



SunLine Transit Agency/
 SunLine Services Group
 June 28, 2023
 12:00 p.m.

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

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period for thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed to the Board 72 hours or less 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 or at 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 72 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. FLAG SALUTE
3. ROLL CALL
4. PRESENTATIONS
5. FINALIZATION OF AGENDA

ITEM

RECOMMENDATION

6. APPROVAL OF MINUTES

APPROVE

a) **May 25, 2023 Joint Board Meeting**

(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

All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board Member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.

RECEIVE & FILE

9a) Checks \$1,000 and Over Report for April 2023

(PAGE 9-13)

9b) Credit Card Statement for April 2023

(PAGE 14-18)

9c) Monthly Budget Variance Report for April 2023

(PAGE 19-23)

9d) Contracts Signed in Excess of \$25,000 for May 2023

(PAGE 24-25)

9e) Union & Non-Union Pension Investment Asset Summary April 2023

(PAGE 26-37)

9f) Ridership Report for May 2023

(PAGE 38-41)

9g) SunDial Operational Notes for May 2023

(PAGE 42-44)

9h) Metrics for May 2023

(PAGE 45-67)

9i) Board Member Attendance for May 2023

(PAGE 68-69)

9j) Ratification of Provisional Appointments to the Legislative Services Ad Hoc Committee

(PAGE 70)

9k) SSG/SRA Checks \$1,000 and Over Report for April 2023

(PAGE 71-72)

9l) SSG Monthly Budget Variance Report for April 2023

(PAGE 73-75)

9m) Taxi Trip Data – May 2023

(PAGE 76-77)

ITEM

RECOMMENDATION

- 10. **CYROGENIC INDUSTRIES CHANGE ORDER/CHANGE DIRECTIVE**
(Kathleen Kelly, Chair of Finance/Audit Committee;
Staff: Rudy Le Flore, Chief Project Consultant)

APPROVE
(PAGE 78-79)
- 11. **PURCHASE OF EIGHT (8) REPLACEMENT FIXED ROUTE BUSES**
(Kathleen Kelly, Chair of Finance/Audit Committee;
Staff: Walter Watcher, Procurement Officer)

APPROVE
(PAGE 80-81)
- 12. **ADOPTION OF THE FY24 OPERATING AND CAPITAL BUDGET**
(Kathleen Kelly, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)

APPROVE
(PAGE 82-192)
- 13. **ADOPT FY24-28 SHORT RANGE TRANSIT PLAN (SRTP)**
(Lisa Middleton, Chair of Strategic Planning & Operational Committee;
Staff: Manuel Alcala, Planning Manager)

APPROVE
(PAGE 193-374)
- 14. **ADOPTION OF SUNLINE REGULATORY ADMINISTRATION FY24 BUDGET**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)

APPROVE
(PAGE 375-387)
- 15. **ELECTION OF OFFICERS**
(Glenn Miller, Chairperson of the Board)

APPROVE
(PAGE 388-390)
- 16. **APPROVAL OF EMPLOYMENT AGREEMENT FOR CEO/GENERAL MANAGER**
(Glenn Miller, Chairperson of the Board)

APPROVE
(PAGE 391-409)
- 17. **GENERAL COUNSEL’S REPORT**
- 18. **CEO/GENERAL MANAGER’S REPORT**

ITEM

RECOMMENDATION

19. CLOSED SESSION

a) **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

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

One (1) matter:

Navarrete v. SunLine Transit Agency

Riverside Co. Superior Court; Case No. CVRI2103875 (previously consolidated with CVRI2104825)

20. NEXT MEETING DATE

July 26, 2023 at 12 p.m.

21. ADJOURN

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting May 24, 2023

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, May 24, 2023 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:00 p.m. by Chairperson Glenn Miller.

2. FLAG SALUTE

Board Member Peña led the pledge of allegiance.

3. ROLL CALL

Members Present:

Glenn Miller, Chair, SunLine Agency Board Member, City of Indio
Lisa Middleton, Vice-Chair, SunLine Agency Board Member, City of Palm Springs
Denise Delgado, SunLine Agency Board Member, City of Coachella
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
John Peña, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lynn Malotto, SunLine Agency Board Member, City of Rancho Mirage
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside*

Members Absent:

Ty Peabody, SunLine Agency Board Member, City of Indian Wells

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

4. PRESENTATIONS

a) Safety Slogan Contest Winner

Chairperson Glenn Miller, Interim CEO/General Manager Gloria Salazar and Safety Manager Gilbert Lopez announced Ruby Galvan as the winner of the Safety Slogan Contest.

**Supervisor Perez joined the meeting at 12:05 pm.*

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 24, 2023**

b) Zero-Emission Hydrogen Strategy Presentation

A Zero-Emission Hydrogen Strategy presentation was provided by Rudy Le Flore, Chief Project Consultant.

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG April 26, 2023 BOARD MEETING

Board Member Kelly moved to approve the minutes of the April 26, 2023 Joint STA/SSG Board meeting. The motion was seconded by Board Member Middleton. The motion was approved by a unanimous vote of 8 yes; 0 no; 1 abstain

7. PUBLIC COMMENTS

Two (2) public comments were made by:

- Bill Meyers
- Steven Gire

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Supervisor Perez, County of Riverside
- Board Member Betts, City of Desert Hot Springs

9. CONSENT CALENDAR

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

10. PROJECT MANAGEMENT SUPPORT

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Project Management Support. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 24, 2023**

11. LEGAL SERVICES REQUEST FOR PROPOSALS

Finance/Audit Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Legal Services Request for Proposals. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

12. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY24 OPERATING AND CAPITAL BUDGET

Finance/Audit Committee Chair Kelly reported that this discussion item was brought to the committee. Board Member questions were made by Board Member Peña.

13. DRAFT FY24-28 SHORT RANGE TRANSIT PLAN (SRTP)

Strategic Planning & Operational Committee Chair Middleton reported that this discussion item was brought to the committee.

14. SUNLINE REGULATORY ADMINISTRATION DRAFT FY24 BUDGET

Taxi Committee Chair Kelly reported that this discussion item was brought to the committee.

15. HYDROGEN CONSULTING CONTRACT TERMINATION

Finance/Audit Committee Chair Kelly reported that this information item was brought to the committee.

16. UPCOMING ELECTION OF OFFICERS

An oral report was provided by Edith Hernandez, Clerk of the Board/Clean Cities Coordinator on this information item.

17. GENERAL COUNSEL'S REPORT

General Counsel, Eric Vail, provided a brief oral report.

18. CEO/GENERAL MANAGER'S REPORT

Interim CEO/General Manager, Gloria Salazar, provided a brief oral report.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 24, 2023**

19. CLOSED SESSION

- a) **PUBLIC EMPLOYEE APPOINTMENT**
Pursuant to Government Code section 54957(b)(1)
Titles: CEO/General Manager

- a) There was no reportable action taken

20. NEXT MEETING DATE

June 28, 2023 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

21. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:08 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report April 2023

Summary:

The Checks \$1,000 and Over Report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PERMA - INSURANCE	Apr-June General Liability/Workers Comp Premiums	692471	04/06/2023	675,760.00
CALPERS	Group Health Premiums	692643	04/28/2023	341,269.20
IMPERIAL IRRIGATION DIST	Utilities	692593	04/20/2023	144,890.05
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	692616	04/20/2023	112,140.96
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	692485	04/06/2023	111,604.75
ANEW RNG, LLC	Utilities	692570	04/20/2023	104,236.05
SO CAL GAS CO.	Utilities	692547	04/13/2023	55,944.25
BAE SYSTEMS CONTROLS, INC.	Repair Parts-Fixed Route	692639	04/28/2023	39,080.15
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	692596	04/20/2023	34,315.07
HYPERTEC USA, INC.	Computer/Network Software Agreement	692524	04/13/2023	28,570.20
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax Corrected 2022	692433	04/06/2023	26,541.00
THE LEFLORE GROUP LLC	Projects Consultant	692607	04/20/2023	21,573.61
HD INDUSTRIES	Inventory Repair Parts	692658	04/28/2023	20,791.86
WSP USA INC.	Vanpool Program	692687	04/28/2023	20,107.09
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	692683	04/28/2023	18,864.74
TEC EQUIPMENT, INC.	Inventory Repair Parts	692551	04/13/2023	18,769.15
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1212	692651	04/28/2023	18,368.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	692553	04/13/2023	18,112.06
THE LEFLORE GROUP LLC	Projects Consultant	692477	04/06/2023	16,830.74
A AND A FLEET PAINTING INC	Repair Claims	692625	04/28/2023	14,961.19
PASTION INDUSTRIES, INC	WIP-Fire System Repairs TP- Project Acct#1912-02	692539	04/13/2023	14,405.00
NFI PARTS	Inventory Repair Parts	692497	04/13/2023	13,460.15
HTEC HYDROGEN TECHNOLOGY & ENERGY	Consulting-General	692454	04/06/2023	13,401.91
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	692562	04/13/2023	13,120.05
GENERAL AIR PRODUCTS, INC	WIP-Chiller unit Hydrogen compressor- Project Acct#2107-00	692589	04/20/2023	12,664.00
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Electric Meter Generator Testing- Project Acct#2313	692439	04/06/2023	12,083.00
FONTANA RADIATOR SERVICE, INC.	Repair Parts-Fuel Cell	692654	04/28/2023	12,057.16
VERIZON WIRELESS	Wireless Telephone Service	692556	04/13/2023	11,634.94
UNUM	Group Dental & Vision Premiums	692612	04/20/2023	11,280.58
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692461	04/06/2023	10,305.30
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692663	04/28/2023	10,161.94
DOUG WALL CONSTRUCTION	WIP-3 Vehicle Charger Installations- Project Acct#2111-00	692581	04/20/2023	9,990.04
SPORTWORKS NORTHWEST, INC.	Inventory Repair Parts	692611	04/20/2023	9,981.70
NFI PARTS	Inventory Repair Parts	692628	04/28/2023	9,962.43
CALIFORNIA DEPARTMENT OF TAX & FEE	Exempt Bus Operator Use Fuel Tax Corrected 2022	692434	04/06/2023	9,925.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	692580	04/20/2023	9,016.35
NFI PARTS	Inventory Repair Parts	692421	04/06/2023	9,003.95
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	692554	04/13/2023	9,000.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	692468	04/06/2023	8,954.33

**SunLine Transit Agency
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-PM Service for Liquid H2 Station- Project Acct#2211	692456	04/06/2023	8,814.98
CLASSIC CLUB	Center Of Excellence workshop	692450	04/06/2023	8,413.12
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	692670	04/28/2023	8,342.25
WSP USA INC.	Vanpool Program	692492	04/06/2023	6,980.46
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	692688	04/28/2023	6,746.00
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	692429	04/06/2023	6,740.00
SOCALGAS	Utilities	692548	04/13/2023	6,719.37
DNSFILTER, INC.	Computer/Network Software Agreement	692579	04/20/2023	6,528.00
KINCAID INDUSTRIES, INC	WIP-Fixed Assets Facility Improvements- Project Acct#1912-09	692530	04/13/2023	6,458.80
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	692521	04/13/2023	6,238.36
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub A&E Service- Project Acct#2212	692453	04/06/2023	6,057.64
DESERT SUN PUBLISHING LLC	Advertising	692446	04/06/2023	6,000.00
STATEWIDE SERVICES, INC.(GENERAL	WIP-Indio Door Improvement- Project Acct#1913-03	692483	04/06/2023	5,980.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	692520	04/13/2023	5,780.45
COMPLETE COACH WORKS	Inventory Repair Parts	692576	04/20/2023	5,656.88
AMALGAMATED TRANSIT UNION	Union Dues	692567	04/20/2023	5,552.74
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	692426	04/06/2023	5,530.00
FONTANA RADIATOR SERVICE, INC.	Inventory Repair Parts	692519	04/13/2023	5,492.93
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	692555	04/13/2023	5,430.10
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	692543	04/13/2023	5,232.17
GENFARE, LLC	Printing Expense	692482	04/06/2023	5,172.00
RIDECO US INC	SunRide Ride Share Expenses	692474	04/06/2023	5,162.68
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	692531	04/13/2023	5,091.15
JESSE FRESCAS JR.	Consulting-General	692457	04/06/2023	4,960.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	692655	04/28/2023	4,949.25
CDW GOVERNMENT, INC	Computer/Network Software Agreement	692437	04/06/2023	4,938.71
RIDECO US INC	SunRide Ride Share Expenses	692673	04/28/2023	4,577.11
GLORIA G. SALAZAR	Consulting	692522	04/13/2023	4,366.52
ALLIED REFRIGERATION, INC	Freon & Coolant	692422	04/06/2023	4,327.08
ROBERT HALF	Temporary Help	692476	04/06/2023	4,260.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692494	04/06/2023	4,230.70
TPX COMMUNICATIONS	Communication Service	692682	04/28/2023	3,997.20
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	692583	04/20/2023	3,885.18
ROBERT HALF	Temporary Help	692541	04/13/2023	3,840.00
JESSE FRESCAS JR.	Consulting-General	692528	04/13/2023	3,840.00
ALPHA MEDIA LLC	Advertising	692500	04/13/2023	3,833.00
IMPERIAL IRRIGATION DIST	Utilities	692659	04/28/2023	3,693.88
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sales Tax	692507	04/13/2023	3,683.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	692542	04/13/2023	3,678.59

**SunLine Transit Agency
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
AMERICAN MOVING PARTS	Inventory Repair Parts	692425	04/06/2023	3,543.66
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	692569	04/20/2023	3,310.00
CHARTER COMMUNICATIONS	Utilities	692549	04/13/2023	3,294.29
WEST COAST ENERGY SYSTEMS LLC	Contract Services-General	692447	04/06/2023	3,282.25
BYD COACH & BUS LLC	Repair Parts-Fixed Route	692641	04/28/2023	3,087.98
CUMMINS SALES AND SERVICE	Computer/Network Software Agreement	692648	04/28/2023	3,080.00
IMPERIAL IRRIGATION DIST	Utilities	692525	04/13/2023	3,054.59
SC FUELS	Lubricants- Oil	692545	04/13/2023	3,009.97
ALPHA MEDIA LLC	Advertising	692423	04/06/2023	3,000.00
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	692644	04/28/2023	2,989.29
ROBERT HALF	Temporary Help	692605	04/20/2023	2,880.00
MRO ELECTRIC AND SUPPLY	WIP-Fixed Assets Facility Improvements- Project Acct#1912-05	692565	04/20/2023	2,858.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	692669	04/28/2023	2,841.50
DECALS BY DESIGN, INC.	Repair Claims	692577	04/20/2023	2,776.80
SC FUELS	Lubricants- Oil	692610	04/20/2023	2,720.14
SONSRAY FLEET SERVICES	Inventory Repair Parts	692681	04/28/2023	2,717.12
JOSEPH LYNN FRIEND	Contracted Services	692529	04/13/2023	2,660.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	692572	04/20/2023	2,498.35
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	692436	04/06/2023	2,490.24
HTEC HYDROGEN TECHNOLOGY & ENERGY	WIP-Non CEC PM for HTEC Projects- Project Acct#2214	692455	04/06/2023	2,451.00
CMD CORPORATION	Inventory Repair Parts	692646	04/28/2023	2,425.09
VERONICA MANZO STUMPF	WIP-Consultant TAM Software- Project Acct #1512-01	692557	04/13/2023	2,425.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Annual User Use Fuel Tax Correceted 2022	692435	04/06/2023	2,383.00
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	692608	04/20/2023	2,351.03
SC FUELS	Lubricants- Oil	692675	04/28/2023	2,346.20
PRUDENTIAL OVERALL SUPPLY	Uniforms	692601	04/20/2023	2,305.98
WILLIAM LOPER	Consulting-General	692560	04/13/2023	2,275.00
BYD COACH & BUS LLC	Inventory Repair Parts	692506	04/13/2023	2,228.40
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692493	04/06/2023	2,223.04
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	692504	04/13/2023	2,192.23
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	692505	04/13/2023	2,178.02
DESERT PROMOTIONAL AND EMBROIDERY, LLC	Employee Expenses	692514	04/13/2023	2,175.00
PLAZA TOWING, INC.	Towing Services	692672	04/28/2023	2,125.00
KELLY SPICERS STORES	Office Supplies General	692460	04/06/2023	2,119.98
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692563	04/13/2023	2,059.94
SECTRAN SECURITY INC.	Armored Truck Services	692480	04/06/2023	1,962.00
CALSTART, INC.	Membership & Subscriptions	692573	04/20/2023	1,950.00
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	692618	04/20/2023	1,941.46
GRAINGER	Evaporative Cooling Towel	692657	04/28/2023	1,887.14

**SunLine Transit Agency
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	692622	04/20/2023	1,850.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692561	04/13/2023	1,814.40
SECTRAN SECURITY INC.	Armored Truck Services	692676	04/28/2023	1,807.52
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	692462	04/06/2023	1,787.06
PLAZA TOWING, INC.	Towing Services	692540	04/13/2023	1,775.00
WEST COAST ENERGY SYSTEMS LLC	Contract Services-General	692588	04/20/2023	1,595.00
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	692656	04/28/2023	1,592.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	692674	04/28/2023	1,589.63
WILLIAM LOPER	Consulting-General	692491	04/06/2023	1,575.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	692635	04/28/2023	1,550.00
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	692585	04/20/2023	1,525.00
HD INDUSTRIES	Computer/Network Software Agreement	692451	04/06/2023	1,502.57
DECALS BY DESIGN, INC.	Repair Claims	692512	04/13/2023	1,502.46
MILE3 WEB DEVELOPMENT	Website Maintenance	692595	04/20/2023	1,470.00
C V WATER DISTRICT	utilities	692647	04/28/2023	1,430.82
YELLOW CAB OF THE DESERT	Taxi Voucher Program	692495	04/06/2023	1,429.00
SERVEXO	Security Services	692546	04/13/2023	1,423.50
OMNITRACS, LLC	General Services	692668	04/28/2023	1,380.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	692523	04/13/2023	1,275.05
OPW FUELING COMPONENTS	Inventory Repair Parts	692536	04/13/2023	1,269.19
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	692649	04/28/2023	1,225.73
XENIA RACING WRAPS	Contract Services-Maintenance	692623	04/20/2023	1,188.00
HARTFORD FIRE INSURANCE COMPANY	Annual Flood Insurance Premium	692452	04/06/2023	1,078.00
ODP BUSINESS SLOUTIONS LLC	Office Supplies General	692465	04/06/2023	1,060.40
PACIFIC MOBILE STRUCTURES, INC	Zero Emission Office Trailer Rental	692598	04/20/2023	1,002.08
PLAZA TOWING, INC.	Towing Services	692600	04/20/2023	1,000.00
Total Checks Over \$1,000	\$2,402,114.85			
Total Checks Under \$1,000	\$40,865.24			
Total Checks	\$2,442,980.09			

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for April 2023

Summary:

The attached report summarizes the Agency's credit card expenses for April 2023. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of April 30, 2023.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 04/30/2023

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	4/2/2023	4/3/2023	Amazon	Alexa for Business Subscription		\$ 6.40
2	4/7/2023	4/10/2023	Home Depot	Maintenance Materials and Supplies		\$ 77.39
3	4/7/2023	4/10/2023	Home Depot	Maintenance Materials and Supplies		\$ 31.55
4	4/9/2023	4/10/2023	Freepik	Yearly Marketing Software Subscription		\$ 144.00
5	4/9/2023	4/10/2023	Freepik	Conversion Fee - Yearly Marketing Software Subscription		\$ 1.44
6	4/21/2023	4/24/2023	Sam's Club	Cases of Water for Boardroom		\$ 119.60
7	4/21/2023	4/24/2023	Sam's Club	Cases of Water for Operations and Maintenance		\$ 287.04
8	4/21/2023	4/24/2023	Project Action	Certified Paratransit Manager Program Training Fee - Raymond Manriquez		\$ 1,000.00
9	4/22/2023	4/24/2023	Microsoft	Microsoft Team Essentials Fee		\$ 180.00
10	4/24/2023	4/26/2023	Salisbury Safety	High Voltage Rescue Hook Recertification Fee		\$ 115.23
11	4/26/2023	4/27/2023	SCAQMD	Annual Permit Renewal Fee		\$ 459.92
12	4/26/2023	4/27/2023	SCAQMD	Annual Permit Renewal Fee		\$ 10.21
13	4/27/2023	4/28/2023	California Transit Association	Spring Legislative CTA Conference Registration Fee - Luis Garcia		\$ 260.00
14	4/27/2023	4/28/2023	California Transit Association	Spring Legislative CTA Conference Registration Fee - Harman Singh		\$ 260.00
					\$ -	\$ 2,952.78



Reporting Period : 4/1/2023 - 4/28/2023

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX-7572	Currency	US Dollar
Reporting Period	4/1/2023 - 4/28/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 4/2/2023	4/3/2023	Amazon Web Services Aws.Amazon.Co, WA					6.40
		Purchase Amazon Web Services	General Ledger Code: 5039903800 Fund: 00				
		AWS - Alexa For Business Subscription - Executive					
2 4/7/2023	4/10/2023	Homedepot.Com 800-430-3376, GA					77.39
		Purchase Homedepot.Com	General Ledger Code: 5049900011 Fund: 00				
		HomeDepot.com - Squeegee (12) - Maintenance					
3 4/7/2023	4/10/2023	Homedepot.Com 800-430-3376, GA					31.55
		Purchase Homedepot.Com	General Ledger Code: 5049900011 Fund: 00				
		HomeDepot.com - Buckets (6) - Maintenance					
4 4/9/2023	4/10/2023	Freepik & Flaticon Malaga					144.00
		Purchase Freepik & Flaticon	General Ledger Code: 5030303260 Fund: 00				
		Freepik - Software Subscription - Marketing					
5 4/9/2023	4/10/2023						1.44
		Other Debits Currency Conversion Fee	Fund: 00				
		Freepik - Software Subscription Currency Fee - Marketing					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
6 4/21/2023	4/24/2023	Samsclub #6609 Palm Desert, CA					119.60
		Purchase Samsclub #6609	General Ledger Code: 5099900002 Fund: 00				
		Sams Club - Bottled Water (20) cases - Facilities					
7 4/21/2023	4/24/2023	Samsclub #6609 Palm Desert, CA					287.04
		Purchase Samsclub #6609	General Ledger Code: 5099900002 Fund: 00				
		Sams Club - Bottled Water (48) cases - Maintenance					
8 4/21/2023	4/24/2023	Www.Projectaction.Com Www.Projectac, IL					1,000.00
		Purchase Www.Projectaction.Com	General Ledger Code: 5049900010 Fund: 00				
		Project Action - Paratransit Training (Raymond) - Operations					
9 4/22/2023	4/24/2023	Msft * E0800n4ooj Msbill.Info, WA					180.00
		Purchase Msft * E0800n4ooj	General Ledger Code: 5030300011 Fund: 00				
		Microsoft - Teams Licenses (45) April - IT Department					
10 4/24/2023	4/26/2023	Salisburyonline.Com 800-6204191, CA					115.23
		Purchase Salisburyonline.Com	General Ledger Code: 5099900002 Fund: 00				
		Salisbury Safety - Rescue Hook Testing - Maintenance					
11 4/26/2023	4/27/2023	Scaqmd Fees 909-396-2801, CA					459.92
		Purchase Scaqmd Fees	General Ledger Code: 5099900002 Fund: 00				
		SCAQMD - Annual Permit Renewal Fee - Facilities					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
12 4/26/2023	4/27/2023	Service Fee 909-396-2801, TN					10.21
		Purchase Service Fee	General Ledger Code: 5099900002 Fund: 00				
		SCAQMD - Annual Permit Service Fee - Facilities					
<hr/>							
13 4/27/2023	4/28/2023	Fsp*cta 916-446-4656, CA					260.00
		Purchase Fsp*cta	General Ledger Code: 5090100000 Fund: 00				
		CTA - Spring Legislative Conference (Luis) - Finance					
<hr/>							
14 4/27/2023	4/28/2023	Fsp*cta 916-446-4656, CA					260.00
		Purchase Fsp*cta	General Ledger Code: 5090100000 Fund: 00				
		CTA- Spring Legislative Conference (Harman) - Performance					

Transaction Count: 14
Total: 2,952.78

Employee Signature **Date**

Authorized Approver Signature **Date**

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2023

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. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2023 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2023, the Agency's FYTD revenues are \$145,078 or 11.11% above the FYTD budget due to an increase in ridership over FY22.
- As of April 30, 2023, the Agency's FYTD expenditures are \$2,824,429 or 7.35% below the FYTD budget.

Monthly Spotlight:

- The negative variance in CNG fuel is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates and an increase in the cost of natural gas.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,529,001	138,645	127,417	11,228	1,416,903	1,274,168	142,736	7.3%
Other Revenue	37,500	2,975	3,125	(150)	33,592	31,250	2,342	10.4%
Total Operating Revenue	1,566,501	141,620	130,542	11,078	1,450,495	1,305,418	145,078	7.4%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,851,638	709,825	820,970	111,145	7,081,565	8,209,698	1,128,133	28.1%
Operator & Mechanic Overtime	1,067,000	81,819	88,917	7,098	1,165,324	889,167	(276,157)	-9.2%
Administration Salaries & Wages	6,966,398	539,011	580,533	41,522	5,166,154	5,805,332	639,178	25.8%
Administration Overtime	105,449	2,883	8,787	5,905	71,921	87,875	15,953	31.8%
Fringe Benefits	10,874,750	817,127	906,229	89,102	7,765,179	9,062,292	1,297,113	28.6%
Communications	277,879	20,371	23,157	2,786	206,142	231,566	25,423	25.8%
Legal Services	398,485	92,235	33,207	(59,028)	504,539	332,071	(172,468)	-26.6%
Computer/Network Software Agreement	750,000	94,220	62,500	(31,720)	679,990	625,000	(54,990)	9.3%
Uniforms	129,610	1,786	10,801	9,015	40,083	108,008	67,925	69.1%
Contracted Services	744,809	53,880	62,067	8,187	515,006	620,674	105,669	30.9%
Equipment Repairs	24,000	115	2,000	1,885	3,015	20,000	16,985	87.4%
Security Services	200,000	19,739	16,667	(3,072)	193,619	166,667	(26,952)	3.2%
Fuel - CNG	1,599,327	168,541	133,277	(35,264)	2,343,132	1,332,773	(1,010,359)	-46.5%
Fuel - Hydrogen	1,250,000	81,445	104,167	22,722	1,138,989	1,041,667	(97,322)	8.9%
Tires	237,165	21,800	19,764	(2,036)	172,325	197,638	25,312	27.3%
Office Supplies	73,585	4,663	6,132	1,469	48,572	61,321	12,749	34.0%
Travel/Training	136,980	3,250	11,415	8,165	59,515	114,150	54,635	56.6%
Repair Parts	1,639,200	132,631	136,600	3,969	1,365,736	1,366,000	264	16.7%
Facility Maintenance	49,300	242	4,108	3,866	44,902	41,083	(3,819)	8.9%
Electricity - CNG & Hydrogen	1,345,000	91,180	112,083	20,903	1,239,628	1,120,833	(118,795)	7.8%
Natural Gas	2,309,000	161,445	192,417	30,972	2,697,304	1,924,167	(773,138)	-16.8%
Water and Gas	13,500	916	1,125	209	9,896	11,250	1,354	26.7%
Insurance Losses	1,650,000	73,530	137,500	63,970	1,258,941	1,375,000	116,059	23.7%
Insurance Premium - Property	79,394	10,862	6,616	(4,245)	113,648	66,162	(47,486)	-43.1%
Repair Claims	200,000	16,239	16,667	427	148,924	166,667	17,742	25.5%
Fuel Taxes	70,998	3,893	5,916	2,023	99,979	59,165	(40,815)	-40.8%
Other Expenses	7,009,340	445,146	584,112	138,966	4,939,455	5,841,117	901,661	29.5%
Self Consumed Fuel	(2,967,162)	(249,986)	(247,264)	2,723	(3,493,209)	(2,472,635)	1,020,574	-17.7%
Total Operating Expenses (Before Depreciation)	46,085,646	3,398,807	3,840,471	441,664	35,580,276	38,404,705	2,824,429	22.8%
Operating Expenses in Excess of Operating Revenue		\$ (3,257,187)			\$ (34,129,780)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	821,702	935,917	114,215	8,610,039	9,359,167	749,128	23.3%
State - LTF, LCTOP	24,349,683	1,781,514	2,029,140	247,627	18,667,235	20,291,403	1,624,168	23.3%
Federal	8,938,462	653,971	744,872	90,901	6,852,507	7,448,718	596,212	23.3%
Total Subsidies	44,519,145	3,257,187	3,709,929	452,742	34,129,780	37,099,288	2,969,507	23.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
April 2023

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	28,865,236	2,150,664	2,405,436	254,772	21,250,143	24,054,363	2,804,220	26.4%
Services	5,316,460	439,820	443,038	3,218	4,013,873	4,430,383	416,510	24.5%
Fuels & Lubricants	3,064,617	267,304	255,385	(11,919)	3,651,299	2,553,848	(1,097,451)	-19.1%
Tires	237,165	21,800	19,764	(2,036)	172,325	197,638	25,312	27.3%
Materials and Supplies	2,270,436	156,277	189,203	32,926	1,687,575	1,892,030	204,455	25.7%
Utilities	4,013,280	278,199	334,440	56,241	4,237,028	3,344,400	(892,628)	-5.6%
Casualty & Liability	3,561,934	237,207	296,828	59,621	3,009,282	2,968,278	(41,003)	15.5%
Taxes and Fees	70,998	3,893	5,916	2,023	99,979	59,165	(40,815)	-40.8%
Miscellaneous Expenses	1,652,682	93,629	137,724	44,094	951,980	1,377,235	425,255	42.4%
Self Consumed Fuel	(2,967,162)	(249,986)	(247,264)	2,723	(3,493,209)	(2,472,635)	1,020,574	-17.7%
Total Operating Expenses (Before Depreciation)	46,085,646	3,398,807	3,840,471	441,664	35,580,276	38,404,705	2,824,429	22.8%
Revenues:								
Passenger Revenue	1,529,001	138,645	127,417	11,228	1,416,903	1,274,168	142,736	7.3%
Other Revenue	37,500	2,975	3,125	(150)	33,592	31,250	2,342	10.4%
Total Operating Revenue	1,566,501	141,620	130,542	11,078	1,450,495	1,305,418	145,078	7.4%
Net Operating Gain (Loss)		\$ (3,257,187)			\$ (34,129,780)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	11,231,000	821,702	935,917	114,215	8,610,039	9,359,167	749,128	23.3%
State - LTF, LCTOP	24,349,683	1,781,514	2,029,140	247,627	18,667,235	20,291,403	1,624,168	23.3%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	8,938,462	653,971	744,872	90,901	6,852,507	7,448,718	596,212	23.3%
Total Subsidies	44,519,145	3,257,187	3,709,929	452,742	34,129,780	37,099,288	2,969,507	23.3%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The positive variance in passenger revenue is due to an 18% increase in ridership over FY22.
- As of April, ridership was at 18% above FY22 FYTD totals.
- Total system ridership was 340,514 trips above FY22 FYTD amounts.

Ridership

	FY22-April	FY23-April	Variance	%Δ
Fixed Route	196,568	214,292	17,724	9.0%
Paratransit	8,784	9,383	599	6.8%
SolVan	1,498	1,690	192	12.8%
SunRide	383	964	581	151.7%
System Total	207,233	226,329	19,096	9.2%

Ridership

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Fixed Route	1,785,786	2,115,344	329,558	18.5%
Paratransit	83,522	89,463	5,941	7.1%
SolVan	13,854	16,342	2,488	18.0%
SunRide	4,124	6,651	2,527	61.3%
System Total	1,887,286	2,227,800	340,514	18.0%

Other Revenue

- Other revenue is within an accepted range of the budget amount.

Operator & Mechanic Salaries & Wages

- The positive variance in operator and mechanic wage expenditures is attributed to absences and vacant positions.

Operator & Mechanic Overtime

- The negative variance is primarily attributed to required overtime for operators and mechanics to cover absences.

Administration Salaries & Wages

- The positive variance in administrative salaries and wages is attributed to vacant positions across the Agency.

Administration Overtime

- Administrative overtime expenses are within an accepted range of the budget amount.

Fringe Benefits

- Savings in fringe benefit expenditures are associated with vacancies across the Agency.

Communications

- Savings in communications are primarily attributed to fewer YTD cellular expenditures.

Legal Services

- Legal services have had higher expenses due to negotiations and labor legal counsel.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements.

Uniforms

- Savings in uniform expenditures are related to fewer employees utilizing the entire uniform allowance.

Contracted Services

- The positive variance in contracted services is attributed to multiple expense line items which have not yet been incurred.

Equipment Repairs

- The positive variance in equipment repair is attributed to fewer YTD repairs than budgeted.

Security Services

- Security service costs have increased due to an increase in scope and services of the security guards.

Fuel - CNG

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY23.
- The negative variance is also attributed to an increase in the cost of natural gas.

Fuel - Hydrogen

- The negative variance is attributed to an increase cost of hydrogen production.

Tires

- The lower tire expenditures are attributed to fewer miles than the budgeted amount.

Office Supplies

- Office Supplies expenditures are variable based on Agency needs. Vacant positions across the Agency also attribute to the savings.

Travel/Training

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts

- Repair part expenses are within an acceptable range of the budget.

Facility Maintenance

- The negative variance primarily due to bus vacuum repairs in the month of January.

Electricity - CNG & Hydrogen

- The unfavorable variance is due to the increased kilowatt usage in production of hydrogen.

Natural Gas

- The negative variance is attributed to increased natural gas usage due to an increase in outside fuel sales and cost of natural gas used to produce CNG.

Water and Gas

- Water and gas expenses are within an acceptable range of the budget.

Insurance Losses

- Insurance loss experience has not exceeded budgeted expectations as of March.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are within an acceptable range of the budget.

Fuel Taxes

- The negative variance in fuel taxes is due to larger fleet fuel sales.

Other Expenses

- Costs vary from month to month depending on the needs of the Agency or when programs are active.

Self-Consumed Fuel

- The positive variance in self-consumed fuel is due to higher fuel cost.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for May 2023

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

There was one (1) agreement and one (1) amendment executed between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Atkinson, Andelson, Loya, Ruud & Romo	Legal Services	\$80,000.00
Fiesta Ford	3 Stops & Zones Trucks	\$194,310.03

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$250,000

May 2023

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Atkinson, Andelson, Loya, Ruud & Romo	Legal Services	Labor Legal Services	FY23 FY24	\$80,000.00	\$80,000.00	Amendment
Fiesta Ford	3 Trucks	Stops & Zones Maintenance	FY23	\$209,949.00	\$194,310.03	Agreement

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for April 2023

Summary:

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

Asset Class		Target	Range
Growth Assets			
	Domestic Equity	36.0%	16% – 56%
	International Equity	19.0%	0% - 39%
	Other		0% – 20%
Income Assets			
	Fixed Income	45.0%	25% - 65%
	Other	0.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.0%	0% – 20%

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	33.7%	16% – 56%
	International Equity	17.9%	0% - 39%
	Other	2.8%	0% – 20%
Income Assets			
	Fixed Income	39.2%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.4%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	33.8%	16% – 56%
	International Equity	17.9%	0% - 39%
	Other	2.8%	0% – 20%
Income Assets			
	Fixed Income	39.2%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		1.4%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of April, the market value of assets increased by \$368,631 and \$307,034 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
March 2023	\$36,313,422	\$36,391,908
April 2023	\$36,682,053	\$36,698,942
Increase (Decrease)	\$368,631	\$307,034

Recommendation:

Receive and file.

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	99.96	1,791,083.28	23,472.58	4.88
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	51.50	365,495.50	8,303.49	1.00
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	51.50	123,033.50	(21,047.09)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	51.50	59,019.00	(11,035.98)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	51.50	91,464.00	(10,977.46)	0.25
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.50	32,496.50	(3,274.89)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.50	32,599.50	(3,475.17)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	51.50	49,697.50	(9,177.15)	0.14

Security Type Sub-Total			32,555.00		2,572,100.45	460.46	2,544,888.78	(27,211.67)	6.95
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Exchange-Traded Fund - Equity									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,500.00	138.29	345,724.75	145.14	362,850.00	17,125.25	0.99
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	1,103.00	144.43	159,306.29	145.14	160,089.42	783.13	0.44
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	94.00	156.88	14,746.71	145.14	13,643.16	(1,103.55)	0.04
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	161.00	143.44	23,093.84	145.14	23,367.54	273.70	0.06
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	4,594.00	140.55	645,686.70	145.14	666,773.16	21,086.46	1.82
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	248.20	186,398.20	10,439.65	0.51
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	959.00	258.94	248,322.60	248.20	238,023.80	(10,298.80)	0.65
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	610.00	239.53	146,112.45	248.20	151,402.00	5,289.55	0.41
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	48.00	248.92	11,948.16	248.20	11,913.60	(34.56)	0.03
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	960.00	260.71	250,280.64	248.20	238,272.00	(12,008.64)	0.65
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,656.00	276.40	734,118.40	248.20	659,219.20	(74,899.20)	1.80
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,251.00	117.36	381,537.03	94.00	305,594.00	(75,943.03)	0.83
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	2,432.00	102.11	248,331.03	94.00	228,608.00	(19,723.03)	0.62
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	884.00	106.82	94,428.35	94.00	83,096.00	(11,332.35)	0.23
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,784.00	95.51	170,388.77	94.00	167,696.00	(2,692.77)	0.46
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,818.00	94.10	171,073.44	94.00	170,892.00	(181.44)	0.47
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	2,433.00	102.83	250,184.90	94.00	228,702.00	(21,482.90)	0.62
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,257.00	107.25	134,813.12	94.00	118,158.00	(16,655.12)	0.32
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	360.00	96.14	34,610.40	94.00	33,840.00	(770.40)	0.09

Detail of Securities Held & Market Analytics

For the Month Ending April 30, 2023

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,234.00	106.97	132,000.86	94.00	115,996.00	(16,004.86)	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,194.00	39.68	364,817.92	46.36	426,233.84	61,415.92	1.16
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	46.36	121,185.04	24,022.66	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	46.36	101,667.48	9,166.74	0.28
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	14,790.00	42.95	635,221.63	46.36	685,664.40	50,442.77	1.87
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	46.36	315,989.76	51,120.00	0.86
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	56.25	161,718.75	12,736.54	0.44
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	56.25	1,058,625.00	157,715.36	2.89
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	56.25	108,675.00	5,235.72	0.30
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	56.25	31,106.25	(4,479.30)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	56.25	33,356.25	142.32	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	56.25	392,568.75	(63,648.48)	1.07
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	56.25	463,725.00	30,832.56	1.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,370.00	52.12	957,444.40	56.25	1,033,312.50	75,868.10	2.82
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	25,222.00	169.04	4,263,526.88	206.30	5,203,298.60	939,771.72	14.18
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	206.30	318,939.80	(30,780.55)	0.87
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	206.30	128,937.50	4,200.00	0.35
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.30	89,327.90	(11,959.46)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	206.30	157,613.20	11,314.84	0.43
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	206.30	992,096.70	50,686.86	2.70
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	206.30	128,731.20	5,029.44	0.35
Security Type Sub-Total			157,885.00		14,946,606.15	5,186.80	16,117,307.00	1,170,700.85	43.92
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	277,101.51	1.00	277,101.51	1.00	277,101.51	0.00	0.76
Security Type Sub-Total			277,101.51		277,101.51	1.00	277,101.51	0.00	0.76
Mutual Fund - Bond									
ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.57	9.32	14.66	9.34	14.69	0.03	0.00

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond										
BAIRD CORE PLUS BOND - INST		057071870	BCOIX	387,349.11	11.14	4,316,504.27	10.13	3,923,846.43	(392,657.84)	10.70
BBH LIMITED DURATION I		05528X851	BBBIX	64,627.00	10.00	646,311.05	10.05	649,501.38	3,190.33	1.77
DOUBLELINE CORE FIXED INCOME I		258620301	DBLFX	183,792.51	10.57	1,941,995.24	9.44	1,735,001.31	(206,993.93)	4.73
MAINSTAY MACKAY HIGH YIELD CORP BD R6		56063N881	MHYSX	129,672.83	5.22	677,027.74	5.03	652,254.35	(24,773.39)	1.78
PRUDENTIAL TOTAL RETRN BND-Q		74440B884	PTRQX	264,681.75	14.02	3,710,005.87	12.03	3,184,121.45	(525,884.42)	8.68
VOYA INTERMEDIATE BOND R6		92913L569	IIBZX	197,379.48	10.14	2,001,962.95	8.79	1,734,965.61	(266,997.34)	4.73

Security Type Sub-Total **1,227,504.25** **13,293,821.78** **64.81** **11,879,705.22** **(1,414,116.56)** **32.39**

Mutual Fund - Equity										
HARDING LOEVNER INTERNATIONAL EQUITY POR		412295107	HL MIX	26,146.72	27.82	727,318.37	25.71	672,232.15	(55,086.22)	1.83
HRTFRD SCHR EM MRKT EQ-SDR		41665H789	SEMTX	43,458.78	17.24	749,204.67	15.11	656,662.15	(92,542.52)	1.79
JENSEN QUALITY GROWTH-Y		476313408	JENYX	21,431.34	53.03	1,136,579.86	58.29	1,249,232.87	112,653.01	3.41
JOHCM INTERNATIONAL SELECT I		46653M849	JOHIX	15,218.69	27.42	417,286.40	21.71	330,397.82	(86,888.58)	0.90
MFS EMERGING MARKETS DEBT R6		552746364	MEDHX	0.01	11.25	0.09	11.55	0.09	0.00	0.00
VANGUARD TOT INST ST IDX - ADM		921909818	VTIAX	0.00	33.33	0.03	30.17	0.03	0.00	0.00

Security Type Sub-Total **106,255.54** **3,030,389.42** **162.54** **2,908,525.11** **(121,864.31)** **7.93**

Separate Account										
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	21,070.00	1.00	21,070.00	102.67	21,632.62	562.62	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	22,050.00	1.00	22,050.00	102.67	22,638.78	588.78	0.06
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	12,074.46	1.00	12,074.46	102.67	12,396.87	322.41	0.03
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	30,625.00	1.00	30,625.00	102.67	31,442.76	817.76	0.09
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	102.67	46,535.27	1,210.27	0.13
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	34,300.00	1.00	34,300.00	102.67	35,215.89	915.89	0.10
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	24,500.00	1.00	24,500.00	102.67	25,154.20	654.20	0.07
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	49,980.00	1.00	49,980.00	102.67	51,314.58	1,334.58	0.14
ATEL PRIVATE DEBT PARTNERS II		ATEL00019	SA406	45,325.00	1.00	45,325.00	102.67	46,535.28	1,210.28	0.13

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,440,000.00	1.00	1,440,000.00	100.00	1,440,000.00	0.00	3.93
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	117.63	225,469.62	33,793.55	0.61
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	117.63	364,360.63	54,610.63	0.99
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	68,756.25	1.00	68,756.25	117.63	80,878.36	12,122.11	0.22
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	117.63	296,428.99	44,428.99	0.81
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	117.63	153,904.98	23,067.39	0.42
Security Type Sub-Total			2,776,269.37		2,776,269.37	1,817.53	2,954,525.65	178,256.28	8.07
Managed Account Sub-Total			4,577,570.67		36,896,288.68	7,693.14	36,682,053.27	(214,235.41)	100.02
Securities Sub-Total			\$4,577,570.67		\$36,896,288.68	\$7,693.14	\$36,682,053.27	(\$214,235.41)	100.02%
Accrued Interest							\$0.00		
Total Investments							\$36,682,053.27		

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	99.96	1,794,981.72	23,523.67	4.89
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	51.50	91,618.50	(10,996.00)	0.25
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.50	32,496.50	(3,274.89)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	51.50	50,573.00	(9,338.82)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	51.50	123,857.50	(21,188.05)	0.34
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	51.50	57,319.50	(10,718.19)	0.16
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.50	32,599.50	(3,475.17)	0.09
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	51.50	367,195.00	8,342.10	1.00

Security Type Sub-Total			32,630.00		2,577,766.57	460.46	2,550,641.22	(27,125.35)	6.96
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Exchange-Traded Fund - Equity									
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	1,578.00	144.43	227,910.54	145.14	229,030.92	1,120.38	0.62
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	4,620.00	140.55	649,341.00	145.14	670,546.80	21,205.80	1.83
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	2,442.00	138.29	337,703.94	145.14	354,431.88	16,727.94	0.97
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	751.00	234.30	175,958.55	248.20	186,398.20	10,439.65	0.50
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	960.00	260.71	250,280.64	248.20	238,272.00	(12,008.64)	0.65
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	959.00	258.94	248,322.60	248.20	238,023.80	(10,298.80)	0.65
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	616.00	239.53	147,549.62	248.20	152,891.20	5,341.58	0.42
ISHARES CORE S&P MIDCAP ETF	464287507	IJH	2,662.00	276.40	735,776.80	248.20	660,708.40	(75,068.40)	1.80
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,233.00	106.97	131,893.89	94.00	115,902.00	(15,991.89)	0.32
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,256.00	107.25	134,705.87	94.00	118,064.00	(16,641.87)	0.32
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	3,250.00	117.36	381,419.68	94.00	305,500.00	(75,919.68)	0.83
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	371.00	96.14	35,667.94	94.00	34,874.00	(793.94)	0.10
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,836.00	94.10	172,767.23	94.00	172,584.00	(183.23)	0.47
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	1,798.00	95.51	171,725.90	94.00	169,012.00	(2,713.90)	0.46
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	886.00	106.82	94,641.99	94.00	83,284.00	(11,357.99)	0.23
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	2,432.00	102.11	248,331.03	94.00	228,608.00	(19,723.03)	0.62
ISHARES CORE S&P SMALL-CAP E	464287804	IJR	2,433.00	102.83	250,184.90	94.00	228,702.00	(21,482.90)	0.62
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	46.36	102,501.96	9,241.98	0.28
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	14,743.00	42.95	633,203.01	46.36	683,485.48	50,282.47	1.86

Detail of Securities Held & Market Analytics

For the Month Ending April 30, 2023

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	9,189.00	39.68	364,619.52	46.36	426,002.04	61,382.52	1.16
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	46.36	320,579.40	51,862.50	0.87
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	46.36	121,185.04	24,022.66	0.33
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	56.25	482,062.50	32,051.80	1.31
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	56.25	387,168.75	(62,772.96)	1.06
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,315.00	52.12	954,577.80	56.25	1,030,218.75	75,640.95	2.81
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	56.25	96,412.50	4,644.94	0.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	56.25	161,718.75	12,736.54	0.44
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	56.25	32,625.00	139.20	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	56.25	1,065,093.75	158,679.09	2.90
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	56.25	35,550.00	(5,119.20)	0.10
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	206.30	102,943.70	4,021.94	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	206.30	202,792.90	14,558.23	0.55
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	206.30	103,150.00	3,360.00	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	206.30	319,971.30	(30,880.10)	0.87
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	25,200.00	169.04	4,259,808.00	206.30	5,198,760.00	938,952.00	14.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	206.30	89,327.90	(11,959.46)	0.24
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	206.30	1,017,265.30	51,972.74	2.77
Security Type Sub-Total			158,356.00		14,990,179.30	4,648.32	16,165,648.22	1,175,468.92	44.04
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	510,893.39	1.00	510,893.39	1.00	510,893.39	0.00	1.39
Security Type Sub-Total			510,893.39		510,893.39	1.00	510,893.39	0.00	1.39
Mutual Fund - Bond									
ARISTOTLE FUNDS FLOATING RATE INC I	04045F592	PLFRX	1.58	9.32	14.76	9.34	14.79	0.03	0.00
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	388,181.59	11.14	4,325,304.51	10.13	3,932,279.53	(393,024.98)	10.72
BBH LIMITED DURATION I	05528X851	BBBIX	64,760.17	10.00	647,642.79	10.05	650,839.69	3,196.90	1.77
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	184,112.55	10.57	1,945,750.36	9.44	1,738,022.46	(207,727.90)	4.74

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Mutual Fund - Bond									
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	129,937.43	5.22	678,512.85	5.03	653,585.26	(24,927.59)	1.78
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTROX	265,271.62	14.01	3,717,754.31	12.03	3,191,217.63	(526,536.68)	8.70
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	197,823.66	10.14	2,006,845.68	8.79	1,738,869.98	(267,975.70)	4.74

Security Type Sub-Total **1,230,088.61** **13,321,825.26** **64.81** **11,904,829.34** **(1,416,995.92)** **32.45**

Mutual Fund - Equity									
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HL MIX	26,200.71	27.79	728,030.85	25.71	673,620.13	(54,410.72)	1.84
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	43,169.65	17.15	740,258.52	15.11	652,293.41	(87,965.11)	1.78
JENSEN QUALITY GROWTH-Y	476313408	JENYX	21,475.35	53.04	1,139,084.03	58.29	1,251,797.97	112,713.94	3.41
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	15,252.03	27.42	418,153.74	21.71	331,121.66	(87,032.08)	0.90
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	0.01	11.25	0.09	11.55	0.09	0.00	0.00
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VIT SX	0.00	75.00	0.03	100.42	0.04	0.01	0.00

Security Type Sub-Total **106,097.74** **3,025,527.26** **232.79** **2,908,833.30** **(116,693.96)** **7.93**

Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	102.67	25,154.20	654.20	0.07
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	102.67	21,632.62	562.62	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	102.67	50,308.41	1,308.41	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	102.67	51,314.58	1,334.58	0.14
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	102.67	22,638.78	588.78	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	102.67	46,535.28	1,210.28	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	102.67	31,442.76	817.76	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	102.67	35,215.89	915.89	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	12,074.46	1.00	12,074.46	102.67	12,396.87	322.41	0.03
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	102.67	46,535.27	1,210.27	0.13
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,440,000.00	1.00	1,440,000.00	100.00	1,440,000.00	0.00	3.92
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	117.63	153,904.98	23,067.39	0.42

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2023**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]										
Security Type/Description	Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account										
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	309,750.00	1.00	309,750.00	117.63	364,360.63	54,610.63	0.99
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	191,676.07	1.00	191,676.07	117.63	225,469.62	33,793.55	0.61
NB SECONDARY OPPORTUNITIES V OFFSHORE		NBSOFV008	SA426	68,756.25	1.00	68,756.25	117.63	80,878.36	12,122.11	0.22
Security Type Sub-Total				2,524,269.37		2,524,269.37	1,699.89	2,658,096.66	133,827.29	7.25
Managed Account Sub-Total				4,562,335.11		36,950,461.15	7,107.27	36,698,942.13	(251,519.02)	100.02
Securities Sub-Total				\$4,562,335.11		\$36,950,461.15	\$7,107.27	\$36,698,942.13	(\$251,519.02)	100.02%
Accrued Interest								\$0.00		
Total Investments								\$36,698,942.13		

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for May 2023

Summary:

Monthly Ridership			Monthly Variance	
	May-23	May-22	Net	Percent
Fixed Route	231,101	210,945	20,156	9.6%
SolVan	1,762	1,602	160	10%
SunRide	1,341	454	887	66.1%
Taxi Voucher*	248	230	18	7.3%
SunDial	10,480	9,010	1,470	16.3%
Total	244,932	222,241	22,691	10.2%

*Taxi Voucher rides are included for the system total; however, they are not NTD reportable.

Yearly Ridership	
Fiscal Year 2023	2,475,146
Fiscal Year 2022	2,112,190
Ridership Increase	362,956

Fiscal year to date system ridership is up by 362,956 rides or 17.2% increase compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



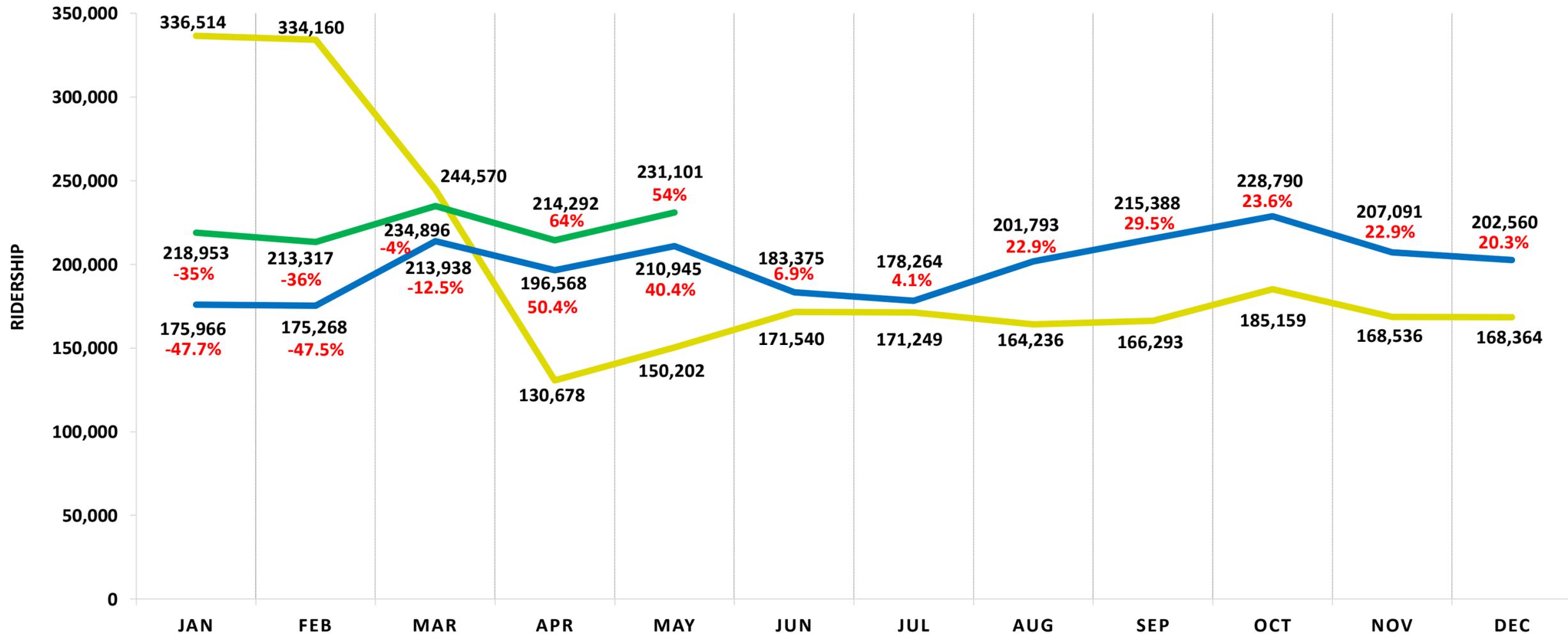
SunLine Transit Agency Monthly Ridership Report May 2023

Fixed Route	FY 2023		FY 2022		Monthly KPI		Bikes		Wheelchairs		
	May 2023	May 2022	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1	Coachella - Hwy 111 - Palm Springs	91,227	85,048	957,619	818,440	16.0	1.0	3,714	41,311	607	7,915
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	65,964	53,513	628,067	534,924	19.4	1.5	2,418	23,807	551	5,933
Route 3	Desert Hot Springs - Desert Edge	6,752	5,731	64,350	54,719	14.0	0.8	175	1,526	54	815
Route 4	Westfield Palm Desert - Palm Springs	19,208	17,401	194,358	172,453	10.3	0.7	954	8,115	67	1,092
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,254	1,444	20,880	11,428	8.1	0.3	83	700	6	63
Route 6	Coachella - Fred Waring - Westfield Palm Desert	6,378	8,542	90,133	72,428	8.0	0.5	204	3,081	48	540
Route 7	Bermuda Dunes - Indian Wells - La Quinta	7,048	5,681	66,878	59,402	12.5	0.8	316	2,561	10	355
Route 8	North Indio - Coachella -Thermal/Mecca	15,402	14,540	155,771	121,020	9.6	0.6	510	4,635	73	703
Route 9	North Shore - Mecca - Oasis	6,967	8,704	72,201	63,560	7.2	0.3	59	611	7	209
Route 10	Indio - CSUSB - San Bernardino - Metrolink	1,951	1,974	25,233	18,999	13.5	0.2	23	282	13	75
Route 200 SB	Palm Springs High School AM Tripper	263	495	2,606	3,326	26.1	1.6	2	14	-	1
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	26	157	874	1,591	9.5	0.5	1	1	-	1
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	206	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	3	85	206	510	3.0	0.2	-	-	-	2
Route 403 NB	Vista Chino /Sunrise PM Tripper	12	232	493	1,346	12.8	0.5	-	8	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	361	361	2,566	2,657	38.5	2.4	-	63	2	5
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	95	-	-	-	5	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	283	532	3,029	3,950	18.5	1.2	2	73	1	2
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	804	1,051	6,523	8,881	39.6	2.6	9	46	-	3
Route 800 NB	Shadow Hills High School AM Tripper	2,269	650	12,317	15,650	69.2	3.4	-	4	-	-
Route 801 SB	Jackson / 44th PM Tripper	2,577	2,314	20,631	20,600	115.6	6.8	-	124	1	5
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	627	776	5,871	4,378	33.5	1.7	-	25	-	8
Route 803 NB	Shadow Hills High School AM Tripper	725	1,714	15,839	6,168	107	5	-	1	-	-
Fixed Route Total		231,101	210,945	2,346,445	1,996,731	14.0	0.9	8,470	86,993	1,440	17,727
SoIVan		1,762	1,602	18,104	15,456						
SunRide		1,341	454	7,992	4,578						
Taxi Voucher		248	230	2,662	2,893						
SunDial		10,480	9,010	99,943	92,532	1.9	0.1				
System Total		244,932	222,241	2,475,146	2,112,190	10.7	0.7				
		May-23	May-22								
	Weekdays:	22	22								
	Saturdays:	4	4								
	Sundays:	5	5								
	Total Days:	31	31								

On Sunday, May 2, 2021, SunLine resumed fare collection. Haul Pass Programs returned, Haul Pass COD contributed with 5,890 rides, CSUSB with 1,173 rides. Mobile Ticketing contributed with 39,096 rides, the total for May 2023 includes 181 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— CY 2020
 — CY 2022
 — CY 2023
 %VAR. 2020 vs 2022
 %VAR. 2020 vs 2023



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies.

Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020.

CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

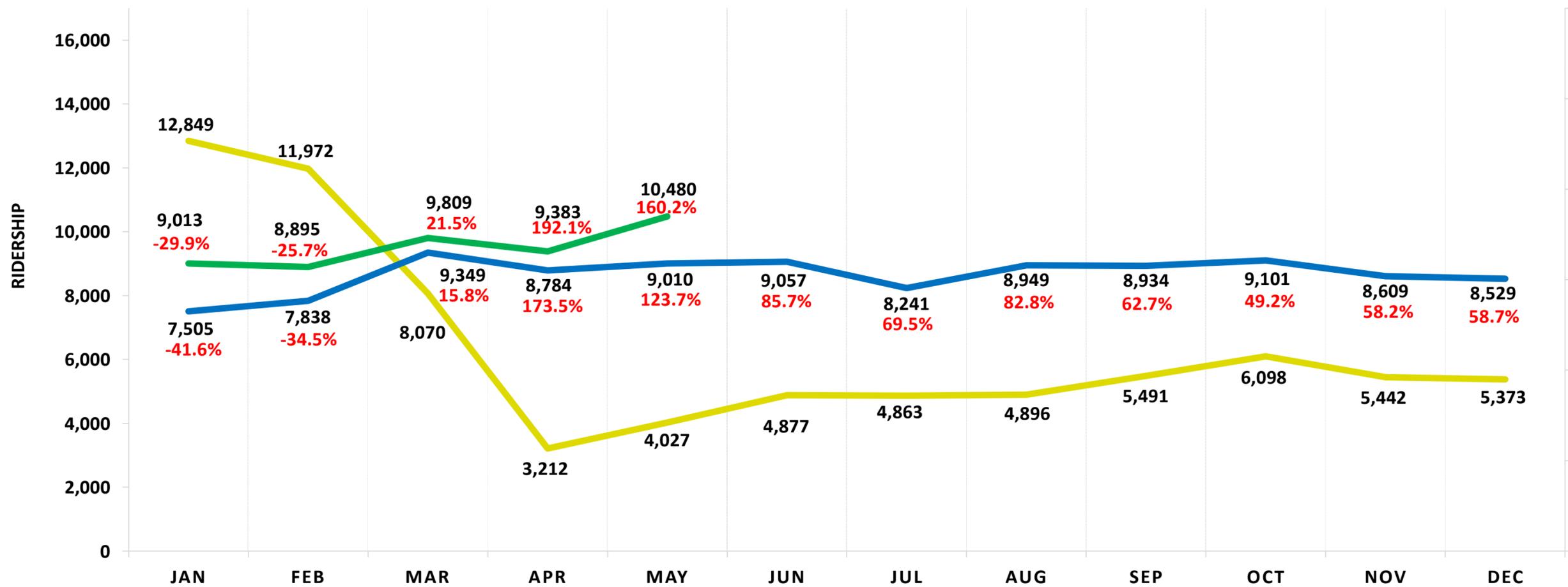
Ridership:

FY 2022 Actual = 2,303,785

FY 2023 SRTP Predicted = 2,506,993

Paratransit Ridership COVID-19 Recovery

— CY 2020
 — CY 2022
 — CY 2023
 %VAR. 2020 vs 2022
 %VAR. 2020 vs 2023



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing from 2020 and 2022. Variances are in red close to their corresponding ridership number. 2022 and 2023 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

CY 2021 has been removed to reflect the two (2) most recent years in recovery. CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2022 & CY 2023.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2023

Summary:

The attached report summarizes SunDial's operation for the month of May 2023. This report identifies that for the month of May, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of May was 88.9%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 88.0%. Total vehicle miles for May 2023 increased by 10,824 compared to May 2022. Total trips for the month of May were 10,038. When compared to May 2022, this is an increase of 1,491 trips or 17.4%.

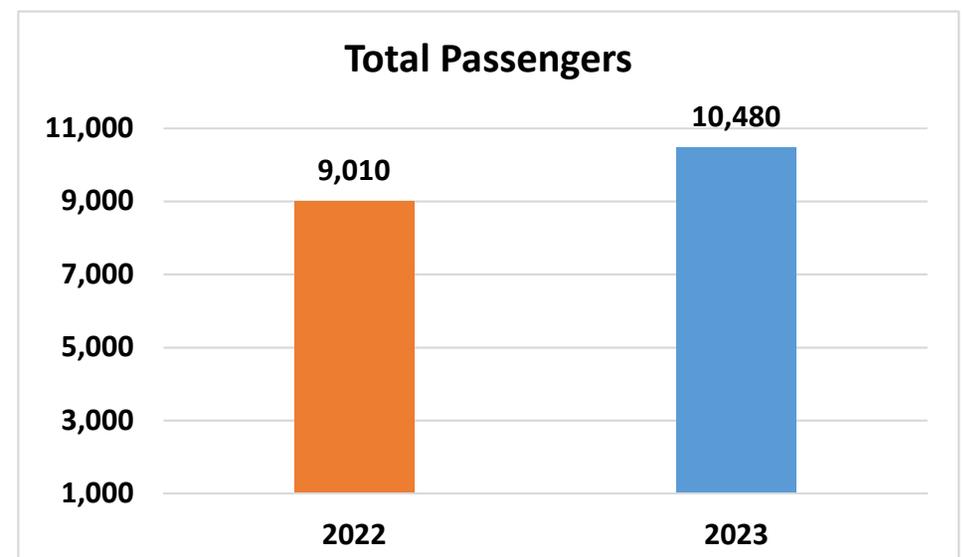
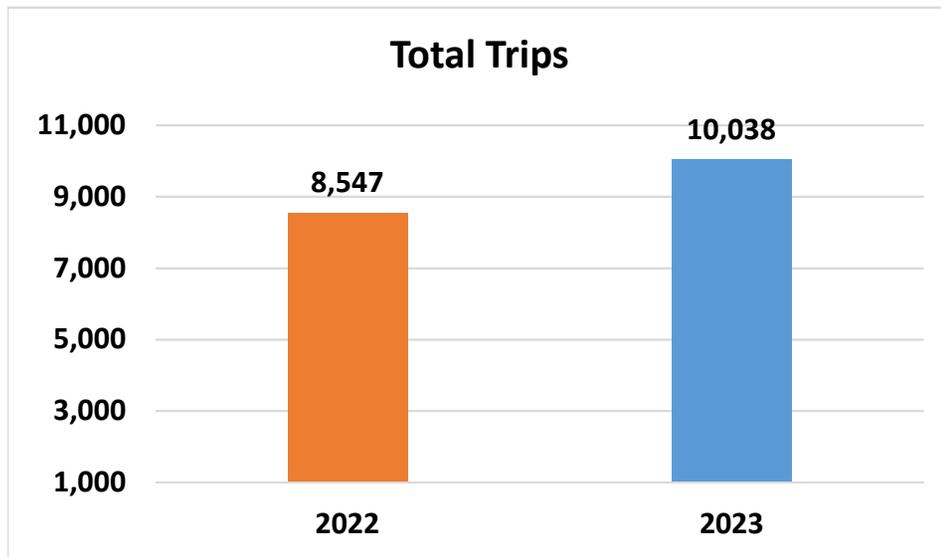
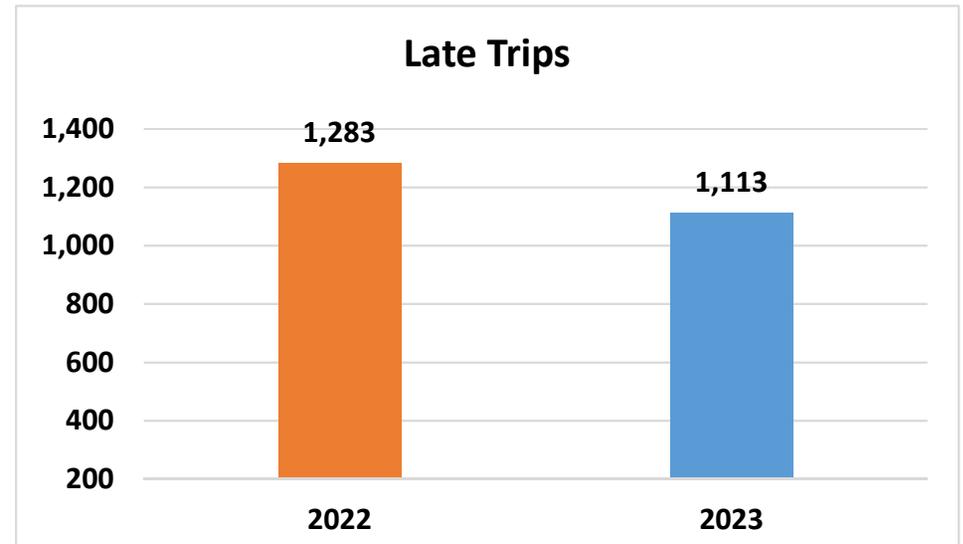
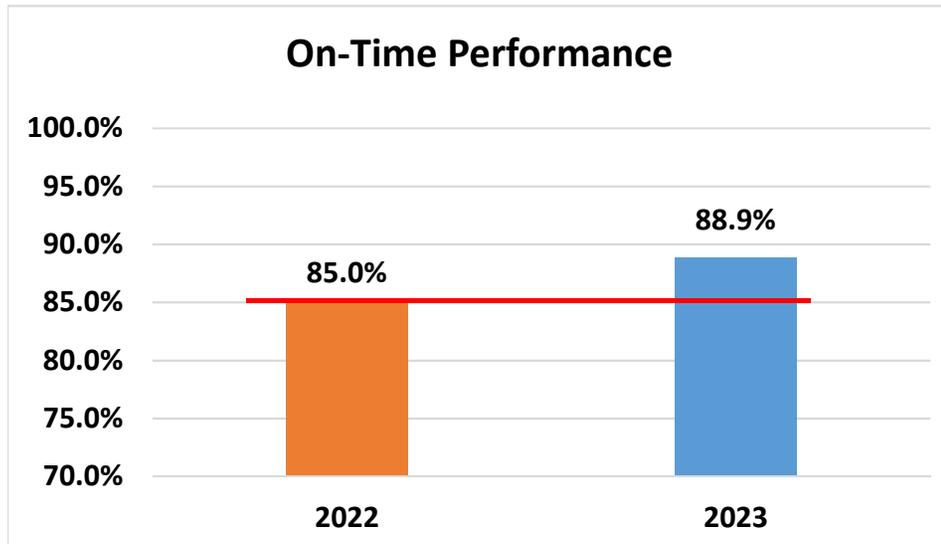
Total passengers for the month of May were 10,480. When compared to May 2022, this is an increase of 1,470 passengers or 16.3%. Mobility device boardings for May 2023 increased by 292 or 22% compared to May 2022. Field supervisors performed 56 onboard inspections and 60 safety evaluations which included pre-trip inspections and trailing evaluations. With the goal of 60 on board inspections and 60 safety evaluations, the workforce shortage of two field supervisor in the month of May effected the departments onboard inspections and safety evaluation goals by (4%).

Recommendation:

Receive and file.

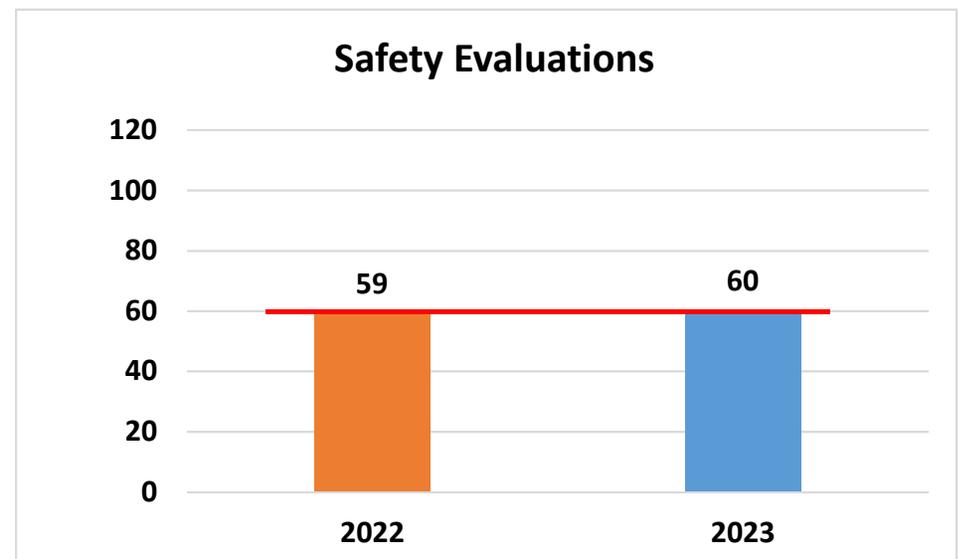
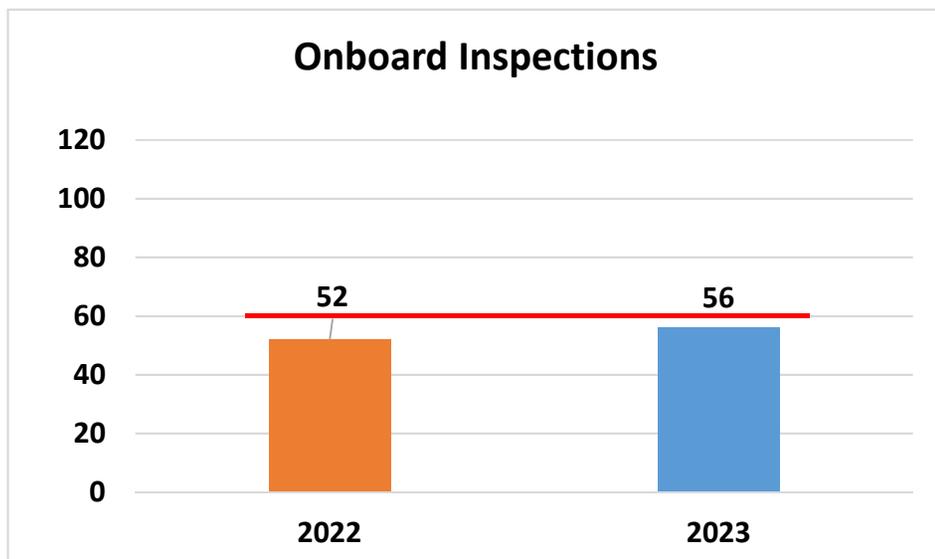
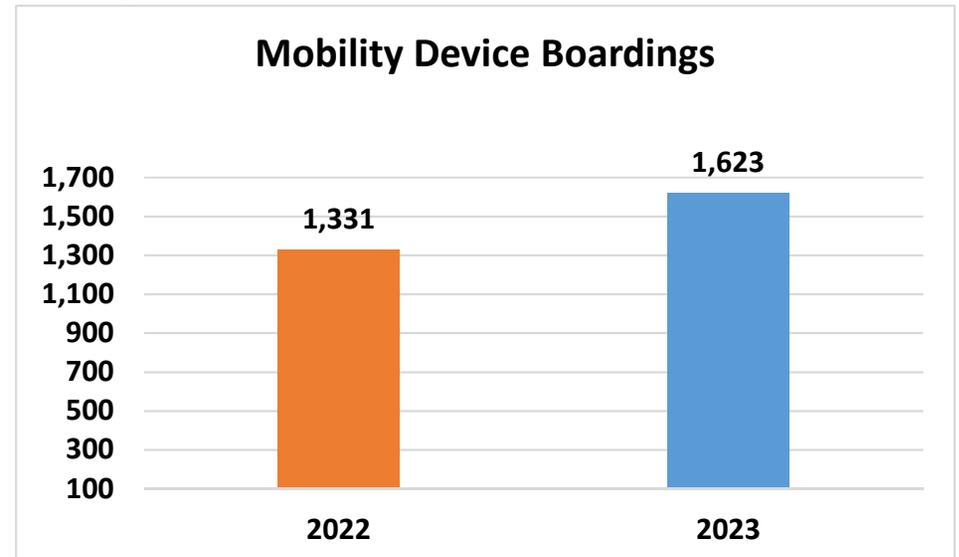
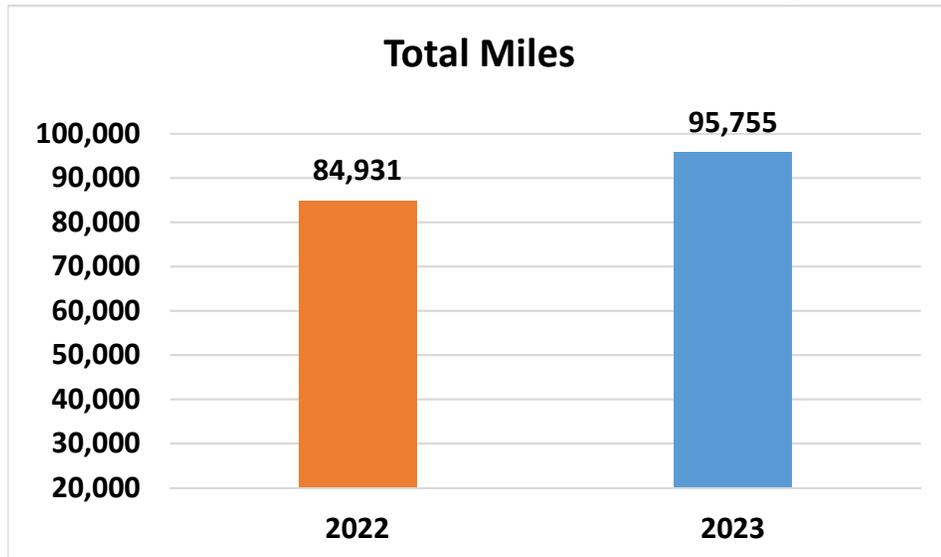
SunDial Operational Charts

May 2022 vs. May 2023



SunDial Operational Charts

May 2022 vs. May 2023



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for May 2023

Summary:

The metrics packet includes data highlighting on-time performance, early departures, late departures, late cancellations, operator absences, fixed route customer complaints, paratransit customer complaints, advertising revenue, and system performance. SunRide performance includes system-wide metrics, trip booking method and geo-fence metrics for Desert Hot Springs/Desert Edge, Palm Desert, Coachella, Mecca/North Shore, Indio, Cathedral City and Palm Springs. Included in this packet is ridership data for the mobile ticketing usage of the Token Transit application and the Haul Pass programs with the various High Schools in the Coachella Valley, College of the Desert (COD) and California State University San Bernardino (CSUSB) Palm Desert Campus.

SunRide

- SunRide broke 1,000 trips for the first time in May, with 1,256 trips by 1,341 passengers.
- Palm Desert had its strongest month to date with 501 rides by 516 passengers.
- Indio continues to build momentum with 180 rides by 195 passengers.
- Cathedral City had 34 trips in May.

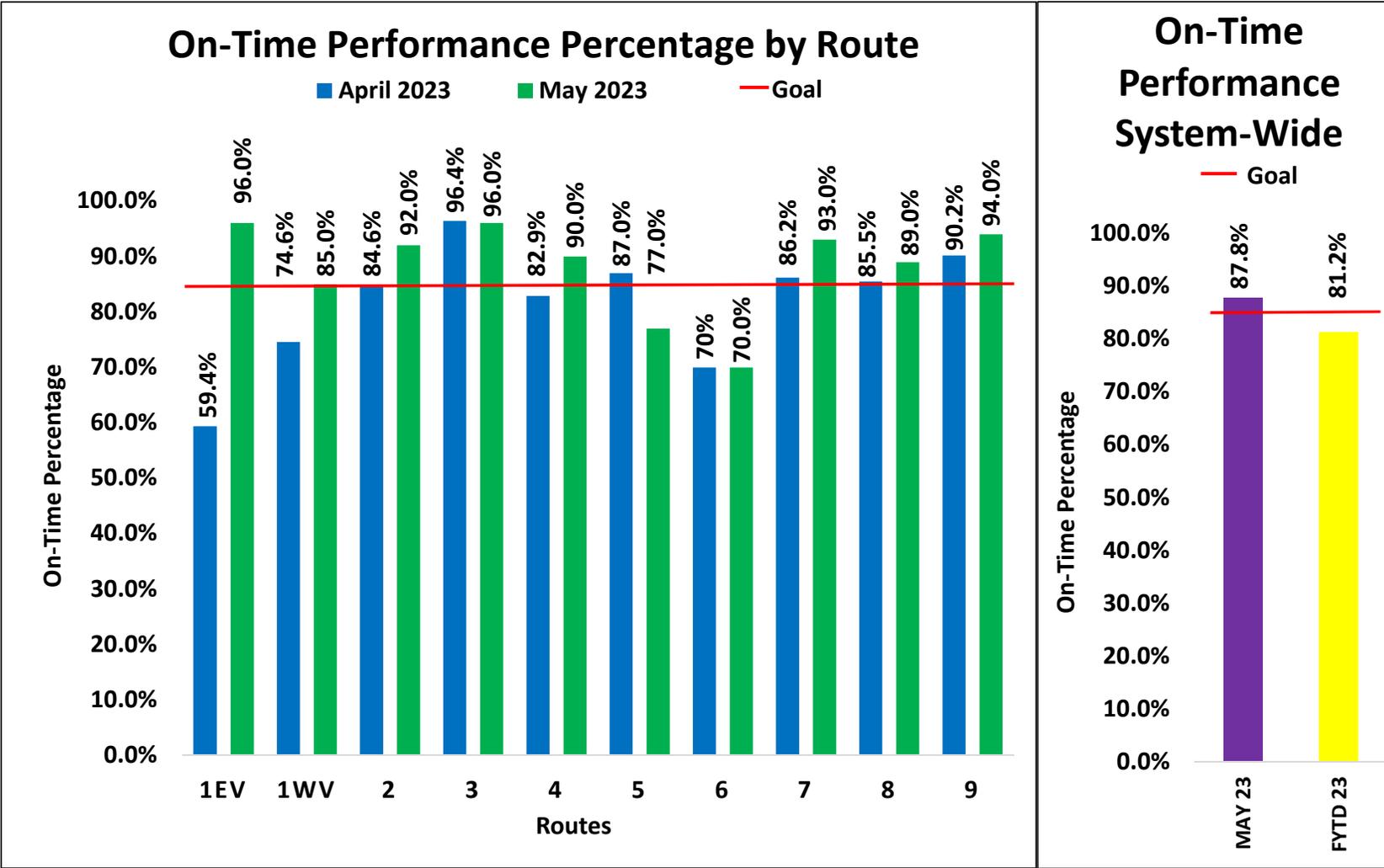
Fixed Route

- Fixed route's on-time performance had an increase of 12.6% from April 2023 to May 2023. New changes in the schedules had significant effect on the routes on-time performance.
- For the month of May 2023, the Agency did meet its service standard goal of 85%. Routes 5 and 6 did not meet their on-time performance for the month. All routes were impacted due to traffic.
 - Route 5 – 76.8%
 - Routes 6 – 70.9%

- Early departures had an increase of 0.9% when compared to the previous month. This is typically due to operators leaving early from specific timepoints; however, Transportation is working with a vendor on a software issue that may be miscalculating early pulls. We have supervisors collaborating with operators to improve early pulls, corrective measures have been taken.
- Late departures for May 2023 had a decrease of 11.9% when compared to the previous month.
- For the month of May 2022, 19.6% of SunLine's fixed route operator workforce was absent when compared to May 2023 at 24%.
- Workforce for May 2022 was at a total of 148 operators when compared to May 2023 at 138 operators.
- Decline in CSUSB ridership for May 2023 is due to the following:
 - May 12 – Last day of classes
 - May 12, 15-19 – Final exams
 - May 20 – Commencement

Recommendation:

Receive and file.



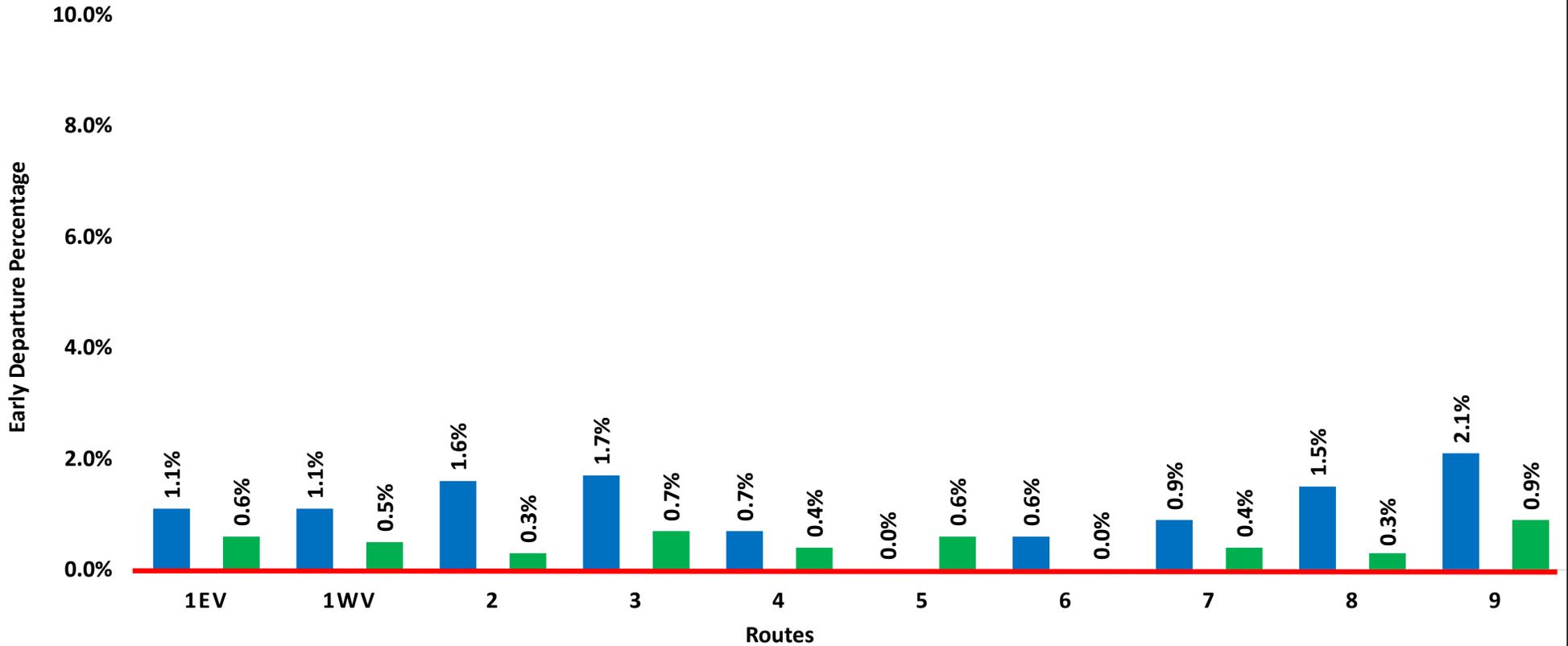
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Note: For the month of May 2023, the Agency's on-time performance was at 87.8% when compared to May 2022 at 86.8%. This is an increase of 1%.

Early Departure Percentage by Route

■ April 2023 ■ May 2023



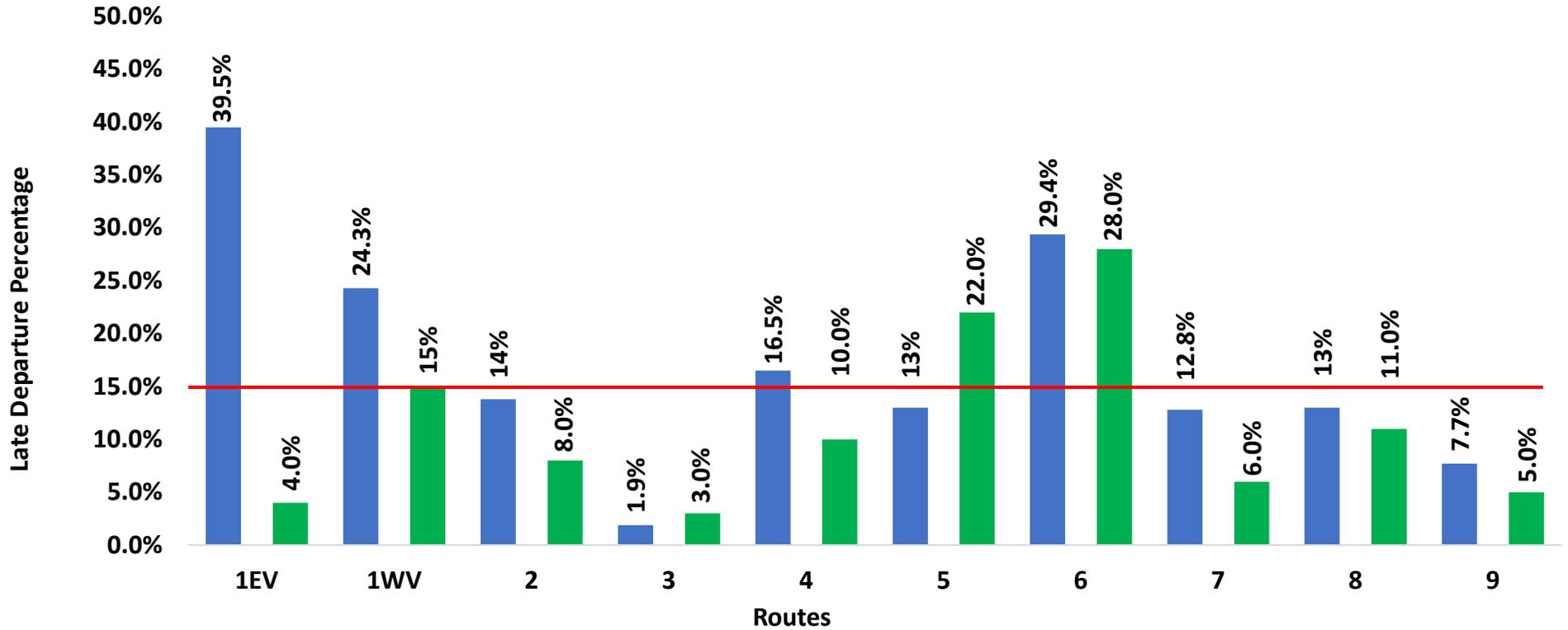
Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Note: The high percentage on early pulls is due to a discrepancy found when operators move their coaches at timepoints to realign, we are working together with AVAIL to correct the issue.

Late Departure Percentage by Route

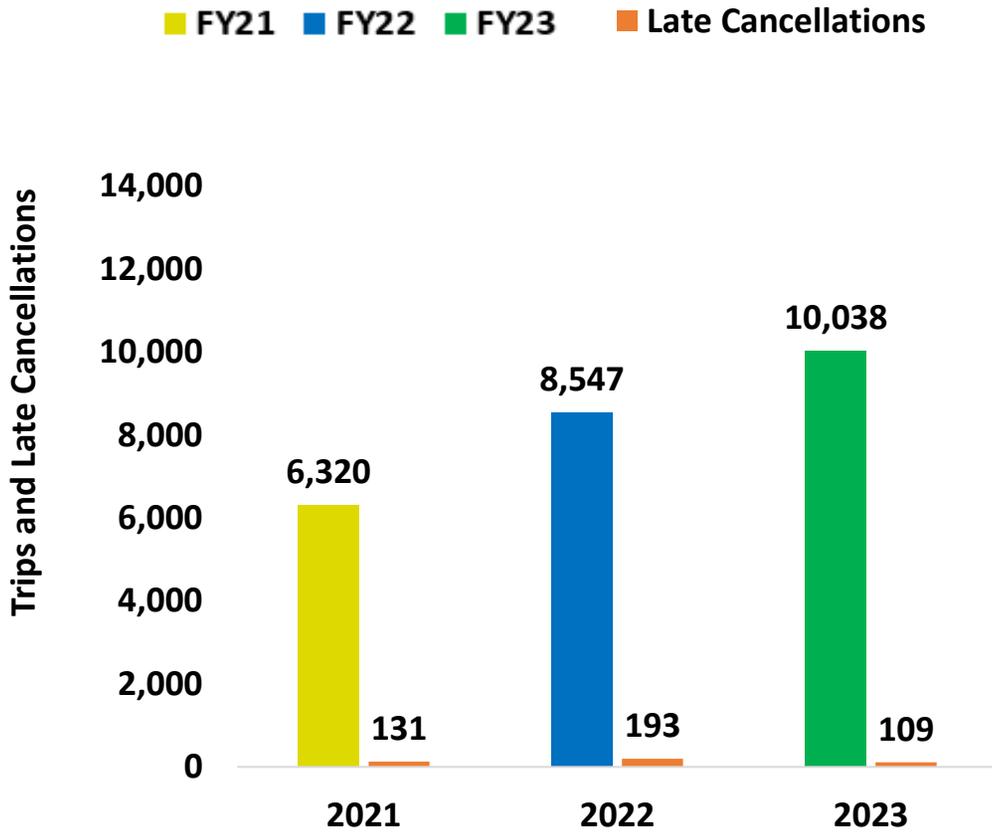
■ April 2023 ■ May 2023 — Goal



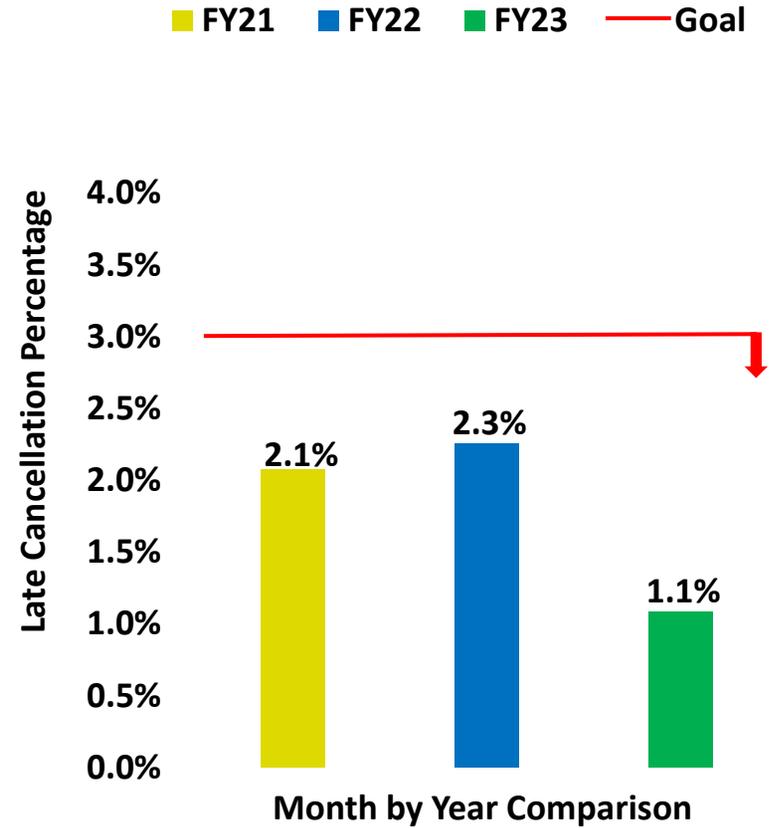
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Total Trips vs. Late Cancellations May



Late Cancellations by Percentage



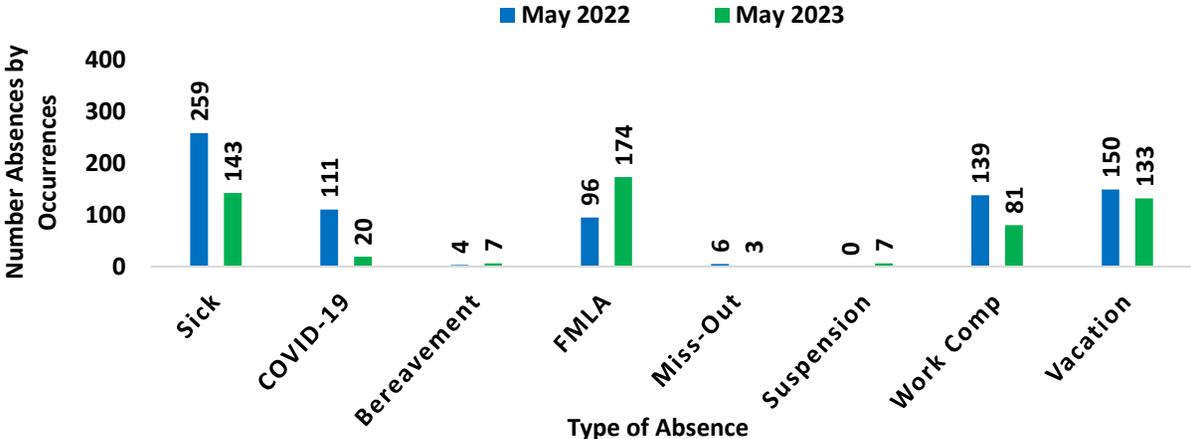
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider cancels two (2) hours or less before the scheduled pick-up time.

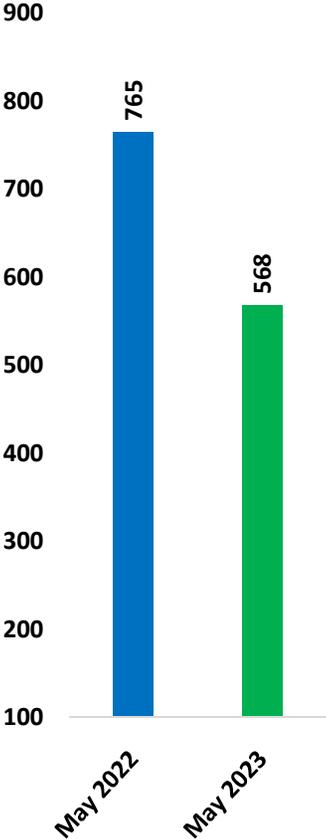
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

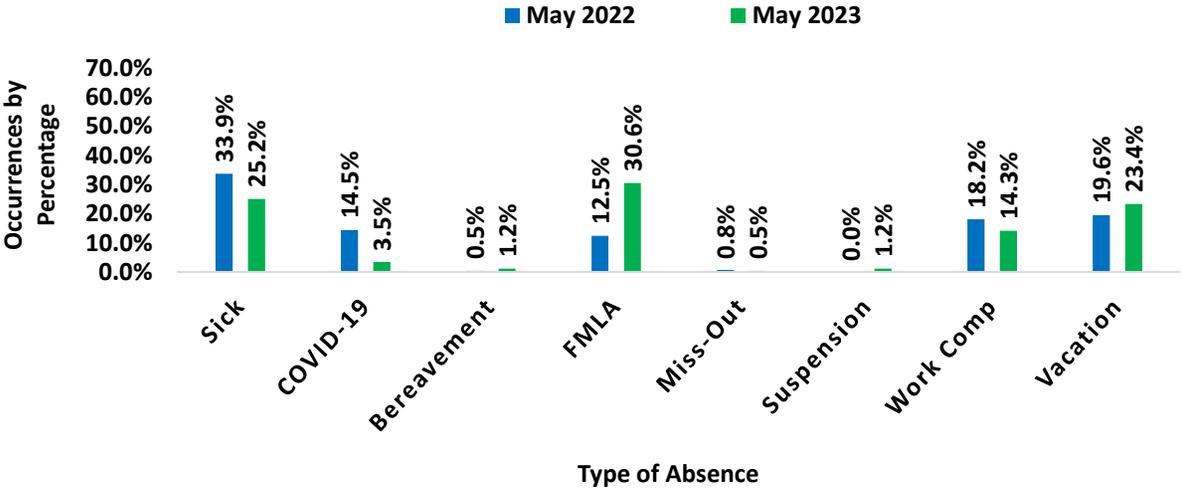
Operator Absence by Type



Total Absence Occurrences

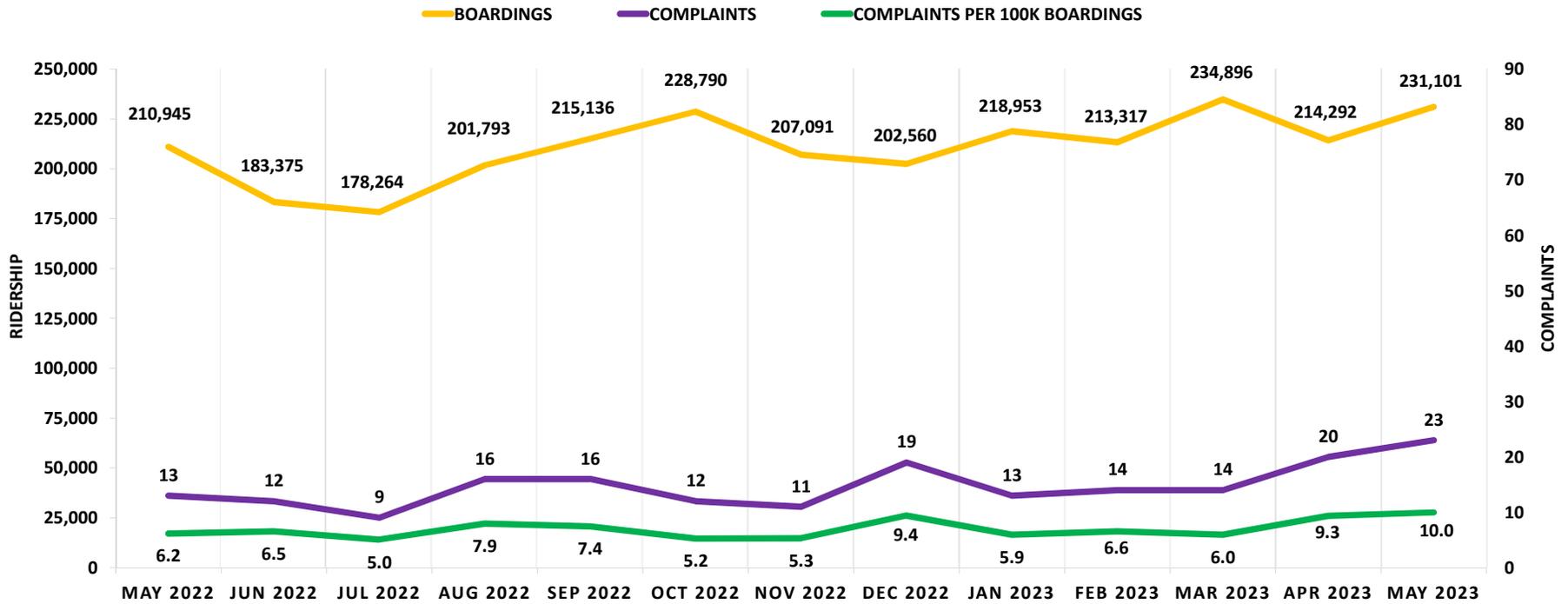


Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of May 2022, 19.6% of SunLine's fixed route operator workforce was absent when compared to May 2023 at 24%. Workforce for May 2022 was at a total of 148 operators when compared to May 2023 at 138 operators.

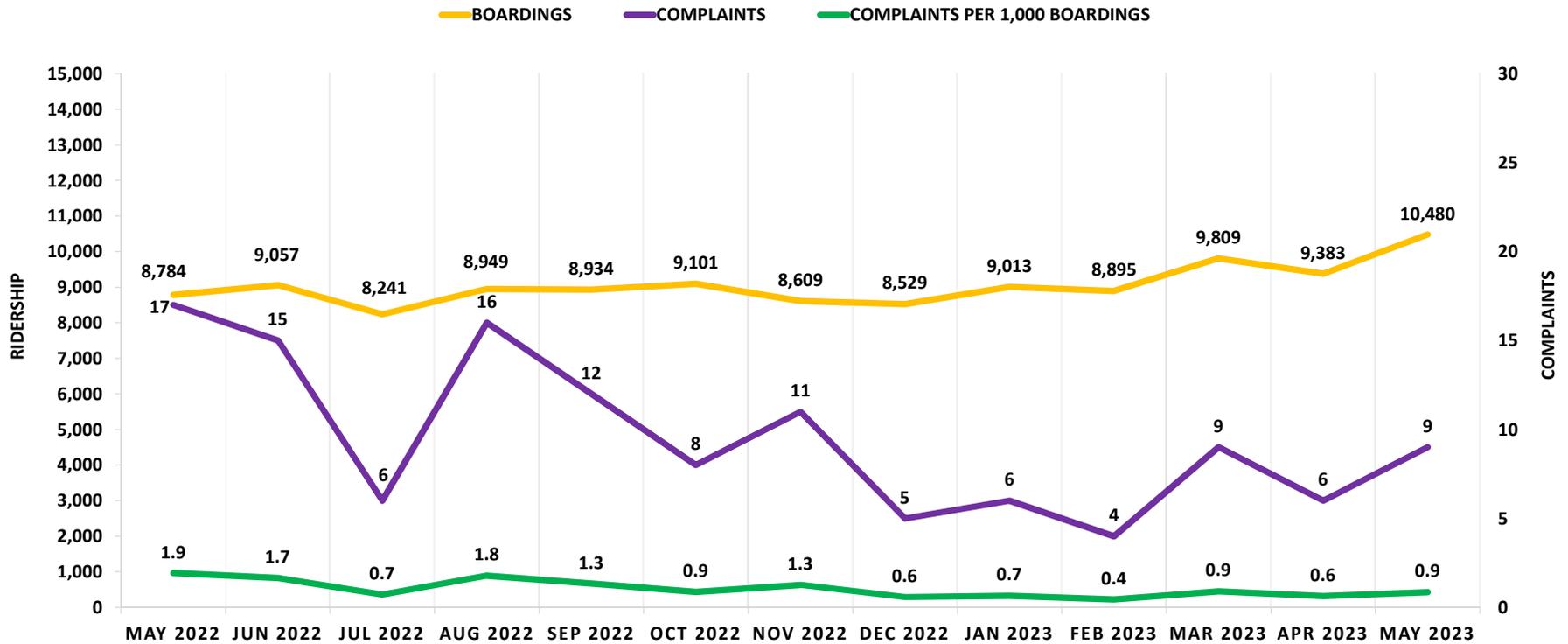
Fixed Route Customer Complaints May 2023



This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of May, 99.99% of our total boardings did not receive a complaint.

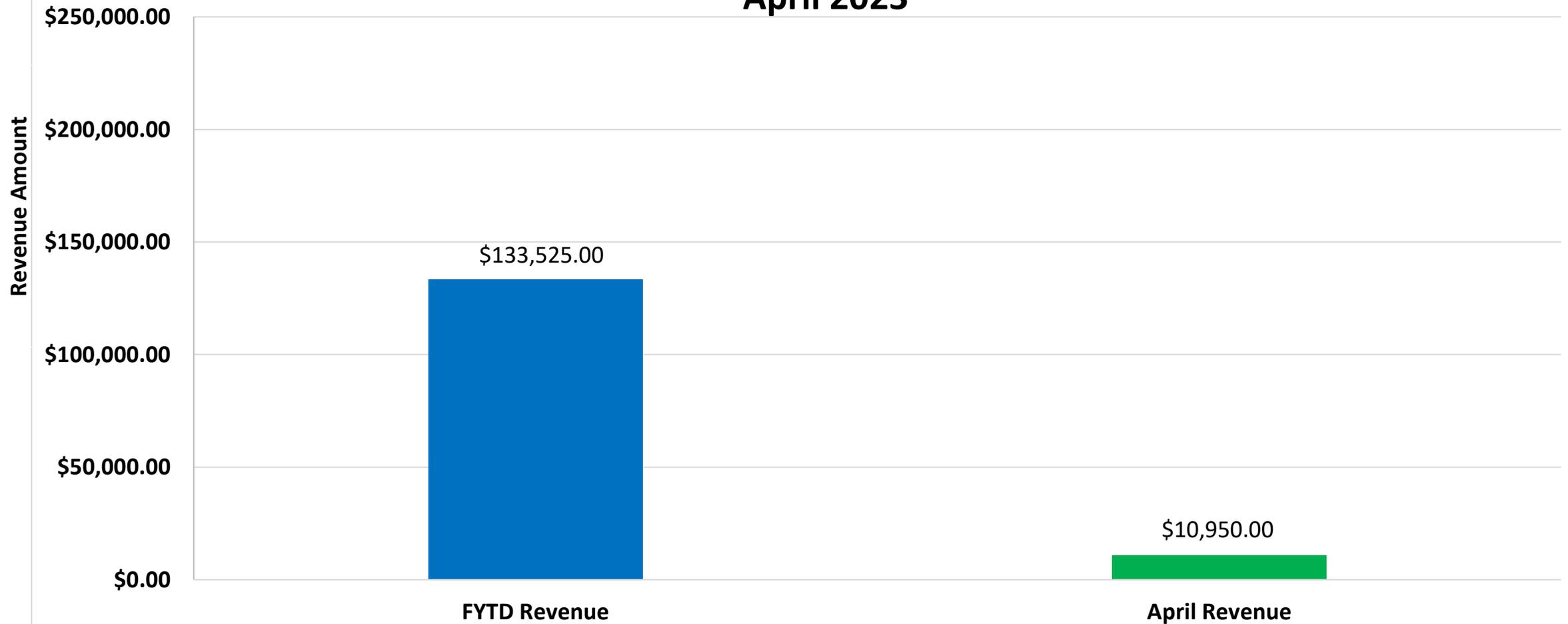
Paratransit Customer Complaints May 2023



This chart represents the total number of boardings and valid complaints, as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of May, 99.91% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Budget vs FYTD Agency Revenue April 2023

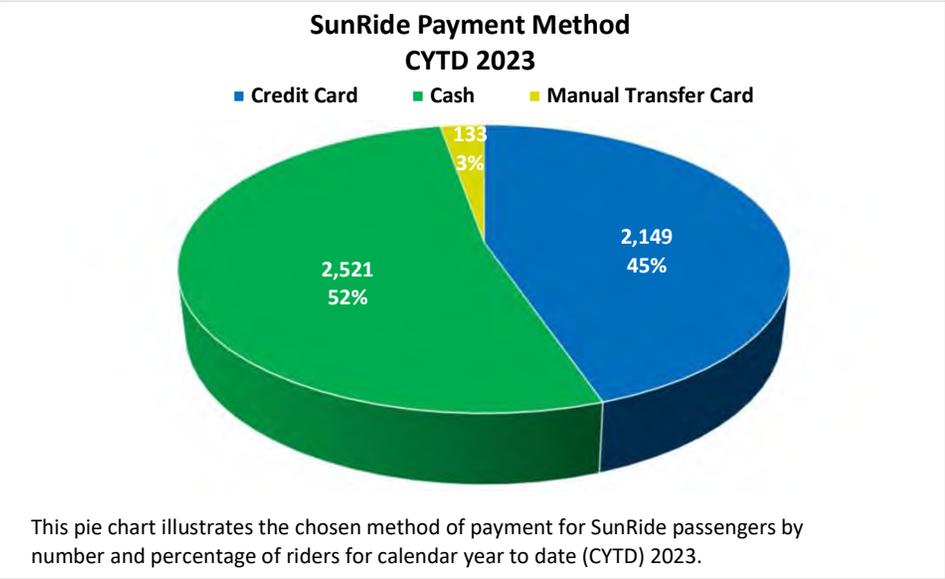
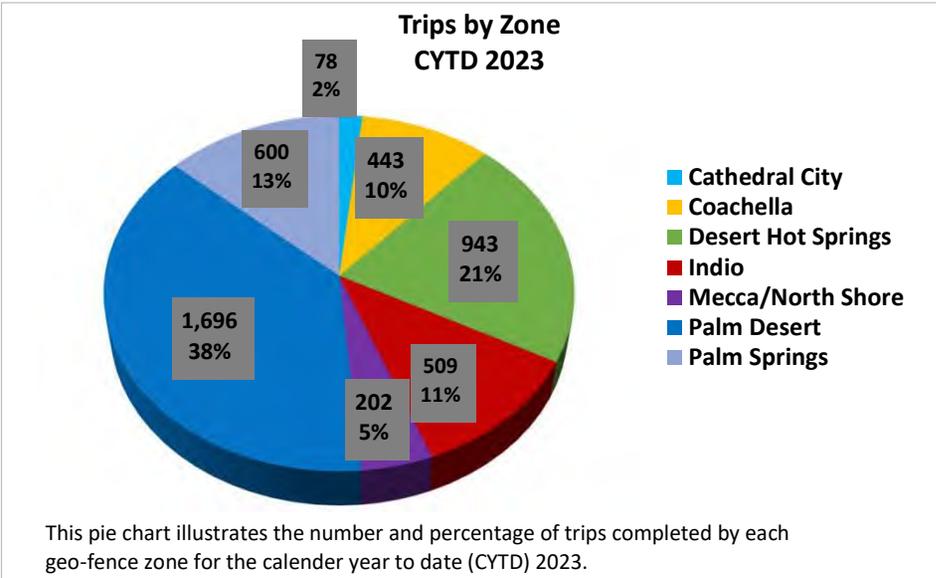
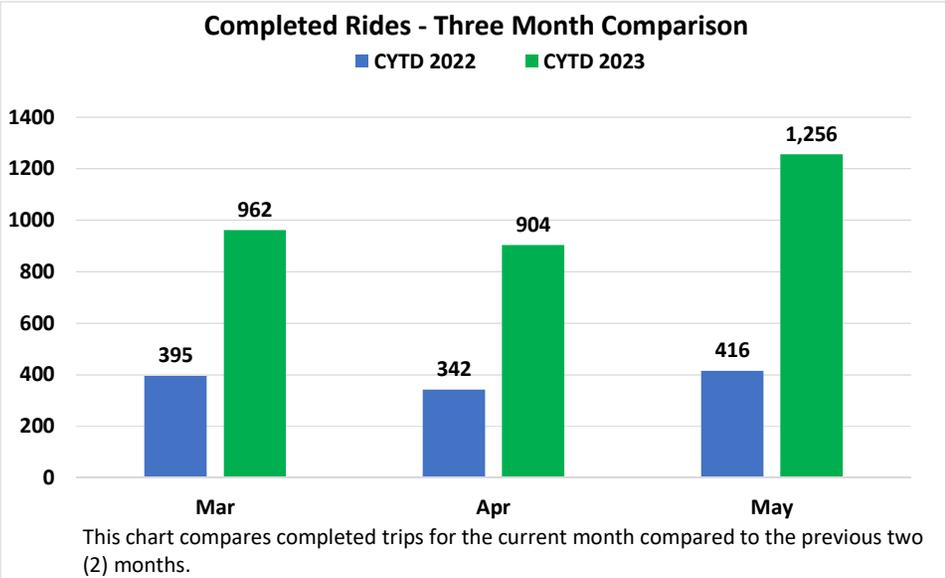


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY23 is \$250,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2023

Total Completed Trips: 4,471

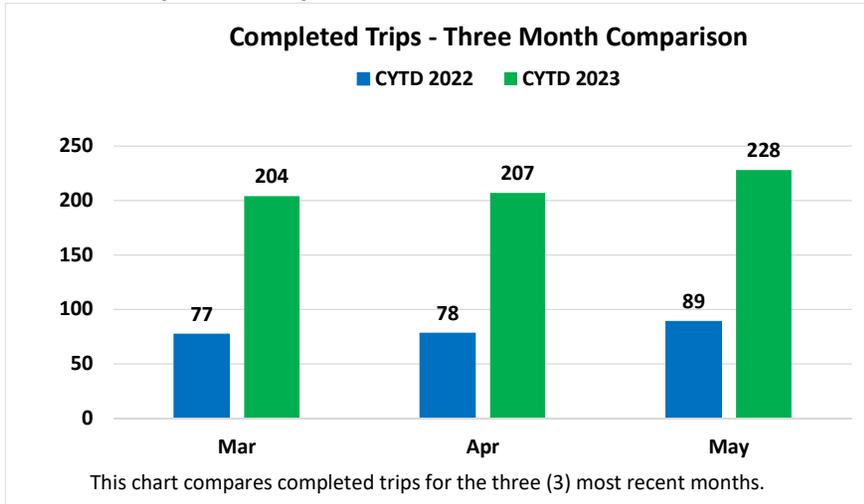
Total Number of Passengers: 4,803



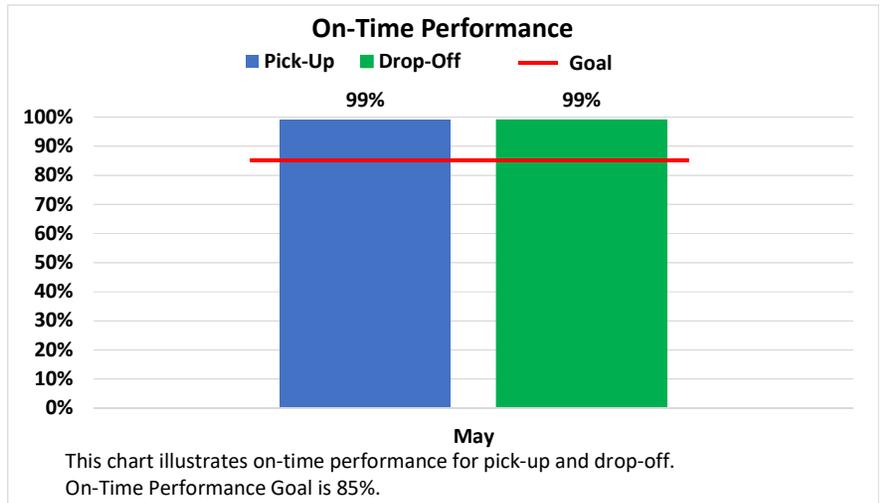
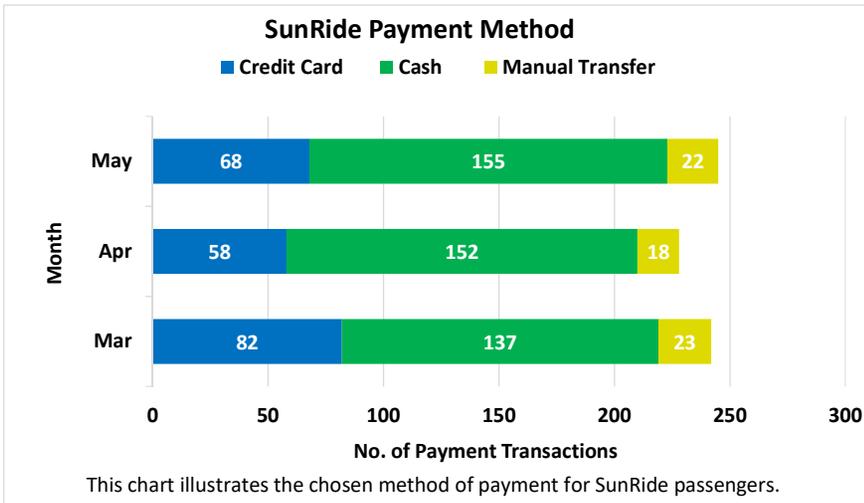
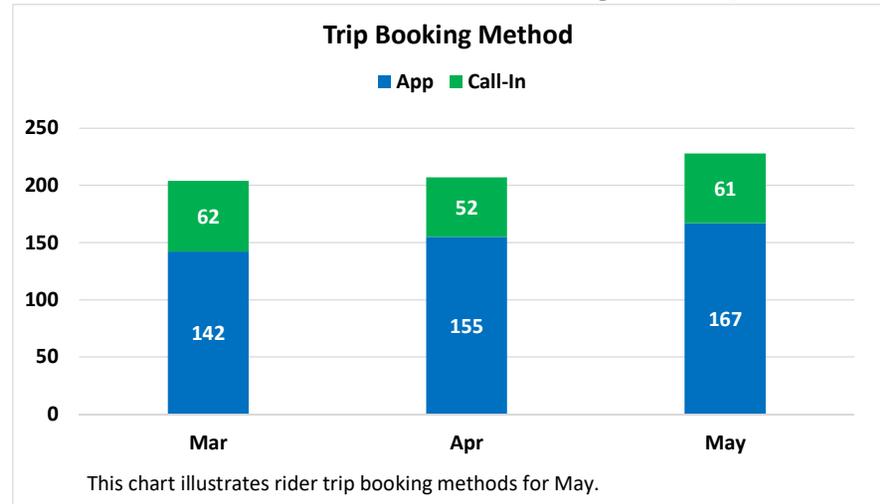
Percentage of Trips System-wide as Ridesharing: 14%

Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2023

Total Completed Trips: 943



Total Number of Passengers: 1,053



Percentage of Trips as Ridesharing: 12%

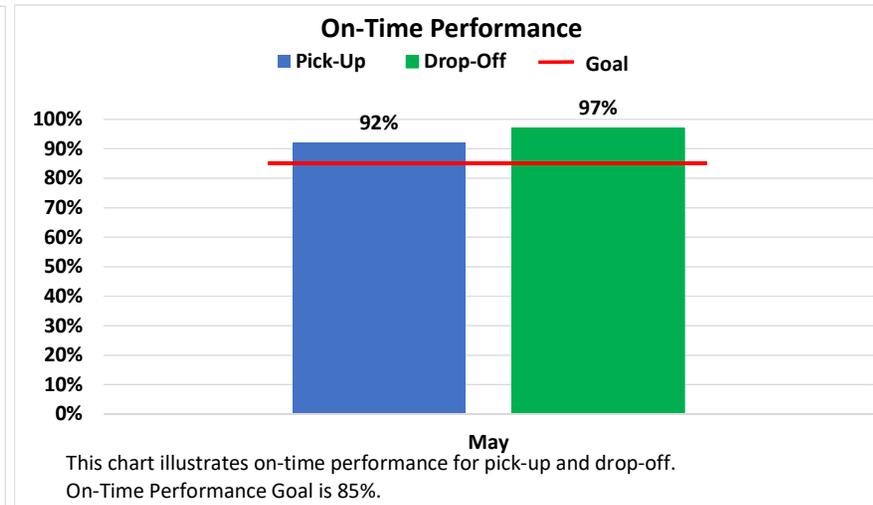
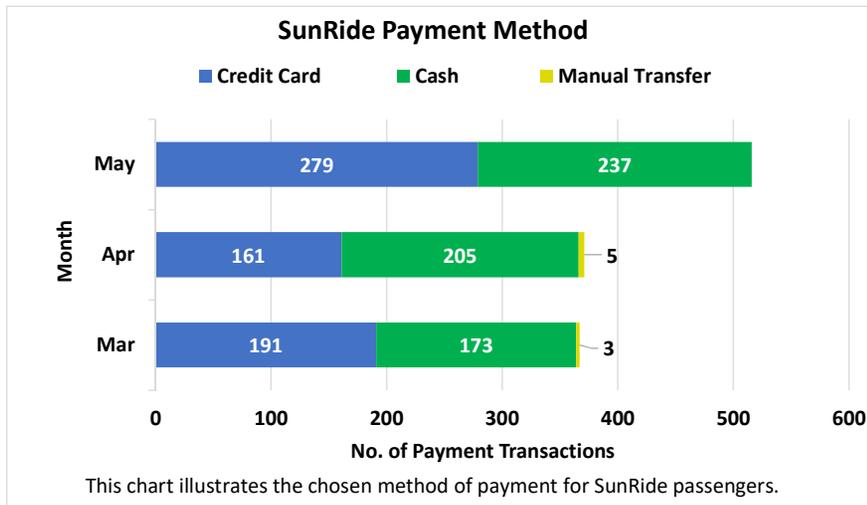
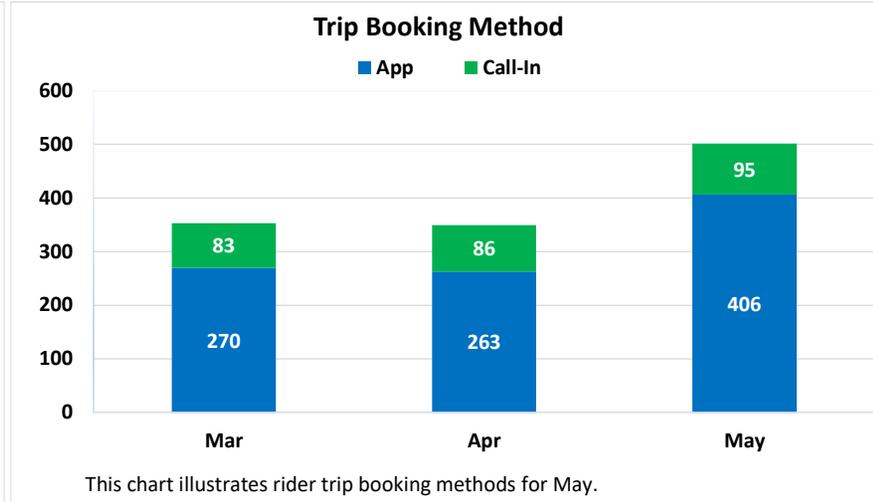
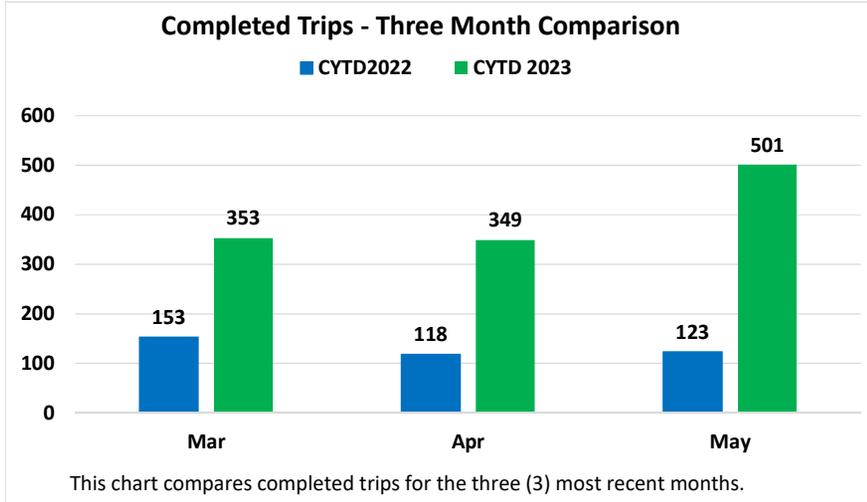
Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2023

Total Completed Trips: 1,696

Total Number of Passengers: 1,774



Percentage of Trips as Ridesharing: 43%

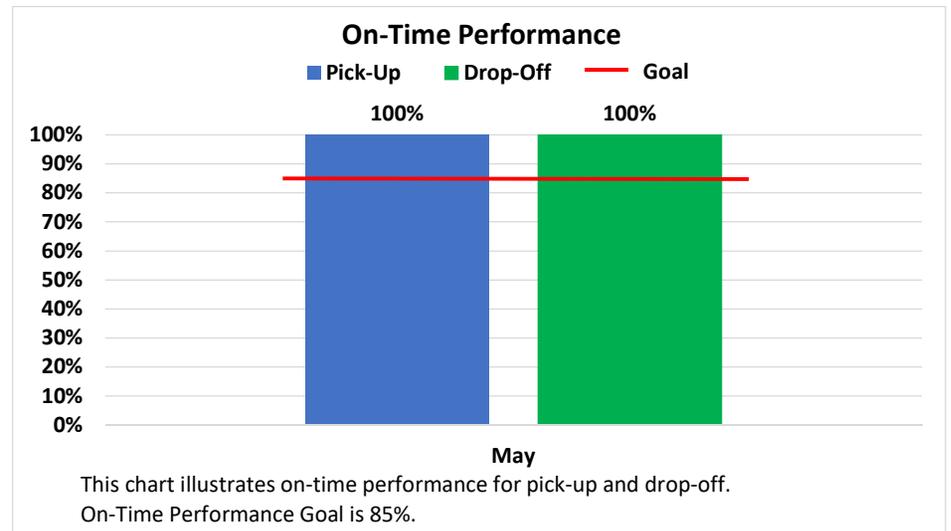
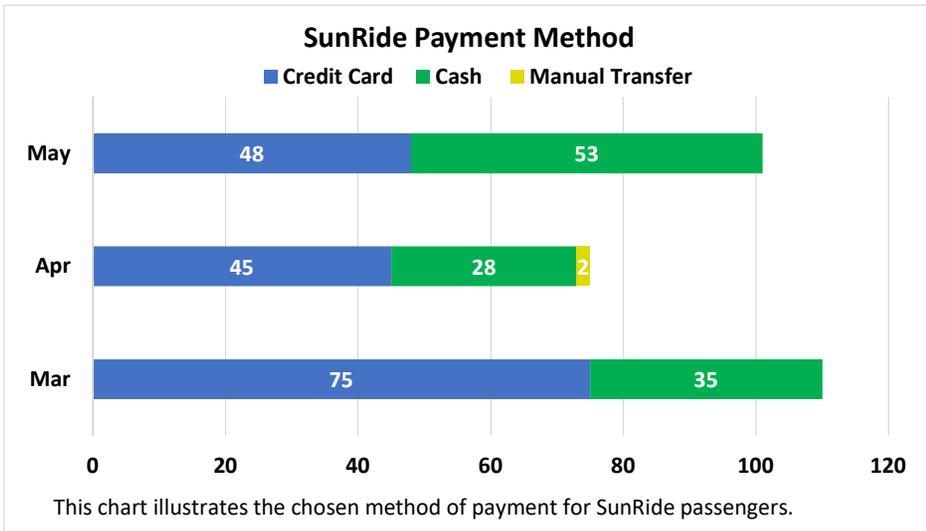
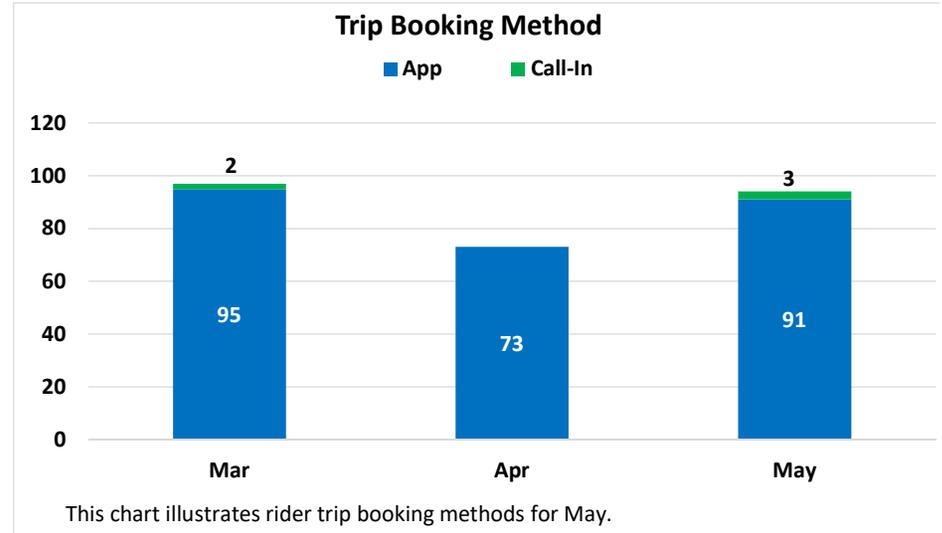
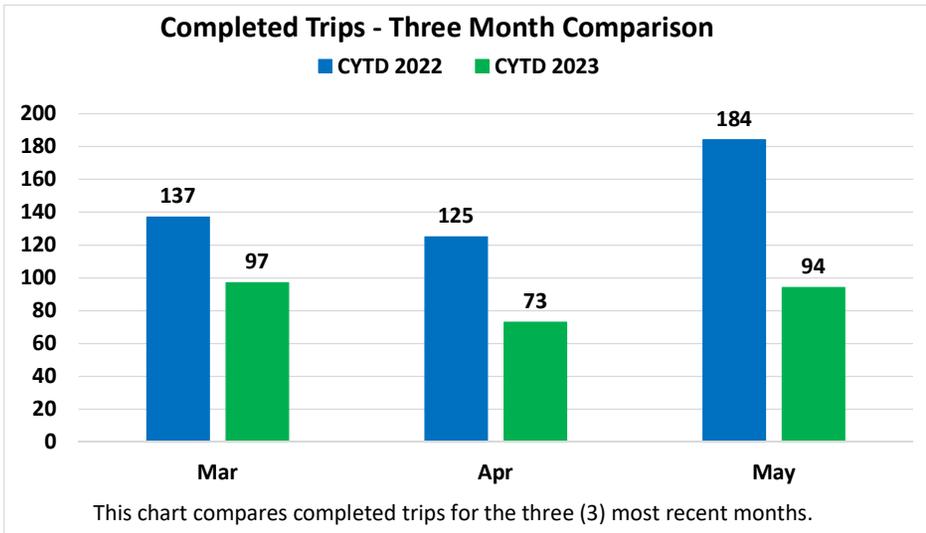
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2023

Total Completed Trips: 443

Total Number of Passengers: 478



Percentage of Trips as Ridesharing: Six (6) percent

Customer Satisfaction Rating

Avg. rider trip rating: 4.9

Goal: 4.5

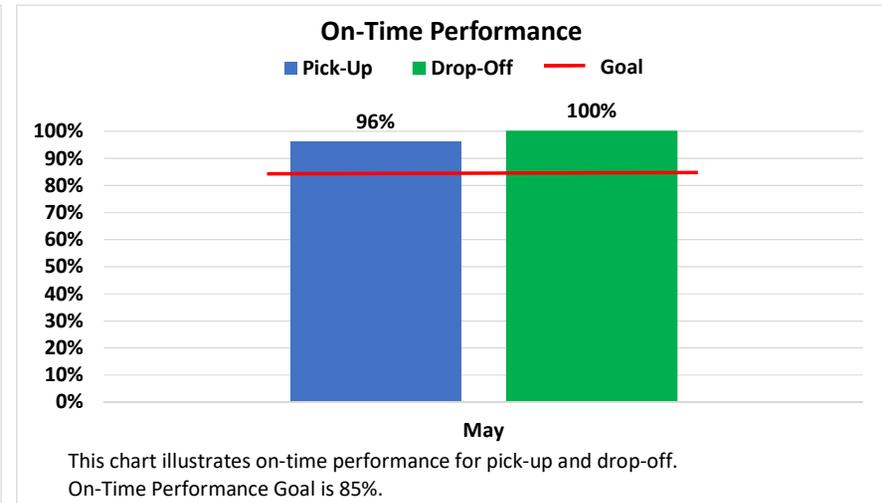
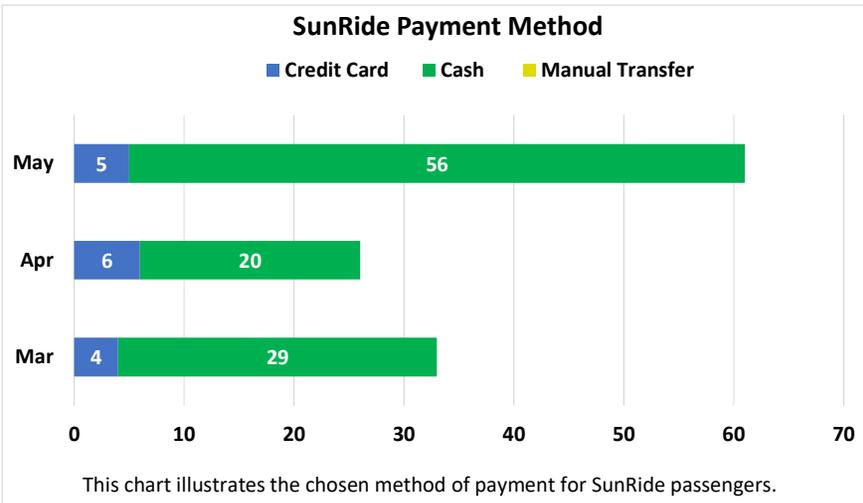
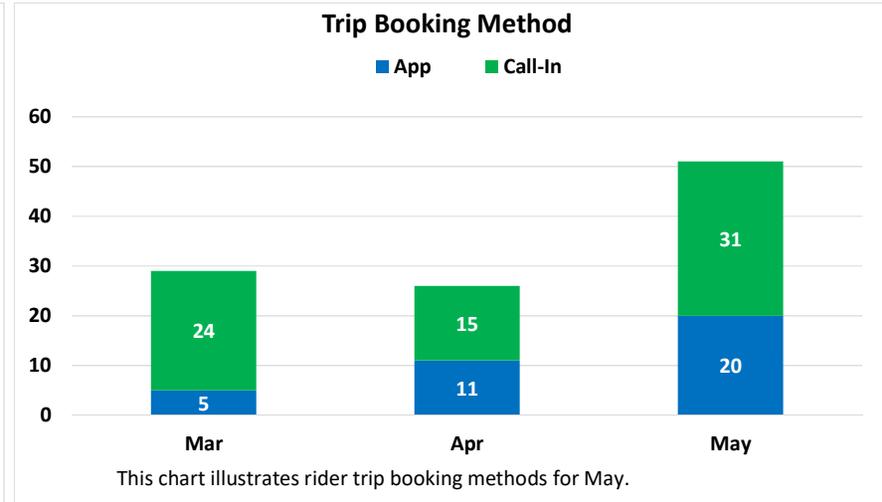
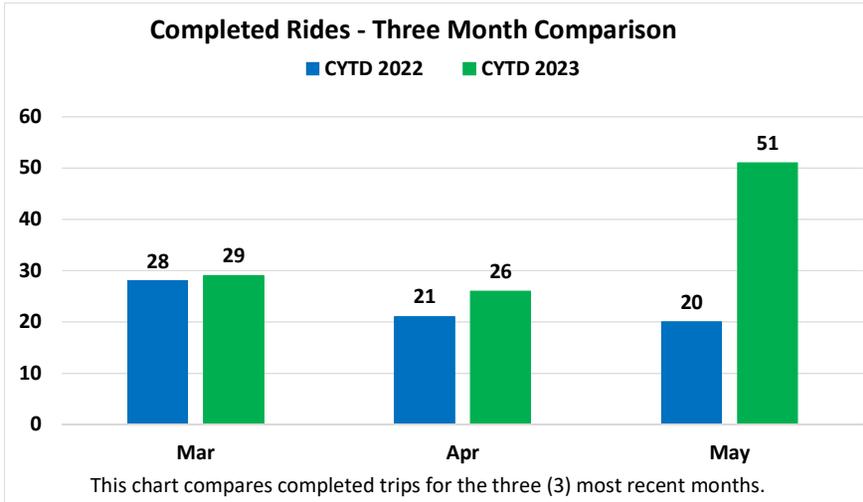


EXCEEDS GOAL!

Mecca/North Shore Geo-Fence Metrics CYTD 2023

Total Completed Trips: 202

Total Number of Passengers: 218



Percentage of Trips as Ridesharing: 12%

Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5

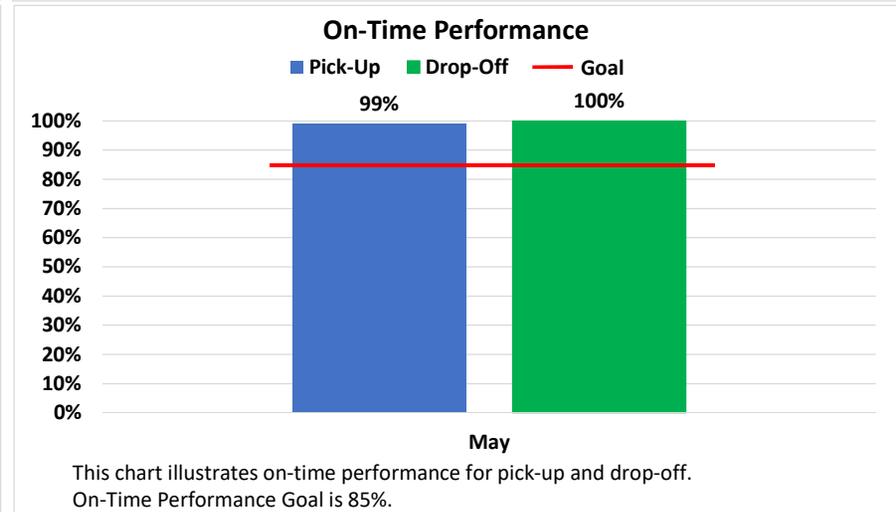
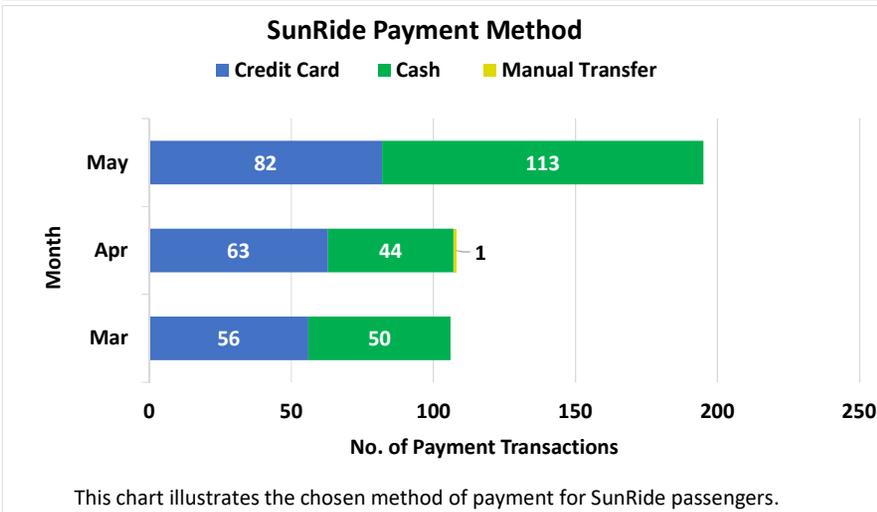
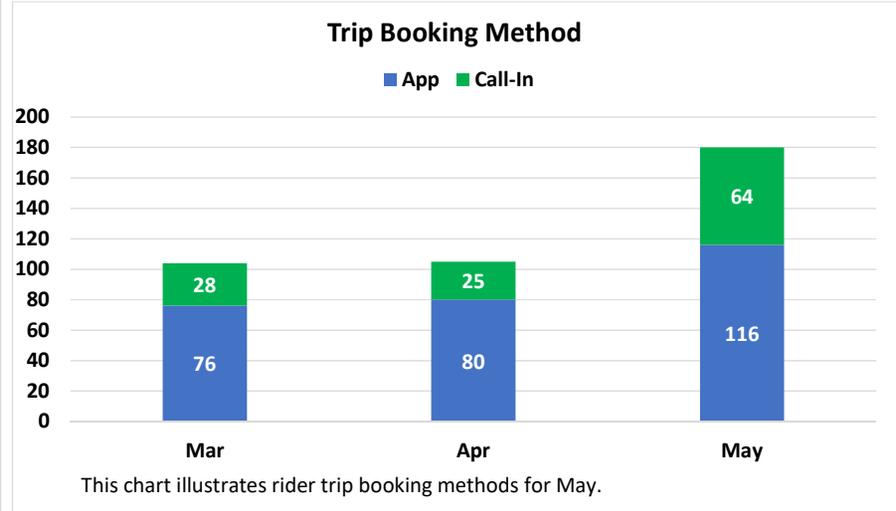
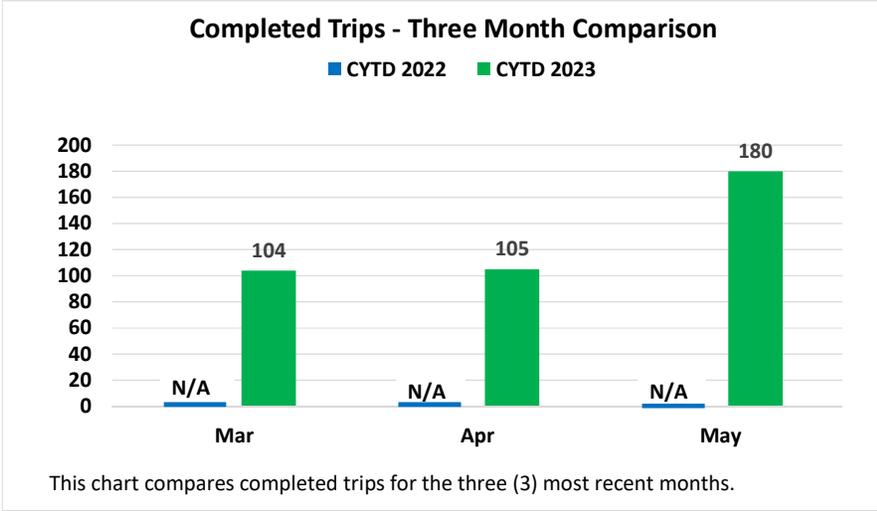


EXCEEDS GOAL!

Indio Geo-Fence Metrics CYTD 2023

Total Completed Trips: 509

Total Number of Passengers: 538



Percentage of Trips as Ridesharing: 11%

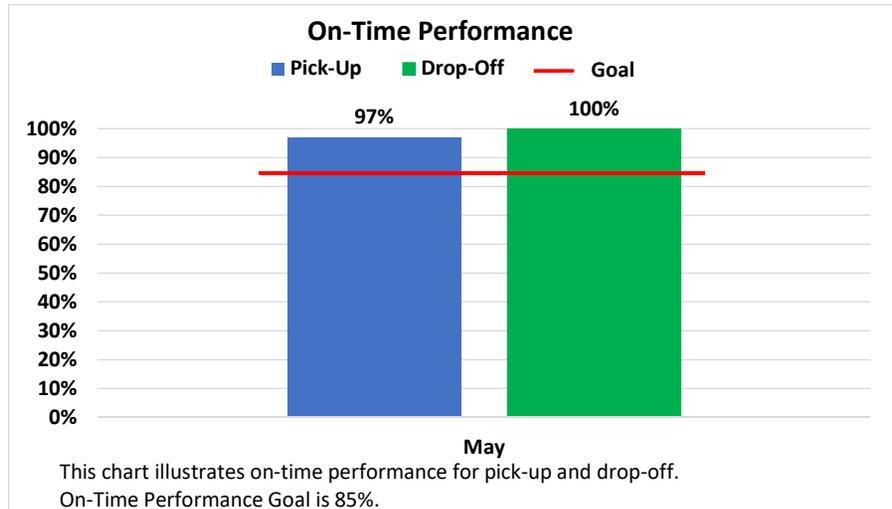
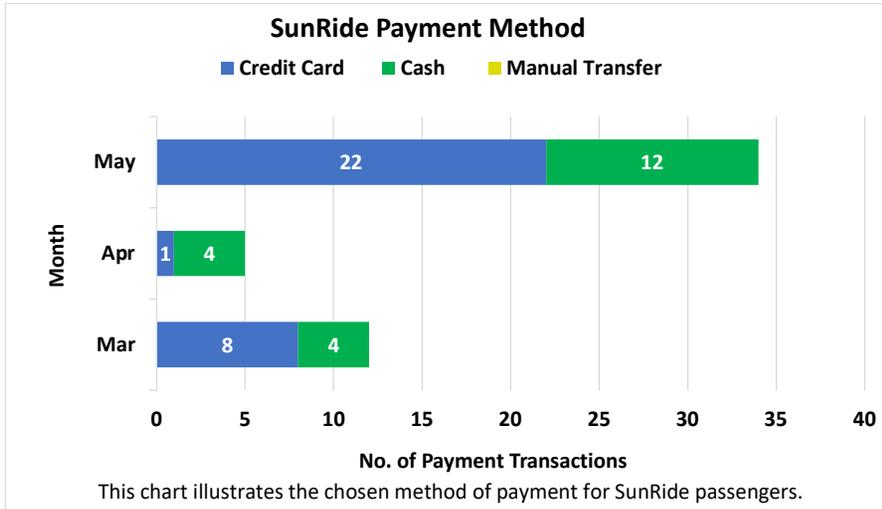
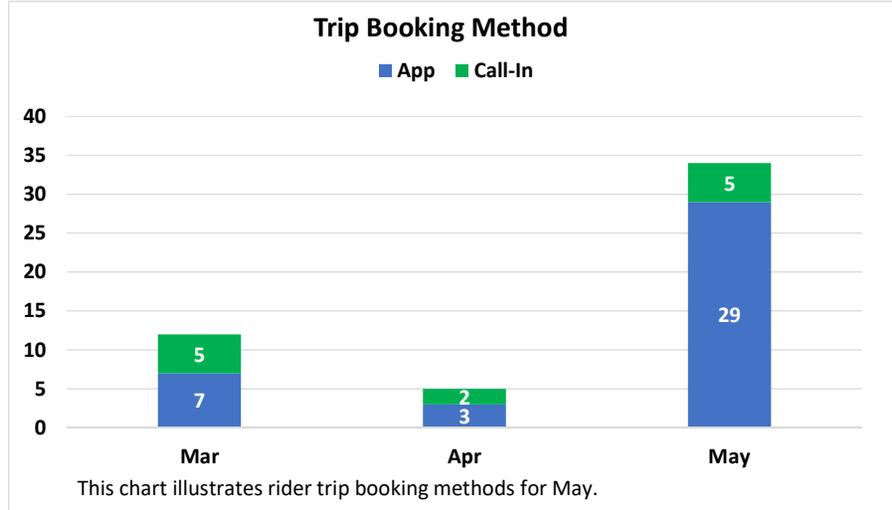
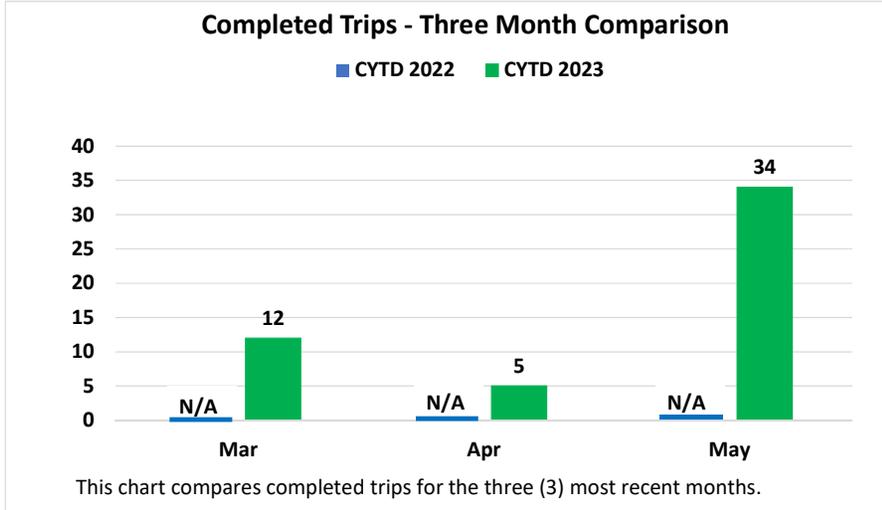
Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2023

Total Completed Trips: 78

Total Number of Passengers: 80



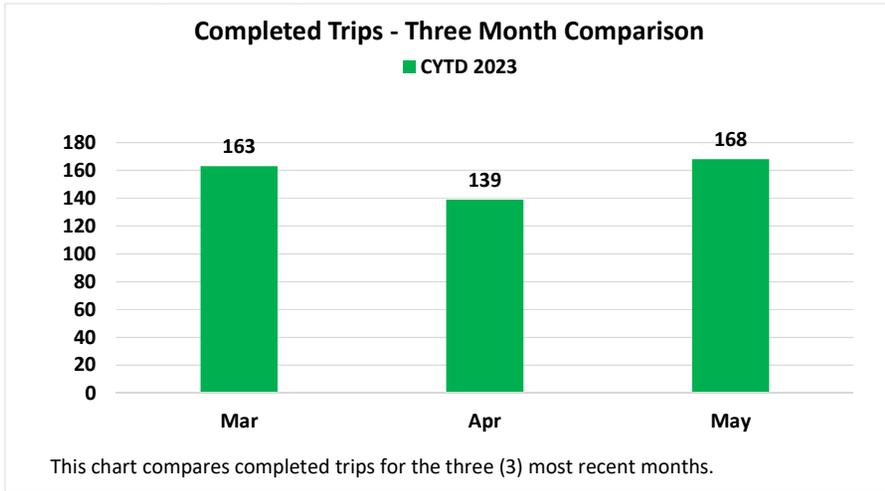
Percentage of Trips as Ridesharing: Six (6) percent

Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5

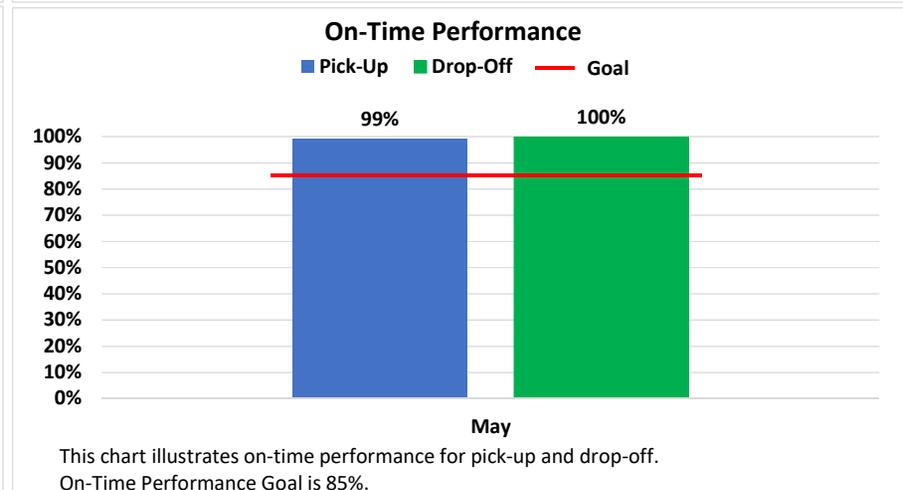
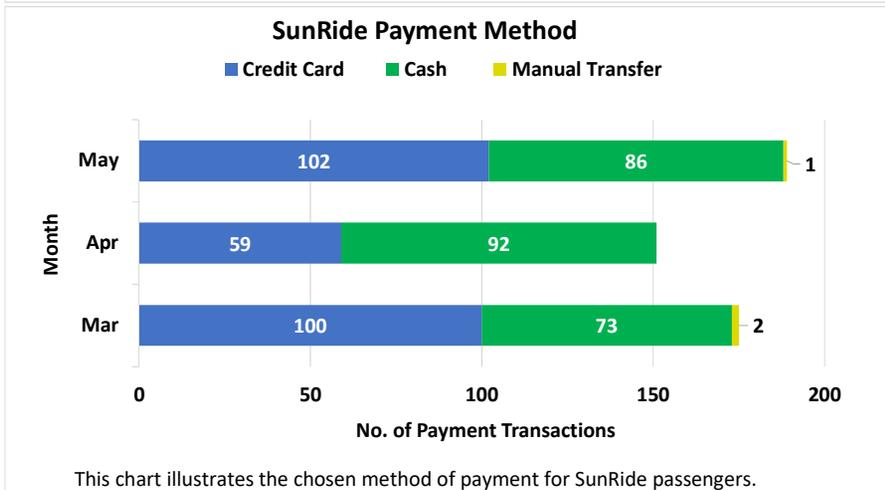
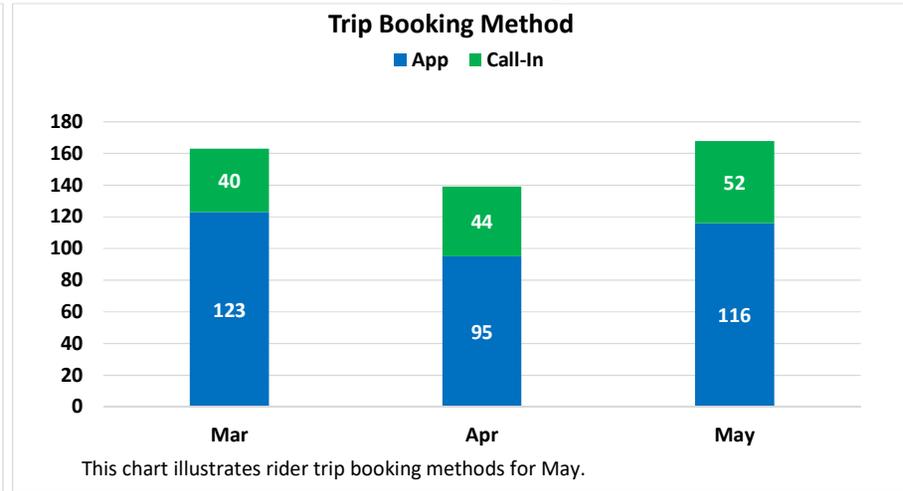


Palm Springs Geo-Fence Metrics CYTD 2023

Total Completed Trips: 600



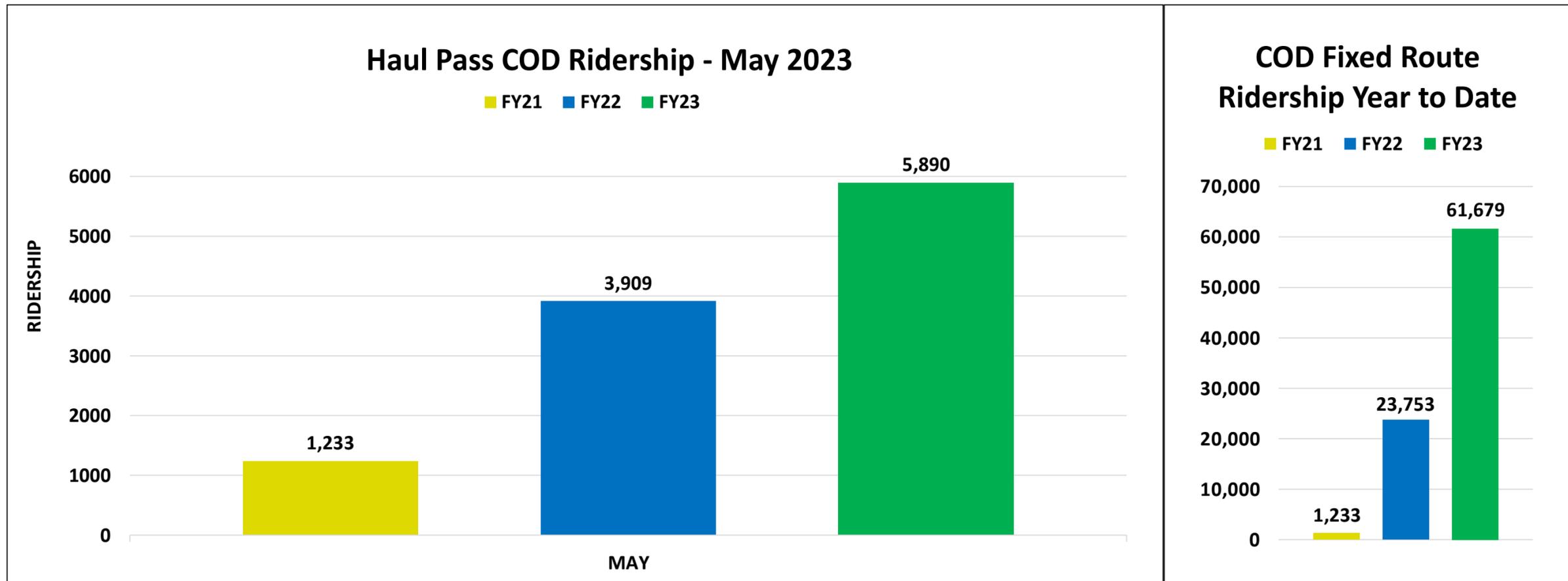
Total Number of Passengers: 662



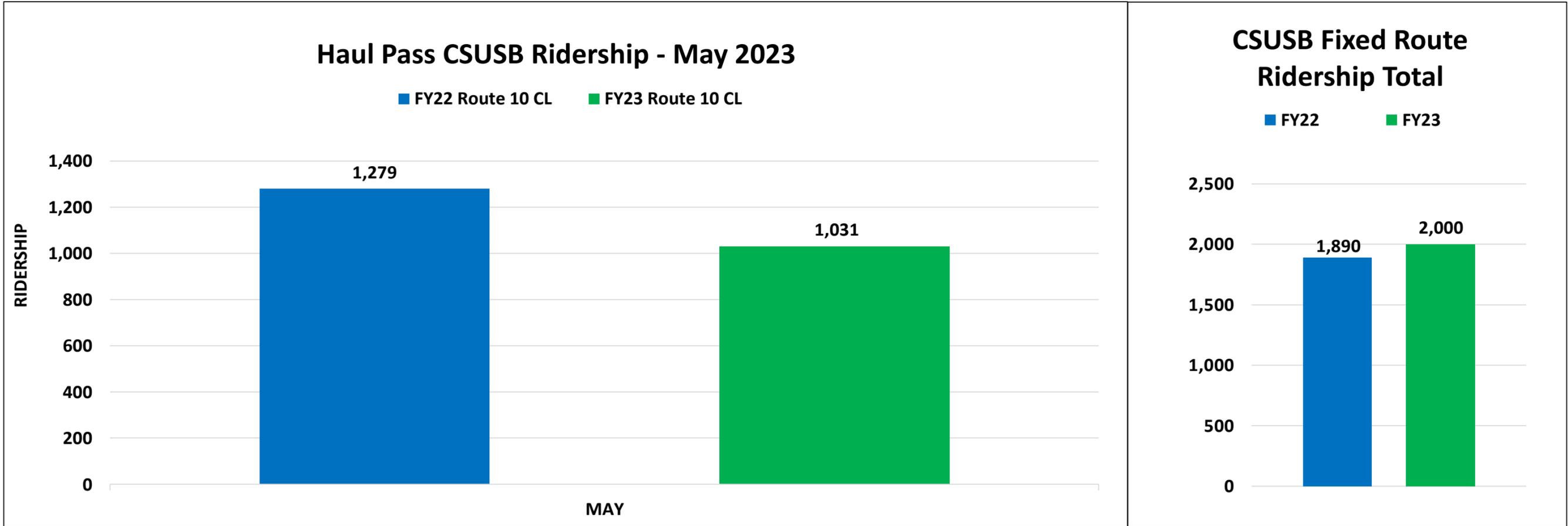
Percentage of Trips as Ridesharing: Nine (9) percent

Customer Satisfaction Rating
Avg. rider trip rating 5.0
Goal: 4.5





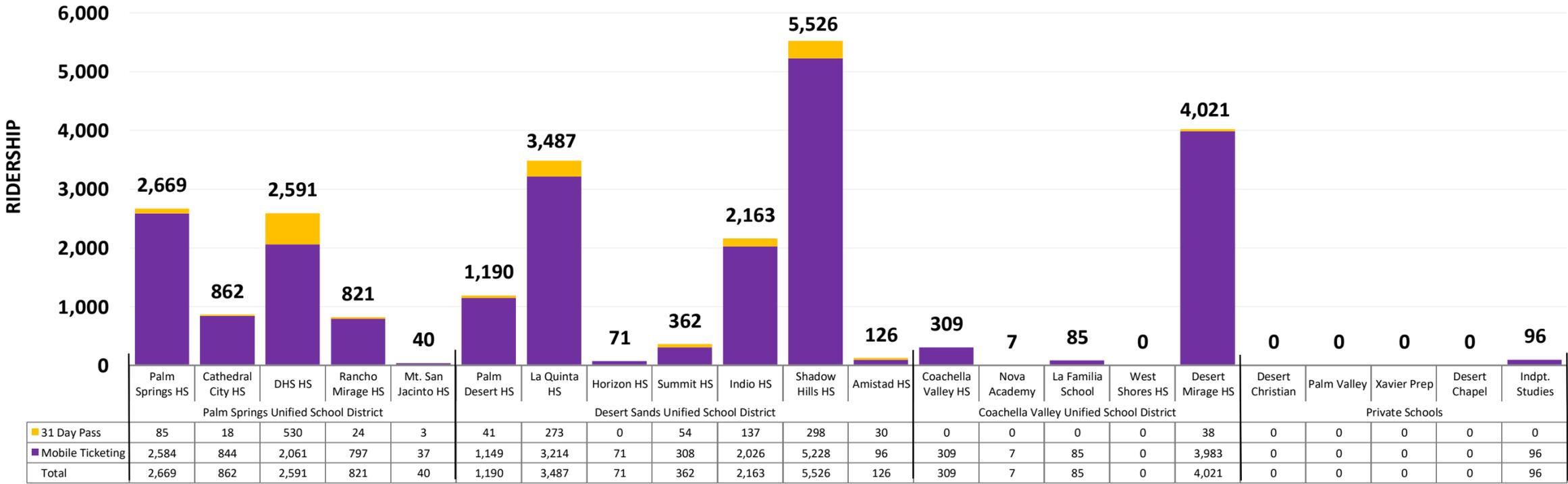
The Haul Pass program was introduced in August 2018.
 This chart represents monthly ridership on the Haul Pass COD.
 Haul Pass COD contributed with 5,890 rides from 320 unique riders.



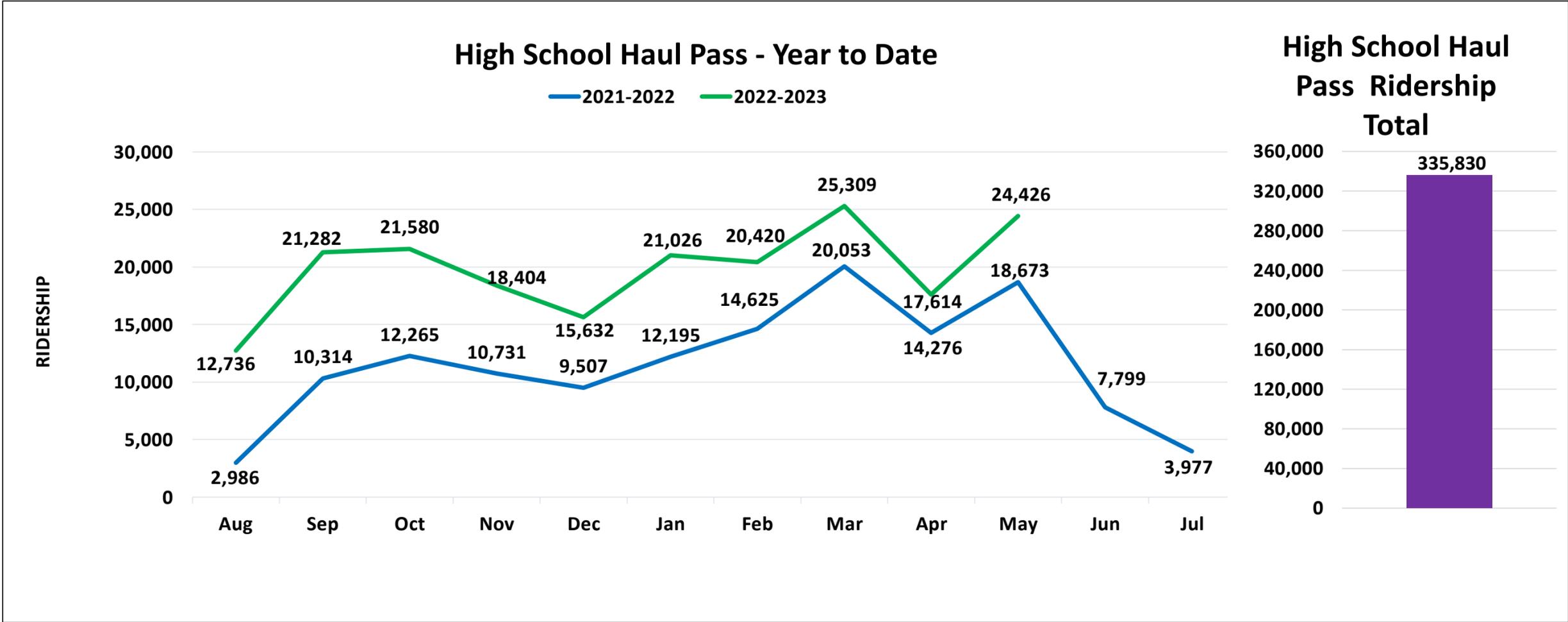
The Haul Pass CSUSB program was introduced in September 2019. This chart represents monthly ridership on the Haul Pass CSUSB. CSUSB contributed 1,173 rides from 172 unique users. From that total, 1,031 rides were used on Route 10 and 142 rides on the fixed route system. Decline in ridership for May 2023 is due to the following: May 12 - Last day of classes; May 12, 15-19 - Final exams; May 20 - Commencement

High School Haul Pass - May 2023

■ Mobile Ticketing ■ 31 Day Pass



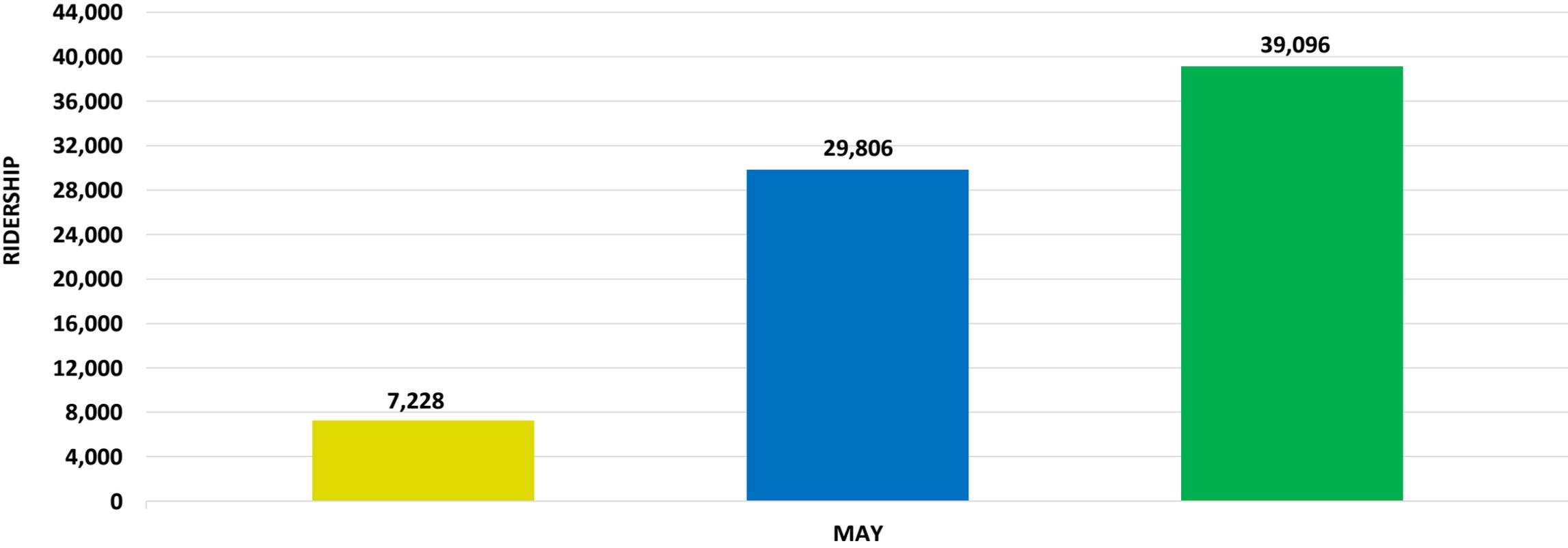
The High School Haul Pass program was introduced in August 2021.
 This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.
 The total active users as of May 2023 are 3,467 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.

Mobile Ticketing Ridership - May 2023

FY21 FY22 FY23



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for May 2023 includes 181 paratransit mobile tickets. A total of 2,121 unique users used mobile ticketing in the month of May 2023.

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2023

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date May 2023.

Recommendation:

Receive and file.

FY 22/23	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	X		10	8	
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			10	7	
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	X	X	X		10	8	
County of Riverside	X		X	X		X	X	X		X	X		10	8	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency**CONSENT CALENDAR**

DATE: June 28, 2023

RECEIVE & FILETO: Finance/Audit Committee
Board of DirectorsRE: Ratification of Provisional Appointments to the Legislative Services Ad
Hoc CommitteeSummary:

At the May 24, 2023 Board Meeting, the Legal Services Request for Proposals item was brought forward for approval by the Board. One of the recommendations of the item was to approve an ad hoc committee which would be involved in the solicitation process. The Chairperson made provisional appointments to the Legislative Services Ad Hoc Committee: Glenn Miller, City of Indio; Kathleen Kelly, City of Palm Desert; Lynn Mallotto, City of Rancho Mirage; Nancy Ross, City of Cathedral City and Lisa Middleton, City of Palm Springs. This receive and file item will ratify the provisional appointments.

Recommendation:

Receive and file.

SunLine Services Group
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2023

Summary:

This report lists all of the checks processed at the Agency with a value of over \$1,000 for a given month.

Recommendation:

Receive and file.

**SunLine Regulatory Administration
Checks \$1,000 and Over
April 2023**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Overhead Allocations Apr 2023	91183	04/20/2023	2,461.67
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/14/2023	91184	04/20/2023	2,287.57
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/31/2023	91179	04/06/2023	1,497.96
Total Checks Over \$1,000	\$6,247.20			
Total Checks Under \$1,000	\$1,864.55			
Total Checks	\$8,111.75			

SunLine Services Group
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2023

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. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2023 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2023, the organization's revenues are \$17,037.37 or 10.92% above the FYTD budget.
- As of April 30, 2023, expenditures are \$40,305 or 25.84% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$57,342.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2023

Description	FY23 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY23 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	1,500	600	125	475	5,775	1,250	4,525	-285.0%
New Driver Permit Revenue	750	-	63	(63)	1,425	625	800	-90.0%
Taxi Business Permit	96,000	11,700	8,000	3,700	88,472	80,000	8,472	7.8%
Driver Transfer Revenue	250	-	21	(21)	125	208	(83)	50.0%
Driver Renewal Revenue	1,500	175	125	50	1,900	1,250	650	-26.7%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	42	(42)	100.0%
Vehicle Permit Revenue	85,000	1,542	7,083	(5,542)	75,340	70,833	4,507	11.4%
Other Revenue	650	-	54	(54)	-	542	(542)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	1,250	(1,250)	100.0%
Total Revenue	187,200	14,017	15,600	(1,583)	173,037	156,000	17,037	10.9%
Expenses:								
Salaries and Wages	89,364	5,807	7,447	1,640	47,480	74,470	26,990	46.9%
Fringe Benefits	32,076	3,287	2,673	(614)	20,553	26,730	6,177	35.9%
Services	27,015	296	2,251	1,955	23,203	22,513	(690)	14.1%
Supplies and Materials	4,193	58	349	292	13,298	3,494	(9,804)	-217.1%
Utilities	22,138	469	1,845	1,376	4,685	18,448	13,763	78.8%
Casualty and Liability	5,589	466	466	-	4,658	4,658	-	16.7%
Taxes and Fees	100	-	8	8	-	83	83	100.0%
Miscellaneous	6,725	464	560	96	1,820	5,604	3,784	72.9%
Total Expenses	187,200	10,846	15,600	4,754	115,695	156,000	40,305	25.8%
Total Operating Surplus (Deficit)	\$ -	\$ 3,171			\$ 57,342			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to an increase in Vehicle Permit Revenue.
- As of FYTD23, there is a decrease of 19,293 taxi trips compared to FYTD22.

Taxi Trips

	FY22-April	FY23-April	Variance	%Δ
Trips	15,236	12,036	(3,200)	-21.0%

Taxi Trips

	FYTD-FY22	FYTD-FY23	Variance	%Δ
Trips	126,362	107,069	(19,293)	-15.3%

Salaries and Wages

- The favorable amount in salary and wage expenses is attributed to a vacant position.

Fringe Benefits

- The favorable amount in fringe benefit expenses is attributed to a vacant position.

Services

- The unfavorable variance in services is due to temporary help.

Supplies and Materials

- The unfavorable variance in supplies and materials is due to the cost of CNG fuel related to higher than anticipated use of CNG vehicle.

Utilities

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

Casualty and Liability

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

Taxes and Fees

- The favorable variance in taxes and fees is due to timing of expenses.

Miscellaneous

- The favorable variance in miscellaneous is due to timing of expenses for training which have not yet occurred.

SunLine Services Group
CONSENT CALENDAR

DATE: June 28, 2023

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – May 2023

Summary:

The attached charts summarize 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.

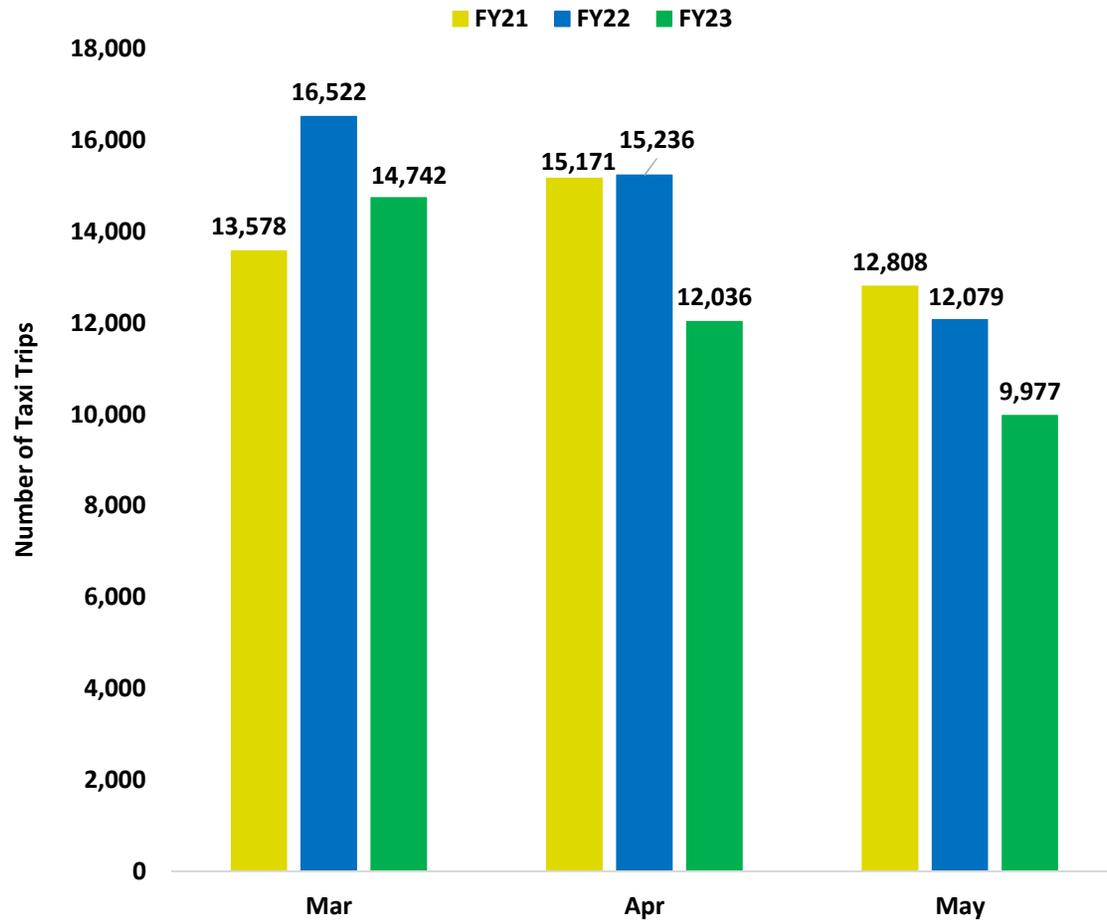
There were 2,102 fewer taxi trips in May 2023 serviced by one (1) more cab compared to May 2022 (71 cabs in 2023 compared to 70 cabs in 2022). The decrease in trips for May 2023 is attributed to increased seasonal visitors in 2022.

There were 21,395 fewer taxi trips for FYTD23 compared to FYTD22.

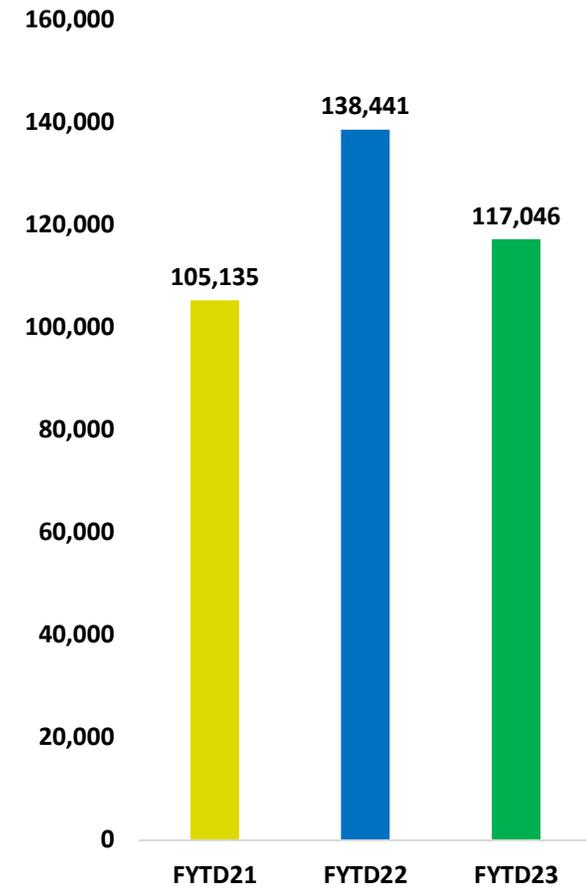
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of May 2023



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY21, FY22 and FY23.

SunLine Transit Agency

DATE: June 28, 2023 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Rudy Le Flore, Chief Project Consultant

RE: Cryogenic Industries Change Order/Change Directive

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute a Change Order/Change Directive to the contract with Cryogenic Industries, LLC (Cryogenic) in an amount not to exceed \$202,781.15 for public dispenser changes.

Background

In February 2021, the California Energy Commission (CEC) announced that SunLine was receiving an award in the amount of \$4,986,250 for a liquid hydrogen fueling station. The maximum amount available to small operators from CEC was \$5,000,000. This station will provide expanded fueling capabilities to support SunLine's fleet of zero emission buses.

On August 16, 2022, SunLine was notified that it had been awarded Federal Transit Administration (FTA) discretionary funding in an amount of \$3,500,000 for the liquid hydrogen station. This amount not only bridges the gap in funding from the award amount, but also allows the Agency to exercise a separate bid item, which was not originally incorporated into the agreement due to its cost. Change Order No. 01 was approved by the Board in January 2023.

Cryogenic was awarded a contract to design and build a liquid hydrogen fueling station for SunLine.

This change consists of SunLine's definition of the performance expectations for the public fueling station. A typical retail light duty vehicle (LD) 700 bar fueling station should be sized to accommodate at a minimum of three (3) back-to-back 7.5 kg (Toyota Mirai standard) fills per hour, every hour the station is open. The fueling time should be no more than four (4) to ten (10) minutes. The station will also be capable of completing 350 bar fueling to heavy duty vehicles (HD) to accommodate at a minimum 35 kg per vehicle within ten (10) minutes. SunLine is looking to the future and the ability to complete a HD 60 kg fill at 700 bar within 20 minutes.

These requirements were not set out in the original solicitation.

Financial Impact

This change is within the approved capital project budget.

Base Contract Amount:		\$6,200,955.00
Change Order No. 1	Implement Bid Alternate 3 (Internal fueling enhancements) after receipt of federal funding for the project	\$1,557,055.09
Change Order No. 2	Public dispenser changes	\$202,781.00
Total Changes:		\$1,759,836.09

SunLine Transit Agency

DATE: June 28, 2023 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Walter Watcher, Procurement Officer

RE: Purchase of Eight (8) Replacement Fixed Route Buses

Recommendation

Recommend that the Board of Directors grant the CEO/General Manager authority to negotiate and execute agreements with New Flyer of America for the purchase of eight (8) hydrogen fuel cell electric buses for an amount not-to-exceed \$11,007,418 including sales tax, upon approval as to form by General Counsel. The purchase will utilize remaining South Coast Air Quality Management District (SCAQMD) funds, Low or No Emission and Bus and Bus Facilities grant funds.

Background

At its September 4, 2020 meeting, the SCAQMD authorized a grant of funds to SunLine Transit Agency under the U.S. EPA FY20 Targeted Airshed Grant Program and the SCAQMD Clean Fuels Program Fund. These funds were for the purchase of five (5) hydrogen fuel cell electric buses. Upon starting the procurement process it was determined the buses were eligible for additional discounts under California's Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP). SunLine applied for and received five (5) HVIP vouchers for a total of \$1,290,000. The manufacturer discounted the price of the five (5) buses purchased and the SCAQMD grant has the remaining funds. SCAQMD has approved amending the grant agreement allowing SunLine to use the remaining funds for the purchase of an additional bus.

In November of 2021 SunLine applied for and was awarded a competitive Bus and Bus Facilities Grant for the purchase of four (4) fuel cell electric buses, In addition SunLine applied for and was awarded, in May of 2022, a competitive Low or No Emission Grant (Low-no) for the purchase of three (3) additional fuel cell electric buses. While SunLine has been awarded the above grants they have not been fully executed. However, the Federal Transit Administration (FTA) allows agencies to incur costs prior to the execution of the grant under pre-award authority. Staff will coordinate the production schedule with New Flyer of America to align with funding availability.

If approved by the Board, the buses will be purchased under the California Department of General Services Cooperative Purchasing Contract for Zero Emission Transit Buses. Any ancillary bus equipment if needed, may be purchased under the CEO/General Manager's authority.

Financial Impact

The financial impact of \$11,007,418 will be funded as follows:

State Transit Assitance	State of Good Repair	HVIP Vouchers	Air Quality Management District	FTA Section 5339	Total
\$ 304,917	\$ 13,809			\$ 1,593,635	\$ 1,912,362
	\$ 862,572			\$ 4,880,913	\$ 5,743,485
		\$ 2,064,000			\$ 2,064,000
\$ 15,429			\$ 1,272,142		\$ 1,287,571
\$ 320,346	\$ 876,381	\$ 2,064,000	\$ 1,272,142	\$ 6,474,548	\$ 11,007,418

The Agency will be exploring the utilization of possible additional funding through the Volkswagen Mitigation Trust to further reduce the Agency's financial commitment. If successful, staff will bring forward a future item informing the Board of any additional funding.

SunLine Transit Agency

DATE:	June 28, 2023	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Luis Garcia, Controller/Assistant Chief Financial Officer	
RE:	Adoption of the FY24 Operating and Capital Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed FY24 operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget be 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 and Board of Directors on May 24, 2023. During the May meeting, staff answered questions and provided the opportunity for additional special meetings.

There have been no changes to the proposed draft budget presented at the May meeting. The proposed operating and capital budgets for the Fiscal Year 2024 are \$47,467,374 and \$35,752,541, respectively. The proposed operating budget for FY24 represents a 3.00% increase over the FY23 budget. The proposed FY24 budget includes cost increases to improve service and account for industry-wide challenges such as recruitment and retention of employees, ridership recovery, and inflation.

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. Additionally, the budgets would allow the agency to meet 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.

Attachment:

- [Item 12a](#) – FY24 Operating and Capital Budget Book



ANNUAL BUDGET

FY2024



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SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2024

BOARD OF DIRECTORS

Indio: Glenn Miller, Chair
Palm Springs: Lisa Middleton, Vice Chair
Cathedral City: Nancy Ross
Coachella: Denise Delgado
Desert Hot Springs: Russell Betts
Indian Wells: Ty Peabody
La Quinta: John Peña
Palm Desert: Kathleen Kelly
Rancho Mirage: Lynn Mallotto
Riverside County: V. Manuel Perez

INTERIM CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Gloria Salazar

EXECUTIVE SUMMARY

SunLine experienced major changes and progress on key initiatives in FY23. One of the largest changes included the departure of its CEO/General Manager, Lauren Skiver, after nine (9) years of dedicated service. Under Lauren Skiver's direction, the Agency made major advancements in service improvements and progress on the Agency's alternative fuels program. The Agency's forward thinking allowed it to be well positioned to meet the requirements laid out in the State's Innovative Clean Transit (ICT) regulation. Due to the hard work of all Agency staff, it is well situated to welcome a new CEO/General Manager and capable of executing positive changes.

SERVICE & RIDERSHIP

SunLine has experienced a continual increase in ridership for FY23. SunLine anticipates that ridership will continue to grow with the implementation of full service. Ridership has experienced slow growth nationwide, however, SunLine appears to have recovered ridership quicker than some of its peers.

The Agency's newest service, SunRide, has been a contributor to the overall increase in ridership. In FY23, SunLine introduced new microtransit zones and closely monitored existing SunRide resources to ensure they were efficient and effective.

REVENUES & SUBSIDIES

SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues with state funding. Although farebox revenue has decreased compared to revenues prior to COVID-19, SunLine's budget is still compliant with the farebox requirement.

The proposed revenues for FY24 consist of a mix of passenger fares, federal, state, local funding, and other revenues with the main assumptions being as follows:

- The utilization of Local Transportation Funding (LTF) has an increased for FY24 due to an overall increase in available LTF funding throughout the state which is driven by sales taxes.
- Measure A funding decreased for FY24 over the last fiscal year due to an abnormally large use in FY23. In FY23, the Agency was able to utilize previous year's leftover funding. The leftover funding was made possible primarily due to less utilization in Measure A due to an increase use in emergency federal COVID assistance.
- In FY24, SunLine will use various forms of federal funding including FTA Section 5307, CARES, ARPA, 5311, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program.

- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine has experienced an increase in passenger revenue which aligns with projected ridership increases.
- 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 FY22, Sunline expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY24 focuses on riders, replacing employee equipment and facilities and continuing SunLine's investment in alternative fuel technology for vehicles and infrastructure.

New Projects

There are 23 capital projects programmed in FY24 which include new projects and additional funding for existing projects. The FY24 capital budget reflects over \$28.2 million in competitive funds which were awarded to the Agency. These projects represent an emphasis on innovation while aligning with the Agency's Board approved Innovative Clean Transit (ICT) plan. The requests in FY24 will be in addition to the existing CIP. These projects cover necessities in fleet and facilities. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Hydrogen Electric Fuel Cell Bus (3)
 - Purchase of Electric Bus (6)
 - Hydrogen Electric Fuel Cell Bus (4) (additional funding)
 - CNG Paratransit Vehicles (additional funding)
 - Purchase of CNG Paratransit Vehicles (15)
 - Bus Rehabilitation
 - Purchase of Four Expansion Microtransit Vehicles
 - Radio Replacement Phase II & Upgrade to ITS (additional funding)
 - Purchase of 1 Hydrogen Fuel Cell Bus

- Facilities, Studies, IT and Equipment:
 - Liquid Hydrogen Fueling Station
 - Bus Charger Project
 - Public Hydrogen Fueling Station
 - Operator Training Ground
 - IT Projects
 - Safety Projects
 - Purchase of Specialized Tools and Fueling Equipment
 - Facility Maintenance Upgrade & Equipment
 - Bus Stop Upgrade & Improvement
 - West Coast Center of Excellence (additional funding)

- Office Furniture & Equipment
- Fare Collection Modernization Study
- Maintenance Facility Modernization Study
- Project Management and Administration

STRATEGIC PLAN

In preparation of the FY24 budget, the Agency prepared a strategic plan which served as a guide in the Agency's proposed operating and capital expenses. The FY24 Strategic Plan will be incorporated into various initiatives in FY24 and will be measured utilizing the Agency's performance metrics program.

Mission: To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley.

Vision: SunLine Transit Agency is the regional transportation mode of choice.

SWOT Analysis

Strengths

- Safety
- Regional support
- Financial stability
- Experience in alternative fuel
- Teamwork
- Diversity
- Success in grants
- Innovation
- Projects

Weaknesses

- Communication/education
- Employee development
- Recruitment and retention
- Inclusion
- Focus
- Multiple and changing priorities

Opportunities

- Culture of teamwork and unity
- Employee recognition
- Microtransit
- Networking
- Regional routes
- Regional planning
- Safety
- Clarity in definition of roles

Threats

- Job market
- Turnover
- Funding
- Weak engagement
- Social media management
- TNCs
- Supply chain

Goals & Initiatives

Goal #1
To provide dynamic organizational leadership and change consistent with the growth of the transit agency.

- Strengthen the skills of the Executive Team and mid-management teams to make sure they are up-to-date with the industry and organization changes
- Improve the skills of the employees throughout the organization for competent work in their respective areas
- Improve communication so that everyone feels included in SunLine's affairs
- Improve processes and procedures for a more effective operation
- Develop a leadership succession plan
- Enhance recruitment and retention

Goal #2
To continue the advancement of innovative transportation and alternative fuel technologies.

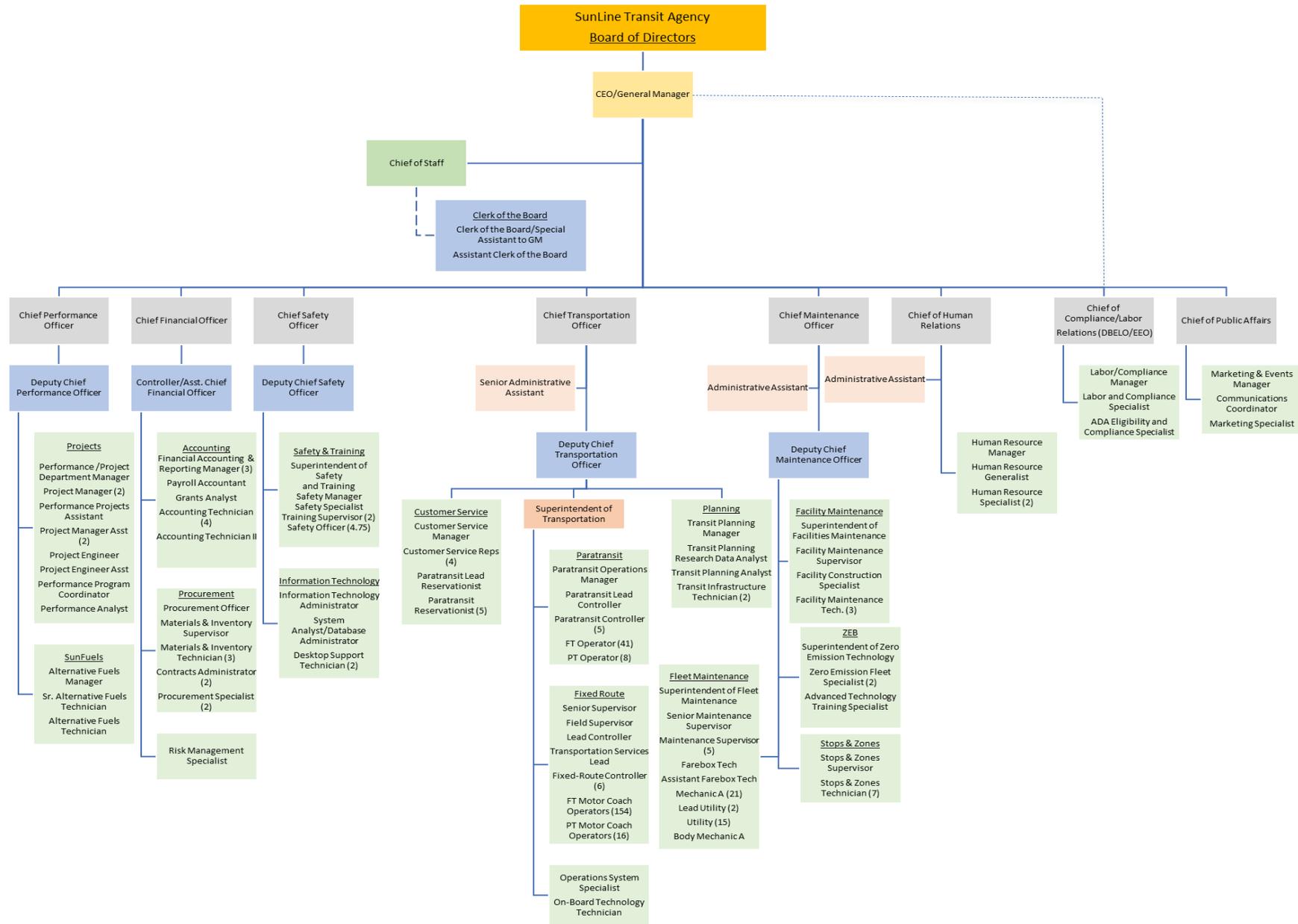
- Actively work on funded projects
- Establish SunLine as a leader in zero-emission training through the West Coast Center for Excellence
- Establish an IT modernization program for SunLine operations
- Continue to pursue discretionary funding to fully fund the micro-grid project

Goal #3
To provide leadership for the region's mobility needs.

- Conduct periodic surveys to determine the appropriate type and level of service for the community
- Promote community engagement
- Improve relationship with community partners and media
- Develop a marketing plan to engage the community

Goal #4
To provide high quality transportation services that are safe, efficient, and effective.

- Promote a safety-conscious culture
- Review and align the Fleet Management Plan to zero-emission goal by 2035
- Prepare a sustainable short-term and long-term financial and service plan
- Evaluate the metrics programs as a basis for service decisions



AGENCY PERSONNEL SUMMARY

Department	FY23 Base FTE's	Changes to Base	Proposed New Positions	FY24 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Marketing (31)	4.00	-	-	4.00	-
Executive Office (40)	8.00	-	-	8.00	-
HUMAN RESOURCES OFFICE					
Human Resources (32)	6.00	-	-	6.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	4.00	(1.00)	-	3.00	(1.00)
Performance Office (44)	11.00	1.00	-	12.00	1.00
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	13.75	-	-	13.75	-
Information Technology (42)	4.00	-	-	4.00	-
TRANSPORTATION OFFICE					
Operations - Fixed Route (11,12)	204.00	-	-	204.00	-
Operations - Paratransit (13, 14)	55.50	-	-	55.50	-
Customer Service (45)	12.00	-	-	12.00	-
Service Planning (49)	4.00	-	-	4.00	-
FINANCE OFFICE					
Finance (41)	23.00	-	(1.00)	22.00	(1.00)
MAINTENANCE OFFICE					
Maintenance (21, 22)	52.00	-	-	52.00	-
Facilities Maintenance (23, 24)	8.00	-	-	8.00	-
Stops & Zones (25)	8.00	-	-	8.00	-
Total FTEs	417.25	-	(1.00)	416.25	(1.00)

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.

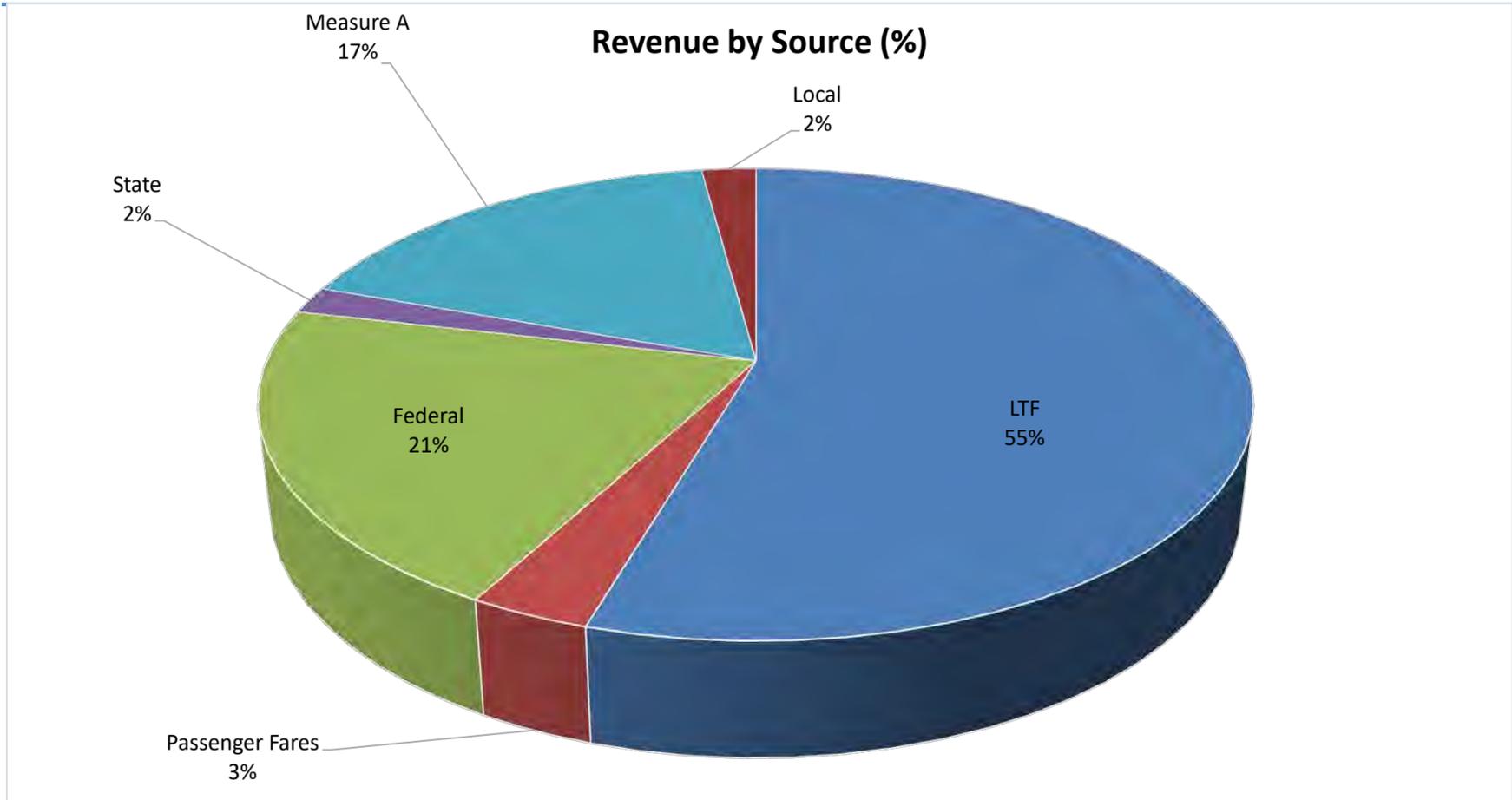
Performance Office

- The Performance Office reallocated one (1) position from SunFuels to the Performance department.

Finance

- One (1) FTE reduced.

REVENUE SUMMARY



Sources of Funding (Operating)	FY23 Approved Budget	FY23 Estimates	FY23 Variance	FY24 Proposed Budget	FY24 Variance	Type
CARES Act FTA Section 5311	832,331	832,331	-	-	(832,331)	Federal
CARES Act FTA Section 5311(f)	-	-	-	208,681	208,681	Federal
ARPA FTA Section 5311	-	-	-	410,551	410,551	Federal
ARPA FTA Section 5307	200,000	115,000	(85,000)	325,000	125,000	Federal
CMAQ	893,098	591,377	(301,721)	680,000	(213,098)	Federal
Clean Cities	35,000	35,000	-	50,000	15,000	State
California Energy Commission	250,000	50,000	(200,000)	200,000	(50,000)	State
Haul Pass & Commuterlink	331,000	331,000	-	181,000	(150,000)	Local
Farebox - Fixed Route	1,303,543	1,464,392	160,849	1,332,606	29,063	Sales
Farebox - Paratransit	210,816	220,392	9,576	197,937	(12,879)	Sales
SunRide Revenue	14,642	19,560	4,918	20,421	5,779	Sales
FTA Section 5307	5,869,769	3,117,354	(2,752,415)	7,452,669	1,582,900	Federal
California Air Resource Board	200,000	25,000	(175,000)	200,000	-	State
FTA Section 5311	409,279	409,279	-	417,464	8,185	Federal
FTA Section 5311(f)	248,985	248,985	-	300,000	51,015	Federal
Local Transportation Funds (LTF)	24,157,511	24,157,511	-	25,925,542	1,768,031	State
Low-Carbon Transit Operations Program	192,172	186,088	(6,084)	433,333	241,161	State
Measure A	10,900,000	10,900,000	-	8,275,000	(2,625,000)	Local
SunFuels - Outside Sales	-	-	-	819,670	819,670	Sales
Taxi Voucher (Passenger Sales)	37,500	40,823	3,323	37,500	-	Sales
Total Operating Revenue	46,085,646	42,744,092	\$ (3,341,554)	47,467,374	1,381,728	

Notes:

- The majority of the emergency federal funding was utilized in FY20 - FY23.
- The FY23 variance reflects the difference between FY23 estimates and FY23 approved budget. The FY24 variance indicates the difference between FY24 proposed budget and FY23 approved budget.

REVENUE & FUNDING SOURCES

In addition to passenger and other revenues, the Agency receives a mix of funding from federal, state, and local funding sources. These are utilized to fund the operation of nine (9) 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 on hwy 111 and one (1) regional Commuter route operating between Indio and San Bernardino. The Agency's service includes complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

CARES ACT & ARPA FTA SECTION 5311 & 5311(f)

The CARES Act & ARPA funding 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 FY22 SunLine expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds are used to support the SunRide and the proposed Route 1X.

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 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.

CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD

The California Energy Commission (CEC) and California Air Resources Board (CARB) are two State agencies that focus on reducing green house gas emissions. Funding for FY24 will be utilized for training and curriculum for the Center of Excellence.

REVENUE & FUNDING SOURCES

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.

CLEAN CITIES

In 2021, SunLine became a member of the Clean Cities Program. Under this Program, SunLine was designated as Clean Cities Coordinator for the Coachella Valley. The Program was formed in 1993 by the U.S. Department of Energy in coordination with the Environmental Protection Agency. SunLine has leveraged its designation as Coordinator to receive funding to support various data tracking and reporting activities related to our existing use, and production of alternative fuels.

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.

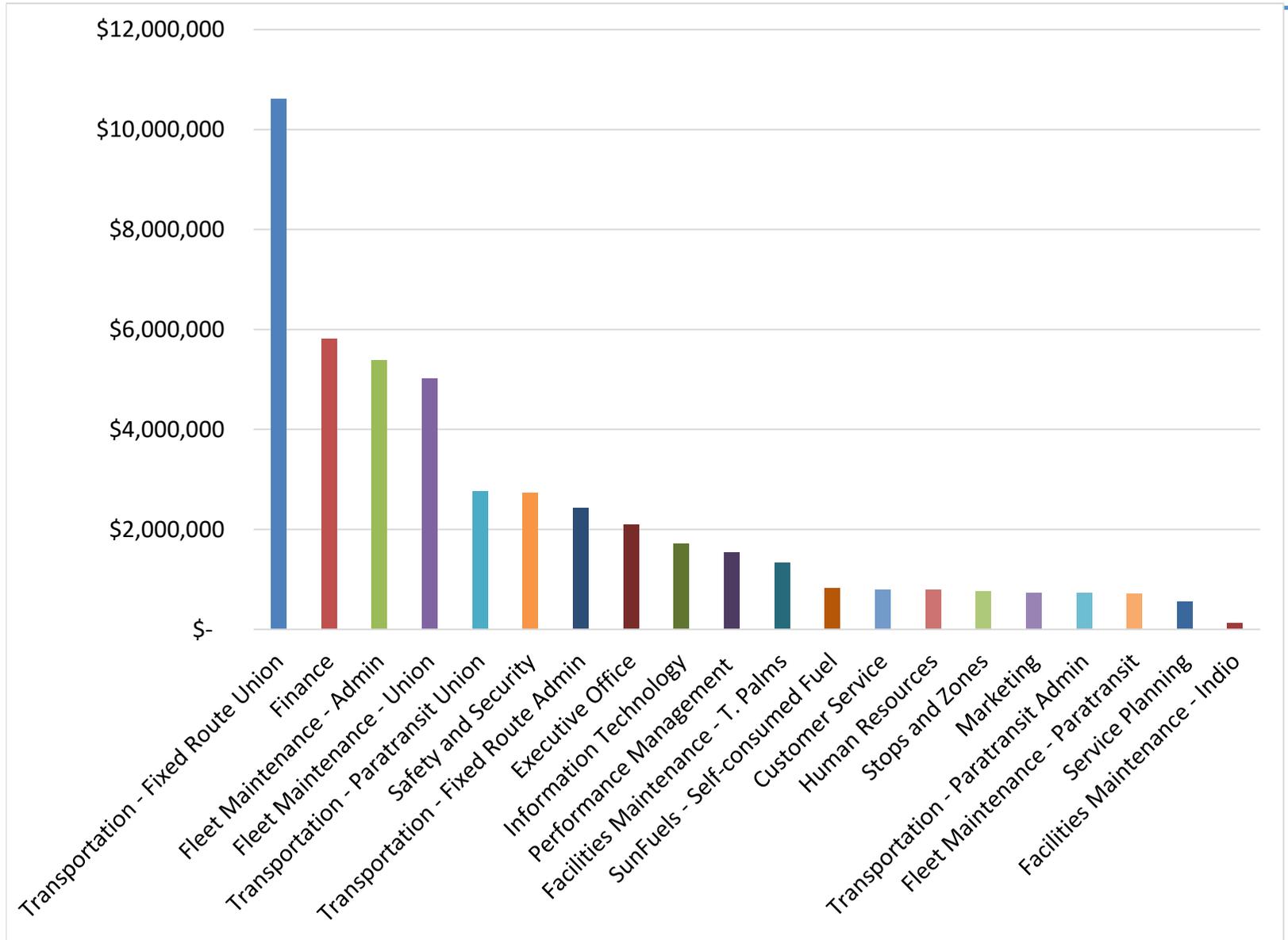
MEASURE A

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.

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 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.

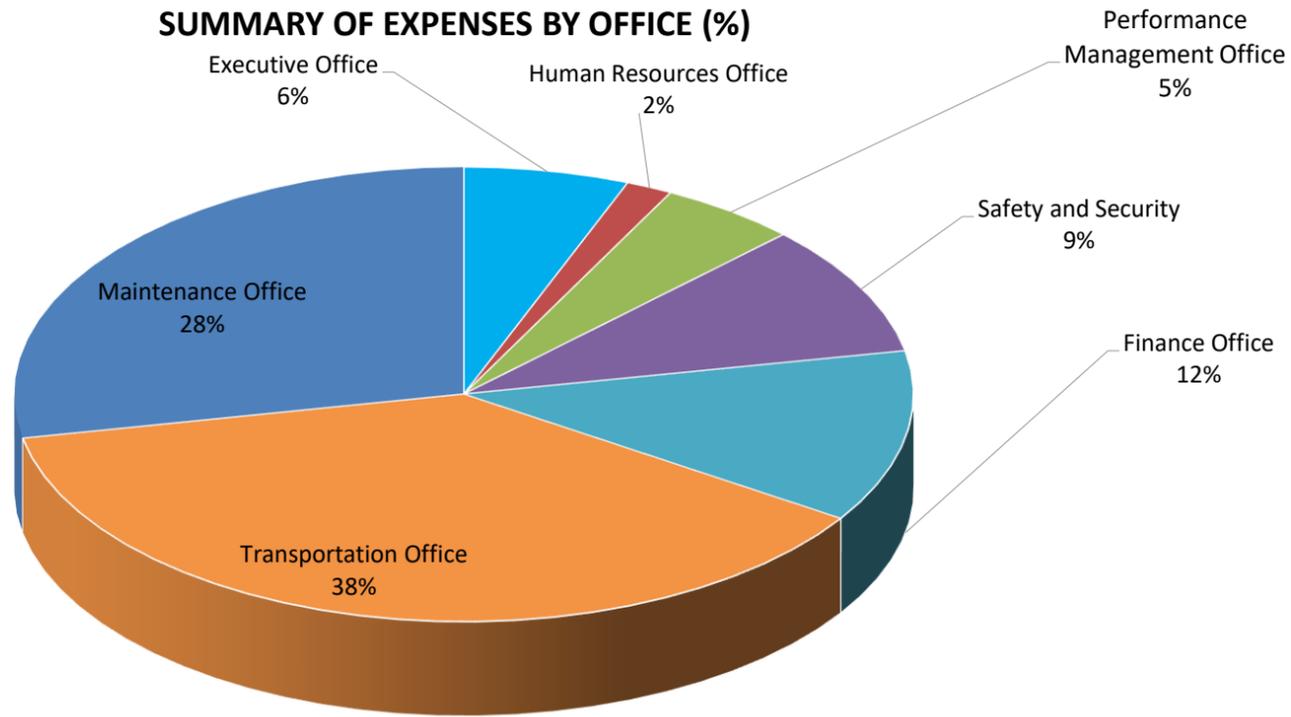
EXPENSE SUMMARY



EXPENSE SUMMARY

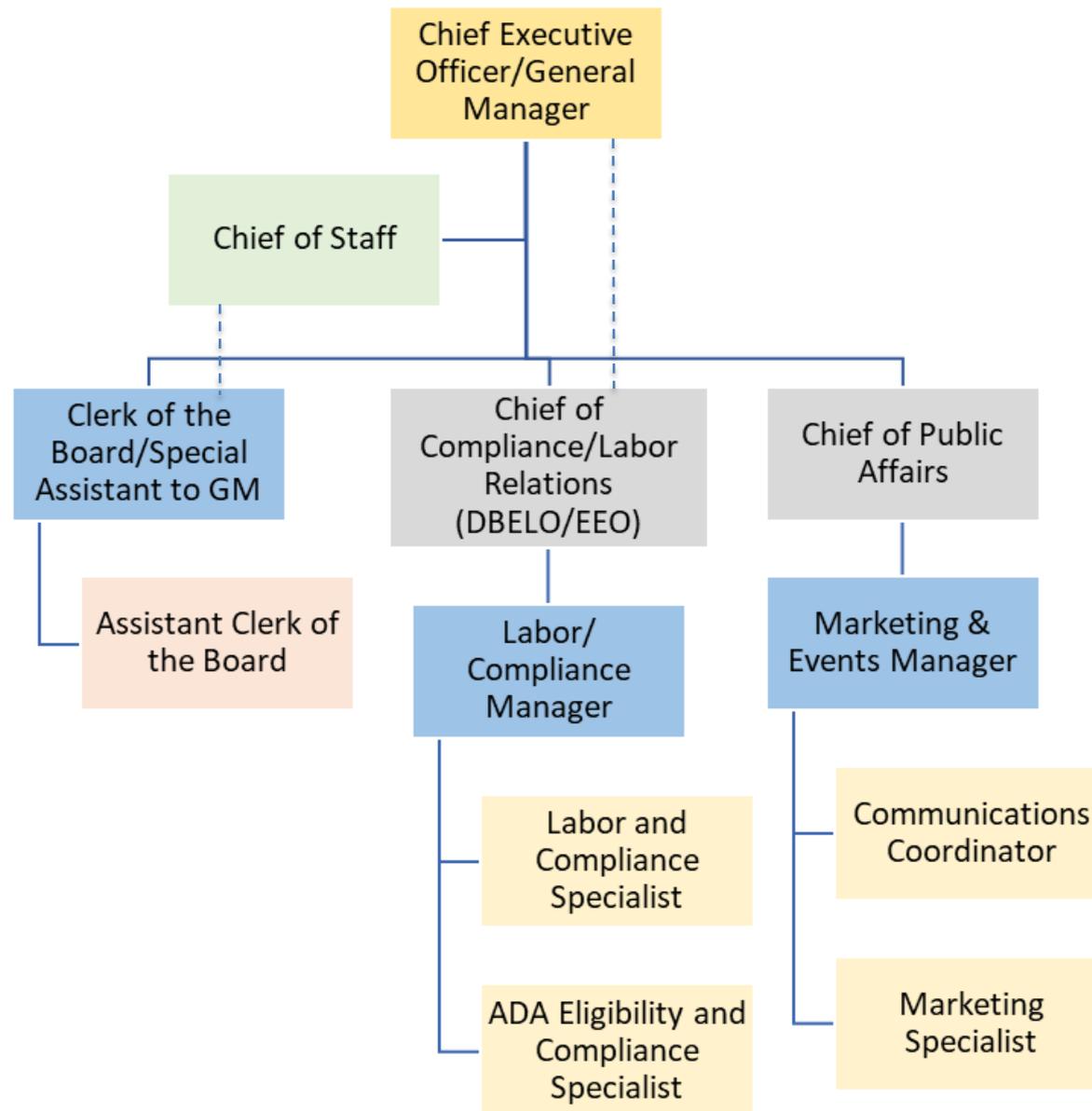
Division	Division Name	FY23 Approved Budget	FY24 Proposed Budget	Variance
EXECUTIVE OFFICE				
31	Marketing	626,863	729,046	102,183
40	Executive Office	2,318,897	2,090,657	(228,240)
HUMAN RESOURCES OFFICE				
32	Human Resources	614,956	793,435	178,479
PERFORMANCE MANAGEMENT OFFICE				
10	SunFuels - Self-consumed Fuel	1,341,971	819,670	(522,301)
44	Performance Management	1,750,624	1,545,181	(205,443)
SAFETY AND SECURITY OFFICE				
15	Safety and Security	2,900,373	2,727,242	(173,131)
42	Information Technology	1,481,102	1,711,571	230,469
FINANCE OFFICE				
41	Finance	5,313,340	5,820,786	507,446
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,320,777	2,431,209	110,432
12	Transportation - Fixed Route Union	10,620,299	10,608,196	(12,103)
13	Transportation - Paratransit Admin	679,454	724,898	45,444
14	Transportation - Paratransit Union	2,604,014	2,769,620	165,606
45	Customer Service	807,716	798,838	(8,878)
49	Service Planning	618,766	550,393	(68,373)
MAINTENANCE OFFICE				
13	Fleet Maintenance - Paratransit	532,699	714,591	181,892
21	Fleet Maintenance - Admin	4,548,054	5,381,497	833,443
22	Fleet Maintenance - Union	4,957,656	5,021,865	64,209
23	Facilities Maintenance - T. Palms	1,175,344	1,339,126	163,782
24	Facilities Maintenance - Indio	119,480	125,095	5,615
25	Stops and Zones	753,263	764,459	11,196
Total		46,085,646	47,467,374	1,381,728

EXPENSE SUMMARY BY OFFICE



Office	FY23 Approved Budget	FY24 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Marketing	626,863	729,046	2%
Executive Office	2,318,897	2,090,657	4%
Executive Office	2,945,759	2,819,703	6%
HUMAN RESOURCES OFFICE			
Human Resources	614,956	793,435	2%
Human Resources Office	614,956	793,435	2%
PERFORMANCE MANAGEMENT OFFICE			
SunFuels	1,341,971	819,670	2%
Performance Management	1,750,624	1,545,181	3%
Performance Office	3,092,595	2,364,851	5%
SAFETY AND SECURITY OFFICE			
Safety and Security	2,900,373	2,727,242	6%
Information Technology	1,481,102	1,711,571	4%
Safety and Security Office	4,381,475	4,438,813	9%
FINANCE OFFICE			
Finance	5,313,340	5,820,786	12%
Finance Office	5,313,340	5,820,786	12%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,320,777	2,431,209	5%
Transportation - Fixed Route Operators	10,620,299	10,608,196	22%
Transportation - Paratransit Admin	679,454	724,898	2%
Transportation - Paratransit Operators	2,604,014	2,769,620	6%
Customer Service	807,716	798,838	2%
Service Planning	618,766	550,393	1%
Transportation Office	17,651,026	17,883,154	38%
MAINTENANCE OFFICE			
Fleet Maintenance - Paratransit	532,699	714,591	2%
Fleet Maintenance - Admin	4,548,054	5,381,497	11%
Fleet Maintenance - Mechanics	4,957,656	5,021,865	11%
Facilities Maintenance - T. Palms	1,175,344	1,339,126	3%
Facilities Maintenance - Indio	119,480	125,095	0.3%
Stops & Zones	753,263	764,459	2%
Maintenance Office	12,086,495	13,346,632	28%
Total Expenses	46,085,646	47,467,374	100%

EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

SunLine's Marketing Department implements community outreach programs, organizes events, coordinates internal volunteers, writes and releases publicity material such as press releases, and develops public relations strategies that promote the Agency's mission.

FY24 GOALS & OBJECTIVES

- Restore and increase ridership - Build trust that resonates with loyal customers, potential customers, stakeholders and employees.
- Increase advertising revenue - Leverage SunLine's broad out-of-home advertising network.
- Expand awareness of clean energy initiatives - Position SunLine as a leader in zero-emission technologies and green energy.
- Improve customer satisfaction - Welcome our riders back by reinforcing the benefits of riding SunLine's services.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	161,131	128,574	69,154	134,376	207,331	72,955
5010201610 ADMIN SALARIES-OT	753	1,064	1,630	3,000	3,000	-
5029999999 TOTAL FRINGE BENEFITS	104,685	88,763	33,715	94,337	172,565	78,228
5030303240 CONTRACTED SERVICES	114,120	111,145	154,024	234,000	180,000	(54,000)
5030303260 ADVERTISING	70,337	86,524	56,921	91,150	95,010	3,860
5030303270 SUNLINE EVENTS EXPENSE	4,384	20,772	21,338	21,000	21,000	-
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	300	39,377	10,530	-	-	-
5030400000 TEMPORARY HELP SERVICES	12,571	11,986	3,068	10,000	5,000	(5,000)
5039900003 PRINTING EXPENSE	20,025	21,949	19,516	25,000	30,140	5,140
5049900001 OFFICE SUPPLIES	2,774	3,877	6,055	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,930	2,454	1,482	3,000	4,000	1,000
5090200000 TRAVEL MEETINGS/TRAINING	3,465	4,260	3,263	6,000	6,000	-
Total Expenses	496,475	520,745	380,695	626,863	729,046	102,183

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Chief of Public Affairs	1.00	1.00	0.00
1	Marketing & Events Manager	1.00	1.00	0.00
1	Communications Coordinator	1.00	1.00	0.00
1	Marketing Specialist	1.00	1.00	0.00
4	Total FTE's	4.00	4.00	0.00

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	134,376	207,331	72,955
5010201610 ADMIN SALARIES-OT	3,000	3,000	-
5029999999 TOTAL FRINGE BENEFITS	94,337	172,565	78,228
Sub-total	231,713	382,896	151,183
5030303240 CONTRACTED SERVICES			
Annual report	4,000	3,240	(760)
Public relations firm	195,000	148,680	(46,320)
Website hosting and support	35,000	28,080	(6,920)
Sub-total	234,000	180,000	(54,000)
5030303260 ADVERTISING			
Mass printing costs	1,140	5,000	3,860
Print, TV, radio & social media	79,756	79,756	-
Production costs associated with exterior bus and shelter advertisements	3,944	3,944	-
Promotional items	6,310	6,310	-
Sub-total	91,150	95,010	3,860
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	21,000	21,000	-
Sub-total	21,000	21,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	5,000	(5,000)
Sub-total	10,000	5,000	(5,000)

EXECUTIVE OFFICE - MARKETING

Division 31

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5039900003 PRINTING EXPENSE			
Rider's Guides	25,000	30,140	5,140
Sub-total	25,000	30,140	5,140
5049900001 OFFICE SUPPLIES			
Office Supplies	5,000	5,000	-
Sub-total	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,000	1,333	333
Stock Art and Digital Media	300	400	100
Palm Springs CVB	1,200	1,600	400
Rotary	500	667	167
Sub-total	3,000	4,000	1,000
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	6,000	6,000	-
Sub-total	6,000	6,000	-
Total Expenses	626,863	729,046	102,183

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

The 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.

FY24 GOALS & OBJECTIVES

- Strategically support the Agency's recovery efforts for both employees and riders.
- 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 an 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	FY21 Actuals	FY22 Actuals	FY23 Estimated Actuals	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	386,456	534,576	613,865	586,107	600,023	13,916
5010201610 ADMIN SALARIES-OT	31	199	1,328	-	1,750	1,750
5010700000 ALLOCATED SALARIES	(2,876)	(4,049)	(4,657)	4,303	(4,825)	(9,128)
5029999999 TOTAL FRINGE BENEFITS	247,103	366,927	410,880	432,992	431,499	(1,493)
5030200000 PUBLIC NOTICES	128	153	-	1,500	1,000	(500)
5030300002 LEGAL SERVICES - LABOR COUNSEL	162,804	445,767	457,074	200,000	300,000	100,000
5030300005 LEGAL SVCS- GENERAL	71,667	108,858	80,659	198,485	100,000	(98,485)
5030300006 LEGAL SVCS- SPECIAL	-	30,000	-	30,000	-	(30,000)
5030300010 ORGANIZATIONAL SERVICES	-	-	-	-	350,000	350,000
5030303250 CONSULTING-GENERAL	-	-	-	-	100,000	100,000
5030400000 TEMPORARY HELP SERVICES	13,321	-	-	-	-	-
5049900000 PRINTING ADMINISTRATION	2,167	2,916	7,084	4,000	6,500	2,500
5049900001 OFFICE SUPPLIES-GENERAL	1,496	2,301	2,664	2,200	3,000	800
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	59,827	70,505	70,459	91,810	91,810	-
5090200000 TRAVEL-MEETINGS/TRAINING	7,912	42,356	42,682	28,000	50,000	22,000
5090200001 TRAINING/ WORKSHOP	-	7,500	4,700	18,000	18,000	-
5090200002 BOARD MEETING EXPENSES	2,406	3,748	4,318	5,000	10,000	5,000
5090200003 BOARD MEMBER COMPENSATION	8,200	8,500	6,269	12,000	10,000	(2,000)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	35,703	3,000	3,000	-
5099900002 MISCELLANEOUS EXPENSE	92	-	184	1,500	18,900	17,400
5099900004 CONSULTING-GENERAL	11,537	428,769	244,536	700,000	-	(700,000)
Total Expenses	972,271	2,049,026	1,977,746	2,318,897	2,090,657	(228,240)

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Authorized FTEs	FY24 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Staff	1.00	1.00	0.00
1	Clerk of the Board/Special Assistant to CEO/GM	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	Chief of Compliance/Labor Relations (DBELO/EEO)	1.00	1.00	0.00
1	Labor/Compliance Manager	1.00	1.00	0.00
1	Labor and Compliance Specialist	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
8	Total FTEs	8.00	8.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY23	FY24	Variance
	Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	586,107	600,023	13,916
5010201610 ADMIN SALARIES-OT	-	1,750	1,750
5010700000 ALLOCATED SALARIES	4,303	(4,825)	(9,128)
5029999999 TOTAL FRINGE BENEFITS	432,992	431,499	(1,493)
Sub-total	1,023,402	1,028,447	5,045
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO, and ADA information.	1,500	1,000	(500)
Sub-total	1,500	1,000	(500)
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues & labor negotiations	200,000	300,000	100,000
Sub-total	200,000	300,000	100,000
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	198,485	100,000	(98,485)
Sub-total	198,485	100,000	(98,485)
5030300006 LEGAL SVCS- SPECIAL			
Specialized legal services	30,000	-	(30,000)
Sub-total	30,000	-	(30,000)
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance & lump sum to fulfill results of compensation study for non-bargaining staff.	-	350,000	350,000
Sub-total	-	350,000	350,000
5030303250 CONSULTING-GENERAL			
General assessments	-	100,000	100,000
Sub-total	-	100,000	100,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	4,000	6,500	2,500
Sub-total	4,000	6,500	2,500

EXECUTIVE OFFICE DETAIL

Division 40

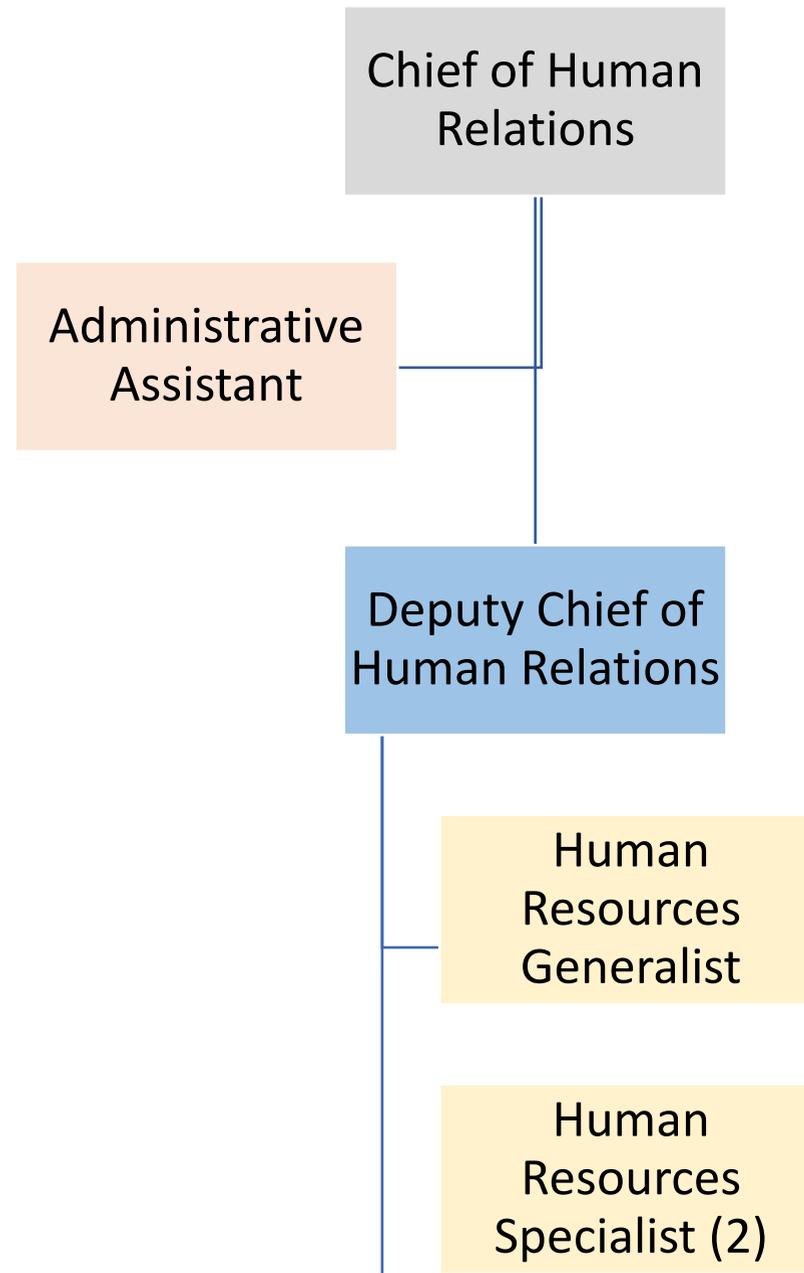
General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	2,200	3,000	800
Sub-total	2,200	3,000	800
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	40,800	44,593	3,793
Form 700 submittal subscription	1,500	-	(1,500)
SHRM	500	-	(500)
Compliance training subscription	2,000	-	(2,000)
Cal Act	1,219	1,224	5
CAL Hydrogen Bus Council	12,188	12,241	53
Cal Start	3,047	3,060	13
California Transit Association	15,670	15,739	69
Carreon Foundation Scholarship	3,047	3,060	13
Clean Cities Coachella	1,219	1,224	5
CTAA	4,353	4,372	19
CSUSB Advancement Board	2,438	2,448	10
ZEBRA	3,830	3,847	17
Sub-Total	91,810	91,810	-
5090200000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	2,459	4,913	2,454
APTA Board Conference	3,369	6,730	3,361
APTA Committee Meetings	1,551	3,098	1,547
CalAct Autumn Conference	1,424	2,845	1,421
CalStart Conference - Heavy Duty	1,086	2,170	1,084
CTA Annual Conference	1,086	2,170	1,084
CTE Board Meeting	1,086	2,170	1,084
EEO, DBE, ADA Seminars	4,736	9,460	4,724
Fees for general administration expenses related	3,031	6,055	3,024

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
Training for Clerk of the Board & Compliance staff	6,351	6,758	407
ZEBs Meetings	1,821	3,633	1,812
Sub-Total	28,000	50,000	22,000
5090200001 TRAINING/ WORKSHOP			
Annual APTA Conference	2,737	3,284	547
APTA Bus & Paratransit Conference	2,130	2,556	426
APTA Leadership	2,031	2,437	406
APTA Legislative Conference	2,433	2,920	487
California Hydrogen Business Council Board	1,217	1,460	243
CARB Subcommittee for ZEBs	1,217	1,460	243
CTA Legislative Conference	1,217	1,460	243
Training for Clerk of the Board & Compliance staff	3,000	-	(3,000)
West Coast Center of Excellence	2,018	2,422	404
Sub-Total	18,000	18,000	-
5090200002 BOARD MEETING EXPENSES			
General board meeting costs	5,000	10,000	5,000
Sub-total	5,000	10,000	5,000
5090200003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	12,000	10,000	(2,000)
Sub-total	12,000	10,000	(2,000)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Employee recognition	3,000	3,000	-
Sub-total	3,000	3,000	-
5099900002 MISCELLANEOUS EXPENSE			
Employee recognition	1,500	18,900	17,400
Sub-total	1,500	18,900	17,400
5099900004 CONSULTING-GENERAL			
General assessments	650,000	-	(650,000)
Leadership Consulting	50,000	-	(50,000)
Sub-total	700,000	-	(700,000)
Total Expenses	2,318,897	2,090,657	(228,240)

HUMAN RESOURCES OFFICE



Human Resources 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.

FY24 GOALS & OBJECTIVES

- Reduce hiring, onboarding, and sunk costs through programs designed to develop and improve employee job-related knowledge.
- Increase recruitment and hiring to meet Agency needs.
- Improve and expand employee understanding of the benefit programs.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	226,950	259,420	320,680	284,093	314,352	30,259
5010201610 ADMIN SALARIES-OT	1,060	1,294	1,618	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(1,696)	(1,975)	(2,442)	(2,238)	(2,654)	(416)
5029999999 TOTAL FRINGE BENEFITS	142,932	157,356	213,664	190,719	231,043	40,324
5030300001 BENEFIT MANAGEMENT EXPENSE	15,515	20,450	26,747	25,396	25,396	-
5030300003 MEDICAL-EXAMS AND TESTING	23,605	29,321	20,968	35,000	35,000	-
5030303250 CONSULTING	-	-	-	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES	6,318	55,589	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	-	1,412	618	3,868	3,868	-
5049900000 HR TRAINING	348	726	953	1,500	1,500	-
5049900001 OFFICE SUPPLIES	1,891	1,694	2,890	3,000	4,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,400	5,438	8,828	7,857	8,185	328
5090200000 TRAVEL MEETINGS/TRAINING	1,245	1,625	-	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE	167	2,785	5,819	7,000	8,000	1,000
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,546	1,173	886	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	23,232	30,904	39,994	31,981	82,365	50,384
5090800100 EMPLOYEE RECOGNITION	11,679	4,739	217	5,000	10,600	5,600
5090800125 TUITION REIMBURSEMENT	2,240	3,900	5,908	7,000	7,000	-
5099900004 CONSULTING-HR	3,090	-	-	-	-	-
Total Expenses	465,523	575,849	647,350	614,956	793,435	178,479

Human Resources Office

Division 32

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Chief of Human Relations	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resource Specialist	2.00	2.00	0.00
1	Human Resource Generalist	1.00	1.00	0.00
1	Deputy Chief of Human Relations	1.00	1.00	0.00
0	Human Resource Manager	0.00	0.00	0.00
6	Total FTE's	6.00	6.00	0.00

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

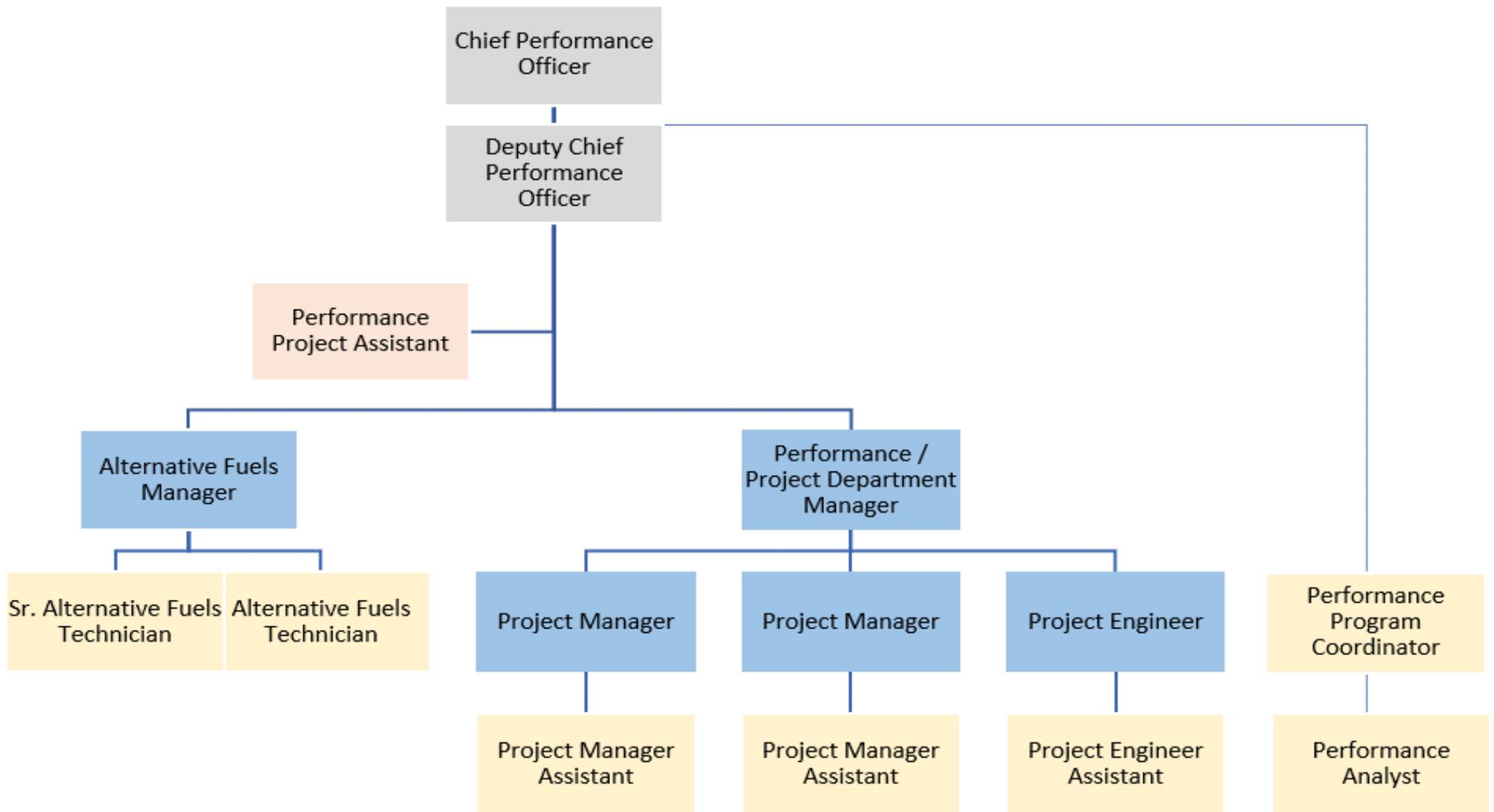
General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	284,093	314,352	30,259
510201610 ADMIN SALARIES-OT	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(2,238)	(2,654)	(416)
5029999999 TOTAL FRINGE BENEFITS	190,719	231,043	40,324
Sub-total	475,574	545,741	70,167
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	4,000	4,000	-
CALPERS Admin Fees	13,806	13,806	-
Sterling	1,950	1,950	-
OPTUM	5,640	5,640	-
Sub-total	25,396	25,396	-
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	20,000	20,000	-
VTT and licenses	15,000	15,000	-
Sub-total	35,000	35,000	-
5030303250 CONSULTING			
HR consulting services	-	50,000	50,000
Sub-total	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	5,000	5,000	-
Sub-total	5,000	5,000	-
5039900003 PRINTING EXPENSE			
Federal & State Regulation Posters	563	563	-
Employee Handbooks	1,325	1,325	-
Promotional materials	1,980	1,980	-
Sub-total	3,868	3,868	-
5049900000 HR TRAINING			
Employee orientation related expenses	1,500	1,500	-
Sub-total	1,500	1,500	-

HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies to organize EE Files	3,000	4,000	1,000
Sub-total	3,000	4,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
DCEAC Membership	40	42	2
Cal Chamber HR California	1,598	1,665	67
Review Snap	5,562	5,794	232
SHRM	657	684	27
Sub-total	7,857	8,185	328
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,280	5,280	-
Sub-total	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE			
Year End Breakfast	1,800	2,057	
Employee spring event	-	-	-
Health and Benefits fair	1,000	1,143	143
Holiday party	4,200	4,800	600
Sub-total	7,000	8,000	1,000
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	6,000	15,453	9,453
Executive Officer recruiting	5,000	12,877	7,877
NEOGOV	20,981	54,035	33,054
Sub-total	31,981	82,365	50,384
5090800100 EMPLOYEE RECOGNITION			
Employee of the Month	700	1,484	
Candygrams	1,800	3,816	
Years of service awards for employees	2,000	4,240	2,240
Employee Referral Program	500	1,060	560
Sub-total	5,000	10,600	5,600
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	2,000	2,000	-
Graduate level courses	5,000	5,000	-
Sub-total	7,000	7,000	-
Total Expenses	614,956	793,435	178,479

PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY24 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.
- Preserve the course 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.
- Invest in new zero-emission infrastructure improvement projects to produce low cost hydrogen fuel.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	113,019	118,940	82,283	230,993	172,751	(58,242)
5010201610 ADMIN SALARIES-OT	1,445	1,684	1,658	-	-	-
5010700000 ALLOCATED SALARIES	17,403	18,779	19,816	26,376	23,200	(3,176)
5029999999 TOTAL FRINGE BENEFITS	90,438	114,337	79,239	174,008	155,254	(18,754)
5030500010 CONTRACT SVC-GENERAL	18,429	29,086	33,933	32,000	35,000	3,000
5030500011 CONTRACT SVC-H2	3,375	3,231	1,183	7,500	22,500	15,000
5030500012 UNIFORMS	1,541	1,541	1,357	2,000	3,000	1,000
5030600900 ANSWERING SERVICES	359	359	364	420	420	-
5039900005 SHIPPING/FREIGHT	15	770	190	1,000	1,000	-
5039900007 INVENTORY-SALES TAX	178	2,675	3,720	2,000	3,000	1,000
5039900008 INVENTORY-FREIGHT CHARGES	54	828	2,305	1,000	4,500	3,500
5049900001 OFFICE SUPPLIES	164	132	117	300	500	200
5049900010 MAT/SUPPLIES--CNG TPALMS	1,005	685	1,859	3,000	5,040	2,040
5049900011 MAT/SUPPLIES--HYDROGEN	115	596	79	1,500	3,000	1,500
5049900012 MAT/SUPPLIES--CNG INDIO	1,276	682	209	1,500	2,500	1,000
5049900300 REPAIR PARTS-HYDROGEN	2,736	5,360	8,577	20,000	12,000	(8,000)
5049900400 REPAIR PARTS-CNG - TPALMS	8,517	19,364	35,561	16,000	30,000	14,000
5049900450 REPAIR PARTS-CNG - INDIO	10,011	10,751	11,106	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS	99,184	125,827	134,299	150,000	140,000	(10,000)
5050200002 ELECTRICITY-CNG INDIO	30,771	45,922	33,570	45,000	40,000	(5,000)
5050200003 ELECTRICITY-HYDROGEN	1,023,169	1,056,541	1,354,433	1,150,000	1,350,000	200,000
5050200004 UTILITIES WATER/SEWER	5,251	6,068	8,691	6,500	12,000	5,500
5050200020 NATURAL GAS - THOUSAND PALMS	1,048,314	1,653,368	3,318,827	2,100,000	2,100,000	-
5050200021 NATURAL GAS - INDIO	67,822	185,208	244,502	175,000	495,000	320,000
5050200022 NATURAL GAS - HYDROGEN	180	183	178	50,000	15,000	(35,000)
5070500000 FUEL TAXES	73,403	75,293	114,262	56,598	100,000	43,402
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEES	14,355	16,577	23,111	14,000	25,000	11,000
5099900004 PERMITS & LICENSES	327	651	651	600	1,200	600
5099909000 ALLOCATED INDIRECT EXPENSES	19,445	24,355	30,180	28,838	35,000	6,162
5100200000 SELF CONSUMED FUEL	(2,333,650)	(2,937,570)	(4,553,953)	(2,967,162)	(3,992,195)	(1,025,033)
Total Expenses	318,653	582,224	992,309	1,341,971	819,670	(522,301)

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Alternative Fuels Program Manager	1.00	1.00	0.00
0	Engineer	1.00	0.00	(1.00)
1	Sr. Alternative Fuels Technician	0.00	1.00	1.00
1	Alternative Fuels Technician	2.00	1.00	(1.00)
3	Total FTEs	4.00	3.00	(1.00)

Notes

- One (1) position reduced and utilized in the Performance Department.

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	230,993	172,751	(58,242)
5010700000 ALLOCATED SALARIES	26,376	23,200	(3,176)
5029999999 TOTAL FRINGE BENEFITS	174,008	155,254	(18,754)
Sub-total	431,377	351,205	(80,172)
5030500010 CONTRACT SVC-GENERAL			
Haz mat disposal	2,560	2,800	240
POS monitor & equipment repairs	21,760	23,800	2,040
PRD safety valve repairs and certs	7,680	8,400	720
Sub-total	32,000	35,000	3,000
5030500011 CONTRACT SVC-H2			
Reformer maintenance & monitoring	7,500	22,500	15,000
Sub-total	7,500	22,500	15,000
5030500012 UNIFORMS			
Uniform services	2,000	3,000	1,000
Sub-total	2,000	3,000	1,000
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	1,000	1,000	-
Sub-total	1,000	1,000	-
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,000	3,000	1,000
Sub-total	2,000	3,000	1,000
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,000	4,500	3,500
Sub-total	1,000	4,500	3,500
5049900001 OFFICE SUPPLIES			
Office supplies	300	500	200
Sub-total	300	500	200

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	600	1,008	408
Electrical hardware	600	1,008	408
Hardware	600	1,008	408
Industrial supplies	120	202	82
Oil for compressor	720	1,210	490
Pipes, tubing & fittings	360	605	245
Sub-total	3,000	5,040	2,040
5049900011 MAT/SUPPLIES--HYDROGEN			
Hardware	500	1,000	500
Hoses & nozzles	700	1,400	700
Stainless steel fittings	300	600	300
Sub-total	1,500	3,000	1,500
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	675	1,125	450
Hardware	413	688	275
Stainless steel fittings & valves	413	688	275
Sub-total	1,500	2,500	1,000
5049900300 REPAIR PARTS-HYDROGEN			
Parts for compressor	20,000	12,000	(8,000)
Sub-total	20,000	12,000	(8,000)
5049900400 REPAIR PARTS-CNG - TPALMS			
Parts for dispenser	4,629	8,680	4,051
Parts for hoses & nozzles	6,837	12,820	5,983
Valve repair parts	4,533	8,500	3,967
Sub-total	16,000	30,000	14,000
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	6,515	13,029	6,515
Parts for dispenser	867	1,733	867
Parts for hoses & nozzles	2,619	5,237	2,619
Sub-total	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	150,000	140,000	(10,000)
Sub-total	150,000	140,000	(10,000)

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	45,000	40,000	(5,000)
Sub-total	45,000	40,000	(5,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	1,150,000	1,350,000	200,000
Sub-total	1,150,000	1,350,000	200,000
5050200004 UTILITIES WATER/SEWER			
	6,500	12,000	5,500
Sub-total	6,500	12,000	5,500
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	2,100,000	2,100,000	-
Sub-total	2,100,000	2,100,000	-
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	175,000	495,000	320,000
Sub-total	175,000	495,000	320,000
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	50,000	15,000	(35,000)
Sub-total	50,000	15,000	(35,000)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	56,598	100,000	43,402
Sub-total	56,598	100,000	43,402
5090200000 TRAVEL MEETINGS/TRAINING			
Ariel Compressor	1,500	2,500	1,000
APTA, ACT, CalCTA	1,500	2,500	1,000
Sub-total	3,000	5,000	2,000
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	14,000	25,000	11,000
Sub-total	14,000	25,000	11,000
5099900004 PERMITS & LICENSES			
Fees paid to the county	600	1,200	600
Sub-total	600	1,200	600
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	28,838	35,000	6,162
Sub-total	28,838	35,000	6,162
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(2,967,162)	(3,992,195)	(1,025,033)
Sub-total	(2,967,162)	(3,992,195)	(1,025,033)
Total Expenses	1,341,971	819,670	(522,301)

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.

FY24 GOALS & OBJECTIVES

- Continue supporting the key capital projects and assist in obtaining grant opportunities.
- Continue to deliver innovative capital projects while managing quality, schedules and cost controls.
- Invest in a dedicated team structured to focus on the zero-emissions technology vehicles and infrastructure.
- Improve the utilization of metrics throughout the Agency with the focus on creating an online metrics dashboard.
- Enrich staff development through education and delegation of responsibilities.

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	454,689	502,528	522,276	456,020	557,463	101,443
5010201610 ADMIN SALARIES-OT	-	-	281	-	500	500
5010700000 ALLOCATED SALARIES	(3,394)	(3,807)	(3,959)	(4,344)	(4,250)	94
5010700001 GRANT ALLOCATION	-	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	310,900	348,485	291,297	359,104	392,918	33,814
5030303250 CONSULTING	-	-	-	-	100,000	100,000
5039900012 VAN POOL EXPENSES	197,976	242,301	-	-	-	-
5039900013 CENTER OF EXCELLENCE	-	-	1,347	200,000	200,000	-
5039900015 CLEAN CITIES COALITION	-	384	2,115	32,500	50,000	17,500
5039900016 CENTER OF EXCELLENCE - CEC	-	-	7,904	250,000	200,000	(50,000)
5049900000 PRINTING ADMINISTRATION	83	454	447	750	750	-
5049900001 OFFICE SUPPLIES-GENERAL	615	1,173	409	700	900	200
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,016	1,587	2,419	3,000	4,000	1,000
5090200000 TRAVEL-MEETINGS/TRAINING	666	9,436	5,391	15,000	15,000	-
5090200001 TRAINING/ WORKSHOP	1,257	999	-	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	7,976	13,623	14,944	30,000	20,000	(10,000)
5090201000 EMPLOYEE EXPENSES	-	482	-	700	700	-
5099900004 CONSULTING-GENERAL	276,476	374,055	283,664	399,994	-	(399,994)
Total Expenses	1,249,260	1,491,700	1,128,537	1,750,624	1,545,181	(205,443)

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Authorized FTEs	FY24 Requested FTEs	Variance
1	Chief Performance Officer	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Project Engineer	1.00	1.00	0.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	2.00	1.00
2	Performance/Project Department Manager	0.00	1.00	1.00
1	Project Manager Assistant	4.00	2.00	(2.00)
2	Performance Analyst	0.00	1.00	1.00
1	Project Engineer Assistant	1.00	1.00	0.00
1	Performance Program Coordinator	1.00	1.00	0.00
12	Total FTEs	11.00	12.00	1.00

Notes

- One (1) new position FTE added from a transfer from SunFuel Department.

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

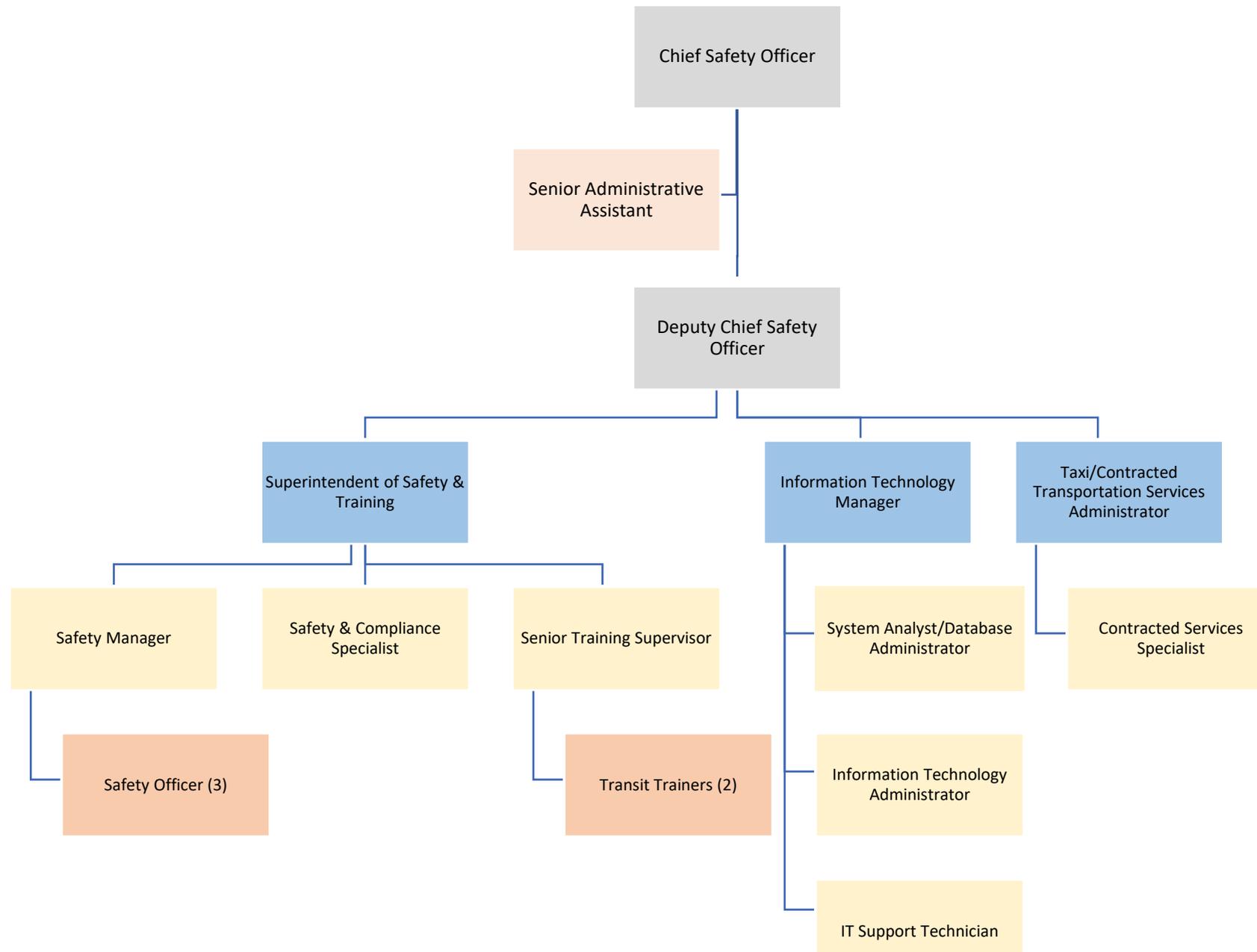
General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	456,020	557,463	101,443
5010201610 ADMIN SALARIES-OT	-	500	500
5010700000 ALLOCATED SALARIES	(4,344)	(4,250)	94
5010700001 GRANT ALLOCATION	-	-	-
5029999999 TOTAL FRINGE BENEFITS	359,104	392,918	33,814
Sub-total	810,780	946,631	135,851
5030303250 CONSULTING			
Project consulting services	-	100,000	100,000
Sub-total	-	100,000	100,000
5039900013 CENTER OF EXCELLENCE			
Training expenses related to the Center of Excellence	200,000	200,000	-
Sub-total	200,000	200,000	-
5039900015 CLEAN CITIES COALITION			
Expenses related to supporting the Clean Cities Coalition and fulfilling SunLine's responsibility as the Clean Cities Coordinator	32,500	50,000	17,500
Sub-total	32,500	50,000	17,500
5039900016 CENTER OF EXCELLENCE - CEC			
Training expenses related to the Center of Excellence	250,000	200,000	(50,000)
Sub-total	250,000	200,000	(50,000)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	750	750	-
Sub-total	750	750	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	700	900	200
Sub-total	700	900	200
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting services (Dropbox), Construction Management Association of America membership	3,000	4,000	1,000
Sub-total	3,000	4,000	1,000

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
509020000 TRAVEL-MEETINGS/TRAINING			
Cal Act seminar	4,500	4,500	-
CTA seminars	4,500	4,500	-
FTA sponsored technology events	3,750	3,750	-
Public Project Training	2,250	2,250	-
Sub-total	15,000	15,000	-
509020001 TRAINING/ WORKSHOP			
Workshop/seminars for Performance staff development	7,200	7,200	-
Sub-total	7,200	7,200	-
509020004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University (Agency wide staff development courses)	30,000	20,000	(10,000)
Sub-total	30,000	20,000	(10,000)
5090201000 EMPLOYEE EXPENSES			
Mileage reimbursement and misc. expenses	700	700	-
Sub-total	700	700	-
5099900004 CONSULTING-GENERAL			
Department consultants to aid with project management	399,994	-	(399,994)
Sub-total	399,994	-	(399,994)
Total Expenses	1,750,624	1,545,181	(205,443)

SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

The Safety department is responsible for designing, delivering and administering programs and services designed to meet the Agency's legal requirements for safety conscious operators and staff. The Safety department is also responsible for providing a safe work environment that is free of safety environmental hazards. It is the responsibility of the Safety department to implement the Agency's Safety and Security programs, Operator safety training programs, and evaluating Operator safety performance. In addition, the Safety department is responsible for updating the Public Transportation Safety Program to be in compliance with the new Bipartisan Infrastructure Law requirements.

FY24 GOALS & OBJECTIVES

- Utilize operating, technical, and management principals with a goal of reducing the threats and vulnerabilities of a transit system to the lowest practical level.
- Conduct an infrastructure survey for the Operations Building by the U.S. Department of Homeland Security.
- To provide the highest level of safety that is practical and keep risks as low as reasonably practical.
- Identify and mitigate new hazards that are introduced with the use of new technology.
- Create an effective and efficient standardized training program that is in compliance with the entry-level driver training (ELDT).

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	519,663	515,324	647,094	694,987	711,120	16,133
5010201610 ADMIN SALARIES-OT	848	920	3,749	6,000	6,000	-
5010700000 ALLOCATED SALARIES	-	40,324	-	-	(49,965)	(49,965)
5029999999 TOTAL FRINGE BENEFITS	370,276	396,228	478,182	543,626	568,027	24,401
5030300001 ID BADGE SUPPLIES	-	1,832	4,983	3,000	6,000	3,000
5030300003 MEDICAL-EXAMS AND TESTING	154,119	28,007	31,995	32,000	32,000	-
5030300010 CONTRACTED SERVICES	-	-	-	-	10,000	10,000
5030300013 UNIFORMS	2,651	3,134	42	3,160	3,160	-
5030300050 EMPLOYEE INCENTIVE SERVICES	3,182	2,208	1,975	15,000	15,000	-
5030700000 SECURITY SERVICES	130,536	145,753	230,310	200,000	295,000	95,000
5030700005 CAMERA MAINTENANCE AGREEMENT	4,670	8,598	-	15,000	22,000	7,000
5039900012 VANPOOL EXPENSES	-	-	225,220	251,000	55,000	(196,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	190,047	379,366	649,855	774,000	850,000	76,000
5049900001 OFFICE SUPPLIES	1,600	2,178	3,144	3,000	3,000	-
5049900009 MATERIALS & SUPPLIES	11,567	15,308	13,464	20,000	20,000	-
5049900010 TRAINING SUPPLIES	-	-	231	10,000	10,000	-
5049901000 EMERGENCY PREPARDNESS SUPPLIES	107,274	79,183	23,779	100,000	50,000	(50,000)
5060300100 REPAIR CLAIMS	74,253	98,599	199,028	200,000	85,000	(115,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	395	794	593	2,000	5,300	3,300
5090200000 TRAVEL MEETINGS/TRAINING	9,153	8,988	10,750	15,000	20,000	5,000
5090201000 EMPLOYEE EXPENSES	-	-	249	100	100	-
5090800000 RECRUITING EMPLOYEES	2,768	5,753	3,975	7,000	10,000	3,000
5099900002 MISCELLANEOUS EXPENSE	-	-	63	500	500	-
5099900004 CONSULTING-GENERAL	14,634	-	115	5,000	-	(5,000)
Total Expenses	1,597,636	1,732,495	2,528,794	2,900,373	2,727,242	(173,131)

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	1.00	1.00	0.00
3	Safety Officer	3.00	3.00	0.00
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Taxi/Contracted Transportation Services Administrator	1.00	1.00	0.00
1	Contracted Services Specialist	0.75	0.75	0.00
1	Safety Manager	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
1	Safety and Compliance Specialist	1.00	1.00	0.00
2	Transit Trainer	2.00	2.00	0.00
1	Superintendent of Safety and Training	1.00	1.00	0.00
14	Total FTEs	13.75	13.75	0.00

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	694,987	711,120	16,133
5010201610 ADMIN SALARIES-OT	6,000	6,000	-
5010700000 ALLOCATED SALARIES	-	(49,965)	(49,965)
5029999999 TOTAL FRINGE BENEFITS	543,626	568,027	24,401
Sub-total	1,244,613	1,235,182	(9,431)
5030300001 ID BADGE SUPPLIES			
Access Cards	3,000	6,000	3,000
Sub-total	3,000	6,000	3,000
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	32,000	32,000	-
Sub-total	32,000	32,000	-
5030300010 CONTRACTED SERVICES			
Safety consulting services	-	10,000	10,000
Sub-total	-	10,000	10,000
5030300013 UNIFORMS			
Uniform rental	3,160	3,160	-
Sub-total	3,160	3,160	-
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	7,500	7,500	-
Safety Incentive program	7,500	7,500	-
Sub-total	15,000	15,000	-
5030700000 SECURITY SERVICES			
Remote security system monitoring	30,000	44,250	14,250
Guard services at Divisions 1 & 2	170,000	250,750	80,750
Sub-total	200,000	295,000	95,000
5030700005 CAMERA MAINTENANCE AGREEMENT			
Camera maintenance	15,000	22,000	7,000
Sub-total	15,000	22,000	7,000
5039900012 VANPOOL EXPENSES			
Vanpool expenses	251,000	55,000	(196,000)
Sub-total	251,000	55,000	(196,000)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5039900014 SUNRIDE RIDE SHARE EXPENSES			
Microtransit expenses	774,000	850,000	76,000
Sub-total	774,000	850,000	76,000
5049900001 OFFICE SUPPLIES			
Office supplies	3,000	3,000	-
Sub-total	3,000	3,000	-
5049900009 MATERIALS & SUPPLIES			
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	1,000	1,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	5,000	5,000	-
Sub-total	20,000	20,000	-
5049900010 TRAINING SUPPLIES			
DMV/FMCSA/FTA Training Materials	10,000	10,000	-
Sub-total	10,000	10,000	-
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency equipment	100,000	50,000	(50,000)
Sub-total	100,000	50,000	(50,000)
5060300100 REPAIR CLAIMS			
Repair claims	200,000	85,000	(115,000)
Sub-total	200,000	85,000	(115,000)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	1,000	2,650	1,650
National Safety Council	1,000	2,650	1,650
Sub-total	2,000	5,300	3,300
5090200000 TRAVEL MEETINGS/TRAINING			
TSI Training	7,500	10,000	2,500
Smith System Training	7,500	10,000	2,500
Sub-total	15,000	20,000	5,000

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursements	100	100	-
Sub-total	100	100	-
5090800000 RECRUITING EMPLOYEES			
Background check for all new hires	7,000	10,000	3,000
Sub-total	7,000	10,000	3,000
5099900002 MISCELLANEOUS EXPENSE			
Replacement of Agency keys	500	500	-
Sub-total	500	500	-
5099900004 CONSULTING-GENERAL			
Consulting services	5,000	-	(5,000)
Sub-total	5,000	-	(5,000)
Total Expenses	2,900,373	2,727,242	(173,131)

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

The Information Technology (IT) department 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. Additionally, IT 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.

FY24 GOALS & OBJECTIVES

- Provide support to departments to meet Agency goals.
- Create and implement an enhanced cyber security program and processes.
- Implement a business continuity process by refining the Disaster Recovery Plan and scheduling and tracking offline system backups.
- Implement network operations center to alert when there are system outages.
- Develop a strategy to migrate applications to the cloud.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	59,257	123,587	110,785	195,587	244,611	49,024
5010201610 ADMIN SALARIES-OT	1,180	161	340	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(562)	(938)	(842)	(1,709)	(2,200)	(491)
5029999999 TOTAL FRINGE BENEFITS	40,637	78,030	79,438	117,838	182,422	64,584
5030200006 COMMUNICATIONS	221,574	245,264	248,055	277,879	230,400	(47,479)
5030300009 CONTRACTED SERVICES	38,441	16,410	23,616	50,000	100,000	50,000
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	522,461	666,149	715,393	750,000	861,455	111,455
5030400000 TEMPORARY HELP SERVICES	66,771	-	-	10,000	25,000	15,000
5030500000 OFFICE EQUIPMENT MAINTENANCE	25,348	30,576	38,335	44,659	25,083	(19,576)
5049900001 OFFICE SUPPLIES	4,977	5,515	6,315	10,000	7,800	(2,200)
5049900010 COMPUTER SUPPLIES	17,337	5,471	24,000	19,848	25,000	5,152
5090200000 TRAVEL MEETINGS/TRAINING	545	692	43	5,000	10,000	5,000
5090200005 HAUL PASS PROGRAM EXPENSES	-	-	-	-	-	-
Total Expenses	997,964	1,170,918	1,245,479	1,481,102	1,711,571	230,469

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Information Technology Manager	1.00	1.00	0.00
1	IT Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
4	Total FTEs	4.00	4.00	0.00

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

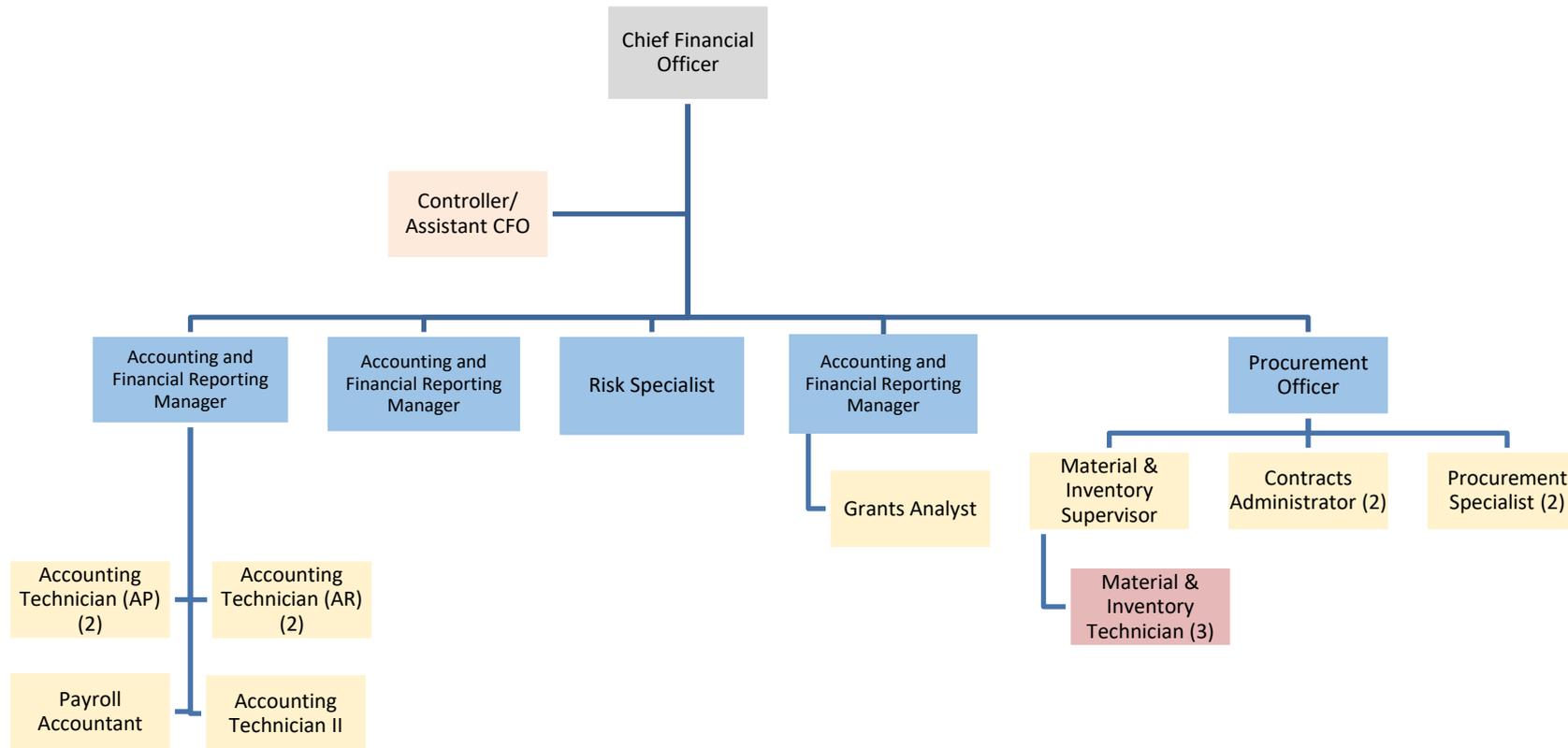
General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	195,587	244,611	49,024
510201610 ADMIN SALARIES-OT	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(1,709)	(2,200)	(491)
5029999999 TOTAL FRINGE BENEFITS	117,838	182,422	64,584
Sub Total	313,716	426,833	113,117
5030200006 COMMUNICATIONS			
Cellular services	147,879	122,612	(25,267)
Internet & cable	66,000	54,723	(11,277)
Phone services	64,000	53,065	(10,935)
Sub-total	277,879	230,400	(47,479)
5030300009 CONTRACTED SERVICES			
Third-party IT support services	50,000	100,000	50,000
Sub-total	50,000	100,000	50,000
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
Adobe Acrobat	3,000	3,446	446
AVAIL	150,000	172,291	22,291
Barracuda Email Filter	3,600	4,135	535
Barracuda Web Filter	2,644	3,036	393
Cisco Device Support	13,200	15,162	1,962
Cloud Backup	24,000	27,567	3,567
CradlePoint Router Support Buses	31,800	36,526	4,726
Cummins	3,840	4,411	571
DocuSign	1,080	1,240	160
Fleet-Net	6,416	7,370	954
HP 3PAR Warranty	12,000	13,783	1,783
KnowB4	3,360	3,859	499
Lansweeper	1,920	2,205	285
Microsoft EA	105,600	121,293	15,693
Mitel Licenses	3,600	4,135	535
New software	44,400	50,998	6,598
Remix	33,000	37,904	4,904
ShoreTel system support	15,120	17,367	2,247
Software - Additional	23,400	26,877	3,477
SourceFire	5,520	6,340	820
Syslog Watcher	480	551	71

SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
Trackit Software	8,400	9,648	1,248
Trapeze	144,000	165,399	21,399
Tyler	66,000	75,808	9,808
Tyler DR	12,000	13,783	1,783
Veeam	19,200	22,053	2,853
Web filtering buses	10,800	12,405	1,605
ZOOM	1,620	1,861	241
Sub-total	750,000	861,455	111,455
503040000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	25,000	15,000
Sub-total	10,000	25,000	15,000
503050000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	44,659	25,083	(19,576)
Sub-total	44,659	25,083	(19,576)
5049900001 OFFICE SUPPLIES			
Copy paper	8,200	6,396	(1,804)
General office supplies	1,800	1,404	(396)
Sub-total	10,000	7,800	(2,200)
5049900010 COMPUTER SUPPLIES			
Computer supplies	19,848	25,000	5,152
Sub-total	19,848	25,000	5,152
509020000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	5,000	10,000	5,000
Sub-total	5,000	10,000	5,000
Total Expenses	1,481,102	1,711,571	230,469

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

The Finance department 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 department is also responsible for the development of all financial statements, coordination of financial audits and development of documents and specialized reports for SunFuels.

FY24 Goals and Objectives

- Support the Agency's goals and objectives by researching and applying for competitive grants.
- Complete the process of contracting out payroll processing.
- Successfully implement and transition inventory processes to new EAM software.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	937,635	807,945	713,863	981,388	1,054,280	72,892
5010201610 ADMIN SALARIES-OT	2,308	2,275	7,334	4,365	6,500	2,135
5010700000 ALLOCATED SALARIES	(7,009)	(6,184)	(5,464)	(9,937)	(8,500)	1,437
5029999999 TOTAL FRINGE BENEFITS	634,384	559,599	509,507	668,190	765,848	97,658
5030200000 PUBLIC NOTICES	5,313	2,438	2,785	6,000	4,000	(2,000)
5030300009 CONTRACTED SERVICES	1,358	6,636	7,544	10,000	95,000	85,000
5030300010 ORGANIZATIONAL SERVICES	3,237	-	-	-	-	-
5030300015 AUDIT SERVICES	67,708	41,693	58,200	65,000	63,000	(2,000)
5030303240 MANAGEMENT CONSULTING	-	-	54,000	50,000	-	(50,000)
5030303250 CONSULTING	-	-	-	-	77,085	77,085
5030400000 TEMPORARY HELP SERVICES	189,344	532,271	424,174	10,000	10,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	74,013	65,425	68,353	75,000	69,000	(6,000)
5049900001 OFFICE SUPPLIES	9,461	11,128	7,783	12,000	12,000	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	274,430	392,924	267,773	496,212	305,673	(190,539)
5060100100 INSURANCE PREMIUM - PROPERTY	35,536	79,706	133,232	79,394	125,000	45,606
5060300000 INSURANCE - GENERAL LIABILITY	588,722	791,013	1,342,772	913,033	1,500,000	586,967
5060400000 INSURANCE LOSSES	2,315,889	1,456,692	1,027,799	1,250,000	1,000,000	(250,000)
5060401000 INSURANCE PREMIUM - WC	351,599	388,405	418,694	400,000	440,000	40,000
5060800000 INSURANCE-ADMIN	165,650	187,906	198,665	223,295	215,000	(8,295)
5079900000 PROPERTY & OTHER TAXES	131	116	130	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	460	-	5,000	1,500	(3,500)
5090200000 TRAVEL MEETINGS/TRAINING	5,273	2,400	2,792	15,000	13,000	(2,000)
5090200002 MILEAGE REIMBURSEMENT	-	-	-	500	500	-
5090201000 EMPLOYEE EXPENSES	1,245	1,092	1,030	5,000	3,000	(2,000)
5090801000 BANK SERVICE FEES	49,740	11,017	502	20,000	16,000	(4,000)
5090801040 PASS OUTLET COMMISSION	2,492	4,868	5,729	10,000	8,000	(2,000)
5090801050 MOBILE TICKETING COMMISSION	1,857	14,728	16,764	17,000	19,000	2,000
5090801060 BAD DEBT EXPENSE	6,510	1,643	37	5,000	500	(4,500)
5110101050 INTEREST EXPENSE	911	456	21,313	1,500	25,000	23,500
Total Expenses	5,717,738	5,356,651	5,285,309	5,313,340	5,820,786	507,446

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
0	Accounting Clerk	1.00	0.00	(1.00)
3	Accounting and Financial Reporting Manager	3.00	3.00	0.00
1	Controller/Asst. Chief Financial Officer	1.00	1.00	0.00
4	Accounting Technician	4.00	4.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
0	Coin Counter	1.00	0.00	(1.00)
0	Inventory Parts & Coin Technician	1.00	0.00	(1.00)
2	Contracts Administrator	2.00	2.00	0.00
0	Contracts Assistant	1.00	0.00	(1.00)
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
3	Materials & Inventory Technician	1.00	3.00	2.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Officer	1.00	1.00	0.00
2	Procurement Specialist	1.00	2.00	1.00
1	Risk Specialist	1.00	1.00	0.00
22	Total FTEs	23.00	22.00	(1.00)

Notes:

Accounting and Financial Planning Manager positions retitled to Accounting and Financial Reporting Manager. and Financial Planning Manager position.

- Accounting Clerk position removed.
- Contracts Assistant FTE utilized for an additional Procurement specialist .

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	981,388	1,054,280	72,892
5010201610 ADMIN SALARIES-OT	4,365	6,500	2,135
5010700000 ALLOCATED SALARIES	(9,937)	(8,500)	1,437
5029999999 TOTAL FRINGE BENEFITS	668,190	765,848	97,658
Sub-total	1,644,006	1,818,128	174,122
5030200000 PUBLIC NOTICES			
Advertisements for procurement solicitations	6,000	4,000	(2,000)
Sub-total	6,000	4,000	(2,000)
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	10,000	95,000	85,000
Sub-total	10,000	95,000	85,000
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	65,000	63,000	(2,000)
Sub-total	65,000	63,000	(2,000)
5030303240 MANAGEMENT CONSULTING			
Financial consultant expenses	50,000	-	(50,000)
Sub-total	50,000	-	(50,000)
5030303250 CONSULTING			
Financial consultant expenses	-	77,085	77,085
Sub-total	-	77,085	77,085
5030400000 TEMPORARY HELP SERVICES			
Financial Statement & Single Audit	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	75,000	69,000	(6,000)
Sub-total	75,000	69,000	(6,000)
5049900001 OFFICE SUPPLIES			
Office supplies	12,000	12,000	-
Sub-total	12,000	12,000	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	496,212	305,673	(190,539)
Sub-total	496,212	305,673	(190,539)
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	79,394	125,000	45,606
Sub-total	79,394	125,000	45,606

FINANCE OFFICE DETAIL

Division 41

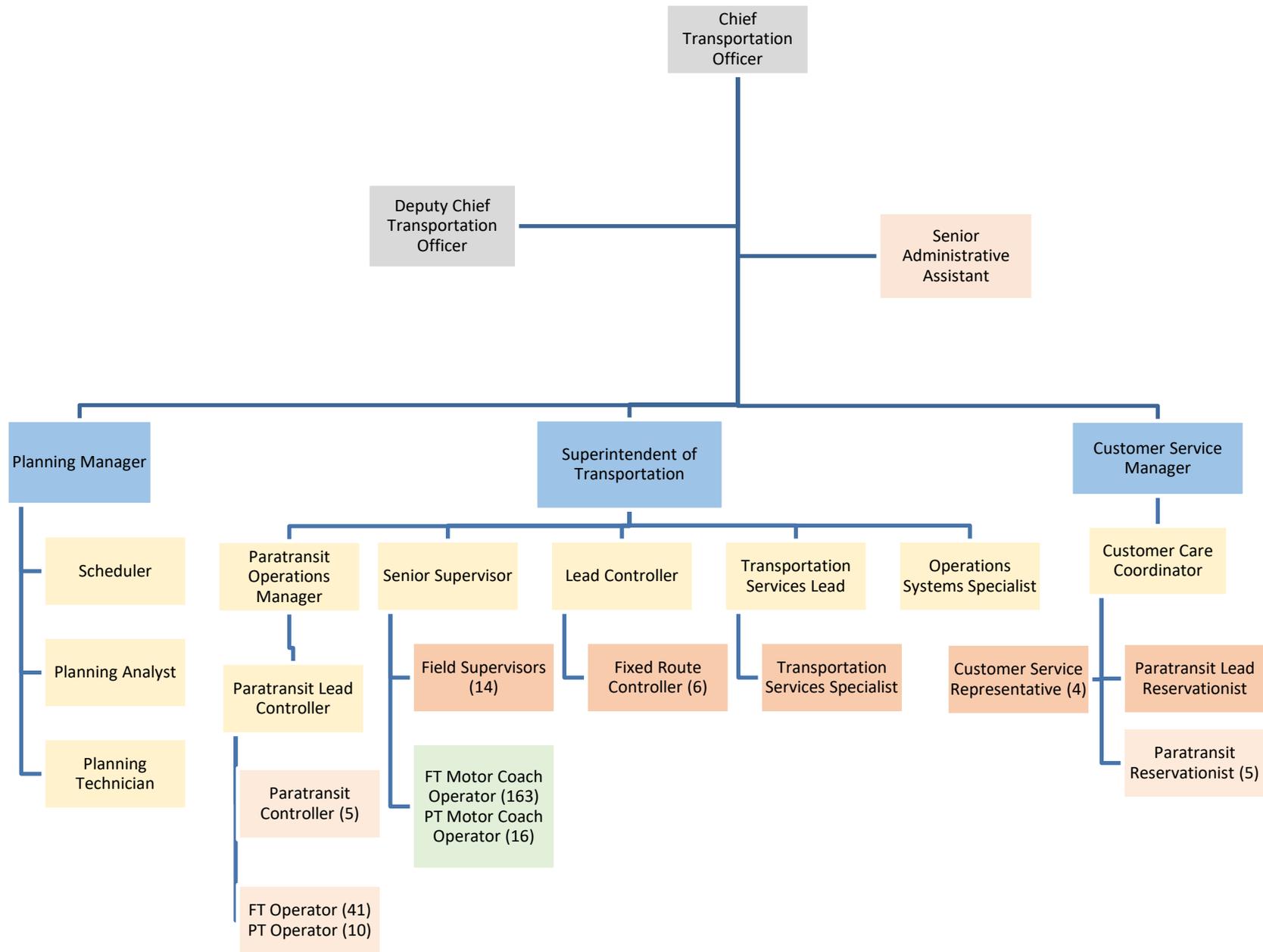
General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	913,033	1,500,000	586,967
Sub-total	913,033	1,500,000	586,967
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	1,250,000	1,000,000	(250,000)
Sub-total	1,250,000	1,000,000	(250,000)
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	400,000	440,000	40,000
Sub-total	400,000	440,000	40,000
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	223,295	215,000	(8,295)
Sub-total	223,295	215,000	(8,295)
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	400	400	-
Sub-total	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	5,000	1,500	(3,500)
Sub-total	5,000	1,500	(3,500)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	9,825	8,515	(1,310)
Government Finance Officers Association Conference	5,175	4,485	(690)
Sub-total	15,000	13,000	(2,000)
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for all agency employees	500	500	-
Sub-total	500	500	-
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms and other employee expenses	5,000	3,000	(2,000)
Sub-total	5,000	3,000	(2,000)
5090801000 BANK SERVICE FEES			
Armored truck service	4,250	4,188	(63)
Merchant and bank Fees	15,750	11,813	(3,938)
Sub-total	20,000	16,000	(4,000)

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	10,000	8,000	(2,000)
Sub-total	10,000	8,000	(2,000)
5090801050 MOBILE TICKETING COMMISSION			
Mobile ticketing surcharge	17,000	19,000	2,000
Sub-total	17,000	19,000	2,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	5,000	500	(4,500)
Sub-total	5,000	500	(4,500)
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	1,500	25,000	23,500
Sub-total	1,500	25,000	23,500
Total Expenses	5,313,340	5,820,786	507,446

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.

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 a local SunBus route.

FY24 GOALS & OBJECTIVES

- Increase the number of operators by continuing to focus on hiring initiatives .
- Expand cross training program for staff to mirror another team member to learn department processes and eliminate departmental silos.
- Increase utilization and update of enterprise systems agency-wide to designed single point connectivity capabilities in order to enhance productivity and efficiency.

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,110,172	1,111,176	1,143,531	1,276,146	1,300,505	24,359
5010201610 ADMIN SALARIES-OT	39,181	35,118	45,324	50,000	52,500	2,500
5029999999 TOTAL FRINGE BENEFITS	808,062	775,634	861,148	903,776	996,326	92,550
5030300013 UNIFORMS	36,719	43,792	25,160	76,344	67,368	(8,976)
5030400000 TEMPORARY HELP SERVICES	7,895	20,277	-	-	-	-
5039900003 PRINTING EXPENSE	3,595	1,962	2,673	2,500	2,500	-
5049900001 OFFICE SUPPLIES	1,277	1,212	1,200	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	600	1,144	590	1,251	1,250	(1)
5090200000 TRAVEL MEETINGS/TRAINING	7,910	9,604	2,531	8,000	8,000	-
5090201000 EMPLOYEE EXPENSE	777	-	1,230	1,500	1,500	-
5099900004 BUS RODEO EXPENDITURES	67	-	-	-	-	-
5140001000 VEHICLE OPERATING LEASES	-	96,975	-	-	-	-
Total Expenses	2,016,256	2,096,893	2,083,387	2,320,777	2,431,209	110,432

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	6,174,812	5,954,646	5,408,269	6,190,232	6,075,035	(115,197)
5010101020 OPERATOR WAGES OVERTIME - FT	362,333	653,411	881,593	700,000	775,000	75,000
5029999999 TOTAL FRINGE BENEFITS	3,671,151	3,484,181	3,372,565	3,730,067	3,758,161	28,094
Total Expenses	10,208,296	10,092,237	9,662,427	10,620,299	10,608,196	(12,103)

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

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	333,368	357,550	380,256	367,200	362,511	(4,689)
5010201610 ADMIN SALARIES-OT	2,508	13,851	17,565	21,000	19,000	(2,000)
5029999999 TOTAL FRINGE BENEFITS	250,823	275,855	295,523	271,254	314,155	42,901
5030300013 PARATRANSIT UNIFORMS	5,055	5,087	6,539	20,000	28,032	8,032
5049900001 OFFICE SUPPLIES	736	922	2,868	-	1,200	1,200
5049900011 PARATRANSIT SUPPLIES	520	628	-	-	-	-
Total Expenses	593,011	653,893	702,751	679,454	724,898	45,444

TRANSPORTATION OFFICE

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

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5010101010 PARATRANSIT OPERATOR WAGES	1,537,455	1,317,262	1,271,994	1,575,730	1,555,611	(20,119)
5010101020 PARATRANSIT OPER WAGES OT	107,380	225,740.61	306,067	220,000	250,000	30,000
5029999999 TOTAL FRINGE BENEFITS	908,000	752,512	721,766	808,284	964,009	155,725
Total Expenses	2,552,835	2,295,515	2,299,826	2,604,014	2,769,620	165,606

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Approved Budget	FY24 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Transportation Officer	1.00	1.00	0.00
1	Deputy Chief Transportation Officer	1.00	1.00	0.00
14	Field Supervisor	14.00	14.00	0.00
6	Fixed Route Controller	6.00	6.00	0.00
1	Transportation Services Specialist	1.00	1.00	0.00
1	Lead Controller	1.00	1.00	0.00
163	Motor Coach Operator - Full Time	163.00	163.00	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	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
1	Transportation Services Lead	1.00	1.00	0.00
208	Sub-Total	204.00	204.00	0.00
	Paratransit			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
10	Paratransit Operators - Part Time (.75)	7.50	7.50	0.00
58	Sub-Total	55.50	55.50	0.00
266	Total FTEs	259.50	259.50	0.00

TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,276,146	1,300,505	24,359
5010201610 ADMIN SALARIES-OT	50,000	52,500	2,500
5029999999 TOTAL FRINGE BENEFITS	903,776	996,326	92,550
Sub-total	2,229,922	2,349,331	119,409
5030300013 UNIFORMS			
Employee uniforms	56,674	50,010	(6,663)
Uniform rental	19,670	17,358	(2,313)
Sub-total	76,344	67,368	(8,976)
5039900003 PRINTING EXPENSE			
Printing expense	2,500	2,500	-
Sub-total	2,500	2,500	-
5049900001 OFFICE SUPPLIES			
Office supplies	1,260	1,260	-
Sub-total	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	1,251	1,250	(1)
Sub-total	1,251	1,250	(1)
5090200000 TRAVEL MEETINGS/TRAINING			
CTA	1,000	1,000	-
NTI Training	1,300	1,300	-
Para and Transit Certification	4,600	4,600	-
Trapeze Group user conference	1,100	1,100	-
Sub-total	8,000	8,000	-
5090201000 EMPLOYEE EXPENSE			
Trophies for employee recognition	1,500	1,500	-
Sub-total	1,500	1,500	-
Total Expenses	2,320,777	2,431,209	110,432

TRANSPORTATION OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	367,200	362,511	(4,689)
5010201610 ADMIN SALARIES-OT	21,000	19,000	(2,000)
5029999999 TOTAL FRINGE BENEFITS...	271,254	314,155	42,901
Sub-total	659,454	695,666	36,212
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	20,000	28,032	8,032
Sub-total	20,000	28,032	8,032
5049900001 OFFICE SUPPLIES			
General office supplies	-	1,200	1,200
Sub-total	-	1,200	1,200
Total Expenses	679,454	724,898	45,444

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

The Community and Customer relations 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 and take, record and answer customers suggestions, requests, and complaints. Additionally, the department is also responsible for directing calls to appropriate departments within the Agency and follow up to confirm resolution.

FY24 GOALS & OBJECTIVES

- Continue cross training program for staff to mirror another team member to learn department processes and eliminate departmental silos.
- Create and train staff on a COM work flow process within the department level staff to increase utilization, productivity and efficiency.
- Collaborate with the marketing team to enhance communication with 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	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	331,361	355,255	394,912	405,244	406,547	1,303
5010201610 ADMIN SALARIES-OT	3,640	4,252	5,965	11,000	8,500	(2,500)
5029999999 TOTAL FRINGE BENEFITS	233,456	240,934	274,670	312,772	315,091	2,319
5030303240 CONTRACTED SERVICES	-	2,453	-	2,500	2,500	-
5030400000 TEMPORARY HELP SERVICES	-	5,257	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	7,427	20,970	25,212	40,000	30,000	(10,000)
5049900001 OFFICE SUPPLIES	2,720	3,952	583	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE	14,498	24,395	21,693	25,000	25,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	438	821	941	900	900	-
Total Expenses	593,542	658,290	723,977	807,716	798,838	(8,878)

Notes:

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs for FY21 through FY23 are included in the marketing department.

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Approved Budget	FY24 Proposed Base FTE's	Variance
1	Customer Service Manager	1.00	1.00	0.00
1	Customer Care Coordinator	1.00	1.00	0.00
4	Customer Service Representative	4.00	4.00	0.00
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
12	Total FTEs	12.00	12.00	0.00

TRANSPORTATION OFFICE - CUTOMER SERVICE

Division 45

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	405,244	406,547	1,303
5010201610 ADMIN SALARIES-OT	11,000	8,500	(2,500)
5029999999 TOTAL FRINGE BENEFITS	312,772	315,091	2,319
Sub-total	729,016	730,138	1,122
5030303240 CONTRACTED SERVICES			
Customer live chat for website	2,500	2,500	-
Sub-total	2,500	2,500	-
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	5,000	5,000	-
Sub-total	5,000	5,000	-
5039900003 PRINTING EXPENSE			
GFI	40,000	30,000	(10,000)
Sub-total	40,000	30,000	(10,000)
5049900001 OFFICE SUPPLIES			
Office Supplies	4,000	4,000	-
Sub-total	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	25,000	25,000	-
Sub-total	25,000	25,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	1,300	1,300	-
Sub-total	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	900	900	-
Sub-total	900	900	-
Total Expenses	807,716	798,838	(8,878)

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.

FY24 GOALS & OBJECTIVES

- Enhance collaboration with the cities, SCAG and CVAG on projects to push the importance of transit to the community.
- Explore an eco-friendly approach to operator bids to reduce paper usage and create a streamlined process.
- Monitor and analyze service to implement improvements in order to increase ridership and encourage choice riders.

EXPENSE BUDGET SUMMARY - PLANNING (49)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	180,946	162,874	184,364	175,455	203,556	28,101
5010201610 ADMIN SALARIES-OT	1,664	1,950	2,639	3,084	3,250	166
5029999999 TOTAL FRINGE BENEFITS	113,832	93,528	103,168	113,027	118,460	5,433
5030200010 CONSULTING	230,531	242,666	154,744	291,000	-	(291,000)
5030303250 CONSULTING	-	-	-	-	205,487	205,487
5030400000 TEMPORARY HELP SERVICES	19,270	11,383	4,865	25,000	5,000	(20,000)
5049900001 OFFICE SUPPLIES	751	1,176	154	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	-	10,000	13,440	3,440
5090200001 TRAVEL TRAINING	3,813	9,280	6,275	-	-	-
Total Expenses	550,807	522,857	456,209	618,766	550,393	(68,373)

PERSONNEL SUMMARY

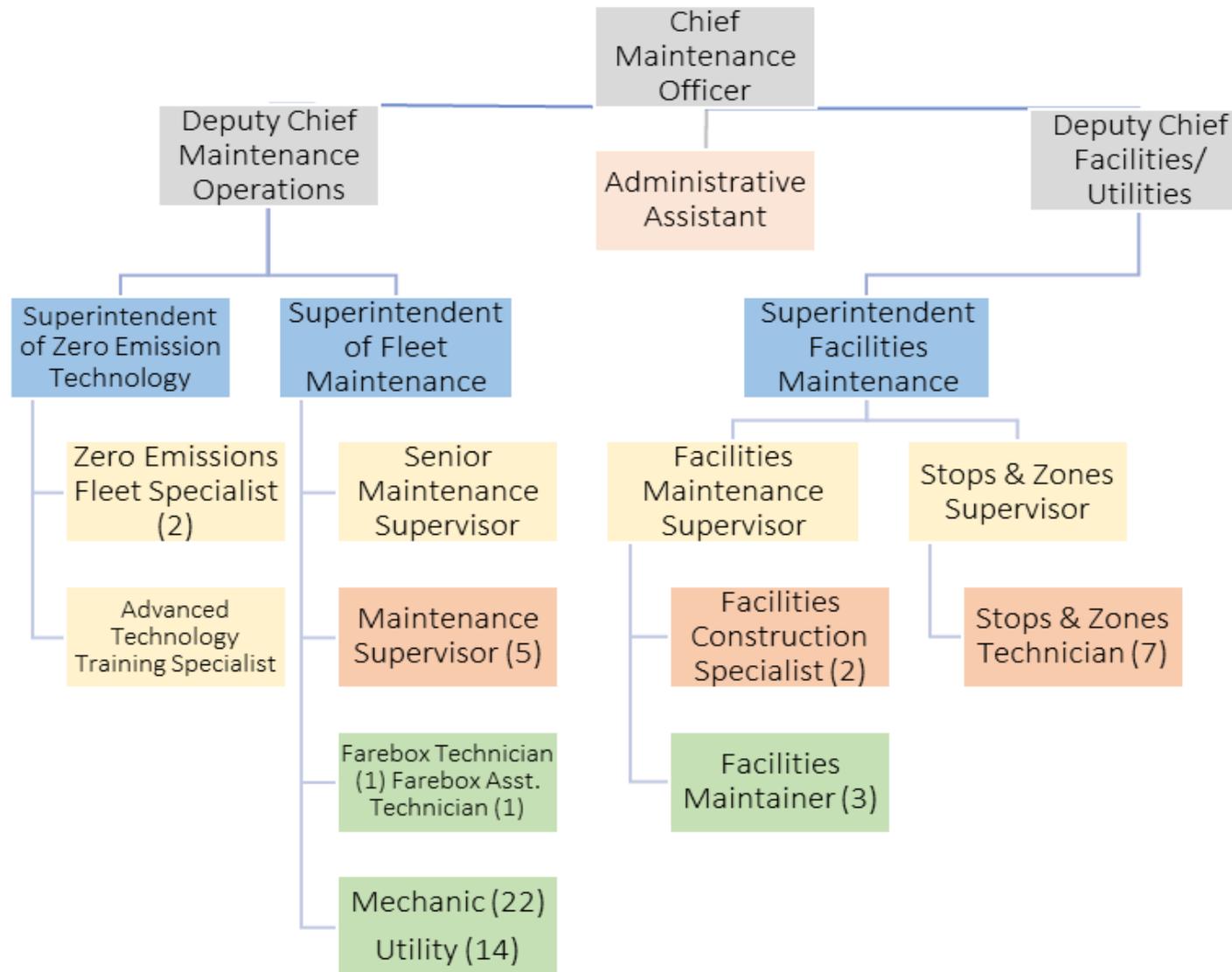
FY24 Physical Count	Classification	FY23 Approved Budget	FY24 Proposed Base FTE's	Variance
1	Scheduler	1.00	1.00	0.00
1	Planning Analyst	1.00	1.00	0.00
1	Planning Manager	1.00	1.00	0.00
1	Planning Technician	1.00	1.00	0.00
4	Total FTEs	4.00	4.00	0.00

TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	175,455	203,556	28,101
5010201610 ADMIN SALARIES-OT	3,084	3,250	166
5029999999 TOTAL FRINGE BENEFITS	113,027	118,460	5,433
Sub-total	291,566	325,266	33,700
5030200010 CONSULTING			
Transit planning consulting services	291,000	-	(291,000)
Sub-total	291,000	-	(291,000)
5030303250 CONSULTING			
Transit planning consulting services	-	205,487	205,487
Sub-total	-	205,487	205,487
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	25,000	5,000	(20,000)
Sub-total	25,000	5,000	(20,000)
5049900001 OFFICE SUPPLIES			
Office supplies	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS			
Costs associated with travel such as meals & parking fees	10,000	13,440	3,440
Sub-total	10,000	13,440	3,440
Total Expenses	618,766	550,393	(68,373)

MAINTENANCE OFFICE



MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY24 GOALS & OBJECTIVES

- Complete transition to new transit asset management software.
- Engage Deputy CMO and Superintendent in NTI leadership training.
- Maintain MDBF (road call) to FY21 rate for fixed route.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	691,693	612,397	566,521	823,036	794,089	(28,947)
5010201610 ADMIN SALARIES-OT	279	368	2,426	2,000	3,250	1,250
5029999999 TOTAL FRINGE BENEFITS	456,547	350,879	397,781	587,239	559,163	(28,076)
5030303250 CONSULTING	-	-	-	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES	-	12,806	11,751	1,500	1,500	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	16,972	58,767	116,956	74,000	74,000	-
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,586	4,145	2,812	8,000	4,000	(4,000)
5040100101 LUBRICANTS-OIL	72,900	77,709	91,825	91,115	96,500	5,385
5040100102 FREON & COOLANT	24,593	37,071	37,368	60,000	40,000	(20,000)
5040101000 FUEL-CNG SUPPORT VEHICLES	27,155	37,242	65,282	33,687	51,834	18,147
5040101001 FUEL-CNG FIXED ROUTE	1,063,515	1,507,315	2,513,852	1,299,300	2,049,894	750,594
5040102000 FUEL-UNLEADED	3,686	12,637	20,185	26,000	26,000	-
5040102100 FUEL-DIESEL	25	45,228	50,847	35,000	-	(35,000)
5040102200 FUEL-HYDROGEN	1,037,212	1,134,635	1,399,490	1,250,000	1,418,612	168,612
5040200001 TIRES-FIXED ROUTE	148,320	149,749	152,819	178,950	178,950	-
5040200002 TIRES-SUPPORT VEHICLES	6,117	4,906	11,306	6,000	10,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	-	-	205	205	-
5049900001 OFFICE SUPPLIES	1,852	2,161	2,511	3,000	3,000	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	341	745	1,583	1,250	1,500	250
5090200000 TRAVEL MEETINGS/TRAINING	13,520	8,683	13,142	15,000	10,000	(5,000)
5090201000 EMPLOYEE EXPENSES	533	637	642	772	1,000	228
5090400100 DISCOUNTS TAKEN	(189)	-	(18)	-	-	-
5120001000 RENTAL OF TRAILER	-	-	6,012	8,000	8,000	-
5140001000 VEHICLE OPERATING LEASES	-	-	36,366	44,000	-	(44,000)
Total Expenses	3,567,659	4,058,080	5,501,456	4,548,054	5,381,497	833,443

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,607,457	1,505,548	1,484,734	1,747,656	1,678,986	(68,670)
5010201210 MECHANIC OVERTIME	94,218	103,980	246,643	130,000	185,000	55,000
5029999999 TOTAL FRINGE BENEFITS	914,656	854,768	890,104	1,028,793	1,059,652	30,859
5030300014 UNIFORMS	17,936	16,278	15,716	23,500	20,000	(3,500)
5030500001 FIRE EXTINGUISHERS	648	950	1,620	2,728	2,728	-
5030500002 RADIO MAINTENANCE	3,837	870	3,216	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	7,471	8,090	2,537	30,000	10,000	(20,000)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	10	788	1,812	4,000	4,000	-
5039900004 CONTRACT SVC-MAINT	97,310	101,100	117,783	126,275	130,000	3,725
5039900005 CONTRACT SVC-FREIGHT	3,595	1,260	3,218	8,594	4,500	(4,094)
5039900006 CONTRACT SVC - TOWING	24,775	38,961	58,007	35,000	45,000	10,000
5039900007 INVENTORY-SALES TAX	113,213	97,249	118,757	132,000	122,000	(10,000)
5039900008 INVENTORY-FREIGHT CHARGES	19,392	19,921	18,538	20,897	20,897	-
5049900015 COSMETIC MAINTENANCE EXTERIOR	3,717	420	-	4,771	4,771	-
5049900016 CLEANING SUPPLIES-VEHICLES	9,590	15,216	13,208	19,000	19,000	-
5049900017 SHOP SUPPLIES MISC	31,705	40,489	34,339	43,750	40,000	(3,750)
5049900018 MECHANIC TOOLS/SHOES	28,019	27,019	25,727	50,000	37,000	(13,000)
5049900019 SMALL TOOLS & EQUIPMENT	11,166	15,224	22,374	64,000	20,000	(44,000)
5049900020 DECALS-FIXED ROUTE	837	1,429	11,325	50,000	15,000	(35,000)
5049900021 REPAIR PARTS- FIXED ROUTE	1,160,423	1,144,576	1,398,980	1,313,500	1,400,000	86,500
5049900022 REPAIR PARTS-SUPPORT VEHICLES	48,324	38,192	68,412	56,250	70,000	13,750
5049900023 VANDALISM/SEAT REPAIRS	-	-	-	611	1,000	389
5049900024 REPAIR PARTS-FUEL CELL	61,562	15,818	9,317	35,000	100,000	65,000
5070500000 FUEL TAXES	11,082	10,656	10,998	14,000	14,000	-
5099900004 PERMITS & LICENSES	10,064	6,627	14,356	13,000	14,000	1,000
Total Expenses	4,281,005	4,065,429	4,571,721	4,957,656	5,021,865	64,209

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

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23	FY24	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,530	3,140	2,700	4,000	4,500	500
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	2,425	1,019	727	2,500	2,500	-
5039900003 GENERAL SERVICES	18,160	16,560	16,560	24,560	24,560	-
5040101001 PARATRANSIT FUEL-CNG	205,788	317,553	553,239	266,340	429,192	162,852
5040200005 PARATRANSIT TIRES	41,877	40,782	36,608	52,010	70,000	17,990
5049900006 PARATRANSIT REPAIR PARTS	181,644	161,543	132,606	176,339	176,339	-
5049900007 PARATRANSIT GLASS REPLACEMENT	945	405	1,380	950	1,500	550
5049900200 DECALS	-	-	-	6,000	6,000	-
Total Expenses	453,370	541,002	743,820	532,699	714,591	181,892

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 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	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Maintenance Officer	1.00	1.00	0.00
1	Superintendent of Zero Emission Technology	1.00	1.00	0.00
2	Zero Emission Fleet Specialist	2.00	2.00	0.00
1	Advanced Technology Training Specialist	1.00	1.00	0.00
1	Farebox Technician	1.00	1.00	0.00
0	Maintenance Advanced Tech Supervisor	0.00	0.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
22	Mechanic	22.00	22.00	0.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
14	Utility	14.00	14.00	0.00
52	Total FTEs	52.00	52.00	0.00

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	823,036	794,089	(28,947)
5010201610 ADMIN SALARIES-OT	2,000	3,250	1,250
5029999999 TOTAL FRINGE BENEFITS	587,239	559,163	(28,076)
Sub-total	1,412,275	1,356,502	(55,773)
5030303250 CONSULTING			
Maintenance consulting services	-	50,000	50,000
Sub-total	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES			
Temporary administrative assistance	1,500	1,500	-
Sub-total	1,500	1,500	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	74,000	74,000	-
Sub-total	74,000	74,000	-
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	8,000	4,000	(4,000)
Sub-total	8,000	4,000	(4,000)
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	91,115	96,500	5,385
Sub-total	91,115	96,500	5,385
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	60,000	40,000	(20,000)
Sub-total	60,000	40,000	(20,000)
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	33,687	51,834	18,147
Sub-total	33,687	51,834	18,147
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,299,300	2,049,894	750,594
Sub-total	1,299,300	2,049,894	750,594
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	26,000	26,000	-
Sub-total	26,000	26,000	-

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5040102100 FUEL-DIESEL			
Fuel for leased MCI	35,000	-	(35,000)
Sub-total	35,000	-	(35,000)
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	1,250,000	1,418,612	168,612
Sub-total	1,250,000	1,418,612	168,612
5040200001 TIRES-FIXED ROUTE			
Tire lease program	178,950	178,950	-
Sub-total	178,950	178,950	-
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & lease tires	6,000	10,000	4,000
Sub-total	6,000	10,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	205	205	-
Sub-total	205	205	-
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	3,000	3,000	-
Sub-total	3,000	3,000	-
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,250	1,500	250
Sub-total	1,250	1,500	250
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training and workshops	15,000	10,000	(5,000)
Sub-total	15,000	10,000	(5,000)
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	772	1,000	228
Sub-total	772	1,000	228

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5120001000 RENTAL OF TRAILER			
Rental of temporary trailer for administrative maintenance staff	8,000	8,000	-
Sub-total	8,000	8,000	-
5140001000 VEHICLE OPERATING LEASES			
Temporary MCI Bus Lease	44,000	-	(44,000)
Sub-total	44,000	-	(44,000)
Total Expenses	4,548,054	5,381,497	833,443

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,747,656	1,678,986	(68,670)
5010201210 MECHANIC OVERTIME	130,000	185,000	55,000
5029999999 TOTAL FRINGE BENEFITS	1,028,793	1,059,652	30,859
Sub-total	2,906,449	2,923,638	17,189
5030300014 UNIFORMS			
Maintenance employee uniforms	23,500	20,000	(3,500)
Sub-total	23,500	20,000	(3,500)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	2,728	2,728	-
Sub-total	2,728	2,728	-
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles and hilltops operational	4,331	4,331	-
Sub-total	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment	30,000	10,000	(20,000)
Sub-total	30,000	10,000	(20,000)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	4,000	4,000	-
Sub-total	4,000	4,000	-
5039900004 CONTRACT SVC-MAINT			
Lease tire maintainer on property	126,275	130,000	3,725
Sub-total	126,275	130,000	3,725
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	8,594	4,500	(4,094)
Sub-total	8,594	4,500	(4,094)
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	35,000	45,000	10,000
Sub-total	35,000	45,000	10,000

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	132,000	122,000	(10,000)
Sub-total	132,000	122,000	(10,000)
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	20,897	20,897	-
Sub-total	20,897	20,897	-
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	4,771	4,771	-
Sub-total	4,771	4,771	-
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags used in the cleaning of vehicles	19,000	19,000	-
Sub-total	19,000	19,000	-
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	43,750	40,000	(3,750)
Sub-total	43,750	40,000	(3,750)
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	50,000	37,000	(13,000)
Sub-total	50,000	37,000	(13,000)
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	64,000	20,000	(44,000)
Sub-total	64,000	20,000	(44,000)
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on FR vehicles	50,000	15,000	(35,000)
Sub-total	50,000	15,000	(35,000)
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain FR buses	1,313,500	1,400,000	86,500
Sub-total	1,313,500	1,400,000	86,500

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
504990022 REPAIR PARTS-SUPPORT VEHICLES			
All parts needed to maintain support vehicles	56,250	70,000	13,750
Sub-total	56,250	70,000	13,750
504990023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	611	1,000	389
Sub-total	611	1,000	389
504990024 REPAIR PARTS-FUEL CELL			
All parts to maintain fuel cell on buses	35,000	100,000	65,000
Sub-total	35,000	100,000	65,000
507050000 FUEL TAXES			
Fuel taxes	14,000	14,000	-
Sub-total	14,000	14,000	-
509990004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	13,000	14,000	1,000
Sub-total	13,000	14,000	1,000
Total Expenses	4,957,656	5,021,865	64,209

MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
503990001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	4,000	4,500	500
Sub-total	4,000	4,500	500
503990002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Repairs to paratransit fleet not performed by SunLine employees	2,500	2,500	-
Sub-total	2,500	2,500	-
503990003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	24,560	24,560	-
Sub-total	24,560	24,560	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	266,340	429,192	162,852
Sub-total	266,340	429,192	162,852
5040200005 PARATRANSIT TIRES			
Tire lease	52,010	70,000	17,990
Sub-total	52,010	70,000	17,990
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	176,339	176,339	-
Sub-total	176,339	176,339	-
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	950	1,500	550
Sub-total	950	1,500	550
5049900200 DECALS			
Decal replacements	6,000	6,000	-
Sub-total	6,000	6,000	-
Total Expenses	532,699	714,591	181,892

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY24 GOALS & OBJECTIVES

- Continuously assess and adjust facilities requirements in the short and long term to meet Agency needs.
- Complete transition to new transit asset management software.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	106,013	89,301	151,574	166,055	253,811	87,755
5010201210 GROUNDSKEEPER WAGES	141,104	145,607	164,170	141,454	134,373	(7,081)
5010201610 ADMIN SALARIES-OT	295	-	337	-	-	-
5010201710 GROUNDSKEEPER OVERTIME	3,434	6,144	7,675	8,000	8,500	500
5010700000 ALLOCATED SALARIES	(1,866)	(1,826)	(2,453)	(3,845)	(3,542)	303
5029999999 TOTAL FRINGE BENEFITS	161,622	199,519	230,212	284,789	334,831	50,042
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	19,267	15,174	22,220	24,811	24,811	-
5030500010 CONTRACT SVC-GENERAL	33,659	29,926	76,191	38,820	50,319	11,499
5030600000 CONTRACT SVC-CUSTODIAL	63,190	72,048	80,501	82,455	83,500	1,045
5030600100 AIR CONDITIONING EXPENDITURES	8,009	8,825	5,560	17,000	20,000	3,000
5030600200 UNIFORMS SERVICE EXPENDITURES	1,596	1,425	1,323	2,300	2,300	-
5030600300 RENTAL EQUIPMENT EXPENSES	1,331	4,746	5,895	8,000	6,000	(2,000)
5030600500 PEST CONTROL SERVICE	1,550	2,781	3,251	3,746	3,746	-
5030600600 CONTRACT SERVICES-A/C	7,754	10,606	11,888	13,956	13,956	-
5030600700 FIRE EXTINGUISHERS	802	823	762	1,191	1,435	244
5030600800 FLOOR MAT RENTAL	7,034	6,258	6,285	9,500	9,500	-
5030600975 RADIO REPEATER HILLTOP RENTAL	14,468	14,472	27,669	14,500	24,000	9,500
5040300100 PLUMBING RELATED EXPENDITURES	5,682	6,518	3,249	6,932	8,932	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE	4,804	10,370	15,664	14,924	18,924	4,000
5040300600 SHOE ALLOWANCE	756	842	600	3,000	1,500	(1,500)
5049900001 OFFICE SUPPLIES	-	-	57	300	300	-
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	2,544	3,986	8,660	6,375	8,700	2,325
5049900026 FACILITY MAINTENANCE-MAIN FAC	24,375	29,044	54,259	38,000	40,150	2,150
5049900030 CLEANING SUPPLIES-MAIN FAC	770	2,368	1,311	2,300	2,300	-
5050200001 UTILITIES MAIN FACILITY	208,134	255,807	290,271	267,954	267,954	-
5050200003 TRASH PICKUP- MAIN FACILITY	19,613	20,189	25,251	22,826	22,826	-
Total Expenses	835,939	934,951	1,192,383	1,175,344	1,339,126	163,782

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	705	770	3,119	2,318	2,433	115
5030600000 CONTRACT SVC-CUSTODIAL	36,503	34,827	23,235	32,000	40,000	8,000
5030600100 AIR CONDITIONING EXPENDITURES	-	1,246	-	1,932	1,932	-
5030600500 PEST CONTROL SERVICE	802	1,178	1,349	1,595	1,595	-
5030600600 CONTRACT SERVICES-AC	-	580	-	580	580	-
5030600700 FIRE EXTINGUISHERS	273	252	-	386	386	-
5030600800 FLOOR MAT RENTAL	317	636	61	2,318	2,318	-
5040300100 PLUMBING RELATED EXP	85	1,028	446	2,050	2,050	-
5040300200 ELECTRICAL RELATED EXPENDITURE	76	993	1,881	5,000	2,500	(2,500)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	7,150	8,393	9,703	9,000	9,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC.	-	185	-	300	300	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	20,859	25,496	25,559	37,000	37,000	-
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	16,375	16,671	13,683	18,000	18,000	-
5050202000 UTILITIES GAS & WATER	3,412	4,545	3,306	7,001	7,001	-
Total Expenses	86,558	96,800	82,343	119,480	125,095	5,615

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
2	Facility Construction Specialist	2.00	2.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintainer	3.00	3.00	0.00
1	Deputy Chief of Facilities	1.00	1.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	166,055	253,811	87,755
5010201210 GROUNDSKEEPER WAGES	141,454	134,373	(7,081)
5010201610 ADMIN SALARIES-OT	-	-	
5010201710 GROUNDSKEEPER OVERTIME	8,000	8,500	500
5010700000 ALLOCATED SALARIES	(3,845)	(3,542)	303
5029999999 TOTAL FRINGE BENEFITS	284,789	334,831	50,042
Sub-total	596,454	727,973	131,519
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	4,247	4,247	-
Bio Hazard material removal	20,564	20,564	-
Sub-total	24,811	24,811	-
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	5,763	7,471	1,707
Bus wash monthly PMI	7,033	9,117	2,083
Elevator service	3,594	4,659	1,065
Environmental monitoring Div. 1	6,674	8,651	1,977
Lease for parts storage containers	6,596	8,550	1,954
Shop vehicle lift service	3,594	4,659	1,065
Archive Storage	2,998	3,886	888
Water softener service for bus wash	2,567	3,327	760
Sub-total	38,820	50,319	11,499
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	82,455	83,500	1,045
Sub-total	82,455	83,500	1,045
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	17,000	20,000	3,000
Sub-total	17,000	20,000	3,000
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Main Techs	2,300	2,300	-
Sub-total	2,300	2,300	-
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	8,000	6,000	(2,000)
Sub-total	8,000	6,000	(2,000)

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	38,000	40,150	2,150
Sub-total	38,000	40,150	2,150
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	2,300	2,300	-
Sub-total	2,300	2,300	-
5050200001 UTILITIES MAIN FACILITY			
Cable	1,815	1,815	-
Electricity	241,939	241,939	-
Gas	10,890	10,890	-
Water	13,310	13,310	-
Sub-total	267,954	267,954	-
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	22,826	22,826	-
Sub-total	22,826	22,826	-
Total Expenses	1,175,344	1,339,126	163,782

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	734	771	37
Storm water monitoring and testing contract	1,583	1,662	79
Sub-total	2,318	2,433	115
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract Indio and Coachella	32,000	40,000	8,000
Sub-total	32,000	40,000	8,000
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	1,932	1,932	-
Sub-total	1,932	1,932	-
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,595	1,595	-
Sub-total	1,595	1,595	-
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	580	580	-
Sub-total	580	580	-
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	386	386	-
Sub-total	386	386	-
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	2,318	2,318	-
Sub-total	2,318	2,318	-
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	2,050	2,050	-
Sub-total	2,050	2,050	-
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	5,000	2,500	(2,500)
Sub-total	5,000	2,500	(2,500)
5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY			
Materials for general repair of facilities	9,000	9,000	-
Sub-total	9,000	9,000	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor cleaning supplies required for maint.	300	300	-
Sub-total	300	300	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Indio facility	37,000	37,000	-
Sub-total	37,000	37,000	-
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	18,000	18,000	-
Sub-total	18,000	18,000	-
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	7,001	7,001	-
Sub-total	7,001	7,001	-
Total Expenses	119,480	125,095	5,615

MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY24 GOALS & OBJECTIVES

- Review the established cleaning process to improve the customer experience.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimates	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	49,640	53,886	60,794	59,651	60,643	992
5010201500 BARGAINING SALARIES	313,294	302,627	307,670	338,021	332,971	(5,050)
5010201510 BARGAINING OVERTIME	3,440	4,052	5,461	9,000	7,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	226,456	236,221	230,864	253,935	271,795	17,860
5030600200 UNIFORMS	4,227	3,709	3,677	5,306	5,500	194
5030600250 EQUIPMENT RENTAL	2,755	3,517	2,026	4,500	4,500	-
5040102000 UNLEADED GASOLINE	1,915	2,353	2,676	3,000	3,000	-
5040102001 DIESEL FUEL	33	-	95	175	175	-
5040300600 SHOE ALLOWANCE	1,638	881	2,662	4,200	2,500	(1,700)
5049900001 OFFICE SUPPLIES	99	107	-	125	125	-
5049900029 BUS STOP SUPPLIES	46,143	55,808	74,207	75,000	75,400	400
5090201000 EMPLOYEE EXPENSES	-	146	373	350	350	-
Total Expenses	649,641	663,306	690,506	753,263	764,459	11,196

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTE's	FY24 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

MAINTENANCE OFFICE: STOPS & ZONES DETAILS

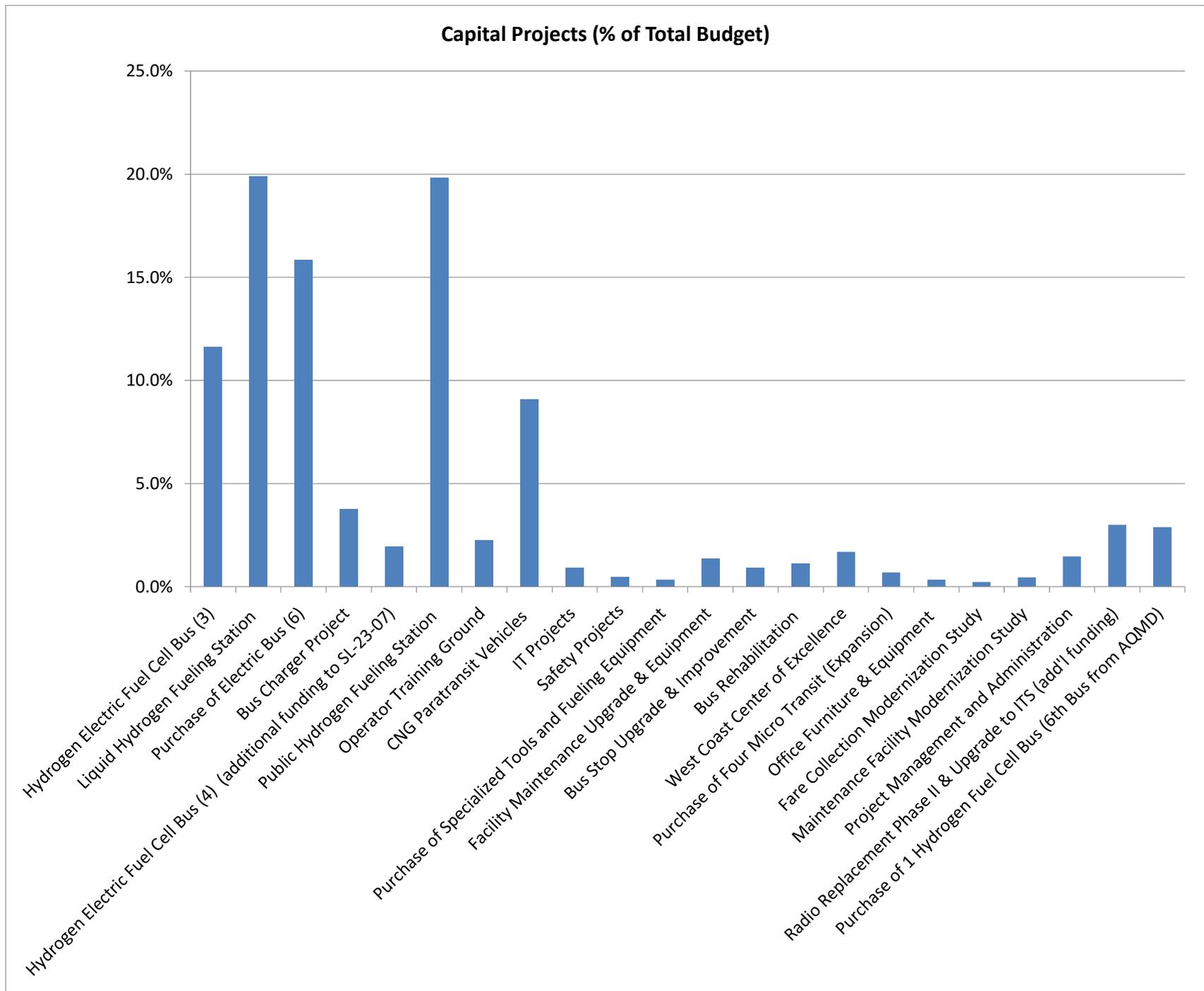
Division 25

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010200500 ADMIN SALARIES	59,651	60,643	992
5010201500 BARGAINING SALARIES	338,021	332,971	(5,050)
5010201510 BARGAINING OVERTIME	9,000	7,500	(1,500)
5029999999 TOTAL FRINGE BENEFITS	253,935	271,795	17,860
Sub-total	660,607	672,909	12,302
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	5,306	5,500	194
Sub-total	5,306	5,500	194
5030600250 EQUIPMENT RENTAL			
Special equipment rental to move shelters	4,500	4,500	-
Sub-total	4,500	4,500	-
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	3,000	3,000	-
Sub-total	3,000	3,000	-
5040102001 DIESEL FUEL			
Portable steam equipment	175	175	-
Sub-total	175	175	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	4,200	2,500	(1,700)
Sub-total	4,200	2,500	(1,700)
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	125	125	-
Sub-total	125	125	-
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	74,604	75,002	398
Traffic Control	396	398	2
Sub-total	75,000	75,400	400
5099999999 EMPLOYEE EXPENSES			
General employee expenses while conducting Agency business	350	350	-
Sub-total	350	350	-
Total Expenses	753,263	764,459	11,196

CAPITAL BUDGET

SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. There are 23 proposed capital projects requested in FY24 at a total value of \$44,552,063. The most significant projects include the purchase of new revenue vehicles and improvements to the Agency's hydrogen infrastructure.



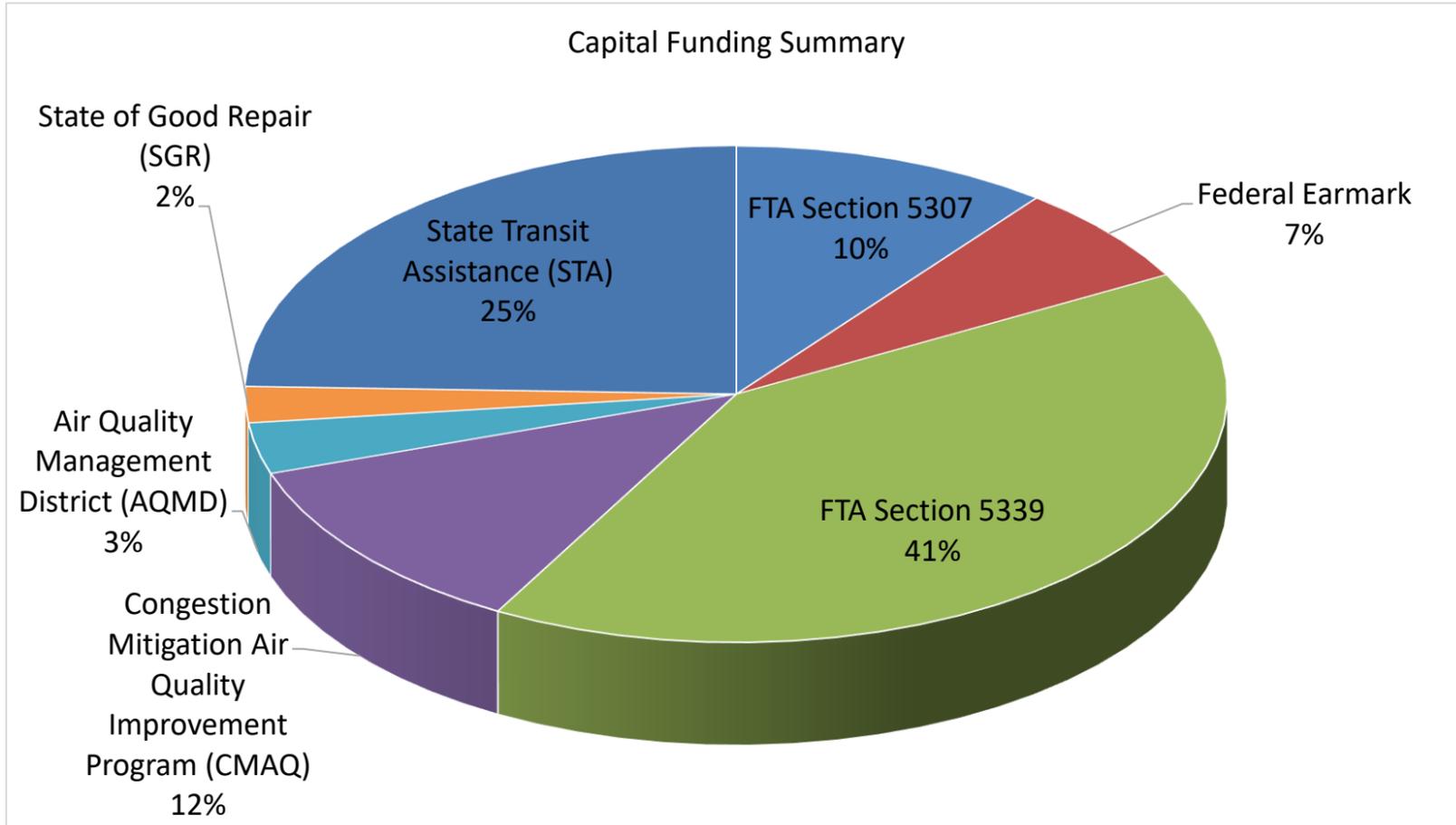
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	FY 24 Proposed Budget
Hydrogen Electric Fuel Cell Bus (3)	5,183,108
Liquid Hydrogen Fueling Station	8,861,653
Purchase of Electric Bus (6)	7,064,109
Bus Charger Project	1,679,854
Hydrogen Electric Fuel Cell Bus (4) (additional funding to SL-23-07)	862,572
Public Hydrogen Fueling Station	8,825,000
Operator Training Ground	1,000,000
CNG Paratransit Vehicles	440,000
Purchase of Paratransit Vehicles (15)	3,600,000
IT Projects	400,000
Safety Projects	200,000
Purchase of Specialized Tools and Fueling Equipment	150,000
Facility Maintenance Upgrade & Equipment	600,000
Bus Stop Upgrade & Improvement	400,000
Bus Rehabilitation	500,000
West Coast Center of Excellence	750,000
Purchase of Four Micro Transit (Expansion)	310,000
Office Furniture & Equipment	150,000
Fare Collection Modernization Study	100,000
Maintenance Facility Modernization Study	200,000
Project Management and Administration	650,000
Radio Replacement Phase II & Upgrade to ITS (add'l funding)	1,336,981
Purchase of 1 Hydrogen Fuel Cell Bus (6th Bus from AQMD)	1,288,786
TOTAL	44,552,063

FUNDING SUMMARY

SunLine Transit Agency has nine (9) sources of funding for the FY24 capital budget, including various federal, state and local funding sources. These sources will fund the 23 capital projects included in the FY24 capital budget.



Funding Source	FY 23 Approved Budget	FY 24 Proposed Budget	Variance
FTA Section 5307	2,391,259	4,012,199	1,620,940
Federal Earmark	-	2,500,000	2,500,000
CalSTA	4,800,000	-	(4,800,000)
FTA Section 5339	10,393,811	15,710,832	5,317,021
Congestion Mitigation Air Quality Improvement Program (CMAQ)	-	4,500,000	4,500,000
Air Quality Management District (AQMD)	-	1,273,357	1,273,357
Low Carbon Transit Operations Program (LCTOP)	1,500,000	-	(1,500,000)
State of Good Repair (SGR)	907,935	900,000	(7,935)
State Transit Assistance (STA)	5,484,000	9,380,335	3,896,335
Local Transportation Fund (LTF)	-	1,289,090	1,289,090
California Energy Commission (CEC)	-	4,986,250	4,986,250
Total Funds Requested by Fiscal Year	25,477,005	44,552,063	19,075,058

FY24 PROJECTS BY FUNDING SOURCE

FY24 Projects	FTA Section 5307	Federal Earmark	FTA Section 5339	CMAQ	AQMD	SGR	STA	LTF	CEC	FY24 Proposed Budget
Hydrogen Electric Fuel Cell Bus (3)			4,319,257			37,428	826,423			5,183,108
Liquid Hydrogen Fueling Station			3,500,000				375,403		4,986,250	8,861,653
Purchase of Electric Bus (6)			5,802,910					1,261,199		7,064,109
Bus Charger Project			1,343,883				335,971			1,679,854
Hydrogen Electric Fuel Cell Bus (4) (additional funding to SL-23-07)						862,572				862,572
Public Hydrogen Fueling Station		2,500,000		4,500,000			1,825,000			8,825,000
Operator Training Ground							1,000,000			1,000,000
CNG Paratransit Vehicles							440,000			440,000
Purchase of Paratransit Vehicles (15)	2,135,218		744,782				720,000			3,600,000
IT Projects	320,000						80,000			400,000
Safety Projects							200,000			200,000
Purchase of Specialized Tools and Fueling Equipment							150,000			150,000
Facility Maintenance Upgrade & Equipment							600,000			600,000
Bus Stop Upgrade & Improvement	320,000						80,000			400,000
Bus Rehabilitation							500,000			500,000
West Coast Center of Excellence							750,000			750,000
Purchase of Four Micro Transit (Expansion)							310,000			310,000
Office Furniture & Equipment							122,109	27,891		150,000
Fare Collection Modernization Study							100,000			100,000
Maintenance Facility Modernization Study							200,000			200,000
Project Management and Administration							650,000			650,000
Radio Replacement Phase II & Upgrade to ITS (add'l funding)	1,236,981						100,000			1,336,981
Purchase of 1 Hydrogen Fuel Cell Bus (6th Bus from AQMD)					1,273,357		15,429			1,288,786
Total	4,012,199	2,500,000	15,710,832	4,500,000	1,273,357	900,000	9,380,335	1,289,090	4,986,250	44,552,063
Total FY24 Proposed Budget										\$ 44,552,063

CAPITAL PROJECTS

Hydrogen Electric Fuel Cell Bus (3)

The procurement of fuel cell electric buses will enable the Agency to fully transition its bus fleet to zero-emission by 2035 as per its ICT Plan.

PROJECT TYPE:

Project Budget	Total Project Budget
Hydrogen Electric Fuel Cell Bus (3)	5,183,108
Total	5,183,108

Funding Sources	Type	Estimated Expenses
SGR	State	37,428
Section 5339	Federal	4,319,257
STA	State	826,423
	Total Funds	5,183,108

Liquid Hydrogen Fueling Station

This project funds additional upgrades to SunLine's newest liquid hydrogen refueling station to be capable of dispensing 1500 kg/d. SunLine has secured funding to construct a new hydrogen fueling station; it is seeking federal funding to expand that station as it is being constructed to provide additional benefits. The key factor at SunLine preventing increased procurement rates of FCEBs is refueling infrastructure. Each new dispenser at a LH2 station requires significant pump upgrades (or new pumps) to enable supply for that dispenser. This project helps address this need, as well as enables SunLine to make hydrogen fuel available to other entities in the region needing a fueling station.

PROJECT TYPE:

Project Budget	Total Project Budget
Liquid Hydrogen Fueling Station	8,861,653
Total	8,861,653

CAPITAL PROJECTS

Funding Sources	Type	Estimated Expenses
STA	State	375,403
CEC	State	4,986,250
Section 5339	Federal	3,500,000
Total Funds		8,861,653

Purchase of Electric Bus (6)

The Eastern Coachella Valley through which many of SunLine’s buses travel every day is classified as a Disadvantaged Community Area under SB 535 with a CalEnviroScreen 3.0 score of 45-50%. 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 waste considerable fuel when idling, emitting additional pollutants into the air. Battery electric buses produce no emissions when idling, use far less fuel and offer virtually silent operation. SunLine will operate the new buses on routes providing service within disadvantaged communities (98% of SunLine’s routes pass through disadvantaged communities every day), providing cleaner service to the local ridership.

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase of Electric Bus (6)	7,064,109
Total	7,064,109

Funding Sources	Type	Estimated Expenses
LTF	State	1,261,199
Section 5339	Federal	5,802,910
Total Funds		7,064,109

Bus Charger Project

The project will reduce energy consumption using electric buses that are powered by the clean grid energy instead of fossil fuels. According to the CARB calculator, over the useful life of the vehicles Sunline will realize \$829,524 in energy and fuel cost savings, as well as a reduction of 2,959,447 kWh of fossil fuel energy use reduction.

CAPITAL PROJECTS

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Charger Project	1,679,854
Total	1,679,854

Funding Sources	Type	Estimated Expenses
STA	State	335,971
Section 5339	Federal	1,343,883
	Total Funds	1,679,854

Hydrogen Electric Fuel Cell Bus (4) (additional funding to SL-23-07)

With this project, the deployment of four (4) hydrogen electric fuel cell buses (FCEBs) being manufactured by New Flyer, SunLine will further continue its plan in transitioning its entire fleet to zero emission by 2035. This target is five years ahead of the deadline set in the ICT Regulation . To achieve this goal, SunLine will build off past success in deploying FCEBs and battery electric buses (BEBs), which currently make up 24% of its fixed route fleet. The path towards the future of public transportation in America has been paved, in part, by the exploration and advancement of bus technology pioneered by SunLine Transit Agency. SunLine is committed to putting buses on the road to provide transportation for students, essential workers, choice riders and anyone in the Coachella Valley needing a ride to medical appointments , work, grocery shopping and other destinations. SunLine is taking students and residents to schools, colleges and job training centers while developing the next generation of clean fuels and technologies.

PROJECT TYPE:

Project Budget	Total Project Budget
Hydrogen Electric Fuel Cell Bus (4) (additional funding to SL-23-07)	862,572
Total	862,572

CAPITAL PROJECTS

Funding Sources	Type	Estimated Expenses
SGR	State	862,572
Total Funds		862,572

Public Hydrogen Fueling Station

This project will assist in offering fueling options to hydrogen consumer vehicles as well as Agency vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Public Hydrogen Fueling Station	8,825,000
Total	8,825,000

Funding Sources	Type	Estimated Expenses
STA	State	1,825,000
Federal Earmark	Federal	2,500,000
CMAQ	Federal	4,500,000
Total Funds		8,825,000

Operator Training Ground

Funding will provide for a safe area to conduct driver training on the north side of the existing property in Thousand Palms.

PROJECT TYPE:

Project Budget	Total Project Budget
Operator Training Ground	1,000,000
Total	1,000,000

CAPITAL PROJECTS

Funding Sources		Type	Estimated Expenses
STA		State	1,000,000
Total Funds			1,000,000

CNG Paratransit Vehicles

Additional funding for the Replacement of Paratransit Vehicles (10) project, programmed in FY23, is needed due to an increase in cost.

PROJECT TYPE:

Project Budget	Total Project Budget
CNG Paratransit Vehicles	440,000
Total	440,000

Funding Sources		Type	Estimated Expenses
STA		State	440,000
Total Funds			440,000

Purchase of Paratransit Vehicles (15)

Vehicles need to replace existing vehicles that have passed their useful life per FTA guidelines.

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase of Paratransit Vehicles (15)	3,600,000
Total	3,600,000

CAPITAL PROJECTS

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	2,135,218
Section 5339	Federal	744,782
STA	State	720,000
Total Funds		3,600,000

IT Projects

The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable and efficient transit services. This project supports the purchases of software, network infrastructure, computing resources and business analytics.

PROJECT TYPE:

Project Budget	Total Project Budget
IT Projects	400,000
Total	400,000

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	320,000
STA	State	80,000
Total Funds		400,000

CAPITAL PROJECTS

Safety Projects

This project improves the safety and security of facilities, including the enhancements of perimeter fencing, vehicle, and pedestrian gates, lighting and property surveillance.

PROJECT TYPE:

Project Budget	Total Project Budget
Safety Projects	200,000
Total	200,000

Funding Sources	Type	Estimated Expenses
STA	State	200,000
	Total Funds	200,000

Purchase of Specialized Tools and Fueling Equipment

SunLine intends to use the funding for the Purchase of specialized tools and fueling equipment needed in order to maintain the day-to-day uptime of the Agency's alternative fueling infrastructure program

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase of Specialized Tools and Fueling Equipment	150,000
Total	150,000

Funding Sources	Type	Estimated Expenses
STA	State	150,000
	Total Funds	150,000

CAPITAL PROJECTS

Facility Maintenance Upgrade & Equipment

SunLine intends to use the funding to maintain the Agency's facility and equipment by purchasing maintenance tools and equipment and facility improvements at its multiple locations.

PROJECT TYPE:

Project Budget	Total Project Budget
Facility Maintenance Upgrade & Equipment	600,000
Total	600,000

Funding Sources	Type	Estimated Expenses
STA	State	600,000
	Total Funds	600,000

Bus Stop Upgrade & Improvement

Continuous improvement of bus stops and amenities are essential to maintain and improve the first impression of SunLine where current and potential passengers and the community connect with SunLine. Bus stops should be easily identifiable, clean, accessible and a welcoming place. To complement this program, SunLine is also updating bus stop signs with updated information to connect to SunLine's real time bus arrival information and schedules necessary to complete the transit trip. These improvements are essential to attracting choice riders and expanding the transit market by making it convenient to use transit.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Stop Upgrade & Improvement	400,000
Total	400,000

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	320,000
STA	State	80,000
	Total Funds	400,000

CAPITAL PROJECTS

Bus Rehabilitation

Due to extreme weather, the wraps on the buses deteriorate quickly. Funding for this project will ensure faded and cracked bus wraps are replaced and improve the appearance of the Agency's vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Rehabilitation	500,000
Total	500,000

Funding Sources	Type	Estimated Expenses
STA	State	500,000
Total Funds		500,000

West Coast Center of Excellence

This project will providing additional funding for the construction of the Center of Excellence facility which will offer training opportunities in zero -emission transportation technologies.

PROJECT TYPE:

Project Budget	Total Project Budget
West Coast Center of Excellence	750,000
Total	750,000

Funding Sources	Type	Estimated Expenses
STA	State	750,000
Total Funds		750,000

CAPITAL PROJECTS

Purchase of Four Micro Transit (Expansion)

Purchase of four (4) micro transit vehicles to support the growing needs of the Agency's SunRide service in the Coachella Valley .

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase of Four Micro Transit (Expansion)	310,000
Total	310,000

Funding Sources	Type	Estimated Expenses
STA	State	310,000
Total Funds		310,000

Office Furniture & Equipment

Funding will provide replacement of office furniture and equipment that have passed their useful life.

PROJECT TYPE:

Project Budget	Total Project Budget
Office Furniture & Equipment	150,000
Total	150,000

Funding Sources	Type	Estimated Expenses
STA	State	122,109
LTF	State	27,891
Total Funds		150,000

CAPITAL PROJECTS

Fare Collection Modernization Study

SunLine intends to use funding in order to conduct a Fare Collection Modernization Study which will provide recommendations on fare collection methods which will improve passenger options and efficiency.

PROJECT TYPE:

Project Budget	Total Project Budget
Fare Collection Modernization Study	100,000
Total	100,000

Funding Sources	Type	Estimated Expenses
STA	State	100,000
Total Funds		100,000

Maintenance Facility Modernization Study

SunLine intends to use funding in order to conduct a Maintenance Facility Modernization Study which will provide recommendations on the size and features required in a replacement maintenance facility in Thousand Palms. The study will provide the initial cost and timeframe estimates needed in order to plan and apply for grants.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Facility Modernization Study	200,000
Total	200,000

Funding Sources	Type	Estimated Expenses
STA	State	200,000
Total Funds		200,000

CAPITAL PROJECTS

Project Management and Administration

SunLine intends to use capital funding in order to facilitate consultants and project management for the multiple ongoing and future capital projects.

PROJECT TYPE:

Project Budget	Total Project Budget
Project Management and Administration	650,000
Total	650,000

Funding Sources	Type	Estimated Expenses
STA	State	650,000
	Total Funds	650,000

Radio Replacement Phase II & Upgrade to ITS (add'l funding)

The project would add funds for the Radio Replacement Phase II & Upgrade to ITS project that was programmed in FY23. The existing funding facilitated the initiation of the project and this additional funding would allow the Agency to fully fund the project.

PROJECT TYPE:

Project Budget	Total Project Budget
Radio Replacement Phase II & Upgrade to ITS (add'l funding)	1,336,981
Total	1,336,981

Funding Sources	Type	Estimated Expenses
STA	State	100,000
Section 5307	Federal	1,236,981
	Total Funds	1,336,981

CAPITAL PROJECTS

Purchase of 1 Hydrogen Fuel Cell Bus (6th Bus from AQMD)

This project will add State funding to the remaining balance of AQMD funding. The original amount through AQMD provided funding for five (5) buses which were delivered to the Agency in 2022. The Agency was able to leverage discounts through the State's HVIP program. Accordingly, there was leftover funding available through AQMD to purchase an additional bus.

PROJECT TYPE:

Project Budget	Total Project Budget
Purchase of 1 Hydrogen Fuel Cell Bus (6th Bus from AQMD)	1,288,786
Total	1,288,786

Funding Sources	Type	Estimated Expenses
STA	State	15,429
Section 5307	Federal	1,273,357
Total Funds		1,288,786



SunLine

Our Ride to the  Future

Serving the Coachella Valley

Bermuda Dunes · Cathedral City · Coachella · Desert Edge · Desert Hot Springs · Indian Wells · Indio · La Quinta
Mecca · North Shore · Oasis · Palm Desert · Palm Springs · Rancho Mirage · Thermal · Thousand Palms

32505 Harry Oliver Trail | Thousand Palms, CA 92276

  @SunLineTransit  facebook.com/SunLineTransit

SunLine Transit Agency

DATE: June 28, 2023 **ACTION**

TO: Strategic Planning & Operational Committee
Board of Directors

FROM: Manuel Alcala, Planning Manager

RE: Adopt FY24-28 Short Range Transit Plan (SRTP)

Recommendation

Recommend that the Board of Directors adopt the FY24-28 Short Range Transit Plan (SRTP).

Background

The focus of the attached FY24-28 SRTP is to fully implement approved service improvements that were delayed due to the COVID-19 pandemic and support the inclusive national and regional economic recovery strategies. The SRTP, updated annually, describes SunLine's operating and capital plans and funding sources. The SRTP is prepared according to the Riverside County Transportation Commission (RCTC) requirements and guidelines, the California Public Utilities Code, and California Transportation Development Act. The highlights of the SRTP are:

- 1) Increase all route frequencies gradually to regular service level (pre-COVID-19 level) as new coach operators are hired and trained
- 2) Hire and train over forty coach operators to implement all approved service improvements
- 3) To improve ridership on Commuter Link service, SunLine proposes off-peak fares for reverse commute trips and during off-season when California State University is not in general session. The local fare structure will apply to morning reverse commute trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino and to all trips when California State University is not in general session.
- 4) Expansion of SunRide's micro-transit service areas
- 5) Complete construction of the Coachella Mobility hub before September 2024
- 6) Radio and CAD/AVL replacement project
- 7) Reopening of Division 2 transit hub in the City of Indio
- 8) Solar microgrid project
- 9) Update bus stop signs and schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers
- 10) Liquid hydrogen station improvements

- 11) Community engagement events and outreach
- 12) Continue to implement the Innovative Clean Transit (ICT) plan, Transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)

The service plan and the capital plan recommended in the SRTP are within the confines of the FY24 budget, which will be presented to the Board of Directors for consideration as a separate item, a critical linkage to the SRTP.

This item was presented to the Strategic Planning & Operational Committee and the Board of Directors during the May meeting. Additionally, RCTC staff reviewed the first and second drafts of the SRTP in April and May respectively. SunLine held Public Hearings regarding the Commuter Link fare policy change on May 30th and 31st, 2023. In the absence of any objections or comments, staff recommends implementing it starting FY 2024. The local fare structure will apply to morning reverse commute trips from San Bernardino to Indio, afternoon trips from Indio to San Bernardino, and all trips when California State University is not in general session. In the absence of substantive comments or changes, staff recommends adopting the FY24-28 SRTP.

Financial Impact

The operating and capital costs have been budgeted for in the FY24 budget.

Attachment:

- [Item 13a](#) – FY24-28 SRTP

SHORT RANGE
TRANSIT PLAN
FY2024 - 2028

S R T P



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Appendix

Appendix A: SunLine Existing Route Profiles

Glossary of Common Acronyms

5307	Formula grants for urbanized areas
5311	Formula grants for rural areas
5339	Formula grants for buses and bus facilities
ADA	Americans with Disabilities Act
ARPA	American Rescue Plan Act
CARB	California Air Resources Board
CDP	Census designated place
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed natural gas
COVID-19	Coronavirus
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CSUSB	California State University, San Bernardino
DBE	Disadvantaged business enterprise
DPSS	Department of Public Social Services
EEO	Equal employment opportunity
FTA	Federal Transit Administration
FY	Fiscal year
ICT	Innovative Clean Transit
IVT	Imperial Valley Transit
IVTC	Imperial Valley Transportation Commission
JPA	Joint Powers Agreement
KPI	Key Performance Indicator
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Fund
mph	Miles per hour
NTD	National Transit Database
RCTC	Riverside County Transportation Commission
SBTC	San Bernardino Transit Center
SCAG	Southern California Association of Governments

SGR	State of Good Repair
SRTP	Short Range Transit Plan
STA	State Transit Assistance
TAP	Transit Ambassador Program
TSP	Transit signal priority
U-Pass	University Pass
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



Board of Directors

SunLine was established under a Joint Powers Authority (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:	Nancy Ross
Coachella:	Denise Delgado
Desert Hot Springs:	Russell Betts
Indian Wells:	Ty Peabody
Indio:	Glenn Miller, Chair
La Quinta:	John Peña
Palm Desert:	Kathleen Kelly
Palm Springs:	Lisa Middleton, Vice Chair
Rancho Mirage:	Lynn Mallotto
Riverside County:	V. Manuel Perez

SunLine Organizational Structure

Vacant	Chief Executive Officer/General Manager
Vacant	Chief Financial Officer
Vanessa Mora	Chief Safety Officer
Tamara Miles	Chief of Human Relations
Isabel Vizcarra	Chief Transportation Officer
Vacant	Chief of Staff
Ray Allen	Chief Maintenance Officer
Vacant	Chief of Public Affairs



Tina Hamel

Chief of Compliance/Labor Relations (DBELO/EEO)

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 serve growing and more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders, and a robust data analysis. As shown in Figure 1-1, SunLine rolled out the first two pillars of the Refueled initiative in January 2021: the Consolidated Fixed Route Network and SunRide. The start of the other two pillars was postponed because of the coronavirus (COVID-19) pandemic. The new 10 Commuter Link service was implemented in July 2021.

Since March 2020, the beginning of the COVID-19 pandemic, SunLine has been operating a reduced level of service because of the national labor shortage. Hiring 40-plus coach operators to fully implement the Refueled initiative remains SunLine’s highest priority.

The introduction of Route 1X was postponed again and is now on hold until the SunLine Refueled service plan is fully implemented. In the meantime, the frequency of Route 1EV is increased to every 15 minutes, coinciding with the opening of the Coachella Mobility Hub in fall 2024.

Figure 1-1 SunLine Refueled Timeline



To meet the mobility needs of rapidly growing Coachella Valley, SunLine continues to research and establish innovative multimodal solutions incorporating easier transfers, connectivity, and reasonable walks to and from nearby bus stops and destinations. SunLine will continue to monitor the supply of labor, make necessary policy changes to attract new employees, and sustain them through this volatile economy. SunLine continues to expand SunRide, an on-demand rideshare service where customers may request an on-demand ride through the



SunRide mobile phone app. During fiscal year (FY) 2023, SunRide service was expanded from four to seven zones by adding new zones in the cities of Palm Springs, Indio, and Cathedral City.

To hire the needed 40-plus coach operators, SunLine launched an innovative, multipronged campaign that included:

- Lowering the hiring age from 21 to 18
- Enhancing our advertising efforts by:
 - Securing ad space on the City of Cathedral City’s digital billboard displaying “SunLine hiring Bus Operators”—located on East Palm Canyon near Cathedral Canyon
 - Putting up 9-foot flags with the message “Now Hiring” on the Thousand Palms Hub property that faces Varner
 - Securing ad space on the digital monitors at the Department of Motor Vehicles in Palm Springs, with a “Now Hiring” video awaiting approval by the State
- Participating in local career fairs/events:
 - March 2 – Attended career event at California State University, San Bernardino (CSUSB)
 - March 9 – Conducted on-the-spot hiring at the Workforce Development Center, where three contingent offers were made
 - March 14 – Conducted on-the-spot hiring at the Workforce Development Center, where four appointments for contingent offers were made
 - March 15 – Assisted Rancho Mirage High School with mock interviews
 - March 29 – Attended Coachella Valley High School Career Fair
 - April 5 – Attended Palm Desert High School Hiring Expo
 - April 7 – Attended Shadow Hills High School Hiring Expo
 - April 19 – Attended Amistad High School Career Day
- Launching a paid vocational English as a second language program to assist community members who are interested in working for SunLine as bus operators but may have a language barrier
- Partnering with the College of the Desert PaCE Program to conduct 36 hours of training
- Partnering with agencies to fill the need

This first chapter of the FY 2024–2028 Short Range Transit Plan (SRTP) provides an introduction to SunLine. It outlines the baseline service conditions and describes the service area, provides a rider profile, and summarizes the current public transit service.

1.1 Description of Service Area

The SunLine jurisdiction covers 1,120 square miles of the Coachella Valley (Figure 1-2). It extends from San Geronio Pass in the west to the Salton Sea in the southeast. Located 120 miles east of downtown Los Angeles and 60 miles east of Riverside and San Bernardino, SunLine's service area is in the Riverside County Supervisorial District 4. SunLine also provides commuter express service outside its service area connecting Coachella Valley to San Bernardino.

SunLine provides service to the following cities:

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

Service is also provided to the Riverside County unincorporated communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, One Hundred Palms, Oasis, Thermal, and Thousand Palms. Within the Coachella Valley region, SunLine provides 150 square miles of fixed-route service coverage and 200 square miles of paratransit service coverage.¹

Figure 1-3 shows population and employment estimates for the jurisdictions within the SunLine service area.

¹ The Federal Transit Administration describes the service area as a measure of access to transit service in terms of population served and area covered. The service area is determined using the Americans with Disabilities Act of 1990 (ADA) to identify the corridor surrounding routes three-quarters of mile on either side. Source: <https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>. Accessed March 16, 2023.

Figure 1-2 SunLine Service Area

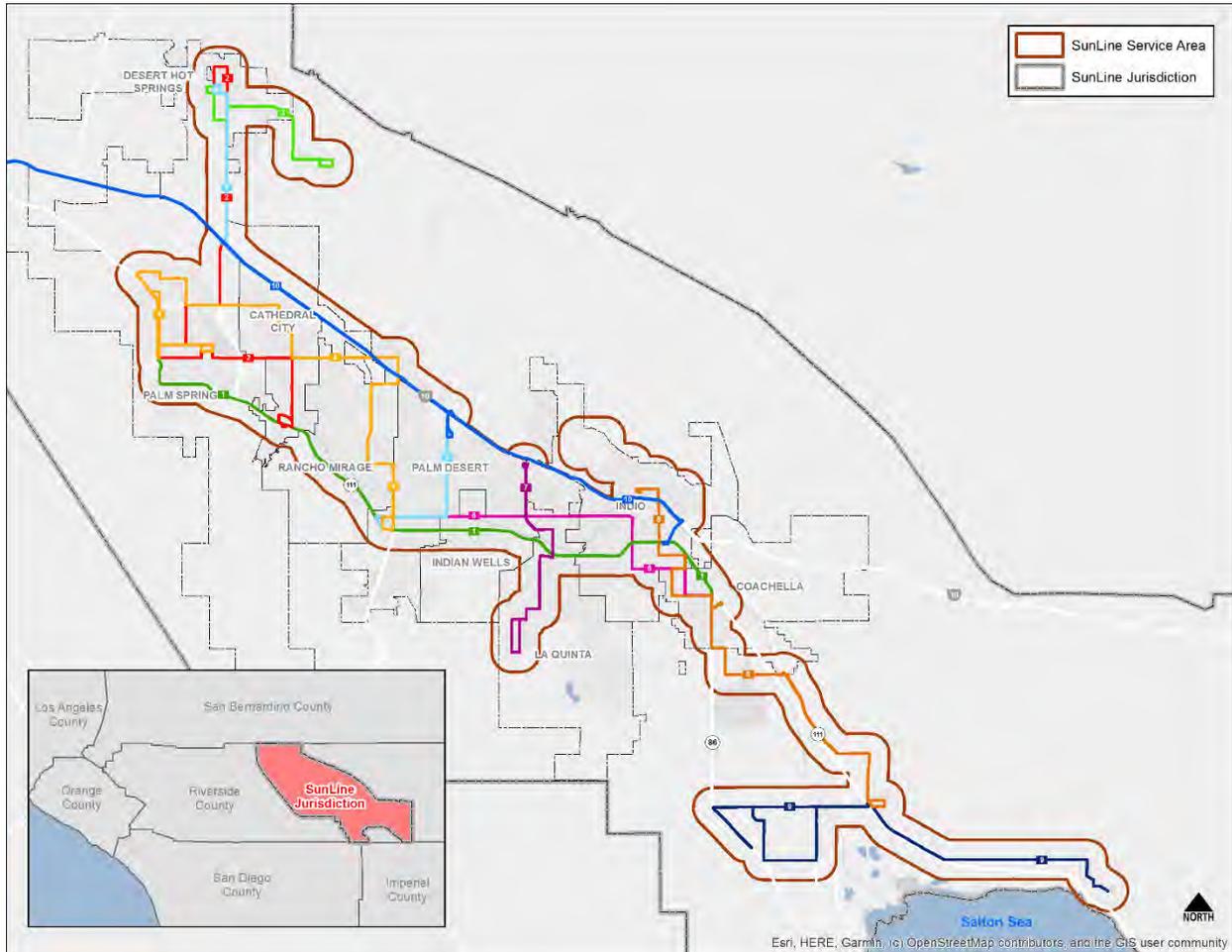




Figure 1-3 SunLine Service Area Socioeconomic Profile

Geography	Total population	Minority population		Population with poverty status determined	Poverty population		Total households	Zero auto households		Total employment
	Number	Number	%	Number	Number	%	Number	Number	%	Number
SunLine jurisdiction	443,976	263,098	59.3%	441,897	75,195	17.0%	182,919	8,413	4.6%	151,433
Cathedral City	52,569	35,823	68.1%	52,510	9,893	18.8%	18,817	1,086	5.8%	9,925
Coachella	45,204	43,942	97.2%	45,130	8,664	19.2%	17,211	513	3.0%	8,973
Desert Hot Springs	27,829	20,372	73.2%	27,698	6,820	24.6%	9,707	824	8.5%	3,687
Indian Wells	7,054	1,465	20.8%	7,048	822	11.7%	3,446	46	1.3%	3,862
Indio	90,900	66,459	73.1%	89,958	15,639	17.4%	33,825	1,377	4.1%	20,767
La Quinta	40,510	18,429	45.5%	40,408	5,671	14.0%	16,054	424	2.6%	11,672
Palm Desert	51,009	16,782	32.9%	50,730	6,216	12.3%	23,580	1,137	4.8%	29,284
Palm Springs	49,651	19,719	39.7%	49,347	7,973	16.2%	25,155	1,722	6.8%	28,518
Rancho Mirage	17,913	3,749	20.9%	17,834	2,215	12.4%	9,327	341	3.7%	16,175
Unincorporated	61,337	36,358	59.3%	61,234	11,282	18.4%	25,797	943	3.7%	18,570

Source: American Community Survey 2020 5-year estimates; Longitudinal Employer-Household Dynamics 2019



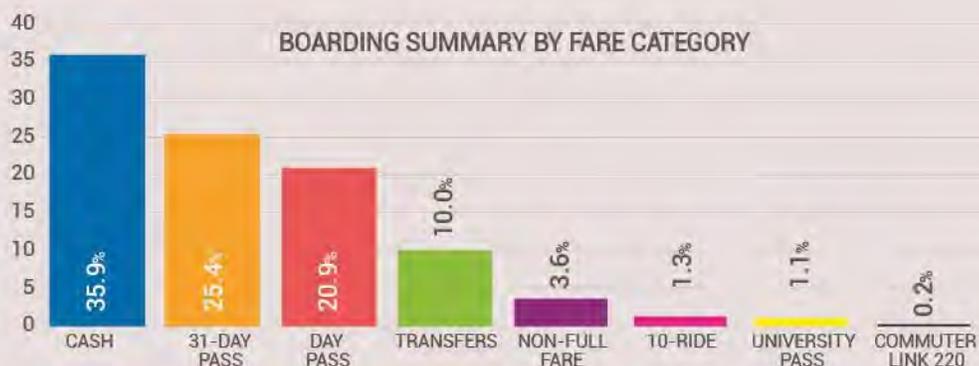
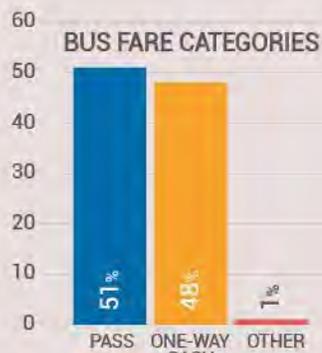
1.2 Population Profile and Demographics

The 2019 SunLine Transit Rider Survey was an important source of information for the plan. It gave SunLine staff a pre-COVID-19 ridership profile and described how riders used the transit system. The infographic on the next page shows the demographic characteristics of SunLine's riders before the pandemic. SunLine is preparing a new rider survey to assess changes resulting from the pandemic and the success of the Refueled Initiative.

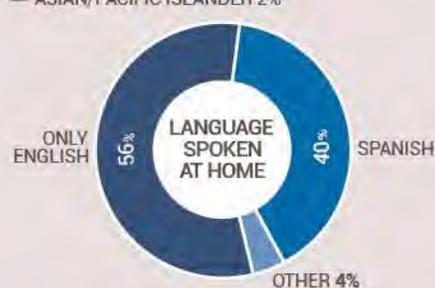
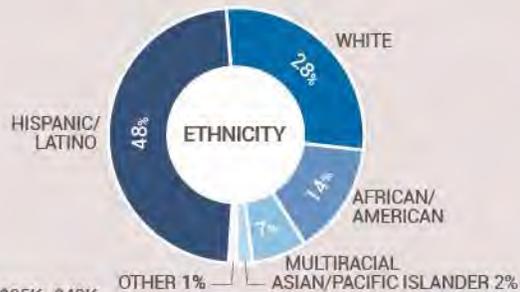
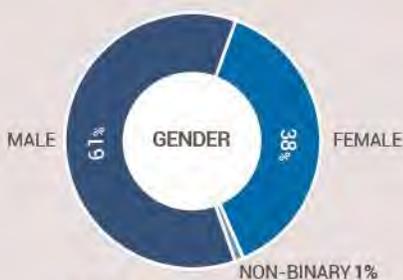
POPULATION PROFILE and RIDER CHARACTERISTICS

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

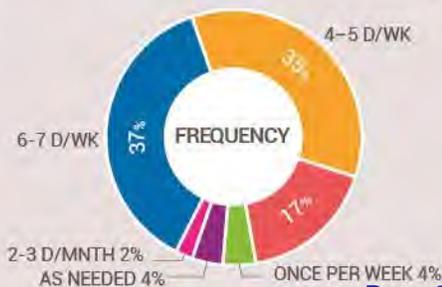
BOARDING FARE



DEMOGRAPHICS



TRANSIT USE



1.2.1 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. The Refueled Initiative is aimed at connecting its residents with health care, jobs, schools, and a spectrum of other destinations. With straighter, more direct routes, the redesigned system will provide more permanent transit corridors to transit-supportive land uses, charting an ambitious and strategic path to push the agency in a new direction to attract choice riders, boost ridership, and create a brighter future.

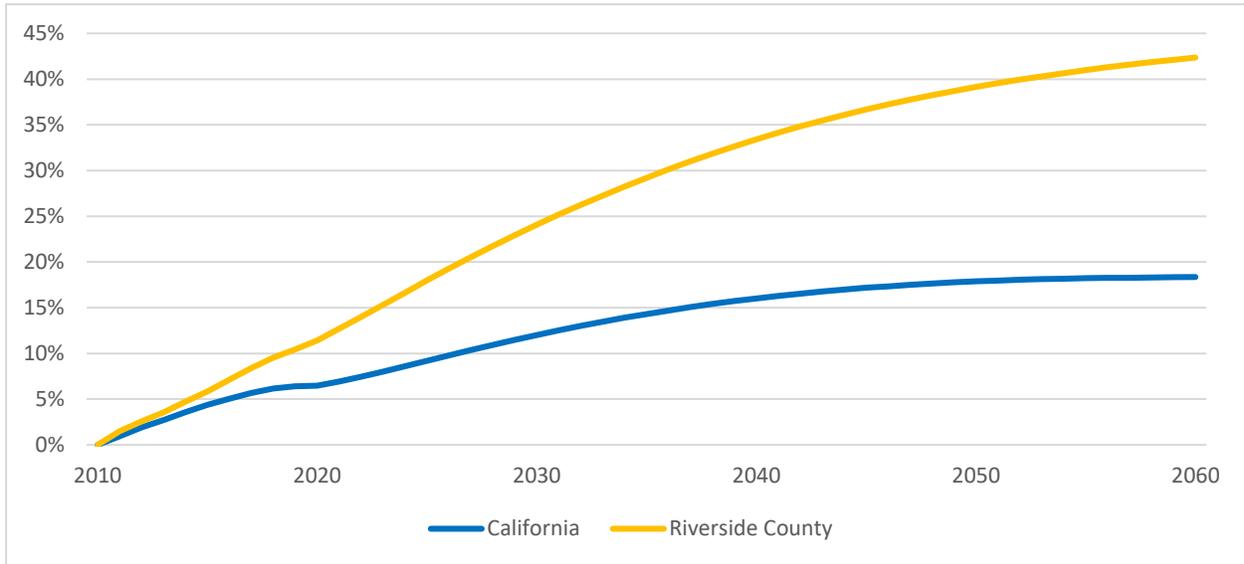
Like other transit agencies nationwide, SunLine is faced with the challenge of maintaining core service, extending service to new developments, and addressing the financial challenges resulting from the COVID-19 pandemic. Additionally, a key objective of this restructuring is to streamline bus routes to address residents' requests for more direct and frequent bus service. With the massive amount of growth we are experiencing and limited funding, SunLine would be unable to provide direct service from every trip origin to every destination. However, with careful planning and more direct and streamlined bus routes, SunLine has established a system that incorporates easier transfers, connectivity, and reasonable walks to and from nearby bus stops to meet these sometimes-competing objectives.

Extensive growth has prompted SunLine to work with the community to develop a new system that gives customers fewer transfers, better connectivity, and enhanced efficiency for years to come. Failure to restructure and make the transit system more efficient would deprive many residents of transit service.

The California Department of Finance estimates that the nine cities of the Coachella Valley had a population of just over 390,600 in January 2021. Riverside County has been growing faster than the state's population, and the Department of Finance projects this will continue through 2060, as shown in Figure 1-4. Within Riverside County, the Southern California Association of Governments (SCAG) projects that the nine cities of the Coachella Valley will grow faster than the county between 2016 and 2045, as shown in Figure 1-5.

Projections prepared by SCAG show that the Riverside County population is expected to grow by 37.6 percent from 2016 to 2045. This means an increase from 2.36 million people in 2016 to 3.25 million people in 2045. In contrast, the population in Coachella Valley cities is projected to grow even faster, increasing 55 percent over the same 29-year period, from 450,130 in 2016 to 697,690 in 2045, as shown in Figure 1-6. Growth percentages within the Coachella Valley vary by city. Coachella and Desert Hot Springs are among the cities projected to grow the fastest within the SCAG region, ranking first and third, respectively, among all SCAG cities by percentage growth over the next three decades.

Figure 1-4 Riverside County and California Population Growth Projections (Percent)



Source: California Department of Finance, 2021, <https://www.dof.ca.gov/forecasting/demographics/projections/>

Figure 1-5 Riverside County and Coachella Valley Population Projections (Total Population)

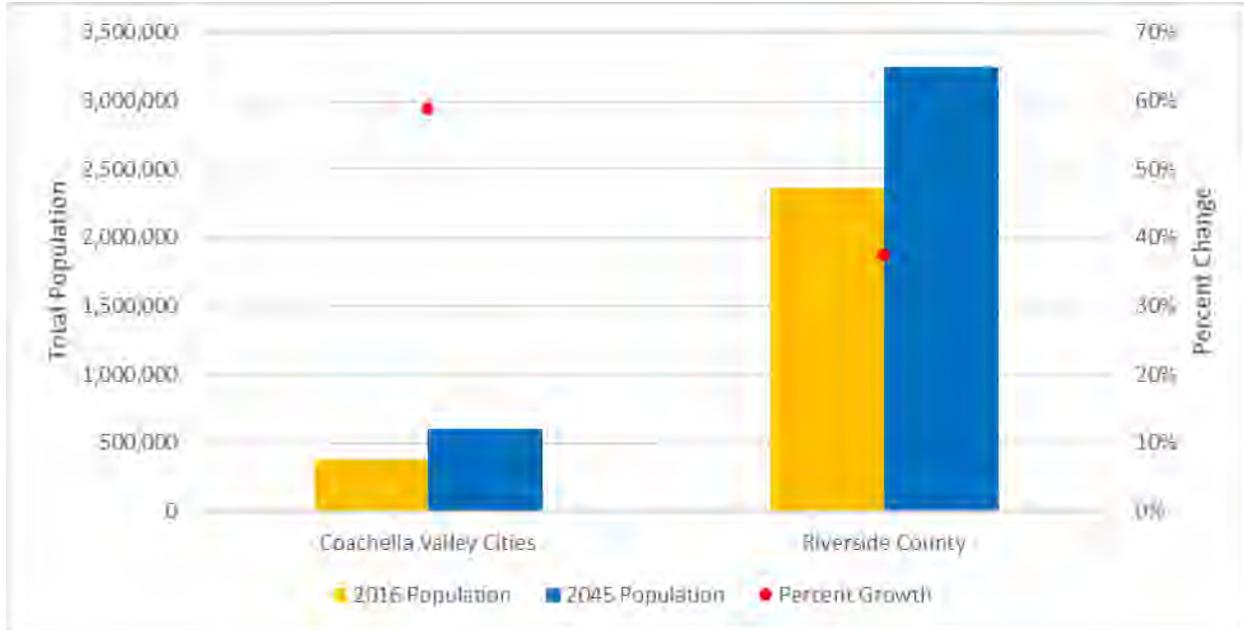




Figure 1-6 Population Growth Projections for Jurisdictions in the SunLine Service Area

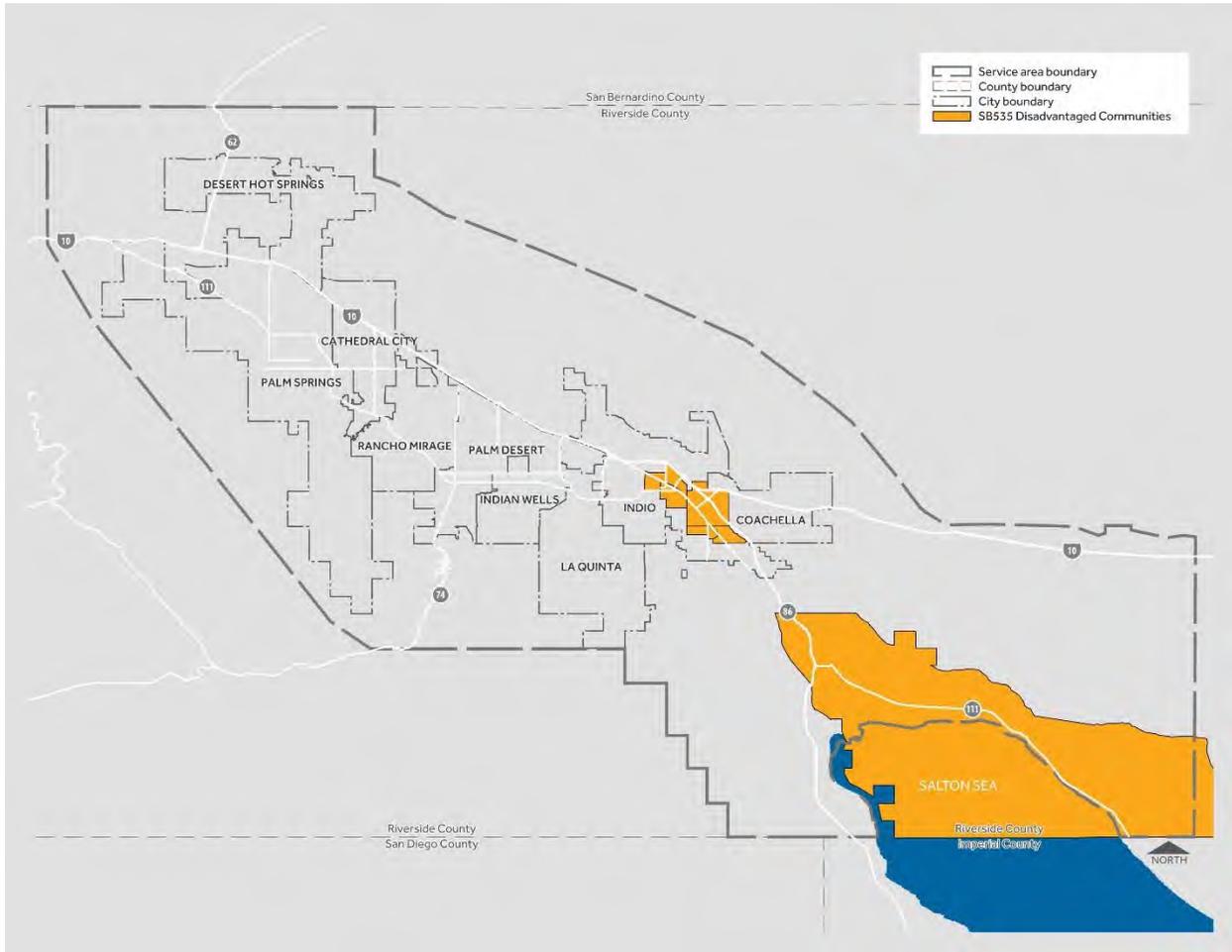
Location	SCAG 2016 estimates	SCAG 2045 estimates	Difference	% Difference
Bermuda Dunes Census Designated Place (CDP)	7,340	10,110	2,770	38%
Cathedral City	54,300	76,300	22,000	41%
Coachella city	45,300	129,300	84,000	185%
Desert Edge CDP	3,850	4,200	350	9%
Desert Hot Springs city	29,000	59,990	30,990	107%
Desert Palms CDP	6,940	6,990	50	1%
Garnet CDP	6,300	7,990	1,690	27%
Indian Wells city	5,400	6,400	1,000	19%
Indio city	88,100	129,300	41,200	47%
Indio Hills CDP	1,120	6,280	5,160	461%
La Quinta city	40,400	47,700	7,300	18%
Mecca CDP	8,860	11,840	2,980	34%
North Shore CDP	3,200	3,680	480	15%
Oasis CDP	4,370	4,500	130	3%
Palm Desert city	50,400	64,100	13,700	27%
Palm Springs city	47,100	61,600	14,500	31%
Rancho Mirage city	18,200	25,200	7,000	38%
Sky Valley CDP	2,570	7,080	4,510	175%
Thermal CDP	2,400	3,270	870	36%
Thousand Palms CDP	7,880	9,730	1,850	23%
Vista Santa Rosa CDP	3,780	3,950	170	4%
Whitewater CDP	820	980	160	20%
Other unincorporated areas	12,500	17,200	4,700	38%
Service area total	450,130	697,690	247,560	55%

Source: SCAG, 2020, https://scaq.ca.gov/sites/main/files/file-attachments/0903fconnectsocial_demographics-and-growth-forecast.pdf

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

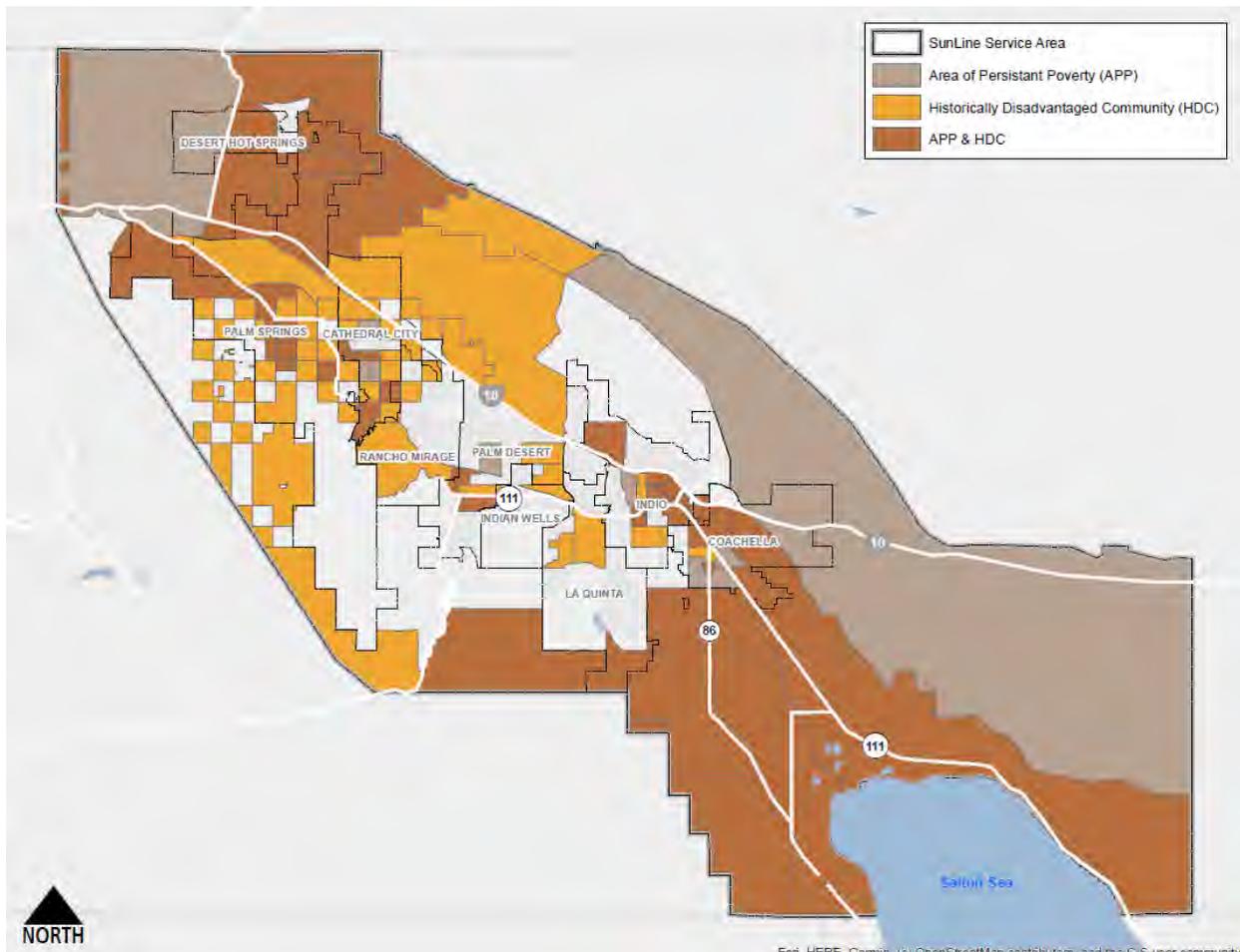
Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1-7.

Figure 1-7 Senate Bill 535 Disadvantaged Communities



Several federal funding programs specifically target investment toward areas designated as Areas of Persistent Poverty or Historically Disadvantaged Communities. Areas of Persistent Poverty include census tracts with poverty rates of 20 percent or higher based on the 2014 to 2018 5-year American Community Survey, counties that have had poverty rates of 20 percent or higher in the 1900 and 2000 Decennial Censuses and the 2020 Small Area Income Poverty Estimates, and territories or possessions of the United States. Historically Disadvantaged Communities include census tracts identified based on six factors of socioeconomic disadvantage, tribal lands, and territories or possessions of the United States. Areas with these designations within the SunLine service area are shown in Figure 1-8.

Figure 1-8 Areas of Persistent Poverty and Historically Disadvantaged Communities



1.3 Description of Services

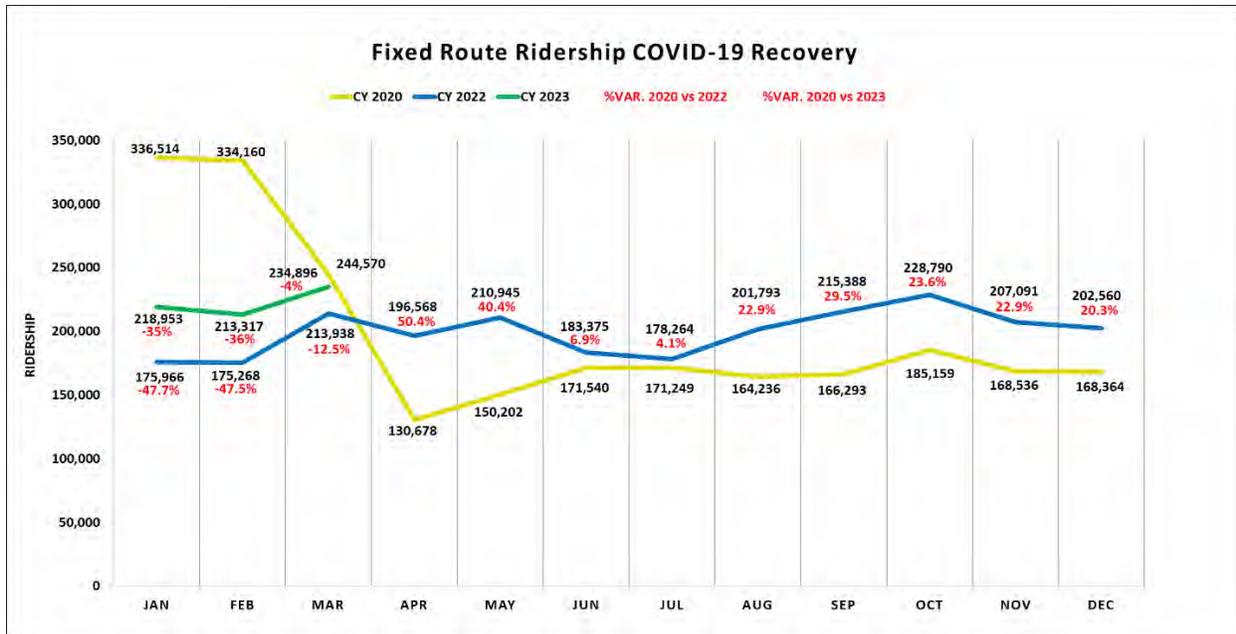
SunLine’s existing transit service includes SunBus (local bus), Commuter Link (regional commuter), SunRide (microtransit), and SunDial (paratransit). Additionally, SunLine’s taxi voucher, SolVan (vanpool), and rideshare programs provide additional transportation options to residents throughout the Coachella Valley. Each of these service types is described briefly in the following sections.

1.3.1 SunBus – Local Bus

SunLine currently operates nine 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 1EV, 1WV, and 2. Connector/feeder routes operate in less dense areas and connect to trunk routes. These routes generally operate

at less frequent headways and include Routes 3 through 9. SRTP Table 1.0 (see the Tables section of the SRTP) shows a list of the routes and the areas they serve. Figure 1-9 illustrates fixed-route ridership trends over the last few years, including the impact of the COVID-19 pandemic service reductions and the subsequent recovery. Figure 1-10 shows the SunLine system map. Appendix A shows existing route profiles.

Figure 1-9 Fixed Route Ridership



1.3.2 Commuter Link – Regional Commuter

The Route 10 Commuter Link is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link provides a direct connection between CSUSB’s campuses in Palm Desert and San Bernardino. It also provides service to the San Bernardino Transit Center (SBTC) for connections with Metrolink trains and routes served by the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit. Although system-wide ridership declines and school closures related to the COVID-19 pandemic delayed its implementation, the Route 10 Commuter Link began revenue operations on July 12, 2021.

1.3.3 SunRide – Microtransit

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 is a shared-ride service that typically operates a fleet of smaller vehicles (for example, cutaway buses or vans—see Figure 1-11) in defined zones, with dynamic routing based on real-time demand. Similar to companies such as Uber and Lyft, users in designated areas specify the details of their trips on a mobile application and a vehicle is dispatched to deliver them to their destinations. Operating specifics such as service hours and coverage are tailored to meet the needs and/or resources of the agency (fleet availability, operating budget, etc.).

Figure 1-11 Example of SunRide Vehicle





SunRide Operations

The microtransit service, known as SunRide, serves seven zones in the Coachella Valley—Cathedral City, Coachella, Desert Hot Springs (including the community of Desert Edge), Indio, Mecca-North Shore, Palm Desert, and Palm Springs (Figure 1-12 to Figure 1-18). This on-demand service bridges the gap between riders and the fixed route network or designated points of interest. Riders typically use the SunRide smartphone app to book their ride, which dispatches a SunRide vehicle to pick them up and drop them off at locations indicated within the designated geo-fenced zones. Riders without access to a smartphone may also book a trip by calling SunRide’s Customer Service number or through the SunRide web portal at: book.sunride.rideco.com. The service is available Monday through Friday between 5:30 a.m. and 6:30 p.m.

The SunRide fare is \$3 per person, which includes a free transfer to/from the intersecting fixed bus routes. SunRide’s on-demand service allows a rider to book a trip within 15 minutes or to schedule a trip up to 7 days in advance. Riders may opt for contactless payment by choosing to pay using their credit or debit card. The app allows riders to store their credit or debit card information within the app for convenience when booking future rides. Riders may also choose to pay for their ride in cash by paying the SunRide driver directly when SunRide is the first leg of the trip or by purchasing a \$3 “SunRide Transfer Pass” on the fixed route bus when the rider boards the bus as the first leg of the trip.

Figure 1-12 SunRide Pilot Service Area – Cathedral City



Figure 1-13 SunRide Pilot Service Area – Coachella



Figure 1-14 SunRide Pilot Service Area – Desert Hot Springs – Desert Edge (formerly Desert Edge)

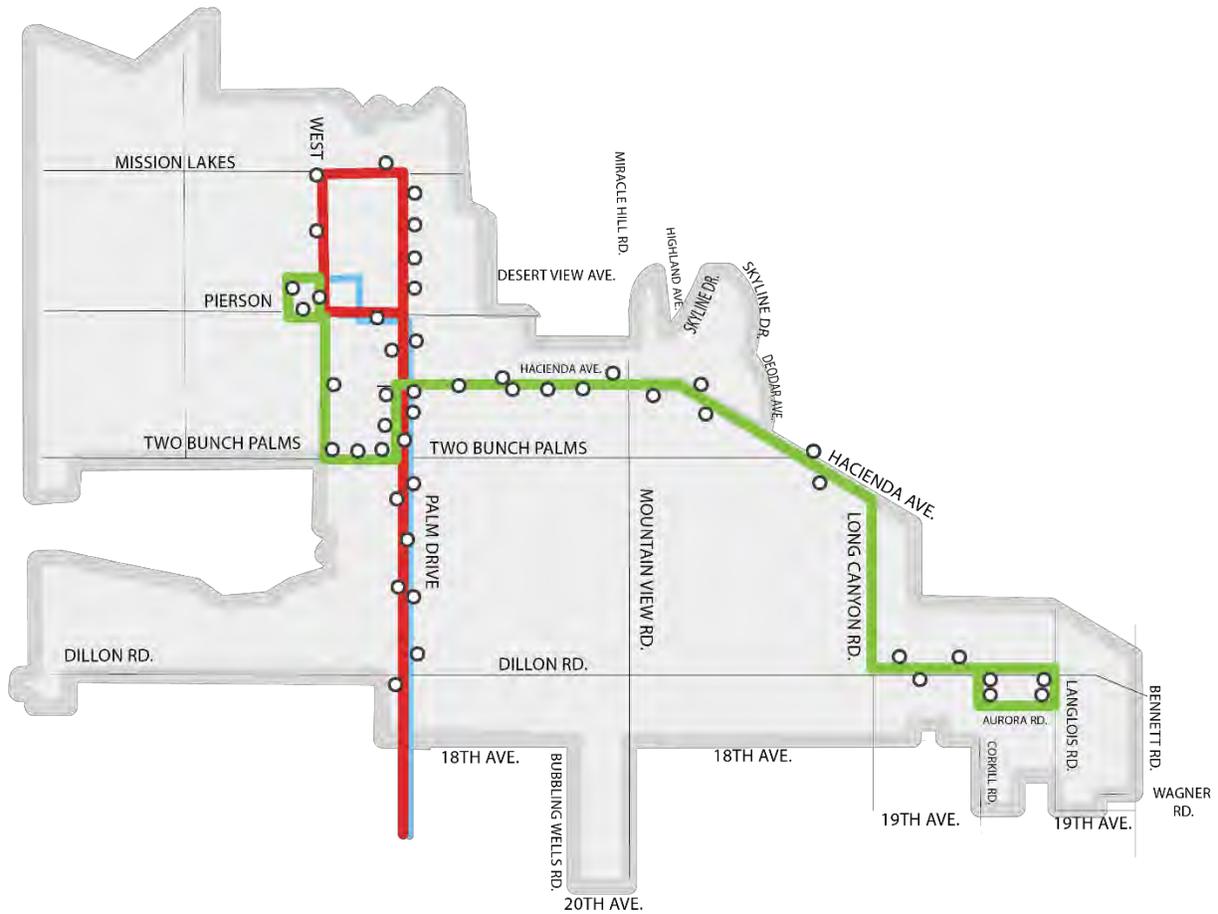


Figure 1-15 SunRide Pilot Service Area – Indio

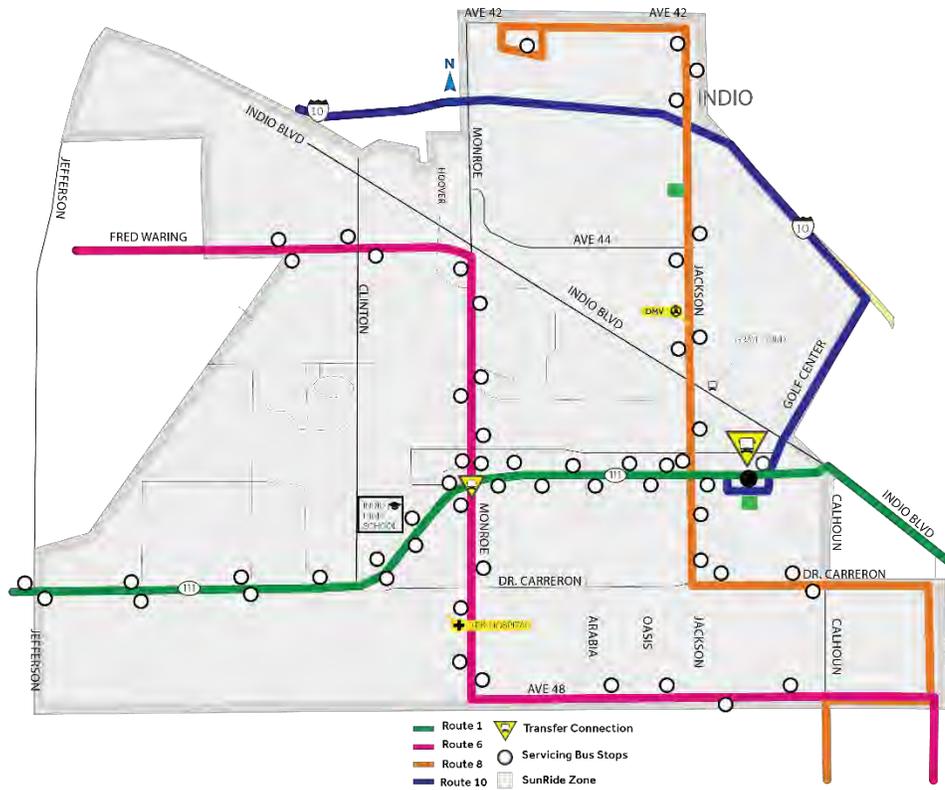


Figure 1-16 SunRide Pilot Service Area – Mecca-North Shore



Figure 1-17 SunRide Pilot Service Area – Palm Desert (formerly Cook St Corridor)

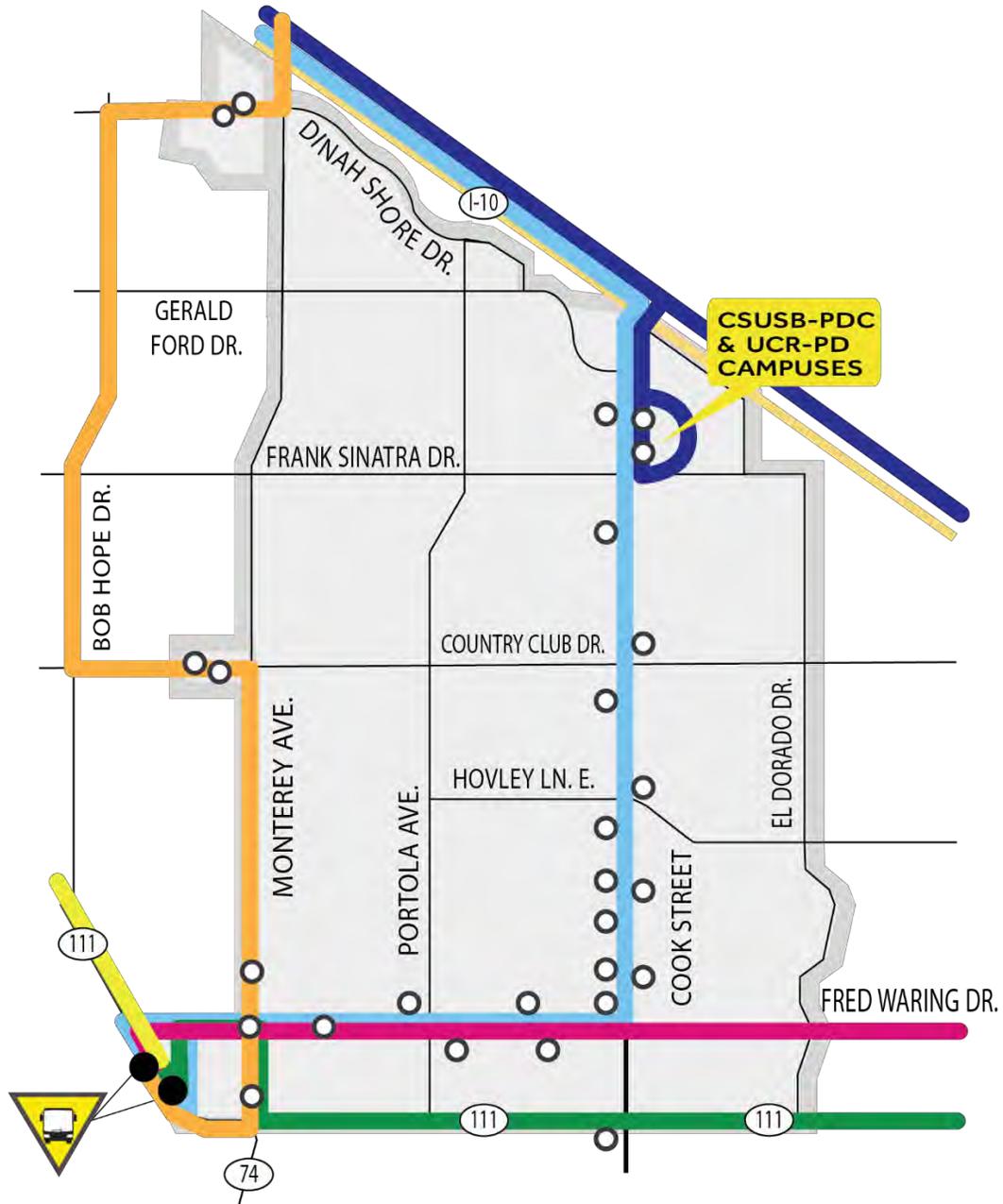


Figure 1-18 SunRide Pilot Service Area – Palm Springs



SunRide Technology Platform

SunLine launched Phase III of the pilot program on January 10, 2022. Phase III introduced a new SunRide branded mobile application (Figure 1-19) developed by RideCo that offers additional features and functionality to enhance the user experience. Some of the new features and functionality include improved connections to the fixed route network, projected trip arrival times, and a five-star rider rating system. Putting ourselves in the shoes of our riders, SunLine has also added new stops at common points of interest within each geo-fence zone that serve as ride generators, providing new touchpoints for a choice rider experience. These points of interest include stops within a short walking distance of education, shopping, and medical

facilities, implementing further service flexibility and more mobility options that are inclusive of a larger demographic. An advanced back-end software platform features a robust reporting suite to assist in evaluating the program’s performance metrics.

Figure 1-19 SunRide Mobile App



1.3.4 SunDial – Paratransit

SunLine operates SunDial ADA paratransit to provide service to those certified under the ADA who cannot ride fixed route bus service. SunDial operates within three-quarters of a mile on either side of the SunBus route network and is available by advanced reservation only.

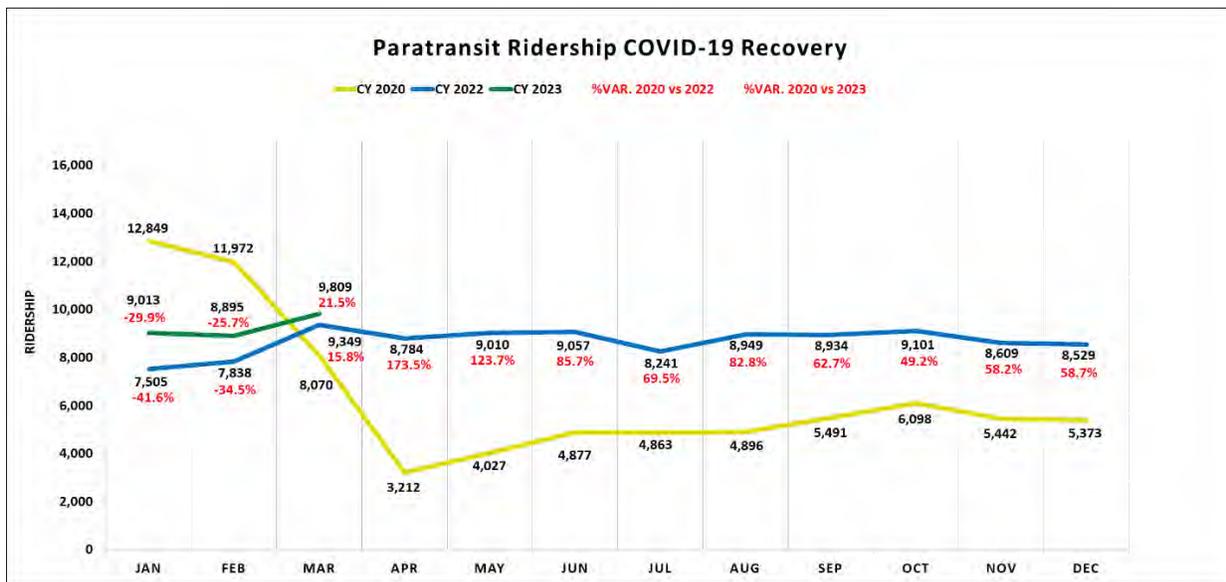
Reservations may be made based on the service hours of the fixed routes serving passengers’ origins and destinations and may be used only at the same times, days, and frequency as local fixed route service. SunDial service is an origin-to-destination, shared-ride transit service for persons who are functionally unable to use the fully accessible fixed route service either permanently or under certain conditions. Eligibility is not solely based on having a disability.

SunDial service is provided with a fleet of 39 vans 7 days a week during the same hours and days as the fixed route network. Service is not provided on Thanksgiving and Christmas days. As an operator of bus service, SunLine is required under the ADA to ensure that paratransit service is provided to eligible individuals with disabilities. The level of service provided must be

comparable, in terms of hours and days of service and area served, to the service provided by the fixed route bus system.

To be eligible, all persons must complete an application, describing in detail the nature of their mental or physical disability that may prevent the individual from using regular fixed route service. Applicants must obtain an approved health care professional's statement and signature verifying the disability. Applicants are notified in writing of their application status within 21 days from receipt of a completed application. Riders who have the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities. Figure 1-20 shows the SunDial ridership trend for 2020 through early 2022.

Figure 1-20 SunDial Ridership Trend



1.3.5 SolVan – Vanpool

A vanpool is a group of people who commute 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 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 lower than fixed route bus service because the passengers drive themselves. Ridership per platform hour is healthy. Vanpools are very demand-responsive; they can be quickly organized based on demand on a monthly basis. Once



ridership falls below a threshold, a vanpool can end, but new routes can be added easily based on need with minimal overhead. Vanpools can access office parking areas and other locations traditional SunLine fixed route buses cannot reach, allowing 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 it. Employers can help employees form vanpools through rideshare matching. Rideshare matching helps potential vanpoolers locate others nearby with similar commutes. With technology advancements, on-demand vanpooling may help reduce coordination costs and increase ridership. As the region develops unevenly, vanpools will be an increasingly effective means to serve trips from low-density places to employment and education centers.

SunLine's Vanpool Program, SolVan, is operated through a third-party lease arrangement, known as "purchased transportation," by the Federal Transit Administration (FTA), where SunLine contracts with a consulting firm to competitively procure leasing vendors, who then provide a leased vehicle to vanpool groups. SolVan provides a subsidy of \$400 monthly (or \$500 if a zero-emission vehicle) for qualified vans that agree to report on daily riders, miles, hours, and expenses. A SolVan reporting system has been created to track each rider on each vanpool. The volunteer driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van's monthly lease cost minus the SolVan subsidy. Leases include insurance and maintenance. They also share the cost of gas, parking, and toll fees (if applicable). Vehicles for this type of service will be leased by one of the prequalified vendors to one of the commuters in the group, a company, or a third-party representative. SolVan has increased the number of approved vendors to a total of four vendors to increase vehicle type and lease cost choices.

SolVan materials and guides are posted on the SolVan.org website and include program guidelines, vanpool brochure, participation agreement, passenger manifest forms, quick facts, frequently asked questions, steps/instructions to apply, steps/instructions for monthly reporting, change form, and intake form. These materials help explain the SolVan program, how to apply for a vanpool subsidy, how to ultimately have vanpools approved for SolVan subsidy, and how to report commute details to receive the monthly subsidy.

SolVan Performance/Service Area/Demographics

During the past year, agricultural-related vanpools served farm workers living and working in the eastern Coachella Valley, including Thermal, Mecca, Coachella, and Indio. Around 20 vehicles have been provided during each key harvesting month. Non-farm, more traditional vanpools serve work sites all over eastern Riverside County. The number of vehicles serving these traditional work sites has varied from six to seven per month during the past year, with seven at present. The origin of these vanpools during this past year has been vanpoolers living primarily



in Indio, Beaumont, and La Quinta. The destination of these vanpoolers has primarily been to work sites in Blythe, Palm Springs, and Indio. Major employers served by most of the traditional vanpools are the Transportation Security Administration at Palm Springs Airport, U.S. Border Patrol sites, and state prisons.

SolVan Fares

The cost for vanpoolers to ride varies wildly because fares are determined by many factors, including type and year of vehicle chosen, commute mileage, and number of riders who are splitting the monthly fare. The average number of vanpoolers in a vehicle is nine. The current vanpool monthly total lease cost ranges between \$1,050 and \$1,800 for traditional, non-farm destined vanpools. Gas cost is calculated and added to this cost.

The number of vanpool vendors under contract has doubled from two companies to four currently. With additional vendors providing more vehicle choices (such as hybrid or electric vehicles) and providing more competitive lease rates, it is possible that passenger out-of-pocket costs may decrease. Although SunLine procures for third-party leasing vendors through its contractor, the procurement is to ensure there is consistency and standard vehicle offerings among vendors—not to control vehicle pricing or fares. SunLine has no control over the passengers' out-of-pocket fares, only the amount of subsidy provided. In addition, after the lease costs the next highest out-of-pocket vanpool expense is fuel. Should electric or hybrid vehicles be introduced into the vehicle offerings, although the lease cost may be higher, many employers offer free electricity while charging at work and the at-home electric charging costs can be quite low (depending on electric provider and low rates to charge off peak). This may also result in lower fares for certain vanpool groups. Volatile gas prices in recent years will continue to have an unpredictable impact on fares for vanpool groups.

The other strategy for lowering fares is to assist vanpool groups in increasing occupancy. The more passengers that share the cost of the vanpools, the lower the fares per passenger. Although SolVan requires that vanpools maintain a minimum of 50 percent occupancy (ratio of passengers to the vanpool seats), SolVan works directly with vanpool groups that lose riders, struggle with occupancy, or are looking for part-time riders to increase occupancy and decrease passenger fares. SolVan staff assist with finding additional riders and filling seats in vanpools. Ultimately, SunLine cannot predict or determine whether vanpool fares will increase or decrease in the future; however, additional vendors and actions may result in lower fares and an even more cost-effective vanpool service.

SolVan Goals

During the past year, SunLine's goal was to expand traditional vanpooling by at least three vehicles. Two new traditional vanpools were added that still operate today. One traditional



vanpool disbanded during the year on account of work shift changes. The goal for agricultural vanpools was to maintain the high level of farm vanpools, which was achieved.

SolVan Guidelines

To receive a vanpool subsidy, the vanpool must meet the following criteria: either originate or travel to a work site within a ZIP Code in eastern Riverside County, commute at least 25 miles round-trip, commute a minimum of 12 or more days per month, and have at least five riders. Vehicles must also be at least seven-seat vehicles and can seat up to fifteen. Occupancy must be at least 70 percent to start and remain at least 50 percent. However, this occupancy requirement has been relaxed during the pandemic for existing vanpools. Guidelines also require that the vanpool lease a vehicle with one of the four SolVan-approved vendors and permit SunLine to advertise the vanpool and the route to the general public and accept additional riders to fill empty seats. SunLine contracts with WSP, which has entered agreements with four approved vendors to provide specific vehicles, lease pricing, and certain insurance coverage, among other requirements.

To be approved for SolVan subsidy, the vanpool group must visit the SolVan.org website and submit an application. SolVan staff then reviews the application to ensure it qualifies and meets all program guidelines—if so, the application is approved. The vanpool group is then directed to provide all details about the vanpool, including rider names, pick-up locations for each, drop-off locations for each, mileage and hours for each rider, work shift, commute days during the week, contact info for each rider, driver detail, start date, lease cost, copy of lease agreement, employer detail for each rider, participation agreement signatures, and manifest passenger form. Once approved, the vanpools are required to submit any changes, such as rider changes, work shift change, vehicle changes, etc. SolVan then confirms details with the vendor regarding the lease, vehicle detail, and lease cost. If a vanpool begins after the first day of a calendar month, the subsidy is prorated based on the commute days during that first month.

SolVan Reporting Procedure

SolVan has a very detailed reporting procedure for each vanpool on a monthly basis. By the seventh of the next month's deadline, vanpools are required to report actual daily activity on that specific vanpool during that prior month, which includes who rides each way; any change to regular miles traveled or extra time due to detour, etc.; all costs such as gas, parking, and tolls; and the end-of-month odometer reading. Also, it is reported whether a loaner temporary vanpool vehicle is used during any day that month. TransTrack is the reporting system used by each vanpool driver, who is given a log-in name and password to report into the system. SolVan staff then reviews the daily detail for accuracy and approves subsidy when accurate and complete. Enterprise then submits a monthly invoice detailing each vanpool in operation, vehicle detail, and lease cost to get reimbursed for subsidy, which lowers the lease cost paid by the vanpool group. SolVan staff then runs reports from TransTrack to reveal month ridership, miles,

hours, and vehicles, and creates formulas to double-check all data are complete and accurate to meet FTA National Transit Database (NTD) requirements. SunLine staff is then sent this monthly reporting detail and source materials for review before entry into the NTD system.

Farm vanpools operating with CalVans report differently. CalVans provides the farm-related vanpools, and most of those vehicles have not asked for a SolVan subsidy, but many operate in our territory. As a result, any FTA funding generated from the CalVans Eastern Riverside vanpool activity is entered into the NTD by CalVans directly as a joint powers authority, and funds are provided directly to SunLine. Public transit agencies that provide ongoing subsidies to third-party leased vanpools for the purpose of reducing the lease/capital costs of the vehicle may report their transportation data to the NTD. The benefit to reporting into the NTD is that public agencies realize a minimum of \$2 in additional FTA Section 5307 funding for every \$1 invested/expended toward the ongoing subsidy program, 2 years after the reporting year. Some programs nationwide have claimed up to a 3:1 return in funding.

SolVan Target Audiences:

1. Agriculture workers (primarily Spanish-speaking) in eastern Riverside County for the winter farming/harvest season
2. Farmers, growers, and contractors who employ or provide agricultural workers to agricultural work sites
3. Stakeholders, such as elected officials both regionally and locally, agency champions, board members, nonprofit agencies, human resources networks, community and business associations, and regional influencers
4. Adult students travelling to educational institutions in the region
5. Professional employment centers, such as government, hospitality, education, manufacturing, and medical
6. Employees that commute though or work within eastern Riverside County (Coachella Valley and Blythe)—examples include professional employment centers, government agencies, healthcare facilities, hospitality venues, higher education institutions, and industry/manufacturing sectors
7. Employers identified in Dunn and Bradstreet data

Employment is distributed throughout the service area but is concentrated adjacent to major roadways such as Highway 111. Palm Springs and Palm Desert have some of the highest levels of employment density. Figure 1-21 shows the locations of selected employers. Figure 1-22 lists these major employers and their estimated number of employees by map ID.

Figure 1-21 SunLine service area employment

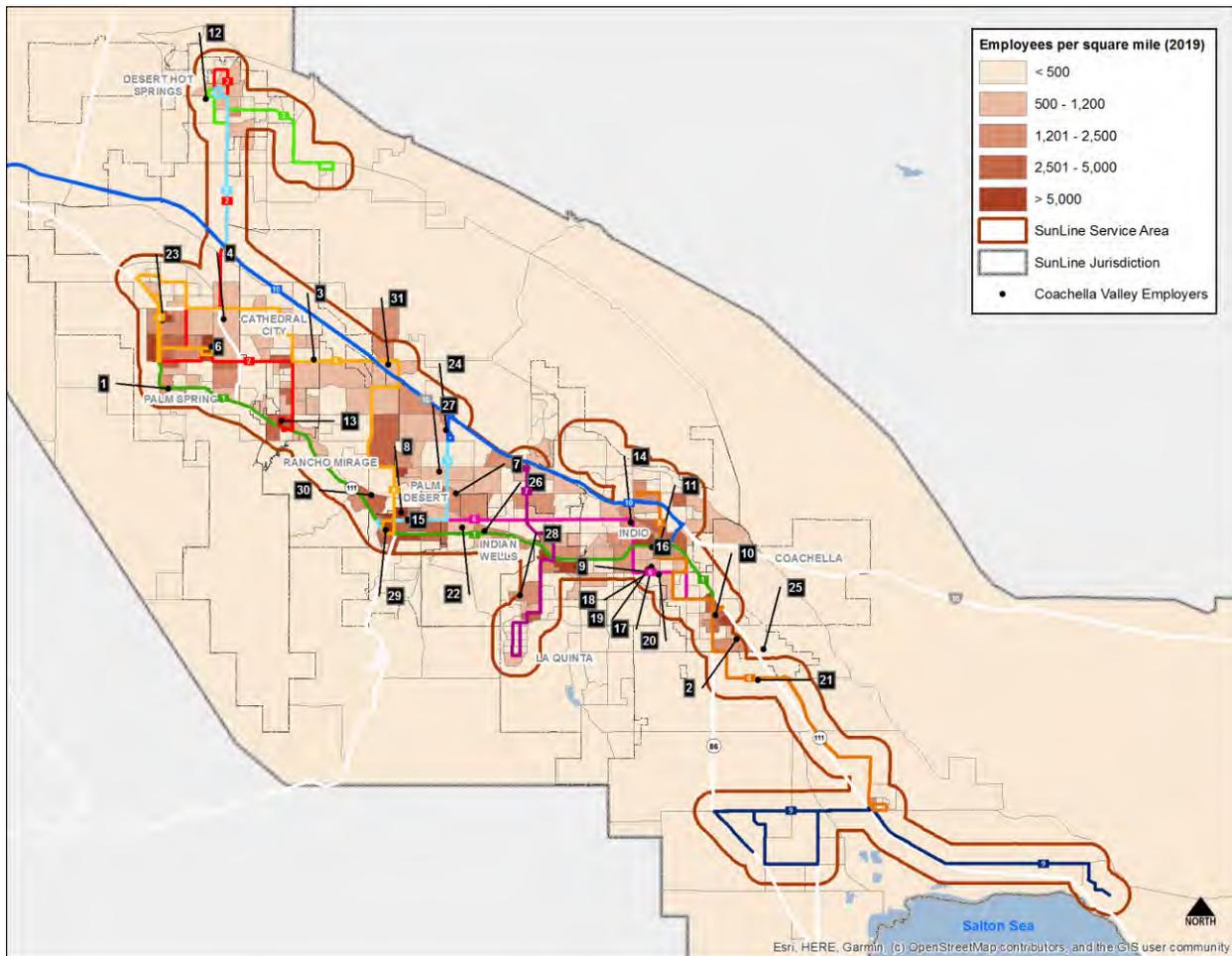


Figure 1-22 Coachella Valley major employers

Map ID	Name	Employees
1	Ace Hotel and Swim Club – Palm Springs	232
2	Armtec Defense Technologies – Coachella	284
3	Canyon Springs Industries – Cathedral City	1,200
4	Carefusion – Palm Springs	280
5	City of Palm Desert	111
6	City of Palm Springs	454
7	Coachella Valley Water District – Palm Desert	548
8	College of the Desert – Palm Desert	806
9	County of Riverside – Department of Child Support Service	95
10	County of Riverside – Department of Public Social Services (DPSS)	169
11	County of Riverside – District Attorney Office	158
12	County of Riverside – DPSS – Desert Hot Springs	124
13	County of Riverside – DPSS – Cathedral City	104
14	County of Riverside – DPSS – Indio	120
15	County of Riverside – Family Care Center	183
16	County of Riverside – Indio Jail – Sheriff – Coroner	247
17	County of Riverside – Indio Juvenile Hall	78
18	County of Riverside – Mental Health	53
19	County of Riverside – Probation Department Field Services	53
20	County of Riverside – Riverside Child Protective Service	170
21	County of Riverside – Sheriff Station Thermal	132
22	Desert Horizons	100
23	Desert Oasis Healthcare – Cook Street	700
24	Desert Regional Medical Center – Palm Springs	2,300
25	Ernie Ball (Paladar Manufacturing) – Coachella	411
26	Hyatt Regency Indian Wells Resort & Spa – Indian Wells	290
27	JW Marriott Desert Springs Resort & Spa – Palm Desert	1,500
28	La Quinta Resort and Club – La Quinta	500
29	Macy’s – Palm Desert	301
30	Omni Rancho Las Palmas Resort & Spa – Rancho Mirage	600
31	SunLine Transit Agency – Thousand Palms	328

1.3.6 Taxi Administration

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

1.4 Current Fare Structure

In 2002, SunLine raised its base cash fare from 75 cents to \$1. In 2011, a SunLine fare study recommended both eliminating the 25-cent transfer fare and incrementally raising the base cash fare to \$1.50. These recommendations were not implemented. The SunLine Board of Directors has directed staff to explore fare-free operations.

Figure 1-23 shows the existing SunLine fare structure. This fare structure differentiates fares for specific transit customers and trip types, which shows 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.

1.4.1 Cash Fares

In addition to the \$1 fare for adult riders, SunLine enforces a 25-cent fee for transfers. The transfer pass is good for unlimited rides within 2 hours of purchase 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 50 cents on all fixed route services. Individuals who qualify for the ADA also pay a 50-cent base cash fare on all fixed route services. The fare complies with FTA's Half Fare rule, which requires agencies receiving federal funds 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 85 cents 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). SunLine's fixed route fare structure is summarized in Figure 1-23.

Figure 1-23 Fare Structure

SunBus FARES & PASSES				
	Single Ride Fare	Day Pass	10-Ride Pass	31-Day Pass
ADULT	\$1.00	\$3.00	\$10.00	\$34.00
YOUTH	\$0.85	\$2.00	\$8.50	\$24.00
60+ YEARS/ DISABLED	\$0.50	\$1.50	\$5.00	\$17.00
TRANSFERS	\$0.25	INCLUDED	\$0.25	INCLUDED

10 COMMUTER LINK FARE				
	Single Ride	Day Pass		30-Day Pass
ADULT/YOUTH	\$6.00	\$14.00		\$150.00
60+ YEARS/ DISABLED	\$4.00	\$10.00		\$100.00
CSUSB STUDENTS, STAFF & FACULTY	Free w/ valid CSUSB ID			

SunRide FARE	
STANDARD FARE	\$3.00 ONE-WAY PER PERSON INCLUDES ONE TRANSFER

SunDial FARE	
MUST MEET SUNDIAL ELIGIBILITY CRITERIA	
TRAVEL WITHIN SAME CITY	\$1.50 ONE-WAY PER PERSON
TRAVEL WITHIN MULTIPLE CITIES	\$2.00 ONE-WAY PER PERSON

1.4.2 Fare Passes

SunLine currently issues three types of fare passes: the Day Pass, 31-day Pass, and 10-ride 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. SunLine also partners with employers and schools to offer passes to employees and students, respectively.

Day Pass

The SunLine Day Pass is available for \$3 and allows for unlimited rides on all fixed routes for the duration of 1 calendar day. In adherence to 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. 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 for general adult riders, \$5 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 with five 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 CSUSB Palm Desert Campus are partners. To ride SunLine, students at these schools can simply swipe their active student ID card through the SunBus card reader when they board. The program began after receiving a grant from California’s Low Carbon Transit Operations Program (LCTOP) program. On August 1, 2021, the program expanded to provide free local service to all high school students in grades 9 to 12. High school students interested in the High School Haul Pass must submit an application form. Additional information is provided on the Haul Pass program page (<https://www.sunline.org/fares-passes/haul-pass>).

Token Transit

SunLine riders also have the option to download the Token Transit application to their smartphone and use it to pay SunLine fares. It requires a credit, debit card, Google Pay, Apple Pay and other forms of digital payment to set up an account and purchase bus passes but includes the benefit of being compatible with other transit agencies across the country.

1.5 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 1-24 summarizes SunLine’s fleet of support vehicles.

Figure 1-24 SunLine Support Vehicle Summary

Type of vehicle	Fuel type	Number of vehicles
Electric light vehicles	Electric	15
Compressed natural gas (CNG) light vehicles	CNG	12
CNG light-duty trucks	CNG	15
Hybrid/Gasoline light-duty vehicles	Hybrid	2
Total		44

1.6 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 577 stops with 372 shelters. In addition, there are 81 stops with stand-alone benches and 270 stops with waste containers. Figure 1-25 shows the number of stops and stops with shelters by city or district

Figure 1-25 Bus Stop by City/District

City/District	Total stops	Total shelters		Stops with 10+ boardings		Stops with shelters and 10+ boardings	
		Count	%	Count	%	Count	%
Cathedral City	61	50	82%	27	44%	27	100%
Coachella	34	21	62%	9	26%	7	78%
Desert Hot Springs	48	34	71%	26	54%	24	92%
Indian Wells	15	13	87%	1	7%	0	0%
Indio	87	39	45%	33	38%	25	76%
La Quinta	52	34	65%	19	37%	14	74%
Palm Desert	53	43	81%	28	53%	28	100%
Palm Springs	124	86	69%	55	44%	46	84%
Rancho Mirage	33	25	76%	11	33%	11	100%
Unincorporated Riverside County	70	27	39%	13	19%	11	85%
Thermal	8	2	25%	1	13%	1	100%
Oasis	10	2	20%	1	10%	1	100%
Mecca	20	9	45%	3	15%	3	100%
One Hundred Palms	3	2	67%	1	33%	1	100%
Thousand Palms	9	9	100%	5	56%	5	100%
North Shore	11	1	9%	0	0%	0	N/A
Desert Edge	7	0	0%	2	29%	0	0%
Bermuda Dunes	2	2	100%	0	0%	0	N/A
Total	577	372	64%	222	38%	193	87%

Figure 1-26 shows the top 10 stops served for weekday service and Figure 1-27 shows the top 10 weekend stops.

Figure 1-26 Top 10 Stops

Stop name	City	Average riders per day
B St/Buddy Rogers	Cathedral City	369
5th/Vine	Coachella	286
Town Center/Han East Side	Palm Desert	216
West/Pierson	Desert Hot Springs	152
Palm Canyon/Stevens	Palm Springs	141
Indian Canyon/Ramon	Palm Springs	137
66th/Mecca Family HC	Mecca	124
Town Center/Han West Side	Palm Desert	89
Hwy 111/Golf Center	Indio	80
Palm Canyon/Baristo	Palm Springs	76

Source: APC Data March 1, 2022–February 28, 2023

Figure 1-27 Top 10 Weekend Stops

Stop name	City	Average riders per day
B St/Buddy Rogers	Cathedral City	329
5th/Vine	Coachella	270
Town Center/Han East Side	Palm Desert	194
Palm Canyon/Stevens	Palm Springs	132
Indian Canyon/Ramon	Palm Springs	129
West/Pierson	Desert Hot Springs	125
Town Center/Han West Side	Palm Desert	88
66th/Mecca Family HC	Mecca	83
Ramon/Date Palm	Cathedral City	70
Palm Canyon/Baristo	Palm Springs	61

Source: APC Data March 1, 2022–February 28, 2023

1.7 Existing Coordination between Transit Agencies and Private Providers

As the designated consolidated transportation services agency, SunLine coordinates public transportation services throughout its service area. Staffers participate in meetings with social



and human service agencies, consumers, and grassroots advocates through forums such as the Riverside County Transportation Commission (RCTC) Citizens and Specialized Transit Advisory Committee, SunLine's ACCESS Advisory Committee, San Geronio Pass Area – Transportation Now Coalition, and neighboring transit operators.

SunLine facilitates the ACCESS Advisory Committee. Staffers host regular meetings at the Thousand Palms administrative office. SunLine uses 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 Specialized Transit Advisory Committee, the Technical Advisory Committee, Aging & Disability Resource Connection of Riverside Long-term Services and Supports Coalition, Desert Valley Builders Association, and related committees to enhance coordination efforts with SunLine.

1.7.1 Coordination with Other Public Transportation Providers

In addition to providing transit service throughout the Coachella Valley, SunLine offers transit connections to several adjacent transit operators. SunLine maintains interagency agreements between Riverside Transit Agency, Omnitrans, Metrolink, and California State University to coordinate the operation of 10 Commuter Link service, which connects Indio/Palm Desert to the CSUSB campus and the SBTC/Metrolink Station, with an intermediate bus stop in Beaumont.

SunLine also hosts the Morongo Basin Transit Authority's 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 the 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 Thruway (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 intercity 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 and arriving in the middle of the night, it is currently impractical for SunLine to offer transit service to the station.

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 and Indio that connects to Los Angeles in the west and Phoenix, Arizona, in the east. SunLine maintains an interagency operating agreement with FlixBus.

1.8 Review of Previous Studies and Plans

The California Department of Transportation awarded SunLine its 2021 Excellence in Transportation Award in the Public Awareness Category in recognition for its Refueled initiative. The Refueled initiative started in 2019 when 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. In 2022, SunLine retained HDR to conduct a *Before and After Study*, which evaluated the impact of the network redesign and how the needs of riders have changed through the pandemic. Completed in June 2022, the findings from that study have informed the development of this SRTP.

Other reports reviewed for the preparation of this SRTP include:

- *Bus Rider Survey Study* (February 2015)
- *SunLine Transit Feasibility Study Hydrogen Station Expansion* (January 2016)
- *SunLine Transit Facilities Master Plan* (November 2016)
- *SunLine Transit Agency Transit Asset Management* (September 2018)
- *Network Study Report SunLine Transit Redesign & Network Analysis* (February 2019)
- *Innovative Clean Transit (ICT) Plan*, presented 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 and input received from customers using a data-driven process drawing from existing transit market information such as stop- and route-level boarding data and origin-destination survey data.

The Refueled plan has been launched in phases, beginning in January 2021 with the new consolidated fixed route network, which streamlined and simplified routes and route numbers, and with the SunRide microtransit service, which serves parts of Desert Hot Springs, Palm Desert, Coachella, and Mecca North Shore. In July 2021, SunLine kicked off the 10 Commuter Link, an express service that connects Indio with San Bernardino via Interstate 10. Route 1X, which was proposed to begin in September 2022, has been postponed until the SunLine Refueled service plan is fully implemented, and the frequency of Route 1EV increased to every 15 minutes coinciding with the opening of the Coachella Mobility Hub in fall 2024.

In January 2023, the Board of Directors approved the revised SunLine Service Standards Policy to provide the agency staff with direction regarding the planning, operation, and management of transit service in the Coachella Valley. The Service Standards Policy and metrics are intended to:

- promote continuous improvement of transit service
- provide regular updates on service performance
- meet federal requirements for monitoring Title VI of the Civil Rights Act
- avoid uninformed decision-making regarding the provision of service

The Refueled FY21-23 SRTP included updated key performance indicators (KPIs) that further support these quantitative, community-based planning methods. As we emerge from the pandemic, it will be more important than ever for SunLine to grow ridership while making necessary adjustments based on ridership trends.

2.1 Service Standards

2.1.1 Service Design Standards

Service frequency and span of service can be revised where sustainable (that is, where demand warrants increased frequency, where performance measures can still be met, and when funding can sustain the frequency and span of service).

New routes may be implemented based on a weekday-only service, typically between the hours of 6:00 A.M. and 7:00 P.M., usually when there is a peak demand. During the implementation of new service, a trial period is allocated from 12 to 18 months as an opportunity to provide for

service adjustments before deciding to retain, expand, or eliminate the service. Figure 2-1 lists the minimum service frequencies and spans.

Figure 2-1 Service Frequency Standards

Frequency and Span by Service Type	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Trunk bus routes	20 minutes peak 30 minutes off-peak	30 minutes	5:00 A.M. – 11:00 P.M.	5:00 A.M. – 11:00 P.M.
Local bus routes	30 minutes peak 60 minutes off-peak	60 minutes	5:00 A.M. – 7:00 P.M.	9:00 A.M. – 6:00 P.M.
Market-based services	Based on demand	Based on demand	Based on demand	Based on demand

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.

Market Opportunities

There is a strong correlation between service performance, surrounding population, and employment densities. In other words, 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.

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 unmet needs.

Productivity vs. Coverage Target

The SunLine Board of Directors' goal is to capture choice riders and new riders and to expand transit market share. The Board is committed to investing in new operating plans that improve productivity and, when necessary, 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.

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, and those with relatively lower income and vehicle ownership levels.

2.1.2 Service Productivity Standards

Passengers per revenue hour and passengers per revenue trip are KPIs that measure service effectiveness, or productivity, based on ridership (passenger boardings) generated for each hour of revenue service for local and trunk routes and boardings per trip for market-based services operated (see Figure 2-2).

Figure 2-2 Passengers Per Revenue Hour/Revenue Trip Standards

Refueled Routes 1/3/2021 to 6/30/2021		
Service Tiers	Routes in Service Type	Passengers Per Revenue Hour Standard
Trunk routes	Routes 1EV, 1WV, 2	20
Local routes	Routes 3, 4, 5, 6, 7, 8, 9	10
Market-based services	10 Commuter Link	10*

* Boardings per trip – is the productivity measure for market-based routes

2.1.3 Service Quality Standards

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

- service scheduled speed (service quality)
- on-time performance (service reliability)
- runtime variance (service reliability)
- percent service completed (service reliability)
- miles between service interruption (service reliability)
- load standards (service comfort)
- average fleet age (service comfort)
- bus deployment standards

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures the route’s scheduled service speed. The measure is calculated by dividing revenue miles by revenue hours for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

The target performance scheduled speed is 12.5 miles per hour (mph) for SunLine’s transit system, as shown in Figure 2-3.

Figure 2-3 Service Scheduled Speed Standard

Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Fixed Route Bus	12.5 MPH	12.5 MPH

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 5 minutes late. For SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. Some challenges to on-time performance are related to construction, heavy traffic, and passenger problems.

On-time performance standards for fixed routes are at a target of 85 percent (Figure 2-4).

Figure 2-4 On-Time Performance Standard

Service Mode	On-Time Performance Standards
Fixed Route Bus	85% (Excepting Major Detours)

Runtime Variance: 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 variance regularly because roadway traffic conditions are ever-changing.

Percent Service Completed: Percentage of service completed is a metric established as of September 2017. The initial intention was to report percentage of trips completed; however, because of limitations in the Avail ITS system, the percentage of revenue mileage completed is reported.

This KPI measures service reliability as defined by the percentage of miles completed daily. Three components are necessary to successfully complete scheduled service:

- daily availability of operators to meet service demands
- daily availability of fleet vehicles to meet service demands
- miles between service interruptions

The set standard for service completed is 99 percent by service mode, as seen in Figure 2-5. The percentage of service completed for FY 2021 was 99.4 percent of the approved Level 3 service, exceeding SunLine’s minimum service standard.

Figure 2-5 Service Completed Standard

Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed route bus	99%

Miles between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of the cause. To meet this target, both avoidance of service interruptions through early identification (for example, planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur

are necessary. The set minimum target between service interruptions (road calls) is 5,000 miles, as seen in Figure 2-6.

Figure 2-6 Miles between Service Interruptions Standard

Miles between Service Interruptions Service Mode	Target Minimum Miles between Service Interruptions (Road Calls)
Fixed route bus	5,000

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 for short distances or time periods (for example, under 2 miles or 10 minutes) during peak periods, it is expected that seating should be available for all riders during normal off-peak conditions (Figure 2-7).

Figure 2-7 Load Standards

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

Average Fleet Age: The age of the vehicle fleet affects the performance and reliability of transit services and the attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable, and comfortable passenger experience (Figure 2-8).

Figure 2-8 Average Fleet Age Standard

Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

Bus Deployment Policy: This policy specifies the kind 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 (Figure 2-9). Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding.

Figure 2-9 Bus Deployment Standard

Bus Deployment	Vehicle Type
Trunk Bus Routes	40' Buses
Local Bus Routes	32' or 40' Buses - Based on ridership demand
Market-Based Services	MCI Coach

SunLine will review the Bus Deployment Policy every 2 years, beginning in 2018, and make necessary adjustments as the fleet is updated to ensure compliance with the Title VI requirements.

2.1.4 Service Warrants

The Warrants Standards provide guidelines for the introduction of new services. They are a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when the ridership forecasts based on population, school enrollment, or job density are sufficient to achieve minimum passengers per revenue hour standards by service type. 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 the 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.

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.

2.1.5 Paratransit Service Standards (SunDial)

Eligibility

- Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person is eligible.
- Any person with a disability who has a specific impairment-related condition that prevents the person from traveling to or from a boarding/disembarking location is eligible.
- Certification is based on individual's functional ability to ride the fixed route system.
- Visitors qualified elsewhere in the United States may use the SunDial ADA service for up to 21 days per year and must then qualify locally.
- A maximum 21-day response period for the application and an appeals process exists.
- There is no limit to the number of trips a person can make. Reservations can be made up to 7 days in advance.
- A no-show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases.

SunLine's Eligibility Department processed 100 percent of completed applications within the 21-day target.

Access

- The agency must serve any origin and destination requests that are both within 0.75 miles of a fixed route corridor (excluding Commuter bus service) at the times and days of service when the fixed route is operating. Next-day service by reservation during regular business hours must be provided.
- The reservations call center accepts client reservations 7 days per week between 8:00 A.M. and 5:00 P.M. for next-day service.

Travel Time

- Trip pick-up time must be scheduled within 1 hour before or after the requested pick-up time. Trip length should be comparable to the time it would take to make the same trip by the fixed route service.

On-time Performance

- Trip pick up should consistently occur within a 30-minute window from the scheduled pick-up time.

- On-time performance is in accordance with FTA Circular 4710.1 to perform equivalent to SunLine’s fixed route service. Paratransit continues to meet and exceed this goal.

Capacity

- Subscription service is provided as a proportion of our total complementary paratransit service as long as it does not interfere with our capacity for demand trips.
- No more than 50 percent of the number of trips can be subscription. Going above this level could cause capacity constraints to serve our non-subscription riders.
- Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis.

Fares

- Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip.
- No fare is to be charged to personal care attendants where they are required.
- Companions pay the same ADA fare.
- SunDial fares are based on travel within one city or multiple cities. Within one city the fare is \$1.50 per trip; travel within multiple cities is \$2.00 per trip.

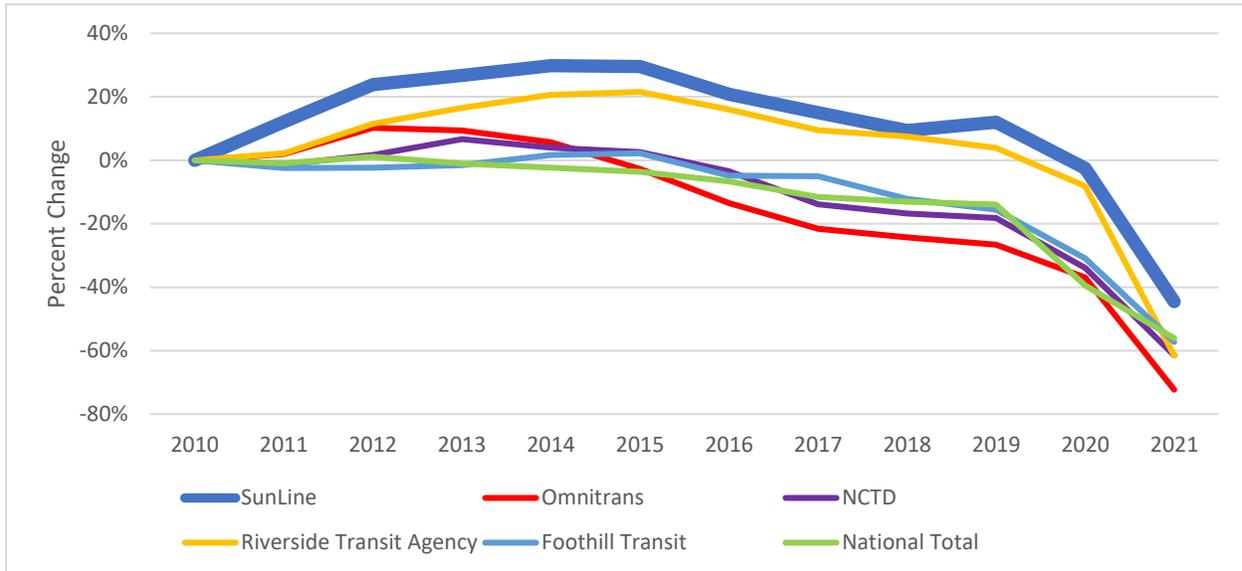
2.2 Service Performance

2.2.1 Overall System Performance

SunLine considers its Refueled transit redesign a success. Although the bus driver shortage has prevented SunLine from restoring full service, the Refueled network has shown remarkable resiliency with improved weekday productivity. We are working hard to generate new ridership thanks to programs such as the Haul Pass, which gives students free rides on SunLine buses. Continuing a trend established before the COVID-19 pandemic, SunLine had been enjoying an increase in transit use above that of its peers, both locally and nationally.

Figure 2-10 shows total SunLine fixed route ridership relative to 2010 and its peers.

Figure 2-10 Percentage Change in SunLine Fixed Route Ridership Relative to 2010 and Peers



Service Design

Beginning with Refueled on January 3, 2021, SunLine operated eight fixed routes on Level 3 service, with Route 5 not in operation. The transit routes and the cities or communities they serve are listed in Figure 2-11. Figure 2-12 and Figure 2-13 show the frequency and service spans, respectively, for each route. As discussed further in Chapter 3, SunLine is currently operating a modified level of service in response to the COVID-19 pandemic.

Figure 2-11 Summary of Fixed Route Transit Services

Route	Cities/Communities Served
1WV	Palm Springs, Cathedral City, Rancho Mirage
1EV	Palm Desert, Indian Wells, La Quinta, Indio, and Coachella
2	Desert Hot Springs, Palm Springs, and Cathedral City
3	Desert Hot Springs and Desert Edge
4	Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, and Palm Desert
5	Desert Hot Springs and Palm Desert
6	Palm Desert, Indian Wells, La Quinta, Indio, and Coachella
7	La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes
8	Indio, Coachella, Thermal, and Mecca
9	Mecca and North Shore
10	Indio, Palm Desert, Beaumont, and CSUSB

Figure 2-12 Service Frequencies, in Minutes

Route	Weekday Frequency		Weekend Frequency	
	Peak	All Day	Peak	All Day
1WV	20	30	20	30
1EV	20	30	20	30
2	20	40	20	40
3	60	60	60	60
4	40	60	60	60
5	60	60	—	—
6	45	60	60	60
7	45	90	90	90
8	40	60	60	60
9	60	60	60	60
10	Select trips	Select trips	—	—

Figure 2-13 Service Spans

Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
1WV	5:00 A.M.	10:14 P.M.	5:00 A.M.	10:14 P.M.
1EV	5:00 A.M.	10:48 P.M.	5:00 A.M.	10:48 P.M.
2	5:00 A.M.	10:56 P.M.	5:00 A.M.	10:56 P.M.
3	6:45 A.M.	8:35 P.M.	6:45 A.M.	8:35 P.M.
4	6:10 A.M.	9:50 P.M.	6:10 A.M.	9:50 P.M.
5 (AM)	6:10 A.M.	9:00 A.M.	—	—
5 (PM)	3:00 P.M.	6:51 P.M.	—	—
6	6:00 A.M.	8:50 P.M.	6:00 A.M.	8:50 P.M.
7	5:10 A.M.	9:20 P.M.	5:10 A.M.	9:20 P.M.
8	5:30 A.M.	10:57 P.M.	5:35 A.M.	10:57 P.M.
9	6:00 A.M.	9:45 P.M.	6:00 A.M.	9:45 P.M.
10 (AM)	5:20 A.M.	2:00 P.M.	—	—
10 (PM)	12:50 P.M.	8:00 P.M.	—	—

Ridership

Ridership system-wide in FY 2021 for SunBus, SunDial, and SolVan was a total of 2,088,316 boardings, a decrease of 40.6 percent compared with FY 2020:

- SunBus ridership totaled 2,000,077, a decrease of 1,379,443 rides (-40.8 percent), in comparison with FY 2020.



- SunDial ridership totaled 71,129, a decrease of 50,997 rides (-41.8 percent), in comparison with FY 2020.
- SolVan ridership totaled 16,028, an increase of 405 rides (+2.6 percent), in comparison with FY 2020.
- SunRide ridership totaled 1,082 in the first 6 months of the program.

The effects of the COVID-19 pandemic were initially seen in March 2020, with a drop in ridership of 35.5 percent compared with 2019 and peaking in April 2020 with a 62.9 percent drop in ridership compared to the same time the previous year (Figure 2-14). Fixed route ridership was consistent throughout this fiscal year, finishing with a 50.5 percent drop in ridership compared with the pre-COVID FY 2019.

SunLine is taking action to continue to increase ridership. SunLine's Refueled initiative was launched in January 2021 with a consolidation of our fixed route system and SunRide microtransit zones. The Route 10 Commuter Link began in July 2021. To improve ridership on Route 10 Commuter Link, SunLine is implementing off-peak fares for reverse commute trips. The local fare structure will apply to morning trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino. The peak period fare will remain the same. The local fare structure will also apply in the summer and whenever California State University is not in general session.

The Haul Pass program was implemented in August 2018. It offers free rides to College of the Desert and CSUSB students and is subsidized by the colleges. However, with COVID-19 and the implementation of online learning and free fares from March 2020 to May 2021, ridership increases attributable to Haul Pass were not expected this fiscal year. The Haul Pass was expanded in 2022 to include local high school students.

Figure 2-14 5-year Fixed Route Ridership Comparison

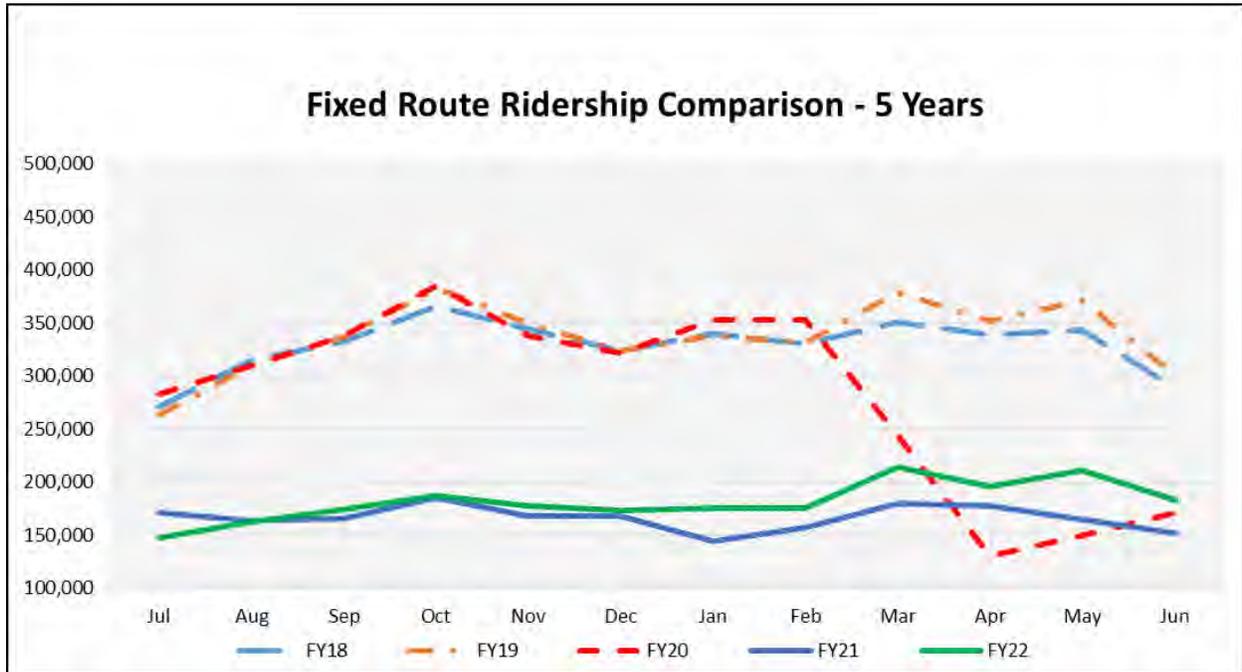
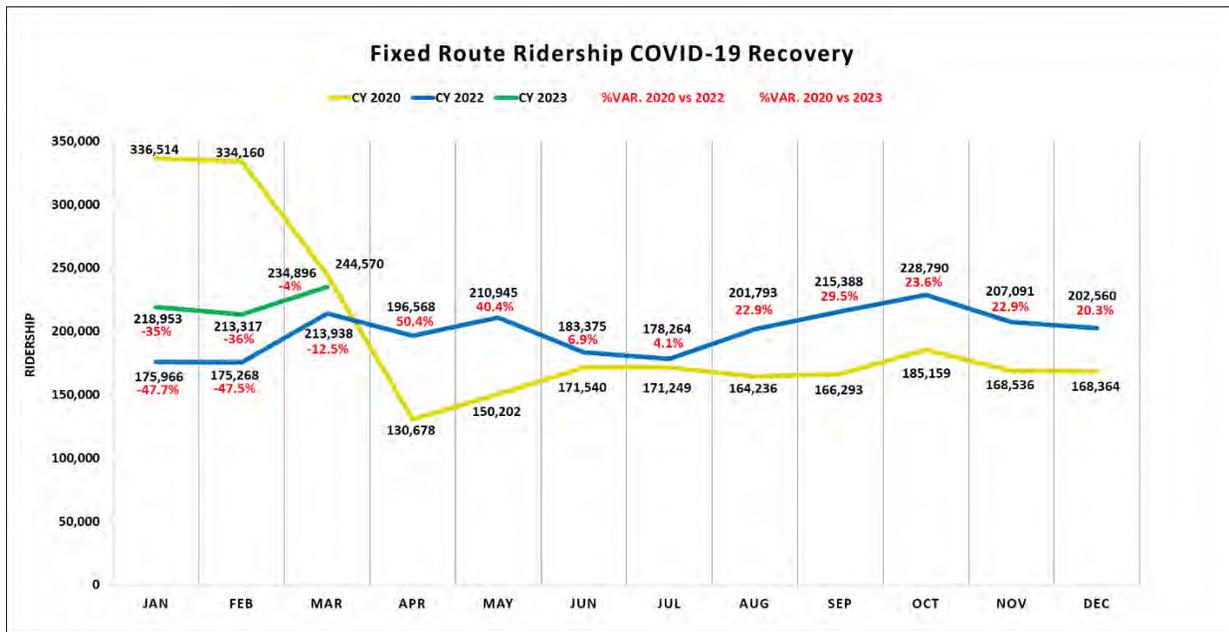


Figure 2-15 shows our COVID-19 recovery chart, showing detailed changes in ridership for the last 3 calendar years.

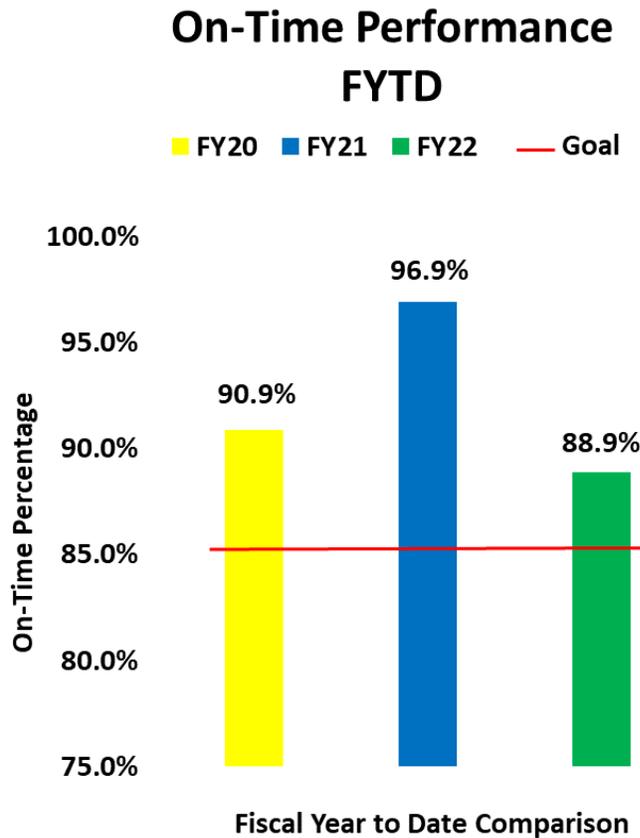
Figure 2-15 COVID-19 Impact on Fixed Route Ridership



Paratransit Performance

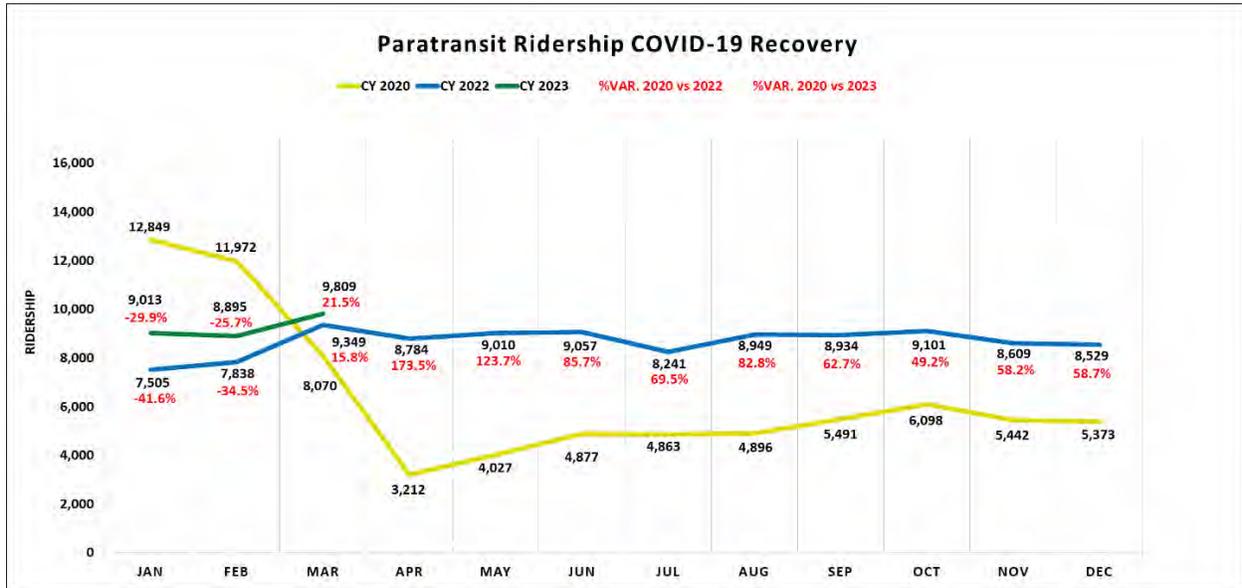
Figure 2-16 shows the SunDial on-time performance for FY 2020 to FY 2022.

Figure 2-16 SunDial On-Time Performance for FY 2020 to FY 2022



The effects of the COVID-19 pandemic were initially seen in March 2020 with a drop in ridership of 39.1 percent compared with 2019 and peaking in April with a 74.9 percent drop in ridership compared to the same time in 2019. Since then, a steady increase in ridership has occurred through FY 2021 (Figure 2-17).

Figure 2-17 Paratransit Ridership COVID-19 Impact for FY 2022



Taxi Administration

The SunLine Regulatory Administration is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley. Figure 2-18 presents the current operating taxi businesses in the Coachella Valley, along with the number of vehicles operated by each company.

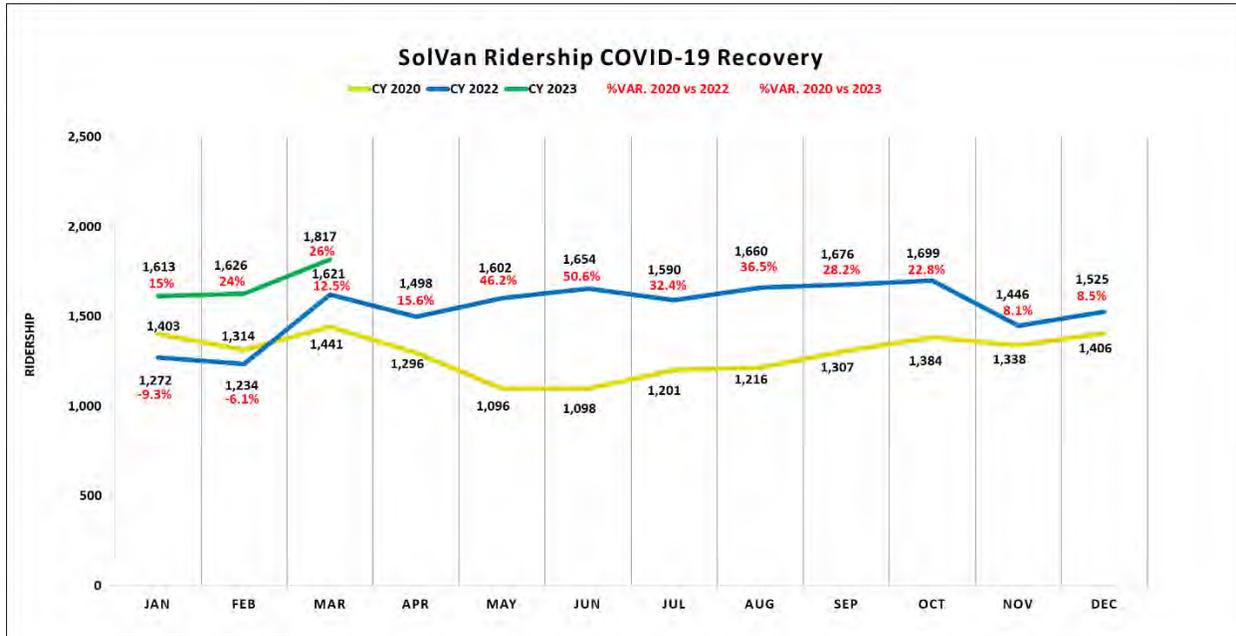
Figure 2-18 Taxi Businesses

Business	Vehicles
Coachella Valley Taxi	27
City Cab	29
Yellow Cab of the Desert	33

SolVan – 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. Figure 2-19 shows the ridership trend of SolVan.

Figure 2-19 SolVan Ridership Trend



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. SunLine’s service design should focus on serving major trip generators and creating convenient, direct linkages between origins and destinations.

2.2.2 Route-level Performance

Productivity

Figure 2-20 indicates that neither of the two Refueled trunk routes (Routes 1 and 2) met their performance standards.

Figure 2-20 Refueled Trunk Routes Average

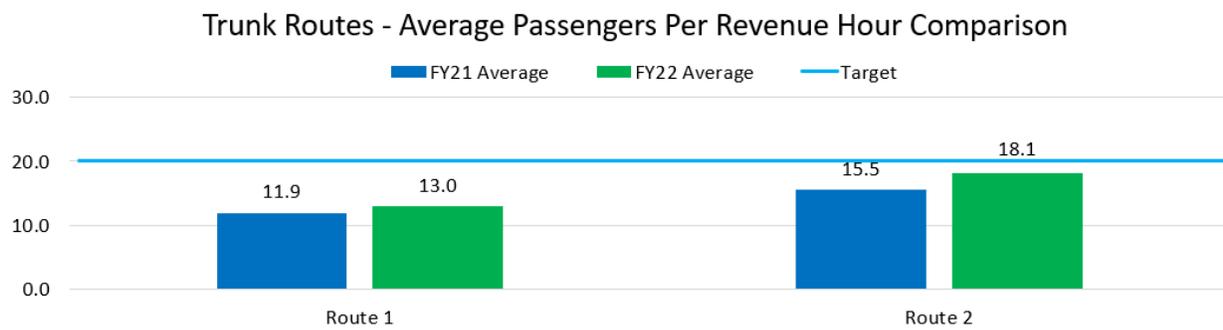
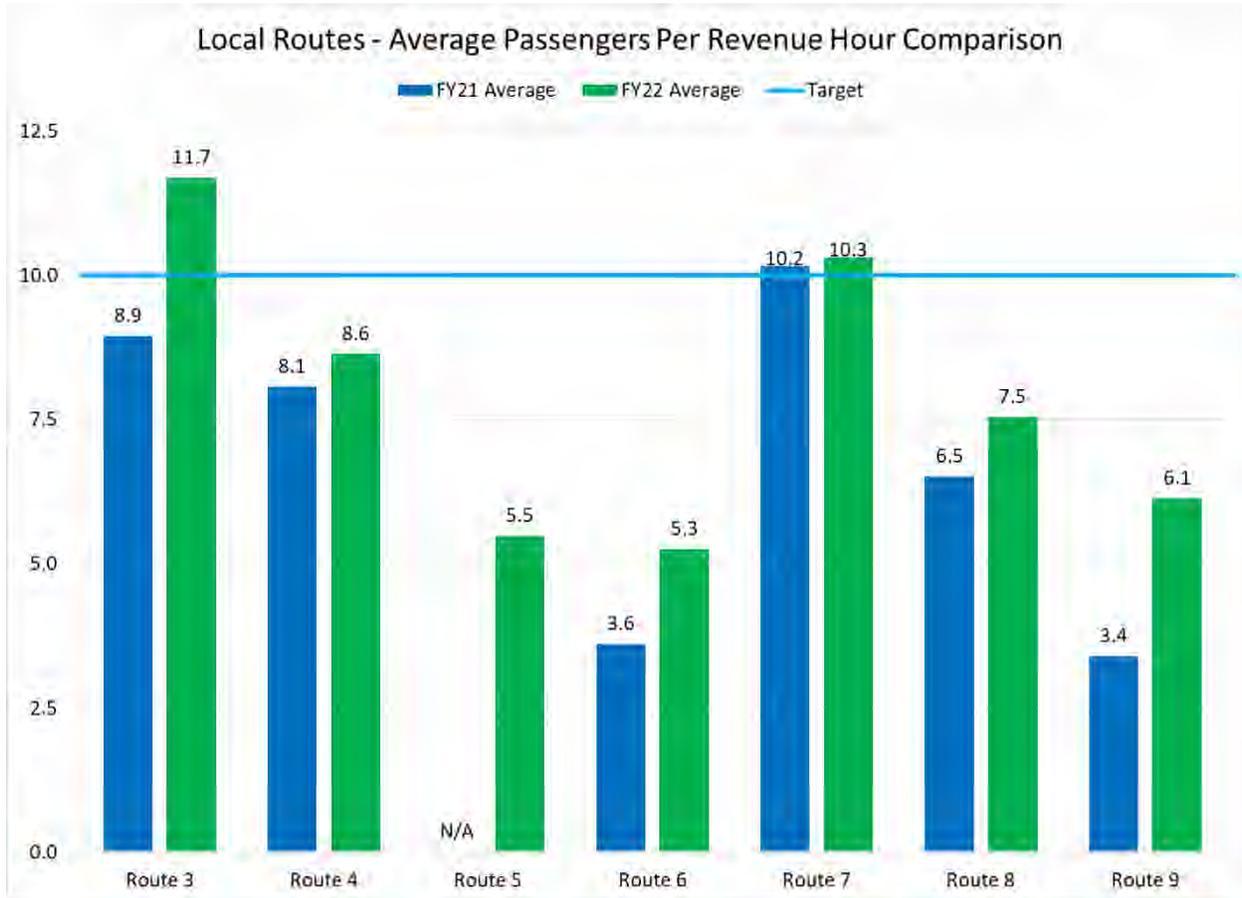


Figure 2-21 indicates that two out of the seven local routes met their performance standards goal:

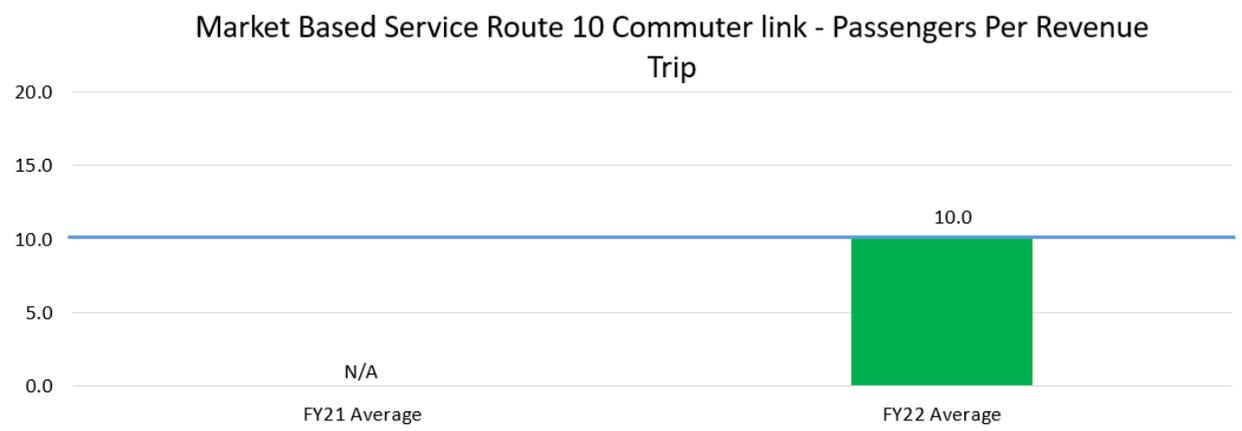
- For FY21-22, Route 3 and Route 7 met the PPRH goal of 10 passengers per revenue hour
- For FY21-22, Routes 4, 5, 6, 8 & 9 failed to meet the target of 10 PPRH
- Route 5 did not operate previous fiscal year

Figure 2-21 Refueled Local Routes Average



Route 10 Commuter Link service started revenue service in July 2022 and is currently meeting its goal of 10 passengers per revenue trip (Figure 2-22).

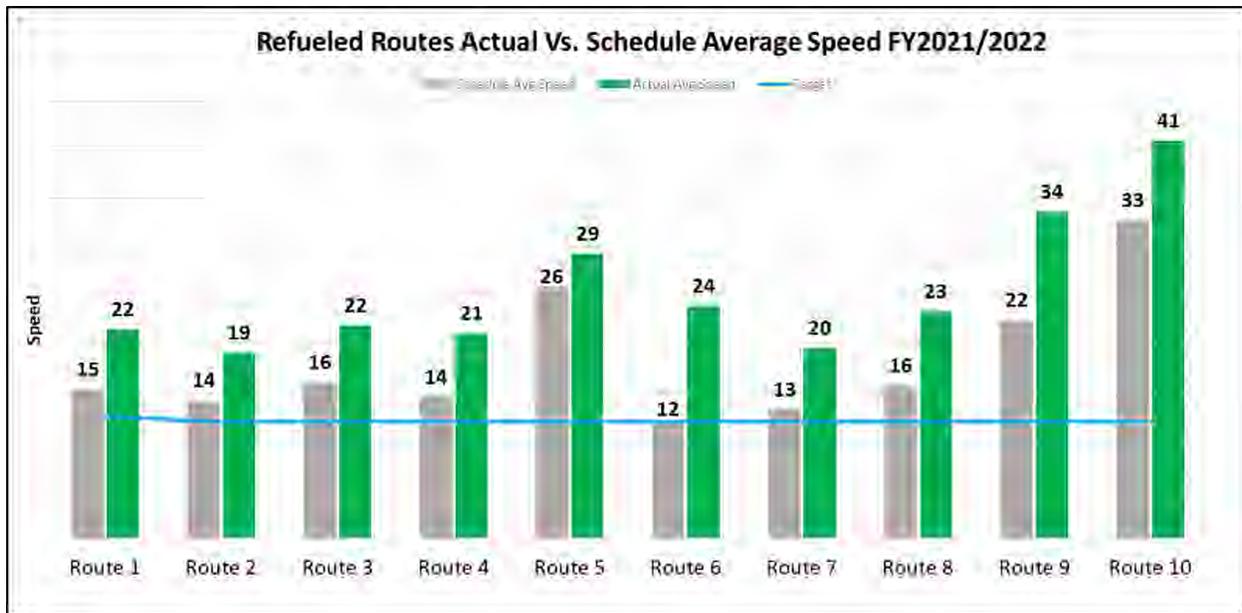
Figure 2-22 Market Based Service Average



Service Quality

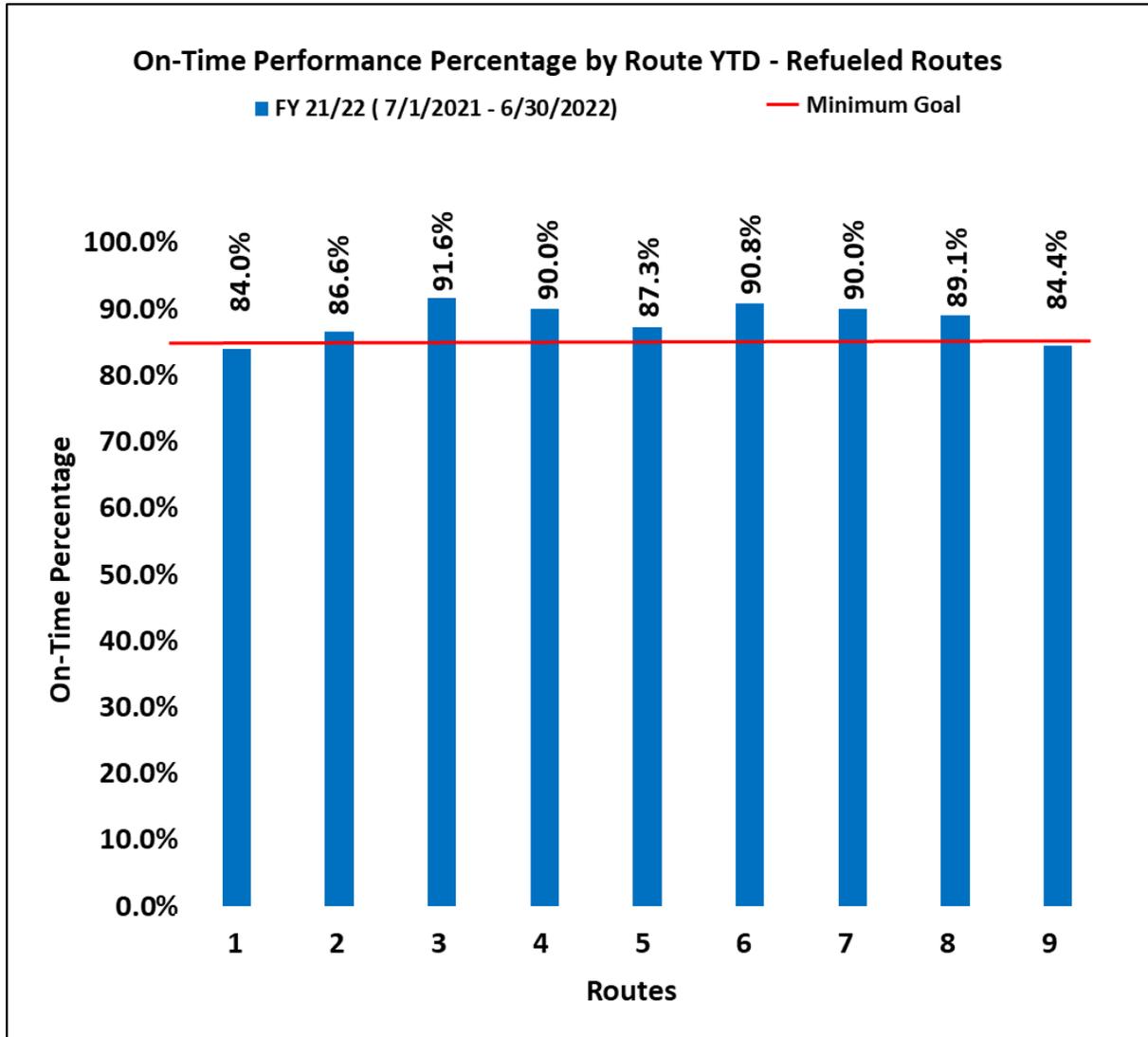
Service Scheduled Speed: The SunLine system is currently scheduled at an average speed of 18 mph, above the target scheduled speed of 12.5 mph (Figure 2-23).

Figure 2-23 Fixed Route Average Speed



On-time Performance: SunLine’s system-wide on-time performance is at 87 percent for July 1, 2021, to June 30, 2022. This exceeds the goal for FY 2022. All routes operated above the minimum on-time performance standards, as captured in Figure 2-24, except for Route 1 and Route 9, at 84 percent and 84.4 percent respectively.

Figure 2-24 On-Time Performance, by Route



Percent Service Completed: The set standard for service completed is 99 percent by service mode, shown previously in Figure 2-5. The percentage of service completed for FY 2021 was 98 percent of our approved Level 2 service, just below our minimum service standard. Workforce shortages contributed to these losses in service.

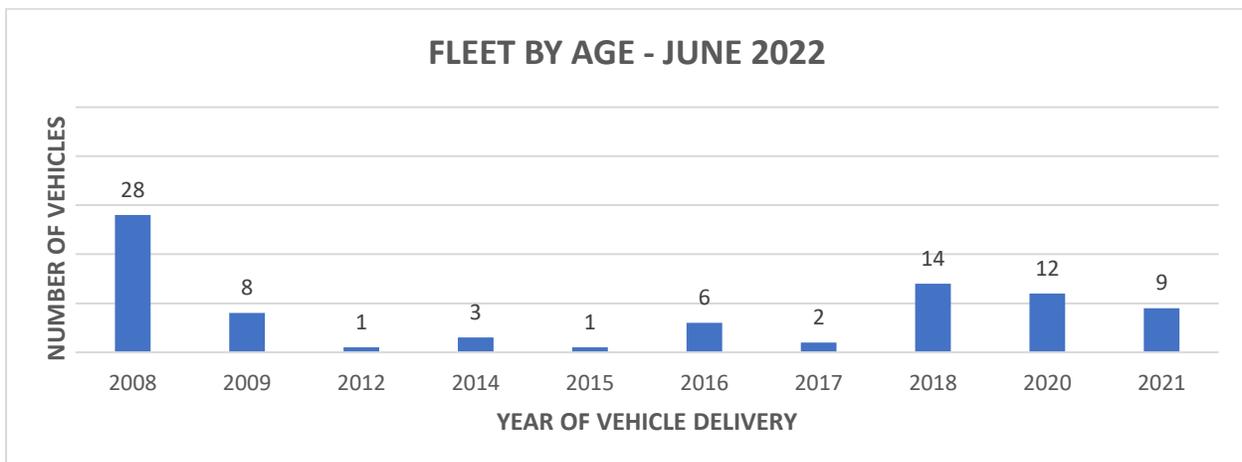
Miles between Service Interruptions: The standard of 5,000 miles between service interruptions was exceeded throughout the review period. Miles between service interruptions for FY 2022 are noted in Figure 2-25.

Figure 2-25 Miles between Service Interruptions

FY 2021/22	Fixed Route Miles between Service Interruptions
July	6,468
August	3,651
September	6,682
October	9,256
November	9,883
December	9,119
January	8,096
February	5,930
March	10,761
April	10,262
May	7,010
June	5,132

Average Fleet Age: The fixed route average fleet age is 8.4 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 2-26 shows the fleet age as of June 2022.

Figure 2-26 Fleet Age





Bus Deployment: 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 in the Bus Deployment Policy described previously. Additionally, fuel cell buses and battery electric 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 passengers. All SunLine buses are fully air-conditioned and are 100 percent accessible to persons with disabilities.

- Routes 1, 2, 3, and 4 should use 40-foot buses given the higher passenger volumes.
- Other routes should use either 40- or 32-foot buses based on ridership demand.

2.2.3 Productivity Improvement Efforts Underway

SunRide has grown as a microtransit pilot project from connecting riders to fixed route service by bridging the first mile, last mile gap, to including virtual stops within each geo-fence. Virtual stops consist of medical facilities, pharmacies, banks, grocery stores, educational facilities, and community services, such as libraries and senior centers.

Several improvement efforts are underway to generate SunRide ridership as the Coachella Valley recovers from the COVID-19 pandemic. This includes outreaches in the geo-fences, walkabouts to visit businesses, medical centers, and community organizations to introduce SunRide as a transportation option, working with vehicle drivers on SunRide van awareness and recognition within each geo-fence, as well as promotional offers such as free rides.

In January 2022, a new app was introduced that allows more in-depth data analysis via KPIs and enhanced customer features, such as a five-star rating system and time snapping—the ability to time rides for minimal wait time to a fixed route bus. Additionally, drivers and customers now have the ability to contact each other for ride clarification questions.

To monitor the growth of SunRide along with the effectiveness of marketing toward brand awareness, KPIs are monitored weekly and monthly to determine strengths and areas where growth is needed. Regular monitoring of SunRide KPIs also assists in interceding and reversing any downward trends in ridership.

SunRide Service Performance

Figure 2-27 to Figure 2-29 show key performance metrics for SunRide during calendar year 2022.

Figure 2-27 SunRide System-wide Metrics

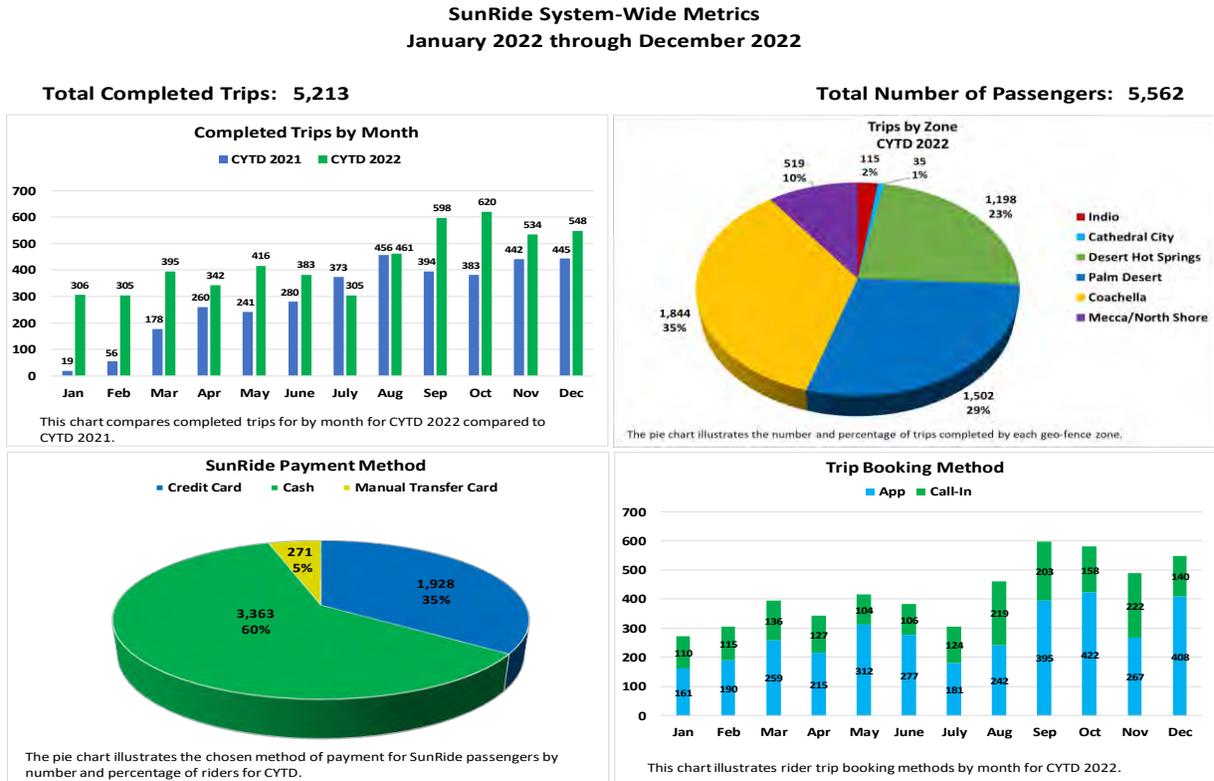


Figure 2-28 SunRide Unique Users

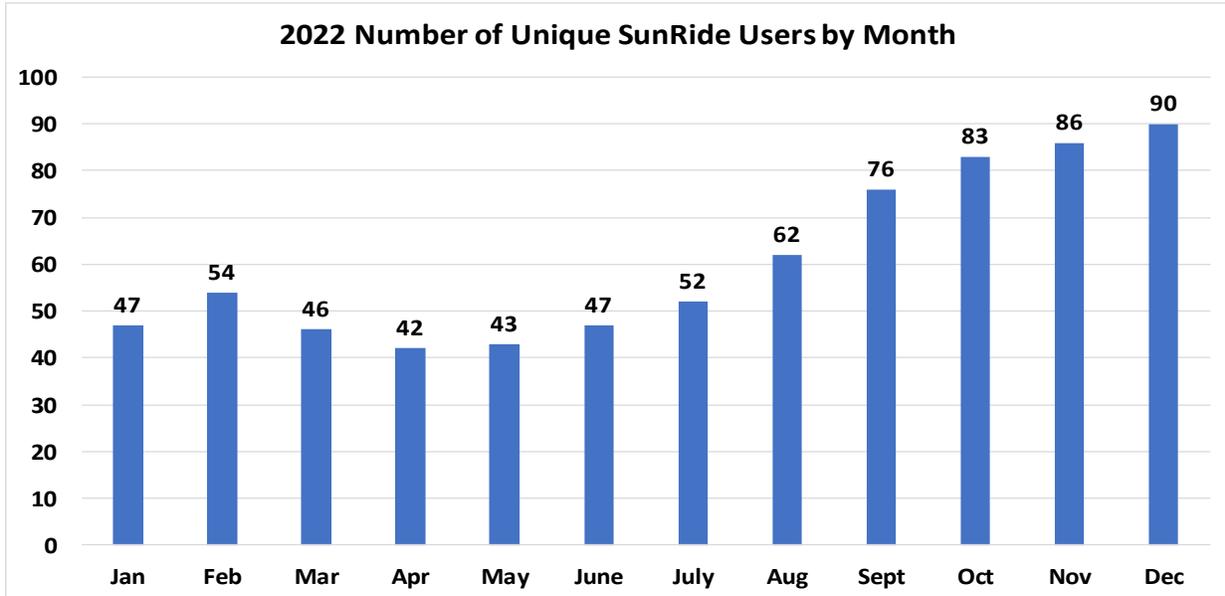
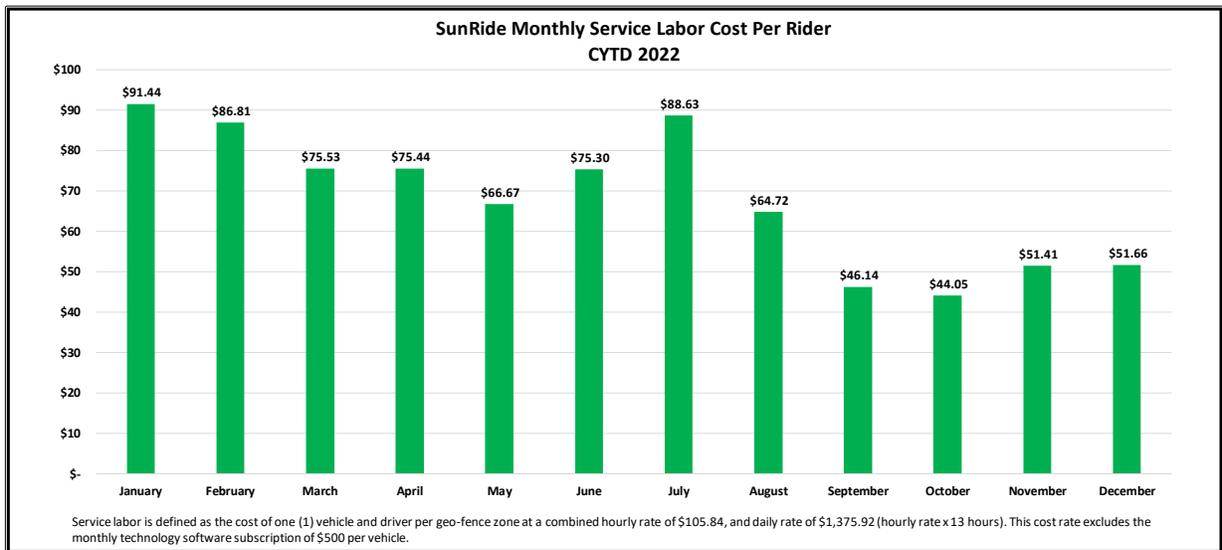


Figure 2-29 SunRide Monthly Service Labor Cost Per Rider



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

As an agency of firsts, SunLine has remained committed to building a truly intermodal, clean, and sustainable transportation network in partnership with local jurisdictions, regional and federal governments, and the private sector to develop, finance, and implement strategies to attract choice riders, expand SunLine's market share, and increase ridership. SunLine continues to progress on the following strategic action items, discussed further in this chapter:

- Strive to fully implement approved Refueled initiatives:
 - Increase the frequencies as noted in Figure 3-1 as soon as possible, contingent on the availability of coach operators.
- Develop new service strategies to serve the new Acrisure Arena that opened January 2023 in Palm Desert.
- Expand the SunRide program to establish a lifeline service in areas hard to serve with traditional fixed route service.
- Complete construction of the Coachella Mobility Hub with a proposed ready for service date of September 2024, or earlier, upon completion of construction.
- Through an ongoing bus stops and amenities improvement program, replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy, and address non-emergency safety and accessibility improvements. Continuous improvement of bus stops and amenities is essential to maintain and improve the first impression of SunLine where current and potential passengers and the community connect with SunLine.
- Marketing plan – Continue with SunLine's ongoing improvement, communications, and education programs to enhance collaborative planning efforts that protect the integrity of the transit network and benefits of transit—that is, improve the experience of the entire journey.
- Update bus stop signs systemwide – Ensure bus stops are easily identifiable, clean, accessible, and welcoming. To complement this program, SunLine is also updating bus stop signs with new information to connect with real-time bus arrival information and schedules necessary to complete the transit trip. These improvements are essential to attracting choice riders and expanding the transit market by making it convenient to use transit.



- Capitalize on the CVLink multimodal corridor, which has the potential to connect neighborhoods to transit, activity centers, and address some of the first- and last-mile mobility needs of the Coachella Valley.

3.1 Service Plans and Priorities FY 2024 to FY 2028

The Refueled route network is functioning well, notwithstanding the impact of the pandemic and the national shortage of coach operators. Few service changes are proposed in the short term, such as fully implementing the approved Refueled plan, realigning routes to serve the new Coachella Mobility Hub, and developing options to serve the Acrisure Arena.

3.1.1 Return to Pre-Pandemic Service Levels

During the COVID-19 pandemic, SunLine reduced service in response to a decrease in ridership and available drivers. As shown in Figure 3-1, SunLine is currently operating a modified schedule but intends to restore full-service frequencies and spans. Full-service provision is included in SunLine's FY 2023 budget. The main constraint to adding service is the challenge of hiring, training, and retaining bus operators during this period of low unemployment and high inflation. SunLine is considering multiple strategies to supplement service levels efficiently, including prioritizing peak-period frequency improvements and reviewing schedules to make the best use of current resources. Higher-productivity routes, such as Route 2, will be prioritized for increases in frequency and span as additional bus operators are available.

Figure 3-1 Headway, by Route and Service Level

Route	Description	Regular Service (Approved Refueled Plan)			Effective May 7, 2023		
		Wk	Sa	Su	Wk	Sa	Su
1WV	Palm Desert Mall – Palm Springs (peak period 20 min service ~7 a.m. to ~5 p.m.)	20/30	20/30	20/30	20/30	30	30
1EV	Coachella – Palm Desert Mall (peak period 20 min service ~7 a.m. to ~5 p.m.)	20/30	20/30	20/30	20/30	30	30
2	Desert Hot Springs - Palm Springs - Cathedral City	20/20	20/40	20/40	20/40	30	30
3	Desert Edge - Desert Hot Springs	60	60	60	60	60	60
4	Palm Desert Mall - Palm Springs	40	60	60	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall	60	NS	NS	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	45	60	60	60*	NS*	NS*
7	Bermuda Dunes - Indian Wells - La Quinta	45	90	90	90	90	90
8	North Indio - Coachella - Thermal/Mecca	40	60	60	60	60	60
9	North Shore - Mecca - Oasis	60	60	60	60**	60**	60**
10	Indio - CSUSB Palm Desert - CSUSB - SBTC/Metrolink	4 round trips	NS	NS	4 round trips	NS	NS

NS: no service

* Temporary weekday peak-only service between ~6 a.m. and 10 a.m. and ~2 p.m. and 6 p.m.; no weekend service

** Temporary peak only service, all week, 6 a.m. to 10 a.m. and 2 p.m. to 7 p.m.

Frequency improvements required to get to regular service

3.1.2 Acrisure Arena

The Acrisure Arena, opened in January 2023, is a 10,000-seat event center hosting concerts, basketball games, hockey games, and other activities. Notwithstanding the evaluation of Route 5 service to the arena, there may be merit in further bus service and cost sharing or sponsorship discussions with the arena management to potentially connect other parts of the Coachella Valley to the arena. Event-focused services from downtown Palm Springs in the west, the

Coachella Mobility Hub in the east, and Route 5 from the south—along with branding and sponsorship opportunities—should be studied.

3.1.3 Coachella Mobility Hub

Routes 1, 6, and 8 currently connect at the Transfer Terminal at Vine Avenue and Fifth Street in Coachella. There are plans to develop a Coachella Mobility Hub at Fourth Street and Cesar Chavez Street, which is projected to be ready for service in September 2024. The Mobility Hub would provide a residential development, bus laybys, passenger amenities, and connecting pedestrian and bicycle paths. Following completion of the Mobility Hub, the current routes at the Vine Avenue Transfer Terminal should be refocused to serve the Coachella Mobility Hub. Frequency on Route 1 is proposed to increase to every 15 minutes upon completion of this mobility hub. Four additional buses have been procured to support this increased service on SunLine’s most productive route.

3.1.4 Route 10 Commuter Link

Route 10 originates in Indio and terminates at the SBTC/Metrolink Station in downtown San Bernardino. Intermediate connections are made with California State University in Palm Desert, the Walmart Center in Beaumont, and CSUSB. There are four westbound and four eastbound trips each weekday, with no service on weekends or holidays.

Route 10 is a key service linking multiple transit routes, community services, and educational facilities in the eastern valley. Of concern is the unbalanced nature of the Route 10 ridership, with strong peak-direction ridership and little ridership on the return trip. Marketing and incentivizing reverse-peak-direction travel could improve the overall route’s productivity.

To improve ridership on Route 10 Commuter Link, SunLine is implementing off-peak fares for reverse commute trips. The local fare structure will apply to morning trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino. The peak period fare will remain the same. To help promote the service, the local fare structure will also apply in the off-season when California State University is not in general session.

3.1.5 School Trippers

School trippers are provided to augment certain routes or areas to ensure the base routes are not overcrowded. They may also provide a more direct route to specific schools. A single well-utilized school tripper bus may be a very productive service; however, it is critical that these services are regularly reviewed to ensure they are required. If the base routes can accommodate the school ridership, then it is unproductive to add an overlay of school trippers.

3.1.6 SunRide (Microtransit) Service

SunRide on-demand microtransit service is available in seven Coachella Valley zones, connecting passengers to the fixed route network or a destination within the zone. As SunLine gains experience operating microtransit services, the existing zones should be reviewed to ensure they serve the appropriate geographies. In FY2023 SunLine expanded the Desert Hot Springs/Desert Edge zone to include the Mission Lakes area and expanded the Cathedral City zone to include the new veterans housing complex and Salvation Army on Landau Boulevard north of Ramon Road. Other service areas within the Coachella Valley should be assessed for new SunRide opportunities. These may be new service areas or existing fixed route substitutions.

3.1.7 SunRide Future Service Plans

SunLine is exploring the feasibility of bringing SunRide on-demand microtransit services to the community of Bermuda Dunes/La Quinta, as well as expanding the hours of service in the Mecca/North Shore zone to 7 days a week, operating from 5:30 a.m. to 9:30 p.m. These changes would optimize agency resources on fixed Routes 7 and 9. As the on-demand microtransit service increases ridership, geo-fence boundaries, hours of service, number of days of service, and vehicle requirements will be reviewed to determine appropriate changes to meet the growing needs of the Coachella Valley.

Fare Changes

In July 2021, the fare increased from the introductory fare of \$2 per person, per ride to \$3 per person, per ride to include a transfer to or from Fixed Routes 1 to 9. SunLine is exploring a variety of fare options, including a multi-ride pass, a monthly pass, a senior discount, as well as premium fares that might be linked with the Commuter Link or door-to-door service. Fare structures of microtransit service in Southern California agencies will also be considered for possible adjustments to fares or transfers from a one-time fixed route transfer to a fixed route day pass.

Capital Planning

To serve the growing needs of SunLine's on-demand microtransit service, additional wheelchair-accessible minivans will need to be purchased. Two minivan vehicles are in the procurement process, with the goal to be in service with the May service change. It is anticipated that as the service expands within the next 2 years, an additional three minivan vehicles will be needed. Because the life of the SunRide vehicles is projected to sunset at 7 years, the four 2018 vans purchased in 2020 will be ready to be replaced in 2027 when the life of the vehicle is reached.

Marketing

Additional marketing to educate the public and promote this service is needed in all geo-fenced areas. Street outreach teams are the best way to get the word out to the public on this service.



During the COVID-19 pandemic, SunLine ceased street outreach teams to assist in minimizing the spread of the virus. After restarting street outreach teams in 2022, SunLine believes ridership for the SunRide service will greatly improve.

In September 2022, two digital and polygon advertising campaigns began, including video and animated ads. The polygon advertising campaign targeted precise borders around specific locations in each geo-fence. The digital advertising campaign through Paramount was featured in the *Desert Sun* and YouTube as video ads that played prior to reading an article or viewing a video, and as digital display ads on networks and platforms outside of USA Today.com and DesertSun.com, such as NBCPalmSprings.com, Alternet.org, and CelebWell.com. An animated SunRide ad also ran on KESQ, as well as other platforms such as YouTube and Facebook, in both English and Spanish. Digital and polygon advertising campaigns will continue each year to build brand awareness and introduce SunRide in new zones.

3.1.8 Modifications to Paratransit Service

The provision of ADA services remains a challenge because it is costly. Efforts to mitigate the increasing expenses in demand-responsive service include revisions to the paratransit eligibility/certification process and continuing to monitor late cancellations and no-shows, which improves the availability of appointment time slots and makes SunDial service more efficient for customers. SunDial staff periodically (monthly) measure the systemwide average rate for that month to determine whether a particular customer has excessive late cancellations or no-shows. They then consider the customer's overall frequency of use and evaluate whether there is "a pattern of abuse" relative to how often that customer travels with SunDial.

SunDial will continue to move forward with the paratransit eligibility/certification process and implement in-person interviews to ensure paratransit riders qualify for the service. SunLine also plans to implement new technology soon to facilitate online scheduling and cancellation of paratransit reservations. The new technology will provide a reminder call the day before to encourage cancellation when plans change and will also provide customers with notification 5 minutes prior to passenger pickup.

3.1.9 SolVan Service Goals

SunLine has several goals for its vanpool program and has developed a marketing plan to achieve them. Goals include:

1. Gain new vanpool riders whose route travels through or ends in eastern Riverside County.
2. Continue educating employers and employees in eastern Riverside County about the benefits of promoting alternative modes of transportation, the SolVan program, and how the program works.



3. Continue to support SunLine as a leader in alternative transportation options, recognizing the agency for bringing a new commute option to eastern Riverside County.
4. Continue to support current vanpool participants to ensure their satisfaction with the program to promote long-term program participation.
5. 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, add incentives, and outreach efforts, and leverage large and small employers to create a green thinking workspace as an employee benefit.

SolVan Marketing Plan

SunLine's 2023 marketing SolVan marketing initiatives have included:

- Communication in the preferred language based on the demographics of eastern Riverside County
- Hotline phone number (877-4SOLVAN) and website (SolVan.org)
- Program materials, printed and electronic, including a brochure, employer packets, fact sheets, guidelines, steps, etc.
- Creation and placement of SolVan vehicle decals to identify and promote the program
- Expanded van vendor selection to provide more competitive van lease pricing, vehicle options, and services
- Novelty items, such as pens, note pads, bags, commuter mugs, sunscreen, lunch bags, etc.
- Logo wear to be worn by SunLine/SolVan staff when attending employer and community events to further promote and build the brand
- Vanpool launch event and press release

SunLine's marketing plan also includes the following strategies to improve SolVan performance:

- **Employer partnerships and network meetings:** Host Employee Transportation Coordinator network meetings at SunLine on a quarterly basis.
- **Press releases:** Identify stories regarding commuters and topical activities.
- **Testimonials/stories:** Include personal interest stories in press releases or newsletters.
- **Websites:** Keep both the SunLine and SolVan websites updated with van vendor changes, vehicle options, pricing, guideline changes, list of active vanpools, etc.



- **Events:** Attend employer and community events when requested to promote Transportation Demand Management and vanpool services.
- **Social media:** Share or re-post all SunLine and SolVan posts through IE Commuter on social media platforms as they occur (Facebook, Instagram, Twitter). Use special "boost" messages for social media outreach through SunLine sites.
- **Customer service scripts and quick facts:** Provide updates to SunLine Customer Service staff regarding vanpool details.
- **SunLine staff outreach:** Reestablish a rideshare program internally for SunLine employees in coordination with IE Commuter.
- **Specialized marketing outreach:** Identify and determine new campaign opportunities for combined SunLine, SunCommute, and SolVan efforts.
- **Agricultural outreach:** Continue coordination with CalVans and local community groups in eastern Coachella Valley and attend and support local events as requested.
- **CalVans Marketing/Outreach:** Conduct ongoing outreach with local farms, independent of SolVan, and provide employer vouchers because many farms pay the full vanpool cost to attract farm workers (no SolVan subsidy provided in this scenario).
- **Graphic campaigns:** Create printed graphics in English and Spanish and post them on area bus shelters and onboard buses.
- **Media campaigns:** Create radio commercials in English and Spanish and run them on local radio stations for the first year. For following years, television commercials were created in English and Spanish and focused on both agricultural and traditional work sites and aired on local television stations. Television has the visual advantage of better explaining what a vanpool is by showing how it operates.
- **Marketing materials:** Print updated marketing materials.
- **Novelty items:** Creating new SolVan novelty items, supplemented by IE Commuter novelty items.
- **Survey commute data:** Use IE Commuter employee survey commute data for larger employers in the territory to identify and target employees in specific communities.

3.2 SunLine's Overall Marketing Plans, Studies, and Promotions

To support the initiatives outlined in the SRTP, the Marketing Department has plans to implement strategies that will help increase ridership by educating target audiences about our latest changes in service and programs launched as part of the newly-unveiled Our Ride to the Future campaign, as well as other Agency news and announcements.



Success depends on strategic, integrated marketing and communications campaigns that are coordinated with other departments within the Agency. SunLine messaging is now centred on the Our Ride to the Future theme, and all external communications that the Agency wishes to relay to riders should fall under this umbrella – with each department delivering on their role to ensure the “brand promise.”

Other marketing messaging will include “Join Our Team” as we continue to get the word out about job opportunities in an effort to bridge the gap in the shortage of Operators. Marketing plans will:

1. Help regain and build ridership among current, recent, and lapsed riders
2. Identify and drive ridership among new riders along consolidated routes
3. Build trust among stakeholders and the community to drive advocacy
4. Communicate SunLine’s effort to increase the number of Operators to improve on-time performance
5. Convey progress made in SunLine’s clean fuels fleet initiatives
6. Engage employees to achieve organizational objectives throughout Our Ride to the Future, recovery and beyond

SunLine Transit Agency will balance a re-emergence from the more stringent COVID-19 restrictions in FY 2023 to FY 2024 while maintaining key messaging that conveys that SunLine offers safe, clean transportation alternatives to the Coachella Valley and beyond.

The opportunity to move beyond COVID-19 protocols as primary messaging (while ensuring safety is always a part of messaging, where appropriate) allows the Agency to focus on promoting SunLine initiatives to restore ridership.

Conversely, the continued expansion of SunLine’s green fuels fleet, the progression of hydrogen fueling and zero-emissions programs including the West Coast Center of Excellence and the H2 SilverSTARS project that will introduce groundbreaking technology that produces hydrogen from renewable natural gas.

3.2.1 Target Audiences

For marketing efforts to resonate, analysis of target markets must be done, studying both who they are and what motivates them. Then, marketing materials must be customized to reach those target audiences. See Figure 3.3 for target audience analysis.

Figure 3.3 Target Audience Analysis

	Key Messages What motivates them?
Current riders	<ul style="list-style-type: none"> • On-time performance • Cleanliness • Social distancing • Safety • Price <p>For some: environment</p>
Potential new riders	<ul style="list-style-type: none"> • Ability to multitask • Cleanliness • Social distancing • Safety • On-time performance • Price <p>For some: environment</p>
Community at large	<ul style="list-style-type: none"> • Economic prosperity • Reduced congestion • Reduced emissions • Transparency • Good environmental stewards
Employees	<ul style="list-style-type: none"> • Feeling valued and heard • Having the opportunity to contribute to the Agency's success • Compensation and benefits • Cleanliness in office/bus • Transparency

3.2.2 Marketing Strategies

There are several strategies for communicating with SunLine's various target audiences, and messaging will be tailored to connect with each of them based on their motivations as identified in the target audience analysis.

3.2.3 Social Media and Website

After building a robust social media program in recent years, SunLine has increased regular communication directly to its target audiences (fans/followers of the Agency's social media platforms). Posts have been entertaining and informative – both key components of keeping followers engaged.

Transit Tuesdays offer a weekly online event that discusses pre-selected topics each week so followers can tune in at the same time/day each week knowing there will be informative content for them. Other posts tie in history, comedy, safety, and recognition. This variety in messaging keeps the platform interesting and worth following.

3.2.4 Advertising

Strategically utilizing SunLine's budget, an advertising plan that maximizes available advertising funds and incorporates innovative advertising strategies will be developed and implemented. It will utilize platforms such as digital, print, radio, and TV media. The goal is also to promote all key messaging on internal advertising mediums, such as bus shelters and interior bus advertising.

3.2.5 Rider/Community Input

A strong marketing program incorporates a strategy for listening to constituents. SunLine will create and facilitate surveys to gather input regarding major service changes and how they are being received in the community. This provides the opportunity to learn about any issues that may need to be addressed. Data gathered can be used to make any necessary adjustments to the Our Ride to the Future campaign.

3.2.6 Public Relations

SunLine's public relations representatives will draft press releases to promote SunLine initiatives. They will also pitch stories to the media to publicize key newsworthy items, coordinate media interviews, and follow up on media requests in a timely fashion.

3.2.7 Customer Service Center/Website

SunLine's Customer Service Center includes LiveChat on the web for those who need immediate assistance navigating the updated changes in service. The website has also been instrumental as a central resource for all communications and announcements disseminated by SunLine. In addition, the Customer Service Center offers phonenumber support by customer service representatives Monday through Friday. Agents are able to use resources such as Google Transit Trip Planner and MyStop Bus Tracker to quickly and accurately answer customer inquiries. Bilingual (English/Spanish) customer service agents are available to assist with questions in both English and Spanish.

3.2.8 Video Production

The creation of videos as marketing tools will increase this year, according to shifts in social media audience preferences. By developing an expanded library of video assets, SunLine will be able to increase engagement with its target markets, and those individuals will better retain the information being shared through unique videos.

3.2.9 Rider's Guide

A revamped Rider's Guide has become an essential communications tool for SunLine. The Agency now produces a guide with a more user-friendly format, which features relevant information for riders and includes directions, maps, time point bus stop locations, schedules, fares, transfer instructions and how to receive assistance with SunLine's programs and services. Transit system information, which aligns with the updated Rider's Guide, can also be found at transit centers, on buses and at bus stops. SunLine's transit information is provided in both English and Spanish.

3.2.10 Clean Fuels Fleet Communications

The Agency's reputation as a pioneer in clear air and alternative fuel technology must continue to remain top-of-mind by promoting news regarding SunLine's advancement in its Zero-Emissions Bus Rollout Plan and its West Coast Center of Excellence. With the construction of the hydrogen electrolyzer, SunLine has been able to plan early to allow for other agencies to have a model for small-to-mid-size systems to follow.

3.2.11 Internal Communications

Keeping employees up to date on company initiatives and marketing efforts inspires higher morale and invites them to be involved in the bigger picture. To this end, SunLine has an internal newsletter featuring key stories and facts about the Agency's latest initiatives, such as Our Ride to the Future. Virtual activities that are inclusive to all SunLine employees have also gone live. These efforts aid in improving communication with the employee target audience segment, making SunLine Transit Agency an even better place to work.

3.2.12 Building an Effective Marketing Plan

All the tools mentioned above will be implemented to market SunLine as a leader in transportation, innovations, and alternative fuel technology. As stated, targeted messaging and the utilization of effective platforms and strategies will be pivotal to increasing ridership, rebuilding trust, communicating progress, and engaging employees. SunLine is focused on being the Ride to the Future for the people of the Coachella Valley.

3.2.13 Community Outreach

SunLine works with local organizations, businesses, government agencies, and non-profit 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. Outreach for Our Ride to the Future will be especially important to educate community stakeholders on the enhancements to their transit experience.

3.2.14 Public Presentations and Town Hall Meetings

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 positive 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.

3.2.15 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.

3.2.16 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 is one who 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.

3.2.17 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 the successful

implementation of the transportation provisions of the ADA and other related federal legislation or regulations.

3.2.18 Human Trafficking Prevention

Awareness of the transportation-related risks associated with human trafficking has grown in recent years. In partnership with the Coachella Valley Coalition Against Human Trafficking and funded in part by an Innovations in Transit Public Safety Grant from FTA, SunLine launched a 6-month campaign in September 2021 to educate the public about the increasingly prevalent issue of human trafficking. The goal of this campaign is to educate the public about the signs of human trafficking, provide a call-to-action for those who feel they may be witnessing a human trafficking incident, create an overall increased awareness of human trafficking in the community, and share resources that will allow others to take steps that will help stop human trafficking.

3.2.19 Areas of Persistent Poverty and Historically Disadvantaged Communities

Transit is a vital service for disadvantaged populations in the SunLine service area. As discussed in Chapter 1, several census tracts in the SunLine service area meet the federal criteria to be designated as Areas of Persistent Poverty or Historically Disadvantaged Communities. Tribal lands, which are also considered Historically Disadvantaged Communities, are also located in the service area. As discussed in Section 3.3 below, disadvantaged populations are a core market for transit and have unique travel patterns. SunLine will consider these federal designations in its public outreach efforts and assessment of environmental justice when evaluating service improvements and funding opportunities.

3.3 Projected Ridership Growth (FY 2024 to FY 2028)

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.

The SunLine Refueled before and after study identified several themes related to pandemic ridership recovery:

- Transit demand has been reduced by the pandemic, but not in an even manner. Lower-income riders and essential workers commuting to in-person jobs at all hours continue to depend on transit service. In contrast, the increase in telecommuting is anticipated to be sustained, although to an uncertain degree, resulting in reduced peak period demand for travel to central business districts. Agencies can respond by preserving frequent line-haul service throughout the day while deemphasizing costly peak-period service.

- Network redesigns that emphasize a set of frequent core routes, as SunLine Refueled does, have proven successful for other agencies, and this is the type of service that has performed best through the pandemic by meeting the needs of the disadvantaged populations that remain the “core” ridership base for transit agencies.
- Changes in vehicular travel patterns throughout the pandemic affect bus running time across the day and may require schedule modifications. Well-established practices, such as dedicated lanes and transit signal priority (TSP), can help agencies ameliorate the impacts of rising congestion and improve competitiveness in comparison with other modes. SunLine is participating in the ongoing SCAG Regional Transit Lanes Study, which includes Highway 111 as a potential corridor for TSP treatments.
- The untethering of jobs from offices has resulted in a shift toward living in suburbs and smaller urban areas, and the Coachella Valley is likely to continue growing faster than the Southern California region. As these population shifts drive development, SunLine will need to reevaluate which areas have sufficient population to support service and whether service levels are keeping up with growth in population.
- As transit ridership recovers, flexible, on-demand microtransit may be a more cost-effective way to maintain service coverage in areas with low fixed route ridership. Microtransit can also have synergy with and improve the efficiency of paratransit service through sharing of vehicles and automation of trip assignments. SunLine and RideCo are evaluating the potential of expansion of SunRide service areas.

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. Recent fare-related efforts and actions are discussed below.

Route 10 Commuter Link Off-Peak Pricing

To improve ridership on Route 10 Commuter Link, SunLine is implementing off-peak fares for reverse commute trips. The local fare structure will apply to morning trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino. The peak period fare will remain the same. The local fare structure will also apply in the off season when California State University is not in general session.

Haul Pass

The College of the Desert and CSUSB’s Palm Desert campus are important transit markets in our service area. Started in August 2018 with a grant from the LCTOP, the SunLine Haul Pass program gives students at these schools free access to SunLine buses with their student ID. The



LCTOP grant is funding an expansion of the program to students who are enrolled in any Coachella Valley high schools. The program, which began with the 2021 school year, is anticipated to be available for 18 to 22 months with the goal of the program becoming self-sustaining in future years. All students who apply will be eligible to ride for free—not just to class, but anywhere SunLine buses go, anytime they operate.

Mobile Ticketing

The 2020 Refueled survey showed that more than 86 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. Mobile ticketing allows riders to use a new method of acquiring passes and gives SunLine valuable information that will be used for a permanent mobile ticketing solution. Mobile ticketing will make paying fares much easier. There's no need to carry coins or cash. No need to wait in line to buy a pass. And no need to search in a wallet for a buried bus pass. Customers can simply board the bus, use their phone to pay, and go.

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 the California Air Resources Board's (CARB's) ICT regulation. The ICT regulation requires SunLine to gradually transition to a 100 percent zero-emission bus (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 the Coachella Valley Association of Governments 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.

3.5.1 Bus Stop Improvements

SunLine's current policy specifies that bus stops with more than 10 boardings per day warrant a shelter. Twenty-nine bus stops currently meet this threshold but lack shelters. SunLine anticipates funding availability to add 29 bus stop shelters in the next 3 years, which exceeds the number of improvements required to meet current policy. SunLine proposes a two-tiered approach to allocating improvements:

Figure 3-2 summarizes the resulting allocation of bus shelters by jurisdiction. SunLine is committed to implementing these policy recommendations and installing the additional 29 shelters over the next 3 years.

Figure 3-2 Allocation of Bus Stop Shelter Improvements

City/District	Total Stops	Total Shelters		Stops with 10+ boardings		Stops with Shelters and 10+ boardings		Gap to Policy Goal
		Count	Percent	Count	Percent	Count	Percent	
Cathedral City	61	50	82%	27	44%	27	100%	-
Coachella	34	21	62%	9	26%	7	78%	2
Desert Hot Springs	48	34	71%	26	54%	24	92%	2
Indian Wells	15	13	87%	1	7%	0	0%	1
Indio	87	39	45%	33	38%	25	76%	8
La Quinta	52	34	65%	19	37%	14	74%	5
Palm Desert	53	43	81%	28	53%	28	100%	-
Palm Springs	124	86	69%	55	44%	46	84%	9
Rancho Mirage	33	25	76%	11	33%	11	100%	-
Unincorporated Riverside County	70	27	39%	13	19%	11	85%	2
<i>Thermal</i>	8	2	25%	1	13%	1	100%	-
<i>Oasis</i>	10	2	20%	1	10%	1	100%	-
<i>Mecca</i>	20	9	45%	3	15%	3	100%	-
<i>One Hundred Palms</i>	3	2	67%	1	33%	1	100%	-
<i>Thousand Palms</i>	9	9	100%	5	56%	5	100%	-
<i>North Shore</i>	11	1	9%	0	0%	0	N/A	-
<i>Desert Edge</i>	7	0	0%	2	29%	0	0%	2
<i>Bermuda Dunes</i>	2	2	100%	0	0%	0	N/A	-
Total	577	372	64%	222	38%	193	87%	29

Figure 3-3 Financially Unconstrained Transit Improvements

Route #	Description	Annual Hours	Annual Miles	Expansion Buses (Excluding Spares)	Operating Cost	Capital Cost
1EV	Coachella - Via Hwy 111 - Palm Desert Mall. Increase weekday peak frequency from 20 minutes to every 15 minutes. Capital costs funded through an AHSC grant. Implementation date is tied to the completion of the Coachella Valley Mobility Hub	6,120	91,910	4	\$ 838,440	\$ 3,800,000
2	Desert Hot Springs - Palm Springs - Cathedral City. Increase weekday frequency from 20 minutes to every 15 minutes. Project not funded, implementation date to be determined.	13,300	175,570	4	\$ 1,822,100	\$ 3,800,000
3	Desert Edge - Desert Hot Springs. Increase weekday peak frequency from 60 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,922	34,276	1	\$ 263,314	\$ 950,000
4	Westfield Palm Desert - Palm Springs. Increase weekday peak frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	3,050	43,000	2	\$ 417,850	\$ 1,900,000
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert. Increase weekday peak frequency from 60 minutes to every 40 minutes. Project not funded, implementation date to be determined.	1,810	36,590	1	\$ 247,970	\$ 950,000
6	Coachella - Via Fred Waring - Westfield Palm Desert. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,450	36,200	1	\$ 335,650	\$ 950,000
7	Bermuda Dunes - Indian Wells - La Quinta. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,363	24,581	1	\$ 186,731	\$ 950,000
8	North Indio - Coachella -Thermal/Mecca. Increase weekday frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,050	34,210	1	\$ 280,850	\$ 950,000
9*	North Shore - Mecca - Oasis. Frequency was improved to every 60 min in Jan 21 from every 180 minutes.	1,922	34,276	1	\$ 263,314	\$ 950,000
10	Implement Commuter Link service between West Coachella Valley - CSUSB, San Bernardino Transit Center (SBTC)/Metrolink and Amtrak Station. Add 4 new roundtrips. Project not funded, implementation date to be determined. Staff is researching public/public or public private opportunities to fund and implement this service.	5,916	191,557	2	\$ 810,492	\$ 1,900,000
12	Proposed new Route 12 - Indio – Coachella would operate every 30-minutes during weekday peak hours and operate every 60-minutes during off peak hours and weekends. Contingent on approval City of Coachella's TCC grant.	8,003	108,825	2	\$ 1,096,411	\$ 1,900,000
	Develop a Public-Private service strategy for the new Acrisure Arena. Operating and cost details are not available yet.					
	Total:			20	\$ 6,563,122	\$ 19,000,000

* When demand warrants, increase frequency to every 40 minutes from current 60 minutes

Chapter 4. Financial Planning

The FY2024 financial planning process focused on prioritizing resources and alignment with the core strategic goal of regaining ridership and providing multimodal solutions. The team at SunLine brought their diverse insights to most effectively allocate resources to maintain essential services. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants.

4.1 Operating and Capital Budget

In FY2024, SunLine will have an operating budget of \$47,467,374 and a capital budget of \$35,752,541 (Table 4 and 4A). The operating budget encompasses costs such as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The operating budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The Capital Improvement Program for FY 2024 focuses on continuing SunLine's investment in increasing its alternative fuel technology and energy efficient infrastructures. SunLine's Capital Program 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 mandate.

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

- Funding Expansion for the Liquid Hydrogen Project
- Purchase of Electric Buses (6) & Charging Stations (3)
- Purchase of Hydrogen Fuel Cell Buses (5)
- Funding Expansion for the Public Hydrogen Station
- Purchase of Paratransit Vehicles (15)

SunLine Transit Agency has always led the industry in the adoption of alternative fuel solutions. The capital and operating budget for FY24 demonstrate its continued commitment to alternative fuels. SunLine has placed a high level of importance in leveraging available competitive funding whenever possible in order to meet the Agency's aggressive goals. The FY24 capital and operating programs include multiple discretionary awards amounting to over \$24,694,407 in discretionary funding. The discretionary funds were awarded at the State and Federal level. Discretionary funding allows the Agency to accelerate its initiatives and make the best use of formula funds.



In FY23, SunLine purchased land required to capture solar power which will generate sufficient electricity to power the Hydrogen Electrolyzer to produce hydrogen. The project in concept, dubbed “Solar Microgrid to Hydrogen”, is essential to comply with the California Air Resources Board’s (CARB) Innovative Clean Transit (ICT) mandate of introducing zero-emission buses (ZEBs). It will enable SunLine to comply with this mandate with minimal negative impacts on public transit services currently offered by offsetting the incremental cost of producing hydrogen or charging buses using electricity from the public electricity grid. The “Solar Microgrid to Hydrogen” will support the much-needed energy security and independence to provide reliable public transit service. The “Solar Microgrid to Hydrogen” will serve as a sustainable, zero-emission energy source for producing hydrogen to power buses.

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

4.2 Funding Plans to Support Proposed Operating and Capital Program

For FY2024, funding plans for the proposed operating and capital programs are primarily funded as follows:

FTA Section 5307 (Urban formula, ARPA), FTA Section 5311 (Rural, ARPA), FTA Section 5311 (f) (Intercity, ARPA), FTA Section 5339, Congestion Mitigation and Air Quality (CMAQ), California Air Resources Board (CARB), California Energy Commission (CEC), Air Quality Management District (AQMD), State Transit Assistance (STA), State of Good Repair (SGR), Low Carbon Operating Program (LCTOP), Local Transportation Funds (LTF), Local Measure A funding, and farebox revenue.

The estimated FY2024 operating and capital budget of \$83,219,915 outlined in Table 4, is funded by:

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Section 5307	325,000	1%	-	0%
California Air Resources Board (CARB)	200,000	0%	-	0%
California Energy Commission	200,000	0%	-	0%
CMAQ	680,000	1%	-	0%
Farebox	1,550,964	3%	-	0%
LCTOP	433,333	1%	-	0%
Local Transportation Fund (LTF)	25,925,542	55%	1,261,199	4%
Measure A	8,275,000	17%	-	0%
Other	1,088,170	2%	-	0%
Section 5307	7,452,669	16%	2,775,218	8%
Section 5307 CMAQ	-	0%	4,500,000	13%
Section 5309 Earmarked	-	0%	2,500,000	7%
Section 5311	417,464	1%	-	0%
Section 5311 ARPA	410,551	1%	-	0%
Section 5311(f)	300,000	1%	-	0%
Section 5311(f) ARPA	208,681	0%	-	0%
Section 5339 Formula	-	0%	744,782	2%
Section 5339 Discretionary	-	0%	14,966,050	42%
SCAQMD	-	0%	1,273,357	4%
State of Good Repair	-	0%	900,000	3%
State Transit Assistance Fund (STA)	-	0%	6,831,935	19%
Total	\$ 47,467,374	100%	\$ 35,752,541	100%

For FY25 and FY26, figures presented in tables 4.2 and 4.3 to fund operating and capital expenditures are based on best available funding projections.



Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
California Air Resources Board (CARB)	200,000	0%	-	0%
California Energy Commission	200,000	0%	-	0%
CMAQ	680,000	1%	-	0%
Farebox	1,550,964	3%	-	0%
LCTOP	433,333	1%	-	0%
Local Transportation Fund (LTF)	29,731,613	60%	-	0%
Measure A	8,441,000	17%	-	0%
Other	2,050,670	4%	-	0%
Section 5307	5,268,265	11%	1,530,000	5%
Section 5311	426,147	1%	-	0%
Section 5311(f)	306,240	1%	-	0%
Section 5339 Formula	-	0%	648,218	2%
Section 5339 Discretionary	-	0%	20,468,599	72%
State of Good Repair	-	0%	421,782	1%
State Transit Assistance Fund (STA)	-	0%	5,216,937	18%
Total	\$ 49,288,232	100%	\$ 28,285,536	100%

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
California Air Resources Board (CARB)	200,000	0%	-	0%
California Energy Commission	200,000	0%	-	0%
CMAQ	680,000	1%	-	0%
Farebox	1,550,964	3%	-	0%
LCTOP	433,334	1%	-	0%
Local Transportation Fund (LTF)	33,575,183	63%	-	0%
Measure A	8,610,000	16%	-	0%
Other	2,050,670	4%	-	0%
Section 5307	5,403,133	10%	2,220,000	8%
Section 5311	436,844	1%	-	0%
Section 5311(f)	313,927	1%	-	0%
Section 5339 Discretionary	-	0%	18,280,000	68%
State Transit Assistance Fund (STA)	-	0%	6,450,000	24%
Total	\$ 53,454,055	100%	\$ 26,950,000	100%

4.3 Regulatory and Compliance Requirements

4.3.1 Americans with Disabilities 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.

4.3.2 Disadvantaged Business Enterprise

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal were submitted to FTA in July 2021 and had an expiration date of September 2024. The next DBE report will be submitted by August 2024.

4.3.3 Equal Employment Opportunity

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-4 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-4 report was submitted to the EEOC and certified in February 2022. The most recent EEO/Affirmative Action Program was revised and submitted to FTA in July 2020. The next update to the EEO/Affirmative Action Program is due to the FTA in July 2024.

4.3.4 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 January 2023 and has an expiration date of October 2025.

4.3.5 Transportation Development Act

The Transportation Development Act provides two major sources of funding for public transportation: the LTF and STA. RCTC commissioned Michael Baker International to conduct the Triennial Performance Audit as required by the Transportation Development Act; recommendations from the auditors are referenced in section VI of that document.

4.3.6 Federal Transit Administration Triennial Review

In accordance with regulations, SunLine completed an FTA Triennial Audit site visit in 2019. The Triennial Review focused on SunLine's compliance in 21 areas. SunLine had no deficiencies with the FTA requirements. The next Triennial Review is scheduled for September 2023.

4.3.7 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 submit monthly reports and a yearly report which is used for funding formulas.

4.3.8 Alternative Fuel Vehicles

In alignment with SunLine’s Board-approved Alternative Fuel Policy, all revenue vehicles in the fleet use CNG, electric, or hydrogen fuel. The current active fleet consists of 54 CNG buses, 26 hydrogen electric fuel cell buses, four (4) battery electric buses, three (3) CNG coaches, 39 CNG paratransit vehicles, and 52 non-revenue CNG, gas and electric vehicles, including general support cars and trucks.

4.4 Capital Project Status

Figure 4-1 summarizes the status of SunLine’s capital projects, and Figure 3-3 lists the financially unconstrained transit improvements (improvements that are currently not funded, unless noted).

Figure 4-1 Status of SunLine’s Capital Projects

S RTP #	Project Name	Status
Performance Department		
SL15-05, SL14-06, SL20-12	CNG Fueling Station and Construction	Completed
SL17-06, SL18-01 SL19-14, SL20-11	Operations Facility	Completed
SL16-09	5 Hydrogen Fuel Cell Buses (LowNo Grant)	Completed
SL19-13	NICE Mobile Hydrogen Refueling Station at Div. II	Completed
SL20-06	SunLine Property Expansion/ Solar Farm Phase I	Completed
SL21-01	Microgrid to Hydrogen	Completed
SL17-08	5 Hydrogen Electric Hybrid FCB and Hydrogen Station (AQIP Grant)	Active
SL18-08, SL20-07, SL21-06	Zero Emission Maintenance Facility	Active
FTIP-RIV140502	Battery Dominant Hydrogen Fuel Cell Bus	Active
SL21-07	SoCal Gas/Hydrogen Demonstration Project	Active
SL22-12 AHSC	Coachella Hub	Active
SL22-11	Develop and Deploy a Liquid Hydrogen Refueling Infrastructure	Active

S RTP #	Project Name	Status
SL22-04	Public Hydrogen Station Phase II	Pending Start
SL22-06, SL23-05	Microgrid to Hydrogen Phase III & Phase IV	Pending Start
SL22-10, SL23-01	Indio CNG Station Upgrade	Pending Start
SL23-03	Indio Liquid Hydrogen Trailer Project	Pending Start
SL23-04	Over the Road Coaches	Pending Start
Maintenance Department		
SL15-06, SL17-07	Purchase of Five (5) Replacement Zero Emission Relief Cars	Completed
SL19-06, SL20-05, SL17-01, SL17-02, SL10-02	2020 Replacement and Expansion of Paratransit Buses	Completed
SL20-01, SL16-09	Purchase of (5) New Flyer Fuel Cell Buses (VW Mitigation and LowNo)	Completed
SL21-03	Four (4) Micro Transit Vehicles	Completed
AHSC	Purchase of Four (4) Fixed Route CNG Buses	Completed
SL21-10	Four-Post Lift	Completed
SL21-04	Vans for Service Expansion	Completed
SL22-07	Maintenance Tools and Equipment	Completed
SL15-12	Fleet Management Information System (FMIS)	Active
SL15-12, SL19-12	Implementation Consultant EAM Software for Maintenance	Active
SL17-10	5 New Flyer Buses (EPA/AQMD)	Active
SL18-07, SL17-07, SL15-06	Purchase Shop Service CNG Vehicle	Active
SL20-09	H2Ride Hydrogen Shuttle Bus Demonstration Project	Active
SL21-11	Purchase Administrative Vehicles	Active
SL22-01	Purchase of MCI Commuter Bus	Active
SL15-06, SL17-07, SL18-07	Purchase of Stops/Zones Compressed Natural Gas Trucks	Active
SL18-05, SL22-09, SL23-07	Refurbishment of 12 CNG Buses	Active
SL19-12	Upgrade Wiring BYD Chargers	Active
SL19-10	Two (2) Micro Transit Vehicles	Active
SL19-05	Radio Replacement Phase I	Active
SL19-12	AC Unit Number 29 Replacement (Parts Trailer)	Active
SL21-02	Replacement Bus	Pending Start
SL21-11	Replacement Support Vehicles	Pending Start

S RTP #	Project Name	Status
SL22-03	Facility Improvements	Pending Start
SL22-05	Replacement Paratransit Vehicles (10)	Pending Start
SL22-09	Bus Refurbishment	Pending Start
SL23-02	Facility Improvement Projects	Pending Start
SL23-07	CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	Pending Start
SL23-10	Equipment	Pending Start
SL23-09	Radio Replacement Phase II & Upgrade to ITS	Pending Start
Transportation Department		
SL22-08	Bus Stop Improvements	Active
SL23-12	Bus Stops and Amenities	Pending Start
Executive Office		
SL15-10, SL19-15	Mobile Outreach Vehicle	Active
SL20-03	Boardroom Equipment Upgrade	Active
SL18-04, SL19-03	Security Application Implementation 2022	Completed
SL19-10	Bus Simulator	Completed
SL21-12	Operations Facility Low Voltage Project	Completed
SL20-02	Operations Facility - IT Equipment	Completed
SL21-13	Access Control Replacement	Active
SL21-13	Surveillance Camera Addition and Replacement	Active
FTIP-RIV140821	TDM (Vanpool)	Active
SL21-08	Safety Enhancement Projects	Pending Start
SL21-09	Upgrade Division I Fence	Pending Start
SL21-13	Operations, Division II, & Electrolyzer Access Control Surveillance (Unobligated)	Pending Start
SL21-14	Perimeter Lighting Division I	Pending Start
SL22-02	Upgrades to Gate and Guard Shack	Pending Start
SL23-06	IT Projects	Pending Start
SL23-08	Real Time Surveillance System	Pending Start
SL23-11	Software Expansion	Pending Start

S RTP Tables

Table 1.0 Individual Route Descriptions

Routes	Route Classification	Major Destinations	Cities/Communities Served	Connections
1WV	Trunk	Hospital, Medical, Shopping, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Rancho Mirage and Palm Desert	2, 4, 5, 6
1EV	Trunk	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Desert, Indian Wells, La Quinta, Indio and Coachella	4, 5, 6, 7, 8, and 10 Commuter
2	Trunk	Shopping, Schools, Employment Center, Library, Senior Center, Medical, Social Security, Theaters, Airport, Court House and Public Social Services	Desert Hot Springs, Palm Springs and Cathedral City	1WV, 1EV, 3, 4, 5
3	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	2 & 5
4	Local	Shopping, Medical, Library, Social Services, Theaters, School, College, Mall, Hospital and Airport	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert and Thousand Palms	1WV, 1EV, 2, 5, 6
5	Local	Shopping, Senior Center, Library, Community Center, Schools, College, Medical, City Hall, University and Mall	Desert Hot Springs and Palm Desert	1WV, 1EV, 2, 3, 4, 6 and 10 Commuter
6	Local	Shopping, School, Tennis Gardens, Work Force Development, Social Services, Medical and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes and Coachella	1WV, 1EV, 4, 5, 7, 8
7	Local	Shopping, Schools, Theaters, Tennis Gardens and Medical	La Quinta, Palm Desert, Indian Wells and Bermuda Dunes	1EV, 6
8	Local	Shopping, School, Senior Center, DMV, Community Center, College, City Hall and Center of Employment Training and Medical	Indio, Coachella, Thermal and Mecca	1EV, 6 and 9
9	Local	Shopping, Community Center, Medical and Schools	Mecca, North Shore and Oasis	8
10	Regional	Shopping, Business, Entertainment and University	Indio, Palm Desert, Beaumont, San Bernardino	1EV, 5, OmniTrans, MARTA, VVTA, Beaumont Transit, RTA and SB Metrolink

Table 1.1 Fleet Inventory – Motor Bus



Table 1.1 - Fleet Inventory
 FY 2022/23 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 2021/22	# of Contingency Vehicles FY 2021/22	Life to Date Vehicle Miles Prior Year End FY 2020/21	Life to Date Vehicle Miles through March FY 2021/22	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2021/22
2018	BYD	K9	35	4	40	EB	4		188,605	61,452	15,363
2012	EDN	AXCESS	37	1	40	HY	1		191,571	200,962	200,962
2014	EDN	AXCESS	37	3	40	HY	3		467,458	506,617	168,872
2015	EDN	AXCESS	37	1	40	HY	1		18,154	39,659	39,659
2017	EDN	AXCESS	37	1	40	HY	1		46,099	49,820	49,820
2018	EDN	AXCESS	37	5	40	HY	5		382,154	193,388	38,677
2009	EDN	EZRider32	29	10	32	CN	10		4,196,818	437,848	43,784
2020	MCI	D4500	40	2	40	CN	2		6,196	61,976	30,988
2008	NFA	LF 40'	39	11	40	CN	11	4	13,673,239	618,443	56,222
2008	NFA	LF 40'	39	21	40	CN	21		15,096,648	721,971	34,379
2016	NFA	LF 40'	39	6	40	CN	6		1,627,581	311,018	51,836
2018	NFA	XCELSIOR	39	5	40	HY	5		339,716	96,168	19,233
2020	NFA	XCELSIOR	39	10	40	CN	10		479,690	196,253	19,625
2021	NFA	XHE	39	5	40	HY	5			40,288	8,057
2014	SPC	TR30FP	24	5	32	OR	5		72,731		
Totals:			547	90			90	4	36,786,660	3,535,863	39,287

Table 1.1 Fleet Inventory – Demand Response



Table 1.1 - Fleet Inventory
 FY 2022/23 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 2021/22	# of Contingency Vehicles FY 2021/22	Life to Date Vehicle Miles Prior Year End FY 2020/21	Life to Date Vehicle Miles through March FY 2021/22	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2021/22
2020	ARB	Freedom	12	15	27	CN	15		15,807		1,120
2015	EDN	AEROTECH	12	2	22	CN	2	1,620,747	415,512		208,256
2016	EDN	AEROTECH	12	9	22	CN	9	2,981,991	199,752		22,194
2018	SPC	Senator	12	14	23	CN	14	1,638,849	108,140		7,724
Totals:			48	40			40	6,241,587	741,211		18,530



Table 2.0 *Service Provider Performance Target Report*

Note: This table is omitted while technical reporting issues are resolved.



Table 2.1 *FY 2021/22 SRTP Performance Report*

Note: This table is omitted while technical reporting issues are resolved.



Table 2.2 *S RTP Service Summary – Systemwide Totals*

Note: This table is omitted while technical reporting issues are resolved.



Table 2.2 *S RTP Service Summary – All Fixed Routes*

Note: This table is omitted while technical reporting issues are resolved.



Table 2.2 *SRTP Service Summary – SunDial*

Note: This table is omitted while technical reporting issues are resolved.



Table 2.2 *S RTP Service Summary – Vanpool*

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2A Summary of Routes to be Excluded

Route #	Description	Fare Box Calculation Exempt Routes	Notes
1WV	Palm Desert Mall - Palm Springs	No	No change, route intact
1EV	Coachella - Palm Desert Mall	No	No change, route intact
2	Desert Hot Springs - Palm Springs - Cathedral City	No	Productive route
3	Desert Edge - Desert Hot Springs	No	
4	Palm Desert Mall - Palm Springs	No	
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall	No	
6	Coachella - Via Fred Waring - Palm Desert Mall	No	
7	Bermuda Dunes - Indian Wells - La Quinta	No	
8	North Indio - Coachella -Thermal/Mecca	No	
9	North Shore - Mecca - Oasis	No	
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	No	Commuter route, CSUSB funded

Table 2.3 SRTP Route Statistics (Table 1 of 2)



SRTP Route Statistics (S.P.)
SunLine Transit Agency – 8
FY 2023/24

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
00R-WR-ER	All Days	7	19,901	1,125,303	4,178.0	4,178.0	203,574.0	203,574.0	\$59,000			
SUN-1	All Days	15	1,096,078	9,404,352	61,089.0	65,117.0	949,836.0	1,060,601.0	\$11,681,381	\$2,336,276		
SUN-10-CL	Weekday	2	28,782	246,950	5,629.0	6,474.0	186,891.0	216,659.0	\$2,386,271	\$409,086		
SUN-2	All Days	10	706,347	6,060,160	42,564.0	45,451.0	610,057.0	680,255.0	\$7,603,518	\$1,435,899		
SUN-2001	Weekday	1	3,191	27,391	178.0	376.0	3,887.0	9,624.0	\$105,989	\$21,200		
SUN-3	All Days	1	73,680	632,173	5,035.0	5,363.0	81,234.0	91,935.0	\$1,012,570	\$189,809		
SUN-4	All Days	4	219,820	1,886,056	21,070.0	22,192.0	306,168.0	333,395.0	\$3,671,985	\$725,229		
SUN-400	Weekday	1	1,148	9,850	155.0	345.0	2,408.0	7,437.0	\$81,912	\$17,523		
SUN-402	Weekday	1	285	2,444	157.0	302.0	2,121.0	6,972.0	\$76,792	\$16,382		
SUN-403	Weekday	1	674	5,784	76.0	224.0	2,174.0	6,391.0	\$70,383	\$15,358		
SUN-5	Weekday	2	23,242	199,415	2,876.0	3,696.0	74,407.0	100,416.0	\$1,105,978	\$184,496		
SUN-500	Weekday	1	2,847	24,428	104.0	208.0	1,664.0	4,331.0	\$47,697	\$14,077		
SUN-6	Weekday	2	104,657	897,956	10,435.0	11,181.0	179,146.0	200,913.0	\$2,212,845	\$442,599		
SUN-7	All Days	1	74,421	638,533	5,885.0	6,061.0	78,162.0	83,139.0	\$914,589	\$182,918		
SUN-700	Weekday	1	3,552	30,476	315.0	457.0	4,958.0	8,362.0	\$92,095	\$9,294		
SUN-701	Weekday	1	7,658	64,936	257.0	422.0	3,881.0	8,377.0	\$92,263	\$9,394		
SUN-8	All Days	3	175,528	1,506,031	18,113.0	19,059.0	276,791.0	313,677.0	\$3,454,814	\$591,966		
SUN-800	Weekday	1	12,496	107,213	254.0	464.0	5,146.0	12,664.0	\$139,485	\$18,453		
SUN-801	Weekday	1	21,769	195,357	254.0	508.0	4,304.0	9,384.0	\$102,250	\$27,897		
SUN-802	Weekday	1	19,615	58,395	211.0	295.0	4,935.0	14,841.0	\$163,460	\$20,450		
SUN-803	Weekday	1	19,615	168,297	211.0	295.0	4,290.0	12,977.0	\$142,926	\$32,692		
SUN-9	Weekday	2	81,657	708,617	11,772.0	13,168.0	250,461.0	330,796.0	\$3,643,361	\$474,236		
SUN-DAR	All Days	30	112,108	1,150,197	62,425.0	69,241.0	902,092.0	1,066,951.0	\$7,309,796	\$1,391,347		
SUN-TAXI	Weekday	2	11,621	70,287	28,860.0	28,860.0	65,223.0	65,223.0	\$850,080			

Table 2.3 SRTP Route Statistics (Table 2 of 2)



SRTP Route Statistics (S.P.)

SunLine Transit Agency – 8

FY 2023/24

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
00R.VR.ER	All Days		\$13.16	\$0.27	\$2.76		\$2.76	\$0.05	\$13.16	\$0.27	1.8	0.10
SUN-1	All Days	\$9,345,105	\$191.22	\$12.30	\$10.66	20.00%	\$8.53	\$0.99	\$152.98	\$9.84	17.9	1.15
SUN-10/CL	Weekday	\$1,977,295	\$423.92	\$12.77	\$82.91	17.14%	\$68.70	\$8.01	\$351.26	\$10.58	5.1	0.15
SUN-2	All Days	\$6,167,624	\$178.69	\$12.46	\$10.76	18.88%	\$8.73	\$1.02	\$184.90	\$10.11	16.6	1.16
SUN-200	Weekday	\$84,789	\$595.44	\$27.84	\$33.21	20.00%	\$26.57	\$3.10	\$476.34	\$22.27	17.9	0.84
SUN-3	All Days	\$822,761	\$201.11	\$12.46	\$13.74	18.75%	\$11.17	\$1.30	\$163.41	\$10.13	14.6	0.91
SUN-4	All Days	\$2,946,756	\$174.28	\$11.89	\$16.70	19.75%	\$13.41	\$1.56	\$139.86	\$9.62	10.4	0.72
SUN-400	Weekday	\$64,399	\$528.46	\$34.02	\$71.35	21.39%	\$56.09	\$6.54	\$415.41	\$26.74	7.4	0.48
SUN-402	Weekday	\$60,410	\$489.12	\$36.21	\$269.45	21.33%	\$211.97	\$24.72	\$384.78	\$28.48	1.8	0.13
SUN-403	Weekday	\$55,025	\$926.09	\$32.37	\$104.43	21.82%	\$81.64	\$9.51	\$724.01	\$25.31	6.9	0.31
SUN-5	Weekday	\$921,482	\$385.36	\$19.86	\$47.59	16.58%	\$39.65	\$4.62	\$321.07	\$12.38	8.1	0.31
SUN-500	Weekday	\$33,620	\$458.63	\$28.66	\$16.75	29.51%	\$11.81	\$1.38	\$323.27	\$20.20	27.4	1.71
SUN-6	Weekday	\$1,770,276	\$212.06	\$12.35	\$21.14	20.00%	\$16.92	\$1.97	\$169.65	\$9.88	10.0	0.58
SUN-7	All Days	\$731,671	\$156.41	\$11.70	\$12.29	20.00%	\$9.83	\$1.15	\$124.33	\$9.36	12.6	0.95
SUN-700	Weekday	\$82,701	\$292.36	\$18.58	\$25.93	10.20%	\$23.28	\$2.71	\$262.54	\$16.68	11.3	0.72
SUN-701	Weekday	\$82,869	\$359.00	\$23.77	\$12.05	10.18%	\$10.82	\$1.28	\$322.45	\$21.35	29.8	1.97
SUN-8	All Days	\$2,862,848	\$190.74	\$12.48	\$19.68	17.13%	\$16.31	\$1.90	\$158.05	\$10.35	9.7	0.63
SUN-800	Weekday	\$121,032	\$549.15	\$27.13	\$11.16	13.23%	\$9.69	\$1.13	\$476.50	\$23.52	49.2	2.43
SUN-801	Weekday	\$74,393	\$402.56	\$23.76	\$4.49	27.28%	\$3.27	\$0.38	\$292.73	\$17.28	89.5	5.29
SUN-802	Weekday	\$143,010	\$774.69	\$33.12	\$8.33	12.51%	\$7.29	\$2.45	\$677.77	\$28.98	33.0	3.97
SUN-803	Weekday	\$110,234	\$677.38	\$33.32	\$7.29	22.87%	\$5.62	\$0.65	\$522.44	\$25.70	93.0	1.57
SUN-9	Weekday	\$3,169,125	\$323.22	\$14.55	\$44.62	13.02%	\$38.81	\$4.52	\$281.15	\$12.65	7.2	0.33
SUN-DAR	All Days	\$5,918,449	\$117.10	\$8.10	\$65.20	19.03%	\$52.79	\$5.15	\$94.81	\$6.56	1.8	0.12
SUN-TAXI	Weekday		\$29.45	\$15.03	\$23.14		\$23.14	\$12.09	\$29.45	\$15.03	0.4	0.18

Table 3.0 Highlights of the FY2023/25 S RTP

#	Description	Start Date
1	Increase all route frequencies gradually to regular service level (pre-COVID-19 level) as new coach operators are hired and trained	Ongoing
2	Hire and train over forty coach operators to implement all approved service improvements. The nationwide and local shortage of coach operators continues to be the biggest hindrance to fully implementing the approved service plan.	Fall 2022
3	Complete construction of the Coachella Mobility hub	Fall 2024
4	To improve ridership on Commuter Link service, SunLine proposes off-peak fares for reverse commute trips and during off-season when California State University is not in general session. The local fare structure will apply to morning reverse commute trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino and to all trips when California State University is not in general session.	September 2023
5	Develop a Public-Private service strategy for the new Acrisure Arena	Ongoing dialogue
6	Update bus stop signs, schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers	Ongoing
7	Implement the Innovative Clean Transit (ICT) plan. Transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)	Ongoing

Table 4.0 Summary of Funding Requests (1 of 5)



Table 4.0 - Summary of Funding Requests - FY 2023/24
SunLine Transit Agency
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5307 IC OB	5307 RS	5311	5311 (I) ARPA	5311 ARPA	5311 (I)	5339 COMP	5339 IC	5339 RS	CARE	CEC Funds	CMAQ	CMAQ OB
Center of Excellence	\$400,000													\$200,000	\$200,000	
Clean Cities	\$50,000															
Commuterlink 10	\$750,682															
Habitat Program	\$433,333															
Operating Assistance	\$44,528,159	\$4,078,659		\$3,374,010		\$417,464		\$410,551								
Retention & Recruitment Incentive Program	\$325,000		\$325,000													
Summit Rideshare	\$850,000															\$650,000
Taxi Voucher Program	\$75,000															\$0
Vanpool Program	\$55,000															\$0
Sub-total Operating	\$47,467,374	\$4,078,659	\$325,000	\$3,374,010	\$0	\$417,464	\$208,681	\$410,551	\$300,000	\$0	\$0	\$0	\$200,000	\$200,000	\$0	\$650,000
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5307 IC OB	5307 RS	5311	5311 (I) ARPA	5311 ARPA	5311 (I)	5339 COMP	5339 IC	5339 RS	CARE	CEC Funds	CMAQ	CMAQ OB
Bus Chasing Stations (3) - SL-24-04	\$1,679,884									\$1,343,883						
Bus Rehabilitation - SL-24-15	\$500,000															
Bus Stops and Amenities - SL-24-14	\$400,000	\$320,000														
CNG Paratransit Vehicles (10) RV210616 - SL-24-06	\$440,000															
Facility Maintenance Upgrade & Equipment - SL-24-13	\$600,000															
Fare Collection Modernization Study - SL-24-19	\$100,000															
Hydrogen Electric Fuel Cell Bus (4) RV220509 - SL-24-05	\$862,872															
IT Projects - SL-24-10	\$400,000	\$320,000														
Liquid Hydrogen Fueling Station - SL-24-02	\$3,875,403									\$3,550,600						
Maintenance Facility Modernization Study - SL-24-30	\$200,000															
Office Furniture & Equipment - SL-24-16	\$150,000															
Operator Training Ground - SL-24-07	\$1,000,000															
Project Management and Administration - SL-24-21	\$650,000															
Public Hydrogen Fueling Station - SL-24-06	\$8,828,000														\$4,600,000	
Public Hydrogen Station - SL-21-07	\$1,341,250															
Public Hydrogen Station at Div 1 - SL-22-04	\$1,285,750															
Purchase of 1 Hydrogen Fuel Cell Bus - SL-24-23	\$1,209,766															
Purchase of Electric Bus (8) - SL-24-03	\$7,064,108									35,602,510						
Purchase of Four (4) Micro Transit - SL-24-17	\$316,000															
Purchase of Hydrogen Electric Fuel Cell Buses (3) - SL-24-01	\$5,163,108									\$4,319,257						
Purchase of Paratransit Vehicles (15) - SL-24-08	\$3,600,000	\$1,513,218			\$892,000						\$835,198	\$109,586				
Purchase of Specialized Tools and Fueling Equipment - SL-24-12	\$150,000															
Rebus Replacement Phase II & Upgrade to ITS (aid) funding - SL-24-22	\$1,338,881			\$1,338,681												
Rebus Replacement Phase II & Upgrade to ITS - RV220502 5035 (b) - SL-23-09	\$1,236,891												\$1,106,000			
Replacement of Fixed Route Buses Six (6) 20-01 - SL-20-01	\$1,735,890															
Safety & Security Projects - SL-24-11	\$200,000	\$0														
Trolleys for Buss Service (5) 19-15 - 19-15	\$17,891															
West Coast Center of Excellence - SL-24-18	\$750,000															

Table 4.0 Summary of Funding Requests (2 of 5)



Table 4.0 - Summary of Funding Requests - FY 2023/24
SunLine Transit Agency
Original

Sub-total Capital	\$95,752,841	\$2,153,218	\$0	\$1,235,981	\$622,000	\$0	\$0	\$0	\$0	\$14,966,050	\$401,715	\$109,596	\$0	\$0	\$4,500,000	\$0
Total Operating & Capital	\$93,219,915	\$6,231,877	\$325,000	\$4,510,981	\$622,000	\$417,464	\$295,681	\$410,651	\$300,000	\$14,966,050	\$401,715	\$109,596	\$200,000	\$200,000	\$4,500,000	\$680,000

Table 4.0 Summary of Funding Requests (3 of 5)



Table 4.0 - Summary of Funding Requests - FY 2023/24
SunLine Transit Agency
Original

Operating															
Project	Total Amount of Funds	FARE	LCTOP PUC99313	LCTOP PUC99314	LTF	LTF-OB	MA SPT	OTHR FED	OTHR LCL	SCAGMD	SGR PUC99313	SGR PUC99314	STA - OB	STA PUC99313	STA PUC99314
Center of Excellence	\$400,000														
Clean Cities	\$50,000								\$50,000						
Commuterlink 10	\$750,882				\$61,201				\$181,000						
Hail Pass Program	\$433,333		\$238,050	\$194,283											
Quarantine Assistance	\$44,528,158	\$1,528,001			\$25,623,804		\$8,275,000		\$815,670						
Retention & Recruitment Incentive Program	\$325,000														
Sunrise Ridership	\$850,000	\$21,953			\$148,037				\$37,500						
Taxi Voucher Program	\$75,000				\$55,000										
Vertical Program	\$55,000				\$55,000										
Sub-total Operating	\$47,467,374	\$1,550,004	\$238,050	\$194,283	\$25,925,642	\$0	\$8,275,000	\$0	\$1,088,170	\$0	\$0	\$0	\$0	\$0	\$0

Table 4.0 Summary of Funding Requests (4 of 5)



Table 4.0 - Summary of Funding Requests - FY 2023/24
SunLine Transit Agency
Original

Project	Total Amount of Funds	FARE	LCTOP PUC99313	LCTOP PUC99314	LTF	LTF-OB	MA SPT	OTHR FED	OTHR LCL	SCAGMD	SGR PUC99313	SGR PUC99314	STA - OB	STA PUC99313	STA PUC99314
Bus Charging Stations (3) - SL-24-04	\$1,679,654				\$0									\$235,971	
Bus Rehabilitation - SL-24-15	\$500,000													\$500,000	
Bus Stops and Amenities - SL-24-14	\$400,000													\$800,000	
CNG Paratransit Vehicles (10) RV210616 - SL-24-08	\$440,000													\$250,458	\$189,542
Facility Maintenance Upgrade & Equipment - SL-24-13	\$600,000													\$600,000	\$0
Fare Collection Modernization Study - SL-24-19	\$100,000													\$100,000	
Hydrogen Electric Fuel Cell Bus (4) RV220509 - SL-24-05	\$862,572										\$740,377	\$122,215			
IT Projects - SL-24-10	\$400,000													\$90,000	
Liquid Hydrogen Fueling Station - SL-24-02	\$3,875,403													\$375,403	\$0
Maintenance Facility Modernization Study - SL-24-20	\$200,000													\$200,000	\$0
Office Furniture & Equipment - SL-24-16	\$190,000					\$27,991								\$122,109	
Operator Training Ground - SL-24-07	\$1,000,000													\$650,000	\$1,000,000
Project Management and Administration - SL-24-21	\$650,000													\$650,000	
Public Hydrogen Fueling Station - SL-24-06	\$8,825,000							\$2,500,000					\$1,825,000		
Public Hydrogen Station - SL-21-07	\$1,541,253												\$1,541,253		
Public Hydrogen Station at Div 1 - SL-22-04	\$1,283,150												\$1,283,150		
Purchase of 1 Hydrogen Fuel Cell Bus - SL-24-23	\$1,288,786									\$1,273,257				\$15,429	
Purchase of Electric Bus (6) - SL-24-03	\$7,064,109				\$1,261,199									\$0	\$0
Purchase of Four (4) Micro Transit - SL-24-17	\$310,000													\$310,000	
Purchase of Hydrogen Electric Fuel Cell Buses (3) - SL-24-01	\$5,163,106										\$37,429		\$723,400	\$103,023	
Purchase of Paratransit Vehicles (15) - SL-24-09	\$3,600,000													\$720,000	
Purchase of Specialized Tools and Fueling Equipment - SL-24-12	\$150,000													\$150,000	
Radio Replacement Phase II & Upgrade to ITS (add'l funding) - SL-24-22	\$1,336,981													\$100,000	
Radio Replacement Phase II & Upgrade to ITS RV220502, 5339 (b) - SL-23-09	\$1,236,981														
Replacement of Fixed Route Buses Six (6) 20-01 - SL-20-01	\$1,725,400													\$1,725,400	
Safety & Security Projects - SL-24-11	\$200,000													\$200,000	
Trolleys for Buzz Service (5) 19-15 - 19-16	\$127,981					\$127,981									
West Coast Center of Excellence - SL-24-16	\$750,000													\$750,000	
Sub-total Capital	\$26,752,541	\$0	\$0	\$0	\$1,261,199	\$0	\$0	\$2,600,000	\$0	\$1,273,257	\$777,785	\$122,215	\$0	\$5,642,393	\$1,189,542
Total Operating & Capital	\$83,219,915	\$1,350,964	\$239,650	\$194,283	\$27,186,741	\$0	\$8,275,000	\$2,500,000	\$1,088,170	\$1,273,257	\$777,785	\$122,215	\$0	\$5,642,393	\$1,189,542

Table 4.0 Summary of Funding Requests (5 of 5)



Table 4.0 - Summary of Funding Requests - FY 2023/24
SunLine Transit Agency
Original

FY 2023/24 Projected Funding Details	
5307 IC	\$4,078,650
5307 IC ARPA	\$325,000
5307 IC OB	\$3,374,010
5311	\$417,464
5311 (I) ARPA	\$208,681
5311 ARPA	\$410,551
5311(I)	\$300,000
CARB	\$200,000
CEC Funds	\$200,000
CMAQ OB	\$680,000
FARE	\$1,550,964
LCTOP PUC99313	\$238,050
LCTOP PUC99314	\$194,283
LTF	\$25,825,542
MA SPT	\$8,275,000
OTHR LCL	\$1,088,170
Total Estimated Operating Funding Request	\$47,467,374
5307 IG	\$2,153,218
5307 IC OB	\$1,236,981
5307 RS	\$622,000
5339 COMP	\$14,966,050
5339 IC	\$-801,785
5339 RS	\$109,568
CMAQ	\$4,500,000
LTF	\$1,281,199
LTF-OB	\$0
OTHR FED	\$2,500,000
SCAOMD	\$1,273,357
SGR PUC99313	\$777,785
SGR PUC99314	\$122,215
STA - OB	\$0
STA PUC99313	\$5,642,393
STA PUC99314	\$1,189,542
Total Estimated Capital Funding Request	\$35,752,541
Total Funding Request	\$83,219,915

Table 4.0A Capital Project Justification (1 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: 19-15 **FTIP No:** Not Assigned - New Project

Project Name: Trolleys for Buz2 Service (6) 19-15

Category: Bus

Sub-Category: Rehabilitation/Improvement

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
LTF/OB	FY 2023/24	-\$27,891
Total		-\$27,891

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
		19-15	

Table 4.0A Capital Project Justification (2 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
 Original

Project Number: SL-20-01 **ETIP No:** Not Assigned - New Project

Project Name: Replacement of Fixed Route Buses Six (6) 20-01

Category: Bus

Sub-Category: Replacement

Fuel Type: CNG

Project Description: Purchase of six (6) fixed route buses to replace existing CNG bus fleets that will meet useful life as outlined by FTA guidelines.

Project Justification: The purchase of six (6) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - DB	FY 2023/24	-\$723,400
Total		-\$723,400

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	ETIP ID No.	RCTC/SRTP Project No.	Description
		20-01	

Table 4.0A Capital Project Justification (3 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
 Original

Project Number: SL-21-07 **FTIP No:** Not Assigned - New Project

Project Name: Public Hydrogen Station

Category: Buildings and Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: Hydrogen

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - OB	FY 2023/24	-\$1,541,250
Total		-\$1,541,250

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
 Original

Project Number: SL-23-04 **FTIP No:** Not Assigned - New Project

Project Name: Public Hydrogen Station at City 1

Category: Buildings and Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: Hydrogen

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA - DBI	FY 2023/24	-\$283,750
Total		-\$283,750

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
 Original

Project Number: SL-23-09 **FTIP No:** Not Assigned - New Project

Project Name: Radio Replacement Phase II & Upgrade to ITS RIV220502 5038 (b)

Category: Communication and ITS

Sub-Category: Systems

Fuel Type: N/A

Project Description: Replace radio & ITS for all vehicles (5339 (b))

Project Justification: Radio system parts are obsolete. Need to upgrade ITS with radio system.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5339 IC	FY 2023/24	-\$1,236,981
Total		-\$1,236,981

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
		SL-23-09	

Table 4.0A Capital Project Justification (6 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-01 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of Hydrogen Electric Fuel Cell Buses (3)

Category: Bus

Sub-Category: Replacement

Fuel Type: Hydrogen

Project Description: SunLine intends to use \$4,319,257 of Section 5339 (c) funding for the deployment of 3 hydrogen fuel cell transit buses. Project Funding Federal Funds (85%) FY 2022 Section 5339 (c) D2022-LWNO-021: \$4,319,257 State Transit Assistance (State Match): \$826,423 SB1 SGR (State Match): \$32,428 Total Project Cost: \$5,183,108 D2022-LWNO-021 This project replaces 3 Model Year 2009 CNG buses with hydrogen fuel cell buses. The existing buses are being replaced have completed their useful life of 12 years and will be disposed of according to Federal regulations.

Project Justification: The procurement of fuel cell electric buses will enable the Agency to fully transition its bus fleet to zero-emission by 2035 as per its ICT Plan.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5339 COMP	FY 2023/24	\$4,319,257
SGR PUC99313	FY 2023/24	\$32,428
STA - OB	FY 2023/24	\$723,400
STA PUC99313	FY 2023/24	\$103,023
Total		\$5,183,108

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-02 **FTIP No:** Not Assigned - New Project

Project Name: Liquid Hydrogen Fueling Station

Category: Buildings and Facilities

Sub-Category: Upgrade

Fuel Type: Hydrogen

Project Description: SunLine intends to use \$3,500,000 of Section 5339 (c) funding for the deployment of 3 hydrogen fuel cell transit buses. The project involves upgrading SunLine's newest liquid hydrogen refueling station to improve the station's ability to serve SunLine's fleet and provide hydrogen refueling to other's light- and heavy-duty vehicles. Project Funding: Federal Funds (39%) FY 2022 Section 5339 (c) D2022-LWNO-021: \$3,500,000 California Energy Commission: \$4,986,250 SL-22-11 State Transit Assistance (State Match): \$375,403 Total Project Cost: \$8,861,653 D2022-LWNO-021

Project Justification: This project funds additional upgrades to SunLine's newest liquid hydrogen refueling station to be capable of dispensing 1500 kg/d. SunLine has secured funding to construct a new hydrogen fueling station, it is seeking federal funding to expand that station as it is being constructed to provide additional benefits. The key factor at SunLine preventing increased procurement rates of FCEBs is refueling infrastructure. Each new dispenser at a LH2 station requires significant pump upgrades (or new pumps) to enable supply for that dispenser. This project helps address this need, as well as enables SunLine to make hydrogen fuel available to other entities in the region needing a fueling station.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
S339 COMP	FY 2023/24	\$3,500,000
STA PUC99313	FY 2023/24	\$375,403
STA PUC99314	FY 2023/24	\$0
Total		\$3,875,403

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 (8 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-03 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of Electric Bus (6)

Category: Bus

Sub-Category: Replacement

Fuel Type: Electric

Project Description: SunLine intends to use \$6,180,250 from Section 5339 (c) Low No Program for the purchase of six (6) battery electric buses. This project replaces 6 Model Year 2008 CNG buses with battery electric buses. The buses to be replaced are at the end of their useful lives. The project involves the procurement, deployment and operations of six (6) battery electric transit buses, Project Funding Federal (82%) Section 5339 (c) Low No Program D2022-LWNO-022 (85%); \$5,802,910 LTF (18% local match); \$1,261,199 Total Project Cost: \$7,064,109 D2022-LWNO-022.

Project Justification: The Eastern Coachella Valley through which many of SunLine's buses travel every day is classified as a Disadvantaged Community Area under SB 535 with a CalEnviroScreen 3.0 score of 45-50%. 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 waste considerable fuel when idling, emitting additional pollutants into the air. Battery electric buses produce no emissions when idling, use far less fuel and offer virtually silent operation. SunLine will operate the new buses on routes providing service within disadvantaged communities (98% of SunLine's routes pass through disadvantaged communities every day), providing cleaner service to the local ridership.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5339 COWIP	FY 2023/24	\$5,802,910
LTF	FY 2023/24	\$1,261,199
STA PUC99313	FY 2023/24	\$0
STA PUC99314	FY 2023/24	\$0
Total		\$7,064,109

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-04 **FTIP No.:** Not Assigned - New Project

Project Name: Bus Charging Stations (3)

Category: Vehicle Systems and Equipment

Sub-Category: Systems

Fuel Type: Electric

Project Description: SunLine intends to use \$986,543 of Section 5338 (c) Low NO Emission Program and \$187,309 of Local Transportation Funds for the purchase and installation of 3 electric charging stations. Project Funding Federal (80%) Section 5338 (c) D2022-LWNO-022: \$1,343,883 State Transit Assistance (20%): \$335,971 Total Project Cost: \$1,679,854

Project Justification: The project will reduce energy consumption using electric buses that are powered by the clean grid energy instead of fossil fuels. According to the CARB calculator, over the useful life of the vehicles SunLine will realize \$829,524 in energy and fuel cost savings, as well as a reduction of 2,959,447 kWh of fossil fuel energy use reduction.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5339 COMP	FY 2023/24	\$1,343,883
LTF	FY 2023/24	\$0
STA PUC99313	FY 2023/24	\$335,971
Total		\$1,679,854

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-05 **FTIP No:** Not Assigned - New Project

Project Name: Hydrogen Electric Fuel Cell Bus (4) RIV220509

Category: Maintenance

Sub-Category: Parts

Fuel Type: N/A

Project Description: SunLine intends to acquire four (4) Zero-Emission Hydrogen Fuel Cell Electric vehicles utilizing the FY 2021 Section 5339 (b) Bus & Bus Facilities grant with Project ID# D2022-BUSC-011. These vehicles will replace four (4) CNG buses that have met their useful life of 12 years and be disposed of according to federal regulations. This project was programmed in 2023 FTIP, RIV220509. Project Funding Federal (84%) FY2021 Section 5339 (b), \$4,880,913 RIV220509 SGR (16%), \$862,572 Total Project Cost, \$5,743,485 D2022-BUSC-011

Project Justification: With this project, the deployment of four (4) hydrogen electric fuel cell buses (FCEBs) being manufactured by New Flyer, SunLine will further continue its plan in transitioning its entire fleet to zero emission by 2035. This target is five years ahead of the deadline set in the ICT Regulation. To achieve this goal, SunLine will build off past success in deploying FCEBs and battery electric buses (BEBs), which currently make up 24% of its fixed route fleet. The path towards the future of public transportation in America has been paved, in part, by the exploration and advancement of bus technology pioneered by SunLine Transit Agency – proving it to be “the little transit agency that COULD.” Funding sources, such as these FTA funds, help support SunLine’s efforts in meeting it’s goal in providing safe and environmentally conscious transportation services while meeting the ICT mandate of converting 100% of its fleet by 2035. SunLine is committed to putting buses on the road to provide transportation for students, essential workers, choice riders and anyone in the Coachella Valley needing a ride to medical appointments, work, grocery shopping and other destinations. SunLine is taking students and residents to schools, colleges and job training centers while developing the next generation of clean fuels and technologies.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
SGR PUC99313	FY 2023/24	\$740,357
SGR PUC99314	FY 2023/24	\$122,215
Total		\$862,572

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-06 **FTIP No:** Not Assigned - New Project

Project Name: Public Hydrogen Fueling Station

Category: Vehicle Systems and Equipment

Sub-Category: Upgrade

Fuel Type: Hydrogen

Project Description: SunLine intends to use CMAQ Funds, Federal Earmarked funds and STA Funds for the Public Hydrogen Fueling Station. The Public Hydrogen Fueling Station project of \$5.2M was programmed in 2023 FTIP, RIV221001. The Congress appropriated \$2.5M to SunLine in 2023 Community Project Funding aka Congressionally Direct Spending (CDS) funds for Expansion of Public Hydrogen Station Infrastructure project with reference Project ID#2023-CMPJ-025. SunLine will match 20% of State Transit Assistance Funds of \$625K as required for these grants. Project Funding, Federal (80%) CMAQ Funds: \$4,500,000 RIV221001 CPF: \$2,500,000 STA Funds: \$1,825,000 Total Project Cost: \$8,825,000

Project Justification: This project will assist in offering fueling options to hydrogen consumer vehicles as well as it will serve the Agency.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
CMAQ	FY 2023/24	\$4,500,000
OTHR FED	FY 2023/24	\$2,500,000
STA - OB	FY 2023/24	\$1,825,000
Total		\$8,825,000

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-07 **FTIP No:** Not Assigned - New Project

Project Name: Operator Training Ground

Category: Buildings and Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: SunLine intends to use STA funds for the Operator Training Ground project. This project aims to provide a safe and secure area to train Operators and includes infrastructure upgrades.

Project Justification: Safe area to conduct training on the north side of the property.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC98314	FY 2023/24	\$1,000,000
Total		\$1,000,000

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-08 **FTIP No:** Not Assigned - New Project

Project Name: CNG Paratransit Vehicles (10) RIV210616

Category: Paratransit

Sub-Category: Replacement

Fuel Type: CNG

Project Description: SunLine intends to use STA funds as additional funding to the Replacement of Paratransit Vehicles (10) project. The Replacement of Paratransit Vehicles (10) project of \$1.86M was programmed in 2023 FTIP, RIV210616.

Project Justification: Additional funding for the Replacement of Paratransit Vehicles (10) project is needed due to increase in cost.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2023/24	\$250,458
STA PUC99314	FY 2023/24	\$189,542
Total		\$440,000

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 (14 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-08 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of Paratransit Vehicles (15)

Category: Paratransit

Sub-Category: Replacement

Fuel Type: CNG

Project Description: SunLine intends to use FY2024 Section 5307 (UZA #063180) and FY2023 Section 5339 (UZA #063180) Indian-Cahedral City Formula Funds and FY2024 STA funds for the Purchase of Paratransit Vehicles (15) project. Project Funding, Federal (80%) FY2024 5307 UZA #063180, \$1,513,218 FY2023 5307 UZA #060420, \$622,000 FY2023 5339 UZA #063180, \$635,196 FY2022 5339 UZA #060420, \$9,586 FY2023 5339 UZA #060420, \$100,000 State Transit Assistance, \$720,000 Total Project Cost: \$3,600,000

Project Justification: Vehicles need to be replaced that passed their useful life per FTA guidelines.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2023/24	\$1,513,218
5307 RS	FY 2023/24	\$622,000
5339 IC	FY 2023/24	\$635,196
5339 RS	FY 2023/24	\$109,586
STA PUC06313	FY 2023/24	\$720,000
Total		\$3,600,000

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-10 **FTIP No:** Not Assigned - New Project

Project Name: IT Projects

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: Electric

Project Description: SunLine intends to use the FY2024 Section 5307 UZA (no)-Cathedral City Formula Funds and FY2024 STA Funds for the IT Project. This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics. Project Funding Federal (80%) FY2024 5307 UZA #063180: \$320,000 State Transit Assistance (20%): \$80,000 Total Project Cost: \$400,000

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

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2023/24	\$320,000
STA PUC99313	FY 2023/24	\$80,000
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 (16 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-11 **FTIP No:** Not Assigned - New Project

Project Name: Safety & Security Projects

Category: Security

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 Section 5307 UZA Indio-Cathedral City formula funds and FY2024 STA funds for the Safety & Security Projects. This project improves the safety and security of non-revenue facilities, including the enhancements of perimeter fencing, vehicle, and pedestrian gates, lighting, property surveillance, and defensive vegetation.

Project Justification: To reduce the probability of safety and security events on Agency property.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2023/24	\$0
STA PUC99313	FY 2023/24	\$200,000
Total		\$200,000

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-12 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of Specialized Tools and Fueling Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA funds for the Purchase of Specialized Tools and Fueling Equipment project.

Project Justification: To maintain the day-to-day uptime of the Agency's alternative fueling infrastructure program.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC98313	FY 2023/24	\$150,000
Total		\$150,000

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 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-13 **FTIP No:** Not Assigned - New Project

Project Name: Facility Maintenance Upgrade & Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA funds for the Facility Maintenance Upgrade & Equipment project.

Project Justification: Purchase of maintenance tools and equipment and facility improvements and support vehicles.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2023/24	\$600,000
STA PUC99314	FY 2023/24	\$0
Total		\$600,000

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 (19 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-14 **FTIP No:** Not Assigned - New Project

Project Name: Bus Stops and Amenities

Category: Bus Stop and Amenities

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: On-going bus stops and amenities improvement program will replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy and address non-emergency safety and accessibility improvements.

Project Justification: Continuous improvement of bus stops and amenities are essential to maintain and improve the first impression of SunLine where current and potential passengers and the community connect with SunLine. Bus stops should be easily identifiable, clean, accessible and a welcoming place. To complement this program, SunLine is also updating bus stop signs with updated information to connect to SunLine's real time bus arrival information and schedules necessary to complete the transit trip. These improvements are essential to attracting choice riders and expanding the transit market by making it convenient to use transit.

Project Schedule:

Start Date	Completion Date
July 2022	June 2023

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC	FY 2023/24	\$320,000
STA PUC99313	FY 2023/24	\$80,000
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
		SL-23-12	

Table 4.0A Capital Project Justification (20 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-15 **FTIP No:** Not Assigned - New Project

Project Name: Bus Rehabilitation

Category: Bus

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA funds for Bus Rehabilitation not limited to cosmetic work to improve bus appearance.

Project Justification: Due to extreme weather the buses deteriorate and this project will improve the appearance.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC98313	FY 2023/24	\$500,000
Total		\$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 (21 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-16 **FTIP No:** Not Assigned - New Project

Project Name: West Coast Center of Excellence

Category: Buildings and Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA funds for the West Coast Center of Excellence project

Project Justification: This project will sustain the improvements for the facility to offer training opportunities in zero-emission transportation technologies.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC98313	FY 2023/24	\$750,000
Total		\$750,000

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 (22 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-17 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of Four (4) Micro Transit

Category: Micro-Transit

Sub-Category: Expansion

Fuel Type: CNG

Project Description: SunLine intends to use FY2024 STA funds for the Purchase of Four (4) Micro Transit (Expansion) project.

Project Justification: Purchase of 4 micro transit vehicles to support the growing need of the Coachella Valley.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC98313	FY 2023/24	\$310,000
Total		\$310,000

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 (23 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-18 **FTIP No:** Not Assigned - New Project

Project Name: Office Furniture & Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: N/A

Project Description: SunLine intends to use STA funds for the Office Furniture & Equipment project Project Funding State Transit Assistance, \$122,109 LTF Funds SL-19-15, \$27,891 Total Project Cost, \$150,000

Project Justification: Upgrading office furniture and equipment are made to improve workplace communication, provide cost efficiency to the agency, and uplift employee morale.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
LTF-OB	FY 2023/24	\$27,891
STA PUC99313	FY 2023/24	\$122,109
Total		\$150,000

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 (24 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-19 **ETIP No:** Not Assigned - New Project

Project Name: Fare Collection Modernization Study

Category: Planning/Feasibility

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA funds for the Fare Collection Modernization Study project.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2023/24	\$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.	ETIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0A Capital Project Justification (25 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
 Original

Project Number: SL-24-20 **FTIP No:** Not Assigned - New Project

Project Name: Maintenance Facility Modernization Study

Category: Planning/Feasibility

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: SunLine intends to use FY2024 STA Funds for the Maintenance Facility Modernization Study project.

Project Schedule

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2023/24	\$200,000
STA PUC99314	FY 2023/24	\$0
Total		\$200,000

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 (26 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-21 **FTIP No:** Not Assigned - New Project

Project Name: Project Management and Administration

Category: Planning/Feasibility

Sub-Category: Study

Fuel Type: N/A

Project Description: SunLine intends to use State Transit Assistance Funds PUC99313 to fund project consultant and administration expenses.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2023/24	\$650,000
Total		\$650,000

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 (27 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-22 **FTIP No:** Not Assigned - New Project

Project Name: Radio Replacement Phase II & Upgrade to ITS (add'l funding)

Category: Vehicle Systems and Equipment

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: SunLine intends to use State Transit Assistance Funds PUC99313 as additional funds for the Radio Replacement Phase II & Upgrade to ITS project (SL23-09)

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
5307 IC OB	FY 2023/24	\$1,236,981
STA PUC99313	FY 2023/24	\$100,000
Total		\$1,336,981

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 (28 of 28)



FY 2023/24 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-23 **FTIP No:** Not Assigned - New Project

Project Name: Purchase of 1 Hydrogen Fuel Cell Bus

Category: Buildings and Facilities

Sub-Category: Upgrade

Fuel Type: Hydrogen

Project Description: New Flyer Heavy Duty Low-Floor 40' Fuel Cell Transit bus New Flyer submitted a budgetary price quotation to produce one (QTY 1) 40' Fuel Cell bus based off the State of California Contract ID 1-19-23-17B. Project Funding: AQMD \$1,273,357 5307 (C.\$300,000 R(V410810) STA SL-17-09 \$82,701 STA (new) \$15,429 Total Project \$1,671,487

Project Justification: New Flyer submitted a budgetary price quotation to produce one (QTY 1) 40' Fuel Cell bus based off the State of California Contract ID 1-19-23-17B.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES (REQUESTED):

Fund Type	Fiscal Year	Amount
SCAQMD	FY 2023/24	\$1,273,357
STA PUC90313	FY 2023/24	\$15,429
Total		\$1,288,786

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				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY20/21 Audit	FY21/22 (Estimate)	FY22/23 (Plan)
1	Farebox and other Revenues	2,916,374	4,652,205	2,124,308
2	Measure A	5,955,883	7,000,000	10,900,000
3	Interest	5,174	2,870	365
	Total Revenue for Farebox Calculation	8,877,431	11,655,075	13,024,673
	Total Operating Expenses for Farebox Calculation	38,029,995	39,189,711	46,085,647
	Farebox Recovery Ratio	23.34%	29.74%	28.26%

Table 4.1 Summary of Funding Requests in FY2023–2024 (1 of 3)



Table 4.1 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5307 IC OB	5309 OB	5311	5311(f)	5339 COMP	5339 IC	5339 RS	CARB	CEC Funds	CMAQ OB	FARE	LCTOP PUC9313	LCTOP PUC9314
Center of Excellence	\$400,000										\$200,000	\$200,000				
Clean Cities	\$50,000															
Commuter 10	\$648,441						\$206,240									
Hail Pass Program	\$433,333														\$239,333	\$194,000
Queueing Assessment	\$49,951,458	\$9,268,265				\$426,747								\$1,529,051		
SunRise Ride Share Program	\$850,000												\$680,000	\$165,000		
Vertical Program	\$55,000												\$0			
Sub-total Operating	\$49,286,232	\$9,268,265	\$0	\$0	\$0	\$426,747	\$206,240	\$0	\$0	\$0	\$200,000	\$200,000	\$680,000	\$1,530,904	\$239,333	\$194,000
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5307 IC OB	5309 OB	5311	5311(f)	5339 COMP	5339 IC	5339 RS	CARB	CEC Funds	CMAQ OB	FARE	LCTOP PUC9313	LCTOP PUC9314
Bus Rehabilitation - SL-25-12	\$200,000															
Bus Stop Enhancements - SL-25-09	\$350,000	\$280,000														
Facility Maintenance Upgrade and Equipment - SL-25-07	\$400,000	\$150,000														
Fare Collection Modernization Implementation - SL-25-06	\$1,000,000															
Glenn Street Upgrade - SL-25-05	\$1,000,000															
Hydrogen Electric Fuel Cell Buses (8) - SL-25-01	\$11,779,581			\$0	\$0			\$10,012,644	\$648,218	\$0	\$0					
Indio ENG Station Upgrade - SL-22-10	\$1,450,000															
Indio ENG Station Upgrade - SL-25-02	\$11,705,058							\$10,455,058								
IT Projects - SL-25-08	\$400,000	\$150,000														
Office Furniture and Equipment - SL-25-14	\$200,000															
Project Management and Administration - SL-25-11	\$700,000															
Purchase of Specialized Tools and Facility Equipment - SL-25-13	\$200,000															
Safety Enhancements Project - SL-25-10	\$300,000	\$100,000														
Vehicle Equipment - SL-25-03	\$300,000	\$0						\$0								
Vehicle Safety Enhancements - SL-25-04	\$1,000,000	\$500,000														
Sub-total Capital	\$28,285,836	\$1,530,000	\$0	\$0	\$0	\$0	\$0	\$20,468,898	\$648,218	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating & Capital	\$77,573,798	\$10,798,265	\$0	\$0	\$0	\$426,747	\$206,240	\$20,673,796	\$648,218	\$0	\$200,000	\$200,000	\$680,000	\$1,530,904	\$239,333	\$194,000

Table 4.1 Summary of Funding Requests in FY2023–2024 (2 of 3)



Table 4.1 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

Operating												
Project	Total Amount of Funds	LTF	MA SPT	OTHR LCL	SGR-OB PUC9313	STA - OB	STA PUC9313	STA PUC9314				
Center of Excellence	\$400,000											
Clean Cities	\$50,000			\$91,000								
Commuter ID	\$648,641	\$81,201		\$181,000								
Haul Price Program	\$433,333			\$0								
Operating Assistance	\$46,951,458	\$29,467,375	\$8,441,000	\$1,819,670								
SunRise Ride Share Program	\$850,000	\$148,039										
Vanpool Program	\$55,000	\$55,000										
Sub-total Operating	\$49,298,232	\$29,731,613	\$8,441,000	\$2,090,670	\$0	\$0	\$0	\$0				
Capital												
Project	Total Amount of Funds	LTF	MA SPT	OTHR LCL	SGR-OB PUC9313	STA - OB	STA PUC9313	STA PUC9314				
Bus Rehabilitation - SL-25-12	\$200,000						\$200,000					
Bus Stop Enhancements - SL-25-09	\$350,000				\$70,000		\$280,000					
Facility Maintenance Upgrade and Equipment - SL-25-07	\$400,000						\$400,000					
Fare Collection Modernization Implementation - SL-25-06	\$1,000,000						\$1,000,000					
Garage Shop Upgrade - SL-25-05	\$1,000,000				\$951,782		\$0					
Hydrogen Electric Fuel Cell Buses (E) - SL-25-01	\$11,779,981						\$0	\$1,766,937				
Indio ENG Station Upgrade - SL-22-10	\$1,250,000					\$1,250,000						
Indio ENG Station Upgrade - SL-25-02	\$11,705,855						\$250,000					
IT Projects - SL-25-08	\$400,000						\$200,000					
Office Furniture and Equipment - SL-25-14	\$200,000						\$200,000					
Project Management and Administration - SL-25-11	\$700,000						\$700,000					
Purchase of Specialized Tools and Framing Equipment - SL-25-13	\$200,000						\$200,000					
Safety Enhancements Project - SL-25-10	\$160,000						\$160,000					
Vehicle Equipment - SL-25-03	\$300,000						\$300,000					
Vehicle Safety Enhancements - SL-25-04	\$1,000,000						\$200,000					
Sub-total Capital	\$26,265,636	\$0	\$0	\$0	\$421,782	\$0	\$3,450,000	\$1,766,937				
Total Operating & Capital	\$77,573,768	\$29,731,613	\$8,441,000	\$2,090,670	\$421,782	\$0	\$3,450,000	\$1,766,937				

Table 4.1 Summary of Funding Requests in FY2023–2024 (3 of 3)



Table 4.1 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

FY 2024/25 Projected Funding Details	
5307 IC	\$5,268,268
5307 IC ARPA	\$0
5311	\$428,147
5311(f)	\$308,240
CARB	\$200,000
CEC Funds	\$200,000
CMAQ DB	\$680,000
FARE	\$1,550,964
LCTOP PUC99913	\$239,333
LCTOP PUC99314	\$194,000
LTF	\$29,731,613
MA SPT	\$8,441,000
OTHR LCL	\$2,050,670
Total Estimated Operating Funding Request	\$49,288,232
5307 IC	\$1,530,000
5307 IC OB	\$0
5309 OB	\$0
5339 COMP	\$20,468,999
5339 IC	\$649,218
5339 RS	\$0
SGR-OB PUC99913	\$421,782
STA - OB	\$0
STA PUC99313	\$3,450,000
STA PUC99314	\$1,766,937
Total Estimated Capital Funding Request	\$26,285,536
Total Funding Request	\$77,573,768

Table 4.2 Summary of Funding Requests in FY2024–2025 (1 of 2)



Table 4.2 - Summary of Funding Requests - FY 2025/26
SunLine Transit Agency
Original

Operating																
Project	Total Amount of Funds	SBUT IC	5311	5311(F)	5339 COMP	CARB	CEC Funds	CMAQ OE	FARE	LCTDP PUC20313	LCTDP PUC20314	LTF	MA SPT	OTHR LCL	STA PUC20313	STA PUC20314
Clean Cities Program	\$50,000															
Circulator Link 10	\$556,128			\$315,927								\$61,261			\$50,000	
Hull Fleet Program	\$433,334														\$161,000	
Operating Assistance	\$91,009,593	\$5,402,133	\$436,844	\$0					\$1,529,061	\$238,334	\$194,000	\$33,310,846	\$8,610,000	\$1,819,670		
SunRise Ride Share Program	\$850,000							\$680,000	\$21,963							
Vanguard Program	\$45,000															
West Coast Corridor Experience	\$400,000					\$200,000	\$200,000									
Sub-total Operating	\$83,456,055	\$5,402,133	\$436,844	\$315,927	\$0	\$200,000	\$200,000	\$680,000	\$1,550,964	\$238,334	\$194,000	\$33,575,183	\$8,610,000	\$2,080,670	\$0	\$0
Capital																
Project	Total Amount of Funds	SBUT IC	5311	5311(F)	5339 COMP	CARB	CEC Funds	CMAQ OE	FARE	LCTDP PUC20313	LCTDP PUC20314	LTF	MA SPT	OTHR LCL	STA PUC20313	STA PUC20314
Bus Rehabilitation - SL-25-07	\$200,000														\$200,000	
Bus Stop Enhancements - SL-26-05	\$400,000	\$200,000													\$200,000	
Facility Maintenance Upgrade & Equipment - SL-25-03	\$500,000														\$500,000	
Hydrogen Electric Fuel Cell Bus (10) - SL-25-01	\$16,000,000				\$14,000,000										\$1,575,573	\$844,427
IT Projects - SL-25-04	\$400,000	\$150,000													\$250,000	
Maintenance Building Renovation Construction - SL-26-08	\$5,000,000				\$4,000,000										\$1,000,000	
Office Furniture and Equipment - SL-25-12	\$200,000														\$200,000	
Project Management and Administration - SL-25-07	\$750,000														\$750,000	
Procurement of Specialized Tools and Fueling Equipment - SL-26-10	\$200,000														\$200,000	
Safety Enhancements Project - SL-25-03	\$200,000	\$150,000													\$50,000	
Winter Employment - SL-25-11	\$300,000														\$300,000	
Vehicle Video Surveillance Replacement - SL-26-01	\$2,000,000	\$1,000,000													\$1,000,000	\$0
Sub-total Capital	\$26,990,000	\$2,220,000	\$0	\$0	\$16,000,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,505,573	\$844,427
Total Operating & Capital	\$80,494,055	\$7,622,133	\$436,844	\$315,927	\$16,000,000	\$200,000	\$200,000	\$680,000	\$1,550,964	\$238,334	\$194,000	\$33,575,183	\$8,610,000	\$2,080,670	\$5,505,573	\$844,427

Table 4.2 Summary of Funding Requests in FY2024–2025 (2 of 2)



Table 4.2 - Summary of Funding Requests - FY 2025/26
SunLine Transit Agency
Original

FY 2025/26 Projected Funding Details	
5307 IC	\$5,403,132
5311	\$436,644
5311(i)	\$313,927
CARB	\$200,000
DEC Funds	\$200,000
CMAQ DB	\$880,000
FARE	\$1,550,964
LCTOP PUC99313	\$239,334
LCTOP PUC99314	\$184,000
LTF	\$33,575,183
MA SPT	\$8,610,000
DTHR LCL	\$2,050,670
Total Estimated Operating Funding Request	\$53,454,055
5307 IC	\$2,220,000
5338 COMP	\$18,280,000
STA PUC99313	\$6,505,573
STA PUC99314	\$944,427
Total Estimated Capital Funding Request	\$26,950,000
Total Funding Request	\$80,404,055



Appendix A: SunLine Existing Route Profiles

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Appendix A: SunLine Existing Route Profiles 141

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 Route 801: Jackson/44th PM Tripper 168

 Route 802: Hwy 111/Golf Center Pkwy PM Tripper 169



Route 803 NB: Shadow Hills High School AM Tripper 170

Service Days

FY23/24 Summary	
Wk.	254
Sat	53
Sun	57
N/S	2
Total	366

Month	FY24 Calendar Days			FY24 Monthly Service Days		
	Wk.	Sat	Sun	Wk.	Sat	Sun
July	21	5	5	20	5	6
August	23	4	4	23	4	4
September	21	5	4	20	5	5
October	22	4	5	22	4	5
November	22	4	4	21	4	4
December	21	5	5	20	5	5
January	23	4	4	22	4	5
February	21	4	4	21	4	4
March	21	5	5	21	5	5
April	22	4	4	22	4	4
May	23	4	4	22	4	5
June	20	5	5	20	5	5
Total	260	53	53	254	53	57

Rules:

Sunday schedules operated on four weekdays:

1. Independence Day Tuesday, 4 July 4, 2023
2. Labor Day Monday, September 4, 2023
3. New Year's Day Monday, January 1, 2024
4. Memorial Day Monday, May 27, 2024
5. No service (N/S) on Thanksgiving November, 23, 2023 and December 25, 2023

Route Numbers, Headsigns, and General Direction

Route #	Headsigns	Direction
1WV	Palm Desert Mall - Palm Springs	E/W
1EV	Coachella - Palm Desert Mall	E/W
2	Desert Hot Springs - Cathedral City	N/S
3	Desert Edge - Desert Hot Springs	E/W
4	Palm Desert Mall - Palm Springs	E/W
5	Desert Hot Springs - Palm Desert Mall	N/S
6	Coachella - Palm Desert Mall	E/W
7	Bermuda Dunes/Indian Wells - La Quinta	N/S
8	North Indio - Thermal/Mecca	N/S
9	North Shore - Oasis	E/W
10	Indio - San Bernardino/Metrolink	E/W

School Trips

200	PALM SPRINGS HIGH SCHOOL	
500	PALM DESERT MALL	
700	HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO	N / S
701	CALLE MADRID / AVN VALLEJO - SOUTHBOUND HARRIS/WASHINGTON - NORTHBOUND	
800/803	SHADOW HILLS HIGH SCHOOL	
801	JACKSON / 44TH	
802	HWY 111 / GOLF CENTER PKWY	



Span of Service

Route #	Description	Direction	Weekday		Saturday		Sunday	
			Start*	End**	Start*	End**	Start*	End**
1WV	Palm Desert Mall - Via Hwy 111 - Palm Springs	E/W	5:00:00 AM	10:14:00 PM	5:00:00 AM	10:14:00 PM	5:00:00 AM	10:14:00 PM
	Peak 20 min service ~ 7:00am to ~5:00pm	E/W	7:00:00 AM	5:00:00 PM	7:00:00 AM	5:00:00 PM	7:00:00 AM	5:00:00 PM
1EV	Coachella - Via Hwy 111 - Palm Desert Mall	E/W	5:00:00 AM	10:48:00 PM	5:00:00 AM	10:48:00 PM	5:00:00 AM	10:48:00 PM
	Peak 20 min service ~ 7:00am to ~5:00pm	E/W	7:00:00 AM	5:00:00 PM	7:00:00 AM	5:00:00 PM	7:00:00 AM	5:00:00 PM
2	Desert Hot Springs - Palm Springs - Cathedral City	N/S	5:00:00 AM	10:56:00 PM	5:00:00 AM	10:56:00 PM	5:00:00 AM	10:56:00 PM
	Peak 20 min service ~9:00am to 5:00pm	N/S	9:00:00 AM	5:00:00 PM	9:00:00 AM	5:00:00 PM	9:00:00 AM	5:00:00 PM
3	Desert Edge - Desert Hot Springs	E/W	6:45:00 AM	8:35:00 PM	6:45:00 AM	8:35:00 PM	6:45:00 AM	8:35:00 PM
4	Palm Desert Mall - Palm Springs	E/W	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (AM)	N/S	6:10:00 AM	9:00:00 AM	NS		NS	
	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (PM)	N/S	3:00:00 PM	6:51:00 PM	NS		NS	
6	Coachella - Via Fred Waring - Palm Desert Mall	E/W	6:00:00 AM	8:50:00 PM	6:00:00 AM	8:50:00 PM	6:00:00 AM	8:50:00 PM
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	5:10:00 AM	9:20:00 PM	5:10:00 AM	9:20:00 PM	5:10:00 AM	9:20:00 PM
8	North Indio - Coachella -Thermal/Mecca	N/S	5:30:00 AM	10:57:00 PM	5:30:00 AM	10:57:00 PM	5:30:00 AM	10:57:00 PM
9	North Shore - Mecca - Oasis	E/W	6:00:00 AM	9:45:00 PM	6:00:00 AM	9:45:00 PM	6:00:00 AM	9:45:00 PM
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (AM)	E/W	5:20:00 AM	2:00:00 PM	NS		NS	
	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (PM)	E/W	12:50:00 PM	8:00:00 PM	NS		NS	

NS: No Service

* First trip starts

** Last trip ends

FY 2024 Fixed Route Fleet

Route #	Weekday Modified Schedules (Effective May 7, 2023)		Saturday (Effective May 7, 2023)		Sunday (Effective May 7, 2023)	
	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*
1WV (20/30min)	6	6	6	6	6	6
1EV (20/30min)	6	6	6	6	6	6
2	10	10	10	10	10	10
3	1	1	1	1	1	1
4	4	5	4	5	4	5
5	2	4	N/A	N/A	N/A	N/A
6	2	2	2	2	2	2
7	1	1	1	1	1	1
8	3	3	3	3	3	3
9	2	4	2	4	2	4
10	2	3	N/A	N/A	N/A	N/A
	39	45	35	38	35	38

* Due to BEBs and FC buses, the actual number of buses needed to provide service is higher than VOMS

School Trippers	Weekday (Current)		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM
200	1		0		0	
500		1		0		0
700	1		0		0	
701		1		0		0
800	2		0		0	
801		2		0		0
802				0		0
	5	6	0	0	0	0
Spares	4		4			
Buses needed to operate service	55		38		38	
VOMS	45		35		35	



Route 1EV: Coachella – Via Hwy 111 – Palm Desert Mall

On January 1, 2023, SunLine staff divided former Route 1 into two (2) routes: Route 1EV and Route 1WV. Route 1EV operates between Coachella and Town Center at Hahn by the Palm Desert Mall, and Route 1WV operates between Palm Springs and Town Center at Hahn by the Palm Desert Mall. Continuing passengers are allowed to transfer between these two routes free of charge. During the peak period it provides 20 min service, approximately 7:00am to 5:00pm and 30 min service during the off-peak period, 7 days a week generally along Highway 111.

On May 7, 2023, the weekend frequency on Route 1EV and 1WV was temporarily reduced to every 30 minutes from 20 minutes during the peak period due to shortage of coach operators. The off-peak weekend frequency remained at 30 minutes

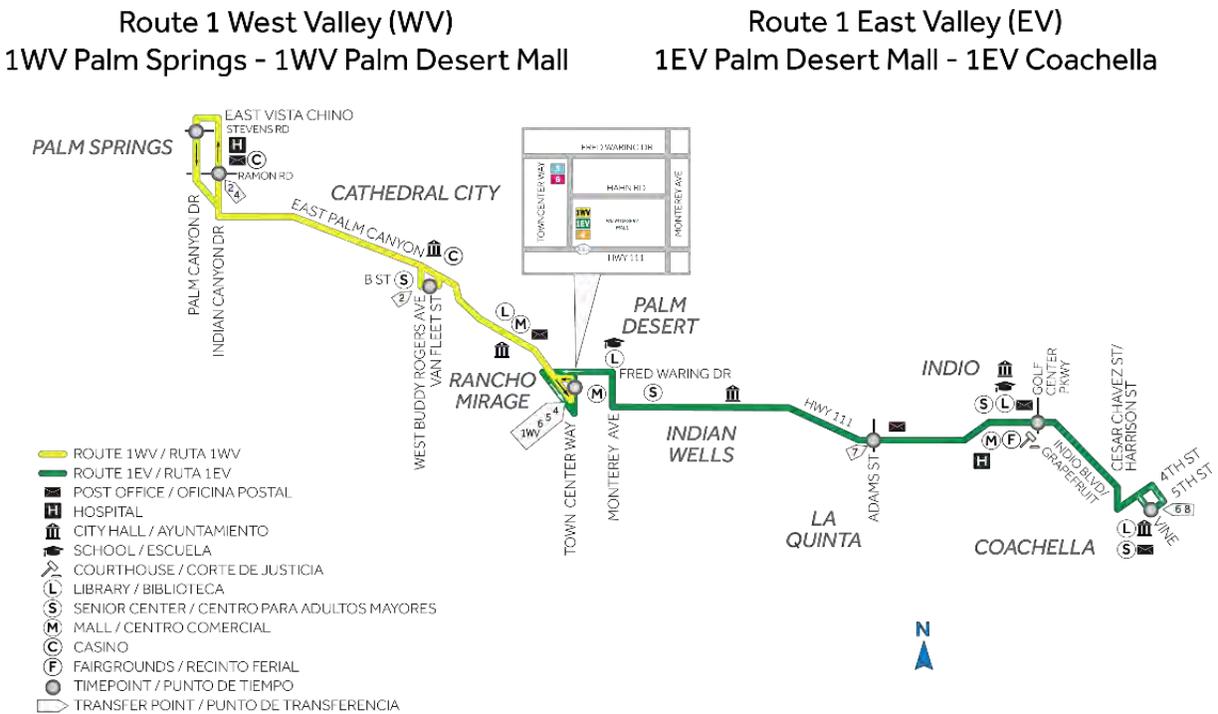
It serves the cities of Coachella, Indio, La Quinta, Indian Wells, and Palm Desert. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1WV, 4, 5, 6, 7, 8 and 10. Those transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 6 and 8), Highway 111 at Adams Street in La Quinta (connections with Route 7), and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1WV, 4, 5, and 6). Looking ahead, the Coachella Mobility Hub, the future eastern terminus is slated to open in the fall of 2024 the frequency of Route 1EV will be improved to 15 minutes during the weekday peak period as a condition of the funding agreement.

Route 1WV: Palm Desert Mall - Via Hwy 111 – Palm Springs

On January 1, 2023, SunLine staff divided former Route 1 into two (2) routes: Route 1EV and Route 1WV. Route 1WV operates between Palm Springs and Town Center at Hahn by the Palm Desert Mall. Route 1EV operates between Coachella and Town Center at Hahn by the Palm Desert Mall, and Continuing passengers are allowed to transfer between these two routes free of charge. During the peak period it provides 20 min service, approximately 7:00am to 5:00pm and 30 min service during the off-peak period, 7 days a week generally along Highway 111.

On May 7, 2023, the weekend frequency on Route 1EV and 1WV was temporarily reduced to every 30 minutes from 20 minutes during the peak period due to shortage of coach operators. The off-peak weekend frequency remained at 30 minutes

It serves the cities of Palm Desert, Cathedral City and Palm Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 2, 4, 5, and 6. Those transfer points are located at Town Center Way at Hahn Road in Palm Desert, West Buddy Rogers Avenue and B Street in Cathedral City and downtown Palm Springs.

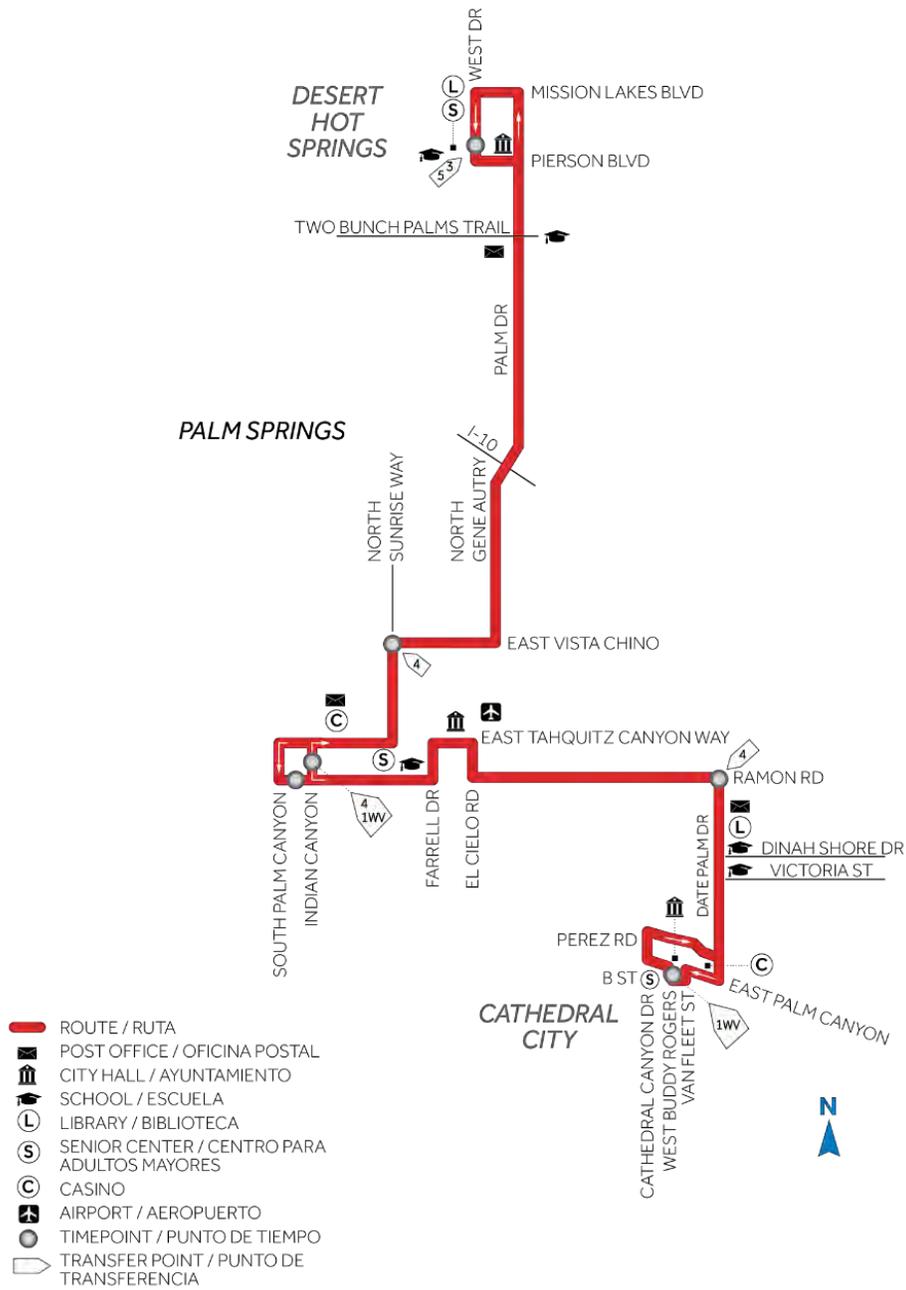




Route 2: Desert Hot Springs – Palm Springs – Cathedral City

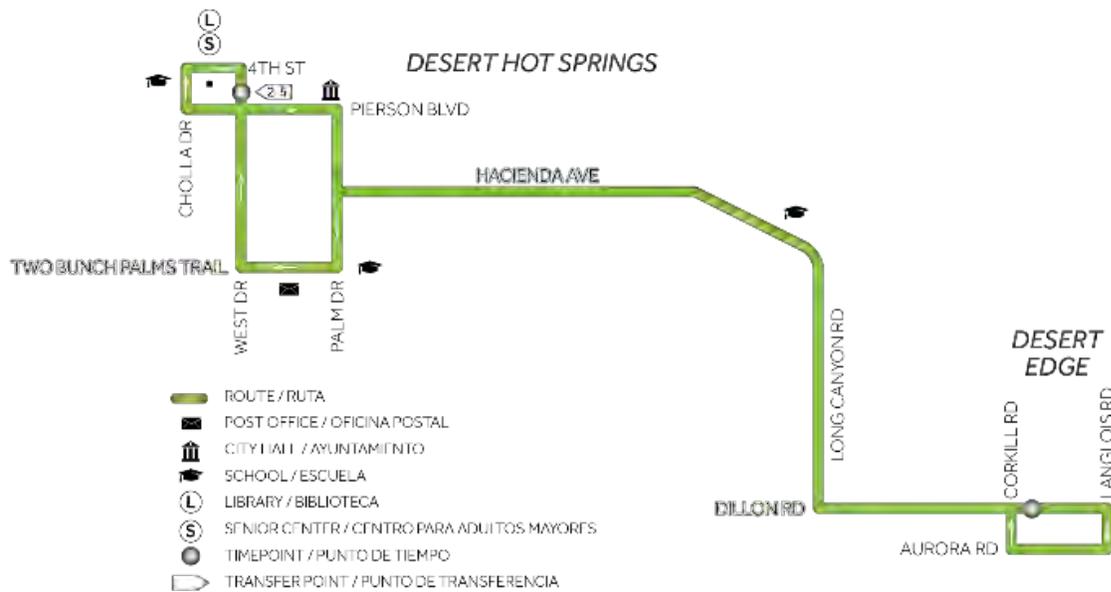
Route 2 is one of SunLine’s higher-performing routes and operates 7 days a week with 20-minute frequency during the peak period and every 40 minutes during the off-peak period, seven day a week. On May 7, 2023, the weekend frequency on Route 2 was temporarily reduced to every 30 minutes from 20 minutes due to shortage of coach operators. The off-peak weekend frequency remained at 40 minutes.

It connects Desert Hot Springs with Palm Springs and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers, and Palm Springs International Airport. A significant portion of Route 2 ridership is driven by customers living in Desert Hot Springs who work in downtown Palm Springs. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1WV, 3, 4, and 5. Those transfer points are located at B Street at Buddy Rogers Avenue in Cathedral City (connection with Route 1WV), Ramon Road at Date Palm Drive in Cathedral City (connection with Route 4), Indian Canyon Drive at Ramon Road in Palm Springs (connections with Routes 1WV and 4), Sunrise Way at Vista Chino in Palm Springs (connection with Route 4), and West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 3 and 5). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



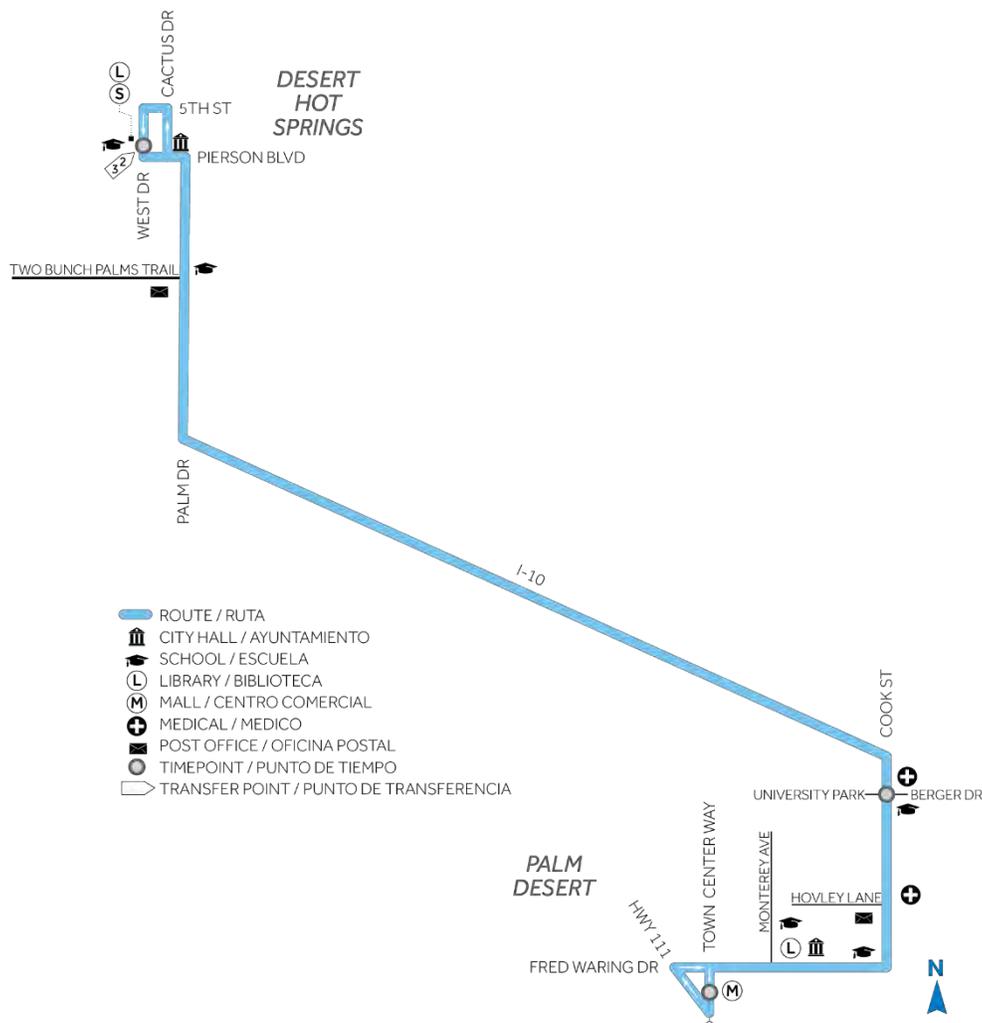
Route 3: Desert Edge – Desert Hot Springs

Route 3 operates 7 days a week with 60-minute frequency, connecting Desert Edge with Desert Hot Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 2 and 5. The transfer point is located at West Drive at Pierson Boulevard in Desert Hot Springs. Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall

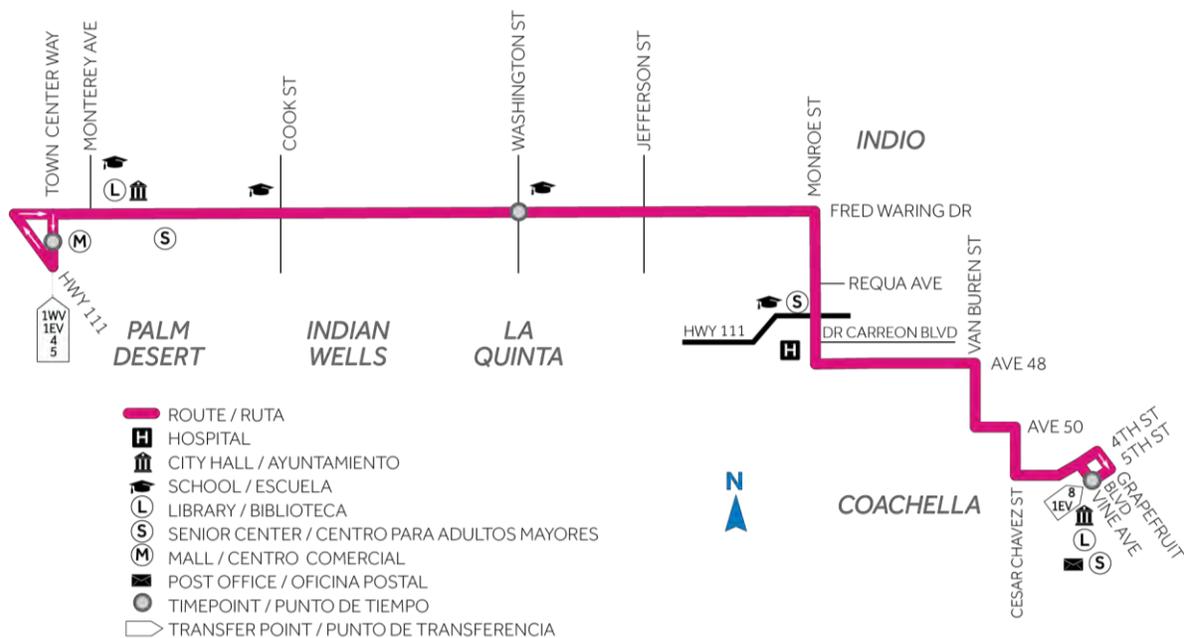
Route 5 operates 5 days a week with 60-minute frequency, connecting Desert Hot Springs with Palm Desert using a portion of the Interstate 10 freeway. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 1WV, 2, 3, 4, and 6. The transfer points are located at West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 2 and 3) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1WV, 1EV, 4, and 6). Looking ahead, studies are underway to possibly boost service frequency to every 40 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



Route 6: Coachella – Via Fred Waring – Palm Desert Mall

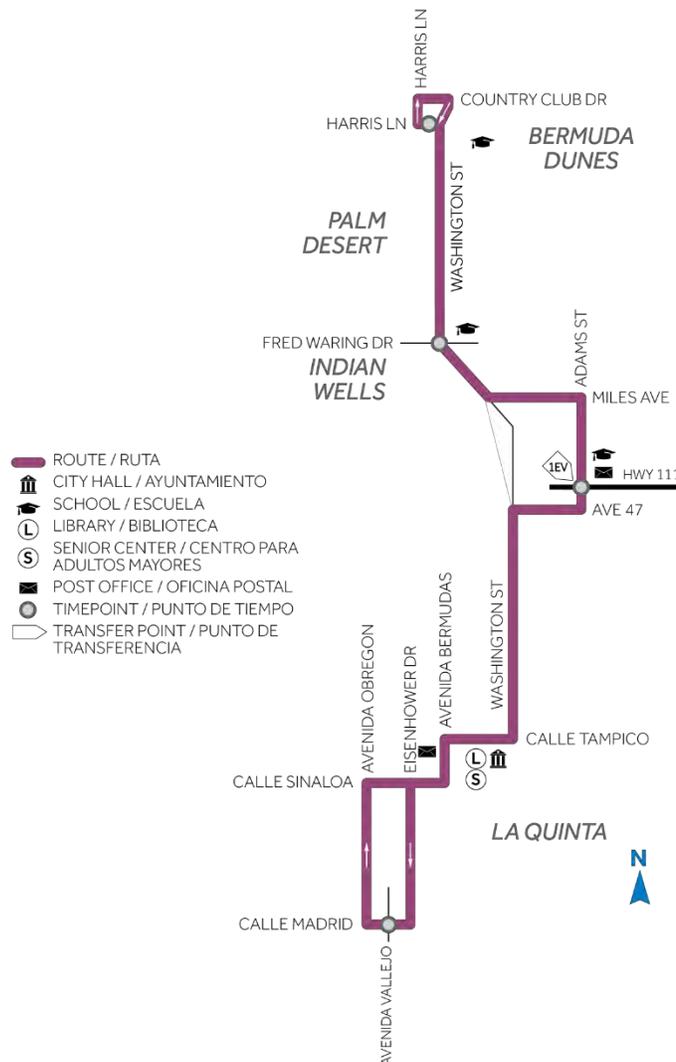
Route 6 operates 7 days a week with 45-minute frequency on weekdays connecting Palm Desert with Coachella using a portion of Fred Waring Drive. It also serves the cities of Indio, La Quinta, and Indian Wells. On May 7, 2023, eliminated weekend service and weekday off-peak service on Route 6 due low productivity.

A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 1WV, 4, 5, and 8. The transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 1EV and 8) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1EV, 1WV, 4, and 5). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



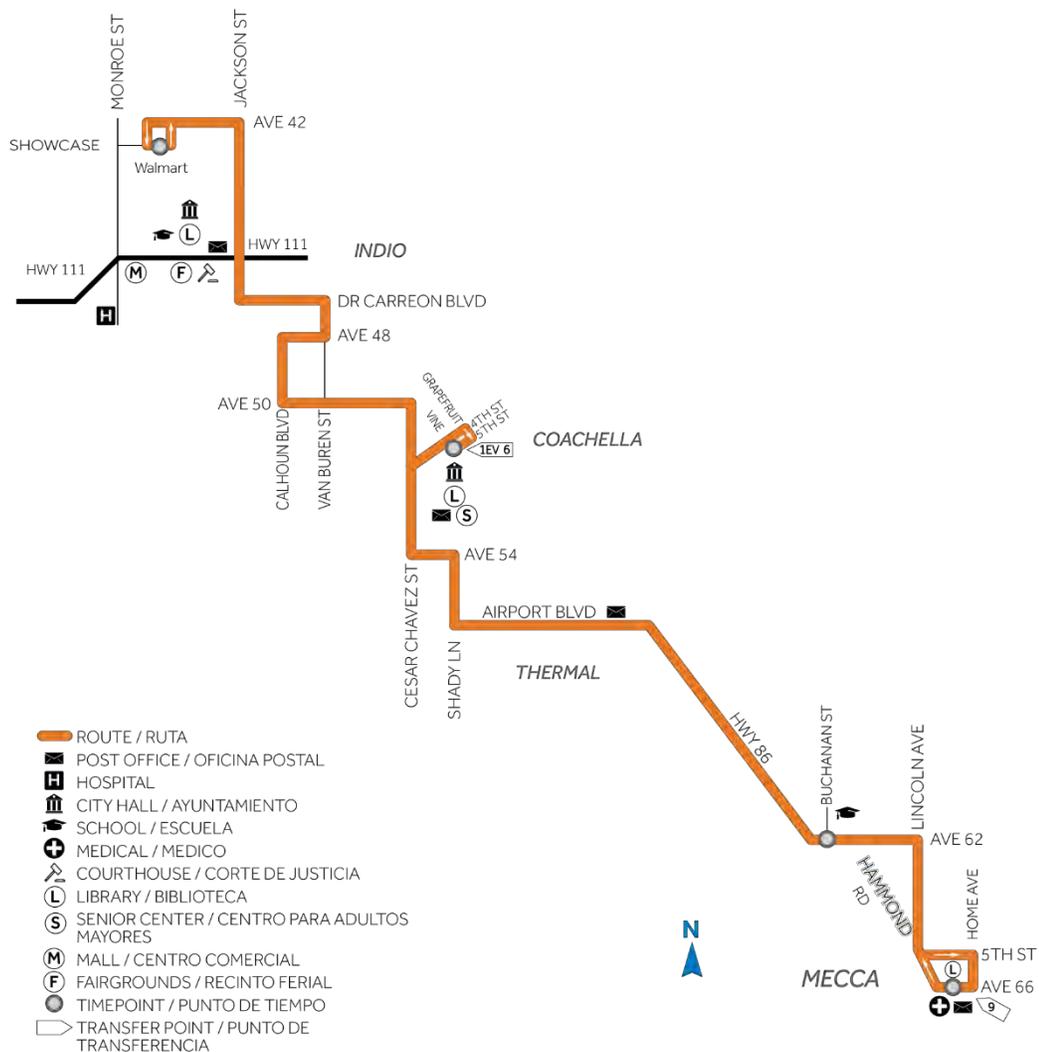
Route 7: Bermuda Dunes – Indian Wells – La Quinta

Route 7 operates 7 days a week with 45-minute frequency on weekdays and 1-hour, 45-minute frequency on weekends, connecting Bermuda Dunes with La Quinta. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 1. The transfer point is located at Highway 111 at Adams Street in La Quinta. Looking ahead, studies are underway to possibly boost the peak weekday service frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



Route 8: North Indio – Coachella – Thermal/Mecca

Route 8 is one of SunLine’s critical routes linking the unincorporated part of the eastern Coachella Valley to the rest of SunLine’s network. The route, which operates 7 days a week with 40-minute frequency on weekdays and 60-minute frequency on weekends, connects Indio with Thermal/Mecca, and also serves the city of Coachella. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to Sunline Routes 1EV, 6, and 9. Those transfer points are located at Avenue 66 at Mecca Health Clinic in Mecca (connection to Route 9) and 5th Street and Vine Avenue in Coachella (connection to Routes 1EV and 6).



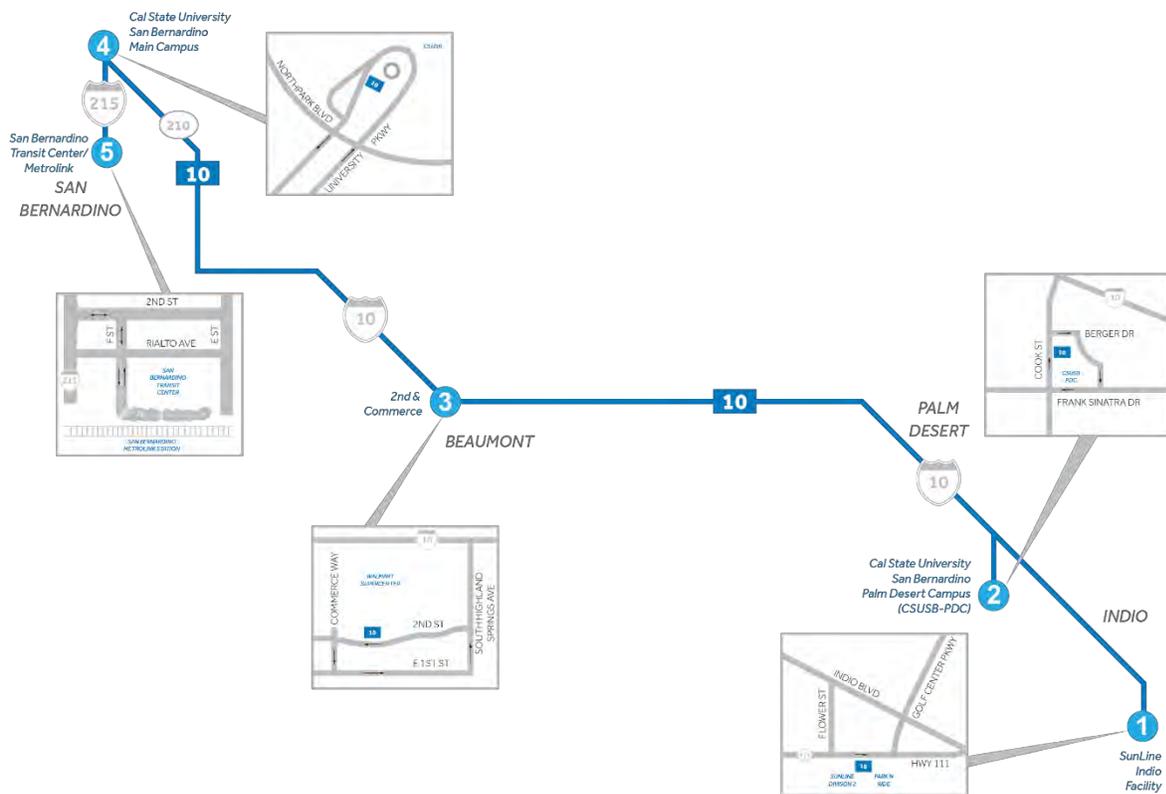
Route 9: North Shore – Mecca – Oasis

Route 9 operates 7 days a week with 60-minute frequency and connects North Shore with Oasis. A variety of destinations are served, including libraries, recreational attractions, medical centers, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 8. The transfer point is located at Avenue 66 at Mecca Health Clinic.



Route 10 Commuter Link: Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC)/Metrolink

The Route 10 Commuter Link is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link provides a direct connection between CSUSB’s campuses in Palm Desert and San Bernardino. It also provides service to the San Bernardino Transit Center for connections with Metrolink trains as well as routes served by the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit.



Route 1X: Express to Indio – Express to Palm Springs

Route 1X is a new limited-stop express route that will connect Palm Springs and Indio. Most of the route will travel along Highway 111 with a stop at B Street at Buddy Rogers Avenue and another on Town Center Way at Hahn Road to provide service to an already established bus stop and a high-density area. The purpose of Route 1X is to provide faster travel times between key stops and one additional weekday trip per hour on the Highway 111 corridor. The route will serve five stops in all, at South Palm Canyon at Baristo Road in Palm Springs, B Street at Buddy Rogers Avenue in Cathedral City, Town Center Way at Hahn Road in Palm Desert, Highway 111 at Adams Street in La Quinta, and Highway 111 at Golf Center Parkway in Indio. Though originally slated to begin service in fall 2022, Route 1X is now on hold until the SunLine Refueled service plan is fully implemented





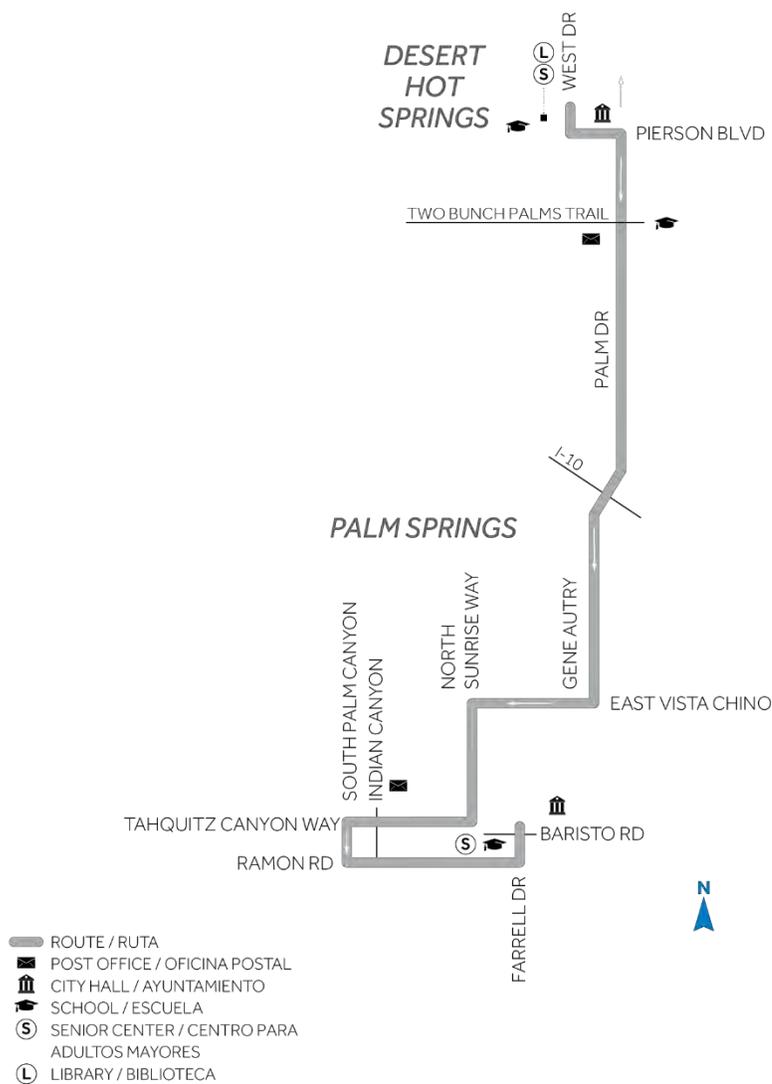
School Trippers

School tripper buses are traditionally added to regular routes when service reaches capacity or special alignments/deviations are created to address a specific demand for service. These buses are open to both students and members of the public. Rider information related to these routes must be shared with the public. SunLine is currently serving Desert Sands Unified School District campuses and will begin serving Palm Springs Unified School District campuses when in-person learning resumes. School tripper service is a limited-stop service that operates on the schedules shown on the following maps. Tripper routes were renamed in January 2021 as a part of the SunLine Refueled Initiative. Effective May 7, 2023, all Route 400 Trippers will be eliminated.

Route 200: Palm Springs High School AM Tripper

200

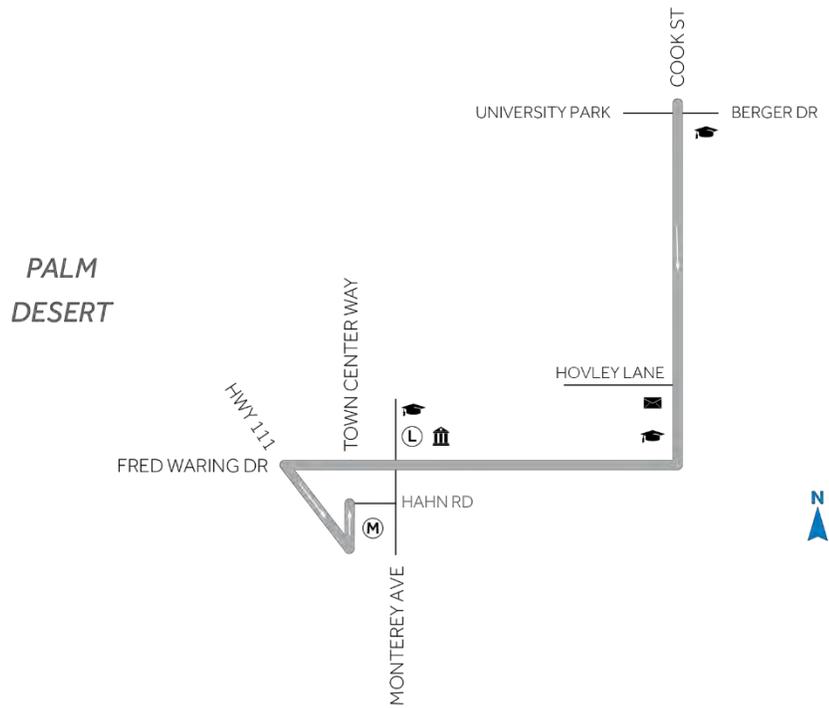
PALM SPRINGS HIGH SCHOOL



Route 500 SB: Palm Desert Mall PM Tripper

500

PALM DESERT MALL

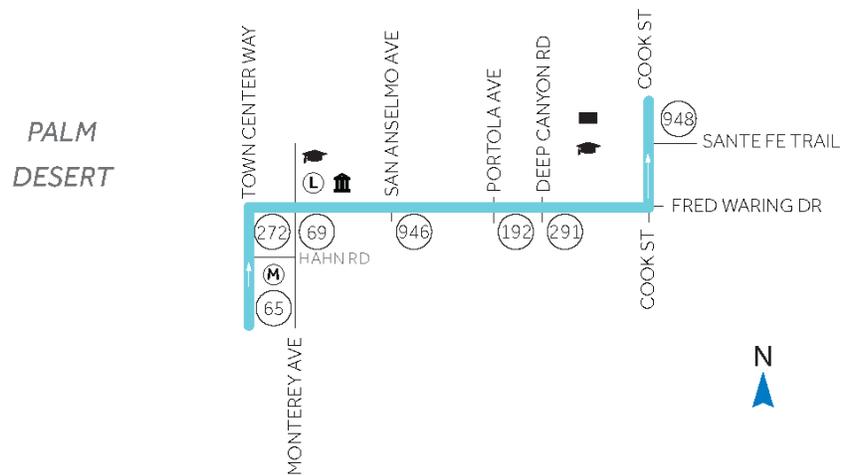


- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- MALL / CENTRO COMERCIAL
- POST OFFICE / OFICINA POSTAL

Route 501 NB: Palm Desert High School AM Tripper (UPDATE)

ROUTE 501 NB

PALM DESERT HIGH SCHOOL AM TRIPPER



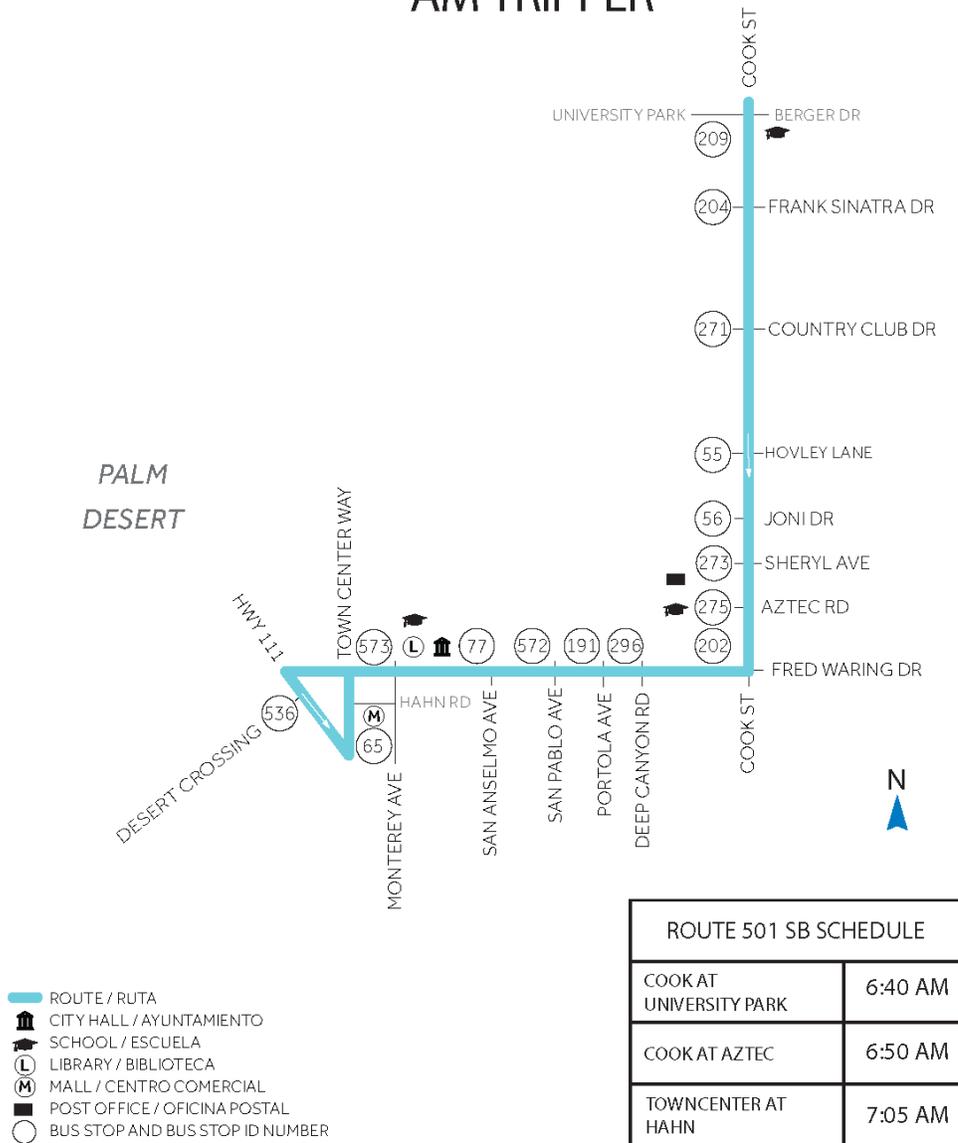
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- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- MALL / CENTRO COMERCIAL
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

ROUTE 501 NB SCHEDULE	
TOWNCENTER AT HAHN	7:10 AM
COOK AT SANTA FE	7:20 AM

Route 501 SB: Palm Desert Mall AM Tripper

ROUTE 501 SB

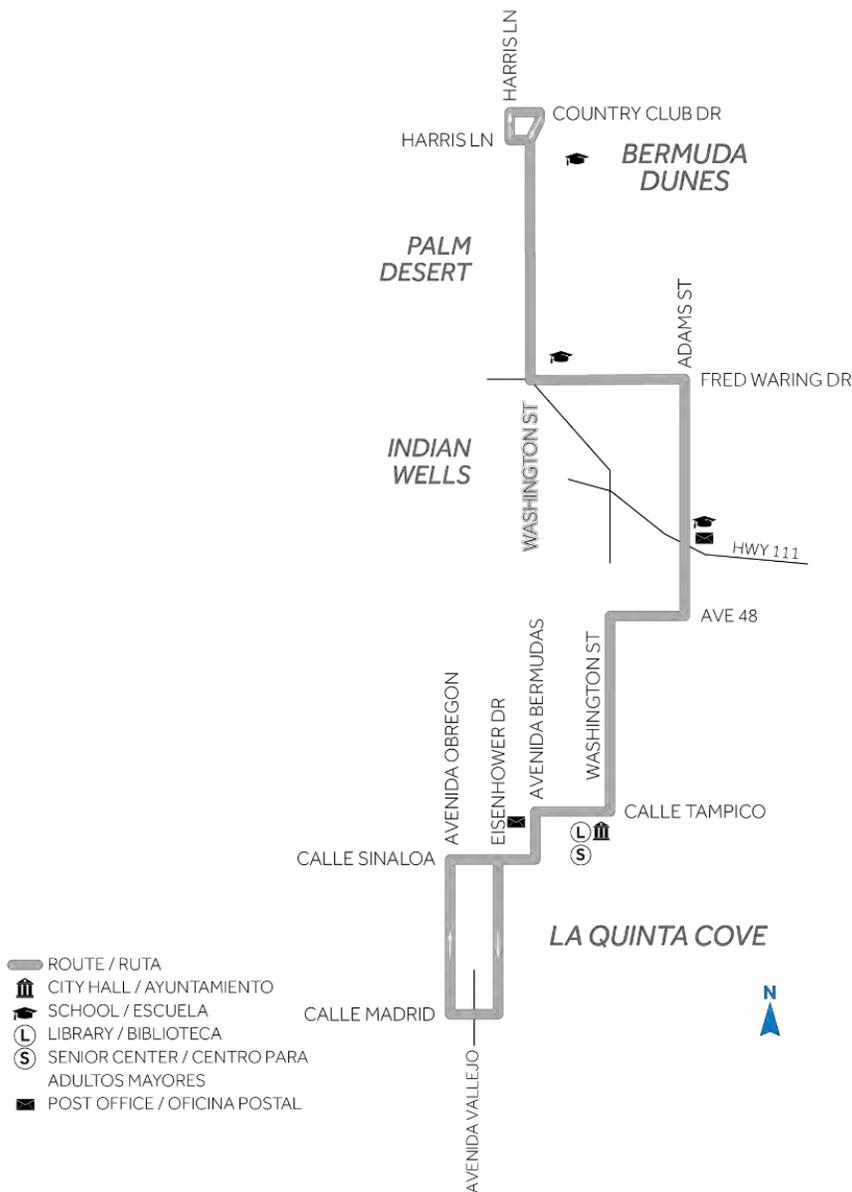
WESTFIELD PALM DESERT AM TRIPPER



Route 700: Harris/Washington – Calle Madrid/AVN Vallejo AM Tripper

700

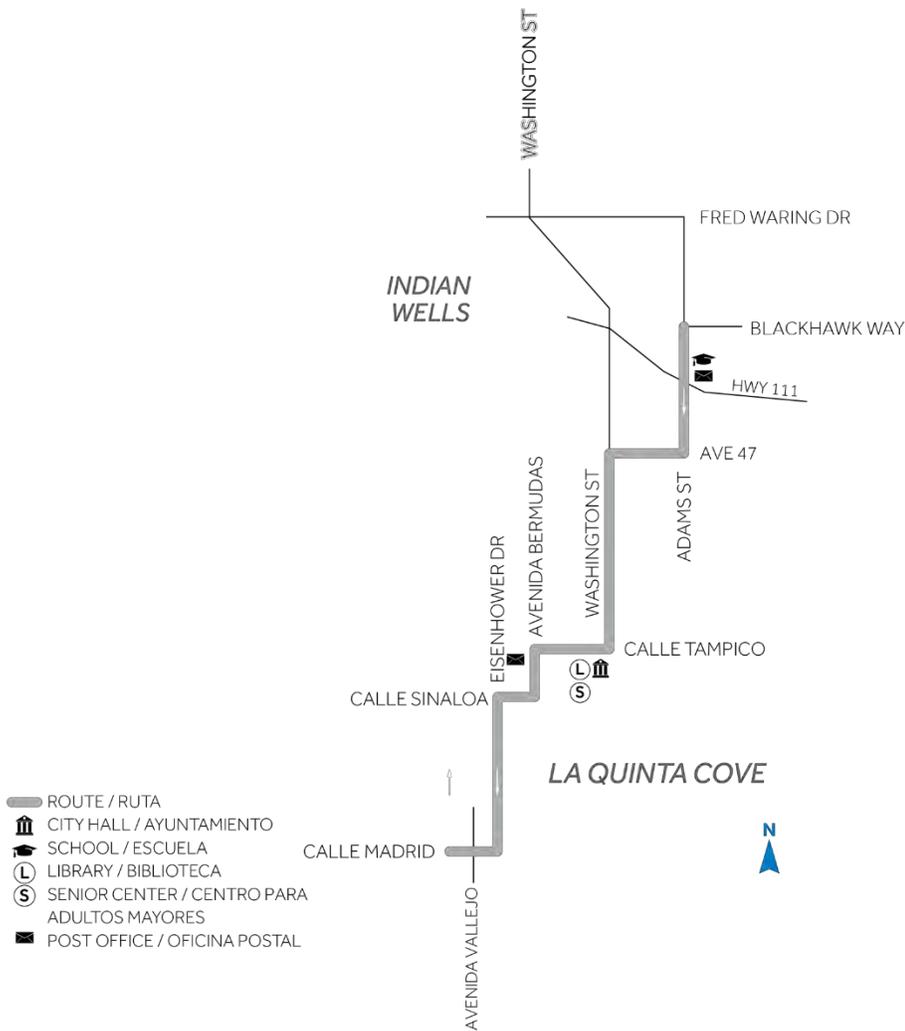
HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO



Route 701 SB: Calle Madrid/Avn Vallejo PM Tripper

701 SB

CALLE MADRID / AVN VALLEJO



Route 701 NB: Harris/Washington PM Tripper

701 NB

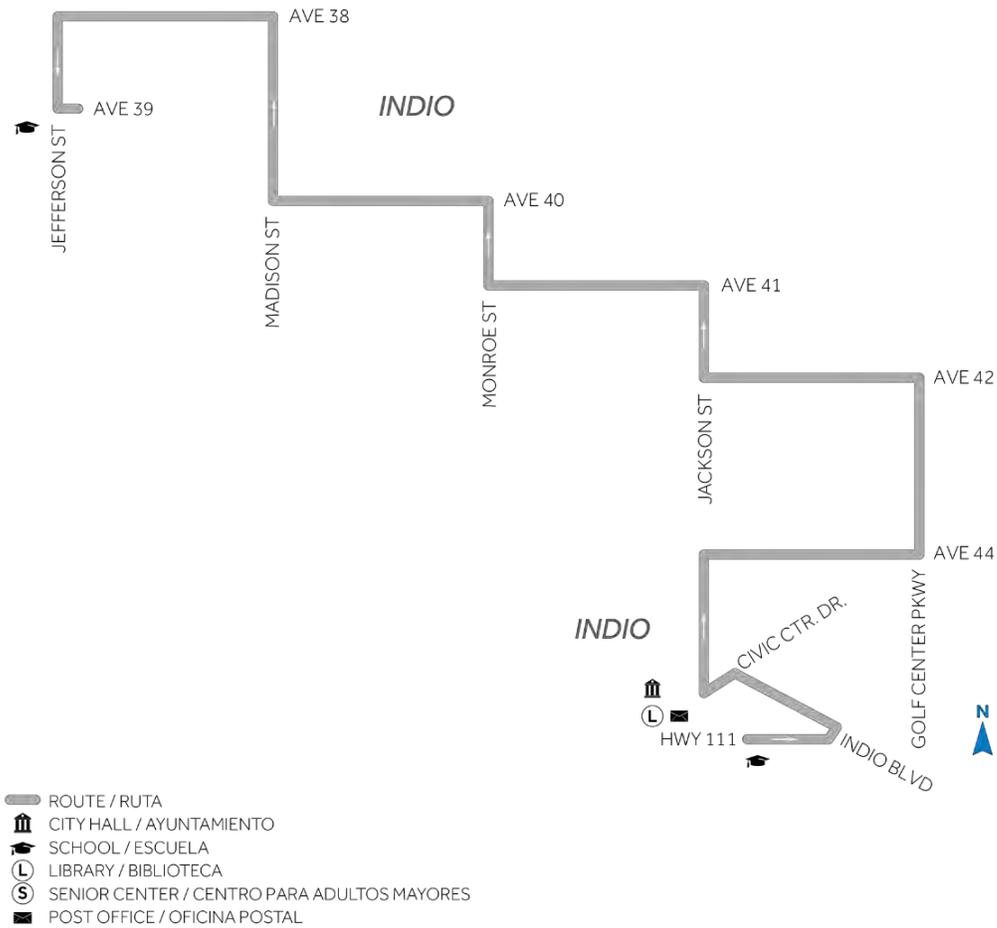
HARRIS / WASHINGTON



Route 800: Shadow Hills High School AM Tripper

800

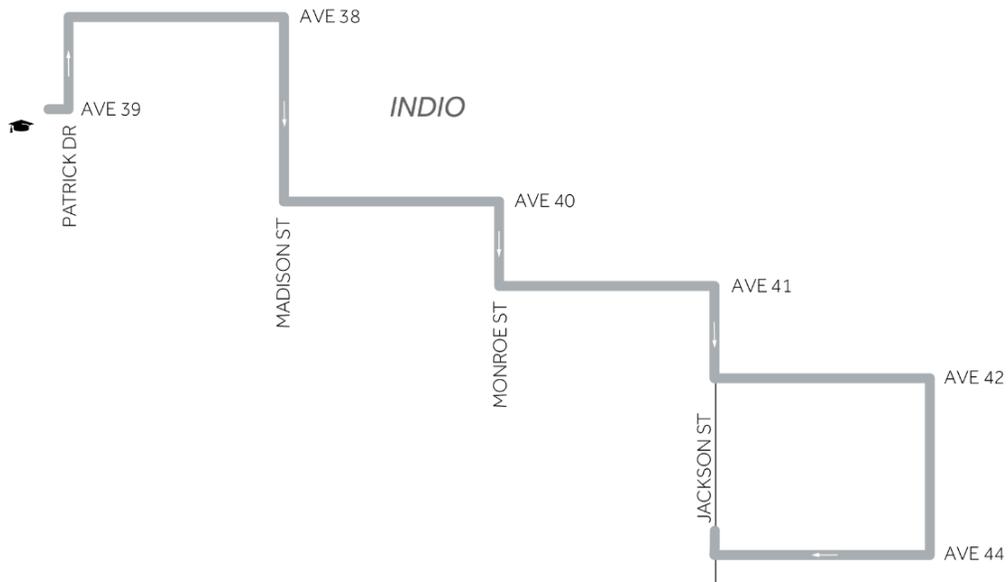
SHADOW HILLS HIGH SCHOOL



Route 801: Jackson/44th PM Tripper

801

JACKSON / 44TH

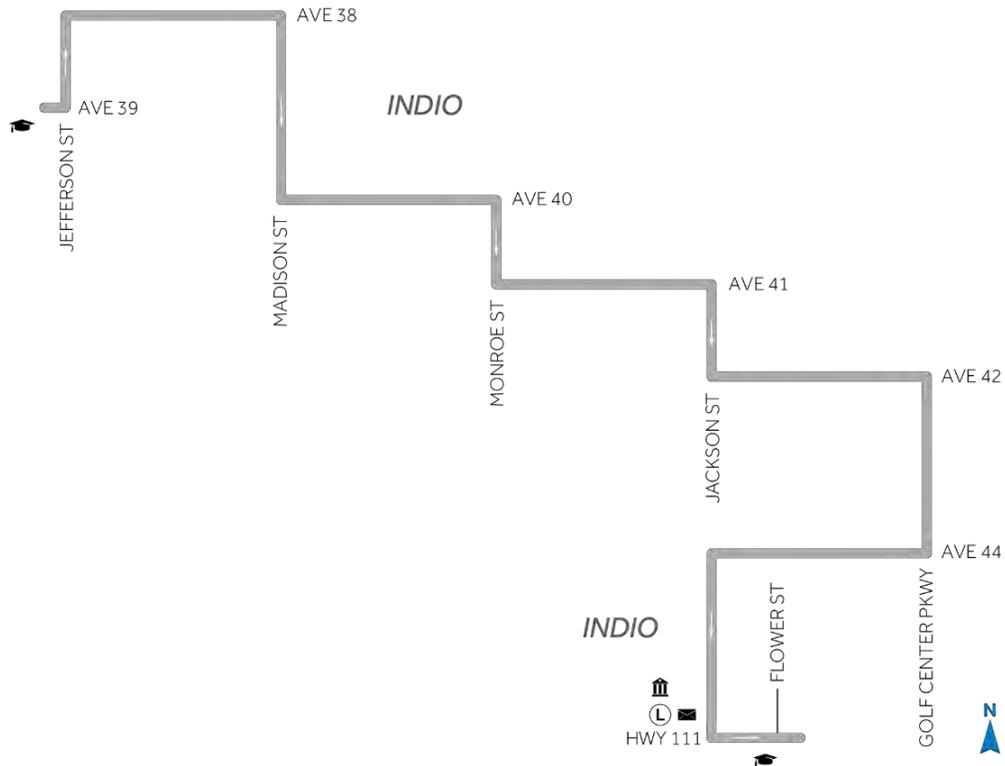


— ROUTE / RUTA
🎓 SCHOOL / ESCUELA

Route 802: Hwy 111/Golf Center Pkwy PM Tripper

802

HWY 111 / GOLF CENTER PKWY

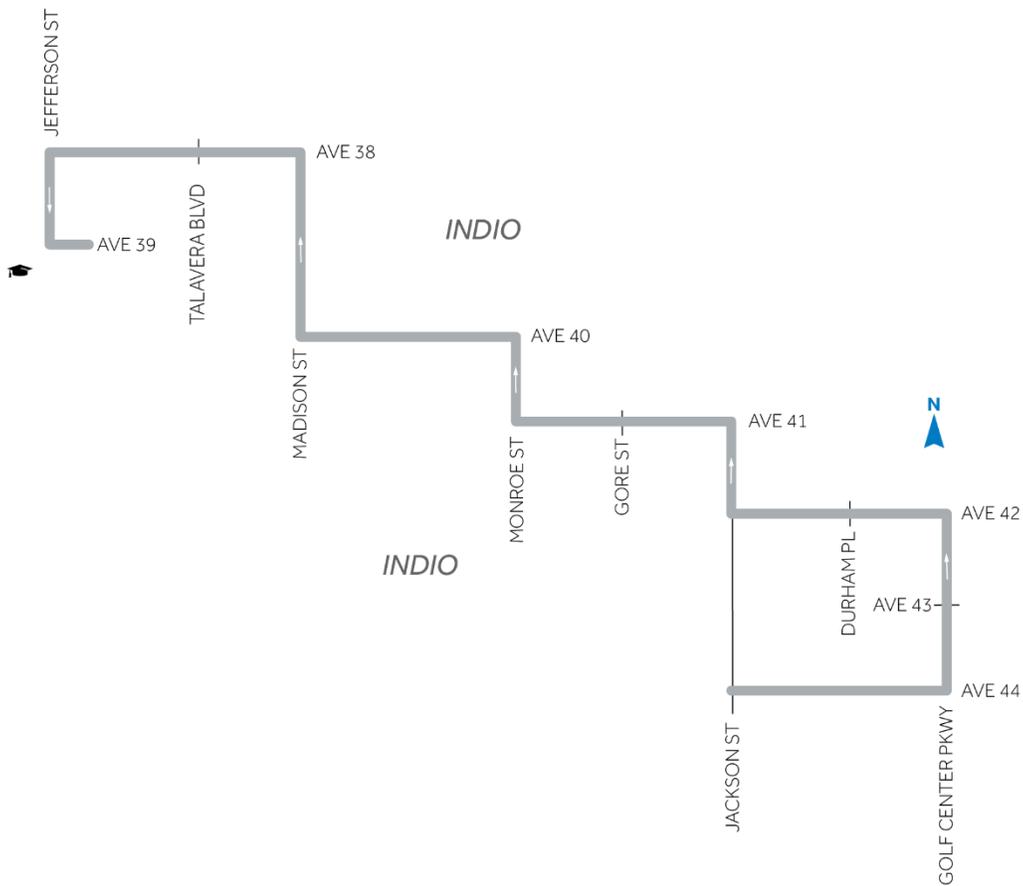


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Route 803 NB: Shadow Hills High School AM Tripper

ROUTE 803 NB

SHADOW HILLS HIGH SCHOOL AM TRIPPER



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- BUS STOP AND BUS STOP ID NUMBER



SunLine Our Ride to the Future

Serving the Coachella Valley

Bermuda Dunes · Cathedral City · Coachella · Desert Edge · Desert Hot Springs · Indian Wells · Indio · La Quinta
Mecca · North Shore · Oasis · Palm Desert · Palm Springs · Rancho Mirage · Thermal · Thousand Palms

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SunLine Services Group

DATE:	June 28, 2023	ACTION
TO:	Taxi Committee Board of Directors	
FROM:	Luis Garcia, Controller/Assistant Chief Financial Officer	
RE:	Adoption of SunLine Regulatory Administration FY24 Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed FY24 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 FY24 budget was brought before the Taxi Committee and Board of Directors on May 24, 2023, for discussion before the required approval in June. There have been no changes from the draft budget proposed at the May 24, 2023 Board meeting.

SRA is proposing a balanced budget of \$197,675 for FY24. The FY24 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget across 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.

Attachment:

- [Item 14a](#) – FY24 SunLine Regulatory Administration Budget Book

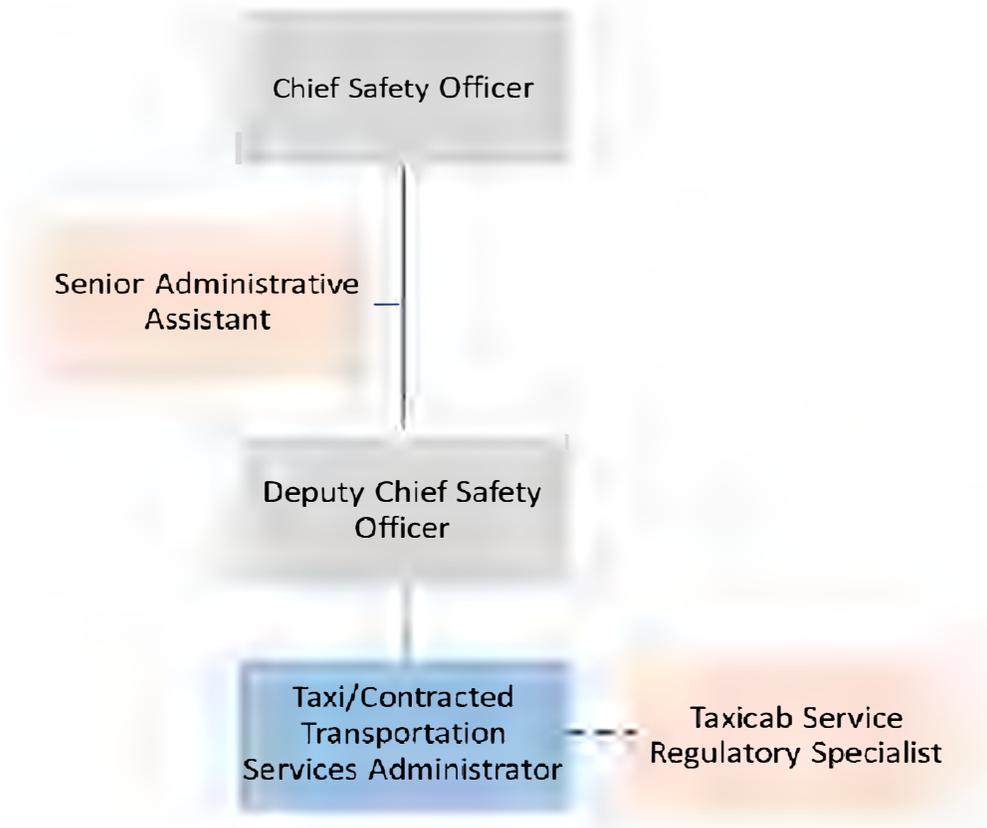


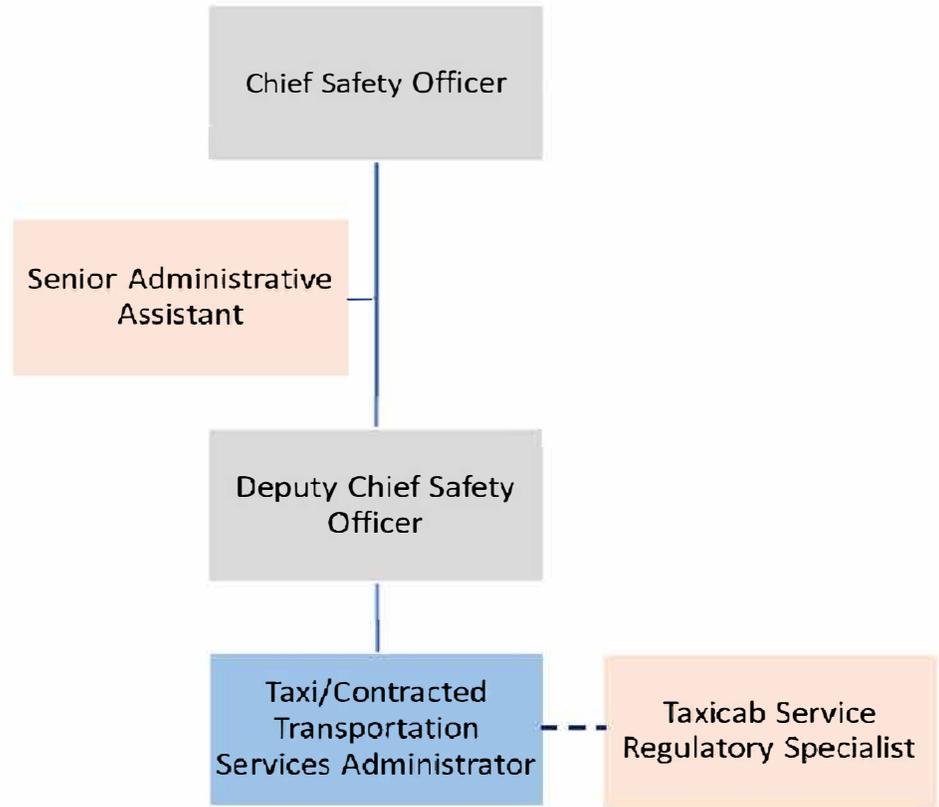
SUNLINE REGULATORY ADMINISTRATION BUDGET ▶ FY2024



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REVENUE SUMMARY.....	3
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DETAILED EXPENSES.....	7 – 9







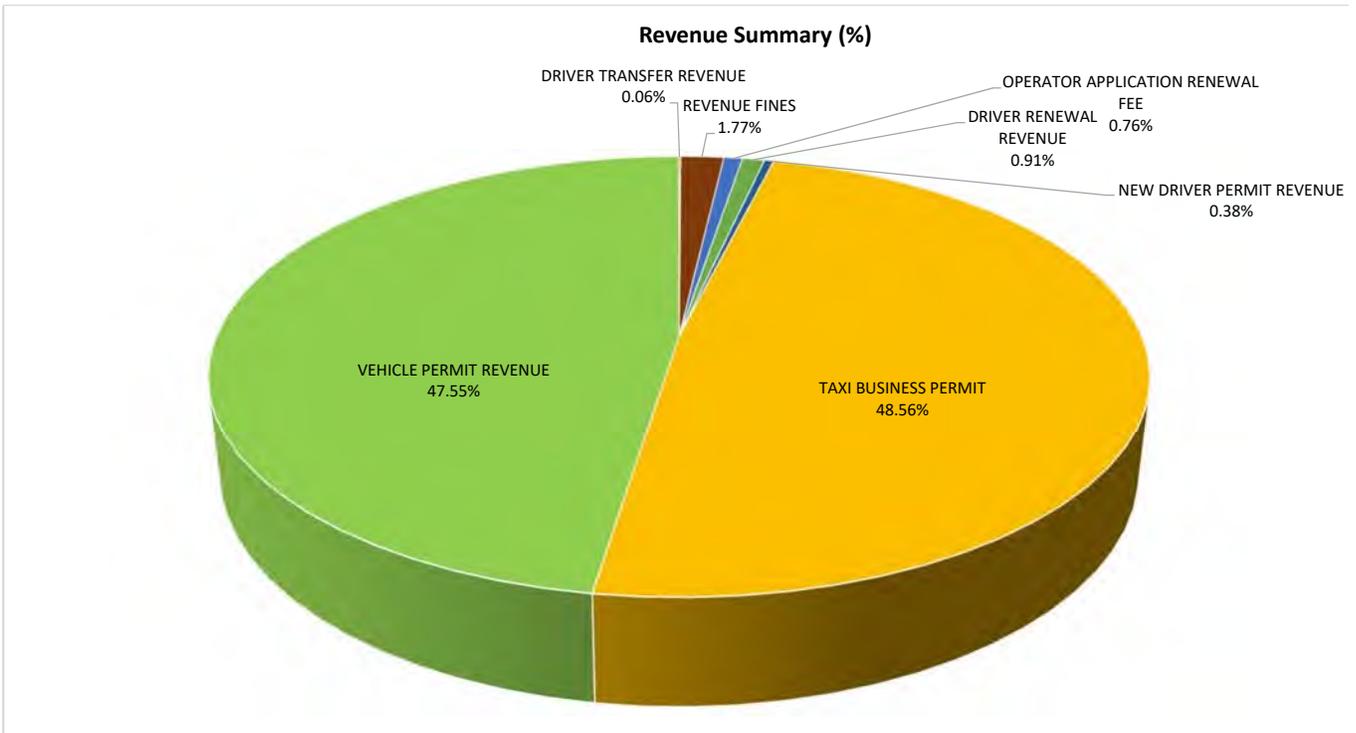
FUNCTIONS & RESPONSIBILITIES

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

FY24 GOALS & OBJECTIVES

- Work with taxi companies to improve wait times for passengers and increase industry service reliability through ordinance enforcement.

REVENUE SUMMARY



Sources of Funding (Operating)	FY23 Approved Budget	FY23 Estimates	FY23 Variance	FY24 Proposed Budget	FY24 Variance
4010101200 REVENUE FINES	1,500	6,900	5,400	3,500	2,000
4010101500 NEW DRIVER PERMIT REVENUE	750	1,900	1,150	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	250	167	(83)	125	(125)
4010101700 DRIVER RENEWAL REVENUE	1,500	2,300	800	1,800	300
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	-	(50)	-	(50)
4010101900 VEHICLE PERMIT REVENUE	85,000	98,398	13,398	94,000	9,000
4010102200 OTHER REVENUE	650	-	(650)	-	(650)
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
Total Revenue	187,200	205,665	18,465	197,675	10,475

Notes:

- The FY23 variance reflects the difference between FY23 estimated actuals and FY23 approved budget. The FY24 variance indicates the difference between FY24 proposed budget and FY23 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the March 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 approved fees for Fiscal Year 2024 used in the calculation of the proposed budget.

Fees	FY23 Approved Fees	FY24 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	32,000	32,000	-
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)	1,650	1,650	-
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	850	850	-
Annual Vehicle Permit (WAV3/Zero Emission4)	200	200	-
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 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY21 Actuals	FY22 Actuals	FY23 Estimated Actuals	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010201600 ADMIN SALARIES	85,071	40,062	20,031	40,857	44,943	4,086
5010201610 ADMIN SALARIES-OT	-	-	-	-	-	-
5010700000 ALLOCATED SALARIES	-	4,301	30,414	48,507	49,965	1,458
5029999999 TOTAL FRINGE BENEFITS	76,718	55,188	13,589	32,076	41,202	9,126
5030103240 BACKGROUND CHECK SERVICES	637	1,421	1,813	735	1,519	784
5030200000 PUBLIC NOTICES	119	-	-	280	90	(190)
5030300005 LEGAL SERVICES - GENERAL	11,376	12,820	14,847	10,000	14,000	4,000
5030300010 COMPUTER/NETWORK SUPPORT	480	149	-	1,000	10,000	9,000
5030303310 AUDIT SERVICES - EXTERNAL	7,000	-	-	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	7,130	12,422	13,230	5,000	5,000	-
5030500000 MAINTENANCE CONTRACTS	285	388	271	1,000	500	(500)
5039900006 OUTSIDE REPAIRS-TAXI	-	-	-	1,000	1,000	-
5039903800 OTHER SERVICES	600	525	500	1,000	500	(500)
5040101000 FUEL-CNG	-	211	320	500	500	-
5040404300 OFFICE SUPPLIES	2,224	1,320	2,835	2,500	2,280	(220)
5049900002 POSTAGE	502	120	120	120	110	(10)
5049900026 FACILITY MAINTENANCE	573	573	573	573	575	2
5049900032 REPAIR PARTS- TAXI VEHICLES	-	741	-	500	500	-
5050200001 UTILITIES	3,918	4,114	4,320	4,320	4,500	180
5050200003 TRASH PICK-UP	502	502	502	502	502	-
5050200005 TAXI STUDY	-	-	-	16,516	-	(16,516)
5050200006 COMMUNICATIONS	800	800	800	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	312	312	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	2,177	2,177	2,177	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	5,405	3,000	3,100	3,100	3,100	-
5079900000 FUEL TAXES	-	-	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	1,163	1,312	1,368	1,625	1,500	(125)
5090200000 TRAVEL AND TRAINING	1,895	22	-	4,000	4,000	-
5090801000 BANK SERVICE FEES	814	815	945	1,100	1,000	(100)
5090801060 BAD DEBT EXPENSE	12,342	-	-	-	-	-
Total Expenses	222,043	143,294	112,067	187,200	197,675	10,475

SUNLINE SERVICES GROUP

PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Authorized FTEs	FY24 Requested FTEs	Variance
0	Deputy Chief Safety Officer	0.25	0.25	0.00
0	Taxi/Contracted Transportation Services Administrator	0.25	0.25	0.00
0	Senior Administrative Assistant	0.00	0.00	0.00
1	Taxicab Service Regulatory Specialist	1.00	1.00	0.00
1	Total FTEs	1.50	1.50	0.00

Notes

- The Deputy Chief Safety Officer and Taxi/Contracted Transportation Services Administrator will apportion a small percentage of payroll allocation for taxi business responsibilities.
- The Taxi Administrator position was modified to reflect a title change. New Taxi/Contracted Transportation Services Administrator for SunLine Transit Agency will allocate a small portion of time to SRA.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5010201600 ADMIN SALARIES	40,857	44,943	4,086
5010700000 ALLOCATED SALARIES	48,507	49,965	1,458
5029999999 TOTAL FRINGE BENEFITS	32,076	41,202	9,126
Sub-total	121,440	136,110	14,670
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	735	1,519	784
Sub-total	735	1,519	784
5030200000 PUBLIC NOTICES			
Public Notice	280	90	(190)
Sub-total	280	90	(190)
5030300005 LEGAL SERVICES - GENERAL			
General counsel	10,000	14,000	4,000
Sub-total	10,000	14,000	4,000
5030300010 COMPUTER/NETWORK SUPPORT			
Software Program & Equipment	1,000	10,000	9,000
Sub-total	1,000	10,000	9,000
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	7,000	7,000	-
Sub-total	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	5,000	5,000	-
Sub-total	5,000	5,000	-
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	1,000	500	(500)
Sub-Total	1,000	500	(500)
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG tax committees	1,000	500	(500)
Sub-total	1,000	500	(500)
5040101000 FUEL-CNG			
Fuel for vehicles	500	500	-
Sub-total	500	500	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,500	2,280	(220)
Sub-total	2,500	2,280	(220)
5049900002 POSTAGE			
Postage and mailing expenses	120	110	(10)
Sub-total	120	110	(10)
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	573	575	2
Sub-total	573	575	2
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	500	500	-
Sub-total	500	500	-
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	4,320	4,500	180
Sub-total	4,320	4,500	180
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
Sub-total	502	502	-
5050200005 TAXI STUDY			
Taxi study on regulatory matters	16,516	-	(16,516)
Sub-total	16,516	-	(16,516)
5050200006 COMMUNICATIONS			
Cellular services	800	800	-
Sub-total	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
Sub-total	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
Sub-total	2,177	2,177	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY23 Approved Budget	FY24 Proposed Budget	Variance
5060401000 INSUARNC E PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,100	3,100	-
Sub-total	3,100	3,100	-
5079900000 FUEL TAXES			-
Fuel tax expenses	100	100	-
Sub-total	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	1,625	1,500	(125)
Sub-total	1,625	1,500	(125)
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	4,000	4,000	-
Sub-total	4,000	4,000	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	1,100	1,000	(100)
Sub-total	1,100	1,000	(100)
Total Expenses	187,200	197,675	10,475



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**SunLine Transit Agency
SunLine Services Group**

DATE: June 28, 2023 **ACTION**

TO: Board of Directors

FROM: Glenn Miller, Chairperson of the Board
Presented by: Lisa Middleton, Vice-Chairperson of the Board

RE: Election of Officers

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:

- [Item 15a](#) – History of SunLine Transit Agency Officers

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

YEAR	CHAIR	VICE-CHAIR
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) <i>[thru 10/14]</i>
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella) <i>[7/15-6/16]</i>
2016-2017	Kristy Franklin (La Quinta) <i>[thru 12/16]</i>	Russell Betts (Desert Hot Springs) <i>[6/16-12/16]</i>
2016-2017	Russell Betts (Desert Hot Springs) <i>[1/17-6/17]</i>	Troy Strange (Indio) <i>[1/17-6/17]</i>
2017-2018	Russell Betts (Desert Hot Springs)	Troy Strange (Indio)
2018-2019	Troy Strange (Indio) <i>[thru 12/18]</i>	Kathleen Kelly (Palm Desert)
2018-2019	Kathleen Kelly (Palm Desert) <i>[1/19-6/19]</i>	Robert Radi (La Quinta) <i>[1/19-6/19]</i>
2019-2020	Kathleen Kelly (Palm Desert)	Robert Radi (La Quinta)
2020-2021	Robert Radi (La Quinta)	Glenn Miller (Indio)
2021-2022	Glenn Miller (Indio)	Lisa Middleton (Palm Springs)
2022-2023	Glenn Miller (Indio)	Lisa Middleton (Palm Springs)

**SunLine Transit Agency
SunLine Services Group**

DATE: June 28, 2023 **ACTION**

TO: Board of Directors

FROM: Glenn Miller, Chairperson of the Board
Presented by: Lisa Middleton, Vice-Chairperson of the Board

RE: Approval of Employment Agreement for CEO/General Manager

Recommendation

Recommend that the Board of Directors approve an Employment Agreement for the position of CEO/General Manager with Mona Babauta, to commence on August 7, 2023 at an annual base salary of \$295,000.

Background

After receiving notification of Lauren Skiver's planned departure from SunLine as its Chief Executive Officer/General Manager ("CEO/GM"), the Board of Directors appointed an ad hoc committee headed by Chairperson Glenn Miller to undertake a recruitment and selection process for a new CEO/GM. Gregg Moser of K&A Partners was retained to conduct a nationwide recruitment process which resulted in the evaluation of several eligible candidates and ultimately the interview of three top candidates.

As a result of the recruitment and selection process the ad hoc committee recommends that the Board of Directors approve an Employment Agreement with Mona Babauta ("Babauta") for the position of CEO/GM. The appropriate background check has been undertaken and satisfactorily completed. Babauta would commence work on Monday, August 7, 2023. The Employment Agreement provides, among other things, for an annual base salary of \$295,000, contribution to the established 457 Plan, and other common executive management benefits. A copy of the Employment Agreement is attached.

Babauta comes to SunLine from the Golden Gate Bridge, Highway and Transportation District ("GGT") where she was the deputy general manager for the bus division. In that capacity she managed approximately 420 union and non-represented employees and worked with various organized labor groups including Amalgamated Transit Union and the International Brotherhood of Teamsters. While at GGT, Babauta lead many successful projects and initiatives including establishing a bus operator pre-apprentice, apprentice and mentor program, completed GGT's zero emission bus rollout plan, and established GGT's safety plan and safety management system. Babauta has also taken leadership roles in several transit organizations including serving in executive roles with

both the California Transit Association and the Center for Transportation & the Environment.

Financial Impact

The financial impact of this item includes annual base salary plus benefits and will be included in the yearly operating budget.

Attachment:

- [Item 16a](#) – Employment Agreement for the Position of CEO/GM with Mona Babauta

**EMPLOYMENT AGREEMENT
For the Position of
CEO/GM**

This Employment Agreement (“Agreement”) is made and entered into this 28th day of June, 2023 by and between the SUNLINE TRANSIT AGENCY, a California Joint Powers Authority (“STA”), and SUNLINE SERVICES GROUP, a California Joint Powers Authority (“SSG”) (collectively, “SUNLINE”), and MONA BABAUTA, an individual (“EMPLOYEE”), on the terms and conditions set forth in this Agreement. (SUNLINE and EMPLOYEE are collectively referred to as the “PARTIES.”)

RECITALS

A. STA and SSG are each governed by a Board of Directors, which are individually and collectively referred to herein as the “BOARD.”

B. The BOARD desires to employ the services of EMPLOYEE as Chief Executive Officer / General Manager (“CEO/GM”) of SUNLINE, in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

C. EMPLOYEE desires to accept employment as CEO/GM of SUNLINE in consideration of and subject to the terms, conditions, and benefits set forth in this Agreement.

D. This Agreement has been duly reviewed and approved by the SUNLINE BOARD by the necessary number of its members voting on the question undertaken at a duly noticed meeting of the BOARD on June 28, 2023 and shall become effective as of the date signed by EMPLOYEE and the Chair of the BOARD (“Effective Date”).

OPERATIVE PROVISIONS

In consideration of the promises and covenants contained herein, the PARTIES agree as follows:

1. **Position and Duties.**

1.1 **Position.** EMPLOYEE accepts employment with SUNLINE as its CEO/GM and shall perform all functions, duties and services set forth in Section 1.4 [Duties] of this Agreement. EMPLOYEE shall provide service at the direction and under the supervision of the BOARD. It is the intent of the PARTIES that the CEO/GM shall keep the BOARD adequately apprised of all significant policy, fiscal and operational matters of SUNLINE. Toward that end, EMPLOYEE shall report directly to the BOARD and will periodically, or as may be otherwise specifically requested by the BOARD, provide status reports to the BOARD on EMPLOYEE’s activities and those of SUNLINE.

1.2 **Period of Employment / Commencement Date.** EMPLOYEE shall serve for a term of five (5) years, subject to the provisions contained in this Agreement

concerning termination of EMPLOYEE's services or voluntary separation from service. EMPLOYEE shall commence work with SUNLINE and SUNLINE shall commence accrual of pay and benefits as of Monday, August 7, 2023 ("Commencement Date). SUNLINE shall continue to employ EMPLOYEE from the Commencement Date until the earlier of the expiration of the term or EMPLOYEE's employment is terminated in accordance with Section 6 [Termination] of this Agreement. By mutual agreement, memorialized as an amendment to this Agreement, the PARTIES may extend the term in two (2) year increments. EMPLOYEE shall provide written notice to the BOARD of this interest in extending the term at least ninety (90) days prior to the expiration of existing term to provide the BOARD sufficient time to consider the request in compliance with the Brown Act and to place items on the BOARD's agenda.

1.3 No Property Interest in Employment Position. Except as expressly provided for in this Agreement, the terms of SUNLINE's Employee Handbook (2023), personnel policies, procedures, resolutions, memoranda of understanding, or collective bargaining agreements (collectively "Personnel Policies"), all as may be amended from time to time, shall not apply to EMPLOYEE, except those policies related to anti-discrimination and/or anti-harassment, and nothing in this Agreement is intended to, or does, confer upon EMPLOYEE any right to any property interest in continued employment, or any due process right to a hearing before or after a decision by the BOARD to terminate EMPLOYEE's employment as provided in Section 6 [Termination] of this Agreement. Nothing contained in this Agreement shall in any way prevent, limit or otherwise interfere with the right of SUNLINE to terminate the services of EMPLOYEE as provided in Section 6 [Termination]. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of EMPLOYEE to resign at any time from this position with SUNLINE, subject only to the provisions set forth in Section 6 [Termination] of this Agreement.

1.4 Duties. EMPLOYEE shall serve as the CEO/GM of SUNLINE and shall be vested with the powers, duties, and responsibilities set forth in the CEO/General Manager job classification, attached here to as Exhibit "A" and Section 4 of the STA Joint Powers Agreement and Sections 2.11 and 2.11.1 of the SSG Joint Powers Agreement, as they may be amended from time to time, the terms of which are incorporated herein by reference. It is the intent of the BOARD for the CEO/GM to function as the chief executive officer of SUNLINE's organization and as the administrative head of all SUNLINE Departments (except the Office of the General Counsel). EMPLOYEE shall abide by all policies (except as noted in Section 1.3 above) and decisions made or authorized by the BOARD, as well as all applicable federal, state, and local laws, regulations, or ordinances. EMPLOYEE shall personally, or by direction, provide leadership, guidelines, and direction to ensure that BOARD policies are carried out. Without additional compensation, EMPLOYEE shall provide such other services as are customary and appropriate to the position of CEO/GM of a transit agency, together with such additional services assigned from time to time by the BOARD, as may be consistent with California law. If SUNLINE has additional duties and obligations imposed upon it by outside agencies, EMPLOYEE, as CEO/GM, is obliged to play such a role as the circumstances require. EMPLOYEE shall devote EMPLOYEE's best efforts and full-time attention to the performance of these duties.

1.4.1 Professional and Ethical Conduct. In performing EMPLOYEE's duties as CEO/GM, EMPLOYEE shall be subject to the standards of conduct set forth in the Employee Handbook (2016), as may be amended from time to time, at the following sections:

(a) Agency Vision, Mission Statement, Goals and Values;

(b) Section 1 "General" including Purpose and Designation of Authority, Affirmative Action / Equal Employment Opportunity, Harassment, Discrimination and Retaliation Prevention, Code of Ethics and Business Conduct, Standards of Conduct / At-Will Employment, Safety, Violence in the Workplace, Drug-Free Workplace, Immigration Law Compliance, and ADA/FEHA, (but expressly excluding Progressive Discipline and Labor Relationship Philosophy); and

(c) Section 8 "Conduct" including all subsections; and

(d) Section 9 "Other" including all subsections.

1.5 Hours of Work/Exempt Status. EMPLOYEE shall devote the time necessary to adequately perform EMPLOYEE's duties as CEO/GM. The PARTIES expect that a minimum of forty (40) hours per workweek during regular business hours, as well as additional time outside of the normal business hours, will be required to satisfy this requirement. Toward that end, EMPLOYEE shall be allowed reasonable flexibility in working remotely, on an occasional basis, and in setting EMPLOYEE's own office hours, provided that EMPLOYEE provides adequate onsite presence, availability, and responsiveness to the BOARD, SUNLINE staff, and members of the community, during normal SUNLINE business hours, provided that neither the flexibility in work hours nor remote work location has an adverse effect on the performance of EMPLOYEE's duties or EMPLOYEE's conduct of SUNLINE's business. EMPLOYEE will contemporaneously inform the chairperson of the BOARD prior to any occasion EMPLOYEE exercises the option to work remotely. SUNLINE has determined based on the actual duties performed, that the position of CEO/GM is an exempt position under applicable California and federal wage and hour law. EMPLOYEE's compensation (whether comprised of salary or benefits or other allowances) is not based on hours worked and EMPLOYEE shall not be entitled to any compensation for overtime hours worked.

1.6 Regional and Professional Activity. The BOARD desires EMPLOYEE to be active in national, statewide, regional and professional organizations that will contribute to EMPLOYEE's professional development and standing and that will contribute to the advancement of SUNLINE's interests and standing. Toward that end, EMPLOYEE may, upon advance notice to and approval from the BOARD, undertake such activities as are directly related to EMPLOYEE's professional development or that advance the interests and standing of SUNLINE. Activities that have been preapproved by the BOARD are membership and participation in the American Public Transportation Association ("APTA,") and California Transit Association ("CTA"), California Hydrogen Business Council, CALSTART, Coachella Valley Economic Partnership, Palm Desert

Sunset Rotary, California State University, San Bernardino, Advancement Board, and the Center for Transportation and the Environment (CTE), (“Preapproved Organizations”) SUNLINE agrees to budget and pay for the dues and subscriptions of the CEO/GM necessary for EMPLOYEE’s participation in the Preapproved Organizations and SUNLINE agrees to reimburse, as provided in Section 1.8 [Reimbursement] of this Agreement, EMPLOYEE’s reasonable and necessary travel, business and subsistence expenses for the activities described herein. This provision applies to EMPLOYEE instead of “Dues and Membership Fee” in Section 6 of SUNLINE Employee Handbook.

1.7 Other Activity. In accordance with applicable California law and SUNLINE policy, during the period of EMPLOYEE’s employment, EMPLOYEE shall not accept, without the express prior written consent of the BOARD, any other employment, or engage, directly or indirectly, in any other business, commercial, or professional activity (except as permitted under Section 1.6 [Regional and Professional Activity]), whether or not to pecuniary advantage, that is or may be competitive with SUNLINE, that might cause a conflict of interest with SUNLINE, or that otherwise might interfere with the business or operation of SUNLINE or the satisfactory performance of EMPLOYEE’s duties as CEO/GM.

1.8 Reimbursement. SUNLINE shall reimburse EMPLOYEE for actual and reasonable travel, subsistence, and other business expenses incurred by EMPLOYEE in the performance of EMPLOYEE’s duties and approved in SUNLINE’s budget. All reimbursements shall be subject to and in accordance with applicable California law. This provision applies to EMPLOYEE instead of “Travel and Conference Expenses” Section 6 of SUNLINE Employee Handbook.

1.9 Education Reimbursement. EMPLOYEE shall be eligible for the same education reimbursement as is provided to SUNLINE full-time employees under “Educational Reimbursement” in Section 6 of SUNLINE Employee Handbook.

2. Compensation.

2.1 Base Salary. EMPLOYEE shall receive an annual base salary of TWO HUNDRED NINETY-FIVE THOUSAND dollars and no cents (\$295,000) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. During the term of this Agreement, EMPLOYEE’s compensation shall not be subjected to any reduction as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency.

2.1.1 Signing Bonus. In addition to EMPLOYEE’s base salary, SUNLINE shall make a one-time payment of FORTY-FIVE THOUSAND DOLLARS and NO CENTS (\$45,000) to EMPLOYEE in consideration of EMPLOYEE’s acceptance of the employment position, in anticipation of additional work assessing the organization in the first year of employment, and as full compensation for short-term-housing or relocation expenses EMPLOYEE may incur related to assuming employment with

SUNLINE. The Signing Bonus shall be paid to Employee by separate check at the time EMPLOYEE's first regular paycheck is paid.

2.1.2 Merit Increase. After completion of the annual evaluation as provided for in Section 2.2 [Evaluation], the BOARD, in its sole discretion, may award EMPLOYEE a merit increase in base salary in an amount up to five percent (5%) of EMPLOYEE's then existing base salary. Any merit increase approved by the BOARD shall increase EMPLOYEE's base salary.

2.1.3 Annual COLA Adjustment. EMPLOYEE shall receive a non-discretionary increase in EMPLOYEE's base salary commencing July 1, 2024, and annually thereafter, equal to the lesser of three percent (3%) of EMPLOYEE's then existing base salary, or a percentage of EMPLOYEE's then existing base salary, calculated by using the percentage change in the Consumer Price Index-All Urban Consumers for the Riverside-San Bernardino-Ontario Area as published by the U.S. Bureau of Labor Statistics for the preceding twelve (12) month period from March 1st to February 28th.

2.1.4 Other Adjustments to Compensation. Any other adjustment in compensation, including any adjustment in benefits, shall be at the discretion of the BOARD.

2.2 Evaluation. The BOARD intends to annually evaluate the performance of EMPLOYEE as CEO/GM to be completed by the BOARD meeting in June of each calendar year, unless EMPLOYEE and the BOARD agree, for a particular year and occasioned by scheduling conflicts due to press of work or preplanned absences. By March of each year, EMPLOYEE will place EMPLOYEE's performance evaluation on the Board's agenda. The annual performance evaluation will incorporate the parties' mutually determined, specific goals, performance objectives and/or evaluation criteria that are necessary for the effective and efficient operation of SUNLINE and for the attainment of the Board's objectives, and the parties will further establish a relative priority among those goals, performance objectives and/or evaluation criteria and address any merit increases to EMPLOYEE's base salary as warranted by such performance review. Upon mutual agreement by the parties, the Board and EMPLOYEE may use an outside facilitator paid by SUNLINE to assist in conducting the annual performance evaluation process. The evaluation will assess the extent to which EMPLOYEE has performed his duties as CEO/GM in a manner that meets or exceeds the BOARD expectations and the extent to which EMPLOYEE has achieved goals or performance objectives set by the BOARD for EMPLOYEE and/or SUNLINE. Failure to complete a performance evaluation in a calendar year or within the time provided herein does not violate any provision of this Agreement and shall not constitute a breach of this Agreement or entitle EMPLOYEE to any monetary damages of any kind. Any evaluation of EMPLOYEE's performance shall be considered and discussed with EMPLOYEE in accordance with this Agreement, the Ralph M. Brown Act, and any other applicable state law that specially applies to the CEO/GM position.

2.3 Benefits.

2.3.1 Health Insurance. SUNLINE agrees that during the period of employment it will make available to EMPLOYEE, EMPLOYEE's spouse and EMPLOYEE's eligible dependents the same policies of health, dental, and vision/eye care insurance as SUNLINE makes available to its full-time employees. SUNLINE further agrees that during the period of EMPLOYEE's employment with SUNLINE, it will pay 100% of the insurance premiums for the SUNLINE-provided health, dental, and vision/eye care policies, but EMPLOYEE will pay any out-of-pocket costs, required co-pays, out-of-coverage costs, and similar expenses. Subsections "Medical/Health, Dental and Vision Insurance" and "Agency Paid Continuation of Medical, Dental and Vision Insurance" of Section 5 "Benefits" of the Employee Handbook shall apply to EMPLOYEE to the extent consistent with this Section 2.3.1. To the extent Section 5 of the Employee Handbook is inconsistent with this Section, then this Section 2.3.1 shall govern.

2.3.2 Life Insurance & Disability Insurance. SUNLINE shall provide to EMPLOYEE the same Life Insurance, Long-Term Disability Insurance, and Short Term-Disability Insurance as provided to full-time employees of SUNLINE. Subsections "Life Insurance," "Long-Term Disability Insurance" and "Short-Term Disability Insurance" in Section 5 "Benefits" of the Employee Handbook shall apply to EMPLOYEE.

2.3.3 SUNLINE Provided Vehicle or Vehicle Allowance. During the period of employment, SUNLINE will provide EMPLOYEE with access to and use of a SUNLINE provided fleet vehicle ("SUNLINE Vehicle") for SUNLINE business during and after regular operating hours, including travel to and from EMPLOYEE's residence and work, out of area travel while on SUNLINE business, and incidental personal use while in the course of SUNLINE business. Although the SUNLINE Vehicle is being provided as a take-home vehicle, it is not to be used for personal use unrelated to SUNLINE business, except as expressly provided herein. At EMPLOYEE's election, SUNLINE shall provide fuel for the SUNLINE Vehicle, or shall reimburse the actual cost of fuel purchased by EMPLOYEE, or provide EMPLOYEE with mileage reimbursement at the IRS rate. SUNLINE shall provide for property damage, liability, and uninsured motorist insurance coverage for the SUNLINE Vehicle and EMPLOYEE. SUNLINE shall provide or pay for all required maintenance, routine or otherwise, of the SUNLINE Vehicle. EMPLOYEE shall use EMPLOYEE's best efforts to keep the vehicle in reasonable repair, shall obey all traffic laws relating to operation of the vehicle and shall use due care and caution in its operation. In the alternative, EMPLOYEE may select to receive a monthly vehicle stipend of SIX HUNDRED dollars and no cents (\$600.00) in lieu of using a SUNLINE vehicle. EMPLOYEE shall provide proof of vehicle registration and property damage, liability and uninsured motorist insurance of with minimum policy limits of \$100,000/\$300,000 from a licensed insurance agency. EMPLOYEE shall at all times operate a SUNLINE vehicle, or while conducting SUNLINE business, his personal vehicle in a safe manner obeying all applicable traffic safety laws and regulations.

2.3.4 Business Related Equipment. SUNLINE shall supply EMPLOYEE with a cell phone and such other personal data device as reasonably required by the CEO/GM and approved by the BOARD, or as is currently in use within SUNLINE and provided to SUNLINE management employees.

3. Vacation and Leave.

3.1 Vacation Leave Benefits. On the Commencement Date, EMPLOYEE shall receive an advanced bank of ninety-six (96) hours of immediately available Earned Time Off (ETO). Thereafter, EMPLOYEE shall receive, at the beginning of each calendar year, an advanced bank of two hundred forty (240) hours of immediately available ETO. In each subject year, EMPLOYEE shall not accrue additional ETO over the advanced ETO bank until sufficient time has passed during which EMPLOYEE would have otherwise accrued ETO equivalent to the advanced bank of ETO applying the applicable accrual rate for exempt employees with a length of service of 10 to 19 years. Except as expressly provided above, EMPLOYEE's use, accrual, and sell-back of accrued but unused ETO shall be governed by Subsection "Vacation" of Section 3 "Work Time and Compensation" of the Employee Handbook, as such may be amended from time to time.

3.2 Holidays. EMPLOYEE shall have the same holidays as SUNLINE provides to all non-represented full time employees, as provided in Subsection "Holidays" of Section 3 "Work Time and Compensation" of the Employee Handbook.

3.3 Sick Leave and Other Leave. EMPLOYEE shall be entitled to accrue and use sick leave and other leaves (e.g. FMLA/CFRA, Bereavement, etc.), as SUNLINE provides to exempt, full-time employees under Section 4 "Attendance and Leaves" of the Employee Handbook.

4. Retirement.

4.1 Pension. SUNLINE will enroll EMPLOYEE in and will pay EMPLOYEE's mandatory pension contribution to the SUNLINE provided pension, in the same manner and subject to the same terms as SUNLINE provides to exempt full-time employees.

4.2 Deferred Compensation. In addition to the pension benefits provided by EMPLOYEE in Section 4.1 above, during the period of EMPLOYEE's employment, EMPLOYEE shall be entitled to participate in SUNLINE's deferred compensation program (the 457(b) plan) provided SUNLINE continues to maintain these plans for SUNLINE employees. SUNLINE agrees to annually contribute to EMPLOYEE's 457(b) account an amount equal to the annual maximum as pre-tax income as allowed under U.S. Internal Revenue Service regulation or applicable federal laws as may be adjusted from time to time, including any allowed catch-up payment. The contribution amount for 2023 shall be pro-rated based on an August 7th commencement date. In the event that the IRS should modify the existing regulations in a manner that materially changes the amount that may be contributed to a 457(b) plan (other than for an annual CPI

adjustment), the PARTIES agree to meet and confer and negotiate in good faith the appropriate contribution by SUNLINE to EMPLOYEE's 457(b) plan.

5. **Suspension.**

5.1 **Administrative Leave.** EMPLOYEE may be suspended by the BOARD with full pay and benefits at any time and for any reason during the term of this Agreement. Subsection "Grievance Procedures" of Section 2 "Employment" and subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook shall not apply to EMPLOYEE.

6. **Termination.**

6.1 **By SUNLINE Not for Cause.** Except as provided in Section 6.3 below, SUNLINE may terminate EMPLOYEE for any reason, and at any time, without cause, by providing EMPLOYEE thirty (30) days' prior written notice of termination and a payment equal to twelve (12) months' Base Salary, as existing on the date of the notice of termination ("Severance Payment"), less applicable deductions, plus applicable accrued and unused paid leave, together with continued payment of premiums for SUNLINE health insurance for up to a maximum of six (6) month after termination or until EMPLOYEE obtains other full time employment, whichever occurs sooner. The Severance Payment shall be made to EMPLOYEE on the final date of employment. SUNLINE may dismiss EMPLOYEE notwithstanding anything to the contrary contained in or arising from any Employee Handbook provision, including without limitation Subsection "Grievance Procedures" of Section 2 "Employment" or subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook, or any past practices relating to the employment, discipline, or termination of SUNLINE's employees. In exchange for the Severance Payment EMPLOYEE agrees to execute a settlement, waiver, and release document prepared by the SUNLINE's General Counsel in which EMPLOYEE agrees not to commence any legal or administrative actions against SUNLINE, its officials, officers and employees, and waives and releases SUNLINE and its officials, officers, and employees from any liabilities, known or unknown, owing to EMPLOYEE, arising from or related to EMPLOYEE's employment with SUNLINE, except for such compensation, including retirement benefits, legally due.

6.2 **By Employee Not for Cause.** EMPLOYEE may terminate EMPLOYEE's employment for any reason, and at any time, with or without cause, by providing thirty (30) days' advance written notice to the BOARD, unless the PARTIES otherwise agree in writing. EMPLOYEE shall be entitled to any earned salary and any accumulated leave or accrued benefits to which EMPLOYEE is entitled under the Employee Handbook or applicable California or federal law. EMPLOYEE shall not be entitled to the Severance Payment or any similar payment.

6.2.1 Separation from Employment due to Death. In the event that EMPLOYEE dies during the term of this Agreement and while employed as CEO/GM, the terms of Section 6.2. shall be deemed to apply. Any payment due shall be provided to EMPLOYEE's beneficiaries or those entitled to EMPLOYEE's estate.

6.3 By SunLine for Cause. Upon the affirmative vote of a majority of the membership of the BOARD, SUNLINE may terminate this Agreement at any time by providing EMPLOYEE written notice of EMPLOYEE's termination for cause. No severance or any further salary shall be paid in the event EMPLOYEE's employment is terminated for cause except for accrued and unused paid leave, as provided for in the Employee Handbook. For purposes of this Agreement, cause for termination shall include, but not be limited to, the following: (1) acts or omissions violating the conduct requirements of Section 1.4.1 "Professional and Ethical Conduct" of this Agreement; (2) evidence of theft or attempted theft, embezzlement, misappropriation, misuse or gift of public funds or property; (3) criminal conviction for violation of Government Code section 1090 et seq.; (4) assessment of any penalty of more than \$1,500 by the Fair Political Practices Commission for a violation of any California conflict of interest or public ethics law or regulations; (5) willful or persistent material breach of duties; (6) engaging in prohibited retaliation, or discrimination or harassment of employees, or any third party while on SUNLINE premises; (7) conviction of a felony; (8) engaging in any act of violence against an employee or officer of SUNLINE or against any third party of SUNLINE; or (9) engaging in any other conduct constituting gross negligence, malfeasance, fraud, bribery, or crimes of moral turpitude. EMPLOYEE expressly waives any rights provided for employees under SUNLINE's Employee Handbook, including without limitation, subsection "Grievance Procedures" of Section 2 "Employment" or subsection "Termination Review and Procedure" of Section 7 "Separations" of the Employee Handbook, or under California or federal law to any form of pre or post-termination hearing, appeal, or other administrative process pertaining to termination, except when EMPLOYEE has a California or federal constitutional right to a name-clearing hearing.

6.4 Termination Obligations. EMPLOYEE agrees that all property, including, without limitation, all equipment, tangible Proprietary Information (as defined in Section 7, below), documents, records, notes, contracts, and computer-generated materials furnished to or prepared by EMPLOYEE incident to EMPLOYEE's employment belongs to SUNLINE and shall be returned promptly to SUNLINE upon termination of EMPLOYEE's employment. EMPLOYEE's obligations under this subsection shall survive the termination of his employment and the expiration of this Agreement.

6.5 Benefits Upon Termination. All benefits to which EMPLOYEE is entitled under this Agreement shall cease upon EMPLOYEE's termination in accordance with this Section 6, unless expressly continued either under this Agreement, under any specific written policy or benefit plan applicable to EMPLOYEE, or unless otherwise required by law.

6.6 Reimbursement Under Certain Circumstances. The Parties Acknowledge that Government Code Section 53243.4 may require EMPLOYEE to reimburse SUNLINE for certain payments made by SUNLINE to EMPLOYEE during the term of EMPLOYEE's employment with SUNLINE should EMPLOYEE be convicted of a crime as provided in Section 53243.4.

7. Proprietary Information.

During EMPLOYEE's employment by SUNLINE, EMPLOYEE shall use and/or disclose Proprietary Information, as defined herein, only for the benefit of SUNLINE and as is or may be necessary to perform EMPLOYEE's job responsibilities under this Agreement, and not for EMPLOYEE's own personal interest or gain. EMPLOYEE shall at all times use EMPLOYEE's best efforts to keep Proprietary information secure and confidential. Following termination or separation from SUNLINE, EMPLOYEE shall not use or disclose any Proprietary Information except with the express written consent of SUNLINE's Board or under express order of a court of competent jurisdiction. EMPLOYEE's obligations under this Section shall survive the termination of EMPLOYEE's employment and the expiration of this Agreement. "Proprietary Information shall include, without limitation, trade secrets, product ideas, inventions, processes, formulae, data, know-how, software and other computer programs, copyrightable material, marketing plans, strategies, sales, financial reports, forecasts, and customer lists, generated by SUNLINE employees, agents, and contractors for SUNLINE or licensed or sold or otherwise conveyed to SUNLINE. "Proprietary Information" shall not include any writing which is required to be disclosed under the California Public Records Act, as such Act may be amended from time to time.

8. Conflict Of Interest.

EMPLOYEE represents and warrants to SUNLINE that EMPLOYEE presently has no interest, and represents that EMPLOYEE will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or interfere in any way with performance of EMPLOYEE's services under this Agreement.

9. General Provisions.

9.1 Notices. All notices, requests, demands and other communications under this Agreement shall be in writing and shall be effective upon delivery by hand or three (3) business days after deposit in the United States mail, postage prepaid, certified or registered, and addressed to SUNLINE at the address below, and or at the last known address maintained in EMPLOYEE's personnel file. EMPLOYEE agrees to notify SUNLINE in writing of any change in EMPLOYEE's address during EMPLOYEE's employment with SUNLINE. Notice of change of address shall be effective only when accomplished in accordance with this Section.

SUNLINE's Notice Address:

SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
Attn: Chairman and Members of the Board

CEO/General Manager's Address:

[Deliver to last updated address in personnel file]

9.2 **Indemnification.** Subject to, in accordance with, and to the extent provided by the California Tort Claims Act [Government Code Section 810 et seq.] SUNLINE will indemnify, defend, and hold EMPLOYEE harmless from and against any action, demand, suit, monetary judgment or other legal or administrative proceeding, and any liability, injury, loss or other damages, including punitive damages, arising out of any act or omission occurring during EMPLOYEE's tenure as CEO/GM.

9.3 **Bonding.** SUNLINE shall bear the full cost of any fidelity or other bonds required of the CEO/GM under any law, ordinance, regulations, or as may otherwise be required by SUNLINE for performance of EMPLOYEE's duties.

9.4 **Integration.** This Agreement is intended to be the final, complete, and exclusive statement of the terms of EMPLOYEE's employment by SUNLINE. This Agreement supersedes all other prior and contemporaneous agreements and statements, whether written or oral, express or implied, pertaining in any manner to the employment of EMPLOYEE, and it may not be contradicted by evidence of any prior or contemporaneous statements or agreements. To the extent that the practices, policies, or procedures of SUNLINE, now or in the future, apply to EMPLOYEE and are inconsistent with the terms of this Agreement, the provisions of this Agreement shall control.

9.5 **Amendments.** This Agreement may not be amended except in a written document signed by EMPLOYEE, approved by the BOARD and signed by the Chairperson of the BOARD.

9.6 **Waiver.** Failure to exercise or enforce any right under this Agreement shall not constitute a waiver of such right, or of any other rights under this Agreement.

9.7 **Assignment.** EMPLOYEE shall not assign any rights or obligations under this Agreement. SUNLINE may, upon prior written notice to EMPLOYEE, assign its rights and obligations hereunder.

9.8 **Severability.** If a court or arbitrator holds any provision of this Agreement to be invalid, unenforceable, or void, the remainder of this Agreement shall remain in full force and effect.

9.9 **Attorneys' Fees.** In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, each party shall bear its own attorneys' fees and costs.

9.10 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of California, with venue proper only in Riverside County, State of California.

9.11 **Interpretation.** This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit or against the party responsible for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. This Agreement may be altered, amended, or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, cancelled superseded or changed by any oral agreement, course of conduct, waiver or estoppel.

9.12 **Acknowledgment.** EMPLOYEE acknowledges that EMPLOYEE has had the opportunity to consult legal counsel in regard to this Agreement, that EMPLOYEE has read and understands this Agreement, that EMPLOYEE is fully aware of its legal effect, and that EMPLOYEE has entered into it freely and voluntarily, and based on EMPLOYEE's own judgment, and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, SUNLINE has caused this Agreement to be signed and executed on its behalf by the Chairman of the BOARD, and EMPLOYEE has signed and executed this Agreement, as of the date first indicated above.

EMPLOYEE

SUNLINE

MONA BABAUTA

GLENN MILLER, Chairperson of the
Board STA/SSG

APPROVED AS TO FORM:

ERIC S. VAIL, General Counsel

EXHIBIT A



Date Adopted: 5-17-17

CEO/GENERAL MANAGER

Classification: Exempt
Department: Executive
Reports To: SunLine Board of Directors

JOB SUMMARY/POSITION PURPOSE:

Under the direction of the Board of Directors, the CEO/General Manager plans, organizes, directs, and controls all activities of SunLine Transit Agency (SunLine) to provide a highly efficient operation of services to the Coachella Valley and Riverside County. SunLine is the region's public transportation system and is organized under a Joint Powers Agreement created by nine member cities of the Coachella Valley and Riverside County.

PRIMARY DUTIES, RESPONSIBILITIES, JOB OUTCOMES:

SunLine's CEO/General Manager will:

1. Exercise general direction and overall control of all SunLine officers and employees and work being done, by the authority of the Board of Directors; coordinates the activities of SunLine.
2. Provide leadership, guidelines and direction to ensure that policies related to service delivery, personnel, budget and business affairs are executed.
3. Oversee the Agency's annual budget and the adherence thereto, as well as short- and long-range transit system planning, including equipment maintenance and capital expenditures.
4. Develop for Board approval plans and strategies for the Agency's development.
5. Assist in the development of all Agency policies and, upon approval by the Board of Directors, ensure that those policies are implemented consistently throughout the agency.
6. Serve as primary spokesperson for the Agency in all legal matters, including relations with the Union.
7. Represent the Agency in public activities with various cities and governmental agencies to assure positive public relations.
8. Ensure compliance with Federal, State and Local regulations regarding labor, employment, and the health and safety of employees.
9. Make presentations to the Board, City Managers/Councils, county representatives, citizens and other related entities in matters relating to Agency operations, programs, and plans to assure funding support.

10. Report regularly to the Board regarding Agency progress and general "health."
11. Implement Board policy and make recommendations with respect to Agency functions to ensure efficient and economic operations.
12. Manage and direct SunLine's public relations, including promoting the appropriate transit services in the Coachella Valley.
13. Communicate directly and regularly with the public regarding SunLine's services.
14. Support and enforce a work environment free of workplace harassment, discrimination and violence in concert with all Agency policies and procedures.
15. Perform other related duties as necessary or special assignments as directed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

COMPETENCY

SunLine's CEO/General Manager is expected to possess the following knowledge, skills and abilities:

Knowledge – Possesses considerable knowledge of public transit operation and up-to-date industry matters, best practices, and legal requirements.

Analytical - Synthesizes complex or diverse information; Applies critical thinking in evaluating data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Ensures quality and timely project delivery by providing adequate resources and clear direction, as well as implementing effective processes to monitor project progress and funding compliance.

Interpersonal - Focuses on resolving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Builds morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Visionary Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Managing People - Includes team planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Aligns work with strategic goals.

Innovation – Must have the ability to leverage technology and other creative means to provide efficient transit service and promote excellent riding experience to the public.

Fiscal Management - Works within approved budget; Develops a sustainable financial plan; Manages agency resources efficiently and strategically.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethics; Upholds agency values.

Strategic Thinking - Develops strategies to achieve agency goals; Understands agency's strengths & weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes the appropriate people in decision-making processes; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

MINIMUM REQUIREMENTS

- a. Educational requirements:

- Graduation with a Bachelor's degree from an accredited college or university with a major in Business Administration, Public Administration, or a related field, with a Master's degree preferred; an equivalent combination of education and experience will be considered in lieu of a degree.
- b. Work experience:
- 10 years of progressively responsible administration experience including 5 years of executive-level experience.
 - Knowledge of hydrogen bus technology and infrastructure is desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

This is a high-stress position based on full responsibility for SunLine Transit Agency operations. Position requires sufficient mobility to work in an office setting; stand and sit for prolonged periods of time; operate office equipment including computer keyboard; light lifting and carrying; ability to verbally communicate to exchange information; use of hand repetitively to operate, finger, handle or feel office equipment and reach with hands and arms. Frequently required to stand and walk. May lift 5 to 10 pounds when required.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills, read and interpret complex data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; work with constant interruptions; interact with Board, Executive team and staff, stakeholders, customers who are often upset and dissatisfied and the public.

Handles detailed, complex concepts and problems, balances multiple tasks simultaneously, and makes rapid decisions regarding operational and administrative issues.

Plans and meets deadlines. Maintains flexible work schedule to meet the demands of executive management. Hours may be long and irregular.

Vision

See in the normal range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.

Hearing

Hear in normal audio range with or without correction.