



SunLine Transit Agency/
 SunLine Services Group
 January 27, 2021
 12:00 p.m.

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

VIA VIDEOCONFERENCE

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

INSTRUCTIONS FOR ELECTRONIC PARTICIPATION

Join Zoom Meeting - from PC, Laptop or Phone

<https://us02web.zoom.us/j/83220227428>

Meeting ID: 832 2022 7428

Teleconference Dial In
 888-475-4499 (Toll Free)
 Conference Number: 832 2022 7428

One tap mobile
 +16699009128,, 832 2022 7428#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: all public comment requests need to be submitted via email to the Clerk of the Board at clerkoftheboard@sunline.org prior to January 26, 2021 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record.

ITEM

RECOMMENDATION

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

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

ITEM

RECOMMENDATION

1. CALL TO ORDER

2. FLAG SALUTE

3. ROLL CALL

4. PRESENTATIONS

a) REFUELED UPDATE

(Raymond Gregory, Chair of Strategic Planning
& Operational Committee;
Staff: Planning, Taxi and Marketing Departments)

(PAGE 5-9)

5. FINALIZATION OF AGENDA

**6. APPROVAL OF MINUTES –
DECEMBER 2, 2020 JOINT BOARD MEETING**

APPROVE
(PAGE 10-13)

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

ITEM

RECOMMENDATION

9. CONSENT CALENDAR

RECEIVE & FILE

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

- 9a) Checks \$1,000 and Over Report for October and November 2020 (PAGE 14-22)
- 9b) Credit Card Statement for October and November 2020 (PAGE 23-40)
- 9c) Monthly Budget Variance Report for October and November 2020 (PAGE 41-51)
- 9d) Contracts Signed in Excess of \$25,000 for November and December 2020 (PAGE 52-54)
- 9e) Union & Non-Union Pension Investment Asset Summary October and November 2020 (PAGE 55-60)
- 9f) Ridership Report for November and December 2020 (PAGE 61-68)
- 9g) SunDial Operational Notes for November and December 2020 (PAGE 69-75)
- 9h) Metrics for November and December 2020 (PAGE 76-96)
- 9i) Quarterly Capital Project Update for 4th Quarter of Calendar Year 2020 (PAGE 97-99)
- 9j) Board Member Attendance for December 2020 (PAGE 100-101)
- 9k) SSG/SRA Checks \$1,000 and Over Report for October and November 2020 (PAGE 102-104)
- 9l) SSG Monthly Budget Variance Report for October and November 2020 (PAGE 105-109)
- 9m) Taxi Trip Data – November and December 2020 (PAGE 110-112)
- 9n) Metric (Taxi Revenue vs Taxi Expense) October and November 2020 (PAGE 113-115)

10. RATIFICATION OF PROVISIONAL COMMITTEE APPOINTMENTS

APPROVE
(PAGE 116-118)

(Robert Radi, Chairman of the Board)

11. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS

APPROVE
(PAGE 119-124)

(Staff: Eric Vail, General Counsel and Lauren Skiver, CEO/General Manager)

ITEM

RECOMMENDATION

- 12. RATIFICATION OF LETTER OF COMMITMENT FOR CITY OF COACHELLA FOR SCAG GRANT APPLICATION**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Brittney B. Sowell, Chief of Public Affairs/Clerk of the Board)

APPROVE
(PAGE 125)
- 13. AGREEMENT WITH CITY OF COACHELLA FOR AFFORDABLE HOUSING AND SUSTAINABLE COMMUNITIES PROGRAM (AHSC) FUNDING**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 126)
- 14. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 127-128)
- 15. RESOLUTION NO. 0785 – FEDERAL EMERGENCY FUNDING**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 129-132)
- 16. APPROVAL OF CONSTRUCTION CHANGE ORDER FOR THE CNG FUELING PROJECT**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 133-135)
- 17. AWARD OF CONTRACT FOR MARKETING AND COMMUNICATIONS SERVICES**
(Lisa Middleton, Chair of Finance/Audit Committee;
Staff: Nicholas Robles, Marketing and Events Manager)

APPROVE
(PAGE 136-139)
- 18. GENERAL COUNSEL’S REPORT**
- 19. CEO/GENERAL MANAGER’S REPORT**
- 20. CLOSED SESSION**
- 21. NEXT MEETING DATE**

February 24, 2021 at 12 p.m.
- 22. ADJOURN**



REFUELED UPDATE
BOARD OF DIRECTORS MEETING

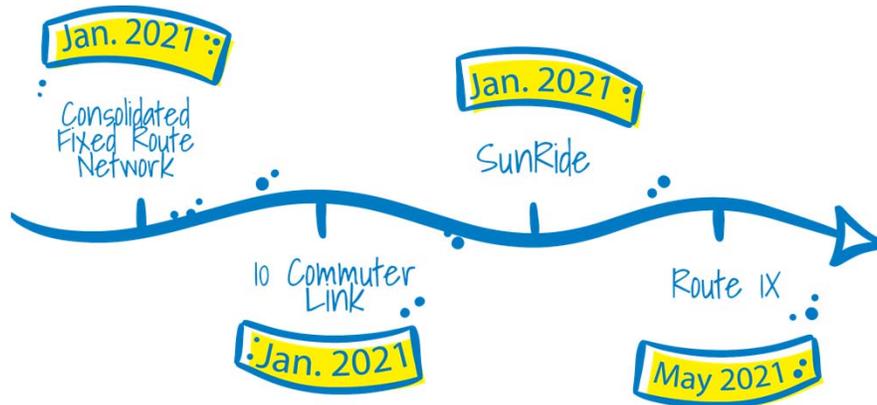
AGENDA

- **Implementation Status Report**
Planning Department
- **SunRide Update**
Michal Brock, Taxi Administrator
- **Community Education Overview**
Marketing Department



DRIVING THE FUTURE OF TRANSIT

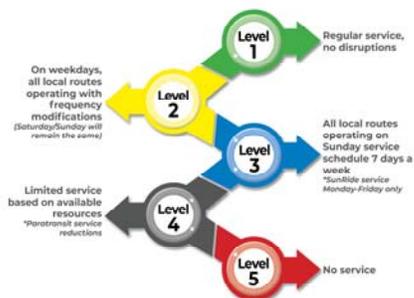
Original Proposed Timeline



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Status Report



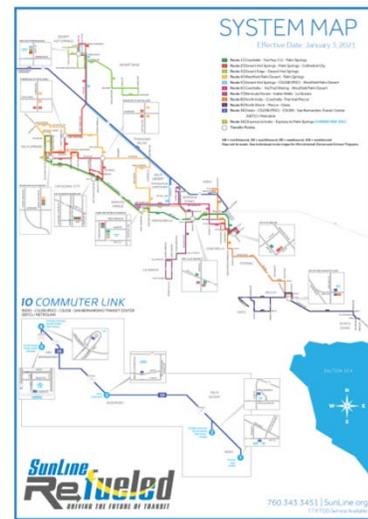
- As of January Implemented Level 3 fixed route service (maintained Sunday service all week)
 - Routes 5 and 10 Commuter Link not in service
- Implemented SunRide services
- Staff recommend delaying the implementation of Route 1X limited stop, pilot service to September from May

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Refueled Objectives

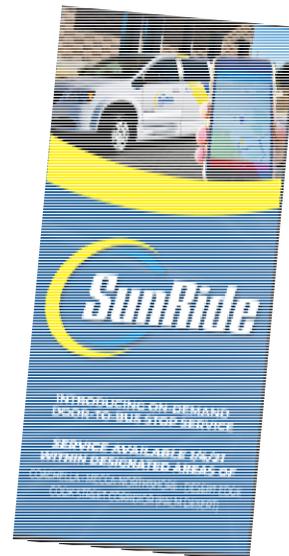
- Consolidated 15 routes
- Simplified - new route numbers
- Introduced a reliable Timed Transfer System (TTS)
- Minimized transfer connections and introduced more one seat rides
- Supports future land uses, mobility and funding



DRIVING THE FUTURE OF TRANSIT

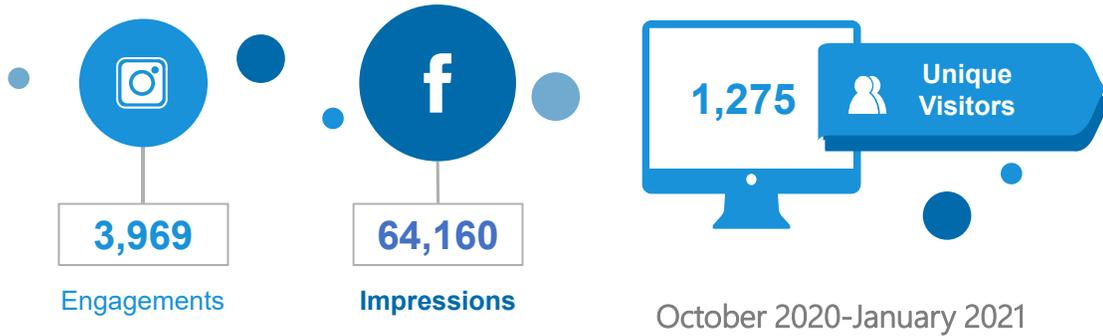
SunRide Next Steps

- Agency had successful deployment of contracted service with vehicles, personnel and technology
- Focus now on targeted marketing:
 - Direct mailers
 - Geofenced ads
 - Offering collateral to businesses in the zones



DRIVING THE FUTURE OF TRANSIT

Social Media & Website Results



SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT

Visual Branding

Visual Aids

- Posters
- A-Frames
- Bus Shelter Ads
- Rack Cards
- Pamphlets
- Onboard Signs
- Rider's Guide

SunLine
Re fueled

CONSOLIDATED FIXED ROUTE

- Improved connections and access
- More one-seat rides meaning fewer transfers
- Increased frequency over time

SunLine is consolidating SunLine's 15 existing local routes into nine routes. This consolidation of the network will look like this:

1	Formerly Routes 11	6	Formerly Routes 5A, 6D, 8I & 9D
2	Formerly Routes 1A & 3D	7	Formerly Route 7D
3	Formerly Route 15	8	Formerly Routes 8D, 8I, 9D & 9I
4	Formerly Routes 2A & 2E	9	Formerly Routes 9D & 9E
5	Formerly Routes 2D & 2I		

COMING JANUARY 2, 2021

SunLineRefueled.org
DRIVING THE FUTURE OF TRANSIT

RED DE RUTA FIJA CONSOLIDADA
COMENZANDO 3 DE ENERO DE 2021

Presentamos una red de ruta fija consolidada con:

- NUEVO SISTEMA DE NUMERACION DE LAS RUTAS
- MENOS TRANSBORDES
- CONEXIONES MEJORADAS Y ACCESO

Para más información sobre los cambios visite:
SunLine.org/Refueled o 760-343-3456

SunLine
Re fueled

©2020 Henry Otter Trail | Thousand Palms, CA 92276

SunLine
Re fueled

DRIVING THE FUTURE OF TRANSIT



Questions?

www.SunLine.org/Refueled

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting December 2, 2020

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:01 p.m. on Wednesday, December 2, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Robert Radi.

2. FLAG SALUTE

Board Member Ty Peabody led the pledge of allegiance.

3. ROLL CALL

Members Present:

Robert Radi, Chair, SunLine Agency Board Member, City of La Quinta
Glenn Miller, Vice-Chair, SunLine Agency Board Member, City of Indio
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lisa Middleton, SunLine Agency Board Member, City of Palm Springs
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage

Members Absent:

Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 2, 2020**

4. PRESENTATIONS

Lauren Skiver, CEO/General Manager provided a presentation in recognition of Board Member Ty Peabody's service and last Board meeting.

Board Member comments were made by:

Board Member Kelly, City of Palm Desert
Board Member Betts, City of Desert Hot Springs
Board Member Townsend, City of Rancho Mirage
Vice-Chair Miller, City of Indio
Board Member Middleton, City of Palm Springs
Chair Radi, City of La Quinta

Board Member Peabody addressed the Board.

5. FINALIZATION OF AGENDA

None.

6. APPROVAL OF MINUTES FOR JOINT STA/SSG OCTOBER 28, 2020 BOARD MEETING

Board Vice-Chair Miller moved to approve the minutes of the October 28, 2020 Board meeting. The motion was seconded by Board Member Townsend. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

Board Member Betts, City of Desert Hot Springs
Board Member Beaman Jacinto, City of Coachella
Board Vice-Chair Miller, City of Indio

9. CONSENT CALENDAR

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

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 2, 2020**

10. FISCAL YEAR 2020 AUDIT REPORTS

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee for discussion and they unanimously approved the item. Roger Martinez, Vasquez & Company, LLP Auditor briefly reported on the item. Board Member comments were made by Board Member Gregory. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

11. RATIFICATION OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CLAIM

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the Ratification Of Coronavirus Aid, Relief, And Economic Security (Cares) Act Claim. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

12. APPROVAL FOR APPROPRIATION AND RESOLUTION NO. 0784 TO OBTAIN FEDERAL FINANCIAL ASSISTANCE

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved the Approval for Appropriation and Resolution No. 0784 to Obtain Federal Financial Assistance. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

13. ZERO EMISSION TECHNICAL SUPPORT AGREEMENT

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

14. SOCALGAS HYDROGEN DEMONSTRATION PROJECT

Finance/Audit Committee Chair Middleton reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Middleton moved to approve the SoCalGas Hydrogen Demonstration Project. 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
DECEMBER 2, 2020**

15. REVIEW DECLARATION OF EMERGENCY BY THE BOARD OF DIRECTORS

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Review Declaration of Emergency by the Board of Directors. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

16. SECOND READING OF ORDINANCE NO. 2020-01

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Vice-Chair Miller moved to approve the Second Reading of Ordinance No. 2020-01. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

17. FY 19/20 SERVICE STANDARDS PERFORMANCE REPORT

Strategic Planning and Operational Committee Chair Beaman Jacinto reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Beaman Jacinto moved to approve the FY 19/20 Service Standard Performance Report. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

18. GENERAL COUNSEL'S REPORT

General counsel had no updates to report.

19. CEO/GENERAL MANAGER'S REPORT

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

20. CLOSED SESSION

No closed session.

21. NEXT MEETING DATE

January 27, 2021 at 12 p.m.

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:41 p.m.

Respectfully Submitted,

Carmen Cubero
Assistant Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for October & November 2020

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. Items identified in bold font represent "pass through" payments that were, or will be, reimbursed to SunLine under the provisions of specific grants or contracts. Items identified with underlines represent "shared" payments with SunLine and specific vendors/employees.

- The table below identifies the checks over \$50,000 in the month of October and November which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>NEW FLYER OF AMERICA, INC</i>	<i>684322</i>	<i>\$1,362,032.40</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684154</i>	<i>\$1,207,761.16</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684358</i>	<i>\$860,992.06</i>
<i>BALLARD POWER SYSTEMS</i>	<i>684217</i>	<i>\$233,700.00</i>
<i>CANNONDESIGN BUILDERS, INC</i>	<i>684538</i>	<i>\$1,520,008.79</i>
<i>NEW FLYER OF AMERICA, INC</i>	<i>684483</i>	<i>\$1,362,032.40</i>

Recommendation:

Receive and file.

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NEW FLYER OF AMERICA INC.	WIP-Purchase of Four (4) Fixed Route CNG Buses	684322	10/21/2020	1,362,032.40
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	684154	10/07/2020	1,207,761.16
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	684358	10/22/2020	860,992.06
BALLARD POWER SYSTEMS	Extended warranty for Fuel cell buses	684217	10/12/2020	233,700.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	684188	10/07/2020	170,353.58
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684350</u>	<u>10/21/2020</u>	<u>105,171.07</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684208</u>	<u>10/07/2020</u>	<u>104,595.55</u>
IMPERIAL IRRIGATION DIST	Utilities	684372	10/28/2020	64,145.72
SO CAL GAS CO.	Utilities	684388	10/28/2020	55,433.68
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	684368	10/28/2020	40,565.56
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>684370</u>	<u>10/28/2020</u>	<u>39,230.41</u>
PSOMAS	WIP-CNG Fueling Station	684189	10/07/2020	37,764.93
VASQUEZ AND COMPANY LLP	Audit Services	684389	10/28/2020	34,760.00
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	684365	10/28/2020	32,191.61
HDR ENGINEERING, INC.	Planning Consultant	684175	10/07/2020	30,482.50
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	684319	10/21/2020	26,211.63
COMPLETE COACH WORKS	WIP-Covid19 Capital Expenditures	684290	10/21/2020	25,161.10
DESERT BUSINESS INTERIORS	WIP-Covid19 Capital Expenditures	684161	10/07/2020	24,136.00
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684226	10/14/2020	23,761.12
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	684321	10/21/2020	23,416.41
IMPERIAL IRRIGATION DIST	Utilities	684177	10/07/2020	22,680.18
NFI PARTS	Inventory Repair Parts	684273	10/21/2020	21,540.18
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	684392	10/30/2020	18,686.48
THE LEFLORE GROUP LLC	Projects Consultant	684386	10/28/2020	18,467.90
IMPERIAL IRRIGATION DIST	Utilities	684240	10/14/2020	16,177.95
DECALS BY DESIGN, INC.	On Board Bus Advertising	684160	10/07/2020	15,918.04
OLD GREEN HOUSE LLC	Sept 2020 Consulting Services	684384	10/28/2020	14,962.50
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consultant Services	684357	10/21/2020	13,100.00
NFI PARTS	Inventory Repair Parts	684139	10/07/2020	12,387.12
BALLARD POWER SYSTEMS	Inventory Repair Parts	684223	10/14/2020	11,987.19
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	684267	10/14/2020	11,962.26
CPAC INC.COM	Fax Finder Capitol Replacement	684291	10/21/2020	11,777.91
WESTGATE CENTER FOR LEADERSHIP	Travel-Meetings/Seminars	684390	10/28/2020	11,205.00
VERIZON WIRELESS	Wireless Telephone Service	684213	10/07/2020	10,679.31
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684367	10/28/2020	8,984.45
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	684317	10/21/2020	8,619.34
WSP USA INC.	TDM & Vanpool Program	684391	10/28/2020	8,303.40
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	684334	10/21/2020	7,781.27

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684251	10/14/2020	7,568.33
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684238	10/14/2020	7,202.16
ROBERT HALF	Temporary Help	684192	10/07/2020	7,200.00
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684362	10/28/2020	6,600.00
AMALGAMATED TRANSIT UNION	Union Dues	684278	10/21/2020	6,502.11
AMALGAMATED TRANSIT UNION	Union Dues	684146	10/07/2020	6,472.42
<i>PSOMAS</i>	<i>WIP-CNG Fueling Station</i>	<i>684331</i>	<i>10/21/2020</i>	<i>6,346.95</i>
SC FUELS	Lubricants and Oils	684341	10/21/2020	6,064.78
DECALS BY DESIGN, INC.	Inventory Repair Parts	684234	10/14/2020	5,572.15
NFI PARTS	Inventory Repair Parts	684219	10/14/2020	5,481.76
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684194	10/07/2020	5,117.11
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684138	10/07/2020	5,077.89
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684272	10/21/2020	5,051.35
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684148	10/07/2020	4,950.00
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Nov 2020</u>	<u>684383</u>	<u>10/28/2020</u>	<u>4,906.74</u>
MURCHISON & CUMMING, LLP	Insurance Loss	684242	10/14/2020	4,586.85
NAPA AUTO PARTS	Inventory Repair Parts	684244	10/14/2020	4,500.48
ROBERT HALF	Temporary Help	684337	10/21/2020	4,240.00
<i>GLOBAL EQUIPMENT CO. INC.</i>	<i>WIP- Misc Maintenance Equipment Projects</i>	<i>684308</i>	<i>10/21/2020</i>	<i>4,127.25</i>
IMPERIAL IRRIGATION DIST	Utilities	684315	10/21/2020	4,082.34
TPX COMMUNICATIONS	Communications	684348	10/21/2020	3,857.77
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	684375	10/28/2020	3,825.00
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	684363	10/28/2020	3,795.65
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	684256	10/14/2020	3,733.54
ROBERT HALF	Temporary Help	684338	10/21/2020	3,650.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	684330	10/21/2020	3,491.81
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Remove	684340	10/21/2020	3,385.50
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	684310	10/21/2020	3,297.44
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684136	10/05/2020	3,288.25
<i>TOPS N BARRICADES, INC.</i>	<i>WIP- West Valley Refueled Bus Stop Project</i>	<i>684206</i>	<i>10/07/2020</i>	<i>3,259.78</i>
TIME WARNER CABLE	Utilities	684346	10/21/2020	3,234.95
ROBERT HALF	Temporary Help	684261	10/14/2020	3,200.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684284	10/21/2020	3,199.29
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684153	10/07/2020	3,199.29
OFFICETEAM	Temporary Help	684248	10/14/2020	3,194.34
SO CAL GAS CO.	Utilities	684343	10/21/2020	3,144.95
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	684228	10/14/2020	3,004.22
CTE	Memberships & Subscriptions	684155	10/07/2020	3,000.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684262	10/14/2020	2,906.99

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ROTO ROOTER	Plumbing Related Expense	684196	10/07/2020	2,790.00
SC FUELS	Lubricants and Oils	684264	10/14/2020	2,638.83
YELLOW CAB OF THE DESERT	Taxi Voucher Program	684215	10/07/2020	2,534.40
SC FUELS	Lubricants and Oils	684401	10/30/2020	2,514.78
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	684307	10/21/2020	2,434.30
OFFICETEAM	Temporary Help	684326	10/21/2020	2,244.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	684270	10/14/2020	2,239.95
INTERSTATE BATTERY SYSTEM OF SOUTHERN	Emergency Preparedness Supplies	684179	10/07/2020	2,225.68
PLAZA TOWING, INC.	Towing Service	684257	10/14/2020	2,200.00
OFFICETEAM	Temporary Help	684184	10/07/2020	2,193.05
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684387	10/28/2020	2,157.76
ROBERT HALF	Temporary Help	684193	10/07/2020	2,120.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	684271	10/14/2020	2,059.70
DESERT URGENT CARE	Medical Exams	684373	10/28/2020	1,960.00
FULTON DISTRIBUTING	Bus Stop Supplies	684394	10/30/2020	1,914.94
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684151	10/07/2020	1,898.38
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684292	10/21/2020	1,851.59
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	684296	10/21/2020	1,799.22
AUGER CONSULTING GROUP LLC	Consulting Services	684318	10/21/2020	1,760.00
DS AIR	Safety Materials & Supplies	684232	10/14/2020	1,722.18
FORENSIC DRUG TESTING SERVICES	Medical Exams	684172	10/07/2020	1,703.75
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684385	10/28/2020	1,637.80
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684159	10/07/2020	1,594.44
MEYERS FOZI & DWORK, LLP	Insurance Loss	684378	10/28/2020	1,588.20
SMARTDRIVE SYSTEMS, INC.	General Services	684200	10/07/2020	1,580.00
MILE3 WEB DEVELOPMENT	Website Maintenance	684181	10/07/2020	1,478.00
NFI PARTS	Inventory Repair Parts	684360	10/28/2020	1,352.48
SOUTHWEST NETWORKS, INC.	IT Support Services	684266	10/14/2020	1,350.00
CALIFORNIA DEPARTMENT OF TAX & FEE	Use Sales Tax	684283	10/21/2020	1,288.00
NANCY CARRILLO	Reissued Payroll Check	684243	10/14/2020	1,272.47
BURRTEC WASTE & RECYCLING SERVICES	Trash Services	684150	10/07/2020	1,224.69
INLAND LIGHTING SUPPLIES, INC.	Electrical Related Expense	684178	10/07/2020	1,223.53
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684197	10/07/2020	1,152.60
GRAINGER	Facility Maintenance Supplies	684309	10/21/2020	1,113.77
<i>GRAINGER</i>	<i>WIP- West Valley Refueled Bus Stop Project</i>	<i>684174</i>	<i>10/07/2020</i>	<i>1,102.94</i>
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684381	10/28/2020	1,094.48
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684233	10/14/2020	1,080.69
ALPHA MEDIA LLC	Advertising	684361	10/28/2020	1,000.00
QUADIENT FINANCE USA, INC.	Postage	684259	10/14/2020	1,000.00

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ALPHA MEDIA LLC	Advertising	684145	10/07/2020	1,000.00
Total Checks Over \$1,000	\$4,991,503.01			
Total Checks Under \$1,000	\$39,904.82			
Total Checks	\$5,031,407.83			

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CANNONDESIGN BUILDERS, INC.	WIP- Operation Facility Design	684538	11/17/2020	1,520,008.79
NEW FLYER OF AMERICA INC.	WIP-Purchase of Four (4) Fixed Route CNG Buses	684483	11/05/2020	1,362,032.40
<u>CALPERS</u>	<u>Group Health Ins Prem</u>	<u>684622</u>	<u>11/25/2020</u>	<u>346,398.71</u>
PERMA - INSURANCE	General Liability & Workers Comp Premium	684526	11/12/2020	170,204.17
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684691</u>	<u>11/25/2020</u>	<u>107,365.20</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684609</u>	<u>11/18/2020</u>	<u>106,678.07</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposit</u>	<u>684475</u>	<u>11/04/2020</u>	<u>105,085.23</u>
IMPERIAL IRRIGATION DIST	Utilities	684573	11/18/2020	83,600.86
<u>GUARDIAN LIFE INSURANCE COMPANY THE</u>	<u>Employee Benefits/ LTD/STD/LIFE Ins Prem</u>	<u>684644</u>	<u>11/25/2020</u>	<u>36,901.53</u>
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Operation Facility Consulting Engineer	684629	11/25/2020	33,904.03
HDR ENGINEERING, INC.	Planning Consultant	684514	11/12/2020	31,863.86
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	684519	11/12/2020	31,730.61
URRUTIA MARKS ARCHITECTS	WIP- Zero Emission Maintenance Facility	684650	11/25/2020	26,829.00
COMPLETE COACH WORKS	WIP-Covid19 Capital Expenditures	684625	11/25/2020	26,143.78
MICHELIN NORTH AMERICA, INC.	Lease Tire Service	684652	11/25/2020	24,207.20
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	Consultant Services	684682	11/25/2020	23,137.50
OLD GREEN HOUSE LLC	Consulting Services	684595	11/18/2020	21,600.00
C V WATER DISTRICT	WIP- Operation Facility	684422	11/04/2020	20,000.00
THE LEFLORE GROUP LLC	Projects Consultant	684667	11/25/2020	18,581.20
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684465	11/04/2020	16,245.37
CITYWIDE AUTO GLASS, INC.	Inventory Repair Parts	684500	11/12/2020	15,530.38
IMPERIAL IRRIGATION DIST	Utilities	684515	11/12/2020	15,336.19
PSOMAS	WIP-CNG Fueling Station	684662	11/25/2020	15,321.51
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684552	11/18/2020	13,746.15
VERIZON WIRELESS	Wireless Telephone Service	684535	11/12/2020	12,840.48
NFI PARTS	Inventory Repair Parts	684404	11/04/2020	12,706.34
ROBERT HALF	Temporary Help	684462	11/04/2020	12,225.00
OFFICETEAM	Temporary Help	684583	11/18/2020	12,017.16
BYD COACH & BUS LLC	Inventory Repair Parts	684415	11/04/2020	11,530.99
NFI PARTS	Inventory Repair Parts	684615	11/25/2020	10,336.51
DOUG WALL CONSTRUCTION	WIP- Misc Maintenance Equipment Projects	684507	11/12/2020	9,904.52
KELLERMAYER BERGENSONS SERVICES, LLC	Janitorial Services	684577	11/18/2020	8,619.34
HD INDUSTRIES	Inventory Repair Parts	684645	11/25/2020	7,134.28
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	684666	11/25/2020	7,115.85
AMALGAMATED TRANSIT UNION	Union Dues	684683	11/25/2020	6,620.87
AMALGAMATED TRANSIT UNION	Union Dues	684544	11/18/2020	6,502.11
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684525	11/12/2020	6,472.36
GARON WYATT INVESTIGATIVE SERVICES	Legal Services	684565	11/18/2020	6,127.96

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	684496	11/12/2020	5,929.30
SPROUT SOCIAL, INC.	Advertising	684673	11/25/2020	5,292.48
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>PPO Dental Benefits Dec 2020</u>	<u>684660</u>	<u>11/25/2020</u>	<u>5,288.31</u>
DESERT PARADISE CONSTRUCTION, LLC	WIP- Operation Facility	684506	11/12/2020	5,280.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684403	11/04/2020	5,087.76
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684597	11/18/2020	5,004.22
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	684608	11/18/2020	4,968.50
SOUTHWEST NETWORKS, INC.	IT Support Services	684601	11/18/2020	4,900.00
MURCHISON & CUMMING, LLP	Insurance Loss	684521	11/12/2020	4,681.05
REVIEWSNAP	Membership & Subscriptions	684490	11/12/2020	4,677.00
NFI PARTS	Inventory Repair Parts	684541	11/18/2020	4,587.62
DESERT PARADISE CONSTRUCTION, LLC	WIP- Operation Facility	684631	11/25/2020	4,560.00
AMETZA ARIZONA, LLC.	Lubricants and Oils	684546	11/18/2020	4,467.29
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	684510	11/12/2020	4,438.69
SONSRAY FLEET SERVICES	Inventory Repair Parts	684604	11/18/2020	4,418.89
SONSRAY FLEET SERVICES	Inventory Repair Parts	684674	11/25/2020	4,412.34
ANDREA CARTER & ASSOCIATES	Marketing Consultant	684489	11/12/2020	4,400.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	684473	11/04/2020	4,180.01
IMPERIAL IRRIGATION DIST	Utilities	684646	11/25/2020	4,058.66
TPX COMMUNICATIONS	Communications	684607	11/18/2020	3,932.77
SO CAL GAS CO.	Utilities	684600	11/18/2020	3,898.38
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	684621	11/25/2020	3,873.41
ROBERT HALF	Temporary Help	684665	11/25/2020	3,855.75
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684540	11/18/2020	3,793.23
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	684447	11/04/2020	3,539.87
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	684668	11/25/2020	3,535.17
AVAIL TECHNOLOGIES	Inventory Repair Parts	684412	11/04/2020	3,442.31
OFFICETEAM	Temporary Help	684453	11/04/2020	3,432.40
ROBERT HALF	Temporary Help	684664	11/25/2020	3,350.00
TIME WARNER CABLE	Utilities	684603	11/18/2020	3,234.95
ROBERT HALF	Temporary Help	684593	11/18/2020	3,200.00
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684684	11/25/2020	3,199.29
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684554	11/18/2020	3,199.29
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	684417	11/04/2020	3,185.82
YELLOW CAB OF THE DESERT	Taxi Voucher Program	684537	11/12/2020	3,161.98
AUGER CONSULTING GROUP LLC	Consulting Services	684578	11/18/2020	3,080.00
BAE SYSTEMS CONTROLS, INC.	Inventory Repair Parts	684413	11/04/2020	3,028.85
PROMELI VIDEOWORKS	Advertising	684419	11/04/2020	2,958.68
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	684620	11/25/2020	2,946.16

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SC FUELS	Lubricants and Oils	684670	11/25/2020	2,819.55
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	684545	11/18/2020	2,682.12
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	684633	11/25/2020	2,628.30
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684614	11/25/2020	2,543.88
YELLOW CAB OF THE DESERT	Taxi Voucher Program	684482	11/04/2020	2,531.30
MURCHISON & CUMMING, LLP	Insurance Loss	684450	11/04/2020	2,520.00
PRUDENTIAL OVERALL SUPPLY	Uniforms	684589	11/18/2020	2,403.20
JOSEPH LYNN FRIEND	IT Consulting Service	684576	11/18/2020	2,400.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance Supplies	684569	11/18/2020	2,309.17
YELLOW CAB OF THE DESERT	Taxi Voucher Program	684681	11/25/2020	2,190.83
GLOBAL EQUIPMENT CO. INC.	WIP- Misc Maintenance Equipment Projects	684642	11/25/2020	1,968.59
FULTON DISTRIBUTING	Emergency Preparedness Supplies	684638	11/25/2020	1,937.88
CREATIVE BUS SALES, INC,	Inventory Repair Parts	684423	11/04/2020	1,925.58
SC FUELS	Lubricants and Oils	684531	11/12/2020	1,839.49
FORENSIC DRUG TESTING SERVICES	Medical Exams	684433	11/04/2020	1,829.00
JESSE FRESCAS JR.	WIP-Zero Emissions Maintenance Facility	684575	11/18/2020	1,760.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684494	11/12/2020	1,739.58
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	684611	11/18/2020	1,671.84
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	684427	11/04/2020	1,581.63
SMARTDRIVE SYSTEMS, INC.	General Services	684599	11/18/2020	1,580.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	684493	11/12/2020	1,563.61
AMETZA ARIZONA, LLC.	Lubricants and Oils	684409	11/04/2020	1,533.12
GILLIG LLC	Inventory Repair Parts	684640	11/25/2020	1,502.39
C V WATER DISTRICT	Utilities	684624	11/25/2020	1,459.02
APPLIED MEMBRANES, INC.	Plumbing Expenditures	684549	11/18/2020	1,415.16
BUREAU VERITAS NORTH AMERICA	Inventory Repair Parts	684441	11/04/2020	1,409.82
PLAZA TOWING, INC.	Towing Services	684457	11/04/2020	1,400.00
CLAIREMONT EQUIPMENT	WIP-Div 1 Parking Lot Upgrade	684501	11/12/2020	1,373.50
CUMMINS-ALLISON CORP.	Contract Renewal FY21	684628	11/25/2020	1,357.51
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	684485	11/12/2020	1,315.80
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	684455	11/04/2020	1,226.21
MZ AUTO GLASS	Outside Repair-Fixed Route	684520	11/12/2020	1,200.00
LUMINATOR TECHNOLOGY GROUP, INC.	Inventory Repair Parts	684579	11/18/2020	1,169.81
DECALS BY DESIGN, INC.	Inventory Repair Parts	684503	11/12/2020	1,070.53
AMERICAN SECURITY GROUP	Camera Maintenance Agreement	684407	11/04/2020	1,062.50
DESERT CITY CAB	Taxi Voucher Program	684505	11/12/2020	1,061.77
PARKHOUSE TIRE, INC.	Inventory Repair Parts	684657	11/25/2020	1,033.33
SUN CHEMICAL	Cleaning Supplies-Vehicles	684460	11/04/2020	1,029.02
ALPHA MEDIA LLC	Advertising	684487	11/12/2020	1,000.00

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

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SCR TTC	Travel-Meetings/Seminars	684532	11/12/2020	1,000.00
Total Checks Over \$1,000	\$4,529,130.98			
Total Checks Under \$1,000	\$43,379.06			
Total Checks	\$4,572,510.04			

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2020

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statements for October & November 2020

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2020. Credit card transactions through the CEO/General Manager credit card align with statement closing dates of November 3, 2020 and December 3, 2020. The report also summarizes transactions for the credit cards utilized for Accounts Payable and Procurement which align with statement closing dates of October 31, 2020 and November 30, 2020 for the reporting period.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/03/20

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	10/4/2020	10/4/2020	Cisco Webex	Cisco Webex; Renewal of Annual Membership		\$468.00
2	10/8/2020	10/8/2020	Daily Grill	Daily Grill Catering Order; Nikola Motor Corporation Lunch Meeting		\$200.74
3	10/28/2020	10/28/2020	Costco	8 Laptops for SunLine Staff; Support Continued Remote Working Schedule (COVID-19 Response)		\$4,748.91
Credits and Charges:					\$0.00	\$5,417.65



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	11/03/20
Days in Billing Cycle	32
Next Statement Date	12/03/20
Credit Line	\$40,000
Available Credit	\$34,318

For Customer Service Call:
800-231-5511

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

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

Payment Information

New Balance	\$5,417.65
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/20

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

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

Account Summary

Previous Balance		\$2,530.12
Credits	-	\$0.00
Payments	-	\$2,530.12
Purchases & Other Charges	+	\$5,417.65
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$5,417.65

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$37.95
Cash Earned this Month		\$81.26
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$119.21
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$399.39

Cash Back Notice

Your next cash back reward is scheduled for 12/2020. Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$5,417.65
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	11/28/20

Print address or phone changes:

Work ()

Amount Enclosed:



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

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

56779
P311





Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$5,417.65 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 11/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$5,417.65

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
10/28	10/28	F326800MY00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	2,530.12	
			TOTAL [REDACTED] \$2,530.12-		

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

10/04	10/04	2490641M6310B8JNT	DRI*Cisco Webex orderfind.com MN		468.00
10/08	10/08	2449215MALW1LQ3KA	EZCATERDAILY GRILL 8004881803 MA		200.74
10/28	10/28	2443106MZS4AFL5KM	COSTCO WHSE #0441 PALM DESERT CA		4,748.91
			TOTAL \$5,417.65		
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

What can alerts do for your business?*

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

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

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

SunLine Transit Agency Visa Credit Card Statement
Closing Date: 10/31/20
Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	9/29/2020	10/1/2020	Imperial Irrigation District	Utilities - Account # 50677437		\$360.99
2	9/29/2020	10/1/2020	Imperial Irrigation District	Utilities - Account # 50081082		\$36.15
3	10/1/2020	10/2/2020	Panera Bread	Finance Team Lunch Meeting		\$264.63
4	10/3/2020	10/5/2020	Amazon	Alexa for Business Account		\$3.02
5	10/7/2020	10/8/2020	Amazon	Pressure Pump for Stops & Zones Trailer		\$754.77
6	10/9/2020	10/12/2020	Burrtec	Utilities Account # 44-VC-225377		\$250.75
7	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 226773-601132		\$86.99
8	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596265-403818		\$116.57
9	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596437-601156		\$70.66
10	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 314011-845854		\$282.02
11	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596263-566514		\$94.39
12	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596433-601158		\$44.74
13	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 314009-845852		\$47.75
14	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 596261-601130		\$86.99
15	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 226783-601148		\$60.40
16	10/26/2020	10/27/2020	Coachella Valley Water District	Utilities Account # 711835-567044		\$494.53
Credits and Charges:					\$0.00	\$3,055.35



Statement Expenses

11/05/2020 03:49 PM PT
Requested By: GRANILLO, LIZ

Cardholder Summary			
Cardholder Name:	GRANILLO, LIZ	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	10/31/2020
Status:	Cardholder Reviewed	Reminder Period:	11/03/2020 through 11/07/2020
Charges:	3,055.35 USD	Grace Period:	11/08/2020 through 11/09/2020
Out-of-pocket:	0.00 USD		
Total Amount:	3,055.35 USD		

Charges

Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
09/29/2020	10/01/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	360.99 USD / 360.99
Description		UTILITIES						
FUND		00		DIVISION		24		
09/29/2020	10/01/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	36.15 USD / 36.15
Description		UTILITIES						
FUND		00		DIVISION		23		
10/01/2020	10/02/2020	No	Panera Bread #601771 O 760-895-6948,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	264.63 USD / 264.63
Description		FINANCE MEETING						
FUND		00		DIVISION		41		
10/03/2020	10/05/2020	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance(FIN)	Yes	Yes	3.02 USD / 3.02
Description		IT SERVICES						
FUND		00		DIVISION		42		
10/07/2020	10/08/2020	No	Amzn Mktp Us Mk9xw18c1 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	754.77 USD / 754.77
Description		PRESSURE WATER PUMP						
FUND		00		DIVISION		22		
10/09/2020	10/12/2020	No	Burrtec Waste And	5050200001 -	Finance(FIN)	Yes	Yes	250.75 USD

Description		UTILITIES		FUND 00		DIVISION 23			
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	86.99 USD / 86.99
Description		UTILITIES		FUND 00		DIVISION 23			
8.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	116.57 USD / 116.57
Description		UTILITIES		FUND 00		DIVISION 23			
9.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	70.66 USD / 70.66
Description		UTILITIES		FUND 00		DIVISION 23			
10.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	282.02 USD / 282.02
Description		UTILITIES		FUND 00		DIVISION 23			
11.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	94.39 USD / 94.39
Description		UTILITIES		FUND 00		DIVISION 23			
12.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	44.74 USD / 44.74
Description		UTILITIES		FUND 00		DIVISION 23			
13.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	47.75 USD / 47.75
Description		UTILITIES		FUND 00		DIVISION 23			
14.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted	Amount / Original

10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	‡ Yes	86.99 USD / 86.99
Description		UTILITIES						
FUND	00	DIVISION		23				
15.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	60.40 USD / 60.40
Description		UTILITIES						
FUND	00	DIVISION		23				
16.								
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
10/26/2020	10/27/2020	No	Coachella Valley Water Di 760-398-2651,CA	5050200001 - UTILITIES MAIN FACILITY	Finance(FIN)	Yes	Yes	494.53 USD / 494.53
Description		UTILITIES						
FUND	00	DIVISION		10				

Total Charges: 3,055.35 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/31/20

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	10/7/2020	10/8/2020	Phytools	Bus Diagnostic Tool		\$364.00
2	10/7/2020	10/8/2020	Amazon	IT Equipment - Power Supply for Laptop		\$62.20
3	10/13/2020	10/14/2020	Amazon	Supplies - Truck and Trailer Wash for Stops & Zones		\$43.53
4	10/13/2020	10/16/2020	Yucaipa Auto & Trailer	Leaf Springs for Stops & Zones Trailer		\$215.28
5	10/17/2020	10/19/2020	Amazon	Washing Equipment for Stops & Zones		\$85.60
6	10/19/2020	10/20/2020	Phytools	Bus Diagnostic Tool		\$315.00
7	10/21/2020	10/21/2020	Amazon	IT Equipment - Tablet Cases x 8		\$172.76
Credits and Charges:					\$0.00	\$1,258.37

Cardholder Summary

Cardholder Name:	WATCHER, WALTER	Start Date:	10/01/2020
Card Number:	xxxx-xxxx-xxxx	End Date:	10/31/2020
Status:	Cardholder Reviewed	Reminder Period:	11/03/2020 through 11/07/2020
Charges:	1,258.37 USD	Grace Period:	11/08/2020 through 11/09/2020
Out-of-pocket:	0.00 USD		
Total Amount:	1,258.37 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/07/2020	10/08/2020	No	Sp Phytools1 Httpsphytools,WA	5049900018 - MECHANIC TOOLS/SHOES	Finance(FIN)	Yes	Yes	364.00 USD / 364.00
	Description		Maintenance items						
	FUND	00		DIVISION	22				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/07/2020	10/08/2020	No	Amzn Mktp Us Mk4dl41k0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	62.20 USD / 62.20
	Description		IT items						
	FUND	00		DIVISION	42				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/13/2020	10/14/2020	No	Amzn Mktp Us Mk1v46ks0 Amzn.com/bill,WA	5049900026 - FACILITY MAINTENANCE-MAIN FAC	Finance(FIN)	Yes	Yes	43.53 USD / 43.53
	Description		Maintenance items						
	FUND	00		DIVISION	25				
4.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/13/2020	10/16/2020	No	Yucaipa Auto & Trailer Ce 909-794-6971,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	215.28 USD / 215.28
	Description		Maintenance items						
	FUND	00		DIVISION	22				
5.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/17/2020	10/19/2020	No	Amzn Mktp Us 2t4t45fm2 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	85.60 USD / 85.60
	Description		Maintenance items						
	FUND	00		DIVISION	25				
6.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted \$	Amount / Original Currency
	10/19/2020	10/20/2020	No	Sp Phytools1	5030300011 -	Finance(FIN)	Yes	Yes	315.00 USD

Description	Maintenance items									
FUND	00	DIVISION		22						
7.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
	10/21/2020	10/21/2020	No	Amzn Mktp Us 2t02x7go0 Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance(FIN)	Yes	Yes	172.76 USD / 172.76	
Description	IT items									
FUND	00	DIVISION		42						

Total Charges: 1,258.37 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 12/03/20

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/2/2020	11/4/2020	Unique Bite Eatery	Unique Bite Eatery Order; Refueled Planning Session - Executive Team Lunch Meeting		\$264.09
2	11/13/2020	11/16/2020	Signature Party Rentals	Tables & Chairs Rental; California Foundation Legislative Tour Meeting		\$498.23
3	11/23/2020	11/25/2020	Si Bon	Si Bon Restaurant; Rail Discussion Lunch Meeting with Councilmember Dana Reed and Donna DeMartino, LOSSAN Rail Corridor Agency Managing Director		\$120.52
4	11/24/2020	11/26/2020	Don Diego	Don Diego Restaurant; Lunch in Recognition of Board Member Ty Peabody's Service		\$176.00
5	11/30/2020	12/1/2020	Southern California Association of Governements	SCAG Economic Summit (Virtual) -Registration; Nicholas Robles, Marketing & Events Manager		\$50.00
Credits and Charges:					\$0.00	\$1,108.84

CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	12/03/20
Days in Billing Cycle	30
Next Statement Date	01/03/21
Credit Line	\$40,000
Available Credit	\$39,027

For Customer Service Call:
800-231-5511

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

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

Payment Information

New Balance	\$973.00
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/28/20

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

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

Account Summary

Previous Balance		\$5,417.65
Credits	-	\$135.84
Payments	-	\$5,417.65
Purchases & Other Charges	+	\$1,108.84
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$973.00

Wells Fargo Cash Back SM Program Summary

Previous Cash Back Balance		\$119.21
Cash Earned this Month		\$16.63
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$0.00
Cash Awarded this Period		\$135.84
Year to Date Cash Back Awarded		\$535.23

Cash Back Notice

Use your Business Card for all of your business expenses plus everyday purchases and get 1.5% Cash Back.

See reverse side for important information.

DETACH HERE

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

Make checks payable to: Wells Fargo

Account Number	[REDACTED]
New Balance	\$973.00
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	12/28/20

Print address or phone changes:

Work ()

Amount Enclosed:



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

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

55939
P311



Rate Information

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

TYPE OF BALANCE	ANNUAL INTEREST RATE	DAILY FINANCE CHARGE RATE	AVERAGE DAILY BALANCE	PERIODIC FINANCE CHARGES	TRANSACTION FINANCE CHARGES	TOTAL FINANCE CHARGES
PURCHASES	11.240%	.03079%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	23.990%	.06572%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$973.00 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 12/28/20. THE AUTOMATIC PAYMENT AMOUNT WILL BE REDUCED BY ALL PAYMENTS POSTED ON OR BEFORE THIS DATE.

TOTAL *FINANCE CHARGE* BILLED IN 2020 \$0.00

Summary of Sub Account Usage

Name	Sub Account Number Ending In	Monthly Spending Cap	Spend This Period
LAURA SKIVER	[REDACTED]	40,000	\$1,108.84

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
11/27	11/27	F326800NW00CHGDDA	AUTOMATIC PAYMENT - THANK YOU TOTAL [REDACTED] \$5,417.65-	5,417.65	
12/03	12/03		WELLS FARGO CASH BACK - CREDIT	135.84	

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

11/02	11/04	2432303N42M9XGMJR	UNIQUE BITE EATERY INDIO CA		264.09
11/13	11/13	2455930NGS66JX0D4	SIGNATURE PARTY RENTALS 714-5456777 CA		498.23
11/23	11/23	2472193NTS66KFALB	SI BON RANCHO MIRAGE CA		120.52
11/24	11/24	2401339NS03BMK52R	DON DIEGO OF INDIAN WELLS INDIAN WELLS CA		176.00
11/30	11/30	2449215NZRS3HHVRF	PAYPAL *SOUTHERNCAL 402-935-7733 CA		50.00
TOTAL				\$1,108.84	
LAURA SKIVER / Sub Acct Ending In [REDACTED]					

Wells Fargo News

What can alerts do for your business?*

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

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

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

SunLine Transit Agency Visa Credit Card Statement
Closing Date: 11/30/20
Name on Card: Liz Granillo (Accounts Payable Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/3/2020	11/4/2020	Amazon	Alexa for Business Account		\$6.40
2	11/3/2020	11/5/2020	Imperial Irrigation District	Utilities Account # 50677437		\$320.25
3	11/13/2020	11/16/2020	Burrtec	Utilities Account # 44-VC-225377		\$250.75
Credits and Charges:					\$0.00	\$577.40



Statement Expenses

12/07/2020 10:41 AM PT
Requested By: GRANILLO, LIZ

Cardholder Summary

Cardholder Name:	GRANILLO, LIZ	Start Date:	11/01/2020
Card Number:	xxxx-xxxx-xxxx-xxxx	End Date:	11/30/2020
Status:	Cardholder Reviewed	Reminder Period:	12/01/2020 through 12/05/2020
Charges:	577.40 USD	Grace Period:	12/06/2020 through 12/07/2020
Out-of-pocket:	0.00 USD		
Total Amount:	577.40 USD		

Charges

1.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/03/2020	11/04/2020	No	Amazon Web Services Aws.amazon.co,WA	5039903800 - OTHER SERVICES	Finance (FIN)	Yes	Yes	6.40 USD / 6.40
Description		AWS Services for October 2020							
FUND		00	DIVISION		42				
2.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/03/2020	11/05/2020	No	Spi Imperial Irrigati 800-303-7756,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	320.25 USD / 320.25
Description		Utilities							
FUND		00	DIVISION		24				
3.	Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency
	11/13/2020	11/16/2020	No	Burrtec Waste And Recycli 760-3402113,CA	5050200001 - UTILITIES MAIN FACILITY	Finance (FIN)	Yes	Yes	250.75 USD / 250.75
Description		Utilities							
FUND		00	DIVISION		23				

Total Charges: 577.40 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/30/20

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	11/4/2020	11/4/2020	Amazon	IT Equipment - Phone Case		\$27.99
2	11/4/2020	11/5/2020	Sam's Club	IT Equipment - Keyboards & Mice x 10 for Remote Laptops		\$430.78
3	11/5/2020	11/6/2020	Amazon	IT Equipment - Laptop Carrying Case x 10 for Remote Laptops		\$153.32
4	11/16/2020	11/17/2020	Best Buy	IT Equipment - 12 Terabyte Hard Drive		\$226.26
Credits and Charges:					\$0.00	\$838.35



Statement Expenses

12/07/2020 11:20 AM PT
Requested By: WATCHER, WALTER

Cardholder Summary			
Cardholder Name:	WATCHER, WALTER	Start Date:	11/01/2020
Card Number:	xxxx-xxxx-xxxx	End Date:	11/30/2020
Status:	Cardholder Reviewed	Reminder Period:	
Charges:	838.35 USD	12/01/2020 through	12/05/2020
Out-of-pocket:	0.00 USD	Grace Period:	
Total Amount:	838.35 USD	12/06/2020 through	12/07/2020

Charges

1.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/04/2020	11/04/2020	No	Amazon.com 287418531 Amzn Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	27.99 USD / 27.99	
Description iPhone case XS 5.8									
FUND	00		DIVISION	42					
2.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/04/2020	11/05/2020	No	Samsclub #6609 Palm Desert,CA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	430.78 USD / 430.78	
Description 10 Logitech wireless keyboard and mouse combo									
FUND	00		DIVISION	42					
3.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/05/2020	11/06/2020	No	Amazon.com 288x77b50 Amzn Amzn.com/bill,WA	5099900002 - MISCELLANEOUS EXPENSES	Finance (FIN)	Yes	Yes	153.32 USD / 153.32	
Description 2 Laptop bag carrying case									
FUND	00		DIVISION	42					
4.									
Transaction Date	Posting Date	Personal	Merchant	General Ledger Code	Unit	Receipt Image	Receipt Submitted ‡	Amount / Original Currency	
11/16/2020	11/17/2020	No	Best Buy 00001248 Palm Desert,CA	5049900010 - COMPUTER SUPPLIES	Finance (FIN)	Yes	Yes	226.26 USD / 226.26	
Description Portable Hard drive									
FUND	00		DIVISION	42					

Total Charges: 838.35 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for October & November 2020

Summary:

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

- As of October 31, 2020, the Agency's revenues net of subsidies are favorable by \$473,405 or 40.02% over the FYTD budget. Expenditures are favorable by \$1,340,320 or 9.85% below the FYTD budget.
- As of November 30, 2020, the Agency's revenues net of subsidies are unfavorable by \$232,883 or 15.75% below the FYTD budget. Expenditures are favorable by \$2,119,374 or 12.45% below the FYTD budget.
 - The unfavorable revenue is primarily attributed to the temporary elimination of fares on the Agency's service.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
October 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	7,020	116,652	(109,633)	15,220	466,608	(451,388)	98.9%
Other Revenue	2,149,017	236,788	179,085	57,703	1,641,132	716,339	924,793	23.6%
Total Operating Revenue	3,548,841	243,807	295,737	(51,929)	1,656,352	1,182,947	473,405	53.3%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	851,546	842,560	(8,986)	3,273,379	3,370,241	96,862	67.6%
Operator & Mechanic Overtime	1,237,377	31,529	103,115	71,586	191,780	412,459	220,680	84.5%
Administration Salaries & Wages	6,283,696	508,555	523,641	15,086	1,992,862	2,094,565	101,703	68.3%
Administration Overtime	82,132	4,184	6,844	2,661	22,374	27,377	5,003	72.8%
Fringe Benefits	9,892,136	791,446	824,345	32,899	3,153,829	3,297,379	143,550	68.1%
Communications	243,300	18,224	20,275	2,051	71,385	81,100	9,715	70.7%
Legal Services	425,000	23,159	35,417	12,258	73,175	141,667	68,492	82.8%
Computer/Network Software Agreement	627,653	40,616	52,304	11,689	177,614	209,218	31,604	71.7%
Uniforms	85,084	2,822	7,090	4,268	23,940	28,361	4,421	71.9%
Contracted Services	522,700	40,098	43,558	3,461	153,684	174,233	20,550	70.6%
Equipment Repairs	10,858	0	905	905	719	3,619	2,900	93.4%
Security Services	110,000	11,496	9,167	(2,329)	42,532	36,667	(5,865)	61.3%
Fuel - CNG	1,219,687	111,312	101,641	(9,672)	420,132	406,562	(13,570)	65.6%
Fuel - Hydrogen	1,033,088	76,082	86,091	10,009	289,947	344,363	54,416	71.9%
Tires	226,381	15,506	18,865	3,359	62,194	75,460	13,266	72.5%
Office Supplies	73,221	2,934	6,102	3,167	11,525	24,407	12,882	84.3%
Travel/Training	156,482	11,243	13,040	1,797	26,343	52,161	25,818	83.2%
Repair Parts	1,423,348	173,742	118,612	(55,130)	515,458	474,449	(41,009)	63.8%
Facility Maintenance	48,598	2,543	4,050	1,507	17,088	16,199	(889)	64.8%
Electricity - CNG & Hydrogen	921,000	86,096	76,750	(9,346)	324,719	307,000	(17,719)	64.7%
Natural Gas	1,095,000	89,865	91,250	1,385	357,211	365,000	7,789	67.4%
Water and Gas	7,900	1,000	658	(342)	2,799	2,633	(165)	64.6%
Insurance Losses	1,781,829	112,996	148,486	35,489	455,507	593,943	138,436	74.4%
Insurance Premium - Property	24,737	2,754	2,061	(692)	11,016	8,246	(2,770)	55.5%
Repair Claims	50,000	4,581	4,167	(414)	9,822	16,667	6,845	80.4%
Fuel Taxes	134,400	7,601	11,200	3,599	31,547	44,800	13,253	76.5%
Other Expenses	4,949,976	348,168	412,498	64,330	1,270,542	1,649,992	379,450	74.3%
Self Consumed Fuel	(1,936,155)	(187,394)	(161,346)	(26,048)	(710,059)	(645,385)	64,674	63.3%
Total Operating Expenses (Before Depreciation)	40,840,150	3,182,705	3,403,346	220,640	12,273,063	13,613,383	1,340,320	69.9%
Operating Expenses in Excess of Operating Revenue		\$ (2,938,898)			\$ (10,616,712)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	490,882	519,062	28,180	1,773,303	2,076,248	302,945	71.5%
State - LTF, LCTOP	11,337,000	893,460	944,750	51,290	3,227,606	3,779,000	551,394	71.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	485,678	513,559	27,881	1,754,502	2,054,235	299,733	71.5%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,068,878	1,130,238	61,360	3,861,301	4,520,953	659,652	71.5%
Total Subsidies	37,291,309	2,938,898	3,107,609	168,711	10,616,712	12,430,436	1,813,725	71.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
October 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,606,063	2,187,260	2,300,505	113,246	8,634,223	9,202,021	567,798	68.7%
Services	3,930,788	298,823	327,566	28,743	1,034,838	1,310,263	275,425	73.7%
Fuels & Lubricants	2,458,579	205,162	204,882	(281)	751,594	819,526	67,932	69.4%
Tires	226,381	15,506	18,865	3,359	62,194	75,460	13,266	72.5%
Materials and Supplies	1,859,844	195,440	154,987	(40,453)	671,754	619,948	(51,806)	63.9%
Utilities	2,310,240	199,710	192,520	(7,190)	784,856	770,080	(14,776)	66.0%
Casualty & Liability	2,890,550	205,807	240,879	35,072	822,731	963,517	140,785	71.5%
Taxes and Fees	134,400	7,601	11,200	3,599	31,547	44,800	13,253	76.5%
Miscellaneous Expenses	1,359,460	54,790	113,288	58,499	189,384	453,153	263,769	86.1%
Self Consumed Fuel	(1,936,155)	(187,394)	(161,346)	(26,048)	(710,059)	(645,385)	64,674	63.3%
Total Operating Expenses (Before Depreciation)	40,840,150	3,182,705	3,403,346	220,640	12,273,063	13,613,383	1,340,320	69.9%
Revenues:								
Passenger Revenue	1,399,824	7,020	116,652	(109,633)	15,220	466,608	(451,388)	98.9%
Other Revenue	2,149,017	236,788	179,085	57,703	1,641,132	716,339	924,793	23.6%
Total Operating Revenue	3,548,841	243,807	295,737	(51,929)	1,656,352	1,182,947	473,405	53.3%
Net Operating Gain (Loss)		\$ (2,938,898)			\$ (10,616,712)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	490,882	519,062	28,180	1,773,303	2,076,248	302,945	71.5%
State - LTF, LCTOP	11,337,000	893,460	944,750	51,290	3,227,606	3,779,000	551,394	71.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	485,678	513,559	27,881	1,754,502	2,054,235	299,733	71.5%
CARES Act 5307, 5311, 5311(f)	13,562,860	1,068,878	1,130,238	61,360	3,861,301	4,520,953	(659,652)	71.5%
Total Subsidies	37,291,309	2,938,898	3,107,609	168,711	10,616,712	12,430,436	1,813,725	71.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For October, ridership was at 48.10% below FY20 FYTD totals.
- Total system ridership was 660,8969 trips below FY20 FYTD amounts.

Ridership

	FY20-October	FY21-October	Variance	%Δ
Fixed Route	384,795	185,159	(199,636)	-51.9%
Paratransit	13,924	6,098	(7,826)	-56.2%
SolVan	1,369	1,384	15	1.1%
System Total	400,088	192,641	(207,447)	-51.9%

Ridership

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	1,316,102	686,937	(629,165)	-47.8%
Paratransit	52,766	21,348	(31,418)	-59.5%
SolVan	5,421	5,108	(313)	-5.8%
System Total	1,374,289	713,393	(660,896)	-48.1%

Other Revenue - Favorable

- The favorable variance is attributed to a large amount of advertising revenue in July & August and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.
- CNG rebate was federally approved through the end of calendar year 2020.

Operator & Mechanic Salaries & Wages - Unfavorable

- Operator & Mechanic Salaries & Wages expenditures are within an acceptable range of the budgeted amount.

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to the low amount of overtime scheduled in the modified service due to COVID-19.

Administration Salaries & Wages - Favorable

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

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits - Favorable

- The favorable balance is primarily attributed to expenses that have not yet been incurred for the Refueled initiative which will be implemented in the second half of FY21.

Communications - Favorable

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

Legal Services - Favorable

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

Computer/Network Software Agreement - Favorable

- Software agreement expenditures are dependent on annual renewals of software agreements. The expenses vary month-to-month.

Uniforms - Favorable

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

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant in the first quarter of the FY. The usage is scheduled to increase as more hours are allocated to the Refueled initiative.

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox). Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

- Internal consumption has decreased by 79,020 GGEs compared to FY20 FYTD amounts.
The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
October FY20	115,601				
October FY21	103,292	(12,309)	6,953	-10.65%	7.22%
September FY21	96,339				
FYTD October FY20	477,674				
FYTD October FY21	398,654	(79,020)		-16.54%	

Fuel - Hydrogen - Favorable

- Hydrogen usage will increase with additional usage and the addition of more hydrogen vehicles.

Tires - Favorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Additionally, COVID-19 restrictions will affect staff travel.

Repair Parts - Unfavorable

- The unfavorable balance is primarily attributed to Work Order WO-01-202010 for fixed route repairs, paratransit repairs, support vehicles, & parts inventory adjustment in the month of October.

Facility Maintenance - Unfavorable

- The unfavorable balance is primarily attributed to emergency repairs in the month of September.

Electricity - CNG & Hydrogen - Unfavorable

- The unfavorable balance in electricity expenditures is primarily attributed to increased costs associated with cooling needs of hydrogen production in the summer months.

Natural Gas - Favorable

- In October, there was an decrease of 2,461 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 34,798 GGEs compared to FY20 FYTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
October FY20	16,964				
October FY21	21,153	4,189	(2,461)	24.69%	-10.42%
September FY21	23,614				
FYTD October FY20	59,048				
FYTD October FY21	93,846	34,798		58.93%	

Water and Gas -Unfavorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month-to-month.

Insurance Premium - Property - Unfavorable

- Expenses for property insurance premiums are within an acceptable range of the budget.

Repair Claims - Favorable

- Repair claim expenses vary month-to-month.

Fuel Taxes - Favorable

- Outside fueling sales are currently \$84,768 above FY20 FYTD amounts.
- For October, sales have increased by \$2,192 from the previous month.
- The favorable variance in fuel taxes is due to lower fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
October FY20	\$ 55,288				
October FY21	\$ 57,480	\$ 2,192	\$ (5,919)	3.97%	-9.34%
September FY21	\$ 63,399				
FYTD October FY20	\$ 168,248				
FYTD October FY21	\$ 253,016	\$ 84,768		50.38%	

Other Expenses - Favorable

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

Self-Consumed Fuel - Favorable

- The favorable variance in self-consumed fuel is due to lower internal fuel consumption.

SunLine Transit Agency
Budget Variance Report
November 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,399,824	10,323	116,652	(106,329)	25,543	583,260	(557,717)	98.2%
Other Revenue	2,149,017	263,767	179,085	84,682	1,220,258	895,424	324,834	43.2%
Total Operating Revenue	3,548,841	274,090	295,737	(21,647)	1,245,801	1,478,684	(232,883)	64.9%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	10,110,722	734,609	842,560	107,951	4,007,988	4,212,801	204,813	60.4%
Operator & Mechanic Overtime	1,237,377	31,317	103,115	71,798	223,096	515,574	292,477	82.0%
Administration Salaries & Wages	6,298,696	432,957	524,891	91,934	2,425,819	2,624,457	198,638	61.5%
Administration Overtime	82,132	2,032	6,844	4,813	24,406	34,222	9,816	70.3%
Fringe Benefits	9,880,136	687,316	823,345	136,028	3,841,145	4,116,723	275,578	61.1%
Communications	243,300	18,059	20,275	2,216	89,444	101,375	11,931	63.2%
Legal Services	425,000	10,421	35,417	24,995	83,596	177,083	93,487	80.3%
Computer/Network Software Agreement	634,653	41,013	52,888	11,874	218,627	264,439	45,812	65.6%
Uniforms	85,084	3,469	7,090	3,622	27,409	35,452	8,043	67.8%
Contracted Services	522,700	37,881	43,558	5,677	191,565	217,792	26,227	63.4%
Equipment Repairs	10,858	163	905	742	882	4,524	3,642	91.9%
Security Services	110,000	10,608	9,167	(1,441)	53,140	45,833	(7,306)	51.7%
Fuel - CNG	1,219,687	121,175	101,641	(19,534)	541,307	508,203	(33,104)	55.6%
Fuel - Hydrogen	1,033,088	71,305	86,091	14,785	361,252	430,453	69,201	65.0%
Tires	226,381	16,471	18,865	2,394	78,665	94,325	15,660	65.3%
Office Supplies	73,221	2,073	6,102	4,029	13,599	30,509	16,910	81.4%
Travel/Training	156,482	1,275	13,040	11,765	27,618	65,201	37,582	82.4%
Repair Parts	1,436,348	105,241	119,696	14,455	620,699	598,478	(22,220)	56.8%
Facility Maintenance	48,598	1,196	4,050	2,854	18,285	20,249	1,965	62.4%
Electricity - CNG & Hydrogen	921,000	83,412	76,750	(6,662)	408,131	383,750	(24,381)	55.7%
Natural Gas	1,095,000	109,115	91,250	(17,865)	383,003	456,250	73,247	65.0%
Water and Gas	7,900	269	658	389	3,068	3,292	224	61.2%
Insurance Losses	1,781,829	82,436	148,486	66,050	537,943	742,429	204,486	69.8%
Insurance Premium - Property	24,737	2,754	2,061	(692)	13,770	10,307	(3,462)	44.3%
Repair Claims	40,000	1,854	3,333	1,479	11,676	16,667	4,991	70.8%
Fuel Taxes	134,400	6,719	11,200	4,481	38,266	56,000	17,734	71.5%
Other Expenses	4,936,976	284,956	411,415	126,459	1,555,498	2,057,073	501,575	68.5%
Self Consumed Fuel	(1,936,155)	(192,480)	(161,346)	(31,134)	(902,539)	(806,731)	95,808	53.4%
Total Operating Expenses (Before Depreciation)	40,840,150	2,707,616	3,403,346	695,730	14,897,356	17,016,729	2,119,374	63.5%
Operating Expenses in Excess of Operating Revenue		\$ (2,433,526)			\$ (13,651,555)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	406,470	519,062	112,592	2,280,211	2,595,310	315,099	63.4%
State - LTF, LCTOP	11,337,000	739,821	944,750	204,929	4,150,234	4,723,750	573,516	63.4%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	6,162,705	402,161	513,559	111,398	2,256,035	2,567,794	311,759	63.4%
CARES Act 5307, 5311, 5311(f)	13,562,860	885,074	1,130,238	245,164	4,965,074	5,651,192	686,117	63.4%
Total Subsidies	37,291,309	2,433,526	3,107,609	674,083	13,651,555	15,538,045	1,886,491	63.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
November 2020

Description	FY21 Total Budget	Current Month			Fiscal Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	27,609,063	1,888,231	2,300,755	412,524	10,522,454	11,503,776	981,322	61.9%
Services	3,925,788	248,957	327,149	78,192	1,283,795	1,635,745	351,950	67.3%
Fuels & Lubricants	2,438,579	199,117	203,215	4,098	950,711	1,016,075	65,364	61.0%
Tires	226,381	16,471	18,865	2,394	78,665	94,325	15,660	65.3%
Materials and Supplies	1,912,844	126,312	159,404	33,091	798,066	797,018	(1,048)	58.3%
Utilities	2,310,240	213,173	192,520	(20,653)	914,706	962,600	47,894	60.4%
Casualty & Liability	2,880,550	172,459	240,046	67,587	995,190	1,200,229	205,039	65.5%
Taxes and Fees	134,400	6,719	11,200	4,481	38,266	56,000	17,734	71.5%
Miscellaneous Expenses	1,338,460	28,658	111,538	82,881	218,042	557,692	339,650	83.7%
Self Consumed Fuel	(1,936,155)	(192,480)	(161,346)	(31,134)	(902,539)	(806,731)	95,808	53.4%
Total Operating Expenses (Before Depreciation)	40,840,150	2,707,616	3,403,346	695,730	14,897,356	17,016,729	2,119,374	63.5%
				0			0	
Revenues:								
Passenger Revenue	1,399,824	10,323	116,652	(106,329)	25,543	583,260	(557,717)	98.2%
Other Revenue	2,149,017	263,767	179,085	84,682	1,220,258	895,424	324,834	43.2%
Total Operating Revenue	3,548,841	274,090	295,737	(21,647)	1,245,801	1,478,684	(232,883)	64.9%
Net Operating Gain (Loss)		\$ (2,433,526)			\$ (13,651,555)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	6,228,744	406,470	519,062	112,592	2,280,211	2,595,310	315,099	63.4%
State - LTF, LCTOP	11,337,000	739,821	944,750	204,929	4,150,234	4,723,750	573,516	63.4%
Federal - CMAQ,5307,5309,5310,5311(f),5312	6,162,705	402,161	513,559	111,398	2,256,035	2,567,794	311,759	63.4%
CARES Act 5307, 5311, 5311(f)	13,562,860	885,074	1,130,238	245,164	4,965,074	5,651,192	(686,117)	63.4%
Total Subsidies	37,291,309	2,433,526	3,107,609	674,083	13,651,555	15,538,045	1,886,491	63.4%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- The negative variance in passenger fares is attributed to a decrease in ridership and no fare collection as of March 17, 2020. Local fixed route and paratransit bus service will be provided free of charge until further notice. The Agency is taking precautions to provide the recommended social distancing and to help the community in these uncertain times.
- For November, ridership was at 51.40% below FY20 FYTD totals.
- Total system ridership was 837,542 trips below FY20 FYTD amounts.

Ridership

	FY20-November	FY21-November	Variance	%Δ
Fixed Route	338,532	168,536	(169,996)	-50.2%
Paratransit	12,298	1,338	(10,960)	-89.1%
SolVan	1,232	1,338	106	8.6%
System Total	352,062	171,212	(180,850)	-51.4%

Ridership

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Fixed Route	1,654,534	855,473	(799,061)	-48.3%
Paratransit	65,064	26,790	(38,274)	-58.8%
SolVan	6,653	6,446	(207)	-3.1%
System Total	1,726,251	888,709	(837,542)	-48.5%

Other Revenue - Favorable

- The favorable variance is attributed to a large amount of advertising revenue, emissions credits revenue, and accrued CNG rebate revenue. CNG revenue will be weighted more in the first half of FY21.
- CNG rebate was federally approved through the end of calendar year 2020.

Operator & Mechanic Salaries & Wages - Favorable

- The favorable balance is primarily attributed to expenses that have not yet been incurred for the Refueled initiative which will be implemented in the second half of FY21.

Operator & Mechanic Overtime - Favorable

- The favorable balance is primarily attributed to the low amount of overtime scheduled in the modified service due to COVID-19.

Administration Salaries & Wages - Favorable

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

Administration Overtime - Favorable

- Administrative overtime is a variable expense dependent on the needs of the Agency and holiday work schedules.

Fringe Benefits - Favorable

- The favorable balance is primarily attributed to expenses that have not yet been incurred for the Refueled initiative which will be implemented in the second half of FY21.

Communications - Favorable

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

Legal Services - Favorable

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

Computer/Network Software Agreement - Favorable

- Software agreement expenditures are dependent on annual renewals of software agreements. The expenses vary month-to-month.

Uniforms - Favorable

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

Contracted Services - Favorable

- The favorable expenses are primarily attributed to lower use of the public relations/marketing consultant in the first quarter of the FY. The usage is scheduled to increase as more hours are allocated to the Refueled initiative.

Equipment Repairs - Favorable

- Equipment repair costs vary depending on the needs of the Agency (i.e., Shop Equipment, Farebox). Farebox repairs have been reduced due to the temporary free service related to COVID-19.

Security Services - Unfavorable

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

Fuel - CNG - Unfavorable

- Internal consumption has decreased by 91,790 GGEs compared to FY20 FYTD amounts.
The lower internal consumption is primarily attributed to service redesign projects not yet initiated. The redesign will include streamlined routes and increased frequency.

Internal GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
November FY20	99,495				
November FY21	86,725	(12,770)	(16,567)	-12.83%	-16.04%
October FY21	103,292				
FYTD November FY20	577,169				
FYTD November FY21	485,379	(91,790)		-15.90%	

Fuel - Hydrogen - Favorable

- Hydrogen usage will increase with additional usage and the addition of more hydrogen vehicles.

Tires - Favorable

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

Office Supplies - Favorable

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

Travel/Training - Favorable

- Travel & training savings can be attributed to different times at which training sessions are attended. Additionally, COVID-19 restrictions will affect staff travel.

Repair Parts - Unfavorable

- The unfavorable balance is primarily attributed to increased expenses for fixed route repairs, paratransit repairs and support vehicles.

Facility Maintenance - Favorable

- The favorable balance is due to lower monthly expenses in November despite emergency repairs in the month of September.

Electricity - CNG & Hydrogen - Unfavorable

- The unfavorable balance in electricity expenditures is primarily attributed to continuing increased costs associated with cooling needs of hydrogen production, including in the summer months.

Natural Gas - Unfavorable

- In November, there was a decrease of 2,580 GGEs used for outside fueling sales compared to the previous month.
- GGE outside usage has increased 29,168 GGEs compared to FY20 FYTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
November FY20	24,203				
November FY21	18,573	(5,630)	(2,580)	-23.26%	-12.20%
October FY21	21,153				
FYTD November FY20	83,251				
FYTD November FY21	112,419	29,168		35.04%	

Water and Gas -Favorable

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

Insurance Losses - Favorable

- Insurance losses can vary widely from month-to-month.

Insurance Premium - Property - Unfavorable

- Expenses for property insurance premiums are within an acceptable range of the budget.

Repair Claims - Favorable

- Repair claim expenses vary month-to-month.

Fuel Taxes - Favorable

- Outside fueling sales are currently \$77,829 above FY20 FYTD amounts.
- For November, sales have decreased by \$8,607 from the previous month.
- The favorable variance in fuel taxes is due to lower fuel sales.

Outside Fueling Revenue

	Revenue	Variance FY20 vs. FY21	Variance Previous Month	%Δ FY20 vs FY21	%Δ Previous Month
November FY20	\$ 66,104				
November FY21	\$ 48,873	\$ (17,230)	\$ (8,607)	-26.07%	-14.97%
October FY21	\$ 57,480				
FYTD November FY20	\$ 224,060				
FYTD November FY21	\$ 301,889	\$ 77,829		34.74%	

Other Expenses - Favorable

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

Self-Consumed Fuel - Favorable

- The favorable variance in self-consumed fuel is due to lower internal fuel consumption.

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed Between \$25,000 and \$100,000 for November and December 2020

Summary:

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

- For the month of November 2020, there was one (1) purchase order executed between \$25,000 and \$100,000.
- For the month of December 2020, there was one (1) agreement, and one (1) purchase order executed between \$25,000 and \$100,000.
- Contracts executed:

VENDOR	PURPOSE
Tyler Technologies	Annual fees for the continual use of Tyler software.
Complete Coach Works	Services needed for accident repairs to bus 622.
Packet Fusion	License and support for the Agency's phone system.

Recommendation:

Receive and file.

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

November 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Tyler Technologies	Tyler Annual Fees	Annual fees for the continual use of Tyler software.	FY21 Budget	\$ 55,000.00	\$ 55,048.16	Executed Purchase Order

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

December 2020

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Complete Coach Works	Accident Repairs for Bus 622	Services needed for accident repairs to bus 622.	FY21 Budget	\$ 50,000.00	\$ 44,040.56	Executed Agreement
Packet Fusion	Shoretel / Mitel License and Support 3 years	License and support for the Agency's phone system.	FY21 Budget	\$ 27,531.90	\$ 27,531.90	Executed Purchase Order

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary October and
November 2020

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:

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

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

Union

	Actual	Range
Equities	60.53%	35 – 75%
Fixed Income	38.35%	25 – 64%
Cash & Equivalent	1.12%	0 – 10%

Non-Union

	Actual	Range
Equities	60.60%	35 – 75%
Fixed Income	38.31%	25 – 64%
Cash & Equivalent	1.09%	0 – 10%

For the month of October, the market value of assets decreased by \$409,656 and \$433,480 for the union and non-union plans, respectively. Overall market performance during October 2020 decreased compared to the gains in the first

portion of the calendar year. Overall the year-to-date plan assets are still at an estimated positive gain of \$1,757,621 and \$1,645,201 for the union and non-union plans, respectively.

Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
September 2020	\$32,954,269	\$33,162,326
October 2020	\$32,544,613	\$32,728,845
Increase (Decrease)	(\$409,656)	(\$433,480)

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

Union

	Actual	Range
Equities	62.54%	35 – 75%
Fixed Income	36.20%	25 – 64%
Cash & Equivalent	1.26%	0 – 10%

Non-Union

	Actual	Range
Equities	62.65%	35 – 75%
Fixed Income	36.18%	25 – 64%
Cash & Equivalent	1.17%	0 – 10%

For the month of November, the market value of assets increased by \$2,593,510 and \$2,593,327 for the union and non-union plans, respectively.

Month-to-Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
October 2020	\$32,544,613	\$32,728,845
November 2020	\$35,138,123	\$35,322,172
Increase (Decrease)	\$2,593,510	\$2,593,327

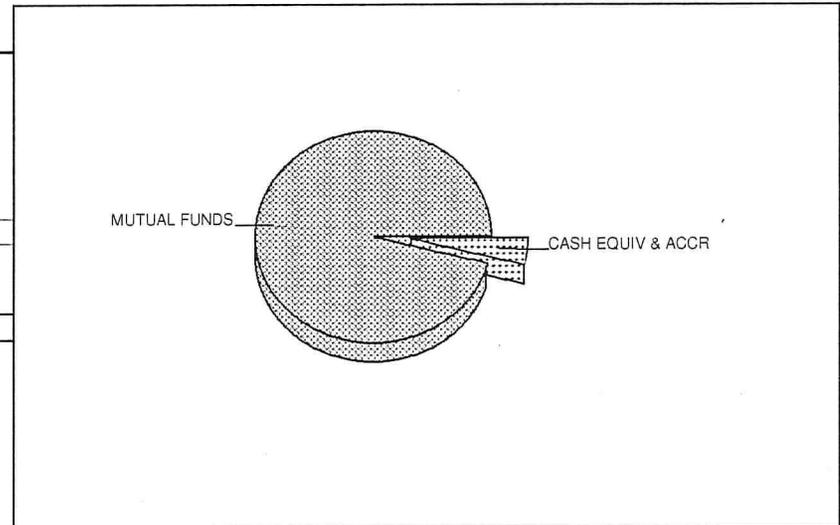
Recommendation:

Receive and file.

ASSET SUMMARY

ASSETS	10/31/2020 MARKET	10/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	355,401.06	355,401.06	1.09
Mutual Funds-Equity	19,835,108.56	16,705,734.86	60.60
Mutual Funds-Fixed Income	12,538,326.82	12,247,319.49	38.31
Total Assets	32,728,836.44	29,308,455.41	100.00
Accrued Income	8.09	8.09	0.00
Grand Total	32,728,844.53	29,308,463.50	100.00

Estimated Annual Income 733,173.75



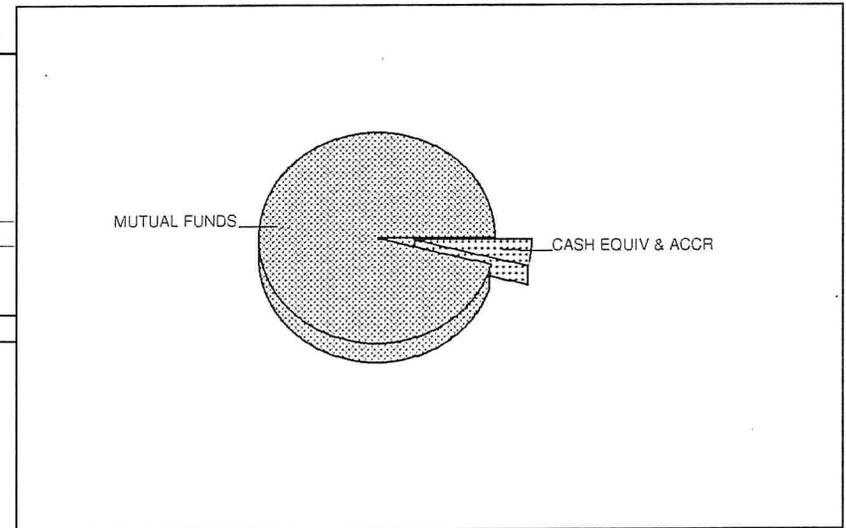
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

ASSETS	10/31/2020 MARKET	10/31/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	365,511.96	365,511.96	1.12
Mutual Funds-Equity	19,698,006.34	16,586,861.66	60.53
Mutual Funds-Fixed Income	12,481,086.67	12,190,281.96	38.35
Total Assets	32,544,604.97	29,142,655.58	100.00
Accrued Income	8.37	8.37	0.00
Grand Total	32,544,613.34	29,142,663.95	100.00

Estimated Annual Income 729,188.42



ASSET SUMMARY MESSAGES

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

00269501
 20-01-B-61-339-01
 100-13-03482-01



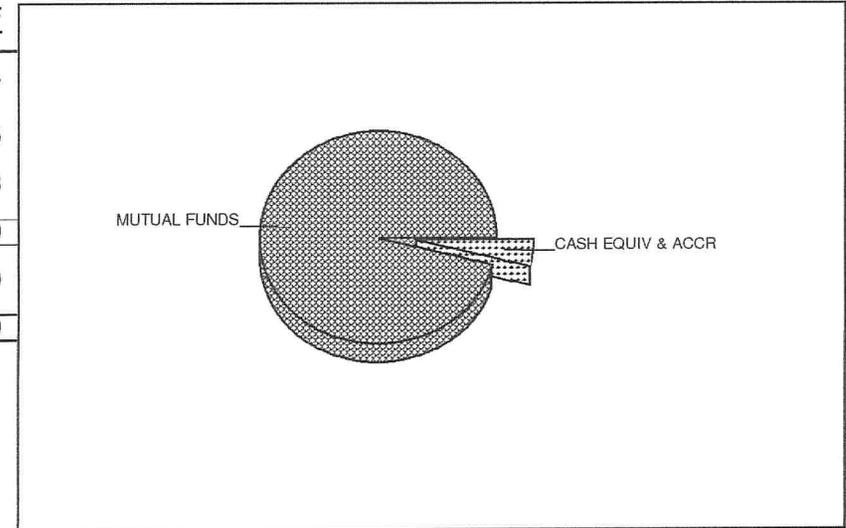
SUNLINE TRANSIT AGENCY - NON-UNION
 ACCOUNT 6746032100

Page 7 of 21
 Period from November 1, 2020 to November 30, 2020

ASSET SUMMARY

ASSETS	11/30/2020 MARKET	11/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	415,546.02	415,546.02	1.17
Mutual Funds-Equity	22,127,788.91	16,676,480.90	62.65
Mutual Funds-Fixed Income	12,778,829.56	12,273,448.28	36.18
Total Assets	35,322,164.49	29,365,475.20	100.00
Accrued Income	7.38	7.38	0.00
Grand Total	35,322,171.87	29,365,482.58	100.00

Estimated Annual Income 740,755.42



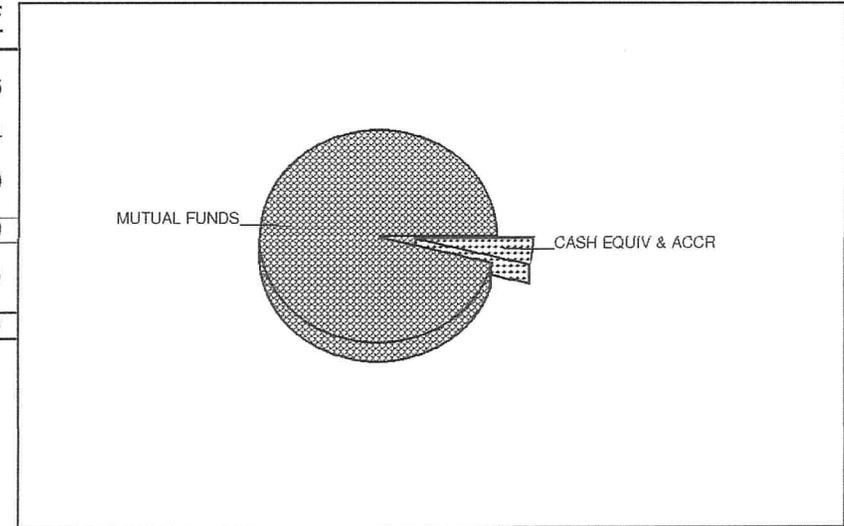
ASSET SUMMARY MESSAGES

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

ASSET SUMMARY

ASSETS	11/30/2020 MARKET	11/30/2020 BOOK VALUE	% OF MARKET
Cash And Equivalents	442,296.02	442,296.02	1.26
Mutual Funds-Equity	21,974,964.95	16,557,862.18	62.54
Mutual Funds-Fixed Income	12,720,854.22	12,216,251.51	36.20
Total Assets	35,138,115.19	29,216,409.71	100.00
Accrued Income	7.98	7.98	0.00
Grand Total	35,138,123.17	29,216,417.69	100.00

Estimated Annual Income 736,726.99



ASSET SUMMARY MESSAGES

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

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for November & December 2020

Summary:

	Monthly Ridership		Monthly Variance	
	Nov 19	Nov 20	Net	Percent
Fixed Route	338,532	168,536	(169,996)	-50.2%
SolVan	1,232	1,338	106	8.6%
SunDial	12,298	5,442	(6,856)	-55.7%
System Total	352,062	175,316	(176,746)	-50.2%

In November 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 176,746 rides or -50.2% compared to the same month of the previous year.

	Monthly Ridership		Monthly Variance	
	Dec 19	Dec 20	Net	Percent
Fixed Route	321,860	168,364	(153,496)	-47.7%
SolVan	1,322	1,406	84	6.4%
SunDial	12,055	5,373	(6,682)	-55.4%
System Total	335,237	175,143	(160,094)	-47.8%

December 2020 fixed route ridership was calculated through January 2, 2021, to maintain data for previous route numbering scheme. In December 2020, the adverse effects of COVID-19 on SunLine's system-wide ridership caused a decrease of 160,094 rides or -47.8% compared to the same month of the previous year.

Consequently, the fiscal year-to-date system ridership dropped by 997,736 rides

or -48.4% compared to the previous fiscal year. Two (2) supplemental charts are included to demonstrate fixed route and paratransit ridership trends, and the percentage of ridership recovered.

December 2020 Fiscal year-to-date Ridership	
Fiscal Year 2020	2,061,588
Fiscal Year 2021	1,063,852
Ridership decrease	(997,736)

Recommendation:

Receive and file.



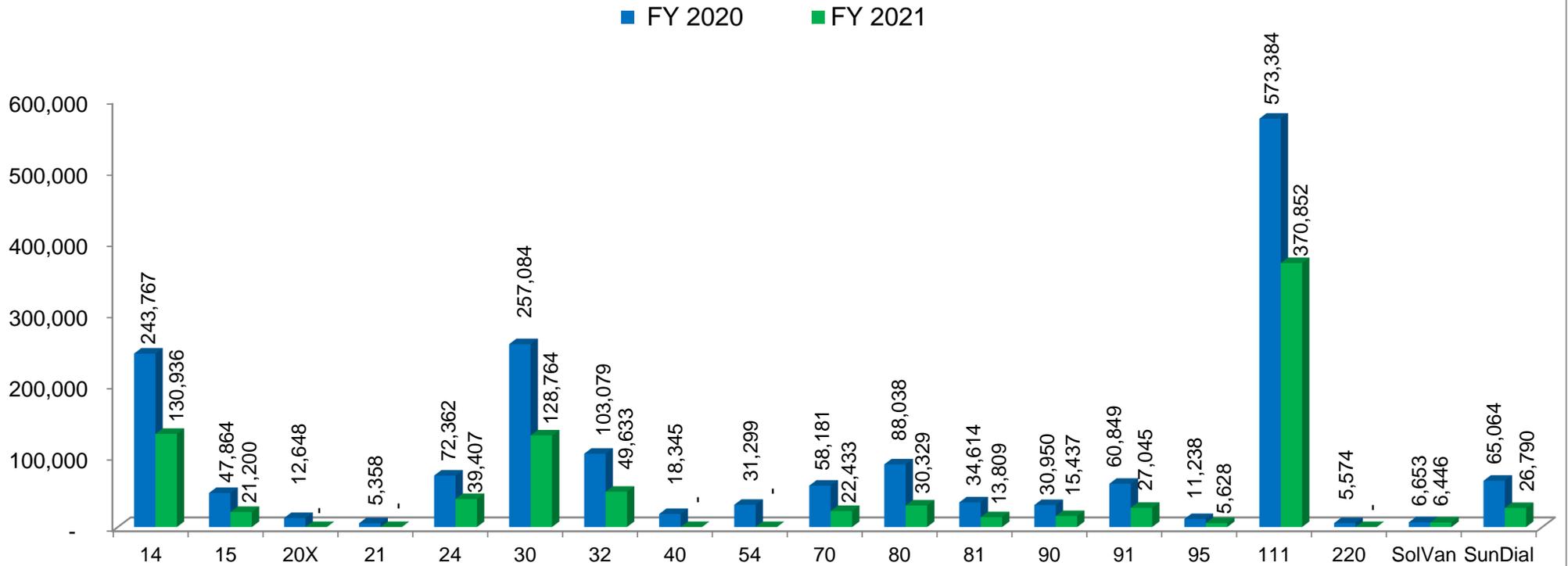
SunLine Transit Agency Monthly Ridership Report November 2020

		FY 2021 & 2020		FY 2021		FY 2020		YTD		Bikes				Wheelchairs	
		Nov 2020	Nov 2019	Oct 2020	Month Var.	% Var.	YTD	YTD	Var.	% Var.	Monthly	YTD	Monthly	YTD	
Route	Fixed Route Description														
14	DHS/PS	25,000	48,163	27,503	(23,163)	-48.1%	130,936	243,767	(112,831)	-46.3%	1,004	5,296	362	2,182	
15	DHS	3,572	9,356	4,407	(5,784)	-61.8%	21,200	47,864	(26,664)	-55.7%	53	364	55	573	
20X	DHS/PD	-	2,668	-	(2,668)	-100.0%	-	12,648	(12,648)	-100.0%	-	-	-	-	
21	PD	-	1,256	-	(1,256)	-100.0%	-	5,358	(5,358)	-100.0%	-	-	-	-	
24	PS	7,233	14,517	7,891	(7,284)	-50.2%	39,407	72,362	(32,955)	-45.5%	305	1,760	204	1,001	
30	CC/PS	23,455	51,011	27,426	(27,556)	-54.0%	128,764	257,084	(128,320)	-49.9%	1,145	6,290	527	2,412	
32	PD/RM/TP/CC/PS	10,455	21,016	11,321	(10,561)	-50.3%	49,633	103,079	(53,446)	-51.8%	571	2,692	153	681	
40	PS/BUZZ	-	4,346	-	(4,346)	-100.0%	-	18,345	(18,345)	-100.0%	-	-	-	-	
54	Indio/LQ/IW/PD	-	6,444	-	(6,444)	-100.0%	-	31,299	(31,299)	-100.0%	-	-	-	-	
70	LQ/BD	4,913	12,078	5,709	(7,165)	-59.3%	22,433	58,181	(35,748)	-61.4%	332	1,725	59	287	
80	Indio	6,072	19,751	6,982	(13,679)	-69.3%	30,329	88,038	(57,709)	-65.6%	214	1,220	63	349	
81	Indio	2,703	6,924	3,104	(4,221)	-61.0%	13,809	34,614	(20,805)	-60.1%	93	578	17	110	
90	Coachella/Indio	2,947	5,677	3,194	(2,730)	-48.1%	15,437	30,950	(15,513)	-50.1%	82	459	24	216	
91	I/Cch/Th/Mec/Oas	5,655	12,989	5,792	(7,334)	-56.5%	27,045	60,849	(33,804)	-55.6%	179	946	72	292	
95	I/Cch/Th/Mec/NS	1,155	2,228	1,254	(1,073)	-48.2%	5,628	11,238	(5,610)	-49.9%	20	203	-	32	
111	PS to Indio	75,376	119,090	80,576	(43,714)	-36.7%	370,852	573,384	(202,532)	-35.3%	3,801	19,960	910	5,199	
220	PD to Riverside	-	1,018	-	(1,018)	-100.0%	-	5,574	(5,574)	-100.0%	-	-	-	13	
Fixed Route Total		168,536	338,532	185,159	(169,996)	-50.2%	855,473	1,654,634	(799,161)	-48.3%	7,799	41,493	2,446	13,347	
SolVan		1,338	1,232	1,384	106	8.6%	6,446	6,653	(207)	-3.1%					
Demand Response															
SunDial		5,442	12,298	6,098	(6,856)	-55.7%	26,790	65,064	(38,274)	-58.8%					
System Total		175,316	352,062	192,641	(176,746)	-50.2%	888,709	1,726,351	(837,642)	-48.5%					
		Nov-20	Nov-19	Oct-20											
Weekdays:		20	21	22											
Saturdays:		4	4	5											
Sundays:		5	4	4											
Total Days:		29	29	31											

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

**SunLine Transit Agency
Fiscal Year-to-Date Ridership
November - 2020**

Fiscal Year-to-Date System Ridership





SunLine Transit Agency Monthly Ridership Report December 2020

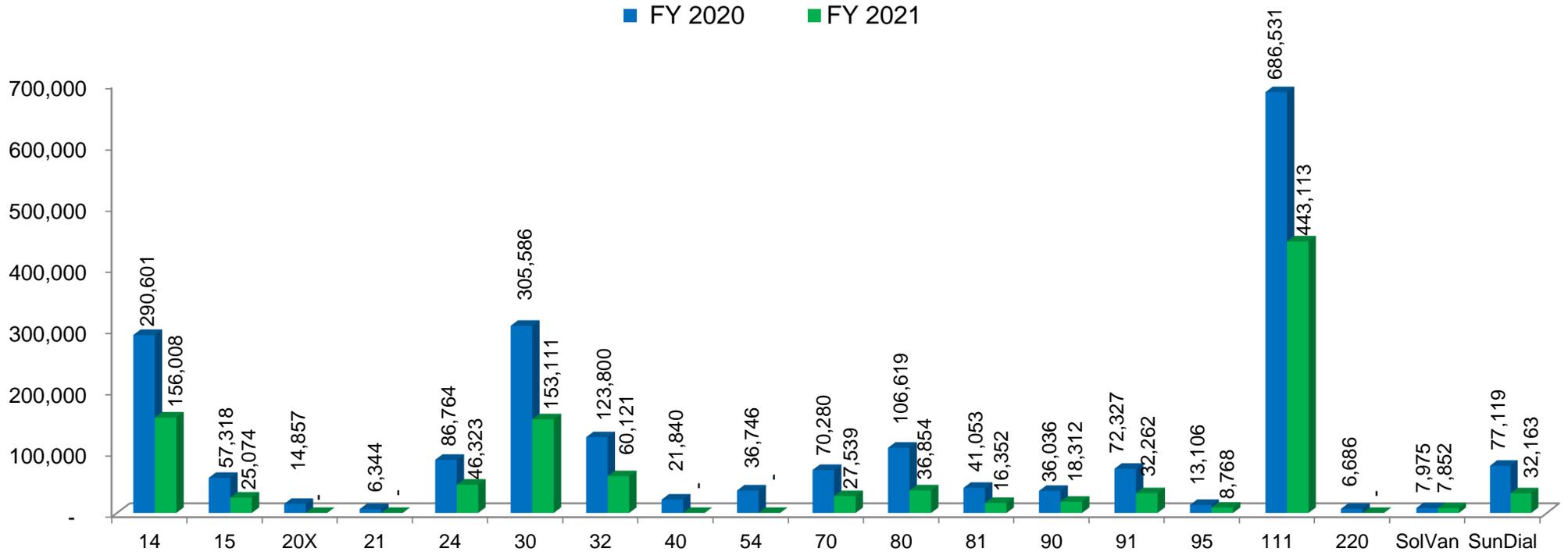
		FY 2021 & 2020												
		Dec 2020	Dec 2019	Nov 2020	FY 2021 Month Var.	% Var.	FY 2021 YTD	FY 2020 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
Route	Fixed Route Description									Monthly	YTD	Monthly	YTD	
14	DHS/PS	25,072	46,834	25,000	(21,762)	-46.5%	156,008	290,601	(134,593)	-46.3%	1,211	6,507	380	2,562
15	DHS	3,874	9,454	3,572	(5,580)	-59.0%	25,074	57,318	(32,244)	-56.3%	98	462	87	660
20X	DHS/PD	-	2,209	-	(2,209)	-100.0%	-	14,857	(14,857)	-100.0%	-	-	-	-
21	PD	-	986	-	(986)	-100.0%	-	6,344	(6,344)	-100.0%	-	-	-	-
24	PS	6,916	14,402	7,233	(7,486)	-52.0%	46,323	86,764	(40,441)	-46.6%	343	2,103	202	1,203
30	CC/PS	24,347	48,502	23,455	(24,155)	-49.8%	153,111	305,586	(152,475)	-49.9%	1,084	7,374	468	2,880
32	PD/RM/TP/CC/PS	10,488	20,721	10,455	(10,233)	-49.4%	60,121	123,800	(63,679)	-51.4%	587	3,279	191	872
40	PS/BUZZ	-	3,495	-	(3,495)	-100.0%	-	21,840	(21,840)	-100.0%	-	-	-	-
54	Indio/LQ/IW/PD	-	5,447	-	(5,447)	-100.0%	-	36,746	(36,746)	-100.0%	-	-	-	-
70	LQ/BD	5,106	12,099	4,913	(6,993)	-57.8%	27,539	70,280	(42,741)	-60.8%	330	2,055	86	373
80	Indio	6,525	18,581	6,072	(12,056)	-64.9%	36,854	106,619	(69,765)	-65.4%	260	1,480	85	434
81	Indio	2,543	6,439	2,703	(3,896)	-60.5%	16,352	41,053	(24,701)	-60.2%	89	667	29	139
90	Coachella/Indio	2,875	5,086	2,947	(2,211)	-43.5%	18,312	36,036	(17,724)	-49.2%	52	511	36	252
91	I/Cch/Th/Mec/Oas	5,217	11,478	5,655	(6,261)	-54.5%	32,262	72,327	(40,065)	-55.4%	195	1,141	61	353
95	I/Cch/Th/Mec/NS	3,140	1,868	1,155	1,272	68.1%	8,768	13,106	(4,338)	-33.1%	23	226	10	42
111	PS to Indio	72,261	113,147	75,376	(40,886)	-36.1%	443,113	686,531	(243,418)	-35.5%	3,983	23,943	1,181	6,380
220	PD to Riverside	-	1,112	-	(1,112)	-100.0%	-	6,686	(6,686)	-100.0%	-	-	-	13
Fixed Route Total		168,364	321,860	168,536	(153,496)	-47.7%	1,023,837	1,976,494	(952,657)	-48.2%	8,255	49,748	2,816	16,163
SolVan		1,406	1,322	1,338	84	6.4%	7,852	7,975	(123)	-1.5%				
Demand Response														
SunDial		5,373	12,055	5,442	(6,682)	-55.4%	32,163	77,119	(44,956)	-58.3%				
System Total		175,143	335,237	175,316	(160,094)	-47.8%	1,063,852	2,061,588	(997,736)	-48.4%				
		Dec-20	Dec-19	Nov-20										
Weekdays:		23	20	20										
Saturdays:		5	5	4										
Sundays:		4	5	5										
Total Days:		32	30	29										

December 2020 fixed route ridership was calculated through January 2, 2021, to maintain data for previous route numbering scheme.

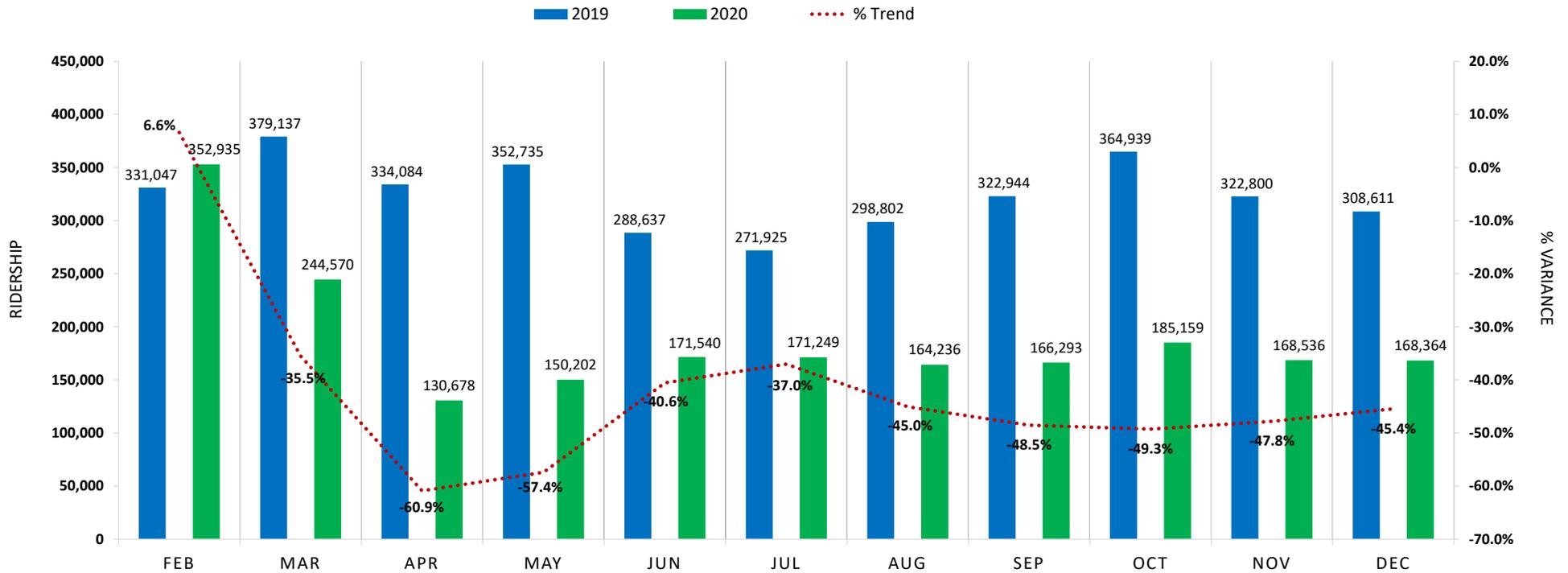
On Wednesday, March 18th, 2020, SunLine implemented fare-free rides and rear door boardings in response to the potential spread of Coronavirus Disease (COVID-19). Due to this implementation, there is no data available for the Haul Pass Program or Mobile Ticketing for December 2020.

**SunLine Transit Agency
Fiscal Year-to-Date Ridership
December - 2020**

Fiscal Year-to-Date System Ridership



Fixed Route Ridership COVID-19 Impact



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. Since March 21, 2020 SunLine has been operating at a reduced level of service (Level-3) in response to the potential spread of the disease.

December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.

April 2020 was the first complete month of operation of the (Level-3) Service.

Routes 20, 21, 54, BUZZ Trolley and the Commuter Link 220 are not part of the calculations starting April 2019 to produce a more accurate comparison.

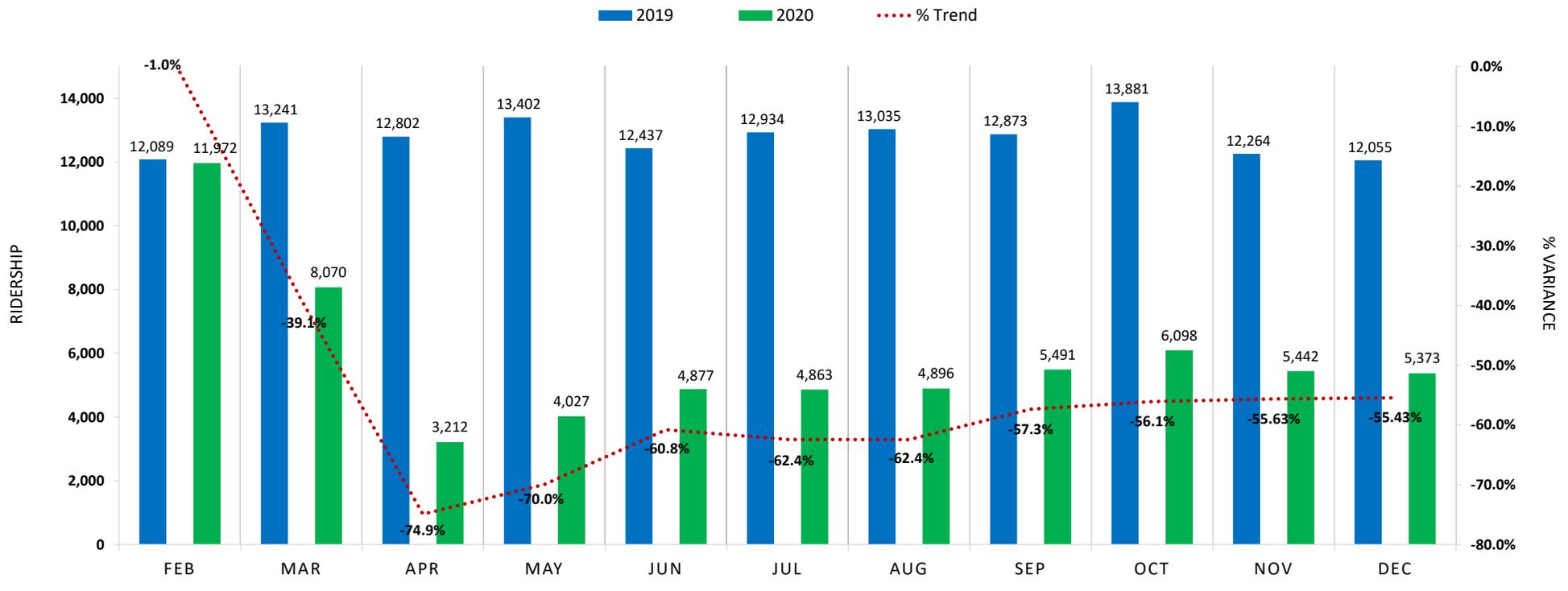
Ridership:

FY 2019 Actual = 4,039,450

FY 2020 Actual = 3,379,520

FY 2021 SRTP Predicted = 3,761,953

Paratransit Ridership COVID-19 Impact



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. Since March 25, 2020 SunDial has been operating one on one off service in response to the potential spread of the disease.

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for November & December 2020

Summary:

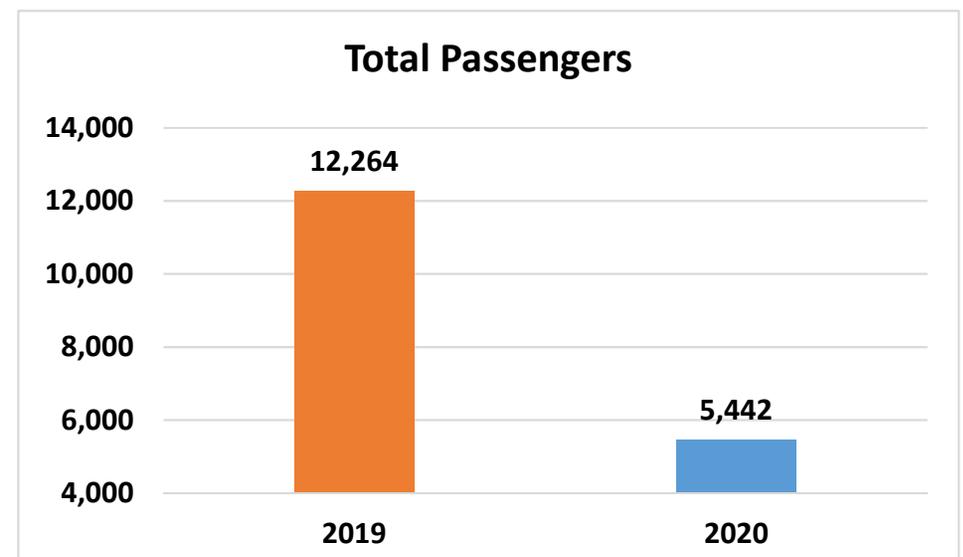
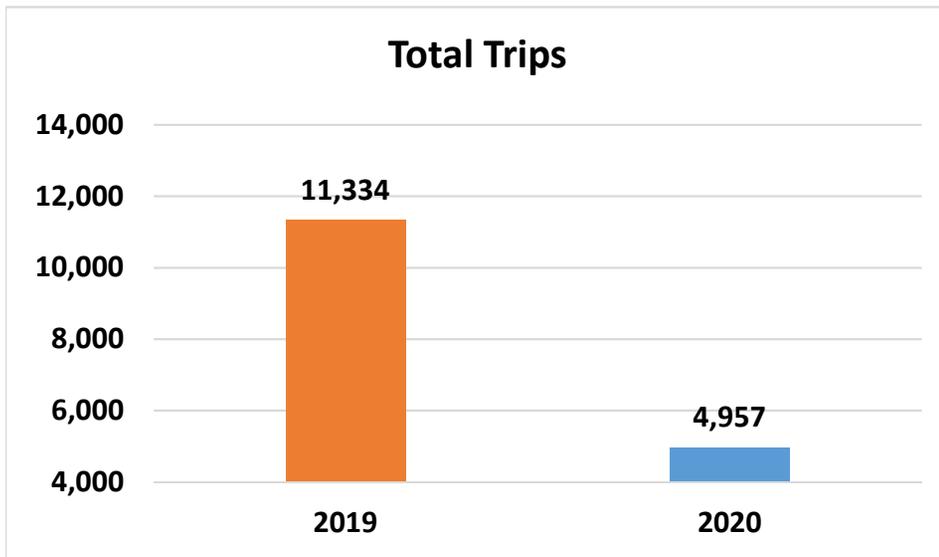
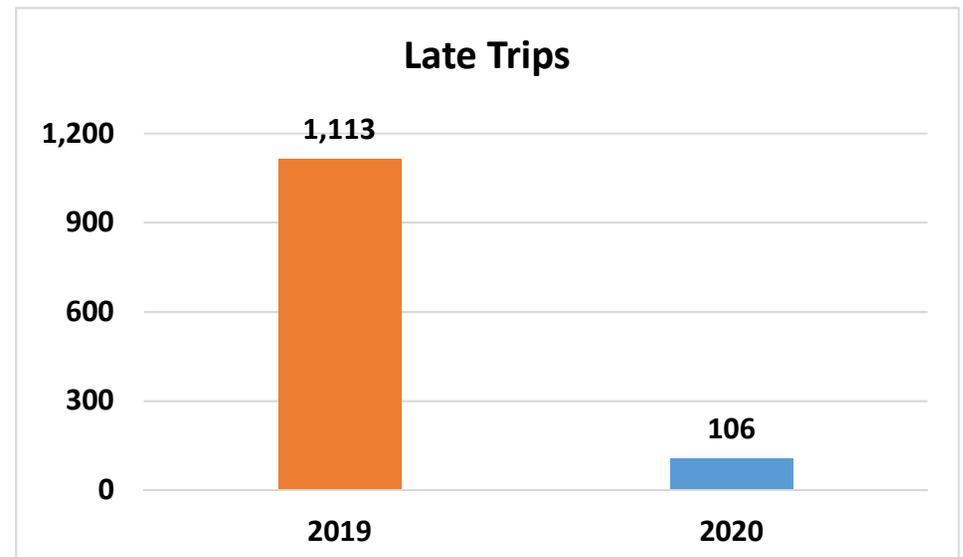
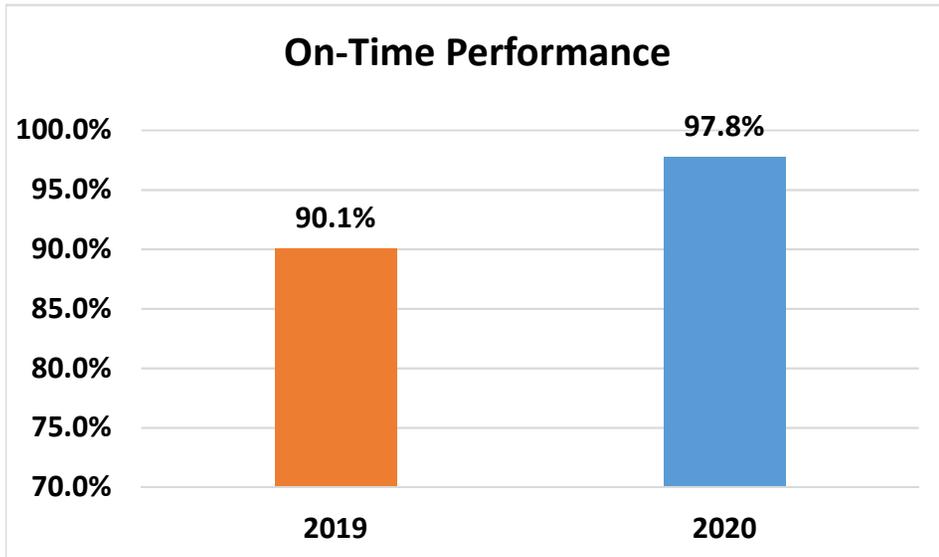
The attached report summarizes SunDial's operation for November and December 2020. This report identifies that the on-time performance for November has met the Agency's internal 90.0% goal. There was a 90.4% decrease in late trips compared to November 2019, as well as a 56.2% decrease in total trips and a 55.6% decrease in total passengers. The total miles decreased 21.7% for the month and mobility device boarding's have decreased 54.6%. For December, the on-time performance has met the Agency's internal 90.0% goal. There was a 86.2% decrease in late trips compared to December 2019, as well as a 54.3% decrease in total trips and a 55.4% decrease in total passengers. The total miles decreased 24.5% for the month and mobility device boarding's have decreased 57.8%. For both November and December, field supervisors utilized Center for Disease Control and Prevention (CDC) guidelines for social distancing, and continued performing ride alongs, onboard inspections and safety evaluations which include pre-trips and yard checks.

Recommendation:

Receive and file.

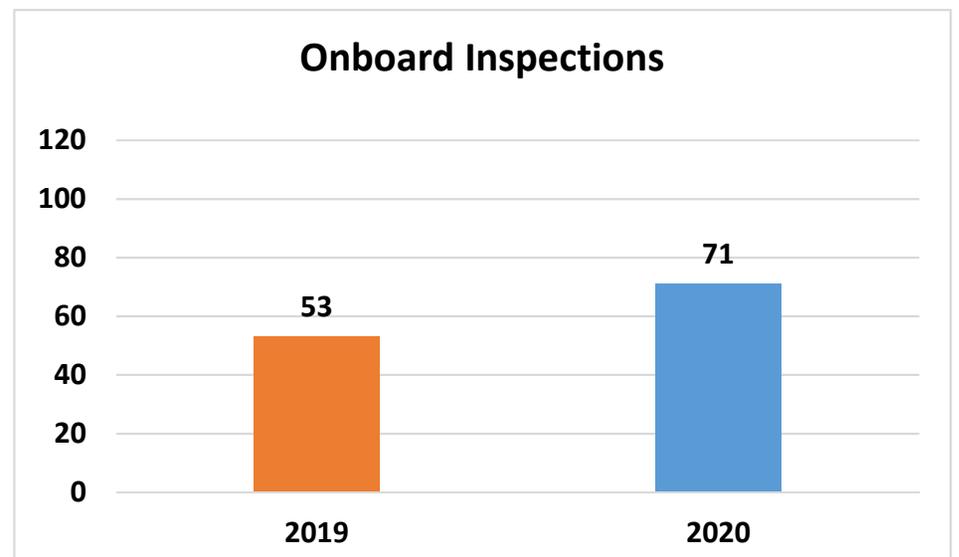
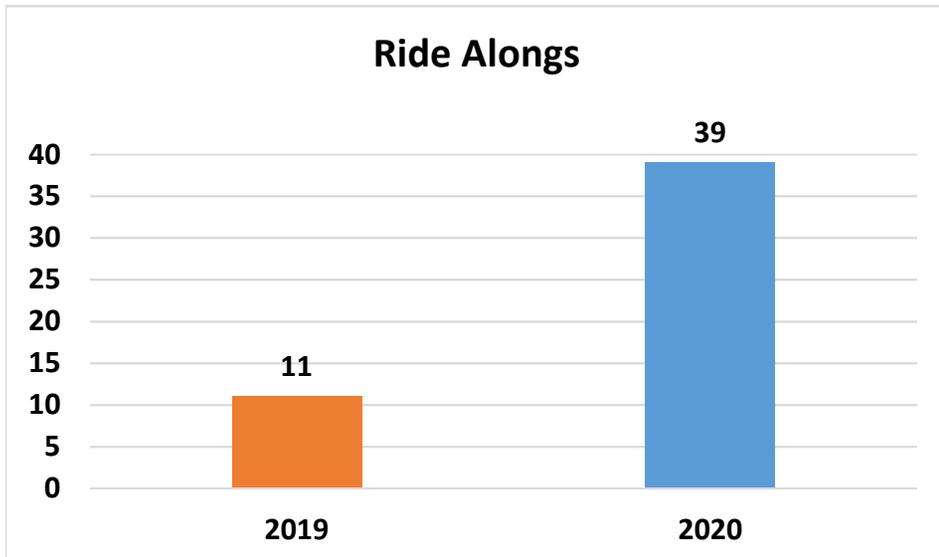
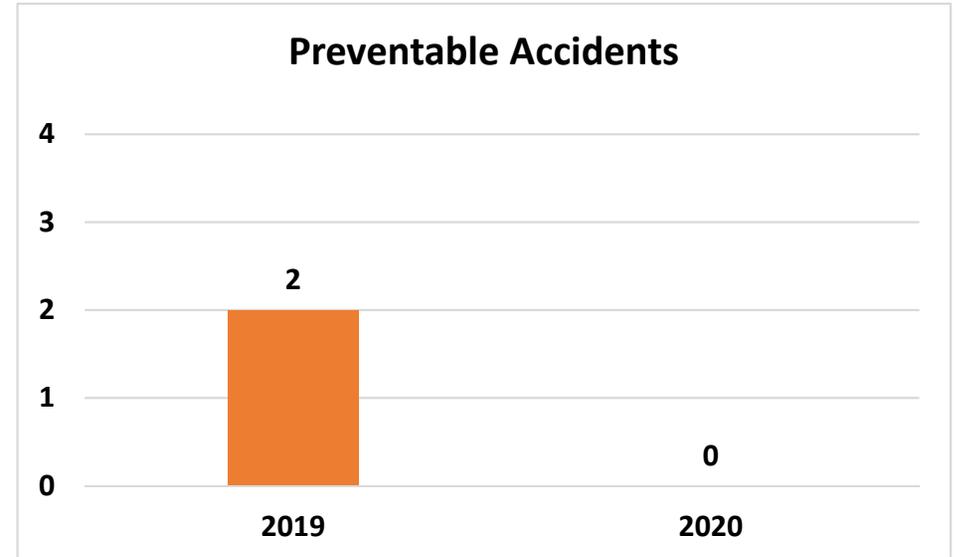
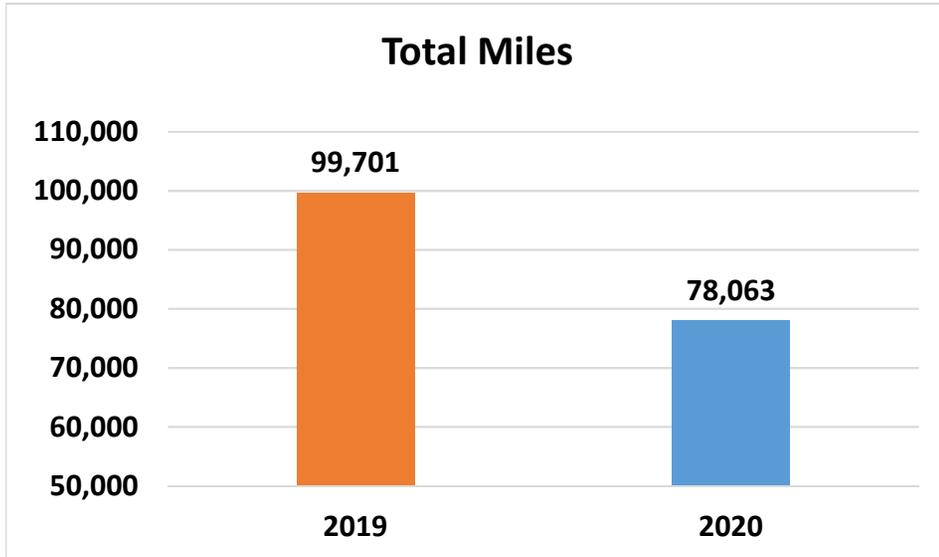
SunDial Operational Charts

NOVEMBER 2019 vs. 2020

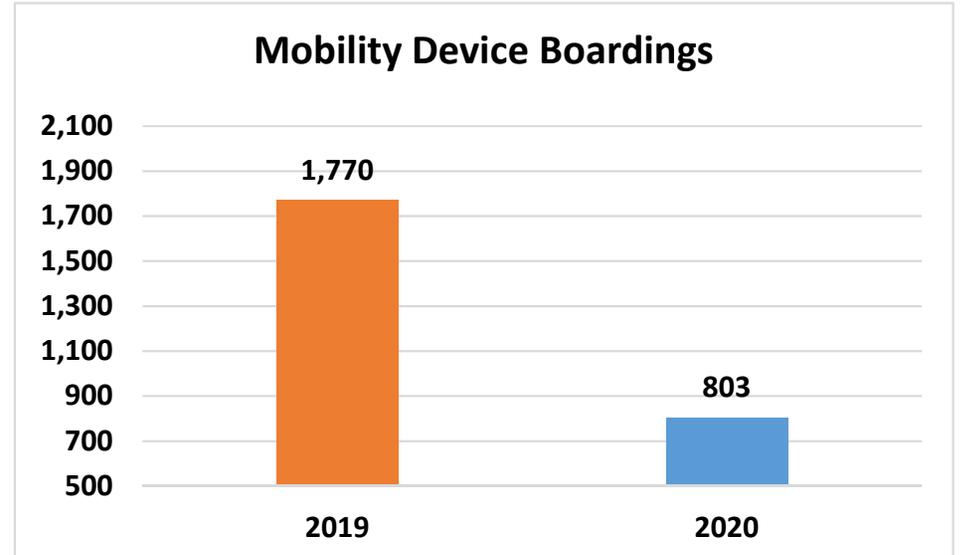
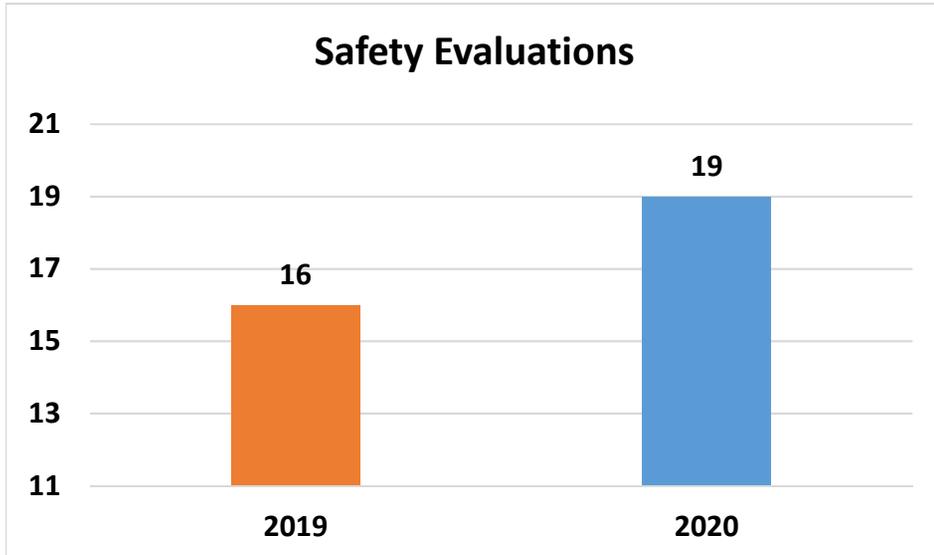


SunDial Operational Charts

NOVEMBER 2019 vs. 2020

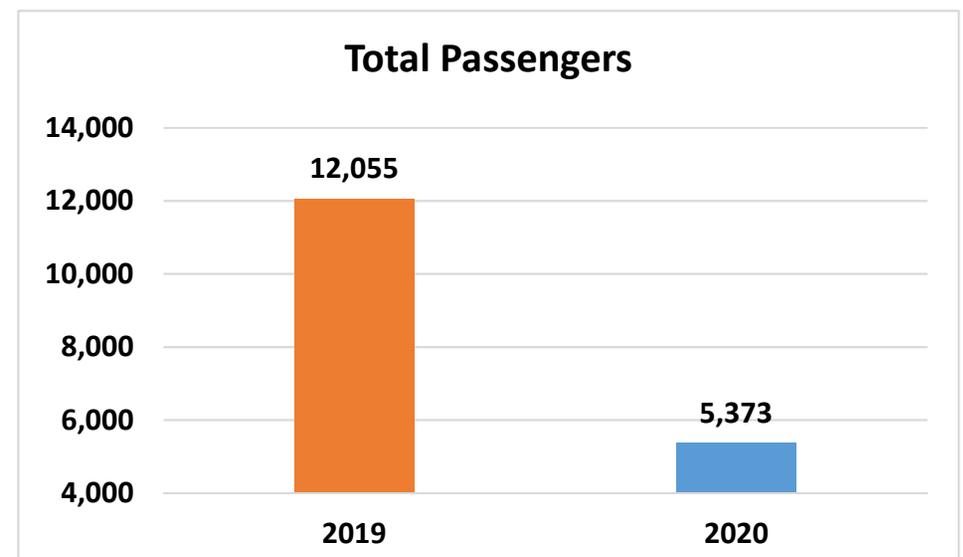
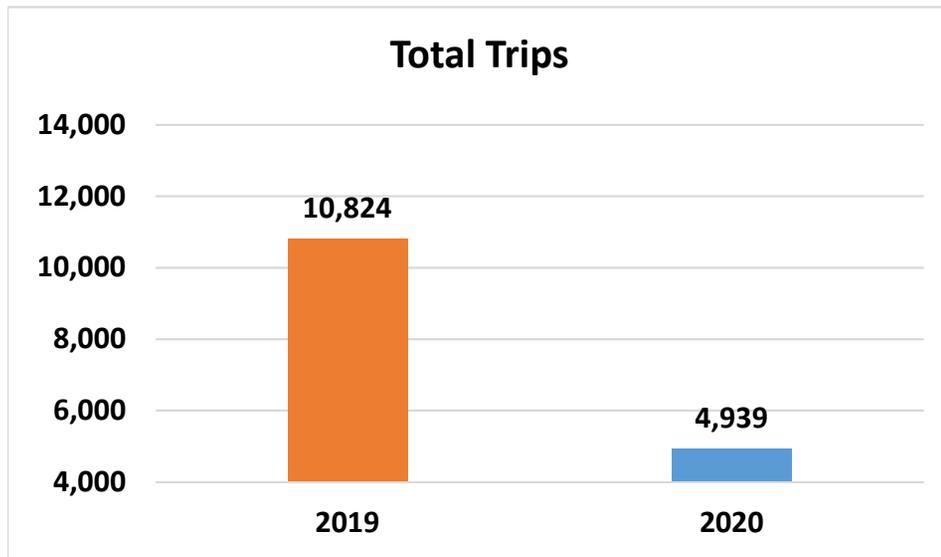
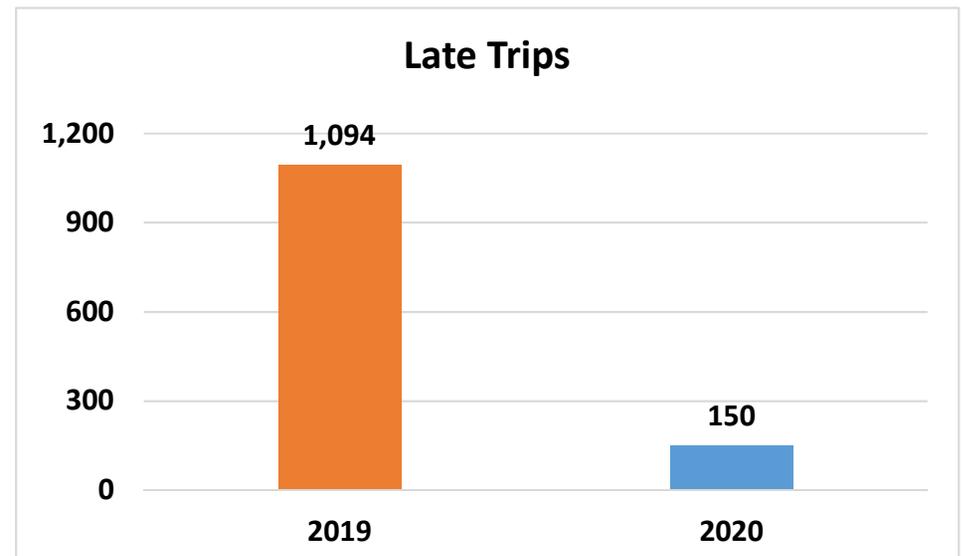
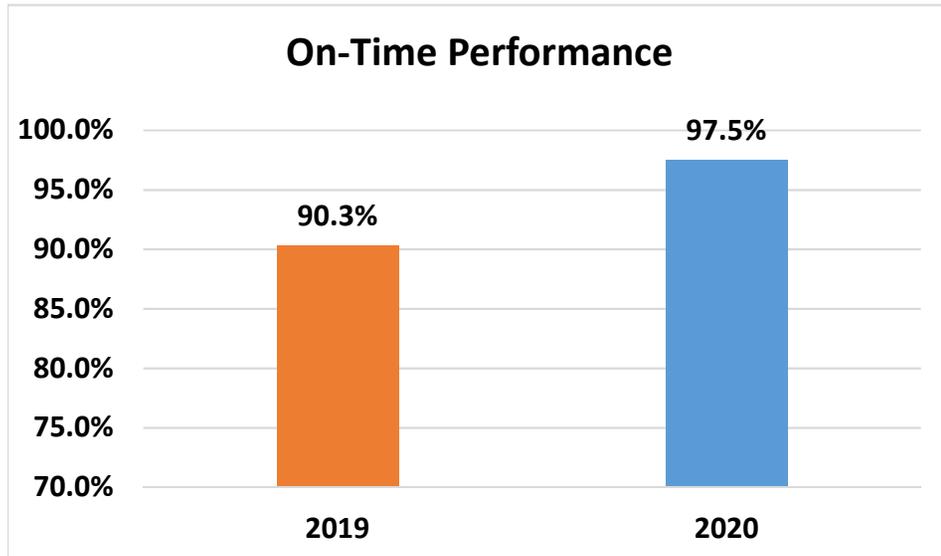


SunDial Operational Charts NOVEMBER 2019 vs. 2020



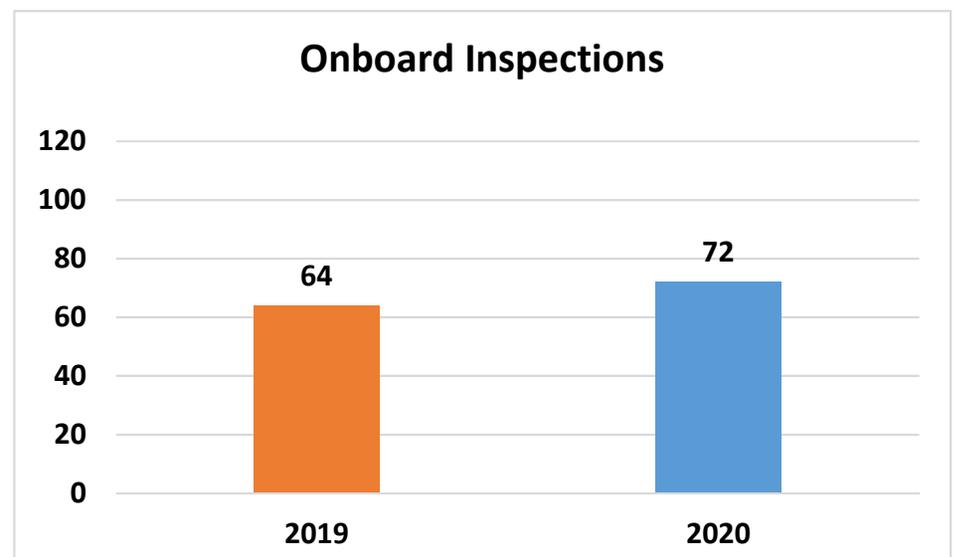
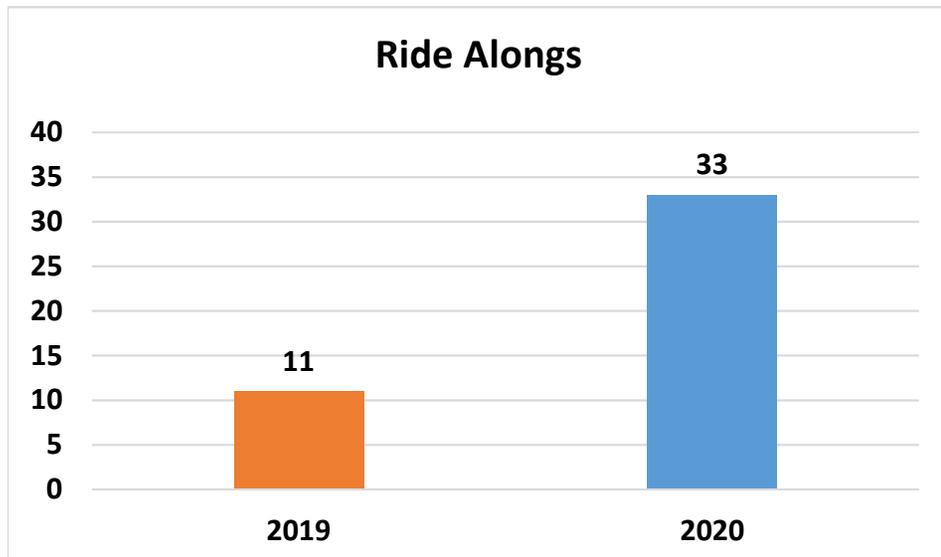
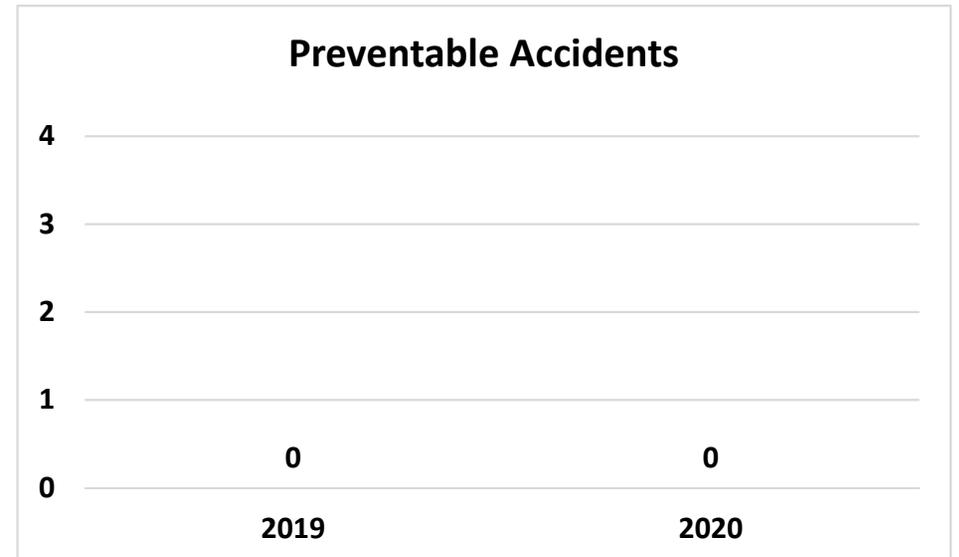
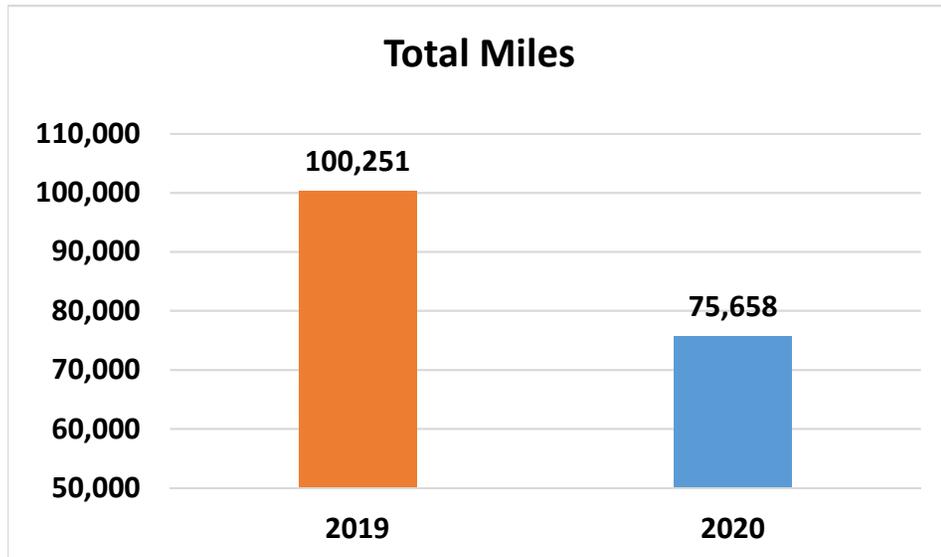
SunDial Operational Charts

DECEMBER 2019 vs. 2020

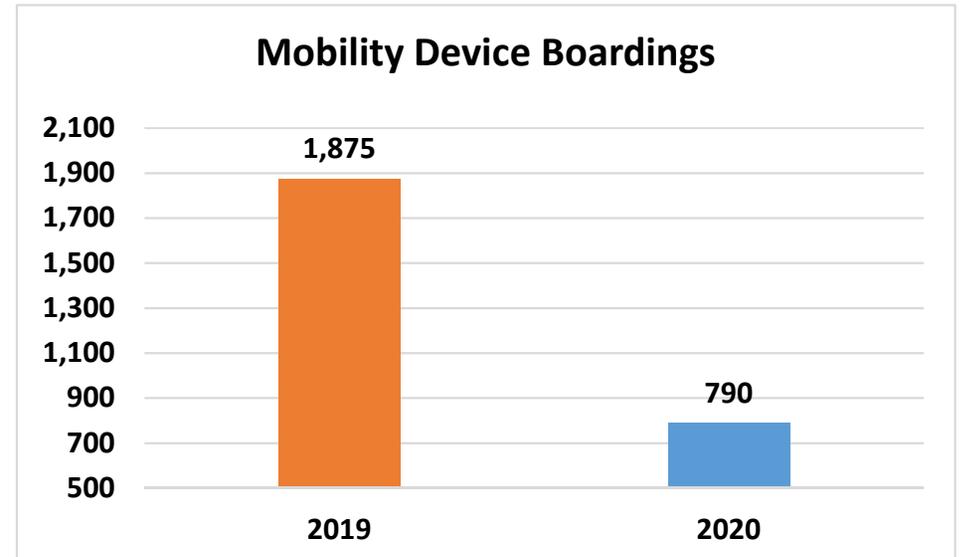
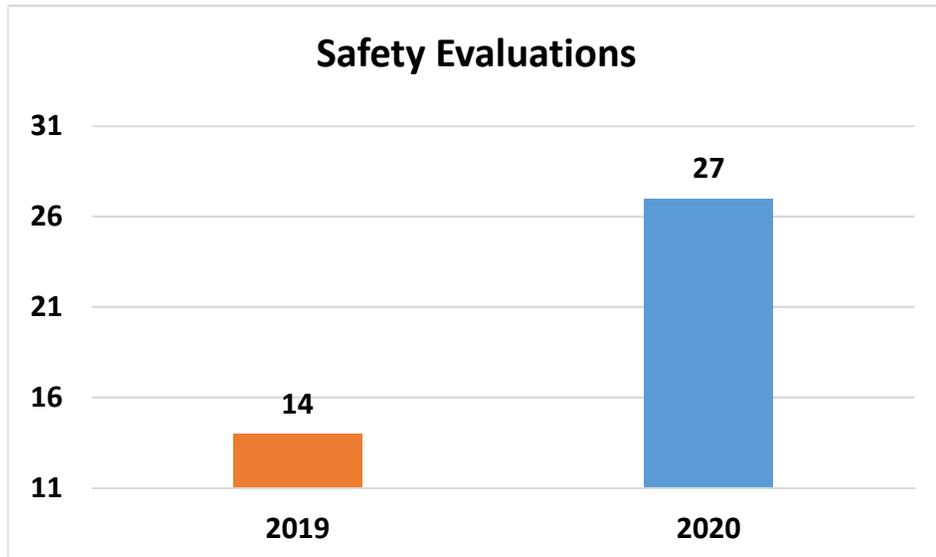


SunDial Operational Charts

DECEMBER 2019 vs. 2020



SunDial Operational Charts DECEMBER 2019 vs. 2020



SunLine Transit Agency

CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for November and December 2020

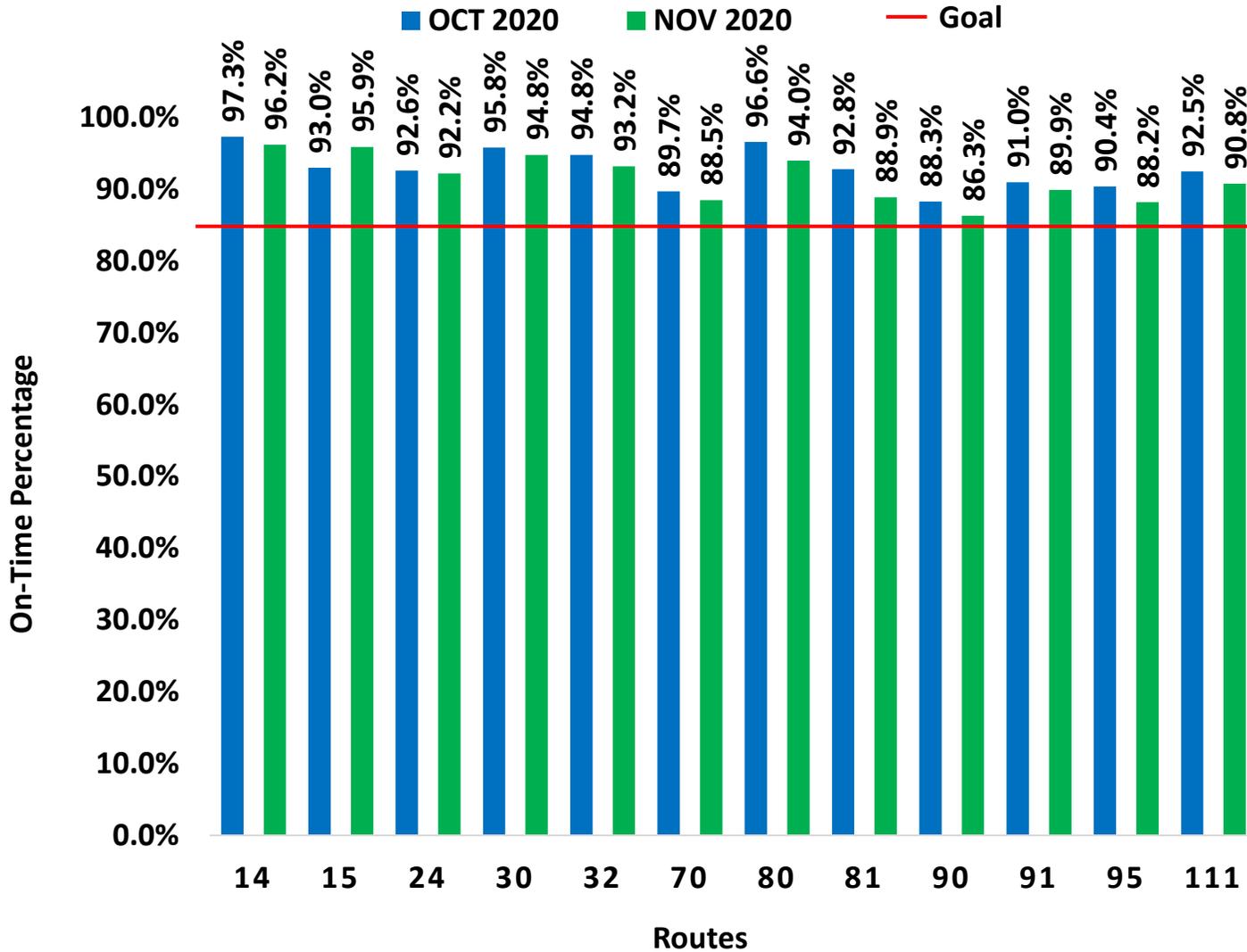
Summary:

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

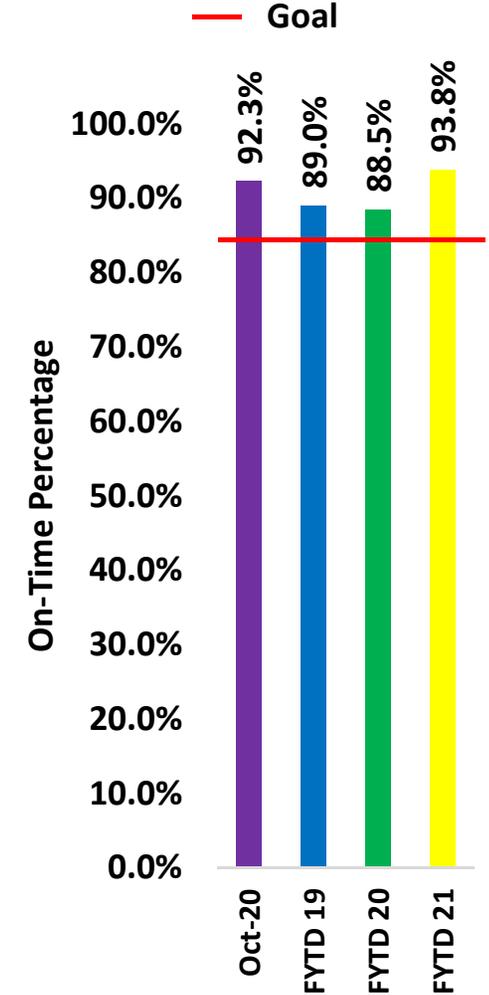
Recommendation:

Receive and file.

On-Time Performance Percent by Route



On-Time Performance System Wide



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

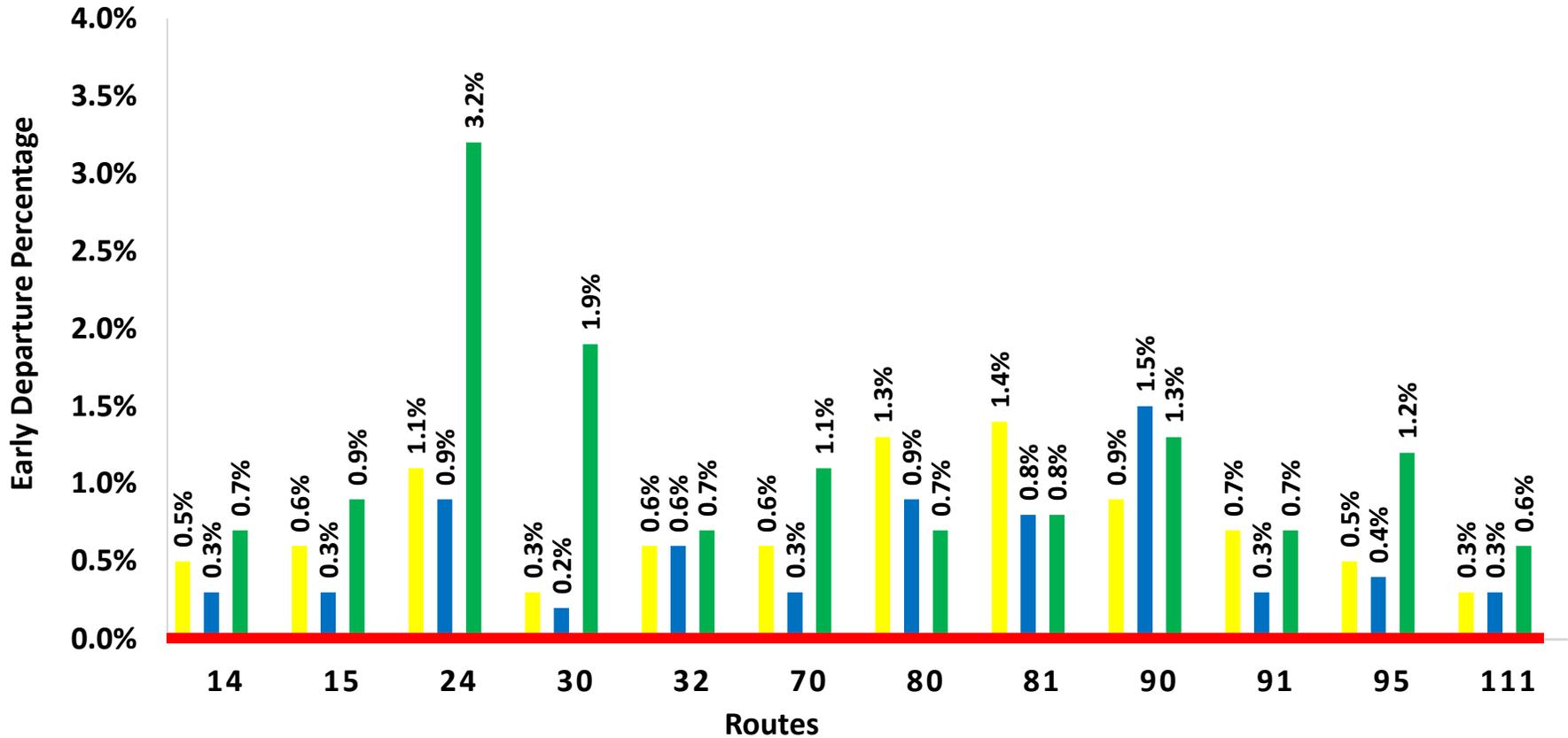
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

Early Departures by Route FYTD

Through November 2020

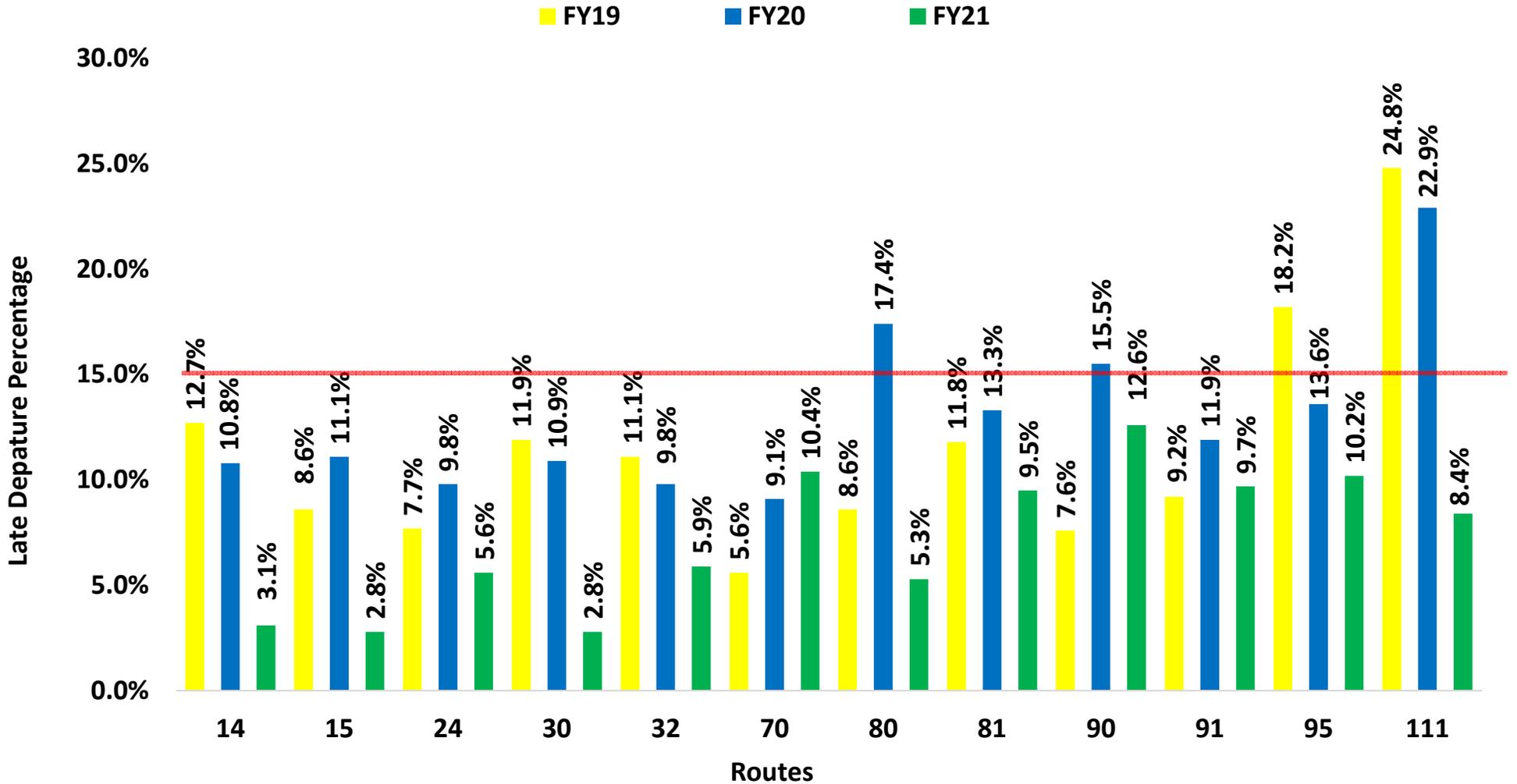
FY19 FY20 FY21 Goal



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

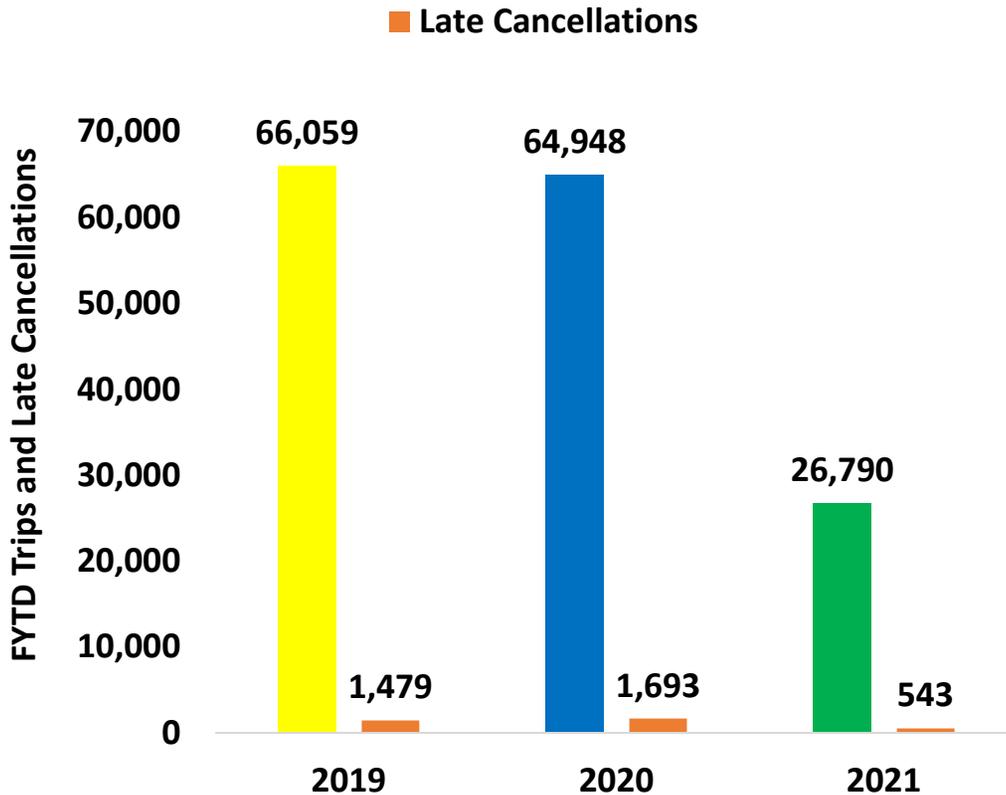
Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route - November

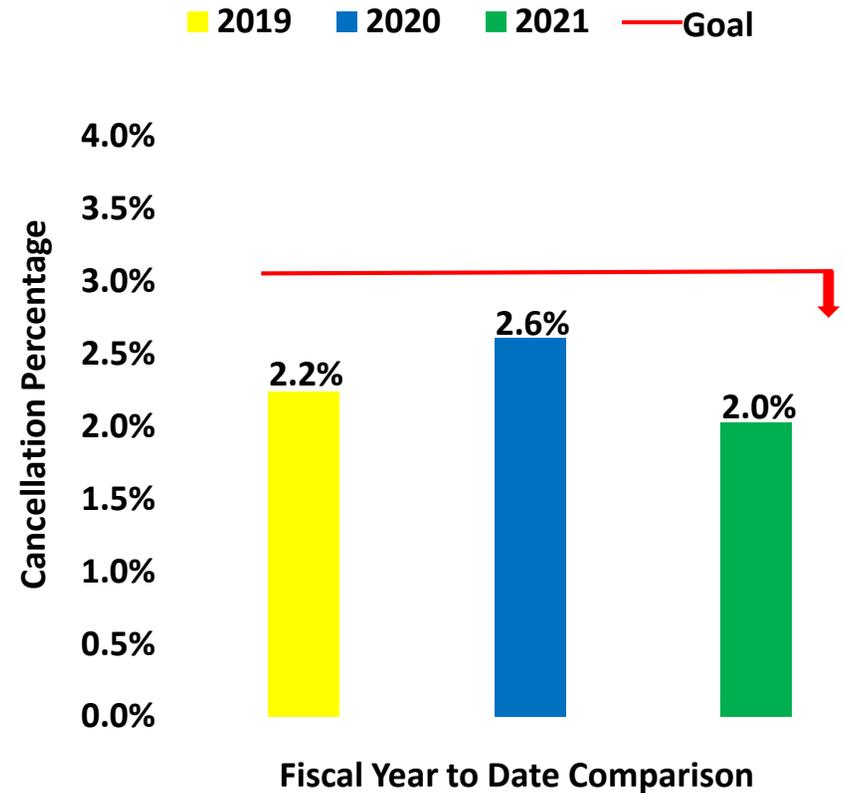


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations FYTD Through November



Late Cancellation Percentage FYTD



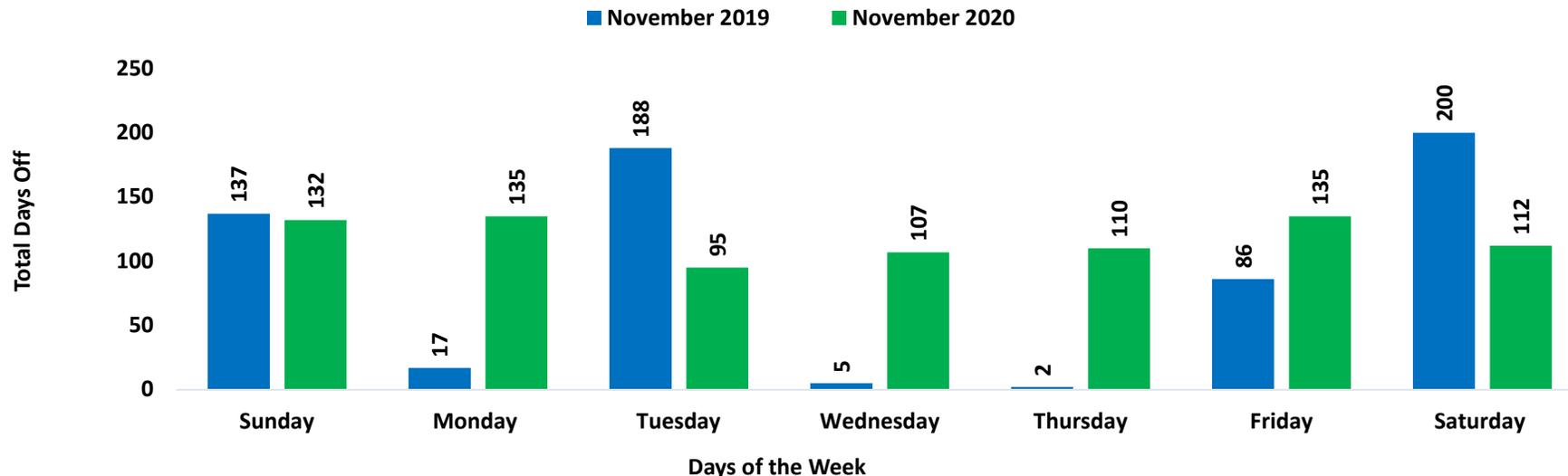
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

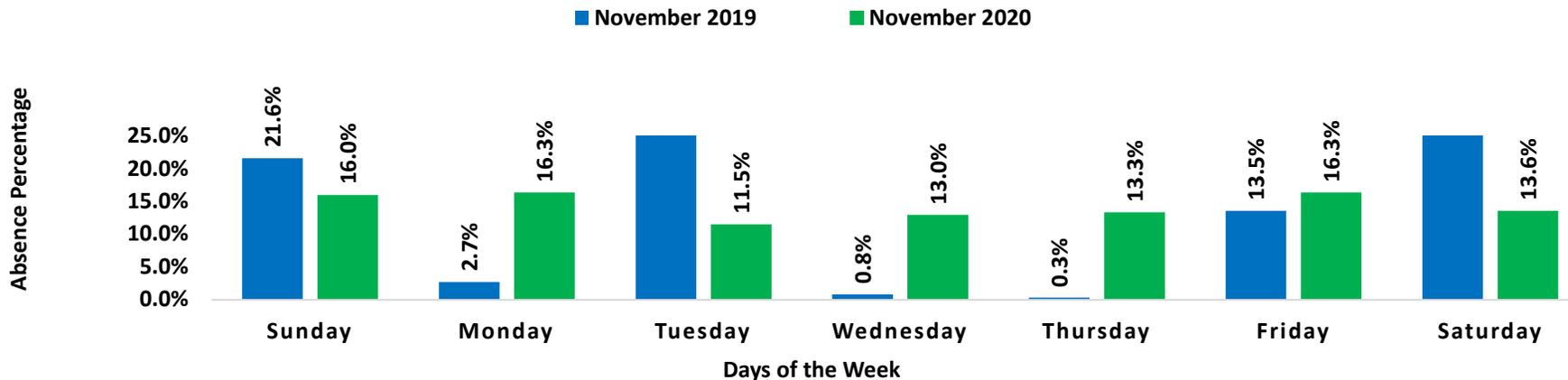
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

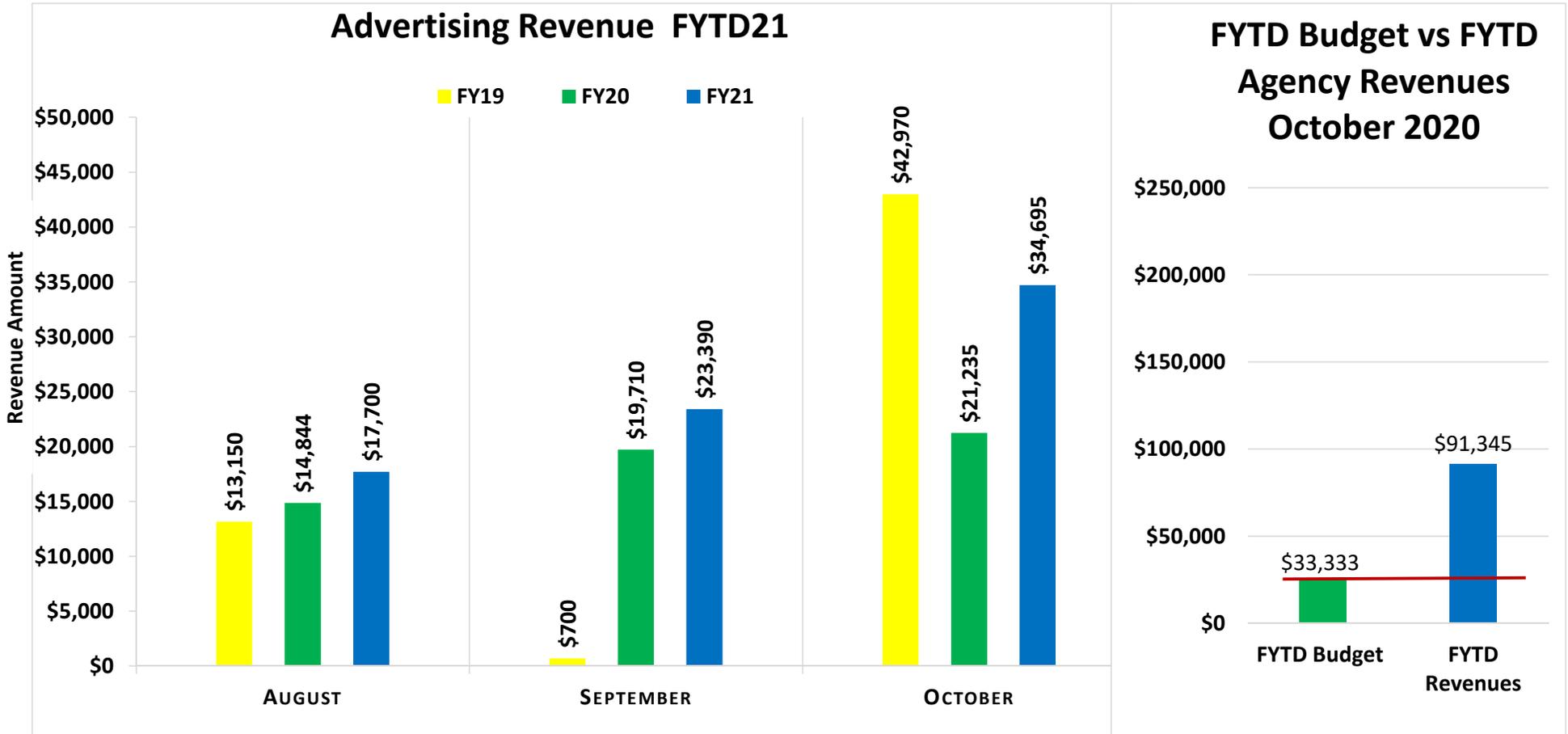
Manpower Absences by Day



Driver Absence Occurrences by Percentage

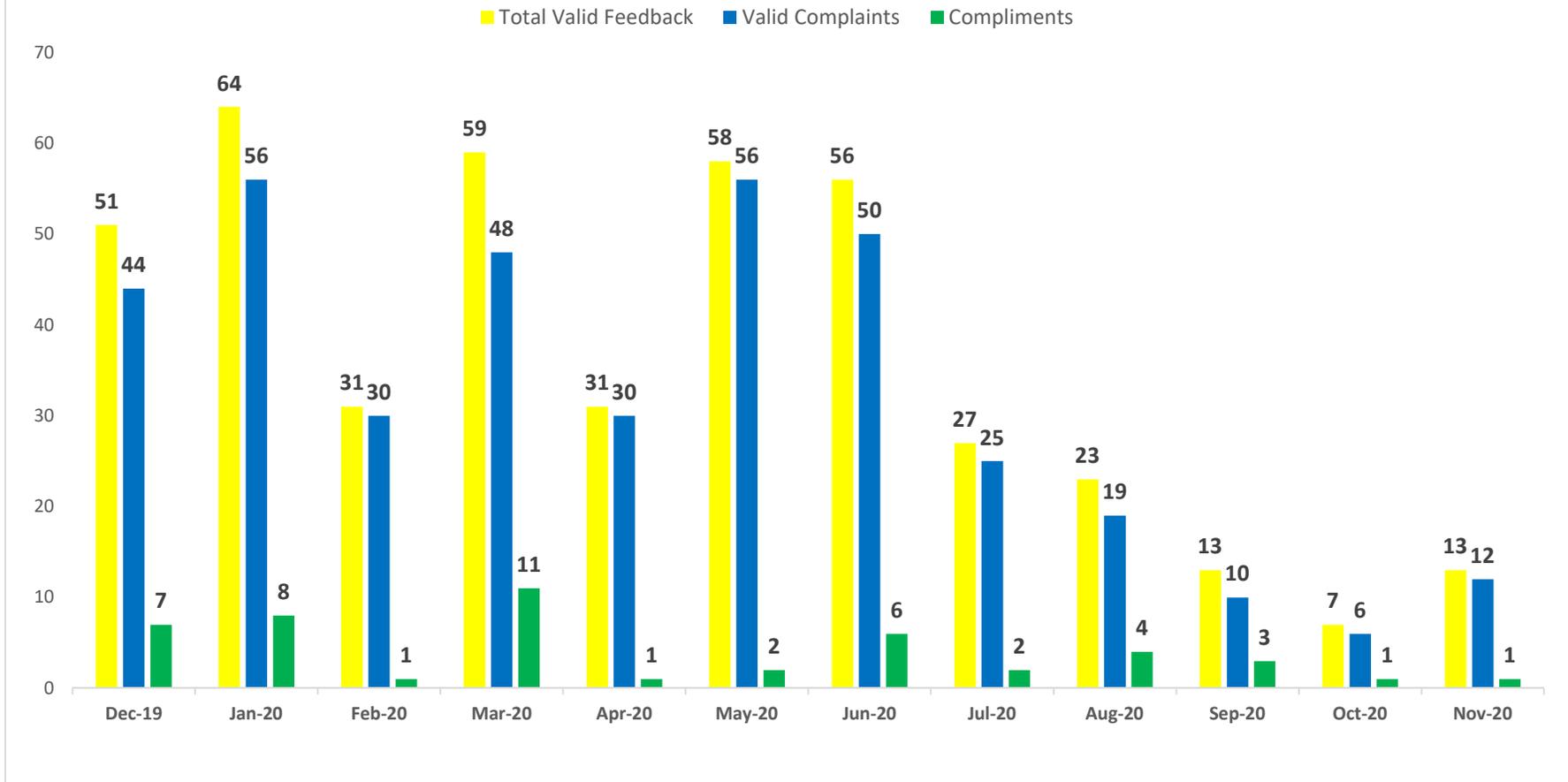


*Number of Fixed Route operator absence occurrences by day of the week and total for the month
 Absences (Man Power Days Off) include Sick, Bereavement, FMLA, Miss-Out, Suspension, Workers Comp and Vacation.



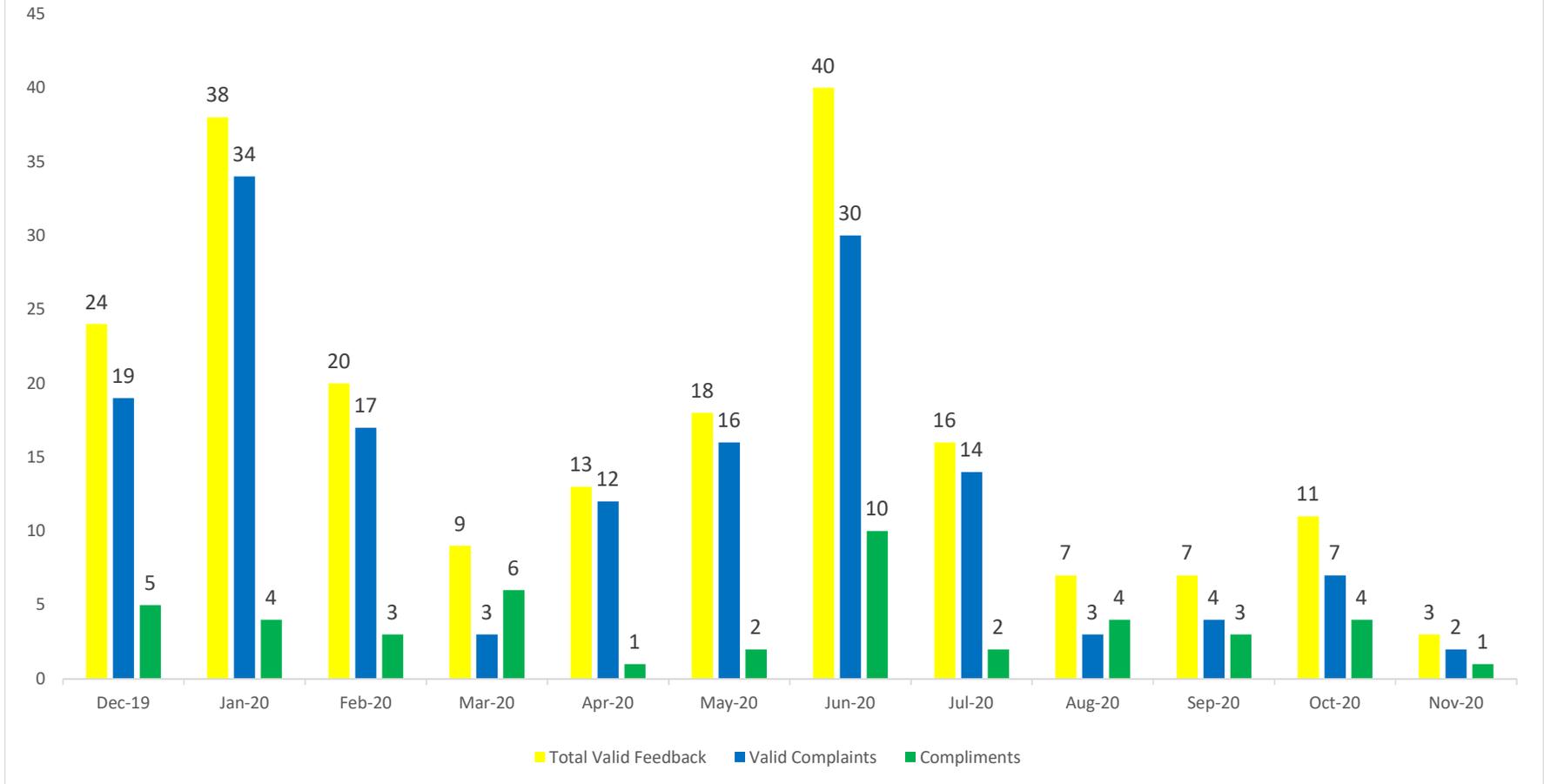
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback December 2019 through November 2020



Valid fixed route feedback comprised of compliments and complaints for Dec 2019 through Nov 2020

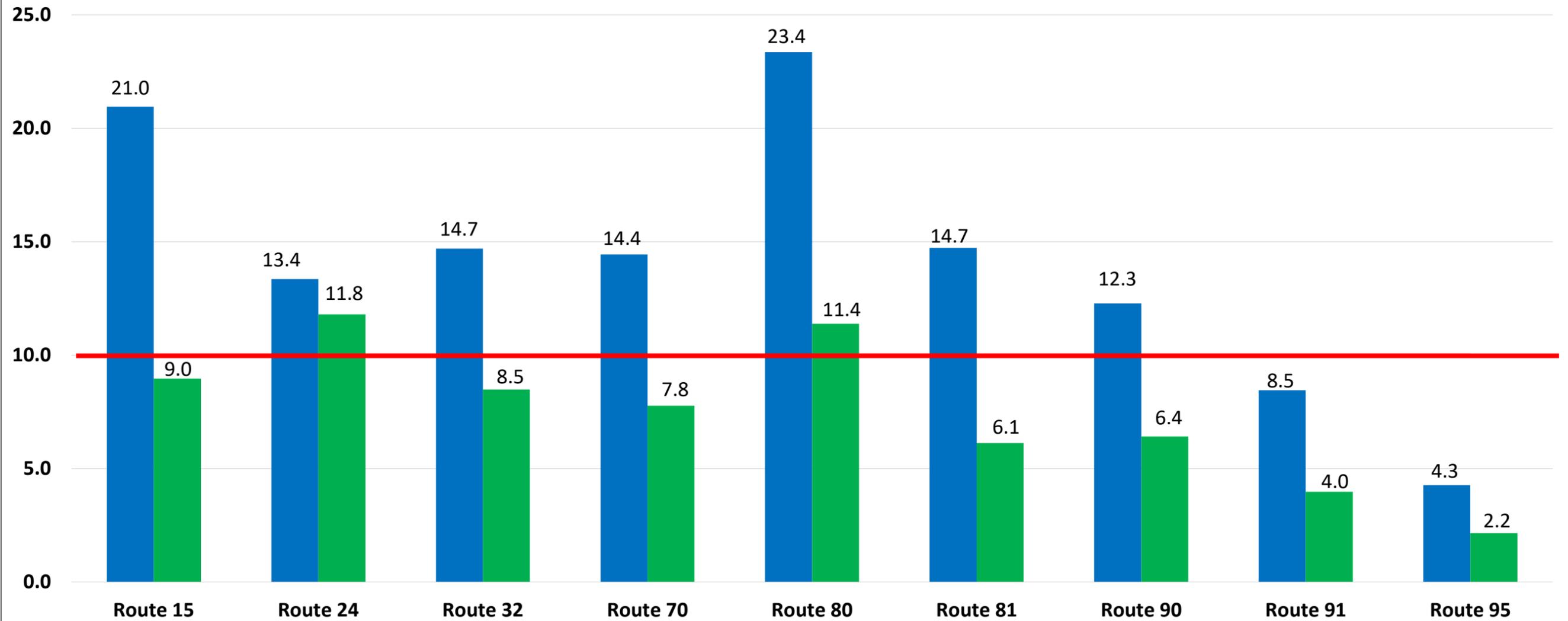
Paratransit Customer Feedback December 2019 through November 2020



Valid paratransit feedback comprised of compliments and complaints for Dec 2019 through Nov 2020

FYTD Passengers Per Revenue Hour - Local Routes Through November 2020

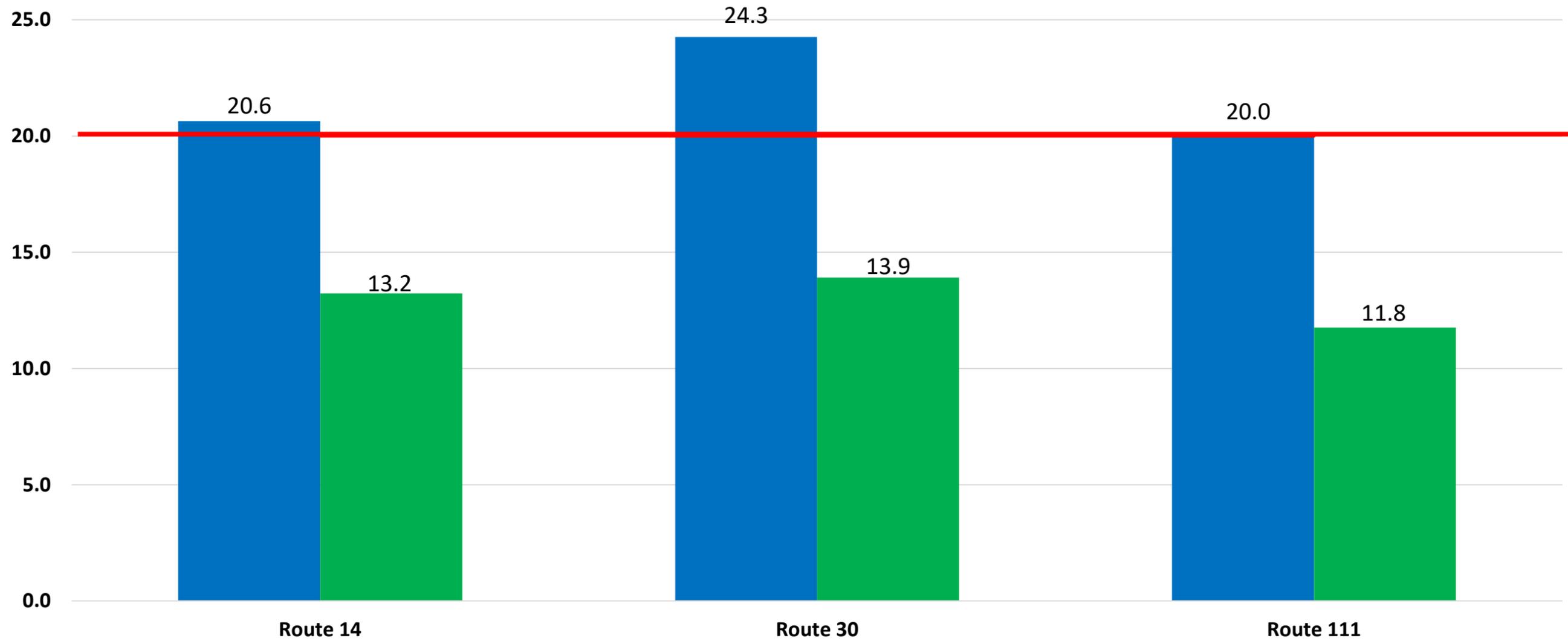
■ FY20 ■ FY21 — Target



The chart above represents the system performance on local routes for Passengers Per Revenue Hour (PPRH). The target for local fixed routes is 10 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Local routes are secondary routes that connect to the trunk routes and supplement the SunBus network.

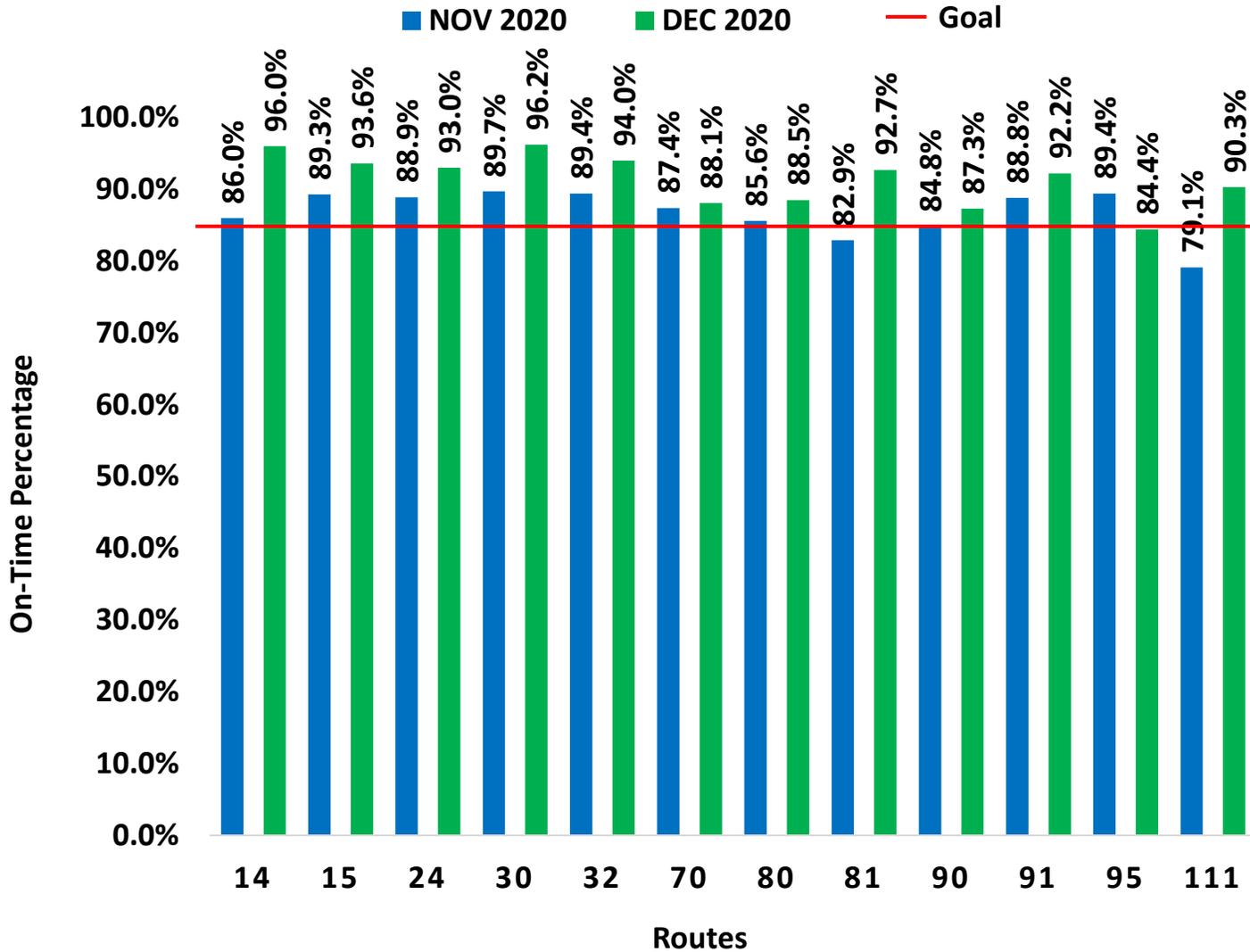
FYTD Passengers Per Revenue Hour - Trunk Routes Through November 2020

FY20 FY21 Target

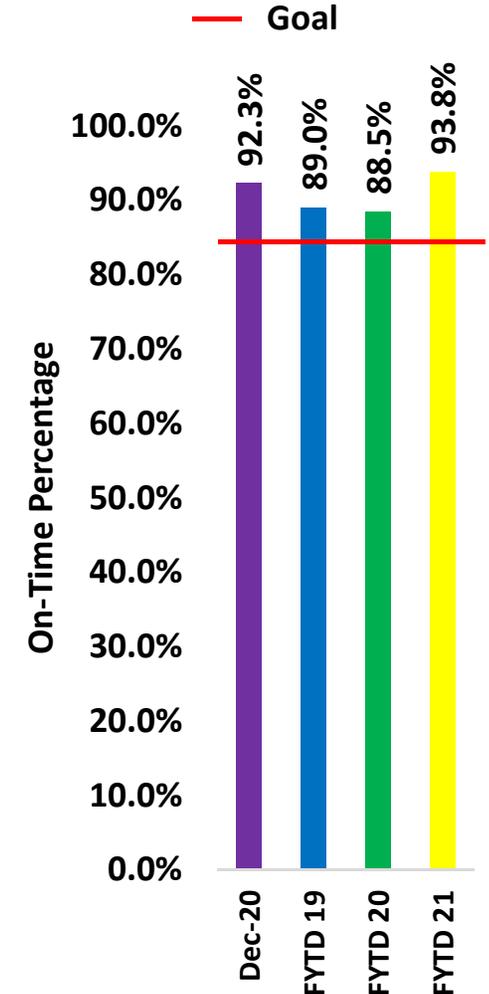


The chart above represents the system performance on trunk routes for Passengers Per Revenue Hour (PPRH). The target for trunk fixed routes is 20 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Trunk routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations.

On-Time Performance Percent by Route



On-Time Performance System Wide



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

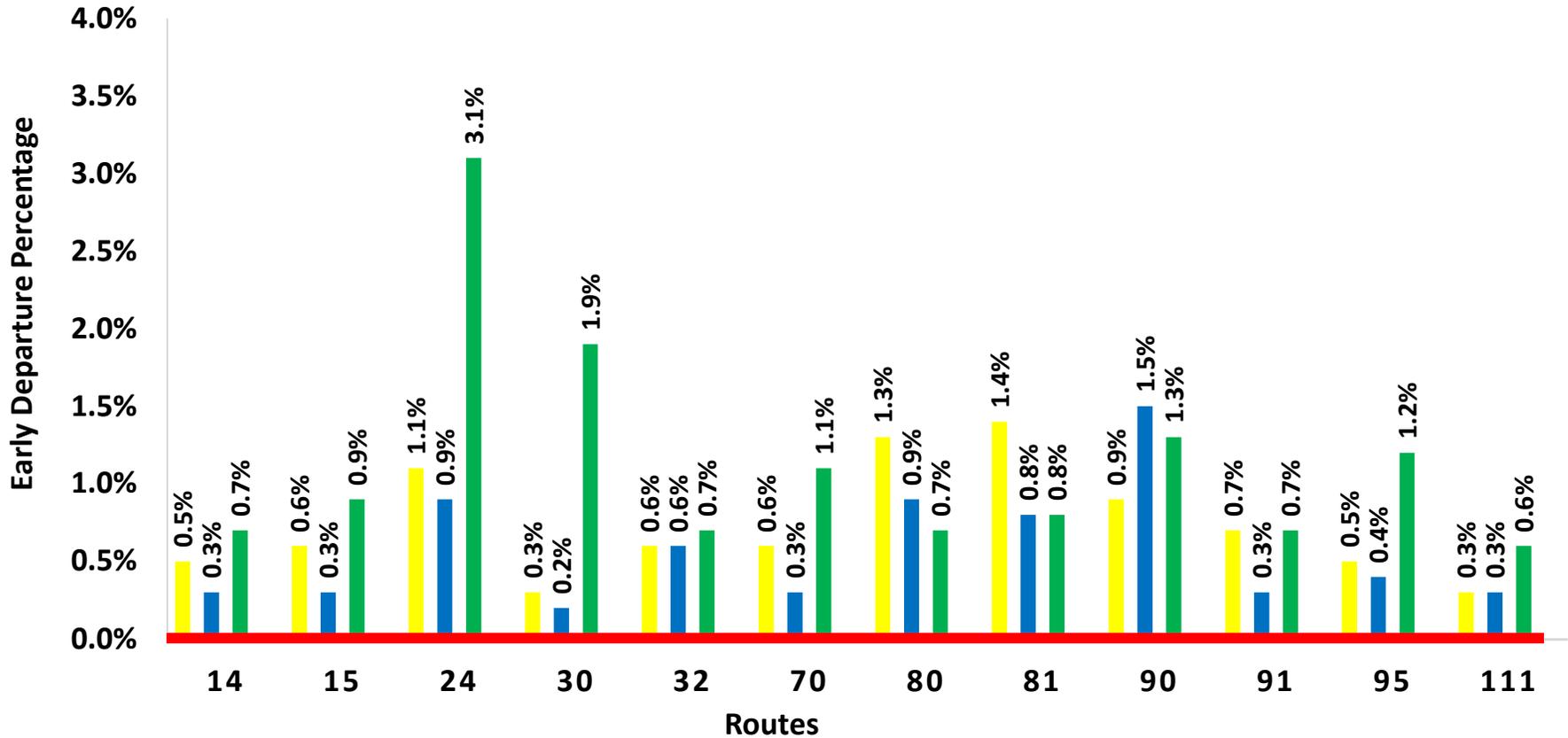
Goal: Minimum target for On-Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, information technology system issues.

Early Departures by Route FYTD

Through December 2020

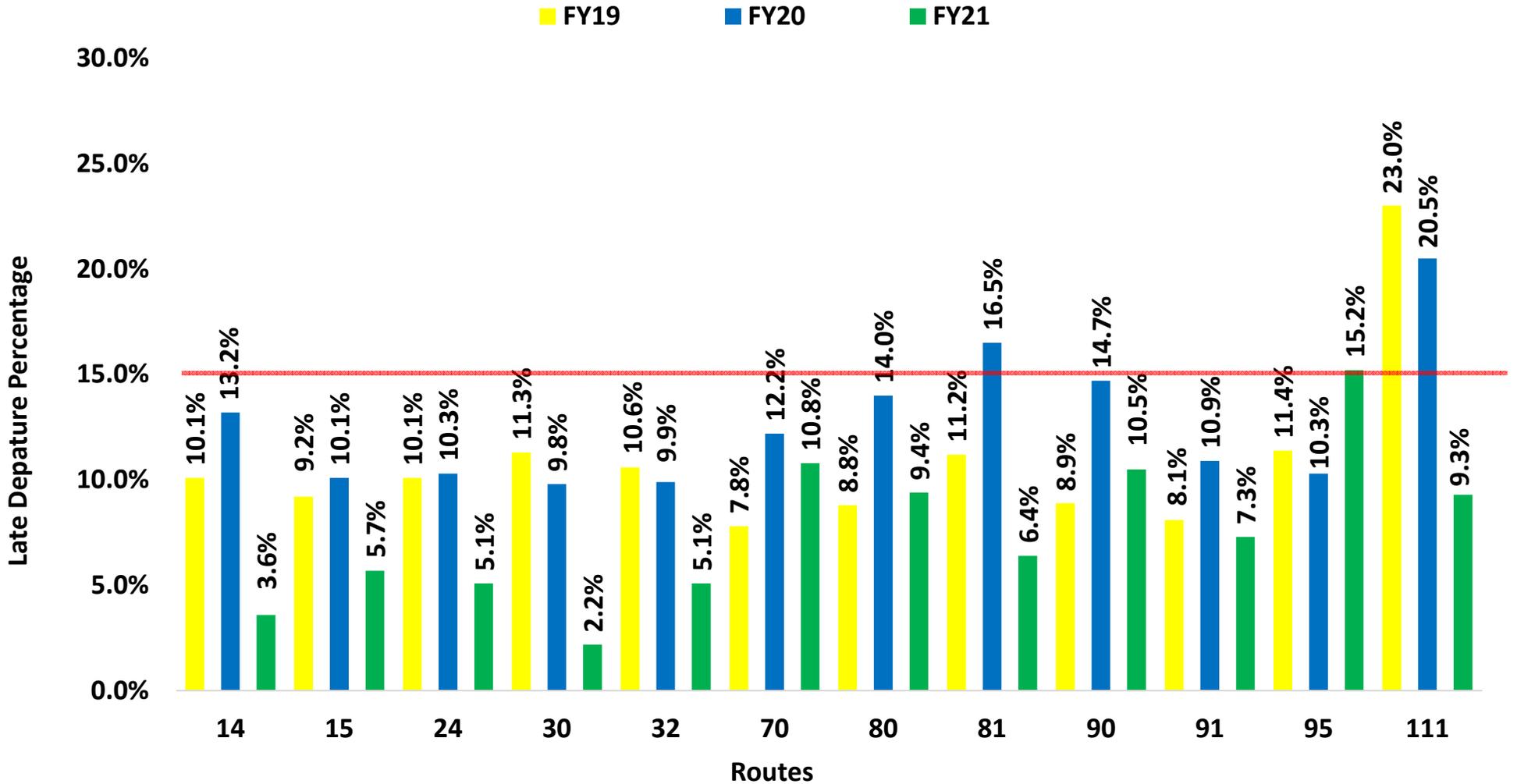
FY19 FY20 FY21 Goal



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

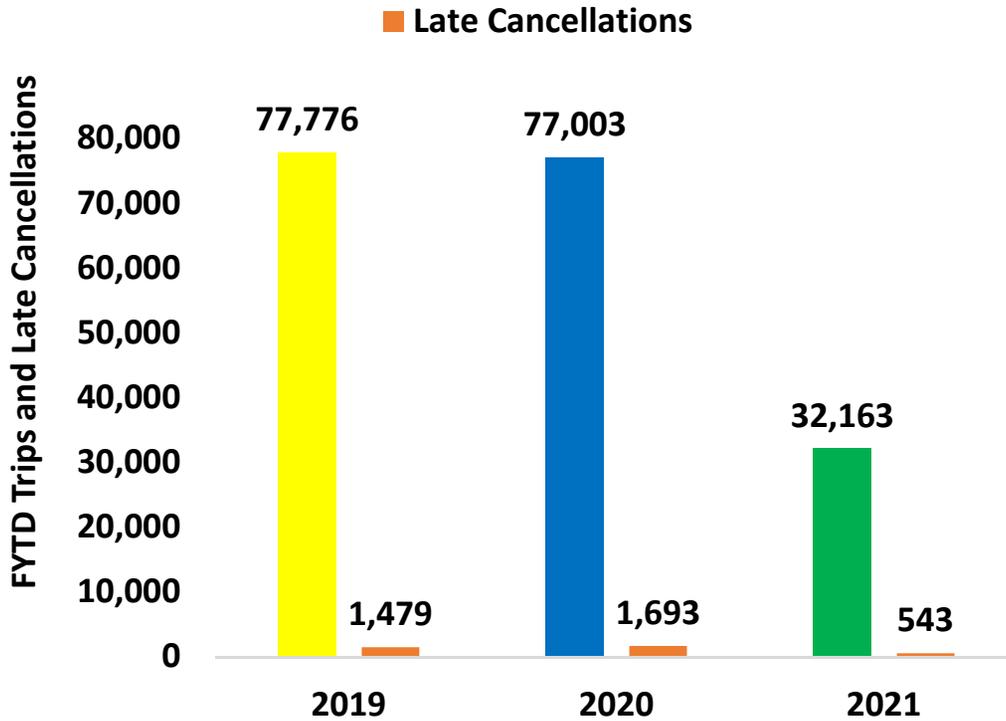
Goal: To reduce early departures to 0% for each route.

Late Departure Percent by Route - December

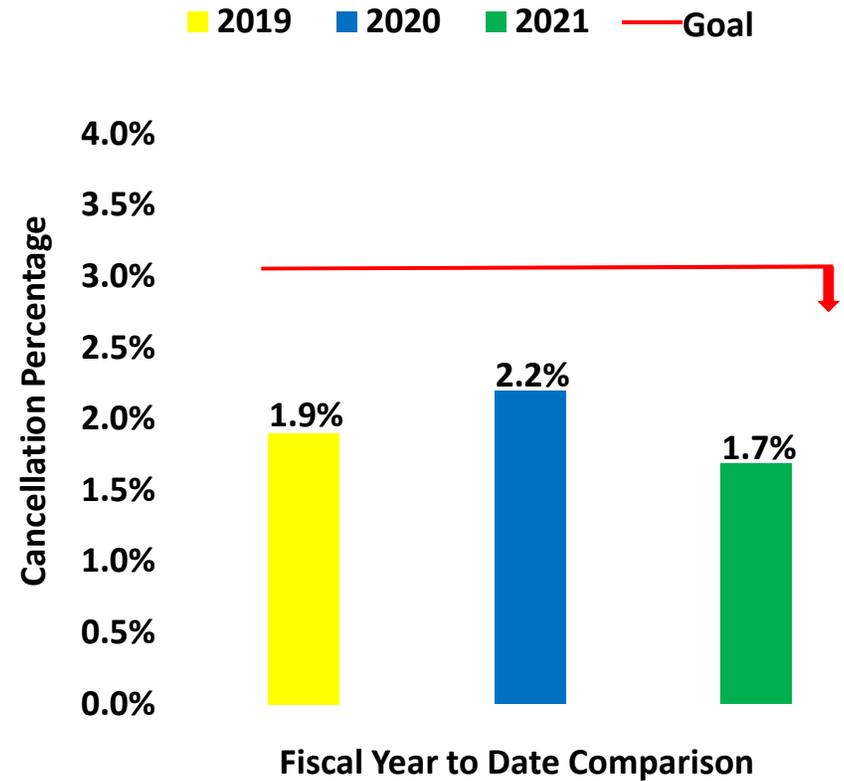


Late Definition: When a bus leaves a time point after the scheduled departure time.
 The route is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%.

Total Trips vs. Late Cancellations FYTD Through December



Late Cancellation Percentage FYTD



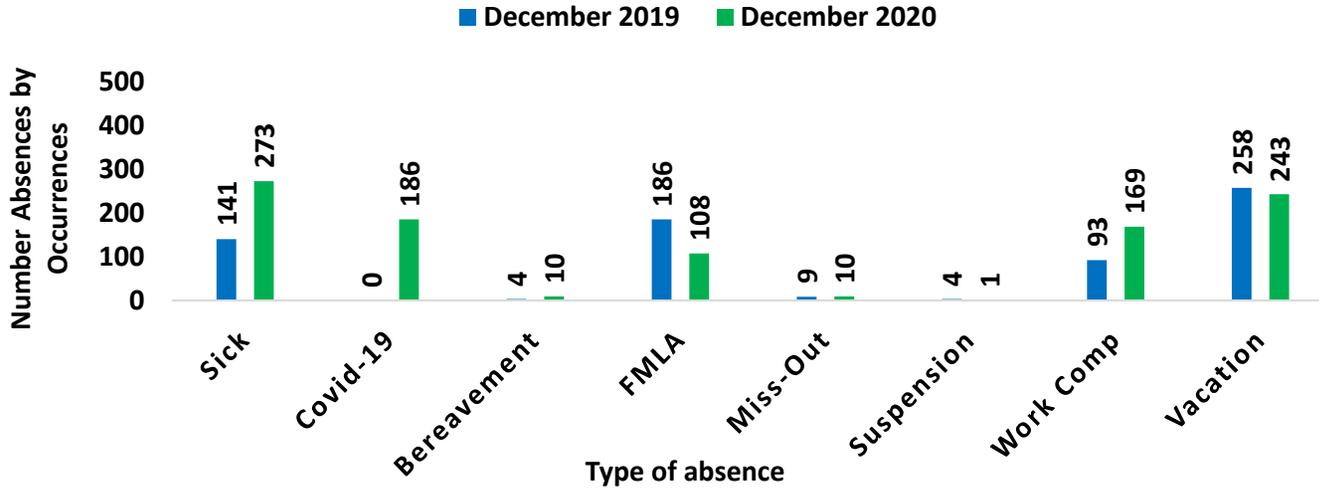
Trip: A one-way ride booked by the client. A round trip is counted as two (2) trips.

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

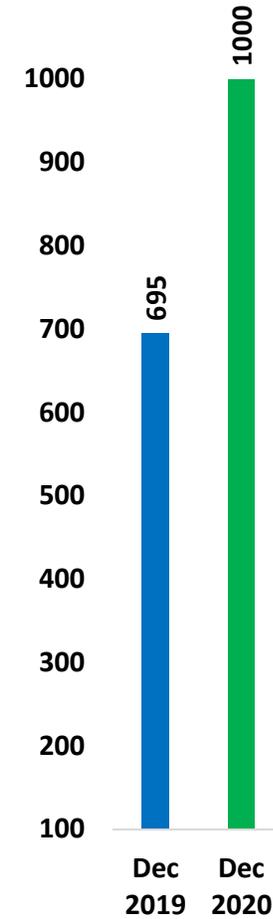
Goal for Late Cancellations: 3% or below.

Total Trips: Total one way trips completed.

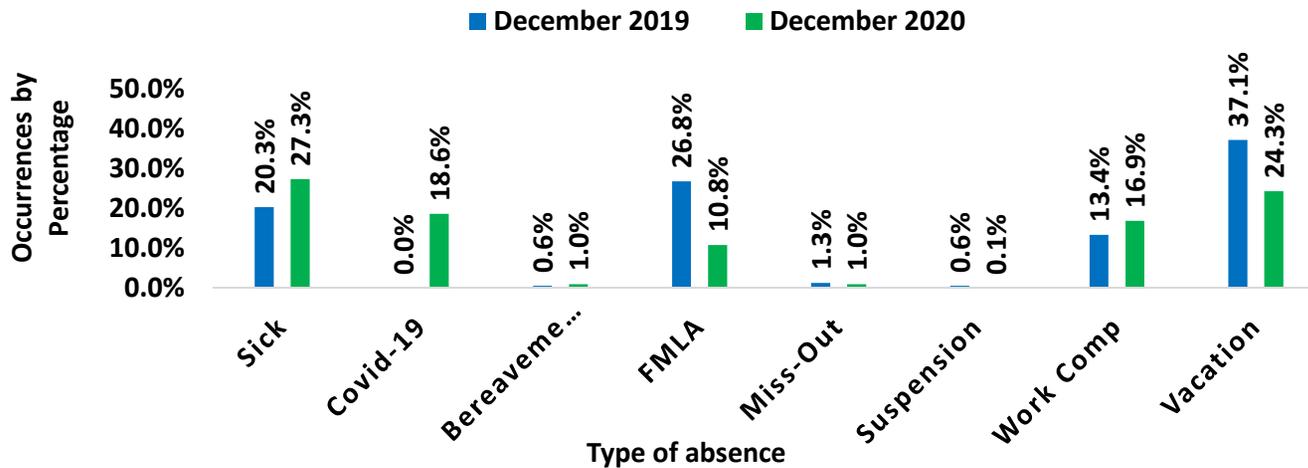
Driver Absence Occurrences



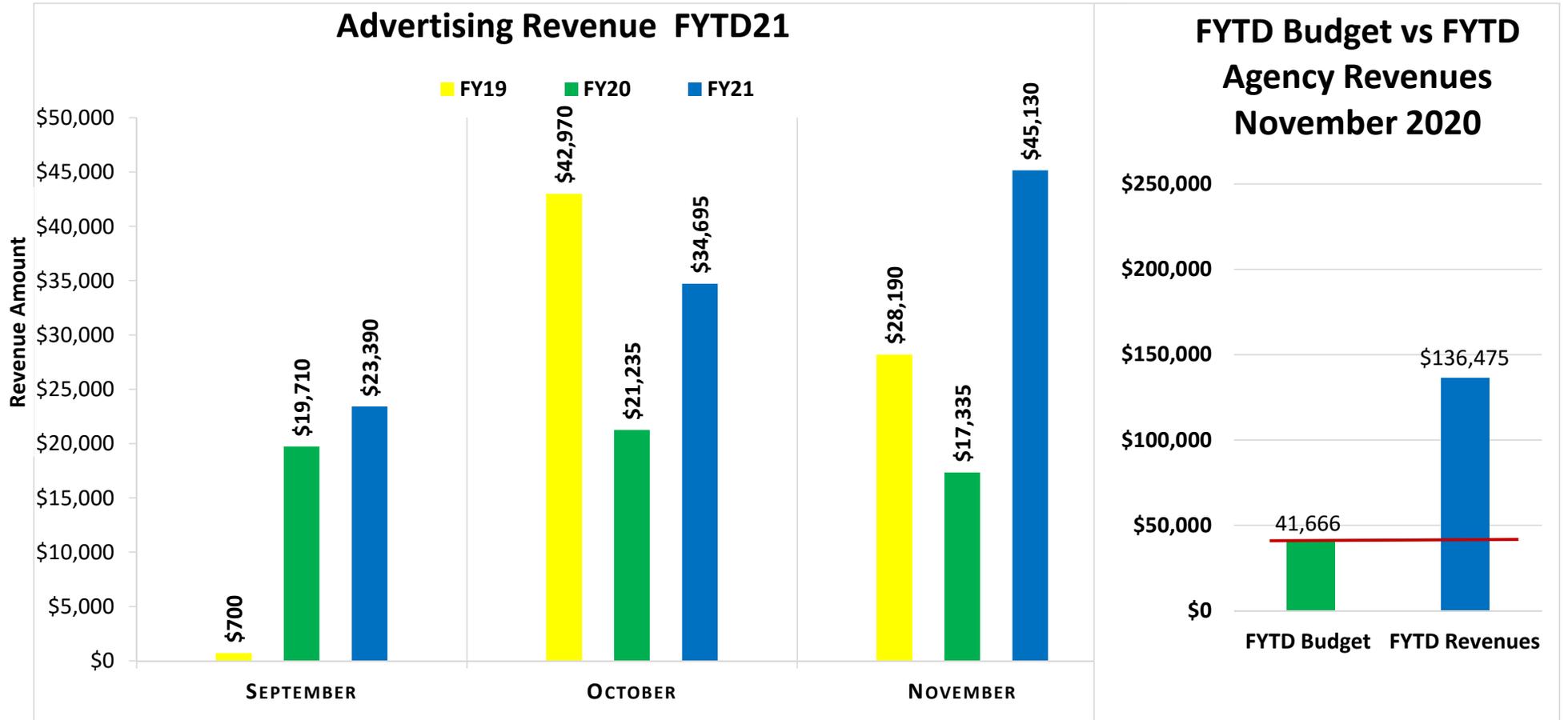
Total Absence Occurrences



Driver Absence Occurrences by Percentage

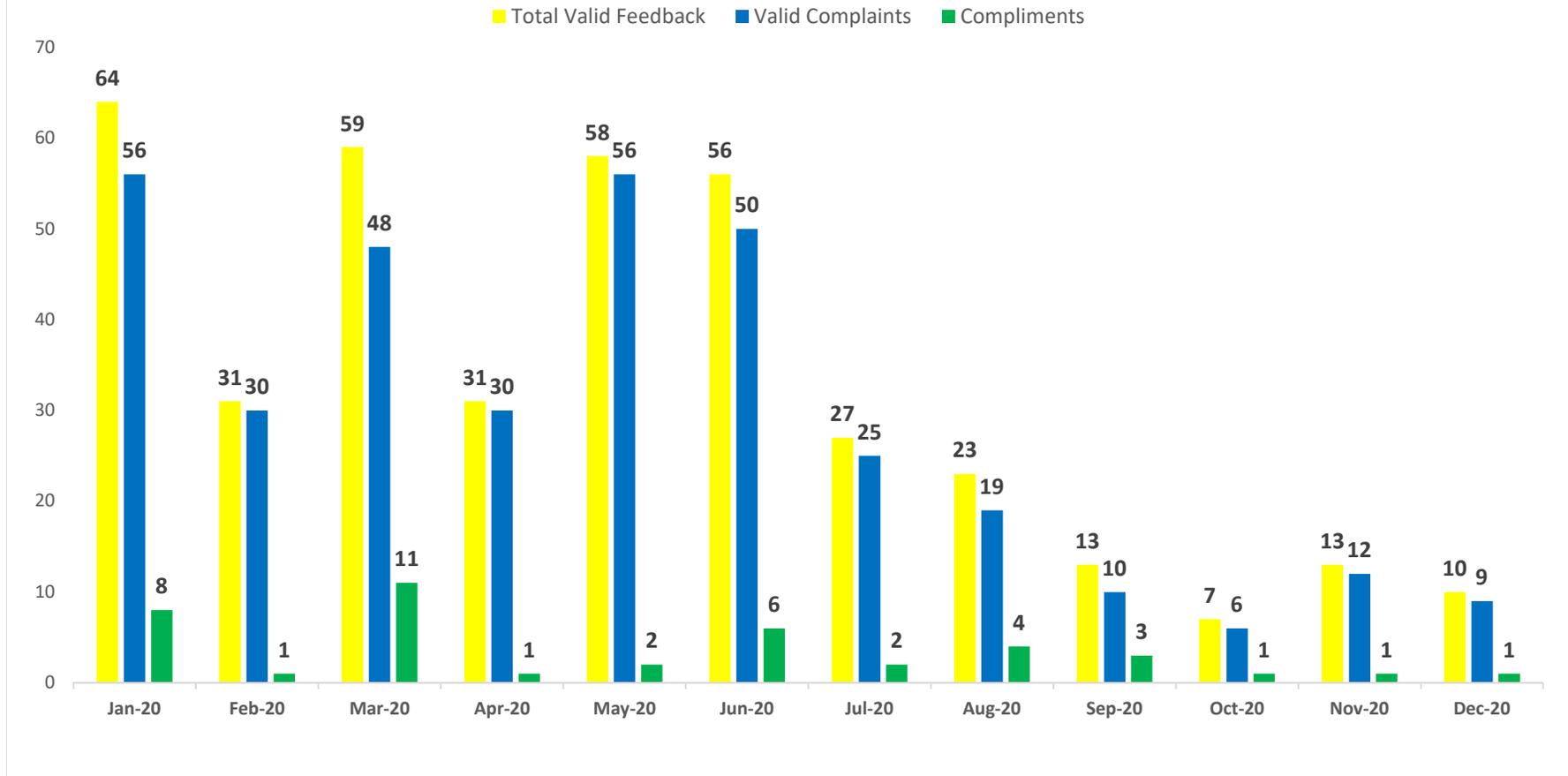


Goal: Reduce by 2% from previous year by enforcing attendance policy regularly and monitor trending. Absences include unplanned/unscheduled absences for Fixed Route drivers.



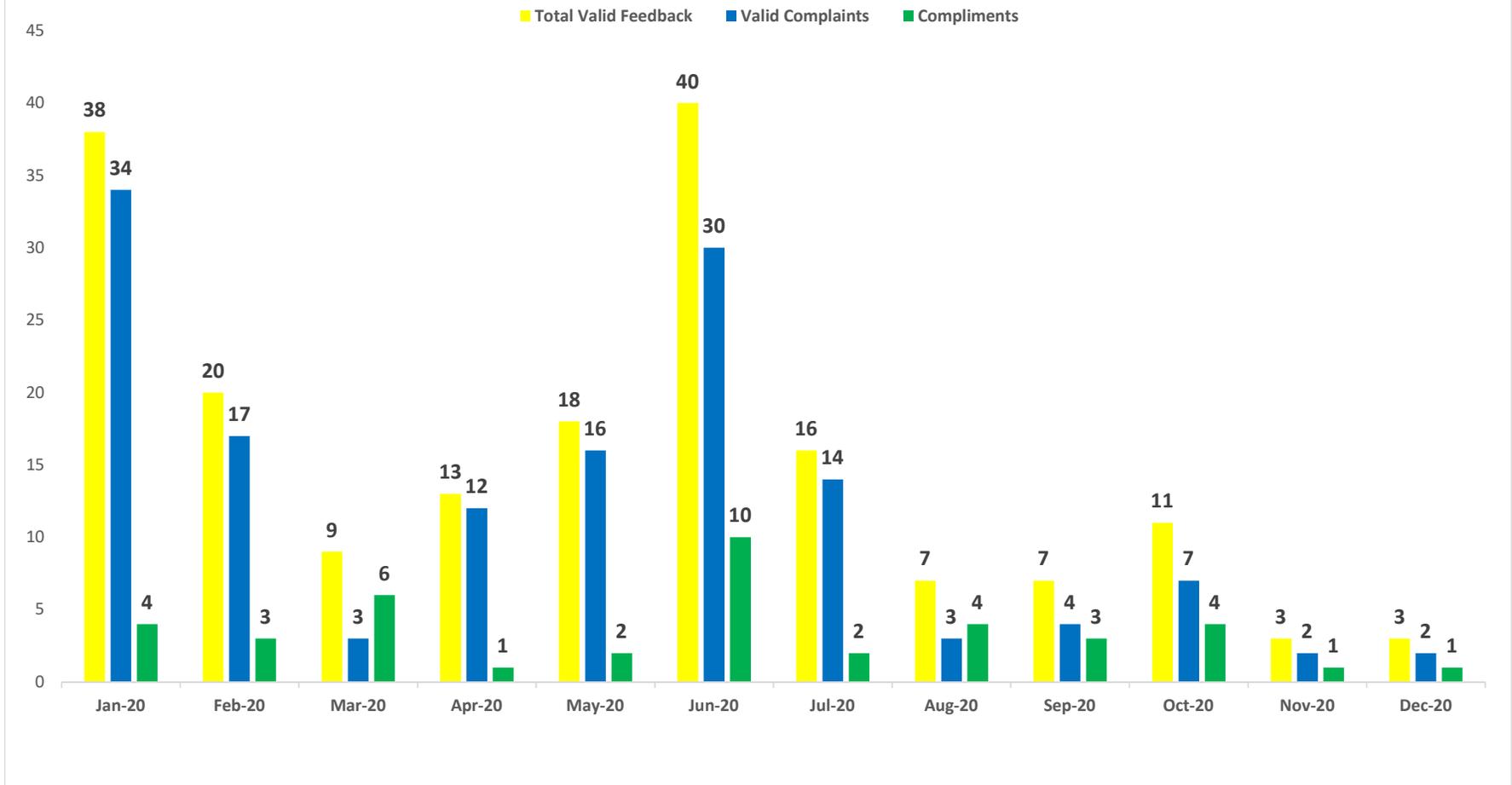
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. This section of the chart compares the FYTD21 against FYTD19 and FYTD20 totals. The graph tracks FYTD revenue accrued vs the FYTD budget. The annual budget amount for FY21 is \$100,000.

Fixed Route Customer Feedback January 2020 through December 2020



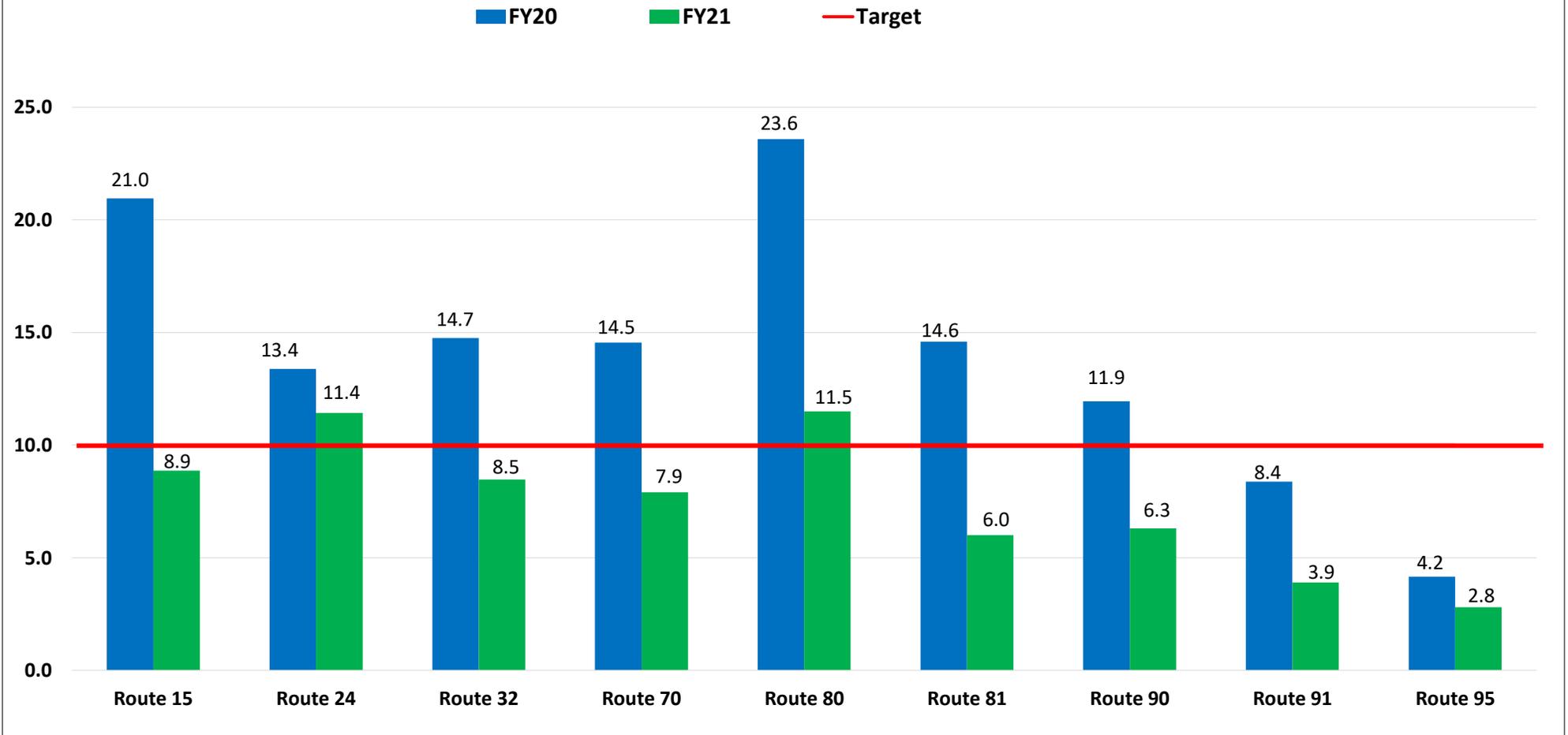
Valid fixed route feedback comprised of compliments and complaints for Jan 2020 through Dec 2020

Paratransit Customer Feedback January 2020 through December 2020



Valid paratransit feedback comprised of compliments and complaints for Jan 2020 through Dec 2020

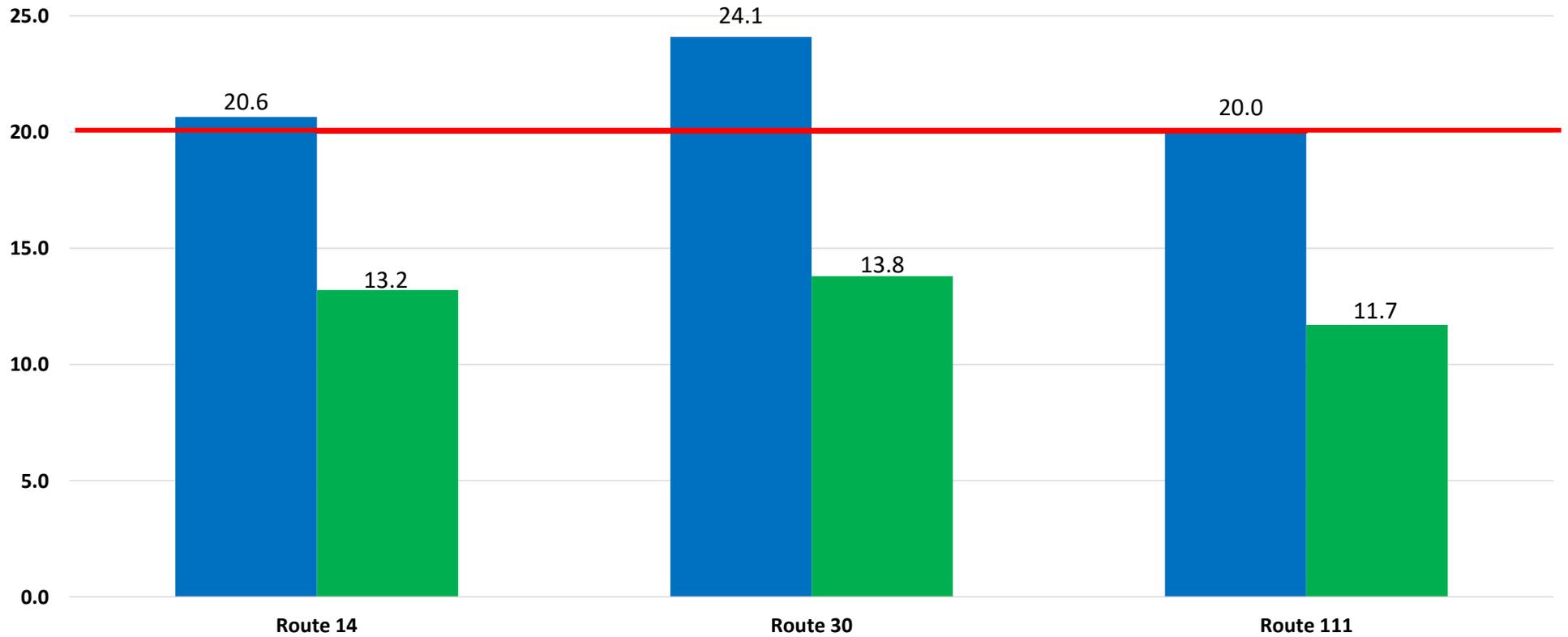
FYTD Passengers Per Revenue Hour - Local Routes Through January 2, 2021



The chart above represents the system performance on local routes for Passengers Per Revenue Hour (PPRH). The target for local fixed routes is 10 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Local routes are secondary routes that connect to the trunk routes and supplement the SunBus network. December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.

FYTD Passengers Per Revenue Hour - Trunk Routes Through January 2, 2021

FY20 FY21 Target



The chart above represents the system performance on trunk routes for Passengers Per Revenue Hour (PPRH). The target for trunk fixed routes is 20 PPRH. The FY21 goal is based on Board approved Service Standards Policy (B-190613). Trunk routes are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations. December 2020 fixed route ridership was calculated through January 2nd to maintain data for previous route numbering scheme.

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Quarterly Capital Project Update for 4th Quarter Calendar Year 2020

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. For the 4th quarter of calendar year 2020, there are 11 large projects in progress. Fourth quarter projects have been minimally impacted by the COVID-19 pandemic. Any substantial impacts will be reported.

Recommendation:

Receive and file.

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2020

Project Title	Brief Description	Current Status	Funding
CNG Fueling Station	CNG station will be located at Division I and will replace the existing station that has exceeded its useful life.	The county has provided the certificate of occupancy. Project team is working with the contractor on final punch list items. This will be followed by project closed out.	\$8,000,778
Solar Carports	Project to complete solar carports at the Administrative parking lot at Division I.	All work related to this project has been completed. Project team is working on submitting notice of completion with the county.	\$656,815
Replacement Operations Facility	Replacement Operations Facility will allow SunLine to complete the demolition and removal of the existing Operations buildings in Division I.	Construction of the Operations Facility is in progress. The project team is working toward substantial completion with minor utility coordination interruptions.	\$8,100,000
Five (5) Hydrogen Buses & On-Site Hydrogen Fueling Station	This project will deploy five (5) new 40' fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	All five (5) buses have been delivered to SunLine and are in service. Commissioning of the hydrogen station and dispensers are in progress for the acceptance test.	\$15,571,561
Center of Excellence Facility	Project will build a facility to serve as a training facility and maintenance bay for the zero emission vehicles.	The architect and engineering firm is working on the design and getting SunLine's programming input.	\$3,097,654
Purchase of Two (2) CNG MCI Over the Road Replacement Buses	Project to procure two (2) 55 passenger over the road MCI CNG buses.	Buses have been delivered and are being prepped with make-ready equipment including COVID barriers.	\$1,682,612
Purchase of 15 Paratransit Vehicles	Project to procure 15 Paratransit vehicles.	Vehicles are in production and expected to be delivered in the first quarter of 2021.	\$2,375,076
Purchase of Five (5) New Flyer Fuel Cell Buses	Project is to purchase five (5) 40 foot fuel cell fixed route buses that will replace the old CNG buses.	Buses are in production at the New Flyer facility. Buses are expected to be delivered in third quarter of 2021.	\$5,995,922
Purchase of Four (4) Microtransit Vehicles	Project is to purchase four (4) Dodge Caravan ADA accessible vehicles that will be utilized in providing SunLine's microtransit services.	Vehicles have been delivered and transferred to the microtransit provider (taxi companies).	\$238,666

QUARTERLY CAPITAL PROJECT UPDATES 4TH QUARTER CALENDAR YEAR 2020

Purchase of Fleet Management Information System	Project to purchase new maintenance software to support the growing need of the department, to maintain documentation of fleet maintenance records and parts inventory management.	Project team has hired a consulting firm to assist the Agency with procuring best suited fleet management system that meets all minimum requirements.	\$499,487
Purchase of Driving Simulator	Project to purchase and install a bus simulator at the operations facility.	The contract has been awarded for the purchase and installation of the bus simulator. Delivery is expected to be no later than second quarter of 2021.	\$200,000

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for December 2020

Summary:

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

Recommendation:

Receive and file.

FY 20/21	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X							10	4
Palm Desert	X		X	X		X							10	4
Palm Springs	X		X	X		X							10	4
Cathedral City	X		X	X		X							10	4
Rancho Mirage	X		X	X		X							10	4
Indian Wells	X		X	X		X							10	4
La Quinta	X		X	X		X							10	4
Indio	X		X	X		X							10	4
Coachella	X		X			X							10	3
County of Riverside	X		X	X									10	3

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group
CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for October & November 2020

Summary:

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

Recommendation:

Receive and file.

**SunLine Regulatory Agency
Checks \$1,000 and Over
October 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/2/2020	90833	10/07/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liability 10/16/2020	90840	10/21/2020	4,783.26
SUNLINE TRANSIT AGENCY	SRA Overhead Oct 2020	90836	10/14/2020	2,283.00
BURKE, WILLIAMS & SORENSEN, LLP	Sept 2020 Legal Services	90835	10/14/2020	2,016.00
Total Checks Over \$1,000	\$13,865.52			
Total Checks Under \$1,000	\$2,347.85			
Total Checks	\$16,213.37			

**SunLine Regulatory Agency
Checks \$1,000 and Over
November 2020**

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/13/2020	90850	11/18/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liabilities 11/25/2020	90853	11/25/2020	4,783.26
SUNLINE TRANSIT AGENCY	Payroll Liabilities 10/30/2020	90845	11/04/2020	3,722.20
SUNLINE TRANSIT AGENCY	SRA Overhead Nov 2020	90848	11/12/2020	2,283.00
Total Checks Over \$1,000	\$15,571.72			
Total Checks Under \$1,000	\$3,253.85			
Total Checks	\$18,825.57			

SunLine Services Group**CONSENT CALENDAR**

DATE: January 27, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for October & November 2020

Summary:

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

- As of October 31, 2020, the organization's revenues are unfavorable by \$17,403 or 20.51% under the FYTD budget. Expenditures are favorable by \$17,998 or 21.21% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is \$595.

- As of November 30, 2020, the organization's revenues are unfavorable by \$21,156 or 19.95% under the FYTD budget. Expenditures are favorable by \$24,575 or 23.17% below the FYTD budget.
 - The net FYTD operating gain (loss) after expenses is \$3,419.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
October 2020

Description	FY21 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	-	117	(117)	550	467	83	60.7%
New Driver Permit Revenue	3,600	-	300	(300)	150	1,200	(1,050)	95.8%
Taxi Business Permit	120,000	10,000	10,000	(0)	40,000	40,000	(0)	66.7%
Driver Transfer Revenue	500	25	42	(17)	75	167	(92)	85.0%
Driver Renewal Revenue	2,500	400	208	192	975	833	142	61.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	17	(17)	100.0%
Vehicle Permit Revenue	124,500	9,293	10,375	(1,082)	25,697	41,500	(15,803)	79.4%
Other Revenue	500	-	42	(42)	-	167	(167)	100.0%
Operator Application Fee	1,500	-	125	(125)	-	500	(500)	100.0%
Total Revenue	254,550	19,718	21,213	(1,495)	67,447	84,850	(17,403)	73.5%
Expenses:								
Salaries and Wages	96,614	8,138	8,051	(87)	31,215	32,205	989	67.7%
Fringe Benefits	79,692	6,140	6,641	501	24,896	26,564	1,668	68.8%
Services	53,730	470	4,478	4,008	4,438	17,910	13,472	91.7%
Supplies and Materials	4,575	90	381	291	507	1,525	1,018	88.9%
Utilities	5,220	432	435	3	1,728	1,740	12	66.9%
Casualty and Liability	7,894	657	658	-	2,628	2,631	3	66.7%
Taxes and Fees	100	-	8	8	-	33	33	100.0%
Miscellaneous	6,725	613	560	(53)	1,440	2,242	802	78.6%
Total Expenses	254,550	16,540	21,213	4,673	66,852	84,850	17,998	73.7%
Total Operating Surplus (Deficit)	\$ -	\$ 3,178			\$ 595			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 20,905 taxi trips compared to FYTD FY20.

Taxi Trips

	FY20-October	FY21-October	Variance	%Δ
Trips	16,785	9,929	(6,856)	-40.8%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	53,049	32,144	(20,905)	-39.4%

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

- Fringe benefit expenses are within an acceptable range of the budget.

Services - Favorable

- The favorable balance in services is primarily attributed to legal fees and audit expenses which have not been incurred.

Supplies and Materials - Favorable

- Material and supply expenses are within an acceptable range of the budget.

Utilities - Favorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

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

Miscellaneous - Favorable

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

SunLine Regulatory Administration
Budget Variance Report
November 2020

Description	FY21 Total Budget	Current Month			Year-to-Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 FYTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Revenue Fines	1,400	-	117	(117)	550	583	(33)	60.7%
New Driver Permit Revenue	3,600	75	300	(225)	225	1,500	(1,275)	93.8%
Taxi Business Permit	120,000	10,000	10,000	(0)	50,000	50,000	(0)	58.3%
Driver Transfer Revenue	500	50	42	8	125	208	(83)	75.0%
Driver Renewal Revenue	2,500	25	208	(183)	1,000	1,042	(42)	60.0%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	-	21	(21)	100.0%
Vehicle Permit Revenue	124,500	6,960	10,375	(3,415)	32,657	51,875	(19,218)	73.8%
Other Revenue	500	350	42	308	350	208	142	30.0%
Operator Application Fee	1,500	-	125	(125)	-	625	(625)	100.0%
Total Revenue	254,550	17,460	21,213	(3,753)	84,907	106,063	(21,156)	66.6%
Expenses:								
Salaries and Wages	96,614	6,699	8,051	1,352	37,915	40,256	2,341	60.8%
Fringe Benefits	79,692	5,865	6,641	776	30,761	33,205	2,444	61.4%
Services	53,730	687	4,478	3,791	5,124	22,388	17,263	90.5%
Supplies and Materials	4,575	173	381	208	680	1,906	1,226	85.1%
Utilities	5,220	432	435	3	2,160	2,175	15	58.6%
Casualty and Liability	7,894	657	658	-	3,285	3,289	4	58.4%
Taxes and Fees	100	-	8	8	-	42	42	100.0%
Miscellaneous	6,725	122	560	438	1,562	2,802	1,240	76.8%
Total Expenses	254,550	14,636	21,213	6,577	81,487	106,063	24,575	68.0%
Total Operating Surplus (Deficit)	\$ -	\$ 2,824			\$ 3,419			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue - Unfavorable

- The unfavorable variance in revenue is attributed to a low number of vehicle permits.
- As of FYTD FY21, there is a decrease of 28,740 taxi trips compared to FYTD FY20.

Taxi Trips

	FY20-November	FY21-November	Variance	%Δ
Trips	16,418	8,583	(7,835)	-47.7%

Taxi Trips

	FYTD-FY20	FYTD-FY21	Variance	%Δ
Trips	69,467	40,727	(28,740)	-41.4%

Salaries and Wages - Favorable

- Salary and wage expenses are within an acceptable range of the budget.

Fringe Benefits - Favorable

- Fringe benefit expenses are within an acceptable range of the budget.

Services - Favorable

- The favorable balance in services is primarily attributed to legal fees and audit expenses which have not been incurred.

Supplies and Materials - Favorable

- Material and supply expenses are within an acceptable range of the budget.

Utilities - Favorable

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

Casualty and Liability - Favorable

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

Taxes and Fees - Favorable

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

Miscellaneous - Favorable

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

SunLine Services Group
CONSENT CALENDAR

DATE: January 27, 2021

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – November & December 2020

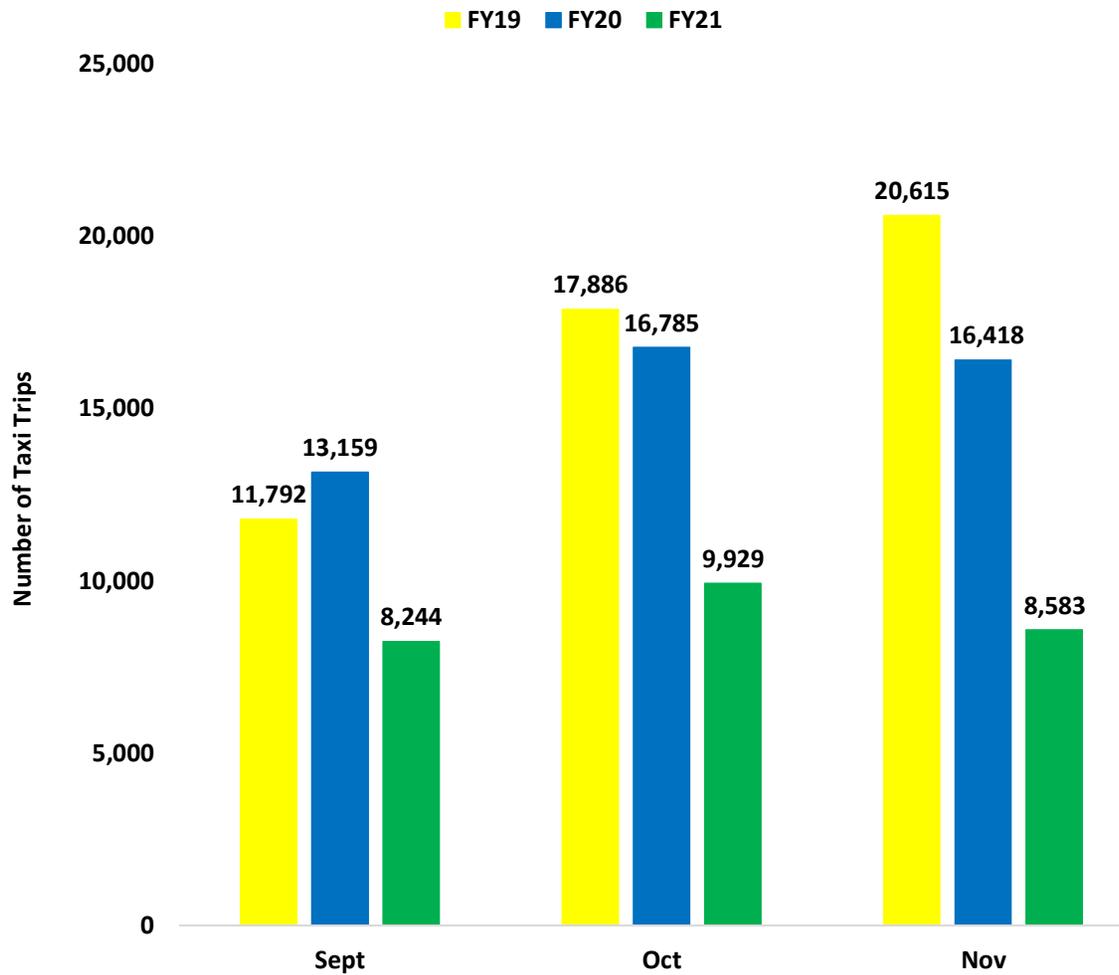
Summary:

The attached chart summarizes the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal-year-to-date (FYTD) compared to the last two (2) fiscal years. There were 7,835 fewer taxi trips in November 2020 compared to November 2019 and there were 8,690 fewer trips in December 2020 when compared to December 2019. The decrease in trips for November and December 2020 is mainly attributed to the impact that the COVID-19 pandemic has had on the industry. There were 37,430 fewer taxi trips for FYTD21 compared to FYTD20.

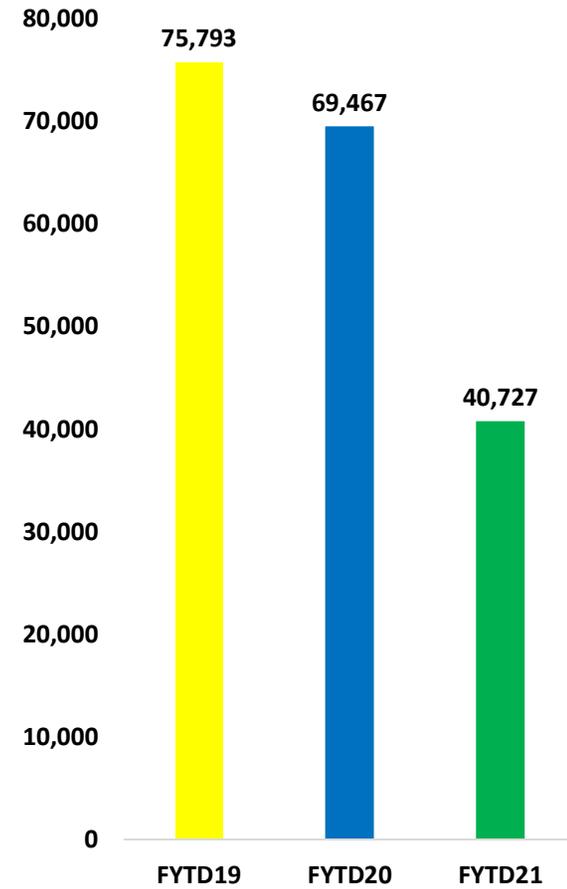
Recommendation:

Receive and file.

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

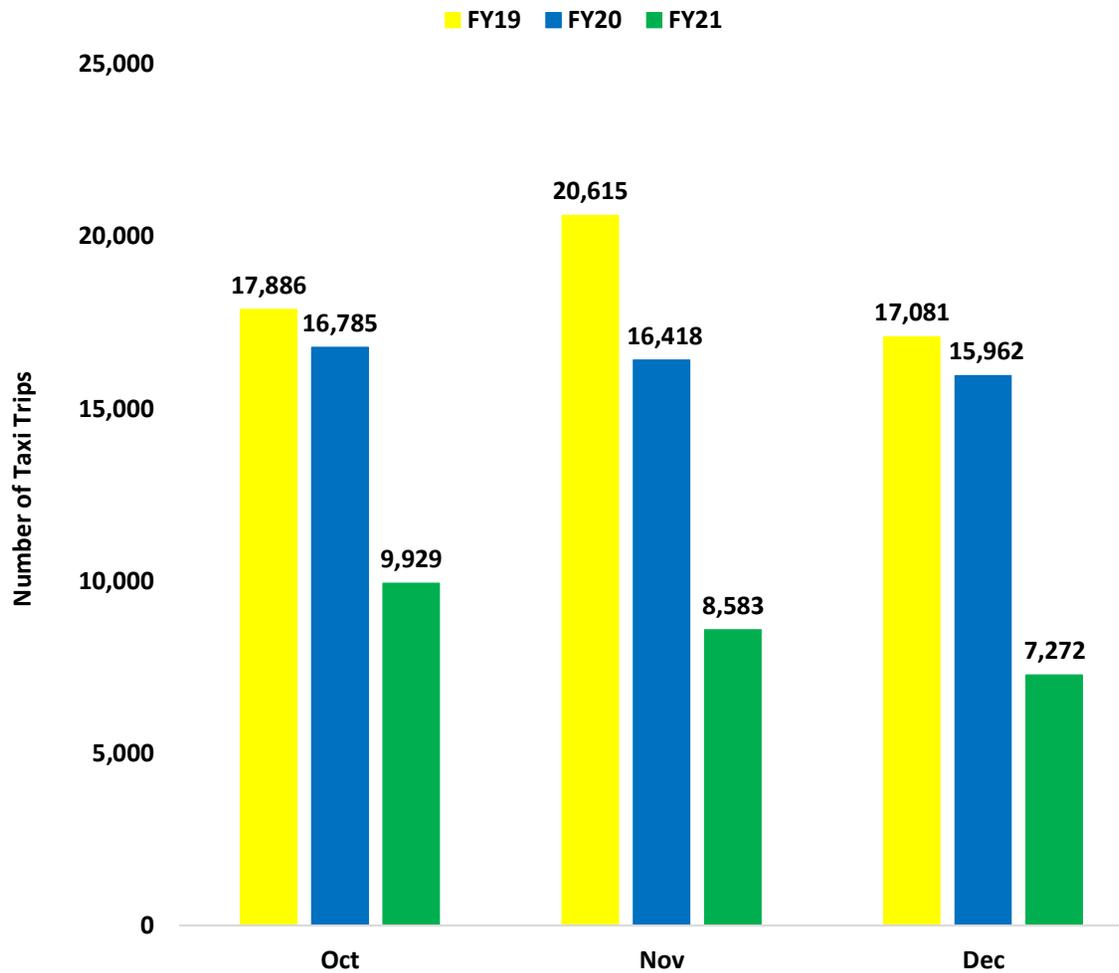


FYTD No. of Taxi Trips

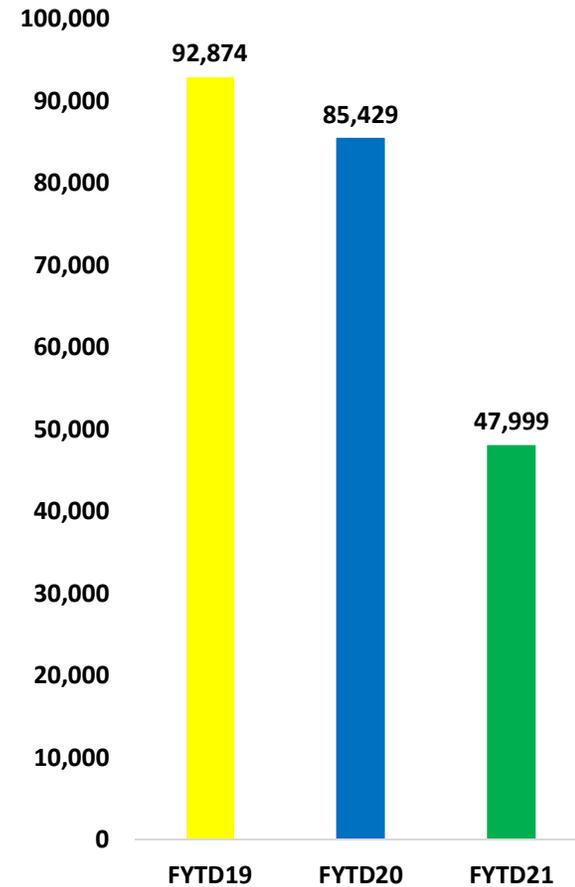


The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2019, 2020 and 2021.

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



FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year-to-date for FY 2019, 2020 and 2021.

SunLine Services Group**CONSENT CALENDAR**

DATE: January 27, 2021

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Metric (Taxi Revenue vs Taxi Expense) October & November 2020

Summary:

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

For October:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2021 fiscal year.
- A favorable variance for October 2020 is attributed to savings on external services.
- Revenues for the current fiscal year are greater than expenses by \$595.

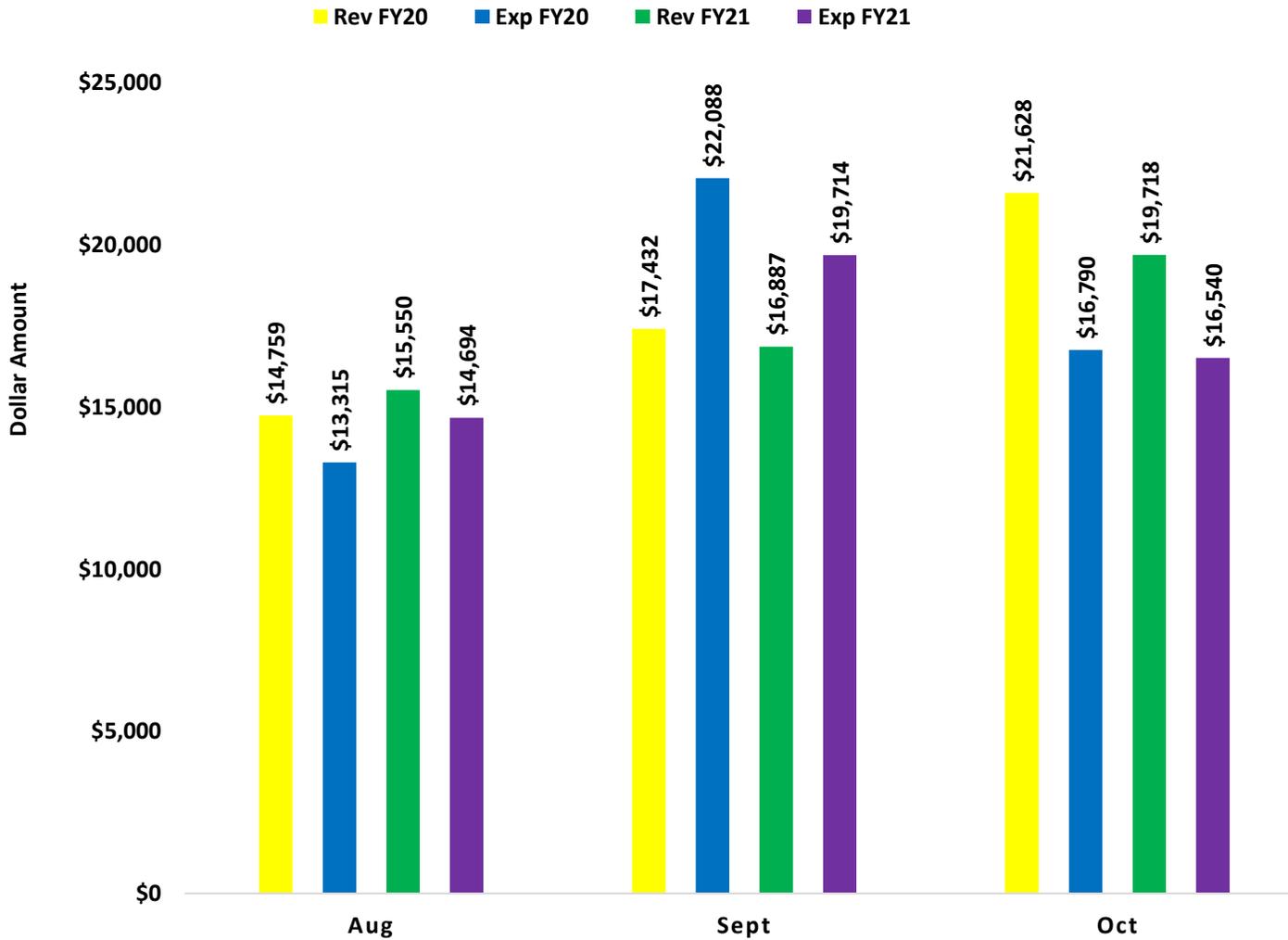
For November:

- Variance chart displays the total variance between revenue and expense occurring to date for the 2021 fiscal year.
- A favorable variance for November 2020 is attributed to savings on external services.
- Revenues for the current fiscal year are greater than accrued expenses by \$3,419.

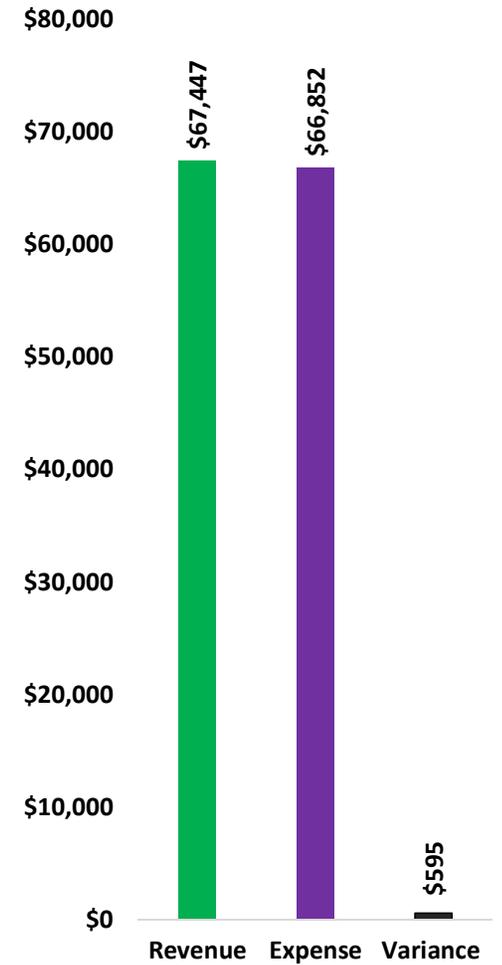
Recommendation:

Receive and file.

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

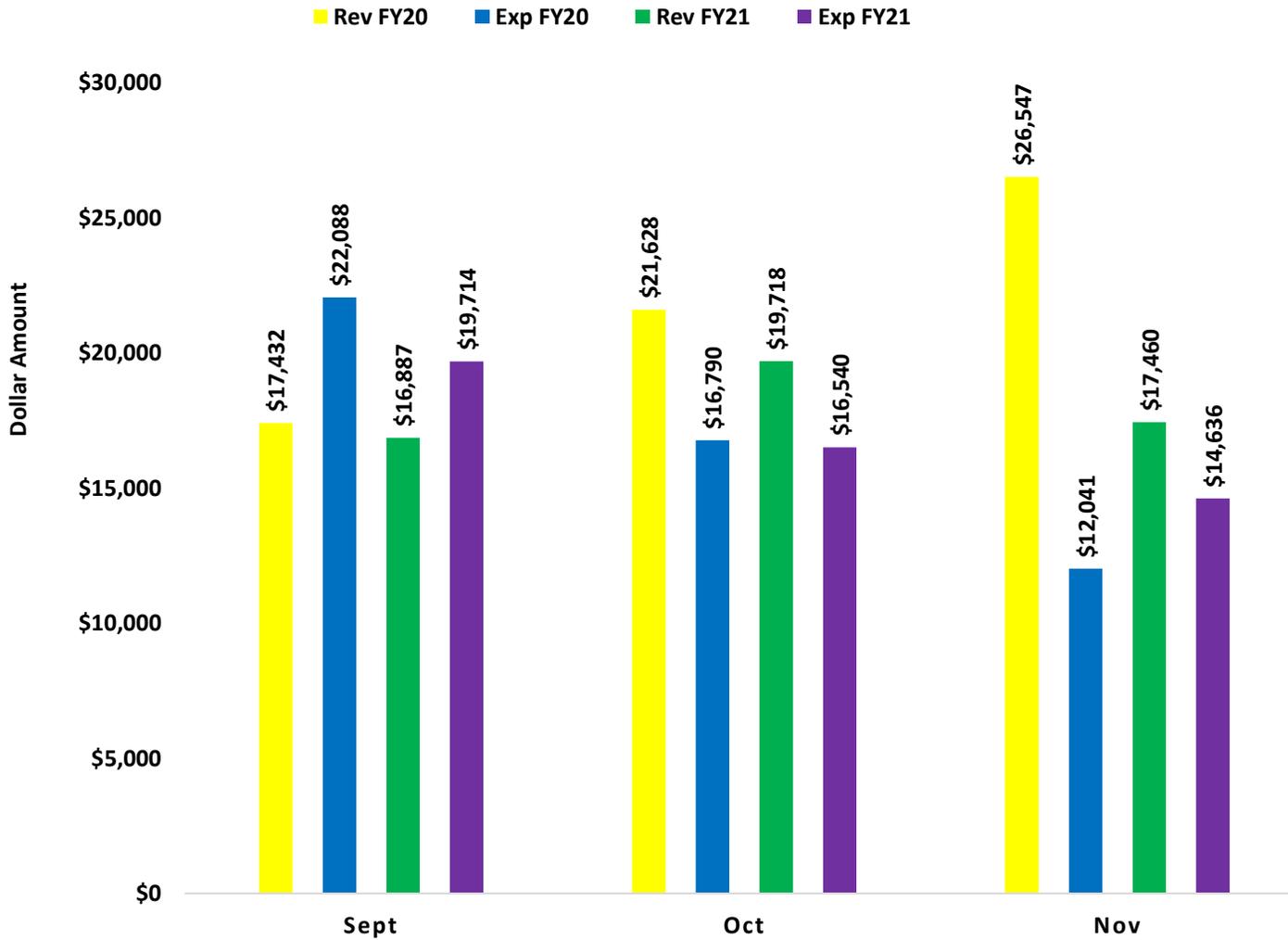


Variance FYTD October 2020

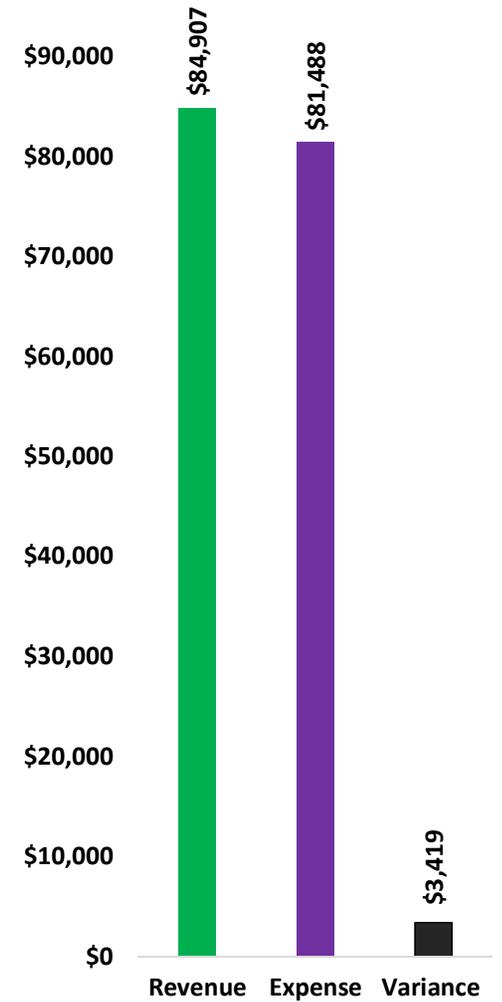


The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY21.

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



Variance FYTD November 2020



The chart compares current fiscal year revenues vs. expenses for the three (3) most recent months and measures Revenues vs. Expenses for FY21.

SunLine Transit Agency

DATE: January 27, 2021 **ACTION**

TO: Board of Directors

FROM: Robert Radi, Chairman of the Board

RE: Ratification of Provisional Committee Appointments

Recommendation

Ratify the provisional committee and committee officer appointments to the Finance/Audit Committee, Board Operations Committee, and Strategic Planning & Operational Committee.

Background

Section 8.1 of SunLine's Board bylaws notes that the Chairperson of the Board shall make provisional appointments for each Committee and each Committee's Chairperson and Vice Chairperson and shall provisionally fill vacancies as they may arise during the year. These appointments shall be considered for ratification by the Board at the next regular meeting.

The following provisional appointments were made to the Board's Committees:

Finance/Audit Committee

- Member – Denise Delgado

Board Operations Committee

- Member – Donna Griffith

Strategic Planning & Operational Committee

- Chairperson – Raymond Gregory
- Vice-Chairperson – Denise Delgado
- Member – Donna Griffith

The full Committee appointments are listed in the attached document.

Financial Impact

No financial impact.

**SunLine Transit Agency/SunLine Services Group
Board Committee Assignments
FY 2020/21 COMMITTEE APPOINTMENTS**

	Finance/Audit Committee (5) Meet prior to each Board meeting	Board Operations Committee (3) Meet as needed	Strategic Planning & Operational Committee (5) Meet as needed	Taxi Committee (3) Meet as needed
Robert Radi La Quinta	M		M	
Denise Delgado Coachella	M		V	
Russell Betts Desert Hot Springs	V			
Lisa Middleton Palm Springs	C		M	
Charles Townsend Rancho Mirage		V		V
Raymond Gregory Cathedral City			C	
Kathleen Kelly Palm Desert	M			C
Donna Griffith Indian Wells		M	M	
Glenn Miller Indio		C		M
V. Manuel Perez Riverside County				

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

Updated 01/27/21

**SunLine Transit Agency
SunLine Services Group**

DATE: January 27, 2021 **ACTION**

TO: Board of Directors

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

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

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

Background

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

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

In March, all nine Coachella Valley cities declared a local emergency within their respective jurisdictions and at the May 27, July 22, September 23 and December 2, 2020 meetings, the SunLine Board of Directors voted to continue the emergency declaration.

Riverside County is included in the “Southern California Region” under Governor Newsom’s regional stay at home order and has not be eligible to come off the order since it was implemented on December 5. Therefore, at this time, staff believes that the declaration of emergency should remain as many of the procedures that have been put in place for employees and riders cannot be lifted yet.

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

Financial Impact

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

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0775

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

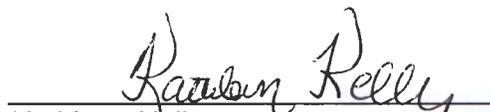
Section 3. That SunLine will utilize, to the extent reasonably feasible and appropriate, the ability to conduct its Board of Director meetings, and all committee meetings via teleconferencing and other electronic means to permit Board Members and members of the public to adopt social distancing to the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

ADOPTED THIS 25th DAY OF March, 2020

ATTEST:

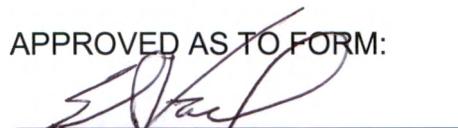


Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency
SunLine Services Group



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

APPROVED AS TO FORM:



General Counsel
Eric Vail

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

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

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

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



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

SunLine Transit Agency

DATE: January 27, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

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

RE: Ratification of Letter of Commitment for City of Coachella for SCAG Grant Application

Recommendation

Recommend that the Board of Directors ratify the letter of commitment SunLine submitted in support of the City of Coachella's application for funding under the 2020-2021 Sustainable Communities Program – Active Transportation & Safety.

Background

The City of Coachella applied for grant funding from the Southern California Association of Governments (SCAG) in an effort to enhance connectivity across its transportation network through the development of a Local Streets and Roads Plan.

As part of the application process, the City of Coachella identified partners whose involvement would create a more comprehensive plan. These partners were asked to submit letters of commitment, outlining the role they would play in the development of the plan. The City of Coachella budgeted \$10,000 as part of their application for each partner organization.

SunLine Transit Agency's involvement will help the City of Coachella integrate the public transportation network in an effort to better optimize headways and encourage ridership. If awarded, SunLine will review and comment on plans, and collaborate in meetings facilitated by the City regarding the project.

Due to the timing of the grant, SunLine needed to submit a letter of commitment by January 14, 2021, which was prior to the next regularly scheduled Board meeting. Staff consulted with the Chairman of the Board for approval of the letter and the action is now being brought before the Board for ratification.

Financial Impact

If awarded, the \$10,000 would cover the costs associated with SunLine's collaboration with the City of Coachella on this project.

SunLine Transit Agency

DATE: **January 27, 2021** **ACTION**

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

FROM: **Luis Garcia, Chief Financial Officer**

RE: **Agreement with City of Coachella for Affordable Housing and Sustainable Communities Program (AHSC) Funding**

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an agreement with the City of Coachella which would allow SunLine to pass-through AHSC funding to the City in an amount not to exceed \$500,000. The agreement will allow the City to be reimbursed for funds expended on the land acquisition which will be utilized for the new transit hub.

Background

In January 2019, the Board of Directors approved Resolution No. 0771 which authorized the CEO/General Manager to execute a joint AHSC application package with the City of Coachella and Chelsea Investment Corporation. The application primarily consisted of the construction of a transit hub, purchase of four (4) CNG buses, and low income housing. In July 2019, staff was informed that the application had been approved which included \$6,500,000 in grant funds for the project.

In September 2020, the joint applicants signed the standard agreement with the State of California which allocated funds to different program scopes within the overall project. SunLine's total award within the agreement was \$4,613,500 for the construction of the transit hub and the purchase of buses. The land acquisition cost is included within the transit hub scope and must be distributed to the City of Coachella.

Financial Impact

The agreement with the City of Coachella does not change the project expenses and SunLine will be able to construct the transit hub as originally intended. SunLine will act as an intermediary between the City of Coachella and the funding source. As such, the pass-through funding in an amount not to exceed \$500,000 will not be an expense to SunLine.

SunLine Transit Agency

DATE: January 27, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Ratification of Coronavirus Aid, Relief, and Economic Security (CARES) Act Claim

Recommendation

Recommend that the Board of Directors ratify the claim of CARES Act funding in the amount of \$1,055,059 for operating assistance.

Background

On April 22, 2020, the Board approved Resolution No. 0778 regarding federal emergency funding. The resolution granted the Agency the ability to spend federal emergency funding made available from the Federal Emergency Management Agency (FEMA) and the CARES Act. The resolution requires that the Board ratify the expenditures of CARES Act or FEMA funds at the next regular SunLine Board meeting following the submission of a claim against those funds. Since the December Board meeting, the Agency made three (3) total claims of CARES Act funding for a total amount of \$1,055,059 to cover eligible operating costs. The reimbursement of CARES Act operating funds aligns with the financial plan presented to the Board of Directors. The Agency will leverage the CARES Act funding in order to minimize the usage of Local Transportation Funds (LTF) and build reserves in state funding for FY22 and beyond. The chart below illustrates a running total of CARES Act and FEMA funding that have been claimed.

Total Claims on CARES Act or FEMA Funding			
Date	Amount	Funding Type	Approved/Pending
8/3/2020	\$ 2,024,513	CARES Act	Approved
10/21/2020	\$ 1,975,487	CARES Act	Approved
12/11/2020	\$ 1,000,000	CARES Act	Pending
12/21/2020	\$ 48,769	CARES Act	Pending
1/4/2021	\$ 6,290	CARES Act	Pending
Total	\$ 5,055,059		

Financial Impact

The \$1,055,059 in operating assistance allows the Agency to leverage emergency assistance and build its operating reserves in LTF.

SUNLINE TRANSIT AGENCY

ITEM 15
ATTACHMENT #1

RESOLUTION NO. 0785

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUNLINE TRANSIT AGENCY AUTHORIZING THE CEO/GENERAL MANAGER TO EXPEND EMERGENCY FUNDS

WHEREAS, on March 4, 2020 Governor Newsom of the State of California declared a State of Emergency in response to the COVID-19 pandemic. On March 13, 2020, the Board of Supervisors of the County of Riverside proclaimed the existence of a local health emergency. On March 13, 2020 the President of the United States declared a National Emergency due to the continued spread and the effects of COVID-19. On March 25, 2020 the Board of Directors of the SunLine Services Group and the SunLine Transit Agency, adopted a Joint Resolution Proclaiming a Local Emergency in response to the COVID-19 Emergency. The declarations and proclamations of an emergency by the President of the United States, the Governor of California, and the County of Riverside and the SunLine Board remain in effect.

WHEREAS, on April 22, 2020, the SunLine Board adopted Resolution No. 0778, a Resolution of the Board of Directors of the SunLine Transit Agency authorizing the CEO/General Manager to Expend Emergency Funds. This Resolution authorized the CEO/General Manager to expend general funds that will be reimbursed to SunLine through the Coronavirus Aid, Relief, and Economic Security Act, and through the Federal Emergency Management Agency to respond to the COVID-19 pandemic.

WHEREAS, additional funds to help support public transportation agencies during the COVID-19 pandemic may be available to SunLine through the Coronavirus Response and Relief Supplemental Appropriations Act of 2021 ("CRRSAA").

WHEREAS, to ensure that SunLine Transit Agency ("SunLine") can continue quickly and efficiently respond to the COVID-19 pandemic and continue to serve the public, it is important that the CEO/General Manager of SunLine ("CEO/General Manager") be authorized to expend CRRSAA funds without unnecessary oversight.

NOW THEREFORE, BE IT RESOLVED by the SunLine Board of Directors ("SunLine Board") that:

Section 1: The recitals set forth herein are found to be true and correct.

Section 2: The CEO/General Manager is hereby authorized and directed to expend general funds that will be reimbursed through CRRSAA funds for capital costs, payroll, operational needs, and all other expenditures authorized by CRRSAA. In the expenditure of general funds that will be reimbursed through CRRSAA funds, the CEO/General Manager shall do so in the exercise of her or his reasonable business judgment, in accordance with all federal, state, and local laws governing the expenditure of such funds, and without obtaining prior authorization from the Finance/Audit

Committee or SunLine Board. Moreover, in the expenditure of general funds that will be reimbursed through CRRSAA funds, the CEO/General Manager is authorized to enter into contracts on behalf of SunLine in an amount not to exceed \$250,000, without obtaining prior authorization from the Finance/Audit Committee or SunLine Board.

Section 3: The CEO/General Manager shall notify the members of the Finance/Audit Committee at the earliest feasible time after the submission of a claim for reimbursement against CRRSAA funds made or authorized by the CEO/General Manager, describing the necessity and use of the funds. All expenditures of CRRSAA funds made under this Resolution shall be brought to the SunLine Board for ratification at the next regular SunLine Board meeting following the submission of a claim against those funds.

Section 4: This Resolution shall take effect immediately upon adoption by the Board of Directors of the SunLine Transit Agency.

ADOPTED this 27 day of January, 2021.

ATTEST:

Brittney B. Sowell
Clerk of the Board
SunLine Transit Agency

Robert Radi
Chairperson of the Board
SunLine Transit Agency

APPROVED AS TO FORM:

Eric S. Vail
General Counsel
Burke, Williams & Sorensen, LLP

SunLine Transit Agency

DATE: January 27, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Approval of Construction Change Order for the CNG Fueling Project

Recommendation

Recommend that the Board of Directors approve the Change Order with GP Strategies in an amount of \$74,978.83 for owner requested changes to fiber optics and rerouting of the water pipes, unforeseen conditions and utility requirements.

Background

On July 25, 2018 the Board of Directors approved a construction agreement with GP Strategies for an amount not to exceed \$6,557,332 for the construction of the CNG fueling station. During the construction of the station in late 2020, there were three (3) changes which required additional expenses. These change order requests were grouped into one transaction by SunLine staff. The cumulative value of the change order was \$74,978.83.

Although the CEO/General Manager has authority to execute construction change orders under \$25,000, the grouping of the change order requests required additional approval by the Chair or Vice Chair. Staff incorrectly submitted this change for signature to the CEO/General Manager which was signed prior to getting Board approval. The document for signature contained multiple change order requests instead of treating the change order request that exceeded the CEO/General Manager's authority separately. This lack of procedural clarity contributed to the difficulty in understanding the transaction.

Staff has corrected the process that created this error by changing the nomenclature utilized on change orders and has created a standard operating procedure and checklist specifically surrounding the change order process. This will assist staff in clearly monitoring transactions to ensure compliance with the Procurement Policies and Procedures.

Financial Impact

The financial impact of \$74,978.83 will be paid utilizing Board approved capital funds obligated to the CNG Fueling Station project. These funds are within the Board approved project budget.

Change Order Log

Amount of Original Contract = \$6,557,332.08		
Recommendation		
\$ 14,980.17	CO #1	Unforeseen Conditions
\$ 50,293.32	CO #2	Owner requested changes to fiber optic installation and water piping reroute
\$ 9,705.34	CO #3	Additional Utilities Requirements
\$ 74,978.83	Total Changes	
\$6,632,310.91	New Contract Total	

SunLine Transit Agency

DATE: January 27, 2021 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Nicholas Robles, Marketing and Events Manager

RE: Award of Contract for Marketing & Communications Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a 16-month marketing services contract, with two (2) one (1) year renewal options, with Andrea Carter & Associates in an amount not to exceed \$232,000, upon review as to form by General Counsel.

Background

SunLine has benefitted from the use of an outside marketing and communications consultant for the previous six (6) years. The outside consultant offers insight and strategy development to further build SunLine's brand, assist in community outreach, and provide strategic development with our overall storytelling efforts.

On November 20, 2020, a Request for Proposal ("RFP") was solicited to provide marketing and communications services to SunLine Transit Agency. On December 21, 2020, eight (8) proposals in total were received.

A three-member evaluation committee comprised of SunLine's staff, independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP. According to the evaluation scores, the committee determined that Andrea Carter & Associates represents the best value to SunLine to help spearhead SunLine's efforts moving forward.

Financial Impact

The contract cost over three (3) years is an amount not to exceed \$232,000 through FY 24. These expenditures are currently budgeted and will be included in the Marketing Department operating budget.

Solicitation List

Action Research

3630 Ocean Ranch Blvd.
Oceanside, CA 92506
(760) 772-4000
coppock@action3630.com

Allegra Consulting

129A North Marengo Ave.
Pasadena, CA 91101
(626)405-4848
suzanne@allegraconsulting.net

Andrea Carter & Associates

PO Box 5871
La Quinta, CA 92248
(760) 285-6828
andrea@andreacarterassociates.com

Angela Starr Consulting, LLC

Los Angeles CA 90017
(213) 300-3418
astarrconsulting@gmail.com

Arellano Associates, LLC

5851 Pine Ave.
Chino, CA 91709
(909) 627-2974
garellano@arellanoassociates.com

Brown Marketing Strategies

3687 Voltaire Street, Suite C
San Diego, CA 92106
(619) 546-5390
shannon@brownmarketingstrategies.com

Christina G. Rodriguez Consulting

736 Payette Drive
Corona, CA 92881
(951)515-3992
cgr@christinegrodriguez.com

CityWorks

michele.mckinney@cityworks.biz

Communications LAB

701 E. Chapman Ave.
Orange, CA 92866
(949) 215-5539
arianna@communicationslab.com

COOK + SCHMID, LLC

740 13th Street, Suite 502
San Diego, CA 92101
(619) 814-2370
jschmid@cookandschmid.com

Cord Media Company

43645 Monterey Ave
Palm Desert, CA 92660
(760) 834-8599
jonas@cordmedia.com
jaci@cordmedia.com

Creative Experts in Marketing

74020 Alessandro Dr., Suite E.
Palm Desert, CA 92260
(760) 773-1707
stephanie@fgcreative.com

Creative Sizzle

528 W Ashford Lane
Arlington Heights, IL 60004
(847) 345-6329
mitch@creativesizzle.com

CV Strategies

73700 Dinah Shore, Ste 402
Palm Desert, CA 92211
(760) 776-1766
erin@cvstrat.com

db&m media

don@dbm-media.com

Marketing Services

Deltek

JeremyHeim@deltek.com

Entercom

Deanna.Mendes@entercom.com

Susan.Bungay@entercom.com

Hyatt Ward

1706 Plum Lane, Suite 103

Redlands, CA 92374

(909) 793-3840 x 223

adrian@hyattward.com

Imagine IT! Media

318 North Palm Canyon Drive

Palm Springs, CA 92262

(760) 325-6998

info@imagineitmedia.com

Ilium Associates, Inc.

carolyn@ilium.com

Jones Agency

3603 N. Indian Canyon Drive

Palm Springs, CA 92262

(760) 325 1437 x 214

Ron Brady

ronb@jonesagency.com

MOB Media, Inc.

26632 Towne Centre Dr #300

Foothill Ranch, CA 92610

(949) 222-0220

Paul.Otis@mobmedia.com

Moore & Associates, Inc.

28159 Avenue Stanford, Suite 110

Valencia, CA 91355

(661) 253-1277

Kathy Chambers

kathy@moore-associates.net

Seven Outsource

(315) 308-7852

Rfpmart.solutions@gmail.com

Snap Productions

5042 Wilshire Blvd., #115

Los Angeles, CA 90036

(323) 933-4155

ginger@snap-productions.com

The 20/20 Network

1808 Albright Way

Upland, CA 91784

(909) 841-7527

steve@the2020network.com

The Coachella Valley Marketing Exchange

(855) 385-1500

info@marketingexchange.com

We The Creative

27132 Paseo Espada, Unit B1225

San Juan Capistrano, CA 92675

(877) 887-1318

barbaradesalvio@gmail.com

WeUsThem Inc.

1791 Barrington St., Suite 402

Halifax, NS Canada B3J 3K9

(902) 407-8150

hello@weusthem.com



Price Analysis

	Andrea Carter & Associates	Creative Sizzle	CV Strategies	HyattWard	MOB Media	Snap Productions	We the Creative	WeUsThem
Total Not to Exceed Year 1	\$ 92,800.00	\$ 123,900.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 94,350.00	\$ 82,001.15	\$ 99,925.00
Total Not to Exceed Option Year 1	\$ 69,600.00	\$ 100,000.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 90,562.50	\$ 82,001.15	\$ 99,925.00
Total Not to Exceed Option Year 2	\$ 69,600.00	\$ 100,000.00	\$ 81,180.00	\$ 90,000.00	\$ 99,400.00	\$ 95,150.00	\$ 82,001.15	\$ 99,925.00
Total	\$ 232,000.00	\$ 323,900.00	\$ 243,540.00	\$ 270,000.00	\$ 298,200.00	\$ 280,062.50	\$ 246,003.45	\$ 299,775.00

	Difference	Delta
Difference between Andrea Carter & Associates and CV Strategies	\$ (11,540.00)	4.97%
Difference between Andrea Carter & Associates and We the Creative	\$ (14,003.45)	6.04%

There was adequate price competition since 8 proposers independently contended for the contract that is to be awarded and were all responsive to the requirements of the solicitation.

Based on the findings, the total not to exceed for Year 1, Option Year 1, and Option Year 2 submitted by Andrea Carter & Associates, the highest evaluated proposer, is 4.97% lower than CV Strategies and 6.04% lower than We the Creative.

Based on the results, it is reasonable to assume that Andrea Carter & Associates understood the Scope of Work and/ or the level of effort to complete the required services. Therefore, it is determined that the prices submitted by Andrea Carter & Associates are considered fair and reasonable.

DocuSigned by:
Jennifer Tran
0ED57BC962F34C5...