833	403	403	-	3,627	3,625	(2)	25.0%
Casualty and Liability	7,973	664	664	-	5,976	5,980	4	25.0%
Taxes and Fees	300	-	25	25	4	225	221	98.6%
Miscellaneous	7,100	69	592	522	3,887	5,325	1,438	45.3%
Total Expenses	254,559	17,764	21,213	3,449	151,140	190,919	39,779	40.6%
Total Operating Surplus (Deficit)	\$ (9,509)	\$ (13,352)			\$ 15,847			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to SSG Taxicab Industry Emergency Relief Measure.
SSG CEO/General Manager, Lauren Skiver, approved an emergency relief measure agreement on April 2, 2020, providing needed financial relief due to the COVID-19 Pandemic. The emergency measure waives monthly installments of the Annual Taxicab Business Permit fee from March 2020 through June 2020. Additionally, the emergency measure waives the Annual Business Permit Renewal Application fee that would be due for each taxicab business planning to renew their Annual Business Permit, effective July 1, 2020.
- As of FYTD FY20 there is a decrease of 24,828 Taxi Trips compared to the FYTD FY19.

Taxi Trips

	FY19-Mar	FY20-Mar	Variance	%Δ
Trips	21,231	10,743	(10,488)	-49.4%

Taxi Trips

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	159,134	134,306	(24,828)	-15.6%

Salaries and Wages - Favorable

- Saving in salaries and wages are due to a vacant position, and lower expenses for allocated salaries.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to a vacant position, and lower balances for accruals.

Services - Favorable

- Service expenses are within an acceptable range of the budget.

Supplies and Materials - Favorable

- The favorable variance is mainly attributed to savings in office supply costs, and repair part expenses.

Utilities - Unfavorable

- Utility expenses are within an acceptable range of the budget.

Casualty and Liability - Favorable

- Casualty and liability expenses are within an acceptable range of the budget.

Taxes and Fees - Favorable

- Savings are attributed to lower fuel taxes fees incurred.

Miscellaneous - Favorable

- The favorable variance is attributed to lower expenditures for staff development, memberships, and subscriptions.

SunLine Services Group**CONSENT CALENDAR**

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Taxi Trip Data – April 2020

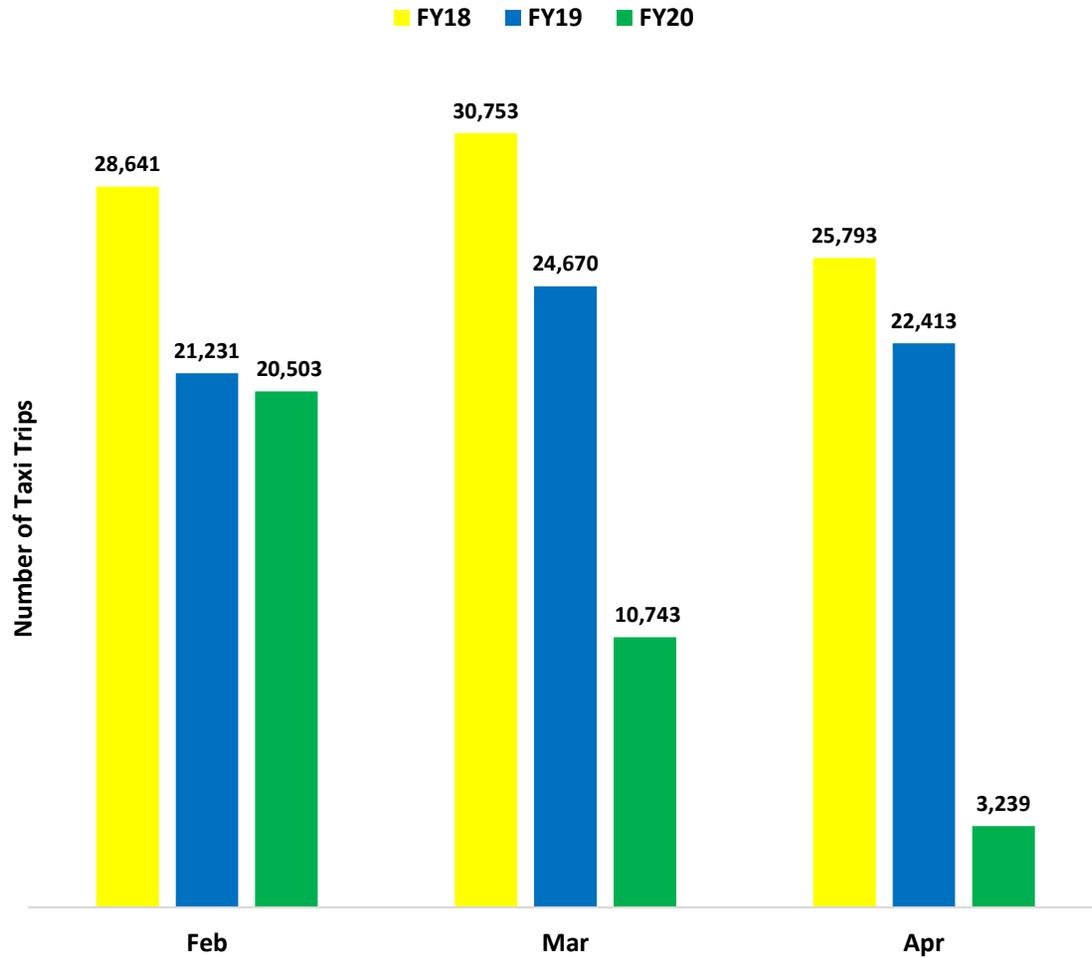
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 19,174 fewer taxi trips in April 2020 compared to April 2019. The decrease in trips for April 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 44,002 fewer taxi trips for FYTD20 compared to FYTD19.

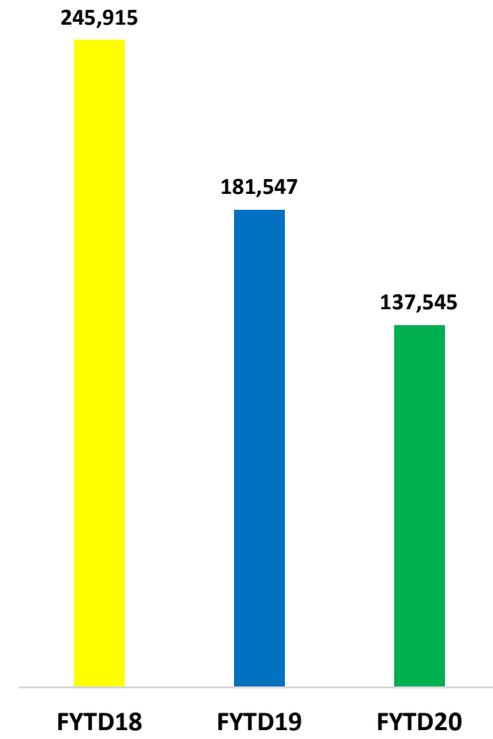
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison - As of April 2020



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2018, 2019 and 2020.

SunLine Services Group
CONSENT CALENDAR

DATE: May 27, 2020

RECEIVE & FILE

TO: Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) March 2020

Summary:

The chart displays revenue and expenses for the current month and two (2) previous months. Revenues are generated by taxi business permit fees, vehicle permit fees and driver permit fees. Expenses display the total operational costs for SunLine Services Group.

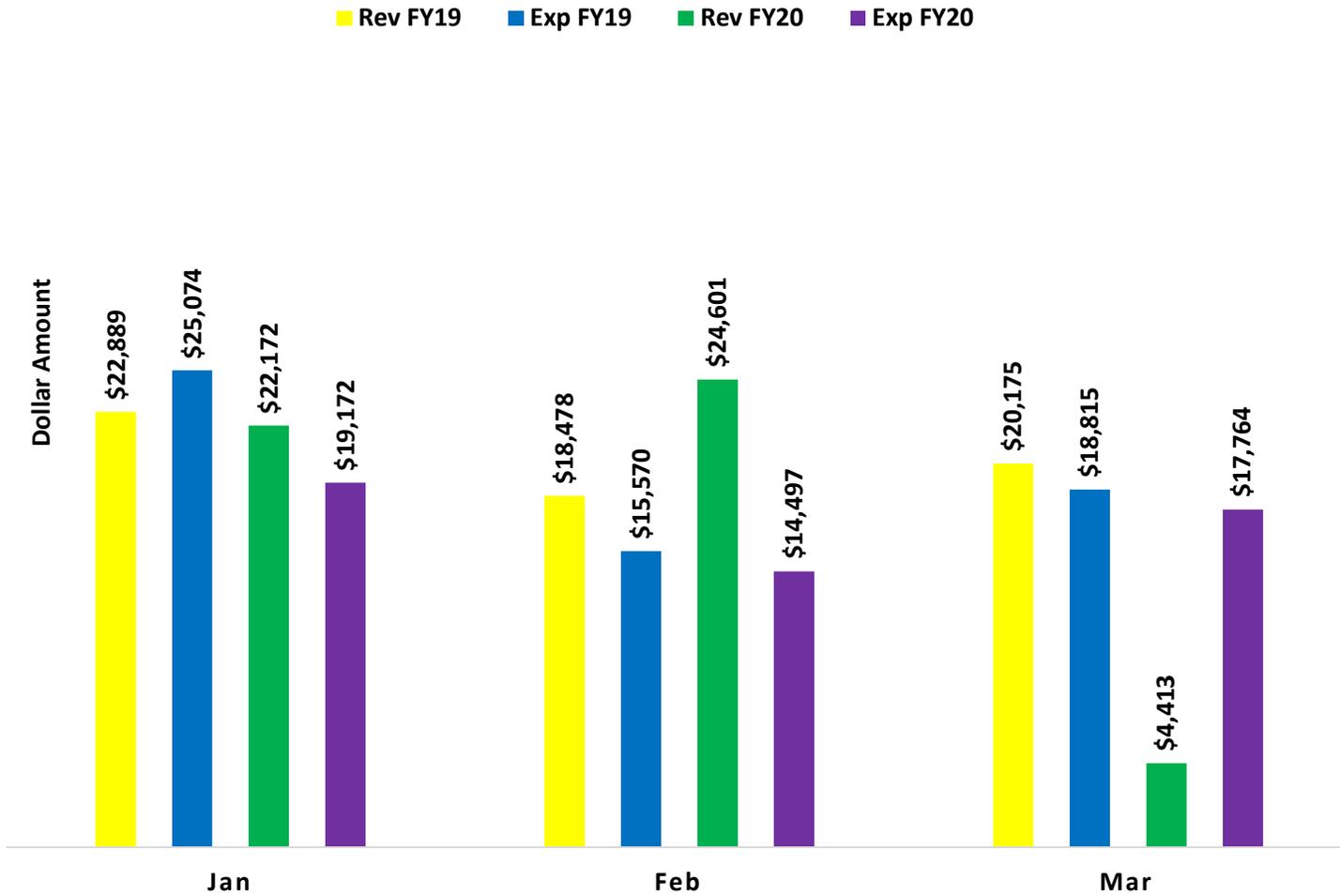
For March:

- Variance chart displays the total fiscal year to date variance between revenue and expenses for the 2020 fiscal year.
- An unfavorable variance for March 2020 is due to the Taxi Business Emergency Relief Measure waiving the March – June 2020 Business Permit fee installments.
- Revenues for the current fiscal year are greater than expenses by \$15,847.
- SSG is estimated to finish the fiscal year with a budget deficit of (\$25,152). Operating fund reserves will be used to cover this deficit.

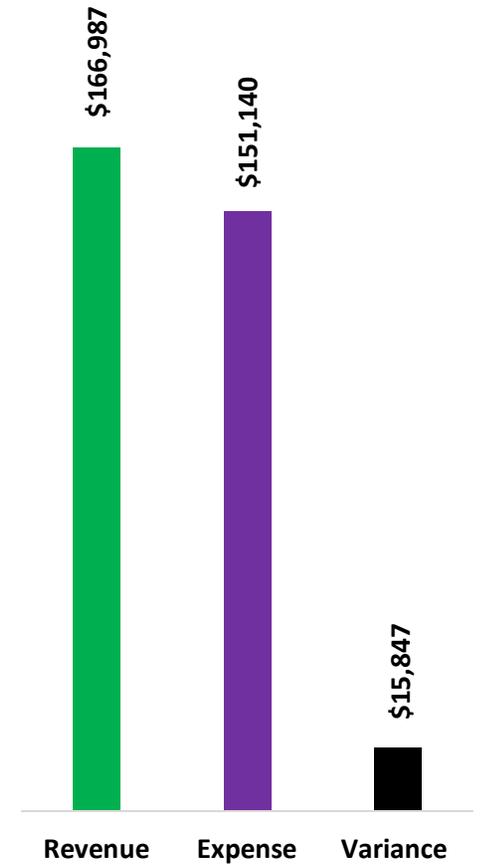
Recommendation:

Receive and file.

Revenue vs. Expense Three (3) Month Comparison As of Mar 2020



Variance FYTD Mar 2020



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY20.

**SunLine Transit Agency
SunLine Services Group**

DATE: May 27, 2020 **ACTION**

TO: Board of Directors

FROM: Eric Vail, General Counsel
Lauren Skiver, CEO/General Manager

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes to the current status.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all currently addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached).

The resolution states that the Board of Directors would review this declaration of emergency “at least once every 60 days, until its termination is proclaimed by the Board of Directors.”

In March, all nine Coachella Valley cities declared a local emergency within their respective jurisdictions. As the region gradually progresses to a phase two opening, we are still following Governor Newsom’s state-wide stay-at-home order and dealing with the daily effects of the COVID-19 pandemic. The County of Riverside reported 6,053 confirmed cases, as of May 19, 2020. At this time, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet.

In response to the COVID-19 pandemic, SunLine implemented enhanced vehicle, stop and facility cleaning procedures; moved to a Sunday service schedule; instituted free fares and rear door boarding to help with recommended social distancing; closed the Agency’s reception area to visitors; and required riders and employees to wear a face covering when on the bus and inside SunLine facilities. In order to keep these measures in place, it is required to continue the Board of Directors’ declaration of emergency.

Financial Impact

There is no financial impact to keep the resolution in place.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

A JOINT RESOLUTION OF THE SUNLINE TRANSIT AGENCY BOARD OF DIRECTORS AND SUNLINE SERVICES GROUP BOARD OF DIRECTORS PROCLAIMING THE EXISTENCE OF AN EMERGENCY SITUATION AND LOCAL EMERGENCY DUE TO THE WORLDWIDE SPREAD OF COVID-19

WHEREAS, California Government Code (“CGC”) Section 54956.5 authorizes the SunLine Transit Agency Board of Directors and SunLine Services Group Board of Directors (collectively referenced to hereinafter as “SunLine”) to hold emergency meetings on shortened notice to address emergency situations as determined by a majority of the Board of Directors; and,

WHEREAS, California Government Code Section 54954.2 authorizes the Board of Directors to take actions not listed on the agenda, where deemed necessary by a majority of the Board of Directors to address emergency situations; and,

WHEREAS, from January 2020 through March 2020, COVID-19 spread throughout the world, with over 156,000 confirmed cases of individuals contracting COVID-19, and approximately 6,000 confirmed cases of individuals dying from COVID-19; and,

WHEREAS, on March 4, 2020, Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 (Corona Virus Disease 19); and,

WHEREAS, on March 10, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local emergency for all of Riverside County in response to the outbreak of the COVID-19 in California and in Riverside County; and,

WHEREAS, on March 11, 2020 the World Health Organization (WHO) publicly characterized COVID-19 as a pandemic; and,

WHEREAS, on March 11, 2020 the President of the United States imposed certain travel bans and limitations in response to COVID-19; and

WHEREAS, on March 12, 2020 Governor Newsom of the State of California issued Executive Order N-25-20, superseded by Executive Order N-29-20 on March 18, 2020, in a further effort to confront and contain COVID-19 that among other things suspended certain provision of the Ralph M. Brown Act providing local agencies with greater flexibility to hold meetings via teleconferencing; and,

WHEREAS, on March 13, 2020, the Centers for Disease Control and Prevention (“CDC”) had confirmed 2,726, cases of COVID-19 in the United States, with 55 cases resulting in death, within the United States, including California; and,

WHEREAS, on March 13, 2020, the President of the United declared a National Emergency due to the continue spread and the effects of COVID-19; and,

WHEREAS, the State of California and numerous Counties, School Districts and other local governmental agencies as well as private entities have announced the cancellation or postponement of all events where social distancing cannot be reasonably achieved; and,

WHEREAS, on March 13, 2020 Dr. Cameron Kaiser, Public Health Officer of the County of Riverside closed all Riverside County public Schools, regular classes, and school activities from March 16 through April 3, 2020; and,

WHEREAS, in response to the COVID-19 pandemic SunLine reasonably anticipates that SunLine will be required to utilize physical, personnel, and financial resources of SunLine and to take action to limit the spread of COVID-19 within the territorial jurisdiction of SunLine in order to provide for the safety of persons served by SunLine, and to provide continuity of essential services provided by SunLine; and,

WHEREAS, SunLine is actively providing support to those impacted by COVID-19 and cooperating with State, Federal and County in their response to the pandemic; and,

WHEREAS, SunLine reasonably anticipates both asking for mutual aid from, and providing mutual aid to, other communities who are addressing the spread and effects of COVID-19 which will require SunLine to utilize the physical, personnel, and financial resources of SunLine Transit Agency.

NOW, THEREFORE, BE IT RESOLVED AND HEREBY ORDERED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AS FOLLOWS:

Section 1. That the above recitals are true and correct and based thereon, SunLine hereby finds that the spread of COVID-19 constitutes a situation that severely impairs the public health and safety within SunLine and constitutes conditions of extreme peril to the safety of persons and property of SunLine.

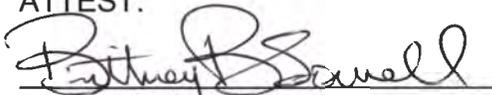
Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to exist, and shall

be reviewed at least once every 60 days, until its termination is proclaimed by the Board of Directors.

Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the greatest extent possible while still proceeding with the efficient handling of SunLine's business in compliance with California Executive Order N-29-20.

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

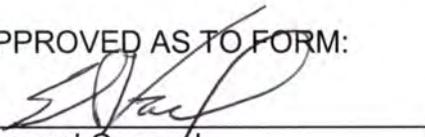


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency
SunLine Services Group

APPROVED AS TO FORM:



General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. 0775 was adopted at a regular meeting of the Board of Directors held on the 25th day of March, 2020, by the following vote:

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

IN WITNESS WHEREOF, I have hereunto set my hand this 25th day of March, 2020.



Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group

SunLine Transit Agency

DATE: May 27, 2020 **ACTION**

TO: Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: June Board of Directors Meeting Date

Recommendation

Recommend that the Board of Directors review the June Board of Directors meeting date to determine if it should be moved back to its regularly scheduled date of Wednesday, June 24, 2020.

Background

At the February 26, 2020, staff presented a recommendation to change the June Board of Directors meeting date as a result of the Board's approval of the CEO/General Manager traveling in an International Study Mission. The Board of Directors approved the motion to move the meeting date to Monday, June 15, 2020.

Due to the COVID-19 pandemic, the mission trip has been postponed for a date to be determined. As such, staff is bringing this item to the Board of Directors to see if there is interest in moving the meeting back to its regularly scheduled date on the calendar – Wednesday, June 24, 2020.

Financial Impact

There is no financial impact.

SunLine Transit Agency

DATE: May 27, 2020 **ACTION**

TO: Board of Directors

FROM: Tommy Edwards, Chief Performance Officer

RE: Resolution No. 0779 for the Execution of Water District Easement and Other Administrative Documents for the Operations Facility

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a grant of an easement to the Coachella Valley Water District for the Operations Facility Project, and execute other administrative documents necessary for the permitting, construction, and completion of the Project, subject to review by SunLine Counsel.

Background

To operate and maintain the sewer for the new Operations Facility at 32-505 Harry Oliver Trail, SunLine will need to convey ownership of the water and sewer facilities and grant an easement to Coachella Valley Water District (“CVWD”). Moreover, prior to the completion of the Project, SunLine may need to execute other administrative documents necessary for the permitting, construction, and completion of the Operations Facility.

Resolution No. 0779 will grant authority to the CEO/General Manager or designee to:

- Execute any administrative documents necessary for the permitting, construction, and completion of the Operations Facility; and
- The authority to execute documents conveying ownership of the water and sewer facilities and granting easements to CVWD necessary to provide water and sewer service to the Operations Facility.

The proposed resolution does not authorize the CEO/General Manager to convey real property not explicitly addressed by the resolution, or authorize the expenditure of any funds beyond those previously approved for the Operations Facility Project.

Financial Impact

The execution of the easement has no financial impact.

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0779

RESOLUTION AUTHORIZING SUNLINE'S CEO/GENERAL MANAGER TO EXECUTE COACHELLA VALLEY WATER DISTRICT EASEMENT AND OTHER ADMINISTRATIVE DOCUMENTS CONCERNING THE OPERATIONS FACILITY

WHEREAS, SunLine Transit Agency is a Joint Powers Authority located at 32-505 Harry Oliver Trail, Thousand Palms, CA, 92276 and its Board of Directors is comprised of one elected official from each member agency, which includes Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and the County of Riverside; and

WHEREAS, to operate and maintain the sewer for the new Operations Facility at 32-505 Harry Oliver Trail, SunLine will need to convey ownership of the water and sewer facilities and grant an easement to Coachella Valley Water District ("CVWD");

NOW THEREFORE, BE IT RESOLVED that the Board of Directors authorizes and empowers the CEO/General Manager or designee to execute with his or her individual signature any and all administrative documents necessary for the permitting, construction, and completion of the Operations Facility at 32-505 Harry Oliver Trail, subject to review and approval by the General Counsel. This includes, but is not limited to conditions of project approval issued by the County of Riverside, documents conveying ownership of the water and sewer facilities to CVWD, and the grant of easements to CVWD necessary to provide water and sewer service to the Operations Facility. Such authority excludes the execution or recording of any documents pertaining to the conveyance of real property not explicitly addressed in this resolution. This resolution is not intended to authorize the expenditure of any funds beyond the previously approved budget for the Operations Facility Project.

ADOPTED THIS ____ DAY OF May, 2020

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Kathleen Kelly
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, 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:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

SunLine Transit Agency

DATE: May 27, 2020 **ACTION**

TO: Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Rio Hondo Community College Memorandum of Understanding

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a Memorandum of Understanding (MOU) with Rio Hondo Community College (Rio Hondo) to continue technical oversight of academic and administrative areas relating to the West Coast Center of Excellence (WCCoE).

Background

SunLine was awarded grants for the development of training materials and the construction of a WCCoE focused on the sustainability of zero emissions technologies. Rio Hondo was selected as an academic partner in 2016 and has established training programs with Tesla, BYD, and Los Angeles Metropolitan Transportation Authority. Rio Hondo, and particularly Professor John Frala, has developed many of the materials available through the WCCoE's training program.

The WCCoE represents the investment in training that is necessary to reduce the overall life-cycle-costs of zero emissions technologies and improves reliability and maintainability of zero emissions buses and related technologies.

The Board of Directors approved an agreement with a design firm to develop the plans for the WCCoE facility in April 2020.

The MOU between SunLine and Rio Hondo, will allow the WCCoE to go to the next level by positioning a potential administrative partner, establishing a recognized technical expert in zero emissions training and attracting potential funders to this training collaborative.

Financial Impact

There is no financial impact to the Agency associated with this item.

SunLine Transit Agency

DATE: May 27, 2020 **ACTION**

TO: Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Purchase of Protective Shields for Operators

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute an agreement to purchase protective shields to protect SunLine Operators and the public from the spread of COVID-19 in an amount not-to-exceed \$800,000.

Background

Staff received approval last month from the Board of Directors to expend Coronavirus Aid, Relief, and Economic Security Act (CARES) funds made available by the federal government as well as Federal Emergency Management Agency (FEMA) funds to address additional costs associated with the COVID-19 pandemic.

Given the nature of this pandemic, time is of the essence when considering items that will be used to protect SunLine's workforce and the public. Staff believes that protective shields in its revenue vehicles meets this objective. The rapid completion of this project will also allow the Agency to resume fare collection. Staff has received independent estimates for the purchase of these shields from peer transit agencies. These shields will be installed in both its fixed route and paratransit fleets. These estimates confirm an amount not to exceed \$800,000 would be adequate.

Staff will confirm that the costs being expended on these shields are fair and reasonable in accordance with SunLine's Procurement Policy and Federal Transit Administration guidelines.

Financial Impact

The \$800,000 for this purchase will be from CARES Act and FEMA funding provided by the federal government for these purposes.

SunLine Transit Agency

DATE: May 27, 2020 **DISCUSSION**

TO: Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Review and Discussion of SunLine Funding and the Draft FY21 Operating and Capital Budget

Background

In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft budget for the Finance/Audit Committee's discussion and review.

The proposed operating and capital budgets for the Fiscal Year 2021 are \$40,840,150 and \$6,298,206, respectively. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The Capital Improvement Program for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures. This discussion item allows the Board to either move forward with this budget for approval at the June Board meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.



Operating and Capital Budget
Fiscal Year 2021
May 27, 2020

Agenda

- Operating Budget Summary
- FY21 Proposed Operating Budget
- Revenue Subsidy by Source
- Local Transportation Funds Reserve Balance
- Capital Budget Summary
- FY21 Proposed Capital Budget

Operating Budget Summary

- FY21 operating budget process focused on resource prioritization and strategic goal alignment
- In FY21 SunLine is proposing an operating budget of \$40,840,150
- The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations

FY21 Proposed Budget

Proposed Budget

- FY21 Budget \$40,840,150
- Net Increase \$0
- Percent increase 0%
- Requesting 6.25 unfunded FTE's to assist with new COVID-19 Procedures
 - Pending Funding
 - Estimated cost for new positions \$477K

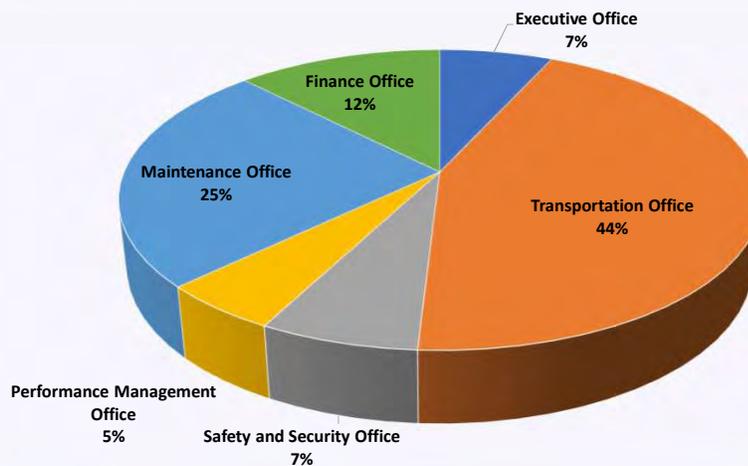
Operating Expenditures

- Wages and Fringe
- Services
- Insurance Premiums
- Fuels and Utilities

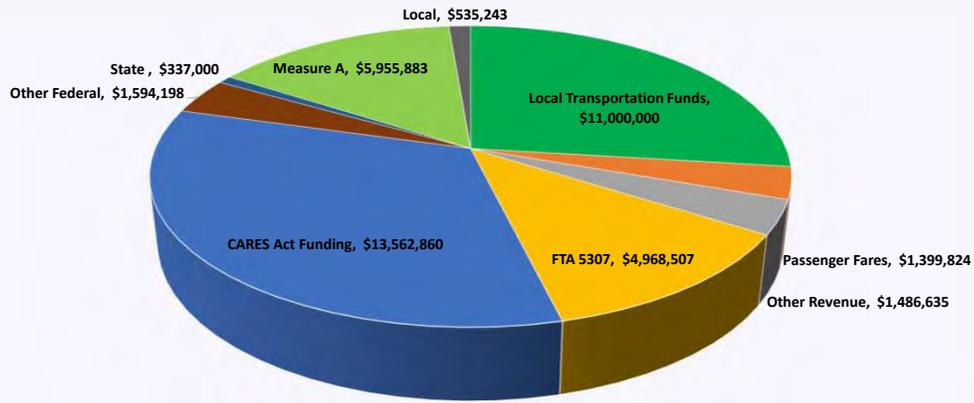
FY21 Budget Comparison

Operating Expenses:	FY20 Budget	FY21 Budget	Variance
Wages & Benefits	28,502,410	27,606,063	(896,347)
Services	4,110,151	3,930,788	(179,363)
Fuels & Lubricants	2,140,724	2,458,579	317,855
Tires	291,800	226,381	(65,419)
Materials and Supplies	1,808,028	1,859,844	51,816
Utilities	1,902,500	2,310,240	407,740
Insurance Premiums	2,155,119	2,892,950	737,831
Taxes and Fees	116,500	132,000	15,500
Miscellaneous Expenses	1,583,700	1,359,460	(224,240)
Self Consumed Fuel	(1,770,782)	(1,936,155)	(165,373)
Total	40,840,150	40,840,150	-

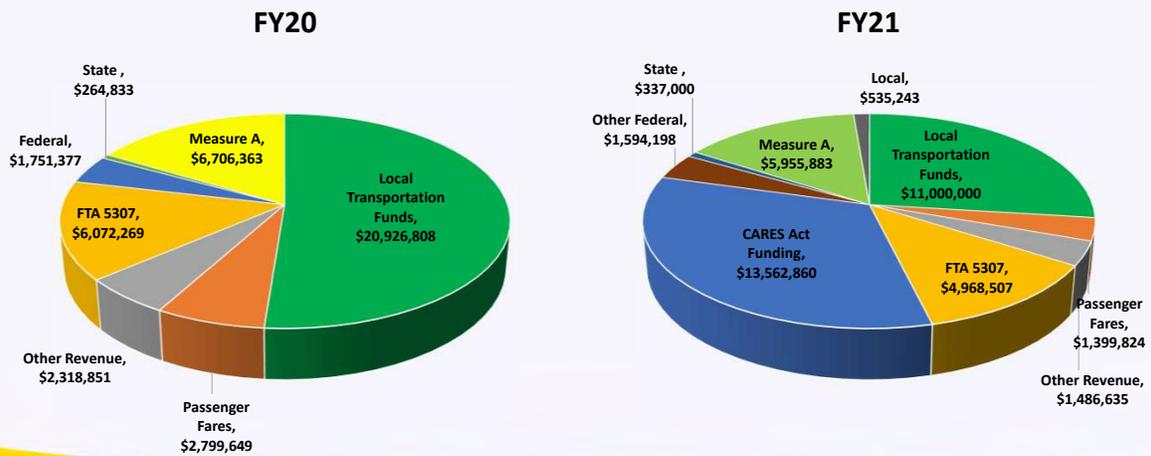
Expense By Office



Revenue/Subsidy By Source



Revenue/Subsidy By Source



Local Transportation Funds Apportionment Comparison

Local Transportation Funds	FY20	FY21	Variance
Apportionment 90%	\$ 19,637,000	\$ 13,305,500	\$ (6,331,500)
Apportionment 10% Restricted Reserve	\$ 2,182,000	\$ 1,478,000	\$ (704,000)
Total	\$ 21,819,000	\$ 14,783,500	\$ (7,035,500)

Local Transportation Funds Reserve Balance

	Balance at the end of FY19	\$ 7,178,897
Add:	Estimated FY20 Budget/Performance Savings	\$ 6,407,983
Add:	FY21 Apportionment 90%	\$ 13,305,000
Add:	FY21 Apportionment 10% restricted reserve	\$ 1,478,000
		\$ 28,369,880
Less:	FY21 Request	\$ (11,000,000)
	Estimated Reserve Balance FY22	\$ 17,369,880

Capital Improvement Program

Capital Projects Summary

- Interdepartmental collaboration
- Utilize competitive and discretionary grants
- Continue SunLine's investment in increasing zero emissions technology and infrastructures
- Make long term commitments in SunLine's operational capabilities, energy strategies, and the mandated California Air Resources Board's Innovative Clean Transit rule

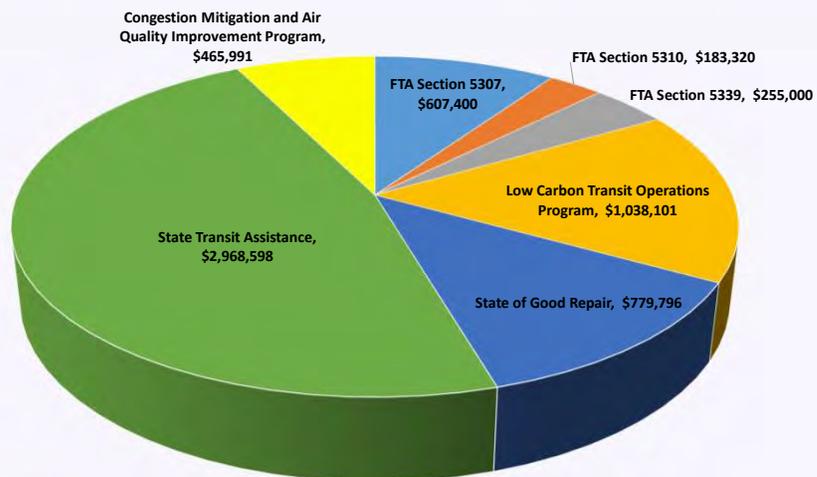
FY21 Proposed Capital Budget

Project Description	FY21 Original Request	FY21 Revised Request	Variance
Microgrid to Hydrogen Phase II	\$ 1,038,101	\$ 1,038,101	\$ -
Replacement Bus	\$ 768,000	\$ 768,000	\$ -
SunRide Vehicle Purchase (4)	\$ 582,489	\$ 582,489	\$ -
Vans for Service Expansion (3)	\$ 179,200	\$ 179,200	\$ -
Purchase Computer Hardware	\$ 4,120	\$ 4,120	\$ -
SunLine Center of Excellence in Zero Emissions Technology	\$ 679,796	\$ 679,796	\$ -
Upgrade Division 1 Fence	\$ 100,000	\$ 100,000	\$ -
Public Hydrogen Station	\$ 2,500,000	\$ 1,700,000	\$ (800,000)
Indio CNG Station Upgrade	\$ 1,500,000	\$ -	\$ (1,500,000)
Safety Enhancement Projects	\$ 60,000	\$ 60,000	\$ -
Bus Refurbishment	\$ 2,500,000	\$ -	\$ (2,500,000)
Maintenance Tools and Equipment	\$ 89,500	\$ 89,500	\$ -
Replacement Support Vehicles (3 Trucks)	\$ 415,000	\$ 415,000	\$ -
Information Technology Projects	\$ 570,500	\$ 272,000	\$ (298,500)
Information Technology Projects	\$ 89,500	\$ -	\$ (89,500)
Operations, Division II, & Electrolyzer Access Control Surveillance	\$ 250,000	\$ 250,000	\$ -
Perimeter Lighting Division I	\$ 80,000	\$ 80,000	\$ -
Facility Improvements	\$ 80,000	\$ 80,000	\$ -
TOTAL	\$ 11,486,206	\$ 6,298,206	\$ (5,188,000)

Repurposed Funds:

- Tow Truck \$400,000, Hydrogen Station Improvement \$400,000, Simulator \$298,800

Revenue/Subsidy By Source



Questions/Discussion

ANNUAL BUDGET



FISCAL YEAR 2021



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June 19, 2020

Dear SunLine Board of Directors,

In Fiscal Year 2020, SunLine remained dedicated to making a difference in the Coachella Valley community and the transit industry despite unprecedented challenges surrounding the COVID-19 pandemic. In the first half of the fiscal year, SunLine Transit Agency achieved exciting milestones through new and rebranded programs as outlined in the annual strategic plan.

In the midst of a global pandemic, SunLine staff quickly adjusted to each procedural change within the Agency. The dedication and forethought of this team during the COVID-19 pandemic has brought about new opportunities for engagement, education and increased unity in the Coachella Valley community as a whole. I am incredibly proud of the organization's response to this crisis. Our employees understand the critical nature of the service we provide and made serving the Coachella Valley community a priority.

In order to keep essential workers and the Coachella Valley moving forward during the COVID-19 pandemic, SunLine pivoted resources and programs with the goal of contributing to the health and safety of our employees and riders while providing a critical infrastructure service of transportation. SunLine Transit Agency was one of the first to implement rear door boarding, suspend fare collection and activate the "face coverings" policy. Also, in an effort to stimulate community engagement and unity, the Agency proudly launched the #CoachellaValleyStrong Campaign with two themed buses, 70 bus shelter ads, and multiple ways for community involvement.

As we move ahead and plan for Fiscal Year 2021, the Agency is committed to being flexible and innovative to meet the needs of our customers, even in unprecedented circumstances. While ridership and services are presently limited, SunLine is proactively taking necessary actions to ensure that ridership will rebound. Notably, SunLine launched a pilot rideshare program, SunRide, in partnership with College of the Desert. This program is a key component in the SunLine Refueled campaign. The Agency plans to accelerate our Refueled campaign that will redesign the transit network and launch new services. Staff is focused on the future and bringing the service back to pre-pandemic service levels with less transfers and productivity producing improvements.

Aside from COVID-19, SunLine proudly reached many milestones in other areas during FY20: This past fiscal year, the Agency successfully completed the construction of the new hydrogen electrolyzer, the largest transit-related hydrogen production station in the nation, which has created infrastructure that promotes low- and zero-emission technology for the region. SunLine also received funding through the VW Mitigation Settlement Awards to amplify its conformance with the state's Innovative Clean Transit Regulation. SunLine continues to develop its performance orientation by tracking key operational metrics and implementing staff development programs.

In Fiscal Year 2021, SunLine will have an operating budget of \$40,840,150 and a capital project budget of \$6,298,206. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for Fiscal Year 2021 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures such as a first-of-its-kind solar microgrid. SunLine's CIP

represents a unique opportunity to make long term investments in SunLine’s operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board’s Innovative Clean Transit Regulation. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The proposed budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley's residents and visitors. We are pleased to present to you the details for the Fiscal Year 2021 budget.

Sincerely,

Lauren Skiver
CEO/General Manager

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SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2021

BOARD OF DIRECTORS

Cathedral City: Raymond Gregory
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Riverside County: V. Manuel Perez

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Lauren Skiver

EXECUTIVE SUMMARY

In 2019, SunLine completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to growing, more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders and a robust data analysis. The adoption of these Refueled recommendations in principle will open the door for an outreach effort. SunLine will coordinate closely with its member cities, the Coachella Valley Association of Governments, and the Riverside County Transportation Commission. SunLine will work with the input of the public and its planning partners to jointly develop and deliver transit redesign.

SunLine has three (3) funded service changes planned for FY21:

- Microtransit
- 10 Commuter Link Service between Indio and San Bernardino
- Implement Route 111X weekday express service between Indio and Palm Springs

The implementation of these changes depends on the transit ridership and recovery from the COVID-19 pandemic.

SERVICE & RIDERSHIP

There is a strong correlation between service performance, surrounding population, and employment densities—the more people with access to a route, the higher the route’s potential ridership. Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Pre COVID-19 Fixed route ridership for FY20 saw an increase of 1.5% compared to FY19 ridership. FY20 would have marked two (2) consecutive years of ridership increase for the Agency. Following a significant downturn in ridership in March 2020 as a result of the COVID-19 pandemic, SunLine expects it may take a year or more for ridership to rebound.

In FY21 SunLine’s Refueled system redesign is aimed at improving transit service to increase ridership. Response and recovery from the COVID-19 pandemic will be an immediate focus of SunLine’s plans. SunLine will develop plans and communication tools to reassure its riders and encourage them to use public transit again. As part of this recovery effort, SunLine will highlight how the Refueled improvements will provide faster, more frequent service to help restore ridership.

REVENUES & SUBSIDIES

To meet the Agency’s farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced other revenue opportunities.

For example, the Low Carbon Fuel Standard (LCFS) credits. LCFS is a market-based incentive program intended to reduce the carbon intensity of transportation fuels within the state.

The proposed revenues for FY21 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY21, Local Transportation Funding (LTF) had a reduction due to a decrease in allocation based on projected tax revenues. Additionally, less LTF for FY21 was programmed due to available CARES Act funding.
- Measure A funding reduced for FY21 over the last fiscal year due to decreased allocations from the Riverside County Transportation Commission (RCTC) based on projected tax revenues. The COVID-19 pandemic had a significant impact to initial projected tax revenues.
- In FY21, SunLine will use various forms of federal funding including FTA Section 5307, 5310, 5311, 5311(f), 5312, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program . Additionally, in FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health, and economic, crisis.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections for FY21.
- CNG sale estimates for FY21 are based on FY20 sales projections.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21, Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).
- The budget for FY21 reflects the Agency's strive for continual growth of the advertising program.
- State and federal emission credit projections for FY21 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.

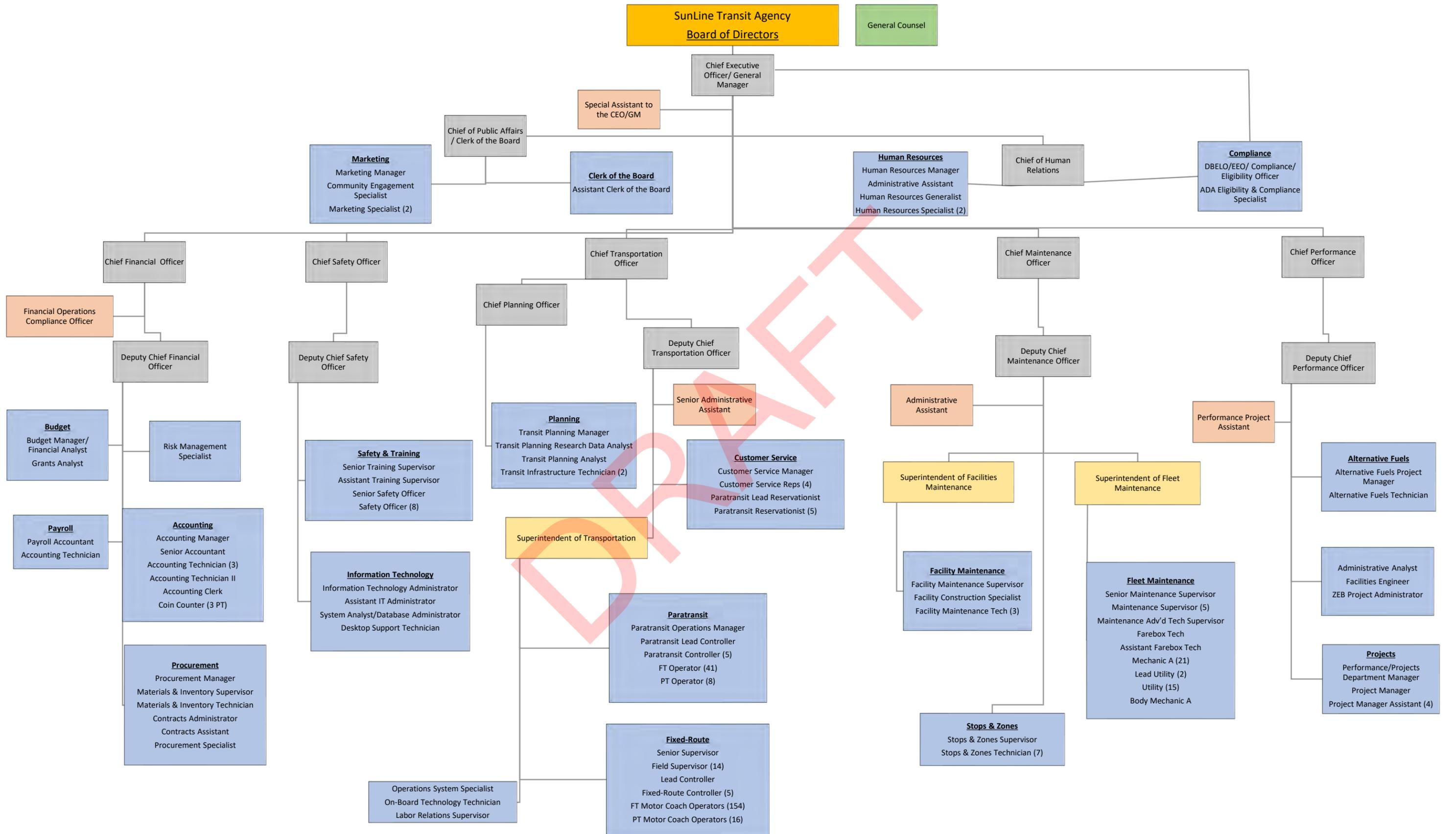
New Projects

There are 15 new capital projects programmed in FY21. The new projects represent an emphasis on safety and projects that provide opportunities to increase revenue and are in compliance with CARB mandates on innovative clean transit regulation. The requests in FY21 will be in addition to the existing CIP. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement Bus
 - Replacement Support Vehicles
 - SunRide Vehicle Purchase (4)
 - Vans for Service Expansion (3)

- Facilities and Equipment:
 - Facility Improvements
 - Maintenance Tools and Equipment
 - Microgrid to Hydrogen Phase II
 - Operations, Division II, & Electrolyzer Access Control Surveillance
 - Perimeter Lighting Division I
 - Public Hydrogen Station
 - Safety Enhancement Projects
 - SunLine Center of Excellence in Zero Emissions Technology
 - Upgrade Division I Fence

- Technology:
 - Information Technology Projects
 - Purchase Computer Hardware



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AGENCY PERSONNEL SUMMARY

Department	FY20 Base FTE's	Changes to Base	Proposed New Positions	FY21 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Marketing (31)	-	4.00	-	4.00	4.00
Human Resources (32)	6.00	-	-	6.00	-
Executive Office (40)	6.00	-	-	6.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	9.50	-	3.25	12.75	3.25
Information Technology (42)	4.00	-	-	4.00	-
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	194.00	-	-	194.00	-
Operations - Paratransit (13, 14)	54.00	-	-	54.00	-
Customer Service (45)	15.00	(4.00)	-	11.00	(4.00)
Service Planning (49)	6.00	-	-	6.00	-
FINANCE OFFICE					
Finance (41)	23.25	-	-	23.25	-
MAINTENANCE OFFICE					
Maintenance (21, 22)	49.00	-	3.00	52.00	3.00
Facilities Maintenance (23, 24)	6.00	-	-	6.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
Total FTEs	394.75	-	6.25	401.00	6.25

Notes:

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

Executive Office

- The Executive Office will be gaining four (4) existing FTE's that were transferred from the Transportation Office. A new division was created, Division 31 Marketing, to separate marketing duties from Division 45 Customer Service. The four (4) positions were moved from Division 45 to Division 31.

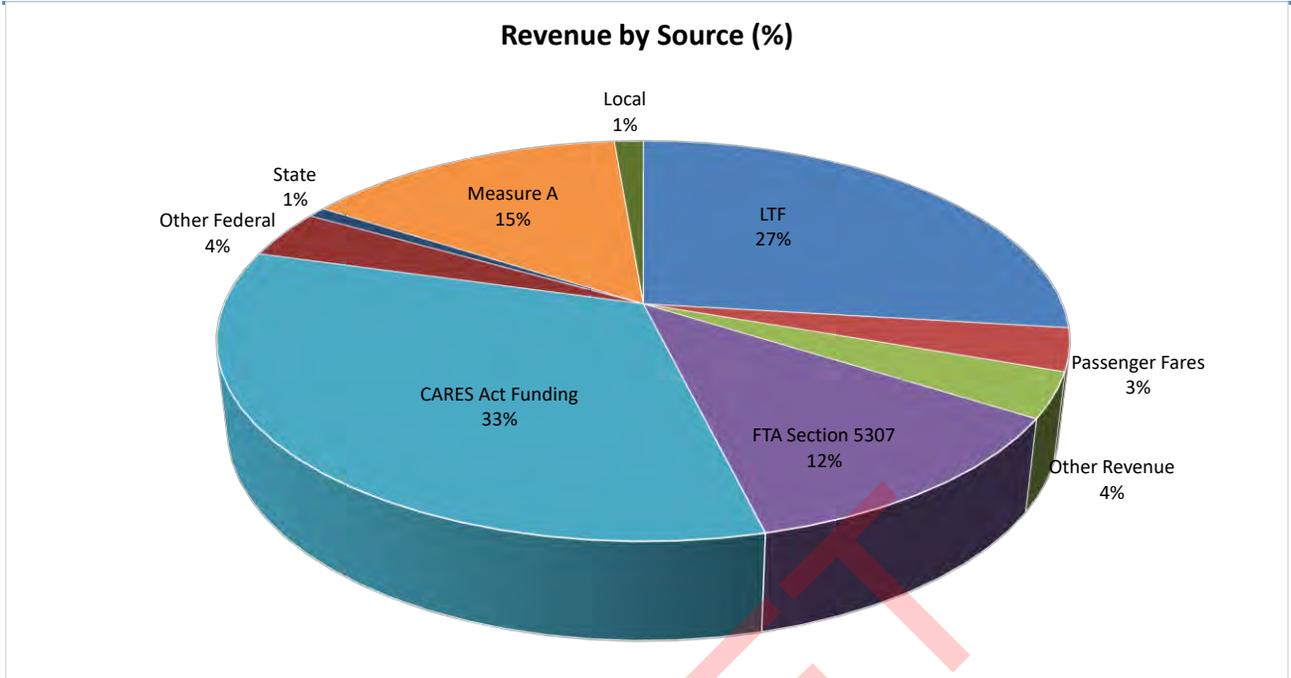
Safety Office

- The Safety Office added three and a quarter (3.25) Safety Officers to assist with new COVID-19 temperature screening procedures for all staff. Positions are pending funding.

Maintenance Office

- The Maintenance Office added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

REVENUE SUMMARY



Sources of Funding (Operating)	FY20 Approved Budget	FY20 Estimates	FY20 Variance	FY21 Proposed Budget	FY21 Variance	Type
Advertising Revenue	100,000	225,175	125,175	100,000	-	Local
Bus Stop Maintenance Fees	94,818	122,482	27,664	122,482	27,664	Local
The BUZZ Service	356,500	207,958	(148,542)	-	(356,500)	Local
CARES Act FTA Section 5307	-	2,000,000	2,000,000	13,208,971	13,208,971	Federal
CARES Act FTA Section 5311	-	375,782	375,782	300,000	300,000	Federal
CARES Act FTA Section 5311(f)	-	-	-	53,889	53,889	Federal
CMAQ	1,036,741	350,618	(686,123)	662,366	(374,375)	Federal
CNG Rebate	-	2,103,014	2,103,014	400,000	400,000	Federal
COD Haul Pass	163,167	168,032	4,865	110,000	(53,167)	Local
CSUSB Haul Pass	-	-	-	162,861	162,861	Local
Emissions Credits (Sales of State Fuel Credits)	1,003,000	625,036	(377,964)	600,000	(403,000)	Sales
Farebox - Fixed Route	2,490,613	1,689,363	(801,250)	1,247,055	(1,243,558)	Sales
Farebox - Paratransit	309,036	219,915	(89,121)	152,769	(156,267)	Sales
FTA Section 5307	6,072,269	6,072,269	-	4,968,507	(1,103,762)	Federal
FTA Section 5309	195,402	195,402	-	-	(195,402)	Federal
FTA Section 5310	46,250	46,250	-	29,627	(16,623)	Federal
FTA Section 5311	286,933	286,933	-	303,219	16,286	Federal
FTA Section 5311(f)	186,051	186,051	-	161,666	(24,385)	Federal
FTA Section 5312	-	-	-	37,320	37,320	Federal
Interest and Other Income	182,779	48,336	(134,443)	39,900	(142,879)	Local
Local Transportation Funds (LTF)	20,926,808	14,000,620	(6,926,188)	11,000,000	(9,926,808)	State
Low-Carbon Transit Operations Program	264,833	46,745	(218,088)	337,000	72,167	State
Measure A	6,706,363	6,206,363	(500,000)	5,955,883	(750,480)	Local
SRA Overhead Fee Revenue	26,087	26,087	-	27,381	1,294	Allocation
SunFuels - Outside Sales	300,000	765,586	465,586	800,000	500,000	Sales
Taxi Voucher (Passenger Sales)	92,500	93,984	1,484	59,254	(33,246)	Sales
Total Operating Revenue	40,840,150	36,062,000	\$ (4,778,150)	40,840,150	-	

Notes:

- In FY21 SunLine will use CARES Act 5307, 5311, and 5311(f). In FY20, the Federal Transit Administration (FTA) announced that it would provide emergency funding through the CARES Act in response to COVID-19. The CARES Act for public transit agencies would be divided between cities nationwide facing unprecedented operational challenges and budgetary shortfalls during this public health and economic crisis.
- The FY20 variance reflects the difference between FY20 estimates and FY20 approved budget. The FY21 variance indicates the difference between FY21 proposed budget and FY20 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll Credits fund the other 1/2 of the program costs.

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REVENUE & FUNDING SOURCES

The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Indio and San Bernardino, 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 maintain the bus stops. This revenue offsets some of the costs associated with bus shelter maintenance that otherwise could have been compensated for by advertising revenue.

CARES ACT FTA SECTION 5307

CARES Act provides funds to prevent, prepare for, and respond to COVID-19. Eligible expenses include all expenses normally eligible under the Section 5307 and 5311 programs that are incurred on or after January 20, 2020 to be in response to economic or other conditions caused by COVID-19. In addition, CARES Act funds are available for operating expenses for all FTA Section 5307 and 5311 recipients, including those in large urban areas, and including administrative leave for transit workers.

CARES ACT FTA SECTION 5311/5311(f)

The CARES Act includes provisions for new transit funding to assist transit providers during the COVID-19 pandemic. Eligible expenses include Projects for preventing, preparing for, and responding to the COVID-19 disease such as: operating costs to maintain service, lost revenue due to COVID-19 public health emergency, purchase of personal protective equipment associated with response to the pandemic, administrative leave salaries for operations personnel.

Haul Pass

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY21 Sunline is looking to expand the program to include High School Students. The Haul Pass program for High School students will be funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

REVENUE & FUNDING SOURCES

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY20 CMAQ funds will be used to launch two (2) new programs the SunRide Ride Share Program and 111 Express to the line 111.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

FTA SECTION 5310

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

FTA SECTION 5311/5311(f)

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

FTA SECTION 5312

The purpose of FTA Section 5312 funds is to advance innovative public transportation research and development. Eligible activities include research, innovation and development, demonstration, deployment and evaluation, low or no emission vehicle component testing, and transit cooperative research program.

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

REVENUE & FUNDING SOURCES

MEASURE A

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

SUNFUELS

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

SRA OVERHEAD FEE REVENUE

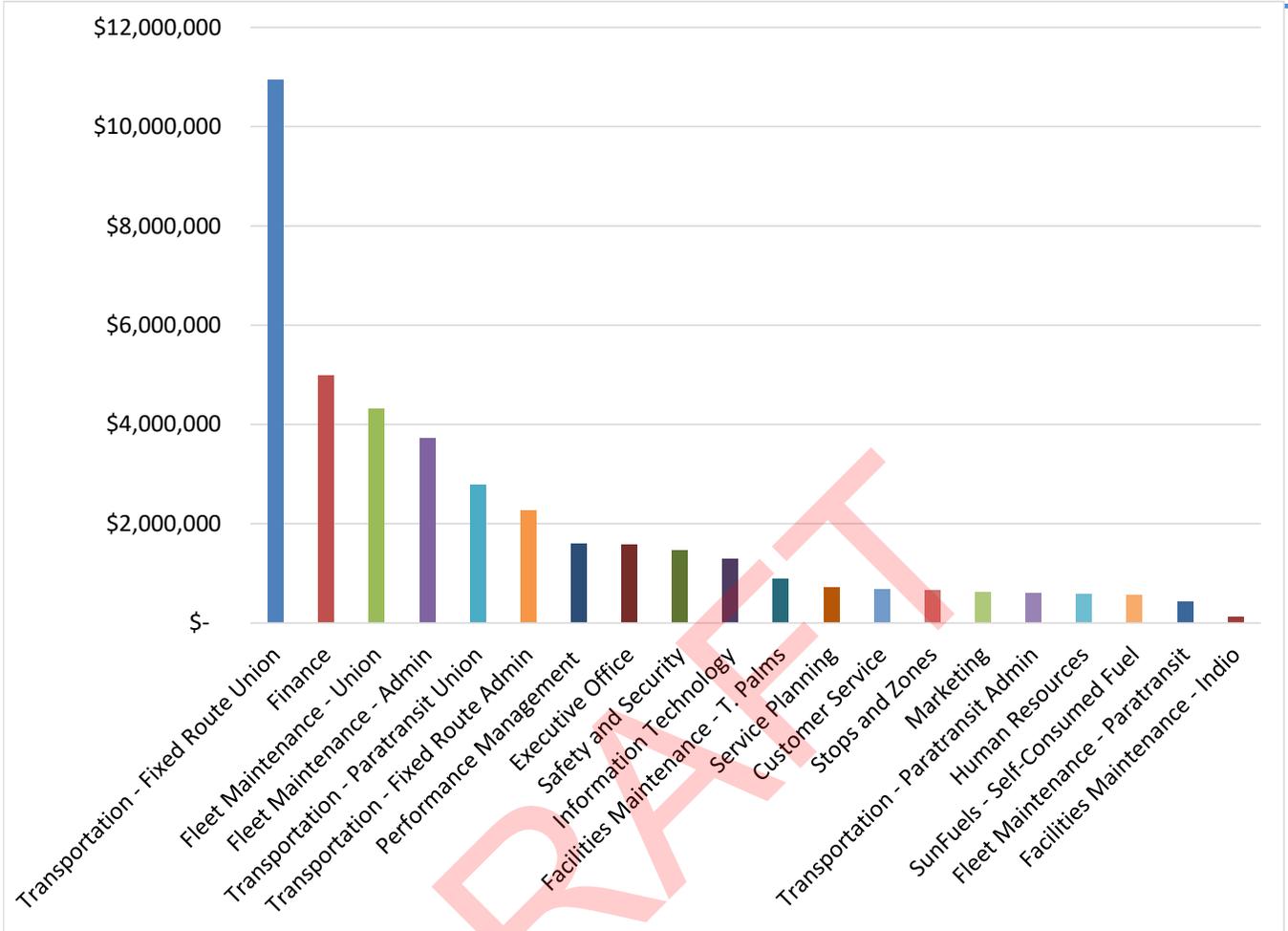
SRA Overhead Fee Revenue is generated through billing of overhead costs to SunLine Regulatory Agency for items such as utilities and allocated SunLine staff to assist in their operation.

TAXI VOUCHER PROGRAM (Passenger Sales)

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

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EXPENSE SUMMARY

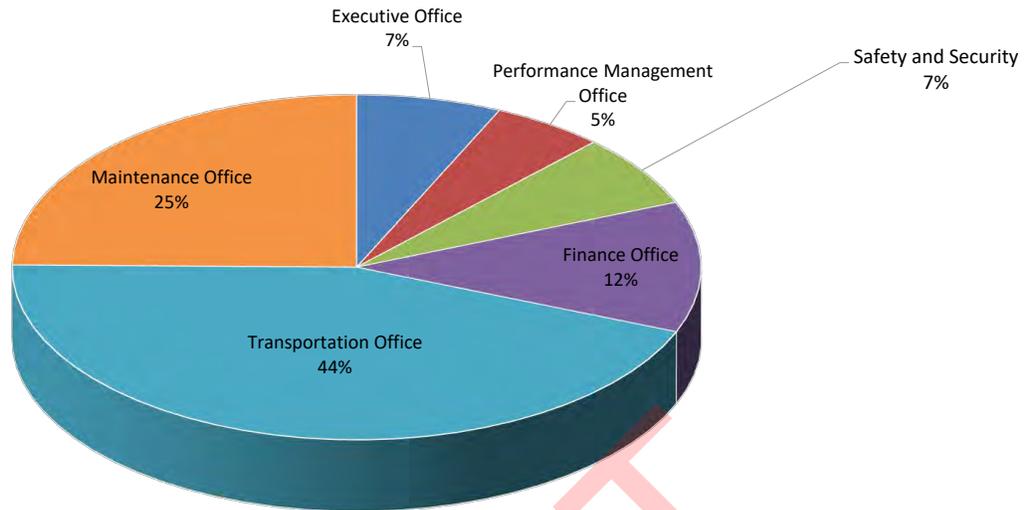


EXPENSE SUMMARY

Division	Division Name	FY20 Approved Budget	FY21 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	-	613,899	613,899
32	Human Resources	757,837	591,130	(166,707)
40	Executive Office	1,717,734	1,578,298	(139,436)
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed Fuel	329,382	564,873	235,491
44	Performance Management	2,079,167	1,593,761	(485,406)
SAFETY AND SECURITY OFFICE				
15	Safety and Security	1,231,428	1,471,387	239,959
42	Information Technology	1,279,567	1,292,673	13,106
FINANCE OFFICE				
41	Finance	4,435,631	4,997,549	561,918
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,426,610	2,265,591	(161,019)
12	Transportation - Fixed Route Union	11,353,972	10,949,754	(404,218)
13	Transportation - Paratransit Admin	588,025	605,239	17,214
14	Transportation - Paratransit Union	2,788,086	2,783,777	(4,309)
45	Customer Service	1,266,249	685,691	(580,558)
49	Service Planning	942,980	717,782	(225,198)
MAINTENANCE OFFICE				
13	Fleet Maintenance - Paratransit	536,637	428,248	(108,389)
21	Fleet Maintenance - Admin	3,179,429	3,723,394	543,965
22	Fleet Maintenance - Union	4,271,927	4,326,789	54,862
23	Facilities Maintenance - T. Palms	901,025	882,041	(18,984)
24	Facilities Maintenance - Indio	115,100	115,120	20
25	Stops and Zones	639,364	653,154	13,790
Total		40,840,150	40,840,150	-

EXPENSE SUMMARY BY OFFICE

SUMMARY OF EXPENSES BY OFFICE (%)



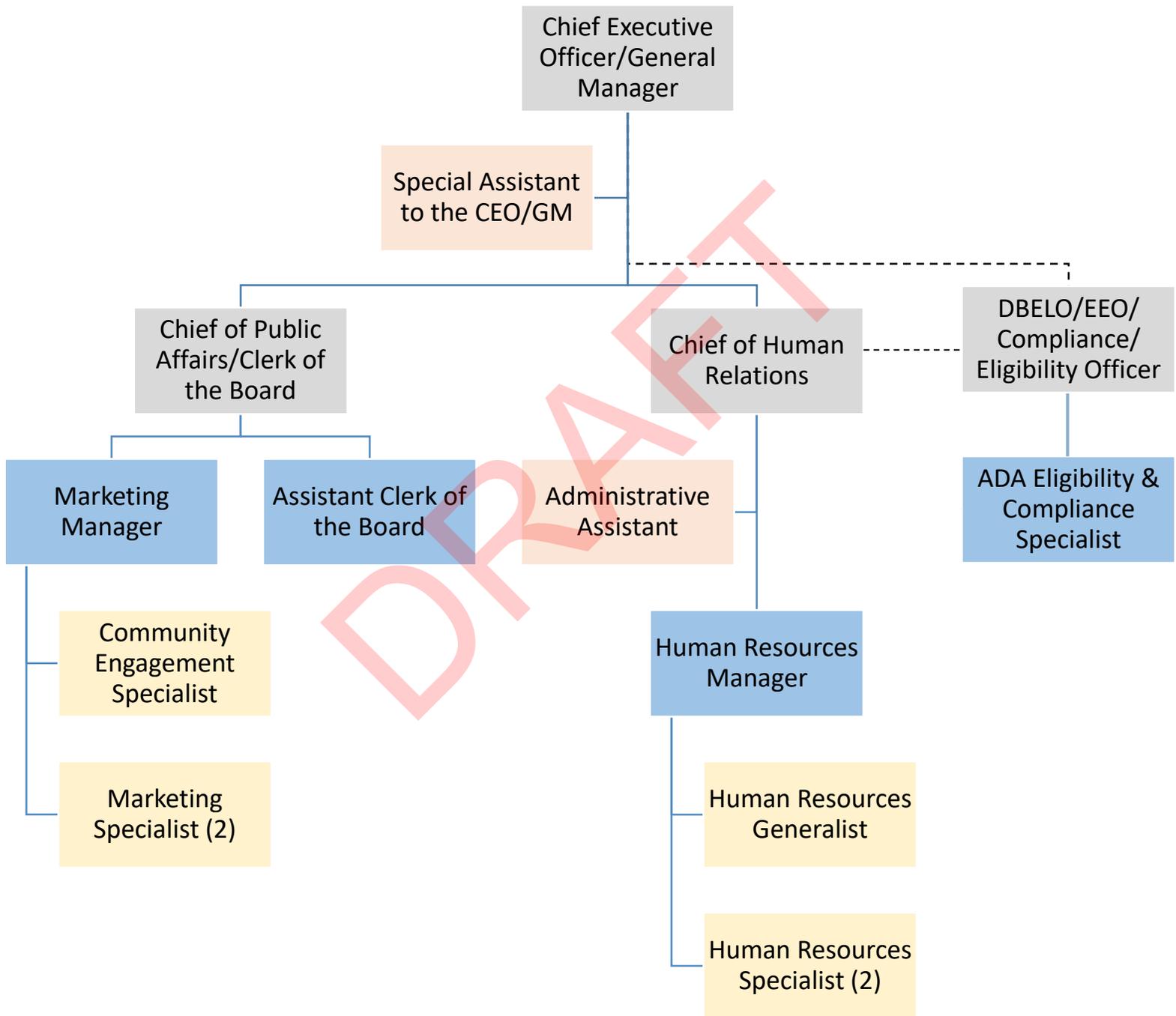
Office	FY20 Approved Budget	FY21 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Marketing	-	613,899	2%
Human Resources	757,837	591,130	1%
Executive Office	1,717,734	1,578,298	4%
Executive Office	2,475,571	2,783,327	7%
PERFORMANCE MANAGEMENT OFFICE			
SunFuels	329,382	564,873	1%
Performance Management	2,079,167	1,593,761	4%
Performance Office	2,408,549	2,158,634	5%
SAFETY AND SECURITY OFFICE			
Safety and Security	1,231,428	1,471,387	4%
Information Technology	1,279,567	1,292,673	3%
Safety and Security Office	2,510,995	2,764,060	7%
FINANCE OFFICE			
Finance	4,435,631	4,997,549	12%
Finance Office	4,435,631	4,997,549	12%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,426,610	2,265,591	6%
Transportation - Fixed Route Operators	11,353,972	10,949,754	27%
Transportation - Paratransit Admin	588,025	605,239	1%
Transportation - Paratransit Operators	2,788,086	2,783,777	7%
Customer Service	1,266,249	685,691	2%
Service Planning	942,980	717,782	2%
Transportation Office	19,365,922	18,007,834	44%
MAINTENANCE OFFICE			
Fleet Maintenance - Paratransit	536,637	428,248	1%
Fleet Maintenance - Admin	3,179,429	3,723,394	9%
Fleet Maintenance - Mechanics	4,271,927	4,326,789	11%
Facilities Maintenance - T. Palms	901,025	882,041	2%
Facilities Maintenance - Indio	115,100	115,120	0%
Stops & Zones	639,364	653,154	2%
Maintenance Office	9,643,482	10,128,746	25%
Total Expenses	40,840,150	40,840,150	100%

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EXECUTIVE OFFICE

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EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

The Marketing team supports, brands, and promotes SunLine Transit Agency's service with the goal of heightening public awareness of SunLine Transit Agency and increasing ridership. This is accomplished through strategic planning, targeted advertising, face-to-face community engagement, public affairs outreach, media exposure, special events and a myriad of on-board communications.

FY21 GOALS & OBJECTIVES

- Implement the Refueled marketing and outreach plan to strategically communicate the improvements made to the transit network.
- Drive engagement and education with riders regarding enhanced health and safety measures maintained post COVID-19.
- Launch multi-layered campaigns to build awareness of SunLine's initiatives.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	-	-	-	166,095	166,095
5010201610 ADMIN SALARIES-OT	-	-	-	-	3,000	3,000
5029999999 TOTAL FRINGE BENEFITS	-	-	-	-	92,504	92,504
5030303240 CONTRACTED SERVICES	-	-	-	-	153,500	153,500
5030303260 ADVERTISING	-	-	-	-	87,650	87,650
5030303270 SUNLINE EVENTS EXPENSE	-	-	-	-	10,000	10,000
5030303271 MUSIC FESTIVAL	-	-	-	-	11,000	11,000
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	10,000	10,000
5039900003 PRINTING EXPENSE	-	-	-	-	20,000	20,000
ANTI-HUMAN TRAFFICKING CAMPAIGN	-	-	-	-	46,650	46,650
5049900001 OFFICE SUPPLIES	-	-	-	-	5,000	5,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	3,000	3,000
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	-	5,500	5,500
Total Expenses	-	-	-	-	613,899	613,899

- In FY21 Division 45 Community and Customer Relations was split into two (2) departments. The Marketing department is now its own entity to better meet Agency needs.

EXECUTIVE OFFICE

Division 31

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Community Engagement Specialist	0.00	1.00	1.00
1	Marketing Manager	0.00	1.00	1.00
2	Marketing Specialist	0.00	2.00	2.00
4	Total FTE's	0.00	4.00	4.00

Notes:

- In FY21 four (4) positions were moved from Division 45 to Division 31. The positions moved were the Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists

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EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	166,095	166,095
5010201610 ADMIN SALARIES-OT	-	3,000	3,000
5029999999 TOTAL FRINGE BENEFITS	-	92,504	92,504
Sub-total	-	261,599	261,599
5030303240 CONTRACTED SERVICES			
Annual report	-	3,500	3,500
Public relations firm	-	120,000	120,000
Website hosting and support	-	30,000	30,000
Sub-total	-	153,500	153,500
5030303260 ADVERTISING			
Mass printing costs	-	1,140	1,140
Print, TV, radio & social media	-	24,542	24,542
Production costs associated with exterior bus and shelter advertisements	-	3,944	3,944
Human Trafficking Campaign (Grant Funded)	-	51,714	46,650
Promotional items	-	6,310	6,310
Sub-total	-	87,650	87,650
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	-	10,000	10,000
Sub-total	-	10,000	10,000
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	-	11,000	11,000
Sub-total	-	11,000	11,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	10,000	10,000
Sub-total	-	10,000	10,000

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
GFI	-	-	-
Rider's Guides	-	20,000	20,000
Sub-total	-	20,000	20,000
Anti-Human Trafficking Campaign			
Costs associated with PSA for campaign	-	46,650	46,650
Sub-total	-	46,650	46,650
5049900001 OFFICE SUPPLIES			
Office Supplies	-	5,000	5,000
Sub-total	-	5,000	5,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	-	1,000	1,000
Costco	-	-	-
Stock Art and Digital Media	-	300	300
Palm Springs CVB	-	1,200	1,200
Rotary	-	500	500
Sub-total	-	3,000	3,000
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	-	5,500	5,500
Sub-total	-	5,500	5,500
Total Expenses	-	613,899	613,899

EXECUTIVE OFFICE

Division 32

FUNCTIONS & RESPONSIBILITIES

The Human Resources department handles a range of different functions within the organization. The department is responsible for hiring, recruiting, employee benefits, and employee relations. The department works diligently behind the scenes to ensure the organization runs efficiently.

FY21 GOALS & OBJECTIVES

- Position HR as a unit that is focused on assisting with employee affairs.
- Increase candidate pool for hiring.
- Increase HR team knowledge.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,730	168,945	103,608	208,167	213,028	4,861
510201610 ADMIN SALARIES-OT	1,000	2,000	1,901	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	(799)	(1,873)	(1,000)	873
5029999999 TOTAL FRINGE BENEFITS	147,619	182,440	105,401	172,511	162,502	(10,009)
5030300001 BENEFIT MANAGEMENT EXPENSE	14,150	9,150	14,793	13,880	16,900	3,020
5030300003 MEDICAL-EXAMS AND TESTING	19,000	33,500	34,440	25,000	30,000	5,000
5030400000 TEMPORARY HELP SERVICES	25,000	104,000	32,558	30,000	15,000	(15,000)
5039900003 PRINTING EXPENSE	2,500	5,000	4,500	3,455	3,868	413
5049900000 HR TRAINING	8,500	1,500	838	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,500	3,500	2,351	3,000	3,000	-
5060501000 ESTIMATED LAWSUIT EXPENSES	350,000	-	-	2,737	-	(2,737)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,001	2,521	6,677	4,758	7,151	2,393
5090200000 TRAVEL MEETINGS/TRAINING	4,500	4,500	2,324	4,500	5,280	780
5090201000 EMPLOYEE EVENT EXPENSE	15,000	12,650	10,579	10,150	14,450	4,300
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,500	1,500	911	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	19,500	29,132	87,649	79,132	29,751	(49,381)
5090800100 EMPLOYEE RECOGNITION	6,000	11,000	4,289	7,500	9,700	2,200
5090800125 TUITION REIMBURSEMENT	21,000	20,000	326	15,000	15,000	-
5099900004 CONSULTING-HR	24,500	137,199	151,284	174,920	60,000	(114,920)
Total Expenses	934,320	726,857	563,630	757,837	591,130	(166,707)

EXECUTIVE OFFICE

Division 32

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer	1.00	0.00	(1.00)
1	Chief of Human Relations	0.00	1.00	1.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resources Specialist	2.00	2.00	0.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
6	Total FTE's	6.00	6.00	0.00

Notes:

- Chief of Human Relations & DBELO/EEO/Compliance/Eligibility Officer retitled to Chief of Human Relations.

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EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	208,167	213,028	4,861
510201610 ADMIN SALARIES-OT	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	(1,873)	(1,000)	873
5029999999 TOTAL FRINGE BENEFITS	172,511	162,502	(10,009)
Sub-total	380,805	378,030	(2,775)
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	800	1,200	400
CALPERS Admin Fees	12,000	13,000	1,000
OPTUM	1,080	2,700	1,620
Sub-total	13,880	16,900	3,020
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	14,000	17,000	3,000
VTT and licenses	11,000	13,000	2,000
Sub-total	25,000	30,000	5,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	30,000	15,000	(15,000)
Sub-total	30,000	15,000	(15,000)
5039900003 PRINTING EXPENSE			
Federal & State Regulation Posters	-	563	563
Employee Handbooks	1,382	1,325	(57)
Promotional materials	2,073	1,980	(93)
Sub-total	3,455	3,868	413
5049900000 HR TRAINING			
Employee orientation related expenses	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies to organize EE Files	3,000	3,000	-
Sub-total	3,000	3,000	-

EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5060501000 ESTIMATED LAWSUIT EXPENSES			
Estimated amount of loss	2,737	-	(2,737)
Sub-total	2,737	-	(2,737)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
DCEAC Membership	-	40	40
Cal Chamber HR California	-	1,773	1,773
Review Snap	3,998	4,681	683
SHRM	760	657	(103)
Sub-total	4,758	7,151	2,393
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	5,280	780
Sub-total	4,500	5,280	780
5090201000 EMPLOYEE EVENT EXPENSE			
Year End Breakfast	-	800	
Employee spring event	2,000	2,000	-
Health and Benefits fair	-	1,500	1,500
Holiday party	8,150	10,150	2,000
Sub-total	10,150	14,450	4,300
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	15,035	5,651	(9,384)
Executive Officer recruiting	13,452	5,000	(8,452)
NEOGOV	50,645	19,100	(31,545)
Sub-total	79,132	29,751	(49,381)
5090800100 EMPLOYEE RECOGNITION			
Employee of the Month	-	700	
Candygrams	-	1,500	
Years of service awards for employees	6,000	6,000	-
Employee Referral Program	1,500	1,500	-
Sub-total	7,500	9,700	2,200

EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	6,000	5,000	(1,000)
Graduate level courses	9,000	10,000	1,000
Sub-total	15,000	15,000	-
5099900004 CONSULTING-HR			
General consulting for training and development, benefits, and legal compliance	174,920	60,000	(114,920)
Sub-total	174,920	60,000	(114,920)
Total Expenses	757,837	591,130	(166,707)

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EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Strategically support the Agency's recovery efforts for both employee and riders following the COVID-19 pandemic.
- Maximize the opportunities of the COVID-19 ridership impacts by accelerating the implementation of the Refueled outreach campaign and the plan's enhancements to the service network.
- Support the development of the microgrid project to produce renewable Hydrogen, reduce operating costs, generate new sources of revenue through energy sales, and to create a emergency clean energy hub for the Coachella Valley.
- Support legislative advocacy efforts to further SunLine's mission and help the Agency be recognized for competitive funding opportunities.
- Continue to develop the West Coast Center of Excellence as a national training center for alternative fuel technologies.

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimated Actuals	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,306	328,740	394,082	424,887	395,730	(29,157)
5010201610 ADMIN SALARIES-OT	-	-	-	1,000	824	(176)
5010700000 ALLOCATED SALARIES	(2,025)	(1,896)	(2,986)	(2,100)	(2,100)	-
5029999999 TOTAL FRINGE BENEFITS	148,157	226,382	250,653	296,922	291,844	(5,078)
5030200000 PUBLIC NOTICES	-	3,000	513	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	216,110	402,000	91,834	400,000	300,000	(100,000)
5030300005 LEGAL SVCS- GENERAL	110,735	125,000	114,081	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION	3,026	5,000	5,608	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL	1,943	3,000	1,664	4,500	2,000	(2,500)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	57,632	68,442	73,896	77,000	80,000	3,000
5090200000 TRAVEL-MEETINGS/TRAINING	44,510	37,000	22,956	20,000	20,000	-
5090200001 TRAINING/ WORKSHOP	-	22,306	18,391	15,000	15,000	-
5090200002 BOARD MEETING EXPENSES	4,237	4,500	2,584	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,077	7,000	5,467	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	46,029	73,000	16,595	50,000	25,000	(25,000)
5099900004 CONSULTING-GENERAL	69,633	286,125	275,570	280,525	300,000	19,475
Total Expenses	973,372	1,589,600	1,270,907	1,717,734	1,578,298	(139,436)

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Public Affairs/Clerk of the Board	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	DBELO/EEO/Compliance/Eligibility Officer	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
1	Special Assistant to the CEO/GM	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

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EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	424,887	395,730	(29,157)
5010201610 ADMIN SALARIES-OT	1,000	824	(176)
5010700000 ALLOCATED SALARIES	(2,100)	(2,100)	-
5029999999 TOTAL FRINGE BENEFITS	296,922	291,844	(5,078)
Sub-total	720,709	686,298	(34,411)
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO, and ADA information.	3,000	3,000	-
Sub-total	3,000	3,000	-
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	400,000	300,000	(100,000)
Legal fees for labor negotiations	-	-	-
Sub-total	400,000	300,000	(100,000)
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	125,000	125,000	-
Sub-total	125,000	125,000	-
5049900000 PRINTING ADMINISTRATION			
General printing costs	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	4,500	2,000	(2,500)
Sub-total	4,500	2,000	(2,500)

EXECUTIVE OFFICE DETAIL

Division 40

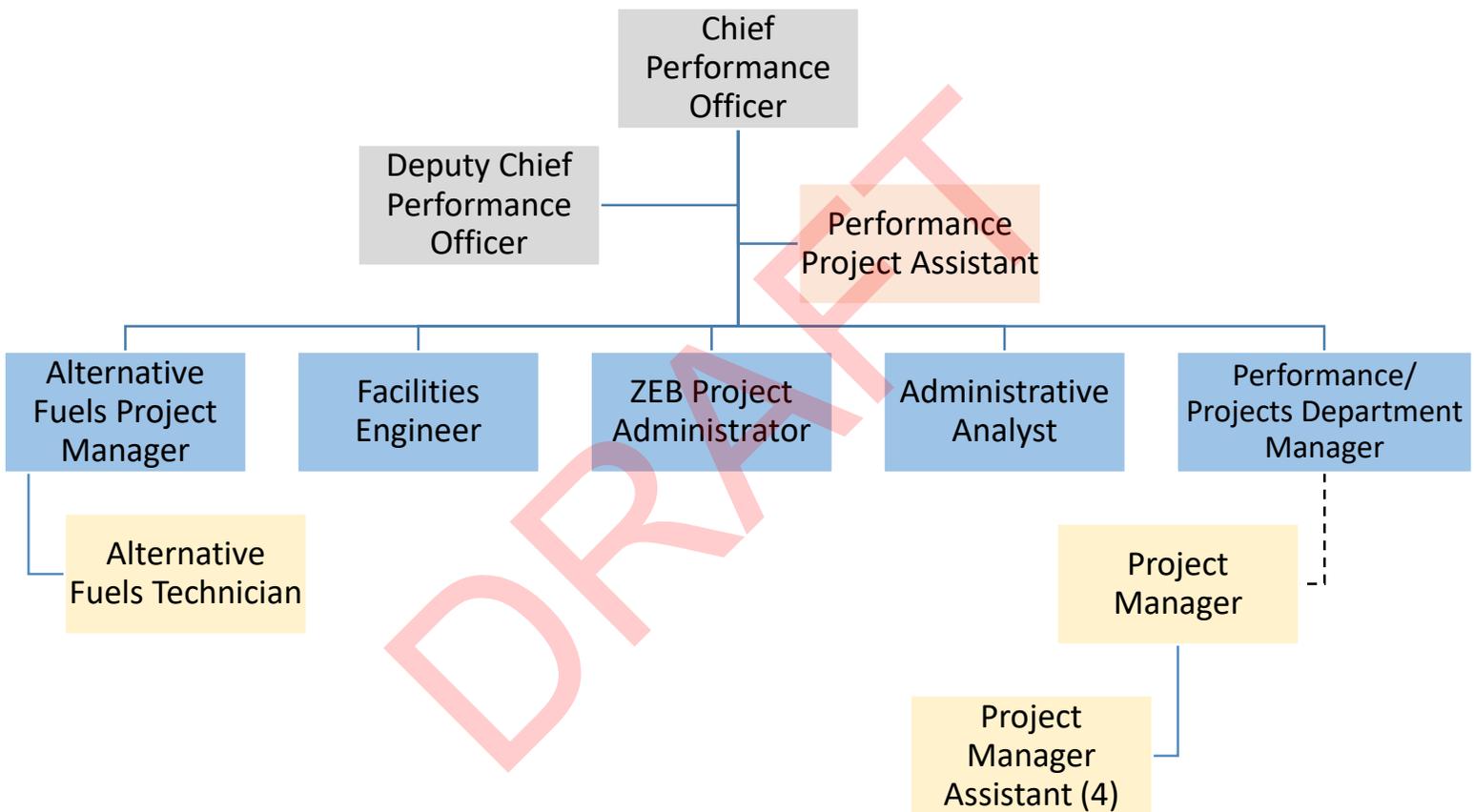
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	39,270	40,800	1,530
Cal Act	1,078	1,120	42
CAL Hydrogen Bus Council	10,780	11,200	420
Cal Start	2,618	2,800	182
California Transit Association	13,860	14,400	540
Carreon Foundation Scholarship	2,618	2,800	182
Clean Cities Coachella	1,078	1,120	42
CSUSB Advancement Board	2,156	2,240	84
ZEBRA	3,542	3,520	(22)
Sub-Total	77,000	80,000	3,000
5090200000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	1,965	1,965	-
APTA Board Conference	2,692	2,692	-
APTA Committee Meetings	1,239	1,239	-
CalAct Autumn Conference	1,138	1,138	-
CalStart Conference - Heavy Duty	868	868	-
CTA Annual Conference	868	868	-
CTE Board Meeting	868	868	-
EEO, DBE, ADA Seminars	3,784	3,784	-
Fees for general administration expenses related to city & community events	2,422	2,422	-
Training for Clerk of the Board	2,703	2,703	-
ZEBS Meetings	1,453	1,453	-
Sub-Total	20,000	20,000	-
5090200001 TRAINING/ WORKSHOP			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
West Coast Center of Excellence	2,018	2,018	-
Sub-Total	15,000	15,000	-

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PERFORMANCE MANAGEMENT OFFICE

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Operate a highly efficient 24/7 fueling infrastructure and aim toward 100% uptime for the stations to accommodate the Agency's fleet growth in both CNG and Hydrogen vehicles.
- Maintain safe, reliable and courteous service to our internal and external customers to promote higher sales.
- Continue to commission and transition to the new CNG and Hydrogen stations and begin component training off/onsite.
- Create a path to secure more renewable energy paths to offset demands and take full advantage of all environmental/ tax credits.
- Focus on equipment upgrade for fueling station at Division II.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,038	102,826	105,434	104,407	109,618	5,211
5010201610 ADMIN SALARIES-OT	1,311	2,000	1,948	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,134	16,000	16,459	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	78,536	80,814	84,527	87,182	93,090	5,908
5030500010 CONTRACT SVC-GENERAL	17,934	49,000	29,632	19,000	28,000	9,000
5030500011 CONTRACT SVC-H2	56,056	62,500	36,387	40,000	10,000	(30,000)
5030500012 UNIFORMS	1,541	1,550	1,752	1,600	2,400	800
5030600900 ANSWERING SERVICES	379	420	359	420	420	-
5039900005 SHIPPING/FREIGHT	105	1,000	57	800	600	(200)
5039900007 INVENTORY-SALES TAX	2,876	3,500	3,635	3,500	3,000	(500)
5039900008 INVENTORY-FREIGHT CHARGES	1,213	1,500	1,322	1,500	1,500	-
5049900001 OFFICE SUPPLIES	159	300	36	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,240	2,100	1,792	2,000	1,000	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN	23,970	1,500	3,095	3,000	1,500	(1,500)
5049900012 MAT/SUPPLIES--CNG INDIO	707	5,760	674	1,500	2,000	500
5049900300 REPAIR PARTS-HYDROGEN	23,354	19,500	24,362	20,000	10,000	(10,000)
5049900400 REPAIR PARTS-CNG - TPALMS	27,767	32,000	23,517	30,000	18,328	(11,672)
5049900450 REPAIR PARTS-CNG - INDIO	13,664	20,000	5,923	15,000	20,772	5,772
5050200001 ELECTRICITY-CNG THOUSAND PALMS	70,441	73,000	69,644	73,000	76,000	3,000
5050200002 ELECTRICITY-CNG INDIO	77,245	69,000	58,544	65,000	65,000	-
5050200003 ELECTRICITY-HYDROGEN	26,446	108,000	329,394	145,000	780,000	635,000
5050200004 UTILITIES WATER/SEWER	-	-	1,005	-	1,800	1,800
5050200020 NATURAL GAS - THOUSAND PALMS	829,214	950,000	930,903	950,000	865,000	(85,000)
5050200021 NATURAL GAS - INDIO	395,163	395,000	190,372	365,000	225,000	(140,000)
5050200022 NATURAL GAS - HYDROGEN	47,271	70,000	35,029	20,000	5,000	(15,000)
5070500000 FUEL TAXES	171,318	170,000	78,885	100,000	120,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	2,000	2,000	-	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES	8,584	8,200	13,168	9,755	15,000	5,245
5099900004 PERMITS & LICENSES	327	700	435	1,200	1,200	-
5099909000 ALLOCATED INDIRECT EXPENSES	16,714	20,000	17,785	20,000	20,000	-
5100200000 SELF CONSUMED FUEL	(1,463,140)	(1,600,000)	(1,785,261)	(1,770,782)	(1,936,155)	(165,373)
Total Expenses	548,566	668,170	280,812	329,382	564,873	235,491

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Alternative Fuels Project Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	Total FTEs	2.00	2.00	0.00

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PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	104,407	109,618	5,211
5010201610 ADMIN-OT	2,000	3,500	1,500
5010700000 ALLOCATED SALARIES	16,000	16,000	-
5029999999 TOTAL FRINGE BENEFITS	87,182	93,090	5,908
Sub-total	209,589	222,208	12,619
5030500010 CONTRACT SVC-GENERAL			
Haz mat disposal	2,300	2,000	(300)
POS monitor & equipment repairs	11,700	20,000	8,300
PRD safety valve repairs and certs	5,000	6,000	1,000
Sub-total	19,000	28,000	9,000
5030500011 CONTRACT SVC-H2			
Quarterly H2 purity testing	5,000	-	(5,000)
Reformer maintenance & monitoring	31,000	10,000	(21,000)
Water treatment services for H2 production	4,000	-	(4,000)
Sub-total	40,000	10,000	(30,000)
5030500012 UNIFORMS			
Uniform services	1,600	2,400	800
Sub-total	1,600	2,400	800
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	800	600	(200)
Sub-total	800	600	(200)
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	3,500	3,000	(500)
Sub-total	3,500	3,000	(500)
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,500	1,500	-
Sub-total	1,500	1,500	-
5049900001 OFFICE SUPPLIES			
Office supplies	300	300	-
Sub-total	300	300	-

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	300	-	(300)
Electrical hardware	200	-	(200)
Hardware	150	-	(150)
Industrial supplies	150	100	(50)
Oil for compressor	600	600	-
Pipes, tubing & fittings	300	300	-
Stainless steel fittings	300	-	(300)
Sub-total	2,000	1,000	(1,000)
5049900011 MAT/SUPPLIES--HYDROGEN			
Hardware	610	500	(110)
Hoses & nozzles	500	700	200
Nitrogen	1,000	-	(1,000)
Reverse osmosis water filters	540	-	(540)
Stainless steel fittings	350	300	(50)
Stainless steel valves	-	-	-
Sub-total	3,000	1,500	(1,500)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	750	900	150
Hardware	300	550	250
Stainless steel fittings & valves	450	550	100
Sub-total	1,500	2,000	500
5049900300 REPAIR PARTS-HYDROGEN			
Parts for reformer	10,000	-	(10,000)
Parts for compressor	10,000	10,000	-
Sub-total	20,000	10,000	(10,000)
5049900400 REPAIR PARTS-CNG - TPALMS			
Compressor rebuild parts	12,600	-	(12,600)
Parts for dispenser	5,000	4,800	(200)
Parts for hoses & nozzles	8,000	9,128	1,128
Valve repair parts	4,400	4,400	-
Sub-total	30,000	18,328	(11,672)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	11,333	14,772	3,439
Parts for dispenser	1,000	1,300	300
Parts for hoses & nozzles	2,667	4,700	2,033
Sub-total	15,000	20,772	5,772
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	73,000	76,000	3,000
Sub-total	73,000	76,000	3,000

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	65,000	65,000	-
Sub-total	65,000	65,000	-
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	145,000	780,000	635,000
Sub-total	145,000	780,000	635,000
5050200004 UTILITIES WATER/SEWER			
	-	1,800	
Sub-total	-	1,800	1,800
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	950,000	865,000	(85,000)
Sub-total	950,000	865,000	(85,000)
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	365,000	225,000	(140,000)
Sub-total	365,000	225,000	(140,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	20,000	5,000	(15,000)
Sub-total	20,000	5,000	(15,000)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	100,000	120,000	20,000
Sub-total	100,000	120,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING			
Ariel Compressor	1,000	3,000	2,000
APTA, ACT, CalCTA	2,000	2,000	-
Sub-total	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	9,755	15,000	5,245
Sub-total	9,755	15,000	5,245
5099900004 PERMITS & LICENSES			
Fees paid to the county	1,200	1,200	-
Sub-total	1,200	1,200	-
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	20,000	20,000	-
Sub-total	20,000	20,000	-
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,770,782)	(1,936,155)	(165,373)
Sub-total	(1,770,782)	(1,936,155)	(165,373)
Total Expenses	329,382	564,873	235,491

PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Develop integrated project team to continue support on key capital projects and assist in obtaining grant opportunities.
- Improve the utilization of metrics throughout the Agency with the focus on creating a metrics dashboard on line.
- Deliver innovative capital projects while managing quality, schedules and cost controls.
- Enrich performance staff development through education and delegation of responsibilities.
- Project Management Documentation training and adherence.

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	343,304	548,388	439,153	561,077	490,725	(70,352)
5010201610 ADMIN SALARIES-OT	929	1,000	664	2,000	1,236	(764)
5010700000 ALLOCATED SALARIES	(2,405)	(2,760)	(3,194)	(1,963)	-	1,963
5010700001 GRANT ALLOCATION	(46,252)	(30,000)	(18,189)	(40,000)	(15,000)	25,000
5029999999 TOTAL FRINGE BENEFITS	114,904	321,250	276,109	395,903	377,883	(18,020)
5030200000 PUBLIC NOTICES	1,270	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	17,571	-	-	-	-	-
5030400000 TEMPORARY HELP	7,865	10,000	-	15,000	-	(15,000)
5039900012 VAN POOL EXPENSES	-	-	320,717	294,569	306,741	12,172
5039900013 CENTER OF EXCELLENCE	114,887	216,822	88,065	111,431	-	(111,431)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	29,901	282,500	-	(282,500)
5049900000 PRINTING ADMINISTRATION	96	500	144	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	501	550	520	650	700	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,000	2,688	2,000	2,000	-
5090200000 TRAVEL-MEETINGS/TRAINING	14,050	20,200	24,028	25,000	30,000	5,000
5090200001 TRAINING/ WORKSHOP	1,458	1,394	2,236	3,000	7,200	4,200
5090200002 ACCESS COMMITTEE EXPENSES	195	-	-	-	-	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	25,000	6,745	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES	-	500	334	500	700	200
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	66,915	797,500	298,536	402,000	341,076	(60,924)
5090200005 HAUL PASS	-	-	-	-	25,000	25,000
Total Expenses	635,287	1,911,344	1,468,457	2,079,167	1,593,761	(485,406)

Notes

- Added Haul Pass GL for new project and related expenditures.
- Moved SunRide Ride Share Program to Division 15

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Administrative Analyst	1.00	1.00	0.00
1	Chief Performance Officer	1.00	1.00	0.00
0	Chief Performance Consultant	1.00	0.00	(1.00)
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	4.00	4.00	0.00
1	Performance/Projects Department Manager	0.00	1.00	1.00
1	ZEB Project Administrator	1.00	1.00	0.00
12	Total FTEs	12.00	12.00	0.00

Notes

- Renamed Chief Performance Consultant FTE to Performance/Projects Department Manager

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PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	561,077	490,725	(70,352)
5010201610 ADMIN SALARIES-OT	2,000	1,236	(764)
5010700000 ALLOCATED SALARIES	(1,963)	-	1,963
5010700001 GRANT ALLOCATION	(40,000)	(15,000)	25,000
5029999999 TOTAL FRINGE BENEFITS	395,903	377,883	(18,020)
Sub-total	917,017	854,844	(62,173)
5030400000 TEMPORARY HELP			
Temporary resources with departmental needs as they arise	15,000	-	(15,000)
Sub-total	15,000	-	(15,000)
5030300012 VAN POOL EXPENSES			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	294,569	306,741	12,172
Sub-total	294,569	306,741	12,172
5039900013 CENTER OF EXCELLENCE			
West Coast Center of Excellence training material and events	26,000	-	(26,000)
Unplanned Maintenance Software (pass through FTA/CTE funds)	85,431		(85,431)
Sub-total	111,431	-	(111,431)
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Start up costs for the SunRide (Micro Transit Program)	282,500	-	(282,500)
Sub-total	282,500	-	(282,500)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	650	700	50
Sub-total	650	700	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,000	2,000	-
Sub-total	2,000	2,000	-

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

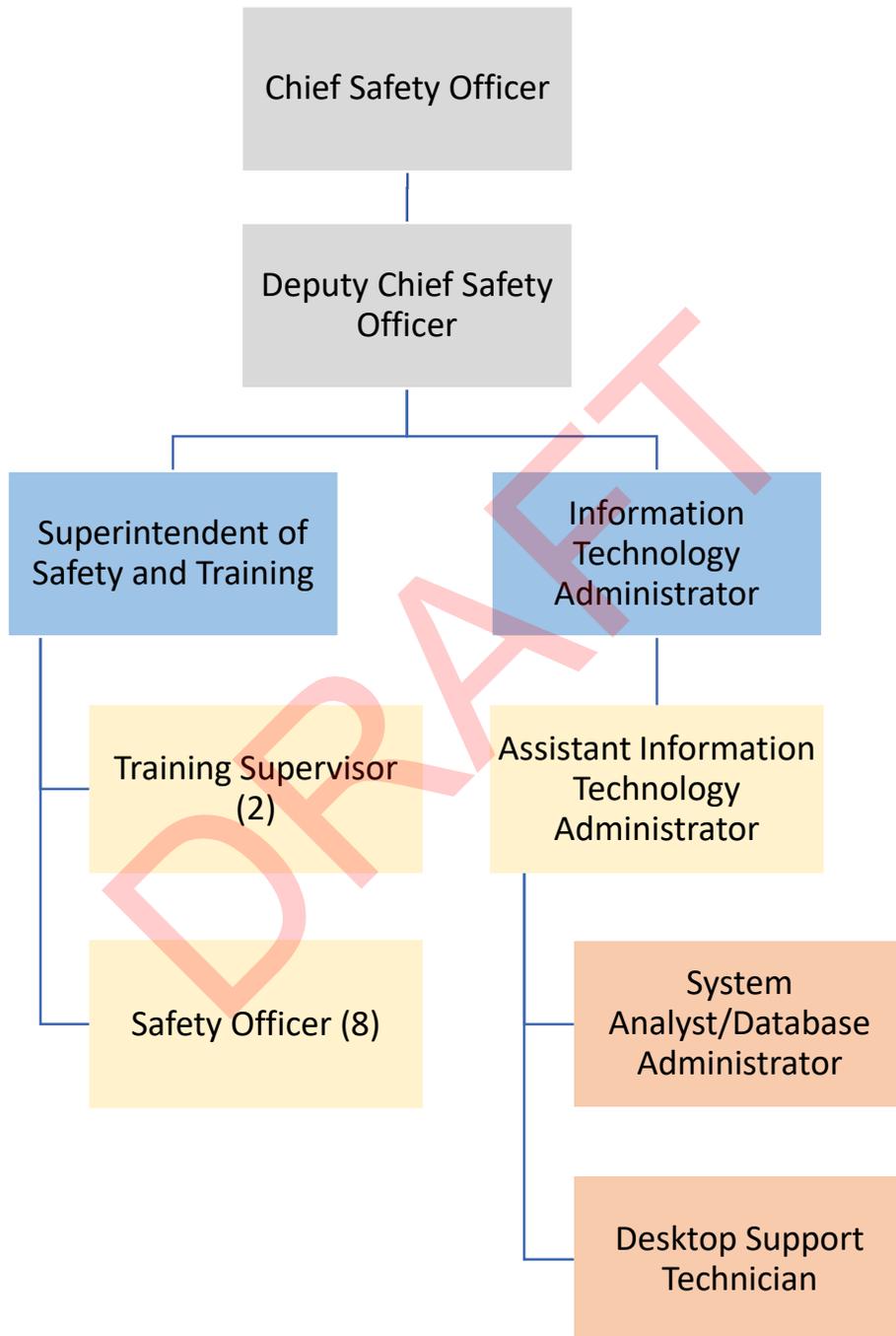
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	8,500	11,500	3,000
Cal Act seminar	3,500	3,500	-
CTA seminars	3,300	3,300	-
CARB and CEC	-	4,000	4,000
FTA sponsored technology events	2,000	2,000	
National Transit Institute	2,000	2,000	-
Public Project Training	1,500	1,500	-
Seminar/workshop speaking engagements	4,200	2,200	(2,000)
Sub-total	25,000	30,000	5,000
5090200001 TRAINING/ WORKSHOP			
Workshop/seminars for Performance staff development	3,000	7,200	4,200
Sub-total	3,000	7,200	4,200
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
Sub-total	25,000	25,000	-
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursement and misc. expenses	500	700	200
Sub-total	500	700	200
5099900004 CONSULTING-GENERAL			
Department consultants to aid with project management	317,000	341,076	24,076
Subject matter experts to supplement staff	85,000	-	(85,000)
Sub-total	402,000	341,076	(60,924)
5090200005 Haul Pass			
Haul Pass	-	25,000	25,000
Sub-total	-	25,000	25,000
Total Expenses	2,079,167	1,593,761	(485,406)

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SAFETY AND SECURITY OFFICE

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SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Increase awareness of the System Safety Plan throughout the Agency.
- Ongoing TSI and emergency management training for safety personnel.
- Implement perishable skills training program for Operators.
- Conversion of current access control to be integrated to video surveillance access control.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved	FY21	Variance
5010200500 ADMIN SALARIES	293,632	382,244	476,215	464,944	507,034	42,090
5010201610 ADMIN SALARIES-OT	96	500	368	1,000	1,236	236
5029999999 TOTAL FRINGE BENEFITS	250,332	367,416	324,343	382,259	351,817	(30,442)
5030300001 ID BADGE SUPPLIES	1,540	1,500	2,298	2,700	2,700	-
5030300003 MEDICAL-EXAMS AND TESTING	-	21,000	20,021	22,000	30,000	8,000
5030300013 UNIFORMS	2,028	2,500	2,610	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES	14,806	17,000	9,406	20,000	20,000	-
5030700000 SECURITY SERVICES	100,130	104,159	80,630	117,337	110,000	(7,337)
5030700005 CAMERA MAINTENANCE AGREEMENT	-	-	4,590	20,000	10,000	(10,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	250,000	250,000
5049900001 OFFICE SUPPLIES	3,017	2,000	1,687	2,250	1,500	(750)
5049900009 MATERIALS & SUPPLIES	10,388	19,449	14,950	23,000	25,000	2,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	2,186	-	7,043	35,000	60,000	25,000
5060300100 REPAIR CLAIMS	34,363	144,280	6,688	53,488	50,000	(3,488)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	6,622	2,551	1,151	4,000	2,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING	13,562	18,000	13,626	22,000	25,000	3,000
5090201000 EMPLOYEE EXPENSES	2,555	500	-	450	100	(350)
5090800000 RECRUITING EMPLOYEES	-	8,000	4,800	8,000	7,000	(1,000)
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	-	-
5099900004 CONSULTING-GENERAL	-	-	17,842	50,000	15,000	(35,000)
Total Expenses	735,257	1,091,099	988,265	1,231,428	1,471,387	239,959

Notes

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
0	Assistant Training Supervisor	1.00	0.00	(1.00)
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	0.75	0.75	0.00
8	Safety Officer	4.75	8.00	3.25
0	Senior Safety Officer	1.00	0.00	(1.00)
2	Training Supervisor	0.00	2.00	2.00
0	Senior Training Supervisor	1.00	0.00	(1.00)
1	Superintendent of Safety and Training	0.00	1.00	1.00
13	Total FTEs	9.50	12.75	3.25

Notes:

- Added 3.25 Safety Officers to assist with new COVID-19 temperature screening procedures for all staff. Positions are pending funding.
- Assistant Training Supervisor and Senior Training Supervisor retitled to Training Supervisor
- Senior Safety Officer retitled to Superintendent of Safety and Training
- Deputy Chief Safety Officer budgeted as a parttime FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

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SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	464,944	507,034	42,090
5010201610 ADMIN SALARIES-OT	1,000	1,236	236
5029999999 TOTAL FRINGE BENEFITS	382,259	351,817	(30,442)
Sub-total	848,203	860,087	11,884
5030300001 ID BADGE SUPPLIES			
Access Cards	2,700	2,700	-
Sub-total	2,700	2,700	-
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	22,000	30,000	8,000
Sub-total	22,000	30,000	8,000
5030300013 UNIFORMS			
Staff shirts/hats, Etc.	500	-	(500)
Uniform rental	2,500	3,000	500
Sub-total	3,000	3,000	-
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	10,000	10,000	-
Safety Incentive program	10,000	10,000	-
Sub-total	20,000	20,000	-
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	12,000	-	(12,000)
Guard services at Divisions 1 & 2	105,337	110,000	4,663
Sub-total	117,337	110,000	(7,337)
5030700005 CAMERA MAINTENANCE AGREEMENT			
Camera maintenance	20,000	10,000	(10,000)
Sub-total	20,000	10,000	(10,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Ride Share Expenses	-	250,000	250,000
Sub-total	-	250,000	250,000
5049900001 OFFICE SUPPLIES			
Office supplies	2,250	1,500	(750)
Sub-total	2,250	1,500	(750)
5049900009 MATERIALS & SUPPLIES			
Banners	1,000	1,000	-
First aid /CPR supplies	2,000	2,000	-
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	3,000	5,000	2,000
Sub-total	23,000	25,000	2,000
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency equipment	35,000	60,000	25,000
Sub-total	35,000	60,000	25,000
5060300100 REPAIR CLAIMS			
Repair Claims	53,488	50,000	(3,488)
Sub-total	53,488	50,000	(3,488)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	395	1,000	605
Fred Pryor Membership	1,000	-	(1,000)
National Safety Council	749	1,000	251
OSHA Membership	1,856	-	(1,856)
Sub-total	4,000	2,000	(2,000)
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Conference	4,000	2,500	(1,500)
CTA Conference	4,000	2,500	(1,500)
FTA Drug & Alcohol Training	3,000	2,000	(1,000)
Risk Management Training	1,000	-	(1,000)
TSI Training	10,000	6,000	(4,000)
Smith System Training	-	12,000	12,000
Sub-total	22,000	25,000	3,000
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	450	-	(450)
Mileage Reimbursments	-	100	100
Sub-total	450	100	(350)
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	8,000	7,000	(1,000)
Sub-total	8,000	7,000	(1,000)
5099900004 CONSULTING-GENERAL			
Consulting Services	50,000	15,000	(35,000)
Sub-total	50,000	15,000	(35,000)
Total Expenses	1,231,428	1,471,387	239,959

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Build out cloud disaster recovery solution for SunLine systems.
- Develop IT Steering Committee to implement management practices to improve IT governance in the agency.
- Provide support to departments to help them meet and execute Agency Goals.
- Implement Network Operation Center to proactively alert IT to changes in the SunLine infrastructure.
- Hire consultant to conduct agency wide needs analysis.
- Hire consultant to conduct penetration test / advise on security improvement.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,693	165,412	117,199	185,956	172,004	(13,952)
5010201610 ADMIN SALARIES-OT	579	1,000	-	1,500	412	(1,088)
5010700000 ALLOCATED SALARIES	(1,237)	(930)	(888)	(1,627)	(1,086)	541
5029999999 TOTAL FRINGE BENEFITS	109,837	113,325	70,417	143,485	116,406	(27,079)
5030200006 COMMUNICATIONS	191,030	225,518	234,414	226,000	243,300	17,300
5030300009 CONTRACTED SERVICES	1,000	2,500	3,700	10,125	27,356	17,231
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	399,388	525,745	516,265	626,053	627,653	1,600
5030400000 TEMPORARY HELP SERVICES	-	27,002	20,584	10,000	27,356	17,356
5030500000 OFFICE EQUIPMENT MAINTENANCE	30,947	35,000	31,747	30,000	44,681	14,681
5049900001 OFFICE SUPPLIES	9,170	9,200	6,356	9,900	11,854	1,954
5049900010 COMPUTER SUPPLIES	15,843	22,500	11,655	19,800	18,237	(1,563)
5090200000 TRAVEL MEETINGS/TRAINING	6,366	19,100	1,139	1,375	4,500	3,125
5090200005 HAUL PASS PROGRAM EXPENSES	-	17,000	320	17,000	-	(17,000)
Total Expenses	925,615	1,162,372	1,012,907	1,279,567	1,292,673	13,106

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
4	Total FTEs	4.00	4.00	0.00

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	185,956	172,004	(13,952)
510201610 ADMIN SALARIES-OT	1,500	412	(1,088)
5010700000 ALLOCATED SALARIES	(1,627)	(1,086)	541
5029999999 TOTAL FRINGE BENEFITS	143,485	116,406	(27,079)
Sub Total	329,314	287,736	(41,578)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	62,000	59,300	(2,700)
Phone services	44,000	64,000	20,000
Sub-total	226,000	243,300	17,300
5030300009 CONTRACTED SERVICES			
Third-party IT support services	10,125	27,356	17,231
Sub-total	10,125	27,356	17,231

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SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	2,500	2,500	-
AVAIL	130,500	135,000	4,500
Barracuda Email Filter	2,800	3,000	200
Barracuda Web Filter	2,203	2,203	-
Cisco Device Support	11,000	11,000	-
Cloud Backup	20,000	20,000	-
CradlePoint Router Support Buses	24,500	26,500	2,000
Cummins	2,800	3,200	400
DocuSign	-	900	900
Fleet-Net	25,000	10,000	(15,000)
HP 3PAR Warranty	10,000	10,000	-
KnowB4	2,800	2,800	-
Lansweeper	1,500	1,600	100
Microsoft EA	88,000	88,000	-
Mitel Licenses	3,000	3,000	-
New software	12,000	12,000	-
Remix	27,500	27,500	-
ShoreTel system support	12,000	12,600	600
Software - Additional	-	19,500	19,500
SourceFire	4,600	4,600	-
Syslog Watcher	350	400	50
Trapeze	140,000	140,000	-
Tyler	55,000	55,000	-
Tyler DR	20,000	10,000	(10,000)
Veeam	19,000	16,000	(3,000)
Web filtering buses	9,000	9,000	-
ZOOM	-	1,350	1,350
Sub-total	626,053	627,653	1,600

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

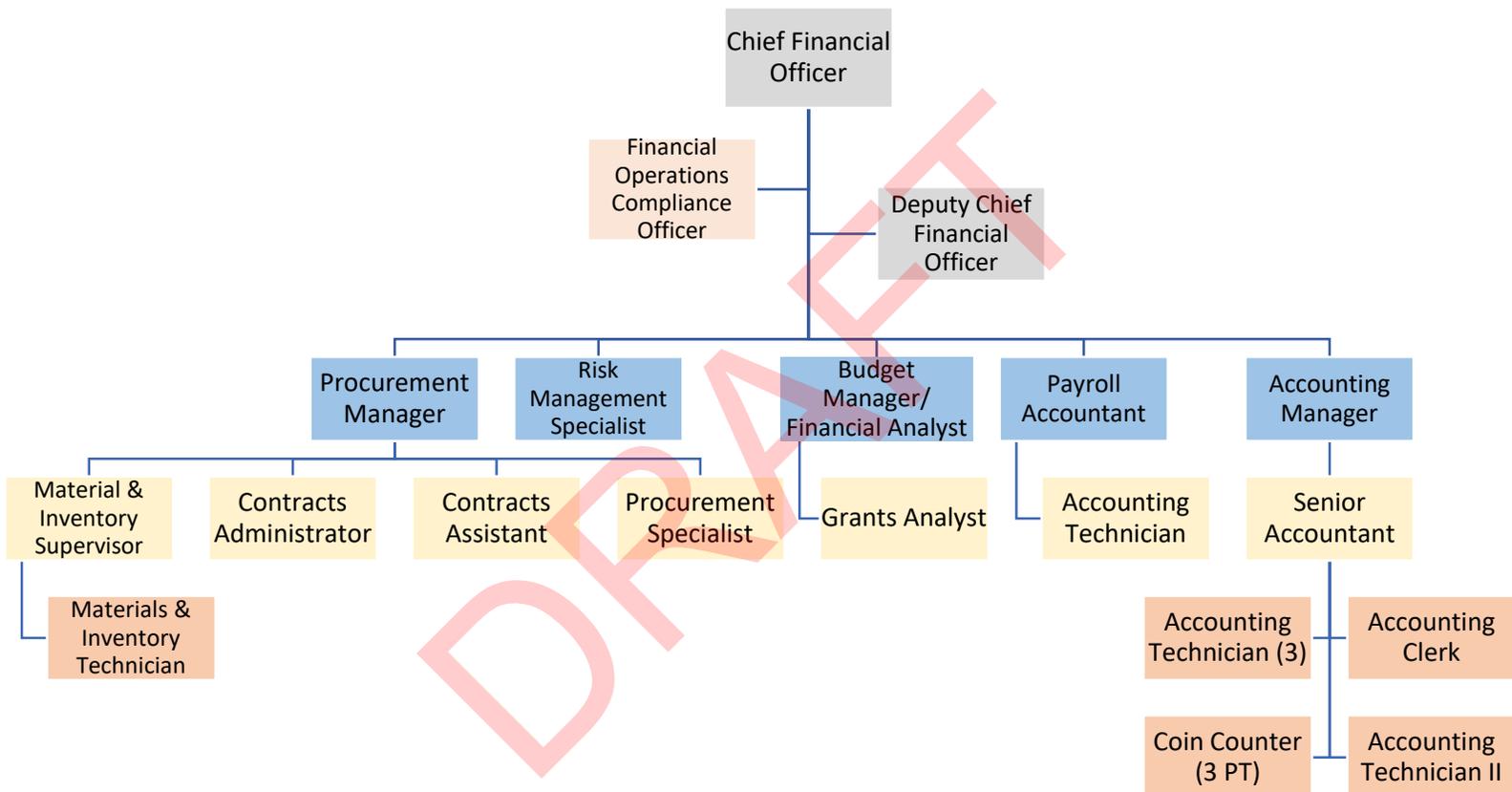
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	27,356	17,356
Sub-total	10,000	27,356	17,356
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	30,000	44,681	14,681
Sub-total	30,000	44,681	14,681
5049900001 OFFICE SUPPLIES			
Copy paper	8,500	10,454	1,954
General office supplies	1,400	1,400	-
Sub-total	9,900	11,854	1,954
5049900010 COMPUTER SUPPLIES			
Computer supplies	19,800	18,237	(1,563)
Sub-total	19,800	18,237	(1,563)
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	1,375	4,500	3,125
Sub-total	1,375	4,500	3,125
5090200005 HAUL PASS PROGRAM EXPENSES			
Haul Pass Program expenses	17,000	-	(17,000)
Sub-total	17,000	-	(17,000)
Total Expenses	1,279,567	1,292,673	13,106

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FINANCE OFFICE

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FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY21 Goals and Objectives

- Identify and maximize software utilization by staff in order to create efficiencies.
- Increase intradepartmental development through training.
- Analyze revenue streams and diversify revenue sources for the Agency.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	873,210	1,122,779	886,557	1,109,057	1,072,327	(36,730)
5010201610 ADMIN SALARIES-OT	4,306	6,754	5,544	7,692	8,000	308
5010700000 ALLOCATED SALARIES	(6,648)	(6,300)	(6,759)	(7,707)	(6,792)	915
5029999999 TOTAL FRINGE BENEFITS	479,974	707,446	557,849	764,885	671,685	(93,200)
5030200000 PUBLIC NOTICES	6,371	8,500	3,684	7,650	6,000	(1,650)
5030300009 CONTRACTED SERVICES	3,150	1,368	1,874	8,600	3,500	(5,100)
5030300010 ORGANIZATIONAL SERVICES	140	21,600	-	3,262	38,329	35,067
5030300015 AUDIT SERVICES	86,033	102,940	62,769	90,000	90,000	-
5030400000 TEMPORARY HELP SERVICES	113,221	45,032	54,788	30,000	30,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	208,855	218,860	173,332	185,000	138,750	(46,250)
5039900012 VAN POOL EXPENSES	362,120	357,315	242,638	-	-	-
5049900001 OFFICE SUPPLIES	12,121	13,223	12,206	13,223	14,000	777
5049900002 OFFICE SUPPLIES-POSTAGE	1,039	-	-	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	159,506	180,814	255,072	207,833	294,358	86,525
5060100100 INSURANCE PREMIUM - PROPERTY	14,964	17,136	21,463	18,626	24,737	6,111
5060300000 INSURANCE - GENERAL LIABILITY	245,649	380,570	414,087	412,175	576,193	164,018
5060400000 INSURANCE LOSSES	797,857	963,105	883,490	963,105	1,405,644	442,539
5060401000 INSURANCE PREMIUM - WC	292,960	312,949	352,346	349,418	376,185	26,767
5060800000 INSURANCE-ADMIN	86,676	96,802	142,660	147,737	163,433	15,696
5079900000 PROPERTY & OTHER TAXES	146	300	164	300	400	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	310	912	-	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING	22,357	45,596	9,481	29,000	15,000	(14,000)
5090200002 MILEAGE REIMBURSEMENT	111	912	-	700	500	(200)
5090201000 EMPLOYEE EXPENSES	1,375	2,000	1,380	2,000	2,000	-
5090801000 BANK SERVICE FEES	27,286	35,000	16,777	55,000	25,000	(30,000)
5090801040 PASS OUTLET COMMISSION	28,580	35,000	19,127	35,000	22,000	(13,000)
5090801050 MOBILE TICKETING COMMISSION	-	-	10,756	-	20,000	20,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	500	400
5110101050 INTEREST EXPENSE	1,245	1,500	2,812	2,175	5,000	2,825
Total Expenses	3,822,914	4,672,113	4,124,097	4,435,631	4,997,549	561,918

Notes

- Moved Vanpool GL to the Performance Office

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY20 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	5.00	4.00	(1.00)
1	Accounting Technician II	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Financial Operations Compliance Officer	1.00	1.00	0.00
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Manager	1.00	1.00	0.00
1	Procurement Specialist	1.00	1.00	0.00
1	Risk Management Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
24	Total FTEs	23.25	23.25	0.00

Notes:

- One (1) Accounting Technician FTE retitled to Risk Management Specialist

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FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,109,057	1,072,327	(36,730)
5010201610 ADMIN SALARIES-OT	7,692	8,000	308
5010700000 ALLOCATED SALARIES	(7,707)	(6,792)	915
5029999999 TOTAL FRINGE BENEFITS	764,885	671,685	(93,200)
Sub-total	1,873,927	1,745,220	(128,707)
5030200000 PUBLIC NOTICES			
Advertisements for procurement solicitations	7,650	6,000	(1,650)
Sub-total	7,650	6,000	(1,650)
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	8,600	3,500	(5,100)
Sub-total	8,600	3,500	(5,100)
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	3,262	38,329	35,067
Sub-total	3,262	38,329	35,067
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	90,000	90,000	-
Sub-total	90,000	90,000	-
5030400000 TEMPORARY HELP SERVICES			
Financial Statement & Single Audit	30,000	30,000	-
Sub-total	30,000	30,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	185,000	138,750	(46,250)
Sub-total	185,000	138,750	(46,250)
5049900001 OFFICE SUPPLIES			
Office supplies	13,223	14,000	777
Sub-total	13,223	14,000	777

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	207,833	294,358	86,525
Sub-total	207,833	294,358	86,525
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	18,626	24,737	6,111
Sub-total	18,626	24,737	6,111
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	412,175	576,193	164,018
Sub-total	412,175	576,193	164,018
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	963,105	1,405,644	442,539
Sub-total	963,105	1,405,644	442,539
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	349,418	376,185	26,767
Sub-total	349,418	376,185	26,767
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	147,737	163,433	15,696
Sub-total	147,737	163,433	15,696
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	300	400	100
Sub-total	300	400	100

FINANCE OFFICE DETAIL

Division 41

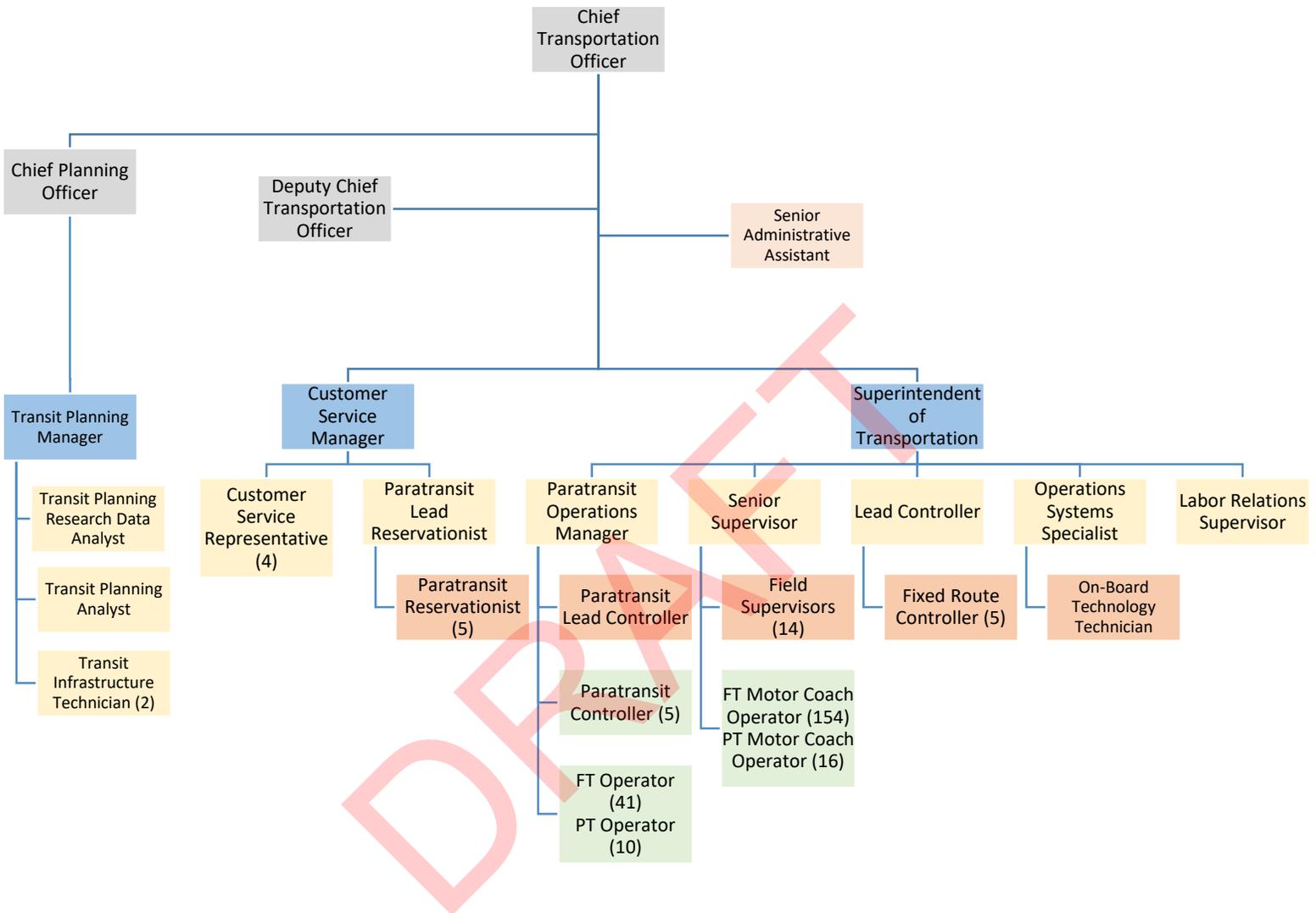
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	800	800	-
Sub-total	800	800	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	25,500	11,550	(13,950)
FTA Triennial Workshop	-	-	-
Government Finance Officers Association Conference	3,500	3,450	(50)
Transit Paratransit Course	-	-	-
Sub-total	29,000	15,000	(14,000)
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for all agency employees	700	500	(200)
Sub-total	700	500	(200)
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	8,250	3,500	(4,750)
Merchant and bank Fees	46,750	21,500	(25,250)
Sub-total	55,000	25,000	(30,000)
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	35,000	22,000	(13,000)
Sub-total	35,000	22,000	(13,000)
5090801050 MOBILE TICKETING COMMISSION			
Mobile ticketing surcharge	-	20,000	20,000
Sub-total	-	20,000	20,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	100	500	400
Sub-total	100	500	400
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	2,175	5,000	2,825
Sub-total	2,175	5,000	2,825
Total Expenses	4,435,631	4,997,549	561,918

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TRANSPORTATION OFFICE

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TRANSPORTATION OFFICE

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

FUNCTIONS & RESPONSIBILITIES

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

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

FY21 GOALS & OBJECTIVES

- Continue to Maintain full staffing to budgeting FTEs/Increase extra board to 35% of fulltime routes to maintain budgeted overtime.
- Explore the effect of eliminating part-time operator positions to enhance recruitment.
- Evaluate TSI and NTL for training opportunities to meet industry norms; create a departmental training schedule standard.
- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.
- Pioneer increase utilization of enterprise systems agency wide to designed single point connectivity capabilities and enhance productivity and efficiency.

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	851,549	1,180,010	-	1,274,237	1,216,843	(57,394)
5010201610 ADMIN SALARIES-OT	404	18,225	41,484	43,092	41,000	(2,092)
5010700001 GRANT ALLOCATED SALARIES	(28,200)	(30,000)	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	596,266	948,829	880,482	970,395	880,482	(89,913)
5030300013 UNIFORMS	45,250	65,600	40,808	67,226	40,055	(27,171)
5039900003 PRINTING EXPENSE	2,748	5,000	5,099	7,274	7,500	226
5049900001 OFFICE SUPPLIES	1,349	1,400	764	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	98	970	7	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	23,818	18,000	11,555	16,200	12,400	(3,800)
5090201000 EMPLOYEE EXPENSE	345	750	557	675	2,000	1,325
5099900004 BUS RODEO EXPENDITURES	4,021	7,500	3,271	3,000	2,800	(200)
5140001000 VEHICLE OPERATING LEASES	-	-	-	42,000	60,000	18,000
Total Expenses	1,497,648	2,216,284	984,026	2,426,610	2,265,591	(161,019)

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,715,043	6,324,203	6,205,121	6,686,540	6,411,982	(274,558)
5010101020 OPERATOR WAGES OVERTIME - FT	641,356	671,210	823,917	670,000	846,804	176,804
5029999999 TOTAL FRINGE BENEFITS	3,508,994	4,004,128	3,395,038	3,997,432	3,690,968	(306,464)
Total Expenses	9,865,393	10,999,540	10,424,076	11,353,972	10,949,754	(404,218)

TRANSPORTATION OFFICE

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	519,671	400,775	338,548	329,098	352,713	23,615
5010201610 ADMIN SALARIES-OT	2,908	1,000	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	377,923	309,941	237,561	236,977	238,220	1,243
5030300013 PARATRANSIT UNIFORMS	9,865	18,020	6,176	20,000	12,356	(7,644)
5049900001 OFFICE SUPPLIES	1,819	2,000	811	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	-	750	139	750	750	-
Total Expenses	912,185	732,486	583,235	588,025	605,239	17,214

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,457,454	1,530,192	1,676,307	1,627,575	1,690,935	63,360
5010101020 PARATRANSIT OPER WAGES OT	241,066	300,000	234,515	270,000	265,536	(4,464)
5029999999 TOTAL FRINGE BENEFITS	795,628	900,179	844,949	890,511	827,306	(63,205)
Total Expenses	2,494,148	2,730,371	2,755,770	2,788,086	2,783,777	(4,309)

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
	Fixed Route			
0	Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Chief Transportation Officer	0.00	1.00	1.00
0	Deputy Chief Operating Officer-Transportation	1.00	0.00	(1.00)
1	Deputy Chief Transportation Officer	0.00	1.00	1.00
14	Field Supervisor	14.00	14.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	1.00	1.00	0.00
1	Lead Controller	1.00	1.00	0.00
154	Motor Coach Operator - Full Time	154.00	154.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
1	On-Board Technology Technician	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
0	Transportation Services Coordinator	1.00	0.00	(1.00)
198	Sub-Total	194.00	194.00	0.00
	Paratransit			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
8	Paratransit Operators - Part Time (.75)	6.00	6.00	0.00
56	Sub-Total	54.00	54.00	0.00
254	Total FTEs	248.00	248.00	0.00

Notes:

- Chief Operating Officer - Transportation retitled to Chief Transportation Officer
- Deputy Chief Operating Officer - Transportation retitled to Deputy Chief Transportation Officer
- Retitled Transportation Services Coordinator to On-Board Technology Technician

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,274,237	1,216,843	(57,394)
5010201610 ADMIN SALARIES-OT	43,092	41,000	(2,092)
5010700001 GRANT ALLOCATED SALARIES	-	-	-
5029999999 TOTAL FRINGE BENEFITS	970,395	880,482	(89,913)
Sub-total	2,287,724	2,138,325	(149,399)
5030300013 UNIFORMS			
Employee uniforms	58,000	30,829	(27,171)
Uniform rental	9,226	9,226	-
Sub-total	67,226	40,055	(27,171)
5039900003 PRINTING EXPENSE			
Printing expense	7,274	7,500	226
Sub-total	7,274	7,500	226
5049900001 OFFICE SUPPLIES			
Office supplies	1,260	1,260	-
Sub-total	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	1,251	1,251	-
Sub-total	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	3,000	2,500	(500)
APTA Bus and Para	-	1,250	1,250
CTA	2,500	1,250	(1,250)
NTI Training	1,500	1,500	-
Para and Transit Certification	6,500	4,800	(1,700)
Trapeze Group user conference	1,200	1,100	(100)
TSI Training	1,500	-	(1,500)
Sub-total	16,200	12,400	(3,800)

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Trophies for employee recognition	675	2,000	1,325
Sub-total	675	2,000	1,325
5099900004 BUS RODEO EXPENDITURES			
Local Competition	2,600	2,400	(200)
Travel	400	400	-
Sub-total	3,000	2,800	(200)
5140001000 VEHICLE OPERATING LEASES			
MCI Bus Lease	42,000	60,000	18,000
Sub-total	42,000	60,000	18,000
Total Expenses	2,426,610	2,265,591	(161,019)

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TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	329,098	352,713	23,615
5010201610 ADMIN SALARIES-OT	-	-	-
5029999999 TOTAL FRINGE BENEFITS...	236,977	238,220	1,243
Sub-total	566,075	590,933	24,858
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	20,000	12,356	(7,644)
Sub-total	20,000	12,356	(7,644)
5049900001 OFFICE SUPPLIES			
General office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES			
General Paratransit supplies	750	750	-
Sub-total	750	750	-
Total Expenses	588,025	605,239	17,214

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

The Customer Service department is responsible for greeting and checking in all customers that come to SunLine. They also process personalized transit requests, distribute transit information material throughout the Agency's service area. Take, record and answer customers suggestions, requests, and complaints. Direct calls to appropriate departments within the Agency and follow up to confirm resolution.

FY21 GOALS & OBJECTIVES

- Our future is our staff; continue succession, empowerment and talent development program thru our IDP program, SunLine University.
- Develop a cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Collaborate with the marketing team to enhance communication with our front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.

EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	385,590	457,304	530,172	343,217	(186,955)
5010201610 ADMIN SALARIES-OT	2,000	8,000	9,525	12,000	10,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	205,571	347,047	308,333	451,577	250,134	(201,443)
5030303240 CONTRACTED SERVICES	97,000	120,000	113,000	113,000	-	(113,000)
5030303260 ADVERTISING	52,773	35,500	32,000	32,000	-	(32,000)
5030303270 SUNLINE EVENTS EXPENSE	6,500	21,000	5,000	5,000	-	(5,000)
5030303271 MUSIC FESTIVAL	-	9,935	10,000	10,000	-	(10,000)
5030303280 CITY REVENUE SHARING	7,000	7,000	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	-	20,165	25,227	12,000	10,640	(1,360)
5039900003 PRINTING EXPENSE	80,000	80,000	54,369	60,000	40,000	(20,000)
5049900001 OFFICE SUPPLIES	7,900	5,000	3,052	6,000	4,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE	23,000	25,000	18,055	27,000	25,000	(2,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	3,600	3,600	3,000	3,000	-	(3,000)
5090200000 TRAVEL MEETINGS/TRAINING	5,000	6,500	4,629	4,500	1,300	(3,200)
5090800100 EMPLOYEE RECOGNITION	-	-	-	-	900	900
Total Expenses	765,953	1,074,337	1,043,494	1,266,249	685,691	(580,558)

Notes:

- In FY21 Division 45 was renamed Customer Service. Also, marketing functions were separated from the department and moved to Division 31 Marketing.

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
0	Community Engagement Specialist	1.00	0.00	(1.00)
1	Customer Service Manager	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
0	Marketing Manager	1.00	0.00	(1.00)
0	Marketing Specialist	2.00	0.00	(2.00)
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
11	Total FTEs	15.00	11.00	(4.00)

Notes:

- Four (4) positions were moved from Division 45 to Division 31. The positions moved were Community Engagement Specialist, Marketing Manager, and two (2) Marketing Specialists.

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	530,172	343,217	(186,955)
5010201610 ADMIN SALARIES-OT	12,000	10,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	451,577	250,134	(201,443)
Sub-total	993,749	603,851	(389,898)
5030303240 CONTRACTED SERVICES			
Annual report	3,500	-	(3,500)
Public relations firm	84,500	-	(84,500)
Website hosting and support	25,000	-	(25,000)
Sub-total	113,000	-	(113,000)
5030303260 ADVERTISING			
Mass printing costs	1,000	-	(1,000)
Print, TV, radio & social media	22,000	-	(22,000)
Production costs associated with exterior bus and shelter advertisements	3,500	-	(3,500)
Promotional items	5,500	-	(5,500)
Sub-total	32,000	-	(32,000)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	5,000	-	(5,000)
Sub-total	5,000	-	(5,000)
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	10,000	-	(10,000)
Sub-total	10,000	-	(10,000)
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	-	-	-
Sub-total	-	-	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	12,000	10,640	(1,360)
Sub-total	12,000	10,640	(1,360)

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
GFI	42,000	40,000	(2,000)
Rider's Guides	18,000	-	(18,000)
Sub-total	60,000	40,000	(20,000)
5049900001 OFFICE SUPPLIES			
Office Supplies	6,000	4,000	(2,000)
Sub-total	6,000	4,000	(2,000)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	27,000	25,000	(2,000)
Sub-total	27,000	25,000	(2,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,000	-	(1,000)
Costco	300	-	(300)
PSDRCCVA	1,200	-	(1,200)
Rotary	500	-	(500)
Sub-total	3,000	-	(3,000)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	1,300	(3,200)
Sub-total	4,500	1,300	(3,200)
5090800100 EMPLOYEE RECOGNITION			
	-	900	900
Sub-total	-	900	900
Total Expenses	1,266,249	685,691	(580,558)

TRANSPORTATION OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

The Planning Department is responsible for developing short and long range plans, programs, policies, managing detours, administering the bus stop improvements program, fulfilling reporting requirements, planning and scheduling fixed route bus service to support operations, funding/grants, land use and regional mobility planning in coordination with member agencies and various public and private entities to accomplish Sunline's mission and vision.

FY21 GOALS & OBJECTIVES

- Cross training in systems for all planners to eliminate interdepartmental silos (run cutting, rostering, scheduling, etc.)
- Continue collaboration with the cities, SCAG and CVAG on Smart Cities signal prioritization project to push the importance of better traffic flow on major corridors.
- Explore an Eco-friendly approach to operator bids to reduce paper usage and create a streamline process.

EXPENSE BUDGET SUMMARY -PLANNING (49)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	174,685	271,354	200,066	(71,288)
5010201610 ADMIN SALARIES-OT	1,200	3,500	6,366	6,000	8,100	2,100
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	103,533	215,106	124,133	(90,973)
5030200010 CONSULTING	75,000	103,101	307,460	435,420	345,000	(90,420)
5030400000 TEMPORARY HELP SERVICES	-	-	35,282	-	25,000	25,000
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	5,000	5,000	-	-	-	-
5049900001 OFFICE SUPPLIES	1,500	1,500	236	1,700	1,200	(500)
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	1,592	13,400	14,283	883
5090200001 TRAVEL TRAINING	13,800	7,000	-	-	-	-
Total Expenses	651,661	821,818	629,155	942,980	717,782	(225,198)

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
1	Chief Planning officer	1.00	1.00	0.00
2	Transit Infrastructure Technician	2.00	2.00	0.00
1	Transit Planning Analyst	1.00	1.00	0.00
1	Transit Planning Manager	1.00	1.00	0.00
1	Transit Planning Research Data Analyst	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

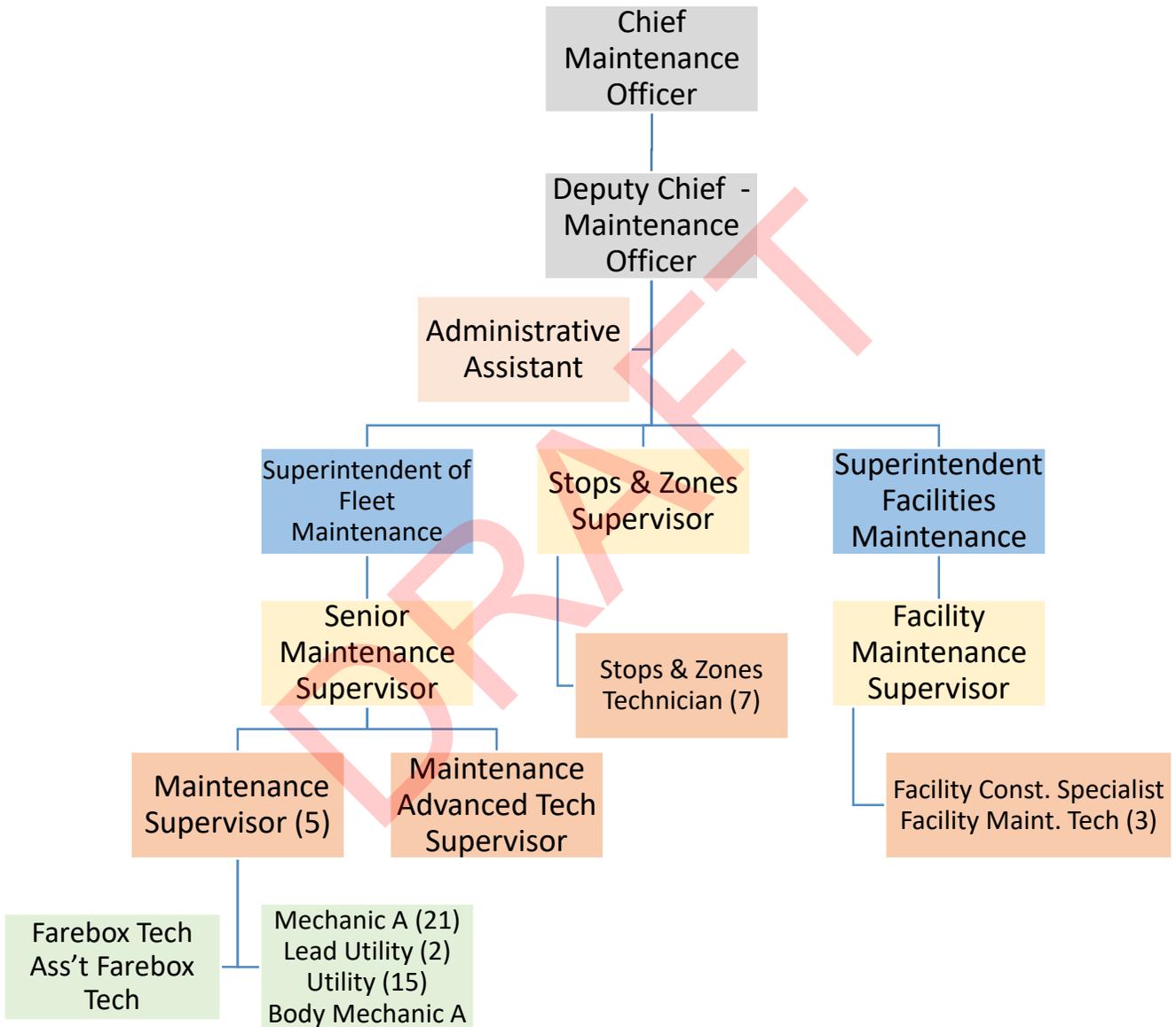
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	271,354	200,066	(71,288)
5010201610 ADMIN SALARIES-OT	6,000	8,100	2,100
5029999999 TOTAL FRINGE BENEFITS	215,106	124,133	(90,973)
Sub-total	492,460	332,299	(160,161)
5030200010 CONSULTING			
On-call planning services	40,000	-	(40,000)
Statistician	40,000	-	(40,000)
Transcription services	1,500	-	(1,500)
Transit planning consulting services	353,920	345,000	(8,920)
Sub-total	435,420	345,000	(90,420)
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	-	25,000	25,000
Sub-total	-	25,000	25,000
5049900001 OFFICE SUPPLIES			
Office supplies	1,700	1,200	(500)
Sub-total	1,700	1,200	(500)
5090200000 TRAVEL MEETINGS/SEMINARS			
Costs associated with travel such as meals & parking fees	13,400	14,283	883
Sub-total	13,400	14,283	883
Total Expenses	942,980	717,782	(225,198)

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MAINTENANCE OFFICE

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MAINTENANCE 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.

FY21 GOALS & OBJECTIVES

- Procure Asset Management Software.
- Establish Certified Apprentice Program.
- Establish Supervisory Quarterly Meetings.
- Review Shop Supervisor coverage and assignments.
- Engage Deputy CMO and Superintendent in NTI Leadership training.
- S&Z cleaning plan and tracking system.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	433,071	597,983	520,625	569,775	750,992	181,217
5010201610 ADMIN SALARIES-OT	-	1,000	101	1,000	824	(176)
5029999999 TOTAL FRINGE BENEFITS	302,344	438,083	334,875	422,285	516,714	94,429
5039900006 OUTSIDE REPAIR-FIXED ROUTE	18,770	20,232	8,811	28,800	20,000	(8,800)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	4,642	4,500	3,031	4,000	4,620	620
5040100101 LUBRICANTS-OIL	118,816	132,746	108,275	136,729	136,729	-
5040100102 FREON & COOLANT	30,529	56,409	25,294	45,000	40,000	(5,000)
5040101000 FUEL-CNG SUPPORT VEHICLES	38,058	42,630	23,129	49,783	21,788	(27,995)
5040101001 FUEL-CNG FIXED ROUTE	1,045,598	1,182,492	1,105,981	1,276,512	960,500	(316,012)
5040102000 FUEL-UNLEADED	4,634	16,000	4,680	7,000	7,000	-
5040102100 FUEL-DIESEL	-	-	25,472	50,000	20,000	(30,000)
5040102200 FUEL-HYDROGEN	193,161	353,000	534,192	350,000	1,033,088	683,088
5040200001 TIRES-FIXED ROUTE	168,105	181,442	161,068	216,000	175,056	(40,944)
5040200002 TIRES-SUPPORT VEHICLES	9,222	14,077	5,286	12,600	11,874	(726)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	65	200	72	200	183	(17)
5049900001 OFFICE SUPPLIES	1,907	1,750	2,333	2,045	2,107	62
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	825	1,200	560	1,000	1,250	250
5090200000 TRAVEL MEETINGS/TRAINING	3,613	6,000	2,152	6,000	19,919	13,919
5090200001 TRAINING	75	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	(65)	500	-	700	750	50
Total Expenses	2,373,369	3,050,244	2,865,937	3,179,429	3,723,394	543,965

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,424,057	1,548,152	1,575,076	1,654,391	1,679,664	25,273
5010201210 MECHANIC OVERTIME	65,134	100,157	108,068	120,000	112,500	(7,500)
5029999999 TOTAL FRINGE BENEFITS	859,937	988,898	792,174	946,915	853,374	(93,541)
5030300014 UNIFORMS	16,453	18,000	17,203	18,900	20,167	1,267
5030500001 FIRE EXTINGUISHERS	445	800	803	700	700	-
5030500002 RADIO MAINTENANCE	2,850	7,500	2,018	8,662	4,331	(4,331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	3,020	4,000	5,343	8,600	8,858	258
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,407	3,500	1,040	3,150	2,000	(1,150)
5039900004 CONTRACT SVC-MAINT	83,100	88,000	91,967	91,665	94,415	2,750
5039900005 CONTRACT SVC-FREIGHT	6,804	9,000	5,157	8,343	8,594	251
5039900006 CONTRACT SVC - TOWING	18,025	26,800	33,533	25,000	27,500	2,500
5039900007 INVENTORY-SALES TAX	96,736	110,000	112,441	101,970	101,970	-
5039900008 INVENTORY-FREIGHT CHARGES	14,112	17,000	13,772	15,759	16,231	472
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,632	5,123	2,271	4,749	4,891	142
5049900016 CLEANING SUPPLIES-VEHICLES	15,613	17,958	16,617	18,497	19,052	555
5049900017 SHOP SUPPLIES MISC	26,728	35,562	38,781	40,000	35,000	(5,000)
5049900018 MECHANIC TOOLS/SHOES	17,448	19,000	19,785	29,200	33,100	3,900
5049900019 SMALL TOOLS & EQUIPMENT	7,429	10,000	18,684	13,613	16,000	2,387
5049900020 DECALS-FIXED ROUTE	768	1,603	2,219	5,500	5,665	165
5049900021 REPAIR PARTS- FIXED ROUTE	997,398	1,019,202	1,194,612	1,049,778	1,166,019	116,241
5049900022 REPAIR PARTS-SUPPORT VEHICLES	40,878	45,542	37,710	43,000	47,385	4,385
5049900023 VANDALISM/SEAT REPAIRS	-	500	-	900	611	(289)
5049900024 REPAIR PARTS-FUEL CELL	6,967	18,200	29,931	28,450	34,762	6,312
5070500000 FUEL TAXES	10,293	18,000	13,594	16,200	14,000	(2,200)
5099900004 PERMITS & LICENSES	9,682	16,000	14,037	17,985	20,000	2,015
Total Expenses	3,729,915	4,128,497	4,146,833	4,271,927	4,326,789	54,862

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20	FY21	Variance
				Approved Budget	Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	1,970	2,450	-	2,600	2,500	(100)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	4,872	376	-	4,500	2,500	(2,000)
5039900003 GENERAL SERVICES	17,760	19,980	18,960	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG	200,086	221,283	222,541	225,000	237,399	12,399
5040200005 PARATRANSIT TIRES	52,090	57,234	32,611	63,000	39,268	(23,732)
5049900006 PARATRANSIT REPAIR PARTS	162,077	176,126	127,473	220,000	125,471	(94,529)
5049900007 PARATRANSIT GLASS REPLACEMENT	975	903	260	1,377	950	(427)
Total Expenses	439,830	478,352	401,845	536,637	428,248	(108,389)

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
1	Body Mechanic A	1.00	1.00	0.00
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Maintenance	1.00	0.00	(1.00)
1	Deputy Chief Maintenance Officer	0.00	1.00	1.00
1	Farebox Technician	1.00	1.00	0.00
2	Lead Utility	2.00	2.00	0.00
1	Maintenance Advanced Tech Supervisor	1.00	1.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
21	Mechanic A	21.00	21.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
15	Utility	12.00	15.00	3.00
53	Total FTEs	49.00	52.00	3.00

Notes:

- Deputy Chief Operations Officer - Maintenance Retitled Deputy Chief Maintenance Officer
- Added three (3) Utility positions to assist with additional COVID-19 cleaning processes. Positions are pending funding.

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MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	569,775	750,992	181,217
5010201610 ADMIN SALARIES-OT	1,000	824	(176)
5029999999 TOTAL FRINGE BENEFITS	422,285	516,714	94,429
Sub-total	993,060	1,268,530	275,470
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	28,800	20,000	20,000
Sub-total	28,800	20,000	20,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	4,000	4,620	620
Sub-total	4,000	4,620	620
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	136,729	136,729	-
Sub-total	136,729	136,729	-
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	45,000	40,000	(5,000)
Sub-total	45,000	40,000	(5,000)
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	49,783	21,788	(27,995)
Sub-total	49,783	21,788	(27,995)
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for leased MCI	50,000	20,000	(30,000)
Sub-total	50,000	20,000	(30,000)
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,276,512	960,500	(316,012)
Sub-total	1,276,512	960,500	(316,012)
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	7,000	7,000	-
Sub-total	7,000	7,000	-
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	350,000	1,033,088	683,088
Sub-total	350,000	1,033,088	683,088
5040200001 TIRES-FIXED ROUTE			
Tire lease program	216,000	175,056	(40,944)
Sub-total	216,000	175,056	(40,944)

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
504020002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	12,600	11,874	(726)
Sub-total	12,600	11,874	(726)
504020003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	200	183	(17)
Sub-total	200	183	(17)
504990001 OFFICE SUPPLIES			
Office supplies for maintenance offices	2,045	2,107	62
Sub-total	2,045	2,107	62
504990025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,000	1,250	250
Sub-total	1,000	1,250	250
509020000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training and workshops	6,000	19,919	13,919
Sub-total	6,000	19,919	13,919
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	700	750	50
Sub-total	700	750	50
Total Expenses	3,179,429	3,723,394	543,965

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,654,391	1,679,664	25,273
5010201210 MECHANIC OVERTIME	120,000	112,500	(7,500)
5029999999 TOTAL FRINGE BENEFITS	946,915	853,374	(93,541)
Sub-total	2,721,306	2,645,538	(75,768)
5030300014 UNIFORMS			
Maintenance employee uniforms	18,900	20,167	1,267
Sub-total	18,900	20,167	1,267
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	700	700	-
Sub-total	700	700	-
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles and hilltops operational	8,662	4,331	(4,331)
Sub-total	8,662	4,331	(4,331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment	8,600	8,858	258
Sub-total	8,600	8,858	258
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	3,150	2,000	(1,150)
Sub-total	3,150	2,000	(1,150)
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer on property	91,665	94,415	2,750
Sub-total	91,665	94,415	2,750
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	8,343	8,594	251
Sub-total	8,343	8,594	251
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	25,000	27,500	2,500
Sub-total	25,000	27,500	2,500

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	101,970	101,970	-
Sub-total	101,970	101,970	-
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	15,759	16,231	472
Sub-total	15,759	16,231	472
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	4,749	4,891	142
Sub-total	4,749	4,891	142
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags used in the cleaning of vehicles	18,497	19,052	555
Sub-total	18,497	19,052	555
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	40,000	35,000	(5,000)
Sub-total	40,000	35,000	(5,000)
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	29,200	33,100	3,900
Sub-total	29,200	33,100	3,900
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	13,613	16,000	2,387
Sub-total	13,613	16,000	2,387
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	5,500	5,665	165
Sub-total	5,500	5,665	165
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	1,049,778	1,166,019	116,241
Sub-total	1,049,778	1,166,019	116,241

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts needed to maintain support vehicles	43,000	47,385	4,385
Sub-total	43,000	47,385	4,385
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	900	611	(289)
Sub-total	900	611	(289)
5049900024 REPAIR PARTS-FUEL CELL			
All parts to maintain fuel cell on buses	28,450	34,762	6,312
Sub-total	28,450	34,762	6,312
5070500000 FUEL TAXES			
Fuel taxes	16,200	14,000	(2,200)
Sub-total	16,200	14,000	(2,200)
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	17,985	20,000	2,015
Sub-total	17,985	20,000	2,015
Total Expenses	4,271,927	4,326,789	54,862

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,600	2,500	(100)
Sub-total	2,600	2,500	(100)
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Repairs to paratransit fleet not performed by SunLine employees	4,500	2,500	(2,000)
Sub-total	4,500	2,500	(2,000)
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	20,160	20,160	-
Sub-total	20,160	20,160	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	225,000	237,399	12,399
Sub-total	225,000	237,399	12,399
5040200005 PARATRANSIT TIRES			
Tire lease	63,000	39,268	(23,732)
Sub-total	63,000	39,268	(23,732)
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	220,000	125,471	(94,529)
Sub-total	220,000	125,471	(94,529)
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,377	950	(427)
Sub-total	1,377	950	(427)
Total Expenses	536,637	428,248	(108,389)

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Continuously assesses and adjusts the portfolio holdings to match facilities requirements in the short term and in the future.
- Increase operational effectiveness & efficiency of campus buildings and infrastructure.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,924	114,604	110,626	118,384	113,438	(4,946)
5010201210 GROUNDSKEEPER WAGES	129,055	130,000	135,762	146,484	138,970	(7,514)
5010201710 GROUNDSKEEPER OVERTIME	4,985	4,000	2,133	4,000	4,297	297
5010700000 ALLOCATED SALARIES	(1,840)	(1,765)	(1,833)	(2,080)	(1,752)	328
5010700001 GRANT ALLOCATION	-	-	(3,895)	-	-	
5029999999 TOTAL FRINGE BENEFITS	164,199	175,366	153,620	176,842	151,649	(25,193)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	11,830	16,500	19,729	19,000	19,570	570
5030500010 CONTRACT SVC-GENERAL	25,316	31,020	37,377	38,850	40,016	1,166
5030600000 CONTRACT SVC-CUSTODIAL	53,768	55,200	54,770	58,260	60,008	1,748
5030600100 AIR CONDITIONING EXPENDITURES	6,020	6,500	4,980	8,000	8,240	240
5030600200 UNIFORMS SERVICE EXPENDITURES	1,519	1,600	1,624	1,800	1,800	-
5030600300 RENTAL EQUIPMENT EXPENSES	3,513	5,000	6,651	8,000	8,000	-
5030600500 PEST CONTROL SERVICE	1,582	2,500	2,300	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C	6,823	7,000	7,768	7,000	7,828	828
5030600700 FIRE EXTINGUISHERS	466	800	597	800	824	24
5030600800 FLOOR MAT RENTAL	8,734	7,662	7,716	7,500	7,725	225
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	14,500	14,460	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	6,167	8,000	4,868	8,000	8,240	240
5040300200 ELECTRICAL RELATED EXPENDITURE	6,162	8,000	8,430	8,000	9,500	1,500
5040300600 SHOE ALLOWANCE	114	435	568	435	1,600	1,165
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	2,885	9,338	5,982	10,000	8,500	(1,500)
5049900026 FACILITY MAINTENANCE-MAIN FAC	24,949	27,000	30,178	30,000	34,198	4,198
5049900030 CLEANING SUPPLIES-MAIN FAC	2,664	1,750	2,145	1,750	2,400	650
5050200001 UTILITIES MAIN FACILITY	193,036	215,000	218,387	215,000	221,450	6,450
5050200003 TRASH PICKUP- MAIN FACILITY	17,161	18,000	24,998	18,000	18,540	540
Total Expenses	788,831	858,010	849,938	901,025	882,041	(18,984)

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	3,011	3,000	931	3,000	3,090	90
5030600000 CONTRACT SVC-CUSTODIAL	31,122	32,300	31,692	35,000	36,050	1,050
5030600100 AIR CONDITIONING EXPENDITURES	1,843	1,800	853	2,500	2,575	75
5030600500 PEST CONTROL SERVICE	807	900	858	900	927	27
5030600600 CONTRACT SERVICES-AC	296	750	-	750	773	23
5030600700 FIRE EXTINGUISHERS	-	500	-	500	515	15
5030600800 FLOOR MAT RENTAL	2,800	2,750	2,747	3,000	3,090	90
5040300100 PLUMBING RELATED EXP	985	1,400	661	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE	1,219	2,300	2,737	2,300	2,000	(300)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	15,276	14,000	8,652	14,000	12,000	(2,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	224	250	-	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	27,987	35,000	29,120	30,000	30,900	900
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	14,091	14,000	15,103	15,000	15,450	450
5050202000 UTILITIES GAS & WATER	4,442	7,500	6,239	6,500	6,100	(400)
Total Expenses	104,104	116,450	99,592	115,100	115,120	20

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintenance Technician	3.00	3.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	118,384	113,438	(4,946)
5010201210 GROUNDSKEEPER WAGES	146,484	138,970	(7,514)
5010201710 GROUNDSKEEPER OVERTIME	4,000	4,297	297
5010700000 ALLOCATED SALARIES	(2,080)	(1,752)	328
5029999999 TOTAL FRINGE BENEFITS	176,842	151,649	(25,193)
Sub-total	443,630	406,602	(37,028)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	3,500	3,570	70
Bio Hazard material removal	15,500	16,000	500
Sub-total	19,000	19,570	570
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	5,768	5,941	173
Bus wash monthly PMI	7,039	7,250	211
Elevator service	3,597	3,705	108
Environmental monitoring Div. 1	6,680	6,880	200
Lease for parts storage containers	6,600	6,799	199
Shop vehicle lift service	3,597	3,705	108
Archive Storage	3,000	3,090	90
Water softener service for bus wash	2,569	2,646	77
Sub-total	38,850	40,016	1,166
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	58,260	60,008	1,748
Sub-total	58,260	60,008	1,748
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	8,000	8,240	240
Sub-total	8,000	8,240	240
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Main Techs	1,800	1,800	-
Sub-total	1,800	1,800	-
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	8,000	8,000	-
Sub-total	8,000	8,000	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	2,500	2,500	-
Sub-total	2,500	2,500	-
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	7,000	7,828	828
Sub-total	7,000	7,828	828
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	800	824	24
Sub-total	800	824	24
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats	7,500	7,725	225
Sub-total	7,500	7,725	225
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	14,500	14,500	-
Sub-total	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	8,000	8,240	240
Sub-total	8,000	8,240	240
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	8,000	9,500	1,500
Sub-total	8,000	9,500	1,500
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	435	1,600	1,165
Sub-total	435	1,600	1,165
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Supplies for meetings	10,000	8,500	(1,500)
Sub-total	10,000	8,500	(1,500)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	30,000	34,198	4,198
Sub-total	30,000	34,198	4,198
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	1,750	2,400	650
Sub-total	1,750	2,400	650
5050200001 UTILITIES MAIN FACILITY			
Cable	1,500	1,500	-
Electricity	193,500	199,950	6,450
Gas	9,000	9,000	-
Water	11,000	11,000	-
Sub-total	215,000	221,450	6,450
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	18,000	18,540	540
Sub-total	18,000	18,540	540
Total Expenses	901,025	882,041	(18,984)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY20	FY21	Variance
	Approved Budget	Proposed Budget	
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	713	734	21
Storm water monitoring and testing contract,	2,287	2,356	69
Sub-total	3,000	3,090	90
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract Indio and Coachella	35,000	36,050	1,050
Sub-total	35,000	36,050	1,050
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,500	2,575	75
Sub-total	2,500	2,575	75
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	900	927	27
Sub-total	900	927	27
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	750	773	23
Sub-total	750	773	23
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	500	515	15
Sub-total	500	515	15
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,000	3,090	90
Sub-total	3,000	3,090	90
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,400	1,400	-
Sub-total	1,400	1,400	-
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,300	2,000	(300)
Sub-total	2,300	2,000	(300)
5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY			
Materials for general repair of facilities	14,000	12,000	(2,000)
Sub-total	14,000	12,000	(2,000)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor cleaning supplies required for maint.	250	250	-
Sub-total	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	30,000	30,900	900
Sub-total	30,000	30,900	900
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	15,000	15,450	450
Sub-total	15,000	15,450	450
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	6,500	6,100	(400)
Sub-total	6,500	6,100	(400)
Total Expenses	115,100	115,120	20

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MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY21 GOALS & OBJECTIVES

- Review the cleaning process to improve customer experience.
- Develop a work tracking program.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimates	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	43,650	53,406	50,386	55,008	52,626	(2,382)
5010201500 BARGAINING SALARIES	257,247	283,477	307,933	307,946	328,141	20,195
5010201510 BARGAINING OVERTIME	3,776	7,700	7,140	7,700	8,240	540
5029999999 TOTAL FRINGE BENEFITS	183,267	217,999	204,649	212,130	201,425	(10,705)
5030600200 UNIFORMS	3,581	6,000	4,968	6,180	5,306	(874)
5030600250 EQUIPMENT RENTAL	2,340	4,000	3,831	5,000	4,500	(500)
5040101000 SUPPLIES & MATERIALS	-	-	-	-	-	-
5040102000 UNLEADED GASOLINE	333	1,800	1,795	600	1,900	1,300
5040102001 DIESEL FUEL	20	100	-	100	175	75
5040300600 SHOE ALLOWANCE	397	1,015	1,124	2,800	3,200	400
5049900001 OFFICE SUPPLIES	40	100	2,246	2,000	100	(1,900)
5049900029 BUS STOP SUPPLIES	40,111	40,000	38,641	39,700	47,341	7,641
5090201000 EMPLOYEE EXPENSES	83	100	146	200	200	-
Total Expenses	534,844	615,697	622,860	639,364	653,154	13,790

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Base FTE's	FY21 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

Division 25

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010200500 ADMIN SALARIES	55,008	52,626	(2,382)
5010201500 BARGAINING SALARIES	307,946	328,141	20,195
5010201510 BARGAINING OVERTIME	7,700	8,240	540
5029999999 TOTAL FRINGE BENEFITS	212,130	201,425	(10,705)
Sub-total	582,784	590,432	7,648
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	6,180	5,306	(874)
Sub-total	6,180	5,306	(874)
5030600250 EQUIPMENT RENTAL			
Special equipment rental to move shelters	5,000	4,500	(500)
Sub-total	5,000	4,500	(500)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	600	1,900	1,300
Sub-total	600	1,900	1,300
5040102001 DIESEL FUEL			
Portable steam equipment	100	175	75
Sub-total	100	175	75
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	2,800	3,200	400
Sub-total	2,800	3,200	400
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	2,000	100	(1,900)
Sub-total	2,000	100	(1,900)
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	37,700	47,241	9,541
Traffic Control	2,000	100	(1,900)
Sub-total	39,700	47,341	7,641
5099999999 EMPLOYEE EXPENSES			
General employee expenses while conducting Agency business	200	200	-
Sub-total	200	200	-
Total Expenses	639,364	653,154	13,790

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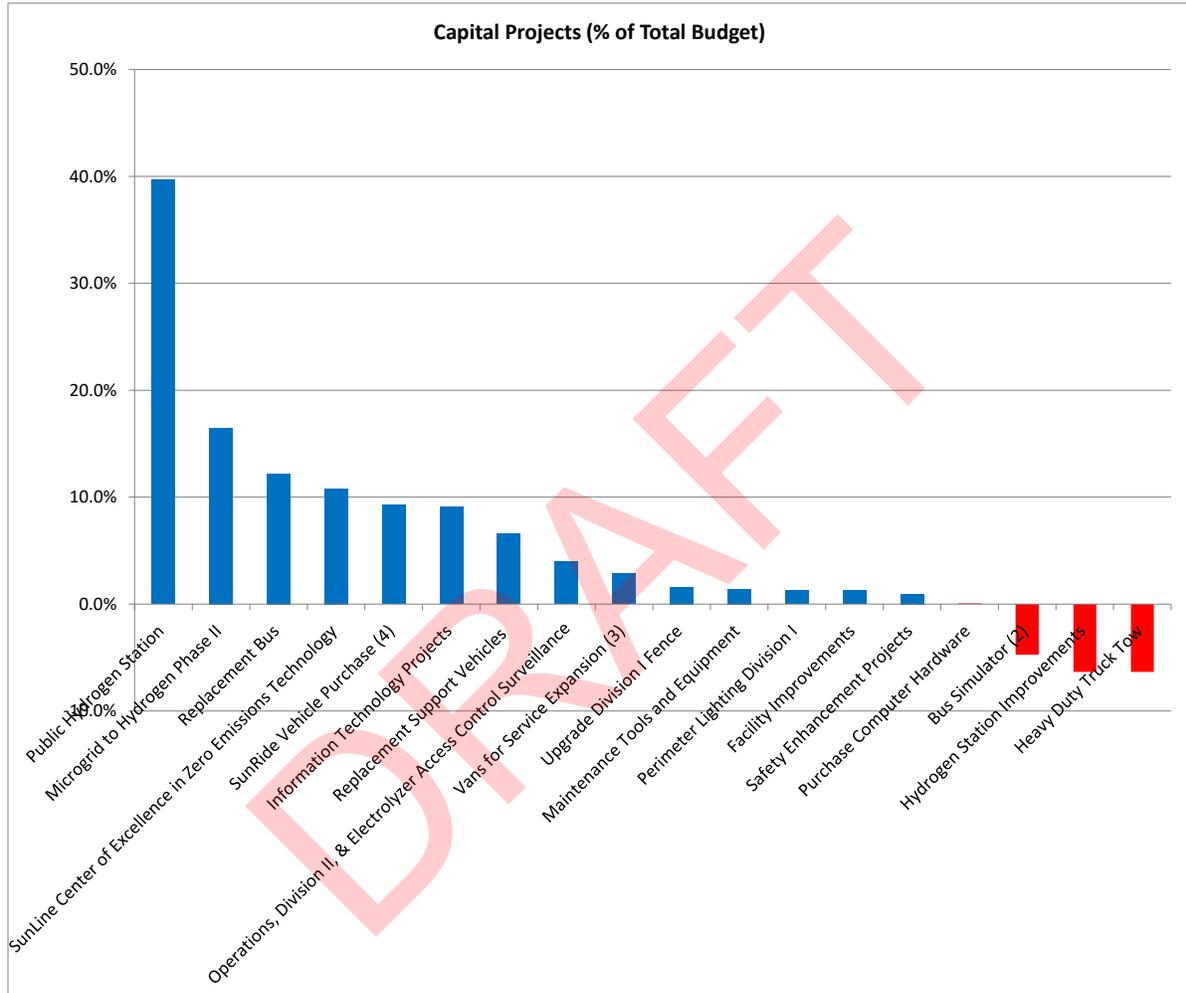
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CAPITAL BUDGET

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SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 15 new capital projects requested in FY21 at a total value of \$6,298,206. The most significant projects regarding cost include the Microgrid to Hydrogen Phase II, the Public Hydrogen Station, and the purchase of a Replacement Bus. The Capital Improvement Program for FY21 focuses on continuing SunLine's investment in increasing its alternative fuel technology fleet and building energy efficient infrastructures.



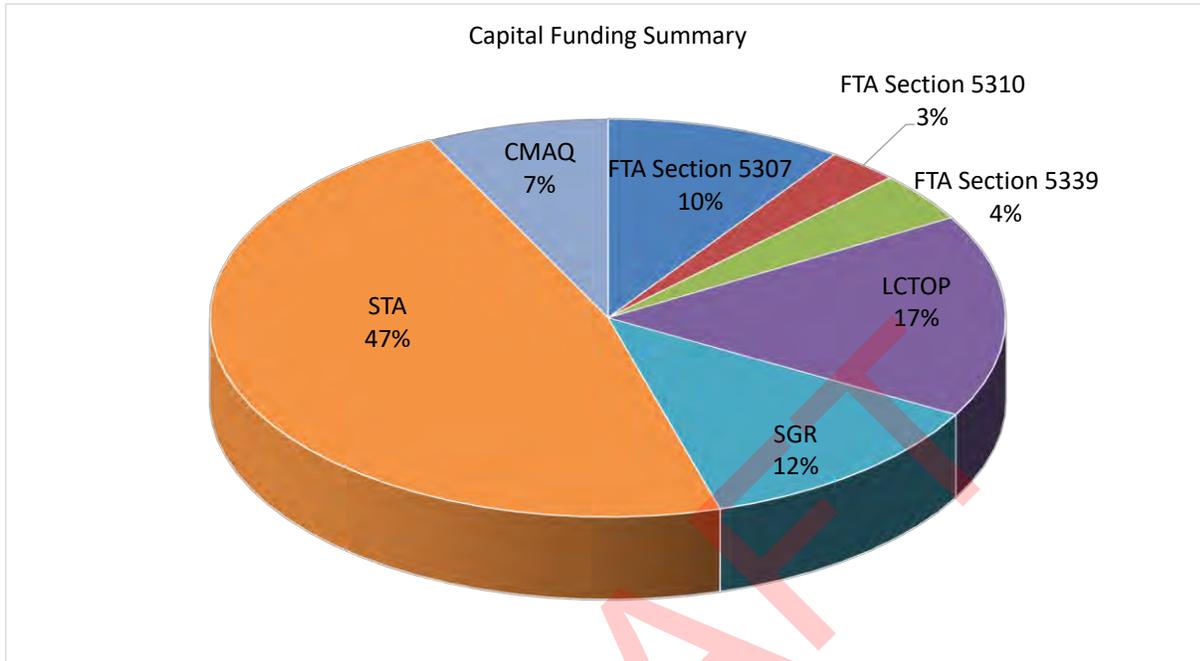
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	FY 20 Requested Budget	Estimated Project Costs at Completion
Microgrid to Hydrogen Phase II	1,038,101	1,038,101
Replacement Bus	768,000	768,000
SunRide Vehicle Purchase (4)	582,489	582,489
Vans for Service Expansion (3)	179,200	179,200
Purchase Computer Hardware	4,120	4,120
SunLine Center of Excellence in Zero Emissions Technology	679,796	679,796
Public Hydrogen Station	2,500,000	2,500,000
Safety Enhancement Projects	60,000	60,000
Upgrade Division I Fence	100,000	100,000
Maintenance Tools and Equipment	89,500	89,500
Replacement Support Vehicles	415,000	415,000
Information Technology Projects	570,800	570,800
Operations, Division II, & Electrolyzer Access Control	250,000	250,000
Perimeter Lighting Division I	80,000	80,000
Facility Improvements	80,000	80,000
Hydrogen Station Improvements	(400,000)	(400,000)
Heavy Duty Truck Tow	(400,000)	(400,000)
Bus Simulator (2)	(298,800)	(298,800)
TOTAL	6,298,206	6,298,206

FUNDING SUMMARY

SunLine Transit Agency has seven (7) sources of funding for the FY21 capital budget, including various federal, state and local funding sources. These sources will fund the 15 capital projects included in the FY21 capital budget.



Funding Source	FY 20 Approved Budget	FY 21 Proposed Budget	Variance
Congestion Mitigation and Air Quality Improvement Program (CMAQ)	-	465,991	465,991
FTA Section 5307	2,066,395	607,400	(1,458,995)
FTA Section 5309	215,172	-	(215,172)
FTA Section 5310	-	183,320	
FTA Section 5339	593,070	255,000	(338,070)
Low Carbon Transit Operations Program (LCTOP)	1,022,832	1,038,101	15,269
State of Good Repair (SGR)	730,403	779,796	49,393
State Transit Assistance (STA)	6,583,535	2,968,598	(3,614,937)
Other Revenue	1,500,000	-	(1,500,000)
Total Funds Requested by Fiscal Year	12,711,407	6,298,206	(6,413,201)

FY21 PROJECTS BY FUNDING SOURCE

FY21 Projects	STA	SGR	FTA Section 5307	FTA Section 5310	FTA Section 5339	LCTOP	LTF	CMAQ	FY21 Proposed Budget
Microgrid to Hydrogen Phase II						1,038,101			1,038,101
Replacement Bus	153,600		359,400		255,000				768,000
SunRide Vehicle Purchase (4)	116,498							465,991	582,489
Vans for Service Expansion (3)				179,200					179,200
Purchase Computer Hardware				4,120					4,120
SunLine Center of Excellence in Zero Emissions Technology		679,796							679,796
Public Hydrogen Station	2,100,000						400,000		2,500,000
Safety Enhancement Projects	12,000		48,000						60,000
Upgrade Division I Fence		100,000							100,000
Maintenance Tools and Equipment	89,500								89,500
Replacement Support Vehicles	415,000								415,000
Information Technology Projects	570,800								570,800
Operations, Division II, & Electrolyzer Access Control Surveillance	50,000		200,000						250,000
Perimeter Lighting Division I	80,000								80,000
Facility Improvements	80,000								80,000
Hydrogen Station Improvements							(400,000)		(400,000)
Heavy Duty Truck Tow	(400,000)								(400,000)
Bus Simulator (2)	(298,800)								(298,800)
Total	2,968,598	779,796	607,400	183,320	255,000	1,038,101	-	465,991	6,298,206
Total FY21 Proposed Budget									\$ 6,298,206

CAPITAL PROJECTS

Microgrid to Hydrogen

The solar microgrid to hydrogen project will assist in the sustainable production of renewable energy to help power the Agency's electrolyzer to deliver hydrogen fuel to SunLine's transit fleet

PROJECT TYPE:

Project Budget	Total Project Budget
Microgrid to Hydrogen	1,038,101
Total	1,038,101

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LCTOP PUC99313	Local	-	864,077	864,077
LCTOP PUC99314	Local	-	174,024	174,024
Total Funds by FY		-	1,038,101	1,038,101
			Estimated Total Funds at Completion	1,038,101

Replacement Bus

The purchase of one (1) fixed route bus will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Bus	768,000
Total	768,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	359,400	359,400
OTHER FED	Federal	-	255,000	255,000
STA PUC99313	State	-	153,600	153,600
Total		-	768,000	768,000
			Estimated Total Funds at Completion	768,000

CAPITAL PROJECTS

SunRide Vehicle Purchase (4)

SunRide is designed to bridge the first/last mile gap of travel. The service would be used for short trips under 3 miles defined in service zones.

PROJECT TYPE:

Project Budget	Total Project Budget
SunRide Vehicle Purchase (4)	582,489
Total	582,489

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
CMAQ OB	State	-	465,991	465,991
STA PUC99313	State	-	116,498	116,498
Total		-	582,489	582,489
Estimated Total Funds at Co1mpletion				582,489

Vans for Service Expansion (3)

Meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

PROJECT TYPE:

Project Budget	Total Project Budget
Vans for Service Expansion (3)	179,200
Total	179,200

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	179,200	179,200
Total		-	179,200	179,200
Estimated Total Funds at Completion				179,200

Purchase Computer Hardware

Hardware for a service that will meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase Computer Hardware	4,120
Total	4,120

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	4,120	4,120
Total Funds by FY		-	4,120	4,120
Estimated Total Funds at Completion				4,120

CAPITAL PROJECTS

SunLine Center of Excellence in Zero Emissions Technology

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

PROJECT TYPE:

Project Budget	Total Project Budget
SunLine Center of Excellence in Zero Emissions Technology	679,796
Total	679,796

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99313	State	-	665,719	665,719
SGR PUC99314	State	-	14,077	14,077
Total Funds by FY		-	679,796	679,796
			Estimated Total Funds at Completion	679,796

Public Hydrogen Station

SunLine's current hydrogen station is being utilized to refuel SunLine's fleet of hydrogen powered electric fuel cell buses at 350 bar with no public access to the station. The upgraded 700 bar public station will be accessible to light and heavy duty vehicles. This project will provide an additional source of revenue by selling hydrogen fuel and will support SunLine's future fleet.

PROJECT TYPE:

Project Budget	Total Project Budget
Public Hydrogen Station	2,500,000
Total	2,500,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LTF OB	State	-	400,000	400,000
STA OB	State	-	400,000	400,000
STA PUC99313	State	-	875,215	875,215
STA PUC99314	State	-	824,785	824,785
Total Funds by FY		-	2,500,000	2,500,000
			Estimated Total Funds at Completion	2,500,000

CAPITAL PROJECTS

Safety Enhancement Projects

This project is needed to upgrade the current guard shack at SunLine's Division II facility. The upgrade will include security enhancements for occupant safety, proper securement of IT, and video equipment. In addition, the installation of a security film on the stairwell glass panels will assist in the event of the glass panels breaking the film and will keep the panels in place.

PROJECT TYPE:

Project Budget	Total Project Budget
Safety Enhancement Projects	60,000
Total	60,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	48,000	48,000
STA PUC99313	State	-	12,000	12,000
Total Funds by FY		-	60,000	60,000
Estimated Total Funds at Completion				60,000

Project Name: Upgrade Division I Fence

This project is required to provide safe and secure transit facilities for staff and agency access

PROJECT TYPE:

Project Budget	Total Project Budget
Upgrade Division I Fence	100,000
Total	100,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99314	State	-	100,000	100,000
Total Funds by FY		-	100,000	100,000
Estimated Total Funds at Completion				100,000

CAPITAL PROJECTS

Maintenance Tools and Equipment

This project is necessary for upgrading aging equipment at the various SunLine locations, including equipment for oil storage, and a shop floor sweeper, and golf carts.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	89,500
Total	89,500

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	89,500	89,500
Total Funds by FY		-	89,500	89,500
Estimated Total Funds at Completion				89,500

Replacement Support Vehicles

The replacement support vehicles are needed for use by operations and maintenance staff as well as for use by administration staff.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement Support Vehicles	415,000
Total	415,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	415,000	415,000
Total Funds by FY		-	415,000	415,000
Estimated Total Funds at Completion				415,000

Information Technology Projects

The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology Projects	570,800
Total	570,800

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	298,800	298,800
STA PUC99313	State	-	272,000	272,000
Total Funds by FY		-	570,800	570,800
Estimated Total Funds at Completion				570,800

CAPITAL PROJECTS

Operations, Division II, & Electrolyzer Access Control Surv.

Improve safety and surveillance at SunLine's Operations Facility, Division II Facility, and Electrolyzer.

PROJECT TYPE:

Project Budget	Total Project Budget
Operations, Division II, & Electrolyzer	250,000
Total	250,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5307 IC	Federal	-	200,000	200,000
STA PUC99313	State	-	50,000	50,000
Total Funds by FY		-	250,000	250,000
			Estimated Total Funds at Completion	250,000

Perimeter Lighting Division I

The enhancement of perimeter lighting is required to provide safe and secure transit facilities for staff and vehicles

PROJECT TYPE:

Project Budget	Total Project Budget
Perimeter Lighting Division I	80,000
Total	80,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
Total Funds by FY		-	80,000	80,000
			Estimated Total Funds at Completion	80,000

Facility Improvements

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

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvements	80,000
Total	80,000

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
Total Funds by FY		-	80,000	80,000
			Estimated Total Funds at Completion	80,000

CAPITAL PROJECTS

Hydrogen Station Improvements

Project to make improvements in regards to the Agency’s hydrogen station and assistance in the expansion of the hydrogen fueling capacities.

PROJECT TYPE:

Project Budget	Total Project Budget
Hydrogen Station Improvements	(400,000)
Total	(400,000)

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
LTF OB	State	-	(400,000)	(400,000)
Total Funds by FY		-	(400,000)	(400,000)
			Estimated Total Funds at Completion	(400,000)

Heavy Duty Tow Truck

The purchase of one (1) heavy duty tow truck tractor and trailer will ensure SunLine’s ability to tow our vehicles and maintain service reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Heavy Duty Tow Truck	(400,000)
Total	(400,000)

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

Bus Simulator (2)

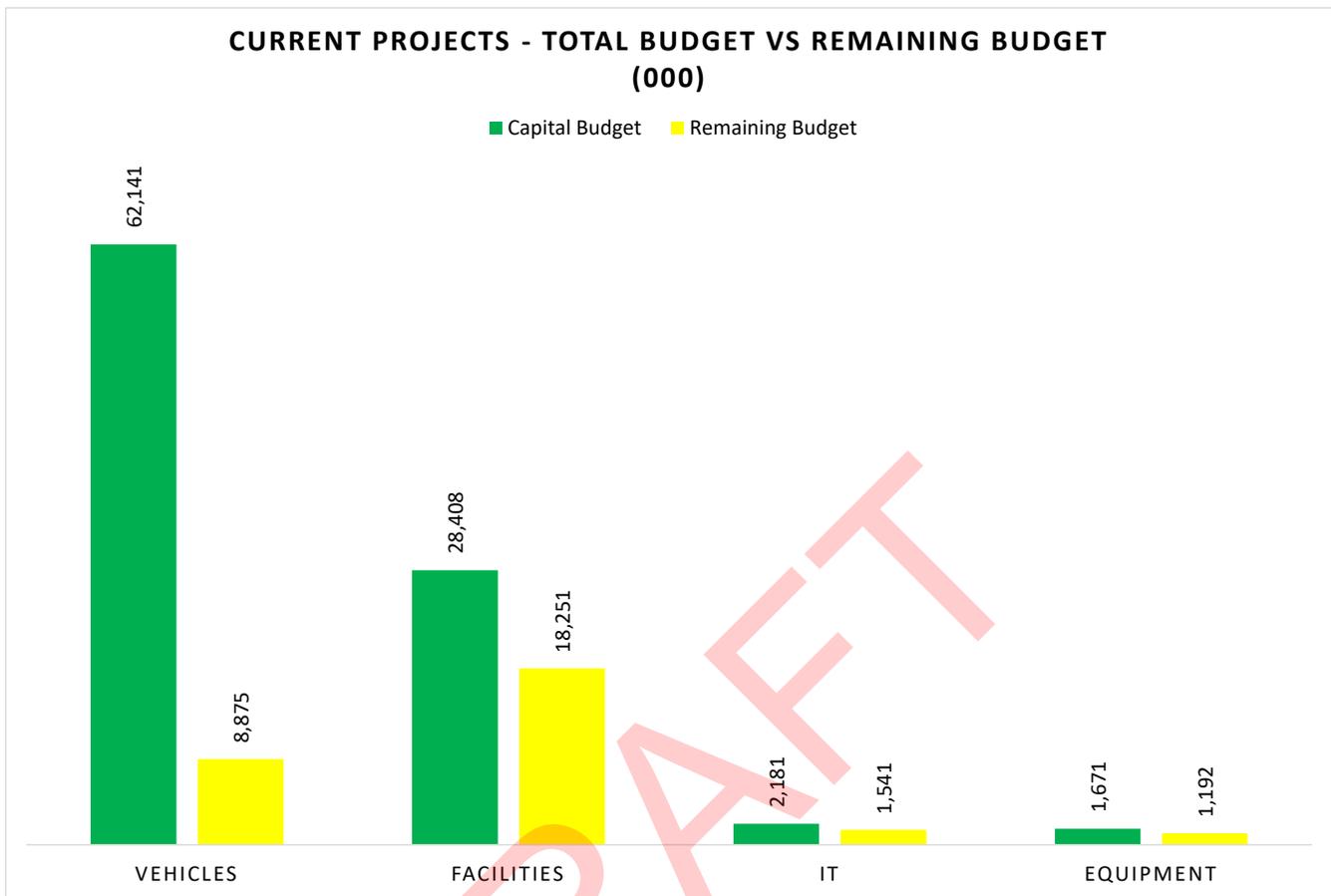
This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Simulator (2)	(298,800)
Total	(298,800)

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA OB	State	-	(298,800)	(298,800)
Total Funds by FY		-	(298,800)	(298,800)
			Estimated Total Funds at Completion	(298,800)

SUMMARY OF CURRENT CAPITAL PROJECTS



Note:

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

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DRAFT



045

An advertisement for SunLine Transit Agency is displayed on a bus stop shelter. The ad features a blue and white color scheme with several gears of different colors (blue, white, purple) arranged in a circular pattern. Each gear contains a small icon of a person in a different profession, such as a doctor, a construction worker, a teacher, and a scientist. The text "TOGETHER WE ARE STRONGER" is prominently displayed in the center, with "TOGETHER" in white and "WE ARE STRONGER" in yellow. Below this, the text "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING" is written in white. At the bottom of the ad, the SunLine logo is visible, along with the website "SunLine.org/cvstrong" and the hashtag "#CoachellaValleyStrong". The bus stop shelter has the number "045" on its top right corner.

TOGETHER
WE ARE STRONGER

THANK YOU TO ALL OF THOSE
WHO HAVE KEPT US MOVING

SunLine
TRANSIT AGENCY

SunLine.org/cvstrong #CoachellaValleyStrong

SunLine Transit Agency

DATE: May 27, 2020 **DISCUSSION**

TO: Strategic Planning & Operational Committee
Board of Directors

FROM: Rohan Kuruppu, Chief Planning Consultant

RE: Review and Discussion of the Draft FY 2021-2023 Refueled Short Range Transit Plan (SRTP)

Background

The Refueled FY2021-2023 Short Range Transit Plan (SRTP) describes near- and long-term initiatives for SunLine Transit Agency (SunLine) to support the local economy, meet the mobility needs of Coachella Valley, expand transit market share, gain new transit users, and recover from the impacts of the COVID-19 pandemic. The SRTP, updated annually, describes SunLine's short-term operating and capital plans, and identifies Coachella Valley's long-term transit needs for planning and developing funding sources to implement the improvements over a 25+ year planning horizon. This plan represents the local planning efforts of SunLine and gets approved by the and Riverside County Transportation Commission (RCTC) and Southern California Association of Governments (SCAG) which are the regional planning agencies for the Coachella Valley.

The SRTP was prepared in accordance with the requirements and guidelines of the California Public Utilities Code, California Transportation Development Act, and RCTC. The SRTP lists projects eligible for Transportation Uniform Mitigation Fee (TUMF) funds administered by the Coachella Valley Association of Governments (CVAG). TUMF funds and collaborative planning efforts with CVAG are essential to deliver the regionally significant transit services and transit-supportive infrastructure projects such as transit signal priority, super stop mobility hubs, high quality transit corridors (HQTC), hydrogen fueling infrastructure, acquisition of buses, improved accessibility to transit, and first mile/last mile solutions. Furthermore, the recommendations of the Refueled SRTP should be modeled and analyzed as a key mobility component of the Nexus Impact Fee Study that supports overall mobility, funding, and project delivery strategies for the Coachella Valley. As a local funding source, TUMF funds are essential to leveraging federal and other discretionary grants.

This SunLine Refueled: FY2021-2023 SRTP identifies financially feasible improvements that can provide faster and more convenient service to help attract riders. Implementation of these recommendations is contingent on transit demand and recovery from the COVID-19 pandemic. As summarized in Table 4.0 of the SRTP (in the SRTP Tables

section), the FY2021 operating budget will remain flat at \$40,840,150. The key recommendations are:

- Streamline the transit network as proposed in the Refueled: FY2021-2023 SRTP to provide faster and more convenient service to attract riders. The implementation recommendations will be presented to the public for their review and input.
- Use microtransit solutions to provide service on corridors or select segments of routes to optimize scarce financial resources.
- Delay the 10 Commuter Link between Indio and San Bernardino—originally slated to begin service in May 2020—until California State University, San Bernardino and Palm Desert resumes on-campus classes.
- Delay implementation of Route 111X weekday pilot express service (funded with a CMAQ grant) between Indio and Palm Springs past the scheduled January 2021 start date. The actual start date will be determined by the transit market's recovery.

Refueled implementation recommendations will be prioritized based on public and stakeholder input and the ability to fund and sustain the service and support the COVID-19 transit market recovery efforts. The final implementation recommendations will be well within the confines of the approved operating budget that was built on solid revenue estimates accounting for anticipated revenue losses.

The capital projects listed in Table 4.0 of the SRTP (in the SRTP Tables section) are proposed in the FY2021 SRTP, totaling \$6,298,206.

SHORT RANGE TRANSIT PLAN



FY 2021–2023



Board of Directors

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

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



Skiver



Garcia



Edwards



Gregor



Miles



McDaniel



Sowell



Cohen

SunLine Organizational Structure

Lauren Skiver	Chief Executive Officer/General Manager
Luis Garcia	Chief Financial Officer
Tommy Edwards	Chief Performance Officer
Peter Gregor	Chief Safety Officer
Tamara Miles	Chief Human Relations Officer
Todd McDaniel	Chief Transportation Officer
Brittney B. Sowell	Chief of Public Affairs/Clerk of the Board
Tony Cohen	Chief Maintenance Officer

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Abbreviations and Acronyms

ADA	Americans with Disabilities Act
BEB	battery electric bus
CARB	California Air Resources Board
CMAQ	Congestion Mitigation and Air Quality
CNG	compressed natural gas
CVAG	Coachella Valley Association of Governments
DBE	Disadvantaged Business Enterprise
FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
FY	fiscal year
ICT	Innovative Clean Transit
IT	information technology
IVT	Imperial Valley Transit
IVTC	Imperial Valley Transportation Commission
JPA	Joint Power Agreement
KPI	Key Performance Indicator
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Fund
MBTA	Morongo Basin Transit Authority
RCTC	Riverside County Transportation Commission
RTA	Riverside Transit Agency
SBTC	San Bernardino Transit Center
SGR	State of Good Repair
SRA	SunLine Regulatory Administration
SRTP	Short Range Transit Plan
STA	State Transit Assistance Fund
TAP	Transit Ambassador Program

TIRCP	Transit and Intercity Rail Capital Program
Title VI	Title VI of the Civil Rights Act
TSP	transit signal priority
ZEB	zero-emission bus

Definitions

Financially Constrained Plan	Funded service improvements
Financially Unconstrained Plan	Unfunded service improvements
Microtransit	A form of demand response transit that offers flexible routing and/or flexible scheduling of minibus vehicles

Executive Summary

This Refueled FY2021-2023 Short Range Transit Plan (SRTTP) describes near- and long-term initiatives for SunLine Transit Agency (SunLine) to support the local economy, meet the mobility needs of Coachella Valley, expand transit market share, and gain new transit users. Because every transit trip begins and ends by having to walk or use a mobility device, motorized and nonmotorized mobility, accessibility, and interconnectivity are essential components of planning and developing transit services.

In the midst of these planning efforts, the COVID-19 pandemic of 2020 caused a major national and global disruption with the closures of businesses, schools, and entertainment venues and the enforcement of national and statewide public health policies. In March 2020, the adverse effects of COVID-19 on SunLine’s ridership peaked. SunLine’s weekday fixed route ridership dropped by 70 percent to 4,300 daily boardings. Paratransit ridership dropped by 80 percent to 100 daily boardings compared to the same month of the previous year. The COVID-19 pandemic and the resulting secondary impacts on the Coachella Valley’s economy, employment, and day-to-day life warranted SunLine to change course to immediately support the region’s post COVID-19 pandemic recovery efforts.

While Figure ES.1 and Figure ES.2 show a significant drop in ridership in mid-March, ridership leveled off around 5,000 riders per day through April, illustrating that SunLine continues to provide lifeline service to

Figure ES.1 SunLine Fixed Route Average Weekday Ridership 2020 (January – April)

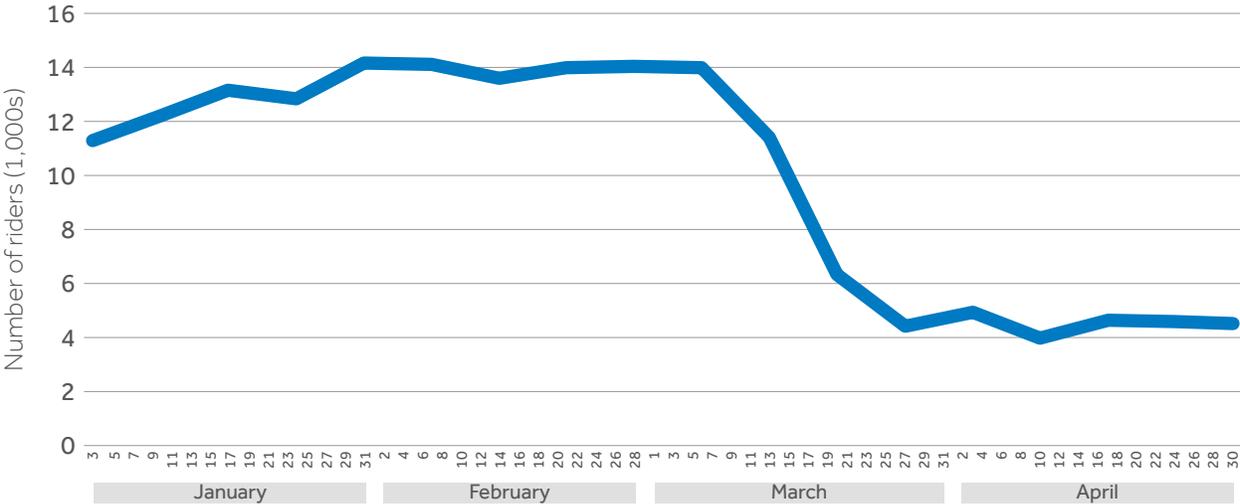
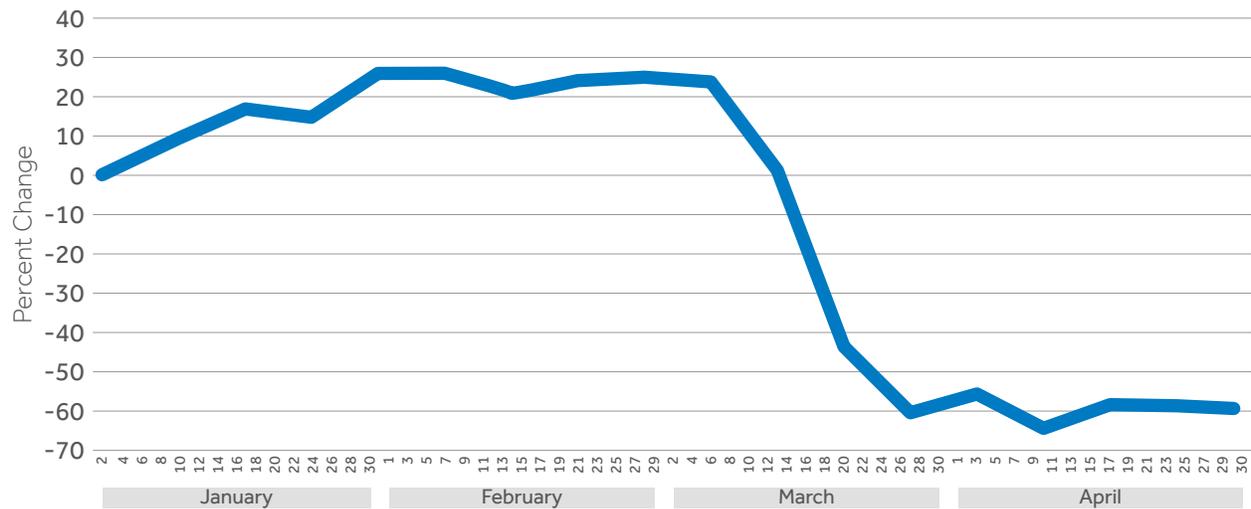


Figure ES.2 SunLine Fixed Route Average Weekday Ridership 2020 (January – April)
Percent Change



the community. These efforts included taking those who do not own an automobile to work, doctors' offices, grocery shopping, and to other essential appointments. Recovering and rebuilding ridership from this major disruption is SunLine's highest priority. While continuing to respond to the day-to-day challenges, SunLine will begin implementing a COVID-19 toolbox with strategies and tools to support the recovery efforts of the region and then grow the transit market when it's safe to do so.

Tools for the COVID-19 recovery include:

- » Safety and sanitation
 - › Rear-door boarding
 - › Identify technology options for more efficient bus cleaning
 - › Evaluate bus frequencies to minimize crowding
- » Fare collection
 - › Accelerate move toward Token Transit cashless fare system
 - › Establish community partnerships with retail outlets for remote ticketing
 - › Separate farebox from driver
- » Contingency planning
 - › Maintain essential services
 - › Prioritize resources to most important routes
- » Mass media campaigns
- » Audience-specific messaging campaigns

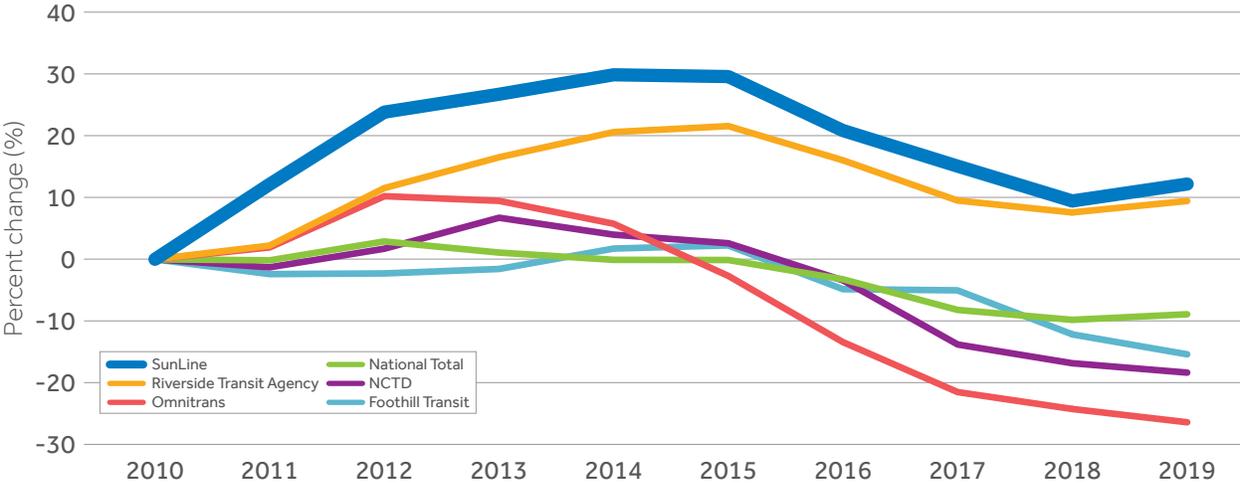
Looking forward, once a state of normalcy is reached, SunLine's bold Refueled: FY2021-2023 SRTP to recast its future, prepared with the guidance provided by the Board of Directors, input received from the residents who use transit, and a robust data analysis will be presented to the public for review and their input.

The core guiding principles of Refueled include:

- » Make SunLine's system faster, more direct, and more efficient to attract new riders;
- » Streamline SunLine's route structure to focus more resources on the system's most productive bus corridors;
- » Develop microtransit solutions to serve low-density service areas and replace low-productivity bus corridors;
- » Simplify the fare structure and move to electronic media;
- » Update the service standards policy to support performance-driven transit and an emerging service delivery model; and
- » Develop the Route 111 High Quality Transit Corridor with transit signal priority, queue jumpers, and Super Stops to facilitate timed transfer connections and intermodal connectivity.

Until the COVID-19 pandemic peaked in March 2020, SunLine was leading its peers with ridership gains since 2010, shown in Figure ES.3, bucking the national ridership trend. SunLine's 2019 onboard rider survey showed a remarkable 93 percent overall customer satisfaction rating. These accomplishments and current initiatives such as the Innovative Clean Transportation program, the College of the Desert microtransit pilot

Figure ES.3 Percent Change Fixed Route Ridership Relative to 2010



Source: National Transit Database Motor Bus and Commuter Bus Annual Unlinked Trips



project, the student Haul Pass program, and the SolVan vanpool program reflect SunLine's ambitious plans to support the Coachella Valley's economy, educational objectives, and quality of life for residents of all ages and abilities.

The Refueled FY2021-2023 SRTP lays out a financially constrained implementation plan based on the best available financial projections and anticipated grants. The service, rolling stock, and support infrastructure improvements that are not funded but are essential to meeting the future mobility needs of Coachella Valley are identified in the financially unconstrained section of the plan.

The financially unconstrained section, or transit needs plan, will guide the development of new financial resources over time to bring these recommendations into reality. Additionally, the financially unconstrained plan is essential to effectively communicate SunLine's operating and capital needs to local, state, and federal funding agencies. Lastly, the plan enables SunLine to collaborate with local jurisdictions, Coachella Valley Association of Governments, Riverside County Transportation Commission, and other funding and planning agencies. The aim is to work together in long-term regional planning and implementation efforts to optimize scarce financial resources and develop and deliver projects jointly.

The plan emphasizes coordination and collaboration with local governments to:

- » Establish better multimodal connections to transit;
- » Implement street improvements and pedestrian/non-motorized interconnectivity;
- » Improve transit efficiency, speed, and reliability;
- » Reduce transfers and travel times of the planned and redesigned local bus system;
- » Realign routes to serve growing areas of the Coachella Valley; and
- » Allocate a greater portion of new funding to implement and expand the transit market share or capture new riders.

This SunLine Refueled: FY2021-2023 SRTP identifies financially feasible improvements that can provide faster and more convenient service to help attract riders. Implementation of these recommendations is contingent on transit demand and recovery from the COVID-19 pandemic:

- » Microtransit can provide lifeline service on routes that may have to be discontinued because of low productivity.

- » Originally slated to begin service in May 2020, the 10 Commuter Link between Indio and San Bernardino is delayed indefinitely.
- » Implementation of Route 111X Weekday Express service between Indio and Palm Springs may also be delayed past the anticipated January 2021 start date.

Other improvement recommendations will be prioritized based on public and stakeholder input and the ability to fund them.

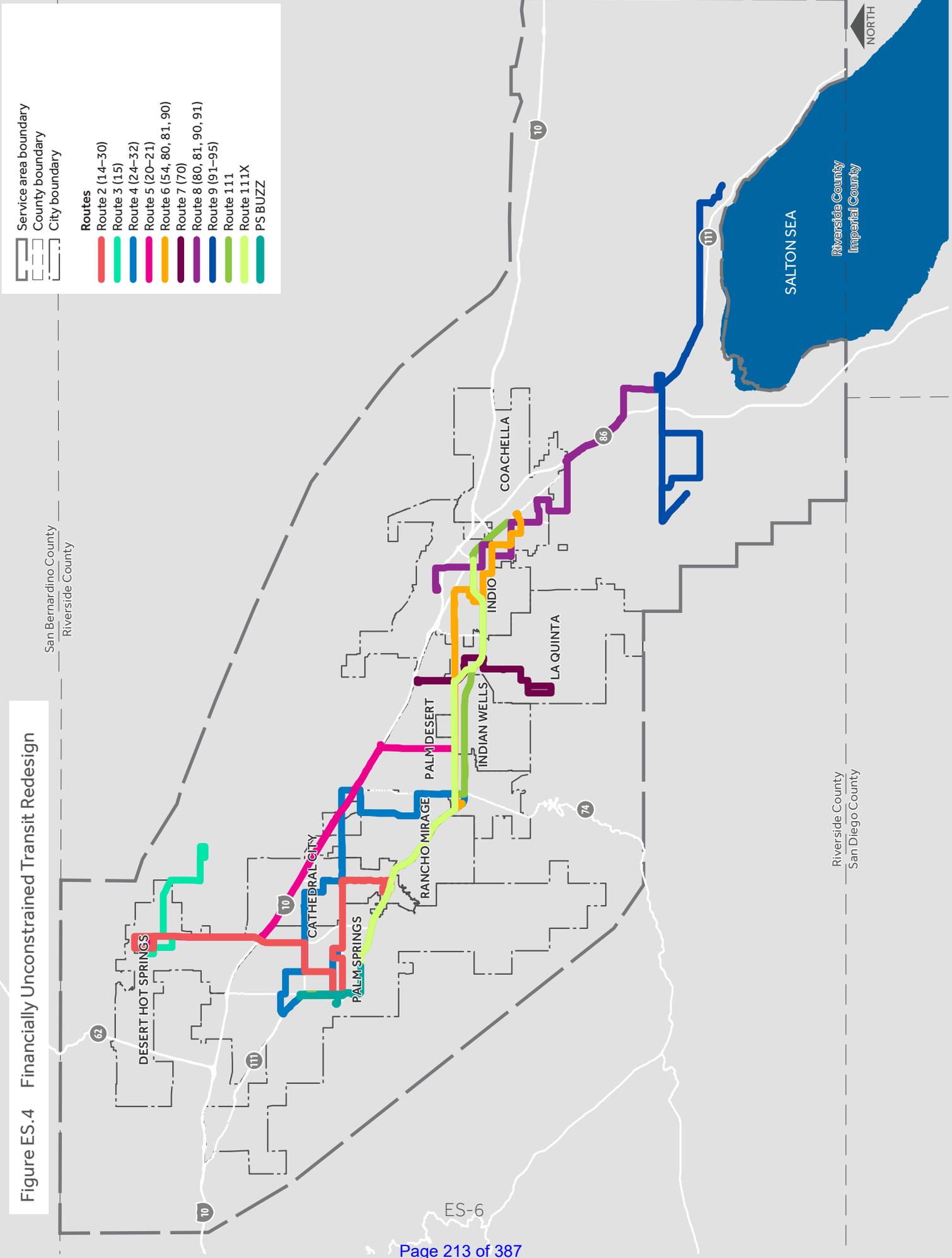
Figure ES.4 shows the financially unconstrained SunLine transit redesign in concept. It would straighten, lengthen, and combine SunLine's existing 16 bus routes into 11 redesigned routes. Rural lifeline transit service to unincorporated areas of Riverside County, such as Mecca, North Shore, and One Hundred Palms, may be provided by on-demand microtransit service. Using microtransit in areas with lower transit demand would allow SunLine to use its existing bus fleet to improve service on its trunk routes.

The staff recommendation is to adopt the financially unconstrained section of the plan in concept as a precursor to the public outreach efforts and preparation of the implementation plan and schedule. The financially unconstrained plan will then be subject to public review and input. Based on the input received from the public, local jurisdictions, and regional planning agencies, the plan will be revised and modeled with ridership and cost projections, and an implementation priority order will be set. This collaborative planning and review process is the cornerstone of the successful plan, and it cannot be a hasty process. The schedule for this critical step is contingent on the communities and the region reaching a level of post COVID-19 pandemic normalcy. Once the plan is refined, it will be presented to the Board of Directors for consideration.

Through its Innovative Clean Transit Regulation, the California Air Resources Board has mandated that public transit agencies transition to zero-emission buses (ZEBs) by 2040. SunLine is ahead of many of its peers in meeting the ZEB targets. However, fleet planning for the Refueled service expansion must be included in the ZEB implementation plan. Shown in Appendix C, this implementation plan shows how SunLine intends to comply with the mandate and when it plans to purchase the buses and build the necessary support infrastructure.

Potential funding for growing SunLine's fleet may be available through the Greenhouse Gas Reduction Fund. The Transit and Intercity Rail Capital Program (TIRCP) helps fund transformative capital improvements that will modernize California's bus transit systems. Refueled has the potential

Figure ES.4 Financially Unconstrained Transit Redesign



to transform how SunLine delivers service. Because the plan will reduce greenhouse gas emissions, vehicle miles traveled, and traffic congestion, the TIRCP is an important potential source for Refueled capital funding needs.

As SunLine seeks grant funding from the TIRCP and other regional, state, and national sources, this Refueled SRTP has a powerful story to tell about SunLine's commitment to exceptional transit service, mobility, sustainability, and clean energy.

This Refueled SRTP has four chapters. **Chapter 1** provides an overview of the system. **Chapter 2** describes route performance and existing service. **Chapter 3** describes Refueled initiatives and identifies potential service changes to implement the recommended route redesign. **Chapter 4** covers the financial and capital plans.



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CHAPTER 1

System Overview and Service Profile

In 2019, SunLine Transit Agency completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to growing, more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders, and a robust data analysis. SunLine conducted a microtransit pilot project to determine whether smaller vehicles used on demand could eventually replace rural lifeline service currently provided by a 40-foot city bus. It also launched the Haul Pass program to make transit more accessible and easier to use for college and university students.

This first chapter of the Refueled FY2021-2023 Short Range Transit Plan (SRTTP) provides an introduction to SunLine. It outlines the baseline service conditions and includes a rider profile, a description of the service area, and a summary of current public transit service.

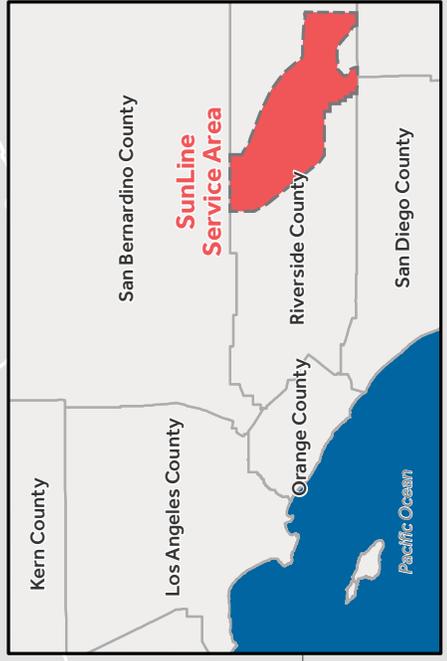
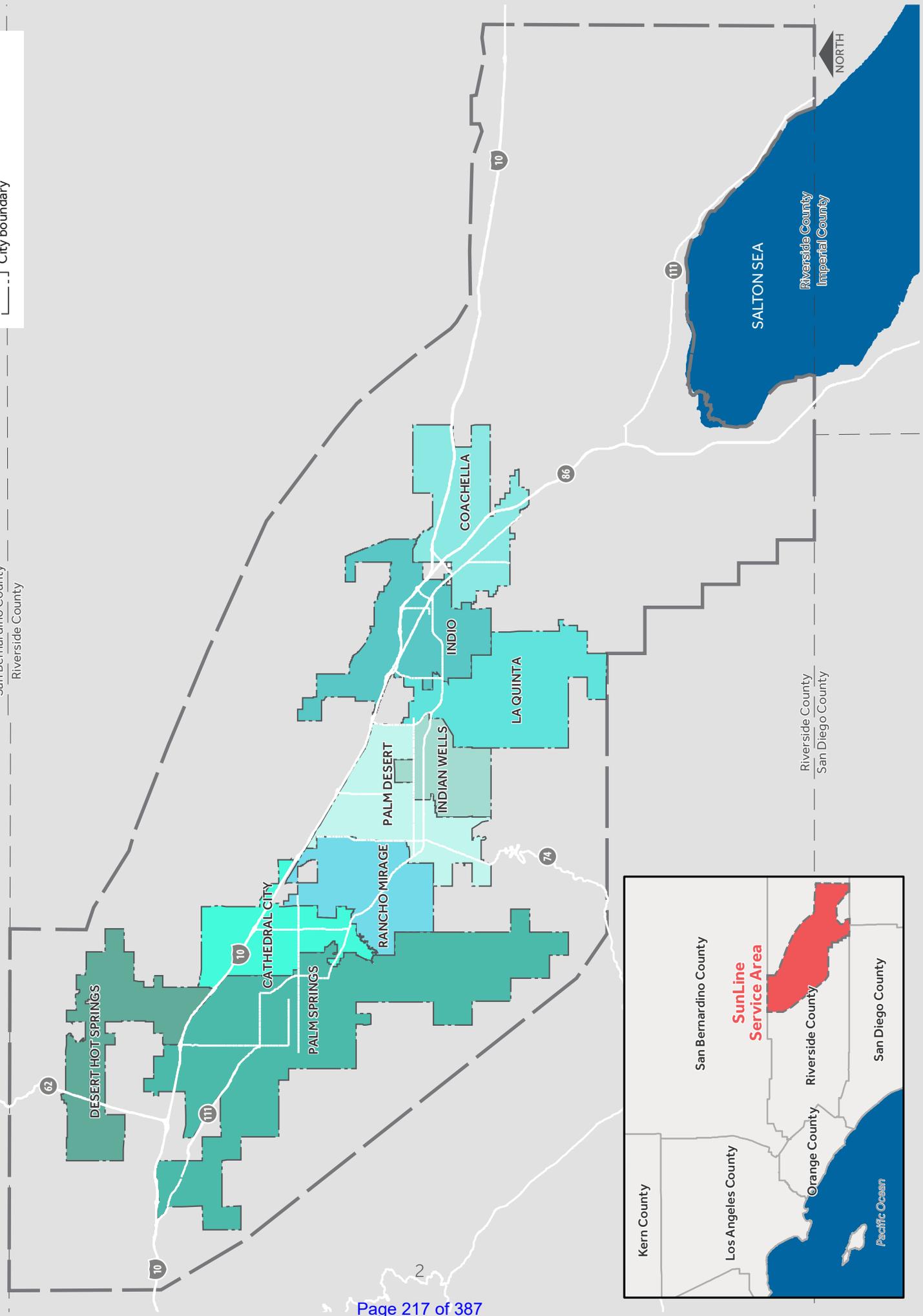
1.1 Description of Service Area

The SunLine service area covers 1,120 square miles of the Coachella Valley (Figure 1.1). It extends from San Geronio Pass in the west to the Salton Sea in the southeast. Located 120 miles east of downtown Los Angeles and 60 miles east of Riverside and San Bernardino, most of SunLine's



Figure 1.1 SunLine Service Area

Service area boundary
County boundary
City boundary



service area is located in the Riverside County Supervisorial District 4. SunLine provides service to the following cities:

- » Cathedral City
- » Coachella
- » Desert Hot Springs
- » Indian Wells
- » Indio
- » La Quinta
- » Palm Desert
- » Palm Springs
- » Rancho Mirage

Service is also provided to the Riverside County unincorporated communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, One Hundred Palms, Oasis, Thermal, and Thousand Palms. Within the Coachella Valley region, SunLine provides 150 square miles of fixed route service coverage and 200 square miles of paratransit service coverage.

1.2 Population Profile and Demographics

The 2019 SunLine Transit Rider Survey was an important source of information for the Refueled plan. It gave SunLine staff a ridership profile and described how riders use the transit system. The infographic (next page) shows the demographic characteristics of SunLine’s riders.

Demographic Projections

Despite the recent ridership downturn related to the COVID-19 pandemic, population growth in Riverside County and the Coachella Valley will continue to drive demand for public transit services. Refueled is aimed at supporting the local economy by providing better service to Coachella Valley’s transit riders. With straighter, more direct routes, the redesigned system will provide more permanent transit corridors to transit-supportive land uses. These high-quality transit corridors, such as Route 111, are productivity-oriented to capture new riders. They are scalable to meet future demand as population grows.

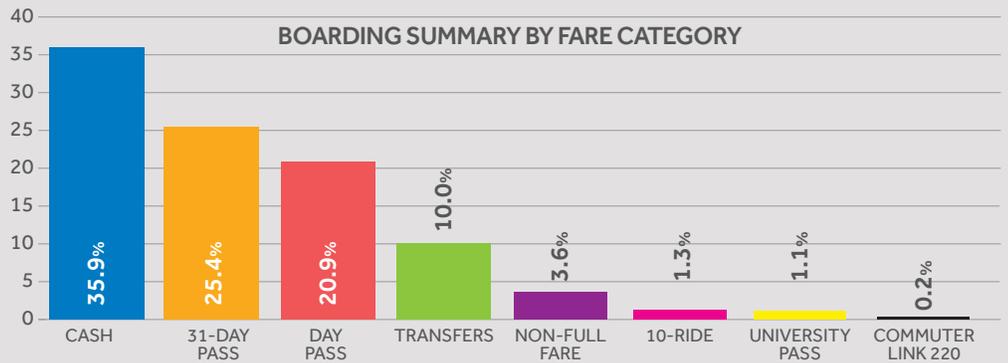
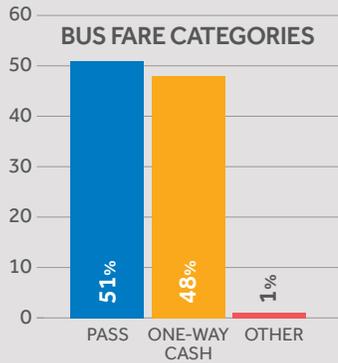
Projections prepared by the Southern California Association of Governments show that the Riverside County population is expected to grow at 1.1 percent rate from 2020 to 2040. This means an increase from 2.5 million people in 2020 to 3.17 million people in 2040. In contrast, Coachella Valley is projected to have a 2 percent higher annual growth rate than Riverside County over the same 20-year period. Population in Coachella Valley cities is projected to grow from 390,000 in 2020 to 600,000 in 2040. Figure 1.2 shows the Riverside County population growth projections through 2060. Figure 1.3 shows the Coachella Valley population growth projections.



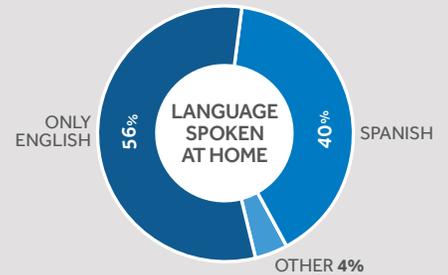
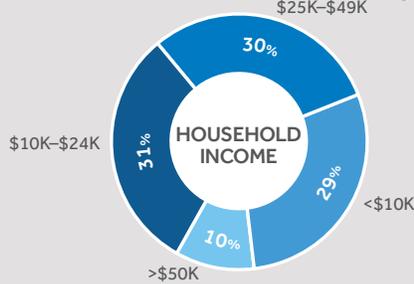
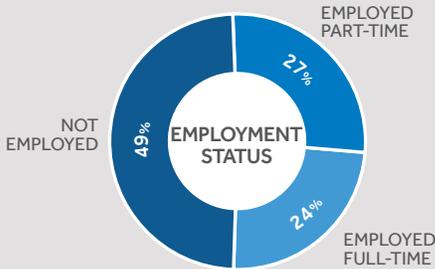
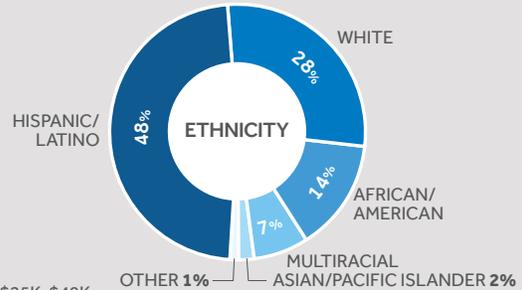
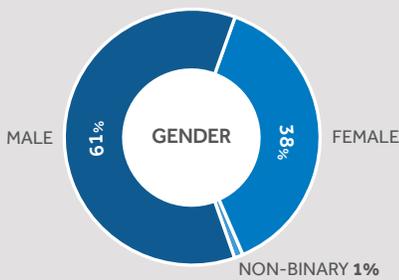
POPULATION PROFILE and RIDER CHARACTERISTICS

The SunLine Transit Rider Survey provided a snapshot of passenger characteristics, as summarized here.

BOARDING FARE



DEMOGRAPHICS



TRANSIT USE

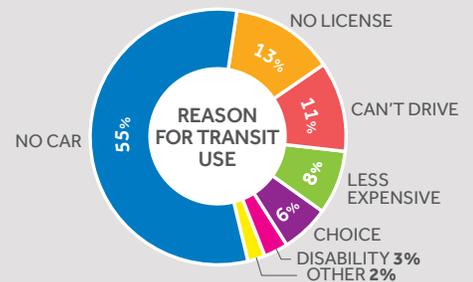
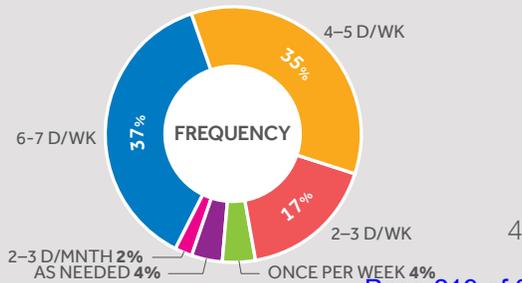
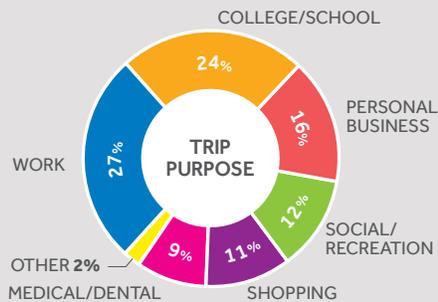
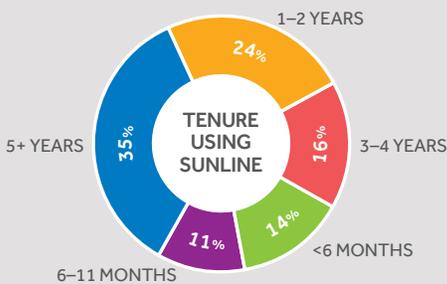


Figure 1.2 Riverside County Population Growth Projections

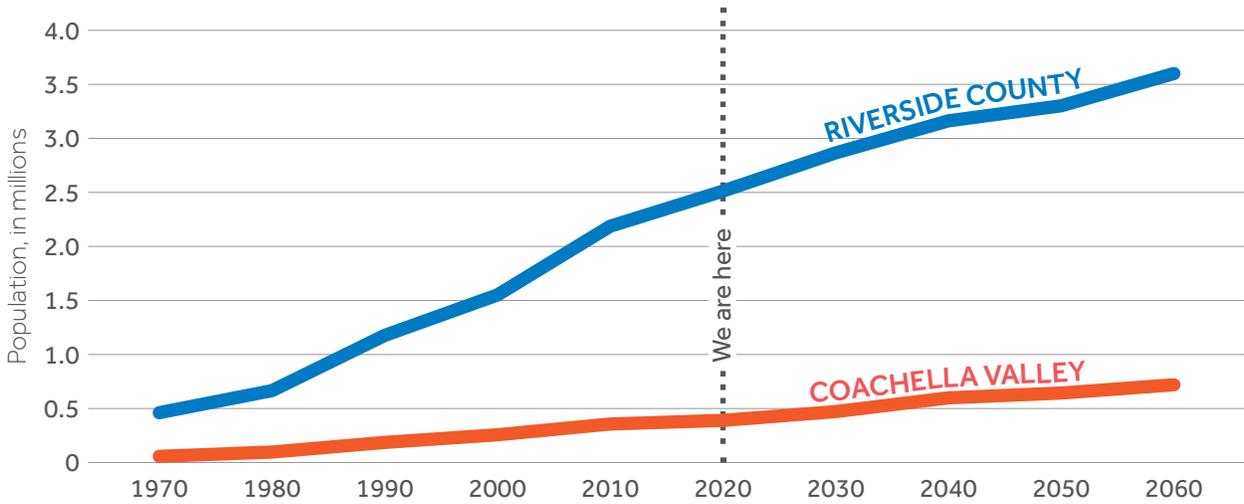
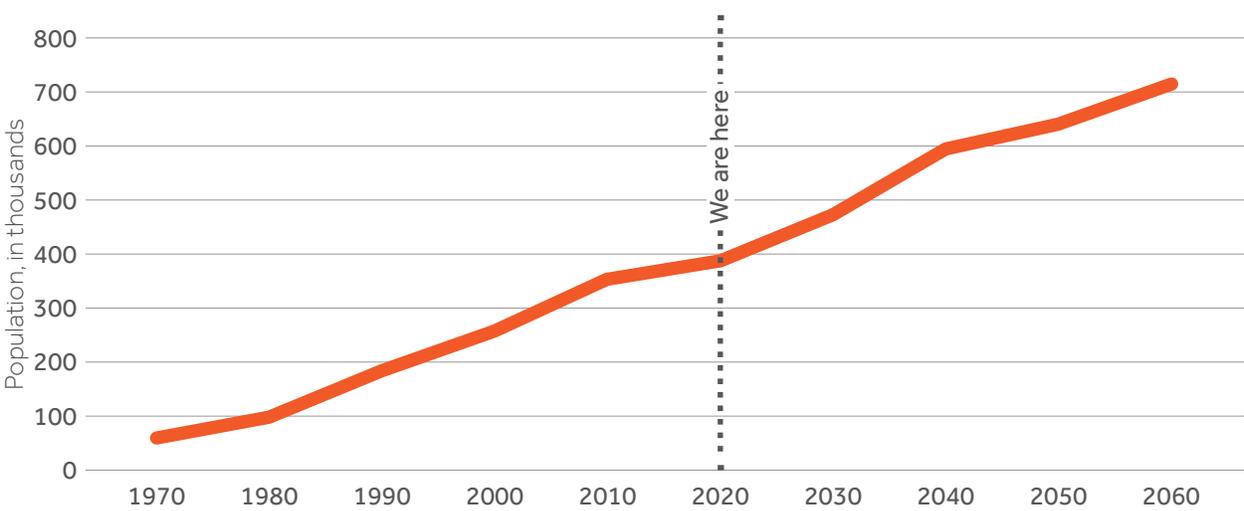


Figure 1.3 Coachella Valley Population Growth Projections



Within Coachella Valley, the cities of Coachella, Desert Hot Springs, and Indio are projected to gain the most population by 2040. These cities are projected to grow as follows.

- » Coachella – 103,000 population increase (4.5 percent annual growth)
- » Desert Hot Springs – 31,000 population increase (2.7 percent annual growth)
- » Indio – 45,000 population increase (1.6 percent annual growth)

Figure 1.4 shows population growth projections for jurisdictions in the SunLine service area.

Disadvantaged communities in California are specifically targeted for investment of proceeds from the State’s cap-and-trade program. Senate

Figure 1.4 Growth Projections for Jurisdictions in the SunLine Service Area

City	2012 Population	2040 Population	Difference	Percent Difference (%)
Cathedral City	51,476	68,100	16,624	32
Coachella City	42,400	146,300	103,900	245
Desert Hot Springs City	27,800	58,900	31,100	112
Indian Wells City	5,100	7,200	2,100	41
Indio City	78,800	123,300	44,500	56
La Quinta City	38,300	47,700	9,400	25
Palm Desert City	49,800	61,700	11,900	24
Palm Springs City	45,600	56,900	11,300	25
Rancho Mirage City	17,600	25,000	7,400	42
Unincorporated Riverside County	359,500	487,500	128,000	36
Total	716,376	1,082,600	366,224	51%

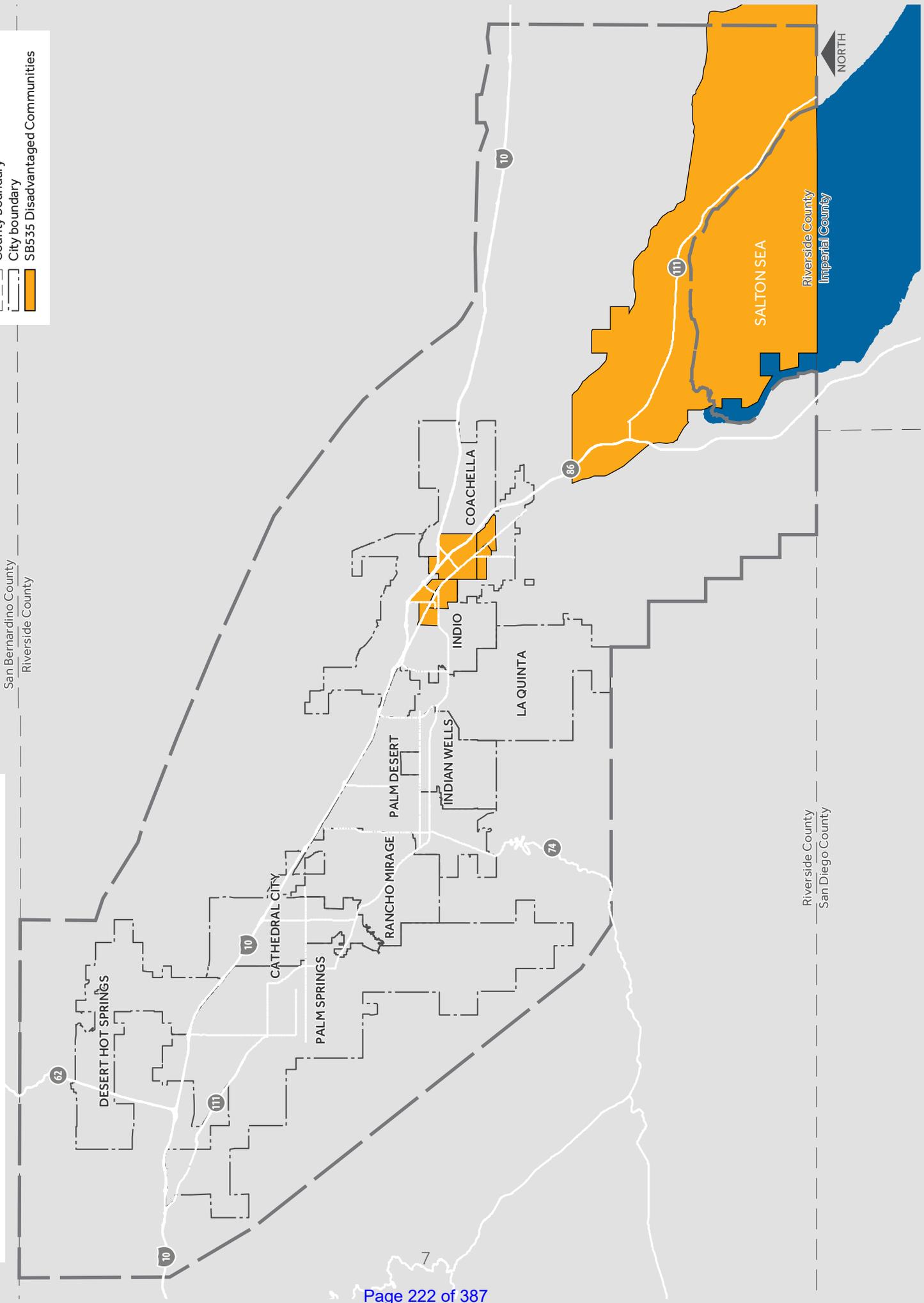
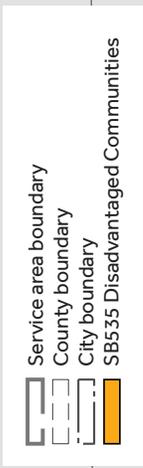
Source: Southern California Association of Governments, 2016.
http://scagrtpscs.net/Documents/2016/draft/d2016RTPSCS_DemographicsGrowthForecast.pdf

Bill 535 mandates that 25 percent of the proceeds from the Greenhouse Gas Reduction Fund go to projects that benefit disadvantaged communities. These investments are primarily aimed at improving public health, quality of life, and economic opportunity in the State's most burdened communities while also reducing pollution. Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1.5.

1.3 Description of Fixed Route and Paratransit Services

SunLine's existing transit service includes local bus, a circulator, a commuter/express bus, microtransit, and paratransit service. Additionally, SunLine's taxi voucher, vanpool, and rideshare programs provide additional

Figure 1.5 SB535 Disadvantaged Communities



transportation options to residents throughout the Coachella Valley. Each of these service types is described briefly in the following sections.

SRTP Table 1.0 (see SRTP Tables) shows a list of the routes and the areas they serve. Figure 1.6 shows the SunLine system map. Appendix A shows existing route profiles.

Local Bus

SunLine currently operates 15 local routes in its service area. The local bus network is broken down into trunk routes and connector or feeder routes. Trunk routes serve highly traveled corridors with more frequent headways and include Routes 14, 30, and 111. Connector/feeder routes operate in less dense areas and connect to trunk routes. These routes generally operate at less frequent headways and include Routes 15, 20, and 21.

Palm Springs BUZZ

The Palm Springs BUZZ is a free local circulator provided in partnership with the City of Palm Springs that operates in downtown Palm Springs on Thursday, Friday, and Saturday at 20-minute frequencies for a span of 10 hours from 12 p.m. to 10 p.m.

College of the Desert Microtransit Pilot

Microtransit is an emerging transit mode that offers flexible and dynamic demand-driven transportation solutions to areas with limited transit access or where traditional fixed route service is simply not feasible. Microtransit services typically operate with a fleet of smaller vehicles (for example, cutaway vans or buses) in defined zones, with dynamic routing based on real-time demand. Similar to Transportation Network Companies such as Uber and Lyft, users in designated areas simply specify the details of their trips on a mobile application, and a vehicle is summoned to deliver them to their destination. Operating specifics such as service hours and coverage area can be tailored to meet the needs and/or resources of the agency (fleet availability, operating budget, etc.).

In January 2020, SunLine began evaluating on-demand service provided by local taxi companies. This microtransit pilot program is intended to provide additional transportation options for College of the Desert students.

The results of this pilot project will guide possible deployment across the Coachella Valley to provide access to the fixed route system and potentially expand the SunLine service area. Figure 1.7 shows the microtransit pilot service area.

Figure 1.6 SunLine System Map



System Map

May 2020

CUSTOMER SERVICE

SERVICIO AL CLIENTE
760.343.3451

SunLine.org

TTY/TDD Service Available

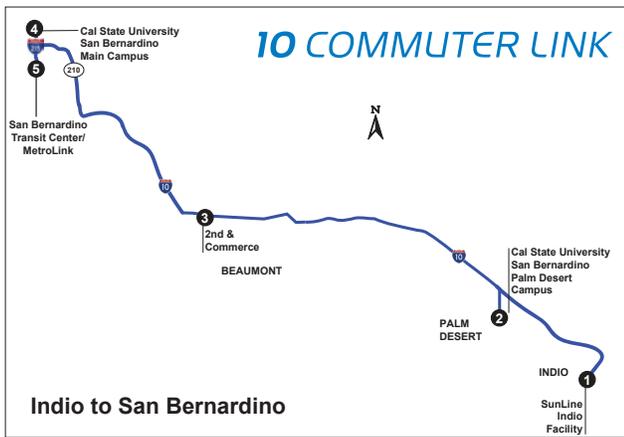
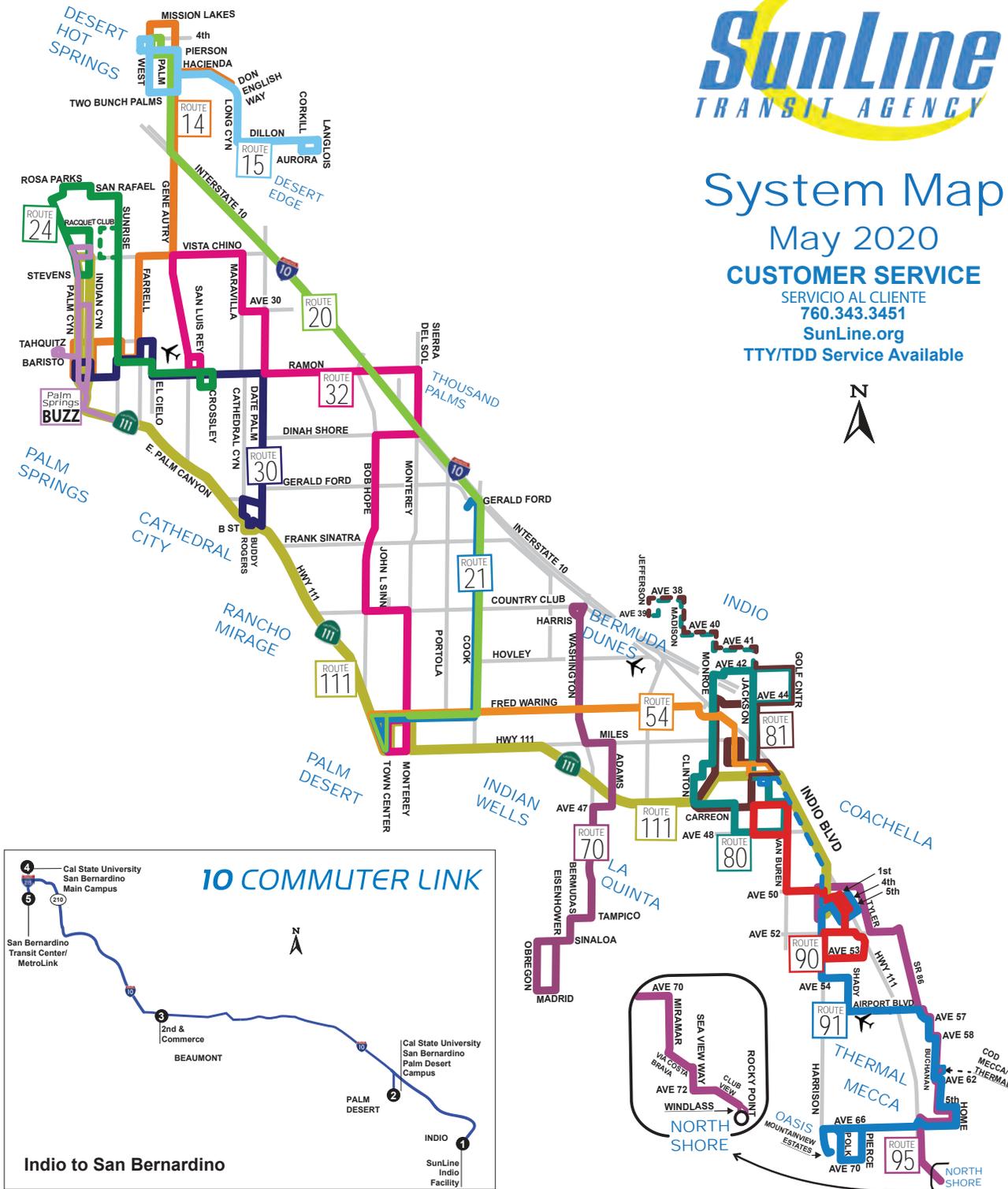
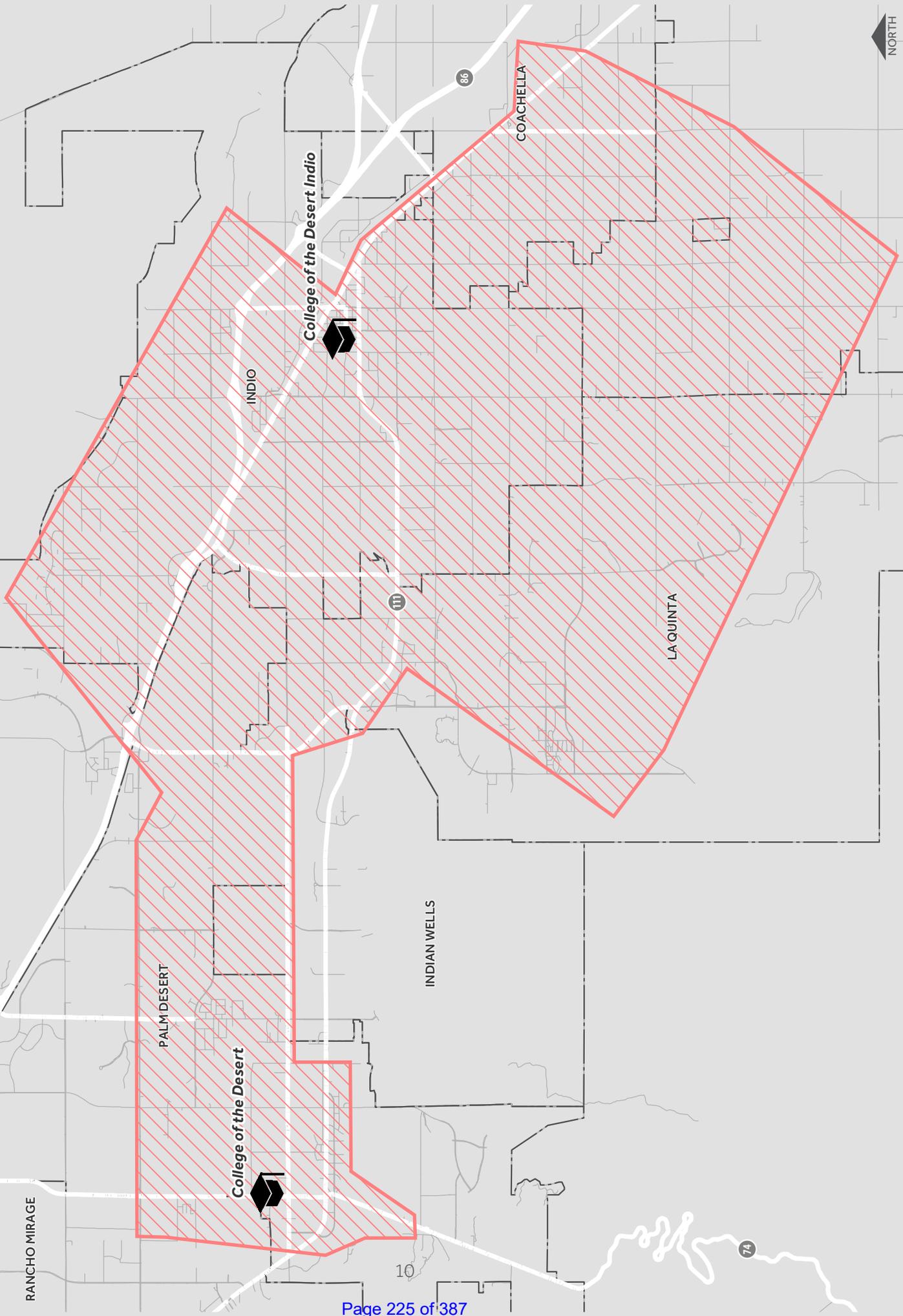


Figure 1.7 College of the Desert Microtransit Pilot Service Area



Commuter/Express Bus

Commuter bus routes are those tailored to serve specific travel markets, typically during weekday peak travel periods. Implementation of the 10 Commuter Link with service between Indio and San Bernardino is contingent on transit demand and recovery from the COVID-19 pandemic.



SunDial Paratransit

SunLine operates federally mandated paratransit services. This service, called SunDial, is a shared-ride, origin to destination transportation option that is provided to people with disabilities who are unable, or who have limited ability because of their disability, to use fixed route buses. All public transit agencies that provide fixed route bus and rail service are required by the Americans with Disabilities Act (ADA) to provide parallel paratransit service within 3/4 of a mile of local fixed routes, and days and hours of operation are based on that of the local fixed route network. Commuter and deviated services such as the 10 Commuter Link and Route 95 do not require complementary ADA service.



SolVan Vanpool

SunLine's Vanpool Program, SolVan, provides a subsidy for qualified vans that agree to report about daily riders, miles, hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van monthly lease cost minus the subsidy. The lease cost includes insurance and maintenance. They will also share the cost of gas, toll fees, and parking fees (if applicable). Vehicles for this type of service will be leased by one of the pre-qualified vendors to one of the commuters in the group, a company, or a third-party representative.

Taxi Administration

The SunLine Regulatory Administration (SRA) is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley.

1.4 Description of Ridership, Revenue Miles, and Revenue Hours by Mode/Route Classification

Figure 1.8 shows the SunLine transit system performance by mode for 2018 and 2019.

Figure 1.8 Transit System Performance, FY2018–2019

Service	Boardings		Revenue Miles		Revenue Hours		Boardings/Revenue Mile		Boardings/Revenue Hour	
	2018	2019	2018	2019	2018	2019	2018	2019	2018	2019
Fixed route	3,947,023	4,039,450	3,402,692	3,364,997	231,781	228,131	1.20	1.20	17.00	17.70
On-demand	156,292	155,332	989,084	971,701	66,851	65,911	0.16	0.16	2.34	2.36
Total	4,103,315	4,194,782	4,391,776	4,336,698	298,632	294,042	0.93	0.97	13.74	14.27

Source: National Transit Database, 2018–2019

1.5 Current Fare Structure

In 2002, SunLine raised its base cash fare from \$0.75 to \$1.00. In 2011, a SunLine fare study recommended both eliminating the \$0.25 transfer fare and incrementally raising the base cash fare to \$1.50. These recommendations were not implemented. The SunLine Board of Directors has given direction to staff to explore fare-free operations.

Figure 1.9 shows the existing SunLine fare structure. This fare structure differentiates fares for specific transit customers and trip types. The multiplier column shows the ratio of the base cash fare to the pass price and is the point where the pass fare per trip matches the per-trip cash payment. The multipliers show how SunLine is targeting specific market segments with discounts to increase the system's ridership and revenue. For example, SunLine provides a discounted 31-day youth pass for students using transit.

1.5.1 Cash Fares

In addition to the \$1.00 fare for adult riders, SunLine enforces a \$0.25 fee for transfers. The transfer pass is good for unlimited rides within 2 hours of purchasing, and is valid only on the day issued. Transfers are issued only upon boarding.

The base cash fare for seniors, which SunLine defines as individuals 60 years of age or older, is \$0.50 on all fixed route services. Individuals that qualify for the ADA also pay a \$0.50 base cash fare on all fixed route services. The fare complies with the Federal Transit Administration's (FTA's) Half Fare rule, which requires agencies receiving federal funds

Figure 1.9 Existing SunLine Fare Structure

Fare Type	Price (\$)	Multiplier	Fare Type	Price (\$)
Adult			Other	
Cash	1.00	—	Transfers	0.25
Day pass	3.00	3.0	CV employer pass	24.00
10-ride	10.00	10.0	University pass	24.00
31-day pass	34.00	34.0		
Youth			Commuter Link 10 Cash	
Cash	0.85	—	General cash	6.00
Day pass	2.00	2.4	Senior cash	4.00
10-ride	8.50	10.0		
31-day pass	24.00	28.2		
Seniors/Disabled			Commuter Link 10 Cash	
Cash	0.50	—	General day pass	14.00
Day pass	1.50	3.0	General 30-day pass	150.00
10-ride	5.00	10.0	Senior day pass	10.00
31-day pass	17.00	34.0	Senior 30-day pass	100.00

to offer fares to persons 65 or over and disabled travelers at a level no more than half the base cash fare. Medicare cards, Department of Motor Vehicles driver’s license or senior ID cards, ADA certification cards, or SunLine Half Fare ID cards are accepted as proof of age or disability.

A discounted youth fare of \$0.85 is also available for children between the ages of 5 and 17. Children 4 years of age and younger ride free with a paid adult cash fare (maximum of two children).

1.5.2 Fare Passes

SunLine currently issues two types of fare passes: the Day Pass and the 31-day Pass. Daily and monthly passes are available for the 10 Commuter Link service as well, but are priced and sold separately from the general fixed route passes.

Day Pass

The SunLine Day Pass is available for \$3.00 and allows for unlimited rides on all fixed routes for the duration of 1 calendar day. In adherence to the FTA's Half Fare rule, the Day Pass for seniors and disabled riders is available for \$1.50. The Day Pass for youth riders is \$2.00. The Day Pass for the 10 Commuter Link is \$14 for adults and \$10 for seniors.

31-day Pass

SunLine sells a pass valid for a rolling 31-day period from the date of first use. The 31-day Pass is available for \$34 for general adult riders, \$17 for seniors and disabled riders, and \$24 for youths. The monthly pass for the 10 Commuter Link is a 30-day pass available for \$150 (10 Commuter Link operates Monday through Friday only).

Multiple Ride (10-ride)

A 10-ride pass is available for \$10.00 for general adult riders, \$5.00 for seniors and disabled riders, and \$8.50 for youths (ages 5 to 17). There is no discount from the base cash fare for this pass.

Employer Passes

SunLine offers a 31-day pass to businesses in the Coachella Valley that have 5 or more employees interested in using transit. The pass can be used for unlimited rides on any of SunLine's fixed route services and is priced at \$24 a month. The pass is \$10 less than the 31-day adult pass and is designed to encourage greater use of alternative modes of transportation.

Haul Pass

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert and the California State University, San Bernardino – Palm Desert Campus are partners. To ride SunLine, students of these schools can simply swipe their active student ID card through the SunBus card reader when they board. The program is currently funded through a 3-year grant from the Low Carbon Transit Operations Program (LCTOP).



Token Transit

SunLine riders download the Token Transit application to their smartphone and use it to pay SunLine fares. It requires a credit or debit card to set up an account and purchase bus passes.

1.6 Revenue Fleet

SunLine's fleet includes fixed route buses, paratransit vehicles, and support vehicles. SRTP Table 1.1 (see SRTP Tables) shows the characteristics of

SunLine's fixed route and paratransit fleet. Figure 1.10 shows a summary of SunLine's fleet of support vehicles.

Figure 1.10 SunLine Support Vehicle Summary

Description	Fuel Type	Number of Vehicles
Electric Light Vehicles	Electric	14
CNG Light Vehicles	CNG	18
CNG Light Duty Trucks	CNG	14
Hybrid/Gasoline Light Duty Vehicles	Hybrid	2
Total		48

Note: CNG = compressed natural gas

1.7 Existing Transit Facilities and Bus Stop Amenities

SunLine operates administrative and bus operations facilities at two locations. Administrative headquarters and main bus operations are located at 32-505 Harry Oliver Trail in Thousand Palms. SunLine also operates a maintenance and fueling facility at 83-255 Highway 111 in Indio. Park-and-ride facilities are located at 78-420 Varner Road in Thousand Palms and at 83-255 Highway 111 in Indio.

SunLine's bus system has 659 stops with 424 shelters. Planning is underway to relocate 12 inactive shelters. In addition, there are 60 stand-alone benches and waste containers at 14 major transfer locations. Figure 1.11 shows the top 10 stops served for weekday service. Figure 1.12 shows the top 10 weekend stops.

1.8 Existing Coordination between Transit Agencies and Private Providers

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



Figure 1.11 Weekday Service: Top 10 Stops Served

Stop	City	Average Riders Per Day
Indian Canyon/Ramon	Palm Springs	485
B St/Buddy Rogers	Cathedral City	331
West/Pierson	Desert Hot Springs	254
Baristo/Farrell South Side	Palm Springs	235
Ramon/San Luis Rey North Side	Palm Springs	198
Ramon/San Luis Rey South Side	Palm Springs	194
5th/Vine	Coachella	190
Hwy 111/Flower	Indio	189
Ramon/Date Palm West Side	Cathedral City	167
Baristo/Farrell North Side	Palm Springs	126

Source: SunLine Transit Agency, March 2019–February 2020

Figure 1.12 Weekend Service: Top 10 Stops Served

Stop	City	Average Riders Per Day
5th/Vine	Coachella	358
Indian Canyon/Ramon	La Quinta	299
B St/Buddy Rodgers	Cathedral City	279
Palm Canyon/Stevens	Palm Springs	191
Hwy 111/Flower	Indio	171
Town Center/Hahn East Side	Palm Desert	163
West/Pierson	Desert Hot Springs	140
Palm Canyon/Baristo	Palm Springs	107
Town Center/Hahn West Side	Palm Desert	98
Ramon/San Luis Rey North Side	Palm Springs	93

Source: SunLine Transit Agency, March 2019–February 2020

consumers, and grassroots advocates through forums such as the Riverside County Transportation Commission (RCTC) Citizens Advisory Committee/Social Service Transportation Advisory Council, SunLine's ACCESS Advisory Committee, San Gorgonio Pass Area - Transportation Now Coalition, and neighboring transit operators.

SunLine facilitates the ACCESS Advisory Committee. Staff hosts regular meetings at the Thousand Palms Administrative Office. SunLine applies input from the Committee to improve relationships with the community to address public transportation issues in the Valley.

Additionally, staff members are actively involved in the regional transportation planning process through participation on RCTC and county committees. These committees include the RCTC Citizens Advisory Committee/Social Service Transportation Advisory Council, the Technical Advisory Committee, Aging & Disability Resource Connection (ADRC) of Riverside Long Term Services and Supports Coalition, Desert Valley Builders Association, and related committees to enhance coordination efforts with SunLine.

1.8.1 Coordination With Other Public Transportation Providers

In addition to providing transit service throughout the Coachella Valley, SunLine offers transit connections to a number of adjacent transit operators. SunLine, Omnitrans, and Metrolink collaborated to schedule the operation of 10 Commuter Link service, which connects Indio/Palm Desert to the California State University, San Bernardino campus and the San Bernardino Transit Center (SBTC)/Metrolink Station with a bus stop in Beaumont. In Beaumont, 10 Commuter Link provides connectivity to Riverside Transit Agency (RTA), Beaumont Transit, and Banning Transit. Transfers are available to bus routes connecting to Cabazon, University of California, Riverside, Riverside University Health Center, Kaiser Hospital, VA Hospital, Loma Linda Medical Center, and numerous destinations served by RTA, Beaumont Transit, and Banning Transit. Negotiations are underway to establish agreements between SunLine and RTA, Beaumont Transit, and Banning Transit.

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

SunLine is collaborating with Palo Verde Valley Transit Agency on its Rides to Wellness demonstration project known as the Blythe Wellness

Express service. This service, launched in July 2017, operates 3 days per week and travels to the Coachella Valley's three hospitals (Desert Regional Medical Center, Eisenhower Medical Center, and John F. Kennedy Memorial Hospital) within SunLine's service area.

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

SunLine collaborates with the Imperial Valley Transportation Commission (IVTC) in an effort to find a future connection with Imperial Valley Transit (IVT). IVTC oversees the regional transportation services and programs provided by IVT in the Southern California areas of Brawley, Calexico, Imperial, West Shores, and El Centro.

In 2019, FlixBus initiated regional bus service at Palm Springs, Palm Desert, and Indio that connects to Los Angeles in the west and Phoenix, Arizona, in the east. SunLine maintains an interagency operating agreement with FlixBus.

1.9 Review of Previous Studies and Plans

In 2019, SunLine completed its Transit Redesign and Network Analysis Study. Prepared by HDR, this study took a comprehensive look at fixed route transit operations to make recommendations to optimize SunLine's service. SunLine also completed an on-board transit rider survey in 2019. This survey provided insight into rider preferences and needs to help guide the transit redesign. Other reports reviewed for the preparation of this SRTP include:

- » Bus Rider Survey Study (February 2015)
- » SunLine Transit Feasibility Study Hydrogen Station Expansion (January 2016)
- » SunLine Transit Facilities Master Plan (November 2016)
- » SunLine Transit Agency Transit Asset Management (September 2018)
- » Network Study Report SunLine Transit Redesign & Network Analysis (February 2019)
- » Innovative Clean Transit (ICT) Plan to SunLine Board of Directors (May 2020)

CHAPTER 2

Existing Service and Route Performance

SunLine developed its Refueled plan through a holistic process that reflected guidance from the Board of Directors, input received from riders, and a data-driven process that used existing transit market information such as stop- and route-level boarding data and origin-destination survey data. This SRTP includes updated key performance indicators (KPIs) that further support these quantitative, community-based planning methods.

2.1 Description of Key Performance Indicators

As part of its Refueled commitment, SunLine regularly reviews routes' service performance to adjust service supply to meet demand within its capacities. A quartile-based performance threshold is used to compare and measure the relative performance of individual routes. This tool allows SunLine to identify the top 25 percent and bottom 25 percent performing routes.

Passengers per revenue hour is the recommended KPI for evaluating SunLine's route-level service. It measures service effectiveness or productivity based on ridership (passenger boardings) generated for each revenue hour of service operated. SRTP Table 2 (see SRTP Tables) shows SunLine's system performance targets.



2.1.1 Service Quality Standards

Service quality standards contribute to the reliability and consistency of service delivery. Riders may first be attracted to transit service based on headway and span. Choice riders may continue to use services because they can reliably get to their destinations on time. Unreliable service often results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- » on-time performance (service reliability)
- » percent service delivered (service reliability)
- » miles between service interruption (service reliability)
- » load standards (service comfort)
- » average fleet age (service comfort)
- » bus deployment policy

Each suggested metric is discussed in more detail below.

On-time Performance. This KPI measures service reliability as defined by adherence to the published service schedule. "On-time" is when a trip departs a time point within a range of 0 minutes early to 3 minutes late. To achieve targeted on-time performance, service running times must be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. The on-time performance target is 90 percent for all services. This target helps show riders that 9 out of every 10 trips will arrive at the scheduled time.

Runtime variants also affect service speed and reliability. Runtime is the time allotted in a transit schedule for a route to travel from one time point to another time point, or from beginning to end. Calibrating the runtime for the day of the week and hour of the day (for example, peak vs. non-peak) helps routes and the overall system adhere to or surpass the adopted on-time performance. It is important to review runtime variants regularly because roadway traffic conditions are ever-changing.

Miles between Service Interruptions. This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of cause. SunLine's standard is 5,000 miles.

Load Standards. This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand on the bus for short distances or

time periods (for example, under 2 miles and/or 10 minutes) during peak periods, it is generally accepted that seating should be available for all riders during normal off-peak conditions. Figure 2.1 show load standards.

Figure 2.1 Load Standards

Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off-peak	Average 100% of seated load = 38 passengers

Average Fleet Age. The age of the vehicle fleet affects performance and reliability of transit services as well as system attractiveness to customers. SunLine's standard for average fleet age is no greater than 10 years. Adhering to the average fleet age standard will help ensure a reliable and comfortable passenger experience.

Bus Deployment Policy. Bus deployment specifies the type of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads. Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding. Figure 2.2 shows the bus deployment policy.

Routes 111, 14, 30, and 15 should use 40-foot buses given the higher passenger volumes.

Other routes should use either 40- or 32-foot buses based on ridership demand.

Figure 2.2 Bus Deployment

Service Type	Vehicle Type
Trunk routes	40-foot buses
Local routes	32- or 40-foot buses depending on ridership demand
On-demand service	15-passenger van or sedan

SunLine will review the bus deployment policy every 2 years beginning in 2020, and will make necessary adjustments as the fleet is updated to ensure compliance with Title VI of the Civil Rights Act of 1964 requirements.

SunLine is in full compliance with Title VI, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine ensures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion of maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined above. Additionally, fuel cell buses are assigned to routes with shorter distances and/or durations that are within the acceptable range capacity of those vehicles.

Adequate numbers of buses are assigned to routes with high demand to avoid instances of overcrowding or standing passenger. All SunLine buses are fully air conditioned and are 100 percent accessible to persons with disabilities.

2.1.2 Warrants Standards

Warrants standards provide a way to determine which areas within the large service area will have both the passenger demand and performance potential to produce cost-effective fixed route transit service. To ensure the agency's financial sustainability, SunLine will introduce only those new services that operate above the lower-performing route quartile or with productivity that is within 15 percent of the system average.

Planning new services around these guidelines will help ensure successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed route service will help SunLine respond to future community requests for new service.

2.1.3 Network Role

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

2.1.4 Market Opportunities

There is a strong correlation between service performance, surrounding population, and employment densities—the more people with access to a route, the higher the route's potential ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments, and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations.

The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

A minimum threshold is considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

2.1.5 Unmet Mobility Needs

SunLine will strongly consider the mobility needs of transit-dependent populations when evaluating where to operate service. In assessing the area's demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.

2.1.6 Key Destinations

Key destinations likely to generate higher demand for transit service include major area schools, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, open residential communities (not gated), and those with relatively lower income and vehicle ownership levels.

2.1.7 Evaluating New Services

New routes should be monitored to determine whether they are reaching the desired performance standards. The route should first be evaluated after 6 months to determine whether it meets more than two-thirds of its performance standards. New services not meeting the minimum standards at the end of an 18- to 24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided 3 years of funding for a route that did not meet standards, this route may still be operated for the full 3-year period.

2.1.8 Productivity vs. Coverage Target

The SunLine Board of Directors' goal is to capture new riders and expand transit market share. The Board is committed to first investing in new operating plans that improve productivity, and second in operating plans that improve coverage. This is consistent with the Transportation Development Act of 1971 that established fiscal performance requirements of 20 percent of farebox recovery in urbanized areas and 10 percent in rural areas. To comply with this state mandate, and to improve effectiveness and efficiency, SunLine recommends the following policy for service deployment:

- » Seventy percent of fixed route service should be deployed in areas with higher population and employment densities where transit is able to meet productivity standards
- » Thirty percent of fixed route service should be deployed to maintain coverage in areas where lower population and employment densities limit transit service productivity.

SunLine will not dismantle its existing service to pay for productivity. Rather, funds for new service will be split 70/30 to establish productivity-oriented routes to expand the transit market share and capture new riders. This focus on productivity will also help SunLine meet mandatory farebox recovery requirements. By state mandate, new or significantly modified service is exempt from meeting the required criteria for up to 2 years plus the year of commencement. The objective is to give these routes time to perform up to the standards.

2.2 Service Performance

Beginning in August 2018, SunLine's Haul Pass program attracted new student riders to the system. Expanding the student travel market helped stabilize declines in transit ridership. At the same time, SunLine was able to reduce expenses and complete FY2020–2021 under budget. These savings put SunLine in a better financial position to weather the operational challenges and budget shortfalls resulting from the COVID-19 pandemic. For example, in the last quarter of the fiscal year, SunLine will see a significant decrease in passenger fare revenue as local fixed route and paratransit bus service are being provided free of charge.

SRTP Table 2.1 (see SRTP Tables) shows the Fiscal Year (FY) 2020–2021 SRTP performance report. It shows FY2018–2019 and FY2019–2020 system performance indicators with FY2020–2021 anticipated performance. It projects a decrease in passengers and an increase in

operating costs for FY2020–2021. SRTP Table 2.2 (see SRTP Tables) shows the SRTP system service summary broken out by fixed route and dial-a-ride service types. SRTP Table 2.3 (see SRTP Tables) shows route-level performance indicators.

Before the COVID-19 pandemic ridership drop, SunLine had been enjoying an increase in transit use. Figure 2.3 shows total SunLine system ridership, including both paratransit and fixed route bus service, for the 5 years from FY2014–2015 to FY2018–2019. Figure 2.4 shows that ridership increased in FY2018–2019 over the previous fiscal year. SunLine attributes this increase to the Haul Pass program attracting new student riders.

Figure 2.5 shows increases in local bus ridership in the fall and spring months, which corresponds to student demand.

Figure 2.6 shows the fixed bus route performance for FY2000–2021.

Where fixed route service increased between FY2017–2018 and FY2018–2019, paratransit service ridership levels remained steady. Figure 2.7 shows a small decrease in annual paratransit ridership between fiscal years. This small decline is good news as SunLine manages its paratransit service to

Figure 2.3 System Ridership Comparison - 5 years

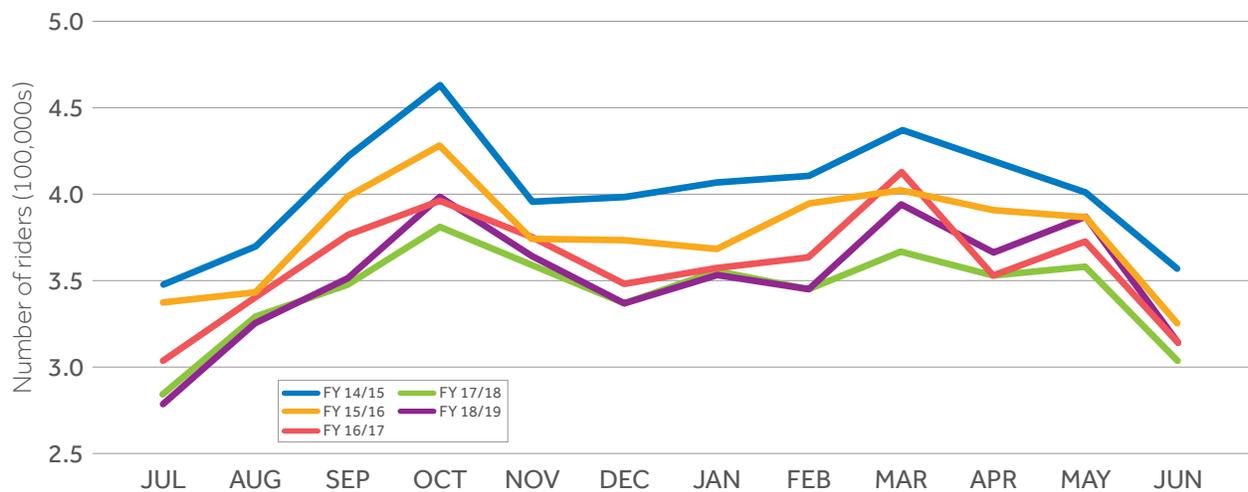


Figure 2.4 SunBus Ridership Change

Service Type	FY2017–2018	FY2018–2019	Percent Change
Sun Bus (Fixed Route)	3,947,023	4,039,450	2.3%

Figure 2.5 Fixed Route Ridership Comparison - 5 years

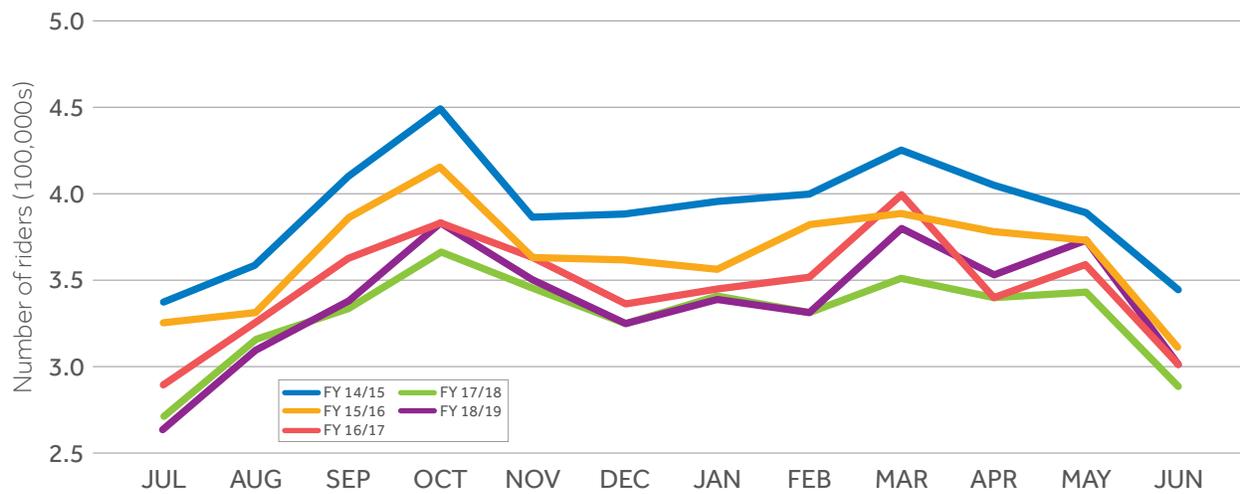


Figure 2.6 Fixed Route Performance, FY2020–2021

Route	Peak Vehicles	Annual Revenue Miles	Annual Revenue Hours	Gross Annual Operating Cost	Annual Passengers
10 Commuter Link	2	191,556	5,915	N/A	N/A
14	7	429,302	27,996	\$4,195,171	580,984
15	1	87,484	5,448	\$830,772	117,180
20	2	84,780	3,582	\$851,447	31,587
21	1	18,391	1,334	\$217,625	13,068
24	5	171,466	12,760	\$1,489,422	176,322
30	5	267,281	25,674	\$2,522,510	616,319
32	3	279,553	16,865	\$2,562,878	250,298
54	2	113,483	6,733	\$968,940	79,314
70	3	129,249	9,687	\$1,240,395	163,252
80	5	105,020	9,061	\$1,029,211	203,664
81	4	53,409	5,660	\$585,221	88,736

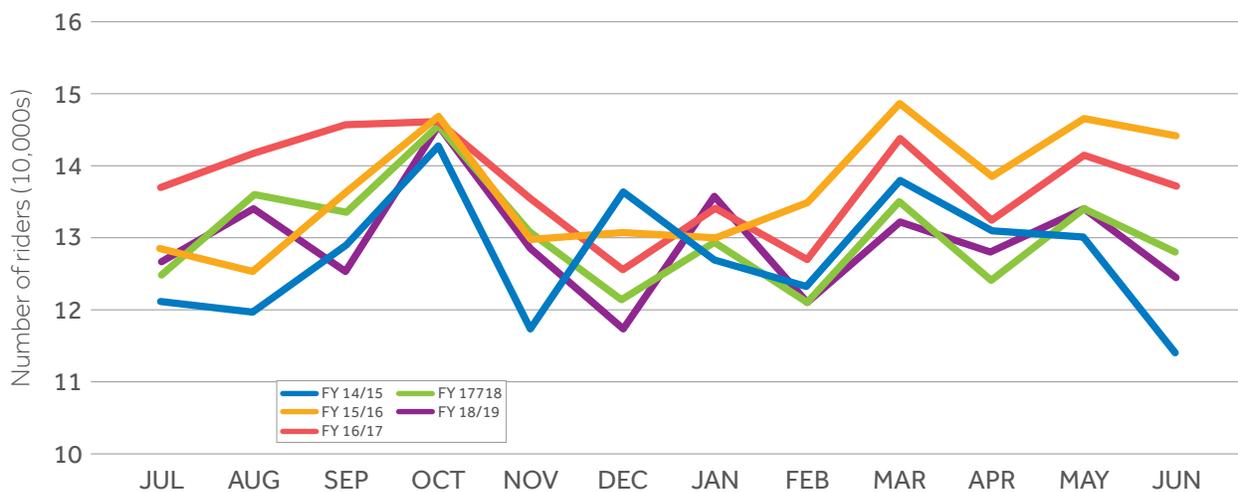
Figure 2.6 Fixed Route Performance, FY2020–2021 (continued)

Route	Peak Vehicles	Annual Revenue Miles	Annual Revenue Hours	Gross Annual Operating Cost	Annual Passengers
90	1	78,800	6,012	\$669,911	72,872
91	3	315,323	17,279	\$2,917,930	157,058
95	1	115,773	6,390	\$1,076,640	28,840
111	14	1,006,510	67,814	\$11,043,268	1,412,920
Total	59	3,447,380	228,210	\$32,201,341	3,992,414

Figure 2.7 Paratransit System Performance, FY2018–2019

Service Type	FY2017-2018	FY2018-2019	Percent Change
SunDial	156,292	155,332	-0.6%

Figure 2.8 SunDial Ridership Comparison - 5 years



divert as many riders as possible to fixed route service as a way to control costs. Figure 2.8 (previous page) shows paratransit use for 5 recent fiscal years.

2.2.1 Taxi Voucher Program

In addition to SunDial, SunLine offers a Taxi Voucher Program providing half-price taxi trips for seniors (60+ years) and the disabled through the use of an electronic payment card. This card is easily obtained by eligible patrons by submitting an application to SunLine. Once the application is reviewed and accepted, the patron is then mailed an activated payment card. When the patron receives their card they are able to call in and add a balance of up to \$75 per month. SunLine provides matching funds in equal amount up to the \$75. The total balance added for each month can be a maximum of \$150. Remaining funds from previous months are carried over until utilized. To use the balance, the patrons simply order a cab and pay their fare with the Taxi Voucher payment card.

This program is serviced by two taxi businesses permitted to operate in the Coachella Valley and provides some relief to the demands on the paratransit services. Both the riders and the taxi providers appreciate how this service keeps them competitive with other rideshare services in the area. It is anticipated that operational funding for the Taxi Voucher Program will be exhausted as of March 31, 2021.

2.2.2 Taxi Administration

The SRA is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley. Figure 2.9 presents the current operating taxi businesses in the Coachella Valley along with the number of vehicles operated by each company.

Figure 2.9 Taxi Businesses

Business	Number of Vehicles
Coachella Valley Taxi	20
Desert City Cab	36
Yellow Cab of the Desert	52

2.2.3 Vanpool

A vanpool is a group of people who are commuting to the same workplace or post-secondary education facility (college, trade school, etc.) regularly from the same community, riding together in a van or SUV provided by a vendor to share expenses. Vanpools typically carry from 5 to 15 passengers and operate long distances, traveling between pick-up locations and a place of work/school.

Vanpools provide small-scale commuter ridership in scenarios where operator costs would otherwise be prohibitively high. Operating costs are very low, because the passengers drive themselves. Ridership per platform hour is healthy. Vanpools are very demand-responsive; once ridership falls below a threshold, the service goes away and new routes can be added with a minimum of overhead. They can access office parking areas and other locations that scheduled SunLine service cannot reach, making for more convenient passenger drop-offs.

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

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

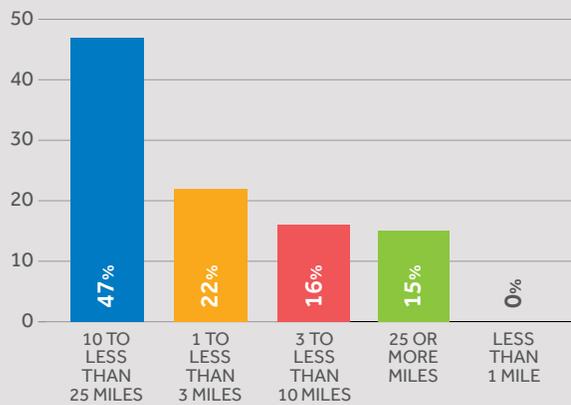
SunLine's Vanpool Program, SolVan, provides a subsidy for qualified vans that agree to report about daily riders, miles, hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van monthly lease cost minus the subsidy. Lease includes insurance and maintenance. They will also share the cost of gas, toll fees, and parking fees (if applicable). Vehicles for this type of service will be leased by one of the pre-qualified vendors to one of the commuters in the group, a company, or a third-party representative.

Vanpools

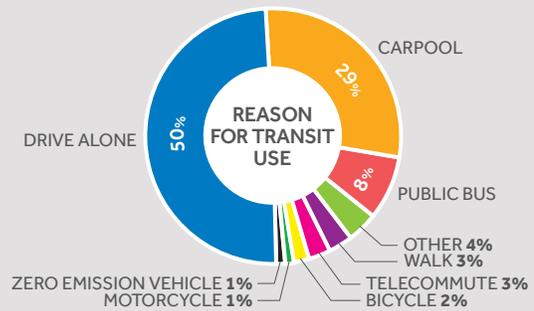
GOALS

- Gain new vanpool riders whose route travels through or ends in eastern Riverside County.
- Educate the employer and employees of eastern Riverside County of the SolVan program and how the program works.
- Continue to support SunLine as a leader in alternative transportation options, recognizing the agency for bringing a new commute option to eastern Riverside County.
- Continue to support current vanpool participants to ensure their satisfaction with the program to promote long-term program participation.
- Work alongside the regional rideshare program, IE Commuter, to mine employee data of carpoolers and interested carpoolers and drivers commuting long distances with regular work shifts for potential vanpool groups; to add incentives and outreach efforts; and to leverage large and small employers to create a green-thinking workspace as an employee benefit (see tables below).

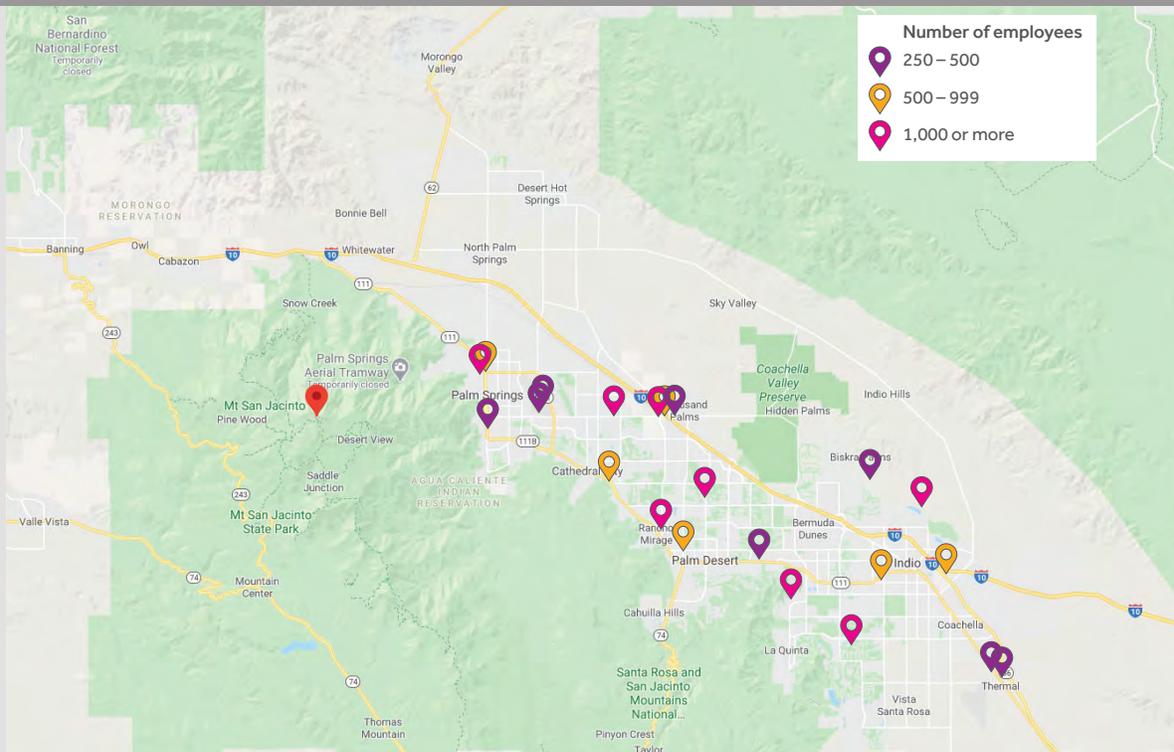
EMPLOYEE COMMUTE DISTANCES



MODE SPLIT



MAJOR EMPLOYERS



2.3 Productivity Improvement Efforts Underway

SunLine is constantly evaluating its routes to improve productivity. This includes key performance indicators such as farebox recovery and passengers per hour or trip. SunLine also continually evaluates its bus schedules and blocking to reduce deadhead miles and optimize layovers between trips.

For example, the new 10 Commuter Link is aimed at improving regional service between the Coachella Valley and the Inland Empire. For students, 10 Commuter Link will provide a direct connection between the California State University, San Bernardino – Palm Desert Campus and the main campus in San Bernardino. It will also provide a connection to the San Bernardino Downtown Metrolink Station.

The Route 111X weekday express service is intended to improve productivity on SunLine's highest ridership route. Stopping at five locations in the Highway 111 corridor, Route 111X will provide a 60-minute trip between Indio and Palm Springs.

SunLine is conducting a microtransit pilot project to connect riders to main route service by bridging the first mile, last mile gap. This flexible, on-demand rideshare service is designed to connect riders to the fixed route system by providing point-to-point rides along identified fixed route corridors. The pilot project, which started in January 2020, is evaluating the feasibility of using local taxis to expand SunLine's service area and reach non-traditional markets.

2.3.1 Haul Pass



The College of the Desert and the California State University, San Bernardino – Palm Desert Campus are important transit markets. Started in August 2018 with a grant from the LCTOP, the SunLine Haul Pass program gives students at these schools access to SunLine buses with their student ID. The LCTOP grant is funding an expansion of the program to other educational institutions, with the goal of all programs being self-sustaining.

2.3.2 Mobile Ticketing

The 2019 Transit Rider Survey showed that more than 80 percent of SunLine riders have access to a smartphone or tablet with an Internet connection. Access to a connected device is an important factor in the

implementation of the Token Transit mobile ticketing pilot. The pilot program will allow riders to use a new method of acquiring passes, and will give SunLine valuable information that will be used for a permanent mobile ticketing solution.

2.4 Major Trip Generators

The 2019 SunLine Transit Agency Rider Survey identified the main transit trip generators in the Coachella Valley. The top destinations for home-based work trips are Palm Springs, Palm Desert, and La Quinta. The College of the Desert and Palm Springs High School are top destinations for home-based other trips that include shopping, recreation, and education. Figure 2.10 and Figure 2.11 show the traffic analysis zones with the top home-based work and home-based other trip attractions.



Figure 2.10 Home-based Work Trip Attractions

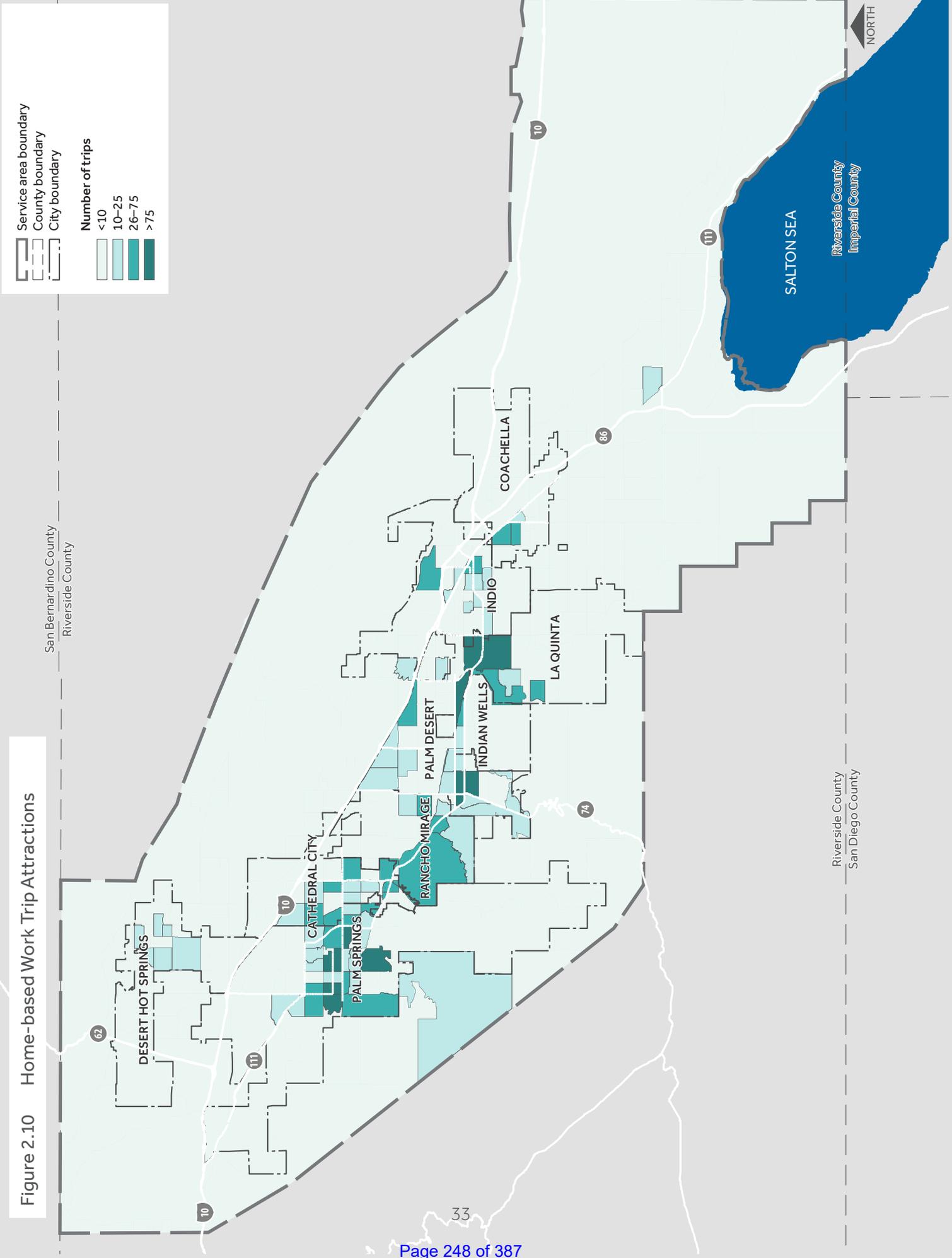
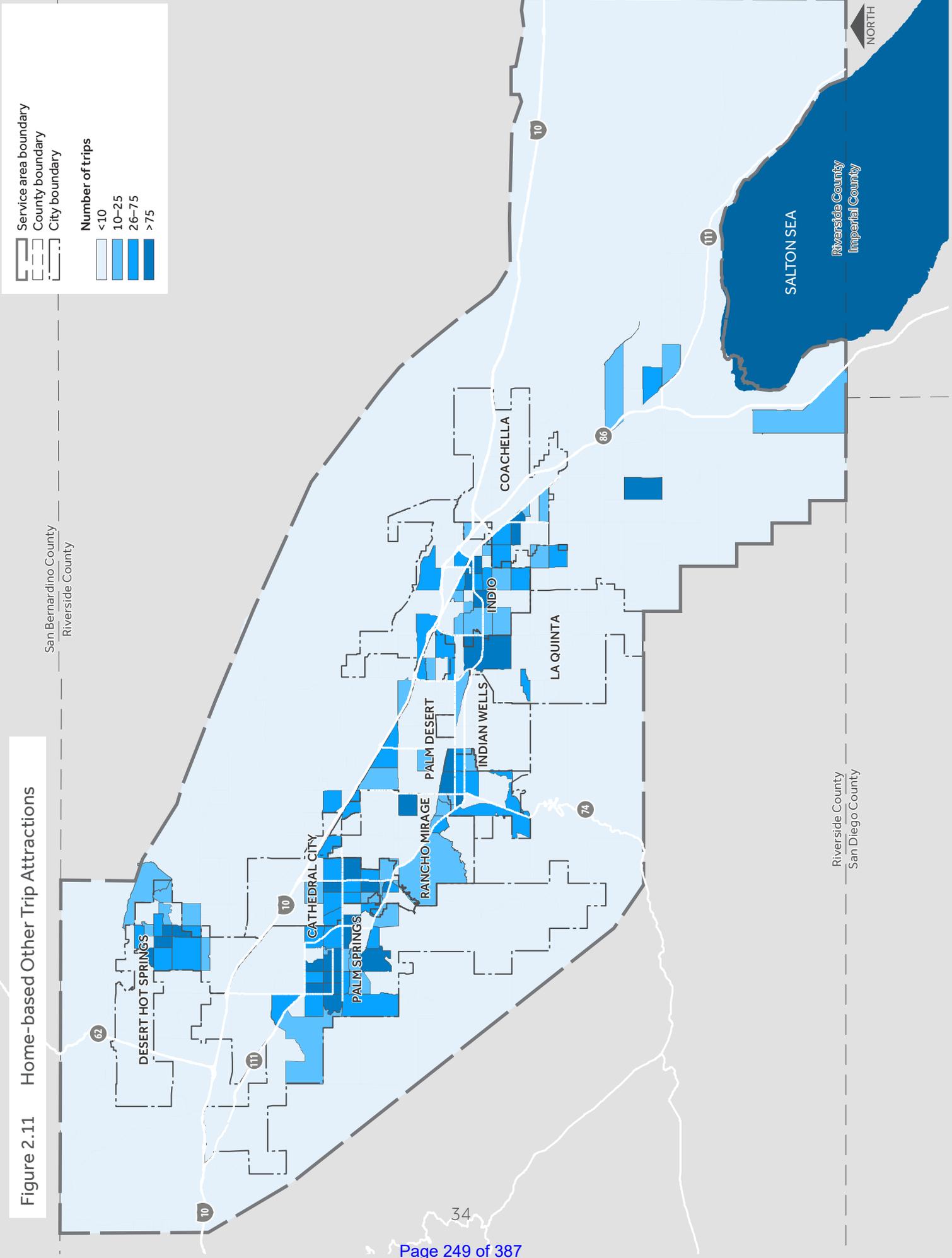


Figure 2.11 Home-based Other Trip Attractions



CHAPTER 3

Future Service Plans, Fare Changes, Capital Planning, and Marketing

The adoption of these Refueled recommendations in principle will open the door for an outreach effort. SunLine will coordinate closely with its member cities, the Coachella Valley Association of Governments (CVAG), and RCTC. SunLine will use the input of the public and its planning partners to jointly develop and deliver a redesigned transit network.

Whether planning for long-term growth or addressing the immediate COVID-19 crisis, SunLine’s Refueled system redesign is aimed at improving transit service to increase ridership. These recommendations include:

- » Make SunLine’s system faster, more direct, and more efficient to attract new riders;
- » Streamline SunLine’s route structure to focus resources on the system’s most productive bus corridors;
- » Research and develop a microtransit service model that can replace traditional fixed route bus service in sparsely populated and/or low-transit-demand areas;
- » Simplify the fare structure and move to electronic media;
- » Update the service standards policy to support performance-driven transit and an emerging service delivery model; and



- » Develop the Route 111 High Quality Transit Corridor with transit signal priority (TSP), queue jumpers, and Super Stops to facilitate timed transfer connections and intermodal connectivity.

The Haul Pass program attracted new student riders to the SunLine system, helping to stabilize ridership. Long-term population projections show growth in Desert Hot Springs, Coachella, and Indio that will increase demand for transit. In the near term, however, SunLine's focus is on rebuilding ridership lost during the COVID-19 pandemic.



Potential funding for expanding SunLine's fleet may be available through the Greenhouse Gas Reduction Fund. The Transit and Intercity Rail Capital Program (TIRCP) supports funding for transformative capital improvements that will modernize California's bus transit systems. Because elements of Refueled will reduce greenhouse gas emissions, vehicle miles traveled, and traffic congestion, the TIRCP is an important potential source for Refueled capital funding needs.

Through its Innovative Clean Transit (ICT) regulation, the California Air Resources Board (CARB) has mandated that public transit agencies transition to zero-emission buses (ZEBs) by 2040. SunLine is ahead of many of its peers in meeting the ZEB targets. However, fleet planning for the Refueled service expansion will be included in the ZEB implementation plan. The ZEB implementation plan (Appendix C) shows how SunLine intends to comply with the mandate and when it plans to purchase the buses and build the necessary support infrastructure.

The ZEB rollout plan will include a comprehensive operational and financial analysis of the impacts on SunLine's delivery model for transit services. It will also identify potential limits on the operating range for ZEBs between recharging/refueling, analysis of financial incentives, and capital cost of support facilities. The rollout plan will also identify staff training needs for operations and maintenance.

This SRTP, combined with the ZEB implementation plans, can tell the TIRCP and other funding partners a powerful story about SunLine's commitment to exceptional transit service and clean energy.

This chapter outlines service changes planned in FY2021–2023 to begin implementing the Refueled program. It also presents steps toward the longer-term vision, including fare policy, marketing, and infrastructure needs.

3.1 Planned Service Changes FY2021-2023

The financially unconstrained Refueled plan is not funded. It recommends both restructuring SunLine's bus routes and improving frequency over the long term. The long-range improvements will require support infrastructure, additional fleet, and funding for operations.

SunLine has three funded service changes planned for FY2021–2023. However, the implementation of these changes depends on the transit ridership and recovery from the COVID-19 pandemic.

- » SunRide Microtransit (January 2020)
- » 10 Commuter Link Service between Indio and San Bernardino
- » Route 111X weekday express service between Indio and Palm Springs

3.1.1 Route 111X

Faster and more frequent service are top priorities for SunLine customers. Partially funded by a Congestion Mitigation and Air Quality (CMAQ) grant, Route 111X would reduce travel time between Indio and Palm Springs by 24 minutes. Travel time would be reduced by skipping stops and using a more direct route on Fred Waring Drive. Route 111X will use the existing SunLine fleet branded for the express service. The route will have specially branded bus stops that may also include enhanced shelters and upgraded amenities.

3.1.2 SunRide Microtransit

With SunLine's fixed route ridership down more than 70 percent from the COVID-19 pandemic, some bus routes may be discontinued because of low productivity. As part of its recovery plan, SunLine is evaluating microtransit as a stopgap measure to provide lifeline service. As transit demand and recovery allow, SunLine may consider deploying microtransit to improve access to fixed route bus service. As part of its recovery plan, SunLine may replace low productivity corridors and parallel paratransit service with a microtransit solution for cost efficiency.

3.2 Future Marketing Plans, Studies, and Promotions

Response and recovery from the COVID-19 pandemic will be an immediate focus of SunLine's plans. SunLine will develop plans and communication tools to reassure its riders and encourage them to use public transit again. SunLine will highlight how the Refueled improvements will provide faster,

more frequent service to help restore ridership. Sunline's overall marketing and communication strategy will be focused on *Refueled – Driving the Future of Transit*.

Refueled provides an exciting opportunity for SunLine to engage with passengers and reinvigorate our community. SunLine will highlight how the Refueled improvements will provide faster, more frequent service to help restore ridership. SunLine will welcome established riders back into a system that has maintained enhanced cleaning procedures and will proudly introduce the community to a more efficient transit network. Education is a fundamental component of the Refueled communication plan and will focus on ensuring riders understand the connection between the type of vehicles used and the service provided to them on the road. As such, informing the community on California's zero-emission fleet goals will play a part in the overall marketing strategy.

SunLine's campaign will use a variety of media, as discussed in the following sections.

Social Media and Website

SunLine is active on social media, using it as part of a comprehensive marketing strategy. SunLine maintains Facebook, Twitter, Instagram, Snapchat, and YouTube pages, and posts alerts and items of interest. During this COVID-19 pandemic, it is particularly important for SunLine to maximize its use of relatively low-cost and/or partnership-leveraged marketing tools. Digital media, both organic and paid, will be the hallmark of SunLine's marketing efforts.

SunLine will use its website as an ongoing passenger information tool. The website is used to publish up-to-date information about SunLine services, policies, and publications.

Passenger Transit Information/Rider's Guide

Information on SunLine services and programs is easily obtainable and prominently displayed at transit centers, in buses, and at pass outlets. The SunLine Rider's Guide provides directions, maps, time point bus stop locations, schedules, fares, transfer information, and where to get assistance on how to use SunLine services and programs. SunLine's transit information is provided in both English and Spanish. SunLine has a deep commitment to sustainability, and in the past year started encouraging riders to seek route and service information digitally whenever possible. In a continued effort to support the mission set by the Board of Directors in

the 1990s, SunLine has decreased printing by 33 percent and focused on improving digital access.

Customer Service Center

The Customer Service Center provides telephone information to customers Monday through Friday. Bilingual (English/Spanish) customer service agents use resources such as Google Transit trip planner and MyStop Bus Tracker to respond to customer inquiries.

Community Outreach

SunLine works with local organizations, businesses, government agencies, and nonprofit organizations to promote SunLine programs and services. Community outreach involves grassroots organizations to identify unmet transit needs and build community-based marketing partnerships. Historically, SunLine invests in these relationships by participating in community events such as mobility workshops, food drives, fundraisers, parades, and special event activities. During this COVID-19 pandemic, SunLine has developed a new plan to connect with members of the community via virtual outreach efforts to capture different audiences. Such efforts provide SunLine the opportunity to promote transportation services and programs to existing riders and attract potential future riders. Outreach for Refueled will be especially important to educate community stakeholders on the enhancements to their transit experience.

Public Presentations

Target audiences include seniors, students, social services, businesses, and community leaders. The main goal is public education related to the economic and environmental benefits of using public transportation. During presentations, SunLine highlights the key role that we hold as a public transit provider and leader in alternative fuel technology. SunLine's use of hydrogen electric fuel cell and battery electric fuel cell buses have made impacts to the environment on a global scale. Presentations emphasize why this is important and how it affects residents of the Coachella Valley. These presentations typically occur at senior centers, colleges, and school orientation programs. In response to COVID-19, many presentations will be virtual, in partnership with host organizations.

Travel Training

Transportation provides us with a sense of independence and opportunities to engage within our community. Sunline's Travel Training Program offers opportunities for riders to learn how to independently traverse a public transit system. To this end, SunLine offers group and

one-on-one training aboard a fixed route bus to build confidence and allow people to travel with ease.

Transit Ambassador Program

The SunLine Transit Ambassador Program, known as TAP, empowers employees to expand SunLine's culture of customer service. TAP consists of a series of training sessions that address crucial topics and everyday scenarios in public transportation service. A Transit Ambassador has completed this program and can assist passengers with their trip planning. Transit Ambassadors will assist the rider until the rider feels confident in navigating the SunLine system independently.

Access Advisory Committee

The Access Advisory Committee, which meets bi-monthly, was formed in 1995 as an advocacy group consisting of various agencies in the Coachella Valley. Committee members range from community activists to everyday transit users who are committed to promoting successful implementation of the transportation provisions of the ADA and other related federal legislation or regulations.

3.3 Projected Ridership Growth FY2021-2023

Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine expects it may take several years for ridership to rebound. SunLine and its planning partners are using the regional travel demand model to prepare long-term ridership forecasts for the unconstrained transit redesign.

3.4 Proposed Fare Structure Changes

While the Board of Directors has directed SunLine staff to explore a fare-free system, the aim of this fare policy is to increase SunLine's revenues with a simplified structure that continues to provide support for low-income individuals. The key fare structure recommendations are summarized below.

Increase base cash fare 75 percent in three increments. SunLine has the lowest base cash fare among its peers. While SunLine operates its service efficiently, SunLine has the lowest average fare, lowest fare revenue per passenger mile, and lowest farebox recovery rate of its peers. Improving its farebox recovery rate would give SunLine a dedicated funding source as it builds for the future, reducing the need for state and federal grants to grow its system.

Charge adults and youth the same fare. Combining adult and youth fares would simplify SunLine's fare structure by reducing the number of fare types. Children age 6 years and younger may ride free.

Eliminate the transfer fee. Research indicates that most transit agencies are eliminating transfer fees. With SunLine's redesigned network, many passengers would continue to require a transfer between routes to reach their destination. Rather than require a transfer fee, paper transfer tickets would be issued to allow riders the ability to use a second bus. The transfer ticket would be good for 2 hours.

Develop a post-secondary school universal pass (U-Pass). Through an agreement negotiated with the schools, SunLine would prorate the price of the U-Pass over the entire student body based on an estimate of the total fare revenue that would be generated by individual users purchasing a monthly pass. This would allow SunLine to maintain expected revenues while allowing students to pay a lower fare price, thereby helping to attract students who might not choose transit otherwise. This negotiated U-Pass would eventually replace SunLine's current Haul Pass program, which is funded by a grant.

Escalate SunDial paratransit fares. As SunLine incrementally increases its base cash fare, it would also increase its SunDial paratransit fare. The fare for an ADA paratransit user cannot be more than twice the fixed route base cash fare.

Figure 3.1 shows the 5-year incremental fare increase program.

Figure 3.1 SunLine Incremental Fare Increase Program

Fare Category	Current Fares	Phase 1	Phase 2	Phase 3	Percent Change ¹ (%)
General					
Cash	\$1.00	\$1.25	\$1.50	\$1.75	75
Seniors/Disabled					
Cash	\$0.50	\$0.60	\$0.75	\$0.85	70
Youth					
Cash	\$0.85	Consolidate adult and youth Eliminate employer pass Eliminate transfer fee			

¹Phase 3 compared to current fares.

Review fares annually. Fares should be reviewed annually to assess the ridership impact. This should include an examination of revenue by fare category and fare media. The fare review should provide a peer comparison to help ensure fare policy decisions are well-informed.

Make fare adjustments as frequently as possible. Fares should be adjusted annually to address inflation and to deliver a more gradual change to riders. Fares that are frozen for several years and then adjusted through a large disproportionate increase result in a “shock” to riders that may negatively affect the agency image and ridership.

Calculate the SunLine internal rate of inflation to establish required fare adjustments. Fare increases should be based on SunLine’s internal rate of inflation (goods, labor, and fuel), rather than the inflation of a general Consumer Price Index. The Consumer Price Index measures the inflation on a basket of goods and services unrelated to transit service and competing transportation modes

To help low-income passengers access transit services and offset fare increases, SunLine may target fares for Coachella Valley residents who meet low-income guidelines. The U.S. Department of Labor’s Lower Living Standard Income Level is often used by transit agencies to determine eligibility for reduced fares. It identifies income levels by family size that are adjusted annually based on changes in the Consumer Price Index.

3.5 Capital Improvement Planning

Refueled implementation is closely tied to CARB’s ICT regulation. The ICT regulation requires SunLine to gradually transition to a 100 percent ZEB fleet. As SunLine grows its fleet to provide additional service, it will need to evaluate daily mileage needs and the incremental capital or electricity costs of depot-charging electric buses that cannot be offset by available incentive and funding programs.

SunLine is also planning for the new infrastructure needed to support hydrogen production and refueling for its fuel cell buses. It is also evaluating expansion of its satellite facility in Indio to support hydrogen and ZEB fueling and maintenance.

SunLine is working with CVAG to plan and fund street improvements needed to preserve bus travel times and improve service reliability. These street improvements include TSP measures, queue jumpers, and dedicated bus lanes. Super stops are another capital improvement aimed

at enhancing the passenger experience. These stops include enlarged and near-level boarding areas, enhanced shelters, and upgraded amenities.

SunLine is also working with its member cities to improve multimodal connections to its fixed route bus service. This includes connections to the Coachella Valley Link. This bicycling and walking pathway will link Coachella Valley cities and the lands of three federally recognized tribes with a path that generally parallels Highway 111.

Figure 3.2 shows the status of SunLine's capital projects.

Figure 3.2 Status of SunLine's Capital Projects

Project Name	Project Status
Replacement and expansion of support vehicles	Support vehicles have been delivered and are being prepped with make-ready equipment. Project is expected to be closed by end of May 2020, and remaining funds will be used for the next round of vehicle purchases.
CNG fueling station and construction	CNG station construction is in progress, which includes installing the fuel island canopy and CNG equipment, placing dispensers and vacuums, and constructing the station building. Construction is expected to be complete by end of June 2020.
Solar carports (Administration Building Phase II)	Solar carport installation has been completed. Project team is working with the utility provider and the general contractor on interconnection to the existing meter. Project is estimated to be complete by June 2020.
Operations facility	Construction mobilization and site ground work has been completed. The ground excavation and civil work is in progress.
Five hydrogen electric hybrid fuel cell buses and hydrogen station (Air Quality Improvement Program Grant)	Buses are in service and the temporary hydrogen dispenser is operational; commissioning of the hydrogen station and permanent dispensers is in progress.
Center of Excellence Facility (ZEB maintenance facility)	In process of executing contract with the design firm to complete the 100% design drawings.
Service upgrade 3G to 4G	On-site installation is complete. Project is expected to be closed out by end of May 2020.



Figure 3.2 Status of SunLine’s Capital Projects (continued)

Project Name	Project Status
Information technology (IT) projects	Project is in progress, replacing 20 percent of the IT equipment. Project expected to be closed by end of 2020.
Five hydrogen fuel cell buses (LowNo Grant)	Buses are in service and remaining funds will be used to procure additional fuel cell bus. Contract for the new bus is expected to go for Board approval in May 2020.
Replacement of two commuter buses	Buses are expected to be delivered by end of May 2020.
Transportation demand management (Vanpool)	Program is running; contract term with the service provider has been extended until September 2022.
Indio facility improvements	Contract with the general contractor has been executed. The contractor has begun the work, which includes a new training room, office space, and breakroom at the Indio location.
Hydrogen station program improvements	Project funds are in process of being reallocated to the public hydrogen station.
Storage area network expansion for Tyler Enterprise Resource Planning, Host8 - Host12	Equipment has been received and project is expected to be closed by October 2020.
Parts department and warehouse relocation	Purchase orders have been issued to procure items for the parts warehouse.
2020 replacement and expansion of paratransit buses	Purchase order has been issued and vehicles are in production and expected to be delivered in third quarter of 2020.
Replacement of six fixed route buses	Buses have been delivered and are being prepped for going into service.
Asphalt slurry seal	Bids were due on April 30; in process of contract execution.
CNG project trailer demolition	Finalizing the project scope and expected to go out for bids in mid-May 2020.
Transmission	Project has been completed. Working on the close-out documentation.
Retention beautification Phase II	Phase I has been completed, project in progress.
Fall arrest system installation for maintenance bays	Project is out for bids.
Purchase of two expansion support vehicles	Vehicles have been delivered; in process of closing out the project.

Figure 3.2 Status of SunLine's Capital Projects (continued)

Project Name	Project Status
Maintenance shop wall removal	Project scope is being finalized and bids are expected to go out in May 2020.
Floor resurfacing, Maintenance Building Div. 1	Project initiation and scope has been finalized; bids will go out in line with wall removal project.
Asset management tool	In process of procuring a consultant firm to assist with the project.
Fixed route bus rehabilitation	Project has not started.
Replacement of non-revenue support vehicles	Project has not started.
Transit enhancements	Project has not started.
IT projects	Project has not started.
Radio system replacement	Working on finalizing the project scope.
Roof repair Div. I and Div. II	Funds have been used.
Two bus simulators	In process of finalizing the scope. Proceeding with one simulator. Remaining funds to be programed toward IT needs for the operations facility.
Replacement of six fixed route buses	Project has not started.
Boardroom equipment upgrade	Finalizing the scope; project expected to begin by end of May 2020.
SunLine property expansion/solar farm Phase I	In process of finalizing the purchase and sales agreement.
Facility maintenance and improvements	Capital purchase requests.
H2 Ride	Not proceeding with the project.
New flier Air Quality Improvement Program	Project has not started.
Heavy-duty tow truck	In the process of reallocating as match to public hydrogen station.

3.6 SunLine Refueled – Long-term Vision

This financially unconstrained transit redesign plan provides a long-term vision for SunLine to enhance its transit service. The redesign plan consolidates SunLine's existing 16 routes into 11 routes and adds microtransit service. This plan is essential to effectively communicate SunLine's operating and capital needs to local, state, and federal funding agencies. The plan enables SunLine to collaborate with local jurisdictions, CVAG, RCTC, and other funding and planning agencies to include them in long-term regional planning and implementation efforts to optimize scarce financial resources and develop and deliver projects jointly.

Appendix B shows the SunLine Refueled route profiles and implementation options. The following is a summary of proposed route modifications:

Route 111X. Skip stop express service to reduce travel times between Indio and Palm Springs.

Route 111. Improved service on the existing route.

Route 2. Combine existing Routes 14 and 30 between Desert Hot Springs and Cathedral City.

Route 3. Extend and rename existing Route 15 to connect 4th Street/Cholla Drive in Desert Hot Springs to Langlois Road/Aurora Road.

Route 4. Combine and rename existing Routes 24 and 32 to connect Palm Springs with Palm Desert Town Center Mall.

Route 5. Combine existing Route 20 and Route 21, which would operate between Desert Hot Springs and Palm Desert Town Center Mall.

Route 6. Extend existing Route 54 to 5th Street in Coachella to create the new Route 6 as part of a simplified service in Indio and Coachella.

Route 7. Existing Route 70 would be maintained in the redesigned transit system as Route 7.

Route 8. Combine portions of existing Routes 80, 81, 90, and 91 in Indio, Coachella, Thermal, and Mecca to improve operational efficiency and route directness and to make SunLine's system easier to navigate.

Route 9. A new fixed route, Route 9, would provide bus service between North Shore, Mecca, and 100 Palms.

10 Commuter Link. Weekday express bus service between Indio and San Bernardino.

Microtransit service. As part of its COVID-19 recovery plan, SunLine is evaluating microtransit as a stopgap measure to provide lifeline service. As transit demand and recovery allow, SunLine may consider deploying microtransit to improve access to fixed route bus service. SunLine may use lower-cost microtransit service to eventually replace fixed route bus service on the new Route 9. Operating as a circulator or as on-demand service, microtransit would connect riders to SunLine’s fixed route bus service. Microtransit may also be used in Indio and in the southern end of Cathedral City and Palm Desert to expand the ridership catchment area.

Figure 3.3 shows SunLine’s redesigned fixed bus route system.

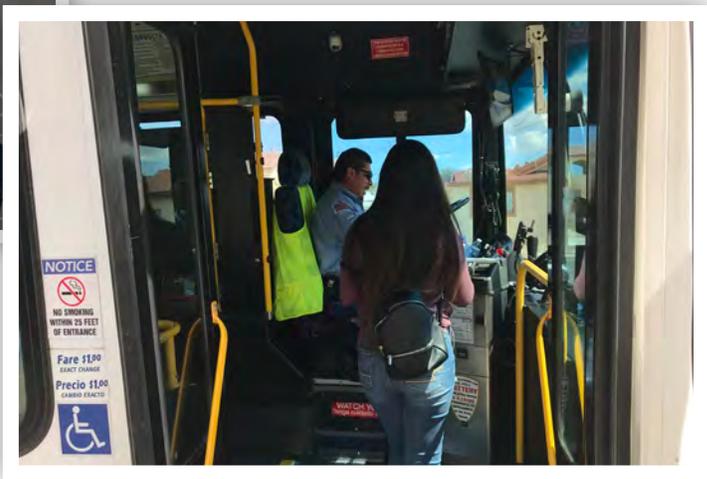
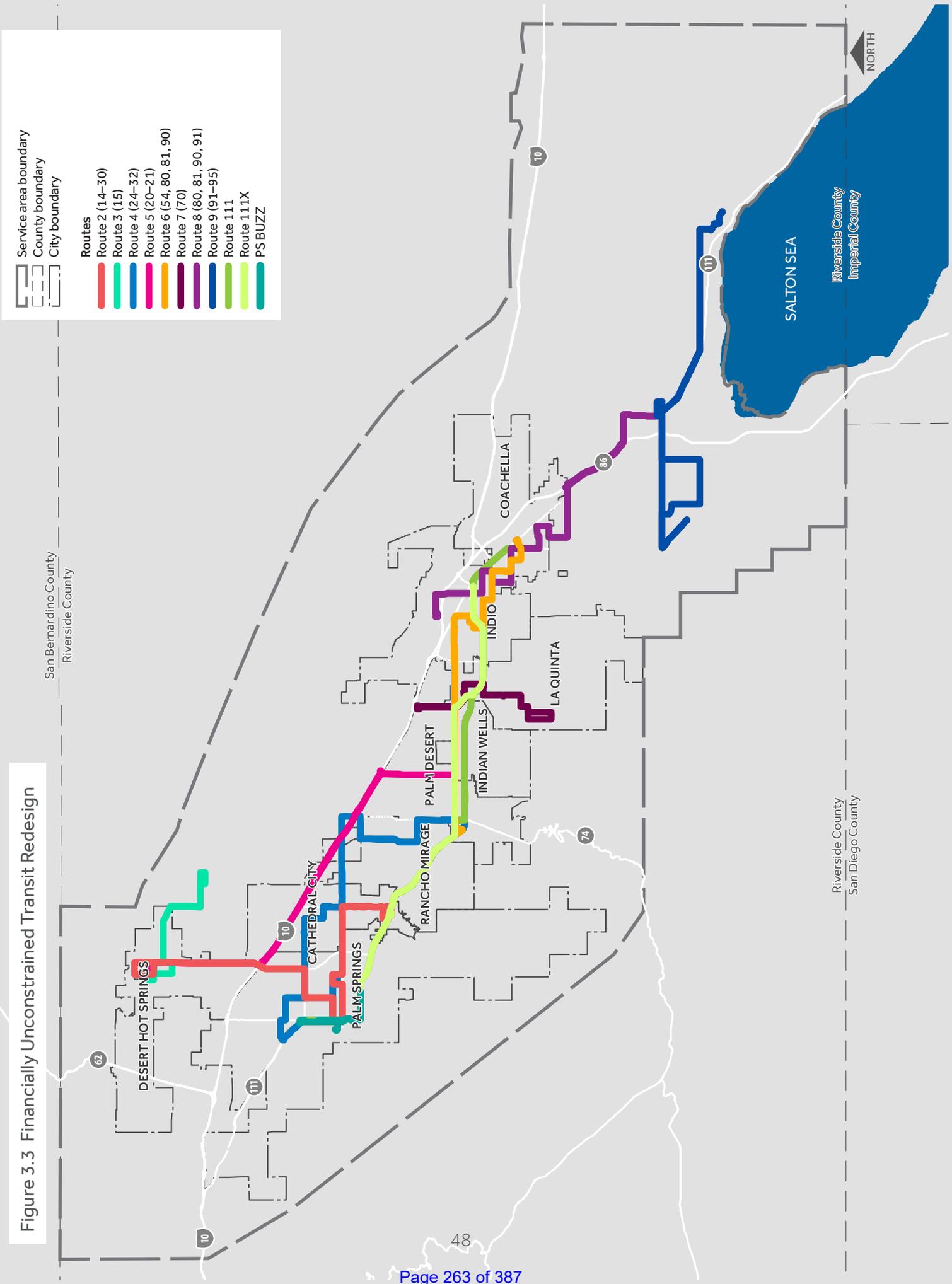


Figure 3.3 Financially Unconstrained Transit Redesign



CHAPTER 4

Financial Planning

The FY2021 financial planning process focused on prioritizing resources and aligning with the core strategic goals of the Refueled initiative. As mentioned before, in the midst of planning the FY2021–2023 SRTP, the COVID-19 pandemic of 2020 caused a major national and global disruption. The executive team members at SunLine brought their diverse insights to effectively allocate resources to maintain essential services. The following SunLine financial plan is based on the best available financial projections and anticipated grants.

4.1 Operating and Capital Budget

In FY2021, SunLine will have an operating budget of \$40,840,150 and a capital budget of \$6,298,206. The operating budget encompasses such costs as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required for day-to-day operations. The available funding will be used effectively and efficiently to accomplish organizational objectives. The operating budget will ensure that SunLine continues to offer safe and reliable transportation to Coachella Valley residents.

The capital budget incorporates key projects to help further advance SunLine’s Capital Improvement Program. The Capital Improvement Program for FY2021 focuses on continuing SunLine’s investment in increasing its alternative fuel technology fleet and building energy-efficient



infrastructure similar to a first-of-its-kind solar microgrid. SunLine's Capital Improvement Program represents a unique opportunity to make long-term investments in SunLine's operational capabilities, energy strategies, and regulatory compliance by conforming to CARB's ICT mandate.

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

- » light-duty public hydrogen station
- » solar microgrid
- » facility infrastructure improvements
- » vehicle replacement and expansion

The capital program depends on internal and external funding from federal, state, regional, and local sources.

4.2 Funding Plans to Support Proposed Operating and Capital Program

For FY2021, funding plans for the proposed operating and capital programs are as follows:

Funding sources for the proposed operating budget include FTA Section 5307 (Urban), FTA Section 5307 (CARES Act), FTA Section 5310 (Elderly and Disabled), FTA Section 5311 (Rural), FTA Section 5311 (f) (Intercity), FTA Section 5312 (Public Transportation Innovation), CMAQ, LCTOP funds apportioned by the California Department of Transportation, State Local Transportation Funds (LTF), Local Measure A funding, farebox revenue, and other revenue for operating assistance.

Funding sources for capital projects include funds from FTA Section 5307, FTA Section 5310, FTA Section 5339, CMAQ, LCTOP, LTF, State Transit Assistance (STA), and State of Good Repair Funds (SGR).

Figure 4.1 shows the estimated FY2021 operating and capital budget of \$47,138,356.

Figure 4.2 and Figure 4.3, respectively, show the FY2022–2023 operating and capital expenditure funding projections.

Figure 4.1 Operating and Capital Costs - FY2021

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
CARES Act 5307	13,208,971	32.3	–	–
CARES Act 5311	300,000	0.7	–	–
CARES Act 5311(f)	53,889	0.1	–	–
Carryover CMAQ	662,366	1.6	–	–
Carryover LTF	–	–	–	–
Carryover Section 5307	–	–	–	–
Carryover STA	–	–	–	–
CMAQ	–	–	465,991	7.4
Farebox Revenue	1,399,824	3.4	–	–
LCTOP	–	–	1,038,101	16.5
LCTOP Carryover	337,000	0.8	–	–
LTF	11,000,000	26.9	–	–
Measure A	5,955,883	14.6	–	–
Other Revenue	2,421,878	5.9	–	–
Section 5307 Indio/Cathedral City	4,968,507	12.2	–	–
Section 5307 Indio/Cathedral City/Palm Springs	–	–	607,400	9.6
Section 5310	29,627	0.1	183,320	2.9
Section 5311	303,219	0.7	–	–
Section 5311 (f)	161,666	0.4	–	–
Section 5312	37,320	0.1	–	–
Section 5339	–	–	255,000	4.0
SGR	–	–	779,796	12.4
STA	–	–	2,968,598	47.1
Total	\$40,840,150	100%	\$6,298,206	100%

Figure 4.2 Operating and Capital Costs - FY2022

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
Cares Act 5307	2,160,147	5.1	–	–
Carryover 5307	4,962,864	11.7	3,048,769	10.2
CMAQ	958,000	2.2	–	–
Farebox Revenue	3,000,000	7.0	–	–
LTF	19,064,303	44.8	–	–
Measure A	9,037,987	21.2	–	–
Other Revenue	2,882,861	6.8	20,702,567	69.5
Section 5307	–	–	–	–
Section 5311	303,219	0.7	–	–
Section 5311 (f)	215,555	0.5	–	–
Section 5339	–	–	2,551,231	8.6
SGR	–	–	17,871	0.1
STA	–	–	3,479,129	11.7
Total	\$42,584,936	100%	\$29,799,567	100%

In FY2022 SunLine estimates operating and capital budgets of \$42,584,936 and \$29,799,567, respectively. The operating budget will include grant funded services such as the Vanpool Program, SunRide, and Route 111X. The capital budget will continue to build on the FY2021 budget and increase alternative fuel technology and fleet and building energy efficient infrastructures. SunLine has applied for discretionary grants to help fund the capital program such as the Environmental Protection Agency's Targeted Airshed Grant Program. If successful, funding will be programmed in FY2022.

Figure 4.3 Operating and Capital Costs - FY2023

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
CMAQ	792,009	1.9	–	–
Farebox Revenue	3,000,000	7.1	–	–
LTF	21,181,250	49.9	–	–
Measure A	9,037,987	21.3	–	–
Other Revenue	2,962,861	7.0	–	–
Section 5311	303,219	0.7	–	–
Section 5307	4,962,864	11.7	1,600,000	37.6
Section 5311 (f)	215,555	0.5	–	–
Section 5339	–	–	1,600,000	37.6
STA	–	–	1,050,000	24.7
Total	\$42,455,745	100%	\$4,250,000	100%

In FY2023, SunLine estimates operating and capital budgets of \$42,455,745 and \$4,250,000, respectively. The operating budget will include grant funded services such as the Vanpool Program, SunRide, and Route 111X. The capital budget will focus on facility infrastructures and facility improvement projects. SunLine will use formula funding and continue to actively seek discretionary grant funding.

4.3 Regulatory and Compliance Requirements Americans with Disability Act

SunLine complies with ADA guidelines by providing a 100 percent accessible revenue service fleet for fixed route transit services and ADA paratransit vehicles. As funding becomes available, SunLine continues to provide bus stop improvements to ensure accessibility. Staff also coordinates with developers and contractors regarding construction projects to include bus stop improvements when the opportunity arises.

Disadvantaged Business Enterprise

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal were submitted to FTA in July 2018 and had an expiration date of September 2021. The next DBE report will be submitted in May 2020.

Equal Employment Opportunity

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-1 report annually to the U.S. Equal Employment Opportunity Commission (EEOC) and its EEO/Affirmative Action Program to FTA every 4 years, or as major changes occur in the workforce or employment conditions. The most recent EEO-1 report was submitted to the EEOC and certified in March 2019. The most recent EEO/Affirmative Action Program was revised and submitted to FTA in FY2015–2016. We will be sending the FY2016/FY2019 EEO/Affirmative Action Program to FTA in September 2020

Title VI

Title VI protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine's Title VI report was submitted to FTA in November 2019 and has an expiration date of November 2022.

Transportation Development Act

The Transportation Development Act provides two major sources of funding for public transportation: the LTF and STA. RCTC commissioned Pacific Management Consulting to conduct the Triennial Performance Audit as required by the Transportation Development Act; SunLine's findings are referenced in Table 6 of that document.

Federal Transit Administration Triennial Audit

In accordance with regulations, SunLine completed an FTA Triennial Audit site visit in 2019. The Triennial Audit focused on SunLine's compliance in 21 areas. SunLine had no deficiencies with the FTA requirements.

National Transit Database

To keep track of the industry and provide public information and statistics as growth occurs, FTA's National Transit Database records the financial, operating, and asset conditions of transit systems. Staff are currently finalizing FY2016–2017 National Transit Database Section sampling. SunLine continues to perform parallel sampling using manual samples and Automatic Passenger Counter data to verify and gain approval to use Automatic Passenger Counter data in future reporting.

Alternative Fuel Vehicles

In alignment with SunLine’s Board-approved Alternative Fuel Policy, all vehicles in the fleet use CNG, electric, or hydrogen fuel. The current active fleet consists of 54 CNG buses, 15 hydrogen electric fuel cell buses, 4 battery electric buses, 1 diesel coach, 39 CNG paratransit vehicles, and 46 non-revenue CNG and electric vehicles, including general support cars, trucks, and facility-specific golf carts and forklifts.



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SRTP Tables

Table 1.0 Individual Route Descriptions

Routes	Route Classification	Major Destinations	Cities/Communities Served	Connections
14	Trunk	Shopping, Schools, DMV, Employment Center, Library, Senior Center	Desert Hot Springs and Palm Springs	15, 20, 24, 30, 32, 111, 111X & PS BUZZ
15	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	14 & 20
20	Local	Shopping, Senior Center, Library, Community Center, Schools	Desert Hot Springs and Palm Desert	14, 15, 21, 32, 54, 111, 111X, 10 Commuter & Amtrak
21	Local	Shopping, Medical, Library, City Hall, School, College, and Mall	Palm Desert	20, 32, 54, 111, 111X, 10 Commuter & Amtrak
24	Local	Shopping, Medical, Library, Social Services, Theaters	Palm Springs	14, 30, 32, 111, PS BUZZ & MBTA
30	Trunk	Shopping, Schools, Medical, Library, Senior Center, Airport, Court House, Social Security, Theaters, and Public Social Services	Palm Springs and Cathedral City	14, 24, 32, 111, 111X, PS BUZZ & MBTA
32	Local	Shopping, School, College, Medical, Theaters, Mall and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	14, 20, 21, 24, 30, 54, 111, 111X & Amtrak
PS BUZZ	Local	Hotels, Shopping and Entertainment	Palm Springs	14, 24, 30, 111X & 111
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	20, 21, 32, 70, 80, 81, 91, 111, 111X, 10 Commuter & Amtrak
70	Local	Shopping, Schools, Theaters, Tennis Gardens and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	54, 111 & 111X
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, and Hospital	Indio	54, 81, 91, 111, 10 Commuter & 111X
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 91, 111, 111X, 10 Commuter & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	80, 91, 95, 111 & 111X
91	Local	Shopping, College, Schools, Community Center, Center of Employment Training and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90, 95, 111, 10 Commuter & 111X
95	Local	Shopping, College, Community Center, Medical and Schools	Coachella, Thermal, Mecca and North Shore	90, 91, 111 & 111X
111	Trunk	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio and Coachella	14, 20, 21, 24, 30, 32, 54, 70, 80, 81, 90, 91, 95, PS BUZZ, 111X, 10 Commuter, Amtrak & MBTA
111-X	Express	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Palm Desert, La Quinta, Indio and Coachella	14, 20, 21, 30, 32, PS BUZZ, 54, 70, 80, 81, 90, 91, 95, 111, 10 Commuter, Amtrak & MBTA
10	Regional	Shopping, Business, Entertainment and University	Indio, Palm Desert, Beaumont, San Bernardino	20, 21, 54, 80, 81, 91, 111, 111X, OmniTrans, MARTA, VVTA, Beaumont Transit, RTA, SB Metrolink

Table 1.1 Fleet Inventory – Fixed Route



Table 1.1.1 - Fleet Inventory
 FY 2020/21 Short Range Transit Plan
 SunLine Transit Agency

Bus (Motorbus) / Directly Operated													
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2019/20	# of Contingency Vehicles FY 2019/20	Life to Date Vehicle Miles Prior Year End FY 2018/19	Life to Date Vehicle Miles through March FY 2019/20	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2019/20		
2014		TR30FP	24	5	32		5	0	28,769	72,500	14,500		
2018	BYD	K9	35	4	40		4	0	39,618	102,001	25,500		
2012	EDN	AXCESS	37	1	40	OR	1	0	177,596	182,166	182,166		
2014	EDN	AXCESS	37	3	40	OR	3	0	361,743	392,493	130,831		
2017	EDN	AXCESS	37	1	40		1	0	20,126	38,331	38,331		
2018	EDN	AXCESS	37	5	40	OR	5	0	113,700	201,553	40,310		
2009	EDN	EZRider32'	29	10	32	CN	10	0	3,589,949	3,907,847	390,784		
2008	NFA	LF 40'	39	20	40	CN	16	4	11,912,917	12,823,011	801,438		
2008	NFA	LF 40'	39	21	40	CN	21	0	12,452,557	13,486,720	642,224		
2016	NFA	LF 40'	39	6	40	CN	6	0	941,795	1,198,535	199,755		
2018	NFA	XCELSIOR	39	5	40		5	0	28,769	117,466	23,493		
2005	OBI	ORION V40'	44	4	40	CN	1	3	3,073,972	2,048,479	2,048,479		
Totals:			436	85			78	7	32,741,511	34,571,102	443,219		



Table 1.1 Fleet Inventory – Demand Response



Table 1.1 - Fleet Inventory
 FY 2020/21 Short Range Transit Plan
 SunLine Transit Agency

Demand Response / Directly Operated												
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2019/20	# of Contingency Vehicles FY 2019/20	Life to Date Vehicle Miles Prior Year End FY 2018/19	Life to Date Vehicle Miles through March FY 2019/20	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2019/20	
2013	EDN	AEROTECH	12	2	22	CN	2	0	502,190	504,909	252,454	
2015	EDN	AEROTECH	12	8	22	CN	8	0	1,230,362	1,387,173	173,396	
2016	EDN	AEROTECH	12	15	22	CN	15	0	1,617,381	2,042,420	136,161	
2018	SPC	Senator	12	14	23		14	0	524,817	524,817	37,486	
Totals:			48	39			39	0	3,349,933	4,459,319	114,342	

Table 2.0 Service Provider Performance Targets

Table 2.0 -- Service Provider Performance Targets Report
 FY 2019/20 Short Range Transit Plan Review
 SunLine Transit Agency



Data Elements	FY 2019/20 Plan	FY 2019/20 Target	FY 2019/20 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	4,329,667			
Passenger Miles	36,983,241			
Total Actual Vehicle Revenue Hours	315,136.0			
Total Actual Vehicle Revenue Miles	4,616,188.0			
Total Actual Vehicle Miles	5,311,625.0			
Total Operating Expenses	\$40,840,138			
Total Passenger Fare Revenue	\$7,610,947			
Net Operating Expenses	\$33,229,191			
Performance Indicators				
Mandatory:				
1. Farebox Recovery Ratio	18.63%	>= 19.74%	20.51%	Meets Target
Discretionary:				
1. Operating Cost Per Revenue Hour	\$129.60	<= \$79.38	\$121.03	Fails to Meet Target
2. Subsidy Per Passenger	\$7.67	>= \$4.98 and <= \$6.74	\$7.07	Better Than Target
3. Subsidy Per Passenger Mile	\$0.90	>= \$0.56 and <= \$0.76	\$0.88	Better Than Target
4. Subsidy Per Hour	\$105.44	>= \$55.01 and <= \$74.43	\$96.21	Better Than Target
5. Subsidy Per Mile	\$7.20	>= \$4.50 and <= \$6.08	\$6.35	Better Than Target
6. Passengers Per Revenue Hour	13.74	>= 9.35 and <= 12.65	13.61	Better Than Target
7. Passengers Per Revenue Mile	0.94	>= 0.77 and <= 1.04	0.90	Meets Target

Note: Must meet at least 4 out of 7 Discretionary Performance Indicators

Productivity Performance Summary:

Service Provider Comments:



Table 2.1 SRTTP Performance Report

FY 2020/21 - Table 2.1 -- SRTTP Performance Report
Service Provider: SunLine Transit Agency
All Routes



Performance Indicators	FY 2018/19 End of Year Actual	FY 2019/20 3rd Quarter Year-to-Date	FY 2020/21 Plan	FY 2020/21 Target	Plan Performance Scorecard (a)
Passengers	4,217,807	3,049,243	3,908,259	None	
Passenger Miles	36,122,234	24,372,196	30,751,958	None	
Revenue Hours	299,653.2	224,032.2	304,858.0	None	
Total Hours	324,795.0	243,623.0	337,179.0	None	
Revenue Miles	4,647,046.6	3,391,780.3	4,540,208.0	None	
Total Miles	5,271,012.0	3,873,122.0	5,277,383.0	None	
Operating Costs	\$33,375,694	\$27,114,692	\$40,660,244	None	
Passenger Revenue	\$5,276,226	\$5,560,653	\$7,777,170	None	
Measure-A Revenue				None	
LC TOP Revenue				None	
Operating Subsidy	\$28,099,467	\$21,554,039	\$32,883,074	None	
Operating Costs Per Revenue Hour	\$111.38	\$121.03	\$133.37	<= \$123.43	Fails to Meet Target
Operating Cost Per Revenue Mile	\$7.18	\$7.99	\$8.96	None	
Operating Costs Per Passenger	\$7.91	\$8.89	\$10.40	None	
Farebox Recovery Ratio	15.81%	20.51%	19.12%	>= 0.2	Meets Target
Subsidy Per Passenger	\$6.66	\$7.07	\$8.41	>= \$7.73 and <= \$10.45	Meets Target
Subsidy Per Passenger Mile	\$0.78	\$0.88	\$1.07	>= \$0.96 and <= \$1.30	Meets Target
Subsidy Per Revenue Hour	\$93.77	\$96.21	\$107.86	>= \$90.81 and <= \$122.85	Meets Target
Subsidy Per Revenue Mile	\$6.05	\$6.35	\$7.24	>= \$5.99 and <= \$8.11	Meets Target
Passengers Per Revenue Hour	14.08	13.61	12.82	>= 9.99 and <= 13.51	Meets Target
Passengers Per Revenue Mile	0.91	0.90	0.86	>= 0.66 and <= 0.90	Meets Target

a) The Plan Performance Scorecard column is the result of comparing the FY 2020/21 Plan to the FY 2020/21 Primary Target.

Table 2.2 SRTP Service Summary – Fixed Route

Table 2.2 -- SunLine-BUS -- SRTP Service Summary
FY 2020/21 Short Range Transit Plan
All Routes



	FY 2017/18 Audited	FY 2018/19 Audited	FY 2019/20 Plan	FY 2019/20 3rd Qtr Actual	FY 2020/21 Plan
Fleet Characteristics					
Peak-Hour Fleet	17	17	68	17	65
Financial Data					
Total Operating Expenses	\$26,650,357	\$27,505,466	\$34,281,108	\$22,485,257	\$34,123,115
Total Passenger Fare Revenue	\$6,023,187	\$4,729,613	\$6,357,301	\$4,994,576	\$6,541,914
Net Operating Expenses (Subsidies)	\$20,627,171	\$22,775,853	\$27,923,807	\$17,490,681	\$27,581,201
Operating Characteristics					
Unlinked Passenger Trips	3,947,023	4,039,450	4,174,079	2,927,100	3,761,953
Passenger Miles	38,247,959	32,850,476	35,145,747	22,480,631	29,230,376
Total Actual Vehicle Revenue Hours (a)	231,780.4	228,131.2	249,076.0	173,204.1	238,372.0
Total Actual Vehicle Revenue Miles (b)	3,402,691.1	3,364,996.5	3,647,585.0	2,534,502.8	3,543,495.0
Total Actual Vehicle Miles	3,808,756.1	3,778,101.0	4,131,848.0	2,856,047.5	4,017,717.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$114.98	\$120.57	\$137.63	\$129.82	\$143.15
Farebox Recovery Ratio	22.60%	17.20%	18.54%	22.21%	19.17%
Subsidy per Passenger	\$5.23	\$5.64	\$6.69	\$5.98	\$7.33
Subsidy per Passenger Mile	\$0.54	\$0.69	\$0.79	\$0.78	\$0.94
Subsidy per Revenue Hour (a)	\$88.99	\$99.84	\$112.11	\$100.98	\$115.71
Subsidy per Revenue Mile (b)	\$6.06	\$6.77	\$7.66	\$6.90	\$7.78
Passenger per Revenue Hour (a)	17.0	17.7	16.8	16.9	15.8
Passenger per Revenue Mile (b)	1.16	1.20	1.14	1.15	1.06

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



Table 2.2 SRTP Service Summary – Demand Response

Table 2.2 -- SunLine-DAR -- SRTP Service Summary
FY 2020/21 Short Range Transit Plan
All Routes



	FY 2017/18 Audited	FY 2018/19 Audited	FY 2019/20 Plan	FY 2019/20 3rd Qtr Actual	FY 2020/21 Plan
Fleet Characteristics					
Peak-Hour Fleet	1	1	30	1	30
Financial Data					
Total Operating Expenses	\$5,827,953	\$5,870,228	\$6,559,030	\$4,629,435	\$6,537,129
Total Passenger Fare Revenue	\$690,467	\$546,613	\$1,253,646	\$566,077	\$1,235,256
Net Operating Expenses (Subsidies)	\$5,137,485	\$5,323,614	\$5,305,384	\$4,063,358	\$5,301,873
Operating Characteristics					
Unlinked Passenger Trips	156,292	155,332	155,588	110,010	146,306
Passenger Miles	1,801,489	1,691,066	1,837,494	1,201,768	1,521,582
Total Actual Vehicle Revenue Hours (a)	66,850.9	65,911.0	66,060.0	48,235.1	66,486.0
Total Actual Vehicle Revenue Miles (b)	989,084.1	971,701.1	968,603.0	720,156.0	996,713.0
Total Actual Vehicle Miles	1,183,816.9	1,182,562.0	1,179,777.0	879,953.0	1,259,666.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$87.18	\$89.06	\$99.29	\$95.98	\$98.32
Farebox Recovery Ratio	11.85%	9.31%	19.11%	12.23%	18.89%
Subsidy per Passenger	\$32.87	\$34.27	\$34.10	\$36.94	\$36.24
Subsidy per Passenger Mile	\$2.85	\$3.15	\$2.89	\$3.38	\$3.48
Subsidy per Revenue Hour (a)	\$76.85	\$80.77	\$80.31	\$84.24	\$79.74
Subsidy per Revenue Mile (b)	\$5.19	\$5.48	\$5.48	\$5.64	\$5.32
Passenger per Revenue Hour (a)	2.3	2.4	2.4	2.3	2.2
Passenger per Revenue Mile (b)	0.16	0.16	0.16	0.15	0.15

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

Table 2.2 SRTP Service Summary – System

Table 2.2 -- SunLine Transit Agency -- SRTP Service Summary
FY 2020/21 Short Range Transit Plan
All Routes



	FY 2017/18 Audited	FY 2018/19 Audited	FY 2019/20 Plan	FY 2019/20 3rd Qtr Actual	FY 2020/21 Plan
Fleet Characteristics					
Peak-Hour Fleet	26	26	98	24	95
Financial Data					
Total Operating Expenses	\$32,478,310	\$33,375,694	\$40,840,138	\$27,114,692	\$40,660,244
Total Passenger Fare Revenue	\$6,713,654	\$5,276,226	\$7,610,947	\$5,560,653	\$7,777,170
Net Operating Expenses (Subsidies)	\$25,764,656	\$28,099,467	\$33,229,191	\$21,554,039	\$32,883,074
Operating Characteristics					
Unlinked Passenger Trips	4,122,539	4,217,807	4,329,667	3,049,243	3,908,259
Passenger Miles	41,488,246	36,122,234	36,983,241	24,372,196	30,751,958
Total Actual Vehicle Revenue Hours (a)	303,326.4	299,653.2	315,136.0	224,032.2	304,858.0
Total Actual Vehicle Revenue Miles (b)	4,679,725.3	4,647,046.6	4,616,188.0	3,391,780.3	4,540,208.0
Total Actual Vehicle Miles	5,280,523.1	5,271,012.0	5,311,625.0	3,873,122.0	5,277,383.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$107.07	\$111.38	\$129.60	\$121.03	\$133.37
Farebox Recovery Ratio	20.67%	15.81%	18.63%	20.51%	19.12%
Subsidy per Passenger	\$6.25	\$6.66	\$7.67	\$7.07	\$8.41
Subsidy per Passenger Mile	\$0.62	\$0.78	\$0.90	\$0.88	\$1.07
Subsidy per Revenue Hour (a)	\$84.94	\$93.77	\$105.44	\$96.21	\$107.86
Subsidy per Revenue Mile (b)	\$5.51	\$6.05	\$7.20	\$6.35	\$7.24
Passenger per Revenue Hour (a)	13.6	14.1	13.7	13.6	12.8
Passenger per Revenue Mile (b)	0.88	0.91	0.94	0.90	0.86

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



Table 2.3 SRTP Route Statistics – System (1 of 2)

Table 2.3 - SRTP Route Statistics
SunLine Transit Agency -- 8
FY 2020/21
All Routes



Data Elements													
Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LCTOP Revenue	
SUN-10 CL	All Days	2	35,678	277,218	5,567	6,222	187,626	210,092	\$1,793,752	\$307,449			
SUN-111	All Days	14	1,298,136	10,086,517	68,895	73,943	1,001,443	1,145,465	\$9,779,909	\$1,955,982			
SUN-111X	All Days	3	32,037	248,927	4,215	4,634	82,308	110,001	\$939,181	\$187,836			
SUN-14	All Days	7	539,884	4,195,676	28,405	30,324	428,952	490,135	\$4,184,742	\$777,848			
SUN-15	All Days	1	107,026	831,592	5,455	5,782	87,409	97,355	\$831,211	\$161,028			
SUN-20	All Days	2	28,271	219,666	3,636	4,215	85,208	102,497	\$875,115	\$165,277			
SUN-21	All Days	2	11,861	92,160	1,313	1,550	18,332	23,865	\$23,857	\$4,752			
SUN-24	All Days	4	160,441	1,246,627	13,092	14,555	143,805	174,819	\$1,492,596	\$298,519			
SUN-30	All Days	5	564,323	4,384,790	25,291	26,982	267,589	303,794	\$2,593,770	\$518,754			
SUN-32	All Days	3	231,894	1,801,816	16,742	17,731	279,264	300,604	\$2,566,537	\$504,405			
SUN-40	All Days	3	46,340	360,062	4,569	4,914	46,448	56,257	\$480,323	\$96,065			
SUN-54	All Days	2	67,557	524,918	6,758	6,791	113,914	114,016	\$973,458	\$194,692			
SUN-70	All Days	3	136,001	1,056,728	9,957	10,462	131,523	145,236	\$1,240,017	\$248,003			
SUN-80	All Days	5	198,505	1,542,384	9,243	9,850	106,827	119,809	\$1,022,924	\$204,585			
SUN-81	All Days	4	74,859	581,654	5,766	6,251	55,174	68,539	\$585,179	\$113,930			
SUN-90	All Days	1	64,501	501,173	6,013	6,242	78,555	84,145	\$718,427	\$143,685			
SUN-91	All Days	3	140,443	1,091,242	17,193	18,154	315,172	345,961	\$2,953,792	\$493,277			
SUN-95	All Days	1	24,096	187,226	6,262	6,717	113,946	125,127	\$1,068,325	\$165,827			
SUN-DAR	All Days	30	146,306	1,521,582	66,486	81,860	996,713	1,259,666	\$6,537,129	\$1,235,256			
		95	3,908,259	30,751,958	304,858	337,179	4,540,208	5,277,383	\$40,660,244	\$7,777,170			

Table 2.3 SRTP Route Statistics – System (2 of 2)

Table 2.3 - SRTP Route Statistics
SunLine Transit Agency -- 8
FY 2020/21
All Routes



Performance Indicators

Route #	Day Type	Net Subsidy	Operating Cost Per Revenue Mile	Operating Cost Per Revenue Mile	Cost Per Passenger	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per Revenue Hour	Subsidy Per Revenue Mile	Passengers Per Hour	Passengers Per Mile
SUN-10 CL	All Days	\$1,486,303	\$322.21	\$9.56	\$50.28	17.13%	\$41.66	\$5.36	\$266.98	\$7.92	6.41	0.19
SUN-111	All Days	\$7,823,927	\$141.95	\$9.77	\$7.53	20.00%	\$6.03	\$0.78	\$113.56	\$7.81	18.84	1.30
SUN-111X	All Days	\$751,345	\$222.82	\$11.41	\$29.32	19.99%	\$23.45	\$3.02	\$178.26	\$9.13	7.60	0.39
SUN-14	All Days	\$3,406,894	\$147.32	\$9.76	\$7.75	18.58%	\$6.31	\$0.81	\$119.94	\$7.94	19.01	1.26
SUN-15	All Days	\$670,183	\$152.38	\$9.51	\$7.77	19.37%	\$6.26	\$0.81	\$122.86	\$7.67	19.62	1.22
SUN-20	All Days	\$709,838	\$240.68	\$10.27	\$30.95	18.88%	\$25.11	\$3.23	\$195.22	\$8.33	7.78	0.33
SUN-21	All Days	\$19,105	\$18.17	\$1.30	\$2.01	19.91%	\$1.61	\$0.21	\$14.55	\$1.04	9.03	0.65
SUN-24	All Days	\$1,194,077	\$114.01	\$10.38	\$9.30	19.99%	\$7.44	\$0.96	\$91.21	\$8.30	12.25	1.12
SUN-30	All Days	\$2,075,016	\$102.56	\$9.69	\$4.60	20.00%	\$3.68	\$0.47	\$82.05	\$7.75	22.31	2.11
SUN-32	All Days	\$2,062,132	\$153.30	\$9.19	\$11.07	19.65%	\$8.89	\$1.14	\$123.17	\$7.38	13.85	0.83
SUN-40	All Days	\$384,258	\$105.13	\$10.34	\$10.37	20.00%	\$8.29	\$1.07	\$84.10	\$8.27	10.14	1.00
SUN-54	All Days	\$778,766	\$144.05	\$8.55	\$14.41	20.00%	\$11.53	\$1.48	\$115.24	\$6.84	10.00	0.59
SUN-70	All Days	\$992,014	\$124.54	\$9.43	\$9.12	19.99%	\$7.29	\$0.94	\$99.63	\$7.54	13.66	1.03
SUN-80	All Days	\$818,339	\$110.67	\$9.58	\$5.15	20.00%	\$4.12	\$0.53	\$88.54	\$7.66	21.48	1.86
SUN-81	All Days	\$471,249	\$101.49	\$10.61	\$7.82	19.46%	\$6.30	\$0.81	\$81.73	\$8.54	12.98	1.36
SUN-90	All Days	\$574,742	\$119.48	\$9.15	\$11.14	19.99%	\$8.91	\$1.15	\$95.58	\$7.32	10.73	0.82
SUN-91	All Days	\$2,460,515	\$171.80	\$9.37	\$21.03	16.69%	\$17.52	\$2.25	\$143.11	\$7.81	8.17	0.45
SUN-95	All Days	\$902,498	\$170.60	\$9.38	\$44.34	15.52%	\$37.45	\$4.82	\$144.12	\$5.32	3.85	0.21
SUN-DAR	All Days	\$5,301,873	\$98.32	\$6.56	\$44.68	18.89%	\$36.24	\$3.48	\$79.74	\$5.32	2.20	0.15
		\$32,883,074	\$133.37	\$8.96	\$10.40	19.12%	\$8.41	\$1.07	\$107.86	\$7.24	12.82	0.86



Table3.0 FY2020–2021

Table Highlights

1. Implement Refueled recommendations. Streamline the transit network as proposed in the Refueled: FY2021-2023 SRTP to provide faster, easier-to-understand, and more convenient service to attract new riders. The implementation recommendations will be presented to the public for their review and input. Then the implementation plan will be presented to the Board of Directors for its consideration.
2. Use microtransit solutions to provide service on select corridors or segments of routes to optimize scarce financial resources and address first/last mile travel needs. Microtransit is a key component of the Refueled multimodal service strategy.
3. Implement 10 Commuter Link service between Indio and San Bernardino. Originally slated to begin service in May 2020, the opening is now delayed until California State University, San Bernardino and Palm Desert resume on-campus classes.
4. Implement Route 111X weekday express service, a pilot project funded with Congestion Mitigation and Air Quality funds. It will provide service between Indio and Palm Springs. The actual start date will be determined by the transit market's recovery.
5. Implement the California Air Resource Board's Innovative Clean Transit (ICT) rollout plan. The ICT regulation requires SunLine to gradually transition to a 100 percent zero-emission bus fleet.
6. Develop and implement the Solar Microgrid to Hydrogen project to support hydrogen production to refuel fuel cell buses. This program will benefit not only the Coachella Valley and its surrounding areas, but will also benefit the transit industry as a whole.
7. Implement transit enhancements. Plan and construct bus stop improvements to support the new Route 111X service.
8. Upgrade the existing 350 bar public hydrogen station located at SunLine's Thousand Palms facility to a modern public station capable of fueling current and future hydrogen vehicles. This includes refueling 350 and 700 bar light and heavy duty vehicles.

**SunLine Transit Agency
SHORT RANGE TRANSIT PLAN
FY 2020/2021 - FY 2022/2023**

Operating & Financial Data	FY 2016/17 Audited	FY 2017/18 Audited	FY 2018/19 Audited	FY 2019/20 Estimated	FY 2020/21 Planned
System-Wide Ridership	4,316,269	4,122,539	4,217,807	4,050,157	3,908,259
Operating Cost Per Revenue Hour	\$107.26	\$107.07	\$111.38	\$121.41	\$133.37

Table 4.0 Summary of Funding Requests (1 of 3)

Table 4.0 - Summary of Funding Requests - FY 2020/21
SunLine Transit Agency



Project	Total Amount of Funds	5307 IC [1]	5307 IC CARES OB [2]	5310 OB [3]	5311 [4]	5311 (f) CARES [5]	5311 FOB [7]	5312 OB [8]	5339 IC [9]	CMAQ OB [10]	FARE [11]	LCTOP OB [12]	LCTOP PUC99313 [13]	LCTOP PUC99314 [14]	LTF [15]
Operating															
111 Express	\$230,457							\$37,320		\$164,366					\$46,091
Anti-Human Trafficking Campaign	\$46,650														\$9,330
COD Haul Pass	\$110,000														\$25,709
Commuter 10	\$391,918					\$53,869	\$161,666								
CSUSB Haul Pass	\$12,207														
Haul Pass	\$337,000											\$337,000			
Operating Assistance	\$39,036,669	\$4,968,507	\$13,208,971		\$3,032,219					\$200,000	\$1,399,824				\$10,810,502
SunRide Ride Share	\$250,000														\$50,000
Taxi Voucher	\$118,598			\$29,627											\$29,627
TEST RECORD	\$305,741									\$275,000					\$30,741
Vanpool Program	\$40,840,150	\$4,968,507	\$13,208,971	\$29,627	\$3,032,219	\$53,869	\$161,666	\$37,320	\$0	\$662,366	\$1,399,824	\$337,000	\$0	\$0	\$11,000,000
Sub-total Operating															
		\$6,937,014	\$18,417,942	\$29,627	\$3,032,219	\$53,869	\$161,666	\$37,320	\$0	\$662,366	\$1,399,824	\$337,000	\$0	\$0	\$11,000,000
Capital															
Project	Total Amount of Funds	5307 IC [1]	5307 IC CARES OB [2]	5310 OB [3]	5311 [4]	5311 (f) CARES [5]	5311 FOB [7]	5312 OB [8]	5339 IC [9]	CMAQ OB [10]	FARE [11]	LCTOP OB [12]	LCTOP PUC99313 [13]	LCTOP PUC99314 [14]	LTF [15]
Bus Simulator (2) - SL-19-10	\$-298,400														
Facility Improvements - SL-21-15	\$86,000														
Heavy Duty Tow Truck - SL-20-13	\$-400,000														
Hydrogen Station Improvements - SL-19-11	\$570,800														
Information Technology Projects - SL-21-12	\$89,500														
Maintenance Tools and Equipment - SL-21-10	\$1,038,101														
Microgrid to Hydrogen - SL-21-01	\$250,000	\$200,000													
Operations, Division II, & Electrolyzer Access Control Serv. - SL-21-13	\$80,000														
Perimeter Lighting Division I - SL-21-14	\$2,500,000														
Public Hydrogen Station - SL-21-07	\$4,120			\$4,120											
Purchase Computer Hardware - SL-21-05	\$768,000	\$359,400													
Replacement Bus - SL-21-02	\$415,000														
Replacement Support Vehicles - SL-21-11	\$60,000	\$48,000													
Safety Enhancement Projects - SL-21-08	\$679,796												\$864,077	\$174,024	
SunLine Center of Excellence in Zero Emissions Technology - SL-21-06	\$692,489														
SunRide Vehicle Purchase (4) - SL-21-03	\$100,000									\$465,991					
Upgrade Division I Fence - SL-21-09	\$179,200			\$179,200											
Wans for Service Expansion (3) - SL-21-04	\$6,295,206	\$607,400	\$0	\$183,320	\$0	\$0	\$0	\$0	\$0	\$465,991	\$0	\$0	\$864,077	\$174,024	\$0
	\$47,138,356	\$5,575,907	\$13,208,971	\$2,129,471	\$3,032,219	\$53,869	\$161,666	\$37,320	\$0	\$1,126,357	\$1,399,824	\$337,000	\$864,077	\$174,024	\$11,000,000
Total Operating & Capital															



Table 4.0 Summary of Funding Requests (2 of 3)

Table 4.0 - Summary of Funding Requests - FY 2020/21
SunLine Transit Agency



Project	Total Amount of Funds	LTF-OB [16]	MA SPT [17]	OTHR FED [18]	OTHR LCL [19]	SGR PUC9813 [20]	SGR PUC9814 [21]	STA -OB [22]	STA PUC9813 [23]	STA PUC9814 [24]
Operating										
111 Express	\$230,457									
Anti-Human Trafficking Campaign	\$46,650									
COD Haul Pass	\$110,000				\$110,000					
Commuter 10	\$391,918				\$150,854					
CSUSB Haul Pass	\$12,207				\$12,207					
Haul Pass	\$337,000									
Operating Assistance	\$39,036,669		\$5,955,883		\$2,089,763					
SunRide Ride Share	\$250,000									
Taxi Voucher	\$118,508				\$59,254					
TEST RECORD										
Wapoop Program	\$305,741									
Sub-total Operating	\$40,840,150	\$0	\$5,955,883	\$0	\$2,421,876	\$0	\$0	\$0	\$0	\$0
Capital										
Bus Simulator (2) - SL-19-10	\$-298,800							\$-298,800		
Facility Improvements - SL-21-15	\$80,000							\$80,000		
Heavy Duty Tow Truck - SL-20-13	\$-400,000							\$-400,000		
Hydrogen Station Improvements - SL-19-11	\$570,800							\$272,000		
Information Technology Projects - SL-21-12	\$89,500							\$89,500		
Maintenance Tools and Equipment - SL-21-10	\$1,038,101							\$50,000		
Microgrid to Hydrogen - SL-21-01	\$250,000							\$80,000		
Operations, Division II, & Electrolyzer Access Control Serv. - SL-21-13	\$80,000							\$80,000		
Perimeter Lighting Division I - SL-21-14	\$2,500,000							\$875,215		\$924,785
Public Hydrogen Station - SL-21-07	\$4,120									
Purchase Computer Hardware - SL-21-05	\$768,000							\$153,600		
Replacement Bus - SL-21-02	\$415,000							\$415,000		
Replacement Support Vehicles - SL-21-11	\$60,000							\$12,000		
Safety Enhancement Projects - SL-21-08	\$679,796							\$116,498		
SunLine Center of Excellence in Zero Emissions Technology - SL-21-06	\$665,719			\$255,000						
SunRide Vehicle Purchase (4) - SL-21-03	\$692,488									
Upgraded Division I Fence - SL-21-09	\$100,000									
Wans for Service Expansion (3) - SL-21-04	\$175,200									
Sub-total Capital	\$6,296,206	\$0	\$0	\$255,000	\$0	\$665,719	\$14,077	\$0	\$2,143,813	\$924,785
Total Operating & Capital	\$47,136,356	\$0	\$5,955,883	\$255,000	\$2,421,876	\$665,719	\$14,077	\$0	\$2,143,813	\$924,785

Table 4.0 Summary of Funding Requests (3 of 3)

Table 4.0 - Summary of Funding Requests - FY 2020/21
SunLine Transit Agency



FY 2020/21 Projected Funding Details	
5307 IC	\$4,988,507 [1] FY21 Apportionment.
5307 IC CARES OB	\$13,208,971 [2] Obligated Funds FY20.
5310 OB	\$29,627 [3] Operating; Remaining Taxi Voucher funds. Capital: FY21 application to CalTrans. SL-21-04 will use \$44,800 in total credits as a match, and SL-21-21-05 will use \$1,030 in total credits as a match.
5311	\$503,219 [4] 5311 application for regional and intensity apportionment.
5311 (f) CARES	\$53,889 [5] 5311(f) CARES Act request through the Division of Rail and Mass Transportation.
5311 CARES	\$300,000 [6] Phase 2 of distribution for FTA 5311 CARES Act.
5312 OB	\$161,666 [7] 5311(f) application for regional and intensity apportionment.
5312 OB	\$37,320 [8] 5312 Public Transportation Innovation project selection
CMAQ OB	\$662,366 [10] Obligated Funds.
FARE	\$1,399,824 [11] Estimated FY21 ridership projections.
LTOP OB	\$327,000 [12] Obligated Funds.
LTF	\$11,000,000 [15] FY21 Apportionment
MA SPT	\$5,955,893 [17] FY21 apportionment
OTHR LCL	\$2,421,878 [19] Advertising revenue (\$100,000), Bus Shelter Maintenance (\$122,482), Non Trans Revenue (\$9,000), SRA Overhead Fee revenue (\$27,381), Outside Fueling Sales (\$500,000), CNG Rebate (\$400,000), Other Revenue and Interest (\$51,360), Taxi Voucher (\$57,254), CSUSB Regional Service (\$10,854), Trail Pass COU (\$10,850), Trail Pass CSUSB (\$12,07).
Total Estimated Operating Funding Request	
	\$40,840,150
5307 IC	\$607,400 [1] FY21 Apportionment.
5310 OB	\$183,320 [3] Operating; Remaining Taxi Voucher funds. Capital: FY21 application to CalTrans. SL-21-04 will use \$44,800 in total credits as a match, and SL-21-21-05 will use \$1,030 in total credits as a match.
CMAQ OB	\$465,991 [10] Obligated Funds.
LTOP PUC99313	\$864,077 [13] FY21 Apportionment.
LTOP PUC99314	\$174,024 [14] FY21 Apportionment
LTF-OB	\$0 [16] SL-19-11 obligated refunds repurposed to SL-20-07.
OTHR FED	\$255,000 [18] 5339(a) State Discretionary Bus Replacement through Division of Rail and Mass Transportation.
SGR PUC99313	\$665,719 [20] FY21 apportionment. New Projects.
SGR PUC99314	\$114,077 [21] FY21 apportionment. New Projects.
STA - OB	\$0 [22] Obligated funds moved from SL-20-13
STA PUC99313	\$2,143,813 [23] FY21 Apportionment.
STA PUC99314	\$824,785 [24] FY21 Apportionment.
Total Estimated Capital Funding Request	
	\$6,298,206
Total Funding Request	
	\$47,138,356



Table 4.0A Capital Project Justification (1 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-19-10

FTIP No: Not Assigned - New Project

Project Name: Bus Simulator (2)

Category: Equipment

Sub-Category: Systems

Fuel Type: N/A

Project Description: The project will purchase two (2) bus simulators to provide realistic scenario driver training.

Project Justification: This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.

Project Schedule:

Start Date	Completion Date
June 2018	June 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - OB	FY 2020/21	-\$298,800
Total		-\$298,800

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (2 of 18)



FY 2020/21 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification

Project Number: SL-19-11

FTIP No: Not Assigned - New Project

Project Name: Hydrogen Station Improvements

Category: Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: Hydrogen

Project Description: Hydrogen fueling station and hydrogen program improvements

Project Justification: Project to make improvements in regards to the Agency's hydrogen station and assistance in the expansion of the hydrogen fueling capacities.

Project Schedule:

Start Date	Completion Date
July 2018	June 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
LTF-OB	FY 2020/21	-\$400,000
Total		-\$400,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (3 of 18)



FY 2020/21 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification

Project Number: SL-20-13

FTIP No: Not Assigned - New Project

Project Name: Heavy Duty Tow Truck

Category: Equipment

Sub-Category: Expansion

Fuel Type: Other

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

Project Justification: The purchase of one (1) heavy-duty tow truck tractor and trailer will ensure SunLine's ability to tow our vehicles and maintain service reliability and reduce maintenance costs.

Project Schedule:

Start Date	Completion Date
July 2019	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - OB	FY 2020/21	-\$400,000
Total		-\$400,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (4 of 18)



FY 2020/21 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification

Project Number: SL-21-01

FTIP No: Not Assigned - New Project

Project Name: Microgrid to Hydrogen

Category: Land Acquisition

Sub-Category: Expansion

Fuel Type: N/A

Project Description: The solar microgrid will provide clean, renewable energy in a first-of-a-kind, self-sustaining onsite solar plus battery storage power-plant used specifically to deliver hydrogen power to SunLine's transit fleet. SunLine's Solar Microgrid to Hydrogen will deliver two (2) Megawatts of battery storage (Electric Storage System) and one (1) Megawatt of solar energy. The project location is at the SunLine facility in Thousand Palms, California.

Project Justification: The solar microgrid to hydrogen project will assist in the sustainable production of renewable energy to help power the Agency's electrolyzer to deliver hydrogen fuel to SunLine's transit fleet.

Project Schedule:

Start Date	Completion Date
September 2020	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
LCTOP PUC99313	FY 2020/21	\$864,077
LCTOP PUC99314	FY 2020/21	\$174,024
Total		\$1,038,101

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (5 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-02

FTIP No: Not Assigned - New Project

Project Name: Replacement Bus

Category: Bus

Sub-Category: Replacement

Fuel Type: Fuel Cell

Project Description: Purchase of one (1) fixed-route bus to replace existing CNG bus that will meet its useful life as outlined by FTA guidelines.

Project Justification: The purchase of one (1) fixed-route bus will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.

Project Schedule:

Start Date	Completion Date
August 2020	July 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2020/21	\$359,400
OTHR FED	FY 2020/21	\$255,000
STA PUC99313	FY 2020/21	\$153,600
Total		\$768,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (6 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-03

FTIP No: Not Assigned - New Project

Project Name: SunRide Vehicle Purchase (4)

Category: Vanpool

Sub-Category: Expansion

Fuel Type: CNG

Project Description: Purchase of Four (4) vehicles for SunLine's rideshare program that would follow turn by turn instructions from a navigation system that connects live traffic conditions and real-time requests for pick-ups and drop-offs.

Project Justification: SunRide is designed to bridge the first/last mile gap of travel. The service would be used for short trips under 3 miles defined in service zones.

Project Schedule:

Start Date	Completion Date
July 2020	October 2020

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
CMAQ OB	FY 2020/21	\$465,991
STA PUC99313	FY 2020/21	\$116,498
Total		\$582,489

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (7 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-04

FTIP No: Not Assigned - New Project

Project Name: Vans for Service Expansion (3)

Category: Vanpool

Sub-Category: Expansion

Fuel Type: CNG

Project Description: Procurement of three (3) expansion vans that are ADA accessible in response to customer feedback.

Project Justification: Meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

Project Schedule:

Start Date	Completion Date
July 2020	December 2020

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5310 OB	FY 2020/21	\$179,200
Total		\$179,200

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-05

FTIP No: Not Assigned - New Project

Project Name: Purchase Computer Hardware

Category: Equipment

Sub-Category: Expansion

Fuel Type: N/A

Project Description: Procurement of hardware for SunLine's expansion vans.

Project Justification: Hardware for a service that will meet the transportation needs of customers who are ADA eligible and depend on SunLine services as their means of transportation.

Project Schedule:

Start Date	Completion Date
July 2020	December 2020

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5310 OB	FY 2020/21	\$4,120
Total		\$4,120

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (9 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-06

FTIP No: Not Assigned - New Project

Project Name: SunLine Center of Excellence in Zero Emissions Technology

Category: Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: Maintenance facility for Zero Emission Vehicles

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

Project Schedule:

Start Date	Completion Date
July 2020	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
SGR PUC99313	FY 2020/21	\$665,719
SGR PUC99314	FY 2020/21	\$14,077
Total		\$679,796

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (10 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-07

FTIP No: Not Assigned - New Project

Project Name: Public Hydrogen Station

Category: Equipment

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: Upgrade the existing 350 bar, public hydrogen station located at SunLine's Thousand Palms facility, to a modern public station capable of fueling current and future hydrogen vehicles. This includes refueling 350 and 700 bar light and heavy duty vehicles. The station will be able to fuel 5kg capacity light duty vehicle fills back-to-back without having to wait to recharge, and two 60kg capacity Class 8 heavy duty trucks, in less than an hour. The upgrade includes installing a 700 bar refueling system that consists of main skid, SAE 2601-1 new standards dispenser and storage unit up to 130 kg of hydrogen.

Project Justification: SunLine's current hydrogen station is being utilized to refuel SunLine's fleet of hydrogen powered electric fuel cell buses at 350 bar with no public access to the station. The upgraded 700 bar public station will be accessible to light and heavy duty vehicles. This project will provide additional source of revenue by selling hydrogen fuel and will support SunLine's future fleet.

Project Schedule:

Start Date	Completion Date
January 2021	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
LTF-OB	FY 2020/21	\$400,000
STA - OB	FY 2020/21	\$400,000
STA PUC99313	FY 2020/21	\$875,215
STA PUC99314	FY 2020/21	\$824,785
Total		\$2,500,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (11 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-08

FTIP No: Not Assigned - New Project

Project Name: Safety Enhancement Projects

Category: Equipment

Fuel Type: N/A

Project Description: To enhance the safety and security of the facility

Project Justification: This project is needed to upgrade the current guard shack at SunLine's Division II facility. The upgrade will include security enhancements for occupant safety, proper securement of IT, and video equipment. In addition, the installation of a security film on the stairwell glass panels will assist in the event of the glass panels breaking the film and will keep the panels in place.

Project Schedule:

Start Date	Completion Date
October 2020	June 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2020/21	\$48,000
STA PUC99313	FY 2020/21	\$12,000
Total		\$60,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (12 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-09

FTIP No: Not Assigned - New Project

Project Name: Upgrade Division I Fence

Category: Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: This project is to secure the base of the perimeter fencing at SunLine's Division I facility in Thousand Palms.

Project Justification: This project is required to provide safe and secure transit facilities for staff and agency access

Project Schedule:

Start Date	Completion Date
January 2021	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
SGR PUC99314	FY 2020/21	\$100,000
Total		\$100,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (13 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-10

FTIP No: Not Assigned - New Project

Project Name: Maintenance Tools and Equipment

Category: Equipment

Fuel Type: N/A

Project Description: Funds requested in this fiscal year will enable SunLine to improve maintenance tools and equipment in Thousand Palms, Indio, and Coachella.

Project Justification: This project is necessary for upgrading aging equipment at the various SunLine locations, including equipment for oil storage, and a shop floor sweeper, and golf carts.

Project Schedule:

Start Date	Completion Date
July 2020	December 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2020/21	\$89,500
Total		\$89,500

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (14 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-11

FTIP No: Not Assigned - New Project

Project Name: Replacement Support Vehicles

Category: Support Vehicles

Sub-Category: Replacement

Fuel Type: CNG

Project Description: SunLine's support vehicles comply with FTA regulations and use alternative fueled vehicles (CNG). SunLine plans to purchase cars and/or pick-ups.

Project Justification: The replacement support vehicles are needed for use by operations and maintenance staff as well as for use by administration staff.

Project Schedule:

Start Date	Completion Date
October 2020	June 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2020/21	\$415,000
Total		\$415,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (15 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-12

FTIP No: Not Assigned - New Project

Project Name: Information Technology Projects

Category: Equipment

Fuel Type: N/A

Project Description: This project supports the purchase of the Agency's need for software, network infrastructure, computing resources, and business analytics.

Project Justification: The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

Project Schedule:

Start Date	Completion Date
January 2021	June 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - OB	FY 2020/21	\$298,800
STA PUC99313	FY 2020/21	\$272,000
Total		\$570,800

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (16 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-13

FTIP No: Not Assigned - New Project

Project Name: Operations, Division II, & Electrolyzer Access Control Surveillance

Category: Equipment

Fuel Type: N/A

Project Description: Access control and surveillance for the Agency's Operations, Division II facility, and Access Control Surveillance.

Project Justification: Improve safety and surveillance at SunLine's Operations Facility, Division II Facility, and Electrolyzer.

Project Schedule:

Start Date	Completion Date
July 2020	March 2021

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2020/21	\$200,000
STA PUC99313	FY 2020/21	\$50,000
Total		\$250,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0A Capital Project Justification (17 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-14

FTIP No: Not Assigned - New Project

Project Name: Perimeter Lighting Division I

Category: Equipment

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: Install perimeter lighting to enhance the safety and security of the facility

Project Justification: The enhancement of perimeter lighting is required to provide safe and secure transit facilities for staff and vehicles

Project Schedule:

Start Date	Completion Date
July 2020	December 2020

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2020/21	\$80,000
Total		\$80,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (18 of 18)



FY 2020/21 SRTP
SunLine Transit Agency

Table 4.0 A - Capital Project Justification

Project Number: SL-21-15

FTIP No: Not Assigned - New Project

Project Name: Facility Improvements

Category: Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: Improve existing facilities in Thousand Palms, Indio, and Coachella

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

Project Schedule:

Start Date	Completion Date
July 2020	December 2022

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2020/21	\$80,000
Total		\$80,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0B Farebox Calculation

Table 4B - Farebox Calculation (consistent with Commission Farebox Recovery Policy)				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY18/19 Audit	FY19/20 (Estimate)	FY20/21 (Plan)
1	Passenger Fares	2,866,073.00	1,909,277.93	1,399,824.00
2	Interest	14,560.00	14,847.43	15,500.00
3	General Fund Supplement	-	-	-
4	Measure A	580,000.00	426,988.41	3,986,934.68
5	Advertising Revenue	243,389.00	225,174.81	100,000.00
6	Gain on Sale of Fixed Assets	-	-	-
7	CNG Revenue / Emission Credit	1,266,494.00	3,493,635.80	1,800,000.00
8	Lease / Other Revenue	-	-	-
9	Federal Excise Tax Refund	-	-	-
10	Investment Income	-	-	-
11	CalPers CERBT	-	-	-
12	Fare Revenues from Exempt Routes	-	-	-
13	Other Revenues	885,709.00	652,032.47	506,378.00
	Total Revenue for Farebox Calculation (1-13)	5,856,225.00	6,721,956.86	7,808,636.68
	Total Operating Expenses for Farebox Calculation	33,375,694.00	36,062,000.33	40,840,150.00
	Farebox Recovery Ratio	17.55%	18.64%	19.12%

Table 4.1 Summary of Funding Requests in FY2021–2022

Project Description	Capital Project Number	Total Amount Obligated with Other Funding	Total Obligated Amount	LTF	SFA	Obligated SFA	Measure A	Obligated SGR	Section 5307 Inco/Cathedral City Palm Springs	Obligated Section 5307 Inco/Cathedral City Palm Springs	CARES ACT Section 5307	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Obligated Section 5339	LCTOP Obligated	LCTOP	Obligated CMAQ	CMAQ	Other Revenue
OPERATING																					
Operating Assistance		\$40,804,070	\$4,962,864	\$18,839,833			\$0,037,387			\$4,962,864	\$2,160,147			\$303,219	\$215,235						\$2,500,000
Commuter ID		\$39,918	\$0	\$25,709																	\$150,000
Vaporool Program		\$30,741	\$0	\$28,741																	\$29,000
StarRate Bike Share		\$20,000	\$0	\$50,000																	\$20,000
CSUSB Heat Pans		\$12,207	\$0																		\$12,207
Sub-total Operating		\$42,594,938	\$4,962,864	\$19,064,333	\$0	\$0,037,387	\$0	\$0	\$0	\$4,962,864	\$2,160,147	\$0	\$0	\$303,219	\$215,235	\$0	\$0	\$0	\$0	\$0	\$938,000
CAPITAL																					
Replacement Buses (Battery Electric 2)	SL-22-01	\$2,000,000	\$0		\$400,000																
Station Vehicle (Electric 1 Truck)	SL-22-02	\$1,000,000	\$0		\$265,000																
Facility Improvements	SL-22-03	\$3,500,000	\$0		\$352,000																
Hydrogen Station Division I	SL-22-04	\$1,600,000	\$1,600,000							\$1,600,000											
Demolition of Existing Trailers	SL-22-05	\$80,000	\$0		\$80,000																
Mobile Command Center	SL-22-06	\$500,000	\$0		\$100,000				\$400,000												
Microgrid to Hydrogen Phase III	SL-22-05	\$3,802,867	\$0																		
Bus Refurbishment	SL-22-06	\$2,500,000	\$0		\$497,129			\$17,671		\$1,068,789						\$857,231					\$5,802,567
Inco CNG Station Upgrade	SL-22-06	\$2,750,000	\$0		\$1,987,129			\$17,671	\$400,000	\$2,648,789						\$497,231					\$30,702,467
Total Operating & Capital		\$72,394,938	\$6,562,864	\$19,064,333	\$1,497,000	\$1,987,129	\$0,037,387	\$0	\$400,000	\$7,617,633	\$0	\$0	\$0	\$303,219	\$215,235	\$1,600,000	\$0	\$0	\$0	\$0	\$938,000



Table 4.2 Summary of Funding Requests in FY2021–2023

Project Description	Total Amount of Funds	Total Obligated Amount	LTF	STA	State of Good Repair	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Obligated Section 5307 Indio/Cathedral City Palm Springs	Section 5339	CMAQ	Section 5311	Section 5311 (f)	Other	Farebox
OPERATING														
Operating Assistance	\$40,804,070	\$0	\$21,000,000			\$9,037,987	\$4,962,864				\$303,219		\$2,500,000	\$3,000,000
Commuter 10	\$391,918	\$0	\$25,709									\$215,555	\$150,654	
Vanpool Program	\$306,741	\$0	\$28,741							\$276,000				
111 Express	\$600,000	\$306,741	\$120,000							\$480,000				
SunRide Ride Share	\$40,809	\$0	\$6,809							\$34,009				
COD Haul Pass	\$300,000	\$0											\$300,000	
CSUSB Haul Pass	\$12,207	\$200,000											\$12,207	
Sub-total Operating	\$42,455,745	\$506,741	\$21,181,250	\$0	\$0	\$9,037,987	\$4,962,864	\$0	\$0	\$792,009	\$303,219	\$215,555	\$2,962,861	\$3,000,000
CAPITAL														
Shop Equipment	\$15,000	\$0		\$15,000										
Support Vehicle (Truck)	\$135,000	\$0		\$135,000										
Driver Training Facility	\$4,000,000	\$0		\$800,000			\$1,600,000		\$1,600,000					
Guard Shack Upgrade	\$100,000	\$0		\$100,000										
Sub-total Capital	\$4,250,000	\$0	\$0	\$1,050,000	\$0	\$9,037,987	\$6,562,864	\$0	\$1,600,000	\$0	\$0	\$0	\$0	\$0
Total Operating & Capital	\$46,705,745	\$506,741	\$21,181,250	\$1,050,000	\$0	\$9,037,987	\$6,562,864	\$0	\$1,600,000	\$792,009	\$303,219	\$215,555	\$2,962,861	\$3,000,000

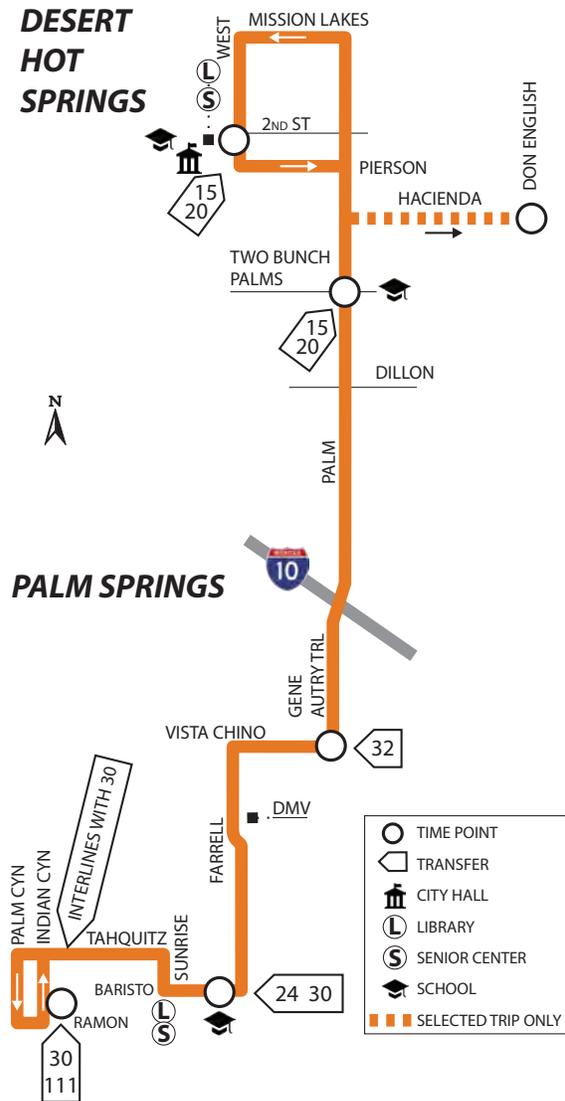
Appendix A: SunLine Existing Route Profiles

Route 14

Desert Hot Springs – Palm Springs

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

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



Hours of Operation		Service Span	Financial	
4:53 AM	11:20 PM	Weekdays	Annual Route Cost	\$3,375,186
5:48 AM	10:41 PM	Weekends	Annual Farebox Route Revenue	\$680,986
Frequency			Cost per Rider	\$5.81
20/30 min	Weekdays (peak/off-peak)		Subsidy per Rider	\$4.64
40 min	Weekends		Ridership	
Average Speed	Peak Vehicles		Average Daily Passengers Weekday	1,844
15 mph	7		Average Daily Passengers Weekends	1,034
On Time Performance		90.4%	Annual Passengers	580,984
Route Total Bidirectional Length (miles)		29.42	Passengers per Hour	20.8
			Passengers per Mile	1.4
Annual Revenue Miles			Annual Wheelchair Boardings	5,323
		429,302	Annual Bicycle Boardings	18,798
Annual Revenue Hours			Population within .5 mi of stop	32,276
		27,996	Jobs within .5 mi of stop	10,711

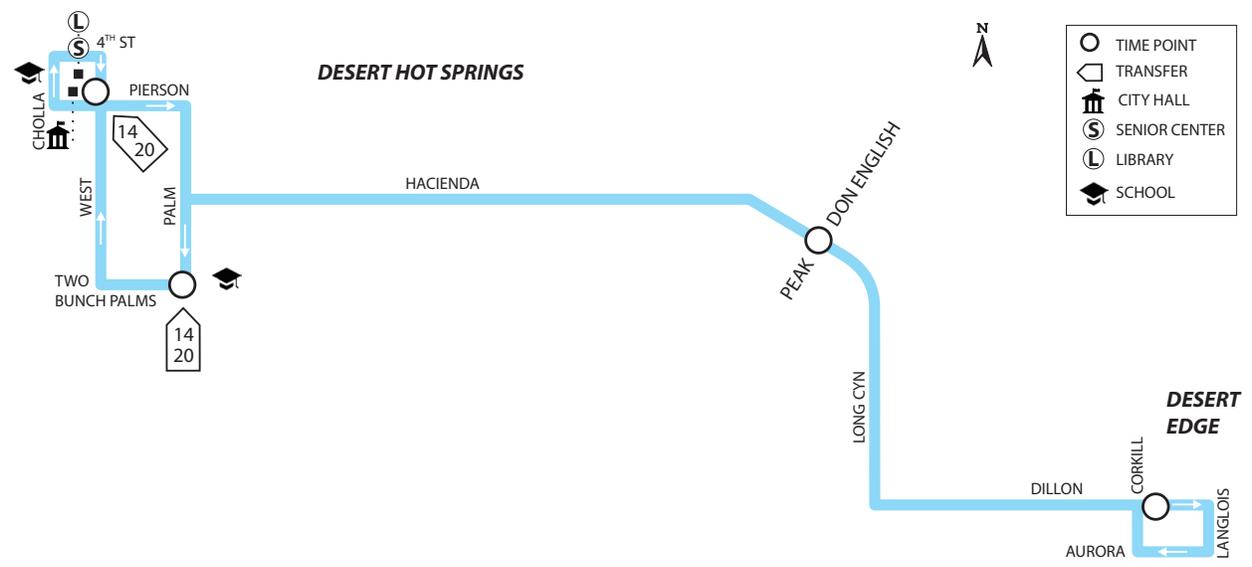
Route 15

Desert Hot Springs – Desert Edge

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

The most recent Operational Analysis proposed a 30-minute frequency for this route. Frequency changes are under study and are subject to available funding and Board approval.

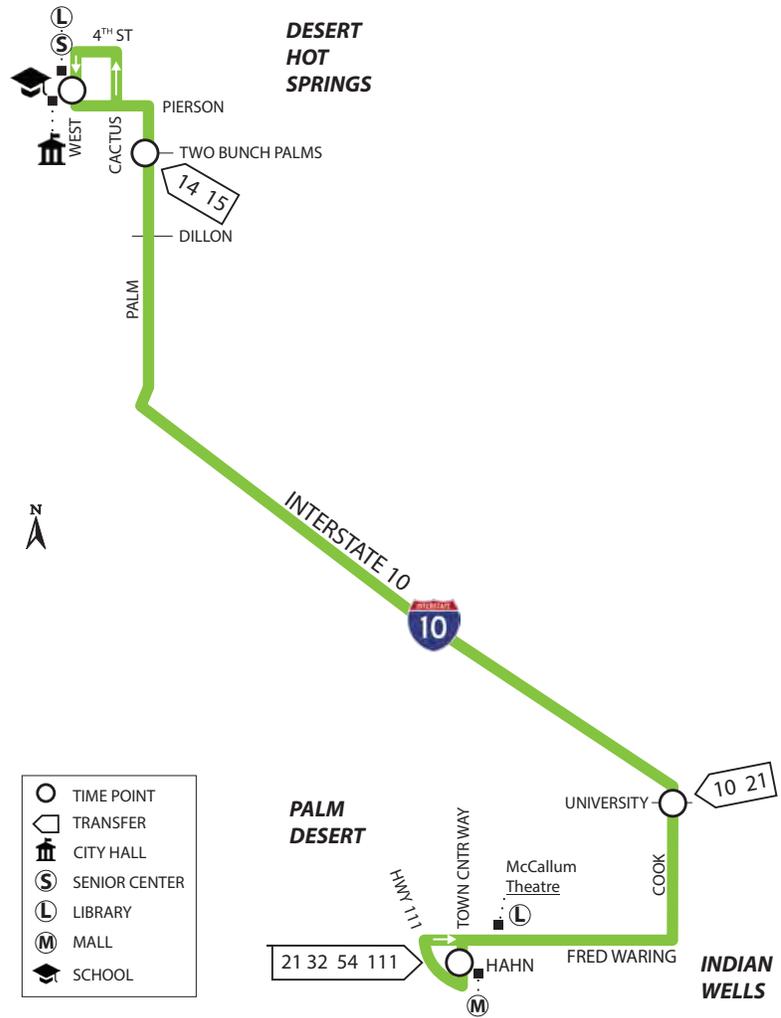
Hours of Operation		Service Span	Financial		
4:54 AM	8:49 PM	Weekdays	Annual Route Cost	\$656,493	
6:49 AM	7:44 PM	Weekends	Annual Farebox Route Revenue	\$136,799	
Frequency			Cost per Rider	\$5.60	
60 min		Weekdays	Subsidy per Rider	\$4.43	
60 min		Weekends	Ridership		
Average Speed		Peak Vehicles			
16 mph		1	Average Daily Passengers Weekday	381	
On Time Performance			Average Daily Passengers Weekends	187	
			90.3%	Annual Passengers	117,180
Route Total Bidirectional Length (miles)			Passengers per Hour	21.5	
			15.9	Passengers per Mile	1.3
Annual Revenue Miles			Annual Wheelchair Boardings	1,048	
			87,484	Annual Bicycle Boardings	2,011
Annual Revenue Hours			Population within .5 mi of stop	18,004	
			5,448	Jobs within .5 mi of stop	1,649



Route 20

Desert Hot Springs – Thousand Palms – Palm Desert

Route 20 provides limited stop service between Desert Hot Springs and Palm Desert. Route 20 provides residents of Desert Hot Springs and surrounding communities improved access to resources and employment opportunities concentrated toward the center of the Coachella Valley, including the College of the Desert. Route 20 connects with Routes 14, 15, 32, 54, 10 Commuter Link, and 111.

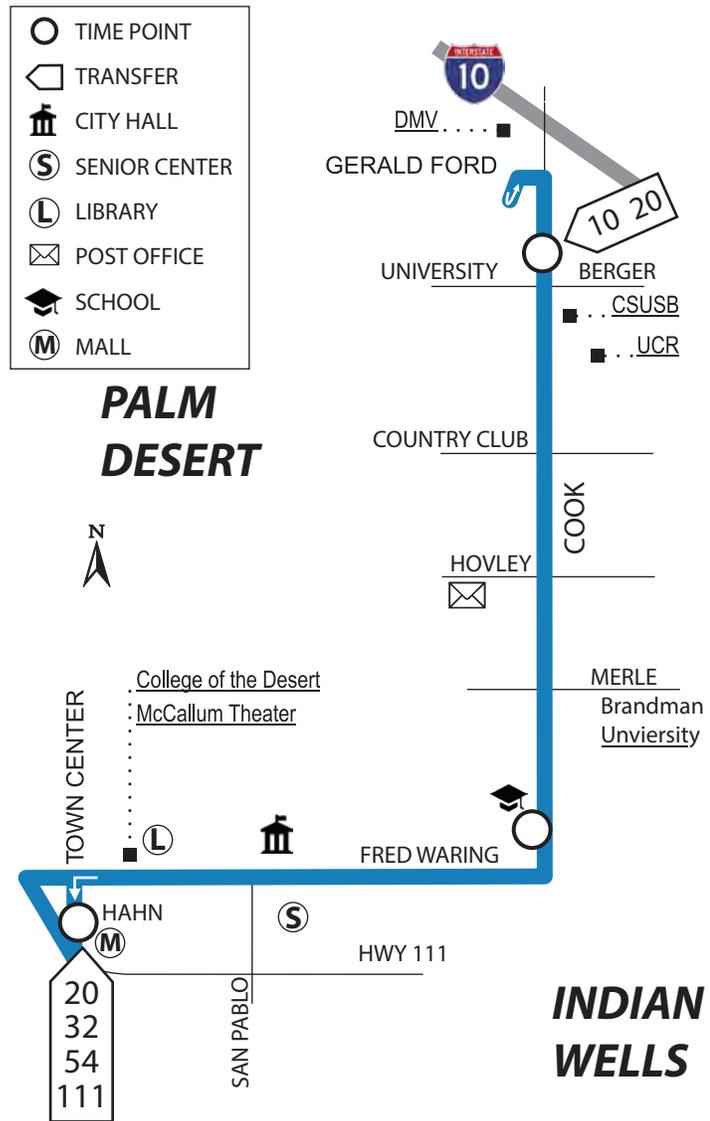


Hours of Operation		Service Span		Financial	
6:32 AM	7:55 PM	Weekdays		Annual Route Cost	\$432,242
		No weekend service		Annual Farebox Route Revenue	\$37,038
Frequency		Weekdays		Cost per Rider	\$13.68
60 min		No weekend service		Subsidy per Rider	\$12.51
Average Speed		Peak Vehicles		Ridership	
24 mph		2		Average Daily Passengers Weekday	124
On Time Performance		91.2%		Average Daily Passengers Weekends	N/A
Route Total Bidirectional Length (miles)		48.5		Annual Passengers	31,587
				Passengers per Hour	8.8
				Passengers per Mile	0.37
Annual Revenue Miles		84,780		Annual Wheelchair Boardings	63
				Annual Bicycle Boardings	736
Annual Revenue Hours		3,582		Population within .5 mi of stop	21,050
				Jobs within .5 mi of stop	8,436

Route 21

Gerald Ford and Cook – Palm Desert Mall

Route 21 provides service to Palm Desert, enabling riders to access the College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, California State University, San Bernardino – Palm Desert Campus, University of California, Riverside – Palm Desert Campus, Palm Desert High School, Palm Desert Library, major employment sites, medical facilities, and shopping centers. Route 21 connects with Routes 20, 32, 54, 111, and 10 Commuter Link.

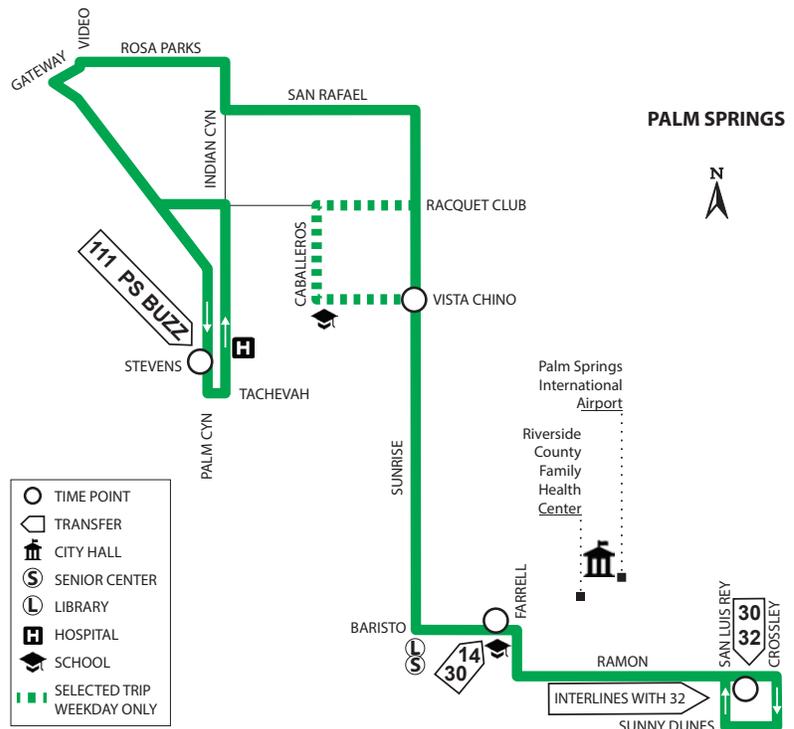


Hours of Operation		Service Span		Financial	
11:00 AM	3:50 PM	Weekdays	No weekend service	Annual Route Cost	\$161,073
				Annual Farebox Route Revenue	\$15,093
Frequency			Cost per Rider		
60 min	Weekdays			Subsidy per Rider	\$11.18
		No weekend service		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	
14 mph	1			Average Daily Passengers Weekends	N/A
On Time Performance			90.9%	Annual Passengers	13,068
Route Total Bidirectional Length (miles)			Passengers per Hour		
13.8			Passengers per Mile		
Annual Revenue Miles			Annual Wheelchair Boardings		
18,391			Annual Bicycle Boardings		
Annual Revenue Hours			Population within .5 mi of stop		
1,334			Jobs within .5 mi of stop		
			10,768		

Route 24

Palm Springs

Route 24 offers service in Palm Springs with connections to Routes 14, 30, 32, Palm Springs BUZZ, and 111. Route 24 links riders to destinations such as the Desert Regional Hospital, Desert Highland Community Center, Social Security Administration, schools, medical facilities, theaters, and shopping centers.



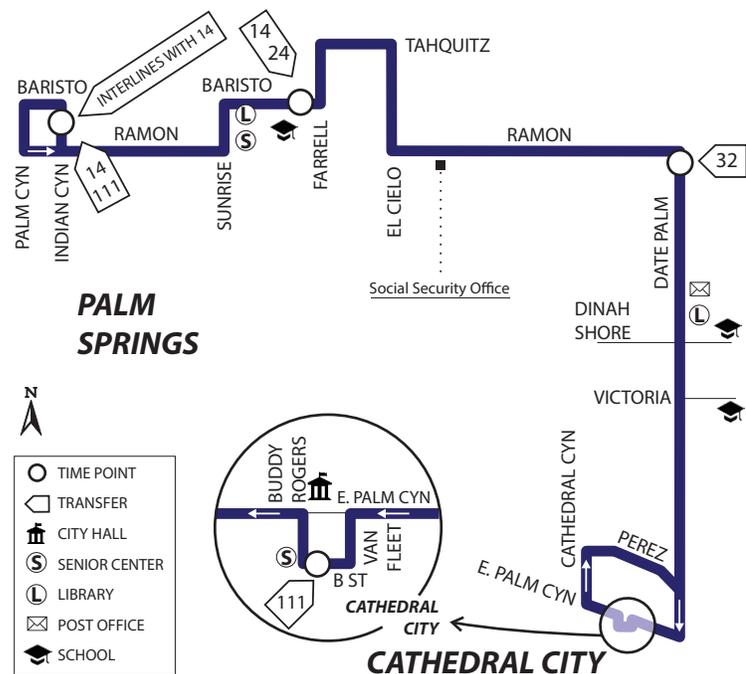
Hours of Operation		Service Span	Financial	
6:10 AM	8:25 PM	Weekdays	Annual Route Cost	\$1,539,296
6:18 AM	7:38 PM	Weekends	Annual Farebox Route Revenue	\$206,797
Frequency			Cost per Rider	\$8.73
40 min	Weekdays		Subsidy per Rider	\$7.56
60 min	Weekends		Ridership	
Average Speed	Peak Vehicles		Average Daily Passengers Weekday	581
11 mph	5		Average Daily Passengers Weekends	263
On Time Performance		90.4%	Annual Passengers	176,322
Route Total Bidirectional Length (miles)			Passengers per Hour	13.8
	20.3		Passengers per Mile	1.03
Annual Revenue Miles			Annual Wheelchair Boardings	1,428
	171,466		Annual Bicycle Boardings	5,868
Annual Revenue Hours			Population within .5 mi of stop	23,624
	12,760		Jobs within .5 mi of stop	12,548

Route 30

Cathedral City – Palm Springs

Route 30 is one of SunLine’s most successful routes. Route 30 is a trunk route providing service between the cities of Cathedral City and Palm Springs. Riding Route 30 provides customers with access to the Palm Springs International Airport, Palm Springs City Hall, Social Security Administration, public libraries, city halls, senior centers, schools, shopping centers, and various industrial parks. It operates with 20-minute frequency during weekday peak periods, connecting to Routes 14, 24, 32, Palm Springs BUZZ, and 111.

The most recent Operational Analysis proposed a 15-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.

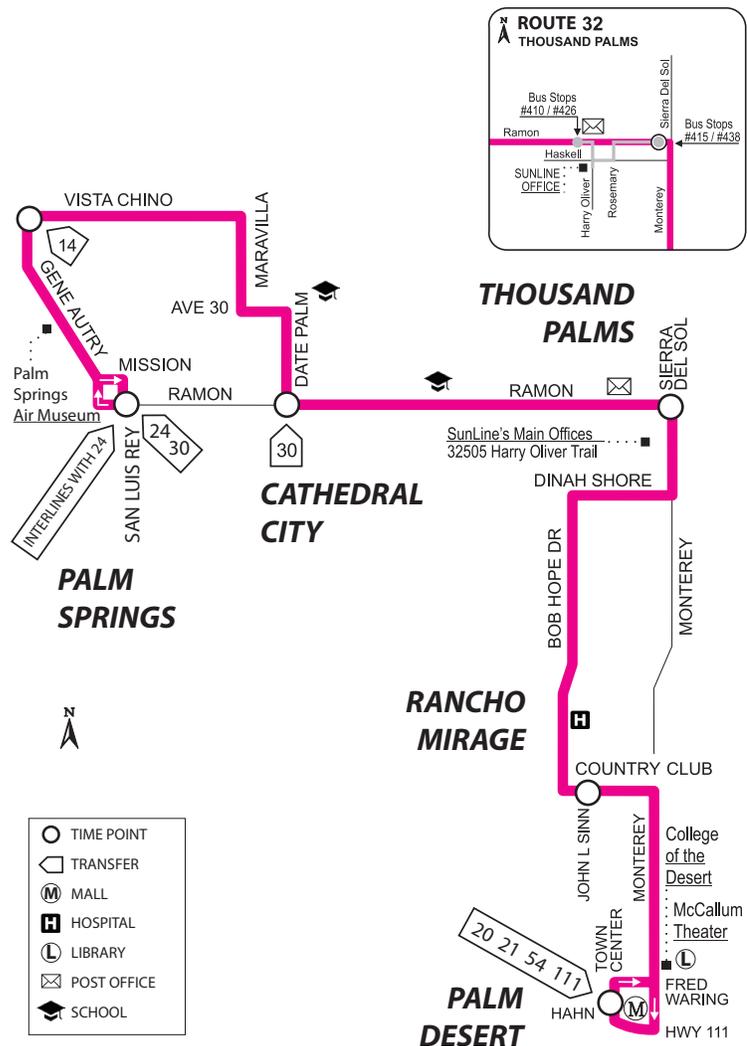


Hours of Operation		Service Span	Financial	
5:40 AM	10:440 PM	Weekdays	Annual Route Cost	\$3,095,564
6:15 AM	9:41 PM	Weekends	Annual Farebox Route Revenue	\$725,263
Frequency			Cost per Rider	\$5.02
20 min	Weekdays		Subsidy per Rider	\$3.84
40 min	Weekends			
Average Speed		Peak Vehicles	Ridership	
11 mph	5		Average Daily Passengers Weekday	1,941
On Time Performance			Average Daily Passengers Weekends	1,131
		89.0%	Annual Passengers	616,319
Route Total Bidirectional Length (miles)			Passengers per Hour	24.0
		19.3	Passengers per Mile	2.31
Annual Revenue Miles			Annual Wheelchair Boardings	4,792
		267,281	Annual Bicycle Boardings	20,864
Annual Revenue Hours			Population within .5 mi of stop	35,632
		25,674	Jobs within .5 mi of stop	12,274

Route 32

Palm Springs – Cathedral City – Thousand Palms – Rancho Mirage – Palm Desert

Route 32 links Palm Springs, Cathedral City, the unincorporated community of Thousand Palms, Rancho Mirage, and Palm Desert. The route connects with Routes 14, 20, 21, 24, 30, 54, and 111. Riders can access schools and various retail centers along Ramon Road in Cathedral City. Routing through the I-10 interchange provides access to Costco, Home Depot, and the Regal Cinemas 16 theater complex, as well as service to the Agua Caliente Casino on Ramon Road at Bob Hope Drive. This route also provides service to Eisenhower Medical Center, College of the Desert, and Westfield Palm Desert Mall.



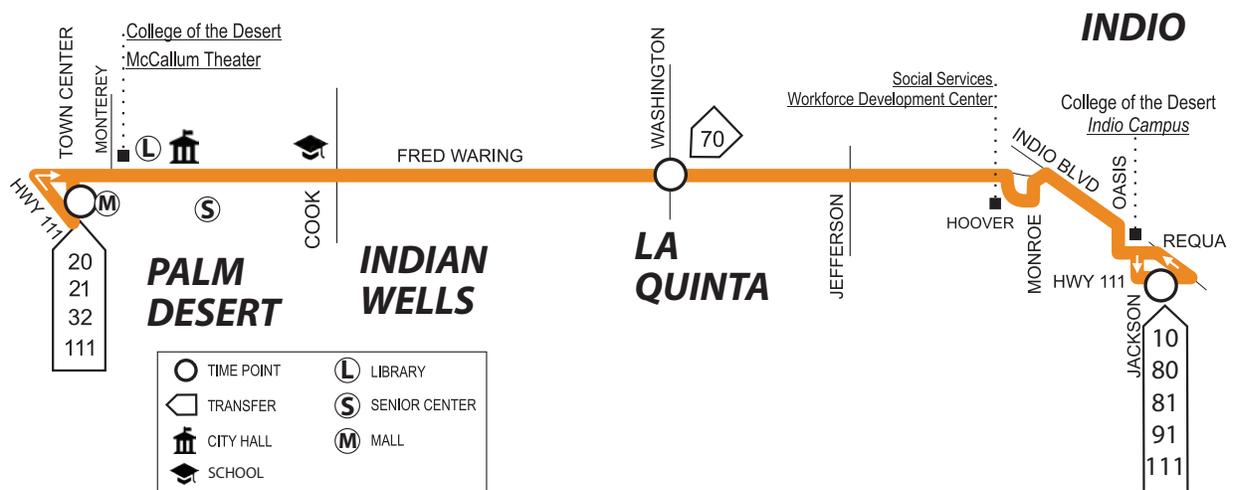
Hours of Operation		Service Span		Financial	
5:05 AM	10:40 PM	Weekdays		Annual Route Cost	\$2,032,656
6:54 AM	10:48 PM	Weekends		Annual Farebox Route Revenue	\$292,978
Frequency				Cost per Rider	\$8.12
50 min	Weekdays			Subsidy per Rider	\$6.95
60min	Weekends			Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	791
17 mph	3			Average Daily Passengers Weekends	452
On Time Performance			88.9%	Annual Passengers	250,298
Route Total Bidirectional Length (miles)				Passengers per Hour	14.8
	40.4			Passengers per Mile	0.9
Annual Revenue Miles				Annual Wheelchair Boardings	1,808
	279,553			Annual Bicycle Boardings	11,081
Annual Revenue Hours				Population within .5 mi of stop	37,340
	16,865			Jobs within .5 mi of stop	14,609

Route 54

Palm Springs – Indian Wells – La Quinta – Bermuda Dunes – Indio

Route 54 operates between Palm Desert and Indio, serving the cities of Indian Wells and La Quinta as well as the unincorporated community of Bermuda Dunes, via Fred Waring Drive. This route was designed to provide direct service between Palm Desert and Indio, in addition to serving the length of Fred Waring Drive. Service is provided to the Indio Workforce Development, College of the Desert (Indio and Palm Desert), McCallum Theater, Civic Center, and the Indian Wells Tennis Gardens. Route 54 connects with Routes 20, 21, 32, 70, 80, 81, 91, 111, and 10 Commuter Link at Westfield Palm Desert Mall, Fred Waring at Washington, and Highway 111 at Flower.

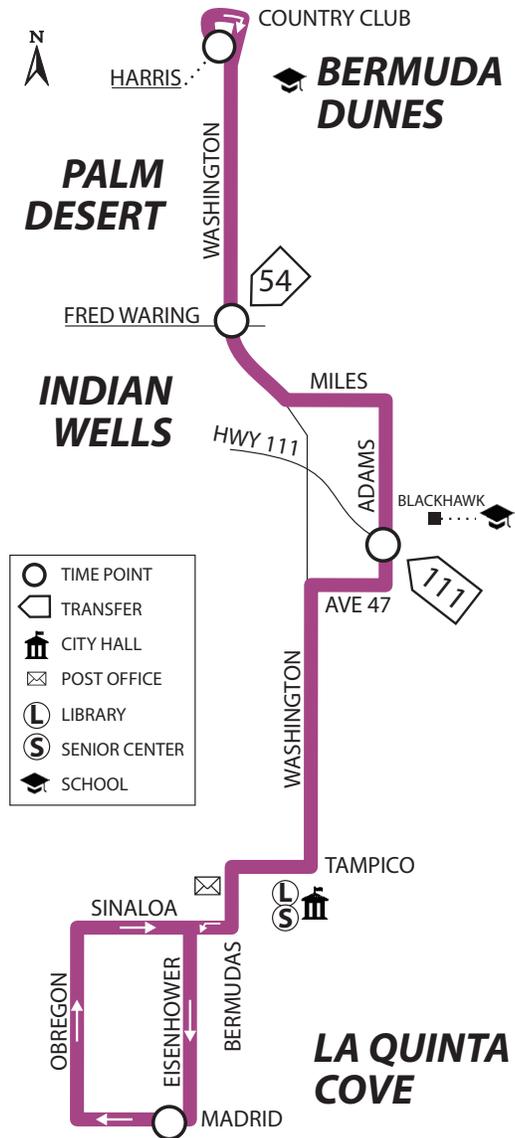
Hours of Operation		Service Span		Financial	
5:55 AM	7:55 PM	Weekdays	No weekend service	Annual Route Cost	\$812,514
				Annual Farebox Route Revenue	\$91,889
Frequency				Cost per Rider	\$10.24
45 min		Weekdays		Subsidy per Rider	\$9.08
		No weekend service		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	
17 mph		2		312	
On Time Performance				Average Daily Passengers Weekends	
		83.6%		N/A	
				Annual Passengers	
				79,314	
Route Total Bidirectional Length (miles)				Passengers per Hour	
24.8				11.8	
				Passengers per Mile	
				0.7	
Annual Revenue Miles				Annual Wheelchair Boardings	
113,483				455	
				Annual Bicycle Boardings	
				2,331	
Annual Revenue Hours				Population within .5 mi of stop	
6,733				38,468	
				Jobs within .5 mi of stop	
				14,298	



Route 70

La Quinta – Palm Desert – Indian Wells – Bermuda Dunes

Route 70 offers bus service to La Quinta and the edge of the cities of Palm Desert and Indian Wells and the unincorporated community of Bermuda Dunes. Riders are able to access the Indian Wells Tennis Gardens on Washington Street at Fred Waring Drive, city hall, the senior center, schools, and various shopping centers along Adams Street, Avenue 47, and Washington Street. Transfers from Route 70 to Route 111 can be made on Highway 111 at Adams Street and transfers from Route 70 to Route 54 can be made on Washington Street at Fred Waring Drive.



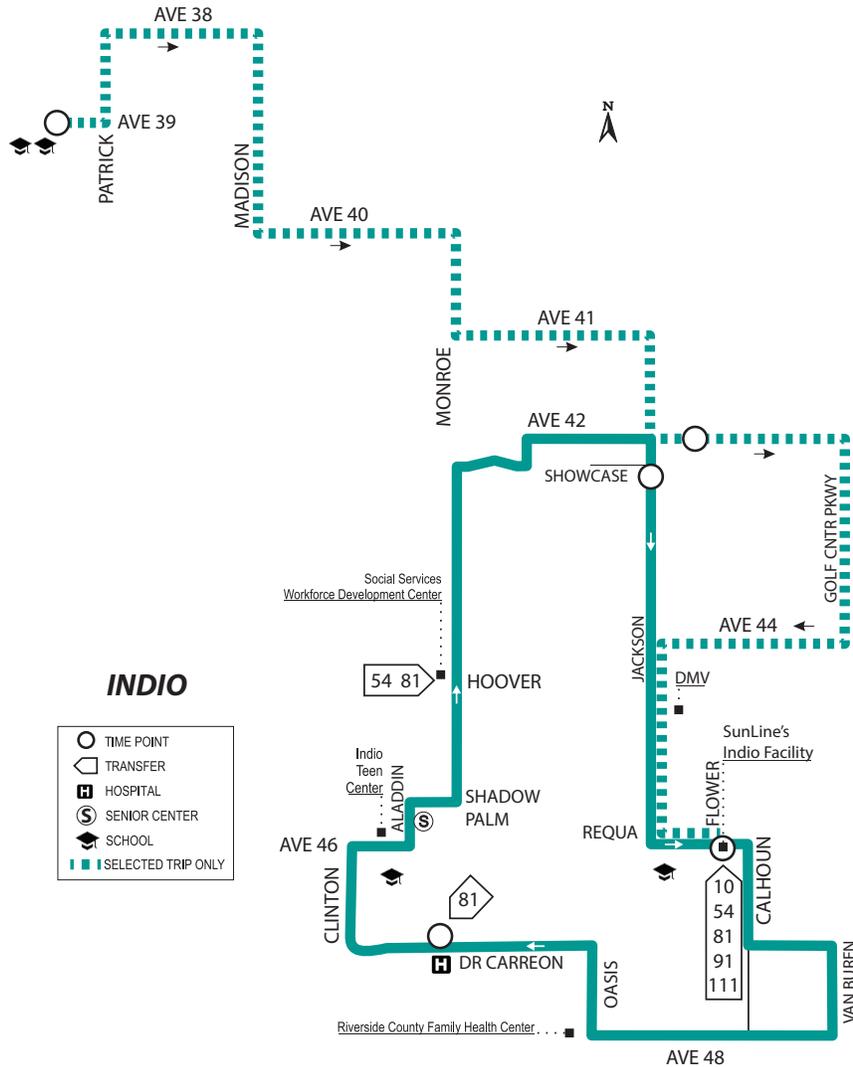
Hours of Operation		Service Span		Financial	
5:15 AM	8:45 PM	Weekdays		Annual Route Cost	\$1,168,833
5:15 AM	9:28 PM	Weekends		Annual Farebox Route Revenue	\$189,151
Frequency				Cost per Rider	\$7.16
45 min		Weekdays		Subsidy per Rider	\$6.00
90 min		Weekends		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	554
13 mph		3		Average Daily Passengers Weekends	207
On Time Performance				Annual Passengers	163,252
				Passengers per Hour	16.9
Route Total Bidirectional Length (miles)				Passengers per Mile	1.3
				Annual Wheelchair Boardings	507
Annual Revenue Miles				Annual Bicycle Boardings	7,550
				Population within .5 mi of stop	29,299
Annual Revenue Hours				Jobs within .5 mi of stop	5,958

Route 80

Indio

Route 80 operates in a clockwise loop serving residents of Indio, providing access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Social Security Administration, Employment Development Department, Indio Senior Center, Boys and Girls Club, Riverside County Social Services Offices, Department of Motor Vehicles, Martha's Village & Kitchen, community centers, schools, and shopping centers. Three afternoon trips to Shadow Hills High School on Jefferson Street at Avenue 39 are provided.

Route 80 connects to Routes 54, 81, 90, 91, 10 Commuter Link, and 111 at the transfer location on Highway 111 at Flower Street.



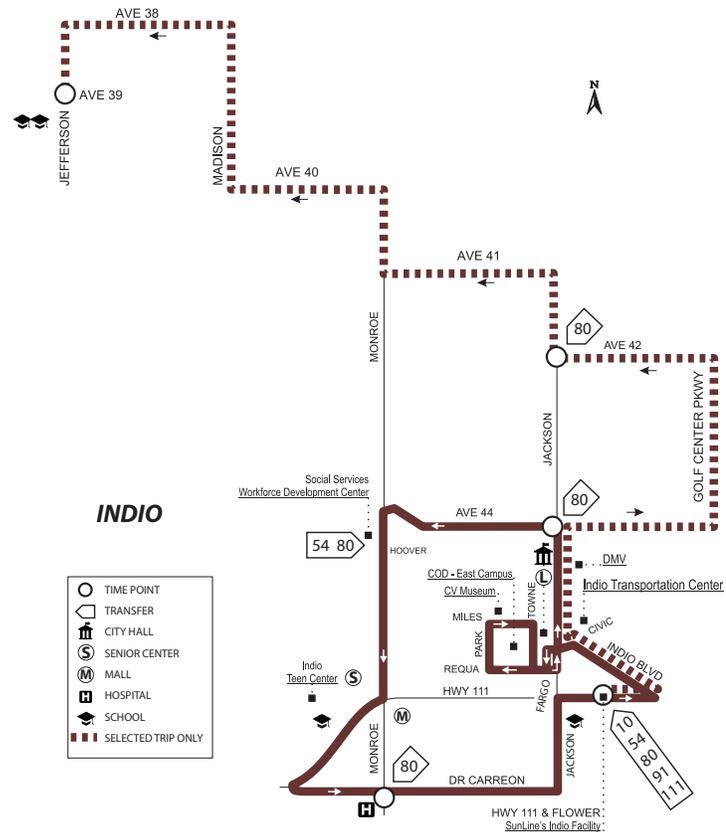
Hours of Operation		Service Span	Financial	
6:00 AM	8:45 PM	Weekdays	Annual Route Cost	\$1,093,403
6:00 AM	8:45 PM	Weekends	Annual Farebox Route Revenue	\$237,025
Frequency			Cost per Rider	\$5.37
30 min	Weekdays		Subsidy per Rider	\$4.21
60 min	Weekends		Ridership	
Average Speed		Peak Vehicles	Average Daily Passengers Weekday	684
12 mph	5		Average Daily Passengers Weekends	275
On Time Performance		89.8%	Annual Passengers	203,664
Route Total Bidirectional Length (miles)			Passengers per Hour	22.5
	11.02		Passengers per Mile	1.9
Annual Revenue Miles			Annual Wheelchair Boardings	1,819
	105,020		Annual Bicycle Boardings	4,028
Annual Revenue Hours			Population within .5 mi of stop	46,613
	9,061		Jobs within .5 mi of stop	10,514

Route 81

Indio

Route 81 is a loop route that operates counter-clockwise and provides transit service to residents of Indio, enabling passenger access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Employment Development Department, Social Security Administration, College of the Desert-Indio campus, Riverside County social services offices, Department of Motor Vehicles, Coachella Valley Cultural Museum, the Indio transportation center, community centers, library, schools, and shopping centers. Three morning trips to Shadow Hills High School on Jefferson Street at Avenue 39 are provided.

Route 81 connects to Routes 54, 80, 91, 111, and 10 Commuter Link at the transfer location on Highway 111 at Flower Street.

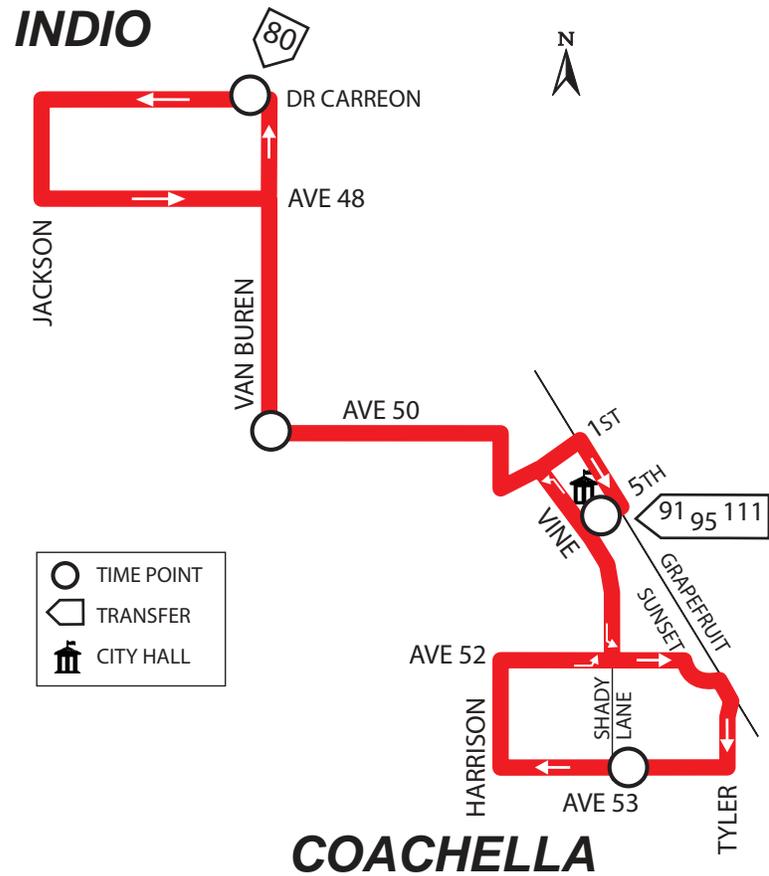


Hours of Operation		Service Span	Financial	
5:25 AM	8:15 PM	Weekdays	Annual Route Cost	\$682,616
5:25 AM	8:15 PM	Weekends	Annual Farebox Route Revenue	\$103,584
Frequency			Cost per Rider	\$7.69
60 min		Weekdays	Subsidy per Rider	\$6.52
60 min		Weekends		
Average Speed		Peak Vehicles	Ridership	
10 mph		4	Average Daily Passengers Weekday	298
On Time Performance			Average Daily Passengers Weekends	119
		90.6%	Annual Passengers	88,736
Route Total Bidirectional Length (miles)			Passengers per Hour	15.7
		8.71	Passengers per Mile	1.7
Annual Revenue Miles			Annual Wheelchair Boardings	603
		53,409	Annual Bicycle Boardings	974
Annual Revenue Hours			Population within .5 mi of stop	30,954
		5,660	Jobs within .5 mi of stop	8,085

Route 90

Indio – Coachella

Route 90 serves the cities of Coachella and Indio, allowing passengers to access the Employment Development Department, Coachella City Hall, library, senior center, Boys & Girls Club, local schools, and shopping centers. Connections to Routes 80, 91, 95, and 111 occur at the transfer location on 5th Street at Vine Avenue in Coachella and on Doctor Carreon Boulevard at Van Buren Street in Indio.

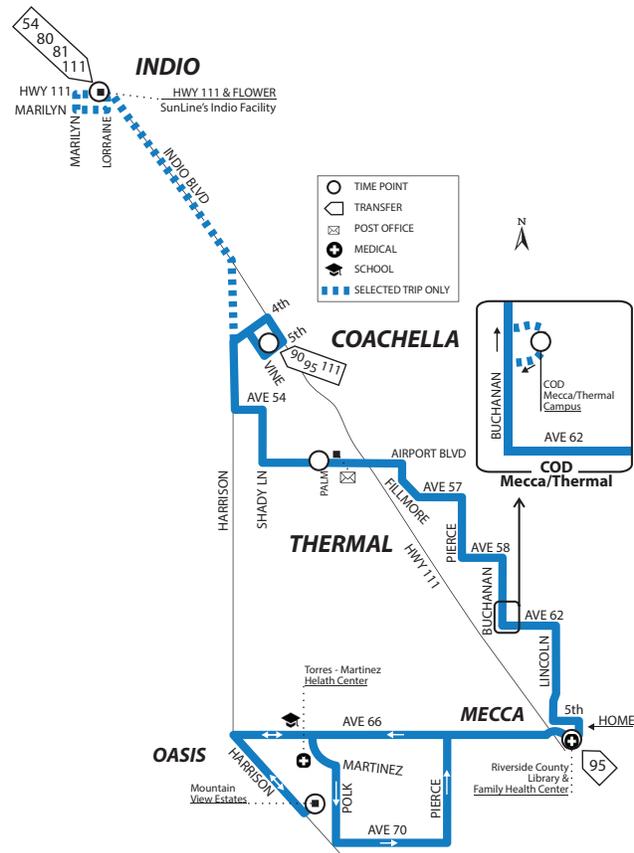


Hours of Operation		Service Span		Financial	
5:00 AM	9:52 PM	Weekdays		Annual Route Cost	\$724,425
5:00 AM	8:52 PM	Weekends		Annual Farebox Route Revenue	\$85,750
Frequency				Cost per Rider	\$9.94
60 min		Weekdays		Subsidy per Rider	\$8.76
60 min		Weekends		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	214
13 mph		1		Average Daily Passengers Weekends	170
On Time Performance			92.3%	Annual Passengers	72,872
Route Total Bidirectional Length (miles)				Passengers per Hour	12.1
		12.96		Passengers per Mile	0.9
Annual Revenue Miles				Annual Wheelchair Boardings	624
		78,800		Annual Bicycle Boardings	1,339
Annual Revenue Hours				Population within .5 mi of stop	40,099
		6,012		Jobs within .5 mi of stop	5,865

Route 91

Indio – Coachella – Thermal – Mecca – Oasis

Route 91 links Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Route 91 are able to connect to Routes 54, 80, 81, 90, 95, 10 Commuter Link, and 111 at the transfer location on 5th Street and Vine Avenue in Coachella and on Highway 111 and Flower Street in Indio. Passengers have access to employment sites, medical facilities, and shopping centers. Route 91 provides direct service to College of the Desert's East Valley Campus in Mecca. Route 91 also provides selected early, midday, and late night trips to Highway 111 and Flower to meet passenger demand in this area.

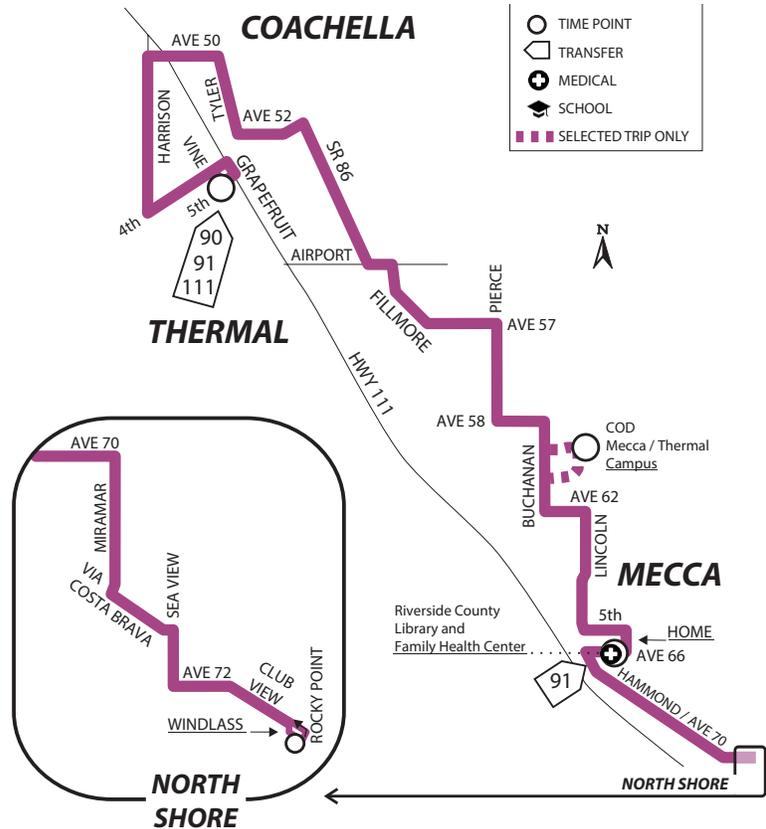


Hours of Operation		Service Span	Financial	
4:48 AM	10:20 PM	Weekdays	Annual Route Cost	\$2,082,181
5:30 AM	10:40 PM	Weekends	Annual Farebox Route Revenue	\$182,625
Frequency			Cost per Rider	\$13.26
60 min		Weekdays	Subsidy per Rider	\$12.10
60 min		Weekends	Ridership	
Average Speed	Peak Vehicles			
19 mph	3	Average Daily Passengers Weekday	503	
On Time Performance			Average Daily Passengers Weekends	270
		89.8%	Annual Passengers	157,058
Route Total Bidirectional Length (miles)			Passengers per Hour	9.1
		51.11	Passengers per Mile	0.5
Annual Revenue Miles			Annual Wheelchair Boardings	384
		315,323	Annual Bicycle Boardings	2,618
Annual Revenue Hours			Population within .5 mi of stop	31,866
		17,279	Jobs within .5 mi of stop	5,662

Route 95

Coachella – Mecca – North Shore

Route 95 serves Coachella and the unincorporated communities of Mecca and North Shore. Route 95 serves the College of the Desert’s East Valley Campus in Mecca. Passengers on Route 95 are able to connect to Routes 90, 91, and 111 at the transfer location on 5th Street and Vine Avenue in Coachella. Service allows passengers to access employment sites, medical facilities, and shopping centers.



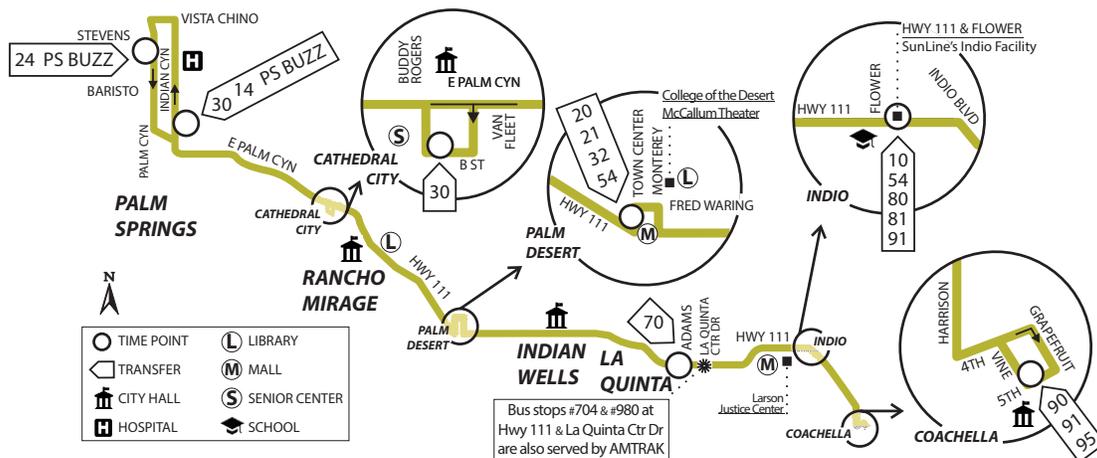
Hours of Operation		Service Span		Financial	
4:15 AM	10:00 PM	Weekdays		Annual Route Cost	\$764,117
4:15 AM	10:00 PM	Weekends		Annual Farebox Route Revenue	\$34,036
Frequency				Cost per Rider	\$26.50
180 min		Weekdays		Subsidy per Rider	\$25.32
180 min		Weekends		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	85
19 mph		1		Average Daily Passengers Weekends	65
On Time Performance			87.4%	Annual Passengers	28,840
Route Total Bidirectional Length (miles)				Passengers per Hour	4.5
		52.49		Passengers per Mile	0.2
Annual Revenue Miles				Annual Wheelchair Boardings	130
		115,773		Annual Bicycle Boardings	788
Annual Revenue Hours				Population within .5 mi of stop	18,910
		6,390		Jobs within .5 mi of stop	1,960

Route 111

Palm Springs – Cathedral City – Rancho Mirage – Palm Desert – Indian Wells – La Quinta – Indio – Coachella

Route 111 is SunLine's highest ridership trunk route. Route 111 provides service along Highway 111 from Palm Springs to Coachella, linking with the cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, and Indio. Route 111 enables riders to travel to destinations along the Highway 111 corridor. The route links passengers with major retail and commercial centers, recreational attractions, museums, and educational and medical institutions. Connecting routes include Routes 14, 20, 21, 24, 30, 32, 54, 70, 80, 81, 90, 91, 95, Palm Springs BUZZ, and 10 Commuter Link at transfer locations at Westfield Palm Desert Mall, 5th Street at Vine Avenue, Highway 111 at Flower Street, Highway 111 at Adams Street, B Street at Buddy Rogers Avenue, Indian Canyon Drive at Ramon Road, and Palm Canyon Drive at Stevens Road. The most recent Operational Analysis proposed a 15-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.

Hours of Operation		Service Span	Financial		
5:00 AM	11:05 PM	Weekdays	Annual Route Cost	\$8,171,197	
5:30 AM	11:05 PM	Weekends	Annual Farebox Route Revenue	\$1,656,347	
Frequency			Cost per Rider	\$5.78	
20/30 min	Weekdays (peak/off-peak)		Subsidy per Rider	\$4.61	
20/30 min	Weekends		Ridership		
Average Speed		Peak Vehicles	Average Daily Passengers Weekday	4,219	
15 mph	14		Average Daily Passengers Weekends	3,131	
On Time Performance			Annual Passengers	1,412,920	
			81.2%	Passengers per Hour	20.8
Route Total Bidirectional Length (miles)			Passengers per Mile	1.4	
			60.0	Annual Wheelchair Boardings	10,739
Annual Revenue Miles			Annual Bicycle Boardings	58,828	
			1,006,510	Population within .5 mi of stop	80,134
Annual Revenue Hours			Jobs within .5 mi of stop	36,698	
			67,814		



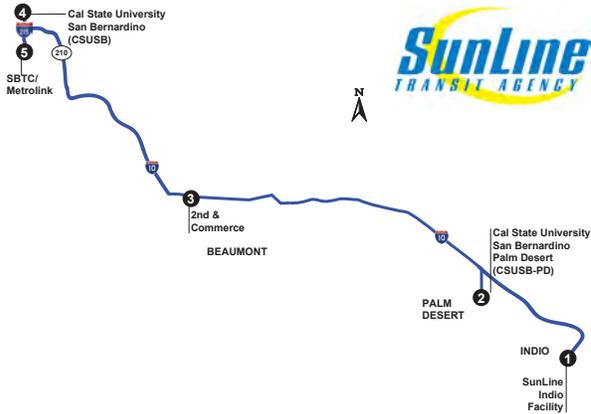
10 Commuter Link

Indio – Palm Desert – Beaumont – San Bernardino

The 10 Commuter Link provides service between the Coachella Valley and San Bernardino. The route is 92 miles, with two stops in the Coachella Valley at the SunLine Indio facility and the California State University, San Bernardino – Palm Desert Campus. The route continues, stopping in Beaumont at 2nd Street and Commerce Way, California State University, San Bernardino main campus, and at the San Bernardino Transit Center and Metrolink station. Compared to the Riverside station, more than twice the number of trains serve the San Bernardino station.

At the Beaumont bus stop, passengers will be able access buses connecting to Cabazon, University of California, Riverside, Riverside University Health Center, Kaiser Hospital, VA Hospital, Loma Linda Medical Center, and numerous destinations served by RTA, Beaumont Transit, and Banning Transit. The Beaumont bus stop is not a timed transfer point for SunLine’s 10 Commuter Link because of unpredictable freeway travel time variability. However, with the use of real-time passenger information, passengers traveling between any of the above-mentioned destinations can transfer between SunLine, RTA, Beaumont Transit, and Banning Transit routes if the timing is right. Passengers can also use a transportation network service such as Lyft or Uber, taxi service, a bicycle, or some other mode for a faster trip to those respective destinations.

The 10 Commuter Link bus stop in Beaumont also enables residents of the PASS area, San Jacinto, Hemet, and Moreno Valley to travel to California State University, San Bernardino and University of California, Riverside – Palm Desert Campuses, and other employment centers in Coachella Valley.



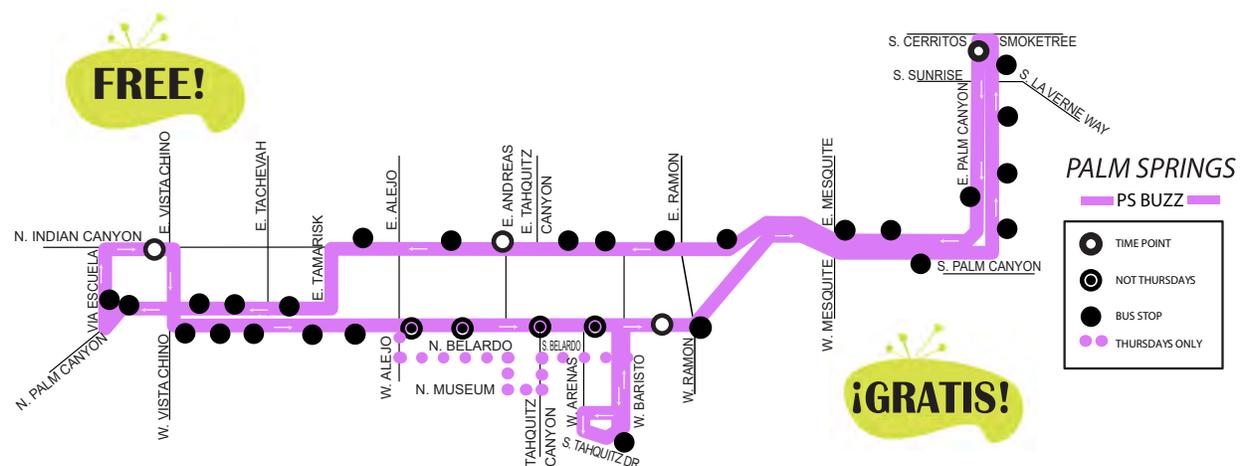
Hours of Operation		Service Span	Financial	
5:20 AM	8:00 PM	Weekdays	Annual Route Cost	N/A
		No weekend service	Annual Farebox Route Revenue	N/A
Frequency			Cost per Rider	N/A
8 trips		Weekdays	Subsidy per Rider	N/A
		No weekend service		
Average Speed		Peak Vehicles	Ridership	
46 mph		2	Average Daily Passengers Weekday	N/A
On Time Performance			Average Daily Passengers Weekends	N/A
		N/A	Annual Passengers	N/A
Route Total Bidirectional Length (miles)			Passengers per Hour	N/A
		183.9	Passengers per Mile	N/A
Annual Revenue Miles			Annual Wheelchair Boardings	N/A
		191,556	Annual Bicycle Boardings	N/A
Annual Revenue Hours			Population within .5 mi of stop	5,759
		5,915	Jobs within .5 mi of stop	2,177

Route Palm Springs BUZZ

Palm Springs

Palm Springs BUZZ offers free service in Palm Springs with connections to Routes 14, 24, 30, and 111 at transfer locations at Indian Canyon Drive at Ramon Road and Palm Canyon Drive at Stevens Road. The Palm Springs BUZZ links riders to hotels, shopping, entertainment, and restaurant destinations. The Palm Springs BUZZ route currently has service from Thursday through Saturday with hours of operation from midday to late evening. BUZZ service will be discontinued in January 2021 due to a funding shortfall stemming from the COVID-19 crisis.

Hours of Operation		Service Span	Financial	
12:00 PM	10:10 PM	Thu-Sat	Annual Route Cost	\$272,108
			Annual Farebox Route Revenue	\$38,188
Frequency			Cost per Rider	\$8.13
20 min		Thu-Sat	Subsidy per Rider	\$6.99
Average Speed		Peak Vehicles	Ridership	
10 mph		3	Average Daily Passengers Weekday	472
On Time Performance			Average Daily Passengers Weekends	395
		N/A	Annual Passengers	33,475
Route Total Bidirectional Length (miles)			Passengers per Hour	15.1
		50.0	Passengers per Mile	1.5
Annual Revenue Miles			Annual Wheelchair Boardings	8
		22,623	Annual Bicycle Boardings	-
Annual Revenue Hours			Population within .5 mi of stop	11,561
		2,224	Jobs within .5 mi of stop	8,034



Appendix B: Refueled Route Profiles

SunLine Refueled is a long-term vision to enhance local bus service. It will be implemented as new and sustainable funding sources are identified as regional population grows. To support this long-term vision, planning for transit-supportive land uses and access to the regional non-motorized trail system needs to start now through a collaborative regional planning process.

This redesign plan consolidates SunLine's existing 16 routes into 11 routes supplemented by microtransit service. While implementation of these recommendations is contingent on transit demand and recovery from the COVID-19 pandemic, this streamlined route system can help capture new riders and expand transit market share.

Route 111X

Faster trips and more frequent service are top improvement priorities for SunLine customers. The purpose of Route 111X is to provide faster travel times between key stops and one additional weekday trip per hour in the corridor.

Route 111X will provide more rapid service with limited stops along the existing Route 111. Route 111X will operate along Highway 111, originating in Palm Springs and ending in Indio. The bus will travel along Highway 111 for a majority of the route and only deviate twice—to provide service to the bus stop at B Street at Buddy Rogers and the bus turns and to operate along Fred Waring Drive to provide service to an already established bus stop and a high-density area.

In the short term, Route 111X will provide more rapid service between key stops along the existing Highway 111. This will reduce travel times for customers riding long distances through the SunLine system. Over the long term, this service may lay the groundwork for regional bus rapid transit service in the corridor. Improved bus stop amenities, TSP, and queue jumps will improve the rider experience and reliability.

Route and Stop Locations

The service should run on the following streets:

- » **Highway 111:** Golf Center Parkway to Washington Street
- » **Washington Street:** Highway 111 to Fred Waring Drive
- » **Fred Waring Drive:** Washington Street to Highway 111
- » **Highway 111:** Fred Waring Drive to Gene Autry Trail
- » **Highway 111B (Palm Canyon Drive):** Gene Autry Trail to Ramon Road

There are five proposed stops for Route 111X. These stops were chosen based on both location and ridership. The stops are:

- » South Palm Canyon at Ramon (Palm Springs)
- » B Street at Buddy Rogers (Cathedral City)
- » Fred Waring at Monterey (Palm Desert)
- » Highway 111 at Adams (La Quinta)
- » Highway 111 at Golf Center (Indio)

Description	New Express Service
Implementation	January 2021
Weekday frequency (mins)	60
Peak service hours	12
Off-peak service hours	0
Weekend frequency	0
Peak buses (number)	3
Annual revenue miles	139,150
Annual revenue hours	7,130



Route 111

During the Phase I transition to the Refueled transit network, this route would be unchanged. During the Phase II service enhancement phase, Route 111 frequencies would improve to 20 minutes all day during weekdays. On the weekends, it would operate every 20 minutes.

Description	Baseline Existing Route 111	Phase I No change from existing service	Phase II Phase I plus 20-minute all-day weekday service
Weekday			
Peak frequency	20	20	20
Peak service hours	13	13	16
Off-peak frequency (mins)	30	30	0
Off-peak service hours	3	3	0
Weekend			
Frequency	20	20	20
Service hours	16	16	16
Service Summary			
Peak buses	14	14	14
Change from previous	-	0	0
Annual revenue miles	1,006,510	1,006,510	1,006,510
Change from previous	-	0	87,300
Annual revenue hours	67,814	67,814	72,820
Change from previous	-	0	5,006

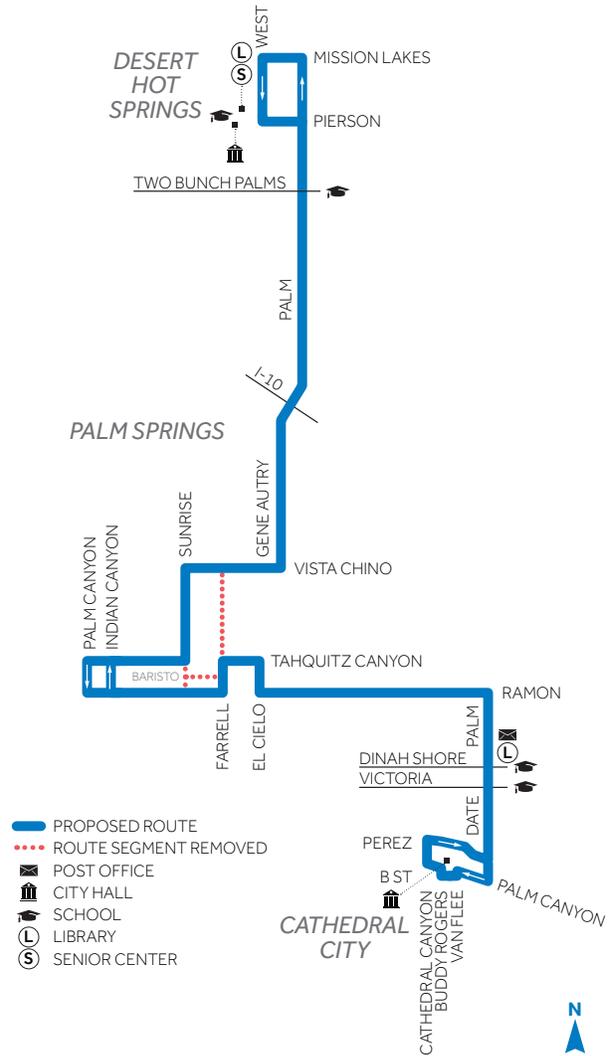


Route 2

In the Phase I transition to the Refueled transit network, combine existing Routes 14 and 30 between Desert Hot Springs and Cathedral City into one route and maintain existing frequencies. This new Route 2 is realigned in downtown Palm Springs. This realignment may require adding and removing bus stops.

During the Phase II service enhancement phase, improve frequencies to every 15 minutes during morning and afternoon peak periods and every 20 minutes during off-peak midday and night periods. On weekends, Route 2 would operate every 40 minutes.

Route 2 eliminates the transfer for travel between Desert Hot Springs, Palm Springs, and Cathedral City. It serves more transit-supportive land uses and connects to Route 111, Route 3, and Route 4.

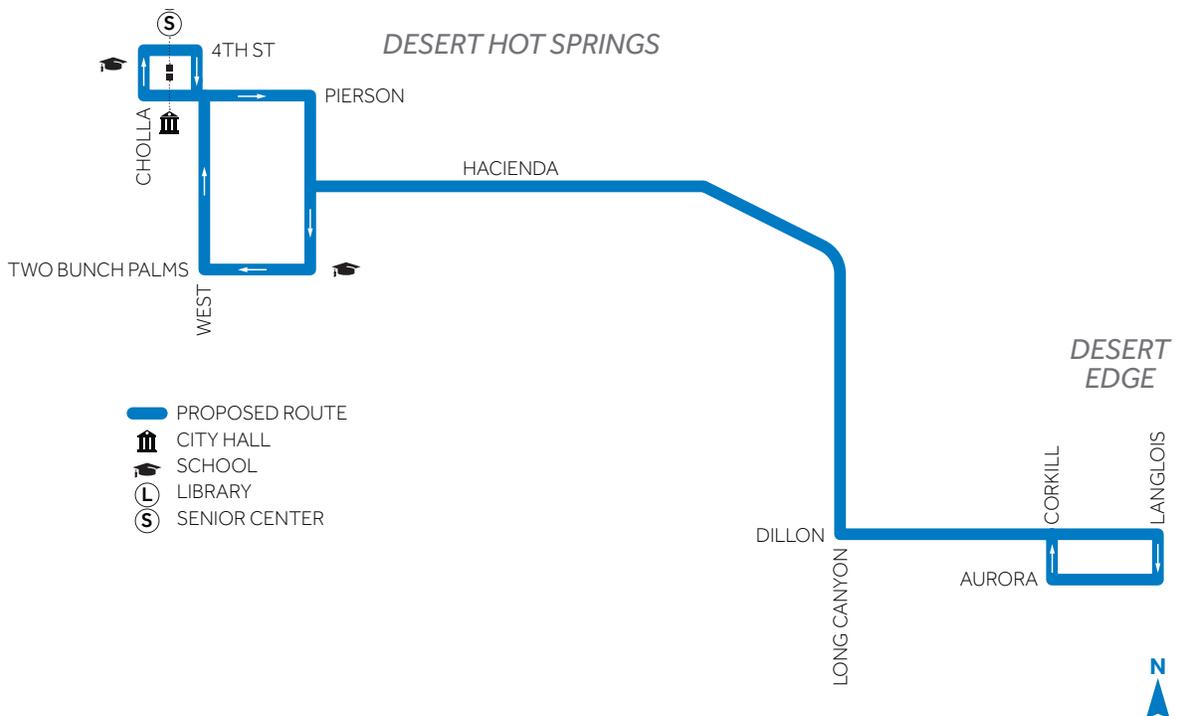


	Baseline	Phase I	Phase II
Description	Existing Route 14 and Route 30	Implement Route 2 with 20-minute peak, 40-minute off-peak weekday, and 40-minute weekend service	Phase I plus 15-minute peak service and 20-minute off-peak weekday service
Weekday			
Peak frequency	20	20	15
Peak service hours	12	12	6
Off-peak frequency (mins)	40	40	20
Off-peak service hours	6	6	12
Weekend			
Frequency	40	40	40
Service hours	17	17	17
Service Summary			
Peak buses	11	11	15
Change from previous	-	11	4
Annual revenue miles	696,583	664,920	840,490
Change from previous	-	-31,663	175,570
Annual revenue hours	53,670	50,380	63,680
Change from previous	-	-3,290	13,300

Route 3

In Phase I, rename existing Route 15 to Route 3. In Phase II, improve peak weekday frequencies to 30 minutes. During the weekday off-peak midday and night periods, Route 3 would operate every 60 minutes. On weekends, it would operate every 60 minutes. This route will continue to serve Desert Edge and Desert Hot Springs and will connect to Route 2.

Description	Baseline Existing Route 15	Phase I No change to baseline	Phase II Phase I plus 30-minute weekday peak
Weekday			
Peak frequency	60	60	30
Peak service hours	12	12	6
Off-peak frequency (mins)	60	60	60
Off-peak service hours	6	6	12
Weekend			
Frequency	60	60	60
Service hours	14	14	14
Service Summary			
Peak buses	1	1	2
Change from previous	-	0	1
Annual revenue miles	87,484	87,484	121,760
Change from previous	-	0	34,276
Annual revenue hours	5,448	5,448	7,370
Change from previous	-	0	1,922

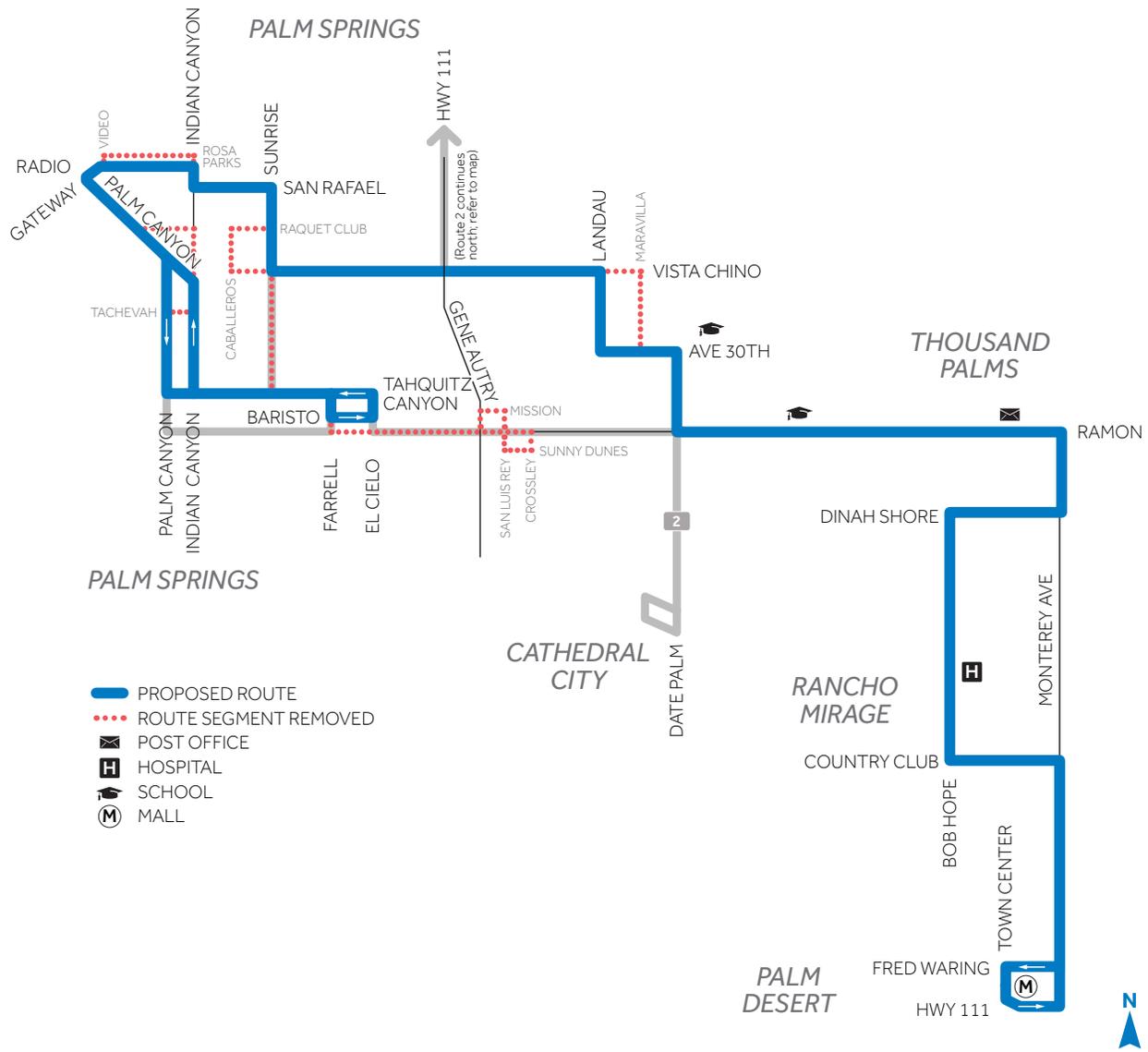


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Route 4

In Phase I, combine and rename existing Routes 24 and 32 to connect Palm Springs with Palm Desert Town Center Mall. Route 4 would create direct service between North Palm Springs and downtown Palm Springs. It would eliminate transfers to Thousand Palms. This realignment may require adding and removing bus stops. In Phase II, improve service headways to 30 minutes during morning and afternoon peak periods.

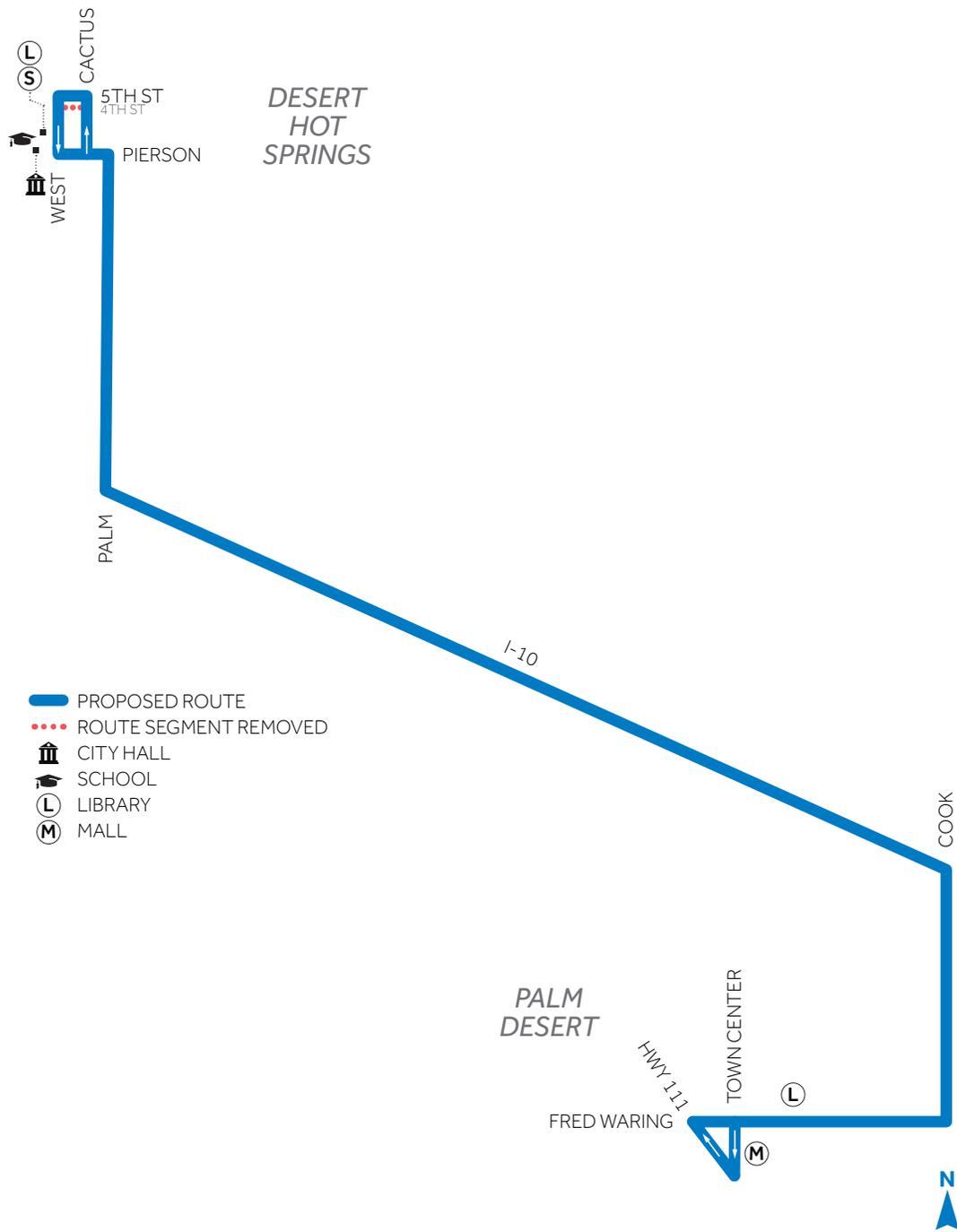
Description	Baseline Existing Route 24 and Route 32	Phase I Implement Route 4 with 40-minute weekday and 60-minute weekend service	Phase II Phase I plus 30-minute weekday peak service
Weekday			
Peak frequency	40	40	30
Peak service hours	17	17	6
Off-peak frequency (mins)	0	0	40
Off-peak service hours	0	0	11
Weekend			
Frequency	60	60	60
Service hours	15	15	15
Service Summary			
Peak buses	8	6	8
Change from previous	-	-2	2
Annual revenue miles	451,019	451,019	491,800
Change from previous	-	6,131	6,131
Annual revenue hours	29,625	29,625	34,820
Change from previous	-	2,735	2,460



Route 5

During Phase I implementation, combine existing Routes 20 and 21 to provide 60-minute weekday peak express service between Desert Hot Springs and Palm Desert Town Center Mall. In Phase II, improve Route 5 service frequencies to provide 40-minute weekday peak express service. This route serves the California State University, San Bernardino – Palm Desert Campus and connects to Route 111.

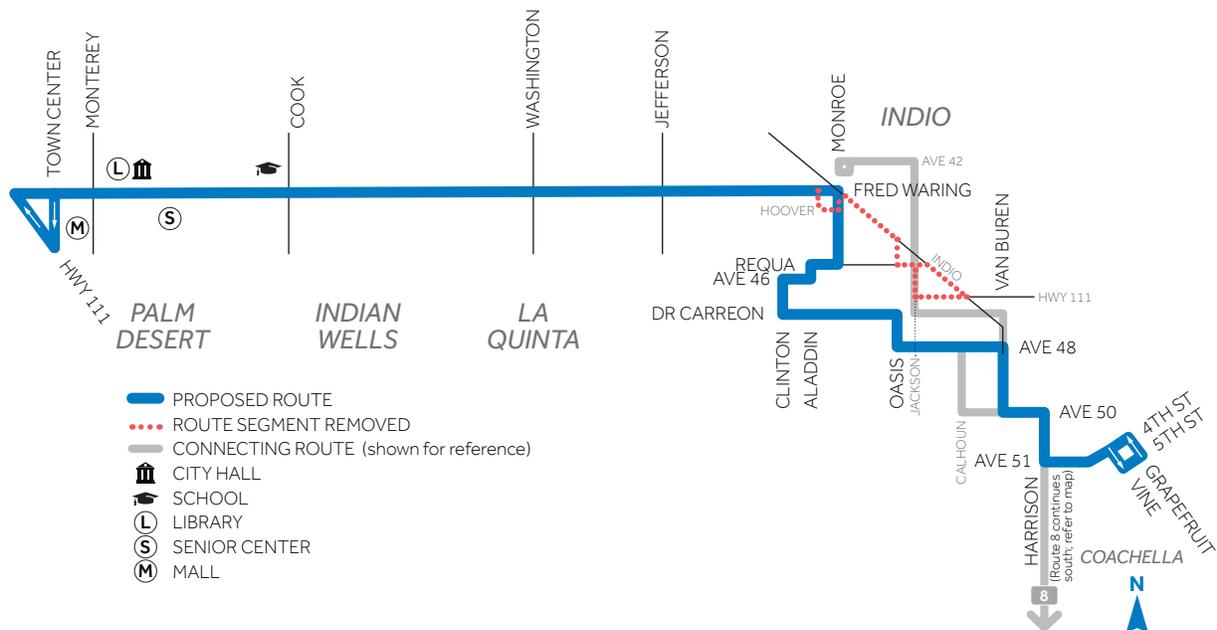
Description	Baseline Existing Route 20 and Route 21	Phase I Implement Route 5 with 60-minute weekday peak service	Phase II Phase I plus 40-minute weekday service
Weekday			
Peak frequency	60	60	40
Peak service hours	6	6	6
Off-peak frequency (mins)	0	0	0
Off-peak service hours	0	0	0
Weekend			
Frequency	0	0	0
Service hours	0	0	0
Service Summary			
Peak buses	3	3	4
Change from previous	–	0	1
Annual revenue miles	103,171	73,180	109,770
Change from previous	–	29,991	36,590
Annual revenue hours	4,916	4,916	5,420
Change from previous	–	-1,306	1,810



Route 6

In the Phase I transition to the Refueled transit network, extend existing Route 54 to 5th Street in Coachella to create the new Route 6 as part of a simplified network in Indio and Coachella. This route extension may require adding and removing bus stops. Service headways would change in Phase II with 30-minute headways during morning and afternoon weekdays. There would be no weekend service. Route 6 connects multiple communities and reduces transfers. It connects to Route 111 and Route 8.

Description	Baseline Existing Route 54	Phase I Implement Route 6 with 45-minute weekday service	Phase II Phase I plus 30-minute weekday peak service
Weekday			
Peak frequency	45	45	30
Peak service hours	14	14	6
Off-peak frequency (mins)	0	0	45
Off-peak service hours	0	0	8
Weekend			
Frequency	0	0	0
Service hours	0	0	0
Service Summary			
Peak buses	2	4	5
Change from previous	-	2	1
Annual revenue miles	113,483	171,950	208,150
Change from previous	-	58,467	36,200
Annual revenue hours	6,733	11,600	14,050
Change from previous	-	4,867	2,450

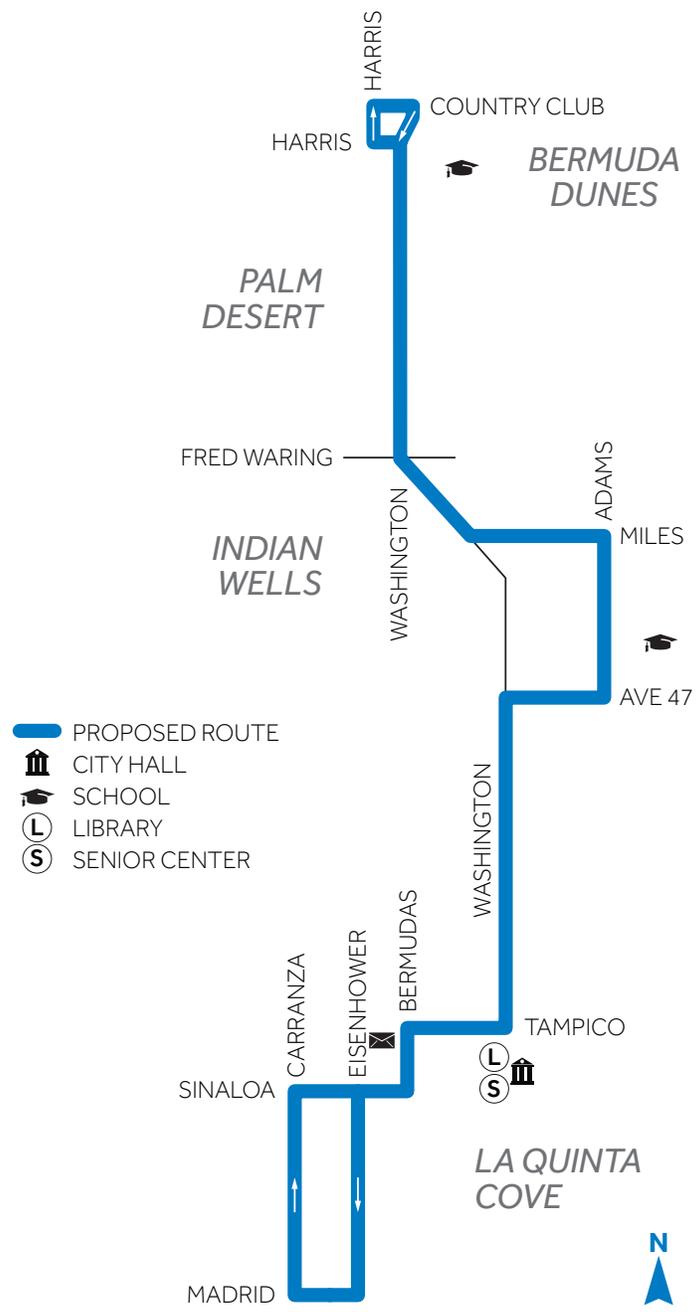


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Route 7

In Phase I, existing Route 70 would be maintained in the Refueled transit system as Route 7. In Phase II, service headways would improve to every 30 minutes during morning and afternoon peak periods. On weekends, it would operate every 90 minutes. Route 7 provides local bus connectivity and coverage to La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes. It connects to Route 111 and Route 6.

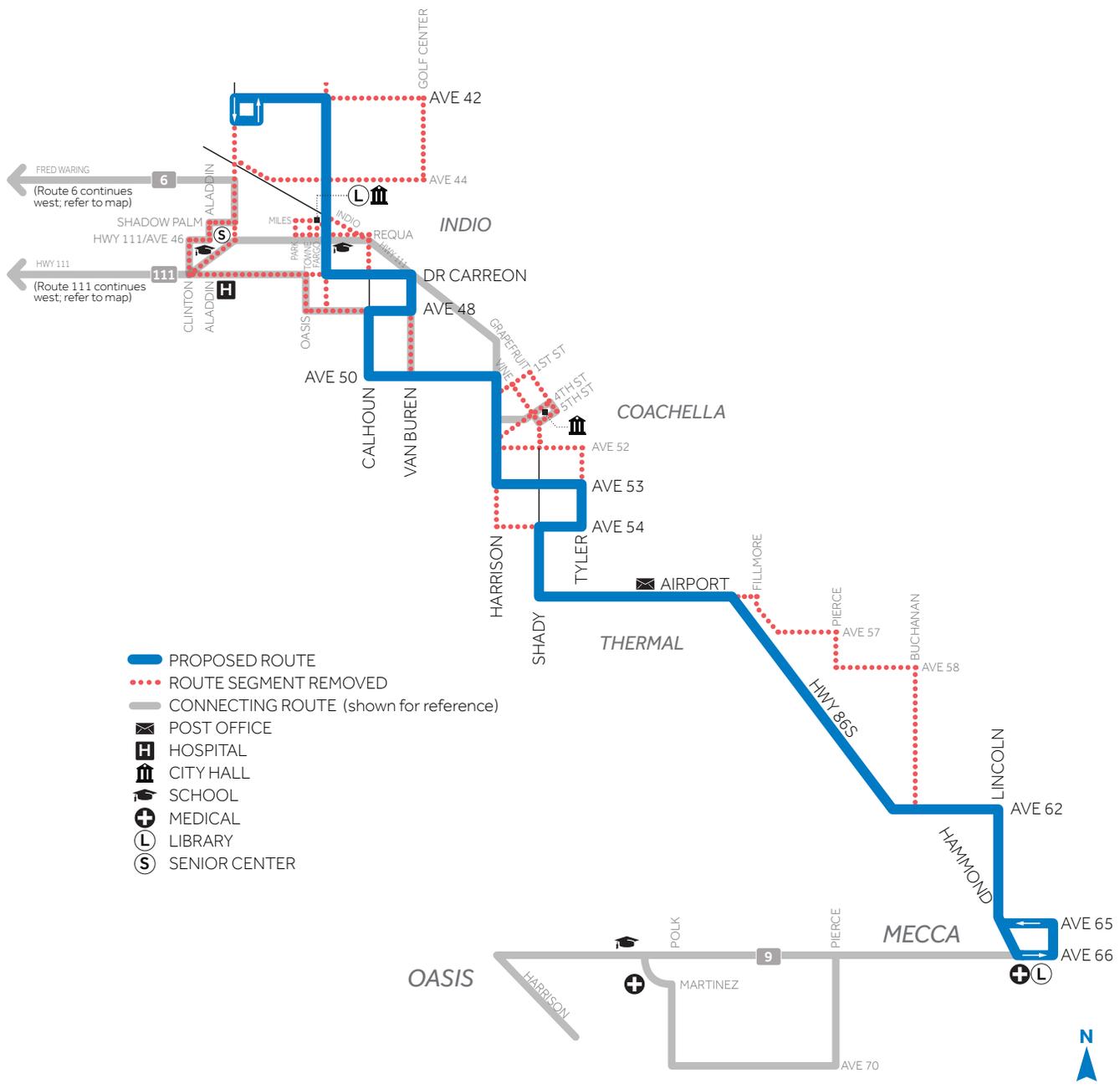
Description	Baseline Existing Route 70	Phase I Baseline service	Phase II Phase I plus weekday 30-minute peak service
Weekday			
Peak frequency	45	45	30
Peak service hours	16	16	6
Off-peak frequency (mins)	0	0	45
Off-peak service hours	0	0	10
Weekend			
Frequency	90	90	90
Service hours	17	17	17
Service Summary			
Peak buses	3	3	3
Change from previous	-	0	0
Annual revenue miles	129,249	129,249	153,830
Change from previous	-	0	24,581
Annual revenue hours	9,687	9,687	11,050
Change from previous	-	0	1,363



Route 8

For the Phase I transition to Refueled, combine portions of existing Routes 80, 81, 90, and 91 in Indio, Coachella, Thermal, and Mecca to improve operational efficiency and route directness and to make SunLine’s system easier to navigate. This new route may require adding and removing bus stops. Phase I service would be implemented with 40-minute weekday service. On weekends, it would operate every 60 minutes. In Phase II, service headways would improve to every 40 minutes on weekends. Route 8 would connect to Route 111, Route 6, and Route 9. It would reduce the need to transfer for travel between Mecca, Coachella, Thermal, and Indio.

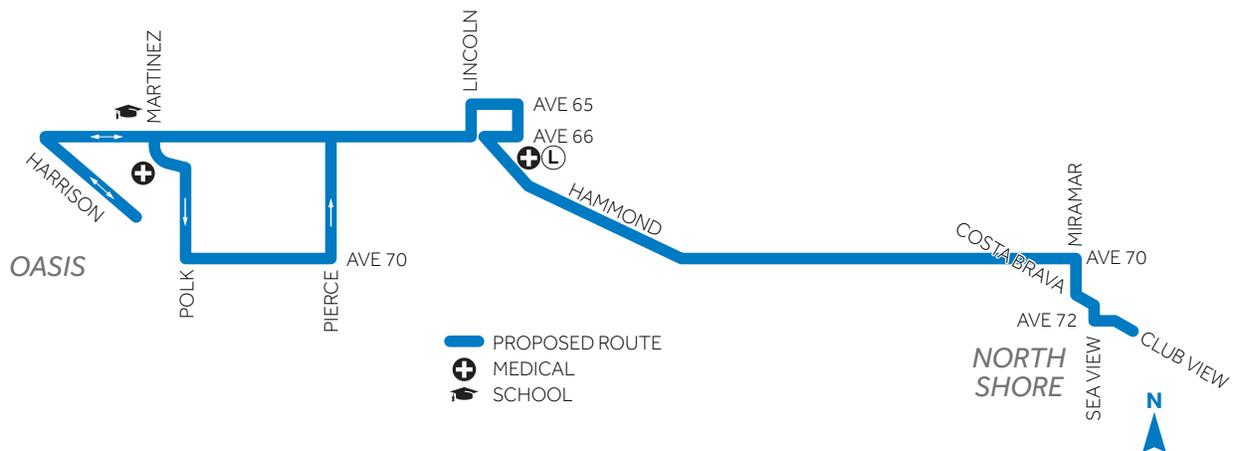
Description	Baseline Existing Routes 81, 90, 91, and 95	Phase I Implement Route 8 with 40-minute weekday service	Phase II Phase I plus 40-minute weekend service
Weekday			
Peak frequency	60	40	40
Peak service hours	18	18	18
Off-peak frequency (mins)	0	0	0
Off-peak service hours	0	0	0
Weekend			
Frequency	60	60	40
Service hours	18	18	18
Service Summary			
Peak buses	11	5	5
Change from previous	–	-6	0
Annual revenue miles	668,325	400,180	446,680
Change from previous	–	-268,145	46,500
Annual revenue hours	44,402	23,840	26,610
Change from previous	–	-20,562	-20,562



Route 9

In the Phase I transition to the Refueled transit network, create a new fixed route, Route 9, to provide bus service between North Shore, Mecca, and One Hundred Palms every 60 minutes, 7 days a week. Route 9 will provide local bus connectivity and coverage between North Shore, Mecca, and One Hundred Palms. It will connect to Route 8, and provide improved transit service in the North Shore area.

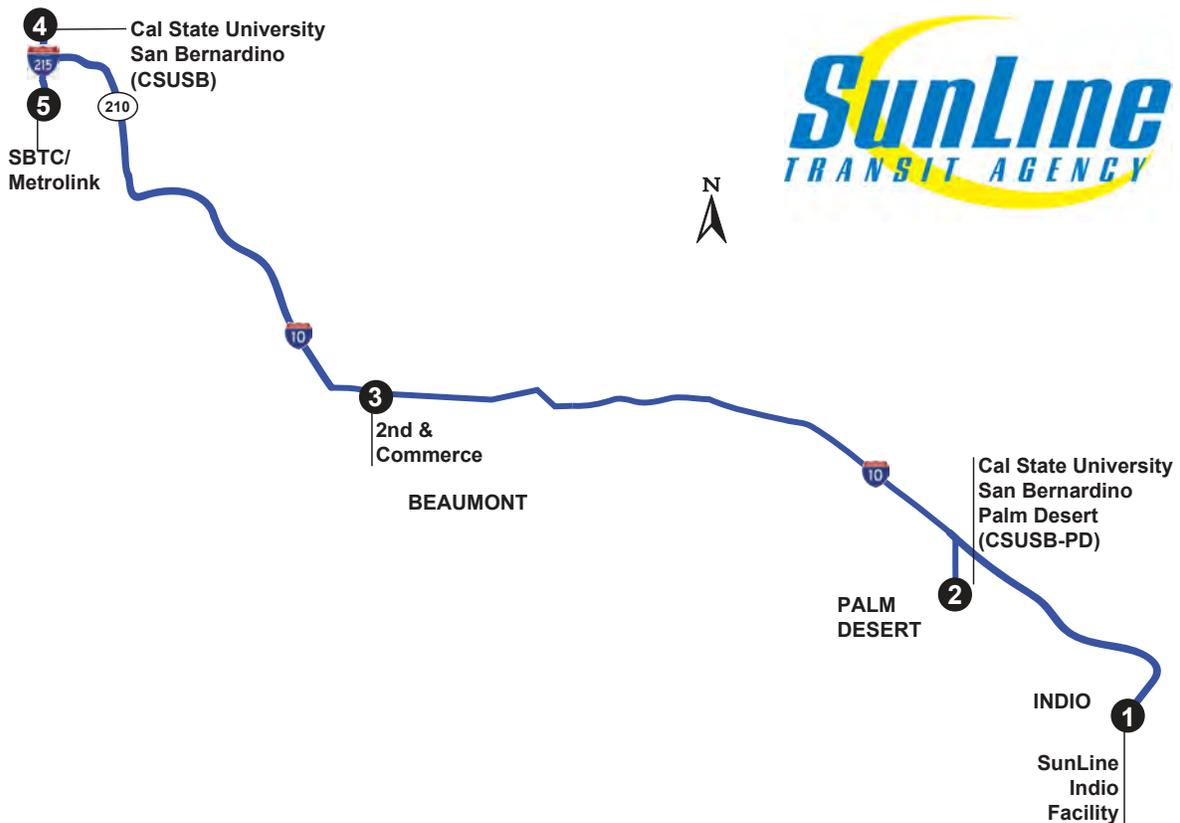
Description	Baseline	Phase I	Phase II
	N/A	New 60-minute all-day service	Same as Phase I
Weekday			
Peak frequency	N/A	60	60
Peak service hours	N/A	18	18
Off-peak frequency (mins)	N/A	0	0
Off-peak service hours	N/A	0	0
Weekend			
Frequency	N/A	60	60
Service hours	N/A	18	18
Service Summary			
Peak buses	N/A	3	3
Change from previous	-	0	0
Annual revenue miles	N/A	289,230	289,230
Change from previous	-	0	0
Annual revenue hours	N/A	15,000	15,000
Change from previous	-	0	0



10 Commuter Link

The 10 Commuter Link is aimed at improving regional service between the Coachella Valley and the Inland Empire. For students, 10 Commuter Link will provide a direct connection between the California State University, San Bernardino – Palm Desert Campus and the main campus in San Bernardino. It will also provide a connection to the San Bernardino Downtown Metrolink Station. This service was originally planned to start in May 2020, but SunLine has delayed it because of ridership declines from the COVID-19 pandemic.

Description	Baseline Weekday commuter service	Phase I Same as baseline	Phase II Same as Phase I
Weekday			
One-way trips	4	4	4
Service Summary			
Peak buses	2	2	2
Change from previous	0	0	0
Annual revenue miles	174,700	174,700	174,700
Change from previous	0	0	0
Annual revenue hours	5,520	5,520	5,520
Change from previous	0	0	0



Refueled Summary

Figure B.1 shows revenue hour estimates for FY2020 SunLine service, Phase I, and Phase II Refueled steps. This analysis shows that revenue hours needed for initial Phase I transition are 2 percent more than SunLine's FY2020 revenue hours. Phase II Refueled service would require a 16 percent increase in revenue hours.

Figure B.1 Refueled Revenue Hour Estimates

Route	FY2020	Phase I	Phase II
111X	0	7,130	7,130
111	67,814	68,106	68,106
2	53,670	50,380	63,680
3	5,448	5,448	7,370
4	29,625	32,360	34,820
5	4,916	3,610	5,420
6	6,733	11,600	14,050
7	9,687	9,687	11,050
8	44,402	23,840	26,610
9	0	15,000	15,000
10X	5,520	5,520	5,520
Total	227,815	232,681	258,756

Figure B.2 shows the revenue mile estimates for FY2020 SunLine service, Phase I, and Phase II Refueled. Phase I revenue mile estimates are 5 percent higher than FY2020. Phase II estimates are 19 percent more than FY2020 revenue miles.

Figure B.2 Refueled Revenue Mile Estimates

Route	FY2020	Phase I	Phase II
111X	0	139,150	139,150
111	1,006,510	1,006,510	1,093,810
2	696,583	664,920	840,490
3	87,484	87,484	121,760
4	451,019	457,150	491,800
5	103,171	73,180	109,770
6	113,483	171,950	208,150
7	129,249	129,249	153,830
8	668,325	400,180	446,680
9	0	289,230	289,230
10X	174,700	174,700	174,700
Total	3,430,524	3,593,703	4,069,370

Figure B.3 shows peak bus estimates for the SunLine Refueled program. This table shows that the Phase I transition from the existing 16 routes to the Refueled network can be accomplished using SunLine's FY2020 fleet. The Phase II service levels would require 9 additional buses.

Figure B.3 Refueled Peak Bus Estimates

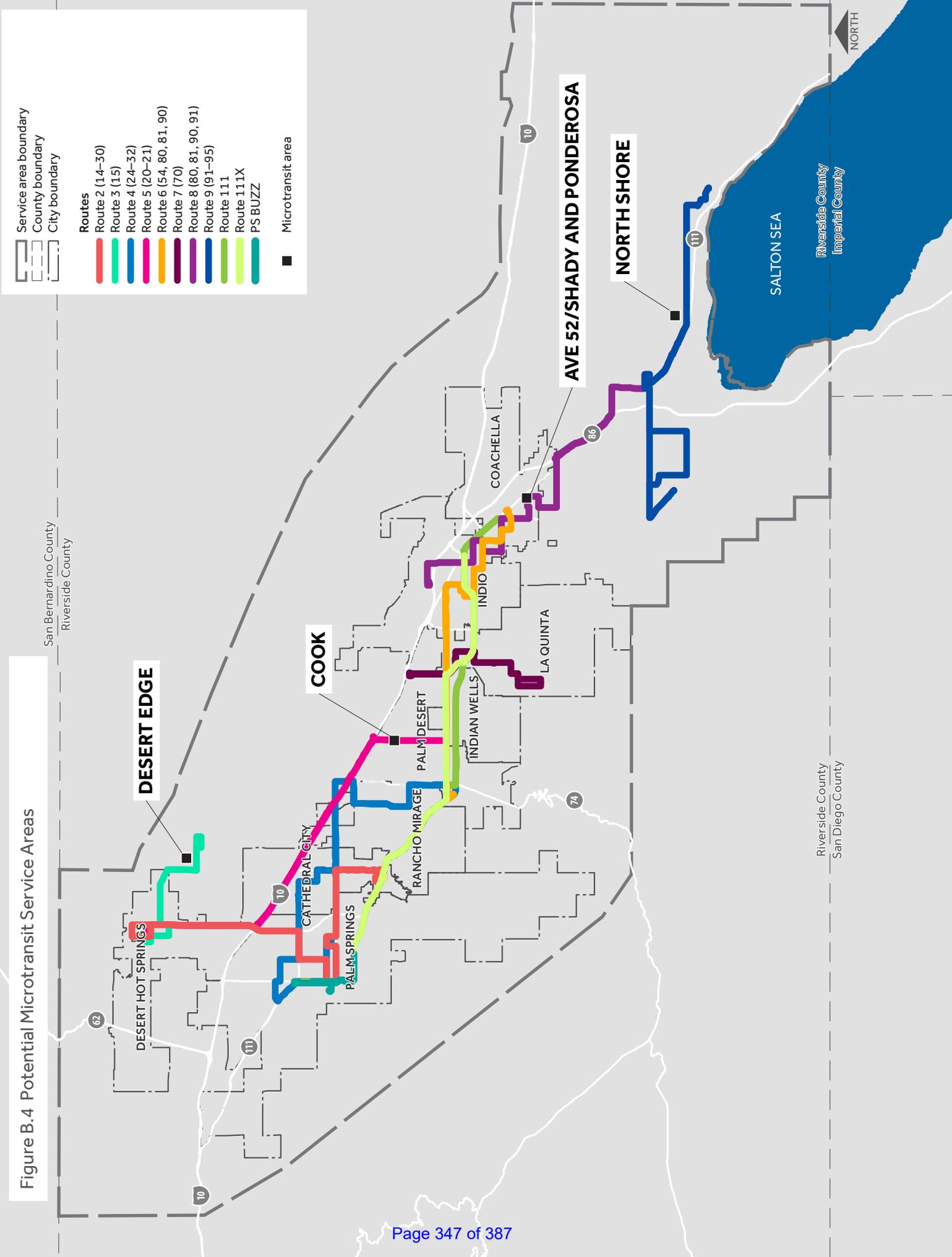
Route	Baseline	Phase I	Phase II
111X	0	3	3
111	14	14	14
2	11	11	15
3	1	1	2
4	8	6	8
5	3	3	4
6	2	4	5
7	3	3	3
8	11	5	5
9	0	3	3
10X	2	2	2
Total	55	55	64

Microtransit Service

As part of its SunLine Refueled vision and COVID-19 recovery planning, SunLine is evaluating microtransit to provide lifeline service. As transit demand and recovery allow, SunLine may consider deploying microtransit to improve access to fixed route bus service.

Operating as a circulator or as on-demand service, microtransit would connect riders to SunLine's fixed route bus service. The points shown in Figure B.4 will be identified through a planning and public outreach process.

Figure B.4 Potential Microtransit Service Areas



Appendix C: Zero-emission Bus Implementation Plan

SunLine Board of Directors Presentation: Innovative Clean Transit Regulation Rollout Plan

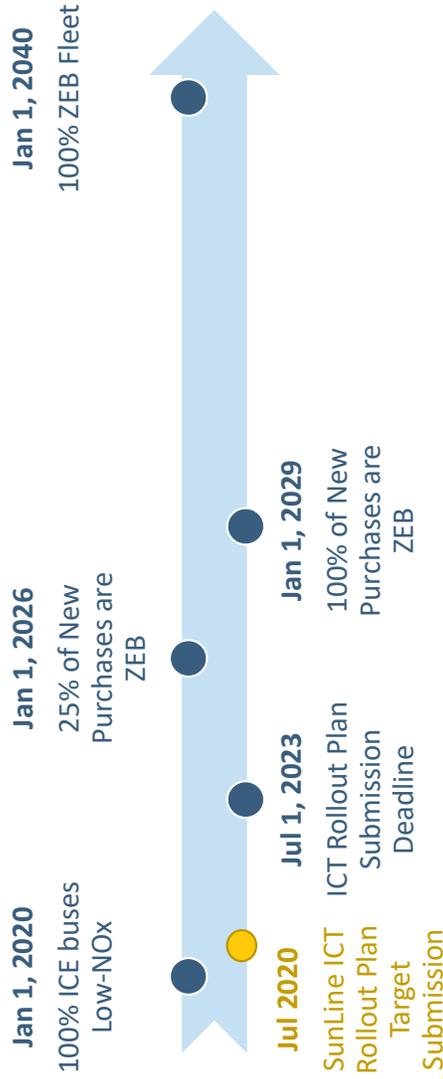
May 27, 2020



CARB ICT Regulation

- ◆ Innovative Clean Transit (ICT) Regulation adopted December 14, 2018
- ◆ Requires agencies to transition fleet to 100% zero-emission by 2040
- ◆ SunLine qualifies as a small transit agency
- ◆ Governing board must approve the Rollout Plan through the adoption of a resolution and submit to CARB by **July 1, 2023**
 - SunLine plans to lead with early submission in July 2020

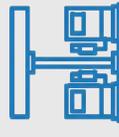
ICT Regulation Timeline for a Small Agency



ICT Rollout Plan Requirements



Schedule for replacement of all buses including technology type



Schedule for installation of fuelling/ charging infrastructure



Description of required facility upgrades



Identification of potential funding sources



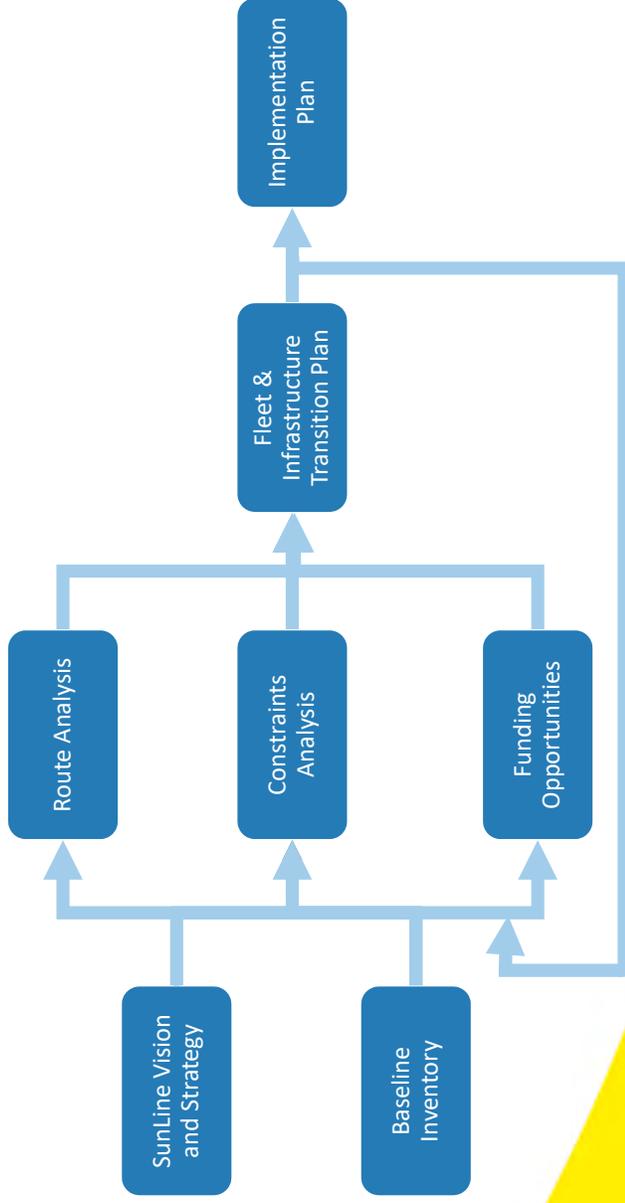
Description of Impact on disadvantaged communities



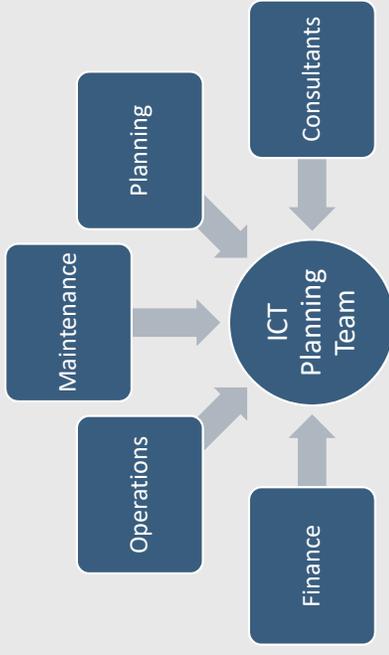
Training plan for maintenance and operations staff

ICT Plan Development Process

- ◆ Highly iterative and collaborative process to develop optimal plan
- ◆ Conducted energy-based modelling to estimate capabilities of battery electric buses on SunLine routes and determine FCEB vs BEB split
- ◆ Investigated other infrastructure related constraints (e.g., electrical capacity)
- ◆ Forecasted cost based on current offerings and projected trends



Working Team



- ◆ Developed vision and strategy with SunLine’s executive team
- ◆ Created a collaborative project team spanning SunLine’s departments
- ◆ Held bi-weekly meetings to solicit feedback and promote engagement

High Level Agency Vision

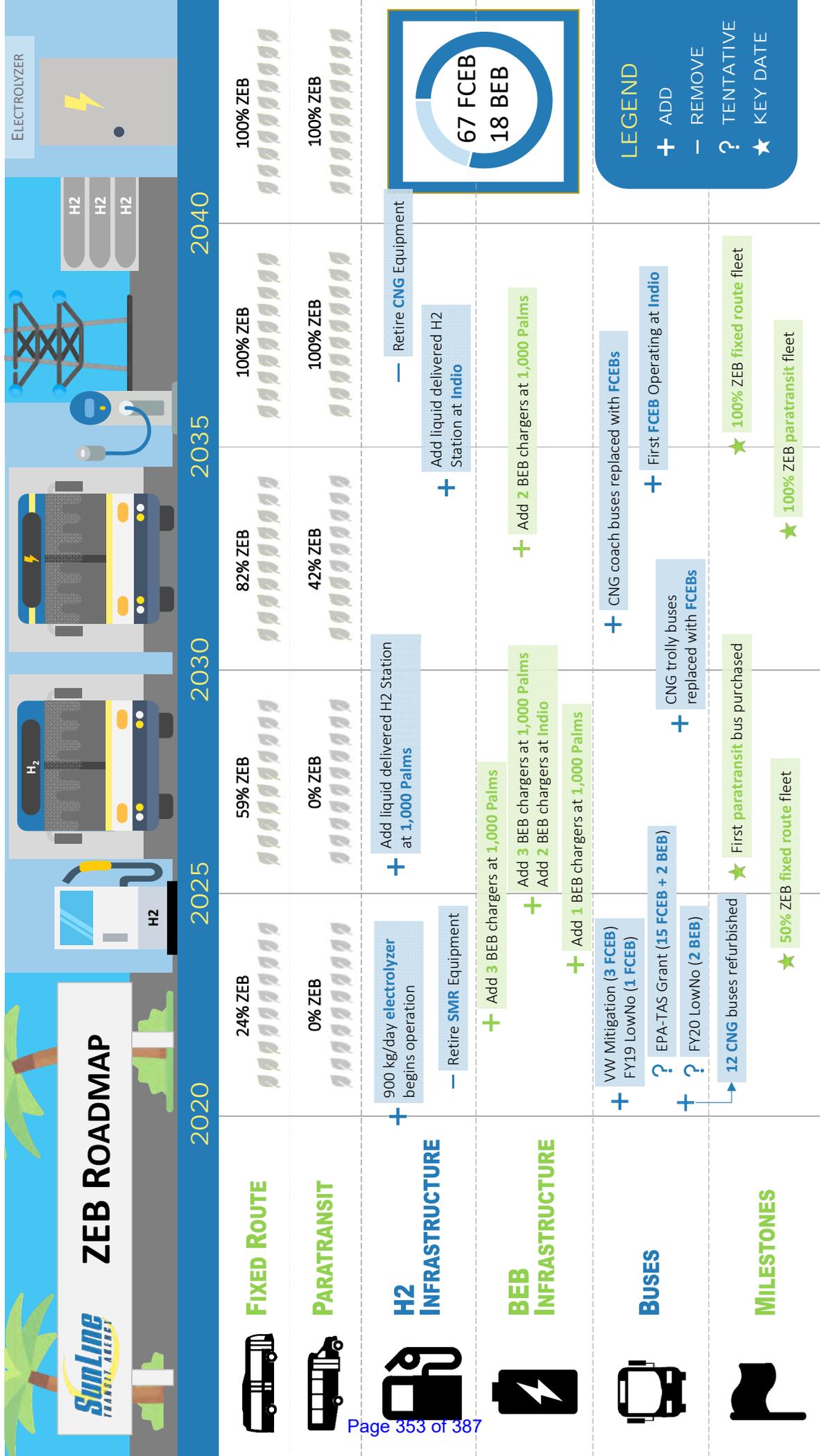
SunLine is poised to lead the country in FCEB and BEB deployments and demonstrate the effectiveness of a zero-emission fleet.

SunLine will be the first transit agency in the state/country to transition their fleet to 100% zero-emission vehicles.

Guiding Principles:

- ◆ Build off its past success securing special grant funding to accelerate the fleet transition.
- ◆ Optimize mix of FCEBs and BEBs to maximize performance / service and reduce costs
- ◆ Scheduled replacements to ensure all buses meet their expected useful life
- ◆ Avoid a large purchase of vehicles in a single year
- ◆ Strategically time infrastructure upgrades / installation

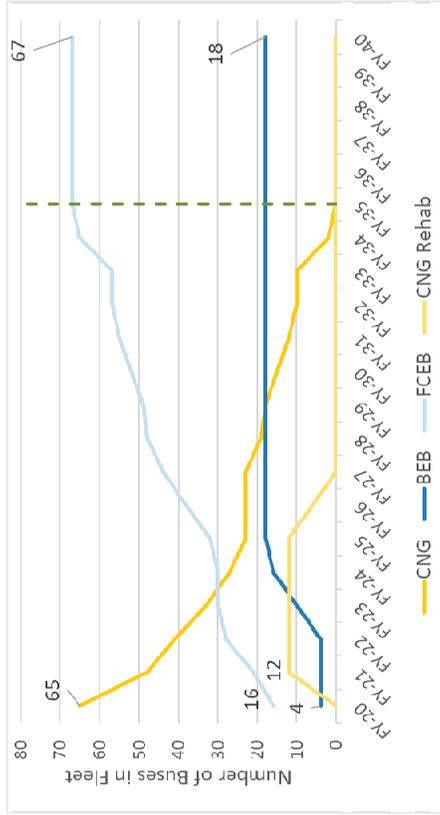




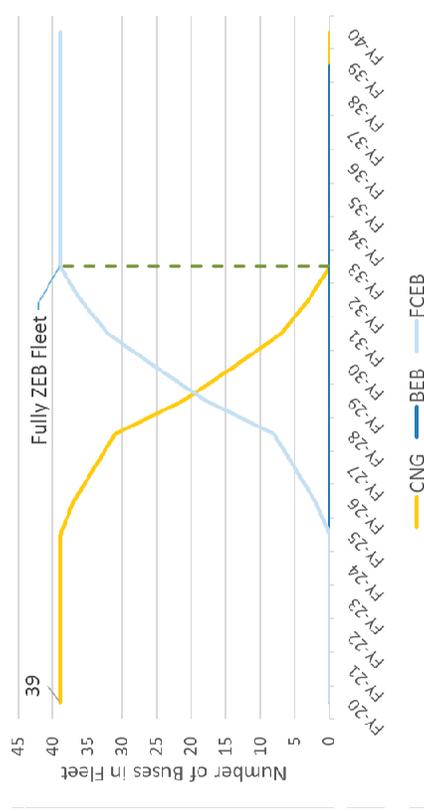
SunLine Fleet Composition

Fixed route and paratransit fleet composition from 2020-2040

- ◆ Fixed route buses transitioned quickly – no new CNG bus purchases after FY2020
 - ▶ 12 CNG buses refurbished in FY2021 to extend lifetime
- ◆ Paratransit buses transitioned in accordance with ICT requirements
 - ▶ ZEB purchases begin in FY2026



Fixed Route Bus Transition Plan



Paratransit Transition Plan

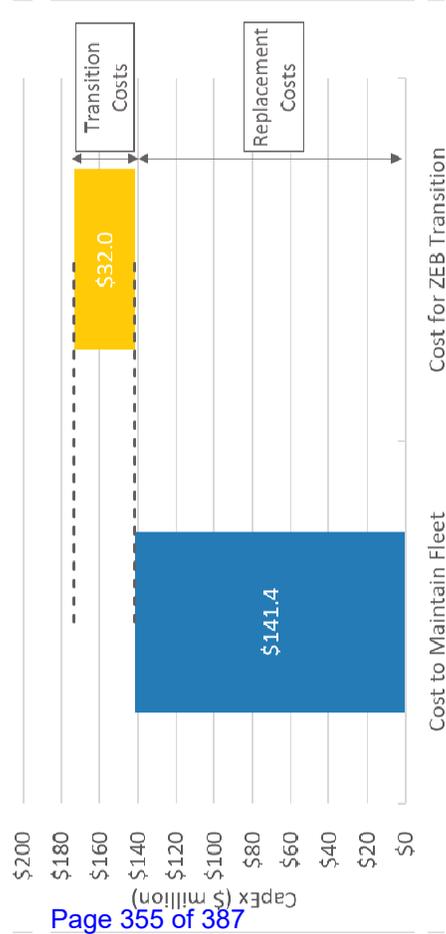
Fixed route fleet 100% ZEB by FY-2035 – 67 FCEBs, 18 BEBs

Paratransit fleet 100% ZEB by FY-2033 – 39 FCEBs, 0 BEBs

Total Capital Expenditure: 2020-2040

Includes bus purchases and fueling / charging equipment

- ◆ Total capital expenditure (buses and infrastructure) 2020-2040: \$173.5 million
- ◆ Incremental cost of transition: \$32.0 million



Capital Expenditure Type	# of Units	Total CapEx 2020-2040	
		\$ Million	
FR Buses	133	\$128.7	\$19.5
Paratransit Buses	173	\$35.4	\$3.2
BEB Chargers	9	\$1.2	\$1.2
Thousand Palms H2 Station Upgrade	1	\$5.6	\$5.6
Indio H2 Station	1	\$2.5	\$2.5
Total	n/a	\$173.4	\$32.0

Funding Approach

Deploying zero-emission buses enables SunLine to unlock additional funding sources

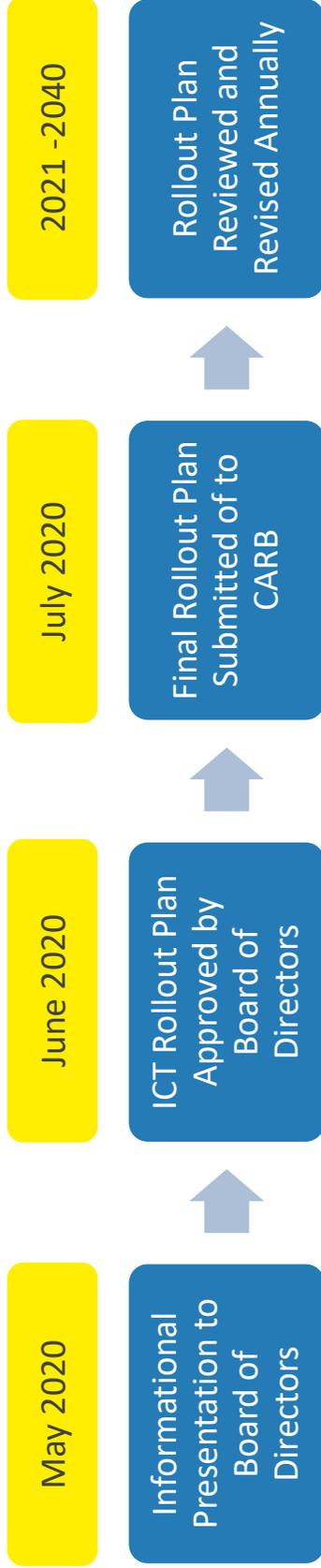
- ◆ Targeted use of federal (5307 & 5339) and state funds following transition plan adoption schedule
 - ▶ Estimated **\$106.5 million** available over duration of plan
- ◆ Special funding from competitive grants and voucher programs will make up the balance
 - ▶ Successful track record in securing funding and delivering successful projects

Example Funding Sources

Status	Funding Source	Details	Current SunLine Activities
Application Approved	VW Mitigation	\$400,000/FCEB; \$180,000/BEB	Funding received for 3 FCEBs (\$1.2 million)
	EPA Targeted Airshed Grant	100% of capital costs	Application submitted for 15 FCEBs and 2 BEBs to be deployed 2022 (\$19.8 million)
Application Submitted	5339 (b) Bus & Bus Facilities	80% of capital costs	Application submitted for refurbishment of 12 CNG buses (\$2.5 million)
	5339(c) Low or No Emission Vehicle	85-90% of capital costs	Application submitted for 2 BEBs (\$1.8 million)

Next Steps

- ◆ SunLine’s Board must approve the rollout plan through the adoption of a resolution prior to submission to California Air Resources Board (CARB)



- ◆ Annual review to assess plan based on:
 - ▶ Impact of securing special funding on transition schedule
 - ▶ Impact of technology improvement on recommended bus and infrastructure types
 - ▶ Operational learnings
 - ▶ Updated service offerings
 - ▶ Other factors – e.g., economic impact of COVID-19



and the art of
ZEN
CLEAN ENERGY
SOLUTIONS



014

An advertisement for SunLine Transit Agency displayed on a bus stop shelter. The ad is divided into three horizontal sections. The top section shows two people holding puzzle pieces that say "thank" and "you". The middle section shows two people holding puzzle pieces that say "essential" and "workers". The bottom section is a solid blue background with the text "TOGETHER WE ARE STRONGER" in large white and yellow letters, followed by "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING" in smaller white text. Below this is the SunLine logo, the website "SunLine.org/cvstrong", and the hashtag "#CoachellaValleyStrong".

thank you

essential workers

**TOGETHER
WE ARE STRONGER**

THANK YOU TO ALL OF THOSE
WHO HAVE KEPT US MOVING

SunLine
TRANSIT AGENCY

SunLine.org/cvstrong #CoachellaValleyStrong

SunLine Transit Agency

DATE: May 27, 2020 **INFORMATION**

TO: Board of Directors

FROM: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board

RE: Upcoming Election of Officers

Background

As a reminder for the Board of Directors, at the June 2020 Board meeting, nominations will be accepted to elect officers (Chairperson of the Board and Vice Chairperson of the Board) for SunLine Transit Agency.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws don't create an automatic advancement from Vice Chairperson to Chairperson. Selection of Chairperson and Vice Chairperson 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 Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

SunLine Services Group

DATE: May 27, 2020 **ACTION**
TO: Board of Directors
FROM: Michal Brock, Taxi Administrator
RE: Resolution No. 090 Setting FY21 Taxicab Service Fees

Recommendation

Recommend that the Board of Directors approve the attached Resolution No. 090 which sets taxicab service fees effective July 01, 2020 through June 30, 2021.

Background

The proposed fee schedule is based on allowable fees, per Government Code 53075.75, to be charged to taxicab businesses to recover the costs of carrying out an ordinance in regard to taxicab transportation services. The resolution proposes the following fee additions/changes:

Fee Description	FY20 Fee Amt.	Proposed FY21 Fee Amt.	Variance
Annual Business Permit	\$ 60,000.00	\$ 40,000.00	\$ (20,000.00)
Annual Vehicle Permit (Gasoline/Diesel)	\$ 600.00	\$ 1,650.00	\$ 1,050.00
Annual Vehicle Permit (Hybrid ¹ /Alt Fuel ²)	\$ 450.00	\$ 850.00	\$ 400.00
Annual Vehicle Permit (WAV ³ /Zero Emission ⁴)	\$ 450.00	\$ 200.00	\$ (250.00)

^[1] "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)

^[2] "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate

^[3] "WAV" means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.

^[4] "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

Financial Impact

The proposed fee schedule is expected to create a balanced FY21 budget to carryout SRA's regulatory mandate.



**Board of Directors
Fiscal Year 2021 Fee Schedule Discussion
May 27, 2020**

Topics

- Revised Taxi Fee Goals and Objectives
- SSG & SRA Distinction Clarification
- SSG Financial Constraints
- Financial Position of SRA
- Taxi Fee Schedule & Installment Plan
- Proposed FY21 Budget Overview
- SRA Insolvency - Mandated Taxi Regulation Alternatives
- Industry Support
- Presentation Summary

SSG & SRA Distinction Clarification

SunLine Services Group (SSG) – Joint Powers Authority

- SunLine Regulatory Administration (SRA) – Taxi administration function of SSG
 - Independent budget
 - Revenue source dependent upon taxi regulatory fees
 - SSG capital funds cannot subsidize SRA operations
 - STA funds cannot subsidize SRA operations

Revised Taxi Fee Goals and Objectives

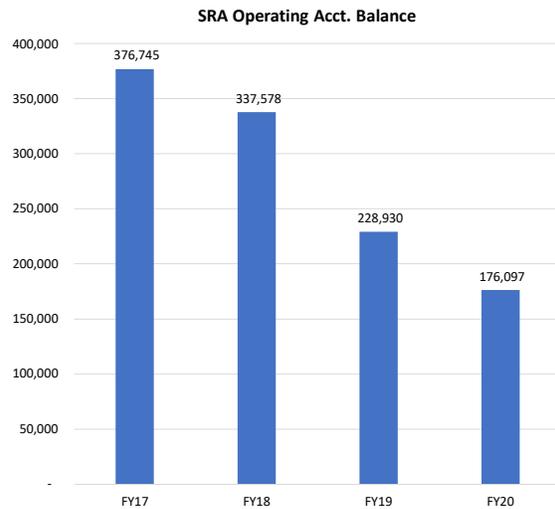
Objective: Receive Board approval on new taxi fee schedule

Goals:

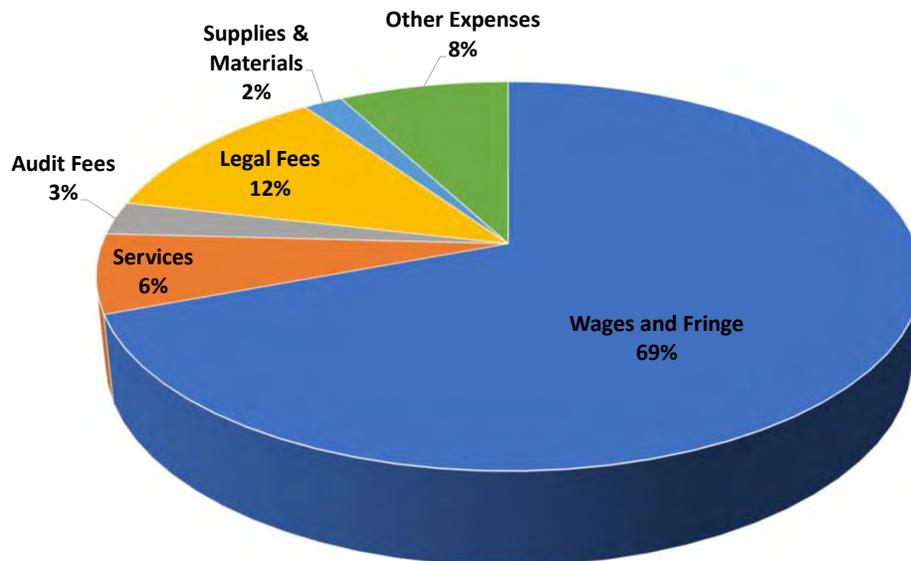
1. Produce a balanced budget
 - Protect solvency of SunLine Regulatory Administration
2. Redesign regulatory fee structure
 - Allow taxi businesses more control over fees
 - Level the playing field between smaller and larger businesses
 - Incentivize zero emission and wheelchair accessible vehicles

SRA Operating Funds & Constraints

- From FY17 to FY20 reduction of \$200,648
- No federal or state funding relief for taxi regulators
- STA funds cannot be used to support SRA
- SSG Capital funds cannot be used to support SRA



Proposed FY21 Expense Summary



Financial Position

- Proposed Expense FY21
 - \$254,550
- Required Revenues FY21
 - \$254,550
- Estimated Ending Balance SRA Operating Account for FY20
 - \$176,097
- Estimated Balance in SSG Capital Account
 - \$130,663
 - May only be utilized for capital expenditures

Proposed Taxi Fee Schedule

Fee Description	FY20 Fee Amt.	Proposed FY21 Fee Amt.	Variance
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 60,000.00	\$ 40,000.00	\$ (20,000.00)
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 600.00	\$ 1,650.00	\$ 1,050.00
Annual Vehicle Permit (Hybrid/Alt Fuel)	\$ 450.00	\$ 850.00	\$ 400.00
Annual Vehicle Permit (WAV/Zero Emission)	\$ 450.00	\$ 200.00	\$ (250.00)
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ -
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00	\$ 1,200.00	\$ -
Late Fee ⁵ (for late payment of invoices)	\$ 25.00	\$ 25.00	\$ -

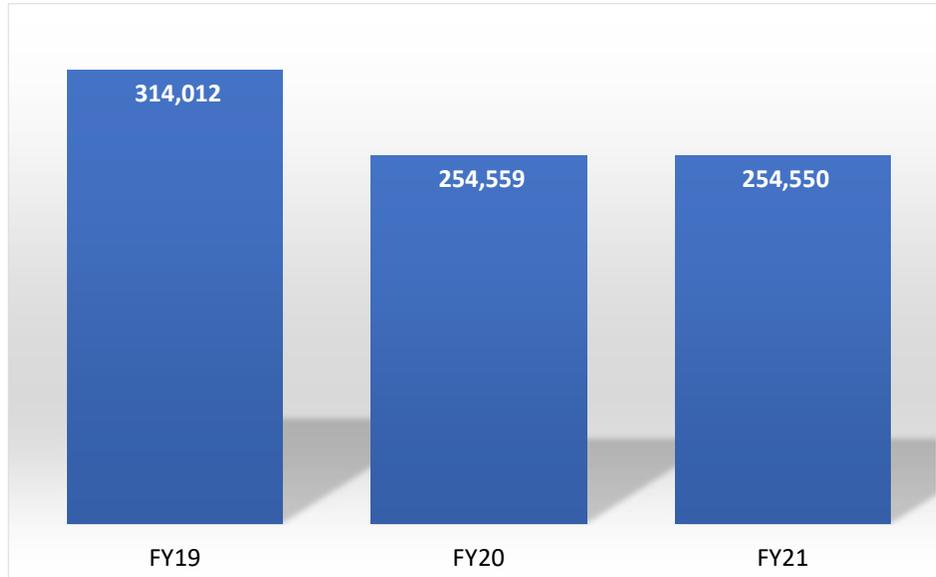
Taxicab Fee Installment Plan (Example)

Taxi Business "A" Starting July 1, 2020			
Fee Type	Qty.	Fee	Total
Annual Taxicab Business Permit	1	\$ 40,000	\$ 40,000
Standard Gasoline Vehicle Permit	13	\$ 1,650	\$ 21,450
Hybrid Vehicle Permit	13	\$ 850	\$ 11,050
Wheelchair Accessible Van Permit	2	\$ 200	\$ 400
Total			\$72,900
Twelve (12) equal monthly installments		\$ 6,075	

Note: Additional vehicles added throughout the year will be charged a prorated fee to be paid in full in the month in which it was added.

FY21 Proposed Budget

Three Year Budget Comparison



Proposed FY21 Budget

Revenues	
Revenue Fines	1,400
New Driver Permit Revenue	3,600
Taxi Business Permit	120,000
Driver Transfer Revenue	500
Driver Renewal Revenue	2,500
Driver Permit Reinstatement/Replacement	50
Vehicle Permit Revenue	124,500
Other Revenue	500
Operator Application Renewal Fee	1,500
Total Revenues	254,550
Expenses	
Wages	96,614
Fringe	79,692
Services	53,730
Supplies and Materials	4,575
Other Expenses (e.g. utilities, insurance premiums, training)	19,939
Total Expenses	254,550
Net Operating Gain (Loss)	-
Estimated Reserve as of 07/01/20	176,097
Net Operating Gain (Loss) Reserve	-
Estimated Balance as of 07/01/2021	176,097

SRA Insolvency - Mandated Taxi Regulation Alternatives

- Cities and County contribute on a service provided basis to sustain SRA operations
- Cities assume taxi regulation
 - Elimination of SRA
 - Cities regulate and enforce taxi companies that provide service that is substantially located within the respective city limits
- Cities with taxi service form separate JPA
- Riverside County assumes taxi regulation responsibilities
 - Riverside County becomes single County Regulator

SRA Industry Support

- Taxi Voucher Program
- STA Microtransit Pilot Program
- Future Microtransit opportunities
 - Development of four (4) microtransit areas
 - Wheelchair accessible vehicles
 - Safety and hygiene partition windows
- COVID-19 emergency relief
- Small business loans – Information on getting help
- Research and share additional opportunities as available

Presentation Summary

Agenda Item 18

- Approve Resolution Setting Taxi Revenue Fee Schedule
 - Including installment plans

Agenda Item 19

- Proposed FY21 budget discussion

Questions/Discussion

SUNLINE SERVICES GROUP

RESOLUTION NO. 090

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE SERVICES GROUP, CALIFORNIA, ADOPTING FEES FOR TAXICAB SERVICES WITHIN THE COACHELLA VALLEY

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

WHEREAS, SSG 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 costs of carrying out Ordinance No. 2019-01 regulating taxicab services within the Coachella Valley; 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.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Services Group that:

1. Definitions. The following terms shall have the meanings ascribed to them below. Terms that are not specifically defined below shall have the meaning provided for in Ordinance No. 2019-01:

- 1.1 ALT FUEL means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel or Ethanol (E 85) fuel bonds to operate.
- 1.2 BUSINESS PERMIT means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG as provided for in Ordinance No. 2019-01.
- 1.3 DRIVER PERMIT means the permit issued by SSG to an individual person authorizing the individual to control and manage a taxicab as provided for in Ordinance No. 2019-01.
- 1.4 HYBRID means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric Gas Hybrid Vehicle (PHEV)
- 1.5 VEHICLE PERMIT FEE means a non-transferrable authorization to drive or operate a vehicle in an authorized taxicab transportation

service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee or otherwise.

- 1.6 WAV means the wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- 1.7 ZERO EMISSION means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

2. As a condition precedent to issuance of a permit as authorized by SSG Ordinance 2019-01, all applicable fees shall be paid in full at the time an application has been approved, unless otherwise provided for in Section 3 of this Resolution. The following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

New Taxicab Business Application Fee	\$ 1,000.00
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00
Annual Taxicab Business Permit	\$ 40,000.00
Business Permit Reinstatement Fee	\$ 10,000.00
New Driver Permit	\$ 75.00
Driver Permit Renewal	\$ 25.00
Driver Permit Transfer Fee	\$ 25.00
Driver Permit Reinstatement Fee	\$ 25.00
Driver Permit Replacement	\$ 10.00
Annual Vehicle Permit Fee (Gasoline/Diesel)	\$ 1,650.00
Annual Vehicle Permit Fee (Hybrid/Alt Fuel)	\$ 850.00
Annual Vehicle Permit Fee (WAV/Zero Emission)	\$ 200.00
Vehicle Permit Fee, Reinstatement	\$ 65.00
Appeal Fee	\$ 100.00
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00

3. Installment Payments.

- 3.1 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of the "Annual Taxicab Business Permit" fee in 12 monthly installments, beginning July 1, 2020 through June 1, 2021, for a total of \$40,000.00, with the initial installment payment being due as a condition precedent to issuance of such permit.
- 3.2 The Board of SSG hereby authorizes the Taxi Administrator to accept payments of "Annual Vehicle Permit" fees in 12 monthly installments, beginning July 1, 2020 through June 1, 2021. Installment payments for "Annual Vehicle Permit" fees must meet the following requirements:
 - (a) Each permitted taxi business must provide a list of taxicabs to be included in the installment plan no later than June 15, 2020.

- (b) Taxicabs permitted after June 15, 2020 will be due in full; prorated for the remainder of the fiscal year.
- (c) If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.

3.3 Installment payments shall be due on the first day of the month.

4. Late Payments.

4.1 A payment is late if not paid on or before the first day of each month. Late payments impose a late payment fee of \$25.00 per day the payment is delinquent, not to exceed \$1000.00.

5. This Resolution shall take effect July 1, 2020.

ADOPTED this 27th day of May, 2020.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

Kathleen Kelly
Chairperson of the Board
SunLine Services Group

APPROVED AS TO FORM:

Eric S. Vail
General Counsel

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, BRITTNEY B. SOWELL, Clerk of the Board of Directors of the SunLine Services Group, 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:

ABSTAIN:

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

Brittney B. Sowell
Clerk of the Board
SunLine Services Group

SunLine Services Group

DATE: May 27, 2020 **DISCUSSION**

TO: Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: SunLine Regulatory Administration Draft FY21 Budget

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY21 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June Board meeting or hold special committee meetings during the upcoming weeks to continue discussion and allow for any modifications.



ANNUAL BUDGET

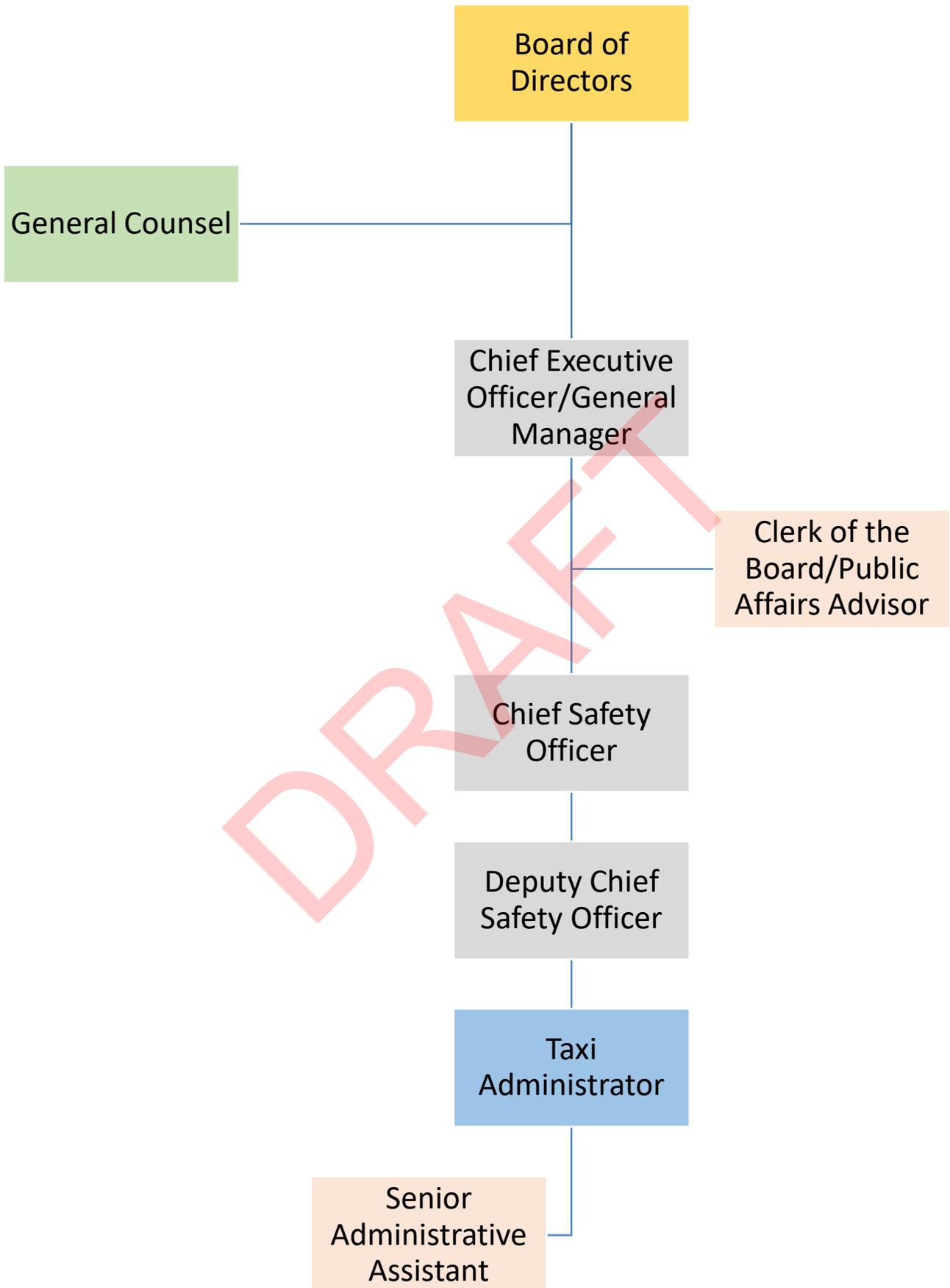
FISCAL YEAR 2021



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FUNCTIONS & RESPONSIBILITIES

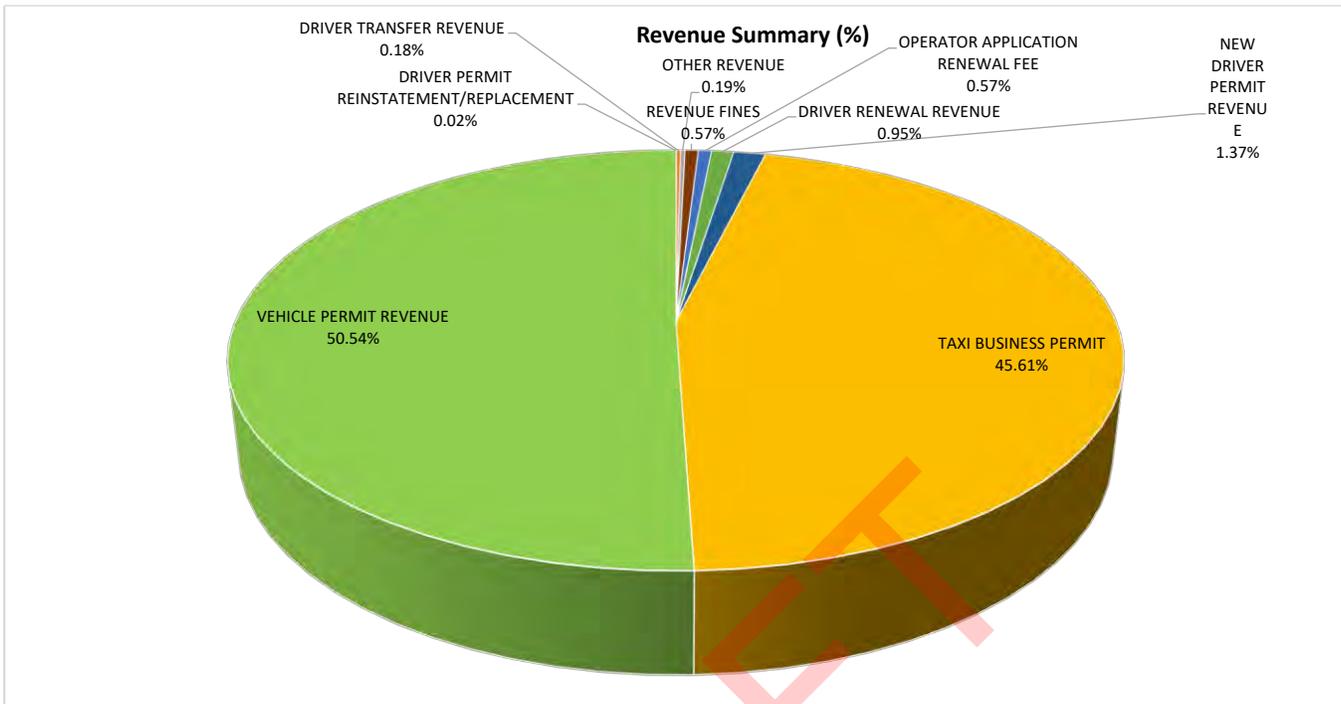
Taxi regulation oversight includes, but is not limited to, responsibility for day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include driver testing, driver permit issuance, issuance of annual taxicab company licenses, suspension and revocation of permits and 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.

FY21 GOALS & OBJECTIVES

- Work with taxi companies to improve public image and create community connections to assist in the continuance of making the industry a viable option to valley residents and guests.

DRAFT

REVENUE SUMMARY



Sources of Funding (Operating)	FY20			FY21 Proposed Budget	FY21 Variance
	Approved Budget	FY20 Estimates	FY20 Variance		
4010101100 METER READING REVENUE	-	-	-	-	-
4010101200 REVENUE FINES	5,000	1,543	(3,457)	1,400	(3,600)
4010101500 NEW DRIVER PERMIT REVENUE	7,500	3,460	(4,040)	3,600	(3,900)
4010101550 TAXI BUSINESS PERMIT	180,000	120,762	(59,238)	120,000	(60,000)
4010101600 DRIVER TRANSFER REVENUE	500	450	(50)	500	-
4010101700 DRIVER RENEWAL REVENUE	5,000	2,900	(2,100)	2,500	(2,500)
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	45	(5)	50	-
4010101900 VEHICLE PERMIT REVENUE	45,000	45,000	-	124,500	79,500
4010102200 OTHER REVENUE	500	2,050	1,550	500	-
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	245,050	176,210	(68,840)	254,550	9,500

Notes:

- The FY20 variance reflects the difference between FY20 estimated actuals and FY20 approved budget. The FY21 variance indicates the difference between FY21 proposed budget and FY20 approved budget.

Taxi Fees

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 2021 used in the calculation of the proposed budget.

Fees	FY20 Approved Fees	FY21 Proposed Fees	Variance
New Taxicab Business Application Fee	1,000	1,000	-
Annual Taxicab Business Permit Renewal Application Fee	500	500	-
Annual Taxicab Business Permit Fee	60,000	40,000	(20,000)
Business Permit Reinstatement Fee	10,000	10,000	-
New Driver Permit	75	75	-
Driver Permit Renewal	25	25	-
Driver Permit Transfer Fee	25	25	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	10	10	-
Annual Vehicle Permit (Gasoline/Diesel)	600	1,650	1,050
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	450	850	400
Annual Vehicle Permit (WAV3/Zero Emission4)	450	200	(250)
Vehicle Fee, Reinstatement	65	65	-
Late Fee (for late payment of invoices)	25	25	-
Appeal Fee	100	100	-
Taxicab Distinct Appearance Determination Appeal Fee	1,200	1,200	-

Notes:

- “Hybrid” means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)
 - "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate
 - “WAV” means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
 - “Zero Emission” means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)
- Late fees shall be assessed at \$25.00 per day, not to exceed \$1,000.00 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY18 Actuals	FY19 Actuals	FY20 Estimated Actuals	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010201600 ADMIN SALARIES	72,565	71,109	70,354	88,006	92,438	4,432
5010700000 ALLOCATED SALARIES	46,057	43,982	-	5,700	4,176	(1,524)
5029999999 TOTAL FRINGE BENEFITS	61,093	64,353	50,166	73,861	79,692	5,831
5030103240 BACKGROUND CHECK SERVICES	3,381	2,720	2,221	5,000	2,450	(2,550)
5030200000 PUBLIC NOTICES	-	-	-	270	280	10
5030300005 LEGAL SERVICES - GENERAL	28,135	67,815	33,402	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT	-	-	-	-	1,000	1,000
5030303310 AUDIT SERVICES - EXTERNAL	6,708	-	5,250	10,000	7,000	(3,000)
5030400000 TEMPORARY HELP SERVICES	2,184	-	24,695	13,300	10,000	(3,300)
5030500000 MAINTENANCE CONTRACTS	301	629	609	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	-	-	89	1,000	1,000	-
5039903800 OTHER SERVICES	675	840	692	1,000	1,000	-
5040101000 FUEL-CNG	544	376	90	1,000	500	(500)
5040404300 OFFICE SUPPLIES	2,382	1,532	1,396	2,230	2,500	270
5049900002 POSTAGE	300	300	468	467	502	35
5049900026 FACILITY MAINTENANCE	519	519	516	519	573	54
5049900032 REPAIR PARTS- TAXI VEHICLES	501	458	81	1,000	500	(500)
5050200001 UTILITIES	3,981	3,721	3,720	3,721	3,918	197
5050200003 TRASH PICK-UP	277	295	312	312	502	190
5050200006 COMMUNICATIONS	-	800	804	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	400	239	252	255	312	57
5060300000 INSURANCE-GENERAL LIABILITY	2,487	4,028	2,316	2,313	2,177	(136)
5060401000 INSURANCE PREMIUM WC	9,225	13,507	5,400	5,405	5,405	-
5079900000 FUEL TAXES	281	43	10	300	100	(200)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	575	4,944	1,260	1,000	1,625	625
5090200000 TRAVEL AND TRAINING	1,140	616	5,348	4,000	4,000	-
5090200002 MILEAGE REIMBURSEMENT	-	-	-	100	-	(100)
5090801000 BANK SERVICE FEES	921	860	918	1,000	1,100	100
5099900001 STAFF DEVELOPMENT	398	600	-	1,000	-	(1,000)
Total Expenses	245,652	284,285	210,369	254,559	254,550	(9)

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY21 Physical Count	Classification	FY20 Authorized FTEs	FY21 Requested FTEs	Variance
1	Deputy Chief Safety Officer	0.25	0.25	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Taxi Administrator	1.00	1.00	0.00
3	Total FTEs	2.25	2.25	0.00

Notes

- The Deputy Chief Safety Officer will apportion a small percentage of payroll allocation for taxi business responsibilities.

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SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5010201600 ADMIN SALARIES	88,006	92,438	4,432
5010700000 ALLOCATED SALARIES	5,700	4,176	(1,524)
5029999999 TOTAL FRINGE BENEFITS	73,861	79,692	5,831
Sub-total	167,567	176,306	8,739
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	5,000	2,450	(2,550)
Sub-total	5,000	2,450	(2,550)
5030200000 PUBLIC NOTICES			
Public Notice	270	280	10
Sub-total	270	280	10
5030300005 LEGAL SERVICES - GENERAL			
General counsel	30,000	30,000	-
Sub-total	30,000	30,000	-
5030300010 COMPUTER/NETWORK SUPPORT			
Software Programs	-	1,000	1,000
Sub-total	-	1,000	1,000
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	10,000	7,000	(3,000)
Sub-total	10,000	7,000	(3,000)
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	13,300	10,000	(3,300)
Sub-total	13,300	10,000	(3,300)
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG taxi committees	1,000	1,000	-
Sub-total	1,000	1,000	-
5040101000 FUEL-CNG			
Fuel for vehicles	1,000	500	(500)
Sub-total	1,000	500	(500)

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
504040300 OFFICE SUPPLIES			
Office supplies	2,230	2,500	270
Sub-total	2,230	2,500	270
5049900002 POSTAGE			
Postage and mailing expenses	467	502	35
Sub-total	467	502	35
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	519	573	54
Sub-total	519	573	54
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	1,000	500	(500)
Sub-total	1,000	500	(500)
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	3,721	3,918	197
Sub-total	3,721	3,918	197
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	312	502	190
Sub-total	312	502	190
5050200006 COMMUNICATIONS			
Cellular services	800	800	-
Sub-total	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	255	312	57
Sub-total	255	312	57
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,313	2,177	(136)
Sub-total	2,313	2,177	(136)
5060401000 INSUARANCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	5,405	5,405	-
Sub-total	5,405	5,405	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
5079900000 FUEL TAXES			-
Fuel tax expenses	300	100	(200)
Sub-total	300	100	(200)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	1,000	1,625	625
Sub-total	1,000	1,625	625
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	4,000	4,000	-
Sub-total	4,000	4,000	-
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for staff	100	-	(100)
Sub-total	100	-	(100)
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	1,000	1,100	100
Sub-total	1,000	1,100	100
5099900001 STAFF DEVELOPMENT			
General training for staff	1,000	-	(1,000)
Sub-total	1,000	-	(1,000)
Total Expenses	254,559	254,550	(9)

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