



FINANCE/AUDIT COMMITTEE AGENDA

May 24, 2017

9:45 a.m. – 10:45 a.m.

Wellness Center

SunLine Transit Agency

Thousand Palms, CA

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

1. **Call to Order**

2. **Roll Call**

3. **Confirmation of Agenda**

4. **Presentations**

5. **Public Comments**

Anyone wishing to address the Finance/Audit Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

6. **Committee Member Comments**

----- RECEIVE AND FILE -----

7. **Consent Calendar**

Receive & File

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

- a) Checks over \$1,000 report for March 2017
- b) Credit Card Statement for March 2017
- c) Monthly Budget Variance Report for March 2017
- d) Contracts Signed in Excess of \$25,000 March 2017
- e) Ridership Report for March 2017
- f) SunDial Operational Notes for March 2017
- g) Metrics (On time Performance, Early Departures, Late Departures, Late Cancellations, Driver Absence, Advertising Revenue, Fixed Route Customer Comments, Paratransit Customer Comments)
- h) Board Member Attendance

-----DISCUSSION-----

8. **Review and Discussion of the Draft FY 18 Operating and Capital Budget** **Discussion**
**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Luis Garcia)**
In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft Budget for the Finance Committee's discussion and review.

-----ACTION-----

9. **Award of Contract for Planning Software** **Approve**
**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Joseph Friend)**
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 3-year contract with Remix Software, Inc. for service planning software in the amount of \$70,500.
10. **Award of Contract for Security Guard Services** **Approve**
**(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Peter Gregor)**
Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 2-year Security Guard Services contract, with three 1-year option years, with Admiral Security Services, Inc. in an amount not to exceed \$550,000, upon review as to form by Legal Counsel
11. **Award Contracts Authorized Under CARB Grant** **Approve**
**Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore)**
Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute agreements with:
- a) New Flyer of America for 5 fuel cell electric vehicles in an amount Not to Exceed \$6,998,400; and
 - b) Hydrogenics for a hydrogen electrolyzer in an amount Not to Exceed \$8,338,391
- These contracts will be subject to review and approval as to form by SunLine Counsel.

12. **Fund Haul-PASS Program**

Approve

**Greg Pettis, Chair of Finance/Audit Committee;
Staff: Rudy LeFlore)**

Recommend that the Board of Directors authorize the CEO/General Manager to solicit support from the SunLine member agency city councils an amount of \$15,000 - \$20,000 for a one year pilot program to offer free bus service for high school and college students in SunLine's service area.

13. **Adjourn**

SunLine Transit Agency
Checks \$1,000 and Over
For the month of March 2017

NOTE: 1). Bold check payments represent "pass through" 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 Name	Description	Check #	Check	Amount
<i>US HYBRID CORPORATION</i>	<i>WIP-Battery Dominant Project</i>	<i>671276</i>	<i>3/17/2017</i>	<i>\$466,032.00</i>
<i>BAE SYSTEMS CONTROLS, INC.</i>	<i>Fuel Cell Bus</i>	<i>671203</i>	<i>3/17/2017</i>	<i>\$332,500.00</i>
CalPERS	Group Health Ins Prem	671289	3/24/2017	\$315,967.20
<i>BAE SYSTEMS CONTROLS, INC.</i>	<i>Fuel Cell Bus</i>	<i>671204</i>	<i>3/17/2017</i>	<i>\$190,000.00</i>
<i>ND CONSTRUCTION COMPANY, INC.</i>	<i>Bus Stop Improvement Phase 6</i>	<i>671238</i>	<i>3/17/2017</i>	<i>\$163,145.36</i>
PERMA - Insurance	Gen Lib/WC	671315	3/24/2017	\$119,055.09
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671186</u>	<u>3/10/2017</u>	<u>\$93,988.84</u>
<u>U.S. BANK INSTITUTIONAL TRUST-</u>	<u>Pension Deposits</u>	<u>671325</u>	<u>3/24/2017</u>	<u>\$93,848.93</u>
BP ENERGY COMPANY	CNG	671330	3/31/2017	\$77,224.82
<i>AIR & LUBE SYSTEMS INC</i>	<i>WIP-Replace Bus Lifts (2)</i>	<i>671194</i>	<i>3/17/2017</i>	<i>\$42,877.63</i>
SO CAL GAS CO.	Utilities	671264	3/17/2017	\$34,875.22
COMPLETE COACH WORKS	Repair/Paint Buses	671085	3/2/2017	\$32,028.91
IMPERIAL IRRIGATION DIST	Utilities	671165	3/10/2017	\$28,623.81
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins Prem</u>	<u>671317</u>	<u>3/24/2017</u>	<u>\$25,487.64</u>
MICHELIN NORTH AMERICA, INC.	Tire Leasing	671173	3/10/2017	\$22,878.80
CIVIC RESOURCE GROUP	Custom Web Site Design	671213	3/17/2017	\$19,150.00
VASQUEZ AND COMPANY LLP	Audit Services (SLT)	671360	3/31/2017	\$17,043.65
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	671207	3/17/2017	\$16,679.45
<i>APOLLO VIDEO TECHNOLOGY</i>	<i>WIP-Wireless Video Link Buses</i>	<i>671282</i>	<i>3/24/2017</i>	<i>\$16,000.00</i>
<i>BYD COACH & BUS LLC</i>	<i>WIP-Electric Buses Lease</i>	<i>671210</i>	<i>3/17/2017</i>	<i>\$14,591.51</i>
MURCHISON & CUMMING, LLP	Insurance Losses	671311	3/24/2017	\$10,934.29
ANDREA CARTER & ASSOCIATES	Marketing Consulting & PR	671199	3/17/2017	\$10,600.00
RICK MCCRAY	Repair Parts	671256	3/17/2017	\$10,000.98
CUMMINS PACIFIC, LLC	Bus Repair Parts	671217	3/17/2017	\$9,802.10
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671133	3/2/2017	\$8,720.94
TEC OF CALIFORNIA, INC.	Repair Parts	671268	3/17/2017	\$8,498.16
<i>APOLLO VIDEO TECHNOLOGY</i>	<i>WIP-Wireless Video Link Buses</i>	<i>671201</i>	<i>3/17/2017</i>	<i>\$8,179.69</i>
ADVANCED WEB OFFSET, INC.	Printing Rider's Guide	671076	3/2/2017	\$7,823.75
<i>TRAPEZE SOFTWAREGROUP, INC.</i>	<i>WIP-ERP Project</i>	<i>671275</i>	<i>3/17/2017</i>	<i>\$7,562.54</i>
LOZANO SMITH, LLP	Legal Services	671345	3/31/2017	\$7,517.50
PE FACILITY SOLUTIONS LLC	Janitorial Servs	671248	3/17/2017	\$6,924.00
FRANKLIN TRUCK PARTS, INC	Bus Repair Parts	671227	3/17/2017	\$6,910.60
TEC OF CALIFORNIA, INC.	Repair Parts	671130	3/2/2017	\$6,874.18
IMPERIAL IRRIGATION DIST	Utilities	671342	3/31/2017	\$6,848.58
TRANSIT PRODUCTS & SERVICES	Repair Parts	671273	3/17/2017	\$6,505.80
AMALGAMATED TRANSIT UNION	Union Dues	671144	3/10/2017	\$6,411.43
EYE MED	Employee Benefits	671297	3/24/2017	\$6,393.76
AMALGAMATED TRANSIT UNION	Union Dues	671280	3/24/2017	\$6,207.86
THE AFTERMARKET PARTS COMPANY,	Bus Parts	671269	3/17/2017	\$5,533.81
<i>ENGINEERING PROCUREMENT</i>	<i>WIP-Hydrogen Fueling Station</i>	<i>671091</i>	<i>3/2/2017</i>	<i>\$5,459.50</i>



SunLine Transit Agency
Checks \$1,000 and Over
For the month of March 2017

NOTE: 1). Bold check payments represent "pass through" 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 Name	Description	Check #	Check	Amount
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>671328</i>	<i>3/24/2017</i>	<i>\$5,121.70</i>
NAPA AUTO PARTS	Vehicle Repair Parts	671347	3/31/2017	\$5,084.02
ROMAINE ELECTRIC CORP.	Repair Parts	671352	3/31/2017	\$5,082.11
THE COACHELLA VALLEY ART SCENE	Advertisement	671134	3/2/2017	\$4,800.00
TK SERVICES, INC.	Bus Repair Parts	671271	3/17/2017	\$4,793.80
THE AFTERMARKET PARTS COMPANY, <i>SHI INTERNATIONAL CORP.</i>	Bus Parts <i>WIP- IT Project</i>	671357 <i>671261</i>	3/31/2017 <i>3/17/2017</i>	\$4,690.03 <i>\$4,451.52</i>
<i>PVC CONSULTING, LLC</i>	<i>Project Management FC3-6</i>	<i>671125</i>	<i>3/2/2017</i>	<i>\$4,400.00</i>
LOZANO SMITH, LLP	Legal Services	671171	3/10/2017	\$4,379.56
<i>PVC CONSULTING, LLC</i>	<i>Project Management FC3-6</i>	<i>671254</i>	<i>3/17/2017</i>	<i>\$4,300.00</i>
ALLIED UNIVERSAL SECURITY SERVICES	Security Services	671329	3/31/2017	\$4,215.15
STRICKLAND KENNY INC.	Lubricants & Oils	671267	3/17/2017	\$4,175.23
TPX COMMUNICATIONS	Telephone Service	671131	3/2/2017	\$4,071.50
TPX COMMUNICATIONS	Telephone Service	671356	3/31/2017	\$4,037.55
<u>RELIANCE STANDARD</u>	<u>PPO DENTAL</u>	<u>671351</u>	<u>3/31/2017</u>	<u>\$4,002.56</u>
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671286	3/24/2017	\$3,935.49
CALIFORNIA DENTAL NETWORK, INC.	Dental Insurance	671148	3/10/2017	\$3,786.64
NAPA AUTO PARTS	Vehicle Repair Parts	671236	3/17/2017	\$3,618.52
CYNTHIA L. HENSON	Staff Development	671218	3/17/2017	\$3,600.00
TIME WARNER CABLE	Utilities	671270	3/17/2017	\$3,450.44
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>671281</i>	<i>3/24/2017</i>	<i>\$3,413.67</i>
PRUDENTIAL OVERALL SUPPLY	Uniforms	671252	3/17/2017	\$3,372.55
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	671340	3/31/2017	\$3,300.56
PROPER SOLUTIONS	Temp. Emp Serv	671350	3/31/2017	\$3,300.00
HOME DEPOT CRD SRVS	Facility Maintenance	671341	3/31/2017	\$3,220.16
GRAINGER	Facility Maintenance	671229	3/17/2017	\$3,185.97
<i>YELLOW CAB OF THE DESERT</i>	<i>Taxi Voucher Program</i>	<i>671191</i>	<i>3/10/2017</i>	<i>\$3,163.33</i>
HOME DEPOT CRD SRVS	Facility Maintenance	671109	3/2/2017	\$3,074.22
SOCALGAS	Indio Facility Gas	671161	3/10/2017	\$3,071.41
BOYLIN MANAGEMENT INSTITUTE	Staff Development	671079	3/2/2017	\$3,000.00
<i>AMERICAN CAB</i>	<i>Taxi Voucher Program</i>	<i>671145</i>	<i>3/10/2017</i>	<i>\$2,990.93</i>
ALLIED UNIVERSAL SECURITY SERVICES	Security Services	671077	3/2/2017	\$2,869.26
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	671277	3/17/2017	\$2,862.47
INTERNATIONAL BUSINESS MACHINES	Computer Material/Supplies	671231	3/17/2017	\$2,739.00
SAFETY-KLEEN CORPORATION	Solvent Tank Service	671258	3/17/2017	\$2,660.95
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671149	3/10/2017	\$2,646.02
CALIFORNIA STATE DISBURSEMENT	Employee Garnishment	671288	3/24/2017	\$2,646.02
PATRICK M. BRASSIL	Hydrogen Maintenance	671247	3/17/2017	\$2,640.00
CREATIVE BUS SALES, INC.	Bus Repair Parts	671086	3/2/2017	\$2,471.00
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671312	3/24/2017	\$2,443.60



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Vendor Name	Description	Check #	Check	Amount
MAGALDI & MAGALDI, INC.	Repair Parts	671116	3/2/2017	\$2,388.17
PROPER SOLUTIONS	Temp. Emp Serv	671316	3/24/2017	\$2,280.00
SOCALGAS	Indio Facility Gas	671265	3/17/2017	\$2,101.76
GENFARE	Farebox	671228	3/17/2017	\$2,059.43
DESERT COMMUNITY COLLEGE	Employee Training	671221	3/17/2017	\$2,000.00
IMPERIAL IRRIGATION DIST	Utilities	671304	3/24/2017	\$1,840.28
CAPITAL ONE COMMERCIAL (COSTCO)	Boardroom Supplies	671212	3/17/2017	\$1,782.68
DESERT AIR CONDITIONING, INC.	A/C REPAIR AND SALES	671220	3/17/2017	\$1,746.00
INFORMATION DESIGN CONSULTANTS	Employee Training	671113	3/2/2017	\$1,740.00
LOZANO SMITH, LLP	Legal Services	671308	3/24/2017	\$1,666.60
VERIZON WIRELESS	Wireless Cell Service	671361	3/31/2017	\$1,594.32
OFFICE DEPOT	Office Supplies	671240	3/17/2017	\$1,592.34
PARKHOUSE TIRE, INC.	Revenue/Non-Rev Tires	671244	3/17/2017	\$1,580.75
CALIFORNIA HYDROGEN BUSINESS	Membership & Subscriptions	671287	3/24/2017	\$1,500.00
ALLIED UNIVERSAL SECURITY SERVICES	Security Services	671196	3/17/2017	\$1,434.63
ALLIED UNIVERSAL SECURITY SERVICES	Security Services	671143	3/10/2017	\$1,430.93
BURRTEC WASTE & RECYCLING	Facility Trash Removal	671208	3/17/2017	\$1,429.86
TRANSLITE ENTERPRISES INC	Glass Installer	671274	3/17/2017	\$1,409.37
TRANSLITE ENTERPRISES INC	Glass Installer	671138	3/2/2017	\$1,409.37
IMPERIAL IRRIGATION DIST	Utilities	671110	3/2/2017	\$1,387.40
SPORTWORKS NORTHWEST, INC.	Fuel Cell Bus Parts	671355	3/31/2017	\$1,337.05
NORTON MEDICAL INDUSTRIES	Medical-Exams and Testing	671175	3/10/2017	\$1,299.25
4IMPRINT, INC.	Advertisement	671192	3/17/2017	\$1,282.38
PROPER SOLUTIONS	Temp. Emp Serv	671178	3/10/2017	\$1,248.00
UPS	Freight	671327	3/24/2017	\$1,245.10
BURRTEC WASTE & RECYCLING	Facility Trash Removal	671147	3/10/2017	\$1,203.43
FIESTA FORD, INC.	Repair Parts/Support	671093	3/2/2017	\$1,200.73
OFFICETEAM	Temporary Services	671176	3/10/2017	\$1,188.00
<i>PARTNERS IN DIVERSITY, INC.</i>	<i>WIP-Hydrogen FCB (5) Lo-No</i>	<i>671245</i>	<i>3/17/2017</i>	<i>\$1,172.00</i>
OFFICE DEPOT	Office Supplies	671120	3/2/2017	\$1,162.02
ACCOMTEMPS	Temporary Help	671279	3/24/2017	\$1,080.00
CUMMINS PACIFIC, LLC	Bus Repair Parts	671087	3/2/2017	\$1,056.07
<i>DESERT CITY CAB</i>	<i>Taxi Voucher Program</i>	<i>671292</i>	<i>3/24/2017</i>	<i>\$1,037.64</i>
TOTALFUNDS BY HASLER	Postage Supplies	671272	3/17/2017	\$1,027.64
PALM SPRINGS MOTORS, INC.	Non-Rev Repair Parts	671243	3/17/2017	\$1,008.82
GENFARE	Farebox	671095	3/2/2017	\$1,008.37
BROADLUX, INC.	Contracted Services-General	671206	3/17/2017	\$1,007.45

Total of Checks Over \$1,000	\$2,474,713.11
Total of Checks Under \$1,000	\$52,788.41
Total of All Checks for the Month	\$2,527,501.52
Total Amount of Checks Prior Years Same Month	\$2,663,427.31



Wells Fargo
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: April 2, 2017

Lauren Skiver – Detail

03/02/17	Marriott	APTA Marketing Workshop/N Stevens, Marketing Coord	\$ 267.68
03/06/17	Expedia	2017 FTA Drug & Alcohol Program/V Mora, Compliance Officer	\$ 541.61
03/08/17	Expedia	APTA Conference/Rodeo, M Garcia, Superintendent	\$ 289.60
03/08/17	Expedia	APTA Conference/Rodeo, T Edwards, COO	\$ 387.60
03/08/17	Expedia	APTA Conference/Rodeo, L Skiver, CEO/GM	\$ 387.60
03/09/17	Panera	Meeting with Parsons Brinckerhoff	\$ 206.77
03/14/17	Panera	Access Advisory Committee – Lunch	\$ 152.79
03/14/17	APTA	Registration/APTA Conference/Rodeo, M Garcia, Superintendent	\$ 975.00
03/15/17	Panera	Executive Leadership Team Meeting	\$ 185.30
03/15/17	APTA	Registration/APTA Rodeo, J. Rodriguez, MCO	\$ 780.00
03/17/17	APTA	APTA Conf/Rodeo – room rate difference charge-V Duran, Supervisor	\$ 46.33
03/17/17	Trapeze	Registration Trapeze User Conference/E Mester, IT Administrator	\$ 1,250.00
03/17/17	Southwest	Trapeze User Conference/E Mester, IT Administrator	\$ 648.88
03/20/17	Expedia	ZEBRA Meeting – Reno/J Cosio, Performance Project Assit.	\$ 566.56
03/20/17	Expedia	ZEBRA Meeting – Reno/R. LeFlore, CPC	\$ 521.56
03/20/17	Expedia	APTA Rodeo, J. Rodriguez, MCO	\$ 309.60
03/22/17	Daily Grill	Lunch – March Board Meeting	\$ 387.90
03/30/17	The Slice	Lunch – Visioning Session	\$ 378.63
03/30/17	Panera	Continental Breakfast – Visioning Session	\$ 79.84
04/02/17	Expedia	APTA Conference/Rodeo, L Skiver, CEO/GM	\$ 176.40

Total Amount \$8,539.65

Credits: \$ 439.80

Total Amount \$8, 099.85





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	11.990%	.03284%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	24.740%	.06778%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

N.T.

\$0 - \$8,539.65 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/01/17. 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	5958	40,000	\$8,099.85

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
03/02	03/03	75282301YEHMQDKG5	CASH BACK REDEMPTION ACCT NON-FUNDABLE	193.10	
03/27	03/27	F3268002N00CHGDDA	AUTOMATIC PAYMENT - THANK YOU	8,574.01	
			TOTAL 4484610004265941 \$8,767.11-		

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

03/01	03/03	74733091Z75F9B8WH	JETBLUE 2797941199121 BELLEVUE WA	439.80		
03/02	03/03	24692161X00TOX65N	MARRIOTT TAMPA WATERSI TAMPA FL		267.68	✓
03/06	03/06	244310622A16SGADX	AMERICAN AIR0017953120447 FORT WORTH TX		541.61	✓
		04/17/17	MORA/VANESSA			
		1 AA V	ONTARIO FORT WORTH			
		2 AA V	FORT WORTH NEW ORLEANS			
		3 AA N	NEW ORLEANS FORT WORTH			
		4 AA N	FORT WORTH ONTARIO			
		11617270	EXPEDIA INC			
03/06	03/08	2469216240046D0EK	UNITED 0167953990223800-932-2732 TX		289.60	✓
		05/03/17	GARCIA/MANUAL			
		1 UA S	PALM SPRINGS SAN FRANCISCO			
		2 UA S	SAN FRANCISCO RENO			
		3 UA S	RENO SAN FRANCISCO			
		4 AU S	SAN FRANCISCO PALM SPRINGS			
		11617270	EXPEDIA INC			
03/08	03/08	2469216240046D0VY	UNITED 0167953997097800-932-2732 TX		387.60	✓
		05/05/17	EDWARDS/TOMMY			
		1 UA W	PALM SPRINGS SAN FRANCISCO			
		2 UA W	SAN FRANCISCO RENO			
		3 UA H	RENO SAN FRANCISCO			
		4 AU H	SAN FRANCISCO PALM SPRINGS			
		11617270	EXPEDIA INC			
03/08	03/08	2469216240046D2W6	UNITED 0167954005531800-932-2732 TX		387.60	✓
		05/05/17	SKIVER/LAURA LEE			
		1 UA W	PALM SPRINGS SAN FRANCISCO			
		2 UA W	SAN FRANCISCO RENO			
		3 UA H	RENO SAN FRANCISCO			
		4 AU H	SAN FRANCISCO PALM SPRINGS			
		11617270	EXPEDIA INC			
03/09	03/09	2423168242DYPM92B	PANERA BREAD #601771 314-984-3495 CA		206.77	✓
03/14	03/14	2423168292DYV7TYG	PANERA BREAD #601771 314-984-3495 CA		152.79	✓
03/14	03/14	24639232AS66DM57V	APTA 202-4964800 DC		975.00	✓
03/15	03/15	24231682A2DJTW22L	PANERA BREAD #601771 314-984-3495 CA		185.30	✓
03/15	03/15	24639232BS66DR6XS	APTA 202-4964800 DC		780.00	✓
03/17	03/17	24431062Q0D17XHAJ	APTA HOUSING OFFICE FALLS CHURCH VA		46.33	✓

N. Stevens CA Flight



Transaction Details

Trans	Post	Reference Number	Description	Credits	Charges
03/17	03/17	24492152OS159MYMA	TRAPEZEGRP 187-741-1872 IA		1,250.00 ✓
03/17	03/17	24692162D00L4GTHA	SOUTHWES 5260608289474800-435-9792 TX		30.00 ✓
		03/17/17	MESTER/SAMUEL		
		1 WN Y	DALLAS DALLAS		
03/17	03/17	24692162D00L4GTH2	SOUTHWES 5262495656005800-435-9792 TX		618.88 ✓
		04/09/17	MESTER/SAMUEL		
		1 WN H	ONTARIO DENVER		
		2 WN H	DENVER CHICAGO		
		3 WN H	CHICAGO PHOENIX		
		4 WN H	PHOENIX ONTARIO		
03/20	03/20	24692162F00P9LXS6	EXPEDIA7253222040934 EXPEDIA COM WA		556.56 ✓
03/20	03/20	24692162F00P9NEZB	EXPEDIA7253224027382 EXPEDIA COM WA		521.55 ✓
03/20	03/20	24692162G00AFTR0A	UNITED 0167957364516800-932-2732 TX		309.60 ✓
		05/03/17	RODRIGUEZ/JUAN CARLO		
		1 UA W	PALM SPRINGS SAN FRANCISCO		
		2 UA W	SAN FRANCISCO RENO		
		3 UA S	RENO SAN FRANCISCO		
		4 AU S	SAN FRANCISCO PALM SPRINGS		
		11617270	EXPEDIA INC		
03/22	03/22	24224432J31T92B44	GRILL CONCEPTS - P PALM DESERT CA		387.90 ✓
03/30	03/30	24013392T047GMHG4	THE SLICE RANCHO MIRAGE CA		378.63 ✓
03/30	03/30	24231882T2E61HDA2	PANERA BREAD #601771 PALM DESERT CA		79.84 ✓
04/02	04/02	24431062XA16SQYBT	AMERICAN AIR0017994221005 FORT WORTH TX		176.40 ✓
		05/05/17	SKIVER/LAURA LEE		
		1 AA S	LOS ANGELES RENO		
		2 AA Q	RENO LOS ANGELES		
		11617270	EXPEDIA INC		
			TOTAL \$8,099.85		
			LAURA SKIVER / Sub Acct Ending In 5958		

Wells Fargo News

Now you have more choices when it comes to paying with your card. Mobile wallets make it easy to use your Wells Fargo Business Elite Card at over 1 million merchants displaying the "contactless" symbol. Mobile wallets allow you to:

- Tap and pay without physically taking out a card
- Save time when making online purchases
- Control the security of your PIN and account number at point of purchase

Explore Mobile Wallet features and how to use them by going to <https://www.wellsfargo.com/mobile-payments/mobile-wallet-basics>





CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	04/04/17
Days in Billing Cycle	33
Next Statement Date	05/02/17
Credit Line	\$40,000
Available Credit	\$31,277

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

Inquiries or Questions:
WF Business Direct PO Box 29482
Phoenix, AZ 85038-8650

Payments:
Payment Remittance Center PO Box 6415
Carol Stream, IL 60197-6415

Payment Information

New Balance	\$8,539.65
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/01/17

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		\$9,206.91
Credits	-	\$632.90
Payments	-	\$8,574.01
Purchases & Other Charges	+	\$8,539.65
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$8,539.65

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$0.00
Cash Earned this Month		\$81.00
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$81.00
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$193.10

Cash Back Notice

Your next cash back reward is scheduled for 06/2017.

See reverse side for important information.

5596 0025 YTC 1 7 2 170404 0 PAGE 1 of 4 10 3268 1000 ELA3 01DR5596 3023

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	\$8,539.65
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/01/17

05000008539650044846100042659418

Print address or phone changes:

Work ()

Amount Enclosed:



PAYMENT REMITTANCE CENTER YTC
 PO BOX 6415 29
 CAROL STREAM IL 60197-6415

SUNLINE TRANSIT
 LUIS GARCIA 3023
 32505 HARRY OLIVER TRL 1104
 THOUSAND PALMS CA 92276-3501



If your card is ever lost or stolen:

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

Questions about your statement:

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

**For all your personal or business financial service needs
Visit us at www.wellsfargo.com**

Important Payment Information:

Payments made at a Wells Fargo branch. When making a payment at a Wells Fargo branch you must present a separate check for each account being paid. A single check cannot be used to pay multiple accounts.

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

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

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

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

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

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



SunLine Transit Agency
Budget Variance Report
March 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Revenues:							
Passenger Revenue	3,339,121	301,784	278,260	23,523	2,330,620	2,504,341	(173,721)
Other Revenue	2,767,887	202,918	230,657	(27,740)	3,060,222	2,075,915	984,307
Total Operating Revenue	6,107,008	504,701	508,917	(4,216)	5,390,842	4,580,256	810,586
Operating Expenses:							
Operator & Mechanic Salaries & Wages	9,334,128	763,248	777,844	14,596	6,602,606	7,000,596	397,990
Operator & Mechanic Overtime	983,000	88,169	81,917	(6,252)	917,374	737,250	(180,124)
Administration Salaries & Wages	5,451,610	426,014	454,301	28,287	3,430,976	4,088,708	657,732
Administration Overtime	5,000	2,711	417	(2,294)	14,509	3,750	(10,759)
Fringe Benefits	8,915,841	708,196	742,987	34,791	6,349,604	6,686,881	337,276
Communications	203,000	14,730	16,917	2,186	145,888	152,250	6,362
Legal Services - General	75,000	12,070	6,250	(5,820)	62,367	56,250	(6,117)
Computer/Network Software Agreement	350,550	30,074	29,171	(904)	265,692	262,538	(3,154)
Uniforms	149,320	2,436	12,443	10,007	128,881	111,990	(16,891)
Contracted Services	584,786	54,151	48,732	(5,419)	376,786	438,589	61,804
Equipment Repairs	7,500	75	625	550	2,218	5,625	3,407
Security Services	74,600	6,182	6,217	35	58,074	55,950	(2,124)
Fuel - CNG	1,326,852	115,857	110,571	(5,286)	1,109,394	995,139	(114,255)
Fuel - Hydrogen	231,000	20,054	19,250	(804)	221,282	173,250	(48,032)
Tires	211,500	18,127	17,625	(502)	164,706	158,625	(6,081)
Office Supplies	79,002	7,712	6,584	(1,129)	47,009	59,252	12,243
Travel/Training	158,395	8,307	13,200	4,893	82,193	118,796	36,603
Repair Parts	978,500	81,918	81,542	(376)	942,308	733,875	(208,433)
Facility Maintenance	43,000	4,449	3,583	(866)	34,658	32,250	(2,408)
Electricity - CNG & Hydrogen	190,000	15,796	15,833	37	121,862	142,500	20,638
Natural Gas	1,268,112	115,807	105,676	(10,131)	1,156,490	951,084	(205,406)
Water	6,000	1,188	500	(688)	6,071	4,500	(1,571)
Insurance Losses	768,827	58,030	64,069	6,039	793,479	576,620	(216,859)
Insurance Premium - Property	12,000	1,049	1,000	(49)	9,439	9,000	(439)
Repair Claims	60,000	8,420	5,000	(3,420)	88,638	45,000	(43,638)
Fuel Taxes	167,700	16,876	13,975	(2,901)	142,782	125,775	(17,007)
Other Expenses	3,360,558	254,363	280,047	25,683	2,034,149	2,520,419	486,269
Self Consumed Fuel	(1,521,170)	(135,972)	(126,764)	(9,207)	(1,225,383)	(1,140,878)	(84,505)
Total Operating Expenses (Before Depreciation)	33,474,111	2,700,039	2,789,509	89,470	24,084,051	25,105,583	1,021,532
Operating Expenses in Excess of Operating Revenue		\$ (2,195,338)			\$ (18,693,209)		
Subsidies:							
Local - Measure A	5,835,696	468,129	486,308	18,179	3,986,096	4,376,772	390,676
State - LTF, LCTOP	19,185,848	1,539,053	1,598,821	59,768	13,104,970	14,389,386	1,284,416
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ	2,345,559	188,156	195,463	7,307	1,602,143	1,759,169	157,026
Total Subsidies	27,367,103	2,195,338	2,280,592	85,254	18,693,209	20,525,327	1,832,118
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



SunLine Transit Agency
Budget Variance Report
March 2017

Description	FY 17 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 17 YTD Budget	Favorable (Unfavorable)
Operating Expenses:							
Wages & Benefits	24,689,579	1,988,337	2,057,465	69,127	17,315,069	18,517,184	1,202,115
Services	2,668,665	243,228	222,389	(20,840)	2,079,722	2,001,499	(78,224)
Fuels & Lubricants	1,720,552	154,051	143,379	(10,671)	1,449,122	1,290,414	(158,708)
Tires	211,500	18,127	17,625	(502)	164,706	158,625	(6,081)
Materials and Supplies	1,317,749	104,770	109,812	5,042	1,146,414	988,312	(158,102)
Utilities	1,779,112	151,322	148,259	(3,062)	1,480,957	1,334,334	(146,623)
Casualty & Liability	1,389,707	108,957	115,809	6,852	1,158,915	1,042,280	(116,635)
Taxes and Fees	167,700	16,876	13,975	(2,901)	142,782	125,775	(17,007)
Miscellaneous Expenses	1,050,717	50,343	87,560	37,217	371,746	788,038	416,292
Self Consumed Fuel	(1,521,170)	(135,972)	(126,764)	(9,207)	(1,225,383)	(1,140,878)	(84,505)
Total Operating Expenses (Before Depreciation)	33,474,111	2,700,039	2,789,509	89,470	24,084,051	25,105,583	1,021,532
Revenues:							
Passenger Revenue	3,339,121	301,784	278,260	23,523	2,330,620	2,504,341	(173,721)
Other Revenue	2,767,887	202,918	230,657	(27,740)	3,060,222	2,075,915	984,307
Total Operating Revenue	6,107,008	504,701	508,917	(4,216)	5,390,842	4,580,256	810,586
Net Operating Gain (Loss)		\$ (2,195,338)			\$ (18,693,209)		
Subsidies:							
Local - Measure A	5,835,696	468,129	486,308	18,179	3,986,096	4,376,772	390,676
State - LTF, LCTOP	18,646,475	1,495,785	1,553,873	58,088	12,736,549	13,984,856	1,248,307
Federal - 5307, 5310, 5311, 5316, 5317 & CMAA	2,884,932	231,424	240,411	8,987	1,970,564	2,163,699	193,135
Total Subsidies	27,367,103	2,195,338	2,280,592	85,254	18,693,209	20,525,327	1,832,118
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -		



Budget Variance Analysis - SunLine Transit

Passenger Revenue - Unfavorable

- Fixed route ridership has continued to decrease. System Total Ridership is currently 144,126 riders below FY16 YTD amounts.
- Ridership is currently at 4.2% below FY16 YTD amounts

Fixed Route March	
Mar-16	387,310
Mar-17	398,713
Favorable	11,403
Favorable	2.9%

Paratransit March	
Mar-16	14,890
Mar-17	14,408
Unfavorab	(482)
Unfavorab	-3.2%

System Total March	
Mar-16	402,200
Mar-17	413,121
Favorable	10,921
Favorable	2.7%

Fixed Route YTD March	
YTD-16	3,298,974
YTD-17	3,152,253
Unfavorable	(146,721)
Unfavorable	-4.4%

Paratransit YTD March	
YTD-16	121,102
YTD-17	123,697
Favorable	2,595
Favorable	2.1%

System Total YTD March	
YTD-16	3,420,076
YTD-17	3,275,950
Unfavorable	(144,126)
Unfavorable	-4.2%

Other Revenue - Favorable

- Total Non-Transit Revenue is Favorable YTD mainly due to Bus Shelter Maintenance, On Board Bus Advertising Revenue, and Outside Fueling Revenue.
- For the month of March there was an increase in total passenger fares. Favorable Variance \$23,541.05, Favorable Percentage Variance 9.39% (In House Adult and Youth pass sales are up)
- Taxi Voucher Sales have a favorable variance of \$1,571.95, Favorable Variance Percentage of 18.29%

Operator & Mechanic Salaries & Wages - Favorable

- Operators on short & long term disability and vacant positions.

Operator & Mechanic Overtime - Unfavorable

- Operators on short & long term disability and vacant positions.
- For the month of March, Fixed Route had a total overtime liability of \$55,591.65 equal to 1,795.82 Hours. Mechanics had an overtime liability of \$5,720.30 equal to 56.25 hours.

Pay Period 02/19/17 to 03/04/17		
	Hours	Amount
Fixed Route	1,001.86	\$ 30,998.05
Mechanics	19.00	\$ 1,851.30

Pay Period 03/05/17 to 03/18/17		
	Hours	Amount
Fixed Route	793.96	\$ 24,593.60
Mechanics	37.25	\$ 3,869.00

Administration Salaries & Wages - Favorable

- The favorable balance in administrative wages are attributed to vacant positions across the agency.

Administration Overtime - Unfavorable

- Increased workload due to vacant positions.

Fringe Benefits - Favorable

- Fringe benefit expenses will increase during the first three months of the calendar year due to Federal Unemployment Tax Act (FUTA) taxes.

Communications - Favorable

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

Legal Services - General - Unfavorable

- General legal counsel expenses were higher than anticipated. For the month of March there is an unfavorable variance of \$5,820.00
- There was a payment in March to Burke, Williams, and Soren's for legal fees equaling \$12,070.00.

Computer/Network Software Agreement - Unfavorable

- Software agreement charges were higher than anticipated. The unfavorable balance is mainly due to under budgeting the actual expense of the software in FY17.

Uniforms - Unfavorable

- Uniform budget includes transitional fees associated with the change in uniform providers. Final payment to previous vendor reduced favorable amount.
- Transition to new uniform vendor caused a delay in initial bill reconciliation for purchase of uniforms. Payment of this invoice reduced the favorable balance.

Contracted Services - Favorable

- Savings primarily attributed to lower than expected proposals for custodial services.
- The unfavorable balance for the month of March are due to Increase in expenses in Division 45 for the company website and new photos had an expense of \$17,488.75.
- Division 10 had a higher than normal expense for Contracted Services SVS-H2 in the amount of \$7,336.65 for a repair.

Equipment Repairs - Favorable



- Equipment repair expenses are lower than anticipated.
- Security Services - Unfavorable
- Security service expenses are within an acceptable range of the budgeted amount.
- Fuel - CNG - Unfavorable
- Additional CNG consumption was required during issues with Hydrogen reformer.
 - Commodity and transmission charges higher than anticipated.
- Fuel - Hydrogen - Unfavorable
- Unfavorable balance attributed to mechanical issues with the Hydrogen reformer & the need to purchase Hydrogen.
- Tires - Unfavorable
- Tire expenses are higher than anticipated due to increased miles traveled.
 - For the Month of March Miles Traveled equaled 444,653. YTD equaled 3,835,840 miles traveled.
- Office Supplies - Favorable
- Office supply purchases currently lower than projected. Expenses vary throughout the year as required.
- Travel/Training - Favorable
- Travel & training savings can be attributed to varying times at which training sessions are attended.
- Repair Parts -Unfavorable
- Several collisions have required an increase in repair parts spending. Aging equipment requires additional maintenance.
 - For the month of March Repair Parts for Support Vehicles saw a large expense of \$9,036.28
- Facility Maintenance - Unfavorable
- In March there was a charge for security services equipment in the amount of \$880.00
- Electricity - CNG & Hydrogen - Favorable
- Electricity expense savings primarily attributed to lower costs associated with lower Hydrogen production due to mechanical issues.
- Natural Gas - Unfavorable
- Additional CNG consumption was required during issues with Hydrogen reformer.
 - Commodity and transmission charges higher than anticipated. In March the total amount expensed was \$115,807.00
- Water - Unfavorable
- Water service expenses are unfavorable due to the addition of the Hub in Coachella that incur additional water expenses.
- Insurance Losses - Unfavorable
- Insurance losses vary greatly from month to month. There were greater than normal losses in the first two quarters of the FY.
- Insurance Premium - Property - Unfavorable
- Insurance premiums for property are within an acceptable range of the budgeted amount.
- Repair Claims - Unfavorable
- Repairs complete on bus #564. In addition, accident repairs paid in January 2017 for Paratransit vehicle 9865 contributed to the unfavorable balance.
 - Unfavorable balance for the month of March is due to a repair for Bus 566 in the amount of \$8,419.72.
- Fuel Taxes - Unfavorable
- Fuel taxes attributed to additional consumption of CNG due to Hydrogen reformer issues.
- Other Expenses - Favorable
- Savings primarily attributed to consulting & Year of Learning expenses not yet incurred.
- Self Consumed Fuel - Unfavorable
- Additional CNG consumption was required during issues with Hydrogen reformer.
 - Commodity and transmission charges higher than anticipated.

Contracts Signed in Excess of \$25,000

March 2017

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
ND Construction Company	Bus Stop Concrete Improvements	Phase 6 Bus Stop Improvements	SRTP FY2014/2015	\$ 312,417.00	\$ 59,907.00	Executed Agreement - Board Approved 2/22/2017
NR Development	Installation of Perimeter Fencing	Project will complete the remaining perimeter fencing on West and South side of Division 1. This will enhance Security at the property.	SRTP FY2011/2012	\$ 549,954.00	\$ 420,500.00	Executed Agreement - Board Approved 2/22/2017





SunLine Transit Agency Monthly Ridership Report March 2017

Line	Fixed Route Description	FY 2016 & 2017		FY 2016 Month	%	FY 2016 YTD	FY 2017 YTD	YTD Var.	%	Bikes		Wheelchairs		
		Mar 2017	Mar 2016							Feb 2017	Var.	Var.	Monthly	YTD
14	DHS/PS	62,062	53,961	53,902	8,101	15.0%	477,615	490,615	(13,000)	-2.6%	2,072	15,654	525	4,216
15	DHS	10,162	9,142	9,211	1,020	11.2%	78,606	79,145	(539)	-0.7%	214	1,597	46	416
20	DHS/PD	2,832	1,906	2,398	926	-	19,340	4,791	14,549	-	98	575	21	80
24	PS	15,560	13,828	13,703	1,732	12.5%	123,085	123,531	(446)	-0.4%	316	3,104	105	1,308
30	CC/PS	64,990	62,319	56,771	2,671	4.3%	524,476	547,410	(22,934)	-4.2%	2,417	17,679	549	3,716
32	PD/RM/TP/CC/PS	24,583	23,110	20,544	1,473	6.4%	188,333	207,551	(19,218)	-9.3%	972	6,598	138	1,007
53	PD/IW	4,796	5,529	4,328	(733)	-13.3%	37,493	42,266	(4,773)	-11.3%	83	1,109	12	183
54	Indio/LQ/IW/PD	8,514	9,108	6,885	(594)	-6.5%	58,723	68,680	(9,957)	-14.5%	236	1,899	51	247
70	LQ/BD	19,386	16,796	16,175	2,590	15.4%	136,624	143,683	(7,059)	-4.9%	465	3,969	51	404
80	Indio	13,526	14,337	11,705	(811)	-5.7%	108,681	112,768	(4,087)	-3.6%	248	2,259	71	813
81	Indio	9,107	6,907	7,010	2,200	31.9%	66,252	66,269	(17)	0.0%	65	687	104	573
90	Coachella/Indio	12,025	15,224	12,332	(3,199)	-21.0%	110,053	149,622	(39,569)	-26.4%	205	2,229	117	1,209
91	I/Cch/Th/Mec/Oas	17,670	18,059	14,885	(389)	-2.2%	131,840	150,020	(18,180)	-12.1%	296	3,317	38	299
95	I/Cch/Th/Mec/NS	2,456	4,229	2,487	(1,773)	-41.9%	22,278	26,654	(4,376)	-16.4%	59	515	5	31
111	PS to Indio	129,871	131,520	117,513	(1,649)	-1.3%	1,058,928	1,075,939	(17,011)	-1.6%	4,801	42,474	888	7,135
220	PD to Riverside	1,172	1,335	1,000	(163)	-12.2%	9,925	10,030	(105)	-1.0%	19	246	15	119
Fixed route total		398,712	387,310	350,849	11,402	2.9%	3,152,252	3,298,974	(146,722)	-4.4%	12,566	103,911	2,736	21,756
Demand Response														
SunDial		14,408	14,890	12,692	(482)	-3.2%	123,697	121,102	2,595	2.1%				
System total		413,120	402,200	363,541	10,920	2.7%	3,275,949	3,420,076	(144,127)	-4.2%				
		Mar-17	Mar-16	Feb-17										
	Weekdays:	23	23	20										
	Saturdays:	4	4	4										
	Sundays:	4	4	4										
	Total Days:	31	31	28										

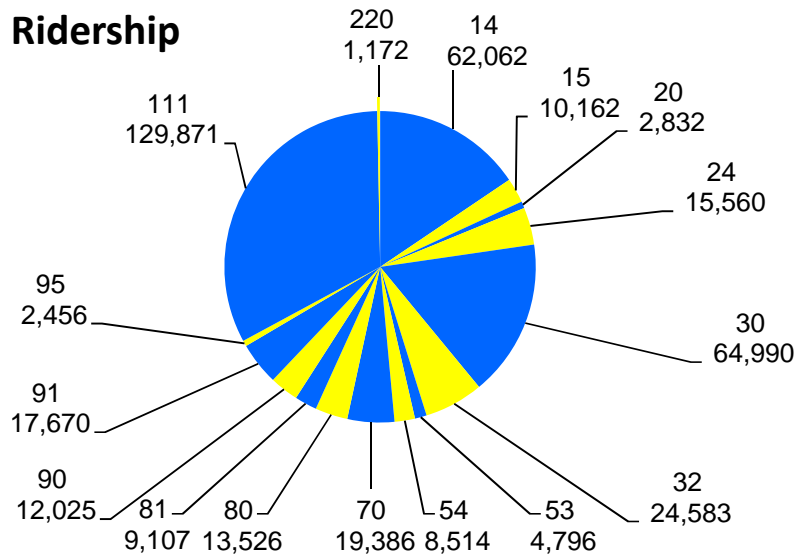
Please note:

Issued: 3/9/2016

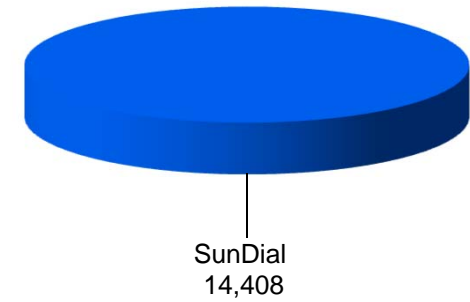


SunLine Transit Agency Monthly Ridership Report March - 2017

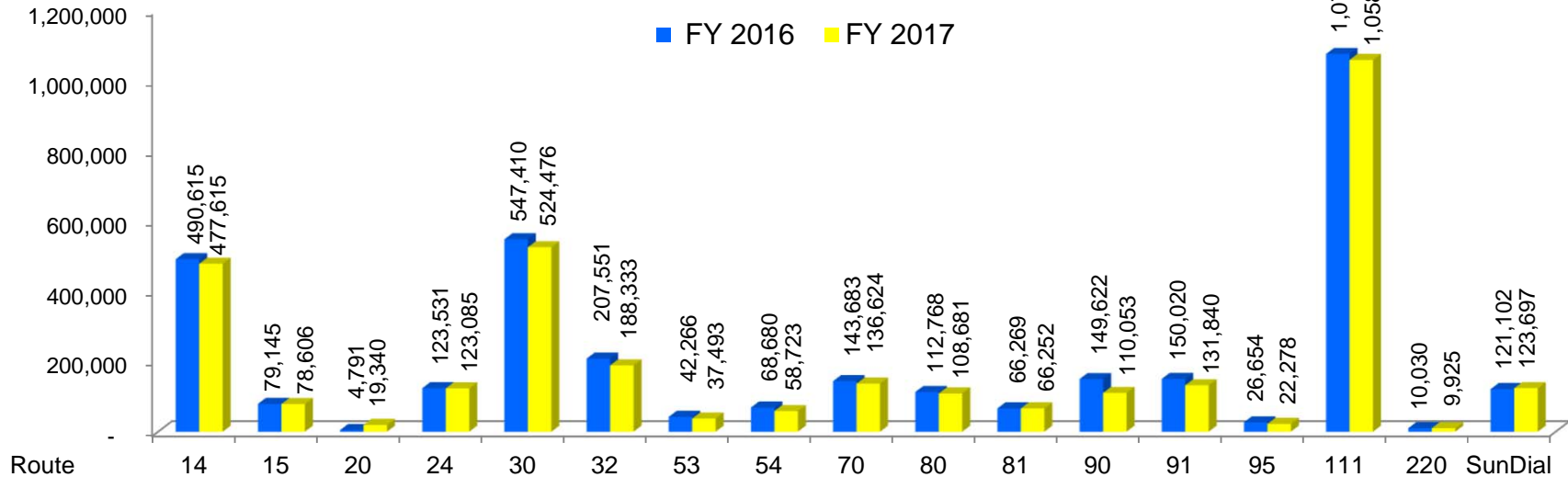
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership





Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
March 2017

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
87.8%	91.3%	Total trips carried in the on-time window
1,788	1,200	Total trips late during the month
14,693	13,932	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
14,890	14,408	Total passengers for the month
114,199	112,590	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
2	1	Total Onboard Inspections
1	2	Total Safety Evaluations

5. DENIALS

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

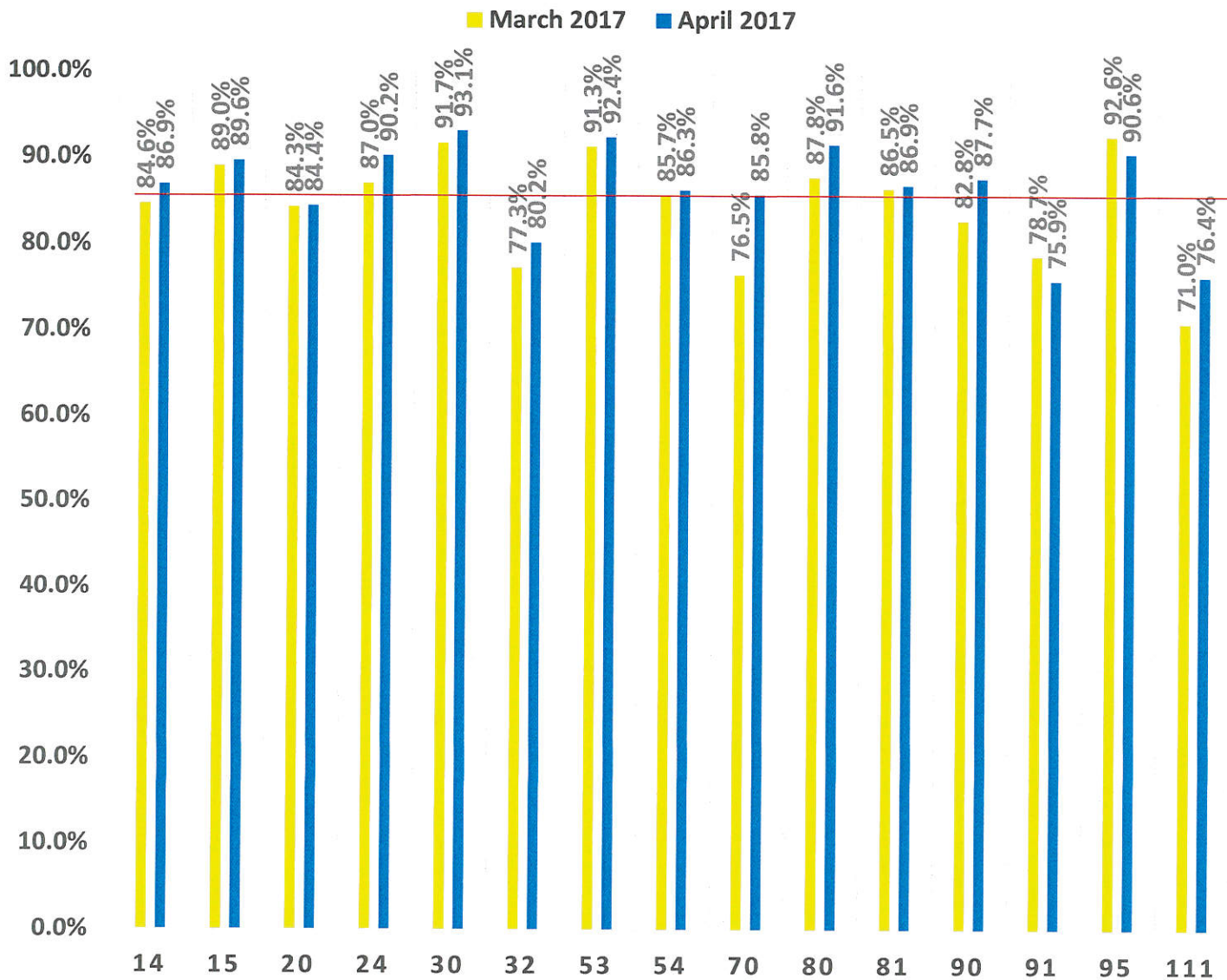
6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
2,172	2,083	Total Mobility Device Boarding's

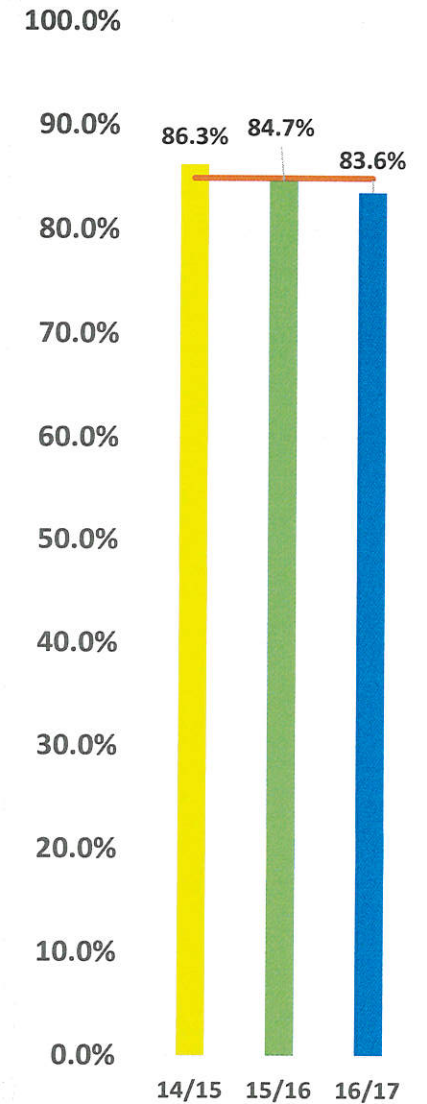
cc: Lauren Skiver, Tommy Edwards, Vanessa Mora, Diane Beebe



ON TIME PERFORMANCE % BY LINE APRIL 2017



On Time Performance System Wide



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

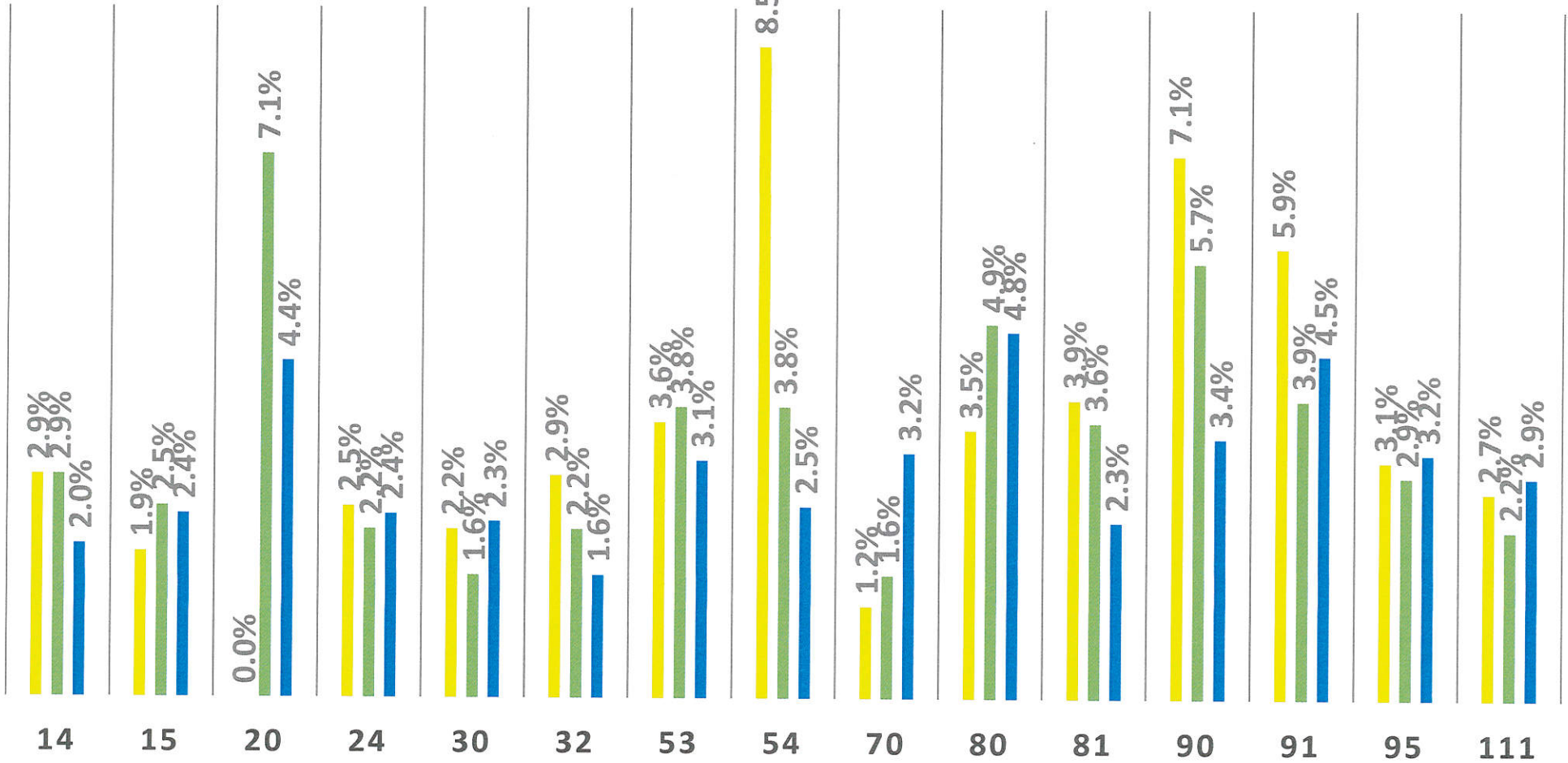
Goal: minimum target for On Time performance is 85%.

Exceptions: Detours, train stuck on tracks, passenger problems, Avail System Issues



EARLY DEPARTURES BY LINE - APRIL YEAR TOTALS

2014/2015 2015/2016 2016/2017

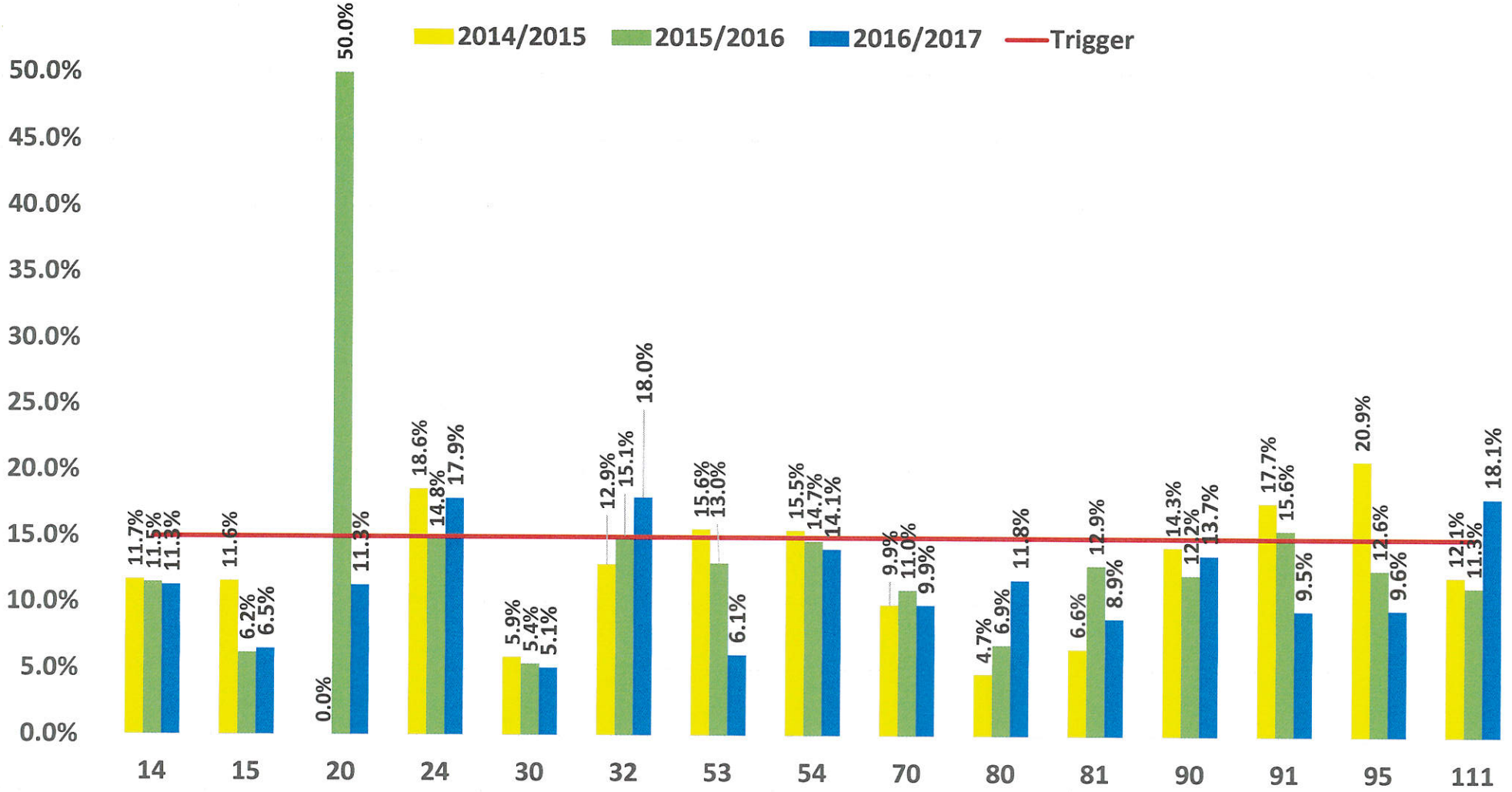


Definition: When a bus leaves a time point, ahead of the scheduled departure time.

Goal: to reduce early departures to 0% for each line.



Late Departures By Line- April Year Totals



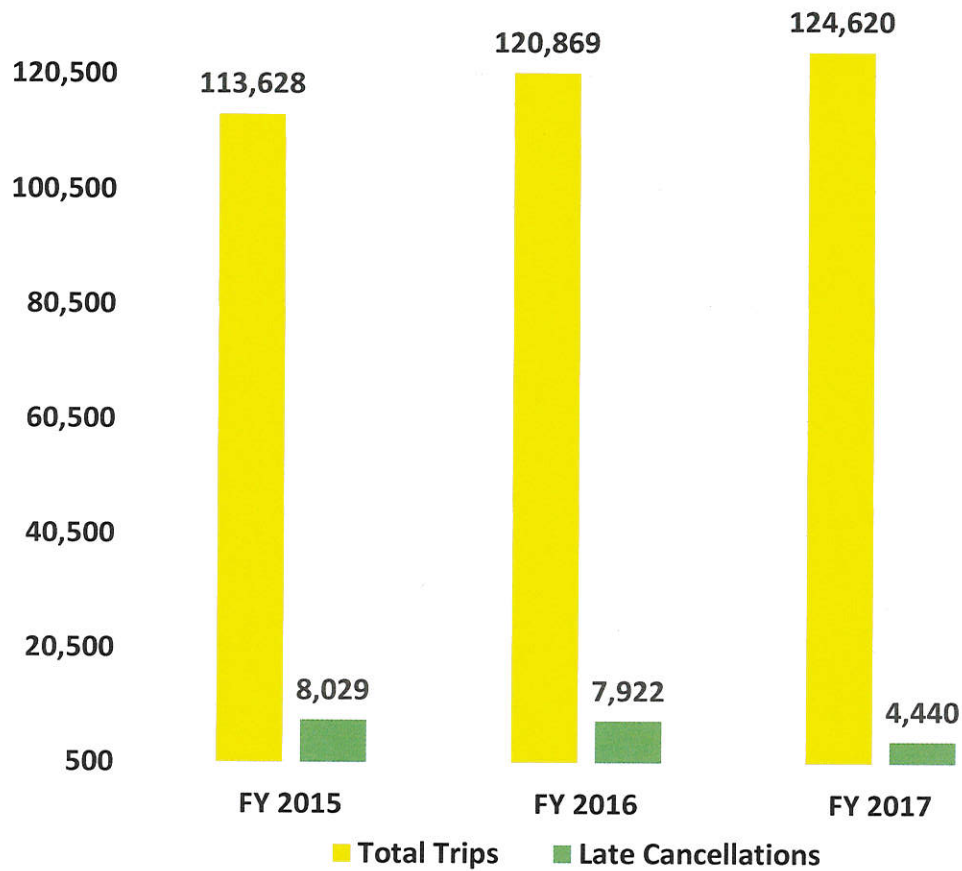
Definition: When a bus leaves a time point behind the scheduled departure time.

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

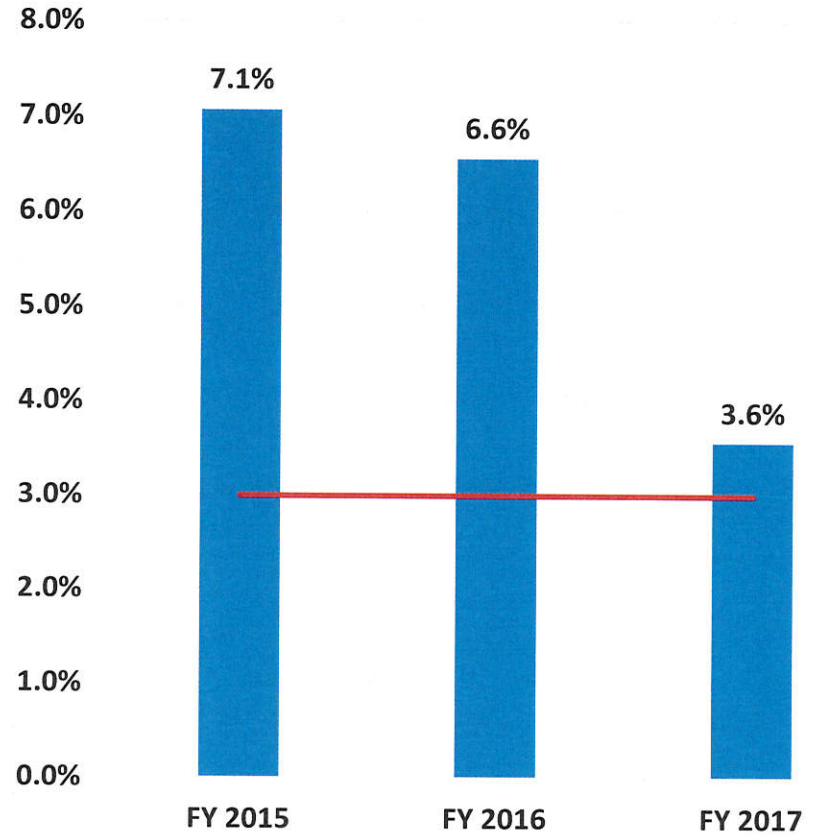
Goal: to reduce late departures to 15% for each line.



**TOTAL TRIPS VS LATE CANCELLATIONS
Y.T.D.**



**LATE CANCELLATION PERCENTAGE
Y.T.D.**



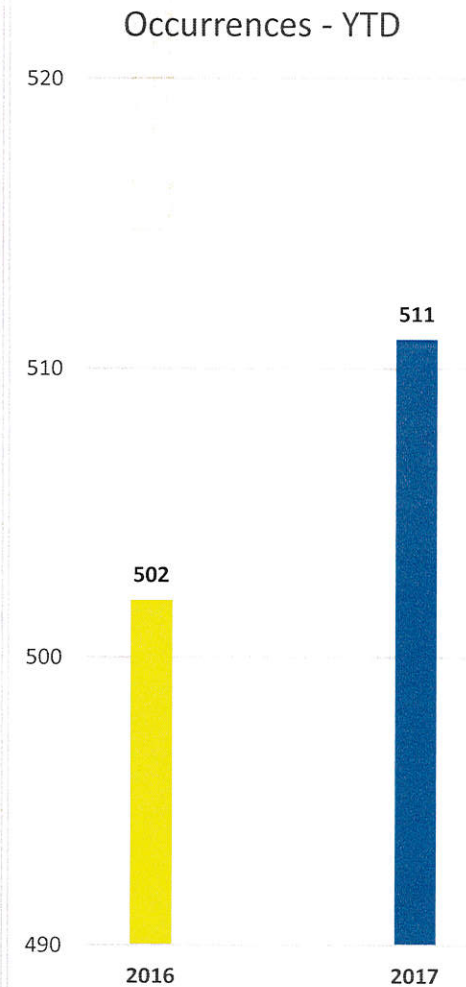
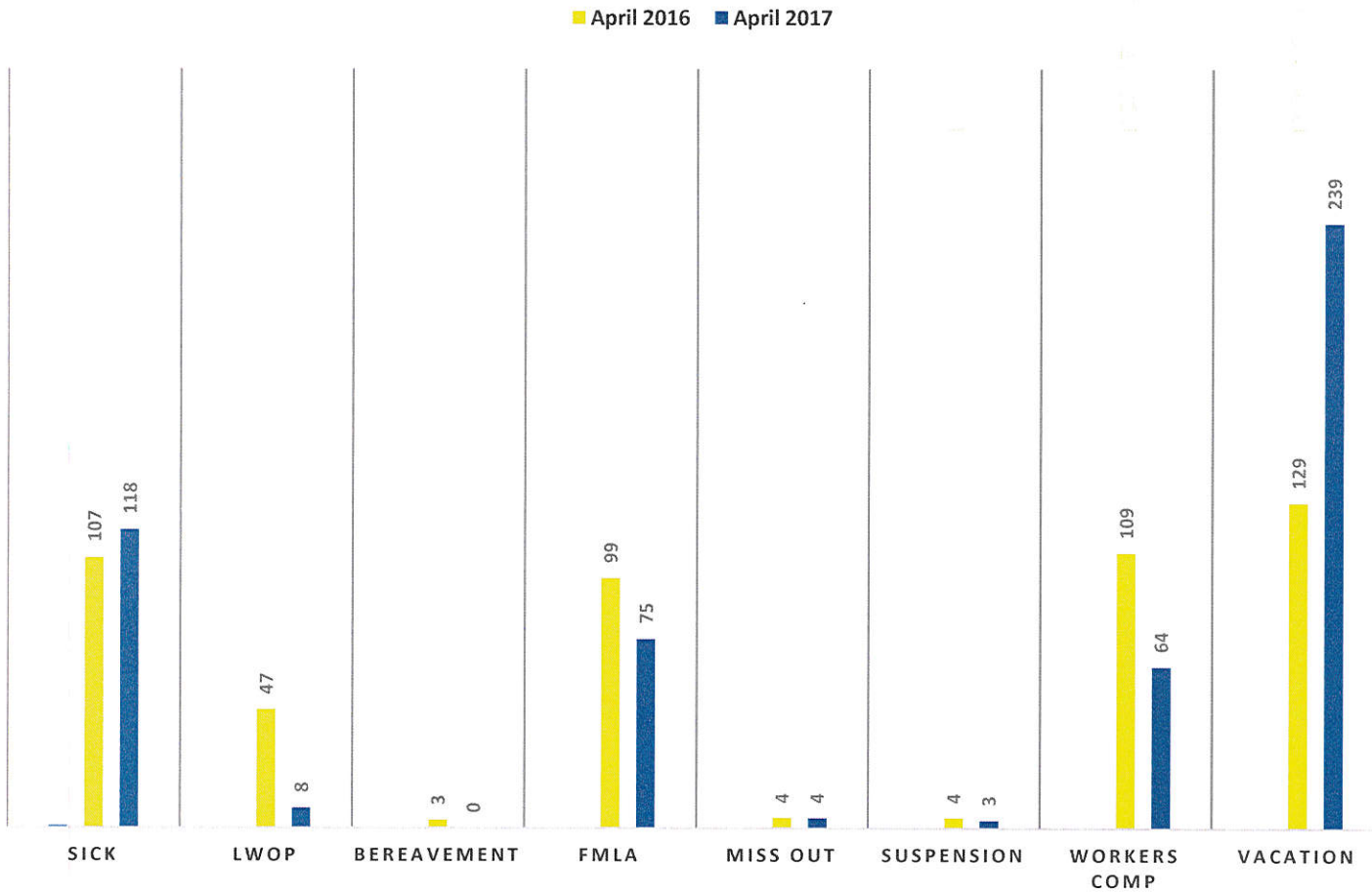
Trip: A one-way ride booked by the client. A round trip is counted as two trips.

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

Goal for Late Cancellations: 3% or below.



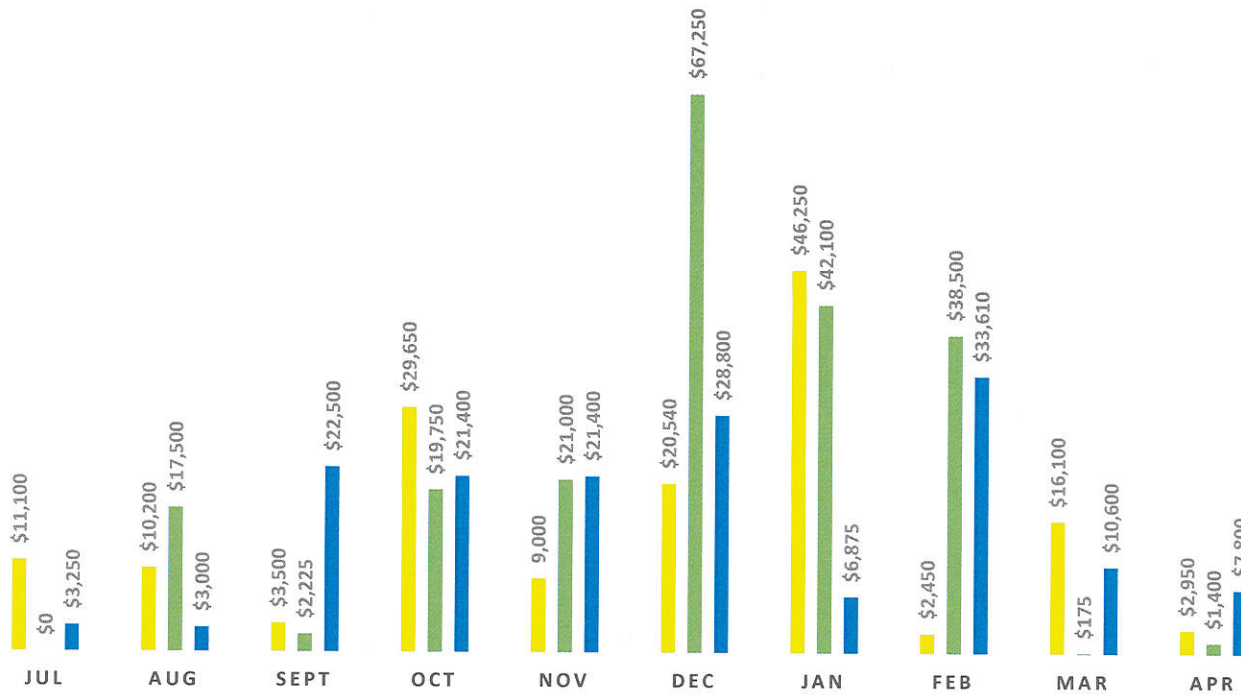
DRIVER ABSENCE OCCURRENCES - YTD



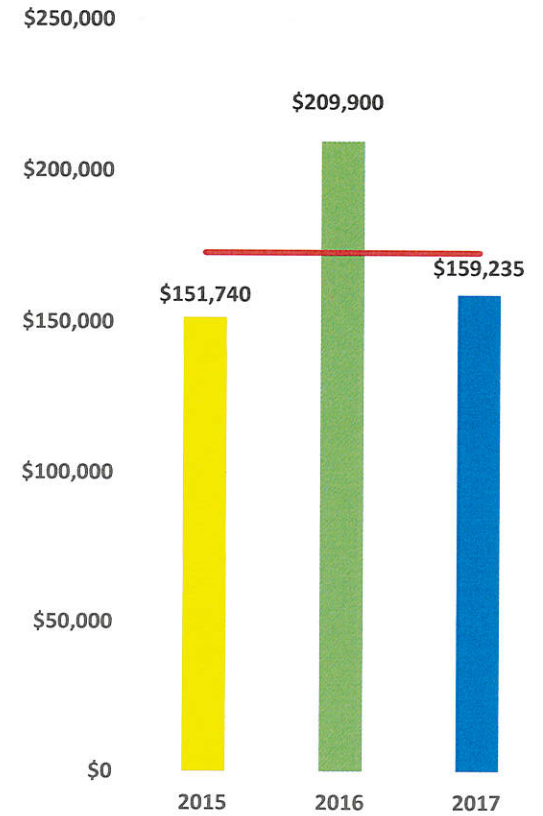
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending -
 Absences include scheduled & unscheduled for Fixed Route drivers.
 Vacation occurrences added as of September 2015 metric.



ADVERTISING



YTD TOTALS

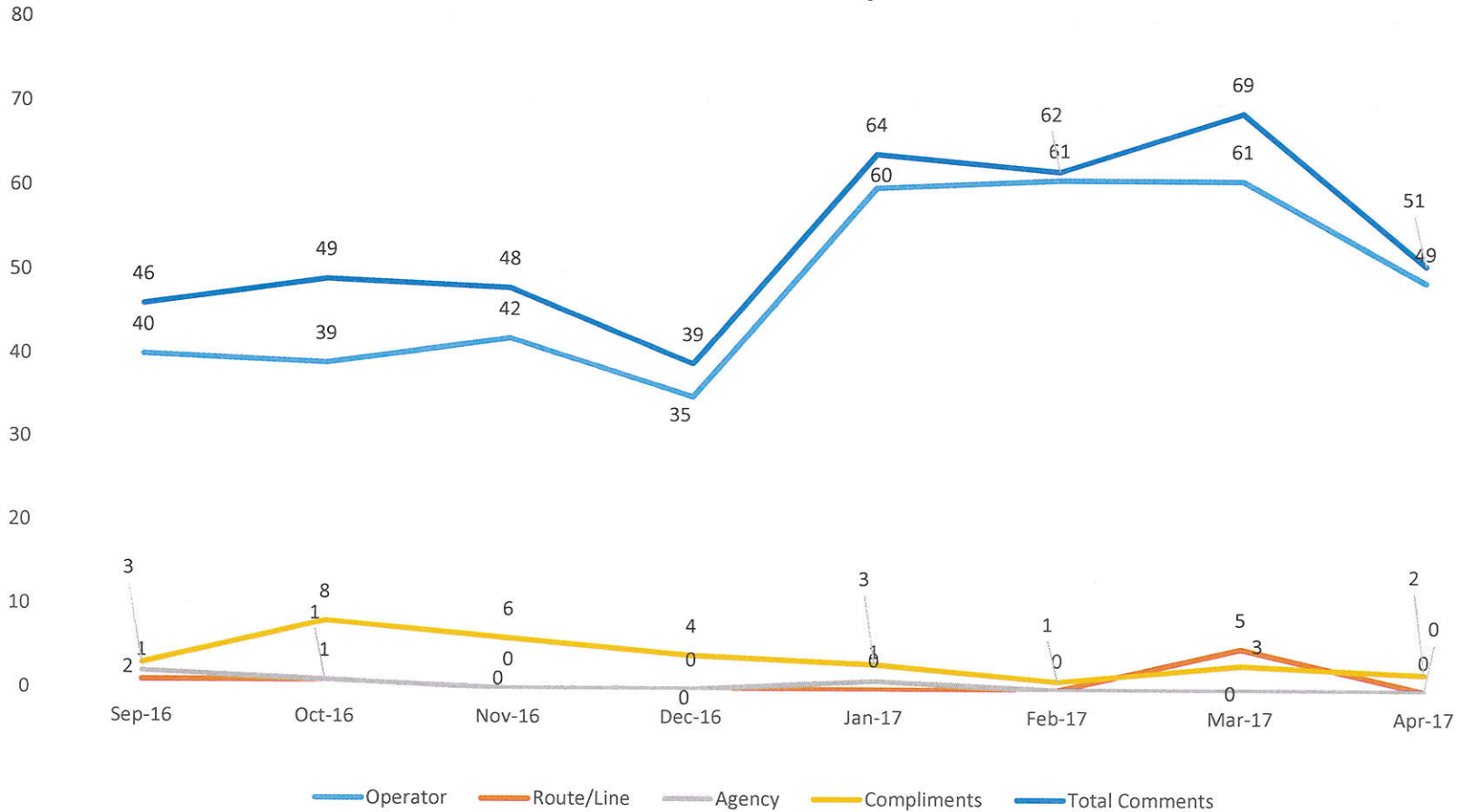


Tracks monthly advertising revenue earned (contracted) for bus shelters and exterior bus advertising. Does not include "Barter Contracts." SunLine Transit Agency budgeted \$173,202 in advertising revenue for FY 16/17.

The goal is \$173,202 for FY 17



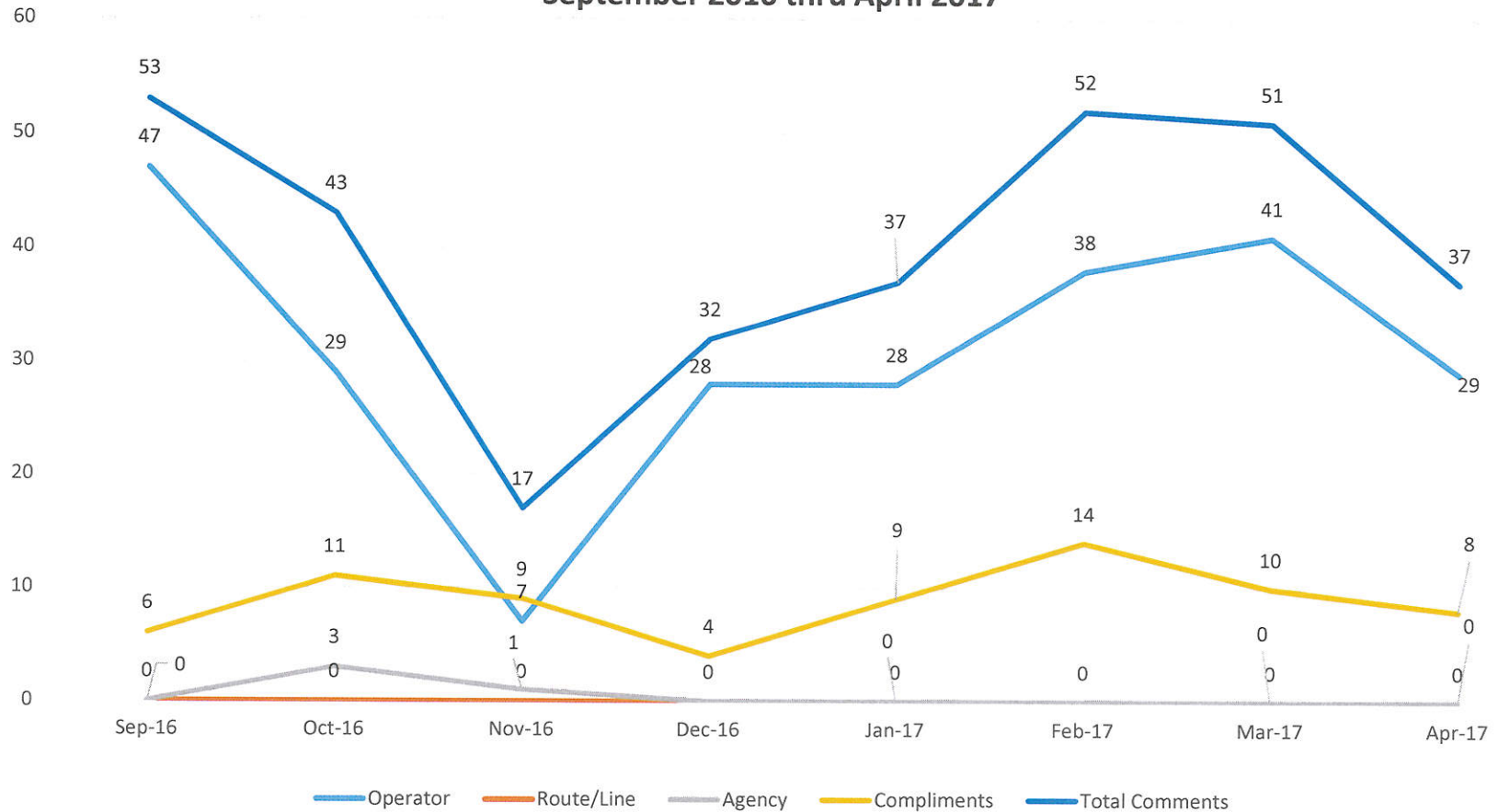
April 2017 Fixed Route Comments September 2016 thru April 2017



The comments for April 2017 include 49 operator issues, and 2 Operator compliment. There were 13 for rude driver and 5 Operators were counseled or were spoken to about rudeness. There were 14 pass-bys and 5 operators were counseled or spoken to and 1 received Discipline.



April 2017 SunDial Comments September 2016 thru April 2017



The comments for April 2017 include 29 operator issues, and 8 Operator compliments. There were 2 for rude driver. There were 8 no-shows (client not where they should be when driver arrives). SunDial staff no-showed the client or informed the client that they had been accumulating no-show points and need to be careful. Some calls were clients protesting the no-shows.



FY 16/17	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X	X			10	8
Palm Desert			X	X		X		X	X	X			10	6
Palm Springs			X	X		X	X		X	X			10	6
Cathedral City	X		X	X			X	X	X	X			10	7
Rancho Mirage			X	X		X	X	X	X	X			10	7
Indian Wells	X		X			X	X	X	X	X			10	7
La Quinta	X		X	X		X	X	X	X	X			10	8
Indio			X	X		X	X	X	X	X			10	7
Coachella	X		X	X				X		X			10	5
County of Riverside	X		X			X	X	X	X	X			10	7

X - ATTENDED (Primary/Alternate)

DARK -



SunLine Transit Agency

DATE: May 24, 2017 **Discussion**

TO: Finance/Audit Committee
Board of Directors

FROM: Deputy Chief Financial Officer

RE: Review and Discussion of SunLine Funding and the [Draft FY18 Operating and Capital Budget](#)

Background

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

During the March 2017 Visioning Session, the Board was made aware of SunLine's funding position. Accordingly, staff worked to ensure that the FY18 budget reflected a conservative request for only essential costs. This discussion item allows the Board to either move forward with this budget for approval at the June 28th meeting or hold Special Finance Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

Luis Garcia



SunLine Transit Agency

DATE: May 24, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: IT Administrator

RE: Award of Contract for Planning Software

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 3-year contract with Remix Software, Inc. for service planning software in the amount of \$70,500.

Background

SunLine has been using Remix software for 1-year and has found it to be a valuable tool for route planning. Remix provides the ability to model route and route changes that provide the Planning team with cost and demographic data. The demographic data provided in the Remix software includes home values, access to cars, incomes, businesses, ages, and racial makeup for areas the SunLine service reaches. By using Remix, the Planning team can design systems the best fit the needs of customers in the Coachella Valley.

Reason for Selection of Procurement Process

Remix has a unique product that combines information for system planning into one Software as a service platform. Therefore, SunLine will utilize Remix as a single source of supply for the software.

Reason for Selection of Contract Type

A Firm Fixed Price type contract was selected because it places upon the Contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the Contractor to control costs and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.

Reason for Selection of the Contractor

Remix was found to be the only product in the market that combines demographic data along with the ability to model routes within very short time frames (10 to 30 minutes).



How Price was Determined Fair and Reasonable

Remix Software, Inc.'s prices were determined to be fair and reasonable based on a [price analysis](#).

Financial Impact

The yearly cost of \$23,500 will be budgeted in the FY18 Operating Budget and will be included in future operating budgets.

Joseph L Friend



	Remix SunLine 2017	Remix SunLine 2016	Remix Current List Price
Remix License	\$ 23,500.00	\$ 24,500.00	\$ 24,800.00

Difference between SunLine 2017 and SunLine 2016	\$ (1,000.00)
Delta	4.08%
Difference between SunLine 2017 and Current List Price	\$ (1,300.00)
Delta	5.24%

Since this is a Single Source Procurement, SunLine compared the price proposed by Remix to the price SunLine paid for in 2016 and Remix's Current List Price.

Based on the findings, the price proposed to SunLine for the Remix License is 4.08% lower than the price SunLine for paid in 2016, and 5.24% lower than Remix's Current List Price.

Therefore, it is determined that the price submitted by Remix is considered fair and reasonable.

Prepared by:



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: May 24, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Safety Officer

RE: Award of Contract for Security Guard Services

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a 2-year Security Guard Services contract, with three 1-year option years, with Admiral Security Services, Inc. in an amount not to exceed \$550,000, upon review as to form by Legal Counsel.

Background

SunLine Transit Agency contracts with an outside provider for its Security Guard Services. In May of 2012, SunLine Board of Directors approved a contract with Allied Barton/Universal, Inc. for Security Guard Services. The contract will conclude on June 30, 2017.

Reason for Selection of Procurement Process

The Request for Proposal solicitation was selected as the procurement method in order to award the contract based on established criteria: experience and past performance, key personnel and price. This provided competition on quality and cost.

Reason for Selection of Contract Type

A Firm Fixed Price type contract was selected because it places upon the Contractor maximum risk and full responsibility for all costs and resulting profit or loss. It provides maximum incentive for the Contractor to control costs and perform effectively and imposes a minimum administrative burden upon SunLine Transit Agency.

Reason for Selection of Contractor

On March 20, 2017, thirty-four (34) companies were solicited to provide Security Guard Services. The solicitation was advertised in the local newspaper and on SunLine's website. On April 20, 2017, [six \(6\) proposals were received](#).

A three-member evaluation committee comprised of SunLine's Chief Safety Officer, Deputy Chief Safety Officer and Superintendent of Facility Maintenance independently reviewed all submitted proposals received utilizing the evaluation



criteria found in the RFP. According to the evaluations, Admiral Security Services, Inc. was determined as the contractor representing the best value to SunLine.

How Price was Determined Fair and Reasonable

Admiral Security Services, Inc.'s prices were determined to be fair and reasonable based on a [price analysis](#) and adequate price competition.

Financial Impact

The estimated contract cost over five years is \$550,000. These expenditures are currently budgeted and will be included in future operating budgets.

Peter Gregor



Allied Universal

41945 Boardwalk, Ste T
Palm Desert, CA 92211
(760) 200-2865
Mark Strand
Mark.strand@aus.com

American Guard Services, Inc.

1299 E. Artesia Blvd.
Carson, CA 90746
(310) 645-6200
Nagah Abdelshahid
NAbdelshahid@americanguardservices.com

Andrade Protective Services, Inc.

PO Box 5627
La Quinta, CA 92248
Steve Andrade
Apsvcs.ca@netzero.com

Israeli Protection Services

42335 Washington St., Ste F203
Palm Desert, CA 92211
(760) 779-9224
info@israeliprotectionservices.com

Nationwide Guard Services, Inc.

9327 Fairway View Pl., Suite 200
Rancho Cucamonga, CA 91730
(909) 608-1112
Mari Bennett
mbennett@nwguards.com

O'Linn Security, Inc.

1027 S. Palm Canyon Dr.
Palm Springs, CA 92264
(760) 320-5303
jason@olinnsecurityinc.com

Real Protection Private Security Corp.

2272 Colorado Blvd. #1185
Eagle Rock, CA 90041
(323) 273-3256
Anthony L. Feeny
Real_Protection@yahoo.com

Trident Security Group

Pedro De La Cruz
(323) 800-1919
pedro@tridentsg.com

US Security Associates, Inc.

41-921 Beacon Hill
Palm Desert, CA 92211
(323) 706-9469
Kimberly Burnett
kburnett@ussecurityassociates.com

VT Security Services

6840 65th Street Suite 150
Sacramento, CA 95828
(800) 956-8461
Vu Truong
admin@vtsecurityservices.com

DBE**Academy World Protection**

896 N. Redding Way #B
Upland, CA 91786
(808) 360-2392
Vincent De Paul Diallo
info@academyworldprotectioninc.com

Admiral Security Services, Inc.

2151 Salvio St., Suite 260
Concord, CA 94520
(888) 471-1128
Mohamed S. Ahmed
sales@admiralss.com

Alpha Mega Security, Inc.

71 N. San Gabriel Blvd.
Pasadena, CA 91107
(323) 728-8818
Infree Chen Lu
ichen@alphamegasecurity.com

Always Protective Services, LLC

15068 Rosecrans Ave. #164
La Mirada, CA 90638
(714) 253-6544
Heather Magill
hmagill@alwaysprotectiveservices.com



Askari Security Services, Inc.
5150 Candlewood St., #16H
Lakewood, CA 90712
(562) 606-0053
office@askari.org

City National Security
9841 Airport Blvd. Suite 806
Los Angeles, CA 90045
(310) 641-6666
Chiraz Zouaqui
Chiraz.z@citynationalsecurity.com

Comprehensive Securiry Services, Inc.
10535 East Stockton Blvd, Suite A
Elk Grove, CA 95624
(916) 683-3605
Bashir Choudry
bashircss@aol.com

Emergency Security Protection
25875 Horado Ln.
Moreno Valley, CA 92551
(951) 322-9350
Legette Mitchell
sifulm@yahoo.com

Intercept Security
5657 1/2 Stockton Boulevard
Sacramento, CA 95824
(916) 685-9221
Margarita Holman
margarita@interceptsecurity.us

Knight Shield Security, LLC
PO Box 13163
Sacramento, CA 95813
(800) 779-8481
Howard Story Jr.
info@kssguards.com

National Eagle Security, Inc.
3200 Wilshire Blvd. #1208
Los Angeles, CA 90010
(213) 637-0200
Jean Akre
nesbestone@yahoo.com

Nextline Protection Services
16045 Sherman Way #363
Van Nuys, CA 91406
(323) 248-7481
John Anosike
Anosike.john.u@gmail.com

North American Security & Investigations, Inc.
550 E. Carson Plaza Dr. #222
Carson, CA 90746
(323) 634-1911
Arthur Lopez
kim@nasi-pi.com

Nu-Way Security & Investigative Services, Inc.
16899 B Street
Victorville, CA 92394
(760) 243-7577
Willie Patton
info@nuwaysecurity.com

Prime International Security, Inc.
110 S. La Brea #480
Inglewood, CA 90301
(310) 670-4919
Akubuo Okorie
primesec@aol.com

Prudent Security
111 N. La Brea Blvd.
Suite 616 Inglewood, CA 90301
(310) 968-9131
Michael Prudent
prudentsecurityinc@gmail.com

Security Now
5362 W. Olympic Blvd. #9
Los Angeles, CA 90036
(323) 252-5821
Dawud Abdul-Baaqee
dawud@securitynow911.com

Servexo Protective Services
879 W. 190th St. #400
Gardena, CA 90248
(323) 527-9994
John Palmer
jpalmer@servexousa.com



SLS Private Security

409 S. Commonwealth Avenue #1
Los Angeles, CA 90020
(213) 255-1162
Jeffrey Asante
msene@slspro.com

Supreme Security Services, Inc.

3517 Cameo Drive #84
Oceanside, CA 92056
(760) 415-7399
Lorenzo Middlebrook
supremesecurity@cox.net

Triumph, Inc.

6920 La Tijera Blvd, Ste 208B
Los Angeles, CA 90045
(310) 780-0432
Parfait Voundi
pnvoundi@ugsca.com

Ultimate Security Services, Inc.

5250 W. Centry Blvd, Suite 502
Los Angeles, CA 90045
(310) 649-4400
Bertin Gnabe
admin@ultimatesecurityservice.com

Warren Security Services

591 Stahlman Drive
Bull City, AZ 86442
(760) 686-9488
Barbara Wiedenhoft
warrenonlythebestwilldo@yahoo.com

West Shield Investigations

1611 Bolsa Chica Road #A
Huntington Beach, CA 92649
(877) 899-8585
Allen Cardoza
allen@transportingteens.com



PRICE ANALYSIS

Hourly Rate	Admiral Security Services, Inc.	Allied Universal	Servexo
Year 1 (July 2017- June 2018)	\$ 20.04	\$ 24.72	\$ 17.36
Year 2 (July 2018-June 2019)	\$ 20.65	\$ 25.21	\$ 17.36
Average of Year 1 & 2	\$ 20.35	\$ 24.97	\$ 17.36

Average of Years 1 & 2

Hourly difference between Admiral and Allied	\$ (4.62)
Delta	18.51%
Hourly difference between Admiral and Servexo	\$ 2.99
Delta	14.67%

There was adequate price competition since 6 proposers independently contended for the contract that is to be awarded and were all responsive to the requirements of the solicitation. The top three evaluated proposers were asked to submit a Best and Final Offer (BAFO). Above is a break down of the first two years and the average price of Years 1 and 2 from the submitted BAFOs.

Based on the findings, the average hourly rates of Years 1 and 2 submitted by Admiral Security Services, Inc., the highest evaluated proposer, are 18.51 % lower than Allied Universal's and 14.67% higher than Servexo.

Based on the results, it is reasonable to assume that Admiral Security Services, Inc. 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 Admiral Security Services, Inc. are considered fair and reasonable.



Jennifer Tran, Contracts Administrator

SunLine Transit Agency

DATE: May 24, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Award Contracts Authorized Under CARB Grant

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute agreements with:

- a) New Flyer of America for 5 fuel cell electric vehicles in an amount Not to Exceed \$6,998,400; and
- b) Hydrogenics for a hydrogen electrolyzer in an amount Not to Exceed \$8,338,391

These contracts will be subject to review and approval as to form by SunLine Counsel.

Background

SunLine competed and won a grant with the California Air Resources Board (CARB) for a hydrogen electrolyzer and 5 fuel cell electric vehicles in the amount of \$12,586,791. SunLine will be one of only a few Transit Agencies in the nation utilizing this new fuel cell bus platform and hydrogen producing technology.

These capital investments will replace much needed infrastructure and rolling stock needs for the agency for years to come.

Since this is a highly competitive discretionary grant, SunLine chose technology partners that would give SunLine the best chance at success. Based on this decision, SunLine was awarded these capital funds to improve its capital infrastructure and operational needs.

Reason for Selection of Procurement Process

SunLine submitted a proposal that was evaluated based on the strength of the partners chosen which were New Flyer of America and Hydrogenics. Therefore the expectation of the funder is that contracts will be put in place with the team designated in the grant.



Reason for Selection of Contract Type

A fixed price contract is contemplated as this contract type places the maximum risk of performance on the contractor.

Reason for Selection of the Contractor

These firms were identified as program partners in the competitive grant and therefore will be utilized to satisfy the grant requirements.

How Price was Determined Fair and Reasonable

Prices negotiated will be compared to market prices and determined fair and reasonable by staff.

Financial Impact

Funds for this effort will be from the Grant provided by the California Air Resource Board in the amount of \$12,586,791 and matching funds from FTA 5307 in the amount of \$2,750,000.

Rudy Le Flore



SunLine Transit Agency

DATE: May 24, 2017 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Chief Performance Consultant

RE: Fund Haul-PASS Program

Recommendation

Recommend that the Board of Directors authorize the CEO/General Manager to solicit support from the SunLine member agency city councils an amount of \$15,000 - \$20,000 for a one year pilot program to offer free bus service for high school and college students in SunLine's service area.

Background

SunLine Transit Agency is looking to provide free rides to high school and college students in its geographic area. This is an effort to generate increased ridership on SunLine's public transportation system.

There is a solid link between transportation alternatives and educational achievement. SunLine has explored this potential in several ways and now looks to increase the economic vitality of its customers as well as increasing ridership on its services.

These funds will support the program until the student bodies of the various institutions are requested to continue to fund this program. SunLine will also look for grant funding to support a continuation of this program.

SunLine would help write the items being presented at the various city council's and present the recommendations.

Financial Impact

The estimated cost to SunLine will be some loss in farebox revenue from riders in this demographic. These losses will be offset by donations, grants, and funding from foundations such as the COD foundation that currently provides \$50,000 annually to support student ridership.

Rudy LeFlore

