



SunLine Transit Agency
June 20, 2018
12:00 p.m.

AGENDA

**Regular Board of Directors Meeting
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

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, 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. **ROLL CALL**

3. **PRESENTATIONS**

a) **Capital Projects Update**

(Staff: Rudy Le Flore, Chief Project Consultant)

b) **SunLine University: Talent Development**

(Staff: Jenny Bellinger, Performance Project Assistant)

4. **FINALIZATION OF AGENDA**

5. **APPROVAL OF MINUTES –
MAY 23, 2018 BOARD MEETING**

**APPROVE
(PAGE 4-6)**

ITEM

RECOMMENDATION

6. 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.

7. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

8. 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.

- 8a) Checks \$1,000 and Over Report for April 2018 (PAGE 7-11)
- 8b) Credit Card Statement for April 2018 (PAGE 12-15)
- 8c) Monthly Budget Variance Report for April 2018 (PAGE 16-23)
- 8d) Contracts Signed in Excess of \$25,000 May 2018 (PAGE 24-25)
- 8e) Union & Non-Union Pension Investment Asset Summary April 2018 (PAGE 26-28)
- 8f) Ridership Report for May 2018 (PAGE 29-31)
- 8g) SunDial Operational Notes for May 2018 (PAGE 32-35)
- 8h) Metrics for May 2018 (PAGE 36-47)
- 8i) Board Member Attendance for May 2018 (PAGE 48-49)

**9. ADOPTION OF THE FISCAL YEAR 2018/19
OPERATING AND CAPITAL BUDGET**

APPROVE
(PAGE 50-155)

(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Jeanette Juarez, Budget Manager/Financial Analyst)

**10. CONTRACT FOR INDIO YARD REPAVING
AND SITE IMPROVEMENTS**

APPROVE
(PAGE 156-158)

(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Dean Holm, Superintendent of Facility Maintenance)

**11. SECOND AMENDMENT TO CEO/GM
EMPLOYMENT AGREEMENT**

APPROVE
(PAGE 159-162)

(Greg Pettis, Chair of Finance/Audit Committee;
Staff: Eric Vail, General Counsel)

ITEM

RECOMMENDATION

- | | |
|--|--|
| <p>12. APPROVAL OF FY 2018/19 SHORT RANGE TRANSIT PLAN (SRTP)
(Emmanuel Martinez, Chair of Strategic Planning and Operations Committee;
Staff: Stephanie Buriel, Chief Administrative Officer)</p> | <p>APPROVE
(PAGE 163-265)</p> |
| <p>13. REVISED DRUG & ALCOHOL POLICY NO. B-010394
(Greg Pettis, Chair of Board Operations Committee;
Staff: Vanessa Mora, Compliance Officer/Special Assistant to the Chief Safety Officer)</p> | <p>APPROVE
(PAGE 266-290)</p> |
| <p>14. ELECTION OF OFFICERS
(Russell Betts, Chairman of the Board)</p> | <p>APPROVE
(PAGE 291-293)</p> |
| <p>15. COMMITTEE APPOINTMENTS
(Russell Betts, Chairman of the Board)</p> | <p>APPROVE
(PAGE 294-296)</p> |
| <p>16. CEO/GENERAL MANAGER'S REPORT</p> | |
| <p>17. NEXT MEETING DATE
July 25, 2018
12 p.m. – Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276</p> | |
| <p>18. ADJOURN</p> | |

MINUTES

SunLine Transit Agency Board of Directors Meeting May 23, 2018

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:16 p.m. on Wednesday, May 23, 2018 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:16 p.m. by Chairperson Russell Betts.

2. ROLL CALL

Members Present:

Russell Betts, Chair, SunLine Agency Board Member, City of Desert Hot Springs
Troy Strange, Vice Chair, SunLine Agency Board Member, City of Indio
Greg Pettis, SunLine Agency Board Member, City of Cathedral City
Robert Radi, SunLine Agency Board Member, City of La Quinta
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
V. Manuel Perez, SunLine Agency Board Member, County of Riverside
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Geoff Kors, SunLine Agency Board Member (Alternate), City of Palm Springs
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage

Members Absent:

Emmanuel Martinez, SunLine Agency Board Member, City of Coachella

3. PRESENTATIONS

A presentation was made to the Board by Michael Gorton with HDR regarding SunLine's Rethink Transit initiative.

4. FINALIZATION OF AGENDA

No changes to the agenda.

5. APPROVAL OF MINUTES – APRIL 25, 2018 BOARD MEETING

SunLine Transit Agency Board Member Radi moved to approve the minutes of the April 25, 2018 Board meeting. The motion was seconded by SunLine Agency Vice-Chair Strange. The motion was approved by a vote of 7 yes; 0 no; 2 abstain

6. PUBLIC COMMENTS

Public Comments were made by:

Amy Stuart, SunDial Customer

7. BOARD MEMBER COMMENTS

None.

8. CONSENT CALENDAR

- 8a) Checks \$1,000 and Over Report for March 2018
- 8b) Credit Card Statement for March 2018
- 8c) Monthly Budget Variance Report for March 2018
- 8d) Contracts Signed in Excess of \$25,000 April 2018
- 8e) Union & Non-Union Pension Investment Asset Summary March 2018
- 8f) Ridership Report for April 2018
- 8g) SunDial Operational Notes for April 2018
- 8h) Metrics for April 2018
- 8i) Board Member Attendance for April 2018
- 8j) Board Meeting Schedule Change for June 2018

SunLine Agency Board Member Radi moved to approve the consent calendar. The motion was seconded by SunLine Agency Vice-Chair Strange. The consent calendar was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

9. SUPPORT AGREEMENT, AVAIL TECHNOLOGIES, INC.

Finance/Audit Committee Chair Pettis reported that this item was brought to the Committee and they unanimously approved the item. SunLine Agency Board Member Pettis motioned to approve the Support Agreement with AVAIL Technologies, Inc. and the motion was seconded by Board Member Radi. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

10. UPCOMING ELECTION OF OFFICERS

Clerk of the Board, Brittney B. Sowell, provided a reminder to Board Members that nominations of officers and the subsequent election would occur at the June 20, 2018 Board Meeting.

11. SERVICE PROVIDER AGREEMENT BETWEEN SUNLINE TRANSIT AGENCY AND WAL-MART REAL ESTATE BUSINESS TRUST AND RJ VENTURES, INDIO, LLC

Finance/Audit Committee Chair Pettis reported that approval was provided by him, as Committee Chairperson, per the requirements of SunLine's Purchasing Policies and Procedures to execute an updated service provider agreement with the correct landowner. Although this item was listed on the agenda as an information item, the full Board of Directors requested to vote on the item. SunLine Agency Board Member Hobart motioned to ratify the agreement and the motion was seconded by Board Member Pettis. The motion carried by a unanimous vote of 9 yes; 0 no; 0 abstain

12. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY 19 OPERATING AND CAPITAL BUDGET

The FY19 budget for the SunLine Transit Agency was presented in draft format for the Board's discussion. Board Members were notified that approval on this item will occur at the June Board Meeting.

13. REVIEW AND DISCUSSION OF THE DRAFT FY 2018/19 SHORT RANGE TRANSIT PLAN (SRTP)

Strategic Planning & Operational Committee Vice-Chair Strange reported that this item was brought to the Committee for discussion. Strange noted that the Committee will be holding a special meeting prior to the Board to review comments and feedback, and asked for all comments to be submitted by June 8th for the Committee's consideration.

14. CEO/GENERAL MANAGER'S REPORT

A report was provided to the Board by CEO/General Manager, Lauren Skiver.

15. CLOSED SESSION

There was no reportable action.

16. NEXT REGULAR BOARD MEETING DATE

Wednesday, June 20, 2018 at 12:00 p.m.
SunLine Transit Agency Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

17. MEETING ADJOURNMENT

The meeting was adjourned at 1:08 p.m.

Respectfully Submitted,

Brittney B. Sowell
Clerk of the Board

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2018

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.

- For the month of April, the largest payments issued was for the Delivery/Acceptance and Training of FC7 Battery Dominant FC Hybrid bus project which is funded primarily through the Federal Transit Administration's National Fuel Cell Bus Program.

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

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 #	Payment Date	Payment Amount
BAE SYSTEMS CONTROLS, INC.	BAE SYSTEMS CONTROLS	675270	04/20/2018	369,350.00
PERMA - INSURANCE	Gen Liability/WC Prem	675244	04/13/2018	135,528.95
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>675195</u>	<u>04/06/2018</u>	<u>97,130.57</u>
<u>U.S. BANK INSTITUTIONAL TRUST-WESTERN</u>	<u>Pension Deposits</u>	<u>675342</u>	<u>04/23/2018</u>	<u>96,530.70</u>
ELEMENT MARKETS RENEWABLE ENERGY, LLC	CNG/Hydrogen	675282	04/20/2018	57,916.55
WSP USA INC.	TDM & Vanpool Program	675330	04/20/2018	39,625.68
SO CAL GAS CO.	Utilities	675252	04/13/2018	31,746.00
MICHELIN NORTH AMERICA, INC.	Tire Leasing	675379	04/26/2018	26,101.04
DOUG WALL CONSTRUCTION, INC.	WIP- DIV 1 Fac Imp Transit Hub	675167	04/06/2018	24,489.42
HDR ENGINEERING, INC.	WIP-Transit Redesign and Network Analysis	675179	04/06/2018	23,355.40
HDR ENGINEERING, INC.	WIP-Transit Redesign and Network Analysis	675372	04/26/2018	22,575.15
<u>RELIANCE STANDARD</u>	<u>LTD/STD/LIFE Ins. Prem</u>	<u>675247</u>	<u>04/13/2018</u>	<u>21,892.46</u>
IMPERIAL IRRIGATION DIST	Utilities	675229	04/13/2018	18,945.54
SOFTCHOICE CORP.	Computer Network Software Agreement	675189	04/06/2018	16,693.68
NEOGOV	Recruiting Employees	675292	04/20/2018	11,488.25
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	675210	04/13/2018	10,573.97
ZEN AND THE ART OF CLEAN ENERGY	WIP-Refurbished Hydrogen Fueling Station	675260	04/13/2018	8,907.93
ADMIRAL SECURITY SERVICES, INC.	Security Services	675263	04/20/2018	8,369.71
IMPERIAL IRRIGATION DIST	Utilities	675298	04/20/2018	7,811.58
ALTON HILLIS SR.	Reimbursement Expenses	675205	04/13/2018	7,496.55
PE FACILITY SOLUTIONS, LLC	Janitorial Service	675243	04/13/2018	7,240.00
RUTAN & TUCKER, LLP	Legal Services	675387	04/26/2018	7,088.38
RUTAN & TUCKER, LLP	Legal Services	675250	04/13/2018	7,060.74
VERIZON WIRELESS	Wireless Telephone Service	675258	04/13/2018	6,832.90
NEW FLYER PARTS	Inventory Repair Parts	675348	04/26/2018	6,800.57
AMALGAMATED TRANSIT UNION	Union Dues	675332	04/23/2018	6,488.90
NEW FLYER PARTS	Inventory Repair Parts	675264	04/20/2018	6,431.06
AMALGAMATED TRANSIT UNION	Union Dues	675153	04/06/2018	6,383.46
TRAPEZE SOFTWAREGROUP, INC.	Support for 2018 Schedules	675324	04/20/2018	5,837.52
NORTON MEDICAL INDUSTRIES	Medical- Exams and Testing	675382	04/26/2018	5,199.55
YELLOW CAB OF THE DESERT	Taxi Voucher Program	675402	04/26/2018	5,138.01
NEW FLYER PARTS	Inventory Repair Parts	675151	04/06/2018	5,087.17
HENSON CONSULTING GROUP, LLC	Staff Development Consultant	675219	04/13/2018	5,031.25
ALPHA MEDIA LLC	Advertising	675267	04/20/2018	4,998.00
NRM & ASSOCIATES	Consulting-General	675136	04/03/2018	4,991.76
SOCALGAS	Utilities	675253	04/13/2018	4,988.07
YELLOW CAB OF THE DESERT	Taxi Voucher Program	675200	04/06/2018	4,896.40
HD INDUSTRIES	Inventory Repair Parts	675294	04/20/2018	4,545.65

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

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 #	Payment Date	Payment Amount
MURCHISON & CUMMING, LLP	Insurance Losses	675135	04/03/2018	4,445.94
ALEXANDER COHN, ESQ	Legal Services	675204	04/13/2018	4,375.00
NAPA AUTO PARTS	Inventory Repair Parts	675234	04/13/2018	4,154.92
SOCO GROUP INC, THE	Lubricants-Oils	675318	04/20/2018	3,978.46
PROPER SOLUTIONS	Temporary Help Service	675386	04/26/2018	3,978.00
SOCO GROUP INC, THE	Lubricants-Oils	675188	04/06/2018	3,934.18
AMERICAN CAB	Taxi Voucher Program	675353	04/26/2018	3,888.57
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	675288	04/20/2018	3,870.88
TEC OF CALIFORNIA, INC.	Inventory Repair Parts	675320	04/20/2018	3,868.81
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675315	04/20/2018	3,646.32
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675277	04/20/2018	3,597.40
TK SERVICES, INC.	Inventory Repair Parts	675192	04/06/2018	3,595.97
AMERICAN CAB	Taxi Voucher Program	675154	04/06/2018	3,488.31
PRUDENTIAL OVERALL SUPPLY	Uniforms	675314	04/20/2018	3,451.22
<u>PRINCIPAL LIFE INSURANCE COMPANY</u>	<u>Dental Insurance</u>	<u>675184</u>	<u>04/06/2018</u>	<u>3,403.66</u>
CARQUEST AUTO PARTS - CATHEDRAL CITY	Inventory Repair Parts	675212	04/13/2018	3,350.88
TRANSLITE ENTERPRISES INC.	Inventory Repair Parts	675323	04/20/2018	3,288.53
ANDREA CARTER & ASSOCIATES	Marketing Service	675268	04/20/2018	3,200.00
EYE MED	Vision Insurance	675173	04/06/2018	3,165.02
TIME WARNER CABLE	Utilities	675145	04/03/2018	3,049.50
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675162	04/06/2018	2,945.36
STATE BOARD OF EQUAL	Use Sales Tax	675394	04/26/2018	2,854.00
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	675256	04/13/2018	2,851.50
AVAIL TECHNOLOGIES	Inventory Repair Parts	675209	04/13/2018	2,847.20
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675359	04/26/2018	2,807.03
PATRICK M. BRASSIL	Contracted Services-Hydrogen	675383	04/26/2018	2,800.00
NEW FLYER PARTS	Inventory Repair Parts	675203	04/13/2018	2,782.33
HD INDUSTRIES	Inventory Repair Parts	675369	04/26/2018	2,670.48
PROPER SOLUTIONS	Temporary Help Service	675139	04/03/2018	2,655.19
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675186	04/06/2018	2,586.00
MAGELLAN HEALTHCARE	Employee Assistance Program	675132	04/03/2018	2,542.65
BURRTEC WASTE & RECYCLING SERVICES	Utilities	675211	04/13/2018	2,420.04
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	675158	04/06/2018	2,361.43
ACCOUNTEMPS	WIP-ERP Project	675202	04/13/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675262	04/20/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675347	04/26/2018	2,358.80
ACCOUNTEMPS	WIP-ERP Project	675150	04/06/2018	2,358.80
FAST UNDERCAR PALM DESERT	Inventory Repair Parts	675222	04/13/2018	2,251.28

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

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Vendor Name	Description	Check #	Payment Date	Payment Amount
HOME DEPOT CREDIT SERVICES	Facility Maintenance	675295	04/20/2018	2,200.78
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishments	675333	04/23/2018	2,187.90
FLEET-NET CORPORATION	Computer Network Software Agreement	675125	04/03/2018	2,130.00
VALLEY OFFICE EQUIPMENT, INC.	Office Equipment Maintenance	675328	04/20/2018	2,126.68
L & T TRANSMISSION DYNAMICS, INC	Repair Parts-Support Vehicles	675346	04/26/2018	2,100.00
OFFICE DEPOT	Office Supplies	675240	04/13/2018	2,099.03
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675163	04/06/2018	2,066.02
PROPER SOLUTIONS	Temporary Help Service	675313	04/20/2018	2,040.00
PROPER SOLUTIONS	Temporary Help Service	675245	04/13/2018	2,040.00
CUMMINS PACIFIC, LLC	Inventory Repair Parts	675218	04/13/2018	2,029.99
DESERT CITY CAB	Taxi Voucher program	675165	04/06/2018	2,007.75
LUIS GARCIA	Reimbursement Expenses	675305	04/20/2018	1,956.13
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	675249	04/13/2018	1,937.95
ALEXANDER COHN, ESQ	Legal Services	675266	04/20/2018	1,875.00
MOHAWK MFG & SUPPLY CO	Inventory Repair Parts	675233	04/13/2018	1,857.00
FIESTA FORD, INC.	Repair Parts-Support Vehicles	675224	04/13/2018	1,809.18
PSOMAS	WIP- CNG Station	675246	04/13/2018	1,754.41
DECALS BY DESIGN, INC.	Inventory Repair Parts	675220	04/13/2018	1,717.32
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675217	04/13/2018	1,699.87
VERIZON WIRELESS	Wireless Telephone Service	675198	04/06/2018	1,638.29
SMARTDRIVE SYSTEMS, INC.	General Services	675251	04/13/2018	1,520.00
CSUSB PHILANTHROPIC FOUNDATION	Travel-Meeting/Seminars	675149	04/05/2018	1,500.00
COMPLETE COACH WORKS	Inventory Repair Parts	675216	04/13/2018	1,486.95
AIR & HOSE SOURCE, INC.	Inventory Repair Parts	675116	04/03/2018	1,352.25
DESERT CITY CAB	Taxi Voucher Program	675362	04/26/2018	1,340.21
CASSEL & ASSOCIATES	Inventory Repair Parts-SunFuels	675356	04/26/2018	1,339.96
MARIA J HERRERA	Cash-Wells Fargo Bank Payroll Acct	675331	04/20/2018	1,334.84
DECALS BY DESIGN, INC.	WIP-Hydrogen FCB Lo-No	675360	04/26/2018	1,314.68
AVAIL TECHNOLOGIES	Radio Maintenance	675118	04/03/2018	1,300.00
SOCO GROUP INC, THE	Lubricants-Oils	675390	04/26/2018	1,289.28
INSPECTORATE AMERICA CORPORATION	Inventory Repair Parts	675375	04/26/2018	1,205.48
CREATIVE BUS SALES, INC,	Inventory Repair Parts	675358	04/26/2018	1,204.68
PLAZA TOWING, INC.	Contracted Services Towing	675312	04/20/2018	1,150.00
C V WATER DISTRICT	Utilities	675274	04/20/2018	1,054.85
HD INDUSTRIES	Inventory Repair Parts	675178	04/06/2018	1,024.56
CIVIC RESOURCE GROUP INTERNATIONAL	Contracted Services Web Hosting	675272	04/20/2018	1,000.00
BOYLIN MANAGEMENT INSTITUTE	Employee Development Program	675157	04/06/2018	1,000.00

**SunLine Transit Agency
Checks \$1,000 and Over
For the month of April 2018**

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Total Checks Over \$1,000	\$1,865,551.50
Total Checks Under \$1,000	\$45,718.03
Total Checks	\$1,911,269.53

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for April 2018

Summary:

The attached report summarizes the Agency's credit card expenses for April 2018 with a statement closing date of May 2, 2018. Note that item 17, related to the Center the Excellence, is a reimbursable expense through a CTE grant.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 5/02/18

Name on Card: Lauren Skiver

	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1	4/4/2018	4/4/2018	Westin Tampa Waterside	Lodging - Deposit; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$222.88
2	4/4/2018	4/4/2018	APTA	Conference Registration; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$875.00
3	4/4/2018	4/4/2018	Southwest Airlines	Flight on Southwest Airlines; APTA 2018 Bus & Paratransit Conference for Rudy Le Flore, Chief Project Consultant		\$518.20
4	4/7/2018	4/7/2018	Marriott New Port Beach	Lodging (1 Room for 3 nights); CalAct Spring Conference - Lauren Skiver, CEO/GM		\$682.86
5	4/11/2018	4/11/2018	Greet Transportation Summit & Expo	Conference Registration; Green Transportation Summit & Expo - Lauren Skiver, CEO/GM		\$50.00
6	4/17/2018	4/17/2018	Transport Thrifty Car Rental	Car Rental; Trip to SunLine for May Board Meeting - Ken Potts, Planning Consultant		\$170.43
7	4/17/2018	4/17/2018	Mario's Italian Café	Mario's Italian Café Catering; April Board Meeting - Board of Directors		\$294.80
8	4/21/2018	4/21/2018	Courtyard Marriott	Lodging (1 Room for 3 nights); Green Transportation Summit & Expo - CEO/GM Lauren Skiver		\$614.01
9	4/24/2018	4/24/2018	Hyatt Regency	Lodging (1 Room for 1 night) - Online Booking Fee; ACT Expo - Bill Loper, Alternative Fuels Program Manager		\$12.99
10	4/24/2018	4/24/2018	Hyatt Regency	Lodging (1 Room for 1 night); ACT Expo - Bill Loper, Alternative Fuels Program Manager		\$278.94
11	4/26/2018	4/26/2018	Hyatt Regency	Lodging (1 Room for 1 night); APTA Awards Deliberation for CEO/GM Lauren Skiver		\$311.37
12	4/27/2018	4/27/2018	Panda Express	Panda Express Catering; Negotiations/Arbitration Training		\$154.08
13	4/27/2018	4/27/2018	Marriott Tampa Waterside	Lodging (1 Room 6 nights); APTA 2018 Bus & Paratransit Conference for Chief Performance Officer, Tommy Edwards		\$883.05
14	4/27/2018	4/27/2018	Marriott Tampa Waterside	Lodging (1 Room 5 nights); APTA 2018 Bus & Paratransit Conference for Chief Safety Officer, Peter Gregor		\$1,101.00
15	4/30/2018	4/30/2018	LB Conv Ent Ctr	Parking; ACT Conference & Expo - Lauren Skiver, CEO/GM		\$15.00
16	5/1/2018	5/1/2018	LB Conv Ent Ctr	Parking; ACT Conference & Expo - Lauren Skiver, CEO/GM		\$15.00
17	5/2/2018	5/2/2018	Expedia	Lodging (2 Rooms for 1 night); Center of Excellence Visit - Lauren Skiver, CEO/GM and Rudy Le Flore, Chief Project Consultant <i>REIMBURSABLE THROUGH GRANT</i>		\$216.22
Credits and Charges:					\$0.00	\$6,415.83
Total:					\$6,415.83	



CONSOLIDATED BILLING CONTROL ACCOUNT STATEMENT

Prepared For	SUNLINE TRANSIT LUIS GARCIA
Account Number	[REDACTED]
Statement Closing Date	05/02/18
Days in Billing Cycle	29
Next Statement Date	06/04/18
Credit Line	\$40,000
Available Credit	\$30,131

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

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

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

Payment Information

New Balance	\$6,415.83
Current Payment Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/29/18

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		\$4,631.76
Credits	-	\$0.00
Payments	-	\$4,631.76
Purchases & Other Charges	+	\$6,415.83
Cash Advances	+	\$0.00
Finance Charges	+	\$0.00
New Balance	=	\$6,415.83

Wells Fargo Elite Cash Back Advantage

Previous Balance		\$46.32
Cash Earned this Month		\$64.16
Trades From Other Company Cards		\$0.00
Bonus/Adjustments		\$0.00
Cash Back Balance	=	\$110.48
Cash Awarded this Period		\$0.00
Year to Date Cash Back Awarded		\$267.40

Cash Back Notice

Your next cash back reward is scheduled for 06/2018.

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	\$6,415.83
Total Amount Due (Minimum Payment)	\$500.00
Current Payment Due Date	05/29/18



Print address or phone changes:

Work ()

Amount Enclosed:



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

SUNLINE TRANSIT
LUIS GARCIA
32505 HARRY OLIVER TRL
THOUSAND PALMS CA 92276-3501
65052
P405



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	12.740%	.03490%	\$0.00	\$0.00	\$0.00	\$0.00
CASH ADVANCES	25.490%	.06983%	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL				\$0.00	\$0.00	\$0.00

Important Information

\$0 - \$6,415.83 WILL BE DEDUCTED FROM YOUR ACCOUNT AND CREDITED AS YOUR AUTOMATIC PAYMENT ON 05/29/18. 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	\$6,415.83

Transaction Details

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

Trans	Post	Reference Number	Description	Credits	Charges
04/30	04/30	F326800G800CHGDDA	AUTOMATIC PAYMENT - THANK YOU	4,631.76	
			TOTAL [REDACTED]		\$4,631.76-

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

04/04	04/04	2443106FE0D17SYH8	APTA HOUSING OFFICE FALLS CHURCH VA		222.88
04/04	04/04	2463923FFS66GDMB8	APTA 202-4964800 DC		875.00
04/04	04/04	2469216FF2XY3H3NJ	SOUTHWES 5261431722937800-435-9792 TX		518.20
		05/04/18	LE FLORE/RUDOLPHUS		
		1 WN H	ONTARIO CHICAGO		
		2 WN H	CHICAGO TAMPA		
		3 WN S	TAMPA ONTARIO		
04/07	04/07	2469216FH2Y0MJ1PY	MARRIOTT NEWPORT BEACH NEWPORT BCH CA		682.86
04/11	04/11	2469216FM2XLS0QHN	SOCIAL ENTERPRISES I 503-226-2377 OR		50.00
04/17	04/17	7424191FVPPND84BV	TRANSPORT*THRIFTY CAR RENTAL IE		170.43
04/17	04/17	2469216FW2X9TABHH	MARIO'S ITALIAN CAFE V PALM DESERT CA		294.80
04/21	04/21	2469216FZ2X5HT3E4	COURTYARD BY MARRIOTT TACOMA WA		614.01
04/24	04/24	2449215G2LYQB0L2	HOTELBOOKINGSERVFEE 800-727-9059 UT		12.99
04/24	04/24	2469216G22XRQ2F93	CCI*HOTEL RESCOUNTER 855-707-6654 TX		278.94
04/26	04/26	2443106G40D17S265	APTA HOUSING OFFICE FALLS CHURCH VA		311.37
04/27	04/27	2443106G6RQEFWB4	PANDA EXPRESS #745 T RANCHO MIRAGE CA		154.08
04/27	04/27	2469216G52X6HADBN	MARRIOTT TAMPA WATERSI TAMPA FL		883.05
04/27	04/27	2469216G52X6HADBY	MARRIOTT TAMPA WATERSI TAMPA FL		1,101.00
04/30	04/30	2449398G86035E55G	LB CONV & ENT CTR 5624363636 CA		15.00
05/01	05/01	2449398G960ND49GG	LB CONV & ENT CTR 5624363636 CA		15.00
05/02	05/02	2469216GA2XHW4P6	EXPEDIA 7349362267276 EXPEDIA.COM WA		216.22
			TOTAL \$6,415.83		
			LAURA SKIVER / Sub Acct Ending In [REDACTED]		

Wells Fargo News

Beginning with your June statement, your Payment Due Date will be assigned to the same calendar day each month. This upcoming change means that the Next Statement Date shown on your May statement may be slightly earlier than the actual next statement date. Your June statement will contain more information on this change.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2018

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 year to date (YTD) values. The current monthly budget values are calculated by taking 1/12th of the annual budget and the YTD budget values are calculated by dividing the yearly budget by the number of months progressed through the fiscal year.

- As of April 30, 2018, the organization's revenues net of subsidies are \$392,249 over budget or 8.6% above the YTD budget. Expenditures are \$2,348,114 under budget or 8.1% below the YTD budget.
- The net operating gain (loss) after subsidies is 0.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	2,984,371	250,273	248,698	1,575	2,451,116	2,486,976	(35,860)	17.9%
Other Revenue	2,469,132	263,415	205,761	57,654	2,485,719	2,057,610	428,109	-0.7%
Total Operating Revenue	5,453,503	513,688	454,459	59,230	4,936,835	4,544,586	392,249	9.5%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,537,771	726,888	794,814	67,926	7,338,614	7,948,142	609,529	23.1%
Operator & Mechanic Overtime	1,159,221	47,604	96,602	48,998	836,124	966,018	129,893	27.9%
Administration Salaries & Wages	5,338,186	420,543	444,849	24,306	4,012,116	4,448,489	436,373	24.8%
Administration Overtime	13,593	1,060	1,133	73	14,993	11,328	(3,665)	-10.3%
Fringe Benefits	9,115,420	675,866	759,618	83,752	7,033,295	7,596,183	562,888	22.8%
Communications	196,800	15,524	16,400	876	145,607	164,000	18,393	26.0%
Legal Services - General	80,000	11,004	6,667	(4,337)	92,973	66,667	(26,306)	-16.2%
Computer/Network Software Agreement	452,868	29,135	37,739	8,604	335,307	377,390	42,083	26.0%
Uniforms	112,550	2,956	9,379	6,423	53,320	93,792	40,472	52.6%
Contracted Services	458,822	31,086	38,235	7,149	312,146	382,352	70,205	32.0%
Equipment Repairs	7,500	732	625	(107)	3,537	6,250	2,713	52.8%
Security Services	103,604	8,371	8,634	262	84,036	86,337	2,301	18.9%
Fuel - CNG	1,519,757	88,758	126,646	37,888	1,096,544	1,266,464	169,920	27.8%
Fuel - Hydrogen	232,078	11,585	19,340	7,754	153,635	193,398	39,763	33.8%
Tires	252,028	18,903	21,002	2,099	190,187	210,023	19,836	24.5%
Office Supplies	72,400	7,593	6,033	(1,559)	50,636	60,333	9,697	30.1%
Travel/Training	142,033	8,263	11,836	3,573	98,371	118,361	19,990	30.7%
Repair Parts	1,287,995	102,731	107,333	4,602	1,048,177	1,073,329	25,152	18.6%
Facility Maintenance	43,000	2,849	3,583	734	32,982	35,833	2,852	23.3%
Electricity - CNG & Hydrogen	175,000	14,005	14,583	578	145,410	145,833	424	16.9%
Natural Gas	1,446,372	85,322	120,531	35,209	1,090,299	1,205,310	115,012	24.6%
Water	7,500	433	625	192	3,769	6,250	2,481	49.7%
Insurance Losses	1,136,702	77,089	94,725	17,636	992,483	947,252	(45,232)	12.7%
Insurance Premium - Property	13,315	1,049	1,110	61	12,866	11,096	(1,771)	3.4%
Repair Claims	200,000	189	16,667	16,477	31,038	166,667	135,629	84.5%
Fuel Taxes	168,200	16,597	14,017	(2,581)	178,291	140,167	(38,124)	-6.0%
Other Expenses	3,288,311	232,750	274,026	41,276	2,568,177	2,740,259	172,081	21.9%
Self Consumed Fuel	(1,681,000)	(100,385)	(140,083)	39,698	(1,236,359)	(1,400,833)	164,474	26.5%
Total Operating Expenses (Before Depreciation)	34,880,026	2,538,502	2,906,669	368,167	26,718,574	29,066,688	2,348,114	23.4%
Operating Expenses in Excess of Operating Revenue		\$ (2,024,814)			\$ (21,781,739)			
Subsidies:								
Local - Measure A	5,153,400	354,601	429,450	74,849	3,814,586	4,294,500	479,914	26.0%
State - LTF	18,753,800	1,290,433	1,562,817	272,384	13,881,707	15,628,167	1,746,460	26.0%
Federal - 5307, 5309, 5310, 5311, 5316, 5317, CMAQ, LCTOP	5,519,323	379,780	459,944	80,164	4,085,445	4,599,436	513,990	26.0%
Total Subsidies	29,426,523	2,024,814	2,452,210	427,396	21,781,739	24,522,103	2,740,364	26.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
April 2018

Description	FY 18 Total Budget	Current Month			Year to Date			
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 18 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	25,164,191	1,871,961	2,097,016	225,055	19,235,142	20,970,159	1,735,018	23.6%
Services	2,639,603	205,444	219,967	14,523	2,392,333	2,199,669	(192,663)	9.4%
Fuels & Lubricants	1,925,987	106,567	160,499	53,932	1,381,777	1,604,989	223,212	28.3%
Tires	252,028	18,903	21,002	2,099	190,187	210,023	19,836	24.5%
Materials and Supplies	1,621,445	127,141	135,120	7,979	1,272,463	1,351,204	78,740	21.5%
Utilities	1,919,372	116,799	159,948	43,149	1,453,981	1,599,477	145,496	24.2%
Casualty & Liability	1,885,324	127,224	157,110	29,886	1,430,523	1,571,103	140,580	24.1%
Taxes and Fees	168,200	16,597	14,017	(2,581)	178,291	140,167	(38,124)	-6.0%
Miscellaneous Expenses	984,877	48,251	82,073	33,822	420,236	820,731	400,495	57.3%
Self Consumed Fuel	(1,681,000)	(100,385)	(140,083)	39,698	(1,236,359)	(1,400,833)	164,474	26.5%
Total Operating Expenses (Before Depreciation)	34,880,026	2,538,502	2,906,669	368,167	26,718,574	29,066,688	2,348,114	23.4%
Revenues:								
Passenger Revenue	2,984,371	250,273	248,698	1,575	2,451,116	2,486,976	(35,860)	17.9%
Other Revenue	2,469,132	263,415	205,761	57,654	2,485,719	2,057,610	428,109	-0.7%
Total Operating Revenue	5,453,503	513,688	454,459	59,230	4,936,835	4,544,586	392,249	9.5%
Net Operating Gain (Loss)		\$ (2,024,814)			\$ (21,781,739)			
Subsidies:								
Local - Measure A	5,153,400	354,601	429,450	74,849	3,814,586	4,294,500	479,914	26.0%
State - LTF	18,753,800	1,290,433	1,562,817	272,384	13,881,707	15,628,167	1,746,460	26.0%
Federal - 5307, 5310, 5311, 5316, 5317 & CMAQ, LCTOP	5,519,323	379,780	459,944	80,164	4,085,445	4,599,436	513,990	26.0%
Total Subsidies	29,426,523	2,024,814	2,452,210	427,396	21,781,739	24,522,103	2,740,364	26.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue - Unfavorable

- Fixed-route ridership has continued to decrease.
- System Total Ridership is presently 168,440 trips below FY17 YTD amounts.
- Ridership is currently at 4.6% below FY17 YTD totals.
- The ridership demand follows a seasonal pattern. Ridership is higher October through April.

Passenger Revenue

	FY17-April	FY18-April	Variance	%Δ
Fixed Route	\$ 234,883	\$ 222,899	\$ (11,984)	-5.1%
Paratransit	\$ 27,458	\$ 27,373	\$ (84)	-0.3%
System Total	\$ 262,341	\$ 250,273	\$ (12,068)	-4.6%

Ridership

	FY17-April	FY18-April	Variance	%Δ
Fixed Route	339,555	338,927	(628)	-0.2%
Paratransit	13,237	12,413	(824)	-6.2%
SolVan	-	2,107	2,107	
System Total	352,792	353,447	655	0.2%

Passenger Revenue

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	\$ 2,353,559	\$ 2,179,939	\$ (173,620)	-7.4%
Paratransit	\$ 283,809	\$ 271,177	\$ (12,632)	-4.5%
System Total	\$ 2,637,368	\$ 2,451,116	\$ (186,252)	-7.1%

Ridership

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,491,807	3,315,298	(176,509)	-5.1%
Paratransit	136,934	130,127	(6,807)	-5.0%
SolVan	-	14,876	14,876	
System Total	3,628,741	3,460,301	(168,440)	-4.6%

Other Revenue - Favorable

- The favorable balance is due to higher revenues than budgeted amounts for Taxi Smart Card, Outside Fueling Revenue, and Emissions Credit Revenue.
The increase in fueling revenue is mainly attributed to higher sales from Burrtec than previously anticipated. Burrtec has yet to complete its fueling station and has therefore been purchasing a higher quantity of CNG than initially budgeted.
- Emissions credit selling price has increased.

	YTD-April	YTD Budget	Variance	%Δ
TAXI SMART CARD	\$ 91,331	\$ 38,889	\$ 52,442	134.9%
OUTSIDE FUELING REVENUE	\$ 1,298,179	\$ 1,000,000	\$ 298,179	29.8%
EMISSIONS CREDITS REVENUE	\$ 794,182	\$ 625,000	\$ 169,182	27.1%

Operator & Mechanic Salaries & Wages - Favorable

- Contributing factors include operators using vacation time, sick time, short-term disability, long-term disability. Also, there are some vacant positions.
- The favorable balance is primarily attributed to vacant operator positions.
Department 12 Operations - Fixed Route has two (2) vacant operator positions.
- Other factors include operators and mechanics using vacation time, sick time, short-term disability, and long-term disability.
Department 12 Operations - Fixed Route has six (6) operators on long-term disability.
Department 14 Operations - Paratransit has one (1) operator on long-term disability.
Department 22 Fleet Maintenance has one (1) mechanic out on workers compensation leave.

Operator & Mechanic Overtime - Favorable

- Operator and Mechanic Overtime have a favorable variance due to staffs continued efforts to reduce costs. In FY 18 SunLine focused on redesigning transit, through the development and implementation of service changes that resulted in cost savings.

April

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	153	849	1,002	\$ 31,968
Paratransit	N/A	511	511	\$ 12,823
Mechanics	N/A	74	74	\$ 2,692

YTD-April

	Scheduled Overtime (Hours)	Unscheduled Overtime (Hours)	Total Overtime (Hours)	Total Expense
Fixed Route	2,766	15,234	18,000	\$ 572,471
Paratransit	N/A	8,317	8,317	\$ 210,013
Mechanics	N/A	1,280	1,280	\$ 46,812

Administration Salaries & Wages - Favorable

- There are several vacant positions across the agency (e.g., Field Supervisor, Fixed Route Controller, Assistant Farebox Technician, Grants Analyst Accounting Clerk, CAO)
- Also, consultant expenses vary throughout the year.

Administration Overtime - Unfavorable

- Vacancies across the agency contribute to the unfavorable balance in overtime. To cover actual workload, the active employees have to work extended hours.

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to vacant positions across the agency.

Communications - Favorable

- The favorable variance is mainly attributed to an allowance for additional internet circuits as well as other devices for users and buses. The IT department has adjusted its communication plan for FY 2018 and may not consume all of the communication costs.

Legal Services - General - Unfavorable

- General legal counsel costs are higher than anticipated.
- YTD-April SunLine had 486 billable hours from Burke, Williams, and Sorenson.

Computer/Network Software Agreement - Favorable

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

Uniforms - Favorable

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

Contracted Services - Favorable

- Budget is twelve-period allocation, but some expenses are yet to be incurred.
- Contracted service expenses vary throughout the year (e.g., SVC Towing and Freight in department 22 are utilized on a need basis, web hosting costs not yet incurred, hazardous waste disposal fees not yet incurred).

Equipment Repairs - Favorable

- The favorable balance in equipment repairs is due to a lower quantity of repairs needed in FY 18.
Equipment repair costs vary depending on the needs of the agency (i.e., Shop Equipment, Farebox).
- The unfavorable variance in April is due to the repair of a cashbox receiver.

Security Services - Favorable

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

Fuel - CNG - Favorable

- Internal consumption has decreased by 49,087 GGE's below FY17 YTD amounts.
The lower internal consumption is primarily attributed to a decrease in total miles traveled FY18 YTD in comparison to the last fiscal year.

Internal GGE Usage

	GGE Usage	Variance FY17 vs. FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	120,684				
April FY 18	111,159	(9,525)	(151)	-7.89%	-0.14%
March FY 18	111,310				
YTD April FY 17	1,214,137				
YTD April FY 18	1,165,050	(49,087)		-4.04%	

Fuel - Hydrogen - Favorable

- The favorable variance is primarily attributed to a lower quantity of mechanical failures.
The reduction in mechanical failures means that more hydrogen gas is produced in-house as opposed to ordering the fuel through an outside source at a higher cost.
- There have been several breakdowns that attributed to a decrease in hydrogen fuel consumption. In April five (5) hydrogen buses were down for repairs.
FC7 was down twenty-three days
FC8 was down twenty-three days
FC6 was down for nine (9) days
FC3 was down fourteen days
FC5 was down five (5) days
- Two (2) fuel buses were down long-term for significant repairs.
FC5 was down for an APS controller from 09/13/17 to 12/17/17.
FC6 was down for a radiator replacement from 05/14/17 to 11/30/17.

Tires - Favorable

- The favorable variance is primarily attributed to a decrease in total miles traveled YTD in comparison to the last fiscal year.

Office Supplies - Favorable

- Office supplies are a variable expense; costs vary throughout the year as required.
- Office supplies were unfavorable for April due to postage expenses for large mail distributions for paratransit, and the purchase of asset tags for the finance department.

Travel/Training - Favorable

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

Repair Parts -Favorable

- The favorable variance in repair parts is mainly attributed to a budget adjustment that was executed in March to adjust for the higher repair parts expenses than initially projected. Aging fleet has led to the unpredictability of component failures and therefore have increased the number of repairs.
- In April fixed route had costs of \$77,598 for repair parts (e.g., preventative maintenance services, engine rebuilds, radiator replacement, core replacement)
- For April paratransit had expenses of \$10,461 for repair parts (e.g., preventative maintenance, engine replacement, transmission replacement)
- In April support vehicle repair parts had a cost of \$6,059.82 for repair parts (e.g., preventative maintenance, tire replacement, power steering)

Facility Maintenance - Favorable

- There is a favorable variance due to lower expenses and maintenance issues in the Thousand Palms and Indio facilities.

Electricity - CNG & Hydrogen - Favorable

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

Natural Gas - Favorable

- The FY 18 budget allowed for an increase in outside CNG usage.
The favorable balance of natural gas costs is primarily attributed to an average \$0.056 decrease in internal GGE cost over YTD-FY17.
- In April there were 990 less GGE's used for outside fueling sales than in the previous month.
- GGE outside usage has increased 30,102 GGE's above FY17 YTD amounts.

Outside GGE Usage

	GGE Usage	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	50,851				
April FY 18	53,824	2,973	(990)	5.85%	-1.81%
March FY 18	54,814				
YTD April FY 17	488,941				
YTD April FY 18	519,043	30,102		6.16%	

Water and Gas - Favorable

- Gas expenses in the Indio facility follow a seasonal pattern. The large heaters have not been utilized due to a warmer winter.
- The maintenance team has put an emphasis this fiscal year on water conservation and made changes to their routines that have helped reduce water consumption.

Insurance Losses - Unfavorable

- The unfavorable variance is mainly attributed to large reconciliations to deposits held by PERMA.
- Deposit premiums are intended to cover claim expenses and settlements. Annual deposit premiums are based on actuarially-determined rates for each coverage layer (pool), based on estimates of the probable losses.
- As of the third quarter, there are eighty-one active workers compensation claims. That is an increase of seven claims over the third quarter of the previous fiscal year. The estimated loss retention has increased \$445,694 due to the rise in claims.
- Insurance losses can vary widely from month to month.

Insurance Premium - Property - Unfavorable

- The unfavorable variance is due to the higher premium for required flood insurance.

Repair Claims - Favorable

- Repair claims can vary significantly from month to month.
- As of April, there have been a total of 71 collisions, that is a decrease of 10 collisions over the fiscal year 2017. The average dollar cost is significantly lower. In FY 18 the average cost per collision is \$818 compared to \$1,811 in FY 17. The decrease in repair claim expenses is attributed to accidents being minor in scale (e.g., collisions with gates, mirror to mirror contacts or collisions with trash bin).

Fuel Taxes - Unfavorable

- The unfavorable balance of fuel taxes is due to a higher quantity of outside fueling sales.
- Outside fueling sales are currently \$94,352 above FY17 YTD amounts.
- For April sales have decreased \$3,967 from the previous month.

Outside Fueling Revenue

	Revenue	Variance FY17 vs FY18	Variance Previous Month	%Δ FY17 vs FY18	%Δ Previous Month
April FY 17	\$ 126,423				
April FY 18	\$ 135,470	\$ 9,047	\$ (3,967)	7.16%	-2.85%
March FY 18	\$ 139,438				
YTD April FY 17	\$ 1,203,827				
YTD April FY 18	\$ 1,298,179	\$ 94,352		7.84%	

Other Expenses - Favorable

- Other expenses are within an acceptable range of the budgeted amount. Costs vary from month to month depending on the needs of the agency (e.g., medical exams and testing, consulting fees, recruiting employees, printing services, temporary help services).

Self Consumed Fuel - Favorable

- The favorable balance is primarily attributed to a decrease in total miles traveled FY18-YTD in comparison to FY17-YTD totals. There is a decrease of 86,979 total miles traveled in FY18 YTD in comparison to FY17 YTD.

Mileage

	March FY18	April FY18	Variance	%Δ
Fixed Route	318,299	308,448	(9,851)	-3.1%
Paratransit Passenger	99,929	99,929	-	0.0%
System Total	418,228	408,377	(9,851)	-2.4%

Mileage YTD-April

	YTD-FY17	YTD-FY18	Variance	%Δ
Fixed Route	3,235,282	3,180,326	(54,956)	-1.7%
Paratransit Passenger	1,016,473	984,450	(32,023)	-3.2%
System Total	4,251,755	4,164,776	(86,979)	-2.0%

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed in Excess of \$25,000 May 2018

Summary:

The attached report summarizes SunLine's contracts signed in excess of \$25,000. For the month of May 2018, there was one (1) contract executed:

VENDOR	PURPOSE
BAE Systems	AFCB Technical Support

Recommendation:

Receive and file.

Contracts Signed in Excess of \$25,000

May 2018

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
BAE	Lo-No Drive System and Integrated Parts	SunLine was awarded a competitive grant under the Federal Transit Administrations Low or No Emissions Vehicle Deployment Program	SRTP 2015/2016	\$4,626,252.50	\$169,326.00	Executed Agreement Board approved

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary April 2018

Summary:

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

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

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

Union

	Actual	Range
Equities	63.23%	35 – 75%
Fixed Income	36.17%	25 – 64%
Cash & Equivalent	0.60%	0 – 10%

Non-Union

	Actual	Range
Equities	63.28%	35 – 75%
Fixed Income	36.11%	25 – 64%
Cash & Equivalent	0.61%	0 – 10%

Recommendation:

Receive and file.

00309401
 40- -01-B -61 -124-01
 100 -13-02869-01



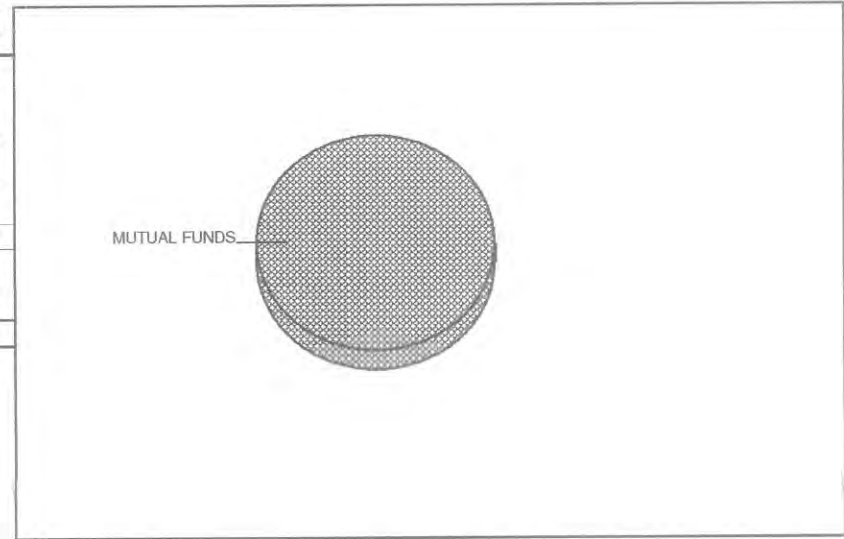
SUNLINE TRANSIT AGENCY - UNION
 ACCOUNT 6746032000

Page 7 of 26
 Period from April 1, 2018 to April 30, 2018

ASSET SUMMARY

ASSETS	04/30/2018 MARKET	04/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	157,503.91	157,503.91	0.60
Mutual Funds-Equity	16,553,539.63	15,283,134.94	63.23
Mutual Funds-Fixed Income	9,469,813.49	9,805,540.49	36.17
Total Assets	26,180,857.03	25,246,179.34	100.00
Accrued Income	158.38	158.38	0.00
Grand Total	26,181,015.41	25,246,337.72	100.00

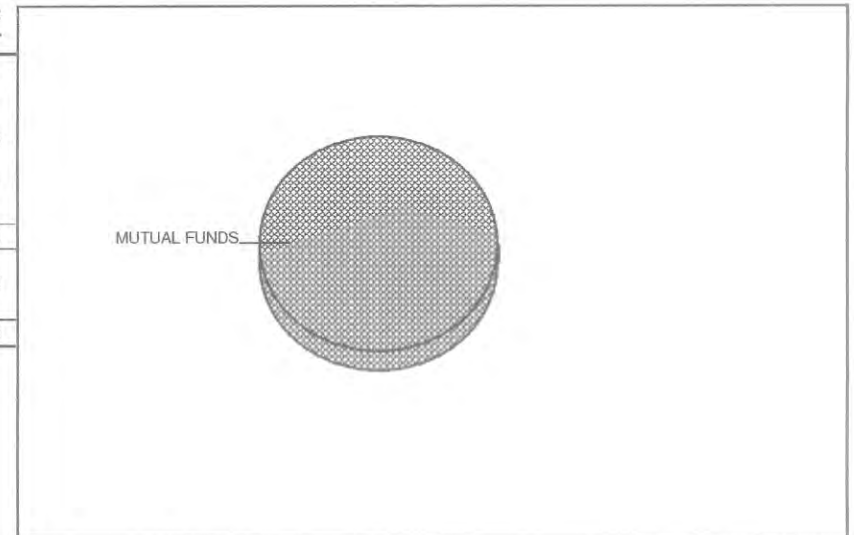
Estimated Annual Income **593,820.82**



ASSET SUMMARY

ASSETS	04/30/2018 MARKET	04/30/2018 BOOK VALUE	% OF MARKET
Cash And Equivalents	162,971.26	162,971.26	0.61
Mutual Funds-Equity	16,901,191.07	15,605,069.69	63.28
Mutual Funds-Fixed Income	9,644,605.74	9,990,421.32	36.11
Total Assets	26,708,768.07	25,758,462.27	100.00
Accrued Income	169.61	169.61	0.00
Grand Total	26,708,937.68	25,758,631.88	100.00

Estimated Annual Income **605,513.95**



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for May 2018

Summary:

System-wide ridership this May decreased -5.0% versus May 2017.

Ridership		
	17-May	18-May
Fixed Route	358,983	342,872
Van Pool	-	2,300
Sundial	14,147	13,365
System Total	373,130	358,537

May notes:

- Out of 15 fixed routes and 1 commuter, 9 routes have seen a ridership decrease.
- Service frequency increase on the Line 80 is a contributing factor to the 24.7% increase in ridership on this route.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report May 2018

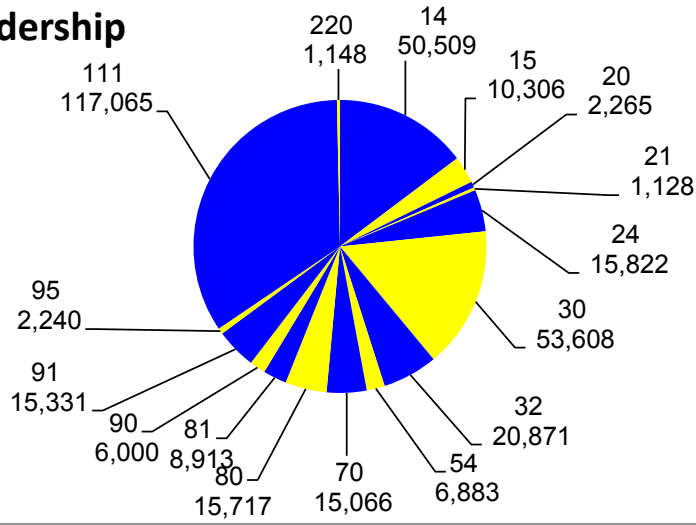
Line	Fixed Route Description	FY 2017 & 2018										Bikes		Wheelchairs	
		May 2018	May 2017	Apr 2018	FY 2018 Month Var.	% Var.	FY 2018 YTD	FY 2017 YTD	YTD Var.	% Var.					
				Monthly	YTD	Monthly	YTD			Monthly	YTD				
14	DHS/PS	50,509	54,640	50,173	(4,131)	-7.6%	558,594	583,052	(24,458)	-4.2%	1,644	17,606	518	6,114	
15	DHS	10,306	9,952	9,466	354	3.6%	105,912	96,435	9,477	9.8%	150	1,463	56	756	
20	DHS/PD	2,265	2,286	2,406	(21)	-0.9%	22,675	23,598	(923)	-3.9%	77	876	3	90	
21	PD	1,128	-	1,232	1,128	100.0%	5,445	-	5,445	100.0%	47	225	4	89	
24	PS	15,822	14,467	14,770	1,355	9.4%	153,201	150,139	3,062	2.0%	423	3,920	125	1,129	
30	CC/PS	53,608	57,747	53,133	(4,139)	-7.2%	584,159	638,257	(54,098)	-8.5%	1,719	21,691	396	4,756	
32	PD/RM/TP/CC/PS	20,871	21,666	20,529	(795)	-3.7%	219,142	230,928	(11,786)	-5.1%	1,044	9,080	140	1,032	
54	Indio/LQ/IW/PD	6,883	6,559	7,330	324	4.9%	69,068	71,143	(2,075)	-2.9%	219	2,370	25	367	
70	LQ/BD	15,066	16,687	15,019	(1,621)	-9.7%	151,712	168,318	(16,606)	-9.9%	539	5,366	35	299	
80	Indio	15,717	12,602	14,046	3,115	24.7%	128,497	132,214	(3,717)	-2.8%	295	2,575	110	1,130	
81	Indio	8,913	8,584	8,304	329	3.8%	85,205	82,609	2,596	3.1%	43	765	29	455	
90	Coachella/Indio	6,000	10,576	6,287	(4,576)	-43.3%	86,225	131,170	(44,945)	-34.3%	69	1,278	59	648	
91	I/Cch/Th/Mec/Oas	15,331	18,309	13,918	(2,978)	-16.3%	164,986	165,884	(898)	-0.5%	312	3,147	32	379	
95	I/Cch/Th/Mec/NS	2,240	2,129	2,264	111	5.2%	21,763	26,439	(4,676)	-17.7%	77	534	3	101	
111	PS to Indio	117,065	117,229	118,910	(164)	-0.1%	1,266,901	1,292,679	(25,778)	-2.0%	4,853	48,844	767	7,421	
220	PD to Riverside	1,148	1,243	1,140	(95)	-7.6%	12,818	12,249	569	4.6%	58	361	6	92	
Fixed Route Total		342,872	358,983	338,927	(16,111)	-4.5%	3,658,170	3,850,790	(192,620)	-5.0%	11,569	120,994	2,308	25,010	
SolVan		2,258	-	2,107	2,258	0.0%	17,134	-	17,134	100.0%					
Demand Response															
SunDial		13,365	14,147	12,413	(782)	-5.5%	143,492	151,081	(7,589)	-5.0%					
System Total		358,495	373,130	353,447	(14,635)	-3.9%	3,818,796	4,001,871	(183,075)	-4.57%					
		May-18	May-17	Apr-18											
	Weekdays:	22	22	21											
	Saturdays:	4	4	4											
	Sundays: *	5	* 5	5											
	Total Days:	31	31	30											

Please note:

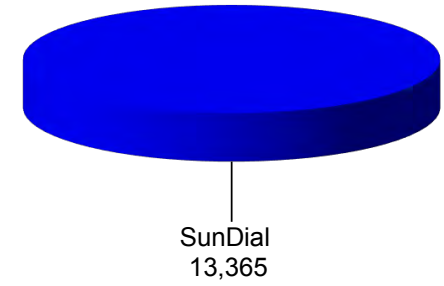
*Running the Saturday/Sunday service May 29, 2017/ May 28, 2018 Memorial Day Holiday. Weekday and Sunday total days reflect the change.

SunLine Transit Agency Monthly Ridership Report May - 2018

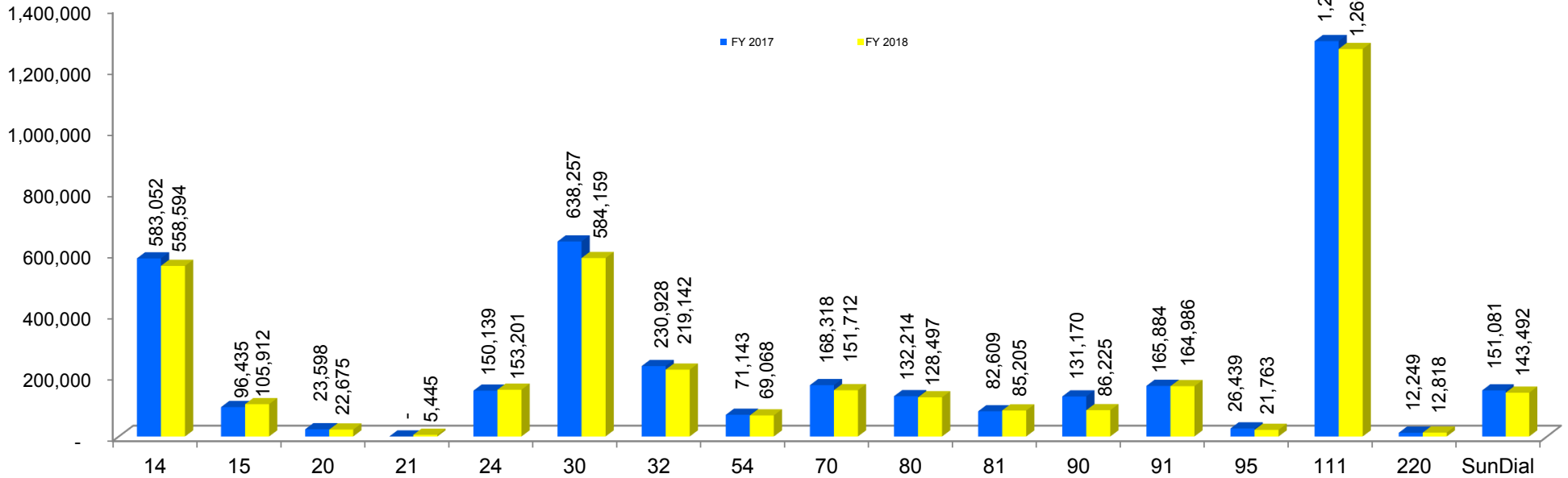
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2018

Summary:

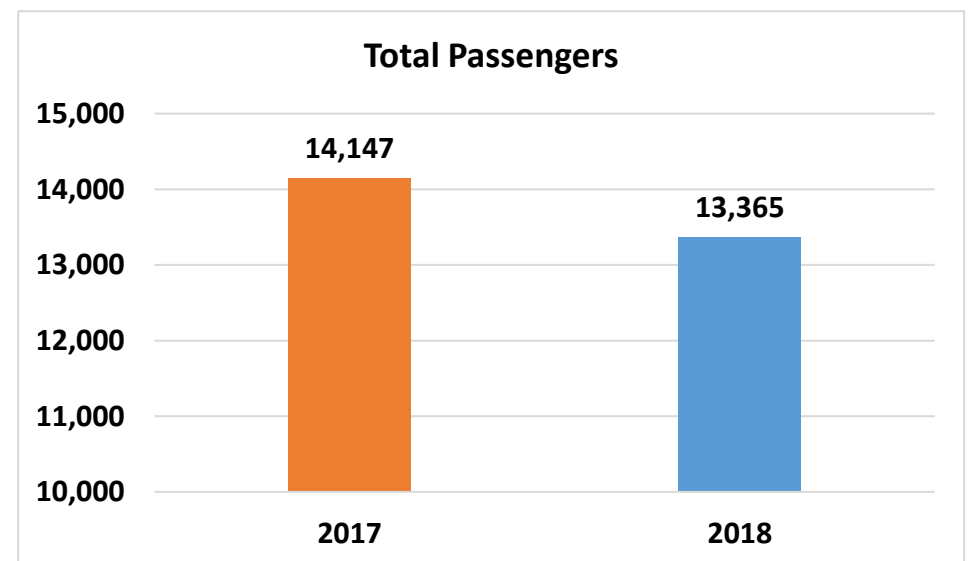
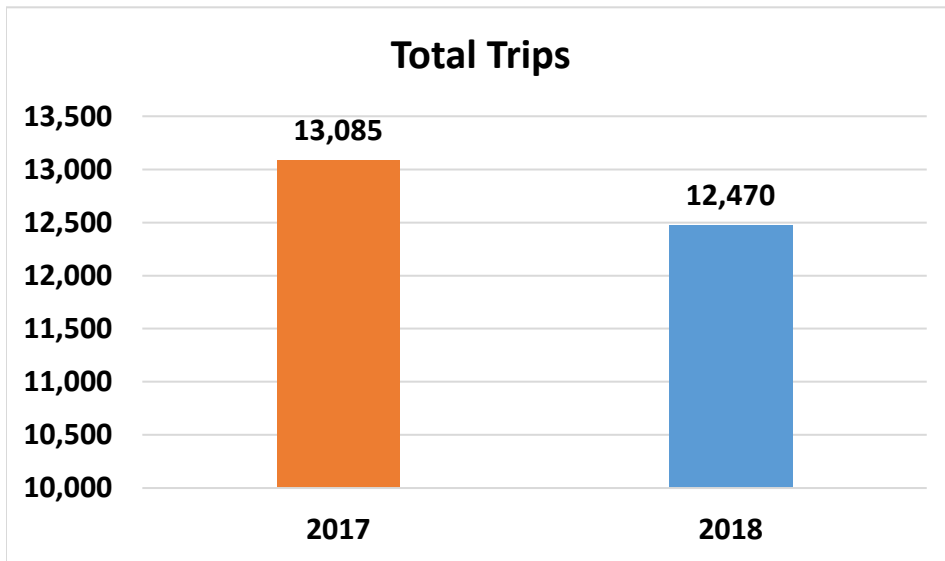
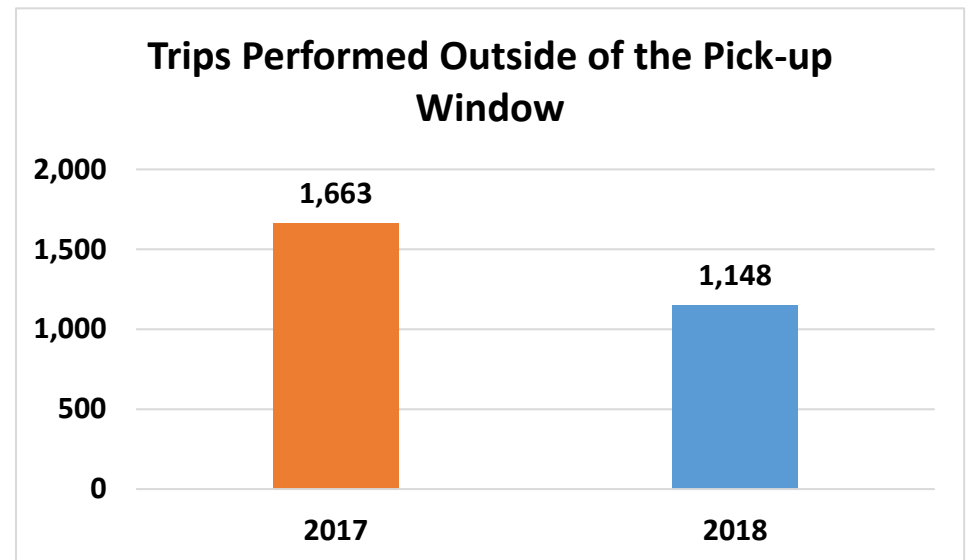
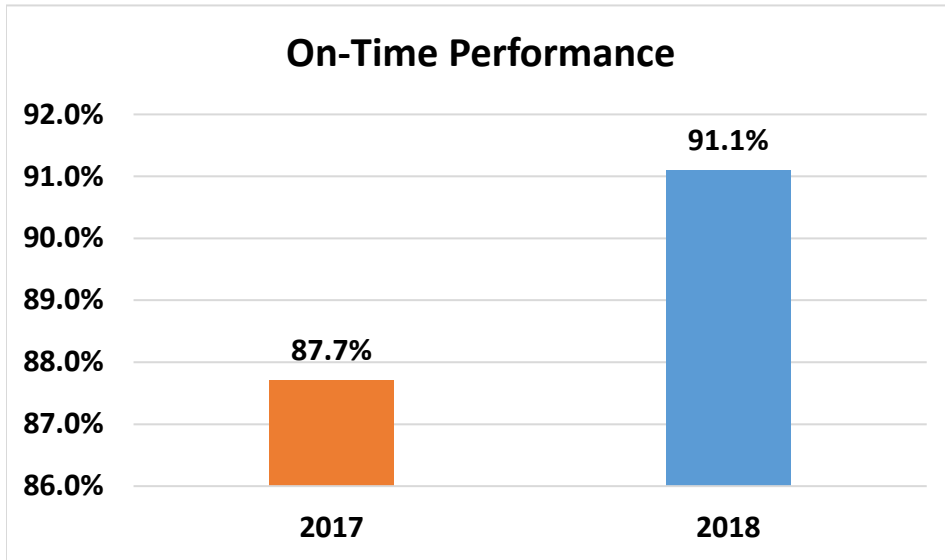
The attached report summarizes SunDial's operation for May 2018. Highlights of this report include an on-time performance percentage of 91.1% compared to 87.7% in May 2017. There was a 5.5% decrease in ridership along with a 4.7% decrease in total trips.

Recommendation:

Receive and file.

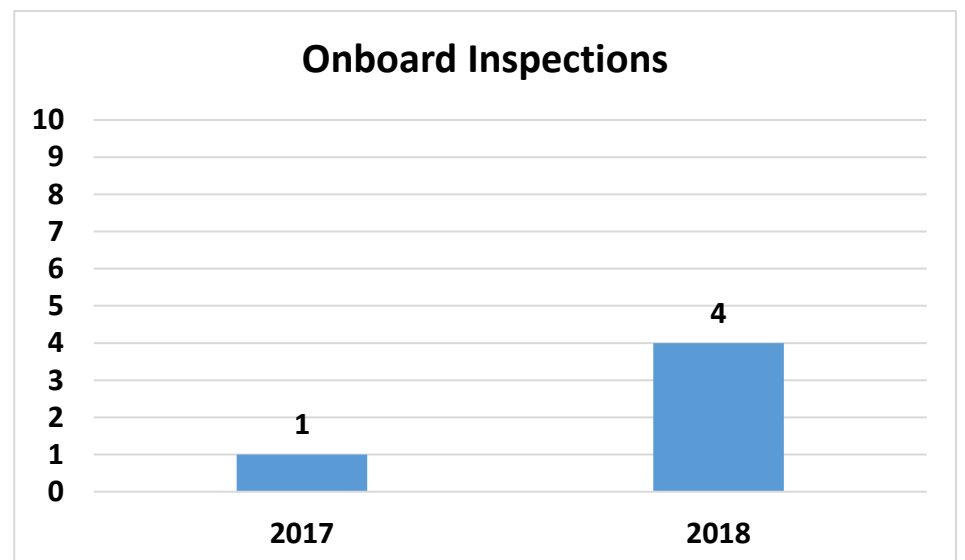
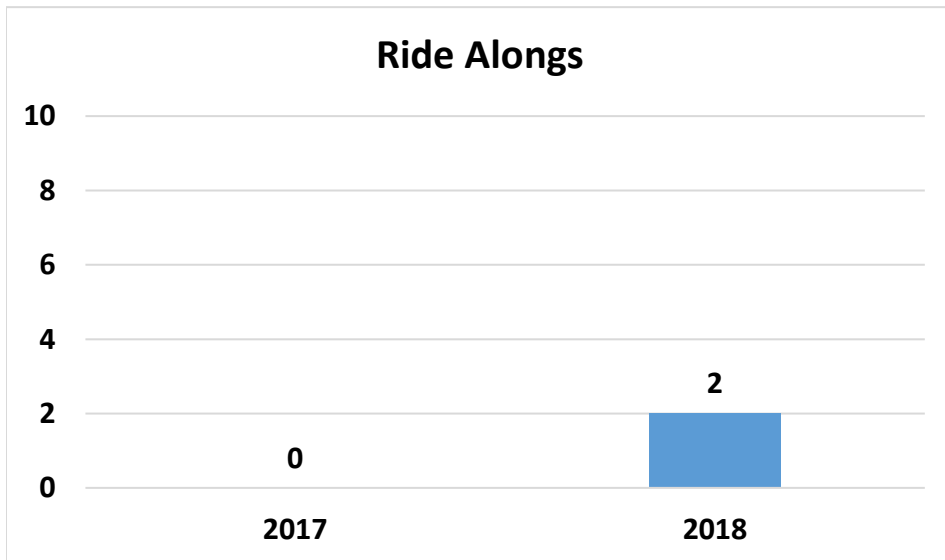
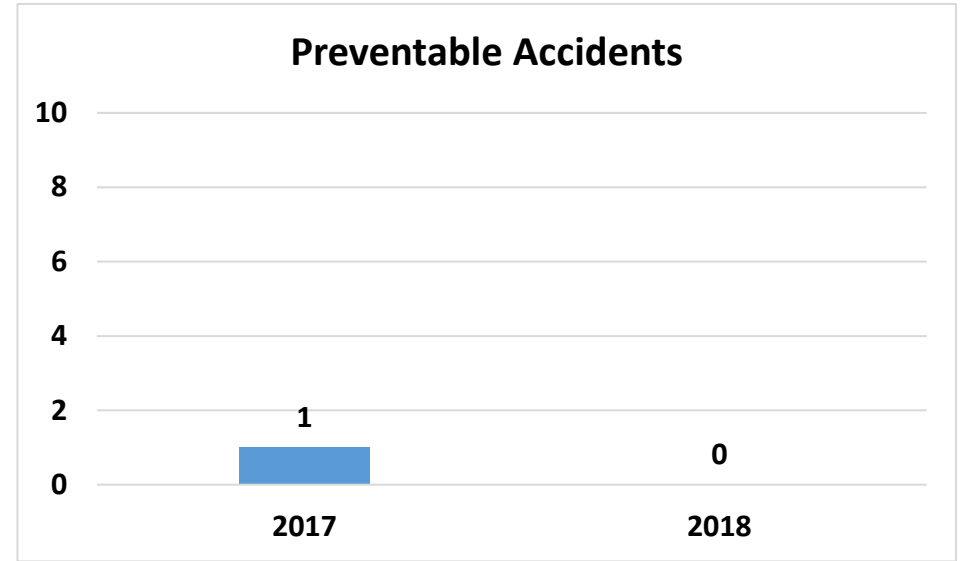
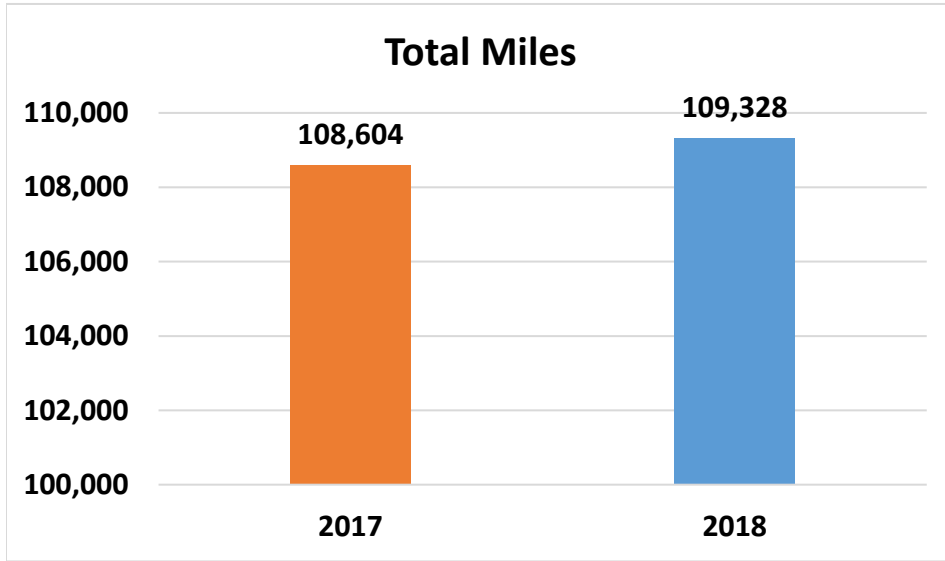
SunDial Operational Notes

MAY 2017/2018



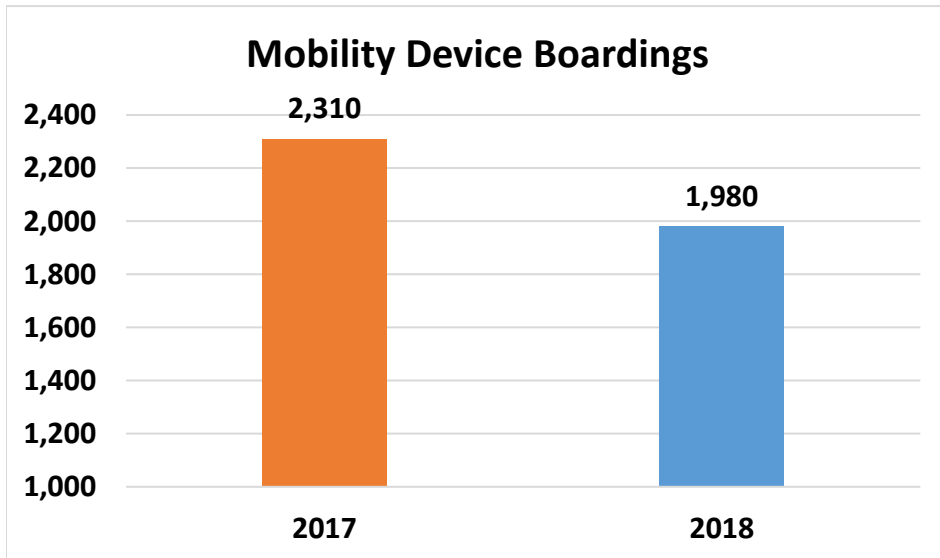
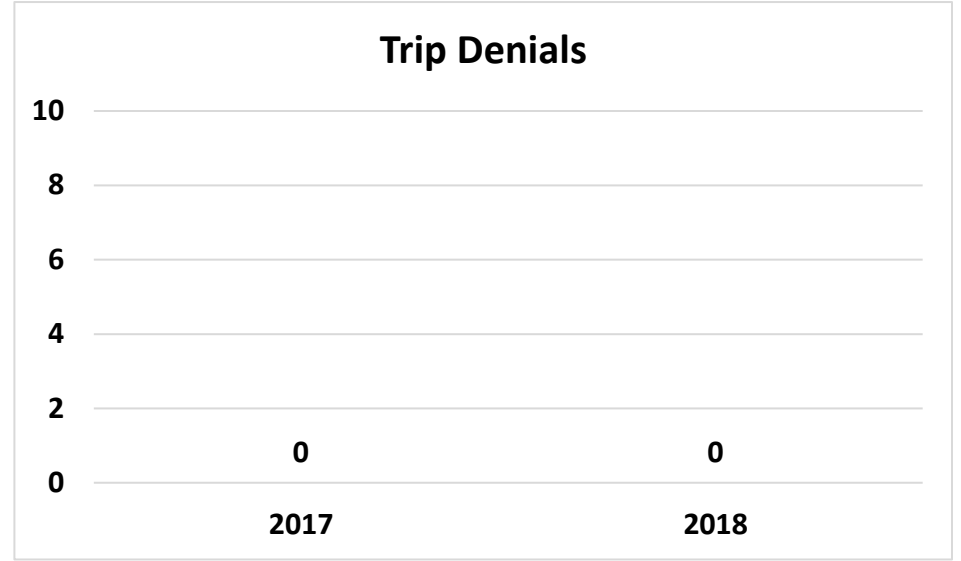
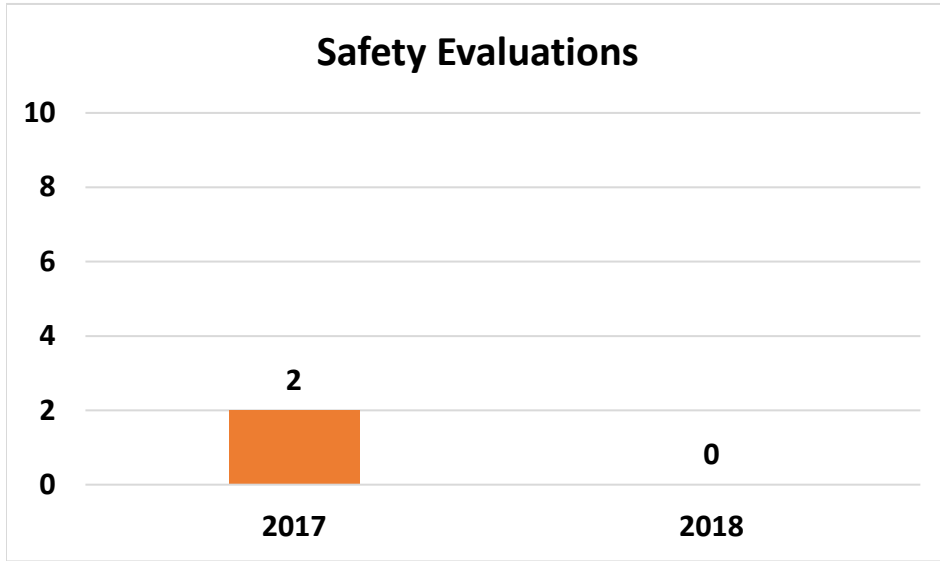
SunDial Operational Notes

MAY 2017/2018



SunDial Operational Notes

MAY 2017/2018



SunLine Transit Agency
CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for May 2018

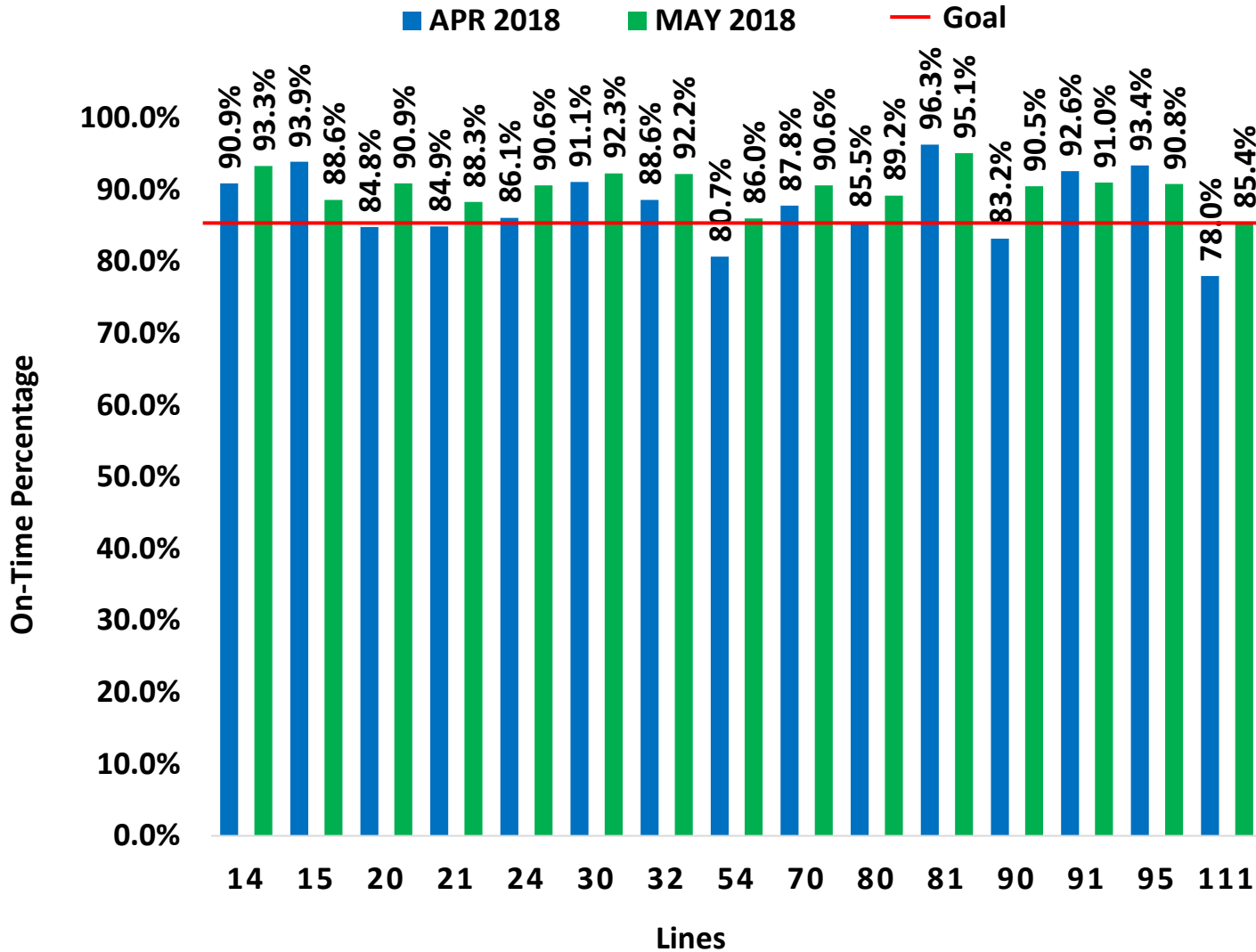
Summary:

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

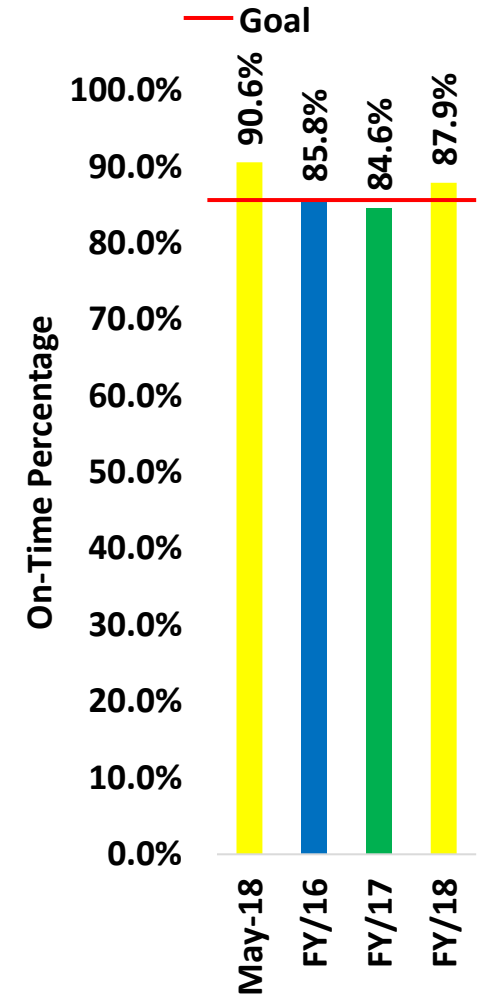
Recommendation:

Receive and file.

On-Time Performance Percent by Line



On Time Performance System Wide



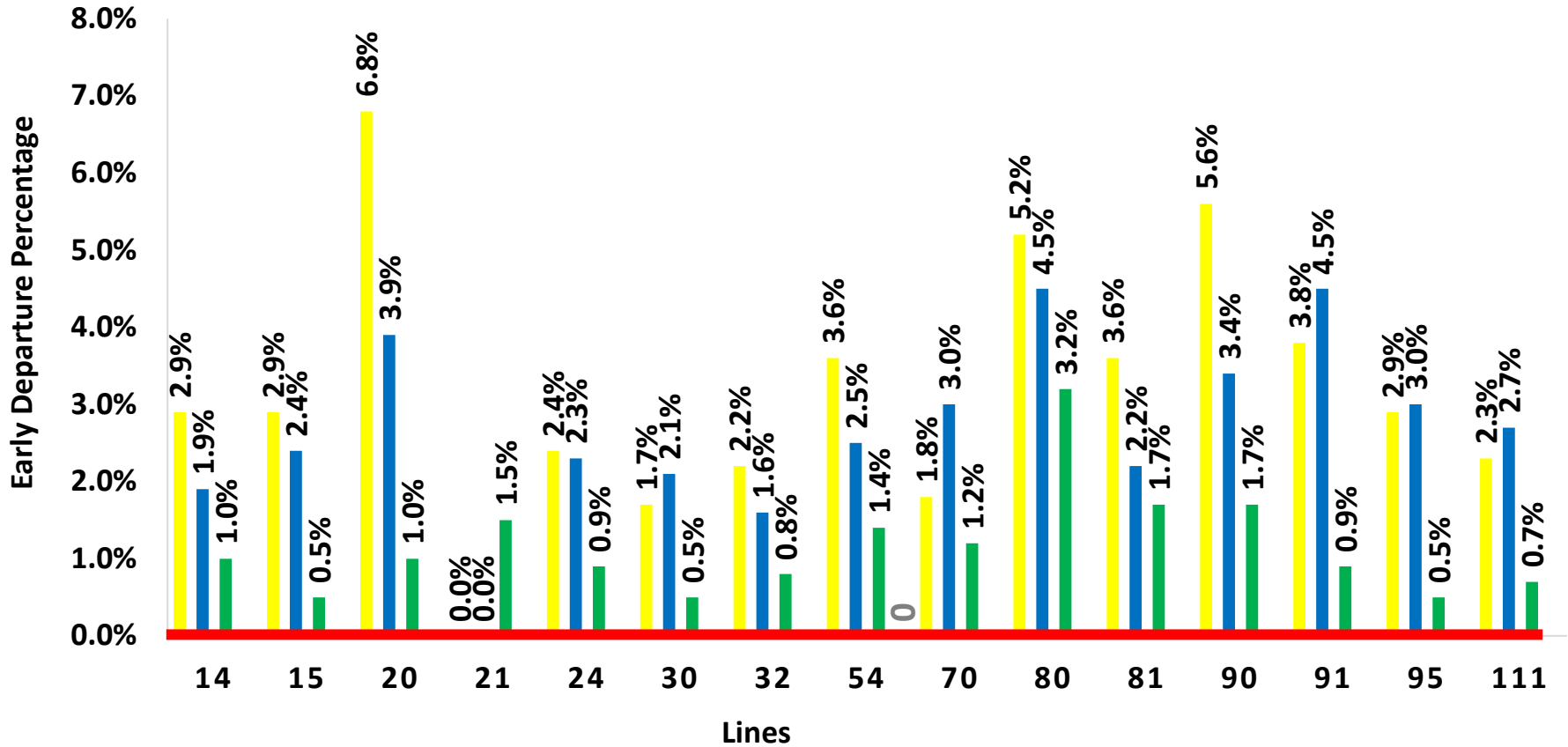
Definition: "On Time" - when a trip departs a time=point within range of zero minutes early to five minutes late.

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

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

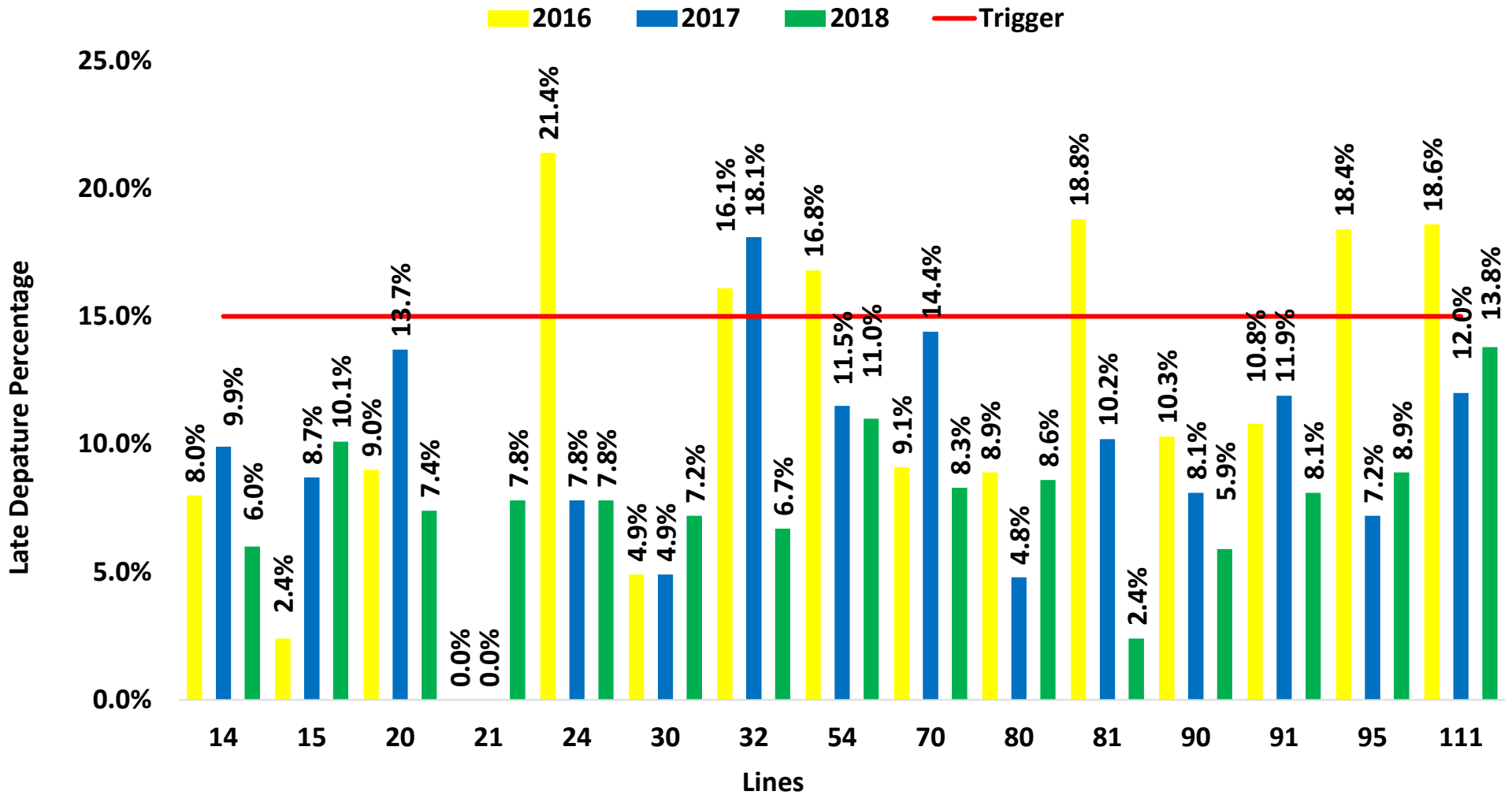
Early Departures by Line YTD

■ FY/2016
 ■ FY/2017
 ■ FY/2018
 ■ Goal



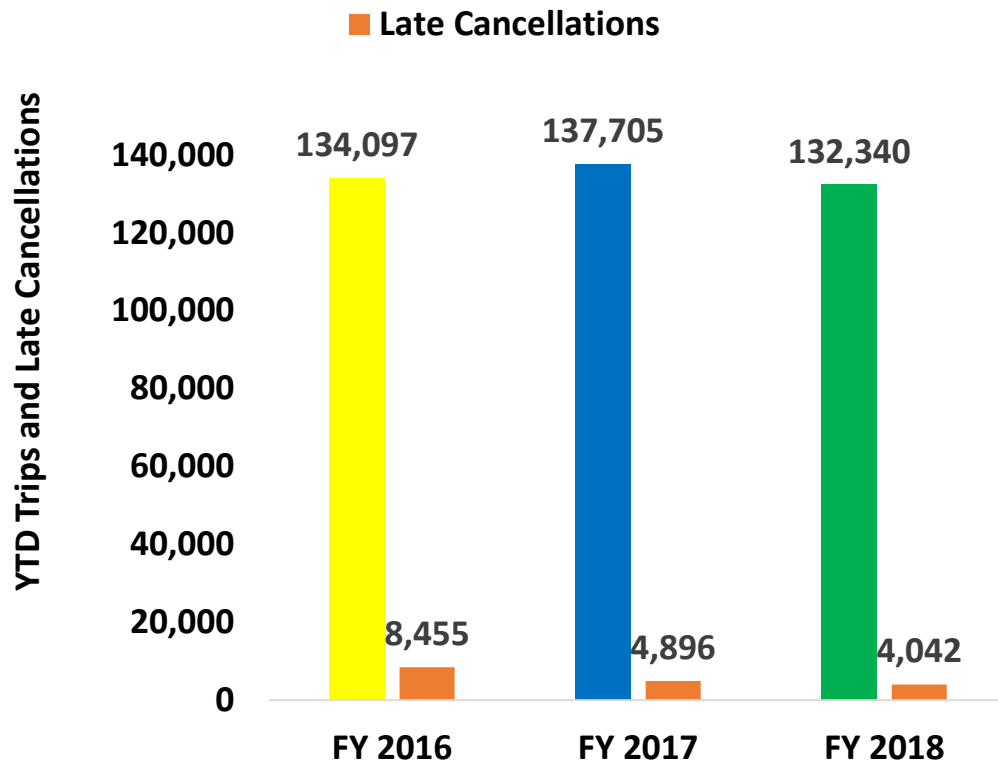
Definition: When a bus leaves a time point, ahead of the scheduled departure time.
 Goal: To reduce early departures to 0% for each line.

Late Departure Percent by Line May

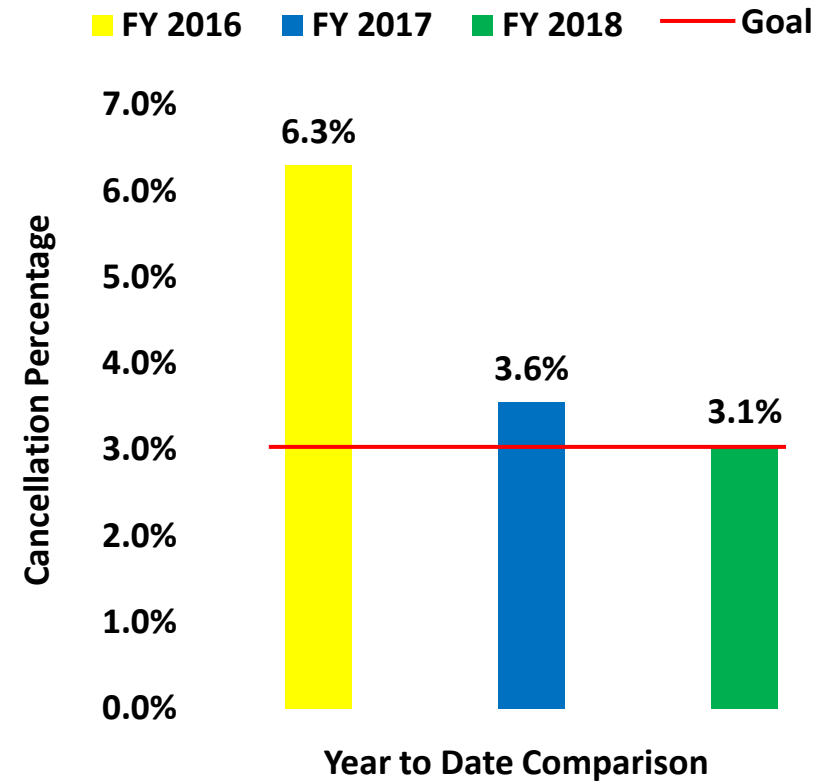


Late Definition: When a bus leaves a time point, after the scheduled departure time.
 The line is running late with a departure greater than 5 minutes.
 Goal: To reduce late departures to 15%

Total Trips vs. Late Cancellations Y.T.D.



Late Cancellation Percentage Y.T.D.

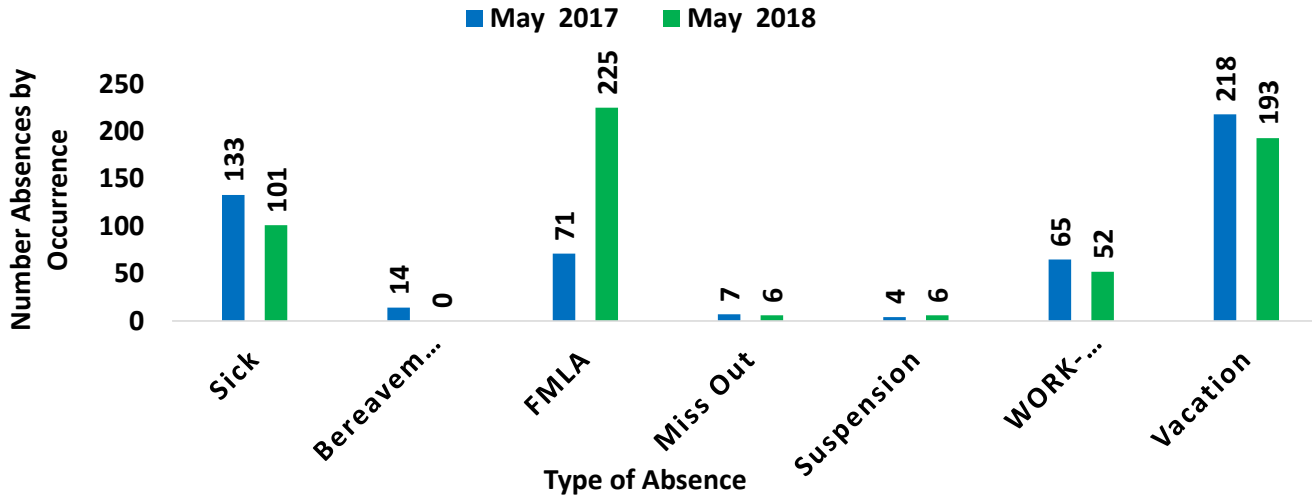


Trip: A one-way ride booked by the client. A round trip is counted as two trips.

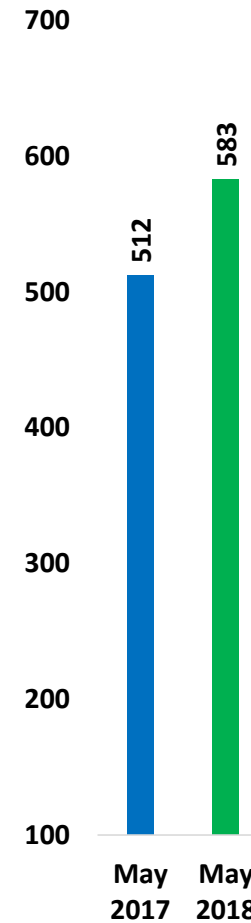
Late cancellation: A trip for which an ADA client does not cancel within 2 hours before the scheduled pick up time.

Goal for Late Cancellations: 3% or below.

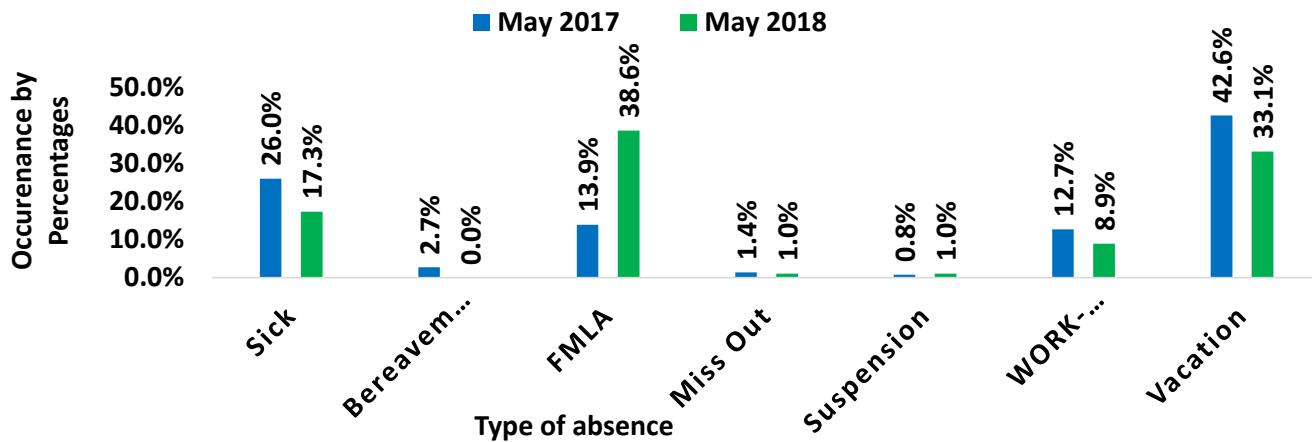
Driver Absence Occurrences



Total Absence Occurrences



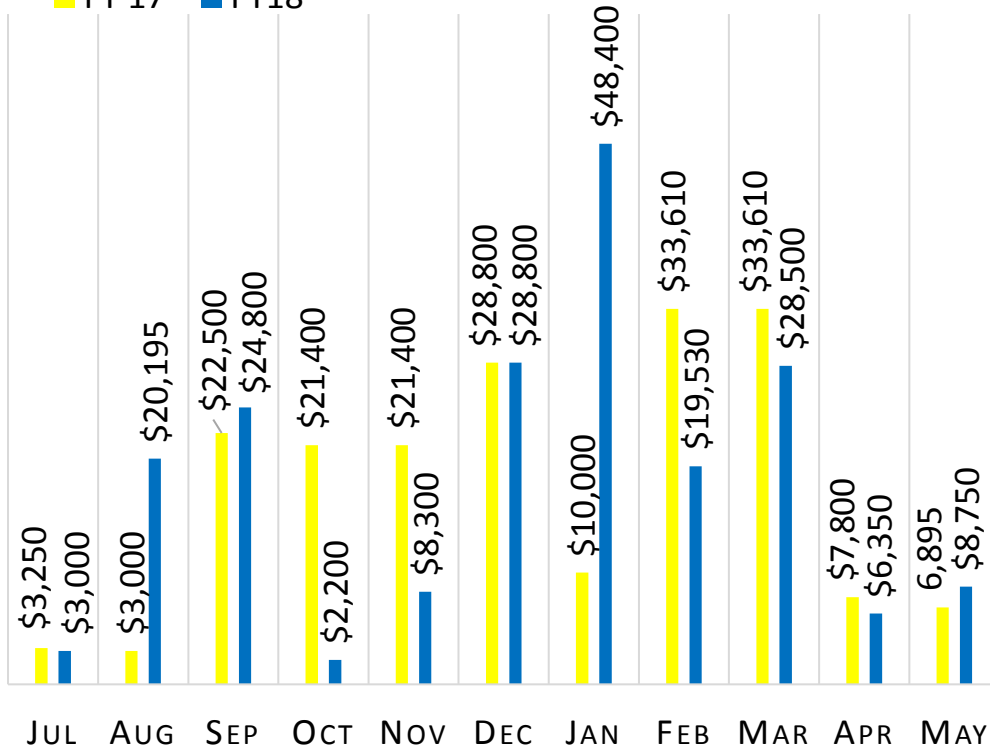
Driver Absence Occurrences by Percentages



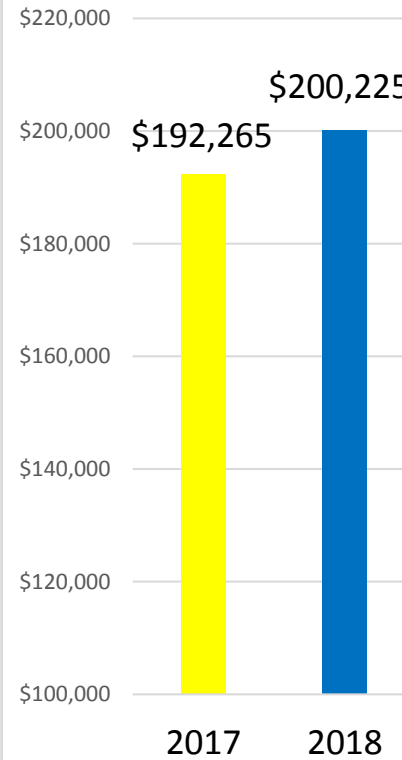
Goal: reduce by 2% - By enforcing attendance policy regularly and monitor trending – Absences include unscheduled for Fixed Route drivers.

Contracted Advertising - May - YTD FY18

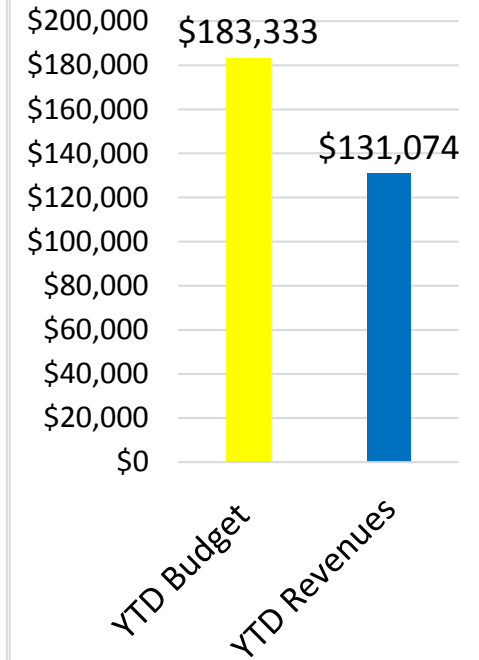
FY 17 FY18



Contracted - YTD



YTD Budget vs YTD Agency Revenue April YTD

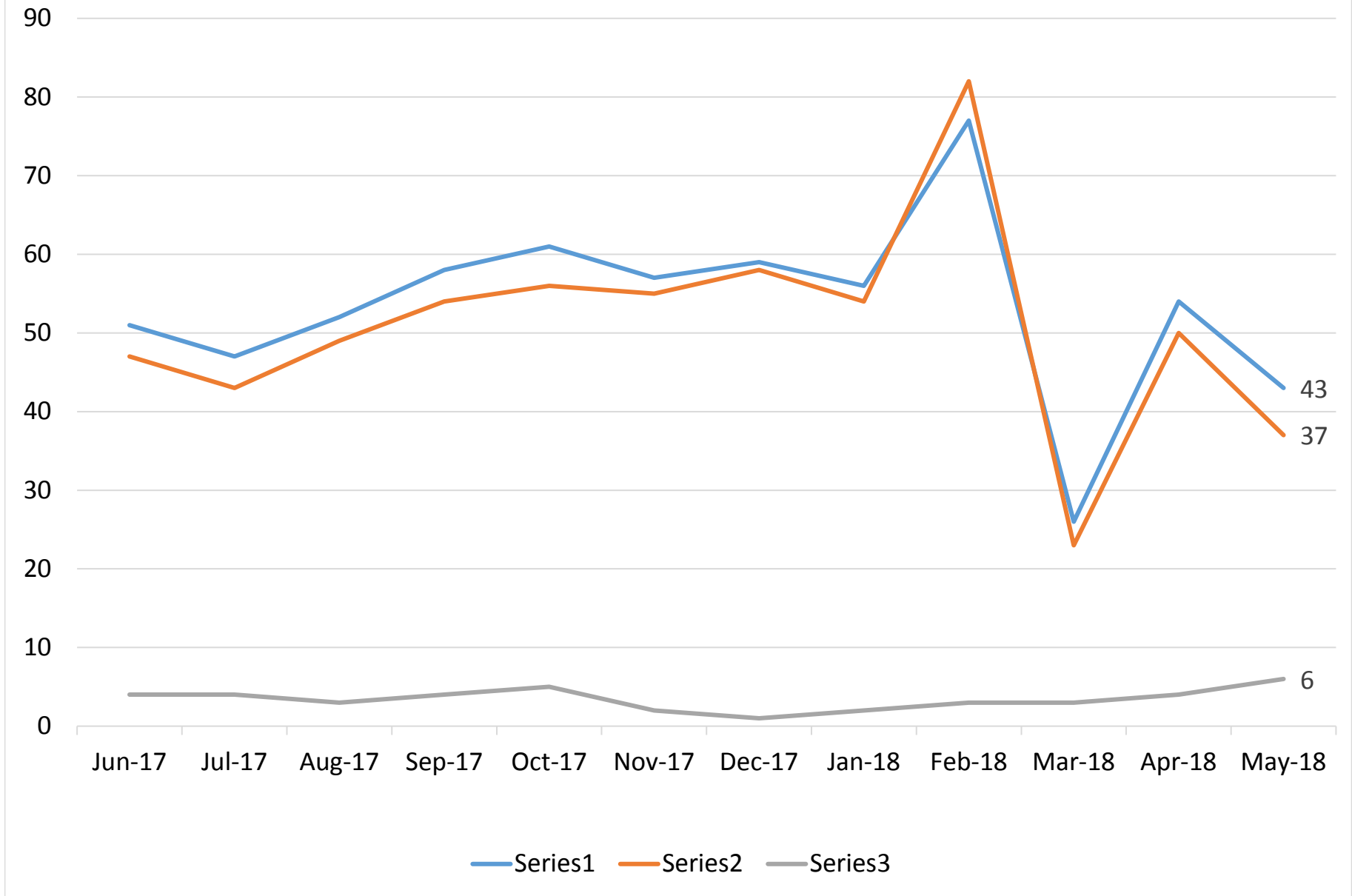


Tracks monthly advertising revenue earned (contracted) and received for bus shelters and exterior bus advertising.

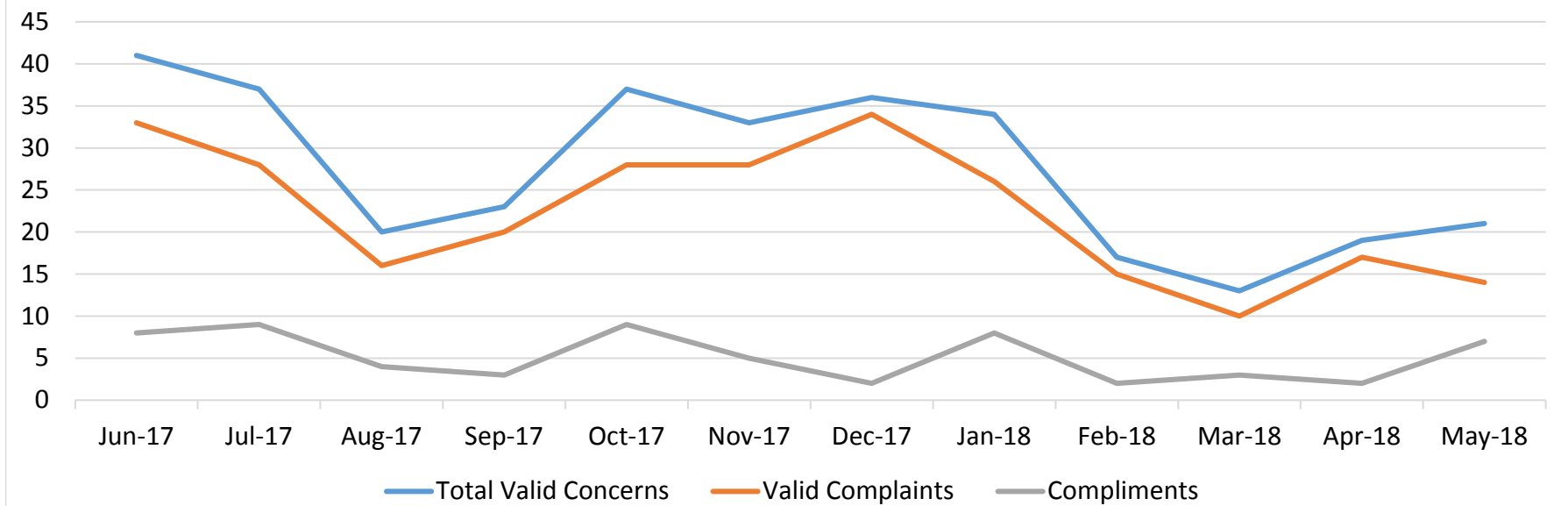
Does not include "Barter Contracts"

Tracks YTD Budget vs YTD Agency Revenue . The goal is \$220,000 .

Valid Fixed- Route Customer Comments for May 2018

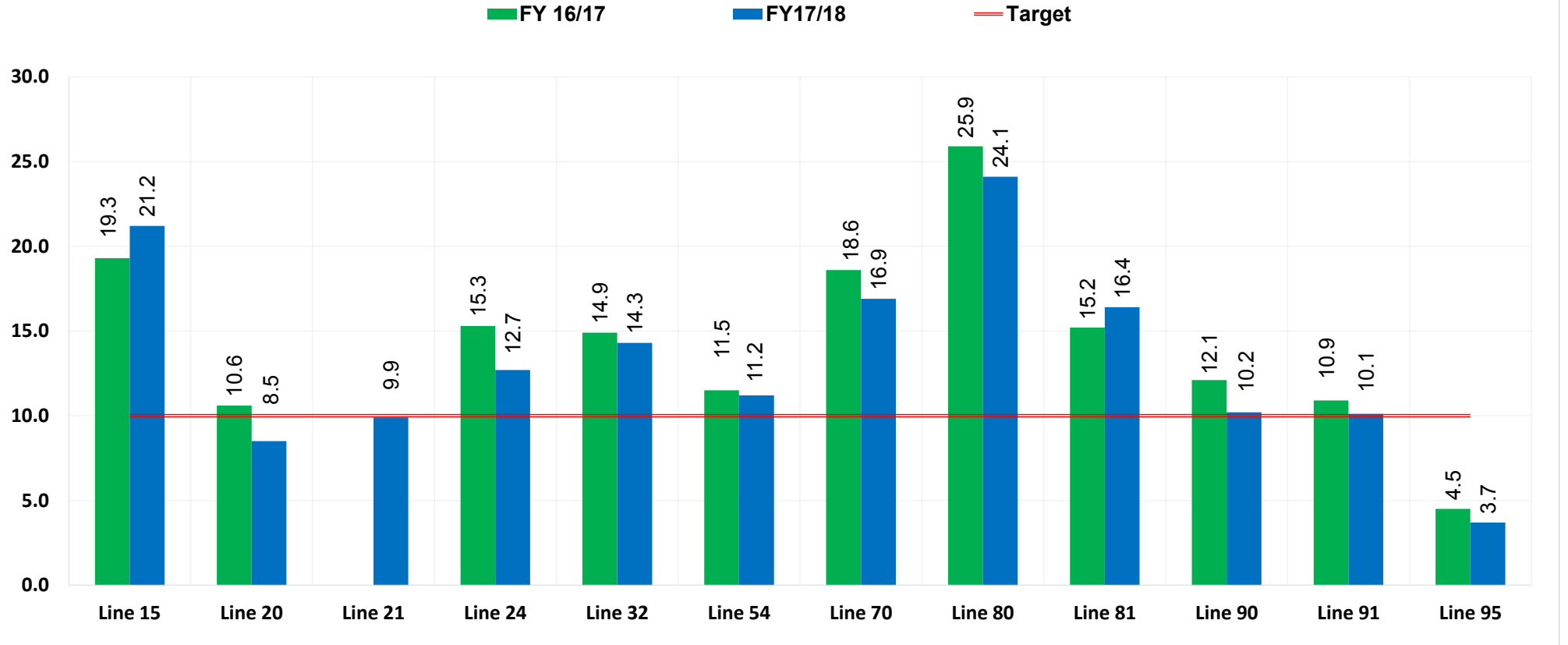


Paratransit Customer Comments for May 2018



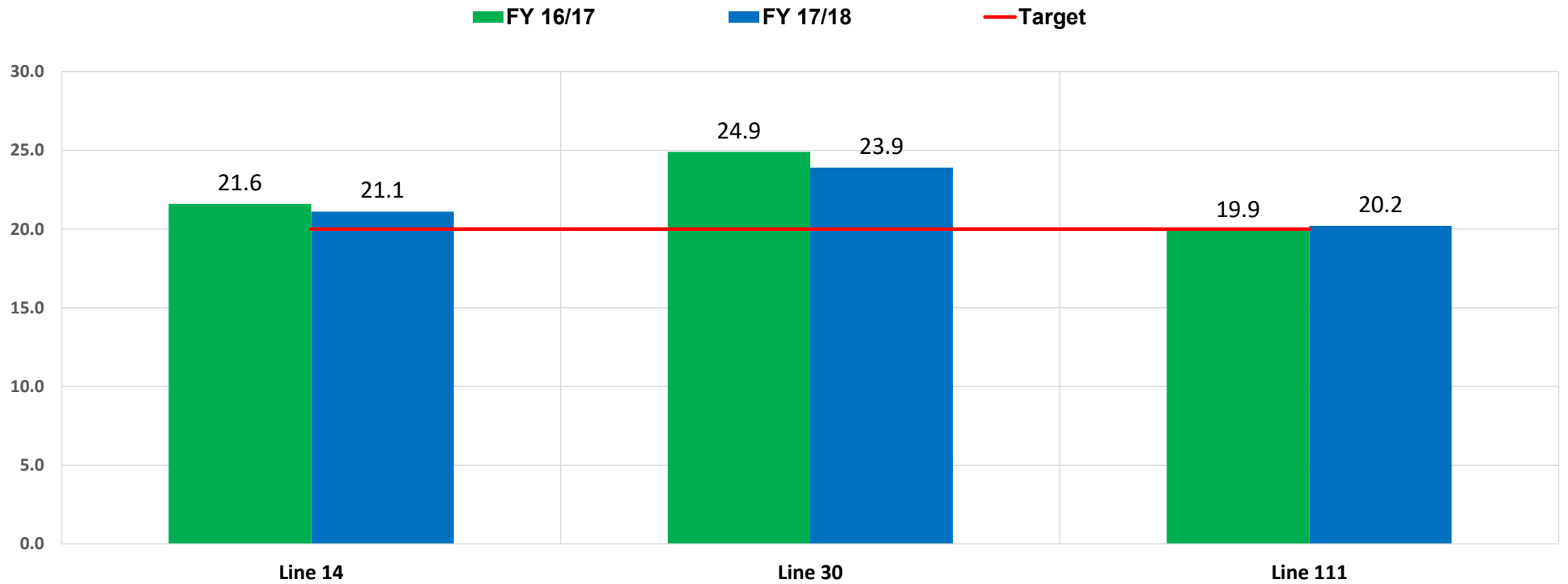
All valid Paratransit comments, by compliments and complaints for May 2018

System Performance (Local Routes) May 2018



The chart above represents the system performance on local routes for Passenger Per Revenue Hour (PPRH). The goal for local fixed routes is 10 PPRH. The FY 17/18 goal is based on board approved service standards policy.

System Performance (Trunk Routes) May 2018



The chart above represents the system performance on trunk routes for Passenger Per Revenue Hour (PPRH). The goal for trunk fixed routes is 20 PPRH. The FY 17/18 goal is based on board approved service standards policy.

System Performance (Market-Based Service) Link 220 - May 2018



The chart above represents the system performance on market- based service for Link 220 for Passenger Per Revenue Trip (PPRT). The goal for market-based service is 10 PPRT. The FY 17/18 goal is based on board approved service standards policy.

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 20, 2018

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2018

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year-to-date May 2018.

Recommendation:

Receive and file.

FY 17/18	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X			X	X	X	X	X		10	8	
Palm Desert	X		X	X		X	X	X	X	X	X		10	9	
Palm Springs			X	X		X		X	X	X	X		10	7	
Cathedral City	X		X	X		X	X	X	X	X	X		10	9	
Rancho Mirage	X		X	X		X		X		X	X		10	7	
Indian Wells	X		X	X		X		X	X	X	X		10	8	
La Quinta	X		X	X		X	X	X	X	X	X		10	9	
Indio	X		X	X		X	X	X	X	X	X		10	9	
Coachella	X		X	X				X					10	4	
County of Riverside	X		X	X		X	X	X	X	X	X		10	9	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Jeanette Juarez, Budget Manager/Financial Analyst

RE: Adoption of the **Fiscal Year 2018/19 Operating and Capital Budget**

Recommendation

Recommend that the Board of Directors adopt the proposed FY 2018/19 operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget is submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was distributed to Board Members on May 18, 2018, and subsequently presented to the Finance/Audit Committee on May 23, 2018. At the Finance/Audit Committee meeting, staff answered any questions and presented the Finance/Audit Committee with a timeline which included the flexibility for any required special meetings that the Finance/Audit Committee deemed necessary.

The proposed operating and capital budgets for the Fiscal Year 2018/19 are \$38,990,991 and \$6,053,623, respectively, which represents an operating budget net increase of 11.53%. Of the total percent increase, 5.08% is attributed to seven (7) grant-funded services and their respective matches. The operating budget has a net increase of 6.45%; the net increase is equal to the total increase minus the grant-funded services. The majority of the costs associated with the net increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, an increase in wages and benefits for administrative staff, an increase in service expenses, and an increase in casualty and liability expenses.

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

Financial Impact

Sources of revenue have been identified to cover the expenses reflected in this year's capital and operating budgets.



SUNLINE TRANSIT AGENCY BUDGET
FY 2018/2019

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June 27, 2018

Dear SunLine Board of Directors,

In Fiscal Year 2018, SunLine furthered its commitment to providing the public with safe and efficient transportation in the Coachella Valley. SunLine focused its efforts on redesigning transit, through the development and implementation of service changes that resulted in cost savings. The focus was to create alternatives to meet transit demands wherever there may have been underperforming fixed route services. Adjustments were made to maximize service efficiency and reduce costs. Additionally, significant emphasis was put on public outreach to ensure riders were well informed of any changes that might affect them directly. SunLine also focused its efforts on the paratransit eligibility process to update and improve access to those who need the service. The agency will continue to strive for excellence on all levels in the Fiscal Year 2019.

The Agency's three goals for Fiscal Year 2019 are re-design transit, project management, and the year of sustainability. The goals aim to support the Agency's vision and further the development of a culture of excellence at SunLine. The re-design transit objective is to decrease cost and maximize efficiency. Project management will focus on optimizing the capital improvement program. The year of sustainability will target employee growth and development, and workforce alignment.

SunLine's performance management program includes key measurements of operational effectiveness as well as organizational development. SunLine's performance management office also consists of a capital improvement program consisting of over \$73.2M in capital funds with many of these funds being the result of successful grant competitions. The capital program is set up to deliver vehicle and infrastructure projects with monitored assurances that the projects will meet the operational needs of the agency.

The proposed operating and capital budgets for the Fiscal Year 2019 are \$38,900,991 and \$6,053,623, respectively, which represents an operating budget increase of 11.53% over the previous Fiscal Year. Of the 11.53% increase in the budget 5.03% is attributed to seven (7) grant funded services and their respective matches. The net increase of 6.45% in the operating budget is less the grant-funded services and their respective matches. The majority of the costs associated with the increase can be attributed to wages and benefits related to the Memorandum of Understanding for represented employees, and an increase in wages and benefits for administrative staff. The Fiscal Year 2019 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for the citizens and visitors of the Coachella Valley. We are pleased to present the budget for the Fiscal Year 2019 outlined in this document.

Sincerely,



Lauren Skiver
CEO/General Manager

SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2019

BOARD OF DIRECTORS

Russell Betts, Chair, Desert Hot Springs

Troy Strange, Vice Chair, Indio

Greg Pettis, Cathedral City

Emmanuel Martinez, Coachella

V. Manuel Perez, County of Riverside

Ty Peabody, Indian Wells

Robert Radi, La Quinta

Kathleen Kelly, Palm Desert

Lisa Middleton, Palm Springs

Dana Hobart, Rancho Mirage

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER

Lauren Skiver

EXECUTIVE SUMMARY

The Agency's Fiscal Year 2019 (FY 19) budget reflects a strategy to enhance FY 18 service levels. In FY 18 service changes were implemented that helped optimize existing routes. In FY 19 a Quick Bus initiative will be launched to the Line 111 to help maximize service levels. The budget also recognizes increased costs in areas such as required pension contribution expenses, employee wages and benefits, and increased consulting fees.

SERVICE & RIDERSHIP

In FY 19, the Agency will continue to optimize the new service initiatives implemented in FY 18 and continue to develop existing routes. The budget in FY19 also recognizes the need to market our service to improve ridership and revenue potential.

Ridership for FY 19 is estimated to be at 3.7 million and 158,232 for fixed route and paratransit service, respectively. The FY 19 estimate is based on the current market and industry-wide decrease in fixed route ridership. The decrease in paratransit ridership is due to a revised no-show policy as well as ongoing changes to the certification process.

REVENUES & SUBSIDIES

Fixed Route ridership at SunLine has continued to mirror the national trend of decreasing ridership. To meet the Agency's farebox recovery ratio, SunLine relies on the generation of additional non-transit revenue. SunLine has increased its emphasis on advertising revenue, outside CNG revenue, and has embraced new revenue opportunities such as emission credit programs under California's Low Carbon Fuel Standard Program and credits associated with the Renewable Fuel Standard originally established under the Energy Policy Act.

The proposed revenues for FY 19 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- In FY 19 Local Transportation Funding (LTF) had a modest increase over FY 18.
- Measure A funding increased for FY 19 over the last fiscal year due to increased allocations from the Riverside Transportation Commission (RCTC) based on projected tax revenues.
- In FY 19 SunLine will use various forms of federal funding including FTA Section 5307, 5309, 5310, 5311, 5311(f), and 5317. Federal funding has seen a modest increase primarily due to the use of FTA Section 5309 funds to support the Hydrogen Fuel Cell Bus Fleet.
- Total passenger fare revenue is expected to reach \$2.64 million in FY 19 compared to the \$2.93 million estimated passenger fare revenue for FY 18. The revenue estimates demonstrate a conservative estimate of a continued decrease in fixed

route ridership. Paratransit fare revenue is also projected to follow the decreasing trend of paratransit demand.

- Outside fuel sales continued its yearly growing trend through FY 18. However, FY 19 estimates reflect a decrease due to an expected loss of customers resulting from the completion of a new CNG station in Coachella.
- The budget for FY 19 reflects the Agency's strive for continual growth of the advertising program.
- State and Federal emission credit projections for FY19 are based on the market price and quantity of the generated credits.

CAPITAL PROJECTS

There are ten (10) new capital projects being requested in FY 19. The total capital request in FY 19 adds \$6,053,623 to the \$73.2M in active grants. New and existing capital projects continue SunLine's investment in an alternative fuel technology fleet and facilities.

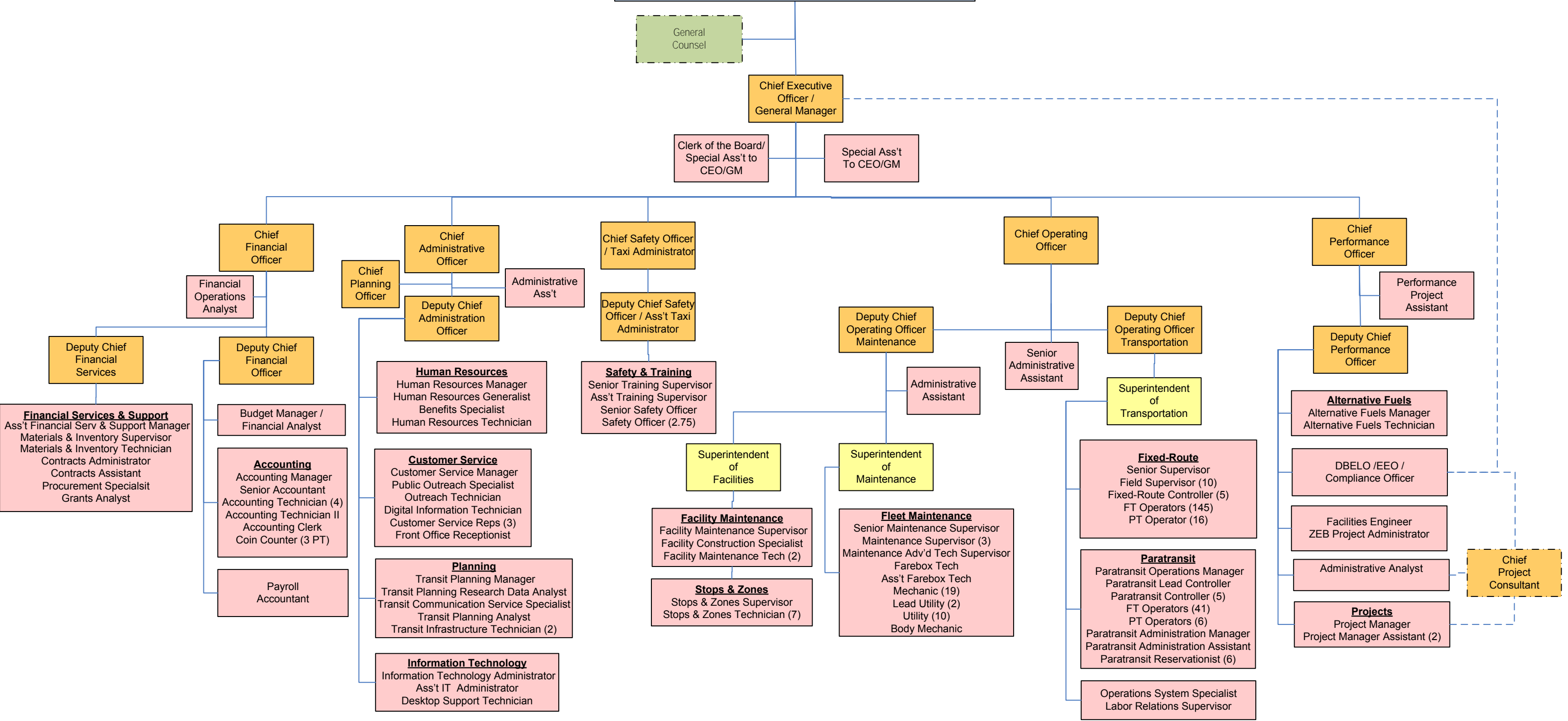
New Projects

The ten (10) new capital projects address key capital needs of the Agency. The requests in FY 19 will be in addition to the existing SunLine capital program. The new projects cover necessities in fleet, facilities, and technology. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
 - Replacement Fixed Route Buses (3)
 - Replacement of Paratransit Vans (10)
- Facilities and Equipment:
 - Transit Enhancements
 - Expansion of Inventory Warehouse
 - Radio System Replacement
 - Roof Repair Division 1 and 2
 - Maintenance Tools and Equipment
 - Install Electric Charger for Buses - Division 2
 - Bus Simulator (2)
- Technology:
 - IT projects

SunLine Transit Agency

BOARD OF DIRECTORS



UPDATED JUNE 2018

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AGENCY PERSONNEL SUMMARY

Department	FY 18 Base FTE's	Changes to Base	Proposed New Positions	FY 19 Proposed Base FTE's	Variance
EXECUTIVE OFFICE					
Executive Office (40)	3.00	-	-	3.00	-
PERFORMANCE MANAGEMENT OFFICE					
SunFuels (10)	2.00	-	-	2.00	-
Performance Office (44)	7.00	(1.00)	5.00	11.00	4.00
SAFETY AND SECURITY OFFICE					
Safety and Security (15)	6.50	-	0.75	7.25	0.75
OPERATIONS OFFICE					
Operations - Fixed Route (11,12)	178.00	(2.00)	3.00	179.00	1.00
Operations - Paratransit (13, 14)	60.50	-	-	60.50	-
Maintenance (21, 22)	42.00	-	-	42.00	-
Facilities Maintenance (23, 24)	5.00	-	-	5.00	-
Stops and Zones (25)	8.00	-	-	8.00	-
FINANCE OFFICE					
Finance (41)	22.25	(2.00)	3.00	23.25	1.00
ADMINISTRATION OFFICE					
Human Resources (32)	5.00	-	-	5.00	-
Information Technology (42)	3.00	-	-	3.00	-
Community & Customer Relations (45)	8.00	-	-	8.00	-
Service Planning (49)	7.00	(2.00)	4.00	9.00	2.00
Total FTEs	357.25	(7.00)	15.75	366.00	8.75

Notes:

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

AGENCY PERSONNEL SUMMARY

Performance Management Office

- Performance is requesting one (1) additional Project Manager Assistant, one (1) Chief Performance Officer, one (1) ZEB Project Administrator, and one (1) Facilities Engineer. The additional FTE's will assist with the Capital Improvement Program, oversee construction of the Operations Building, CNG Station, and manage the Zero Emissions Bus Technology Program.

Safety and Security Office

- The change to base FTEs is a result of additional responsibilities for the Chief and Deputy Chief Safety Officers. A portion of their time will be allocated to taxi administration instead of full-time Taxi Administrator for SunLine Regulatory Administration.

Operations Office

- Fixed Route Operations is requesting one (1) Labor Relations Supervisor to help assist the bargaining unit with all labor relations inquires. Additionally, the office is requesting to change the Lead Controller System Specialist title to Operations System Specialist. The office is also requesting to change the Senior Field Supervisor title to Senior Supervisor.

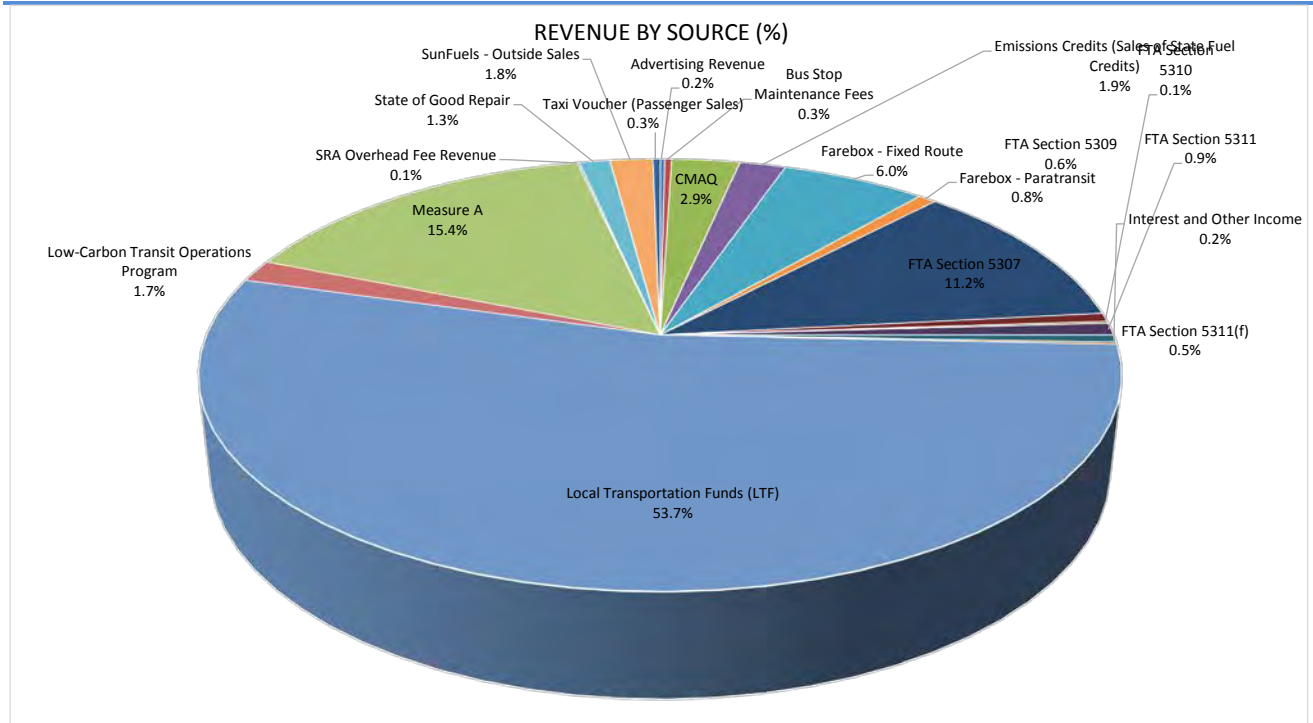
Finance Office

- The Finance office is requesting one (1) Procurement Specialist to help procure goods and services for the organization. Additionally, the office is requesting to change the Administrative Analyst to the CFO and the Financial Services and Support Manager titles to Financial Operations Analyst and Deputy Chief Financial Services, respectively.

Administration Office

- The Service Planning department is requesting one (1) Transit Communication Service Specialist and one (1) Transit Infrastructure Technician to assist with the development of the Quick Bus Service for the Line 111 and the development of short and long term goals for transit in the community. Additionally the office is requesting to change the title of the Planning and Rail Consultant and Transit Planning Assistant title to Chief Planning officer and Transit Data Research Analyst respectively.

REVENUE SUMMARY



Sources of Funding (Operating)	FY 18 Approved Budget	FY 18 Estimates	FY 18 Variance	FY 19 Proposed Budget	FY 19 Variance	Type
Advertising Revenue	220,000	129,471	(90,529)	75,949	(144,051)	Local
Bus Stop Maintenance Fees	112,000	113,747	1,747	112,000	-	Local
CMAQ	890,429	890,429	-	1,112,218	221,789	Federal
CNG Rebate	-	-	-	-	-	Federal
Emissions Credits (Sales of State Fuel Credits)	750,000	961,921	211,921	750,000	-	Sales
Farebox - Fixed Route	2,619,095	2,609,385	(9,709)	2,350,951	(268,144)	Sales
Farebox - Paratransit	365,276	325,072	(40,205)	292,877	(72,399)	Sales
FTA Section 5307	3,968,942	3,968,942	-	4,373,399	404,457	Federal
FTA Section 5309	-	87,042	87,042	250,000	250,000	Federal
FTA Section 5310	46,667	46,667	-	58,000	11,333	Federal
FTA Section 5311	344,995	344,995	-	352,874	7,879	Federal
FTA Section 5311(f)	365,767	365,767	-	204,721	(161,046)	Federal
FTA Section 5317	-	29,520	29,520	-	-	Federal
Interest and Other Income	111,106	62,414	(48,692)	63,080	(48,026)	Local
Local Transportation Funds (LTF)	18,753,800	18,753,800	-	20,903,910	2,150,110	State
Low-Carbon Transit Operations Program	549,672	549,672	-	650,467	100,795	State
Measure A	5,153,400	5,153,400	-	6,000,000	846,600	Local
Pass through CMAQ funds	(647,149)	(647,149)	-	-	647,149	Federal
SRA Overhead Fee Revenue	29,359	32,302	2,943	34,545	5,186	Allocation
State of Good Repair	-	-	-	500,000	500,000	State
SunFuels - Outside Sales	1,200,000	1,552,545	352,545	700,000	(500,000)	Sales
Taxi Voucher (Passenger Sales)	46,667	110,671	64,004	116,000	69,333	Sales
Total Operating Revenue Net of Pass through funds	34,880,026	35,440,614	\$ 560,587	38,900,991	4,020,965	

Notes:

- Pass through items, indicated in red, are used to demonstrate an activity that is not directly related to an increase in operating costs for the Agency.
- The FY18 variance reflects the difference between FY18 estimates and FY18 approved budget. The FY19 variance indicates the difference between FY19 proposed budget and FY18 approved budget.
- Taxi Voucher (Passenger Sales) represents customer fares which are 1/2 of the program costs. FTA and Toll credits fund the other 1/2 of the program costs.

REVENUE & FUNDING SOURCES

The Agency receives a mix of funding from federal, state, and local funding sources, in addition to passenger fares and other revenues. These are utilized to fund the operation of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside, and complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

ADVERTISING REVENUE

Advertising revenue is generated from the sale of advertising space on buses and at bus stop shelters.

BUS STOP SHELTER REVENUE

Bus stop shelter revenue is generated from the maintenance of bus shelters in cities where SunLine is not allowed to advertise on the shelters but still maintains the bus stops. This revenue offsets some of the costs associated with bus shelter maintenance that otherwise could have been compensated for by advertising revenue.

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds were awarded to support the operation of Line 20 which was part of the new initiatives for FY16 along with the Van Pool Program. In FY 19 CMAQ funds will be used to launch three new programs the SunRide Ride Share Program, the Desert Recreation District Rec Route, and a Quick Bus to the Line 111.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

FTA SECTION 5310

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

REVENUE & FUNDING SOURCES

FTA SECTION 5311/5311(f)

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

FTA SECTION 5309

Section 5309 is a Transit Capital Investment program that provides assistance for new and replacement of buses and facilities. Funds may be used for purchasing of buses for fleet and service expansion, bus maintenance, and administrative facilities.

FTA SECTION 5317

Section 5317 is a SAFETEA-LU Formula Grant that addresses transportation challenges faced by the elderly and disabled.

STATE OF GOOD REPAIR

The Road Repair and Accountability Act of 2017, Senate Bill (SB) 1 (Chapter 5, Statutes of 2017), signed by the Governor on April 28, 2017, includes a program that will provide additional revenues for transit infrastructure repair and service improvements. This investment in public transit will be referred to as the State of Good Repair program. This program provides funding of approximately \$105 million annually to the State Transit Assistance (STA) Account. These funds are to be made available for eligible transit maintenance, rehabilitation and capital projects.

INTEREST & OTHER INCOME

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

MEASURE A

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

SUNFUELS

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

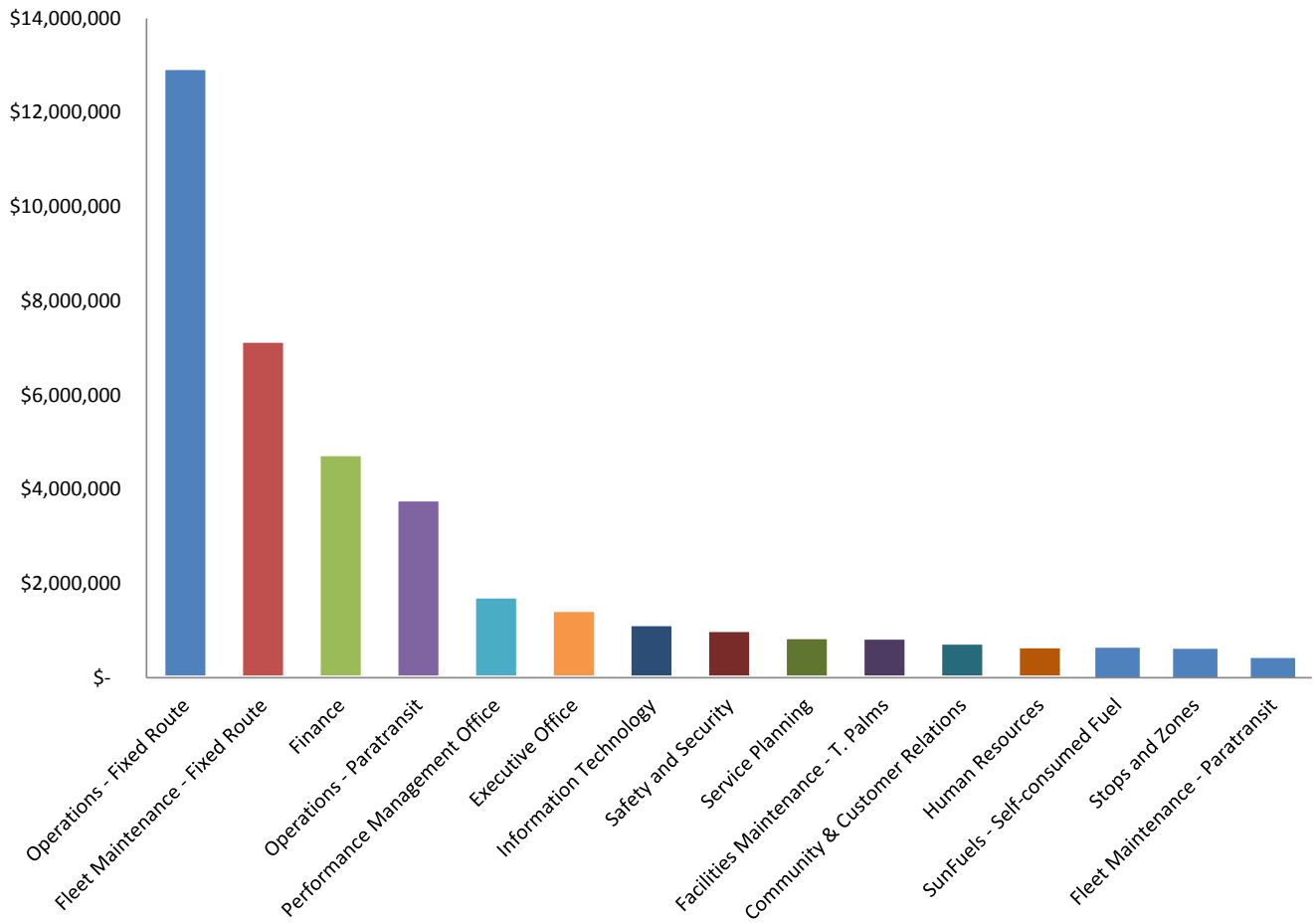
SRA OVERHEAD FEE REVENUE

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

TAXI VOUCHER PROGRAM (Passenger Sales)

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

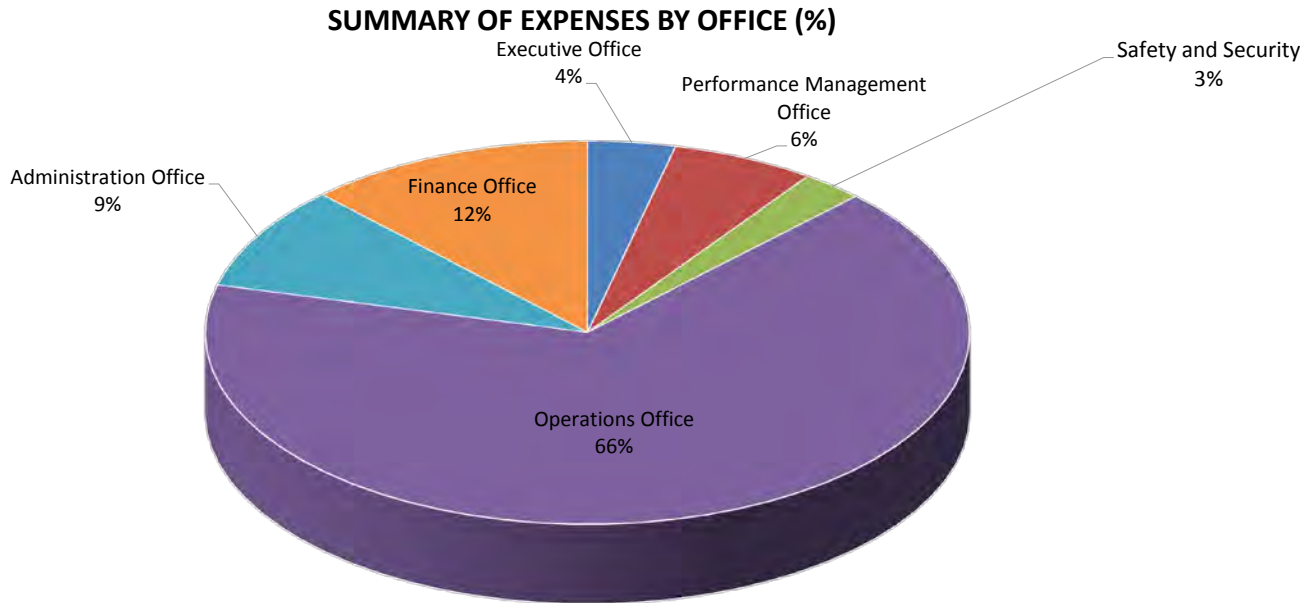
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
EXECUTIVE OFFICE				
40	Executive Office	1,247,649	1,442,092	194,443
Performance Management Office				
10	SunFuels - Self-consumed Fuel	-	638,170	638,170
44	Performance Management	751,560	1,728,332	976,772
SAFETY AND SECURITY OFFICE				
15	Safety and Security	901,555	1,016,555	115,000
OPERATIONS OFFICE				
10	SunFuels - Self-consumed Fuel	470,923	-	(470,923)
11 & 12	Operations - Fixed Route	12,404,534	12,949,322	544,788
13 & 14	Operations - Paratransit	3,617,129	3,788,694	171,565
21 & 22	Fleet Maintenance - Fixed Route	6,768,415	7,158,129	389,714
13	Fleet Maintenance - Paratransit	459,870	417,800	(42,070)
23	Facilities Maintenance - T. Palms	844,130	854,410	10,280
24	Facilities Maintenance - Indio	115,500	117,650	2,150
25	Stops and Zones	592,124	615,697	23,573
FINANCE OFFICE				
41	Finance	3,732,151	4,750,613	1,018,462
ADMINISTRATION OFFICE				
32	Human Resources	561,320	670,258	108,938
42	Information Technology	995,551	1,140,372	144,821
45	Community & Customer Relations	765,953	748,480	(17,473)
49	Service Planning	651,661	864,417	212,756
Total Net of Pass Through Expenses		34,880,026	38,900,991	4,020,965

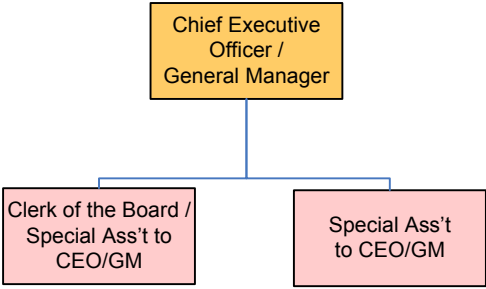
EXPENSE SUMMARY BY OFFICE



Department	FY 18 Approved Budget	FY 19 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Executive Office	1,247,649	1,442,092	4%
Executive Office	1,247,649	1,442,092	4%
PERFORMANCE MANAGEMENT OFFICE			
Performance Management	751,560	1,728,332	4%
SunFuels	-	638,170	2%
Performance Office	751,560	2,366,502	6%
SAFETY AND SECURITY OFFICE			
Safety and Security	901,555	1,016,555	3%
Safety and Security Office	901,555	1,016,555	3%
OPERATIONS OFFICE			
SunFuels	470,923	-	0%
Operations - Fixed Route & Paratransit	16,021,663	16,738,016	43%
Fleet Maintenance - Fixed Route and Paratransit	7,228,285	7,575,929	19%
Facilities Maintenance	959,630	972,060	2%
Stops and Zones	592,124	615,697	2%
Operations Office	25,272,625	25,901,702	67%
FINANCE OFFICE			
Finance	3,732,151	4,750,613	12%
Finance Office	3,732,151	4,750,613	12%
ADMINISTRATION OFFICE			
Human Resources	561,320	670,258	2%
Information Technology	995,551	1,140,372	3%
Community & Customer Relations	765,953	748,480	2%
Service Planning	651,661	864,417	2%
Administration Office	2,974,485	3,423,527	9%
Total Expenses	34,880,026	38,900,991	100%

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EXECUTIVE OFFICE



EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Support the commercialization of hydrogen fuel vehicles and the successful implementation of hydrogen technology projects.
- Develop SunLine's Center of Excellence as a national training center for alternative fuel technologies.
- Develop innovative service solutions that promote and increase ridership, improve connections, and enhance mobility for the Coachella Valley.
- Create succession planning for key positions and continue to develop performance management and cultural excellence programs.
- Continue progress on transitioning all existing trailer facilities through the capital program and any available discretionary grants.

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimated Actuals	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	258,435	244,120	254,931	282,871	254,734	(28,137)
5010201610 ADMIN SALARIES-OT	26	-	-	-	-	-
5010700000 ALLOCATED SALARIES	(1,958)	(1,849)	(1,931)	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	185,373	161,615	146,257	161,893	198,787	36,894
5030200000 PUBLIC NOTICES	5,656	-	-	-	-	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	224,980	252,320	249,873	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL	100,399	106,659	109,587	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION	3,170	3,226	4,539	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL	2,131	1,537	2,600	2,200	3,000	800
5049900002 OFFICE SUPPLIES-POSTAGE	4	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	46,451	47,919	59,574	52,941	68,442	15,501
5090200000 TRAVEL-MEETINGS/TRAINING	23,564	37,211	42,462	28,700	28,000	(700)
5090200001 TRAINING/ WORKSHOP	-	-	-	-	22,000	22,000
5090200002 BOARD MEETING EXPENSES	3,747	5,638	6,166	4,000	4,500	500
5090200003 BOARD MEMBER COMPENSATION	5,675	6,390	5,175	6,000	6,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	18,407	15,779	202,227	180,000	(22,227)
5099900002 MISCELLANEOUS EXPENSE	-	556	-	-	-	-
5099900004 CONSULTING-GENERAL	35,921	56,526	68,776	143,525	253,525	110,000
Total Expenses	893,573	940,275	963,787	1,247,649	1,442,092	194,443

- Added Training/Workshop GL for CEO/GM Speaking Engagements

EXECUTIVE OFFICE

Division 40

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Clerk of the Board/ Special Assistant to	1.00	1.00	0.00
1	Special Assistant to the CEO/General	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	282,871	254,734	(28,137)
5010700000 ALLOCATED SALARIES	(1,896)	(1,896)	0
5029999999 TOTAL FRINGE BENEFITS	161,893	198,787	36,894
Sub-total	442,868	451,625	8,757
5030300002 LEGAL SERVICES - LABOR COUNSEL			
Attorney fees for employee related issues	282,089	260,000	(22,089)
Legal fees for labor negotiations	-	35,000	35,000
Sub-total	282,089	295,000	12,911
5030300005 LEGAL SVCS- GENERAL			
Costs associated with general legal counsel	80,000	125,000	45,000
Sub-total	80,000	125,000	45,000
5049900000 PRINTING ADMINISTRATION			
General printing costs	3,100	5,000	1,900
Sub-total	3,100	5,000	1,900
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	2,200	3,000	800
Sub-total	2,200	3,000	800
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
APTA	35,028	35,028	-
Cal Act	910	910	-
CAL Hydrogen Bus Council		10,000	10,000
Cal Start	1,950	1,950	-
California Transit Association	12,053	12,054	1
Clean Cities Coachella	1,000	1,000	-
CSUSB Advancment Board	2,000	2,000	-
Dr. Carreon Foundation Scholarship	-	2,500	2,500
ZEBRA	-	3,000	3,000
Sub-Total	52,941	68,442	15,501

EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
509020000 TRAVEL-MEETINGS/TRAINING			
Annual APTA CEO Seminar	2,500	3,136	636
Annual APTA Conference	2,500	-	(2,500)
APTA Board Conference	4,000	4,480	480
APTA Bus & Paratransit Conference	2,500	-	(2,500)
APTA Committee Meetings	1,500	1,792	292
APTA Leadership	1,000	-	(1,000)
APTA Legislative Conference	2,500	-	(2,500)
CalAct Autumn Conference	1,000	1,606	606
California Hydrogen Business Council Board	1,200		(1,200)
CalStart Conference - Heavy Duty	1,200	1,606	406
CARB Subcommittee for ZEBS	1,000	-	(1,000)
COMTO National	-	-	-
CTA Annual Conference	1,200	1,606	406
CTA Legislative Conference	1,000		(1,000)
CTE Board Meeting	1,000	1,606	606
Fees for general administration expenses related to city & community events	2,600	4,480	1,880
Training for Clerk of the Board	-	5,000	5,000
ZEBS Meetings	2,000	2,688	688
Sub-Total	28,700	28,000	(700)
509020001 TRAINING/ WORKSHOP			
Annual APTA Conference	-	4,071	4,071
APTA Bus & Paratransit Conference	-	3,167	3,167
APTA Leadership	-	2,714	2,714
APTA Legislative Conference	-	3,618	3,618
California Hydrogen Business Council Board	-	1,810	1,810
CARB Subcommittee for ZEBS	-	1,810	1,810
CTA Legislative Conference	-	1,810	1,810
West Coast Center of Excellence	-	3,000	3,000
Sub-Total	-	22,000	22,000
509020002 BOARD MEETING EXPENSES			
General board meeting costs	4,000	4,500	500
Sub-total	4,000	4,500	500
509020003 BOARD MEMBER COMPENSATION			
Compensation based on meetings attended	6,000	6,000	-
Sub-total	6,000	6,000	-

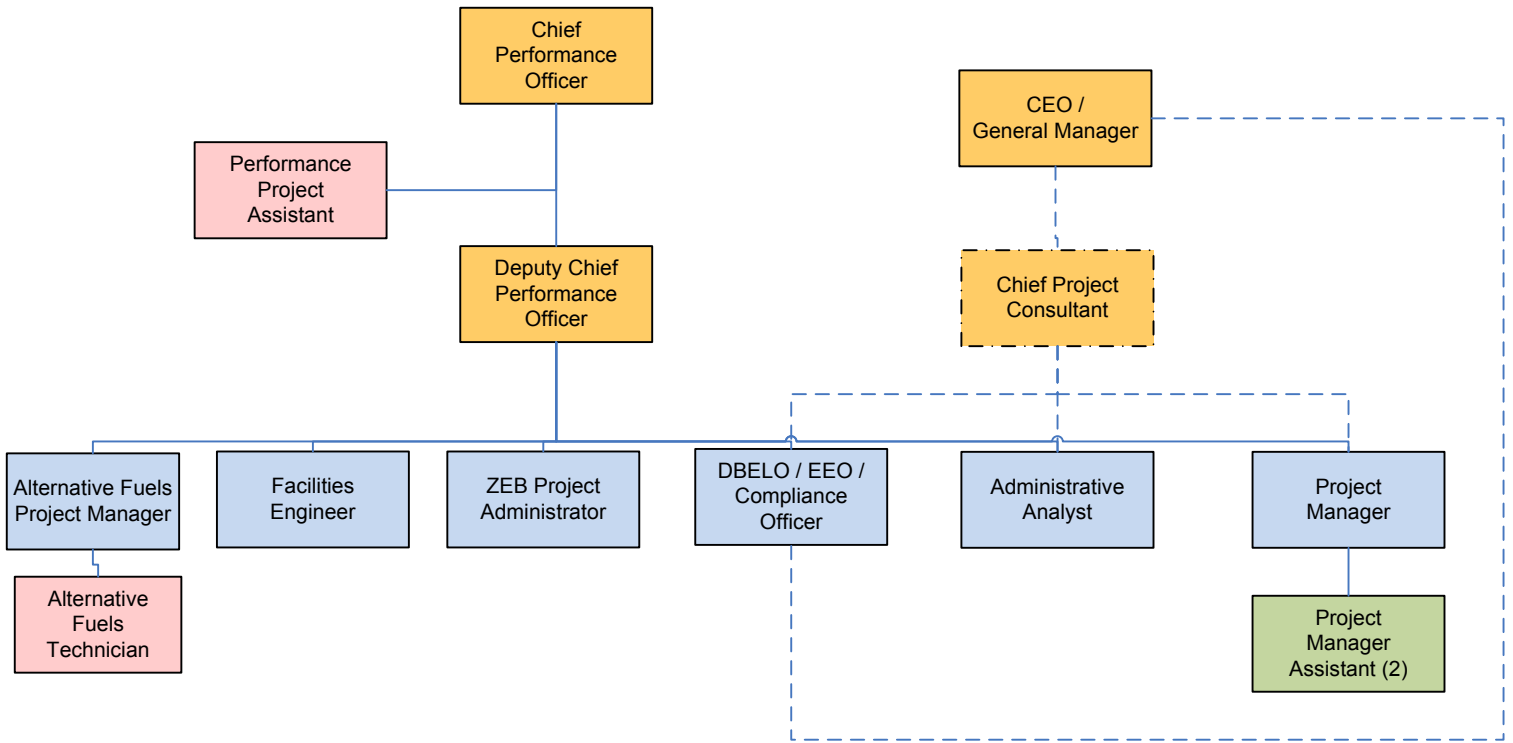
EXECUTIVE OFFICE DETAIL

Division 40

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
Year of Learning	25,000	-	(25,000)
Room for improvement funds	177,227	180,000	2,773
Sub-total	202,227	180,000	(22,227)
5099900004 CONSULTING-GENERAL			
Arbitration Services	-	35,000	35,000
Bus Stop Analysis	-	75,000	75,000
General Assessments	58,525	58,525	-
Leadership Consulting	85,000	85,000	-
Sub-total	143,525	253,525	110,000
Total Expenses	1,247,649	1,442,092	194,443

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PERFORMANCE MANAGEMENT OFFICE



PERFORMANCE MANAGEMENT OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Improve the utilization of metrics throughout the Agency.
- Improve the performance of the Agency in regards to compliance requirements.
- Implement a comprehensive Capital Improvement Plan (CIP).

EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	304,115	438,210	339,766	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	516	16	1,097	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,282)	(3,303)	(2,266)	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(3,458)	(941)	(41,754)	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	140,582	185,531	112,628	182,374	315,553	133,179
5030200000 PUBLIC NOTICES	-	-	1,220	4,000	3,000	(1,000)
5030300003 MEDICAL-EXAMS AND TESTING	-	-	17,939	21,000	-	(21,000)
5030400000 TEMPORARY HELP	-	-	12,333	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE	-	-	-	-	26,000	26,000
5049900000 PRINTING ADMINISTRATION	-	-	-	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL	395	314	541	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	635	1,008	-	948	1,000	52
5090200000 TRAVEL-MEETINGS/TRAINING	2,023	12,982	13,846	21,533	27,200	5,667
5090200001 TRAINING/ WORKSHOP	-	-	2,188	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES	-	1,007	239	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	-	-	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES	-	-	-	-	500	500
5099900002 MISCELLANEOUS EXPENSE	515	56	-	-	-	-
5099900004 CONSULTING-GENERAL	7,190	42,731	27,710	192,243	797,500	605,257
Total Expenses	450,231	677,609	485,487	751,560	1,728,332	976,772

Notes

- Medical Exams and Testing was moved to the Safety Office
- Added a Temporary Help Services GL and Center of Excellence GL
- Partial funds from the Employee Development GL moved from the Executive Office to Performance

PERFORMANCE MANAGEMENT OFFICE

Division 44

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Authorized FTEs	FY 19 Requested FTEs	Variance
1	Administrative Analyst	0.00	1.00	1.00
1	Chief Performance Officer	0.00	1.00	1.00
1	Chief Project Consultant	1.00	1.00	0.00
1	DBELO/EEO/Compliance Officer	1.00	1.00	0.00
1	Deputy Chief Performance Officer	1.00	1.00	0.00
1	Facilities Engineer	0.00	1.00	1.00
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
2	Project Manager Assistant	1.00	2.00	1.00
0	Senior Project Manager	1.00	0.00	(1.00)
1	ZEB Project Administrator	0.00	1.00	1.00
11	Total FTEs	7.00	11.00	4.00

Notes

- Added one additional Project Manager Assistant FTE
- Added Chief Performance Officer FTE
- Added ZEB Project Administrator FTE
- Added Facilities Engineer FTE
- Administrative Analyst FTE replaces Senior Project Manager

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	347,222	549,589	202,367
5010201610 ADMIN SALARIES-OT	-	1,000	1,000
5010700000 ALLOCATED SALARIES	(2,760)	(2,760)	-
5010700001 GRANT ALLOCATION	(30,000)	(30,000)	-
5029999999 TOTAL FRINGE BENEFITS	182,374	315,553	133,179
Sub-total	496,836	833,382	336,546
5030200000 PUBLIC NOTICES			
Notices relating to DBE, EEO and ADA	4,000	3,000	(1,000)
Sub-total	4,000	3,000	(1,000)
5030400000 TEMPORARY HELP			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900013 CENTER OF EXCELLENCE			
Unplanned Maintenance Software	-	26,000	26,000
Sub-total	-	26,000	26,000
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	21,000	-	(21,000)
Sub-total	21,000	-	(21,000)
5049900000 PRINTING ADMINISTRATION			
Printing of performance and project materials	500	500	-
Sub-total	500	500	-
5049900001 OFFICE SUPPLIES-GENERAL			
Office supplies	500	550	50
Sub-total	500	550	50
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Online file hosting service	948	1,000	52
Sub-total	948	1,000	52

PERFORMANCE MANAGEMENT OFFICE DETAIL

Division 44

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090200000 TRAVEL-MEETINGS/TRAINING			
APTA seminars	7,000	7,000	-
Cal Act seminar	2,000	2,000	-
CTA seminars	2,000	2,000	-
DBE outreach	1,033	1,000	(33)
Drug and Alcohol Training	-	1,000	1,000
EEO, DBE, ADA seminars	7,500	6,000	(1,500)
FTA sponsored technology events	2,000	2,000	-
National Transit Institute		1,500	1,500
Public Project Training	-	500	500
Transit Paratransit Course University of the Pacific	-	4,200	4,200
Sub-total	21,533	27,200	5,667
5090200001 TRAINING/WORKSHOP			
DBE Workshop Expense	3,000	3,200	200
Sub-total	3,000	3,200	200
5090200002 ACCESS COMMITTEE EXPENSES			
Access Committee Meetings	1,000	500	(500)
Sub-total	1,000	500	(500)
5090200004 EMPLOYEE DEVELOPMENT PROGRAM			
SunLine University	-	25,000	25,000
Sub-total	-	25,000	25,000
5090201000 EMPLOYEE EXPENSES			
Mileage Reimbursement	-	500	500
Sub-total	-	500	500
5099900004 CONSULTING-GENERAL			
Consulting services for Capital Improvement Program	-	298,000	298,000
Subject matter experts to supplement staff	192,243	102,000	(90,243)
SunRide Ride Share Program	-	312,500	312,500
Desert Recreation District		85,000	
Sub-total	192,243	797,500	605,257
Total Expenses	751,560	1,728,332	976,772

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Continued efforts to complete the replacement of aging CNG equipment to optimize fueling efficiency and growth.
- Complete construction of H2 and CNG stations.
- Maintain current H2 and CNG equipment to the fullest capacity.
- Maintain a high level of support to outside fuel customers.
- Create a path to secure more renewable energy paths to offset demands.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	96,352	95,615	99,735	100,645	102,826	2,181
5010201610 ADMIN SALARIES-OT	724	2,398	1,603	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	13,742	16,012	15,809	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	94,135	92,642	79,636	73,178	80,814	7,636
5030500010 CONTRACT SVC-GENERAL	21,751	15,806	14,859	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2	69,507	65,356	55,239	64,600	62,500	(2,100)
5030500012 UNIFORMS	1,014	1,367	1,556	1,550	1,550	-
5030600900 ANSWERING SERVICES	1,105	987	389	420	420	-
5039900005 SHIPPING/FREIGHT	1,372	371	78	500	1,000	500
5039900007 INVENTORY-SALES TAX	4,698	1,823	2,498	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES	1,038	867	1,295	1,000	1,500	500
5049900001 OFFICE SUPPLIES	13	138	238	200	300	100
5049900010 MAT/SUPPLIES--CNG TPALMS	3,083	698	1,860	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN	7,429	3,961	34,973	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO	3,009	1,480	767	1,000	1,500	500
5049900300 REPAIR PARTS-HYDROGEN	11,165	10,142	14,183	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS	29,924	36,117	27,024	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO	20,797	12,626	20,542	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS	66,520	71,309	71,100	75,000	73,000	(2,000)
5050200002 ELECTRICITY-CNG INDIO	79,597	72,583	78,759	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN	21,778	23,599	25,344	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS	835,405	1,000,885	899,420	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO	380,927	472,402	427,431	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN	52,160	46,768	42,384	66,372	45,000	(21,372)
5070500000 FUEL TAXES	170,201	175,429	183,610	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING	1,308	1,859	2,563	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEES	9,312	8,207	8,321	8,000	8,200	200
5099900004 PERMITS & LICENSES	327	327	490	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES	11,924	12,676	17,574	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL	(1,478,840)	(1,638,504)	(1,536,840)	(1,681,000)	(1,600,000)	81,000
Total Expenses	531,477	605,945	592,438	470,923	638,170	167,247

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Alternative Fuels Manager	1.00	1.00	0.00
1	Alternative Fuels Technician	1.00	1.00	0.00
2	Total FTEs	2.00	2.00	0.00

Notes:

- SunFuel's moved from the Operations office to the Performance Management Office

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	100,645	102,826	2,181
5010201610 ADMIN-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	14,539	16,000	1,461
5029999999 TOTAL FRINGE BENEFITS	73,178	80,814	7,636
Sub-total	189,362	201,640	12,278
5030500010 CONTRACT SVC-GENERAL			
Gas pipe corrosion testing	2,200	-	(2,200)
Haz mat disposal	1,100	2,300	1,200
POS monitor & equipment repairs	11,700	11,700	-
PRD safety valve repairs and certs	6,000	5,000	(1,000)
Sub-total	21,000	19,000	(2,000)
5030500011 CONTRACT SVC-H2			
Quarterly H2 purity testing	5,000	5,000	-
Reformer maintenance & monitoring	55,600	53,500	(2,100)
Water treatment services for H2 production	4,000	4,000	-
Sub-total	64,600	62,500	(2,100)
5030500012 UNIFORMS			
Uniform services	1,550	1,550	-
Sub-total	1,550	1,550	-
5030600900 ANSWERING SERVICES			
Customer 24 hr service /emergency	420	420	-
Sub-total	420	420	-
5039900005 SHIPPING/FREIGHT			
Costs associated with shipping parts out for repairs	500	1,000	500
Sub-total	500	1,000	500
5039900007 INVENTORY-SALES TAX			
Sales tax for inventory items	2,700	3,500	800
Sub-total	2,700	3,500	800
5039900008 INVENTORY-FREIGHT CHARGES			
Freight costs for inventory items	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900001 OFFICE SUPPLIES			
Office supplies	200	300	100
Sub-total	200	300	100

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900010 MAT/SUPPLIES--CNG TPALMS			
Compressor supplies	200	300	100
Electrical hardware	150	200	50
Hardware	150	150	-
Industrial supplies	125	150	25
Oil for compressor	300	600	300
Pipes, tubing & fittings	150	300	150
Stainless steel fittings	150	400	250
Sub-total	1,225	2,100	875
5049900011 MAT/SUPPLIES--HYDROGEN			
Absorbent	18,894	-	(18,894)
Hardware	1,100	1,110	10
Hoses & nozzles	800	1,000	200
Nitrogen	1,700	2,000	300
Reverse osmosis water filters	600	800	200
Stainless steel fittings	350	350	-
Stainless steel valves	450	500	50
Sub-total	23,894	5,760	(18,134)
5049900012 MAT/SUPPLIES--CNG INDIO			
Compressor oil	650	750	100
Hardware	150	300	150
Stainless steel fittings & valves	200	450	250
Sub-total	1,000	1,500	500
5049900300 REPAIR PARTS-HYDROGEN			
Parts for reformer	4,000	4,000	-
Parts for compressor	3,500	3,500	-
Sub-total	7,500	7,500	-
5049900400 REPAIR PARTS-CNG - TPALMS			
Compressor rebuild parts	15,200	14,600	(600)
Parts for dispenser	6,000	5,000	(1,000)
Parts for hoses & nozzles	8,000	8,000	-
Valve repair parts	5,000	4,400	(600)
Sub-total	34,200	32,000	(2,200)
5049900450 REPAIR PARTS-CNG - INDIO			
Compressor parts	4,500	11,333	6,833
Parts for dispenser	3,500	6,000	2,500
Parts for hoses & nozzles	2,000	2,667	667
Sub-total	10,000	20,000	10,000
5050200001 ELECTRICITY-CNG THOUSAND PALMS			
Electricity used to generate CNG	75,000	73,000	(2,000)
Sub-total	75,000	73,000	(2,000)

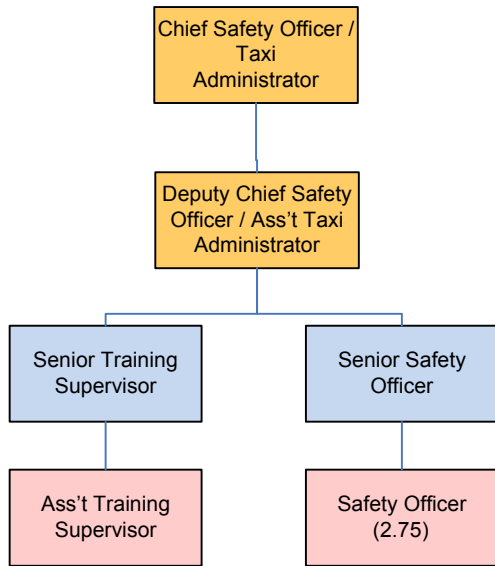
PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5050200002 ELECTRICITY-CNG INDIO			
Electricity used to generate CNG	70,000	69,000	(1,000)
Sub-total	70,000	69,000	(1,000)
5050200003 ELECTRICITY-HYDROGEN			
Electricity used to generate hydrogen	30,000	145,000	115,000
Sub-total	30,000	145,000	115,000
5050200020 NATURAL GAS - THOUSAND PALMS			
Natural gas used to produce CNG	980,000	950,000	(30,000)
Sub-total	980,000	950,000	(30,000)
5050200021 NATURAL GAS - INDIO			
Natural gas used to produce CNG	400,000	395,000	(5,000)
Sub-total	400,000	395,000	(5,000)
5050200022 NATURAL GAS - HYDROGEN			
Natural gas used to generate hydrogen	66,372	45,000	(21,372)
Sub-total	66,372	45,000	(21,372)
5070500000 FUEL TAXES			
Taxes paid on the sale of CNG to the public	150,000	170,000	20,000
Sub-total	150,000	170,000	20,000
5090200000 TRAVEL MEETINGS/TRAINING			
NGV Institute	600	600	-
NTT	1,400	1,400	-
Sub-total	2,000	2,000	-
5090801000 BANK ADJUSTMENTS/FEEES			
Merchant transaction fees	8,000	8,200	200
Sub-total	8,000	8,200	200
5099900004 PERMITS & LICENSES			
Fees paid to the county	400	700	300
Sub-total	400	700	300
5099909000 ALLOCATED INDIRECT EXPENSES			
Allocated indirect expenses to account for overhead costs associated with CNG production.	11,000	20,000	9,000
Sub-total	11,000	20,000	9,000
5100200000 SELF CONSUMED FUEL			
Allocated costs to account for CNG fuel expenses	(1,681,000)	(1,600,000)	81,000
Sub-total	(1,681,000)	(1,600,000)	81,000
Total Expenses	470,923	638,170	167,247

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SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Complete installation of new surveillance system.
- Update system safety plan to include safety management system principles.
- Ongoing NIMS and similar emergency management training for safety personnel.
- Implement perishable skills training program for operators.
- Obtain funding for driving simulators.

EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	220,492	245,172	299,432	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT		841	-	500	500	-
5029999999 TOTAL FRINGE BENEFITS	213,391	233,381	252,184	215,295	328,635	113,340
5030300001 ID BADGE SUPPLIES	1,491	1,651	822	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING	-	-	-	-	21,000	21,000
5030300010 CONTRACTED SERVICES	8,114	-	-	-	-	-
5030300013 UNIFORMS	3,144	2,067	2,002	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES	20,926	18,163	10,914	15,000	17,000	2,000
5030700000 SECURITY SERVICES	70,726	76,823	100,340	103,604	104,159	555
5030700001 SUSBTANCE ABUSE PROGRAM AUDITS	499	-	-	-	-	-
5049900001 OFFICE SUPPLIES	1,008	1,634	1,649	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES	5,302	12,477	7,713	10,341	10,000	(341)
5049900010 TRAINING SUPPLIES	1,269	-	-	-	-	-
5049901000 EMERGENCY PREPARDNESS SUPPLIES	4,550	5,861	-	2,269	-	(2,269)
5060300100 REPAIR CLAIMS	-	-	46,273	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	10,956	11,749	3,359	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING	9,767	13,501	16,169	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES	-	140	-	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES	-	-	-	-	8,000	8,000
5099900002 MISCELLANEOUS EXPENSE	65	362	-	-	-	-
Total Expenses	571,701	623,823	740,857	901,555	1,016,555	115,000

Notes

- Medical Exams and Testing was moved to the Safety Office from the Performance Office
- Added Recruiting GL for background checks for all new hires

SAFETY AND SECURITY OFFICE

Division 15

PERSONNEL SUMMARY

FY 18 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Training Supervisor	1.00	1.00	0.00
1	Chief Safety Officer/Taxi Administrator	0.75	0.75	0.00
1	Deputy Chief Safety Officer/ Asst. Taxi Administrator	0.75	0.75	0.00
3	Safety Officer	2.00	2.75	0.75
1	Senior Safety Officer	1.00	1.00	0.00
1	Senior Training Supervisor	1.00	1.00	0.00
8	Total FTEs	6.50	7.25	0.75

Notes:

- Added one (1) part time Safety Officer
- Chief & Deputy Chief Safety Officers budgeted at .75 and .75 FTEs respectively to reflect allocated time for taxi administration responsibilities charged to SRA budget

SAFETY AND SECURITY OFFICE

Division 15

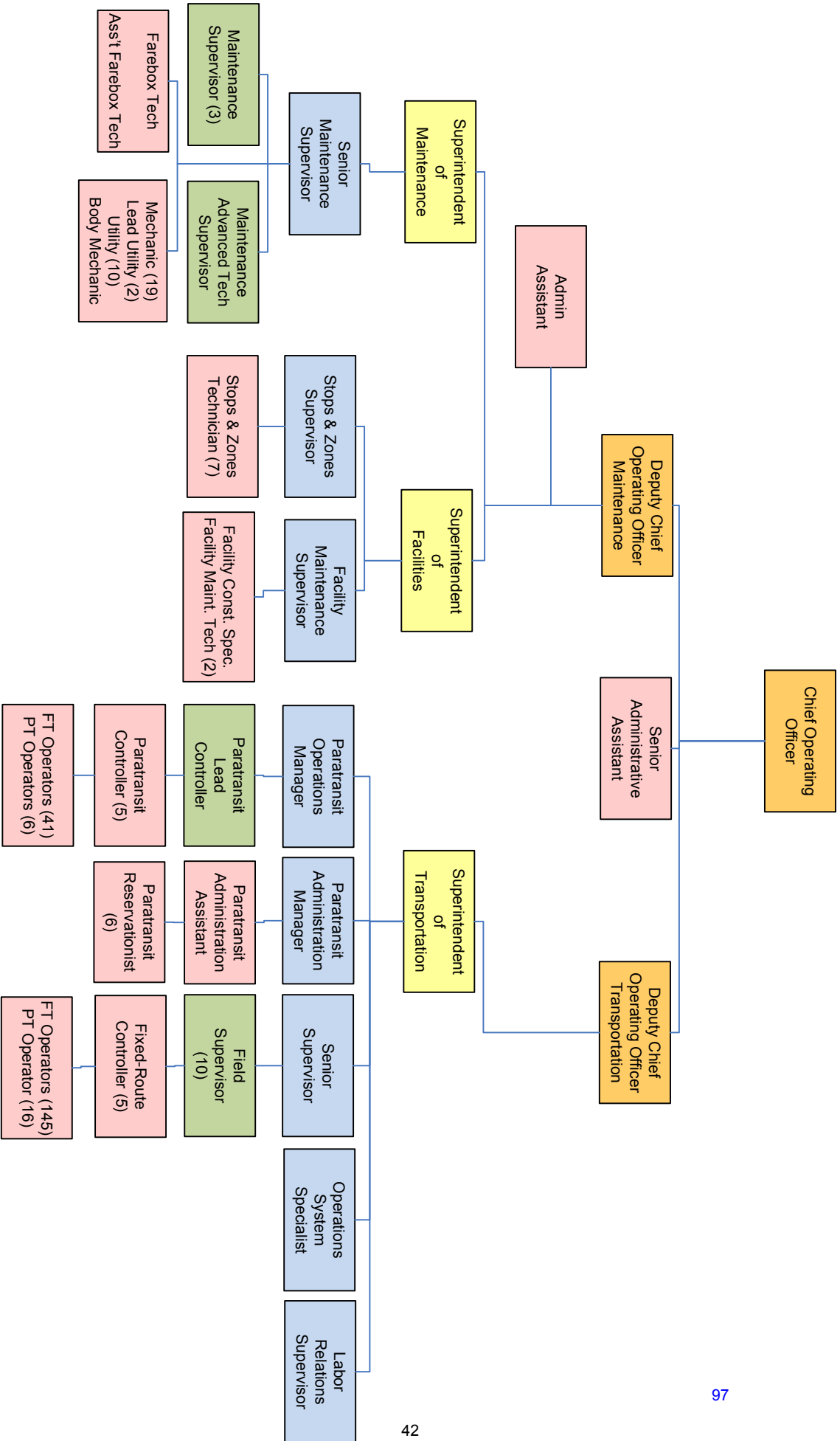
General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,836	336,481	21,645
5010201610 ADMIN SALARIES-OT	500	500	-
5029999999 TOTAL FRINGE BENEFITS	215,295	328,635	113,340
Sub-total	530,631	665,616	134,985
5030300001 ID BADGE SUPPLIES			
Access Cards	1,500	1,500	-
Sub-total	1,500	1,500	-
5030300003 MEDICAL-EXAMS AND TESTING			
Drug and Alcohol Program	-	21,000	21,000
Sub-total	-	21,000	21,000
5030300013 UNIFORMS			
Reflective safety vest replacements	-	-	-
Staff shirts/hats, Etc.	500	500	-
Uniform rental	2,500	2,000	(500)
Sub-total	3,000	2,500	(500)
5030300050 EMPLOYEE INCENTIVE SERVICES			
Health and safety incentive program items	6,000	7,000	1,000
Safety Incentive program	9,000	10,000	1,000
Sub-total	15,000	17,000	2,000
5030700000 SECURITY SERVICES			
Emergency evacuation system monitoring	1,440	1,440	-
Guard services at Divisions 1 & 2	102,164	102,719	555
Sub-total	103,604	104,159	555
5049900001 OFFICE SUPPLIES			
Office supplies	3,100	2,000	(1,100)
Sub-total	3,100	2,000	(1,100)
5049900009 MATERIALS & SUPPLIES			
Banners	1,000	1,000	-
First aid /CPR supplies	1,000	1,000	-
First aid kit supplies	-	2,000	2,000
National Safety Council materials	4,000	-	(4,000)
National Safety Week recognition	3,000	3,000	-
Reflective safety vest replacements	1,341	2,000	659
Training Supplies	-	1,000	1,000
Sub-total	10,341	10,000	(341)
5049901000 EMERGENCY PREPARDNESS SUPPLIES			
Emergency kits	2,269	-	(2,269)
Sub-total	2,269	-	(2,269)

SAFETY AND SECURITY OFFICE

Division 15

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5060300100 REPAIR CLAIMS			
Costs associated with repairs for damaged vehicles resulting from collisions	200,000	154,280	(45,720)
Sub-total	200,000	154,280	(45,720)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
911 Mass Contact System	395	395	-
APTA Bus Safety Mgt program	9,860	9,860	-
Fred Pryor Membership	996	996	-
National Safety Council	749	749	-
Sub-total	12,000	12,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Conference	4,000	4,000	-
CTA Conference	4,000	4,000	-
FTA Drug & Alcohol Training	500	-	(500)
NHTSA conference	4,500	-	(4,500)
Risk management training	-	1,500	1,500
Sub-total	17,235	18,000	765
5090201000 EMPLOYEE EXPENSES			
Equipment for collision investigations	2,875	500	(2,375)
Sub-total	2,875	500	(2,375)
5090800000 RECRUITING EMPLOYEES			
Background Check for all new hires	-	8,000	8,000
Sub-total	-	8,000	8,000
Total Expenses	901,555	1,016,555	115,000

OPERATIONS OFFICE



OPERATIONS OFFICE - TRANSPORTATION

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

FUNCTIONS & RESPONSIBILITIES

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

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

FY 19 GOALS & OBJECTIVES

- Continue developing the paratransit sub-department (Call Center/ Eligibility Center).
- Improve management/operator relations by continuing to be more visible and available with an increased supervisor workforce.
- Continue the current task force/committee with operators and staff to address and improve software and schedule time concerns.
- Continue our ladders of success program designed to train, develop and promote current and future team members through our Individual Development Program (IDP).
- Maintain full staffing to budgeted FTEs.

EXPENSE BUDGET SUMMARY - OPERATIONS ADMIN (DIV 11)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	835,008	893,344	816,891	1,015,310	1,173,236	157,926
5010201500 CUSTOMER SERVICE SALARIES	128	-	-	-	-	-
5010201610 ADMIN SALARIES-OT	355	29	607	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(30,102)	(22,881)	(22,481)	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	812,684	785,508	602,124	763,689	872,646	108,957
5030300013 UNIFORMS	49,487	85,486	40,319	62,000	66,000	4,000
5030303250 CONSULTING	17,221	-	-	-	-	-
5039900003 PRINTING EXPENSE	2,724	4,478	3,592	5,000	5,000	-
5049900001 OFFICE SUPPLIES	2,448	1,172	631	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES	3,841	254	147	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING	15,738	21,786	15,733	25,000	18,000	(7,000)
5090200001 TRAINING	150	-	-	-	-	-
5090200002 ACCESS COMMITTEE EXPENSES	838	-	-	-	-	-
5090201000 EMPLOYEE EXPENSE	899	50	315	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES	12,104	10,277	1,844	10,000	7,500	(2,500)
Total Expenses	1,723,523	1,779,503	1,459,722	1,835,049	2,115,602	280,553

EXPENSE BUDGET SUMMARY - OPERATIONS UNION (DIV 12)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	4,999,404	5,578,626	5,684,896	6,264,651	6,226,671	(37,980)
5010101020 OPERATOR WAGES OVERTIME - FT	683,374	807,205	732,720	700,000	662,580	(37,420)
5029999999 TOTAL FRINGE BENEFITS	3,585,863	3,761,795	3,501,177	3,604,834	3,944,469	339,635
Total Expenses	9,268,640	10,147,626	9,918,793	10,569,485	10,833,720	264,235

OPERATIONS OFFICE - TRANSPORTATION

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

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	314,507	391,944	506,453	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	2,781	2,407	3,518	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS	353,309	372,039	371,019	419,598	444,765	25,167
5030300013 PARATRANSIT UNIFORMS	15,297	26,681	6,114	18,000	20,000	2,000
5030400000 TEMPORARY HELP SERVICES	26,747	5,709	-	-	-	-
5039900003 GENERAL SERVICES	15,497	16,540	17,520	18,000	18,000	-
5049900001 OFFICE SUPPLIES	2,754	303	2,715	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES	449	379	-	750	750	-
Total Expenses	731,340	816,003	907,340	995,759	1,058,323	62,564

EXPENSE BUDGET SUMMARY - SUNDIAL OPS UNION (DIV 14)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,318,525	1,482,031	1,460,449	1,481,890	1,530,192	48,302
5010101020 PARATRANSIT OPER WAGES OT	321,298	320,988	271,693	349,521	300,000	(49,521)
5029999999 TOTAL FRINGE BENEFITS	815,280	936,689	780,923	789,959	900,179	110,220
Total Expenses	2,455,104	2,739,708	2,513,065	2,621,370	2,730,371	109,001

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
	Fixed Route			
1	Chief Operating Officer	1.00	1.00	0.00
1	Deputy Chief Operating Officer - Transportation	1.00	1.00	0.00
10	Field Supervisors	10.00	10.00	0.00
5	Fixed Route Controller	5.00	5.00	0.00
1	Labor Relations Supervisor	0.00	1.00	1.00
0	Lead Controller/System Specialist	1.00	0.00	(1.00)
145	Motor Coach Operator - Full Time	145.00	145.00	0.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	0.00	1.00	1.00
1	Senior Administrative Assistant	1.00	1.00	0.00
0	Senior Field Supervisor	1.00	0.00	(1.00)
1	Senior Supervisor	0.00	1.00	1.00
1	Superintendent of Transportation	1.00	1.00	0.00
183	Sub-Total	178.00	179.00	1.00
	Paratransit			
1	Paratransit Administration Assistant	1.00	1.00	0.00
1	Paratransit Administration Manager	1.00	1.00	0.00
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
6	Paratransit Operators - Part Time (.75)	4.50	4.50	0.00
6	Paratransit Reservationist	6.00	6.00	0.00
62	Sub-Total	60.50	60.50	0.00
245	Total FTEs	238.50	239.50	1.00

Notes:

- Lead Controller/System Specialist retitled to Operations System Specialist
- Senior Filed Supervisor retitled to Field Supervisor
- Added one Full Time Motor Coach Operator

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,015,310	1,173,236	157,926
5010201610 ADMIN SALARIES-OT	500	500	-
5010700001 GRANT ALLOCATED SALARIES	(50,000)	(30,000)	20,000
5029999999 TOTAL FRINGE BENEFITS	763,689	872,646	108,957
Sub-total	1,729,499	2,016,382	286,883
5030300013 UNIFORMS			
Employee uniforms	62,000	58,000	(4,000)
Uniform Rental	-	8,000	8,000
Sub-total	62,000	66,000	4,000
5039900003 PRINTING EXPENSE			
Printing expense	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	2,200	1,400	(800)
Sub-total	2,200	1,400	(800)
5049900011 MATERIALS & SUPPLIES			
Replenishment of supervisor van supplies	350	570	220
Sub-total	350	570	220
5090200000 TRAVEL MEETINGS/TRAINING			
APTA Annual	3,000	3,000	-
APTA Bus and Paratransit	2,000	2,000	-
CTA	2,500	2,500	-
Leadership training (5)	2,500	-	(2,500)
NTI Training	3,000	1,500	(1,500)
Para and Transit Certification (5)	6,000	5,000	(1,000)
Trapeze Group user conference (2)	2,500	2,500	-
TSI Training	3,500	1,500	(2,000)
Sub-total	25,000	18,000	(7,000)

OPERATIONS OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090201000 EMPLOYEE EXPENSE			
Operator Name Plates	750	750	-
Trophies for employee recognition	250	-	(250)
Sub-total	1,000	750	(250)
5099900004 BUS RODEO EXPENDITURES			
APTA registration	2,500	1,700	(800)
Hotels	2,500	1,900	(600)
Local Competition	2,500	2,000	(500)
Travel	2,500	1,900	(600)
Sub-total	10,000	7,500	(2,500)
Total Expenses	1,835,049	2,115,602	280,553

OPERATIONS OFFICE -TRANSPORTATION DETAIL

Division 13 (Paratransit - Ops Only Portion)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	536,411	566,808	30,397
5010201610 ADMIN SALARIES-OT	1,000	4,000	3,000
5029999999 TOTAL FRINGE BENEFITS...	419,598	444,765	25,167
Sub-total	957,009	1,015,573	58,564
5030300013 PARATRANSIT UNIFORMS			
Uniforms for Paratransit Operators	18,000	20,000	2,000
Sub-total	18,000	20,000	2,000
5039900003 GENERAL SERVICES			
Monthly maintenance for SmartDrive	18,000	18,000	-
Sub-total	18,000	18,000	-
5049900001 OFFICE SUPPLIES			
General office supplies	2,000	4,000	2,000
Sub-total	2,000	4,000	2,000
5049900011 PARATRANSIT SUPPLIES			
Driving gloves	500	500	-
Name plates	250	250	-
Sub-total	750	750	-
Total Expenses	995,759	1,058,323	62,564

OPERATIONS OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Procure asset management software.
- High Voltage Training Certification for Supervisors and Technicians.
- Improve productivity of maintenance staff.
- Plan Center of Excellence maintenance goals and requirements.
- Update and develop Standard Operating Procedures for fleet maintenance.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	403,848	428,761	415,729	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	588	560	-	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	385,209	358,424	291,119	372,184	438,083	65,899
5030400000 TEMPORARY HELP SERVICES	9,715	-	-	-	-	-
5039900006 OUTSIDE REPAIR-FIXED ROUTE	9,351	10,073	7,365	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	10,184	2,300	4,473	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL	127,901	128,359	128,526	137,952	130,000	(7,952)
5040100102 FREON & COOLANT	35,326	16,401	37,573	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES	39,570	39,467	39,401	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE	1,070,839	1,227,122	1,115,035	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED	3,820	3,898	4,191	5,500	16,000	10,500
5040102100 FUEL-DIESEL	-	-	-	100	-	(100)
5040102200 FUEL-HYDROGEN	208,164	276,678	195,368	232,078	260,000	27,922
5040200001 TIRES-FIXED ROUTE	143,831	160,013	167,725	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES	6,282	5,684	10,869	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	21	97	100	200	100
5049900001 OFFICE SUPPLIES	3,082	2,136	762	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	110	689	660	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING	2,329	2,616	2,418	6,000	6,000	-
5090200001 TRAINING	410	(410)	-	-	-	-
5090201000 EMPLOYEE EXPENSES	389	470	-	500	500	-
5090400100 DISCOUNTS TAKEN	(878)	-	(98)	-	-	-
Total Expenses	2,460,070	2,663,263	2,421,213	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE MECHANICS (DIV 22)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,392,511	1,427,701	1,400,383	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	58,127	93,292	62,928	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	930,554	950,742	871,738	897,918	989,694	91,776
5030300014 UNIFORMS	20,381	21,890	16,620	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS		-	353	1,000	800	(200)
5030500002 RADIO MAINTENANCE	21,934	5,210	850	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	2,542	2,699	3,194	4,500	4,000	(500)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	5,077	1,066	350	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT	76,310	79,200	83,100	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT	6,079	7,260	6,364	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING	16,885	19,425	15,975	25,000	25,000	-
5039900007 INVENTORY-SALES TAX	100,695	95,069	100,612	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES	14,610	16,442	14,668	13,000	17,000	4,000
5049900015 COSMETIC MAINTENANCE EXTERIOR	4,946	2,442	3,592	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES	15,924	11,305	16,175	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC	21,570	34,853	24,809	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES	15,279	17,226	15,362	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT	9,335	5,217	6,423	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE	502	-	1,152	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE	882,880	1,040,080	983,385	1,000,000	1,000,000	-
5049900022 REPAIR PARTS-SUPPORT VEHICLES	36,596	45,429	41,029	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS	782	23	-	1,000	1,000	-
5049900024 REPAIR PARTS-FUEL CELL	-	-	-	25,000	20,000	(5,000)
5070500000 FUEL TAXES	17,580	18,696	16,787	18,000	18,000	-
5099900004 PERMITS & LICENSES	7,566	10,639	14,331	15,000	16,000	1,000
Total Expenses	3,658,664	3,905,907	3,700,180	3,963,859	4,108,744	144,885

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18	FY 19	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	2,470	1,125	2,873	2,000	2,600	600
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	3,434	2,349	5,678	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG	204,234	220,186	207,857	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES	48,835	47,314	48,659	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS	162,195	121,611	171,194	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT	780	585	878	1,500	1,000	(500)
5049900200 DECALS	-	-	-	200	200	-
Total Expenses	421,949	393,171	437,137	459,870	417,800	(42,070)

OPERATIONS OFFICE - FLEET MAINTENANCE

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

PERSONNEL SUMMARY

FY 19 Physical Count		Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1		Administrative Assistant	1.00	1.00	0.00
1		Assistant Farebox Technician	1.00	1.00	0.00
1		Body Mechanic A	1.00	1.00	0.00
1		Deputy Chief Operating Officer - Maintenance	1.00	1.00	0.00
1		Farebox Technician	1.00	1.00	0.00
2		Lead Utility	2.00	2.00	0.00
1		Maintenance Advanced Tech. Supervisor	1.00	1.00	0.00
3		Maintenance Supervisor	3.00	3.00	0.00
19		Mechanic A	19.00	19.00	0.00
1		Senior Maintenance Supervisor	1.00	1.00	0.00
1		Superintendent of Maintenance	1.00	1.00	0.00
10		Utility	10.00	10.00	0.00
42		Total FTEs	42.00	42.00	0.00

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	497,051	607,660	110,609
5010201610 ADMIN SALARIES-OT	1,000	1,000	-
5029999999 TOTAL FRINGE BENEFITS	372,184	438,083	65,899
Sub-total	870,235	1,046,743	176,508
5039900006 OUTSIDE REPAIR-FIXED ROUTE			
Repairs to fixed route fleet not performed by SunLine employees	22,082	20,000	(2,082)
Sub-total	22,082	20,000	(2,082)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE			
Repairs to support fleet not performed by SunLine employees	5,000	4,500	(500)
Sub-total	5,000	4,500	(500)
5040100101 LUBRICANTS-OIL			
All lubes and oils used by the fleet	137,952	130,000	(7,952)
Sub-total	137,952	130,000	(7,952)
5040100102 FREON & COOLANT			
Freon & coolant costs for fleet	30,000	56,000	26,000
Sub-total	30,000	56,000	26,000
5040101000 FUEL-CNG SUPPORT VEHICLES			
Fuel for CNG support vehicles	40,000	42,000	2,000
Sub-total	40,000	42,000	2,000
5040101001 FUEL-CNG FIXED ROUTE			
Fuel for CNG fixed route vehicles	1,254,356	1,275,492	21,136
Sub-total	1,254,356	1,275,492	21,136
5040102000 FUEL-UNLEADED			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	5,500	16,000	10,500
Sub-total	5,500	16,000	10,500
5040102100 FUEL-DIESEL			
Diesel fuel for portable steam cleaner	100	-	(100)
Sub-total	100	-	(100)
5040102200 FUEL-HYDROGEN			
Hydrogen fuel	232,078	260,000	27,922
Sub-total	232,078	260,000	27,922

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 21 (Administration)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5040200001 TIRES-FIXED ROUTE			
Tire lease program	186,453	175,000	(11,453)
Sub-total	186,453	175,000	(11,453)
5040200002 TIRES-SUPPORT VEHICLES			
Purchased tires & leased tires	10,000	14,000	4,000
Sub-total	10,000	14,000	4,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES			
Small tools for tire service	100	200	100
Sub-total	100	200	100
5049900001 OFFICE SUPPLIES			
Office supplies for maintenance offices	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.			
Replacement of damaged vehicle glass	1,200	1,200	-
Sub-total	1,200	1,200	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs related to staff training	6,000	6,000	-
Sub-total	6,000	6,000	-
5090201000 EMPLOYEE EXPENSES			
Small employee morale related expenses such as trophies & plaques	500	500	-
Sub-total	500	500	-
Total Expenses	2,804,556	3,049,385	244,829

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,515,532	1,548,750	33,218
5010201210 MECHANIC OVERTIME	100,000	100,000	-
5029999999 TOTAL FRINGE BENEFITS	897,918	989,694	91,776
Sub-total	2,513,450	2,638,444	124,994
5030300014 UNIFORMS			
Maintenance employee uniforms	20,000	18,000	(2,000)
Sub-total	20,000	18,000	(2,000)
5030500001 FIRE EXTINGUISHERS			
Vehicle fire extinguishers needing service	1,000	800	(200)
Sub-total	1,000	800	(200)
5030500002 RADIO MAINTENANCE			
Parts and hardware needed to keep radios in vehicles operational	5,644	7,500	1,856
Sub-total	5,644	7,500	1,856
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT			
Minor parts to repair shop equipment. Can normally be done in-house	4,500	4,000	(500)
Sub-total	4,500	4,000	(500)
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX			
Parts to repair vaults and fareboxes	3,000	3,000	-
Sub-total	3,000	3,000	-
5039900004 CONTRACT SVC-MAINT			
Tire Services	75,000	88,000	13,000
Parts cleaning tank service	10,000	-	(10,000)
Sub-total	85,000	88,000	3,000
5039900005 CONTRACT SVC-FREIGHT			
Freight expenses for shipping and receiving materials	10,000	9,000	(1,000)
Sub-total	10,000	9,000	(1,000)
5039900006 CONTRACT SVC - TOWING			
Towing of fixed route and support vehicles when needed	25,000	25,000	-
Sub-total	25,000	25,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900007 INVENTORY-SALES TAX			
Sales tax on inventory parts	100,000	110,000	10,000
Sub-total	100,000	110,000	10,000
5039900008 INVENTORY-FREIGHT CHARGES			
Freight charges on inventory parts	13,000	17,000	4,000
Sub-total	13,000	17,000	4,000
5049900015 COSMETIC MAINTENANCE EXTERIOR			
Minor cosmetic repairs of vehicle interiors and exteriors	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900016 CLEANING SUPPLIES-VEHICLES			
Chemicals, rags, etc. used in the cleaning of vehicles	17,500	17,500	-
Sub-total	17,500	17,500	-
5049900017 SHOP SUPPLIES MISC			
Nuts, bolts, chemicals, welding supplies, ETC. used in general repair of vehicles	32,125	35,000	2,875
Sub-total	32,125	35,000	2,875
5049900018 MECHANIC TOOLS/SHOES			
Mechanics tool and shoe allowance	18,640	19,000	360
Sub-total	18,640	19,000	360
5049900019 SMALL TOOLS & EQUIPMENT			
Small tools & equipment used in the repair of vehicles, facilities and equipment	10,000	10,000	-
Sub-total	10,000	10,000	-
5049900020 DECALS-FIXED ROUTE			
Minor decal replacements on vehicles	1,000	1,500	500
Sub-total	1,000	1,500	500
5049900021 REPAIR PARTS- FIXED ROUTE			
All parts needed to maintain buses	1,000,000	1,000,000	-
Sub-total	1,000,000	1,000,000	-

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

DIVISION 22 (Mechanics)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900022 REPAIR PARTS-SUPPORT VEHICLES			
All parts need to maintain support vehicles	40,000	45,000	5,000
Sub-total	40,000	45,000	5,000
5049900023 VANDALISM/SEAT REPAIRS			
Minor repairs to seats damaged by vandalism	1,000	1,000	-
Sub-total	1,000	1,000	-
5049900024 REPAIR PARTS- Fuel Cell			
Repair parts to maintain fuel cell on buses	25,000	20,000	(5,000)
Sub-total	25,000	20,000	(5,000)
5070500000 FUEL TAXES			
Fuel Taxes	18,000	18,000	-
Sub-total	18,000	18,000	-
5099900004 PERMITS & LICENSES			
Various permits and licenses including DMV and Air Quality	15,000	16,000	1,000
Sub-total	15,000	16,000	1,000
Total Expenses	3,963,859	4,108,744	144,885

OPERATIONS OFFICE - FLEET MAINTENANCE DETAIL

Division 13 (Paratransit - Maintenance Portion Only)

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING			
Towing services for paratransit vehicles	2,000	2,600	600
Sub-total	2,000	2,600	600
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR			
Outside repair parts for paratransit vehicles	5,000	5,000	-
Sub-total	5,000	5,000	-
5040101001 PARATRANSIT FUEL-CNG			
Fuel for paratransit vehicles	225,401	215,000	(10,401)
Sub-total	225,401	215,000	(10,401)
5040200005 PARATRANSIT TIRES			
Tire lease	55,474	54,000	(1,474)
Sub-total	55,474	54,000	(1,474)
5049900006 PARATRANSIT REPAIR PARTS			
Repair parts for paratransit vehicles	170,295	140,000	(30,295)
Sub-total	170,295	140,000	(30,295)
5049900007 PARATRANSIT GLASS REPLACEMENT			
Glass replacement for paratransit vehicles	1,500	1,000	(500)
Sub-total	1,500	1,000	(500)
5049900200 DECALS			
Decals for paratransit vehicles	200	200	-
Sub-total	200	200	-
Total Expenses	459,870	417,800	(42,070)

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Purchase replacement equipment for old items.
- Purchase man lift to assist in-house repairs.
- Improve material, supply storage and facility maintenance work area.

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	78632.16	110,137	105,181	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	80,329	115,350	125,817	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	1,579	1,663	6,537	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,216)	(1,721)	(1,800)	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	129,508	172,977	164,072	145,226	175,366	30,140
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	14,194	16,430	9,732	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL	34,029	33,826	21,057	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL	53,925	52,762	53,266	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES	5,723	4,734	4,539	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES	801	1,179	1,502	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES	-	608	5,270	4,000	5,000	1,000
5030600500 PEST CONTROL SERVICE	174	424	1,585	2,200	2,500	300
5030600600 CONTRACT SERVICES-A/C	6,038	5,750	6,669	8,000	7,000	(1,000)
5030600700 FIRE EXTINGUISHERS	1,403	736	398	1,000	800	(200)
5030600800 FLOOR MAT RENTAL	4,044	7,480	9,296	9,300	7,000	(2,300)
5030600975 RADIO REPEATER HILLTOP RENTAL	10,800	11,456	10,800	11,000	14,500	3,500
5040300100 PLUMBING RELATED EXPENDITURES	6,513	5,268	9,077	6,000	8,000	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE	10,857	7,393	6,741	7,500	8,000	500
5040300600 SHOE ALLOWANCE	145	231	171	350	435	85
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	15,855	15,883	757	11,806	10,000	(1,806)
5049900026 FACILITY MAINTENANCE-MAIN FAC	26,047	26,198	31,158	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC	3,843	3,190	1,378	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY	197,903	198,298	207,045	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY	14,093	16,792	17,466	16,000	18,000	2,000
Total Expenses	695,220	807,045	797,716	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	538	3,409	2,217	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL	28,414	29,154	30,837	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES	1,043	923	370	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE	741	707	806	1,000	900	(100)
5030600600 CONTRACT SERVICES-AC	-	347	444	750	750	-
5030600700 FIRE EXTINGUISHERS	-	-	-	500	500	-
5030600800 FLOOR MAT RENTAL	3,663	1,793	2,785	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP	1,613	434	1,219	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE	2,749	1,056	1,829	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	12,666	10,295	10,738	15,000	14,000	(1,000)
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILI	666	231	61	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY	28,070	25,487	30,045	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY	12,894	14,332	13,630	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER	5,596	7,084	4,406	7,500	7,500	-
Total Expenses	98,652	95,254	99,388	115,500	117,650	2,150

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Facility Construction Specialist	1.00	1.00	0.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
2	Facility Maintenance Technician	2.00	2.00	0.00
1	Superintendent of Facilities	1.00	1.00	0.00
5	Total FTEs	5.00	5.00	0.00

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	127,694	114,604	(13,090)
5010201210 GROUNDSKEEPER WAGES	124,609	130,000	5,391
5010201710 GROUNDSKEEPER OVERTIME	2,000	4,000	2,000
5010700000 ALLOCATED SALARIES	(1,475)	(1,765)	(290)
5029999999 TOTAL FRINGE BENEFITS	145,226	175,366	30,140
Sub-total	398,054	422,205	24,151
5030500005 CONTRACT SVC-HAZ WASTE REMOVE			
Removal of hazardous chemicals	15,000	2,500	(12,500)
Bio Hazard material removal	3,000	14,000	11,000
Sub-total	18,000	16,500	(1,500)
5030500010 CONTRACT SVC-GENERAL			
Backup Generator Service	2,900	4,500	1,600
Bus wash monthly PMI	6,620	6,620	-
Elevator service	3,000	3,000	-
Employee drinking water	2,500	2,500	-
Environmental monitoring Div 1	6,000	6,500	500
Shop vehicle lift service	3,000	3,000	-
Water softener service for bus wash	2,400	2,500	100
Sub-total	26,420	28,620	2,200
5030600000 CONTRACT SVC-CUSTODIAL			
Contract janitorial service for offices	58,500	54,000	(4,500)
Sub-total	58,500	54,000	(4,500)
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for maintenance of all building HVACs	6,000	6,500	500
Sub-total	6,000	6,500	500
5030600200 UNIFORMS SERVICE EXPENDITURES			
Uniforms for Facility Maint Techs	2,000	1,600	(400)
Sub-total	2,000	1,600	(400)
5030600300 RENTAL EQUIPMENT EXPENSES			
Rented equipment for maintenance of facilities	4,000	5,000	1,000
Sub-total	4,000	5,000	1,000

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030600500 PEST CONTROL SERVICE			
Monthly pest control maintenance	2,200	2,500	300
Sub-total	2,200	2,500	300
5030600600 CONTRACT SERVICES-A/C			
Bi-annual HVAC service all facilities	8,000	7,000	(1,000)
Sub-total	8,000	7,000	(1,000)
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher inspections	1,000	800	(200)
Sub-total	1,000	800	(200)
5030600800 FLOOR MAT RENTAL			
Monthly rental of floor mats used in Division 1	9,300	7,000	(2,300)
Sub-total	9,300	7,000	(2,300)
5030600975 RADIO REPEATER HILLTOP RENTAL			
Rental of tower space for two way radios	11,000	14,500	3,500
Sub-total	11,000	14,500	3,500
5040300100 PLUMBING RELATED EXPENDITURES			
Materials for plumbing repairs	6,000	8,000	2,000
Sub-total	6,000	8,000	2,000
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	7,500	8,000	500
Sub-total	7,500	8,000	500
5040300600 SHOE ALLOWANCE			
Shoe allowance for facility maintenance employees	350	435	85
Sub-total	350	435	85
5049900002 BOARD ROOM AND ZWEIG SUPPLIES			
Food and drinks for meetings	11,806	10,000	(1,806)
Sub-total	11,806	10,000	(1,806)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 23 - THOUSAND PALMS

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900026 FACILITY MAINTENANCE-MAIN FAC			
Materials needed to maintain facilities other than plumbing and electrical	25,000	27,000	2,000
Sub-total	25,000	27,000	2,000
5049900030 CLEANING SUPPLIES-MAIN FAC			
Cleaning supplies to maintain all facilities	3,000	1,750	(1,250)
Sub-total	3,000	1,750	(1,250)
5050200001 UTILITIES MAIN FACILITY			
Direct TV	1,500	1,500	-
Electricity	207,500	193,500	(14,000)
Gas: New Admin building and shop connected to gas	9,000	9,000	-
Water	12,000	11,000	(1,000)
Sub-total	230,000	215,000	(15,000)
5050200003 TRASH PICKUP- MAIN FACILITY			
Monthly trash pickup service	16,000	18,000	2,000
Sub-total	16,000	18,000	2,000
Total Expenses	844,130	854,410	10,280

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL			
Filtered drinking water dispenser lease	-	713	713
Stormwater monitoring and testing contract	4,000	2,287	(1,713)
Sub-total	4,000	3,000	(1,000)
5030600000 CONTRACT SVC-CUSTODIAL			
Monthly office janitorial contract	33,000	33,500	500
Sub-total	33,000	33,500	500
5030600100 AIR CONDITIONING EXPENDITURES			
Materials for all facility HVAC maintenance	2,000	1,800	(200)
Sub-total	2,000	1,800	(200)
5030600500 PEST CONTROL SERVICE			
General pest control for buildings	1,000	900	(100)
Sub-total	1,000	900	(100)
5030600600 CONTRACT SERVICES-AC			
Bi annual HVAC service for all buildings	750	750	-
Sub-total	750	750	-
5030600700 FIRE EXTINGUISHERS			
Annual fire extinguisher service	500	500	-
Sub-total	500	500	-
5030600800 FLOOR MAT RENTAL			
Floor mat rental for office areas and walkways	3,000	2,750	(250)
Sub-total	3,000	2,750	(250)
5040300100 PLUMBING RELATED EXP			
Materials for plumbing repairs	1,500	1,400	(100)
Sub-total	1,500	1,400	(100)
5040300200 ELECTRICAL RELATED EXPENDITURE			
Materials for electrical repairs	2,500	2,300	(200)
Sub-total	2,500	2,300	(200)
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC			
Materials for general repair of facilities	15,000	14,000	(1,000)
Sub-total	15,000	14,000	(1,000)

OPERATIONS OFFICE - FACILITY MAINTENANCE DETAIL

Division 24 - INDIO/COACHELLA

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY			
Minor supplies required for maintenance	250	250	-
Sub-total	250	250	-
5050200002 UTILITIES INDIO/COACHELLA FACILITY			
Electricity cost for Division 2	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY			
Monthly trash pickup service	14,500	14,000	(500)
Sub-total	14,500	14,000	(500)
5050202000 UTILITIES GAS & WATER			
Gas, water and sewage expenses	7,500	7,500	-
Sub-total	7,500	7,500	-
Total Expenses	115,500	117,650	2,150

OPERATIONS OFFICE - STOPS AND ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Replace pressure washer.
- Successfully train and promote three stops and zones B Technicians to A Technicians.
- Complete bus shelter lighting improvement project.
- Replace stops and zones trucks.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	46,523	29,906	39,975	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	243,727	269,856	262,563	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	4,575	6,862	3,344	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	228,337	208,073	187,189	208,633	223,999	15,366
5030600200 UNIFORMS	6,079	3,615	3,674	6,000	6,000	-
5030600250 EQUIPMENT RENTAL	3,122	1,681	1,195	5,000	4,000	(1,000)
5040101000 SUPPLIES & MATERIALS	-	43	-	-	-	-
5040102000 UNLEADED GASOLINE	1,099	453	499	500	1,800	1,300
5040102001 DIESEL FUEL	-	-	30	100	100	-
5040300600 SHOE ALLOWANCE	355	526	388	1,050	1,015	(35)
5049900001 OFFICE SUPPLIES	-	68	-	100	100	-
5049900029 BUS STOP SUPPLIES	30,734	27,828	20,085	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES	-	-	-	100	100	-
Total Expenses	564,551	548,912	518,941	592,124	615,697	23,573

Notes

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
8	Total FTEs	8.00	8.00	0.00

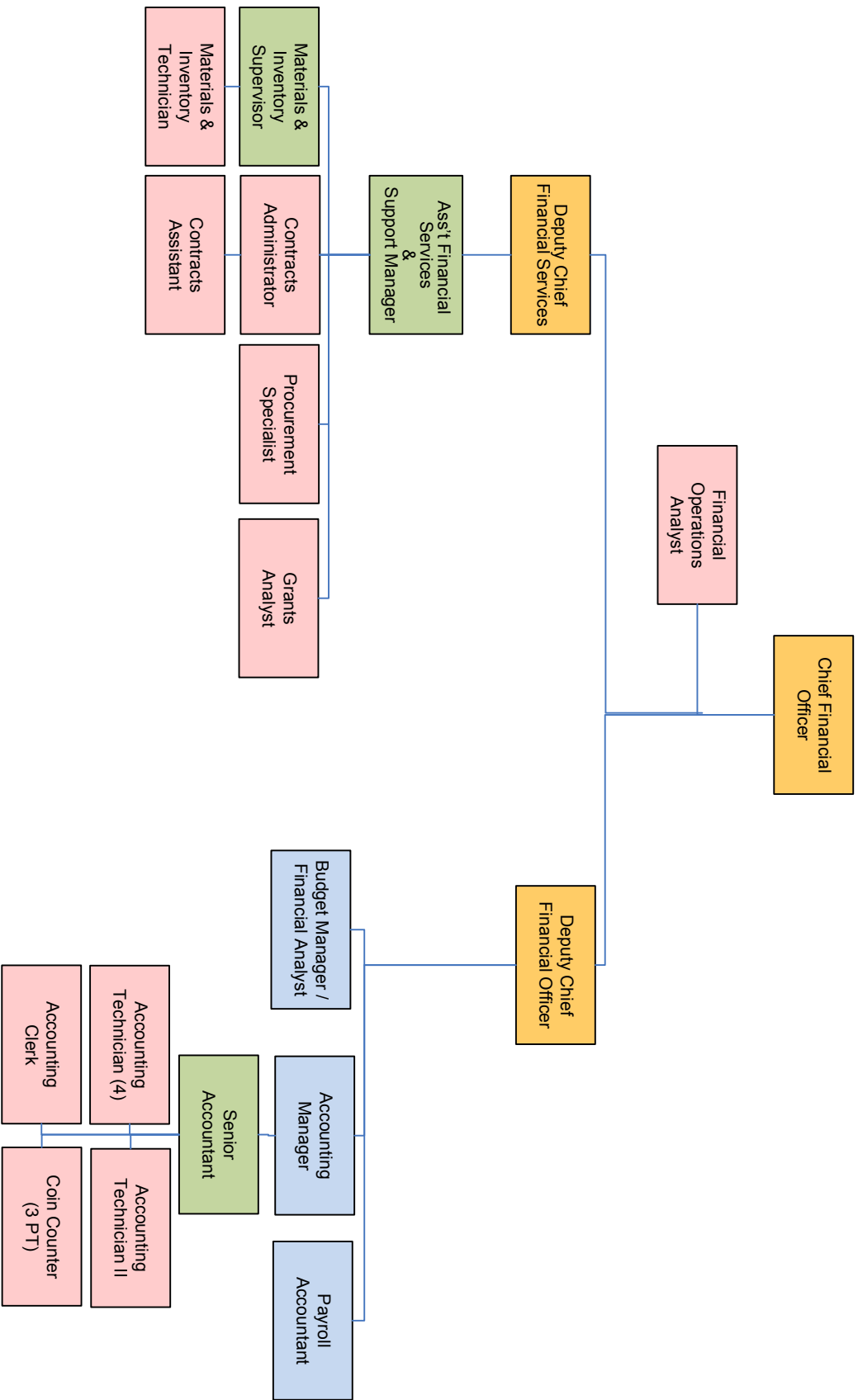
OPERATIONS OFFICE: STOPS & ZONES DETAILS

Division 25

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	47,243	53,406	6,163
5010201500 BARGAINING SALARIES	275,698	283,477	7,779
5010201510 BARGAINING OVERTIME	7,700	7,700	-
5029999999 TOTAL FRINGE BENEFITS	208,633	223,999	15,366
Sub-total	539,274	568,582	29,308
5030600200 UNIFORMS			
Uniform rental for Stops & Zones employees	6,000	6,000	-
Sub-total	6,000	6,000	-
5030600250 EQUIPMENT RENTAL			
Special equipment rental	5,000	4,000	(1,000)
Sub-total	5,000	4,000	(1,000)
5040102000 UNLEADED GASOLINE			
Gasoline used in cleaning equipment	500	1,800	1,300
Sub-total	500	1,800	1,300
5040102001 DIESEL FUEL			
Portable steam equipment	100	100	-
Sub-total	100	100	-
5040300600 SHOE ALLOWANCE			
Shoe allowance for Stops & Zones employees	1,050	1,015	(35)
Sub-total	1,050	1,015	(35)
5049900001 OFFICE SUPPLIES			
General office supplies Stops & Zones office	100	100	-
Sub-total	100	100	-
5049900029 BUS STOP SUPPLIES			
Supplies used to maintain all bus stops and	40,000	32,000	(8,000)
Traffic Control	-	2,000	2,000
Sub-total	40,000	34,000	(6,000)
5090201000 EMPLOYEE EXPENSES			
Employee Expenses	100	100	-
Sub-total	100	100	-
Total Expenses	592,124	615,697	23,573

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FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Accurate record keeping. Provide accurate and consistent information.
- Prepare fiscally sound balanced budgets and capital improvement plan.
- Cost containment to ensure and procure the best quality at the lowest prices for materials, supplies and services.
- Complete Fare Study.

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	773,899	838,417	860,847	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	1,296	8,037	4,917	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(5,873)	(6,413)	(6,559)	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	601,640	594,082	477,864	593,146	707,446	114,300
5030200000 PUBLIC NOTICES	-	6,553	5,277	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES	-	-	-	769	100,000	99,231
5030300009 CONTRACTED SERVICES	1,297	1,301	3,609	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES	64,316	55,051	80,000	68,300	80,000	11,700
5030400000 TEMPORARY HELP SERVICES	5,251	58,778	113,383	45,032	45,032	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	209,998	215,682	232,634	215,000	218,860	3,860
5039900005 ILP-NF PROGRAM EXPENSES	13,693	-	-	-	-	-
5039900012 VAN POOL EXPENSES	-	265,495	357,695	30,000	357,315	327,315
5049900001 OFFICE SUPPLIES	12,078	13,795	10,932	14,000	13,223	(777)
5049900002 OFFICE SUPPLIES-POSTAGE	22,979	20,700	1,039	-	-	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	139,724	127,279	159,506	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY	16,596	14,937	12,584	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY	217,307	205,925	234,373	301,744	380,570	78,826
5060300100 REPAIR CLAIMS	43,796	134,801	-	-	-	-
5060400000 INSURANCE LOSSES	2,078,321	601,244	808,118	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC	246,986	266,551	292,961	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN	55,033	58,435	88,245	64,920	96,802	31,882
5079900000 PROPERTY & OTHER TAXES	82	99	219	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	788	160	465	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING	18,588	24,328	17,948	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT	331	2,370	167	500	912	412
5090201000 EMPLOYEE EXPENSES	2,880	2,544	1,334	2,000	2,000	-
5090801000 BANK SERVICE FEES	23,273	28,985	22,759	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION	27,791	29,561	28,805	30,000	35,000	5,000
5090801060 BAD DEBT EXPENSE	-	-	-	100	100	-
5099900002 MISCELLANEOUS EXPENSE	(533)	-	-	-	-	-
5110101050 INTEREST EXPENSE	388	629	1,289	650	1,500	850
Total Expenses	4,571,924	3,569,326	3,810,410	3,732,151	4,750,613	1,018,462

Notes

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Accounting Clerk	1.00	1.00	0.00
1	Accounting Manager	1.00	1.00	0.00
4	Accounting Technician	4.00	4.00	0.00
1	Accounting Technician II	1.00	1.00	0.00
0	Administrative Analyst to the CFO	1.00	0.00	(1.00)
1	Assistant Financial Services & Support Manager	1.00	1.00	0.00
1	Budget Manager/Financial Analyst	1.00	1.00	0.00
1	Chief Financial Officer	1.00	1.00	0.00
3	Coin Counter - Part Time (.75)	2.25	2.25	0.00
1	Contracts Administrator	1.00	1.00	0.00
1	Contracts Assistant	1.00	1.00	0.00
1	Deputy Chief Financial Officer	1.00	1.00	0.00
1	Deputy Chief Financial Services	0.00	1.00	1.00
1	Financial Operations Analyst	0.00	1.00	1.00
0	Financial Services & Support Manager	1.00	0.00	(1.00)
1	Grants Analyst	1.00	1.00	0.00
1	Materials & Inventory Supervisor	1.00	1.00	0.00
1	Materials & Inventory Technician	1.00	1.00	0.00
1	Payroll Accountant	1.00	1.00	0.00
1	Procurement Specialist	0.00	1.00	1.00
1	Senior Accountant	1.00	1.00	0.00
24	Total FTEs	22.25	23.25	1.00

Notes:

- Financial Services & Support Manager retitled to Deputy Chief Financial Services
- Administrative Analyst to the CFO retitled to Financial Operations Analyst
- Added one FTE, Procurement Specialist

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	977,485	1,145,719	168,234
5010201610 ADMIN SALARIES-OT	4,393	6,754	2,361
5010700000 ALLOCATED SALARIES	(6,300)	(6,300)	-
5029999999 TOTAL FRINGE BENEFITS	593,146	707,446	114,300
Sub-total	1,568,724	1,853,619	284,895
5030200000 PUBLIC NOTICES			
Public records requests & advertisements for procurement solicitations	8,500	8,500	-
Sub-total	8,500	8,500	-
5030300010 ORGANIZATIONAL SERVICES			
Operating budget assistance	769	100,000	99,231
Sub-total	769	100,000	99,231
5030300009 CONTRACTED SERVICES			
Maintenance of coin room equipment	3,052	1,368	(1,684)
Sub-total	3,052	1,368	(1,684)
5030300015 AUDIT SERVICES			
Financial Statement & Single Audit	68,300	80,000	11,700
Sub-total	68,300	80,000	11,700
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	45,032	45,032	-
Sub-total	45,032	45,032	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	215,000	218,860	3,860
Sub-total	215,000	218,860	3,860
5039900012 VAN POOL EXPENSES			
This is for payment of CMAQ funding & local match for the planned Van Pool program. This budget is just for the pass-through of funding.	282,077	357,315	75,238
Pass through	(252,077)	-	252,077
Sub-total	30,000	357,315	327,315

FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Office supplies	14,000	13,223	(777)
Sub-total	14,000	13,223	(777)
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE			
Insurance costs related to vehicle coverage	168,643	180,814	12,171
Sub-total	168,643	180,814	12,171
5060100100 INSURANCE PREMIUM - PROPERTY			
Insurance costs related to property coverage	13,315	17,136	3,821
Sub-total	13,315	17,136	3,821
5060300000 INSURANCE - GENERAL LIABILITY			
Defense and indemnity coverage against claims and suits arising from covered occurrences	301,744	380,570	78,826
Sub-total	301,744	380,570	78,826
5060400000 INSURANCE LOSSES			
Costs associated with losses resulting from insurance claims	834,708	963,105	128,397
Sub-total	834,708	963,105	128,397
5060401000 INSURANCE PREMIUM - WC			
Workers compensation premium costs	301,994	312,949	10,955
Sub-total	301,994	312,949	10,955
5060800000 INSURANCE-ADMIN			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	64,920	96,802	31,882
Sub-total	64,920	96,802	31,882

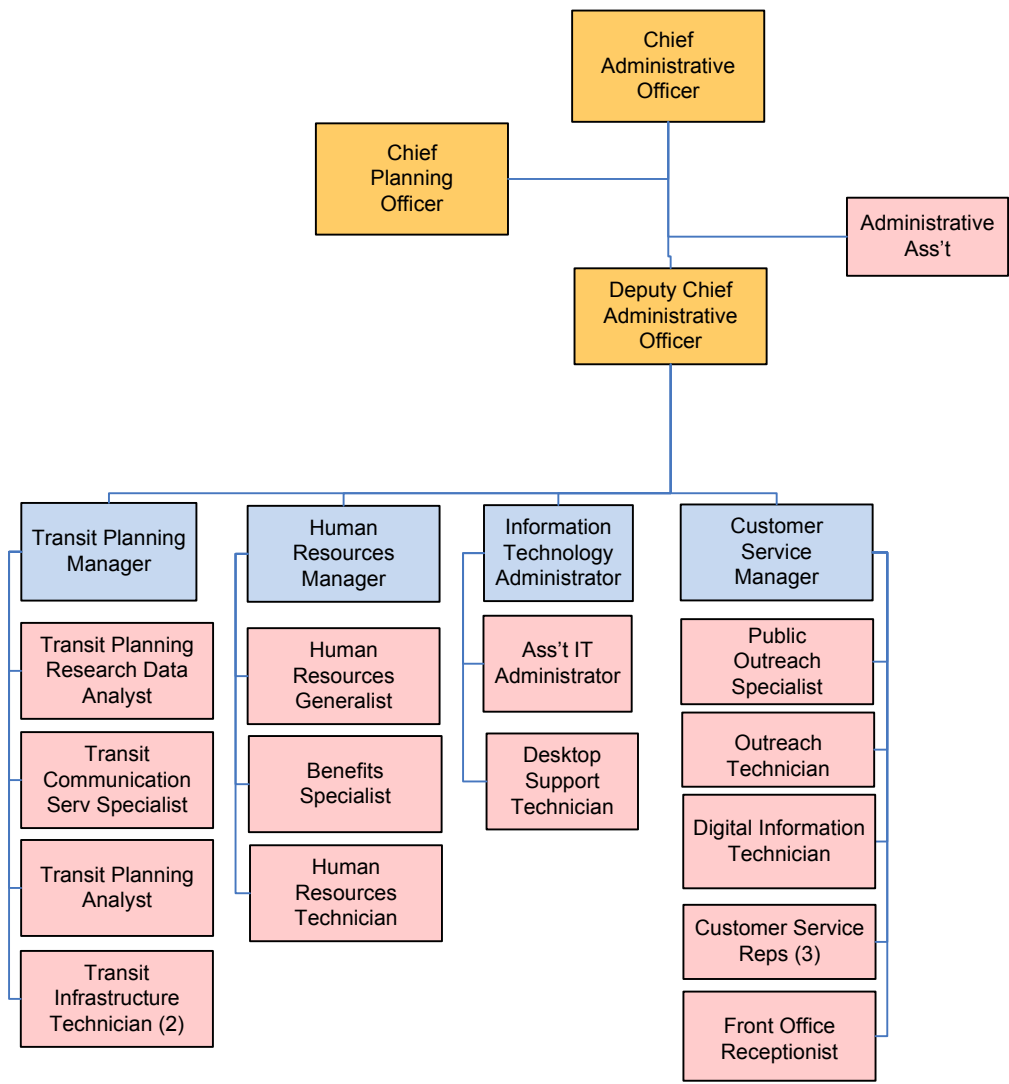
FINANCE OFFICE DETAIL

Division 41

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5079900000 PROPERTY & OTHER TAXES			
Property fees and taxes	200	300	100
Sub-total	200	300	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
Costs related to memberships and subscriptions	1,000	912	(88)
Sub-total	1,000	912	(88)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee travel and training	27,000	30,000	3,000
FTA Triennial Workshop	-	3,096	3,096
Government Finance Officers Association Conference	-	3,500	3,500
Transit Paratransit Course	-	9,000	9,000
Sub-total	27,000	45,596	18,596
5090200002 MILEAGE REIMBURSEMENT			
Mileage reimbursement for employees	500	912	412
Sub-total	500	912	412
5090201000 EMPLOYEE EXPENSES			
Coin room uniforms	2,000	2,000	-
Sub-total	2,000	2,000	-
5090801000 BANK SERVICE FEES			
Armored truck service	3,000	5,000	2,000
Merchant and bank Fees	29,000	30,000	1,000
Sub-total	32,000	35,000	3,000
5090801040 PASS OUTLET COMMISSION			
Costs related to commission earned by pass outlets	30,000	35,000	5,000
Sub-total	30,000	35,000	5,000
5090801060 BAD DEBT EXPENSE			
Costs incurred as a result of receivables that are deemed uncollectible	100	100	-
Sub-total	100	100	-
5110101050 INTEREST EXPENSE			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	650	1,500	850
Sub-total	650	1,500	850
Total Expenses	3,732,151	4,750,613	1,018,462

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ADMINISTRATION OFFICE



ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

FUNCTIONS & RESPONSIBILITIES

The Administration Office provides a range of support functions for SunLine Transit Agency including Human Resources, Service Planning, and Community and Customer Relations.

FY 19 GOALS & OBJECTIVES

- Focus on internal recruitment efforts through use of succession planning.
- Build a leadership program focused on growing future leaders for the agency.
- Develop a customer satisfaction policy.
- Implement the use of loyalty phrases while addressing customer comments.
- Improve efficiencies and customer experience for fixed route service.
- Enhance the fixed route system by exploring other methods for providing service.

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	196,760	236,839	266,997	267,730	248,445	(19,285)
5010201610 ADMIN SALARIES-OT	454	1,185	519	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,494)	(1,803)	(2,027)	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	198,733	116,784	156,715	147,619	194,640	47,021
5030300001 BENEFIT MANAGEMENT EXPENSES	8,082	1,489	2,873	14,150	14,150	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	(108)	-	-	-	-	-
5030300003 MEDICAL-EXAMS AND TESTING	46,797	37,667	45,204	19,000	23,000	4,000
5030400000 TEMPORARY HELP SERVICES	20,913	29,937	6,602	10,000	10,000	-
5039900003 PRINTING EXPENSE	1,771	1,691	-	2,500	5,000	2,500
5049900000 HR TRAINING	4,888	2,079	52	500	1,500	1,000
5049900001 OFFICE SUPPLIES	2,702	3,078	2,493	3,500	3,500	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,498	3,082	2,683	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING	2,926	2,581	3,542	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE	13,003	13,596	14,895	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	-	695	1,306	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	20,721	25,758	6,288	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION	8,356	12,363	1,199	6,000	11,000	5,000
5090800125 TUITION REIMBURSEMENT	6,223	5,684	18,629	21,000	20,000	(1,000)
5099900004 CONSULTING-HR	-	-	36,750	24,500	88,400	63,900
Total Expenses	532,225	492,704	564,721	561,320	670,258	108,938

Notes

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

EXPENSE BUDGET SUMMARY - COMMUNITY & CUSTOMER RELATIONS (DIV 45)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	234,380	249,743	252,570	275,609	270,157	(5,452)
5010201610 ADMIN SALARIES-OT	866	3,851	3,144	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	214,924	204,009	180,211	205,571	212,223	6,652
5030303240 CONTRACTED SERVICES	119,400	148,444	70,395	97,000	85,000	(12,000)
5030303260 ADVERTISING	29,364	37,736	51,984	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE	11,755	9,390	5,174	6,500	6,500	-
5030303271 MUSIC FESTIVAL	17,720	17,991	-	-	18,000	18,000
5030303280 CITY REVENUE SHARING	7,750	7,988	1,519	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	2,241	10,241	17,213	-	-	-
5039900003 PRINTING EXPENSE	71,168	61,182	62,449	80,000	80,000	-
5049900001 OFFICE SUPPLIES	2,437	7,191	2,346	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE	-	-	22,912	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	11,710	12,195	2,070	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING	2,452	4,740	53	5,000	3,000	(2,000)
Total Expenses	726,166	774,701	672,039	765,953	748,480	(17,473)

EXPENSE BUDGET SUMMARY - SERVICE PLANNING (DIV 49)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	210,512	197,189	275,219	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	315	1,957	2,163	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	172,693	151,505	177,577	228,118	277,374	49,256
5030200010 CONSULTING	90,188	132,794	13,454	75,000	145,700	70,700
5030400000 TEMPORARY HELP SERVICES	4,528	4,889	-	-	-	-
5039900010 RIVERSIDE COMMUTERLINK EXPENSES	30,385	25,368	900	5,000	5,000	-
5049900001 OFFICE SUPPLIES	1,205	1,029	1,522	1,500	1,500	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	5,575	5,907	-	-	-
5090200001 TRAVEL TRAINING	8,418	-	-	13,800	7,000	(6,800)
5090201000 EMPLOYEE EXPENSES	85	-	-	-	-	-
5099900001 STAFF DEVELOPMENT	2,940	-	-	-	-	-
Total Expenses	521,269	520,306	476,742	651,661	864,417	212,756

ADMINISTRATION OFFICE - HR, Community & Customer Relations, Planning

Division 32, 45 & 49

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Benefits Specialist	1.00	1.00	0.00
1	Chief Administration Officer	1.00	1.00	0.00
1	Chief Planning Officer	0.00	1.00	1.00
3	Customer Service Representative	3.00	3.00	0.00
1	Customer Service Supervisor	1.00	1.00	0.00
1	Deputy Chief Administrative Officer	1.00	1.00	0.00
1	Digital Information Technician	1.00	1.00	0.00
1	Front Office Receptionist	1.00	1.00	0.00
1	Human Resources Generalist	1.00	1.00	0.00
1	Human Resources Manager	1.00	1.00	0.00
1	Human Resources Technician	1.00	1.00	0.00
1	Outreach Technician	1.00	1.00	0.00
0	Planning and Rail Consultant	1.00	0.00	(1.00)
1	Public Outreach Specialist	1.00	1.00	0.00
1	Transit Communication Service Specialist	0.00	1.00	1.00
2	Transit Infrastructure Technician	1.00	2.00	1.00
1	Transit Planning Analyst	1.00	1.00	0.00
0	Transit Planning Assistant	1.00	0.00	(1.00)
1	Transit Planning Data Research Analyst	0.00	1.00	1.00
1	Transit Planning Manager	1.00	1.00	0.00
22	Total FTE's	20.00	22.00	2.00

Notes:

- Retitled Planning and Rail Consultant to Chief Planning Officer
- Added Transit Communication Service Specialist
- Added Transit Infrastructure Technician
- Transit Planning Data Research Analyst FTE replaces Transit Planning Assistant

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	267,730	248,445	(19,285)
510201610 ADMIN SALARIES-OT	1,000	2,000	1,000
5010700000 ALLOCATED SALARIES	(1,680)	(1,680)	-
5029999999 TOTAL FRINGE BENEFITS	147,619	194,640	47,021
Sub-total	414,669	443,405	28,736
5030300001 BENEFIT MANAGEMENT EXPENSE			
ACA Filing	-	800	800
CALPERS Admin Fees	12,950	12,000	(950)
OPTUM	1,200	1,350	150
Sub-total	14,150	14,150	-
5030300003 MEDICAL-EXAMS AND TESTING			
Physician services	12,900	12,900	-
VTT and licenses	6,100	10,100	4,000
Sub-total	19,000	23,000	4,000
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
Sub-total	10,000	10,000	-
5039900003 PRINTING EXPENSE			
Handbook supplements/new	150	150	-
MOU (300)	150	2,650	2,500
Promotional materials	2,200	2,200	-
Sub-total	2,500	5,000	2,500
5049900000 HR TRAINING			
Employee orientation related expenses	500	1,500	1,000
Sub-total	500	1,500	1,000
5049900001 OFFICE SUPPLIES			
Office supplies	3,500	3,500	-
Sub-total	3,500	3,500	-

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
CalChamber - HR California	1,450	-	(1,450)
CALPELRA	700	700	-
DEAC	100	-	(100)
IPMA-Human Resources	630	-	(630)
PIHRA	300	-	(300)
Review Snap	1,441	1,441	-
SHRM	380	380	-
Sub-total	5,001	2,521	(2,480)
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	4,500	4,500	-
Sub-total	4,500	4,500	-
5090201000 EMPLOYEE EVENT EXPENSE			
Employee spring event	2,000	2,000	-
Health and Benefits fair	2,850	2,500	(350)
Holiday party	10,150	8,150	(2,000)
Sub-total	15,000	12,650	(2,350)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE			
Promotional materials related to SunLine's health programs	1,500	1,500	-
Sub-total	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES			
Background checks	5,600	5,651	51
Executive Officer recruiting	10,500	5,000	(5,500)
NEOGOV	-	18,481	18,481
Recruitment ads	3,400	-	(3,400)
Relocation expenses for executive officers	-	-	-
Sub-total	19,500	29,132	9,632
5090800100 EMPLOYEE RECOGNITION			
Years of service awards for employees	6,000	11,000	5,000
Sub-total	6,000	11,000	5,000

ADMINISTRATION OFFICE - HUMAN RESOURCES DETAIL

Division 32

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5090800125 TUITION REIMBURSEMENT			
Bachelor degrees	7,500	8,000	500
Graduate level courses	13,500	12,000	(10,000)
Sub-total	21,000	20,000	(1,000)
5099900004 CONSULTING-HR			
Human Resource General Consulting	-	88,400	88,400
MRG consulting Expense	24,500	-	(24,500)
Sub-total	24,500	88,400	63,900
Total Expenses	561,320	670,258	108,938

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	275,609	270,157	(5,452)
510201610 ADMIN SALARIES-OT	2,000	5,000	3,000
5029999999 TOTAL FRINGE BENEFITS	205,571	212,223	6,652
Sub-total	483,180	487,380	4,200
5030303240 CONTRACTED SERVICES			
Annual report	8,000	8,000	-
Public relations firm	75,000	62,000	(13,000)
Website hosting and support	14,000	15,000	1,000
Sub-total	97,000	85,000	(12,000)
5030303260 ADVERTISING			
Mass printing costs	1,000	1,000	-
Print, TV, radio & social media	37,773	15,000	(22,773)
Production costs associated with exterior bus and shelter advertisements	8,500	8,500	-
Promotional items	5,500	5,500	-
Sub-total	52,773	30,000	(22,773)
5030303270 SUNLINE EVENTS EXPENSE			
Costs associated with events throughout the year	6,500	6,500	-
Sub-total	6,500	6,500	-
5030303271 MUSIC FESTIVAL			
Costs associated with the 111 Music Festival	-	18,000	18,000
Sub-total	-	18,000	18,000
5030303280 CITY REVENUE SHARING			
Cost associated with advertising in various cities	7,000	7,000	-
Sub-total	7,000	7,000	-
5039900003 PRINTING EXPENSE			
GFI	45,000	45,000	-
Rider's Guides	35,000	35,000	-
Sub-total	80,000	80,000	-

ADMINISTRATION OFFICE - COMMUNITY & CUSTOMER RELATIONS DETAIL

Division 45

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5049900001 OFFICE SUPPLIES			
Business Card Stock	250	250	-
Card Stock	600	-	(600)
Laminated Pouches	168	168	-
Laminated Rolls	682	2,582	1,900
Special Project Supplies	2,125	-	(2,125)
Toner for receptionist/customer SVC printers	4,075	-	(4,075)
Sub-total	7,900	3,000	(4,900)
5049900002 OFFICE SUPPLIES-POSTAGE			
Agency costs for postage & other mailing expenses	23,000	25,000	2,000
Sub-total	23,000	25,000	2,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS			
City Chamber Memberships	1,600	1,600	-
Costco	300	300	-
PSDRCCVA	1,200	1,200	-
Rotary	500	500	-
Sub-total	3,600	3,600	-
5090200000 TRAVEL MEETINGS/TRAINING			
Costs associated with employee training	5,000	3,000	(2,000)
Sub-total	5,000	3,000	(2,000)
Total Expenses	765,953	748,480	(17,473)

ADMINISTRATION OFFICE - SERVICE PLANNING DETAIL

Division 49

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	327,043	424,343	97,300
5010201610 ADMIN SALARIES-OT	1,200	3,500	2,300
5029999999 TOTAL FRINGE BENEFITS	228,118	277,374	49,256
Sub-total	556,361	705,217	148,856
5030200010 CONSULTING			
On-call planning services	35,000	35,000	-
Statistician	40,000	-	(40,000)
Transcription services	-	1,500	1,500
Transit planning consulting services	-	109,200	109,200
Sub-total	75,000	145,700	70,700
5039900010 RIVERSIDE COMMUTERLINK EXPENSES			
Riverside Commuterlink Expenses. Expenses for press ads (radio, print, billboards) for Commuter Link promotion	5,000	5,000	-
Sub-total	5,000	5,000	-
5049900001 OFFICE SUPPLIES			
Office supplies	1,500	1,500	-
Sub-total	1,500	1,500	-
5090200001 TRAVEL TRAINING			
Costs associated with travel such as meals & parking fees	13,800	7,000	(6,800)
Sub-total	13,800	7,000	(6,800)
Total Expenses	651,661	864,417	212,756

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

FY 19 GOALS & OBJECTIVES

- Elevate the enhancement of network and system security.
- Improve systems resiliency with disaster recovery testing.
- Conduct technology training for Agency personnel.
- Provide technical advice and support for the Agency's capital program.

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY 16 Actuals	FY 17 Actuals	FY 18 Estimates	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	121,290	121,580	161,028	176,929	165,412	(11,517)
5010201610 ADMIN SALARIES-OT	-	207	838	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(919)	(923)	(1,226)	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	96,903	135,757	109,841	106,184	113,325	7,141
5030200006 COMMUNICATIONS	135,998	195,462	171,281	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES	2,456	1,470	1,500	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	315,970	347,355	379,835	452,868	560,745	107,877
5030400000 TEMPORARY HELP SERVICES	-	-	-	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE	36,346	33,331	29,582	30,000	30,000	-
5049900001 OFFICE SUPPLIES	12,340	10,907	9,305	9,200	9,200	-
5049900010 COMPUTER SUPPLIES	17,824	13,204	14,422	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING	2,978	3,212	5,874	5,000	6,000	1,000
Total Expenses	741,186	861,563	882,280	995,551	1,140,372	144,821

PERSONNEL SUMMARY

FY 19 Physical Count	Classification	FY 18 Base FTE's	FY 19 Proposed Base FTE's	Variance
1	Assistant Information Technology Administrator	1.00	1.00	0.00
1	Desktop Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
3	Total FTEs	3.00	3.00	0.00

ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5010200500 ADMIN SALARIES	176,929	165,412	(11,517)
510201610 ADMIN SALARIES-OT	1,000	1,000	-
5010700000 ALLOCATED SALARIES	(930)	(930)	-
5029999999 TOTAL FRINGE BENEFITS	106,184	113,325	7,141
Sub Total	283,183	278,807	(4,376)
5030200006 COMMUNICATIONS			
Cellular services	120,000	120,000	-
Internet & cable	43,000	43,000	-
Pacific Light Wave for Transit Hub	-	-	-
Phone services	33,800	45,000	11,200
Sub-total	196,800	208,000	11,200
5030300009 CONTRACTED SERVICES			
Third-party IT support services	2,500	2,500	-
Sub-total	2,500	2,500	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT			
AVAIL	122,400	135,287	12,887
Barracuda Archive	7,935	6,000	(1,935)
Barracuda Email Filter	2,049	2,050	1
Cisco Device Support	9,500	8,000	(1,500)
Cloud Backup	15,500	30,000	14,500
Cummins	2,100	2,400	300
Fleet-Net	28,812	30,252	1,440
HP 3PAR Warranty	10,000	10,000	-
Lansweeper	1,300	1,300	-
Microsoft EA	58,000	71,000	13,000
New software	5,000	7,000	2,000
Remix	25,000	25,500	500
Router Support Buses		3,600	3,600
ShoreTel system support	10,420	10,941	521
Stancil	450	475	25
Syslog Watcher	275	275	-
Trapeze	130,727	137,265	6,538
Tyler		50,000	50,000
Tyler DR		9,000	9,000
Veeam	3,200	13,400	10,200
Web filtering buses	20,200	7,000	(13,200)
Sub-total	452,868	560,745	107,877

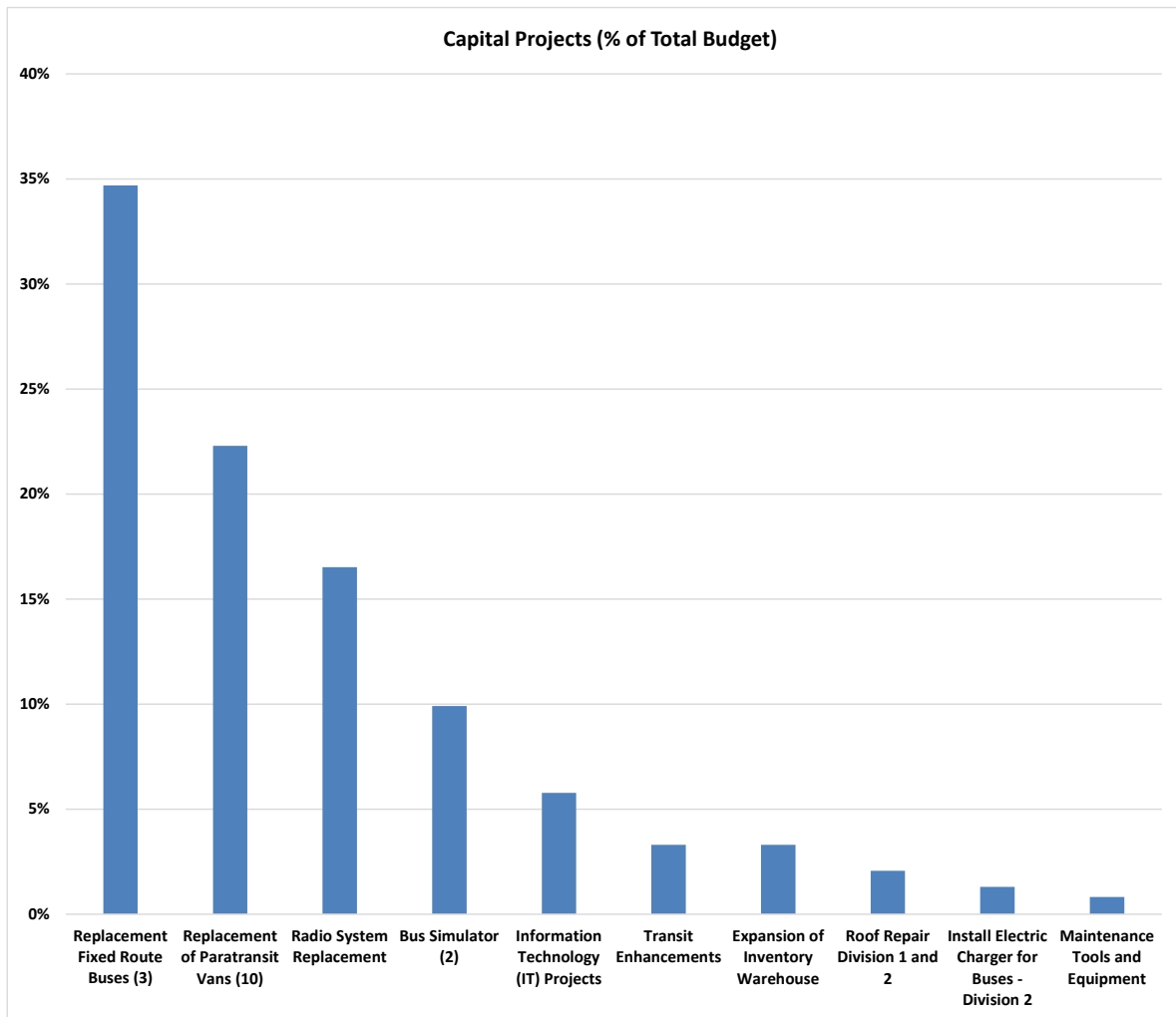
ADMINISTRATION OFFICE - INFORMATION TECHNOLOGY DETAIL

Division 42

General Ledger Code	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
5030400000 TEMPORARY HELP SERVICES			
Temporary assistance with projects and programs as they arise	-	29,120	29,120
Sub-total	-	29,120	29,120
5030500000 OFFICE EQUIPMENT MAINTENANCE			
Service & support for Agency's multi-function printers	28,500	28,500	-
Document shredding	1,500	1,500	-
Sub-total	30,000	30,000	-
5049900001 OFFICE SUPPLIES			
Copy paper	8,000	8,000	-
General office supplies	1,200	1,200	-
Sub-total	9,200	9,200	-
5049900010 COMPUTER SUPPLIES			
Computer supplies	16,000	16,000	-
Sub-total	16,000	16,000	-
5090200000 TRAVEL MEETINGS/TRAINING			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group)	5,000	6,000	1,000
Sub-total	5,000	6,000	1,000
Total Expenses	995,551	1,140,372	144,821

SUMMARY OF CAPITAL PROJECTS

There are ten (10) new capital projects requested in FY 19 at a total value of \$6,053,623. The most significant projects regarding cost include the replacement of three (3) fixed route buses, the replacement of (10) paratransit vans, and Radio System Replacement. The investments included in this capital budget are to ensure SunLine remains a quality provider of public transit service and a leader in alternative fuel technology, through the improvement and replacement of fleet, facilities/equipment, and technology.



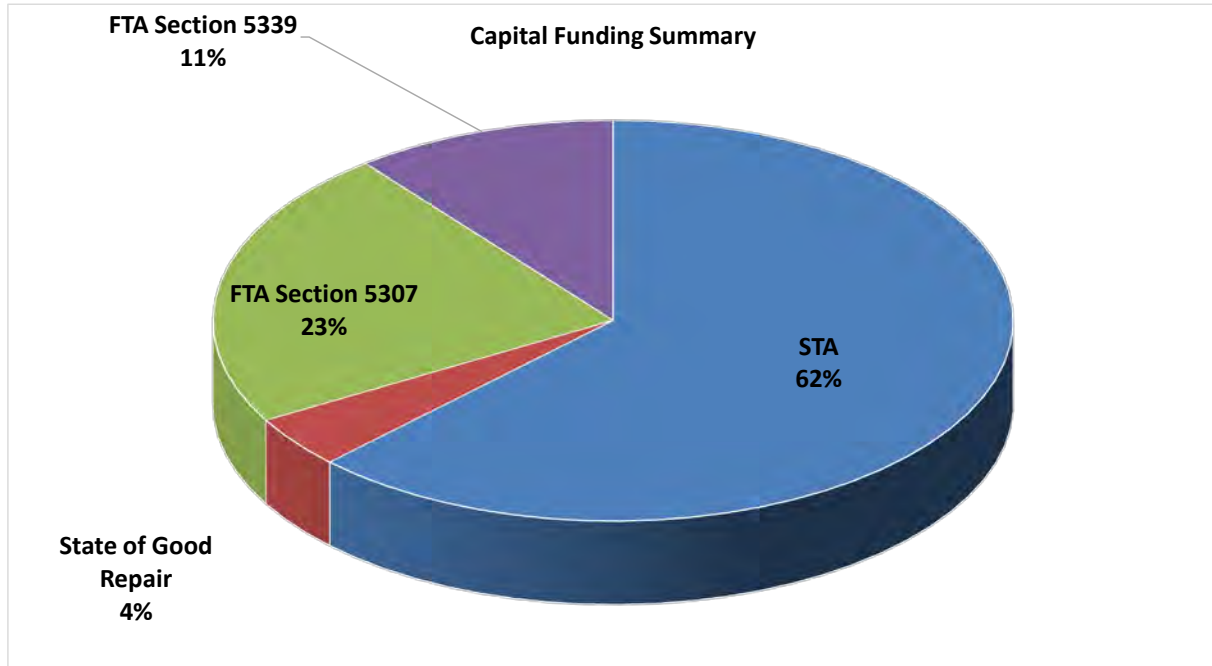
SUMMARY OF CAPITAL PROJECTS

CAPITAL BUDGET SUMMARY

Item Description	Expended Life to Date (Incl. FY 18)	FY 19 Requested Budget	Estimated Project Costs at Completion
Replacement Fixed Route Buses (3)		2,100,000	2,100,000
Transit Enhancements		200,000	200,000
Information Technology (IT) Projects		350,000	350,000
Expansion of Inventory Warehouse		200,000	200,000
Radio System Replacement		1,000,000	1,000,000
Replacement of Paratransit Vans (10)		1,350,000	1,350,000
Roof Repair Division 1 and 2		125,000	125,000
Maintenance Tools and Equipment		50,000	50,000
Install Electric Charger for Buses - Division 2		78,623	78,623
Bus Simulator (2)		600,000	600,000
TOTAL	-	6,053,623	6,053,623

FUNDING SUMMARY

SunLine Transit Agency has four (4) sources of funding for the FY 19 Capital Budget, including various Federal, State and local funding sources. These sources will fund the ten (10) capital projects included in the FY 19 Capital Budget.



Funding Source	FY 18 Approved Budget	FY 19 Proposed Budget	Variance
Air Quality Improvement Program (AQIP)	3,123,591	-	(3,123,591)
FTA Section 5307	1,566,588	1,371,949	(194,639)
FTA Section 5339	446,894	644,172	197,278
Lo or No Emission Program (LoNo)	1,519,855	-	(1,519,855)
Proposition 1B (Safety & Security)	298,909	-	(298,909)
State of Good Repair (SGR)	-	253,623	253,623
State Transit Assistance (STA)	3,450,718	3,783,879	333,161
Total Funds Requested by Fiscal Year	10,406,555	6,053,623	(4,352,932)

FY 19 PROJECTS BY FUNDING SOURCE

FY 19	STA	State of Good Repair (SGR)	FTA Section 5307	FTA Section 5339	FY 19 Proposed Budget
Replacement Fixed Route Buses (3)	420,000		1,035,828	644,172	2,100,000
Transit Enhancements	143,879		56,121		200,000
Information Technology (IT) Projects	70,000		280,000		350,000
Expansion of Inventory Warehouse	200,000				200,000
Radio System Replacement	1,000,000				1,000,000
Replacement of Paratransit Vans (10)	1,350,000				1,350,000
Roof Repair Division 1 and 2		125,000			125,000
Maintenance Tools and Equipment		50,000			50,000
Install Electric Charger for Buses - Division 2		78,623			78,623
Bus Simulator (2)	600,000				600,000
Total	3,783,879	253,623	1,371,949	644,172	6,053,623
Total FY 19 Proposed Budget					\$ 6,053,623

CAPITAL PROJECTS

Replacement of Fixed Route Buses (3)

Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Fixed Route Buses (3)	2,100,000
Total	2,100,000

Funding Sources	Type	Estimated LTD Expenses	FY 19 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	420,000	420,000
FTA Section 5307	Federal	-	1,035,828	1,035,828
FTA Section 5339	Federal	-	644,172	644,172
	Total	-	2,100,000	2,100,000
			Estimated Total Funds at Completion	2,100,000

Transit Enhancements

The enhancements of bus stop systems to improve access for all customers through modernization of bus shelters, benches, kiosks, signage, and lighting to enhance security and safety.

PROJECT TYPE:

Project Budget	Total Project Budget
Transit Enhancements	200,000
Total	200,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	143,879	143,879
FTA Section 5307	Federal	-	56,121	56,121
	Total	-	200,000	200,000
			Estimated Total Funds at Completion	200,000

CAPITAL PROJECTS

Information Technology (IT) Projects

The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.

PROJECT TYPE:

Project Budget	Total Project Budget
Information Technology (IT) Projects	350,000
Total	350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	70,000	70,000
FTA Section 5307	Federal	-	280,000	280,000
Total Funds by FY		-	350,000	350,000
			Estimated Total Funds at Completion	350,000

Expansion of Inventory Warehouse

This project will be for the construction/expansion of the inventory warehouse. As the Agency grows its fleet, additional parts are required to properly prepare for both preventative maintenance and unforeseen repairs. Additional storage space is needed to stock parts for both current and incoming vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Expansion of Inventory Warehouse	200,000
Total	200,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	200,000	200,000
Total Funds by FY		-	200,000	200,000
			Estimated Total Funds at Completion	200,000

CAPITAL PROJECTS

Radio System Replacement

The project purchases Voice over Internet Protocol (VoIP) radio system to replace current system. The new system will have the ability to monitor VoIP calls between the dispatch center, mobile workforce and revenue vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Radio System Replacement	1,000,000
Total	1,000,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,000,000	1,000,000
Total Funds by FY		-	1,000,000	1,000,000
			Estimated Total Funds at Completion	1,000,000

Replacement of Paratransit Vans (10)

Purchase of 10 vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines. The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.

PROJECT TYPE:

Project Budget	Total Project Budget
Replacement of Paratransit Vans (10)	1,350,000
Total	1,350,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	1,350,000	1,350,000
Total Funds by FY		-	1,350,000	1,350,000
			Estimated Total Funds at Completion	1,350,000

CAPITAL PROJECTS

Roof Repair Division 1 and 2

The project will allow SunLine to repair and improve roofing of existing buildings at the Thousand Palms and Indio divisions. The project will allow for continued safety and security of staff and the general public.

PROJECT TYPE:

Project Budget	Total Project Budget
Roof Repair Division 1 and 2	125,000
Total	125,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	125,000	125,000
Total Funds by FY		-	125,000	125,000
			Estimated Total Funds at Completion	125,000

Maintenance Tools and Equipment

This project purchases major replacement tools, equipment and parts used in routine vehicle maintenance. Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.

PROJECT TYPE:

Project Budget	Total Project Budget
Maintenance Tools and Equipment	50,000
Total	50,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	50,000	50,000
Total Funds by FY		-	50,000	50,000
			Estimated Total Funds at Completion	50,000

CAPITAL PROJECTS

Install Electric Charger for Buses – Division 2

Project will install electric charging stations at SunLine’s Indio division. By installing charging stations at Division 2, the Agency will increase efficiency by cutting down deadhead time and increase productivity of daily bus operations.

PROJECT TYPE:

Project Budget	Total Project Budget
Install Electric Charger for Buses – Division 2	78,623
Total	78,623

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State of Good Repair (SGR)	State	-	78,623	78,623
Total Funds by FY		-	78,623	78,623
Estimated Total Funds at Completion				78,623

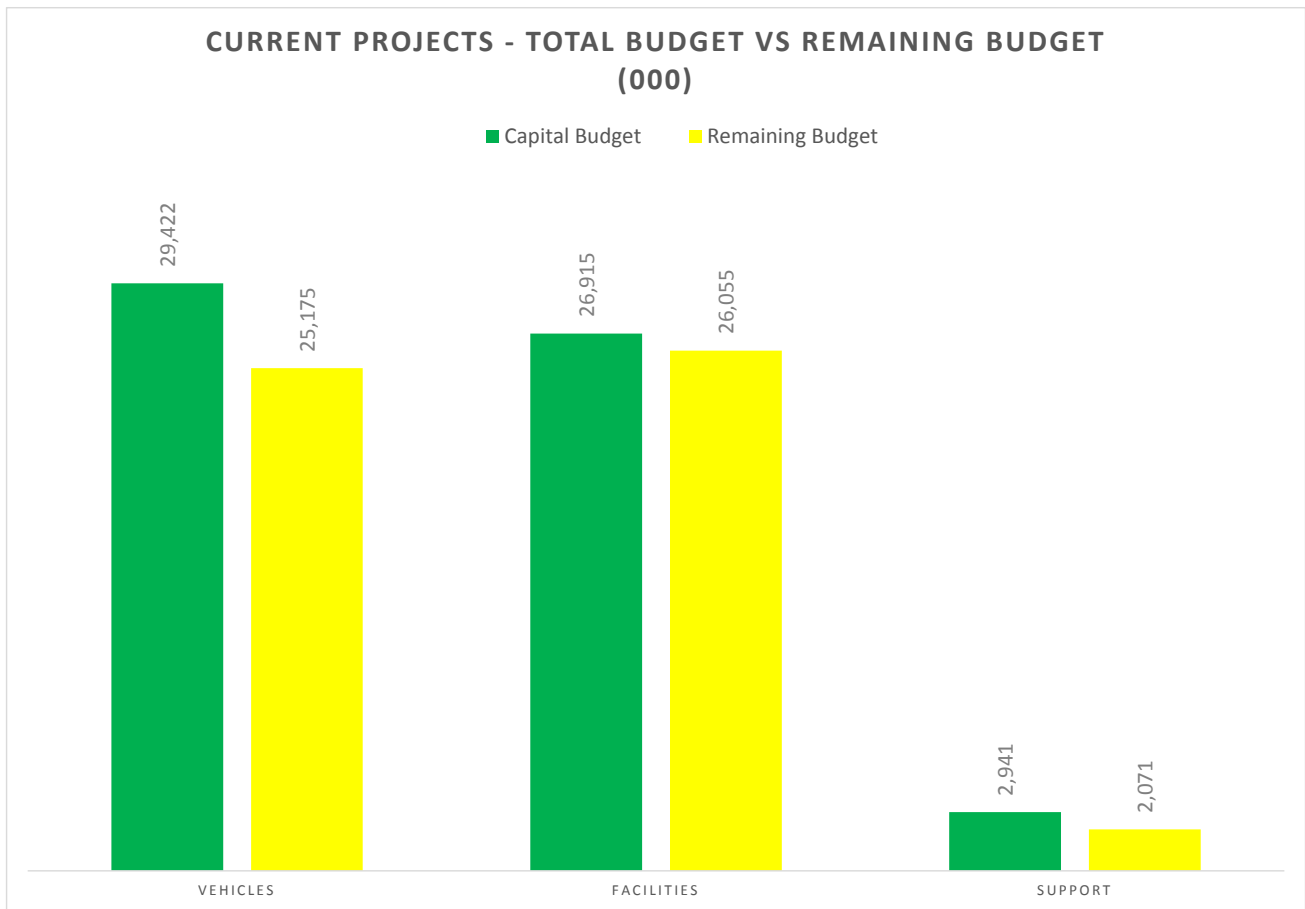
Bus Simulator (2)

PROJECT TYPE:

Project Budget	Total Project Budget
Bus Simulator (2)	600,000
Total	600,000

Funding Sources	Type	Estimated LTD Expenses	FY 18 Proposed Budget	Total Funds at Completion
State Transit Assistance (STA)	State	-	600,000	600,000
Total Funds by FY		-	600,000	600,000
Estimated Total Funds at Completion				600,000

SUMMARY OF CURRENT CAPITAL PROJECTS



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SunLine Transit Agency
32-505 Harry Oliver Trail
Thousand Palms, CA 92276
760.343.3456 / sunline.org

SunLine Transit Agency

DATE:	June 20, 2018	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Dean Holm, Superintendent of Facility Maintenance	
RE:	Contract for Indio Yard Repaving and Site Improvements	

Recommendation

Staff recommends that the Board of Directors grant authority to the CEO/General Manager to execute a contract with Granite Construction not to exceed \$495,495 for repaving and improvements of the Division 2 bus yard and public fueling island, upon approval as to form by legal counsel.

Background

SunLine's Division 2 bus yard and public fueling island are in need of repaving. An engineering firm, Heptagon Seven, was contracted to provide engineered drawings, specifications and bidding documents for repaving and improvements (asphalt and concrete) of the Indio Facility. The fueling island will receive a new entrance and drive to better serve the bus stop and public fueling services. The bus yard will receive extended concrete areas to construct travel paths and service areas with new asphalt and striping in the bus area.

The work included in this project will improve water runoff from bus washing and storm water events in the bus yard. The bus stop and fueling station will have improved access and provide upgrades for the comfort of the public.

On March 20, 2018, ten (10) potential vendors were solicited, in addition to being advertised on SunLine's website and the local newspaper, the Desert Sun. On March 29, 2018, three (3) potential vendors were in attendance at the pre-bid site visit. On April 20, 2018, one (1) individual bid was received from Granite Construction.

Financial Impact

The financial impact of \$495,495 was budgeted in the FY 2013/14 SRTP utilizing funds from the Federal Transportation Administration 5307 grant.

Solicitation List

Cooley Construction, Inc.
17525 Eucalyptus St. Suite G
Hesperia, CA 92345
760-948-8400
rnye@cooleyconstruction.net

Granite Construction, Inc.
3800 Monroe St
Indio, CA
760-578-3215
carleycechin@gcinc.com

Dateland Construction, Co.
83801 Avenue 45
Indio, CA 92201
Ph.760-342-2999
Fax. 760-342-5444 (THEY WANT IFB FAXED)
dchuck@datelandconstruction.com
e.martinez@meredithandsimpson.com

Matich Corporation
1596 Harry Shepard Blvd,
San Bernardino, CA 92408
909-382-7400
mhickman@matichcorp.com

Riverside Construction Co
4225 Garner Rd,
Riverside, CA 92501
951-682-8308
Brian Pim
estimating@rivconstruct.com

Pm 10 Inc.
73-660 Hwy 111, Suite 4
Palm Desert, CA 92260
Chris Carroll
chris@pm10.com

JH Thompson & Sons Inc
79607 Country Club Dr. #2
Bermuda Dunes, CA 92203
Melissa
jjhtsons@aol.com

GL Gayler Construction Co.

PO Box 403,
Thermal CA 92274
760-3995308
gaylerconst@aol.com

Jacobsson

PO Box 14430
Palm Desert, CA 92255
760-353-8700
bids@jacobssoninc.com

J. Cardenas Inc.

(760) 955-8441
daniel@jcardenas.com
javier@jcardenas.com

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Eric Vail, General Counsel

RE: [Second Amendment to CEO/GM Employment Agreement](#)

Recommendation

Recommend that the Board of Directors approve an amendment to Chief Executive Officer/General Manager Lauren Skiver's ("Skiver") employment agreement to increase her base compensation by five (5) percent.

Background

On June 28, 2017, SunLine and Skiver entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Ms. Skiver as its CEO/General Manager.

On September 27, 2017, SunLine and Skiver amended the Agreement to provide for a three (3) percent increase to Ms. Skiver's base compensation.

SunLine now desires to further amend the Agreement to provide for a five (5) percent increase to Ms. Skiver's base compensation and to clarify her ability to work remotely on occasion.

Financial Impact

The estimated financial impact of the aforementioned recommendation is an increase of \$10,851.99 per year.

SECOND AMENDMENT TO CEO/GENERAL MANAGER EMPLOYMENT AGREEMENT

This Second Amendment to CEO/General Manager Employment Agreement ("Second Amendment"), is hereby entered into this 20th day of June, 2018 by and between the SunLine Transit Agency, a California Joint Powers Authority ("STA"), SunLine Services Group, a California Joint Powers Authority ("SSG") (Collectively referred to herein as "SunLine"), and Lauren Skiver, an individual ("Employee"). STA, SSG & Employee are collectively referred to hereinafter as the "Parties."

RECITALS

- A. On June 28, 2017, SunLine and Employee entered into a CEO/General Manager Employment Agreement ("Agreement"), by which SunLine continued the services of Employee as its CEO/General Manager; and
- B. On September 27, 2017 SunLine and Employee amended the Agreement to provide an increase to Employee's base compensation approved by the SunLine Board.
- C. SunLine and Employee desire to amend the Agreement further to provide for an increase of five percent (5%) to Employee's base compensation and clarify Employee's ability to work remotely on occasion as approved by the SunLine Board.

OPERATIVE PROVISIONS

NOW, THEREFORE, in consideration of the promises made and recited herein, the parties do hereby enter into this Second Amendment which modifies and amends the Agreement as follows:

1. **AMENDMENT.** Section 1.5 of the Agreement is hereby amended to read as follows:

"Hours of Work/Exempt Status. SKIVER shall devote the time necessary to adequately perform her duties as CEO/General Manager. The PARTIES expect that a minimum of forty hours per workweek during regular business hours, as well as additional time outside of the normal business hours, will be required to satisfy this requirement. Toward that end, SKIVER shall be allowed reasonable flexibility in working remotely, on an occasional basis, and in setting her own office hours, provided that SKIVER provides adequate onsite presence, availability, and responsiveness to the BOARD, SUNLINE staff, and members of the community, during normal SUNLINE business hours, provided that neither the flexibility in work hours nor remote work location has an adverse effect on the performance of SKIVER's duties or her conduct of SUNLINE's business. SKIVER will contemporaneously inform the chairperson of the BOARD prior to any occasion SKIVER exercises the option to work remotely. SUNLINE has determined based on

the actual duties performed, that the position of CEO/General Manager is an exempt position under applicable California and federal wage and hour law. SKIVER's compensation (whether comprised of salary or benefits or other allowances) is not based on hours worked and SKIVER shall not be entitled to any compensation for overtime hours worked."

2. AMENDMENT. Section 2.1 of the Agreement is hereby amended to read as follows:

"Base Salary. SKIVER shall receive an annual base salary of two hundred twenty seven thousand, four hundred twenty-seven dollars and twenty cents (\$227,427.20) paid according to the payroll schedule in place for SUNLINE employees who are paid bi-weekly. During the term of this Agreement, SKIVER's compensation shall not be subjected to any reductions as the result of any change to the composition of SUNLINE, including, but not limited to, the dissolution of SSG or SunLine Regulatory Agency."

3. GENERAL PROVISIONS.

3.1 Remainder Unchanged. Except as specifically modified and amended in this Second Amendment, the Agreement remains in full force and effect and binding upon the Parties.

3.2 Integration. This Second Amendment consists of pages 1 through 3 inclusive, which constitute the entire understanding and agreement of the Parties and supersedes all negotiations or previous agreements between the Parties with respect to all or any part of the transaction discussed in this Second Amendment.

3.3 Effective Date. This Second Amendment shall not become effective until the date it has been formally approved by Sunline and executed by the appropriate authorities of Sunline and Employee.

3.4 Applicable Law. The laws of the State of California shall govern the interpretation and enforcement of this Second Amendment.

3.5 References. All references to the Agreement include all their respective terms and provisions. All defined terms utilized in this Second Amendment have the same meaning as provided in the Agreement, unless expressly stated to the contrary in this Second Amendment.

IN WITNESS WHEREOF, the Parties hereto have executed this Second Amendment to the Agreement on the date and year first written above.

SUNLINE:

SunLine Transit Agency

By: _____
Russell Betts, Chairman of the Board
STA/SSG

APPROVED AS TO FORM

Eric S. Vail, General Counsel

Employee:

Lauren Skiver

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Board of Directors

FROM: Stephanie Buriel, Chief Administrative Officer

RE: Review and Discussion of the [Draft FY2018/19 Short Range Transit Plan \(SRTP\)](#)

Recommendation

Staff recommends that the Fiscal Year 2018/2019 Short Range Transit Plan (SRTP) be approved by the Board of Directors.

Background

For each financial year, staff is required to develop an SRTP for the Agency. This document is a three year planning document, outlining the Agency's service operating plan and capital projects along with a financial plan. The first year of the plan is developed for approval at the same time the Agency budget is approved. The second and third year plans documented in the SRTP are provided for planning purposes only.

The SRTP is subject to approval by the Board of Directors of SunLine Transit Agency. Additionally, the Riverside County Transportation Commission (RCTC) is responsible, by statute (PUC 130303), for approving the SRTP.

Financial Impact

The financial impact of the SRTP is reflected in the SunLine Transit Agency Fiscal Year 2018/2019 budget.



SunLine
TRANSIT AGENCY

SHORT RANGE TRANSIT PLAN
FY 2018/2019 | FY 2020/2021

BOARD OF DIRECTORS

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



Russell Betts, City of Desert Hot Springs



Troy Strange, City of Indio



Greg Pettis, City of Cathedral City



Emmanuel Martinez, City of Coachella



V. Manuel Perez, County of Riverside District 4



Ty Peabody, City of Indian Wells



Robert Radi, City of La Quinta



Kathleen Kelly, City of Palm Desert



Lisa Middleton, City of Palm Springs



G. Dana Hobart, City of Rancho Mirage

SUNLINE ORGANIZATIONAL STRUCTURE

The executive managers of SunLine Transit Agency are as follows:



Lauren Skiver, Chief Executive Officer/General Manager



Rudy LeFlore, Chief Project Consultant



Tommy Edwards, Chief Performance Officer



Alton Hillis, Chief Financial Officer



Peter Gregor, Chief Safety Officer



Stephanie Buriel, Chief Administrative Officer



PREPARED BY SUNLINE STAFF



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GLOSSARY OF ACRONYMS

ADA – Americans with Disabilities Act

APTA – American Public Transit Association

ARB – California Air Resources Board

ATP – Active Transportation Plan

AVL – Automated Vehicle Locator

Caltrans – California Department of Transportation

CARB – California Air Resources Board

CMAQ – Congestion Mitigation and Air Quality

CNG – Compressed Natural Gas

COA - Comprehensive Operational Analysis

DOT – United States Department of Transportation

FAST Act – Fixing America’s Surface Transportation Act

FHWA – Federal Highway Administration

FTA – Federal Transit Administration

FTIP – Federal Transportation Improvement Program

FY – Fiscal Year

GFI – GFI Genfare

GGE – Gas Gallon Equivalent

GHG – Greenhouse Gases

HVIP – Hybrid and Zero Emission Truck and Bus Voucher Incentive Project

LCTOP – Low Carbon Transit Operations Program

LTF – Local Transportation Fund

MOU – Memorandum of Understanding

MPO – Metropolitan Planning Organization

NTD – National Transit Database

PMI – Preventive Maintenance Inspection

PTMISEA – Public Transportation Modernization, Improvement, and Service Enhancement Account

RCTC – Riverside County Transportation Commission

RTP – Regional Transportation Plan

SCS – Sustainable Communities Strategy

STA – State Transit Assistance Fund

TDA – California’s Transportation Development Act

TIP – Transportation Improvement Program

TOD – Transit Oriented Development

UZA – Urbanized Area

ZEB – Zero Emission Bus



EXECUTIVE SUMMARY

The Short Range Transit Plan (SRTP), updated annually, covers Fiscal Years 2019 to 2021. The SRTP is a mandatory fiscal, planning and regulatory document for SunLine Transit Agency.

The SRTP is intended to serve three purposes:

1. Identifies the transit services and capital improvements required to meet the transit needs of SunLine Transit Agency over a three year period and the proposed sources of funding to carry out the plan.
2. Serves as a management tool to guide activities over the next year.
3. Provides justification for operating and capital assistance for grant applications to be submitted to state and federal funding agencies.

Mission Statement

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

The Riverside County Transportation Commission (RCTC) is responsible by statute for developing and approving a Short Range Transit Plan (SRTP) for Riverside County (PUC 130303). SunLine and other Riverside County transit operators prepare the plans for their respective agency. Once RCTC approves and adopts the SRTP, the operators are charged with following through with implementation of the plans. Any deviation from the plan must be reported to RCTC (PUC 130057), and if the change is substantive, a plan amendment must be approved by RCTC. The allocation of funds for the upcoming fiscal year is based on approved SRTP. Beyond the requirements, the SRTP is an opportunity for SunLine Transit Agency to gather important data in a single document and develop strategic plans for the next three years.

RELATIONSHIP OF THE SRTP TO OTHER PLANS, PROJECTS, AND ACTIONS

The SRTP provides a summary of and direction to other planning documents. It incorporates SunLine's goals and service standards, operating and capital budgets, service plan, and facility plan. At the same time, it is designed to give direction to future service planning activities and capital projects. The SRTP will reflect the FY 2019 operating and capital budget adopted by the Board of Directors.

Guiding Framework

The Board and staff are seeking to make smart transit investments that will help SunLine expand the mobility options offered to the communities it serves. As SunLine looks to grow its ridership and make strategic investments, it must continue to manage its fiscal challenges, while investing in the overarching management of SunLine's bus and paratransit system.

In 2018, SunLine embarked on a process to rethink and reinvigorate transit services in the Coachella Valley. This process recognized SunLine's role as a mobility manager for the Coachella Valley and expanded the Agency's work to improve performance in the context of its fiscal and organizational health.

Financial Stability

The national decreasing ridership trend for fixed route transit continues to impact the Agency's financial stability. The proposed operating and capital budgets for FY 2019 are \$38,900,991 and \$6,053,623, respectively, which represents an operating budget increase of 11.53% over the previous fiscal year. The majority of the costs associated with the increase can be attributed to wages and benefits associated with the Memorandum of Understanding (MOU) for represented employees under a collective bargaining agreement. In addition, SunLine is adding a Quick Bus to the Line 111 to help improve frequency and performance, and launching a SunRide ride share program. SunLine continues to identify ways to strengthen its overall financial position in order to continue to serve a diverse community of transit users.

Ridership

In Fiscal Year 2016/2017, SunLine Transit Agency served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3.4 million miles and 238,374 hours of revenue service.

Customer growth on SunLine's paratransit saw a small increase. In FY 2016/2017, SunLine served 164,802 passengers, a 0.5% increase from FY 2015/2016.

Demographics

As Riverside County continues to grow, more and more of that growth is expected to be concentrated in the Coachella Valley and eastern county. According to the Southern California Association of Governments (SCAG) projects there will be 581,300 people in the Coachella Valley in 2020, a 38% increase in population between 2008 and 2020. Seniors will see the highest percentage of growth. Increases in the senior population will continue to add a financial and resource cost for SunLine, due to anticipated increases in Paratransit services. By modernizing and improving the current eligibility process, SunLine seeks to control increasing paratransit costs.

OPERATING PLAN AND BUDGET

The SRTP's one-year operating plan includes a number of assumptions that drive proposed initiatives, described below.

Fixed Route Bus

Fixed route ridership is estimated to decline at a rate of 5.4 percent in FY 2018/2019. This assumption is based on recent ridership patterns. The ridership decrease in this SRTP is conservative for the purposes of projecting the operational budget. In contrast, strategic planning initiatives launching in the first half of FY 2018/2019 will focus the organization to "move the needle" on key metrics that drive SunLine's long-term success.

Total passenger fare revenue is expected to reach \$2.6M in FY 2018/2019 compared to the estimated \$2.9M in FY 2017/2018.

Paratransit

Operating costs for paratransit services are expected to increase, the ultimate cost per passenger trip on these modes is higher than other transit modes. Service levels are expected to coincide with ridership decreases. These assumptions are based on recent ridership patterns, revised No-Show policy as well as changes to the certification process that are still ongoing.

Capital Improvement Program

The Capital Improvement Program for FY 2018/2019 focuses on continuing SunLine's investment in an alternative fuel technology fleet, facilities and construction of a new operations building. The three-year plan assumes a \$15,250,623 capital program dependent on internal and external funding from federal, state, regional, and local sources.

Key components of the Capital Plan, beyond ongoing maintenance needs, include:

- Vehicle replacement

- Vehicle expansion
- Facility and systems improvements
- Operational improvements and enhancements
- Information technology

Looking Ahead: Planning Service Changes and New Initiatives

In FY 2018/2019, SunLine will focus on strengthening its existing services and piloting new mobility services to invest in the development of advanced transit scheduling expertise in-house, to enhance SunLine's ability to create efficient transit schedules to better serve customers without increasing operating costs. SunLine will also focus on improving its most successful trunk routes. Lines 14, 30, and 111 together account for 64% of all daily boardings. Improving these services will increase farebox revenue on the entire network. Additionally, SunLine is exploring the possibility of providing service to the Coachella Valley Art and Music Festival, Stagecoach Festival and realignment of Line 70 or 111 to stop near the BNP Paribas Open.

The transportation industry is undergoing massive transformation, and SunLine is studying ways to improve and change its service model in order to remain competitive and continue to provide valued service to the community. In light of declining ridership and reduced funding, SunLine is undergoing a planning study to evaluate new service models that may enable SunLine to cost-effectively serve the Coachella Valley. SunLine will respond to declining ridership and development patterns, including shared, on-demand mobility services. SunLine will continue to evaluate existing services for modifications, reductions, and/or discontinuation. The planning study will help SunLine prepare for a range of uncertain funding scenarios and will include community and Board consultation throughout the process.

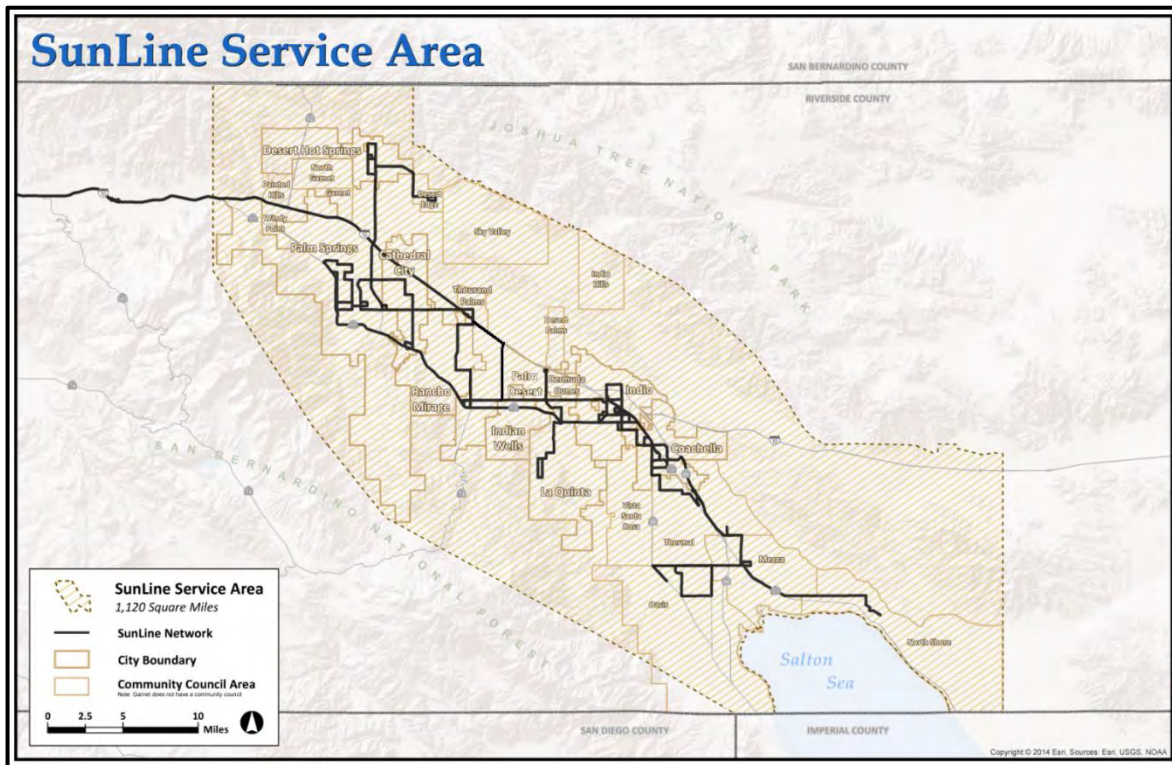
CHAPTER 1: SYSTEM OVERVIEW

This chapter outlines major features of SunLine’s system. The chapter describes the geography of the SunLine service area and outlines the bus service SunLine provides, population profile, current and proposed fare structure, revenue fleet, existing and planned facilities and coordination between agencies.

DESCRIPTION OF SUNLINE SERVICE AREA

SunLine’s service area encompasses 1,120 square miles of the Coachella Valley from the San Geronio Pass in the west to the Salton Sea in the southeast. The Agency’s service area is located approximately 120 miles east of downtown Los Angeles and 60 miles east of the Inland Empire cities of Riverside and San Bernardino. SunLine’s service area is shown in Figure 1.1. Service is provided to the cities of Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs and Rancho Mirage. Service is also provided to the unincorporated Riverside County communities of Bermuda Dunes, Desert Edge, Mecca, North Shore, Oasis, Thermal and Thousand Palms.

FIGURE 1.1 SUNLINE SERVICE AREA



POPULATION PROFILE AND DEMOGRAPHIC PROJECTION

The population of the Coachella Valley is 443,401 and continues to grow at a healthy pace (U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates). A large population of seasonal residents visit the Coachella Valley in the winter season or longer and report a hometown outside of the area.

The Coachella Valley is a high growth area. Riverside County is the tenth largest county in the nation in terms of population. Lower home prices and new job opportunities have fueled migration. A leading cause of the county's growth in the last decade has been migration from elsewhere. Census data shows that approximately 38 percent of the population increase is from people moving to Riverside County.

As Riverside County continues to grow, more and more of that growth is expected to be concentrated in the Coachella Valley and eastern county. Coachella Valley continues to develop to meet the needs of residents with a broad range of amenities, public facilities and programs.

From 2000 to 2014, the Coachella Valley population grew from 309,530 to 443,401, for a net gain of 133,871 people, or 43%, including adjustments based on the Census Bureau's 2013 American Community Survey. The Coachella Valley's 43% increase in population from 2000 to 2014 was much faster than the Inland Empire (34%), the U.S. (12.5%) and California (13%).

The Southern California Association of Governments (SCAG) projects there will be 581,300 people in the Coachella Valley in 2020, a 38% increase in population between 2008 and 2020.

Projected growth rates vary significantly across SunLine's service area and not all communities are anticipating significant growth. From 2000 to 2014, the city of Indio led the Coachella Valley in growth, followed by La Quinta and Desert Hot Springs. Each of these cities has land to develop. The unincorporated areas of the valley are expected to see half of all the population growth between 2008 and 2035. SCAG anticipates that much of this expansion in unincorporated areas will take place north of Interstate 10 and in the areas south and west of the city of Coachella.

Growth within Palm Springs and Palm Desert is expected to occur at a rate that is less than half that of the Coachella Valley as a whole. Growth generates an increased demand for municipal services, including transit, and development patterns can significantly affect the cost and efficiency of providing those services. In areas where development includes low density or outlying communities, existing services can be impacted to a greater degree than if development occurs within a core service area.

Figure 1.2 presents growth projections as forecast by SCAG in 2013 for jurisdictions within SunLine's service area. The figure also illustrates the relative share of growth anticipated for each jurisdiction, in comparison to the Coachella Valley as a whole.

FIGURE 1.2 GROWTH PROJECTIONS FOR JURISDICTIONS IN THE SUNLINE SERVICE AREA

	2008 Population	2020 Population	2035 Population	% Growth in Pop. from 2008 to 2035	% of Total Pop. Growth in Coachella Valley
Cathedral City	50,200	57,000	64,600	29%	3%
Coachella	38,200	70,200	128,700	237%	21%
Desert Hot Springs	25,200	43,500	58,100	131%	8%
Indian Wells	4,800	5,500	5,800	21%	0%
Indio	73,300	91,500	111,800	53%	9%
La Quinta	36,100	41,600	46,300	28%	2%
Palm Desert	47,100	52,100	56,800	21%	2%
Palm Springs	43,400	48,900	56,100	29%	3%
Rancho Mirage	16,900	18,800	22,900	36%	1%
Unincorporated Areas	87,500	152,200	308,600	253%	51%
Total:	422,700	581,300	859,700		100%

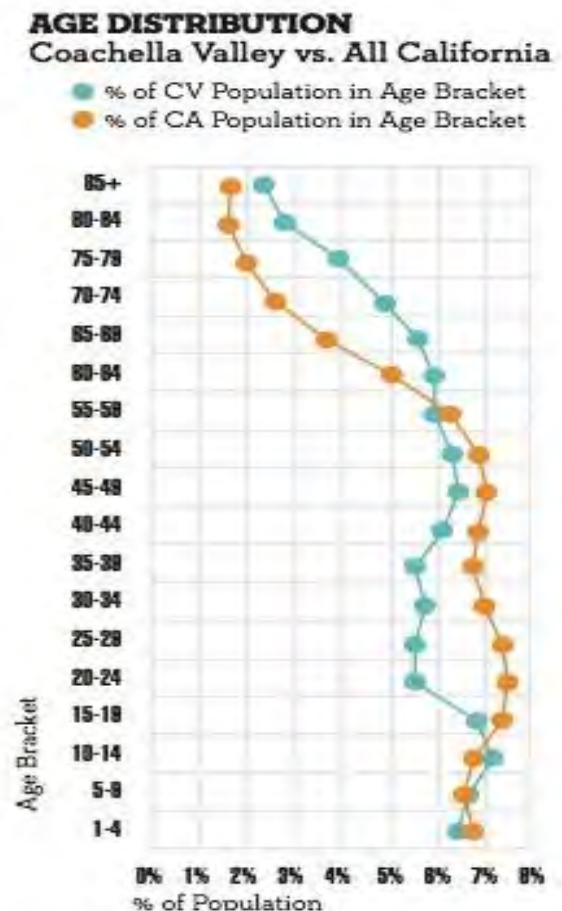
SOURCE: SOUTHERN CALIFORNIA ASSOCIATION OF GOVERNMENTS 2013

State figures show that Riverside County will lead California in terms of growth rate. Between 2010 and 2060, Riverside County’s population is expected to expand by 92 percent, with the Coachella Valley growing at a higher rate than the rest of the county. Seniors will see the highest percentage of growth. In the Coachella Valley, 25.5 percent of residents are older than 60, while the state shows 17.5 percent.

The senior population has different wants and needs than younger individuals. For example, an area of retirees typically requires more paratransit service than fixed route bus service. An increase in the senior population will greatly increase ADA paratransit costs, adding a financial and resource cost for SunLine. As shown in Figure 1.3 to the right, the blue line shows the percentage of the Coachella Valley population in different age brackets, divided into five-year increments, while the orange line shows the measurement for the entire state.

In addition, SunLine experiences a high influx of seasonal residents. Seasonal roadway congestion is serious enough to impact transit-running times.

FIGURE 1.3 AGE POPULATION



FIXED ROUTE SERVICE OVERVIEW

SunLine's local fixed route network, SunBus, consists of sixteen (16) routes, including three (3) trunk routes, eleven (11) local routes connecting the Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line from Desert Hot Springs to Palm Desert and one (1) Regional Commuter Route operating between Palm Desert and Riverside. The SunBus and Commuter Link 220 lines are summarized in Figure 1.4.

The service is designed to meet an array of travel needs that connect neighborhoods to jobs, schools, shopping and other destinations. The amount of service available is limited by the level of funding available for transit in the local service area.

In Fiscal Year 2016/2017, SunLine Transit Agency served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3.4 million miles and 238,374 hours of revenue service.

SunLine updated the SunLine Service Standards Policy, with an adoption date of October 2017. The policy classifies each route in the SunLine transit network into three tiers that define the service level and performance expectation for each service.

SunLine's proposed principal service types are trunk routes, local routes, and market-based routes. Service types are defined in part operationally and in part by the land use characteristics of their corridors. Service effectiveness is evaluated by service type.

Trunk Routes – These are highly traveled corridors serving a variety of trip purposes and connect a variety of regional destinations. Trunk routes comprise the backbone of the network linking major communities. Examples include Line 111 with a 20-minute headway seven days a week, which travels from Palm Springs to Coachella; Line 14 between Desert Hot Springs and Palm Springs; and Line 30 between Cathedral City and Palm Springs. Lines 14 and 30 operate with 20-minute frequencies on weekdays.

Local Routes – Local routes are secondary routes that connect to the trunk routes and supplement the SunBus network. These connector and feeder routes include Lines 15, 21, 24, 32, 54, 70, 80, 81, 90, 91, and 95. Local routes operate in areas with less density and lower demand. Local routes have consistent service throughout each day, frequencies of 60-minutes or better, and frequent stops for passengers to access as many destinations as possible. An exception to the above frequency is the North Shore Line 95 rural service that operates six round trips weekdays and weekends between Indio, Coachella, Mecca, and North Shore. Line 20 and 21 also has limited service that operates on weekdays only.

Market-Based Services – Tailored to serve specific market segments at specific times of the day, including supplemental service such as school trippers, market-based routes have flexible routing and schedules that may vary throughout the day and week, and are designed to meet specific market targets. Examples are the Commuter Link 220, operating three westbound trips from Palm Desert to Riverside with three return eastbound trips weekdays.

Additionally, Bus Rapid Transit (BRT) or express bus service is currently under study. Presently, Line 111 takes close to an hour and half to travel between Palm Springs and Indio, and close to two hours to travel between Palm Springs to Coachella. A BRT or express service would reduce travel time and operating costs and support increased ridership.

SunLine's existing Service Standards Policy also defines minimum service frequencies and spans deemed sustainable in the context of past funding levels. Due to the uncertain funding climate, declining ridership, and the emergence of promising new technologies, SunLine will revisit existing route alignments, including minimum service frequencies and spans, in consultation with the community and Board.

FIGURE 1.4 SUMMARY OF SUNLINE FIXED ROUTE TRANSIT SERVICES, JANUARY 2018

Route	Route Classification	Major Destinations	Cities/Communities Served	Connections
14	Trunk	Shopping, Schools, DMV, Employment Center, Library, Senior Center	Desert Hot Springs and Palm Springs	15, 20, 24, 30 & 111
15	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	14
20	Local	Shopping, Senior Center, Library, Community Center, Schools	Desert Hot Springs, Rancho Mirage, Palm Desert	14, 15, 32, 54, 111, Link 220 & Amtrak
21	Local	Shopping, Medical, Library, City Hall, School, College, and Mall	Desert Hot Springs, Palm Desert	14, 15, 32, 54, & 111
24	Local	Shopping, Medical, Library, Social Services, Theaters	Palm Springs	14, 30, 32, 111 & MBTA
30	Trunk	Shopping, Schools, Medical, Library, Senior Center, Airport, Court House, Social Security, Theaters, and Public Social Services	Palm Springs and Cathedral City	14, 24, 32, 111 & MBTA
32	Local	Shopping, School, College, Medical, Theaters, Mall and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	20, 24, 30, 54, 111, Link 220 & Amtrak
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	20, 32, 111, Link 220 & Amtrak
70	Local	Shopping, Schools, Theaters and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	111 & Amtrak
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, Hospital	Indio	54, 81, 90, 91 & 111
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 90, 91, 111 & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	54, 80, 81, 91 & 111
91	Local	Shopping, College, Schools, Community Center, and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90 & 111
95	Local	Shopping, College, Community Center, Medical and Schools	Indio, Coachella, Mecca and North Shore	90, 91 & 111
111	Trunk	Hospital, Medical, Shopping, College, Mall and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio	14, 24, 20, 21, 30, 32, 54, 70, 80, 81, 90 & 91, 111, Amtrak & MBTA
220	Market-Based	Mall, College, Shopping and University	Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside	20, 32, 54, 111, Metrolink, Pass Transit, RTA & Greyhound

SUNBUS SERVICE FREQUENCY AND SPAN

SunLine fixed route bus services operate 363 days a year, with no service provided on Thanksgiving and Christmas. The system operates Monday through Friday from 5:00 a.m. to 11:00 p.m. and weekends from 5:00 a.m. to 10:00 p.m. Weekend service is operated on New Year’s Day, Memorial Day, Independence Day, and Labor Day. The Commuter Link 220, Line 20 and Line 21 service does not operate on weekends.

Buses generally operate every 20 to 90 minutes, depending on the route and day of the week. Service span and frequency information by line is summarized in the route profiles.

PARATRANSIT SERVICE OVERVIEW

SunLine operates SunDial ADA paratransit to provide service to those certified under ADA, who cannot ride fixed route bus service.

Paratransit SunDial services continue to be well utilized for client's day to day activities, such as medical appointments and shopping. In FY 2016/2017, SunLine served 164,802 SunDial passenger boardings, a .5% increase from the previous year. In the same year, SunDial operated 1,031,486 miles and 68,941 hours of revenue service.

SunDial operates within $\frac{3}{4}$ of a mile on either side of the SunBus route network, and is available by advanced reservation only. Reservations may be made based on the service hours of the fixed routes serving passengers' origins and destinations, and may only be used at the same times, days and frequency as local fixed-route service. SunDial service is a curb-to-curb, shared ride transit service for persons who are functionally unable to use the fixed route service either permanently or under certain conditions. Eligibility is not solely based on having a disability.

SunDial service is provided with a fleet of 37 vans seven days a week, 363 days a year during the same hours as the fixed route network. No service is provided on Thanksgiving and Christmas days. SunDial's Cancellation and No Show Policy went into effect on May 1, 2016. By implementing the policy revision, SunDial's late cancellation and no show rate decreased from 6.1% to 3.5% and from 5.8% to 3.3%, respectively.

Since SunDial ADA paratransit service is not provided in the community of North Shore, Line 95 operates as a deviated fixed route. Curbside pick-ups and drop-offs are available on a reservation basis in North Shore. Riders may utilize this service with a 24-hour advance notice for both pick-ups and drop-offs. SunDial service can be arranged to meet Line 95 in Coachella at 5th Street and Vine Avenue for qualifying Americans with Disabilities Act (ADA) passengers to reach other qualifying destinations in the Coachella Valley.

As an operator of bus service, SunLine is required under the ADA to ensure that paratransit service is provided to eligible individuals with disabilities. The level of service provided must be comparable, in terms of hours of service and area served, to the service provided by the fixed route bus system.

To be eligible, all persons must complete an application, describing in detail the nature of their mental or physical disability that may prevent the individual from using regular fixed route service. Applicants must obtain an approved health care professional's statement and signature verifying the disability. Each applicant is notified in writing of their application status within twenty-one days of the submission date. SunLine is currently revamping the eligibility process for SunDial in an effort to reduce costs to the Agency.

Riders having the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities.

SunLine Transportation Demand Management (TDM) Services

SunLine Transportation Demand Management (TDM) services promote and facilitate alternative mode of transportation such as transit, vanpool, carpool, bicycling, and taxi.

Vanpool

A vanpool is a group of people who are coming to the same workplace or post-secondary education facility (college, trade school, etc.) from the same community, riding together in a van. Vanpools typically carry from six to fifteen passengers, and operate weekdays, traveling between pick-up locations and a place of work.

Vanpools provide small-scale commuter ridership in scenarios where operator costs would otherwise be prohibitively high. Operating costs are very low, because the passengers drive themselves. Ridership per platform hour is healthy; the vanpool doesn't run at all without a minimum of five regular riders. Vanpools are very demand-responsive; once ridership falls below a threshold, the service goes away and new routes can be added with a minimum of overhead. They can access office parking areas and other locations where scheduled SunLine service cannot reach, making for more convenient passenger drop-offs.

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

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

SunLine's Vanpool Program will provide a subsidy for qualified vans. The driver of the vanpool must be a participant in the vanpool program. Vanpool passengers will be responsible for paying the van lease cost minus the subsidy. They will also share the cost of gas, toll fees, and parking fees (if applicable). Passengers will not pay for the maintenance and insurance costs. Vehicles for this type of service will be leased by one of the pre-qualified vendors to one of the commuters in the group, a company, or by a third party representative.

Micro Transit

SunLine proposes a new approach to connect riders to mainline service by bridging the first mile, last mile gap. Many communities still experience a lack of transportation options that require innovative solutions. This flexible, on demand rideshare service is designed to connect riders to the fixed route system by providing point to point rides along identified fixed route corridors. SunLine has purchased the scheduling application and anticipates having this service in place by the fall of 2018. Work is already underway to determine a

pilot service area to test the attributes of the program before launching this service more widely within the transit service area.

CURRENT FARE STRUCTURE

The SunBus fare structure is summarized in Figure 1.5. SunBus passengers pay the adult fare unless eligible for discounted fares, which are available to seniors, people with disabilities, and youth. Children 4 years and under ride free with an adult fare. Fares may be paid using cash or passes.

FIGURE 1.5 SUNBUS FARE STRUCTURE

TYPE OF FARE	FARE CATEGORY		
	ADULT (18 YRS – 59 YRS)	YOUTH (5 YRS – 17 YRS)	SENIOR 60+/ DISABLED/MEDICAID
Cash/Base Fare	\$1.00	\$0.85	\$0.50
Transfers	\$0.25	\$0.25	\$0.25
Day Pass	\$3.00	\$2.00	\$1.50
10-Ride Pass	\$10.00	\$8.50	\$5.00
31-Day Pass	\$34.00	\$24.00	\$17.00
Coachella Valley Employer Pass	\$24.00	--	--

FIGURE 1.6 SUNDIAL FARE STRUCTURE

Personal care attendants and service animals may accompany an eligible customer at no additional charge. The client must inform the reservationist when booking their trip that they will be accompanied by another person to determine if space is available. Clients may travel with up to three companions who will be charged the applicable fare.

TYPE OF FARE (Only for ADA Certified Clients)	FARE CATEGORY	
	SINGLE RIDE	MULTIPLE RIDES
Cash Fare - Same City	\$1.50	--
Cash Fare - City to City	\$2.00	--
10-Ride Pass - Same City	--	\$15.00
10-Ride Pass - City to City	--	\$20.00

FIGURE 1.7 COMMUTER LINK FARE STRUCTURE

Commuter Express fares are for trips between the Coachella Valley and Western Riverside County on the Riverside Commuter Link 220 Service.

TYPE OF FARE	FARE CATEGORY	
	ADULT (18 YRS – 59 YRS)	SENIOR 60+/ DISABLED/MEDICAID
Commuter Express Single Ride	\$6.00	\$4.00
Commuter Express Day Pass	\$14.00	\$10.00
Commuter Express 30-Day Pass	\$150.00	\$100.00
Zone 1 = Riverside - Cabazon		
Zone 2 = Palm Desert - Thousand Palms		

Proposed Fare Modifications and Plans for Promoting Ridership

Fares and fare collection will be reviewed in FY 2018/2019 with a goal of sustaining the future level of transit operations in the Coachella Valley while also maximizing ridership.

SunLine is exploring partnerships with local colleges throughout the Coachella Valley to provide an affordable transit haul pass program.

Taxi Voucher Program

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

This service assists with the economic development of the 3 taxi franchises of the Coachella Valley and provides some relief to the demands on the paratransit services. Community members are enjoying the service, and Taxi cab drivers and their franchises appreciate how this service keeps them competitive with other ride share services in the area. The Taxi Voucher Program has been funded with Section 5310 Transportation for Elderly Persons and Persons with Disabilities funding.

PASS OUTLETS

SunLine currently has 19 pass outlet locations within the service area. They sell nine different pass types: day pass, 31-day pass, 10-ride pass, adult, senior and youth. Figure 1.8 lists pass outlet locations:

FIGURE 1.8 PASS OUTLET LOCATIONS

Pass Outlets	City	Routes Served
Canyon Food Mart	Cathedral City	30 & 111
Cardenas	Cathedral City	30 & 32
Desert Market	Desert Hot Springs	14 & 15
Desert Food Mart	Desert Hot Springs	14 & 15
COD Bookstore - Indio Campus	Indio	54
Indio City Hall	Indio	54 & 81
U-Save Market	Indio	80 & 90
Rancho Fresco Market	Indio	80 & 81
Guerrero's Meat Market	Indio	80, 81 & 111
Cardenas	Indio	80, 81 & 111
La Quinta Wellness Center	La Quinta	70
Cardenas	Coachella	90 & 111
Carniceria Atoyac	Palm Desert	111
COD Bookstore	Palm Desert	20, 21, 32, & 111
Instant Cash	Palm Desert	111
Mizell Senior Center	Palm Springs	14, 24 & 30
Palm Springs Liquor	Palm Springs	24 & 111
Don Carlos Meat Market	Mecca	91 & 95
SunLine Transit Agency	Thousand Palms	32

REVENUE FLEET

SunLine currently has an active fleet of 76 fixed route buses. New vehicle purchases are included in SunLine's fleet and facilities plan as seen in Figure 1.9.

FIGURE 1.9 SUNBUS FIXED ROUTE FLEET

Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Fleet)
13	Orion V	2006	CNG	40
16	New Flyer A	2008	CNG	40
21	New Flyer B	2008	CNG	40
10	El Dorado	2009	CNG	32
0	FC 2/New Flyer	2010	Hydrogen	40
1	FC 3/El Dorado	2012	Hydrogen	40
3	BYD Electric	2014	Electric	40
2	FC4 & 5/El Dorado	2014	Hydrogen	40
1	FC6/El Dorado	2015	Hydrogen	40
6	New Flyer Excelsior	2016	CNG	40
4	FC7 - FC10 El Dorado	2018	Hydrogen	40

All buses meet accessibility requirements of the ADA, and the emission mitigation standards mandated by the Federal Clean Air Act, and the California Air Resources Board (CARB). New vehicle models must proceed through the Federal Transit Administration (FTA) First Article Bus Durability Test Program in order for procurements to qualify for federal funding participation. FTA guidelines establish the useful life expectancy of a large, heavy-duty transit bus as at least 12 years of service, or an accumulation of at least 500,000 miles.

SunLine is expected to receive four new BYD electric buses (3 replacement and 1 expansion vehicle) in the coming months. These buses will support cleaner and more frequent service on SunLine routes serving disadvantaged communities, accelerating SunLine’s efforts to transition to an all zero-emission fleet.

Paratransit

SunLine’s paratransit service presently operates with an active fleet of 37 ADA vehicles. The paratransit fleet is summarized in Figure 1.10. FTA guidelines establish the useful life expectancy of a paratransit vehicle as at least four years or an accumulation of 100,000 miles.

FIGURE 1.10 SUNDIAL PARATRANSIT FLEET

	Number of Vehicles	Manufacturer	Year	Fuel Type	Size (Fleet)
	6	FORD/Aerotech 220	2013	CNG	24
	8	FORD/Aerotech 220	2013	CNG	24
	8	FORD/Aerotech 220	2015	CNG	24
	15	FORD/Aerotech 220	2016	CNG	24

Support Vehicles

SunLine currently utilizes 52 support vehicles including standard passenger cars and trucks as well as facility-specific golf carts and forklifts. The support fleet are used for various activities to support transit services provided throughout the Coachella Valley.

EXISTING FACILITIES

Administrative and Operating Facilities

Figure 1.11 presents SunLine’s administrative and operations facilities. SunLine owns all facilities.

FIGURE 1.11 SUNLINE FACILITIES

Location Name	Address	City
SunLine Division 1 Facility	32-505 Harry Oliver Trail	Thousand Palms
SunLine Division 2 Facility	83255 Highway 111	Indio

Figure 1.12 represents SunLine’s park and ride facility which is owned by SunLine.

FIGURE 1.12 SUNLINE PARK-AND-RIDE LOCATIONS

City	Location	Landmark	Spaces	Commuter Route
Thousand Palms	72-480 Varner Road	SunLine Transit Facility	22	220

Stops and Facilities

SunLine’s bus system has 635 stops including 361 shelters and 19 inactive shelters, that staff maintains which are planned for relocation. There are 80 standalone benches and waste containers and 14 major transfer locations, where riders are able to make transfers connections between routes. Figures 1.13 and 1.14 indicate the top ten (10) stops served for weekday and weekend service respectively.

FIGURE 1.13 WEEKDAY SERVICE: TOP 10 STOPS SERVED

Stop Name	City	Number of Riders per Day
B St/Buddy Rodgers	Cathedral City	682
Hwy 111/Flower	Indio	493
Indian Canyon/Ramon	Palm Springs	461
Palm Canyon/Stevens	Palm Springs	391
Baristo/Farrell South Side of Street	Palm Springs	353
West/Pierson	Desert Hot Springs	317
Town Center/Hahn East Side	Palm Desert	284
Palm Canyon/Baristo	Palm Springs	216
Town Center/Hahn West Side	Palm Desert	203
Ramon/San Luis Rey North Side	Palm Springs	175

FIGURE 1.14 WEEKEND SERVICE: TOP 10 STOPS SERVED

Stop Name	City	Number of Riders per Day
B St/Buddy Rodgers	Cathedral City	488
Hwy 111/Flower	Indio	380
Palm Canyon/Stevens	Palm Springs	315
Indian Canyon/Ramon	La Quinta	298
Town Center/Hahn East Side	Palm Desert	216
5th/Vine	Coachella	189
Town Center/Hahn West Side	Palm Desert	157
Baristo/Farrell South Side	Palm Springs	155
Palm Canyon/Baristo	Palm Springs	150
West/Pierson	Desert Hot Springs	150

PLANNED FACILITIES

SunLine contracted with HDR, Inc. to examine and understand the Agency’s current and planned future transit operations, and the roles and places of its existing transit facilities and vehicle maintenance and storage sites. From this review, SunLine developed an overall long range facilities master plan that identifies the bus storage and maintenance facility requirements, and potential locations for SunLine for the period of 2016 – 2035. This master plan is a guide for SunLine’s facilities future uses and associated capital projects.

Operations Facility

SunLine’s Operations facility located in Thousand Palms is housed in a combination of five pre-fabricated units of various sizes (approximately 2,000 square feet in total) with drivers’ lunchroom, lounge and training area housed in two separate double pre-fabricated units (2,800 square feet in total). The operations center houses dispatch, transit control and the paratransit call center as well as the operations supervisors’ offices. The facility is undersized for its purpose and staff levels. Preliminary planning has begun for the design, demolition and removal of the facility, and construction of a new, accessible facility.

BUS SHELTERS

Twenty-five new bus shelters will be installed in fall 2018 in the jurisdictions indicated in Figure 1.15:

FIGURE 1.15 NEW BUS SHELTERS BY JURISDICTION (2018)

Jurisdictions	Number of Shelters
Cathedral City	2
Coachella	2
Desert Hot Springs	2
Indian Wells	0
Indio	4
La Quinta	2
Palm Desert	4
Palm Springs	4
Rancho Mirage	0
Riverside County Unincorporated Areas	5

FUTURE TRANSIT HUBS

SunLine is working with the City of Coachella, Department of Social Services and Affordable Housing on a proposed project to be developed east of Harrison Street south of 4th Street and north of 6th Street in the City of Coachella.

EXISTING COORDINATION BETWEEN TRANSIT AGENCIES AND PRIVATE PROVIDERS

As the designated Consolidated Transportation Services Agency (CTSA), SunLine coordinates public transportation services throughout its service area. Staff participates in meetings with social and human service agencies, consumers, and grassroots advocates through forums such as the RCTC Citizens Advisory Committee/Social Service Transportation Advisory Council (CCAC), SunLine’s ACCESS Advisory Committee, San Gorgonio Pass Area - Transportation Now Coalition (T-NOW), and neighboring transit operators.

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

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

COORDINATION WITH OTHER PUBLIC TRANSPORTATION PROVIDERS

In addition to providing transit service throughout the Coachella Valley, SunLine offers transit connections to a number of adjacent transit operators. SunLine and Riverside Transit Agency (RTA) collaborate to schedule the operation of Commuter Link 220 which connects Palm Desert and Thousand Palms with Morongo Band of Mission Indians, Beaumont, Banning, Moreno Valley, and Riverside Metrolink Station via Interstate 10 and State Route 60. In addition to providing connections to RTA routes, Commuter Link 220 joins rides to Pass Transit services in Beaumont and Metrolink's Riverside and Inland Empire-Orange County lines.

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

SunLine is collaborating with Palo Verde Valley Transit Agency (PVVTA) on their Rides to Wellness demonstration project known as the Blythe Wellness Express service. This service, launched in July 2017, operates three days weekly and travels to the Coachella Valley's three hospitals (Desert Regional Medical Center, Eisenhower Medical Center and J.F.K. Hospital) within SunLine's service area.

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

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

SunLine coordinates with Greyhound to enable Greyhound bus service to provide pick up and drop off services at the SunLine Thousand Palms Transit Hub located at 72-480 Varner Road. Greyhound serves the hub with three westbound trips and three eastbound trips each day.

PRIVATE TRANSPORTATION

Taxi Administration

The SunLine Regulatory Administration (SRA), is responsible for establishing and enforcing ethical standards maintained by the Franchising Board. In addition, SRA is charged with licensing and regulating taxicab franchises and drivers in the Coachella Valley, while also ensuring residents and visitors are charged a fair and reasonable price. Figure 1.16 represents the current operating taxi franchises in the Coachella Valley along with the number of vehicles operated by each franchise.

FIGURE 1.16 TAXI FRANCHISES

Franchises	Vehicles
American Cab	30
Desert City Cab	40
Yellow Cab of the Desert	53

CHAPTER 2: EXISTING SERVICE AND ROUTE PERFORMANCE

INTRODUCTION

In FY 2016/2017, SunLine served 4.1 million fixed route passenger boardings, a decrease of 4.8% from the previous year. In the same year, it operated over 3,467,182 miles and 238,374 hours of revenue service.

SunLine's ridership decline in fixed route bus service is consistent with national trends. Transit ridership has decreased in almost every major city and suburb.

SunDial paratransit service continues to be well utilized for client's day to day activities, such as medical appointments, shopping, or work. In FY 2016/2017, SunLine served almost 150,301 trips, a 2% increase from FY 2015/2016.

FIXED ROUTE SERVICE – ROUTE BY ROUTE ANALYSIS

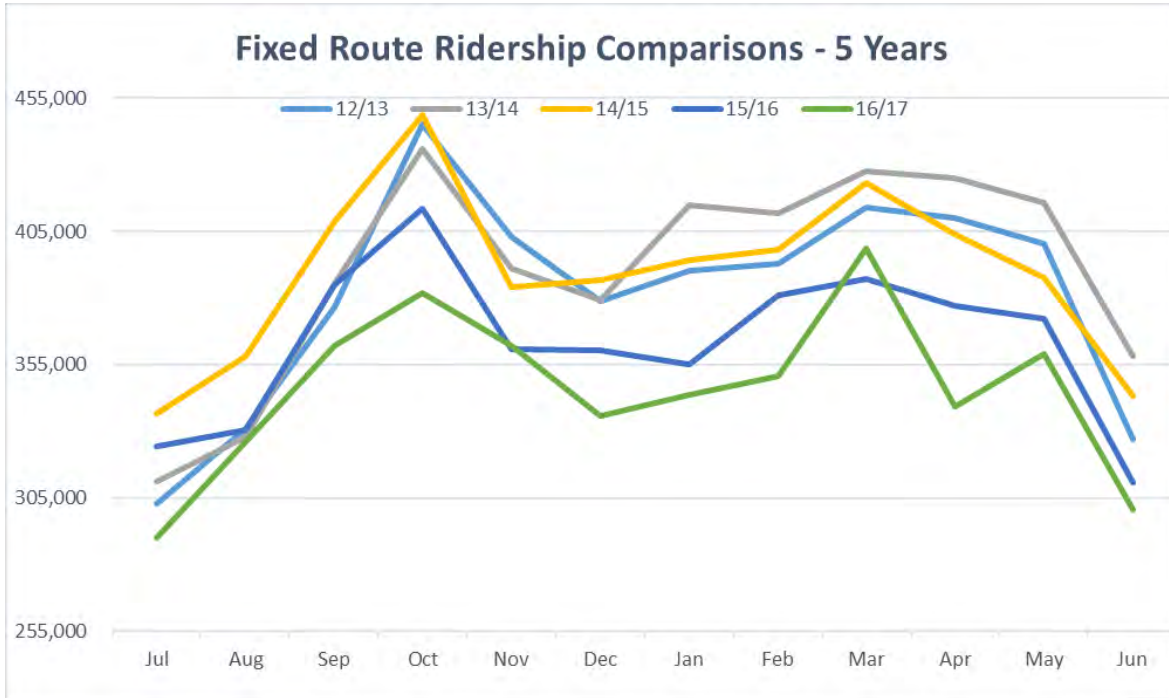
Little data exists to corroborate which global causes are impacting SunLine most significantly. There has been much speculation about the effect of low gas prices, increased car ownership, ride-hailing services and services which offer delivery of groceries, fast food and goods as contributing factors to decreased fixed route ridership. Figure 2.1 displays the comparison in ridership from FY 2015/2016 to FY 2016/2017.

FIGURE 2.1 ANNUAL COMPARISON OF SUNBUS RIDERSHIP

Service Type	FY 2015/16	FY 2016/17	Percent Change
SunBus (Fixed Route)	4,358,966	4,151,468	-4.8%

SunLine is analyzing effects attributable to the quantity and quality of transit services. Ridership may be falling if service is getting slower due to congestion or if there are recurring, on-time performance issues. We also seek to understand why SunLine ridership has declined less steeply than other transit operators. Figure 2.2 presents ridership for five (5) years, from FY 2012/13 to FY 2016/17.

FIGURE 2.2 FIXED ROUTE RIDERSHIP



Service Efficiency and Effectiveness

To determine the efficiency and effectiveness of all routes, staff reviewed the performance statistics for FY 2016/2017 with data from the transit monitoring software TransTrack.

Figure 2.3 below summarizes data by line. Data available includes passenger boardings, passengers per revenue hour, cost per passenger, passenger revenue per revenue hour, and the farebox recovery ratio.

FIGURE 2.3 ANALYSIS OF PERFORMANCE STATISTICS, FY 2016/2017

LINES	PASSENGER COUNT	PASSENGERS PER REVENUE HOUR	COST PER PASSENGER	PASSENGER REVENUE PER REVENUE HOUR	FAREBOX RECOVERY RATIO
14	629,697	21.4	\$5.29	\$31.01	27.35%
15	104,060	19.1	\$5.95	\$27.28	24.05%
20	25,062	10.3	\$11.00	\$14.87	13.11%
24	161,799	14.8	\$7.67	\$21.42	18.85%
30	686,776	24.5	\$4.62	\$35.68	31.46%
32	248,350	14.7	\$7.71	\$21.29	18.77%
53	48,901	6.5	\$17.60	\$9.41	8.19%
54	75,157	11.1	\$10.21	\$16.07	14.17%
70	180,326	18.3	\$6.19	\$26.23	23.15%
80	141,170	25.5	\$4.45	\$36.97	32.64%
81	89,266	15.1	\$7.48	\$21.67	19.13%
90	140,831	11.9	\$9.51	\$17.56	15.48%
91	181,092	10.8	\$10.52	\$15.49	13.64%
95	28,556	4.5	\$25.32	\$6.60	5.81%
111	1,396,966	19.7	\$5.75	\$28.73	25.34%
220	13,458	3.4	\$33.63	\$4.87	4.30%
SunDial	164,802	2.4	\$35.39	\$9.94	11.74%

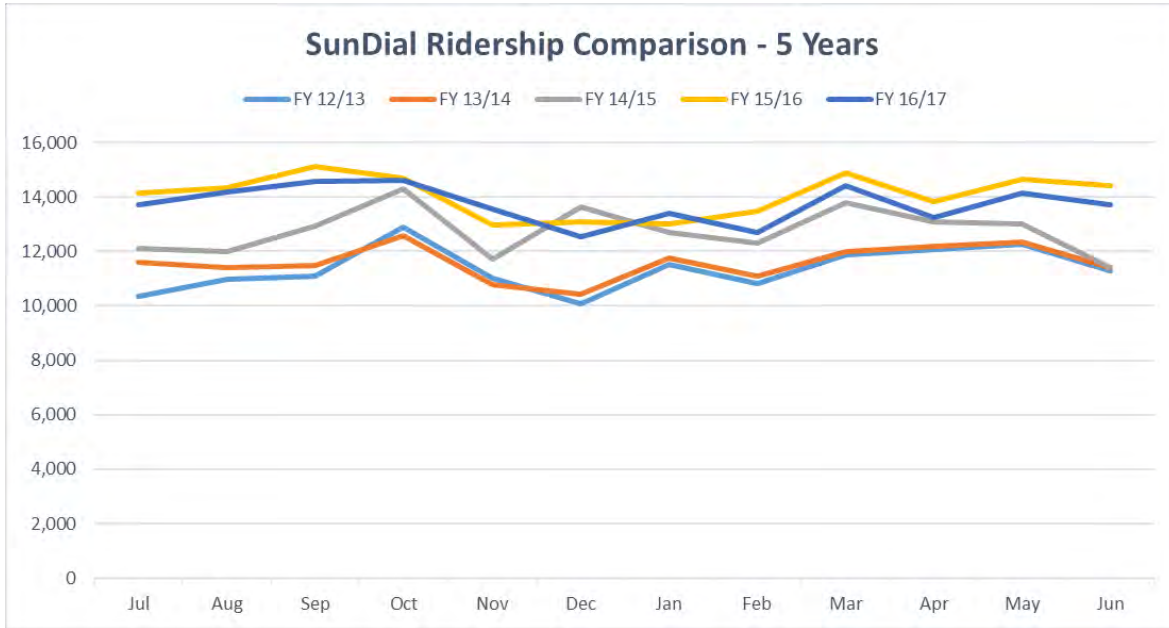
PARATRANSIT SERVICE – SYSTEM PERFORMANCE

Customer growth on SunLine’s paratransit services continues steadily. Like many transit systems across the country, SunLine faces challenges in providing cost-effective service for disabled customers who are unable to use traditional buses. In FY 2015/2016, SunLine served almost 153,183 trips, a 7% increase from FY 2014/2015. Overall ridership for the demand response and subscription services is expected to continue to grow.

FIGURE 2.4 ANNUAL COMPARISON OF SUNDIAL RIDERSHIP

Service Type	FY 2015/16	FY 2016/17	Percent Change
SunDial	164,025	164,802	0.5%

FIGURE 2.5 MONTHLY COMPARISON OF SUNDIAL RIDERSHIP



KEY PERFORMANCE INDICATORS

To ensure adherence to the Productivity Improvement Program (PIP) established by the Riverside County Transportation Commission (RCTC), SunLine continues to monitor and evaluate routes to guarantee compliance with key performance indicators.

The performance indicators are monitored using TransTrack software implemented by RCTC for all Riverside County transit operators. Over the past six years, SunLine has consistently met the compliance requirements for both mandatory and discretionary performance indicators.

SunLine is on track to meet the following targets for FY 2017/2018:

- Operating Cost Per Revenue Hour
- Subsidy Per Passenger Mile
- Subsidy Per Hour
- Subsidy Per Mile
- Passengers Per Revenue Hour
- Passenger Per Revenue Mile

SunLine has not yet met the following targets for FY 2017/2018:

- Farebox Recovery Ratio
- Subsidy Per Passenger

SunLine will continue to work closely with RCTC to meet the key performance indicators and to ensure targets are set by a process in keeping with industry standards.

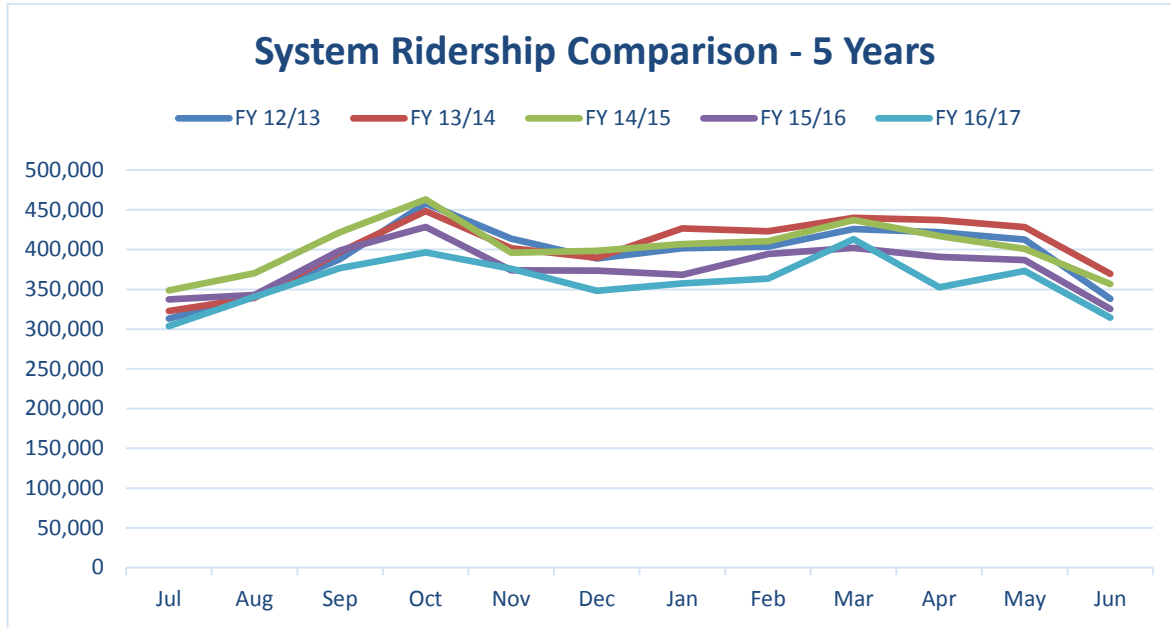
PRODUCTIVITY IMPROVEMENT EFFORTS

Since the 2015 update to the COA, SunLine has made improvements to all fixed routes, including realigning existing routes and improving frequency to enhance ridership.

The following modifications were made in the past fiscal year to fixed route bus service:

- Interlining of Lines 14 and 30, weekdays only.
- Line 20 Express extended service from I-10 to Cook, Fred Waring to Town Center and removed service along Monterey between I-10 to Fred Waring. Express service operates during peak hours only on weekdays.
- New to fixed route service is Line 21 which replaced Line 53. Line 21 serves Town Center, Fred Waring and Cook to Gerald Ford and provides limited service between 11:00 a.m. and 4 p.m. (in between Line 20 peak service in Palm Desert) on weekdays.
- Line 53 was removed with ridership absorbed by Express Line 20 and Line 21.
- Line 80 was realigned to serve Calhoun, Dr. Carreon, Van Buren and Ave. 48. Part of the Line 80 was removed along Jackson and Dr. Carreon between Calhoun and Jackson. In the May 2018 service change Line 80 was improved to add 30 minute frequency and realigned to serve the North Indio Walmart shopping center.
- Line 90 and 91 were realigned to commence service at 5th and Vine in Coachella with the section of service from Highway 111 and Flower removed to reduce duplication of service. In May 2018, Line 91 added four (4) trips to commence at Highway 111 and Flower.
- Improved frequency from forty (40) minutes to thirty (30) minutes before 6 a.m. and every twenty minutes past 6 p.m. on Line 111 for weekdays.
- Afternoon school trippers have been absorbed by Lines 14, 30 and 111 (regularly scheduled routes).

FIGURE 2.6 MONTHLY COMPARISON OF SYSTEM RIDERSHIP



Staff continues to coordinate with local jurisdictions to determine best practices in relation to transit services provided throughout the Coachella Valley.

Staff will continue monitoring existing routes; applying service warrants to evaluate route performance. In addition to concentrating on modifying and adjusting existing routes, the review of underperforming routes will continue to determine if segment realignment, trip modifications or discontinuation of service should be considered due to low productivity.

Service Standards and Warrants

The factors listed below are considered when analyzing new service proposals and requests, as well as evaluating existing service.

Area Coverage

While most of the urbanized sections of SunLine’s service area are adequately served, there are some areas which are provided with more service than others. When service is proposed, the new line will be evaluated based on its proximity to other lines and the necessity of its implementation based on area coverage and service productivity standards. Areas that are not currently served or are underserved, but warrant new or enhanced service will be evaluated to receive new transit service when funding becomes available or through efficiency improvements of the existing transit lines. Growth in the ADA paratransit service area must also be addressed as part of any new service planning. Funding of these types of services must be prioritized along with improvements to existing transit services, based on available funding.

Market Area Characteristics

Staff also considers the density and demographic characteristics of a given service area as an important determinant for providing transit success. In tying area coverage standards to population and employment densities, SunLine recognizes the need to provide more service within more highly developed areas, and often considers this factor as part of the service development process.

Transit-Dependent Populations

SunLine considers the effects of service changes on transit-dependent riders during service planning processes. While SunLine’s current network serves most transit-dependent populations and their destinations effectively, the agency continues to examine transit dependency when evaluating new service proposals.

Special Market Needs

Staff often receives requests for new service when existing routes do not adequately address unique market opportunities. Some examples include short routes such as shuttles that may better connect two or more high demand destinations, such as a transit center and an employment center, a senior center and a shopping complex, or student housing and a university campus. They may also provide local circulation between destinations in a single community with the service span and frequency tailored to these unique markets.

Service Standards of Evaluating New Services

Once a route is implemented, performance monitoring begins immediately to determine if the route is reaching its desired potential and performance standards. New service routes not meeting minimum standards are subject to the same remedial actions as existing services requiring evaluation at the eighteen to twenty-four month marks, may be truncated or eliminated if line productivity does not improve.

MAJOR TRIP GENERATORS & PROJECTED GROWTH

Many transit trips within the Coachella Valley are destined for the City of Palm Desert, with 23 percent of all work trips ending there. Data compiled for trip purposes show trip patterns to Palm Desert are mostly from the Cities of Cathedral City, Indio, La Quinta, and Palm Springs. There are also strong trip patterns from La Quinta and Coachella to Indio, and from Desert Hot Springs to Palm Springs.

Most trips in the system occur along Highway 111, with nearly all destinations served directly by Line 111. Line 14 (Desert Hot Springs – Palm Springs) and Line 30 (Cathedral City – Palm Springs) are also key SunLine transit lines.

With respect to school travel, Palm Desert continues to be a key destination as the location of the main campus of the College of the Desert (COD). SunLine also provides public transportation services for middle and high school students for school districts that are unable to provide transportation. SunLine schedules special school-tripper buses to accommodate the public transportation demand and school bell schedule for school districts including the Palm Springs Unified School District (PSUSD) and Desert Sands Unified School District (DSUSD).

SunLine staff coordinates with local jurisdictions to provide recommendations for adequate transit considerations as new developments and construction projects are proposed. Through this process, SunLine attempts to reshape the community land use development patterns to support cost-effective transit, biking, and walking mobility in concert with both Smart Growth and the SB 375 GHG initiative. As the Coachella Valley flourishes, SunLine staff will continue to assess travel patterns and transit demands. Additionally, to assist

200

commuting students, SunLine will continue to coordinate public transit schedules with school bell times.

EQUIPMENT, PASSENGER AMENITIES AND FACILITY NEEDS

Passenger Amenities and Bus Stop Improvement Program

As of January 2018, SunLine serves 635 bus stops, which are cleaned and maintained on a regular basis. Since completion of the 2005 COA and 2009 COA Update, SunLine has made significant improvements to bus stops in the Coachella Valley as part of its Bus Stop Improvement Program (BSIP). SunLine has successfully completed five phases of the BSIP. Presently, 361 bus stops have shelters. Funding was received in FY 2015/2016 to allow 25 new shelters to be placed at active stop locations as part of Phase 6 of the BSIP. In conjunction with the installation of new shelters, bus stops are also improved to meet guidelines set forth by the Americans with Disabilities Act (ADA). Additional funding has been requested for continual support of the BSIP in upcoming years.

Real-Time Signage Displays

SunLine introduced real-time arrival information display at the major transfer point located at Town Center at Hahn in Palm Desert. This new technology data combined with digital signage is creating new ways for SunLine to communicate with its riders. SunLine installed two real-time displays at major layovers located at Indian Canyon and Ramon in Palm Springs and Highway 111 at Flower in Indio. SunLine will also be exploring other potential locations for real-time displays.

On-Board Passenger Amenities

SunLine continues to offer free Wi-Fi on all fixed route buses. All SunLine buses have electronic destination signs. The signs indicate the route number, route name, and the destination of the bus. All of the buses have display racks for public announcements, notices and timetables. Passengers are able to request a stop by activating the stop request that is controlled by a plastic strip/pull cord located within each passenger's reach. All buses are ADA compliant. Air conditioning and heating are provided on the buses for passenger comfort.

Bicycle Facilities

To provide bicyclists an alternate mode for traveling throughout the Coachella Valley, all of SunLine's fixed route buses have exterior mounted bike racks. The combination of bicycling and riding the bus has increased the range of options for riders who utilize other modes of transportation.

On-Board Security Cameras

Cameras and the associated video recording equipment are installed on all SunLine fixed route buses. Video recording provides an invaluable asset when assessing the cause of collisions, investigating reports of improper behavior by SunLine staff and violations of SunLine rider rules by our passengers. Video from on-board cameras has also proven to be beneficial to law enforcement in the investigation of traffic incidents and criminal activity. Additionally, our paratransit vans are equipped with "SmartDrive" video monitoring. SmartDrive video recordings assist in determining the cause of collisions and

helps identify operator driving habits and tendencies. SmartDrive video is used to coach better driving habits and skills to our paratransit operators. Streaming live video links were added to vehicles in use on Commuter Link 220.

Bus Replacement Program

Approximately every three years, SunLine begins the replacement of ADA paratransit vans as they near 150,000 miles. In FY 2018, 13 replacement and three expansion vehicles were delivered to SunLine. The fixed route bus fleet began to be updated in 2017, as fifteen 2005 Orion buses become eligible for replacement under FTA guidelines (12-year lifespan or 500,000 miles). SunLine was awarded in FY 2013, by discretionary grant funding to expand the hydrogen fleet by five buses; the construction of these buses are set to commence in mid-2018. All SunLine vehicles, including non-revenue service vehicles, are powered with alternative fuels.

Facility Needs

CNG Station: The CNG station will be located at the Thousand Palms facility and will replace the existing station that has exceeded its useful life. Preliminary drawings have been completed. SunLine is in the process of procuring a design build firm that will provide a fully commissioned CNG station with the goal to have this project breaking ground in summer 2018.

Hydrogen Station: SunLine is in the process of upgrading its existing hydrogen refueling station with a new electrolyzer. Preliminary drawings are complete for the hydrogen fueling station. Equipment for the fueling station is being built off-site. The hydrogen fueling station is expected to be commissioned by the fall of 2018.

Thousand Palms Administration Building Solar Canopies: Preliminary drawings have been completed and approved with a Design Build firm being procured. This project is expected to be completed by the end of calendar year 2018.

Operations Facility Replacement: The Operations Facility Replacement will allow SunLine to complete demolition, removal and rebuild an operations building in Thousand Palms. The architectural and engineering firm has been selected to provide preliminary engineering drawings that will be used for the selection of a design build firm.

CHAPTER 3: SERVICE CHANGES AND IMPLEMENTATION

INTRODUCTION

In July of 2017, SunLine Transit Agency adopted a Rethink Transit Campaign. The purpose of the campaign is to identify savings by reallocating resources to productive bus lines, and developing sustainable solutions to serve areas with fewer riders. By reallocating resources to productive services, ridership and passenger revenue will increase easing financial constraints that inhibit growth.

The campaign was adopted in response to three consecutive years of declining passenger ridership and revenue. The decline was caused by a national trend in stagnate transit growth, fairly moderate motor fuel prices, an increase in automobile ownership by low income residents in Southern California, and increasing competition from the private sector that has resulted in more choices being made available to local transit passengers.

Rethink Transit has led to a Transit Redesign that includes realigning or partially replacing existing services that consistently exhibited low productivity. Other services may be replaced in the future by alternative mobility formats such as vanpools, or demand response, shared ride services that use smaller, flexible vehicles that are suited for less densely populated areas. More productive services will be improved by faster running times and more frequencies that will encourage wider use of those services.

HDR is facilitating a study for SunLine Transit Redesign and Network Analysis that will evaluate the current schedule modifications and make recommendations for longer term sustainability. The study will also consider unmet transit needs, and make recommendations for growth during the next 10 years. Further, the study will review fares and recommend adjustments. HDR will produce the study by the end of 2018. HDR is a national transportation firm that will employ comparisons of other transit properties of comparable size to SunLine to determine best practices for future growth.

TransLoc will perform a micro-transit simulation that will enable SunLine to launch a pilot program for share ride services in areas of light density where traditional transit applications have demonstrated low productivity.

RECENT SERVICE CHANGES

SunLine implemented the first phase of Rethink Transit in January 2018 by making the following revisions to SunBus schedules:

- Interlining - continue to increase operational efficiencies by interlining routes such as Line 14 and 30 for weekday service.
- Line 20 Express - extends service from I-10 to Cook, Fred Waring to Town Center and removed service along Monterey between I-10 to Fred Waring. The Express Service operates only during peak hours on weekdays.

- Line 21 - new route that serves Town Center, Fred Waring, and Cook to Gerald Ford with limited service between 11:00 a.m. and 4:00 p.m. on weekdays only.
- Line 53 - replaced with Line 20 to absorb part of the line, and maintain mid-day service by implementing Line 21. Ended weekday/weekend service on Line 53 due to low ridership.
- Line 80 - realigned to include service on Calhoun, Dr. Carreon, Van Buren and Avenue 48 in Indio. Removed service on Jackson and Dr. Carreon between Calhoun and Jackson.
- Line 90 - commenced service at 5th/Vine in Coachella. Removed service from Jackson, Hwy 111/Flower and Calhoun in Indio. Removed service from Ave. 52, Van Buren and to Ave. 51 loop with frequency every 60 minutes.
- Line 91 - commenced service at 5th/Vine in Coachella. Remove service from Hwy 111/Flower to 5th/Vine on Hwy 111, Indio Blvd., Van Buren, Ave. 49, Frederick, and Ave. 50 for both eastbound and westbound directions.
- Line 111 - increased frequency from 40 to 30 minutes before 6:00 a.m. and every 20 minutes past 6:00 a.m. for early morning weekday service.
- Absorbed unproductive afternoon trippers on Lines 14, 30 and 111 by regularly scheduled services.

The May 2018 Service Change continued revision of fixed route schedules to maximize efficiencies and introduce service improvements.

- Line 80 – Improved frequency from every 60 to every 30 minutes, and realigned the route to provide service closer to the Walmart Shopping Center in North Indio.
- Line 111 – improved running times.

PLANNED SERVICE CHANGES AND IMPLEMENTATION

The strength of SunLine’s network lies in its frequent, regional trunk routes. Lines 14, 30, and 111 together account for 64% of all daily boardings. Improving these services will increase farebox revenue on the entire network. Rethink Transit will incorporate improvements, initially to Line 111 with other enhancements to follow. Future planned service changes include:

- Realign Line 15 with service modifications to Desert Edge.
- Replace Line 95 with a new Line 96 with a demand response micro transit service.
- Introduce Quick Bus, a limited stop service to reduce running time on Line 111.
- Add more frequency on Lines 14, 30 and 111.
- Evaluate service span of lines to create efficiencies.
- Collaborate with other service providers to create more regional mobility, such as service from the Coachella Valley to San Bernardino.

- Consideration is being made in the possibility of replacing the Palm Springs BUZZ with transit service.
- Potential realignment of Lines 111 and 70 to serve the Coachella Valley Music and Arts Festival, Stagecoach Festival and BNP Paribas Open respectively.
- Staff will continue monitoring existing routes applying service warrants to evaluate route performance. In addition to concentrating on modifying and adjusting existing routes, the review of underperforming routes will continue to determine if segment realignment, trip modifications or discontinuation of service should be considered due to low productivity.
- Introduction of micro-transit in lightly populated areas where traditional transit is not appropriate, for example, to replace Line 95 with smaller, more flexible vehicles with demand response services. Consideration is also being given with respect to micro-transit fulfilling first mile, last mile demand in the service area of Lines 20 and 21.
- A veteran based service is in the early stages of planning. This service will be provided as an option to veterans who are seeking transportation for medical treatment.
- Realignment of Lines 90, 91, 95 and 111 to serve the future Coachella Transit Hub facility.

MODIFICATIONS TO PARATRANSIT SERVICE

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

SunDial is moving forward with the paratransit eligibility/certification process to implement in-person interviews to ensure paratransit riders qualify for the service. MTM, Inc. has been contracted as the consulting firm to help reform the current processes. They are evaluating the Agency’s current procedures and will be making recommendations to help implement changes. SunLine also plans to implement new technology in the near future to facilitate on-line scheduling and cancelling of paratransit reservations. The new technology will provide a reminder call the day before to encourage cancelling when plans change and will also provide customers with notification 5 minutes prior to passenger pickup.

MARKETING PLANS AND PROMOTION

Marketing is an essential element of a cost-effective public transit service. A focused marketing effort using a modest budget is key in ensuring that the substantial public

resources used by a transit service are well utilized. SunLine will increase marketing in order to expand ridership through a cost-effective strategy using local media:

- *Enhance Ease of Use* - pursued through a combination of streamlined routing and schedules, an improved passenger information program and a system-wide signage program.
- *Increase Awareness and Enhance Image of SunLine Transit Agency* - will include strategies to increase overall visibility of the transit network and to make potential riders more aware of what services are available and how to access them.
- *Transit User Group Presentations* – staff will continue to make personal presentations to local transit user groups, such as senior centers, disabled groups, schools, and civic groups and to educate about the destinations available through the service.
- *Expanded Pass Outlets* - expanding the number of outlets to ease the ability of users to purchase monthly passes.
- *Implement Strategic Marketing Plan* - SunLine proposes developing a marketing plan with long-range marketing goals and implementation strategies to assist with retaining and attracting customers.

SunLine will continue to provide an Internet webpage that includes rider information, links to other cities, current schedules and routes, and bus stop locations. This marketing tool is updated as changes to the system are implemented.

SunLine continues to follow its robust marketing and outreach campaign. Throughout FY 2018/2019 the Marketing and Planning teams will join community service events, seminars and conventions to spread the positive impact local transit service has in the Coachella Valley.

The marketing efforts shall be conducted to ensure that all service area residents are aware of SunLine services. Targeted marketing efforts shall be conducted for high potential groups, including elderly, disabled, and low-income residents.

BUDGET IMPACTS ON PROPOSED CHANGES

Due to funding shortfalls and current economic conditions in the state of California and at the federal level, staff is currently scoping a planning study to evaluate service efficiencies and modifications to be implemented in January 2018.

Existing funded projects are listed in Chapter 1, System Overview. Proposed service improvements without identified funding may be implemented as new funding opportunities become available.

CHAPTER 4: FINANCIAL AND CAPITAL PLANS

OPERATING AND CAPITAL BUDGET

In FY 2018/2019, SunLine plans to have an operating budget of \$38,900,991 and a capital project budget of \$6,053,623. The operating budget will absorb cost increases in wages and benefits, some new operating and administrative staff positions, as well as other direct costs increases associated with operating service.

SunLine utilizes funding from various sources to operate its fixed route and paratransit services. Additional revenue opportunities are pursued in order to reduce subsidy levels. These additional revenue sources include SunLine's bus and shelter advertising, sales of emission credits, outside CNG fuel sales revenue, taxi voucher sales and funding from two jurisdictions for bus shelter maintenance.

FUNDING PLANS TO SUPPORT PROPOSED OPERATING AND CAPITAL PROGRAM

For FY 2018/2019, funding plans for the proposed operating and capital programs are as follows:

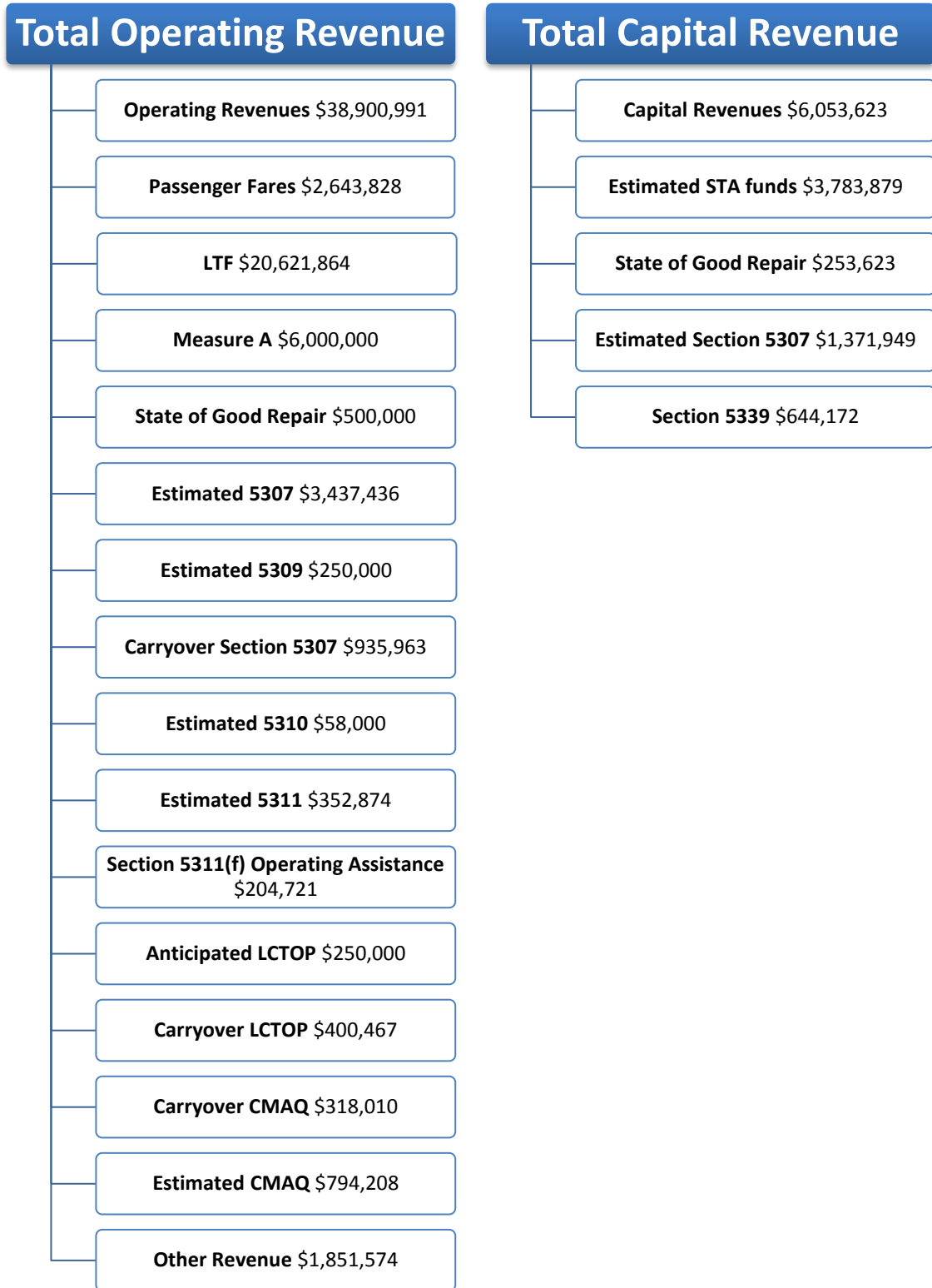
Funding sources for the proposed operating budget includes FTA Section 5307 (Urban), 5311 (Rural), 5310 (Elderly and Disabled), Congestion Mitigation and Air Quality (CMAQ), and Low Carbon Operating Program (LCTOP) funds apportioned by the California Department of Transportation (Caltrans), State Local Transportation Funds (LTF), Local Measure A funding, farebox revenue and other revenue for operating assistance.

Funding sources for capital projects include funds from FTA's Congestion Mitigation and Air Quality Improvement Program (CMAQ), Section 5307, Section 5339, State Transit Assistance (STA), State of Good Repair Funds, and LTF.

OPERATING BUDGET

The estimated FY 2018/2019 operating and capital budget of \$44,954,614 outlined in Table 4, is funded by:

FIGURE 4.1 OPERATING AND CAPITAL BUDGET



REGULATORY AND COMPLIANCE REQUIREMENTS

Americans with Disability Act

SunLine complies with the guidelines set forth by the Americans with Disability Act (ADA) by providing a 100% accessible revenue service fleet for fixed route transit services and ADA paratransit service vans. Supervisor vans are also equipped with wheelchair lifts. As funding becomes available, the agency continues to provide bus stop improvements to ensure accessibility. Staff also coordinates with developers and contractors regarding construction projects to include bus stop improvements when the opportunity exists.

Disadvantaged Business Enterprise

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal was revised and submitted to FTA in July 2015. The DBE semiannual reports are kept current, with the most recent DBE report submitted in December 2016. The next DBE report will be submitted in June 2018.

Equal Employment Opportunity

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-1 report annually to the U.S. Equal Employment Opportunity Commission (EEOC) as well as its EEO/Affirmative Action Program every four years or as major changes occur in the workforce or employment conditions to the FTA. The most recent EEO-1 report was submitted to the EEOC and certified in September 2016. The most recent EEO/Affirmative Action Program was revised and submitted to the FTA in FY 2015/2016.

Title VI

Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine's Title VI Report was updated in FY 2016/2017 for use in the FY 2017/2018 to FY 2019/2020 period. The report is scheduled for update, submission and approval by October 1, 2019.

Transportation Development Act

Transportation Development Act (TDA) provides two major sources of funding for public transportation: The Local Transportation Fund (LTF) and the State Transit Assistance fund (STA). RCTC commissioned Pacific Management Consulting to conduct the Triennial Performance Audit as required by Transportation Development Act (TDA) and SunLine's findings are referenced in Table 6.

Federal Transit Administration Triennial Audit

In accordance with regulations, SunLine Transit Agency completed a Federal Transit Administration Triennial Audit site visit in March 2016. The Triennial Review focused on SunLine's compliance in 17 areas. SunLine had no repeat deficiencies from the 2013 Triennial Review. SunLine met FTA requirements in fourteen (14) areas. Deficiencies were found in three (3) areas; Technical Capacity, Maintenance and Procurement.

The Audit recommends:

- 1) SunLine Transit Agency's overall Technical Capacity and Office Procedures be improved to provide required information in progress reports.
- 2) Maintenance Department facility preventative maintenance checks be improved to meet an 80 percent minimum target.
- 3) Procurement Department pre-award and post-delivery processes be improved.



National Transit Database

To keep track of the industry and provide public information and statistics as it continues to grow, FTA's National Transit Database (NTD) records the financial, operating and asset condition of transit systems. Staff are currently finalizing FY 2016/2017 NTD Section sampling. SunLine continues to perform parallel sampling using manual samples and Automatic Passenger Counter (APC) data in order to verify and gain approval to use APC data in future reporting.

Alternative Fuel Vehicles

SunLine conforms to RCTC's Alternative Fuel Policy with all vehicles in the fleet using CNG, electric or hydrogen fuel. The current active fleet consists of fifty-eight (58) 40-foot CNG buses, five (5) 40-foot Hydrogen Fuel Cell buses, ten (10) 32-foot CNG buses, three (3) 40-foot Electric buses, thirty-seven (37) 22-foot paratransit vans, and forty-five (45) total non-revenue CNG and electric vehicles, including general support cars and trucks as well as facility-specific golf carts and forklifts.

FY 2018/2019 SRTP TABLES

**TABLE 1
FLEET INVENTORY – FIXED ROUTE**

Table 1 - Fleet Inventory
FY 2018/19 Short Range Transit Plan
SunLine Transit Agency

Bus (Motorbus) / Directly Operated													
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2017/18	# of Contingency Vehicles FY 2017/18	Life to Date Vehicle Miles Prior Year End FY 2016/17	Life to Date Vehicle Miles through March FY 2017/18	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2017/18		
2014	BYD	K9	35	2	40	EB	2	0	50,094	125,007	62,503		
2015	BYD	K9	35	1	40	EB	1	0	15,543	66,408	66,408		
2012	EDN	AXCESS	37	1	40	OR	1	0	116,987	154,444	154,444		
2014	EDN	AXCESS	37	3	40	OR	3	0	131,121	299,469	99,823		
2017	EDN	AXCESS	37	1	40		1	0		2,039	2,039		
2009	EDN	EZRider32'	29	10	32	CN	10	0	2,403,059	3,082,385	308,238		
2008	NFA	LF 40'	39	1	40	OR	1	0	92,785	92,785	92,785		
2008	NFA	LF 40'	39	20	40	CN	16	4	8,414,667	10,503,925	656,495		
2008	NFA	LF 40'	39	21	40	CN	21	0	8,730,823	10,815,692	515,032		
2016	NFA	LF 40'	39	6	40	CN	6	0	0	495,953	82,658		
2005	OBI	ORION V40'	44	15	40	CN	15	0	6,118,925	7,202,738	480,182		
Totals:							77	4	26,074,004	32,840,845	426,504		

**TABLE 1
FLEET INVENTORY – DEMAND RESPONSE**

Table 1 - Fleet Inventory
FY 2018/19 Short Range Transit Plan
SunLine Transit Agency

Demand Response / Directly Operated													
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2017/18	# of Contingency Vehicles FY 2017/18	Life to Date Vehicle Miles Prior Year End FY 2016/17	Life to Date Vehicle Miles through March FY 2017/18	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2017/18		
2013	EDN	AEROTECH	12	14	22	CN	14	0	1,881,433	2,613,797	186,699		
2015	EDN	AEROTECH	12	8	22	CN	8	0	301,201	878,651	109,831		
2016	EDN	AEROTECH	12	15	22	CN	15	0	0	789,247	52,616		
Totals:			36	37			37	0	2,182,634	4,281,695	115,721		

TABLE 2
SRTP SERVICE SUMMARY – ALL ROUTES (SYSTEM TOTALS)

Table 2 -- SunLine Transit Agency -- SRTP Service Summary
FY 2018/19 Short Range Transit Plan
All Routes

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
Fleet Characteristics					
Peak-Hour Fleet			92		99
Financial Data					
Total Operating Expenses	\$31,617,862	\$32,877,347	\$34,880,025	\$24,311,347	\$36,900,992
Total Passenger Fare Revenue	\$7,129,667	\$6,706,373	\$6,088,898	\$4,174,555	\$6,822,436
Net Operating Expenses (Subsidies)	\$24,488,195	\$26,170,974	\$28,791,127	\$20,136,791	\$32,078,556
Operating Characteristics					
Unlinked Passenger Trips	4,522,990	4,316,269	4,178,161	3,106,868	3,677,830
Passenger Miles	33,051,673	30,441,739	29,247,333	22,760,733	27,124,789
Total Actual Vehicle Revenue Hours (a)	295,706.0	307,316.2	314,272.0	228,764.8	299,255.0
Total Actual Vehicle Revenue Miles (b)	4,362,448.6	4,498,671.0	4,501,382.0	3,506,749.7	4,426,269.0
Total Actual Vehicle Miles	4,824,009.7	5,111,465.3	5,120,834.0	4,147,121.1	5,080,898.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$106.92	\$106.98	\$110.99	\$106.27	\$129.99
Farebox Recovery Ratio	22.55%	20.40%	17.45%	17.17%	17.53%
Subsidy per Passenger	\$5.41	\$6.06	\$6.89	\$6.48	\$8.27
Subsidy per Passenger Mile	\$0.74	\$0.86	\$0.98	\$0.88	\$1.18
Subsidy per Revenue Hour (a)	\$82.81	\$85.16	\$91.61	\$88.02	\$107.19
Subsidy per Revenue Mile (b)	\$5.61	\$5.82	\$6.40	\$5.74	\$7.25
Passenger per Revenue Hour (a)	15.3	14.0	13.3	13.6	13.0
Passenger per Revenue Mile (b)	1.04	0.96	0.93	0.89	0.88

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

**TABLE 2
SRTP SERVICE SUMMARY – NON-EXCLUDED ROUTES**

*Table 2 -- SunLine Transit Agency -- SRTP Service Summary
FY 2018/19 Short Range Transit Plan
Non-Excluded Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
Fleet Characteristics					
Peak-Hour Fleet			90		95
Financial Data					
Total Operating Expenses	\$30,082,006	\$29,998,149	\$34,230,707	\$24,311,347	\$37,855,967
Total Passenger Fare Revenue	\$6,927,037	\$6,358,373	\$5,977,481	\$4,174,555	\$6,637,193
Net Operating Expenses (Subsidies)	\$23,154,968	\$23,639,776	\$28,253,226	\$20,136,791	\$31,218,774
Operating Characteristics					
Unlinked Passenger Trips	4,387,603	4,056,924	4,152,461	3,106,868	3,837,300
Passenger Miles	32,119,783	28,631,002	29,072,830	22,760,733	26,849,590
Total Actual Vehicle Revenue Hours (a)	282,603.1	281,969.6	311,848.0	228,764.8	294,256.0
Total Actual Vehicle Revenue Miles (b)	4,116,326.3	4,024,092.4	4,436,305.0	3,506,749.7	4,321,403.0
Total Actual Vehicle Miles	4,557,720.5	4,591,305.1	5,033,433.0	4,147,121.1	4,955,610.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$106.45	\$106.39	\$109.77	\$106.27	\$128.65
Farebox Recovery Ratio	23.03%	21.20%	17.46%	17.17%	17.53%
Subsidy per Passenger	\$5.28	\$5.83	\$6.80	\$6.48	\$8.14
Subsidy per Passenger Mile	\$0.72	\$0.83	\$0.97	\$0.88	\$1.16
Subsidy per Revenue Hour (a)	\$81.93	\$83.84	\$90.60	\$88.02	\$106.09
Subsidy per Revenue Mile (b)	\$5.63	\$5.87	\$6.37	\$5.74	\$7.22
Passenger per Revenue Hour (a)	15.5	14.4	13.3	13.6	13.0
Passenger per Revenue Mile (b)	1.07	1.01	0.94	0.89	0.89

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

**TABLE 2
SRTP SERVICE SUMMARY – EXCLUDED ROUTES**

*Table 2 -- SunLine Transit Agency -- SRTP Service Summary
FY 2018/19 Short Range Transit Plan
Excluded Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
Fleet Characteristics					
Peak-Hour Fleet			2		4
Financial Data					
Total Operating Expenses	\$1,535,856	\$2,879,190	\$649,318		\$1,045,025
Total Passenger Fare Revenue	\$202,630	\$347,999	\$111,417		\$185,243
Net Operating Expenses (Subsidies)	\$1,333,227	\$2,531,190	\$537,901		\$859,782
Operating Characteristics					
Unlinked Passenger Trips	135,387	259,345	25,700		40,530
Passenger Miles	931,890	1,810,737	174,503		275,199
Total Actual Vehicle Revenue Hours (a)	13,102.9	25,346.5	2,424.0		4,999.0
Total Actual Vehicle Revenue Miles (b)	246,122.3	474,578.6	65,077.0		104,866.0
Total Actual Vehicle Miles	266,289.2	520,160.2	87,401.0		125,288.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$117.22	\$113.59	\$267.87		\$209.05
Farebox Recovery Ratio	13.19%	12.09%	17.15%		17.72%
Subsidy per Passenger	\$9.65	\$9.76	\$20.93		\$21.21
Subsidy per Passenger Mile	\$1.43	\$1.40	\$3.08		\$3.12
Subsidy per Revenue Hour (a)	\$101.75	\$99.86	\$221.91		\$171.99
Subsidy per Revenue Mile (b)	\$5.42	\$5.33	\$8.27		\$8.20
Passenger per Revenue Hour (a)	10.3	10.2	10.6		6.1
Passenger per Revenue Mile (b)	0.55	0.55	0.39		0.39

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

**TABLE 2
SRTP SERVICE SUMMARY- PARATRANSIT**

*Table 2 -- SunLine-DAR -- SRTP Service Summary
FY 2018/19 Short Range Transit Plan
All Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
Fleet Characteristics					
Peak-Hour Fleet			31		31
Financial Data					
Total Operating Expenses	\$5,563,104	\$5,033,092	\$6,023,467	\$4,243,095	\$6,399,605
Total Passenger Fare Revenue	\$705,650	\$604,961	\$1,031,346	\$436,403	\$1,095,746
Net Operating Expenses (Subsidies)	\$4,857,454	\$5,148,131	\$4,992,141	\$3,807,492	\$5,303,859
Operating Characteristics					
Unlinked Passenger Trips	164,024	164,802	174,825	117,714	158,232
Passenger Miles	1,958,885	1,942,532	2,064,683	1,385,163	1,868,720
Total Actual Vehicle Revenue Hours (a)	69,686.7	68,941.9	68,869.0	50,058.0	67,249.0
Total Actual Vehicle Revenue Miles (b)	1,087,619.0	1,031,486.4	1,050,371.0	743,540.1	991,670.0
Total Actual Vehicle Miles	1,179,760.0	1,218,373.1	1,236,631.0	884,521.0	1,184,308.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$79.83	\$84.61	\$87.46	\$84.78	\$95.16
Farebox Recovery Ratio	12.68%	11.74%	17.12%	10.28%	17.12%
Subsidy per Passenger	\$29.61	\$31.24	\$28.56	\$32.35	\$33.52
Subsidy per Passenger Mile	\$2.48	\$2.65	\$2.42	\$2.75	\$2.84
Subsidy per Revenue Hour (a)	\$69.70	\$74.67	\$72.49	\$76.06	\$78.87
Subsidy per Revenue Mile (b)	\$4.47	\$4.99	\$4.75	\$5.12	\$5.35
Passenger per Revenue Hour (a)	2.4	2.4	2.5	2.4	2.4
Passenger per Revenue Mile (b)	0.15	0.16	0.17	0.16	0.16

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

**TABLE 2
SERVICE SUMMARY – SUNBUS**

*Table 2 -- SunLine-BUS -- SRTP Service Summary
FY 2018/19 Short Range Transit Plan
All Routes*

	FY 2015/16 Audited	FY 2016/17 Audited	FY 2017/18 Plan	FY 2017/18 3rd Qtr Actual	FY 2018/19 Plan
Fleet Characteristics					
Peak-Hour Fleet			61		66
Financial Data					
Total Operating Expenses	\$26,054,758	\$27,044,255	\$28,656,538	\$20,067,451	\$32,501,387
Total Passenger Fare Revenue	\$6,424,017	\$6,021,412	\$5,057,552	\$3,738,152	\$5,726,690
Net Operating Expenses (Subsidies)	\$19,630,741	\$21,022,843	\$23,798,986	\$16,329,299	\$26,774,697
Operating Characteristics					
Unlinked Passenger Trips	4,358,966	4,151,467	4,003,336	2,976,371	3,719,598
Passenger Miles	31,092,789	28,499,206	27,182,650	20,408,472	25,256,069
Total Actual Vehicle Revenue Hours (a)	226,019.3	238,374.3	245,403.0	175,584.6	232,006.0
Total Actual Vehicle Revenue Miles (b)	3,274,829.6	3,467,184.6	3,451,011.0	2,567,850.4	3,434,599.0
Total Actual Vehicle Miles	3,644,249.7	3,893,092.1	3,884,203.0	2,871,881.7	3,896,590.0
Performance Characteristics					
Operating Cost per Revenue Hour	\$115.28	\$113.45	\$117.59	\$114.29	\$140.09
Farebox Recovery Ratio	24.66%	22.27%	17.52%	18.63%	17.61%
Subsidy per Passenger	\$4.50	\$5.06	\$5.94	\$5.49	\$7.20
Subsidy per Passenger Mile	\$0.63	\$0.74	\$0.88	\$0.80	\$1.06
Subsidy per Revenue Hour (a)	\$96.85	\$98.19	\$96.98	\$93.00	\$115.41
Subsidy per Revenue Mile (b)	\$5.99	\$6.06	\$6.90	\$6.36	\$7.80
Passenger per Revenue Hour (a)	19.3	17.4	16.3	17.0	16.0
Passenger per Revenue Mile (b)	1.33	1.20	1.16	1.16	1.08

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

**TABLE 2A
SRTP SUMMARY OF ROUTES TO BE EXCLUDED IN FY 2018/2019**

Route #	Mode	Service Type	Route Description	Date of Implementation	Route Exemption End Date
Line 20 Express	Fixed Route	Directly Operated	Desert Hot Springs – Palm Desert	January 2016	December 2019
Line 21	Fixed Route	Directly Operated	Palm Desert	January 2018	December 2020
Line 111 Express	Fixed Route	Directly Operated	Palm Springs – Coachella	January 2019	December 2022

**TABLE 3
SRTP ROUTE STATISTICS – ALL ROUTES**

Table 3 - SRTP Route Statistics
SunLine Transit Agency -- 6
FY 2018/19
All Routes

Data Elements

Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Net Subsidy
SUN-111	All Days	23	1,337,477	9,051,469	73,354.0	86,265.0	1,097,993.0	1,294,177.0	\$10,794,873	\$2,135,116	\$8,659,757
SUN-14	All Days	7	617,274	4,191,290	28,262.0	30,277.0	430,555.9	491,646.0	\$4,100,859	\$949,207	\$3,151,652
SUN-15	All Days	1	113,717	772,138	5,452.0	5,779.0	87,415.0	97,361.0	\$832,085	\$129,934	\$702,151
SUN-20	All Days	2	20,930	210,015	3,594.0	4,072.0	84,874.0	96,794.0	\$832,285	\$142,814	\$689,471
SUN-21	All Days	2	9,400	65,194	1,405.0	1,671.0	19,992.0	25,594.0	\$222,730	\$42,429	\$170,301
SUN-220	All Days	2	12,713	86,321	3,307.0	4,237.0	112,379.0	122,859.0	\$1,024,347	\$165,359	\$858,988
SUN-24	All Days	4	151,851	1,021,747	13,076.0	14,528.0	193,616.0	214,530.0	\$1,455,921	\$291,184	\$1,164,737
SUN-30	All Days	5	583,793	3,963,054	25,336.0	24,351.0	274,423.0	295,821.0	\$2,465,772	\$483,154	\$1,972,618
SUN-32	All Days	3	279,683	1,889,546	16,721.0	17,712.0	279,031.0	300,352.0	\$2,589,232	\$351,452	\$2,237,780
SUN-54	All Days	2	63,990	430,410	6,721.0	6,764.0	113,426.0	113,553.0	\$947,145	\$185,246	\$761,899
SUN-70	All Days	3	159,869	949,711	9,941.0	10,449.0	121,688.0	145,366.0	\$1,212,495	\$242,513	\$970,182
SUN-80	All Days	5	135,750	921,797	9,228.0	9,918.0	107,644.0	120,617.0	\$1,008,061	\$201,212	\$806,849
SUN-81	All Days	4	87,155	591,782	5,933.0	6,288.0	95,230.0	104,584.0	\$972,038	\$114,412	\$857,626
SUN-90	All Days	1	34,127	245,362	6,012.0	6,241.0	72,881.0	78,599.0	\$694,862	\$116,827	\$578,035
SUN-91	All Days	3	141,818	962,644	16,919.0	17,841.0	307,658.0	341,962.0	\$2,852,290	\$344,490	\$2,507,800
SUN-95	All Days	1	28,340	192,449	6,339.0	6,796.0	114,038.0	126,175.0	\$1,072,424	\$120,961	\$951,463
SUN-Code	All Days	31	158,232	1,066,720	67,246.0	76,043.0	991,876.0	1,194,538.0	\$8,399,665	\$1,695,746	\$6,703,919
Service Provider Totals		98	3,877,830	27,124,788	296,258.0	325,119.0	4,438,269.0	5,060,898.0	\$38,900,992	\$6,822,638	\$32,078,354

**TABLE 3A
INDIVIDUAL ROUTE DESCRIPTIONS**

Route	Route Classification	Major Destinations	Cities/Communities Served	Connections
14	Trunk	Shopping, Schools, DMV, Employment Center, Library, Senior Center	Desert Hot Springs and Palm Springs	15, 20, 24, 30 & 111
15	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	14
20	Local	Shopping, Senior Center, Library, Community Center, Schools	Desert Hot Springs, Rancho Mirage, Palm Desert	14, 15, 32, 54, 111, Link 220 & Amtrak
21	Local	Shopping, Medical, Library, City Hall, School, College, and Mall	Desert Hot Springs, Palm Desert	14, 15, 32, 54, & 111
24	Local	Shopping, Medical, Library, Social Services, Theaters	Palm Springs	14, 30, 32, 111 & MBTA
30	Trunk	Shopping, Schools, Medical, Library, Senior Center, Airport, Court House, Social Security, Theaters, and Public Social Services	Palm Springs and Cathedral City	14, 24, 32, 111 & MBTA
32	Local	Shopping, School, College, Medical, Theaters, Mall and Hospital	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Thousand Palms	20, 24, 30, 54, 111, Link 220 & Amtrak
54	Local	Shopping, School, Tennis Gardens, Work Force Development, and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes	20, 32, 111, Link 220 & Amtrak
70	Local	Shopping, Schools, Theaters and Medical	La Quinta, Palm Desert, Indian Wells, Bermuda Dunes	111 & Amtrak
80	Local	Shopping, School, Workforce Development, Social Services, Senior Center, DMV, Hospital	Indio	54, 81, 90, 91 & 111
81	Local	Shopping, Schools, Medical, Community Center, College, DMV, Hospital, Work Force Development, Social Services and Employment Center	Indio	54, 80, 90, 91, 111 & Greyhound
90	Local	Shopping, Library, City Hall, Senior Center, Community Center, Social Services and Medical	Indio and Coachella	54, 80, 81, 91 & 111
91	Local	Shopping, College, Schools, Community Center, and Medical	Indio, Coachella, Thermal, Mecca, Oasis	54, 80, 81, 90 & 111
95	Local	Shopping, College, Community Center, Medical and Schools	Indio, Coachella, Mecca and North Shore	90, 91 & 111
111	Trunk	Hospital, Medical, Shopping, College, Mall and Schools	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio	14, 24, 20, 21, 30, 32, 54, 70, 80, 81, 90 & 91, 111, Amtrak & MBTA
220	Market-Based	Mall, College, Shopping and University	Palm Desert, Rancho Mirage, Cabazon Casino, Beaumont, Moreno Valley, Riverside	20, 32, 54, 111, Metrolink, Pass Transit, RTA & Greyhound

**TABLE 4
SUMMARY OF FUNDS FOR FY 2018/2019**

24-May-19

Table 4 - Summary of Funding Request for FY 2018/19

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	State of Good Repair	Measure A, City Palm Springs	Section 5307 Indio/Cathedral Trail City Palm Springs	Carryover Section 5307 Indio/Cathedral Trail City Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP Carryover	LCTOP Carryover	CMMQ	Other Revenue	Facebox
OPERATING																		
Operating Assistance	\$38,201,538	\$35,933	\$20,624,864			\$6,000,000	\$3,437,436	\$355,963	\$250,000	\$58,000	\$392,874			\$250,000			\$17,065,574	\$2,443,828
Tax Voucher	\$222,000	\$0	\$0														\$168,000	
Commuter Link 220	\$266,170	\$0	\$91,448								\$204,721						\$26,000	
Upgraded Maintenance Software	\$25,000	\$0	\$0															
Vanpool Program	\$597,315	\$316,010	\$38,305											\$400,467		\$318,000		
Line 80, 81, 95	\$500,000	\$0	\$0		\$500,000													
Preventative Maintenance Revenue Vehicles	\$490,000	\$0	\$53,900													\$436,100		
Quick Bus	\$397,500	\$0	\$39,382													\$358,118		
SunRide Ride Share and Desert Recreation District Rec-Route	\$38,930,991	\$1,654,440	\$20,903,910		\$0	\$500,000	\$3,437,436	\$355,963	\$250,000	\$58,000	\$392,874	\$0		\$250,000	\$400,467	\$318,000	\$1,851,574	\$2,443,828
Sub-total Operating																		

Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	State of Good Repair	Measure A, City Palm Springs	Section 5307 Indio/Cathedral Trail City Palm Springs	Section 5309	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP Carryover	LCTOP Carryover	CMMQ	Other Revenue	Facebox	
																		\$0
CAPITAL																		
Replacement Fixed Route Buses (3)	\$2,100,000	\$0	\$0															
Transit Enhancements	\$200,000	\$0	\$0		\$143,879													
Information Technology (IT) Projects	\$50,000	\$0	\$0		\$70,000													
Expansion of Inventory Warehouse	\$200,000	\$0	\$0		\$200,000													
Radio System Replacement	\$100,000	\$0	\$0		\$100,000													
Replacement of Paratransit Vans (10)	\$150,000	\$0	\$0		\$150,000													
Roof Repair Division 1 and 2	\$125,000	\$0	\$0		\$125,000													
Maintenance Tools and Equipment	\$50,000	\$0	\$0		\$50,000													
Install Electric Charger for Buses - Division 2	\$78,623	\$0	\$0		\$78,623													
Bus Simulator (2)	\$600,000	\$0	\$0		\$600,000													
Sub-total Capital	\$6,056,623	\$0	\$0		\$6,056,623	\$0	\$1,371,948	\$0	\$0	\$0	\$0	\$644,172	\$0	\$0	\$0	\$0	\$0	\$0
Total Operating & Capital	\$44,956,614	\$1,654,440	\$20,903,910		\$3,783,879	\$733,623	\$6,000,000	\$4,809,361	\$250,000	\$58,000	\$392,874	\$204,721	\$644,172	\$250,000	\$400,467	\$318,000	\$1,851,574	\$2,443,828

Project Funding Details

Target Budget

Projected FY18/19 LTF \$33,900,991 Based on estimated FY19 budget

Projected FY18/19 State of Good Repair \$20,903,910 Based on FY19 allocated carryover funds

Projected FY18/19 Measure A \$600,000 Based on FY17/18 Estimated Appointment 02-26-18

Projected FY18/19 Section 5307 Operating Funds \$3,437,436 FY19 based on the unknown status of future federal funding

Projected FY18/19 Section 5309 Operating Funds \$855,963 Based on remaining FY 17 operating funds

Projected FY18/19 Section 5310 Operating Funds \$250,000 Based on support funds associated with the transfer of F06, Connecticut Transit Transfer

Projected FY18/19 Section 5311 Operating Funds \$55,595 Based on FY19 application to CalTrans

Projected FY18/19 Section 5311 (f) Operating Funds \$650,467 Based on new appropriation estimates from RCTC Revenue Est. Dated 2-26-18 plus estimated carryover FY18, \$400,467 carryover is from existing projects which are still in progress.

Projected FY18/19 CMMQ Carryover \$315,019 Based on estimated expenses for Van Pool contract utilizing grant # CA-95-X327.

Projected FY18/19 Other Revenue \$794,208 Based on initial project approval through CVAG

Projected FY18/19 Facebox Revenue \$1,851,574 Advertising revenue (\$78K), shelter maintenance revenue (\$12K), SPA overhead fee (\$3K), fueling revenue (70K), emission credits (\$75K), Taxi Voucher (\$118K), & interest and other revenue (\$37.9K), (\$28K) FTA National Fuel Cell Bus Program

Projected FY18/19 Operating Request \$2,843,828 Based on the continued decrease of 5% ideship for Fixed Route and the 5% decrease in ideship for Paratransit

Total Estimated Operating Funding Request \$33,900,991

Projected FY18/19 STA, Capital \$3,783,879 FY18/19 plus unallocated carryover

Projected FY18/19 State of Good Repair \$253,623 Based on FY17/18 Estimated Appointment 02-26-18

Projected FY18/19 Section 5307 Capital \$1,371,949 Based on new appropriation estimates from RCTC Revenue Est. Dated 2-26-18

Section 5339 \$644,172 Based on RCTC Revenue Est. dated 05-08-18

Total Estimated Capital Funding Request \$6,056,623

Total Funding Request \$44,956,614



TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-01]

PROJECT NUMBER	SRTP Project No:		SL-19-01
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (3)		
PROJECT DESCRIPTION	Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of three (3) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain services reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date		Completion Date
	July 2018		June 2021
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year
	STA		2019
	Section 5307		2019
	Section 5339		2019
Total			\$2,100,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-02]

PROJECT NUMBER	S RTP Project No:		SL-19-02
	FTIP No:		
PROJECT NAME	Transit Enhancements		
PROJECT DESCRIPTION	The enhancements of bus stop systems to improve access for all customers through modernization of bus shelters, benches, kiosks, signage, and lighting to enhance security and safety.		
PROJECT JUSTIFICATION	The enhancement of transit facilities promotes safety and security for people throughout the Coachella Valley.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$143,879
	5307	2019	\$56,121
Total			\$200,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-03]

PROJECT NUMBER	SRTP Project No:		SL-19-03	
	FTIP No:			
PROJECT NAME	Information Technology (IT) Projects			
PROJECT DESCRIPTION	The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.			
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2018		June 2021	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2019	\$70,000
	Section 5307		2019	\$280,000
Total			\$350,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-04]

PROJECT NUMBER	SRTP Project No:		SL-19-04
	FTIP No:		
PROJECT NAME	Expansion of Inventory Warehouse		
PROJECT DESCRIPTION	This project will be for the construction/expansion of the inventory warehouse.		
PROJECT JUSTIFICATION	As the Agency grows its fleet, additional parts are required to properly prepare for both preventative maintenance and unforeseen repairs. Additional storage space is needed to stock parts for both current and incoming vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$200,000
Total			\$200,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-05]

PROJECT NUMBER	S RTP Project No:	SL-19-05	
	FTIP No:		
PROJECT NAME	Radio System Replacement		
PROJECT DESCRIPTION	The project purchases Voice over Internet Protocol (VoIP) radio system to replace current system. The new system will have the ability to monitor VoIP calls between the dispatch center, mobile workforce and revenue vehicles.		
PROJECT JUSTIFICATION	SunLine’s current radio system has met its useful life and is no longer a supported system, making repair parts difficult to purchase. Replacing this system with newer technology will enhance our communication.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$1,000,000
Total			\$1,000,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-06]

PROJECT NUMBER	SRTP Project No:		SL-19-06
	FTIP No:		
PROJECT NAME	Replacement of Paratransit Vans (10)		
PROJECT DESCRIPTION	Purchase of 10 vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of 10 paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2019	\$1,350,000
Total			\$1,350,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-07]

PROJECT NUMBER	SRTP Project No:		SL-19-07
	FTIP No:		
PROJECT NAME	Roof Repair Division 1 and 2		
PROJECT DESCRIPTION	The project will allow SunLine to repair and improve roofing of existing buildings at Thousand Palms and Indio divisions.		
PROJECT JUSTIFICATION	The project will allow for continued safety and security of staff and the general public.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$125,000
Total			\$125,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-08]

PROJECT NUMBER	SRTP Project No:		SL-19-08
	FTIP No:		
PROJECT NAME	Maintenance Tools and Equipment		
PROJECT DESCRIPTION	The project purchases major replacement tools, equipment and parts used in routine vehicle maintenance.		
PROJECT JUSTIFICATION	Equipment must be replaced to ensure proper maintenance of all SunLine vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$50,000
Total			\$50,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-09]

PROJECT NUMBER	S RTP Project No:	SL-19-09	
	FTIP No:		
PROJECT NAME	Install Electric Charger for Buses – Division 2		
PROJECT DESCRIPTION	Project will install electric charging stations at SunLine’s Indio division.		
PROJECT JUSTIFICATION	By installing charging stations at Division 2, the Agency will increase efficiency by cutting down deadhead time and increase productivity of daily bus operations.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2018	June 2021	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	State of Good Repair	2019	\$78,623
Total			\$78,623
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 4A – CAPITAL PROJECT JUSTIFICATION [SL-19-10]

PROJECT NUMBER	SRTP Project No:		SL-19-10
	FTIP No:		
PROJECT NAME	Bus Simulator (2)		
PROJECT DESCRIPTION	The project will purchase two (2) bus simulators to provide realistic scenario driver training.		
PROJECT JUSTIFICATION	This equipment will provide realistic driving simulation in a controlled classroom environment. This allows the Agency to use minimal resources and provide a greater level of training and correct driving techniques to mitigate potential hazards.		
PROJECT SCHEDULE	Start Date		Completion Date
	July 2018		June 2021
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year
	STA		2019
Total			\$600,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1
SUMMARY OF FUNDS REQUESTED FOR FY 2019/2020**

18-May-18

Table 5.1 - Summary of Funding Request for FY 2019/2020

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City/Palm Springs	Section 5310	Section 5311	Section 5311 (f)	Section 5339	LCTOP Carryover	CMAQ	CMAQ Carryover	Other Revenue	Farebox
OPERATING															
Operating Assistance	\$35,709,476	\$250,000	\$20,674,876		\$5,688,129	\$4,000,000		\$341,572			\$300,000			\$1,900,000	\$2,554,899
Taxi Voucher	\$93,335		\$23,334		\$23,334									\$46,667	
Vanpool Program	\$537,148	\$478,062	\$59,086										\$478,062		
Line 80, 81, 95	\$238,135	\$190,508	\$47,627										\$190,508		
Commuter Link 220	\$250,000		\$50,000						\$200,000						
Quick-Bus	\$1,062,500		\$212,500									\$850,000			
Sub-total Operating	\$37,890,593	\$918,570	\$21,067,423	\$0	\$5,688,129	\$4,000,000	\$23,334	\$341,572	\$200,000	\$0	\$300,000	\$850,000	\$668,570	\$1,946,667	\$2,554,899
CAPITAL															
Replacement Fixed Route Buses (6)	\$4,032,000	\$0		\$2,532,000		\$1,000,000				\$500,000					
Information Technology (IT) Projects	\$360,000	\$0		\$360,000											
Replacement Paratransit Buses (4)	\$540,000	\$0		\$540,000											
Security Cameras Division II and Coachella Hub	\$160,000	\$0		\$160,000											
Sub-total Capital	\$5,072,000	\$0	\$0	\$3,572,000	\$0	\$1,000,000	\$23,334	\$341,572	\$200,000	\$500,000	\$0	\$0	\$0	\$0	\$0
Total Operating & Capital	\$42,962,593	\$918,570	\$21,067,423	\$3,572,000	\$5,688,129	\$5,000,000	\$23,334	\$341,572	\$200,000	\$500,000	\$300,000	\$850,000	\$668,570	\$1,946,667	\$2,554,899

**TABLE 5.1A
CAPITAL PROJECT JUSTIFICATION FOR FY 2019/2020**

TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-01]

PROJECT NUMBER	S RTP Project No:	SL-20-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (6)		
PROJECT DESCRIPTION	Purchase of six (6) fixed route buses to replace existing CNG bus fleets that will reach their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of six (6) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$2,532,000
	Section 5307	2020	\$1,000,000
	Section 5339	2020	\$500,000
Total			\$4,032,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-02]

PROJECT NUMBER	SRTP Project No:		SL-20-02
	FTIP No:		
PROJECT NAME	Information Technology (IT) Projects		
PROJECT DESCRIPTION	The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.		
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$350,000
Total			\$350,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-03]

PROJECT NUMBER	SRTP Project No:		SL-20-03
	FTIP No:		
PROJECT NAME	Replacement of Paratransit Vans (4)		
PROJECT DESCRIPTION	Purchase of four (4) vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of four (4) paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$540,000
Total			\$540,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.1A – CAPITAL PROJECT JUSTIFICATION [SL-20-04]

PROJECT NUMBER	S RTP Project No:	SL-20-04	
	FTIP No:		
PROJECT NAME	Security Cameras for Division II & Coachella Hub		
PROJECT DESCRIPTION	This project will purchase and install transit security cameras at the Indio division and Coachella Hub.		
PROJECT JUSTIFICATION	This project is required to provide safe and secure transit facilities for staff, passengers, and vehicles.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2019	June 2022	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2020	\$150,000
Total			\$150,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.2
SUMMARY OF FUNDS REQUESTED FOR FY 2020/2021

2-May-18

TABLE 5.2

Table 5.2 - Summary of Funding Request for FY 2020/21

Project Description	Total Amount of Funds	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 6310	Section 5311	Section 5311 (f)	Section 5339	LC/TP	CMAQ Carryover	Other Revenue	Farebox
OPERATING														
Operating Assistance	\$37,622,906		\$20,256,500		\$5,955,493	\$4,152,000		\$341,572			\$500,000		\$3,951,370	\$2,465,970
Taxi Voucher	\$93,334		\$23,334				\$23,334						\$46,667	
Vanpool Program	\$537,148	\$478,062	\$59,086									\$478,062		
Line 80, 81, 95	\$238,135	\$190,508	\$47,627									\$190,508		
Commuter Link 220	\$250,000		\$50,000					\$200,000						
Sub-total Operating	\$38,741,523	\$668,570	\$20,436,547	\$0	\$5,955,493	\$4,152,000	\$23,334	\$341,572	\$200,000	\$0	\$500,000	\$668,570	\$3,998,037	\$2,465,970
CAPITAL														
Capital Project Number	Total Amount of Funds With Carryover	Total Carryover Amount	LTF	STA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Section 6310	Section 5311	Section 5311 (f)	Section 5339	LC/TP	CMAQ Carryover	Other Revenue	Farebox
Replacement Fixed Route Buses (3)	\$1,820,000	\$0		\$320,000		\$1,000,000				\$500,000				
Information Technology (IT) Projects	\$350,000			\$350,000										
Replacement Paratransit Buses (13)	\$1,755,000			\$1,755,000										
Upgrade Division I Fence - Secure Base	\$200,000			\$200,000										
Sub-total Capital	\$4,125,000	\$0	\$0	\$2,625,000	\$0	\$1,000,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0
Total Operating & Capital	\$42,866,523	\$668,570	\$20,436,547	\$2,625,000	\$5,955,493	\$5,152,000	\$23,334	\$341,572	\$200,000	\$500,000	\$500,000	\$668,570	\$3,998,037	\$2,465,970

**TABLE 5.2A
CAPITAL PROJECT JUSTIFICATION FOR FY 2020/2021**

TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-01]

PROJECT NUMBER	S RTP Project No:	SL-21-01	
	FTIP No:		
PROJECT NAME	Replacement Fixed Route Buses (3)		
PROJECT DESCRIPTION	Purchase of three (3) fixed route buses to replace existing CNG bus fleets that will reach their useful life as outlined by FTA guidelines.		
PROJECT JUSTIFICATION	The purchase of three (3) fixed route buses will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$320,000
	Section 5307	2021	\$1,000,000
	Section 5339	2021	\$500,000
Total			\$1,820,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-02]

PROJECT NUMBER	SRTP Project No:		SL-21-02
	FTIP No:		
PROJECT NAME	Information Technology (IT) Projects		
PROJECT DESCRIPTION	The project supports the purchase of the Agency’s need for software, network infrastructure, computing resources, and business analytics.		
PROJECT JUSTIFICATION	The use of IT equipment is critical to the daily function and efficiency in providing safe, reliable and efficient transit services.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$350,000
Total			\$350,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-03]

PROJECT NUMBER	S RTP Project No:		SL-21-03	
	FTIP No:			
PROJECT NAME	Replacement of Paratransit Vans (13)			
PROJECT DESCRIPTION	Purchase of thirteen (13) vans to replace existing SunDial paratransit vans that will have reached their useful life as outlined by FTA guidelines.			
PROJECT JUSTIFICATION	The purchase of thirteen (13) paratransit vans will ensure SunLine replaces older fleet vehicles to maintain service reliability and reduce maintenance costs.			
PROJECT SCHEDULE	Start Date		Completion Date	
	July 2020		June 2023	
PROJECT FUNDING SOURCES	Fund Type		Fiscal Year	Amount
	STA		2021	\$1,755,000
Total			\$1,755,000	
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>	

TABLE 5.2A – CAPITAL PROJECT JUSTIFICATION [SL-21-04]

PROJECT NUMBER	S RTP Project No:	SL-21-04	
	FTIP No:		
PROJECT NAME	Upgrade Division I Fence - Secure Base		
PROJECT DESCRIPTION	This project is to secure the base of the perimeter fencing at SunLine’s Thousand Palms facility.		
PROJECT JUSTIFICATION	This project is needed to ensure the safety and security of SunLine employees and passengers.		
PROJECT SCHEDULE	Start Date	Completion Date	
	July 2020	June 2023	
PROJECT FUNDING SOURCES	Fund Type	Fiscal Year	Amount
	STA	2021	\$200,000
Total			\$200,000
<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 6
PROGRESS TO IMPLEMENT TRIENNIAL PERFORMANCE AUDIT**

SunLine completed a Transportation Development ACT (TDA) State Triennial Performance Audit in September 2016 for FY 2012/2013 through 2014/2015. The audit was performed by Michael Baker International.

Table 6 “Progress to Implement the Triennial Performance Audit” summarizes the Performance Audit recommendations and actions taken by SunLine in response.

Table 6 – Progress to Implement Triennial Performance Audit

Performance Audit Recommendation	Action(s) Taken and Results
1) Prepare and submit separate State Controller Transit Operators Financial Transaction Report for general public transit specialized service. (High Priority)	This recommendation has been addressed. The FY 2015/16 report has been submitted and this process has been added to the procedures.
2) Continue to pursue a fare revenue sharing agreement with College of the Desert. (High Priority)	SunLine is collaborating with the College of the Desert, University of California Riverside, and California State University San Bernardino Palm Desert Campus on a U-Pass.
3) Engage in long term planning. (Medium Priority)	SunLine will be pursuing funds to implement a long range transit plan with a strategic marketing plan in FY 2017/18.

TABLE 7 SERVICE PROVIDER PERFORMANCE TARGETS

Table 7 -- Service Provider Performance Targets Report
FY 2017/18 Short Range Transit Plan Review
SunLine Transit Agency

Data Elements	FY 2017/18 Plan	FY 2017/18 Target	FY 2017/18 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	4,178,161			
Passenger Miles	29,247,333			
Total Actual Vehicle Revenue Hours	314,272.0			
Total Actual Vehicle Revenue Miles	4,501,382.0			
Total Actual Vehicle Miles	5,120,834.0			
Total Operating Expenses	\$34,880,025			
Total Passenger Fare Revenue	\$6,088,898			
Net Operating Expenses	\$28,791,127			
Performance Indicators				
Mandatory:				
1. Farebox Recovery Ratio	17.45%	>= 17.45%	17.17%	Fails to Meet Target
Discretionary:				
1. Operating Cost Per Revenue Hour	\$110.99	<= \$106.94	\$106.27	Meets Target
2. Subsidy Per Passenger	\$6.89	>= \$4.78 and <= \$6.46	\$6.48	Fails to Meet Target
3. Subsidy Per Passenger Mile	\$0.98	>= \$0.68 and <= \$0.92	\$0.88	Meets Target
4. Subsidy Per Hour	\$91.61	>= \$68.21 and <= \$92.29	\$88.02	Meets Target
5. Subsidy Per Mile	\$6.40	>= \$4.64 and <= \$6.28	\$5.74	Meets Target
6. Passengers Per Revenue Hour	13.30	>= 12.16 and <= 16.45	13.60	Meets Target
7. Passengers Per Revenue Mile	0.93	>= 0.82 and <= 1.12	0.89	Meets Target
Notes: Must meet at least 4 out of 7 Discretionary Performance Indicators				
Productivity Performance Summary:				
Service Provider Comments:				

**TABLE 8
FY 2018/2019 SRTP PERFORMANCE REPORT**

FY 2018/19 - Table 8 -- SRTP Performance Report
Service Provider: SunLine Transit Agency
 All Routes

Performance Indicators	FY 2016/17 End of Year Actual	FY 2017/18 3rd Quarter Year-to-Date	FY 2018/19 Plan	FY 2018/19 Target	Plan Performance Scorecard (a)
Passengers	4,316,269	3,106,868	3,877,830	None	
Passenger Miles	30,441,739	22,760,733	27,124,789	None	
Revenue Hours	307,316.2	228,764.8	299,255.0	None	
Total Hours	333,332.9	249,646.9	325,119.0	None	
Revenue Miles	4,498,671.0	3,506,749.7	4,426,269.0	None	
Total Miles	5,111,465.3	4,147,121.1	5,060,898.0	None	
Operating Costs	\$32,877,347	\$24,311,347	\$38,900,992	None	
Passenger Revenue	\$6,706,373	\$4,174,555	\$6,822,436	None	
Operating Subsidy	\$26,170,974	\$20,136,791	\$32,078,556	None	
Operating Costs Per Revenue Hour	\$106.98	\$106.27	\$129.99	None	
Operating Cost Per Revenue Mile	\$7.31	\$6.93	\$8.79	None	
Operating Costs Per Passenger	\$7.62	\$7.83	\$10.03	None	
Farebox Recovery Ratio	20.40%	17.17%	17.53%	>= 17.5%	Meets Target
Subsidy Per Passenger	\$6.06	\$6.48	\$8.27	>= \$7.45 and <= \$5.51	Fails to Meet Target
Subsidy Per Passenger Mile	\$0.86	\$0.88	\$1.18	>= \$1.01 and <= \$0.75	Fails to Meet Target
Subsidy Per Revenue Hour	\$85.16	\$88.02	\$107.19	>= \$101.23 and <= \$74.83	Fails to Meet Target
Subsidy Per Revenue Mile	\$5.82	\$5.74	\$7.25	>= \$6.60 and <= \$4.88	Fails to Meet Target
Passengers Per Revenue Hour	14.00	13.60	13.00	>= 15.64 and <= 11.56	
Passengers Per Revenue Mile	0.96	0.89	0.88	>= 1.02 and <= 0.76	

a) The Plan Performance Scorecard column is the result of comparing the FY 2018/19 Plan to the FY 2018/19 Primary Target.

**TABLE 9
HIGHLIGHTS OF FY 2018/2019 SHORT RANGE TRANSIT PLAN**

TABLE 9 – HIGHLIGHTS OF FY 2018/2019 SRTP

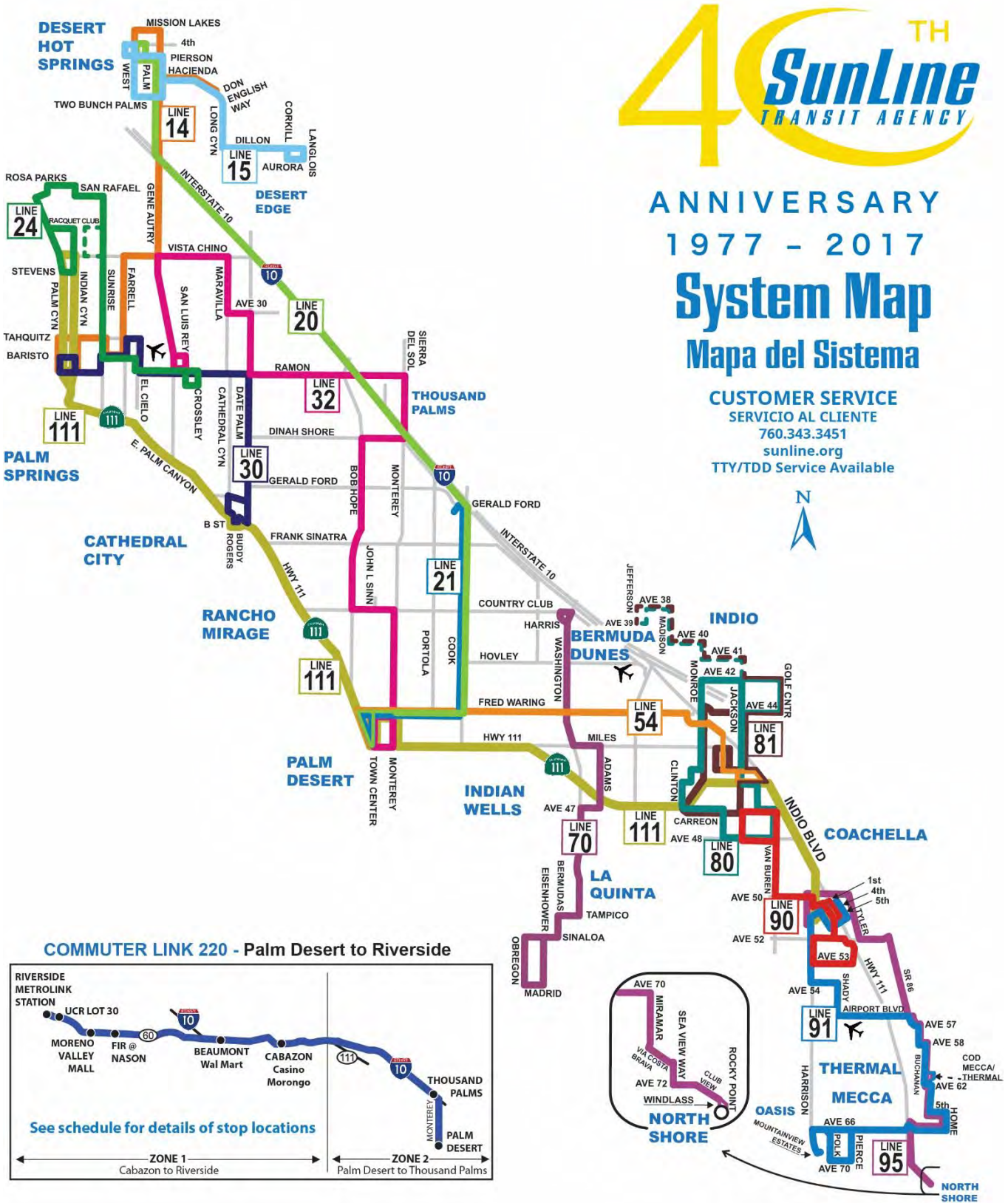
- SunLine continues planned improvements to its operations facility which is undergoing replacement.
- Purchase three (3) replacement CNG fixed route buses and replacement non-revenue support vehicles (2 supervisor and 2 safety).
- Continue to work with the jurisdictions to improve bus stops with in the service area using Prop 1B Safety and Security funds.
- Purchase and implement use of software system network infrastructure upgrade, enterprise software implementation to improve efficiency of agency operations.
- Increase revenue through the advertising program.
- Conduct a planning study to determine the transit needs of the Coachella Valley.

Operating & Financial Data	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18 Estimated	FY 2018/19 Planned
Fixed Route Ridership	4,674,654	4,358,966	4,203,003	3,968,496	3,719,598
SunDial Ridership	153,183	164,025	164,929	156,952	158,232
System Wide Ridership	4,827,837	4,827,627	4,190,436	4,125,448	3,877,830
Operating Cost Per Revenue Hour	\$96.99	\$106.92	\$107.26	\$110.99	\$129.99

**TABLE 9B
FAREBOX CALCULATION**

Table 9B - Farebox Calculation (consistent with Commission Farebox Recovery Policy)				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY16/17 Audit	FY17/18 (Estimate)	FY18/19 (Plan)
1	Passenger Fares	\$ 3,055,021.54	\$ 2,930,117.05	\$ 2,643,828.00
2	Interest	\$ 3,963.54	\$ 1,491.25	\$ 1,100.00
3	General Fund Supplement	\$ -	\$ -	\$ -
4	Measure A	\$ -	\$ -	\$ -
5	Advertising Revenue	\$ 184,210.41	\$ 165,000.00	\$ 76,000.00
6	Gain on Sale of Fixed Assets	\$ -	\$ -	\$ -
7	CNG Revenue / Emission Credit	\$ 1,663,571.23	\$ 1,884,149.42	\$ 1,450,000.00
8	Lease / Other Revenue	\$ -	\$ -	\$ -
9	Federal Excise Tax Refund	\$ -	\$ -	\$ -
10	Investment Income	\$ -	\$ -	\$ -
11	CalPers CERBT	\$ -	\$ -	\$ -
12	Fare Revenues from Exempt Routes	\$ -	\$ -	\$ -
13	Other Revenues	\$ 1,884,907.48	\$ 1,910,784.75	\$ 1,024,525.00
	Total Revenue for Farebox Calculation (1-13)	\$ 6,791,674.20	\$ 6,891,542.47	\$ 5,195,453.00
	Total Operating Expenses for Farebox Calculation	\$ 32,962,648.27	\$ 34,880,026.00	\$ 38,900,991.00
	Farebox Recovery Ratio	20.60%	19.76%	13.36%

FIGURE A-1 SUNBUS SYSTEM MAP, JANUARY 2018



ANNIVERSARY
1977 - 2017
System Map
Mapa del Sistema

CUSTOMER SERVICE
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sunline.org
 TTY/TDD Service Available



COMMUTER LINK 220 - Palm Desert to Riverside



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ROUTE PROFILES

LINE 14—DESERT HOT SPRINGS – PALM SPRINGS

Line 14 is one of SunLine’s most successful routes. This trunk route links the cities of Desert Hot Springs and Palm Springs, connecting to Lines 15, 20, 24, 30, and 111 and linking riders with local shopping centers, schools, the Palm Springs Convention Center, Department of Motor Vehicles, the Employment Development Department, libraries, senior center, theaters, and other services within the communities of Desert Hot Springs and Palm Springs.

The Line 14 operates with 20-minute frequency during weekday peak periods and 30-minute frequency during weekday evenings. The last Line 14 trip serves Hacienda Avenue in Desert Hot Springs to meet passenger demand in this area. Additionally, one morning and one afternoon trip are provided to accommodate the volume of school students.

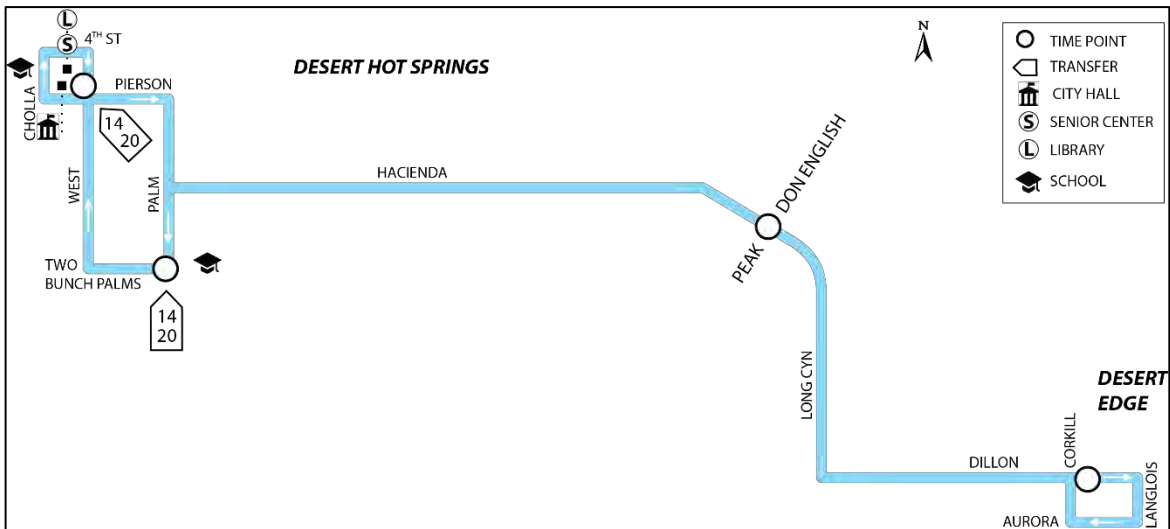


Hours of Operation:		Service Span	Financial	
4:53 AM	11:20 PM	Weekdays	Annual Route Cost	\$1,827,026
5:48 AM	10:41 PM	Weekends	Annual Farebox Route Revenue	\$634,733
Frequency:			Cost per Rider	\$2.90
20/30 MIN	Weekdays (Peak/Off-Peak)		Subsidy per Rider	\$5.46
40 MIN	Weekends	Ridership		
Average Speed:		Peak Vehicles	Average Daily Passengers Weekday	2,006
17.7 mph		7	Average Daily Passengers Weekends	1,085
On Time Performance:			Annual Passengers	629,697
		87.1%	Passengers per Hour	22.2
Route Total Bidirectional Length (Miles):			Passengers per Mile	1.5
		29.42	Annual Wheelchair Boardings	6,275
Annual Revenue Miles:			Annual Bicycle Boardings	20,866
		430,595	Population within .5 mi of stop	31,971
Annual Revenue Hours			Jobs within .5 mi of stop	14,162
		28,365		

LINE 15—DESERT HOT SPRINGS – DESERT EDGE

Line 15 serves the community of Desert Hot Springs and Desert Edge, a Riverside County unincorporated community located southeast of Desert Hot Springs. Line 15 connects to Lines 14 and 20, and links riders with local shopping centers, a neighborhood community center, Boys and Girls Club of Desert Hot Springs, schools, and other services within the City of Desert Hot Springs.

Service is under study for Mission Lakes Boulevard and Two Bunch Palms Trail for this route, as well as service at Little Morongo Road west of West Drive and west of Dillon Road, Long Canyon Road and Desert Edge.



Hours of Operation:		Service Span		Financial	
4:54 AM	8:49 PM	Weekdays		Annual Route Cost	\$726,857
7:00 AM	7:44 PM	Weekends		Annual Farebox Route Revenue	\$126,919
Frequency:				Cost per Rider	\$6.98
60 MIN		Weekdays		Subsidy per Rider	\$5.86
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	338
21.5 mph		1		Average Daily Passengers Weekends	165
On Time Performance:				Annual Passengers	104,060
91.0%				Passengers per Hour	19.1
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.2
15.9				Annual Wheelchair Boardings	749
Annual Revenue Miles:				Annual Bicycle Boardings	2,100
87,415				Population within .5 mi of stop	17,194
Annual Revenue Hours:				Jobs within .5 mi of stop	2,116
5,452					

LINE 20—DESERT HOT SPRINGS – THOUSAND PALMS – PALM DESERT

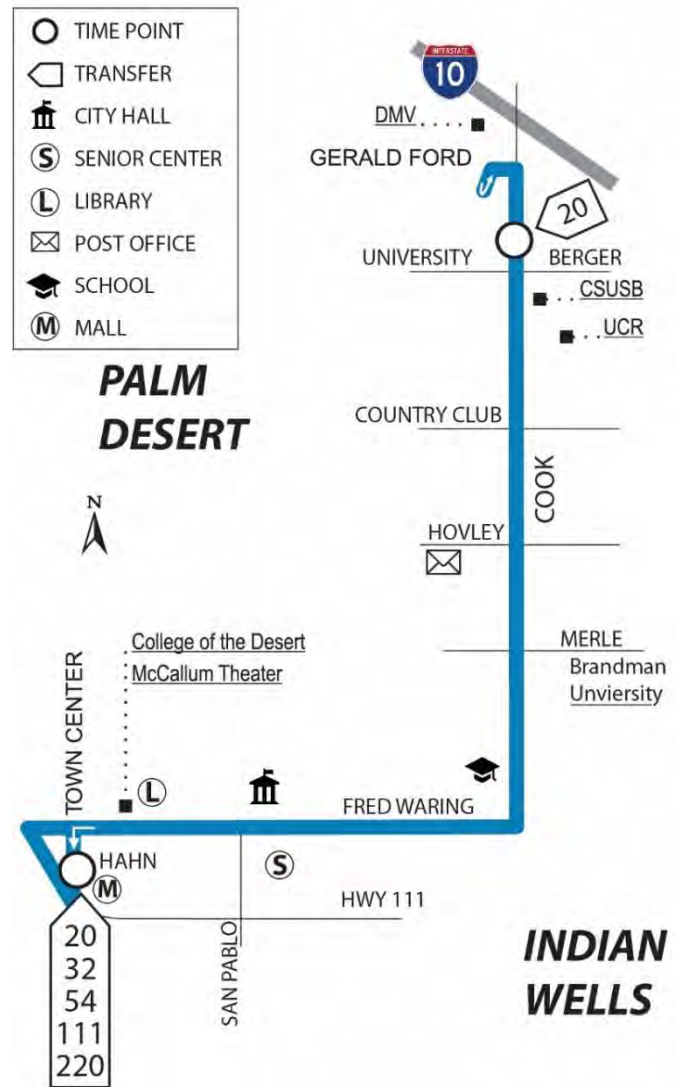
Line 20 provides limited stop service between the City of Desert Hot Springs and the City of Palm Desert. The Line 20 provides residents of Desert Hot Springs and surrounding communities improved access to resources and employment opportunities concentrated toward the center of the Coachella Valley, including the College of the Desert. Line 20 connects with Lines 14, 15, 32, 53, 54, 111 and Commuter Link 220 at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
7:00 AM 7:55 PM		Weekdays		Annual Route Cost \$288,104	
		No Weekend Service		Annual Farebox Route Revenue \$139,522	
Frequency:				Cost per Rider \$11.50	
60 MIN		Weekdays		Subsidy per Rider \$21.78	
		No Weekend Service		Ridership	
Average Speed:		Peak Vehicles			
23.82 mph		2		Average Daily Passengers Weekday 98	
On Time Performance:				Average Daily Passengers Weekends N/A	
		85.0%		Annual Passengers 25,062	
Route Total Bidirectional Length (Miles):				Passengers per Hour 7.03	
		48.5		Passengers per Mile 0.30	
Annual Revenue Miles:				Annual Wheelchair Boardings 109	
		84,874		Annual Bicycle Boardings 854	
Annual Revenue Hours:				Population within .5 mi of stop 11,229	
		3564		Jobs within .5 mi of stop 8,180	

LINE 21—GERALD FORD & COOK – PALM DESERT MALL

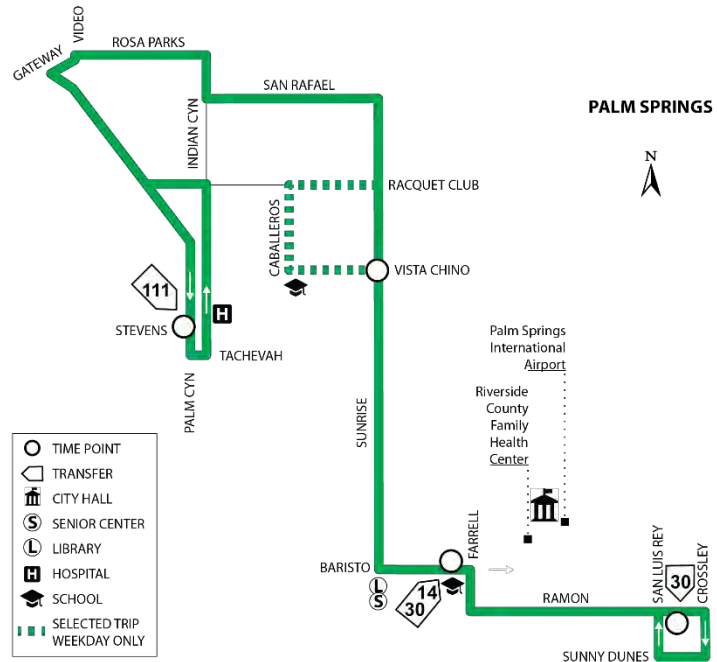
Line 21 is a new route that provides service to the City of Palm Desert, enabling riders to access the College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, satellite campuses of California State University of San Bernadine, the University of California Riverside, Palm Desert High School, Palm Desert Library, major employment sites, medical and shopping centers. Line 21 connects with Lines 20, 32, 54, 111 and Commuter Line 222 at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
11:00 AM	3:50 PM	Weekdays		Annual Route Cost	\$98,787
No Weekend Service				Annual Farebox Route Revenue	N/A
Frequency:				Cost per Rider	N/A
60 MIN	Weekdays			Subsidy per Rider	N/A
No Weekend Service			Ridership		
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	51
25.8 mph		2		Average Daily Passengers Weekends	N/A
On Time Performance:				Annual Passengers	N/A
86.9%				Passengers per Hour	9.8
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.40
13.8				Annual Wheelchair Boardings	N/A
Annual Revenue Miles:				Annual Bicycle Boardings	N/A
19,992				Population within .5 mi of stop	20,157
Annual Revenue Hours:				Jobs within .5 mi of stop	18,379
1,435					

LINE 24—PALM SPRINGS

In March 2017, Line 24 service was expanded to serve the Ramon/San Luis Rey retail area. Line 24 offers service in Palm Springs with connections to Lines 14, 30, 32, and 111. The Line 24 links riders to destinations such as the Desert Regional Hospital, Desert Highland Community Center, Social Security Administration, schools, medical facilities, theaters, and shopping outlets.

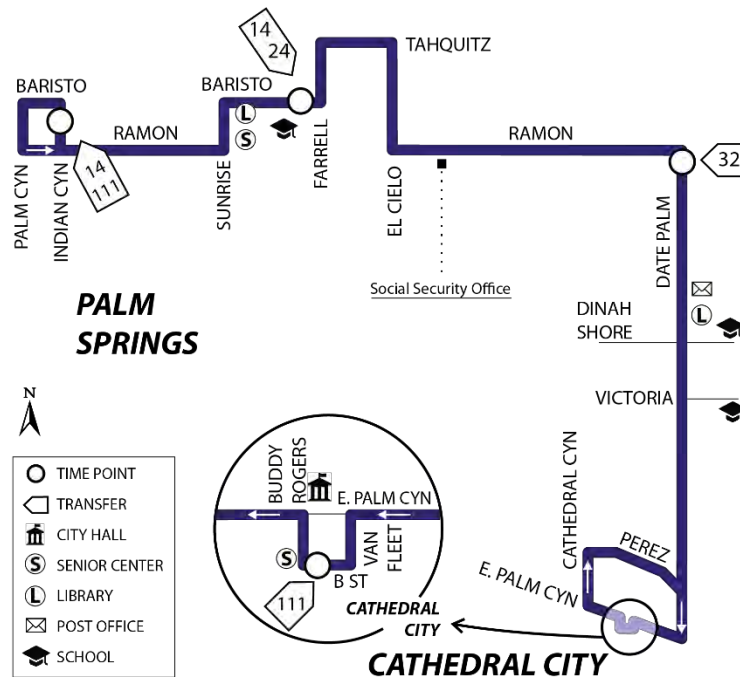


Hours of Operation:		Service Span	Financial	
6:20 AM	8:25 PM	Weekdays	Annual Route Cost	\$799,337
6:18 AM	7:38 PM	Weekends	Annual Farebox Route Revenue	\$284,473
Frequency:			Cost per Rider	\$4.94
40 MIN	Weekdays		Subsidy per Rider	\$7.49
60 MIN	Weekends	Ridership		
Average Speed:		Peak Vehicles	Average Daily Passengers Weekday	544
14.66 mph		4	Average Daily Passengers Weekends	211
On Time Performance:			Annual Passengers	161,799
		82.5%	Passengers per Hour	12.4
Route Total Bidirectional Length (Miles):			Passengers per Mile	1.13
		20.3	Annual Wheelchair Boardings	1,638
Annual Revenue Miles:			Annual Bicycle Boardings	4,143
		143,616	Population within .5 mi of stop	22,374
Annual Revenue Hours:			Jobs within .5 mi of stop	10,955
		13,070		

LINE 30—CATHEDRAL CITY – PALM SPRINGS

Line 30 is one of SunLine’s most successful routes. In March 2017, Line 30 was realigned to serve Tahquitz Canyon Drive at El Cielo to provide riders with more frequency in this area. Line 30 is a Trunk line providing service between the cities of Cathedral City and Palm Springs. Riding the Line 30 provides customers access to the Palm Springs International Airport, Palm Springs City Hall, Social Security Administration, public libraries, city halls, senior centers, schools, shopping centers and various industrial parks. It operates with 20-minute frequency during weekday peak periods, connecting to Lines 14, 24, 32, and 111. The Line 30 also offers three afternoon supplementary trips to accommodate the high volume of student ridership.

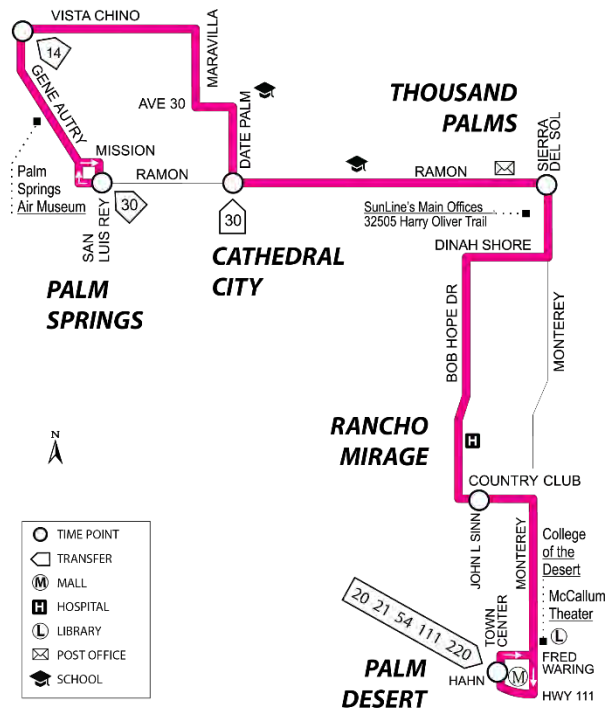
The most recent Operational Analysis proposed fifteen-minute frequency for this trunk route. Frequency changes are under study and are subject to available funding and Board approval.



Hours of Operation:		Service Span		Financial	
5:40 AM 10:44 PM		Weekdays		Annual Route Cost	\$1,423,353
6:15 AM 9:41 PM		Weekends		Annual Farebox Route Revenue	\$481,788
Frequency:				Cost per Rider	\$2.07
20 MIN		Weekdays		Subsidy per Rider	\$3.30
40 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	2,176
12.7 mph		9		Average Daily Passengers Weekends	1,212
On Time Performance:				Annual Passengers	686,776
93.1%				Passengers per Hour	27.1
Route Total Bidirectional Length (Miles):				Passengers per Mile	2.50
19.3				Annual Wheelchair Boardings	5,132
Annual Revenue Miles:				Annual Bicycle Boardings	23,891
274,423				Population within .5 mi of stop	34,329
Annual Revenue Hours:				Jobs within .5 mi of stop	16,652
25,356					

LINE 32—PALM SPRINGS – CATHEDRAL CITY – THOUSAND PALMS – RANCHO MIRAGE – PALM DESERT

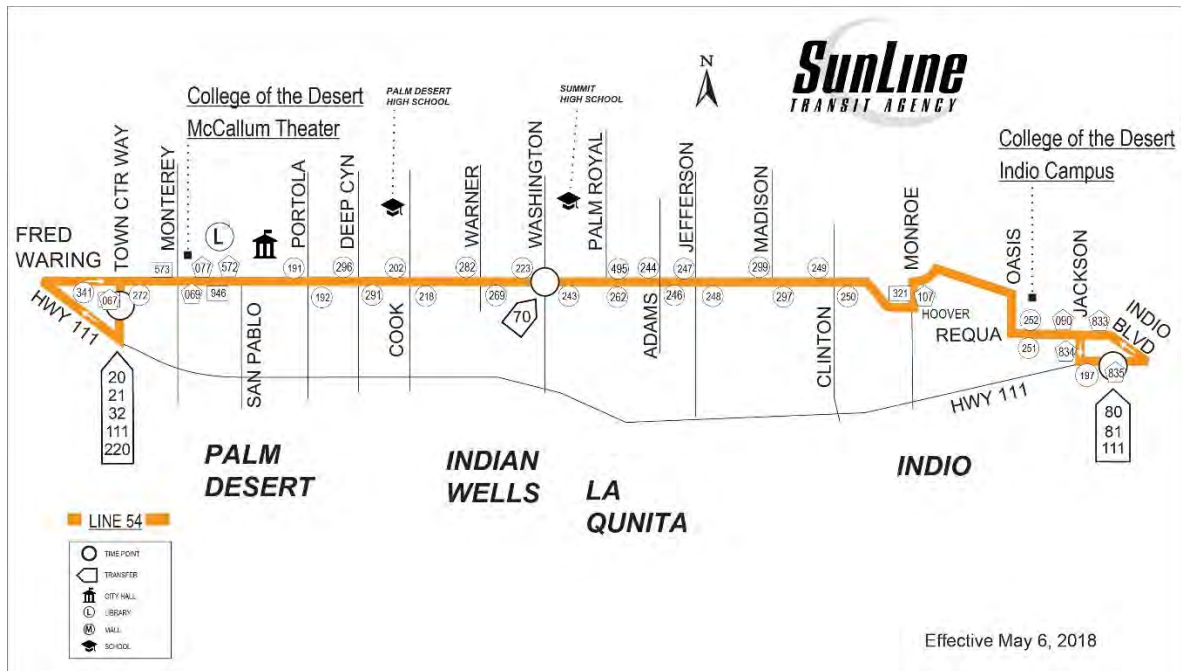
Line 32 links the cities of Palm Springs, Cathedral City, and the unincorporated community Thousand Palms, Rancho Mirage and Palm Desert. The route connects with Lines 14, 20, 24, 30, 53, 54, 111, and Commuter Link 220. Riders can access schools and various retail centers along Ramon Road in the City of Cathedral City. Routing through the I-10 Interchange provides access to Costco, Home Depot, and the Regal Cinemas 16 theater complex, as well as service to the Agua Caliente Casino on Ramon Road at Bob Hope Drive. This route also provides service to Eisenhower Medical Center, College of the Desert, and Westfield Palm Desert Mall.



Hours of Operation:		Service Span	Financial	
5:00 AM	10:40 PM	Weekdays	Annual Route Cost	\$1,084,816
6:54 AM	10:48 PM	Weekends	Annual Farebox Route Revenue	\$343,351
Frequency:			Cost per Rider	\$4.37
50 MIN		Weekdays	Subsidy per Rider	\$9.16
60 MIN		Weekends	Ridership	
Average Speed:		Peak Vehicles	Average Daily Passengers Weekday	785
18.7 mph		3	Average Daily Passengers Weekends	443
On Time Performance:			Annual Passengers	248,350
81.1%			Passengers per Hour	14.9
Route Total Bidirectional Length (Miles):			Passengers per Mile	0.9
40.4			Annual Wheelchair Boardings	1,344
Annual Revenue Miles:			Annual Bicycle Boardings	9,059
279,031			Population within .5 mi of stop	37,261
Annual Revenue Hours:			Jobs within .5 mi of stop	21,864
16,723				

LINE 54—PALM DESERT – INDIAN WELLS – LA QUINTA – BERMUDA DUNES – INDIO

Line 54 operates between Palm Desert and Indio serving the cities of Indian Wells and La Quinta as well as the unincorporated community of Bermuda Dunes via Fred Waring Drive. This route was designed to provide direct service between Palm Desert and Indio, in addition to serving the length of Fred Waring Drive. Service is provided to the Indio Workforce Development, College of the Desert (Indio and Palm Desert), McCallum Theater, Civic Center, along with close proximity to Indian Wells Tennis Gardens. Line 54 connects with Lines 20, 32, 53, 70, 80, 81, 90, 91, 95, 111, and Commuter Link 220 at Westfield Palm Desert Mall and Hwy 111 at Flower.

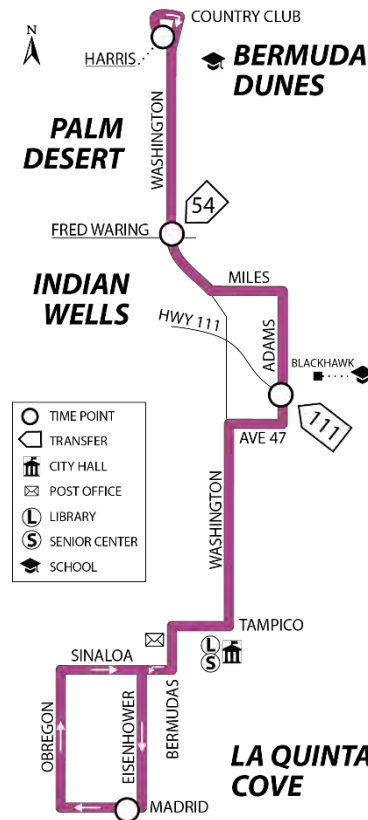


Hours of Operation:		Service Span		Financial	
5:55 AM 7:55 PM		Weekdays No Weekend Service		Annual Route Cost	\$412,826
				Annual Farebox Route Revenue	\$183,908
Frequency:				Cost per Rider	\$5.49
45 MIN		Weekdays No Weekend Service		Subsidy per Rider	\$11.70
Average Speed:		Peak Vehicles		Ridership	
21.34 mph		2		Average Daily Passengers Weekday	294
On Time Performance:				Average Daily Passengers Weekends	N/A
		84.1%		Annual Passengers	75,157
Route Total Bidirectional Length (Miles):				Passengers per Hour	11.2
		24.3		Passengers per Mile	0.7
Annual Revenue Miles:				Annual Wheelchair Boardings	337
		113,426		Annual Bicycle Boardings	2,478
Annual Revenue Hours:				Population within .5 mi of stop	37,729
		6,731		Jobs within .5 mi of stop	13,900

LINE 70—LA QUINTA – PALM DESERT – INDIAN WELLS – BERMUDA DUNES

Line 70 offers bus service to the City of La Quinta and the edge of the cities of Palm Desert and Indian Wells and the unincorporated community of Bermuda Dunes. Riders are able to access the Indian Wells Tennis Gardens on Washington Street at Fred Waring Drive, city hall, the senior center, schools, and various shopping centers along Adams Street, Avenue 47, and Washington Street. Transfers from the Line 70 to the Line 111 can be made on Highway 111 at Adams Street.

SunLine is evaluating extending service north of the I-10 Freeway if it can be done without increasing operating costs. The implementation of proposed changes are subject to available funding and Board approval.

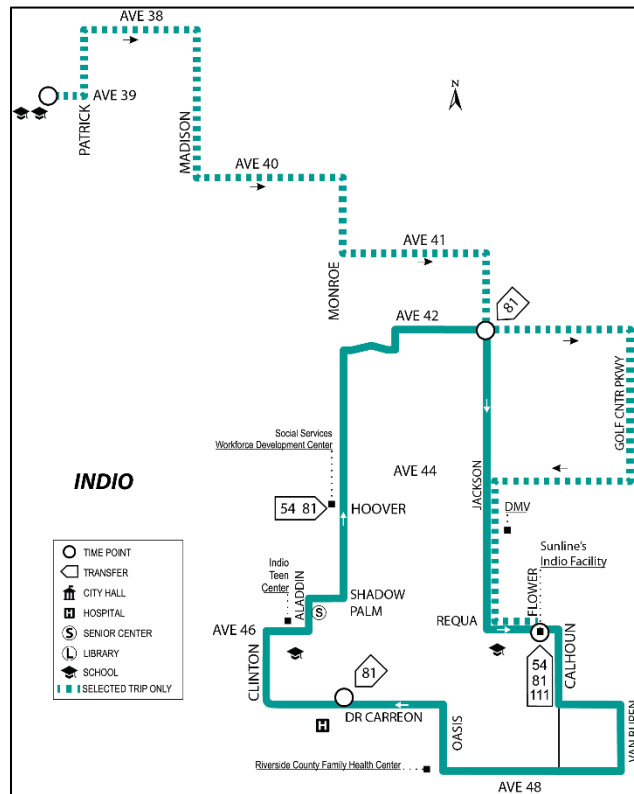


Hours of Operation:		Service Span		Financial	
5:15 AM	8:45 PM	Weekdays		Annual Route Cost	\$599,710
5:15 AM	9:30 PM	Weekends		Annual Farebox Route Revenue	\$236,728
Frequency:				Cost per Rider	\$3.33
45	MIN	Weekdays		Subsidy per Rider	\$6.78
90	MIN	Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	611
15.85 mph		4		Average Daily Passengers Weekends	223
On Time Performance:				Annual Passengers	180,326
87.2%				Passengers per Hour	19.6
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.4
19.5				Annual Wheelchair Boardings	574
Annual Revenue Miles:				Annual Bicycle Boardings	5,595
131,688				Population within .5 mi of stop	27,982
Annual Revenue Hours:				Jobs within .5 mi of stop	9,943
9,941					

LINE 80 —INDIO

Line 80 operates in a clockwise loop serving residents of the City of Indio, providing access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Social Security Administration, Employment Development Department, Indio Senior Center, Boys and Girls Club, Riverside County Social Services Offices, Department of Motor Vehicles, Martha's Village & Kitchen, community centers, schools, and shopping centers. Two afternoon trips to Shadow Hills High School on Jefferson Street at Avenue 39 are provided.

Line 80 connects to Lines 54, 81, 90, 91, and 111 at the transfer location on Highway 111 at Flower Street.

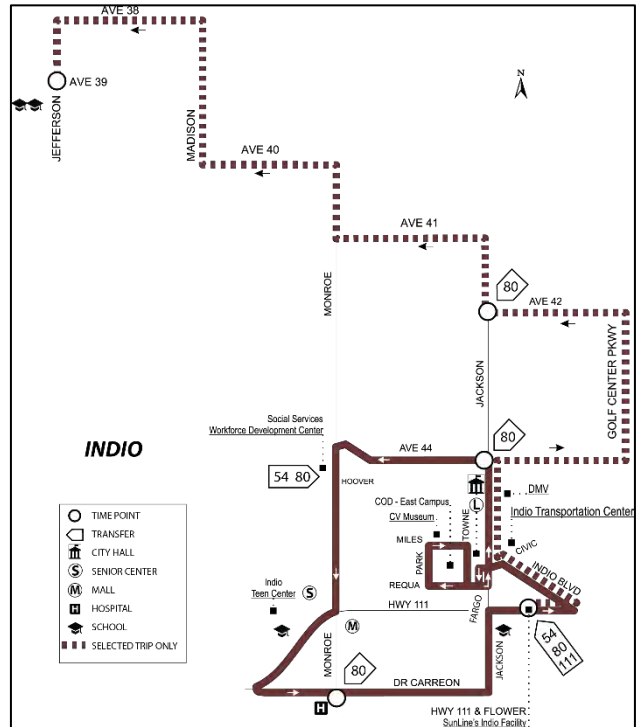


Hours of Operation:		Service Span		Financial	
6:00 AM	9:00 PM	Weekdays		Annual Route Cost	\$332,957
6:00 AM	9:00 PM	Weekends		Annual Farebox Route Revenue	\$196,575
Frequency:				Cost per Rider	
60 MIN		Weekdays		Subsidy per Rider	\$5.79
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	458
11.2 mph			3	Average Daily Passengers Weekends	225
On Time Performance:				Annual Passengers	141,170
			85.2%	Passengers per Hour	27.4
Route Total Bidirectional Length (Miles):				Passengers per Mile	2.0
			11.02	Annual Wheelchair Boardings	1124
Annual Revenue Miles:				Annual Bicycle Boardings	3,000
			71,909	Population within .5 mi of stop	39,132
Annual Revenue Hours:				Jobs within .5 mi of stop	7,554
			6,077		

LINE 81—INDIO

Line 81 is a loop route that operates counter-clockwise and provides transit service to residents of the City of Indio, enabling passengers access to John F. Kennedy Memorial Hospital, Riverside County Fair and National Date Festival, Employment Development Department, U.S. Social Security Administration, East Valley College of the Desert campus, Riverside County social services offices, Department of Motor Vehicles, Coachella Valley Cultural Museum, the Indio transportation center, community centers, library, schools, and a shopping centers. Two morning trips are provided to accommodate commuting students, service to Shadow Hills High School on Jefferson Street at Avenue 39 was implemented.

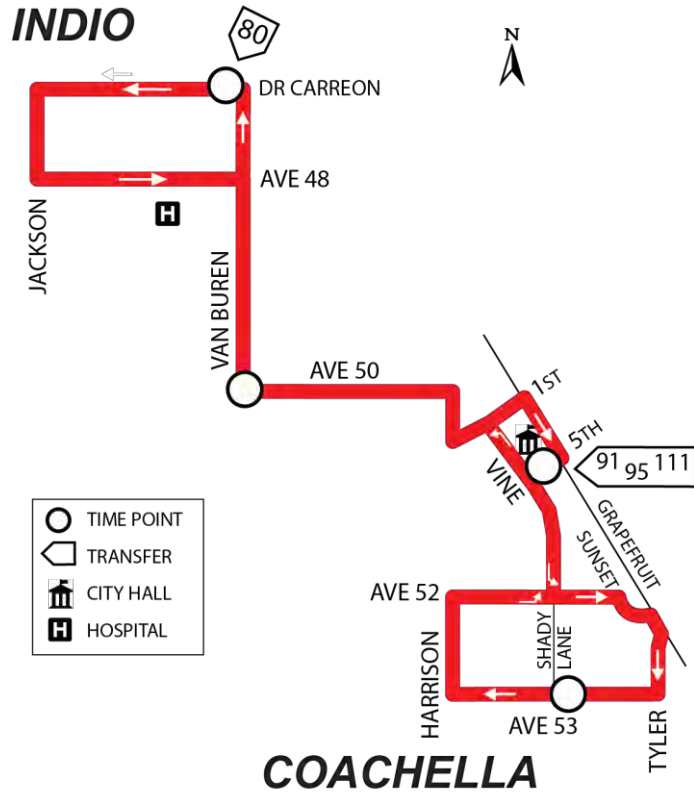
Line 81 connects to Lines 54, 80, 90, 91 and 111 at the transfer location on Highway 111 at Flower Street.



Hours of Operation:		Service Span		Financial	
5:30 AM	8:30 PM	Weekdays		Annual Route Cost	\$335,170
5:30 AM	8:30 PM	Weekends		Annual Farebox Route Revenue	\$111,775
Frequency:				Cost per Rider	\$3.75
60 MIN		Weekdays		Subsidy per Rider	\$5.13
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	296
10.69 mph		3		Average Daily Passengers Weekends	127
On Time Performance:				Annual Passengers	89,266
		89.1%		Passengers per Hour	15.7
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.6
		8.71		Annual Wheelchair Boardings	777
Annual Revenue Miles:				Annual Bicycle Boardings	1,011
		55,230		Population within .5 mi of stop	32,477
Annual Revenue Hours:				Jobs within .5 mi of stop	7,631
		5,753			

LINE 90—INDIO – COACHELLA

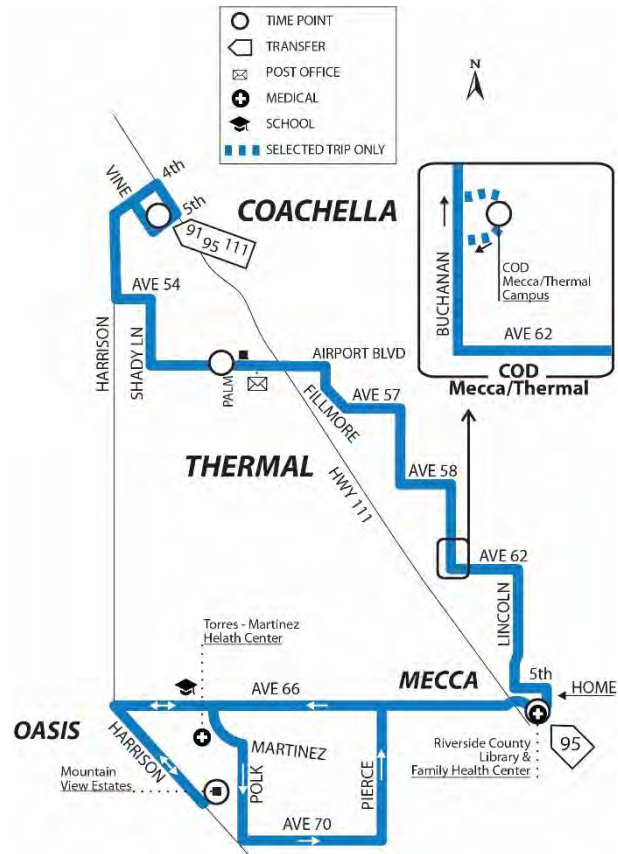
Line 90 serves the cities of Coachella and Indio allowing passengers to access the Employment Development Department, Coachella City Hall, library, senior center, Boys & Girls Club, local schools, and shopping centers. Connections to Lines 54, 80, 81, 91, 95 and 111 occur at the transfer location on Highway 111 at Flower Street in the City of Indio.



Hours of Operation:		Service Span		Financial	
5:00 AM 10:00 PM		Weekdays		Annual Route Cost	\$347,828
5:00 AM 9:00 PM		Weekends		Annual Farebox Route Revenue	\$639,750
Frequency:				Cost per Rider	\$2.47
60 MIN		Weekdays		Subsidy per Rider	\$14.49
60 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	430
16.18 mph		2		Average Daily Passengers Weekends	287
On Time Performance:				Annual Passengers	140,831
84.2%				Passengers per Hour	16.0
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.9
12.96				Annual Wheelchair Boardings	1,478
Annual Revenue Miles:				Annual Bicycle Boardings	2,838
72,891				Population within .5 mi of stop	44,655
Annual Revenue Hours:				Jobs within .5 mi of stop	7,051
6,012					

LINE 91—INDIO – COACHELLA – THERMAL – MECCA – OASIS

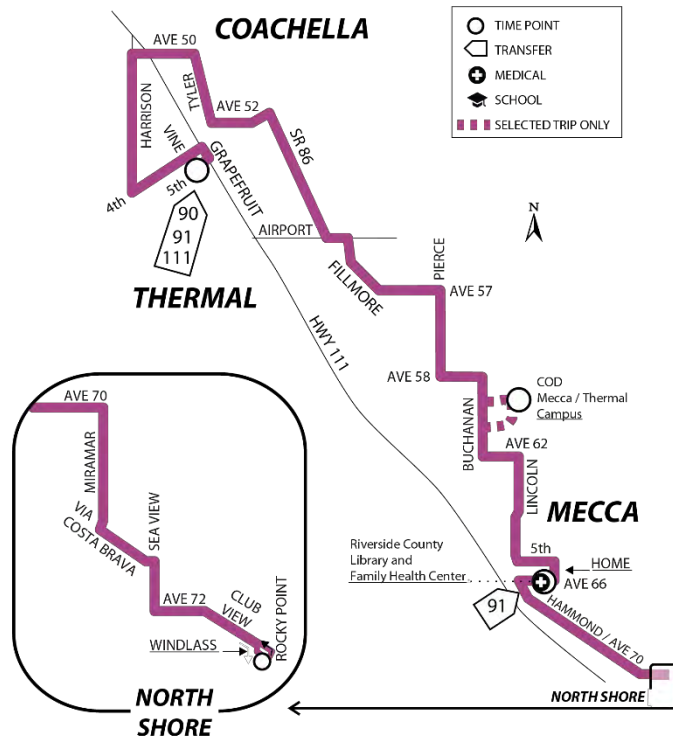
Line 91 links the cities of Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Line 91 are able to connect to Lines 54, 80, 81, 90, 95 and 111 at the transfer location on Highway 111 and Flower Street in Indio. Passengers have access to employment sites, medical, and shopping facilities. Line 91 also provides direct service to College of the Desert’s East Valley Campus in Mecca.



Hours of Operation:		Service Span	Financial	
4:48 AM	10:21 PM	Weekdays	Annual Route Cost	\$1,145,415
5:30 AM	10:42 PM	Weekends	Annual Farebox Route Revenue	\$336,550
Frequency:			Cost per Rider	\$6.33
60 MIN		Weekdays	Subsidy per Rider	\$17.28
60 MIN		Weekends	Ridership	
Average Speed:		Peak Vehicles	Average Daily Passengers Weekday	548
22.80 mph		3	Average Daily Passengers Weekends	380
On Time Performance:			Annual Passengers	181,092
		85.7%	Passengers per Hour	12.60
Route Total Bidirectional Length (Miles):			Passengers per Mile	0.6
		51.11	Annual Wheelchair Boardings	460
Annual Revenue Miles:			Annual Bicycle Boardings	4,423
		315,922	Population within .5 mi of stop	41,181
Annual Revenue Hours:			Jobs within .5 mi of stop	8,996
		17,300		

LINE 95— COACHELLA – MECCA – NORTH SHORE

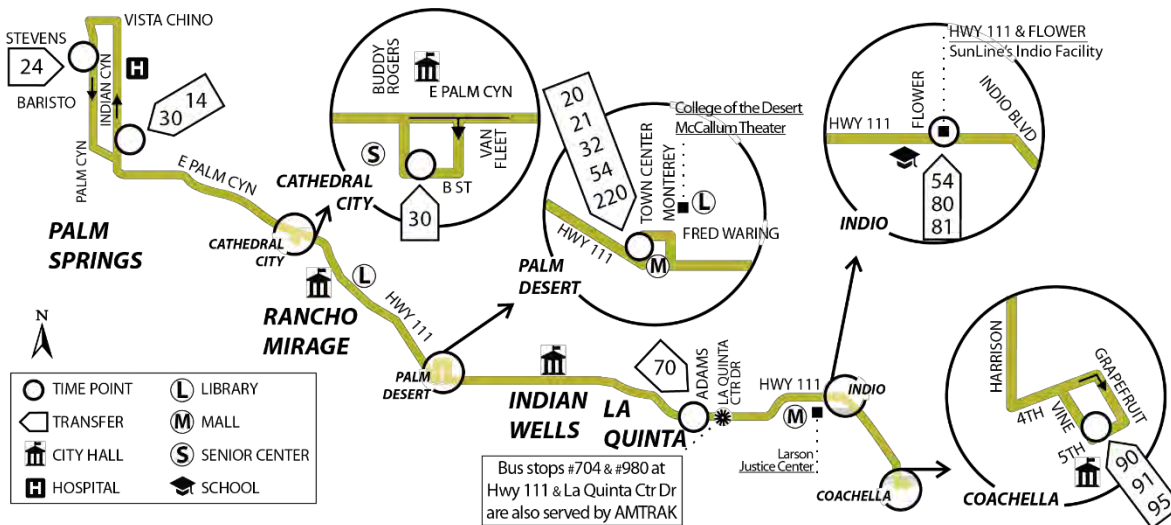
Line 95 serves the cities of Coachella and the unincorporated communities of Mecca and North Shore. The Line 95 serves the College of the Desert’s East Valley Campus in Mecca. Passengers on Line 95 connect to Lines 90, 91 and 111 at the transfer location on 5th and Vine Avenue in Coachella. Service allows passengers to access employment sites, medical, and shopping facilities.



Hours of Operation:		Service Span		Financial	
4:00 AM	10:00 PM	Weekdays		Annual Route Cost	\$430,014
4:00 AM	10:00 PM	Weekends		Annual Farebox Route Revenue	\$118,172
Frequency:				Cost per Rider	\$15.06
180 MIN		Weekdays		Subsidy per Rider	\$32.11
180 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	89
32.71 mph		1		Average Daily Passengers Weekends	55
On Time Performance:				Annual Passengers	28,556
		87.9%		Passengers per Hour	7.0
Route Total Bidirectional Length (Miles):				Passengers per Mile	0.2
		52.49		Annual Wheelchair Boardings	54
Annual Revenue Miles:				Annual Bicycle Boardings	679
		114,938		Population within .5 mi of stop	19,050
Annual Revenue Hours:				Jobs within .5 mi of stop	6,710
		6,339			

LINE 111—PALM SPRINGS – CATHEDRAL CITY – RANCHO MIRAGE – PALM DESERT – INDIAN WELLS – LA QUINTA - INDIO

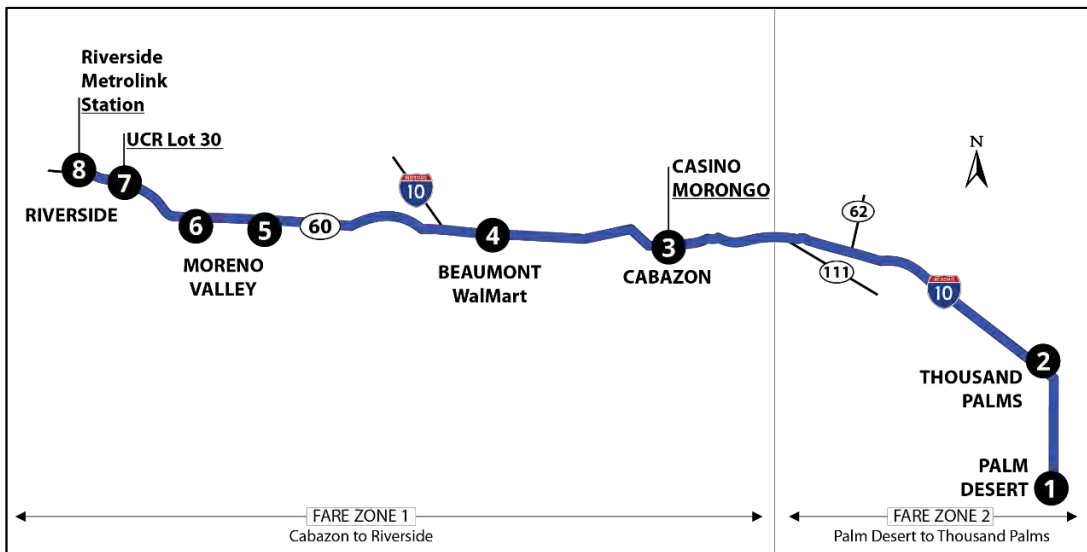
Line 111 is SunLine’s highest ridership regional trunk route. Line 111 provides service along Highway 111 from Palm Springs to Coachella, linking with the Cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta and Indio. Line 111 enables riders to travel to destinations along the Highway 111 corridor. The route links passengers with major retail and commercial centers, recreational attractions, museums, educational and medical institutions. Connecting routes include Lines 14, 20, 24, 30, 32, 53, 54, 70, 80, 81, 90, 91, 95 and Commuter Link 220 at transfer locations at Westfield Palm Desert Mall.



Hours of Operation:		Service Span		Financial	
5:00 AM	11:00 PM	Weekdays		Annual Route Cost	\$4,360,905
5:30 AM	11:00 PM	Weekends		Annual Farebox Route Revenue	\$1,849,976
Frequency:				Cost per Rider	\$3.12
20/30 MIN		Weekdays (Peak/Off-Peak)		Subsidy per Rider	\$5.63
20/30 MIN		Weekends		Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	4,209
17.64 mph		13		Average Daily Passengers Weekends	2,985
On Time Performance:				Annual Passengers	1,396,966
		80.9%		Passengers per Hour	20.5
Route Total Bidirectional Length (Miles):				Passengers per Mile	1.4
		60.0		Annual Wheelchair Boardings	9,425
Annual Revenue Miles:				Annual Bicycle Boardings	56,819
		1,006,559		Population within .5 mi of stop	78,704
Annual Revenue Hours:				Jobs within .5 mi of stop	48,948
		67,995			

COMMUTER LINK 220 PALM DESERT – THOUSAND PALMS – CABAZON – BEAUMONT – MORENO VALLEY – RIVERSIDE

Commuter Link 220 provides service between the Coachella Valley and western Riverside County. The route is 77 miles, with 2 stops in the Coachella Valley, located at Westfield Palm Desert Mall and Thousand Palms Transit Hub off Varner Road. The routes continues, stopping along Interstate 10 and State Route 60 serving the Casino Morongo, City of Beaumont at the Walmart Shopping Center, Moreno Valley at the Moreno Valley Mall, the University of California Riverside, and ending at Metrolink’s Riverside Station. Line 220 connects to SunLine’s Lines 20, 32, 53, 54, and 111, Pass Transit in Beaumont and Banning, Metrolink, RTA, and Omnitrans services in Riverside.



Hours of Operation:		Service Span		Financial	
4:30 AM	10:00 PM	Weekdays		Annual Route Cost	\$323,700
No Weekend Service				Annual Farebox Route Revenue	\$161,548
Frequency:				Cost per Rider	\$24.05
6 TRIPS		Weekdays		Subsidy per Rider	\$66.01
No Weekend Service				Ridership	
Average Speed:		Peak Vehicles		Average Daily Passengers Weekday	53
29.51 mph		2		Average Daily Passengers Weekends	N/A
On Time Performance:				Annual Passengers	13,458
		62.6%		Passengers per Hour	4.1
Route Total Bidirectional Length (Miles):				Passengers per Mile	0.1
		148.26		Annual Wheelchair Boardings	172
Annual Revenue Miles:				Annual Bicycle Boardings	337
		112,979		Population within .5 mi of stop	19,890
Annual Revenue Hours:				Jobs within .5 mi of stop	38,841
		3,767			

SR TP

FY 2018/2019 | FY 2020/2021



SunLine Transit Agency
32505 Harry Oliver Trail, Thousand Palms, CA 92276 | 760-343-3456 | sunline.org

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Vanessa Mora, Compliance Officer/Special Assistant to the Chief
Safety Officer

RE: [Revised Drug & Alcohol Policy No. B-010394](#)

Recommendation

Recommend that the Board of Directors approve the revised Drug & Alcohol Policy No. B-010394.

Background

SunLine Transit Agency has an established Drug & Alcohol Policy. This policy has been updated to comply with the Department of Transportation's (DOT) recent update of 49 CFR Part 40 for drug and alcohol testing that took effect on January 1, 2018. Summarized below are the revisions made to the attached red-lined policy that reflect the updates required by the regulation.

1. Changes to the Drug Testing Panel
 - a. The DOT drug testing panel remains a "5-panel" drug test; however, the list of opioids for which are tested has been expanded from three (3) to seven (7) to include four (4) semi-synthetic opioids (Hydrocodone, Hydromorphone, Oxycodone, Oxymorphone)
2. Definitions
 - a. The term "DOT, the Department, DOT Agency" has been modified to encompass all DOT agencies
 - b. The term "Opiate" is replaced with the term "Opioid" in all posts of reference
 - c. The definition of "Alcohol Screening Device (ASD)" is modified to include reference to the list of approved devices listed on ODAPC's website
 - d. The definition of "Evidential Breath Testing Device (EBT)" is modified to include reference to ODAPC's website
 - e. The definition of "Substance Abuse Professional (SAP)" is modified to include reference to ODAPC's website

Additional changes made to the policy include:

1. Addition of language to allow CEO/General Manager to issue amendments that are required due to changes in Federal or State law and regulations
2. Definitions
 - a. Addition of Medical Prescriptions
 - b. Removal of Mass Transit Vehicles
 - c. Addition of Public Transportation Vehicles
3. Update contact information for SunLine Drug and Alcohol Program Manager
4. Update Prohibited Conduct/Behaviors
5. Addition of language regarding Non-Fatal Accidents
6. Removal of appendix page. Information was moved to appropriate locations throughout the policy
7. Revise policy name from “Alcohol & Drug Policy” to “Drug & Alcohol Policy”

Financial Impact

No financial impact.

~~ALCOHOL & DRUG~~ & ALCOHOL POLICY

1.0 POLICY STATEMENT

POLICY STATEMENT

SunLine Transit Agency (~~the Agency~~SunLine) is dedicated to providing safe, dependable and efficient transportation services to our passengers and the citizens of the Coachella Valley. Agency employees are our most valuable resource, and it is our goal to provide a healthy, and satisfying, working environment that promotes personal opportunities for growth. We also recognize that our employees' use of illegal drugs and misuse of alcohol poses a significant risk to public safety, reduces productivity in the workplace, and negatively affects the employee's health and well being. In view of this, the Agency has adopted this policy that is designed to

1. Create a work environment free from the adverse effects of drug abuse and alcohol misuse;
2. Deter and detect employee's use of illegal drugs and misuse of alcohol;
3. Prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances;
4. Encourage employees to seek professional assistance anytime personal problems, including drug or alcohol dependency, adversely affect their ability to safely perform their assigned duties; and
5. Discipline employees who violate the policy, up to and including termination.

1.1 Proper Application of the Policy

SunLine Transit Agency is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

1.2 Policy Amendments

Amendments that represent major management policy change will be approved by the SunLine Board of Directors. The CEO/General Manager may issue amendments, which are required because of changes in Federal or State law or regulation. All amendments require the review of SunLine Counsel for legal sufficiency.

2.0 PURPOSE

The purpose of this policy is to assure worker fitness for duty and to protect our employees, passengers, and the public from the safety and health risks posed by the misuse of alcohol and use of prohibited drugs. This policy is intended to comply with all applicable state and Federal regulations governing workplace anti-drug use and alcohol misuse programs. They include DOT 49 CFR Part 40, as amended ("Procedures for Transportation Workplace Drug and Alcohol Testing Programs"); FTA 49 CFR Part 655, as amended ("Prevention of Alcohol Misuse and Prohibited Drug Use in Transit Operations"); DOT 49 CFR Part 29 (Drug-Free Workplace Act of 1988'); and CA Govt. Code Section 8350 et seq. ("Drug Free Workplace Act of 1990"). This policy incorporates the requirements of the above regulations for safety-sensitive employees and others when so noted. **Policies indicated in bold text represent SunLine Transit Agency authority.** Requirements of the Drug-Free Workplace Act of 1988 (DFWA) are entered in *Italics*.

3.0 APPLICABILITY

Unless otherwise noted in specific provisions, this policy applies to all employees (including contract employees) regardless of their functions. The application of this policy to non-safety-sensitive employees comes under the Agency's own authority. Visitors, invitees, and vendors also are prohibited from entering the premises and/or from conducting any work on behalf of the Agency when illegal substances are present in their system, or the odor of alcohol is present on their breath. This policy applies to off site lunch periods or other authorized breaks when an employee is scheduled to return to work or is on-call.

Contractors that provide safety-sensitive work for the Agency (e.g. transporting vehicles for maintenance purposes) are not covered by this policy; but they are required to provide proof to STA that they have a drug and alcohol testing program that complies with the minimum requirements of Part 40 and Part 655.

4.0 PRE-EMPTION OF STATE AND LOCAL LAWS

If any conflict occurs between this policy, State and local laws and any requirement of Federal regulations, the Federal regulations prevail. However, Federal regulations do not pre-empt provisions of State criminal laws that impose sanctions for reckless conduct attributed to prohibited drug use or alcohol misuse, whether the provisions apply specifically to transportation employees, employers, or the public in general.

5.0 DEFINITIONS

The definitions in this policy are intended to track those described in the Federal Regulations specified in Section 2.0.

Adulterated Specimen: A specimen that has been altered, as evidenced by test results showing either a substance that is not a normal constituent for that type of specimen or showing an abnormal concentration of an endogenous substance.

Alcohol Use: The drinking or swallowing of any beverage, liquid mixture or preparation (including any medication) containing alcohol. For purposes of this policy, alcohol is alcohol regardless of source.

Alcohol Screening Device (ASD): [A breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration \(NHTSA\) and appears on ODAPC's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA](#)

Breath Alcohol Technician (BAT): An individual who instructs and assists employees or applicants in the alcohol testing process and operates an Evidential Breath Testing (EBT) device.

Canceled Test: A drug or alcohol test that has a problem identified that cannot be or has not been corrected, or which Part 40 requires to be canceled. A canceled test is neither a positive nor a negative test.

Collection Site: A place designated by the Agency where individuals present themselves for the purpose of providing a specimen of their urine to be analyzed for the presence of drugs, and/or measure for alcohol by an evidential breath testing device.

Collector: A person who instructs and assists individuals at a collection site, who receives and makes an initial inspection of the specimen provided by the individual, and who initiates and completes the Custody and Control Form (CCF).

Covered Employee: A person, including a volunteer, applicant / transferee, or

contract employee, who performs or is required to perform a safety-sensitive function for the Agency.

Designated Employer Representative: An employee or employees authorized by the Agency to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, following a positive test, test refusal, or other policy violations.

DHHS: Department of Health and Human Services.

Disabling Damage: Damage which precludes departure of a motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs, including damage to motor vehicles that could have been driven, but would have been further damaged if so driven. "Disabling damage" does not include:

- Damage which can be remedied temporarily at the scene of the accident without special tools or parts.
- Tire disablement without other damage even if no spare tire is available.
- Headlamp or taillight damage.
- Damage to turn signals, horn, or windshield wipers, which makes them inoperable.

DOT: U.S. Department of Transportation.

Drugs: [The drugs for which tests are required under this part and DOT agency regulations are marijuana, cocaine, amphetamines, phencyclidine \(PCP\), and opioids.](#) ~~The drugs for which tests are required under DOT and FTA regulations, to include any future regulatory amendments.~~

Drug Abuse: Use of any illegal drug or controlled substance without a valid prescription, misuse of legally prescribed drugs, or use of illegally obtained prescription drugs. This includes use of prescription drugs legally prescribed to another Individual or simply having any detectable amount of an illegal drug within your bodily system.

Evidential Breath Testing (EBT) Device: [A device that is approved by the National Highway Traffic Safety Administration \(NHTSA\) for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on ODAPC's Web page for "Approved Evidential Breath Measurement Devices" because it conforms with the model specifications available from NHTSA.](#) ~~A device approved by the National Highway Traffic Safety Administration (NHTSA) for the evidential testing of breath under DOT Part 40 and placed on the NHTSA's Conforming Products List.~~

FTA: Federal Transit Administration; [an agency in the U.S. Department of Transportation](#).

Invalid Drug Test: The result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.

~~Mass Transit Vehicles: Vehicles used for mass transportation or ancillary services. They include buses, electric buses, vans, automobiles, rail cars, trolley cars, trolley buses or vessels, non-revenue commercial motor vehicles, and vehicles used by armed or unarmed security personnel.~~

Medical Prescriptions: [A medication prescription written by a physician which indicates the employee's name, date, substance, dosage \(quantity or amount to be taken\), and period of authorization. It is a violation of this policy to use any controlled substance that is inconsistent with the prescription. Please note that the legality of a prescribed medication is based on U.S. federal law; for example, a prescription for "medical marijuana" under California code is not recognized by the DOT/FTA.](#)

Medical Review Officer (MRO): A licensed physician (medical doctor or doctor of osteopathy) responsible for receiving laboratory drug test results, who has knowledge of substance abuse disorders, and has the appropriate medical training to interpret and evaluate [medical explanations for certain drug test results, an individual's confirmed positive test results together with the individual's medical history and any other relevant biomedical information.](#)

Positive Alcohol Test: The presence of alcohol in the body at a blood alcohol concentration (BAC) of 0.04 or greater as measured by an EBT device.

Positive Drug Test: The result reported by an HHS-certified laboratory when a specimen contains a drug or drug metabolite equal to or greater than the cutoff concentration.

~~Public Transportation Vehicles: Vehicles used for public transportation or ancillary services. They include buses, electric buses, vans, automobiles, rail cars, trolley cars, trolley buses or vessels, non-revenue commercial motor vehicles, and vehicles used by armed security personnel.~~

Refusal to Test: Includes circumstances or behaviors such as:

- Failure to appear or reporting late for any test (except pre-employment for the newly hired) requested by the agency.
- Failure to remain at the testing site until the testing process is completed,
- Failure to provide a urine, breath, or saliva specimen as required by DOT Part 40.
- Failure to permit the direct observation or monitoring of specimen collection when it is required under Title 49 CFR Part 40.
- Failure to provide a sufficient amount of urine or breathe specimen without a valid medical explanation.
- Failure or refusal to take a second test when required.
- Failure to undergo a medical evaluation when required.
- Failure to cooperate with the testing process. (Examples: refusal to empty pockets when requested, failure to wash hands after being directed to do so by the collector, or behaving in a confrontational manner that disrupts the collection process).
- In alcohol testing, refusal to sign the Alcohol Test Form.
- For an observed collection, failure to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if employee is wearing any type of prosthetic or other device that could be used to interfere with the collection process.
- Possession or wearing of a prosthetic or other device that could be used to interfere with the collection process.
- Admitting adulteration or substitution to the collector or the MRO.
- Leaving the scene of an accident without just cause prior to submitting to a test.
- If the MRO reports a verified adulterated or substituted test result.

Note: A refusal to test carries the same consequences as is equivalent to a positive test result.

Split specimen: In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second DHHS-certified laboratory for testing upon employee request following a verified positive or a verified adulterated or substituted test result from the primary specimen.

Substance Abuse Professional (SAP): A person who evaluates employees who have violated a DOT drug and alcohol regulation and makes

recommendation concerning education, treatment, follow-up testing, and aftercare. Any SAP obtained must meet the Part 40 qualification requirements PRIOR to use with any Return to Duty process.

Substituted Specimen: A specimen with creatinine and specific gravity values that are so diminished or so divergent that they are not consistent with normal human urine.

6.0 EDUCATION AND TRAINING

The education and ongoing awareness component of this policy will include display of posters, distribution to all covered employees and representatives of employee organizations of the drug and alcohol policy and other informational materials, and periodic information seminars. Each employee will be required to sign an acknowledgment form that he/she received a copy of the policy.

As required by FTA regulations, the Agency will provide to all safety-sensitive employees a minimum of 60 minutes of training on the effects and consequences of prohibited drug use on personal health, safety, and the work environment, and on the signs and symptoms that may indicate prohibited drug use.

Supervisors or Agency officials who may make reasonable suspicion referrals shall receive an additional 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes on the physical, behavioral, speech and performance indicators of probable alcohol misuse.

7.0 CONTACT PERSONS

Any questions about this policy or any aspect of the Agency's SunLine's drug and alcohol-free program should be referred to: the following Designated Employer Representatives:

Title: Drug and Alcohol Program Manager
Compliance Officer

Address: 32505 Harry Oliver Trail
Thousand Palms, CA 92276

Telephone Number: (760) 343-3456

Fax Number: (760) 343-4547

Title: Jack Stevens, Drug & Alcohol Program Manager
Director of Human Resources

Elizabeth Lira, Designated Employer Representative
Human Resources Administrative Assistant

~~Ivanna Samokish, Alt. Designated Employer Representative Risk Department~~

~~Address: 35-505 Harry Oliver Trail
Thousand Palms, CA 92276
Telephone Number: (760) 343-3456~~

8.0 COVERED EMPLOYEES

As a condition of employment, all safety sensitive employees are required to submit to drug and alcohol tests administered in accordance with Title 49 CFR Parts 40 and 655. (**Non- safety-sensitive employees are covered under this Policy under the Agency's own authority.**) A refusal to submit to a test as directed will carry the same consequences as ~~be considered to be~~ a positive test result ~~and the employee will be subject to all the attendant consequences~~ as stated in this policy. (Please refer to Section 5.0 - DEFINITIONS for specific circumstances or behaviors that are considered refusal to test.)

As defined by the FTA, safety-sensitive employees include those who perform, or may be called upon to perform, any of the following safety-sensitive functions:

1. Operating a revenue service vehicle, even when it is not in revenue service;
2. Operating a non-revenue service vehicle which is required to be operated by a Commercial Driver's License (CDL) holder;
3. Controlling dispatch or movement of a revenue service vehicle;
4. Maintaining (including repairs, overhaul and rebuilding) a revenue service vehicle or equipment used in revenue service;
5. Carrying a firearm for security purposes;

The Agency has determined that the job classifications listed below are considered safety-sensitive for the purposes of this policy.

- Training Supervisor
- Transportation Supervisor
- Maintenance Supervisor

- Dispatcher
- Bus Operator
- Mechanic
- Utility Worker
- Contracted transit services personnel

Company, non-DOT regulated positions are:

- **Operators of any company vehicle**
- **Operators of company machinery or equipment**
- **Any employee deemed by the Agency to be working in a potentially hazardous work environment.**
-

9.0 DRUGS (OR THEIR METABOLITES) TESTED FOR

The agency will test for the following drugs ~~all drugs of abuse~~ and their metabolites, as listed within Title 49 CFR Part 40.85, which has been incorporated into this Policy as written and revised: Marijuana, Cocaine, Amphetamines, Phencyclidine, and Opioids. This ~~entire~~ Policy shall apply to all DOT Regulated employees as well as **Non-DOT Regulated employees**.

10.0 PROHIBITED CONDUCT/BEHAVIORS

Under the Drug-Free Workplace Act of 1988, employees are prohibited from the unlawful ~~Any employee engaging in the~~ manufacture, distribution, sale, dispensation, possession, or use of prohibited controlled substances in the workplace. Under its own authority, Sunline Transit also prohibits such activities substances on Agency premises, in Agency vehicles, when the employee is in uniform whether on or off duty, or while on Agency business. ~~is a~~ Employees are required to notify management in writing of any criminal drug statute conviction he/she received for a violation occurring in the workplace, no later than five (5) calendar days after such a conviction. Violation of this policy or failure to notify the agency of such shall subject the employee to disciplinary action, up to and including termination. Within 10 calendar days of receiving such notice, Sunline shall provide written notification of the conviction to the FTA. Within 30 days of receiving notice of the conviction,

~~*Sunline shall take appropriate disciplinary action, up to and including termination of the employee, or require the employee to participate and successfully complete a drug rehabilitation program*~~ **violation of this policy and will subject the employee to disciplinary process, up to and including termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.**

~~**Employees also are required to notify the Agency within five (5) days of any criminal drug statute conviction which occurs as the result of an incident which happened in the workplace or while on duty. Failure to notify the agency of such shall subject the employee to disciplinary action, up to and including termination.**~~

10.1 Illegal Drugs

Any drug found within the employee's bodily system that, if possessed, would otherwise violate any Federal, State or Local law. This includes, but is not limited to those prohibited drugs referred to in Section 9.0. ~~These drugs are illegal and employees~~ **employees are prohibited from consuming any of them at all times, on or off duty.** Employees may be tested for illegal drugs anytime they are on duty or while on compensable work time.

10.2 Prescription or Over-the-Counter Medications

Under Agency policy, the appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, safety-sensitive employees must notify the Human Resources Department prior to performing any "safety-sensitive" job for the Agency, and may not perform any safety function if their medication carries a warning label that mental functioning, motor skills or judgment may be adversely affected, unless the medication is being used in accordance with the instructions of a physician who has provided a written determination that the substance will not adversely affect the employee's ability to safely perform safety-sensitive duties. It is the employee's responsibility to determine from his or her physician or practitioner whether or not the substance may impair job performance. Failure to immediately report the use of impairing drugs or failure to provide a valid evidence of medical authorization will result in disciplinary action, up to and including termination.

A prescription is considered valid only if it is in writing and indicates the employee's name, date, the name of the substance, quantity or amount to be taken, and the period of authorization. Controlled substances obtained legally outside the United States are not considered valid medical prescriptions under this policy. It is a violation of this policy to use any

controlled substance in a manner that is inconsistent with the prescription or is being used in violation of any Federal, State or Local law (i.e.: using another's prescribed medications or medications from a foreign country).

10.3 Alcohol

Safety-sensitive employees are prohibited from consuming alcohol in any form under the following circumstances:

- While performing safety-sensitive functions;
- Within four (4) hours prior to performing safety-sensitive functions;
- While they are on call; or
- Within eight (8) hours following an accident requiring a post-accident alcohol test, unless the test was completed within 8 hours, whichever occurs first.

If an employee on call discloses alcohol consumption when called for duty, the Agency may require the employee to report to the collection site for alcohol testing to determine ability to perform a safety-sensitive function. If the employee tests below 0.02, he or she may be required to report to work

In addition, the Agency under its own authority prohibits possession and/or use of alcoholic beverages by any employee while on compensable work time, or while on Agency property or while operating any Agency vehicles-regardless of whether the employee is on or off duty. The Agency may perform an alcohol or drug test anytime an employee is on duty. An alcohol test is considered positive if the employee's alcohol concentration rate, as measured by an evidential breath testing device, is at 0.042 or greater.

11.0 TYPES OF TESTING

11.1 Pre-Employment Testing

All safety sensitive candidates issued a conditional offer for employment or any employee transferring from a non-safety-sensitive to a safety-sensitive position will be required to undergo pre-employment drug and Breath alcohol tests at a time and place designated by the Agency.

Additionally, any safety-sensitive employee who has not performed any safety-sensitive function for at least 90 days and has been out of the random pool during that time will also be required to submit to a new Pre-Employment test prior to being allowed to perform any safety-sensitive work..

Pre-employment alcohol testing for non-safety sensitive positions is optional and at the discretion of SunLine Transit Agency. Any applicant testing positive during the hiring process will not be hired.

A verified negative drug test result and alcohol test result below 0.02 must be received by the Agency before an employee can start work for the Agency. If a pre-employment test is canceled, the individual will be required to undergo another test and successfully pass these tests with a verified negative result and have an alcohol test result below 0.02. Any MRO verified result of "Positive", "Adulterated", "Substituted" or "Refusal to Test" will immediately disqualify the applicant/employee from further employment with the Agency.

Subject to the candidate's written consent, the Agency will check on the drug and alcohol testing background of ~~D.O.T. regulated~~ candidates and ~~D.O.T. regulated~~ employees being considered for final selection into any safety sensitive position within the Agency, if they previously worked in a safety-sensitive position for a DOT-covered employer in the previous two years. If the individual refuses to provide the written consent, he or she will not be hired into the safety-sensitive position.

If the information obtained from the previous DOT-covered employer(s) indicates a violation of a DOT drug or alcohol testing rule, the employee may not be allowed to perform any safety-sensitive function unless he or she has successfully complied with the return-to-duty requirements of a D.O.T.-qualified Substance Abuse Professional (SAP) and has been cleared, in writing, by the SAP to resume D.O.T. regulated duties. If the individual has had a positive pre-employment drug or alcohol test, or has refused such a test, he or she will not be hired until and unless the individual has provided a documentation of successful completion of the return-to-duty process, which includes a SAP referral, evaluation and treatment plan.

11.2 Reasonable Suspicion Testing

It is the responsibility of any employee who observes or has knowledge of another employee in a condition which may impair his or her ability to safely and effectively perform his or her duties, or may pose a safety hazard to self or others, to promptly report the incident to his or her supervisor, or any supervisor if the immediate supervisor is not available.

Whenever a supervisor (or other Agency official) has reason to believe that an employee has used a prohibited drug and/or engaged in alcohol misuse, reasonable testing will be conducted. The individual who makes the referral need not be the employee's own supervisor, as long as he or she is a trained supervisor or agency official that received training in detecting the signs and

symptoms of drug use and alcohol misuse. The supervisor's or Agency official's observations will be documented and such documentation shall be kept in the employee's confidential drug and alcohol testing file. Such documentation shall describe and document the following:

- a) the date and time observations were made;
- b) specific, contemporaneous and articulable observations concerning the employee's appearance, behavior, speech, body odors and/or performance;
- c) violation of a safety rule, or other unsafe work incident; and/or
- d) other physical, behavioral, speech, body odors or performance or ~~circumstantial~~ indicators of drug or alcohol use.

Suspicion is not considered reasonable, and thus not a basis for testing, if it is based solely on the observations and reports of third parties, a violation of a safety rule, or occurrence of an unsafe work incident. However, such suspicion may be a basis for further investigation, or for action to protect the safety of patrons, such as ordering the employee to stop work.

Once a supervisor or Agency official has made a reasonable suspicion determination, he or she must remove the employee from performing any safety-sensitive functions, transport the employee to the testing site immediately, and arrange for the employee's transportation to their home. The employee will remain out of service and on paid status while awaiting test results, unless the employee is suspended for any additional purposes concurrent with the waiting for the test results. If all test results are negative, the employee will be immediately returned to work. If the alcohol test result is positive, or the drug test result is non-negative (positive, adulterated, or substituted), the employee will be placed on unpaid status pending disciplinary action. Non-safety-sensitive employees will be tested in situations after an on-the-job injury or a reasonable suspicion situation has occurred, when the employee's performance or behavior may have contributed to the job injury or may jeopardize employee health & safety.

FTA rule requires that a reasonable suspicion alcohol test be conducted only if the reasonable suspicion observation is made just before, during, or just after the employee's performance of safety-sensitive function. **However, under the Agency's own authority, a reasonable suspicion alcohol test may be performed any time the employee is on duty.** If the alcohol test is not conducted within two hours, the reason for the delay must be documented and kept in the employee's reasonable suspicion test file. All attempts to complete the alcohol test must cease after eight hours and the reason(s) for the inability to test documented.

11.3 Post –Accident Testing

Any employee operating a public transportation mass transit vehicle **or any other Agency-owned vehicle** at the time of an accident shall be required to submit to drug and alcohol tests as soon as practicable after the accident. For purposes of this policy, "accident" is defined as an accident involving a public transportation mass transit vehicle **or any other Agency-owned vehicle** where the result is:

- An individual dies;
- An individual suffers a bodily injury and immediately receives medical treatment away from the scene;
- The vehicle (if bus, electric bus, van, or automobile) or any other vehicle(s) involved in the accident suffers a disabling damage as a result of the accident and is transported away from the scene by a tow truck or other vehicle.
- **Any property damage to any vehicle involved in the accident that will result in professional repair, on or off Agency property.**

11.3.1 ~~_____~~ Fatal Accidents

Whenever there is a loss of human life, any All surviving covered employees involved in or operating the transit vehicles **or any other Agency owned vehicle or equipment**, at the time of the accident must be tested immediately and must report the accident to his or her supervisor. All other covered employees whose performance could have contributed to the accident must be tested. **Failure to immediately report the accident is grounds for discipline, up to and including termination.**

11.3.2 Non-Fatal Accidents

Following non-fatal accidents, the employee operating the vehicle at the time of the accident shall be tested unless his/her performance can be completely discounted as a contributing factor to the accident. Any other safety-sensitive employee whose performance could have contributed to the accident also shall be tested.

11.3.3 -Other Post-Accident Testing Requirements

Employees involved in an accident that requires testing must remain readily available for testing, including notifying the Agency of their location if they leave the scene of the accident before testing to obtain emergency medical care, or to obtain assistance in responding to the accident. They will be considered to have

refused to submit to testing if they fail to do so and **will be terminated from employment.**

Employees are prohibited from using alcohol for eight hours following an accident or until the post-accident testing is completed, whichever occurs first. Every effort will be made to conduct alcohol testing within two hours after the accident. In the event the alcohol test is delayed beyond two hours, the Agency will prepare and maintain a record stating the reason(s) for the delay. If an alcohol test is not administered within eight hours following the accident, the Agency will cease all efforts to administer the test and document the reason for the inability. In the event a drug test is not administered within 32 hours from the time of the accident, the Agency will cease all attempts to administer the drug test. This requirement should not be construed to delay the necessary medical attention for injured people following the accident.

If the Agency is unable to perform post-accident tests within the required period of compliance, the Agency will use the post-accident test results administered by State or local law enforcement personnel under their own authority, provided the test results are obtained by the Agency.

After the accident, the employee will be removed from service, but remain on paid status during the testing period and while awaiting test result, unless the employee is suspended for any additional purposes concurrent with the waiting of the test results. If all test results are negative, the employee will be immediately returned to work. If the alcohol test result is positive or the drug test result is non-negative (positive, adulterated, or substituted), the employee will be placed on unpaid status pending disciplinary action.

11.4 Random Testing

Safety-sensitive employees are required to undergo random drug and alcohol tests to deter use of prohibited drugs and misuse of alcohol. The random selection will be conducted using a scientifically valid method, such as a random number table or a computer-based random number generator, which gives each covered employee an equal chance of being selected every time a selection is made. As is the nature of the random method, it is possible that some employees will be selected several times in one year, and other employees not for several years. Management does not have any discretion on who will be selected.

Every effort will be made by the Agency to spread random testing reasonably throughout the calendar year, the testing period, all days of the week, and all hours when safety-sensitive functions are performed. The testing dates and times are unannounced and employees are required to immediately and directly

proceed to the designated collection site following notification.

Random alcohol tests are authorized by the FTA only during, just before, or just after the employee's performance of a safety-sensitive duty.

The Agency will conduct random drug and alcohol tests at a minimum annual percentage of covered employees as required by the FTA. ~~(For 2010 the FTA random rates were 25% for drugs and 10% for alcohol).~~ The rates are subject to change on an annual basis, depending on the industry-wide positive rate determined by the FTA from the annual MIS reports submitted by covered employers.

Non-safety-sensitive employees will be random tested under SunLine Transit Agency authority under the same regulations and guidelines as safety-sensitive employees. Random testing apply to those non-safety-sensitive employees whose job task assignments require the non-safety-sensitive employee to operate agency vehicles, equipment or may place the employee in a safety related situation or condition to complete the job task. Situations include, climbing ladders, working above ground or below ground, operating sedans, forklifts, power mowers and tools.

11.5 —Return-To-Duty Testing

Sunline Transit has a "zero tolerance" policy, which means that an employee who violates the policy by testing positive for drugs or alcohol or refuses a required test is terminated after the first offense. However, in the event an employee who was previously terminated is returned to work by an authority outside of the agency, he or she will be subject to return to duty testing. This means, aAn employee who has refused a required test, has a verified positive, adulterated or substituted drug test result, or tests for alcohol at 0.04 BrAC or greater, shall not be allowed to return to safety-sensitive duties until after he or she has completed the return-to-duty process. This includes evaluation by a SAP, successful completion of the rehabilitation, treatment or education program outlined by the SAP, and obtaining a verified negative return-to-duty drug test and/or alcohol test under-0.04%BrAC. All return to duty tests shall be conducted under direct observation.

11.6 —Follow-Up Testing

In addition to the Return-to Duty test described in Section 11.5, an employee who previously tested positive, or refused to take a required test, shall be subject to follow-up testing for drugs and/or alcohol, as prescribed by the SAP, for a

minimum period of 12 months to a maximum of five years, As mandated by the DOT (Title 49 CFR, Part 40), the employee shall undergo at least six follow-up tests during the first 12 months of his or her return to work. Although they are both unannounced, follow-up testing is apart and separate from random testing. All follow-up tests shall be conducted under direct observation. The duration and frequency of testing will be designated by the SAP, but the actual follow-up testing dates will be decided by the employee's manager or supervisor. **The employee is responsible for payment of all costs associated with follow-up testing.**

11.7 Drug & Alcohol Testing Procedures

All DOT drug and alcohol tests required under this policy will be administered in accordance with the "Procedures for Transportation Workplace Drug and Alcohol Testing Programs" (Title 49 CFR Part 40), as amended.

Throughout the testing process, the privacy of the employee will be protected and the integrity and validity of the process will be maintained. The drug testing procedure will include a split specimen collection method and a Federal Custody and Control Form will be used for all D.O.T. regulated tests, while a Forensic Custody & Control Form will be used for all non-regulated employees. Each form will have a unique identification number to ensure that the correct test result is attributed to the correct employee. An initial screening test using an immunoassay technique will be performed. If the specimen is positive for one or more of the drugs tested, then a confirmation test will be performed using the state-of-the-art gas chromatography/mass spectrometry (GC/MS) or Liquid Chromatography/Mass Spectrometry (LC/MS) analysis. If the test is confirmed positive, the MRO will conduct a verification process, which includes giving the employee an opportunity to provide a valid medical explanation for the positive test result.

Additionally, the laboratory may conduct analyses to determine if a urine specimen has been adulterated, tampered with, or diluted. If the MRO reports a "negative-dilute", "Invalid Result" or "Rejected for Testing" test result, the employee will be required to take a second test and depending on the level of the creatinine detected, the recollection may or may not be directly observed

Should the employee decline to take a test as directed by the Designated Employee Representative (DER) or DAPM, this constitutes a refusal to test under DOT agency regulations.

11.7.1 Procedures for Negative Dilute Testing

Negative Dilute Specimen Testing: All SunLine Transit Agency employees that

produce negative-dilute urine specimens will be immediately retested using a second sample. Depending on the level of creatinine reported by the laboratory, the MRO may direct the recollection to be conducted under direct observation.,

Should the second test result in another negative dilute, the test will be considered a negative and no additional testing under DOT/FTA authority will be required unless directed to do so by the MRO

11.7.2 Procedure for Alcohol Testing

Tests for alcohol concentration will be conducted using an alcohol screening device or an evidential breath testing (EBT) device. If the screen test is at 0.024 BAC or greater, a confirmatory test will be conducted using only an EBT. A DOT Alcohol Testing Form will be used and a unique sequential number will be assigned to each test.

Detailed drug and alcohol specimen collection procedures are outlined within Title 49 CFR Part 40, Subparts E, L and M and are available upon request from the Contact Persons identified in section 7.0 of this policy.

12.0 DIRECTLY-OBSERVED URINE SPECIMEN COLLECTION

Under the following circumstances, the employee will be directed to undergo an immediate urine specimen collection under same-sex direct observation with no advance notice:

- If the laboratory reported to the MRO that a specimen is invalid and there was no adequate medical explanation for the result;
- If the MRO reported that the original positive, adulterated, or substituted test result had to be canceled because the split specimen tested could not be performed;
- If the drug test is a return-to-duty or a follow-up test;
- If the MRO reported a negative-dilute test result from the initial test with a creatinine level between 2 - 5 mg/dL;
- If the collector observes employee conduct that clearly indicates an attempt to tamper with a specimen;
- If the temperature on the original specimen was out of range; or
- If the original specimen appeared to have been tampered with;

The collector shall be the same gender as the employee. If a same sex collector is not available, a same sex observer may be used. The observer is responsible

for ensuring that the specimen goes from the employee's body into the collection container. If the employee declines to allow a directly observed collection when required under this policy, it is considered a refusal to test.

13.0 MONITORED URINE SPECIMEN COLLECTION

Under those circumstances when a multi-stall restroom has to be used for urine specimen collection and the facility cannot be adequately secured, the collector will conduct a monitored collection. The monitor shall be the same gender as the employee, unless the monitor is a medical professional. The monitor will not watch the employee void into the collection container. However, if the monitor hears sounds or observes attempts to tamper with a specimen, an additional collection under direct observation will be ordered. If the employee declines to permit a collection authorized to be monitored, it is considered a refusal to test.

14.0 SPLIT SPECIMEN TESTING

After notification by the MRO of a positive drug test or refusal to test because of adulteration or substitution, the employee has 72 hours to request from the MRO (verbally or in writing) a test of the split specimen. It should be noted, however, that there is no split specimen testing authorized by the DOT for an invalid drug test result.

Following the employee's timely request, the MRO shall send a written request to the primary laboratory to forward the split specimen to a second DHHS-certified laboratory for testing without regard to the cut-off concentration. If the second laboratory fails to reconfirm the substance detected in the primary specimen or the adulterant identified, or if the split specimen is unavailable for testing, the test shall be canceled. The MRO shall report the cancellation and the reasons for it to the DOT, the Agency, and the employee. In the case of the split specimen being unavailable, the employee shall be directed, with no advance notice, to submit another specimen under direct observation.

All costs related to split specimen testing will be paid by the employee or the applicant. The individual shall be reimbursed if the second test invalidates the original test or if the test was canceled.

15.0 CONSEQUENCES / DISCIPLINE

Any safety-sensitive employee who has a verified positive drug test result, an alcohol concentration of 0.04% BrAC or above, or refuses to submit to a drug or alcohol test (including adulteration or substitution) shall be:

1. Immediately removed from safety-sensitive duty;

2. Referred to a SAP for evaluation, education or treatment

Under the Agency's own authority, non-safety-sensitive employees also may be removed from duty, referred to a substance abuse counselor~~SAP~~, and be subject to discipline, up to and including termination.

FTA regulations allow individual employers to determine the discipline to be imposed on employees who violate the DOT/FTA regulations or Agency policy. The Agency's discipline policy is as follows:

- A. A first positive drug test result, test refusal, or alcohol test result of 0.04% BrAC or greater will result in immediate termination.**
- B. Other policy violations (e.g., failure to report the use of impairing medications, or failure to immediately report an accident) will subject the employee to disciplinary action, up to and including termination.**

16.0 REFERRAL EVALUATION AND TREATMENT

If an employee (including an applicant) tests positive for drugs or alcohol or refuses to submit to a test when required, the Agency shall advise the individual of the resources available for evaluating and resolving problems associated with prohibited drug use and alcohol misuse and document such referral. He or she shall be given the name, address and phone number of Substance Abuse Professionals (SAPs) acceptable to the Agency and a list of community hot line numbers. **The individual will be responsible for any costs associated with the SAP evaluation and recommendation(s).**

17.0 VOLUNTARY REHABILITATION

SunLine employees are encouraged to voluntarily seek professional help directly from a substance abuse counselor ~~the SAP~~, before any substance use or dependence affects job performance. An employee who has a drug and/or alcohol abuse problem and has not been selected for testing or is not involved in a disciplinary proceeding may voluntarily refer himself or herself to a substance abuse counselor ~~the SAP~~ for evaluation and treatment recommendations. Confidentiality, job security and promotional opportunities will be protected. However, if the employee reports his or her substance abuse directly to an Agency employee or supervisor, instead of a substance abuse counselor ~~the SAP~~ directly, the Agency will require that a "Reasonable Suspicion" drug & breath alcohol test be immediately performed, in accordance with Section 11.2 of this Policy.

The employee may be eligible for sick leave, disability benefits, or vacation while undergoing rehabilitation or treatment. The cost of any treatment or rehabilitation services over and above those offered by the Agency will be the responsibility of the employee.

18.0 CONFIDENTIALITY AND ACCESS TO FACILITIES AND RECORDS

Employees have a right to examine their own drug and alcohol testing records, and have access to any pertinent data such as EBT calibration or drug testing laboratory certification. They also have a right to obtain a copy of their own drug and/or alcohol testing results by submitting a written request to any of the Designated Employer Representative identified In Section 7.0 of this policy.

The Agency will do everything possible to safeguard the confidentiality of drug and alcohol testing records and protect the privacy of the individuals tested. Individual test results or medical information will be released to third parties (e.g. previous employers, unions) only with the employee's specific written consent, or to those parties authorized by the DOT or FTA to receive such information without the employee's consent. Specific written consent applies only to a particular piece of information released to a particular person or organization at a particular time. Blanket releases are specifically prohibited by DOT.

The employee's written consent is not required in administrative or legal proceedings such as:

- A lawsuit, grievance, or administrative proceeding brought by, or on behalf of the employee, or
- A criminal or civil action resulting from an employee's performance of safety-sensitive duties where the alcohol or drug test information is deemed relevant.

Access to Agency facilities and drug and alcohol program records also must be provided, without the employee's consent to DOT or FTA agency representatives; the National Transportation Safety Board as part of an accident investigation; a Federal, State or local agency with regulatory authority over the Agency, or State or grantee required to certify FTA compliance with 49 CFR Parts 40 and 655. Except as outlined in DOT Section 40.355, and with the specific consent of the Agency, the Agency's TPA may receive and maintain records concerning the Agency's DOT drug and alcohol testing programs, without the employee's consent.

19.0 JOINT UNION-MANAGEMENT REVIEW ADVISORY COMMITTEE

A. At the direction of Management, two representatives from the Union and

two from Management, shall meet periodically to provide input regarding the Agency's Substance Abuse Program.

- B. The purpose of this meeting is to provide a channel of communication whereby participants can give input and make recommendations to the General Manager regarding the Substance Abuse Policy.

The consequences specified in Section 15.0 of the SunLine Transit Agency Drug and Alcohol Policy regarding ~~for~~ a positive test or test refusal is not subject to arbitration.

Appendix

~~SunLine Transit Agency
Sunline Transit Agency—Policies & Procedures
July 18, 2006
Revised 05/23/12~~

~~Information Regarding
Drug and Alcohol Testing Procedure~~

~~SunLine Transit Agency supports a drug-free workplace and complies with Title 49 CFR Part 655 and Part 40 of the Department of Transportation regulations. The following provides information to employees regarding this regulation in order to assist in compliance:~~

~~DEFINITION:~~

~~**Drug and Alcohol Program Manager (DAPM):** SunLine Transit Agency Designated Employer Representative for drug and alcohol testing of Agency employees. SunLine Transit Agency Human Resources Director is currently assigned as the DAPM. The DAPM is responsible for managing the Substance Abuse Program and making sure the agency is compliant with FTA and DOT regulations.~~

~~**Designated Employee Representative (DER)**~~

~~**DOT:** Department of Transportation.~~

~~**FTA:** Federal Transit Administration.~~

~~**CCF:** Custody and Control Form.~~

~~**Drugs:** The drugs for which tests are required under FTA Regulations.~~

~~**Evidential Breath Test (EBT):** A device approved by the National Highway Traffic Safety Administration (NHTSA) for evidential testing of breath under DOT Part 40 and placed on the NHTSA's Conforming Products List.~~

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Board of Directors

FROM: Russell Betts, Chairman of the Board

RE: Election of Officers

Recommendation

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

Background

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairman and Vice Chairman to serve for one year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws don't create an automatic advancement from Vice Chairman to Chairman. Selection of Chairman and Vice Chairman shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairman and Vice Chairman shall automatically be reconsidered by the Board.

Attachment: [History of SunLine Transit Agency Officers](#)

SunLine Transit Agency
History of Board Officers

YEAR	CHAIR	VICE-CHAIR
1977-1978	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1978-1979	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1979-1980	A. A. McCandless (Riverside Cty)	Cole Eyraud (Desert Hot Springs)
1980-1981	A. A. McCandless (Riverside Cty)	Robert Hubbard (Rancho Mirage) Michael Wolfson (Rancho Mirage)
1981-1982	A. A. McCandless (Riverside Cty)	Michael Wolfson (Rancho Mirage)
1982-1983	Julius Corsini (Desert Hot Springs) Roger Harlow (Indio)	Roger Harlow (Indio) <i>vacant 11/82 thru 6/83</i>
1983-1984	Roger Harlow (Indio)	Richard Kelly (Palm Desert)
1984-1985	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1985-1986	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1986-1987	Richard Kelly (Palm Desert)	Yolanda Coba (Coachella)
1987-1988	Richard Kelly (Palm Desert)	Cole Eyraud (Desert Hot Springs)
1988-1989	Richard Kelly (Palm Desert)	Rena Murphy (Cathedral City)
1989-1990	Rena Murphy (Cathedral City)	Yolanda Coba (Coachella) John Pena (La Quinta)
1990-1991	Jeffrey Bleaman (Rancho Mirage)	Darwin Oakley (Indio)
1991-1992	John Pena (La Quinta)	Darwin Oakley (Indio)
1992-1993	Patricia Larson (Riverside Cty)	Richard Kelly (Palm Desert)
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells) Sarah Di Grandi (Cathedral City)	Sarah Di Grandi (Cathedral City) Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) <i>[thru 11/02]</i> Richard Kelly (Palm Desert) <i>[elected 1/03]</i>
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) <i>[thru 3/06]</i> Don Adolph (La Quinta) <i>[4/06 - 6/06]</i>	Don Adolph (La Quinta)
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio) <i>[thru 12/08]</i>	Bud England(Cathedral City) <i>[thru 12/08]</i>
2007-2008	Bud England (Cathedral City) <i>[1/09-6/09]</i>	Steve Pougnet (Palm Springs) <i>[1/09-6/09]</i>
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)
2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)

2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) <i>[thru 10/14]</i> John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella) <i>[7/15-6/16]</i>
2016-2017	Kristy Franklin (La Quinta) <i>[thru 12/16]</i>	Russell Betts (Desert Hot Springs) <i>[6/16-12/16]</i>
2016-2017	Russell Betts (Desert Hot Springs) <i>[1/17-6/17]</i>	Troy Strange (Indio) <i>[1/17-6/17]</i>
2016-2018	Russell Betts (Desert Hot Springs)	Troy Strange (Indio)

SunLine Transit Agency

DATE: June 20, 2018 **ACTION**

TO: Board of Directors

FROM: Russell Betts, Chairman of the Board

RE: Committee Appointments

Recommendation

Recommend that the Board of Directors appoint and approve Board members to SunLine Transit Agency's Committees.

- **Finance/Audit Committee** - Committee consists of five Board members
Staff representative: Chief Financial Officer or Designee
- **Board Operations Committee** - Committee consists of three Board members
Staff representative: CEO/General Manager and Legal Counsel
- **Strategic Planning and Operational Committee** - Committee consists of three Board members
Staff representative: Chief Administrative Officer
- **Taxi Committee** - Committee consists of three Board members
Staff Representative: Taxi Administrator

Background

Each year, Board members are given the opportunity to request a change on Committee appointments. Appointments are effective at the start of the new fiscal year.

Committees and Responsibilities:

Finance/Audit Committee: (Five Board members)

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

Board Operations Committee: (Three Board Members)

- Reviews Agency bylaws, policies and procedures
- Discusses Agency litigation
- Monitors State & Federal legislative efforts
- Serves as the nominating committee for Agency officer elections
- Participates in new Board Member orientations

Strategic Planning and Operational Committee: (Three Board Members)

- Works with staff to update the Short Range Transit Plan
- Sets long range goals and a long range plan
- Generates change initiatives to deal with high-stake issues at the strategic end of the spectrum
- Reviews next years' service goals and the line-item budget
- Reviews capital projects
- Provides review and concurrence on SunLine's performance management benchmarks and goals
- Attendance at quarterly SunLine Metrics meetings monitoring service operations and spending performance

Taxi Committee: (Three Board Members)

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

Attachment: [Current Committee Appointments](#)

**SunLine Transit Agency
SunLine Services Group
Board Committee Assignments
FY 2017-18 COMMITTEE APPOINTMENTS**

	Finance/Audit Committee (5) Meet prior to each Board meeting	Board Operations Committee (3) Meet as needed	Strategic Planning & Operational Committee (3) Meet as needed	Taxi Committee (3) Meet as needed
Robert Radi La Quinta	M			C
Emmanuel Martinez Coachella			C	
Russell Betts Desert Hot Springs	M			
Lisa Middleton Palm Springs	V			
G. Dana Hobart Rancho Mirage		M		V
Greg Pettis Cathedral City	C	C		
Kathleen Kelly Palm Desert	M			M
Ty Peabody Indian Wells		V	M	
Troy Strange Indio			V	
V. Manuel Perez Riverside County				

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

6/28/17 Approved

1/23/18 Updated