



SunLine Transit Agency/  
 SunLine Services Group  
 June 24, 2020  
 12:00 p.m.

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

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**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/87469739838>

Meeting ID: 874 6973 9838

Teleconference Dial In  
 888-475-4499 (Toll Free)  
 Conference Number: 874 6973 9838

One tap mobile  
 +16699009128,,87469739838#

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](mailto:clerkoftheboard@sunline.org) prior to June 23, 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.

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**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 –  
MAY 27, 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 April 2020**

**(PAGE 9-13)**

**9b) Credit Card Statement for April 2020**

**(PAGE 14-17)**

**9c) Monthly Budget Variance Report for April 2020**

**(PAGE 18-24)**

**ITEM**

**RECOMMENDATION**

- 9d) Contracts Signed in Excess of \$25,000 May 2020 (PAGE 25-26)
- 9e) Union & Non-Union Pension Investment Asset Summary April 2020 (PAGE 27-30)
- 9f) Ridership Report for May 2020 (PAGE 31-33)
- 9g) SunDial Operational Notes for May 2020 (PAGE 34-37)
- 9h) Metrics for May 2020 (PAGE 39-48)
- 9i) Board Member Attendance for May 2020 (PAGE 49-50)
- 9j) SSG/SRA Checks \$1,000 and Over Report for April 2020 (PAGE 51-52)
- 9k) SSG Monthly Budget Variance Report for April 2020 (PAGE 53-55)
- 9l) Taxi Trip Data – May 2020 (PAGE 56-57)
- 9m) Metric (Taxi Revenue vs Taxi Expense) April 2020 (PAGE 58-59)
  
- 10. APPROVAL OF FINANCIAL AUDIT SERVICES**  
(Robert Radi, Chair of Finance/Audit Committee;  
Staff: Rhonda Williams, Deputy Chief Financial Officer) **APPROVE**  
(PAGE 60-64)
  
- 11. ADOPTION OF THE FY21 OPERATING AND CAPITAL BUDGET**  
(Robert Radi, Chair of Finance/Audit Committee;  
Staff: Rhonda Williams, Deputy Chief Financial Officer) **APPROVE**  
(PAGE 65-181)
  
- 12. PURCHASE OF FIVE HYDROGEN FUEL CELL BUSES**  
(Robert Radi, Chair of Finance/Audit Committee;  
Staff: Tony Cohen, Chief Maintenance Officer) **APPROVE**  
(PAGE 182)
  
- 13. APPROVAL OF THE FY 2021-2023 REFULED SHORT RANGE TRANSIT PLAN (SRTP)**  
(Lisa Middleton, Chair of Strategic Planning & Operational Committee;  
Staff: Rohan Kuruppu, Chief Planning Consultant) **APPROVE**  
(PAGE 183-343)
  
- 14. ZERO-EMISSION BUS (ZEB) ROLLOUT PLAN**  
(Lisa Middleton, Chair of Strategic Planning & Operational Committee;  
Staff: Tommy Edwards, Chief Performance Officer) **APPROVE**  
(PAGE 344-379)
  
- 15. SUNLINE REGULATORY ADMINISTRATION FY21 BUDGET**  
(Kathleen Kelly, Chair of Taxi Committee;  
Staff: Rhonda Williams, Deputy Chief Financial Officer) **APPROVE**  
(PAGE 380-393)

**ITEM**

**RECOMMENDATION**

- |   |  |
|---|--|
| <p><b>16. ELECTION OF OFFICERS</b><br/>(Kathleen Kelly, Chairperson of the Board)</p> <p><b>17. COMMITTEE APPOINTMENTS</b><br/>(Kathleen Kelly, Chairperson of the Board)</p> <p><b>18. TAXICAB WHEELCHAIR-ACCESSIBLE VEHICLE (WAV) COMPLAINT</b><br/>(Staff: Michal Brock, Taxi Administrator)</p> <p><b>19. GENERAL COUNSEL</b></p> <p><b>20. CEO/GENERAL MANAGER'S REPORT</b></p> <p><b>21. CLOSED SESSION</b></p> <p style="padding-left: 40px;"><b>a) <u>PUBLIC EMPLOYEE PERFORMANCE EVALUATION</u></b><br/>Pursuant to Government Code Section 54957(b)<br/>Position Title: CEO/General Manager</p> <p><b>22. NEXT MEETING DATE</b></p> <p style="padding-left: 40px;">July 22, 2020 at 12 p.m.</p> <p><b>23. ADJOURN</b></p> | <p><b>APPROVE</b><br/>(PAGE 394-396)</p> <p><b>APPROVE</b><br/>(PAGE 397-399)</p> <p><b>INFORMATION</b><br/>(PAGE 400)</p> |
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## **MINUTES**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting May 27, 2020**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:02 p.m. on Wednesday, May 27, 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 12:02 p.m. by Chairperson Kathleen Kelly

#### **2. FLAG SALUTE**

Board Member Gregory led the pledge of allegiance.

#### **3. 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  
Lisa Middleton, SunLine Agency Board Member, 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

*\*Joined the meeting after it was called to order.*

#### **4. PRESENTATIONS**

None.

#### **5. FINALIZATION OF AGENDA**

No changes.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
MAY 27, 2020**

**6. APPROVAL OF MINUTES FOR JOINT STA/SSG APRIL 22, 2020 BOARD MEETING**

Board Vice-Chair Radi moved to approve the minutes of the April 22, 2020 Board meeting. The motion was seconded by Board Member Peabody. The motion was approved by a vote of 9 yes; 0 no; 0 abstain (1 absent)

**7. PUBLIC COMMENTS**

No public comments were made.

**8. BOARD MEMBER COMMENTS**

Board Member comments were made by:

Ty Peabody, City of Indian Wells

**9. CONSENT CALENDAR**

Board Member Peabody 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

**10. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS**

Following an oral report by Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager, Board Member Hobart moved to continue the Declaration of Emergency by the Board of Directors. The motion was seconded by Board Member Betts. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain (1 absent)

**11. JUNE BOARD OF DIRECTORS MEETING DATE**

Following an oral report by Brittney Sowell, Clerk of the Board, Board Member Betts moved to approve the change of the June Board of Directors Meeting Date to its regularly scheduled 4<sup>th</sup> Wednesday (June 24, 2020). The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain (1 absent)

**12. RESOLUTION NO. 0779 FOR THE EXECUTION OF WATER DISTRICT EASEMENT FOR THE OPERATIONS FACILITY**

Following an oral report by Tommy Edwards, Chief Performance Office, Board Member Miller moved to approve Resolution No. 0779 for the Execution of Water District Easement for the Operations Facility. The motion was seconded by Board Member Peabody. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

*\*Supervisor Perez joined the meeting at 12:15 p.m.*

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
MAY 27, 2020**

**13. RIO HONDO COMMUNITY COLLEGE MEMORANDUM OF UNDERSTANDING**

Following an oral report by Rudy Le Flore, Chief Project Consultant, Board Member Gregory moved to approve the Rio Hondo Community College Memorandum of Understanding. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**14. PURCHASE OF PROTECTIVE SHIELDS FOR OPERATORS**

Finance/Audit Committee Chair Radi reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Radi moved to approve the Purchase of Protective Shields for Operators. Board Member comments were made by Board Member Betts. The motion was approved by a unanimous vote of 10 yes; 0 no; 0 abstain

**15. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY21 OPERATING**

Finance/Audit Committee Chair Radi reported that this item was brought to the committee in draft format for the Board's discussion and the full presentation is included in the agenda packet. Luis Garcia, Chief Financial Officer, clarified an addition of a footnote to the budget. Board members were notified that approval on this item would occur at the June Board Meeting.

**16. REVIEW AND DISCUSSION OF THE DRAFT FY 2021-2023 REFUELED SHORT RANGE TRANSIT PLAN (SRTP)**

Strategic Planning & Operational Committee Chair Middleton reported that this item was brought to the committee in draft format for the Board's discussion. Rohan Kuruppu, Chief Planning Consultant, provided a brief overview. Board members were notified that approval on this item would occur at the June Board Meeting.

**17. UPCOMING ELECTION OF OFFICERS**

Clerk of the Board, Brittney Sowell, provided an oral report on this information item as a reminder that an election of officers will occur at the June 2020 Board meeting.

**18. RESOLUTION NO. 090 SETTING FY21 TAXICAB FEES**

Taxi Committee Chair Kelly provided an overview of the changes made in the FY21 Taxicab Fees. Additional information was provided by Eric Vail, General Counsel, and Michal Brock, Taxi Administrator. Board Member comments were made by Board Member Milller. Board Member X moved to approve Resolution No. 090 Setting FY21 Taxicab Fees. The motion was approved by a vote of 10 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
MAY 27, 2020**

**19. SUNLINE REGULATORY ADMINISTRATION DRAFT FY21 BUDGET**

Taxi Committee Chair Kelly reported that this item was brought to the committee in draft format for the Board’s discussion. Board members were notified that approval on this item would occur at the June Board Meeting.

**20. GENERAL COUNSEL**

General counsel had no updates to report.

**21. CEO/GENERAL MANAGER’S REPORT**

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

No reportable action.

**23. NEXT MEETING DATE**

June 24, 2020 at 12 p.m.

**24. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:13 p.m.

Respectfully Submitted,  
  
Brittney B. Sowell  
Clerk of the Board

*A recording of the May 27, 2020 Board proceedings is available [here](#).*

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for April 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 April, the largest payments issued was to GP Strategies for payment of work in progress of the new CNG Fueling Station. State Transit Assistance (STA) funds are being utilized.

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 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
<b>GP STRATEGIES</b>	<b>WIP-CNG Fueling Station</b>	<b>682389</b>	<b>04/03/2020</b>	<b>327,263.44</b>
<b>CANNONDESIGN BUILDERS, INC.</b>	<b>WIP-Operation Facility</b>	<b>682494</b>	<b>04/13/2020</b>	<b>309,908.86</b>
<b>GP STRATEGIES</b>	<b>WIP-CNG Fueling Station</b>	<b>682519</b>	<b>04/17/2020</b>	<b>293,609.87</b>
PERMA - INSURANCE	General Liability & Workers Comp Premium	682402	04/03/2020	158,022.48
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682562</u>	<u>04/21/2020</u>	<u>104,951.19</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>682412</u>	<u>04/03/2020</u>	<u>101,962.58</u>
<b>JESSUP AUTO PLAZA</b>	<b>WIP-Purchase of 2 Expansion Support Vehicles</b>	<b>682660</b>	<b>04/29/2020</b>	<b>56,115.10</b>
HDR ENGINEERING, INC.	Planning Consultant	682392	04/03/2020	55,112.47
HDR ENGINEERING, INC.	Planning Consultant	682647	04/29/2020	52,578.01
SO CAL GAS CO.	Utilities	682547	04/17/2020	48,638.69
HDR ENGINEERING, INC.	Planning Consultant	682393	04/03/2020	44,912.12
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>682594</u>	<u>04/24/2020</u>	<u>40,804.19</u>
HDR ENGINEERING, INC.	Planning Consultant	682391	04/03/2020	39,938.75
IMPERIAL IRRIGATION DIST	Utilities	682527	04/17/2020	39,340.03
HDR ENGINEERING, INC.	Planning Consultant	682394	04/03/2020	37,342.30
<b>WSP USA INC.</b>	<b>TDM &amp; Vanpool Program</b>	<b>682671</b>	<b>04/29/2020</b>	<b>35,730.49</b>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	682587	04/24/2020	32,987.47
PERMA - INSURANCE	Insurance Loss	682541	04/17/2020	31,181.00
<b>AVAIL TECHNOLOGIES</b>	<b>WIP- IT Service Upgrade 3G to 4G</b>	<b>682426</b>	<b>04/10/2020</b>	<b>29,113.74</b>
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682554	04/17/2020	25,287.00
<b>MOLINA MANUFACTURING, INC.</b>	<b>WIP-Replacement of 6 Fixed Route Buses (Bus Upholstery)</b>	<b>682397</b>	<b>04/03/2020</b>	<b>23,243.33</b>
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682492</b>	<b>04/10/2020</b>	<b>23,139.53</b>
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	682429	04/10/2020	23,061.21
IMPERIAL IRRIGATION DIST	Utilities	682495	04/13/2020	22,152.53
MICHELIN NORTH AMERICA, INC.	Tire Leasing Service	682603	04/24/2020	22,020.31
NFI PARTS	Inventory Repair Parts	682502	04/17/2020	20,468.95
NFI PARTS	Inventory Repair Parts	682564	04/24/2020	19,118.11
THE LEFLORE GROUP LLC	Projects Consultant	682560	04/21/2020	15,987.30
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682627</b>	<b>04/24/2020</b>	<b>13,326.34</b>
OLD GREEN HOUSE LLC	Planning Consultant	682472	04/10/2020	13,125.00
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consulting Services	682672	04/29/2020	12,487.50
<b>JOHNSON EQUIPMENT COMANY</b>	<b>WIP-Replacement &amp; Expansion of Support Vehicles</b>	<b>682451</b>	<b>04/10/2020</b>	<b>12,065.73</b>
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	682601	04/24/2020	11,065.00
HD INDUSTRIES	Inventory Repair Parts	682595	04/24/2020	10,659.58
TK SERVICES, INC.	Inventory Repair Parts	682549	04/17/2020	10,224.98
<b>PSOMAS</b>	<b>WIP- CNG Station Construction Mgt</b>	<b>682612</b>	<b>04/24/2020</b>	<b>10,162.10</b>
PRUDENTIAL OVERALL SUPPLY	Uniforms	682611	04/24/2020	10,136.35
VERIZON WIRELESS	Wireless Telephone Service	682623	04/24/2020	9,891.69

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
<b>GRAINGER</b>	<b>WIP- Fixed Assets-Structures</b>	<b>682520</b>	<b>04/17/2020</b>	<b>9,005.16</b>
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	682419	04/10/2020	7,806.58
<b>YELLOW CAB OF THE DESERT</b>	<b>Microtransit Contracted Taxi Services</b>	<b>682417</b>	<b>04/03/2020</b>	<b>7,586.93</b>
MUNICIPAL RESOURCE GROUP LLC	Human Resource Consultant	682532	04/17/2020	7,426.51
GRAVES & KING LLP	Insurance Loss	682593	04/24/2020	7,078.95
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>682555</b>	<b>04/21/2020</b>	<b>6,682.51</b>
<b>AMALGAMATED TRANSIT UNION</b>	<b>Union Dues</b>	<b>682371</b>	<b>04/03/2020</b>	<b>6,596.44</b>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682540	04/17/2020	6,095.16
NFI PARTS	Inventory Repair Parts	682369	04/03/2020	6,045.93
THE LEARNING & PERFORMANCE IMPROVEMENT	Safety Consultant	682454	04/10/2020	5,906.25
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits May 2020</u>	<u>682610</u>	<u>04/24/2020</u>	<u>5,820.98</u>
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682406	04/03/2020	5,563.52
SHUTTLE BUS LEASING	Lease of MCI Commuter Bus	682663	04/29/2020	5,500.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	682515	04/17/2020	5,460.17
JACKSON LEWIS P.C.	Insurance Loss	682599	04/24/2020	5,392.50
IMPERIAL IRRIGATION DIST	Utilities	682596	04/24/2020	5,119.90
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	682545	04/17/2020	5,105.93
NFI PARTS	Inventory Repair Parts	682420	04/10/2020	4,845.29
EIDE BAILLY LLP	Auditing Services	682382	04/03/2020	4,500.00
BROADLUX, INC.	Contract Service/Repair Parts-CNG	682377	04/03/2020	4,488.52
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Emergency Preparedness Supplies	682582	04/24/2020	4,393.50
TPX COMMUNICATIONS	Communications	682551	04/17/2020	4,369.60
<b>AIR &amp; LUBE SYSTEMS INC</b>	<b>WIP- Fixed Assets-Facility Improvements</b>	<b>682421</b>	<b>04/10/2020</b>	<b>4,241.07</b>
JESSE FRESCAS JR.	Projects Consultant	682496	04/13/2020	4,160.00
ANTHONY COHEN	Relocation Reimbursement Expenses	682424	04/10/2020	4,088.61
DESERT URGENT CARE	Medical Exams	682597	04/24/2020	4,010.00
JANEK CORPORATION THE	Inventory Repair Parts	682651	04/29/2020	3,963.50
<b>ZEN AND THE ART OF CLEAN ENERGY</b>	<b>WIP-Hydrogen Electric Hybrid FCB &amp; Station</b>	<b>682418</b>	<b>04/03/2020</b>	<b>3,961.50</b>
ANDREA CARTER & ASSOCIATES	Marketing Consultant	682423	04/10/2020	3,950.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	682508	04/17/2020	3,875.61
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	682433	04/10/2020	3,696.26
<b>DESERT PARADISE CONSTRUCTION, LLC</b>	<b>WIP-Operation Facility</b>	<b>682639</b>	<b>04/29/2020</b>	<b>3,600.00</b>
ASCI SECURITY	Contract Services	682501	04/17/2020	3,450.88
SOCALGAS	Utilities	682478	04/10/2020	3,437.59
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>682378</b>	<b>04/03/2020</b>	<b>3,241.25</b>
<b>CALIFORNIA STATE DISBURSEMENT UNIT</b>	<b>Garnishments</b>	<b>682556</b>	<b>04/21/2020</b>	<b>3,241.25</b>
TIME WARNER CABLE	Utilities	682484	04/10/2020	3,212.07
HOME DEPOT CREDIT SERVICES	Facility Maintenance	682523	04/17/2020	3,189.73
NAPA AUTO PARTS	Inventory Repair Parts	682533	04/17/2020	3,176.54

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
NFI PARTS	Inventory Repair Parts	682628	04/29/2020	3,175.49
<b>YELLOW CAB OF THE DESERT</b>	<b>Taxi Voucher Program</b>	<b>682626</b>	<b>04/24/2020</b>	<b>3,133.83</b>
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	682485	04/10/2020	3,120.00
DREAMY GALLERY	Emergency Preparedness Supplies	682571	04/24/2020	3,013.13
TK SERVICES, INC.	Inventory Repair Parts	682666	04/29/2020	2,944.04
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682473	04/10/2020	2,906.92
<b>STANTEC ARCHITECTURE, INC.</b>	<b>WIP-Operation Facility</b>	<b>682498</b>	<b>04/13/2020</b>	<b>2,861.81</b>
GRAINGER	Inventory Repair Parts	682447	04/10/2020	2,606.38
PARKHOUSE TIRE, INC.	Tires- Fixed Route	682464	04/10/2020	2,552.95
GILLIG LLC	Inventory Repair Parts	682518	04/17/2020	2,543.51
AMETZA ARIZONA, LLC.	Lubricants & Oils	682631	04/29/2020	2,525.48
AMETZA ARIZONA, LLC.	Lubricants & Oils	682570	04/24/2020	2,525.48
OFFICETEAM	Temporary Help	682608	04/24/2020	2,333.60
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	682400	04/03/2020	2,300.99
RHONDA M. WILLIAMS	Relocation Reimbursement Expenses	682470	04/10/2020	2,232.53
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	682487	04/10/2020	2,229.48
FIESTA FORD, INC.	Inventory Repair Parts	682513	04/17/2020	2,220.83
HD INDUSTRIES	Inventory Repair Parts	682522	04/17/2020	2,105.16
ELDORADO NATIONAL (CALIFORNIA), INC.	Repair Parts- Fixed Route	682586	04/24/2020	2,064.04
AUTOZONE COMMERCIAL	Inventory Repair Parts	682425	04/10/2020	2,000.02
AMETZA ARIZONA, LLC.	Lubricants & Oils	682372	04/03/2020	1,957.25
<b>STRONG'S TRUCK &amp; VAN UPFITTERS</b>	<b>WIP- Replacement &amp; Expansion of Support Vehicles</b>	<b>682481</b>	<b>04/10/2020</b>	<b>1,946.55</b>
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	682431	04/10/2020	1,791.13
PRUDENTIAL OVERALL SUPPLY	Uniforms	682661	04/29/2020	1,762.35
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	682544	04/17/2020	1,696.93
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>682381</b>	<b>04/03/2020</b>	<b>1,638.97</b>
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682578	04/24/2020	1,594.58
ATWORK FRANCHISE, INC.	Temporary Help	682387	04/03/2020	1,580.59
SMARTDRIVE SYSTEMS, INC.	General Services	682477	04/10/2020	1,580.00
BATTERY SYSTEMS, INC.	Inventory Repair Parts	682507	04/17/2020	1,530.10
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682637	04/29/2020	1,490.15
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Sales Tax Jan-Mar 2020	682574	04/24/2020	1,488.00
MILE3 WEB DEVELOPMENT	Website Maintenance	682459	04/10/2020	1,478.00
AIR & LUBE SYSTEMS INC	Contract Services	682630	04/29/2020	1,466.25
KORD FIRE PROTECTION	Inventory Repair Parts	682456	04/10/2020	1,465.50
DESERT URGENT CARE	Medical Exams	682449	04/10/2020	1,425.00
VALLEY REPROGRAPHICS LLC	Printing Administration	682488	04/10/2020	1,416.91
SAFETY-KLEEN CORPORATION	Contract Services	682475	04/10/2020	1,410.79
ZOOM VIDEO COMMUNICATION, INC.	Emergency Preparedness Supplies	682493	04/10/2020	1,349.10

**SunLine Transit Agency  
Checks \$1,000 and Over  
April 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	682650	04/29/2020	1,335.97
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	682430	04/10/2020	1,295.01
FULTON DISTRIBUTING	Cleaning Supplies	682589	04/24/2020	1,275.44
KELLY PAPER COMPANY	Copy Paper	682652	04/29/2020	1,266.87
<b>DESERT CITY CAB</b>	<b>Taxi Voucher Program</b>	<b>682580</b>	<b>04/24/2020</b>	<b>1,250.90</b>
SOUTHWEST NETWORKS, INC.	IT Support Services	682479	04/10/2020	1,250.00
ATWORK FRANCHISE, INC.	Temporary Help	682517	04/17/2020	1,208.68
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	682482	04/10/2020	1,173.44
OFFICETEAM	Temporary Help	682461	04/10/2020	1,166.80
OFFICETEAM	Temporary Help	682399	04/03/2020	1,137.63
CREATIVE BUS SALES, INC,	Inventory Repair Parts	682436	04/10/2020	1,128.73
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Emergency Preparedness Supplies	682440	04/10/2020	1,109.25
VERIZON WIRELESS	Wireless Telephone Service	682416	04/03/2020	1,095.69
OPW FUELING COMPONENTS	Inventory Repair Parts	682657	04/29/2020	1,086.54
BROADLUX, INC.	Contract Service	682428	04/10/2020	1,045.47
C V WATER DISTRICT	Utilities	682509	04/17/2020	1,036.19
IMAGE 360 - PALM DESERT	Safety Banners	682476	04/10/2020	1,034.40
<b>Total Checks Over \$1,000</b>	\$2,441,782.34			
<b>Total Checks Under \$1,000</b>	\$41,704.34			
<b>Total Checks</b>	\$2,483,486.68			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statement for April 2020

Summary:

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

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 05/03/20**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	4/14/2020	4/14/2020	APTA	Refund for APTA Registration; 2020 APTA Mobility Conference, Todd McDaniel, Chief Transportation Officer <i>(cancelled due to COVID-19)</i>	\$975.00	
2	4/25/2020	4/25/2020	The Home Depot	Home Depot purchase of spray bottles for sanitizer <b>*COVID-19 response item</b>		\$42.41
<b>Credits and Charges:</b>					\$975.00	\$42.41



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/03/20
Days in Billing Cycle	30
Next Statement Date	06/03/20

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	\$39,957

Payment Information

New Balance	\$42.41
<b>Current Payment Due (Minimum Payment)</b>	<b>\$42.41</b>
<b>Current Payment Due Date</b>	<b>05/28/20</b>

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		\$17,942.34
Credits	-	\$975.00
Payments	-	\$16,967.34
Purchases & Other Charges	+	\$42.41
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$42.41

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$211.65
Cash Earned this Month		\$9.33-
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$202.32
<b>Cash Awarded this Period</b>		<b>\$0.00</b>
Year to Date Cash Back Awarded		\$126.17

Cash Back Notice

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

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	\$42.41
<b>Total Amount Due (Minimum Payment)</b>	<b>\$42.41</b>
<b>Current Payment Due Date</b>	<b>05/28/20</b>



Print address or phone changes:

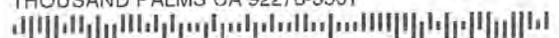
Work ( )

Amount Enclosed:



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

SUNLINE TRANSIT  
LUIS GARCIA 13260  
32505 HARRY OLIVER TRL 6304  
THOUSAND PALMS CA 92276-3501





**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 - \$42.41 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/28/20. 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	\$932.59-

**Transaction Details**

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

Trans	Post	Reference Number	Description	Credits	Charges
04/28	04/28	F326800G700CHGDDA	AUTOMATIC PAYMENT - THANK YOU	16,967.34	
			TOTAL [REDACTED] \$16,967.34-		
Transaction Summary For LAURA SKIVER					
Sub Account Number Ending In [REDACTED]					
04/14	04/14	7463923FVS66LB0WF	APTA 202-4964800 DC	975.00	
04/25	04/25	2461043G509FSNTBJ	THE HOME DEPOT #0667 RANCHO MIRAGE CA		42.41
			TOTAL \$932.59-		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

**Wells Fargo News**

**What can alerts do for your business?\***

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](http://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: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for April 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 1/12<sup>th</sup> 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 April 30, 2020, the Agency's revenues net of subsidies are \$1,953,722 over budget or 51.0% over the FYTD budget. Expenditures are \$3,877,909 under budget or 11.4% below the FYTD budget.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
April 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	2,799,649	19,935	223,972	(204,037)	2,013,727	2,351,705	(337,979)	28.1%
Other Revenue	1,773,184	235,043	147,765	87,278	3,769,354	1,477,653	2,291,701	-112.6%
Total Operating Revenue	4,572,833	254,978	371,737	(116,759)	5,783,081	3,829,358	1,953,722	-26.5%
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	10,276,452	823,909	856,371	32,462	8,147,236	8,563,710	416,474	20.7%
Operator & Mechanic Overtime	1,071,700	71,250	89,308	18,059	953,080	893,083	(59,996)	11.1%
Administration Salaries & Wages	6,294,403	490,425	524,534	34,108	4,618,474	5,245,335	626,862	26.6%
Administration Overtime	79,284	6,429	6,607	178	57,642	66,070	8,428	27.3%
Fringe Benefits	10,737,317	749,775	894,776	145,002	7,479,301	8,947,764	1,468,463	30.3%
Communications	226,000	17,896	18,833	938	193,706	188,333	(5,373)	14.3%
Legal Services	525,000	6,197	43,750	37,553	160,633	437,500	276,867	69.4%
Computer/Network Software Agreement	626,053	47,319	52,171	4,853	434,517	521,711	87,194	30.6%
Uniforms	118,706	4,644	9,892	5,248	61,000	98,922	37,922	48.6%
Contracted Services	491,193	42,674	40,933	(1,741)	362,839	409,328	46,488	26.1%
Equipment Repairs	11,750	0	979	979	4,787	9,792	5,005	59.3%
Security Services	117,337	10,329	9,778	(551)	70,802	97,781	26,979	39.7%
Fuel - CNG	1,551,295	82,363	129,275	46,911	1,096,101	1,292,746	196,645	29.3%
Fuel - Hydrogen	350,000	52,545	29,167	(23,379)	453,189	291,667	(161,522)	-29.5%
Tires	291,800	19,851	24,317	4,466	169,128	243,167	74,038	42.0%
Office Supplies	75,028	4,665	6,252	1,588	43,903	62,523	18,621	41.5%
Travel/Training	142,475	1,340	11,873	10,533	77,331	118,729	41,398	45.7%
Repair Parts	1,407,128	114,058	117,261	3,203	1,196,866	1,172,607	(24,259)	14.9%
Facility Maintenance	45,750	3,785	3,813	27	34,516	38,125	3,609	24.6%
Electricity - CNG & Hydrogen	283,000	61,153	23,583	(37,569)	404,339	235,833	(168,505)	-42.9%
Natural Gas	1,335,000	66,235	111,250	45,015	942,220	1,112,500	170,280	29.4%
Water and Gas	6,500	850	542	(309)	6,283	5,417	(866)	3.3%
Insurance Losses	1,312,523	133,963	109,377	(24,586)	1,060,839	1,093,769	32,930	19.2%
Insurance Premium - Property	18,626	1,517	1,552	35	17,614	15,522	(2,092)	5.4%
Repair Claims	53,488	184	4,457	4,274	5,199	44,573	39,374	90.3%
Fuel Taxes	116,500	9,962	9,708	(253)	79,443	97,083	17,640	31.8%
Other Expenses	5,046,624	351,390	420,552	69,162	3,498,413	4,205,520	707,108	30.7%
Self Consumed Fuel	(1,770,782)	(134,908)	(147,565)	12,657	(1,473,854)	(1,475,652)	1,798	16.8%
Total Operating Expenses (Before Depreciation)	40,840,150	3,039,796	3,403,346	363,549	30,155,549	34,033,458	3,877,909	26.2%
Operating Expenses in Excess of Operating Revenue		<u>\$ (2,784,818)</u>			<u>\$ (24,372,468)</u>			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service, Haul Pass	7,226,030	554,857	602,169	47,312	4,856,058	6,021,692	1,165,634	32.8%
State - LTF, LCTOP	21,191,641	1,627,219	1,765,970	138,751	14,241,268	17,659,701	3,418,433	32.8%
Federal - CMAQ, 5307, 5309,5310, 5311, 5311(f)	7,849,646	602,742	654,137	51,395	5,275,142	6,541,372	1,266,230	32.8%
Total Subsidies	36,267,317	2,784,818	3,022,276	237,458	24,372,468	30,222,764	5,850,296	32.8%
Net Operating Gain (Loss) After Subsidies	\$ -	<u>\$ -</u>			<u>\$ -</u>			

SunLine Transit Agency  
Budget Variance Report  
April 2020

Description	FY20 Total Budget	Current Month			Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	
<b>Operating Expenses:</b>								
Wages & Benefits	28,459,156	2,141,787	2,371,596	229,809	21,255,733	23,715,963	2,460,230	25.3%
Services	4,093,405	268,046	341,117	73,071	2,634,132	3,411,171	777,040	35.6%
Fuels & Lubricants	2,140,724	151,008	178,394	27,386	1,689,527	1,783,937	94,410	21.1%
Tires	291,800	19,851	24,317	4,466	169,128	243,167	74,038	42.0%
Materials and Supplies	1,868,028	164,238	155,669	(8,569)	1,474,013	1,556,690	82,677	21.1%
Utilities	1,902,500	146,299	158,542	12,242	1,586,608	1,585,417	(1,192)	16.6%
Casualty & Liability	2,155,119	202,546	179,593	(22,953)	1,759,400	1,795,933	36,532	18.4%
Taxes and Fees	116,500	9,962	9,708	(253)	79,443	97,083	17,640	31.8%
Miscellaneous Expenses	1,583,700	70,968	131,975	61,007	981,419	1,319,750	338,331	38.0%
Self Consumed Fuel	(1,770,782)	(134,908)	(147,565)	12,657	(1,473,854)	(1,475,652)	1,798	16.8%
Total Operating Expenses (Before Depreciation)	40,840,150	3,039,796	3,403,346	363,549	30,155,549	34,033,458	3,877,909	26.2%
<b>Revenues:</b>								
Passenger Revenue	2,799,649	19,935	223,972	(204,037)	2,013,727	2,351,705	(337,979)	28.1%
Other Revenue	1,773,184	235,043	147,765	87,278	3,769,354	1,477,653	2,291,701	-112.6%
Total Operating Revenue	4,572,833	254,978	371,737	(116,759)	5,783,081	3,829,358	1,953,722	-26.5%
Net Operating Gain (Loss)		\$ (2,784,818)			\$ (24,372,468)			
<b>Subsidies:</b>								
Local - Measure A, Buzz Service	7,226,030	554,857	602,169	47,312	4,856,058	6,021,692	1,165,634	32.8%
State - LTF, SGR, LCTOP	21,191,641	1,627,219	1,765,970	138,751	14,241,268	17,659,701	3,418,433	32.8%
Federal - CMAQ, 5307, 5309, 5310, 5311, 5311(f)	7,849,646	602,742	654,137	51,395	5,275,142	6,541,372	1,266,230	32.8%
Total Subsidies	36,267,317	2,784,818	3,022,276	237,458	24,372,468	30,222,764	5,850,296	32.8%
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 April ridership is at 9.4% below FY19 FYTD totals.
- Total system ridership is 331,173 trips below FY19 FYTD amounts.

**Ridership**

	FY19-April	FY20-April	Variance	%Δ
Fixed Route	351,992	130,678	(221,314)	-62.9%
Paratransit	12,802	3,212	(9,590)	-74.9%
SolVan	1,750	1,296	(454)	-25.9%
System Total	366,544	135,186	(231,358)	-63.1%

**Ridership**

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,367,032	3,058,148	(308,884)	-9.2%
Paratransit	129,493	113,222	(16,271)	-12.6%
SolVan	19,447	13,429	(6,018)	-30.9%
System Total	3,515,972	3,184,799	(331,173)	-9.4%

**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.

**April**

	Monthly Budget	OT Expense	Variance
Fixed Route	\$ 55,833	\$ 68,236	\$ (12,403)
Paratransit	\$ 22,500	\$ (9,672)	\$ 32,172
Mechanics	\$ 10,000	\$ 12,686	\$ (2,686)
Stops and Zones	\$ 642	\$ -	\$ 642

**FYTD-April**

	FYTD Budget	FYTD OT Expense	Variance
Fixed Route	\$ 558,333	\$ 686,175	\$ (127,841)
Paratransit	\$ 225,000	\$ 166,214	\$ 58,786
Mechanics	\$ 100,000	\$ 93,737	\$ 6,263
Stops and Zones	\$ 6,417	\$ 5,355	\$ 1,062

**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 a variable expense dependent on the needs of the Agency and holiday work schedules. Savings in admirative overtime are attributed to staffs efforts to minimize overtime costs.

**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., 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 92,956 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
April FY19	111,159				
April FY20	89,394	(21,765)	(9,630)	-19.58%	-9.72%
March FY20	99,024				
FYTD April FY19	1,159,237				
FYTD April FY20	1,065,281	(93,956)		-8.10%	

**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 April, fixed route had costs of \$100,275 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement).
- In April, paratransit had expenses of \$8,501 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement).
- In April, support vehicle repair parts had a cost of \$4,405 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 April, there was a decrease of 5,257 GGE's used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 68,337 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
April FY19	12,764				
April FY20	28,438	15,674	(5,257)	122.80%	-15.60%
March FY20	33,695				
FYTD April FY19	172,441				
FYTD April FY20	240,778	68,337		39.63%	

**Water and Gas - Unfavorable**

- The unfavorable variance is attributed to additional water and sewer costs for the hydrogen station. A budget adjustment will be executed to offset the negative variance.

**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 \$199,710 above FY19 FYTD amounts.
- For April, sales have decreased by \$13,319 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
April FY19	\$ 33,870				
April FY20	\$ 76,929	\$ 43,060	\$ (13,319)	127.13%	-14.76%
March FY20	\$ 90,248				
FYTD April FY19	\$ 451,409				
FYTD April FY20	\$ 651,119	\$ 199,710		44.24%	

**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**

	April FY19	April FY20	Variance	%Δ
Fixed Route	319,697	302,137	(17,560)	-5.5%
Paratransit	99,973	44,421	(55,552)	-55.6%
System Total	419,670	346,558	(73,112)	-17.4%

**Mileage FYTD-April**

	FYTD-FY19	FYTD-FY20	Variance	%Δ
Fixed Route	3,138,586	3,158,183	19,597	0.6%
Paratransit	984,806	924,374	(60,432)	-6.1%
System Total	4,123,392	4,082,557	(40,835)	-1.0%

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for May 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 May 2020, there were four (4) purchase orders and one (1) amendment executed between \$25,000 and \$100,000:

<b>VENDOR</b>	<b>PURPOSE</b>
Desert Business Interiors	Indio Improvements FF&E
Desert Business Interiors	Knoll Dividends for Cubicles
Creative Bus Sales	Driver Barriers – Paratransit
Trapeze	Trapeze Ops
BMI Consulting	Public Works Technical Support

Recommendation:

Receive and file.

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

May 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Desert Business Interiors	Indio Improvements FF&E	Furniture for the Indio facility improvements.	S RTP 2018/2019	\$ 40,000.00	\$ 36,227.42	Executed purchase order
Desert Business Interiors	Knoll Dividends for Cubicles	Dividers for cubicles.	Pending FEMA application	\$ 64,003.50	\$ 64,003.50	Executed purchase order
Creative Bus Sales	Driver Barriers - Paratransit	Driver barriers for the paratransit vehicles.	Pending FEMA application	\$ 37,190.33	\$ 37,190.33	Executed purchase order
Trapeze	Trapeze Ops	License renewal for Trapeze Ops.	FY21 Operating Budget	\$ 52,373.00	\$ 52,373.00	Executed purchase order
BMI Consulting	Public Works Technical Support	Technical support for public works projects.	FY21 Operating Budget	\$ 75,000.00	\$ 75,000.00	Executed amendment

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

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

## Union

	Actual	Range
Equities	53.52%	35 – 75%
Fixed Income	45.82%	25 – 64%
Cash & Equivalent	0.66%	0 – 10%

## Non-Union

	Actual	Range
Equities	53.52%	35 – 75%
Fixed Income	45.85%	25 – 64%
Cash & Equivalent	0.63%	0 – 10%

- For the month of April, the market value of assets increased by \$1,998,982 and \$1,998,547 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value - Union	Market Value - Non-Union
March 2020	\$27,163,610	\$27,391,711
April 2020	\$29,162,592	\$29,390,258
Increase (Decrease)	\$1,998,982	\$1,998,547

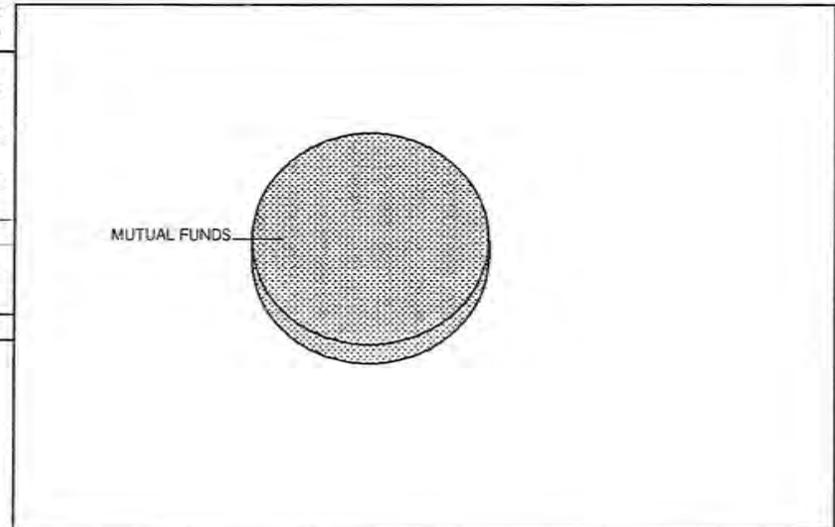
Recommendation:

Receive and file.

**ASSET SUMMARY**

ASSETS	04/30/2020 MARKET	04/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	192,958.56	192,958.56	0.66
Mutual Funds-Equity	15,606,822.72	14,845,061.54	53.52
Mutual Funds-Fixed Income	13,362,774.71	13,325,096.69	45.82
<b>Total Assets</b>	<b>29,162,555.99</b>	<b>28,363,116.79</b>	<b>100.00</b>
Accrued Income	35.70	35.70	0.00
<b>Grand Total</b>	<b>29,162,591.69</b>	<b>28,363,152.49</b>	<b>100.00</b>

Estimated Annual Income                      753,889.86



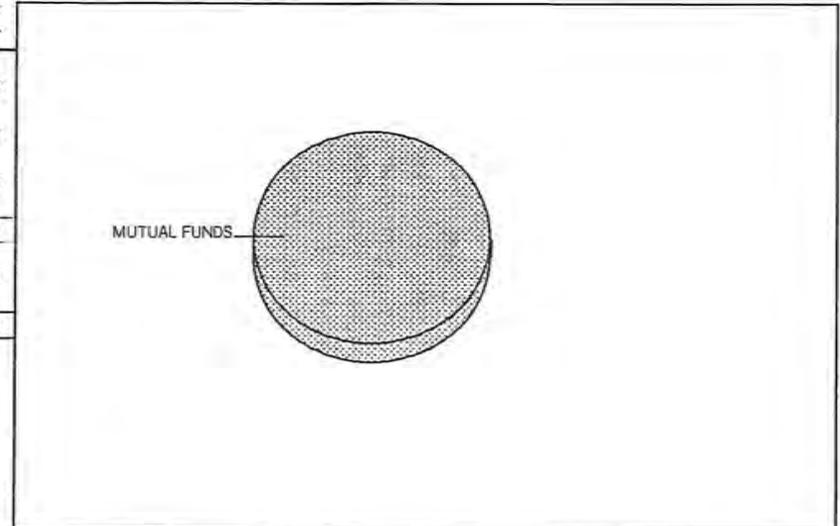
**ASSET SUMMARY MESSAGES**

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	04/30/2020 MARKET	04/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	186,521.78	186,521.78	0.63
Mutual Funds-Equity	15,728,393.76	14,966,022.87	53.52
Mutual Funds-Fixed Income	13,475,308.91	13,439,443.24	45.85
<b>Total Assets</b>	<b>29,390,224.45</b>	<b>28,591,987.89</b>	<b>100.00</b>
Accrued Income	33.48	33.48	0.00
<b>Grand Total</b>	<b>29,390,257.93</b>	<b>28,592,021.37</b>	<b>100.00</b>

Estimated Annual Income 759,972.40



**ASSET SUMMARY MESSAGES**

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

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report for May 2020

Summary:

	Monthly Ridership		Variance	
	May 2019	May 2020	Net	Percent
Fixed Route	371,857	150,202	(221,655)	-59.6%
SolVan	1,811	1,096	(715)	-39.5%
Sundial	13,402	4,027	(9,375)	-70.0%
<b>System Total*</b>	<b>387,070</b>	<b>155,325</b>	<b>(231,745)</b>	<b>-59.9%</b>

\* 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 May 2020, the adverse effects of COVID-19 on SunLine's ridership peaked. SunLine's systemwide ridership dropped by 231,745 rides or (59.9%) compared to the same month of the previous year.

Consequently, the year-to-date system ridership dropped by 562,918 rides or (14.4%) compared to the previous fiscal year.

May 2020 Year-to-date Ridership	
Fiscal Year 2019	3,903,042
Fiscal Year 2020	3,340,124
<b>Ridership decrease</b>	<b>(562,918)</b>

Recommendation:

Receive and file.



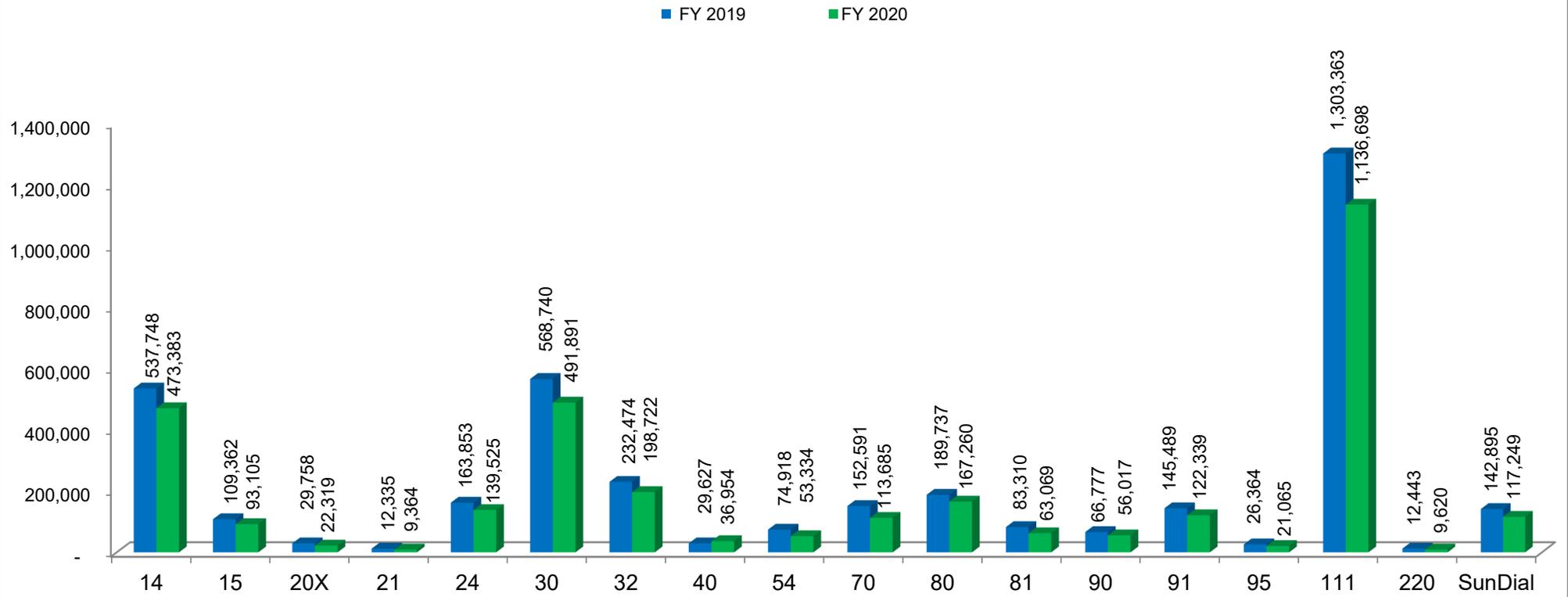
## SunLine Transit Agency Monthly Ridership Report May 2020

		FY 2020 & 2019													
Route	Fixed Route Description	May 2020	May 2019	Apr 2020	FY 2020 Month Var.	% Var.	FY 2020 YTD	FY 2019 YTD	YTD Var.	% Var.	Bikes		Wheelchairs		
											Monthly	YTD	Monthly	YTD	
14	DHS/PS	25,921	51,941	21,158	(26,020)	-50.1%	473,383	537,748	(64,365)	-12.0%	1,386	17,210	409	4,049	
15	DHS	4,201	10,489	4,413	(6,288)	-59.9%	93,105	109,362	(16,257)	-14.9%	153	1,788	122	1,591	
20X	DHS/PD	-	2,868	-	(2,868)	-100.0%	22,319	29,758	(7,439)	-25.0%	-	482	-	39	
21	PD	-	1,400	-	(1,400)	-100.0%	9,364	12,335	(2,971)	-24.1%	-	277	-	101	
24	PS	6,908	16,101	5,955	(9,193)	-57.1%	139,525	163,853	(24,328)	-14.8%	442	5,579	90	1,576	
30	CC/PS	24,407	56,854	21,988	(32,447)	-57.1%	491,891	568,740	(76,849)	-13.5%	1,468	18,764	443	4,657	
32	PD/RM/TP/CC/PS	8,602	23,372	7,044	(14,770)	-63.2%	198,722	232,474	(33,752)	-14.5%	676	9,429	138	1,737	
40	PS/BUZZ	-	6,445	-	(6,445)	-100.0%	36,954	29,627	7,327	24.7%	-	-	-	-	
54	Indio/LQ/IW/PD	-	7,206	-	(7,206)	-100.0%	53,334	74,918	(21,584)	-28.8%	-	1,836	-	366	
70	LQ/BD	3,297	15,362	3,019	(12,065)	-78.5%	113,685	152,591	(38,906)	-25.5%	412	5,743	32	376	
80	Indio	5,756	19,887	4,789	(14,131)	-71.1%	167,260	189,737	(22,477)	-11.8%	341	3,252	116	2,046	
81	Indio	2,091	8,348	1,885	(6,257)	-75.0%	63,069	83,310	(20,241)	-24.3%	92	777	39	302	
90	Coachella/Indio	2,857	6,773	2,230	(3,916)	-57.8%	56,017	66,777	(10,760)	-16.1%	60	836	15	748	
91	I/Cch/Th/Mec/Oas	5,347	16,511	6,116	(11,164)	-67.6%	122,339	145,489	(23,150)	-15.9%	178	2,083	51	531	
95	I/Cch/Th/Mec/NS	1,036	2,779	1,007	(1,743)	-62.7%	21,065	26,364	(5,299)	-20.1%	37	443	5	89	
111	PS to Indio	59,779	124,318	51,074	(64,539)	-51.9%	1,136,698	1,303,363	(166,665)	-12.8%	4,635	51,677	1,039	11,000	
220	PD to Riverside	-	1,203	-	(1,203)	-100.0%	9,620	12,443	(2,823)	-22.7%	-	349	-	95	
<b>Fixed Route Total</b>		<b>150,202</b>	<b>371,857</b>	<b>130,678</b>	<b>(221,655)</b>	<b>-59.6%</b>	<b>3,208,350</b>	<b>3,738,889</b>	<b>(530,539)</b>	<b>-14.2%</b>	<b>9,880</b>	<b>120,525</b>	<b>2,499</b>	<b>29,303</b>	
<b>SolVan</b>		1,096	1,811	1,296	(715)	-39.5%	14,525	21,258	(6,733)	-31.7%					
<b>Demand Response</b>															
<b>SunDial</b>		4,027	13,402	3,212	(9,375)	-70.0%	117,249	142,895	(25,646)	-17.9%					
<b>System Total</b>		<b>155,325</b>	<b>387,070</b>	<b>135,186</b>	<b>(231,745)</b>	<b>-59.9%</b>	<b>3,340,124</b>	<b>3,903,042</b>	<b>(562,918)</b>	<b>-14.4%</b>					
		<b>May-20</b>	<b>May-19</b>	<b>Apr-20</b>											
Weekdays:		20	22	22											
Saturdays:		5	4	4											
Sundays:		6	5	4											
Total Days:		31	31	30											

\*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 May 2020.

SunLine Transit Agency  
 Monthly Ridership Report  
 May - 2020

Year-to-Date System Ridership



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for May 2020

Summary:

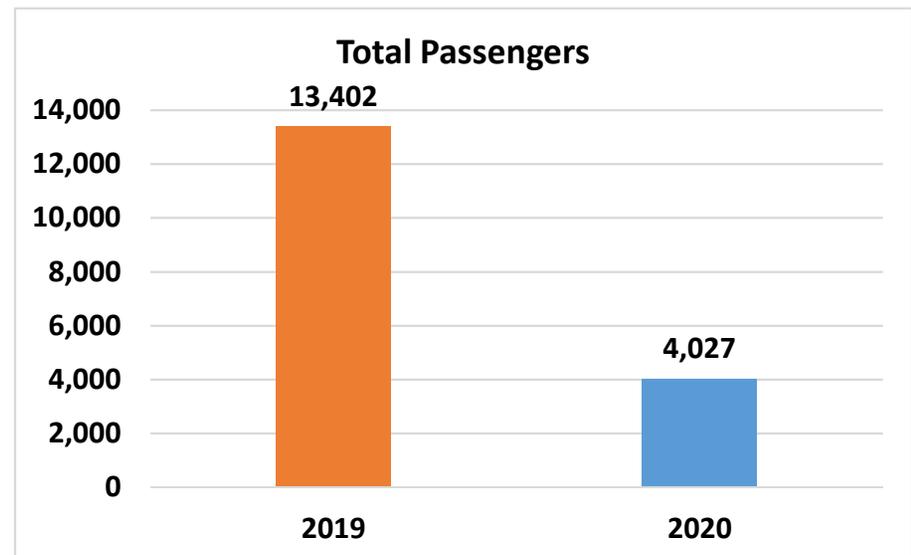
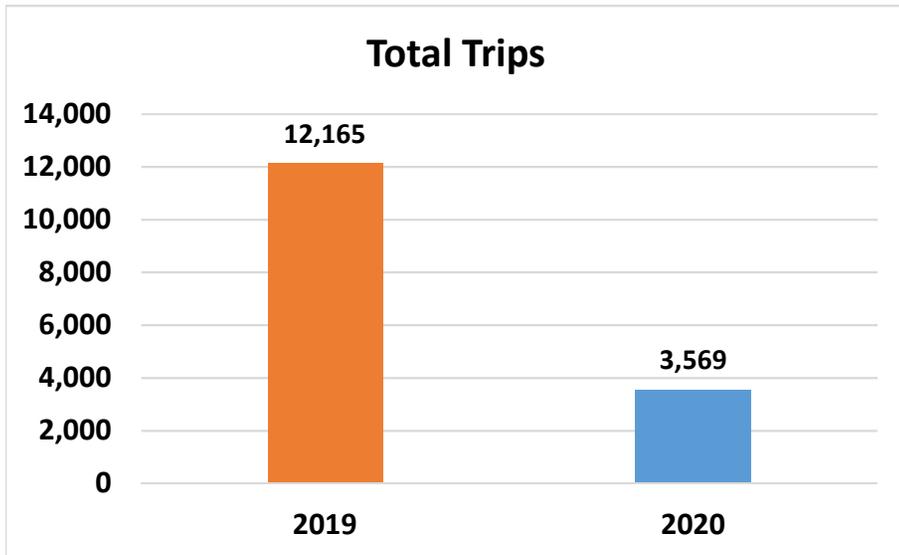
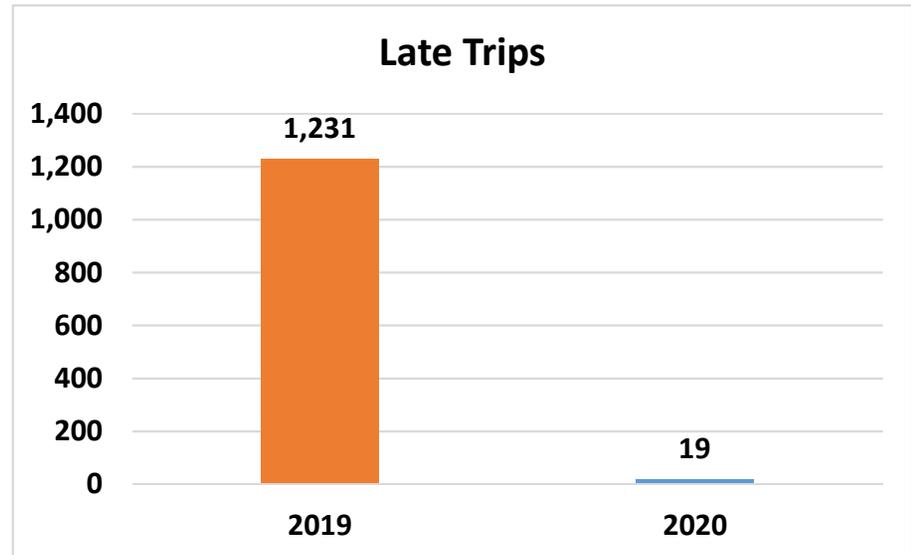
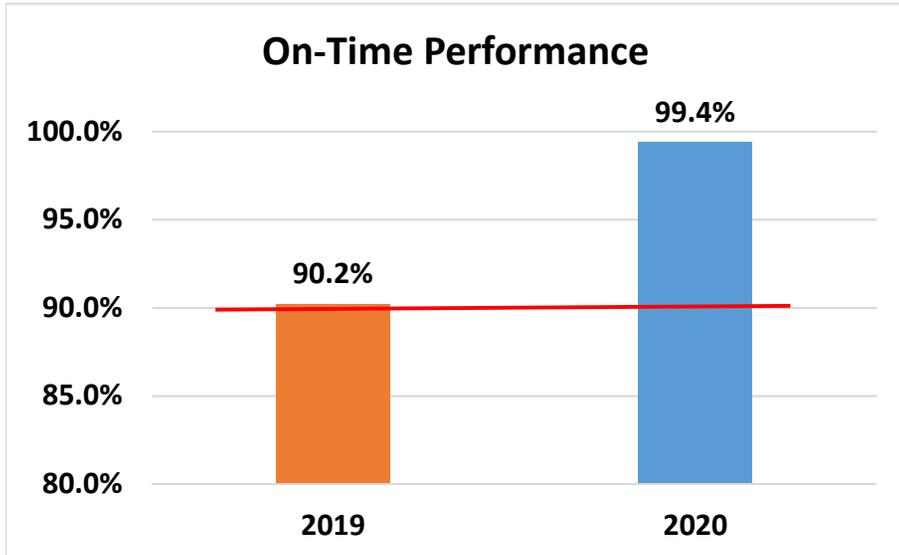
The attached report summarizes SunDial's operation for May 2020. The on-time performance for the month was 99.4%, there was a total of 19 late trips compared to last year which had 1,231. COVID-19 has had a major impact on paratransit trips and ridership for three months in a row. The total trips decreased 70.6% from the the same period last year and the total passengers decreased 69.9%. The total miles traveled dropped 53.4% and the total mobility device boardings decreased by 69%. Ride alongs, on-board inspections and safety evaluations were not completed due to social distancing measures.

Recommendation:

Receive and file.

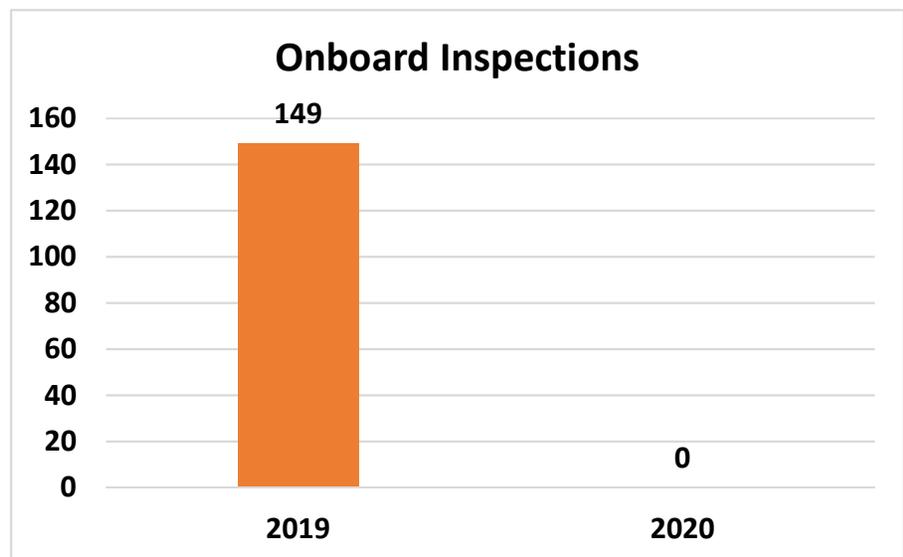
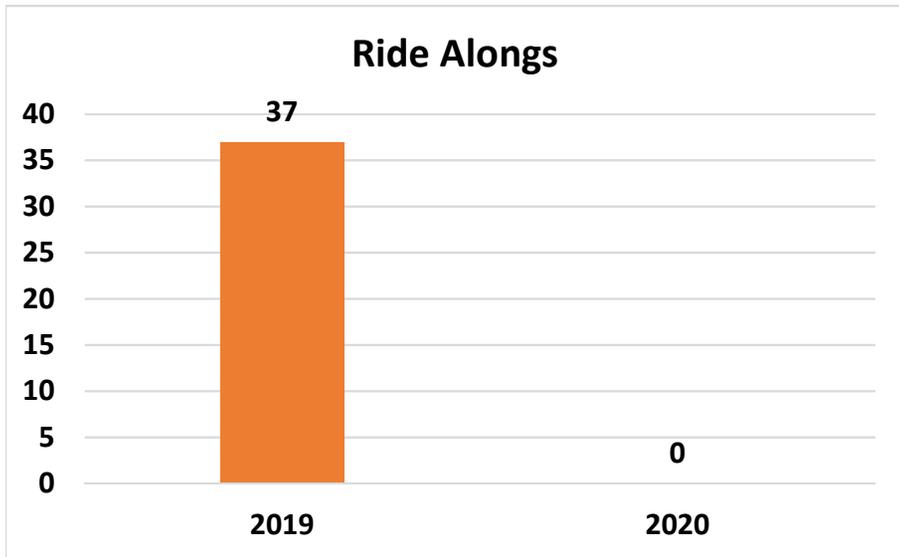
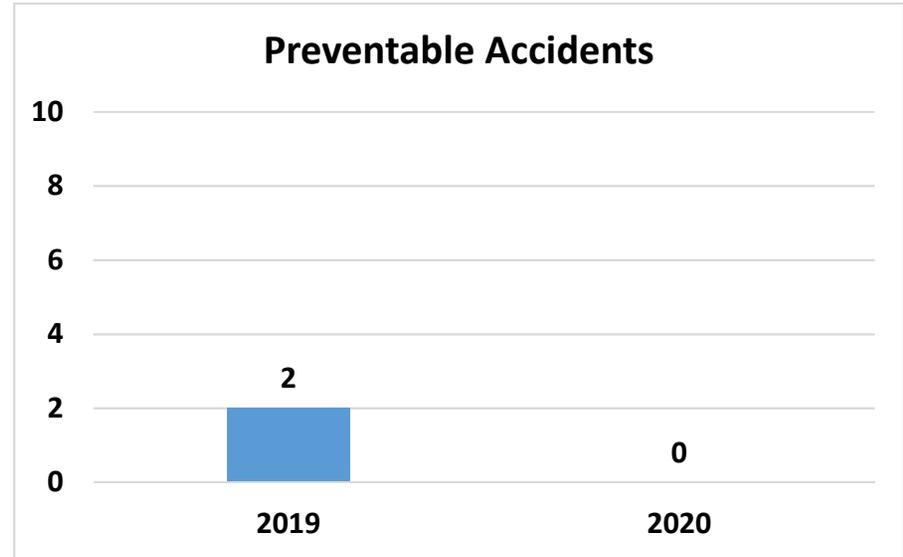
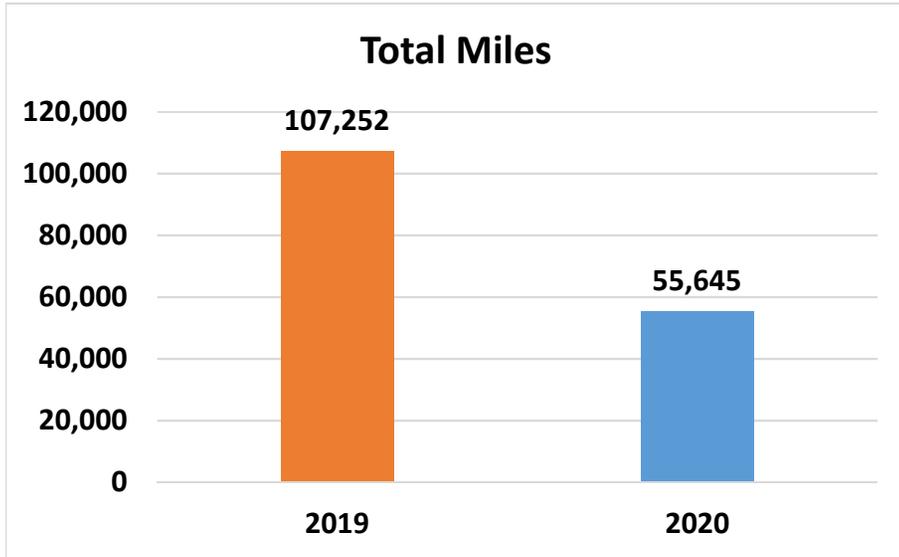
# SunDial Operational Notes

## MAY 2019 vs. 2020



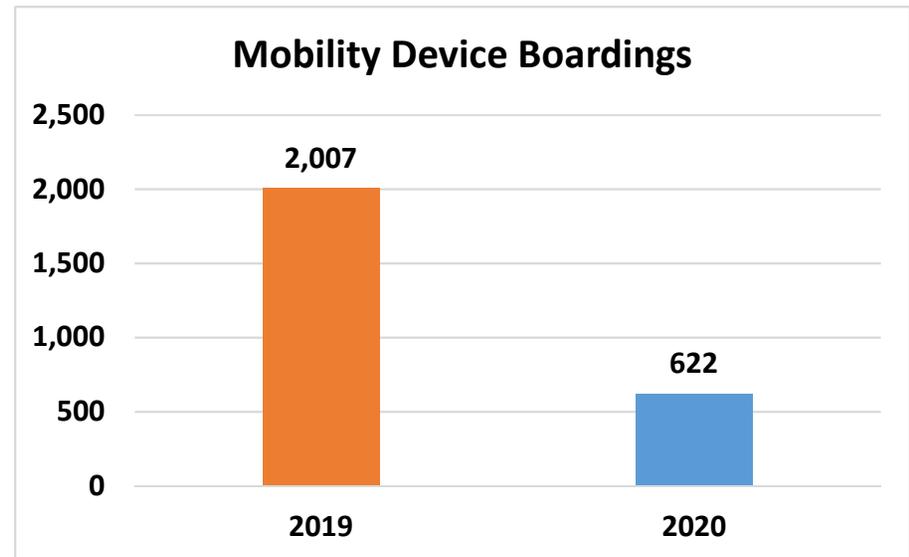
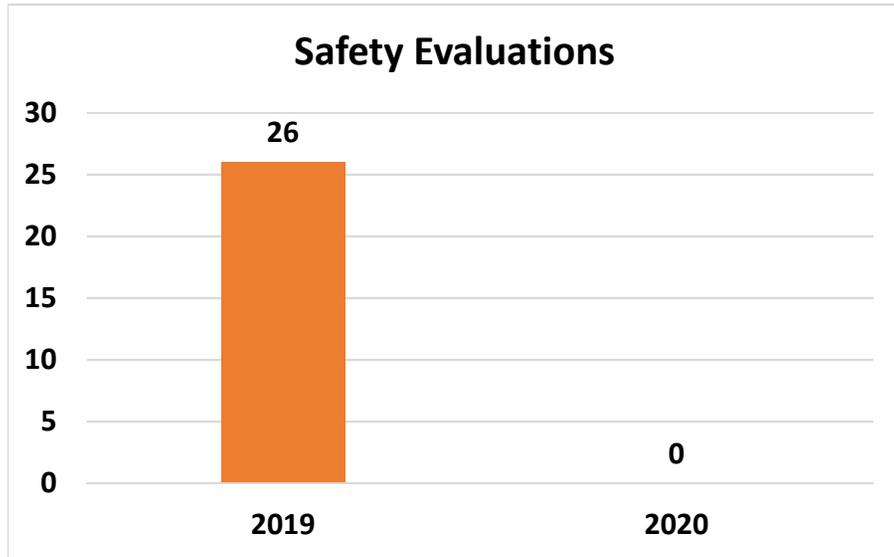
# SunDial Operational Notes

## MAY 2019 vs. 2020



# SunDial Operational Notes

## MAY 2019 vs. 2020



**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for June 2020

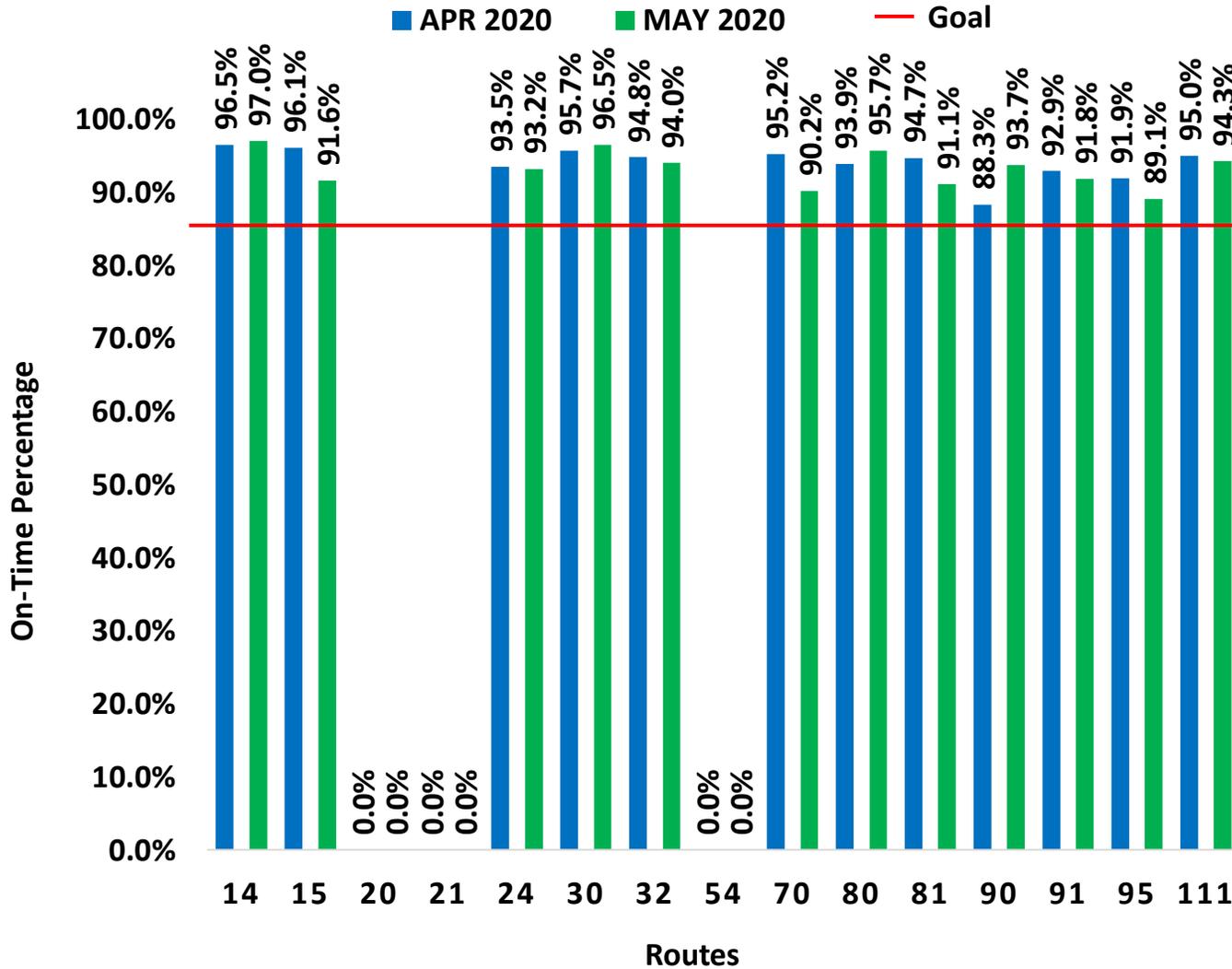
Summary:

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

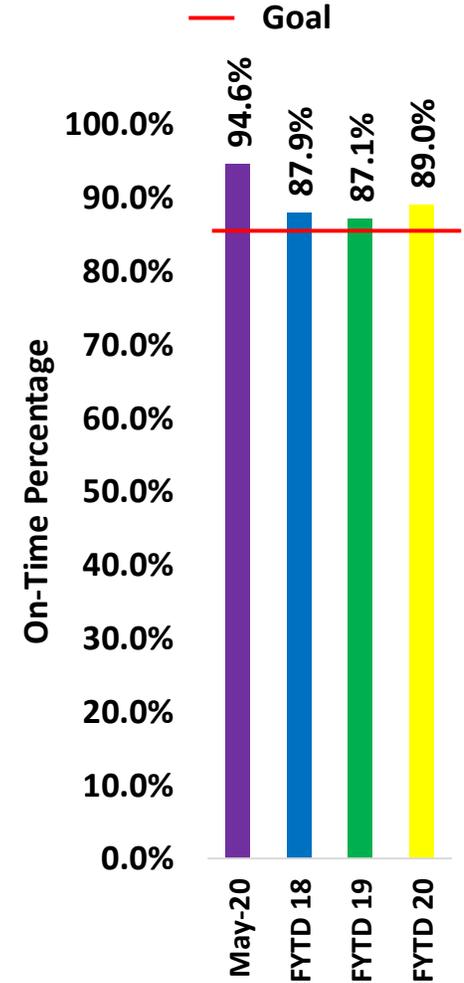
Recommendation:

Receive and file.

## On-Time Performance Percent by Route



## On-Time Performance System Wide



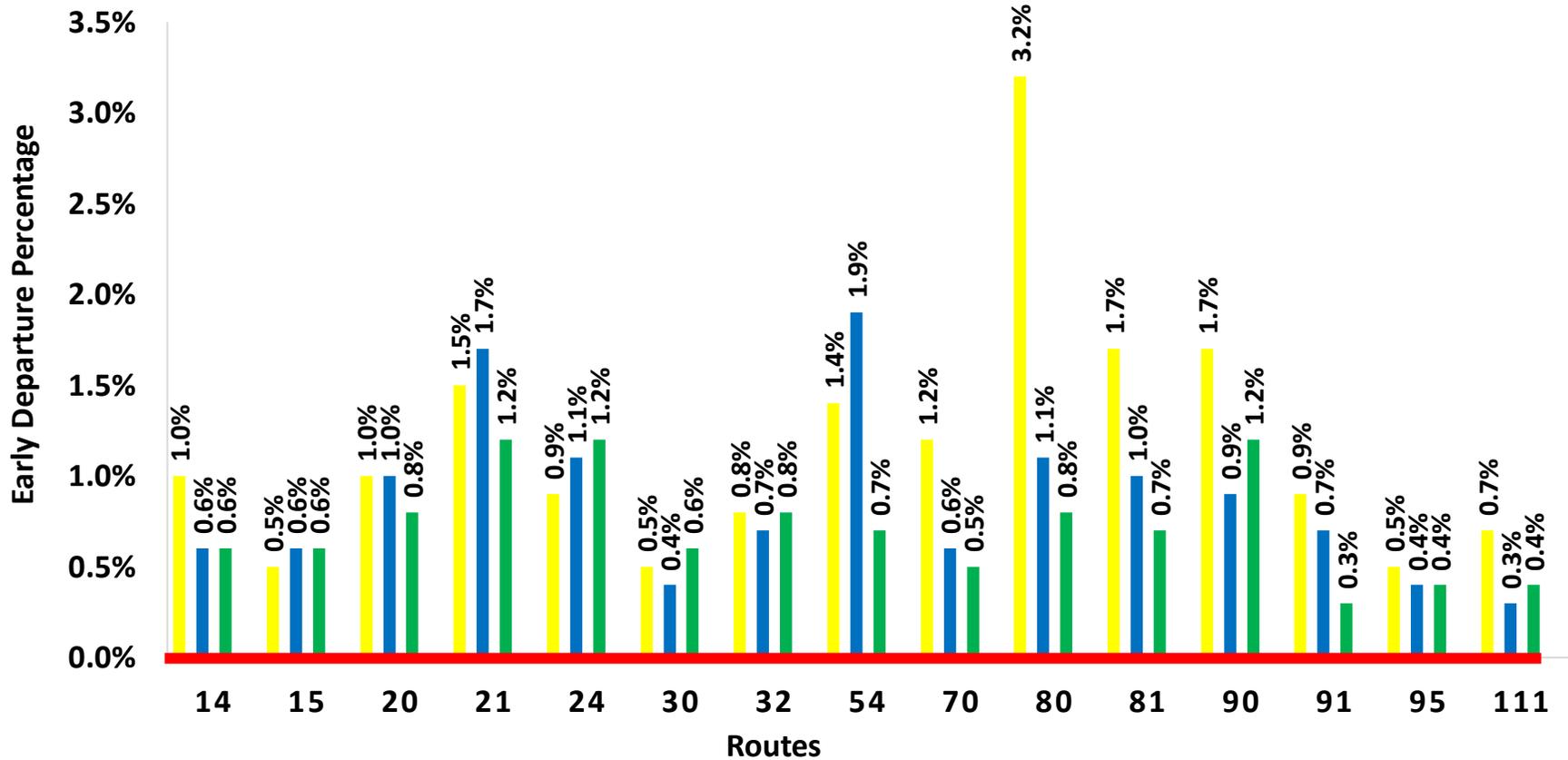
Definition: "On-Time" - When a trip departs a time point within range of zero minutes early to five minutes late.

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

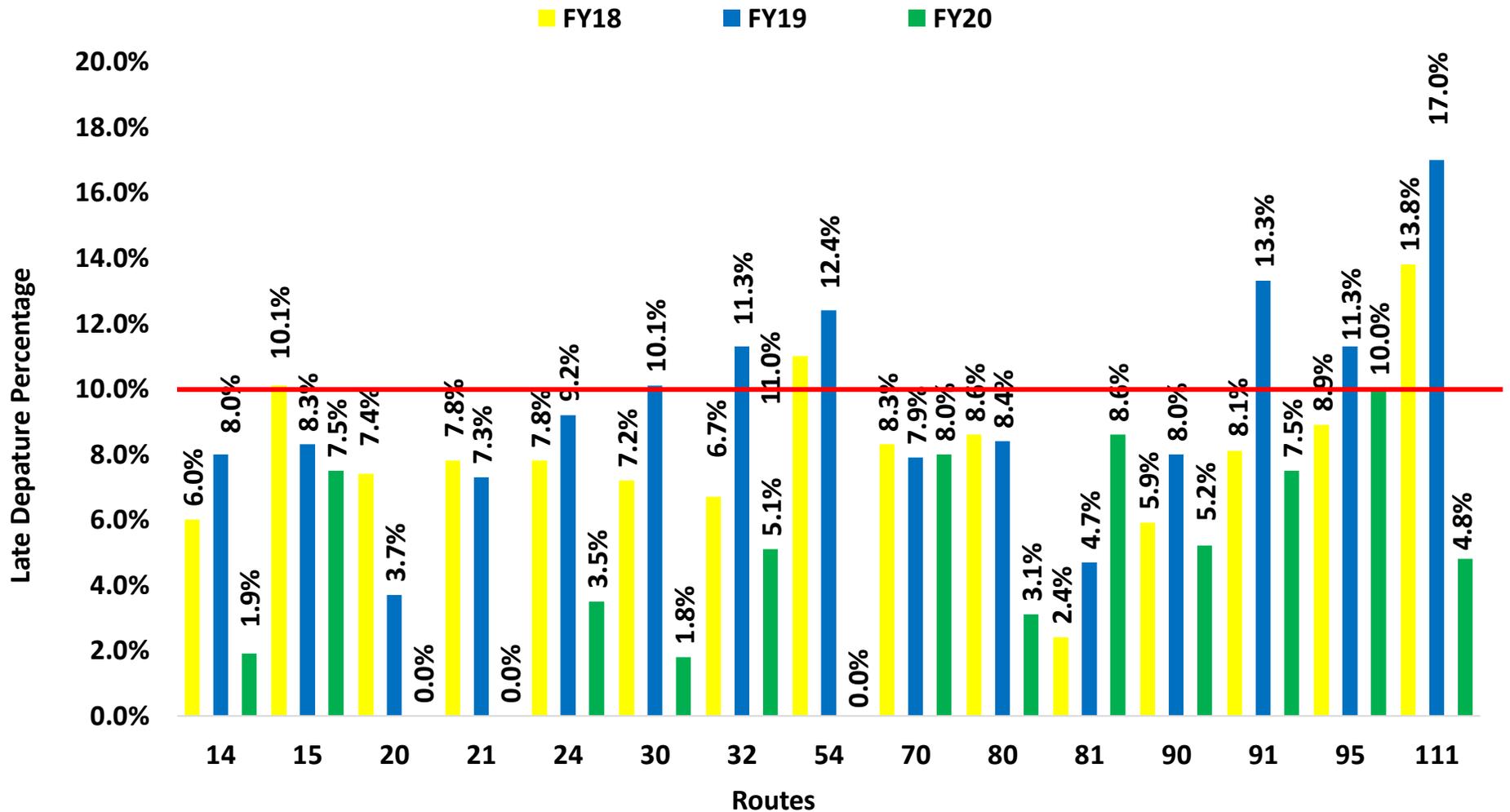
FY18    FY19    FY20    Goal



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 May

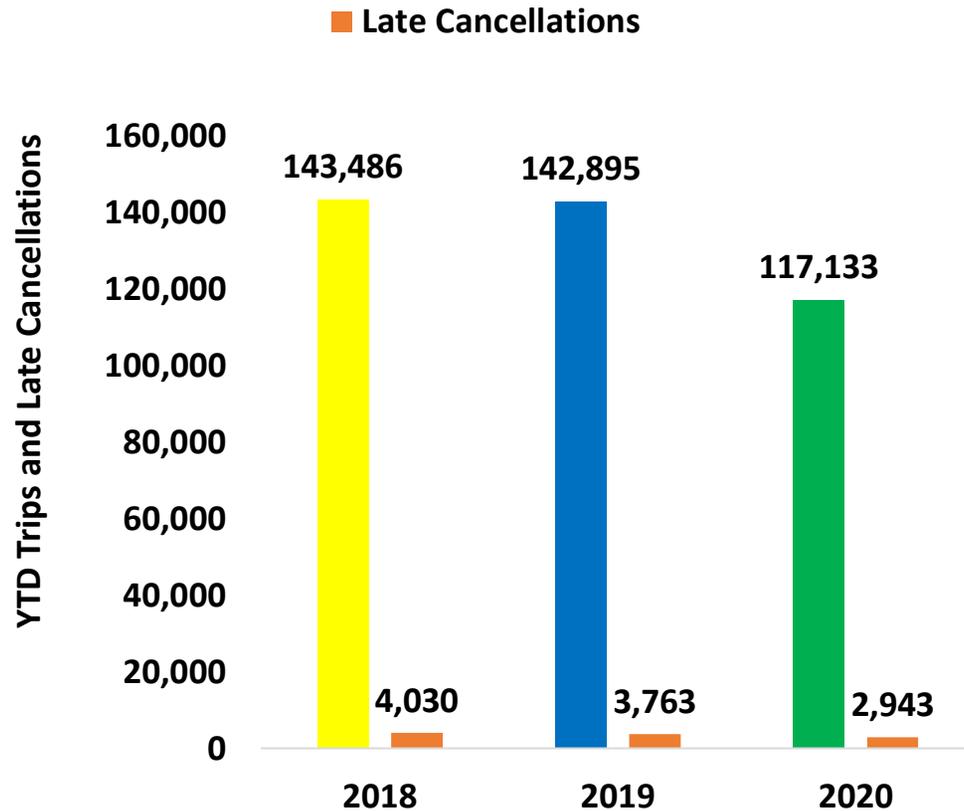


Late Definition: When a bus leaves a time point after the scheduled departure time.

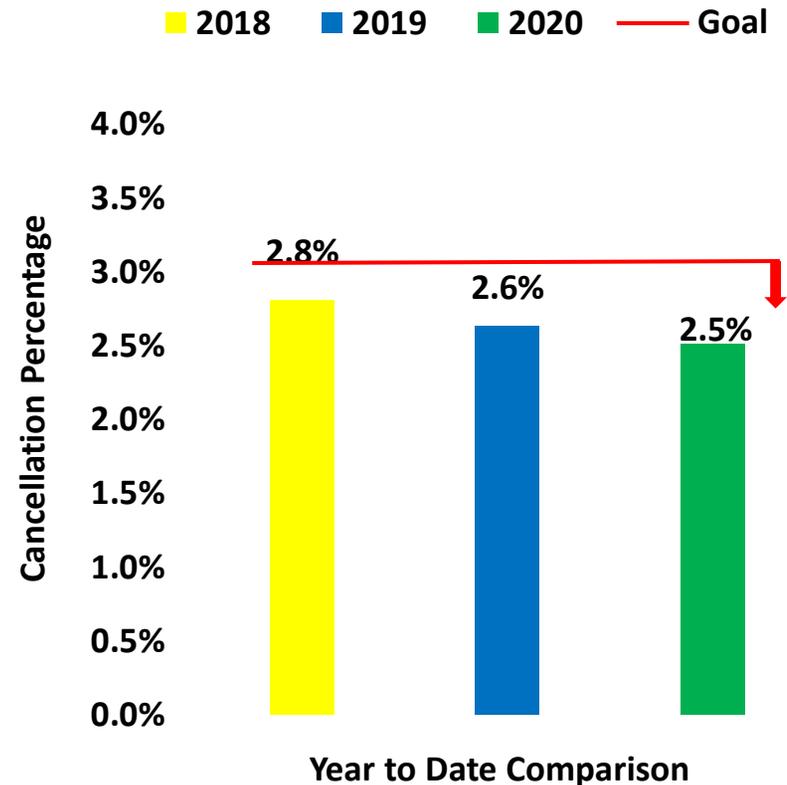
The route is running late with a departure greater than 5 minutes.

Goal: To reduce late departures to 10%.

## Total Trips vs Late Cancellations FYTD



## Late Cancellation Percentage FYTD

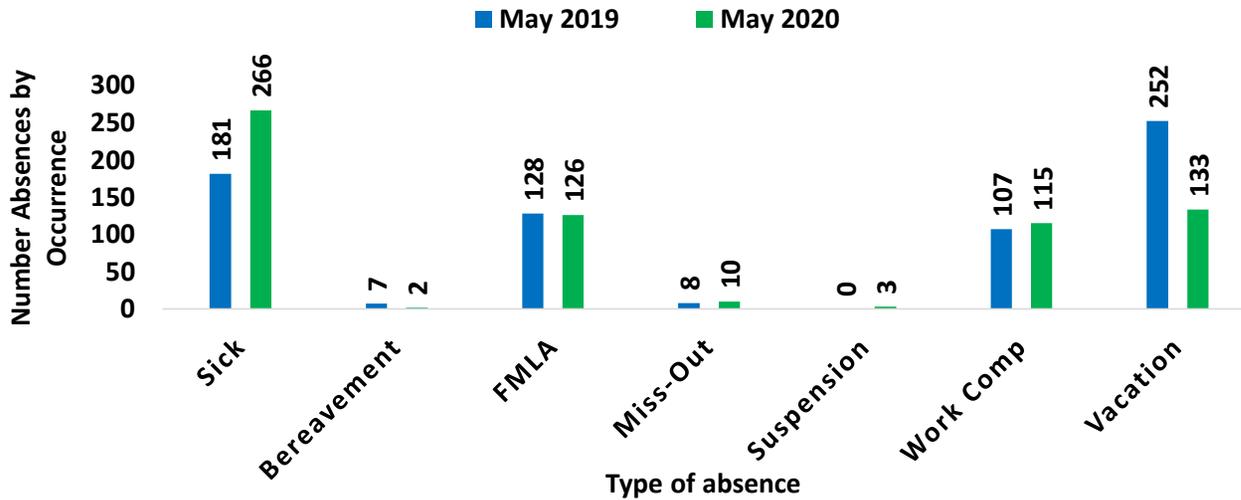


**Trip:** A one-way ride booked by the client. A round trip is counted as two trips.

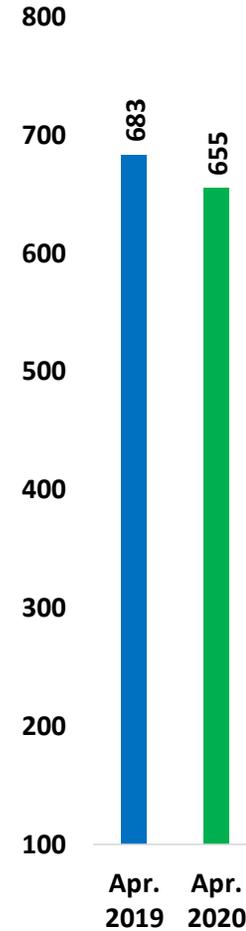
**Late cancellation:** A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

**Goal for Late Cancellations:** 3% or below.

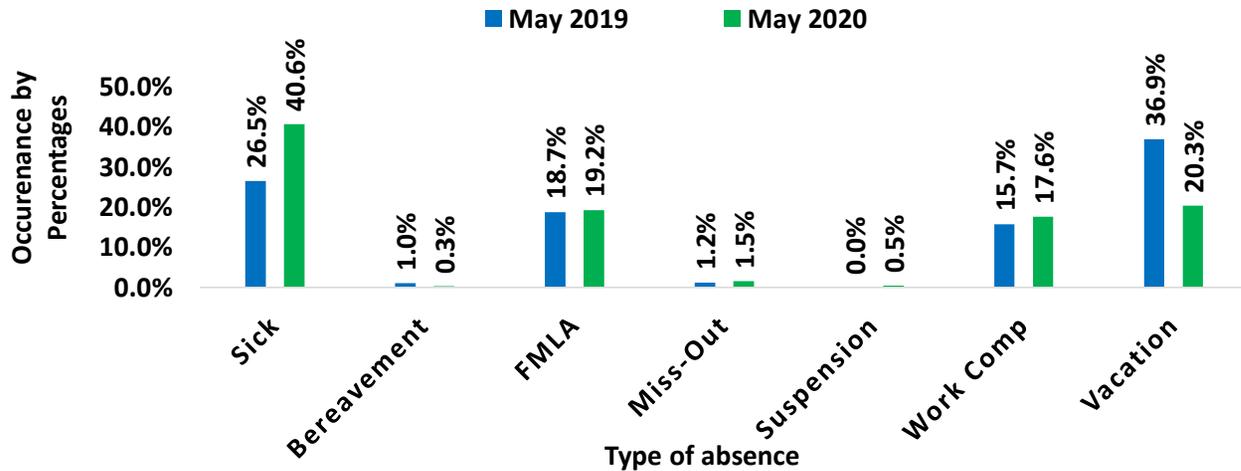
## Driver Absence Occurrences



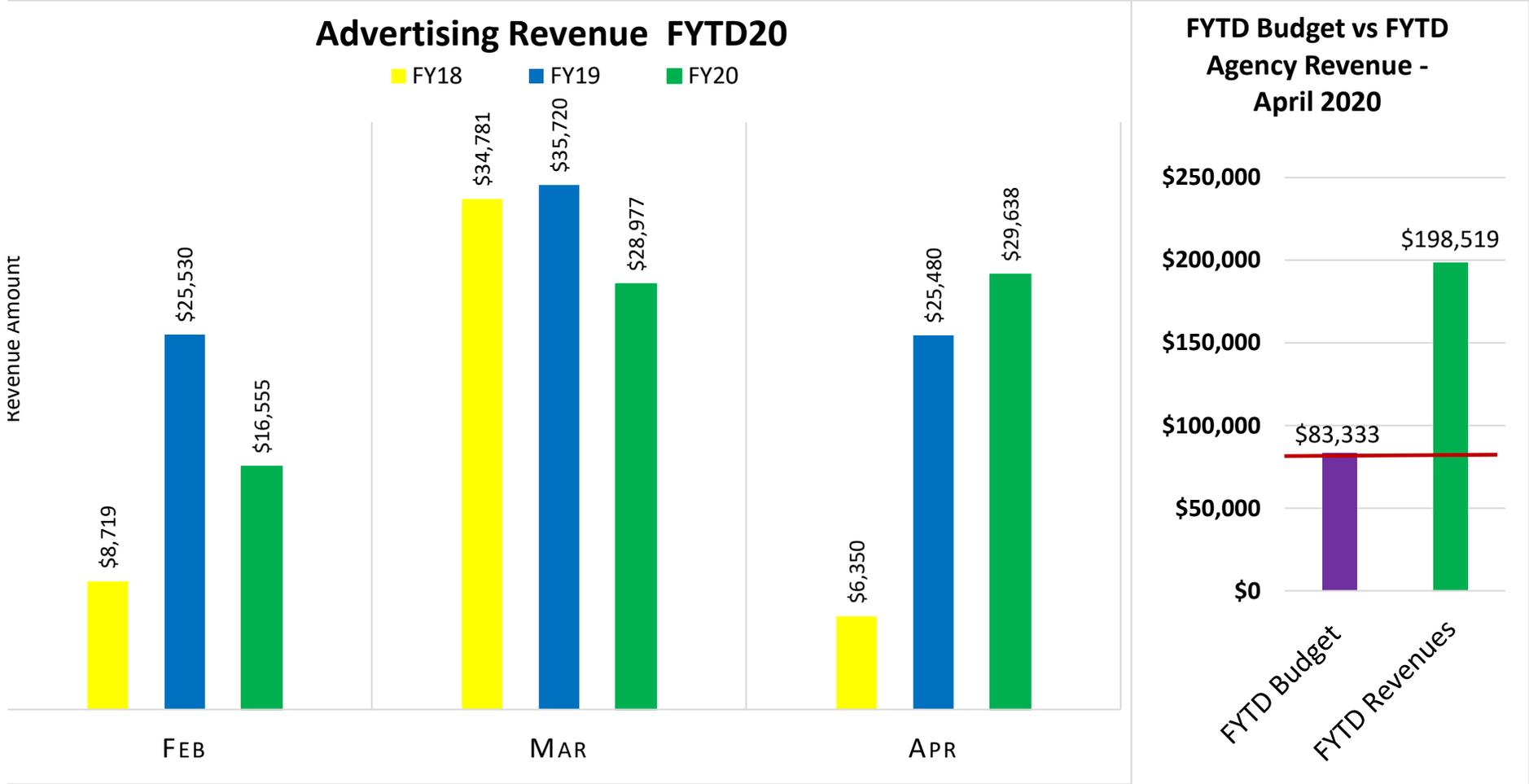
## Total Absence Occurrences



## Driver Absence Occurrences by Percentages

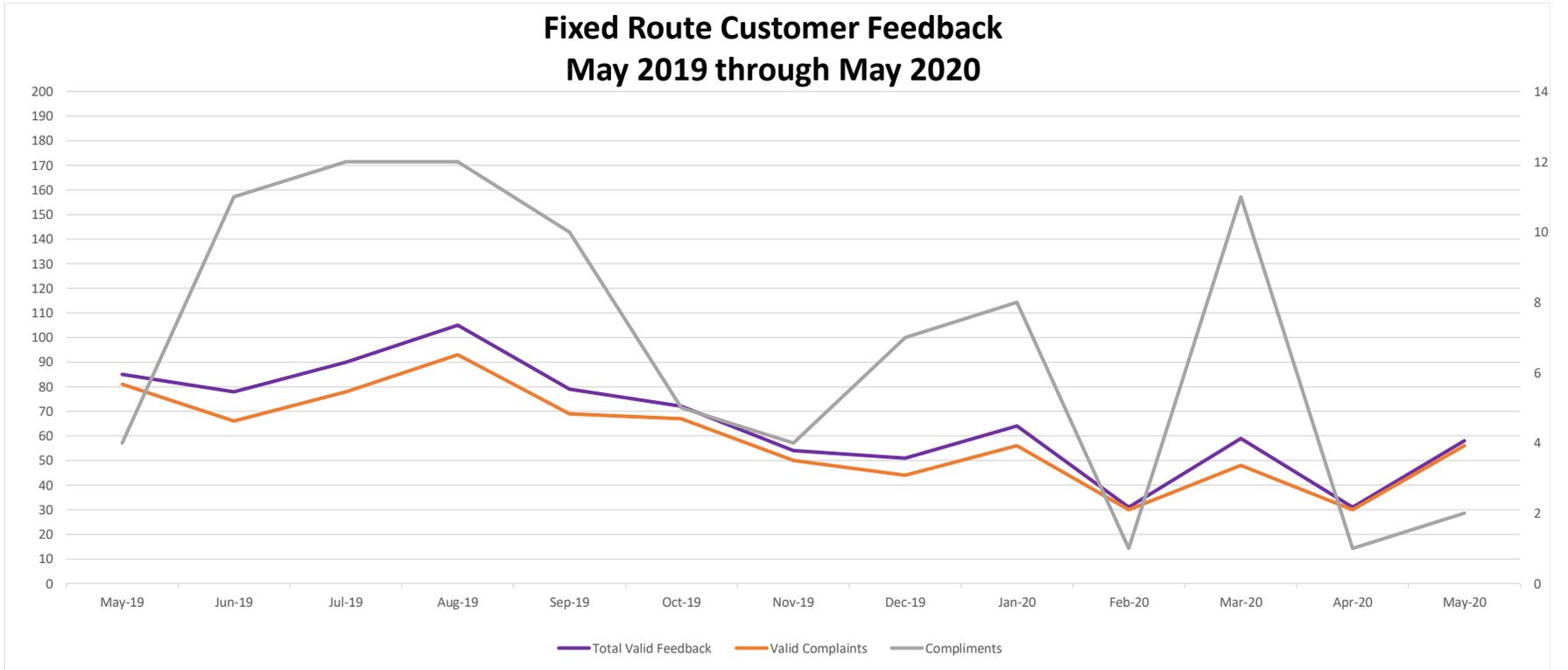


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unscheduled for Fixed Route drivers.



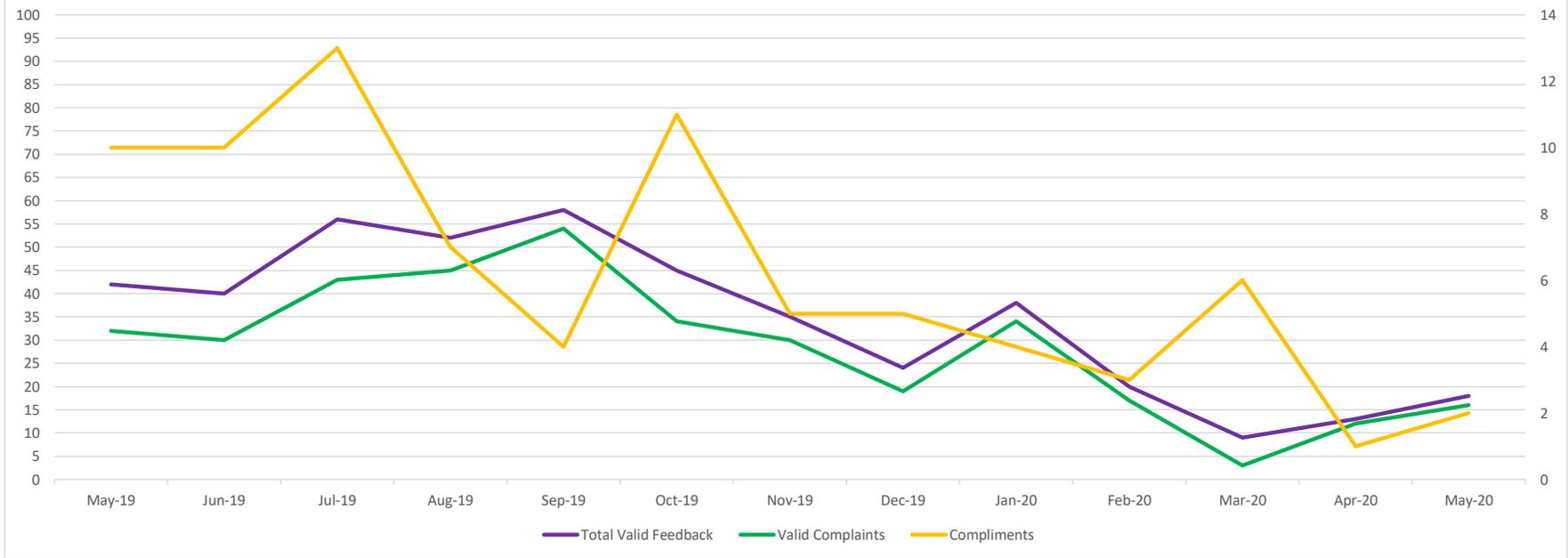
Advertising revenue tracks revenue of invoiced contracts for shelter and bus advertising. This section of the chart compares the FYTD20 against FYTD18 and FYTD19 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budgeted amount for FY20 is \$100,000.

### Fixed Route Customer Feedback May 2019 through May 2020



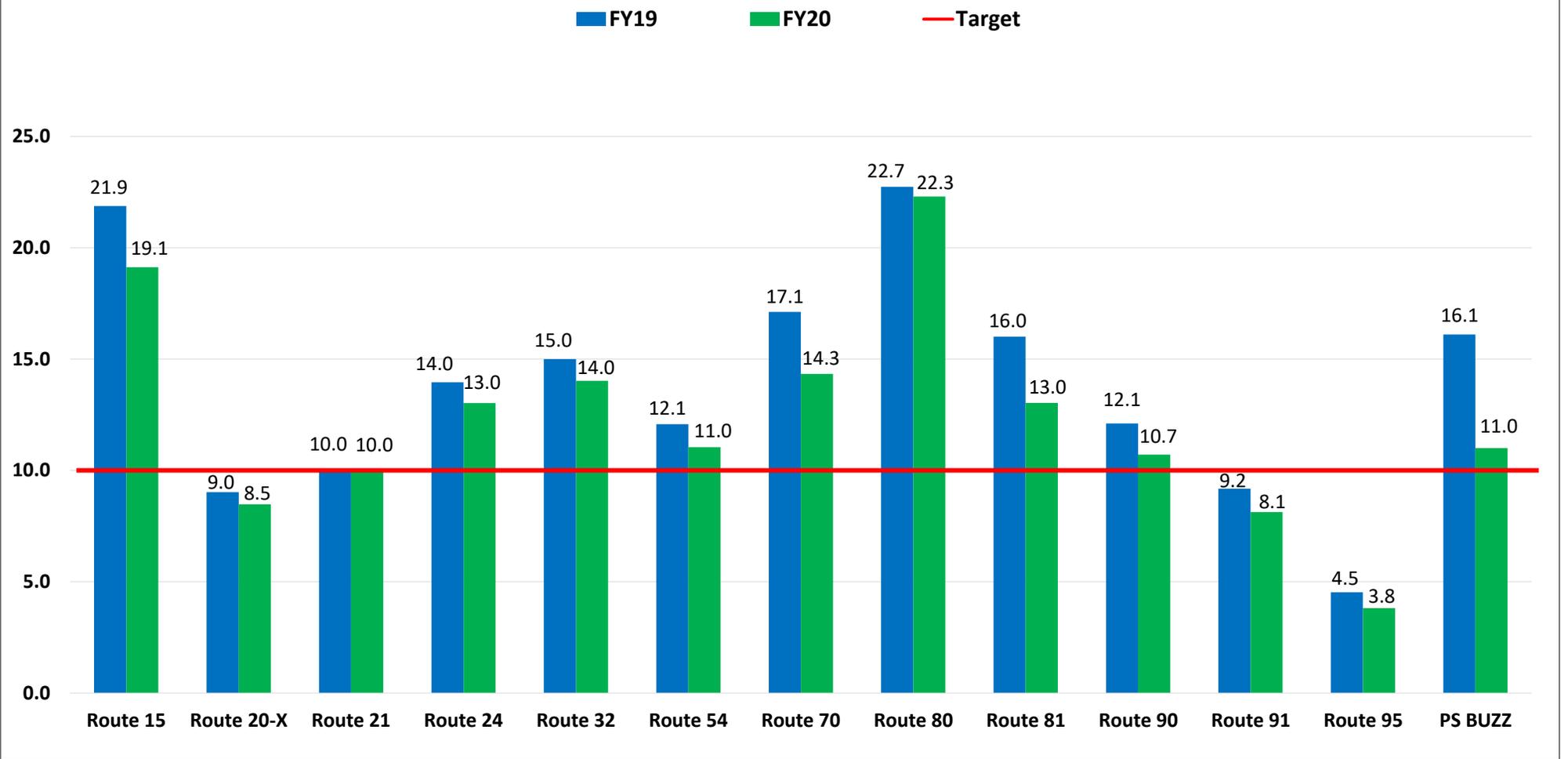
Valid fixed route feedback comprised of compliments and complaints for May 2020

## Paratransit Customer Feedback May 2019 through May 2020



Valid paratransit feedback comprised of compliments and complaints for May 2020

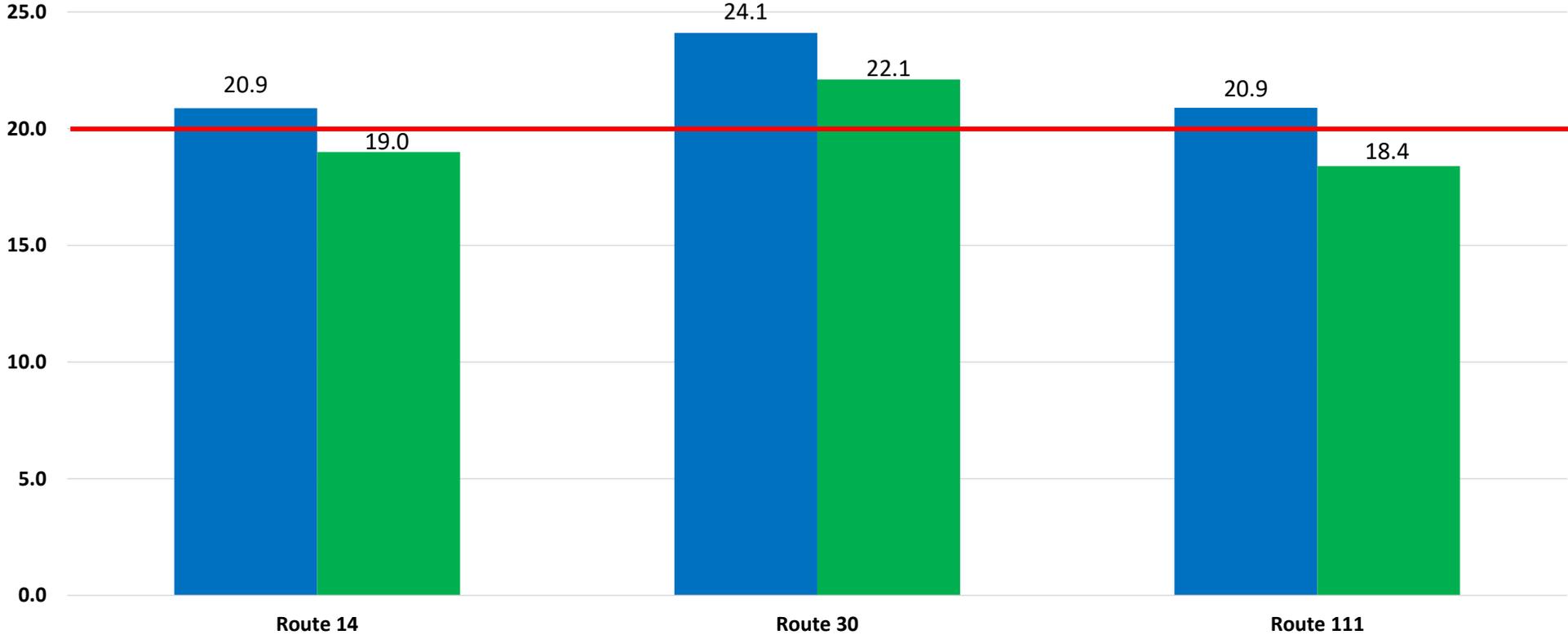
## FYTD System Performance - Local Routes



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.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for May 2020

Summary:

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

Recommendation:

Receive and file.

FY 19/20	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X	X		10	9	
Palm Desert	X		X	X		X	X	X	X	X	X		10	9	
Palm Springs			X	X		X		X	X	X	X		10	7	
Cathedral City	X		X	X		X	X	X	X	X	X		10	9	
Rancho Mirage	X		X	X			X	X	X	X	X		10	8	
Indian Wells	X		X	X		X	X	X	X	X	X		10	9	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella			X	X				X	X		X		10	5	
County of Riverside	X			X		X	X	X	X	X	X		10	8	

**X - ATTENDED (Primary/Alternate)**

**DARK –**

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Board of Directors

RE: SSG/SRA Checks \$1,000 and Over Report for April 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 April, the largest payments issued were to Desert City Cab and Yellow Cab of the Desert for the Taxi Business Emergency Relief Measure waving the March – June 2020 Business Permit fee installments.

Recommendation:

Receive and file.

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
April 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.

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
DESERT CITY CAB	2019-01 Suspended due to COVID-19	90773	04/24/2020	6,788.00
YELLOW CAB OF THE DESERT	2019-01 Suspended due to COVID-19	90775	04/24/2020	6,788.00
SUNLINE TRANSIT AGENCY	Payroll Liabilities 4.03.20	90765	04/03/2020	4,785.18
SUNLINE TRANSIT AGENCY	Payroll Liabilities 4.17.20	90770	04/21/2020	4,785.18
SUNLINE TRANSIT AGENCY	Apr 2020 SRA Overhead Allocation	90768	04/10/2020	2,174.00
<b>Total Checks Over \$1,000</b>	\$25,320.36			
<b>Total Checks Under \$1,000</b>	\$3,019.74			
<b>Total Checks</b>	\$28,340.10			

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: June 24, 2020

**RECEIVE & FILE**

TO: Board of Directors

RE: Monthly Budget Variance Report for April 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 1/12<sup>th</sup> 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 April 30, 2020, the organization's revenues are \$42,771 below budget or 20.0% below the FYTD budget. Expenditures are \$43,430 below budget or 20.5% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$2,272.

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
April 2020

Description	FY20 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY20 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	5,000	300	417	(117)	1,200	4,167	(2,967)	76.0%
New Driver Permit Revenue	7,500	-	625	(625)	2,595	6,250	(3,655)	65.4%
Taxi Business Permit	180,000	-	18,411	(18,411)	120,762	159,537	(38,775)	32.9%
Driver Transfer Revenue	500	-	42	(42)	300	417	(117)	40.0%
Driver Renewal Revenue	5,000	75	417	(342)	2,250	4,167	(1,917)	55.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	30	42	(12)	40.0%
Vehicle Permit Revenue	45,000	3,613	3,750	(138)	42,813	37,500	5,313	4.9%
Other Revenue	500	-	42	(42)	1,025	417	608	-105.0%
Operator Application Fee	1,500	-	125	(125)	-	1,250	(1,250)	100.0%
<b>Total Revenue</b>	<b>245,050</b>	<b>3,988</b>	<b>23,832</b>	<b>(19,844)</b>	<b>170,975</b>	<b>213,745</b>	<b>(42,771)</b>	<b>30.2%</b>
<b>Expenses:</b>								
Salaries and Wages	93,706	7,968	7,809	(159)	60,734	78,088	17,355	35.2%
Fringe Benefits	73,861	5,857	6,155	298	43,308	61,551	18,243	41.4%
Services	61,570	1,423	5,131	3,708	47,208	51,308	4,100	23.3%
Supplies and Materials	5,216	746	435	(311)	2,390	4,347	1,956	54.2%
Utilities	4,833	403	403	-	4,030	4,028	(3)	16.6%
Casualty and Liability	7,973	664	664	-	6,640	6,644	4	16.7%
Taxes and Fees	300	-	25	25	4	250	246	98.6%
Miscellaneous	7,100	501	592	91	4,388	5,917	1,528	38.2%
<b>Total Expenses</b>	<b>254,559</b>	<b>17,563</b>	<b>21,213</b>	<b>3,651</b>	<b>168,703</b>	<b>212,133</b>	<b>43,430</b>	<b>33.7%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ (9,509)</b>	<b>\$ (13,575)</b>			<b>\$ 2,272</b>			

**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 44,002 Taxi Trips compared to the FYTD FY19.

Taxi Trips				
	FY19-April	FY20-April	Variance	%Δ
Trips	22,413	3,239	(19,174)	-85.5%

Taxi Trips				
	FYTD-FY19	FYTD-FY20	Variance	%Δ
Trips	181,547	137,545	(44,002)	-24.2%

**Salaries and Wages - Favorable**

- Saving in salaries and wages are due to a position that was vacant for partial of FY20, and lower expenses for allocated salaries.

**Fringe Benefits - Favorable**

- Fringe benefit savings are attributed to a position that was vacant for partial of FY20, 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: June 24, 2020

**RECEIVE & FILE**

TO: Board of Directors

RE: Taxi Trip Data – May 2020

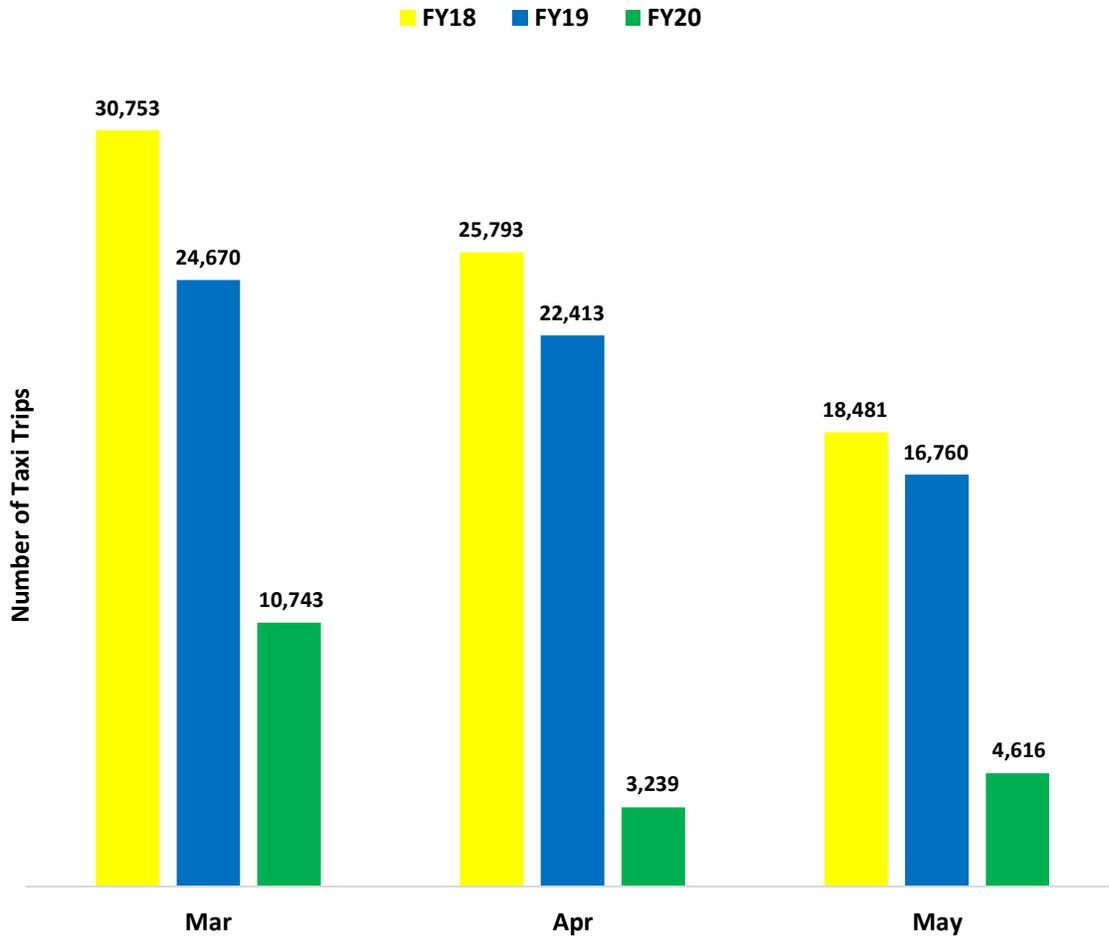
Summary:

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 12,144 fewer taxi trips in May 2020 compared to May 2019. The decrease in trips for May 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 56,146 fewer taxi trips for FYTD20 compared to FYTD19.

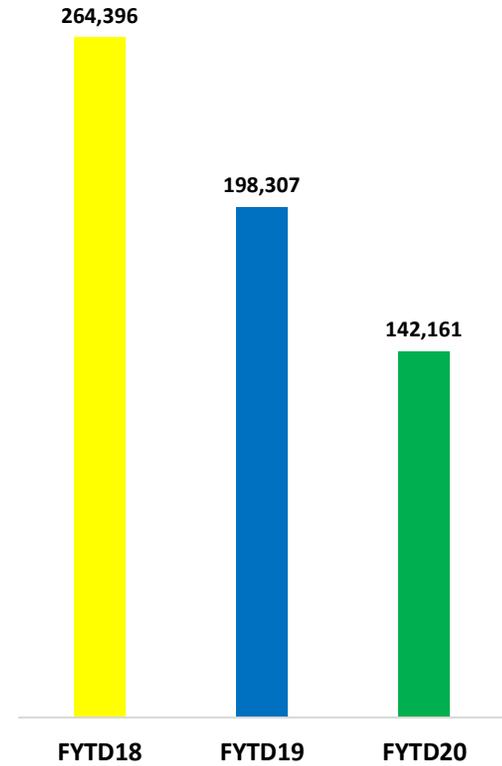
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison - As of May 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: June 24, 2020

**RECEIVE & FILE**

TO: Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) April 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.

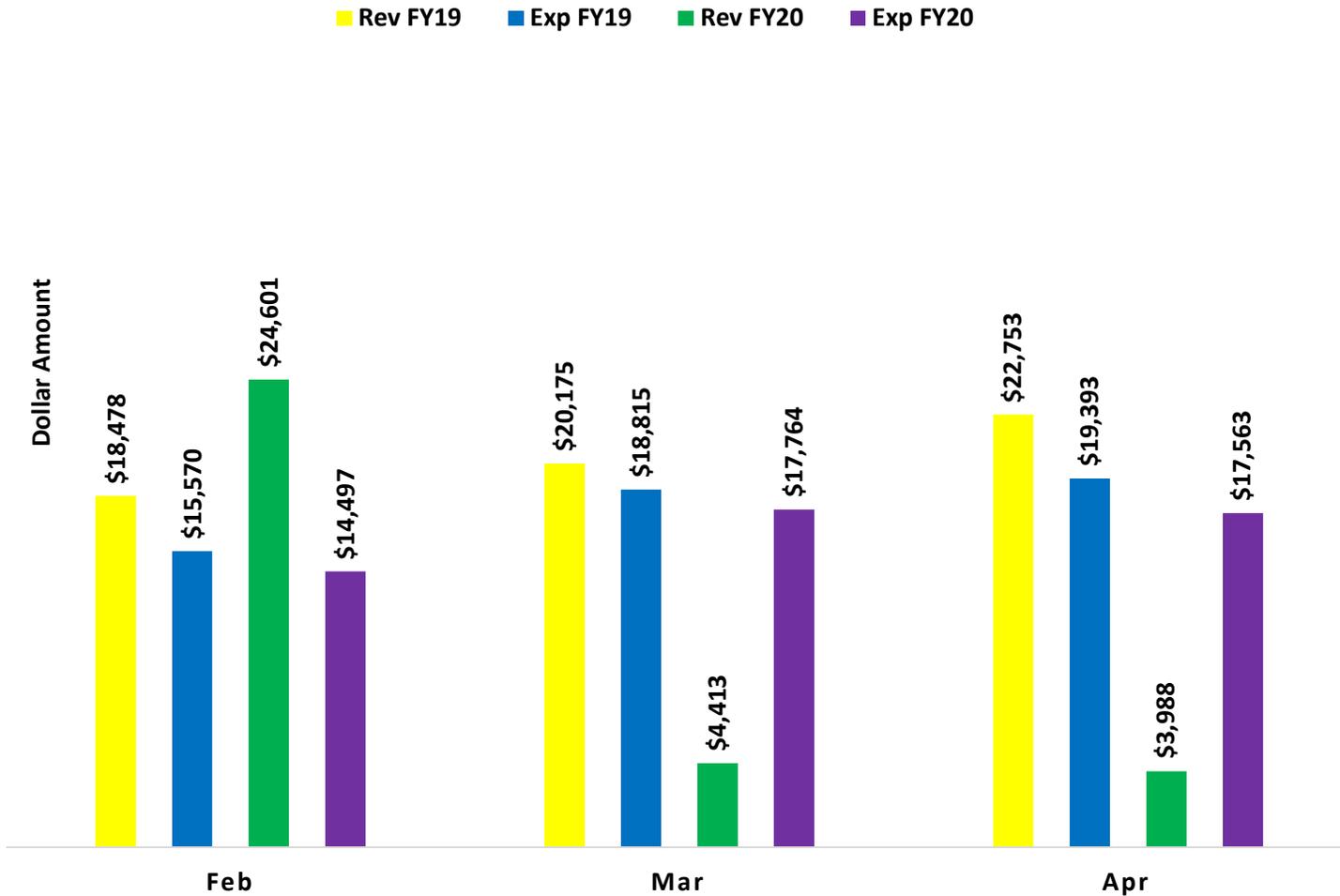
For March:

- Variance chart displays the total fiscal year to date variance between revenue and expenses for the 2020 fiscal year.
- An unfavorable variance for April 2020 is due to the Taxi Business Emergency Relief Measure waving the March – June 2020 Business Permit fee installments.
- Revenues for the current fiscal year are greater than expenses by \$2,272.
- 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.

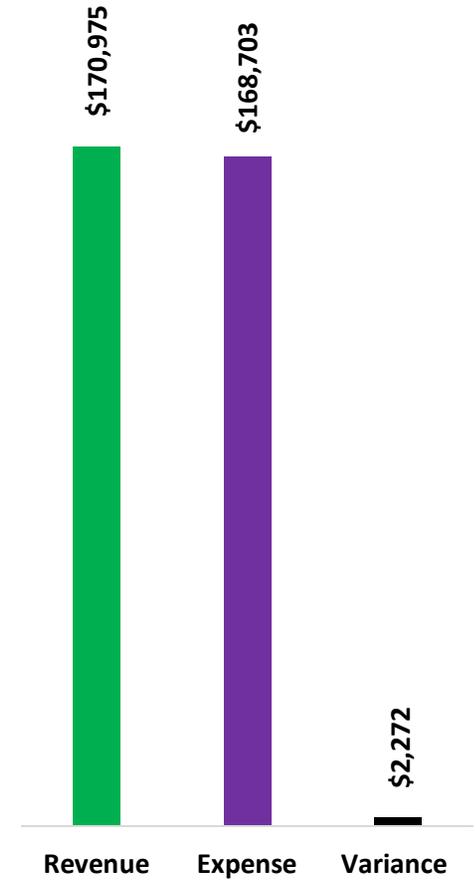
Recommendation:

Receive and file.

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



## Variance FYTD April 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

<b>DATE:</b>	<b>June 24, 2020</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rhonda Williams, Deputy Chief Financial Officer</b>	
<b>RE:</b>	<b>Approval of Financial Audit Services</b>	

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Vasquez and Company LLP for a one (1) year contract with four (4) option years, in an amount not to exceed \$296,290 for financial audit services related to SunLine Transit Agency (STA) and SunLine Services Group (SSG).

### **Background**

SunLine's financial auditors complete multiple required yearly audits for the Agency. The Joint Powers Agreement requires SunLine Transit Agency and SunLine Services Group have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual fiscal audit. Furthermore, the Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in federal awards during a fiscal year undergo a Single Audit. This audit requirement further ensures that federal funds are expended properly.

A new solicitation was issued on May 6, 2020. A total of 34 potential vendors were solicited, in addition to being advertised on SunLine's website, local newspaper the Desert Sun. On June 8, 2020, six (6) proposals were received from Brown Armstrong, DavisFarr, Vasquez & Company LLP, CliftonLarsonAllen, The Pun Group and CDWL. The proposals were evaluated by a committee of three (3) staff members, and it was determined by the committee that Vasquez & Company LLP was the best value for the Agency.

### **Financial Impact**

The financial impact of \$296,290 over five (5) years will be budgeted in STA and SSG's yearly operating budgets.

Solicitation List**BDO, LLP**

1888 Century Park East, 4th Floor  
Century City, CA 90067  
626-510-5315  
[cwolverton@bdo.com](mailto:cwolverton@bdo.com)

**Boos & Associates**

5260 N Palm Ave, Suite 120  
Fresno, CA 93704  
[cpa@booscpa.com](mailto:cpa@booscpa.com)

**Bowman Certified Public Accountant**

10100 Trinity Pkwy, Suite 310  
Stockton, CA 95219  
[admin@cpabowman.com](mailto:admin@cpabowman.com)

**BPM**

[Bfinnegan@bpmcpa.com](mailto:Bfinnegan@bpmcpa.com)

**Brown Armstrong, CPA**

4200 Truxtun Avenue, Suite 300  
Bakersfield, CA 93309  
661-324-4971  
[info@bacpas.com](mailto:info@bacpas.com)

**CWDL**

5151 Murphy Canyon Road, Ste. 135  
San Diego, CA 92123  
[info@cwdlcpa.com](mailto:info@cwdlcpa.com)

**Charles Z. Fedak & Company, CPAS**

6081 Orange Avenue, 2<sup>nd</sup> Floor  
Cypress, CA 90630  
[info@czfcpa.com](mailto:info@czfcpa.com)

**Christy White**

348 Olive Street  
San Diego, CA 92103  
[info@christywhite.com](mailto:info@christywhite.com)

**Citrin Cooperman**

[mstephens@citricooperman.com](mailto:mstephens@citricooperman.com)

**CliftonLarsonAllen LLP**

1925 Century Park East, 16th Floor  
Los Angeles, California 90067  
[Karlye.Broten@CLAconnect.com](mailto:Karlye.Broten@CLAconnect.com)  
602-604-3626

**CMM**

5820 Canoga Ave., Suite 300  
Woodland Hills, ca 91367  
[cmm@cmmcpas.com](mailto:cmm@cmmcpas.com)

**CohnReznick**

1900 Avenue of the Stars, 28<sup>th</sup> Floor  
Los Angeles, CA 90067  
[contact@cohnreznick.com](mailto:contact@cohnreznick.com)

**Daniells Phillips Vaughan & Bock**

300 New Stine Road  
Bakersfield, CA 93309  
[info@dpyvb.com](mailto:info@dpyvb.com)

**Davis Farr LLP**

2301 Dupont Drive, Suite 200  
Irvine, CA 92612  
949-474-2020  
[admin@davisfarr.com](mailto:admin@davisfarr.com)

**Duffy, Kruspodin LLP**

4304 Park Blvd.  
San Diego, CA 92103  
[info@dkllpcpa.com](mailto:info@dkllpcpa.com)

**Fechter & Company**

3445 American River Drive, Suite A  
Sacramento, CA 95864  
[cfechter@fechtercpa.com](mailto:cfechter@fechtercpa.com)

**Fineman West & Company**

801 S. Figueroa Street, Suite 1000  
Los Angeles, CA 90017  
213-688-9898  
[info@fwllp.com](mailto:info@fwllp.com)

**Gilbert CPAS**

2880 Gateway Oaks Drive, Suite 100  
Sacramento, CA 95833  
916-646-6464  
[info@gilbertcpa.com](mailto:info@gilbertcpa.com)

**Grant Thornton**

949-608-5227  
[Alan.herrmann@us.gt.com](mailto:Alan.herrmann@us.gt.com)

**Harshwal & Company, LLP**

16870 W. Bernardo Drive  
Suite 250  
San Diego, CA 92127  
858-939-0017  
[info@Harshwal.com](mailto:info@Harshwal.com)

**Hayashi Wayland**

[JanetteG@hw-cpa.com](mailto:JanetteG@hw-cpa.com)  
[lynns@hw-cpa.com](mailto:lynns@hw-cpa.com)

**Hutchinson and Bloodgood**

7676 Hazard Center Dr., Suite 1150  
San Diego, CA 92108  
Phone (619) 849-6500  
[Gwood@hbllp.com](mailto:Gwood@hbllp.com)

**Kushner, Smith, Joanou & Gregson**

100 Spectrum Center Drive #1000  
Irvine, CA 92618  
949-261-2808  
[Kjohnson@ksjgcpa.com](mailto:Kjohnson@ksjgcpa.com)

**Leaf & Cole, LLP**

2810 Camino Del Rio Soute, Suite 200  
San Diego, CA 92108  
[kromano@leaf-cole.com](mailto:kromano@leaf-cole.com)

**MGO**

4675 MacArthur Court, Suite 600  
Newport Beach, CA 92660  
949-221-0025  
[info@mgocpa.com](mailto:info@mgocpa.com)

**Miller Kaplan Arase**

4123 Lankershim Blvd  
North Hollywood, CA 91602  
818-769-2010  
[Achernyak@millerkaplan.com](mailto:Achernyak@millerkaplan.com)

**Moss Adams**

2040 Main Street, Suite 900  
Irvine, CA 92614  
949-221-4081  
[Jeff.boyd@mossadams.com](mailto:Jeff.boyd@mossadams.com)

**MUN CPAs**

330 N. Brand Blvd., Suite 1190  
Glendale, CA 91203  
[drs@muncpas.com](mailto:drs@muncpas.com)

**Pisenti & Brinker LLP**

3562 Round Barn Circle, Suite 300  
Santa Rosa, CA 95403  
[info@pbllp.com](mailto:info@pbllp.com)

**The Lopez Group, LLP**

41593 Winchester Road Suite 200  
Temecula, CA, 92590  
[rlopez@lopezllp.com](mailto:rlopez@lopezllp.com)

**The Pun Group**

200 East Sandpoint Avenue, Suite 600  
Santa Ana, CA 92707  
949-777-8801  
[ken.pun@pungroup.com](mailto:ken.pun@pungroup.com)

**Turner, Warren, Hwang and Conrad**

100 North First Street, Suite 202  
Burbank, CA 91502  
818-954-9700  
[KianM@TWHC.com](mailto:KianM@TWHC.com)

**Vasquez & Company**

801 S. Grand Avenue, Suite 4000

Los Angeles, CA 90017

[r\\_martinez@vasquezcpa.com](mailto:r_martinez@vasquezcpa.com)



**Price Analysis**

	<b>Brown Armstrong Accountancy Corporation</b>	<b>Vasquez &amp; Company, LLP</b>
Year 1	\$ 61,812.00	\$ 58,200.00
Option Year 1	\$ 63,667.00	\$ 58,200.00
Option Year 2	\$ 65,577.00	\$ 58,200.00
Option Year 3	\$ 67,543.00	\$ 59,946.00
Option Year 4	\$ 69,570.00	\$ 61,744.00
Total for 5 Years	\$ 328,169.00	\$ 296,290.00

Difference between Brown Armstrong and Vasquez Five Year Total Not to Exceed	\$ 31,879.00
Delta	10.76%

There was adequate price competition since six (6) proposers independently contended for the contract that is to be awarded and all were responsive to the requirements of the solicitation. Only rates for the top two (2) evaluated proposers were compared.

Based on the findings, the Total Not to Exceed price submitted by the highest evaluated proposer, Vasquez & Company, LLP is 10.76% lower than Brown Armstrong. Evaluations were based on evaluation criteria listed in the Request for Proposals and ranked in order of importance: Experience and Past Performance, Experience of Key Personnel, Detailed Work Plan and Price Proposal.

Based on the results, it is determined that the price submitted by Vasquez & Company, LLP is considered fair and reasonable.

## SunLine Transit Agency

<b>DATE:</b>	June 24, 2020	<b>ACTION</b>
<b>TO:</b>	Finance/Audit Committee Board of Directors	
<b>FROM:</b>	Rhonda Williams, Deputy Chief Financial Officer	
<b>RE:</b>	Adoption of the FY21 Operating and Capital Budget	

---

### **Recommendation**

Recommend that the Board of Directors adopt the proposed FY21 operating and capital budgets.

### **Background**

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was presented to the Finance/Audit Committee on May 12, 2020; at the meeting staff answered questions and provided the Committee the opportunity for additional special meetings. Per the recommendation of the Finance/Audit Committee the draft budget was distributed to the Board of Directors on May 22, 2020.

The proposed operating and capital budgets for FY21 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.

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

### **Financial Impact**

Multiple sources of revenues and subsidies have been identified to cover the expenses reflected in this year's operating and capital budgets.

# ANNUAL BUDGET



FISCAL YEAR 2021



# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	1 - 15
EXECUTIVE OFFICE .....	16 - 32
Marketing .....	18 - 21
Human Resources .....	22 - 26
Executive .....	27 - 32
PERFORMANCE MANAGEMENT OFFICE .....	33 - 44
SunFuels .....	35 - 49
Performance .....	40 - 44
SAFETY AND SECURITY OFFICE.....	45 - 55
Safety and Security .....	47 - 50
Information Technology .....	51 - 55
FINANCE OFFICE .....	56 - 63
TRANSPORTATION OFFICE .....	64 - 76
Transportation.....	66 - 70
Customer Service.....	71 - 73
Planning .....	74 - 76
MAINTENANCE OFFICE .....	77 - 96
Fleet Maintenance .....	79 - 86
Facility Maintenance .....	87 - 93
Stops & Zones .....	94 - 96
CAPITAL BUDGET .....	97 - 110

June 24, 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.

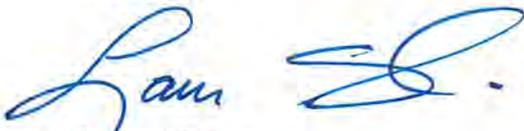
Aside from COVID-19, SunLine proudly reached many milestones in other areas during FY20: This past fiscal year, the Agency successfully completed the construction of the new hydrogen electrolyzer, the largest transit-related hydrogen production station in the nation, which has created infrastructure 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

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

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## **ANNUAL BUDGET FISCAL YEAR 2021**

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### **BOARD OF DIRECTORS**

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

**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.

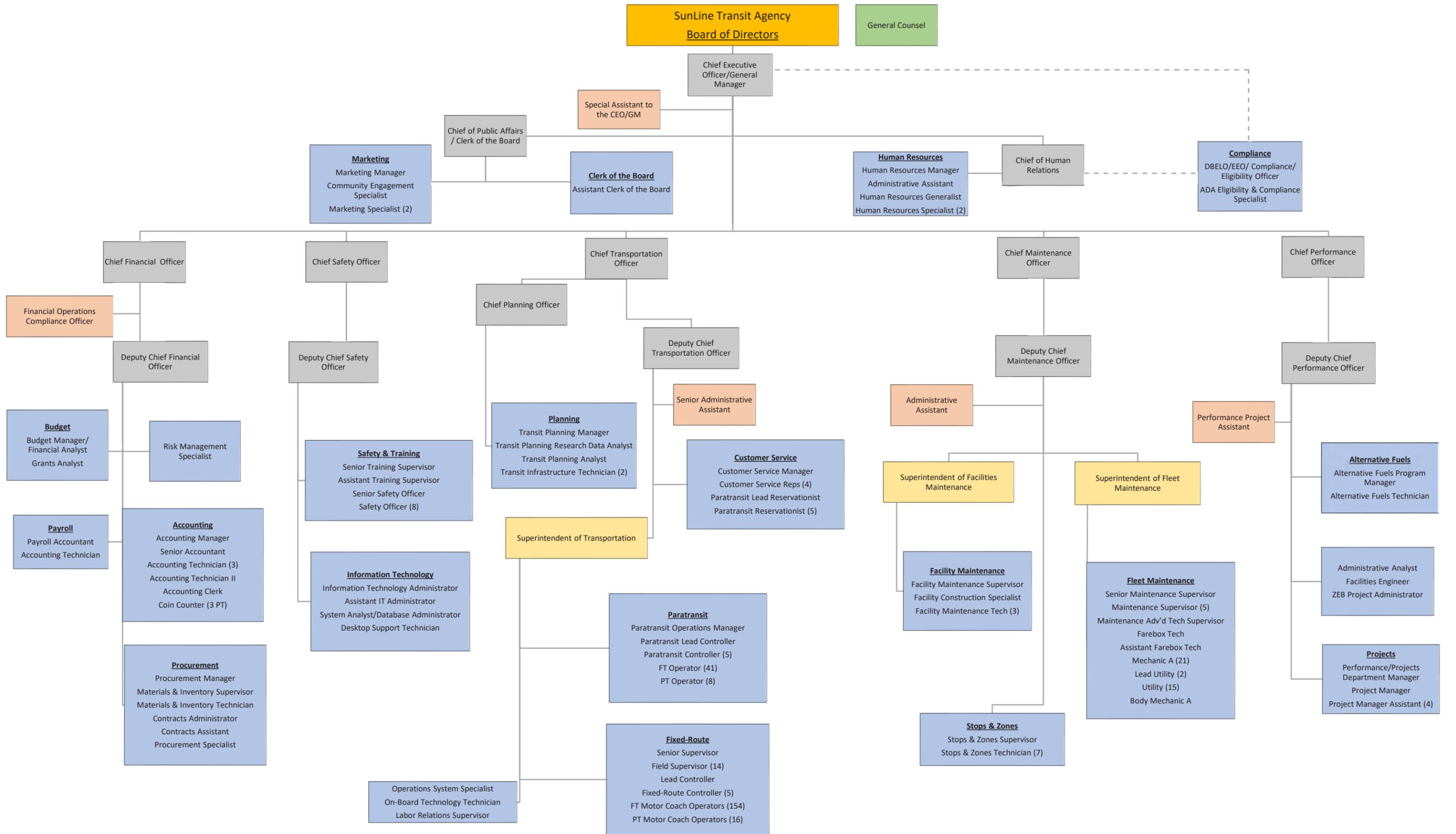
## **CAPITAL PROJECTS**

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
<b>EXECUTIVE OFFICE</b>					
Marketing (31)	-	4.00	-	4.00	4.00
Human Resources (32)	6.00	-	-	6.00	-
Executive Office (40)	6.00	-	-	6.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	12.00	-	-	12.00	-
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	9.50	-	3.25	12.75	3.25
Information Technology (42)	4.00	-	-	4.00	-
<b>OPERATIONS OFFICE</b>					
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	-
<b>FINANCE OFFICE</b>					
Finance (41)	23.25	-	-	23.25	-
<b>MAINTENANCE OFFICE</b>					
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	-
<b>Total FTEs</b>	<b>394.75</b>	<b>-</b>	<b>6.25</b>	<b>401.00</b>	<b>6.25</b>

**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.

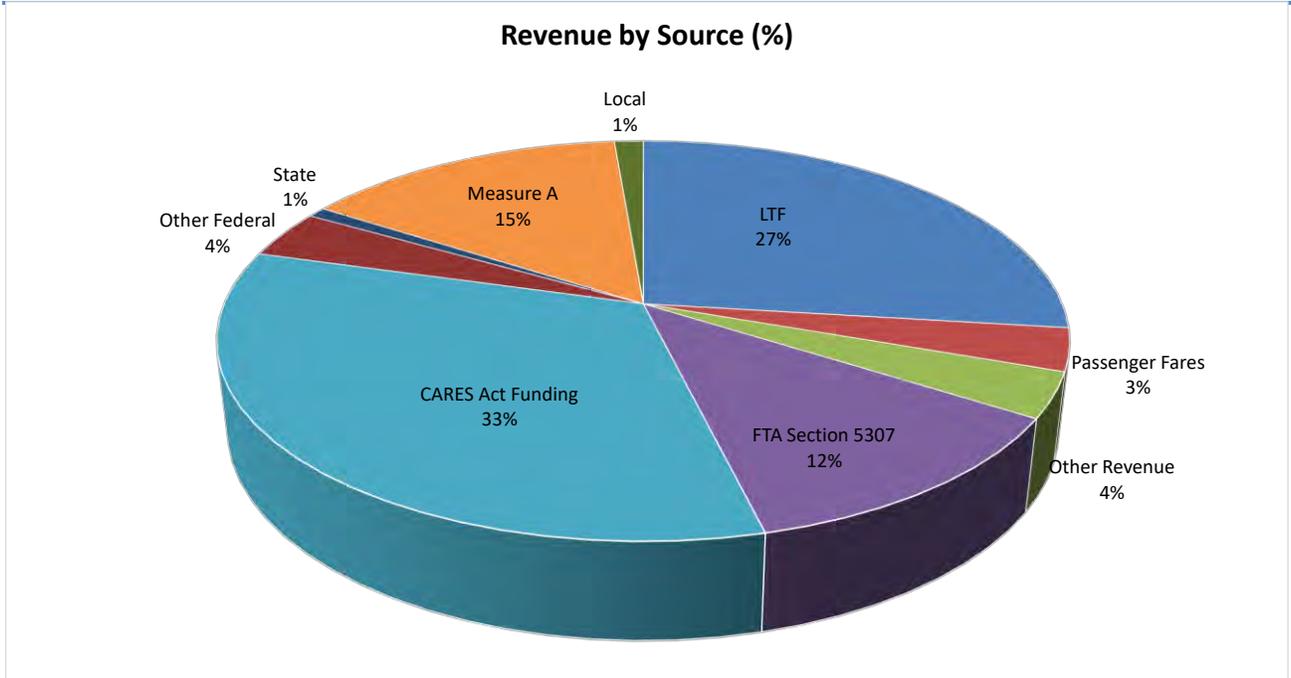
**Safety Office**

- 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
<b>Total Operating Revenue</b>	<b>40,840,150</b>	<b>36,062,000</b>	<b>\$ (4,778,150)</b>	<b>40,840,150</b>	<b>-</b>	

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.

## **REVENUE & FUNDING SOURCES**

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The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of 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**

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### **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**

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### **MEASURE A**

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

### **SUNFUELS**

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

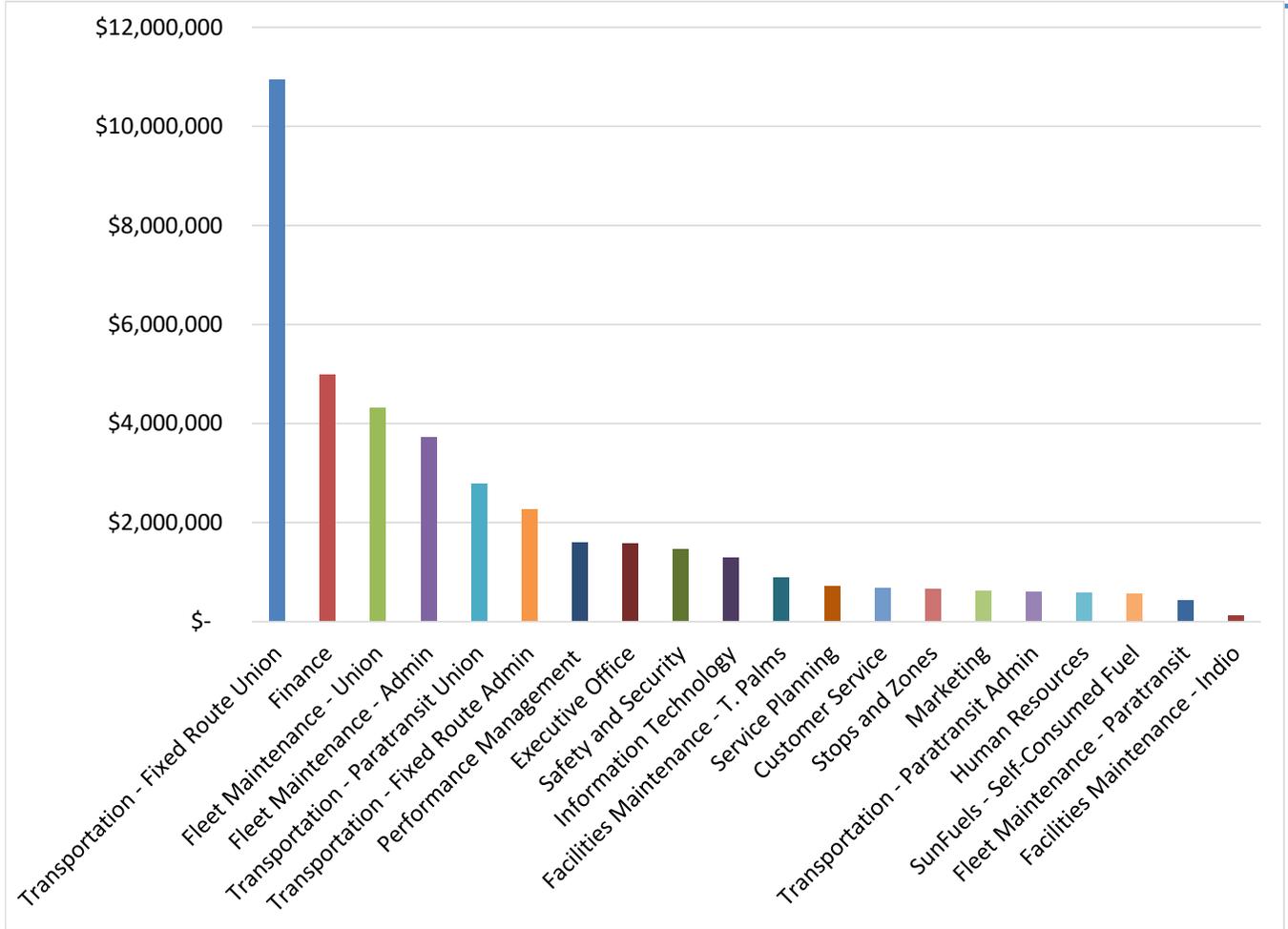
### **SRA OVERHEAD FEE REVENUE**

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

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

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

## EXPENSE SUMMARY

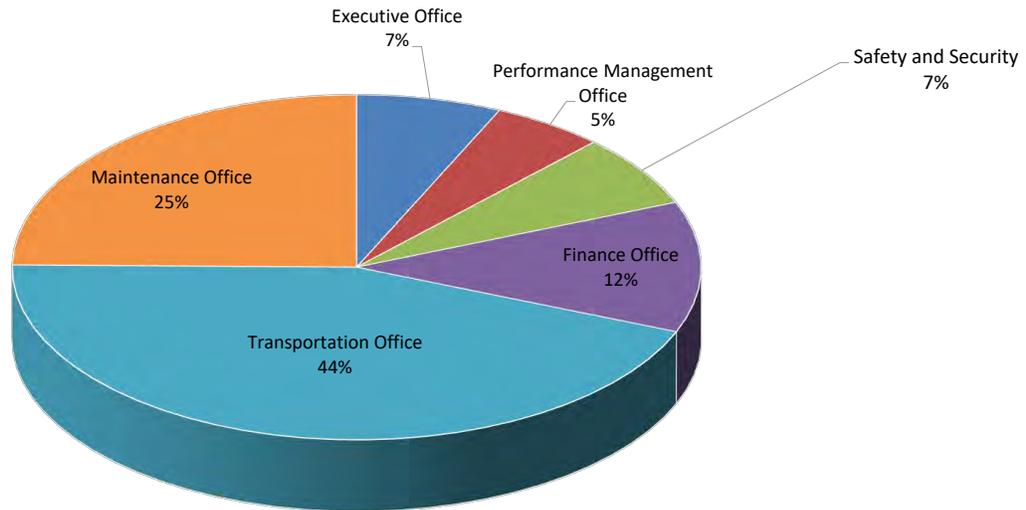


## EXPENSE SUMMARY

Division	Division Name	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
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)
<b>PERFORMANCE MANAGEMENT OFFICE</b>				
10	SunFuels - Self-consumed Fuel	329,382	564,873	235,491
44	Performance Management	2,079,167	1,593,761	(485,406)
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,231,428	1,471,387	239,959
42	Information Technology	1,279,567	1,292,673	13,106
<b>FINANCE OFFICE</b>				
41	Finance	4,435,631	4,997,549	561,918
<b>TRANSPORTATION OFFICE</b>				
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)
<b>MAINTENANCE OFFICE</b>				
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
<b>Total</b>		<b>40,840,150</b>	<b>40,840,150</b>	-

## EXPENSE SUMMARY BY OFFICE

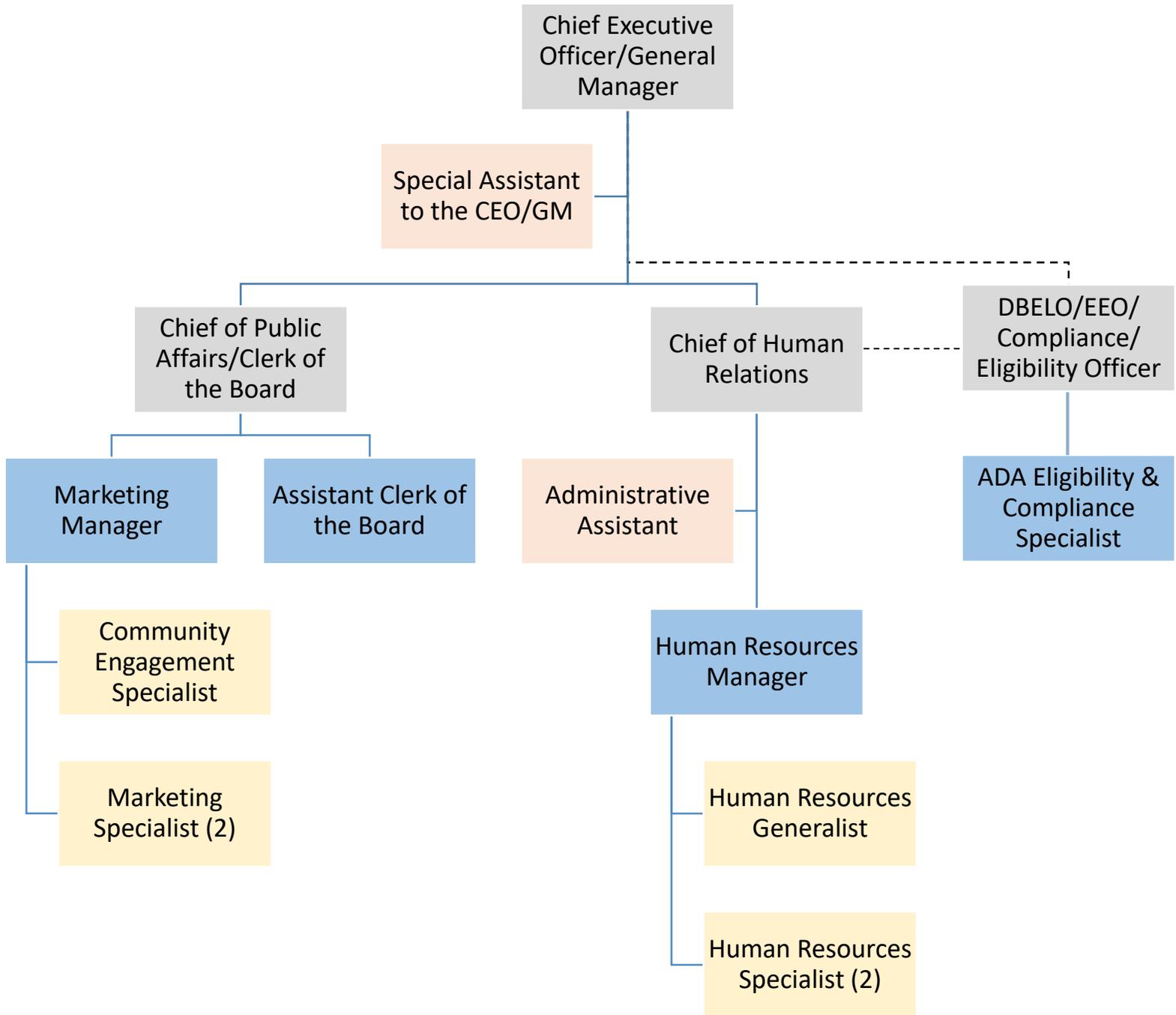
**SUMMARY OF EXPENSES BY OFFICE (%)**



Office	FY20 Approved Budget	FY21 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Marketing	-	613,899	2%
Human Resources	757,837	591,130	1%
Executive Office	1,717,734	1,578,298	4%
<b>Executive Office</b>	<b>2,475,571</b>	<b>2,783,327</b>	<b>7%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
SunFuels	329,382	564,873	1%
Performance Management	2,079,167	1,593,761	4%
<b>Performance Office</b>	<b>2,408,549</b>	<b>2,158,634</b>	<b>5%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,231,428	1,471,387	4%
Information Technology	1,279,567	1,292,673	3%
<b>Safety and Security Office</b>	<b>2,510,995</b>	<b>2,764,060</b>	<b>7%</b>
<b>FINANCE OFFICE</b>			
Finance	4,435,631	4,997,549	12%
<b>Finance Office</b>	<b>4,435,631</b>	<b>4,997,549</b>	<b>12%</b>
<b>TRANSPORTATION OFFICE</b>			
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%
<b>Transportation Office</b>	<b>19,365,922</b>	<b>18,007,834</b>	<b>44%</b>
<b>MAINTENANCE OFFICE</b>			
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%
<b>Maintenance Office</b>	<b>9,643,482</b>	<b>10,128,746</b>	<b>25%</b>
<b>Total Expenses</b>	<b>40,840,150</b>	<b>40,840,150</b>	<b>100%</b>

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# EXECUTIVE OFFICE



**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
5030303273 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
<b>Total Expenses</b>	-	-	-	-	<b>613,899</b>	<b>613,899</b>

- 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**

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**PERSONNEL SUMMARY**

<b>FY21 Physical Count</b>	<b>Classification</b>	<b>FY20 Base FTE's</b>	<b>FY21 Proposed Base FTE's</b>	<b>Variance</b>
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
<b>4</b>	<b>Total FTE's</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>

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

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	-	166,095	166,095
<b>5010201610 ADMIN SALARIES-OT</b>	-	3,000	3,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	-	92,504	92,504
<b>Sub-total</b>	-	<b>261,599</b>	<b>261,599</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	-	3,500	3,500
Public relations firm	-	120,000	120,000
Website hosting and support	-	30,000	30,000
<b>Sub-total</b>	-	<b>153,500</b>	<b>153,500</b>
<b>5030303260 ADVERTISING</b>			
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
<b>Sub-total</b>	-	<b>87,650</b>	<b>87,650</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	-	10,000	10,000
<b>Sub-total</b>	-	<b>10,000</b>	<b>10,000</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	-	11,000	11,000
<b>Sub-total</b>	-	<b>11,000</b>	<b>11,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	-	10,000	10,000
<b>Sub-total</b>	-	<b>10,000</b>	<b>10,000</b>

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
GFI	-	-	-
Rider's Guides	-	20,000	20,000
<b>Sub-total</b>	-	<b>20,000</b>	<b>20,000</b>
<b>5030303273 Anti-Human Trafficking Campaign</b>			
Costs associated with PSA for campaign	-	46,650	46,650
<b>Sub-total</b>	-	<b>46,650</b>	<b>46,650</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	-	5,000	5,000
<b>Sub-total</b>	-	<b>5,000</b>	<b>5,000</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
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
<b>Sub-total</b>	-	<b>3,000</b>	<b>3,000</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	-	5,500	5,500
<b>Sub-total</b>	-	<b>5,500</b>	<b>5,500</b>
<b>Total Expenses</b>	-	<b>613,899</b>	<b>613,899</b>

**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	FY21	Variance
				Approved Budget	Proposed Budget	
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)
<b>Total Expenses</b>	<b>934,320</b>	<b>726,857</b>	<b>563,630</b>	<b>757,837</b>	<b>591,130</b>	<b>(166,707)</b>

**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
<b>6</b>	<b>Total FTE's</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

Notes:

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

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

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

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

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

**EXECUTIVE OFFICE - HUMAN RESOURCES DETAIL**

**Division 32**

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

**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
<b>Total Expenses</b>	<b>973,372</b>	<b>1,589,600</b>	<b>1,270,907</b>	<b>1,717,734</b>	<b>1,578,298</b>	<b>(139,436)</b>

**EXECUTIVE OFFICE**

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Division 40

**PERSONNEL SUMMARY**

<b>FY21 Physical Count</b>	<b>Classification</b>	<b>FY20 Authorized FTEs</b>	<b>FY21 Requested FTEs</b>	<b>Variance</b>
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
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

**EXECUTIVE OFFICE DETAIL**

Division 40

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

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
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)
<b>Sub-Total</b>	<b>77,000</b>	<b>80,000</b>	<b>3,000</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
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	-
<b>Sub-Total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
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	-
<b>Sub-Total</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>

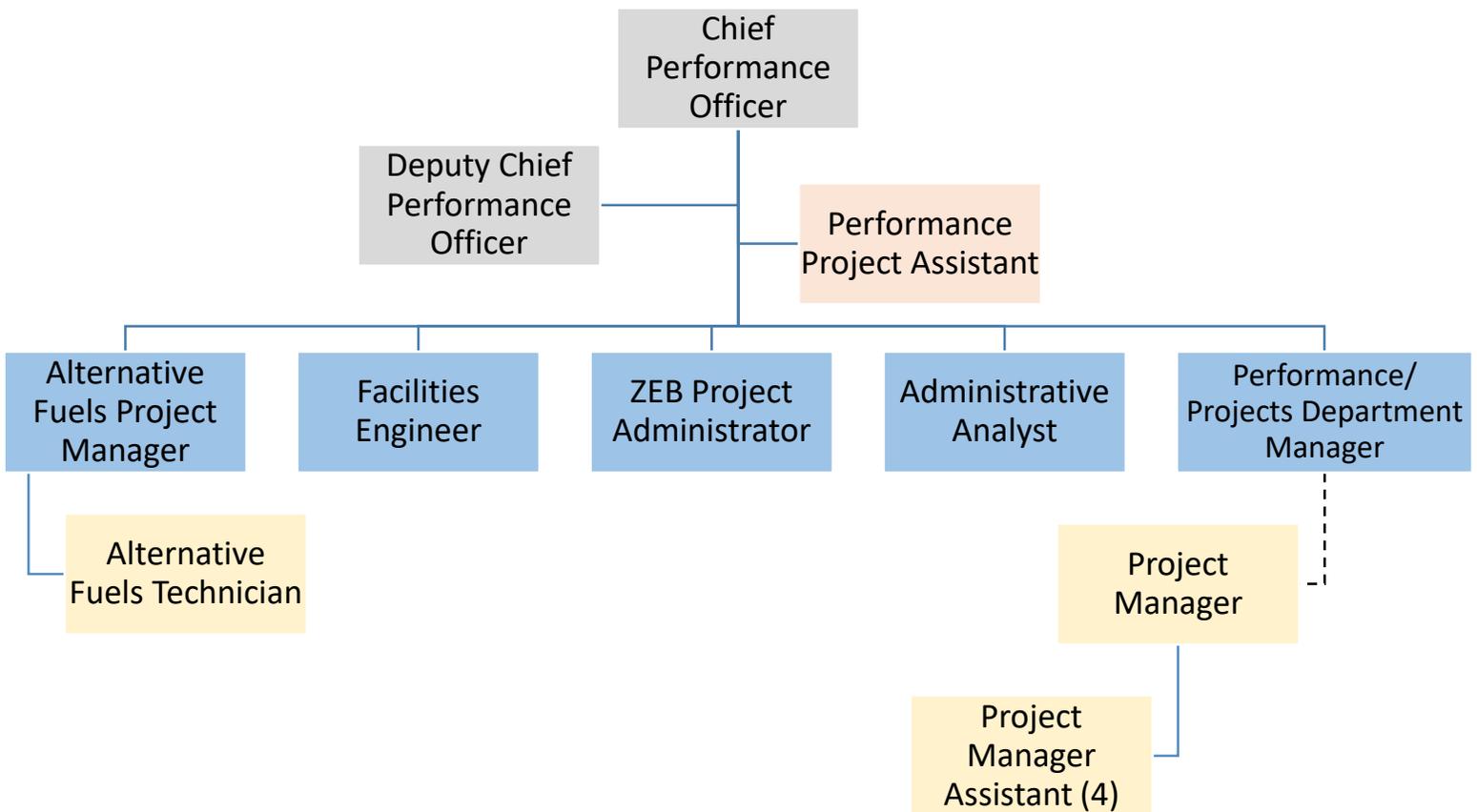
**EXECUTIVE OFFICE DETAIL**

Division 40

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Room for improvement funds (Paratransit reform)	50,000	25,000	(25,000)
<b>Sub-total</b>	<b>50,000</b>	<b>25,000</b>	<b>(25,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Bus Stop Analysis	92,573	102,000	9,427
General assessments	72,936	78,000	5,064
Leadership Consulting	115,016	120,000	4,984
<b>Sub-total</b>	<b>280,525</b>	<b>300,000</b>	<b>19,475</b>
<b>Total Expenses</b>	<b>1,717,734</b>	<b>1,578,298</b>	<b>(139,436)</b>

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# PERFORMANCE MANAGEMENT OFFICE



**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)
<b>Total Expenses</b>	<b>548,566</b>	<b>668,170</b>	<b>280,812</b>	<b>329,382</b>	<b>564,873</b>	<b>235,491</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

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Division 10

**PERSONNEL SUMMARY**

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

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	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
<b>Sub-total</b>	<b>209,589</b>	<b>222,208</b>	<b>12,619</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
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
<b>Sub-total</b>	<b>19,000</b>	<b>28,000</b>	<b>9,000</b>
<b>5030500011 CONTRACT SVC-H2</b>			
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)
<b>Sub-total</b>	<b>40,000</b>	<b>10,000</b>	<b>(30,000)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	1,600	2,400	800
<b>Sub-total</b>	<b>1,600</b>	<b>2,400</b>	<b>800</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	420	420	-
<b>Sub-total</b>	<b>420</b>	<b>420</b>	<b>-</b>
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	800	600	(200)
<b>Sub-total</b>	<b>800</b>	<b>600</b>	<b>(200)</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	3,500	3,000	(500)
<b>Sub-total</b>	<b>3,500</b>	<b>3,000</b>	<b>(500)</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
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)
<b>Sub-total</b>	<b>2,000</b>	<b>1,000</b>	<b>(1,000)</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
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	-	-	-
<b>Sub-total</b>	<b>3,000</b>	<b>1,500</b>	<b>(1,500)</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	750	900	150
Hardware	300	550	250
Stainless steel fittings & valves	450	550	100
<b>Sub-total</b>	<b>1,500</b>	<b>2,000</b>	<b>500</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for reformer	10,000	-	(10,000)
Parts for compressor	10,000	10,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>10,000</b>	<b>(10,000)</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
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	-
<b>Sub-total</b>	<b>30,000</b>	<b>18,328</b>	<b>(11,672)</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
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
<b>Sub-total</b>	<b>15,000</b>	<b>20,772</b>	<b>5,772</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	73,000	76,000	3,000
<b>Sub-total</b>	<b>73,000</b>	<b>76,000</b>	<b>3,000</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

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

**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
<b>Total Expenses</b>	<b>635,287</b>	<b>1,911,344</b>	<b>1,468,457</b>	<b>2,079,167</b>	<b>1,593,761</b>	<b>(485,406)</b>

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
<b>12</b>	<b>Total FTEs</b>	<b>12.00</b>	<b>12.00</b>	<b>0.00</b>

Notes

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

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

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

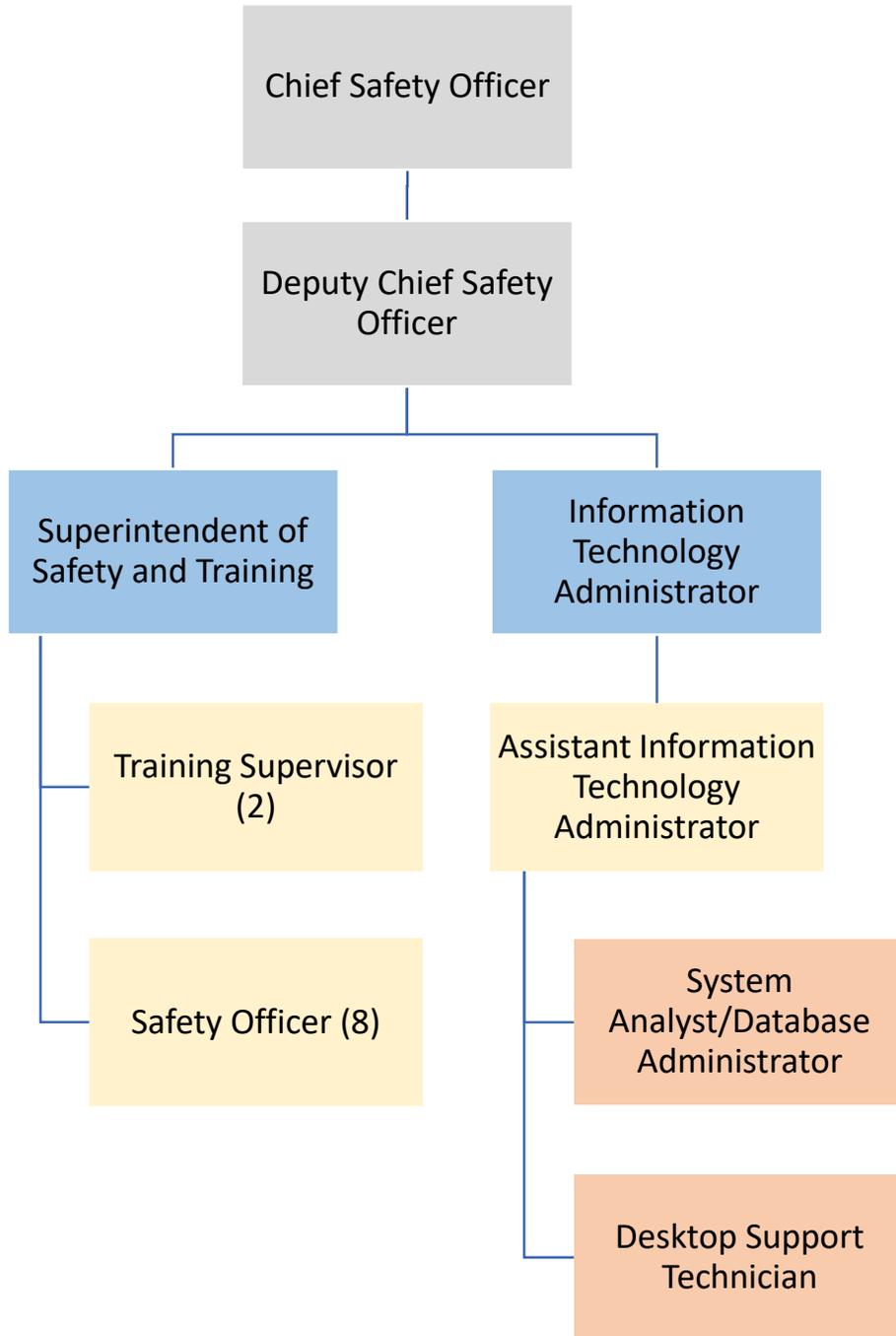
**PERFORMANCE MANAGEMENT OFFICE DETAIL**

**Division 44**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>509020000 TRAVEL-MEETINGS/TRAINING</b>			
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)
<b>Sub-total</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>509020001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	3,000	7,200	4,200
<b>Sub-total</b>	<b>3,000</b>	<b>7,200</b>	<b>4,200</b>
<b>509020004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University (Agency wide staff development courses)	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursement and misc. expenses	500	700	200
<b>Sub-total</b>	<b>500</b>	<b>700</b>	<b>200</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	317,000	341,076	24,076
Subject matter experts to supplement staff	85,000	-	(85,000)
<b>Sub-total</b>	<b>402,000</b>	<b>341,076</b>	<b>(60,924)</b>
<b>5090200005 Haul Pass</b>			
Haul Pass	-	25,000	25,000
<b>Sub-total</b>	<b>-</b>	<b>25,000</b>	<b>25,000</b>
<b>Total Expenses</b>	<b>2,079,167</b>	<b>1,593,761</b>	<b>(485,406)</b>

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# SAFETY AND SECURITY OFFICE



## SAFETY AND SECURITY OFFICE

### Division 15

#### FUNCTIONS & RESPONSIBILITIES

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

#### 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)
<b>Total Expenses</b>	<b>735,257</b>	<b>1,091,099</b>	<b>988,265</b>	<b>1,231,428</b>	<b>1,471,387</b>	<b>239,959</b>

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
<b>13</b>	<b>Total FTEs</b>	<b>9.50</b>	<b>12.75</b>	<b>3.25</b>

Notes:

- Added 3.25 Safety Officers to assist with new COVID-19 tempetaure 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 partime FTE to reflect allocated time for taxi administration responsibilities charged to SRA budget

**SAFETY AND SECURITY OFFICE**

**Division 15**

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

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
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)
<b>Sub-total</b>	<b>4,000</b>	<b>2,000</b>	<b>(2,000)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
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
<b>Sub-total</b>	<b>22,000</b>	<b>25,000</b>	<b>3,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Equipment for collision investigations	450	-	(450)
Mileage Reimbursments	-	100	100
<b>Sub-total</b>	<b>450</b>	<b>100</b>	<b>(350)</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	8,000	7,000	(1,000)
<b>Sub-total</b>	<b>8,000</b>	<b>7,000</b>	<b>(1,000)</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	50,000	15,000	(35,000)
<b>Sub-total</b>	<b>50,000</b>	<b>15,000</b>	<b>(35,000)</b>
<b>Total Expenses</b>	<b>1,231,428</b>	<b>1,471,387</b>	<b>239,959</b>

**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)
<b>Total Expenses</b>	<b>925,615</b>	<b>1,162,372</b>	<b>1,012,907</b>	<b>1,279,567</b>	<b>1,292,673</b>	<b>13,106</b>

**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
<b>4</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

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

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
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
<b>Sub-total</b>	<b>626,053</b>	<b>627,653</b>	<b>1,600</b>

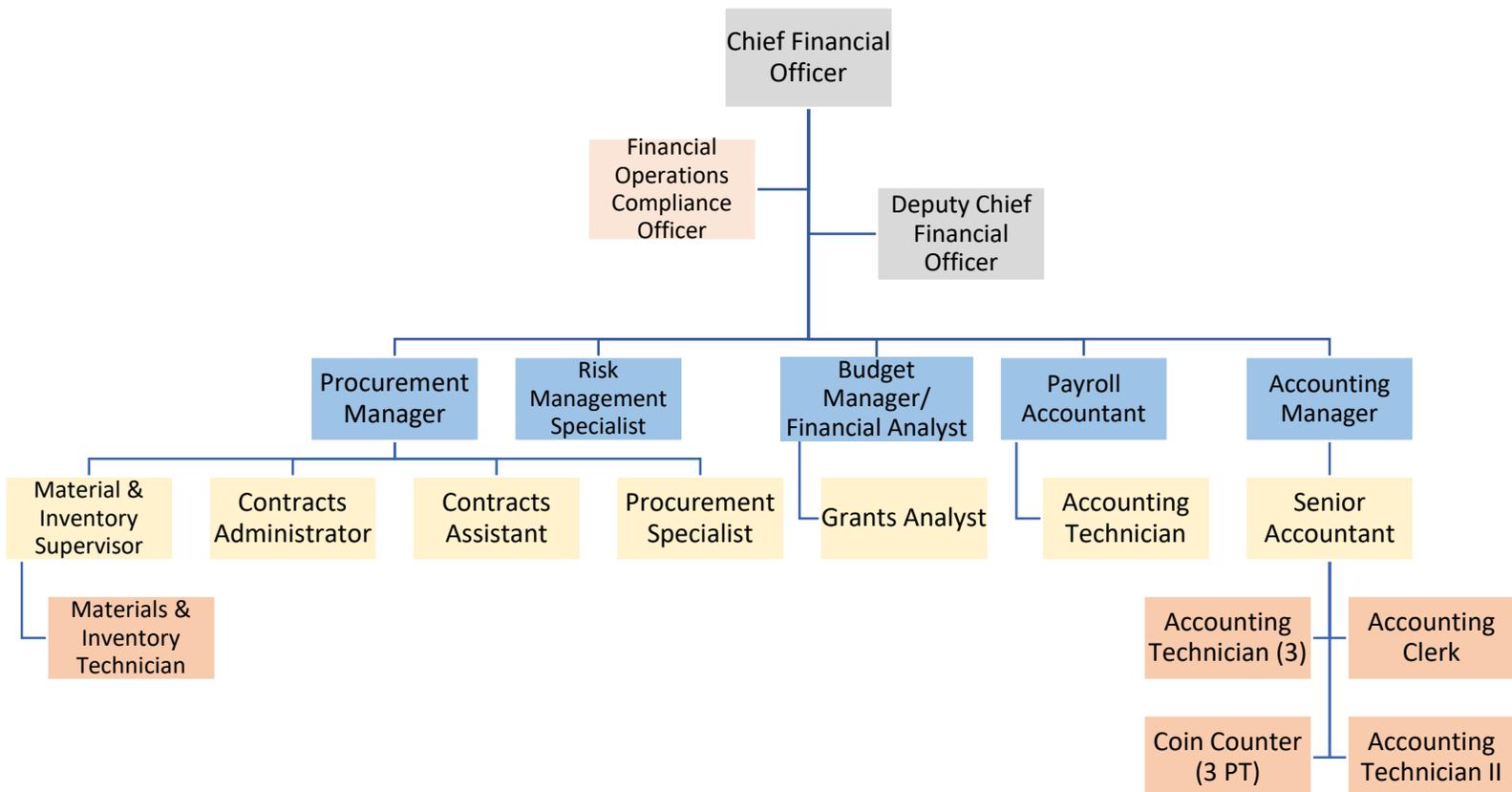
**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

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

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# FINANCE OFFICE



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**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
<b>Total Expenses</b>	<b>3,822,914</b>	<b>4,672,113</b>	<b>4,124,097</b>	<b>4,435,631</b>	<b>4,997,549</b>	<b>561,918</b>

**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
<b>24</b>		<b>Total FTEs</b>	<b>23.25</b>	<b>23.25</b>	<b>0.00</b>

Notes:

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

**FINANCE OFFICE DETAIL**

Division 41

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

**FINANCE OFFICE DETAIL**

Division 41

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

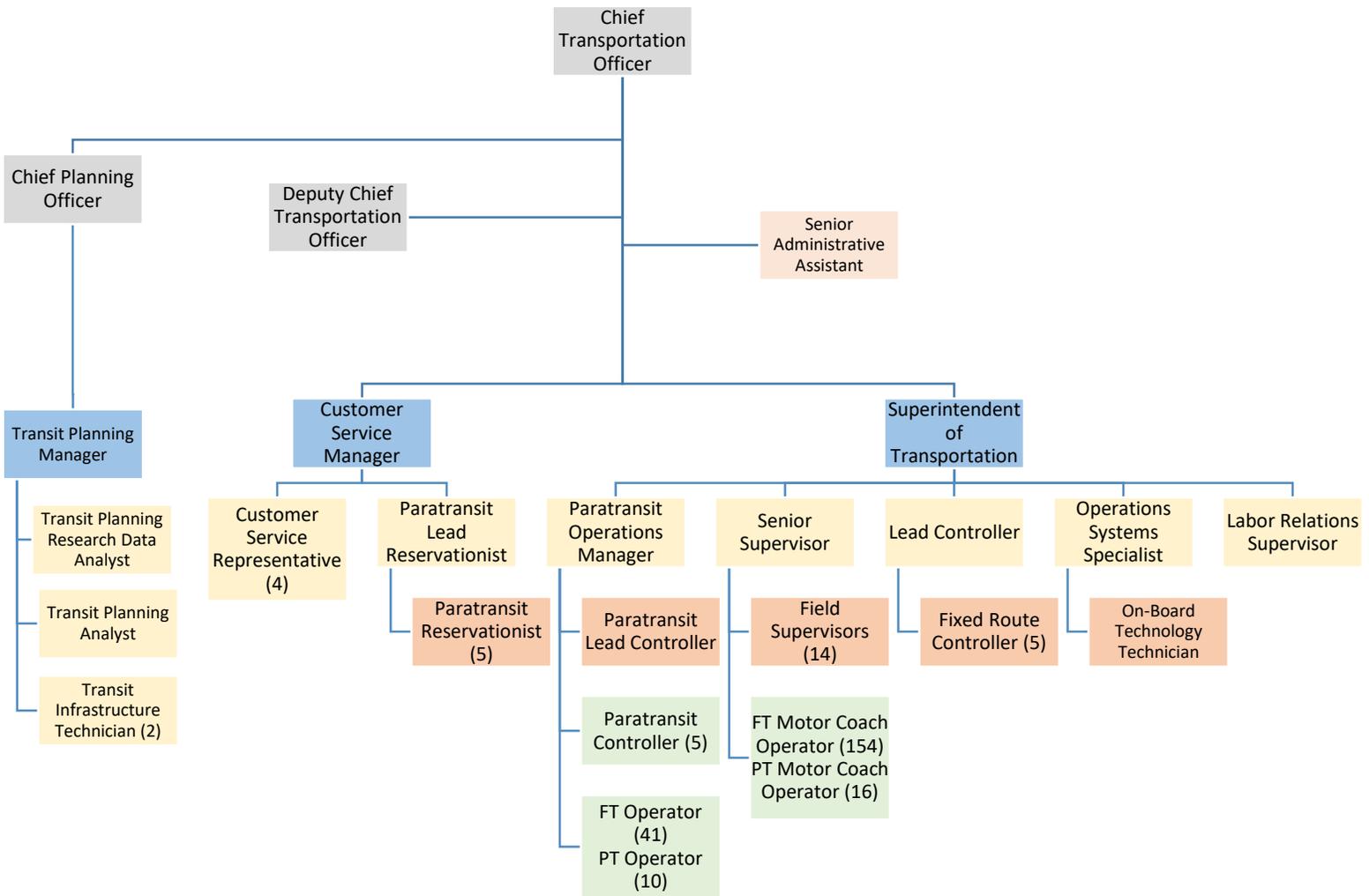
**FINANCE OFFICE DETAIL**

**Division 41**

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

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# TRANSPORTATION OFFICE



**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
<b>Total Expenses</b>	<b>1,497,648</b>	<b>2,216,284</b>	<b>984,026</b>	<b>2,426,610</b>	<b>2,265,591</b>	<b>(161,019)</b>

**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)
<b>Total Expenses</b>	<b>9,865,393</b>	<b>10,999,540</b>	<b>10,424,076</b>	<b>11,353,972</b>	<b>10,949,754</b>	<b>(404,218)</b>

**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	-
<b>Total Expenses</b>	<b>912,185</b>	<b>732,486</b>	<b>583,235</b>	<b>588,025</b>	<b>605,239</b>	<b>17,214</b>

**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)
<b>Total Expenses</b>	<b>2,494,148</b>	<b>2,730,371</b>	<b>2,755,770</b>	<b>2,788,086</b>	<b>2,783,777</b>	<b>(4,309)</b>

**PERSONNEL SUMMARY**

FY21 Physical Count	Classification	FY20 Approved Budget	FY21 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
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)
<b>198</b>	<b>Sub-Total</b>	<b>194.00</b>	<b>194.00</b>	<b>0.00</b>
	<b>Paratransit</b>			
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
<b>56</b>	<b>Sub-Total</b>	<b>54.00</b>	<b>54.00</b>	<b>0.00</b>
<b>254</b>	<b>Total FTEs</b>	<b>248.00</b>	<b>248.00</b>	<b>0.00</b>

**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
<b>5010200500 ADMIN SALARIES</b>	1,274,237	1,216,843	(57,394)
<b>5010201610 ADMIN SALARIES-OT</b>	43,092	41,000	(2,092)
<b>5010700001 GRANT ALLOCATED SALARIES</b>	-	-	-
<b>5029999999 TOTAL FRINGE BENEFITS</b>	970,395	880,482	(89,913)
<b>Sub-total</b>	<b>2,287,724</b>	<b>2,138,325</b>	<b>(149,399)</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	58,000	30,829	(27,171)
Uniform rental	9,226	9,226	-
<b>Sub-total</b>	<b>67,226</b>	<b>40,055</b>	<b>(27,171)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	7,274	7,500	226
<b>Sub-total</b>	<b>7,274</b>	<b>7,500</b>	<b>226</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,260	1,260	-
<b>Sub-total</b>	<b>1,260</b>	<b>1,260</b>	<b>-</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	1,251	1,251	-
<b>Sub-total</b>	<b>1,251</b>	<b>1,251</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
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)
<b>Sub-total</b>	<b>16,200</b>	<b>12,400</b>	<b>(3,800)</b>



**TRANSPORTATION OFFICE -TRANSPORTATION DETAIL**

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

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

**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
<b>Total Expenses</b>	<b>765,953</b>	<b>1,074,337</b>	<b>1,043,494</b>	<b>1,266,249</b>	<b>685,691</b>	<b>(580,558)</b>

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
<b>11</b>	<b>Total FTEs</b>	<b>15.00</b>	<b>11.00</b>	<b>(4.00)</b>

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
<b>5010200500 ADMIN SALARIES</b>	530,172	343,217	(186,955)
<b>5010201610 ADMIN SALARIES-OT</b>	12,000	10,500	(1,500)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	451,577	250,134	(201,443)
<b>Sub-total</b>	<b>993,749</b>	<b>603,851</b>	<b>(389,898)</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	3,500	-	(3,500)
Public relations firm	84,500	-	(84,500)
Website hosting and support	25,000	-	(25,000)
<b>Sub-total</b>	<b>113,000</b>	<b>-</b>	<b>(113,000)</b>
<b>5030303260 ADVERTISING</b>			
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)
<b>Sub-total</b>	<b>32,000</b>	<b>-</b>	<b>(32,000)</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	5,000	-	(5,000)
<b>Sub-total</b>	<b>5,000</b>	<b>-</b>	<b>(5,000)</b>
<b>5030303271 MUSIC FESTIVAL</b>			
Costs associated with the 111 Music Festival	10,000	-	(10,000)
<b>Sub-total</b>	<b>10,000</b>	<b>-</b>	<b>(10,000)</b>
<b>5030303280 CITY REVENUE SHARING</b>			
Cost associated with advertising in various cities	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	12,000	10,640	(1,360)
<b>Sub-total</b>	<b>12,000</b>	<b>10,640</b>	<b>(1,360)</b>

**TRANSPORTATION OFFICE - CUTOMER SERVICE**

**Division 45**

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

**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	-	-	-	-
<b>Total Expenses</b>	<b>651,661</b>	<b>821,818</b>	<b>629,155</b>	<b>942,980</b>	<b>717,782</b>	<b>(225,198)</b>

**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
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

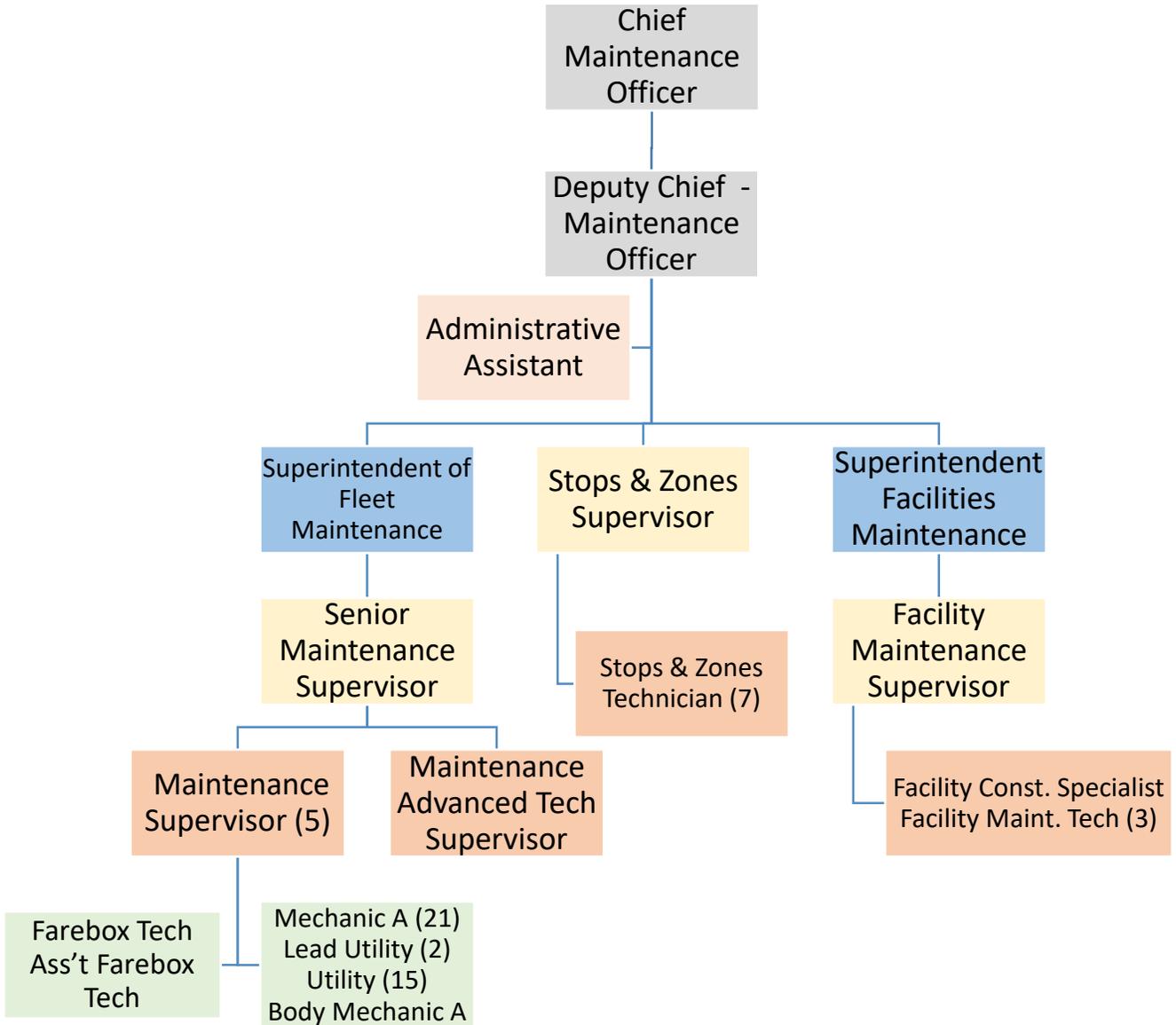
**TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL**

Division 49

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

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# MAINTENANCE OFFICE



**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
<b>Total Expenses</b>	<b>2,373,369</b>	<b>3,050,244</b>	<b>2,865,937</b>	<b>3,179,429</b>	<b>3,723,394</b>	<b>543,965</b>

**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
<b>Total Expenses</b>	<b>3,729,915</b>	<b>4,128,497</b>	<b>4,146,833</b>	<b>4,271,927</b>	<b>4,326,789</b>	<b>54,862</b>

**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)
<b>Total Expenses</b>	<b>439,830</b>	<b>478,352</b>	<b>401,845</b>	<b>536,637</b>	<b>428,248</b>	<b>(108,389)</b>

**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	
15	Utility	12.00	15.00	3.00
<b>53</b>	<b>Total FTEs</b>	<b>49.00</b>	<b>52.00</b>	<b>3.00</b>

**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.

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

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

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>504020002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	12,600	11,874	(726)
<b>Sub-total</b>	<b>12,600</b>	<b>11,874</b>	<b>(726)</b>
<b>504020003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	200	183	(17)
<b>Sub-total</b>	<b>200</b>	<b>183</b>	<b>(17)</b>
<b>504990001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	2,045	2,107	62
<b>Sub-total</b>	<b>2,045</b>	<b>2,107</b>	<b>62</b>
<b>5049900025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,000	1,250	250
<b>Sub-total</b>	<b>1,000</b>	<b>1,250</b>	<b>250</b>
<b>509020000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	6,000	19,919	13,919
<b>Sub-total</b>	<b>6,000</b>	<b>19,919</b>	<b>13,919</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	700	750	50
<b>Sub-total</b>	<b>700</b>	<b>750</b>	<b>50</b>
<b>Total Expenses</b>	<b>3,179,429</b>	<b>3,723,394</b>	<b>543,965</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

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

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

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

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

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

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

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

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

**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
<b>Total Expenses</b>	<b>788,831</b>	<b>858,010</b>	<b>849,938</b>	<b>901,025</b>	<b>882,041</b>	<b>(18,984)</b>

**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)
<b>Total Expenses</b>	<b>104,104</b>	<b>116,450</b>	<b>99,592</b>	<b>115,100</b>	<b>115,120</b>	<b>20</b>

**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
<b>6</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	118,384	113,438	(4,946)
<b>5010201210 GROUNDSKEEPER WAGES</b>	146,484	138,970	(7,514)
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	4,000	4,297	297
<b>5010700000 ALLOCATED SALARIES</b>	(2,080)	(1,752)	328
<b>5029999999 TOTAL FRINGE BENEFITS</b>	176,842	151,649	(25,193)
<b>Sub-total</b>	<b>443,630</b>	<b>406,602</b>	<b>(37,028)</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	3,500	3,570	70
Bio Hazard material removal	15,500	16,000	500
<b>Sub-total</b>	<b>19,000</b>	<b>19,570</b>	<b>570</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
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
<b>Sub-total</b>	<b>38,850</b>	<b>40,016</b>	<b>1,166</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	58,260	60,008	1,748
<b>Sub-total</b>	<b>58,260</b>	<b>60,008</b>	<b>1,748</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	8,000	8,240	240
<b>Sub-total</b>	<b>8,000</b>	<b>8,240</b>	<b>240</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	1,800	1,800	-
<b>Sub-total</b>	<b>1,800</b>	<b>1,800</b>	<b>-</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>



**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

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



**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

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

## 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	-
<b>Total Expenses</b>	<b>534,844</b>	<b>615,697</b>	<b>622,860</b>	<b>639,364</b>	<b>653,154</b>	<b>13,790</b>

#### 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
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**MAINTENANCE OFFICE: STOPS & ZONES DETAILS**

Division 25

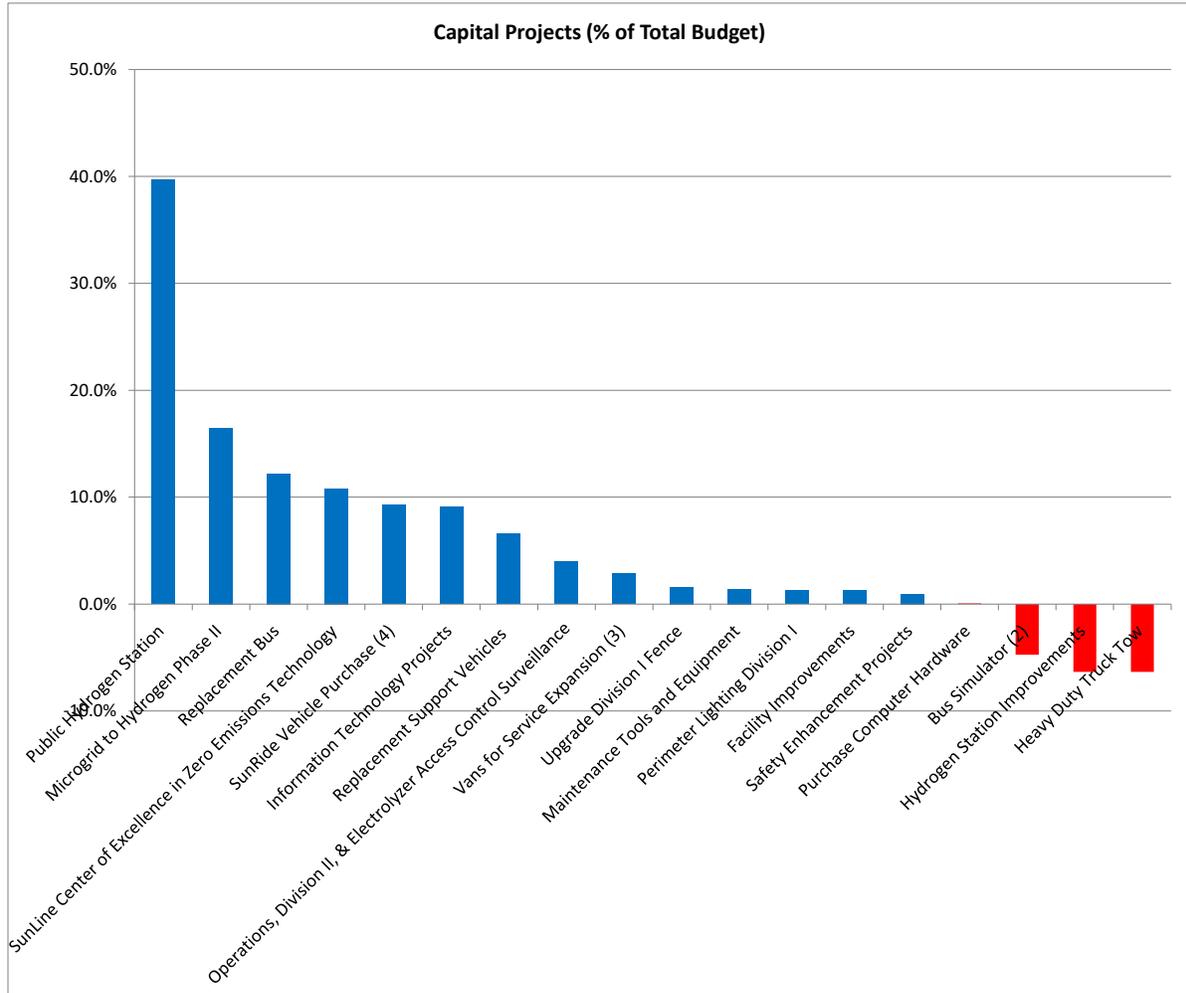
General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	55,008	52,626	(2,382)
<b>5010201500 BARGAINING SALARIES</b>	307,946	328,141	20,195
<b>5010201510 BARGAINING OVERTIME</b>	7,700	8,240	540
<b>5029999999 TOTAL FRINGE BENEFITS</b>	212,130	201,425	(10,705)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

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# CAPITAL BUDGET

## 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**

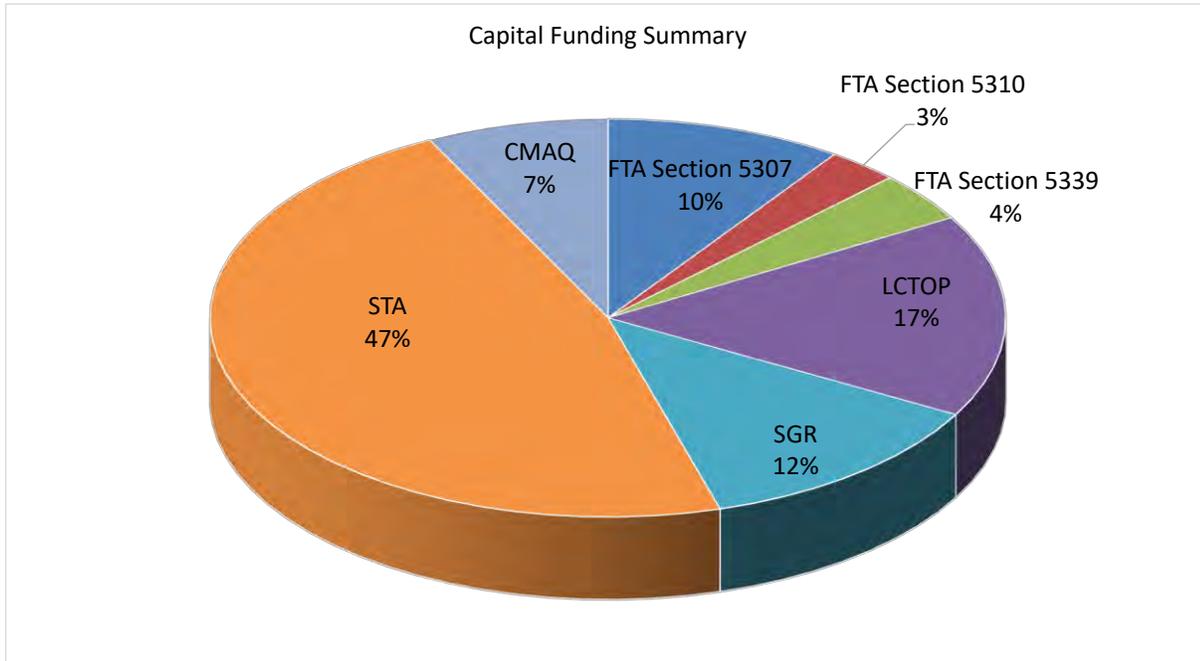
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**CAPITAL BUDGET SUMMARY**

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)
<b>TOTAL</b>	<b>6,298,206</b>	<b>6,298,206</b>

**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)
<b>Total Funds Requested by Fiscal Year</b>	<b>12,711,407</b>	<b>6,298,206</b>	<b>(6,413,201)</b>

**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)
<b>Total</b>	<b>2,968,598</b>	<b>779,796</b>	<b>607,400</b>	<b>183,320</b>	<b>255,000</b>	<b>1,038,101</b>	<b>-</b>	<b>465,991</b>	<b>6,298,206</b>
<b>Total FY21 Proposed Budget</b>									<b>\$ 6,298,206</b>

**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
<b>Total</b>	<b>1,038,101</b>

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
<b>Total Funds by FY</b>		-	<b>1,038,101</b>	<b>1,038,101</b>
			<b>Estimated Total Funds at Completion</b>	<b>1,038,101</b>

**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
<b>Total</b>	<b>768,000</b>

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
<b>Total</b>		-	<b>768,000</b>	<b>768,000</b>
			<b>Estimated Total Funds at Completion</b>	<b>768,000</b>

**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
<b>Total</b>	<b>582,489</b>

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
<b>Total</b>		-	582,489	582,489
<b>Estimated Total Funds at Co1mpletion</b>				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
<b>Total</b>	<b>179,200</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	179,200	179,200
<b>Total</b>		-	179,200	179,200
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>4,120</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
5310 OB	Federal	-	4,120	4,120
<b>Total Funds by FY</b>		-	4,120	4,120
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>679,796</b>

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
<b>Total Funds by FY</b>		-	679,796	679,796
			<b>Estimated Total Funds at Completion</b>	<b>679,796</b>

**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
<b>Total</b>	<b>2,500,000</b>

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
<b>Total Funds by FY</b>		-	2,500,000	2,500,000
			<b>Estimated Total Funds at Completion</b>	<b>2,500,000</b>

**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
<b>Total</b>	<b>60,000</b>

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
<b>Total Funds by FY</b>		-	60,000	60,000
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>100,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
SGR PUC99314	State	-	100,000	100,000
<b>Total Funds by FY</b>		-	100,000	100,000
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>89,500</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	89,500	89,500
<b>Total Funds by FY</b>		-	89,500	89,500
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>415,000</b>

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	415,000	415,000
<b>Total Funds by FY</b>		-	415,000	415,000
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>570,800</b>

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
<b>Total Funds by FY</b>		-	570,800	570,800
<b>Estimated Total Funds at Completion</b>				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
<b>Total</b>	<b>250,000</b>

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
<b>Total Funds by FY</b>		-	250,000	250,000
			<b>Estimated Total Funds at Completion</b>	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
<b>Total</b>	<b>80,000</b>

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

Funding Sources	Type	Estimated LTD Expenses	FY 20 Proposed Budget	Total Funds at Completion
STA PUC99313	State	-	80,000	80,000
<b>Total Funds by FY</b>		-	80,000	80,000
			<b>Estimated Total Funds at Completion</b>	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)
<b>Total</b>	<b>(400,000)</b>

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

**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)
<b>Total</b>	<b>(400,000)</b>

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

**Bus Simulator (2)**

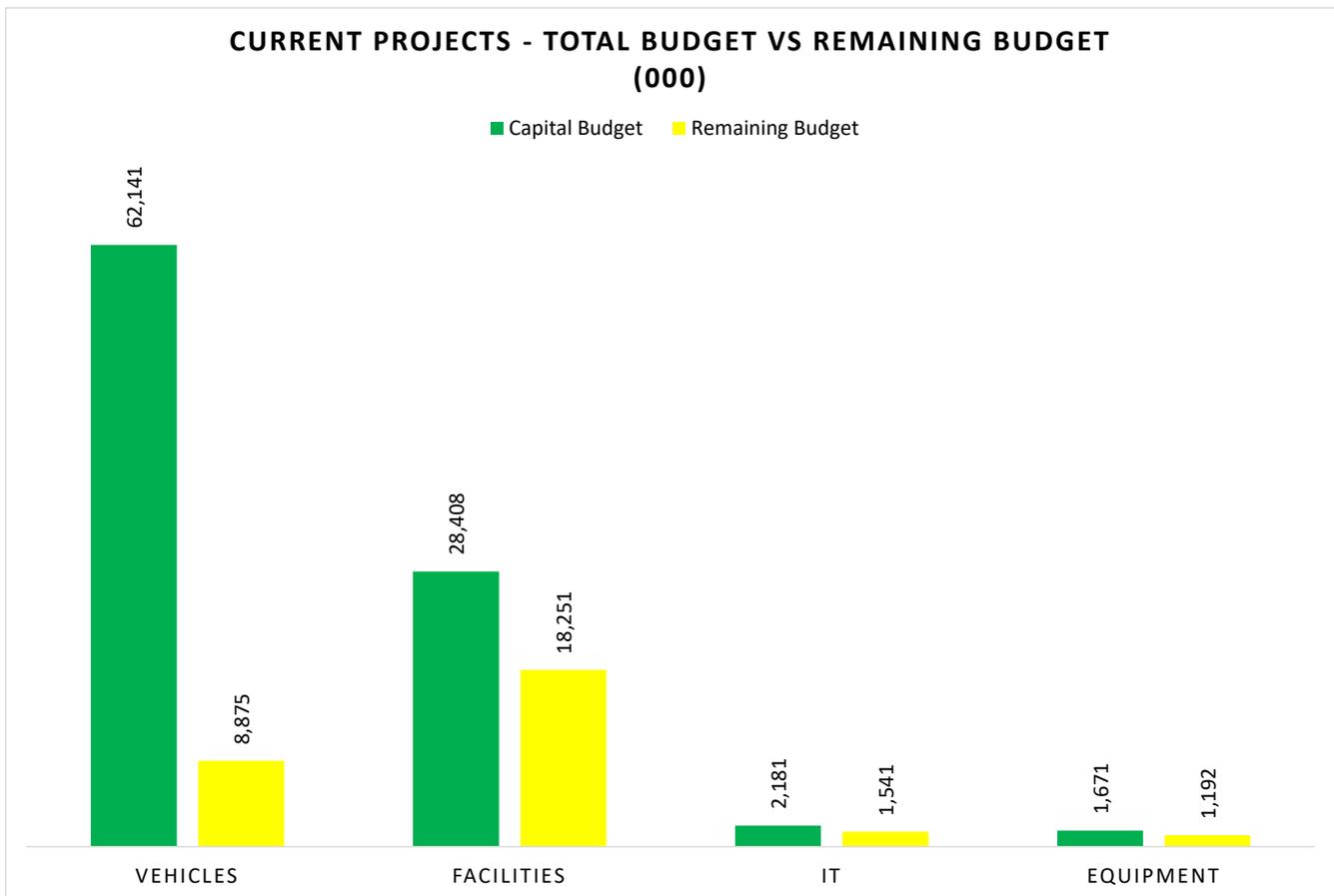
This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.

**PROJECT TYPE:**

Project Budget	Total Project Budget
Bus Simulator (2)	(298,800)
<b>Total</b>	<b>(298,800)</b>

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

## 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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045

**TOGETHER  
WE ARE STRONGER**

THANK YOU TO ALL OF THOSE  
WHO HAVE KEPT US MOVING

[SunLine.org/cvstrong](http://SunLine.org/cvstrong) #CoachellaValleyStrong

The advertisement is displayed on a bus stop shelter. The shelter has a dark frame and a light-colored roof. The number "045" is visible on the top right corner of the shelter. The advertisement itself is a rectangular panel with a light blue background. It features several icons of people in various professions (a doctor, a construction worker, a person in a hard hat, a person in a uniform, a person in a lab coat, a person in a hard hat, a person in a uniform, a person in a hard hat) each inside a gear. The text "TOGETHER WE ARE STRONGER" is prominently displayed in the center. Below it, the text "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING" is written in a smaller font. At the bottom of the advertisement, the SunLine Transit Agency logo is visible, along with the website "SunLine.org/cvstrong" and the hashtag "#CoachellaValleyStrong".

**SunLine Transit Agency**

**DATE:** June 24, 2020 **ACTION**

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

**FROM:** Tony Cohen, Chief Maintenance Officer

**RE:** Purchase of Five (5) Hydrogen Fuel Cell Buses

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with New Flyer of America, Inc. to purchase five (5) 40-foot low floor Hydrogen Fuel Cell buses, for a total cost not to exceed \$5,954,922 including tax, upon approval as to form by general counsel.

**Background**

This procurement will replace five (5) Compressed Natural Gas (CNG) buses that have passed their useful life cycle in accordance with FTA guidelines. The expansion of SunLine's zero emission fleet meets the spirit of the Board's 1993 directive to operate the most environmental friendly, alternatively fueled vehicles available. Further, this purchase enhances SunLine's position as an industry leader and advocate for hydrogen as a transportation power source and helps the organization towards meeting the goals of the State of California's Innovative Clean Transit (ICT) plan.

SunLine will use an existing State of California purchase agreement to procure the five (5) Hydrogen Fuel Cell buses from New Flyer of America, Inc.

In October, 2019 SunLine applied for a competitive grant from the Volkswagen Mitigation Environmental funds to purchase three (3) Hydrogen Fuel Cell buses. In April 2020, a notice of approval was received by SunLine. These funds, combined with Board approved federal and state funding sources programmed in FY16 and FY20, provides SunLine the opportunity to acquire a total of five (5) Hydrogen Fuel Cell buses.

**Financial Impact**

The financial impact of \$5,954,922 will utilize Volkswagen Mitigation Environmental funds in the amount of \$1,200,000 as well as \$4,754,922 budgeted in the FY16 and FY20 Short Range Transit Plans, utilizing federal and state funding.

## SunLine Transit Agency

**DATE:** June 24, 2020 **ACTION**

**TO:** Strategic Planning & Operational Committee  
Board of Directors

**FROM:** Rohan Kuruppu, Chief Planning Consultant

**RE:** Approval of FY 2021-2023 Refueled Short Range Transit Plan (SRTP)

---

### **Recommendation**

Recommend that the Board of Directors adopt the 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 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.

This item was presented to the Board Strategic Planning & Operational Committee and Board of Directors on May 27, 2020 and subsequently staff began outreach meetings with member agencies. Next, staff will further discuss plans with each of the respective cities followed by community engagement and stakeholder involvement through multiple webinars to gather public input and establish implementation priorities. Lastly, staff will hold mandatory public hearings prior to finalizing the plan. The final Refueled service implementation plan will be presented to the Board of Directors for consideration in the fall.

Community and stakeholder input received during the outreach process will result in some changes to the plan. Based on early input received, a minor alignment change was made to proposed Route 4 to operate on Avenida Maravilla, instead of Landau between Vista Chino and Avenue 30 in Cathedral City. Staff also added additional landmarks and better positioned them to enhance the proposed route maps in Appendix B of the SRTP. No changes were made to the actual content of the plan since it was presented to the Board of Directors and the Committee on May 27, 2020.

**Financial Impact**

The operating and capital costs have been budgeted for in the FY2021 budget.

# SHORT RANGE TRANSIT PLAN



FY 2021–2023  
FINAL



# 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

# Contents

Executive Summary ..... ES-1

Chapter 1 System Overview and Service Profile ..... 1

1.1 Description of Service Area ..... 1

1.2 Population Profile and Demographics ..... 3

1.3 Description of Fixed Route and Paratransit Services ..... 6

1.4 Description of Ridership, Revenue Miles, and Revenue Hours by Mode/  
Route Classification..... 11

1.5 Current Fare Structure ..... 12

1.6 Revenue Fleet ..... 14

1.7 Existing Transit Facilities and Bus Stop Amenities ..... 15

1.8 Existing Coordination between Transit Agencies and Private Providers .... 15

1.9 Review of Previous Studies and Plans..... 18

Chapter 2 Existing Service and Route Performance ..... 19

2.1 Description of Key Performance Indicators ..... 19

2.2 Service Performance ..... 24

2.3 Productivity Improvement Efforts Underway..... 31

2.4 Major Trip Generators ..... 32

Chapter 3 Future Service Plans, Fare Changes, Capital Planning,  
and Marketing..... 35

3.1 Planned Service Changes FY2021-2023 ..... 37

3.2 Future Marketing Plans, Studies, and Promotions ..... 37

3.3 Projected Ridership Growth FY2021-2023 ..... 40

3.4 Proposed Fare Structure Changes ..... 40

3.5 Capital Improvement Planning ..... 42

3.6 SunLine Refueled – Long-term Vision..... 46

Chapter 4 Financial Planning ..... 49

4.1 Operating and Capital Budget ..... 49

4.2 Funding Plans to Support Proposed Operating and Capital Program ..... 50

4.3 Regulatory and Compliance Requirements ..... 53

**SRTP Tables**

Appendix A - SunLine Existing Route Profiles

Appendix B - Refueled Route Profiles

Appendix C - Zero-emission Bus Implementation Plan



# Figures

Figure ES.1	SunLine Fixed Route Average Weekday Ridership 2020 (January – April) .....	ES-1
Figure ES.2	SunLine Fixed Route Average Weekday Ridership 2020 (January – April) Percent Change .....	ES-2
Figure ES.3	Percent Change Fixed Route Ridership Relative to 2010.....	ES-3
Figure ES.4	Financially Unconstrained Transit Redesign .....	ES-6
Figure 1.1	SunLine Service Area .....	2
Figure 1.2	Riverside County Population Growth Projections .....	5
Figure 1.3	Coachella Valley Population Growth Projections.....	5
Figure 1.4	Growth Projections for Jurisdictions in the SunLine Service Area .....	6
Figure 1.5	SB535 Disadvantaged Communities .....	7
Figure 1.6	SunLine System Map .....	9
Figure 1.7	College of the Desert Microtransit Pilot Service Area .....	10
Figure 1.8	Transit System Performance, FY2018–2019 .....	12
Figure 1.9	Existing SunLine Fare Structure .....	13
Figure 1.10	SunLine Support Vehicle Summary.....	15
Figure 1.11	Weekday Service: Top 10 Stops Served .....	16
Figure 1.12	Weekend Service: Top 10 Stops Served .....	16
Figure 2.1	Load Standards.....	21
Figure 2.2	Bus Deployment.....	21
Figure 2.3	System Ridership Comparison - 5 years .....	25
Figure 2.4	SunBus Ridership Change.....	25
Figure 2.5	Fixed Route Ridership Comparison - 5 years .....	26
Figure 2.6	Fixed Route Performance, FY2020–2021.....	26
Figure 2.7	Paratransit System Performance, FY2018–2019 .....	27
Figure 2.8	SunDial Ridership Comparison - 5 years .....	27
Figure 2.9	Taxi Businesses.....	28
Figure 2.10	Home-based Work Trip Attractions .....	33
Figure 2.11	Home-based Other Trip Attractions.....	34
Figure 3.1	SunLine Incremental Fare Increase Program .....	41
Figure 3.2	Status of SunLine’s Capital Projects.....	43
Figure 3.3	Financially Unconstrained Transit Redesign .....	48
Figure 4.1	Operating and Capital Costs - FY2021 .....	51
Figure 4.2	Operating and Capital Costs - FY2022 .....	52
Figure 4.3	Operating and Capital Costs - FY2023 .....	53

# 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)

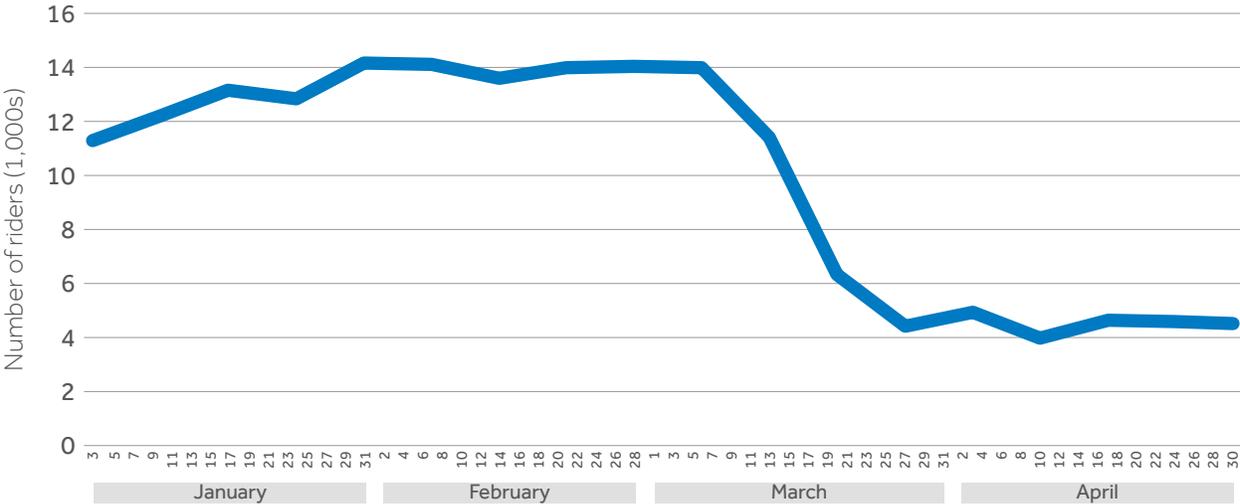
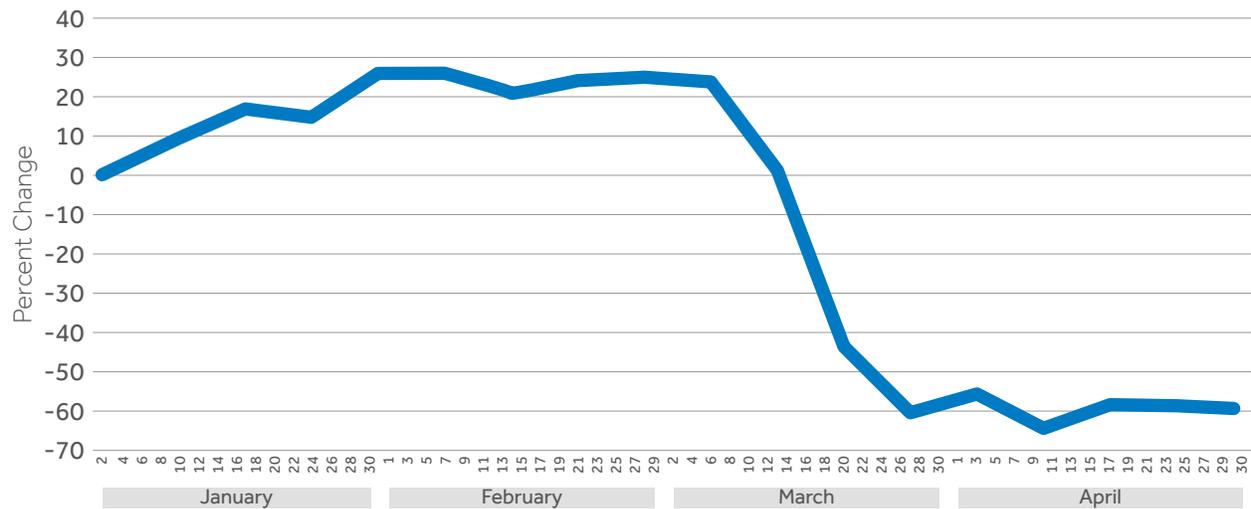


Figure ES.2 SunLine Fixed Route Average Weekday Ridership 2020 (January – April)  
Percent Change



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

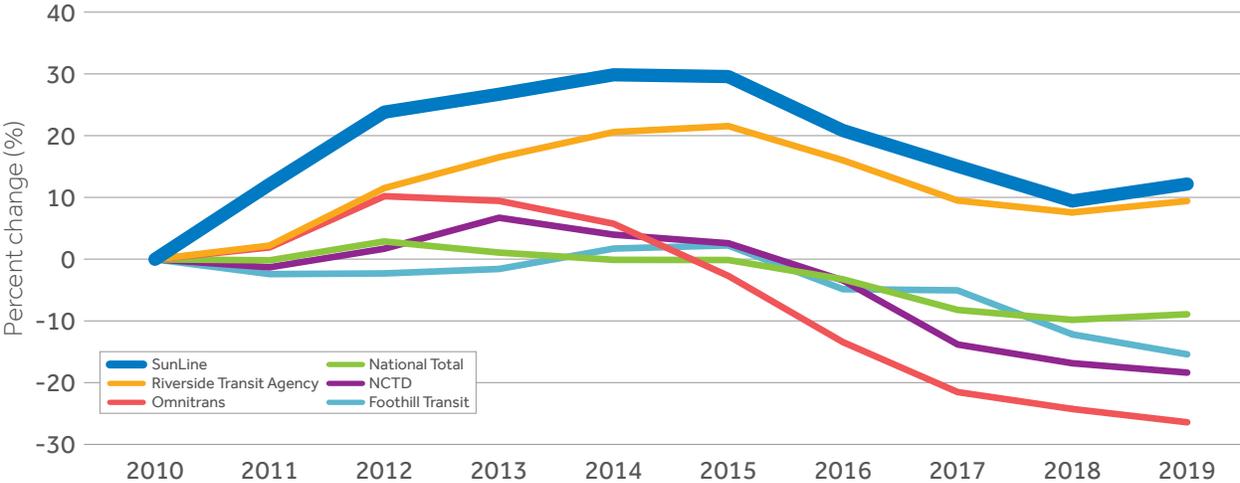
Looking forward, once a state of normalcy is reached, SunLine's bold Refueled: FY2021-2023 SRTP to recast its future, prepared with the guidance provided by the Board of Directors, input received from the residents who use transit, and a robust data analysis will be presented to the public for review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

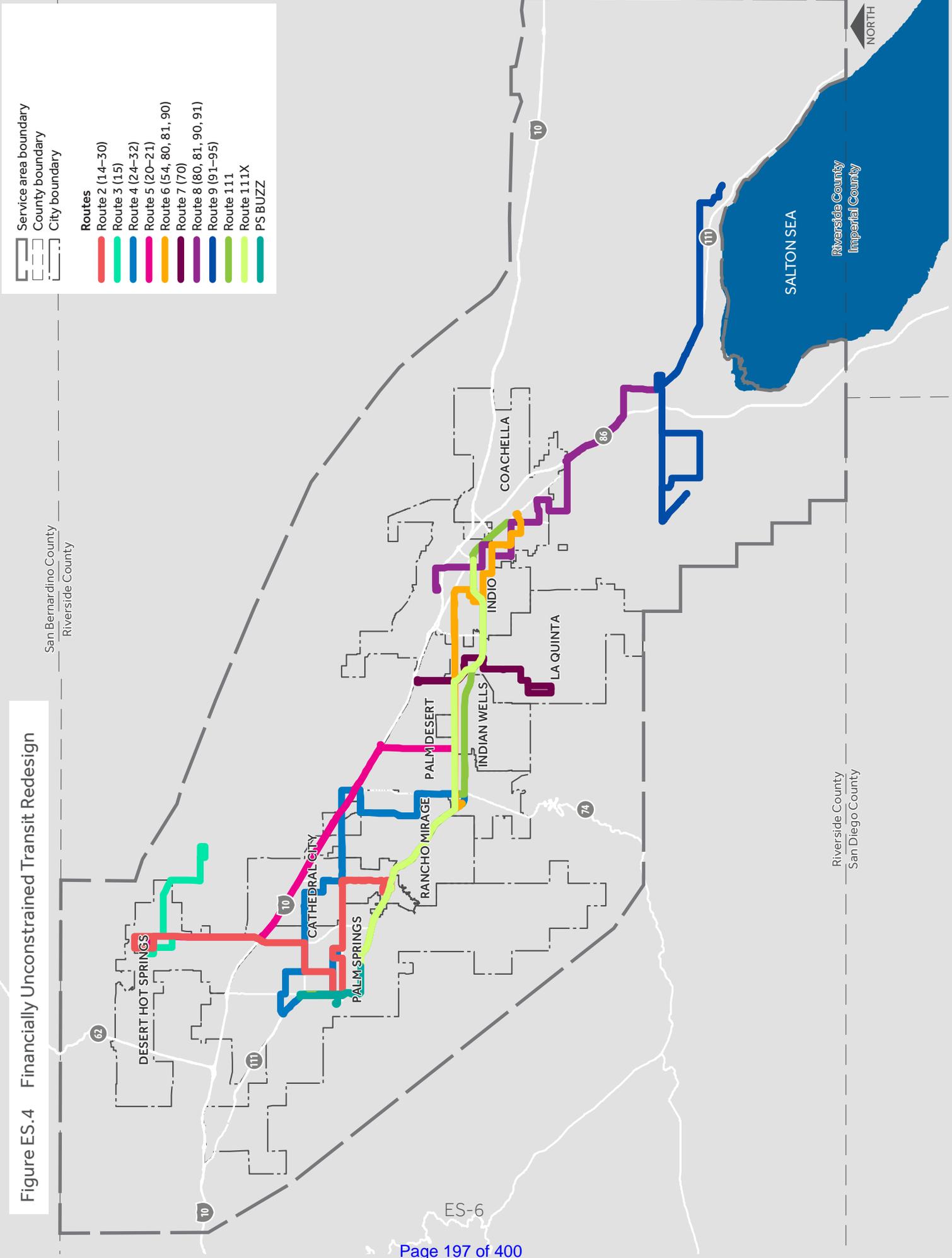
Figure ES.4 shows the financially unconstrained SunLine transit redesign in concept. It would straighten, lengthen, and combine SunLine's existing 15 bus routes into 9 redesigned routes. Rural lifeline transit service to unincorporated areas of Riverside County, such as Mecca, North Shore, and One Hundred 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.

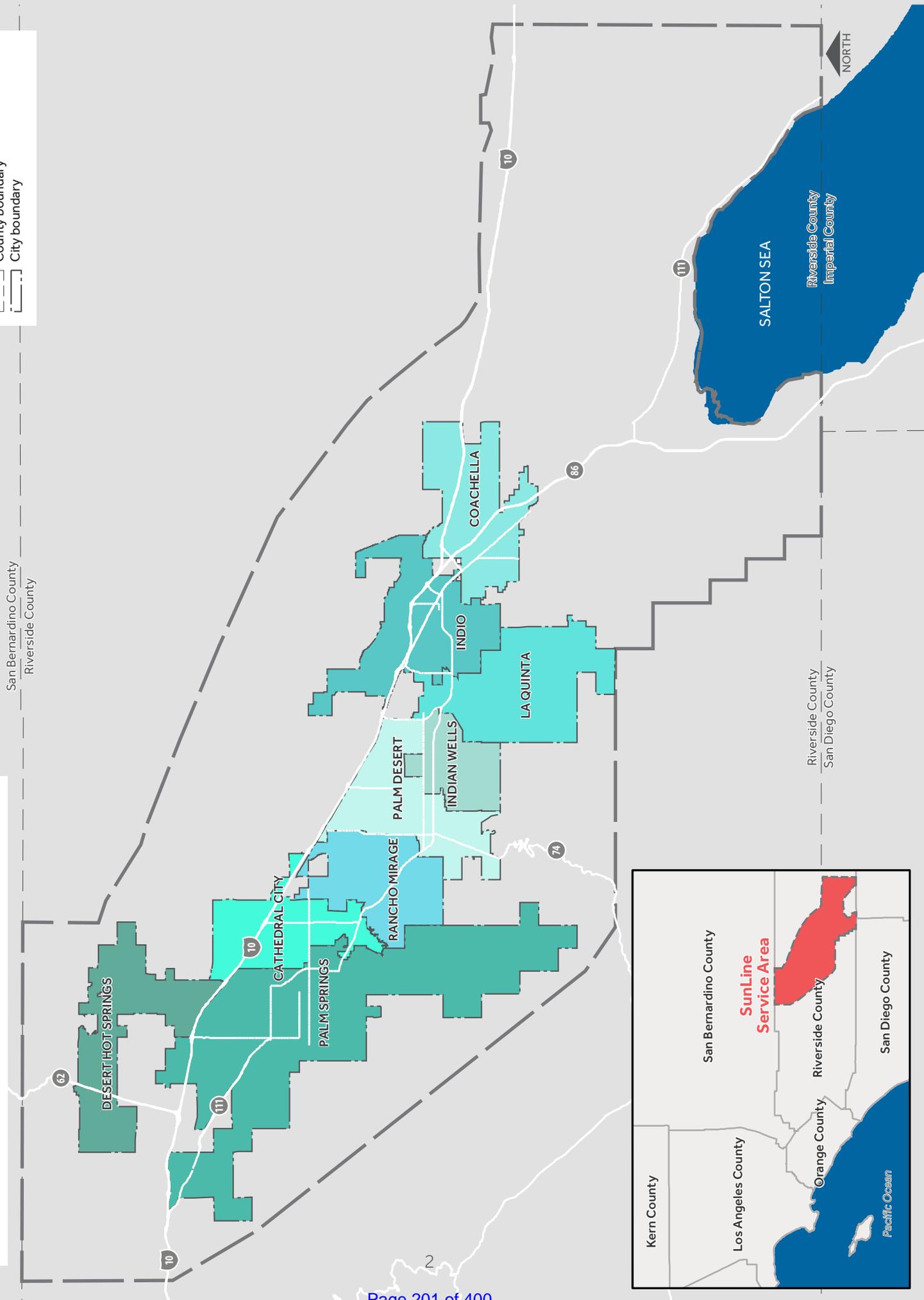
### 1.1 Description of Service Area

The SunLine service area covers 1,120 square miles of the Coachella Valley (Figure 1.1). It extends from San Gorgonio 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
- » La Quinta
- » Coachella
- » Palm Desert
- » Desert Hot Springs
- » Palm Springs
- » Indian Wells
- » Rancho Mirage
- » Indio

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.

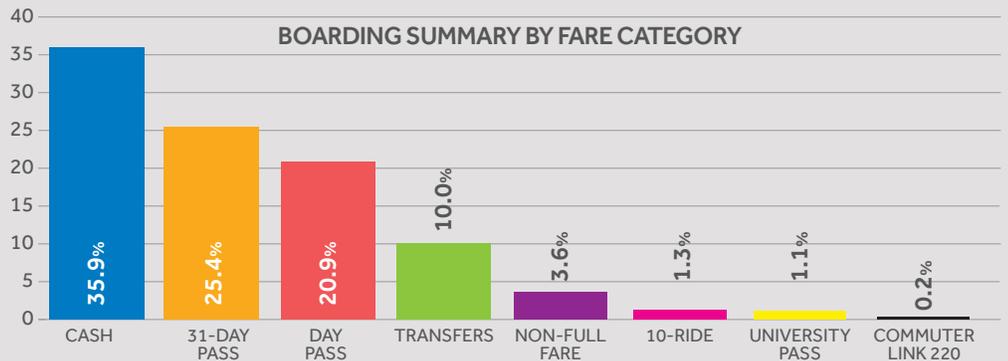
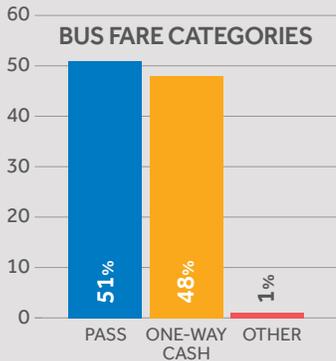
Projections prepared by the Southern California Association of Governments show that the Riverside County population is expected to grow at 1.1 percent rate from 2020 to 2040. This means an increase from 2.5 million people in 2020 to 3.17 million people in 2040. In contrast, Coachella Valley is projected 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.



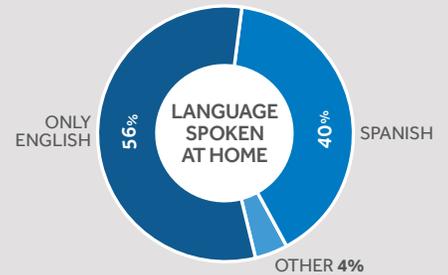
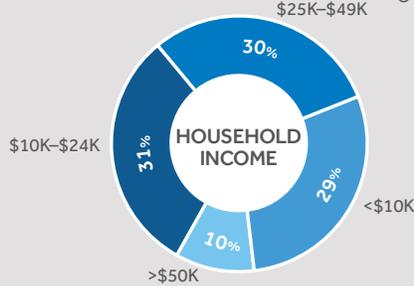
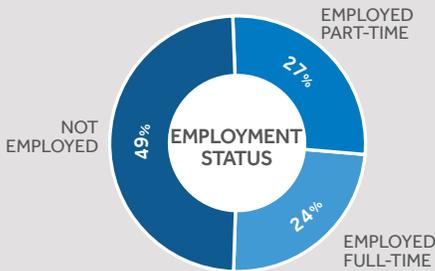
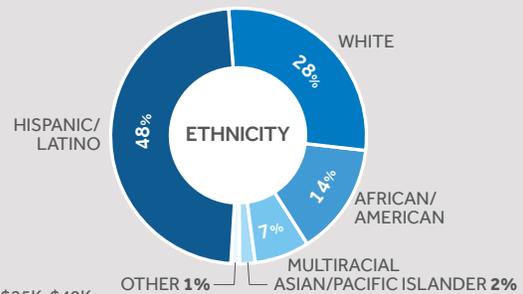
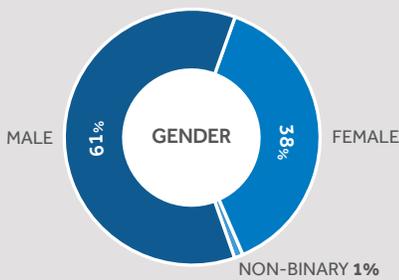
# POPULATION PROFILE and RIDER CHARACTERISTICS

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

## BOARDING FARE



## DEMOGRAPHICS



## TRANSIT USE

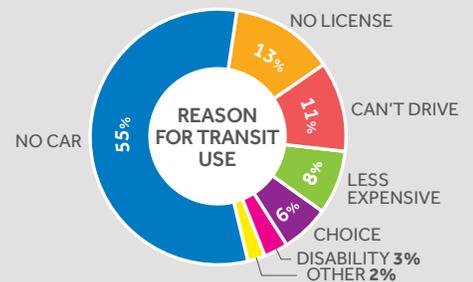
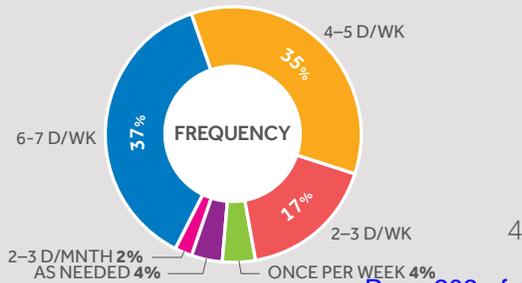
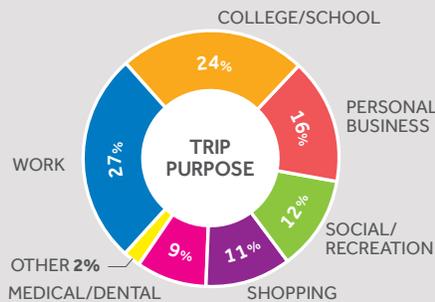
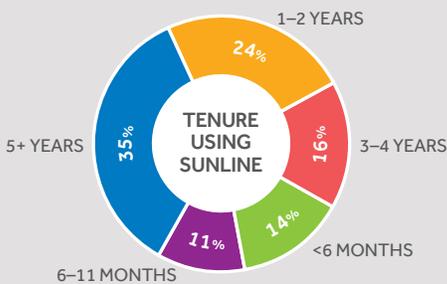


Figure 1.2 Riverside County Population Growth Projections

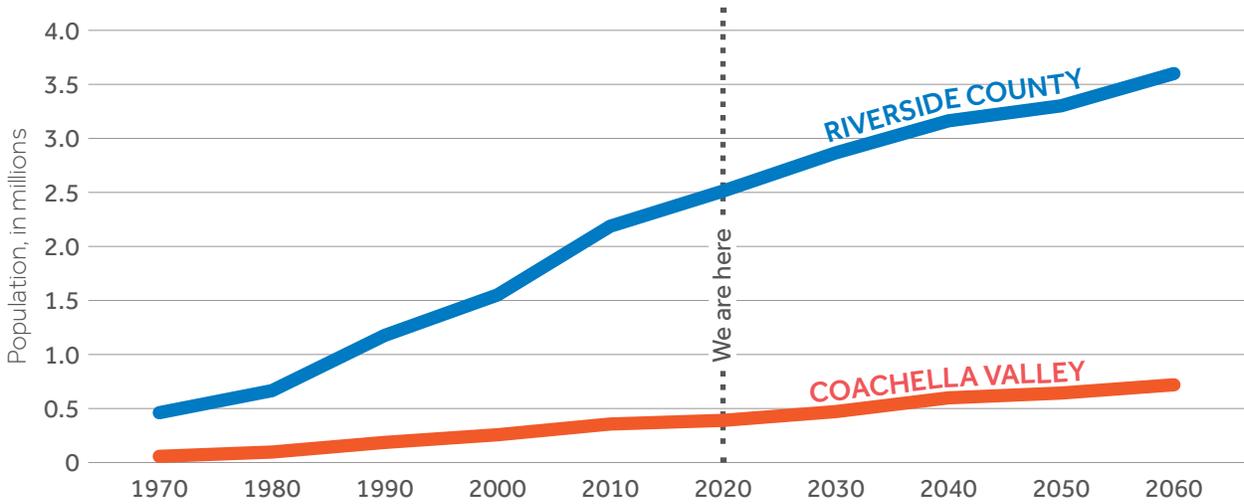
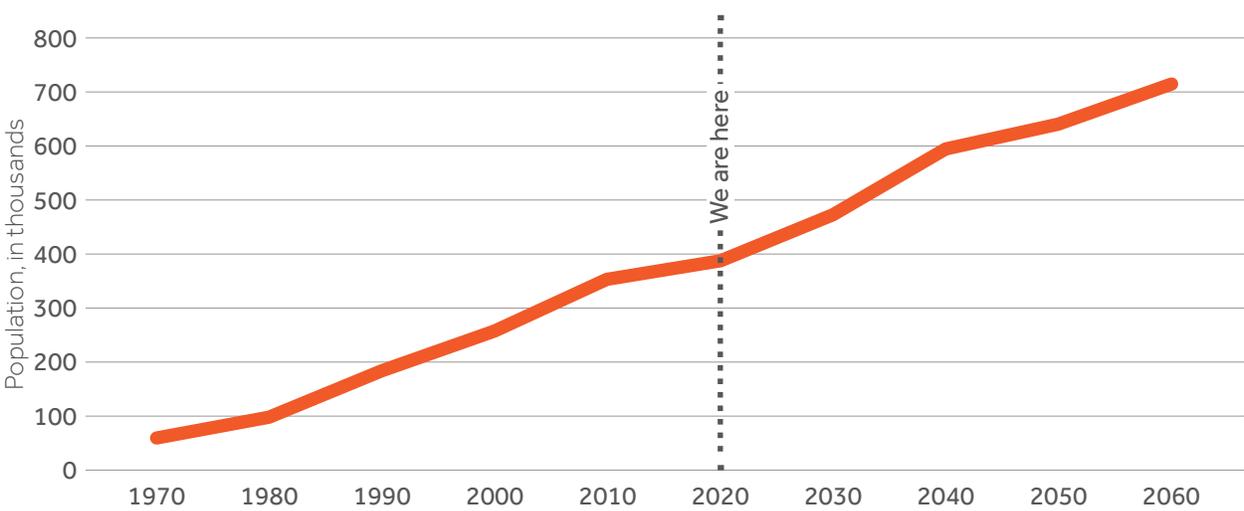


Figure 1.3 Coachella Valley Population Growth Projections



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
<b>Total</b>	<b>716,376</b>	<b>1,082,600</b>	<b>366,224</b>	<b>51%</b>

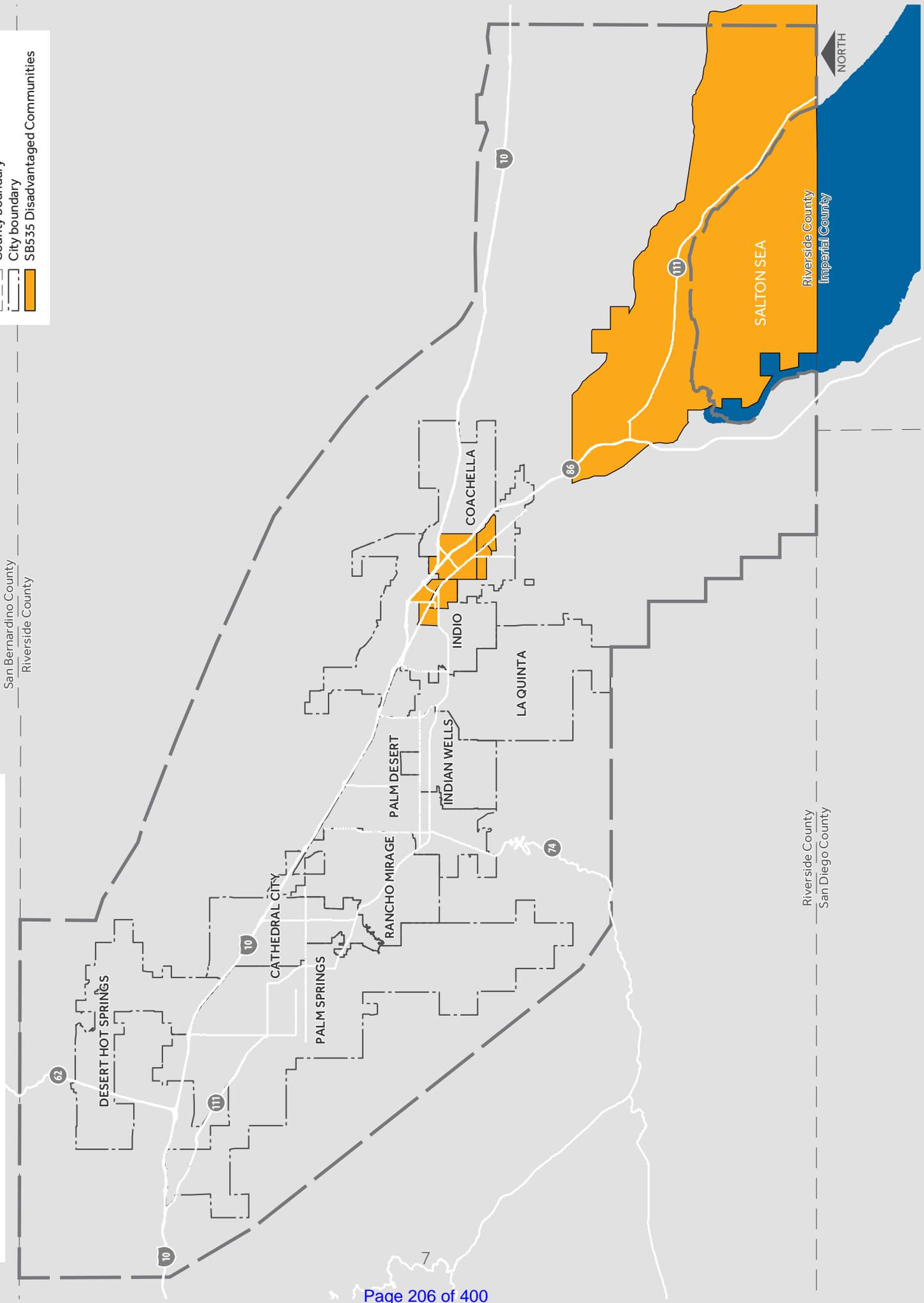
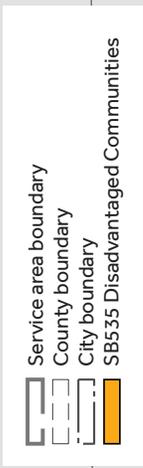
Source: Southern California Association of Governments, 2016.  
[http://scagrtpscs.net/Documents/2016/draft/d2016RTPSCS\\_DemographicsGrowthForecast.pdf](http://scagrtpscs.net/Documents/2016/draft/d2016RTPSCS_DemographicsGrowthForecast.pdf)

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**

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760.343.3451

SunLine.org

TTY/TDD Service Available

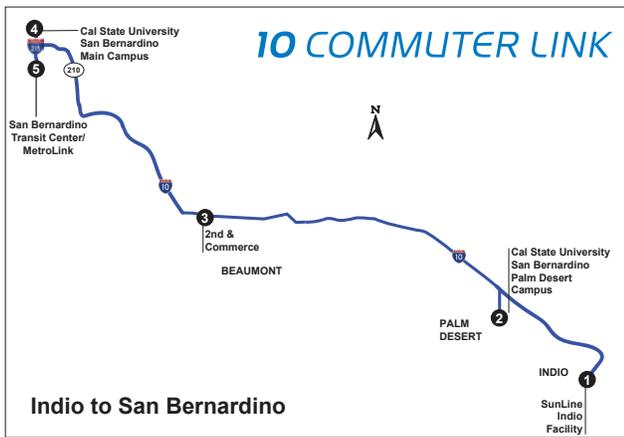
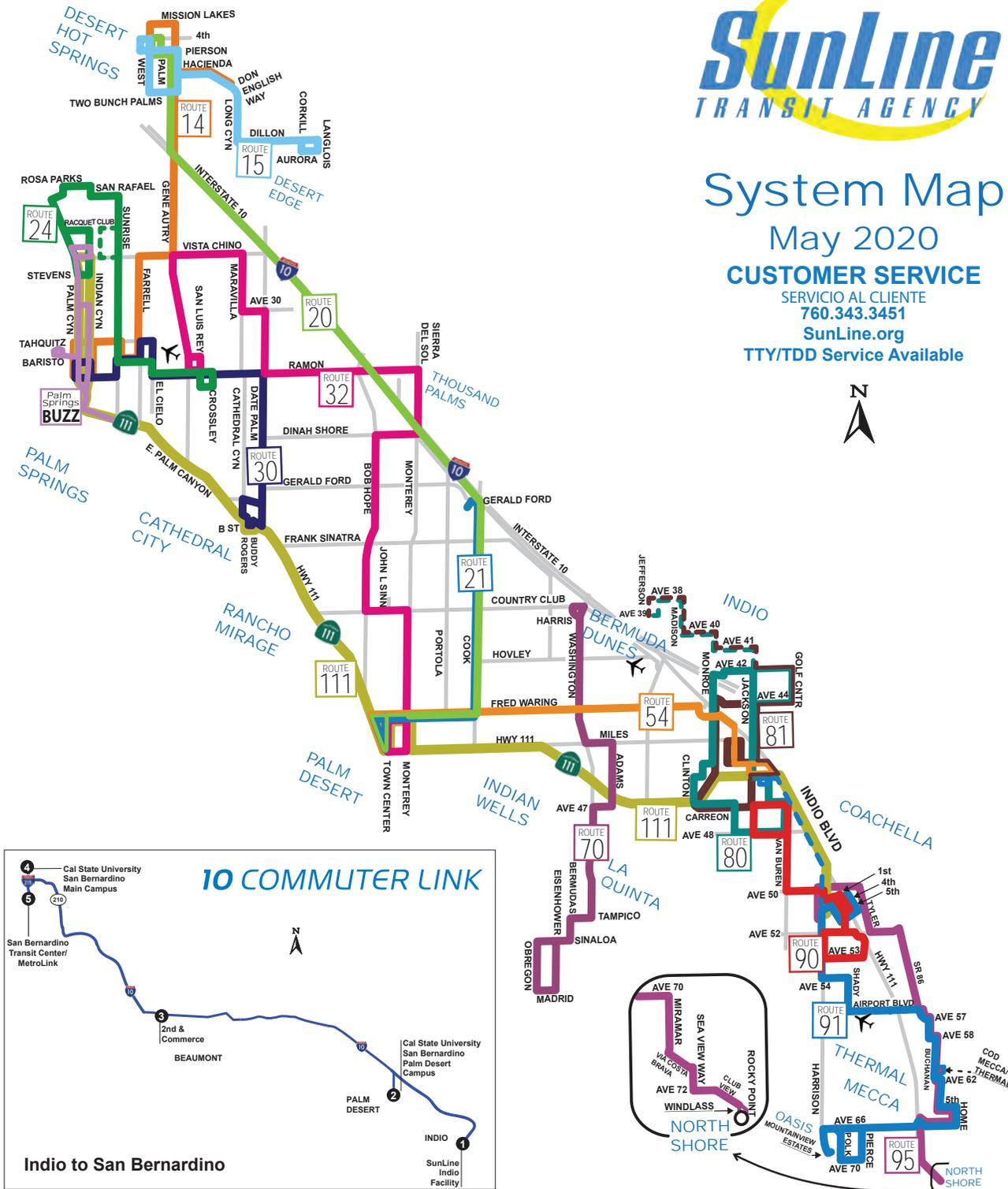
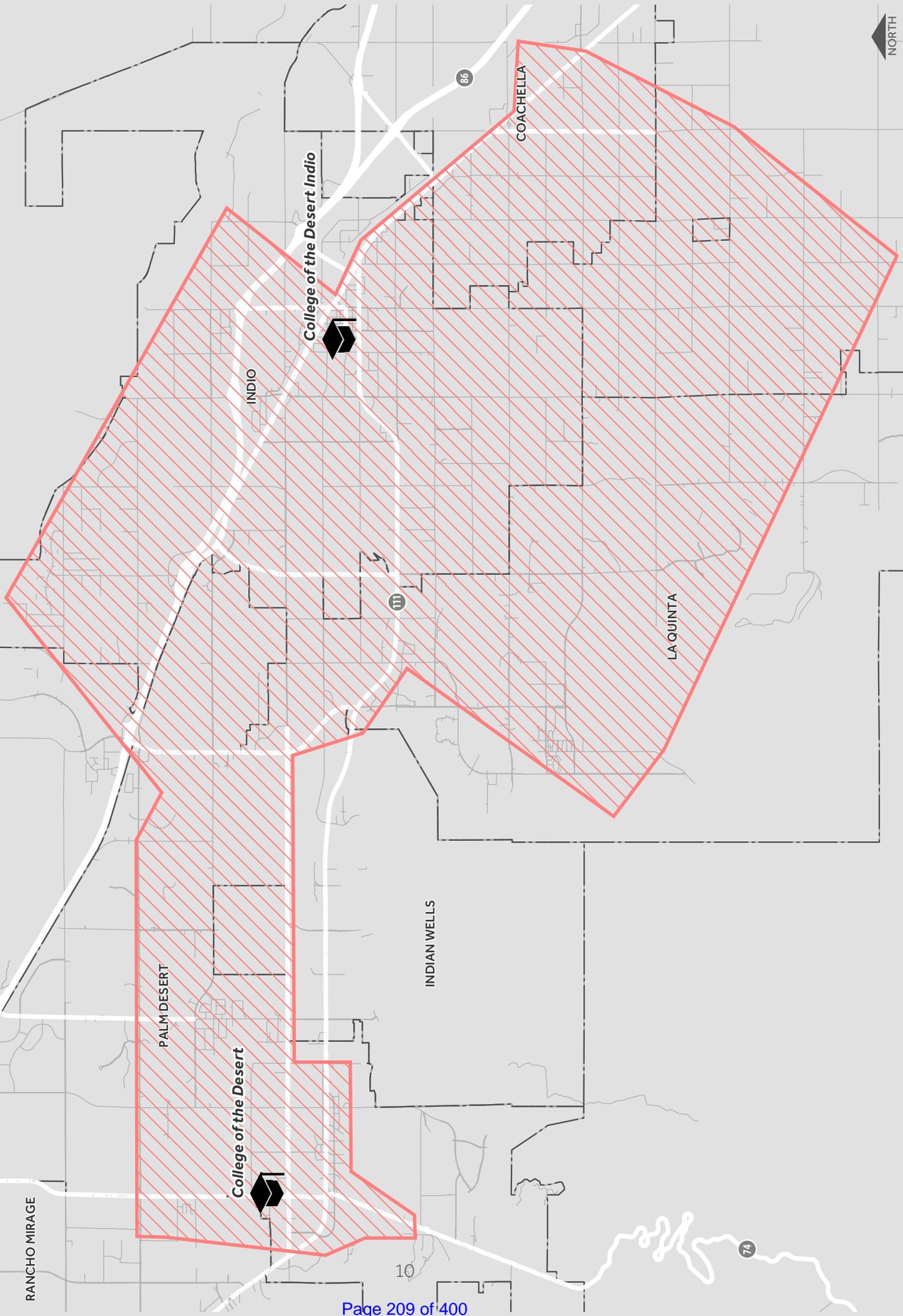


Figure 1.7 College of the Desert Microtransit Pilot Service Area



### 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
<b>Total</b>	<b>4,103,315</b>	<b>4,194,782</b>	<b>4,391,776</b>	<b>4,336,698</b>	<b>298,632</b>	<b>294,042</b>	<b>0.93</b>	<b>0.97</b>	<b>13.74</b>	<b>14.27</b>

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 (\$)
<b>Adult</b>			<b>Other</b>	
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		
<b>Youth</b>			<b>Commuter Link 10 Cash</b>	
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		
<b>Seniors/Disabled</b>			<b>Commuter Link 10 Cash</b>	
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
<b>Total</b>		<b>48</b>

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 S RTP 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

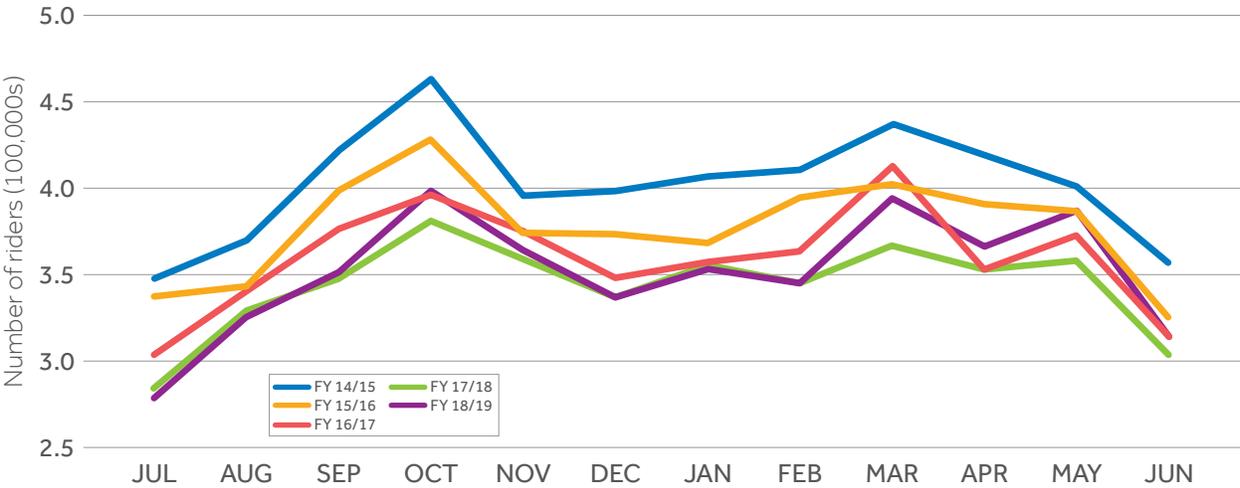


Figure 2.4 SunBus Ridership Change

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

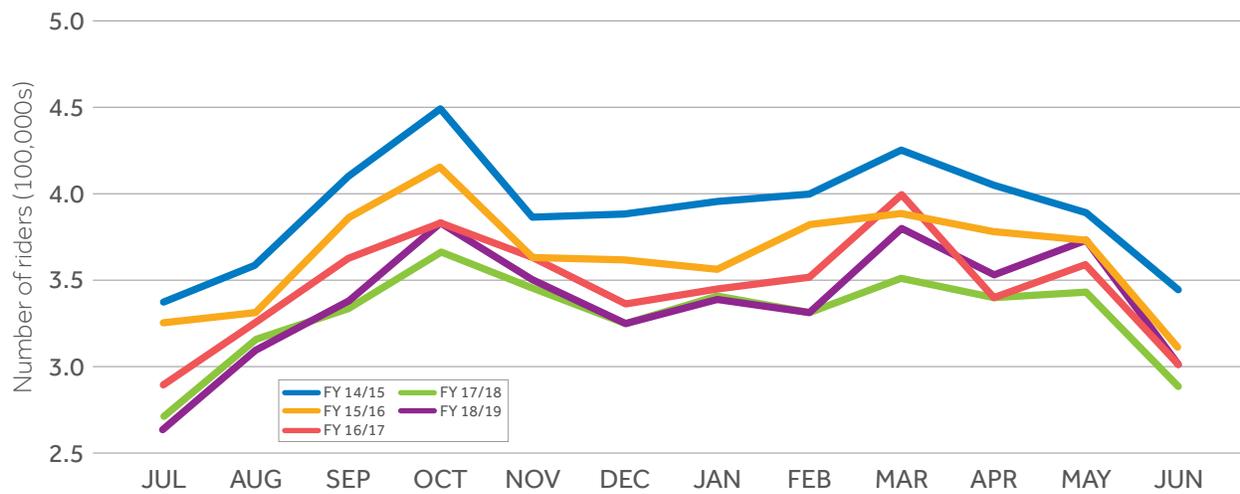


Figure 2.6 Fixed Route Performance, FY2020–2021

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

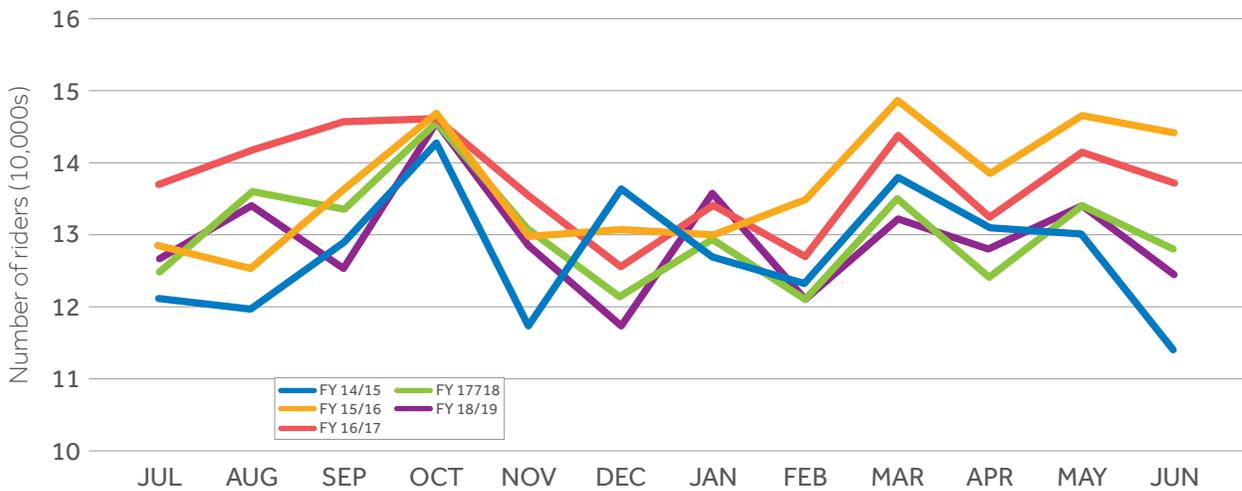
Figure 2.6 Fixed Route Performance, FY2020–2021 (continued)

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
<b>Total</b>	<b>59</b>	<b>3,447,380</b>	<b>228,210</b>	<b>\$32,201,341</b>	<b>3,992,414</b>

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.

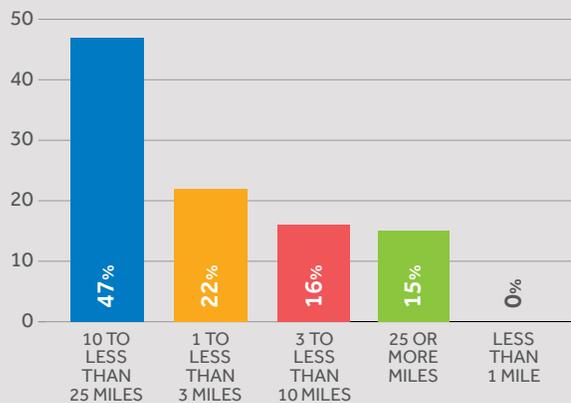
SunLine's Vanpool Program, SolVan, provides a subsidy for qualified vans that agree to report about daily riders, miles, hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The driver of the vanpool must be a participant in the vanpool program. Vanpool 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

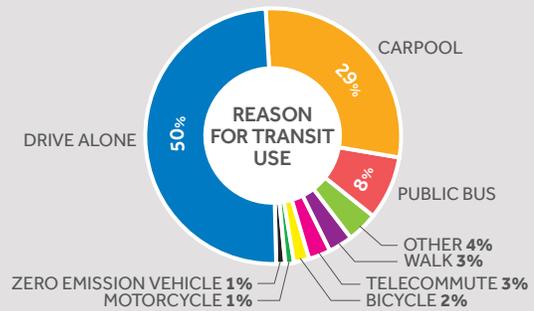
## GOALS

- 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).

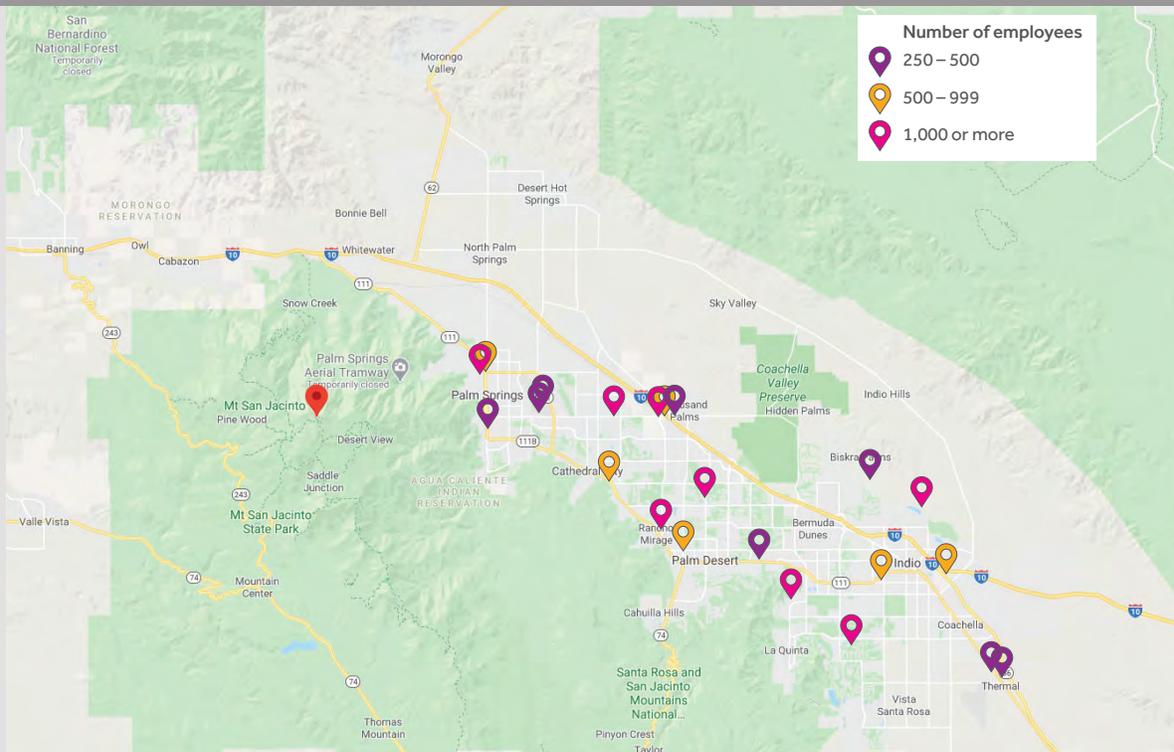
**EMPLOYEE COMMUTE DISTANCES**



**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

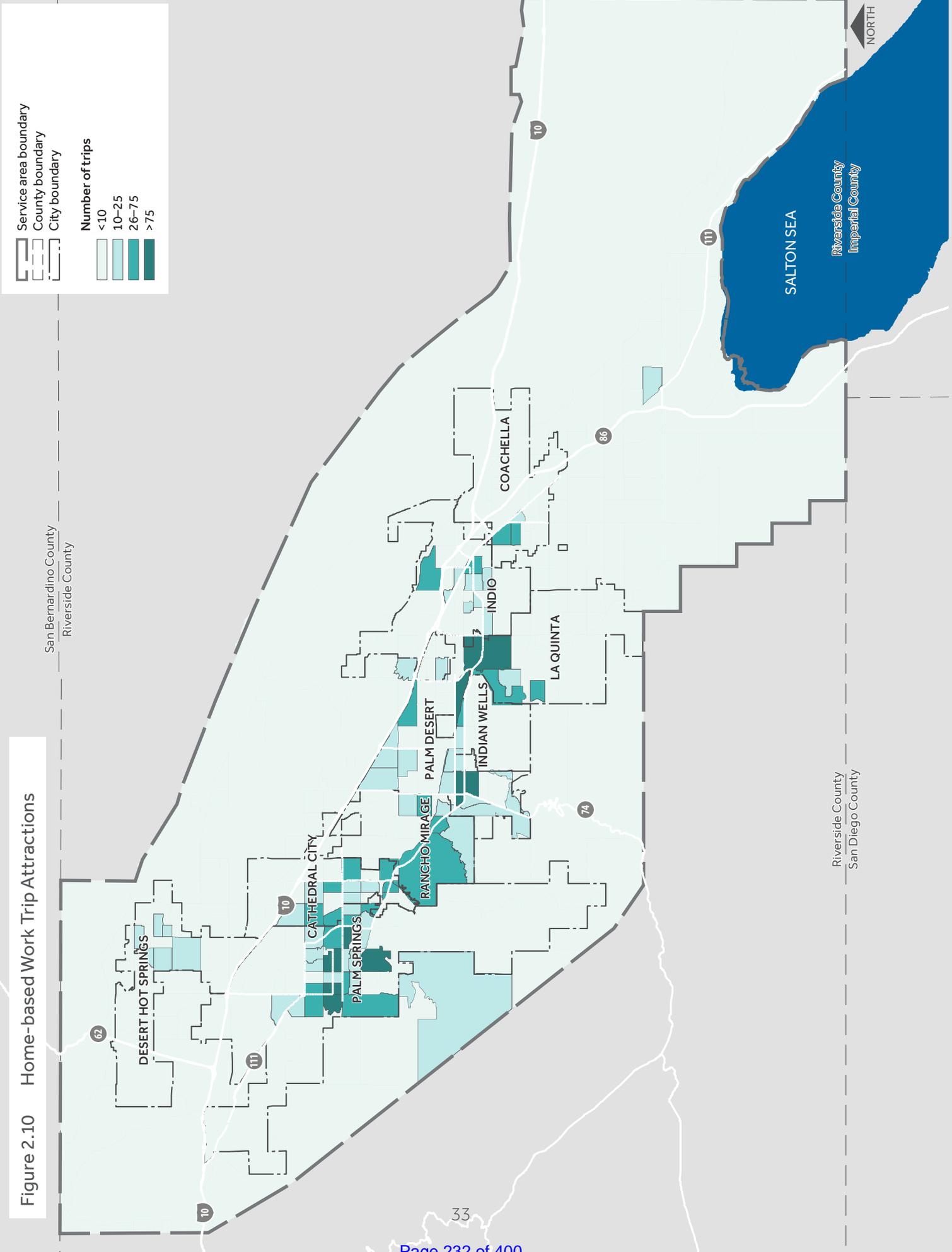
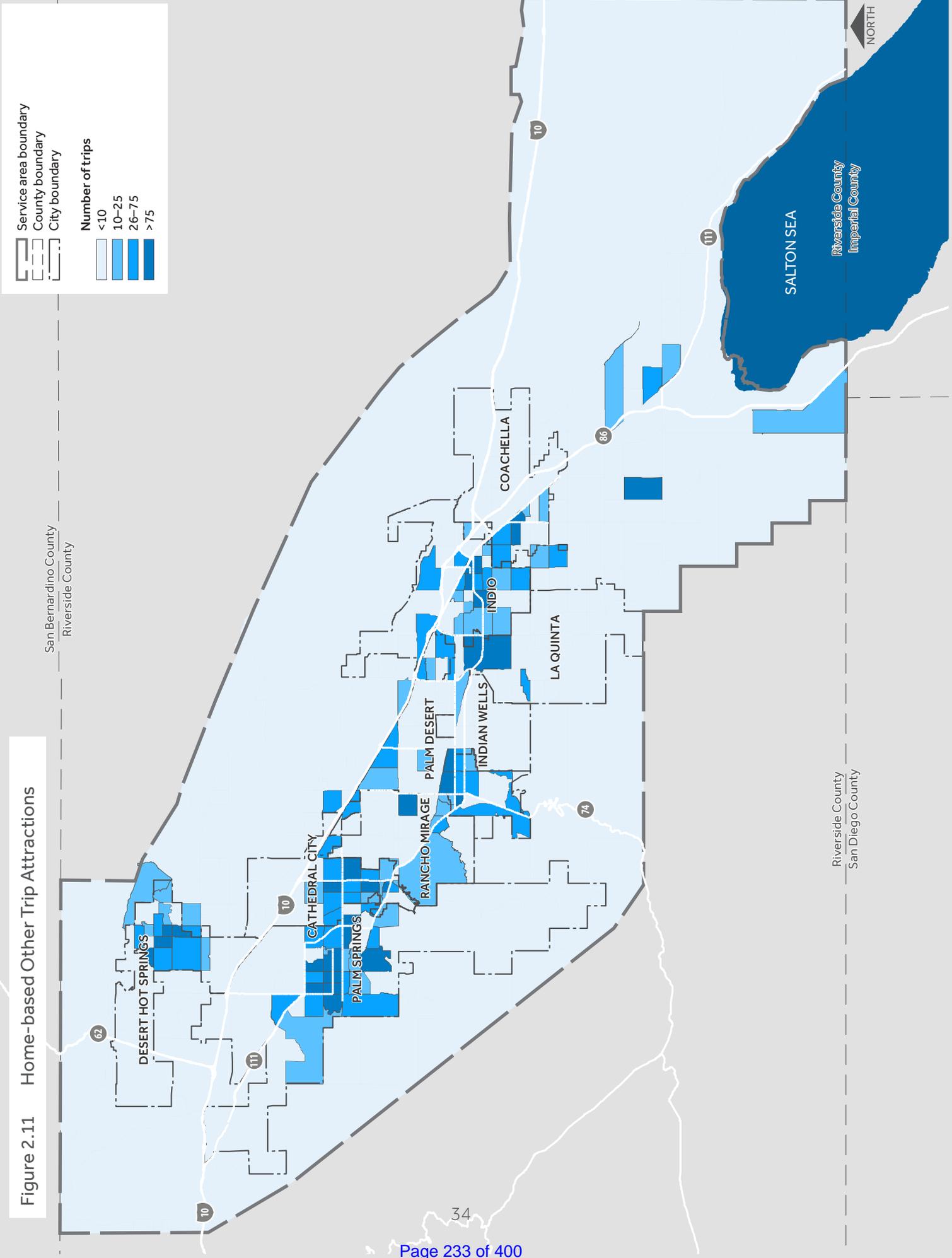


Figure 2.11 Home-based Other Trip Attractions



# 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 <sup>1</sup> (%)
<b>General</b>					
Cash	\$1.00	\$1.25	\$1.50	\$1.75	75
<b>Seniors/Disabled</b>					
Cash	\$0.50	\$0.60	\$0.75	\$0.85	70
<b>Youth</b>					
Cash	\$0.85	Consolidate adult and youth Eliminate employer pass Eliminate transfer fee			

<sup>1</sup>Phase 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 programmed 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 15 routes into 9 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.

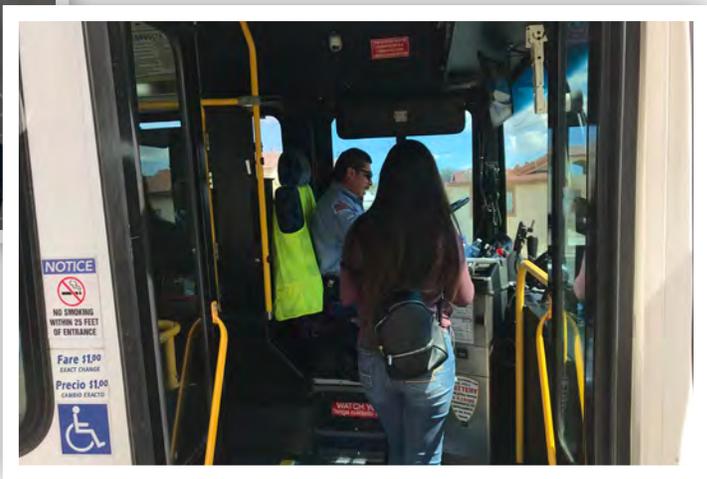
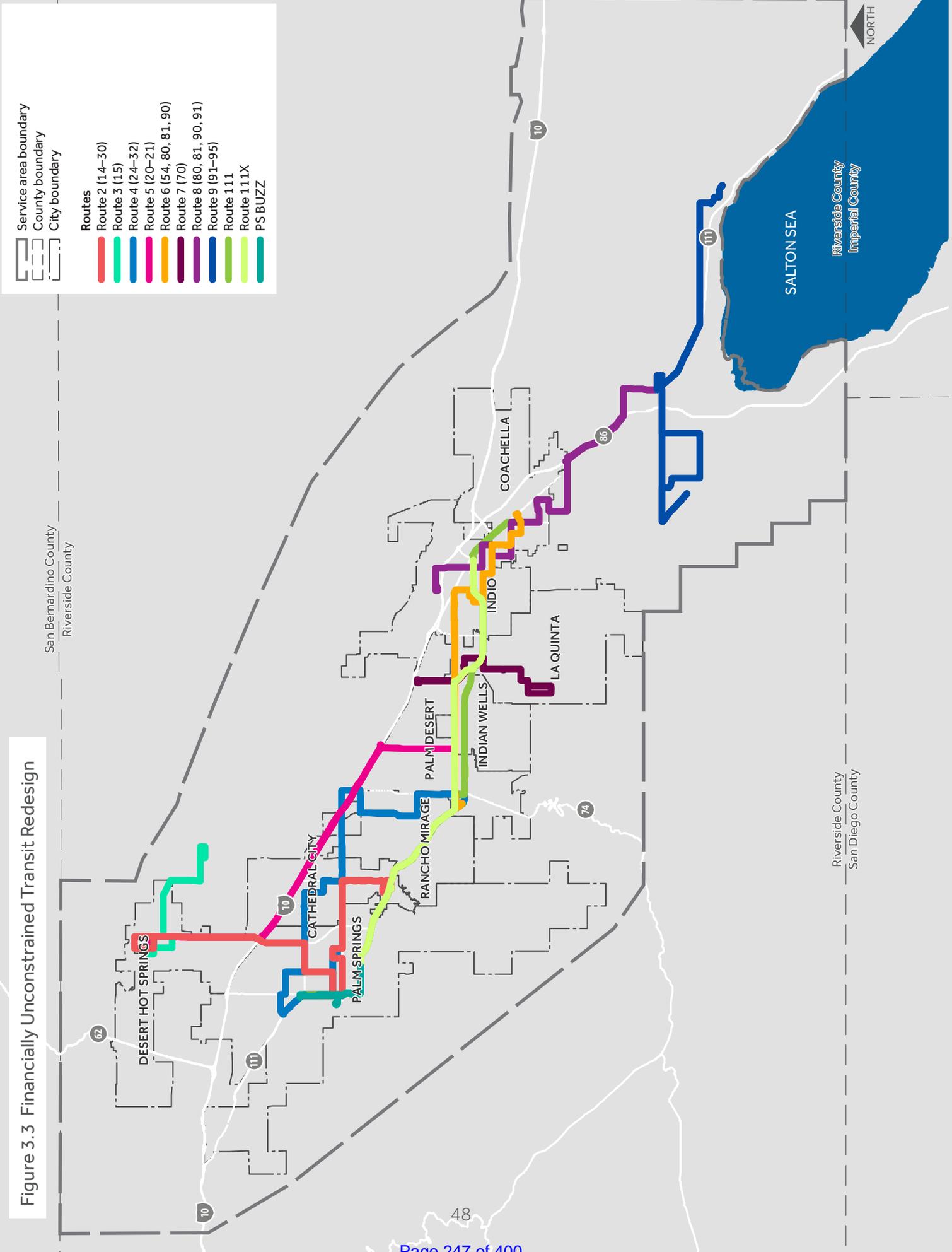


Figure 3.3 Financially Unconstrained Transit Redesign



# 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
<b>Total</b>	<b>\$40,840,150</b>	<b>100%</b>	<b>\$6,298,206</b>	<b>100%</b>

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
<b>Total</b>	<b>\$42,584,936</b>	<b>100%</b>	<b>\$29,799,567</b>	<b>100%</b>

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
<b>Total</b>	<b>\$42,455,745</b>	<b>100%</b>	<b>\$4,250,000</b>	<b>100%</b>

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
<b>Totals:</b>							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	
<b>Totals:</b>			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			
<b>Performance Indicators</b>				
<b>Mandatory:</b>				
1. Farebox Recovery Ratio	18.63%	>= 19.74%	20.51%	Meets Target
<b>Discretionary:</b>				
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
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	17	17	68	17	65
<b>Financial Data</b>					
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
<b>Operating Characteristics</b>					
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
<b>Performance Characteristics</b>					
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
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	1	1	30	1	30
<b>Financial Data</b>					
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
<b>Operating Characteristics</b>					
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
<b>Performance Characteristics</b>					
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
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	26	26	98	24	95
<b>Financial Data</b>					
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
<b>Operating Characteristics</b>					
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
<b>Performance Characteristics</b>					
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]
<b>Operating</b>															
11E 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														
Operating Assistance	\$39,036,669	\$4,968,507	\$13,208,971		\$3,032,219					\$200,000	\$1,399,824	\$337,000			\$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
<b>Sub-total Operating</b>															
		\$607,400	\$13,208,971	\$179,200	\$3,032,219	\$53,869	\$161,666	\$37,320	\$0	\$465,991	\$0	\$0	\$864,077	\$174,024	\$11,000,000
		\$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
<b>Capital</b>															
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	\$200,000													
Microgrid to Hydrogen - SL-21-01	\$250,000														
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	\$48,000													
Replacement Support Vehicles - SL-21-11	\$60,000														
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														
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
	\$47,139,356	\$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
<b>Total Operating &amp; Capital</b>															



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 PUC98313 [20]	SGR PUC98314 [21]	STA -OB [22]	STA PUC98313 [23]	STA PUC98314 [24]
<b>Operating</b>										
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									
<b>Sub-total Operating</b>	\$40,840,150	\$0	\$5,955,883	\$0	\$2,421,876	\$0	\$0	\$0	\$0	\$0
<b>Capital</b>										
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							\$298,800	\$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	\$624,785
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			\$255,000					\$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	\$692,489					\$665,719	\$14,077			
SunRide Vehicle Purchase (4) - SL-21-03	\$100,000					\$100,000				
Upgrade Division I Fence - SL-21-09	\$175,200									
Wans for Service Expansion (3) - SL-21-04	\$6,296,206			\$255,000	\$0	\$665,719	\$114,077	\$0	\$2,143,813	\$924,765
<b>Sub-total Capital</b>	\$47,136,356	\$0	\$5,955,883	\$255,000	\$2,421,876	\$665,719	\$114,077	\$0	\$2,143,813	\$924,765
<b>Total Operating &amp; Capital</b>										

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	
\$307 IC	\$4,988,507   [1] FY21 Apportionment.
\$307 IC CARES OB	\$13,208,971   [2] Obligated Funds FY20.
\$310 OB	\$29,627   [3] Operating; Remaining Taxi Voucher funds. Capital: FY21 application to CalTrans. SL-21-04 will use \$44,800 in toll credits as a match, and SL-21-21-05 will use \$1,030 in toll credits as a match.
\$311	\$303,219   [4] \$311 application for regional and intensity apportionment.
\$311 (f) CARES	\$53,889   [5] \$311(f) CARES Act request through the Division of Rail and Mass Transportation.
\$311 CARES	\$300,000   [6] Phase 2 of distribution for FTA \$311 CARES Act.
\$312 OB	\$161,666   [7] \$311(f) application for regional and intensity apportionment.
\$312 OB	\$37,320   [8] \$312 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	\$5,955,853   [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 (\$51,300), Taxi Voucher (\$37,234), CSUSB Regional Service (\$10,854), Trail Pass COU (\$10,800), Trail Pass CSUSB (\$12,07).
Total Estimated Operating Funding Request	\$40,840,150
\$307 IC	\$607,400   [1] FY21 Apportionment.
\$310 OB	\$183,320   [3] Operating; Remaining Taxi Voucher funds. Capital: FY21 application to CalTrans. SL-21-04 will use \$44,800 in toll credits as a match, and SL-21-21-05 will use \$1,030 in toll credits as a match.
CMAQ OB	\$465,991   [10] Obligated Funds.
LTOP PUC99313	\$884,077   [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
<b>Total Funding Request</b>	<b>\$47,138,356</b>



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



**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
	<b>Total Revenue</b> for Farebox Calculation (1-13)	5,856,225.00	6,721,956.86	7,808,636.68
	<b>Total Operating Expenses</b> 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 (f)	Obligated Section 5339	LCTOP Obligated	LCTOP	Obligated CMAQ	CMAQ	Other Revenue	
																					Section 5311 (f)
<b>OPERATING</b>																					
Operating Assistance		\$40,604,070	\$4,962,864	\$18,639,833			\$0,037,387			\$4,962,864	\$2,160,147			\$303,219						\$2,500,000	
Commuter ID		\$39,918	\$0	\$25,709										\$215,235						\$150,000	
Vaporizer Program		\$30,741	\$0	\$28,741																\$29,000	
SmartRate Bike Share		\$20,000	\$0	\$50,000																\$20,000	
CSUSB Heat Pans		\$12,207	\$0																	\$12,207	
<b>Sub-total Operating</b>		<b>\$42,594,938</b>	<b>\$4,962,864</b>	<b>\$19,064,333</b>	<b>\$0</b>	<b>\$0,037,387</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,962,864</b>	<b>\$2,160,147</b>	<b>\$0</b>	<b>\$0</b>	<b>\$303,219</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,882,261</b>	
<b>CAPITAL</b>																					
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																
Station Vehicle (Electric 1 Truck)	SL-22-03	\$1,000,000	\$0		\$352,000																
Station Vehicle (Electric 1 Truck)	SL-22-04	\$1,000,000	\$0		\$352,000																
Hydrogen Station Division I	SL-22-05	\$3,500,000	\$1,600,000							\$1,600,000										\$1,900,000	
Demolition of Existing Trailers	SL-22-06	\$80,000	\$0		\$80,000																
Mobile Command Center	SL-22-07	\$500,000	\$0		\$100,000				\$400,000												
Microgrid to Hydrogen Phase III	SL-22-08	\$3,802,867	\$0																	\$3,802,867	
Bus Refinement	SL-22-09	\$2,500,000	\$0		\$497,129			\$17,671		\$1,068,789					\$857,231					\$30,702,467	
Micro CNG Station Upgrade	SL-22-10	\$3,750,000	\$0		\$1,987,129			\$17,671	\$400,000	\$2,648,789	\$0			\$0	\$1,600,000				\$0	\$0	
<b>Sub-total Capital</b>		<b>\$27,354,937</b>	<b>\$1,600,000</b>	<b>\$10,064,333</b>	<b>\$1,497,000</b>	<b>\$1,987,129</b>	<b>\$0,037,387</b>	<b>\$17,671</b>	<b>\$400,000</b>	<b>\$7,616,533</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$303,219</b>	<b>\$1,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$23,954,428</b>
<b>Total Operating &amp; Capital</b>		<b>\$70,000,000</b>	<b>\$6,562,864</b>	<b>\$29,128,666</b>	<b>\$1,497,000</b>	<b>\$1,987,129</b>	<b>\$0,037,387</b>	<b>\$17,671</b>	<b>\$400,000</b>	<b>\$12,579,397</b>	<b>\$2,160,147</b>	<b>\$0</b>	<b>\$0</b>	<b>\$303,219</b>	<b>\$1,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,882,261</b>	



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
<b>OPERATING</b>														
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	
<b>Sub-total Operating</b>	<b>\$42,455,745</b>	<b>\$506,741</b>	<b>\$21,181,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,037,987</b>	<b>\$4,962,864</b>	<b>\$0</b>	<b>\$0</b>	<b>\$792,009</b>	<b>\$303,219</b>	<b>\$215,555</b>	<b>\$2,962,861</b>	<b>\$3,000,000</b>
<b>CAPITAL</b>														
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										
<b>Sub-total Capital</b>	<b>\$4,250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,050,000</b>	<b>\$0</b>	<b>\$9,037,987</b>	<b>\$6,562,864</b>	<b>\$0</b>	<b>\$1,600,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Operating &amp; Capital</b>	<b>\$46,705,745</b>	<b>\$506,741</b>	<b>\$21,181,250</b>	<b>\$1,050,000</b>	<b>\$0</b>	<b>\$9,037,987</b>	<b>\$6,562,864</b>	<b>\$0</b>	<b>\$1,600,000</b>	<b>\$792,009</b>	<b>\$303,219</b>	<b>\$215,555</b>	<b>\$2,962,861</b>	<b>\$3,000,000</b>

# 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		429,302	Annual Wheelchair Boardings	5,323
			Annual Bicycle Boardings	18,798
Annual Revenue Hours		27,996	Population within .5 mi of stop	32,276
			Jobs within .5 mi of stop	10,711

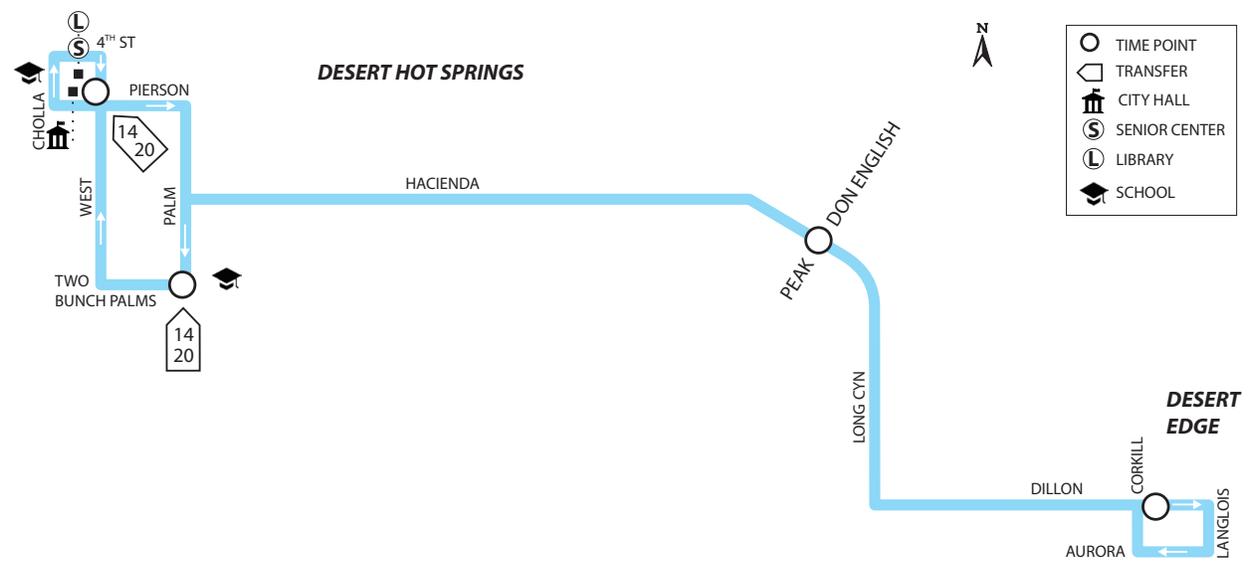
# Route 15

## 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.

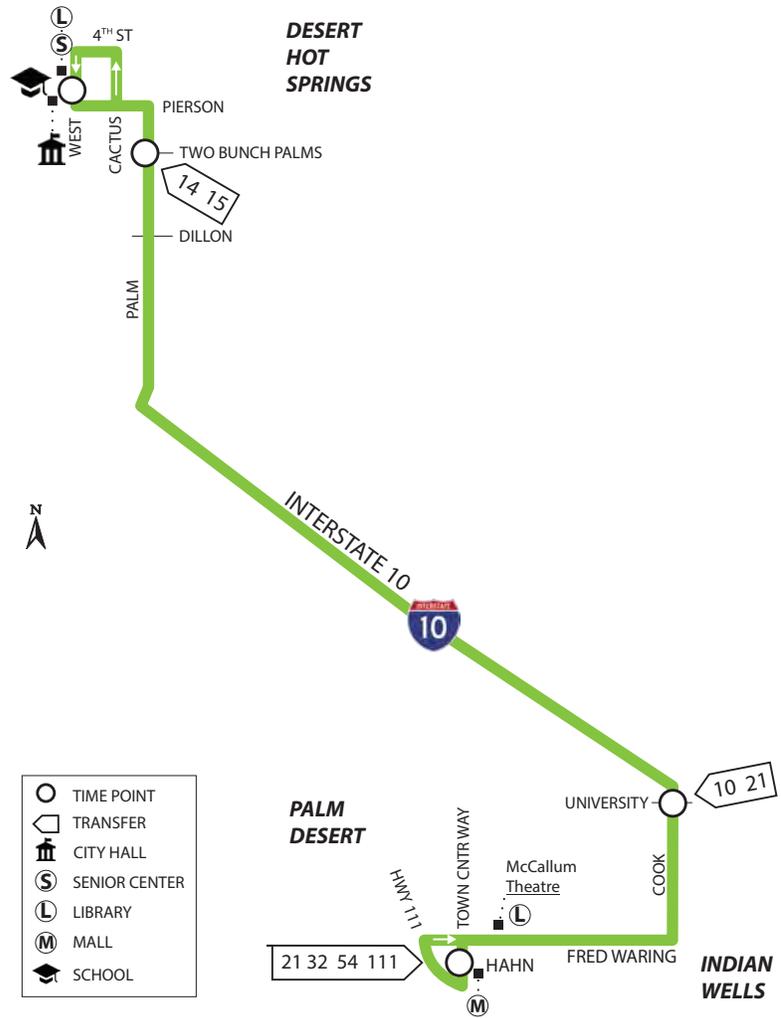
Hours of Operation		Service Span	Financial		
4:54 AM	8:49 PM	Weekdays	Annual Route Cost	\$656,493	
6:49 AM	7:44 PM	Weekends	Annual Farebox Route Revenue	\$136,799	
Frequency			Cost per Rider	\$5.60	
60 min		Weekdays	Subsidy per Rider	\$4.43	
60 min		Weekends	<b>Ridership</b>		
Average Speed		Peak Vehicles			
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.

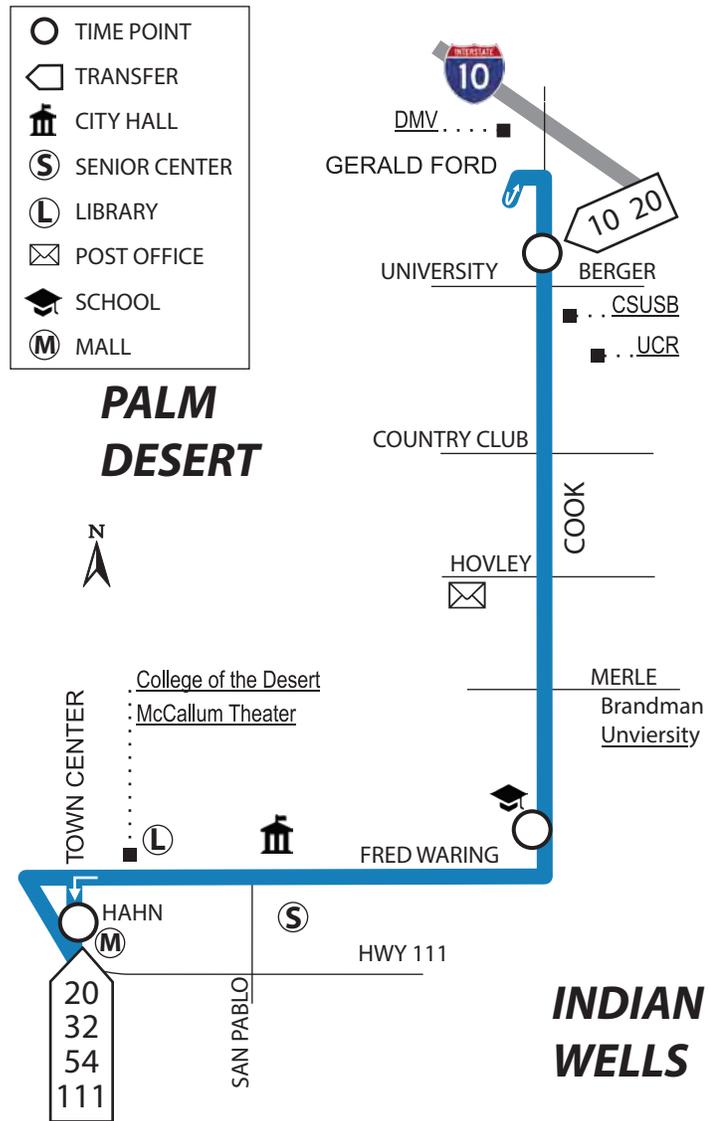


Hours of Operation		Service Span		Financial	
6:32 AM	7:55 PM	Weekdays		Annual Route Cost	\$432,242
		No weekend service		Annual Farebox Route Revenue	\$37,038
Frequency				Cost per Rider	\$13.68
60 min		Weekdays		Subsidy per Rider	\$12.51
		No weekend service		Ridership	
Average Speed		Peak Vehicles			
24 mph		2		Average Daily Passengers Weekday	124
On Time Performance				Average Daily Passengers Weekends	N/A
		91.2%		Annual Passengers	31,587
Route Total Bidirectional Length (miles)				Passengers per Hour	8.8
		48.5		Passengers per Mile	0.37
Annual Revenue Miles				Annual Wheelchair Boardings	63
		84,780		Annual Bicycle Boardings	736
Annual Revenue Hours				Population within .5 mi of stop	21,050
		3,582		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.

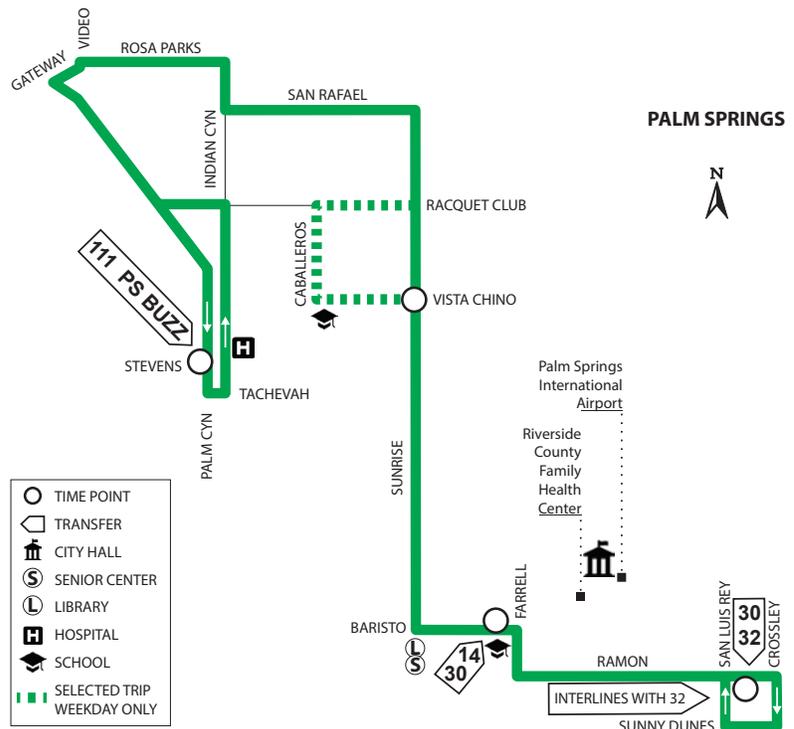


Hours of Operation		Service Span		Financial	
11:00 AM	3:50 PM	Weekdays	No weekend service	Annual Route Cost	\$161,073
				Annual Farebox Route Revenue	\$15,093
Frequency			Cost per Rider		
60 min	Weekdays			Subsidy per Rider	\$11.18
		No weekend service		Ridership	
Average Speed		Peak Vehicles		Average Daily Passengers Weekday	
14 mph	1			Average Daily Passengers Weekends	N/A
On Time Performance				90.9%	Annual Passengers
Route Total Bidirectional Length (miles)				13.8	Passengers per Hour
					Passengers per Mile
Annual Revenue Miles				18,391	Annual Wheelchair Boardings
					Annual Bicycle Boardings
Annual Revenue Hours				1,334	Population within .5 mi of stop
					Jobs within .5 mi of stop

# 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.



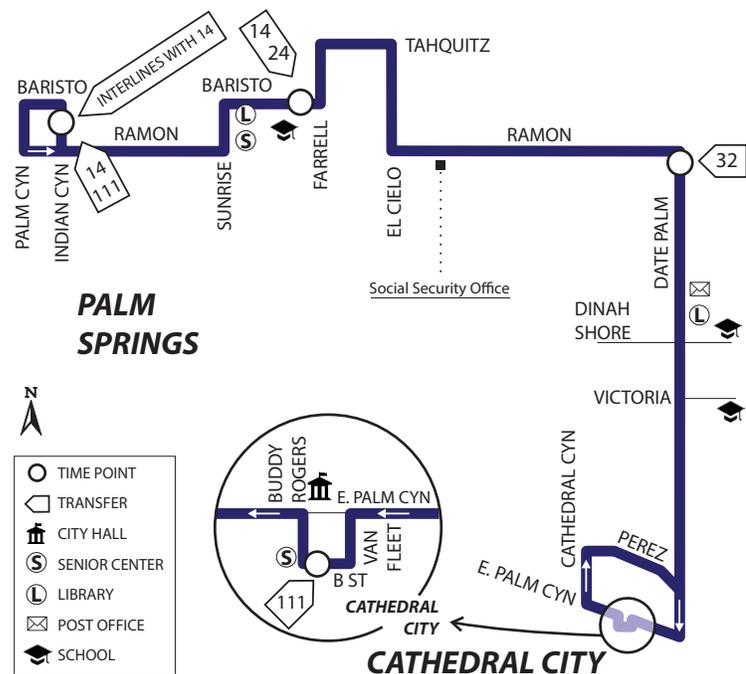
Hours of Operation		Service Span	Financial	
6:10 AM	8:25 PM	Weekdays	Annual Route Cost	\$1,539,296
6:18 AM	7:38 PM	Weekends	Annual Farebox Route Revenue	\$206,797
Frequency			Cost per Rider	\$8.73
40 min	Weekdays	Subsidy per Rider		
60 min	Weekends			
Average Speed		Peak Vehicles	Ridership	
11 mph	5	Average Daily Passengers Weekday	581	
On Time Performance			Average Daily Passengers Weekends	263
			90.4%	Annual Passengers
Route Total Bidirectional Length (miles)			Passengers per Hour	176,322
			20.3	Passengers per Mile
Annual Revenue Miles			Annual Wheelchair Boardings	1,428
			171,466	Annual Bicycle Boardings
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.

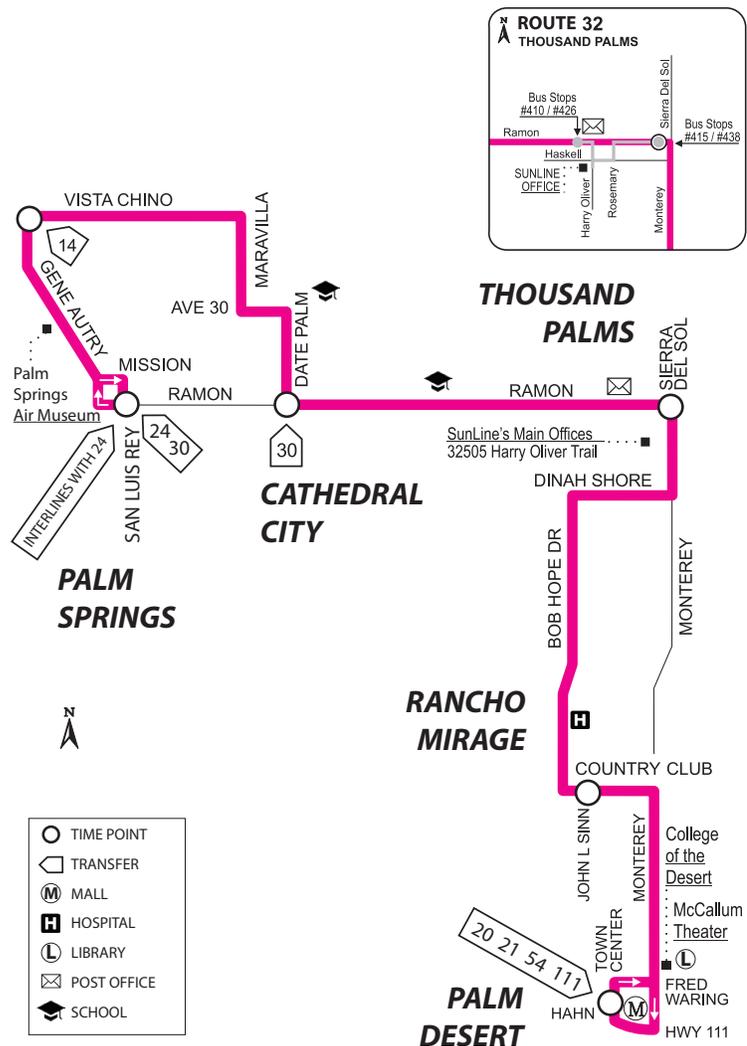


Hours of Operation		Service Span	Financial	
5:40 AM	10:440 PM	Weekdays	Annual Route Cost	\$3,095,564
6:15 AM	9:41 PM	Weekends	Annual Farebox Route Revenue	\$725,263
Frequency			Cost per Rider	\$5.02
20 min	Weekdays		Subsidy per Rider	\$3.84
40 min	Weekends			
Average Speed		Peak Vehicles	Ridership	
11 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.



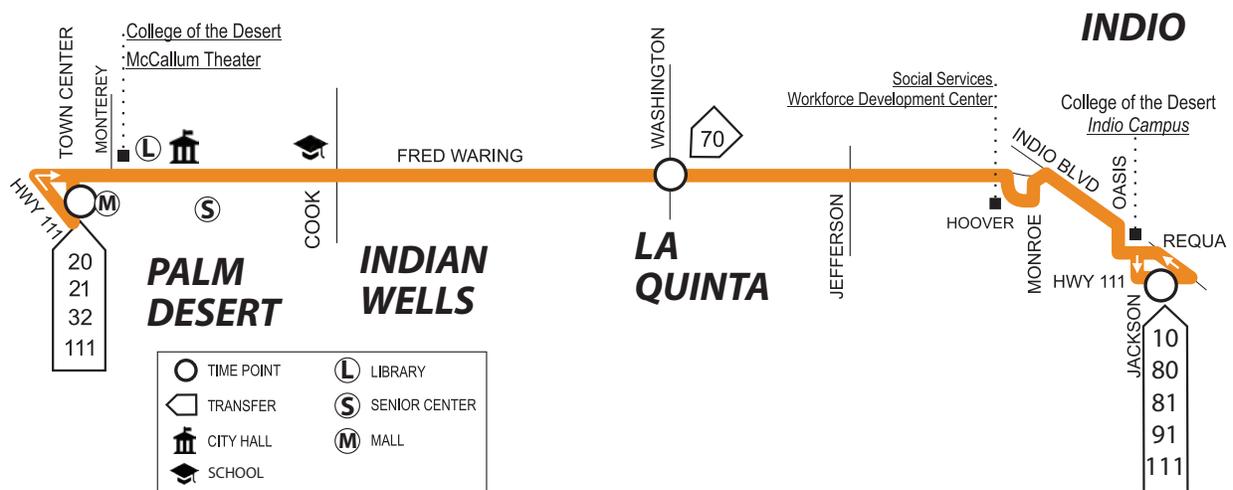
Hours of Operation		Service Span		Financial	
5:05 AM	10:40 PM	Weekdays		Annual Route Cost	\$2,032,656
6:54 AM	10:48 PM	Weekends		Annual Farebox Route Revenue	\$292,978
Frequency				Cost per Rider	\$8.12
50 min	Weekdays			Subsidy per Rider	\$6.95
60min	Weekends				
Average Speed		Peak Vehicles		Ridership	
17 mph	3			Average Daily Passengers Weekday	791
On Time Performance				Average Daily Passengers Weekends	452
			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 Desert – 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.

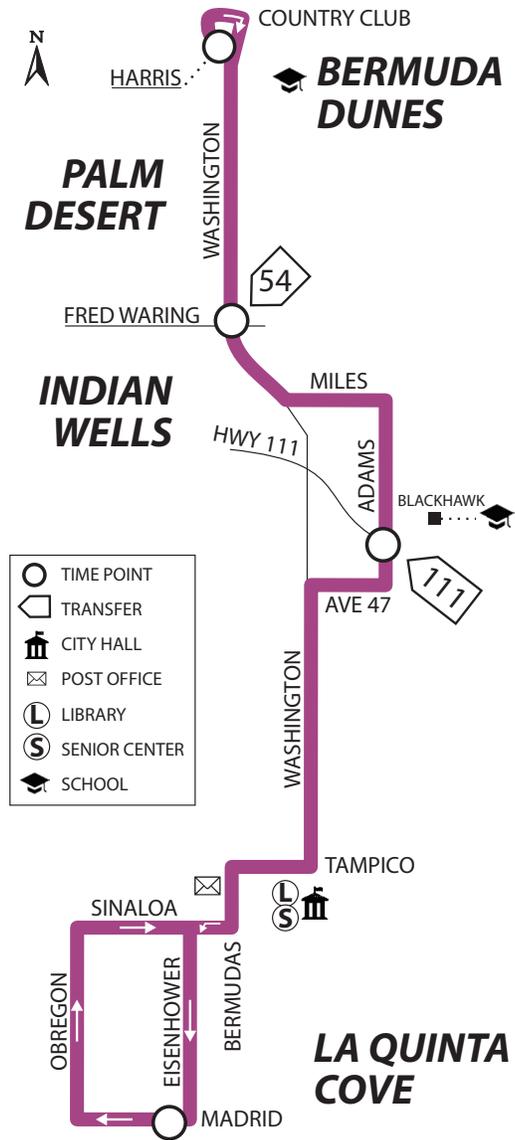
Hours of Operation		Service Span	Financial	
5:55 AM	7:55 PM	Weekdays	Annual Route Cost	\$812,514
		No weekend service	Annual Farebox Route Revenue	\$91,889
Frequency			Cost per Rider	\$10.24
45 min	Weekdays		Subsidy per Rider	\$9.08
		No weekend service	Ridership	
Average Speed		Peak Vehicles	Average Daily Passengers Weekday	312
17 mph		2	Average Daily Passengers Weekends	N/A
On Time Performance		83.6%	Annual Passengers	79,314
Route Total Bidirectional Length (miles)		24.8	Passengers per Hour	11.8
			Passengers per Mile	0.7
Annual Revenue Miles		113,483	Annual Wheelchair Boardings	455
			Annual Bicycle Boardings	2,331
Annual Revenue Hours		6,733	Population within .5 mi of stop	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.



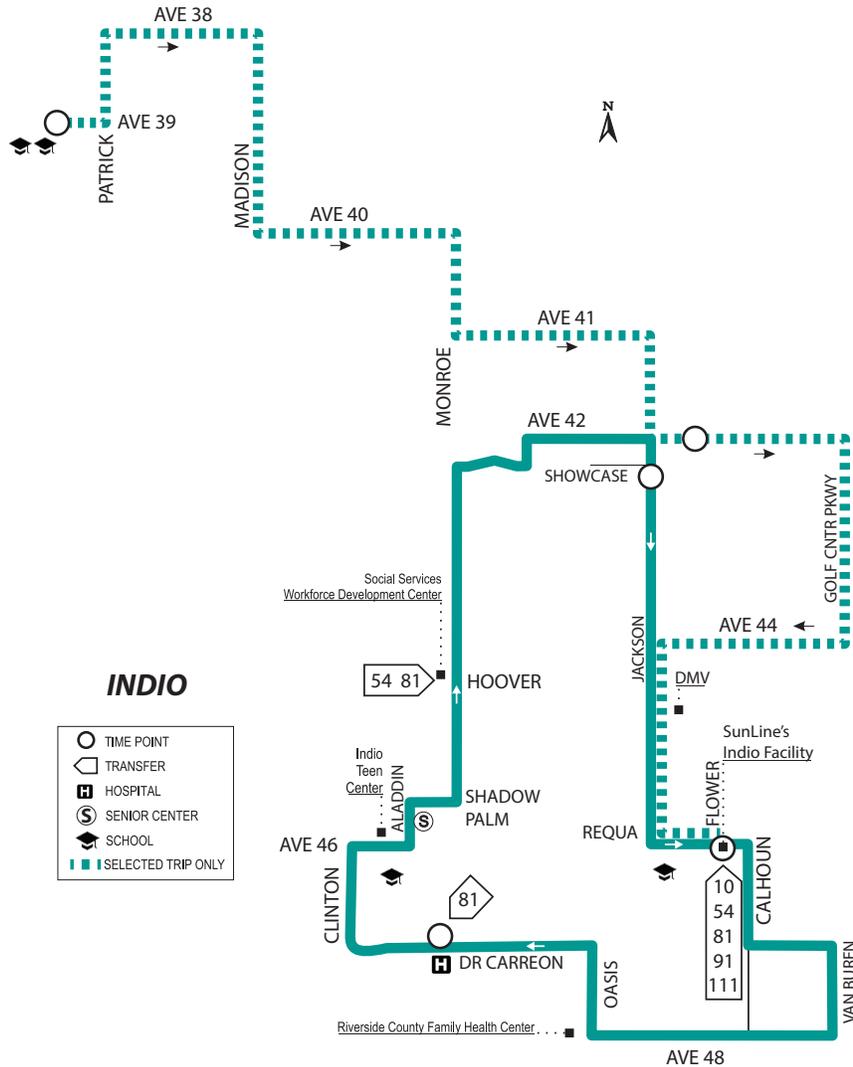
Hours of Operation		Service Span		Financial		
5:15 AM	8:45 PM	Weekdays		Annual Route Cost	\$1,168,833	
5:15 AM	9:28 PM	Weekends		Annual Farebox Route Revenue	\$189,151	
Frequency				Cost per Rider	\$7.16	
45 min		Weekdays		Subsidy per Rider	\$6.00	
90 min		Weekends				
Average Speed		Peak Vehicles		Ridership		
13 mph		3		Average Daily Passengers Weekday	554	
On Time Performance				Average Daily Passengers Weekends	207	
				91.0%	Annual Passengers	163,252
Route Total Bidirectional Length (miles)				Passengers per Hour	16.9	
				19.5	Passengers per Mile	1.3
Annual Revenue Miles				Annual Wheelchair Boardings	507	
				129,249	Annual Bicycle Boardings	7,550
Annual Revenue Hours				Population within .5 mi of stop	29,299	
				9,687	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.



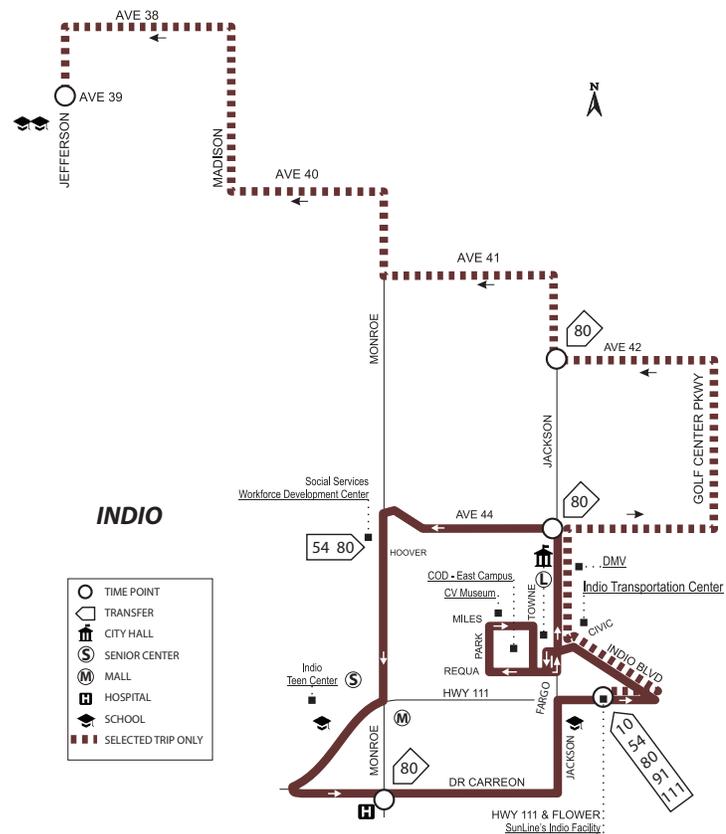
Hours of Operation		Service Span		Financial	
6:00 AM	8:45 PM	Weekdays		Annual Route Cost	\$1,093,403
6:00 AM	8:45 PM	Weekends		Annual Farebox Route Revenue	\$237,025
Frequency			Cost per Rider		
30 min		Weekdays		Subsidy per Rider	
60 min		Weekends			
Average Speed		Peak Vehicles		Ridership	
12 mph		5		Average Daily Passengers Weekday	684
On Time Performance			Average Daily Passengers Weekends		
			89.8%		275
Route Total Bidirectional Length (miles)			Annual Passengers		
			11.02		203,664
Annual Revenue Miles			Passengers per Hour		
			105,020		22.5
Annual Revenue Hours			Passengers per Mile		
			9,061		1.9
			Annual Wheelchair Boardings		1,819
			Annual Bicycle Boardings		4,028
			Population within .5 mi of stop		46,613
			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.

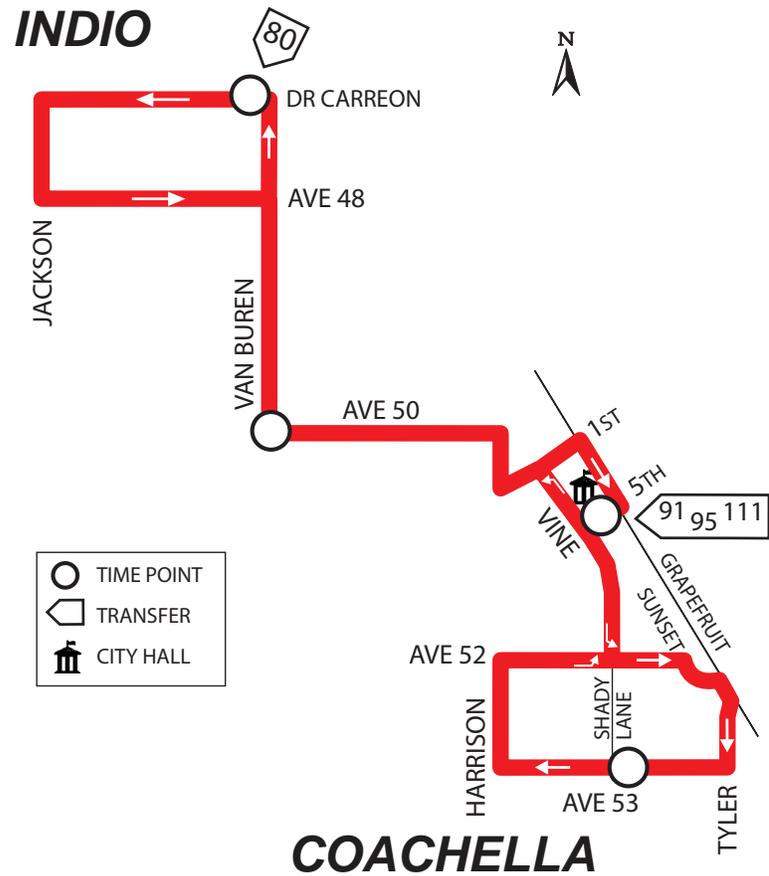


Hours of Operation		Service Span	Financial	
5:25 AM	8:15 PM	Weekdays	Annual Route Cost	\$682,616
5:25 AM	8:15 PM	Weekends	Annual Farebox Route Revenue	\$103,584
Frequency			Cost per Rider	\$7.69
60 min		Weekdays	Subsidy per Rider	\$6.52
60 min		Weekends		
Average Speed		Peak Vehicles	Ridership	
10 mph		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.

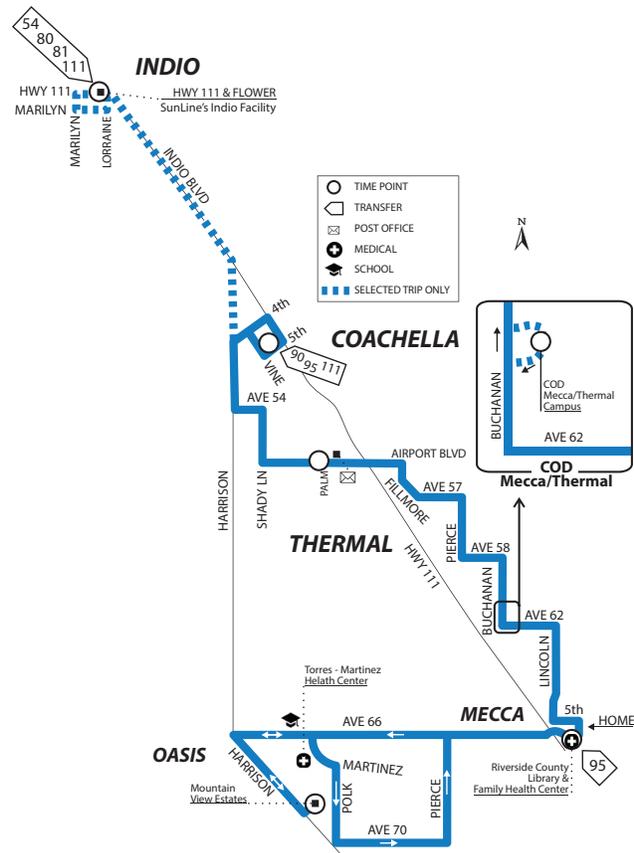


Hours of Operation		Service Span		Financial	
5:00 AM	9:52 PM	Weekdays		Annual Route Cost	\$724,425
5:00 AM	8:52 PM	Weekends		Annual Farebox Route Revenue	\$85,750
Frequency				Cost per Rider	\$9.94
60 min		Weekdays		Subsidy per Rider	\$8.76
60 min		Weekends		Ridership	
Average Speed		Peak Vehicles		Average 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.

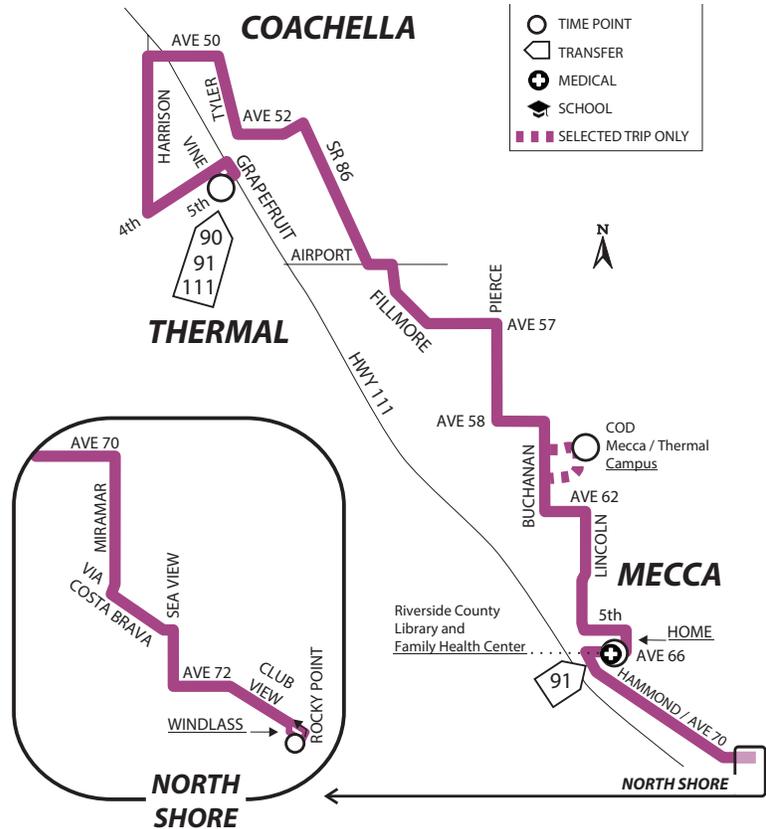


Hours of Operation		Service Span	Financial	
4:48 AM	10:20 PM	Weekdays	Annual Route Cost	\$2,082,181
5:30 AM	10:40 PM	Weekends	Annual Farebox Route Revenue	\$182,625
Frequency			Cost per Rider	\$13.26
60 min	Weekdays		Subsidy per Rider	\$12.10
60 min	Weekends		Ridership	
Average Speed	Peak Vehicles		Average Daily Passengers Weekday	503
19 mph	3		Average Daily Passengers Weekends	270
On Time Performance		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.



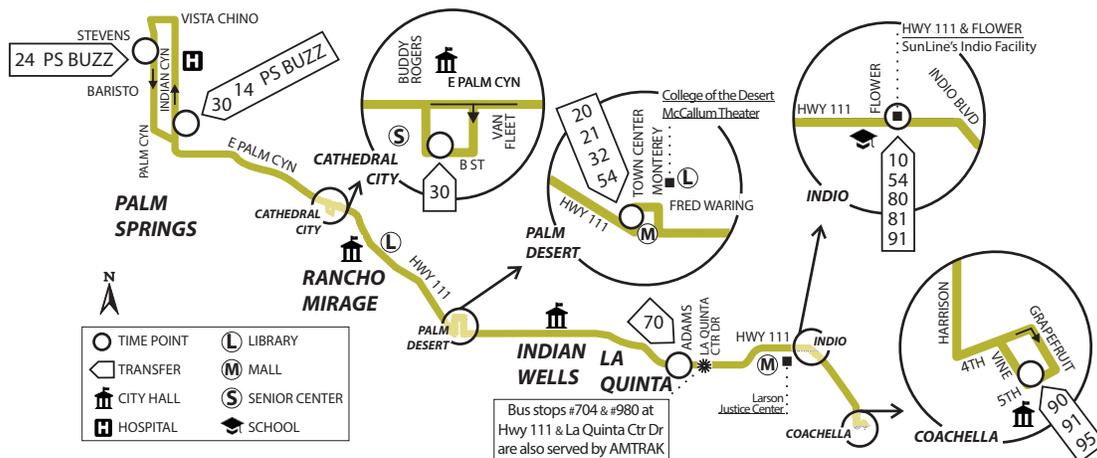
Hours of Operation		Service Span	Financial	
4:15 AM	10:00 PM	Weekdays	Annual Route Cost	\$764,117
4:15 AM	10:00 PM	Weekends	Annual Farebox Route Revenue	\$34,036
Frequency			Cost per Rider	\$26.50
180 min		Weekdays	Subsidy per Rider	\$25.32
180 min		Weekends	Ridership	
Average Speed	Peak Vehicles		Average Daily Passengers Weekday	85
19 mph	1		Average Daily Passengers Weekends	65
On Time Performance			Annual Passengers	28,840
87.4%			Passengers per Hour	4.5
Route Total Bidirectional Length (miles)			Passengers per Mile	0.2
52.49			Annual Wheelchair Boardings	130
Annual Revenue Miles			Annual Bicycle Boardings	788
115,773			Population within .5 mi of stop	18,910
Annual Revenue Hours			Jobs within .5 mi of stop	1,960
6,390				

# 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		



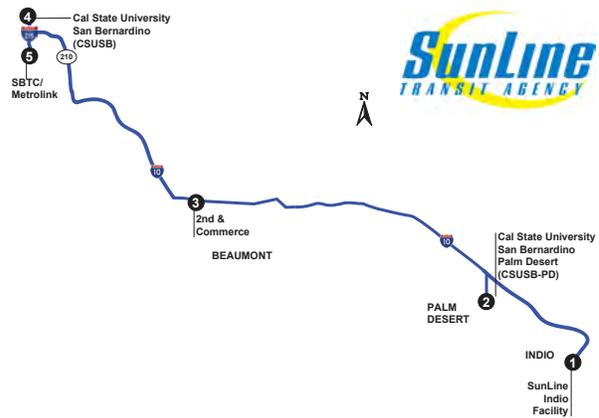
# 10 Commuter Link

## 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.



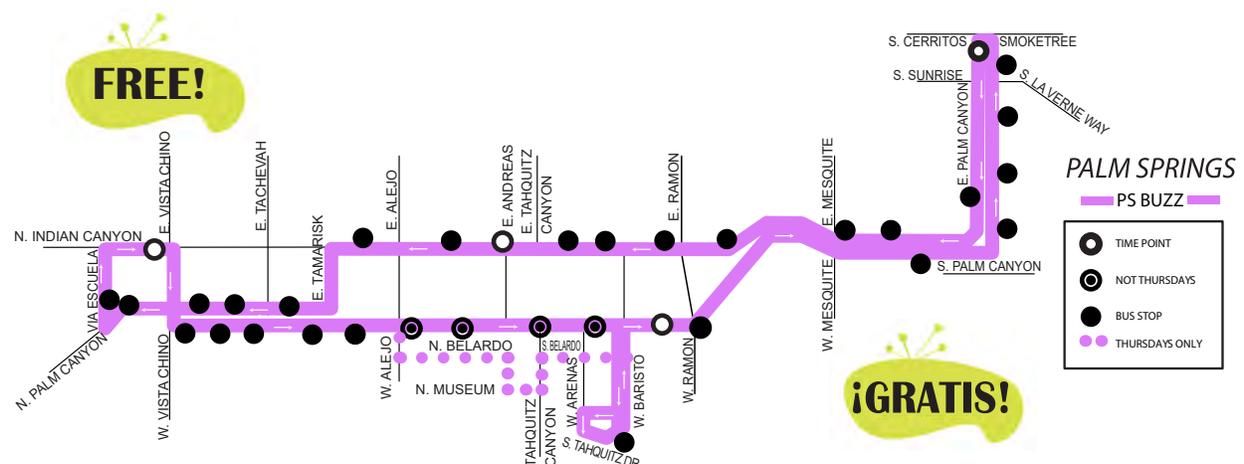
Hours of Operation		Service Span	Financial	
5:20 AM	8:00 PM	Weekdays	Annual Route Cost	N/A
		No weekend service	Annual Farebox Route Revenue	N/A
Frequency			Cost per Rider	N/A
8 trips		Weekdays	Subsidy per Rider	N/A
		No weekend service	<b>Ridership</b>	
Average Speed		Peak Vehicles	Average Daily Passengers Weekday	N/A
46 mph		2	Average Daily Passengers Weekends	N/A
On Time Performance		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 15 routes into 9 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
<b>Weekday</b>			
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
<b>Weekend</b>			
Frequency	20	20	20
Service hours	16	16	16
<b>Service Summary</b>			
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

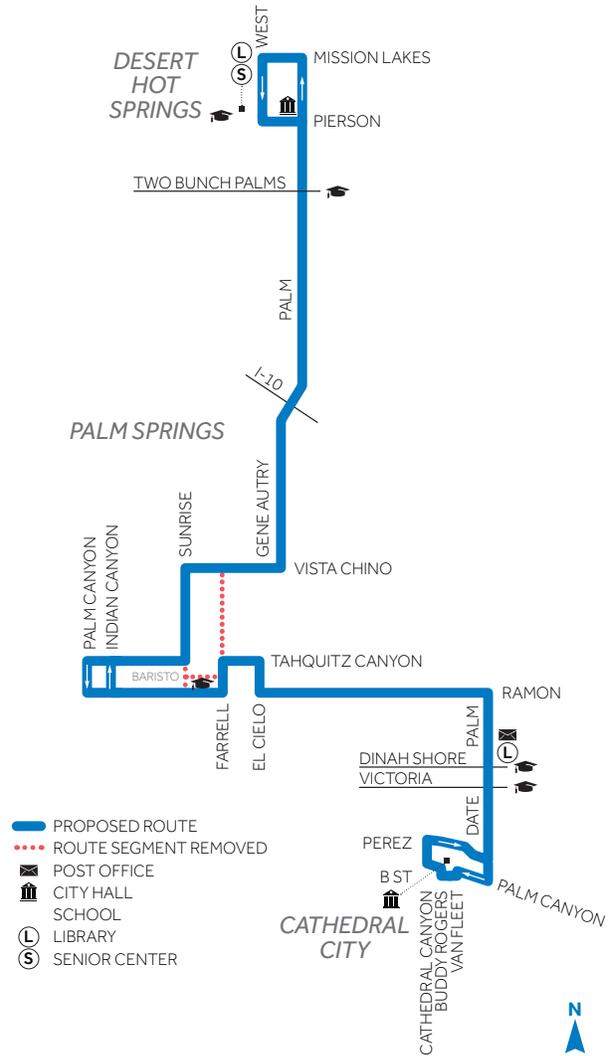


# Route 2

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.

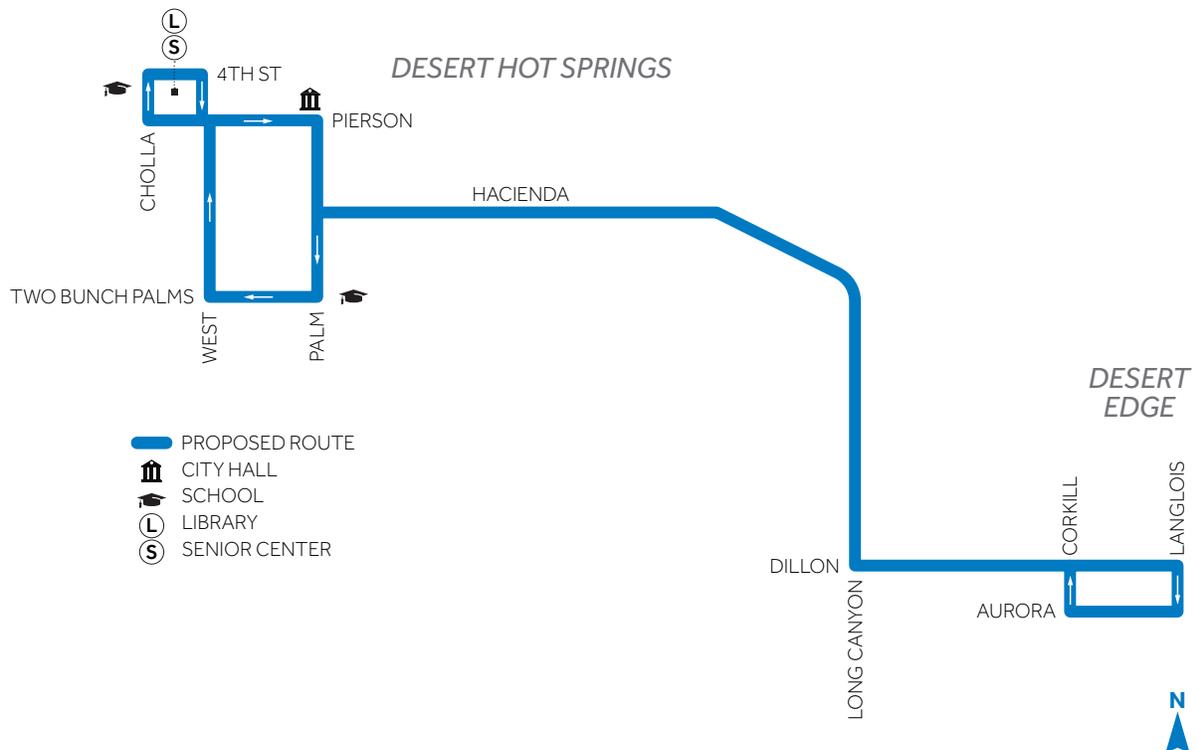


	Baseline	Phase I	Phase II
<b>Description</b>	Existing Route 14 and Route 30	Implement Route 2 with 20-minute peak, 40-minute off-peak weekday, and 40-minute weekend service	Phase I plus 15-minute peak service and 20-minute off-peak weekday service
<b>Weekday</b>			
Peak frequency	20	20	15
Peak service hours	12	12	6
Off-peak frequency (mins)	40	40	20
Off-peak service hours	6	6	12
<b>Weekend</b>			
Frequency	40	40	40
Service hours	17	17	17
<b>Service Summary</b>			
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
<b>Weekday</b>			
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
<b>Weekend</b>			
Frequency	60	60	60
Service hours	14	14	14
<b>Service Summary</b>			
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

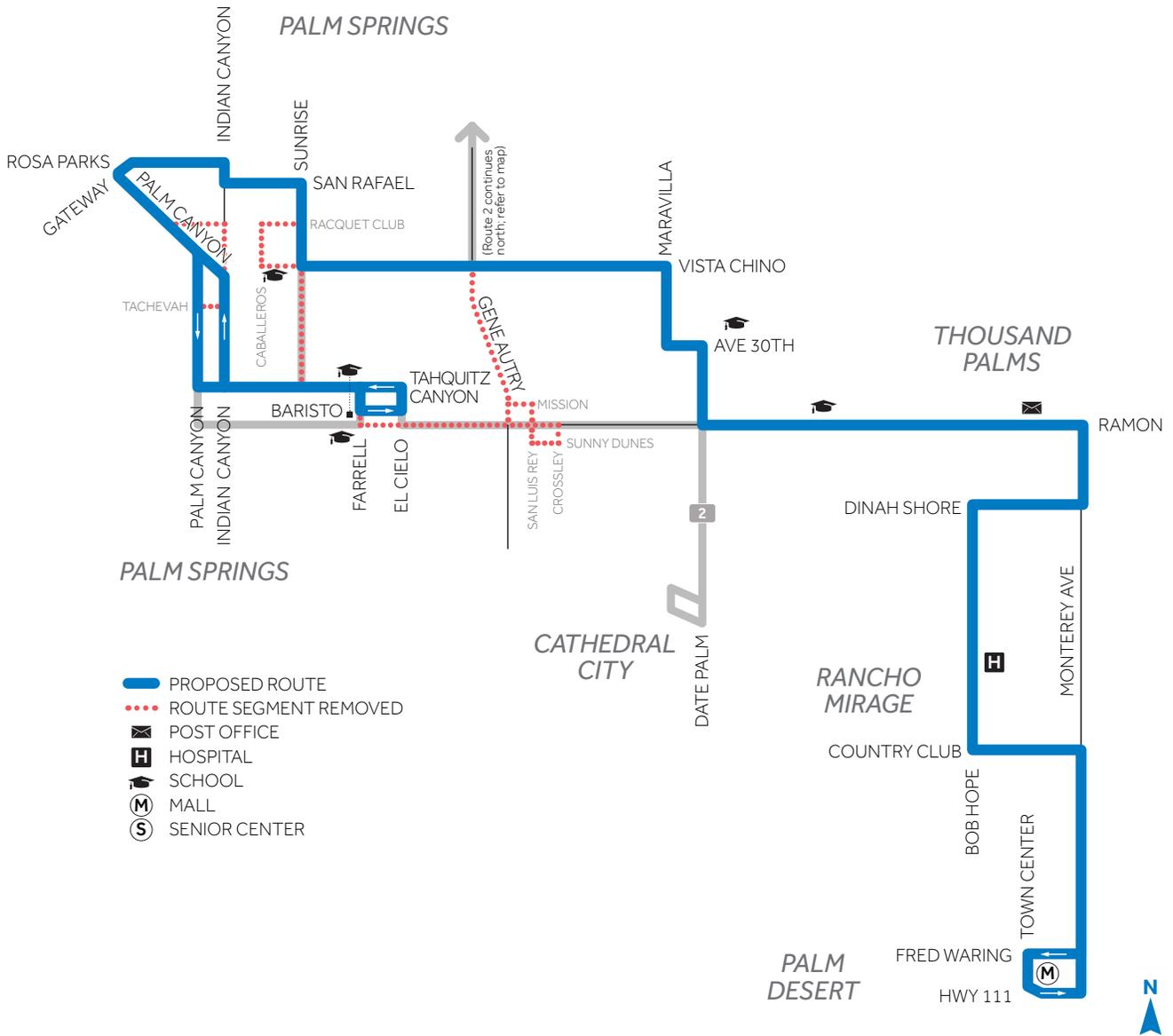


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# Route 4

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
<b>Weekday</b>			
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
<b>Weekend</b>			
Frequency	60	60	60
Service hours	15	15	15
<b>Service Summary</b>			
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.

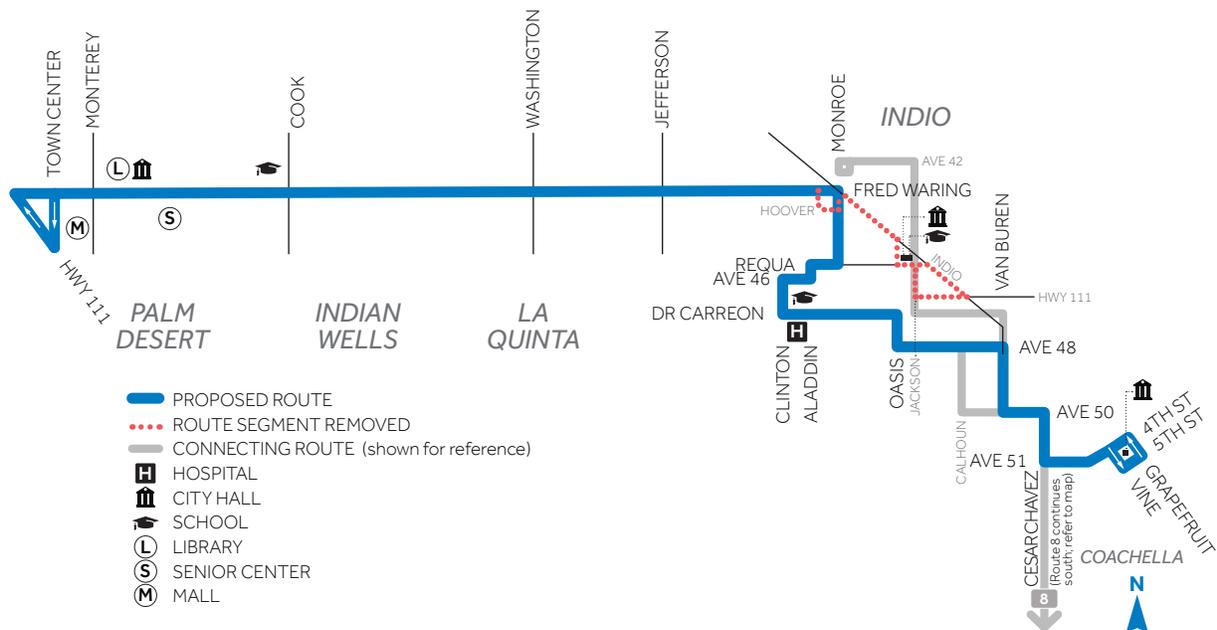
Description	Baseline Existing Route 20 and Route 21	Phase I Implement Route 5 with 60-minute weekday peak service	Phase II Phase I plus 40-minute weekday service
<b>Weekday</b>			
Peak frequency	60	60	40
Peak service hours	6	6	6
Off-peak frequency (mins)	0	0	0
Off-peak service hours	0	0	0
<b>Weekend</b>			
Frequency	0	0	0
Service hours	0	0	0
<b>Service Summary</b>			
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
<b>Weekday</b>			
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
<b>Weekend</b>			
Frequency	0	0	0
Service hours	0	0	0
<b>Service Summary</b>			
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

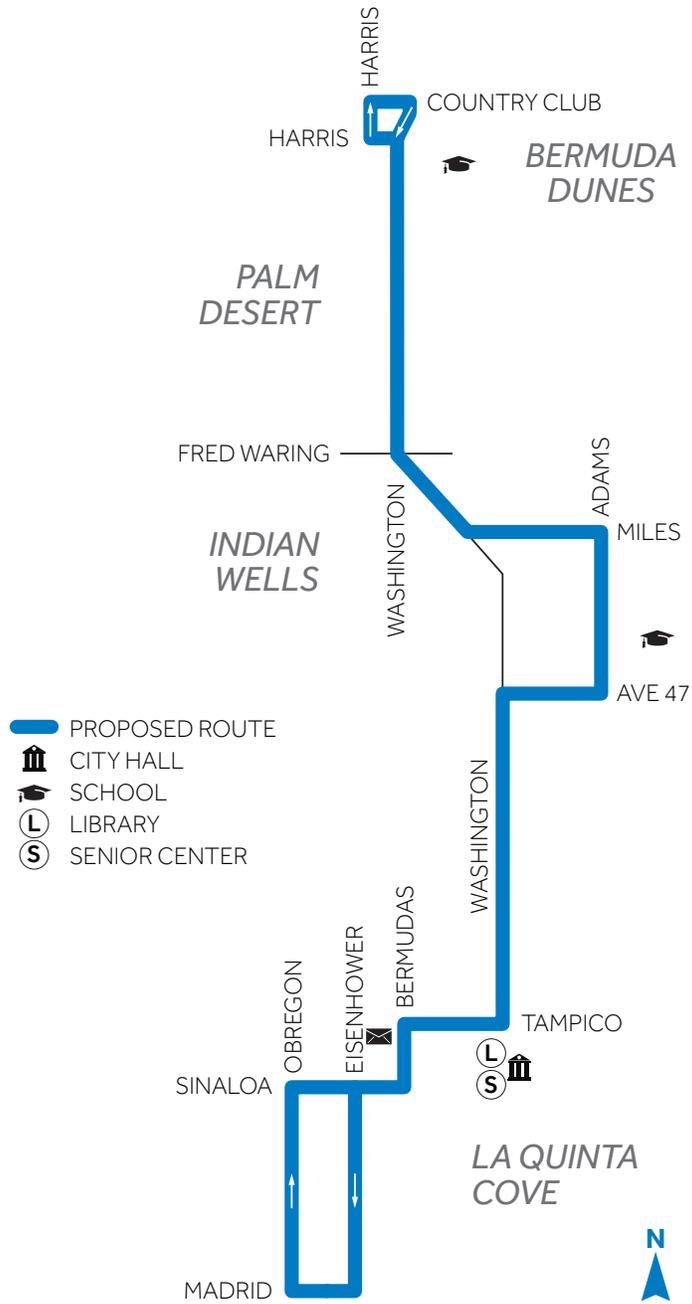


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# Route 7

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.

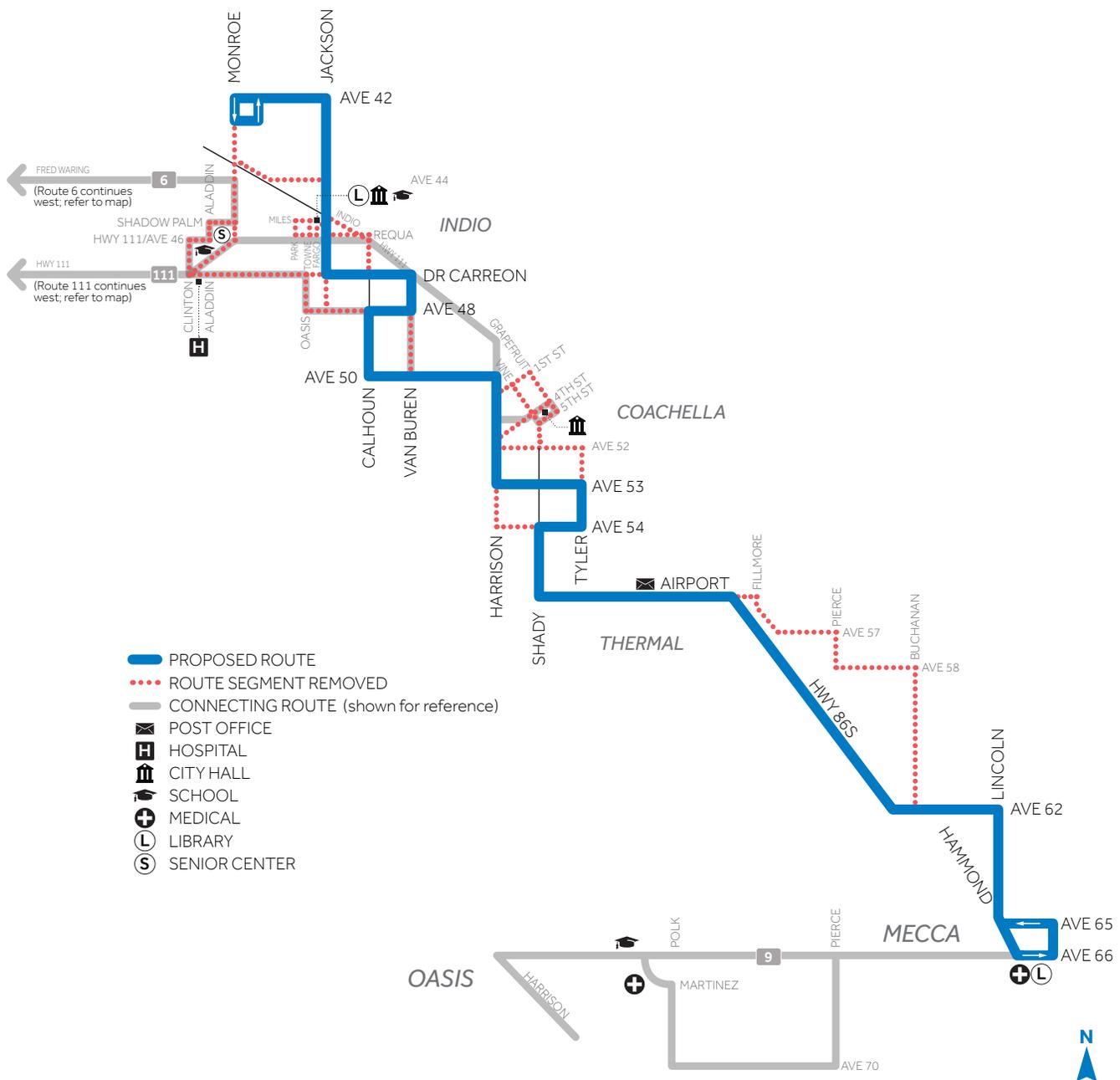
Description	Baseline Existing Route 70	Phase I Baseline service	Phase II Phase I plus weekday 30-minute peak service
<b>Weekday</b>			
Peak frequency	45	45	30
Peak service hours	16	16	6
Off-peak frequency (mins)	0	0	45
Off-peak service hours	0	0	10
<b>Weekend</b>			
Frequency	90	90	90
Service hours	17	17	17
<b>Service Summary</b>			
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.

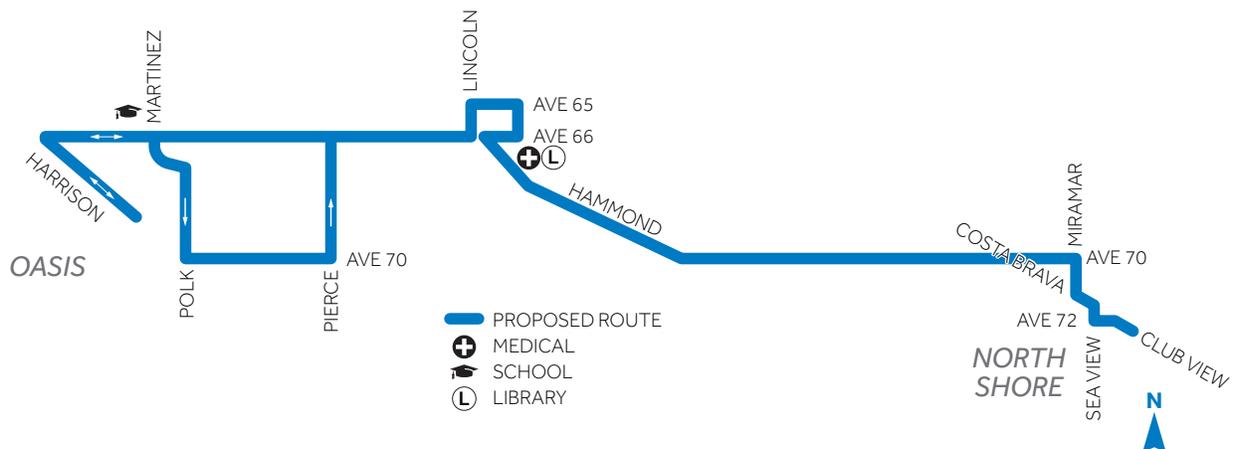
Description	Baseline Existing Routes 81, 90, 91, and 95	Phase I Implement Route 8 with 40-minute weekday service	Phase II Phase I plus 40-minute weekend service
<b>Weekday</b>			
Peak frequency	60	40	40
Peak service hours	18	18	18
Off-peak frequency (mins)	0	0	0
Off-peak service hours	0	0	0
<b>Weekend</b>			
Frequency	60	60	40
Service hours	18	18	18
<b>Service Summary</b>			
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.

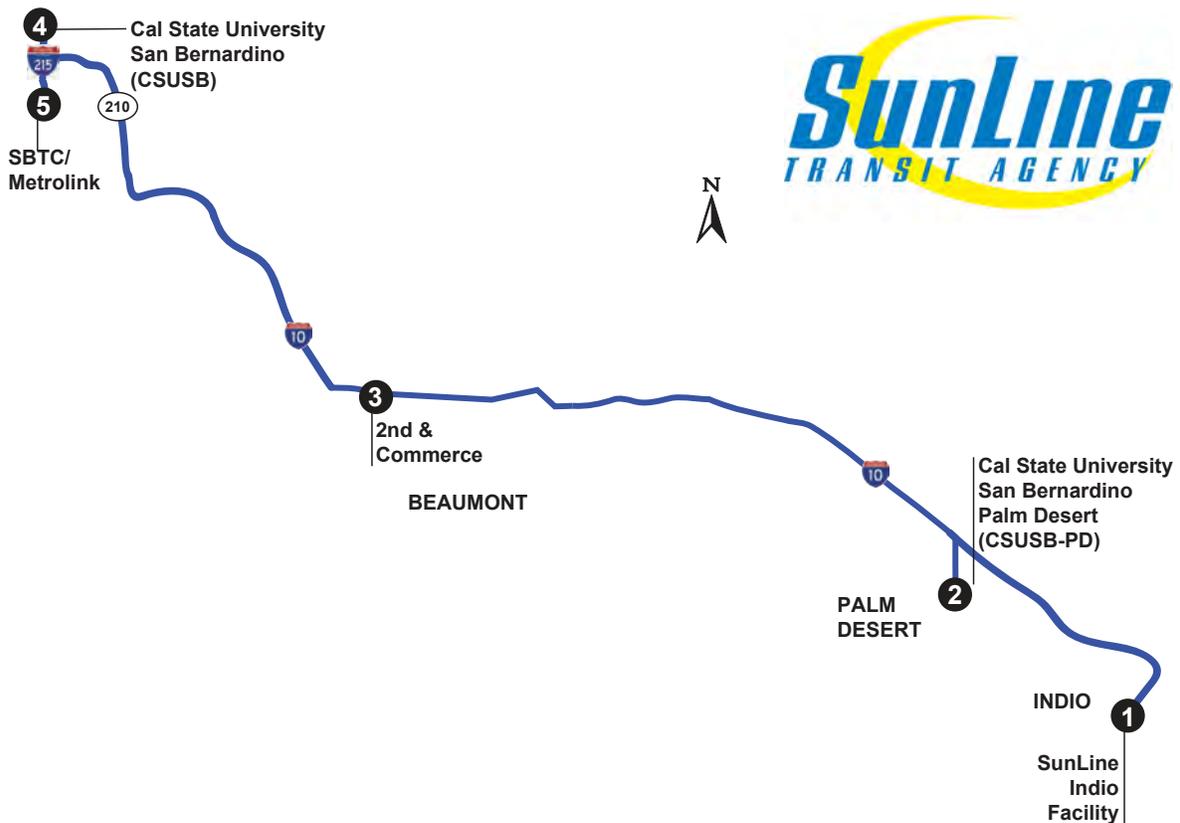
Description	Baseline	Phase I	Phase II
	N/A	New 60-minute all-day service	Same as Phase I
<b>Weekday</b>			
Peak frequency	N/A	60	60
Peak service hours	N/A	18	18
Off-peak frequency (mins)	N/A	0	0
Off-peak service hours	N/A	0	0
<b>Weekend</b>			
Frequency	N/A	60	60
Service hours	N/A	18	18
<b>Service Summary</b>			
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
<b>Weekday</b>			
One-way trips	4	4	4
<b>Service Summary</b>			
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
<b>Total</b>	<b>227,815</b>	<b>232,681</b>	<b>258,756</b>

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
<b>Total</b>	<b>3,430,524</b>	<b>3,593,703</b>	<b>4,069,370</b>

Figure B.3 shows peak bus estimates for the SunLine Refueled program. This table shows that the Phase I transition from the existing 15 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**

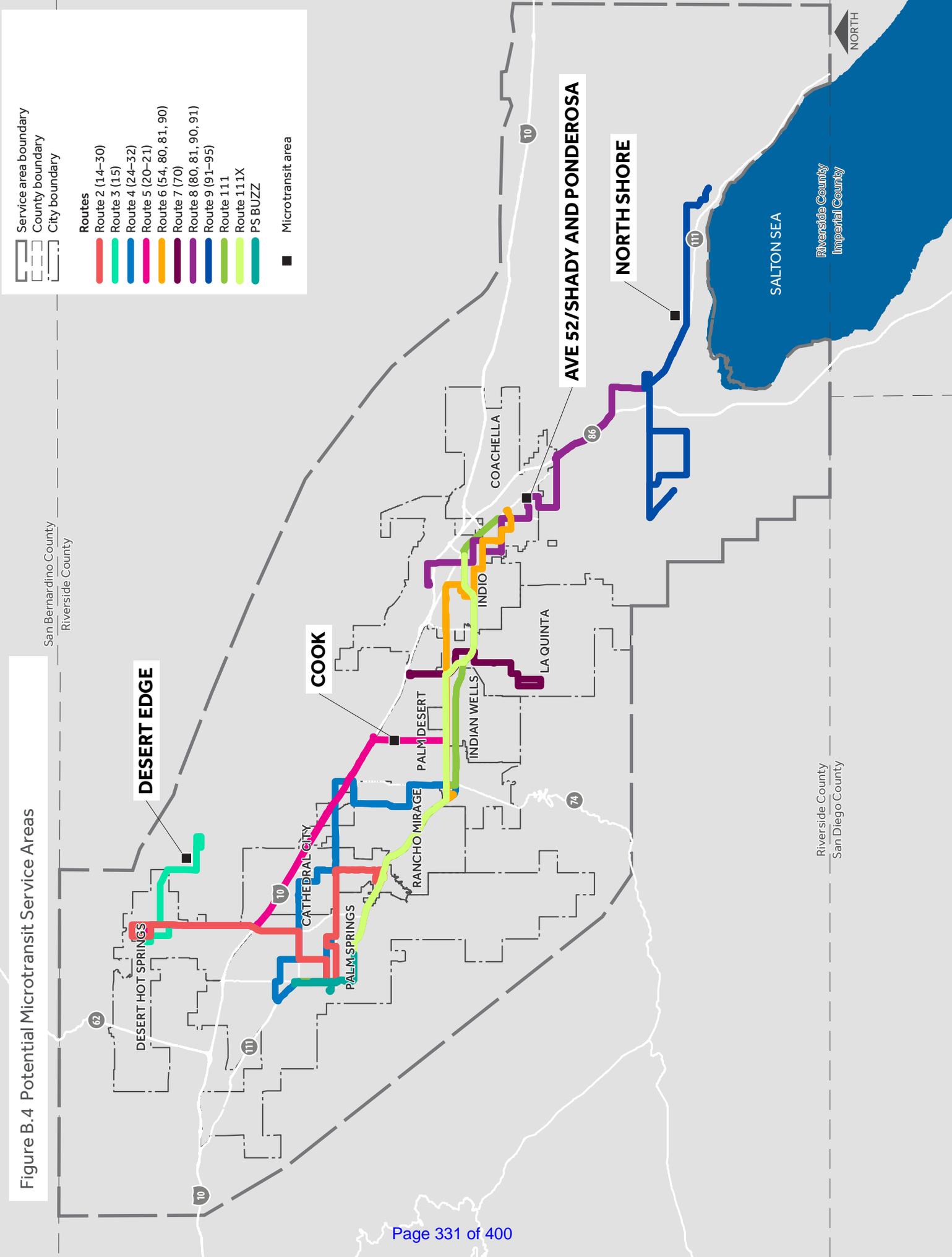
Route	Baseline	Phase I	Phase II
111X	0	3	3
111	14	14	14
2	11	11	15
3	1	1	2
4	8	6	8
5	3	3	4
6	2	4	5
7	3	3	3
8	11	5	5
9	0	3	3
10X	2	2	2
<b>Total</b>	<b>55</b>	<b>55</b>	<b>64</b>

## 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

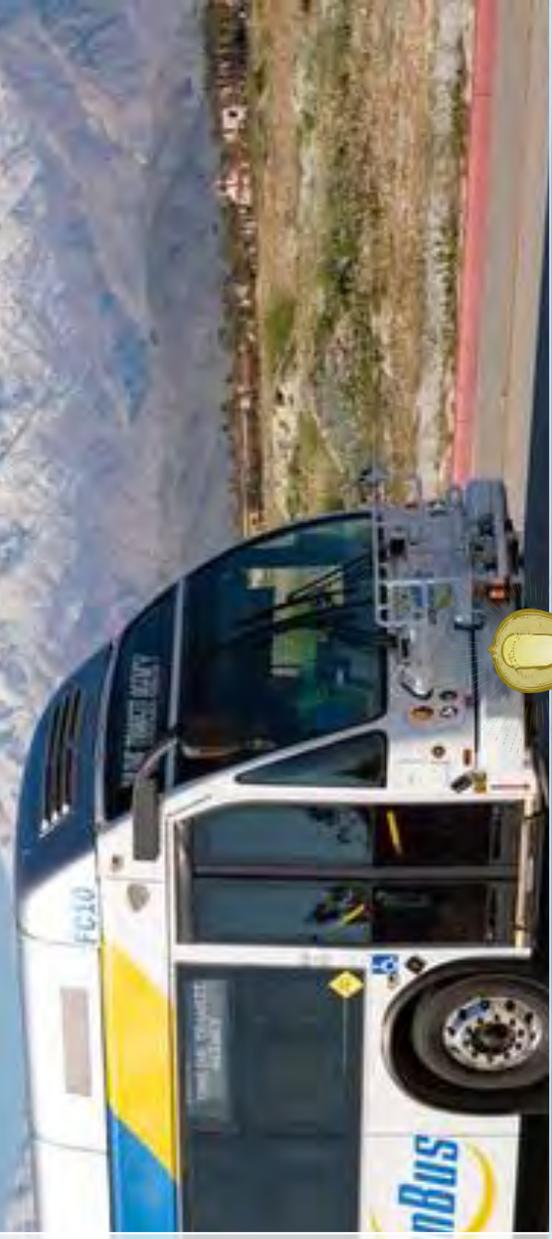


# Appendix C: Zero-emission Bus Implementation Plan

# SunLine Board of Directors Presentation: Innovative Clean Transit Regulation Rollout Plan

May 27, 2020

HYDROGEN FUEL CELL  
Powering A Clean Tomorrow - Today

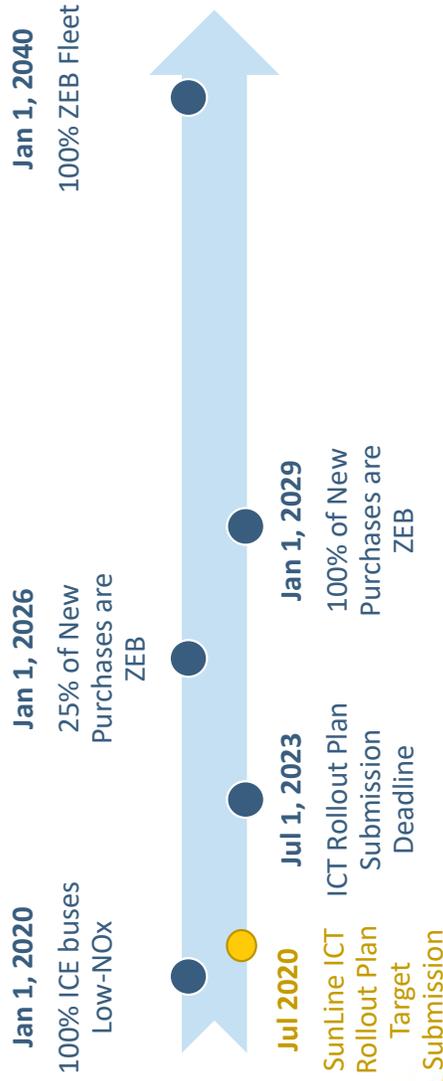


and the art of  
**ZEN**  
CLEAN ENERGY  
SOLUTIONS

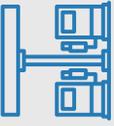
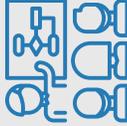
# CARB ICT Regulation

- ◆ 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*

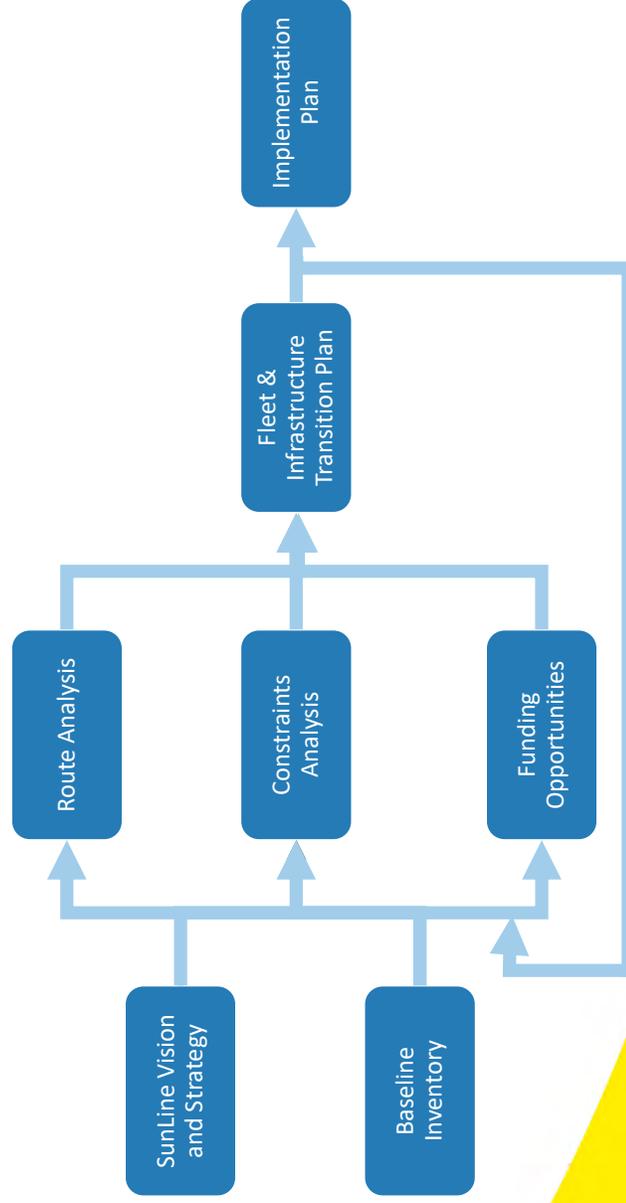


## ICT Rollout Plan Requirements

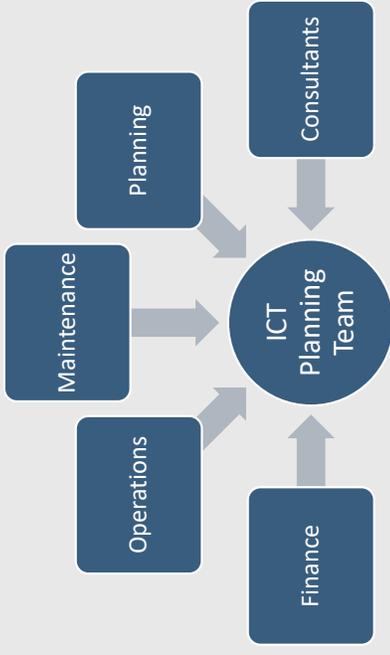
	Schedule for replacement of all buses including technology type
	Schedule for installation of fuelling/ charging infrastructure
	Description of required facility upgrades
	Identification of potential funding sources
	Description of Impact on disadvantaged communities
	Training plan for maintenance and 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

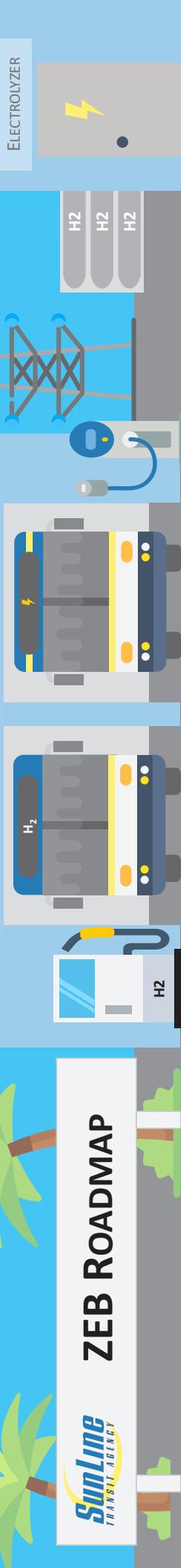
*SunLine's is poised to lead the country in FCEB and BEB deployments and demonstrate the effectiveness of a zero-emission fleet.*

*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





# ZEB ROADMAP



2020 2025 2030 2035 2040



## FIXED ROUTE



## PARATRANSIT



## H2 INFRASTRUCTURE



## BEB INFRASTRUCTURE



## BUSES



## MILESTONES



+ 900 kg/day electrolyzer begins operation

- Retire SMR Equipment

+ Add liquid delivered H2 Station at 1,000 Palms

+

+ Add liquid delivered H2 Station at Indio

- Retire CNG Equipment

+

+ Add 3 BEB chargers at 1,000 Palms

+

+ Add 3 BEB chargers at 1,000 Palms  
+ Add 2 BEB chargers at Indio

+

+ Add 2 BEB chargers at 1,000 Palms

+ VW Mitigation (3 FCEB)  
FY19 LowNo (1 FCEB)

+ ? EPA-TAS Grant (15 FCEB + 2 BEB)  
? FY20 LowNo (2 BEB)

+ CNG trolley buses replaced with FCEBs

+

+ CNG coach buses replaced with FCEBs

+

+ First FCEB Operating at Indio

→ 12 CNG buses refurbished

★ First paratransit bus purchased

+

★ 100% ZEB fixed route fleet

★ 50% ZEB fixed route fleet

★ 100% ZEB paratransit fleet



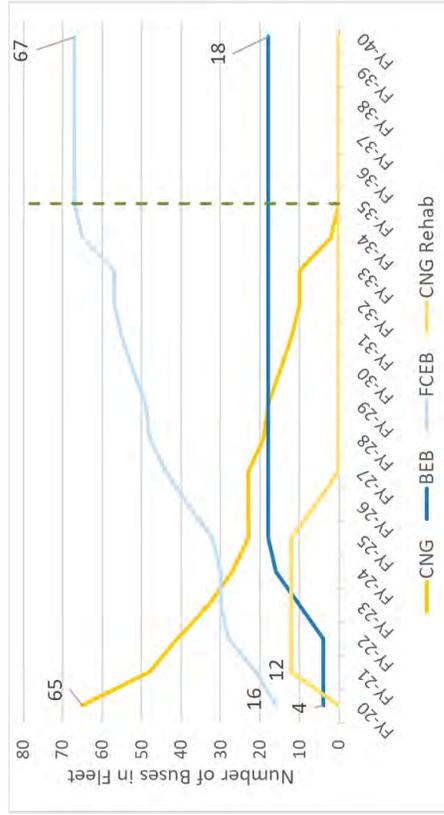
### LEGEND

- + ADD
- REMOVE
- ? TENTATIVE
- ★ KEY DATE

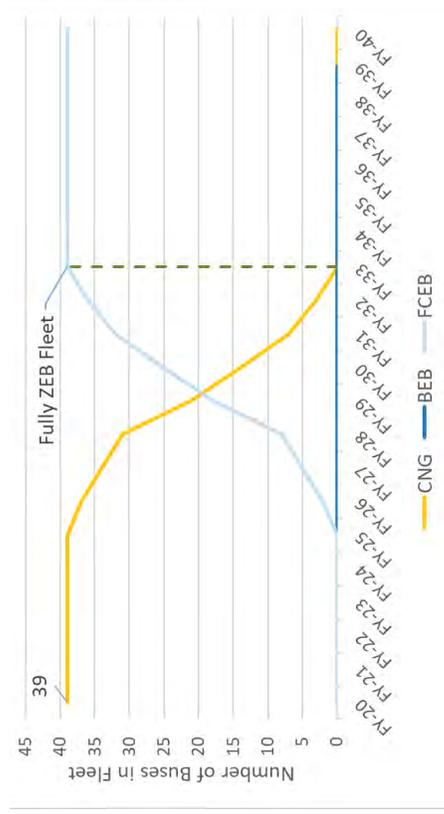
# SunLine Fleet Composition

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 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: \$173.4 million

Capital Expenditure Type	# of Units	Total CapEx 2020-2040 (\$ Million)
FR Buses	133	\$128.7
Paratransit Buses	173	\$35.4
BEB Chargers	9	\$1.2
Thousand Palms H2 Station Upgrade	1	\$5.6
Indio H2 Station	1	\$2.5
<b>Total</b>	<b>n/a</b>	<b>\$173.4</b>

# 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 projects

## Example Funding Sources

Status	Funding Source	Current SunLine Activities
Application Approved	VW Mitigation	Funding received for 3 FCEBs (\$1.2 million)
	EPA Targeted Airshed Grant	Application submitted for 15 FCEBs and 2 BEBs to be deployed 2022 (\$19.8 million)
Application Submitted	5339 (b) Bus & Bus Facilities	Application submitted for refurbishment of 12 CNG buses (\$2.5 million)
	5339(c) Low or No Emission Vehicle	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



**SunLine**  
TRANSIT AGENCY



**ZEN**

*and the art of*  
**CLEAN ENERGY SOLUTIONS**



014

An advertisement for SunLine Transit Agency displayed on a bus stop shelter. The ad is divided into four quadrants by puzzle pieces. The top-left quadrant shows a person holding a yellow puzzle piece with the word "thank". The top-right quadrant shows a person holding a dark blue puzzle piece with the word "you". The bottom-left quadrant shows a person holding a dark blue puzzle piece with the word "essential". The bottom-right quadrant shows a person holding a yellow puzzle piece with the word "workers". Below the puzzle pieces, the text "TOGETHER WE ARE STRONGER" is written in large, bold, white and yellow letters. Underneath that, it says "THANK YOU TO ALL OF THOSE WHO HAVE KEPT US MOVING" in smaller white text. The SunLine logo is centered below the text. At the bottom left, the website "SunLine.org/cvstrong" is listed, and at the bottom right, the hashtag "#CoachellaValleyStrong" is displayed.

**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

<b>DATE:</b>	June 24, 2020	<b>ACTION</b>
<b>TO:</b>	Strategic Planning & Operational Committee Board of Directors	
<b>FROM:</b>	Tommy D. Edwards, Chief Performance Officer	
<b>RE:</b>	Zero-Emission Bus (ZEB) Rollout Plan	

---

### **Recommendation**

Recommend that the Board of Directors adopt Resolution No. 0780, which approves the SunLine Transit Agency Zero-Emission Bus (ZEB) Rollout Plan and authorizes the CEO/General Manager to submit the ZEB Rollout Plan to the California Air Resources Board in accordance with the Innovative Clean Transit (ICT) Regulation.

### **Background**

In December 2018, the California Air Resources Board adopted the ICT Regulation, which requires transit agencies operating in California to gradually transition their bus fleet to zero-emission technologies. The ICT Regulation requires that 25% of SunLine's new bus purchases must be zero-emission starting in 2026, 100% of new bus purchases must be zero-emission starting in 2029, and that 100% of all buses in the fleet must be zero-emission by 2040. All transit agencies in the state are required to produce a rollout plan outlining their strategy to reach the targets defined in the ICT mandate.

The final Rollout Plan, which is attached to Resolution No. 0780, outlines a path for SunLine to transition the bus fleet to zero-emission by 2035 – 5 years earlier than the target set by the ICT Regulation. This will build upon SunLine's leadership position in the zero-emission vehicle space, provide environmental and health benefits to SunLine staff, riders, and the local population.

An overview of the Rollout Plan was presented to the Strategic Planning & Operational Committee on May 27, 2020. This plan demonstrates the level of support required from federal, state, and local agencies to achieve the goals of the ICT Regulation. It will be beneficial for SunLine when applying for special grant funding. The Rollout Plan will become a living document to help guide the transition of the bus fleet to zero-emission.

### **Financial Impact**

There is no financial impact from this request. Funding for specific purchases outlined in the plan will be subject to approval of the Board at a later date.

## SUNLINE TRANSIT AGENCY

### RESOLUTION NO. 0780

#### RESOLUTION APPROVING THE SUNLINE TRANSIT AGENCY ZERO-EMISSION BUS (ZEB) ROLLOUT PLAN AND AUTHORIZING THE CEO/GENERAL MANAGER TO SUBMIT THE ZEB ROLLOUT PLAN TO THE CALIFORNIA AIR RESOURCES BOARD IN ACCORDANCE WITH THE INNOVATIVE CLEAN TRANSIT REGULATIONS

**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**, the Innovative Clean Transit (ICT) regulations were adopted by the California Air Resources Board (CARB) in December 2018 and became effective on October 1, 2019;

**WHEREAS**, Title 13 of the California Code of Regulations § 2023 (13 CCR § 2023.1 through 2023.11) requires all public transit agencies to gradually transition their bus fleet to zero-emission technologies;

**WHEREAS**, each transit agency must adopt and submit to CARB a ZEB Rollout Plan describing how the agency will transition to a zero-emission fleet;

**WHEREAS**, SunLine's ZEB Rollout Plan must be submitted to CARB by July 1, 2023;

**WHEREAS**, SunLine's goal is to fully transition to zero-emission technologies by 2035, that avoids early retirement of compressed natural gas (CNG) buses, and can be achieved with available funds; and

**WHEREAS**, the Board of Directors has approved a Strategic Plan as a foundation to guide the implementation of ZEBs and compliance with California Code of Regulations § 2023.2.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of Directors of Sunline Transit Agency adopts the SunLine Transit Agency's ZEB Rollout Plan, attached hereto as Exhibit A, which achieves the following pursuant to the ICT Regulations:

1. A goal to transition its bus fleet to zero-emission by 2035 with careful planning that avoids early retirement of CNG buses;
2. Identifies types of ZEB technologies that the Agency intends to continue to deploy, including battery electric and hydrogen fuel cell electric buses;
3. Sets forth a schedule for construction of facilities and infrastructure modifications or upgrades required to deploy and maintain the ZEBs;
4. Sets forth a schedule for ZEB purchases;
5. Describes how the Agency plans to deploy ZEBs in disadvantaged communities as listed in the latest version of “CalEnviroScreen”;
6. Sets forth a training plan and schedule to train operators and maintenance and repair staff;
7. Describes how the Agency will share knowledge about the commercialization of zero-emission technologies as well as exploring economic investments in the workforce by leading the West Coast Center of Excellence in Zero-Emission technology and Renewable Energy;
8. Identifies potential funding sources; and
9. Identifies start-up and scale-up challenges.

**NOW THEREFORE, BE IT RESOLVED** that the CEO/General Manager is authorized to submit the SunLine Transit Agency’s ZEB Rollout Plan, and any other documents or instruments required by CARB for the submittal and adoption of the ZEB Rollout Plan, in accordance with the ICT Regulations.

ADOPTED this 24<sup>th</sup> day of June, 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

# ZERO-EMISSION BUS ROLLOUT PLAN



# TABLE OF CONTENTS

SECTION A:	Transit Agency Information.....	1
SECTION B:	Rollout Plan General Information.....	3
SECTION C:	Technology Portfolio.....	4
	Route Analysis .....	4
	Infrastructure Constraints.....	6
	Final Fleet Composition .....	9
SECTION D:	Current Bus Fleet Composition & Future Bus Purchases.....	10
SECTION E:	Facilities and Infrastructure Modifications.....	17
SECTION F:	Providing Service in Disadvantaged Communities.....	21
SECTION G:	Workforce Training.....	23
SECTION H:	Potential Funding Sources.....	25
SECTION I:	Start-up and Scale-up Challenges .....	27
APPENDIX I:	SunLine Roadmap .....	28
APPENDIX II:	..... Board Resolution	29



## SECTION A:

# Transit Agency Information

SunLine Transit Agency (SunLine) provides public transit services in California’s Coachella Valley. It has pioneered zero-emission bus deployments, particularly for hydrogen fuel cell electric buses (FCEB). In 1993, SunLine’s Board adopted a voluntary policy of pursuing alternative fuel solutions that provide the lowest possible emissions, which led to SunLine becoming the first transit agency in the state to convert its entire fleet to compressed natural gas (CNG). The current fleet includes 16 FCEBs and 4 battery electric buses (BEB), which comprise 24% of the fixed route fleet. SunLine is committed to transitioning its entire bus fleet to zero-emission in accordance with the Innovative Clean Transit (ICT) Regulation.

SunLine service includes local fixed route buses, a bus circulator loop, commuter/express buses, microtransit, and paratransit buses. Its service area is in the Riverside County Supervisorial District 4 and includes the following cities:

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

SunLine’s service also includes several unincorporated territories within Riverside County. In total, the service area covers 1,120 square miles. The bus fleet provides service to 15 local bus routes, one commuter/express bus between Indio and San Bernardino, and paratransit services for people who are unable to use fixed route buses.

SunLine operates out of two facilities. The administrative headquarters and main operating facility is located at 32-505 Harry Oliver Trail in Thousand Palms (Thousand Palms Facility). A smaller operating and maintenance facility is located at 83-255 Highway 111 in Indio (Indio Facility).

SunLine operates within the South Coast Air Quality Management District. The majority of SunLine’s service territory is within the Salton Sea Air Basin, but the commuter bus route extends into the South Coast Air Basin. Key information about the agency is summarized below:

Transit Agency's Name	SunLine Transit Agency
Mailing Address (number, street, city, county, zip code)	32-505 Harry Oliver Trail Thousand Palms, CA 92276
Name of Transit Agency's Air District(s)	South Coast Air Quality Management District
Name of Transit Agency's Air Basin(s)	Salton Sea Air Basin, South Coast Air Basin
Total number of buses in Annual Maximum service	59
Population of the urbanized area a transit agency is serving as last published by the Census Bureau before December 31, 2017	375,550
Contact information of the general manager, chief operating officer, or equivalent: A) Contact Name (Last Name, First Name, MI) B) Title C) Phone number D) Email Address	Skiver, Lauren Chief Executive Officer / General Manager 760-343-3456 <a href="mailto:lskiver@sunline.org">lskiver@sunline.org</a>



## SECTION B:

# Rollout Plan General Information

SunLine's Rollout Plan will enable the agency to fully transition its bus fleet to zero-emission by 2035, which is five years ahead of the deadline set in the ICT Regulation. All buses will operate for their expected useful life to avoid early retirement of any vehicle. To achieve this, SunLine will build off past success deploying FCEBs and BEBs, which already make up 24% of the fixed route fleet.

Starting in 2021, all new fixed route vehicle purchases will be zero-emission buses (ZEB). Since each bus will operate for their entire useful life of 12-14 years, the last CNG buses purchased will dictate the year in which the fleet is fully transitioned to zero-emission. Any fixed route CNG bus purchases beyond 2020 will delay the transition.

The paratransit cutaway buses will be replaced on-schedule with the ICT regulation. However, the turnover of these vehicles is quicker because they are designed to a shorter lifespan. This will enable the paratransit CNG vehicles to be phased out of the fleet before 2035.

To reduce near-term costs, SunLine will refurbish 12 CNG fixed route buses in 2020, extending their lifetime by approximately six years. Fifty-three of SunLine's fixed route buses (62% of the fleet) were purchased between 2008 and 2009 and are now approaching their useful life. This batch procurement was executed to take advantage of available funding programs at that time. In the absence of these refurbishments, all these buses would need to be replaced around the same time, which would drive a spike in procurement. Extending the lifetime of a portion of these buses through refurbishment will help equalize the number of new purchases from year to year.

SunLine's existing FCEB fueling and BEB charging infrastructure was designed to enable future growth of their fleet. In late 2019, SunLine began operating an electrolyzer capable of producing 900 kg-H<sub>2</sub>/day, which is enough to satisfy demand for 32 buses based on the average fuel consumption of FCEBs operating on SunLine's routes. There are currently six AC/DC BEB chargers installed between SunLine's Thousand Palms and Indio facilities serving only four BEBs. The electrical capacity could be used to power additional buses; however, new DC/DC chargers will be required to be compatible with BEBs offered by most bus providers.

This Rollout Plan was approved by SunLine's Board of Directors on June 24, 2021 under resolution <TBD>. The board approved resolution is attached as Appendix B.

This Rollout Plan was developed by Zen and the Art of Clean Energy Solutions (Zen) in collaboration with SunLine.

For additional information on the Rollout Plan, please contact:

Tommy Edwards  
Chief Performance Officer  
(760) 343-3456 x1203  
[tedwards@sunline.org](mailto:tedwards@sunline.org)





## SECTION C: Technology Portfolio

SunLine intends to continue to deploy both FCEBs and BEBs as the fleet is transitioned to 100% zero-emission. The final fleet composition – 67 fixed route FCEBs, 18 fixed route BEBs, and 39 paratransit FCEBs – was determined to maximize performance and minimize cost. Using speed and elevation data from SunLine’s current routes/blocks, daily operating energy and peak power requirements for BEBs and FCEBs were modelled to determine which technology was most appropriate for each route. Additional constraints were considered such as infrastructure footprint limitations and available electrical capacity.

### Route Analysis

A representative portion of SunLine’s routes were analyzed using a proprietary kinetic model developed by Zen, to determine which routes were best suited to BEBs or FCEBs. The model provides an accurate prediction of actual bus range limitations by considering route-specific power demand over time based on speed, elevation change, and idling time. Results were modelled based on vehicle specifications for several currently available BEBs and FCEBs. The model accuracy has been validated through comparison with actual range and fuel consumption on BEBs and FCEBs respectively.

Figure 1 shows an example of a duty cycle for a particular route operated during peak revenue service at SunLine. Figure 2 and Figure 3 show the modelled power demand and fuel consumption for a BEB and FCEB respectively operating on the duty cycle shown in Figure 1.

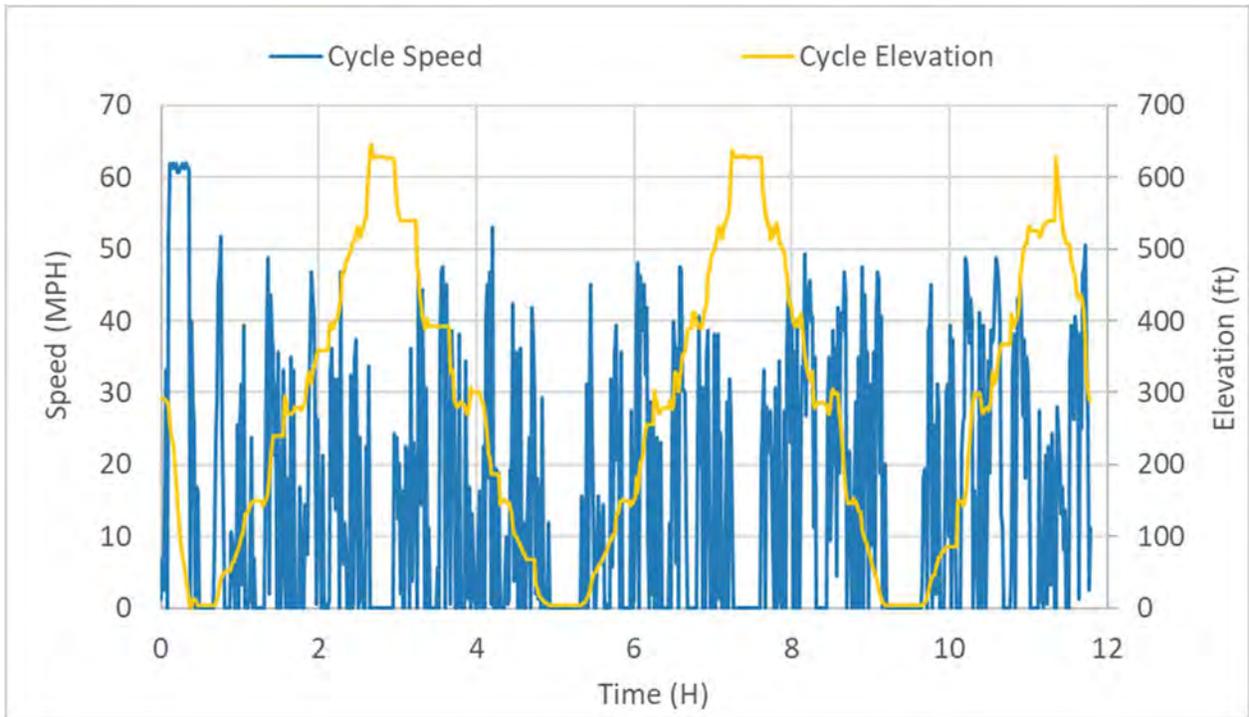


Figure 1. Example Duty Cycle

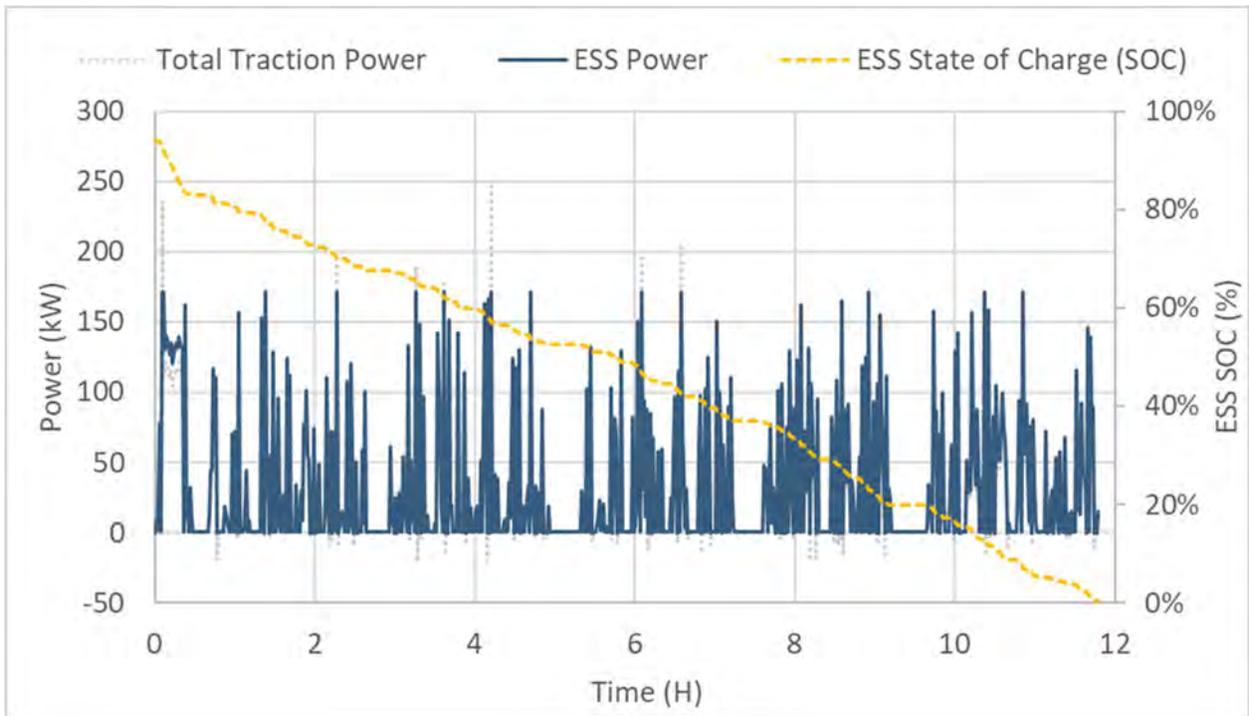


Figure 2. Example BEB Model: Power and Energy System Storage State of Charge

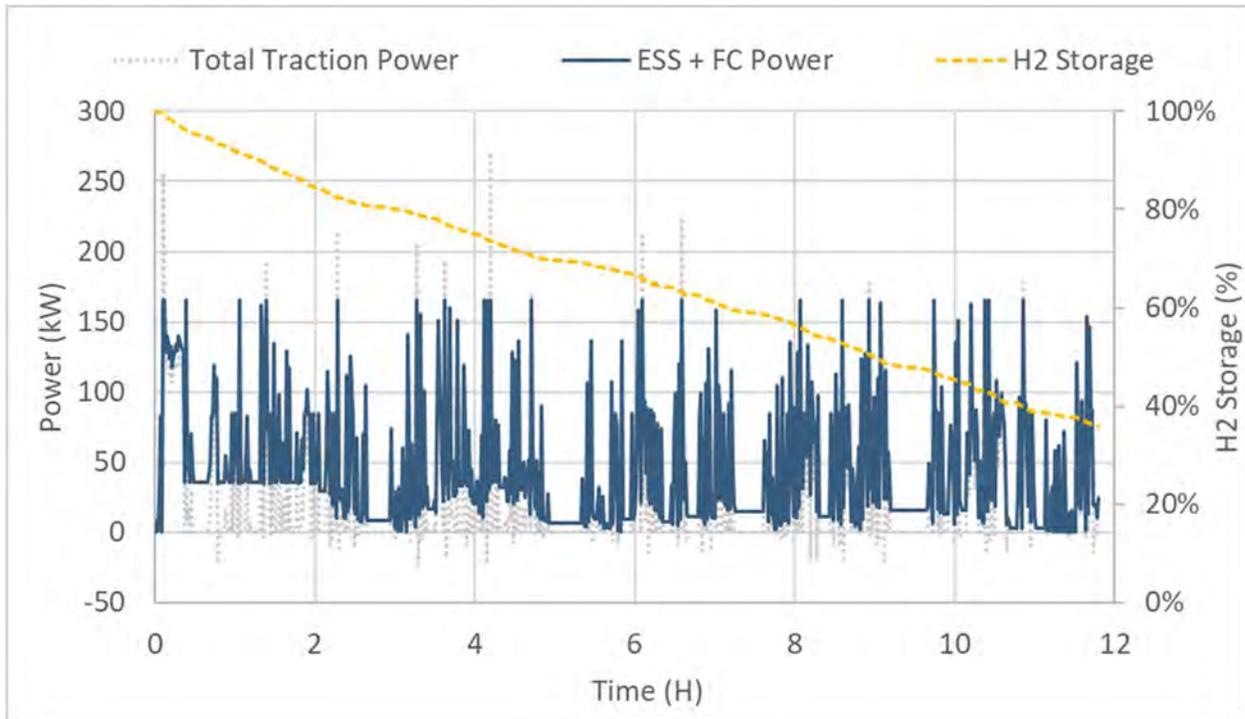


Figure 3. Example FCEB Model: Power and Hydrogen Storage

Based on the route modelling output, SunLine’s fleet could contain up to 20-41 BEBs while maintaining the current service level and without requiring more than a 1-1 vehicle replacement. The remainder of the fleet must be FCEBs, due to the longer range capability of these bus types.

### Infrastructure Constraints

Two major constraints limiting the deployment of ZEB infrastructure are the availability of space and electrical capacity. New hydrogen fueling or electric charging equipment takes up land area and must be sited to enable vehicle flow and parking. For highly space constrained agencies, this will be a major factor in deciding what type of equipment to install. Both of SunLine’s facilities have sufficient space to install hydrogen and battery electric charging equipment without impacting existing operations.

Figure 4 and Figure 5 show overhead views of existing bus fueling/charging equipment as well as the expected location of future equipment at the Thousand Palms and Indio facilities respectively. The location of future equipment shown in these figures is approximate – the exact siting will be determined through engineering analysis as the construction projects are planned.

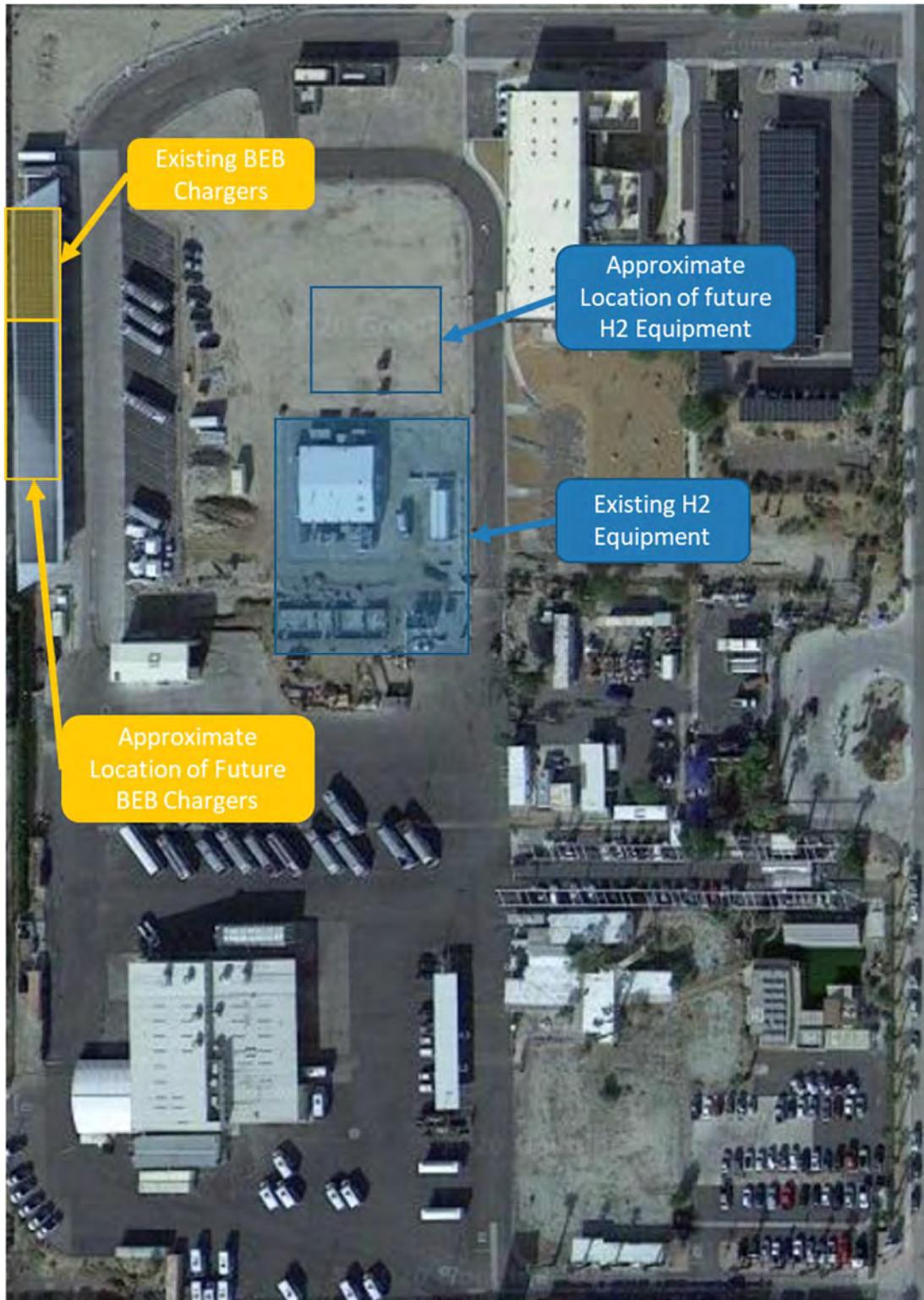


Figure 4. SunLine Thousand Palms Facility Site Overview

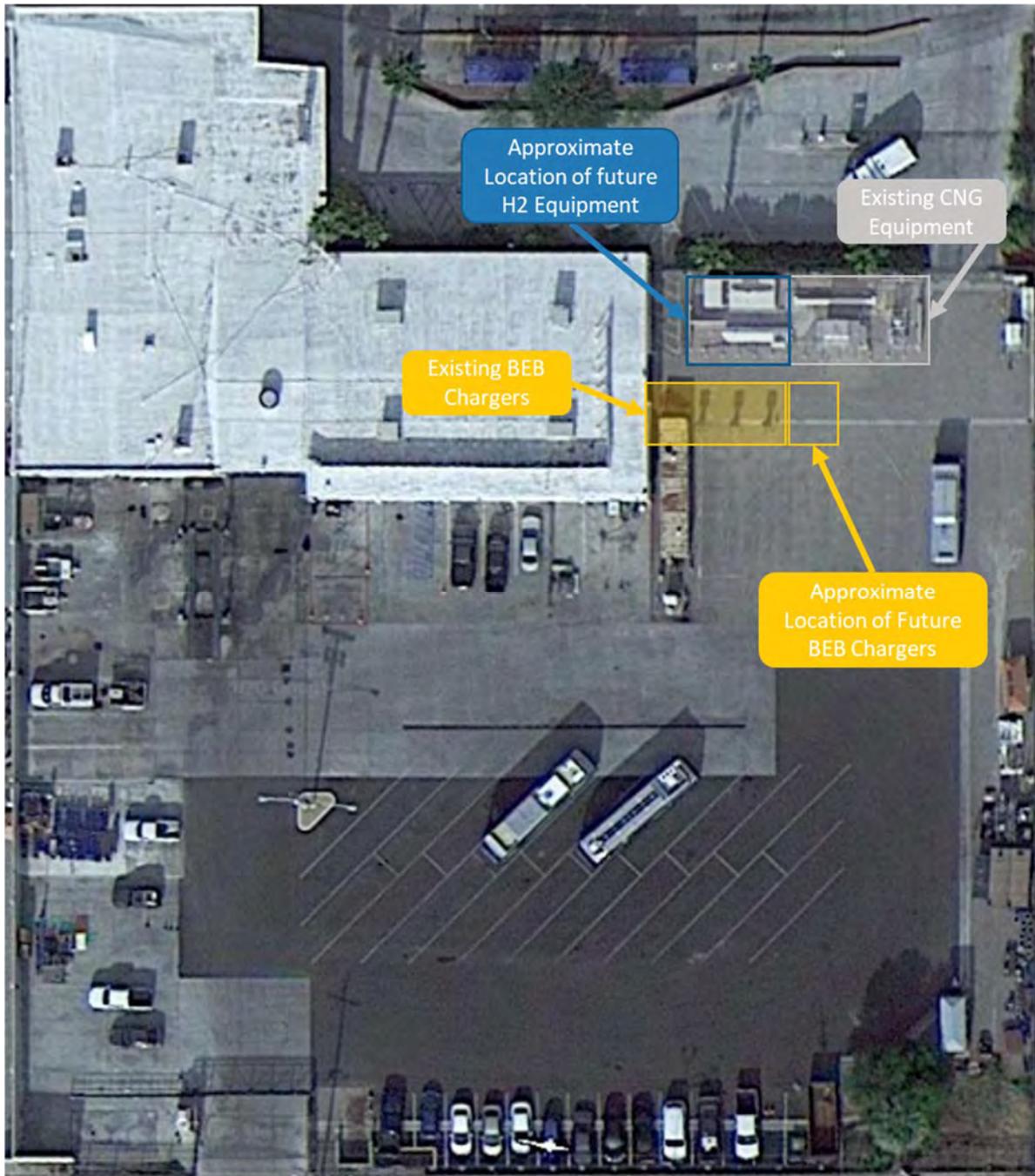


Figure 5. SunLine Indio Facility Site Overview

The available electrical capacity at both the Thousand Palms and Indio facilities was assessed based on the total power supplied to both sites compared to the loads on each meter. Historical billing data was also reviewed to assess current utilization. It was determined that SunLine’s fleet could be comprised of 17-24 BEBs without requiring additional electrical capacity to the sites. Going beyond this threshold would necessitate adding a new distribution line and potentially a new substation upstream of the meter which would be prohibitively expensive.

## Final Fleet Composition

Figure 6 shows the limits for the number of BEBs in the fleet based on the route analysis and electrical capacity.

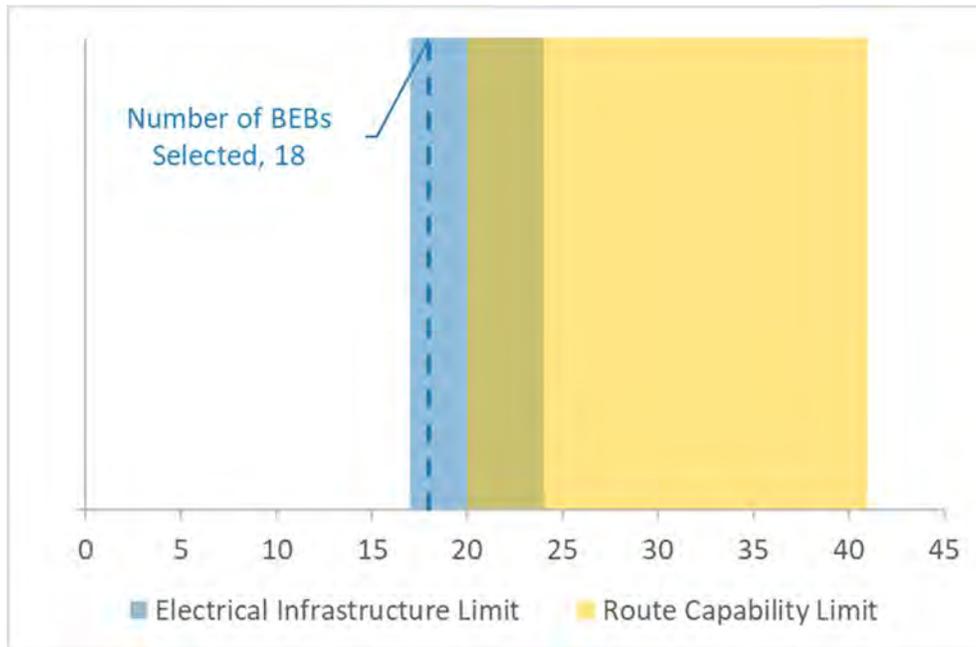


Figure 6. BEB Fleet Size Limit Summary

To be conservative, the final fixed route fleet composition was determined to be 18 BEBs and 67 FCEBs. The plan is for all paratransit vehicles to be FCEBs, in order to utilize the same infrastructure as the fixed route vehicles. This split ensures that SunLine will be able to continue operating at the same service level and minimizes cost by utilizing BEBs to the extent possible without triggering costly electrical transmission upgrades or compromising vehicle range requirements.



## SECTION D:

# Current Bus Fleet Composition & Future Bus Purchases

SunLine’s current fleet of fixed route buses is comprised of 16 FCEBs, 4 BEBs, and 65 CNG vehicles. Four of the CNG buses were added to the fleet in 2020 as expansion vehicles. Two CNG over-the-road buses operate on SunLine’s commuter link route between Indio and San Bernardino. SunLine operates five trolley style CNG buses on its BUZZ service - a free local circulator operating in downtown Palm Springs on Thursday, Friday, and Saturday.

*Table 1: Individual Bus Information of Current Bus Fleet*

Number of Buses	Bus Model Year	Fuel Type	Bus Type
1	2012	Hydrogen	Standard
3	2014	Hydrogen	Standard
1	2017	Hydrogen	Standard
8	2018	Hydrogen	Standard
2	2019	Hydrogen	Standard
1	2016	Hydrogen	Standard
4	2018	Electricity	Standard
1	2005	CNG	Standard
2	2020	CNG	Over-the-Road
37	2008	CNG	Standard
10	2009	CNG	Standard
5	2014	CNG	Trolley Style
6	2016	CNG	Standard
4	2020	CNG	Standard
3	2013	CNG	Cutaway
4	2015	CNG	Cutaway
9	2016	CNG	Cutaway
9	2017	CNG	Cutaway
14	2019	CNG	Cutaway

The replacement schedule was designed so that no bus retires before completing its useful life. Typically, fixed route buses were assumed to operate for 14 years. To avoid a single year with significantly more purchases than usual, the expected retirement age was sometimes staggered to better distribute procurement across years. All fixed route buses were assumed to last at least 12 years and no bus was projected to last more than 15 years.

The paratransit bus replacement schedule was similarly devised assuming the CNG vehicles typically last 4 years. This is consistent with current operations at SunLine. No CNG paratransit vehicle was forecasted to last longer than 5 years. FCEB paratransit vehicles are not commercially available, so their lifetime is uncertain. However, due to the added expense of fuel cells relative to a CNG engine, it is probable that the vehicles will need to be designed to last longer than conventional CNG vehicles. In this plan, it was assumed that FCEB paratransit vehicles will last 6 years on average. This will need to be revisited as FCEB paratransit vehicles become available and are tested on the road.

Figure 7 and Figure 8 show the number of new bus purchases anticipated each year for fixed route and paratransit operations respectively.



Figure 7. Fixed Route Bus Purchases by Year

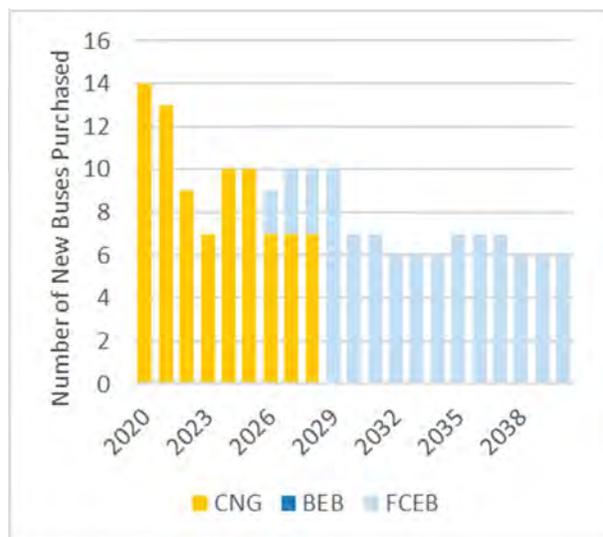


Figure 8. Paratransit Bus Purchases by Year

Figure 9 and Figure 10 show the composition of SunLine’s fixed route and paratransit fleets between 2020 and 2040. Figure 9 identifies 12 “CNG Rehab” buses. A large portion of SunLine’s fixed route bus fleet needs to be replaced between 2020 and 2021 due to a large batch procurement of buses in 2008 and 2009. To limit the number of new purchases in these two years, 12 CNG buses will be refurbished and have Cummins near-zero engines installed to extend their lifetime by approximately 6 years. This will delay these purchases to distribute capital expenditure more evenly across years.

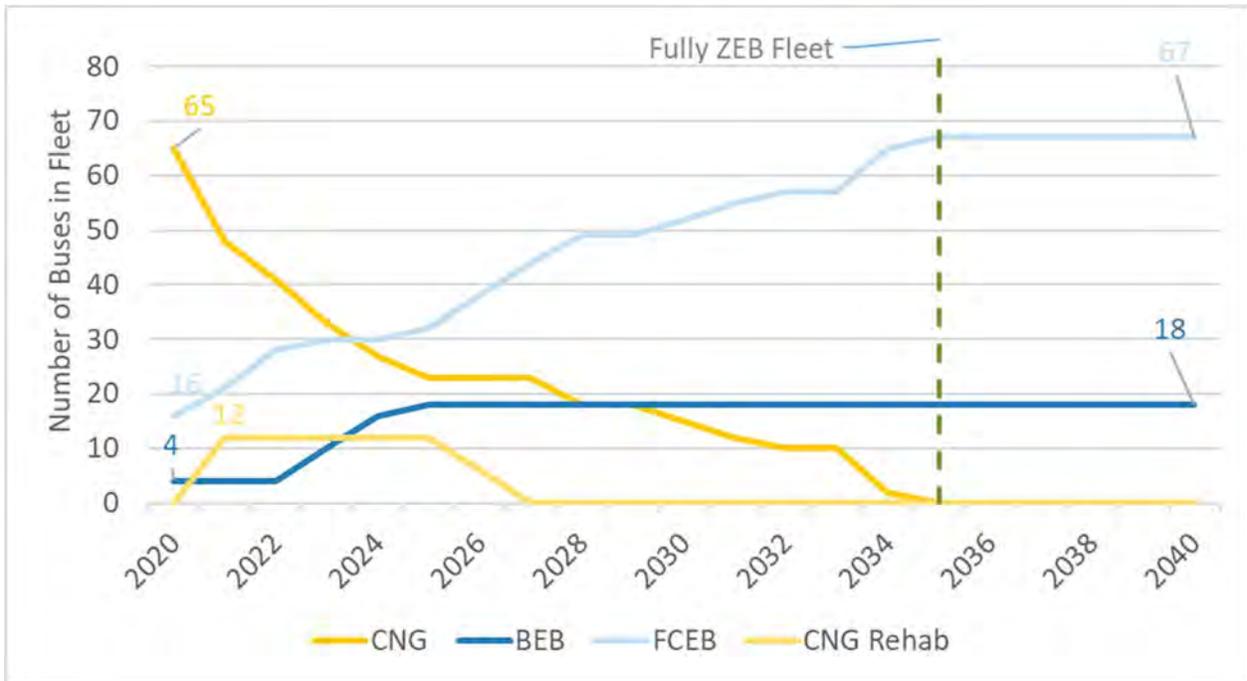


Figure 9. Fixed Route Bus Fleet Composition by Year

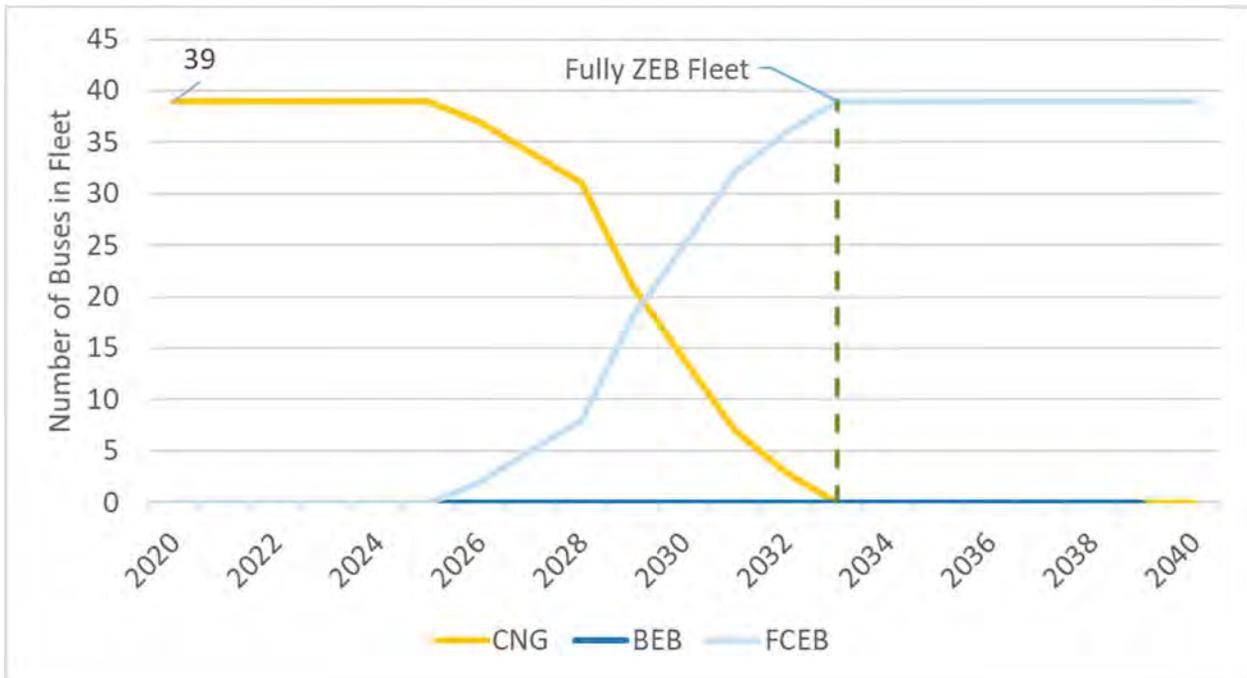


Figure 10. Paratransit Bus Fleet Composition by Year

Table 2 shows all future bus purchases by year, type, and technology.

Table 2: Future Bus Purchases

Timeline (year)	Total No. Buses Purchased	ZEB Purchases				Conventional Bus Purchases			
		No.	% of ZEB	Bus Type	Fuel Type	No.	% of Conv.	Bus Type	Fuel Type
2020	26	0	0%			26	100%	•10 Standard •2 Over-the-Road •14 Cutaway	•26 CNG
2021	18	5	28%	•5 Standard	•5 Hydrogen	13	72%	•13 Cutaway	•13 CNG
2022	16	7	44%	•7 Standard	•7 Hydrogen	9	56%	•9 Cutaway	•9 CNG
2023	15	8	53%	•8 Standard	•2 Hydrogen •6 Electricity (Depot)	7	47%	•7 Cutaway	•7 CNG
2024	16	6	38%	•6 Standard	•6 Electricity (Depot)	10	63%	•10 Cutaway	•10 CNG
2025	14	4	29%	•4 Standard	•2 Hydrogen •2 Electricity (Depot)	10	71%	•10 Cutaway	•10 CNG
2026	15	8	53%	•6 Standard •2 Cutaway	•8 Hydrogen	7	47%	•7 Cutaway	•7 CNG
2027	17	10	59%	•7 Standard •3 Cutaway	•10 Hydrogen	7	41%	•7 Cutaway	•7 CNG
2028	15	8	53%	•5 Trolley Style •3 Cutaway	•8 Hydrogen	7	47%	•7 Cutaway	•7 CNG
2029	13	13	100%	•3 Standard •10 Cutaway	•13 Hydrogen	0	0%		
2030	10	10	100%	•3 Standard •7 Cutaway	•10 Hydrogen	0	0%		
2031	11	11	100%	•4 Standard •7 Cutaway	•11 Hydrogen	0	0%		

Timeline (year)	Total No. Buses Purchased	ZEB Purchases				Conventional Bus Purchases			
		No.	% of ZEB	Bus Type	Fuel Type	No.	% of Conv.	Bus Type	Fuel Type
2032	14	14	100%	•6 Standard •2 Over-the-Road •6 Cutaway	•14 Hydrogen	0	0%		
2033	15	15	100%	•9 Standard •6 Cutaway	•11 Hydrogen •4 Electricity (Depot)	0	0%		
2034	14	14	100%	•8 Standard •6 Cutaway	•14 Hydrogen	0	0%		
2035	15	15	100%	•8 Standard •7 Cutaway	•15 Hydrogen	0	0%		
2036	13	13	100%	•6 Standard •7 Cutaway	•13 Hydrogen	0	0%		
2037	15	15	100%	•8 Standard •7 Cutaway	•9 Hydrogen •6 Electricity (Depot)	0	0%		
2038	12	12	100%	•6 Standard •6 Cutaway	•6 Hydrogen •6 Electricity (Depot)	0	0%		
2039	10	10	100%	•4 Standard •6 Cutaway	•8 Hydrogen •2 Electricity (Depot)	0	0%		
2040	12	12	100%	•6 Standard •6 Cutaway	•12 Hydrogen	0	0%		

The cost of each new bus purchase was forecasted based on the most recent quotes for procuring buses received by SunLine and future cost trends projected by the California Air Resources Board (CARB).<sup>1</sup> Figure 11 and Figure 12 show the estimated annual cost for fixed route and paratransit vehicles based on the adoption schedule in this rollout plan.

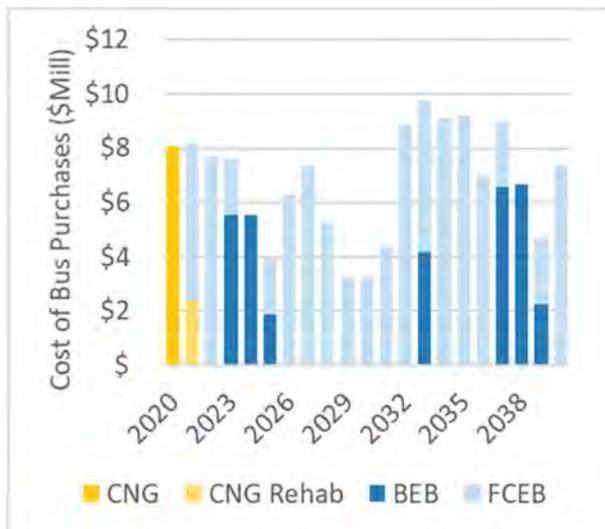


Figure 11. Cost of Fixed Route Bus Purchases

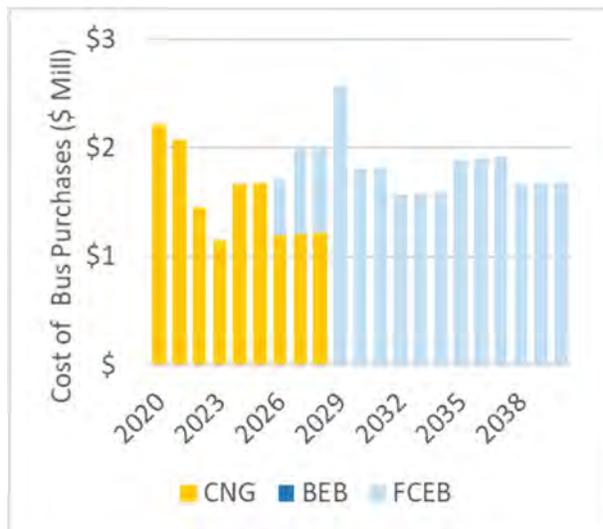


Figure 12. Cost of Paratransit Bus Purchases

Table 3 shows the estimated range and cost of each ZEB purchase outlined in the plan.

Table 3. Range and Estimated Cost of Future ZEB Purchases

Timeline (year)	Number of ZEBs	Bus Type(s)	Estimated Cost of Each Bus
2021	5	•5 Standard FCEB	•\$1,150,000
2022	7	•7 Standard FCEB	•\$1,100,000
2023	8	•2 Standard FCEB •6 Standard BEB	•\$1,050,000 •\$920,000
2024	6	•6 Standard BEB	•\$920,000
2025	4	•2 Standard FCEB •2 Standard BEB	•\$1,040,000 •\$930,000
2026	8	•6 Standard FCEB •2 Cutaway FCEB	•\$1,050,000 •\$260,000

<sup>1</sup> State of California Air Resources Board. (2018). Staff Report: Initial Statement of Reasons - Public Hearing to Consider the Proposed Innovative Clean Transit Regulation A Replacement of the Fleet Rule for Transit Agencies: Appendix K. Retrieved from [https://www.arb.ca.gov/regact/2018/ict2018/appk-statewidecostanalysis.xlsx?\\_ga=2.48303334.1749999270.1571069223-138148794.1501775822](https://www.arb.ca.gov/regact/2018/ict2018/appk-statewidecostanalysis.xlsx?_ga=2.48303334.1749999270.1571069223-138148794.1501775822)

Timeline (year)	Number of ZEBs	Bus Type(s)	Estimated Cost of Each Bus
2027	10	•7 Standard FCEB •3 Cutaway FCEB	•\$1,060,000 •\$260,000
2028	8	•5 Trolley Style FCEB •3 Cutaway FCEB	•\$1,060,000 •\$260,000
2029	13	•3 Standard FCEB •10 Cutaway FCEB	•\$1,070,000 •\$260,000
2030	10	•3 Standard FCEB •7 Cutaway FCEB	•\$1,080,000 •\$260,000
2031	11	•4 Standard FCEB •7 Cutaway FCEB	•\$1,090,000 •\$260,000
2032	14	•6 Standard FCEB •2 Over-the-Road FCEB •6 Cutaway FCEB	•\$1,110,000 •\$1,110,000 •\$260,000
2033	15	•5 Standard FCEB •4 Standard BEB •6 Cutaway FCEB	•\$1,120,000 •\$1,040,000 •\$260,000
2034	14	•8 Standard FCEB •6 Cutaway FCEB	•\$1,140,000 •\$270,000
2035	15	•8 Standard FCEB •7 Cutaway FCEB	•\$1,150,000 •\$270,000
2036	13	•6 Standard FCEB •7 Cutaway FCEB	•\$1,170,000 •\$270,000
2037	15	•2 Standard FCEB •6 Standard BEB •7 Cutaway FCEB	•\$1,180,000 •\$1,100,000 •\$270,000
2038	12	•6 Standard FCEB •6 Cutaway FCEB	•\$1,200,000 •\$280,000
2039	10	•2 Standard FCEB •2 Standard BEB •6 Cutaway FCEB	•\$1,210,000 •\$1,130,000 •\$280,000
2040	12	•6 Standard FCEB •6 Cutaway FCEB	•\$1,230,000 •\$280,000

SunLine is not considering converting any conventional buses to zero-emission vehicles, the plan is based on replacement buses only.

## SECTION E:

# Facilities and Infrastructure Modifications



SunLine has infrastructure in place to support the FCEBs and BEBs already in its bus fleet and to enable expansion. In late 2019, a 900 kg/day hydrogen electrolysis station became operational at SunLine’s Thousand Palms Facility. This station includes hydrogen production, compression, storage, and dispensing. It is capable of supporting a fleet of approximately 32 FCEBs based on the fuel consumption of FCEBs currently deployed at SunLine. This station replaced SunLine’s previous hydrogen production facility which generated hydrogen through the reformation of natural gas, which was decommissioned in 2020.

The Thousand Palms and Indio facilities each have three 80 kW AC/DC BEB chargers that power the four BYD BEBs currently in the fleet. These chargers could serve additional BEBs, but for the purposes of planning it was assumed that new chargers would need to be installed as BEBs join the fleet because most BEB models require DC/DC chargers. The critical difference is that the buses currently deployed at SunLine include onboard equipment to convert the AC power to DC, so the chargers deliver AC power to the bus. Most BEBs require DC power from the charger, so the AC to DC conversion takes place in the charger itself.

As the fleet grows, additional fueling and charging infrastructure will be required. The adoption schedule was designed so that SunLine quickly builds the FCEB fleet until demand matches the capacity of the existing 900 kg/day station so that it is fully utilized. Once this threshold is met, SunLine will replace retiring buses with BEBs and add chargers to delay the expansion of the hydrogen refueling station. When the target number of BEBs are in the fleet, SunLine will again purchase FCEBs and will expand the hydrogen refueling station at the Thousand Palms Facility to increase its capacity to service the entire fleet. At that time, SunLine will



consider available options such as installing additional electrolyzers to increase onsite production capacity or entering a contract with a supplier to provide delivered liquid hydrogen to supplement the existing capacity. It is anticipated that a delivered liquid station will be the preferred option because it will enable a redundant supply of hydrogen to increase resiliency. Having two independent sources of hydrogen – delivered liquid and on-site generated – will ensure fuel is available if the supply is interrupted from either source. For example, a prolonged power outage would stop the on-site electrolyzer from producing hydrogen and a shutdown at a centralized hydrogen production facility could disrupt the supply chain for delivered hydrogen. Eventually, a satellite hydrogen station will also be installed at the Indio Facility to service the portion of the bus fleet that operates from this location. This station will need to serve approximately 10 buses.

Figure 13 shows the estimated daily fleet hydrogen demand compared to on-site station capacity over time as the fleet of FCEBs grows and fueling infrastructure is added.

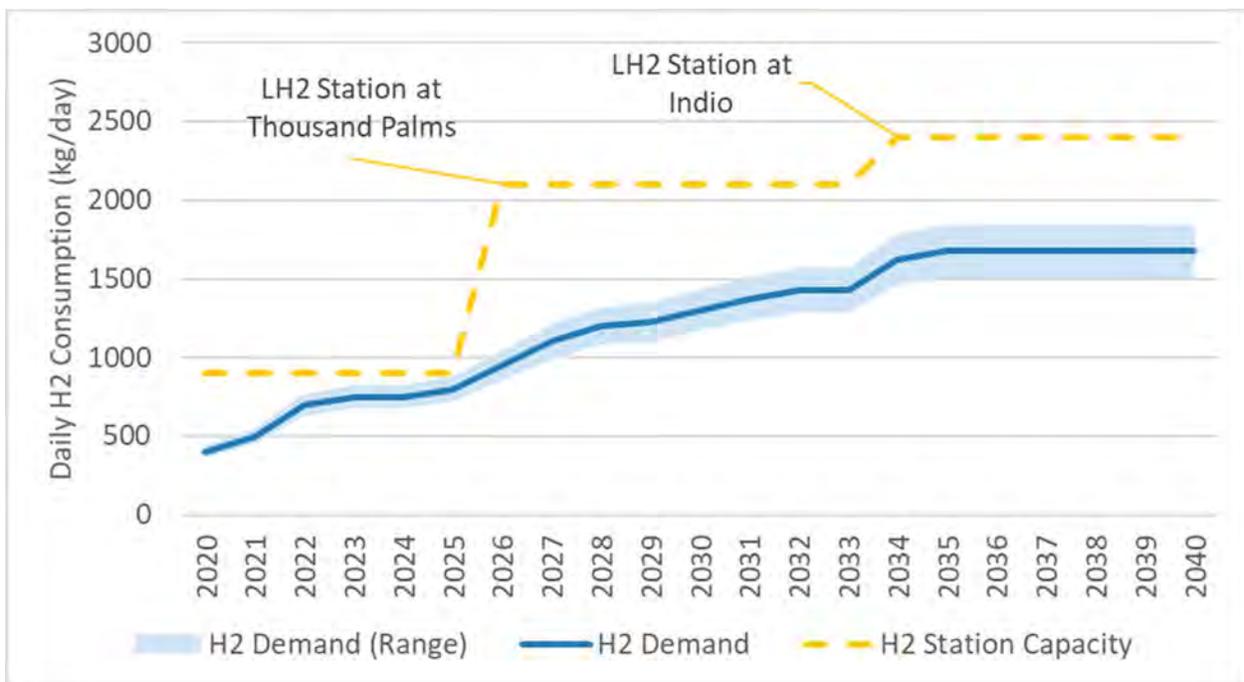


Figure 13. Estimated Daily Hydrogen Demand and Station Capacity

Figure 14 shows the estimated cost to install the necessary hydrogen refueling and battery charging infrastructure. The costs were estimated based on budgetary estimates from potential suppliers. It was assumed that delivered liquid hydrogen stations are deployed at the Thousand Palms and Indio hydrogen fueling stations as opposed to expansion of on-site generation.

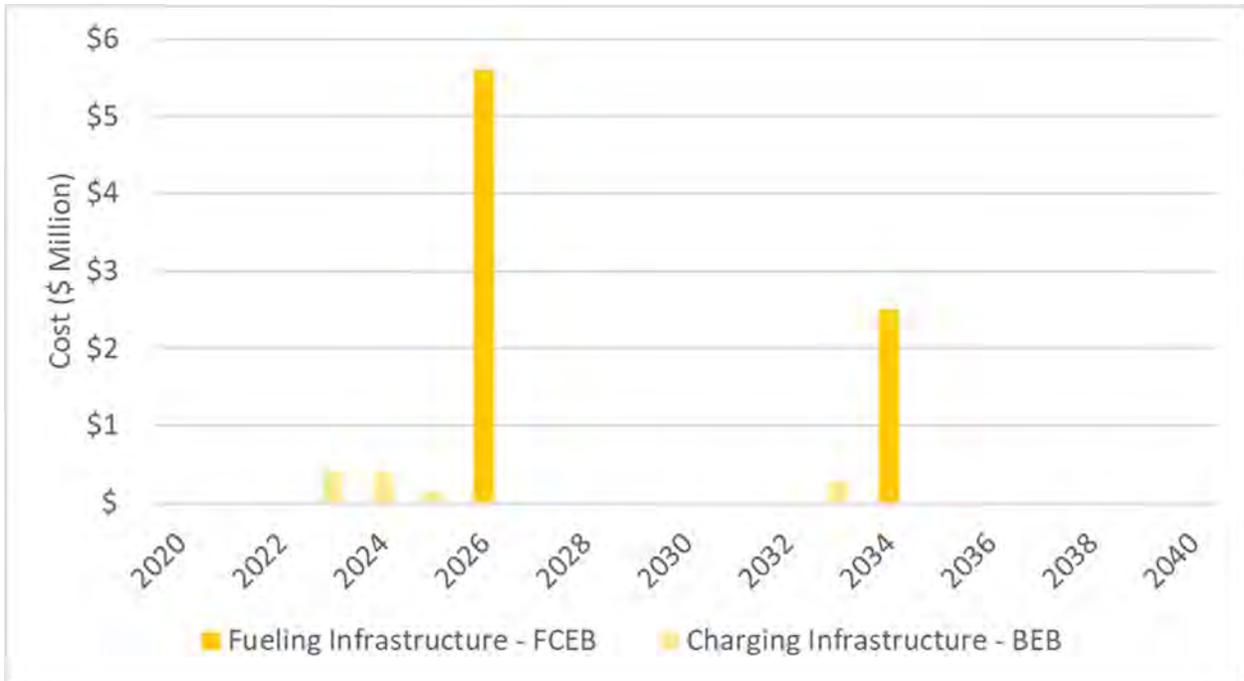


Figure 14. Infrastructure Costs

SunLine’s existing maintenance facility at the Thousand Palms location is fully equipped for work on FCEBs and BEBs. It has already undergone safety upgrades to conduct maintenance on hydrogen and high voltage systems, so no further upgrades are required. Minor upgrades will be required at the Indio Facility to install hydrogen sensors to be linked to the safety systems already in place for CNG. No modifications are expected to the bus parking arrangements as a result of the transition, since the plan calls for a 1:1 replacement of buses.



Table 4 summarizes the new facilities and upgrades that will be required relating to the transition of the bus fleet to 100% zero-emission.

Table 4: Facilities Information and Construction Timeline

Division / Facility Name	Address	Main Function(s)	Type(s) of Infrastructure	Service Capacity	Needs Upgrade? (Yes/No)	Estimated Construction Timeline
Thousand Palms	32-505 Harry Oliver Trail Thousand Palms, CA 92276	Hydrogen Fueling Infrastructure	900 kg/day electrolyzer	900 kg-H <sub>2</sub> /day	No	2019
			2 Hydrogen dispensers	360 kg-H <sub>2</sub> / 8-hours each	No	2019/2020
			Delivered liquid hydrogen compression, storage, and dispensing station	50 buses	No	2026
		Battery Electric Bus Charging	3 AC/DC BEB chargers	80 kW each	No	Existing
			2 DC/DC BEB chargers	120-150 kW each	No	2023
			3 DC/DC BEB chargers	120-150 kW each	No	2024
			2 DC/DC BEB chargers	120-150 kW each	No	2025
Indio	83-255 Highway 111 Indio, CA 92201	Hydrogen Fueling Infrastructure	Delivered liquid hydrogen compression, storage, and dispensing station	10 buses	n/a	2034
		Battery Electric Bus Charging	3 AC/DC BEB chargers	80 kW each	n/a	Existing
			2 DC/DC BEB chargers	120-150 kW each	No	2033
		Maintenance	Hydrogen detection and safety sensors installed	n/a	Yes	2034

Table 5 shows the types of buses to be deployed at each facility and the electrical utility serving each location. SunLine does not operate in any NOx-exempt areas.

Table 5: NOx-Exempt Area and Electric Utilities' Territories

Division's Name (Same as in Table 5)	Type(s) of Bus Propulsion System	Located in NOx-Exempt Area? (Yes/No)	Electrical Utility
Thousand Palms	<ul style="list-style-type: none"> <li>•CNG (Until 2033)</li> <li>•Hydrogen</li> <li>•Battery Electric</li> </ul>	No	Imperial Irrigation District
Indio	<ul style="list-style-type: none"> <li>•CNG (Until 2035)</li> <li>•Hydrogen</li> <li>•Battery Electric</li> </ul>	No	Imperial Irrigation District

## SECTION F:

# Providing Service in Disadvantaged Communities

Figure 15 shows the disadvantaged communities within SunLine’s service territory as defined by the latest version of CalEnviroScreen.<sup>2</sup>

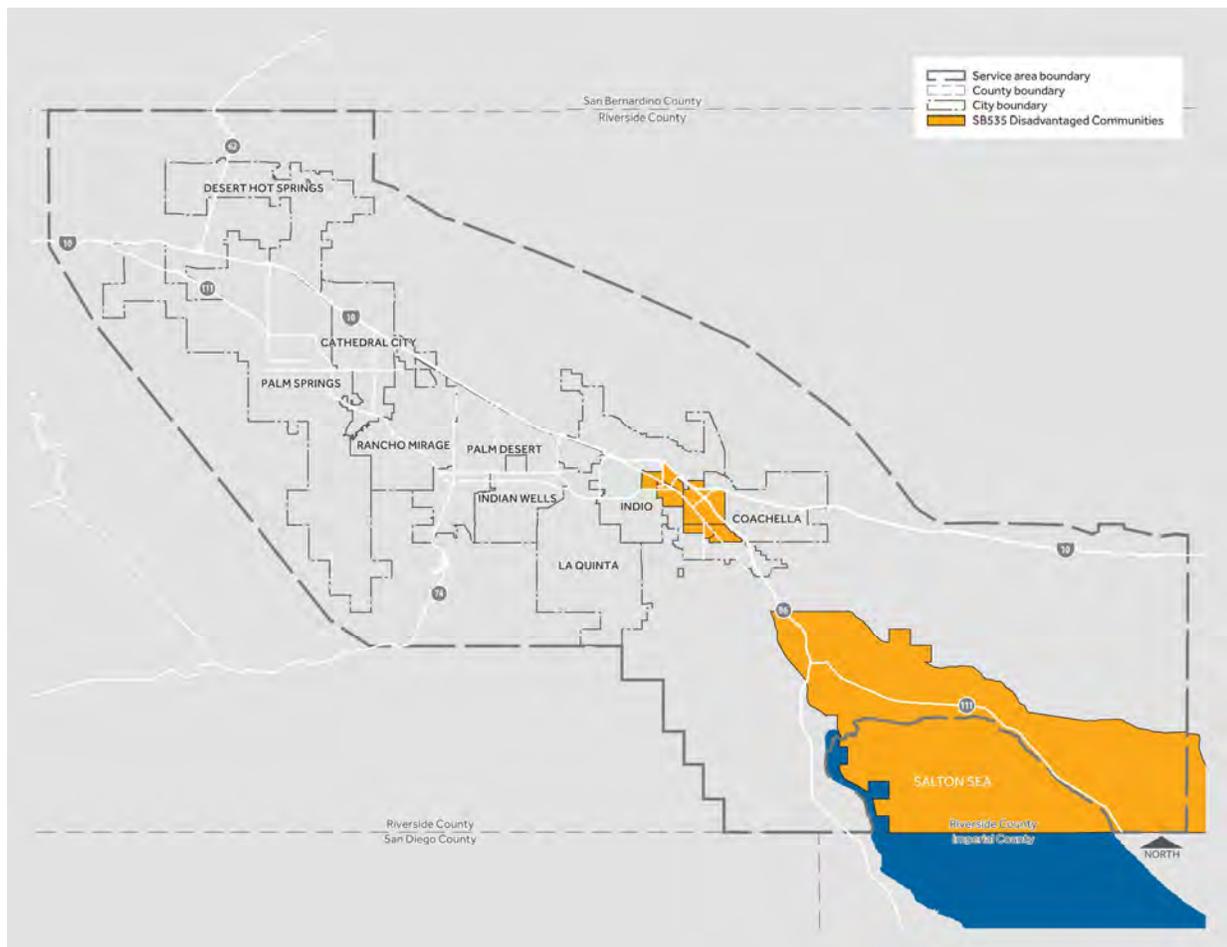


Figure 15. Disadvantaged Communities within SunLine Service Territory

The Census Tracts located within SunLine’s service territory are:

- 6065045303
- 6065045502
- 6065045604
- 6065045706
- 6065045707
- 6065049500
- 6065940400

<sup>2</sup> CalEnviroScreen 3.0. (June 2018). SB535 Map of Disadvantaged Communities. Retrieved from <http://oehha.maps.arcgis.com/apps/View/index.html?appid=c3e4e4e1d115468390cf61d9db83efc4>

Many of SunLine’s fixed route and paratransit buses pass through these disadvantaged areas daily. This service is critical as it is relied upon by these communities for essential travel including to workplaces, medical appointments, government agencies, etc. As buses are transitioned from CNG to zero-emission, it will eliminate critical criteria pollutant emissions of nitrogen oxides (NOx), carbon monoxide (CO) and volatile organic compounds (VOCs), along with particulate matter (PM2.5) and greenhouse gases (GHGs). This improvement in air quality will benefit the citizens of the local community, including those living in designated disadvantaged communities that SunLine services.

Pollution and noise resulting from bus operation are a concern for citizens living adjacent to bus transit routes. Buses also drive in stop and go traffic where they spend considerable time idling, wasting additional fuel and creating even more pollutant emissions. FCEBs and BEBs produce no emissions when idling, use far less fuel and offer virtually silent operation. SunLine will operate the zero-emission buses on routes providing service within disadvantaged communities providing cleaner, quieter service to the local ridership.

Assembly Bill 617 (AB 617), established in 2017, is focused on improving public health in communities that experience disproportionate burdens from exposure to air pollutants. Eastern Coachella has been selected as an AB 617 community. To implement AB 617, CARB requires community-focused action to reduce air pollution and improve public health in these communities. A series of community outreach efforts were conducted, during which residents communicated that their primary concern was related to mobile source emissions. Deploying zero-emission buses not only supports the South Coast Air Quality Management District in implementing the AB 617, but also provides vehicle emission reductions that residents have requested.



## SECTION G:

# Workforce Training

SunLine has extensive experience operating and maintaining FCEBs and BEBs as well as accompanying fueling/charging infrastructure. An FCEB was first piloted at SunLine in 2000. Since then, many generations of FCEBs have been tested and deployed at SunLine. Currently, there are 16 FCEBs in the fleet, the oldest of which has logged over 180,000 miles. In 2016 the first BEBs joined SunLine's fleet.

As a leader in alternative fuels technologies in the transit industry, SunLine leads the West Coast Center of Excellence in Zero-Emission Technology and Renewable Energy (CoEZET). The goal of CoEZET is to share knowledge about the commercialization of zero-emission technologies as well as exploring economic investments in the workforce. Through this center, SunLine provides instruction to internal staff as well as other agencies covering in-service management of zero-emission technologies including fueling systems and fleet operation. SunLine is working to develop an industry certification for this training. Courses currently offered by CoEZET include:

- Leadership and Employee Relations
  - Federal Transit Administration guidelines for ZEBs
  - American Public Transportation Association White Book: Zero-Emission Technical Standards
  - Contract Options for ZEBs
- Zero-Emission Bus Overview
  - Introduction to ZEB technology
  - Differences between ZEBs and incumbent technologies
  - ZEB demonstrations globally
  - Introduction to ZEB fueling
  - ZEB and fueling vendors
  - Industry standards developed and in development
- Zero-Emission Bus Operations
  - Introduction to zero-emission bus technology
  - Differences between ZEBs and incumbent technologies
  - Dashboard familiarization
  - ZEB fueling training
  - Preventing roadcalls
- Zero-Emission Bus Maintenance
  - Introduction to ZEB technology
  - Differences between ZEBs and incumbent technologies
  - Preventative maintenance practices for ZEBs
  - Unscheduled maintenance practices for ZEBs
  - General and high-voltage safety training
  - Basic diagnostics and troubleshooting
- Fiscal Management

- ZEB grant management
- ZEB total cost of ownership
- Funding opportunities
- ZEB budget development
- Zero-Emission Bus Procurement
  - Federal Transit Administration guidelines for ZEBs
  - American Public Transportation Association White Book: Zero-Emission Technical Standards
  - Contract Options for ZEBs
- Zero-Emission Bus Policies and Regulations
  - Federal Transit Administration guidelines for ZEBs
  - American Public Transportation Association White Book: Zero-Emission Technical Standards
  - Contract Options for ZEBs
- Planning for ZEB Operation
  - Federal Transit Administration guidelines for ZEBs
  - American Public Transportation Association White Book: Zero-Emission Technical Standards
  - Contract Options for ZEBs

As new FCEBs and BEBs join the fleet, SunLine will receive training from the bus manufacturers on operating and maintenance procedures specific to the vehicles. Similarly, training will be provided by equipment suppliers providing hydrogen fueling and battery charging infrastructure. Depending on the specific equipment, training may occur in a “train-the-trainer” format where key staff are trained thoroughly on equipment who pass on basic knowledge to other personnel, or batch training where all or most of the related staff receive instruction from the equipment manufacturer.



## SECTION H:

# Potential Funding Sources

Execution of this transition plan will require significant capital expenditure. Figure 16 shows the estimated annual capital cost for vehicle and fueling/charging infrastructure procurement.

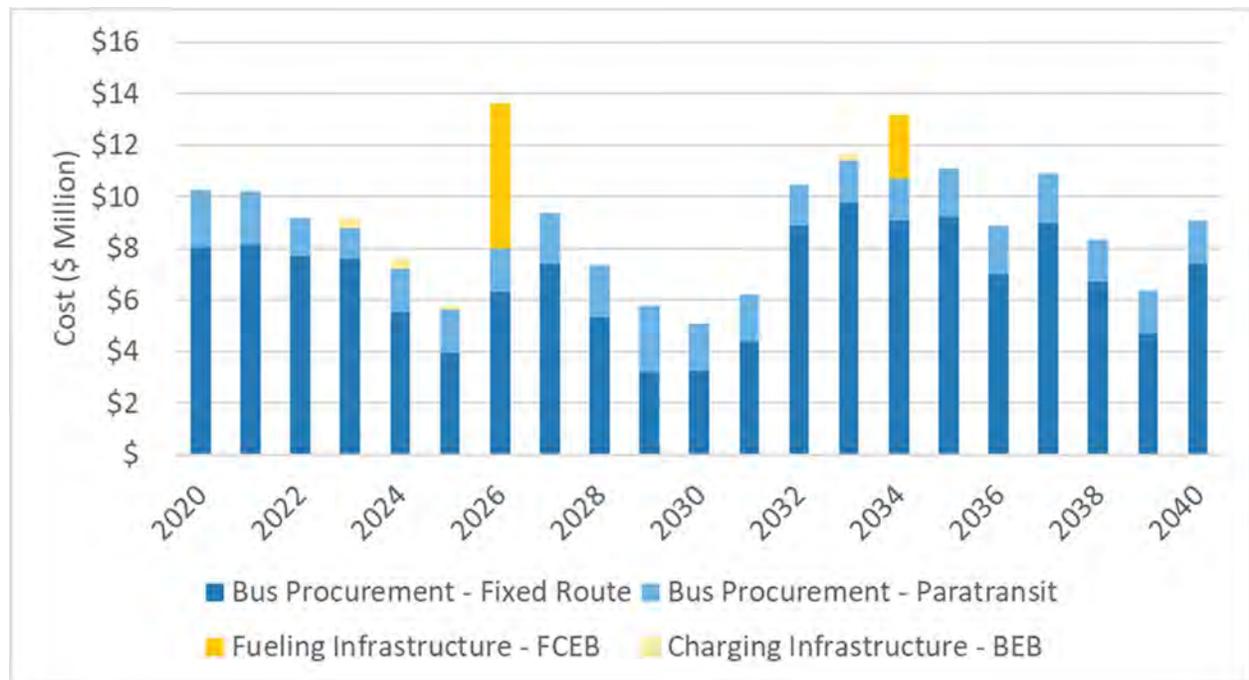


Figure 16. Vehicle Procurement and Infrastructure Capital Costs

Between 2020 and 2040 it is estimated that SunLine will require \$173.4 million to pay for all the bus replacements and accompanying charging/fueling infrastructure. To achieve this level of funding, capital must be combined from multiple sources including formula funds as well as special grant funding opportunities.

Formula funds are expected to come from the federal and state governments. The major sources of federal funds are Federal Transit Administration (FTA) Urbanized Area Formula Grants (5307) and Bus and Bus Facilities Program (5339). State formula funds are expected to come from the State Transit Assistance (STA) Program.

Future formula funding from these three sources was estimated based on the level of funding previously received and the percent allocation of these funding sources historically to capital purchases. It was assumed that the funding would increase annually at a rate of 1.5%, which is consistent with historical trends.

Table 6. Formula Funding Summary

Funding Source	Estimated 2021 Funding	Estimated 2021-2040 Funding
FTA 5307	\$1,570,000	\$36,410,000
FTA 5339	\$630,000	\$14,520,000
STA	\$2,400,000	\$55,540,000
<b>Total</b>	<b>\$4,600,000</b>	<b>\$106,470,000</b>

Special grant funding will come from a variety of sources, but it is difficult to predict what programs will be available in the future. SunLine expects to apply for a combination of competitive grants and voucher programs to directly fund procurement of ZEBs and accompanying infrastructure.

Table 7 outlines potential special funding sources. SunLine has applied to these programs in the past and is likely to again depending on program specifications.

Table 7. Potential Special Funding Sources Summary

Type	Name	Purpose	Offering	Funds Available
Competitive	FTA 5339 (b) Bus & Bus Facilities	Bus procurement and related facilities	80% of capital costs	\$457 million (FY2020)
	FTA 5339 (c) Low or No Emission Vehicle	ZEB procurement and fueling / charging infrastructure	85-90% of capital costs	\$130 million (FY2020)
	EPA Targeted Airshed Grant Program	Reduce air pollution in selected nonattainment areas	Up to 100% of capital costs	\$107 million (FY2019/20)
Voucher	VW Mitigation	ZEB procurement	\$400,000/FCEB; \$180,000/BEB	\$130 million (until exhausted)
	HVIP	ZEB procurement	\$300,000/FCEB; \$175,000/BEB	\$142 million (FY2019 - currently exhausted)

## SECTION I:

# Start-up and Scale-up Challenges

The most significant challenge facing transit agencies through the start-up and scale-up phases of the zero-emission transition is the financial requirements. ZEBs are more expensive to procure and new infrastructure is required to operate and maintain the vehicles. Financial support from the federal, state, and local governments will be necessary to achieve the targets in the ICT regulation. The price gap between ZEBs and CNG buses is expected to reduce over time as manufacturing scales up and technology improves, so financial incentives are particularly important in the near- to mid-term.

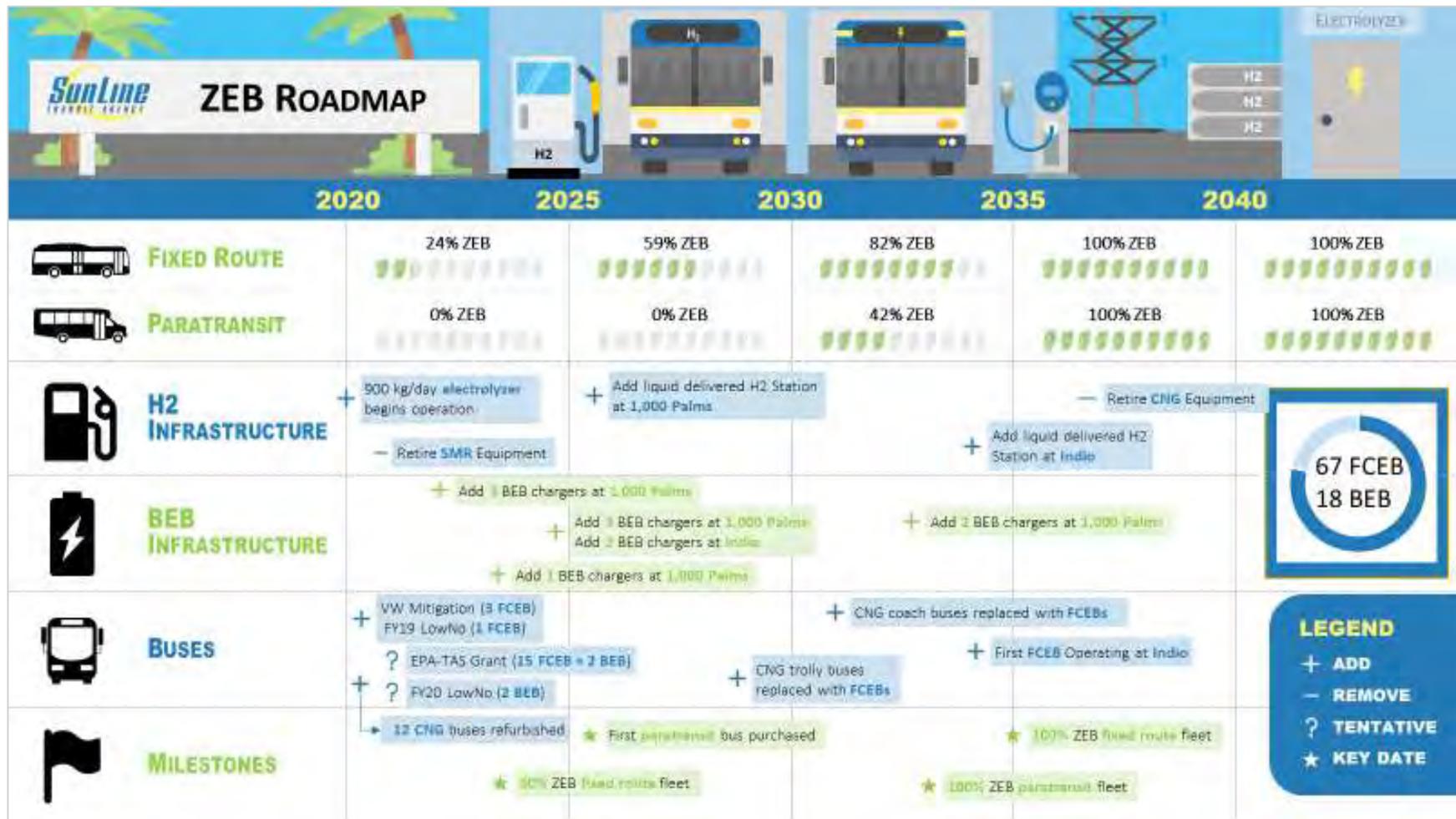
The per vehicle cost of buses is impacted by procurement volumes. With each agency placing orders individually over the next few years, this continues to pressure costs. It may be possible to reduce the per vehicle cost through a state-led bulk procurement of BEBs and/or FCEBs that could incorporate demand from many agencies.

Funding should also be made available for workforce training. To ensure a successful transition, agencies must prepare staff for correct operation and maintenance of ZEBs. While ZEBs require less maintenance than conventional buses because they include fewer moving parts, they require new protocols and procedures to ensure safe and successful operation. The use of regenerative braking also alters ideal driving characteristics. Drivers must be adequately trained to ensure vehicles are operating at optimal performance. Organizations providing training like the West Coast Center of Excellence in Zero-Emission Technology will be an invaluable resource to agencies as they transition to zero-emission.

A challenge facing long-term transition planning is the uncertainty around performance and availability of zero-emission paratransit and over-the-road vehicles. At present, zero-emission paratransit and over-the-road vehicles are not commercially available in North America. Little data is available to forecast vehicle performance or cost. Pilot scale deployment of FCEBs and BEBs in these transit applications would benefit the industry by providing key insights into vehicle operation.

It is imperative that the CARB provide funding to transit agencies across the state to support the transition to zero-emission vehicles. As fleets are transitioned, agency capital and operating budgets will increase, and funding will be required to maintain the level of service provided to residents. In addition to funding support for bus and infrastructure purchases, CARB should support training/educational programs as well as deployment of new bus platforms like paratransit and over-the-road vehicles.

# APPENDIX I: SunLine Roadmap



# APPENDIX II: Board Resolution

**SunLine Services Group**

**DATE:** June 24, 2020 **ACTION**

**TO:** Board of Directors

**FROM:** Rhonda Williams, Deputy Chief Financial Officer

**RE:** SunLine Regulatory Administration FY21 Budget

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**Recommendation**

Recommend that the Board of Directors adopt the proposed FY21 Budget.

**Background**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget for SunLine Regulatory Administration (SRA). The FY21 budget was brought before the Taxi Committee on May 18, 2020, for discussion before the required approval in June.

In FY21 SRA is proposing a balanced budget of \$254,550. The FY21 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget with seven (7) controlled expense categories.

**Financial Impact**

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



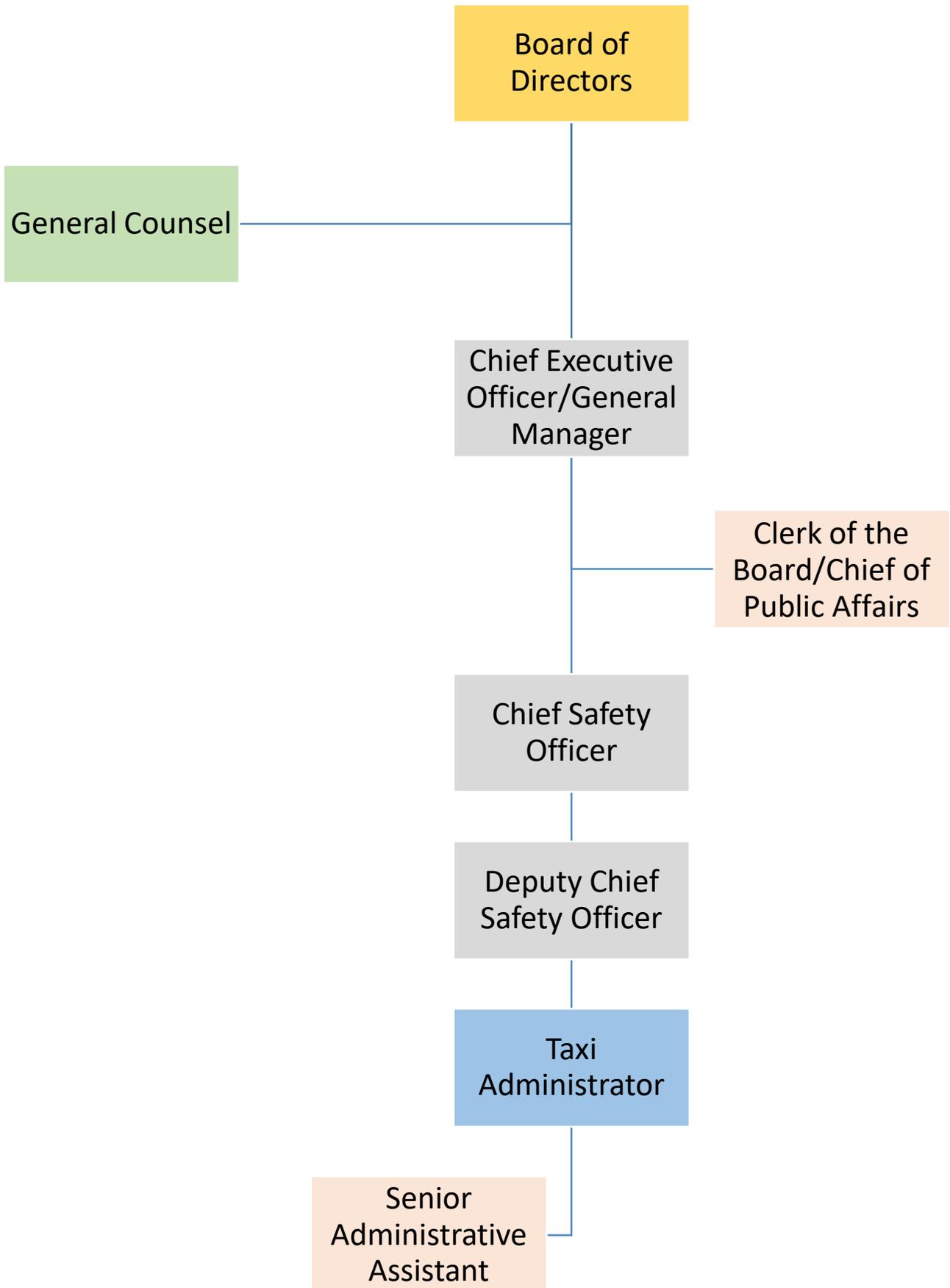
# ANNUAL BUDGET

FISCAL YEAR 2021



## TABLE OF CONTENTS

ORGANIZATIONAL CHART .....	1
FUNCTIONS AND RESPONSIBILITIES .....	2
REVENUE SUMMARY .....	3
TAXI FEES .....	4
EXPENSE REPORT .....	5
PERSONNEL SUMMARY.....	6
DETAIL EXPENSES.....	7 – 10





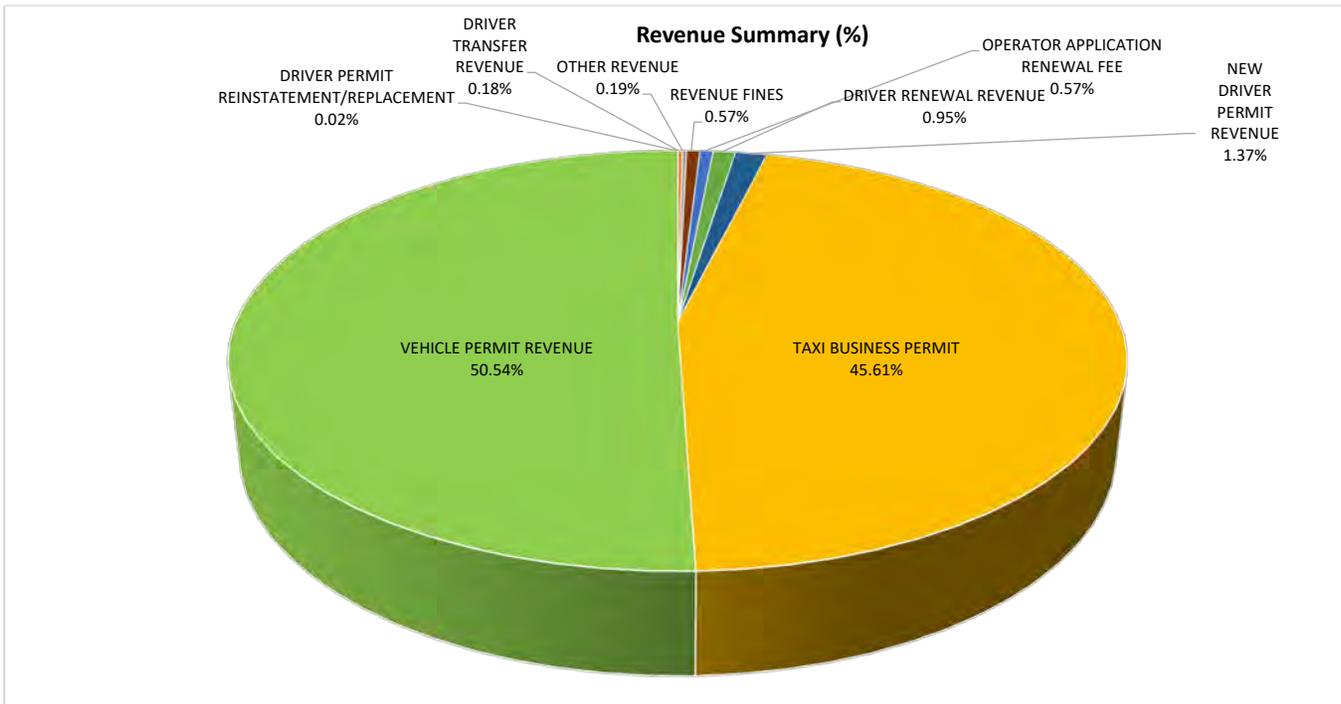
## **FUNCTIONS & RESPONSIBILITIES**

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.

## REVENUE SUMMARY



Sources of Funding (Operating)	FY20 Approved Budget	FY20 Estimates	FY20 Variance	FY21 Proposed Budget	FY21 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	-
<b>Total Revenue</b>	<b>245,050</b>	<b>176,210</b>	<b>(68,840)</b>	<b>254,550</b>	<b>9,500</b>

### 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)
<b>Total Expenses</b>	<b>245,652</b>	<b>284,285</b>	<b>210,369</b>	<b>254,559</b>	<b>254,550</b>	<b>(9)</b>

**SUNLINE SERVICES GROUP**

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**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
<b>3</b>	<b>Total FTEs</b>	<b>2.25</b>	<b>2.25</b>	<b>0.00</b>

Notes

- The Deputy Chief Safety Officer will apportion a small percentage of payroll allocation for taxi business responsibilities.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5010201600 ADMIN SALARIES</b>	88,006	92,438	4,432
<b>5010700000 ALLOCATED SALARIES</b>	5,700	4,176	(1,524)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	73,861	79,692	5,831
<b>Sub-total</b>	<b>167,567</b>	<b>176,306</b>	<b>8,739</b>
<b>5030103240 BACKGROUND CHECK SERVICES</b>			
Costs related to processing new applicants	5,000	2,450	(2,550)
<b>Sub-total</b>	<b>5,000</b>	<b>2,450</b>	<b>(2,550)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public Notice	270	280	10
<b>Sub-total</b>	<b>270</b>	<b>280</b>	<b>10</b>
<b>5030300005 LEGAL SERVICES - GENERAL</b>			
General counsel	30,000	30,000	-
<b>Sub-total</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>
<b>5030300010 COMPUTER/NETWORK SUPPORT</b>			
Software Programs	-	1,000	1,000
<b>Sub-total</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
<b>5030303310 AUDIT SERVICES - EXTERNAL</b>			
Fiscal year financial statement audit	10,000	7,000	(3,000)
<b>Sub-total</b>	<b>10,000</b>	<b>7,000</b>	<b>(3,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	13,300	10,000	(3,300)
<b>Sub-total</b>	<b>13,300</b>	<b>10,000</b>	<b>(3,300)</b>
<b>5030500000 MAINTENANCE CONTRACTS</b>			
Copier related expenses	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039900006 OUTSIDE REPAIRS-TAXI</b>			
Maintenance costs for vehicles	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039903800 OTHER SERVICES</b>			
Board member compensation for SSG taxi committees	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5040101000 FUEL-CNG</b>			
Fuel for vehicles	1,000	500	(500)
<b>Sub-total</b>	<b>1,000</b>	<b>500</b>	<b>(500)</b>

**SUNLINE SERVICES GROUP DETAIL**

**Division 96**

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>504040300 OFFICE SUPPLIES</b>			
Office supplies	2,230	2,500	270
<b>Sub-total</b>	<b>2,230</b>	<b>2,500</b>	<b>270</b>
<b>5049900002 POSTAGE</b>			
Postage and mailing expenses	467	502	35
<b>Sub-total</b>	<b>467</b>	<b>502</b>	<b>35</b>
<b>5049900026 FACILITY MAINTENANCE</b>			
Allocation from SunLine Transit Agency for materials required to maintain the building	519	573	54
<b>Sub-total</b>	<b>519</b>	<b>573</b>	<b>54</b>
<b>5049900032 REPAIR PARTS- TAXI VEHICLES</b>			
Anticipated repair costs for aging vehicles	1,000	500	(500)
<b>Sub-total</b>	<b>1,000</b>	<b>500</b>	<b>(500)</b>
<b>5050200001 UTILITIES</b>			
Allocation from SunLine Transit Agency for utilities used for the administration building	3,721	3,918	197
<b>Sub-total</b>	<b>3,721</b>	<b>3,918</b>	<b>197</b>
<b>5050200003 TRASH PICK UP</b>			
Allocation from SunLine Transit Agency for trash removal services	312	502	190
<b>Sub-total</b>	<b>312</b>	<b>502</b>	<b>190</b>
<b>5050200006 COMMUNICATIONS</b>			
Cellular services	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	<b>-</b>
<b>5060100000 INSURANCE-PHYSICAL DAMAGE</b>			
Allocation from SunLine Transit Agency for insurance related to vehicles	255	312	57
<b>Sub-total</b>	<b>255</b>	<b>312</b>	<b>57</b>
<b>5060300000 INSURANCE-GENERAL LIABILITY</b>			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,313	2,177	(136)
<b>Sub-total</b>	<b>2,313</b>	<b>2,177</b>	<b>(136)</b>
<b>5060401000 INSUARANCE PREMIUM WC</b>			
Allocation from SunLine Transit Agency for workers compensation premium costs	5,405	5,405	-
<b>Sub-total</b>	<b>5,405</b>	<b>5,405</b>	<b>-</b>

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY20 Approved Budget	FY21 Proposed Budget	Variance
<b>5079900000 FUEL TAXES</b>			-
Fuel tax expenses	300	100	(200)
<b>Sub-total</b>	<b>300</b>	<b>100</b>	<b>(200)</b>
<b>5090100000 DUES, MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Annual International Association of Transportation Regulators (IATR) membership	1,000	1,625	625
<b>Sub-total</b>	<b>1,000</b>	<b>1,625</b>	<b>625</b>
<b>5090200000 TRAVEL AND TRAINING</b>			
International Association of Transportation Regulators Conference	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	-
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for staff	100	-	(100)
<b>Sub-total</b>	<b>100</b>	-	<b>(100)</b>
<b>5090801000 BANK SERVICE FEES</b>			
Merchant Charges on Credit Cards	1,000	1,100	100
<b>Sub-total</b>	<b>1,000</b>	<b>1,100</b>	<b>100</b>
<b>5099900001 STAFF DEVELOPMENT</b>			
General training for staff	1,000	-	(1,000)
<b>Sub-total</b>	<b>1,000</b>	-	<b>(1,000)</b>
<b>Total Expenses</b>	<b>254,559</b>	<b>254,550</b>	<b>(9)</b>

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**SunLine Transit Agency  
SunLine Services Group**

**DATE:** June 24, 2020 **ACTION**  
**TO:** Board of Directors  
**FROM:** Kathleen Kelly, Chairperson of the Board  
**RE:** Election of Officers

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**Recommendation**

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

**Background**

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.

**Financial Impact**

No financial impact.

*Attachment: History of SunLine Transit Agency Officers*

**SunLine Transit Agency  
SunLine Services Group  
History of Board Officers**

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

2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) [thru 10/14]
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella) [7/15-6/16]
2016-2017	Kristy Franklin (La Quinta) [thru 12/16]	Russell Betts (Desert Hot Springs) [6/16-12/16]
2016-2017	Russell Betts (Desert Hot Springs) [1/17-6/17]	Troy Strange (Indio) [1/17-6/17]
2017-2018	Russell Betts (Desert Hot Springs)	Troy Strange (Indio)
2018-2019	Troy Strange (Indio)[thru 12/18]	Kathleen Kelly (Palm Desert)
2018-2019	Kathleen Kelly (Palm Desert) [1/19-6/19]	Robert Radi (La Quinta) [1/19-6/19]
2019-2020	Kathleen Kelly (Palm Desert)	Robert Radi (La Quinta)

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** June 24, 2020 **ACTION**

**TO:** Board of Directors

**FROM:** Kathleen Kelly, Chairperson of the Board

**RE:** Committee Appointments

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**Recommendation**

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

**Background**

Each year, Board members are given the opportunity to request a change on Committee appointments. Appointments are effective at the start of the new fiscal year. Listed below are the four (4) committees and their overall structure. The attached document details the current membership.

**Committees and Responsibilities:**

**Finance/Audit Committee: (Five Board members)**

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

**Board Operations Committee: (Three Board Members)**

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

**Strategic Planning and Operational Committee: (Five Board Members)**

- Works with staff to update the Short Range Transit Plan
- Sets long range goals and a long range plan
- Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum
- Reviews next years' service goals
- Provides review and concurrence on SunLine's performance management benchmarks and goals

**Taxi Committee: (Three Board Members)**

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

**Financial Impact**

No financial impact.

*Attachment: FY 2019-20 Board Committee Assignments*

**SunLine Transit Agency  
SunLine Services Group  
Board Committee Assignments  
FY 2019/20 COMMITTEE APPOINTMENTS**

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

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

Updated 02/26/20

**SunLine Services Group**

**DATE:** June 24, 2020 **INFORMATION**  
**TO:** Board of Directors  
**FROM:** Michal Brock, Taxi Administrator  
**RE:** Taxicab Wheelchair-Accessible Vehicle (WAV) Complaint

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**Background**

SunLine Regulatory Administration (SRA) staff is in charge of enforcing provisions within Ordinance No. 2019-01 and SRA Taxicab Regulations adopted by SunLine Services Group (SSG) to protect the public health, safety and welfare as mandated per Government Code Section 53075.5.

SSG Ordinance 2019-01, Section 1.030(D)(3) requires that each taxicab business have at least one (1) wheelchair-accessible van (WAV) ready and available as may be requested.

On June 11, 2020, staff received a complaint from a member of the community. The complainant alleges that all three (3) taxicab businesses have failed to provide WAV taxicab services upon request. Staff has launched an investigation into the complainant's allegations and will provide the Taxi Committee with an update at its conclusion.