



**Wednesday, October 23, 2013
12:00 Noon**

**Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

**Vice Chairman Greg Pettis participating via teleconference
from Loma Linda University Health Services
1130 Anderson Suite 1800, Redlands, CA**

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

**THE CHAIR REQUESTS THAT ALL CELLULAR PHONES AND
PAGERS BE TURNED OFF OR SET ON SILENT MODE FOR
THE DURATION OF THE BOARD MEETING.**

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller

2. **Roll Call**

3. **Presentations**

4. **Finalization of Agenda**

5. **Public Comments**

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

Receive Comments

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

6. Board Member Comments**Receive Comments**

Any Board Member who wishes to speak may do so at this time.

-----**ACTION**-----

7. Approval of Minutes**Approve**

Minutes of the September 25, 2013 Board of Directors Meeting.
(Pages 1-23)

8. Contract Amendment-The Le Flore Group (CJ Smith)**Approve**

Request to the Board to grant authority to Interim General Manager to approve amendment to the contract with The Le Flore Group LLC.
(Pages 24-26)

9. IT Policy #B-090304 Amendment (CJ Smith)**Approve**

Request to the Board to amend Board IT Policy #B-090304 to enhance internal controls and oversight capabilities. (Pages 27-43)

10. Amendment to SunLine Employees Non-Union Restated Retirement System Plan Document (Donald Bradburn)**Approve**

Request to the Board to approve amendment to the employee's non-union Restated Retirement System Plan and authorize Interim General Manager to sign amendment on behalf of the Agency. (Pages 44-47)

11. Approval of Side Letter Agreement (Donald Bradburn)**Approve**

Request to the Board to approve a Side Letter Agreement between SunLine Transit Agency and the ATU, Local 1277 related to health Insurance. (Pages 48-50)

12. Equal Employment Opportunity & Affirmation Action Program Update (Donald Bradburn)**Approve**

Request to the Board to approve the update of the SunLine EEO Plan Program and authorize Interim General Manager to sign and implement.
([Separate attachment](#)) (Page 51)

13. College and University Student Passes/Change of Fare Policy #B-060102 (Joseph Forgiarini)**Approve**

Request to the Board to change Board Policy #B050120, Fare Policy, partner with C.O.D to seek funding to provide free student transit passes

for pilot program and authorization to offer college/universities ability to sell students a 31 day pass at the youth fare rate. (Pages 52-63)

14. Approval of SunLine Personnel Rules (Donald Bradburn) **Approve**

Request to the Board to approve the attached proposed SunLine Personnel Rules. ([Separate attachment](#)) (Page 64)

15. Approve Direction and Negotiating Team for Union Negotiations (Donald Bradburn) **Approve**

Request to the Board to approve an interest based bargaining approach for upcoming union negotiations and the negotiating team. (Page 65)

----- **RECEIVE & FILE** -----

16. Consent Calendar **Receive and File**

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

- a) Checks over \$1,000 for September, 2013 (Pages 66-68)
- b) Credit card statement for September, 2013 (Pages 69-71)
- c) Monthly Budget Reports for July, August, 2013 (Pages 72-73)
- d) Report Contracts Signed Under General Manager Authorization (Page 74)
- e) Ridership Report for September, 2013 (Pages 75-76)
- f) SunDial Operational Notes for September, 2013 (Page 77)

17. General Manager's Report

18. Next Meeting Date

December 4, 2013
12 o'clock Noon – Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. Closed Session

- a) Closed Session - CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code Sec. 54957.6) Agency Designated Representatives: Bill Shafer of Rutan & Tucker, LLP, as Chief Negotiator; SunLine Director of Human Resources; Director of Operations; Director of Maintenance; Director of Finance (as needed); Director of Planning (as needed); the LeFlore Group (as needed). Employee Organization: Amalgamated Transit Union (ATU).

20. Adjourn

MINUTES
SunLine Transit Agency
Board of Directors Meeting
September 25, 2013

A regular meeting of the SunLine Transit Agency Board of Directors was held at 3:00pm on Wednesday, September 25, 2013 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**
The meeting of the SunLine Transit Agency Board was called to order at 3:37 p.m. by Chairman Glenn Miller.

2. **Flag Salute**
Salute to our flag was held at the beginning of the SunLine Services Group meeting.

3. **Roll Call**
Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Steve Hernandez, Councilmember, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Greg Pettis, Vice Chairman, Councilmember, City of Cathedral City
Rick Hutcheson, Councilmember, City of Palm Springs

Guests:

Jeff Ziegler, Crane Creek PR
Stephen Crane, Crane Creek PR
Mary Jane Sanchez-Fulton, College of the Desert
Patricia Cooper, County of Riverside
Tom Moore, IBI Group
Lindsey Thompson, IBI Group
Barrett Newkirk, The Desert Sun
Mabu Hossein, Desert City Cab
Marc Triplett, Desert City Cab
Faisal Mohammad Desert City Cab
Duncan McCleod, Desert City Cab
Greg Klibanov, American Cab
Scott Russo, Legal, American Cab
Michal Brock, Yellow Cab

Bill Meyer, Yellow Cab
Kimberly Webb, Public
Sharon Huddleston, Public
Willis Huddleston, Public
Don Sloper, Public
Suzette Cohen, Public
Douglas Runquist, Public
Nancy Bowdle, Public

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy Le Flore, General Manger's Management Analyst
Polo Del Toro, Director of Operations
Don Bradburn, Director of HR
Tommy Edwards, Advanced Technology Project Manager
Mike Morrow, Director of Maintenance
CJ Smith, Director of Finance
Joe Forgiarini, Director of Planning
Harmon Singh, Assistant Taxi Cab Administrator II
Lee Greer, Assistant Taxi Cab Administrator I
Stephanie Buriel, Senior Administrative Assistant, Taxi
Anthony Garcia, Motor Coach Operator
Diann Chumney, Marketing Specialist II
Manny Garcia, Operations Senior Supervisor
Francisco Ojeda, Maintenance Mechanic
Steve Huizar, Maintenance Mechanic
Kosmos Argiropoulos, Motor Coach Operator
Armando Ozuna, Supervisor/Dispatcher
Dave Robin, Risk Manager
Valerie Garcia, Motor Coach Operator
David Manriquez, Facility Maintenance Assistant
Todd McDaniel, Supervisor/Dispatcher
Felicia Smith, Motor Coach Operator
Emilio Williams, Motor Coach Operator
Martin Hernandez, Motor Coach Operator
Salvador Sandoval, Motor Coach Operator
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Robert Beigie, Maintenance Mechanic
Demetrius Genera, Maintenance Supervisor
Steven Carlos, Mechanic

4. Presentations

Employees of the Quarter – Human Resources Director, Donald Bradburn announced the "Employees of the Quarter" award winners for the 1st quarter of fiscal year 13/14.

They are as follows: Martin Hernandez of the Operations Dept., Steve Carlos of the Maintenance Department and Jeff Bergen of the Administration Dept. Demetrius Genera of the Maintenance Dept. was presented with the "Supervisor of the Quarter" award. Chairman Miller acknowledged the employee's hard work and dedication; the Board gave them a round of applause.

Recognition of Maintenance Employee – Director of Maintenance, Mike Morrow, informed the Board that the So. California Regional Transit Training Consortium, an organization that provides training for transit employees, contacted Mr. Morrow in search of ten mechanics in So. California that are top technicians, specifically in the electrical field. Throughout the years, SunLine has been utilized for mechanics training and advanced training in CNG. The Consortium chose Steve Huizar to contribute to the development of a new advanced transit electrical training course. The top ten went to the class and helped develop a Master Electrician's Course. Steve is also a Certified Master Ford Technician. Mr. Morrow presented Steve Huizar with a plaque recognizing his great work.

5. **Finalization of Agenda**

No changes were made to the agenda.

6. **Public Comments**

NON AGENDA ITEMS:

Suzette Cohen, wife of long time SunLine employee Michael Cohen, who recently passed away, addressed the Board thanking them for considering naming the new Park and Ride building after her late husband. She stated that Mike lived and breathed SunLine for many years and it would be an honor to have that building named after him. Mrs. Cohen stated it would mean a lot to her and his family. She also thanked all the drivers and all SunLine employees for the wonderful celebration of life party held in Mike's memory.

Sal Sandoval, SunLine employee, addressed the Board thanking them for the opportunity to speak. He stated that he has worked for SunLine for almost 23 years. He stated he has concerns with the routes, specifically, the bid. The company is trying to encourage drivers to share rides, but they are unable to do so as all the lines start at different times. He is not able to car pool due to that issue. He would like to change the system so that the lines begin service at the same time to enable them to car pool. That would benefit employees and the company. Mr. Sandoval stated that there is also a problem with free rides. The amount of free rides is very high. Mr. Sandoval would like a sign, in Spanish and English, stating that the driver is not allowed to give a free ride or short fare. Mr. Sandoval also shared his concerns with drivers having to drive different lines. When drivers drive a new line, they are not familiar with the line or the passengers and that causes problems. He stated that the passengers voice concerns as well, as they are not familiar with the driver.

Anthony Garcia, SunLine employee, addressed the Board asking for an update on the CalPERS and the retirement, as well as the Park and Ride. He stated that staff was

going to look into PERS as far as the cost for a better retirement after putting in over thirty years to the company.

Interim General Manager, Roger Snoble, stated that staff is looking into CalPERS, which will be a subject for negotiations as well. He stated that the architects are looking at the design of the Park and Ride concerning Mr. Garcia's request.

Valerie Garcia, SunLine employee, addressed the Board concerning start times for driver runs. She asked if Planning could look into more consistency of start times on driver runs throughout the week. She would like to see the same start time each day. Mrs. Garcia stated that a driver might confuse the changed shift time and then be charged with a miss out for being late. Mrs. Garcia stated that she would like to carpool with her husband, but due to the start times, they are unable to. She asked that staff look into the issue.

Kosmos Argiropoulos, SunLine employee, addressed the Board on behalf of the drivers, that they consider safety on the bus lines. He stated that as the Valley has grown, and the violence and lack of respect for the drivers and passengers has grown as well. He stated that the drivers feel there are not enough measures in place to prevent incidents that occur or reoccur. Mr. Argiropoulos stated that drivers are not notified at all of problematic passengers so they can be on guard. Problematic passengers have assaulted different drivers who were unaware of them. Mr. Argiropoulos stated that he was one of those unaware drivers and if he had been aware of the problem passenger, he would never have been approached – and he would have called the police immediately. Mr. Argiropoulos stated the he was informed by SunLine staff that there was fear of a lawsuit. He stated that drivers and innocent passengers are also able to file a lawsuit. Mr. Argiropoulos stated that these are job related incidents taking place while working. He stated that he was told that it was the driver's responsibility to prosecute. He would like to be backed up by SunLine and let the public know that SunLine is serious about keeping the community, the buses and passengers safe. As a designated "safe place" under the program of "Safe House of the Desert" program, there are children that SunLine provides safety to – bringing them to a "safe place" when needed; it is important that that the buses are safe in the public eye. The environment must be safe. Mr. Argiropoulos stated that he has suggestions, such as putting signs on the bus stating that drivers have the right to refuse service and they, SunLine, will prosecute those who violate the rules. In addition, he suggested that SunLine inform the media as well. Mr. Argiropoulos suggested that live screens be set up to let passengers know that they are being videotaped. He stated the drivers are out there and he would like SunLine to show support.

Councilmember Hobart asked how often these incidents take place. Director of Operations, Apolonio Del Toro, stated that in reference to assaults, there is approximately one to two per year. He stated that last Saturday an incident took place. The police did catch the perpetrator and staff has been in contact with the District Attorney. They are going to fully prosecute as a felony. The County wants to make a statement that these assaults will not be tolerated.

Mr. Snoble stated that the assault was captured by the cameras – the person was captured and SunLine received great cooperation from the authorities. He further stated that he and SunLine, has zero tolerance for anyone miss-treating any employee. Mr. Snoble stated that he believes our policy should be to legally pursue every incident. He stated there is an agenda item today requesting a new camera system and believes it would be a good idea to put a sign on each bus stating that the bus is under surveillance. It can be a deterrent if people know there actions are being recorded.

Doug Runquist from Desert Hot Springs, stated: "I served in Vietnam three times and I live in Desert Edge. Five years ago I started a petition in our Country Club; I had 50 people sign it. The President of our Country Club wrote Mr. Oglesby. Nothing happened. We all know what this means. I'm so sick of having to do this. We are all veterans, retirees; we have no bus. It is believed we have no ridership – I can fill the bus. We really need a bus. There is a market in Sky Valley where Desert Edge ends. There are Country Clubs and RV Parks." Mayor Park stated the bus goes beyond the market, but not all the way into Sky Valley. Mr. Runquist further stated: "What I would like to do is say coming soon–the bus. Announce it so people know that there is going to be a bus. Get your staff together and ride with me. It's only one mile. There are 10,000 people in high season. When I moved here I expected there would be a bus."

Sharon Huddleston-Chairperson of the Desert Edge Community Council, stated: "What I want to say is this gentleman said most of it. There are 10,000 people out there in the high season. Of that 10,000 people, at least 3,000, if not more, are full time residents now. They are from the age of 70 to 95; we have one gentleman who is 95. Many of the residents, when they reach the age of 65, put out by AARP, have either given up their right to drive a car, or they have been forced to give up their right to drive a car. Thank God we are not in that position. I know that Mr. Forgiarini was out to Desert Edge about two years ago and at that time, we didn't talk to him about it. Again last April, I called Mr. Forgiarini and invited SunLine to come out to Caliente Springs this February 1st for a Health and Resources Fair. He had me talk to his assistant. I have sent her a packet of information regarding the Health Fair. If you want to get information out, we are going to be starting service in your area and what kind of service. Please come and attend the Health Fair. Put up the big SunLine bus and let the people know – we are getting service out here. I am going around to the different parks out there and I am saying SunLine is coming out. They are going to be starting service. But you can come out there and tell them – this is the kind of service we can provide. Or put a petition out there and ask what kind of service would best serve you. I thank you for listening."

Mr. Huddleston stated the following: "I am an officer in the California State Retirees. We are a small organization – about 33,000 people. Here in the Valley, we have 2,400 members. A lot of the members are seniors. I want to speak a minute on the Health Fair. The Health Fair is not a normal Health Fair. We are charging no one any money to come. The people presenting it are told they cannot sell anything; they can only give out information. Right now we have a few names – elected officials – Supervisor Benoit. The rest of them have tables. The major hospitals have tables there. We started this out to be a small thing. I just did the budget for it – it is not small. We have

donations of \$8,000 to put this on. There is a need for a health fair out there. I would like to get that information out. This is strictly for information for seniors that they may not be aware of. Any organizations representing seniors is welcome."

7. **Board Member Comments**

Councilmember Hanson stated that there have been three or four employees come forward to speak to the Board on several issues. He stated that he hopes someone is taking notes about the concerns and that the concerns are addressed. He applauded the employees for coming forward to the Board to express their views on the various issues that affect the Agency. Councilmember Hanson stated that he hopes that staff will get back to the employees and speak with them about the issues and hopefully there will be some satisfaction, and to the extent possible, make the changes that will help the employees to be safer, better employees. Chairman Miller stated that several people were taking notes, including the Clerk of the Board.

Mayor Parks stated that on the car pooling issue, it is extremely important to the Agency as we are an Agency that tries to reduce emissions. If we can increase the ability for families and employees to carpool, it helps what we do as an Agency to help the environment. Mr. Snoble stated that he is a big supporter of carpooling. He stated that SunLine is a little bit hampered as the Agency does not provide service to the Thousand Palms facility. The new hub will alleviate that issue.

Chairman Miller asked if Mr. Snoble could bring back a report of the issues and what has taken place to resolve them at the October Board meeting.

8. **FY 2013 Budget Report**

Director of Finance, CJ Smith addressed the Board. She stated the following: "FY 12/13 was a challenging year for the Agency, specifically in the Department of Finance. During the last few months, the department has worked extremely hard to improve the current accounting situation. With the support of the Interim General Manager and other department Directors, we have been able to make strides in the right direction. FY 12/13 closed \$20,000 over budget. This can be attributed to expenses being under budgeted and some inconsistencies in the budget planning process. In attempt to ensure accuracy of the FY 13/14 budget, all of the Directors were involved in the budget planning and preparation process. During the latter part of the year, we were also able to correct many of the errors that were found, implement additional checks and balances, and stabilize departmental personnel. We've approved additional training, implemented monthly team building and reaffirmed roles and responsibilities. We have also started to streamline the procurement process, develop boilerplate templates for contracts, and strengthen internal controls. The Department of Finance will regularly conduct analysis and assessments to identify areas to improve as we continue throughout this year. Although we have made good progress, we still have a lot of work ahead of us and we are confident that we will successfully get the job done.

9. **Approval of Minutes**

July 31, 2013 Board meeting meetings: Councilmember Bob Spiegel moved to approve the minutes of the July 31, 2013 Board meeting. The motion was seconded

by Mayor Adolph and approved unanimously with the abstention of the City of Coachella.

September 9, 2013 Special Board meeting minutes: Councilmember Bob Spiegel moved to approve the minutes of the September 9, 2013 Special Board meeting. The motion was seconded by Mayor Adolph and approved unanimously with the abstention of the City of Coachella.

September 13, 2013 Special Board meeting minutes: Councilmember Bob Spiegel moved to approve the minutes of the September 13, 2013 Special Board meeting. The motion was seconded by Mayor Parks and approved unanimously with the abstention of the Cities of La Quinta and Coachella.

10. Review and Approve the General Manager Employment Agreement

Legal Counsel, Jeff Goldfarb, stated that as presented during the SunLine Services Group meeting. Discussion is as follows: "I have provided a copy of the General Manager employment agreement for everyone. This agreement incorporates all of the terms by which it would be proposed that a new General Manager be employed. I can either go through the terms or I can answer any questions. I leave it up to you." Councilmember Hanson asked the following: "The first question is - are there any changes in this agreement that you have today from the last draft agreement that you gave both Boards?" Mr. Goldfarb stated: "One change and one change only. This change is contained in Section 12. I am suggesting that we add this language - it starts in the middle of paragraph and reads as follows: 'The Parties understand and agree that the pension provisions applicable to the Employee may not be those applicable to SunLine's other unrepresented Employees' in the event that AB 1222 fails to be signed by the governor by October 14, 2013. In such event, the Parties will negotiate on revised pension provisions with the intent on agreeing upon pension provisions that are both in compliance with the California Public Employees' Pension Reform Act of 2013 ("PEPRA") and as close as possible to the pension provisions applicable to unrepresented SunLine Employees.' The reason for this language is that there is currently pending before the governor an AB 1222; AB 1222 would roll back the PEPRA Pension Provisions, which are minimum requirements for new hires when it comes to the creation of pensions in this state. There are certain terms that would have to be included in a pension. AB 1222 basically says that PEPRA doesn't apply to transit employees. The reason it says that is because the Federal Government has a rule that is being interpreted by the Department of Labor to say that if you reduce union's negotiating powers through legislation, then you are not in compliance with the Federal Rules and you are not going to then get your federal transit grant. Because PEPRA applies to all public employees in the state, the Department of Labor has withheld all federal transit grants in the state, so AB 1222 is meant to at least create a stopgap to satisfy the Department of Labor. It was passed by the Legislature, but is sitting on the Governor's desk. As of this morning it looks like it has not yet been signed. It is anticipated that it will be signed, but just in the event, I included this language in the event that it is not signed, we would get together with the new General Manager and re-negotiate so that whatever pension terms we come up with are in compliance with PEPRA. The employment agreement contains the compensation broken down on to the base salary for a two week period. It contains the sick leave;

the term; the vacation leave benefits; the medical healthcare benefits; moving expenses; addresses professional development; pension and expressed duties of the General Manager."

Mayor Adolph moved to approve the Agreement. Councilmember Hanson seconded the motion and was approved unanimously. The Board congratulated Lauren Skiver as new General Manager of SunLine Transit Agency.

Mrs. Skiver stated that she is very excited to be at SunLine. She brings to the Agency 16 years of transit experience. She has worked at a larger system, a medium system and a smaller system – not as small as SunLine. Mrs. Skiver stated that she is an operations person and has been in operations for a large part of her career. She knows about run shifts and bids, and knows how to create them. She has worked in almost every department in transit, so she has a keen sense of operations and has expanded that to understand finance, risk and all parts of the transit business. They are all extremely important in delivering a good product. Mrs. Skiver stated that she has heard a lot about safety today and it is absolutely one of the pinnacles of an agency's mission. She stated that one of the things that drew her to SunLine is what she heard today – people coming and positively talking about the Agency and how we can make it better. Mrs. Skiver stated that is what makes a great transit agency. She is even more excited today after listening to the dialogue and is looking forward to working with staff and the Board and getting up to speed as quick as possible. Mrs. Skiver stated that she is a person who likes to be out in the yard; she will be seen at pull-out – it is in her blood. She feels good being in the shop and out on the line.

Chairman Miller stated that on a positive note, there were four very good candidates that the Board interviewed. In his opinion, Mrs. Skiver shined. Chairman Miller stated that he thinks the Board agrees and that any one of them could have taken this organization. Chairman Miller feels that Mrs. Skiver is the positive influence that the Agency needs to move forward now and in the future. He stated that there are big plans for the organization to provide better transportation for the whole Valley. Chairman Miller stated that there were over 40 applicants that wanted the position of General Manager. Mr. Snoble thanked the Board for moving through the process and doing the interviews. He stated that the Board did an excellent job and has an excellent candidate.

Supervisor Benoit thanked and commended Mr. Snoble for the great job as Interim General Manager. He stated that we were in a very bad place three or four months ago. Fortunately Mr. Snoble was available and willing to step in not only in the transitional improvements that have occurred in the last few months, but through the selection process, arriving at the point today, which is miraculous in the timeframe.

Chairman Miller reiterated Supervisor Benoit's comments to Mr. Snoble. He stated that Mr. Snoble is not done yet and the Board expects to lean on him more in the future. Chairman Miller asked Mrs. Skiver if she would be in the Valley for the October 23rd meeting. Mrs. Skiver stated that she may be here; she is in the process of moving her family across the Country.

11. Approval of Conference Expenses

Director of Finance, CJ Smith, stated the following: "Per the direction of the Board, we are presenting expenses for upcoming conferences. These expenses include all travel, meals, and registration and transportation expenses." The APTA Leadership Program expenses are for travel and expenses for Director of Operations, Apolonio Del Toro, who was selected by the American Public Transportation Association to participate in Leadership APTA. A breakdown of tuition and travel expenses is provided in the agenda packet.

Department	Conference	Employee	Est. Amt.	Budgeted
Planning	CTA Conference Oct.17,2013	Joe Forgiarini	300.00	Y
Planning	CTA Conference Oct.16-17,2013	Anita Petke	450.00	Y
Marketing	CTA Conference Oct.17,2013	Norma Stevens	300.00	Y
Admin.	CTA Conference Oct.15-18,2013	Tommy Edwards	1400.00	Y
Operations	CTA Conference Oct.15-18,2013	Mannie Thomas	1400.00	Y
Operations	APTA Leadership Program*	Polo Del Toro	16,000.00	N

The expenses being presented today for approval are in the FY 13/14 approved budget with the exception of the APTA program for Apolonio Del Toro. The total fiscal impact of approving this program is an increase of \$16,000. This increase is also represented in the proposed budget amendment."

Councilmember Hanson stated that he had mentioned at the Finance Committee that everyone is going to the CTA Conference; however they are going at different dates. He asked Mr. Snoble to explain. Mr. Snoble stated that the way that the conference is set up, there are sessions relating to a specific subject set at different times. Rather than going to the entire conference, employees are attending sessions specific to their job related topics.

Councilmember Spiegel moved for approval of conference expenses. The motion was seconded by Councilmember Hanson and approved unanimously.

12. FY 2013 Budget Amendment

Director of Finance, CJ Smith, stated the following: "Before you is the first budget amendment for fiscal year 2014. Staff is recommending that the Board of Directors approve the attached budget amendment for the FY 13/14 approved budget. Brief justifications are included in the attachment for your review. If approved, the adjustments will be incorporated into the full annual budget. I can go over in detail if you like." Councilmember Spiegel asked what the total amendment cost is. Ms. Smith stated that the total increase is \$175,200. She stated that we do have the funds. Staff recognized savings in fuel and also advertising revenue to offset the costs. The total increase is one percent.

Mayor Adolph stated that the Finance Committee discussed and recommended approval.

Mr. Snoble stated that the one of the big issues that Councilmember Hanson brought up at the Finance Committee meeting is why we didn't know about some of these

expenses. Mr. Snoble stated that he had informed the Board when the budget was adopted that he only had two weeks to work on it, and that staff would bring back budget adjustments. Mr. Snoble stated that one thing that was found was that we had 70 new bus shelters, but we didn't add any people to take care of them. He stated that if we are going to put out new shelters, we need to maintain them. The people maintaining the shelters will also be putting the signs in for the advertising program. We have already brought in almost \$5,000 and we are projecting about \$100,000 revenue. Mr. Snoble stated that there will be another budget adjustment probably mid-year due to the fact that the Directors now have good budget information to go by and will be making adjustment. In addition, labor negotiations are coming up as well.

Mayor Adolph moved for approval of the budget amendment. The motion was seconded by Councilmember Spiegel and approved unanimously.

13. Agreement with Apollo Amendment

Director of Operations, Apolonio Del Toro, addressed the Board stating the following "Staff recommends that they grant authority to the Interim General Manager to execute an agreement with Apollo Video Technology in the amount of \$269,737 for a Bus Camera Recording System. Contract has been approved as to form by SunLine Legal Counsel. SunLine has been utilizing a GE Penta 3 video system on the fixed route buses since 2006. We actually used the system this past Saturday for the assault that took place on our operator. It is a testament to the video system that is needed, but one of the things that came up was the retrieval of the video data. We have to manually pull the video any time there is any type of occurrence or accident. The new system will allow us to have more video on storage so we are able to take up to almost 21 to 28 days. It is a two Terra Byte system. Currently, depending on how many days/hours the bus is out there, it is five to seven days. Once it is pulled, we lose the integrity of the data on there. It is something we are looking forward to the upgrade. In addition, it will be Wi-Fi, so as the bus rolls into the yard, it downloads video. We keep it for almost a month. The RFP went out in March. There was one responsive bidder to the requirement of the two Terra Byte. Apollo was the most responsive and eligible. Another important aspect is the California Code 53160-53162. The California Code was requiring us to keep one year of video storage on the bus. That was technically impossible at this time. SunLine did its due diligence to meet that requirement. We will work with Mr. Goldfarb on that."

Councilmember Hanson asked how long the amount of storage will last – when will we need three Terra Bytes. Mr. Del Toro stated "We will take the opportunity where we have 21 to 28 days on the bus – we have been working with less, but once we have it on the server, we can store it for many years. When we take the video clip and we use it for anything, we can store it indefinitely. But if it is the expansion of the other vehicles – what we are looking at currently, I believe it is \$369,000 that was part of the Prop. 1B 2009 grant; the grant was getting a little stale. We also backed that up with \$90,000 which is the capital budget improvement. We are looking to include the rest of the fleet. Currently, it is only phased to do the New Flyers at this time. We are on the hook for the infrastructure for the Wi-Fi for the servers and the software. That is something we are going to be doing in house. This contract is for the equipment on the bus." Mr. Snoble stated that we have plenty of capacity to grow.

Mayor Parks stated that the Finance Committee has reviewed this item and recommends for approval.

Councilmember Hobart asked if we have Wi-Fi on all buses that the public has access to. Mr. Del Toro stated no, not at this time. The Commuter Route to Riverside does have Wi-Fi for passengers use. Councilmember Hobart asked how many times the Commuter Route goes to Riverside, what is the profit loss, and how many passengers use it. He stated that he would like that information sent to him and put on the next Board agenda.

Councilmember Hobart also asked the following: "You said this is the most responsive. I don't know how many pages the RFP is, but it would be informative for the Board to see the RFPs and be told if we accepted the lowest price or not, and if not, why not. \$269,000 is a lot of money and none of us has been given the slightest idea of what the second best bid was, how close it was, whether it is or is not responsive. I am assuming, and tell me if I am incorrect, is that an out of state company?" Mr. Del Toro stated, yes. Councilmember Hobart stated: "I am assuming that we don't know anybody that is connected with it and nobody on staff knows anybody who is connected with it." Mr. Del Toro stated no, you are correct.

Supervisor Benoit stated: "That is an interesting question. You say that one of the criteria is that others couldn't meet was the two Terra Byte plan. If we have the capability to store 21 days' worth of data on the bus, but every time it comes into the barn, we can download that data, right?" Mr. Del Toro stated: "That is correct. What has been happening now, is once the video is pulled, say for instance if something happened on Saturday and the video was pulled, retrieved, downloaded and then we put that back into the system, but for some reason something comes up – no we actually need the Thursday..." Supervisor Benoit stated: "That is the old system, but on the new system, you are storing 21 days' worth of data, the bus is going to see this place and download the data a lot more frequently than every 21 days – why do we need 2 Terra Bytes of data on the bus? If you had seven days, you would obviously capture that when the bus comes into the barn; am I right?" Mr. Del Toro stated: "That is a valid point; however, sometimes we are not aware of the incident that might have occurred well past that threshold. It will only download new items that are queued or requested."

Mayor Hobart further stated: "The reference is to Government Code Section 53160 and I looked it up. It said that the agency may destroy recordings of routine video monitoring after one year. How do we end up destroying it in less than one year? Are we making decisions? If there has not been a complaint, we destroy it in a period much shorter than one year?" Legal Counsel, Jeff Goldfarb, stated: "My understanding is that the Government Code Section requests that when we bid out a new system or purchase a new system, that we purchase a system with one year full storage capacity. My understanding is that we don't have the capacity to be able to store video data for a full year. Correct me if I'm wrong, it is not like we are recording a city council meeting. The technology is different because it is a mobile thing and a constant loop. It is my understanding that we looked for a system that would be able to store for a full

year, but that it was prohibitively expensive. I would be requesting that the Board make the finding when it is approved in the contract that based on the representation that it was prohibitively expensive to get a system that records for a full year. My understanding as well is that this is pretty much state-of-the-art with what most bus companies are doing right now." Mr. Del Toro agreed.

Supervisor Benoit further asked: "And that statute allows with that finding for us to purchase something else?" Mr. Goldfarb answered, yes it does.

Councilmember Hernandez stated: "In the Finance Committee it was mentioned that the technology is more into put a camera in front so that you can have driver safety, and then also improve the sound system so that the recording of who goes in and what is said is on record." Mr. Del Toro stated: "That is correct. We wanted to take this opportunity to improve the quality of the recordings. Sometimes the quality is grainy or the sound system picks up frequency noise from the engine. So when we go back and review an incident, we sometimes don't have the greatest quality of video and/or audio."

Chairman Miller asked Mr. Goldfarb if the purchase of this system meets our obligation. Mr. Goldfarb stated: "My understanding is that it does based on the financial restraints that we are under."

Councilmember Hobart stated: "One question on that issue. Part of the second Section of 53162, it says 'New security programs being installed must have capacity to store recorded images for one year unless all of the following conditions are met: one, we can't find such a system (which is what we are being told), two, we are installing the best available system. Are you saying this is the next best available system?" Mr. Del Toro stated: "This is the best available technology." Councilmember Hobart further asked: "For the less than one year storing?" Mr. Del Toro stated yes.

Mr. Snoble informed the Board that the contract request is for 41 buses. There are other parts to the program and technology is changing all the time. This is the beginning of the program.

Mayor Parks moved for approval of the budget amendment. The motion was seconded by Supervisor Benoit and approved unanimously.

At 4:28pm Supervisor Benoit left the Board meeting.

14 Purchase of New Phone System

Director of Finance, CJ Smith, addressed the Board stating the following: "Staff recommends that the Board grant authority to the Interim General Manager to execute an agreement with Packet Fusion, Inc. for the installation of a new telephone system in the amount of \$143,159.65. The total contract value includes one (1) year of customer support. The draft agreement is included for your review but may be slightly modified based on feedback from Legal Counsel. Staff is also requesting the Board to approve the amendment of the capital budget from \$115,000 to \$145,000 and to approve the use LTF instead of 5307 capital."

Councilmember Hobart stated the following: "I have some of the same questions as last time. If I understand correctly, the second page has reference to the other companies that made bids. You don't have on this page the amount of the bids or the terms of any of those bids. You are just giving us the names, but without the numbers it doesn't mean anything for any of us. What I am wondering is nothing says that we have accepted the lowest, responsive bidder. How are we determining the \$143,159 bid?" Ms. Smith stated: "The list includes the proposers that met all the requirements. Some did not meet the requirements and through the bid selection process, this is the one selected. We are providing the bidder list so that, to my knowledge, we can make sure there was no conflict of interest. If you would like us to provide an RFP or contact, we can do that." Councilmember Hobart stated: "I think we do need to have more information. I just think that as a Board, we need more." Mayor Parks stated that if the Board was provided all the RFPs, it would be a very large packet. Councilmember Hobart stated that the Board would not need all the RFPs, maybe just the top three or four. When somebody asks the Board - how do we know that is the best responsive bid? We would know with more information. That is too much to put on your (staff) shoulders without us (the Board) being part of it to substantiate what you are suggesting as the case made."

Mr. Snoble stated that what staff needs to do is put the rest of the spread sheet on the document. Then the Board could see if the vendor was being responsive or not responsive, etc." Councilmember Hobart further stated: "That is the kind of information we need. Sometimes, it may have not happened here, but if somebody has an axe to grind and wants to see that a company wins, for whatever reason, you can say these two bids were not responsive and here is the first responsive. How do we know they are not responsive? We don't until we have a little more information."

Mr. Snoble stated: Staff is trying to re-do all of this. We need to do a better job of understanding that when we are planning on getting something, what the RFP is going to look like, what kind of conditions it will have in it, what kind of procurement we are going to do - have a lot more planning in front of this so that we have a much better process."

Councilmember Hobart stated: "We are spending a lot of money - \$400,000 between the two requests. We are hoping it is okay, but we don't know it is okay."

Councilmember Spiegel asked if staff could continue the item so that we can see the dollar prices that other people came in with.

Councilmember Hernandez stated: "It seems that we want to establish some new norms with respect to the way that staff reports are written when bringing forward items to the Board. It sounds like we have a commitment from our Interim General Manager; the Board's expectation that we want to see more information. But I don't think what Councilmember Hobart wanted to do was stop this item from moving forward." Councilmember Hobart stated: "I wasn't. I stated by opinion. I am neither for nor against it - if we could put it off." Councilmember Spiegel stated: "If this was on our City Council agenda, we would not approve it without seeing dollar amounts."

Councilmember Hanson agreed. Councilmember Hobart stated: "It is just insufficient. We shouldn't be in this position because if something blows up, people are going to say – we have the newspaper reporter here, he is going to say why didn't we look into the depth of this?"

Chairman Miller asked Mr. Snoble to comment on the need of the phone system – is it something we can put off. Mr. Snoble stated that we can put it off.

Councilmember Hanson further stated: "An issue that came up in the Finance Committee, and not related to delaying the issue, an issue that came up, and I think it is important for the Board to understand, and CJ can explain it to you, when you look at this closely, one of the issues that I had, is that we are taking...this was originally planned as a capital project coming out of the Capital 5307 budget and we are now pulling money out of LTF in order to purchase this system. The question that I asked CJ in our meeting was how did you just find \$145,000 to pay for this system? She said it was a carry-over from 2007-2008. The issue for me is why aren't we showing that carry over each year so that we know how much money is in each of these funds? We talked about that. I'm sure that Lauren and company will start providing us with that information so that we know exactly the amount of money we have in the funds. Then the question was raised – when the 5307 is released, and they can probably explain why it is being held up – we will not be able to take those funds and put it in LTF funds in order to help the LTF funds. How does all this money move around and how do we as a Board understand what is going on and get an accounting of that?"

Ms. Smith stated that she understands the request and what Councilmember Hanson is looking to see. She stated that she feels she can work together to prepare a report that shows the Board what they are looking forward. Going forward, that won't be an issue."

Councilmember Hobart clarified that he would like to see all the responses to the RFPs.

Councilmember Spiegel moved to continue approval of the purchase of a phone system to the next Board meeting. Councilmember Hobart seconded the motion and was approved unanimously.

15. Ratification of Bus Shelter Site Improvement Change Orders

Joe Forgiarini, Director of Transit Planning, addressed the Board stating that staff is requesting that the Board ratify the change orders for site improvements at locations receiving new bus shelters, at a total cost of \$171,411.50. As advised at the January 2013 Board meeting, 46 sites were required to receive improvements, to be constructed by ND Electrical Construction, Inc., the same contractor responsible for shelter construction and installation. As approved by the Board in 2012, SunLine is providing seventy (70) new bus shelters at SunLine bus stops throughout the Coachella Valley. In order to complete installation of these shelters, a concrete pad is required to accommodate the shelter. This item ratifies all improvement work at the 46 sites, initially approved by the Board at the January 2013 meeting. Councilmember Hanson stated that per his conversation earlier with Mr. Forgiarini, this request covers

the 70 shelter pads previously approved. He stated that what is important is that there is a remaining balance of \$320,000 in which there will be additional shelters purchased.

Mayor Parks stated that the Finance Committee reviewed this item and recommends approval based on information provided. Councilmember Hanson seconded the motion and was approved unanimously.

16. New Transit Service Proposals-North Indio and Desert Edge

Joe Forgiarini, Director of Transit Planning, addressed the Board stating that Request to the Board to approve, in principal, new deviated fixed route service in North Indio and modification to existing Line 15 at Desert Edge. Subject to funding availability, these new services could be effective in September 2014, at a cost of \$157,444 and \$73,345 respectively per year. Any earlier start would require a budget adjustment for FY 2013/14 (following review of budget position (mid-January), which could allow for May 2014 implementation. Chairman Glenn Miller requested consideration of SunLine providing bus service for the Shadow Hills High School and North Indio area at Board meetings during 2013. At the same time, Mayor Yvonne Parks and County Supervisor John Benoit have requested consideration of service for the Desert Edge/Sky Valley area. The following service options were considered:

Modified Existing Fixed Route (+ SunDial)	Deviated Fixed Route (No SunDial)
New Fixed Route (+ SunDial)	On-Call Zone (No SunDial)

Both the fixed route and deviated fixed route options have a designated route and schedule. However, the deviated fixed route option also allows deviations off the main route (within ¼ mile), in place of a separate SunDial paratransit service in the area. The on-cell zone is flexible in regard to route, except for a hub stop that the service departs from at a set time for each trip. This option also does not require separate paratransit service. It may be possible to operate under paratransit cost structures (lower mileage cost of vans and paratransit operator wage rate) for the on-call option, but this is also subject to negotiation with union.

Fiscal Impact

The table below shows estimated cost, ridership, revenue, subsidy impacts. Highlighted are the staff recommended options for Board consideration.

Route	Estimated Annual Cost	Estimated Annual Revenue	Estimated Annual Subsidy/ Recovery	Estimated Annual Ridership
North Indio Modified Existing Route	\$57,563	\$17,248	\$40,315 (30%)	19,965
North Indio New Fixed Route	\$357,812	63,309	\$294,503 (18%)	74,793

North Indio On-Call Zone	\$105,374	\$28,080	\$77,294 (27%)	18,720
North Indio Deviated Fixed Route	\$157,444	\$31,200	\$126,244 (20%)	41,600
Desert Edge Modified Existing Route	\$73,345	\$9,081	\$64,264 (12%)	7,672
Desert Edge New Fixed Route	\$238,343	\$33,472	\$204,871 (14%)	43,262
Desert Edge On-Call Zone	\$115,175	\$29,250	\$85,925 (25%)	19,500
Desert Edge Deviated Fixed Route	\$133,393	\$19,500	\$113,893 (15%)	26,000

Funds are not included in the FY 2013-14 SunLine Transit Agency budget for these proposals. Implementation of these services could occur either as part of a budget/SRTP adjustment for FY 2013/14 (May 2014) or September 2014 as part of the 2014/15 budget/SRTP processes, subject to funding and public hearings. Other service improvements listed below are also awaiting funding, having not been funded in FY 2013/14. These need to be prioritized:

- Line 32 Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, Palm Desert: Frequency increase weekdays (40 min.): Cost: \$191,190, with 29,120 extra passenger trips.
- Line 70 La Quinta, Indian Wells, Bermuda Dunes, Palm Desert: Frequency increase; extend north of I-10 at Sun City (40 min. weekday, 60 min. weekend): Cost: \$461,365, with 93,751 extra passenger trips.
- Line 90 Coachella, Indio: frequency improvement weekdays (30 minute): Cost \$174,060 per year, with extra 30,802 passenger trips.
- Line 220 Riverside Commuter Link: Add six extra trips weekdays: Cost: \$277,970 per year with extra 22,313 passenger trips.

Councilmember Hernandez stated that at the Finance Committee, there was discussion on creating a methodology - some type of metrics to measure which Line makes sense to fund in terms of efficiency, ridership and minimizing our loss of revenue. He stated that there are going to be some issues as every line is important to each jurisdiction. There needs to be an agreement based on the Board looking at ridership numbers and approve accordingly.

Mayor Parks stated that she believes that it have been five years that the Desert Edge community members have been asking for a route; that was before the implementation of the Route 15. She stated that once the Route 15 was implemented, it seemed like a logical thing to extend the Line 15 down Long Canyon, down Dillon and back up. The only part that Mayor Parks does not like about that is the fact that it then adds another 15 minutes on the Route per stop. Instead of a stop every forty-five

minutes, it will have a stop every sixty minutes. Initially, Mayor Parks thought that just getting one bus, which would be Line 16, a new route, down Dillon to Palm and then can connect with the Line 14 and can go north or south. Mayor Parks asked for an explanation of the difference between the two and why one is better than the other. Mr. Forgiarini stated that the modification of the existing route – the cost is estimated at \$73,000. The bulk of the cost is in paratransit service expansion. The actual cost to run the service is very low. The issue is a with paratransit costs. The Desert Edge deviated fixed route – estimated annual cost - \$133,393 - that is a brand new route. The only assumption there is that we would use a small vehicle to help contain the costs. Mr. Forgiarini stated that the Board may wish to pursue that option for both Desert Edge and Indio. The reason North Indio had to be that option was that we simply couldn't cover that area with the modifications of an existing route. That was not meeting the needs. With Desert Edge, we can, but it comes with an impact of the reduced frequency. Mayor Parks stated that Line 15 has established itself as a high rider route. She would like some kind of collection of data on the number of riders that are actually utilizing this new Route 15 out to Desert Edge to make sure that it is feasible. Mayor Parks stated that, as Councilmember Hernandez stated, there are many areas in the Coachella Valley that want routes. Mayor Parks further stated that the Desert Edge community members have been requesting bus service for five years and therefore should be given the opportunity to have a bus and see what the ridership will be.

Mr. Forgiarini stated that staff is requesting approval in principle. Mayor Parks stated that is not the way she understood it in Finance. She understood it to be a factual route. Mr. Forgiarini stated that this is to be on the list, along with other locations. He stated that the goal is to fund all of the requests as quickly as possible – even to the extent that there could be a budget amendment this year should funding become available.

Chairman Miller stated that part of the budget, SunLine did give back to RCTC, \$2.5 million - \$1.2 of it is supposed to go towards the new rail line. There is \$1.3 million we did not utilize. Mr. Forgiarini stated that these are on-going expenses. They have to be sustainable. Councilmember Hanson asked for clarification – “You are going to add these two to the list and we will then be addressing that in the next budget cycle. Is that correct? This will be coming back to the Board next year sometime in March?” Mr. Forgiarini stated that another aspect of this was to endorse the format for the service. The North Indio is clear cut. He suggested that the Desert Edge – the Board may wish overrule staff to direct us to focus on the deviated fixed route option. Staff can take that advice from the Board on that.

Mayor Adolph moved for approval of staff recommendation. Councilmember Hobart seconded the motion and was approved unanimously.

17. Agency Safety Security Plan

Director of Human Resource, Donald Bradburn, addressed the Board stating the following: “SunLine is committed to operating a safe transit system. The SunLine Safety Security Plan presented today will develop, embrace and embed a safety

culture in all our public transportation activities. It recognizes the importance and value of effective safety management and acknowledges that safety is the first priority in everything we do. The Plan is an operating document to guide SunLine staff in all aspects of safety for passengers, visitors, employees and our facilities. It addresses many safety topics such as, hazard identification, hazardous materials, drug and alcohol programs, safety training, emergency response and contractor safety. Lastly, the Plan clearly defines the safety authority and responsibility of staff. This ensures that all safety tasks are delegated without duplication. SunLine Risk Management works with law enforcement to make sure riders are safe. Staff recently worked with Desert Hot Springs police to identify and apprehend a person who had mugged a person near our bus stop. We use technology and capability to communicate with communities and law enforcement throughout the Valley.

Councilmember Hobart asked if the Plan is brand new, or a revision of an existing plan. Mr. Bradburn stated that the Plan is a revision of a draft; he stated that he didn't know if it was brought to the Board in the past. Councilmember Hobart asked who prepared it and over what period of time. Mr. Bradburn stated that there had been a draft that had been worked on by the previous Risk Manager. He worked with new staff in Risk Management. They sat down and went through the issues, making sure the Plan articulated what staff is doing. Mr. Bradburn stated that he then met with Mr. Snoble and all of the Directors, going through the document. Councilmember Hobart stated – good.

Mr. Snoble stated that when he came to SunLine, he stated that safety is what transit is all about. The entire safety team has been rebuilt and is called Risk Management. That is what we plan to do – manage our risk. Mr. Snoble stated that we have new players involved. There are a lot of things changing from a safety perspective. The new Plan is a whole new effort to change the culture. This is a major accomplishment to create the document so quickly, but Mr. Bradburn has been behind it, and Dave Robbins is doing a great job coming in. Councilmember Hanson stated: "I don't know anything about transportation safety, but I read through this and it seems to be very extensive. Are you going to distribute this to each employee? How does this program get implemented?" Mr. Bradburn stated that from here, once there is approval, the Plan will be given to the Directors, then to the Safety Committee, pushing it down to the Supervisors. It will be part of the training. Every employee will be giving a copy.

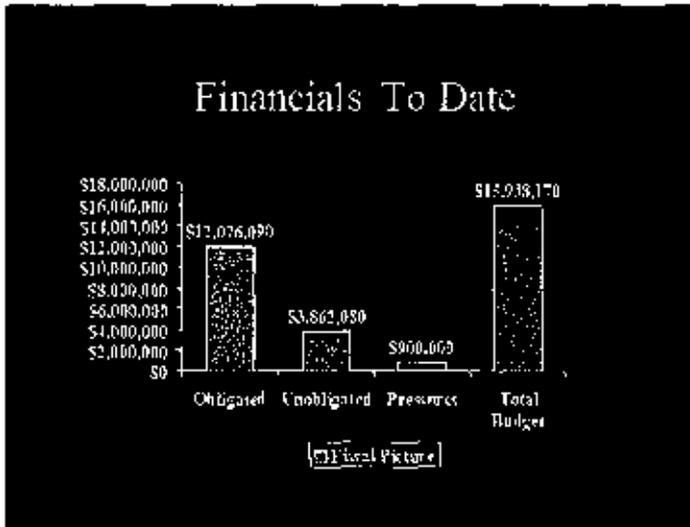
Mayor Adolph moved for staff recommendation. Councilmember Hobart seconded the motion and was approved unanimously.

*Mayor Don Adolph needed to leave the meeting.

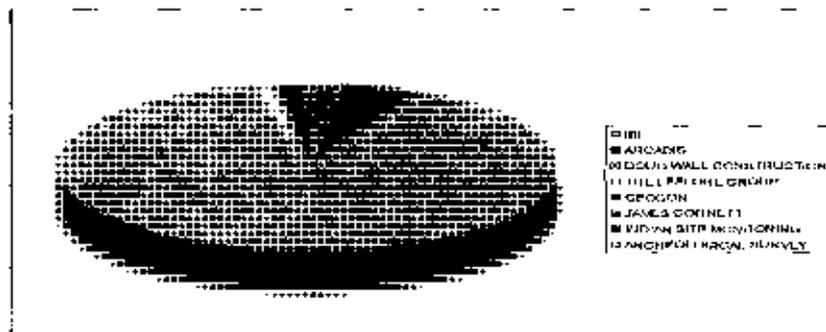
18. Administration Building – Board Room Design

Rudy Le Flore, General Manager's Management Analyst, addressed the Board. He stated that the Board requested to be updated on the progress of the construction project. Mr. Le Flore stated that he would be introducing a new conceptual design of the new Board room. He stated that the Project Management Team is the Le Flore Group; Tommy Edwards is the Advanced Technology Project Manager and is managing the integration of the new project and technical details related to that.

Arcadis is the construction management firm; JBI Group is the Architect of Record and is here today with a presentation. Geocon West is our independent inspection and testing firm and our general contractor is Doug Wall. Mr. Le Flore stated that the overall budget is as follows:



Contract Allocations:



Pressures:

- Delay Claims approximately \$200k
- Unforeseen Conditions \$450k
- Plan Changes \$250k

Schedule:

- Initial Project Delays 6 Months
 - Unanticipated Permitting Duration
 - 2002 Property Conveyance Issue
- Construction on Schedule
- 15 Month Duration
- Substantial Construction Completion August 2014

Tommy Edwards, Advanced Technology Project Manager, addressed the Board. He shared some updated photos of the site. He stated that that we are getting ready to start breaking ground. Mr. Edwards stated that after reviewing the existing plans for the Board room, staff realized that some safety and security, and functionality was not

where it needed to be for the Board room. Staff brought the issues to Mr. Snoble who provided new direction. In the past, the IBI Group provided renderings for the Board room and at that time, the Board moved in the format of the current Board room. Mr. Snoble has advised to move forward with new plans. The new layout was provided to the Board. Staff has gone back to the IBI Group. Mr. Edwards introduced Thomas Moore and Lindsey Thompson of the IBI Group who gave a presentation to the Board with new concept which is before the Board for approval. Mr. Moore, the architect of record of the project, introduced Mr. Thompson, senior designer for the project, who provided the new concept. There were two different concepts to choose from. The Board decided on Option 2.

Councilmember Hanson moved to approve Option 2 for the new concept of the Board Room. Mayor Parks seconded the motion and was approved unanimously.

19. Adoption of SunLine Fleet and Facilities Plan -2013

Director of Transit Planning, Joe Forgiarini, addressed the Board stating that staff recommends that the Board of Directors adopt the SunLine Transit Agency Fleet and Facilities Plan 2013. This plan outlines the expected capital needs for new and replacement fleet and facilities for SunLine Transit Agency through 2030. The plan includes both a constrained and unconstrained scenarios. The key action is to begin assembling funds for fleet replacement and the Coachella Valley rail program. SunLine Transit Agency has a capital plan contained within the Short Range Transit Plan that focuses on the short term (next three years). This plan is also reflected in the agency's annual budget. However, in order to be sustainable for the long term, including accommodating both the needs of SunLine and the new rail program for the Coachella Valley, a long term fleet and facility plan is needed. Fleet: *Critical to the plan is fleet replacement and expansion. The fleet consists of two revenue vehicle fleets (69 buses and 31 paratransit vans) and a non-revenue fleet of cars, supervisor vans, and trucks (37 vehicles).* The plan contains two scenarios for the revenue vehicle fleet: Constrained Scenario: Ongoing fleet replacement plus one extra bus added per year and one van every second year for growth of service (as the Coachella Valley grows). By 2030 under this scenario, the SunLine revenue fleet would be 91 buses and 43 vans. A total of 96 bus and 174 van would be purchased between 2018 and 2030. Unconstrained Scenario: Ongoing fleet replacement plus two extra buses and one van per year for more significant growth in service (as the Coachella Valley grows), as well as a large procurement for Bus Rapid Transit. Fleet purchases would be 168 buses and 203 vans between 2018 and 2030, providing a fleet of 124 buses and 53 vans in 2030. This fleet plan under the constrained plan is the only realistic scenario given current funding levels. Even under this scenario there is a need to accumulate \$4.55 million in funds from FY 13-14 to FY 16-17 (4 years) then \$4.1 million each year on average from that point forward for revenue fleet purposes. This is a significant funding commitment, requiring both stockpiling of existing and expected funding, plus some discretionary funding from State Proposition 1B (PTMISEA) and Federal Clean Fuel programs. The non-revenue fleet will also grow to 51 vehicles (primarily due to growth in relief car fleet as service expands). This will see annual capital budget for the car and truck fleets expand from \$330,000 to \$415,500 by 2030, plus \$330,000 every five years needed for supervisor van fleet replacement. All of these vehicles are CNG fueled, in line with current practice. In addition to fleet, there

are annual needs for technology and facilities upkeep and improvement totaling \$975,000 per year. More significant projects are for replacement of the Thousand Palms Operations and Maintenance buildings (estimated \$36 million) as well as the Indio Operating and Maintenance facility (likely at least \$20 million). The constrained funding scenario does not allow for any funding towards these projects, so discretionary funding will need to be found for such projects, once they have been finalized in design. There is an existing funded project which will analyze these needs to complete design work. The plan also includes passenger facilities. In both the constrained and unconstrained scenarios, there are at least 25 new bus shelters purchased each year (\$375,000). There will also be new transit stations required for Bus Rapid Transit which is included in the unconstrained plan (\$2.5 million), but these would require discretionary funding. The financial impact is as follows: The constrained scenario of this plan is believed to be sustainable based on the assumption of stable federal funding and moderate growth (3% annually) of state and local funding, plus some other funding such as Proposition 1B and Federal Clean Fuel grants. These levels of funding are needed both to fund these capital investments and their operation in transit service. The key issue identified in the plan is that funding must be set aside commencing immediately for both the rail program and the fleet replacement, even though new bus purchases and rail capital investment will not occur until 2018. The unconstrained scenario for the plan would require access to discretionary funding opportunities (primarily federal), as well as higher growth in existing local, state, and federal funding. This is most likely to occur with an accelerated growth in the economy in the longer term, which remains to be achieved.

Councilmember Hanson moved to approve the Fleet and Facilities Plan. Councilmember Hobart seconded the motion and was approved unanimously

20. Establishing Board Meeting Dates for 2014

Clerk of the Board, Carolyn Rude, addressed the Board requesting approval of the Board meeting dates for 2014. The schedule follows SunLine tradition of holding Board meetings on the 4th Wednesday of the month, with a few exceptions. We have combined the July & August meetings to be held on the last Wednesday in July, and have also combined the November & December meetings, holding it on the first Wednesday in December. There are no known conflicts.

Councilmember Spiegel moved for approval. The motion was seconded by Councilmember Hernandez and approved unanimously.

21. Agency Pension Audit

Director of Human Resources, Donald Bradburn, addressed the Board. SunLine manages its own Bargaining and Non-Bargaining pension plans through a third party administrator, the Nyhart Epler Company and the funds are managed by US Bank. In order to fulfill our fiduciary responsibility, SunLine audits the plans annually. This year Kushner, Smith, Joanou & Gregson LLP (KSJG) audited the plans and financial statements as of December 31, 2012 and 2011. The auditor's report was finalized on August 28, 2013. The auditor's opinion was that the financial statements present fairly, in all material respects, the statements of plan net assets as of the respective year ends. The audited financial statements, the plan valuations and our rate of

returns were submitted with the Form 700s to the State Controller on August 29, 2013 prior to the state deadline.

Councilmember Hanson asked if at some point, there would be a study session on the pension plan going forward. He asked if there was a projected date. Mr. Snoble stated that it could be six months. Staff will keep the Board updated. Chairman Miller asked to receive and file the audit and if the Board has any questions after reading the plan, bring it to the next meeting. Mr. Snoble reiterated that the Board has fiduciary responsibilities.

22. Consent Calendar

- a) Checks over \$1,000 for July, August, 2013
- b) Credit card statement for August, 2013
- c) Monthly Budget Reports for June, 2013
- d) Ridership Report for July, August, 2013
- e) SunDial Operational Notes for July, August, 2013

Councilmember Hernandez moved to receive and file the consent calendar. The motion was seconded by Mayor Parks and approved by a unanimous vote.

23. Interim General Manager's Report

Interim General Manager, Roger Snoble, provided the following report to the Board: "For the first time, SunLine and SunFuels will be part of, and a sponsor of, the Southern California Energy Summit, which will be held at the Palm Springs Convention Center October 3rd and 4th. We will have a table for SunFuels at the event. I will be participating on one of the panels talking about our hydrogen program and we hope to have FC3 at the center on display. You may have noticed on your way into the facility, updated signs to increase safety awareness. The new Risk Management team has been in place for six weeks and is actively engaging staff to create a safer work environment. As you leave today you will see a series of five signs that we use to teach drivers to safely operate our fleet. Our drivers see these signs as they leave to service the community. We talked about the shelter advertising program. We will use that money for care of the shelters. On Wednesday, November 20th, SunLine will host a Disadvantaged Business Enterprise Outreach Event. The event will be from 8:30am until 12:00 noon, and will be held at Classic Club in Palm Desert. The workshop is supported by Riverside Transit Authority, Riverside County Transportation Commission, Omnitrans, El Dorado National California, and Morongo Basin Transit Authority. The purpose of this event is to conduct outreach in the community in order to increase the opportunities for DBE's to participated in federally funded contract actions consistent with FTA Requirements. You will be receiving a "save the date" notification soon. Mr. Le Flore is leading the effort. We are receiving great response. Chairman Miller, Mayor Parks and SunLine staff continues to meet with COD and COD Alumni representatives to discuss ideas for a new low cost bus pass for COD students. We will keep you informed with the progress."

24. Next Meeting Date

October 23, 2013

12 o'clock Noon – Kelly Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

At 5:27pm Chairman Miller moved into Closed Session.

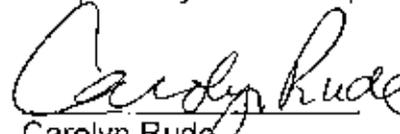
25. Closed Session

Closed Session - Conference with Legal Counsel- LIABILITY CLAIMS pursuant to subdivision (b)(3)(C) of Government Code Section 54956.9 – Claimant: The Auto Club (as subrogee for Michael Pappas); Agency Claimed Against: SunLine Transit Agency. Legal Counsel announced - no reportable action.

26. Adjourn

Chairman Miller adjourned the meeting at 5:30p.m.

Respectfully Submitted,

Carolyn Rude
Clerk of the Board

Approved By:

Roger Snoble
Interim General ManagerDate: 10/16/13

SunLine Transit Agency

DATE: October 23, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Contract Amendment - The LeFlore Group

Recommendation

Recommend that the Board of Directors grant authority to the Interim General Manager to approve amendment Number (one) 1 to the contract with The Le Flore Group in the amount of \$134,116.81.

Background

The Le Flore Group LLC was awarded a competitive contract to perform project management and contract administration duties for SunLine on August 2, 2011. Among these projects was project management of the Administration Building Construction Project. This amendment is to extend the agreement to accommodate the projected close out of the Administration Building Construction Project. This change will increase the total contract value to \$584,116.81 and extend the contract to 11/30/2014 which is the expected close-out of the Administration Building Project.

The Statement of Work is amended as follows: "The Le Flore Group LLC (Contractor) will continue to function as Project Manager for the Administration Building and other special projects as needed. As Project Manager for the Administration Building Project, the Contractor is responsible for initiating all contract actions necessary to support the project. This means managing the contract of the General Contractor, Construction Management Firm, Environmental Surveying Firms, the Architect of Record, Inspection and Testing Firm, and various other supporting contractors. The contractor is responsible for making sure that all contracts comply with FTA regulations and Public Contract Codes to the extent they are applicable. The Contractor is responsible for Managing the Cost, Schedule, and Quality performance of all Contractors, making sure that all Requests for Information, Substitution Requests, and Change Directives are processed timely to support the objectives of SunLine Transit Agency. The Contractor will also negotiate all Change Orders and document them consistent with FTA regulations. The Contractor is responsible for apprising SunLine management of all Construction Activities. The Contractor is also responsible for Project Support of Advanced Technology Projects."

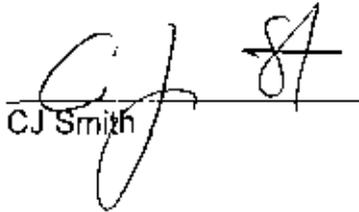
In the past, The Le Flore Group LLC has been utilized in multiple areas throughout the Agency, as Mr. Le Flore has been a knowledge base and valuable resource. Going forward, the plan is to have Mr. Le Flore operate strictly in the capacity of a consultant and will not perform day-to-day employee-type job functions. His work will include

concurrent projects such as Triennial Review Oversight, and Project Support of Advanced Technology Projects.

The contract language will be clarified to state that the total Not To Exceed Amount, and not a yearly limit as there is just 13 months remaining until contract completion.

Fiscal Impact

There is no financial impact to the Agency, as the additional \$134,116.81 will be funded mainly by capital funds in approved capital budgets from FY 14 and FY 15.


CJ Smith

Amendment

Contract No.: 11-022

Amendment No.: 1

Date of Orig. Contract: 8/2/11-8/1/14

Date of Change Order: 10/1/2013

Contractor: The LeFlore Group

Description of Change in Contract Terms:

Changes include scope of work, contract extension and contract amount. The Statement of Work is amended as follows: *The Le Flore Group LLC (Contractor) will continue to function as Project Manager for the Administration Building and other special projects as needed. As Project Manager for the Administration Building Project, the Contractor is responsible for initiating all contract actions necessary to support the project. This means managing the contract of the General Contractor, Construction Management Firm, Environmental Surveying Firms, the Architect of Record, Inspection and Testing Firm, and various other supporting contractors. The contractor is responsible for making sure that all contracts comply with FTA regulations and Public Contract Codes to the extent they are applicable. The Contractor is responsible for Managing the Cost, Schedule, and Quality performance of all Contractors, making sure that all Requests for Information, Substitution Requests, and Change Directives are processed timely to support the objectives of SunLine Transit Agency. The Contractor will also negotiate all Change Orders and document them consistent with FTA regulations. The Contractor is responsible for apprising SunLine management of all Construction Activities. The Contractor is also responsible for Project Support of Advanced Technology Projects.* As of 9/30/13 there was \$65,883.19 remaining. An addition of \$134,116.81 will bring the remaining contract total to \$200,000.00 Contract period will be extend to 11/30/14.

This change order modifies the following terms to the contract:

WAS: NTE \$150,000 per year for 3 years, \$450,000 total, expiring 8/1/14.

IS: NTE \$584,116.81 for life of contract, expiring 11/30/14.

SUMMARY EFFECT: The changes result in the following adjustment in Contract Price and Contract Time:

Original Not To Exceed Contract Price:	\$450,000.00
Total Changes in Contract Price from prior Change Orders	\$0.00
Increase (decrease) resulting from this Change Order	\$134,116.81
Total Changes in Contract Price	\$134,116.81
Current Contract Price including this Change Order	\$584,116.81
Net Increase/Decrease in contract time resulting from this change order:	Increase 121 days

All other Terms & Conditions remain in effect.

AGENCY:

Change Order No.: 1

Approved Date:

CONTRACTOR

Change Order No.: 1

Approved Date:

By: Roger Snoble, Interim General Manager

By: Rudy LeFlore, Owner

SunLine Transit Agency

DATE: October 23, 2013 **ACTION**
TO: Board of Directors
FROM: Director of Finance
RE: IT Policy #B-090304 Amendment

Recommendation

Recommend that the Board of Directors amend the attached red-lined IT Policy #B-090304 approved on 6/23/2004 to include the following language in the Systems Administrator section:

"The Systems Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken by the Systems Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis.

The System permissions granted to the Administrator shall be discussed and approved by the General Manager."

And to include the following language in the Systems Administration Policy section.

"The Network Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken by the Network Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis.

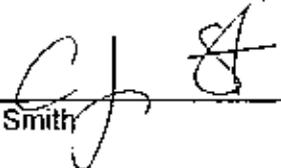
The Network permissions granted to the Network Administrator shall be discussed and approved by the General Manager."

Background

Upon the approval of the SunLine Board of Directors, the Agency would like to amend the IT Policy in an attempt to enhance our internal controls and oversight capabilities. This Policy was originally adopted by the Board of Directors on 6/23/2004 and if approved, the Policy will be amended and will be effective immediately.

Fiscal Impact

There is no financial impact to this request for approval.


CJ Smith

INFORMATION TECHNOLOGY SECURITY POLICY

INTRODUCTION

SunLine Transit Agency (SunLine) provides employees with Information Technology (IT) resources as a tool to help SunLine achieve Agency goals and improve operational efficiency. IT resources include computers, telephones, voicemail, email, video conferencing, software, applications, and Internet access. IT resources allow access to agency data and allow employees to create, change, store, share and disseminate information. In providing use of IT resources, SunLine must establish policies to protect security of the entire Information Technology system.

I. INFORMATION SECURITY POLICY

A. Definition and Purpose

Information security is the protection of information assets from unauthorized disclosure, modification, or destruction by either accidental or intentional means. Information Security falls under the Information Practice Act (Civil Code Section 1798) and the Public Records Act (Government Code Section 6253). The purpose of the information security policy is to:

- Establish responsibilities for the protection of information assets; and
- Define the policies and procedures intended to prevent the misuse and loss of information assets.

By establishing this policy, it is SunLine's intent to ensure the continuous operation and integrity of information systems and databases, and to facilitate the effective administration and efficient operation of departmental programs.

Information asset security problems can result from:

- Accidental disclosure
- Accidental modification
- Accidental destruction
- Intentional disclosure
- Intentional modification
- Intentional destruction

All protective measures will be based on probability of occurrence, cost of protection, value of that which is being protected, and the probable cost if loss should occur. Risk management factors to be considered in evaluating the economics of security are:

Cost of protecting data against:

- Unauthorized modification
- Unauthorized disclosure

Value of information with respect to:

- Cost of its total or partial replacement because of destruction or modification
- Its role in the organization's total operation

Adverse impact upon SunLine if:

- Information can be modified
- Information can be acquired

B. Responsibility

Responsibility for ensuring the implementation, monitoring, enforcement, and enhancement of SunLine's Information Security Policy lies with the General Manager ultimately, and his designee within the Agency. The designee will be hereinafter referred to as the System Administrator, recognizing that these duties may lie within another job description (see item C below). The General Manager will also designate a Network Administrator, who is charged with maintenance of the Agency's computers and computer system (Sec. IV, C).

It is the responsibility of each department director to actively support, enforce, and follow the Information Security Policy.

Directors are responsible for protecting all assets assigned to their area of control, and for ensuring that personnel under their supervision understand and discharge their obligation to protect Agency assets. Directors are also responsible for implementing security practices and procedures in accordance with established policy and consistent with the critical nature, sensitivity, and value of the asset. Directors are also responsible for ensuring that their staff have access authority appropriate for their duties and for notifying the Systems Administrator if the employee terminates employment or changes duties where access authorization should be modified. Directors are responsible for dealing

promptly with variances from security policy or procedures within their areas of control by initiating appropriate corrective action.

C. **Systems Administrator**

The Systems Administrator designation may be carried by an employee so named by the General Manager, and is not necessarily a separate position in the Agency.

The Systems Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken under the permission taken by of the Systems Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis.

The System permissions granted to the Administrator shall be discussed and approved by the General Manager.

The Systems Administrator provides direct administrative support for installed security systems to ensure the secure use of all information systems. The Systems Administrator will monitor the use of all information systems to detect and act upon unauthorized access and use of propriety agency data.

The Systems Administrator coordinates the approval/disapproval and implementation of requests to access and manipulate informational resources. The Systems Administrator may request additional approval from the General Manager before allowing access. All the necessary control facilities for establishing accessibility will be centralized and administered by the Systems Administrator.

The Systems Administrator will also maintain central files of all signed security agreements. It is the responsibility of the Systems Administrator to monitor all agency practices to ensure compliance with the Agency's IT User Policy, and to report, and correct, all noted violations.

II. **INFORMATION ACCESS POLICY**

The General Manager of SunLine will be considered the custodian of all data owned by the Agency. Data shall be classified into four categories: Public, Internal, Confidential, and Secret. The General Manager or designee will make final determination of access to data. The General Manager is responsible for the data, and shall ensure that it is secured according to sensitivity.

A. Classification of Data

Data shall be classified into four levels. The lowest is 1, the least sensitive and the highest level is 4, representing the most important data/processes. Each level is a superset of the previous level. If a system contains data of more than one sensitivity class, it must be classified at the level needed for the most confidential data on the system.

1. Class 1: Public/Non-classified Information

Description: Data on these systems could be made public without any implications for the agency (i.e. the data is not confidential). Data integrity is not vital. Loss of service due to malicious attacks is an acceptable danger. *Examples:* Test services without confidential data, certain public information services.

Guidelines on storage: one

Guidelines on transmission: none

Guidelines on destruction: none

2. Class 2: Internal Information

Description: External access to this data is to be prevented, but should this data become public, the consequences are not critical. Internal access is selective. Data integrity is important but not vital. Examples of this type of data are found in development groups (where no live data is present), certain production public services, certain customer data, "normal" working documents and project/meeting protocols and internal telephone books.

Guidelines on storage:

a) Information shall be labeled; i.e. the classification level should be written on documents, media (tapes, diskettes, disks, CD's etc), electronic messages and files.

b) IT Systems susceptible to virus attacks should be regularly scanned for viruses. The integrity of systems should be regularly monitored.

Guidelines on transmission:

a) For projects involving collaboration with external partners, a project policy document shall stipulate what information may be shared with the external partners.

b) This information shall stay within the agency and if it must transmit public media (e.g. the Internet), it should be encrypted.

Guidelines on destruction: none

3. Class 3: Confidential Information

Description: Data in this class is confidential within the agency and protected from external access. If such data were to be accessed by unauthorized persons, it could influence the agency's operational effectiveness, cause an important financial loss, provide a significant gain to a competitor or cause a major drop in customer confidence. Data integrity is vital. Examples: salaries, personnel data, accounting data, very confidential customer data, sensitive projects and confidential contracts.

Guideline on storage:

- a) Information shall be labeled; i.e. the classification level should be written on documents, media (tapes, diskettes, disks, CD's etc), electronic messages and files.
- b) IT Systems susceptible to virus attacks should be regularly scanned for viruses. The integrity of systems should be regularly monitored. IT Systems shall be configured to protect against unauthorized modification of data and programs.
- c) Information shall be kept under lock and key (e.g. documents in locked cabinets, computers in locked rooms).

Guidelines on transmission:

- a) Passwords should not be transmitted in clear-text (electronically or on paper).
- b) This information shall stay within the Agency, and if it must transmit public media (e.g. the Internet), it should be encrypted. Encryption algorithms used should be strong.

Guidelines on destruction:

- a) Information shall be securely disposed of when no longer needed (e.g. shredders for documents, destruction of old disks and diskettes etc.).

4. Class 4: Secret Information

Description: Unauthorized external or internal access to this data could be critical to the Agency. Data integrity is vital. The number of people with access to this data should be small. Very strict rules must be adhered to in the usage of this data. Examples:

Information about major pending contracts, reorganization, financial transactions.

Guideline on storage:

- a) Information shall be labeled. i.e. the classification level should be written on documents, media (tapes, diskettes, disks, CD's etc), electronic messages and files.
- b) IT Systems susceptible to virus attacks shall be regularly scanned for viruses. The integrity of systems shall be regularly monitored. IT Systems shall be configured to protect against unauthorized modification of data/ programs and shall be audited yearly.
- c) Information shall be kept under lock and key (e.g. documents in locked cabinets, computers in locked rooms).
- d) Information shall be stored in encrypted format or on removable disks that are physically secured.

Guidelines on transmission:

- a) This information shall be encrypted during transmission outside of secure zones. Encryption algorithms used shall be strong.

Guidelines on destruction:

- a) Information shall be securely disposed of when no longer needed (e.g. shredders for documents, destruction of old disks and diskettes etc.).

B. Adherence to corporate and legislative requirements:

The local, national and international laws (e.g. on data privacy, dissemination of pornography) must be adhered to.

The SunLine IT Users Policy must be adhered to.

Internet pornography: The Internet is now seen as a major carrier of illicit material, from soft pornography to pedophile information to Nazi propaganda. If it is known that such material is passing over company Internet gateways, it should be blocked.

Personnel may not use company computers or infrastructure to access such material. Users will be disciplined if this directive is not followed.

Privacy laws: Personnel data shall be protected in accordance with Local, State and Federal data privacy laws.

III. PERSONNEL SECURITY POLICY

All conditions of the SunLine IT User Policy must be adhered to. Specific security items are as follows:

IT System users are not allowed to do any of the following: share accounts or passwords with friends or relatives, run password checkers on system password files, run network sniffers, break into other accounts, disrupt service, abuse system resources, misuse email, examine other users files unless asked to do so by the file owner, download PC binaries, copy unlicensed software or allow other users to copy unlicensed software.

A. Access Policy

Only users who have been authorized by the General Manager/designee shall have access to IT resources. Department directors shall submit a request in writing to allow an individual employee within their department access to the network. The request will justify the need for external email or Internet access. That request will include the programs the employee needs to access and the signed form indicating the potential user has read and understands the SunLine IT User Policy. The form will be provided and monitored by the System or Network Administrator.

B. Password Policy

All user accounts shall be password protected.

Passwords shall be a mixture of numbers, capital letters, small letters and punctuation. Users shall be responsible for their own passwords. Passwords should not be easy to break. The following should not be used:

- * the name of spouse, parent, colleague, friend, pet, towns, months, or days,
- * car or motorcycle registration, license or telephone number,
- * common dictionary words (French, German, English, Italian),
- * a series of identical numbers/letters,
- * obvious keyboard sequences, or
- * any of the above in inverse or with a number before or after.

Passwords shall not be written down or disclosed via email. Default passwords shall not be used. Passwords shall not be given to anyone. If a user's password is compromised, the user shall report it immediately and the password shall be changed immediately. The administrative password shall not be given out. Passwords shall be synchronized across platforms. Vendor defined default

passwords shall be changed prior to using the vendor's product. Passwords shall not be displayed when being entered.

Password lists shall not be maintained. Passwords shall not be embedded in software in either plain text or in encrypted text. Password shall be changed every 90 days. The use of the last 5 passwords is prohibited. Users shall not be able to change other user's passwords, but certain administrative personnel designated by the General Manager may be allowed to reset the passwords of the users they supervise. Users whose passwords have expired or have had their password reset shall be forced to change their password on first login.

C. General Software Policy

Public Domain software shall not be used on the system, unless in a secure environment for testing purposes, as established and supervised by the System Administrator.

Unlicensed software shall not be used. Games are not allowed on the system.

D. Networks

Confidential data transmitted over public networks shall be encrypted.

A user may not connect a machine to any network except the agency LAN.

- 1) System access: to external (public & private) networks shall occur through a firewall system, as established and maintained by the System Administrator. Users may not have modems on their machines, unless specifically installed and monitored by the System Administrator. Dial-in access to the Agency Local Area Network (LAN) is not allowed, unless specifically approved, installed, and closely monitored by the System Administrator, and then only in critical cases. Dial-in access will not be allowed to any outside third parties. Firewalls shall be installed and maintained by IT personnel.
- 2) Email: The use of email, both internal and external, shall be in accordance with the User Policy and as directed by the General Manager or his designee. External email shall be authorized only to employees who have to exchange email with outside sources to perform their job function. Users should be aware that conventional email systems guarantee neither privacy nor proof of origin or receipt. In many systems the system administrator can read all email.

Class 2 data may be sent internally within the Agency without encryption. Class 3 data should be encrypted. Class 4 data may not be transmitted via email.

Only Class 1 data and information specifically allowed for projects with external entities may be emailed outside the Agency.

Users should be aware of the risks of opening documents with macros, postscript files, and installing programs received via email.

E. Internet

Connection to the Internet shall be restricted to only those employees who require access to perform a specific business function. No employee shall be granted access without having first read and signed the SunLine IT User Policy. Access to the Internet shall be through the firewall only.

External email shall be restricted to business purposes only.

F. Laptops and portable computers

Laptop and portable computers shall be the responsibility of the System Administrator who will store them in a secure location until needed. SunLine staff who will be traveling and will have a need for a computer while away may check out laptop and portable computers. Requests for checking out a laptop shall be approved in writing by the General Manager or designee prior to a laptop or portable computer being issued. Laptop and portable computers shall not be issued to take work home. Laptops and portable computers will be returned to the System Administrator immediately upon return of the staff member who checked it out. The laptop will be scanned for viruses, Spyware and Adware prior to connecting the laptop to the SunLine Network.

Laptop and portable computers shall be secured to allow users to access their work and their email, but not to make changes to the configuration of the computer.

Only the System Administrator is allowed to make changes to the configuration of laptop and portable computers.

All laptop and portable computers shall be password protected. New passwords will be set each time a computer is checked out and duplications will not be allowed. A password protected screen saver shall be activated that will lock the screen after 3 minutes of inactivity whenever a user is logged in to the computer.

Laptop and portable computers shall have anti-virus software installed with current virus signature files.

Class 2 data shall be stored in an encrypted folder.

The user checking out the laptop shall be responsible for the laptop and all data placed upon it while checked out to them. Laptop and portable computers shall always be carried as hand luggage when using public transportation.

IV. COMPUTER & NETWORK POLICY

A. System Administration Policy

The General Manager/designee shall designate in writing a Network Administrator who may be either a SunLine staff member or a contracted network consultant. The Network Administrator shall administer SunLine computers and computer network. This designation may be made to an employee with another job description, if applicable in the best interests of the Agency, and does not necessarily represent a separate job title. The Network Administrator may be the same person as the System Administrator, depending upon the best needs of the Agency. The Network Administrator shall ensure the network systems are available when needed and that confidential information is only available to those with authorized access and that the information is not subject to unauthorized changes.

The Network Administrator shall be responsible for updating and maintaining all computer network related policies and procedures. Any system changes, additions or deletions shall be approved in writing by the General Manager/designee.

The Network Administrator is prohibited from accessing emails transmitted by and/or to employees of the Agency without the express written permission of the General Manager. The Systems Administrator will utilize technology or manually track and maintain a log of actions taken under the permissions of by the Network Administrator. This log should be provided to the General Manager and the Director of Finance on a monthly basis.

The Network permissions granted to the Network Administrator shall be discussed and approved by the General Manager.

Only the General Manager or designee and the Network Administrator shall be privy to the System Administrator password. System administration shall be conducted using user accounts who have been assigned the necessary security to administer the network. Only the Network Administrator shall have administrator privileges for all workstations and servers.

The Network Administrator shall be responsible for adding new user accounts, assigning access, resetting passwords, disabling accounts, re-enabling disabled accounts and deleting accounts.

B. Physical security

The Network Administrator shall be responsible for the physical security of all network hardware. All firewalls, routers, switches and servers shall be housed in the Main Distribution Frame (MDF) or one of the Intermediate Distribution Frame (IDF) cabinets. The MDF room and IDF cabinets shall be locked at all times. Access to the room and cabinets shall be restricted to only those personnel designated in writing by the General Manager. Access logs shall be used and will document the date, time in, name of person accessing, purpose and time out.

Areas housing computer hardware shall not be open to the public or staff not authorized by the General Manager.

The Network Administrator shall be responsible for the destruction of confidential disks and tapes.

The Network Administrator shall also be responsible for the repair and or disposal of old workstation and servers. If these devices are to be disposed of, the hard disk drives shall be either removed and destroyed or be wiped clean by reformatting and repartitioning.

The computer hardware housed in the MDF shall be cleanly installed and clearly labeled. Wiring shall be neatly laid out and clearly marked. The Network Administrator shall maintain up to date network diagrams depicting where computer hardware is located and how it is connected. Each host will be identified by its IP address.

The Network Administrator shall maintain a list of contact persons should problems occur on the network and the Network Administrator is not available. Backup tapes shall be stored in a fireproof safe or lockable fireproof file cabinet in the MDF. The most current daily backup tape shall be removed from the building housing the MDF and moved to an alternate location either off campus or in another building on campus. The tape shall be stored in a fireproof safe or lockable fireproof file cabinet at the alternate location. The General Manager shall designate one person and one alternate person to change backup tapes daily, take the most current to the alternate location, and return the previous tape to the MDF.

C. Access Control

All SunLine users shall be authorized to have access to the SunLine computer network in writing by the General Manager or designee. Department directors shall complete a request for access for each person in their department who the department director determines needs access to the SunLine computer network. The request will justify and list the programs the user needs to access including the Internet and external email. The request will have attached the original

signature page from the SunLine Information Technology User Policy signed by the user indicating he or she has read and understands the contents of the SunLine Information Technology Usage Policy. The General Manager or designee may authorize all, part or none of the requested access.

Original authorization requests shall be forwarded to the Network Administrator who will implement approved requests. The Network Administrator shall maintain a file of all original requests that are approved, partially approved and disapproved.

The Network Administrator will create user accounts for approved users. The Network Administrator will assign the username for the account, but the user will be required to assign his or her password the first time they log in. Approved users will be assigned to user groups that will allow access to department files and folders as requested by their Department Director and approved by the General Manager or designee.

Users with approved Internet access will be assigned a proxy server username and password. The Network Administrator will configure the mail server to allow approved external email users access to external email.

D. Logon Policy

The Network Administrator shall assign unique usernames to each account according to a standard naming convention.

Strong passwords shall be used. Passwords shall

Security shall be configured to require users to change their password every 90 days. Passwords may not be reused until five (5) password cycles have passed.

Individual user accounts shall have security privileges to their home folders only. Additional security privileges shall be given through the assignment of the user account to a security group.

User accounts shall be assigned to individual users only. No guest or other generic accounts shall be allowed. Only one account shall be allowed to each user.

Users are not allowed to share their assigned username and password with any other person.

Password lists shall not be maintained.

All user workstations shall be configured with a password protected screen saver that locks the screen after 10 minutes or less of idle time.

The user account of a user who is terminated or transferred shall be disabled immediately. The Human Resources department, General Manager or designee shall notify the Network Administrator prior to the termination or transfer of a user to allow the disabling of the user account.

The Network Administrator shall configure accounts so that continuous login failure in a short period of time, for example 5 in 10 minutes, will cause the account to lock and not allow access until unlocked by the Network Administrator.

All users shall read and sign the SunLine Information Technology User Policy prior to being submitted by their department director to the General Manager for network access to apprise them of actions that violate security and what their responsibilities are should they suspect a security violation.

A legal notice shall be displayed informing the user of implications of system abuse.

The General Manager shall designate in writing those users who will have administrative logon privileges.

A user may logon to only one session at a time.

User accounts will expire automatically annually. When an account expires, the Network Administrator will conduct an audit of the user account to determine if the account should be re-instated and if so, should it be re-instated with the same security privileges.

E. Assurance

The Network Administrator shall audit the system quarterly. The audit will consist of, but is not limited to, changing all administrative passwords, checking all user accounts for appropriate access, checking all workstations and servers for unauthorized software, spyware, popups and viruses, checking for up-to-date patching of software and critical updates, checking and testing backup and restore procedures and checking for adequate hard disk space and memory.

New servers shall be installed and prepared by the System Administrator.

F. Accountability and Audit

Security logs shall be maintained to look for intrusion attempts into the network. These logs shall be accessible only by the General Manager/designee and the

Network Administrator. The General Manager/designee shall authorize in writing additional personnel to have access to these logs.

Audit logs shall not contain passwords.

Logs should contain, but are not limited to system administrator activity, unsuccessful login attempts, and intrusion detection.

Logs shall be kept on a system administration workstation located in the MDF. No logs shall be kept in shared file systems.

All machines shall have their clocks synchronized to guarantee the validity of audit log timestamps.

G. Reliability of Service

1. Backup and Restore Policy

- a) The Network Administrator shall create and maintain a Backup and Restore Policy which define all aspects of the Backup and Restore process including a step-by-step procedure.
- b) A full system backup shall be made nightly. The most current backup tape shall be removed from the MDF and stored either off site or in another building on campus.
- c) All backups shall be stored in a locked, fireproof safe or file cabinet.
- d) The Backup and Restore procedure shall be audited and tested quarterly.

2. Software and Hardware Management

- a) Only the Network Administrator shall install or update software on servers and workstations. Users shall not install software on workstations.
- b) Hardware and software shall be cleanly installed according to vendor instructions.
- c) A change log shall be maintained for each server describing all changes made to a server. The log shall contain at a minimum the date, time, administrator name, change made.
- d) The Operating System on all servers and workstations shall be maintained with the latest critical updates and patches.

- e) Administrative applications and programs shall be maintained with the latest vendor service packs and patches.
- f) The Network Administrator shall audit all hardware and software monthly to ensure all software and operating systems are current and only authorized software is installed on a workstation. Whenever a critical Operating System update is released, all systems shall be immediately updated to reduce the possibility of virus infection.
- g) Only the Network Administrator will install external or internal devices on a workstation or server. User shall not install any hardware devices.
- h) Only software purchased and licensed by SunLine shall be installed on servers and workstations. No personal software or shareware is allowed.

G. Network Policy

Only users authorized in writing by the General Manager or his designee shall have Internet access. Prior to the General Manager granting access, the Department Director shall identify and justify the business purpose that access will meet and the user shall have read and signed the SunLine Information Technology User Policy.

VPN connections shall not be allowed. Research functions shall not be allowed access to the SunLine network. Such activities shall be required to purchase DSL or T1 access that directly connects to their computer systems.

All Internet access shall be via proxy server on the firewall.

The firewall shall have the following capabilities:

- Anti-Virus scanning of email
- SPAM filtering Intrusion Detection Net Address Translation
- Proxy Server
- Access Control
- Security logging

H. Enforcement

Users who do not adhere to this policy shall be warned and the corresponding department director informed. A user who continues to ignore warnings will be

disciplined and will be denied access to the IT system, pending discipline outcome.



SunLine Transit Agency

RESOLUTION No. ____

**RESOLUTION OF THE BOARD OF
DIRECTORS OF SUNLINE TRANSIT AGENCY
THE EIGHTH AMENDMENT TO THE
SUNLINE TRANSIT AGENCY NON-UNION
RESTATED EMPLOYEES RETIREMENT
SYSTEM**

WHEREAS, the Employer maintains the SunLine Transit Agency Non-Union Restated Employees Retirement System ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.05 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013, as amended by Assembly Bill No. 1222;

NOW, THEREFORE, BE IT RESOLVED, that the Plan be, and it hereby is, amended by the Eighth Amendment substantially in the form attached hereto.

RESOLVED, that the appropriate officers of the Employer be, and they hereby are, authorized and empowered to take any action and execute any writing they deem necessary to carry out the purpose and intent of the foregoing resolutions.

I hereby certify that the foregoing resolution was duly adopted by the Employer on the date first set forth above and that such resolution has not been modified or revoked and remains in full force and effect.

Approved and Adopted this 23rd day of October, 2013.

ATTEST:

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

Glenn Miller
CHAIRMAN of the Board
SunLine Transit Agency

STATE OF CALIFORNIA)
) ss.
COUNTY OF RIVERSIDE)

I, CAROLYN RUDE, Clerk of the Board of Directors of the SunLine Transit Agency, do hereby certify that Resolution No. _____ was adopted at a regular meeting of the Board of Directors held on the _____ day of _____, 20____, by the following vote:

AYES:

NOES:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 20____.

Carolyn Rude
CLERK OF THE BOARD
SunLine Transit Agency

APPROVED AS TO FORM:

General Counsel
Jeffrey Goldfarb

**EIGHTH AMENDMENT TO THE
SUNLINE TRANSIT AGENCY NON-UNION
RESTATED EMPLOYEES RETIREMENT SYSTEM**

WHEREAS, SunLine Transit Agency ("Employer") maintains the SunLine Transit Agency Non-Union Restated Employees Retirement System ("Plan"); and

WHEREAS, the Employer has reserved the right to amend the Plan pursuant to Section 11.05 therein; and

WHEREAS, the Employer has determined that the Plan should be amended to comply with the Public Employees' Pension Reform Act of 2013, as amended by Assembly Bill No. 1222;

NOW, THEREFORE, BE IT RESOLVED, that, pursuant to the power reserved to the Employer under Section 11.05 of the Plan, the Employer hereby amends the Plan in the following particulars.

1. Plan Section 3.01(c) is deleted in its entirety and replaced with the following in lieu thereof effective January 1, 2013:

- c. The Employee makes Required Employee Contributions equal to 3% of Monthly Earnings.

IN WITNESS WHEREOF, the Employer has caused this Eighth Amendment to be signed on its behalf by the undersigned duly authorized officer on the date set forth below.

SUNLINE TRANSIT AGENCY

By: _____
Roger Snoble, Interim General Manager

Date: _____

SunLine received quotes from HealthNet, Aetna, Anthem Blue Cross, Kaiser Permanente and United HealthCare for both HMO and PPO plans. In evaluating the plans, we considered affordability, accessibility, coverage, and disruption of care. The original rate from HealthNet (our current provider) was a 15.3% increase in cost and wasn't competitive. After negotiating with HealthNet, SunLine was able to lock rates that result in a 6.5% increase to current costs with no changes to the level of coverage. In the FY 13-14 budget, staff anticipated a 15% increase in medical insurance bringing the medical insurance in 8.8% below budget.

Staff asked that the dental, life, accidental death and dismemberment (ADD), short-term disability, long-term disability, supplemental life and ADD plans be bundled and put for bid. SunLine received proposals from MetLife, Prudential and the Principal. MetLife's bundled rate resulted in a 15% savings over current costs. In the FY 13-14 budget, staff anticipated a 10% increase in these costs which brings these plans in 25% below budget.

Fiscal Implications

This action will not result in an increase to the budget. The increase in contribution for the Employee + Family is \$9,125 per month and is offset by savings achieved through negotiations. SunLine budgeted \$279,200 per month for all benefits. The 2014 costs have been negotiated at \$254,715 based on current participation, which is \$24,485 under budget. If the side letter is approved, the net budgetary savings will be \$15,360 per month. This is a budgetary savings of \$92,160 for the remaining six months of the fiscal year.



Donald A. Bradburn

October 15, 2013

Amalgamated Transit Union Local 1277
Attn: Art Aguilar, Vice-President
1744 N. Main St.
Los Angeles, CA 90031

Side Letter Agreement Between SunLine Transit Agency and Amalgamated Transit Union (ATU), Local 1277

In order to foster positive employer-employee relations, SunLine Transit Agency proposes the following side letter agreement pertaining to medical insurance and SunLine's contribution.

1. It is mutually agreed that the premiums shall be in 3-Tiers: Employee Only, Employee +1, and Employee + Family.
2. It is mutually agreed that SunLine shall contribute the following amounts:
 - a. Employee Only - Full premium except \$5.00 per pay period (\$10/month), which shall be contributed by the employee selecting this coverage.
 - b. Employee + 1 - \$925
 - c. Employee +2 - \$1050
3. It is mutually agreed that SunLine's contributions shall remain in effect from January 1, 2014 to December 31, 2014.

The proposed terms of this agreement are subject to ratification by ATU and approval by the SunLine Board of Directors.

Roger Snoble, Interim General Manager _____ Date

James Lindsay, President, ATU Local 1277 _____ Date

Art Aguilar, Vice-President, ATU Local 1277 _____ Date

SunLine Transit Agency

DATE: October 23, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: College and University Student Passes/Change of Fare Policy
B-060102

Recommendation

Staff recommends the Board of Directors take three actions on student passes:

- Direct staff to seek funding (public or private) to provide free travel for College of the Desert (COD) students on SunLine services for the FY 2014/15 and FY 2015/16 academic years, pending a vote by COD students to fund the program in subsequent academic years FY 2016/17 and beyond. This will allow SunLine to maximize ridership from COD students on the SunLine system while continuing to meet mandatory farebox recovery requirements. The goal is to have the free travel funded by the beginning of COD's spring term (01/14/14), running until 06/30/16.

Towards this goal, staff is asking the Board to approve the Agency partnering with College of the Desert and College of the Desert Alumni Association to seek funding for this two-year pilot program. Fifty thousand dollars has already been committed by COD Alumni Association, leaving an estimated \$222,000 to be funded from other sources than SunLine regular funding.

- Authorize the Agency to offer approved college/universities the opportunity to sell students a 31 day pass at the applicable fare for youth 5-17 years old (\$24). The institutions can purchase 31 day passes at a discounted rate of \$22.25 (minimum order 100 passes per month, maximum \$50,000 per fiscal year), as long as the savings are passed on to students. These passes would only be available for sale by the approved colleges/universities, which would become ticket agents for SunLine. This decision applies only to the 31-day pass, not to cash fares or day passes.
- Authorize the required update to the Agency's Fare Policy # B-060102. See blue line change in Fare Policy document attached. This includes a reformatted section on fares including the previously approved Commuter Link fares. This change would be effective November 1, 2013.

Background

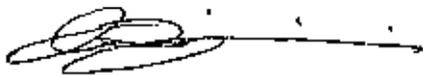
In April 2013, letters were received from the College of the Desert Superintendent and President of the College of the Desert Alumni Association, requesting consideration of free travel for College of the Desert students. In response to these letters, meetings with the COD and COD Alumni representatives were held in July and October 2013, attended by the SunLine Interim General Manager and Director of Transit Planning, together with the SunLine Board Chairman Glen Miller and SunLine Board Member and Mayor of Desert Hot Springs Yvonne Parks. At these meetings, all parties reaffirmed the group's goal of a free transit pass for COD students, subject to sustainable funding from sources other than existing SunLine funds.

SunLine estimates approximately 600 COD students (6% of total students) use SunLine services each day (Source: 2008 Rider Survey), with an estimated annual fare revenue of \$204,000 attributable to their travel. The COD Alumni Association already funds \$50,000 worth of 31-Day SunLine transit passes each year (sold to students for \$5 on a first come first served basis), which provides 172 passes each month, leaving 428 other students to pay full \$34 monthly. A 100% reduction in fare that a free pass represents should bring at least a 33% increase in student ridership, based on industry experience. An additional 200 students (for a total of 800 students) would then be using SunLine transit services. The annual fare revenue attributable to this larger group would be \$272,000 (based on $800 \times \$34 \text{ pass} \times 10 \times 31 \text{ days}$).

There is no regulatory framework for SunLine to fund a free travel initiative for COD students (while not offering similar to other member of the population). Any such initiative would require external funding, ensuring SunLine still meets its farebox recovery ratio. Funding secured for this initiative would be used for up to two years to demonstrate the benefits of such free travel to students. The SunLine and COD working group agreed that a vote would be taken of the 10,000+ student population during the 2015/16 academic year to fund the continuation of the program based on a per term or per year fee charged to all students (not just those who use transit).

Fiscal Impact

Discounting of student passes to a youth rate (\$24) will cost SunLine an estimated \$9,130 per year in lost fares (mid-year budget adjustment required). The proposed free travel for students of COD can only be implemented if \$272,000 per year in alternative public and private funding can be secured. The COD Alumni Association has already committed \$50,000 per year. An extension of the program into fiscal year 2016-17 requires the COD student population to vote for a funding measure based on a fee on all students per year or per term.



Joseph Forgiarini
Director of Transit Planning

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FARE POLICY

A. Purpose:

The purpose of this Fare Policy is to establish guidelines for setting public transit fares for SunLine Transit Agency (SunLine). This Policy will be used to provide direction in making decisions about changes to the fare structure and to monitor fare collection. This Fare Policy supports SunLine's goal of providing high quality transportation services in the Coachella Valley that are safe, efficient and effective, and applies to both fixed route and paratransit services.

B. Policy Objectives:

1. To promote ridership by making the fare structure attractive to users
2. To promote the equity of fare payment among transit patrons
3. To improve the efficiency of fare collection
4. To improve the farebox recovery ratio

C. Method of Payments:

i. Fixed Route Service

The following fare payment options are available for use on the fixed route system.

1. Magnetic strip cards offering multi-ride options are made available for purchase at SunLine or pass outlets. This includes Day, 10-Ride, Coachella Valley Employer and 31-Day passes, as well as the GO pass. Day passes and Transfers will also be issued from the fareboxes on the bus.
2. Cash fare payment will be accepted on fixed route buses.
3. Miscellaneous passes may also be introduced periodically as part of a special promotion or service. These will be specially printed fare passes associated with specific events and will only be accepted during a limited time span.

ii. Paratransit Service

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1. Fare payment for SunDial customers are classified as fares paid for trips within each city or trips for travel from one city to another city the Coachella Valley. Both passas are punched by the operator depending on the trip.
2. Currently, diamond fareboxes are installed in the paratransit buses; however, ~~the agency plans to install the CENTSaBill electronic farebox on SunDial buses in future.~~

D. Fare Levels:

For purposes of this Fare Policy, there are four distinct fare levels, which are defined below.

1. Adult: Adults are considered general passengers from ages 18 to 59 years.
2. Senior/Disabled/Medicare: Seniors are considered 60 years and over. Disabled passengers are those who meet disability requirements. Both groups qualify to pay half the fare of an adult passenger as well as those who hold Medicare Cards.
3. Youth: Youth are classified as passengers between ages 5 and 17.

College/University Students: The youth category, effective 1 November 2013, includes approved Coachella Valley colleges and universities for bulk purchase of 31 day passes (or term or semester or annual passes if developed) for sale to their students (the \$24 31-day youth pass). These will be sold to the college or university at a ticket agent discount rate of \$22.25) and must be sold to students at this rate or lower (if subsidized by the college or university). These passes must be purchased in minimum order of 100 passes per month and not to exceed \$50,000 per fiscal year in total purchases. Part time and full time college and university students are eligible for these passes, and they may be used for any trips on SunLine services (excluding paratransit and Commuter Link 220). The rider must display their college ID card whenever validating the pass on a SunLine bus.

4. Children ages 4 and under are allowed to ride free with a full fare paying passenger. Two children ride free with a full paid riding adult passenger.

E. Fare Structure Categories:

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 SunLine fares are developed with sensitivity to the needs of transit riders. Appendices A & B displays the Current and revised fare structure. The following are definitions of SunLine's policy for using cash, passes and transfers.

FARES AND PASSES

All passes are subject to all rules and regulations of SunLine Transit Agency. No refund for a lost, stolen or damaged pass. Passes are non-transferable. Any misuse may cause the pass to be revoked.

Exact fare is required. Operator does not make change and there are NO refunds.

	<u>Cash Fare</u>	<u>Day Pass</u>	<u>10-Ride</u>	<u>31-Day Pass</u>
<u>Adult</u>	<u>\$1.00</u>	<u>\$3.00</u>	<u>\$10.00</u>	<u>\$34.00</u>
<u>Youth *</u>	<u>85¢</u>	<u>\$2.00</u>	<u>\$8.50</u>	<u>\$24.00</u>
<u>Senior</u>	<u>50¢</u>	<u>\$1.50</u>	<u>\$5.00</u>	<u>\$17.00</u>

TRANSFERS are valid for two hours of unlimited rides 25¢

Maximum of 2 children (4 years and younger) ride FREE with a paid fare.

* Youth 5 to 17 years must be prepared to show proof of age each time they board.

** Be prepared to show proof of age or disability with one of the following each time you board the bus: Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card.

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	<u>Cash Fare</u>	<u>Day Pass</u>	<u>30-Day Pass</u>
<u>Zone 1 = Riverside - Cabazon</u> <u>Zone 2 = Palm Desert - Rancho Mirage</u>			
<u>Adult / Youth</u>	<u>\$3.00</u>	<u>\$7.00</u>	<u>\$75.00 §</u>
<u>Senior 60+ / Child 46"</u> <u>or less §§</u> <u>Zone 1 or 2</u>	<u>\$2.00</u>	<u>\$5.00</u>	<u>\$50.00 §</u>
<u>Adult / Youth</u> <u>Zones 1 & 2</u>	<u>\$6.00</u>	<u>\$14.00</u>	<u>\$150.00</u>
<u>Senior 60+ / Child 46"</u> <u>or less §§</u> <u>Zones 1 & 2</u>	<u>\$4.00</u>	<u>\$10.00</u>	<u>\$100.00</u>

§ This 30-Day pass (\$75.00 / \$50.00) is good only for Zone 1. It can ONLY be purchased from RTA and their pass sales outlets.

§§ Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card will be accepted as proof of age or disability. Children 46" tall or under, ride at the Senior/Disabled/Medicare price.

Transfer to/from SunBus 25¢

Valid for two hours of unlimited rides on SunBus. Passengers transferring to/from Commuter Link 220 must have valid Commuter Link 220 pass or pay a Commuter Link 220 fare. Day or 30-Day Commuter Link 220 passes also allow free transfers to/from any RTA bus service.

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The following Riverside Transit Agency (RTA) passes are valid for use between Riverside and Cabazon (Zone 1) on Commuter Link 220: RTA Commuter ticket/pass, U-PASS, Go Pass, City of Riverside Employee ID Pass and Metrolink ticket /pass.

An additional \$3.00 fare can be paid with these passes for travel to/from Zone 2.

Coachella Valley Employer Passes:

Employers in the Coachella Valley can purchase 31-day passes for the \$24 rate for workers (minimum 6 passes per employer per 31 day period).

SUNDIAL Fare

\$1.50 within one city

\$2.00 within multiple cities

These fares are consistent with the FTA requirement that the paratransit fares not exceed twice the full peak period adult fare on fixed route for the equivalent journey.

Exact fare required. Operator does not make change and there are NO refunds.

1. ~~Cash Fare Policy: A full fare price of \$1.00 has been established for Adults, with half the fare of \$0.50 established for seniors 60+ years, persons with disabilities, and those who have Medicare Cards. Cash fare for youth 5 to 17 years is \$0.85.~~
2. ~~Pass Policy: Multi-ride options include Day, 10-Ride, 31-Day, and Coachella Valley Employer Passes. Like cash fares, discounted passes are offered for Day, 10-Ride and 31-Day passes for seniors 60+, persons with disabilities, Medicare Card holders, as well as youth.~~
3. ~~Transfer Policy: Transfers allow passengers to get off a bus and re-board any SunLine bus (even the same bus) within 2 hours from the time of purchase. All transfer issued to passengers cost \$0.25 and must be obtained from the operators when the fare is paid. Passengers using Day or 31-Day Passes do not need transfers; however, passengers using the 10-Ride passes will need to buy transfers to connect to other bus routes. With the new fareboxes, transfers can now be issued from the farebox and will be used for unlimited rides, anywhere, and in any direction within 2 hours of purchase.~~

F. **Refund:**

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1 Exact Fare:

Passengers must have the exact fare ready to deposit in the farebox when boarding. SunBus Operators do not carry money to make change. Passengers are advised to carry one (\$1) dollar bills to pay for their cash fares. Passengers who pay their fares with bills larger than a one (\$1.00) bill will not be issued refunds and are encouraged to refrain from using \$2.00, \$5.00, \$10.00, and \$20.00 dollar bills.

2. Transfers:

Transfers are only valid for the day it was purchased and there will be no refunds for any transfers issued and not used within the time and date printed on the back.

3. Passes:

The following is established as part of SunLine's Refund Policy:

- i. Lost, stolen or damaged passes will not be refunded or replaced.
- ii. Pass not activated can be exchanged with proof of purchase and will not be refunded.

G. Locally Developed Public Input Process:

A comprehensive public outreach effort is essential to ensure that decisions made about transit fares reflect the needs and desires of the community. SunLine's public involvement effort consists of notifying the public as well as soliciting feedback

regarding the proposed changes. Typically, SunLine utilizes the established procedures to address public outreach efforts. In addition, SunLine includes the following activities when a determination is made to institute a fare change:

- 1. Public Notice Procedures: At a minimum, SunLine places legal advertisements in local newspapers to announce the proposed fare changes and describe how the public may provide comment. SunLine also prepare notices in the form of rider alerts and provide written notices on-board buses. Other efforts include posting information on the SunLine's

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web site; notifying agency and business partners directly via e-mail or facsimile; and the General Manager participates in interviews with local newspaper, radio, or television programs to reach additional audiences.

2. **Solicitation of Public Comment Practices:** To ensure public comment is considered, SunLine schedules public meetings to gather input during the development of a fare change proposal. A formal public hearing is held at the Board of Directors meeting is scheduled during a regularly scheduled Board meeting. SunLine staff also documents all comments and suggestions submitted.
3. **Final Recommendations:** A summary of the comments received is furnished upon request for public review at SunLine's. Staff recommendation is made in writing to the Board of Directors after considering the issues raised and the recommendation of the General Manager
4. **Implementation:** As a part of the process, SunLine also develops an implementation plan for proposed fare changes. The plan will outline ongoing public outreach and education needed to ensure a smooth transition.

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PASS OUTLET INCENTIVES

Objectives:

SunLine offers private retail sales outlets, also known as pass outlets incentives to sell its fare media. These incentives recognizes that these organizations play an important role in the distribution of SunLine's fare media to passengers.

Application:

This policy applies to all Pass Outlets that SunLine chooses to contract with for the sale of fare media.

Program Guidelines:

SunLine offers various levels of discounts on the purchase of fare media for distribution by Pass Outlets. Depending on the number of each fare category sold, the defined incentives are applied.

Maintenance:

The Finance Department works in conjunction with the Marketing and Planning Departments for making recommendations for modifications to the Pass Outlet incentives.

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HALF FARE PROGRAM (FIXED ROUTE ONLY)

Objective:

To provide reduced fares for fixed route services for seniors and persons with disabilities in cooperation and compliance to the Federal Transit Administration's half fare requirements.

Application:

This program applies to all qualified individuals who are eligible according to the guidelines approved for the program.

Program Guidelines:

SunLine's Half Fare Program provides half fare discounted bus fares to ride on SunBus to passengers 60 and over, as well as persons with disabilities. The following defines who qualifies to use the program.

Who Qualifies for the Half Fare Program:

1. Persons 60 and older
2. Medicare Cardholders
3. Persons who receive Supplemental Security Income (SSI), based on disability or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits.
4. Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration (VA).
5. Persons who meet the Federal Transit Administration (FTA) definition of disabled: "disabled persons means any individual who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to use mass transit and services as effectively as persons who are not affected".

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What Proof must be Shown:

The following proof of eligibility must be shown to qualify for this program:

1. Official verification of age (Valid DMV Driver's License, passport, and State issued ID card)
2. Medicare Card
3. Authorization letter received for SSI or SSD benefits
4. Authorization letter from the VA at a 50 percent disability level or greater, or receive a disability pension for the VA.
6. SunDial Certification for the Americans with Disabilities Act (ADA)

Disability Verification: Individuals who do not have one of the proofs of eligibility listed must complete a Half Fare Application to pay half fare for their fares. Individuals with one of the listed proofs must be allowed to pay half the fare on board the buses or at any of SunLine's Pass Outlets. Because Operators may request proof of eligibility each time on boarding the bus, all individuals will be encouraged to obtain SunLine Transit Agency Half Fare Identification Card.

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	659095	9/27/2013	\$100,594.36	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658970	9/24/2013	\$77,711.86	Y	Y	\$210,888.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	659058	9/27/2013	\$23,670.24	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658973	9/24/2013	\$17,366.82	Y	Y	\$273,071.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658813	9/9/2013	\$16,507.37	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	659028	9/27/2013	\$14,029.46	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658826	9/9/2013	\$7,824.60	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658770	9/4/2013	\$7,428.59	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	659078	9/27/2013	\$5,443.35	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658987	9/24/2013	\$5,170.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658848	9/9/2013	\$4,929.15	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658998	9/24/2013	\$4,217.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658954	9/19/2013	\$4,212.01	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	659024	9/27/2013	\$3,996.65	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658792	9/9/2013	\$3,727.08	Y	Y	\$99,184.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658946	9/19/2013	\$3,428.85	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	658874	9/9/2013	\$3,189.92	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658859	9/9/2013	\$2,932.70	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	659039	9/27/2013	\$2,883.59	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658865	9/9/2013	\$2,773.46	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658968	9/24/2013	\$2,654.76	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658933	9/19/2013	\$2,643.45	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658819	9/9/2013	\$2,493.75	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658880	9/17/2013	\$2,484.72	Y	Y	\$96,699.00	Operating
MICRO MOTION, INC	Cost to purchase SunFuel parts	659066	9/27/2013	\$2,378.73	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658955	9/19/2013	\$2,299.98	Y	N		Operating
HOME DEPOT CRD SRVS	Cost to repair and service facility	658983	9/24/2013	\$2,246.81	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658965	9/24/2013	\$2,191.65	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658872	9/9/2013	\$2,038.98	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658829	9/9/2013	\$1,889.77	Y	Y	\$290,436.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658999	9/24/2013	\$1,887.16	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658953	9/19/2013	\$1,820.50	Y	N		Operating
BARQUEST OF THE DESERT	Cost to purchase vehicle parts	659016	9/27/2013	\$1,722.48	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658993	9/24/2013	\$1,700.00	Y	N		Operating
OPW FUELING COMPONENTS	Cost to purchase SunFuel parts	658949	9/19/2013	\$1,537.51	Y	N		Operating
TWIN VISION	Cost to purchase vehicle parts	659002	9/24/2013	\$1,518.51	Y	N		Operating
TRANSIT RESOURCES	Cost to purchase vehicle parts	659104	9/27/2013	\$1,466.17	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658922	9/19/2013	\$1,360.80	Y	Y	\$95,338.70	Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658951	9/19/2013	\$1,360.00	Y	Y	\$164,759.00	Operating
PATRICK M. BRASSIL	Hydrogen Maintenance	658775	9/4/2013	\$1,350.00	Y	Y	\$167,399.00	Operating
HARBOR DIESEL & EQUIPMENT	Cost to purchase vehicle parts	658832	9/9/2013	\$1,324.12	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658931	9/19/2013	\$1,308.85	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658909	9/17/2013	\$1,280.00	Y	Y	\$166,119.00	Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	658899	9/17/2013	\$1,270.28	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	658861	9/9/2013	\$1,240.00	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658929	9/19/2013	\$1,125.12	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658987	9/24/2013	\$1,025.70	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source	
	Subtotal			\$359,646.83					
Section I - Check payments issued against the Operating Fund - (Costs related to General Administration)									
SOFTCHOICE CORP	Cost for office supplies	658995	9/24/2013	\$42,385.54	Y	N	No not to exceed	Operating	
APTA	Cost for annual membership	658755	9/4/2013	\$27,276.00	Y	N		Operating	
PEAVEY CORPORATION	Cost for Safety incentives	658776	9/4/2013	\$25,000.00	Y	N		Operating	
ROGER SNOBLE	Cost for General consultant	658778	9/4/2013	\$20,375.00	Y	Y		Operating	
ROUTAN & TUCKER, LLP	Cost for legal services	659088	9/27/2013	\$16,299.60	Y	Y		Operating	
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659061	9/27/2013	\$14,998.72	Y	N		Operating	
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658638	9/9/2013	\$13,856.51	Y	N		Operating	
DESERT AIR CONDITIONING	Cost to repair and service facility	659032	9/27/2013	\$12,980.00	Y	N		Operating	
KL EXECUTIVE SEARCH, LLC	Cost to recruit General Manager	658772	9/4/2013	\$12,679.82	Y	N		Operating	
ADVANCED WEB OFFSET, INC	Cost for printing Rider's Guide	658788	9/9/2013	\$11,494.00	Y	N		Operating	
LARGER THAN LIFE PRODUCTIONS	Cost for advertisement	659053	9/27/2013	\$9,100.00	Y	N		Operating	
G & K SERVICES	Cost to service uniforms	659049	9/27/2013	\$5,739.05	Y	Y		\$31,158.00	Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	658773	9/4/2013	\$4,678.00	Y	Y		\$49,362.00	Operating
APTA	Leadership Program for Director of Ops	658957	9/20/2013	\$4,000.00	Y	N		Operating	
VERIZON WIRELESS	Cost for wireless communications	659112	9/27/2013	\$3,740.87	Y	N		Operating	
DESERT SUN PUBLISHING	Cost for public notices	659036	9/27/2013	\$3,703.00	Y	N		Operating	
TELEPACIFIC COMMUNICATIONS	Cost for utilities	659100	9/27/2013	\$3,582.44	Y	N		Operating	
TELEPACIFIC COMMUNICATIONS	Cost for utilities	658968	9/9/2013	\$3,486.30	Y	N		Operating	
VALLEY SANITARY DISTRICT	Cost for Annual Sewer Charge	659111	9/27/2013	\$2,970.00	Y	N		Operating	
SOUTHWEST NETWORKS, INC.	Software Support	658996	9/24/2013	\$2,481.84	Y	N		Operating	
NYHART COMPANY	Cost for pension consultant	658989	9/24/2013	\$2,334.58	Y	N	Operating		
BURTEC WASTE & RECYCLING	Cost for utilities	658885	9/17/2013	\$2,294.80	Y	N	Operating		
TIME WARNER CABLE	Cost for utilities	659101	9/27/2013	\$2,204.75	Y	N	Operating		
TIME WARNER CABLE	Cost for utilities	658869	9/9/2013	\$2,200.00	Y	N	Operating		
TOTALFUNDS BY HASLER	Cost for postage	659103	9/27/2013	\$2,087.06	Y	N	Operating		
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658905	9/17/2013	\$2,014.00	Y	N	Operating		
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	659110	9/27/2013	\$2,013.42	Y	N	Operating		
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	659038	9/27/2013	\$1,695.00	Y	N	Operating		
KIRT CONRAD	Cost for recruitment process	659062	9/27/2013	\$1,405.50	Y	N	Operating		
CAL-TEST, INC	D&A Onsite Testing	658888	9/17/2013	\$1,312.95	Y	N	Operating		
OFFICE DEPOT	Cost for office supplies	658852	9/9/2013	\$1,217.10	Y	N	Operating		
C V WATER DISTRICT	Cost for utilities	658758	9/4/2013	\$1,209.03	Y	N	Operating		
OFFICE DEPOT	Cost for office supplies	658948	9/19/2013	\$1,208.84	Y	N	Operating		
VALLEY LOCK & SAFE	Cost to replace locks	658876	9/9/2013	\$1,094.91	Y	N	Operating		
PALM SPRINGS DESERT RESORT	Cost for annual membership	659081	9/27/2013	\$1,050.00	Y	N	Operating		
	Subtotal			\$267,165.23					
Note: 1)									
Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"									
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop improvement	658774	9/4/2013	\$536,645.73	Y	Y	\$105,249.00	Capital	
CREATIVE BUS SALES	Cost for new vehicles (DAR)	658894	9/17/2013	\$493,779.90	Y	Y	\$493,780.00	Capital	
CREATIVE BUS SALES	Cost for new vehicles (DAR)	658762	9/4/2013	\$197,511.98	Y	Y	\$296,268.00	Capital	
DOUG WALL CONSTRUCTION	Fees for Admin Building (Mar)	658971	9/24/2013	\$151,778.63	Y	Y	\$10,312,695.00	Capital	
ARCADIS	Construction Managing - Admin building	658883	9/17/2013	\$71,872.13	Y	Y	\$419,743.00	Capital	
IBI GROUP	Fees for Admin Building (Mar2012-Jun2013)	658900	9/17/2013	\$43,739.85	Y	Y	\$136,182.00	Capital	
ARCADIS	Construction Managing - Admin building	658756	9/4/2013	\$42,043.05	Y	Y	\$491,415.00	Capital	

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
NO ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	559073	9/27/2013	\$42,030.72	Y	Y	\$63,219.00	Capital
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658879	9/17/2013	\$8,787.50	Y	Y	\$23,813.00	Capital
BAE SYSTEMS CONTROLS	American Fuel Cell Bus Project	658924	9/19/2013	\$6,253.00	Y	Y	\$166,202.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	658882	9/17/2013	\$6,231.24	Y	N		Capital
CPAC	ITS Project-ARRA	658809	9/3/2013	\$4,692.50	Y	Y	\$0.00	Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658920	9/17/2013	\$4,406.55	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658821	9/9/2013	\$3,720.00	Y	N		Operating
WESTFIELD, LLC	Cost for Commuter Link parking	658787	9/4/2013	\$3,600.00	Y	N		Operating
PSOMAS	Bus Stop Improvement	658856	9/9/2013	\$2,671.50	Y	Y	\$15,715.00	Capital
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658789	9/9/2013	\$2,531.25	Y	Y	\$30,600.00	Capital
FIRST TRANSIT, INC.	Inspectors for new vehicles (DAR)	658820	9/9/2013	\$1,896.00	Y	Y	\$0.00	Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658895	9/17/2013	\$1,625.95	Y	N		Capital
SAFETY-KLEEN CORPORATION	Contracted services	658994	9/24/2013	\$1,555.00	Y	N		Operating
ADVOCATES FOR LABOR COMPLIANCE	Perimeter fencing - Indio & Thousand Palms	658921	9/19/2013	\$1,260.00	Y	Y	\$0.00	Capital
DESERT ALARM	Security monitoring services	659033	9/27/2013	\$1,120.00	Y	N		Operating
DESERT ENTERTAINER	Cost for Commuter Advertising	659034	9/27/2013	\$1,040.00	Y	N		Operating
CLAREMONT EQUIPMENT	Bus Stop Improvement	658964	9/24/2013	\$1,012.00	Y	N		Capital
	Subtotal			\$1,829,565.56				

Note: 2)

Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities

HEALTH NET	Group Health insurance premium	658833	9/9/2013	\$223,034.77	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658910	9/17/2013	\$87,141.16	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658918	9/17/2013	\$70,273.58	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659105	9/27/2013	\$70,213.20	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658784	9/4/2013	\$67,892.53	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658855	9/9/2013	\$15,379.16	Y	N		Operating
METLIFE SBC	Dental insurance	658840	9/9/2013	\$6,911.03	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659007	9/27/2013	\$4,826.05	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658881	9/17/2013	\$4,803.24	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659011	9/27/2013	\$3,160.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658887	9/17/2013	\$2,844.69	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658759	9/4/2013	\$2,586.19	Y	N		Operating
EYE MED	Employee benefits	658814	9/9/2013	\$2,333.52	Y	N		Operating
	Subtotal			\$561,426.38				

Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.

Total Checks Over \$1000 **\$2,817,804.00**

Summary

Total of Checks Over \$1,000	\$2,817,804.00
Total of Checks Under \$1,000	\$59,715.37
Total of All Checks for the Month	\$2,877,519.37
Total Amount of Checks Prior Year - Same Month	\$1,198,291.70

September 2013 Statement



Open Date: 08/23/2013 Closing Date: 09/19/2013

Account: -

Visa® Business Card
 SUNLINE TRANSIT
 CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855
 BUS 67 13

New Balance	\$1,316.74
Minimum Payment Due	\$14.00
Payment Due Date	10/17/2013
Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

Activity Summary	
Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$1,316.74
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$1,316.74
Past Due	\$0.00
Minimum Payment Due	\$14.00
Credit Line	\$40,000.00
Available Credit	\$38,683.26
Days in Billing Period	28

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

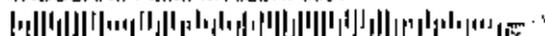
CPN 00064853

24-hour Cardmember Service: 1-866-552-8855

- ☎ to pay by phone
- ✉ to change your address

000039156 1 AB 0384 000638077228065 P

SUNLINE TRANSIT
 CAROLYN RUDE
 32505 HARRY OLIVER TRL
 THOUSAND OAKS CA 92276-3501



Account Number	
Payment Due Date	10/17/2013
New Balance	\$1,316.74
Minimum Payment Due	\$14.00

Amount Enclosed \$ _____

Cardmember Service

P.O. Box 790408
 St. Louis, MO 63179-0408



September 2013 Statement 08/23/2013 - 09/19/2013

Page 2 of 3



SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

Welcome!

As a valued cardmember, you'll receive best-in-class benefits and outstanding service on your new Pacific Western Bank Visa® Business Card. If you have any questions about your account, please call Cardmember Service at the number listed on this statement. We appreciate your business!

Important Messages

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/03	08/30	5411	APTA HOUSING OFFICE FALLS CHURCH VA	\$243.28	_____
09/05	09/03	4846	FTD*PALM SPRINGS FLST 000-0000000 CA	\$158.04	_____
09/09	09/06	2411	MARIO'S ITALIAN CAFE PALM DESERT CA	\$243.62	_____
09/11	09/10	3854	APTA HOUSING OFFICE FALLS CHURCH VA	\$58.20	_____
09/19	09/17	7670	USAIRWAYS0377324129958 CHICAGO IL DELTORO/APOI.ON 09/28/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO OHARE OHARE TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$613.60	_____
TOTAL THIS PERIOD				\$1,316.74	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/19			ANNUAL MEMBERSHIP FEE	\$0.00	_____
TOTAL FEES THIS PERIOD				\$0.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval *(This area for use by your company)*

Signature/Approval: _____

Accounting Code: _____

Pacific Western Bank
 SunLine Transit Agency Visa Credit Card Statement
 Closing Date: September 19, 2013

Payments and other credits:

Detail:			
08/30/13	APTA Housing	American Public Transportation Assn. Hotel Charges-Dir. of Operations Apolonio Del Toro – Conf. APTA Leadership Program	\$ 243.28
09/03/13	FTD P. S. Florist	Flowers from Staff & Board to Employee – Condolences	\$ 158.04
09/06/13	Mario's Italian Café	Lunch – Special Board meeting – Sept. 9, 2013	\$ 243.62
09/10/13	APTA Housing	APTA -Hotel change to Conf. Hotel - Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 58.20
09/17/13	US Airways	APTA -Airfare - Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 613.60

SunLine Transit Agency
Budget Variance Report
July 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	1,961,432	980,718	980,714	1,961,432	980,718	980,714
Measure A	5,217,000	434,750	434,750	0	434,750	434,750	0
FTA Section 5307	2,802,268	233,522	233,522	0	233,522	233,522	0
FTA Section 5311	420,188	35,016	35,016	0	35,016	35,016	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	17,389	(17,389)
FTA Section 5317	46,000	0	3,833	(3,833)	0	3,833	(3,833)
Sunfuels - Outside Sales	500,000	33,851	41,667	(7,815)	33,851	41,667	(7,815)
CNG Rebate	300,000	0	25,000	(25,000)	0	25,000	(25,000)
Fare Box Revenue (Fixed Route)	3,230,000	195,872	263,167	(73,294)	195,872	269,167	(73,294)
Fare Box Revenue (Demand Response)	320,000	26,600	23,667	(67)	26,600	26,667	(67)
Taxi Vouchers	18,089	7,938	1,507	6,431	7,938	1,507	6,431
Interest and Other Revenue	120,000	5,331	10,000	(4,669)	5,331	10,000	(4,669)
Total Operating Revenue	24,950,824	2,934,313	2,079,235	855,078	2,934,313	2,079,235	855,078
Expenses:							
SunFuels - Outside (9)	322,203	30,543	26,850	(3,693)	30,543	26,850	(3,693)
SunFuels (10)	1,118,969	116,820	93,247	(23,573)	116,820	93,247	(23,573)
Operations-Fixed Route (11 & 12)	9,694,319	742,400	807,885	65,485	742,400	807,885	65,485
Operations-Dial-A-Ride (13 & 14)	2,589,485	244,121	215,790	(28,330)	244,121	215,790	(28,330)
Risk Management (15)	374,826	136,628	31,236	(105,393)	136,628	31,236	(105,393)
Maintenance (21 & 22)	4,354,771	450,191	362,898	(87,294)	450,191	362,898	(87,294)
Facility Maintenance-T.P. (23)	660,729	46,023	55,061	9,037	46,023	55,061	9,037
Facility Maintenance-Indio (24)	72,354	4,257	6,030	1,772	4,257	6,030	1,772
Stops & Zones Maintenance (25)	484,684	39,960	40,390	431	39,960	40,390	431
Marketing (31)	364,402	14,999	30,367	15,368	14,999	30,367	15,368
Human Resources (32)	441,331	50,100	36,778	(13,323)	50,100	36,778	(13,323)
General Administration (40)	1,026,312	130,896	85,526	(45,370)	130,896	85,526	(45,370)
Finance (41)	1,127,039	89,014	93,920	4,906	89,014	93,920	4,906
Information Technology (42)	389,134	22,049	32,428	10,379	22,049	32,428	10,379
Agency-wide (43)	1,365,852	126,111	113,821	(12,290)	126,111	113,821	(12,290)
Planning & Agency Development (49)	564,114	9,091	47,010	37,918	9,091	47,010	37,918
Total Expenses	24,950,824	2,253,205	2,079,235	(173,970)	2,253,205	2,079,235	(173,970)
Total Operating Surplus(Deficit)		\$ 681,107.93			\$ 681,107.93		

SunLine Transit Agency
Budget Variance Report
August 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	980,718	980,718	0	2,942,150	1,961,436	980,714
Measure A	5,217,000	434,750	434,750	0	869,500	869,500	0
FTA Section 5307	2,802,268	233,522	233,522	0	467,045	467,045	0
FTA Section 5311	420,188	35,016	35,016	0	70,031	70,031	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	34,778	(34,778)
FTA Section 5317	46,000	0	3,833	(3,833)	0	7,667	(7,667)
Sunfuels - Outside Sales	500,000	48,863	41,667	7,196	82,714	83,333	(619)
CNG Rebate	300,000	0	25,000	(25,000)	0	50,000	(50,000)
Fare Box Revenue (Fixed Route)	3,230,000	206,818	269,167	(62,348)	402,691	538,333	(135,643)
Fare Box Revenue (Demand Response)	320,000	17,329	26,667	(9,338)	43,929	53,333	(9,404)
Taxi Vouchers	18,089	7,343	1,507	5,836	15,281	3,015	12,267
Interest and Other Revenue	120,000	260	10,000	(9,740)	536	20,000	(19,464)
Total Operating Revenue	24,950,824	1,964,620	2,079,235	(114,616)	4,893,877	4,158,471	735,407
Expenses:							
SunFuels - Outside (9) *	322,203	25,000	28,850	1,850	30,543	53,701	23,157
SunFuels (10)	1,118,969	128,744	93,247	(35,497)	270,564	186,495	(84,069)
Operations-Fixed Route (11 & 12)	9,694,619	929,620	807,885	(121,735)	1,672,020	1,615,770	(56,250)
Operations-Dial-A-Ride (13 & 14)	2,589,485	297,021	215,790	(81,230)	541,142	431,581	(109,561)
Risk Management (15)	374,826	27,721	31,236	3,514	164,350	62,471	(101,879)
Maintenance (21 & 22)	4,354,771	383,076	362,898	(20,179)	833,268	725,795	(107,472)
Facility Maintenance-T.P. (23)	660,729	46,411	55,061	8,650	92,434	110,122	17,687
Facility Maintenance-Indio (24)	72,354	7,293	6,030	(1,264)	11,550	12,059	509
Stops & Zones Maintenance (25)	484,684	46,580	40,390	(6,190)	86,540	80,781	(5,759)
Marketing (31)	364,402	41,711	30,367	(11,344)	56,710	60,734	4,023
Human Resources (32)	441,331	54,951	35,778	(18,173)	105,051	73,555	(31,496)
General Administration (40)	1,026,312	108,206	85,526	(22,680)	239,103	171,052	(68,051)
Finance (41)	1,127,039	115,738	93,920	(21,818)	204,752	187,840	(16,912)
Information Technology (42)	389,134	23,927	32,428	8,501	45,976	64,856	18,880
Agency-wide (43)	1,355,852	100,712	113,821	13,109	226,823	227,642	819
Planning & Agency Development (49)	564,114	50,801	47,010	(3,792)	59,893	94,019	34,126
*Sunfuels is an estimated expenditure.							
Total Expenses	24,950,824	2,387,513	2,079,235	(308,278)	4,540,719	4,158,471	(482,248)
Total Operating Surplus(Deficit)		\$ (422,893.45)			\$ 253,158.77		

Contracts Signed Under General Manager Authorization

September-13

Vendor	Product/Service	Need	GM Authorization	Cost
Softchoice	Exchange Servers, software and licenses	Existing servers beyond their lifecycle and starting to fail	Approved as part of FY13/14 Capital Budget	\$38,451.51
Unicars Honda	2 New CNG Powered Honda Civics	Retired two support vehicles for tank expiration	Approved as part of FY13/14 Capital Budget	\$56,797.42



**SunLine Transit Agency
Monthly Ridership Report
September 2013**

FY
2013 & 2014

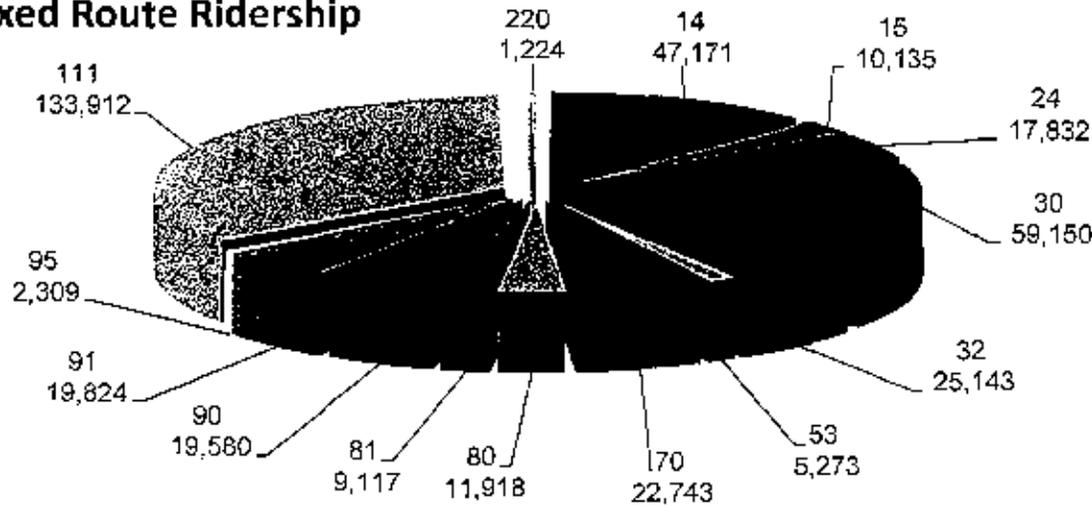
Fixed Route Line Description	Sep 2013	Sep 2012	Aug 2013	FY 2013 & 2014		FY 2014 YTD	FY 2013 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
				Month Var.	% Var.					Monthly	YTD	Monthly	YTD
14 DHS/PS	47,171	46,026	40,530	1,145	2.5%	127,078	123,238	3,840	3.1%	1,378	4,348	305	1,013
15 DHS	10,135	8,805	7,146	1,330	15.1%	24,077	22,078	1,999	9.1%	142	333	68	158
24 PS/CC	17,832	16,772	13,384	1,060	6.3%	44,483	42,379	2,104	5.0%	365	1,164	234	519
30 CC/PS	59,150	64,699	52,086	(5,549)	-8.6%	159,949	175,222	(15,273)	-8.7%	1,768	5,362	544	1,668
32 PD/RM/TP/PS	25,143	21,487	19,972	3,656	17.0%	64,541	57,501	7,040	12.2%	1,020	3,298	185	460
53 PD/IW	5,273	4,907	4,048	366	7.5%	13,526	12,499	1,027	8.2%	207	597	10	32
70 LQ/BD	22,743	21,364	12,661	1,379	6.5%	47,998	48,841	(843)	-1.7%	664	1,722	87	188
80 Indio	11,918	12,696	11,077	(778)	-6.1%	33,502	35,323	(1,821)	-5.2%	140	415	105	287
81 Indio	9,117	8,823	8,260	294	3.3%	24,720	23,537	1,183	5.0%	130	349	84	267
90 Coachella/Indio	19,580	19,150	17,924	430	2.2%	53,856	51,988	1,868	3.6%	431	1,186	146	476
91 I/Cch/Th/Mecca	19,824	17,734	16,259	2,090	11.8%	50,751	46,978	3,773	8.0%	454	1,297	50	214
95 I/Cch/Th/Mecca	2,309	-	-	2,309	0.0%	2,309	-	2,309	0.0%	70	70	4	4
111 PS/Indio	133,912	133,660	123,181	252	0.2%	373,643	370,377	3,266	0.9%	4,916	13,794	1,050	2,879
220 PD to Riverside	1,224	764	1,245	460	60.2%	3,834	764	3,070	401.8%	42	127	5	17
Fixed route total	385,331	376,887	327,773	8,444	2.2%	1,024,267	1,010,725	13,542	1.3%	11,727	34,062	2,877	8,182
Demand Response													
SunDial	11,469	11,075	11,396	394	3.6%	34,477	32,401	2,076	6.4%				
System total	396,800	387,962	339,169	8,838	2.3%	1,058,744	1,043,126	15,618	1.5%				
	Sep-13	Sep-12	Aug-13										
Weekdays:	21	20	22										
Saturdays:	4	5	5										
Sundays:	5	5	4										
Total Days:	30	30	31										

Please note:

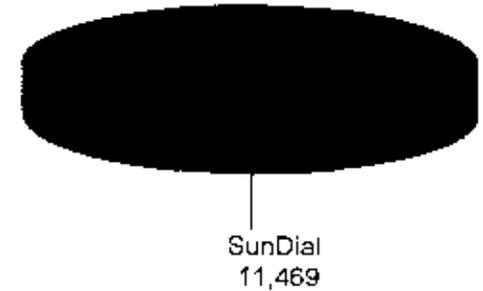
Line 95 implemented on September 1, 2013 - Weekday service only.
Commuter Link 220 service was implemented on September 10, 2012

**SunLine Transit Agency
Monthly Ridership Report
September - 2013**

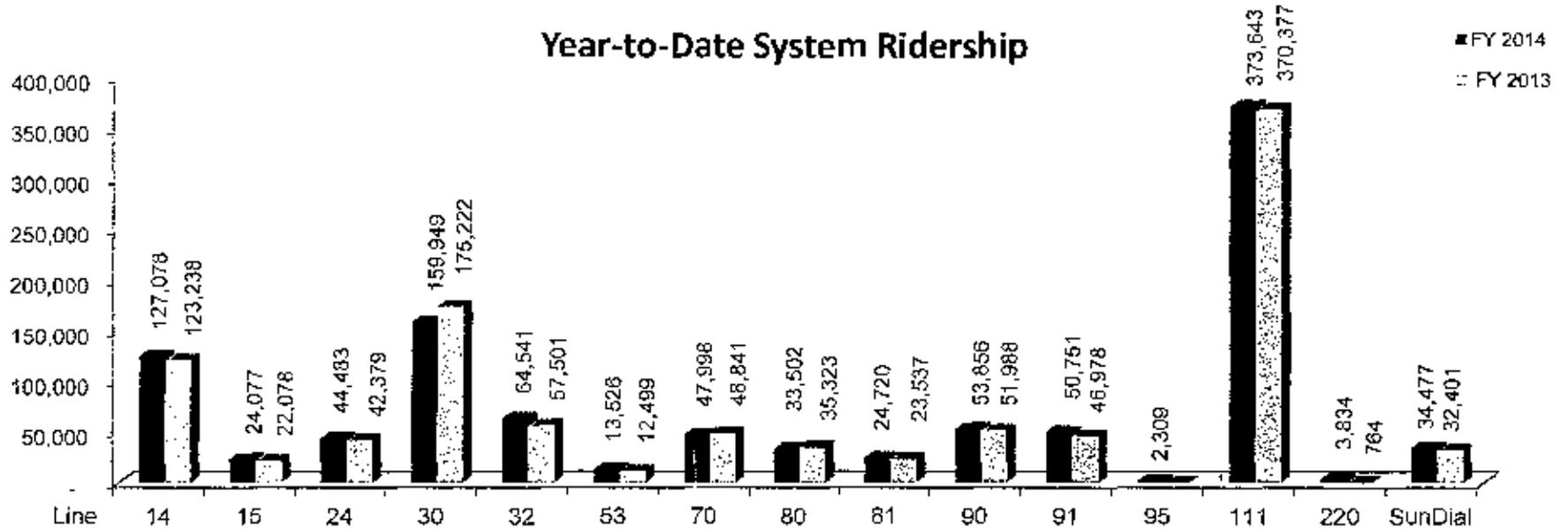
Fixed Route Ridership



Demand Response Ridership



Year-to-Date System Ridership



Submitted by: _____ Date: _____ Approved by: _____ Date: _____



Complimentary Paratransit Service
Serving Persons with Disabilities Throughout the Coachella Valley

SunDial Operational Notes
September 2013

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.2	88.1	Total trips carried in the on-time window
1,084	1,344	Total trips late during the month
10,861	10,439	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
11,075	11,469	Total passengers for the month
90,435	99,906	Total miles traveled for the month

3. SAFETY

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

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
4	2	Total Onboard Inspections
1	3	Total Safety Evaluations

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,545	1,526	Total Mobility Device Boarding's

cc: Roger Snoble, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe



**EQUAL EMPLOYMENT
OPPORTUNITY**

&

**AFFIRMATIVE ACTION
PROGRAM**

Thousand Palms, California

October 2013

TABLE OF CONTENTS

INTRODUCTION	1
STATEMENT OF POLICY	2
GENERAL OBJECTIVES	4
RESPONSIBILITY FOR IMPLEMENTATION	5
DISSEMINATION OF THE EEO PROGRAM	8
UTILIZATION ANALYSIS	11
GOALS AND ACHIEVEMENTS	12
AFFIRMATIVE ACTION PROGRAM	13
ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES	17
INTERNAL AUDIT & REPORTING SYSTEMS	21
APPENDIX A – JOB GROUP ANALYSIS AND DESCRIPTION	22
APPENDIX B – WORKFORCE ANALYSIS	28
APPENDIX C – SALARY ANALYSIS	42
APPENDIX D – AVAILABILITY DETERMINATION	58
APPENDIX E – COMPARING INCUMBENT TO AVAILABILITY/GOALS	77
APPENDIX F – ORGANIZATIONAL CHART	80
APPENDIX G – HIRE AND TERMS BY JOB GROUP	82
APPENDIX H – APPLICANT SUMMARY	87

INTRODUCTION

SunLine Transit Agency (SunLine) was formed as a Joint Powers Authority in July 1977 by Riverside County and the cities of the Coachella Valley to operate a public transit system within the eastern portion of Riverside County. As the valley matured and grew, each of the cities joined the JPA until finally, all nine were members. The current members are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and Riverside County.

SunLine is governed by a Board of Directors representing each of the ten entities. The County's representative is a member of the Board of Supervisors, and each city has its mayor or a member of its city council serve as its representative.

SunLine also operates the SunDial dial-a-ride system for persons with disabilities. SunLine's primary fixed route system operates 19 hours every day of the year with the exception of Thanksgiving and Christmas. Bargaining unit employees (motor coach operators, paratransit operators, mechanics and groundskeepers) are represented by the Amalgamated Transit Union, Local 1277.

As of July 2013, SunLine employed 294 persons. SunLine is proud supporter of Equal Employment Opportunity and Affirmative Action (EEO/AA). Our statement of policy and affirmative action goals reflect SunLine's commitment to maintain a diversified and motivated workforce.

STATEMENT OF POLICY

SunLine's is committed to equal employment opportunity. This commitment starts with the Board of Directors, which supports a results-oriented program aimed at achieving equal employment opportunity throughout all organizational levels at SunLine. The mission of SunLine is "To provide safe and environmentally conscious public transportation services and alternative fuel solutions to meet the mobility needs of the Coachella Valley." Fundamental to SunLine's mission is our obligation to honor the diversity of our workforce and ensure all employees are treated with dignity and respect.

SunLine is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at SunLine are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by any local, state or federal law or regulation. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, disciplinary actions, termination, layoff, recall, transfer, leaves of absence, compensation and training. Any applicant or employee who believes they have been discriminated or harassed has the right to file a complaint alleging such with the appropriate official.

SunLine will not tolerate discrimination or harassment based on any of the listed characteristics. Every employee has an obligation to ensure the work place is free of discrimination and harassment. Any employee, who has knowledge of or witnesses, discrimination or harassment must report it to their supervisor, manager, director of human resources. Additionally, SunLine expects its contractors to embrace the principles of EEO and to provide workplaces free of discrimination and harassment.

Equal opportunity can best be achieved through programmed recruitments and personnel practices aligned with Title VII and the Agency's Affirmative Action Plans. Continued efforts to achieve and sustain equal employment opportunities for every employee and applicant requires participation from all levels throughout the Agency, especially at the management and supervisory levels. SunLine will remain proactive in ensuring compliance with its Affirmative Action Plan.

SunLine employees are critical in promoting SunLine as an employer of choice. All current employees of SunLine are requested to encourage qualified disabled persons, minorities, women, special disabled veterans, and Vietnam Era veterans to apply for employment.

SunLine prohibits retaliation against anyone through harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights to any federal, state or local law regarding EEO, Title VII for qualified individuals with disabilities, or qualified protected veterans.

Our employees have a right to work in an environment free from discrimination and it is the responsibility of every manager and supervisor to assure that a non-discriminatory environment exists. All directors, managers and supervisors are assigned specific tasks in relation to SunLine's EEO/AA plan and understand that their work performance will be evaluated on the basis of the compliance with and support of the EEO/AA policies and practices, among other Agency policies.

The assignment of the operational task and accountability for implementing the program as the EEO/AA Officer is the responsibility of the Director of Human Resources. All applicants and employees have a right to file complaints alleging discrimination with their direct supervisor, manager, director or the Director of Human Resources who is the EEO/AA Coordinator. In addition, our expectation is that all employees will lend their active support to EEO principles and practices.

The successful achievement of SunLine's EEO/AA program goals will benefit all employees by creating a more diverse working environment.

Roger Snoble
Interim General Manager
SunLine Transit Agency

Date

GENERAL OBJECTIVES

The general objectives of this Equal Employment Opportunity/Affirmative Action Plan are to achieve and maintain employment levels for members of protected classes within the various job group categories throughout the organization in proportion to their availability in the local labor market. This will be achieved through targeted recruitments, increased hiring, promotion and training of qualified applicants and employees in these protected classes.

In order to achieve a work place that reflects the demographics of the communities served, SunLine will do the following:

- Evaluate personnel transactions and enforce the use of objective employment practices to ensure that members of these protected classes are not adversely impacted.
- Assign responsibility and accountability for Affirmative Action progress. The most crucial parts for the policy implementation are at the director, manager and supervisory levels where decisions affecting hiring, assignments, training, promotions, compensation and disciplinary actions are made.
- Provide training on personnel policies and fair employment practices to directors, managers and supervisors to increase awareness and acceptance of race/cultural, sex and disability differences among employees and prohibiting unlawful harassment of employees in the workplace.
- Advertise and target recruitments to those populations that are underrepresented at various levels of the organization.
- Ensure that employees of an underrepresented class are provided the opportunity to attend necessary training and/or given special projects or assignments to make them competitive for promotions.
- Partner with local schools, colleges and universities to target underrepresented groups within a job group category to provide internships and promote development within an occupational specialty.
- Ensure employee recognition and incentives for performance and contributions to SunLine are awarded fairly to all employees regardless of status.

RESPONSIBILITY FOR IMPLEMENTATION

The primary responsibility for the establishment of this EEO/AA Program rests with SunLine's Board of Directors. They are charged to:

- Set policy and provide leadership necessary to achieve affirmative action goals.
- Express commitment to the goal of establishing work force parity with the community's qualified work force.

The Board of Directors designates the General Manager of SunLine to express and carry out the responsibilities of the Board of Directors on a day-to-day basis. Specific responsibilities throughout SunLine are as follows:

The assignment of the operational tasks and accountability for implementing the program as the EEO/AA Officer is the responsibility of the Director of Human Resources. This person is charged to:

- Establish and direct SunLine's EEO/AA Program to meet federal and state requirements and achieve utilization goals.
- Develop and reaffirm equal employment opportunity in all personnel actions taken by SunLine.
- Create a pro-active attitude among members of the management team for formal dissemination, both internal and external.
- Discuss equal opportunity at meetings with management staff members.
- Assure that management members understand their personal performance evaluations will reflect their performance as measured against the EEO/AA Program.

The Director of Human Resources is designated the EEO/AA Coordinator with the added responsibility to audit the requirements of the program and to:

- Develop the EEO/AA Program and techniques for communication policy. Provide training to all responsible personnel.

- Ensure the job-relatedness of all aspects of the personnel processes and concurs in all hires and promotions.
- Improve recruitment efforts to increase the number of qualified minority, women and disabled applicants.
- Inform all new employees of the EEO/AA Program and Discrimination Complaint procedure. Assure that current legal information affecting affirmative action is disseminated to responsible officials.
- Investigate any discrimination complaint filed by employees and/or applicants, and recommend appropriate remedies. Track all complaints, records of EEO inquiry and submits annual reports to that effect.
- Submit status reports concerning the program to the Board of Directors through the General Manager.
- Identify EEO/AA problem areas. Assist managerial and supervisory personnel in arriving at solutions to EEO/AA problems and assists management in collecting and analyzing employment data. Design and implement audit and reporting systems which will:
 - Measure program effectiveness.
 - Identify areas requiring remedial action.
 - Determine degree to which goals and objectives have been attained.
- Serve as liaison between SunLine and relevant enforcement/reporting agencies and minority organizations as well as community action groups concerned with employment opportunities of minorities, women and the disabled.
- Assists in recruiting minority, persons with disabilities and women applicants and establish outreach sources for use by Human Resources.

All directors, managers and supervisors are responsible to work with the EEO/AA Coordinator to ensure the effectiveness of the affirmative action program. In this regard, responsibilities, among other things, include:

- Assist in the identification of EEO/AA problem areas and in the establishing of departmental goals and objectives.
- Become actively involved with local minority organizations, women's organizations, community action groups and community service programs.
- Perform periodic audits of training programs, hiring and promotion patterns to remove, as necessary, impediments to the attainment of SunLine's goals and objectives.
- Conduct regular discussions with supervisors and employees to be certain the EEO/AA Policy is being followed.
- Conduct a review of the qualifications of all employees to ensure that minorities, women and persons with disabilities are given full opportunities for transfers and promotions.
- Provide career counseling for all employees.
- Conduct periodic audits to ensure that:
 - Appropriate EEO/AA posters are properly displayed.
 - All employee facilities are, in fact, desegregated, both in policy and use, and that locker rooms and restrooms are comparable for both sexes.
 - Minority, female and persons with disabilities are afforded a full opportunity and are encouraged to participate in all of SunLine's sponsored educational, training, recreational, and social activities.
- Understand that their work performance is being evaluated on the basis of their EEO/AA efforts and results, as well as other criteria.
- Take action to ensure acceptance by all employees of those placed through affirmative action efforts.
- Ensure that all interviews, offer of employment and/or wage commitments (equal pay regardless of race or sex) are consistent with the EEO guidelines.
- Participates in the review and/or investigation of complaints alleging discrimination.

DISSEMINATION OF THE EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

A variety of means will be used to disseminate the program to employees, job applicants, and the community. The EEO/AA Officer is responsible to ensure that all of the following are accomplished:

A. INTERNAL DISSEMINATION

The SunLine Board of Directors is committed to supporting the EEO/AA Program as indicated in the "Statement of Policy" section and the section to follow:

The following policy statement is included in the Employee Handbook, which is given to all employees at the time of hire:

SunLine is an Equal Employment Opportunity/Affirmative Action employer and is committed to a policy of equal employment opportunity for applicants and employees. As an equal opportunity employer decisions made concerning employment with SunLine will not be based on race, sex, color, ancestry, national origin, alienage, gender, sexual orientation, religion, creed, age, marital status, family status, pregnancy, military status, veteran status, medical condition, disability, genetic information or any other legally protected status. Employment decisions will comply with all laws prohibiting discrimination. SunLine's employment practices seek to place employees in the job that best suits their abilities, interests, and skills, as well as SunLine's needs.

SunLine recognizes the value of different cultures and their meaningful contributions to the development of our society.

The Harassment Policy is also disseminated to employees through the Employee Handbook, which is provided to all employees as a part of their orientation process. The Employee Handbook states:

In keeping with our commitment to provide a work environment that is free of discrimination, SunLine maintains a strict policy prohibiting unlawful harassment including sexual harassment. This policy prohibits harassment in any form, including verbal, physical and visual harassment.

Our management policy prohibits any employee or management person from any conduct (acts, words, or suggestions), which could be interpreted as related to sexual suggestion or harassment.

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Human Resources Department receives and reviews all complaints. If the determination from the Human Resources Department that the particular complaints fall within the guidelines for further investigation regarding possible EEO/AA violations, the Director of Human Resources will investigate or contract an investigator to investigate all such claims. All complaints demand a file be opened and are tracked through filing systems in the office of Human Resources. The complete particulars and appropriate corrective action may be reviewed with the General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and prohibition of harassment of any kind, supervisors, managers and directors are held to even higher standard because of their position of authority.

The actions that may be taken against an offender are the same as for any other disciplinary action. They include an oral warning, written warning, suspension and/or discharge. In addition to any disciplinary action, the offender may also be ordered to participate in non-disciplinary programs such as the Employee Assistance Program.

The actions which may be taken for the victim include written apology, shielding from backlash or retaliation, retraction of improper adverse action, leave of absence or special counseling.

To ensure that all current employees are aware of job opportunities for promotion and/or transfer, SunLine uses a job posting system. All postings are placed on all SunLine bulletin boards.

SunLine posts the required federal and state EEO posters on all SunLine bulletin boards.

Certain employees of SunLine are currently represented by the Amalgamated Transit Union. The Memorandum of Understanding (MOU) currently in existence between SunLine and the Union contains the following non-discrimination provision in Article G-2, Section 1, paragraph 2:

SunLine and the Union agree that they shall not discriminate against any employee because of race, color, sex, age, national origin, political or religious opinions or affiliation or citizenship status. SunLine and the Union shall meet and confer on any provision of this Agreement for the purpose of complying with any final order of a Federal or State agency or court of competent jurisdiction required a modification or

change in any provision or provisions of this Agreement in compliance with state or federal anti-discrimination laws.

B. EXTERNAL DISSEMINATION

All recruiting sources are informed of SunLine's EEO/AA Program both orally and in writing. These sources are requested to actively recruit and refer minorities, women and persons with disabilities for all positions listed.

When employment advertisements are placed they are placed in minority as well as other news media. All advertisements will contain the footer, "An EEO/AA Employer."

Appropriate minority and women's organizations, community agencies, community leaders, secondary school, and colleges are notified of SunLine's policy.

Prospective employees are informed of the existence of the EEO/AA Program and such elements that will enable them to avail themselves of its benefits.

Written notification of this policy is sent to all contractors, sub-contractors, vendors and suppliers, requesting appropriate action on their part.

UTILIZATION ANALYSIS

SunLine's utilization analysis is comprised of three parts. These parts are: examination of current work force; availability computation/analysis; and utilization analysis with goals for next period.

The current work force analysis is based on SunLine's employment records as of July 2013. The Appendices following this document show "Job Group Analysis," "Workforce Analysis," "Availability Determination" as well as "Annual Placement Goals."

The availability analysis was completed by analyzing the eight factors listed in the Federal Register Affirmative Action Program guidelines to arrive at the percent of females and minorities available in each job group. The latest census data available for Riverside (the recruiting area for SunLine) was the source of data. The statistical data used in the weight-factor computation was a judgment basis by SunLine, based upon the census statistics and applicant flow. The eight factors are:

- Minority and female population in the applicable labor market area.
- Minority and female unemployment force in the applicable labor market area.
- Percent of minority and female workforce as compared with the total workforce in the labor market area.
- General availability of minorities and females having requisite skills in the labor market area.
- The availability of minorities and females having requisite skills in an area in which SunLine can reasonably recruit; an expanded area may be utilized in some efforts.
- The availability of promotable minorities and females in SunLine.
- The existence of training institutions capable of training a person in requisite skills.
- The degree of training SunLine is reasonably able to undertake as a means of making all job classes available to minorities and females.

SunLine believes that the use of these eight factors to determine whether under-utilization exists complies with the provisions of 41CFR 60-2.11 b (1) & (2). This analysis is shown on the chart in Appendix D.

GOALS AND ACHIEVEMENTS

In SunLine's last report the minority population was 64%. Our current minority population is 68%. Despite the increase in minorities and the high population of minorities in our workforce, there are still areas where minorities are under-utilized. Minorities are under-utilized in the following job group categories: Executive/Senior Level Officials and Managers; Professionals; and Administrative Support Workers. Since our last reporting, we have met our goals for Service Workers. Additionally, SunLine has seen improvements within the Professional category which is now under-utilized by a very small percentage.

There is still an under-utilization of females; however continuing strides to correct this area are being implemented. In our previous evaluation, 28% of the workforce was female. Our total slightly decreased to 26% of the current workforce. Females are under-utilized in the following job group categories: Executive/Senior Level Officials and Managers; First/Mid-Level Officials and Managers; Craft Workers; Operatives; Laborers and Helpers; and Service Workers. We have, and will continue to address this under-utilization of females. In fact, SunLine has seen an increase in the number of females being hired since July 1, 2013.

We continue to provide a variety of training classes. Our training programs have expanded to include all departments of SunLine. Some topics include: harassment, safety, alternate fuels training (mechanics), and management development.

SunLine continues to offer an Educational Reimbursement Program. SunLine believes that these are all positive steps which will contribute toward achieving our Affirmative Action goals.

Goals for the period ahead are shown in Appendix E. Recruiting efforts will be continue to concentrate on both female and minority with an emphasis on those job groups where under-utilization has occurred.

AFFIRMATIVE ACTION PROGRAM

A review of total operations has been made to identify any problem areas where appropriate corrective action will be instituted.

Under-utilization is referenced in Appendix E for analysis. Goals have been established to provide needed correction.

Promotions and Transfers are available to all employees through our job posting system. All qualified employees (meeting minimum qualifications) who request a transfer or who apply for an opening are included in the selection process. In all cases, SunLine will select the most qualified candidate to fill a vacant position.

Employment Application is in compliance with all legal requirements and has been revised to incorporate the provisions of the Americans with Disabilities Act (ADA).

Selection Criteria are uniform for all applicants competing for a specific position. All qualified applicants are considered equally. Supervisors and those who make hiring decisions are aware of SunLine's goals and are actively involved in their achievement.

Job Descriptions are written to eliminate any unfair advantages. Related equivalent experience can be used to qualify in lieu of educational requirements. For example, if a position requires a bachelor's degree and one year experience, an applicant with five years related equivalent work experience would qualify. That is, four years of experience to equal the degree requirement and one year of additional experience.

Testing consists of a formal interview panel and for some classifications, there is a basic skills tests consisting of 52 questions.

SunLine sponsored social events and special programs are held for all employees and all employees are encouraged to participate.

All facilities of SunLine are integrated. This includes offices, lunchrooms, restrooms and all employee areas.

Seniority practices are governed by the MOU and personnel policies and procedures. These seniority provisions do not have a disparate impact on minority group status or sex, for length of service or type of job held.

Management support of this policy is insisted upon by the Board of Directors and the General Manager of SunLine Transit Agency.

Training for career improvement is provided to employees on an as-needed basis (i.e. mechanic's training). This training is given to all employees in a job group with no disparity by minority group status or sex.

Recruiting area is large enough to include several minority communities. Public and private transportation is available equally to minority, females and persons with disabilities.

Employee attitude toward equal employment opportunity is good and is monitored by the Human Resources Department through exit interviews and casual contact with various employees throughout SunLine. All employees have access to the Director of Human Resources and other administrative management at all times, either casually or by appointment.

Technical compliance is achieved through the posting of all required notices on SunLine bulletin boards. Applications for employment are retained in accordance with federal guidelines. Notice of our commitment to Equal Employment Opportunity/Affirmative Action is transmitted externally and internally as discussed elsewhere in this document.

SunLine Employee Handbook includes a special procedure for the investigation of complaints of discrimination or harassment under the Equal Opportunity Employment Policy and Harassment Policy. This special procedure is as follows:

Any employee who believes they have been harassed by a co-worker or supervisor should promptly report the facts of the incident or incidents and the names of the individuals involved (generally in writing) to their supervisor. The Director of Human Resources will investigate all such claims. The complete particulars and appropriate corrective action may be reviewed with the General Manager before it is implemented. While SunLine holds everyone accountable to adhere to the policy of non-discrimination and avoidance of harassment of any kind, supervisors, managers, and directors are held to an even higher standard because of their positions of authority.

Procedures are initiated by the employee/applicant typically in writing. The person receiving the complaint will advise the employee/applicant that the matter will be promptly investigated. The employee/applicant is assured that SunLine will do its best to assure that the privacy of all employees/applicants is respected. If an employee, the

employee is advised to immediately report any perceived retaliation or difficulties with the accused.

The Director of Human Resources will cause an investigation to be conducted by personally investigating or assigning appropriate staff or external investigator. Everyone involved in an investigation will be admonished prior to any interviews that the matters under investigation are serious; that the employee/applicant must be honest and forthright in their responses; that they are not to discuss the matter with anyone other than the investigator; that they are not to interfere with the investigation or destroy evidence; and that retaliation against anyone participating in the investigation is prohibited.

The investigation process will incorporate the following:

- The complainant will be interviewed to clarify specific details about the alleged act(s) based on his or her recollection – the “who, what, when, where and why” of the incident; any witnesses or others who have mentioned similar treatment. Additionally, the complainant would have the opportunity to provide any documents or evidence to support the claim.
- The accused will be interviewed to learn specific details about the alleged act based on his or her recollection. This is an opportunity for the accused to provide a response to the allegations and identify any witnesses, documents or other evidence regarding the specific allegations. The accused must be advised that, if the allegations are founded, he or she will be subject to disciplinary action up to, and including termination.
- Interview witnesses and other individuals who may have first-hand knowledge regarding the matter(s) under investigation.
- Review any documents or evidence that may be available that are relevant to determining the facts of the case, which may include, but are not limited to, emails, computer usage, and video tapes.
- Conduct follow up interviews with the complainant, the accused or witnesses as may be necessary.
- Determine timeline of events, determine facts based on evidence, collaboration of witness statements, and witness credibility. Once the facts are established, the

investigator must make a finding and recommendation. A finding may be, substantiated, partially substantiated, inconclusive, or unfounded.

- The investigator makes the determination as to the findings of the discrimination or harassment. If the complaint is deemed substantiated or partially substantiated, the Director of Human Resources will determine the appropriate action. The details and the decision response are to be reviewed with the General Manager before being implemented. The decision is final and binding.
- The Director of Human Resources will issue the decision to the complainant in a meeting and in writing and advise the accused of the decision in the same manner. He or she will assure that any disciplinary action determined is promptly taken.
- The final step is to advise witnesses and/or supervisors of the outcome only to the extent they may need to know to bring closure to the investigation. In addition, efforts to monitor the situation to protect the complainant and other potential victims are implemented.

ASSESSMENT OF PRESENT EMPLOYMENT PRACTICES

SunLine has a policy to aggressively recruit the most qualified people to staff the agency. It affords equal opportunity for employment, selection, training, promotion, compensation and benefits to all persons without regard to race, color, age, sex, religion, national origin, marital status, disability, ancestry or any other protected class not related to the requirements of the work assignment.

The Director of Human Resources shall be responsible for establishing recruitment and referral procedures and shall be responsible for all employment activity in SunLine.

SunLine actively seeks minorities and females for all employment opportunities. Recruitment orders and/or notices are distributed to various sources including, but not limited to, those agencies listed below:

Riverside County Workforce Development Center
44199 Monroe Street
Indio, CA 92201
(includes web-site)

College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260

TransitTalent.com
www.transittalent.com

Newspaper advertising is normally placed in the Riverside Press-Enterprise and the Palm Springs Desert Sun. The Press-Enterprise is circulated in the high-minority communities located in eastern and western Riverside County.

The majority of applicants for positions below the professional and managerial level gain knowledge of openings through the state and county workforce development offices, newspaper advertisements, SunLine's website, www.sunline.org, and through the various organizations receiving a recruitment notice. Other sources of applicants are walk-ins and friends and relatives of SunLine employees.

Professional and managerial applicants are usually the result of local, regional and national newspaper and industry journal advertising, national job boards or respondents to recruitment notices sent to the various transit properties and public agencies.

The statistical information to support applicant flow data is voluntarily completed by applicants. A personnel requisition assists in tracking not only the sources of communicating the opening, but recording of applicants and source. In the period, July 2012 to July 2013, the applicant flow data evaluation shows that 38.3% of our applicants are female; 65% are minority. Female applicants decreased from the previous report from 49% to 38.3%, which indicates a need to focus more recruiting efforts toward increasing female applicants. However, the number of minority applicants has increased since the last report up 6% from 59% to the current 65%. This is a reflection of SunLine's efforts to recruit minorities.

Selection procedures commence with the completion of an agency employment application.

The Human Resources Department conducts the initial review of the applicant's qualifications using a system specially designed to be relevant to the job specifications shown on the Personnel Requisition and contained in the job description. Those applicants meeting the minimum requirements will be referred for an interview with the hiring manager or supervisor.

Prior to the panel interview, the Human Resources Department verifies previous employment history with the applicant as well as the driving record (for positions requiring a Class B driver's license, or which will involve driving company vehicles) and the DMV report is requested at the first interview.

Following the interview and subsequent testing (noted above), a review of all formal candidates with the Department Director, or Manager is conducted to select the most qualified applicants to participate in a panel interview.

Where interview panels are used, they shall include minority or female members wherever practical or applicable. Interview questions shall be pre-planned and all candidates will receive the same battery of questions. All questions will be constructed in such a way as to assure that they are relevant to the job in question and in no way infringe on any individual privacy matters. In the event of use of any non-agency staff for a panel, the member will be given an orientation in proper interviewing techniques, including agency commitment to equal employment opportunity/affirmative action guidelines prior to commencement of the interviews.

The applicants that complete the panel interview process are then considered for selection. If applicable, applicants for specified positions are given a written test of basic skills on a pass/fail basis. For positions that are represented by the union, Human

Resources will review the terms and conditions of employment as agreed to in the Memorandum of Understanding. The best candidate is selected and a written conditional offer is made to the most qualified candidate. A formal, conditional offer is made that allows the agency to commence the required testing and background investigations.

The applications of finalists that are deemed eligible for hire will be filed for future consideration.

The results of all physical examinations required by SunLine prior to employment shall be used in confidence. No person outside of the Human Resources Department will be given specific results. However, any limitations or restrictions listed by the doctor will be discussed with the hiring news as part of an interactive process to determine any reasonable accommodations.

All new employees report to the Human Resources Department on their first day of employment for orientation. An orientation checklist is used to assure that all major areas of SunLine orientation, including special departmental procedures are covered. The employee, as well as the person(s) conducting the orientation, must sign the check list showing completion of each item; the completed checklist becomes a permanent part of the employee personnel file.

Seniority is not a part of any decision relation to promotions and transfers outside of the bargaining unit. Any matters within the bargaining unit which relate to seniority are contained in the MOU; such requirements have no disparate impact on any members of any protected class of employee. With the job posting system mentioned earlier, SunLine demonstrates its desire to fill job vacancies by promotion or transfer or qualified internal candidates whenever possible. The skills, attitudes and abilities demonstrated by past performance will be evaluated in considering internal candidates.

Compensation and benefits programs of SunLine are administered according to SunLine policy and requirements as set forth in the MOU for the bargaining unit personnel. These policies are applied uniformly and have no relationship to race, color, national origin or any other protected class. Some benefit levels and SunLine contributions toward benefits may vary in amount by employee groups – non-bargaining unit and bargaining unit personnel. The variation is the result of a negotiated labor agreement. Therefore, these benefits and contributions are governed by the Personnel Policies of SunLine and the MOU.

Termination and Disciplinary Practices are established for all personnel through Personnel Policy and, for bargaining unit employees, the MOU. A probationary period applies to all employees either as new hires or for transfers and promotions. If an employee during the orientation period is performing in an unsatisfactory manner, and it is determined that the performance cannot improve, the employee will be released.

If an employee who has completed the orientation period performs in an unsatisfactory manner, the immediate supervisor will discuss the job performance with the employee. All employees are provided a period of time to improve performance deficiencies. The employee may be dismissed if no improvement is noted at the end of a mutually agreed period of probation.

Discipline procedures are contained within SunLine's Personnel Policy for non-bargaining unit personnel; bargaining unit personnel are governed by the requirements of the MOU. All policies and procedures are progressive in nature and is administered without regard to any protected characteristics or classes.

The supervisor reviews the specific incident(s) with the Director of Human Resources prior to issuing the discipline that may result in loss of pay. This review has the purpose of assuring consistency in the application of policy and is a positive step toward the correction of the behavior. In the case of a disagreement between an employee and management all employees have access to the use of a grievance/complaint process which is set forth in the Employee Handbook and MOU of SunLine. No supervisor or department head may summarily dismiss an employee who has completed the orientation period.

When all corrective procedures have been exhausted, the employee is handled through appropriate and legal due process.

INTERNAL AUDIT & REPORTING SYSTEMS

In our effort to monitor goals and SunLine's commitment to equal employment/affirmative action, the Director of Human Resources is responsible for submitting an annual summary of the progress made over the preceding 12 months to the General Manager. Assessments and any actions to provide correction will be determined and implemented. The evaluation process will highlight the policies and objectives that were accomplished. New objectives and timetables to remedy any deficiencies will be included in the report.

Appendix A

Job Group Analysis and Description

Job Group Analysis and Description

41 CFR 60-2.12, 60-2.12(c), (e), 60-2.13

Officials and Managers	Description	Position Titles
Executive/Senior Level Officials and Managers	Individuals who plan, direct and formulate policies, set strategy and provide the overall direction of enterprises/organizations for the development and delivery of products or services, within the parameters approved by boards of directors or other governing bodies. Residing in the highest levels of organizations, these executives plan, direct or coordinate activities with the support of subordinate executives and staff managers. They include, in larger organizations, those individuals within two reporting levels of the CEO. Examples of these kinds of managers are: chief executive officers, chief operating officers, chief financial officers, line of functional areas or operating groups, chief information officers, chief human resources officers, chief marketing officers, chief legal officers, management directors and managing partners.	General Manager Director of Finance Director of Operations Director of Human Resources Director of Transit Planning Director of Maintenance General Manager Staff Analyst
First/Mid-Level Officials and Managers	Individuals who serve as managers, other than those who serve as Executive/Senior Level Officials and Managers, including those who oversee and direct the delivery of products, services or functions at group, regional or divisional levels of organizations. These managers receive directions from the Executive/Senior Level management and typically lead major business units. They implement policies, program and directives of executive/senior management through subordinate managers and within the parameters set by Executive/Senior Level management. Examples of these kinds of managers are: vice presidents and directors, group, regional or divisional controllers; treasurers; human resources, information systems, marketing, and operations managers. The First/Mid-Level Officials and Managers subcategory also includes those who report directly to middle managers. These individuals serve at functional, line of	Risk Manager Marketing Coordinator Parts Manager Operations Manager Taxi Cab Administrator

	<p>business segment or branch levels and are responsible for directing and executing the day-to-day operational objectives of officials and managers to subordinate personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel and, in some instances, directly supervising the activities of exempt and non-exempt personnel. Examples of these kinds of managers are: first-line managers; team managers; unit managers; operations and production managers; branch managers; administrative services managers; purchasing and transportation managers; storage and distribution managers; call center or customer service managers; technical support managers; and brand or product managers.</p>	
Professionals	Description	Position Titles
	<p>Most jobs in this category require bachelor and graduate degrees, and/or professional certification. In some instances, comparable experience may establish a person's qualifications. Examples of these kinds of positions include: accountants and auditors; airplane pilots and flight engineers; architects; artists; chemists; computer programmers; designers; dieticians; editors; engineers; lawyers; librarians; mathematical scientists; natural scientists; registered nurses; physical scientists; physicians and surgeons; social scientists; teachers; and surveyors.</p>	<p>Accountant Payroll Accountant Procurement Officer Parts Assistant Planning Services Coordinator Transit Planning Assistant Desktop Publisher Community Outreach Spec Human Resources Technician Safety Security Coordinator Sr. IT & Systems Analyst Desktop Support Technician</p>
Technicians	Description	Position Titles
	<p>Jobs in this category include activities that require applied scientific skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required. Examples of these types of positions include: drafters; emergency medical</p>	<p>Alternate Fuels Technician</p>

	technicians; chemical technicians; and broadcast and sound engineering technicians.	
Sales Workers	Description	Position Titles
	These jobs include non-managerial activities that wholly and primarily involve direct sales. Examples of these types of positions include: advertising sales agents; insurance sales agents; real estate brokers and sales agents; wholesale sales representatives; securities, commodities, and financial services sales agents; telemarketers; demonstrators; retail salespersons; counter and rental clerks; and cashiers.	No position titles apply
Administrative Support Workers	Description	Position Titles
	These jobs involve non-managerial tasks providing administrative and support assistance, primarily in office settings. Examples of these types of positions include: office and administrative support workers; bookkeeping; accounting and auditing clerks; cargo and freight agents; dispatchers; couriers; data entry keyers; computer operators; shipping, receiving and traffic clerks; word processors and typists; proofreaders; desktop publishers; and general office clerks.	Sr. Admin Assistant Sr. Admin Asst Taxi Cab Operations Sr. Administrative Assistant Customer Service Clerk Accounting Technician Accounting Assistant Coin Counter Customer Service Clerk Asst. to Director of Maintenance
Craft Workers	Description	Position Titles
	Most jobs in this category includes higher skilled occupations in construction (building trades craft workers and their formal apprentices) and natural resource extraction workers. Examples of these types of positions include: boilermakers; brick and stone masons; carpenters; electricians; painters (both construction and maintenance); glaziers; pipelayers, plumbers, pipefitters and steamfitters; plasterers; roofers; elevator installers; earth drillers; derrick operators; oil and gas rotary drill operators; and blasters and explosive workers. This category also includes occupations	Maintenance Supervisor Mechanic A & B Body Mechanic A & B Revenue Mechanic Electronic Farebox Technician Facility/Construction Specialist Shelter/Shop Maintenance Sup Stops & Zones Technicians

	<p>related to the installation, maintenance and part replacement of equipment, machines and tools, such as: automotive mechanics; aircraft mechanics; and electric and electronic equipment repairers. This category also includes some production occupations that are distinguished by the high degree of skill and precision required to perform them, based on clearly defined task specifications, such as: millwrights; etchers and engravers; tool and die makers; and pattern makers.</p>	
Operatives	Description	Position Titles
	<p>Most jobs in this category include intermediate skilled occupations and include workers who operate machines or factory-related processing equipment. Most of these occupations do not usually require more than several months of training. Examples include: textile machine workers; laundry and dry cleaning workers; photographic process workers; weaving machine operators; electrical and electronic equipment assemblers; semiconductor processors; testers, graders and sorters; bakers; and butchers and other meat, poultry and fish processing workers. This category also includes occupations of generally intermediate skill levels that are concerned with operating and controlling equipment to facilitate the movement of people or materials, such as: bridge and lock tenders; truck, bus or taxi drivers; industrial truck and tractor (forklift) operators; parking lot attendants; sailors; conveyor operators; and hand packers and packagers.</p>	<p>PT Motor Coach Operator PT Paratransit Operator Motor Coach Operator Paratransit Operator</p>
Laborers and Helpers	Description	Position Titles
	<p>Jobs in this category include workers with more limited skills who require only brief training to perform tasks that require little or no independent judgment. Examples include: production and construction worker helpers; vehicle and equipment cleaners; laborers; freight, stock and material movers; service station attendants; construction laborers; refuse and recyclable materials</p>	<p>Special Projects Supervisor Utility Worker Facility Maintenance Fuel Systems Specialist I</p>

collectors; septic tank servicers; and sewer pipe cleaners.		
Service Workers	Description	Position Titles
	<p>Jobs in this category include food service, cleaning service, personal service, and protective service activities. Skill may be acquired through formal training, job-related training or direct experience. Examples of food service positions include: cooks; bartenders; and other food service workers. Examples of personal service positions include: medical assistants and other healthcare support positions; hairdressers; ushers; and transportation attendants. Examples of cleaning service positions include: cleaners; janitors; and porters. Examples of protective service positions include: transit and railroad police and fire fighters; guards; private detectives and investigators.</p>	<p>Safety Officer Asst. Taxi Cab Administrator I Asst. Taxi Cab Administrator II</p>

Appendix B

Workforce Analysis

Workforce Analysis: By Department

General Administration

Department/ Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Administration																			
General Manager	E-6	ESLDM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Special Asst. to GM/ Clerk of the Board	S-38	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Sr. Admin. Asst	A-34	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
General Manager Staff Analyst	E-3	ESLDM	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	
Department Total:			3	1	0	2	1	0	0	0	1	0							

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Maintenance Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Maintenance																					
Director of Maintenance	E-4	ESLDM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Maintenance Supervisor	M-4	CRW	5	5	3	0	0	0	2	0	0	0	0	0	0	0	0	0	0		
Mechanic A & B	MOU	CRW	14	13	2	0	0	0	11	0	0	1	0	1	0	0	0	0	0		
Special Projects Sup.	M-3	L&H	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Asst. to Director of Maintenance	A-34	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0		
Body Mechanic A & B	MOU	CRW	4	2	2	0	0	0	0	0	0	2	0	0	0	0	2	0	0		
Revenue Mechanic	MOU	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
Electronic Farebox Technician	A-33	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Facility Maintenance	A-33	L&H	3	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0		
Facility/Construction Specialist	MOU	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Utility	MOU	L&H	12	12	1	0	0	0	11	0	0	0	0	0	0	0	0	0	0		
Shelter/Shop Maintenance Supervisor	M-3	CRW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
Stops & Zones Tech.	MOU	CRW	7	7	1	2	0	0	4	0	0	0	0	0	0	0	0	0	0		
Department Total:			52	48	16	3	0	0	32	0	0	4	1	1	0	0	2	0	0		

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Finance Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Finance																				
Director of Finance	E-4	ESL0M	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	
Payroll Accountant	S-36	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Procurement Officer	S-38	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Accountant	S-36	PRO	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Accounting Tech.	A-32	ASW	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	
Accounting Assistant	A-28	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Coin Counter	A-25	ASW	4	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	
Parts Manager	M-1	FMLOM	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Parts Assistant	A-31	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Department Total:			13	6	5	0	0	0	1	0	0	7	2	1	0	0	4	0	0	

Planning Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Planning																				
Director of Transit Planning	E-4	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Planning Services Coordinator	S-36	PRO	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Transit Planning Asst.	A-34	PRO	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Department Total:			3	1	1	0	0	0	0	0	0	2	1	0	0	0	1	0	0	

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Operations Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Operations																			
Director of Operations	E-4	ESLDM	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Operations Manager	M-7	FMLDM	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Operations Sr. Admin Assistant	A-34	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Senior Supervisor	M-5	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Paratransit Supervisor	M-4	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	S-36	OP	15	12	4	2	0	0	6	0	0	3	2	1	0	0	0	0	
Paratransit Dispatcher	S-35	OP	5	2	0	0	0	0	2	0	0	3	2	0	0	0	1	0	
Paratransit Reservationist	A-30	OP	3	0	0	0	0	0	0	0	0	3	0	0	0	0	3	0	
Operations Service Coordinator	S-38	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Information Specialist	A-30	OP	2	0	0	0	0	0	0	0	0	2	1	0	0	0	1	0	
Customer Service Clerk	A-28	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Motor Coach Operator	MOU	OP	119	93	25	12	3	0	52	0	1	26	8	5	0	1	12	0	
Part time Motor Coach Operator	MOU	OP	7	6	2	2	0	0	2	0	0	1	0	0	0	0	1	0	
Paratransit Operator	MOU	OP	35	24	8	3	0	0	13	0	0	11	3	0	0	0	7	0	
Part time Paratransit Operator	MOU	OP	12	10	2	0	0	0	8	0	0	2	0	0	0	0	2	0	
Department Total:			205	152	43	20	3	0	85	0	1	53	17	6	0	1	28	0	

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Marketing Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Marketing																				
Marketing Coordinator	M-4	FMLOM	1	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Desktop Publisher	A-35	PRO	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Community Outreach Specialist	A-35	PRO	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Department Total:			3	0	3	1	1	0	0	1	0	0								

SunFuels

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Alternative Fuels																				
Alt. Fuels Technician	A-28	TECH	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fuels Systems Spec. I	A-33	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Department Total:			2	2	1	0	0	0	1	0										

Human Resources Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Human Resources																				
Director of Human Resources	E-4	ESLDM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources Technician	A-33	PRO	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0
Department Total:			3	1	1	0	2	0	0	0	0	2	0	0						

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Risk Management Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Risk Management																					
Risk Manager	M-7	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Safety Security Coordinator	S-38	PRO	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0			
Safety Officer	A-32	SEW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0			
Department Total:			3	3	1	0	0	0	2	0											

Taxi Administration

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Taxi																					
TaxiCab Administrator	M-7	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Asst. TaxiCab Admin I	A-33	SEW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0			
Asst. TaxiCab Admin II	A-36	SEW	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0			
Sr. Admin. Asst. TaxiCab	A-34	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0			
Department Total:			4	3	1	1	1	0	0	0	0	1	0	0	0	1	0	0			

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Information Technology

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Information Technology																					
Sr. Info. Tech. & Systems Analyst	M-7	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0			
Desktop Support Tech.	A-33	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1			
Department Total:			2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1			
Total			293																		

Workforce Analysis: By Job Group (EEO – 1 Category)

Executive/Senior Level Officials and Managers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
General Manager	E-6	ESL0M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General Manager Staff Analyst	E-3	ESL0M	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Maintenance	E-4	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Finance	E-4	ESL0M	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Director of Transit Planning	E-4	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Operations	E-4	ESL0M	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Director of Human Resources	E-4	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			6	5	3	1	0	0	1	0	0	1	0	1	0	0	0	0	0

First/Mid-Level Officials and Managers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Parts Manager	M-1	FML0M	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Operations Manager	M-7	FML0M	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Coordinator	M-4	FML0M	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Risk Manager	M-7	FML0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TaxiCab Administrator	M-7	FML0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			5	4	2	1	0	0	1	0	0	1	0	1	0	0	0	0	0

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Professionals

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Payroll Accountant	S-36	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Procurement Officer	S-38	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Accountant	S-36	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0		
Parts Assistant	A-31	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Planning Services Coordinator	A-34	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0		
Transit Planning Asst.	A-34	PRO	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0		
Desktop Publisher	A-35	PRO	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0		
Community Outreach Specialist	A-35	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0		
Human Resources Technician	A-33	PRO	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0		
Safety Security Coordinator	S-38	PRO	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
Sr. Info. Tech. & Systems Analyst	M-7	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Desktop Support Tech.	A-33	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1		
Job Category Total:			13	5	4	0	0	0	1	0	0	8	2	0	0	0	5	0	1		

Technicians

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Alt. Fuels Technician	A-28	TECH	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Job Category Total:			1	1	1	0															

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Administrative Support Workers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Special Asst. to GM/ Clerk of the Board	S-38	ASW	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Sr. Admin. Asst	A-34	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	
Asst. to Director of Maintenance	A-34	ASW	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Accounting Tech.	A-32	ASW	2	0	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0	
Accounting Assistant	A-28	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	
Coin Counter	A-25	ASW	4	2	2	0	0	0	0	0	0	0	2	2	0	0	0	0	0	0	
Operations Sr. Admin Assistant	A-34	ASW	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	
Customer Service Clerk	A-28	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	
Sr. Admin. Asst. TaxiCab	A-34	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	
Job Category Total:			13	2	2	0	11	5	0	0	0	6	0	0							

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Craft Workers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Maintenance Supervisor	M-4	CRW	5	5	3	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	
Mechanic A & B	MOU	CRW	14	13	2	0	0	0	11	0	0	1	0	1	0	0	0	0	0	0	
Body Mechanic A & B	MOU	CRW	4	2	2	0	0	0	0	0	0	2	0	0	0	0	2	0	0	0	
Revenue Mechanic	MOU	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Electronic Farebox Technician	A-33	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Facility/Construction Specialist	MOU	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Shelter/Shop Maintenance Supervisor	M-3	CRW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Stops & Zones Tech.	MOU	CRW	7	7	1	2	0	0	4	0	0	0	0	0	0	0	0	0	0	0	
Job Category Total:			34	31	10	3	0	0	18	0	0	3	0	1	0	0	2	0	0		

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Operatives

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Senior Supervisor	M-5	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
Paratransit Supervisor	M-4	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Supervisor/Dispatcher	S-36	OP	15	12	4	2	0	0	6	0	0	3	2	1	0	0	0	0	0		
Paratransit Dispatcher	S-35	OP	5	2	0	0	0	0	2	0	0	3	2	0	0	0	1	0	0		
Paratransit Reservationist	A-30	OP	3	0	0	0	0	0	0	0	0	3	0	0	0	0	3	0	0		
Operations Service Coordinator	S-38	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Information Specialist	A-30	OP	2	0	0	0	0	0	0	0	0	2	1	0	0	0	1	0	0		
Motor Coach Operator	MOU	OP	119	93	25	12	3	0	52	0	1	26	8	5	0	1	12	0	0		
Part time Motor Coach Operator	MOU	OP	7	6	2	2	0	0	2	0	0	1	0	0	0	0	1	0	0		
Paratransit Operator	MOU	OP	35	24	8	3	0	0	13	0	0	11	3	0	0	0	7	0	1		
Part time Paratransit Operator	MOU	OP	12	10	2	0	0	0	8	0	0	2	0	0	0	0	2	0	0		
Job Category Total:			201	150	43	19	3	0	84	0	1	51	16	6	0	1	27	0	1		

SunLine Transit Agency
 Workforce Analysis
 August 15, 2013

Laborers and Helpers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Special Projects Sup.	M-3	L&H	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Facility Maintenance	A-33	L&H	3	3	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0		
Utility	MOU	L&H	12	12	1	0	0	0	11	0	0	0	0	0	0	0	0	0	0		
Fuels Systems Spec. I	A-33	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
Job Category Total:			17	17	2	0	0	0	15	0											

Service Workers

Position Title	Salary Code	EEO Category/ Job Group	Total Employees	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Safety Officer	A-32	SEW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0		
Asst. TaxiCab Admin I	A-33	SEW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
Asst. TaxiCab Admin II	S-36	SEW	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
Job Category Total:			3	3	0	1	1	0	1	0											

Total **293**

Appendix C

Salary Analysis

Salary Analysis: By Department

General Administration

Department/ Position Title	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Administration																			
General Manager	Vacant	ESLDM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Special Asst. to GM/ Clerk of the Board	\$70,012.80	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Sr. Admin. Asst	\$36,816.00	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
General Manager Staff Analyst	\$191,526.40	ESLDM	1	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Department Total:			3	1	0	2	1	0	0	0	1	0	0						

Maintenance Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Maintenance, Cont.																			
Mechanic A	\$51,729.60	CRW	4	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0
Mechanic A, Swing Shift	\$52,748.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanic A, Graveyard S	\$52,769.60	CRW	4	3	1	0	0	0	2	0	0	1	0	1	0	0	0	0	0
Mechanic A	\$53,788.80	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Mechanic A	\$53,809.60	CRW	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Mechanic B	\$43,950.40	CRW	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Body Mechanic A	\$51,729.60	CRW	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Body Mechanic B	\$45,448.00	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Body Mechanic B	\$52,769.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Special Projects Sup.	\$53,560.00	L&H	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Revenue Mechanic	\$51,729.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Electronic Farebox Technician	\$44,969.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0

SunLine Transit Agency
Salary Analysis
August 15, 2013

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Maintenance, Cont.																			
Facility Maintenance	\$40,456.00	L&H	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
Facility Maintenance	\$42,764.80	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Facility/Construction Specialist	\$45,302.40	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Utility	\$34,902.40	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Utility	\$36,400.00	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Utility	\$37,481.60	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Utility	\$38,209.60	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Utility	\$38,230.40	L&H	6	6	0	0	0	0	6	0	0	0	0	0	0	0	0	0	
Utility	\$43,971.20	L&H	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	
Shelter/Shop Maintenance Supervisor	\$56,992.00	CRW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Stops & Zones Tech.	\$35,089.60	CRW	2	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	
Stops & Zones Tech.	\$36,753.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Stops & Zones Tech.	\$37,481.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Stops & Zones Tech.	\$40,456.00	CRW	3	3	0	1	0	0	2	0	0	0	0	0	0	0	0	0	
Department Total:			52	50	14	3	0	0	34	0	0	2	1	1	0	0	0	0	

SunLine Transit Agency
Salary Analysis
August 15, 2013

Finance Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Finance																			
Director of Finance	\$125,000.00	ESL0M	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0
Payroll Accountant	\$45,739.20	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Procurement Officer	\$56,721.60	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Accountant	\$53,019.20	PRO	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Accounting Tech.	\$33,363.20	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Accounting Tech.	\$40,227.20	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Accounting Assistant	\$27,123.20	ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Coin Counter	\$11,096.80	ASW	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Coin Counter	\$11,783.20	ASW	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Coin Counter	\$12,095.20	ASW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Parts Manager	\$50,107.20	FML0M	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Parts Assistant	\$35,838.40	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Department Total:			13	6	5	0	0	0	1	0	0	7	2	1	0	0	4	0	0

Planning Department

Department/ Position Title	Salary Code	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Planning																			
Director of Transit Planning	\$100,006.40	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Planning Services Coordinator	\$45,884.80	PRO	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0
Transit Planning Asst.	\$37,003.20	PRO	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0
Department Total:			3	1	1	0	0	0	0	0	0	2	1	0	0	0	1	0	0

SunLine Transit Agency
Salary Analysis
August 15, 2013

Operations Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Operations																			
Director of Operations	\$115,003.20	ESL0M	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Operations Manager	\$75,004.80	FML0M	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Operations Service Coordinator	\$51,230.40	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operations Sr. Admin Assistant	\$39,187.20	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Senior Supervisor	\$46,696.00	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$39,457.60	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$41,766.40	OP	3	3	2	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$42,515.20	OP	6	4	2	1	0	0	1	0	0	2	2	0	0	0	0	0	
Supervisor/Dispatcher	\$42,536.00	OP	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,243.20	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,700.80	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,617.60	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$52,270.40	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Paratransit Supervisor	\$49,337.60	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Paratransit Dispatcher	\$41,350.40	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Paratransit Dispatcher	\$39,603.20	OP	4	1	0	0	0	0	1	0	0	3	2	0	0	0	1	0	
Paratransit Reservationist	\$30,284.80	OP	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	
Paratransit Reservationist	\$33,945.60	OP	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Information Specialist	\$30,284.80	OP	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Information Specialist	\$33,654.40	OP	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Customer Service Clerk	\$30,284.80	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Department/ Position Title	Salary	EEO Category	Total Employees	MALES									FEMALES						
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Operations, Cont.																			
Motor Coach Operator	\$39,312.00	OP	119	93	25	12	3	0	52	0	1	26	8	5	0	1	12	0	0
Part time Motor Coach Operator	\$28,204.80	OP	7	5	1	1	0	0	3	0	0	2	0	0	0	0	2	0	0
Paratransit Operator	\$30,659.20	OP	27	17	7	4	0	0	6	0	0	10	4	0	0	0	4	0	2
Paratransit Operator	\$28,121.60	OP	6	5	2	0	0	0	3	0	0	1	0	0	0	0	1	0	0
Paratransit Operator	\$26,852.80	OP	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Part time Paratransit Operator	\$20,139.00	OP	12	10	2	0	0	0	8	0	0	2	0	0	0	0	2	0	0
Department Total:			205	152	43	20	3	0	85	0	1	53	18	5	0	1	27	0	2

Marketing Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES									FEMALES						
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Marketing																			
Marketing Coordinator	\$50,980.80	FMLQM	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Desktop Publisher	\$38,625.60	PRO	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Community Outreach Specialist	\$38,272.00	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Department Total:			3	0	3	1	1	0	0	1	0	0							

SunFuels

Department/ Position Title	Salary	EEO Category	Total Employees	MALES									FEMALES						
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Alternative Fuels																			
Alt. Fuels Technician	\$35,048.00	TECH	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fuels Systems Spec. I	\$54,371.20	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Department Total:			2	2	1	0	0	0	1	0									

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Human Resources Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Human Resources																			
Director of Human Resources	\$100,006.40	ESLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Human Resources Technician	\$40,019.20	PRO	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	0
Department Total:			3	1	1	0	0	0	0	0	0	2	0	0	0	0	2	0	0

Risk Management Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Risk Management																			
Risk Manager	\$58,001.20	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Safety Security Coordinator	\$48,006.40	PRO	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Safety Officer	\$39,894.40	SEW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Department Total:			3	3	1	0	0	0	2	0									

Taxi Administration

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Taxi																			
TaxiCab Administrator	\$65,000.00	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst. TaxiCab Admin I	\$34,840.00	SEW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Asst. TaxiCab Admin II	\$42,016.00	SEW	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Sr. Admin. Asst. TaxiCab	\$37,918.40	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Department Total:			4	3	1	1	1	0	0	0	0	1	0	0	0	0	1	0	0

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Information Technology Department

Department/ Position Title	Salary	EEO Category	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Information Technology																			
Sr. Info. Tech. & Systems Analyst	\$66,310.40	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Desktop Support Tech.	\$37,232.00	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Department Total:			2	1	1	0	0	0	0	0	0	1	0	0	0	0	0	1	
Total			293																

Salary Analysis: By Job Group

Executive/Senior Level Official and Managers

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
General Manager	Vacant	ESL0M	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Finance	\$125,000.00	ESL0M	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Director of Transit Planning	\$100,006.40	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Operations	\$115,003.20	ESL0M	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Director of Human Resources	\$100,006.40	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Director of Maintenance	\$90,001.60	ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			5	4	3	0	0	0	1	0	0	1	0	1	0	0	0	0	0

Executive/Senior Level Officials and Managers				
Mean: \$106,003.52	Median: \$100,006.40	Mode: \$100,006.40	Average Deviation: \$11,198.46	Variance: \$34,998.40
Female				
Mean: \$125,000.00	Median: \$125,000.00	Mode: N/A	Average Deviation: \$0.00	Variance: \$0.00
Minorities				
Mean: \$120,001.60	Median: \$120,001.60	Mode: N/A	Average Deviation: \$4,998.40	Variance: \$9,996.80

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

First/Mid-Level Officials and Managers

Classification	Salary	EEO Category/	Total Employees	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Alternative Fuels Project Manager	\$109,137.60	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Parts Manager	\$50,107.20	FMLOM	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	
Operations Manager	\$75,004.80	FMLOM	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Marketing Coordinator	\$50,980.80	FMLOM	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	
Risk Manager	\$58,001.20	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TaxiCab Administrator	\$65,000.00	FMLOM	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Job Category Total:			6	5	3	1	0	0	1	0	0	1	0	1	0	0	0	0	0	

First/Mid- Level Officials and Managers									
Mean:	\$68,038.60	Median:	\$61,500.60	Mode:	N/A	Average Deviation:	\$7,974.10	Variance:	\$59,030.40
Female									
Mean:	\$50,980.80	Median:	\$50,980.80	Mode:	N/A	Average Deviation:	\$0.00	Variance:	\$0.00
Minorities									
Mean:	\$62,992.80	Median:	\$62,992.80	Mode:	N/A	Average Deviation:	\$12,012.00	Variance:	\$24,024.00

SunLine Transit Agency
Salary Analysis
August 15, 2013

Professionals

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Payroll Accountant	\$45,739.20	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Procurement Officer	\$56,721.60	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Accountant	\$53,019.20	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Parts Assistant	\$35,838.40	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Planning Services Coordinator	\$45,884.80	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Transit Planning Asst.	\$37,003.20	PRO	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Desktop Publisher	\$38,625.60	PRO	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Community Outreach Specialist	\$38,272.00	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Human Resources Technician	\$40,019.20	PRO	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	
Safety Security Coordinator	\$48,006.40	PRO	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Sr. Info. Tech. & Systems Analyst	\$66,310.40	PRO	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Desktop Support Tech.	\$37,232.00	PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
Job Category Total:			13	5	4	0	0	0	1	0	0	8	2	0	0	0	5	0	

Professionals				
Mean: \$44,822.40	Median: \$40,019.20	Mode: \$40,019.20	Average Deviation: \$7,191.88	Variance: \$29,307.20
Female				
Mean: \$41,259.40	Median: \$39,322.40	Mode: 40019.2	Average Deviation: \$4,096.30	Variance: \$16,016.00
Minorities				
Mean: \$43,207.54	Median: \$40,019.20	Mode: \$40,019.20	Average Deviation: \$4,939.36	Variance: \$15,787.20

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Technicians

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Alt. Fuels Technician	\$35,048.00	TECH	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Job Category Total:			1	1	1	0													

Administrative Support Workers

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Special Asst. to GM/ Clerk of the Board	\$70,012.80	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Sr. Admin. Asst	\$36,816.00	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Asst. to Director of Maintenance	\$48,692.80	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Accounting Tech.	\$33,363.20	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Accounting Tech.	\$40,227.20	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Accounting Assistant	\$27,123.20	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Coin Counter	\$11,096.80	ASW	2	1	1	0	0	0	0	0	0	1	1	0	0	0	0	0	
Coin Counter	\$11,783.20	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Coin Counter	\$12,095.20	ASW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operations Sr. Admin Assistant	\$39,187.20	ASW	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Customer Service Clerk	\$30,284.80	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Sr. Admin. Asst. TaxiCab	\$37,918.40	ASW	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Job Category Total:			13	2	2	0	0	0	0	0	0	9	4	0	0	0	5	0	

Administrative Support Workers				
Mean: \$31,515.20	Median: \$33,363.20	Mode: \$11,096.80	Average Deviation: \$13,170.95	Variance: \$58,916.00
Female				
Mean: \$35,136.87	Median: \$36,816.00	Mode: N/A	Average Deviation: \$11,278.76	Variance: \$58,916.00
Minorities				
Mean: \$34,288.80	Median: \$35,089.60	Mode: N/A	Average Deviation: \$4,031.73	Variance: \$13,104.00

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Craft Workers

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Maintenance Supervisor	\$56,368.00	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Maintenance Supervisor	\$56,992.00	CRW	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Maintenance Supervisor	\$60,361.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Maintenance Supervisor	\$67,704.00	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanic A	\$51,729.60	CRW	4	4	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0
Mechanic A, Swing Shift	\$52,748.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Mechanic A, Graveyard	\$52,769.60	CRW	4	3	1	0	0	0	2	0	0	1	0	1	0	0	0	0	0
Mechanic A	\$53,788.80	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Mechanic A	\$53,809.60	CRW	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Mechanic B	\$43,950.40	CRW	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Body Mechanic A	\$51,729.60	CRW	2	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Body Mechanic B	\$45,448.00	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Body Mechanic B	\$52,769.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Revenue Mechanic	\$51,729.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Electronic Farebox Technician	\$44,969.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Facility/Construction Specialist	\$45,302.40	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shelter/Shop Maintenance Supervisor	\$56,992.00	CRW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Stops & Zones Tech.	\$35,089.60	CRW	2	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0
Stops & Zones Tech.	\$36,753.60	CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stops & Zones Tech.	\$37,481.60	CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Stops & Zones Tech.	\$40,456.00	CRW	3	3	0	1	0	0	2	0	0	0	0	0	0	0	0	0	0
Job Category Total:			34	33	10	3	0	0	20	0	0	1	0	1	0	0	0	0	0

Craft Workers									
Mean:	\$49,648.41	Median:	\$51,729.60	Mode:	\$51,729.60	Average Deviation:	\$6,078.72	Variance:	\$25,272.00
Female									
Mean:	\$52,769.60	Median:	\$52,769.60	Mode:	N/A	Average Deviation:	\$0.00	Variance:	\$0.00
Minorities									
Mean:	\$48,494.33	Median:	\$51,729.60	Mode:	\$51,729.60	Average Deviation:	\$6,172.62	Variance:	\$21,278.40

SunLine Transit Agency
Salary Analysis
August 15, 2013

Operatives

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Operations Service Coordinator	\$51,230.40	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Senior Supervisor	\$46,696.00	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$39,457.60	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$41,766.40	OP	3	3	2	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$42,515.20	OP	6	4	2	1	0	0	1	0	0	2	2	0	0	0	0	0	
Supervisor/Dispatcher	\$42,536.00	OP	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,243.20	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,700.80	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$43,617.60	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Supervisor/Dispatcher	\$52,270.40	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Paratransit Supervisor	\$49,337.60	OP	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	
Paratransit Dispatcher	\$41,350.40	OP	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Paratransit Dispatcher	\$39,603.20	OP	4	1	0	0	0	0	1	0	0	3	2	0	0	0	1	0	
Paratransit Reservationist	\$30,284.80	OP	2	0	0	0	0	0	0	0	0	2	0	0	0	0	2	0	
Paratransit Reservationist	\$33,945.60	OP	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Information Specialist	\$30,284.80	OP	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	
Information Specialist	\$33,654.40	OP	1	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	
Motor Coach Operator	\$39,312.00	OP	119	93	25	12	3	0	52	0	1	26	8	5	0	1	12	0	
Part time Motor Coach Operator	\$28,204.80	OP	7	5	1	1	0	0	3	0	0	2	0	0	0	0	2	0	
Paratransit Operator	\$30,659.20	OP	27	17	7	4	0	0	6	0	0	10	4	0	0	0	4	0	
Paratransit Operator	\$28,121.60	OP	6	5	2	0	0	0	3	0	0	1	0	0	0	0	1	0	
Paratransit Operator	\$26,852.80	OP	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	
Part time Paratransit Operator	\$20,139.00	OP	12	10	2	0	0	0	8	0	0	2	0	0	0	0	2	0	
Job Category Total:			201	150	43	19	3	0	84	0	1	51	17	5	0	1	26	0	

SunLine Transit Agency
Salary Analysis
August 15, 2013

Operatives				
Mean: \$36,423.13	Median: \$39,312.00	Mode: \$39,312.00	Average Deviation: \$4,962.13	Variance: \$32,131.40
Female				
Mean: \$35,604.07	Median: \$39,312.00	Mode: \$39,312.00	Average Deviation: \$4,793.17	Variance: \$22,376.20
Minorities				
Mean: \$35,374.20	Median: \$39,312.00	Mode: \$39,312.00	Average Deviation: \$5,780.66	Variance: \$32,131.40

Laborers and Helpers

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Special Projects Sup.	\$53,560.00	L&H	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Facility Maintenance	\$40,456.00	L&H	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Facility Maintenance	\$42,764.80	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Utility	\$34,902.40	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Utility	\$36,400.00	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Utility	\$37,481.60	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Utility	\$38,209.60	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Utility	\$38,230.40	L&H	6	6	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0
Utility	\$43,971.20	L&H	2	2	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Fuels Systems Spec. I	\$54,371.20	L&H	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Job Category Total:			17	17	2	0	0	0	15	0									

Laborers and Helpers				
Mean: \$40,747.20	Median: \$38,230.40	Mode: \$38,230.40	Average Deviation: \$3,959.80	Variance: \$19,468.80
Female				
Mean: N/A	Median: N/A	Mode: N/A	Average Deviation: N/A	Variance: N/A
Minorities				
Mean: \$44,512.00	Median: \$41,610.40	Mode: \$40,456.00	Average Deviation: \$4,929.60	Variance: \$13,915.20

SunLine Transit Agency
 Salary Analysis
 August 15, 2013

Service Workers

Classification	Salary	EEO Category/	Total Employees	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Safety Officer	\$39,894.40	SEW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	
Asst. TaxiCab Admin I	\$34,840.00	SEW	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	
Asst. TaxiCab Admin II	\$42,016.00	SEW	1	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	
Job Category Total:			3	3	0	1	1	0	1	0									

Service Workers				
Mean: \$38,916.80	Median: \$39,894.40	Mode: N/A	Average Deviation: \$2,717.87	Variance: \$7,176.00
Female				
Mean: N/A	Median: N/A	Mode: N/A	Average Deviation: N/A	Variance: N/A
Minorities				
Mean: \$38,916.80	Median: \$39,894.40	Mode: N/A	Average Deviation: \$2,717.87	Variance: \$7,176.00

Total **293**

Appendix D

Availability Determination

Determine Availability
41 CFR 60-2.14

Executive/Senior Level Officials and Managers (EEO – 1 Category)

1.1- Executive/Senior Level Officials and Managers

Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in the recruitment area	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County – CA Positions are high-level and highly skilled and may require extensive search.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	17%	50%	25%	4.25%	12.5%	General Manager Feeder Position(s): Director of Operations Director of Maintenance Director of Planning Director of Finance Director of HR Director of HR Feeder position(s): Human Resources Manager Director of Maintenance Feeder position(s): Maintenance Manager	25% of placements into this job group are from internal promotions.

Executive/Senior Level Officials and Managers (EEO – 1 Category)						
1.1- Executive/Senior Level Officials and Managers						
Category	Raw Statistics		Value Weight	Weighted Statistics		Reason for Weighting
	Female	Minority		Female	Minority	
					Director of Operations: Feeder position(s): Operations Manager Director of Planning Feeder Position(s): Transit Planning Manager Director of Finance Feeder Position(s): Accounting Manager Budget Manager General Manager Staff Analyst Feeder Position(s): None Employees advancing from the internal feeder position will have developed the skills necessary to excel in these positions.	
				41.95%	57.9%	<Final Factors

Executive/Senior Level Officials and Managers (EEO – 1 Category)							
1.2 – First/Mid-Level Officials and Managers (FMLOM)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	50%	25.1%	30.3%	2010 Census Data Reasonable: Riverside County - CA Positions require advanced skill levels usually found in this particular area because of proximity to educational opportunities.	50% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	20%	60%	50%	10%	30%	Accounting Manager Feeder position(s): Accountant Budget Analyst Payroll Accountant Taxicab Administrator Feeder position(s): Assistant Taxicab Administrator I/II Marketing Coordinator Feeder position(s): Community Outreach Coordinator Marketing Specialist I/II	50% of placements into this job group are made from internal promotions.

Executive/Senior Level Officials and Managers (EEO – 1 Category)							
1.2 – First/Mid-Level Officials and Managers (FMLOM)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						Operations Manager Feeder position(s): Senior Supervisor Parts Manager Feeder position(s): Parts Assistant Risk Manager Feeder position(s): Safety & Security Coordinator	
				35.1%	60.3%	<Final Factors	

2 – Professionals (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	50%	25.1%	30.3%	2010 Census Data Reasonable: Riverside County - CA Positions require advanced skill levels usually found in this particular area because of proximity to educational opportunities.	50% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	61.5%	53.8%	50%	30.75%	26.9%	Accountant Feeder position(s): Accounting Technician Payroll Accountant Feeder position(s): Accounting Technician Procurement Officer Feeder position(s): Contracts Assistant Parts Assistant Feeder position(s): None Planning Services Coordinator Feeder position(s):	50% of placements into this job group are made from internal promotions.

2 – Professionals (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						Transit Planning Assistant Transit Planning Assistant Feeder position(s): Administrative Assistant Desktop Publisher Feeder position(s): Senior Administrative Assistant Community Outreach Specialist Feeder position(s): None Human Resources Technician Feeder position(s): None Safety & Security Coordinator Feeder position(s): Security Systems Officer Sr. Information Technology Systems	

2 – Professionals (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						Analyst Feeder position(s): Desktop Support Tech Desktop Support Technician Feeder position(s): None	
				55.85%	57.2%	<Final Factors	

3 – Technicians (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	100%	50.2%	60.5%	2010 Census Data Reasonable: Riverside County - CA Positions require technical expertise and may require licenses or certifications. Technical schools are located in this area.	100% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	0%	0%	0%	0%	0%	Alternative Fuels Technician Feeder position(s): None	0% of placements into this job group are made from internal promotions.
				50.2%	60.5%	<Final Factors	

4 – Sales Workers (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.						No classifications in this job group.	
						<Final Factors	

5 – Administrative Support Workers (EEO – 1 Category)

Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County - CA Positions require basic technical and organizational skills and typically entry level into a technical, para-professional or professional classification. Sufficient post-secondary schools are located in this area to meet staffing needs.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	84.6%	46.2%	25%	21.2%	11.6%	Accounting Technician Feeder position(s): Accounting Assistant Accounting Assistant Feeder position(s): Coin Counter Assistant to the Director of Maintenance Feeder position(s): Administrative Assistant Coin Counter Feeder position(s):	25% of placements into this job group are made from internal promotions.

5 – Administrative Support Workers (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						None Operations Sr. Administrative Assistant Feeder position(s): Administrative Assistant Customer Service Clerk Feeder position(s): None Senior Administrative Assistant Taxicab Feeder position(s): Administrative Assistant Special Asst. to the General Manager/Clerk of the Board Feeder position(s): Senior Administrative Assistant Senior Administrative Assistant Feeder position(s): Administrative Assistant	
				58.9%	57%	<Final Factors	

6 – Craft Workers (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County - CA Positions require technical expertise and may require licenses or certifications.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	9.6%	70.6%	25%	2.4%	17.7%	Body Mechanic A/B Feeder position(s): None Maintenance Supervisor Feeder position(s): Mechanic A/B Mechanic A/B Feeder position(s): None Electronic Farebox Technician Feeder position(s): None Facility/Construction Specialist Feeder position(s):	25% of placements into this job group are made from internal promotions.

6 – Craft Workers (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						Facility Maintenance Shelter/Shop Maintenance Supervisor Feeder position(s): Facility/Construction Specialist Stops and Zones Technician Feeder position(s): None Revenue Mechanic Feeder position(s): None	
				40.1%	63.1%	<Final Factors	

7 – Operatives (EEO – 1 Category)

Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County - CA Positions require technical expertise and may require licenses or certifications.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	25.4%	70.6%	25%	6.4%	17.7%	Senior Supervisor Feeder position(s): Supervisor/Dispatcher Paratransit Dispatcher Paratransit Supervisor Supervisor/Dispatcher Feeder position(s): Motor Coach Operator Paratransit Operator Paratransit Supervisor Feeder position(s): Motor Coach Operator Paratransit Operator Paratransit Dispatcher Feeder position(s): Paratransit Reservationist	25% of placements into this job group are made from internal promotions.

7 – Operatives (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						<p>Paratransit Reservationist Feeder position(s): Information Specialist</p> <p>Operations Service Coordinator Feeder position(s): Supervisor/Dispatcher</p> <p>Information Specialist Feeder position(s): None</p> <p>Motor Coach Operator Feeder position(s): Part-time Motor Coach Operator</p> <p>Part-Time Motor Coach Operator Feeder position(s): Paratransit Operator Part-time Paratransit Operator</p> <p>Paratransit Operator Feeder position(s): None</p>	

7 – Operatives (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
						Part-Time Paratransit Operator Feeder position(s): None	
				44.1%	63.1%	<Final Factors	

8 – Laborers and Helpers (EEO – 1 Category)

Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County - CA Positions require technical expertise and may require licenses or certifications.	75% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	0%	88.2%	25%	0%	22.1%	Special Projects Supervisor Feeder position(s): Facility Maintenance Facility Maintenance Feeder position(s): None Utility Feeder position(s): None Fuel Systems Specialist Feeder position(s): Alternative Fuel Technician	25% of placements into this job group are made from internal promotions.
				37.7%	67.5%	<Final Factors	

9 – Service Workers (EEO – 1 Category)							
Category	Raw Statistics		Value Weight	Weighted Statistics		Source of Statistics	Reason for Weighting
	Female	Minority		Female	Minority		
1. Percentage of minorities or women with requisite skills in recruitment area.	50.2%	60.5%	75%	37.7%	45.4%	2010 Census Data Reasonable: Riverside County - CA Positions require technical expertise and may require licenses or certifications.	50% of placements into this job group are from external hires.
2. Percentage of minorities or women among those promotable, transferable, and trainable within the organization.	0%	100%	25%	0%	25%	Safety Officer Feeder position(s): None Assistant Taxicab Administrator I Feeder position(s): None Assistant Taxicab Administrator II Feeder position(s): Assistant Taxicab Administrator I	50% of placements into this job group are made from internal promotions.
				37.7%	70.4%	<Final Factors	

Appendix E

Comparing Incumbent to Availability and Annual Placement Goals

SunLine Transit Agency
 Comparing Incumbent to Availability and Annual Placement Goals

Comparing Incumbent to Availability and Annual Placement Goals

Job Group	Female Incumbency	Female Availability	Establish Goal? Yes/No	If Yes, Goal for Females	Corrective Actions
Executive/Senior Level Officials and Managers	17%	41.95%	Yes	41.95%	SunLine will continue to develop internal female candidates as available. Efforts will be increased to attract females from like positions from other public agencies. Searches will be made through trade publications and professional associations.
First/Mid-Level Officials and Managers	20%	35.1%	Yes	35.1%	SunLine will continue to target females in like professions as well as encourage internal candidates to seek training and education to become qualified candidates.
Professionals	61.5%	55.85%	No	N/A	N/A
Technicians*	0%	50.2%	No	N/A	N/A
Sales Workers	N/A	N/A	N/A	N/A	N/A
Administrative Support Workers	84.6%	58.9%	No	N/A	N/A
Craft Workers	9.6%	40.1%	Yes	40.1%	SunLine will advertise to females in these occupational fields. Work with local colleges and trade schools to identify females for recruitment.
Operativas	25.4%	44.1%	Yes	44.1%	Increase advertisements in local publications. Utilize female staff in this category at job fairs to promote careers to females.
Laborers and Helpers	0%	37.7%	Yes	37.7%	SunLine will advertise to females in these occupational fields. Work with local colleges and trade schools to identify females for recruitment.
Service Workers	0%	37.7%	Yes	37.7%	SunLine will advertise to females in these occupational fields. Work with local colleges and trade schools to identify females for recruitment.

Note: There is only one position in this job group category.

SunLine Transit Agency
 Comparing Incumbent to Availability and Annual Placement Goals

Job Group	Minority Incumbency	Minority Availability	Establish Goal? Yes/No	If Yes, Goal for Minorities	Corrective Actions
Executive/Senior Level Officials and Managers	50%	57.9%	Yes	57.9%	SunLine will continue to develop internal minority candidates as available. Efforts will be increased to attract minorities from like positions from other public agencies. Searches will be made through trade publications and professional associations.
First/Mid-Level Officials and Managers	60%	60.3%	No	N/A	N/A
Professionals	53.8%	57.2%	Yes	57.2%	Encourage internal employees to pursue and complete training and education to become qualified candidates. SunLine will work with local colleges and universities to identify minorities for recruitment.
Technicians*	0%	60.5%	No	N/A	N/A
Sales Workers	N/A	N/A	N/A	N/A	N/A
Administrative Support Workers	46.2%	57%	Yes	57%	Encourage internal employees to pursue and complete training and education to become qualified candidates. SunLine will work with local colleges and universities to identify minorities for recruitment.
Craft Workers	70.6%	63.1%	No	N/A	N/A
Operatives	70.6%	63.1%	No	N/A	N/A
Laborers and Helpers	88.2%	67.5%	No	N/A	N/A
Service Workers	100%	70.4%	No	N/A	N/A

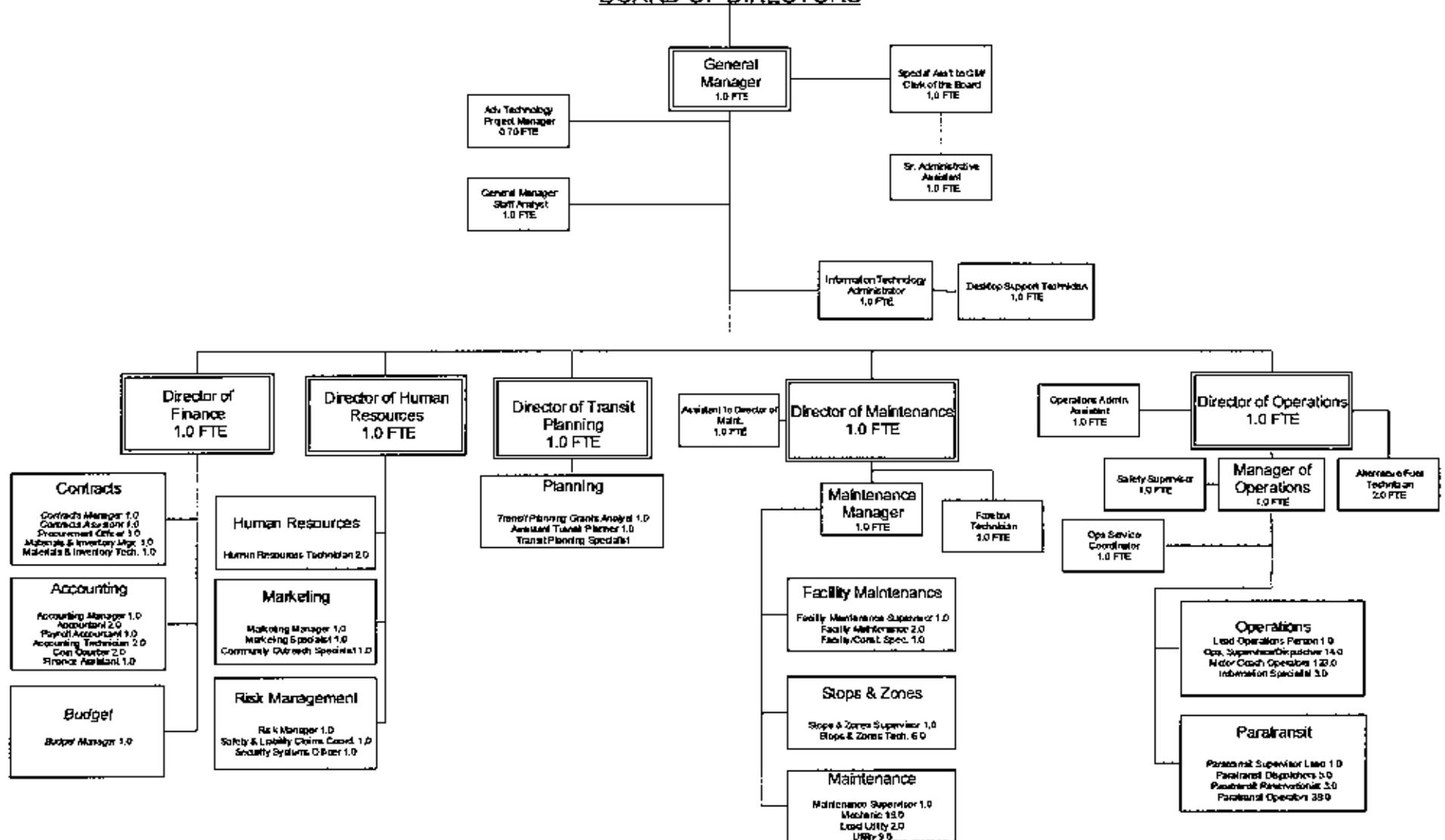
Note: There is only one position in this job group category.

Appendix F

Organizational Chart

SunLine Transit Agency

BOARD OF DIRECTORS



* Taxi Cab Administrator
EEO Officer

— Designated as DBLO

Appendix G

Hires and Terms by Job Group (EEO – 1 Category), Gender, and Ethnicity

SunLine Transit Agency
Hires and Terms by Job Group (EEO – 1 Category), Gender and Ethnicity
July 1, 2012 to June 30, 2013

Total Hires - All Job Categories

	Total Hires	MALES									FEMALES							
		Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
All Job Categories:	25	17	5	3	0	0	8	0	0	8	2	2	0	0	4	0	0	

Executive/Senior Level Officials and Managers

Position Title	Salary Code	EEO Category/	Total Hires	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Director of Finance		ESL0M	1	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0		
Director of Human Resources		ESL0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
General Manager Staff Analyst		ESL0M	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0		
Job Category Total:			3	2	1	1	0	0	0	0	0	1	0	1	0	0	0	0		

First/Mid-Level Officials and Managers

Position Title	Salary Code	EEO Category/	Total Hires	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Accounting Manager		FLM0M	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Job Category Total:			1	1	0															

Professionals

Position Title	Salary Code	EEO Category/	Total Hires	MALES									FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Accountant		PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0		
Human Resources Technician		PRO	1	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0		
Job Category Total:			2	0	2	0	0	0	0	2	0									

SunLine Transit Agency
Hires and Terms by Job Group (EEO – 1 Category), Gender and Ethnicity
July 1, 2012 to June 30, 2013

Administrative Support Workers

Position Title	Salary Code	EEO Category/	Total Hires	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Accounting Assistant		ASW	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0
Coin Counter		ASW	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Job Category Total:			3	1	1	0	2	1	0	0	0	1	0	0						

Craft Workers

Position Title	Salary Code	EEO Category/	Total Hires	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Mechanic B		CRW	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Stops & Zones Tech		CRW	2	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			2	2	0	1	0	0	1	0										

Operatives

Position Title	Salary Code	EEO Category/	Total Hires	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Supervisor/Dispatcher		OP	1	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0
Part Time Paratransit Operator		OP	11	9	3	1	0	0	5	0	0	2	1	0	0	0	1	0	0	
Job Category Total:			12	9	3	1	0	0	5	0	0	3	1	1	0	0	1	0	0	

Laborers and Helpers

Position Title	Salary Code	EEO Category/	Total Hires	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Utility Worker		LH	2	2	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0
Job Category Total:			2	2	0	0	0	0	2	0									

SunLine Transit Agency
Hires and Terms by Job Group (EEO – 1 Category), Gender and Ethnicity
July 1, 2012 to June 30, 2013

Total Terminations – All Job Categories

	Total Terms	MALES								FEMALES							
		Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
All Job Categories:	22	9	5	3	0	0	1	0	0	13	5	5	0	0	3	0	0

Executive/Senior Level Officials and Managers

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
General Manager		ESL0M	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0		
Chief of Staff		ESL0M	1	0	0	0	0	0	0	0	1	0	1	0	0	0	0		
Director of Finance		ESL0M	2	1	0	1	0	0	0	0	1	0	1	0	0	0	0		
Job Category Total:			4	2	0	2	0	0	0	0	2	0	2	0	0	0	0		

First/Mid-Level Officials and Managers

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Human Resources Manager		FLM0M	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0		
Accounting Manager		FLM0M	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0		
Job Category Total:			2	1	1	0	0	0	0	0	1	1	0	0	0	0	0		

Professionals

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES							
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+
Safety Security		PRO	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0		
Human Resources Technician		PRO	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0		
Job Category Total:			2	0	0	0	0	0	0	0	2	1	0	0	1	0	0		

SunLine Transit Agency
Hires and Terms by Job Group (EEO – 1 Category), Gender and Ethnicity
July 1, 2012 to June 30, 2013

Administrative Support Workers

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	
Contracts Assistant		ASW	2	0	0	0	0	0	0	0	0	0	2	0	1	0	0	1	0	0
Coin Counter		ASW	2	1	1	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0
Job Category Total:			4	1	1	0	3	1	1	0	0	1	0	0						

Craft Workers

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES									
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Maintenance Supervisor		CRW	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			1	1	1	0															

Operatives

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES									
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Supervisor/Dispatcher		OP	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0
Part Time Paratransit Operator		OP	2	1	0	1	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0
Motor Coach Operator		OP	5	2	1	0	0	0	1	0	0	0	3	1	2	0	0	0	0	0	0
Job Category Total:			8	3	1	1	0	0	1	0	0	0	5	2	2	0	0	1	0	0	0

Laborers and Helpers

Position Title	Salary Code	EEO Category/	Total Terms	MALES								FEMALES									
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+		
Utility Worker		LH	1	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Job Category Total:			1	1	1	0															

Appendix H

Applicant Summary

SunLine Transit Agency
 Applicant Summary
 July 1, 2012 to June 30, 2013

Recruitment	Salary Code	EED Category/ Job Group	Total Applicants	MALES									FEMALES								
				Total	W	B/AA	A	AI/AN	H/L	NH/OPI	Not Stated	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	NotSta.
Part Time Paratransit Operator January '13		DP	46	35	10	3	0	1	20	0	1	0	21	4	1	0	0	6	0	0	0
Part Time Paratransit Operator June '13		DP	41	35	6	7	1	0	20	0	0	1	6	4	0	0	0	1	0	1	0
Part Time Paratransit Operator July '12		OP	37	29	8	5	0	1	14	0	1	0	8	3	1	0	0	3	0	1	0
Coin Counter		ASW	21	6	3	0	0	0	1	0	2	0	15	5	1	1	1	6	0	1	0
Human Resources Tech		PRO	21	5	1	0	0	0	4	0	0	0	16	4	0	2	0	9	0	0	1
Contracts Assistant		PRO	18	7	4	1	0	0	2	0	0	0	11	2	2	0	0	6	0	1	0
Accounting Manager		FMLOM	13	6	3	0	2	0	1	0	0	0	7	1	2	0	0	3	0	0	1
Accounting Assistant		ASW	61	18	9	0	1	0	7	0	1	0	43	20	0	3	0	20	0	0	0
Director of Human Resources		ESLOM	34	18	14	2	0	0	2	0	0	0	16	8	1	1	0	4	0	2	0
Director of Finance		ESLOM	14	8	5	0	0	0	0	0	2	0	6	4	1	0	0	0	0	1	0
Stops & Zones Tech		CRW	47	45	7	3	1	0	33	0	0	1	2	0	0	0	0	2	0	0	0
Utility Worker		LH	22	18	2	4	0	0	11	0	0	1	4	1	1	0	0	2	0	0	0
Supervisor/Dispatcher October '12		OP	17	13	6	1	0	1	5	0	0	0	4	2	2	0	0	0	0	0	0
Risk Manager		FMLOM	16	5	2	1	0	0	1	0	0	1	11	5	2	0	0	2	0	2	0
Desktop Support Tech		PRO	4	2	1	0	0	0	1	0	0	0	2	0	0	0	0	1	0	1	0
Safety Security Coordinator		PRO	6	5	1	1	0	0	3	0	0	0	1	1	0	0	0	0	0	0	0
Mechanic		CRW	8	8	0	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0
Total Applicants:			426	263	83	28	5	3	133	0	7	4	163	64	14	7	1	65	0	10	2

All Recruitments:	Total Applicants	MALES									FEMALES								
		Total	W	B/AA	A	AI/AN	H/L	NH/OPI	Not Sta.	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Not Sta.
	426	263	83	28	5	3	133	0	7	4	163	64	14	7	1	65	0	10	2

All Recruitments As A Percentage:	Total Applicants	MALES									FEMALES								
		Total	W	B/AA	A	AI/AN	H/L	NH/OPI	Not Sta.	2+	Total	W	B/AA	A	AI/AN	H/L	NH/OPI	2+	Not Sta.
	100%	61.7%	31.6%	10.6%	1.9%	1.1%	50.6%	0.0%	2.7%	1.5%	38.3%	39.3%	8.6%	4.3%	0.6%	39.9%	0.0%	6.1%	98.0%



PERSONNEL RULES

**Adopted by the Board of Directors
Pursuant to the Joint Powers Agreement**

PUBLISHED: October 23, 2013

DEPARTMENT OF HUMAN RESOURCES

PERSONNEL RULES
TABLE OF CONTENTS

	PAGE
RULE I – PURPOSE AND APPLICABILITY	1
Section	
1.1 Purpose	
1.2 Applicability	
1.2.1 Represented Employees	
1.3 No Contract of Employment	
1.4 "At Will" Status	
RULE II – RECRUITMENT AND EMPLOYMENT LISTS	2
PART 1 – RECRUITMENTS	
Section	
2.1.1 Responsibility for Recruitments	
2.1.2 Notice of Recruitments	
2.1.3 Series Recruitments – Continuous Testing	
2.1.4 Change to Recruitment	
2.1.5 Competition	
2.1.6 Reasonable Examination Accommodations	
2.1.7 Special Examiners	
2.1.8 Examination Content	
2.1.9 Examination Scores	
2.1.10 Scores	
2.1.11 Review of Written Test	
2.1.12 Objections to Other Parts of Examination – Time Periods	
2.1.13 Investigation of Objections to Examinations	
2.1.14 Preferential Credits for Military Service	
2.1.15 Preferential Credit for Veteran's Spouse	
2.1.16 Credit for Military Disability	
2.1.17 Eligibility Deadline	
2.1.18 Temporary Suspension of Competitive Recruitment	

PART 2 – EMPLOYMENT LISTS

Section

- 2.2.1 Employment Lists – Types**
- 2.2.2 Reinstatement Lists**
- 2.2.3 Regular Lists**
- 2.2.4 Seasonal Lists**
- 2.2.5 Reemployment Lists**
- 2.2.6 Transfer Lists**

RULE III – APPLICATIONS9

Section

- 3.1 Filing of Application**
- 3.2 Additions and Corrections to Application File**
- 3.3 One Application**
- 3.4 Age**
- 3.5 Disqualification, Removal, or Inactivation From Employment List**
- 3.6 Petitions and Appeals of Disqualification and Removal**

RULE IV – CERTIFICATION AND APPOINTMENTS 11

PART 1 – CERTIFICATION

Section

- 4.1.1 Filling Vacancies**
- 4.1.2 Certification from Employment Lists**
- 4.1.3 Interviews and Selection**
- 4.1.4 Result of Certification**
- 4.1.5 Changes to Personnel Requisitions after Certification**

PART 2 – APPOINTMENT SECTION

Section

- 4.2.1 Conditions of Appointment**
- 4.2.2 Medical Examination**
- 4.2.3 Appointments**
- 4.2.4 Regular Appointments**
- 4.2.5 Probationary Period for Regular Appointments**
- 4.2.6 Certified Temporary Appointments**
- 4.2.7 Provisional Temporary Appointments**

- 4.2.8 Emergency Temporary Appointments
- 4.2.9 Change of Certified Temporary Appointment to Regular
- 4.2.10 Required Separation Between Temporary Appointments

RULE V – EMPLOYEE PERFORMANCE EVALUATIONS 17

Section

- 5.1 Purpose
- 5.2 Evaluations
- 5.3 Evaluation Cycle
- 5.4 Issuing and Filing Evaluations

RULE VI – POSITION CLASSIFICATION 18

Section

- 6.1 Purpose
- 6.2 Responsibility for Classification of Positions
- 6.3 Conduct of Classification Reviews
- 6.4 Responsibility for Assignment of Work
- 6.5 Employee Request for Classification Review
- 6.6 Waiver of Time Limits

RULE VII – CONFLICTS OF INTEREST 21

Section

- 7.1 Conflicts of Interest
- 7.1.2 General Provisions
- 7.2 Outside Employment
- 7.3 Contracts with Employees

RULE VIII – DISCRIMINATION/HARASSMENT 23

Section

- 8.1 Implementation of Non-Discrimination Policy
- 8.2 Policy Against Harassment
- 8.3 Receipt of Complaint
- 8.4 Investigation
- 8.5 Issuance of Temporary Orders
- 8.6 Determination to Conduct Investigation
- 8.7 Findings and Decision

RULE IX – DISCIPLINE27

Section

- 9.1 Unrepresented**
- 9.2 Represented**
- 9.3 Standards of Conduct**
- 9.4 Termination**

RULE X – RESIGNATIONS29

Section

- 10.1 Resignation**
- 10.1.2 Rescinding a Resignation**
- 10.2 Resignation Upon Absence Without Leave**
- 10.3 Resignation Upon Failure to Return After Leave**
- 10.4 Job References**

RULE XI – GRIEVANCE PROCEDURE31

PART 1 – PURPOSE

Section

- 11.1.1 PURPOSE**

PART 2 – PROCEDURE

Section

- 11.2.1 Represented**
- 11.2.2 Unrepresented**

RULE XII – GLOSSARY33

RULE I

PURPOSE AND APPLICABILITY

SECTION 1.1 PURPOSE

These Personnel Rules contain policies and procedures of SunLine Transit Agency and SunLine Services Group. These rules, along with the Memorandum of Understanding for represented employees and the employee handbook, describes the employment plan for employees of SunLine Transit Agency and SunLine Services Group.

SECTION 1.2 APPLICABILITY

The General Manager serves at the pleasure of the Board of Directors. The General Manager is not covered under this rule. Classifications in the Executive Service serve at the pleasure of the General Manager. Classifications in the Executive Service are not covered under this rule. All other regular full-time employees, represented and unrepresented, shall be covered by these rules.

SECTION 1.2.1 REPRESENTED EMPLOYEES

SunLine Transit Agency may enter into a Memorandum of Understanding or Agreement with recognized employee organizations which regulate the wages, hours and working conditions of employees exclusively represented by such employee organizations. In the event such Memorandum of Understanding or Agreement is ratified by the Board of Directors, the terms of such Memorandum shall prevail over inconsistent terms contained in these Personnel Rules.

SECTION 1.3 NO CONTRACT OF EMPLOYMENT

These Rules do not create a contract of employment, implied or expressed. Policies and procedures in these rules change from time to time. SunLine reserves the right to amend, supplement, rescind or revise any policy, practice or benefit identified in these rules as it deems appropriate at its sole and absolute discretion.

SECTION 1.4 "AT WILL" STATUS

Unless otherwise provided by an applicable collective bargaining agreement, the employment relationship with all employees is terminable at will. Consequently, any employee or the employer can terminate the employment relationship at any time, with or without cause or advance notice. Nothing in these rules shall change the "at will" status of the employment relationship.

RULE II

RECRUITMENTS AND EMPLOYMENT LISTS

PART I – RECRUITMENTS

SECTION 2.1.1 RESPONSIBILITY FOR RECRUITMENTS

All recruitments shall be conducted under the direction of the Director of Human Resources. The Director of Human Resources shall announce, recruit for, plan, design, construct, schedule and administer recruitments to establish or replenish regular employment lists. The merit system is based upon the principle that preference for public employment is given to those persons found to be most qualified through their success in competitive procedures based on job-related criteria. Therefore, recruitments shall be based on job related criteria and merit principles, and administered in accordance with professional personnel standards and cost-effective methods.

SECTION 2.1.2 NOTICE OF RECRUITMENTS

The Director shall provide public notice of the competition by posting a job announcement for at least seven (7) days or until a designated number of applications has been received, whichever occurs first. The notice shall contain all pertinent information as determined by the Director. Job announcements shall be given other publicity so as to bring the recruitment to the attention of qualified persons.

SECTION 2.1.3 SERIES RECRUITMENTS - CONTINUOUS TESTING

A series recruitment for the same class of position may be announced by a single notice. Series recruitments may be suspended or reopened as employment needs require. The names of successful candidates shall be placed on one eligible list by order of final scores, highest to lowest, regardless of the date they were tested.

SECTION 2.1.4 CHANGE TO RECRUITMENT

The Director may amend job announcements and has the right to revise recruitment plans to better meet the needs of the SunLine Transit Agency. The Director shall publish the amended job announcement for the recruitment.

SECTION 2.1.5 COMPETITION

Qualified applicants shall compete in one of the following types of recruitments:

- A. Open Recruitments - The recruitment shall be open to the public; or
- B. Promotional Recruitments –

(1) Competition shall be limited to employees in SunLine Transit Agency and/or SunLine Services Group who received their appointment from an employment list.

(2) Promotional recruitments may be agency-wide or departmental (limited to the employees of a department).

SECTION 2.1.6 REASONABLE EXAMINATION ACCOMMODATIONS

Reasonable examination accommodations will be provided for:

- A. An employee who missed an examination while on military leave;
- B. A candidate who cannot take an examination at the regularly scheduled time due to a disability, hospitalization, religious reasons, or other justifiable reason acceptable to the Director of Human Resources.

Examinations shall be subject to the conditions that existed at the time the original examination was given, insofar as practicable. Placement on the employment list shall be according to the rule governing employment lists, provided that no appointments already made from the list shall be affected.

SECTION 2.1.7 SPECIAL EXAMINERS

The Director of Human Resources may designate and appoint special examiners to conduct an examination or any part of an examination.

SECTION 2.1.8 EXAMINATION CONTENT

Examinations shall be job related in order to test the ability of applicants to perform the duties of the job classification. Applicants may be given written, oral, physical agility or performance skills tests, as well as being evaluated on the basis of their application or required supplementary material.

SECTION 2.1.9 EXAMINATION SCORES

Candidates shall be graded on a scale with a maximum value of 100, plus any preferential credit authorized by these rules.

SECTION 2.1.10 SCORES

Examination scores shall be carried out to one decimal place (tenths). Candidates receiving the same score shall be grouped together in a rank which shall be used in the certification process.

SECTION 2.1.11 REVIEW OF WRITTEN TEST

At the time of the written exam, applicants may register objections to any questions, items or answers they believe to be incorrect or unfair. The Director of Human Resources may later remove such items and make alterations to the answer key as justified.

Candidates may review their answer sheet against the answer key for a written test in order to check accuracy of the scoring. This review period shall be for five (5) days from the date the Director's notification of the examination results.

SECTION 2.1.12 OBJECTIONS TO OTHER PARTS OF EXAMINATION - TIME PERIODS

Objections to the examination or its parts shall be petitioned in writing to the Director and include specific grounds, evidence, information or facts to support the objection and a proposed remedy. The following time limits shall apply:

- A. Objections to the administration of a part of an examination shall be petitioned to the Director of Human Resources at the time of administration or no later than five (5) working days of the occurrence of the examination part.
- B. Objections to the results of an examination shall be petitioned to the Director no later than five (5) calendar days from the date results are received.

SECTION 2.1.13 INVESTIGATION OF OBJECTIONS TO EXAMINATIONS

The Director shall investigate and resolve objections to an examination within fourteen (14) days and notify the petitioner of the findings. If the Director does not respond within fourteen (14) days or denies the petitioner's request, the petitioner may then, within ten (10) days, appeal the matter to the General Manager, or his/her designee. A petition or an appeal shall not delay the selection process. The decision of the Director or the General Manager shall be final.

SECTION 2.1.14 PREFERENTIAL CREDITS FOR MILITARY SERVICE

In open recruitments, in addition to all other credits, a credit of five percent of the maximum rating prescribed for the examination shall be given to successful examinees who have served during a war (war is defined in Section 205 of the State Revenue and Taxation Code) in the military or naval service of the United States including all uniformed auxiliaries authorized by Congress, and who have subsequently been separated, placed on inactive duty, or retired under honorable conditions without full pensions. The Director of Human Resources gives the credit to veterans only once and

only upon their first employment with SunLine Transit Agency or SunLine Services Group, or reemployment after disengagement from service.

SECTION 2.1.15 PREFERENTIAL CREDIT FOR VETERAN'S SPOUSE

The spouse receives a credit of five percent on every examination taken and passed for an open recruitment if:

- A. The veteran died in the service;
- B. A former member of the service cannot engage in a gainful occupation because of a service-connected disability.

SECTION 2.1.16 CREDIT FOR MILITARY DISABILITY

A five percent credit shall be given to a person who has been separated, placed on inactive duty, or retired under honorable conditions from the service and who has a service-connected disability as recognized under Federal law. This credit is in addition to the one authorized by Section 2.1.15 and is applicable to every open examination taken and passed.

SECTION 2.1.17 ELIGIBILITY DEADLINE

Eligibility for preferential credit must be determined prior to the adoption of the eligible list.

SECTION 2.1.18 TEMPORARY SUSPENSION OF COMPETITIVE RECRUITMENT

Upon satisfactory evidence that it is impractical to conduct a competitive recruitment for positions requiring extraordinary scientific, professional or expert qualifications, the Director of Human Resources may temporarily suspend the competitive recruitment process and permit the General Manager to make an appointment by the selection of a person of recognized attainment.

PART 2 - EMPLOYMENT LISTS

2.2.1 EMPLOYMENT LISTS - TYPES

The Director of Human Resources shall establish, adopt, replenish and maintain the following employment lists of persons eligible for appointment and qualified to perform the work of a class:

- A. Reinstatement Lists
- B. Regular Lists
- C. Seasonal Lists
- D. Reemployment Lists
- E. Transfer Lists

SECTION 2.2.2 REINSTATEMENT LISTS

Only Represented employees shall be eligible for placement on the reinstatement list. This list will establish the recall order for represented employees who were laid off.

SECTION 2.2.3 REGULAR LIST

A regular list is composed of candidates who have successfully completed an examination. The following shall govern the establishment, maintenance and amendment of a regular list:

- A. Order of Names. Candidates who are successful in an examination shall have their names placed upon the regular list in the class and option for which they were examined and according to the ranking of their final scores.
- B. Adoption. A regular list shall be in effect from the date on which it is adopted. Adoption shall be by the Director of Human Resources.
- C. Duration. Regular lists shall be valid for one year unless otherwise stated in the job announcement. The Director of Human Resources may authorize extensions for specified periods of time but in no event shall a list be in force for more than three (3) years.
- D. Merger. The Director of Human Resources may merge regular lists for a class or comparable classes in the order of final scores where the recruitment plan and examinations were substantially similar. Names merged shall bear the same expiration dates as prior to the merger.

The Director of Human Resources may abolish a regular list upon promulgation of a new list; or upon finding that there has been fraud, collusion, or other irregularity in the examination process. When a list is abolished, the General Manager and all persons on the list shall be notified of such action and the reasons therefore.

SECTION 2.2.4 SEASONAL LISTS

The Director of Human Resources may establish seasonal lists. Such lists shall be established as operationally required and will consist of the names of persons who were certified from a regular list and performed seasonal services within the past two (2) years.

SECTION 2.2.5 REEMPLOYMENT LISTS

The Director shall establish and maintain a reemployment list for each class in accordance with the provisions of this rule.

Eligibility for Placement. Placement on the list must be requested by the former employee and shall be on a form prescribed by the Director of Human Resources. The former employee must have separated from SunLine Transit Agency or SunLine Services Group after having attained regular status (passed probationary period) and performed satisfactorily with verifiable service of standard or above. Placement on the list shall be to the same class where regular status was most recently attained or to a class having the same or a lower top prescribed rate within the same occupational area.

Order of Names. The order of names shall be listed in no particular order.

Duration. Eligibility shall expire three years from the date of separation from SunLine Transit Agency or SunLine Services Group or upon reemployment.

SECTION 2.2.6 TRANSFER LISTS

The Director of Human Resources shall establish and maintain a transfer list for each class in accordance with the provisions of this rule.

Eligibility for Placement. Placement may be requested by a current employee serving in a regular or certified-temporary appointment. Each request shall be on the form prescribed by the Director of Human Resources. The Director of Human Resources shall verify eligibility and place names on the list to allow for:

- (1) Lateral Transfers and Demotions from current class to current class or to any class of equal or lower prescribed pay range, including compensation for special skill assignments, provided that the employee possesses the required employment standards and qualifications for appointment.

- (2) Promotions from current class to a class where regular status was previously attained, and if the employee served in that class within the last three (3) years.

Duration. Candidate names on the transfer lists established under Section 2.2.6 (1) and (2) shall expire after one year or upon separation from SunLine Transit Agency or SunLine Services Group. A renewal may be requested by the employee prior to the expiration date.

Reassignment is NOT a Transfer. For the purpose of this rule, the assignment of an employee to another position in the same class in the same department shall not be considered to be a transfer.

Probationary Periods After Appointment From a Transfer List.

- (1) Employees shall serve the probationary period established unless waived by the Director of Human Resources.
- (2) The probationary period shall be waived by the Director of Human Resources when an employee is appointed to a position in a different class in the same department if the knowledge, skills and salary, including compensation paid for special skills or assignments, for the new class are the same as those required in the former class.
- (3) Probation may be waived by the Director of Human Resources, upon request of the department director, when the employee is appointed to a class in which probation was previously passed.
- (4) Unrepresented employees shall have no right to return to a previous position.

RULE III
APPLICATIONS

SECTION 3.1 FILING OF APPLICATION

All applicants for employment shall prepare and file an electronic application or paper application on a form prescribed by the Director of Human Resources. Applications must be received in the Human Resources office by 11:59 p.m. on the last day for filing as prescribed on the job announcement. The Director of Human Resources may accept a late application if the applicant shows that an emergency prevented the filing of an application by the deadline.

SECTION 3.2 ADDITIONS AND CORRECTIONS TO APPLICATION ON FILE

Corrections or supplements to an application on file may only be done with the permission of the Director of Human Resources.

SECTION 3.3 ONE APPLICATION

Applicants shall be limited to one application per recruitment number.

SECTION 3.4 AGE

Eighteen years shall be the minimum age for employment, unless otherwise specified in a job announcement.

SECTION 3.5 DISQUALIFICATION, REMOVAL, OR INACTIVATION FROM EMPLOYMENT LIST

The Director of Human Resources may disqualify, refuse to examine, refuse to certify, make inactive or remove a person from an employment list who:

- A. fails to make application correctly, submits an employment application and/or supplemental materials which are incomplete, illegible or received after the filing deadline; or
- B. is found to lack any of the established pre-employment standards or requirements for an examination for a class; or
- C. fails to take or pass any part of the examination or any pre-employment test prior to appointment; or
- D. fails to keep Human Resources informed of current contact information; or

- E. has been dismissed, for cause, from SunLine Transit Agency or SunLine Services Group; or
- F. has made false statements or attempts to practice deception or fraud on the employment application, during an exam, or in securing eligibility or an appointment; or
- G. attempts to use any personal or political influence to further eligibility or appointment; or
- H. has been convicted of a crime which would adversely affect job performance or public safety; or
- I. fails to respond or refuses to appear for an appointment interview; or
- J. after three certifications for employment consideration are waived; or
- K. has been placed on a regular list as a result of a promotional recruitment or placed on a transfer list and separates from SunLine Transit Agency or SunLine Services Group, except by reason of layoff; but shall be returned to list if reemployed before expiration of list; or
- L. the Director of Human Resources deems unfit for any other job related reason in order to protect the merit basis of the personnel system.

The Director of Human Resources shall provide written notice of removal or disqualification along with the reasons for the action.

RULE IV

CERTIFICATION AND APPOINTMENTS

PART I – CERTIFICATION

SECTION 4.1.1 FILLING VACANCIES

Vacancies in authorized regular or temporary positions shall be filled by appointment. Appointments shall be made by the General Manager at the request of a department director, and from a list(s) of persons certified as eligible for an appointment by the Director of Human Resources. A request for certification from a department director shall be made on the form prescribed by the Director of Human Resources.

SECTION 4.1.2 CERTIFICATION FROM EMPLOYMENT LISTS

The Director of Human Resources shall provide a list of all qualified candidates to be considered for selection by the department director and appointment by the General Manager. When a reinstatement list exists for a classification, it must be exhausted first to ensure any right to reinstatement following a layoff is preserved. If no reinstatement list exists, a department director may request certification from any employment list(s) available for the class. The following types of lists are available to hiring departments:

A. Employment Lists for the Class

- (1) Regular List. Persons who meet the minimum qualifications shall be forwarded to the hiring department for consideration.
- (2) Seasonal List for the Class. The names of all persons on the seasonal list shall be provided.
- (3) Reemployment List for the Class. The names of all persons on the reemployment list shall be provided.
- (4) Transfer List for the Class. This list shall be provided in accordance with Section 2.2.6.

B. Most Nearly Appropriate Employment List for the Class

- (1) The Director of Human Resources shall identify a most nearly appropriate list consistent with career service and based on the following criteria:
 - (a) The knowledge and skills tested for in the most nearly appropriate employment list are substantially similar to the class of the vacancy; and

- (b) The top prescribed pay rate for the most nearly appropriate employment list is not less than the class of the vacancy.

SECTION 4.1.3 INTERVIEWS AND SELECTION

The hiring department may conduct panel interviews consisting of two or more people. The hiring department may screen applicants for interviews based on established criteria relevant to the job requirements. The interview panel will ask the same questions of all candidates. Each member of the panel will score the candidates based on responses to the questions and overall performance during the interview. Whenever possible, a member of the Human Resources staff will sit on the panel as an observer and will not score the candidates. The interview panelists will average the scores of each candidate to determine the final scoring. The hiring department, at its discretion, may have a second interview of the top candidates. The hiring department may combine the scores of the interview(s) with other applicable examinations/tests to determine the best candidate.

SECTION 4.1.4 RESULT OF CERTIFICATION

The hiring department shall return the certification list reporting the results for each eligible candidate to the Director of Human Resources.

SECTION 4.1.5 CHANGES TO PERSONNEL REQUISITIONS AFTER CERTIFICATION

Changes to the number of vacancies and/or any other condition of employment as stated on the original request for certification, must be reported to the Director of Human Resources immediately and before an offer of employment is made.

PART 2 - APPOINTMENT SECTION

SECTION 4.2.1 CONDITIONS OF APPOINTMENT

Once a candidate is selected, Human Resources will prepare and present the candidate a written conditional offer of employment. Once the candidate has accepted and prior to appointment, eligible candidates must meet the conditions of employment specified for a particular position, including a medical examination. For job related reasons, eligible candidates may have to submit to drug and alcohol tests. Failure of such pre-employment tests or medical examinations may be cause for the Director of Human Resources to cancel eligible candidate's name from a certification or remove the name from an eligibility list.

SECTION 4.2.2 MEDICAL EXAMINATION

Prior to initial appointment, reinstatement, or appointment to a classification with different physical demands, a candidate shall undergo medical screening and/or a physical examination. The physician shall be designated by SunLine Transit Agency and SunLine Services Group and a medical report certifying the medical fitness of a candidate shall be submitted to the Director of Human Resources.

Within 30 days of receipt of notice of rejection for employment for physical reasons, an eligible candidate may petition such decision by presenting to the Director the medical diagnosis of another physician which contradicts the diagnosis of the physician designated by SunLine Transit Agency and the SunLine Services Group. The cost of this second medical report shall be borne entirely by the candidate.

Upon receipt of a timely petition, the Director of Human Resources shall refer the matter to a third physician. The Director of Human Resources shall then render a decision based on information provided by the third physician. The cost of the third medical examination shall be borne by SunLine Transit Agency or SunLine Services Group.

SECTION 4.2.3 APPOINTMENTS

Appointments shall be either regular (subject to successful completion of a probationary period) or temporary.

SECTION 4.2.4 REGULAR APPOINTMENTS

Conditions. Regular appointments may be made only to authorized regular positions. A candidate so appointed must have been certified as eligible for appointment from an employment list established by the Director of Human Resources and must serve the probationary period established for the classification, unless otherwise provided for in these rules.

Duration. A regular employee's "at will" status doesn't change at the completion of the probationary period. Unless otherwise provided by an applicable collective bargaining agreement, the employment relationship with all employees is terminable at will. Consequently, any employee or the employer can terminate the employment relationship at any time, wither with or without cause or advance notice.

SECTION 4.2.5 PROBATIONARY PERIOD FOR REGULAR APPOINTMENTS

All appointments from employment lists to regular positions shall be for a probationary period of 90 or 180 days based on the job classification, which may be extended 30 days by the Director of Human Resources. During this period, employees will be

provided with frequent and regular performance feedback so that they may better integrate into the organization and the position.

The probationary period shall not include the time served as an emergency, provisional, seasonal, or temporary appointee or employee, but shall date from the time of appointment and certification to a regular position; provided, however, that continuous active service under temporary appointment from an employment list in the class of position to which the employee is certified as regular, which service shall have been rendered within one year prior to regular appointment, may be counted toward completion of the probationary period, upon request of the department director and the approval of the Director of Human Resources.

No period of absence, or limited duty assignment which is made necessary by a temporary physical or mental disability as determined by a doctor, shall be credited toward completion of the probationary period, provided, however, that at the written request of the department director the Director of Human Resources may credit a maximum of 15 days of absence or limited duty during the probationary period.

It shall be the duty of the department director, during the probationary period of each employee to investigate thoroughly the conduct of such employee, to determine whether the employee is fully qualified for employment in the class of position to which he/she has been appointed.

The General Manager shall dismiss a probationer at the request of the department director with or without cause and without any right to appeal at any time during the probationary period. Notification of dismissal in writing shall be served on the probationary employee and a copy filed in the personnel record.

SECTION 4.2.6 CERTIFIED TEMPORARY APPOINTMENTS

Conditions. Certified temporary appointments shall be made only to temporary positions and to perform work which is temporary, seasonal or extra help in nature. Such an appointment may be authorized by the Director of Human Resources so long as the following conditions have been met:

- (1) The department director has notified the Director of Human Resources as to the reasons, type and duration of the planned certified temporary appointment.
- (2) The Director of Human Resources has classified the temporary position.
- (3) The candidate for appointment has been certified as eligible for appointment from an employment list established by the Director of Human Resources.

Duration. The Director of Human Resources may authorize a certified temporary appointment for a specified and definite period of time, not to exceed six months and the General Manager may authorize extension(s), for just cause, for up to an additional six months. Extensions that have been authorized by the General Manager, beyond six months from the original appointment date, shall be transmitted to the Board of Directors for ratification at the next regular scheduled Board Meeting immediately following the extension authorization.

The Board of Directors may oppose ratification by directing the General Manager to terminate the certified temporary appointment effective on the last day of the pay period of the Board's action. In no event shall a person serve in the same or any combination of temporary appointments for more than twelve (12) months.

The General Manager may terminate such an appointment with or without cause and without the right to appeal. Notification of dismissal in writing shall be served on the temporary employee and a copy filed in the personnel record. An employee so appointed shall not accrue a right to continued or subsequent appointment beyond the termination date.

SECTION 4.2.7 PROVISIONAL TEMPORARY APPOINTMENTS

Conditions. The Director of Human Resources may authorize a provisional temporary appointment in the absence of a reinstatement or regular list for a class. Such an appointment may be authorized to a regular or temporary position, provided that the Director has certified that the candidate for appointment meets and possesses the employment standards established for the class.

Duration. The Director of Human Resources may authorize a provisional temporary appointment for a specified and definite period of time not to exceed six (6) months or thirty (30) days after a list of eligible candidates is available for certification from a reinstatement or regular list for the class, whichever comes first. The General Manager may terminate such an appointment earlier within the authorized period of time with or without cause and without the right to appeal.

SECTION 4.2.8 EMERGENCY TEMPORARY APPOINTMENTS

A short term appointment of not more than fourteen (14) days may be approved by the General Manager to preserve public transportation, health and safety, or to prevent stoppage of public business. The appointment need not be made from an employment list and is not renewable.

SECTION 4.2.9 CHANGE OF CERTIFIED TEMPORARY APPOINTMENT TO REGULAR

At the request of the department director, the General Manager may authorize the regular appointment of a satisfactory employee who holds a certified temporary appointment. The employee must have been certifiable for regular employment from the same employment list from which the certified temporary appointment was made.

SECTION 4.2.10 REQUIRED SEPARATION BETWEEN TEMPORARY APPOINTMENTS

Upon completion of a temporary appointment or any combination of consecutive temporary appointments which has/have continued for more than six months, unless extended by the Board of Directors, a person having so served in said temporary position(s) cannot be appointed to the same or another temporary position until after a minimum of 90 calendar days has elapsed.

RULE V

EMPLOYEE PERFORMANCE EVALUATIONS

SECTION 5.1 PURPOSE

Regular evaluations of an employee's performance can assist in promoting a higher standard of service to the public. The evaluation is a systematic method of measuring, recording, communicating and encouraging the improvement of the work effectiveness and development of employees.

SECTION 5.2 EVALUATIONS

All employees appointed to regular positions shall be given a written evaluation on their individual performance. The department directors shall have the responsibility for preparation of the performance evaluations on a form and in accordance with procedures prescribed by the Director of Human Resources.

SECTION 5.3 EVALUATION CYCLE

Performance evaluations shall be completed at mid-probation, final probation and annually thereafter.

SECTION 5.4 ISSUING AND FILING EVALUATIONS

All evaluations, as specified in Section 5.3, should be issued to the employee within thirty (30) days from the close of the rating period and filed within an additional ten (10) days with the Department of Human Resources. A copy of the written performance evaluation shall be provided to the employee at the time the evaluation is presented to the employee with the rater's and employee's signatures.

RULE VI

POSITION CLASSIFICATION

SECTION 6.1 PURPOSE

It is the purpose of this rule to assure that all positions authorized by the Board of Directors are classified in accordance with the duties and responsibilities assigned by department directors. It is also the purpose of this rule to assure that the classes which make up SunLine Transit Agency and SunLine Services Group are arranged in relation to other classes so as to achieve and maintain a classification plan which will promote the efficient and orderly administration of work and develop career service.

SECTION 6.2 RESPONSIBILITY FOR CLASSIFICATION OF POSITIONS

The Director of Human Resources shall administer the classification plan for all positions in SunLine Transit Agency and SunLine Services Group. It is the duty of the Director of Human Resources to:

- A. Make recommendations to the Board of Directors as to the establishment and deletion of classes;
- B. Develop procedures for the administration of the classification plan;
- C. Conduct studies of positions in SunLine Transit Agency and SunLine Service Group to determine the proper classification of all positions;
- D. Recommend the assignment of positions to appropriate classes to the Board of Directors;
- E. Approve and maintain all official class specifications, modifications or deletions to class specifications according to the following guidelines:
 - (1) New classes shall include:
 - (a) proposed class specification;
 - (b) reason that no existing class is appropriate;
 - (c) factors which distinguish the new class from related classes;
 - (d) rationale for the proposed compensation and salary allocation;
 - (e) representation status of the class, including bargaining unit, if appropriate, to which the class is proposed to be assigned;
 - (f) rationale for the minimum qualifications.

- (2) Class deletions shall include the class specification to be deleted and the rationale for the deletion.

SECTION 6.3 CONDUCT OF CLASSIFICATION REVIEWS

The Director of Human Resources shall establish procedures for the conduct of classification studies and for the review of proposed duties and responsibilities to determine the proper class allocation in accordance with the guidelines as set forth in Section 6.2 of this rule.

SECTION 6.4 RESPONSIBILITY FOR ASSIGNMENT OF WORK

- A. The department director shall be solely responsible for the assignment of work. Assignment of duties and responsibilities to a position by the department director shall be consistent with those described for the class.
- B. Should reorganization or business necessity result in potential changes to the assigned duties or responsibilities on other than a volunteer basis, the department director shall promptly notify the Director of Human Resources. The notification shall include the reason for the change in duties that may necessitate review by the Director of Human Resources of the appropriateness of the class to which such positions are assigned.

SECTION 6.5 EMPLOYEE REQUEST FOR CLASSIFICATION REVIEW

- Step 1: If a regular employee can demonstrate that he/she has been assigned and is regularly performing duties and responsibilities on other than a voluntary basis as authorized by Section 6.4 of this rule, which appear to be outside those of his/her class specification for at least fifty percent (50%) of a continuous six (6) month period preceding the request, the employee may, within 60 days of such six-month period, submit a written request to Director of Human Resources to conduct a classification review on a form specified by the Director of Human Resources.
- Step 2: The Director of Human Resources will review the form for completeness. If the employee does not complete the form in its entirety, the Director of Human Resources may return the form to the employee.
- Step 3: If the form is complete, the Director of Human Resources shall cause a work assignment study to be conducted by Human Resources' staff within thirty (30) days of receipt of the employee's submission. A written report and findings of the study shall be issued to the employee and the department director within thirty (30) days of the initiation of the study.

Step 4: If the Department of Human Resources' staff report does not resolve the classification issue, the employee may submit the Department of Human Resources' staff report and findings to the General Manager for review within five (5) work days of receipt by the employee of the Department of Human Resources' report. The General Manager or designee shall meet with the employee at a mutually agreeable time, but no later than fifteen (15) work days from receipt of the submission by the General Manager.

Step 5: The General Manager shall render a written decision in the matter submitted within ten (10) work days of the meeting. The decision of the General Manager shall be final.

If the General Manager finds that the employee (a) involuntarily worked out of class in excess of fifty percent (50%) of the continuous six (6) months referenced in the appeal, and (b) the employee has requested a classification review of the involuntary assignment of duties, all as is set forth in Step 1 hereof, then the General Manager may either:

- A. Order the department director to stop assigning to the employee duties and responsibilities outside those of his/her classification; or
- B. Order the Director of Human Resources to reclassify the position in question, leaving the incumbent to qualify for the position under applicable Rules.
- C. Additionally, if the involuntary working out of class continues beyond six (6) months, the General Manager may in his/her discretion pay the employee not to exceed the premium pay or salary differential between his/her class and that of the higher class for that period in excess of six (6) months until the date of his/her decision.

The findings and decision of the General Manager shall be the final appeal step and shall be certified to the parties and shall be forthwith enforced and followed.

SECTION 6.6 WAIVER OF TIME LIMITS

Except for those set for in Step 1, the time requirements for the above review process may be waived or modified by mutual agreement of the parties at any step of the process.

RULE VII

CONFLICTS OF INTEREST

SECTION 7.1 CONFLICTS OF INTEREST

As a public entity which utilizes public funding to perform its functions, SunLine is required to ensure that employees do not violate various conflict of interest requirements. To this end, SunLine has adopted a Conflict of Interest Code which applies to all employees. SunLine's Conflict of Interest Code requires certain employees to file statements of economic interest annually. Employees who are required to file annual statements of economic interest will be provided with the necessary forms by the Clerk of the Board.

SECTION 7.1.2 GENERAL PROVISIONS

No SunLine employee or immediate family member of an employee shall participate in the selection, award, or administration of a contract supported by public funds if a conflict of interest, real or apparent would be involved. Such conflict would include, but not limited to, a circumstance when any of the following has a financial or any other interest in the firm selected for award:

- A. The employee or any member of his/her immediate family,
- B. A partner or associate of the employee, or
- C. An organization that employs, or is about to employ, any of the above.

From the time a project is included in a Long Range, Short Range, or Capital Plan approved by the Board of Directors, employees are strictly prohibited from unauthorized contact with, or receiving gifts or meals from potential vendors who may be solicited to provide products and/or services contemplated in these plans.

SECTION 7.2 OUTSIDE EMPLOYMENT

Employees of the SunLine Transit Agency and/or SunLine Services Group shall devote all their time and efforts, during their assigned work hours, to their assigned duties. An employee shall not engage, at any time, in any outside employment, or in any outside business activity or enterprise which is inconsistent, incompatible, in conflict with or inimical to assigned duties as a SunLine Transit Agency and/or SunLine Services Group employee or the duties, functions or responsibilities of the General Manager and the Department. The General Manager may require an employee to inform him/her of any outside employment, business activity or enterprise in which the employee is engaged. If the General Manager determines that such employment, business activity or

enterprise is inconsistent, incompatible, in conflict with or inimical as aforesaid, the employee shall be ordered to refrain therefrom.

SECTION 7.3 CONTRACTS WITH EMPLOYEES

No employee shall be paid as a seller of product or an independent contractor for performing a service, which product or service the employee could be required to produce or perform as a SunLine Transit Agency and/or SunLine Service Group employee in the class or position in which currently employed.

RULE VIII

DISCRIMINATION/HARASSMENT

SECTION 8.1 IMPLEMENTATION OF NONDISCRIMINATION POLICY

SunLine Transit Agency and SunLine Services Group shall hire, transfer, promote, discipline or dismiss individuals on the basis of job related qualification, merit and equal opportunity without regard to age, color, creed, disability, national origin, political affiliation, race, religion, sex, sexual orientation or any other non-job related factor, including but not limited to retaliation based on protected activity.

In furtherance of this requirement, it is the duty of the Human Resources Director to prescribe, amend and enforce rules through the investigation of the conduct and operation of all departments, and to make such findings and orders as are necessary to insure compliance with laws regarding equal opportunity, harassment and retaliation in accordance with the following procedure.

SECTION 8.2 POLICY AGAINST HARASSMENT

SunLine is committed to providing a work environment that is free of discrimination. In keeping with this commitment, SunLine maintains a strict policy prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, age, sexual orientation or any other characteristic protected by the state or federal employment discrimination laws. This policy applies to all SunLine agents and employees, including supervisors and non-supervisor employees, and to non-employees who engage in unlawful harassment in the workplace. Furthermore, it prohibits unlawful harassment in any form, including verbal, physical and visual harassment, and prohibits retaliation of any kind against individuals who file complaints in good faith or who assist in an employer investigation.

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where (1) submission to such conduct is made an explicit or implicit term or condition of employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decision affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Employees who violate this policy are subject to discipline up to and including the possibility of immediate dismissal.

- Unlawful harassment may take many forms, including:

- Verbal conduct, such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual conduct, such as derogatory posters, cartoons, drawings or gestures.
- Physical conduct, such as assault, blocking normal movement, or interference with work directed at an employee because of the employee's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job or avoid some other loss, and offers of job benefits in return for sexual favors.
- Retaliation for having reported unlawful harassment.

Any employee or other person who believes he or she has been harassed by a co-worker, supervisor, agent of the employer or nonemployee should promptly report the facts of the incident or incidents and the name of the individuals involved to his or her supervisor or, in the alternative, to the Human Resources Department. It is the responsibility of each employee immediately to report any violation or suspected violation of this policy to one or more of the individuals identified above. Supervisors should immediately report any incident of harassment to the Human Resources Department. Employees should feel free to report valid claims without fear of retaliation of any kind.

SECTION 8.3 RECEIPT OF COMPLAINT

Except as otherwise provided in these Rules, including but not limited to Rule VIII, upon receipt of a complaint alleging discrimination, unlawful harassment or retaliation within 60 days of the alleged discriminatory practice, or knowledge thereof, the Director of Human Resources shall cause the matter to be investigated by either him/herself or assigning Human Resources staff or an independent investigator. Upon completion of the investigation, the investigator shall file a report in coordination with General Counsel.

If the complaint is against the Director of Human Resources, it shall be filed directly with the General Manager. The General Manager shall cause the matter to be investigated by assigning an independent investigator.

If the complaint is against the General Manager, the Director of Human Resources shall notify the Board of Directors through General Counsel. The Board of Directors shall cause the matter to be investigated by assigning an independent investigator.

SECTION 8.4 INVESTIGATION

The Director of Human Resources may, but need not, appoint a member of the Human Resources staff or independent investigator to investigate a complaint. The investigator

shall prepare a draft investigative report and submit the report to General Counsel for review and concurrence.

If the complaint alleges discrimination, unlawful harassment or retaliation by the Director of Human Resources, the General Manager shall assign an independent investigator as he/she deems proper after consulting with General Counsel.

If the complaint alleges discrimination, unlawful harassment or retaliation by the General Manager, the Board of Directors shall assign an independent investigator as it deems proper.

SECTION 8.5 ISSUANCE OF TEMPORARY ORDERS

Upon the filing of a complaint against any employee except the General Manager and/or the Director of Human Resources, the Director of Human Resources may issue such orders as are necessary to maintain the status quo, to bar further actions relative to the employment process in issue, or to avoid potential continuing damages after consultation with General Counsel. Notice and opportunity to be heard shall be given to the respondent and/or the respondent's department director and/or General Manager immediately thereafter. Any such temporary orders shall be served on the complainant, respondent, respondent's department director and General Manager (parties) and shall be enforced and followed by them. During the investigation, the Director of Human Resources may, after consulting with General Counsel and upon notice to the parties for good cause shown, modify or revoke such orders. The Director of Human Resources shall serve notice of such action upon the parties.

SECTION 8.6 DETERMINATION TO CONDUCT INVESTIGATION

Once the Director of Human Resources receives a complaint, he/she will review the complaint and any appropriate policies and procedures and determine if there is probable cause to proceed. If probable cause exists, the Director of Human Resources shall cause an investigation to commence.

In the event the Director of Human Resources makes a determination to conduct an investigation, he/she or assigned staff or independent investigator, will start the investigation within 5 working days from date of determination.

All employees shall preserve any documents and evidence that are relevant to the complaint once they are notified of the complaint/investigation. All employees shall immediately produce any documents and evidence requested by the assigned investigator.

The assigned investigator shall admonish complainant and witnesses with regards to the investigation. All employees shall be truthful, forthright and cooperative with the

investigator. The complainant and witnesses shall not discuss the nature of the complaint with each other or other employees. Under no circumstance shall any complainant or witness obstruct, coerce or influence the investigation by any means.

SECTION 8.7 FINDINGS AND DECISION

The findings and decision of the Director of Human Resources upon concurrence of General Counsel shall be final. The Director of Human Resources shall notify the complainant and the respondent(s) of the outcome of the investigation. Upon a determination that discrimination, unlawful harassment or retaliation has occurred, the General Manager shall issue such remedial orders as are necessary to correct such acts and/or behaviors including, but not limited to, the cancellation of an examination, rescission of certification or termination of employment. In the event the violation resulted in loss of ascertainable wages or benefits, the General Manager may order payment of such wages or other benefits and any and all such other relief as may be appropriate.

RULE IX
DISCIPLINE

SECTION 9.1 DISCIPLINARY POLICY

Employees who are found to have violated agency policies, procedures, work rules, or otherwise conduct themselves in an unprofessional or inappropriate manner are subject to discipline.

Appropriate disciplinary action may involve progressive disciplinary measures; or may result in immediate discharge. Nothing in these Rules shall change the at-will nature of the employment relationship.

The form of discipline imposed on unrepresented persons who are designated as exempt employees under the Fair Labor Standards Act (FLSA) shall be in conformance with the FLSA disciplinary regulations governing employee salaried exempt status.

SECTION 9.2 REPRESENTED

Represented employees are required to abide by all agency work rules and rules of conduct and are subject to discipline.

This Rule shall be applicable to represented employees appointed to regular positions from employment lists. Such persons shall only be removed for cause and in accordance with this Rule and the Memorandum of Understanding.

SECTION 9.3 STANDARDS OF CONDUCT

It is not possible to provide employees a complete list of every possible type of disciplinary offense. However, in order to provide employees some guidance concerning unacceptable behavior, the following are some examples of types of conduct that are considered impermissible. Employees who engage in any misconduct or whose performance is unsatisfactory maybe subject to disciplinary action, up to and possibly including immediate termination. The list below is intended simply to provide some examples of disciplinary offenses.

- A. Unexcused and/or repeated tardiness or absenteeism.
- B. Mishandling, misappropriation or unauthorized removal or possession of the funds and/or property of SunLine and/or any co-worker.
- C. Unsatisfactory work performance and/or work attitude.
- D. Failure to follow required safety procedures.

- E. Gambling on SunLine property, while on duty, or wearing SunLine uniform.
- F. Possessing or bringing dangerous or unauthorized materials and/or weapon on the premises.
- G. Falsifying or destroying any record of SunLine's, including timekeeping records.
- H. Engaging in rude, discourteous, or threatening conduct toward others.
- I. Smoking in restricted areas.
- J. Reporting to or being at work while under the influence of alcohol or unlawful drugs, or possessing such drugs while on SunLine property or while on duty or operating a vehicle.
- K. Falsifying or making erroneous entries or material omissions on an employment application or other SunLine record.
- L. Behavior to anyone while representing SunLine that is rude, discourteous, unprofessional, verbally abusive, threatening or otherwise offensive.
- N. Insubordinate behavior towards a supervisor.
- O. Unauthorized or inappropriate use of SunLine's computers and other electronic devices.
- P. Violation of any SunLine policy or any provision of the employee manual, as may be revised from time to time.

SECTION 9.4 TERMINATION

Nothing in this policy shall modify the at-will status of employees. It must be remembered that the employment relationship is based on the mutual consent of the employee and SunLine. Accordingly, either the employee or SunLine may terminate the employment relationship at will, with or without cause or advance notice, at any time.

RULE X
RESIGNATIONS

SECTION 10.1 RESIGNATION

An employee wishing to leave SunLine Transit Agency or SunLine Service Group in good standing shall file with the department director a written resignation on the form prescribed by the Director of Human Resources, giving at least two weeks' notice of intention to leave the service unless the said department director consents to the employee leaving sooner, resignation shall be forwarded to the Director of Human Resources forthwith. An employee who leaves SunLine Transit Agency or SunLine Services Group without so filing a written resignation, or giving a two weeks' notice, shall have that fact entered on said employee's service record in Human Resources and may be denied certification on employment lists.

SECTION 10.1.2 RESCINDING A RESIGNATION

An employee who has submitted a resignation may request the General Manager to rescind said resignation. The request must be in writing and submitted prior to the employee's last day of employment as set forth in the resignation. The General Manager, after investigation, shall notify the employee of said decision prior to the employee's last day of employment. Nothing in this Rule shall be construed to require the General Manager to rescind a resignation simply because a request has been made to do so.

SECTION 10.2 RESIGNATION UPON ABSENCE WITHOUT LEAVE

Absence of any employee without authorized leave for three consecutive working days shall separate such employee from the service and be considered in effect a resignation as of the last day on which the employee worked; provided, however, the General Manager may cancel such separation if it is determined circumstances warrant such cancellation.

Nothing in this section shall preclude the General Manager from taking disciplinary action against an employee pursuant to Rule IX for unexcused and/or repeated or absenteeism.

SECTION 10.3 RESIGNATION UPON FAILURE TO RETURN AFTER LEAVE

Failure of any employee to report for duty within three calendar days after the expiration of an authorized leave of absence shall separate such employee from the service and

be considered in effect a resignation as of the last day of said leave; provided, however, the General Manager may cancel such separation if it is determined circumstances warrant such cancellation.

Nothing in this section shall preclude the General Manager from taking disciplinary action against an employee pursuant to Rule IX for unexcused and/or repeated absenteeism.

SECTION 10.4 JOB REFERENCES

It is the policy of SunLine not to provide any job references for current or former employees. Accordingly, if any employee or representative of the employer is asked for information of any kind, such as a job reference, regarding a current or former employee, the individual seeking the information should be directed immediately to the Human Resources Department. The Human Resources staff will advise the individual making the inquiry of SunLine's policy of not providing information to third parties about current or former employees. Only if the inquiring individual is able to establish that he or she is a prospective employer may the Human Resources Department simply confirm dates of employment and salary. No additional information will be provided in the absence of a legal obligation to furnish such information.

RULE XI

GRIEVANCE PROCEDURE

PART 1 – PURPOSE

SECTION 11.1.1 PURPOSE

The grievance procedure is established to allow employees to address concerns regarding violations of policies and administrative guidelines. This process will assist employees in communicating concerns and resolving disputes. Unless otherwise stated, the term days in this Rule shall mean work days.

Based on state law and SunLine's policies, employees are free to sever their employment relationship with SunLine at their option at any time, with or without cause or advance notice. In the same manner, unless otherwise provided in a collective bargaining agreement, SunLine reserves the right to terminate its employment relationship with any employee at will, either with or without cause or advance notice. Nothing in this grievance procedure is intended to create an express or implied agreement that alters the employment-at-will relationship that exists.

PART 2 – PROCEDURE

SECTION 11.2.1 REPRESENTED EMPLOYEES

The grievance procedure for all represented employees shall be established in the Memorandum of Understanding with the recognized employee organization.

SECTION 11.2.2 UNREPRESENTED EMPLOYEES

- Step 1: Employees should first raise any problems or complaints verbally with their immediate supervisor within 5 days of the incident or occurrence that gives rise to the problem.
- Step 2: If the employee feels that the issue was not resolved by Step 1, a written grievance may be filed with the supervisor on a form provided by Human Resources within 5 days of first raising the problem in Step 1. The supervisor will, within 10 days of receiving the written grievance, meet with the employee and complete a response in writing on the grievance form.
- Step 3: If the employee still feels the grievance is unsettled, an appeal may be filed with the department director within 5 days of the supervisor's written decision. The department director will conduct a meeting with the employee and the immediate supervisor and will issue a written response within 10 days.

Step 4: If the employee still feels the matter is unresolved, an appeal may be filed with the Director of Human Resources within 5 days of the department director's written decision. A hearing will be scheduled within 10 calendar days unless it is determined that additional time is required. The employee will be informed of the date of the hearing. The hearing will be conducted by the Director of Human Resources, or other designee of the General Manager. The decision will be considered final and binding on all parties, and will be issued in writing.

RULE XII
GLOSSARY

SECTION 12.1 DEFINITIONS

For the purpose of these Rules, the following definitions shall apply. Wherever used, the singular shall include the plural and the plural the singular. The word "shall" shall be construed as mandatory, and the word "may" as permissive or discretionary.

Applicant:	A person who has filed a formal application for employment.
Appointment:	The act of appointing or placing a person in a position of a class. All appointments are made in accordance with these Rules to authorized classes of regular or temporary positions.
Board:	As used in these Rules, the Board of Directors of SunLine Transit Agency and SunLine Services Group.
Candidate:	A person whose application for employment has been accepted as meeting the minimum qualifications and general requirements for SunLine employment.
Certification:	The act of the Director of Human Resources submitting names of eligible candidates from an employment list for appointment consideration.
Certified Temporary Appointment:	The temporary appointment of a qualified person to a vacant position after certification from an employment list.
Class:	The job title of a position or group of positions containing duties and responsibilities as determined by the Director of Human Resources, to be sufficiently similar or so related that the same education, training, experience, knowledge and ability is required of the incumbent; the same tests of fitness can be used to select qualified individual; and the same salary range or rate of compensation can be applied. All positions in SunLine Transit Agency and SunLine Services Group are assigned to a class by the Director of Human Resources.

Classification:	When used as a noun, synonymous with class. (See Class) Also used to refer to the personnel process used to classify new positions or reclassify existing positions. (See Classify and Reclassify)
Classify:	The act of assigning a new position or positions to a class based on an analysis of the duties, responsibilities and requirements of the position by the Director of Human Resources.
Class Specification:	The official description of the primary duties, responsibilities and requirements of a class.
Compensation:	Any salary, wage, fee, allowances, or all other forms of valuable consideration including benefits earned or paid to an employee by reason of service in a position.
Continuous Service:	Employment uninterrupted by separation.
SunLine Service:	In the employ of SunLine Transit Agency or SunLine Services Group.
Days:	Calendar days, unless otherwise specified.
Demotion:	A change in appointment to a class having a lower top prescribed pay rate.
Department:	A major branch of SunLine Transit Agency or SunLine Services Group organization headed by an executive.
Department of Human Resources:	The Department responsible for administering the SunLine personnel system in accordance with these Rules.
Director:	The Director of Human Resources, unless otherwise indicated.
Dismissal:	The involuntary termination of an appointment and the removal of an employee from a position.
Eligible Candidate:	Persons who the Director of Human Resources has deemed qualified to perform the work of a class and whose name appears on an official employment list.
Eligibility List:	Same as an employment list.

Employee:	A person holding a position in SunLine Transit Agency or SunLine Services Group.
Employment List:	A roster containing the names of persons qualified to perform the work of a specific class. The Director of Human Resources certifies candidates as eligible for appointment from a regular, seasonal, reemployment or transfer employment list.
Employment Status:	The regular or temporary nature of an appointment.
Examination:	Any competitive means of measuring the qualifications and relative fitness of applicants for employment.
Executive Service	Employees that report directly to the General Manager or the Board of Directors.
General Manager:	The person appointed by the Board of Directors to conduct the day-to-day business of SunLine Transit Agency and SunLine Services Group.
Immediate Family:	Spouse or domestic partner, child(ren), step or adopted child(ren), children of a domestic partner, a minor to whom the employee is a local parent, brother, sister, step-brother, step-sister, mother, father, step-mother or step-father.
Incumbent:	The individual serving in a position.
Joint Powers Agreement:	An agreement by and between the nine (9) cities of the Coachella Valley and the County of Riverside to establish SunLine Transit Agency.
Lateral Transfer:	A change in appointment with no change in top prescribed pay rate.
Military Leave:	The leave of absence granted by State law to employees ordered to active duty in the armed forces of the United States.
Paid Service:	Actual time worked, including paid holidays, paid leaves of absence, and compensatory time off followed by a return to work.
Performance Test:	Examination that has candidates perform a sample of the actual work that would be found on the job.

Regular Employment Status:	The status gained by a person who has successfully passed a probationary period and has maintained continuous service. Synonymous with regular position. A regular employee's "at will" status doesn't change at the completion of the probationary period.
Position:	A group of continuing duties and responsibilities assigned by any director and requiring the full-time or part-time employment of one individual.
Position Status:	The regular or temporary nature of an authorized position as designated in the Salary Resolutions and Budget.
Present Employment:	Most recent continuous service upon entry or re-entry into SunLine service. However, continuous service immediately prior to separation of a regular employee because of disability retirement or layoff shall be counted in computing the duration of present employment if a regular employee returns to SunLine service within a year of separation.
Probationary Period:	A trial period during which an appointee is required to actually demonstrate ability to perform the duties and responsibilities of a position following appointment from an authorized employment list.
Promotion:	A change in appointment to a class having a higher top prescribed pay rate.
Provisional Temporary Appointment:	The temporary appointment of a qualified person without certification or competition and in the absence of a Reinstatement or Regular Employment List for the class.
Public Notice:	Announcement of recruitments by Human Resources.
Reclassification:	The act of assigning an existing authorized position to a different class based on an analysis of substantial changes in the continuing duties, responsibilities or requirements of the position as determined by the Director of Human Resources.
Reemployment:	The rehiring of a former employee.

Reemployment List:	An authorized employment list consisting of former employees who attained regular employment status in a class, separated from SunLine in good standing, and who wish to be rehired within a period of three years.
Removal:	The involuntary termination of an employee.
Resignation:	Voluntary separation of an employee from SunLine Transit Agency or SunLine Services Group.
Sick Leave:	A type of authorized leave as defined in the Salary Resolution.
Suspension:	An involuntary temporary absence without pay imposed by the appointing authority for disciplinary purposes.
Temporary Employment Status:	The status of a person who holds any type of temporary appointment subject to expiration and termination.
Transfer List:	An authorized employment list consisting of employees who are seeking lateral transfer or demotion.
Vacancy or Vacant Position:	Any unfilled authorized position.
Waiver:	The act of relinquishing a right.
Year:	365 consecutive days.



AGENDA
FINANCE COMMITTEE

October 23, 2013
11:00 a.m. – 12:00 p.m.

G.M. Conference Room
SunLine Transit Agency
Thousand Palms, CA

1. Call to Order
2. Roll Call
3. Public Comments
4. Committee Member Comments

----- ACTION -----

5. Appointment of Finance Committee Chair and Vice Chair Approve
Finance Committee members to appoint Committee Chair and Vice Chair.
6. Contract Amendment-The Le Flore Group LLC (CJ Smith) Approve
Request to the Board to grant authority to Interim General Manager to approve amendment to the contract with The Le Flore Group LLC. (Pages 1-3)
7. Change to Board Fare Policy-College of the Desert Student Passes (Joseph Forgiarini) Approve
Request to the Board to change Board Policy #B050120, Fare Policy and partner with C.O.D to seek funding to provide free student transit passes for pilot program. (Pages 4-15)
8. Approval of Side Letter Agreement (Donald Bradburn) Approve
Request to the Board to approve a Side Letter Agreement between SunLine Transit Agency and the ATU, Local 1277 related to health Insurance. (Pages 16-18)

----- **RECEIVE & FILE** -----

9. Consent Calendar

Receive and File

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

- a) Checks over \$1,000 for September, 2013 (Pages 19-21)
- b) Credit card statement for September, 2013 (Pages 22-24)
- c) Monthly Budget Reports for July, August, 2013 (Pages 25-26)
- d) Report - Contracts Signed Under General Manager Authorization (Page 27)

10. Adjourn

SunLine Transit Agency

DATE: October 23, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Finance

RE: Contract Amendment - The LeFlore Group

Recommendation

Recommend that the Board of Directors grant authority to the Interim General Manager to approve amendment Number (one) 1 to the contract with The Le Flore Group in the amount of \$134,116.81.

Background

The Le Flore Group LLC was awarded a competitive contract to perform project management and contract administration duties for SunLine on August 2, 2011. Among these projects was project management of the Administration Building Construction Project. This amendment is to extend the agreement to accommodate the projected close out of the Administration Building Construction Project. This change will increase the total contract value to \$584,116.81 and extend the contract to 11/30/2014 which is the expected close-out of the Administration Building Project.

The Statement of Work is amended as follows: "The Le Flore Group LLC (Contractor) will continue to function as Project Manager for the Administration Building and other special projects as needed. As Project Manager for the Administration Building Project, the Contractor is responsible for initiating all contract actions necessary to support the project. This means managing the contract of the General Contractor, Construction Management Firm, Environmental Surveying Firms, the Architect of Record, Inspection and Testing Firm, and various other supporting contractors. The contractor is responsible for making sure that all contracts comply with FTA regulations and Public Contract Codes to the extent they are applicable. The Contractor is responsible for Managing the Cost, Schedule, and Quality performance of all Contractors, making sure that all Requests for Information, Substitution Requests, and Change Directives are processed timely to support the objectives of SunLine Transit Agency. The Contractor will also negotiate all Change Orders and document them consistent with FTA regulations. The Contractor is responsible for apprising SunLine management of all Construction Activities. The Contractor is also responsible for Project Support of Advanced Technology Projects."

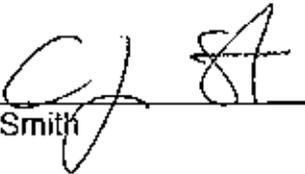
In the past, The Le Flore Group LLC has been utilized in multiple areas throughout the Agency, as Mr. Le Flore has been a knowledge base and valuable resource. Going forward, the plan is to have Mr. Le Flore operate strictly in the capacity of a consultant and will not perform day-to-day employee-type job functions. His work will include

concurrent projects such as Triennial Review Oversight, and Project Support of Advanced Technology Projects.

The contract language will be clarified to state that the total Not To Exceed Amount, and not a yearly limit as there is just 13 months remaining until contract completion.

Fiscal Impact

There is no financial impact to the Agency, as the additional \$134,116.81 will be funded mainly by capital funds in approved capital budgets from FY 14 and FY 15.


CJ Smith

Amendment

Contract No.: 11-022

Amendment No.: 1

Date of Orig. Contract: 8/2/11-8/1/14

Date of Change Order: 10/1/2013

Contractor: The LeFlore Group

Description of Change in Contract Terms:

Changes include scope of work, contract extension and contract amount. The Statement of Work is amended as follows: "The Le Flore Group LLC (Contractor) will continue to function as Project Manager for the Administration Building and other special projects as needed. As Project Manager for the Administration Building Project, the Contractor is responsible for initiating all contract actions necessary to support the project. This means managing the contract of the General Contractor, Construction Management Firm, Environmental Surveying Firms, the Architect of Record, Inspection and Testing Firm, and various other supporting contractors. The contractor is responsible for making sure that all contracts comply with FTA regulations and Public Contract Codes to the extent they are applicable. The Contractor is responsible for Managing the Cost, Schedule, and Quality performance of all Contractors, making sure that all Requests for Information, Substitution Requests, and Change Directives are processed timely to support the objectives of SunLine Transit Agency. The Contractor will also negotiate all Change Orders and document them consistent with FTA regulations. The Contractor is responsible for apprising SunLine management of all Construction Activities. The Contractor is also responsible for Project Support of Advanced Technology Projects." As of 9/30/13 there was \$65,883.19 remaining. An addition of \$134,116.81 will bring the remaining contract total to \$200,000.00. Contract period will be extend to 11/30/14.

This change order modifies the following terms to the contract:

WAS: NTE \$150,000 per year for 3 years, \$450,000 total, expiring 8/1/14.

IS: NTE \$584,116.81 for life of contract, expiring 11/30/14.

SUMMARY EFFECT: The changes result in the following adjustment in Contract Price and Contract Time:

Original Not To Exceed Contract Price:	\$450,000.00
Total Changes in Contract Price from prior Change Orders	\$0.00
Increase (decrease) resulting from this Change Order	\$134,116.81
Total Changes in Contract Price	\$134,116.81
Current Contract Price including this Change Order	\$584,116.81
Net Increase/Decrease in contract time resulting from this change order:	Increase 121 days

All other Terms & Conditions remain in effect.

AGENCY:

Change Order No.: 1

Approved Date:

CONTRACTOR

Change Order No.: 1

Approved Date:

By: Roger Snoble, Interim General Manager

By: Rudy LeFlore, Owner

SunLine Transit Agency

DATE: October 23, 2013 **ACTION**

TO: Finance Committee
Board of Directors

FROM: Director of Transit Planning

RE: College and University Student Passes/Change of Fare Policy
B-060102

Recommendation

Staff recommends the Board of Directors take three actions on student passes:

- Direct staff to seek funding (public or private) to provide free travel for College of the Desert (COD) students on SunLine services for the FY 2014/15 and FY 2015/16 academic years, pending a vote by COD students to fund the program in subsequent academic years FY 2016/17 and beyond. This will allow SunLine to maximize ridership from COD students on the SunLine system while continuing to meet mandatory farebox recovery requirements. The goal is to have the free travel funded by the beginning of COD's spring term (01/14/14), running until 06/30/16.

Towards this goal, staff is asking the Board to approve the Agency partnering with College of the Desert and College of the Desert Alumni Association to seek funding for this two-year pilot program. Fifty thousand dollars has already been committed by COD Alumni Association, leaving an estimated \$222,000 to be funded from other sources than SunLine regular funding.

- Authorize the Agency to offer approved college/universities the opportunity to sell students a 31 day pass at the applicable fare for youth 5-17 years old (\$24). The institutions can purchase 31 day passes at a discounted rate of \$22.25 (minimum order 100 passes per month, maximum \$50,000 per fiscal year), as long as the savings are passed on to students. These passes would only be available for sale by the approved colleges/universities, which would become ticket agents for SunLine. This decision applies only to the 31-day pass, not to cash fares or day passes.
- Authorize the required update to the Agency's Fare Policy # B-060102. See blue line change in Fare Policy document attached. This includes a reformatted section on fares including the previously approved Commuter Link fares. This change would be effective November 1, 2013.

Background

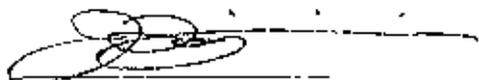
In April 2013, letters were received from the College of the Desert Superintendent and President of the College of the Desert Alumni Association, requesting consideration of free travel for College of the Desert students. In response to these letters, meetings with the COD and COD Alumni representatives were held in July and October 2013, attended by the SunLine Interim General Manager and Director of Transit Planning, together with the SunLine Board Chairman Glen Miller and SunLine Board Member and Mayor of Desert Hot Springs Yvonne Parks. At these meetings, all parties reaffirmed the group's goal of a free transit pass for COD students, subject to sustainable funding from sources other than existing SunLine funds.

SunLine estimates approximately 600 COD students (6% of total students) use SunLine services each day (Source: 2008 Rider Survey), with an estimated annual fare revenue of \$204,000 attributable to their travel. The COD Alumni Association already funds \$50,000 worth of 31-Day SunLine transit passes each year (sold to students for \$5 on a first come first served basis), which provides 172 passes each month, leaving 428 other students to pay full \$34 monthly. A 100% reduction in fare that a free pass represents should bring at least a 33% increase in student ridership, based on industry experience. An additional 200 students (for a total of 800 students) would then be using SunLine transit services. The annual fare revenue attributable to this larger group would be \$272,000 (based on $800 \times \$34 \text{ pass} \times 10 \times 31 \text{ days}$).

There is no regulatory framework for SunLine to fund a free travel initiative for COD students (while not offering similar to other member of the population). Any such initiative would require external funding, ensuring SunLine still meets its farebox recovery ratio. Funding secured for this initiative would be used for up to two years to demonstrate the benefits of such free travel to students. The SunLine and COD working group agreed that a vote would be taken of the 10,000+ student population during the 2015/16 academic year to fund the continuation of the program based on a per term or per year fee charged to all students (not just those who use transit).

Fiscal Impact

Discounting of student passes to a youth rate (\$24) will cost SunLine an estimated \$9,130 per year in lost fares (mid-year budget adjustment required). The proposed free travel for students at COD can only be implemented if \$272,000 per year in alternative public and private funding can be secured. The COD Alumni Association has already committed \$50,000 per year. An extension of the program into fiscal year 2016-17 requires the COD student population to vote for a funding measure based on a fee on all students per year or per term.



Joseph Forgiarini
Director of Transit Planning

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FARE POLICY

A. Purpose:

The purpose of this Fare Policy is to establish guidelines for setting public transit fares for SunLine Transit Agency (SunLine). This Policy will be used to provide direction in making decisions about changes to the fare structure and to monitor fare collection. This Fare Policy supports SunLine's goal of providing high quality transportation services in the Coachella Valley that are safe, efficient and effective, and applies to both fixed route and paratransit services.

B. Policy Objectives:

1. To promote ridership by making the fare structure attractive to users
2. To promote the equity of fare payment among transit patrons
3. To improve the efficiency of fare collection
4. To improve the farebox recovery ratio

C. Method of Payments:

i. Fixed Route Service

The following fare payment options are available for use on the fixed route system.

1. Magnetic strip cards offering multi-ride options are made available for purchase at SunLine or pass outlets. This includes Day, 10-Ride, Coachella Valley Employer and 31-Day passes, as well as the GO pass. Day passes and Transfers will also be issued from the fareboxes on the bus.
2. Cash fare payment will be accepted on fixed route buses.
3. Miscellaneous passes may also be introduced periodically as part of a special promotion or service. These will be specially printed fare passes associated with specific events and will only be accepted during a limited time span.

ii. Paratransit Service

- =====
1. Fare payment for SunDial customers are classified as fares paid for trips within each city or trips for travel from one city to another city the Coachella Valley. Both passes are punched by the operator depending on the trip.
 2. Currently, diamond fareboxes are installed in the paratransit buses; however, the agency plans to install the GENTSaBill electronic farebox on SunDial buses in future.

D. Fare Levels:

For purposes of this Fare Policy, there are four distinct fare levels, which are defined below.

1. **Adult:** Adults are considered general passengers from ages 18 to 59 years.
2. **Senior/Disabled/Medicare:** Seniors are considered 60 years and over. Disabled passengers are those who meet disability requirements. Both groups qualify to pay half the fare of an adult passenger as well as those who hold Medicare Cards.
3. **Youth:** Youth are classified as passengers between ages 5 and 17.

College/University Students: The youth category, effective 1 November 2013, includes approved Coachella Valley colleges and universities for bulk purchase of 31 day passes (or term or semester or annual passes if developed) for sale to their students (the \$24 31-day youth pass). These will be sold to the college or university at a ticket agent discount rate of \$22.25 and must be sold to students at this rate or lower (if subsidized by the college or university). These passes must be purchased in minimum order of 100 passes per month and not to exceed \$50,000 per fiscal year in total purchases. Part time and full time college and university students are eligible for these passes, and they may be used for any trips on SunLine services (excluding paratransit and Commuter Link 220). The rider must display their college ID card whenever validating the pass on a SunLine bus.

4. Children ages 4 and under are allowed to ride free with a full fare paying passenger. Two children ride free with a full paid riding adult passenger.

E. Fare Structure Categories:

SunLine fares are developed with sensitivity to the needs of transit riders. Appendices A & B displays the Current and revised fare structure. The following are definitions of SunLine's policy for using cash, passes and transfers.

FARES AND PASSES

All passes are subject to all rules and regulations of SunLine Transit Agency. No refund for a lost, stolen or damaged pass. Passes are non-transferable. Any misuse may cause the pass to be revoked.

Exact fare is required. Operator does not make change and there are NO refunds.

	<u>Cash Fare</u>	<u>Day Pass</u>	<u>10-Ride</u>	<u>31-Day Pass</u>
<u>Adult</u>	<u>\$1.00</u>	<u>\$3.00</u>	<u>\$10.00</u>	<u>\$34.00</u>
<u>Youth *</u>	<u>85¢</u>	<u>\$2.00</u>	<u>\$8.50</u>	<u>\$24.00</u>
<u>Senior</u>	<u>50¢</u>	<u>\$1.50</u>	<u>\$5.00</u>	<u>\$17.00</u>

TRANSFERS are valid for two hours of unlimited rides 25¢

Maximum of 2 children (4 years and younger) ride FREE with a paid fare.

* Youth 5 to 17 years must be prepared to show proof of age each time they board.

** Be prepared to show proof of age or disability with one of the following each time you board the bus: Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card.

	<u>Cash Fare</u>	<u>Day Pass</u>	<u>30-Day Pass</u>
<u>Zone 1 = Riverside - Cabazon</u> <u>Zone 2 = Palm Desert - Rancho Mirage</u>			
<u>Adult / Youth</u>	<u>\$3.00</u>	<u>\$7.00</u>	<u>\$75.00 §</u>
<u>Senior 60+ / Child 46"</u> <u>or less §§</u> <u>Zone 1 or 2</u>	<u>\$2.00</u>	<u>\$5.00</u>	<u>\$50.00 §</u>
<u>Adult / Youth</u> <u>Zones 1 & 2</u>	<u>\$6.00</u>	<u>\$14.00</u>	<u>\$150.00</u>
<u>Senior 60+ / Child 46"</u> <u>or less §§</u> <u>Zones 1 & 2</u>	<u>\$4.00</u>	<u>\$10.00</u>	<u>\$100.00</u>

§ This 30-Day pass (\$75.00 / \$50.00) is good only for Zone 1. It can ONLY be purchased from RTA and their pass sales outlets.

§§ Medicare card, DMV Driver License or Senior ID card, SunDial Americans with Disabilities Act (ADA) Certification card or SunLine Half-Fare ID card will be accepted as proof of age or disability. Children 46" tall or under, ride at the Senior/Disabled/Medicare price.

Transfer to/from SunBus 25¢

Valid for two hours of unlimited rides on SunBus. Passengers transferring to/from Commuter Link 220 must have valid Commuter Link 220 pass or pay a Commuter Link 220 fare. Day or 30-Day Commuter Link 220 passes also allow free transfers to/from any RTA bus service.

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The following Riverside Transit Agency (RTA) passes are valid for use between Riverside and Cabazon (Zone 1) on Commuter Link 220: RTA Commuter ticket/pass, U-PASS, Go Pass, City of Riverside Employee ID Pass and Metrolink ticket /pass.

An additional \$3.00 fare can be paid with these passes for travel to/from Zone 2.

Coachella Valley Employer Passes:

Employers in the Coachella Valley can purchase 31-day passes for the \$24 rate for workers (minimum 6 passes per employer per 31 day period) .

SUNDIAL Fare

\$1.50 within one city

\$2.00 within multiple cities

These fares are consistent with the FTA requirement that the paratransit fares not exceed twice the full peak period adult fare on fixed route for the equivalent journey.

Exact fare required. Operator does not make change and there are NO refunds.

1. ~~Cash Fare Policy:—A full fare price of \$1.00 has been established for Adults, with half the fare of \$0.50 established for seniors 60+ years, persons with disabilities, and those who have Medicare Cards. Cash fare for youth 5 to 17 years is \$0.85.~~
2. ~~Pass Policy:— Multi-ride options include Day, 10-Ride, 31-Day, and Coachella Valley Employer Passes.—Like cash fares, discounted passes are offered for Day, 10-Ride and 31-Day passes for seniors 60+, persons with disabilities, Medicare Card holders, as well as youth.~~
3. ~~Transfer Policy:— Transfers allow passengers to get off a bus and re-board any SunLine bus (even the same bus) within 2 hours from the time of purchase.—All transfer issued to passengers cost \$0.25 and must be obtained from the operators when the fare is paid.—Passengers using Day or 31-Day Passes do not need transfers; however, passengers using the 10 Ride passes will need to buy transfers to connect to other bus routes.—With the new fareboxes, transfers can now be issued from the farebox and will be used for unlimited rides, anywhere, and in any direction within 2 hours of purchase.~~

F. Refund:

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1 Exact Fare:

Passengers must have the exact fare ready to deposit in the farebox when boarding. SunBus Operators do not carry money to make change. Passengers are advised to carry one (\$1) dollar bills to pay for their cash fares. Passengers who pay their fares with bills larger than a one (\$1.00) bill will not be issued refunds and are encouraged to refrain from using \$2.00, \$5.00, \$10.00, and \$20.00 dollar bills.

2. Transfers:

Transfers are only valid for the day it was purchased and there will be no refunds for any transfers issued and not used within the time and date printed on the back.

3. Passes:

The following is established as part of SunLine’s Refund Policy:

- i. Lost, stolen or damaged passes will not be refunded or replaced.
- ii. Pass not activated can be exchanged with proof of purchase and will not be refunded.

G. Locally Developed Public Input Process:

A comprehensive public outreach effort is essential to ensure that decisions made about transit fares reflect the needs and desires of the community. SunLine’s public involvement effort consists of notifying the public as well as soliciting feedback

regarding the proposed changes. Typically, SunLine utilizes the established procedures to address public outreach efforts. In addition, SunLine includes the following activities when a determination is made to institute a fare change:

- 1. Public Notice Procedures: At a minimum, SunLine places legal advertisements in local newspapers to announce the proposed fare changes and describe how the public may provide comment. SunLine also prepare notices in the form of rider alerts and provide written notices on-board buses. Other efforts include posting information on the SunLine’s

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web site; notifying agency and business partners directly via e-mail or facsimile; and the General Manager participates in interviews with local newspaper, radio, or television programs to reach additional audiences.

2. **Solicitation of Public Comment Practices:** To ensure public comment is considered, SunLine schedules public meetings to gather input during the development of a fare change proposal. A formal public hearing is held at the Board of Directors meeting is scheduled during a regularly scheduled Board meeting. SunLine staff also documents all comments and suggestions submitted.
3. **Final Recommendations:** A summary of the comments received is furnished upon request for public review at SunLine's. Staff recommendation is made in writing to the Board of Directors after considering the issues raised and the recommendation of the General Manager
4. **Implementation:** As a part of the process, SunLine also develops an implementation plan for proposed fare changes. The plan will outline ongoing public outreach and education needed to ensure a smooth transition.

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PASS OUTLET INCENTIVES

Objectives:

SunLine offers private retail sales outlets, also known as pass outlets incentives to sell its fare media. These incentives recognizes that these organizations play an important role in the distribution of SunLine's fare media to passengers.

Application:

This policy applies to all Pass Outlets that SunLine chooses to contract with for the sale of fare media.

Program Guidelines:

SunLine offers various levels of discounts on the purchase of fare media for distribution by Pass Outlets. Depending on the number of each fare category sold, the defined incentives are applied.

Maintenance:

The Finance Department works in conjunction with the Marketing and Planning Departments for making recommendations for modifications to the Pass Outlet incentives.

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HALF FARE PROGRAM (FIXED ROUTE ONLY)

Objective:

To provide reduced fares for fixed route services for seniors and persons with disabilities in cooperation and compliance to the Federal Transit Administration's half fare requirements.

Application:

This program applies to all qualified individuals who are eligible according to the guidelines approved for the program.

Program Guidelines:

SunLine's Half Fare Program provides half fare discounted bus fares to ride on SunBus to passengers 60 and over, as well as persons with disabilities. The following defines who qualifies to use the program.

Who Qualifies for the Half Fare Program:

1. Persons 60 and older
2. Medicare Cardholders
3. Persons who receive Supplemental Security Income (SSI), based on disability or Social Security Disability (SSD) benefits, as long as they continue to receive these benefits.
4. Veterans who are disabled, who receive a determination of at least 50 percent permanent disability or a non-service connected pension as determined through the Veterans Administration (VA).
5. Persons who meet the Federal Transit Administration (FTA) definition of disabled: "disabled persons means any individual who by reason of illness, injury, age, congenital malfunction, or other permanent or temporary disability, are unable, without special facilities or special planning or design to use mass transit and services as effectively as persons who are not affected".

What Proof must be Shown:

The following proof of eligibility must be shown to qualify for this program:

1. Official verification of age (Valid DMV Driver's License, passport, and State issued ID card)
2. Medicare Card
3. Authorization letter received for SSI or SSD benefits
4. Authorization letter from the VA at a 50 percent disability level or greater, or receive a disability pension for the VA.
6. SunDial Certification for the Americans with Disabilities Act (ADA)

Disability Verification: Individuals who do not have one of the proofs of eligibility listed must complete a Half Fare Application to pay half fare for their fares. Individuals with one of the listed proofs must be allowed to pay half the fare on board the buses or at any of SunLine's Pass Outlets. Because Operators may request proof of eligibility each time on boarding the bus, all individuals will be encouraged to obtain SunLine Transit Agency Half Fare Identification Card.

SunLine received quotes from HealthNet, Aetna, Anthem Blue Cross, Kaiser Permanente and United HealthCare for both HMO and PPO plans. In evaluating the plans, we considered affordability, accessibility, coverage, and disruption of care. The original rate from HealthNet (our current provider) was a 15.3% increase in cost and wasn't competitive. After negotiating with HealthNet, SunLine was able to lock rates that result in a 6.5% increase to current costs with no changes to the level of coverage. In the FY 13-14 budget, staff anticipated a 15% increase in medical insurance bringing the medical insurance in 8.8% below budget.

Staff asked that the dental, life, accidental death and dismemberment (ADD), short-term disability, long-term disability, supplemental life and ADD plans be bundled and put for bid. SunLine received proposals from MetLife, Prudential and the Principal. MetLife's bundled rate resulted in a 15% savings over current costs. In the FY 13-14 budget, staff anticipated a 10% increase in these costs which brings these plans in 25% below budget.

Fiscal Implications

This action will not result in an increase to the budget. The increase in contribution for the Employee + Family is \$9,125 per month and is offset by savings achieved through negotiations. SunLine budgeted \$279,200 per month for all benefits. The 2014 costs have been negotiated at \$254,715 based on current participation, which is \$24,485 under budget. If the side letter is approved, the net budgetary savings will be \$15,360 per month. This is a budgetary savings of \$92,160 for the remaining six months of the fiscal year.



Donald A. Bradburn

October 15, 2013

Amalgamated Transit Union Local 1277
Attn: Art Aguilar, Vice-President
1744 N. Main St.
Los Angeles, CA 90031

Side Letter Agreement Between SunLine Transit Agency and Amalgamated Transit Union (ATU), Local 1277

In order to foster positive employer-employee relations, SunLine Transit Agency proposes the following side letter agreement pertaining to medical insurance and SunLine's contribution.

1. It is mutually agreed that the premiums shall be in 3-Tiers: Employee Only, Employee +1, and Employee + Family.
2. It is mutually agreed that SunLine shall contribute the following amounts:
 - a. Employee Only - Full premium except \$5.00 per pay period (\$10/month), which shall be contributed by the employee selecting this coverage.
 - b. Employee +1 - \$925
 - c. Employee +2 - \$1050
3. It is mutually agreed that SunLine's contributions shall remain in effect from January 1, 2014 to December 31, 2014.

The proposed terms of this agreement are subject to ratification by ATU and approval by the SunLine Board of Directors.

Roger Snoble, Interim General Manager _____ Date

James Lindsay, President, ATU Local 1277 _____ Date

Art Aguilar, Vice-President, ATU Local 1277 _____ Date

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
Section Ia- Check payments issued against the Operating Fund - (Costs related to Transit Operations & Maintenance)								
SO CAL GAS CO.	Cost of utilities	658095	9/27/2013	\$100,594.36	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658970	9/24/2013	\$77,711.85	Y	Y	\$210,888.00	Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658056	9/27/2013	\$23,670.24	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658973	9/24/2013	\$17,365.62	Y	Y	\$273,071.00	Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658813	9/9/2013	\$16,507.37	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658028	9/27/2013	\$14,029.46	Y	N		Operating
GFI GENFARE	Cost to repair fareboxes	658825	9/9/2013	\$7,824.60	Y	N		Operating
IMPERIAL IRRIGATION DIST	Cost of utilities	658770	9/4/2013	\$7,429.59	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658078	9/27/2013	\$5,443.35	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658967	9/24/2013	\$5,170.00	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658848	9/9/2013	\$4,929.15	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658998	9/24/2013	\$4,217.39	Y	N		Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658954	9/19/2013	\$4,212.01	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658024	9/27/2013	\$3,988.65	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658792	9/9/2013	\$3,727.08	Y	Y	\$99,184.00	Operating
NEW FLYER	Cost to purchase vehicle parts	658946	9/19/2013	\$3,408.85	Y	N		Operating
TURBO IMAGES	Cost to purchase vehicle parts	658874	9/9/2013	\$3,189.92	Y	N		Operating
ROMAINE ELECTRIC CORP.	Cost to purchase vehicle parts	658858	9/9/2013	\$2,932.70	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658039	9/27/2013	\$2,883.59	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658865	9/9/2013	\$2,773.46	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658968	9/24/2013	\$2,654.76	Y	N		Operating
ELLSWORTH TRUCK & AUTO	Cost to purchase vehicle parts	658933	9/19/2013	\$2,643.46	Y	N		Operating
FIESTA FORD, INC.	Cost to purchase vehicle parts	658819	9/9/2013	\$2,493.75	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658880	9/17/2013	\$2,484.72	Y	Y	\$96,699.00	Operating
MICRO MOTION, INC	Cost to purchase SunFuel parts	658066	9/27/2013	\$2,378.73	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658955	9/19/2013	\$2,299.85	Y	N		Operating
HOME DEPOT ORD SRVS	Cost to repair and service facility	658933	9/24/2013	\$2,246.81	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658955	9/24/2013	\$2,191.65	Y	N		Operating
TRANSIT PRODUCTS & SERVICES	Cost to purchase vehicle parts	658872	9/9/2013	\$2,038.58	Y	N		Operating
GOODYEAR TIRE & RUBBER CO	Cost for the vehicle tire lease agreement	658829	9/9/2013	\$1,889.77	Y	Y	\$290,436.00	Operating
TK SERVICES, INC.	Cost to purchase vehicle parts	658999	9/24/2013	\$1,887.16	Y	N		Operating
STRICKLAND KENNY INC.	Cost to purchase lubricants & oils	658953	9/19/2013	\$1,820.50	Y	N		Operating
CARQUEST OF THE DESERT	Cost to purchase vehicle parts	659018	9/27/2013	\$1,722.48	Y	N		Operating
PLAZA TOWING, INC.	Towing Service	658993	9/24/2013	\$1,700.60	Y	N		Operating
OPW FUELING COMPONENTS	Cost to purchase SunFuel parts	658949	9/19/2013	\$1,537.51	Y	N		Operating
TWIN VISION	Cost to purchase vehicle parts	658002	9/24/2013	\$1,518.51	Y	N		Operating
TRANSIT RESOURCES	Cost to purchase vehicle parts	659104	9/27/2013	\$1,466.17	Y	N		Operating
ALLIEDBARTON SECURITY SERVICES	Onsite security services for facilities	658922	9/19/2013	\$1,360.60	Y	Y	\$95,338.70	Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658951	9/19/2013	\$1,360.00	Y	Y	\$164,759.00	Operating
PATRICK M. BRASSIL	Hydrogen Maintenance	658775	9/4/2013	\$1,360.00	Y	Y	\$167,399.00	Operating
HARBOR DIESEL & EQUIPMENT	Cost to purchase vehicle parts	658832	9/9/2013	\$1,324.12	Y	N		Operating
CUMMINS CAL PACIFIC, LLC	Cost to purchase vehicle parts	658931	9/19/2013	\$1,308.85	Y	N		Operating
PATRICK M. BRASSIL	Hydrogen maintenance	658909	9/17/2013	\$1,280.00	Y	Y	\$166,119.00	Operating
HI-TECH MACHINING	Cost to purchase vehicle parts	658899	9/17/2013	\$1,270.28	Y	N		Operating
SMARTDRIVE SYSTEMS, INC.	Security equipment maintenance agreement	658861	9/9/2013	\$1,240.00	Y	N		Operating
CREATIVE BUS SALES	Cost to purchase vehicle parts	658929	9/19/2013	\$1,125.12	Y	N		Operating
NEW FLYER	Cost to purchase vehicle parts	658987	9/24/2013	\$1,025.70	Y	N		Operating

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
	Subtotal			\$359,646.83				
Section I - Check payments issued against the Operating Fund - (Costs related to General Administration)								
SOFTCHOICE CORP	Cost for office supplies	658955	9/24/2013	\$42,385.54	Y	N	No not to exceed	Operating
APTA	Cost for annual membership	658755	9/4/2013	\$27,276.00	Y	N		Operating
PEAVEY CORPORATION	Cost for Safety incentives	658776	9/4/2013	\$26,000.00	Y	N		Operating
ROGER SNOBLE	Cost for General consultant	658778	9/4/2013	\$20,375.00	Y	Y		Operating
RUTAN & TUCKER, LLP	Cost for legal services	659088	9/27/2013	\$16,298.60	Y	Y		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	659061	9/27/2013	\$14,998.72	Y	N		Operating
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658638	5/9/2013	\$13,856.51	Y	N		Operating
DESERT AIR CONDITIONING	Cost to repair and service facility	659032	9/27/2013	\$12,980.00	Y	N		Operating
KL EXECUTIVE SEARCH, LLC	Cost to recruit General Manager	658772	9/4/2013	\$12,679.82	Y	N		Operating
ADVANCED WEB OFFSET, INC	Cost for printing Rider's Guide	658788	9/9/2013	\$11,494.00	Y	N		Operating
LARGER THAN LIFE PRODUCTIONS	Cost for advertisement	659083	9/27/2013	\$9,100.00	Y	N	Operating	
G & K SERVICES	Cost to service uniforms	659049	9/27/2013	\$5,739.05	Y	Y	\$31,158.00	Operating
MOORE MAINTENANCE & JANITORIAL	Cost for janitorial services	659773	9/4/2013	\$4,678.00	Y	Y	\$49,362.00	Operating
APTA	Leadership Program for Director of Ops	658957	9/20/2013	\$4,030.00	Y	N	Operating	
VERIZON WIRELESS	Cost for wireless communications	659112	9/27/2013	\$3,740.67	Y	N	Operating	
DESERT SUN PUBLISHING	Cost for public notices	659036	9/27/2013	\$3,703.06	Y	N	Operating	
TELEPACIFIC COMMUNICATIONS	Cost for utilities	659100	9/27/2013	\$3,582.44	Y	N	Operating	
TELEPACIFIC COMMUNICATIONS	Cost for utilities	658868	9/9/2013	\$3,486.30	Y	N	Operating	
VALLEY SANITARY DISTRICT	Cost for Annual Sewer Charge	659111	9/27/2013	\$2,979.00	Y	N	Operating	
SOUTHWEST NETWORKS, INC.	Software Support	658936	9/24/2013	\$2,481.64	Y	N	Operating	
NYHART COMPANY	Cost for pension consultant	658969	9/24/2013	\$2,334.58	Y	N	Operating	
BURRTEC WASTE & RECYCLING	Cost for utilities	658885	9/17/2013	\$2,294.80	Y	N	Operating	
TIME WARNER CABLE	Cost for utilities	659101	9/27/2013	\$2,204.75	Y	N	Operating	
TIME WARNER CABLE	Cost for utilities	658859	9/9/2013	\$2,200.00	Y	N	Operating	
TOTALFUNDS BY HASLER	Cost for postage	659103	9/27/2013	\$2,087.06	Y	N	Operating	
KIMCO STAFFING SERVICES, INC.	Cost for temporary employment services	658905	9/17/2013	\$2,014.00	Y	N	Operating	
VALLEY OFFICE EQUIPMENT, INC.	Cost for fax/copy supplies	659110	9/27/2013	\$2,013.42	Y	N	Operating	
EISENHOWER OCCUPATIONAL	Medical Exams and Testing	659038	9/27/2013	\$1,595.00	Y	N	Operating	
KIRT CONRAD	Cost for recruitment process	659062	9/27/2013	\$1,405.50	Y	N	Operating	
CAL-TEST, INC	D&A Onsite Testing	658888	9/17/2013	\$1,312.95	Y	N	Operating	
OFFICE DEPOT	Cost for office supplies	658852	9/9/2013	\$1,217.10	Y	N	Operating	
CIV WATER DISTRICT	Cost for utilities	658756	9/4/2013	\$1,209.03	Y	N	Operating	
OFFICE DEPOT	Cost for office supplies	658948	9/19/2013	\$1,206.64	Y	N	Operating	
VALLEY LOCK & SAFE	Cost to replace locks	658876	9/9/2013	\$1,094.91	Y	N	Operating	
PALM SPRINGS DESERT RESORT	Cost for annual membership	659081	9/27/2013	\$1,050.00	Y	N	Operating	
	Subtotal			\$267,165.23				

Note: 1)

Section II - Check payments subject to the provisions of Grants, Contracts, Capital Projects or "Pass-through"								
NO ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658774	9/4/2013	\$536,645.73	Y	Y	\$105,249.00	Capital
CREATIVE BUS SALES	Cost for new vehicles (DAR)	658894	9/17/2013	\$493,779.90	Y	Y	\$493,780.00	Capital
CREATIVE BUS SALES	Cost for new vehicles (DAR)	658762	9/4/2013	\$197,511.96	Y	Y	\$296,268.00	Capital
DOUG WALL CONSTRUCTION	Fees for Admin Building (Mar)	658971	9/24/2013	\$151,778.63	Y	Y	\$10,312,695.00	Capital
ARCADIS	Construction Managing - Admin building	658883	9/17/2013	\$71,672.13	Y	Y	\$419,743.00	Capital
BI GROUP	Fees for Admin Building (Mar2012-Jun2013)	658900	9/17/2013	\$43,739.85	Y	Y	\$136,182.00	Capital
ARCADIS	Construction Managing - Admin building	658756	9/4/2013	\$42,043.05	Y	Y	\$491,415.00	Capital

SunLine Transit Agency
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding Source
ND ELECTRICAL CONSTRUCTION, INC.	Bus Stop Improvement	658873	9/27/2013	\$42,030.72	Y	Y	\$63,219.00	Capital
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658879	9/17/2013	\$6,787.50	Y	Y	\$23,813.00	Capital
BAE SYSTEMS CONTROLS	American Fuel Cell Bus Project	658924	9/19/2013	\$6,263.00	Y	Y	\$166,202.00	Capital
AMERICAN CAB	Taxi voucher program - federal grant	658882	9/17/2013	\$6,231.24	Y	N		Capital
DPAC	ITS Project-ARRA	658809	9/9/2013	\$4,692.60	Y	Y	\$0.00	Capital
YELLOW CAB OF THE DESERT	Taxi voucher program - federal grant	658920	9/17/2013	\$4,406.55	Y	N		Capital
FLEET-NET CORPORATION	Software Support - Accounting System	658821	9/9/2013	\$3,720.00	Y	N		Operating
WESTFIELD, LLC	Cost for Commuter Link parking	658787	9/4/2013	\$3,600.00	Y	N		Operating
PSCMAS	Bus Stop Improvement	658856	9/9/2013	\$2,671.50	Y	Y	\$15,715.00	Capital
AGUA CALIENTE BAND OF CAHUILLA	Fees for Admin Building	658769	9/9/2013	\$2,531.25	Y	Y	\$30,600.00	Capital
FIRST TRANSIT, INC.	Inspectors for new vehicles (DAR)	658820	9/9/2013	\$1,895.00	Y	Y	\$0.00	Capital
DESERT CITY CAB	Taxi voucher program - federal grant	658895	9/17/2013	\$1,625.95	Y	N		Capital
SAFETY-KLEEN CORPORATION	Contracted services	658994	9/24/2013	\$1,566.00	Y	N		Operating
ADVOCATES FOR LABOR COMPLIANCE	Perimeter fencing - Indio & Thousand Palms	658921	9/19/2013	\$1,200.00	Y	Y	\$0.00	Capital
DESERT ALARM	Security monitoring services	659033	9/27/2013	\$1,120.00	Y	N		Operating
DESERT ENTERTAINER	Cost for Commuter Advertising	659034	9/27/2013	\$1,043.00	Y	N		Operating
CLAREMONT EQUIPMENT	Bus Stop Improvement	658964	9/24/2013	\$1,012.00	Y	N		Capital
	Subtotal			\$1,629,565.56				
Note: 2)								
Section III - Check payments related to payroll deductions, employee benefits, and other employee related liabilities								
HEALTH NET	Group Health insurance premium	658833	9/9/2013	\$223,064.77	Y	N		Operating
PERMA - Insurance	Workers comp & general liability (monthly)	658910	9/17/2013	\$87,141.16	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658918	9/17/2013	\$70,270.58	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	659106	9/27/2013	\$70,213.20	Y	N		Operating
U.S. BANK INSTITUTIONAL TRUST-	Pension deposits (paid per payroll)	658784	9/4/2013	\$67,892.53	Y	N		Operating
PRUDENTIAL GROUP INSURANCE	Employee benefits	658855	9/9/2013	\$15,379.16	Y	N		Operating
WELIFE SBC	Dental insurance	658840	9/9/2013	\$6,911.03	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	659007	9/27/2013	\$4,825.05	Y	N		Operating
AMALGAMATED TRANSIT UNION	Union dues paid per payroll	658881	9/17/2013	\$4,803.24	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	659011	9/27/2013	\$3,160.26	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658897	9/17/2013	\$2,844.69	Y	N		Operating
CALIFORNIA STATE DISBURSEMENT	Employee garnishment paid per payroll	658759	9/4/2013	\$2,586.19	Y	N		Operating
EYE MED	Employee benefits	658914	9/9/2013	\$2,333.52	Y	N		Operating
	Subtotal			\$561,426.38				
Note: Deductions are collected per payroll and the invoice is paid monthly, as indicated. Exceptions: Pensions, garnishments and union dues are paid per payroll.								
Total Checks Over \$1000				\$2,817,804.00				
Summary								
Total of Checks Over \$1,000				\$2,817,804.00				
Total of Checks Under \$1,000				\$69,715.37				
Total of All Checks for the Month				\$2,877,519.37				
Total Amount of Checks Prior Year - Same Month				\$1,188,291.70				

September 2013 Statement



Open Date: 08/23/2013 Closing Date: 09/19/2013

Account: -

Visa® Business Card
SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855
BUS 67 13

New Balance \$1,316.74
Minimum Payment Due \$14.00
Payment Due Date 10/17/2013

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.

Activity Summary

Previous Balance	\$0.00
Payments	\$0.00
Other Credits	\$0.00
Purchases	+ \$1,316.74
Balance Transfers	\$0.00
Advances	\$0.00
Other Debits	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	= \$1,316.74
Past Due	\$0.00
Minimum Payment Due	\$14.00
Credit Line	\$40,000.00
Available Credit	\$38,683.26
Days in Billing Period	28

Payment Options:



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

Please detach and send coupon with check payable to: Cardmember Service

CPN 000648539

24-hour Cardmember Service: 1-866-552-8855

☎ to pay by phone
☎ to change your address

000039156 1 AU 0384 00063807728005 P

SUNLINE TRANSIT
CAROLYN RUDE
32505 HARRY OLIVER TR
THOUSAND PALMS CA 92276-3501



Account Number	
Payment Due Date	10/17/2013
New Balance	\$1,316.74
Minimum Payment Due	\$14.00

Amount Enclosed \$-----

Cardmember Service

P.O. Box 790408
St. Louis, MO 63179 0408



September 2013 Statement 08/23/2013 - 09/19/2013

Page 2 of 3



SUNLINE TRANSIT
CAROLYN RUDE

Cardmember Service ☎ 1-866-552-8855

Welcome!

As a valued cardmember, you'll receive best-in-class benefits and outstanding service on your new Pacific Western Bank Visa® Business Card. If you have any questions about your account, please call Cardmember Service at the number listed on this statement. We appreciate your business!

Important Messages

Federal law requires us to give you a notice regarding negative credit reporting. Please refer to the reverse of your statement for this important notice.

Transactions

Purchases and Other Debits

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/03	08/30	5111	APTA HOUSING OFFICE FALLS CHURCH VA	\$243.28	-----
09/05	09/03	4846	FTD*PALM SPRINGS FLST 000 0000000 CA	\$150.04	-----
09/09	09/06	2411	MARIO'S ITALIAN CAFE PALM DESERT CA	\$243.62	-----
09/11	09/10	3854	APTA HOUSING OFFICE FALLS CHURCH VA	\$58.20	-----
09/19	09/17	7670	USAILIWAYS0377324129958 CHICAGO IL DELTOROAPOLON 09/28/13 PALMSPRINGS TO PHOENIX ARIZ PHOENIX ARIZ TO OHARE OHARE TO PHOENIX ARIZ PHOENIX ARIZ TO PALMSPRINGS	\$613.60	-----
TOTAL THIS PERIOD				\$1,316.74	

Fees

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
09/19			ANNUAL MEMBERSHIP FEE	\$0.00	-----
TOTAL FEES THIS PERIOD				\$0.00	

2013 Totals Year-to-Date	
Total Fees Charged in 2013	\$0.00
Total Interest Charged in 2013	\$0.00

Company Approval (This area for use by your company)

Signature/Approval: _____

Accounting Code: _____

Pacific Western Bank
SunLine Transit Agency Visa Credit Card Statement
Closing Date: September 19, 2013

Payments and other credits:

Detail:

08/30/13	APTA Housing	American Public Transportation Assn. Hotel Charges-Dir. of Operations Apolonio Del Toro – Conf. APTA Leadership Program	\$ 243.28
09/03/13	FTD P. S. Florist	Flowers from Staff & Board to Employee – Condolences	\$ 158.04
09/06/13	Mario's Italian Café	Lunch – Special Board meeting – Sept. 9, 2013	\$ 243.62
09/10/13	APTA Housing	APTA -Hotel change to Conf. Hotel - Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 58.20
09/17/13	US Airways	APTA -Airfare - Dir. of Operations Apolonio Del Toro - APTA Leadership Program	\$ 613.60

SunLine Transit Agency
Budget Variance Report
July 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	1,961,432	980,718	980,714	1,961,432	980,718	980,714
Measure A	5,217,000	434,750	434,750	0	434,750	434,750	0
FTA Section 5307	2,802,268	233,522	233,522	0	233,522	233,522	0
FTA Section 5311	420,188	35,016	35,016	0	35,016	35,016	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	17,389	(17,389)
FTA Section 5317	46,000	0	3,833	(3,833)	0	3,833	(3,833)
Sunfuels - Outside Sales	500,000	33,851	41,667	(7,815)	33,851	41,667	(7,815)
CNG Rebate	300,000	0	25,000	(25,000)	0	25,000	(25,000)
Fare Box Revenue (Fixed Route)	3,230,000	195,872	269,167	(73,294)	195,872	269,167	(73,294)
Fare Box Revenue (Demand Response)	320,000	26,600	26,667	(67)	26,600	26,667	(67)
Taxi Vouchers	18,089	7,938	1,507	6,431	7,938	1,507	6,431
Interest and Other Revenue	120,000	5,331	10,000	(4,669)	5,331	10,000	(4,669)
Total Operating Revenue	24,950,824	2,934,313	2,079,235	855,078	2,934,313	2,079,235	855,078
Expenses:							
SunFuels - Outside (9)	322,203	30,543	26,850	(3,693)	30,543	26,850	(3,693)
SunFuels (10)	1,118,969	116,820	93,247	(23,573)	116,820	93,247	(23,573)
Operations-Fixed Route (11 & 12)	9,594,619	742,400	807,855	65,485	742,400	807,885	65,485
Operations-Dial-A-Ride (13 & 14)	2,589,485	244,121	215,790	(28,330)	244,121	215,790	(28,330)
Risk Management (15)	374,826	136,628	31,236	(105,393)	136,628	31,236	(105,393)
Maintenance (21 & 22)	4,354,771	450,191	362,898	(87,294)	450,191	362,898	(87,294)
Facility Maintenance-T.P. (23)	650,729	46,023	55,061	9,037	46,023	55,061	9,037
Facility Maintenance-Indio (24)	72,354	4,257	6,030	1,772	4,257	6,030	1,772
Stops & Zones Maintenance (25)	484,684	39,960	40,390	431	39,960	40,390	431
Marketing (31)	354,402	14,999	30,367	15,368	14,999	30,367	15,368
Human Resources (32)	441,331	50,100	36,778	(13,323)	50,100	36,778	(13,323)
General Administration (40)	1,026,312	130,896	85,526	(45,370)	130,896	85,526	(45,370)
Finance (41)	1,127,039	89,014	93,920	4,906	89,014	93,920	4,906
Information Technology (42)	389,134	22,049	32,428	10,379	22,049	32,428	10,379
Agency-wide (43)	1,365,852	126,111	113,821	(12,290)	126,111	113,821	(12,290)
Planning & Agency Development (49)	564,114	9,091	47,010	37,918	9,091	47,010	37,918
Total Expenses	24,950,824	2,253,205	2,079,235	(173,970)	2,253,205	2,079,235	(173,970)
Total Operating Surplus(Deficit)		\$ 681,107.93			\$ 681,107.93		

SunLine Transit Agency
Budget Variance Report
August 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Local Transportation Funds (LTF)	11,768,614	980,718	980,718	0	2,942,150	1,961,436	980,714
Measure A	5,217,000	434,750	434,750	0	869,500	869,500	0
FTA Section 5307	2,802,268	233,522	233,522	0	467,045	467,045	0
FTA Section 5311	420,188	35,016	35,016	0	70,031	70,031	0
FTA Section 5316	208,665	0	17,389	(17,389)	0	34,778	(34,778)
FTA Section 5317	46,000	0	3,833	(3,833)	0	7,667	(7,667)
SunFuels - Outside Sales	500,000	48,863	41,667	7,196	82,714	83,333	(619)
CNG Rebate	300,000	0	25,000	(25,000)	0	50,000	(50,000)
Fare Box Revenue (Fixed Route)	3,230,000	206,818	269,167	(62,348)	402,691	538,333	(135,643)
Fare Box Revenue (Demand Response)	320,000	17,329	26,667	(9,338)	43,929	53,333	(9,404)
Taxi Vouchers	18,089	7,343	1,507	5,836	15,281	3,015	12,267
Interest and Other Revenue	120,000	250	10,000	(9,740)	536	20,000	(19,464)
Total Operating Revenue	24,950,824	1,964,620	2,079,235	(114,616)	4,893,877	4,158,471	735,407
Expenses:							
SunFuels - Outside (\$)*	322,203	25,030	23,850	1,180	30,543	53,701	23,157
SunFuels (10)	1,118,969	128,744	93,247	(35,497)	270,564	186,495	(84,069)
Operations-Fixed Route (11 & 12)	9,594,619	929,620	807,885	(121,735)	1,672,020	1,615,770	(56,250)
Operations-Dial-A-Ride (13 & 14)	2,589,485	297,021	215,790	(81,230)	541,142	431,581	(109,561)
Risk Management (15)	374,826	27,721	31,236	3,514	164,350	62,471	(101,879)
Maintenance (21 & 22)	4,354,771	383,076	362,898	(20,179)	833,268	725,795	(107,472)
Facility Maintenance-T.P. (23)	660,729	46,411	55,061	8,650	92,434	110,122	17,687
Facility Maintenance-Indio (24)	72,354	7,293	6,030	(1,264)	11,550	12,059	509
Stops & Zones Maintenance (25)	484,684	46,580	40,390	(6,190)	86,540	80,781	(5,759)
Marketing (31)	364,402	41,711	30,367	(11,344)	56,710	60,734	4,023
Human Resources (32)	441,331	54,951	36,778	(18,173)	105,051	73,555	(31,496)
General Administration (40)	1,026,312	108,206	85,526	(22,680)	239,103	171,052	(68,051)
Finance (41)	1,127,039	115,738	93,920	(21,818)	204,752	187,840	(16,912)
Information Technology (42)	389,134	23,927	32,428	8,501	45,976	64,856	18,880
Agency-wide (43)	1,365,852	100,712	113,821	13,109	226,823	227,642	819
Planning & Agency Development (49)	564,114	50,801	47,010	(3,792)	59,893	94,019	34,126
*SunFuels is an estimated expenditure.							
Total Expenses	24,950,824	2,387,513	2,079,235	(308,278)	4,640,719	4,158,471	(482,248)
Total Operating Surplus(Deficit)				\$ (422,893.45)			\$ 253,158.77

Contracts Signed Under General Manager Authorization

September-13

Vendor	Product/Service	Need	GM Authorization	Cost
Softchoice	Exchange Servers, software and licenses	Existing servers beyond their lifecycle and starting to fail	Approved as part of FY13/14 Capital Budget	\$38,451.51
Unicars Honda	2 New CNG Powered Honda Civics	Retired two support vehicles for tank expiration	Approved as part of FY13/14 Capital Budget	\$56,797.42

**SUNLINE SERVICES GROUP
BOARD MEETING AGENDA**

**Wednesday, October 23, 2013
12:00 pm
Kelly Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276**

**Vice Chairman Greg Pettis participating via teleconference
from Loma Linda University Health Services
1130 Anderson Suite 1800, Redlands, CA**

NOTE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT SUNLINE AT (760) 343-3456. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE SUNLINE TO MAKE REASONABLE ACCOMMODATION TO ENSURE ACCESSIBILITY TO THIS MEETING.

The Chair requests that all cellular phones and beepers be either turned off or set on silent mode for the duration of the Board Meeting.

AGENDA TOPICS

RECOMMENDATION

1. **Call to Order**
Chairman Glenn Miller
2. **Flag Salute**
3. **Roll Call**
4. **Finalization of Agenda**
5. **Presentations**
6. **Correspondence**
None.

7. Public Comments**Receive Comments**

(NOTE: Those wishing to address the Board should complete a Public Comment Card and will be called upon to speak.)

NON AGENDA ITEMS

Anyone wishing to address the Board on items not on the agenda may do so at this time. Each presentation is limited to 3 minutes.

AGENDA ITEMS

Anyone wishing to address specific items on the agenda should notify the Chair at this time so those comments can be made at the appropriate time. Each presentation is limited to 3 minutes.

8. Board Member Comments**Receive Comments**

Any Board Member who wishes to speak may do so at this time.

----- **ACTION** -----

9. Approval of Minutes**Approve**

Minutes of the September 25, 2013 Board of Directors Meeting
(Pages 1-8)

10. SunLine Services Group Budget Amendment**Approve****(Michael Jones)**

Request to the Board to amend Taxi SSG budget, reprogramming the \$35,000 budgeted for taxi study to be used to purchase a CNG support vehicle. (Page 9)

11. Change in Taxi Regulations-R.10.1 (Michael Jones)**Approve**

Request to the Board to approve change to Taxi Regulations, Section R.10.1, pertaining to top lights on taxis. (Pages 10-11)

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

12. Consent Calendar**Receive and File**

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

- a) SSG/SRA checks over \$1000 issued September, 2013 (Page 12)
- b) SSG/SRA Monthly Budget Reports, July, August, 2013. (Pages 13-14)
- c) Taxi Vehicle/Rides Analysis September, 2013. (Pages 15-16)

INFORMATION

- 13. Request by American Cab for New Taxi Commission (Michael Jones) **Information****
Update on the request by American Cab to create a new Taxi Commission. (Pages 17-18)
- 14. Request by American Cab for Taxi Franchises to Provide Paratransit Service (Michael Jones) **Information****
Update to the Board on the request by American Cab for Taxi Franchises to provide paratransit service. (Page 19)
-
- 15. Next Meeting Date**
December 4, 2013
12 o'clock Noon – Kelly Board Room
- 16. Adjourn**

MINUTES
SunLine Services Group
Board of Directors Meeting
September 25, 2013

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, September 25, 2013 at 3:00pm in the Kelly 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 3:10p.m. by Chairman Glenn Miller.

2. Roll Call

Completed.

Members Present

Glenn Miller, Chairman, Councilmember, City of Indio
Yvonne Parks, Mayor, City of Desert Hot Springs
G. Dana Hobart, Councilmember, City of Rancho Mirage
Robert Spiegel, Councilmember, City of Palm Desert
Douglas Hanson, Councilmember, City of Indian Wells
Don Adolph, Mayor, City of La Quinta
Steve Hernandez, Councilmember, City of Coachella
John J. Benoit, Supervisor, County of Riverside

Members Absent

Greg Pettis, Councilmember, City of Cathedral City
Rick Hutcheson, Councilmember, City of Palm Springs

Guests:

Jeff Ziegler, Crane Creek PR
Stephen Crane, Crane Creek PR
Mary Jene Sanchez-Fulton, College of the Desert
Patricia Cooper, County of Riverside
Tom Moore, IBI Group
Lindsey Thompson, IBI Group
Barrett Newkirk, The Desert Sun
Mabu Hossein, Desert City Cab
Marc Triplett, Desert City Cab
Faisal Mohammad Desert City Cab
Duncan McCleod, Desert City Cab
Greg Klibanov, American Cab
Scott Russo, Legal, American Ceb
Michal Brock, Yellow Cab
Bill Meyer, Yellow Cab
Kimberly Webb, Public
Sharon Huddleston, Public
Willis Huddleston, Public
Don Sloper, Public

Suzette Cohen, Public
Douglas Runquist, Public
Nancy Bowdle, Public

Staff:

Roger Snoble, Interim General Manager
Jeffrey Goldfarb, Legal Counsel
Carolyn Rude, Special Asst. to the G.M./Clerk of the Board
Rudy Le Flore, General Manger's Management Analyst
Polo Del Toro, Director of Operations
Don Bradburn, Director of HR
Tommy Edwards, Advanced Technology Project Manager
Mike Morrow, Director of Maintenance
CJ Smith, Director of Finance
Joe Forgiarini, Director of Planning
Harmon Singh, Assistant Taxi Cab Administrator II
Lee Greer, Assistant Taxi Cab Administrator I
Stephanie Buriel, Senior Administrative Assistant, Taxi
Anthony Garcia, Motor Coach Operator
Diann Chumney, Marketing Specialist II
Manny Garcia, Operations Senior Supervisor
Francisco Ojeda, Maintenance Mechanic
Steve Huizar, Maintenance Mechanic
Kosmos Argiropoulos, Motor Coach Operator
Armando Ozuna, Supervisor/Dispatcher
Dave Robin, Risk Manager
Valerie Garcia, Motor Coach Operator
David Manriquez, Facility Maintenance Assistant
Todd McDaniel, Supervisor/Dispatcher
Felicia Smith, Motor Coach Operator
Emilio Williams, Motor Coach Operator
Martin Hernandez, Motor Coach Operator
Salvador Sandoval, Motor Coach Operator
Joseph Friend, Senior IT & Systems Analyst
Vanessa Mora, Desktop Support Technician
Robert Beigie, Maintenance Mechanic
Demetrius Genera, Maintenance Supervisor
Steven Carlos, Mechanic

* Councilmember Bob Spiegel led all in a salute to our flag.

3. **Finalization of Agenda**
No changes to agenda.

4. **Presentations**
None.

5. Correspondence

None.

6. Public Comments**NON - AGENDA ITEMS:**

Kimberly Webb stated the following: "Before I begin, welcome to the new faces that might not be familiar to me as yet. I am here to talk once again about the caps. I know when I mentioned it last summer Mr. Goldfarb kind of gave me his eyes rolling back in the head. But if you go back and look at minutes from May 23, 2012 and also June 27, 2012, Mr. Goldfarb stated 'Legally possibly to do this, the standard by which you will be tested to see if the cap is going to survive or not, is very, very difficult to regulate. The reason I say this is because essentially what you have to do is demonstrate in your regulation that you are still providing a fair return to the franchise.' On a radio station that Harry Incs went on January, 2011, he proceeded to tell everybody who was listening there is \$1.6 million that American Cab generated, and their target for 2012 was \$1.9 million. Don't know – we have still been waiting for some certified financials. I have never seen anything listed that they provided – that they were certified, which was the big deal. One of the things that is happening is that because you implemented the 'notify us five days' - that was supposed to be five days in advance, public notification for the drivers so that if they chose to move to another franchise, they would not miss a week because they show up and they find out what the franchise is requesting that week. Over the summer, the rate was \$200 a week over what it was last year - \$800 a month. They even increased it \$100 in the month of August. We all know how August is. The last couple of days the drivers were sitting for four hours at a time before they were getting rides out of the GTC for their \$6 or \$7 ride down Palm Springs. So we had some really unhappy drivers. Not today – I have not talked to anybody. Last Wednesday we had drivers – two that are well established, outstanding and the top of their game, that were trying to borrow money from other drivers. They did not have money to pay their lease. Shelly – she is the only driver committed to Indio. She could not afford her lease. She is now on a twelve hour schedule. Where are all those poor Indio clients going because Shelly is not there to be available for the pickups and the drop offs because of the twelve hour slit? They have taken her car away from her and have only allowed her a twelve hour thing. The other thing that comes up is safety. You guys say that the caps – we can't control. We had a driver fall asleep at the wheel with customers on board, and hit a curb in Palm Springs. Two other American Cab drivers came along – one took care of the driver and the other two took the passengers to their destination. No one knows about it except those who they want. The reason why is that the damage to the vehicle was paid for driver to repair his own vehicle on his own. You never hear from the drivers. Mike Jones said at the driver meeting – that was terrific, except we had Greg Klibanov, who is supposed to not be permitted – association with American Cab, we heard for years and years he was not associated only to find out that yes, he has been running it the whola time. He was actually on tape quoted as saying 'I don't know how she knows that I was meeting with Scott and Jerry just before coming to the meeting, which I pointed out to you many months ago in a

meeting. You need to go back and look at these caps. I have not been here and I will talk about that later – the problems are still there. You are not seeing the drivers. Duncan was here a few months ago. He went to the Taxi Committee. No one made mention at the Board meeting that he came in and it just broke my heart.”

Scott Russo, Attorney for American Cab, stated: "I understand that the items that I raised in a letter to all addressed that the next meeting agenda item, but for the thought process, the two things I was hoping to raise with you ultimately are: one, have a Taxi Committee involved in the public – each city to appoint somebody - somebody at the Airport as well as the other travel related type agencies – they would appoint someone too. You have spent an inordinate amount of time on taxi here. This would alleviate that and be able to give certain folks more dedicated time to vet out some of the issues before it comes to you. The second issue for next meeting also, is an effort to have greater partnership between SunLine and the taxi companies through perhaps the dial-a-ride program. You are requiring all the taxi companies to either have vehicles as they go into the future with new extensions to the franchises – most of them are going to be vans, Prius type cars and ADA as they can help you out with the dial-a-ride program much cheaper in certain instances than the big buses. I have got a study on that – I will provide to you at the next meeting."

Councilmember Hobart stated the following: "The Taxi Committee recommended that those two items that Mr. Russo has spoken on, be placed on the SSG and the Committee agendas for the next meeting."

AGENDA ITEMS:

Kimberly Webb – Item # 10 – Second Reading of SSG Revised Ordinance: "This revision had been set aside until an independent evaluation of taxi was completed. Although it seems to take months and months for the Board to attach merit to any of my comments, it has been proven time and time again that I have been spot on and I have never lied to you. To recall just a few eye openers, Board member, I think it was Mr. Miller, who finally asked 'does anyone know anything about this phantom taxi company she keeps asking about?' At last Naomi said yes. The second thing that came up that I brought to your attention about the dire straits of Desert Cities Cab. And after months, a Board member requested their stability to be evaluated. I understand that before it is completed – I have not seen any results of that at this particular time to validate. I then brought up the information from the drivers about the planned lock out in November. And if Board members on this side, Bill Meyers was nodding – he knew about the plan with the drivers. As customary, there was zero discussion following my comment. Surprisingly, that afternoon, I received a call from a very concerned Mr. Oglesby. This allowed me to go into further details about what the drivers had shared with me. Mr. Oglesby guaranteed me that all the chronic issues that plaque the drivers we brought to light through the consideration of the inquiry of this independent consultant. I went back and reassured the drivers that their time was coming. Alas, I didn't feel a need to be here each month as I had

been a fixture here – the drivers would finally have a voice other than my own. But then I recently read that the current sitting Board has scrapped it entirely even though it was already in the budget. I cannot directly blame the Board of the past as I was told by Mr. Oglesby that information provided to the Board was always screened. So what was going on in taxi, you never knew anything about. I implore each of you – especially the newcomers, go back and re-read the notes from January, 2011. It will bring you up to speed of all the antics that have been going on. Please don't ignore a comment. It takes months for when you bring up the subject. Finally I would like to say – a request that I wish all of you would move forward on this, the Board needs to re-authorize the independent evaluation of taxi and put on hold the final approval of the revised Ordinance until after the report from the independent authority is complete. You will then have complete information to make a decision.”

Kimberly Webb – Agenda Item #11c: Taxi Vehicle Rides Analysis – August, 2013: “All the numbers to date provided by American Cab have been skewed in an attempt to convince the Board the need for more permits. Until September 1st when the system finally switched over to the direct feed of numbers to SunLine, the numbers were supplied by each franchise. American Cab drivers were continuously charged for every ride that was dispatched – not just their completed rides. They were charged for rides that were cancelled or no loads. Drivers estimated that they were charged at least ten a week of non-completed rides, yet they were charged for them and multiply that by the numbers and you are looking at around just under 2200 non-completed rides that appear in your numbers. I know that Supervisor Benoit was approached by a driver who was trying to engage him to give him this information. Many of the drivers contacted SunLine to complain for months and in spite of SunLine reading the meters at the end of each month, clarify the discrepancy – at least the last few months, nothing was done. Miraculously, September 1st, with this new program, for the last four weeks the drivers have not complained about being over charged for rides they didn't take. In closing, Desert Cities has been instructing some of their drivers to drop their flag, drive around for five or ten minutes and then clear the ride, therefore constituting a ride for the daily SunLine requirements. I called this to the attention of SunLine Taxi field representative three years ago, who spoke directly with the driver who was then working for Airport, with the person who put this into motion with me. As of four months ago, this was still happening amongst their drivers.”

Marc Triplett with Desert City Cab: “The comment that was just recently made regarding us ordering or encouraging our drivers to drop their flags and drive around in a circle for a few minutes to increase their ridership is, to put it mildly, a lie. I would like to refer to this lady as a liar. That can go on public record. We have done no such thing. We have never done anything like that. I would like to get names of the drivers who have told her that. And we will be more than happy to investigate. It is not at the instigation of Desert City Cab. We have never seen that happening and we would not encourage such a thing. I would certainly hope that if that was the case, our drivers would no longer be working for Desert City Cab or in a capacity of independent contractors. I do not believe that is the case.”

7. Board Member Comments

None.

8. Approval of Minutes

July 31, 2013 Board meeting minutes: Councilmember Hanson moved to approve the minutes of the July 31, 2013 Board meeting. The motion was seconded by Councilmember Hobart and approved unanimously with the abstention of the City of Coachella.

September 9, 2013 Special Board meeting minutes: Councilmember Bob Spiegel moved to approve the minutes of the September 9, 2013 Special Board meeting. The motion was seconded by Councilmember Hanson and approved unanimously with the abstention of the City of Coachella.

September 13, 2013 Special Board meeting minutes: Councilmember Hanson moved to approve the minutes of the September 13, 2013 Special Board meeting. The motion was seconded by Mayor Parks and approved by a unanimously with the abstention of the Cities of La Quinta and Coachella.

9. Review and Approve General Manager Employment Agreement

Legal Counsel, Jeff Goldfarb, stated the following: "I have provided a copy of the General Manager employment agreement for everyone. This agreement incorporates all of the terms by which it would be proposed that a new General Manager be employed. I can either go through the terms or I can answer any questions. I leave it up to you." Councilmember Hanson asked the following: "The first question is - are there any changes in this agreement that you have today from the last draft agreement that you gave both Boards?" Mr. Goldfarb stated: "One change and one change only. This change is contained in Section 12. I am suggesting that we add this language - it starts in the middle of paragraph and reads as follows: 'The Parties understand and agree that the pension provisions applicable to the Employee may not be those applicable to SunLine's other unrepresented Employees' in the event that AB 1222 fails to be signed by the governor by October 14, 2013. In such event, the Parties will negotiate on revised pension provisions with the intent on agreeing upon pension provisions that are both in compliance with the California Public Employees' Pension Reform Act of 2013 ("PEPRA") and as close as possible to the pension provisions applicable to unrepresented SunLine Employees.' The reason for this language is that there is currently pending before the governor an AB 1222; AB 1222 would roll back the PEPRA Pension Provisions, which are minimum requirements for new hires when it comes to the creation of pensions in this state. There are certain terms that would have to be included in a pension. AB 1222 basically says that PEPRA doesn't apply to transit employees. The reason it says that is because the Federal Government has a rule that is being interpreted by the Department of Labor to say that if you reduce union's negotiating powers through legislation, then you are not in compliance with the Federal Rules and you are not going to then get your federal transit grant. Because PEPRA applies to all public employees in the state, the Department of

Labor has withheld all federal transit grants in the state, so AB 1222 is meant to at least create a stopgap to satisfy the Department of Labor. It was passed by the Legislature, but is sitting on the Governor's desk. As of this morning it looks like it has not yet been signed. It is anticipated that it will be signed, but just in the event, I included this language in the event that it is not signed, we would get together with the new General Manager and re-negotiate so that whatever pension terms we come up with are in compliance with PEPRA. The employment agreement contains the compensation broken down on to the base salary for a two week period. It contains the sick leave; the term; the vacation leave benefits; the medical healthcare benefits; moving expenses; addresses professional development; pension and expressed duties of the General Manager. "

Councilmember Hanson stated the following: "The new employee – is she represented by counsel?" Mrs. Skiver answered: "No." Councilmember Hanson further asked: "Has the contract been reviewed by anyone other than herself and has she reviewed it and approved the changes in the contract?" Chairman Miller introduced Lauren Skiver as nominee for General Manager. He stated that she will be introduced to speak after the process of the SSG and Transit meeting agenda item. Mr. Goldfarb asked Mrs. Skiver if she had a chance to review the agreement and asked if she was okay with it. Mrs. Skiver answered Mr. Goldfarb stating that she has reviewed the agreement and is fine with it.

Councilmember Bob Spiegel moved to approve the agreement between SunLine Services Group and Mrs. Lauren Skiver for the position of General Manager. The motion was seconded by Councilmember Hanson and approved unanimously.

10. Second Reading of SSG Revised Ordinance

Legal Counsel, Jeffrey Goldfarb, stated the following: "This is the revision to Ordinance 12-01 and does two things. It changes the individual one-year renewal term on taxi franchises to a single five-year renewal term and it creates language so that we are participating in the Pull Notice Program. It went to first reading July 31, 2013 and it is now before you for a second reading. If it is approved today, there will be a thirty day period; once that thirty day period is over, it will become a valid Ordinance of SunLine and in effect. I can answer any questions."

Councilmember Hobart stated: "I just wanted to point out – I think that Mike Jones discussed this - we need to decide whether we want to live with the language as it is. The language that I am talking about is under Section 1A. It says 'The initial term of the franchise shall be five years. The term of the franchise may be extended by the SSG Board for one additional five-year term.' As was explained at the Committee level, after that one extension is granted, and they have gotten years now of service, are they automatically out, or are they automatically required to start over with a lot of people, whoever may be interested, in submitting an RFP for that position? The question that we might want to discuss is at the end of ten years, do we start them all over with RFPs, competing with everyone else, or if they have completed good service, can we continue to renew for periods of five years without going through the RFP process? That is the issue. That will go on our next agenda for discussion."

Councilmember Hanson stated: "Given that we have a new General Manager coming in, let's give her the ability to come in and assess everything and then make a decision at that time." Councilmember Hobart agreed. Councilmember Spiegel asked that the item be placed on the agenda at a later date after the new General Manager has time to assess the situation.

Councilmember Spiegel moved for approval. Supervisor Benoit seconded the motion and was approved unanimously.

11. **Consent Calendar**

- a) SSG/SRA checks over \$1000 issued July, August, 2013
- b) SSG/SRA Monthly Budget Reports, June, 2013.
- c) Taxi Vehicle/Rides Analysis, August, 2013.

Councilmember Spiegel moved for approval of the consent calendar. Mayor Adolph seconded the motion and was approved unanimously.

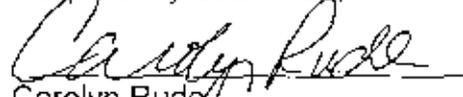
12. **Next Meeting Date**

Chairman Miller announced that the next regular meeting of the Board of Directors will be held October 23, 2013 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

13. **Adjourn**

Chairman Miller adjourned the meeting at 3:37p.m.

Respectfully Submitted,


Carolyn Rude
Clerk of the Board

Approved By:


Roger Snoble
Interim General Manager

Date: 10/16/13

SunLine Services Group

DATE: October 23, 2013 ACTION
TO: Taxi Committee
Board of Directors
FROM: Taxi Administrator
RE: Change to Taxi Regulations Section R.10.1 -Taxicab Top Light

Recommendation

Recommend that the Board of Directors approve the amendment to Taxi Regulation R.10.1 pertaining to change of the operation of the Taxicab Top Light in the Coachella Valley.

Background

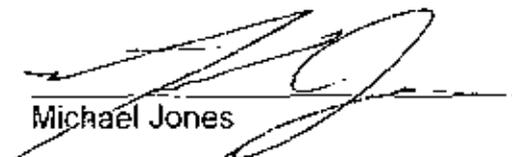
The current function of the Top Light can be confusing to our Coachella Valley visitors. The universal practice in the taxicab industry is to illuminate the top light when the taxicab is available for hire and to turn off the top light when the taxicab is occupied. Current regulations do not allow franchises to adopt the universal system.

To simplify the operation of the Top Light and reduce passenger confusion, SunLine Regulatory Administration, on behalf of the three taxi franchises in the Coachella Valley - American Cab, Desert City Cab, and Yellow Cab of the Desert, is asking for the Board of Directors approval for the requested regulatory change to adopt the universal Top Light practices of the taxi cab industry.

The Franchise Fleet Managers would coordinate the conversion over a period of two weeks, making the change fully implemented by November 11, 2013.

Fiscal Impact

None. Cost of conversion will be the responsibility of the taxi franchises.


Michael Jones

to the Vehicle Inspector that may reasonably and rationally affect the operating safety of the vehicle, the safety of passengers and/or pedestrians, or the vehicle's suitability to transport the public, is unacceptable.

R.10. OPERATIONS-TAXIMETER USE

R.10.1 All Taxicab vehicles operating within the jurisdiction of SSG must be equipped with a top light that contains the following three components:

R.10.1.1 ~~A dome light component which is that portion of the top light which is affixed to the roof of the vehicle. The dome light shall be wired to the taximeter so that it is lighted when the meter is engaged.~~

A dome light component which is that portion of the top light which is affixed to the roof of the vehicle. The dome light shall be wired to the taximeter so that it is lighted when the taxicab is vacant and extinguished when the meter is engaged.

R.10.1.2 ~~An upper-vacant component which is affixed to the top of the dome. The vacant component shall bear the word VACANT. The vacant component shall be wired to the taximeter so that it is extinguished only when the taximeter is engaged.~~

R.10.1.3 ~~Two tattletale lights affixed to the top of the dome component and located on both sides of the vacant component. The tattletale lights shall be yellow or amber in color and shall be wired to the taximeter so that they are illuminated only when the taximeter is engaged.~~

R.10.2 The taximeter must be engaged whenever the taxi is in service with fare-paying passengers on board.

R.10.3 The taximeter display must be clearly visible to passengers in the Taxicab.

R.10.4 The rates set in the taximeter must be the same as the rates displayed on the exterior of the vehicle and may not exceed the maximum rate set by the SSG or the rate registered by the Franchise with SRA.

R.10.4.1 SRA will review Per Mile Rates once each year to determine if rate changes are applicable, based on changes in fuel costs. Reviews will occur on or near March 15. If rate changes are authorized, scheduled taximeter recalibrations will start on or after April 1.

SunLine Regulatory Administration
 Checks \$1,000 and Over
 For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
Section I - General operating expenses and payroll liability reimbursements to SunLine Transit Agency								
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 9/13/2013	089752	9/17/2013	\$9,742.45	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 9/27/2013	089759	9/27/2013	\$9,639.02	Y	N		Operating
SUNLINE TRANSIT AGENCY	Payroll liability reimbursements - 8/30/2013	089746	9/4/2013	\$7,825.19	Y	N		Operating
	Subtotal			\$27,206.66				
Section II - Legal Fees for litigation, Retainer & Consultancy								
MACIAS GINI & O'CONNELL	Audit Services	089749	9/17/2013	\$8,245.00	Y	N		Operating
MACIAS GINI & O'CONNELL	Audit Services	089755	9/27/2013	\$2,293.13	Y	N		Operating
RUTAN & TUCKER	Legal fees (July2013)	089757	9/27/2013	\$2,086.50	Y	Y		Operating
	Subtotal			\$12,624.53				
Total Checks Over \$1,000				\$39,831.29				
Summary								
Total of Checks Over \$1,000				\$39,831.29				
Total of Checks Under \$1,000				\$2,090.07				
Total of All Checks for the Month				\$41,921.36				
Total Amount of Checks Prior Year - Same Month				\$28,038.67				

SunLine Regulatory Agency
Budget Variance Report
July 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	19,486	24,420	(4,935)	19,486	24,420	(4,935)
Revenue Fines	5,000	200	417	(217)	200	417	(217)
Vehicle Inspection Revenue	17,000	450	1,417	(967)	450	1,417	(967)
Vehicle Reinspection Revenue	500	0	42	(42)	0	42	(42)
New Driver Permit Revenue	5,500	980	458	522	980	458	522
Driver Transfer Revenue	1,980	330	165	165	330	165	165
Driver Renewal Revenue	12,100	220	1,008	(788)	220	1,008	(788)
Driver Permit Reinstatement/Replacement	90	0	8	(8)	0	8	(8)
Vehicle Transfer Revenue	65	390	5	385	390	5	385
Vehicle Permit Revenue	102,000	1,450	8,500	(7,050)	1,450	8,500	(7,050)
Other Revenue	85,357	0	7,113	(7,113)	0	7,113	(7,113)
Interest Revenue	120	2	10	(8)	2	10	(8)
Total revenue	522,754	23,508	43,563	(20,055)	23,508	43,563	(20,055)
Expenses:							
Salaries and Wages	237,766	13,219	19,814	6,594	13,219	19,814	6,594
Fringe Benefits	120,549	3,070	10,046	6,976	3,070	10,046	6,976
Services	118,400	11,271	9,867	(1,404)	11,271	9,867	(1,404)
Supplies and Materials	3,800	335	317	(19)	335	317	(19)
Miscellaneous	27,475	3,179	2,290	(889)	3,179	2,290	(889)
Total Expenses	507,990	31,074	42,333	11,258	31,074	42,333	11,258
Total Operating Surplus (Deficit)		\$ (7,566.11)			\$ (7,566.11)		

SunLine Regulatory Agency
Budget Variance Report
August 2013

Description	FY 13/14 Total Budget	Current Month			Year to Date		
		Actual	Budget	Favorable (Unfavorable)	YTD Actual	FY 13/14 YTD Budget	Favorable (Unfavorable)
Revenues:							
Meter Readings	293,042	19,486	24,420	(4,935)	38,971	48,840	(9,869)
Revenue Fines	5,000	550	417	133	750	833	(83)
Vehicle Inspection Revenue	17,000	800	1,417	(617)	1,250	2,833	(1,583)
Vehicle Reinspection Revenue	500	0	42	(42)	0	83	(83)
New Driver Permit Revenue	5,500	825	458	367	1,805	917	888
Driver Transfer Revenue	1,980	110	165	(55)	440	330	110
Driver Renewal Revenue	12,100	715	1,008	(293)	935	2,017	(1,082)
Driver Permit Reinstatement/Replacement	90	10	8	3	10	15	(5)
Vehicle Transfer Revenue	65	0	5	(5)	390	11	379
Vehicle Permit Revenue	102,000	2,450	8,500	(6,050)	3,900	17,000	(13,100)
Other Revenue	85,357	0	7,113	(7,113)	0	14,226	(14,226)
Interest Revenue	120	0	10	(10)	2	20	(18)
Total revenue	522,754	24,946	43,563	(18,617)	48,453	87,126	(38,672)
Expenses:							
Salaries and Wages	237,766	16,410	19,814	3,404	29,629	39,628	9,998
Fringe Benefits	120,549	7,015	10,046	3,031	10,065	20,092	10,007
Services	118,400	4,378	9,867	5,489	15,649	19,733	4,085
Supplies and Materials	3,800	236	317	81	571	633	62
Miscellaneous	27,475	0	2,290	2,290	3,179	4,579	1,400
Total Expenses	507,990	28,039	42,333	14,294	59,113	84,665	25,552
Total Operating Surplus (Deficit)		\$ (3,093.11)			\$ (10,659.22)		

TRIP vs. VEHICLE ANALYSIS
TRIP vs. VEHICLE ANALYSIS

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,887	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
TOTALS	2357	461,074	196	2752	463,967	169	3000	464,103	155	2627	436,589	166	2216	441,934	199

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH												
JUL	170	26,487	156	151	31,211	207	125	30,391	243	132	33,019	250	154	36,388	236
AUG	155	23,671	153	148	29,238	198	123	29,459	240	133	35,031	263	153	38,550	252
SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			#DIV/0!
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			#DIV/0!
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,840	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,962	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	462	114,812	249

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	289	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	282	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	SEP	39,874
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	SEP	155
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	SEP	257
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

SunLine Services Group

DATE: October 23, 2013 Information
TO: Taxi Committee
Board of Directors
FROM: Taxi Administration Manager
RE: Franchise Request - Formation of a Taxicab Commission

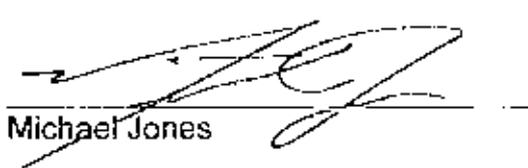
Background

On September 25, 2013 during the Taxi Committee meeting and in the SSG Board of Directors meeting, American Cab Attorney Scott Russo asked that a discussion for the formation of a taxicab commission be placed on the October, 2013 agenda.

The attached letter is signed by American Cab and staff. We jointly request that the discussion be withdrawn.

Fiscal Impact

None.


Michael Jones



Desert Hot Springs
Palm Springs
Cathedral City

MEMBERS
Rancho Mirage
Palm Desert
Indian Wells
La Quinta

Indio
Coachella
Riverside County

SUNLINE REGULATORY ADMINISTRATION

A Public Agency

October 8, 2013

SunLine Services Group Board of Directors
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

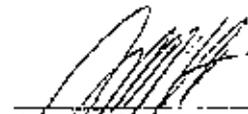
Re: Formation of Taxi Commission

During the SunLine Services Group (SSG) Board of Directors meeting held on September 25, 2013, attorney Scott Russo representing American Cab spoke to the Board about the formation of a Taxi Commission.

I, Mike Jones, Taxi Administrator, have engaged in a discussion with a representative for American Cab regarding the direction from the SSG Board of Directors that the Taxi Commission matter be included in the agenda for the next Board meeting.

At this time, American Cab has agreed that with the recent appointment of Lauren Skiver as General Manager of SunLine Transit Agency, they are committed to resolve long standing issues. American Cab feels, in partnership with SunLine Regulatory Administration, that the Board of Directors' energies are better served addressing the transportation needs of the public under its current structure with the formation of a Taxi Commission being premature.


Mike Jones
SunLine Regulatory Administration


J. Scott Russo
American Cab



AGENDA
TAXI COMMITTEE MEETING

October 23, 2013
11:00am – 12:00pm

Board Room
SunLine Transit Agency
Thousand Palms, CA

Vice Chairman Greg Pettis participating via teleconference
from Loma Linda University Health Services
1130 Anderson Suite 1800, Redlands, CA

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

1. Call to Order
2. Roll Call
3. Confirmation of Agenda
4. Public Comments Receive Comments
Anyone wishing to address the Taxi Committee on items not on the Agenda should do so at this time. Each presentation is limited to three minutes.

----- ACTION -----

5. Appointment of Taxi Committee Chair and Vice Chair Approve
Taxi Committee members to appoint Committee Chair and Vice Chair.
6. SunLine Services Group Budget Amendment (Michael Jones) Approve
Request to the Board to amend Taxi SSG budget, reprogramming the \$35,000 budgeted for taxi study to be used to purchase a CNG support vehicle. (Page 1)
7. Change in Taxi Regulations-R.10.1 (Michael Jones) Approve
Request to the Board to approve change to Taxi Regulations, Section R.10.1, pertaining to top lights on taxis. (Pages 2)

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

8. Consent Calendar Receive and File
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Board member requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) SSG/SRA checks over \$1000 issued September, 2013 (Page 4)
 - b) SSG/SRA Monthly Budget Reports, July, August, 2013. (Pages 5-6)
 - c) Taxi Vehicle/Rides Analysis September, 2013. (Pages 7-8)

----- INFORMATION-----

9. Request by American Cab for New Taxi Commission (Michael Jones) Information
Update on the request by American Cab to create a new Taxi Commission. (Pages 9-10)
10. Request by American Cab for Taxi Franchises to Provide Paratransit Service (Michael Jones) Information
Update to the Board on the request by American Cab for Taxi Franchises to provide paratransit service. (Page 11)

-
11. Adjourn

to the Vehicle Inspector that may reasonably and rationally affect the operating safety of the vehicle, the safety of passengers and/or pedestrians, or the vehicle's suitability to transport the public, is unacceptable.

R.10. OPERATIONS-TAXIMETER USE

R.10.1 All Taxicab vehicles operating within the jurisdiction of SSG must be equipped with a top light that contains the following three components:

- R.10.1.1** ~~A dome light component which is that portion of the top light which is affixed to the roof of the vehicle. The dome light shall be wired to the taximeter so that it is lighted when the meter is engaged.~~
A dome light component which is that portion of the top light which is affixed to the roof of the vehicle. The dome light shall be wired to the taximeter so that it is lighted when the taxicab is vacant and extinguished when the meter is engaged.
- R.10.1.2** ~~An upper vacant component which is affixed to the top of the dome. The vacant component shall bear the word VACANT. The vacant component shall be wired to the taximeter so that it is extinguished only when the taximeter is engaged.~~
- R.10.1.3** ~~Two tailtale lights affixed to the top of the dome component and located on both sides of the vacant component. The tailtale lights shall be yellow or amber in color and shall be wired to the taximeter so that they are illuminated only when the taximeter is engaged.~~

R.10.2 The taximeter must be engaged whenever the taxi is in service with fare-paying passengers on board.

R.10.3 The taximeter display must be clearly visible to passengers in the Taxicab.

R.10.4 The rates set in the taximeter must be the same as the rates displayed on the exterior of the vehicle and may not exceed the maximum rate set by the SSG or the rate registered by the Franchise with SRA.

- R.10.4.1** SRA will review Per Mile Rates once each year to determine if rate changes are applicable, based on changes in fuel costs. Reviews will occur on or near March 15. If rate changes are authorized, scheduled taximeter recalibrations will start on or after April 1.

SunLine Regulatory Administration
Checks \$1,000 and Over
For the month-September 2013

Vendor Name	Item Description	Check No.	Date	Amount	Budgeted (Y/N)	Contract (Y/N)	Contract Amount Remaining (estimated)	Funding source
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	Subtotal			\$27,206.66				
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Total of All Checks for the Month				\$41,921.36				
Total Amount of Checks Prior Year - Same Month				\$28,038.67				

SunLine Regulatory Agency
Budget Variance Report
July 2013

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Driver Transfer Revenue	1,980	330	165	165	330	165	165
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Supplies and Materials	3,800	335	317	(19)	335	317	(19)
Miscellaneous	27,475	3,179	2,290	(889)	3,179	2,290	(889)
Total Expenses	507,990	31,074	42,333	11,258	31,074	42,333	11,258
Total Operating Surplus (Deficit)		\$ (7,566.11)			\$ (7,566.11)		

SunLine Regulatory Agency
Budget Variance Report
August 2013

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SEP	158	29,239	185	150	31,807	212	131	34,446	263	131	38,754	296	155	39,874	257
OCT	153	37,468	245	117	40,222	344	139	43,009	309	149	45,301	304			#DIV/0!
NOV	153	40,466	264	126	40,494	321	144	44,173	307	165	48,495	294			#DIV/0!
DEC	160	32,084	201	128	36,226	283	143	39,180	274	168	46,431	276			#DIV/0!
JAN	155	38,276	247	133	45,232	340	152	45,048	296	164	49,720	303			#DIV/0!
FEB	157	36,557	233	132	42,331	321	156	53,340	345	174	55,559	319			#DIV/0!
MAR	159	44,219	278	138	48,942	355	158	62,362	398	174	71,774	412			#DIV/0!
APR	167	57,645	345	141	60,821	431	170	71,576	421	184	77,798	423			#DIV/0!
MAY	157	42,074	268	142	43,910	309	156	49,091	315	179	56,251	314			#DIV/0!
JUN	156	29,940	192	120	31,088	259	140	39,190	280	166	42,216	254			#DIV/0!
TOTALS	1900	438,126	231	1626	481,522	296	1737	542,365	312	1919	600,349	313	462	114,812	249

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148

	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576	APR	77,798	JUL	38,550
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459	JUL	33,019	SEP	39,874
MOST VEHICLES	JUL	170	JUL	151	APR	170	APR	184	SEP	155
LEAST VEHICLES	NOV	153	NOV	117	AUG	123	SEP	131	AUG	153
MOST TRIPS/VEH	APR	345	APR	1004	APR	421	APR	423	SEP	257
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240	JUL	250	JUL	236

SunLine Services Group

DATE: October 23, 2013 Information
TO: Taxi Committee
Board of Directors
FROM: Taxi Administration Manager
RE: Franchise Request - Formation of a Taxicab Commission

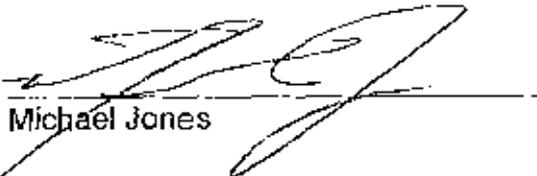
Background

On September 25, 2013 during the Taxi Committee meeting and in the SSG Board of Directors meeting, American Cab Attorney Scott Russo asked that a discussion for the formation of a taxicab commission be placed on the October, 2013 agenda.

The attached letter is signed by American Cab and staff. We jointly request that the discussion be withdrawn.

Fiscal Impact

None.



Michael Jones



SUNLINE REGULATORY ADMINISTRATION

Desert Hot Springs
Palm Springs
Cathedral City

MEMBERS
Rancho Mirage
Palm Desert
Indian Wells
La Quinta

Indio
Coachella
Riverside County

A Public Agency

October 8, 2013

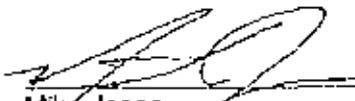
SunLine Services Group Board of Directors
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

Re: Formation of Taxi Commission

During the SunLine Services Group (SSG) Board of Directors meeting held on September 25, 2013, attorney Scott Russo representing American Cab spoke to the Board about the formation of a Taxi Commission.

I, Mike Jones, Taxi Administrator, have engaged in a discussion with a representative for American Cab regarding the direction from the SSG Board of Directors that the Taxi Commission matter be included in the agenda for the next Board meeting.

At this time, American Cab has agreed that with the recent appointment of Lauren Skiver as General Manager of SunLine Transit Agency, they are committed to resolve long standing issues. American Cab feels, in partnership with SunLine Regulatory Administration, that the Board of Directors' energies are better served addressing the transportation needs of the public under its current structure with the formation of a Taxi Commission being premature.


Mike Jones
SunLine Regulatory Administration


J. Scott Russo
American Cab

