



SunLine Transit Agency/  
 SunLine Services Group  
 May 25, 2022  
 12:00 p.m.

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

\*\*\*\*\*

**VIA VIDEOCONFERENCE**

Pursuant to California Government Code section 54953(e), the Board of Directors regular meeting will be conducted remotely through Zoom. Please follow the instructions below to join the meeting remotely.

**INSTRUCTIONS FOR ELECTRONIC PARTICIPATION**

**Join Zoom Meeting - from PC, Laptop or Phone**

<https://us02web.zoom.us/j/82864888697>

Meeting ID: 828 6488 8697

Teleconference Dial In  
 888-475-4499 (Toll Free)  
 Conference Number: 828 6488 8697

One tap mobile  
 +16699009128,,82864888697#

Phone controls for participants:

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

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

For members of the public wishing to submit comment in connection with the Board Meeting: public comment requests may be submitted via email to the Clerk of the Board at [clerkoftheboard@sunline.org](mailto:clerkoftheboard@sunline.org) prior to May 24, 2022 at 5:00 p.m. with your name, telephone number and subject of your public comment (agenda item or non-agenda item). Members of the public may make public comments through their telephone or Zoom connection when recognized by the Chair. Those who have submitted a request to speak by the deadline above will be recognized first, then anyone else who wishes to speak will be provided an opportunity to make public comment. If you send written comments, your comments will be made part of the official record of the proceedings and read into the record if they are received by the deadline above.

\*\*\*\*\*

**ITEM**

**RECOMMENDATION**

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

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

**ITEM**

**RECOMMENDATION**

1. **CALL TO ORDER**

2. **FLAG SALUTE**

3. **ROLL CALL**

4. **PRESENTATIONS**

5. **FINALIZATION OF AGENDA**

6. **APPROVAL OF MINUTES**

**APPROVE**

a) **April 22, 2022 Joint Board Meeting**

(PAGE 5-8)

7. **PUBLIC COMMENTS**

**RECEIVE COMMENTS**

**NON AGENDA ITEMS**

Members of the public may address the Board regarding any item within the subject matter jurisdiction of the Board; however, no action may be taken on off-agenda items unless authorized. Comments shall be limited to matters not listed on the agenda. Members of the public may comment on any matter listed on the agenda at the time that the Board considers that matter. Each person's presentation is limited to a maximum of three (3) minutes.

8. **BOARD MEMBER COMMENTS**

**RECEIVE COMMENTS**

9. **CONSENT CALENDAR**

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

**ITEM**

**RECOMMENDATION**  
**RECEIVE & FILE**

- 9a) Checks \$1,000 and Over Report for March 2022 (PAGE 9-14)
- 9b) Credit Card Statement for March 2022 (PAGE 15-26)
- 9c) Monthly Budget Variance Report for March 2022 (PAGE 27-31)
- 9d) Contracts Signed in Excess of \$25,000 for April 2022 (PAGE 32-33)
- 9e) Union & Non-Union Pension Investment Asset Summary March 2022 (PAGE 34-43)
- 9f) Quarterly Performance Summary for Q1 of Calendar Year 2022 (PAGE 44-48)
- 9g) Ridership Report for April 2022 (PAGE 49-52)
- 9h) SunDial Operational Notes for April 2022 (PAGE 53-55)
- 9i) Metrics for April 2022 (PAGE 56-75)
- 9j) Board Member Attendance for April 2022 (PAGE 76-77)
- 9k) SSG/SRA Checks \$1,000 and Over Report for March 2022 (PAGE 78-79)
- 9l) SSG Monthly Budget Variance Report for March 2022 (PAGE 80-82)
- 9m) Taxi Trip Data – April 2022 (PAGE 83-84)
  
- 9n) Review Declaration of Emergency by the Board of Directors (PAGE 85-89)
  
- 10. PURCHASE OF THREE (3) MICROTRANSIT ADA ACCESSIBLE MINI VANS** (PAGE 90)  
(Russell Betts, Chair of Finance/Audit Committee;  
Staff: Frank Rytch, Chief Maintenance Officer)
  
- 11. AWARD OF CONTRACT FOR SECURITY GUARD SERVICES** (PAGE 91-96)  
(Russell Betts, Chair of Finance/Audit Committee;  
Staff: Bryan Valenzuela, Deputy Chief Safety Officer)
  
- 12. THOUSAND PALMS LAND ACQUISITION** (PAGE 97-130)  
(Russell Betts, Chair of Finance/Audit Committee;  
Staff: Rudy Le Flore, Chief Project Consultant)
  
- 13. ADOPTION OF RESOLUTION TO CONTINUE TELECONFERENCE MEETINGS** (PAGE 131-136)  
(Charles Townsend, Chair of Board Operations Committee;  
Staff: Eric Vail, General Counsel and Lauren Skiver,  
CEO/General Manager)

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>14. UPCOMING ELECTION OF OFFICERS</b> (Staff: Edith Hernandez, Clerk of the Board/Special Assistant to the CEO)	<b>INFORMATION</b> (PAGE 137-139)
<b>15. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY23 OPERATING AND CAPITAL BUDGET</b> (Russell Betts, Chair of Finance/Audit Committee; Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)	<b>DISCUSSION</b> (PAGE 140-264)
<b>16. REVIEW AND DISCUSSION OF THE DRAFT FY23-25 SHORT RANGE TRANSIT PLAN (SRTP)</b> (Robert Radi, Chair of Strategic Planning & Operational Committee; Staff: Rohan Kuruppu, Chief Planning Consultant)	<b>DISCUSSION</b> (PAGE 265-444)
<b>17. REVIEW AND DISCUSSION OF SUNLINE REGULATORY ADMINISTRATION DRAFT FY23 BUDGET</b> (Charles Townsend, Chair of Taxi Committee; Staff: Luis Garcia, Controller/Assistant Chief Financial Officer)	<b>DISCUSSION</b> (PAGE 445-463)
<b>18. GENERAL COUNSEL'S REPORT</b>	
<b>19. CEO/GENERAL MANAGER'S REPORT</b>	
<b>20. CLOSED SESSION</b>	
<b>a) <u>CONFERENCE WITH LABOR NEGOTIATORS</u></b> Pursuant to Government Code section 54957.6 Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Irma Rodriguez Moisa, Special Legal Counsel Employee organizations: Amalgamated Transit Union Local 1277	
<b>b) <u>CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION</u></b> Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) One (1) matter	
<b>c) <u>PUBLIC EMPLOYEE PERFORMANCE EVALUATION</u></b> Pursuant to Government Code section 54957 (b) Position Title: CEO/General Manager	
<b>21. NEXT MEETING DATE</b>  June 22, 2022 at 12 p.m.	
<b>22. ADJOURN</b>	

## MINUTES

### Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2022

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, April 22, 2022 via Zoom videoconference, pursuant to California Government Code section 54953(e).

#### 1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Glenn Miller.

#### 2. FLAG SALUTE

Board Member Radi led the pledge of allegiance.

#### 3. ROLL CALL

##### Members Present:

Glenn Miller, Chair, SunLine Agency Board Member, City of Indio  
Lisa Middleton, Vice-Chair, SunLine Agency Board Member, City of Palm Springs  
Nancy Ross, SunLine Agency Board Member, City of Cathedral City  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Dana Reed, SunLine Agency Board Member, City of Indian Wells  
Robert Radi, SunLine Agency Board Member, City of La Quinta  
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert  
Charles Townsend, SunLine Agency Board Member, City of Rancho Mirage  
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside\*

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

##### Members Absent:

Denise Delgado, SunLine Agency Board Member, City of Coachella

#### 4. PRESENTATIONS

##### a) Earth Day Presentation

An Earth Day video presentation was provided with opening comments by Board Chair Miller.

#### 5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
APRIL 22, 2022**

**6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG MARCH 23, 2022  
BOARD MEETING**

Board Member Townsend moved to approve the minutes of the March 23, 2022 Joint STA/SSG Board meeting. The motion was seconded by Board Member Kelly. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**7. PUBLIC COMMENTS**

Ten public comments were made by:

- Anthony Garcia
- JC Rodriguez
- Irma Gallo
- Maria Miller
- Gina Lopez
- Francis Garcia
- Marcus Staley
- Eugene Wilson
- Uriel Gonzalez
- Carlos Barrientos

**8. BOARD MEMBER COMMENTS**

Board Member Comments were made by:

- Board Member Reed

**9. CONSENT CALENDAR**

Board Member Radi requested to address consent calendar item 9n separately for discussion.

Following discussion, Board Member Radi moved to approve the consent calendar. The motion was seconded by Board Member Kelly. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**10. CONTRACT AMENDMENT FOR GRANT WRITING SERVICES**

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

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
APRIL 22, 2022**

**11. RESOLUTION NO. 0794 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING**

Finance/Audit Committee Chair Betts reported that that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Betts moved to approve Resolution No. 0794 to obtain Low Carbon Transit Operations Program Funding. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**12. AGREEMENT FOR SPECIAL LEGAL SERVICES**

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

**13. REMOTE WORKING POLICY**

Board Operations Committee Chair Townsend reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Townsend moved to approve the Remote Working Policy. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**14. GENERAL COUNSEL'S REPORT**

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

**15. CEO/GENERAL MANAGER'S REPORT**

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

**16. CLOSED SESSION**

a) **CONFERENCE WITH LABOR NEGOTIATORS**

Pursuant to Government Code section 54957.6

Agency designated representatives: Lauren Skiver, CEO/GM SunLine, Irma Rodriguez Moisa, Special Legal Counsel

Employee organizations: Amalgamated Transit Union Local 1277

a) There was no reportable action taken

b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Pursuant to Government Code section 54957 (b)

Position Title: CEO/General Manager

b) There was no reportable action taken

**SUNLINE TRANSIT AGENCY/  
SUNLINE SERVICES GROUP  
BOARD OF DIRECTORS MEETING - MINUTES  
APRIL 22, 2022**

**17. NEXT MEETING DATE**

May 25, 2022 at 12 p.m.

**18. ADJOURN**

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:32 p.m.

Respectfully Submitted,

Edith Hernandez  
Clerk of the Board

*A recording of the March 23, 2022 Board proceedings is available [here](#).*



**SunLine Transit Agency****CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for March 2022

Summary:

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

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

<b><i>Vendor</i></b>	<b><i>Check #</i></b>	<b><i>Amount</i></b>
<i>Alvarez &amp; Marsal Public Sector Services</i>	<i>688889</i>	<i>\$200,000.00</i>

Recommendation:

Receive and file.

**SunLine Transit Agency  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CALPERS	Group Health Premiums	689022	03/23/2022	366,937.41
ALVAREZ & MARSAL PUBLIC SECTOR SERVICES,	Consulting-General	688889	03/08/2022	200,000.00
PERMA - INSURANCE	General Liability & Workers Comp Premium	689052	03/23/2022	189,260.57
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	688943	03/10/2022	119,516.94
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	689133	03/31/2022	117,600.18
IMPERIAL IRRIGATION DIST	Utilities	688982	03/16/2022	87,028.74
ELEMENT MARKETS RENEWABLE ENERGY, LLC	Utilities	688972	03/16/2022	74,042.04
SO CAL GAS CO.	Utilities	689002	03/16/2022	51,513.39
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	689048	03/23/2022	30,761.59
TRAPEZE SOFTWARE GROUP INC.	WIP-Trapeze Upgrade	689008	03/16/2022	28,358.75
COACHELLA VALLEY TAXI	SunRide Ride Share Expenses	689107	03/31/2022	26,823.19
BURKE, WILLIAMS & SORENSEN, LLP	Legal Service	688965	03/16/2022	24,613.53
ROBERT HALF	Temporary Help	688999	03/16/2022	24,479.19
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	689113	03/31/2022	23,207.10
WSP USA INC.	TDM & Vanpool Program	689012	03/16/2022	22,584.18
NFI PARTS	Inventory Repair Parts	688956	03/16/2022	20,438.08
WHITE'S STEEL, INC	WIP- Operations Facility	689139	03/31/2022	18,370.00
THE LEFLORE GROUP LLC	Projects Consultant	689059	03/23/2022	17,831.10
HDR ENGINEERING, INC.	Consulting	689039	03/23/2022	17,619.17
GST	Computer/Network Software Agreement	688849	03/02/2022	17,356.50
NICE AMERICA RESEARCH	Hydrogen Fuel	688922	03/10/2022	17,245.39
TEC EQUIPMENT, INC.	Inventory Repair Parts	689062	03/23/2022	17,074.75
ROBERT HALF	Temporary Help	689057	03/23/2022	16,954.43
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689013	03/16/2022	16,630.50
HD INDUSTRIES	Inventory Repair Parts	689097	03/31/2022	14,710.00
ROBERT HALF	Temporary Help	689123	03/31/2022	14,009.11
NAPA AUTO PARTS	Inventory Repair Parts	689116	03/31/2022	13,890.37
UNUM	Group Dental & Vision Premiums	688938	03/10/2022	13,807.66
IMPERIAL IRRIGATION DIST	Utilities	688914	03/10/2022	13,199.95
FLEET REFINISHING	Repair Claim	689034	03/23/2022	12,009.04
CALIFORNIA STATE UNIVERSITY, SAN	WIP-Bus Stop Improvements	688900	03/10/2022	11,907.14
BEST BUY BUSINESS ADVANTAGE ACCOUNT	WIP- Operations Facility- IT Equipment	688861	03/02/2022	11,777.05
VERIZON WIRELESS	Wireless Telephone Service	688948	03/10/2022	11,542.22
KELLERMEYER BERGENSONS SERVICES, LLC	Janitorial Services	688857	03/02/2022	11,475.00
MURCHISON & CUMMING, LLP	Insurance Loss	689047	03/23/2022	11,451.65
NFI PARTS	Inventory Repair Parts	688819	03/02/2022	10,378.34
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	688977	03/16/2022	10,225.69
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	689140	03/31/2022	9,967.50
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	688905	03/10/2022	9,240.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
CPAC INC.COM	Computer/Network Software Agreement	689025	03/23/2022	8,831.75
LUMINATOR TECHNOLOGY GROUP, INC.	Computer/Network Software Agreement	688918	03/10/2022	8,689.00
OLD GREEN HOUSE LLC	Planning Consultant	689058	03/23/2022	8,400.00
HD INDUSTRIES	Repair Parts-Fixed Route	688913	03/10/2022	8,236.93
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689083	03/31/2022	8,185.12
NFI PARTS	Inventory Repair Parts	689072	03/31/2022	8,109.79
MSC INDUSTRIAL SUPPLY CO	Shop Supplies Misc	688985	03/16/2022	8,096.26
MOTOR COACH INDUSTRIES, INC.	Bus lease	688920	03/10/2022	8,081.25
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688961	03/16/2022	8,000.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	688866	03/02/2022	7,166.98
OPW FUELING COMPONENTS	Inventory Repair Parts	689120	03/31/2022	6,841.61
SONSRAY FLEET SERVICES	Inventory Repair Parts	689006	03/16/2022	6,662.12
AMALGAMATED TRANSIT UNION	Union Dues	688893	03/10/2022	6,396.77
GILLIG LLC	Inventory Repair Parts	689093	03/31/2022	6,355.01
AMALGAMATED TRANSIT UNION	Union Dues	689074	03/31/2022	6,336.23
CDW GOVERNMENT, INC	Fixed Assets-Computer Equipment	688831	03/02/2022	6,325.60
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689089	03/31/2022	6,271.74
SC FUELS	Lubricants- Oil	688875	03/02/2022	5,938.26
BEST BEST & KRIEGER LLP	Legal Services-General	688964	03/16/2022	5,720.00
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689000	03/16/2022	5,561.19
R.S. HUGHES COMPANY	Emergency Preparedness Supplies	688928	03/10/2022	5,538.35
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	688879	03/02/2022	5,450.00
JOSEPH MICHAEL REDMOND	Contracted Services	689105	03/31/2022	5,340.00
NFI PARTS	Inventory Repair Parts	689017	03/23/2022	5,200.31
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689016	03/23/2022	5,190.57
COMPLETE COACH WORKS	Outside Repair-Fixed Route	688833	03/02/2022	5,141.11
SOUTHWEST PLUMBING, INC.	WIP- Operations Facility	688937	03/10/2022	4,948.36
SOCALGAS	Utilities	689003	03/16/2022	4,872.67
ROBERT HALF	Temporary Help	688870	03/02/2022	4,697.75
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	688946	03/10/2022	4,567.28
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	689131	03/31/2022	4,500.00
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	689125	03/31/2022	4,431.18
HEPTAGON SEVEN CONSULTING, INC.	WIP-Coachella Transit Hub	689099	03/31/2022	4,017.35
TPX COMMUNICATIONS	Communication Service	689067	03/23/2022	4,009.61
ALPHA MEDIA LLC	Advertising	688892	03/10/2022	3,960.00
GENFARE	Printing Expense	689036	03/23/2022	3,946.96
BIG TEX TRAILERS WORLD, INC.	Repair Claims	689076	03/31/2022	3,881.86
NAPA AUTO PARTS	Inventory Repair Parts	688986	03/16/2022	3,834.28
GRAINGER	Facility Maintenance	688850	03/02/2022	3,814.32

**SunLine Transit Agency  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
ZEN AND THE ART OF CLEAN ENERGY SOLUTIONS	WIP-Liquid Hydrogen Refueling Infrastructure	688953	03/10/2022	3,800.37
STATEWIDE SERVICES, INC.	WIP- Operations Facility	688939	03/10/2022	3,775.00
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	688895	03/10/2022	3,600.00
TIME WARNER CABLE	Utilities	689005	03/16/2022	3,548.65
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	688839	03/02/2022	3,522.48
KONIKOW ELECTRIC, INC.	WIP-Five Replacement Zero Emission	689011	03/16/2022	3,400.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	688974	03/16/2022	3,394.83
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	688886	03/02/2022	3,355.50
CREATIVE BUS SALES, INC,	Inventory Repair Parts	688834	03/02/2022	3,345.23
TRANSIT PRODUCTS & SERVICES	Inventory Repair Parts	689068	03/23/2022	3,290.00
IMPERIAL IRRIGATION DIST	Utilities	689100	03/31/2022	3,258.66
SMITH SYSTEM DRIVER IMPROVEMENT	Travel Meetings/Seminars	688888	03/03/2022	3,203.95
GILLIG LLC	Inventory Repair Parts	688846	03/02/2022	3,129.50
AARVIG & ASSOCIATES, APC	Insurance Loss	689014	03/23/2022	3,003.97
CMD CORPORATION	Inventory Repair Parts	689081	03/31/2022	2,954.78
MILE3 WEB DEVELOPMENT	Website Maintenance	688919	03/10/2022	2,940.00
AVAIL TECHNOLOGIES	Inventory Repair Parts	688827	03/02/2022	2,929.12
GILLIG LLC	Inventory Repair Parts	689037	03/23/2022	2,837.15
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	689078	03/31/2022	2,732.30
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	688899	03/10/2022	2,732.30
PARKHOUSE TIRE, INC.	Inventory Repair Parts	688996	03/16/2022	2,679.07
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	688933	03/10/2022	2,679.00
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688818	03/02/2022	2,628.99
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688890	03/10/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	688955	03/16/2022	2,606.52
ADMIRAL SECURITY SERVICES, INC.	Security Guard Services	689071	03/31/2022	2,606.52
PLAZA TOWING, INC.	Towing Service	689055	03/23/2022	2,580.00
AGREEMENT DYNAMICS, INC.	Legal Services-Labor Counsel	688821	03/02/2022	2,550.00
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	688828	03/02/2022	2,431.01
PIEDMONT PLASTICS, INC.	Bus Stop Supplies	689053	03/23/2022	2,385.59
HOME DEPOT CREDIT SERVICES	Facility Maintenance	688980	03/16/2022	2,295.51
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689142	03/31/2022	2,153.40
KUNA FM	Anti-Human Trafficking Campaign	688917	03/10/2022	2,105.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	689132	03/31/2022	2,064.68
QUADIENT FINANCE USA, INC.	Postage	688997	03/16/2022	2,010.72
AMERICAN MOVING PARTS	Inventory Repair Parts	688825	03/02/2022	1,977.14
CALSTART, INC.	Membership & Subscriptions	689079	03/31/2022	1,950.00
DA GRAPHICS	Contracted Services	688971	03/16/2022	1,800.00
OFFICE DEPOT	Office Supplies	688923	03/10/2022	1,791.54

**SunLine Transit Agency  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SONSRAY FLEET SERVICES	Inventory Repair Parts	689066	03/23/2022	1,776.03
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	688841	03/02/2022	1,770.13
VALLEY OFFICE EQUIPMENT, INC.	Copier Services	688947	03/10/2022	1,762.21
VINCENT PRINTING COMPANY, INC.	Advertising	688949	03/10/2022	1,761.50
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688898	03/10/2022	1,728.03
FULTON DISTRIBUTING	Cleaning Supplies	688843	03/02/2022	1,725.35
DESERT URGENT CARE	Medical Exams & Testing	689101	03/31/2022	1,715.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	689035	03/23/2022	1,678.75
GLOBAL EQUIPMENT CO. INC.	Small Tools & Equipment	688848	03/02/2022	1,667.96
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	689020	03/23/2022	1,639.45
SONSRAY FLEET SERVICES	Inventory Repair Parts	688878	03/02/2022	1,603.30
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	688897	03/10/2022	1,600.34
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	688975	03/16/2022	1,525.00
HOLLAND GLASS AND MIRROR	Repair Claims	688840	03/02/2022	1,500.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	689141	03/31/2022	1,479.50
AMERICAN SECURITY GROUP	Security Services	688824	03/02/2022	1,475.00
LIFECOM, INC.	Contract Services - General	689044	03/23/2022	1,449.07
IMPERIAL IRRIGATION DIST	Utilities	689040	03/23/2022	1,437.38
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	689060	03/23/2022	1,413.91
OMNITRACS, LLC	General Services	688925	03/10/2022	1,380.00
TRANSIT RESOURCES, INC.	Inventory Repair Parts	688880	03/02/2022	1,361.20
MANUEL ALCALA	Travel Meetings/Seminars	689111	03/31/2022	1,357.46
C V WATER DISTRICT	Utilities	689024	03/23/2022	1,326.07
ELDORADO NATIONAL (CALIFORNIA), INC.	Inventory Repair Parts	689031	03/23/2022	1,287.99
CREATIVE BUS SALES, INC,	Inventory Repair Parts	689026	03/23/2022	1,255.48
AIR & LUBE SYSTEMS INC	Facility Maintenance	688960	03/16/2022	1,235.34
GRAINGER	Shop Supplies	688978	03/16/2022	1,208.38
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	688872	03/02/2022	1,206.58
JESSUP AUTO PLAZA	Repair Parts-Support Vehicles	688868	03/02/2022	1,200.98
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	689049	03/23/2022	1,197.99
FULTON DISTRIBUTING	Cleaning Supplies	688976	03/16/2022	1,153.30
VINCENT PRINTING COMPANY, INC.	Advertising	689136	03/31/2022	1,152.00
ISABEL ACOSTA	Travel Meetings/Seminars	689103	03/31/2022	1,119.68
OFFICE DEPOT	Office Supplies	688989	03/16/2022	1,118.09
PRUDENTIAL OVERALL SUPPLY	Uniforms	689056	03/23/2022	1,080.03
WELTYS ENTERPRISES, INC.	Advertising	688951	03/10/2022	1,069.24
GRAINGER	Shop Supplies	688912	03/10/2022	1,016.75
ROBERT HALF	Temporary Help	688930	03/10/2022	1,011.66
ROBERTO VALADEZ	Reimbursement Expense	688931	03/10/2022	1,000.00

**SunLine Transit Agency  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
MARCOS MENDOZA	Reimbursement Expense	689045	03/23/2022	1,000.00
THERESA DIXON	Reimbursement Expense	689064	03/23/2022	1,000.00
<b>Total Checks Over \$1,000</b>	\$2,122,486.14			
<b>Total Checks Under \$1,000</b>	\$37,714.18			
<b>Total Checks</b>	\$2,160,200.32			

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Credit Card Statements for March 2022

Summary:

The attached report summarizes the Agency's credit card expenses for March 2022. Credit card transactions through the CEO/General Manager credit card align with the statement closing dates of April 3, 2022. The report also summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of March 31, 2022, for the reporting period.

Recommendation:

Receive and file.

**SunLine Transit Agency Visa Credit Card Statement**

**Closing Date: 4/3/2022**

**Name on Card: Lauren Skiver**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	3/4/2022	3/6/2022	Hilton	Smith System Training in Ontario, CA - Lodging for 5 Nights; Anthony Parham, Transit Trainer		\$898.88
2	3/8/2022	3/9/2022	Panera	Panera Catering Order; ATU and SunLine Negotiations Meeting		\$289.24
3	3/8/2022	3/10/2022	Southwest Airlines	Southwest Airlines Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager		\$632.99
4	3/8/2022	3/10/2022	American Airlines	American Airlines Flight from Fort Worth, TX to Palms Springs, CA for Travel from ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager		\$388.60
5	3/8/2022	3/10/2022	Isleta Hotel	2022 New Mexico Transit Road-eo Conference and Expo in Albuquerque, NM - Lodging for 2 Nights; Harman Singh, Deputy Chief Performance Officer		\$252.28
6	3/9/2022	3/10/2022	Guacamoles	Guacamoles Catering Order; ATU and SunLine Negotiations Meeting		\$231.50
7	3/10/2022	3/11/2022	Jersey Mike's	Jersey Mike's Catering Order; ATU and SunLine Negotiations Meeting		\$293.18
8	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Manuel Alcala, Transit Planning Analyst		\$974.46
9	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Isabel Acosta, Chief Transportation Officer		\$974.46
10	3/11/2022	3/13/2022	Southwest Airlines	Southwest Airlines Roundtrip Flight from Palm Springs, CA to Fort Worth, TX for Travel to ThinkTransit Executive Summit in Texas; Jeff Guidry, Superintendent of Transportation		\$974.46
11	3/11/2022	3/13/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging Deposit for 1 Night; Lauren Skiver, CEO/General Manager		\$297.72
12	3/11/2022	3/13/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging Deposit for 1 Night; Brittney Sowell, Chief of Staff		\$297.72



	Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
13	3/16/2022	3/17/2022	Red Robin	Red Robin Catering Order; ATU and SunLine Negotiations Meeting		\$326.16
14	3/16/2022	3/17/2022	Alaska Airlines	Alaska Airlines Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager's WiFi Fee		\$20.00
15	3/16/2022	3/17/2022	LAX Parking	Parking in Los Angeles, CA for travel to APTA 2022 Legislative Conference; Lauren Skiver, CEO/General Manager		\$300.00
16	3/16/2022	3/18/2022	Alaska Airlines	Alaska Airlines Flight from Washington, D.C. to Los Angeles, CA for Travel from APTA Legislative Conference in Washington, D.C.; Lauren Skiver, CEO/General Manager's Luggage Fee		\$30.00
17	3/16/2022	3/18/2022	Grand Hyatt	APTA 2022 Legislative Conference in Washinton, D.C. - Lodging for 4 Nights; Lauren Skiver, CEO/General Manager		\$1,397.79
18	3/16/2022	3/18/2022	Palm Springs Airport	Parking in Palm Springs, CA for travel to ThinkTransit Executive Summit; Lauren Skiver, CEO/General Manager		\$60.00
19	3/25/2022	3/27/2022	Omni Hotel	ThinkTransit Executive Summit in Fort Worth, TX - Lodging for 3 Nights; Lauren Skiver, CEO/General Manager		\$770.64
20	3/29/2022	3/31/2022	American Airlines	American Airlines Flight from Fort Worth, TX to Palms Springs, CA for Travel from ThinkTransit Executive Summit in Texas; Lauren Skiver, CEO/General Manager's Main Cabin Fee		\$66.46
21	3/30/2022	3/31/2022	Red Robin	Red Robin Catering Order; Lunch budget meeting with Chiefs		\$171.66
22	4/1/2022	4/3/2022	Westin Hotel	Regional Workshop: Hydrogen Hub Opportunity in Thousand Palms, CA - Lodging Deposit for 1 Night; Jack Brouwer, Featured speaker		\$508.49
<b>Credits and Charges:</b>					\$0.00	\$10,156.69



**SUB ACCOUNT MEMO STATEMENT**

Prepared For	SUNLINE TRANSIT LAURA SKIVER
Sub Account Number	[REDACTED]
Statement Closing Date	04/03/22
Next Statement Date	05/03/22

For Customer Service Call:  
800-231-5511

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

Monthly Spending Limit*	\$40,000
-------------------------	----------

\*Available funds are subject to the monthly spending limit and the available credit on the control account.

**Sub Account Summary**

Purchases and Other Charges	+	\$10,156.69
Cash Advances	+	\$0.00
Credits	-	\$0.00
Statement Total		\$10,156.69

The transactions detailed reflect activity on this card number only. The company control account has been billed for all transactions. Please refer payment inquiries to your company card administrator or owner.

**Sub Account Transactions**

Trans	Post	Reference Number	Description	Credits	Charges
03/04	03/06	2475542EG7W1NYX3N	HILTON ADVPURCH8002367113MEMPHIS TN		898.88
03/08	03/09	2475542EL3TNS6R2G	FOODJA - THE OFFICE EXPRE800-3675402 CA		289.24
03/08	03/10	2469216EL2XGS10MN	SOUTHWES 5261492518054800-435-9792 TX		632.99
		03/20/22	SKIVER/LAURA LEE		
		1 WN L	PALM SPRINGS PHOENIX		
		2 WN L	PHOENIX DALLAS		
03/08	03/10	2494300ELA16SLRL0	AMERICAN AIR0017720588189FORT WORTH TX		388.60
		03/24/22	SKIVER/LAURA LEE		
		1 AA L	FORT WORTH PALM SPRINGS		
		11617270	EXPEDIA.COM TRAVEL		
03/08	03/10	2494300ELMV6NK23F	ISLETA HOTEL 5057243800 NM		252.28
03/09	03/10	2475542EM3TP0R3FJ	FOODJA - THE OFFICE EXPRE800-3675402 CA		231.50
03/10	03/11	2475542EN3TPBT8TV	FOODJA - THE OFFICE EXPRE800-3675402 CA		293.18
03/11	03/13	2469216EP2XVZVFL2	SOUTHWES 5261493974451800-435-9792 TX		974.46
		03/20/22	ALCALA/MANUEL		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2469216EP2XVZW35J	SOUTHWES 5261493974452800-435-9792 TX		974.46
		03/20/22	ACOSTA/ISABEL		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2469216EP2XVZW35S	SOUTHWES 5261493974453800-435-9792 TX		974.46
		03/20/22	GUIDRY/JEFF		
		1 WN Y	PALM SPRINGS DENVER		
		2 WN Y	DENVER DALLAS		
		3 WN W	DALLAS PHOENIX		

See reverse side for important information.

The transactions detailed on this statement are for informational use only.

Sub Account Number	[REDACTED]
No Payment is due on this Sub Account	

Print address or phone changes:

Work ( )

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

SUNLINE TRANSIT  
LAURA SKIVER  
32505 HARRY OLIVER TRL  
THOUSAND PALMS CA 92276-3501

60446  
R303



**Sub Account Transactions**

Trans	Post	Reference Number	Description	Credits	Charges
		4 WN W	PHOENIX PALM SPRINGS		
03/11	03/13	2494300ENM0EL3W5T	GRAND HYATT WASHINGTON 8558690846 DC		297.72
03/11	03/13	2494300ENM0EL3Y5P	GRAND HYATT WASHINGTON 8558690846 DC		297.72
03/16	03/17	2444500EVEJ1VAVHE	RED ROBIN NO 253 760-324-8310 CA		326.16
03/16	03/17	2449215EVS15BLVGY	PP*COACH TRANS WASHINGTON DC		20.00
03/16	03/17	2478930EV07BEP0NK	P4 LAX SMARTPARKING LOS ANGELES CA		300.00
03/16	03/18	2443106EW11SQ1R6H	ALASKA AIR 0272131853588SEATTLE WA		30.00
		03/16/22	SKIVER/LAURA LEE		
		1 AS O	WASHINGTON LOS ANGELES		
		55600005			
03/16	03/18	2494300EWM0EGJFK7	GRAND HYATT WASHINGTON WASHINGTON DC		1,397.79
03/23	03/24	2443106F2BLPYBBW	PALM SPRINGS AIRPORT PALM SPRINGS CA		60.00
03/25	03/27	2475542F57JY1GS18	OMNI FORT WORTH HOTEL 817-5358664 TX		770.64
03/29	03/31	2494300F9WESP2ATP	AMERICAN AIR0010650546727FORT WORTH TX		66.46
		03/29/22	SKIVER/LAURA LEE		
		1 AA Y	RVU FEE		
03/30	03/31	2444500F9EJ16F2ZR	RED ROBIN NO 253 RANCHO MIRAGECA		171.66
04/01	04/03	2475542FB7JZSQNFR	WESTIN (WESTIN HOTELS) 760-3285955 CA		508.49
04/03	04/03	000000000000COMPC	TOTAL PURCHASES \$10,156.69		
			TOTAL \$10,156.69		

All transactions detailed above have been billed to the company control account.

**Wells Fargo News**

**Take advantage of the features that come with Online Banking:**

Messages and alerts: Stay informed about your account with updates sent to your email or mobile phone.

Wells Fargo Card Design Studio® service: Make your card as unique as your business. Customize your card design with this free service.

Automatic Payments: Never miss a payment, avoid late charges and protect your credit rating.

**Sunline Transit Agency Visa Credit Card Statement**

**Closing Date: 3/31/2022**

**Name on Card: Walter Watcher (Procurement Card)**

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
1	2/28/2022	3/1/2022	Sam's Club	Bottled water for employees		\$ 30.35
2	3/2/2022	3/2/2022	Amazon	Computer cable		\$ 24.87
3	3/2/2022	3/3/2022	Amazon	Alexa for Business subscription		\$ 6.40
4	3/2/2022	3/3/2002	Amazon	Faucet control valve for admin sink		\$ 74.28
5	3/2/2022	3/7/2022	Sam's Club	Standing Desk Converter		\$ 215.48
6	3/3/2022	3/3/2022	Amazon	XCEL oil filter		\$ 484.65
7	3/3/2022	3/4/2022	SurveyMonkey	Advantage Annual Plan		\$ 384.00
8	3/3/2022	3/4/2022	Quickesign LLC	Software to automatically update infoboards		\$ 199.00
9	3/5/2022	3/7/2022	Amazon	Laptop battery charger		\$ 54.52
10	3/9/2022	3/9/2022	Amazon	Electric contact cleaner		\$ 22.62
11	3/10/2022	3/11/2022	Wheller Fleet Solutions	Amber LED lights		\$ 78.66
12	3/10/2022	3/11/2022	Doug Mockett & Co	No-Touch door handles		\$ 338.75
13	3/14/2022	3/15/2022	Amazon	Electric contact cleaner		\$ 15.41
14	3/15/2022	3/16/2022	Amazon	Computer hard drives		\$ 160.55
15	3/15/2022	3/16/2022	Amazon	Computer hard drives		\$ 119.57

	<b>Trans. Date</b>	<b>Post Date</b>	<b>Reference</b>	<b>Detail - Description</b>	<b>Credits</b>	<b>Charges</b>
16	3/16/2022	3/17/2022	Amazon	Computer hard drives		\$ 438.06
17	3/18/2022	3/21/2022	Sam's Club	Standing Desk Converters		\$ 1,508.35
18	3/21/2022	3/21/2022	Facebook	COVID - mask promotion ads		\$ 10.00
19	3/22/2022	3/23/2022	Wells Fargo	Canadian currency fee for Review Studio		\$ 1.80
20	3/22/2022	3/23/2022	Review Studio	Document review software		\$ 180.00
21	3/22/2022	3/23/2022	Wells Fargo	Canadian currency fee for Sillworks Ltd.		\$ 10.47
22	3/22/2022	3/23/2022	Sillworks Ltd.	Server hard drive replacements, IT equipment		\$ 1,047.31
23	3/25/2022	3/25/2022	Facebook	COVID - mask promotion ads		\$ 10.12
24	3/27/2022	3/28/2022	Facebook	COVID - mask promotion ads		\$ 10.00
25	3/28/2022	3/29/2022	Wells Fargo	Canadian currency fee for Sillworks Ltd.		\$ 11.81
26	3/28/2022	3/29/2022	Sillworks Ltd.	Server hard drive replacements, IT equipment		\$ 1,181.47
27	3/29/2029	3/30/2022	Facebook	COVID - mask promotion ads		\$ 15.00
<b>Credits and Charges</b>					<b>\$0.00</b>	<b>\$ 6,633.50</b>



Reporting Period : 3/1/2022 - 3/31/2022

**Statement Summary**

<b>Name</b>	Walter Watcher	<b>Company</b>	Sunline Transit Agency
<b>Account #</b>	3/1/2022 - 3/31/2022	<b>Currency</b>	US Dollar
<b>Reporting Period</b>			

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 2/28/2022	3/1/2022	Sams Club #6609	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			30.35
2 3/2/2022	3/2/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			24.87
3 3/2/2022	3/3/2022	Amazon Web Services	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			6.40
4 3/2/2022	3/3/2022	Amazon.Com*1w2a383l0 Amzn	General Ledger Code: 5040300100 Fund: 00 Division: 23	X			74.28

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 3/2/2022	3/7/2022	Samsclub.Com	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			215.48
6 3/3/2022	3/3/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 41	X			484.65
7 3/3/2022	3/4/2022	Surveymonk* T 42293123	General Ledger Code: 5090100000 Fund: 00 Division: 44	X			384.00
8 3/3/2022	3/4/2022	Quickesign	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			199.00
9 3/5/2022	3/7/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			54.52
10 3/9/2022	3/9/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 21	X			22.62

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 3/10/2022	3/11/2022	Wheeler Fleet Solutions	General Ledger Code: 5049900022 Fund: 00 Division: 41	X			78.66
12 3/10/2022	3/11/2022	Dmc	General Ledger Code: 5049900026 Fund: 00 Division: 23	X			338.75
13 3/14/2022	3/15/2022	Amzn Mktp Us	General Ledger Code: 5049900022 Fund: 00 Division: 21	X			15.41
14 3/15/2022	3/16/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			160.55
15 3/15/2022	3/16/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			119.57
16 3/16/2022	3/17/2022	Amzn Mktp Us	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			438.06



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 3/18/2022	3/21/2022	Samsclub.Com	General Ledger Code: 5049900001 Fund: 00 Division: 41	X			1,508.35
18 3/21/2022	3/21/2022	Facebk *9zjhdbfg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.00
19 3/22/2022	3/23/2022	Wells Fargo	General Ledger Code: 5090100000 Fund: 00 Division: 45	X			1.80
20 3/22/2022	3/23/2022	Reviewstudio.Com	General Ledger Code: 5090100000 Fund: 00 Division: 45	X			180.00
21 3/22/2022	3/23/2022	Wells Fargo	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			10.47
22 3/22/2022	3/23/2022	Sillworks Ltd	General Ledger Code: 5030300011 Fund: 00 Division: 42	X			1,047.31

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 3/25/2022	3/25/2022	Facebk Mdnvrc7eg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.12
24 3/27/2022	3/28/2022	Facebk 9cmf9cbeg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			10.00
25 3/28/2022	3/29/2022	Wells Fargo	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			11.81
26 3/28/2022	3/29/2022	Sillworks Ltd	General Ledger Code: 5049900010 Fund: 00 Division: 42	X			1,181.47
27 3/29/2022	3/30/2022	Facebk W5legc3fg2	General Ledger Code: 5030303260 Fund: 00 Division: 45	X			15.00

Transaction Count: 27

**Total: 6,633.50**

**SunLine Transit Agency****CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Monthly Budget Variance Report for March 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of March 2022 are equal to 9/12<sup>ths</sup> of the yearly budget.

## Year to Date Summary

- As of March 31, 2022, the Agency's FYTD revenues are \$1,728,561 or 75.50% above the FYTD budget due to large amounts of emission credit and CNG fueling revenue.
- As of March 31, 2022, the Agency's FYTD expenditures are \$1,213,847 or 3.95% below the FYTD budget.

## Monthly Spotlight

- The category of Other Expenses had a negative variance attributed to consulting expenses and temporary help to assist with vacancies within the Agency.

Recommendation:

Receive and file.

SunLine Transit Agency  
Budget Variance Report  
March 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Revenues:</b>								
Passenger Revenue	938,400	149,275	78,200	71,075	1,170,663	703,800	466,863	-24.8%
Other Revenue	2,114,326	77,992	176,194	(98,202)	2,847,443	1,585,745	1,261,698	-34.7%
<b>Total Operating Revenue</b>	<b>3,052,726</b>	<b>227,267</b>	<b>254,394</b>	<b>(27,127)</b>	<b>4,018,105</b>	<b>2,289,545</b>	<b>1,728,561</b>	<b>-31.6%</b>
<b>Operating Expenses:</b>								
Operator & Mechanic Salaries & Wages	9,799,741	799,197	816,645	17,448	6,865,070	7,349,806	484,736	29.9%
Operator & Mechanic Overtime	918,833	78,730	76,569	(2,161)	701,495	689,125	(12,370)	23.7%
Administration Salaries & Wages	6,360,353	549,579	530,029	(19,549)	4,369,390	4,770,265	400,875	31.3%
Administration Overtime	119,516	5,292	9,960	4,667	52,402	89,637	37,235	56.2%
Fringe Benefits	10,475,957	811,126	872,996	61,870	7,062,826	7,856,968	794,142	32.6%
Communications	250,000	20,203	20,833	631	184,000	187,500	3,500	26.4%
Legal Services	575,000	67,851	47,917	(19,935)	329,497	431,250	101,753	42.7%
Computer/Network Software Agreement	600,000	64,052	50,000	(14,052)	503,427	450,000	(53,427)	16.1%
Uniforms	103,966	7,459	8,664	1,205	50,364	77,975	27,611	51.6%
Contracted Services	654,628	47,296	54,552	7,257	344,616	490,971	146,355	47.4%
Equipment Repairs	8,500	196	708	513	8,286	6,375	(1,911)	2.5%
Security Services	160,000	14,644	13,333	(1,310)	103,646	120,000	16,354	35.2%
Fuel - CNG	1,516,432	150,704	126,369	(24,335)	1,344,129	1,137,324	(206,805)	11.4%
Fuel - Hydrogen	845,934	88,661	70,495	(18,167)	822,095	634,451	(187,645)	2.8%
Tires	226,183	15,284	18,849	3,565	145,222	169,637	24,416	35.8%
Office Supplies	70,392	6,458	5,866	(592)	42,460	52,794	10,334	39.7%
Travel/Training	96,680	11,502	8,057	(3,445)	59,897	72,510	12,613	38.0%
Repair Parts	1,436,101	133,868	119,675	(14,193)	919,987	1,077,076	157,089	35.9%
Facility Maintenance	41,300	2,937	3,442	505	33,646	30,975	(2,671)	18.5%
Electricity - CNG & Hydrogen	1,230,000	101,102	102,500	1,398	881,566	922,500	40,934	28.3%
Natural Gas	1,175,000	135,263	97,917	(37,346)	1,309,417	881,250	(428,167)	-11.4%
Water and Gas	10,575	914	881	(32)	8,191	7,931	(260)	22.5%
Insurance Losses	1,850,000	119,441	154,167	34,726	1,251,544	1,387,500	135,956	32.3%
Insurance Premium - Property	50,000	6,579	4,167	(2,412)	59,207	37,500	(21,707)	-18.4%
Repair Claims	200,000	8,182	16,667	8,485	39,965	150,000	110,035	80.0%
Fuel Taxes	94,400	2,998	7,867	4,868	68,789	70,800	2,011	27.1%
Other Expenses	4,621,150	425,620	385,096	(40,525)	4,084,711	3,465,863	(618,848)	11.6%
Self Consumed Fuel	(2,487,067)	(239,365)	(207,256)	32,110	(2,107,011)	(1,865,300)	241,711	15.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>41,003,574</b>	<b>3,435,771</b>	<b>3,416,965</b>	<b>(18,807)</b>	<b>29,538,834</b>	<b>30,752,681</b>	<b>1,213,847</b>	<b>28.0%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>\$ (3,208,504)</b>			<b>\$ (25,520,728)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	614,029	605,238	(8,791)	4,884,041	5,447,146	563,105	32.8%
State - LTF, LCTOP	7,135,429	603,255	594,619	(8,636)	4,798,347	5,351,572	553,225	32.8%
Federal	23,552,558	1,991,220	1,962,713	(28,507)	15,838,340	17,664,419	1,826,078	32.8%
<b>Total Subsidies</b>	<b>37,950,848</b>	<b>3,208,504</b>	<b>3,162,571</b>	<b>(45,934)</b>	<b>25,520,728</b>	<b>28,463,136</b>	<b>2,942,408</b>	<b>32.8%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

\*Item identified on monthly spotlight.

SunLine Transit Agency  
Budget Variance Report  
March 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Operating Expenses:</b>								
Wages & Benefits	27,674,400	2,243,924	2,306,200	62,276	19,051,183	20,755,800	1,704,617	31.2%
Services	4,081,926	421,054	340,161	(80,894)	3,087,680	3,061,445	(26,235)	24.4%
Fuels & Lubricants	2,525,519	255,026	210,460	(44,566)	2,292,011	1,894,139	(397,871)	9.2%
Tires	226,183	15,284	18,849	3,565	145,222	169,637	24,416	35.8%
Materials and Supplies	1,857,038	161,202	154,753	(6,448)	1,252,747	1,392,779	140,032	32.5%
Utilities	2,699,927	260,274	224,994	(35,280)	2,449,116	2,024,945	(424,171)	9.3%
Casualty & Liability	3,355,200	247,934	279,600	31,666	2,381,424	2,516,400	134,976	29.0%
Taxes and Fees	94,400	2,998	7,867	4,868	68,789	70,800	2,011	27.1%
Miscellaneous Expenses	976,048	67,441	81,337	13,896	917,674	732,036	(185,638)	6.0%
Self Consumed Fuel	(2,487,067)	(239,365)	(207,256)	32,110	(2,107,011)	(1,865,300)	241,711	15.3%
<b>Total Operating Expenses (Before Depreciation)</b>	<b>41,003,574</b>	<b>3,435,771</b>	<b>3,416,965</b>	<b>(18,807)</b>	<b>29,538,834</b>	<b>30,752,681</b>	<b>1,213,847</b>	<b>28.0%</b>
<b>Revenues:</b>								
Passenger Revenue	938,400	149,275	78,200	71,075	1,170,663	703,800	466,863	-24.8%
Other Revenue	2,114,326	77,992	176,194	(98,202)	2,847,443	1,585,745	1,261,698	-34.7%
<b>Total Operating Revenue</b>	<b>3,052,726</b>	<b>227,267</b>	<b>254,394</b>	<b>(27,127)</b>	<b>4,018,105</b>	<b>2,289,545</b>	<b>1,728,561</b>	<b>-31.6%</b>
<b>Net Operating Gain (Loss)</b>		<b>\$ (3,208,504)</b>			<b>\$ (25,520,728)</b>			
<b>Subsidies:</b>								
Local - Measure A, Commuter 10, Haul Pass	7,262,861	614,029	605,238	(8,791)	4,884,041	5,447,146	563,105	32.8%
State - LTF, LCTOP	7,135,429	603,255	594,619	(8,636)	4,798,347	5,351,572	553,225	32.8%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	23,552,558	1,991,220	1,962,713	(28,507)	15,838,340	17,664,419	1,826,078	32.8%
<b>Total Subsidies</b>	<b>37,950,848</b>	<b>3,208,504</b>	<b>3,162,571</b>	<b>(45,934)</b>	<b>25,520,728</b>	<b>28,463,136</b>	<b>2,942,408</b>	<b>32.8%</b>
<b>Net Operating Gain (Loss) After Subsidies</b>	<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>			

**Budget Variance Analysis - SunLine Transit Agency**

**Passenger Revenue**

- The positive variance in passenger fares is attributed to conservative budget estimates due to unknown ridership impacts due to COVID-19.
- As of March, ridership was at 7.2% above FY21 FYTD totals.
- Total system ridership was 112,558 trips above FY21 FYTD amounts.

**Ridership**

	FY21-March	FY22-March	Variance	%Δ
Fixed Route	179,749	213,938	34,189	19.0%
Paratransit	6,861	9,349	2,488	36.3%
SolVan	1,512	1,621	109	7.2%
SunRide	199	419	220	-
<b>System Total</b>	<b>188,321</b>	<b>225,327</b>	<b>37,006</b>	<b>19.7%</b>

**Ridership**

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Fixed Route	1,505,008	1,589,218	84,210	5.6%
Paratransit	50,147	74,738	24,591	49.0%
SolVan	12,051	12,356	305	2.5%
SunRide	293	3,745	3,452	-
<b>System Total</b>	<b>1,567,499</b>	<b>1,680,057</b>	<b>112,558</b>	<b>7.2%</b>

**Other Revenue**

- The positive variance is attributed to greater external CNG fuel sales, emissions credits revenue and CNG rebate revenue.

**Operator & Mechanic Salaries & Wages**

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

**Operator & Mechanic Overtime**

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

**Administration Salaries & Wages**

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

**Administration Overtime**

- The positive variance is attributed to vacant positions across the Agency and less than anticipated overtime expenditures.

**Fringe Benefits**

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

**Communications**

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

**Legal Services**

- The savings in legal services is attributed to a larger FY22 budget in anticipation of expected legal costs associated with union negotiations which have not yet been fully incurred.

**Computer/Network Software Agreement**

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

**Uniforms**

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

**Contracted Services**

- The positive variance in contracted services is attributed to expenses which have not yet been incurred.

**Equipment Repairs**

- The unfavorable variance is primarily attributed to unexpected repairs to a bus lift in the month of September.

**Security Services**

- Savings in security services are attributed to incurring expenses later than anticipated for remote security monitoring services.

**Fuel - CNG**

- The negative variance is primarily attributed to increased usage of CNG fixed route vehicles over budgeted estimates for FY22.

**Fuel - Hydrogen**

- The negative variance is attributed to higher cost per kilogram of H2.

**Tires**

- The lower tire expenditures are attributed to fewer miles related to the postponement of Level 1 service.

**Office Supplies**

- Savings in office supply expenses are primarily associated with a reduction in costs due to remote work, lower coin counting equipment expense, and vacancies.

**Travel/Training**

- COVID-19 restrictions have reduced anticipated training related expenses for staff travel.

**Repair Parts**

- The positive variance is primarily attributed to lower FYTD expenses related to fixed route repairs.

**Facility Maintenance**

- The negative variance is attributed to the unexpected replacement of two (2) broken coffee machines in July.

**Electricity - CNG & Hydrogen**

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

**Natural Gas**

- The negative variance is attributed to increased natural gas usage due to an increase of CNG sold through outside fuel sales.

**Water and Gas**

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

**Insurance Losses**

- Insurance loss experience has not exceeded YTD budgeted expectations.

**Insurance Premium - Property**

- Insurance premiums for property expenditures increased with completion of new facilities around the property.

**Repair Claims**

- Repair claim expenses have been less than anticipated. Expenses for work on vehicles will be incurred once the work is complete.

**Fuel Taxes**

- Outside fuel sales are currently \$245,359 above FY21 FYTD amounts.
- For March, sales increased by \$11,004 from the previous month.
- Fuel Tax expenses are within an acceptable range of the budget.

**Outside Fueling Revenue**

	Revenue	Variance FY21 vs. FY22	Variance Previous Month	%Δ FY21 vs FY22	%Δ Previous Month
March FY21	\$ 50,374				
March FY22	\$ 59,972	\$ 9,598	\$ 11,004	19.05%	22.47%
February FY22	\$ 48,968				
FYTD March FY21	\$ 487,426				
FYTD March FY22	\$ 732,815	\$ 245,389		50.34%	

**Other Expenses**

- Costs vary from month to month depending on the needs of the Agency or when programs are active. The negative variance is primarily attributed to increased expenses for consulting services.
- The negative variance is also attributed to higher temporary help costs across multiple departments to cover administrative vacancies.

**Self-Consumed Fuel**

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

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Contracts Signed between \$25,000 and \$100,000 for April 2022

Summary:

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

- For the month of April 2022, there were four (4) agreements and one (1) amendment executed between \$25,000 and \$100,000:

<b>Vendor</b>	<b>Purpose</b>	<b>Amount</b>
Resource Environmental Inc	Modular Trailer Demolition	\$67,000.00
Heptagon Seven Consulting	Due Diligence for Ramon Rd. Land Acquisition	\$51,036.17
Isabella Amadeo	Consulting	\$25,000.00
Total Care Work Injury Clinic	Occupational Health Services	\$39,225.00
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Negotiations	\$34,000.00

Recommendation:

Receive and file.



**Contracts Signed Between \$25,000 and \$100,000**  
**April 2022**

<b>Vendor</b>	<b>Product/Service</b>	<b>Need</b>	<b>Budgeted</b>	<b>Budgeted Amount</b>	<b>Cost</b>	<b>Type</b>
Resource Environmental, Inc.	Modular Trailer Demolition	Final demo of old trailers	FY22	\$100,000.00	\$67,000.00	Executed Agreement
Heptagon Seven Consulting	Due Diligence for Ramon Rd. Land Acquisition	To ensure Ramon Road parcel is suitable for purchase	FY22	\$55,000.00	\$51,036.17	Executed Agreement
Isabella Amadeo	Consulting	Temporary assistance for Finance Department	FY22 FY23	\$25,000.00	\$25,000.00	Executed Agreement
Total Care Work Injury Clinic	Occupational Health Services	Pre-employment physicals, testing & medical services	FY22 FY23	\$40,000.00	\$39,225.00	Executed Agreement
Atkinson, Andelson, Loya, Rudd & Romo	Legal Services - Labor Negotiations	Labor Negotiations (amendment executed under CEO/GM authority)	FY22	\$34,000.00	\$34,000.00	Amendment

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for March 2022

Summary:

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

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

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

## Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.9%	16% - 56%
	International Equity	17.3%	0% - 39%
	Other	4.6%	0% - 20%
<b>Income Assets</b>			
	Fixed Income	37.2%	25% - 65%
	Other	2.8%	0% - 20%
<b>Real Return Assets</b>		2.5%	0% - 20%
<b>Cash Equivalents</b>		0.5%	0% - 20%

## Non-Union

Asset Class		Actual	Range
<b>Growth Assets</b>			
	Domestic Equity	34.9%	16% - 56%
	International Equity	17.3%	0% - 39%
	Other	4.6%	0% - 20%
<b>Income Assets</b>			
	Fixed Income	37.2%	25% - 65%
	Other	2.8%	0% - 20%
<b>Real Return Assets</b>		2.5%	0% - 20%
<b>Cash Equivalents</b>		0.7%	0% - 20%

For the month of March, the market value of assets increased by \$236,936 and \$260,045 for the union and non-union plans, respectively.

## Month to Month Asset Comparison

Month	Market Value – Union	Market Value – Non-Union
February 2022	\$38,597,521	\$38,611,417
March 2022	\$38,834,457	\$38,871,462
Increase (Decrease)	\$236,936	\$260,045

Recommendation:

Receive and file.

**Portfolio Summary and Statistics**

For the Month Ending **March 31, 2022**

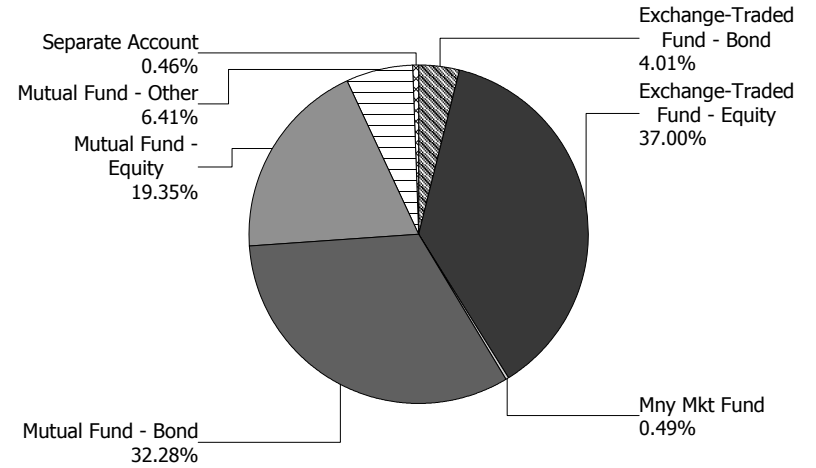
**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

**Account Summary**

Description	Par Value	Market Value	Percent
Separate Account	179,293.95	179,293.95	0.46
Mutual Fund - Other	158,211.69	2,490,853.69	6.41
Mutual Fund - Equity	269,725.90	7,515,832.79	19.35
Mutual Fund - Bond	1,173,934.13	12,536,405.73	32.28
Money Market Mutual Fund	190,682.53	190,682.53	0.49
Exchange-Traded Fund - Equity	134,066.00	14,365,816.01	37.00
Exchange-Traded Fund - Bond	36,406.00	1,555,572.12	4.01
<b>Managed Account Sub-Total</b>	<b>2,142,320.20</b>	<b>38,834,456.82</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>2,142,320.20</b>	<b>38,834,456.82</b>	

**Unsettled Trades** **0.00** **0.00**

**Sector Allocation**



**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Bond</b>										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,389.00	60.31	144,080.59	54.87	131,084.43	(12,996.16)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,684.00	57.68	385,539.80	54.87	366,751.08	(18,788.72)	0.94
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,146.00	61.13	70,054.98	54.87	62,881.02	(7,173.96)	0.16
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	54.87	34,622.97	(1,148.42)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	54.87	34,732.71	(1,341.96)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	965.00	61.01	58,874.65	54.87	52,949.55	(5,925.10)	0.14
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,884.00	39.22	544,524.93	36.42	505,655.28	(38,869.65)	1.30
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,074.00	39.10	393,892.39	36.42	366,895.08	(26,997.31)	0.94
<b>Security Type Sub-Total</b>				<b>36,406.00</b>		<b>1,668,813.40</b>	<b>402.06</b>	<b>1,555,572.12</b>	<b>(113,241.28)</b>	<b>4.00</b>

<b>Exchange-Traded Fund - Equity</b>										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	25,042.00	16.68	417,700.56	17.64	441,740.88	24,040.32	1.14
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,046.00	17.14	412,148.44	17.64	424,171.44	12,023.00	1.09
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,656.00	276.40	734,118.40	268.34	712,711.04	(21,407.36)	1.84
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	884.00	106.82	94,428.35	107.88	95,365.92	937.57	0.25
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,234.00	106.97	132,000.86	107.88	133,123.92	1,123.06	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,257.00	107.25	134,813.12	107.88	135,605.16	792.04	0.35
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,251.00	117.36	381,537.03	107.88	350,717.88	(30,819.15)	0.90
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,979.00	65.37	456,217.23	59.74	416,925.46	(39,291.77)	1.07
VANGUARD TOTAL INTL STOCK		921909768	VXUS	553.00	64.35	35,585.55	59.74	33,036.22	(2,549.33)	0.09
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,203.00	52.12	1,209,340.36	59.74	1,386,147.22	176,806.86	3.57
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,546.00	226.21	349,720.35	227.67	351,977.82	2,257.47	0.91
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	42,982.00	169.04	7,265,677.28	227.67	9,785,711.94	2,520,034.66	25.20
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	227.67	98,581.11	(2,706.25)	0.25
<b>Security Type Sub-Total</b>				<b>134,066.00</b>		<b>11,724,574.89</b>	<b>1,597.37</b>	<b>14,365,816.01</b>	<b>2,641,241.12</b>	<b>37.00</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	190,682.53	1.00	190,682.53	1.00	190,682.53	0.00	0.49
<b>Security Type Sub-Total</b>			<b>190,682.53</b>		<b>190,682.53</b>	<b>1.00</b>	<b>190,682.53</b>	<b>0.00</b>	<b>0.49</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	316,050.31	11.65	3,682,088.61	10.89	3,441,787.91	(240,300.70)	8.86
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	214,551.01	10.82	2,321,034.19	10.33	2,216,311.90	(104,722.29)	5.71
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	64,206.58	5.65	362,769.77	5.35	343,505.22	(19,264.55)	0.88
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	85,554.27	9.75	833,828.35	9.67	827,309.79	(6,518.56)	2.13
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	254,226.99	14.79	3,759,582.14	13.45	3,419,353.02	(340,229.12)	8.80
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	239,344.97	10.56	2,528,055.42	9.56	2,288,137.89	(239,917.53)	5.89
<b>Security Type Sub-Total</b>			<b>1,173,934.13</b>		<b>13,487,358.48</b>	<b>59.25</b>	<b>12,536,405.73</b>	<b>(950,952.75)</b>	<b>32.27</b>
<b>Mutual Fund - Equity</b>									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,427.07	19.35	356,568.28	18.13	334,082.75	(22,485.53)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	53,867.37	25.10	1,352,166.16	26.77	1,442,029.62	89,863.46	3.71
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	36,354.69	18.76	682,049.01	17.42	633,298.75	(48,750.26)	1.63
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	5,703.00	156.46	892,270.23	157.71	899,420.13	7,149.90	2.32
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,300.74	49.58	1,006,459.83	62.22	1,263,111.78	256,651.95	3.25
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	55,800.01	23.09	1,288,280.44	25.77	1,437,966.22	149,685.78	3.70
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	47,912.73	13.82	661,923.10	13.12	628,614.95	(33,308.15)	1.62
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	10,333.00	49.67	513,188.51	48.03	496,293.99	(16,894.52)	1.28
VANGUARD TOT INST ST IDX - ADM	921909818	VTIAX	0.00	33.33	0.03	32.07	0.03	0.00	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,027.29	22.02	463,028.24	18.12	381,014.57	(82,013.67)	0.98
<b>Security Type Sub-Total</b>			<b>269,725.90</b>		<b>7,215,933.83</b>	<b>419.36</b>	<b>7,515,832.79</b>	<b>299,898.96</b>	<b>19.35</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.65	46.25	671,535.35	55.39	804,243.24	132,707.89	2.07

**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT BARGAINING**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Other</b>									
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,419.13	6.65	794,120.33	7.42	886,089.96	91,969.63	2.28
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.91	27.53	668,170.10	32.98	800,520.49	132,350.39	2.06
<b>Security Type Sub-Total</b>			<b>158,211.69</b>		<b>2,133,825.78</b>	<b>95.79</b>	<b>2,490,853.69</b>	<b>357,027.91</b>	<b>6.41</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV007	SA425	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.19
<b>Security Type Sub-Total</b>			<b>179,293.95</b>		<b>179,293.95</b>	<b>500.00</b>	<b>179,293.95</b>	<b>0.00</b>	<b>0.48</b>
<b>Managed Account Sub-Total</b>			<b>2,142,320.20</b>		<b>36,600,482.86</b>	<b>3,074.83</b>	<b>38,834,456.82</b>	<b>2,233,973.96</b>	<b>100.00</b>
<b>Securities Sub-Total</b>			<b>\$2,142,320.20</b>		<b>\$36,600,482.86</b>	<b>\$3,074.83</b>	<b>\$38,834,456.82</b>	<b>\$2,233,973.96</b>	<b>100.00%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$38,834,456.82</b>		

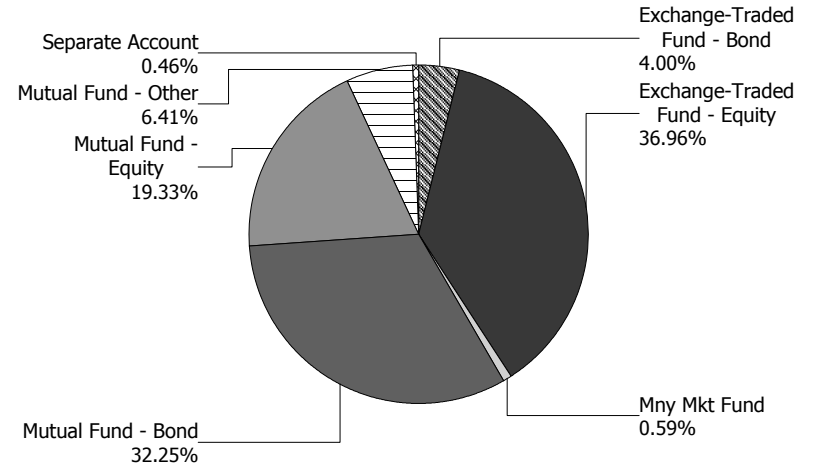
**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN**

**Account Summary**

<b>Description</b>	<b>Par Value</b>	<b>Market Value</b>	<b>Percent</b>
Separate Account	179,293.95	179,293.95	0.46
Mutual Fund - Other	158,213.21	2,490,841.24	6.41
Mutual Fund - Equity	269,710.95	7,514,945.67	19.33
Mutual Fund - Bond	1,173,929.07	12,535,429.13	32.25
Money Market Mutual Fund	230,648.77	230,648.77	0.59
Exchange-Traded Fund - Equity	134,055.00	14,364,935.16	36.96
Exchange-Traded Fund - Bond	36,409.00	1,555,367.73	4.00
<b>Managed Account Sub-Total</b>	<b>2,182,259.95</b>	<b>38,871,461.65</b>	<b>100.00%</b>
Accrued Interest		0.00	
<b>Total Portfolio</b>	<b>2,182,259.95</b>	<b>38,871,461.65</b>	

**Unsettled Trades** **0.00** **0.00**

**Sector Allocation**





**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN**

<b>Security Type/Description</b>	<b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average Cost/Share</b>	<b>Original Cost</b>	<b>Market Price</b>	<b>Market Value</b>	<b>Unreal G/L on Cost</b>	<b>Percentage</b>
<b>Exchange-Traded Fund - Bond</b>										
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	6,667.00	57.68	384,559.22	54.87	365,818.29	(18,740.93)	0.94
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	631.00	56.69	35,771.39	54.87	34,622.97	(1,148.42)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	982.00	61.01	59,911.82	54.87	53,882.34	(6,029.48)	0.14
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	633.00	56.99	36,074.67	54.87	34,732.71	(1,341.96)	0.09
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	2,405.00	60.31	145,045.55	54.87	131,962.35	(13,083.20)	0.34
ISHARES INTERMEDIATE-TERM CO		464288638	IGIB	1,113.00	61.13	68,037.69	54.87	61,070.31	(6,967.38)	0.16
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	13,883.00	39.22	544,485.71	36.42	505,618.86	(38,866.85)	1.30
ISHARES PREFERRED&INCOME SECURITIES ETF		464288687	PFF	10,095.00	39.10	394,713.49	36.42	367,659.90	(27,053.59)	0.95
<b>Security Type Sub-Total</b>				<b>36,409.00</b>		<b>1,668,599.54</b>	<b>402.06</b>	<b>1,555,367.73</b>	<b>(113,231.81)</b>	<b>4.01</b>
<b>Exchange-Traded Fund - Equity</b>										
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	24,045.00	17.14	412,131.30	17.64	424,153.80	12,022.50	1.09
INVESCO OPT YIELD DIVERSIFIED COMMODITY		46090F100	PDBC	25,041.00	16.68	417,683.88	17.64	441,723.24	24,039.36	1.14
ISHARES CORE S&P MIDCAP ETF		464287507	IJH	2,662.00	276.40	735,776.80	268.34	714,321.08	(21,455.72)	1.84
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	3,250.00	117.36	381,419.68	107.88	350,610.00	(30,809.68)	0.90
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,256.00	107.25	134,705.87	107.88	135,497.28	791.41	0.35
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	1,233.00	106.97	131,893.89	107.88	133,016.04	1,122.15	0.34
ISHARES CORE S&P SMALL-CAP E		464287804	IJR	886.00	106.82	94,641.99	107.88	95,581.68	939.69	0.25
VANGUARD TOTAL INTL STOCK		921909768	VXUS	632.00	64.35	40,669.20	59.74	37,755.68	(2,913.52)	0.10
VANGUARD TOTAL INTL STOCK		921909768	VXUS	6,883.00	65.37	449,941.71	59.74	411,190.42	(38,751.29)	1.06
VANGUARD TOTAL INTL STOCK		921909768	VXUS	23,215.00	52.12	1,209,965.80	59.74	1,386,864.10	176,898.30	3.57
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	433.00	233.92	101,287.36	227.67	98,581.11	(2,706.25)	0.25
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	1,551.00	226.21	350,851.40	227.67	353,116.17	2,264.77	0.91
VANGUARD TOTAL STOCK MKT ETF		922908769	VTI	42,968.00	169.04	7,263,310.72	227.67	9,782,524.56	2,519,213.84	25.17
<b>Security Type Sub-Total</b>				<b>134,055.00</b>		<b>11,724,279.60</b>	<b>1,597.37</b>	<b>14,364,935.16</b>	<b>2,640,655.56</b>	<b>36.97</b>

**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Money Market Mutual Fund</b>									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	230,648.77	1.00	230,648.77	1.00	230,648.77	0.00	0.59
<b>Security Type Sub-Total</b>			<b>230,648.77</b>		<b>230,648.77</b>	<b>1.00</b>	<b>230,648.77</b>	<b>0.00</b>	<b>0.59</b>
<b>Mutual Fund - Bond</b>									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	316,016.30	11.66	3,683,291.82	10.89	3,441,417.45	(241,874.37)	8.85
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	214,488.94	10.82	2,321,203.55	10.33	2,215,670.78	(105,532.77)	5.70
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	64,373.86	5.65	363,714.24	5.35	344,400.17	(19,314.07)	0.89
PACIFIC FUNDS FLOATING RATE INCOME FUND	69447T771	PLFRX	85,543.83	9.75	833,729.22	9.67	827,208.81	(6,520.41)	2.13
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	254,193.62	14.79	3,758,807.32	13.45	3,418,904.20	(339,903.12)	8.80
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	239,312.52	10.57	2,528,509.49	9.56	2,287,827.72	(240,681.77)	5.89
<b>Security Type Sub-Total</b>			<b>1,173,929.07</b>		<b>13,489,255.64</b>	<b>59.25</b>	<b>12,535,429.13</b>	<b>(953,826.51)</b>	<b>32.26</b>
<b>Mutual Fund - Equity</b>									
ARTISAN INTL SMALL-MID	04314H576	APHJX	18,461.23	19.35	357,229.27	18.13	334,702.08	(22,527.19)	0.86
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	53,856.78	25.09	1,351,416.59	26.77	1,441,745.92	90,329.33	3.71
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	36,351.02	18.76	682,003.74	17.42	633,234.74	(48,769.00)	1.63
INVESCO S&P 500 EQUAL WEIGHT ETF	46137V357	RSP	5,701.00	156.46	891,959.44	157.71	899,104.71	7,145.27	2.31
JENSEN QUALITY GROWTH-Y	476313408	JENYX	20,296.89	49.58	1,006,384.71	62.22	1,262,872.40	256,487.69	3.25
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	55,788.60	23.07	1,287,079.05	25.77	1,437,672.19	150,593.14	3.70
MFS EMERGING MARKETS DEBT R6	552746364	MEDHX	47,905.00	13.81	661,705.54	13.12	628,513.57	(33,191.97)	1.62
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	10,332.00	49.67	513,139.76	48.03	496,245.96	(16,893.80)	1.28
VANGUARD TOTAL STOCK MARKET INDEX	922908801	VITXX	0.00	75.00	0.03	110.81	0.04	0.01	0.00
VIRTUS KAR INTL SMALL MID CAP R6	92828W551	VRISX	21,018.44	22.02	462,835.94	18.12	380,854.06	(81,981.88)	0.98
<b>Security Type Sub-Total</b>			<b>269,710.95</b>		<b>7,213,754.07</b>	<b>498.10</b>	<b>7,514,945.67</b>	<b>301,191.60</b>	<b>19.34</b>
<b>Mutual Fund - Other</b>									
COHEN & STEERS INST REALTY SHARES	19247U106	CSRIX	14,519.49	46.24	671,321.18	55.39	804,234.56	132,913.38	2.07

**Detail of Securities Held & Market Analytics**

For the Month Ending **March 31, 2022**

**SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN**

<b>Security Type/Description</b> <b>Dated Date/Coupon/Maturity</b>	<b>CUSIP</b>	<b>Ticker</b>	<b>Shares</b>	<b>Average</b> <b>Cost/Share</b>	<b>Original</b> <b>Cost</b>	<b>Market</b> <b>Price</b>	<b>Market</b> <b>Value</b>	<b>Unreal G/L</b> <b>on Cost</b>	<b>Percentage</b>
<b>Mutual Fund - Other</b>									
PIMCO COMMODITY REAL RETURN STRATEGY	722005667	PCRIX	119,421.45	6.65	794,092.52	7.42	886,107.16	92,014.64	2.28
PRINCIPAL RE SECURITIES INST FUND	74253Q580	PIREX	24,272.27	27.52	667,930.47	32.98	800,499.52	132,569.05	2.06
<b>Security Type Sub-Total</b>			<b>158,213.21</b>		<b>2,133,344.17</b>	<b>95.79</b>	<b>2,490,841.24</b>	<b>357,497.07</b>	<b>6.41</b>
<b>Separate Account</b>									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	34,300.00	1.00	34,300.00	100.00	34,300.00	0.00	0.09
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	30,625.00	1.00	30,625.00	100.00	30,625.00	0.00	0.08
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	23,562.70	1.00	23,562.70	100.00	23,562.70	0.00	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	22,050.00	1.00	22,050.00	100.00	22,050.00	0.00	0.06
NB SECONDARY OPPORTUNITIES FUND V	NBSOFV008	SA426	68,756.25	1.00	68,756.25	100.00	68,756.25	0.00	0.17
<b>Security Type Sub-Total</b>			<b>179,293.95</b>		<b>179,293.95</b>	<b>500.00</b>	<b>179,293.95</b>	<b>0.00</b>	<b>0.46</b>
<b>Managed Account Sub-Total</b>			<b>2,182,259.95</b>		<b>36,639,175.74</b>	<b>3,153.57</b>	<b>38,871,461.65</b>	<b>2,232,285.91</b>	<b>100.04</b>
<b>Securities Sub-Total</b>			<b>\$2,182,259.95</b>		<b>\$36,639,175.74</b>	<b>\$3,153.57</b>	<b>\$38,871,461.65</b>	<b>\$2,232,285.91</b>	<b>100.04%</b>
<b>Accrued Interest</b>							<b>\$0.00</b>		
<b>Total Investments</b>							<b>\$38,871,461.65</b>		

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022 **RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Quarterly Performance Summary for the First Quarter of Calendar Year  
2022

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the first quarter of calendar year 2022. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets posted negative returns of -6.15% and -6.16% in the first quarter of calendar year 2022, respectively. The pension plans utilize a conservative 6% return assumption. Expected returns for pension plans typically focus on long term performance. Over a 30-year timeframe, asset returns are expected to exceed and fall below the 6% assumption.

Recommendation:

Receive and file.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund</b>	<b>38,834,457</b>	<b>100.00</b>	<b>-6.15</b>	<b>-6.15</b>	<b>3.12</b>	<b>10.68</b>	<b>N/A</b>	<b>9.09</b>	<b>07/01/2017</b>
PFM Blended Benchmark			-5.55	-5.55	2.08	9.38	N/A	8.17	07/01/2017
<b>Domestic Equity</b>	<b>13,826,327</b>	<b>35.60</b>	<b>-5.73</b>	<b>-5.73</b>	<b>11.06</b>	<b>N/A</b>	<b>N/A</b>	<b>11.06</b>	<b>04/01/2021</b>
Russell 3000 Index			-5.28	-5.28	11.92	18.24	15.40	11.92	04/01/2021
Vanguard Total Stock Market ETF	10,236,271	26.36	-5.45	-5.45	11.67	18.14	15.36	34.80	04/01/2020
Russell 3000 Index			-5.28	-5.28	11.92	18.24	15.40	34.87	04/01/2020
Invesco S&P 500 Equal Weight ETF	899,420	2.32	-2.76	-2.76	12.90	16.78	13.67	2.56	03/01/2022
S&P 500			-4.60	-4.60	15.65	18.92	15.99	3.71	03/01/2022
Jensen Quality Growth Fund	1,263,112	3.25	-7.55	-7.55	17.20	17.32	17.07	17.32	04/01/2019
S&P 500			-4.60	-4.60	15.65	18.92	15.99	18.92	04/01/2019
iShares Core S&P Mid-Cap ETF	712,711	1.84	-4.89	-4.89	4.51	14.08	11.04	2.70	10/01/2021
S&P MidCap 400			-4.88	-4.88	4.59	14.14	11.10	2.73	10/01/2021
iShares Core S&P Small-Cap ETF	714,813	1.84	-5.65	-5.65	1.12	13.52	10.86	1.76	02/01/2022
S&P SmallCap 600			-5.62	-5.62	1.23	13.58	10.89	1.77	02/01/2022
<b>International Equity</b>	<b>6,560,795</b>	<b>16.89</b>	<b>-10.97</b>	<b>-10.97</b>	<b>-6.44</b>	<b>N/A</b>	<b>N/A</b>	<b>-6.44</b>	<b>04/01/2021</b>
MSCI AC World ex USA (Net)			-5.44	-5.44	-1.48	7.51	6.76	-1.48	04/01/2021
Vanguard Total International Stock ETF	1,836,109	4.73	-6.07	-6.07	-1.78	7.82	6.82	22.53	04/01/2020
MSCI AC World ex USA (Net)			-5.44	-5.44	-1.48	7.51	6.76	21.32	04/01/2020
J. O. Hambro International Select	1,437,966	3.70	-14.30	-14.30	-6.66	8.76	8.59	8.27	07/01/2017
MSCI AC World ex USA (Net)			-5.44	-5.44	-1.48	7.51	6.76	5.87	07/01/2017
Harding Loevner International Equity	1,442,030	3.71	-10.97	-10.97	-4.20	9.26	8.15	11.97	07/01/2020
MSCI AC World ex USA (Net)			-5.44	-5.44	-1.48	7.51	6.76	14.51	07/01/2020
Vanguard FTSE Developed Markets ETF	496,294	1.28	-6.04	-6.04	0.73	8.58	7.19	0.34	03/01/2022
MSCI EAFE (net)			-5.91	-5.91	1.16	7.78	6.72	0.64	03/01/2022
Artisan International Small-Mid	334,083	0.86	-12.71	-12.71	-7.99	12.77	11.66	-7.47	01/01/2021
Virtus KAR International Small-Mid Cap	381,015	0.98	-20.49	-20.49	-16.26	6.14	8.05	-12.91	01/01/2021
MSCI AC World ex USA Smid Cap Index (Net)			-6.63	-6.63	-1.31	8.54	7.03	2.28	01/01/2021
Hartford Schrodgers Emerging Markets Equity	633,299	1.63	-8.75	-8.75	-16.24	5.91	6.84	1.86	03/01/2018
MSCI EM (net)			-6.97	-6.97	-11.37	4.94	5.98	1.20	03/01/2018
<b>Other Growth</b>	<b>1,604,764</b>	<b>4.13</b>	<b>-5.33</b>	<b>-5.33</b>	<b>17.03</b>	<b>N/A</b>	<b>N/A</b>	<b>17.03</b>	<b>04/01/2021</b>
MSCI US REIT Index			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021
Cohen & Steers Inst Realty Shares	804,243	2.07	-5.95	-5.95	23.42	14.02	12.02	23.42	04/01/2021
Principal RE Securities Inst Fund	800,520	2.06	-5.19	-5.19	23.75	12.68	11.53	23.75	04/01/2021
MSCI US REIT Index			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	13,848,042	35.66	-5.84	-5.84	-3.45	1.95	N/A	2.24	07/01/2017
Blmbg. U.S. Aggregate			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
Baird Core Plus	3,441,788	8.86	-6.14	-6.14	-4.13	2.39	2.75	2.51	07/01/2017
Blmbg. U.S. Aggregate			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
DoubleLine Core Fixed Income	2,216,312	5.71	-4.88	-4.88	-3.19	1.64	2.22	1.73	09/01/2017
PGIM Total Return Bond Fund	3,419,353	8.80	-6.50	-6.50	-3.29	2.20	2.95	2.34	09/01/2017
Blmbg. U.S. Aggregate			-5.93	-5.93	-4.15	1.69	2.14	1.73	09/01/2017
Voya Intermediate Bond	2,288,138	5.89	-6.28	-6.28	-4.26	2.20	2.68	0.19	01/01/2020
Blmbg. U.S. Aggregate			-5.93	-5.93	-4.15	1.69	2.14	-0.19	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	683,022	1.76	-7.01	-7.01	-4.88	2.84	3.15	0.62	10/01/2019
ICE BofAML U.S. Corporate 5-10 Year Index			-7.24	-7.24	-4.92	2.94	3.32	0.74	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	343,505	0.88	-3.21	-3.21	0.78	4.57	4.62	-0.83	06/01/2021
ICE BofAML High Yield Master II			-4.51	-4.51	-0.31	4.39	4.56	-1.67	06/01/2021
MFS Emerging Markets Debt	628,615	1.62	-7.94	-7.94	-6.26	1.49	2.23	-7.94	01/01/2022
JPM EMBI Global Diversified			-10.02	-10.02	-7.44	0.01	1.69	-10.02	01/01/2022
Pacific Funds Floating Rate Income	827,310	2.13	0.02	0.02	3.29	3.52	3.54	-0.39	02/01/2022
Credit Suisse Leveraged Loan Index			-0.10	-0.10	3.22	4.10	4.05	-0.46	02/01/2022
<b>Other Income</b>	1,051,844	2.71	-7.04	-7.04	N/A	N/A	N/A	-5.36	09/01/2021
iShares Preferred and Income Securities ETF	872,550	2.25	-6.94	-6.94	-0.67	4.99	4.07	-5.19	09/01/2021
ICE Exchange-Listed Preferred & Hybrid Securities			-6.92	-6.92	-0.43	5.81	N/A	-5.06	09/01/2021
ATEL Private Debt Partners II[CE]	110,538	0.28	0.00	0.00	N/A	N/A	N/A	0.00	10/01/2021
CPI + 11%			5.42	5.42	20.50	15.67	14.73	10.54	10/01/2021
NB Secondary Opportunities Fund V Offshore	68,756	0.18	N/A	N/A	N/A	N/A	N/A	N/A	04/01/2022
CA US Private Equity Index			0.00	0.00	26.56	23.36	19.74	N/A	04/01/2022
<b>Real Return</b>	1,752,002	4.51	23.12	23.12	N/A	N/A	N/A	31.56	06/01/2021
Bloomberg Commodity Index Total Return			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Invesco Opt Yield Diversified Commodity	865,912	2.23	25.72	25.72	57.95	18.36	11.73	N/A	04/01/2022
Bloomberg Commodity Index Total Return			25.55	25.55	49.25	16.12	9.00	N/A	04/01/2022
PIMCO Commodity Real Return Strategy	886,090	2.28	24.35	24.35	52.80	19.76	11.07	35.12	06/01/2021
Bloomberg Commodity Index Total Return			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
<b>Cash Equivalent</b>	190,683	0.49	0.01	0.01	0.03	0.64	N/A	0.98	07/01/2017
First American Prime Obligation - Z	190,683	0.49	0.01	0.01	0.04	0.73	1.12	1.13	07/01/2017

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Total Fund - Non-Bargaining</b>	38,871,462	100.00	-6.16	-6.16	3.12	10.69	N/A	9.08	07/01/2017
<i>PFM Blended Benchmark</i>			-5.55	-5.55	2.08	9.38	N/A	8.17	07/01/2017
<b>Domestic Equity</b>	13,825,225	35.57	-5.73	-5.73	11.05	N/A	N/A	11.05	04/01/2021
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	11.92	04/01/2021
Vanguard Total Stock Market ETF	10,234,222	26.33	-5.45	-5.45	11.67	18.14	15.36	34.80	04/01/2020
<i>Russell 3000 Index</i>			-5.28	-5.28	11.92	18.24	15.40	34.87	04/01/2020
Invesco S&P 500 Equal Weight ETF	899,105	2.31	-2.76	-2.76	12.90	16.78	13.67	2.56	03/01/2022
<i>S&amp;P 500</i>			-4.60	-4.60	15.65	18.92	15.99	3.71	03/01/2022
Jensen Quality Growth Fund	1,262,872	3.25	-7.55	-7.55	17.20	17.32	17.07	17.32	04/01/2019
<i>S&amp;P 500</i>			-4.60	-4.60	15.65	18.92	15.99	18.92	04/01/2019
iShares Core S&P Mid-Cap ETF	714,321	1.84	-4.89	-4.89	4.51	14.08	11.04	2.70	10/01/2021
<i>S&amp;P MidCap 400</i>			-4.88	-4.88	4.59	14.14	11.10	2.73	10/01/2021
iShares Core S&P Small-Cap ETF	714,705	1.84	-5.65	-5.65	1.12	13.52	10.86	1.76	02/01/2022
<i>S&amp;P SmallCap 600</i>			-5.62	-5.62	1.23	13.58	10.89	1.77	02/01/2022
<b>International Equity</b>	6,560,265	16.88	-10.97	-10.97	-6.44	N/A	N/A	-6.44	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	-1.48	04/01/2021
Vanguard Total International Stock ETF	1,835,810	4.72	-6.07	-6.07	-1.78	7.82	6.82	22.53	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	21.32	04/01/2020
J. O. Hambro International Select	1,437,672	3.70	-14.30	-14.30	-6.66	8.76	8.59	8.27	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	5.87	07/01/2017
Harding Loevner International Equity	1,441,746	3.71	-10.97	-10.97	-4.20	9.26	8.15	11.97	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			-5.44	-5.44	-1.48	7.51	6.76	14.51	07/01/2020
Vanguard FTSE Developed Markets ETF	496,246	1.28	-6.04	-6.04	0.73	8.58	7.19	0.34	03/01/2022
<i>MSCI EAFE (net)</i>			-5.91	-5.91	1.16	7.78	6.72	0.64	03/01/2022
Artisan International Small-Mid	334,702	0.86	-12.71	-12.71	-7.99	12.77	11.66	-7.47	01/01/2021
Virtus KAR International Small-Mid Cap	380,854	0.98	-20.49	-20.49	-16.26	6.14	8.05	-12.91	01/01/2021
<i>MSCI AC World ex USA Smid Cap Index (Net)</i>			-6.63	-6.63	-1.31	8.54	7.03	2.28	01/01/2021
Hartford Schroders Emerging Markets Equity	633,235	1.63	-8.75	-8.75	-16.24	5.91	6.84	1.86	03/01/2018
<i>MSCI EM (net)</i>			-6.97	-6.97	-11.37	4.94	5.98	1.20	03/01/2018
<b>Other Growth</b>	1,604,734	4.13	-5.33	-5.33	17.04	N/A	N/A	17.04	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021
Cohen & Steers Inst Realty Shares	804,235	2.07	-5.95	-5.95	23.42	14.02	12.02	23.42	04/01/2021
Principal RE Securities Inst Fund	800,500	2.06	-5.19	-5.19	23.75	12.68	11.53	23.75	04/01/2021
<i>MSCI US REIT Index</i>			-4.06	-4.06	26.20	11.14	9.65	26.20	04/01/2021

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.

## Asset Allocation &amp; Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
<b>Fixed Income</b>	<b>13,846,032</b>	<b>35.62</b>	<b>-5.84</b>	<b>-5.84</b>	<b>-3.45</b>	<b>1.95</b>	<b>N/A</b>	<b>2.24</b>	<b>07/01/2017</b>
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
Baird Core Plus	3,441,417	8.85	-6.14	-6.14	-4.13	2.39	2.75	2.51	07/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.95	07/01/2017
DoubleLine Core Fixed Income	2,215,671	5.70	-4.88	-4.88	-3.19	1.64	2.22	1.73	09/01/2017
PGIM Total Return Bond Fund	3,418,904	8.80	-6.50	-6.50	-3.29	2.20	2.95	2.34	09/01/2017
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	1.73	09/01/2017
Voya Intermediate Bond	2,287,828	5.89	-6.28	-6.28	-4.26	2.20	2.68	0.19	01/01/2020
<i>Bloomberg U.S. Aggregate</i>			-5.93	-5.93	-4.15	1.69	2.14	-0.19	01/01/2020
iShares Intermediate-Term Corporate Bond ETF	682,089	1.75	-7.01	-7.01	-4.88	2.84	3.15	0.62	10/01/2019
<i>ICE BofAML U.S. Corporate 5-10 Year Index</i>			-7.24	-7.24	-4.92	2.94	3.32	0.74	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	344,400	0.89	-3.21	-3.21	0.78	4.57	4.62	-0.83	06/01/2021
<i>ICE BofAML High Yield Master II</i>			-4.51	-4.51	-0.31	4.39	4.56	-1.67	06/01/2021
MFS Emerging Markets Debt	628,514	1.62	-7.94	-7.94	-6.26	1.49	2.23	5.71	06/01/2006
<i>JPM EMBI Global Diversified</i>			-10.02	-10.02	-7.44	0.01	1.69	8.00	01/01/1994
Pacific Funds Floating Rate Income	827,209	2.13	0.02	0.02	3.29	3.52	3.54	-0.39	02/01/2022
<i>Credit Suisse Leveraged Loan Index</i>			-0.10	-0.10	3.22	4.10	4.05	-0.46	02/01/2022
<b>Other Income</b>	<b>1,052,573</b>	<b>2.71</b>	<b>-7.04</b>	<b>-7.04</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>-5.36</b>	<b>09/01/2021</b>
iShares Preferred and Income Securities ETF	873,279	2.25	-6.94	-6.94	-0.67	4.99	4.07	-5.19	09/01/2021
<i>ICE Exchange-Listed Preferred &amp; Hybrid Securities</i>			-6.92	-6.92	-0.43	5.81	N/A	-5.06	09/01/2021
ATEL Private Debt Partners II[CE]	110,538	0.28	0.00	0.00	N/A	N/A	N/A	0.00	10/01/2021
<i>CPI + 11%</i>			5.42	5.42	20.50	15.67	14.73	10.54	10/01/2021
NB Secondary Opportunities Fund V Offshore	68,756	0.18	N/A	N/A	N/A	N/A	N/A	N/A	04/01/2022
<i>CA US Private Equity Index</i>			0.00	0.00	26.56	23.36	19.74	N/A	04/01/2022
<b>Real Return</b>	<b>1,751,984</b>	<b>4.51</b>	<b>23.13</b>	<b>23.13</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>31.56</b>	<b>06/01/2021</b>
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
Invesco Opt Yield Diversified Commodity	865,877	2.23	25.72	25.72	57.95	18.36	11.73	N/A	04/01/2022
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	N/A	04/01/2022
PIMCO Commodity Real Return Strategy	886,107	2.28	24.35	24.35	52.80	19.76	11.07	35.12	06/01/2021
<i>Bloomberg Commodity Index Total Return</i>			25.55	25.55	49.25	16.12	9.00	34.17	06/01/2021
<b>Cash Equivalent</b>	<b>230,649</b>	<b>0.59</b>	<b>0.01</b>	<b>0.01</b>	<b>0.03</b>	<b>0.63</b>	<b>N/A</b>	<b>0.98</b>	<b>07/01/2017</b>
First American Prime Obligation - Z	230,649	0.59	0.01	0.01	0.04	0.73	1.12	1.13	07/01/2017

Returns are net of mutual fund fees.

Returns are expressed as percentages.

\*Asset class level returns may vary from individual underlying manager returns due to cash flows.



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**TO: Finance/Audit Committee  
Board of Directors

RE: Ridership Report April 2022

Summary:

	Monthly Ridership		Monthly Variance	
	Apr-22	Apr-21	Net	Percent
Fixed Route	196,568	178,341	18,227	10.2%
SolVan	1,498	1,376	122	8.9%
SunRide	383	275	108	28.2%
Taxi Voucher*	233	398	165	-70.8%
SunDial	8,784	7,060	1,724	24.4%
<b>Total</b>	<b>207,466</b>	<b>187,450</b>	<b>20,016</b>	<b>10.7%</b>

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

April 2022 Fiscal Year To Date Ridership	
Fiscal Year 2022	1,889,953
Fiscal Year 2021	1,758,215
<b>Ridership Variance</b>	<b>131,738</b>

Fiscal year to date system ridership is up by 131,738 rides or 7.5% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery charts is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



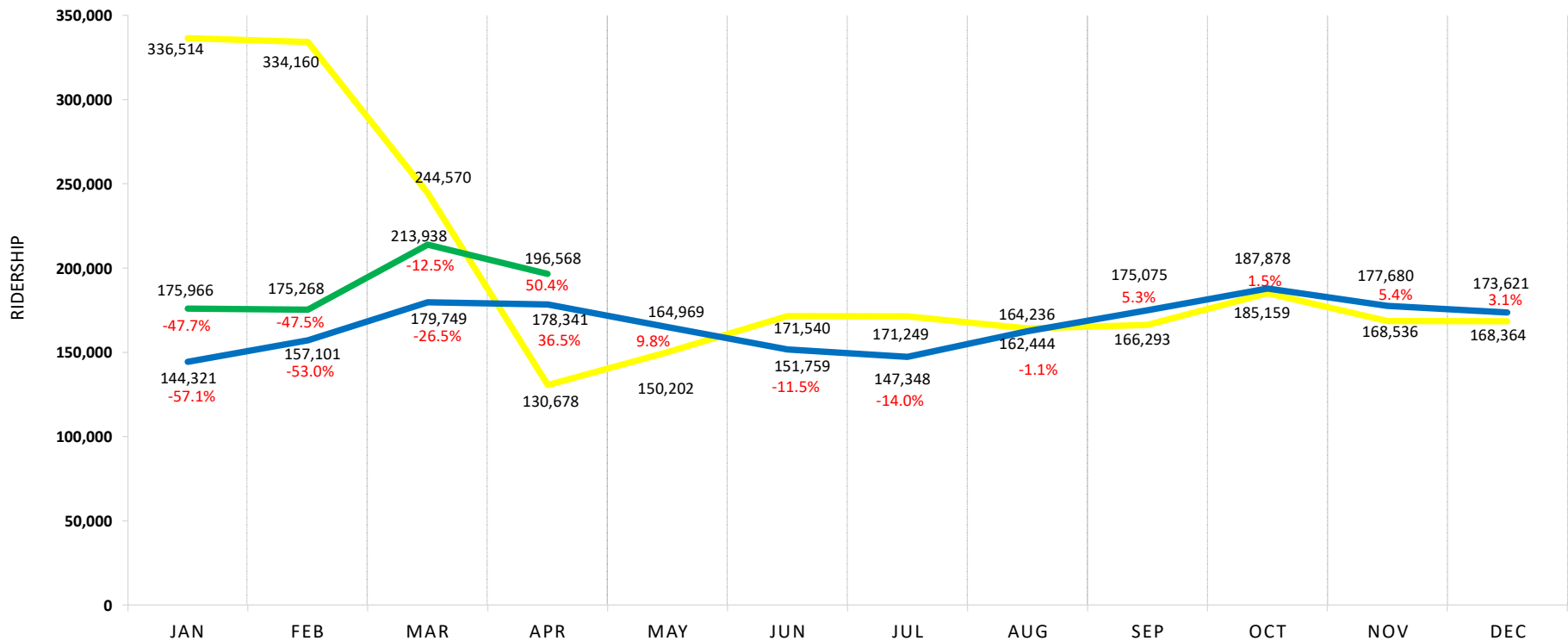
## SunLine Transit Agency Monthly Ridership Report April 2022

Fixed Route	Description	Apr 2022	Apr 2021	FY 2022	FY 2021	Monthly KPI		Bikes		Wheelchairs	
				YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD
Route 1	Coachella - Hwy 111 - Palm Springs	82,305	83,360	733,392	312,659	12.7	0.8	3,713	33,683	564	6,445
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	49,630	50,630	481,411	187,956	17.7	1.3	1,601	17,337	412	4,499
Route 3	Desert Hot Springs - Desert Edge	4,860	3,917	48,988	15,153	11.6	0.7	123	930	43	547
Route 4	Westfield Palm Desert - Palm Springs	16,773	15,138	155,052	57,174	8.5	0.6	779	6,164	146	1,072
Route 5*	Desert Hot Springs - CSUSB - Palm Desert	1,484	-	9,984	-	5.4	0.2	86	477	3	59
Route 6	Coachella - Fred Waring - Westfield Palm Desert	7,711	4,885	63,886	16,674	5.1	0.4	257	2,071	61	429
Route 7	Bermuda Dunes - Indian Wells - La Quinta	5,651	5,946	53,721	19,741	10.3	0.8	333	3,012	40	512
Route 8	North Indio - Coachella - Thermal/Mecca	12,413	10,135	106,480	37,362	7.2	0.5	408	2,886	80	690
Route 9	North Shore - Mecca - Oasis	6,406	3,583	54,856	12,000	5.9	0.3	61	592	18	424
Route 10*	Indio - CSUSB - San Bernardino - Metrolink	2,799	-	17,025	-	10.3	0.1	15	138	4	39
Route 200 SB*	Palm Springs High School AM Tripper	279	25	2,831	25	31.8	1.5	4	8	-	3
Route 400 SB*	Raymond Cree / Palm Springs HS Tripper	80	16	1,434	16	14.9	1.0	-	3	-	4
Route 401 SB/NB*	Vista Chino / Sunrise PM Tripper	-	-	206	-	8.0	0.6	-	-	-	-
Route 402 NB*	Palm Canyon / Stevens AM Tripper	43	7	425	7	9.5	0.7	-	4	-	-
Route 403 NB*	Vista Chino / Sunrise PM Tripper	130	3	1,114	3	29.5	1.0	-	2	-	1
Route 500 SB*	Westfield Palm Desert PM Tripper	305	45	2,296	48	35.7	2.2	1	101	-	3
Route 501 NB*	Palm Desert High School AM Tripper	-	21	95	26	13.1	0.9	1	27	-	2
Route 700 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	456	120	3,418	125	22.1	1.4	11	65	-	6
Route 701 SB/NB*	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	763	115	7,830	118	49.7	3.3	-	35	1	7
Route 800 NB*	Shadow Hills High School AM Tripper	764	144	15,000	157	89.6	4.4	-	18	-	4
Route 801 SB*	Jackson / 44th PM Tripper	1,705	171	18,286	188	129.7	7.7	-	1	-	19
Route 802 SB*	Hwy 111 / Golf Center Pkwy PM Tripper	707	44	3,602	44	23.5	1.2	-	1	-	-
Route 803 NB*	Shadow Hills High School AM Tripper	1,304	36	4,454	36	41.9	2.1	-	1	-	1
<b>Fixed Route Total</b>		<b>196,568</b>	<b>178,341</b>	<b>1,785,786</b>	<b>1,683,349</b>	<b>11.4</b>	<b>0.7</b>	<b>7,393</b>	<b>67,557</b>	<b>1,372</b>	<b>14,766</b>
SolVan		1,498	1,376	13,854	13,427						
SunRide		383	275	4,128	568						
Taxi Voucher		233	398	2,663	3,664						
SunDial		8,784	7,060	83,522	57,207	0.7	0.1				
<b>System Total</b>		<b>207,466</b>	<b>187,450</b>	<b>1,889,953</b>	<b>1,758,215</b>	<b>8.9</b>	<b>0.6</b>				
		<b>Apr-22</b>	<b>Apr-21</b>								
Weekdays:		21	22								
Saturdays:		5	4								
Sundays:		4	4								
Total Days:		30	30								

\*Routes 5 and 10 were not active in April 2021. Tripper 501 is no longer active on Level 2 since Route 5 started operations. Tripper 401 is not in service for Level 2.

## Fixed Route Ridership COVID-19 Recovery

— 2020   
 — 2021   
 — 2022   
 %VAR. 2020 vs 2021   
 %VAR. 2020 vs 2022



Since March 21, 2020, thru September 4, 2021, SunLine operated at a reduced level of service, Level 3, in response to the COVID-19 disease.

January 2021 fixed route ridership was calculated from January 3, 2021, to maintain data integrity of the new Refueled system.

FY 2022 data includes the resumption of the school trippers in March 2021, and the new Route 10 that started on July 12, 2021.

On October 17, 2021, SunLine commenced operations under Level 2.

Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020.

**Ridership:**

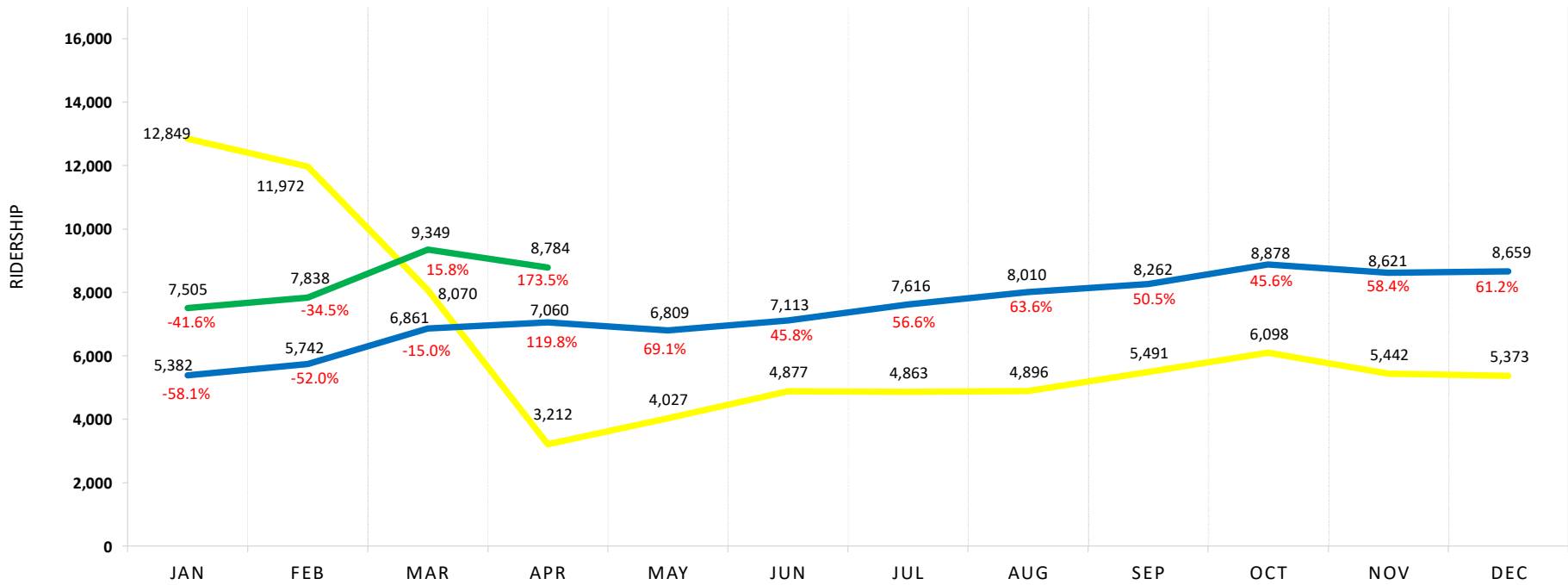
FY 2020 Actual = 3,379,520

FY 2021 Actual = 2,000,077

FY 2022 SRTP Predicted = 1,755,235

### Paratransit Ridership COVID-19 Recovery

2020 2021 2022 %VAR. 2020 vs 2021 %VAR. 2020 vs 2022



Beginning January 2022, instead of comparing the ridership to the 2019 pre COVID levels, we will be moving forward with comparing the ridership growth from 2020 and 2021. Variances are in red close to their corresponding ridership number. 2021 and 2022 are referring to the baseline of 2020. January 2020 and February 2020 show pre-pandemic COVID-19 ridership numbers.

**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: SunDial Operational Notes for April 2022

Summary:

The attached report summarizes SunDial's operation for the month of April 2022. This report identifies that the on-time performance for April did not meet the internal service goal by 0.6%. As we continue to face our challenges with a shortage of workforce, SunDial has maintained an on-time performance of 89.3% fiscal year to date. We continue to exceed above our internal service standard goal of 85%. The total miles for April 2022 decreased by 13,197 compared to April 2021. Mobility device boardings for April 2022 increased by 247 compared to April 2021. Road Supervisors performed 58 onboard inspections and 63 safety evaluations which include pre-trip inspections and trailing evaluations.

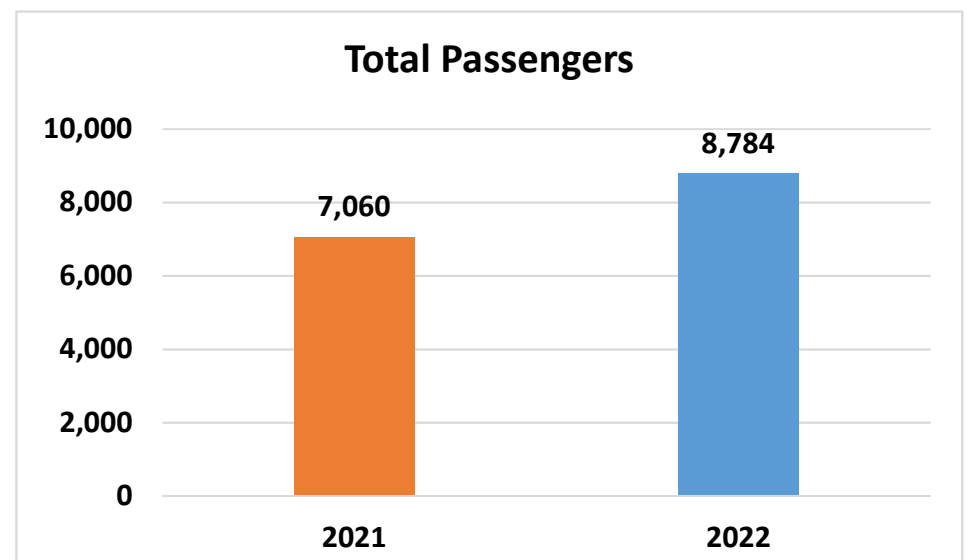
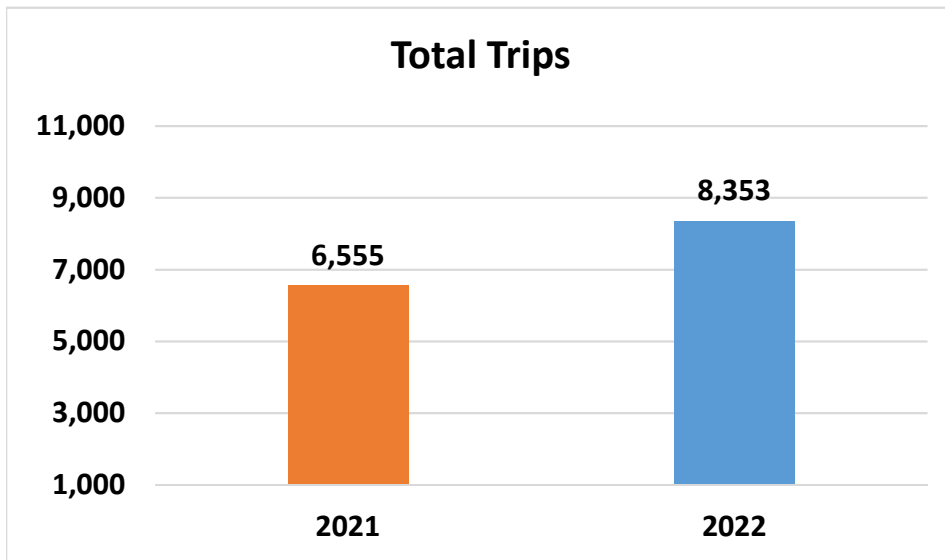
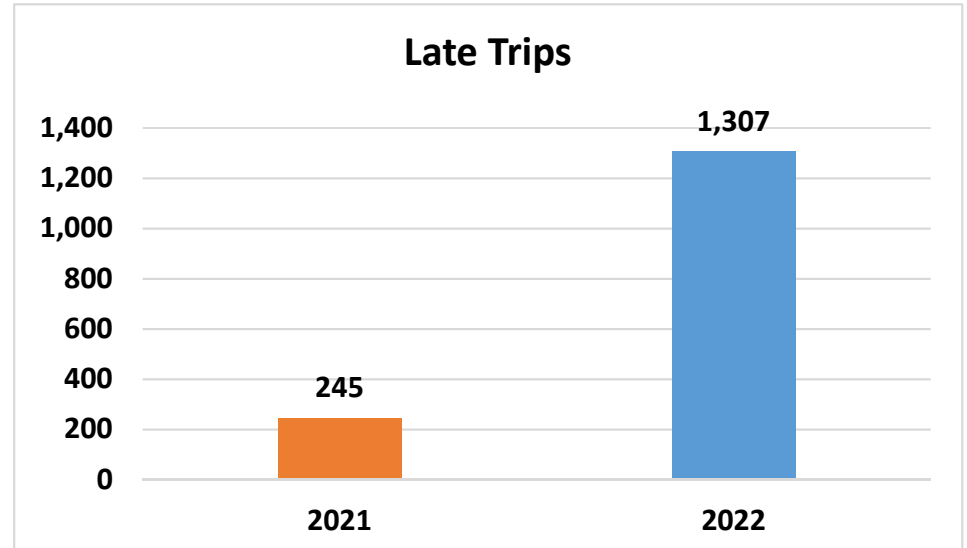
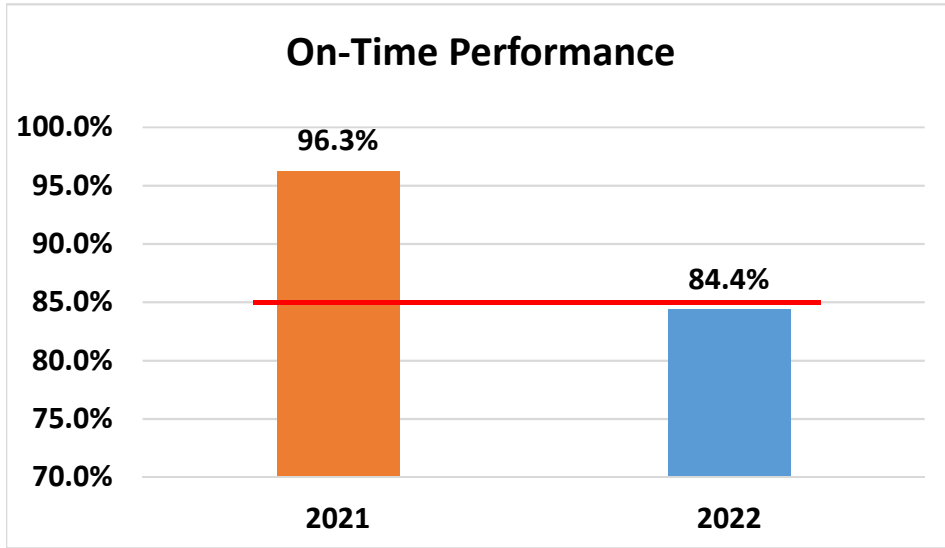
The definition of a late trip is when the vehicle arrives outside of the scheduled 30 minute pick-up window. There was an increase of late trips compared to April 2021, due to a 27.4% increase in total trips of 1,798. There was also a 24.4% increase in total passengers of 1,724. Training classes are currently being held with new operator trainees. These new hires will be evenly allocated between Fixed route and Paratransit.

Recommendation:

Receive and file.

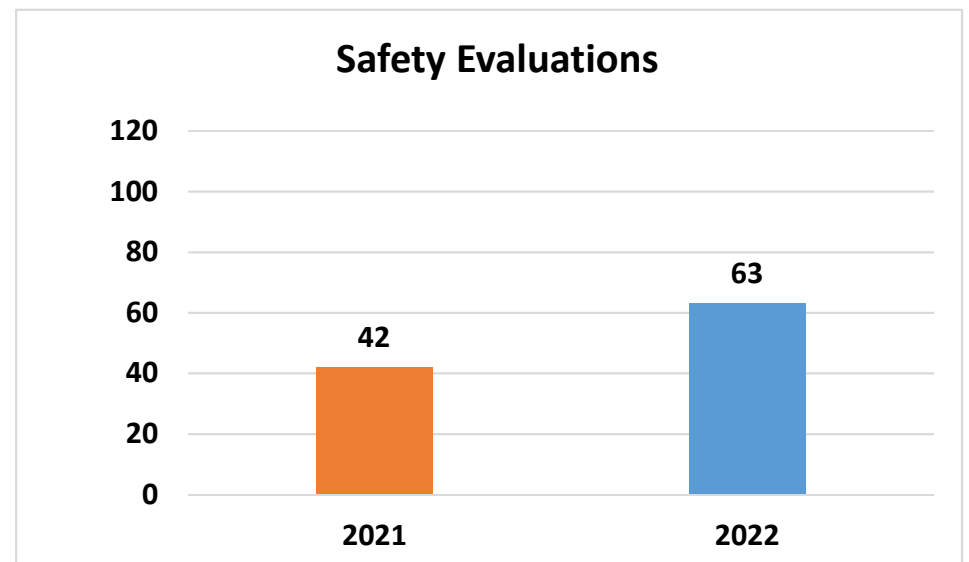
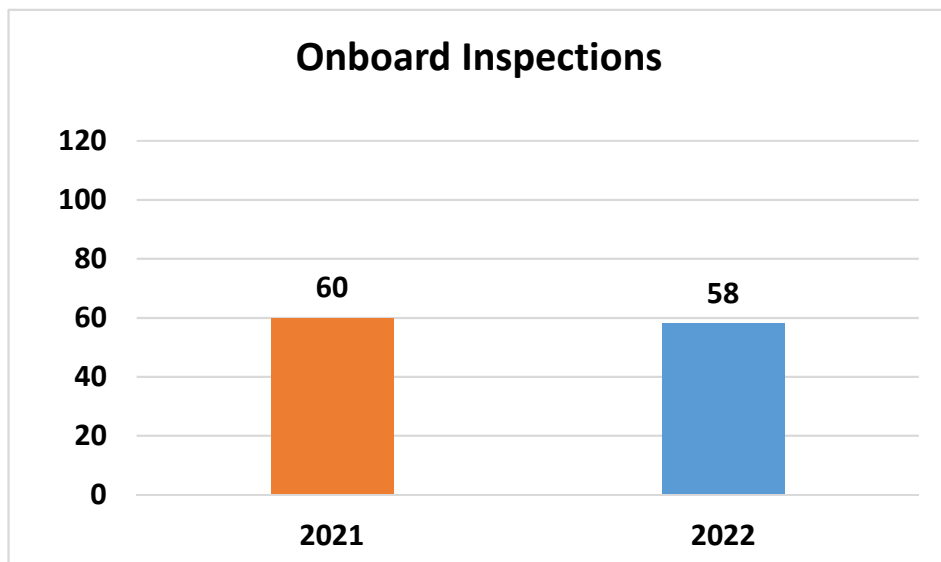
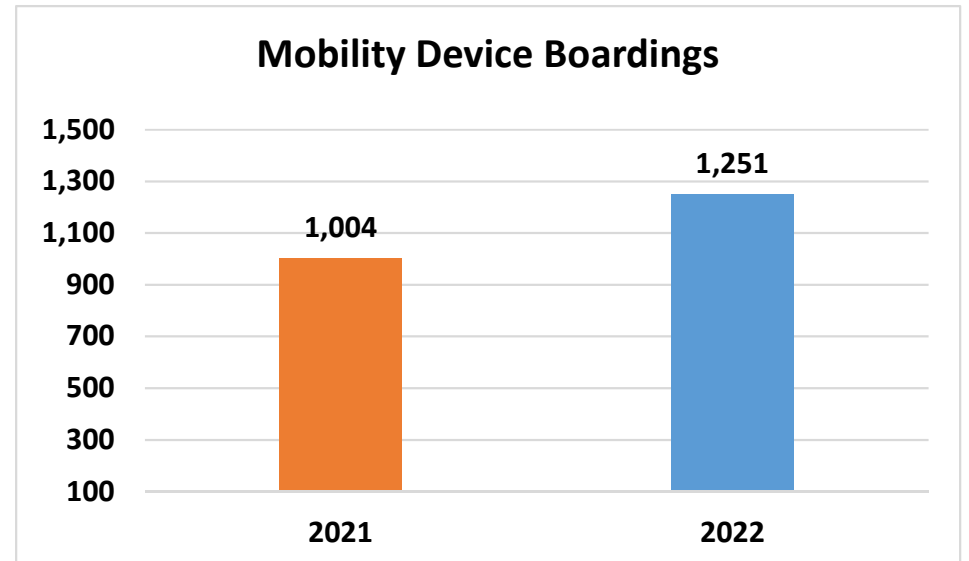
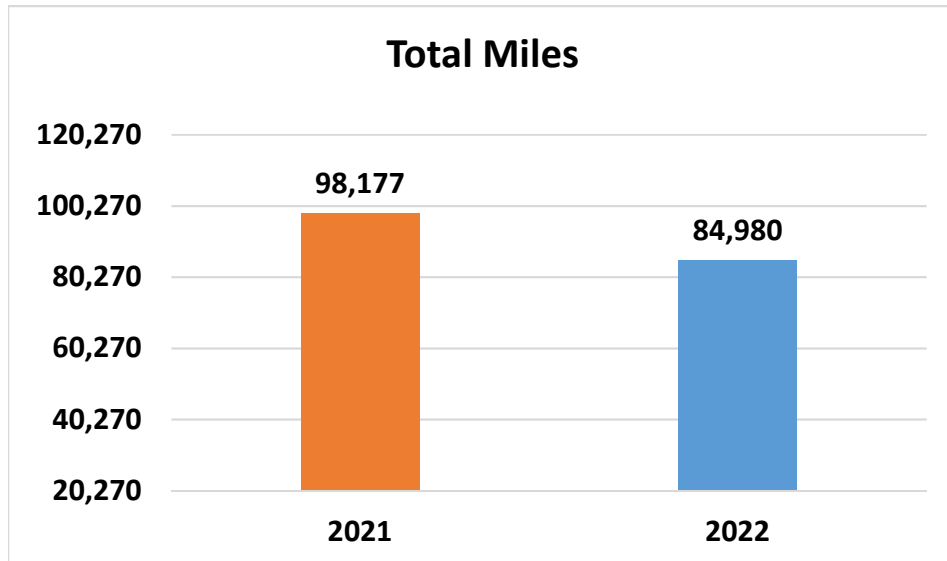
# SunDial Operational Charts

## April 2021 vs. April 2022



# SunDial Operational Charts

## April 2021 vs. April 2022



**SunLine Transit Agency**  
**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Metrics for April 2022

Summary:

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

SunRide

- Coachella shines as the top geo-fence with 42% of the trips.
- Three of the four geo-fences are well above FY2021 trips completed.
- SunRide On-Time Performance soared above goals in 8 of 8 data points while simultaneously exceeding customer satisfaction goals by 40% or higher in every geo-fence area.
- Decreases in Coachella and Palm Desert were the result of the loss of a regular rider in each respective geo-fence.
- Mecca/North Shore search boundaries to be expanded with hub filtering by ¼ mile. Hub filtering increases the search boundaries without increasing geo-fence boundaries, allowing a rider to request up to ¼ mile outside the geofence and then walk to the closest stop within the geo-fence. The SunRide PAT team will continue working on efforts to increase ridership in this geo-fence.

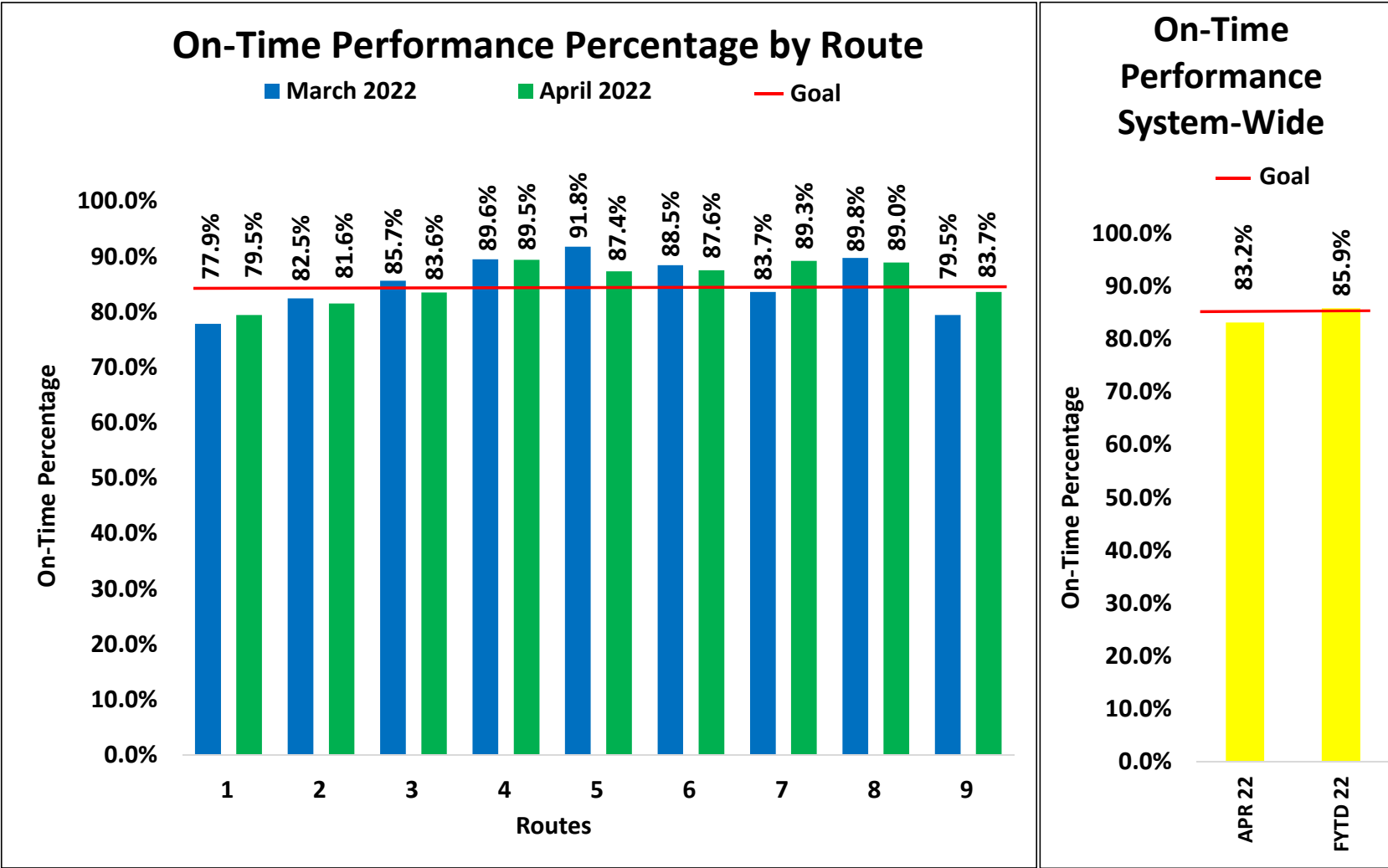


### Fixed Route

- Fixed route on-time performance has increased 0.5% from March 2022 to April 2022.
- Routes 1, 2, 3 and 9 did not meet the Agency goal of 85% for the month due to detours, road closures at Gene Autry due to weather conditions, events such as Coachella Fest, Stage Coach and Village Fest as well as heavy traffic.
- Early departures had a decrease of 0.1% when compared to the previous month. We attribute this to the continuance of proactive field supervision and internal monitoring along with operator coaching.
- Late Departures had an increase on Route 2 and 3, due to road closures and events valley wide.
- In April 2022, High School Haul Pass saw a decrease in ridership due to Spring Break for PSUSD from 04/11/2022 - 04/22/2022 and DSUSD the week of 04/18/2022 - 04/22/2022. Ridership is forecasted to increase the following month.

### Recommendation:

Receive and file.



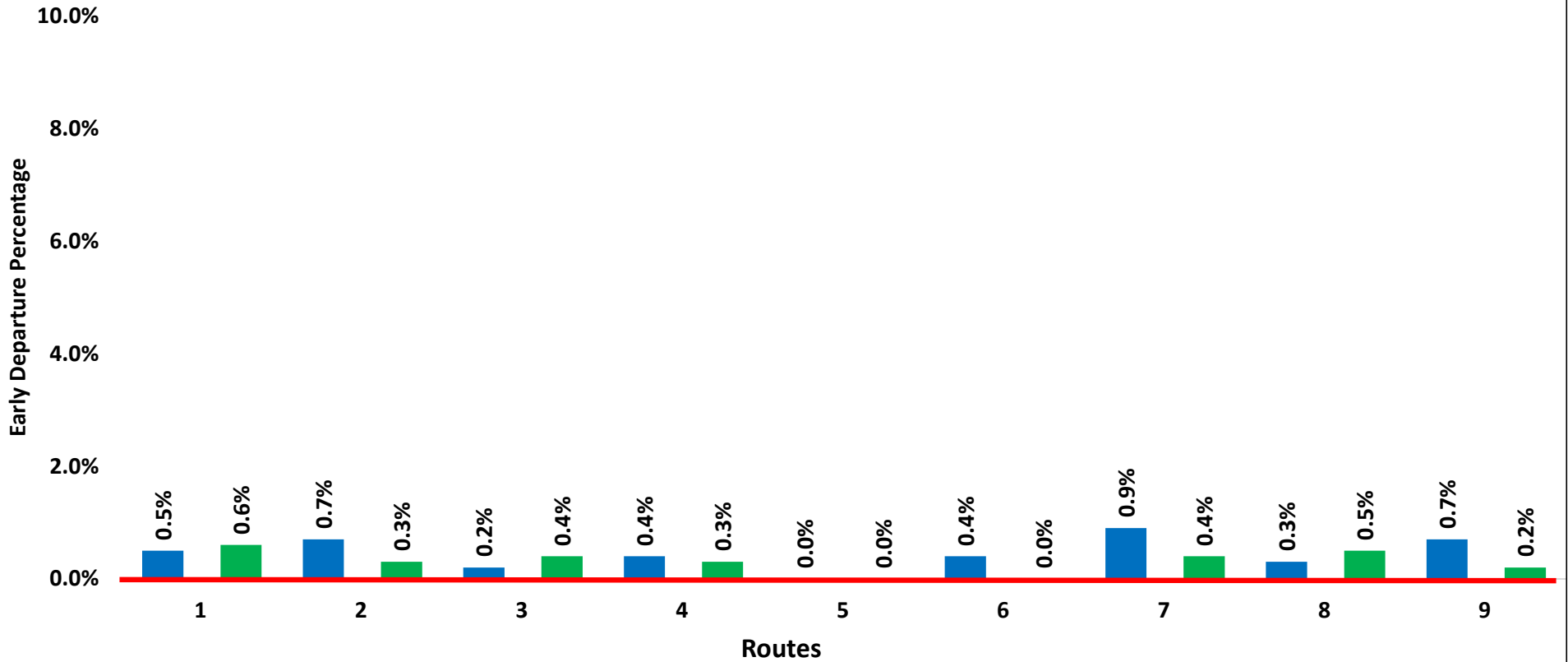
On-Time Definition: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.

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

Exceptions: Detours, road closures, events and heavy traffic.

## Early Departure Percentage by Route

■ March 2022    ■ April 2022

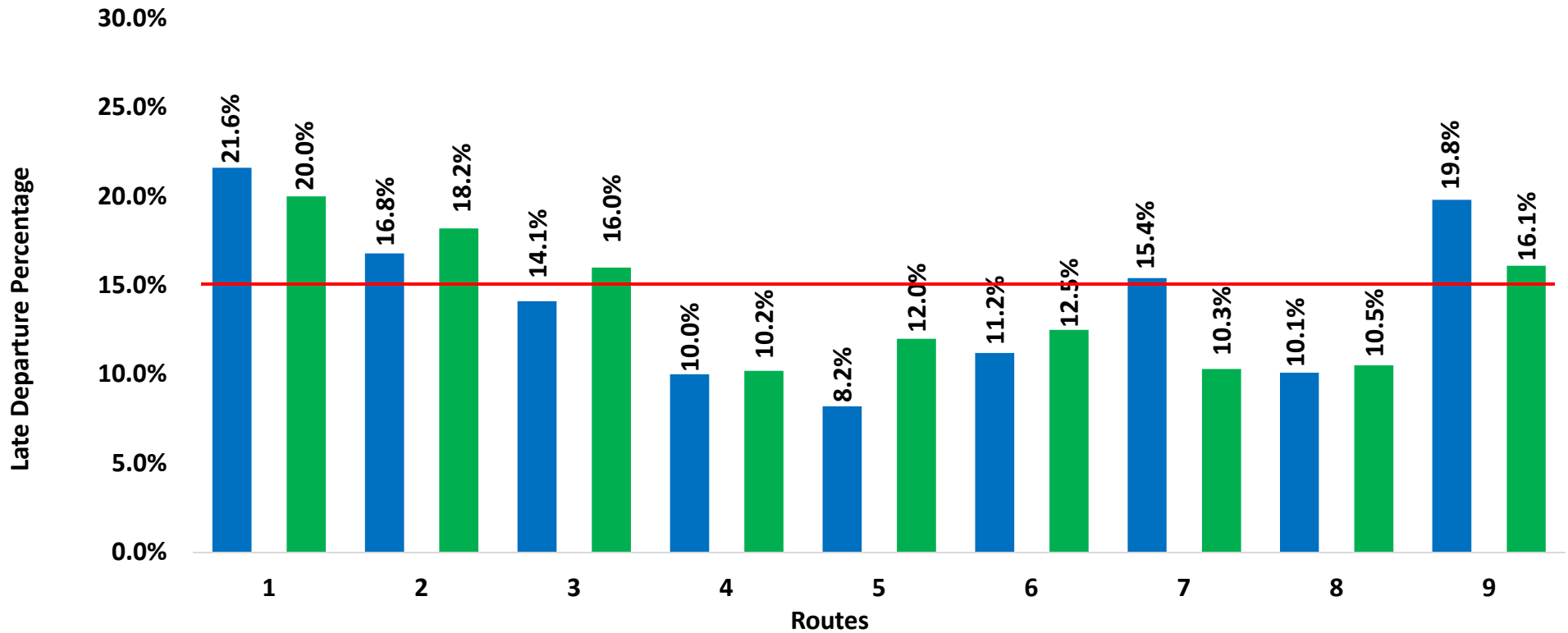


Early Departure Definition: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

## Late Departure Percentage by Route

■ March 2022   ■ April 2022   — Goal

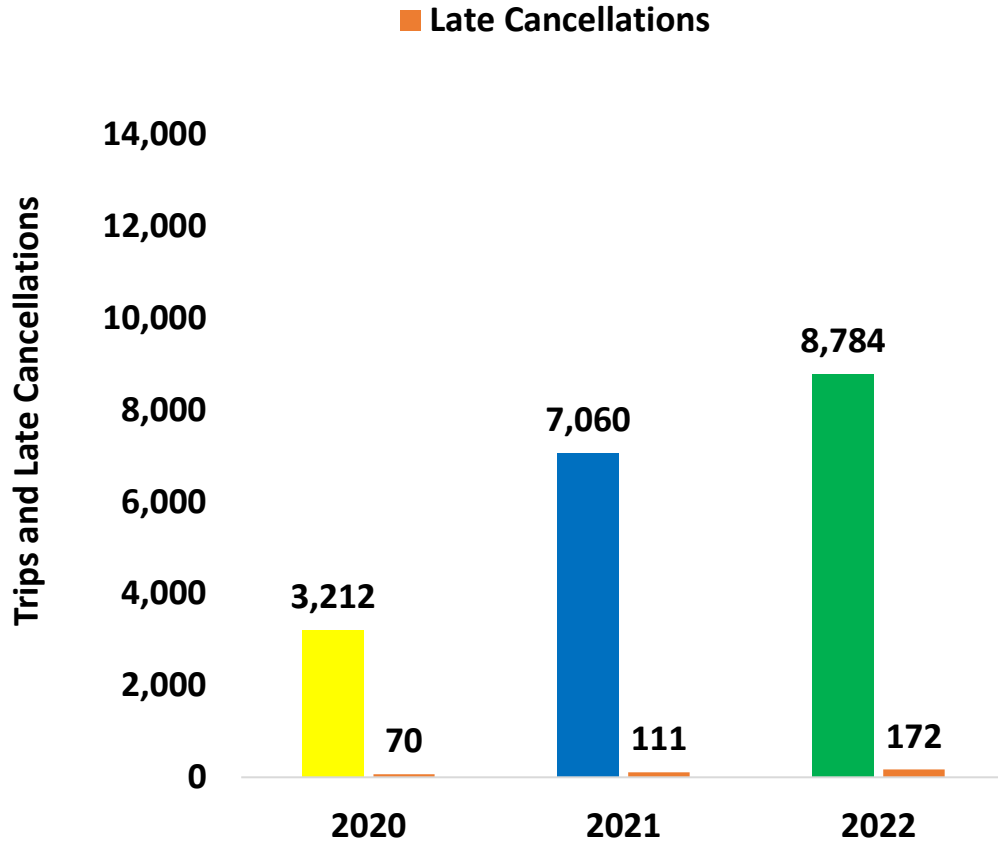


Late Departure Definition: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

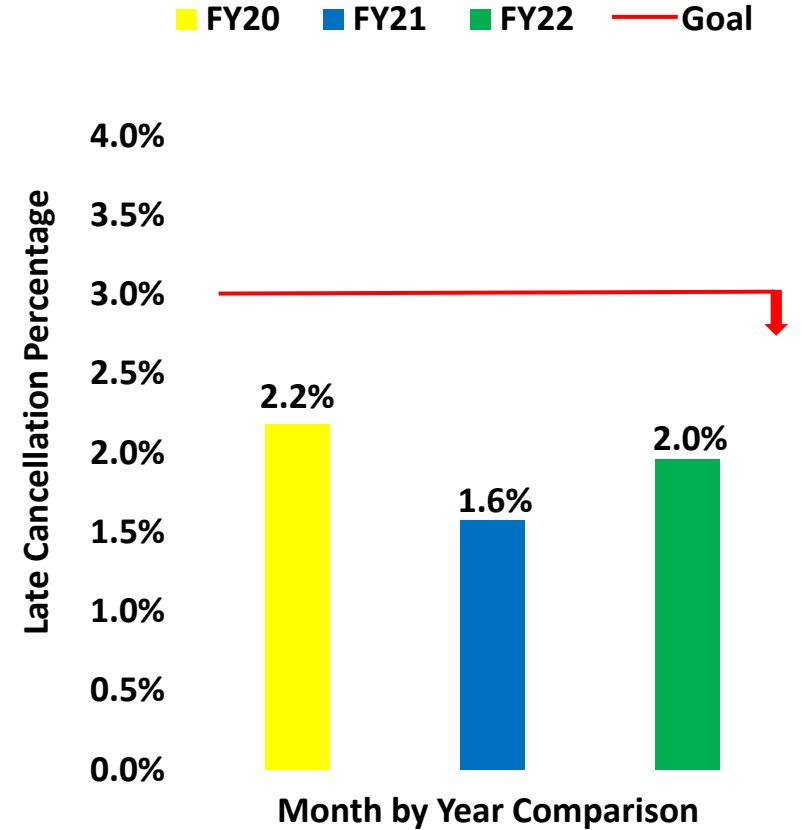
Goal: To ensure late departures remain below 15%.

Note: Detours, road closures, events and heavy traffic.

## Total Trips vs. Late Cancellations April



## Late Cancellation Percentage



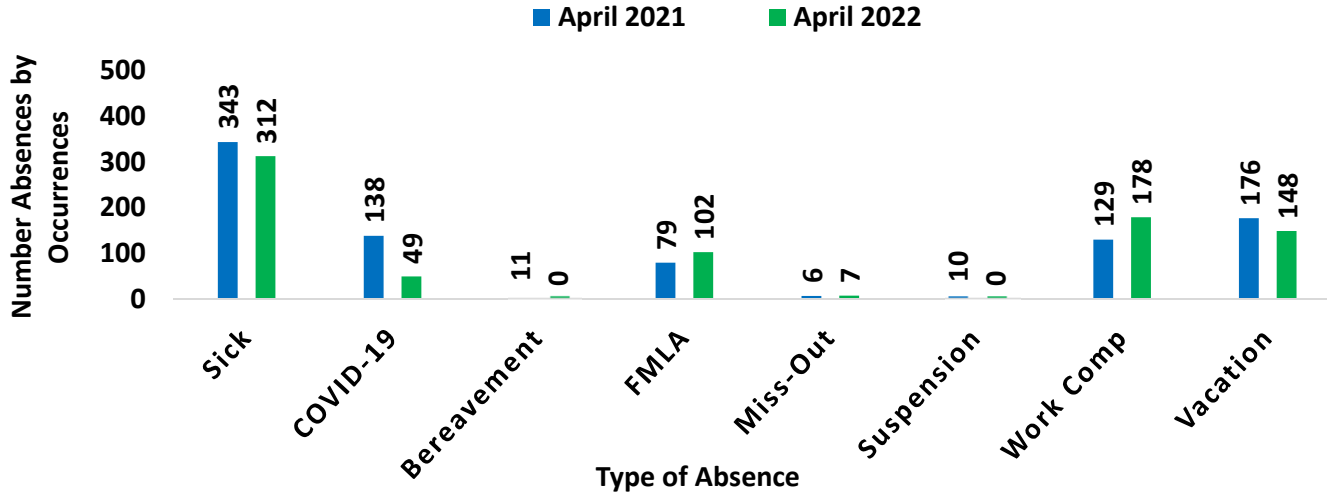
**Trip:** A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

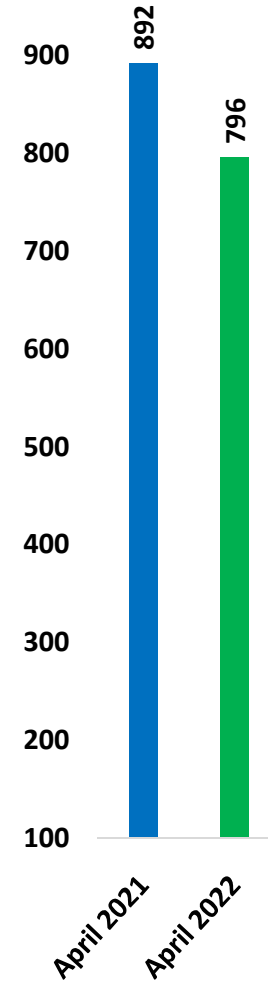
**Goal for Late Cancellations:** 3% or below.

**Total Trips:** Total one-way trips completed.

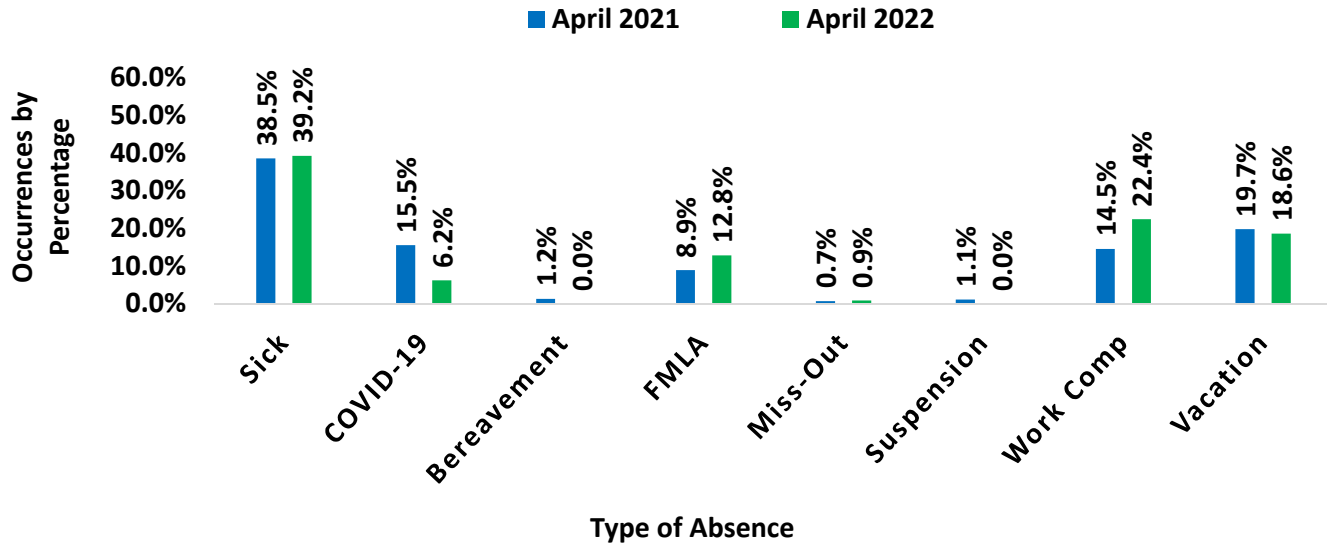
## Operator Absence by Type



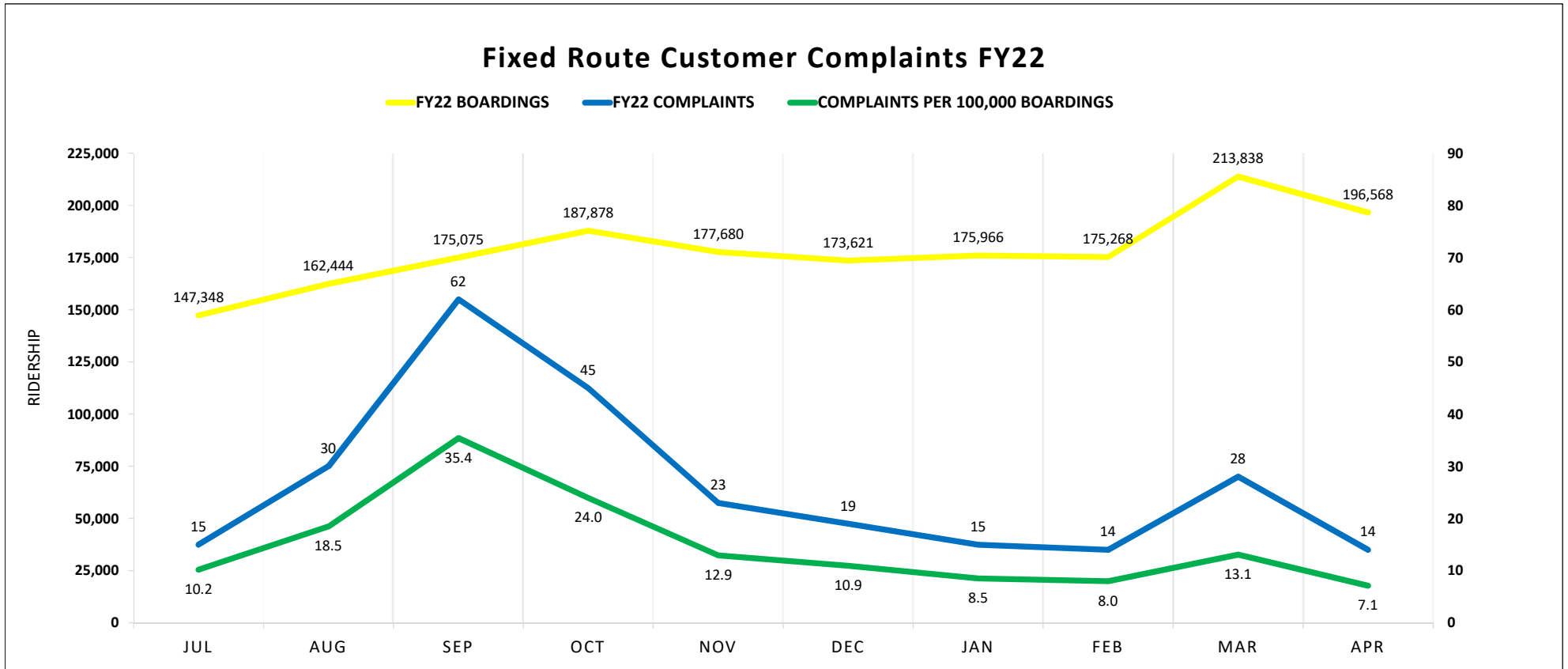
## Total Absence Occurrences



## Operator Absence Type by Percentage



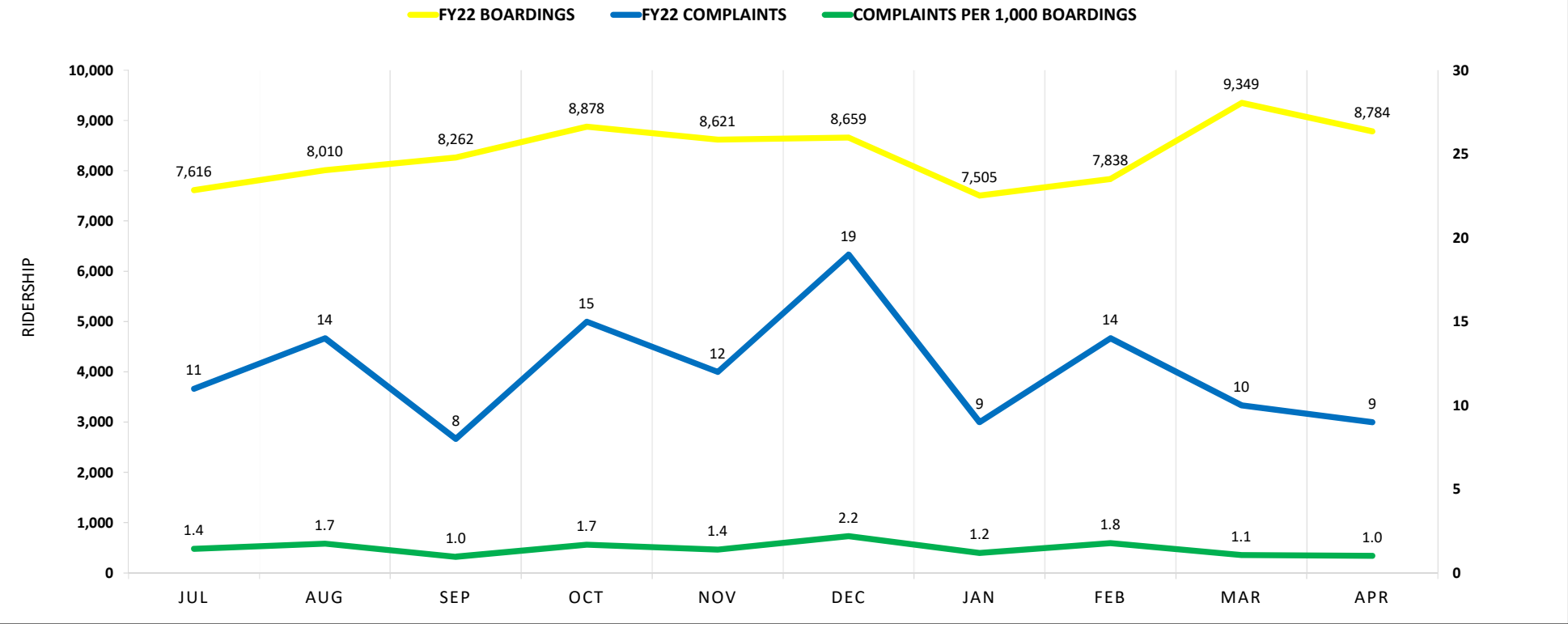
This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. SunLine continues to monitor all driver absences and have seen an increase in workforce absences for March 2022 when compared to March 2021.



This Chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 100,000 boardings for the fixed route system. In the month of September, we saw an increase in customer complaints. We attribute this to the implementation of Level 1 service, which caused some interruptions in service due to the lack of workforce.

For the month of April, 99.99% of our total rides did not receive a complaint

## Paratransit Customer Complaints FY22

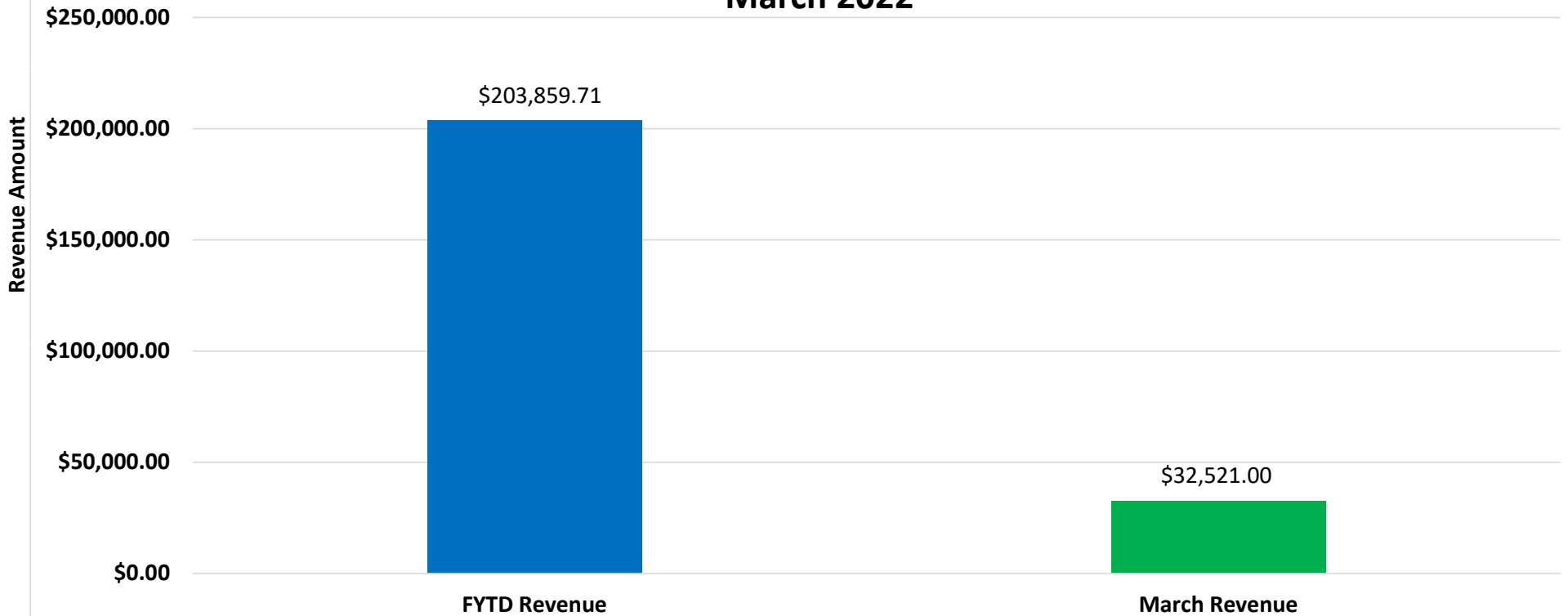


This Chart represents the number of boardings and total valid complaints as well as the number of valid complaints per 1,000 boardings for the paratransit service.

For the month of April, 99.90% of our total rides did not receive a complaint



### Advertising Revenue FYTD Budget vs FYTD Agency Revenue March 2022



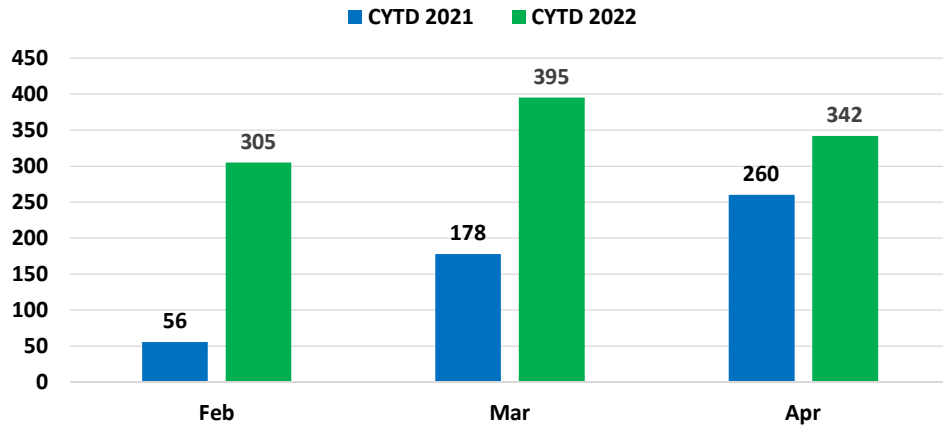
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue accrued with the monthly revenue accrued. The annual budget amount for FY22 is \$250,000. (Advertising revenues follow Finance Department reporting from the previous two (2) months)

## SunRide System-Wide Metrics CYTD 2022

**Total Completed Trips: 1,348**

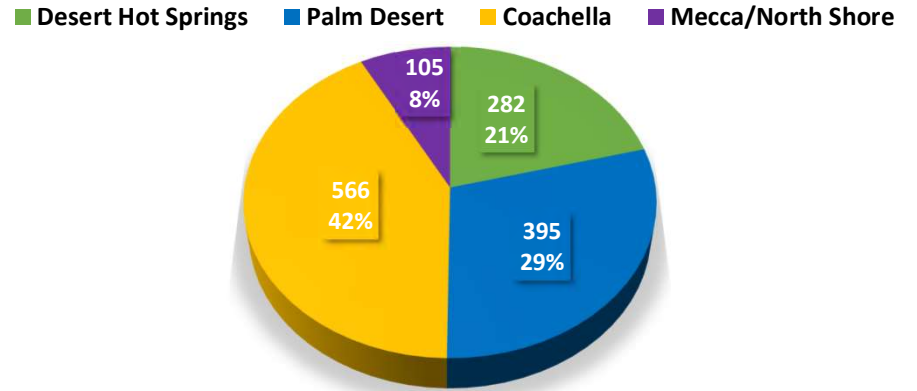
**Total Number of Passengers: 1,431**

**Completed Rides - Three Month Comparison**



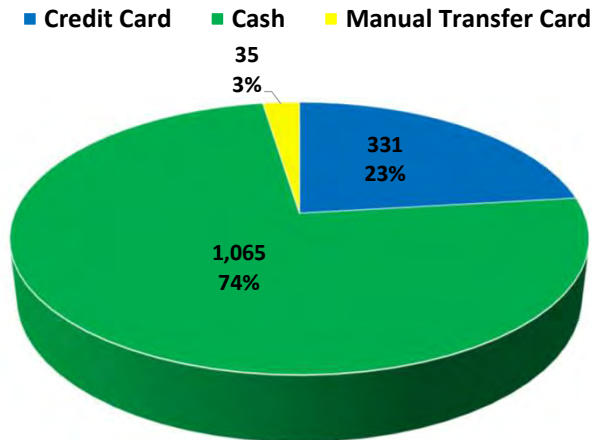
The chart compares completed trips for the current month compared to the previous two (2) months.

**Trips by Zone  
CYTD 2022**



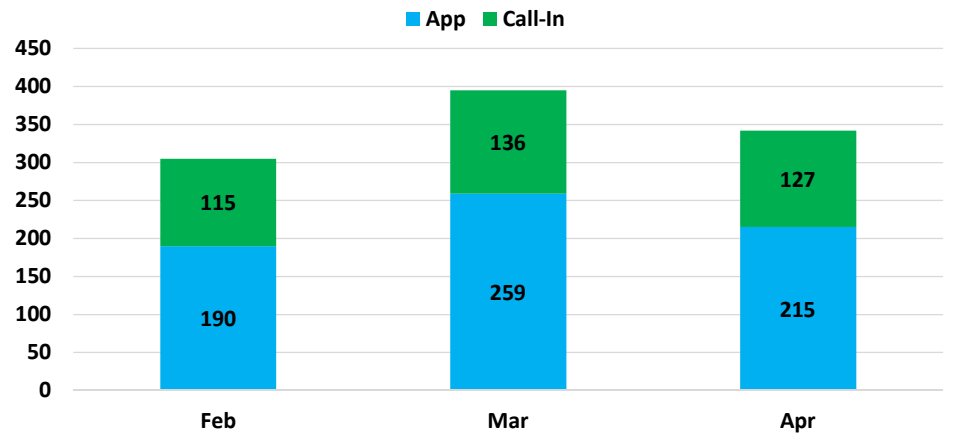
The pie chart illustrates the number and percentage of trips completed by each geo-fence zone for CYTD 2022.

**SunRide Payment Method**



The pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for CYTD.

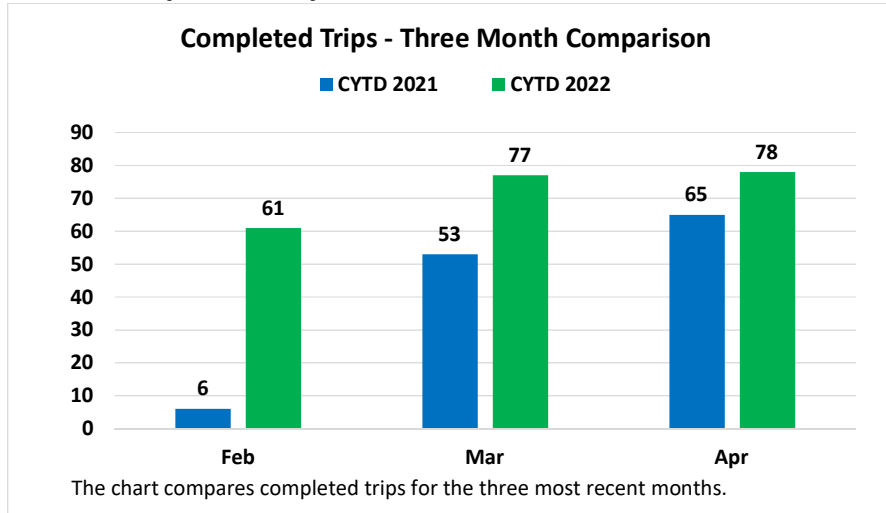
**Trip Booking Method**



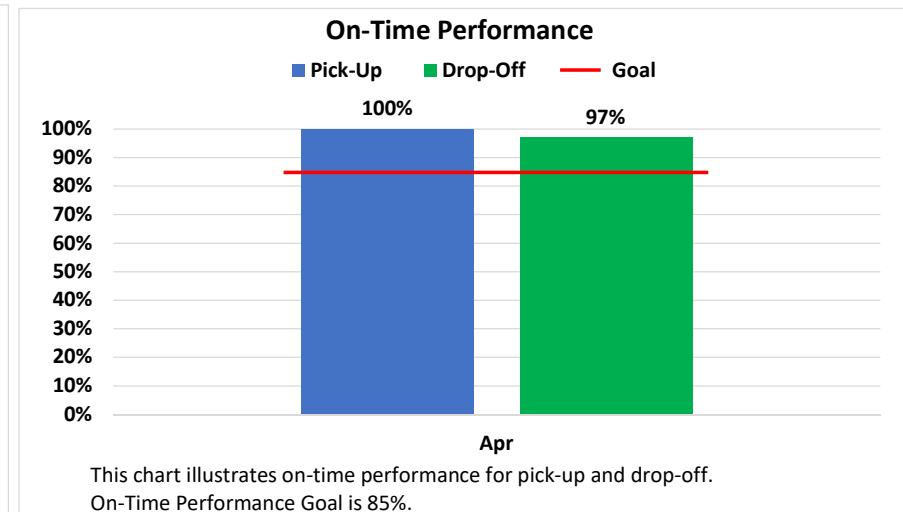
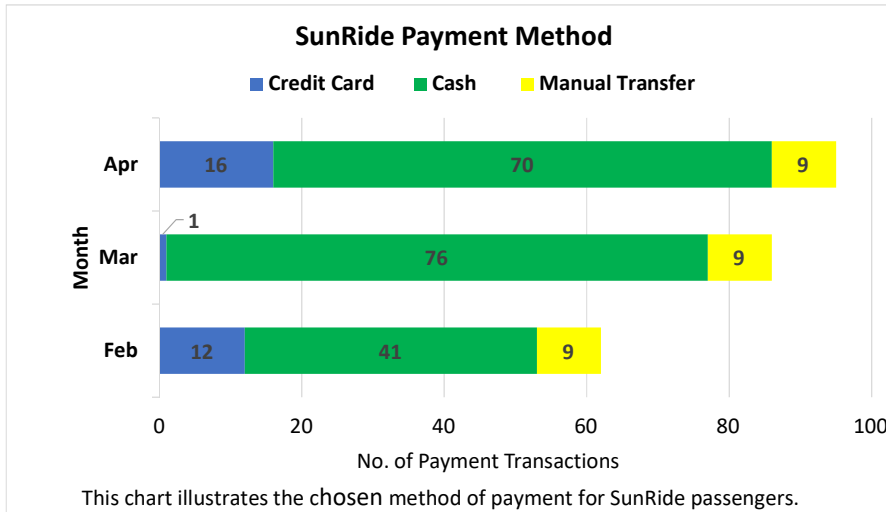
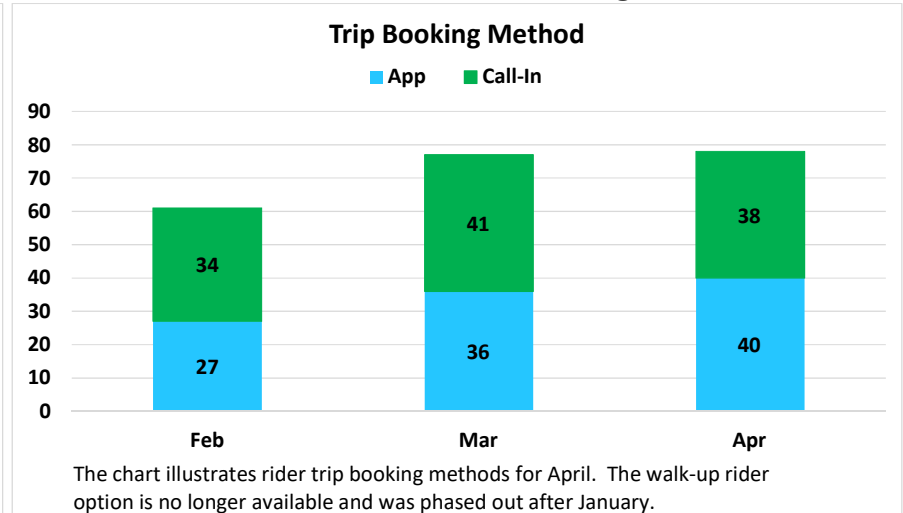
This chart illustrates rider trip booking methods for the three most recent months. The walk-up rider option is no longer available and was phased out in January.

## Desert Hot Springs/Desert Edge Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 282**



**Total Number of Passengers: 309**



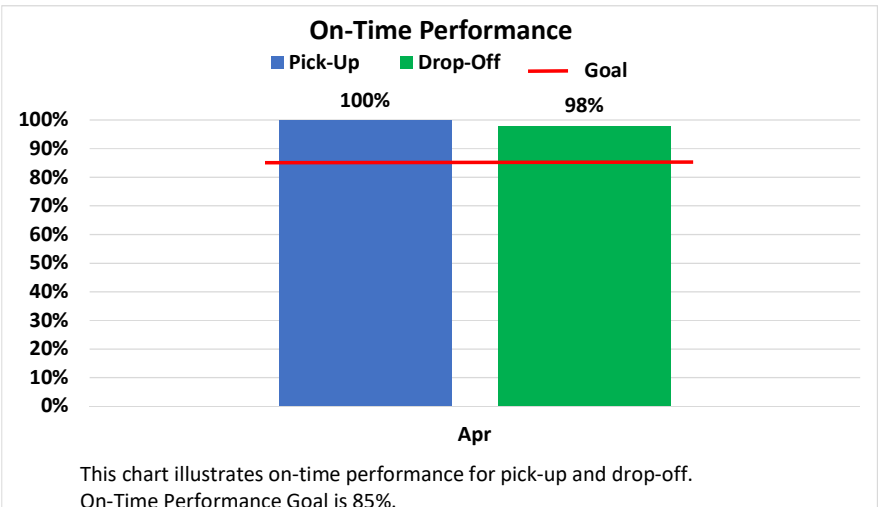
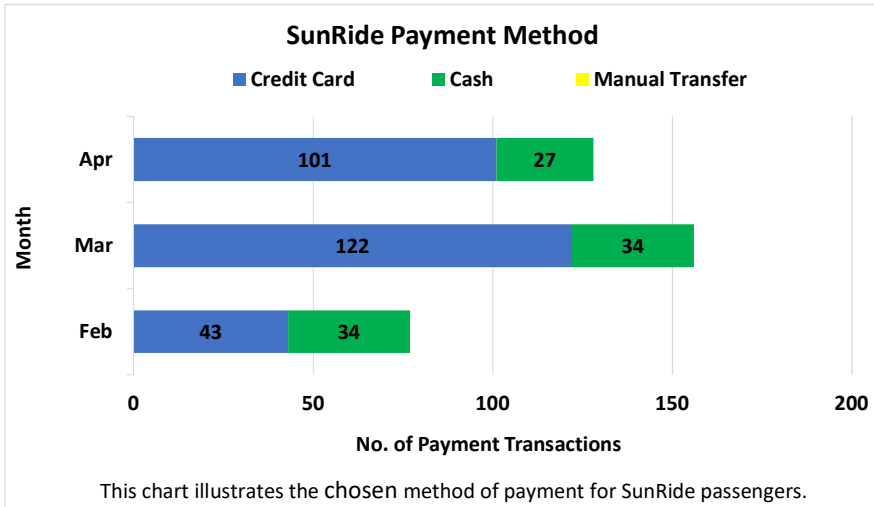
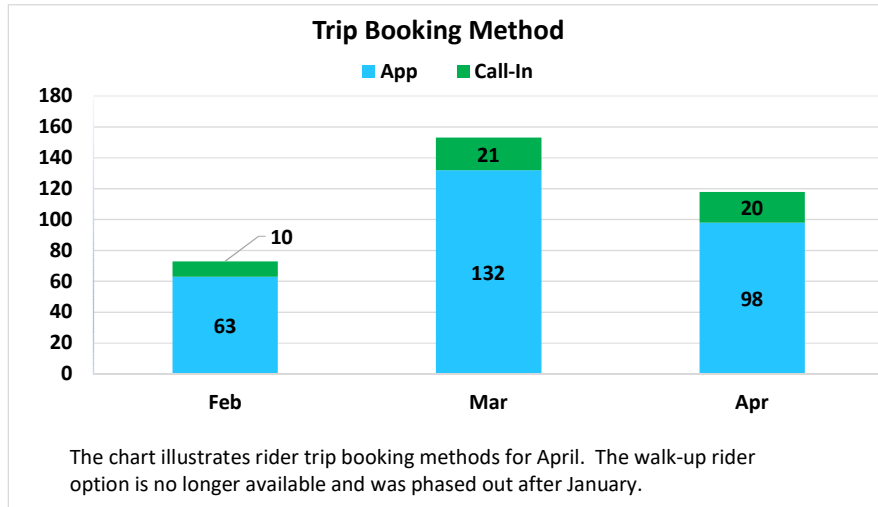
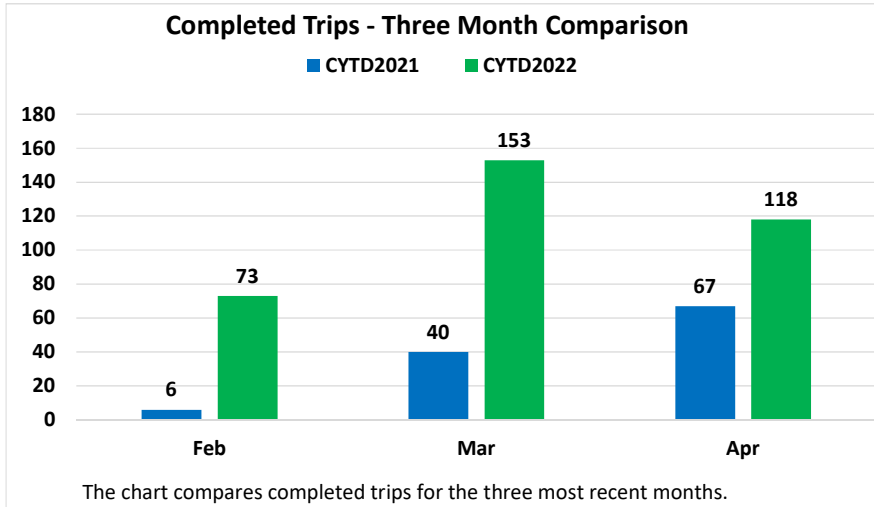
**Customer Satisfaction Rating**  
Avg. rider trip rating 4.8  
Goal: 4.5



## Palm Desert Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 395**

**Total Number of Passengers: 412**



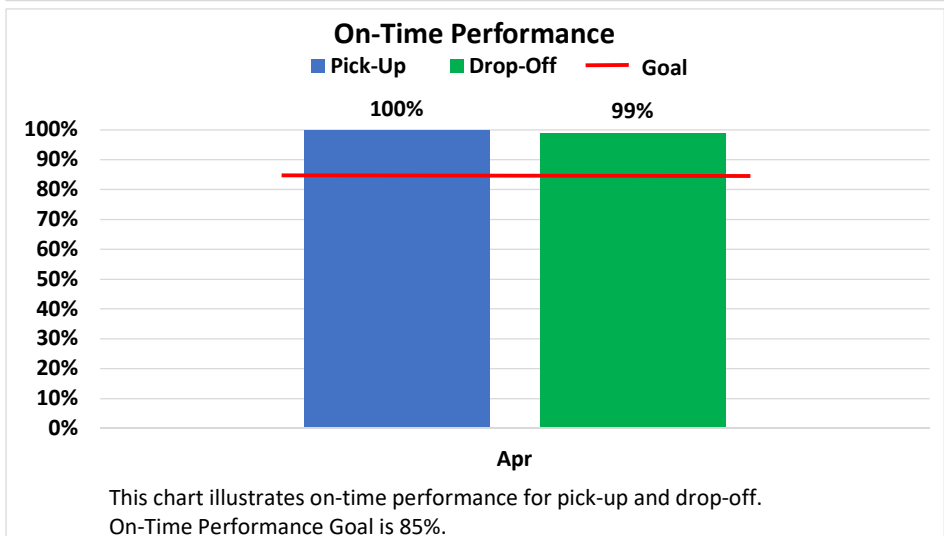
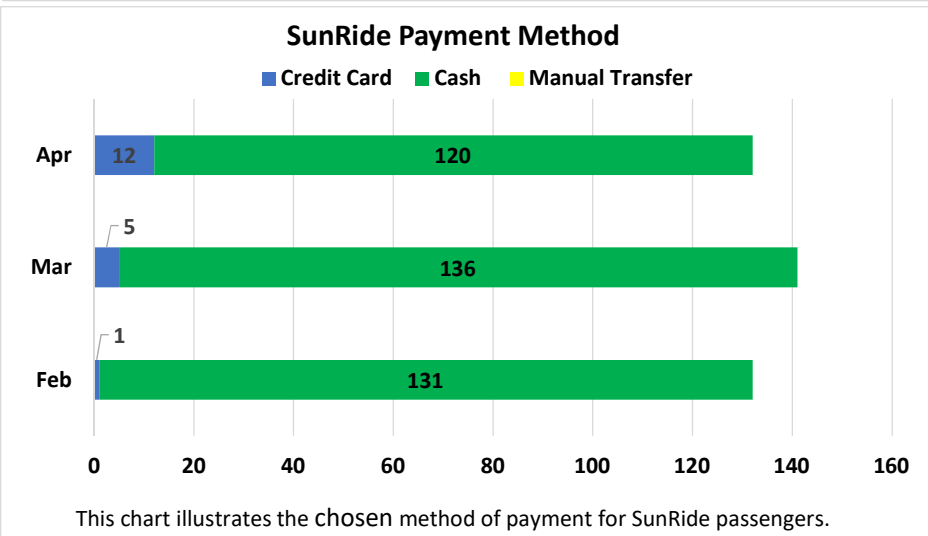
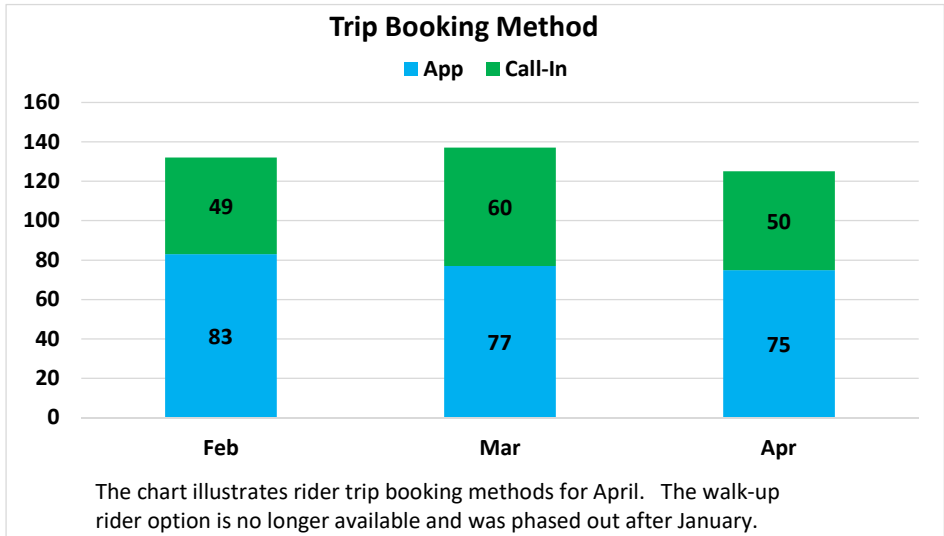
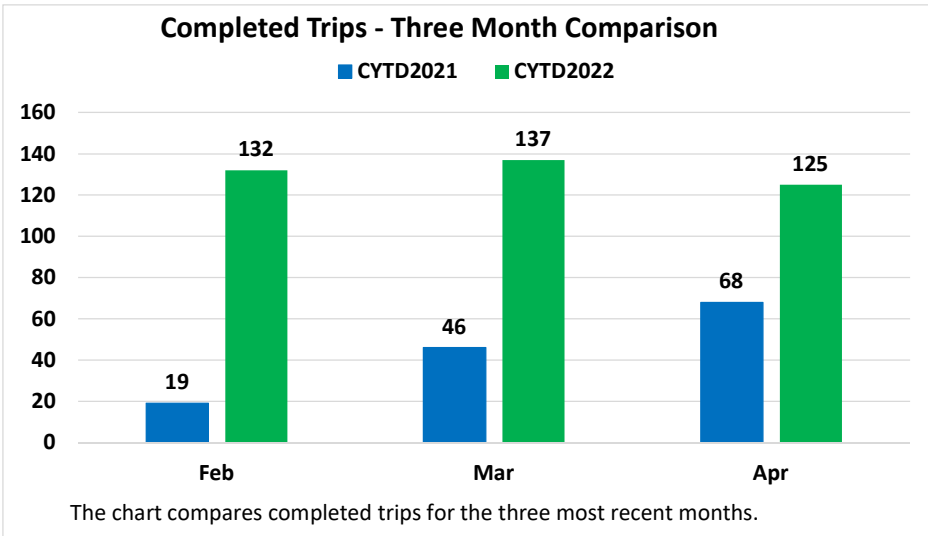
**Customer Satisfaction Rating**  
Avg. rider trip rating: 5.0  
Goal: 4.5



## Coachella Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 566**

**Total Number of Passengers: 583**



**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.7  
Goal: 4.5

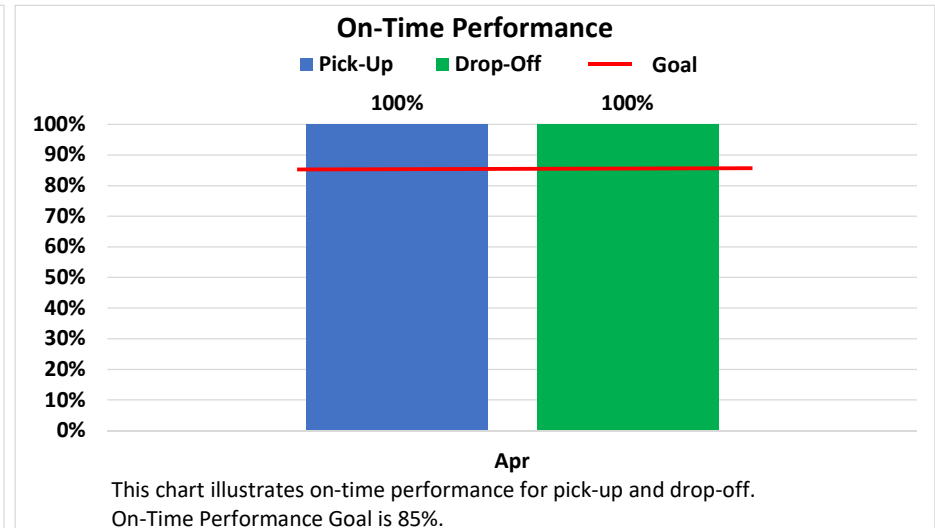
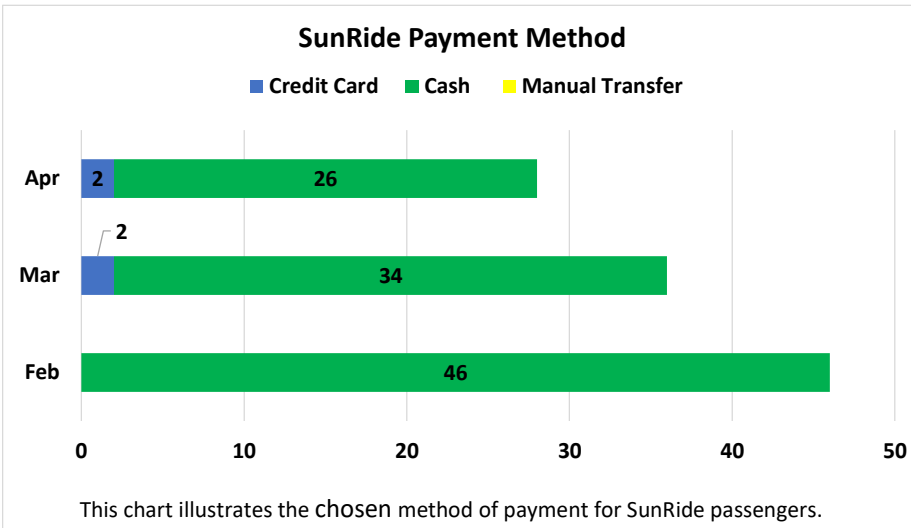
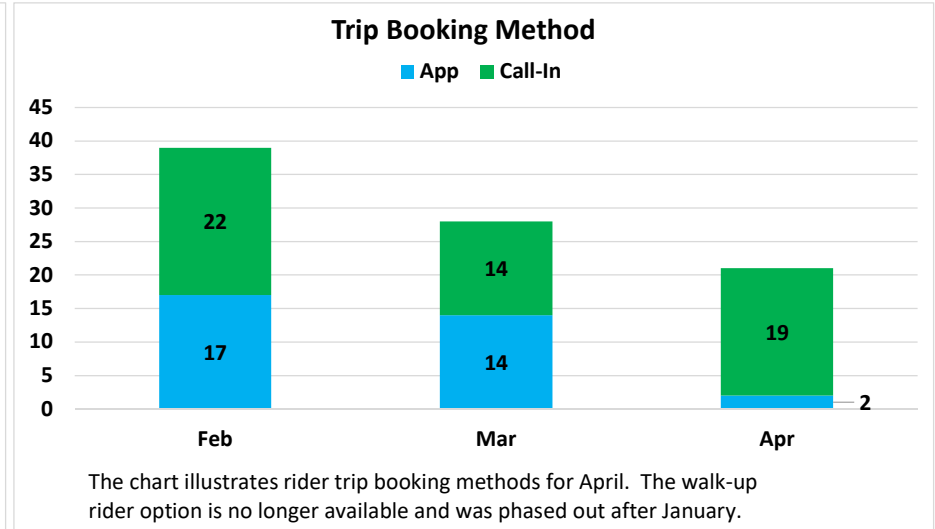
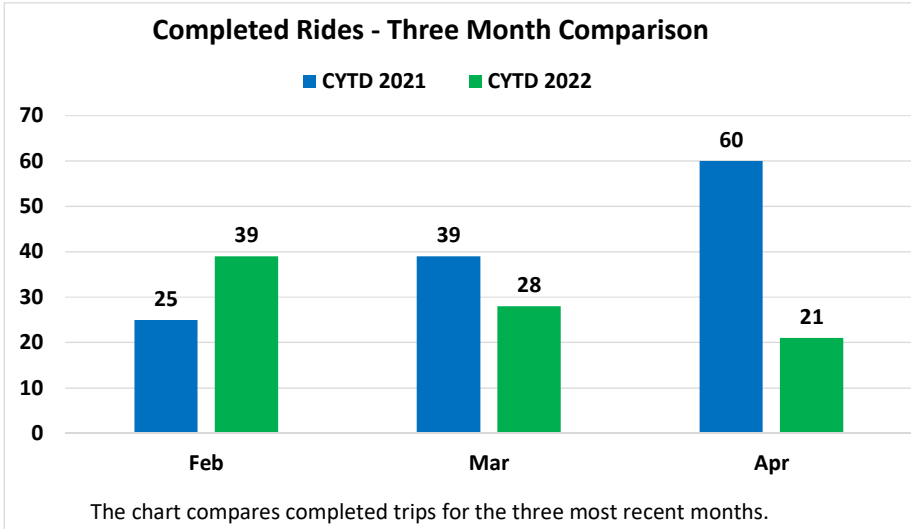


**EXCEEDS GOAL!**

## Mecca/North Shore Geo-Fence Metrics CYTD 2022

**Total Completed Trips: 105**

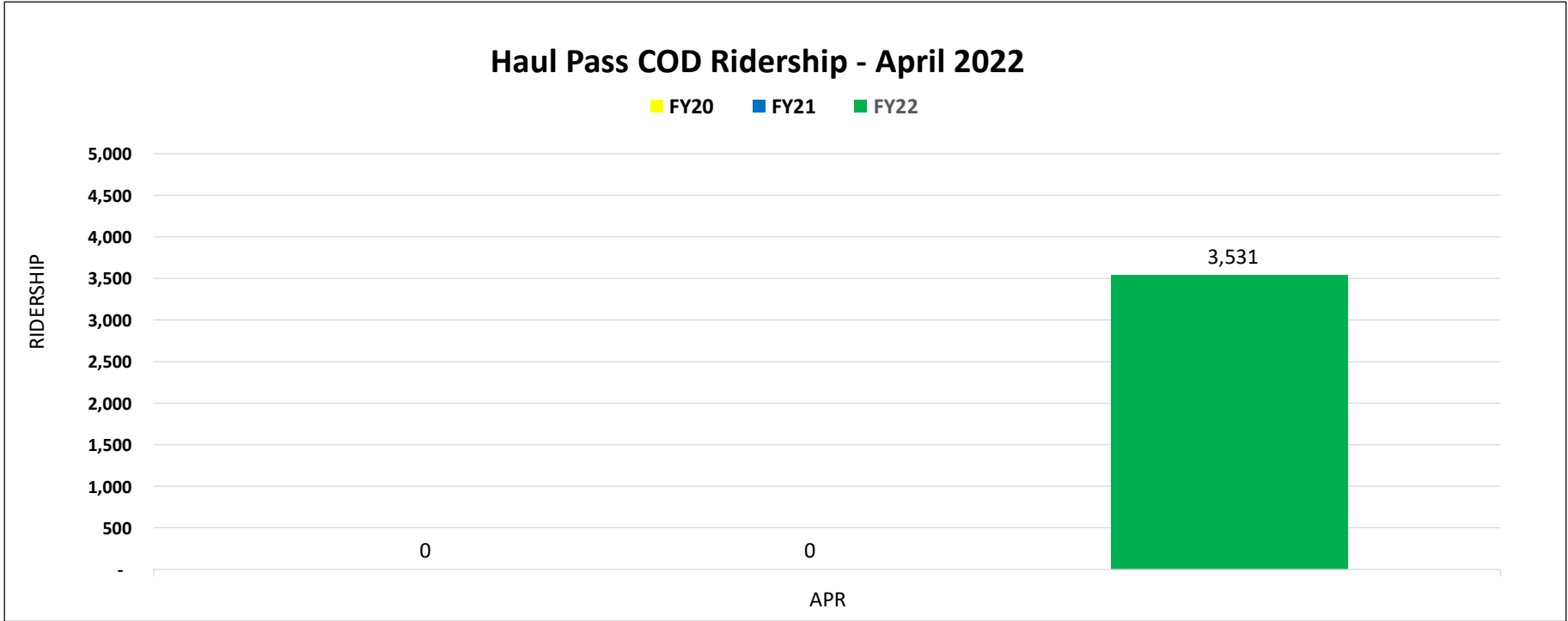
**Total Number of Passengers: 127**



**Customer Satisfaction Rating**  
Avg. rider trip rating: 4.8  
Goal: 4.5

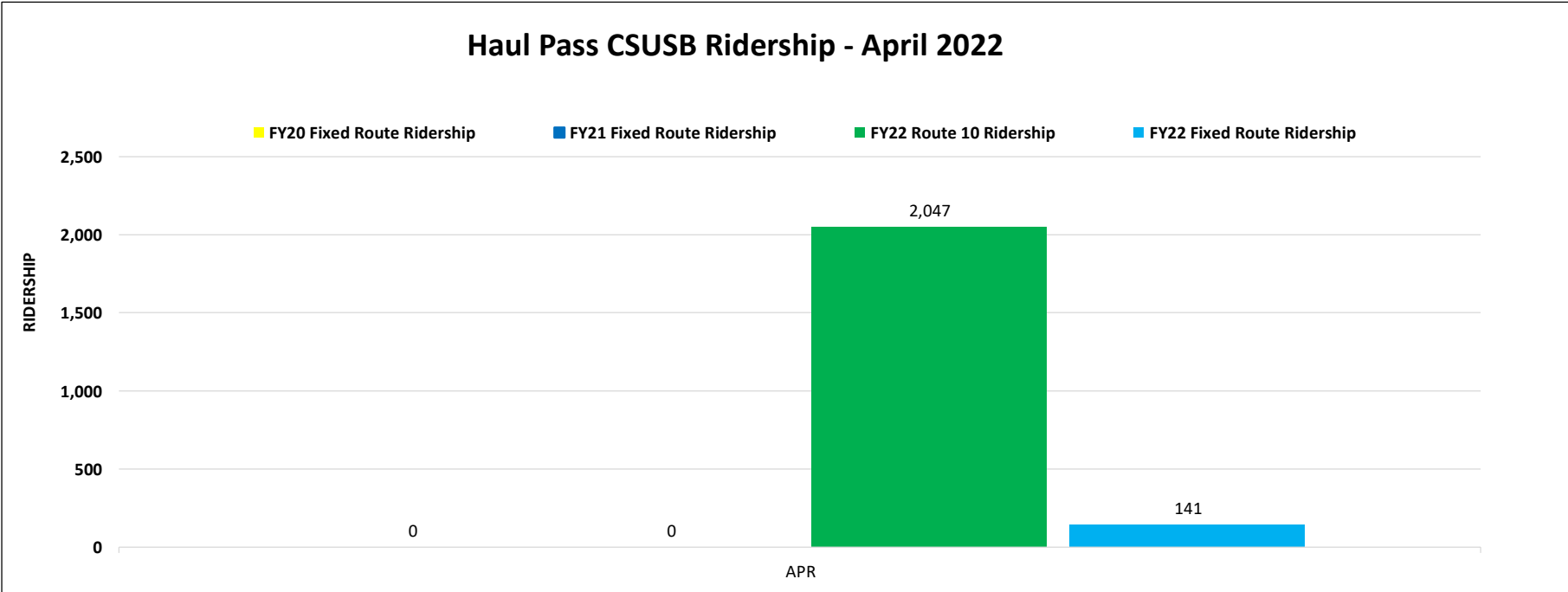


**EXCEEDS GOAL!**



The Haul Pass program was introduced in August 2018.  
 This chart represents monthly ridership on the Haul Pass COD.  
 Haul Pass COD contributed with 3,531 rides from 216 unique riders.  
 In April 2021, SunLine was not collecting fares.  
 On October 17, 2021, SunLine commenced operations under Level 2.

### Haul Pass CSUSB Ridership - April 2022

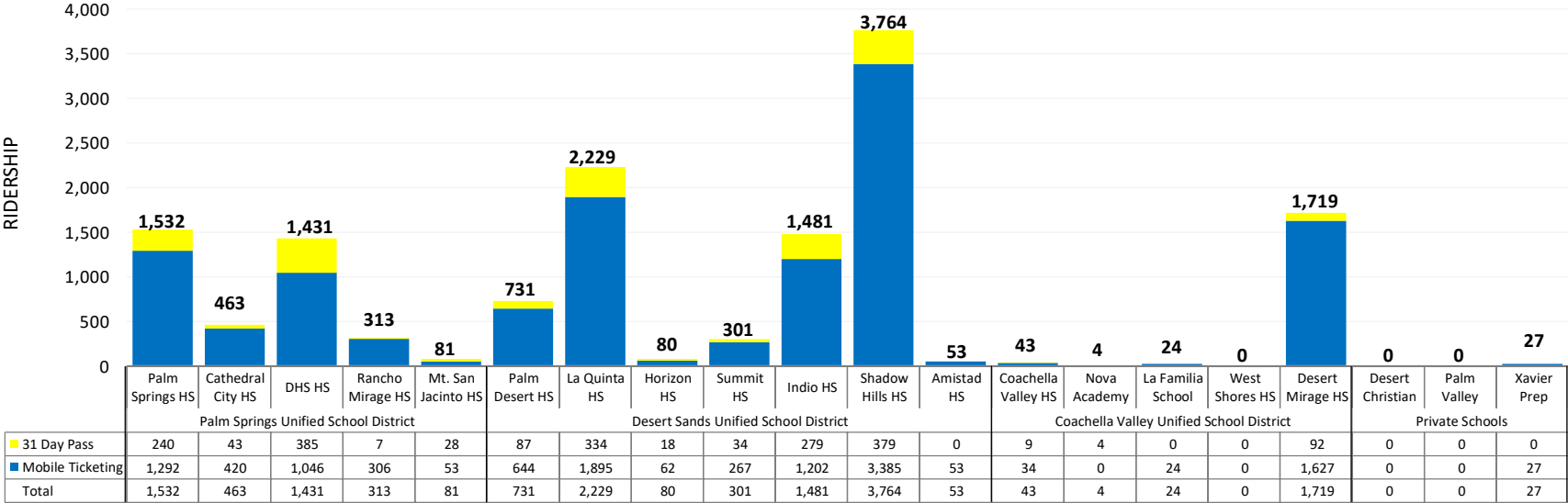


The Haul Pass CSUSB program was introduced in September 2019.  
 This chart represents monthly ridership on the Haul Pass CSUSB.  
 Haul Pass CSUSB contributed with 2,188 rides from 188 unique riders and a total of 2,047 rides from the Route 10.  
 In April 2021, SunLine was not collecting fares.  
 On October 17, 2021, SunLine commenced operations under Level 2.

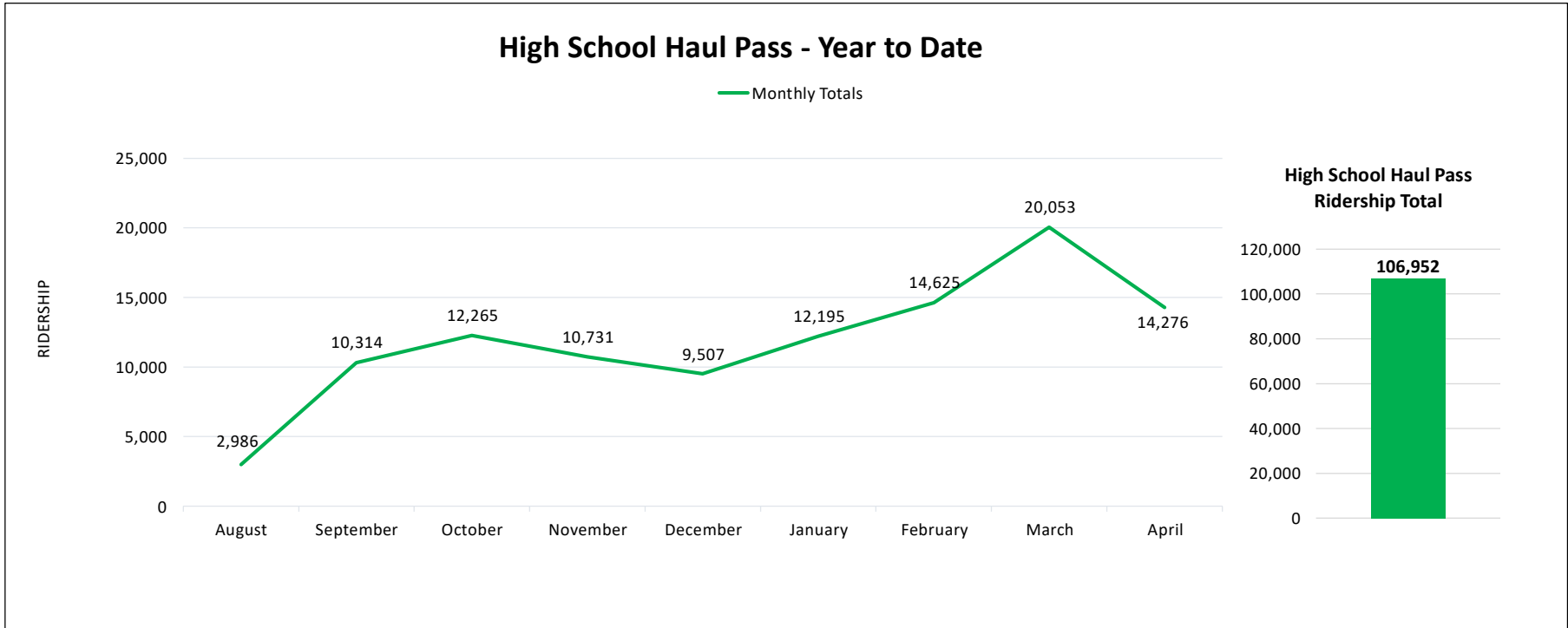


### High School Haul Pass - April 2022

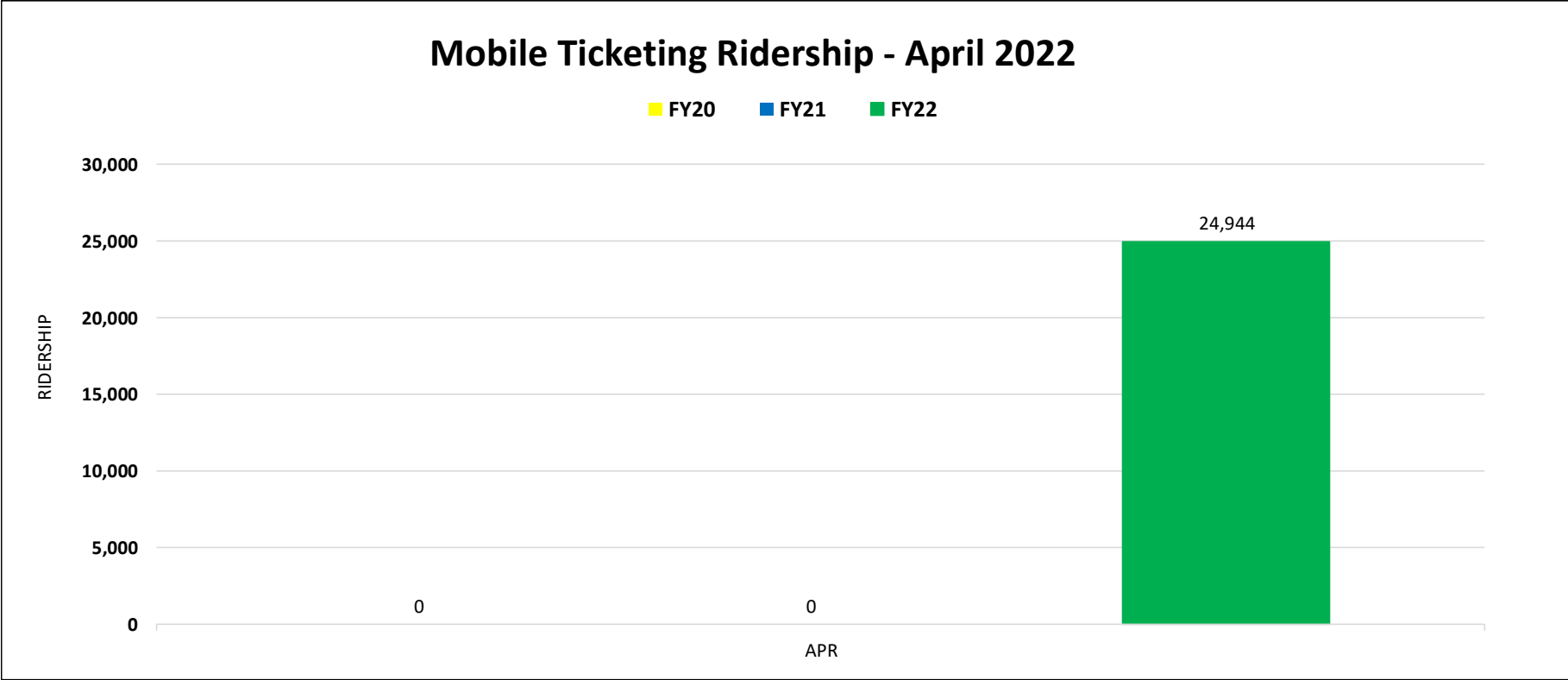
■ Mobile Ticketing      ■ 31 Day Pass



The High School Haul Pass program was introduced in August 2021.  
 This chart represents monthly ridership by school for the High School Haul Pass.  
 The total active users as of April 2022 are 1,956 using the High School Haul Pass.



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



This chart represents all monthly mobile ticketing usage based on the Token Transit app data. The total for April 2022 includes 132 paratransit mobile tickets. A total of 1,671 unique users used mobile ticketing in the month of April. In April 2021, SunLine was not collecting fares. On October 17, 2021, SunLine commenced operations under Level 2.

**SunLine Transit Agency**

**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Finance/Audit Committee  
Board of Directors

RE: Board Member Attendance for April 2022

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date April 2022.

Recommendation:

Receive and file.

FY 21/22	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X			10	8	
Palm Desert	X		X	X		X	X	X	X	X			10	8	
Palm Springs	X		X	X		X	X	X	X	X			10	8	
Cathedral City	X		X	X		X	X	X	X	X			10	8	
Rancho Mirage	X		X	X		X	X	X	X	X			10	8	
Indian Wells	X		X			X	X	X	X	X			10	7	
La Quinta	X		X	X		X	X	X	X	X			10	8	
Indio	X		X	X		X	X	X	X	X			10	8	
Coachella	X		X	X		X	X	X	X				10	7	
County of Riverside	X		X	X		X	X	X	X	X			10	8	

**X - ATTENDED (Primary/Alternate)**

**DARK –**

**SunLine Services Group**

**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Checks \$1,000 and Over Report for March 2022

Summary:

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

Recommendation:

Receive and file.

**SunLine Regulatory Administration  
Checks \$1,000 and Over  
March 2022**

<b>Vendor Filed As Name</b>	<b>Description</b>	<b>Check #</b>	<b>Payment Date</b>	<b>Payment Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/04/2022	91027	03/10/2022	5,260.44
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/18/2022	91036	03/31/2022	5,218.28
SUNLINE TRANSIT AGENCY	Overhead Allocation Mar 2022	91026	03/10/2022	2,461.67
<b>Total Checks Over \$1,000</b>	\$12,940.39			
<b>Total Checks Under \$1,000</b>	\$2,848.14			
<b>Total Checks</b>	\$15,788.53			

**SunLine Services Group**  
**CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Monthly Budget Variance Report for March 2022

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12<sup>th</sup> of the annual budget. The FYTD budget values for the month of March 2022 are equal to 9/12<sup>ths</sup> of the yearly budget.

Year to Date Summary

- As of March 31, 2022, the organization's revenues are \$23,200 or 17.66% above the FYTD budget.
- As of March 31, 2022, expenditures are \$30,027 or 22.86% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$53,227.

Recommendation:

Receive and file.



SunLine Regulatory Administration  
Budget Variance Report  
March 2022

Description	FY22 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY22 FYTD Budget	Positive (Negative)	Percentage Remaining
<b>Revenues:</b>								
Revenue Fines	1,500	850	125	725	2,600	1,125	1,475	-73.3%
New Driver Permit Revenue	750	75	63	13	675	563	113	10.0%
Taxi Business Permit	96,000	8,025	8,000	25	72,026	72,000	26	25.0%
Driver Transfer Revenue	250	50	21	29	550	188	363	-120.0%
Driver Renewal Revenue	1,000	175	83	92	1,775	750	1,025	-77.5%
Driver Permit Reinstatement/Replacement	50	-	4	(4)	10	38	(28)	80.0%
Vehicle Permit Revenue	73,620	6,875	6,135	740	75,297	55,215	20,082	-2.3%
Other Revenue	500	-	42	(42)	1,645	375	1,270	-229.0%
Operator Application Fee	1,500	-	125	(125)	-	1,125	(1,125)	100.0%
<b>Total Revenue</b>	<b>175,170</b>	<b>16,050</b>	<b>14,598</b>	<b>1,452</b>	<b>154,578</b>	<b>131,378</b>	<b>23,200</b>	<b>11.8%</b>
<b>Expenses:</b>								
Salaries and Wages	54,367	1,387	4,531	3,143	33,715	40,775	7,060	38.0%
Fringe Benefits	46,865	4,490	3,905	(585)	46,104	35,149	(10,955)	1.6%
Services	52,015	6,473	4,335	(2,139)	9,683	39,011	29,328	81.4%
Supplies and Materials	4,193	213	349	137	1,712	3,145	1,433	59.2%
Utilities	5,416	451	451	-	4,062	4,062	-	25.0%
Casualty and Liability	5,489	457	457	-	4,117	4,117	-	25.0%
Taxes and Fees	100	-	8	8	-	75	75	100.0%
Miscellaneous	6,725	63	560	498	1,958	5,044	3,086	70.9%
<b>Total Expenses</b>	<b>175,170</b>	<b>13,535</b>	<b>14,598</b>	<b>1,063</b>	<b>101,351</b>	<b>131,378</b>	<b>30,027</b>	<b>42.1%</b>
<b>Total Operating Surplus (Deficit)</b>	<b>\$ -</b>	<b>\$ 2,515</b>			<b>\$ 53,227</b>			

**Budget Variance Analysis - SunLine Regulatory Administration**

**Revenue**

- The positive variance in revenue is primarily attributed to an increase in permitted vehicles.
- As of FYTD22, there is an increase of 33,970 taxi trips compared to FYTD21.

**Taxi Trips**

	FY21-March	FY22-March	Variance	%Δ
Trips	13,578	16,522	2,944	21.7%

**Taxi Trips**

	FYTD-FY21	FYTD-FY22	Variance	%Δ
Trips	77,156	111,126	33,970	44.0%

**Salaries and Wages**

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

**Fringe Benefits**

- The unfavorable amount in fringe benefit expenses is attributed to fewer than anticipated expense allocations to SunLine Transit Agency.

**Services**

- The positive balance in services is primarily attributed to fewer than anticipated legal expenses.

**Supplies and Materials**

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

**Utilities**

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

**Casualty and Liability**

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

**Taxes and Fees**

- The favorable balance is attributed to fuel tax savings related to SRA staff not utilizing vehicle.

**Miscellaneous**

- The positive variance in miscellaneous expenses are attributed to savings in travel and membership fees which have not yet been incurred.

**SunLine Services Group****CONSENT CALENDAR**

DATE: May 25, 2022

**RECEIVE & FILE**TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – April 2022

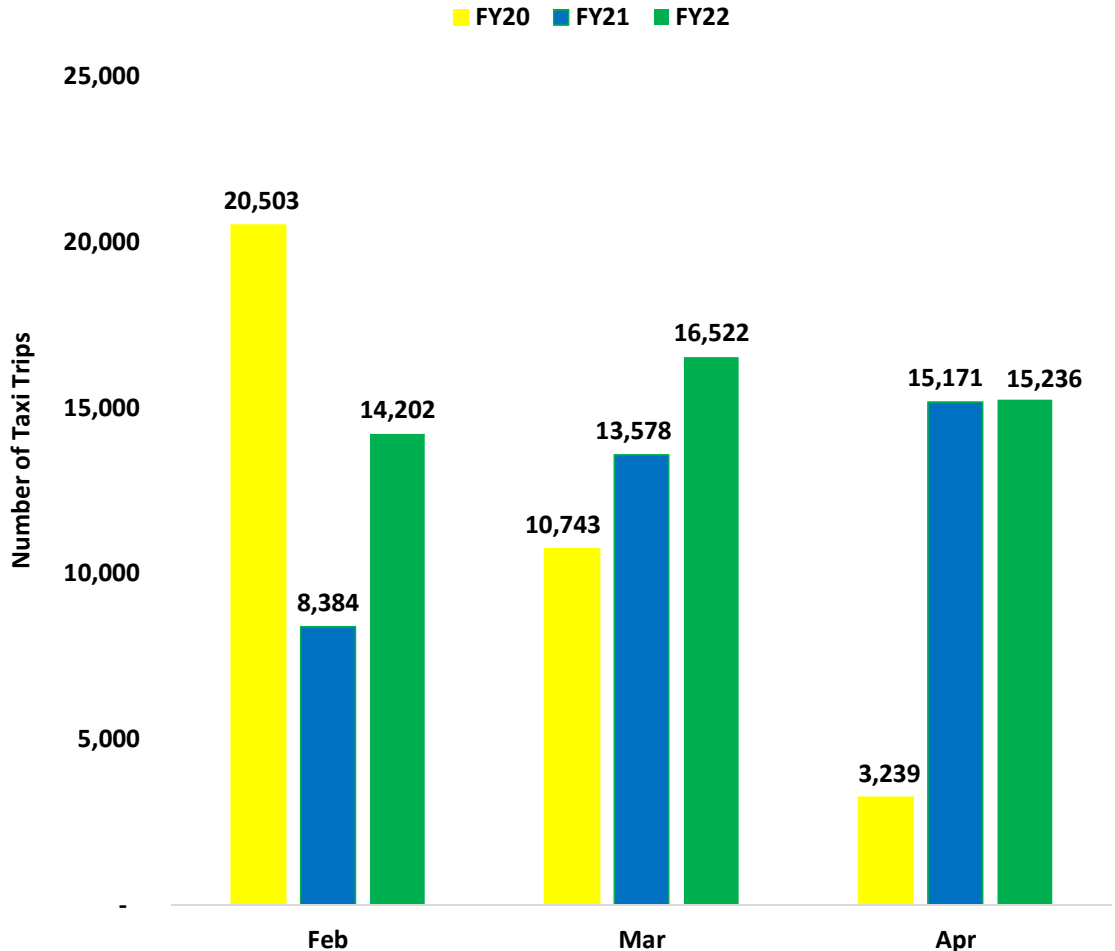
Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years. There were 65 more taxi trips in April 2022 serviced by 15 more cabs compared to April 2021 (67 cabs in 2022 compared to 52 cabs in 2021). The increase in trips for April 2022 is mainly attributed to an increase in demand following relaxed COVID-19 travel restrictions. There were 34,035 more taxi trips for FYTD22 compared to FYTD21.

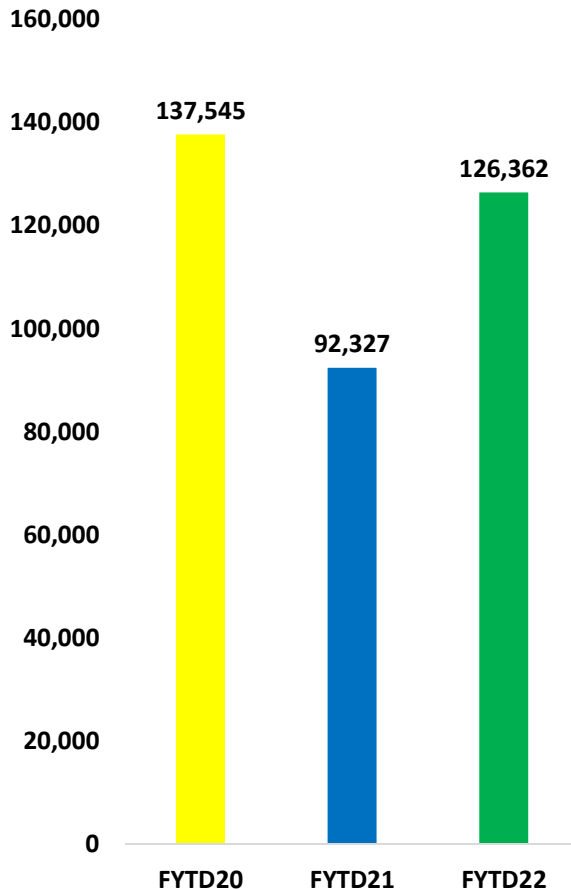
Recommendation:

Receive and file.

### Taxi Trip Three (3) Month Comparison as of April 2022



### FYTD No. of Taxi Trips



The chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY20, FY21 and FY22.

**SunLine Transit Agency  
SunLine Services Group**

**CONSENT CALENDAR**

DATE: May 25, 2022 **ACTION**

TO: Board of Directors

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

RE: Review Declaration of Emergency by the Board of Directors

Recommendation

Recommend that the Board of Directors review the declaration of emergency set forth in Board approved Resolution No. 0775 and make no changes at this time.

Background

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775 (attached). Over the last twenty-six months, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration. The Board last reviewed the emergency declaration at its March 23, 2022 meeting and made no changes.

Staff's recommendation is to continue the declaration of emergency through the July Board meeting, July 27, 2022, and reevaluate at that time.

Financial Impact

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

Attachment:

- [Item 9Na](#) – Resolution No. 0775

## **SUNLINE TRANSIT AGENCY**

### **RESOLUTION NO. 0775**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

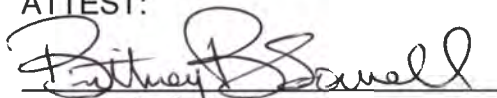
Section 2. That, as authorized in CGC Sections 8630 and 54956.5. and based on the foregoing finding, an “emergency” as defined in CGC Section 54956.5(a) and a “local emergency” as defined in CGC Section 8558(c) hereby exists within the territorial jurisdiction of SunLine and is deemed to continue to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

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

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

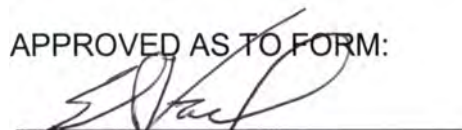
ADOPTED THIS 25<sup>th</sup> DAY OF March, 2020

ATTEST:

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

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

APPROVED AS TO FORM:

  
\_\_\_\_\_  
General Counsel  
Eric Vail



STATE OF CALIFORNIA     )  
  ) ss.  
COUNTY OF RIVERSIDE    )

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

AYES: 10

NOES: 0

ABSENT: 0

ABSTAIN: 0

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



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

**SunLine Transit Agency**

**DATE:** May 25, 2022 **ACTION**

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

**FROM:** Frank Rytych, Chief Maintenance Officer

**RE:** Purchase of Three (3) Microtransit ADA Accessible Mini Vans

---

**Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute a contract with Creative Bus Sales Inc. to purchase three (3) Braun low floor accessible mini-vans, for a total cost not to exceed \$168,175.65 including tax, upon approval as to form by General Counsel.

**Background**

This procurement will provide the necessary mobility equipment to serve the upcoming expansion zones in SunLine's microtransit service. The microtransit service will be operated utilizing SunLine vehicles under contract our local taxi companies.

SunLine will use an existing state contract provided by CalAct purchase agreement to procure the three (3) ADA accessible mini vans from Creative Bus Sales Inc. These vans will be fitted with COVID-19 protective barriers.

**Financial Impact**

The financial impact of \$168,175.65 will utilize funds programed in the FY22 capital funds.

## SunLine Transit Agency

**DATE:** May 25, 2022 **ACTION**

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

**FROM:** Bryan Valenzuela, Deputy Chief Safety Officer

**RE:** Award of Contract for Security Guard Services

---

### **Recommendation**

Recommend that the Board of Directors delegate authority to the CEO/General Manager to execute a one (1) year security guard services contract, with four (4) one (1) year option years, with United Security Services in the amount not to exceed \$762,296, upon approval as to form by General Counsel.

### **Background**

SunLine Transit Agency contracts with an outside provider for its security guard services. In May 2017, SunLine Board of Directors approved a contract with Admiral Security Services, Inc. for security guard services. The contract will conclude on June 30, 2022.

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

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

On March 21, 2022, 46 companies were solicited to provide security guard services. The solicitation was advertised in the local newspaper and on SunLine's website. On April 21, 2022, five (5) proposals were received. A three-member evaluation committee comprised of SunLine's Deputy Chief Safety Officer, Superintendent of Safety and Training, and Safety Specialist independently reviewed all submitted proposals received utilizing the evaluation criteria found in the RFP.

According to the evaluations, United Security Services was determined as the contractor representing the best value to SunLine. United Security Services prices were

determined to be fair and reasonable based on a price analysis and adequate price competition.

**Financial Impact**

The estimated contract cost over five (5) years is \$762,296. The first year expenditures have been budgeted in the FY23 operating budget and future years will continue funding in subsequent budget years.

Attachments:

- [Item 11a](#) – Price Analysis
- [Item 11b](#) – Solicitation List



REQUEST FOR PROPOSAL  
Security Guard Services  
22-060

**PRICE ANALYSIS**

	United Security Services 2022 BAFO	Admiral Security Services 2022 BAFO	Absolute International Security 2022 BAFO
Year 1	\$ 140,799.00	\$ 131,352.00	\$ 148,933.00
Year 2 (Option)	\$ 146,407.00	\$ 131,352.00	\$ 156,006.00
Year 3 (Option)	\$ 152,217.00	\$ 135,293.00	\$ 162,573.00
Year 4 (Option)	\$ 158,279.00	\$ 139,334.00	\$ 168,636.00
Year 5 (Option)	\$ 164,594.00	\$ 143,527.00	\$ 175,203.00
Total - 5 Years	\$ 762,296.00	\$ 680,858.00	\$ 811,351.00

	Difference	Delta
Difference between United and Admiral 2022 BAFO proposals	\$ 81,438.00	10.68%
Difference between United and Absolute 2022 BAFO proposals	\$ (49,055.00)	-6.44%

There was adequate price competition since five (5) bidders independently contended for the contract that is to be awarded. From the five (5) proposals, three (3) companies were within competitive range and requested to provide Best and Final Offers. Award is based on the highest evaluated proposal score for the evaluation criteria elements; Experience/Past Performance, Key Personnel and Price.

Based upon the results noted above, it is determined that the price submitted by United Security Services is considered fair and reasonable and represents the best value to the Agency.

*Sara G. Pearson*  
5/11/2022

Solicitation List – 22-060

Allied Universal  
41945 Boardwalk, Ste T  
Palm Desert, CA 92211  
(760) 200-2865  
[Suzie.Salazar@aus.com](mailto:Suzie.Salazar@aus.com)

American Guard Services, Inc.  
1299 E. Artesia Blvd.  
Carson, CA 90746  
(310) 645-6200  
Nagah Abdelshahid  
[NAbdelshahid@americanguardservices.com](mailto:NAbdelshahid@americanguardservices.com)

Andrade Protective Services, Inc.  
PO Box 5627  
La Quinta, CA 92248  
Steve Andrade  
[Apsvcs.ca@netzero.com](mailto:Apsvcs.ca@netzero.com)

Israeli Protection Services  
42335 Washington St., Ste F203  
Palm Desert, CA 92211  
(760) 779-9224  
[info@israeliprotectionservices.com](mailto:info@israeliprotectionservices.com)

Nationwide Guard Services, Inc.  
9327 Fairway View Pl., Suite 200  
Rancho Cucamonga, CA 91730  
(909) 608-1112  
Marie Bennett  
[mbennett@nwguards.com](mailto:mbennett@nwguards.com)

O'Linn Security, Inc.  
1027 S. Palm Canyon Dr.  
Palm Springs, CA 92264  
(760) 320-5303  
[jason@olinsecurityinc.com](mailto:jason@olinsecurityinc.com)

Real Protection Private Security Corp.  
2272 Colorado Blvd. #1185  
Eagle Rock, CA 90041  
(323) 273-3256  
[Real\\_Protection@yahoo.com](mailto:Real_Protection@yahoo.com)

Trident Security Group  
Pedro De La Cruz  
(323) 800-1919  
[pedro@tridentsg.com](mailto:pedro@tridentsg.com)

US Security Associates, Inc.  
41-921 Beacon Hill  
Palm Desert, CA 92211  
(323) 706-9469  
[kburnett@ussecurityassociates.com](mailto:kburnett@ussecurityassociates.com)

VT Security Services  
6840 65th Street Suite 150  
Sacramento, CA 95828  
(800) 956-8461  
[admin@vtsecurityservices.com](mailto:admin@vtsecurityservices.com)

Academy World Protection (DBE)  
896 N. Redding Way #B  
Upland, CA 91786  
(808) 360-2392  
Vincent De Paul Diallo  
[info@academyworldprotectioninc.com](mailto:info@academyworldprotectioninc.com)

Admiral Security Services, Inc. (DBE)  
2151 Salvio St., Suite 260  
Concord, CA 94520  
(888) 471-1128  
Mohamed S. Ahmed  
[operations@admiralss.com](mailto:operations@admiralss.com)

Alpha Mega Security, Inc. (DBE)  
71 N. San Gabriel Blvd.  
Pasadena, CA 91107  
(323) 728-8818  
[ichen@alphamegasecurity.com](mailto:ichen@alphamegasecurity.com)

Always Protective Services, LLC  
15068 Rosecrans Ave. #164  
La Mirada, CA 90638  
(714) 253-6544  
Heather Magill  
[hmagill@alwaysprotectiveservices.com](mailto:hmagill@alwaysprotectiveservices.com)

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

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

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

Solicitation List – 22-060

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

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

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

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

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

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

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

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

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

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

Servexo Protective Services  
879 W. 190th St. #400  
Gardena, CA 90248  
(323) 527-9994  
Max Vasquez  
[mvasquez@servexousa.com](mailto:mvasquez@servexousa.com)

SLS Private Security  
409 S. Commonwealth Avenue #1  
Los Angeles, CA 90020  
(213) 255-1162  
Jeffrey Asante  
[msene@slspro.com](mailto:msene@slspro.com)

Supreme Security Services, Inc.  
3517 Cameo Drive #84  
Oceanside, CA 92056  
(760) 415-7399  
Lorenzo Middlebrook  
[supremesecurity@cox.net](mailto:supremesecurity@cox.net)

Triumph, Inc.  
6920 La Tijera Blvd, Ste 208B  
Los Angeles, CA 90045  
(310) 780-0432  
[pnvoundi@ugsca.com](mailto:pnvoundi@ugsca.com)

Ultimate Security Services, Inc.  
5250 W. Centry Blvd, Suite 502  
Los Angeles, CA 90045  
(310) 649-4400  
[admin@ultimatesecurityservice.com](mailto:admin@ultimatesecurityservice.com)

Solicitation List – 22-060

Warren Security Services  
591 Stahlman Drive  
Bull City, AZ 86442  
(760) 686-9488  
Barbara Wiedenhoft  
[warrenonlythebestwilldo@yahoo.com](mailto:warrenonlythebestwilldo@yahoo.com)

Rainmaker Government Proposal Services  
904-494-4044 x1002  
[Laura.goldey@rainmakergps.com](mailto:Laura.goldey@rainmakergps.com)

Alltech Industries, Inc  
[hperez@alltechguards.com](mailto:hperez@alltechguards.com)  
323 450 2168

West Shield Investigations  
1611 Bolsa Chica Road #A  
Huntington Beach, CA 92649  
(877) 899-8585  
Allen Cardoza  
[allen@transportingteens.com](mailto:allen@transportingteens.com)

Absolute International Security (DBE)  
[lilin@absolutesecurityintl.com](mailto:lilin@absolutesecurityintl.com)

Added 3/22/22  
All Time Alert Security (ATAS) LLC (DBE)  
[info@alltimealertsecurityservices.com](mailto:info@alltimealertsecurityservices.com)

Allied Protection Services (DBE)  
[Lbrooks869@aol.com](mailto:Lbrooks869@aol.com)

Briggs International Inc (DBE)  
[23briggssi@gmail.com](mailto:23briggssi@gmail.com)

Close Range International, Inc. (DBE)  
[steve@closerangepi.com](mailto:steve@closerangepi.com)

Confidential Matters LLC (DBE)  
[confidentialmattersllc@gmail.com](mailto:confidentialmattersllc@gmail.com)

DSI Security Services  
[kburnett@dsisecurity.com](mailto:kburnett@dsisecurity.com)

GSG Protective Services  
[corey@gsgprotective.com](mailto:corey@gsgprotective.com)

Good Guard Security  
[procurement@goodguardsecurity.com](mailto:procurement@goodguardsecurity.com)

United Security Services  
[www.unitedweguard.com](http://www.unitedweguard.com)  
800 505 1234 x 195  
[Ussconsultant195@gmail.com](mailto:Ussconsultant195@gmail.com)  
[sepand@unitedweguard.com](mailto:sepand@unitedweguard.com)



## SunLine Transit Agency

<b>DATE:</b>	<b>May 25, 2022</b>	<b>ACTION</b>
<b>TO:</b>	<b>Finance/Audit Committee Board of Directors</b>	
<b>FROM:</b>	<b>Rudy Le Flore Chief Project Consultant</b>	
<b>RE:</b>	<b>Thousand Palms Land Acquisition</b>	

---

### **Recommend**

Recommend that the Board of Directors take the following actions:

- 1) Ratify the Real Property Acquisition Agreement with The Mario San Paolo Living Trust in the amount of \$1,800,000, for the procurement of approximately 5.8 acres of real property (“Property”);
- 2) Authorize the CEO/General Manager to execute agreements for environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$300,000;
- 3) Authorize the CEO/General Manager to take all actions and sign all documents as contemplated by the Real Property Acquisition Agreement; and
- 4) Condition the future use of the Property on the compliance with the California Environmental Quality Act in accordance with 14 C.C.R. Section 15004.

### **Background**

On April 22, 2020, the Board of Directors authorized the CEO/General Manager to negotiate and execute an agreement for ten (10) acres of land located at the southeast corner of Haskell Road and Harry Oliver Trail.

The landowner subsequently hired a consultant to conduct a flood risk analysis where it was reported that most of the owner’s acreage is in a one-hundred-year flood zone. Based on the outcome of the flood risk analysis and discussions between SunLine and the owner, it was determined that the sale and acquisition of such property would not be in both parties’ best interest. Therefore, the owner withdrew the offer to sell the land to SunLine.

In January 2022, staff advised the Board that a new opportunity has been made available to SunLine for the acquisition of approximately 5.87 acres of land, adjacent to, and north

of, SunLine's current property at Division I in Thousand Palms (the "Property"). In comparison to the ten (10) acres, the Property could be of great value to SunLine as it includes 33 parcels with street-to-street, mixed-used zoning that will considerably reduce civil and construction costs. The location of the property offers the Agency an opportunity for direct access to SunLine's Division I and Ramon Road.

Staff believes there are various potential uses for the Property that could greatly benefit SunLine. These potential uses include, but are not limited to, construction of a commercial fueling station, site for energy storage, site for solar canopies, or additional green energy storage technologies. The intent is for SunLine to utilize the Property to help SunLine achieve its goals of energy resiliency, providing cleaner and more cost-efficient sources of hydrogen, and improving its revenue potential relative to the dispensing of hydrogen.

SunLine obtained an appraisal that placed the value of the land at \$2,040,000, and staff issued a non-binding Letter of Intent to the owners to purchase the Property for \$1,800,000. The parties subsequently negotiated a purchase and sale agreement with the following terms;

- Purchase Price: \$1,800,000
- Deposit: \$54,000 (refundable to SunLine if SunLine terminates the agreement during the due diligence period)
- Due Diligence Period: 120 days
- Close of Escrow: 150 days (with option for seller to extend close of escrow by an additional 150 days to enable seller to utilize this transaction as part of an exchange of like-kind property under Internal Revenue Code Section 1031)
- Both parties to pay their own escrow fees
- Title insurance and transfer taxes to be paid by seller

The CEO/General Manager executed the purchase and sale agreement subject to ratification by the SunLine Board of Directors.

Staff is currently in the process of, and will continue for the next several weeks, performing due diligence on the Property to determine suitable potential uses. Staff requests that the Board ratify the Real Property Acquisition Agreement and authorize the CEO/General Manager to execute agreements for environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$300,000. Further, staff requests that the Board authorize the CEO/General Manager to take all actions and sign all documents as contemplated by the Real Property Acquisition Agreement. Lastly, staff requests that the Board condition the future use of the Property on the compliance with the California Environmental Quality Act in accordance with 14 C.C.R. Section 15004.

In all, this purchase will position the Agency to provide improved operational choices for its customers.

**Financial Impact**

The financial impact of \$2,100,000 will be from the Low Carbon Transit Operations Program funds allocated to SunLine and the Local Transit Funds of \$400,000 allocated for these purposes.

**Attachments:**

- [Item 12a](#) – Copy of Purchase and Sale Agreement
- [Item 12b](#) – Land Purchase Image
- [Item 12c](#) – January 2022 Information Item Land Purchase
- [Item 12d](#) – April 22, 2020 Action Item Land Acquisition
- [Item 12e](#) – Minutes from the April 22, 2020 Board Meeting



# DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code)  
(C.A.R. Form AD, Revised 12/21)

(If checked) This form is being provided in connection with a transaction for a leasehold interest exceeding one year as per Civil Code section 2079.13(j), (k), and (l).

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

### SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A Fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

### BUYER'S AGENT

A Buyer's agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer: A fiduciary duty of utmost care, integrity, honesty and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

### AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more salespersons and broker associates, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the Buyer's or Seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the Seller's willingness to accept a price less than the listing price or the Buyer's willingness to pay a price greater than the price offered.

### SELLER AND BUYER RESPONSIBILITIES

Either the purchase agreement or a separate document will contain a confirmation of which agent is representing you and whether that agent is representing you exclusively in the transaction or acting as a dual agent. Please pay attention to that confirmation to make sure it accurately reflects your understanding of your agent's role.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

If you are a Buyer, you have the duty to exercise reasonable care to protect yourself, including as to those facts about the property which are known to you or within your diligent attention and observation.

Both Sellers and Buyers should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction. **This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on page 2. Read it carefully. I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THIS DISCLOSURE AND THE PORTIONS OF THE CIVIL CODE PRINTED ON THE SECOND PAGE.**

Buyer  Seller  Landlord  Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022  
45F615848BB043A...

Buyer  Seller  Landlord  Tenant \_\_\_\_\_ Date \_\_\_\_\_

Agent Del Gagnon Co., Inc. DRE Lic. # 00792827  
DeuSigned-by:  
 Real Estate Broker (Firm)

By Adam Gagnon Adam Gagnon DRE Lic. # 01808178 Date 3/7/2022  
D949C37EDE0B445... (Salesperson or Broker-Associate, if any)



## DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP (AD PAGE 1 OF 2)

**CIVIL CODE SECTIONS 2079.13 - 2079.24 (2079.16 APPEARS ON THE FRONT)**

2079.13. As used in Sections 2079.7 and 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

(a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained. The agent in the real property transaction bears responsibility for that agent's salespersons or broker associates who perform as agents of the agent. When a salesperson or broker associate owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the salesperson or broker associate functions. (b) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee of real property. (c) "Commercial real property" means all real property in the state, except (1) single-family residential real property, (2) dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, (3) a mobilehome, as defined in Section 798.3, (4) vacant land, or (5) a recreational vehicle, as defined in Section 799.29. (d) "Dual agent" means an agent acting, either directly or through a salesperson or broker associate, as agent for both the seller and the buyer in a real property transaction. (e) "Listing agreement" means a written contract between a seller of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer, including rendering other services for which a real estate license is required to the seller pursuant to the terms of the agreement. (f) "Seller's agent" means a person who has obtained a listing of real property to act as an agent for compensation. (g) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the seller's agent. (h) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property. (i) "Offer to purchase" means a written contract executed by a buyer acting through a buyer's agent that becomes the contract for the sale of the real property upon acceptance by the seller. (j) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property, and includes (1) single-family residential property, (2) multiunit residential property with more than four dwelling units, (3) commercial real property, (4) vacant land, (5) a ground lease coupled with improvements, or (6) a manufactured home as defined in Section 18007 of the Health and Safety Code, or a mobilehome as defined in Section 18008 of the Health and Safety Code, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code. (k) "Real property transaction" means a transaction for the sale of real property in which an agent is retained by a buyer, seller, or both a buyer and seller to act in that transaction, and includes a listing or an offer to purchase. (l) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer and includes exchanges of real property between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration. (m) "Seller" means the transferor in a real property transaction and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor of real property. (n) "Buyer's agent" means an agent who represents a buyer in a real property transaction.

2079.14. A seller's agent and buyer's agent shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and shall obtain a signed acknowledgment of receipt from that seller and buyer, except as provided in Section 2079.15, as follows: (a) The seller's agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement. (b) The buyer's agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase. If the offer to purchase is not prepared by the buyer's agent, the buyer's agent shall present the disclosure form to the buyer not later than the next business day after receiving the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16 Reproduced on Page 1 of this AD form.

2079.17(a) As soon as practicable, the buyer's agent shall disclose to the buyer and seller whether the agent is acting in the real property transaction as the buyer's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the buyer's agent prior to or coincident with execution of that contract by the buyer and the seller, respectively. (b) As soon as practicable, the seller's agent shall disclose to the seller whether the seller's agent is acting in the real property transaction as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the seller's agent prior to or coincident with the execution of that contract by the seller.

CONFIRMATION: (c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

Seller's Brokerage Firm \_\_\_\_\_ DO NOT COMPLETE. SAMPLE ONLY \_\_\_\_\_ License Number \_\_\_\_\_  
Is the broker of (check one):  the seller; or  both the buyer and seller. (dual agent)  
Seller's Agent \_\_\_\_\_ DO NOT COMPLETE. SAMPLE ONLY \_\_\_\_\_ License Number \_\_\_\_\_  
Is (check one):  the Seller's Agent. (salesperson or broker associate)  both the Buyer's and Seller's Agent. (dual agent)  
Buyer's Brokerage Firm \_\_\_\_\_ DO NOT COMPLETE. SAMPLE ONLY \_\_\_\_\_ License Number \_\_\_\_\_  
Is the broker of (check one):  the buyer; or  both the buyer and seller. (dual agent)  
Buyer's Agent \_\_\_\_\_ DO NOT COMPLETE. SAMPLE ONLY \_\_\_\_\_ License Number \_\_\_\_\_  
Is (check one):  the Buyer's Agent. (salesperson or broker associate)  both the Buyer's and Seller's Agent. (dual agent)

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14. An agent's duty to provide disclosure and confirmation of representation in this section may be performed by a real estate salesperson or broker associate affiliated with that broker.

2079.18 (Repealed pursuant to AB-1289)

2079.19 The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20 Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21 (a) A dual agent may not, without the express permission of the seller, disclose to the buyer any confidential information obtained from the seller. (b) A dual agent may not, without the express permission of the buyer, disclose to the seller any confidential information obtained from the buyer. (c) "Confidential information" means facts relating to the client's financial position, motivations, bargaining position, or other personal information that may impact price, such as the seller is willing to accept a price less than the listing price or the buyer is willing to pay a price greater than the price offered.

(d) This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22 Nothing in this article precludes a seller's agent from also being a buyer's agent. If a seller or buyer in a transaction chooses to not be represented by an agent, that does not, of itself, make that agent a dual agent.

2079.23 A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24 Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

© 2021, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:  
REAL ESTATE BUSINESS SERVICES, LLC.  
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®  
525 South Virgil Avenue, Los Angeles, California 90020

AD REVISED 12/21 (PAGE 2 OF 2)

**DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP (AD PAGE 2 OF 2)**





# FAIR HOUSING & DISCRIMINATION ADVISORY

(C.A.R. Form FHDA, 10/20)

1. **EQUAL ACCESS TO HOUSING FOR ALL:** All housing in California is available to all persons. Discrimination as noted below is prohibited by law. Resources are available for those who have experienced unequal treatment under the law.
2. **FEDERAL AND STATE LAWS PROHIBIT DISCRIMINATION AGAINST IDENTIFIED PROTECTED CLASSES:**
  - A. **FEDERAL FAIR HOUSING ACT ("FHA")** Title VIII of the Civil Rights Act; 42 U.S.C. §§ 3601-3619; Prohibits discrimination in sales, rental or financing of residential housing against persons in protected classes;
  - B. **CALIFORNIA FAIR EMPLOYMENT AND HOUSING ACT ("FEHA")** California Government Code ("GC") §§12900-12996,12955; 2 California Code of Regulations ("CCR") §§12005-12271; Prohibits discrimination in sales, rental or financing of housing opportunity against persons in protected classes by providers of housing accommodation and financial assistance services as related to housing;
  - C. **CALIFORNIA UNRUH CIVIL RIGHTS ACT ("Unruh")** California Civil Code ("CC") §51; Prohibits business establishments from discriminating against, and requires full and equal accommodation, advantages, facilities, privileges, and services to persons in protected classes;
  - D. **AMERICANS WITH DISABILITIES ACT ("ADA")** 42 U.S.C. §§12181-12189; Title III of the ADA prohibits discrimination based on disability in public accommodations; and
  - E. **OTHER FAIR HOUSING LAWS:** Section 504 of Rehabilitation Act of 1973 29 U.S.C. §794; Ralph Civil Rights Act CC §51.7.; California Disabled Persons Act; CC §§54-55.32; any local city or county fair housing ordinances, as applicable.
3. **POTENTIAL LEGAL REMEDIES FOR UNLAWFUL DISCRIMINATION: Violations of fair housing laws may result in monetary civil fines, injunctive relief, compensatory and/or punitive damages, and attorney fees and costs.**
4. **PROTECTED CLASSES/CHARACTERISTICS:** Whether specified in Federal or State law or both, discrimination against persons if based on that person's belonging to, association with, or perceived membership to, any of the following classes or categories is prohibited.

Race	Color	Ancestry	National Origin	Religion
Sex	Sexual Orientation	Gender	Gender Identity	Gender Expression
Marital Status	Familial Status (family with a child or children under 18)	Source of Income (e.g., Section 8 Voucher)	Disability (Mental & Physical)	Medical Condition
Citizenship	Primary Language	Immigration Status	Military/Veteran Status	Age
Criminal History (non-relevant convictions)			Any arbitrary characteristic	

5. **THE CALIFORNIA DEPARTMENT OF REAL ESTATE REQUIRES TRAINING AND SUPERVISION TO PREVENT HOUSING DISCRIMINATION BY REAL ESTATE LICENSEES:**
  - A. California Business & Professions Code ("B&PC") §10170.5(a)(4) requires 3 hours of training on fair housing for DRE license renewal; Real Estate Regulation §2725(f) requires brokers who oversee salespersons to be familiar with the requirements of federal and state laws relating to the prohibition of discrimination.
  - B. Violation of DRE regulations or real estate laws against housing discrimination by a real estate licensee may result in the loss or suspension of the licensee's real estate license. B&PC §10177(l)(1); 10 CCR §2780
6. **REALTOR® ORGANIZATIONS PROHIBIT DISCRIMINATION:** NAR Code of Ethics Article 10 prohibits discrimination in employment practices or in rendering real estate license services against any person because of race, color, religion, sex, handicap, familial status, national origin, sexual orientation, or gender identity by REALTORS®.
7. **WHO IS REQUIRED TO COMPLY WITH FAIR HOUSING LAWS?**  
 Below is a non-exclusive list of providers of housing accommodations or financial assistance services as related to housing who are most likely to be encountered in a housing transaction and who must comply with fair housing laws.
  - Sellers
  - Real estate licensees
  - Mobilehome parks
  - Insurance companies
  - Landlords
  - Real estate brokerage firms
  - Homeowners Associations ("HOAs");
  - Government housing services
  - Sublessors
  - Property managers
  - Banks and Mortgage lenders
8. **EXAMPLES OF CONDUCT THAT MAY NOT BE MOTIVATED BY DISCRIMINATORY INTENT BUT COULD HAVE A DISCRIMINATORY EFFECT:**
  - A. Prior to acceptance of an offer, asking for or offering buyer personal information or letters from the buyer, especially with photos. Those types of documents may inadvertently reveal, or be perceived as revealing, protected status information thereby increasing the risk of (i) actual or unconscious bias, and (ii) potential legal claims against sellers and others by prospective buyers whose offers were rejected.
  - B. Refusing to rent (i) an upper level unit to an elderly tenant out of concern for the tenant's ability to navigate stairs or (ii) a house with a pool to a person with young children out of concern for the children's safety.
9. **EXAMPLES OF UNLAWFUL OR IMPROPER CONDUCT BASED ON A PROTECTED CLASS OR CHARACTERISTIC:**
  - A. Refusing to negotiate for a sale, rental or financing or otherwise make a housing opportunity unavailable; failing to present offers due to a person's protected status;
  - B. Refusing or failing to show, rent, sell or finance housing; "channeling" or "steering" a prospective buyer or tenant to or away from a particular area due to that person's protected status or because of the racial, religious or ethnic composition of the neighborhood;
  - C. "Blockbusting" or causing "panic selling" by inducing a listing, sale or rental based on the grounds of loss of value of property, increase in crime, or decline in school quality due to the entry or prospective entry of people in protected categories into the neighborhood;
  - D. Making any statement or advertisement that indicates any preference, limitation, or discrimination;



- E. Inquiring about protected characteristics (such as asking tenant applicants if they are married, or prospective purchasers if they have children or are planning to start a family);
- F. Using criminal history information before otherwise affirming eligibility, and without a legally sufficient justification;
- G. Failing to assess financial standards based on the portion of the income responsible by a tenant who receives government subsidies (such as basing an otherwise neutral rent to income ratio on the whole rent rather than just the part of rent that is the tenant's responsibility);
- H. Denying a home loan or homeowner's insurance;
- I. Offering inferior terms, conditions, privileges, facilities or services;
- J. Using different qualification criteria or procedures for sale or rental of housing such as income standards, application requirements, application fees, credit analyses, sale or rental approval procedures or other requirements;
- K. Harassing a person;
- L. Taking an adverse action based on protected characteristics;
- M. Refusing to permit a reasonable modification to the premises, as requested by a person with a disability (such as refusing to allow a wheel chair bound tenant to install, at their expense, a ramp over front or rear steps, or refusing to allow a physically disabled tenant from installing, at their own expense, grab bars in a shower or bathtub);
- N. Refusing to make reasonable accommodation in policies, rules, practices, or services for a person with a disability (such as the following, if an actual or prospective tenant with a disability has a service animal or support animal):
  - (i) Failing to allow that person to keep the service animal or emotional support animal in rental property,
  - (ii) Charging that person higher rent or increased security deposit, or
  - (iii) Failing to show rental or sale property to that person who is accompanied by the service animal or support animal, and;
- O. Retaliating for asserting rights under fair housing laws.

10. EXAMPLES OF POSITIVE PRACTICES:

- A. Real estate licensees working with buyers or tenants should apply the same objective property selection criteria, such as location/neighborhood, property features, and price range and other considerations, to all prospects.
- B. Real estate licensees should provide complete and objective information to all clients based on the client's selection criteria.
- C. Real estate licensees should provide the same professional courtesy in responding to inquiries, sharing of information and offers of assistance to all clients and prospects.
- D. Housing providers should not make any statement or advertisement that directly or indirectly implies preference, limitation, or discrimination regarding any protected characteristic (such as "no children" or "English-speakers only").
- E. Housing providers should use a selection process relying on objective information about a prospective buyer's offer or tenant's application and not seek any information that may disclose any protected characteristics (such as using a summary document, e.g. C.A.R. Form SUM-MO, to compare multiple offers on objective terms).

11. FAIR HOUSING RESOURCES: If you have questions about your obligations or rights under the Fair Housing laws, or you think you have been discriminated against, you may want to contact one or more of the sources listed below to discuss what you can do about it, and whether the resource is able to assist you.

- A. Federal: [https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp](https://www.hud.gov/program_offices/fair_housing_equal_opp)
- B. State: <https://www.dfeh.ca.gov/housing/>
- C. Local: local Fair Housing Council office (non-profit, free service)
- D. DRE: <https://www.dre.ca.gov/Consumers/FileComplaint.html>
- E. Local Association of REALTORS®. List available at: <https://www.car.org/en/contactus/rosters/localassociationroster>.
- F. Any qualified California fair housing attorney, or if applicable, landlord-tenant attorney.

12. LIMITED EXCEPTIONS TO FAIR HOUSING REQUIREMENTS: No person should rely on any exception below without first seeking legal advice about whether the exception applies to their situation. Real estate licensees are not qualified to provide advice on the application of these exceptions.

- A. Legally compliant senior housing is exempt from FHA, FEHA and Unruh as related to age or familial status only;
- B. An owner of a single-family residence who resides at the property with one lodger may be exempt from FEHA for rental purposes, PROVIDED no real estate licensee is involved in the rental;
- C. An owner of a single-family residence may be exempt from FHA for sale or rental purposes, PROVIDED (i) no real estate licensee is involved in the sale or rental and (ii) no discriminatory advertising is used, and (iii) the owner owns no more than three single-family residences. Other restrictions apply;
- D. An owner of residential property with one to four units who resides at the property, may be exempt from FHA for rental purposes, PROVIDED no real estate licensee is involved in the rental; and
- E. Both FHA and FEHA do not apply to roommate situations. See, *Fair Housing Council v Roommate.com LLC*, 666 F.3d 1216 (2019).
- F. Since both the 14th Amendment of the U.S. Constitution and the Civil Rights Act of 1866 prohibit discrimination based on race; the FHA and FEHA exemptions do not extend to discrimination based on race.

Buyer/Tenant and Seller/Landlord have read, understand and acknowledge receipt of a copy of this Fair Housing & Discrimination Advisory.

Buyer/Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022  
45F815848BB043A DocuSigned by:

Buyer/Tenant \_\_\_\_\_ Date \_\_\_\_\_

Seller/Landlord Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022  
DA7B9B41261A474...

Seller/Landlord \_\_\_\_\_ Date \_\_\_\_\_

© 2020, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:  
REAL ESTATE BUSINESS SERVICES, LLC.  
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®  
525 South Virgil Avenue, Los Angeles, California 90020





## POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER - DISCLOSURE AND CONSENT

(C.A.R. Form PRBS, Revised 12/21)

A real estate broker (Broker), whether a corporation, partnership or sole proprietorship, may represent more than one buyer or seller. This multiple representation can occur through an individual licensed as a broker or salesperson or through different individual broker's or salespersons (associate licensees) acting under the Broker's license. The associate licensees may be working out of the same or different office locations.

**Multiple Buyers:** Broker (individually or through its associate licensees) may be working with many prospective buyers at the same time. These prospective buyers may have an interest in, and make offers on, the same properties. Some of these properties may be listed with Broker and some may not. Broker will not limit or restrict any particular buyer from making an offer on any particular property whether or not Broker represents other buyers interested in the same property.

**Multiple Sellers:** Broker (individually or through its associate licensees) may have listings on many properties at the same time. As a result, Broker will attempt to find buyers for each of those listed properties. Some listed properties may appeal to the same prospective buyers. Some properties may attract more prospective buyers than others. Some of these prospective buyers may be represented by Broker and some may not. Broker will market all listed properties to all prospective buyers whether or not Broker has another or other listed properties that may appeal to the same prospective buyers.

**Dual Agency:** If Seller is represented by Broker, Seller acknowledges that broker may represent prospective buyers of Seller's property and consents to Broker acting as a dual agent for both seller and buyer in that transaction. If Buyer is represented by Broker, buyer acknowledges that Broker may represent sellers of property that Buyer is interested in acquiring and consents to Broker acting as a dual agent for both buyer and seller with regard to that property.

In the event of dual agency, seller and buyer agree that: a dual agent may not, without the express permission of the respective party, disclose to the other party confidential information, including, but not limited to, facts relating to either the buyer's or seller's financial position, motivations, bargaining position, or other personal information that may impact price, including the seller's willingness to accept a price less than the listing price or the buyer's willingness to pay a price greater than the price offered; and except as set forth above, a dual agent is obligated to disclose known facts materially affecting the value or desirability of the Property to both parties.

**Offers not necessarily confidential:** Buyer is advised that seller or listing agent may disclose the existence, terms, or conditions of buyer's offer unless all parties and their agent have signed a written confidentiality agreement. Whether any such information is actually disclosed depends on many factors, such as current market conditions, the prevailing practice in the real estate community, the listing agent's marketing strategy and the instructions of the seller.

Buyer and seller understand that Broker may represent more than one buyer or more than one seller and even both buyer and seller on the same transaction and consents to such relationships.

**Seller and/or Buyer acknowledges reading and understanding this Possible Representation of More Than One Buyer or Seller, Disclosure and Consent and agrees to the agency possibilities disclosed.**

Seller Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022  
DocuSigned by: DA7B9B41261A474...

Seller \_\_\_\_\_ Date \_\_\_\_\_  
DocuSigned by: 45F615848BB043A...

Buyer Lauren Skiver SunLine Transit Agency Date 3/7/2022

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer's Brokerage Firm Del Gagnon Co., Inc. DRE Lic # 00792827 Date \_\_\_\_\_  
DocuSigned by: Adam Gagnon

By Adam Gagnon DRE Lic # 01808178 Date 3/7/2022

Adam Gagnon

Seller's Brokerage Firm Del Gagnon Co., Inc. DRE Lic # 00792827 Date \_\_\_\_\_  
DocuSigned by: Adam Gagnon

By Adam Gagnon DRE Lic # 01808178 Date 3/8/2022

Adam Gagnon

© 2021, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

**REAL ESTATE BUSINESS SERVICES, LLC.**  
 a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®  
 525 South Virgil Avenue, Los Angeles, California 90020



**PRBS REVISED 12/21 (PAGE 1 OF 1)**

### POSSIBLE REPRESENTATION OF MORE THAN ONE BUYER OR SELLER (PRBS PAGE 1 OF 1)





WIRE FRAUD AND ELECTRONIC FUNDS TRANSFER ADVISORY (C.A.R. Form WFA, Revised 12/21)

Property Address: 5.57 Acres Vacant Land, Ramon Rd, Thousand Palms, CA 92276 ("Property").

WIRE FRAUD AND ELECTRONIC FUNDS TRANSFERS ADVISORY:

The ability to communicate and conduct business electronically is a convenience and reality in nearly all parts of our lives. At the same time, it has provided hackers and scammers new opportunities for their criminal activity. Many businesses have been victimized and the real estate business is no exception.

While wiring or electronically transferring funds is a welcome convenience, we all need to exercise extreme caution. Emails attempting to induce fraudulent wire transfers have been received and have appeared to be legitimate. Reports indicate that some hackers have been able to intercept emailed transfer instructions, obtain account information and, by altering some of the data, redirect the funds to a different account. It also appears that some hackers were able to provide false phone numbers for verifying the wiring or funds transfer instructions. In those cases, the victim called the number provided to confirm the instructions, and then unwittingly authorized a transfer to somewhere or someone other than the intended recipient.

ACCORDINGLY, YOU ARE ADVISED:

- 1. Obtain phone numbers and account numbers only from Escrow Officers, Property Managers, or Landlords at the beginning of the transaction.
2. DO NOT EVER WIRE OR ELECTRONICALLY TRANSFER FUNDS PRIOR TO CALLING TO CONFIRM THE TRANSFER INSTRUCTIONS. ONLY USE A PHONE NUMBER YOU WERE PROVIDED PREVIOUSLY. Do not use any different phone number or account number included in any emailed transfer instructions.
3. Orally confirm the transfer instruction is legitimate and confirm the bank routing number, account numbers and other codes before taking steps to transfer the funds.
4. Avoid sending personal information in emails or texts. Provide such information in person or over the telephone directly to the Escrow Officer, Property Manager, or Landlord.
5. Take steps to secure the system you are using with your email account. These steps include creating strong passwords, using secure WiFi, and not using free services.

If you believe you have received questionable or suspicious wire or funds transfer instructions, immediately notify your bank, and the other party, and the Escrow Office, Landlord, or Property Manager. The sources below, as well as others, can also provide information:

Federal Bureau of Investigation: https://www.fbi.gov/; the FBI's IC3 at www.ic3.gov; or 310-477-6565

National White Collar Crime Center: http://www.nw3c.org/

On Guard Online: https://www.onguardonline.gov/

NOTE: There are existing alternatives to electronic and wired fund transfers such as cashier's checks. By signing below, the undersigned acknowledge that each has read, understands and has received a copy of this Wire Fraud and Electronic Funds Transfer Advisory.

Buyer/Tenant Lauren Skiver SunLine Transit Agency Date 3/7/2022
Buyer/Tenant Date
Seller/Landlord Mario San Paolo The Mario San Paolo Living Trust Date 3/8/2022
Seller/Landlord Date

©2021, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by: REAL ESTATE BUSINESS SERVICES, LLC. a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS® 525 South Virgil Avenue, Los Angeles, California 90020



WFA REVISED 12/21 (PAGE 1 OF 1)

WIRE FRAUD AND ELECTRONIC FUNDS TRANSFER ADVISORY (WFA PAGE 1 OF 1)



# VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS

(C.A.R. FORM VLPA, Revised 12/21)

Date Prepared: March 1, 2022

**1. OFFER:**

- A. THIS IS AN OFFER FROM SunLine Transit Agency ("Buyer").  
 Individual(s),  A Corporation,  A Partnership,  An LLC,  An LLP, or  Other a California Joint Powers Authority.
- B. THE PROPERTY to be acquired is 5.57 Acres Vacant Land, Ramon Rd, situated in Thousand Palms (City), Riverside (County), California, 92276 (Zip Code), Assessor's Parcel No(s) 693-020-036 ("Property").  
**Further Described As Formerly known as APN's 693-020-001 through 018, and 021 through 035**  
 (Postal/Mailing address may be different from city jurisdiction. Buyer is advised to investigate.)
- C. THE TERMS OF THE PURCHASE ARE SPECIFIED BELOW AND ON THE FOLLOWING PAGES.
- D. Buyer and Seller are referred to herein as the "Parties." Brokers and Agents are **not** Parties to this Agreement.

**2. AGENCY:**

- A. **DISCLOSURE:** The Parties each acknowledge receipt of a "Disclosure Regarding Real Estate Agency Relationships" (C.A.R. Form AD) if represented by a real estate licensee. Buyer's Agent is not legally required to give to Seller's Agent the AD form Signed by Buyer. Seller's Agent is not legally obligated to give to Buyer's Agent the AD form Signed by Seller.
- B. **CONFIRMATION:** The following agency relationships are here confirmed for this transaction.  
**Seller's Brokerage Firm** Del Gagnon Co., Inc. License Number 00792827  
 Is the broker of (check one):  the Seller; or  both the Buyer and Seller (Dual Agent).  
**Seller's Agent** Adam Gagnon License Number 01808178  
 Is (check one):  the Seller's Agent (Salesperson or broker associate); or  both the Buyer's and Seller's Agent (Dual Agent).  
**Buyer's Brokerage Firm** Del Gagnon Co., Inc. License Number 00792827  
 Is the broker of (check one):  the Buyer; or  both the Buyer and Seller (Dual Agent).  
**Buyer's Agent** Adam Gagnon License Number 01808178  
 Is (check one):  the Buyer's Agent (Salesperson or broker associate); or  both the Buyer's and Seller's Agent (Dual Agent).
- C.  More than one Brokerage represents  Seller,  Buyer. See, Additional Broker Acknowledgement (C.A.R. Form ABA).
- D. **POTENTIALLY COMPETING BUYERS AND SELLERS:** The Parties each acknowledge receipt of a  "Possible Representation of More than One Buyer or Seller - Disclosure and Consent" (C.A.R. Form PRBS).

**3. TERMS OF PURCHASE AND ALLOCATION OF COSTS:** The items in this paragraph are contractual terms of the Agreement. Referenced paragraphs provide further explanation. This form is 16 pages. The Parties are advised to read all 16 pages.

Paragraph #	Paragraph Title or Contract Term	Terms and Conditions	Additional Terms	
A	5, 5B	<b>Purchase Price</b>	\$ <u>1,800,000.00</u>	<input checked="" type="checkbox"/> All Cash
B		<b>Close of Escrow (COE)</b>	<input checked="" type="checkbox"/> <u>150</u> Days after Acceptance OR on <input type="checkbox"/> _____ (date) (mm/dd/yyyy)	
C	39A	<b>Expiration of Offer</b>	3 calendar days after all Buyer Signature(s) or _____ (date) at 5PM or <input type="checkbox"/> AM/ <input type="checkbox"/> PM	
D(1)	5A(1)	<b>Initial Deposit Amount</b>	\$ <u>54,000.00</u> ( <u>3.0</u> % of purchase price) (% number above is for calculation purposes and is not a contractual term)	within 3 (or <u>7</u> ) business days after Acceptance by wire transfer OR <input type="checkbox"/> _____
D(2)	5A(2)	<input type="checkbox"/> <b>Increased Deposit</b> (Money placed into escrow after the initial deposit. Use form DID at time increased deposit is made.)	\$ _____ ( _____ % of purchase price) (% number above is for calculation purposes and is not a contractual term)	Upon removal of all contingencies OR <input type="checkbox"/> _____ (date) OR <input type="checkbox"/> _____
E(1)	5C(1)	<b>Loan Amount(s):</b> First Interest Rate _____ Points	\$ _____ ( _____ % of purchase price) Fixed rate or <input type="checkbox"/> Initial adjustable rate, not to exceed _____ % Buyer to pay zero points or up to _____ % of the loan amount	Conventional or, if checked, <input type="checkbox"/> FHA <input type="checkbox"/> VA (CAR Forms FVAC, HID attached) <input type="checkbox"/> Seller Financing <input type="checkbox"/> Assumed Financing <input type="checkbox"/> Subject To Financing <input type="checkbox"/> Other: _____
E(2)	5C(2)	<b>Additional Financed Amount</b> Interest Rate _____ Points	\$ _____ ( _____ % of purchase price) Fixed rate or <input type="checkbox"/> Initial adjustable rate, not to exceed _____ % Buyer to pay zero points or up to _____ % of the loan amount	Conventional or, if checked, <input type="checkbox"/> Seller Financing <input type="checkbox"/> Assumed Financing <input type="checkbox"/> Subject To Financing <input type="checkbox"/> Other: _____
E(3)	7A	<b>Occupancy Type</b>	Investment, or if checked, <input type="checkbox"/> Primary <input type="checkbox"/> Secondary	
F	5D	<b>Balance of Down Payment</b>	\$ <u>1,746,000.00</u>	
		<b>PURCHASE PRICE TOTAL</b>	\$ <u>1,800,000.00</u>	

© 2021, California Association of REALTORS®, Inc.

VLPA REVISED 12/21 (PAGE 1 OF 16)

Buyer's Initials LS

Seller's Initials MSP

**VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 1 OF 16)**

Del Gagnon Co., Inc., 73612 Highway 111 Palm Desert CA 92260  
Adam Gagnon

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201

Phone: 7603331785 Fax: 7603466875  
www.lwolf.com

Vacant Land, EQUAL HOUSING OPPORTUNITY

	Paragraph #	Paragraph Title or Contract Term	Terms and Conditions	Additional Terms
G(1)	5E	<b>Seller Credit, if any, to Buyer</b>	<input type="checkbox"/> \$ _____ ( _____ % of purchase price) (% number above is for calculation purposes and is not a contractual term)	Seller credit to be applied to closing costs OR <input type="checkbox"/> Other: _____
G(2)	<b>ADDITIONAL FINANCE TERMS:</b> _____			
H(1)	5B	<b>Verification of All Cash</b> (sufficient funds)	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
H(2)	6A	<b>Verification of Down Payment and Closing Costs</b>	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
H(3)	6B	<b>Verification of Loan Application</b>	Attached to the offer or <input type="checkbox"/> 3 (or _____) Days after Acceptance	
I	<b>Intentionally Left Blank</b>			
J	19	<b>Final Verification of Condition</b>	5 (or _____) Days prior to COE	
K	26	<b>Assignment Request</b>	17 (or _____) Days after Acceptance	
L	8	<b>CONTINGENCIES</b>	<b>TIME TO REMOVE CONTINGENCIES</b>	
L(1)	8A	<b>Loan(s)</b>	17 (or _____) Days after Acceptance	<input type="checkbox"/> No loan contingency
L(2)	8B	<b>Appraisal:</b> Appraisal contingency based upon appraised value at a minimum of purchase price or <input type="checkbox"/> \$ _____	17 (or _____) Days after Acceptance	<input checked="" type="checkbox"/> No appraisal contingency Removal of appraisal contingency does not eliminate appraisal cancellation rights in FVAC.
L(3)	8C	<input type="checkbox"/> <b>Purchase of Manufactured Home</b> Buyer has (or <input type="checkbox"/> has not) entered into contract to purchase a personal property manufactured home	17 (or _____) Days after Acceptance <input type="checkbox"/> Shall remain in effect until the Close of Escrow of the Property	<b>REMOVAL OR WAIVER OF CONTINGENCY:</b>  Any contingency in L(1)-L(7) may be removed or waived by checking the applicable box above or attaching a Contingency Removal (C.A.R. Form CR) and checking the applicable box therein. Removal or Waiver at time of offer is against Agent advice. See paragraph 8J.  <input type="checkbox"/> <b>CR attached</b>
L(4)	8D	<input type="checkbox"/> <b>Construction Loan Financing</b> A draw from the construction loan will not (or will) be used to finance the Property	17 (or _____) Days after Acceptance	
L(5)	8E, 15	<b>Investigation of Property</b>	17 (or <u>120</u> ) Days after Acceptance	
		<b>Informational Access to Property</b> Buyer's right to access the Property for informational purposes only is <b>NOT</b> a contingency and does <b>NOT</b> create additional cancellation rights for Buyer.	17 (or _____) Days after Acceptance	
L(6)	8F, 17A	<b>Review of Seller Documents</b>	17 (or <u>30</u> ) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(7)	8G, 16A	<b>Preliminary ("Title") Report</b>	17 (or <u>30</u> ) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(8)	8H, 11D	<b>Common Interest Disclosures</b> required by Civil Code § 4525 or this Agreement		
L(9)	8I, 9B(2)	<b>Review of leased or liened items</b> (Such as for solar panels or propane tanks or PACE or HERO liens)	17 (or _____) Days after Acceptance, or 5 Days after receipt, whichever is later	
L(10)	8L	<b>Sale of Buyer's Property</b> Sale of Buyer's property is not a contingency, UNLESS checked here: <input type="checkbox"/> <b>C.A.R. Form COP attached</b>		
M		<b>Possession</b>	<b>Time for Performance</b>	
M		<b>Vacant Lot Delivery</b> Property to be delivered subject to tenant rights, if any, except _____	Upon notice of recordation On COE Date	
N		<b>Documents/Fees/Compliance</b>	<b>Time for Performance</b>	
N(1)	17A	Seller Delivery of Documents	7 (or <u>14</u> ) Days after Acceptance	
N(2)	22B	Sign and return Escrow Holder General Provisions, Supplemental Instructions	5 (or <u>14</u> ) Days after receipt	
N(3)	11D(2)	Time to pay fees for ordering HOA Documents	3 (or _____) Days after Acceptance	
N(4)	35	Evidence of representative authority	3 Days after Acceptance	



<b>O</b>	<b>Intentionally Left Blank</b>			
<b>P</b>	<b>Items Included and Excluded</b>			
<b>P(1)</b>	9	<b>Items Included - All items specified in Paragraph 9B are included and the following, if checked:</b> <input type="checkbox"/> _____; <input type="checkbox"/> _____; <input type="checkbox"/> _____.		
<b>P(2)</b>		<b>Excluded Items:</b> <input type="checkbox"/> _____; <input type="checkbox"/> _____; <input type="checkbox"/> _____;		
<b>Q</b>	<b>Allocation of Costs</b>			
	<b>Paragraph #</b>	<b>Item Description</b>	<b>Who Pays</b> (if Both is checked, cost to be split equally unless Otherwise Agreed)	<b>Additional Terms</b>
<b>Q(1)</b>	11E	Natural Hazard Zone Disclosure Report, including tax information	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____ _____ <input checked="" type="checkbox"/> Provided by: <u>Seller's Choice</u>	<input checked="" type="checkbox"/> Environmental <input type="checkbox"/> Other _____
<b>Q(2)</b>	15B(1)(D)	Environmental Survey	<input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	Escrow Holder: <u>Liberty Escrow</u>
<b>Q(3)</b>		_____ Report	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(4)</b>	22B	Escrow Fees	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____ <input checked="" type="checkbox"/> Each to pay their own fees	
<b>Q(5)</b>	16	Owner's title insurance policy	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(6)</b>		Buyer's Lender title insurance policy	Buyer	Unless Otherwise Agreed, Buyer shall purchase any title insurance policy insuring Buyer's lender.
<b>Q(7)</b>		County transfer tax, fees	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(8)</b>		City transfer tax, fees	<input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(9)</b>	11D(2)	OA fee for preparing disclosures	Seller	
<b>Q(10)</b>		OA certification fee	Buyer	Unless Otherwise Agreed, Seller shall pay for separate HOA move-out fee and Buyer shall pay for separate move-in fee. Applies if separately billed or itemized with cost in transfer fee.
<b>Q(11)</b>		OA transfer fees	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(12)</b>		Private transfer fees	Seller, or if checked, <input type="checkbox"/> Buyer <input type="checkbox"/> Both _____	
<b>Q(13)</b>		_____ fees or costs	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>Q(14)</b>		_____ fees or costs	<input type="checkbox"/> Buyer <input type="checkbox"/> Seller <input type="checkbox"/> Both _____	
<b>R</b>	<b>Additional Tenancy Documents</b> <input type="checkbox"/> Income and Expense Statements <input type="checkbox"/> Tenant Estoppel Certificate			
<b>S</b>	<b>OTHER TERMS:</b> <u>This Agreement is contingent upon approval by the SunLine Transit Agency Board of Directors ("Board"). The Board shall approve this Agreement within 120 days of the Agreement being fully executed by the Parties. In the event the Agreement is not approved by the Board as set forth herein, the Agreement shall automatically terminate.</u>			

- 4. PROPERTY ADDENDA AND ADVISORIES:** (check all that apply)
- A. PROPERTY TYPE ADDENDA:** This Agreement is subject to the terms contained in the Addenda checked below:
- Probate Agreement Purchase Addendum (C.A.R. Form PA-PA)
  - Other \_\_\_\_\_
- B. OTHER ADDENDA:** This Agreement is subject to the terms contained in the Addenda checked below:
- Addendum # 1 (C.A.R. Form ADM)
  - Back Up Offer Addendum (C.A.R. Form BUO)
  - Assumed Financing Addendum (C.A.R. Form AFA)
  - Septic, Well, Property Monument and Propane Addendum (C.A.R. Form SWPI)
  - Buyer Intent to Exchange Addendum (C.A.R. Form BXA)
  - Seller Intent to Exchange Addendum (C.A.R. Form SXA)
  - Other \_\_\_\_\_
  - Short Sale Addendum (C.A.R. Form SSA)
  - Court Confirmation Addendum (C.A.R. Form CCA)
- C. BUYER AND SELLER ADVISORIES:** (Note: All Advisories below are provided for reference purposes only and are not intended to be incorporated into this Agreement.)
- Buyer's Vacant Land Additional Inspection Advisory (C.A.R. Form BVLIA)
  - Fair Housing and Discrimination Advisory (C.A.R. Form FHDA)
  - Wire Fraud Advisory (C.A.R. Form WFA)
  - Cal. Consumer Privacy Act Advisory (C.A.R. Form CCPA)  
(Parties may also receive a privacy disclosure from their own Agent.)
  - Wildfire Disaster Advisory (C.A.R. Form WDFDA)
  - Statewide Buyer and Seller Advisory (C.A.R. Form SBSA)
  - Trust Advisory (C.A.R. Form TA)
  - Short Sale Information and Advisory (C.A.R. Form SSIA)
  - REO Advisory (C.A.R. Form REO)
  - Probate Advisory (C.A.R. Form PA)
  - Other \_\_\_\_\_

5. **ADDITIONAL TERMS AFFECTING PURCHASE PRICE:** Buyer represents that funds will be good when deposited with Escrow Holder.
- A. DEPOSIT:**
- (1) **INITIAL DEPOSIT:** Buyer shall deliver deposit directly to Escrow Holder. If a method other than wire transfer is specified in **paragraph 3D(1)** and such method is unacceptable to Escrow Holder, then upon notice from Escrow Holder, delivery shall be by wire transfer.
  - (2) **INCREASED DEPOSIT:** Increased deposit to be delivered to Escrow Holder in the same manner as the Initial Deposit. If the Parties agree to liquidated damages in this Agreement, they also agree to incorporate the increased deposit into the liquidated damages amount by signing a new liquidated damages clause (C.A.R. Form DID) at the time the increased deposit is delivered to Escrow Holder.
  - (3) **RETENTION OF DEPOSIT: Paragraph 36, if initialed by all Parties or otherwise incorporated into this Agreement, specifies a remedy for Buyer's default. Buyer and Seller are advised to consult with a qualified California real estate attorney before adding any other clause specifying a remedy (such as release or forfeiture of deposit or making a deposit non-refundable) for failure of Buyer to complete the purchase. Any such clause shall be deemed invalid unless the clause independently satisfies the statutory liquidated damages requirements set forth in the Civil Code.**
- B. ALL CASH OFFER:** If an all cash offer is specified in **paragraph 3A**, no loan is needed to purchase the Property. This Agreement is NOT contingent on Buyer obtaining a loan. Buyer shall, within the time specified in **paragraph 3H(1)**, Deliver written verification of funds sufficient for the purchase price and closing costs.
- C. LOAN(S):**
- (1) **FIRST LOAN:** This loan will provide for conventional financing **UNLESS** FHA, VA, Seller Financing (C.A.R. Form SFA), Assumed Financing, Subject To Financing, or Other is checked in **paragraph 3E(1)**.
  - (2) **ADDITIONAL FINANCED AMOUNT:** If an additional financed amount is specified in **paragraph 3E(2)**, that amount will provide for conventional financing **UNLESS** Seller Financing (C.A.R. Form SFA), Assumed Financing, Subject To Financing, or Other is checked in **paragraph 3E(2)**.
  - (3) **BUYER'S LOAN STATUS:** Buyer authorizes Seller and Seller's Authorized Agent to contact Buyer's lender(s) to determine the status of any Buyer's loan specified in **paragraph 3E**, or any alternate loan Buyer pursues, whether or not a contingency of this Agreement. If the contact information for Buyer's lender(s) is different from that provided under the terms of **paragraph 6B**, Buyer shall Deliver the updated contact information within 1 Day of Seller's request.
  - (4) **ASSUMED OR SUBJECT TO FINANCING:** Seller represents that Seller is not delinquent on any payments due on any loans. If the Property is acquired subject to an existing loan, Buyer and Seller are advised to consult with legal counsel regarding the ability of an existing lender to call the loan due, and the consequences thereof.
- D. BALANCE OF PURCHASE PRICE (DOWN PAYMENT) (including all-cash funds)** to be deposited with Escrow Holder pursuant to Escrow Holder instructions.
- E. LIMITS ON CREDITS TO BUYER:** Any credit to Buyer, from any source, for closing or other costs that is agreed to by the Parties ("Contractual Credit") shall be disclosed to Buyer's lender, if any, and made at Close Of Escrow. If the total credit allowed by Buyer's lender ("Lender Allowable Credit") is less than the Contractual Credit, then (i) the Contractual Credit from Seller shall be reduced to the Lender Allowable Credit, and (ii) in the absence of a separate written agreement between the Parties, there shall be no automatic adjustment to the purchase price to make up for the difference between the Contractual Credit and the Lender Allowable Credit.
6. **ADDITIONAL FINANCING TERMS:**
- A. VERIFICATION OF DOWN PAYMENT AND CLOSING COSTS:** Written verification of Buyer's down payment and closing costs may be made by Buyer or Buyer's lender or loan broker pursuant to **paragraph 6B**.
- B. VERIFICATION OF LOAN APPLICATIONS:** Buyer shall Deliver to Seller, within the time specified in **paragraph 3H(3)** a letter from Buyer's lender or loan broker stating that, based on a review of Buyer's written application and credit report, Buyer is prequalified or preapproved for any NEW loan specified in **paragraph 3E**. If any loan specified in **paragraph 3E** is an adjustable rate loan, the prequalification or preapproval letter shall be based on the qualifying rate, not the initial loan rate.
- C. BUYER STATED FINANCING:** Seller is relying on Buyer's representation of the type of financing specified (including, but not limited to, as applicable, all cash, amount of down payment, or contingent or non-contingent loan). Seller has agreed to a specific closing date, purchase price, and to sell to Buyer in reliance on Buyer's specified financing. Buyer shall pursue the financing specified in this Agreement, even if Buyer also elects to pursue an alternative form of financing. Seller has no obligation to cooperate with Buyer's efforts to obtain any financing other than that specified in this Agreement but shall not interfere with closing at the purchase price on the COE date (**paragraph 3B**) even if based upon alternate financing. Buyer's inability to obtain alternate financing does not excuse Buyer from the obligation to purchase the Property and close escrow as specified in this Agreement.
7. **CLOSING AND POSSESSION:**
- A. OCCUPANCY:** Buyer intends to occupy the Property as indicated in **paragraph 3E(3)**. Occupancy may impact available financing.
- B. CONDITION OF PROPERTY ON CLOSING:**
- (1) Unless Otherwise Agreed: (i) the Property shall be delivered "**As-Is**" in its PRESENT physical condition as of the date of Acceptance; (ii) the Property, including pool, spa, landscaping and grounds, is to be maintained in substantially the same condition as on the date of Acceptance; and (iii) all debris and personal property not included in the sale shall be removed by Close Of Escrow or at the time possession is delivered to Buyer, if not on the same date. If items are not removed when possession is delivered to Buyer, all items shall be deemed abandoned. Buyer, after first Delivering to Seller written notice to remove the items within **3 Days**, may pay to have such items removed or disposed of and may bring legal action, as per this Agreement, to receive reasonable costs from Seller.
  - (2) **Buyer is strongly advised to conduct investigations of the entire Property in order to determine its present condition. Seller and Agents may not be aware of all defects affecting the Property or other factors that Buyer considers important. Property improvements may not be built according to code, in compliance with current Law, or have had all required permits issued and/or finalized.**
- C.** Seller shall, on Close Of Escrow unless Otherwise Agreed and even if Seller remains in possession, provide keys, passwords, codes and/or means to operate all locks, mailboxes, and all items included in either **paragraph 3P** or **paragraph 9**. If the Property is a condominium or located in a common interest development, Seller shall be responsible for securing or providing any such items for Association amenities, facilities, and access. Buyer may be required to pay a deposit to the Owners' Association ("OA") to obtain keys to accessible OA facilities.

**8. CONTINGENCIES AND REMOVAL OF CONTINGENCIES:****A. LOAN(S):**

- (1) This Agreement is, **unless otherwise specified in paragraph 3L(1) or an attached CR form**, contingent upon Buyer obtaining the loan(s) specified. If contingent, Buyer shall act diligently and in good faith to obtain the designated loan(s). **If there is no appraisal contingency or the appraisal contingency has been waived or removed, then failure of the Property to appraise at the purchase price does not entitle Buyer to exercise the cancellation right pursuant to the loan contingency if Buyer is otherwise qualified for the specified loan and Buyer is able to satisfy lender's non-appraisal conditions for closing the loan.**
- (2) Buyer is advised to investigate the insurability of the Property as early as possible, as this may be a requirement for lending. Buyer's ability to obtain insurance for the Property, including fire insurance, is part of Buyer's Investigation of Property contingency. Failure of Buyer to obtain insurance may justify cancellation based on the Investigation contingency but not the loan contingency.
- (3) Buyer's contractual obligations regarding deposit, balance of down payment and closing costs **are not contingencies** of this Agreement, unless Otherwise Agreed.
- (4) If there is an appraisal contingency, removal of the loan contingency shall not be deemed removal of the appraisal contingency.
- (5) **NO LOAN CONTINGENCY:** If "No loan contingency" is checked in **paragraph 3L(1)**, obtaining any loan specified is NOT a contingency of this Agreement. If Buyer does not obtain the loan specified, and as a result is unable to purchase the Property, Seller may be entitled to Buyer's deposit or other legal remedies.

**B. APPRAISAL:**

- (1) This Agreement is, **unless otherwise specified in paragraph 3L(2) or an attached CR form**, contingent upon a written appraisal of the Property by a licensed or certified appraiser at no less than the amount specified in **paragraph 3L(2)**, without requiring repairs or improvements to the Property. Appraisals are often a reliable source to verify square footage of the subject Property. However, the ability to cancel based on the measurements provided in an appraisal falls within the Investigation of Property contingency. The appraisal contingency is solely limited to the value determined by the appraisal. For any cancellation based upon this appraisal contingency, Buyer shall Deliver a Copy of the written appraisal to Seller, upon request by Seller.
- (2) **NO APPRAISAL CONTINGENCY:** If "No appraisal contingency" is checked in **paragraph 3L(2)**, then Buyer may not use the loan contingency specified in **paragraph 3L(1)** to cancel this Agreement if the sole reason for not obtaining the loan is that the appraisal relied upon by Buyer's lender values the property at an amount less than that specified in **paragraph 3L(2)**. If Buyer is unable to obtain the loan specified solely for this reason, Seller may be entitled to Buyer's deposit or other legal remedies.

**C. MANUFACTURED HOME PURCHASE:** If checked in **paragraph 3L(3)**, this Agreement is contingent upon Buyer acquiring a personal property manufactured home to be placed on the Property after Close Of Escrow.

**D. CONSTRUCTION LOAN FINANCING:** If checked in **paragraph 3L(4)**, this Agreement is contingent upon Buyer obtaining a construction loan.

**E. INVESTIGATION OF PROPERTY:** This Agreement is, as specified in **paragraph 3L(5)**, contingent upon Buyer's acceptance of the condition of, and any other matter affecting, the Property.

**F. REVIEW OF SELLER DOCUMENTS:** This Agreement is, as specified in **paragraph 3L(6)**, contingent upon Buyer's review of Seller's documents required in **paragraph 17A**.

**G. TITLE:**

- (1) This Agreement is, as specified in **paragraph 3L(7)**, contingent upon Buyer's ability to obtain the title policy provided for in **paragraph 16G** and on Buyer's review of a current Preliminary Report and items that are disclosed or observable even if not on record or not specified in the Preliminary Report, and satisfying Buyer regarding the current status of title. Buyer is advised to review all underlying documents and other matters affecting title, including, but not limited to, any documents or deeds referenced in the Preliminary Report and any plotted easements.
- (2) Buyer has **5 Days** after receipt to review a revised Preliminary Report, if any, furnished by the Title Company and cancel the transaction if the revised Preliminary Report reveals material or substantial deviations from a previously provided Preliminary Report.

**H. CONDOMINIUM/PLANNED DEVELOPMENT DISCLOSURES (IF APPLICABLE):** This Agreement is, as specified in **paragraph 3L(8)**, contingent upon Buyer's review of Common Interest Disclosures required by Civil Code § 4525 and under **paragraph 11D** ("CI Disclosures").

**I. BUYER REVIEW OF LEASED OR LIENED ITEMS CONTINGENCY:** Buyer's review of and ability and willingness to assume any lease, maintenance agreement or other ongoing financial obligation, or to accept the Property subject to any lien, disclosed pursuant to **paragraph 9B(2)**, is, as specified in **paragraph 3L(9)**, a contingency of this Agreement. Any assumption of the lease shall not require any financial obligation or contribution by Seller. Seller, after first Delivering a Notice to Buyer to Perform, may cancel this Agreement if Buyer, by the time specified in **paragraph 3L(9)**, refuses to enter into any necessary written agreements to accept responsibility for all obligations of Seller-disclosed leased or liened items.

**J. REMOVAL OR WAIVER OF CONTINGENCIES WITH OFFER:** **Buyer shall have no obligation to remove a contractual contingency unless Seller has provided all required documents, reports, disclosures, and information pertaining to that contingency.** If Buyer does remove a contingency without first receiving all required information from Seller, Buyer is relinquishing any contractual rights that apply to that contingency. **If Buyer removes or waives any contingencies without an adequate understanding of the Property's condition or Buyer's ability to purchase, Buyer is acting against the advice of Agent.**

**K. REMOVAL OF CONTINGENCY OR CANCELLATION:**

- (1) **For any contingency specified in paragraph 3L or 8, Buyer shall, within the applicable period specified, remove the contingency or cancel this Agreement.**
- (2) For the contingencies for review of Seller Documents, Preliminary Report, and Condominium/Planned Development Disclosures, Buyer shall, within the time specified in **paragraph 3L** or **5 Days** after receipt of the applicable Seller Documents, Preliminary Report, or CI Disclosures, whichever occurs later, remove the applicable contingency in writing or cancel this Agreement.
- (3) If Buyer does not remove a contingency within the time specified, Seller, after first giving Buyer a Notice to Buyer to Perform (C.A.R. Form NBP), shall have the right to cancel this Agreement.

**L. SALE OF BUYER'S PROPERTY:** This Agreement and Buyer's ability to obtain financing are NOT contingent upon the sale of any property owned by Buyer unless the Sale of Buyer's Property (C.A.R. Form COP) is checked as a contingency of this Agreement in **paragraph 3L(10)**.

**9. ITEMS INCLUDED IN AND EXCLUDED FROM SALE:**

**A. NOTE TO BUYER AND SELLER:** Items listed as included or excluded in the Multiple Listing Service (MLS), flyers, marketing materials, or disclosures are NOT included in the purchase price or excluded from the sale unless specified in this paragraph or **paragraph 3P** or as Otherwise Agreed. Any items included herein are components of the Property and are not intended to affect the price. All items are transferred without Seller warranty.

**B. ITEMS INCLUDED IN SALE:**

- (1) All EXISTING fixtures and fittings that are attached to the Property;
- (2) **LEASED OR LIENED ITEMS AND SYSTEMS:** Seller, within the time specified in **paragraph 3N(1)**, shall (i) disclose to Buyer if any item or system specified in **paragraph 3P** or **9B** or otherwise included in the sale is leased, or not owned by Seller, or is subject to any maintenance or other ongoing financial obligation, or specifically subject to a lien or other encumbrance or loan, and (ii) Deliver to Buyer all written materials (such as lease, warranty, financing, etc.) concerning any such item.
- (3) Seller represents that all items included in the purchase price, unless Otherwise Agreed, (i) are owned by Seller and shall be transferred free and clear of liens and encumbrances, except the items and systems identified pursuant to **paragraph 9B(2)**, and (ii) are transferred without Seller warranty regardless of value. Seller shall cooperate with the identification of any software or applications and Buyer's efforts to transfer any services needed to operate any Smart Home Features or other items included in this Agreement, including, but not limited to, utilities or security systems.
- (4) A complete inventory of all personal property of Seller currently used in the operation of the Property and included in the purchase price shall be delivered to Buyer within the time specified in **paragraph 3N(1)**.
- (5) Seller shall deliver title to the personal property by Bill of Sale, free of all liens and encumbrances, and without warranty of condition.
- (6) As additional security for any note in favor of Seller for any part of the purchase price, Buyer shall execute a UCC-1 Financing Statement to be filed with the Secretary of State, covering the personal property included in the purchase, replacement thereof, and insurance proceeds.

**C. ITEMS EXCLUDED FROM SALE:** Unless Otherwise Agreed, all items specified in **paragraph 3P(2)** are excluded from the sale.

**10. ALLOCATION OF COSTS FOR INSPECTIONS, REPORTS AND CERTIFICATES:** Paragraphs 3Q(1-3) and (5) only determines who is to pay for the inspection, test, certificate or service ("Report") mentioned; **it does not determine who is to pay for any work recommended or identified in the Report. Agreements for payment of required work should be specified elsewhere in paragraph 3Q, or 3S, or in a separate agreement (such as C.A.R. Forms RR, RRRR, ADM or AEA).**

**11. SELLER DISCLOSURES:**

**A. WITHHOLDING TAXES:** Buyer and Seller hereby instruct Escrow Holder to withhold the applicable required amounts to comply with federal and California withholding Laws and forward such amounts to the Internal Revenue Service and Franchise Tax Board, respectively. However, no federal withholding is required if, prior to Close Of Escrow, Seller Delivers (i) to Buyer and Escrow Holder a fully completed affidavit (C.A.R. Form AS) sufficient to avoid withholding pursuant to federal withholding Law (FIRPTA); **OR (ii)** to a qualified substitute (usually a title company or an independent escrow company) a fully completed affidavit (C.A.R. Form AS) sufficient to avoid withholding pursuant to federal withholding Law AND the qualified substitute Delivers to Buyer and Escrow Holder an affidavit signed under penalty of perjury (C.A.R. Form QS) that the qualified substitute has received the fully completed Seller's affidavit and the Seller states that no federal withholding is required; **OR (iii)** to Buyer other documentation satisfying the requirements under Internal Revenue Code § 1445 (FIRPTA). No withholding is required under California Law if, prior to Close Of Escrow, Escrow Holder has received sufficient documentation from Seller that no withholding is required, and Buyer has been informed by Escrow Holder.

**B. MEGAN'S LAW DATABASE DISCLOSURE:** Notice: Pursuant to § 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides. (Neither Seller nor Agent are required to check this website. If Buyer wants further information, Agent recommends that Buyer obtain information from this website during Buyer's investigation contingency period. Agents do not have expertise in this area.)

**C. NOTICE REGARDING GAS AND HAZARDOUS LIQUID TRANSMISSION PIPELINES:** This notice is being provided simply to inform you that information about the general location of gas and hazardous liquid transmission pipelines is available to the public via the National Pipeline Mapping System (NPMS) Internet Web site maintained by the United States Department of Transportation at <http://www.npms.phmsa.dot.gov/>. To seek further information about possible transmission pipelines near the Property, you may contact your local gas utility or other pipeline operators in the area. Contact information for pipeline operators is searchable by ZIP Code and county on the NPMS Internet Website. (Neither Seller nor Agent are required to check this website. If Buyer wants further information, Agent recommends that Buyer obtain information from this website during Buyer's investigation contingency period. Agents do not have expertise in this area.)

**D. CONDOMINIUM/PLANNED DEVELOPMENT DISCLOSURES:**

- (1) Seller shall, within the time specified in **paragraph 3N(1)**, disclose to Buyer whether the Property is a condominium or is located in a planned development, other common interest development, or otherwise subject to covenants, conditions, and restrictions (C.A.R. Form SPQ or ESD).
- (2) If the Property is a condominium or is located in a planned development or other common interest development with a OA, Seller shall, within the time specified in **paragraph 3N(3)**, order from, and pay any required fee for the following items to the OA (C.A.R. Form HOA-IR): (i) Copies of any documents required by Law (C.A.R. Form HOA-RS); (ii) disclosure of any pending or anticipated claim or litigation by or against the OA; (iii) a statement containing the location and number of designated parking and storage spaces; (iv) Copies of the most recent 12 months of OA minutes for regular and special meetings; (v) the names and contact information of all OAs governing the Property; (vi) pet restrictions; and (vii) smoking restrictions ("CI Disclosures"). Seller shall itemize and Deliver to Buyer all CI Disclosures received from the OA and any CI Disclosures in Seller's possession. Seller shall, as directed by Escrow Holder, deposit funds into escrow or direct to OA or management company to pay for any of the above.

**E. NATURAL AND ENVIRONMENTAL HAZARDS:** Seller shall, within the time specified in **paragraph 3N(1)**, if required by Law: (i) Deliver to Buyer the earthquake guide and environmental hazards booklet, and for all residential property with 1-4 units and any manufactured or mobile home built before January 1, 1960, fully complete and Deliver the Residential Earthquake Risk Disclosure Statement; and (ii) even if exempt from the obligation to provide a NHD, disclose if the Property is located in a Special Flood Hazard Area; Potential Flooding (Inundation) Area; Very High Fire Hazard Zone; State Fire Responsibility Area; Earthquake Fault Zone; Seismic Hazard Zone; and (iii) disclose any other zone as required by Law and provide any other information required for those zones.

- F. ADDITIONAL DISCLOSURES:** Within the time specified in **paragraph 3N(1)**, if Seller has actual knowledge, Seller shall provide to Buyer, in writing, the following information:
- (1) **LEGAL PROCEEDINGS:** Any lawsuits by or against Seller, threatening or affecting the Property, including any lawsuits alleging a defect or deficiency in the Property or common areas, or any known notices of abatement or citations filed or issued against the Property.
  - (2) **AGRICULTURAL USE:** Whether the Property is subject to restrictions for agricultural use pursuant to the Williamson Act (Government Code §§ 51200-51295).
  - (3) **DEED RESTRICTIONS:** Any deed restrictions or obligations.
  - (4) **FARM USE:** Whether the Property is in, or adjacent to, an area with Right to Farm rights (Civil Code § 3482.5 and § 3482.6).
  - (5) **ENDANGERED SPECIES:** Presence of endangered, threatened, "candidate" species, or wetlands on the Property.
  - (6) **ENVIRONMENTAL HAZARDS:** Any substances, materials, or products that may be an environmental hazard including, but not limited to, asbestos, formaldehyde, radon gas, lead-based paint, fuel or chemical storage tanks, and contaminated soil or water on the Property.
  - (7) **COMMON WALLS:** Any features of the Property shared in common with adjoining landowners, such as walls, fences, roads, and driveways, and agriculture and domestic wells whose use or responsibility for maintenance may have an effect on the Property.
  - (8) **LANDLOCKED:** The absence of legal or physical access to the Property.
  - (9) **EASEMENTS/ENCROACHMENTS:** Any encroachments, easements, or similar matters that may affect the Property.
  - (10) **SOIL FILL:** Any fill (compacted or otherwise), or abandoned mining operations on the Property.
  - (11) **SOIL PROBLEMS:** Any slippage, sliding, flooding, drainage, grading, or other soil problems.
  - (12) **EARTHQUAKE DAMAGE:** Major damage to the Property of any of the structures from fire, earthquake, floods, or landslides.
  - (13) **ZONING ISSUES:** Any zoning violations, non-conforming uses, or violations of "setback" requirements.
  - (14) **NEIGHBORHOOD PROBLEMS:** Any neighborhood noise problems, or other nuisances.
  - (15) **SURVEY, PLANS, PERMITS AND ENGINEERING DOCUMENTS:** If in Seller's possession, Copies of surveys, plans, specifications, permits and approvals, development plans, licenses, and engineering documents, if any, prepared on Seller's behalf on in Seller's possession.
  - (16) **VIOLATION NOTICES:** Seller shall disclose any notice of violations of any Law filed or issued against the Property.
- G. MELLO-ROOS TAX; 1915 BOND ACT:** Within the time specified in **paragraph 3N(1)**, Seller shall: (i) make a good faith effort to obtain a notice from any local agencies that levy a special tax or assessment on the Property (or, if allowed, substantially equivalent notice), pursuant to the Mello-Roos Community Facilities Act, and Improvement Bond Act of 1915, and (ii) promptly Deliver to Buyer any such notice obtained.
- H. KNOWN MATERIAL FACTS:** Seller shall, within the time specified in **paragraph 3N(1)**, DISCLOSE KNOWN MATERIAL FACTS AND DEFECTS affecting the Property, including, but not limited to, known insurance claims within the past five years, or provide Buyer with permission to contact lender to get such information (C.A.R. Form ARC), and make any and all other disclosures required by Law.
- I. SELLER VACANT LAND QUESTIONNAIRE:** Seller shall, within the time specified in **paragraph 3N(1)**, complete and provide Buyer with a Seller Vacant Land Questionnaire (C.A.R. Form VLQ).
- J. SUBSEQUENT DISCLOSURES:** In the event Seller, prior to Close Of Escrow, becomes aware of adverse conditions materially affecting the Property, or any material inaccuracy in disclosures, information, or representations previously provided to Buyer, Seller shall promptly Deliver a subsequent or amended disclosure or notice, in writing, covering those items. **However, a subsequent or amended disclosure shall not be required for conditions and material inaccuracies of which Buyer is otherwise aware or which are disclosed in reports provided to or obtained by Buyer or ordered and paid for by Buyer.**
- 12. TENANCY RELATED DISCLOSURES:** Within the time specified in **paragraph 3N(1)**, and subject to Buyer's right of review, Seller shall disclose, make available or Deliver, as applicable, to Buyer, the following information:
- A. RENTAL/SERVICE AGREEMENTS:** (i) All current leases, rental agreements, service contracts, and other agreements pertaining to the operation of the Property; (ii) A rental statement including names of tenants, rental rates, period or rental, date of last rent increase, security deposits, rental concessions, rebates or other benefits, if any, and a list of delinquent rents and their duration. Seller represents that no tenant is entitled to any rebate, concession, or other benefit, except as set forth in these documents. Seller represents that the documents to be furnished are those maintained in the ordinary and normal course of business.
- B. INCOME AND EXPENSE STATEMENTS:** If checked in **paragraph 3R**, the books and records for the Property, if any, including a statement of income and expense for the 12 months preceding Acceptance. Seller represents that the books and records are those maintained in the ordinary and normal course of business and used by Seller in the computation of federal and state income tax returns.
- C. TENANT ESTOPPEL CERTIFICATES:** If checked in **paragraph 3R**, Tenant Estoppel Certificates (C.A.R. Form TEC). Tenant Estoppel Certificates shall be completed by Seller or Seller's agent and delivered to tenant(s) for tenant(s) to sign and acknowledge: (i) that tenant(s)' rental or lease agreements are unmodified and in full force and effect, (or if modified, stating all such modifications); (ii) that no lessor defaults exist; and (iii) stating the amount of any prepaid rent or security deposit. Seller shall exercise good faith to obtain tenant(s)' signature(s), but Seller cannot guarantee tenant(s)' cooperation. In the event Seller cannot obtain signed Tenant Estoppel Certificates within the time specified above, Seller shall notify Buyer and provide the unsigned one that was provided to tenant(s). If, after the time specified for Seller to Deliver the TEC to Buyer, any tenant(s) sign and return a TEC to Seller, Seller shall Deliver that TEC to Buyer.
- D. SELLER REPRESENTATIONS:** Unless otherwise disclosed under **paragraph 11, paragraph 12**, or under any disclosure Delivered to Buyer:
- (1) Seller represents that Seller has no actual knowledge that any tenant(s): (i) has any current pending lawsuit(s), investigation(s), Inquiry(ies), action(s), or other proceeding(s) affecting the Property of the right to use and occupy it; (ii) has any unsatisfied mechanics or materialman lien(s) affecting the Property; and (iii) is the subject of a bankruptcy. If Seller receives any such notice, prior to Close Of Escrow, Seller shall immediately notify Buyer.
  - (2) Seller represents that no tenant is entitled to any rebate, concessions, or other benefit, except as set forth in the rental service agreements.
  - (3) Seller represents that the documents to be furnished are those maintained in the ordinary and normal course of business and the income and expense statements are and used by Seller in the computation of federal and state income tax returns.
- 13. CHANGES DURING ESCROW:**
- A.** Prior to Close Of Escrow, Seller may engage in the following acts ("Proposed Changes"), subject to Buyer's rights in **paragraph 13B:** (i) rent or lease any vacant unit or other part of the premises; (ii) alter, modify, or extend any existing rental or lease agreement; (iii) enter into, alter, modify, or extend any service contract(s); or (iv) change the status of the condition of the Property.



- B.** (1) At least **7 Days** prior to any Proposed Changes, Seller shall Deliver written notice to Buyer of such Proposed Change  
 (2) Within **5 Days** after receipt of such notice, Buyer, in writing, may give Seller notice of Buyer's objection to the Proposed Changes in which case Seller shall not make the Proposed Changes.
- 14. SECURITY DEPOSITS:** Security deposits, if any, to the extent they have not been applied by Seller in accordance with any rental agreement and current Law, shall be transferred to Buyer on Close Of Escrow. Seller shall notify each tenant, in compliance with the California Civil Code.
- 15. BUYER'S INVESTIGATION OF PROPERTY AND MATTERS AFFECTING PROPERTY:**
- A.** Buyer shall, within the time specified in **paragraph 3L(5)**, have the right, at Buyer's expense unless Otherwise Agreed, to conduct inspections, investigations, tests, surveys and other studies ("Buyer Investigations").
- B.** Buyer Investigations include, but are not limited to:
- (1) Inspections regarding any physical attributes of the Property or items connected to the Property, such as:
- (A) A general inspection.  
 (B) An inspection for lead-based paint and other lead-based paint hazards.  
 (C) An inspection specifically for wood destroying pests and organisms. Any inspection for wood destroying pests and organisms shall be prepared by a registered Structural Pest Control company; shall cover the main building and attached structures; may cover detached structures; shall NOT include water tests of shower pans on upper level units unless the owners of property below the shower consent; shall NOT include roof coverings; and, if the Property is a unit in a condominium or other common interest subdivision, the inspection shall include only the separate interest and any exclusive-use areas being transferred, and shall NOT include common areas; and shall include a report ("Pest Control Report") showing the findings of the company which shall be separated into sections for evident infestation or infections (Section 1) and for conditions likely to lead to infestation or infection (Section 2).  
 (D) A phase one environmental survey, paid for and obtained by the party indicated in **paragraph 3Q(2)**. If Buyer is responsible for obtaining and paying for the survey, Buyer shall act diligently and in good faith to obtain such survey within the time specified in **paragraph 3L(5)**. Buyer has **5 Days** after receiving the survey to remove this portion of the Buyer's Investigation contingency.  
 (E) Any other specific inspections of the physical condition of the land and improvements.
- (2) All other Buyer Investigations, such as insurance, not specified above. See, Buyer's Vacant Land Additional Inspection Advisory (C.A.R. Form BVLIA) for more.
- (3) A review of reports, disclosures or information prepared by or for Seller and Delivered to Buyer pursuant to **paragraphs 3, 11, 12, 13, 16A, and 17A**.
- C.** Without Seller's prior written consent, Buyer shall neither make nor cause to be made: (i) invasive or destructive Buyer Investigations, except for minimally invasive testing required to prepare a Pest Control Report, which shall not include any holes or drilling through stucco or similar material; or (ii) inspections by any governmental building or zoning inspector or government employee, unless required by Law.
- D.** Seller shall make the Property available for all Buyer Investigations. Seller is not obligated to move any existing personal property. Seller shall have water, gas, electricity and all operable pilot lights on for Buyer's Investigations and through the date possession is delivered to Buyer. Buyer shall, (i) by the time specified in **paragraph 3L(5)**, complete Buyer Investigations and satisfy themselves as to the condition of the Property, and either remove the contingency or cancel this Agreement, and (ii) by the time specified in **paragraph 3L(5)** or **3 Days** after receipt of any Investigation report, whichever is later, give Seller at no cost, complete Copies of all such reports obtained by Buyer, which obligation shall survive the termination of this Agreement. This Delivery of Investigation reports shall not include any appraisal, except an appraisal received in connection with an FHA or VA loan.
- E. Buyer indemnity and Seller protection for entry upon the Property:** Buyer shall: (i) keep the Property free and clear of liens; (ii) repair all damage arising from Buyer Investigations; and (iii) indemnify and hold Seller harmless from all resulting liability, claims, demands, damages and costs. Buyer shall carry, or Buyer shall require anyone acting on Buyer's behalf to carry, policies of liability, workers' compensation and other applicable insurance, defending and protecting Seller from liability for any injuries to persons or property occurring during any Buyer Investigations or work done on the Property at Buyer's direction prior to Close Of Escrow. Seller is advised that certain protections may be afforded Seller by recording a "Notice of Non-Responsibility" (C.A.R. Form NNR) for Buyer Investigations and work done on the Property at Buyer's direction. Buyer's obligations under this paragraph shall survive the termination of this Agreement.
- F. BUYER IS STRONGLY ADVISED TO INVESTIGATE THE CONDITION AND SUITABILITY OF ALL ASPECTS OF THE PROPERTY AND ALL MATTERS AFFECTING THE VALUE OR DESIRABILITY OF THE PROPERTY, INCLUDING BUT NOT LIMITED TO, THE ITEMS SPECIFIED BELOW. IF BUYER DOES NOT EXERCISE THESE RIGHTS, BUYER IS ACTING AGAINST THE ADVICE OF BROKERS. BUYER UNDERSTANDS THAT ALTHOUGH CONDITIONS ARE OFTEN DIFFICULT TO LOCATE AND DISCOVER, ALL REAL PROPERTY CONTAINS CONDITIONS THAT ARE NOT READILY APPARENT AND THAT MAY AFFECT THE VALUE OR DESIRABILITY OF THE PROPERTY. BUYER AND SELLER ARE AWARE THAT BROKERS DO NOT GUARANTEE, AND IN NO WAY ASSUME RESPONSIBILITY FOR, THE CONDITION OF THE PROPERTY. BROKERS HAVE NOT AND WILL NOT VERIFY ANY OF THE ITEMS IN PARAGRAPH 15, UNLESS OTHERWISE AGREED IN WRITING.**
- G. SIZE, LINES, ACCESS, AND BOUNDARIES:** Lot size, property lines, legal or physical access, and boundaries including features of the Property shared in common with adjoining landowners, such as walls, fences, roads, and driveways, whose use or responsibility for maintenance may have an effect on the Property and any encroachments, easements, or similar matters that may affect the Property. (Fences, hedges, walls, and other natural or constructed barriers or markers do not necessarily identify true Property boundaries. Property lines may be verified by survey.) (Unless otherwise specified in writing, any numerical statements by Brokers regarding lot size are APPROXIMATIONS ONLY, which have not been and will not be verified, and should not be relied upon by Buyer.)
- H. ZONING AND LAND USE:** Past, present, or proposed laws, ordinances, referendums, initiatives, votes, applications, and permits affecting the current use of the Property, future development, zoning, building, size, governmental permits and inspections. Any zoning violations, non-conforming uses, or violations of "setback" requirements. (Buyer should also investigate whether these matters affect Buyer's intended use of the Property.)
- I. UTILITIES AND SERVICES:** Availability, costs, restrictions, and location of utilities and services, including but not limited to, sewerage, sanitation, septic and leach lines, water, electricity, gas, telephone, cable TV, and drainage.
- J. ENVIRONMENTAL HAZARDS:** Potential environmental hazards, including but not limited to, asbestos, lead-based paint and other lead contamination, radon, methane, other gases, fuel, oil or chemical storage tanks, contaminated soil or water, hazardous waste, waste disposal sites, electromagnetic fields, nuclear sources, and other substances, including mold (airborne, toxic, or otherwise), fungus or similar contaminant, materials, products, or conditions.



- K. GEOLOGIC CONDITIONS:** Geologic/seismic conditions, soil and terrain stability, suitability and drainage including slippage, sliding, flooding, drainage, grading, fill (compacted or otherwise), or other soil problems.
- L. NATURAL HAZARD ZONE:** Special Flood Hazard Areas, Potential Flooding (Inundation) Areas, Very High Hazard Zones, State Fire Responsibility Areas, Earthquake Fault Zones, Seismic Hazard Zones, or any other zone for which disclosure is required by Law.
- M. PROPERTY DAMAGE:** Major damage to the Property of any of the structures or non-structural systems and components and any personal property included in the sale from fire, earthquake, floods, landslides, or other causes.
- N. NEIGHBORHOOD, AREA, AND PROPERTY CONDITIONS:** Neighborhood or are conditions, including Agricultural Use Restrictions pursuant to the Williamson Act (Government Code §§ 51200-51295), Right to Farm Laws (Civil Code § 3482.5 and § 3482.6), schools, proximity and adequacy of law enforcement, crime statistics, the proximity of registered felons or offenders, fire protection, other government services, availability, adequacy, and cost of any speed-wired, wireless internet connections, or other telecommunications or other technology services and installations, proximity to commercial, industrial, or agricultural activities, existing and proposed transportation, construction and development that may affect noise, view, or traffic, airport noise, noise or odor from any source, abandoned mining operations on the Property, wild and domestic animals, other nuisances, hazards, or circumstances, protected species, wetland properties, botanical diseases, historic or other governmentally protected sites or improvements, cemeteries, facilities and condition of common areas of common interest subdivisions, and possible lack of compliance with any governing documents or Owners' Association requirements, conditions, and influences of significance to certain cultures and/or religions, and personal needs, requirements, and preferences of Buyer.
- O. COMMON INTEREST SUBDIVISIONS; OWNER ASSOCIATIONS:** Facilities and condition of common areas (facilities such as pools, tennis courts, walkways, or other areas co-owned in undivided interest with others), Owners' Association that has any authority over the subject property, CC&Rs, or other deed restrictions or obligations, and possible lack of compliance with any Owners' Association requirements.
- P. SPECIAL TAX:** Any local agencies that levy a special tax on the Property pursuant to the Mello-Roos Community facilities Act or Improvement Bond Act of 1915.
- Q. RENTAL PROPERTY RESTRICTIONS:** Some cities and counties impose restrictions that limit the amount of rent that can be charged, the maximum number of occupants, and the right of landlord to terminate a tenancy.
- R. MANUFACTURED HOME PLACEMENT:** Conditions that may affect the ability to place and use a manufactured home on the Property.
- 16. TITLE AND VESTING:**
- A.** Buyer shall, within the time specified in **paragraph 3N(1)**, be provided a current Preliminary Report by the person responsible for paying for the title report in **paragraph 3Q(5)**. If Buyer is responsible for paying, Buyer shall act diligently and in good faith to obtain such Preliminary Report within the time specified. The Preliminary Report is only an offer by the title insurer to issue a policy of title insurance and may not contain every item affecting title. The company providing the Preliminary Report shall, prior to issuing a Preliminary Report, conduct a search of the General Index for all Sellers except banks or other institutional lenders selling properties they acquired through foreclosure (REOs), corporations, and government entities.
- B.** Title is taken in its present condition subject to all encumbrances, easements, covenants, conditions, restrictions, rights and other matters, whether of record or not, as of the date of Acceptance except for: **(i)** monetary liens of record unless Buyer is assuming those obligations or taking the Property subject to those obligations; and **(ii)** those matters which Seller has agreed to remove in writing. For any lien or matter not being transferred upon sale, Seller will take necessary action to deliver title free and clear of such lien or matter.
- C.** Seller shall within **7 Days** after request, give Escrow Holder necessary information to clear title.
- D.** Seller shall, within the time specified in **paragraph 3N(1)**, disclose to Buyer all matters known to Seller affecting title, whether of record or not.
- E.** If Buyer is a legal entity and the Property purchase price is at least \$300,000 and the purchase price is made without a bank loan or similar form of external financing, a Geographic Targeting Order (GTO) issued by the Financial Crimes Enforcement Network, U.S. Department of the Treasury, requires title companies to collect and report certain information about the Buyer, depending on where the Property is located. Buyer agrees to cooperate with the title company's effort to comply with the GTO.
- F.** Buyer shall, after Close Of Escrow, receive a recorded grant deed or any other conveyance document required to convey title (For example, for stock cooperative or tenancy in common, respectively, an assignment of stock certificate or assignment of seller's interest in the real property), including oil, mineral and water rights if currently owned by Seller. Title shall vest as designated in Buyer's vesting instructions. The recording document shall contain Buyer's post-closing mailing address to enable Buyer's receipt of the recorded conveyance document from the County Recorder. **THE MANNER OF TAKING TITLE MAY HAVE SIGNIFICANT LEGAL AND TAX CONSEQUENCES. CONSULT AN APPROPRIATE PROFESSIONAL.**
- G.** Buyer shall receive a Standard Coverage Owner's CLTA policy of title insurance. An ALTA policy or the addition of endorsements may provide greater coverage for Buyer. A title company, at Buyer's request, can provide information about the availability, desirability, coverage, and cost of various title insurance coverages and endorsements. If Buyer desires title coverage other than that required by this paragraph, Buyer shall instruct Escrow Holder in writing and shall pay any increase in cost.
- 17. TIME PERIODS; REMOVAL OF CONTINGENCIES; CANCELLATION RIGHTS:** The following time periods may only be extended, altered, modified or changed by mutual written agreement. Any removal of contingencies or cancellation under this paragraph by either Buyer or Seller must be exercised in good faith and in writing (C.A.R. Form CR or CC).
- A. SELLER DELIVERY OF DOCUMENTS:** Seller shall, within the time specified in **paragraph 3N(1)**, Deliver to Buyer all reports, disclosures and information ("Reports") for which Seller is responsible as specified in **paragraphs 9B, 11A, 11D, 11E, 11F, 11G, 11H, 11I, 11J, 12A, 12B, 12C, 16A, 16D and 35.**
- B. BUYER REVIEW OF DOCUMENTS; REPAIR REQUEST; CONTINGENCY REMOVAL OR CANCELLATION**
- (1)** Buyer has the time specified in **paragraph 3** to: **(i)** perform Buyer Investigations; review all disclosures, reports, lease documents to be assumed by Buyer pursuant to **paragraph 9B(2)**, and other applicable information, which Buyer receives from Seller; and approve all matters affecting the Property; and **(ii)** Deliver to Seller Signed Copies of Statutory and Other Disclosures Delivered by Seller in accordance with **paragraph 11.**
- (2)** Buyer may, within the time specified in **paragraph 3L(5)**, request that Seller make repairs or take any other action regarding the Property (C.A.R. Form RR). Seller has no obligation to agree to or respond to Buyer's requests (C.A.R. Form RR or RRRR). If Seller does not agree or does not respond, Buyer is not contractually entitled to have the repairs or other requests made and may only cancel based on contingencies in this Agreement.

- (3) Buyer shall, by the end of the times specified in **paragraph 3L** (or as Otherwise Agreed), Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement (C.A.R. Form CR or CC). However, if any report, disclosure, or information for which Seller is responsible, is not Delivered within the time specified in **paragraph 3N(1)**, then Buyer has **5 Days** after Delivery of any such items, or the times specified in **paragraph 3L**, whichever is later, to Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement. If Delivery of any Report occurs after a contractual contingency pertaining to that Report has already been waived or removed, the Delivery of the Report does not revive the contingency.
- (4) **Continuation of Contingency:** Even after the end of the time specified in **paragraph 3L** and before Seller cancels, if at all, pursuant to **paragraph 17C**, Buyer retains the right, in writing, to either **(i)** remove remaining contingencies, or **(ii)** cancel this Agreement based on a remaining contingency. Once Buyer's written removal of all contingencies is Delivered to Seller, Seller may not cancel this Agreement pursuant to **paragraph 17C(1)**.
- C. SELLER RIGHT TO CANCEL:**
- (1) **SELLER RIGHT TO CANCEL; BUYER CONTINGENCIES:** If, by the time specified in this Agreement, Buyer does not Deliver to Seller a removal of the applicable contingency or cancellation of this Agreement, then Seller, after first Delivering to Buyer a Notice to Buyer to Perform (C.A.R. Form NBP), may cancel this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees incurred by Buyer.
- (2) **SELLER RIGHT TO CANCEL; BUYER CONTRACT OBLIGATIONS:** Seller, after first Delivering to Buyer a Notice to Buyer to Perform, may cancel this Agreement if, by the time specified in this Agreement, Buyer does not take the following action(s): **(i)** Deposit funds as required by **paragraph 3D(1)** or **3D(2)** or if the funds deposited pursuant to **paragraph 3D(1)** or **3D(2)** are not good when deposited; **(ii)** Deliver updated contact information for Buyer's lender(s) as required by **paragraph 5C(3)**; **(iii)** Deliver verification, or a satisfactory verification if Seller reasonably disapproves of the verification already provided, as required by **paragraph 5B** or **6A**; **(iv)** Deliver a letter as required by **paragraph 6B**; **(v)** In writing assume or accept leases or liens specified in **paragraph 8I**; **(vi)** Cooperate with the title company's effort to comply with the GTO as required by **paragraph 16E**; **(vii)** Sign or initial a separate liquidated damages form for an increased deposit as required by **paragraph 5A(2)** and **36**; **(viii)** Provide evidence of authority to Sign in a representative capacity as specified in **paragraph 35**; or **(ix)** Perform any additional Buyer contractual obligation(s) included in this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees allocated to Seller in this Agreement and already paid by Escrow prior to cancellation of this Agreement and notification to Escrow.
- (3) **SELLER RIGHT TO CANCEL; SELLER CONTINGENCIES:** Seller may cancel this Agreement by good faith exercise of any Seller contingency included in this Agreement, or Otherwise Agreed, so long as that contingency has not already been removed or waived in writing.
- D. BUYER RIGHT TO CANCEL:**
- (1) **BUYER RIGHT TO CANCEL; SELLER CONTINGENCIES:** If, by the time specified in this Agreement, Seller does not Deliver to Buyer a removal of the applicable contingency or cancellation of this Agreement, then Buyer, after first Delivering to Seller a Notice to Seller to Perform (C.A.R. Form NSP), may cancel this Agreement. In such event, Seller shall authorize the return of Buyer's deposit, except for fees allocated to Seller in the Agreement and already paid by Escrow prior to cancellation of this Agreement and notification to Escrow.
- (2) **BUYER RIGHT TO CANCEL; SELLER CONTRACT OBLIGATIONS:** If, by the time specified, Seller has not Delivered any item specified in **paragraph 3N(1)** or Seller has not performed any Seller contractual obligation included in this Agreement by the time specified, Buyer, after first Delivering to Seller a Notice to Seller to Perform, may cancel this Agreement.
- (3) **BUYER RIGHT TO CANCEL; BUYER CONTINGENCIES:** Buyer may cancel this Agreement by good faith exercise of any Buyer contingency included in **paragraph 8**, or Otherwise Agreed, so long as that contingency has not already been removed in writing.
- E. NOTICE TO BUYER OR SELLER TO PERFORM:** The Notice to Buyer to Perform or Notice to Seller to Perform shall: **(i)** be in writing; **(ii)** be Signed by the applicable Buyer or Seller; and **(iii)** give the other Party at least **2 Days** after Delivery (or until the time specified in the applicable paragraph, whichever occurs last) to take the applicable action. A Notice to Buyer to Perform or Notice to Seller to Perform may not be Delivered any earlier than **2 Days** prior to the Scheduled Performance Day to remove a contingency or cancel this Agreement or meet an obligation specified in **paragraph 17**, whether or not the Scheduled Performance Day falls on a Saturday, Sunday or legal holiday. If a Notice to Buyer to Perform or Notice to Seller to Perform is incorrectly Delivered or specifies a time less than the agreed time, the notice shall be deemed invalid and void and Seller or Buyer shall be required to Deliver a new Notice to Buyer to Perform or Notice to Seller to Perform with the specified timeframe.
- F. EFFECT OF REMOVAL OF CONTINGENCIES:**
- (1) **REMOVAL OF BUYER CONTINGENCIES:** If Buyer removes any contingency or cancellation rights, unless Otherwise Agreed, Buyer shall conclusively be deemed to have: **(i)** completed all Buyer Investigations, and review of reports and other applicable information and disclosures pertaining to that contingency or cancellation right; **(ii)** elected to proceed with the transaction; and **(iii)** assumed all liability, responsibility and expense for the non-delivery of any reports, disclosures or information outside of Seller's control and for any Repairs or corrections pertaining to that contingency or cancellation right, or for the inability to obtain financing.
- (2) **REMOVAL OF SELLER CONTINGENCIES:** If Seller removes any contingency or cancellation rights, unless Otherwise Agreed, Seller shall conclusively be deemed to have: **(i)** satisfied themselves regarding such contingency, **(ii)** elected to proceed with the transaction; and **(iii)** given up any right to cancel this Agreement based on such contingency.
- G. DEMAND TO CLOSE ESCROW:** Before Buyer or Seller may cancel this Agreement for failure of the other Party to close escrow pursuant to this Agreement, Buyer or Seller must first Deliver to the other Party a Demand to Close Escrow (C.A.R. Form DCE). The DCE shall: **(i)** be Signed by the applicable Buyer or Seller; and **(ii)** give the other Party at least **3 Days** after Delivery to close escrow. A DCE may not be Delivered any earlier than **3 Days** prior to the Scheduled Performance Day for the Close Of Escrow. If a DCE is incorrectly Delivered or specifies a time less than the agreed time, the DCE shall be deemed invalid and void and Seller or Buyer shall be required to Deliver a new DCE.

- H. EFFECT OF CANCELLATION ON DEPOSITS:** If Buyer or Seller gives written notice of cancellation pursuant to rights duly exercised under the terms of this Agreement, the Parties agree to Sign and Deliver mutual instructions to cancel the sale and escrow and release deposits, if any, to the Party entitled to the funds, less (i) fees and costs paid by Escrow Holder on behalf of that Party, if required by this Agreement; and (ii) any escrow cancellation fee charged to that party. Fees and costs may be payable to service providers and vendors for services and products provided during escrow. A release of funds will require mutual Signed release instructions from the Parties, judicial decision or arbitration award. **A Party may be subject to a civil penalty of up to \$1,000 for refusal to Sign cancellation instructions if no good faith dispute exists as to which Party is entitled to the deposited funds (Civil Code § 1057.3). Note: Neither Agents nor Escrow Holder are qualified to provide any opinion on whether either Party has acted in good faith or which Party is entitled to the deposited funds. Buyer and Seller are advised to seek the advice of a qualified California real estate attorney regarding this matter.**
- 18. REPAIRS:** Repairs shall be completed prior to final verification of condition unless Otherwise Agreed. Repairs to be performed at Seller's expense may be performed by Seller or through others, provided that the work complies with applicable Law, including governmental permit, inspection and approval requirements. Repairs shall be performed in a good, skillful manner with materials of quality and appearance comparable to existing materials. Buyer acknowledges that exact restoration of appearance or cosmetic items following all Repairs may not be possible. Seller shall: (i) obtain invoices and paid receipts for Repairs performed by others; (ii) prepare a written statement indicating the Repairs performed by Seller and the date of such Repairs; and (iii) provide Copies of invoices and paid receipts and statements to Buyer prior to final verification of condition.
- 19. FINAL VERIFICATION OF CONDITION:** Buyer shall have the right to make a final verification of the Property condition within the time specified in **paragraph 3J**, NOT AS A CONTINGENCY OF THE SALE, but solely to confirm: (i) the Property is maintained pursuant to **paragraph 7B**; (ii) Repairs have been completed as agreed; and (iii) Seller has complied with Seller's other obligations under this Agreement (C.A.R. Form VP).
- 20. PRORATIONS OF PROPERTY TAXES AND OTHER ITEMS:** Unless Otherwise Agreed, the following items shall be PAID CURRENT and prorated between Buyer and Seller as of Close Of Escrow: real property taxes and assessments, interest, Seller rental payments, OA regular assessments due prior to Close Of Escrow, premiums on insurance assumed by Buyer, payments on bonds and assessments assumed by Buyer, and payments on Mello-Roos and other Special Assessment District bonds and assessments that are now a lien. Seller shall pay any OA special or emergency assessments due prior to Close Of Escrow. The following items shall be assumed by Buyer WITHOUT CREDIT toward the purchase price: prorated payments on Mello-Roos and other Special Assessment District bonds and assessments and OA special or emergency assessments that are due after Close Of Escrow. Property will be reassessed upon change of ownership. Any supplemental tax bills delivered to Escrow Holder prior to closing shall be prorated and paid as follows: (i) for periods after Close Of Escrow, by Buyer; and (ii) for periods prior to Close Of Escrow, by Seller (see C.A.R. Form SPT or SBSA for further information). Seller agrees all service fees, maintenance costs and utility bills will be paid current up and through the date of Close Of Escrow. TAX BILLS AND UTILITY BILLS ISSUED AFTER CLOSE OF ESCROW SHALL BE HANDLED DIRECTLY BETWEEN BUYER AND SELLER. Prorations shall be made based on a 30-day month.
- 21. BROKERS AND AGENTS:**
- A. COMPENSATION:** Seller or Buyer, or both, as applicable, agree to pay compensation to Broker as specified in a separate written agreement between Broker and that Seller or Buyer. Compensation is payable upon Close Of Escrow, or if escrow does not close, as otherwise specified in the agreement between Broker and that Seller or Buyer.
- B. SCOPE OF DUTY:** Buyer and Seller acknowledge and agree that Agent: (i) Does not decide what price Buyer should pay or Seller should accept; (ii) Does not guarantee the condition of the Property; (iii) Does not guarantee the performance, adequacy or completeness of inspections, services, products or repairs provided or made by Seller or others; (iv) Does not have an obligation to conduct an inspection of common areas or areas off the site of the Property; (v) Shall not be responsible for identifying defects on the Property, in common areas, or offsite unless such defects are visually observable by an inspection of reasonably accessible areas of the Property or are known to Agent; (vi) Shall not be responsible for inspecting public records or permits concerning the title or use of Property; (vii) Shall not be responsible for identifying the location of boundary lines or other items affecting title; (viii) Shall not be responsible for verifying square footage, representations of others or information contained in Investigation reports, Multiple Listing Service, advertisements, flyers or other promotional material; (ix) Shall not be responsible for determining the fair market value of the Property or any personal property included in the sale; (x) Shall not be responsible for providing legal or tax advice regarding any aspect of a transaction entered into by Buyer or Seller; and (xi) Shall not be responsible for providing other advice or information that exceeds the knowledge, education and experience required to perform real estate licensed activity. Buyer and Seller agree to seek legal, tax, insurance, title and other desired assistance from appropriate professionals.
- C. BROKERAGE:** Neither Buyer nor Seller has utilized the services of, or for any other reason owes compensation to, a licensed real estate broker (individual or corporate), agent, finder, or other entity, other than as specified in this Agreement, in connection with any act relating to the Property, including, but not limited to, inquiries, introductions, consultations, and negotiations leading to this Agreement. Buyer and Seller each agree to indemnify and hold the other, the Brokers specified herein and their agents, harmless from and against any costs, expenses or liability for compensation claimed inconsistent with the warranty and representation in this paragraph.
- 22. JOINT ESCROW INSTRUCTIONS TO ESCROW HOLDER:**
- A. The following paragraphs, or applicable portions thereof, of this Agreement constitute the joint escrow instructions of Buyer and Seller to Escrow Holder, which Escrow Holder is to use along with any related counter offers and addenda, and any additional mutual instructions to close the escrow: paragraphs 1, 3A, 3B, 3D-G, 3N(2), 3Q, 3S, 4A, 4B, 5A(1-2) 5D, 5E, 11A, 11D(2), 16 (except 16D), 17H, 20, 21A, 22, 26, 32, 34, 35, 39, 40, and paragraph 3 of the Real Estate Brokers Section. If a Copy of the separate compensation agreement(s) provided for in paragraph 21A or paragraph 3 of the Real Estate Brokers Section is deposited with Escrow Holder by Agent, Escrow Holder shall accept such agreement(s) and pay out from Buyer's or Seller's funds, or both, as applicable, the Broker's compensation provided for in such agreement(s). The terms and conditions of this Agreement not set forth in the specified paragraphs are additional matters for the information of Escrow Holder, but about which Escrow Holder need not be concerned.**
- B. Buyer and Seller will receive Escrow Holder's general provisions, if any, directly from Escrow Holder. To the extent the general provisions are inconsistent or conflict with this Agreement, the general provisions will control as to the duties and obligations of Escrow Holder only. Buyer and Seller shall Sign and return Escrow Holder's general provisions or supplemental instructions within the time specified in paragraph 3N(2). Buyer and Seller shall execute additional instructions, documents and forms provided by Escrow Holder that are reasonably necessary to close the escrow and, as directed by Escrow Holder, within 3 Days, shall pay to Escrow Holder or OA or OA management company or others any fee required by paragraphs 3, 8, 11, or elsewhere in this Agreement.**

VLPA REVISED 12/21 (PAGE 11 OF 16)

Buyer's Initials



Seller's Initials



**VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 11 OF 16)**

- C. A Copy of this Agreement including any counter offer(s) and addenda shall be delivered to Escrow Holder within **3 Days** after **Acceptance**. Buyer and Seller authorize Escrow Holder to accept and rely on Copies and Signatures as defined in this Agreement as originals, to open escrow and for other purposes of escrow. The validity of this Agreement as between Buyer and Seller is not affected by whether or when Escrow Holder Signs this Agreement. Escrow Holder shall provide Seller's Statement of Information to Title Company when received from Seller, if a separate company is providing title insurance. If Seller delivers an affidavit to Escrow Holder to satisfy Seller's FIRPTA obligation under **paragraph 11A**, Escrow Holder shall deliver to Buyer, Buyer's Agent, and Seller's Agent a Qualified Substitute statement that complies with federal Law. If Escrow Holder's Qualified Substitute statement does not comply with federal law, the Parties instruct escrow to withhold all applicable required amounts under **paragraph 11A**.
- D. Agents are not a party to the escrow except for the sole purpose of receiving compensation pursuant to **paragraph 21A and paragraph 3 of the Real Estate Brokers Section**. If a Copy of the separate compensation agreement(s) provided for in either of those paragraphs is deposited with Escrow Holder by Agent, Escrow Holder shall accept such agreement(s) and pay out from Buyer's or Seller's funds, or both, as applicable, the Broker's compensation provided for in such agreement(s). Buyer and Seller irrevocably assign to Brokers compensation specified in **paragraph 21A**, and irrevocably instruct Escrow Holder to disburse those funds to Brokers at Close Of Escrow or pursuant to any other mutually executed cancellation agreement. Compensation instructions can be amended or revoked only with the written consent of Brokers. Buyer and Seller shall release and hold harmless Escrow Holder from any liability resulting from Escrow Holder's payment to Broker(s) of compensation pursuant to this Agreement.
- E. Buyer and Seller acknowledge that Escrow Holder may require invoices for expenses under this Agreement. Buyer and Seller, upon request by Escrow Holder, within **3 Days** or within a sufficient time to close escrow, whichever is sooner, shall provide any such invoices to Escrow Holder.
- F. Upon receipt, Escrow Holder shall provide Buyer, Seller, and each Agent verification of Buyer's deposit of funds pursuant to **paragraph 5A(1) and 5A(2)**. Once Escrow Holder becomes aware of any of the following, Escrow Holder shall immediately notify each Agent: (i) if Buyer's initial or any additional deposit or down payment is not made pursuant to this Agreement, or is not good at time of deposit with Escrow Holder; or (ii) if Buyer and Seller instruct Escrow Holder to cancel escrow.
- G. A Copy of any amendment that affects any paragraph of this Agreement for which Escrow Holder is responsible shall be delivered to Escrow Holder within **3 Days** after mutual execution of the amendment.
23. **SELECTION OF SERVICE PROVIDERS:** Agents do not guarantee the performance of any vendors, service or product providers ("Providers"), whether referred by Agent or selected by Buyer, Seller or other person. Buyer and Seller may select ANY Providers of their own choosing.
24. **MULTIPLE LISTING SERVICE ("MLS"):** Agents are authorized to report to the MLS that an offer has been accepted and, upon Close Of Escrow, the sales price and other terms of this transaction shall be provided to the MLS to be published and disseminated to persons and entities authorized to use the information on terms approved by the MLS. Buyer acknowledges that: (i) any pictures, videos, floor plans (collectively, "Images") or other information about the Property that has been or will be inputted into the MLS or internet portals, or both, at the instruction of Seller or in compliance with MLS rules, will not be removed after Close Of Escrow; (ii) California Civil Code § 1088(c) requires the MLS to maintain such Images and information for at least three years and as a result they may be displayed or circulated on the Internet, which cannot be controlled or removed by Seller or Agents; and (iii) Seller, Seller's Agent, Buyer's Agent, and MLS have no obligation or ability to remove such Images or information from the Internet.
25. **ATTORNEY FEES AND COSTS:** In any action, proceeding, or arbitration between Buyer and Seller arising out of this Agreement, the prevailing Buyer or Seller shall be entitled to reasonable attorney fees and costs from the non-prevailing Buyer or Seller, except as provided in **paragraph 37A**.
26. **ASSIGNMENT:** Buyer shall have the right to assign all of Buyer's interest in this Agreement to Buyer's own trust or to any wholly owned entity of Buyer that is in existence at the time of such assignment. Otherwise, Buyer shall not assign all or any part of Buyer's interest in this Agreement without first having obtained the separate written consent of Seller to a specified assignee. Such consent shall not be unreasonably withheld. Prior to any assignment, Buyer shall disclose to Seller the name of the assignee and the amount of any monetary consideration between Buyer and assignee. Buyer shall provide assignee with all documents related to this Agreement including, but not limited to, the Agreement and any disclosures. If assignee is a wholly owned entity or trust of Buyer, that assignee does not need to re-sign or initial all documents provided. Whether or not an assignment requires seller's consent, at the time of assignment, assignee shall deliver a letter from assignee's lender that assignee is prequalified or preapproved as specified in **paragraph 6B**. Should assignee fail to deliver such a letter, Seller, after first giving Assignee an Notice to Buyer to Perform, shall have the right to terminate the assignment. Buyer shall, within the time specified in **paragraph 3K**, Deliver any request to assign this Agreement for Seller's consent. If Buyer fails to provide the required information within this time frame, Seller's withholding of consent shall be deemed reasonable. Any total or partial assignment shall not relieve Buyer of Buyer's obligations pursuant to this Agreement unless Otherwise Agreed by Seller (C.A.R. Form AOAA).
27. **SUCCESSORS AND ASSIGNS:** This Agreement shall be binding upon, and inure to the benefit of, Buyer and Seller and their respective successors and assigns, except as otherwise provided herein.
28. **ENVIRONMENTAL HAZARD CONSULTATION:** Buyer and Seller acknowledge: (i) Federal, state, and local legislation impose liability upon existing and former owners and users of real property, in applicable situations, for certain legislatively defined, environmentally hazardous substances; (ii) Agent(s) has/have made no representation concerning the applicability of any such Law to this transaction or to Buyer or to Seller, except as otherwise indicated in this Agreement; (iii) Agent(s) has/have made no representation concerning the existence, testing, discovery, location, and evaluation of/for, and risks posed by, environmentally hazardous substances, if any, located on or potentially affecting the Property; and (iv) Buyer and Seller are each advised to consult with technical and legal experts concerning the existence, testing, discover, location and evaluation of/for, and risks posed by, environmentally hazardous substances, in any, located on or potentially affecting the Property.
29. **AMERICANS WITH DISABILITIES ACT:** The Americans With Disabilities Act ("ADA") prohibits discrimination against individuals with disabilities. The ADA affects almost all commercial facilities and public accommodations. Residential properties are not typically covered by the ADA, but may be governed by its provisions if used for certain purposes. The ADA can require, among other things, that building be made readily accessible to the disabled. Different requirements apply to new construction, alterations to existing buildings, and removal of barriers in existing buildings. Compliance with the ADA may require significant costs. Monetary and injunctive remedies may be incurred if the Property is not in compliance. A real estate broker or agent does not have the technical expertise to determine whether a building is in compliance with ADA requirements, or to advise a principal on those requirements. Buyer and Seller are advised to contact a qualified California real estate attorney, contractor, architect, engineer, or other qualified professional of Buyer or Seller's own choosing to determine to what degree, if any, the ADA impacts that principal or this transaction.
30. **EQUAL HOUSING OPPORTUNITY:** The Property is sold in compliance with federal, state and local anti-discrimination Laws.

- 31. COPIES:** Seller and buyer each represent that Copies of all reports, certificates, approvals, and other documents that are furnished to the other are true, correct, and unaltered Copies of the original documents, if the originals are in the possession of the furnishing party.
- 32. DEFINITIONS and INSTRUCTIONS:** The following words are defined terms in this Agreement, shall be indicated by initial capital letters throughout this Agreement, and have the following meaning whenever used:
- A. "Acceptance"** means the time the offer or final counter offer is fully executed, in writing, by the recipient Party and is Delivered to the offering Party or that Party's Authorized Agent.
  - B. "Agent"** means the Broker, salesperson, broker-associate or any other real estate licensee licensed under the brokerage firm identified in **paragraph 2B**.
  - C. "Agreement"** means this document and any counter offers and any incorporated addenda or amendments, collectively forming the binding agreement between the Parties. Addenda and amendments are incorporated only when Signed and Delivered by all Parties.
  - D. "As-is"** condition: Seller shall disclose known material facts and defects as specified in this Agreement. Buyer has the right to inspect the Property and, within the time specified, request that Seller make repairs or take other corrective action, or exercise any contingency cancellation rights in this Agreement. Seller is only required to make repairs specified in this Agreement or as Otherwise Agreed.
  - E. "Authorized Agent"** means an individual real estate licensee specified in the Real Estate Broker Section.
  - F. "C.A.R. Form"** means the most current version of the specific form referenced or another comparable form agreed to by the Parties.
  - G. "Close Of Escrow"**, including "COE", means the date the grant deed, or other evidence of transfer of title, is recorded for any real property, or the date of Delivery of a document evidencing the transfer of title for any non-real property transaction.
  - H. "Copy"** means copy by any means including photocopy, facsimile and electronic.
  - I. "Counting Days"** is done as follows unless Otherwise Agreed: (1) The first Day after an event is the first full calendar date following the event, and ending at 11:59 pm. For example, if a Notice to Buyer to Perform (C.A.R. form NBP) is Delivered at 3 pm on the 7th calendar day of the month, or Acceptance of a counter offer is personally received at 12 noon on the 7th calendar day of the month, then the 7th is Day "0" for purposes of counting days to respond to the NBP or calculating the Close Of Escrow date or contingency removal dates and the 8th of the month is Day 1 for those same purposes. (2) All calendar days are counted in establishing the first Day after an event. (3) All calendar days are counted in determining the date upon which performance must be completed, ending at 11:59 pm on the last day for performance ("Scheduled Performance Day"). (4) After Acceptance, if the Scheduled Performance Day for any act required by this Agreement, including Close Of Escrow, lands on a Saturday, Sunday, or legal holiday, the performing party shall be allowed to perform on the next day that is not a Saturday, Sunday or legal holiday ("Allowable Performance Day"), and ending at 11:59 pm. (5) For the purposes of COE, any day that the Recorder's office in the County where the Property is located is closed, the COE shall occur on the next day the Recorder's office in that County is open. (6) COE is considered Day 0 for purposes of counting days Seller is allowed to remain in possession, if permitted by this Agreement.
  - J. "Day"** or "**Days**" means calendar day or days. However, delivery of deposit to escrow is based on business days.
  - K. "Deliver", "Delivered" or "Delivery"** of documents, unless Otherwise Agreed, means and shall be effective upon personal receipt of the document by Buyer or Seller or their Authorized Agent. Personal receipt means (i) a Copy of the document, or as applicable, link to the document, is in the possession of the Party or Authorized Agent, regardless of the Delivery method used (i.e. e-mail, text, other), or (ii) an Electronic Copy of the document, or as applicable, link to the document, has been sent to any of the designated electronic delivery addresses specified in the Real Estate Broker Section on page 16. After Acceptance, Agent may change the designated electronic delivery address for that Agent by, in writing, Delivering notice of the change in designated electronic delivery address to the other Party. Links could be, for example, to DropBox or GoogleDrive or other functionally equivalent program. If the recipient of a link is unable or unwilling to open the link or download the documents or otherwise prefers Delivery of the documents directly, Recipient of a link shall notify the sender in writing, within **3 Days** after Delivery of the link (C.A.R. Form RFR). In such case, Delivery shall be effective upon Delivery of the documents and not the link. Failure to notify sender within the time specified above shall be deemed consent to receive, and Buyer opening, the document by link.
  - L. "Electronic Copy"** or "Electronic Signature" means, as applicable, an electronic copy or signature complying with California Law. Buyer and Seller agree that electronic means will not be used by either Party to modify or alter the content or integrity of this Agreement without the knowledge and consent of the other Party.
  - M. "Law"** means any law, code, statute, ordinance, regulation, rule or order, which is adopted by a controlling city, county, state or federal legislative, judicial or executive body or agency.
  - N. "Legally Authorized Signer"** means an individual who has authority to Sign for the principal as specified in **paragraph 39** or **paragraph 40**.
  - O. "Otherwise Agreed"** means an agreement in writing, signed by both Parties and Delivered to each.
  - P. "Repairs"** means any repairs (including pest control), alterations, replacements, modifications or retrofitting of the Property provided for under this Agreement.
  - Q. "Sign" or "Signed"** means either a handwritten or Electronic Signature on an original document, Copy or any counterpart.
- 33. TERMS AND CONDITIONS OF OFFER:** This is an offer to purchase the Property on the terms and conditions herein. The individual Liquidated Damages and Arbitration of Disputes paragraphs are incorporated in this Agreement if initialed by all Parties or if incorporated by mutual agreement in a Counter Offer or addendum. **If at least one but not all Parties initial, a Counter Offer is required until agreement is reached.** Seller has the right to continue to offer the Property for sale and to accept any other offer at any time prior to notification of Acceptance and to market the Property for backup offers after Acceptance. The Parties have read and acknowledge receipt of a Copy of the offer and agree to the confirmation of agency relationships. If this offer is accepted and Buyer subsequently defaults, Buyer may be responsible for payment of Brokers' compensation. This Agreement and any supplement, addendum or modification, including any Copy, may be Signed in two or more counterparts, all of which shall constitute one and the same writing. By signing this offer or any document in the transaction, the Party Signing the document is deemed to have read the document in its entirety.
- 34. TIME OF ESSENCE; ENTIRE CONTRACT; CHANGES:** Time is of the essence. All understandings between the Parties are incorporated in this Agreement. Its terms are intended by the Parties as a final, complete and exclusive expression of their Agreement with respect to its subject matter and may not be contradicted by evidence of any prior agreement or contemporaneous oral agreement. If any provision of this Agreement is held to be ineffective or invalid, the remaining provisions will nevertheless be given full force and effect. Except as Otherwise Agreed, this Agreement shall be interpreted, and disputes shall be resolved in accordance with the Laws of the State of California. **Neither this Agreement nor any provision in it may be extended, amended, modified, altered or changed, except in writing Signed by Buyer and Seller.**

VLPA REVISED 12/21 (PAGE 13 OF 16)

Buyer's Initials

Seller's Initials



## VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 13 OF 16)

Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201 [www.lwolf.com](http://www.lwolf.com)

Vacant Land,

35. LEGALLY AUTHORIZED SIGNER: Wherever the signature or initials of the Legally Authorized Signer identified in paragraph 39 and 40 appear on this Agreement or any related documents, it shall be deemed to be in a representative capacity for the entity described and not in an individual capacity, unless otherwise indicated. The Legally Authorized Signer (i) represents that the entity for which that person is acting already exists and is in good standing to do business in California and (ii) shall Deliver to the other Party and Escrow Holder, as specified in paragraph 3N(4), evidence of authority to act in that capacity (such as but not limited to: applicable portion of the trust or Certification Of Trust (Probate Code § 18100.5), letters testamentary, court order, power of attorney, corporate resolution, or formation documents of the business entity).

36. LIQUIDATED DAMAGES:

If Buyer fails to complete this purchase because of Buyer's default, Seller shall retain, as liquidated damages, the deposit actually paid. Release of funds will require mutual, Signed release instructions from both Buyer and Seller, judicial decision or arbitration award. AT THE TIME OF ANY INCREASED DEPOSIT BUYER AND SELLER SHALL SIGN A SEPARATE LIQUIDATED DAMAGES PROVISION INCORPORATING THE INCREASED DEPOSIT AS LIQUIDATED DAMAGES (C.A.R. FORM DID).

Buyer's Initials LS /

Seller's Initials MSP /

37. MEDIATION:

- A. The Parties agree to mediate any dispute or claim arising between them out of this Agreement, or any resulting transaction, before resorting to arbitration or court action. The mediation shall be conducted through the C.A.R. Real Estate Mediation Center for Consumers (www.consumermediation.org) or through any other mediation provider or service mutually agreed to by the Parties. The Parties also agree to mediate any disputes or claims with Agents(s), who, in writing, agree to such mediation prior to, or within a reasonable time after, the dispute or claim is presented to the Agent. Mediation fees, if any, shall be divided equally among the Parties involved, and shall be recoverable under the prevailing party attorney fees clause. If, for any dispute or claim to which this paragraph applies, any Party (i) commences an action without first attempting to resolve the matter through mediation, or (ii) before commencement of an action, refuses to mediate after a request has been made, then that Party shall not be entitled to recover attorney fees, even if they would otherwise be available to that Party in any such action. THIS MEDIATION PROVISION APPLIES WHETHER OR NOT THE ARBITRATION PROVISION IS INITIALED.
B. ADDITIONAL MEDIATION TERMS: (i) Exclusions from this mediation agreement are specified in paragraph 38B; (ii) The obligation to mediate does not preclude the right of either Party to seek a preservation of rights under paragraph 38C; and (iii) Agent's rights and obligations are further specified in paragraph 38D.

38. ARBITRATION OF DISPUTES:

- A. The Parties agree that any dispute or claim in Law or equity arising between them out of this Agreement or any resulting transaction, which is not settled through mediation, shall be decided by neutral, binding arbitration. The Parties also agree to arbitrate any disputes or claims with Agents(s), who, in writing, agree to such arbitration prior to, or within a reasonable time after, the dispute or claim is presented to the Agent. The arbitration shall be conducted through any arbitration provider or service mutually agreed to by the Parties, OR [ ] . The arbitrator shall be a retired judge or justice, or an attorney with at least 5 years of transactional real estate Law experience, unless the Parties mutually agree to a different arbitrator. Enforcement of, and any motion to compel arbitration pursuant to, this agreement to arbitrate shall be governed by the procedural rules of the Federal Arbitration Act, and not the California Arbitration Act, notwithstanding any language seemingly to the contrary in this Agreement. The Parties shall have the right to discovery in accordance with Code of Civil Procedure § 1283.05. The arbitration shall be conducted in accordance with Title 9 of Part 3 of the Code of Civil Procedure. Judgment upon the award of the arbitrator(s) may be entered into any court having jurisdiction.
B. EXCLUSIONS: The following matters are excluded from mediation and arbitration: (i) Any matter that is within the jurisdiction of a probate, small claims or bankruptcy court; (ii) an unlawful detainer action; and (iii) a judicial or non-judicial foreclosure or other action or proceeding to enforce a deed of trust, mortgage or installment land sale contract as defined in Civil Code § 2985.
C. PRESERVATION OF ACTIONS: The following shall not constitute a waiver nor violation of the mediation and arbitration provisions: (i) the filing of a court action to preserve a statute of limitations; (ii) the filing of a court action to enable the recording of a notice of pending action, for order of attachment, receivership, injunction, or other provisional remedies; or (iii) the filing of a mechanic's lien.
D. AGENTS: Agents shall not be obligated nor compelled to mediate or arbitrate unless they agree to do so in writing. Any Agents(s) participating in mediation or arbitration shall not be deemed a party to this Agreement.
E. "NOTICE: BY INITIALING IN THE SPACE BELOW YOU ARE AGREEING TO HAVE ANY DISPUTE ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION DECIDED BY NEUTRAL ARBITRATION AS PROVIDED BY CALIFORNIA LAW AND YOU ARE GIVING UP ANY RIGHTS YOU MIGHT POSSESS TO HAVE THE DISPUTE LITIGATED IN A COURT OR JURY TRIAL. BY INITIALING IN THE SPACE BELOW YOU ARE GIVING UP YOUR JUDICIAL RIGHTS TO DISCOVERY AND APPEAL, UNLESS THOSE RIGHTS ARE SPECIFICALLY INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION. IF YOU REFUSE TO SUBMIT TO ARBITRATION AFTER AGREEING TO THIS PROVISION, YOU MAY BE COMPELLED TO ARBITRATE UNDER THE AUTHORITY OF THE CALIFORNIA CODE OF CIVIL PROCEDURE. YOUR AGREEMENT TO THIS ARBITRATION PROVISION IS VOLUNTARY."

"WE HAVE READ AND UNDERSTAND THE FOREGOING AND AGREE TO SUBMIT DISPUTES ARISING OUT OF THE MATTERS INCLUDED IN THE 'ARBITRATION OF DISPUTES' PROVISION TO NEUTRAL ARBITRATION."

Buyer's Initials LS /

Seller's Initials MSP /



39. OFFER

- A. **EXPIRATION OF OFFER:** This offer shall be deemed revoked and the deposit, if any, shall be returned to Buyer unless by the date and time specified in **paragraph 3C**, the offer is Signed by Seller and a Copy of the Signed offer is Delivered to Buyer or Buyer's Authorized Agent. **Seller has no obligation to respond to an offer made.**
- B.  **ENTITY BUYERS:** (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)
  - (1) One or more Buyers is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.
  - (2) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not in an individual capacity. See **paragraph 35** for additional terms.
  - (3) The name(s) of the Legally Authorized Signer(s) is/are: Lauren Skiver.
  - (4) If a trust, identify Buyer as trustee(s) of the trust or by simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust). If the entity is a trust or under probate, the following is the full name of the trust or probate case, including case #: \_\_\_\_\_

C. The VLPA has 16 pages. Buyer acknowledges receipt of, and has read and understands, every page and all attachments that make up the Agreement.

- D. **BUYER SIGNATURE(S):**

(Signature) By, Lauren Skiver Date: 3/7/2022  
DocuSigned by: 45661584899043A  
 Printed name of BUYER: SunLine Transit Agency  
 Printed Name of Legally Authorized Signer: Lauren Skiver Title, if applicable, CEO  
 (Signature) By, \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed name of BUYER: \_\_\_\_\_  
 Printed Name of Legally Authorized Signer: \_\_\_\_\_ Title, if applicable, \_\_\_\_\_  
 IF MORE THAN TWO SIGNERS, USE Additional Signature Addendum (C.A.R. Form ASA).

40. ACCEPTANCE

- A. **ACCEPTANCE OF OFFER:** Seller warrants that Seller is the owner of the Property or has the authority to execute this Agreement. Seller accepts the above offer and agrees to sell the Property on the above terms and conditions. Seller has read and acknowledges receipt of a Copy of this Agreement and authorizes Agent to Deliver a Signed Copy to Buyer. **Seller's acceptance is subject to the attached Counter Offer or Back-Up Offer Addendum, or both, checked below.** Seller shall return and include the entire agreement with any response.
  - Seller Counter Offer** (C.A.R. Form SCO or SMCO)
  - Back-Up Offer Addendum** (C.A.R. Form BUO)
- B.  **Entity Sellers:** (Note: If this paragraph is completed, a Representative Capacity Signature Disclosure form (C.A.R. Form RCSD) is not required for the Legally Authorized Signers designated below.)
  - (1) One or more Sellers is a trust, corporation, LLC, probate estate, partnership, holding a power of attorney or other entity.
  - (2) This Agreement is being Signed by a Legally Authorized Signer in a representative capacity and not in an individual capacity. See **paragraph 35** for additional terms.
  - (3) The name(s) of the Legally Authorized Signer(s) is/are: Mario San Paolo.
  - (4) If a trust, identify Seller as trustee(s) of the trust or by simplified trust name (ex. John Doe, co-trustee, Jane Doe, co-trustee or Doe Revocable Family Trust). If the entity is a trust or under probate, the following is the full name of the trust or probate case, including case #: The Mario San Paolo Living Trust

C. The VLPA has 16 pages. Seller acknowledges receipt of, and has read and understands, every page and all attachments that make up the Agreement.

- D. **SELLER SIGNATURE(S):**

(Signature) By, Mario San Paolo Date: 3/8/2022  
DocuSigned by: DA7898412614414  
 Printed name of SELLER: The Mario San Paolo Living Trust  
 Printed Name of Legally Authorized Signer: Mario San Paolo Title, if applicable, Trustee  
 (Signature) By, \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed name of SELLER: \_\_\_\_\_  
 Printed Name of Legally Authorized Signer: \_\_\_\_\_ Title, if applicable, \_\_\_\_\_  
 IF MORE THAN TWO SIGNERS, USE Additional Signature Addendum (C.A.R. Form ASA).

OFFER NOT ACCEPTED: \_\_\_\_\_ / \_\_\_\_\_ No Counter Offer is being made. This offer was not accepted by Seller \_\_\_\_\_ (date)  
Seller's Initials



**REAL ESTATE BROKERS SECTION:**

- 1. Real Estate Agents are not parties to the Agreement between Buyer and Seller.
- 2. Agency relationships are confirmed as stated in paragraph 2.
- 3. **Cooperating Broker Compensation:** Seller's Broker agrees to pay Buyer's Broker and Buyer's Broker agrees to accept, out of Seller's Broker's proceeds in escrow, the amount specified in the MLS, provided Buyer's Broker is a Participant of the MLS in which the Property is offered for sale or a reciprocal MLS. If Seller's Broker and Buyer's Broker are not both Participants of the MLS, or a reciprocal MLS, in which the Property is offered for sale, then compensation must be specified in a separate written agreement (C.A.R. Form CBC). Declaration of License and Tax (C.A.R. Form DLT) may be used to document that tax reporting will be required or that an exemption exists.
- 4. **Presentation of Offer:** Pursuant to the National Association of REALTORS® Standard of Practice 1-7, if Buyer's Agent makes a written request, Seller's Agent shall confirm in writing that this offer has been presented to Seller.
- 5. **Agents' Signatures and designated electronic delivery address:**

A. Buyer's Brokerage Firm Del Gagnon Co., Inc. Lic. # 00792827  
 By Adam Gagnon Lic. # 01808178 Date 3/7/2022  
 By D949C37EDE0B445... Lic. # \_\_\_\_\_ Date \_\_\_\_\_

- More than one agent from the same firm represents Buyer. Additional Agent Acknowledgement (C.A.R. Form AAA) attached.
- More than one brokerage firm represents Buyer. Additional Broker Acknowledgement (C.A.R. Form ABA) attached.

**Designated Electronic Delivery Address(es):**

Email adam@delgagnonco.com Text # \_\_\_\_\_

Alternate: \_\_\_\_\_

if checked, Delivery shall be made to the alternate designated electronic delivery address only.

Address 73-612 Highway 111 City Palm Desert State CA Zip 92260

B. Seller's Brokerage Firm Del Gagnon Co., Inc. Lic. # 00792827  
 By Adam Gagnon Lic. # 01808178 Date 3/8/2022  
 By D949C37EDE0B445... Lic. # \_\_\_\_\_ Date \_\_\_\_\_

- More than one agent from the same firm represents Seller. Additional Agent Acknowledgement (C.A.R. Form AAA) attached.
- More than one brokerage firm represents Seller. Additional Broker Acknowledgement (C.A.R. Form ABA) attached.

**Designated Electronic Delivery Address(es) (To be filled out by Seller's Agent):**

Email adam@delgagnonco.com Text # (760)346-1101

Alternate: \_\_\_\_\_

if checked, Delivery shall be made to the alternate designated electronic delivery address only.

Address 73-612 Highway 111 City Palm Desert State CA Zip 92260

**ESCROW HOLDER ACKNOWLEDGMENT:**

Escrow Holder acknowledges receipt of a Copy of this Agreement, (if checked,  a deposit in the amount of \$ \_\_\_\_\_), Counter Offer numbers \_\_\_\_\_ and \_\_\_\_\_, and agrees to act as Escrow Holder subject to **paragraph 19** of this Agreement, any supplemental escrow instructions and the terms of Escrow Holder's general provisions.

Escrow Holder is advised by \_\_\_\_\_ that the date of Acceptance of the Agreement is \_\_\_\_\_

Escrow Holder Liberty Escrow Escrow # \_\_\_\_\_

By \_\_\_\_\_ Kristy Cordell Date \_\_\_\_\_

Address 200 N. Sunrise Way #A, Palm Springs CA 92262

Phone/Fax/E-mail 7603222050/7603222157/kristy@libertyescrowinc.com

Escrow Holder has the following license number # \_\_\_\_\_

Department of Financial Protection and Innovation,  Department of Insurance,  Department of Real Estate.

**PRESENTATION OF OFFER:** RG / \_\_\_\_\_ Seller's Brokerage Firm presented this offer to Seller on 3/7/2022 (date).

Broker or Designee Initials

© 2021, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:  
REAL ESTATE BUSINESS SERVICES, LLC.  
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®  
525 South Virgil Avenue, Los Angeles, California 90020

VLPA REVISED 12/21 (PAGE 16 OF 16)

Buyer's Initials LS / \_\_\_\_\_ Seller's Initials MSP / \_\_\_\_\_



**VACANT LAND PURCHASE AGREEMENT AND JOINT ESCROW INSTRUCTIONS (VLPA PAGE 16 OF 16)**



# BUYER'S VACANT LAND ADDITIONAL INSPECTION ADVISORY

(C.A.R. Form BVLIA, 11/13)

Property Address: 5.57 Acres Vacant Land, Ramon Rd, Thousand Palms, CA 92276 ("Property").

**A. IMPORTANCE OF PROPERTY INVESTIGATION:** The physical condition of the land and improvements being purchased is not guaranteed by either Seller or Brokers. For this reason, you should conduct thorough investigations of the Property personally and with professionals who should provide written reports of their investigations. A general physical inspection typically does not cover all aspects of the Property nor items affecting the Property that are not physically located on the Property. If the professionals recommend further investigations, including a recommendation by a pest control operator to inspect inaccessible areas of the Property, you should contact qualified experts to conduct such additional investigations. Additionally, some inspections, such as those listed below, may be of particular importance when purchasing vacant land.

**B. BUYER RIGHTS AND DUTIES:** You have an affirmative duty to exercise reasonable care to protect yourself, including discovery of the legal, practical and technical implications of disclosed facts, and the investigation and verification of information and facts that you know or that are within your diligent attention and observation. The purchase agreement gives you the right to investigate the Property. If you exercise this right, and you should, you must do so in accordance with the terms of that agreement. This is the best way for you to protect yourself. It is extremely important for you to read all written reports provided by professionals and to discuss the results of inspections with the professional who conducted the inspection. You have the right to request that Seller make repairs, corrections or take other action based upon items discovered in your investigations or disclosed by Seller. If Seller is unwilling or unable to satisfy your requests, or you do not want to purchase the Property in its disclosed and discovered condition, you have the right to cancel the agreement if you act within specific time periods. If you do not cancel the agreement in a timely and proper manner, you may be in breach of contract.

**C. SELLER RIGHTS AND DUTIES:** Seller is required to disclose to you material facts known to him/her that affect the value or desirability of the Property. However, Seller may not be aware of some Property defects or conditions. Seller does not have an obligation to inspect the Property for your benefit nor is Seller obligated to repair, correct or otherwise cure known defects that are disclosed to you or previously unknown defects that are discovered by you or your inspectors during escrow. The purchase agreement obligates Seller to make the Property available to you for investigations.

**D. BROKER OBLIGATIONS:** Brokers do not have expertise in all areas and therefore cannot advise you on many items, such as soil stability, geologic or environmental conditions, hazardous or illegal controlled substances, structural conditions of the foundation or other improvements, or the condition of the roof, plumbing, heating, air conditioning, electrical, sewer, septic, waste disposal, or other system. The only way to accurately determine the condition of the Property is through an inspection by an appropriate professional selected by you. If Broker gives you referrals to such professionals, Broker does not guarantee their performance. You may select any professional of your choosing. If you have entered into a written agreement with a Broker, the specific terms of that agreement will determine the nature and extent of that Broker's duty to you. **YOU ARE STRONGLY ADVISED TO INVESTIGATE THE CONDITION AND SUITABILITY OF ALL ASPECTS OF THE PROPERTY. IF YOU DO NOT DO SO, YOU ARE ACTING AGAINST THE ADVICE OF BROKERS.**

**E. YOU ARE ADVISED TO CONDUCT INVESTIGATIONS OF THE ENTIRE PROPERTY, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:**

- 1. FINANCE:** Financing the purchase of vacant land finance and especially financing construction loans for the improvement of vacant land can provide particular challenges, including subordination agreements and insurance requirements. Buyer is advised to seek the assistance of reputable lenders in assistance with their decisions regarding financing of the property.
- 2. CONSTRUCTION COSTS:** If Buyer is contemplating building improvements on the property, Buyer is advised that they will have to contact directly any contractors, service providers, suppliers, architects, utility companies regarding the costs of improvements. Buyer is advised to get written bids from all such persons regarding their decision to develop the property.
- 3. UTILITIES:** Unimproved property may or may not have utilities available to the property. Buyer(s) is advised to obtain information from the public or private utility provider about the availability and cost of providing utilities to the property and whether necessary easements are in place to allow such utilities to the property.
- 4. ENVIRONMENTAL SURVEY:** Unimproved land may have had or may have hazardous materials stored upon or under the land or been used by persons engaged in activities exposing the land to hazardous materials. The land may also be host to protected vegetation or animal life. Buyer(s) is advised to satisfy themselves as what hazards or protected plant or animal life are on the property and what impact they may have on Buyer's future plans for the property by seeking the help of a qualified professional.

Buyer's Initials ( LS ) ( \_\_\_\_\_ )

Seller's Initials ( MSP ) ( \_\_\_\_\_ )

© 2013, California Association of REALTORS®, Inc.



**BVLIA 11/13 (PAGE 1 OF 2)**

**BUYER'S VACANT LAND ADDITIONAL INSPECTION ADVISORY (BVLIA PAGE 1 OF 2)**

Del Gagnon Co., Inc., 73612 Highway 111 Palm Desert CA 92260  
Adam Gagnon

Phone: 7603331785  
Produced with Lone Wolf Transactions (zipForm Edition) 717 N Harwood St, Suite 2200, Dallas, TX 75201

Fax: 7603466875  
www.lwolf.com

Vacant Land,

- 5. **NATURAL HAZARDS REPORTS:** Buyer(s) is advised that while certain disclosures are required by state, federal and local laws, hazard disclosure companies can provide additional disclosures for both natural and man-made hazards or nuisances for a cost. Buyer is advised to seek the advice of a natural hazards reporting company regarding additional reports and disclosures that buyer may wish to obtain.
- 6. **SUBDIVISION OF THE PROPERTY:** If Buyer's plans include future subdivision of the property (whether under the Subdivision Map Act of the Subdivided Lands Law) multiple, complex issues regarding city, county, state, and federal laws may be presented. Buyer is strongly advised to seek the advice of California legal counsel familiar with federal, state and local subdivision requirements.

Buyer and Seller acknowledge and agree that Broker: **(i)** Does not decide what price Buyer should pay or Seller should accept; **(ii)** Does not guarantee the condition of the Property; **(iii)** Does not guarantee the performance, adequacy or completeness of inspections, services, products or repairs provided or made by Seller or others; **(iv)** Does not have an obligation to conduct an inspection of common areas or areas off the site of the Property; **(v)** Shall not be responsible for identifying defects on the Property, in common areas, or offsite unless such defects are visually observable by an inspection of reasonably accessible areas of the Property or are known to Broker; **(vi)** Shall not be responsible for inspecting public records or permits concerning the title or use of Property; **(vii)** Shall not be responsible for identifying the location of boundary lines or other items affecting title; **(viii)** Shall not be responsible for verifying square footage, representations of others or information contained in Investigation reports, Multiple Listing Service, advertisements, flyers or other promotional material; **(ix)** Shall not be responsible for providing legal or tax advice regarding any aspect of a transaction entered into by Buyer or Seller; and **(x)** Shall not be responsible for providing other advice or information that exceeds the knowledge, education and experience required to perform real estate licensed activity. Buyer and Seller agree to seek legal, tax, insurance, title and other desired assistance from appropriate professionals.

**By signing below, Buyer and Seller each acknowledge that they have read, understand, accept and have received a Copy of this Advisory. Buyer is encouraged to read it carefully.**


SELLER DocuSigned by:  
Mario San Paolo \_\_\_\_\_ Date 3/8/2022  
The Mario San Paolo Living Trust

SELLER \_\_\_\_\_ Date \_\_\_\_\_

BUYER DocuSigned by:  
Lauren Skiver \_\_\_\_\_ Date 3/7/2022  
SunLife Transit Agency

BUYER \_\_\_\_\_ Date \_\_\_\_\_

© 2013, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS® (C.A.R.). NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

 Published and Distributed by:  
**REAL ESTATE BUSINESS SERVICES, LLC.**  
*a subsidiary of the California Association of REALTORS®*  
 525 South Virgil Avenue, Los Angeles, California 90020





**CALIFORNIA CONSUMER PRIVACY ACT ADVISORY,  
DISCLOSURE AND NOTICE**  
(C.A.R. Form CCPA, Revised 12/21)

The California Consumer Privacy Act (commencing with Civil Code § 1798.100) ("CCPA") grants to California residents certain rights in their private, personal information ("PI") that is collected by companies with whom they do business. Under the CCPA, PI is defined broadly to encompass non-public records information that could reasonably be linked directly or indirectly to you, PI could potentially include photographs of, or sales information about, your property.

During the process of buying and selling real estate your PI will be collected and likely shared with others, including real estate licensees, a Multiple Listing Service, real estate internet websites, service providers, lenders, and title and escrow companies, to name several possibilities. Businesses that are covered by the CCPA are required to grant you various rights in your PI, including the right to know what PI is collected, "opt out" or stop the transfer of your PI to others, and the right to request that the business delete your PI entirely. You may get one or more notices regarding your CCPA rights from businesses you interact with in a real estate transaction. However, not all businesses that receive or share your PI are obligated to comply with the CCPA. Also, even businesses that are otherwise covered under the CCPA may have a legal obligation to maintain PI, notwithstanding your instruction to the contrary. For instance, regardless of whether they are covered by CCPA, under California law, brokers and Multiple Listing Services are required to maintain their records for 3 years. If you wish to exercise your rights under CCPA, where applicable, you should contact the respective business directly.

You can obtain more information about the CCPA and your rights under the law from the State of California Department of Justice ([oag.ca.gov/privacy/ccpa](http://oag.ca.gov/privacy/ccpa)).

**I/we acknowledge receipt of a copy of this California Consumer Privacy Act Advisory, Disclosure and Notice.**

DocuSigned by:  
Buyer/Seller/Landlord/Tenant Lauren Skiver Date 3/7/2022  
*SunLine Transit Agency*

Buyer/Seller/Landlord/Tenant \_\_\_\_\_ Date \_\_\_\_\_

© 2021, California Association of REALTORS®, Inc. United States copyright law (Title 17 U.S. Code) forbids the unauthorized distribution, display and reproduction of this form, or any portion thereof, by photocopy machine or any other means, including facsimile or computerized formats. THIS FORM HAS BEEN APPROVED BY THE CALIFORNIA ASSOCIATION OF REALTORS®. NO REPRESENTATION IS MADE AS TO THE LEGAL VALIDITY OR ACCURACY OF ANY PROVISION IN ANY SPECIFIC TRANSACTION. A REAL ESTATE BROKER IS THE PERSON QUALIFIED TO ADVISE ON REAL ESTATE TRANSACTIONS. IF YOU DESIRE LEGAL OR TAX ADVICE, CONSULT AN APPROPRIATE PROFESSIONAL. This form is made available to real estate professionals through an agreement with or purchase from the California Association of REALTORS®. It is not intended to identify the user as a REALTOR®. REALTOR® is a registered collective membership mark which may be used only by members of the NATIONAL ASSOCIATION OF REALTORS® who subscribe to its Code of Ethics.

Published and Distributed by:  
REAL ESTATE BUSINESS SERVICES, LLC.  
a subsidiary of the CALIFORNIA ASSOCIATION OF REALTORS®  
525 South Virgil Avenue, Los Angeles, California 90020



**CCPA REVISED 12/21 (PAGE 1 OF 1)**

**CALIFORNIA CONSUMER PRIVACY ACT ADVISORY (CCPA PAGE 1 OF 1)**



- 10 Acres East – Land Acquisition Withdrawn in 2020
- 5.8 Acres North – Current Proposed Land Acquisition

**SunLine Transit Agency**

**DATE:** January 26, 2022 **INFORMATION**

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

**FROM:** Rudy Le Flore, Chief Project Consultant

**RE:** Thousand Palms Land Acquisition

---

**Background**

This item is intended to keep the Board apprised of SunLine's land pursuits. On April 22, 2020, the Board of Directors authorized the CEO/General Manager to negotiate and execute an agreement for ten (10) acres of land located at the southeast corner of Haskell Road and Harry Oliver Trail. A copy of this Board action is attached to this report for reference as attachment b.

The landowner subsequently hired a consultant to conduct a flood risk analysis where it was reported that most of the owner's acreage is in a one-hundred-year flood zone. Based on the outcome of the flood risk analysis and discussions between SunLine and the owner, it was determined that the sale and acquisition of such property would not be in both party's best interest. Therefore, the owner withdrew the offer to sell the land to SunLine.

A new opportunity has been made available to SunLine for the acquisition of approximately 5.87 acres of land, adjacent to, and North of, SunLine's current property at Division I in Thousand Palms. In comparison to the ten (10) acres, this 5.87 acres of land is of great value to SunLine as it includes 33 parcels with street-to-street, mixed-used zoning that will considerably reduce civil and construction costs. The location of the property offers the Agency an opportunity for direct access to SunLine's Division I and Ramon Road. SunLine has obtained an appraisal and is providing a nonbinding letter of intent to the owner to see if a deal can be reached. This is being managed in consultation with SunLine counsel.

This land purchase will help facilitate SunLine's goals of energy resiliency, providing cleaner and more cost effective sources of hydrogen, and improving its revenue potential relative to the dispensing of hydrogen. In all, this purchase will position the Agency to provide improved operational choices for its customers.

Attachments:

- Land Purchase Image
- April 22, 2020 Board Report for Item 12, Harry Oliver Trail Land Acquisition
- Action Minutes from April 22, 2022 for Item 12

## SunLine Transit Agency

**DATE:** April 22, 2020 **ACTION**

**TO:** Board of Directors

**FROM:** Tommy D. Edwards, Chief Performance Officer

**RE:** Harry Oliver Trail Land Acquisition

---

---

### **Recommendation**

Recommend that the Board of Directors authorize the CEO/General Manager to negotiate and execute:

1. Real Property Acquisition Agreement and Joint Escrow Instruction (Agreement) with the Lazar Family in the amount of \$1,000,000, for the procurement of ten (10) acres of land, subject to review and approval by SunLine's general counsel; and
2. An environmental site assessment, flood-survey, and other related due diligence and escrow closing costs in an amount not to exceed \$100,000.

### **Background**

The Lazar Family is the current owner of a 75 acre parcel of which ten (10) acres are located directly across SunLine's Division I in Thousand Palms, at the southeast corner of Haskell Road and Harry Oliver Trail (Property). The owner has agreed to sell the Property and the Agency has agreed to procure the Property to develop its infrastructure that will support the expansion of its zero-emissions fleet.

Under the Agreement, both parties agreed to comply with due diligence requirements. Prior to the close of escrow, there will be a due diligence period of 90 days (with an option to extend the period by an additional 30 days). During this due diligence period, SunLine will have access to inspect the physical condition of the Property. This inspection will include a Phase 1 environmental assessment and other environmental testing, a geological investigation, and surveying. During this time, the seller will also be required to engage a consultant to prepare a flood hazard assessment of the Property, which will be shared with SunLine. Lastly, during the due diligence period, SunLine will have an opportunity to inspect and approve any exceptions to title to the Property. Prior to the end of the due diligence period, SunLine must approve the condition of the property and title; otherwise, the Agreement will be terminated.

The acquisition of the Property will offer SunLine the opportunity to install a solar microgrid, on a portion of the land. This will support the substantial energy required to



power the Agency's hydrogen electrolyzer by harnessing the infinite power of the sun and storing it onsite. The solar microgrid is a first-of-its-kind, self-sustained, onsite solar, plus battery storage that will provide clean, renewable energy used specifically to deliver hydrogen power to SunLine's transit fleet. In the long term, the solar microgrid will offset the incremental cost of producing hydrogen or charging buses by averting the utility cost from the public electrical grid. It will assist SunLine in complying with the California Air Resources Board's Innovative Clean Transit mandate and will offer the Agency an opportunity to earn Low Carbon Fuel Standard credits by reducing greenhouse gas emissions.

The remaining portion of the Property gives SunLine the additional space required to build future Agency related infrastructure.

### **Financial Impact**

The financial impact of \$1,100,000 will utilize FY20 Low Carbon Transit Operations Program grant funds and FY19 Local Transportation Funds.

## **ACTION MINUTES FOR ITEM 12**

### **Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 22, 2020**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:03 p.m. on Wednesday, April 22, 2020 via Zoom videoconference, pursuant to paragraph 3 of Executive Order N-20-29.

#### Members Present:

Kathleen Kelly, Chair, SunLine Agency Board Member, City of Palm Desert  
Robert Radi, Vice-Chair, SunLine Agency Board Member, City of La Quinta  
Raymond Gregory, SunLine Agency Board Member, City of Cathedral City  
Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella  
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs  
Ty Peabody, SunLine Agency Board Member, City of Indian Wells  
Glenn Miller, SunLine Agency Board Member, City of Indio  
Dennis Woods, SunLine Agency Board Member (Alternate), City of Palm Springs  
G. Dana Hobart, SunLine Agency Board Member, City of Rancho Mirage  
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

#### Members Absent:

Megan Beaman Jacinto, SunLine Agency Board Member, City of Coachella

---

### **ITEM 12 - HARRY OLIVER TRAIL LAND ACQUISITION**

Following an oral report by Tommy Edwards, Chief Performance Officer, Board Member Hobart provided comments and moved to approve the Harry Oliver Trail Land Acquisition. The motion was seconded by Board Vice-Chair Radi. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain

**SunLine Transit Agency  
SunLine Services Group**

**DATE:** May 25, 2022 **ACTION**

**TO:** Board of Directors

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

**RE:** Adoption of Resolution to Continue Teleconference Meetings

---

**Recommendation**

Recommend that the Board of Directors reconsider the circumstances of the COVID-19 state of emergency, and either adopt a resolution finding that the state of emergency continues to directly impact the ability of the Board to meet safely in person or direct that Board meetings return to in person.

**Background**

At the March 25, 2020 Board of Directors meeting, in response to the COVID-19 health emergency that federal, state and local governments are all addressing, SunLine Transit Agency and SunLine Services Group proclaimed an emergency situation as outlined in Resolution No. 0775. Over the last two (2) years, the Board has continuously evaluated the resolution and made decisions regarding the need to extend the declaration.

SunLine's Board and Committee meetings have been conducted pursuant to the Governor's Executive Orders N-29-20 and N-08-21 suspending certain provisions of the Brown Act and permitting the use of teleconferencing for members of the body and the public. Those Executive Orders expired on September 30, 2021. In their place, the Governor signed AB 361, which went into effect on October 1, 2021. AB 361 amended the Brown Act to permit members of a legislative body to teleconference into a meeting during a state of emergency proclaimed by the Governor. Teleconferencing by members of the body under AB 361 can be done without having to comply with the requirement that the agenda list the location where members will be teleconferencing from, posting an agenda at that location, and allowing members of the public to attend the meeting from the teleconference location.

To teleconference under AB 361, the legislative body must make findings that either:

- a) State or local officials are imposing or recommending measures to promote social distancing, or

b) “As a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.”

If a teleconference meeting is held under AB 361, the body must reconsider the circumstances every 30 days and make new findings to support the need to continue to teleconference under AB 361.

The Board adopted Resolution No. 0787 authorizing Board and Committee meetings to be held via teleconference under AB 361 at its October 27, 2021 meeting. AB 361 requires the Board to reconsider the circumstances of the state of emergency every 30 days and determine that either i) The state of emergency continues to directly impact the ability of the members to meet safely in person; or (ii) State or local officials continue to impose or recommend measures to promote social distancing. The Board reconsidered the circumstances of the state of emergency at its December 1, 2021, January 22, 2022, and February 23, 2022 meetings and adopted resolutions authorizing the continued use of teleconferencing to conduct meetings.

The proposed resolution makes the finding that the state of emergency continues to directly impact the ability of the members to meet safely in person. However, at the last Board meeting, the Board indicated that it wanted to consider potentially returning to in person meetings in June. The Board may adopt the resolution if it decides not to return to in person meetings in June, or it may not adopt the resolution which will result in the June Board meeting being fully in person.

### **Financial Impact**

As SunLine is already implementing teleconferencing for Board and Committee meetings, there is no anticipated additional cost associated with continuing to teleconference.

Attachment:

- [Item 13a](#) – Resolution No. 0795

**RESOLUTION NO. 0795**

**A JOINT RESOLUTION OF THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY AND SUNLINE SERVICES GROUP AUTHORIZING THE BOARD OF DIRECTORS AND ITS COMMITTEES TO CONTINUE TO IMPLEMENT TELECONFERENCING FOR CONDUCTING PUBLIC MEETINGS PURSUANT TO AB 361**

**WHEREAS**, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19); and

**WHEREAS**, on March 12, 2020, the Governor of California executed Executive Order N-25-20 which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body; and

**WHEREAS**, on March 17, 2020, the Governor of California executed Executive Order N-29-20 which superseded and replaced the provisions of Executive Order N-25-20 related to the Brown Act and teleconferencing; and

**WHEREAS**, on June 11, 2021, the Governor of California executed Executive Order N-08-21 which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021; and

**WHEREAS**, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 amending Government Code § 54953 and permitting members of a legislative body to teleconference into a meeting without having to comply with the requirements of subdivision (b)(3) Government Code § 54953 during a proclaimed state of emergency if a) State or local officials are imposing or recommending measures to promote social distancing, or b) the body finds that “as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees;” and

**WHEREAS**, AB 361 imposes requirements to ensure members of the public are able to attend and participate in public meetings of a legislative body conducted via teleconference, including:

- Notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option;
- The legislative body shall take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments, until public access is restored;
- Prohibits the legislative body from requiring public comments to be submitted in advance of the meeting and specifies that the legislative body must provide an opportunity for members of the public to address the legislative body and offer comments in real time;

- Prohibits the legislative body from closing the public comment period until the public comment period has elapsed or until a reasonable amount of time has elapsed; and

**WHEREAS**, the Board of Directors adopted Resolution No. 0787 at its October 27, 2021 meeting making the findings required by AB 361 and authorizing Board of Director and Committee meetings to be held via teleconference; and

**WHEREAS**, pursuant to Government Code § 54953(e)(3), a legislative body that holds a meeting via teleconference pursuant to AB 361 must reconsider the circumstances of the state of emergency and make findings every 30 days to continue to meet via teleconference.

**THEREFORE, BE IT RESOLVED** by the Board of Directors of SunLine Transit Agency and SunLine Services Group, as follows (collectively “Board of Directors”):

SECTION 1. The Board of Directors hereby declares that the recitals set forth above are true and correct, and incorporated into this resolution as findings of the Board of Directors.

SECTION 2. The SunLine Transit Agency continues to follow safety measures in response to COVID-19 as ordered or recommended by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), and/or County of Riverside, as applicable. Based upon that guidance, in person attendance indoors at public meetings continues to present an imminent risk to the health and safety of attendees and those attendees have close contact with after attending a meeting in person. The Board of Directors desire to ensure that all persons desiring to attend public meetings may do so in a manner that protects the health and safety of the attendees, their families and other close contacts. While COVID-19 cases have dropped significantly, there are still members of the community to whom COVID-19 presents significant health risks, including the immunocompromised, the elderly, and those with underlying medical concerns. Teleconferencing will provide increased meaningful participation options for both members of the legislative body and members of the public in a manner that protects the health and safety of the attendees, their families and other close contacts.

SECTION 3. The Board of Directors hereby declare that, pursuant to the findings in Sections 1 and 2, the Board of Directors has reconsidered the circumstances of the state of emergency determined that it continues to directly impact the ability of the members to meet safely in person. The Board of Directors hereby authorizes the Board and its Committees to continue to meet via teleconference under AB 361 through December 2022, subject to the requirement that the required findings be made every 30 days.

SECTION 4. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Board of Directors hereby declares that it would have adopted this Resolution and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared unconstitutional.

SECTION 5. This Resolution shall become effective immediately upon adoption.

**PASSED, APPROVED AND ADOPTED**, at a meeting of the Board of Directors of SunLine Transit Agency and SunLine Services Group on this 25th day of May, 2022.

---

Glenn Miller  
Chairperson of the Board

ATTEST:

---

Edith Hernandez  
Clerk of the Board

APPROVED AS TO FORM:

---

Eric S. Vail  
General Counsel

STATE OF CALIFORNIA            )  
COUNTY OF RIVERSIDE        ) ss.  
SUNLINE TRANSIT AGENCY       )

I, Edith Hernandez, Clerk of the Board of SunLine Transit Agency and SunLine Services Group, hereby certify that Resolution No \_\_\_\_\_ was adopted by the Board of Directors of the SunLine Transit Agency and SunLine Services Group at a regular meeting held on the 25th day of May, 2022, and that the same was adopted by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

\_\_\_\_\_  
EDITH HERNANDEZ  
CLERK OF THE BOARD



**SunLine Transit Agency**

**DATE:** May 25, 2022 **INFORMATION**

**TO:** Board of Directors

**FROM:** Edith Hernandez, Clerk of the Board/Special Assistant to the CEO

**RE:** Upcoming Election of Officers

---

---

**Background**

As a reminder for the Board of Directors, at the June 2022 Board meeting, nominations will be accepted to elect officers (Chairperson of the Board and Vice Chairperson of the Board) for SunLine Transit Agency.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws don't create an automatic advancement from Vice Chairperson to Chairperson. Selection of Chairperson and Vice Chairperson shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

Attachment:

- [Item 14a](#) – History of Officers

**SunLine Transit Agency  
SunLine Services Group  
History of Board Officers**

<b>YEAR</b>	<b>CHAIR</b>	<b>VICE-CHAIR</b>
1977-1978	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1978-1979	A. A. McCandless (Riverside Cty)	James McPherson (Palm Desert)
1979-1980	A. A. McCandless (Riverside Cty)	Cole Eyraud (Desert Hot Springs)
1980-1981	A. A. McCandless (Riverside Cty)	Robert Hubbard (Rancho Mirage) Michael Wolfson (Rancho Mirage)
1981-1982	A. A. McCandless (Riverside Cty)	Michael Wolfson (Rancho Mirage)
1982-1983	Julius Corsini (Desert Hot Springs) Roger Harlow (Indio)	Roger Harlow (Indio) <i>vacant 11/82 thru 6/83</i>
1983-1984	Roger Harlow (Indio)	Richard Kelly (Palm Desert)
1984-1985	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1985-1986	Patricia Larson (Riverside Cty)	Manuel Rios (Coachella)
1986-1987	Richard Kelly (Palm Desert)	Yolanda Coba (Coachella)
1987-1988	Richard Kelly (Palm Desert)	Cole Eyraud (Desert Hot Springs)
1988-1989	Richard Kelly (Palm Desert)	Rena Murphy (Cathedral City)
1989-1990	Rena Murphy (Cathedral City)	Yolanda Coba (Coachella) John Pena (La Quinta)
1990-1991	Jeffrey Bleaman (Rancho Mirage)	Darwin Oakley (Indio)
1991-1992	John Pena (La Quinta)	Darwin Oakley (Indio)
1992-1993	Patricia Larson (Riverside Cty)	Richard Kelly (Palm Desert)
1993-1994	Richard Kelly (Palm Desert)	Phil Bostley (Indian Wells)
1994-1995	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1995-1996	Phil Bostley (Indian Wells)	Sarah Di Grandi (Cathedral City)
1996-1997	Phil Bostley (Indian Wells) Sarah Di Grandi (Cathedral City)	Sarah Di Grandi (Cathedral City) Will Kleindienst (Palm Springs)
1997-1998	Sarah Di Grandi (Cathedral City)	Roy Wilson (Riverside Cty)
1998-1999	Roy Wilson (Riverside Cty)	Percy Byrd (Indian Wells)
1999-2000	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2000-2001	Percy Byrd (Indian Wells)	Will Kleindienst (Palm Springs)
2001-2002	Will Kleindienst (Palm Springs)	Percy Byrd (Indian Wells)
2002-2003	Matt Weyuker (Desert Hot Springs)	John Pena (La Quinta) <i>[thru 11/02]</i> Richard Kelly (Palm Desert) <i>[elected 1/03]</i>
2003-2004	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2004-2005	Richard Kelly (Palm Desert)	Don Adolph (La Quinta)
2005-2006	Richard Kelly (Palm Desert) <i>[thru 3/06]</i> Don Adolph (La Quinta) <i>[4/06 - 6/06]</i>	Don Adolph (La Quinta)
2006-2007	Mike Wilson (Indio)	Don Adolph (La Quinta)
2007-2008	Mike Wilson (Indio) <i>[thru 12/08]</i>	Bud England (Cathedral City) <i>[thru 12/08]</i>
2007-2008	Bud England (Cathedral City) <i>[1/09-6/09]</i>	Steve Pougnet (Palm Springs) <i>[1/09-6/09]</i>
2009-2010	Bud England (Cathedral City)	Steve Pougnet (Palm Springs)
2010-2011	Steve Pougnet (Palm Springs)	Eduardo Garcia (Coachella)
2011-2012	Eduardo Garcia (Coachella)	Robert Spiegel (Palm Desert)
2012-2013	Robert Spiegel (Palm Desert)	Yvonne Parks (Desert Hot Springs)

2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) <i>[thru 10/14]</i>
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella) <i>[7/15-6/16]</i>
2016-2017	Kristy Franklin (La Quinta) <i>[thru 12/16]</i>	Russell Betts (Desert Hot Springs) <i>[6/16-12/16]</i>
2016-2017	Russell Betts (Desert Hot Springs) <i>[1/17-6/17]</i>	Troy Strange (Indio) <i>[1/17-6/17]</i>
2017-2018	Russell Betts (Desert Hot Springs)	Troy Strange (Indio)
2018-2019	Troy Strange (Indio) <i>[thru 12/18]</i>	Kathleen Kelly (Palm Desert)
2018-2019	Kathleen Kelly (Palm Desert) <i>[1/19-6/19]</i>	Robert Radi (La Quinta) <i>[1/19-6/19]</i>
2019-2020	Kathleen Kelly (Palm Desert)	Robert Radi (La Quinta)
2020-2021	Robert Radi (La Quinta)	Glenn Miller (Indio)
2021-2022	Glenn Miller (Indio)	Lisa Middleton (Palm Springs)

**SunLine Transit Agency**

**DATE:** May 25, 2022 **DISCUSSION**

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

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer

**RE:** Review and Discussion of SunLine Funding and the Draft FY23  
Operating and Capital Budget

---

**Background**

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

The proposed operating and capital budgets for the Fiscal Year 2023 are \$46,085,647 and \$25,477,005, respectively. The proposed operating budget for FY23 represents a sustainable 7.94% increase after recognition of \$1,824,582 in funded projects. The proposed FY23 budget includes cost increases to improve service and account for industry-wide challenges such as recruitment and retention of employees, ridership recovery, and inflation.

The capital budget incorporates key projects to help further advance the Agency's capital improvement program. The capital improvement program for FY23 focuses on improving rider experience, improving facilities and equipment for employees, and continuing SunLine's investment in alternative fuel technology. This discussion item allows the Board to either move forward with this budget for approval at the June Board meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

**Attachments:**

- [Item 15a](#) – FY23 Operating and Capital Budget Presentation
- [Item 15b](#) – FY23 Budget Book



# FY23 Operating and Capital Budget

May 25, 2022

**Gloria Salazar**, Finance Consultant

**Luis Garcia**, Controller/Asst. Chief Financial Officer

# Operating Budget



# Accomplishments in FY22 to Celebrate

- Awarded \$13.3M in federal, state and local grants for capital projects
- Ridership increased by 7.2% as of fiscal year-to-date April 30, 2022 compared to the same period of last year.

# Accomplishments in FY22 to Celebrate

- Completed the following projects
  - Purchase of 5 Eldorado Fuel cell buses (Low No funding)
  - Trailer Demo (SunFuels, Coin room)
  - Retention Beautification Phase II
  - Purchase of Driver Simulator
  - Purchase of 4 CNG fixed route buses
  - East Valley - Refueled Bus Stops
  - Purchase of administrative vehicles (2)
  - Driver door barrier

**Total cost for completed projects: \$16M**



# Accomplishments in FY22 to Celebrate

- Began work on the following capital projects:
  - H2 Ride Hydrogen shuttle bus demonstration
  - NICE mobile liquid hydrogen demonstration project
  - Modular building demonstration
  - Hybrid meeting set-up for board room
  - Liquid hydrogen refueling infrastructure
  - SunRide microtransit pilot -Software App
  - Purchase shop service CNG vehicles
  - Access control replacement
  - Surveillance camera addition & replacement
  - Radio replacement for fixed route buses – Phase I
  - Purchase 3 microtransit vehicles
  - West Coast Centre of excellence – Training

**Total cost for projects started in FY22: \$7.3M**

# Accomplishments in FY22 to Celebrate

- Received two (2) awards:
  - Urban Transportation System of the Year by the Community Transportation Association of America
  - Public Awareness award from Caltrans for Excellence in Transportation

# Industry-wide Challenges

- Recruitment and retention of employees
  - affecting recovery plan
  - affecting business continuity
- Ridership recovery
- Inflation (need to manage to sustain business)

# Goals for 2023

- Amplify recruitment efforts in order to begin increasing the level of service to pre-COVID level
  - Investment in advertising and use of third party
  - Investment in training (leadership and technical)
  - Outsourcing
- Continue to evaluate key performance indicators to determine the best service design (considering any changes in preferences, travel patterns, and behavior of our customers) to begin recovery
  - Pilot projects (trial and error)
  - Studies (surveys, independent studies, etc)
- Continue to be critical and diligent in financial planning (sustainability)



# Operating Budget Summary

- FY22 Operating Budget - \$41,003,574
- Proposed FY23 Operating Budget - \$46,085,646
  - Includes \$1,824,582 for funded projects
  - 7.94% increase net of funded initiatives

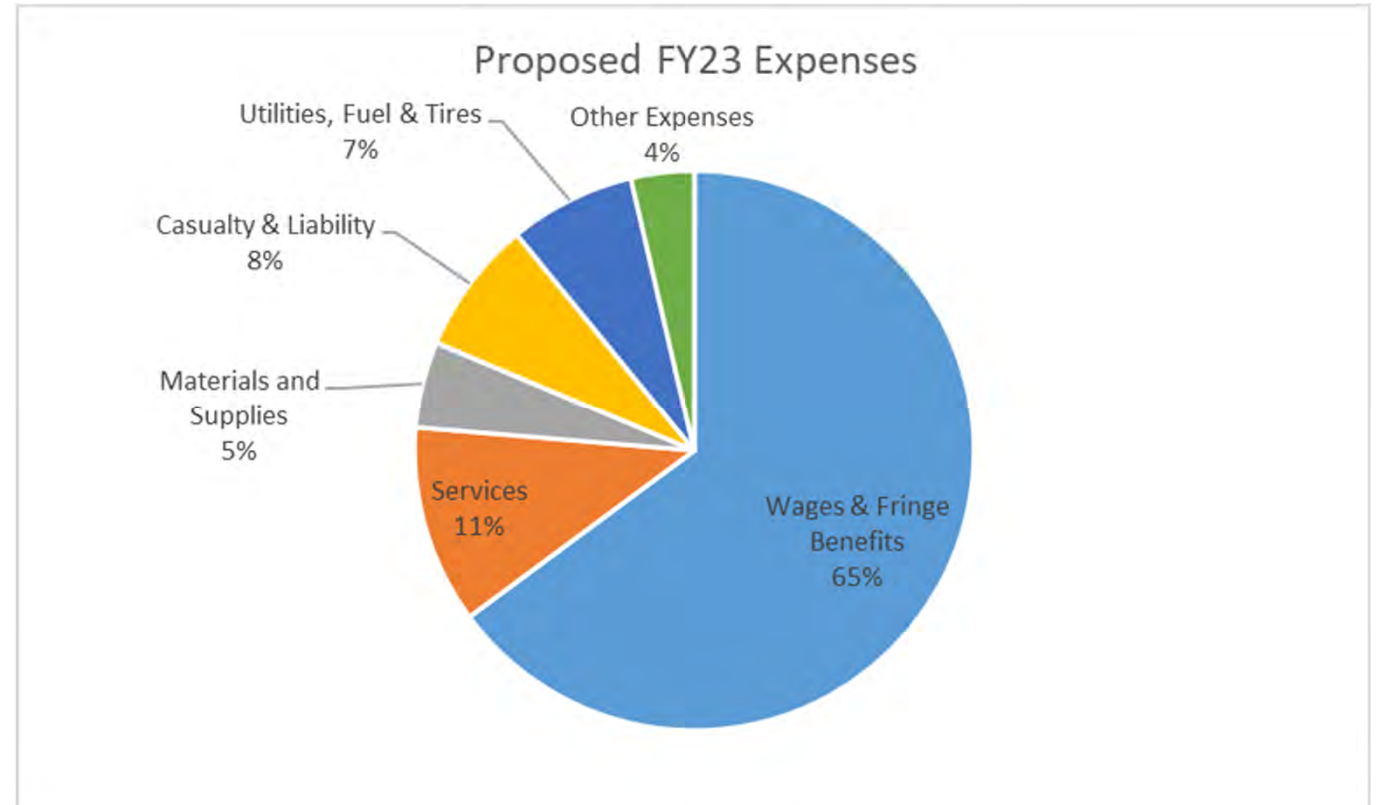
Proposed FY23 Operating Budget	
Base Budget	\$ 44,261,064
Funded - Center of Excellence & Clean Cities	\$ 482,500
Funded - Route 1X	\$ 325,491
Funded - Vanpool	\$ 204,700
Funded -Commuterlink 10	\$ 248,985
Funded - Recruitment incentives	\$ 200,000
Funded - SunRide	\$ 362,906
<b>Total FY23 Budget</b>	<b>\$ 46,085,646</b>

# Operating Budget Summary

- Balanced Budget – Sustainable and compliant
- SunLine only increased 0.40% over the three (3) year period of FY20 – FY22

# Expense Summary

- Service industry
- Assumptions for wages
- Includes costs for funded initiatives
  - SunRide
  - Center of Excellence
  - Route 1X



# Expense Comparison

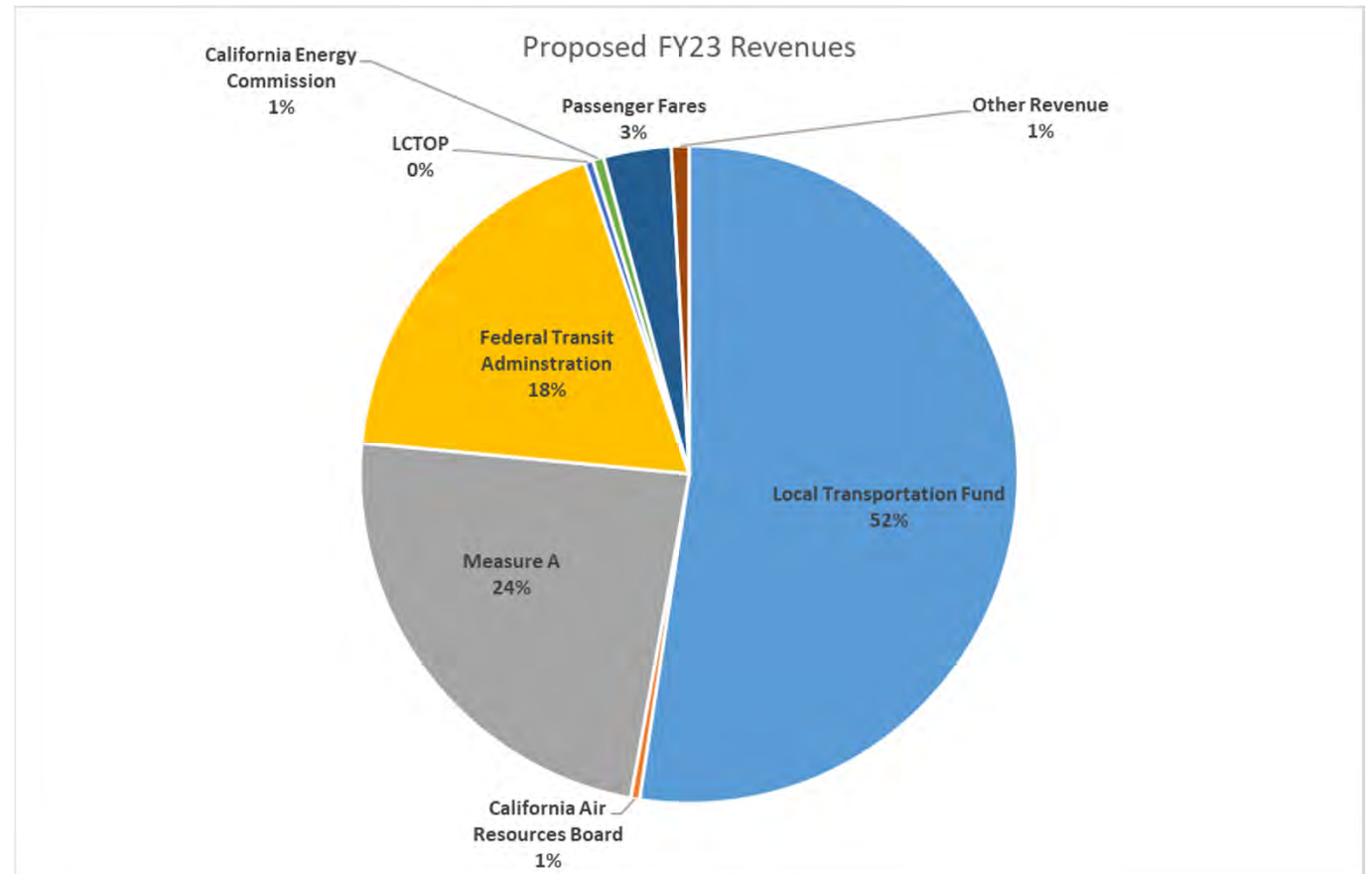
Expense Category	Proposed FY23 Expenses	FY22 Approved Budget	Increase (Decrease)	Percentage Change
Wages & Fringe Benefits	\$ 29,893,236	\$ 27,674,400	\$ 2,218,836	8.0%
Services	\$ 5,284,960	\$ 4,081,926	\$ 1,203,034	29.5%
Materials and Supplies	\$ 2,306,061	\$ 1,856,620	\$ 449,441	24.2%
Casualty & Liability	\$ 3,561,934	\$ 3,355,200	\$ 206,734	6.2%
Utilities, Fuel & Tires	\$ 3,360,725	\$ 2,962,430	\$ 398,295	13.4%
Other Expenses	\$ 1,678,730	\$ 1,072,998	\$ 605,732	56.5%
<b>Total</b>	<b>\$ 46,085,646</b>	<b>\$ 41,003,574</b>	<b>\$ 5,082,072</b>	<b>12.4%</b>

- Includes \$1.8M in funded initiatives
- Supports Agency's zero emission programs



# Revenue Summary

- Primary source for operating funding
  - LTF
  - Measure A
  - FTA



# Revenue Summary Cont.

- LTF main funding source
  - Conservative FY23 RCTC Estimate: \$23,443,000

Revenue Category	Proposed FY23 Revenues
Local Transportation Fund	\$ 24,157,511
California Air Resources Board	\$ 200,000
Measure A	\$ 10,900,000
Federal Transit Administration	\$ 8,453,462
LCTOP	\$ 192,172
California Energy Commission	\$ 250,000
Passenger Fares	\$ 1,529,001
Other Revenue	\$ 403,500
<b>Total</b>	<b>\$ 46,085,646</b>

# Capital Budget



# Capital Budget Summary

- Demonstrates aggressive pursuit of available funding
  - \$13,209,070 competitive funding
- Continue SunLine's investment in increasing zero emissions technology and infrastructures
- Additions to existing capital program

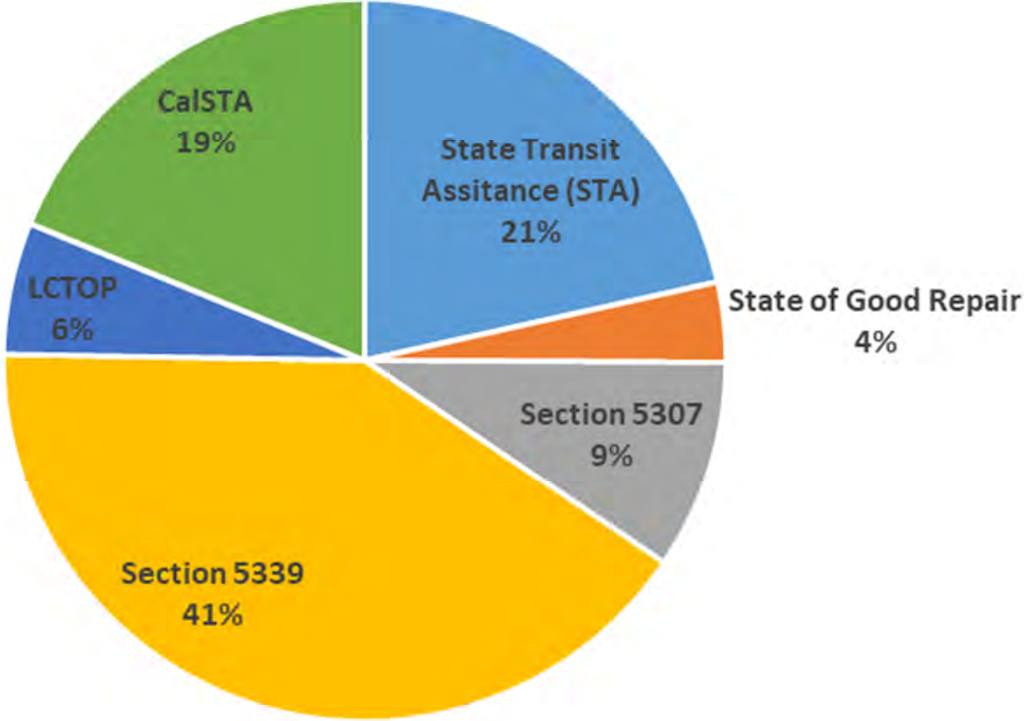
# Proposed Capital Budget by Project

Project	Amount
Facility Improvement Projects	\$ 1,200,000
Over the Road Hydrogen Fuel Cell Coach (2)	\$ 4,800,000
Liquid Hydrogen Trailer Project	\$ 3,800,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	\$ 9,209,070
Radio Replacement Phase II & Upgrade to ITS	\$ 2,798,000
Microgrid to Hydrogen Phase IV	\$ 1,607,935
Indio CNG Station Phase II	\$ 500,000
IT Projects	\$ 250,000
Bus Stops and Amenities	\$ 300,000
Real Time Surveillance System	\$ 90,000
Equipment	\$ 322,000
Software Expansion	\$ 600,000
<b>Total</b>	<b>\$ 25,477,005</b>

# Proposed Capital Budget by Funding Source



FY23 Capital Budget by Funding Source



# Next Steps

- No action required on budget today
- Answer any questions
- If necessary, allow time for special Finance/Audit Committee prior to June Board Meeting
- Approval of FY23 Budget required at June 22, 2022 Board meeting

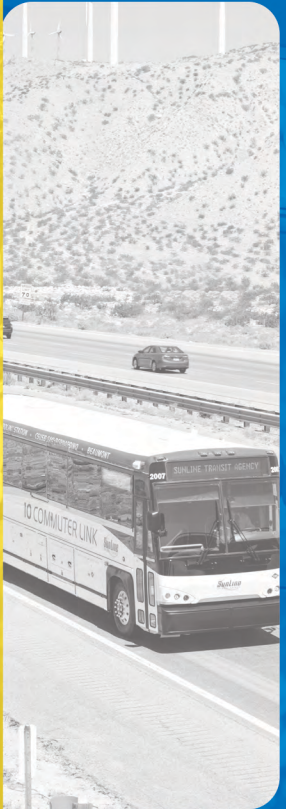
Questions?

---

Thank  
You







Emme Hanson  
8th Grade  
Palm Valley School

# ANNUAL BUDGET

## FY2023

# TABLE OF CONTENTS

EXECUTIVE SUMMARY .....	1 - 13
EXECUTIVE OFFICE .....	14 - 22
Marketing .....	16 - 18
Executive .....	19 - 22
HUMAN RESOURCES OFFICE .....	23 - 28
PERFORMANCE MANAGEMENT OFFICE .....	29 - 38
SunFuels .....	31 - 35
Performance .....	36 - 38
SAFETY AND SECURITY OFFICE.....	39 - 49
Safety and Security .....	41 - 45
Information Technology .....	46 - 49
FINANCE OFFICE .....	50 - 56
TRANSPORTATION OFFICE .....	57- 67
Transportation.....	59 - 63
Customer Service.....	64 - 65
Planning .....	66 - 67
MAINTENANCE OFFICE .....	68 - 87
Fleet Maintenance .....	70 - 78
Facility Maintenance .....	79 - 85
Stops & Zones .....	86 - 87
CAPITAL BUDGET .....	88 - 99

June 22, 2022

Dear SunLine Board of Directors,

In Fiscal Year 2022, SunLine Transit Agency remained dedicated to making a difference in the Coachella Valley community and the transit industry. Our SunLine Refueled initiative continued to roll out new services and the Agency successfully launched the 10 Commuter Link regional route, providing access from the eastern Coachella Valley to San Bernardino in partnership with the California State University, San Bernardino. We grew our microtransit service, SunRide, by offering an enhanced app user experience and expanding upon the pilot zones. As a result, systemwide ridership increased by 7.2% as of fiscal year-to-date compared to the same period last year.

While navigating the ongoing pandemic, our team planned community outreach programs to the fullest extent possible, and was able to bring back our Pack the Bus Backpack and School Supplies Drive and Fill the Bus Holiday Food Drive in 2021. SunLine was also recognized with top honors from the Caltrans Excellence in Transportation Awards and Urban Transportation System of the Year Award from the Community Transit Agency Association. We were very proud to have been selected for our accomplishments, which was a collective effort of all SunLine team members.

In addition, SunLine reached many milestones in other areas during the fiscal year. The new Operations Facility completed construction and all staff were moved from trailers more than three (3) decades old into the new state-of-the-art building. The Agency led a successful demonstration of a mobile hydrogen fueling system at our Indio division for the first time in SunLine's history. The Agency also received a \$8.4M grant from the Federal Transit Administration's Bus and Bus Facilities program for four (4) fuel cell electric buses and the rehabilitation of 10 CNG buses.

The proposed operating and capital budgets for Fiscal Year 2023 are \$46,085,646 and \$25,477,005, respectively. In the operating budget, \$1,824,582 is attributed to grant funded projects. The net increase of 7.94% in the operating budget is less the grant-funded services. The majority of the costs associated with the increase can be attributed to wages and benefits related to recruitment and retention. The Fiscal Year 2023 operating and capital budgets were derived through a collaborative effort among staff with a unified goal of good organizational management, growth, and development.

As a national leader, SunLine continues to make every effort to improve the customer experience and integration of innovative alternative fuel technologies for Coachella Valley residents and visitors. We are pleased to present to you the details for the Fiscal Year 2023 budget outlined in the following document.

Sincerely,



Lauren Skiver  
CEO/General Manager

# SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

---

## ANNUAL BUDGET FISCAL YEAR 2023

---

### BOARD OF DIRECTORS

Indio: Glenn Miller, Chair  
Palm Springs: Lisa Middleton, Vice Chair  
Cathedral City: Nancy Ross  
Coachella: Denise Delgado  
Desert Hot Springs: Russell Betts  
Indian Wells: Dana Reed  
La Quinta: Robert Radi  
Palm Desert: Kathleen Kelly  
Rancho Mirage: Charles Townsend  
Riverside County: V. Manuel Perez

**CHIEF EXECUTIVE OFFICER/GENERAL MANAGER**  
Lauren Skiver

## **EXECUTIVE SUMMARY**

In 2022, SunLine completed one (1) full year of its Refueled initiative. The plan focused on key ridership drivers such as minimizing transfers, reducing travel times, providing SunRide as a microtransit solution, and realigning routes to growing, more productive areas. SunLine plans on resuming normal level one (1) service in FY23 along with new services such as the Route 1X and expanded zones for microtransit. The move to full service will be primarily dependent on acquiring and training the necessary operators.

## **SERVICE & RIDERSHIP**

SunLine has experienced an increase in ridership for FY22. SunLine anticipates that ridership will continue to grow with the implementation of full service. Ridership has experienced slow growth nationwide and SunLine has experienced similar issues.

## **REVENUES & SUBSIDIES**

Traditionally, SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues with state funding. However, due to COVID-19, the farebox recovery ratio requirement has not been enforced due to the decrease in ridership and revenues. Nevertheless, SunLine's budget is still compliant with the farebox requirement.

The proposed revenues for FY23 consist of a mix of passenger fares, federal, state, local funding and other revenues, with the main assumptions being as follows:

- The utilization of Local Transportation Funding (LTF) has an increased for FY23 due to the fact that SunLine has expended the vast majority of emergency federal funding.
- Measure A funding increased for FY23 over the last fiscal year due to increased allocations from the Riverside County Transportation Commission (RCTC) which are based on projected tax revenues. RCTC's original conservative estimates for Measure A and LTF were revised at the January 2022 commission meeting. The COVID-19 pandemic had a large impact to initial projected tax revenues but economic stimuli throughout 2020 and early 2021 alleviated a large negative impact on sales tax.
- In FY23, SunLine will use various forms of federal funding including FTA Section 5307, CARES, ARPA, 5311, and Congestion Mitigation and Air Quality Improvement (CMAQ) Program.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine significantly reduced its passenger fare revenue projections

for FY21. The Agency has experienced an increase in revenue which aligns with projected ridership increases.

- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22, Sunline expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

DRAFT

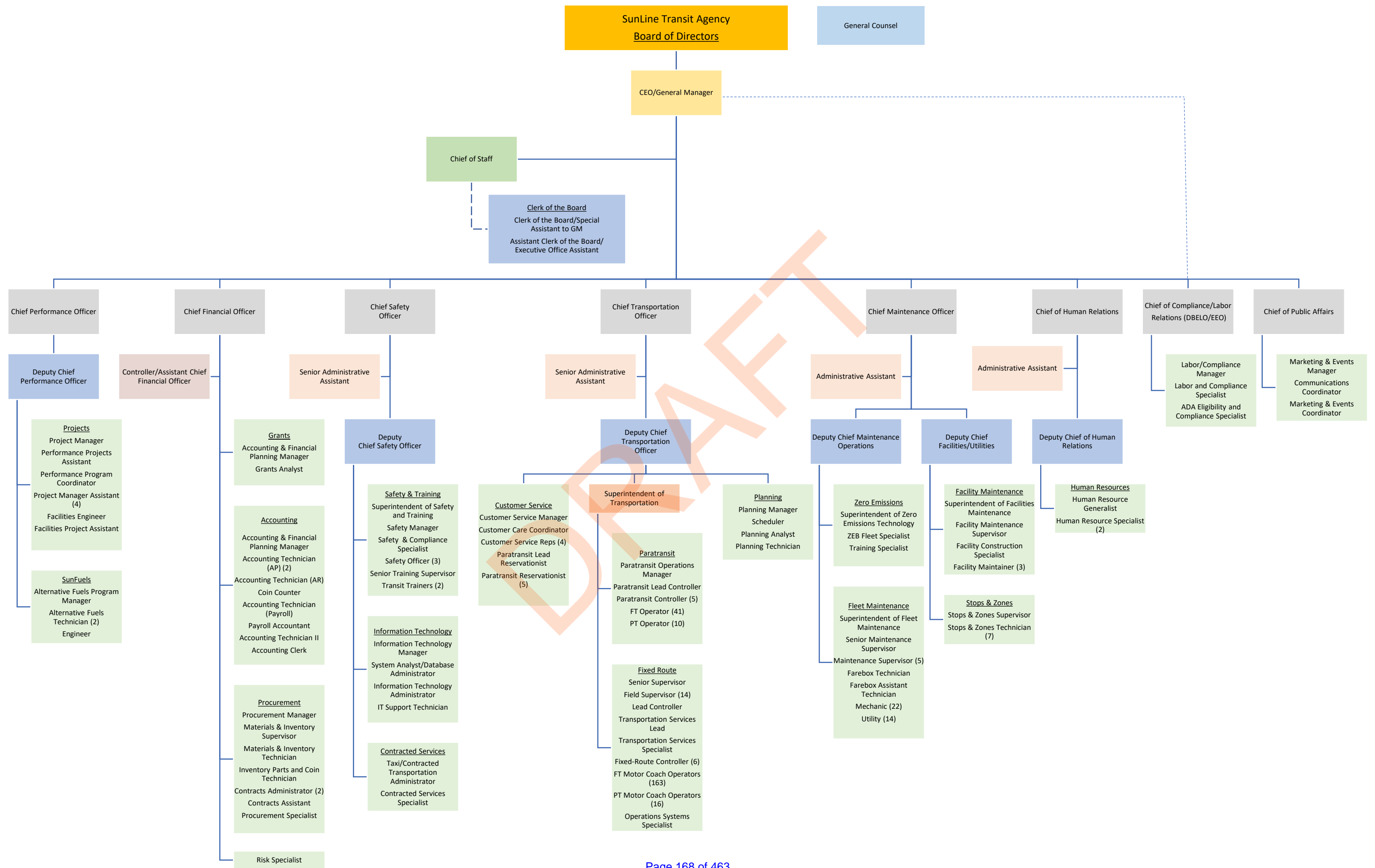
## **CAPITAL PROJECTS**

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY23 focuses on the riders, employee equipment and facilities and continuing SunLine's investment in alternative fuel technology for vehicles and infrastructures.

### **New Projects**

There are 12 new capital projects programmed in FY23. The FY23 capital budget reflects over \$13.2 million in competitive funds that the Agency was awarded. The new projects represent an emphasis on innovation while aligning with the Agency's Board approved Innovative Clean Transit (ICT) plan. The requests in FY23 will be in addition to the existing CIP. The new projects cover necessities in fleet and facilities. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology:

- Fleet:
  - Over the Road Hydrogen Fuel Cell Coach
  - CNG Bus Rehab (10) and Hydrogen Bus (4) Purchase
  
- Facilities, IT and Equipment:
  - Indio CNG Station Phase II
  - Facility Improvement Projects
  - Liquid Hydrogen Trailer Project
  - Microgrid to Hydrogen Phase IV
  - IT Projects
  - Bus Stops and Amenities
  - Real Time Surveillance System
  - Radio Replacement Phase II & Upgrade to ITS
  - Maintenance Equipment
  - Software Expansion





## AGENCY PERSONNEL SUMMARY

Department	FY22 Base FTE's	Changes to Base	Proposed New Positions	FY23 Proposed Base FTE's	Variance
<b>EXECUTIVE OFFICE</b>					
Marketing (31)	4.00	-	-	4.00	-
Executive Office (40)	8.00	-	-	8.00	-
<b>HUMAN RESOURCES OFFICE</b>					
Human Resources (32)	6.00	-	-	6.00	-
<b>PERFORMANCE MANAGEMENT OFFICE</b>					
SunFuels (10)	3.00	-	1.00	4.00	1.00
Performance Office (44)	14.00	(5.00)	2.00	11.00	(3.00)
<b>SAFETY AND SECURITY OFFICE</b>					
Safety and Security (15)	11.75	(1.75)	3.75	13.75	2.00
Information Technology (42)	4.00	-	-	4.00	-
<b>TRANSPORTATION OFFICE</b>					
Operations - Fixed Route (11,12)	195.00	-	9.00	204.00	9.00
Operations - Paratransit (13, 14)	56.00	(0.50)	-	55.50	(0.50)
Customer Service (45)	11.00	1.00	-	12.00	1.00
Service Planning (49)	5.00	(1.00)	-	4.00	(1.00)
<b>FINANCE OFFICE</b>					
Finance (41)	22.75	-	0.25	23.00	0.25
<b>MAINTENANCE OFFICE</b>					
Maintenance (21, 22)	48.00	4.00	-	52.00	4.00
Facilities Maintenance (23, 24)	6.00	1.00	1.00	8.00	2.00
Stops & Zones (25)	8.00	-	-	8.00	-
<b>Total FTEs</b>	<b>402.50</b>	<b>(2.25)</b>	<b>17.00</b>	<b>417.25</b>	<b>14.75</b>

### Notes:

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

### Performance Office

- The Performance Office is requesting total of three (3) new FTEs for FY23. After transfers to the Maintenance Office, the net impact is a decrease of two (2) FTEs.

### Transportation

- Nine (9) additional FTEs are proposed in Fixed Route to accommodate the move to level 1 service.
- One half (0.5) of an FTE is being removed as a result of a reconciliation of PT paratransit employees.
- There is one (1) transfer of a position from Planning to Customer Service.

### Finance

- One (1) part time employee was converted into full time resulting in an increase of 0.25 FTEs.

## AGENCY PERSONNEL SUMMARY

---

### **Maintenance Office**

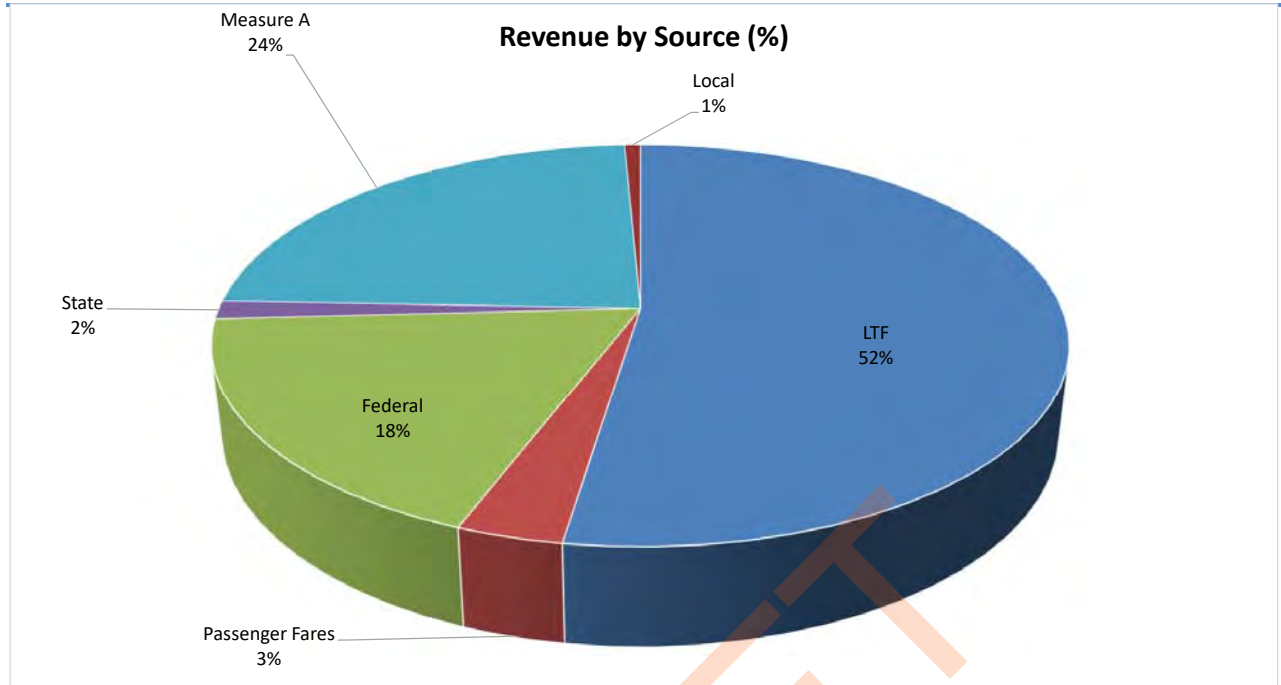
- Five (5) FTEs were transferred from the Performance Office into the Maintenance Office.
- One (1) FTE is being added to assist with the maintaining of the Agency's facilities.

### **Safety and Security**

- Two (2) FTEs are being added in Safety to facilitate the training of new operators and manage the growing services such as microtransit.

DRAFT

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY22 Approved Budget	FY22 Estimates	FY22 Variance	FY23 Proposed Budget	FY23 Variance	Type
Advertising Revenue	250,000	271,813	21,813	-	(250,000)	Local
Bus Stop Maintenance Fees	122,482	121,839	(643)	-	(122,482)	Local
CARES Act FTA Section 5307	846,920	846,920	-	-	(846,920)	Federal
CARES Act FTA Section 5311	-	-	-	832,331	832,331	Federal
CARES Act FTA Section 5311(f)	241,264	303,219	61,955	-	(241,264)	Federal
CRRSAA FTA Section 5307	5,011,454	5,011,454	-	-	(5,011,454)	Federal
ARPA FTA Section 5307	16,579,343	16,579,343	-	200,000	(16,379,343)	Federal
CMAQ	836,257	492,000	(344,257)	893,098	56,841	Federal
Clean Cities	-	-	-	35,000	35,000	State
California Energy Commission	-	-	-	250,000	250,000	State
Haul Pass & Commuterlink	262,861	262,861	-	331,000	68,139	Local
Emissions Credits (Sales of State Fuel Credits)	972,444	1,243,566	271,122	-	(972,444)	Sales
Farebox - Fixed Route	861,474	1,334,923	473,449	1,303,543	442,069	Sales
Farebox - Paratransit	74,911	211,249	136,338	210,816	135,905	Sales
SunRide Revenue	2,016	14,712	12,696	14,642	12,626	Sales
FTA Section 5307	-	-	-	5,869,769	5,869,769	Federal
California Air Resource Board	-	-	-	200,000	200,000	State
FTA Section 5311	-	-	-	409,279	409,279	Federal
FTA Section 5311(f)	-	-	-	248,985	248,985	Federal
FTA Section 5312	37,320	37,320	-	-	(37,320)	Federal
Interest and Other Income	27,114	28,561	1,447	-	(27,114)	Local
Local Transportation Funds (LTF)	6,862,866	5,705,844	(1,157,022)	24,157,511	17,294,645	State
Low-Carbon Transit Operations Program	272,563	272,563	-	192,172	(80,391)	State
Measure A	7,000,000	7,000,000	-	10,900,000	3,900,000	Local
SRA Overhead Fee Revenue	27,396	27,396	-	-	(27,396)	Allocation
SunFuels - Outside Sales	676,002	898,820	222,818	-	(676,002)	Sales
Taxi Voucher (Passenger Sales)	38,887	339,171	300,284	37,500	(1,387)	Sales
<b>Total Operating Revenue</b>	<b>41,003,574</b>	<b>41,003,574</b>	<b>\$ -</b>	<b>46,085,646</b>	<b>5,082,072</b>	

Notes:

- The majority of the emergency federal funding has been utilized in FY20, FY21 and FY22.
- The FY22 variance reflects the difference between FY22 estimates and FY22 approved budget. The FY23 variance indicates the difference between FY23 proposed budget and FY22 approved budget.

DRAFT

## **REVENUE & FUNDING SOURCES**

---

In addition to passenger and other revenues, the Agency receives a mix of funding from federal, state, and local funding sources. These are utilized to fund the operation of nine (9) routes, connecting the Coachella Valley from Desert Hot Springs and Palm Springs in the northwest to Mecca, Oasis, and North Shore in the east, one (1) express line on hwy 111 and one (1) regional Commuter route operating between Indio and San Bernardino. The Agency's service includes complementary paratransit service to locations within 3/4 miles of the local fixed route network. An overview of each funding source is outlined below.

### **CARES ACT FTA SECTION 5311**

The CARES Act includes provisions for new transit funding to assist transit providers during the COVID-19 pandemic. Eligible expenses include Projects for preventing, preparing for, and responding to the COVID-19 disease such as: operating costs to maintain service, lost revenue due to COVID-19 public health emergency, purchase of personal protective equipment associated with response to the pandemic, administrative leave salaries for operations personnel.

### **HAUL PASS**

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22 SunLine expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

### **CONGESTION MITIGATION & AIR QUALITY (CMAQ)**

CMAQ funds are used to support the SunRide, Route 1X and Vanpool programs.

### **EMISSIONS CREDITS (SALES OF FUEL CREDITS)**

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

### **FAREBOX**

Farebox revenues are generated from the collection of passenger fares and ticket sales. This revenue is

### **FTA SECTION 5307**

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

### **CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD**

The California Energy Commission (CEC) and California Air Resources Board (CARB) are two State agencies that focus on reducing green house gas emissions. Funding for FY23 will be utilized for training and curriculum for the Center of Excellence.

## **REVENUE & FUNDING SOURCES**

---

### **FTA SECTION 5311/5311(f)**

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

### **CLEAN CITIES**

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

### **LOCAL TRANSPORTATION FUND (LTF)**

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

### **LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)**

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

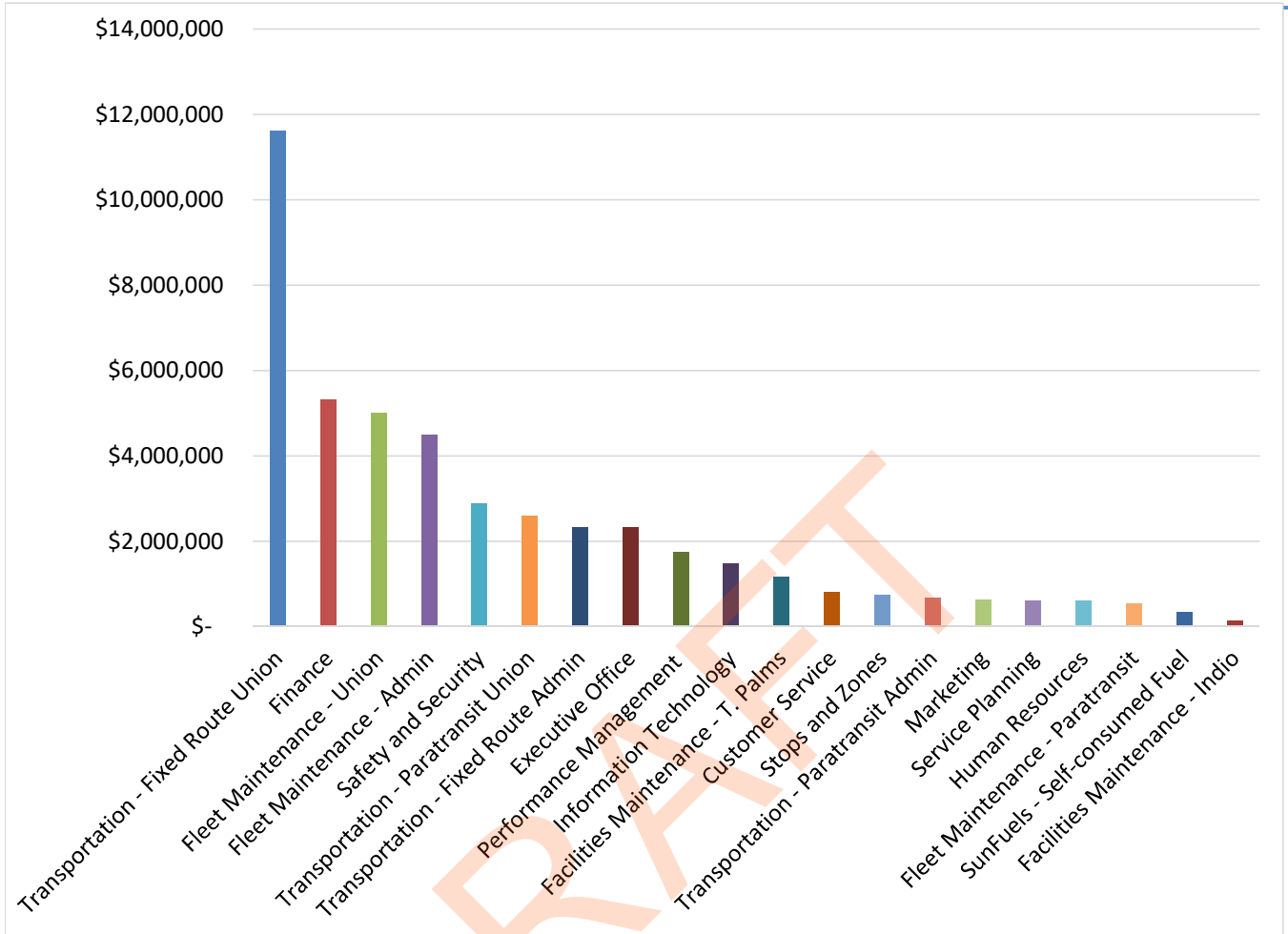
### **MEASURE A**

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

### **TAXI VOUCHER PROGRAM (Passenger Sales)**

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

## EXPENSE SUMMARY

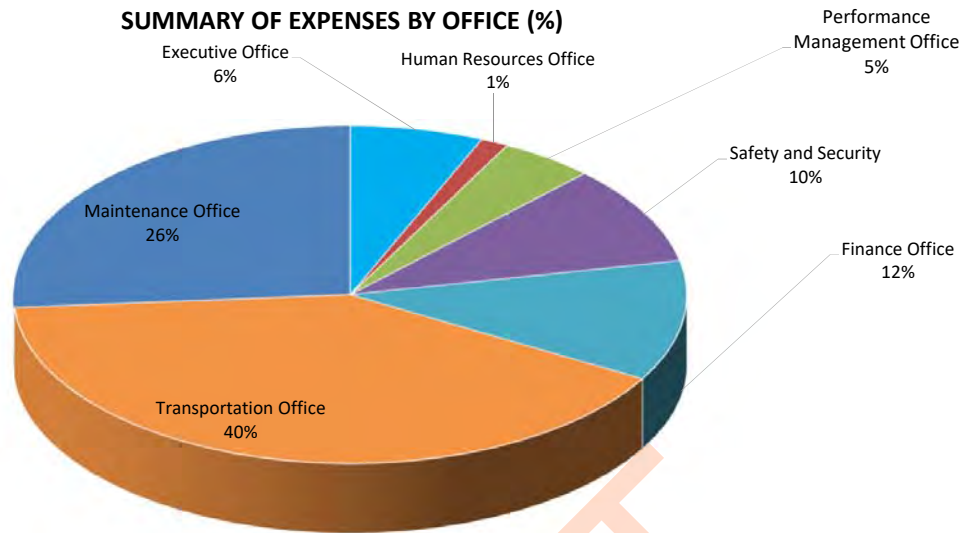


## EXPENSE SUMMARY

Division	Division Name	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>EXECUTIVE OFFICE</b>				
31	Marketing	631,513	626,863	(4,650)
40	Executive Office	1,807,960	2,318,897	510,937
<b>HUMAN RESOURCES OFFICE</b>				
32	Human Resources	565,038	614,956	49,918
<b>PERFORMANCE MANAGEMENT OFFICE</b>				
10	SunFuels - Self-consumed Fuel	491,391	341,971	(149,420)
44	Performance Management	1,612,992	1,750,624	137,632
<b>SAFETY AND SECURITY OFFICE</b>				
15	Safety and Security	1,786,453	2,900,373	1,113,920
42	Information Technology	1,193,652	1,481,102	287,450
<b>FINANCE OFFICE</b>				
41	Finance	5,088,086	5,313,340	225,254
<b>TRANSPORTATION OFFICE</b>				
11	Transportation - Fixed Route Admin	2,212,112	2,320,777	108,665
12	Transportation - Fixed Route Union	10,754,960	11,620,299	865,339
13	Transportation - Paratransit Admin	623,072	679,454	56,382
14	Transportation - Paratransit Union	2,680,846	2,604,014	(76,832)
45	Customer Service	654,058	807,716	153,658
49	Service Planning	650,260	618,766	(31,494)
<b>MAINTENANCE OFFICE</b>				
13	Fleet Maintenance - Paratransit	446,081	532,699	86,618
21	Fleet Maintenance - Admin	3,657,303	4,504,054	846,751
22	Fleet Maintenance - Union	4,440,167	5,001,656	561,489
23	Facilities Maintenance - T. Palms	919,218	1,164,344	245,126
24	Facilities Maintenance - Indio	109,803	130,479	20,676
25	Stops and Zones	678,608	753,263	74,655
<b>Total</b>		<b>41,003,574</b>	<b>46,085,646</b>	<b>5,082,072</b>



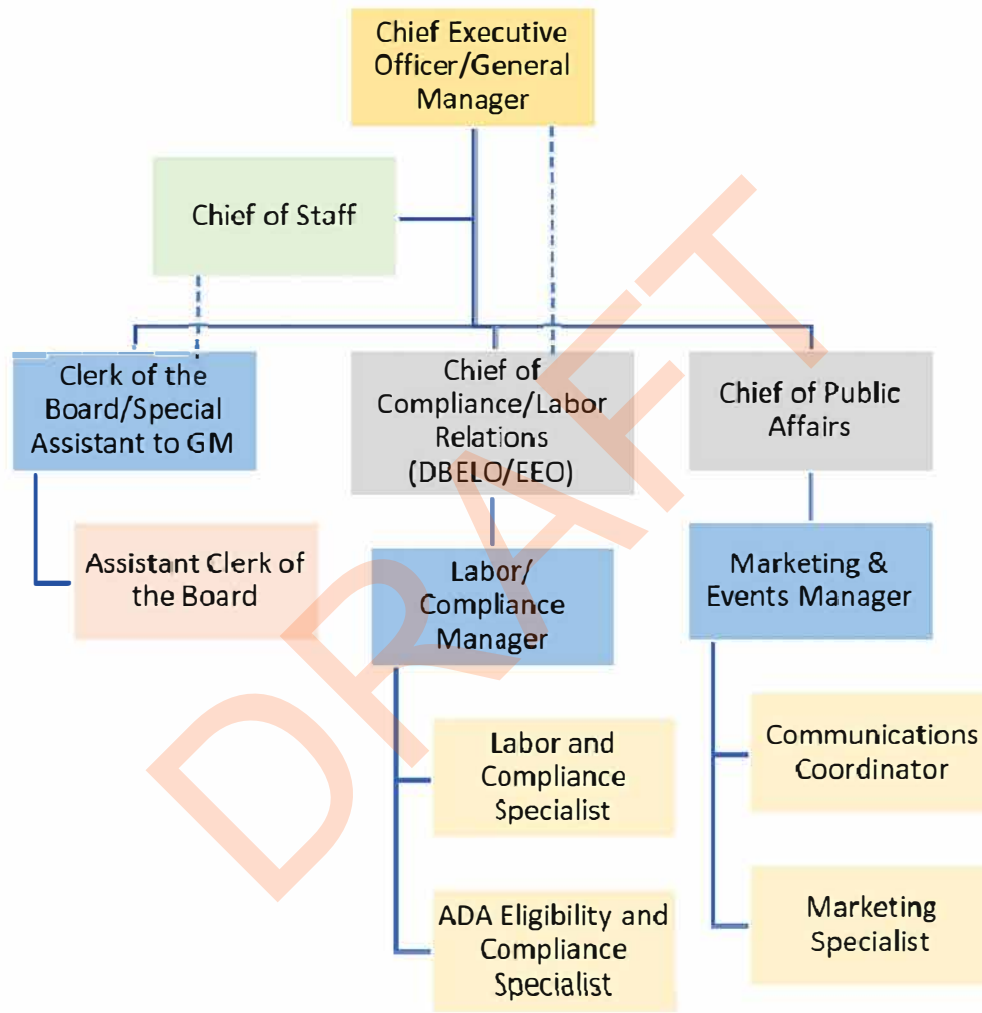
## EXPENSE SUMMARY BY OFFICE



Office	FY22 Approved Budget	FY23 Proposed Budget	% of Budget
<b>EXECUTIVE OFFICE</b>			
Marketing	631,513	626,863	1%
Executive Office	1,807,960	2,318,897	5%
<b>Executive Office</b>	<b>2,439,473</b>	<b>2,945,759</b>	<b>6%</b>
<b>HUMAN RESOURCES OFFICE</b>			
Human Resources	565,038	614,956	1%
<b>Human Resources Office</b>	<b>565,038</b>	<b>614,956</b>	<b>1%</b>
<b>PERFORMANCE MANAGEMENT OFFICE</b>			
SunFuels	491,391	341,971	1%
Performance Management	1,612,992	1,750,624	4%
<b>Performance Office</b>	<b>2,104,383</b>	<b>2,092,595</b>	<b>5%</b>
<b>SAFETY AND SECURITY OFFICE</b>			
Safety and Security	1,786,453	2,900,373	6%
Information Technology	1,193,652	1,481,102	3%
<b>Safety and Security Office</b>	<b>2,980,105</b>	<b>4,381,475</b>	<b>10%</b>
<b>FINANCE OFFICE</b>			
Finance	5,088,086	5,313,340	12%
<b>Finance Office</b>	<b>5,088,086</b>	<b>5,313,340</b>	<b>12%</b>
<b>TRANSPORTATION OFFICE</b>			
Transportation - Fixed Route Admin	2,212,112	2,320,777	5%
Transportation - Fixed Route Operators	10,754,960	11,620,299	25%
Transportation - Paratransit Admin	623,072	679,454	1%
Transportation - Paratransit Operators	2,680,846	2,604,014	6%
Customer Service	654,058	807,716	2%
Service Planning	650,260	618,766	1%
<b>Transportation Office</b>	<b>17,575,308</b>	<b>18,651,026</b>	<b>40%</b>
<b>MAINTENANCE OFFICE</b>			
Fleet Maintenance - Paratransit	446,081	532,699	1%
Fleet Maintenance - Admin	3,657,303	4,504,054	10%
Fleet Maintenance - Mechanics	4,440,167	5,001,656	11%
Facilities Maintenance - T. Palms	919,218	1,164,344	3%
Facilities Maintenance - Indio	109,803	130,479	0.3%
Stops & Zones	678,608	753,263	2%
<b>Maintenance Office</b>	<b>10,251,180</b>	<b>12,086,494</b>	<b>26%</b>
<b>Total Expenses</b>	<b>41,003,574</b>	<b>46,085,646</b>	<b>100%</b>

# EXECUTIVE OFFICE

DRAFT



**EXECUTIVE OFFICE**

**Division 31**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	-	161,131	156,469	172,325	134,376	(37,949)
5010201610 ADMIN SALARIES-OT	-	753	1,471	2,500	3,000	500
5029999999 TOTAL FRINGE BENEFITS	-	104,685	109,528	121,888	94,337	(27,551)
5030303240 CONTRACTED SERVICES	-	114,120	106,020	120,000	234,000	114,000
5030303260 ADVERTISING	-	70,337	93,987	101,150	91,150	(10,000)
5030303270 SUNLINE EVENTS EXPENSE	-	4,384	24,592	21,000	21,000	-
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	-	300	38,925	46,650	-	(46,650)
5030400000 TEMPORARY HELP SERVICES	-	12,571	15,448	10,000	10,000	-
5039900003 PRINTING EXPENSE	-	20,025	20,940	22,000	25,000	3,000
5049900001 OFFICE SUPPLIES	-	2,774	1,789	5,000	5,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	1,930	1,457	3,000	3,000	-
5090200000 TRAVEL MEETINGS/TRAINING	-	3,465	5,680	6,000	6,000	-
<b>Total Expenses</b>	-	<b>496,475</b>	<b>576,307</b>	<b>631,513</b>	<b>626,863</b>	<b>(4,650)</b>

- In FY21, the marketing staff were separated from the Community and Customer Relations department. Accordingly, the marketing costs FY20 are included in the Community and Customer Relations department.

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Chief of Public Affairs	1.00	1.00	0.00
1	Marketing & Events Manager	1.00	1.00	0.00
1	Communications Coordinator	1.00	1.00	0.00
1	Marketing Specialist	1.00	1.00	0.00
<b>4</b>	<b>Total FTE's</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	172,325	134,376	(37,949)
<b>5010201610 ADMIN SALARIES-OT</b>	2,500	3,000	500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	121,888	94,337	(27,551)
<b>Sub-total</b>	<b>296,713</b>	<b>231,713</b>	<b>(65,000)</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Annual report	3,500	4,000	500
Public relations firm	86,500	195,000	108,500
Website hosting and support	30,000	35,000	5,000
<b>Sub-total</b>	<b>120,000</b>	<b>234,000</b>	<b>114,000</b>
<b>5030303260 ADVERTISING</b>			
Mass printing costs	1,140	1,140	-
Print, TV, radio & social media	89,756	79,756	(10,000)
Production costs associated with exterior bus and shelter advertisements	3,944	3,944	-
Promotional items	6,310	6,310	-
<b>Sub-total</b>	<b>101,150</b>	<b>91,150</b>	<b>(10,000)</b>
<b>5030303270 SUNLINE EVENTS EXPENSE</b>			
Costs associated with events throughout the year	21,000	21,000	-
<b>Sub-total</b>	<b>21,000</b>	<b>21,000</b>	-
<b>5030303273 Anti-Human Trafficking Campaign</b>			
Costs associated with PSA for campaign	46,650	-	(46,650)
<b>Sub-total</b>	<b>46,650</b>	-	<b>(46,650)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	-

**EXECUTIVE OFFICE - MARKETING**

**Division 31**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5039900003 PRINTING EXPENSE</b>			
Rider's Guides	22,000	25,000	3,000
<b>Sub-total</b>	<b>22,000</b>	<b>25,000</b>	<b>3,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
City Chamber Memberships	1,000	1,000	-
Stock Art and Digital Media	300	300	-
Palm Springs CVB	1,200	1,200	-
Rotary	500	500	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>631,513</b>	<b>626,863</b>	<b>(4,650)</b>

**EXECUTIVE OFFICE**

**Division 40**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

- Strategically support the Agency's recovery efforts for both employee and riders following the COVID-19 pandemic.
- Support the development of the microgrid project to produce renewable Hydrogen, reduce operating costs, generate new sources of revenue through energy sales and to create an emergency clean energy hub for the Coachella Valley.
- Support legislative advocacy efforts to further SunLine's mission and help the Agency be recognized for competitive funding opportunities.
- Continue to develop the West Coast Center of Excellence as a national training center for alternative fuel technologies.

**EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimated Actuals	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	411,791	386,456	503,782	581,824	586,107	4,282
5010201610 ADMIN SALARIES-OT	-	31	17	800	-	(800)
5010700000 ALLOCATED SALARIES	(3,120)	(2,876)	(3,814)	(3,000)	4,303	7,303
5029999999 TOTAL FRINGE BENEFITS	258,164	247,103	349,269	393,836	432,992	39,156
5030200000 PUBLIC NOTICES	385	128	204	1,500	1,500	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	95,357	162,804	342,875	400,000	200,000	(200,000)
5030300005 LEGAL SVCS- GENERAL	94,157	71,667	96,454	175,000	198,485	23,485
5030300006 LEGAL SVCS-SPECIAL	-	-	-	-	30,000	30,000
5030400000 TEMPORARY HELP SERVICES	-	13,321	-	-	-	-
5049900000 PRINTING ADMINISTRATION	4,206	2,167	3,888	4,000	4,000	-
5049900001 OFFICE SUPPLIES-GENERAL	2,006	1,496	1,909	3,000	2,200	(800)
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	67,678	59,827	64,081	84,000	91,810	7,810
5090200000 TRAVEL-MEETINGS/TRAINING	21,930	7,912	27,651	10,000	28,000	18,000
5090200001 TRAINING/ WORKSHOP	12,712	-	10,000	15,000	18,000	3,000
5090200002 BOARD MEETING EXPENSES	1,938	2,406	4,039	5,000	5,000	-
5090200003 BOARD MEMBER COMPENSATION	6,000	8,200	8,367	12,000	12,000	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	12,658	-	-	-	3,000	3,000
5099900002 MISCELLANEOUS EXPENSE	-	92	-	-	1,500	1,500
5099900004 CONSULTING-GENERAL	247,027	11,537	338,370	125,000	700,000	575,000
<b>Total Expenses</b>	<b>1,232,889</b>	<b>972,271</b>	<b>1,747,090</b>	<b>1,807,960</b>	<b>2,318,897</b>	<b>510,937</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Authorized FTEs	FY23 Requested FTEs	Variance
1	Chief Executive Officer/General Manager	1.00	1.00	0.00
1	Chief of Staff	1.00	1.00	0.00
1	Clerk of the Board/Special Assistant to CEO/GM	1.00	1.00	0.00
1	Assistant Clerk of the Board	1.00	1.00	0.00
1	Chief of Compliance/Labor Relations (DBELO/EEO)	1.00	1.00	0.00
1	Labor/Compliance Manager	1.00	1.00	0.00
1	Labor and Compliance Specialist	1.00	1.00	0.00
1	ADA Eligibility and Compliance Specialist	1.00	1.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	581,824	586,107	4,282
<b>5010201610 ADMIN SALARIES-OT</b>	800	-	(800)
<b>5010700000 ALLOCATED SALARIES</b>	(3,000)	4,303	7,303
<b>5029999999 TOTAL FRINGE BENEFITS</b>	393,836	432,992	39,156
<b>Sub-total</b>	<b>973,460</b>	<b>1,023,402</b>	<b>49,941</b>
<b>5030200000 PUBLIC NOTICES</b>			
Notices relating to DBE, EEO, and ADA information.	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5030300002 LEGAL SERVICES - LABOR COUNSEL</b>			
Attorney fees for employee related issues & labor negotiations	400,000	200,000	(200,000)
<b>Sub-total</b>	<b>400,000</b>	<b>200,000</b>	<b>(200,000)</b>
<b>5030300005 LEGAL SVCS- GENERAL</b>			
Costs associated with general legal counsel	175,000	198,485	23,485
<b>Sub-total</b>	<b>175,000</b>	<b>198,485</b>	<b>23,485</b>
<b>5030300006 LEGAL SVCS-SPECIAL</b>			
Specialized legal services	-	30,000	30,000
<b>Sub-total</b>	<b>-</b>	<b>30,000</b>	<b>30,000</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
General printing costs	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	3,000	2,200	(800)
<b>Sub-total</b>	<b>3,000</b>	<b>2,200</b>	<b>(800)</b>



**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
APTA	40,800	40,800	-
Form 700 submittal subscription	-	1,500	1,500
SHRM	-	500	500
Compliance training subscription	-	2,000	2,000
Cal Act	1,120	1,219	99
CAL Hydrogen Bus Council	11,200	12,188	988
Cal Start	2,800	3,047	247
California Transit Association	14,400	15,670	1,270
Carreon Foundation Scholarship	2,800	3,047	247
Clean Cities Coachella	1,120	1,219	99
CTAA	4,000	4,353	353
CSUSB Advancement Board	2,240	2,438	198
ZEBRA	3,520	3,830	310
<b>Sub-Total</b>	<b>84,000</b>	<b>91,810</b>	<b>7,810</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Annual APTA CEO Seminar	983	2,459	1,477
APTA Board Conference	1,346	3,369	2,023
APTA Committee Meetings	620	1,551	931
CalAct Autumn Conference	569	1,424	855
CalStart Conference - Heavy Duty	434	1,086	652
CTA Annual Conference	434	1,086	652
CTE Board Meeting	434	1,086	652
EEO, DBE, ADA Seminars	1,892	4,736	2,844
Fees for general administration expenses related to city & community events	1,211	3,031	1,820
Training for Clerk of the Board & Compliance staff	1,352	6,351	5,000
ZEBS Meetings	727	1,819	1,092
<b>Sub-Total</b>	<b>10,000</b>	<b>28,000</b>	<b>18,000</b>

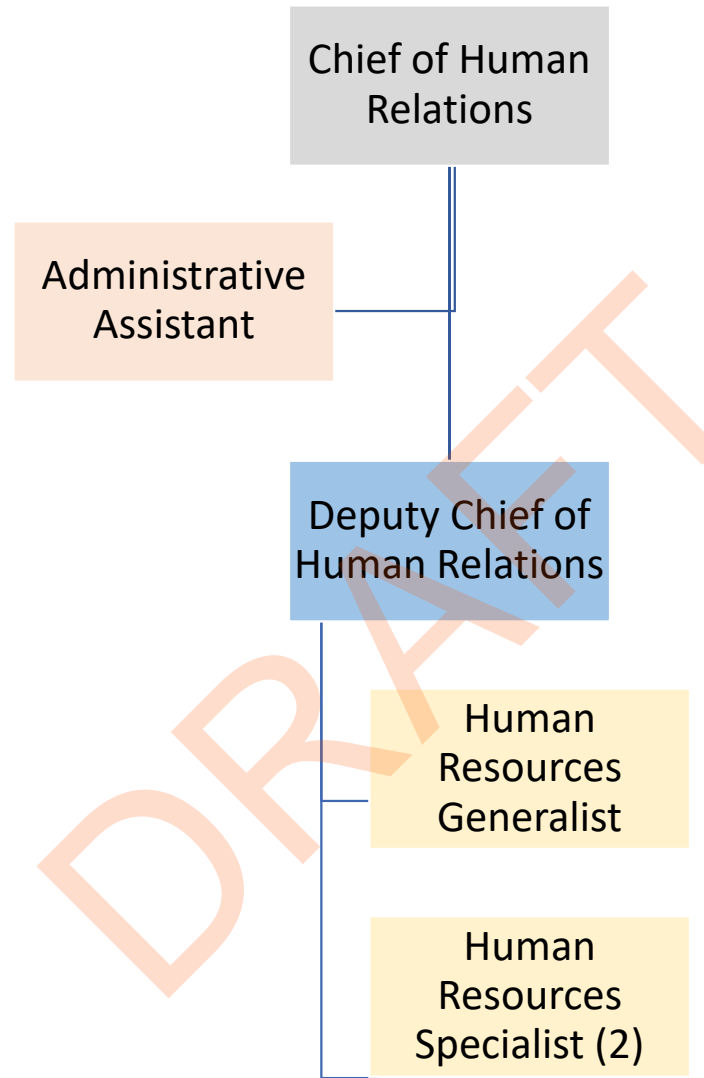
**EXECUTIVE OFFICE DETAIL**

**Division 40**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5090200001 TRAINING/ WORKSHOP</b>			
Annual APTA Conference	2,737	2,737	-
APTA Bus & Paratransit Conference	2,130	2,130	-
APTA Leadership	2,031	2,031	-
APTA Legislative Conference	2,433	2,433	-
California Hydrogen Business Council Board	1,217	1,217	-
CARB Subcommittee for ZEBS	1,217	1,217	-
CTA Legislative Conference	1,217	1,217	-
Training for Clerk of the Board & Compliance staff	-	3,000	3,000
West Coast Center of Excellence	2,018	2,018	-
<b>Sub-Total</b>	<b>15,000</b>	<b>18,000</b>	<b>3,000</b>
<b>5090200002 BOARD MEETING EXPENSES</b>			
General board meeting costs	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090200003 BOARD MEMBER COMPENSATION</b>			
Compensation based on meetings attended	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
Employee recognition	-	3,000	3,000
<b>Sub-total</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
<b>5099900002 MISCELLANEOUS EXPENSE</b>			
Employee recognition	-	1,500	1,500
<b>Sub-total</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
<b>5099900004 CONSULTING-GENERAL</b>			
General assessments	125,000	650,000	525,000
Leadership Consulting	-	50,000	50,000
<b>Sub-total</b>	<b>125,000</b>	<b>700,000</b>	<b>575,000</b>
<b>Total Expenses</b>	<b>1,807,960</b>	<b>2,318,897</b>	<b>510,937</b>

# HUMAN RESOURCES OFFICE

DRAFT



**Human Resources Office**

**Division 32**

**FUNCTIONS & RESPONSIBILITIES**

The Human Resources department handles a range of different functions within the organization. The department is responsible for hiring, recruiting, employee benefits and employee relations. The department works diligently behind the scenes to ensure the organization runs efficiently.

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	109,743	226,950	251,533	260,469	284,093	23,624
510201610 ADMIN SALARIES-OT	1,747	1,060	1,469	3,000	3,000	-
5010700000 ALLOCATED SALARIES	(845)	(1,696)	(1,917)	(1,700)	(2,238)	(538)
5029999999 TOTAL FRINGE BENEFITS	111,355	142,932	153,745	164,875	190,719	25,844
5030300001 BENEFIT MANAGEMENT EXPENSE	14,652	15,515	21,746	23,150	25,396	2,246
5030300003 MEDICAL-EXAMS AND TESTING	31,258	23,605	31,992	35,000	35,000	-
5030400000 TEMPORARY HELP SERVICES	26,286	6,318	74,119	5,000	5,000	-
5039900003 PRINTING EXPENSE	3,375	-	235	3,868	3,868	-
5049900000 HR TRAINING	679	348	968	1,500	1,500	-
5049900001 OFFICE SUPPLIES	3,079	1,891	3,588	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,008	5,400	7,251	7,346	7,857	511
5090200000 TRAVEL MEETINGS/TRAINING	1,743	1,245	213	5,280	5,280	-
5090201000 EMPLOYEE EVENT EXPENSE	7,934	167	3,713	9,100	7,000	(2,100)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,027	1,546	892	1,500	1,500	-
5090800000 RECRUITING EMPLOYEES	76,574	23,232	31,125	31,650	31,981	331
5090800100 EMPLOYEE RECOGNITION	6,038	11,679	4,316	5,000	5,000	-
5090800125 TUITION REIMBURSEMENT	554	2,240	5,200	7,000	7,000	-
5099900004 CONSULTING-HR	114,118	3,090	-	-	-	-
<b>Total Expenses</b>	<b>514,324</b>	<b>465,523</b>	<b>590,186</b>	<b>565,038</b>	<b>614,956</b>	<b>49,918</b>

**Human Resources Office**

**Division 32**

**PERSONNEL SUMMARY**

<b>FY23 Physical Count</b>	<b>Classification</b>	<b>FY22 Base FTE's</b>	<b>FY23 Proposed Base FTE's</b>	<b>Variance</b>
1	Chief of Human Relations	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
2	Human Resource Specialist	2.00	2.00	0.00
1	Human Resource Generalist	1.00	1.00	0.00
1	Deputy Chief of Human Relations	0.00	1.00	1.00
0	Human Resource Manager	1.00	0.00	(1.00)
<b>6</b>	<b>Total FTE's</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

Notes:

- Human Resource Manager upgraded to Deputy Chief of Human Relations.

DRAFT

**HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL**

Division 32

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	260,469	284,093	23,624
<b>510201610 ADMIN SALARIES-OT</b>	3,000	3,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(1,700)	(2,238)	(538)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	164,875	190,719	25,844
<b>Sub-total</b>	<b>426,644</b>	<b>475,574</b>	<b>48,930</b>
<b>5030300001 BENEFIT MANAGEMENT EXPENSE</b>			
ACA Filing	3,000	4,000	1,000
CALPERS Admin Fees	14,000	13,806	(194)
Sterling	1,950	1,950	-
OPTUM	4,200	5,640	1,440
<b>Sub-total</b>	<b>23,150</b>	<b>25,396</b>	<b>2,246</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Physician services	20,000	20,000	-
VTT and licenses	15,000	15,000	-
<b>Sub-total</b>	<b>35,000</b>	<b>35,000</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5039900003 PRINTING EXPENSE</b>			
Federal & State Regulation Posters	563	563	-
Employee Handbooks	1,325	1,325	-
Promotional materials	1,980	1,980	-
<b>Sub-total</b>	<b>3,868</b>	<b>3,868</b>	<b>-</b>
<b>5049900000 HR TRAINING</b>			
Employee orientation related expenses	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies to organize EE Files	3,000	3,000	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
DCEAC Membership	40	40	-
Cal Chamber HR California	1,598	1,598	-

## HUMAN RESOURCES OFFICE - HUMAN RESOURCES DETAIL

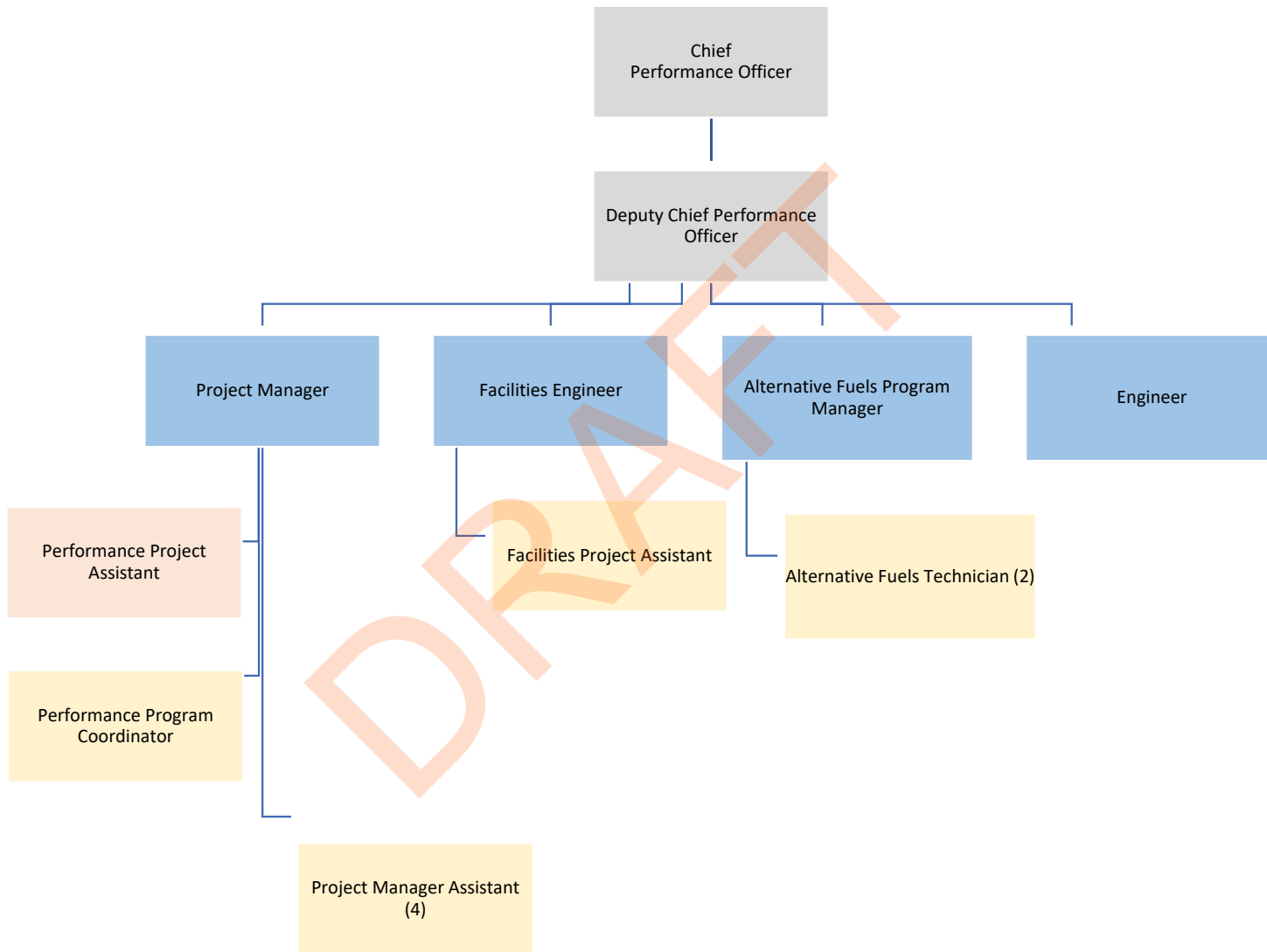
Division 32

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
Review Snap	5,051	5,562	511
SHRM	657	657	-
<b>Sub-total</b>	<b>7,346</b>	<b>7,857</b>	<b>511</b>
<b>509020000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	5,280	5,280	-
<b>Sub-total</b>	<b>5,280</b>	<b>5,280</b>	<b>-</b>
<b>5090201000 EMPLOYEE EVENT EXPENSE</b>			
Year End Breakfast	2,900	1,800	
Employee spring event	1,000	-	(1,000)
Health and Benefits fair	1,000	1,000	-
Holiday party	4,200	4,200	-
<b>Sub-total</b>	<b>9,100</b>	<b>7,000</b>	<b>(2,100)</b>
<b>5090201001 EMPLOYEE WELLNESS PLAN EXPENSE</b>			
Promotional materials related to SunLine's health programs	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background checks	6,000	6,000	-
Executive Officer recruiting	5,000	5,000	-
NEOGOV	20,650	20,981	331
<b>Sub-total</b>	<b>31,650</b>	<b>31,981</b>	<b>331</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>			
Employee of the Month	700	700	
Candygrams	1,800	1,800	
Years of service awards for employees	2,000	2,000	-
Employee Referral Program	500	500	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5090800125 TUITION REIMBURSEMENT</b>			
Bachelor degrees	2,000	2,000	-
Graduate level courses	5,000	5,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>565,038</b>	<b>614,956</b>	<b>49,918</b>



# PERFORMANCE MANAGEMENT OFFICE

DRAFT



**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

- Operate a highly efficient 24/7 fueling infrastructure and aim toward 100% uptime for the stations to accommodate the Agency's fleet growth in both CNG and hydrogen vehicles.
- Maintain safe, reliable and courteous service to our internal and external customers to promote higher sales.
- Preserve the course to secure more renewable energy paths to offset demands and take full advantage of all environmental/tax credits.
- Focus on equipment upgrade for fueling station at Division II.
- Invest in new zero-emission infrastructure improvement projects to produce low cost hydrogen fuel.

**EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	108,012	113,019	116,354	138,675	230,993	92,318
5010201610 ADMIN SALARIES-OT	2,053	1,445	1,753	3,000	-	(3,000)
5010700000 ALLOCATED SALARIES	16,841	17,403	18,750	20,000	26,376	6,376
5010700001 GRANT ALLOCATED SALARIES	(1,192)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	85,479	90,438	103,328	110,663	174,008	63,345
5030500010 CONTRACT SVC-GENERAL	28,711	18,429	31,824	25,000	32,000	7,000
5030500011 CONTRACT SVC-H2	27,690	3,375	267	107,500	7,500	(100,000)
5030500012 UNIFORMS	1,700	1,541	1,541	2,000	2,000	-
5030600900 ANSWERING SERVICES	359	359	359	420	420	-
5039900005 SHIPPING/FREIGHT	70	15	1,007	400	1,000	600
5039900007 INVENTORY-SALES TAX	2,849	178	3,490	2,000	2,000	-
5039900008 INVENTORY-FREIGHT CHARGES	1,082	54	722	1,000	1,000	-
5049900001 OFFICE SUPPLIES	157	164	95	300	300	-
5049900010 MAT/SUPPLIES--CNG TPALMS	1,944	1,005	913	2,500	3,000	500
5049900011 MAT/SUPPLIES--HYDROGEN	2,588	115	795	1,500	1,500	-
5049900012 MAT/SUPPLIES--CNG INDIO	1,090	1,276	710	2,000	1,500	(500)
5049900300 REPAIR PARTS-HYDROGEN	19,277	2,736	5,858	5,000	20,000	15,000
5049900400 REPAIR PARTS-CNG - TPALMS	25,482	8,517	25,589	12,000	16,000	4,000
5049900450 REPAIR PARTS-CNG - INDIO	4,523	10,011	9,065	15,000	10,000	(5,000)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	70,842	99,184	125,486	95,000	150,000	55,000
5050200002 ELECTRICITY-CNG INDIO	51,002	30,771	49,417	35,000	45,000	10,000
5050200003 ELECTRICITY-HYDROGEN	427,346	1,023,169	1,000,519	1,100,000	1,150,000	50,000
5050200004 UTILITIES WATER/SEWER	1,332	5,251	5,937	6,000	6,500	500
5050200020 NATURAL GAS - THOUSAND PALMS	914,234	1,048,314	1,554,018	1,000,000	1,100,000	100,000
5050200021 NATURAL GAS - INDIO	156,000	67,822	191,689	125,000	175,000	50,000
5050200022 NATURAL GAS - HYDROGEN	35,074	180	183	50,000	50,000	-
5070500000 FUEL TAXES	84,759	73,403	80,882	80,000	56,598	(23,402)
5090200000 TRAVEL MEETINGS/TRAINING	-	-	-	3,000	3,000	-
5090801000 BANK ADJUSTMENTS/FEEES	13,564	14,355	15,794	14,000	14,000	-
5099900004 PERMITS & LICENSES	327	327	868	500	600	100
5099909000 ALLOCATED INDIRECT EXPENSES	17,946	19,445	24,174	21,000	28,838	7,838
5100200000 SELF CONSUMED FUEL	(1,799,578)	(2,333,650)	(2,809,349)	(2,487,067)	(2,967,162)	(480,095)
<b>Total Expenses</b>	<b>301,562</b>	<b>318,653</b>	<b>562,042</b>	<b>491,391</b>	<b>341,971</b>	<b>(149,420)</b>

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

Division 10

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Alternative Fuels Program Manager	1.00	1.00	0.00
1	Engineer	0.00	1.00	1.00
2	Alternative Fuels Technician	2.00	2.00	0.00
<b>4</b>	<b>Total FTEs</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

Notes

- One (1) new position request to assist with increased production of alternative fuels.

DRAFT

**PERFORMANCE MANAGEMENT OFFICE - SUNFUELS**

**Division 10**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	138,675	230,993	92,318
5010201610 ADMIN-OT	3,000	-	(3,000)
<b>5010700000 ALLOCATED SALARIES</b>	20,000	26,376	6,376
5010700001 GRANT ALLOCATED SALARIES	-	-	
<b>5029999999 TOTAL FRINGE BENEFITS</b>	110,663	174,008	63,345
<b>Sub-total</b>	<b>272,338</b>	<b>431,377</b>	<b>159,039</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Haz mat disposal	2,000	2,560	560
POS monitor & equipment repairs	17,000	21,760	4,760
PRD safety valve repairs and certs	6,000	7,680	1,680
<b>Sub-total</b>	<b>25,000</b>	<b>32,000</b>	<b>7,000</b>
<b>5030500011 CONTRACT SVC-H2</b>			
Reformer maintenance & monitoring	7,500	7,500	-
Operating and maintenance agreement for H2 electrolyzer	100,000	-	(100,000)
<b>Sub-total</b>	<b>107,500</b>	<b>7,500</b>	<b>(100,000)</b>
<b>5030500012 UNIFORMS</b>			
Uniform services	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5030600900 ANSWERING SERVICES</b>			
Customer 24 hr service /emergency	420	420	-
<b>Sub-total</b>	<b>420</b>	<b>420</b>	<b>-</b>
<b>5039900005 SHIPPING/FREIGHT</b>			
Costs associated with shipping parts out for repairs	400	1,000	600
<b>Sub-total</b>	<b>400</b>	<b>1,000</b>	<b>600</b>
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax for inventory items	2,000	2,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight costs for inventory items	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	300	300	-
<b>Sub-total</b>	<b>300</b>	<b>300</b>	<b>-</b>

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900010 MAT/SUPPLIES--CNG TPALMS</b>			
Compressor supplies	500	600	100
Electrical hardware	500	600	100
Hardware	500	600	100
Industrial supplies	100	120	20
Oil for compressor	600	720	120
Pipes, tubing & fittings	300	360	60
<b>Sub-total</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>5049900011 MAT/SUPPLIES--HYDROGEN</b>			
Hardware	500	500	-
Hoses & nozzles	700	700	-
Stainless steel fittings	300	300	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>5049900012 MAT/SUPPLIES--CNG INDIO</b>			
Compressor oil	900	675	(225)
Hardware	550	413	(138)
Stainless steel fittings & valves	550	413	(138)
<b>Sub-total</b>	<b>2,000</b>	<b>1,500</b>	<b>(500)</b>
<b>5049900300 REPAIR PARTS-HYDROGEN</b>			
Parts for compressor	5,000	20,000	15,000
<b>Sub-total</b>	<b>5,000</b>	<b>20,000</b>	<b>15,000</b>
<b>5049900400 REPAIR PARTS-CNG - TPALMS</b>			
Parts for dispenser	3,472	4,629	1,157
Parts for hoses & nozzles	5,128	6,837	1,709
Valve repair parts	3,400	4,533	1,133
<b>Sub-total</b>	<b>12,000</b>	<b>16,000</b>	<b>4,000</b>
<b>5049900450 REPAIR PARTS-CNG - INDIO</b>			
Compressor parts	9,772	6,515	(3,257)
Parts for dispenser	1,300	867	(433)
Parts for hoses & nozzles	3,928	2,619	(1,309)
<b>Sub-total</b>	<b>15,000</b>	<b>10,000</b>	<b>(5,000)</b>
<b>5050200001 ELECTRICITY-CNG THOUSAND PALMS</b>			
Electricity used to generate CNG	95,000	150,000	55,000
<b>Sub-total</b>	<b>95,000</b>	<b>150,000</b>	<b>55,000</b>

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5050200002 ELECTRICITY-CNG INDIO</b>			
Electricity used to generate CNG	35,000	45,000	10,000
<b>Sub-total</b>	<b>35,000</b>	<b>45,000</b>	<b>10,000</b>
<b>5050200003 ELECTRICITY-HYDROGEN</b>			
Electricity used to generate hydrogen	1,100,000	1,150,000	50,000
<b>Sub-total</b>	<b>1,100,000</b>	<b>1,150,000</b>	<b>50,000</b>
<b>5050200004 UTILITIES WATER/SEWER</b>			
	6,000	6,500	500
<b>Sub-total</b>	<b>6,000</b>	<b>6,500</b>	<b>500</b>
<b>5050200020 NATURAL GAS - THOUSAND PALMS</b>			
Natural gas used to produce CNG	1,000,000	1,100,000	100,000
<b>Sub-total</b>	<b>1,000,000</b>	<b>1,100,000</b>	<b>100,000</b>
<b>5050200021 NATURAL GAS - INDIO</b>			
Natural gas used to produce CNG	125,000	175,000	50,000
<b>Sub-total</b>	<b>125,000</b>	<b>175,000</b>	<b>50,000</b>
<b>5050200022 NATURAL GAS - HYDROGEN</b>			
Natural gas used to generate hydrogen	50,000	50,000	-
<b>Sub-total</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>
<b>5070500000 FUEL TAXES</b>			
Taxes paid on the sale of CNG to the public	80,000	56,598	(23,402)
<b>Sub-total</b>	<b>80,000</b>	<b>56,598</b>	<b>(23,402)</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Ariel Compressor	1,500	1,500	-
APTA, ACT, CalCTA	1,500	1,500	-
<b>Sub-total</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>
<b>5090801000 BANK ADJUSTMENTS/FEES</b>			
Merchant transaction fees	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Fees paid to the county	500	600	100
<b>Sub-total</b>	<b>500</b>	<b>600</b>	<b>100</b>
<b>5099909000 ALLOCATED INDIRECT EXPENSES</b>			
Allocated indirect expenses to account for overhead costs associated with CNG production.	21,000	28,838	7,838
<b>Sub-total</b>	<b>21,000</b>	<b>28,838</b>	<b>7,838</b>
<b>5100200000 SELF CONSUMED FUEL</b>			
Allocated costs to account for CNG fuel expenses	(2,487,067)	(2,967,162)	(480,095)
<b>Sub-total</b>	<b>(2,487,067)</b>	<b>(2,967,162)</b>	<b>(480,095)</b>
<b>Total Expenses</b>	<b>491,391</b>	<b>341,971</b>	<b>(149,420)</b>

**PERFORMANCE MANAGEMENT OFFICE**

**Division 44**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - PERFORMANCE OFFICE (DIV 44)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	446,487	454,689	524,599	594,840	456,020	(138,820)
5010201610 ADMIN SALARIES-OT	498	-	-	1,200	-	(1,200)
5010700000 ALLOCATED SALARIES	(3,283)	(3,394)	(3,974)	(3,400)	(4,344)	(944)
5010700001 GRANT ALLOCATION	(13,642)	-	-	(15,000)	-	15,000
5029999999 TOTAL FRINGE BENEFITS	283,015	310,900	368,302	433,752	359,104	(74,648)
5030400000 TEMPORARY HELP	-	-	-	-	-	-
5039900012 VAN POOL EXPENSES	312,922	197,976	239,269	215,000	-	(215,000)
5039900013 CENTER OF EXCELLENCE	88,065	-	-	-	482,500	482,500
5039900014 SUNRIDE RIDE SHARE EXPENSES	27,706	-	-	-	-	-
5049900000 PRINTING ADMINISTRATION	108	83	506	500	750	250
5049900001 OFFICE SUPPLIES-GENERAL	390	615	285	700	700	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,016	2,016	2,016	2,500	3,000	500
5090200000 TRAVEL-MEETINGS/TRAINING	18,398	666	12,245	10,000	15,000	5,000
5090200001 TRAINING/ WORKSHOP	1,677	1,257	1,332	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	15,422	7,976	14,770	25,000	30,000	5,000
5090201000 EMPLOYEE EXPENSES	250	-	643	700	700	-
5099900004 CONSULTING-GENERAL	355,640	276,476	343,526	340,000	399,994	59,994
<b>Total Expenses</b>	<b>1,535,668</b>	<b>1,249,260</b>	<b>1,503,519</b>	<b>1,612,992</b>	<b>1,750,624</b>	<b>137,632</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22	FY23	Variance
		Authorized FTEs	Requested FTEs	
1	Chief Performance Officer	1.00	1.00	0.00
0	Deputy Chief Zero Emission Technology Officer	1.00	0.00	(1.00)
1	Deputy Chief Performance Officer	1.00	1.00	0.00
0	Superintendent of Zero Emission Technology	1.00	0.00	(1.00)
0	Advanced Technology Training Specialist	1.00	0.00	(1.00)
1	Facilities Engineer	1.00	1.00	0.00
0	Zero Emission Fleet Specialist	2.00	0.00	(2.00)
1	Performance Projects Assistant	1.00	1.00	0.00
1	Project Manager	1.00	1.00	0.00
4	Project Manager Assistant	3.00	4.00	1.00
1	Facilities Project Assistant	1.00	1.00	0.00
1	Performance Program Coordinator	0.00	1.00	1.00
<b>11</b>	<b>Total FTEs</b>	<b>14.00</b>	<b>11.00</b>	<b>(3.00)</b>

**Notes**

- One (1) new position requested to assist with growing capital projects and one (1) funded position related to the Center of Excellence.
- Deputy Chief of Zero Emissions Technology Officer, Superintendent of Zero Emission Technology, Advanced Technology Training Specialist, and two (2) Zero Emission Fleet Specialists were moved to the Maintenance Office.



**PERFORMANCE MANAGEMENT OFFICE DETAIL**

Division 44

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	594,840	456,020	(138,820)
<b>5010201610 ADMIN SALARIES-OT</b>	1,200	-	(1,200)
<b>5010700000 ALLOCATED SALARIES</b>	(3,400)	(4,344)	(944)
<b>5010700001 GRANT ALLOCATION</b>	(15,000)	-	15,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	433,752	359,104	(74,648)
<b>Sub-total</b>	<b>1,011,392</b>	<b>810,780</b>	<b>(200,612)</b>
<b>5030300012 VAN POOL EXPENSES</b>			
Payment of CMAQ funding and local match for planned Van Pool program expenses (pass through grants funds)	215,000	-	(215,000)
<b>Sub-total</b>	<b>215,000</b>	<b>-</b>	<b>(215,000)</b>
<b>5039900013 CENTER OF EXCELLENCE</b>			
Training expenses related to the Center of Excellence	-	482,500	482,500
<b>Sub-total</b>	<b>-</b>	<b>482,500</b>	<b>482,500</b>
<b>5049900000 PRINTING ADMINISTRATION</b>			
Printing of performance and project materials	500	750	250
<b>Sub-total</b>	<b>500</b>	<b>750</b>	<b>250</b>
<b>5049900001 OFFICE SUPPLIES-GENERAL</b>			
Office supplies	700	700	-
<b>Sub-total</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Online file hosting services (Dropbox), Construction Management Association of America membership	2,500	3,000	500
<b>Sub-total</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>5090200000 TRAVEL-MEETINGS/TRAINING</b>			
Cal Act seminar	3,000	4,500	1,500
CTA seminars	3,000	4,500	1,500
FTA sponsored technology events	2,500	3,750	1,250
Public Project Training	1,500	2,250	750
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5090200001 TRAINING/ WORKSHOP</b>			
Workshop/seminars for Performance staff development	7,200	7,200	-
<b>Sub-total</b>	<b>7,200</b>	<b>7,200</b>	<b>-</b>

**PERFORMANCE MANAGEMENT OFFICE DETAIL**

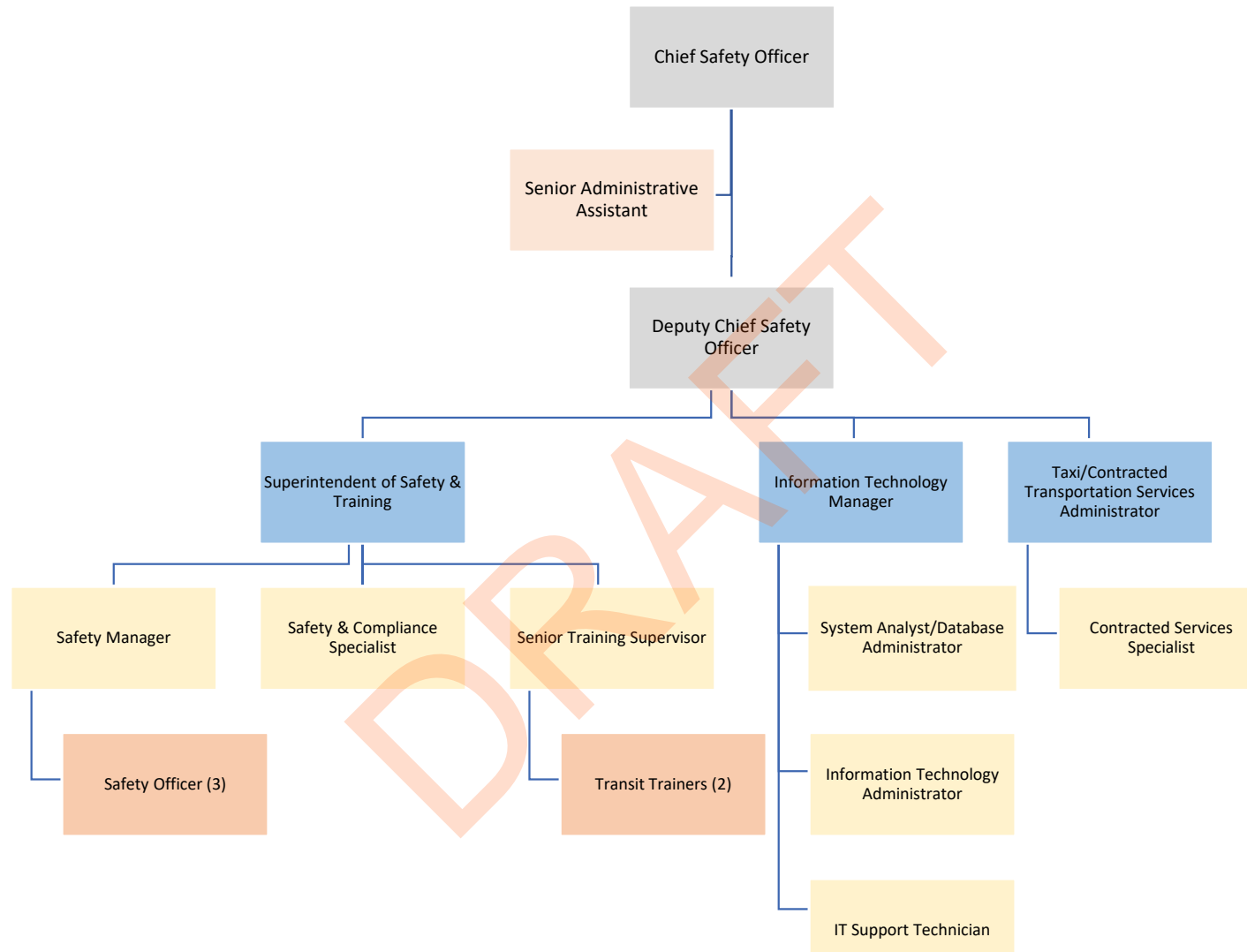
Division 44

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5090200004 EMPLOYEE DEVELOPMENT PROGRAM</b>			
SunLine University (Agency wide staff development courses)	25,000	30,000	5,000
<b>Sub-total</b>	<b>25,000</b>	<b>30,000</b>	<b>5,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage reimbursement and misc. expenses	700	700	-
<b>Sub-total</b>	<b>700</b>	<b>700</b>	<b>-</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Department consultants to aid with project management	340,000	399,994	59,994
<b>Sub-total</b>	<b>340,000</b>	<b>399,994</b>	<b>59,994</b>
<b>Total Expenses</b>	<b>1,612,992</b>	<b>1,750,624</b>	<b>137,632</b>

DRAFT

# SAFETY AND SECURITY OFFICE

DRAFT



**SAFETY AND SECURITY OFFICE**

**Division 15**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	478,015	519,663	495,514	549,845	694,987	145,142
5010201610 ADMIN SALARIES-OT	622	848	723	1,800	6,000	4,200
5010700000 ALLOCATED SALARIES	-	-	46,753	37,745	-	(37,745)
5029999999 TOTAL FRINGE BENEFITS	329,921	370,276	393,762	422,463	543,626	121,163
5030300001 ID BADGE SUPPLIES	2,728	-	2,442	2,000	3,000	1,000
5030300003 MEDICAL-EXAMS AND TESTING	24,930	154,119	27,729	30,000	32,000	2,000
5030300013 UNIFORMS	2,575	2,651	2,479	3,500	3,160	(340)
5030300050 EMPLOYEE INCENTIVE SERVICES	17,543	3,182	2,544	15,000	15,000	-
5030700000 SECURITY SERVICES	90,691	130,536	138,195	160,000	200,000	40,000
5030700005 CAMERA MAINTENANCE AGREEMENT	3,442	4,670	7,159	7,500	15,000	7,500
5039900012 VANPOOL EXPENSES	-	-	-	-	251,000	251,000
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	190,047	376,090	250,000	774,000	524,000
5049900001 OFFICE SUPPLIES	1,906	1,600	2,524	2,500	3,000	500
5049900009 MATERIALS & SUPPLIES	13,520	11,567	15,803	20,000	20,000	-
5049900010 TRAINING SUPPLIES	-	-	-	-	10,000	10,000
5049901000 EMERGENCY PREPAREDNESS SUPPLIES	87,877	107,274	102,040	60,000	100,000	40,000
5060300100 REPAIR CLAIMS	5,563	74,253	53,286	200,000	200,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	863	395	527	2,000	2,000	-
5090200000 TRAVEL MEETINGS/TRAINING	10,219	9,153	9,855	10,000	15,000	5,000
5090201000 EMPLOYEE EXPENSES	-	-	-	100	100	-
5090800000 RECRUITING EMPLOYEES	4,339	2,768	4,741	7,000	7,000	-
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	500	500
5099900004 CONSULTING-GENERAL	15,507	14,634	-	5,000	5,000	-
<b>Total Expenses</b>	<b>1,090,262</b>	<b>1,597,636</b>	<b>1,682,166</b>	<b>1,786,453</b>	<b>2,900,373</b>	<b>1,113,920</b>

**SAFETY AND SECURITY OFFICE**

Division 15

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22	FY23	Variance
		Base FTE's	Proposed Base FTE's	
1	Chief Safety Officer	1.00	1.00	0.00
1	Deputy Chief Safety Officer	1.00	1.00	0.00
3	Safety Officer	4.75	3.00	(1.75)
1	Senior Administrative Assistant	0.00	1.00	1.00
1	Taxi/Contracted Transportation Services Administrator	0.00	1.00	1.00
1	Contracted Services Specialist	0.00	0.75	0.75
1	Safety Manager	1.00	1.00	0.00
1	Senior Training Supervisor	0.00	1.00	1.00
1	Safety and Compliance Specialist	0.00	1.00	1.00
2	Transit Trainer	2.00	2.00	0.00
0	Safety Specialist	1.00	0.00	(1.00)
1	Superintendent of Safety and Training	1.00	1.00	0.00
<b>14</b>	<b>Total FTEs</b>	<b>11.75</b>	<b>13.75</b>	<b>2.00</b>

Notes:

- One (1) Safety Specialist upgraded to Safety and Compliance Specialist position.
- 1.75 Safety Officer FTEs were utilized to accommodate new positions due to an increase in microtransit service and an increased need for training supervision.

DRAFT

**SAFETY AND SECURITY OFFICE**

Division 15

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	549,845	694,987	145,142
<b>5010201610 ADMIN SALARIES-OT</b>	1,800	6,000	4,200
<b>5010700000 ALLOCATED SALARIES</b>	37,745	-	(37,745)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	422,463	543,626	121,163
<b>Sub-total</b>	<b>1,011,853</b>	<b>1,244,613</b>	<b>232,760</b>
<b>5030300001 ID BADGE SUPPLIES</b>			
Access Cards	2,000	3,000	1,000
<b>Sub-total</b>	<b>2,000</b>	<b>3,000</b>	<b>1,000</b>
<b>5030300003 MEDICAL-EXAMS AND TESTING</b>			
Drug and Alcohol Program	30,000	32,000	2,000
<b>Sub-total</b>	<b>30,000</b>	<b>32,000</b>	<b>2,000</b>
<b>5030300013 UNIFORMS</b>			
Uniform rental	3,500	3,160	(340)
<b>Sub-total</b>	<b>3,500</b>	<b>3,160</b>	<b>(340)</b>
<b>5030300050 EMPLOYEE INCENTIVE SERVICES</b>			
Health and safety incentive program items	7,500	7,500	-
Safety Incentive program	7,500	7,500	-
<b>Sub-total</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>
<b>5030700000 SECURITY SERVICES</b>			
Remote security system monitoring	30,000	30,000	-
Guard services at Divisions 1 & 2	130,000	170,000	40,000
<b>Sub-total</b>	<b>160,000</b>	<b>200,000</b>	<b>40,000</b>
<b>5030700005 CAMERA MAINTENANCE AGREEMENT</b>			
Camera maintenance	7,500	15,000	7,500
<b>Sub-total</b>	<b>7,500</b>	<b>15,000</b>	<b>7,500</b>
<b>5039900012 VANPOOL EXPENSES</b>			
Vanpool Expenses	-	251,000	251,000
<b>Sub-total</b>	<b>-</b>	<b>251,000</b>	<b>251,000</b>
<b>5039900014 SUNRIDE RIDE SHARE EXPENSES</b>			
Microtransit Expenses	250,000	774,000	524,000
<b>Sub-total</b>	<b>250,000</b>	<b>774,000</b>	<b>524,000</b>

**SAFETY AND SECURITY OFFICE**

**Division 15**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	2,500	3,000	500
<b>Sub-total</b>	<b>2,500</b>	<b>3,000</b>	<b>500</b>
<b>5049900009 MATERIALS &amp; SUPPLIES</b>			
First aid kit supplies	3,000	3,000	-
National Safety Week recognition	1,000	1,000	-
Reflective safety vest replacements	4,000	4,000	-
Training Supplies	2,000	2,000	-
Driver Training Material	5,000	5,000	-
PPE Supplies	5,000	5,000	-
<b>Sub-total</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>
<b>5049900010 TRAINING SUPPLIES</b>			
DMV/FMCSA/FTA Training Materials	-	10,000	10,000
<b>Sub-total</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>
<b>5049901000 EMERGENCY PREPARDNESS SUPPLIES</b>			
Emergency equipment	60,000	100,000	40,000
<b>Sub-total</b>	<b>60,000</b>	<b>100,000</b>	<b>40,000</b>
<b>5060300100 REPAIR CLAIMS</b>			
Repair Claims	200,000	200,000	-
<b>Sub-total</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
911 Mass Contact System	1,000	1,000	-
National Safety Council	1,000	1,000	-
<b>Sub-total</b>	<b>2,000</b>	<b>2,000</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
TSI Training	5,000	7,500	2,500
Smith System Training	5,000	7,500	2,500
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>



**SAFETY AND SECURITY OFFICE**

Division 15

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5090201000 EMPLOYEE EXPENSES</b>			
Mileage Reimbursements	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	<b>-</b>
<b>5090800000 RECRUITING EMPLOYEES</b>			
Background Check for all new hires	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>5099900002 MISCELLANEOUS EXPENSE</b>			
Replacement of Agency keys	-	500	500
<b>Sub-total</b>	<b>-</b>	<b>500</b>	<b>500</b>
<b>5099900004 CONSULTING-GENERAL</b>			
Consulting Services	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>1,786,453</b>	<b>2,900,373</b>	<b>1,113,920</b>

DRAFT

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	114,094	59,257	109,662	130,966	195,587	64,621
5010201610 ADMIN SALARIES-OT	75	1,180	185	2,000	2,000	-
5010700000 ALLOCATED SALARIES	(865)	(562)	(832)	(600)	(1,709)	(1,109)
5029999999 TOTAL FRINGE BENEFITS	69,422	40,637	66,481	80,605	117,838	37,233
5030200006 COMMUNICATIONS	229,263	221,574	245,697	250,000	277,879	27,879
5030300009 CONTRACTED SERVICES	8,600	38,441	19,311	50,000	50,000	-
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	575,349	522,461	659,063	600,000	750,000	150,000
5030400000 TEMPORARY HELP SERVICES	27,734	66,771	-	10,000	10,000	-
5030500000 OFFICE EQUIPMENT MAINTENANCE	29,622	25,348	27,700	44,681	44,659	(22)
5049900001 OFFICE SUPPLIES	9,497	4,977	5,452	9,000	10,000	1,000
5049900010 COMPUTER SUPPLIES	17,752	17,337	23,160	15,000	19,848	4,848
5090200000 TRAVEL MEETINGS/TRAINING	854	545	958	2,000	5,000	3,000
5090200005 HAUL PASS PROGRAM EXPENSES	240	-	-	-	-	-
<b>Total Expenses</b>	<b>1,081,638</b>	<b>997,964</b>	<b>1,156,836</b>	<b>1,193,652</b>	<b>1,481,102</b>	<b>287,450</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
0	Assistant Information Technology Administrator	1.00	0.00	(1.00)
1	Information Technology Manager	0.00	1.00	1.00
1	IT Support Technician	1.00	1.00	0.00
1	Information Technology Administrator	1.00	1.00	0.00
1	System Analyst/ Database Administrator	1.00	1.00	0.00
<b>4</b>	<b>Total FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

Notes:

- One (1) Assistant IT Administrator upgraded to IT Administrator and one (1) position was retitled to IT Manager.

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	130,966	195,587	64,621
<b>510201610 ADMIN SALARIES-OT</b>	2,000	2,000	-
<b>5010700000 ALLOCATED SALARIES</b>	(600)	(1,709)	(1,109)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	80,605	117,838	37,233
<b>Sub Total</b>	<b>212,971</b>	<b>313,716</b>	<b>100,745</b>
<b>5030200006 COMMUNICATIONS</b>			
Cellular services	120,000	147,879	27,879
Internet & cable	66,000	66,000	-
Phone services	64,000	64,000	-
<b>Sub-total</b>	<b>250,000</b>	<b>277,879</b>	<b>27,879</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Third-party IT support services	50,000	50,000	-
<b>Sub-total</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>

DRAFT

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

**Division 42**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5030300011 COMPUTER/NETWORK SOFTWARE AGMT</b>			
Adobe Acrobat	2,500	3,000	500
AVAIL	125,000	150,000	25,000
Barracuda Email Filter	3,000	3,600	600
Barracuda Web Filter	2,203	2,644	441
Cisco Device Support	11,000	13,200	2,200
Cloud Backup	20,000	24,000	4,000
CradlePoint Router Support Buses	26,500	31,800	5,300
Cummins	3,200	3,840	640
DocuSign	900	1,080	180
Fleet-Net	5,347	6,416	1,069
HP 3PAR Warranty	10,000	12,000	2,000
KnowB4	2,800	3,360	560
Lansweeper	1,600	1,920	320
Microsoft EA	88,000	105,600	17,600
Mitel Licenses	3,000	3,600	600
New software	12,000	44,400	32,400
Remix	27,500	33,000	5,500
ShoreTel system support	12,600	15,120	2,520
Software - Additional	19,500	23,400	3,900
SourceFire	4,600	5,520	920
Syslog Watcher	400	480	80
Trackit Software	7,000	8,400	1,400
Trapeze	120,000	144,000	24,000
Tyler	55,000	66,000	11,000
Tyler DR	10,000	12,000	2,000
Veeam	16,000	19,200	3,200
Web filtering buses	9,000	10,800	1,800
ZOOM	1,350	1,620	270
<b>Sub-total</b>	<b>600,000</b>	<b>750,000</b>	<b>150,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>5030500000 OFFICE EQUIPMENT MAINTENANCE</b>			
Service & support for Agency's multi-function printers	44,681	44,659	(22)
<b>Sub-total</b>	<b>44,681</b>	<b>44,659</b>	<b>(22)</b>

**SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY**

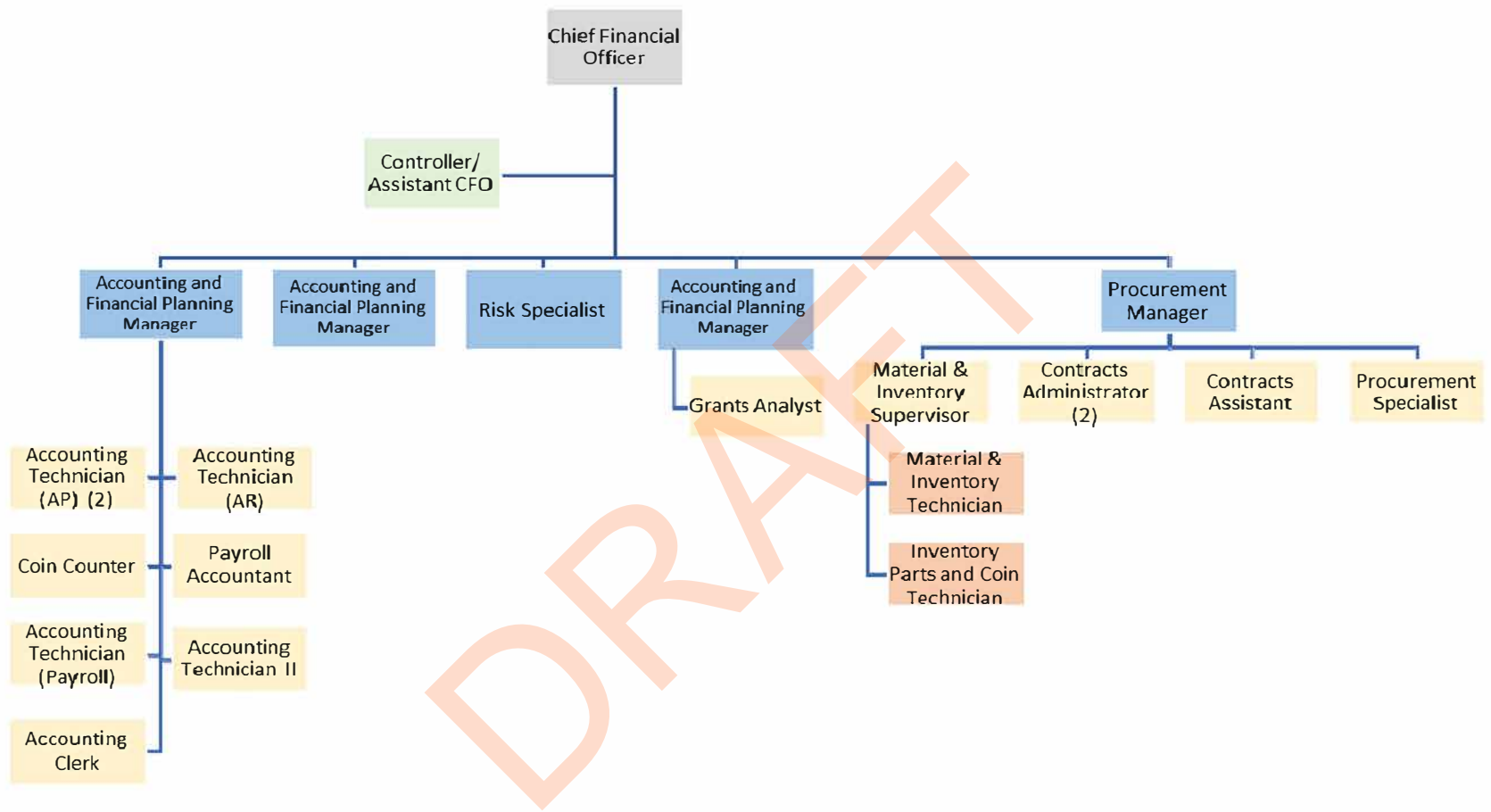
**Division 42**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900001 OFFICE SUPPLIES</b>			
Copy paper	7,600	8,200	600
General office supplies	1,400	1,800	400
<b>Sub-total</b>	<b>9,000</b>	<b>10,000</b>	<b>1,000</b>
<b>5049900010 COMPUTER SUPPLIES</b>			
Computer supplies	15,000	19,848	4,848
<b>Sub-total</b>	<b>15,000</b>	<b>19,848</b>	<b>4,848</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Travel Expenses to conferences (i.e. CTA, APTA & Trapeze User Group).	2,000	5,000	3,000
<b>Sub-total</b>	<b>2,000</b>	<b>5,000</b>	<b>3,000</b>
<b>Total Expenses</b>	<b>1,193,652</b>	<b>1,481,102</b>	<b>287,450</b>

DRAFT

# FINANCE OFFICE

DRAFT



**FINANCE OFFICE**

**Division 41**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 Goals and Objectives**

- Support the Agency's goals and objectives by researching and applying for competitive grants.
- Increase strict budget reporting across departments.
- Analyze revenue streams and diversify revenue sources for the Agency.

**EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	897,899	937,635	816,316	1,000,030	981,388	(18,642)
5010201610 ADMIN SALARIES-OT	5,288	2,308	2,475	3,500	4,365	865
5010700000 ALLOCATED SALARIES	(6,838)	(7,009)	(6,271)	(7,500)	(9,937)	(2,437)
5029999999 TOTAL FRINGE BENEFITS	575,860	634,384	573,645	682,882	668,190	(14,692)
5030200000 PUBLIC NOTICES	5,498	5,313	2,495	6,000	6,000	-
5030300009 CONTRACTED SERVICES	1,405	1,358	2,259	3,000	10,000	7,000
5030300010 ORGANIZATIONAL SERVICES	-	3,237	-	-	-	-
5030300015 AUDIT SERVICES	47,077	67,708	33,805	80,000	65,000	(15,000)
5030303240 MANAGEMENT CONSULTING	-	-	-	-	50,000	50,000
5030400000 TEMPORARY HELP SERVICES	81,935	189,344	400,079	10,000	10,000	-
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	144,718	74,013	67,602	77,774	75,000	(2,774)
5049900001 OFFICE SUPPLIES	10,924	9,461	8,358	12,000	12,000	-
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	255,072	274,430	392,925	460,200	496,212	36,012
5060100100 INSURANCE PREMIUM - PROPERTY	20,647	35,536	78,943	50,000	79,394	29,394
5060300000 INSURANCE - GENERAL LIABILITY	412,874	588,722	791,289	620,000	913,033	293,033
5060400000 INSURANCE LOSSES	659,474	2,315,889	1,305,902	1,475,000	1,250,000	(225,000)
5060401000 INSURANCE PREMIUM - WC	349,780	351,599	392,253	375,000	400,000	25,000
5060800000 INSURANCE-ADMIN	141,403	165,650	191,248	175,000	223,295	48,295
5079900000 PROPERTY & OTHER TAXES	123	131	174	400	400	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	690	800	5,000	4,200
5090200000 TRAVEL MEETINGS/TRAINING	5,088	5,273	2,820	10,000	15,000	5,000
5090200002 MILEAGE REIMBURSEMENT	-	-	-	500	500	-
5090201000 EMPLOYEE EXPENSES	1,379	1,245	990	2,000	5,000	3,000
5090801000 BANK SERVICE FEES	14,708	49,740	10,668	15,000	20,000	5,000
5090801040 PASS OUTLET COMMISSION	14,345	2,492	4,784	15,000	10,000	(5,000)
5090801050 MOBILE TICKETING COMMISSION	8,086	1,857	13,666	15,000	17,000	2,000
5090801060 BAD DEBT EXPENSE	4,513	6,510	309	5,000	5,000	-
5110101050 INTEREST EXPENSE	2,685	911	-	1,500	1,500	-
<b>Total Expenses</b>	<b>3,653,944</b>	<b>5,717,738</b>	<b>5,087,423</b>	<b>5,088,086</b>	<b>5,313,340</b>	<b>225,254</b>



**FINANCE OFFICE**

**Division 41**

**PERSONNEL SUMMARY**

FY23 Physical Count		Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1		Accounting Clerk	1.00	1.00	0.00
0		Accounting Manager	1.00	0.00	(1.00)
3		Accounting and Financial Planning Manager	0.00	3.00	3.00
1		Controller/Asst. Chief Financial Officer	0.00	1.00	1.00
4		Accounting Technician	4.00	4.00	0.00
1		Accounting Technician II	1.00	1.00	0.00
0		Budget Manager/Financial Analyst	1.00	0.00	(1.00)
1		Chief Financial Officer	1.00	1.00	0.00
1		Coin Counter	0.75	1.00	0.25
1		Inventory Parts & Coin Technician	1.00	1.00	0.00
2		Contracts Administrator	1.00	2.00	1.00
1		Contracts Assistant	1.00	1.00	0.00
0		Deputy Chief Financial Officer	1.00	0.00	(1.00)
0		Financial Operations Compliance Officer	1.00	0.00	(1.00)
1		Grants Analyst	1.00	1.00	0.00
1		Materials & Inventory Supervisor	1.00	1.00	0.00
1		Materials & Inventory Technician	1.00	1.00	0.00
1		Payroll Accountant	1.00	1.00	0.00
1		Procurement Manager	1.00	1.00	0.00
1		Procurement Specialist	1.00	1.00	0.00
1		Risk Specialist	1.00	1.00	0.00
0		Senior Accountant	1.00	0.00	(1.00)
<b>23</b>		<b>Total FTEs</b>	<b>22.75</b>	<b>23.00</b>	<b>0.25</b>

Notes:

- One (1) part time Coin Counter position converted to full time.
- Accounting Manager, Budget Manager/Financial Analyst, and Senior Accountant positions consolidated into new Accounting and Financial Planning Manager position.
- Deputy CFO retitled to Controller/Asst. CFO.
- Financial Operations Compliance Officer FTE used for Contracts Administrator.

**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,000,030	981,388	(18,642)
5010201610 ADMIN SALARIES-OT	3,500	4,365	865
5010700000 ALLOCATED SALARIES	(7,500)	(9,937)	(2,437)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	682,882	668,190	(14,692)
<b>Sub-total</b>	<b>1,678,912</b>	<b>1,644,006</b>	<b>(34,906)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Advertisements for procurement solicitations	6,000	6,000	-
<b>Sub-total</b>	<b>6,000</b>	<b>6,000</b>	<b>-</b>
<b>5030300009 CONTRACTED SERVICES</b>			
Maintenance of coin room equipment	3,000	10,000	7,000
<b>Sub-total</b>	<b>3,000</b>	<b>10,000</b>	<b>7,000</b>
<b>5030300015 AUDIT SERVICES</b>			
Financial Statement & Single Audit	80,000	65,000	(15,000)
<b>Sub-total</b>	<b>80,000</b>	<b>65,000</b>	<b>(15,000)</b>
<b>5030303240 MANAGEMENT CONSULTING</b>			
Financial consultant expenses	-	50,000	50,000
<b>Sub-total</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Financial Statement & Single Audit	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM</b>			
These funds pay taxi companies for the full cost of taxi trips provided under the taxi voucher program.	77,774	75,000	(2,774)
<b>Sub-total</b>	<b>77,774</b>	<b>75,000</b>	<b>(2,774)</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	12,000	12,000	-
<b>Sub-total</b>	<b>12,000</b>	<b>12,000</b>	<b>-</b>
<b>5060100000 INSURANCE - AUTO PHYSICAL DAMAGE</b>			
Insurance costs related to vehicle coverage	460,200	496,212	36,012
<b>Sub-total</b>	<b>460,200</b>	<b>496,212</b>	<b>36,012</b>
<b>5060100100 INSURANCE PREMIUM - PROPERTY</b>			
Insurance costs related to property coverage	50,000	79,394	29,394
<b>Sub-total</b>	<b>50,000</b>	<b>79,394</b>	<b>29,394</b>

**FINANCE OFFICE DETAIL**

**Division 41**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5060300000 INSURANCE - GENERAL LIABILITY</b>			
Defense and indemnity coverage against claims and suits arising from covered occurrences	620,000	913,033	293,033
<b>Sub-total</b>	<b>620,000</b>	<b>913,033</b>	<b>293,033</b>
<b>5060400000 INSURANCE LOSSES</b>			
Costs associated with losses resulting from insurance claims	1,475,000	1,250,000	(225,000)
<b>Sub-total</b>	<b>1,475,000</b>	<b>1,250,000</b>	<b>(225,000)</b>
<b>5060401000 INSURANCE PREMIUM - WC</b>			
Workers compensation premium costs	375,000	400,000	25,000
<b>Sub-total</b>	<b>375,000</b>	<b>400,000</b>	<b>25,000</b>
<b>5060800000 INSURANCE-ADMIN</b>			
Crime, cyber liability & employment practices liability (ERMA) coverage costs	175,000	223,295	48,295
<b>Sub-total</b>	<b>175,000</b>	<b>223,295</b>	<b>48,295</b>
<b>5079900000 PROPERTY &amp; OTHER TAXES</b>			
Property fees and taxes	400	400	-
<b>Sub-total</b>	<b>400</b>	<b>400</b>	<b>-</b>
<b>5090100000 MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Costs related to memberships and subscriptions	800	5,000	4,200
<b>Sub-total</b>	<b>800</b>	<b>5,000</b>	<b>4,200</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee travel and training	6,550	9,825	3,275
Government Finance Officers Association Conference	3,450	5,175	1,725
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5090200002 MILEAGE REIMBURSEMENT</b>			
Mileage reimbursement for all agency employees	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Coin room uniforms and other employee expenses	2,000	5,000	3,000
<b>Sub-total</b>	<b>2,000</b>	<b>5,000</b>	<b>3,000</b>
<b>5090801000 BANK SERVICE FEES</b>			
Armored truck service	3,500	4,250	750
Merchant and bank Fees	11,500	15,750	4,250
<b>Sub-total</b>	<b>15,000</b>	<b>20,000</b>	<b>5,000</b>

**FINANCE OFFICE DETAIL**

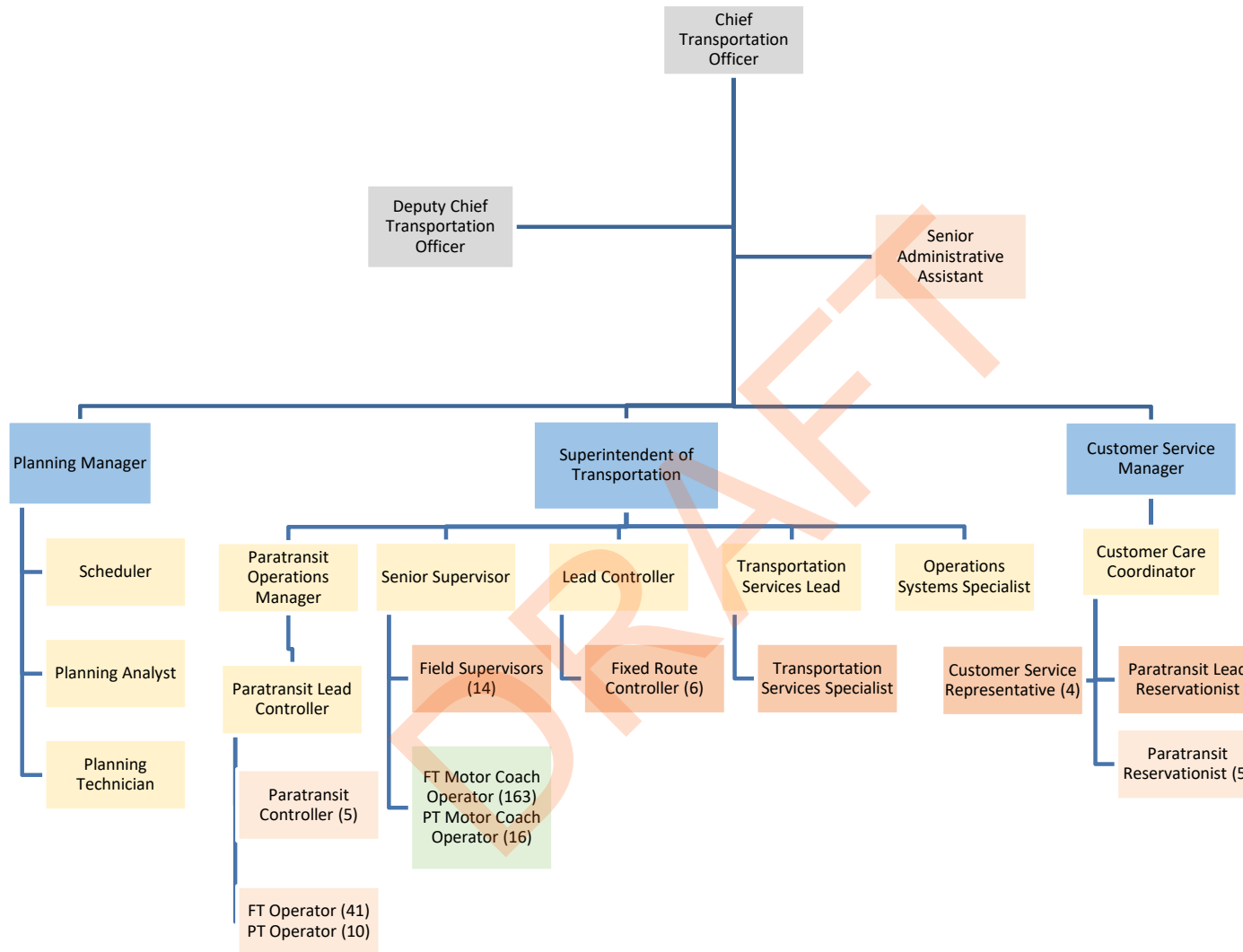
**Division 41**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5090801040 PASS OUTLET COMMISSION</b>			
Costs related to commission earned by pass outlets	15,000	10,000	(5,000)
<b>Sub-total</b>	<b>15,000</b>	<b>10,000</b>	<b>(5,000)</b>
<b>5090801050 MOBILE TICKETING COMMISSION</b>			
Mobile ticketing surcharge	15,000	17,000	2,000
<b>Sub-total</b>	<b>15,000</b>	<b>17,000</b>	<b>2,000</b>
<b>5090801060 BAD DEBT EXPENSE</b>			
Costs incurred as a result of receivables that are deemed uncollectible	5,000	5,000	-
<b>Sub-total</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>5110101050 INTEREST EXPENSE</b>			
Costs incurred as a result of making monthly insurance payments as opposed to a lump sum	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	<b>-</b>
<b>Total Expenses</b>	<b>5,088,086</b>	<b>5,313,340</b>	<b>225,254</b>

DRAFT

# TRANSPORTATION OFFICE

DRAFT



**TRANSPORTATION OFFICE**

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

**FUNCTIONS & RESPONSIBILITIES**

The Transportation Office is responsible for the daily transit services provided to the public by SunBus and SunDial services. The daily service for both fixed route and paratransit encompasses over 1,120 square miles.

SunDial is a Coachella Valley curb-to-curb paratransit service designed to meet the requirements of the Americans with Disability Act (ADA). Reservations can be scheduled up to 14 days in advance. SunDial service mirrors SunBus hours of operations and is available within 3/4 of a mile on either side of a local SunBus route.

**FY23 GOALS & OBJECTIVES**

- Maintain full staffing to budgeted FTEs and increase extra board to 35% of full-time employees to control overtime and adjust to Refueled needs.
- Continue to find opportunities to reduce or eliminate part-time operator positions to enhance recruitment.
- Expand cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Increase utilization and update of enterprise systems agency-wide to designed single point connectivity capabilities in order to enhance productivity and efficiency.

**EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,204,889	1,110,172	1,035,821	1,096,581	1,276,146	179,565
5010201610 ADMIN SALARIES-OT	45,791	39,181	37,187	70,860	50,000	(20,860)
5029999999 TOTAL FRINGE BENEFITS	883,941	808,062	750,478	849,741	903,776	54,035
5030300013 UNIFORMS	39,183	36,719	34,866	55,000	76,344	21,344
5030400000 TEMPORARY HELP SERVICES	-	7,895	30,416	36,719	-	(36,719)
5039900003 PRINTING EXPENSE	5,994	3,595	2,942	2,500	2,500	-
5049900001 OFFICE SUPPLIES	1,242	1,277	1,006	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	1,296	600	1,716	1,251	1,251	-
5090200000 TRAVEL MEETINGS/TRAINING	9,660	7,910	3,892	6,700	8,000	1,300
5090201000 EMPLOYEE EXPENSE	533	777	1,235	1,500	1,500	-
5099900004 BUS RODEO EXPENDITURES	2,340	67	-	-	-	-
5140001000 VEHICLE OPERATING LEASES	22,000	-	96,975	90,000	-	(90,000)
<b>Total Expenses</b>	<b>2,216,869</b>	<b>2,016,256</b>	<b>1,996,534</b>	<b>2,212,112</b>	<b>2,320,777</b>	<b>108,665</b>

**EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	6,222,270	6,174,812	5,962,406	6,351,982	6,940,232	588,250
5010101020 OPERATOR WAGES OVERTIME - FT	763,563	362,333	621,062	500,000	700,000	200,000
5029999999 TOTAL FRINGE BENEFITS	3,441,295	3,671,151	3,507,505	3,902,978	3,980,067	77,089
<b>Total Expenses</b>	<b>10,427,129</b>	<b>10,208,296</b>	<b>10,090,973</b>	<b>10,754,960</b>	<b>11,620,299</b>	<b>865,339</b>

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	335,509	333,368	346,452	338,246	367,200	28,954
5010201610 ADMIN SALARIES-OT	-	2,508	17,914	18,156	21,000	2,844
5029999999 TOTAL FRINGE BENEFITS	249,351	250,823	260,569	246,720	271,254	24,534
5030300013 PARATRANSIT UNIFORMS	5,946	5,055	2,517	18,000	20,000	2,000
5049900001 OFFICE SUPPLIES	1,168	736	386	1,200	-	(1,200)
5049900011 PARATRANSIT SUPPLIES	435	520	917	750	-	(750)
<b>Total Expenses</b>	<b>592,408</b>	<b>593,011</b>	<b>628,755</b>	<b>623,072</b>	<b>679,454</b>	<b>56,382</b>

**TRANSPORTATION OFFICE**

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

**EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,655,439	1,537,455	1,370,251	1,531,986	1,575,730	43,744
5010101020 PARATRANSIT OPER WAGES OT	176,693	107,380	213,147	193,266	220,000	26,734
5029999999 TOTAL FRINGE BENEFITS	844,995	908,000	763,103	955,594	808,284	(147,310)
<b>Total Expenses</b>	<b>2,677,127</b>	<b>2,552,835</b>	<b>2,346,501</b>	<b>2,680,846</b>	<b>2,604,014</b>	<b>(76,832)</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
	<b>Fixed Route</b>			
1	Chief Transportation Officer	1.00	1.00	0.00
1	Deputy Chief Transportation Officer	1.00	1.00	0.00
14	Field Supervisor	14.00	14.00	0.00
6	Fixed Route Controller	6.00	6.00	0.00
1	Transportation Services Specialist	0.00	1.00	1.00
1	Lead Controller	1.00	1.00	0.00
163	Motor Coach Operator - Full Time	154.00	163.00	9.00
16	Motor Coach Operator - Part Time (.75)	12.00	12.00	0.00
1	Operations System Specialist	1.00	1.00	0.00
0	On-Board Technology Technician	1.00	0.00	(1.00)
1	Senior Administrative Assistant	1.00	1.00	0.00
1	Senior Supervisor	1.00	1.00	0.00
1	Superintendent of Transportation	1.00	1.00	0.00
1	Transportation Services Lead	1.00	1.00	0.00
<b>208</b>	<b>Sub-Total</b>	<b>195.00</b>	<b>204.00</b>	<b>9.00</b>
	<b>Paratransit</b>			
5	Paratransit Controller	5.00	5.00	0.00
1	Paratransit Lead Controller	1.00	1.00	0.00
1	Paratransit Operations Manager	1.00	1.00	0.00
41	Paratransit Operators - Full Time	41.00	41.00	0.00
10	Paratransit Operators - Part Time (.75)	8.00	7.50	(0.50)
<b>58</b>	<b>Sub-Total</b>	<b>56.00</b>	<b>55.50</b>	<b>(0.50)</b>
<b>266</b>	<b>Total FTEs</b>	<b>251.00</b>	<b>259.50</b>	<b>8.50</b>

**Notes:**

- On-Board Technology Technician retitled to Transportation Services Specialist.



TRANSPORTATION OFFICE - TRANSPORTATION DETAIL

Division 11

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	1,096,581	1,276,146	179,565
<b>5010201610 ADMIN SALARIES-OT</b>	70,860	50,000	(20,860)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	849,741	903,776	54,035
<b>Sub-total</b>	<b>2,017,182</b>	<b>2,229,922</b>	<b>212,740</b>
<b>5030300013 UNIFORMS</b>			
Employee uniforms	40,829	56,674	15,845
Uniform rental	14,171	19,670	5,499
<b>Sub-total</b>	<b>55,000</b>	<b>76,344</b>	<b>21,344</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Printing expense	36,719	-	(36,719)
<b>Sub-total</b>	<b>36,719</b>	<b>-</b>	<b>(36,719)</b>
<b>5039900003 PRINTING EXPENSE</b>			
Printing expense	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,260	1,260	-
<b>Sub-total</b>	<b>1,260</b>	<b>1,260</b>	<b>-</b>
<b>5049900011 MATERIALS &amp; SUPPLIES</b>			
Replenishment of supervisor van supplies	1,251	1,251	-
<b>Sub-total</b>	<b>1,251</b>	<b>1,251</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
CTA	1,000	1,000	-
NTI Training	-	1,300	1,300
Para and Transit Certification	4,600	4,600	-
Trapeze Group user conference	1,100	1,100	-
<b>Sub-total</b>	<b>6,700</b>	<b>8,000</b>	<b>1,300</b>



**TRANSPORTATION OFFICE -TRANSPORTATION DETAIL**

**Division 13 (Paratransit - Ops Only Portion)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	338,246	367,200	28,954
<b>5010201610 ADMIN SALARIES-OT</b>	18,156	21,000	2,844
<b>5029999999 TOTAL FRINGE BENEFITS...</b>	246,720	271,254	24,534
<b>Sub-total</b>	<b>603,122</b>	<b>659,454</b>	<b>56,332</b>
<b>5030300013 PARATRANSIT UNIFORMS</b>			
Uniforms for Paratransit Operators	18,000	20,000	2,000
<b>Sub-total</b>	<b>18,000</b>	<b>20,000</b>	<b>2,000</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies	1,200	-	(1,200)
<b>Sub-total</b>	<b>1,200</b>	<b>-</b>	<b>(1,200)</b>
<b>5049900011 PARATRANSIT SUPPLIES</b>			
General Paratransit supplies	750	-	(750)
<b>Sub-total</b>	<b>750</b>	<b>-</b>	<b>(750)</b>
<b>Total Expenses</b>	<b>623,072</b>	<b>679,454</b>	<b>56,382</b>

DRAFT

**TRANSPORTATION OFFICE**

**Division 45**

**FUNCTIONS & RESPONSIBILITIES**

The Community and Customer relations department is responsible for greeting and checking-in all customers that come to SunLine. They also process personalized transit requests, distribute transit information material throughout the Agency's service area and take, record and answer customers suggestions, requests, and complaints. Additionally, the department is also responsible for directing calls to appropriate departments within the Agency and follow up to confirm resolution.

**FY23 GOALS & OBJECTIVES**

- Continue cross training program for staff to mirror another team member to "learn" department processes and eliminate departmental silos.
- Create and train for a COM work flow process within the department level staff to increase utilization, productivity and efficiency.
- Collaborate with the marketing team to enhance communication with front line staff and customers utilizing new and current onboard technology. i.e. social media, rider app, etc.

**EXPENSE BUDGET SUMMARY - COMMUNITY AND CUSTOMER RELATIONS (45)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	464,382	331,361	326,847	334,906	405,244	70,338
5010201610 ADMIN SALARIES-OT	8,865	3,640	5,515	8,500	11,000	2,500
5029999999 TOTAL FRINGE BENEFITS	315,423	233,456	231,935	231,696	312,772	81,076
5030303240 CONTRACTED SERVICES	77,363	-	-	2,500	2,500	-
5030303260 ADVERTISING	44,142	-	-	-	-	-
5030303270 SUNLINE EVENTS EXPENSE	3,072	-	-	-	-	-
5030303271 MUSIC FESTIVAL	8,991	-	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	18,920	-	7,885	5,256	5,000	(256)
5039900003 PRINTING EXPENSE	47,183	7,427	23,147	40,000	40,000	-
5049900001 OFFICE SUPPLIES	5,985	2,720	1,070	4,000	4,000	-
5049900002 OFFICE SUPPLIES-POSTAGE	14,790	14,498	25,330	25,000	25,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,559	-	-	-	-	-
5090200000 TRAVEL MEETINGS/TRAINING	3,472	-	-	1,300	1,300	-
5090800100 EMPLOYEE RECOGNITION	-	438	425	900	900	-
<b>Total Expenses</b>	<b>1,015,147</b>	<b>593,542</b>	<b>622,155</b>	<b>654,058</b>	<b>807,716</b>	<b>153,658</b>

**Notes:**

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

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
1	Customer Service Manager	1.00	1.00	0.00
1	Customer Care Coordinator	0.00	1.00	1.00
4	Customer Service Representative	4.00	4.00	0.00
1	Paratransit Lead Reservationist	1.00	1.00	0.00
5	Paratransit Reservationist	5.00	5.00	0.00
<b>12</b>	<b>Total FTEs</b>	<b>11.00</b>	<b>12.00</b>	<b>1.00</b>

**Notes:**

- One (1) Planning Technician was moved from the Planning department and reclassified as a Customer Care Coordinator.

**TRANSPORTATION OFFICE - CUTOMER SERVICE**

Division 45

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	334,906	405,244	70,338
<b>5010201610 ADMIN SALARIES-OT</b>	8,500	11,000	2,500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	231,696	312,772	81,076
<b>Sub-total</b>	<b>575,102</b>	<b>729,016</b>	<b>153,914</b>
<b>5030303240 CONTRACTED SERVICES</b>			
Customer live chat for website	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary assistance with projects and programs as they arise	5,256	5,000	(256)
<b>Sub-total</b>	<b>5,256</b>	<b>5,000</b>	<b>(256)</b>
<b>5039900003 PRINTING EXPENSE</b>			
GFI	40,000	40,000	-
<b>Sub-total</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office Supplies	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>5049900002 OFFICE SUPPLIES-POSTAGE</b>			
Agency costs for postage & other mailing expenses	25,000	25,000	-
<b>Sub-total</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs associated with employee training	1,300	1,300	-
<b>Sub-total</b>	<b>1,300</b>	<b>1,300</b>	<b>-</b>
<b>5090800100 EMPLOYEE RECOGNITION</b>	900	900	-
<b>Sub-total</b>	<b>900</b>	<b>900</b>	<b>-</b>
<b>Total Expenses</b>	<b>654,058</b>	<b>807,716</b>	<b>153,658</b>

**TRANSPORTATION OFFICE**

**Division 49**

**FUNCTIONS & RESPONSIBILITIES**

The Planning department is responsible for developing short and long range plans, programs, policies, managing detours, administering the bus stop improvements program, fulfilling reporting requirements, planning and scheduling fixed route bus service to support operations, funding/grants, land use and regional mobility planning in coordination with member agencies and various public and private entities to accomplish Sunline's mission and vision.

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY -PLANNING (49)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	173,801	180,946	167,755	181,160	175,455	(5,705)
5010201610 ADMIN SALARIES-OT	5,133	1,664	2,301	3,000	3,084	84
5029999999 TOTAL FRINGE BENEFITS	98,091	113,832	90,952	113,517	113,027	(490)
5030200010 CONSULTING	356,899	230,531	161,892	330,000	291,000	(39,000)
5030400000 TEMPORARY HELP SERVICES	31,129	19,270	11,383	11,383	25,000	13,617
5049900001 OFFICE SUPPLIES	1,848	751	686	1,200	1,200	-
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	-	10,000	10,000	-
5090200001 TRAVEL TRAINING	1,194	3,813	-	-	-	-
<b>Total Expenses</b>	<b>668,095</b>	<b>550,807</b>	<b>434,969</b>	<b>650,260</b>	<b>618,766</b>	<b>(31,494)</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Approved Budget	FY23 Proposed Base FTE's	Variance
1	Scheduler	0.00	1.00	1.00
1	Planning Analyst	0.00	1.00	1.00
1	Planning Manager	0.00	1.00	1.00
1	Planning Technician	0.00	1.00	1.00
0	Transit Infrastructure Technician	2.00	0.00	(2.00)
0	Transit Planning Analyst	1.00	0.00	(1.00)
0	Transit Planning Manager	1.00	0.00	(1.00)
0	Transit Planning Research Data Analyst	1.00	0.00	(1.00)
<b>4</b>	<b>Total FTEs</b>	<b>5.00</b>	<b>4.00</b>	<b>(1.00)</b>

**Notes:**

- One (1) Planning Technician was reclassified and moved to the Community and Customer Relations department.
- The four (4) remaining employees were retitled in order to more closely align with industry standard titles.

**TRANSPORTATION OFFICE - SERVICE PLANNING DETAIL**

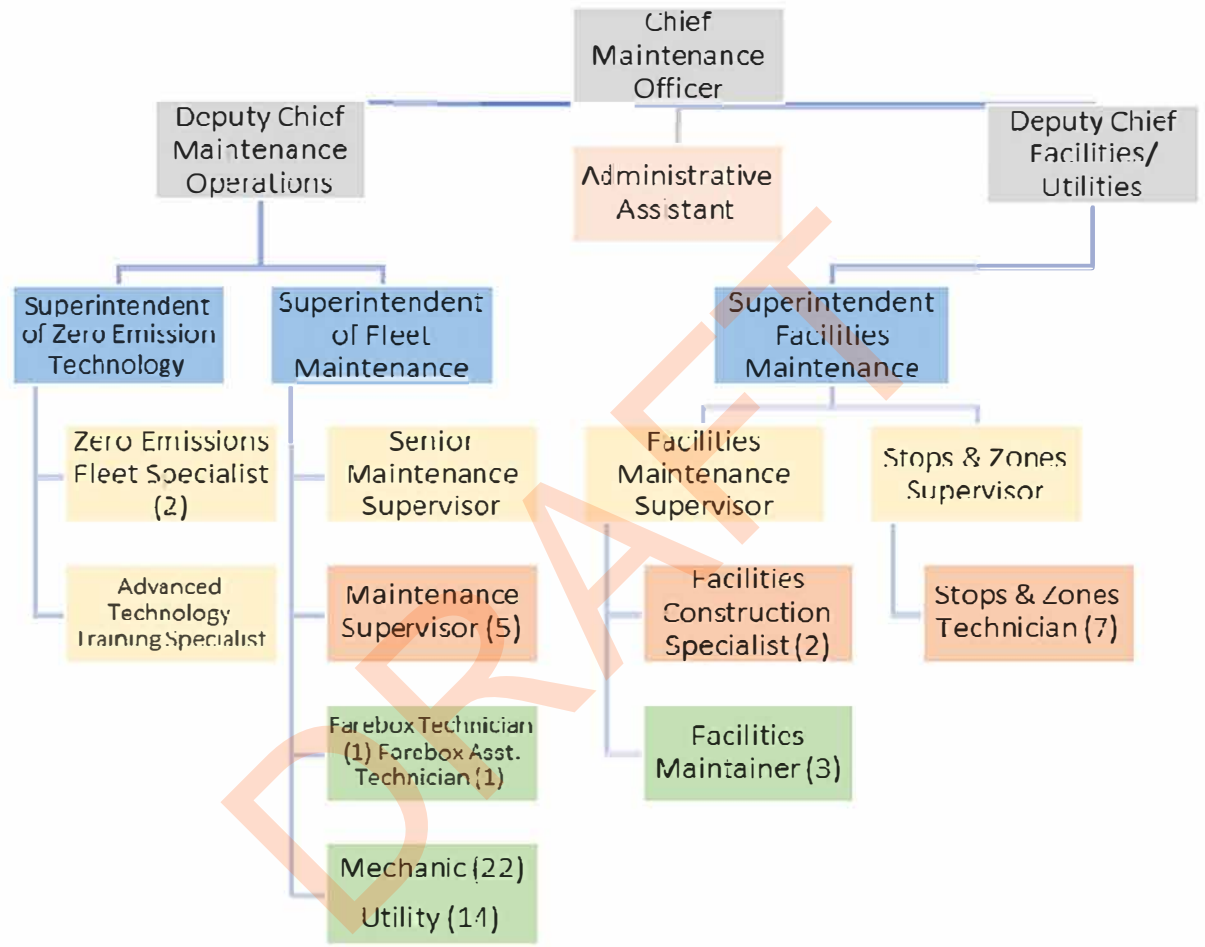
Division 49

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	181,160	175,455	(5,705)
<b>5010201610 ADMIN SALARIES-OT</b>	3,000	3,084	84
<b>5029999999 TOTAL FRINGE BENEFITS</b>	113,517	113,027	(490)
<b>Sub-total</b>	<b>297,677</b>	<b>291,566</b>	<b>(6,111)</b>
<b>5030200010 CONSULTING</b>			
Transit planning consulting services	330,000	291,000	(39,000)
<b>Sub-total</b>	<b>330,000</b>	<b>291,000</b>	<b>(39,000)</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	11,383	25,000	13,617
<b>Sub-total</b>	<b>11,383</b>	<b>25,000</b>	<b>13,617</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	1,200	1,200	-
<b>Sub-total</b>	<b>1,200</b>	<b>1,200</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/SEMINARS</b>			
Costs associated with travel such as meals & parking fees	10,000	10,000	-
<b>Sub-total</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>650,260</b>	<b>618,766</b>	<b>(31,494)</b>

# MAINTENANCE OFFICE

DRAFT





**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

- Procure asset management software.
- Establish quarterly supervisory meetings.
- Engage Deputy CMO and Superintendent in NTI leadership training.
- Maintain MDBF (road call) to FY21 rate for fixed route.

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	568,957	691,693	588,779	653,269	831,036	177,767
5010201610 ADMIN SALARIES-OT	76	279	359	800	2,000	1,200
5029999999 TOTAL FRINGE BENEFITS	358,014	456,547	354,861	411,120	587,239	176,119
5030400000 TEMPORARY HELP SERVICES	-	-	19,209	-	1,500	1,500
5039900006 OUTSIDE REPAIR-FIXED ROUTE	9,346	16,972	63,629	68,000	74,000	6,000
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	2,273	2,586	6,218	3,416	8,000	4,584
5040100101 LUBRICANTS-OIL	110,312	72,900	76,632	72,892	91,115	18,223
5040100102 FREON & COOLANT	28,825	24,593	36,618	30,529	60,000	29,471
5040101000 FUEL-CNG SUPPORT VEHICLES	23,554	27,155	38,390	18,333	33,687	15,354
5040101001 FUEL-CNG FIXED ROUTE	1,060,965	1,063,515	1,569,028	1,298,099	1,299,300	1,201
5040102000 FUEL-UNLEADED	4,406	3,686	10,143	9,600	26,000	16,400
5040102100 FUEL-DIESEL	20,856	25	39,697	48,000	35,000	(13,000)
5040102200 FUEL-HYDROGEN	583,763	1,037,212	1,100,143	845,934	1,250,000	404,066
5040200001 TIRES-FIXED ROUTE	152,940	148,320	149,859	175,000	178,950	3,950
5040200002 TIRES-SUPPORT VEHICLES	5,663	6,117	3,783	8,000	6,000	(2,000)
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	54	-	-	183	205	22
5049900001 OFFICE SUPPLIES	1,922	1,852	1,461	2,107	3,000	893
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	420	341	128	1,250	1,250	-
5090200000 TRAVEL MEETINGS/TRAINING	1,614	13,520	4,457	10,000	15,000	5,000
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	26	533	269	772	772	-
5090400100 DISCOUNTS TAKEN	(194)	(189)	-	-	-	-
<b>Total Expenses</b>	<b>2,933,793</b>	<b>3,567,659</b>	<b>4,063,661</b>	<b>3,657,303</b>	<b>4,504,054</b>	<b>846,751</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5010201200 MECHANIC WAGES	1,596,780	1,607,457	1,479,964	1,690,425	1,747,656	57,231
5010201210 MECHANIC OVERTIME	106,771	94,218	89,232	112,500	130,000	17,500
5029999999 TOTAL FRINGE BENEFITS	796,660	914,656	862,363	958,583	1,028,793	70,210
5030300014 UNIFORMS	17,127	17,936	17,408	18,000	23,500	5,500
5030500001 FIRE EXTINGUISHERS	602	648	933	950	2,728	1,778
5030500002 RADIO MAINTENANCE	1,986	3,837	456	4,331	4,331	-
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	4,007	7,471	12,136	6,500	30,000	23,500
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	1,039	10	-	2,000	4,000	2,000
5039900004 CONTRACT SVC-MAINT	91,925	97,310	101,100	101,100	126,275	25,175
5039900005 CONTRACT SVC-FREIGHT	4,574	3,595	1,819	8,594	8,594	-
5039900006 CONTRACT SVC - TOWING	32,800	24,775	40,939	44,000	35,000	(9,000)
5039900007 INVENTORY-SALES TAX	114,583	113,213	85,829	110,000	132,000	22,000
5039900008 INVENTORY-FREIGHT CHARGES	14,788	19,392	12,415	16,718	20,897	4,179
5049900015 COSMETIC MAINTENANCE EXTERIOR	2,919	3,717	630	3,971	4,771	800
5049900016 CLEANING SUPPLIES-VEHICLES	17,082	9,590	15,871	15,000	19,000	4,000
5049900017 SHOP SUPPLIES MISC	35,899	31,705	48,651	35,000	43,750	8,750
5049900018 MECHANIC TOOLS/SHOES	21,580	28,019	31,054	35,200	50,000	14,800
5049900019 SMALL TOOLS & EQUIPMENT	14,334	11,166	18,769	16,000	64,000	48,000
5049900020 DECALS-FIXED ROUTE	2,291	837	2,144	5,665	50,000	44,335
5049900021 REPAIR PARTS- FIXED ROUTE	1,175,283	1,160,423	947,414	1,166,019	1,357,500	191,481
5049900022 REPAIR PARTS-SUPPORT VEHICLES	106,435	48,324	33,580	45,000	56,250	11,250
5049900023 VANDALISM/SEAT REPAIRS	-	-	-	611	611	-
5049900024 REPAIR PARTS-FUEL CELL	113,827	61,562	11,035	17,000	35,000	18,000
5070500000 FUEL TAXES	13,122	11,082	10,803	14,000	14,000	-
5099900004 PERMITS & LICENSES	10,714	10,064	15,778	13,000	13,000	-
<b>Total Expenses</b>	<b>4,297,128</b>	<b>4,281,005</b>	<b>3,840,322</b>	<b>4,440,167</b>	<b>5,001,656</b>	<b>561,489</b>

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22	FY23	Variance
				Approved Budget	Proposed Budget	
5039900001 PARATRANSIT CONTRACT SVC-TOWING	-	2,530	3,270	4,000	4,000	-
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	148	2,425	462	2,500	2,500	-
5039900003 GENERAL SERVICES	18,960	18,160	16,560	20,160	24,560	4,400
5040101001 PARATRANSIT FUEL-CNG	206,783	205,788	331,792	200,000	266,340	66,340
5040200005 PARATRANSIT TIRES	31,260	41,877	41,264	43,000	52,010	9,010
5049900006 PARATRANSIT REPAIR PARTS	152,478	181,644	120,687	175,471	176,339	868
5049900007 PARATRANSIT GLASS REPLACEMENT	975	945	608	950	950	-
5049900200 DECALS	-	-	-	-	6,000	6,000
<b>Total Expenses</b>	<b>410,605</b>	<b>453,370</b>	<b>514,643</b>	<b>446,081</b>	<b>532,699</b>	<b>86,618</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE**

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

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Administrative Assistant	1.00	1.00	0.00
1	Assistant Farebox Technician	1.00	1.00	0.00
0	Body Mechanic A	1.00	0.00	(1.00)
1	Chief Maintenance officer	1.00	1.00	0.00
1	Deputy Chief Maintenance Officer	1.00	1.00	0.00
1	Superintendent of Zero Emission Technology	0.00	1.00	1.00
2	Zero Emission Fleet Specialist	0.00	2.00	2.00
1	Advanced Technology Training Specialist	0.00	1.00	1.00
1	Farebox Technician	1.00	1.00	0.00
0	Lead Utility	2.00	0.00	(2.00)
0	Maintenance Advanced Tech Supervisor	0.00	0.00	0.00
5	Maintenance Supervisor	5.00	5.00	0.00
22	Mechanic	21.00	22.00	1.00
1	Senior Maintenance Supervisor	1.00	1.00	0.00
1	Superintendent of Maintenance	1.00	1.00	0.00
14	Utility	12.00	14.00	2.00
<b>52</b>	<b>Total FTEs</b>	<b>48.00</b>	<b>52.00</b>	<b>4.00</b>

**Notes:**

- Mechanic and Utility positions consolidated into one Mechanic and Utility classification.
- Superintendent of Zero Emission Technology, Advanced Technology Training Specialist, and two (2) Zero Emission Fleet Specialists were transferred from the Performance Office.

DRAFT

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	653,269	831,036	177,767
<b>5010201610 ADMIN SALARIES-OT</b>	800	2,000	1,200
<b>5029999999 TOTAL FRINGE BENEFITS</b>	411,120	587,239	176,119
<b>Sub-total</b>	<b>1,065,189</b>	<b>1,420,275</b>	<b>355,086</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary administrative assistance	-	1,500	1,500
<b>Sub-total</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
<b>5039900006 OUTSIDE REPAIR-FIXED ROUTE</b>			
Repairs to fixed route fleet not performed by SunLine employees	68,000	74,000	6,000
<b>Sub-total</b>	<b>68,000</b>	<b>74,000</b>	<b>6,000</b>
<b>5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE</b>			
Repairs to support fleet not performed by SunLine employees	3,416	8,000	4,584
<b>Sub-total</b>	<b>3,416</b>	<b>8,000</b>	<b>4,584</b>
<b>5040100101 LUBRICANTS-OIL</b>			
All lubes and oils used by the fleet	72,892	91,115	18,223
<b>Sub-total</b>	<b>72,892</b>	<b>91,115</b>	<b>18,223</b>
<b>5040100102 FREON &amp; COOLANT</b>			
Freon & coolant costs for fleet	30,529	60,000	29,471
<b>Sub-total</b>	<b>30,529</b>	<b>60,000</b>	<b>29,471</b>
<b>5040101000 FUEL-CNG SUPPORT VEHICLES</b>			
Fuel for CNG support vehicles	18,333	33,687	15,354
<b>Sub-total</b>	<b>18,333</b>	<b>33,687</b>	<b>15,354</b>
<b>5040101001 FUEL-CNG FIXED ROUTE</b>			
Fuel for CNG fixed route vehicles	1,298,099	1,299,300	1,201
<b>Sub-total</b>	<b>1,298,099</b>	<b>1,299,300</b>	<b>1,201</b>
<b>5040102000 FUEL-UNLEADED</b>			
Unleaded fuel used for landscaping equipment and in two support vehicles that run on unleaded	9,600	26,000	16,400
<b>Sub-total</b>	<b>9,600</b>	<b>26,000</b>	<b>16,400</b>
<b>5040102100 FUEL-DIESEL</b>			
Fuel for leased MCI	48,000	35,000	(13,000)
<b>Sub-total</b>	<b>48,000</b>	<b>35,000</b>	<b>(13,000)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 21 (Administration)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5040102200 FUEL-HYDROGEN</b>			
Hydrogen fuel	845,934	1,250,000	404,066
<b>Sub-total</b>	<b>845,934</b>	<b>1,250,000</b>	<b>404,066</b>
<b>5040200001 TIRES-FIXED ROUTE</b>			
Tire lease program	175,000	178,950	3,950
<b>Sub-total</b>	<b>175,000</b>	<b>178,950</b>	<b>3,950</b>
<b>5040200002 TIRES-SUPPORT VEHICLES</b>			
Purchased tires & lease tires	8,000	6,000	(2,000)
<b>Sub-total</b>	<b>8,000</b>	<b>6,000</b>	<b>(2,000)</b>
<b>5040200003 TIRES-TOOLS &amp; SERVICE SUPPLIES</b>			
Small tools for tire service	183	205	22
<b>Sub-total</b>	<b>183</b>	<b>205</b>	<b>22</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies for maintenance offices	2,107	3,000	893
<b>Sub-total</b>	<b>2,107</b>	<b>3,000</b>	<b>893</b>
<b>5049900025 GLASS REPLACEMENT-SUPPORT VEH.</b>			
Replacement of damaged vehicle glass	1,250	1,250	-
<b>Sub-total</b>	<b>1,250</b>	<b>1,250</b>	<b>-</b>
<b>5090200000 TRAVEL MEETINGS/TRAINING</b>			
Costs related to staff training and workshops	10,000	15,000	5,000
<b>Sub-total</b>	<b>10,000</b>	<b>15,000</b>	<b>5,000</b>
<b>5090201000 EMPLOYEE EXPENSES</b>			
Small employee morale related expenses such as trophies & plaques	772	772	-
<b>Sub-total</b>	<b>772</b>	<b>772</b>	<b>-</b>
<b>Total Expenses</b>	<b>3,657,303</b>	<b>4,504,054</b>	<b>846,751</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010201200 MECHANIC WAGES</b>	1,690,425	1,747,656	57,231
<b>5010201210 MECHANIC OVERTIME</b>	112,500	130,000	17,500
<b>5029999999 TOTAL FRINGE BENEFITS</b>	958,583	1,028,793	70,210
<b>Sub-total</b>	<b>2,761,508</b>	<b>2,906,449</b>	<b>144,941</b>
<b>5030300014 UNIFORMS</b>			
Maintenance employee uniforms	18,000	23,500	5,500
<b>Sub-total</b>	<b>18,000</b>	<b>23,500</b>	<b>5,500</b>
<b>5030500001 FIRE EXTINGUISHERS</b>			
Vehicle fire extinguishers needing service	950	2,728	1,778
<b>Sub-total</b>	<b>950</b>	<b>2,728</b>	<b>1,778</b>
<b>5030500002 RADIO MAINTENANCE</b>			
Parts and hardware needed to keep radios in vehicles and hilltops operational	4,331	4,331	-
<b>Sub-total</b>	<b>4,331</b>	<b>4,331</b>	<b>-</b>
<b>5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT</b>			
Minor parts to repair shop equipment	6,500	30,000	23,500
<b>Sub-total</b>	<b>6,500</b>	<b>30,000</b>	<b>23,500</b>
<b>5030500004 EQUIPT REPAIRS-VAULT &amp; FAREBOX</b>			
Parts to repair vaults and fareboxes	2,000	4,000	2,000
<b>Sub-total</b>	<b>2,000</b>	<b>4,000</b>	<b>2,000</b>
<b>5039900004 CONTRACT SVC-MAINT</b>			
Lease tire maintainer on property	101,100	126,275	25,175
<b>Sub-total</b>	<b>101,100</b>	<b>126,275</b>	<b>25,175</b>
<b>5039900005 CONTRACT SVC-FREIGHT</b>			
Freight expenses for shipping and receiving materials	8,594	8,594	-
<b>Sub-total</b>	<b>8,594</b>	<b>8,594</b>	<b>-</b>
<b>5039900006 CONTRACT SVC - TOWING</b>			
Towing of fixed route and support vehicles when needed	44,000	35,000	(9,000)
<b>Sub-total</b>	<b>44,000</b>	<b>35,000</b>	<b>(9,000)</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5039900007 INVENTORY-SALES TAX</b>			
Sales tax on inventory parts	110,000	132,000	22,000
<b>Sub-total</b>	<b>110,000</b>	<b>132,000</b>	<b>22,000</b>
<b>5039900008 INVENTORY-FREIGHT CHARGES</b>			
Freight charges on inventory parts	16,718	20,897	4,179
<b>Sub-total</b>	<b>16,718</b>	<b>20,897</b>	<b>4,179</b>
<b>5049900015 COSMETIC MAINTENANCE EXTERIOR</b>			
Minor cosmetic repairs of vehicle interiors and exteriors	3,971	4,771	800
<b>Sub-total</b>	<b>3,971</b>	<b>4,771</b>	<b>800</b>
<b>5049900016 CLEANING SUPPLIES-VEHICLES</b>			
Chemicals, rags used in the cleaning of vehicles	15,000	19,000	4,000
<b>Sub-total</b>	<b>15,000</b>	<b>19,000</b>	<b>4,000</b>
<b>5049900017 SHOP SUPPLIES MISC</b>			
Nuts, bolts, chemicals, and welding supplies used in general repair of vehicles	35,000	43,750	8,750
<b>Sub-total</b>	<b>35,000</b>	<b>43,750</b>	<b>8,750</b>
<b>5049900018 MECHANIC TOOLS/SHOES</b>			
Mechanics tool and shoe allowance	35,200	50,000	14,800
<b>Sub-total</b>	<b>35,200</b>	<b>50,000</b>	<b>14,800</b>
<b>5049900019 SMALL TOOLS &amp; EQUIPMENT</b>			
Small tools & equipment used in the repair of vehicles, facilities and equipment	16,000	64,000	48,000
<b>Sub-total</b>	<b>16,000</b>	<b>64,000</b>	<b>48,000</b>
<b>5049900020 DECALS-FIXED ROUTE</b>			
Minor decal replacements on FR vehicles	5,665	50,000	44,335
<b>Sub-total</b>	<b>5,665</b>	<b>50,000</b>	<b>44,335</b>
<b>5049900021 REPAIR PARTS- FIXED ROUTE</b>			
All parts needed to maintain FR buses	1,166,019	1,357,500	191,481
<b>Sub-total</b>	<b>1,166,019</b>	<b>1,357,500</b>	<b>191,481</b>



**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**DIVISION 22 (Mechanics)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900022 REPAIR PARTS-SUPPORT VEHICLES</b>			
All parts needed to maintain support vehicles	45,000	56,250	11,250
<b>Sub-total</b>	<b>45,000</b>	<b>56,250</b>	<b>11,250</b>
<b>5049900023 VANDALISM/SEAT REPAIRS</b>			
Minor repairs to seats damaged by vandalism	611	611	-
<b>Sub-total</b>	<b>611</b>	<b>611</b>	<b>-</b>
<b>5049900024 REPAIR PARTS-FUEL CELL</b>			
All parts to maintain fuel cell on buses	17,000	35,000	18,000
<b>Sub-total</b>	<b>17,000</b>	<b>35,000</b>	<b>18,000</b>
<b>5070500000 FUEL TAXES</b>			
Fuel taxes	14,000	14,000	-
<b>Sub-total</b>	<b>14,000</b>	<b>14,000</b>	<b>-</b>
<b>5099900004 PERMITS &amp; LICENSES</b>			
Various permits and licenses including DMV and Air Quality	13,000	13,000	-
<b>Sub-total</b>	<b>13,000</b>	<b>13,000</b>	<b>-</b>
<b>Total Expenses</b>	<b>4,440,167</b>	<b>5,001,656</b>	<b>561,489</b>

**MAINTENANCE OFFICE - FLEET MAINTENANCE DETAIL**

**Division 13 (Paratransit - Maintenance Portion Only)**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5039900001 PARATRANSIT CONTRACT SVC-TOWING</b>			
Towing services for paratransit vehicles	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	<b>-</b>
<b>5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR</b>			
Repairs to paratransit fleet not performed by SunLine employees	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	<b>-</b>
<b>5039900003 GENERAL SERVICES</b>			
Monthly maintenance for SmartDrive	20,160	24,560	4,400
<b>Sub-total</b>	<b>20,160</b>	<b>24,560</b>	<b>4,400</b>
<b>5040101001 PARATRANSIT FUEL-CNG</b>			
Fuel for paratransit vehicles	200,000	266,340	66,340
<b>Sub-total</b>	<b>200,000</b>	<b>266,340</b>	<b>66,340</b>
<b>5040200005 PARATRANSIT TIRES</b>			
Tire lease	43,000	52,010	9,010
<b>Sub-total</b>	<b>43,000</b>	<b>52,010</b>	<b>9,010</b>
<b>5049900006 PARATRANSIT REPAIR PARTS</b>			
Repair parts for paratransit vehicles	175,471	176,339	868
<b>Sub-total</b>	<b>175,471</b>	<b>176,339</b>	<b>868</b>
<b>5049900007 PARATRANSIT GLASS REPLACEMENT</b>			
Glass replacement for paratransit vehicles	950	950	-
<b>Sub-total</b>	<b>950</b>	<b>950</b>	<b>-</b>
<b>5049900200 DECALS</b>			
Decal replacements	-	6,000	6,000
<b>Sub-total</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>
<b>Total Expenses</b>	<b>446,081</b>	<b>532,699</b>	<b>86,618</b>

## MAINTENANCE OFFICE - FACILITY MAINTENANCE

### Division 23 & 24

#### FUNCTIONS & RESPONSIBILITIES

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

#### FY23 GOALS & OBJECTIVES

- Continuously assess and adjust facilities requirements in the short and long term to meet Agency needs.
- Increase operational effectiveness and efficiency of campus buildings and infrastructure.
- Development and implementation of a comprehensive facilities master plan.

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	112,182	106,013	94,857	109,691	166,055	56,364
5010201210 GROUNDSKEEPER WAGES	140,009	141,104	134,480	134,402	141,454	7,052
5010201610 ADMIN SALARIES-OT	287	295	-	400	-	(400)
5010201710 GROUNDSKEEPER OVERTIME	2,216	3,434	5,465	5,400	8,000	2,600
5010700000 ALLOCATED SALARIES	(1,890)	(1,866)	(1,779)	(1,800)	(3,845)	(2,045)
5010700001 GRANT ALLOCATION	(3,895)	-	-	-	-	-
5029999999 TOTAL FRINGE BENEFITS	153,310	161,622	185,171	179,002	284,789	105,787
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	18,446	19,267	16,149	20,857	24,811	3,954
5030500010 CONTRACT SVC-GENERAL	39,411	33,659	20,319	39,116	38,820	(296)
5030600000 CONTRACT SVC-CUSTODIAL	54,741	63,190	67,944	72,000	71,455	(545)
5030600100 AIR CONDITIONING EXPENDITURES	9,568	8,009	11,180	9,476	20,000	10,524
5030600200 UNIFORMS SERVICE EXPENDITURES	1,614	1,596	1,623	2,160	2,300	140
5030600300 RENTAL EQUIPMENT EXPENSES	4,988	1,331	2,069	8,000	8,000	-
5030600500 PEST CONTROL SERVICE	2,144	1,550	1,812	3,775	3,746	(29)
5030600600 CONTRACT SERVICES-A/C	9,245	7,754	2,849	14,063	13,956	(107)
5030600700 FIRE EXTINGUISHERS	688	802	1,031	824	1,191	367
5030600800 FLOOR MAT RENTAL	7,670	7,034	6,538	9,500	9,500	-
5030600975 RADIO REPEATER HILLTOP RENTAL	14,460	14,468	14,472	14,500	14,500	-
5040300100 PLUMBING RELATED EXPENDITURES	4,265	5,682	1,787	8,487	8,932	445
5040300200 ELECTRICAL RELATED EXPENDITURE	6,607	4,804	13,139	9,500	9,924	424
5040300600 SHOE ALLOWANCE	426	756	522	1,200	3,000	1,800
5049900001 OFFICE SUPPLIES	-	-	-	-	300	300
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	4,819	2,544	4,345	6,375	6,375	-
5049900026 FACILITY MAINTENANCE-MAIN FAC	30,437	24,375	33,025	30,000	38,000	8,000
5049900030 CLEANING SUPPLIES-MAIN FAC	1,941	770	2,468	2,300	2,300	-
5050200001 UTILITIES MAIN FACILITY	209,560	208,134	276,543	221,450	267,954	46,504
5050200003 TRASH PICKUP- MAIN FACILITY	23,881	19,613	20,647	18,540	22,826	4,286
<b>Total Expenses</b>	<b>847,130</b>	<b>835,939</b>	<b>916,656</b>	<b>919,218</b>	<b>1,164,344</b>	<b>245,126</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE**

Division 23 & 24

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

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	1,457	705	961	2,318	2,318	-
5030600000 CONTRACT SVC-CUSTODIAL	31,692	36,503	37,234	40,000	43,000	3,000
5030600100 AIR CONDITIONING EXPENDITURES	640	-	294	1,932	1,932	(0)
5030600500 PEST CONTROL SERVICE	858	802	996	1,595	1,595	-
5030600600 CONTRACT SERVICES-AC	-	-	-	580	580	-
5030600700 FIRE EXTINGUISHERS	-	273	-	386	386	-
5030600800 FLOOR MAT RENTAL	2,535	317	367	2,318	2,318	-
5040300100 PLUMBING RELATED EXP	612	85	321	1,050	2,050	1,000
5040300200 ELECTRICAL RELATED EXPENDITURE	2,242	76	99	1,500	5,000	3,500
5049900027 FACILITY MAINT-INDIO/COACHELLA FAC	8,627	7,150	10,571	9,000	9,000	-
5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FAC.	-	-	173	188	300	112
5050200002 UTILITIES INDIO/COACHELLA FACILITY	28,668	20,859	27,102	28,448	37,000	8,552
5050200004 TRASH PICKUP-INDIO/COACHELLA FACILIT	15,179	16,375	16,129	15,914	18,000	2,087
5050202000 UTILITIES GAS & WATER	5,920	3,412	4,947	4,575	7,001	2,426
<b>Total Expenses</b>	<b>98,431</b>	<b>86,558</b>	<b>99,194</b>	<b>109,803</b>	<b>130,479</b>	<b>20,676</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
2	Facility Construction Specialist	1.00	2.00	1.00
1	Facility Maintenance Supervisor	1.00	1.00	0.00
3	Facility Maintainer	3.00	3.00	0.00
1	Deputy Chief of Facilities	0.00	1.00	1.00
1	Superintendent of Facilities	1.00	1.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>6.00</b>	<b>8.00</b>	<b>2.00</b>

**Notes:**

- One (1) Facility Construction Specialist was added.
- The Deputy Chief of Zero Emission Technology was moved from the Performance Office and retitled to the Deputy Chief of Facilities.

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	109,691	166,055	56,364
<b>5010201210 GROUNDSKEEPER WAGES</b>	134,402	141,454	7,052
<b>5010201610 ADMIN SALARIES-OT</b>	400	-	
<b>5010201710 GROUNDSKEEPER OVERTIME</b>	5,400	8,000	2,600
<b>5010700000 ALLOCATED SALARIES</b>	(1,800)	(3,845)	(2,045)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	179,002	284,789	105,787
<b>Sub-total</b>	<b>427,095</b>	<b>596,454</b>	<b>169,359</b>
<b>5030500005 CONTRACT SVC-HAZ WASTE REMOVE</b>			
Removal of hazardous chemicals	3,570	4,247	677
Bio Hazard material removal	17,287	20,564	3,277
<b>Sub-total</b>	<b>20,857</b>	<b>24,811</b>	<b>3,954</b>
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Backup Generator Service	5,807	5,763	(44)
Bus wash monthly PMI	7,087	7,033	(54)
Elevator service	3,622	3,594	(27)
Environmental monitoring Div. 1	6,725	6,674	(51)
Lease for parts storage containers	6,646	6,596	(50)
Shop vehicle lift service	3,622	3,594	(27)
Archive Storage	3,021	2,998	(23)
Water softener service for bus wash	2,586	2,567	(20)
<b>Sub-total</b>	<b>39,116</b>	<b>38,820</b>	<b>(296)</b>
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Contract janitorial service for offices	72,000	71,455	(545)
<b>Sub-total</b>	<b>72,000</b>	<b>71,455</b>	<b>(545)</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for maintenance of all building HVACs	9,476	20,000	10,524
<b>Sub-total</b>	<b>9,476</b>	<b>20,000</b>	<b>10,524</b>
<b>5030600200 UNIFORMS SERVICE EXPENDITURES</b>			
Uniforms for Facility Main Techs	2,160	2,300	140
<b>Sub-total</b>	<b>2,160</b>	<b>2,300</b>	<b>140</b>
<b>5030600300 RENTAL EQUIPMENT EXPENSES</b>			
Rented equipment for maintenance of facilities	8,000	8,000	-
<b>Sub-total</b>	<b>8,000</b>	<b>8,000</b>	<b>-</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5030600500 PEST CONTROL SERVICE</b>			
Monthly pest control maintenance	3,775	3,746	(29)
<b>Sub-total</b>	<b>3,775</b>	<b>3,746</b>	<b>(29)</b>
<b>5030600600 CONTRACT SERVICES-A/C</b>			
Bi-annual HVAC service all facilities	14,063	13,956	(107)
<b>Sub-total</b>	<b>14,063</b>	<b>13,956</b>	<b>(107)</b>
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher inspections	824	1,191	367
<b>Sub-total</b>	<b>824</b>	<b>1,191</b>	<b>367</b>
<b>5030600800 FLOOR MAT RENTAL</b>			
Monthly rental of floor mats	9,500	9,500	-
<b>Sub-total</b>	<b>9,500</b>	<b>9,500</b>	<b>-</b>
<b>5030600975 RADIO REPEATER HILLTOP RENTAL</b>			
Rental of tower space for two way radios	14,500	14,500	-
<b>Sub-total</b>	<b>14,500</b>	<b>14,500</b>	<b>-</b>
<b>5040300100 PLUMBING RELATED EXPENDITURES</b>			
Materials for plumbing repairs	8,487	8,932	445
<b>Sub-total</b>	<b>8,487</b>	<b>8,932</b>	<b>445</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	9,500	9,924	424
<b>Sub-total</b>	<b>9,500</b>	<b>9,924</b>	<b>424</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for facility maintenance employees	1,200	3,000	1,800
<b>Sub-total</b>	<b>1,200</b>	<b>3,000</b>	<b>1,800</b>
<b>5049900001 OFFICE SUPPLIES</b>			
Office supplies	-	300	300
<b>Sub-total</b>	<b>-</b>	<b>300</b>	<b>300</b>
<b>5049900002 BOARD ROOM AND ZWEIG SUPPLIES</b>			
Supplies for meetings	6,375	6,375	-
<b>Sub-total</b>	<b>6,375</b>	<b>6,375</b>	<b>-</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 23 - THOUSAND PALMS**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900026 FACILITY MAINTENANCE-MAIN FAC</b>			
Materials needed to maintain facilities other than plumbing and electrical	30,000	38,000	8,000
<b>Sub-total</b>	<b>30,000</b>	<b>38,000</b>	<b>8,000</b>
<b>5049900030 CLEANING SUPPLIES-MAIN FAC</b>			
Cleaning supplies to maintain all facilities	2,300	2,300	-
<b>Sub-total</b>	<b>2,300</b>	<b>2,300</b>	<b>-</b>
<b>5050200001 UTILITIES MAIN FACILITY</b>			
Cable	1,500	1,815	315
Electricity	199,950	241,939	41,989
Gas	9,000	10,890	1,890
Water	11,000	13,310	2,310
<b>Sub-total</b>	<b>221,450</b>	<b>267,954</b>	<b>46,504</b>
<b>5050200003 TRASH PICKUP- MAIN FACILITY</b>			
Monthly trash pickup service	18,540	22,826	4,286
<b>Sub-total</b>	<b>18,540</b>	<b>22,826</b>	<b>4,286</b>
<b>Total Expenses</b>	<b>919,218</b>	<b>1,164,344</b>	<b>245,126</b>

**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY22	FY23	Variance
	Approved Budget	Proposed Budget	
<b>5030500010 CONTRACT SVC-GENERAL</b>			
Filtered drinking water dispenser lease	734	734	-
Storm water monitoring and testing contract	1,583	1,583	-
<b>Sub-total</b>	<b>2,318</b>	<b>2,318</b>	-
<b>5030600000 CONTRACT SVC-CUSTODIAL</b>			
Monthly office janitorial contract Indio and Coachella	40,000	43,000	3,000
<b>Sub-total</b>	<b>40,000</b>	<b>43,000</b>	<b>3,000</b>
<b>5030600100 AIR CONDITIONING EXPENDITURES</b>			
Materials for all facility HVAC maintenance	1,932	1,932	(0)
<b>Sub-total</b>	<b>1,932</b>	<b>1,932</b>	<b>(0)</b>
<b>5030600500 PEST CONTROL SERVICE</b>			
General pest control for buildings	1,595	1,595	-
<b>Sub-total</b>	<b>1,595</b>	<b>1,595</b>	-
<b>5030600600 CONTRACT SERVICES-AC</b>			
Bi annual HVAC service for all buildings	580	580	-
<b>Sub-total</b>	<b>580</b>	<b>580</b>	-
<b>5030600700 FIRE EXTINGUISHERS</b>			
Annual fire extinguisher service	386	386	-
<b>Sub-total</b>	<b>386</b>	<b>386</b>	-
<b>5030600800 FLOOR MAT RENTAL</b>			
Floor mat rental for office areas and walkways	2,318	2,318	-
<b>Sub-total</b>	<b>2,318</b>	<b>2,318</b>	-
<b>5040300100 PLUMBING RELATED EXP</b>			
Materials for plumbing repairs	1,050	2,050	1,000
<b>Sub-total</b>	<b>1,050</b>	<b>2,050</b>	<b>1,000</b>
<b>5040300200 ELECTRICAL RELATED EXPENDITURE</b>			
Materials for electrical repairs	1,500	5,000	3,500
<b>Sub-total</b>	<b>1,500</b>	<b>5,000</b>	<b>3,500</b>
<b>5049900027 FACILITY MAINT-INDIO/COACHELLA FACILITY</b>			
Materials for general repair of facilities	9,000	9,000	-
<b>Sub-total</b>	<b>9,000</b>	<b>9,000</b>	-



**MAINTENANCE OFFICE - FACILITY MAINTENANCE DETAIL**

**Division 24 - INDIO/COACHELLA**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5049900031 CLEANING SUPPLIES-INDIO/COACHELLA FACILITY</b>			
Minor cleaning supplies required for maint.	188	300	112
<b>Sub-total</b>	<b>188</b>	<b>300</b>	<b>112</b>
<b>5050200002 UTILITIES INDIO/COACHELLA FACILITY</b>			
Electricity cost for Indio facility	28,448	37,000	8,552
<b>Sub-total</b>	<b>28,448</b>	<b>37,000</b>	<b>8,552</b>
<b>5050200004 TRASH PICKUP-INDIO/COACHELLA FACILITY</b>			
Monthly trash pickup service	15,914	18,000	2,087
<b>Sub-total</b>	<b>15,914</b>	<b>18,000</b>	<b>2,087</b>
<b>5050202000 UTILITIES GAS &amp; WATER</b>			
Gas, water and sewage expenses	4,575	7,001	2,426
<b>Sub-total</b>	<b>4,575</b>	<b>7,001</b>	<b>2,426</b>
<b>Total Expenses</b>	<b>109,803</b>	<b>130,479</b>	<b>20,676</b>

DRAFT

**MAINTENANCE OFFICE - STOPS & ZONES**

**Division 25**

**FUNCTIONS & RESPONSIBILITIES**

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

**FY23 GOALS & OBJECTIVES**

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

**EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimates	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010200500 ADMIN SALARIES	51,218	49,640	54,684	46,000	59,651	13,651
5010201500 BARGAINING SALARIES	312,924	313,294	286,189	330,015	338,021	8,006
5010201510 BARGAINING OVERTIME	6,884	3,440	5,241	3,000	9,000	6,000
5029999999 TOTAL FRINGE BENEFITS	203,870	226,456	230,939	228,421	253,935	25,514
5030600200 UNIFORMS	4,950	4,227	3,776	5,306	5,306	-
5030600250 EQUIPMENT RENTAL	3,999	2,755	952	4,500	4,500	-
5040102000 UNLEADED GASOLINE	1,748	1,915	2,100	1,957	3,000	1,043
5040102001 DIESEL FUEL	22	33	-	175	175	-
5040300600 SHOE ALLOWANCE	1,011	1,638	554	2,100	4,200	2,100
5049900001 OFFICE SUPPLIES	1,833	99	160	125	125	-
5049900029 BUS STOP SUPPLIES	36,102	46,143	59,141	56,809	75,000	18,191
5090201000 EMPLOYEE EXPENSES	191	-	218	200	350	150
<b>Total Expenses</b>	<b>624,754</b>	<b>649,641</b>	<b>643,955</b>	<b>678,608</b>	<b>753,263</b>	<b>74,655</b>

**PERSONNEL SUMMARY**

FY23 Physical Count	Classification	FY22 Base FTE's	FY23 Proposed Base FTE's	Variance
1	Stops & Zones Supervisor	1.00	1.00	0.00
7	Stops & Zones Technician	7.00	7.00	0.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>

**MAINTENANCE OFFICE: STOPS & ZONES DETAILS**

Division 25

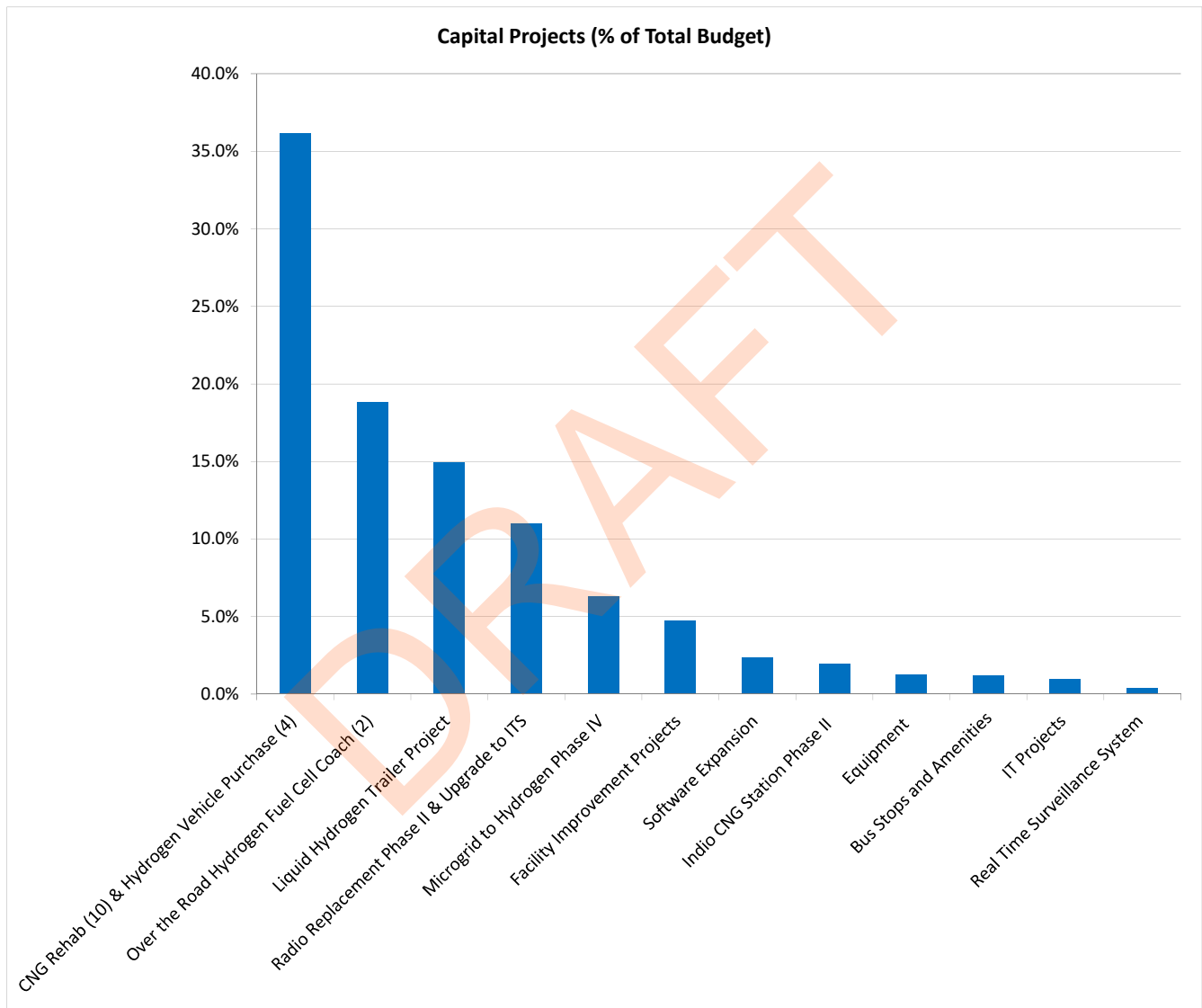
General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010200500 ADMIN SALARIES</b>	46,000	59,651	13,651
<b>5010201500 BARGAINING SALARIES</b>	330,015	338,021	8,006
<b>5010201510 BARGAINING OVERTIME</b>	3,000	9,000	6,000
<b>5029999999 TOTAL FRINGE BENEFITS</b>	228,421	253,935	25,514
<b>Sub-total</b>	<b>607,436</b>	<b>660,607</b>	<b>53,171</b>
<b>5030600200 UNIFORMS</b>			
Uniform rental for Stops & Zones employees	5,306	5,306	-
<b>Sub-total</b>	<b>5,306</b>	<b>5,306</b>	<b>-</b>
<b>5030600250 EQUIPMENT RENTAL</b>			
Special equipment rental to move shelters	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>5040102000 UNLEADED GASOLINE</b>			
Gasoline used in cleaning equipment	1,957	3,000	1,043
<b>Sub-total</b>	<b>1,957</b>	<b>3,000</b>	<b>1,043</b>
<b>5040102001 DIESEL FUEL</b>			
Portable steam equipment	175	175	-
<b>Sub-total</b>	<b>175</b>	<b>175</b>	<b>-</b>
<b>5040300600 SHOE ALLOWANCE</b>			
Shoe allowance for Stops & Zones employees	2,100	4,200	2,100
<b>Sub-total</b>	<b>2,100</b>	<b>4,200</b>	<b>2,100</b>
<b>5049900001 OFFICE SUPPLIES</b>			
General office supplies Stops & Zones office	125	125	-
<b>Sub-total</b>	<b>125</b>	<b>125</b>	<b>-</b>
<b>5049900029 BUS STOP SUPPLIES</b>			
Supplies used to maintain all bus stops and	56,509	74,604	18,095
Traffic Control	300	396	96
<b>Sub-total</b>	<b>56,809</b>	<b>75,000</b>	<b>18,191</b>
<b>5099999999 EMPLOYEE EXPENSES</b>			
General employee expenses while conducting Agency business	200	350	150
<b>Sub-total</b>	<b>200</b>	<b>350</b>	<b>150</b>
<b>Total Expenses</b>	<b>678,608</b>	<b>753,263</b>	<b>74,655</b>

# CAPITAL BUDGET

DRAFT

## SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency’s Capital Improvement Program. There are 12 new capital projects requested in FY23 at a total value of \$25,477,005. The most significant projects regarding cost include the CNG rehab and purchase of fuel cell buses, over the road hydrogen coach and the liquid hydrogen trailer project.



## SUMMARY OF CAPITAL PROJECTS

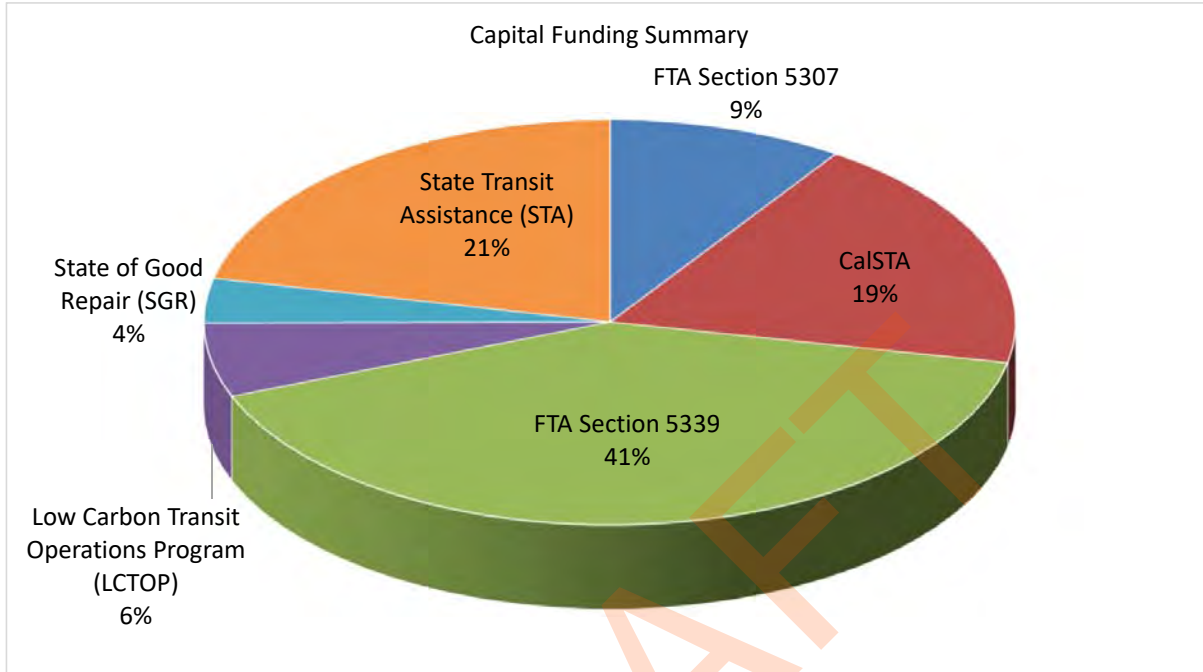
---

### CAPITAL BUDGET SUMMARY

Item Description	FY 23 Proposed Budget
Indio CNG Station Phase II	500,000
Facility Improvement Projects	1,200,000
Liquid Hydrogen Trailer Project	3,800,000
Over the Road Hydrogen Fuel Cell Coach (2)	4,800,000
Microgrid to Hydrogen Phase IV	1,607,935
IT Projects	250,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	9,209,070
Real Time Surveillance System	90,000
Radio Replacement Phase II & Upgrade to ITS	2,798,000
Equipment	322,000
Software Expansion	600,000
Bus Stops and Amenities	300,000
<b>TOTAL</b>	<b>25,477,005</b>

**FUNDING SUMMARY**

SunLine Transit Agency has seven (7) sources of funding for the FY22 capital budget, including various federal, state and local funding sources. These sources will fund the 12 capital projects included in the FY22 capital budget.



Funding Source	FY 22 Approved Budget	FY 23 Proposed Budget	Variance
FTA Section 5307	1,500,000	2,391,259	891,259
Affordable House & Sustainable Communities (AHSC)	1,313,500	-	(1,313,500)
CalSTA	-	4,800,000	-
FTA Section 5339	1,833,600	10,393,811	8,560,211
Low Carbon Transit Operations Program (LCTOP)	675,000	1,500,000	825,000
State of Good Repair (SGR)	918,150	907,935	(10,215)
State Transit Assistance (STA)	3,848,400	5,484,000	1,635,600
California Energy Commission (CEC)	4,986,250	-	(4,986,250)
<b>Total Funds Requested by Fiscal Year</b>	<b>15,074,900</b>	<b>25,477,005</b>	<b>10,402,105</b>

**FY23 PROJECTS BY FUNDING SOURCE**

FY23 Projects	STA	SGR	FTA Section 5307	FTA Section 5339	LCTOP	CalSTA	FY23 Proposed Budget
Facility Improvement Projects	240,000		960,000				1,200,000
Over the Road Hydrogen Fuel Cell Coach (2)						4,800,000	4,800,000
Liquid Hydrogen Trailer Project	3,800,000						3,800,000
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)		800,000		8,409,070			9,209,070
Radio Replacement Phase II & Upgrade to ITS	559,600		253,659	1,984,741			2,798,000
Microgrid to Hydrogen Phase IV		107,935			1,500,000		1,607,935
Indio CNG Station Phase II	500,000						500,000
IT Projects	50,000		200,000				250,000
Bus Stops and Amenities	60,000		240,000				300,000
Real Time Surveillance System	90,000						90,000
Equipment	64,400		257,600				322,000
Software Expansion	120,000		480,000				600,000
<b>Total</b>	<b>5,484,000</b>	<b>907,935</b>	<b>2,391,259</b>	<b>10,393,811</b>	<b>1,500,000</b>	<b>4,800,000</b>	<b>25,477,005</b>
<b>Total FY23 Proposed Budget</b>							<b>\$ 25,477,005</b>



## CAPITAL PROJECTS

---

### Facility Improvement Projects

Project will include demolition and repaving of current bus yard at Division I. Repair Division I maintenance roof and replace swamp coolers.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Facility Improvement Projects	1,200,000
<b>Total</b>	<b>1,200,000</b>

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	960,000
STA	State	240,000
<b>Total Funds</b>		<b>1,200,000</b>

### Over the Road Hydrogen Fuel Cell Coach (2)

Design, assembly, and delivery of two (2) fuel cell electric over the road coaches. Project will include extended coach testing – operation of the two coach buses in revenue service on the Route 10 Commuter Link for one (1) year.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Over the Road Hydrogen Fuel Cell Coach (2)	4,800,000
<b>Total</b>	<b>4,800,000</b>

Funding Sources	Type	Estimated Expenses
CalSTA	State	4,800,000
<b>Total Funds</b>		<b>4,800,000</b>

## CAPITAL PROJECTS

---

### Liquid Hydrogen Trailer Project

New liquid hydrogen station to serve as fueling resiliency for the expanding fuel cell bus fleet.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Liquid Hydrogen Trailer Project	3,800,000
<b>Total</b>	<b>3,800,000</b>

Funding Sources	Type	Estimated Expenses
STA	State	3,800,000
<b>Total Funds</b>		<b>3,800,000</b>

### CNG Rehab (10) & Hydrogen Vehicle Purchase (4)

Rehab 10 CNG and replace four (4) Hydrogen Fuel Cell fixed route vehicles.

#### PROJECT TYPE:

Project Budget	Total Project Budget
CNG Rehab (10) & Hydrogen Vehicle Purchase (4)	9,209,070
<b>Total</b>	<b>9,209,070</b>

Funding Sources	Type	Estimated Expenses
SGR	State	800,000
Section 5339	Federal	8,409,070
<b>Total Funds</b>		<b>9,209,070</b>

## CAPITAL PROJECTS

---

### **Radio Replacement Phase II & Upgrade to ITS**

Replace radio & ITS for all vehicles which are becoming obsolete. New VOIP communication system will replace the exiting radio technology.

#### **PROJECT TYPE:**

Project Budget	Total Project Budget
Radio Replacement Phase II & Upgrade to ITS	2,798,000
<b>Total</b>	<b>2,798,000</b>

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	253,659.00
Section 5339	Federal	1,984,741.00
STA	State	559,600.00
	<b>Total Funds</b>	<b>2,798,000</b>

### **Microgrid to Hydrogen Phase IV**

Additional LCTOP funding relating to microgrid project which includes the purchase of land, solar panels, and battery storage. The project will reduce electricity expenses and cost of hydrogen production, lowers the Agency's carbon intensity level, and provides resiliency in hydrogen production and electrical storage.

#### **PROJECT TYPE:**

Project Budget	Total Project Budget
Microgrid to Hydrogen Phase IV	1,607,935
<b>Total</b>	<b>1,607,935</b>

## CAPITAL PROJECTS

Funding Sources	Type	Estimated Expenses
LCTOP	State	1,500,000
SGR PUC99313	State	107,935
<b>Total Funds</b>		<b>1,607,935</b>

### Indio CNG Station Phase II

Improve Indio CNG station at Indio location. CNG station at Indio requires upgrades to improve efficiency and increase its useful life .

#### PROJECT TYPE:

Project Budget	Total Project Budget
Indio CNG Station Phase II	500,000
<b>Total</b>	<b>500,000</b>

Funding Sources	Type	Estimated Expenses
STA	State	500,000
<b>Total Funds</b>		<b>500,000</b>

## CAPITAL PROJECTS

---

### IT Projects

This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics.

#### PROJECT TYPE:

Project Budget	Total Project Budget
IT Projects	250,000
<b>Total</b>	<b>250,000</b>

Funding Sources	Type	Estimated Expenses
Section 5307	Federal	200,000
STA	State	50,000
	<b>Total Funds</b>	<b>250,000</b>

### Bus Stops and Amenities

On-going bus stops and amenities improvement program will replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy and address nonemergency safety and accessibility improvements.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Bus Stops and Amenities	300,000
<b>Total</b>	<b>300,000</b>

## CAPITAL PROJECTS

Funding Sources		Type	Estimated Expenses
Section 5307		Federal	240,000
STA		State	60,000
<b>Total Funds</b>			<b>300,000</b>

### Real Time Surveillance System

This project is to add real time video surveillance to all agency support vehicles in order to improve safety on all Agency vehicles.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Real Time Surveillance System	90,000
<b>Total</b>	<b>90,000</b>

Funding Sources		Type	Estimated Expenses
STA		State	90,000
<b>Total Funds</b>			<b>90,000</b>

## CAPITAL PROJECTS

---

### Equipment

Purchase vehicle lift, repair existing lifts, and procure new coolant and drain carts.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Equipment	322,000
<b>Total</b>	<b>322,000</b>

Funding Sources	Type	Estimated Expenses
STA	State	64,400
Section 5307	Federal	257,600
	<b>Total Funds</b>	<b>322,000</b>

### Software Expansion

Expand modules of existing Trapeze software and procure new business intelligence system to automate reporting a facilitate the presentation and transfer of information.

#### PROJECT TYPE:

Project Budget	Total Project Budget
Software Expansion	600,000
<b>Total</b>	<b>600,000</b>

Funding Sources	Type	Estimated Expenses
STA	State	120,000
Section 5307	Federal	480,000
	<b>Total Funds</b>	<b>600,000</b>



# SunLine

TRANSIT AGENCY

32505 Harry Oliver Trail | Thousand Palms, CA 92276

Serving the Coachella Valley

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




 @sunlinetransit
 
 facebook.com/SunLineTransit



## SunLine Transit Agency

**DATE:** May 25, 2022 **DISCUSSION**

**TO:** Strategic Planning & Operational Committee  
Board of Directors

**FROM:** Rohan Kuruppu, Chief Planning Consultant

**RE:** Review and Discussion of the Draft FY23-25 Short Range Transit Plan (SRTP)

---

### Background

The focus of the attached draft FY23-25 SRTP is to fully implement approved service improvements that were delayed due to the COVID-19 pandemic and support the inclusive national and regional economic recovery strategies. The SRTP, updated annually, describes SunLine's operating and capital plans and funding sources. The SRTP is prepared according to the Riverside County Transportation Commission (RCTC) requirements and guidelines, the California Public Utilities Code, and California Transportation Development Act. The highlights of the SRTP include plans to:

- 1) Increase all route frequencies gradually to regular service level (pre-COVID-19 level) as new coach operators are hired and trained
- 2) Launch Route 1X express service between Indio and Palm Springs along Highway 111 in fall 2022 to test the effectiveness and desirability of the limited-stop service contingent on the ability to hire and train coach operators
- 3) Hire and train over forty coach operators to implement all approved service improvements
- 4) Launch new SunRide geo-fence zones in Cathedral City and Indio on September 5, 2022, and explore the feasibility of further expanding SunRide service
- 5) Develop a service strategy for the new Acrisure Arena opening in January 2023 in Palm Desert
- 6) Update bus stop signs, schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers
- 7) Continue to implement the Innovative Clean Transit (ICT) plan, transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)

The final SRTP is slated for approval by SunLine's Board of Directors in June and by RCTC's Commissioners in July. The service improvements and the capital plan recommended in the SRTP are within the confines of the FY23 budget, which will be presented to the Board of Directors for consideration as a separate item. Critical linkages to the SRTP are the annual budget and the marketing plan.

Attachment:

- [Item 16a](#) – SRTP Presentation
- [Item 16b](#) – FY23-25 SRTP Draft



# STRATEGIC PLANNING & OPERATIONAL COMMITTEE MEETING

MAY 25, 2022

# FY23 – 25 SRTP UPDATE

1. Fiscal years 2023 to 2025
2. Riverside County Transportation Commission (RCTC), California Public Utilities Code and California Transportation Development Act
3. Must accompany a balanced budget
4. SunLine Board of Directors approval of SRTP and Budget - June
5. RCTC Board approval of Countywide SRTP - July

# FY23 – 25 SRTP OBJECTIVES

1. Implement approved items of the Refueled initiative to the extent possible
2. Develop service strategies to serve the new stadium
3. Implement two new SunRide zones – Indio and Cathedral City and explore additional zones
4. Add new bus stop shelters according to policy
5. Implement the Innovative Clean Transit (ICT) plan
  - o Transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)

# FOUR PILLARS OF THE REFUELED INITIATIVE



LAUNCHED  
JANUARY 2021



LAUNCHED  
JULY 2021



PLANNED  
FALL 2022

# S RTP HIGHLIGHTS

1. Gradually transition to regular service
2. Forty new coach operators needed accounting for attrition

Route #	Description	Regular Service			Modified Schedules		
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
1	Coachella - Via Hwy 111 - Palm Springs	20	20	20	20	20	20
2	Desert Hot Springs - Palm Springs - Cathedral City	20	40	40	40	40	40
3	Desert Edge - Desert Hot Springs	60	60	60	60	60	60
4	Palm Desert Mall - Palm Springs	40	60	60	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (peak only service 3 AM&PM round trips)	60	NS	NS	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	45	60	60	60	60	60
7	Bermuda Dunes - Indian Wells - La Quinta	45	90	90	90	90	90
8	North Indio - Coachella -Thermal/Mecca	40	60	60	60	60	60
9	North Shore - Mecca - Oasis	60	60	60	60	60	60
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	4 round trips	NS	NS	4 round trips	NS	NS
1X	Express to Indio - Express to Palm Springs	AM/PM Peak	NS	NS	NS	NS	NS

NS: No Service

# ROUTE 1X (Fall 2022, contingent on the ability to hire and train coach operators)



Route 1X Running Times			Running Time	
#	Route	Direction	Maximum	Minimum
1	Route 1	EB	1:59	1:32
2	Route 1	WB	2:01	1:37
3	Route 1X	EB	1:07	1:04
4	Route 1X	WB	1:08	1:06
5	Net Variance	EB	0:52	0:28
6	Net Variance	WB	0:53	0:31
7	Percent Variance	EB	44%	30%
8	Percent Variance	WB	44%	32%



# NEW SUNRIDE ZONES

**New:** Indio and Cathedral City

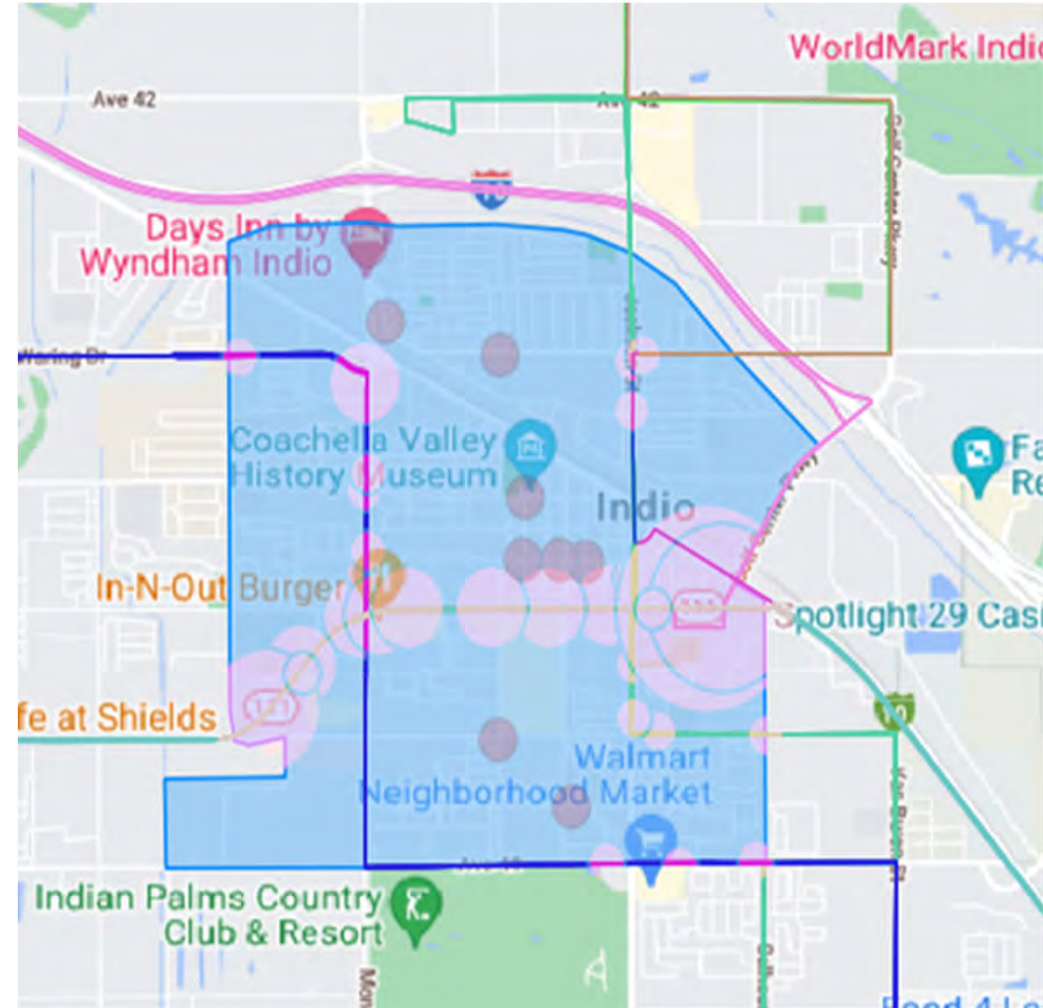
**Hours:** Available Monday-Friday 5:30 a.m.-6:30 p.m.

**Fare:** \$3 and includes a free transfer to SunLine local routes



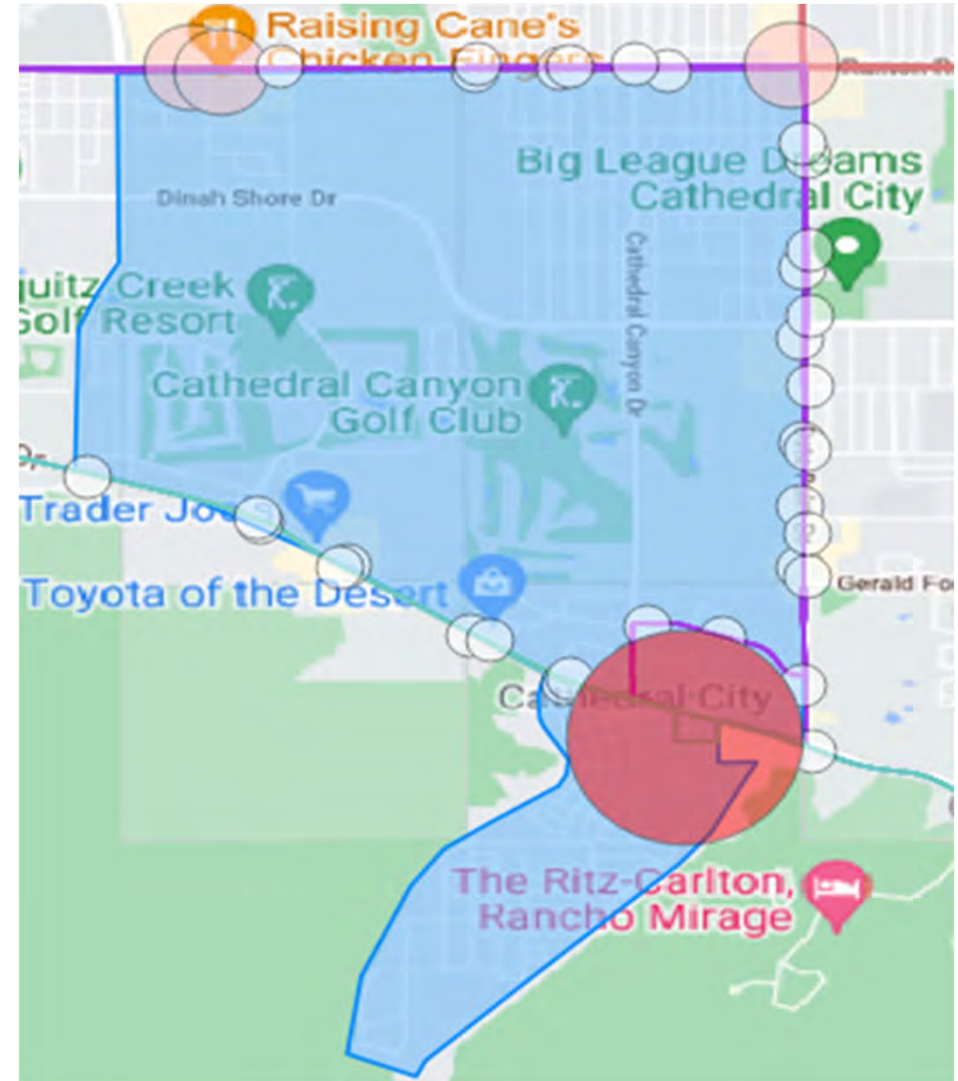
# NEW SUNRIDE ZONE - INDIO

On-demand microtransit service will provide connections to fixed routes 1, 6, and 8. This new zone will also provide service to the Indio Teen Center, Senior Center and High School.



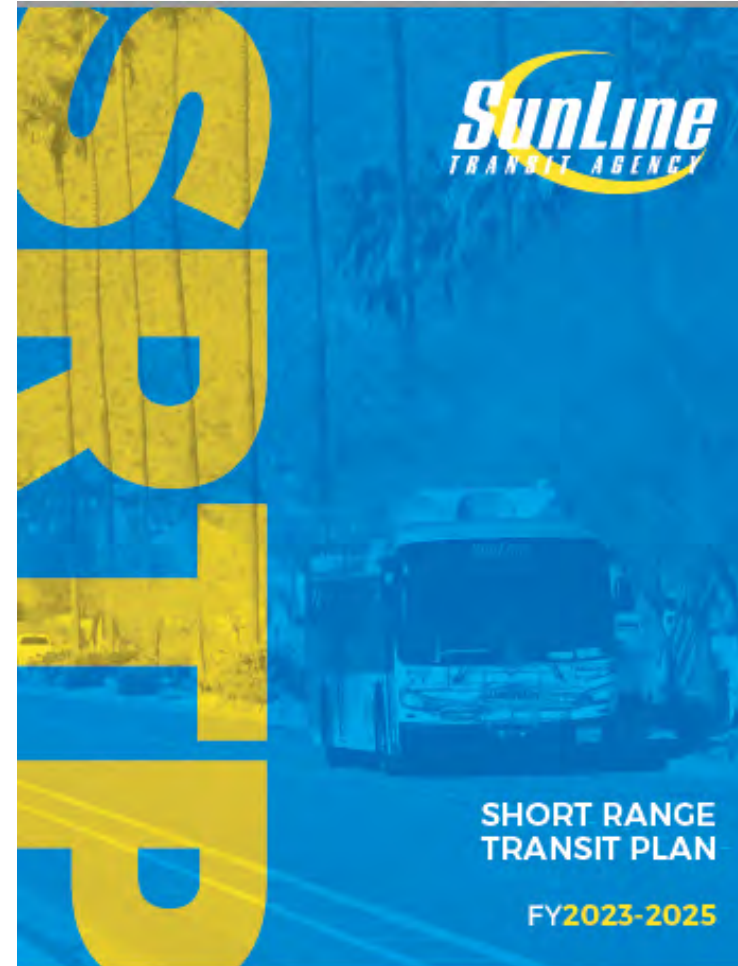
# NEW SUNRIDE ZONE – CATHEDRAL CITY

On-demand microtransit service will connect riders to fixed routes 1 and 2 and serve as a first mile/last mile solution in the area, incorporating a new service area in the Cathedral Cove.



# NEXT STEPS

- RCTC review and approve funding allocations for transit operators
- SunLine to present the final draft of the SRTP for Board consideration on June 22, 2022



# Thank You

*SunLine*  
**Refueled**  
DRIVING THE FUTURE OF TRANSIT

## Questions?





**Draft FY23-25 SRTP**



# SHORT RANGE TRANSIT PLAN

**FY2023-2025**

## Contents

Chapter 1. System Overview and Service Profile .....	1
1.1 Description of Service Area.....	1
1.2 Population Profile and Demographics .....	3
1.3 Description of Services.....	9
1.4 Current Fare Structure.....	29
1.5 Revenue Fleet .....	31
1.6 Existing Transit Facilities and Bus Stop Amenities .....	32
1.7 Existing Coordination between Transit Agencies and Private Providers.....	33
1.8 Review of Previous Studies and Plans.....	35
Chapter 2. Existing Service and Route Performance.....	36
2.1 Service Standards.....	36
2.2 Service Performance .....	44
Chapter 3. Future Service Plans, Fare Changes, Capital Planning, and Marketing .....	58
3.1 Service Plans and Priorities FY2023-2025.....	59
3.2 SunLine’s Overall Marketing Plans, Studies, and Promotions .....	65
3.3 Pandemic Recovery Recommendations and Best Practices .....	70
3.4 Projected Ridership Growth FY23–25.....	70
3.5 Proposed Fare Structure Changes .....	71
3.6 Capital Improvement Planning .....	72
Chapter 4. Financial Planning.....	77
4.1 Operating and Capital Budget.....	77
4.2 Funding Plans to Support Proposed Operating and Capital Program .....	79
4.3 Regulatory and Compliance Requirements .....	81

## Appendices

Appendix A: SunLine Existing Route Profiles .....	118
Service Days .....	120
Route Numbers, Headsigns, and General Direction .....	121
Span of Service (Level 1) .....	122
FY23 Fixed Route Fleet.....	123
Route Frequency and Frequency Improvements Required to Get to Level 1 .....	124
Route 1: Coachella – Via Hwy 111 – Palm Springs.....	125
Route 2: Desert Hot Springs – Palm Springs – Cathedral City.....	126
Route 3: Desert Edge – Desert Hot Springs .....	128
Route 4: Palm Desert Mall – Palm Springs.....	129
Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall .....	130
Route 6: Coachella – Via Fred Waring – Palm Desert Mall .....	132
Route 7: Bermuda Dunes – Indian Wells – La Quinta .....	133
Route 8: North Indio – Coachella – Thermal/Mecca.....	135
Route 9: North Shore – Mecca – Oasis .....	137
Route 10 Commuter Link: Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC)/Metrolink.....	138
Route 1X: Express to Indio – Express to Palm Springs .....	139
School Trippers.....	140



## Figures

Figure 1.1	SunLine Refueled Timeline .....	1
Figure 1.2	SunLine Service Area.....	3
Figure 1.3	Riverside County and California Population Growth Projections (Percent) .....	6
Figure 1.4	Riverside County and Coachella Valley Population Projections (Total Population) .....	6
Figure 1.5	Population Growth Projections for Jurisdictions in the SunLine Service Area .....	7
Figure 1.6	Senate Bill 535 Disadvantaged Communities .....	8
Figure 1.7	Areas of Persistent Poverty .....	9
Figure 1.8	Fixed Route Ridership .....	10
Figure 1.9	Fixed Route System Map .....	11
Figure 1.10	Example of SunRide Vehicle.....	12
Figure 1.11	SunRide Pilot Service Areas – Desert Hot Springs – Desert Edge (formerly Desert Edge) .....	14
Figure 1.12	SunRide Pilot Service Areas – Coachella .....	15
Figure 1.13	SunRide Pilot Service Areas – Mecca North Shore .....	16
Figure 1.14	SunRide Pilot Service Areas – Palm Desert (formerly Cook St Corridor) .....	17
Figure 1.15	SunRide Mobile App .....	18
Figure 1.16	SunRide System-wide Metrics .....	19
Figure 1.17	SunRide Unique Users.....	20
Figure 1.18	SunRide Monthly Service Labor Cost Per Rider .....	21
Figure 1.19	SunDial Ridership Trend.....	22
Figure 1.20	Employers with 250 to 500 Employees.....	27
Figure 1.21	Employers with 500 to 999 Employees.....	28
Figure 1.22	Employers with 1,000 or More Employees.....	28
Figure 1.23	Fare Structure .....	30
Figure 1.24	SunLine Support Vehicle Summary.....	32
Figure 1.25	Top 10 Stops .....	33
Figure 1.26	Top 10 Weekend Stops .....	33
Figure 2.1	Service Frequency Standards.....	37
Figure 2.2	Passengers Per Revenue Hour/Revenue Trip Standards .....	38
Figure 2.3	Service Scheduled Speed Standard.....	39
Figure 2.4	On-Time Performance Standard .....	39
Figure 2.5	Service Completed Standard .....	40
Figure 2.6	Miles Between Service Interruptions Standard .....	40
Figure 2.7	Load Standards .....	41
Figure 2.8	Average Fleet Age Standard.....	41
Figure 2.9	Bus Deployment Standard .....	41
Figure 2.10	Percentage Change in SunLine Fixed Route Ridership Relative to 2010 and Peers .....	44
Figure 2.11	Summary of Fixed Route Transit Services.....	46
Figure 2.12	Service Frequencies in Minutes for .....	46
Figure 2.13	Service Spans .....	47
Figure 2.14	5-year Fixed Route Ridership Comparison .....	48
Figure 2.15	COVID-19 Impact on Fixed Route Ridership .....	49

Figure 2.16	SunDial On-Time Performance for FY19 to FY21 .....	50
Figure 2.17	Paratransit Ridership COVID-19 Impact.....	51
Figure 2.18	Taxi Businesses .....	51
Figure 2.19	SolVan Ridership Trend.....	52
Figure 2.20	Refueled Trunk Routes Average .....	52
Figure 2.21	Refueled Local Routes Average .....	53
Figure 2.22	Market Based Service Average .....	54
Figure 2.23	Fixed Route Averaged Speed .....	54
Figure 2.24	On-Time Performance by Route .....	55
Figure 2.25	Miles between Service Interruptions Standard .....	56
Figure 2.26	Fleet Age .....	56
Figure 3.1	Headway by Route and Service Level .....	60
Figure 3.2	Allocation of Bus Stop Shelter Improvements.....	73
Figure 3.3	Status of SunLine’s Capital Projects.....	73
Figure 3.4	Financially Unconstrained Transit Improvements .....	76

## Tables

Table 1.0	Individual Route Descriptions .....	83
Table 1.1	Fleet Inventory – Motor Bus .....	84
Table 1.1	Fleet Inventory – Demand Response .....	85
Table 2.0	Service Provider Performance Target Report .....	86
Table 2.1	FY 2021/22 SRTP Performance Report .....	87
Table 2.2	SRTP Service Summary – Systemwide Totals.....	88
Table 2.2	SRTP Service Summary – All Fixed Routes .....	89
Table 2.2	SRTP Service Summary – SunDial.....	90
Table 2.2	SRTP Service Summary – Vanpool .....	91
Table 2.2A	Summary of Routes to be Excluded.....	92
Table 2.3	SRTP Route Statistics (table 1 of 4).....	93
Table 2.3	SRTP Route Statistics (table 2 of 4).....	94
Table 2.3	SRTP Route Statistics (table 3 of 4).....	95
Table 2.3	SRTP Route Statistics (table 4 of 4).....	96
Table 3.0	Highlights of the FY2022/23 SRTP.....	97
Table 4.0	Summary of Funding Requests (1 of 3).....	98
Table 4.0	Summary of Funding Requests (2 of 3).....	99
Table 4.0	Summary of Funding Requests (3 of 3).....	100
Table 4.0A	Capital Project Justification (1 of 12) .....	101
Table 4.0A	Capital Project Justification (2 of 12) .....	102
Table 4.0A	Capital Project Justification (3 of 12) .....	103
Table 4.0A	Capital Project Justification (4 of 12) .....	104
Table 4.0A	Capital Project Justification (5 of 12) .....	105
Table 4.0A	Capital Project Justification (6 of 12) .....	106
Table 4.0A	Capital Project Justification (7 of 12) .....	107
Table 4.0A	Capital Project Justification (8 of 12) .....	108
Table 4.0A	Capital Project Justification (9 of 12) .....	109
Table 4.0A	Capital Project Justification (10 of 12).....	110
Table 4.0A	Capital Project Justification (11 of 12).....	111
Table 4.0A	Capital Project Justification (12 of 12).....	112
Table 4.0B	Farebox Calculation .....	113
Table 4.1	Summary of Funding Requests in FY2023–2024 (1 of 3) .....	114
Table 4.1	Summary of Funding Requests in FY2023–2024 (2 of 3) .....	115
Table 4.1	Summary of Funding Requests in FY2023–2024 (3 of 3) .....	116
Table 4.2	Summary of Funding Requests in FY2024–2025 .....	117

## Glossary of Common Acronyms

---

5304	Discretionary grants for statewide and non-metropolitan transportation planning
5307	Formula grants for urbanized areas
5309	Discretionary grants for fixed guideway capital investments
5310	Discretionary grants for enhanced mobility of seniors and individuals with disabilities
5311	Formula grants for rural areas
5337	State of good repair grants
5339	Formula grants for buses and bus facilities
ADA	Americans with Disabilities Act
A&E	Architectural and Engineering
AHSC	Affordable Housing and Sustainable Communities Program
APTA	American Public Transportation Association
ARPA	American Rescue Plan Act
ATIS	Advanced Traveler Information System
BEB	Battery Electric Bus
BRT	Bus Rapid Transit
CARB	California Air Resources Board
CARES	Coronavirus Aid, Relief, and Economic Stimulus Act
CDC	Centers for Disease Control and Prevention
CIC	Customer Information Center
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed Natural Gas
COA	Comprehensive Operational Analysis
COVID-19	Coronavirus
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CTSA	Consolidated Transportation Services Agency
CVAG	Coachella Valley Association of Governments
DBE	Disadvantaged Business Enterprise
EEO	Equal Employment Opportunity
EV	Electric Vehicle
FCEB	Fuel Cell Electric Bus

FTA	Federal Transit Administration
FTIP	Federal Transportation Improvement Program
FY	Fiscal Year
JPA	Joint Powers Agreement
ICT	Innovative Clean Transit
IT	Information Technology
IVT	Imperial Valley Transit
IVTC	Imperial Valley Transportation Commission
KPI	Key Performance Indicator
LCFS	Low-Carbon Fuel Standard
LCTOP	Low Carbon Transit Operations Program
LEP	Limited English Proficiency
LTF	Local Transportation Fund
MBTA	Morongo Basin Transit Authority
MPO	Metropolitan Planning Organization
NTD	National Transit Database
OCTA	Orange County Transportation Authority
OPEB	Other post-employment benefits
PPP	Public-private partnership
PTMISEA	Public Transportation Modernization, Improvement, and Service Enhancement Account
RCTC	Riverside County Transportation Commission
RFP	Request for Proposals
RINs	Renewable Identification Numbers
RTA	Riverside Transit Agency
RTPA	Regional Transportation Planning Agency
RPU	Riverside Public Utilities
§	Section
SB1	Senate Bill 1
SBTC	San Bernardino Transit Center
SCAG	Southern California Association of Governments
SGR	State of Good Repair
SR	State Route

SRA	SunLine Regulatory Administration
SRTP	Short Range Transit Plan
STA	State Transit Assistance
TAP	Transit Ambassador Program
TDA	Transportation Development Act
TIRCP	Transit and Intercity Rail Capital Program
TMD	Transportation Management & Design
TNC	Transportation Network Company
TNOW	Transportation NOW
TSP	Transit Signal Priority
TTS	Timed Transfer System
TUMF	Transportation Uniform Mitigation Fee
U-Pass	University Pass
UZA	Urbanized area, as defined by the U.S. Census Bureau
WRCOG	Western Riverside Council of Governments
ZEB	Zero-Emission Bus

## Definitions

---

Financially Constrained Plan	Funded service improvements
Financially Unconstrained Plan	Unfunded service improvements
Microtransit	A form of demand response transit that offers flexible routing and/or flexible scheduling of minibus vehicles

## Board of Directors

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

Cathedral City:	Nancy Ross
Coachella:	Denise Delgado
Desert Hot Springs:	Russell Betts
Indian Wells:	Dana Reed
Indio:	Glenn Miller, Chair
La Quinta:	Robert Radi
Palm Desert:	Kathleen Kelly
Palm Springs:	Lisa Middleton, Vice Chair
Rancho Mirage:	Charles Townsend
Riverside County:	V. Manuel Perez



Skiver



Mora



Miles



Acosta



Sowell



Rytych



Hamel

## SunLine Organizational Structure

Lauren Skiver	Chief Executive Officer/General Manager
Vacant	Chief Financial Officer
Vanessa Mora	Chief Safety Officer
Tamara Miles	Chief Human Relations Officer
Isabel Acosta	Chief Transportation Officer
Brittney B. Sowell	Chief of Staff
Frank Rytych	Chief Maintenance Officer
Vacant	Chief of Public Affairs
Tina Hamel	Chief of Compliance/Labor Relations

## Chapter 1. System Overview and Service Profile

In 2019, SunLine Transit Agency completed a bold plan to recast its transit system. This plan to minimize transfers, reduce travel times, and realign routes to serve growing and more productive areas—SunLine Refueled—was prepared with guidance provided by the Board of Directors, input from transit riders, and a robust data analysis. As shown in Figure 1.1, SunLine rolled out the first two pillars of the Refueled initiative in January 2021: the Consolidated Fixed Route Network and SunRide. The start of the other two pillars was postponed because of the coronavirus (COVID-19) pandemic. New 10 Commuter Link service was implemented in July 2021, while the introduction of Route 1X was postponed again and is now planned for implementation in fall 2022 contingent on availability of coach operators.

**Figure 1.1 SunLine Refueled Timeline**



Additionally, SunLine had to reduce service during much of the pandemic. Service was restored to normal levels in September 2021 but had to be reduced again the following month. The agency is experiencing a shortage of coach operators that prevents restoration of regular service levels.

An ambitious plan was implemented to maximize safety for both customers and employees by enforcing face coverings and social distancing requirements, operating ghost buses to minimize overcrowding, and enhancing the cleaning and sanitizing of buses and office spaces. Fare collection was suspended from March 2020 to minimize contact and facilitate rear-door boarding but was reinstated in May 2021.

This first chapter of the fiscal year (FY) 2023–2025 Short Range Transit Plan (S RTP) provides an introduction to SunLine. It outlines the baseline service conditions and includes a description of the service area, a rider profile, and a summary of current public transit service.

### 1.1 Description of Service Area

The SunLine service area covers 1,120 square miles of the Coachella Valley (Figure 1.2). It extends from San Geronio Pass in the west to the Salton Sea in the southeast. Located 120 miles east of downtown





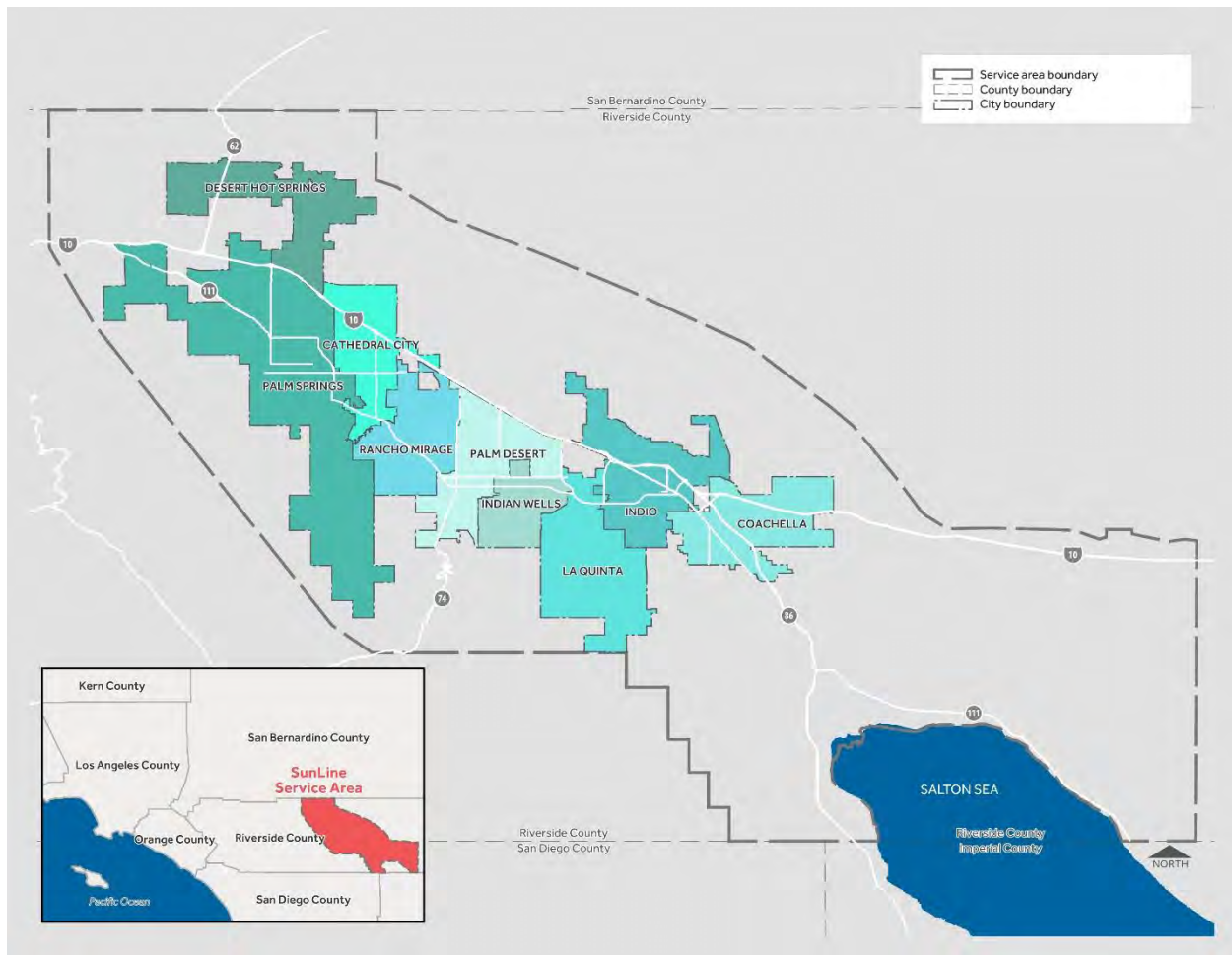
Los Angeles and 60 miles east of Riverside and San Bernardino, SunLine’s service area is in the Riverside County Supervisorial District 4. SunLine also provides commuter express service outside its service area connecting Coachella Valley to San Bernardino.

SunLine provides service to the following cities:

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

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

**Figure 1.2 SunLine Service Area**



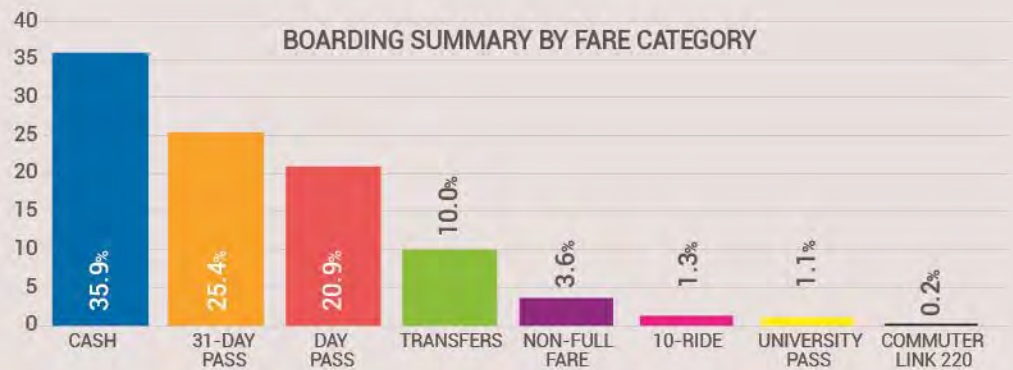
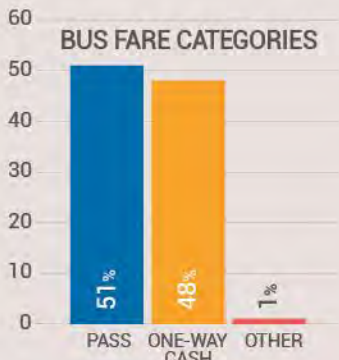
## 1.2 Population Profile and Demographics

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

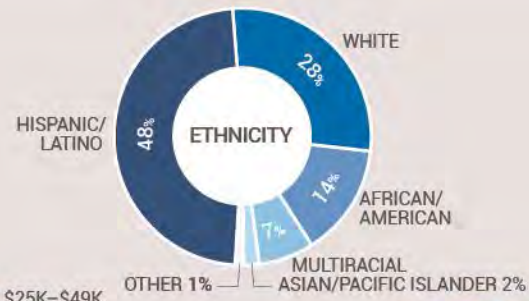
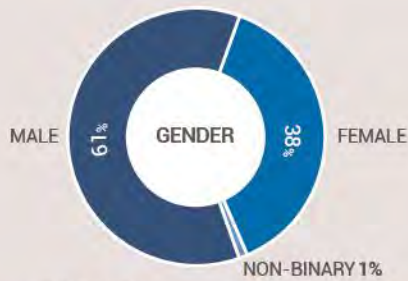
# POPULATION PROFILE and RIDER CHARACTERISTICS

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

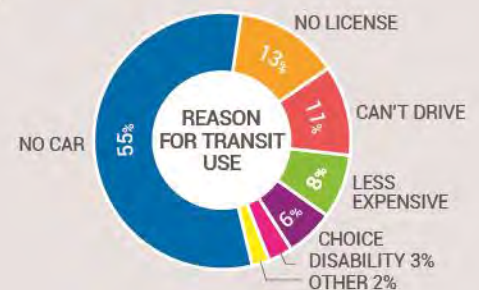
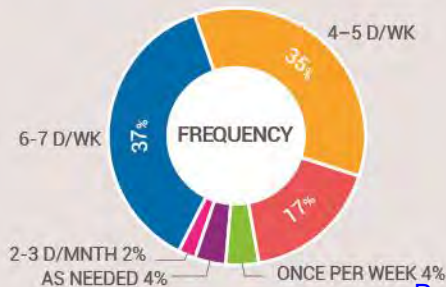
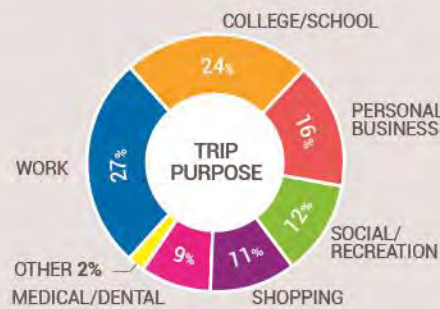
## BOARDING FARE



## DEMOGRAPHICS



## TRANSIT USE



### 1.2.1 Demographic Projections

Despite the recent ridership downturn related to the COVID-19 pandemic, population growth in Riverside County and the Coachella Valley will continue to drive demand for public transit services. The Refueled Initiative is aimed at connecting its residents with health care, jobs, schools, and a spectrum of other destinations. With straighter, more direct routes, the redesigned system will provide more permanent transit corridors to transit-supportive land uses, charting an ambitious and strategic path to push the agency in a new direction to attract choice riders, boost ridership, and create a brighter future.

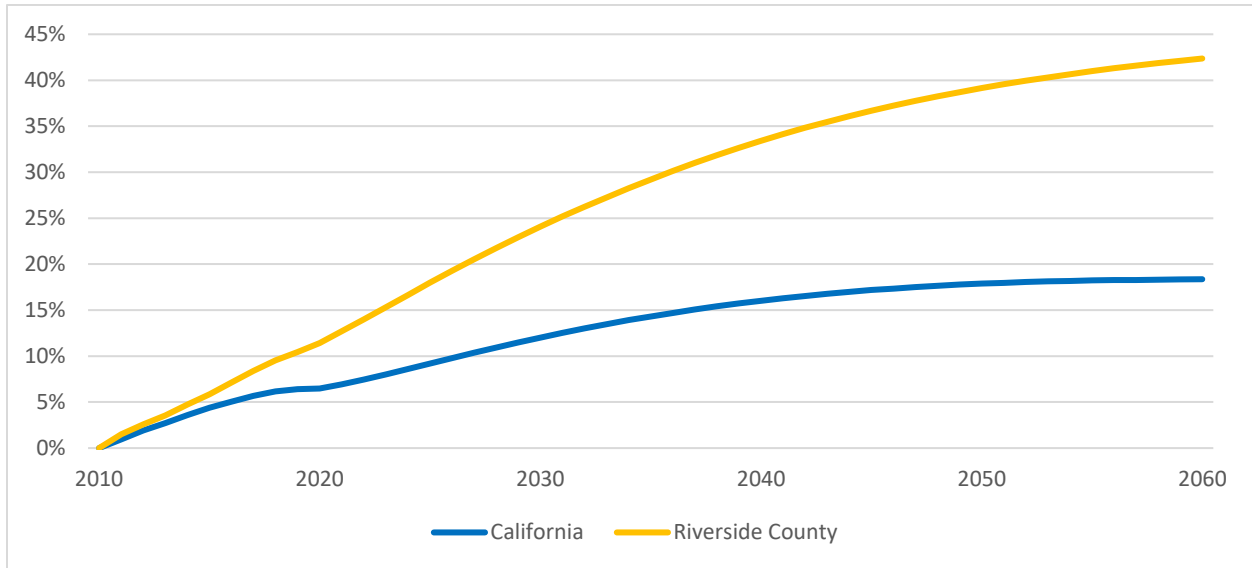
Like other transit agencies nationwide, SunLine is faced with the challenge of maintaining core service, extending service to new developments, and addressing the financial challenges resulting from the COVID-19 pandemic. Additionally, a key objective of this restructuring is to streamline bus routes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

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

The California Department of Finance estimates that the nine cities of the Coachella Valley had a population of just over 390,600 in January 2021. Riverside County has been growing faster than the state's population, and the Department of Finance projects this will continue through 2060, as shown in Figure 1.3. Within Riverside county, Southern California Association of Governments (SCAG) projects that the nine cities of the Coachella Valley will grow faster than the county between 2016 and 2045, as shown in Figure 1.4.

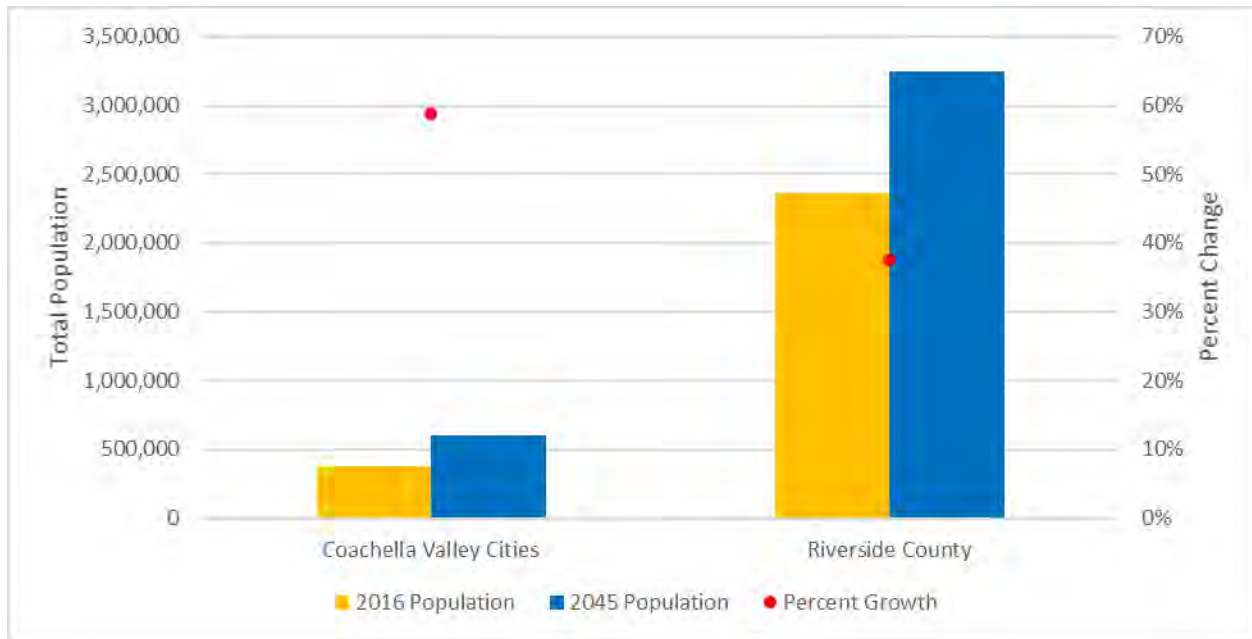
Projections prepared by the SCAG show that the Riverside County population is expected to grow by 37.6 percent from 2016 to 2045. This means an increase from 2.36 million people in 2016 to 3.25 million people in 2045. In contrast, the population in Coachella Valley cities is projected to grow even faster, increasing 58.9 percent over the same 29-year period, from 378,200 in 2016 to 600,900 in 2045, as shown in Figure 1.5. This percentage growth is 21.3 percentage points (56.6 percent) faster than for the county. Growth percentages within the Coachella Valley vary by city. In particular, Coachella and Desert Hot Springs are among the cities projected to grow the fastest within the SCAG region, ranking first and third, respectively, among all SCAG cities by percentage growth over the next three decades.

**Figure 1.3 Riverside County and California Population Growth Projections (Percent)**



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

**Figure 1.4 Riverside County and Coachella Valley Population Projections (Total Population)**



**Figure 1.5 Population Growth Projections for Jurisdictions in the SunLine Service Area**

Jurisdiction	2016 Population	2045 Population	Difference	Percent Difference (%)
Cathedral City	54,300	76,300	22,000	41
Coachella	45,300	129,300	84,000	185
Desert Hot Springs	29,000	61,000	32,000	110
Indian Wells	5,400	6,400	1,000	19
Indio	88,100	129,300	41,200	47
La Quinta	40,400	47,700	7,300	18
Palm Desert	50,400	64,100	13,700	27
Palm Springs	47,100	61,600	14,500	31
Rancho Mirage	18,200	25,200	7,000	38
<b>Total</b>	<b>378,200</b>	<b>600,900</b>	<b>222,700</b>	<b>59</b>

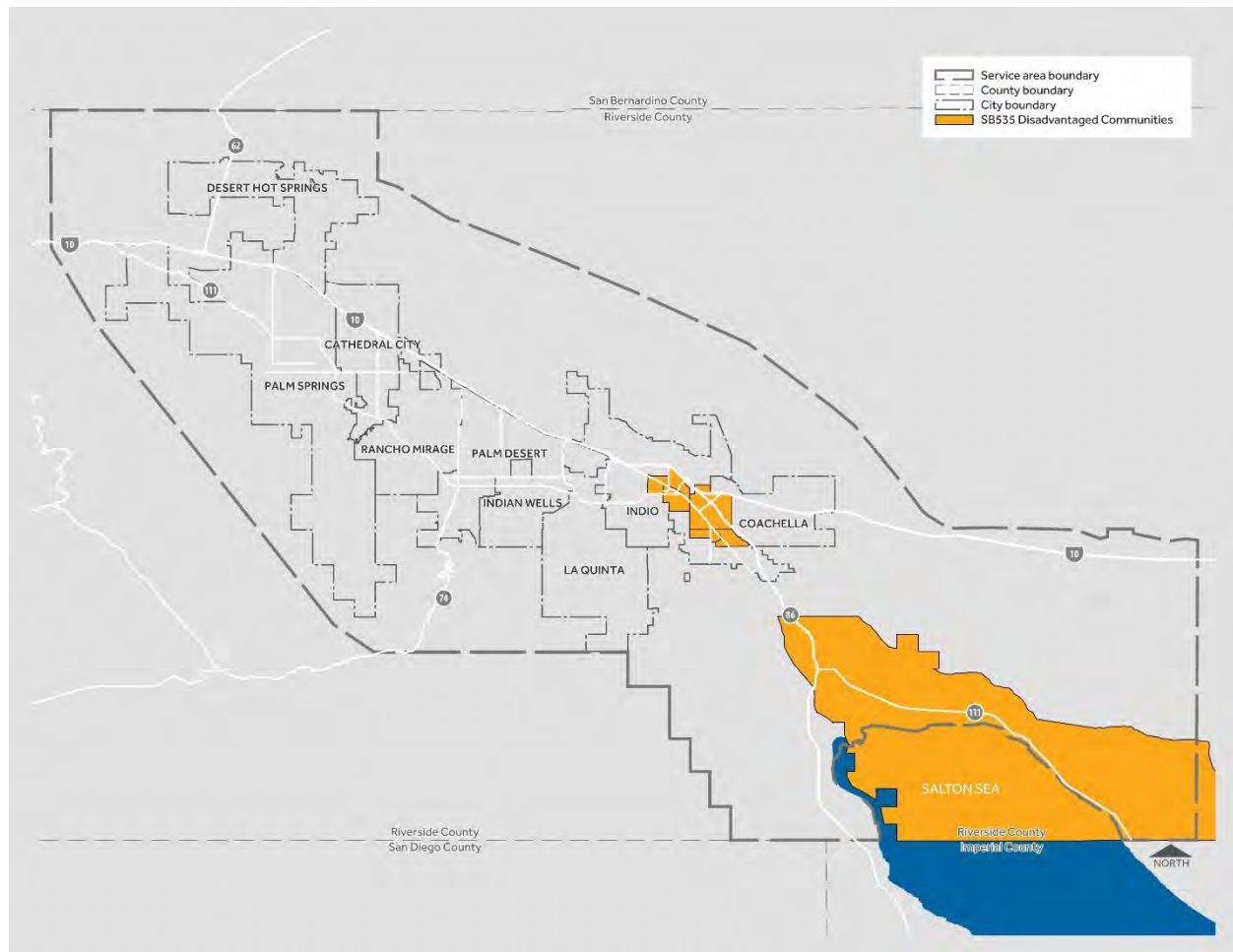
Source: Southern California Association of Governments, 2020.

[https://scag.ca.gov/sites/main/files/file-attachments/0903fconnectsocal\\_demographics-and-growth-forecast.pdf](https://scag.ca.gov/sites/main/files/file-attachments/0903fconnectsocal_demographics-and-growth-forecast.pdf)

Disadvantaged communities in California are specifically targeted for investment of proceeds from the state’s cap-and-trade program. Senate Bill 535 mandates that 25 percent of the proceeds from the Greenhouse Gas Reduction Fund go to projects that benefit disadvantaged communities. These investments are primarily aimed at improving public health, quality of life, and economic opportunity in the state’s most burdened communities while also reducing pollution.

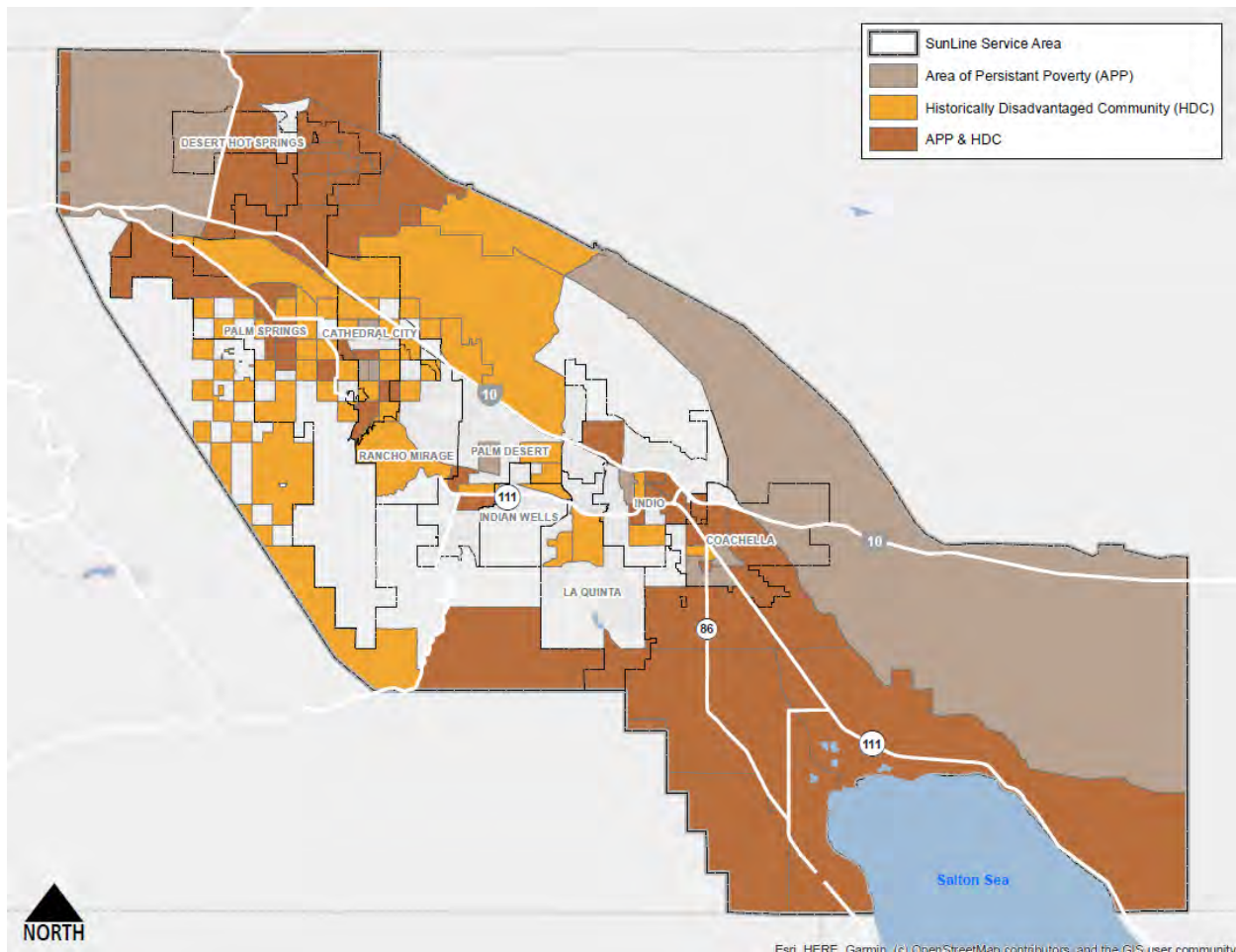
Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1.6.

**Figure 1.6 Senate Bill 535 Disadvantaged Communities**



Several federal funding programs specifically target investment towards areas designated as Areas of Persistent Poverty or Historically Disadvantaged Communities. Areas of Persistent Poverty include census tracts with poverty rates of 20 percent or higher based on the 2014-2018 5-year American Community Survey are designated as, with counties that have had poverty rates of 20 percent or higher in 1900 and 2000 Decennial Censuses and the 2020 Small Area Income Poverty Estimates, and territories or possessions of the United States. Historically Disadvantaged Communities include census tracts identified based on six factors of socioeconomic disadvantage, Tribal lands, and territories or possessions of the United States. Areas with these designations within the SunLine service area are shown in Figure 1.7.

**Figure 1.7 Areas of Persistent Poverty**



### 1.3 Description of Services

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

#### 1.3.1 SunBus – Local Bus

SunLine currently operates nine local routes in its service area. The local bus network is broken down into trunk routes and connector or feeder routes. Trunk routes serve highly traveled corridors with more frequent headways and include Routes 1 and 2. Connector/feeder routes operate in less dense areas and connect to trunk routes. These routes generally operate at less frequent headways and include Routes 3 through 9. SRTP Table 1.0 (see Tables Section of the SRTP) shows a list of the routes and the



areas they serve. Figure 1.8 illustrates fixed-route ridership trends over the last few years, including the impact of COVID-19 pandemic service reductions and the subsequent recovery. Figure 1.9 shows the SunLine system map. Appendix A shows existing route profiles.

**Figure 1.8 Fixed Route Ridership**

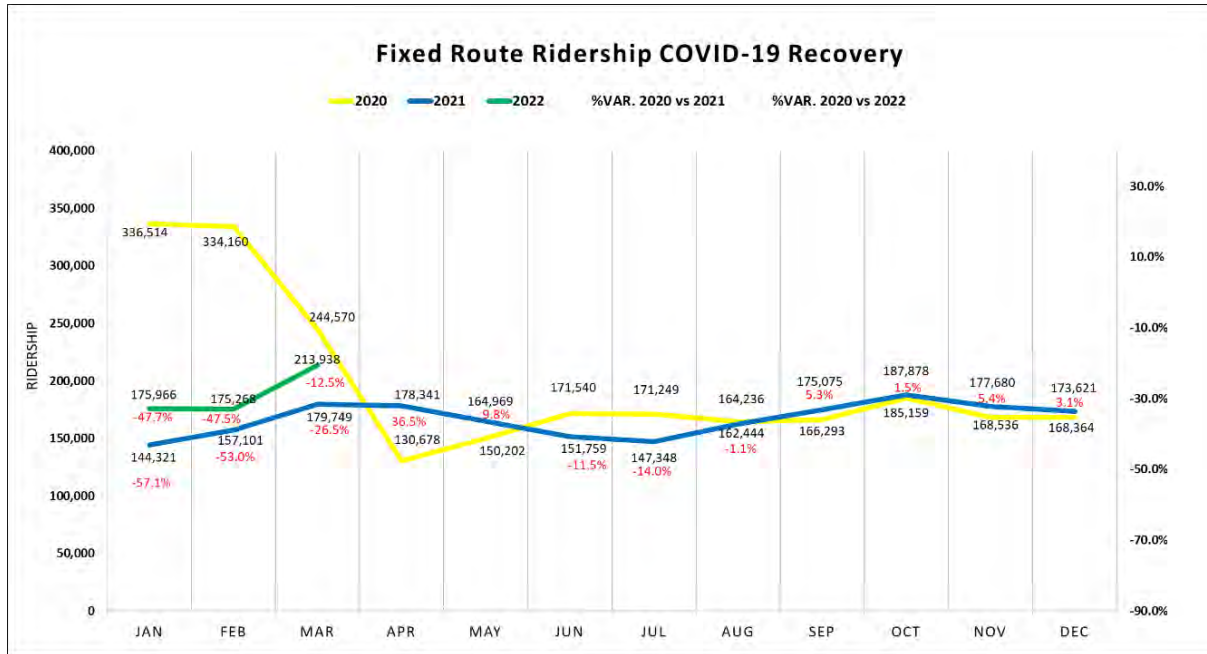
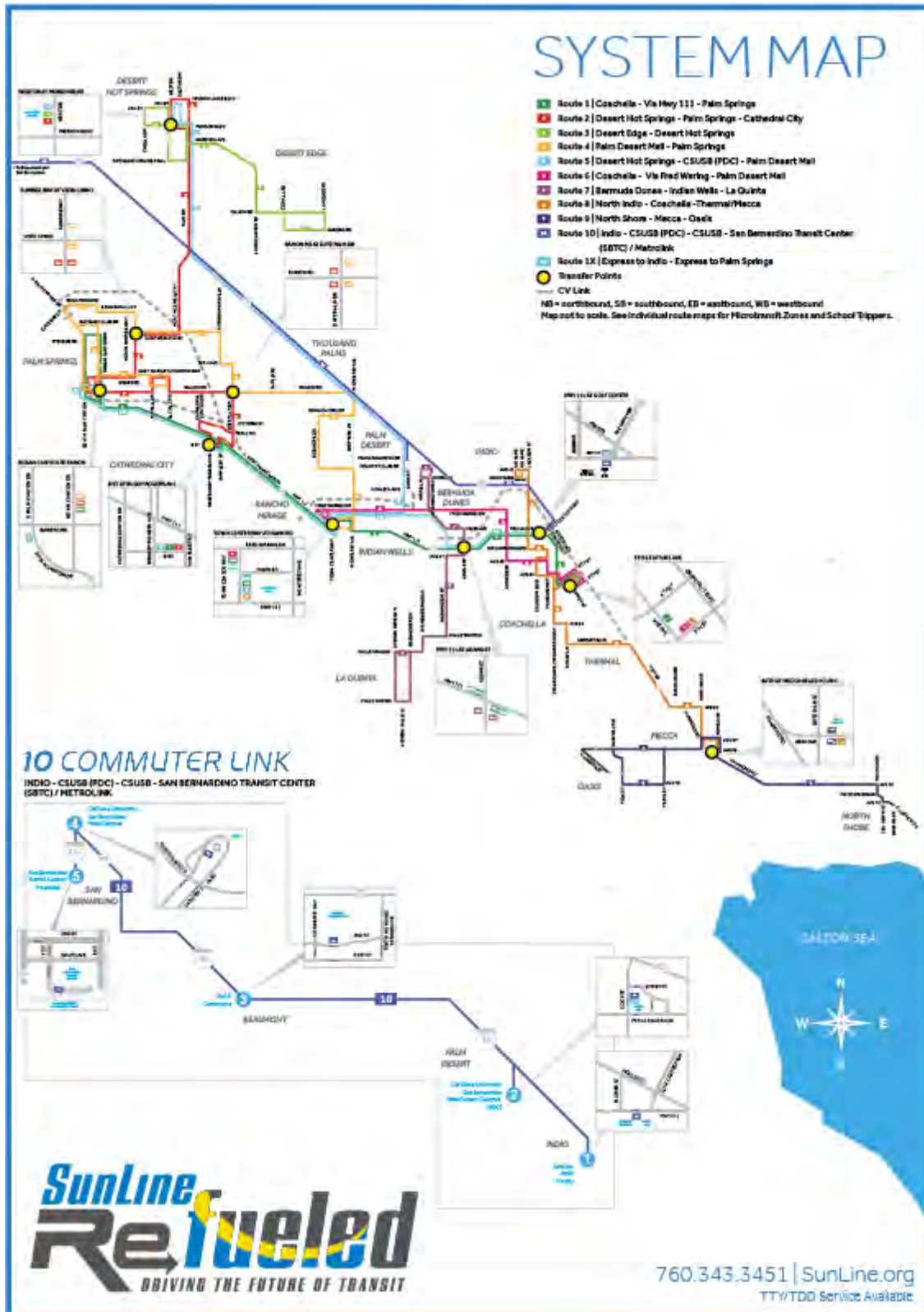


Figure 1.9 Fixed Route System Map



### 1.3.2 Commuter Link – Regional Commuter

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

### 1.3.3 SunRide – Microtransit

Microtransit is an emerging transit mode that offers flexible and dynamic demand-driven transportation solutions to areas with limited transit access or where traditional fixed route service is simply not feasible. Microtransit is a shared-ride service that typically operates a fleet of smaller vehicles (for example, cutaway buses or vans—see Figure 1.10) in defined zones, with dynamic routing based on real-time demand. Similar to Transportation Network Companies (TNCs) such as Uber and Lyft, users in designated areas specify the details of their trips on a mobile application, and a vehicle is dispatched to deliver them to their destination. Operating specifics such as service hours and coverage are tailored to meet the needs and/or resources of the agency (fleet availability, operating budget, etc.).

*Figure 1.10 Example of SunRide Vehicle*



### ***SunRide Operations***

SunLine identified four Coachella Valley communities that would benefit most from this on-demand service. The new microtransit service, known as SunRide, is available in Desert Hot Springs (including the community of Desert Edge), Palm Desert, Coachella, and Mecca-North Shore (Figure 1.11 to Figure 1.14). This service bridges the gap between riders and the fixed route network or designated points of interest. Riders typically use the SunRide smartphone app to book their ride, which dispatches a SunRide vehicle to pick them up and drop them off at locations indicated within the designated geo-fenced zones. Riders that do not have access to a smartphone may also book a trip through the SunRide web portal at [book.sunride.rideco.com](http://book.sunride.rideco.com) or by calling the SunRide dispatch center. The service is available Monday through Friday between 5:30 a.m. and 6:30 p.m.

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

Figure 1.11 SunRide Pilot Service Areas – Desert Hot Springs – Desert Edge (formerly Desert Edge)

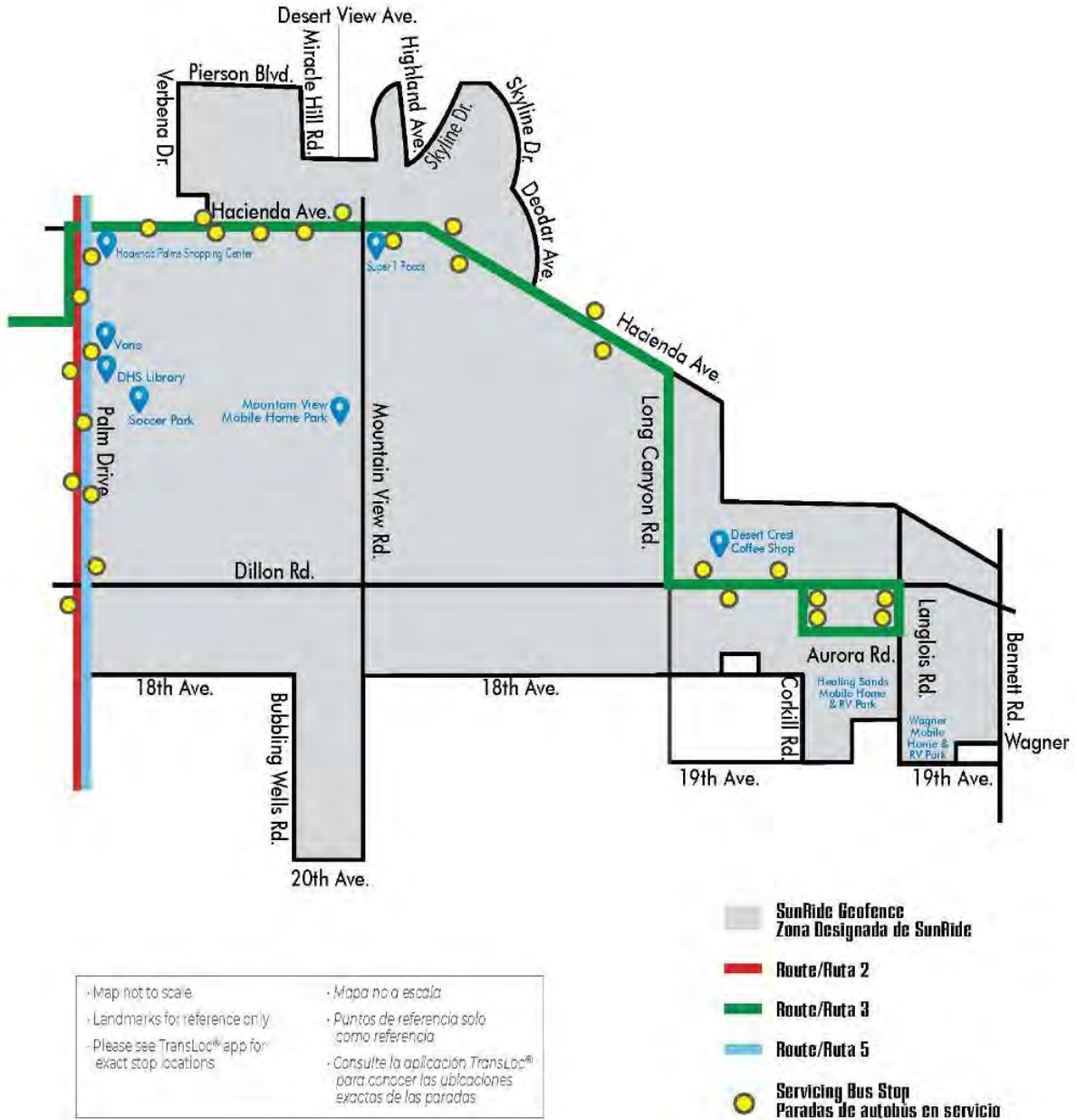


Figure 1.12 SunRide Pilot Service Areas – Coachella

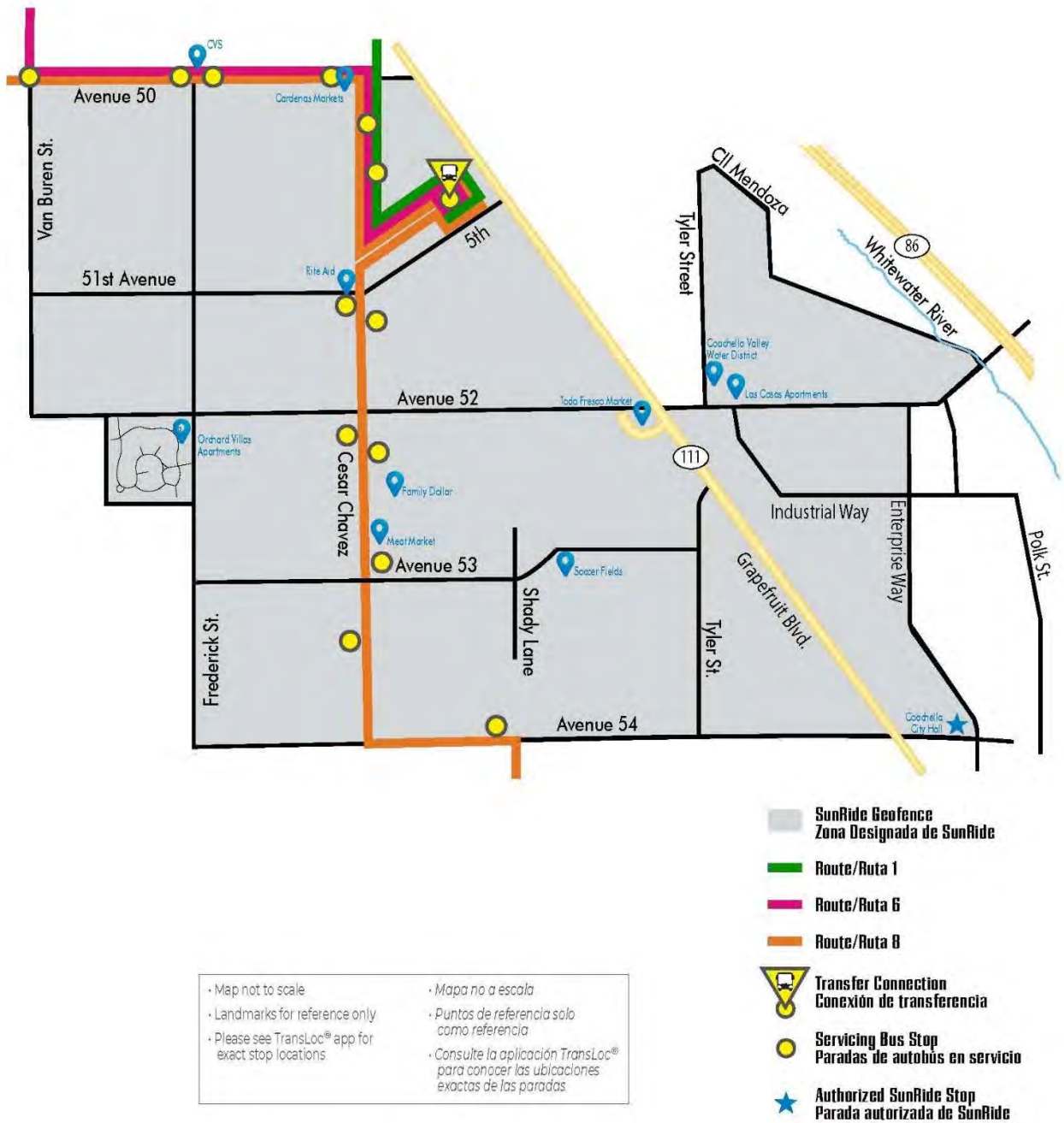


Figure 1.13 SunRide Pilot Service Areas – Mecca North Shore

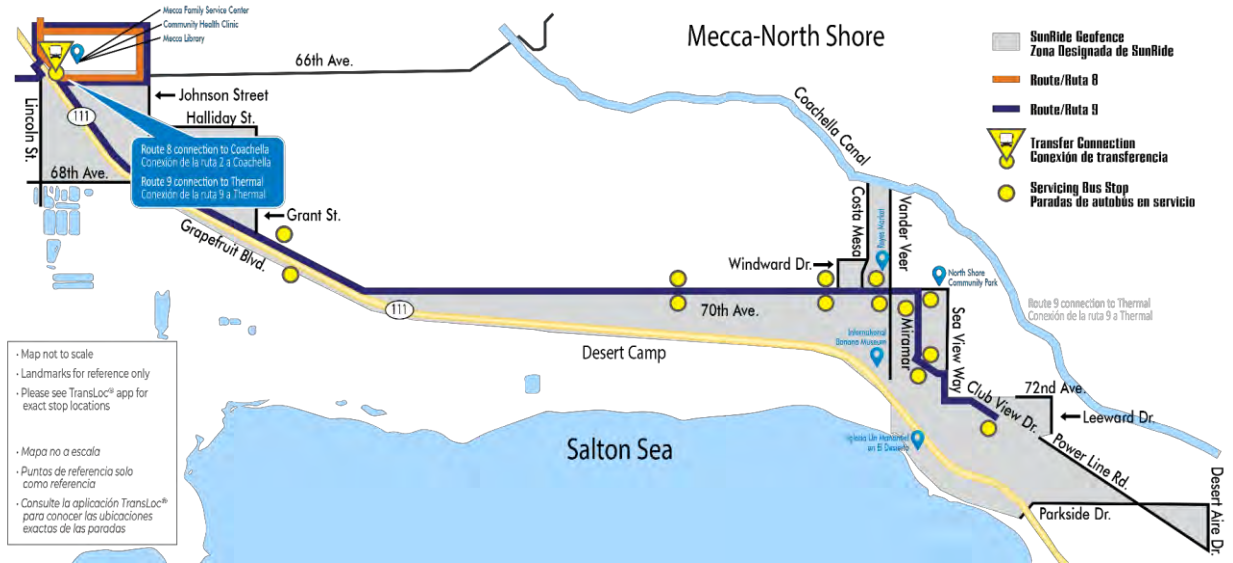
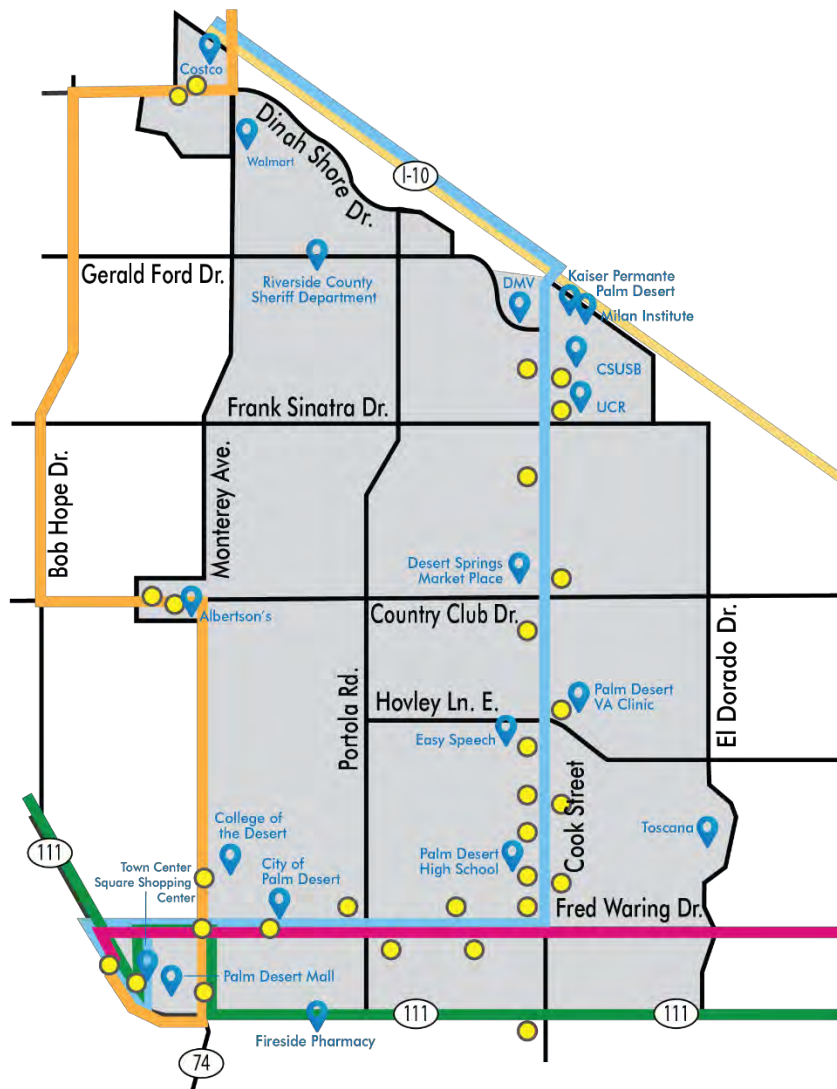


Figure 1.14 SunRide Pilot Service Areas – Palm Desert (formerly Cook St Corridor)



• Map not to scale  
 • Landmarks for reference only  
 • Please see TransLoc® app for exact stop locations  
 • Mapa no a escala  
 • Puntos de referencia solo como referencia  
 • Consulte la aplicación TransLoc® para conocer las ubicaciones exactas de las paradas

- SunRide Geofence  
Zona Designada de SunRide
- Route/Ruta 1
- Route/Ruta 4
- Route/Ruta 5
- Route/Ruta 6
- Servicing Bus Stop  
Paradas de autobús en servicio



### COVID-19 Safety

In response to the COVID-19 pandemic, SunRide vehicles are fogged with disinfectant nightly and frequently touched surfaces are wiped down between rides. Vinyl vehicle partitions have also been installed in SunRide vehicles to help reduce virus spread. Passenger seating is limited to the vehicle’s rear seating capacity and masks must be worn by the driver and riders at all times.

### SunRide Technology Platform

SunLine launched Phase III of the pilot program on January 10, 2022. Phase III introduced a new SunRide branded mobile application (Figure 1.15) developed by RideCo that offers additional features and functionality to enhance the user experience. Some of the new features and functionality include improved connections to the fixed route network, projected trip arrival times, and a 5-star rider rating system. Putting ourselves in the shoes of our riders, SunLine has also added new stops at common points of interest within each respective geo-fence zone that serve as ride generators, providing new touchpoints for a choice rider experience. These points of interest include stops within a short walking distance of education, shopping, and medical facilities, implementing further service flexibility and more mobility options that are inclusive of a larger demographic. An advanced back-end software platform features a robust reporting suite to assist in evaluating the program’s performance metrics.

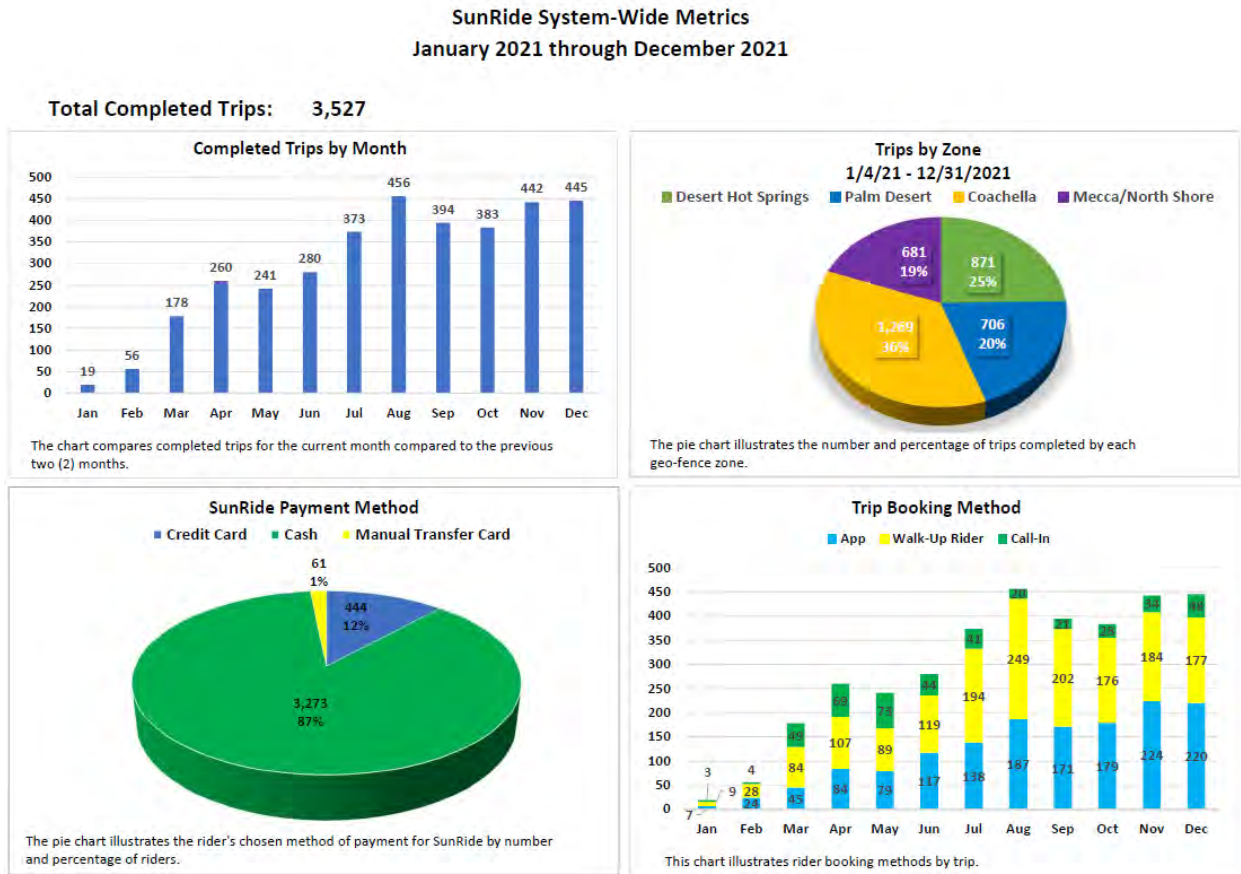
Figure 1.15 SunRide Mobile App



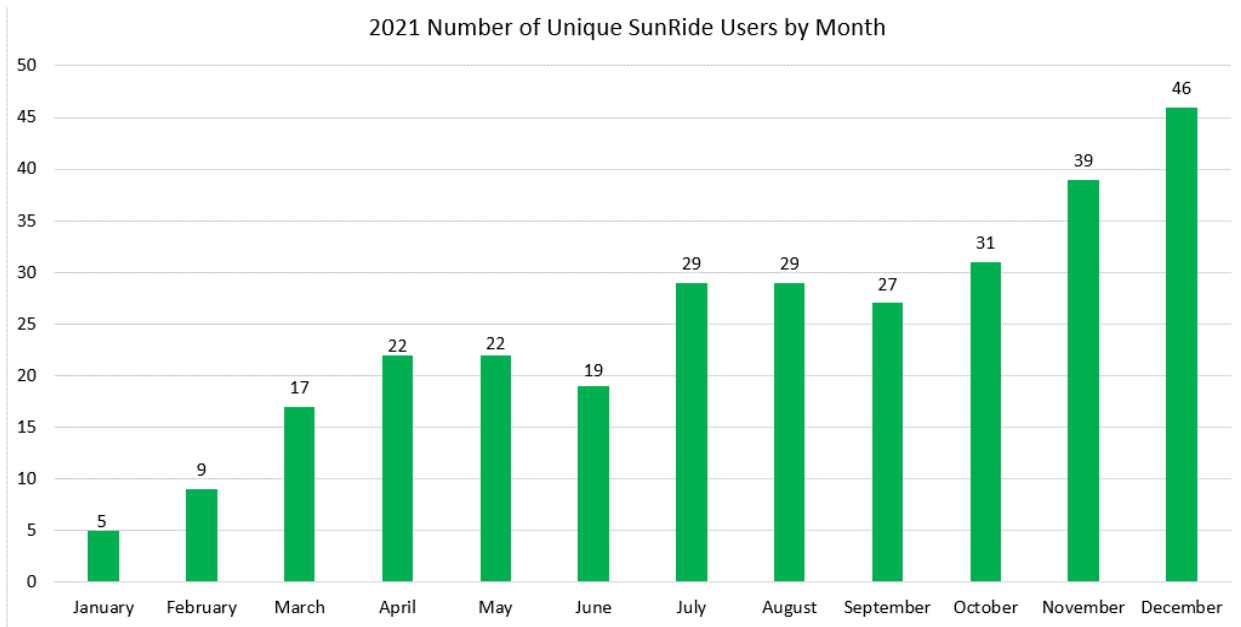
### SunRide Service Performance

Figure 1.16 to Figure 1.18 show key performance metrics for SunRide during calendar year 2021.

**Figure 1.16 SunRide System-wide Metrics**

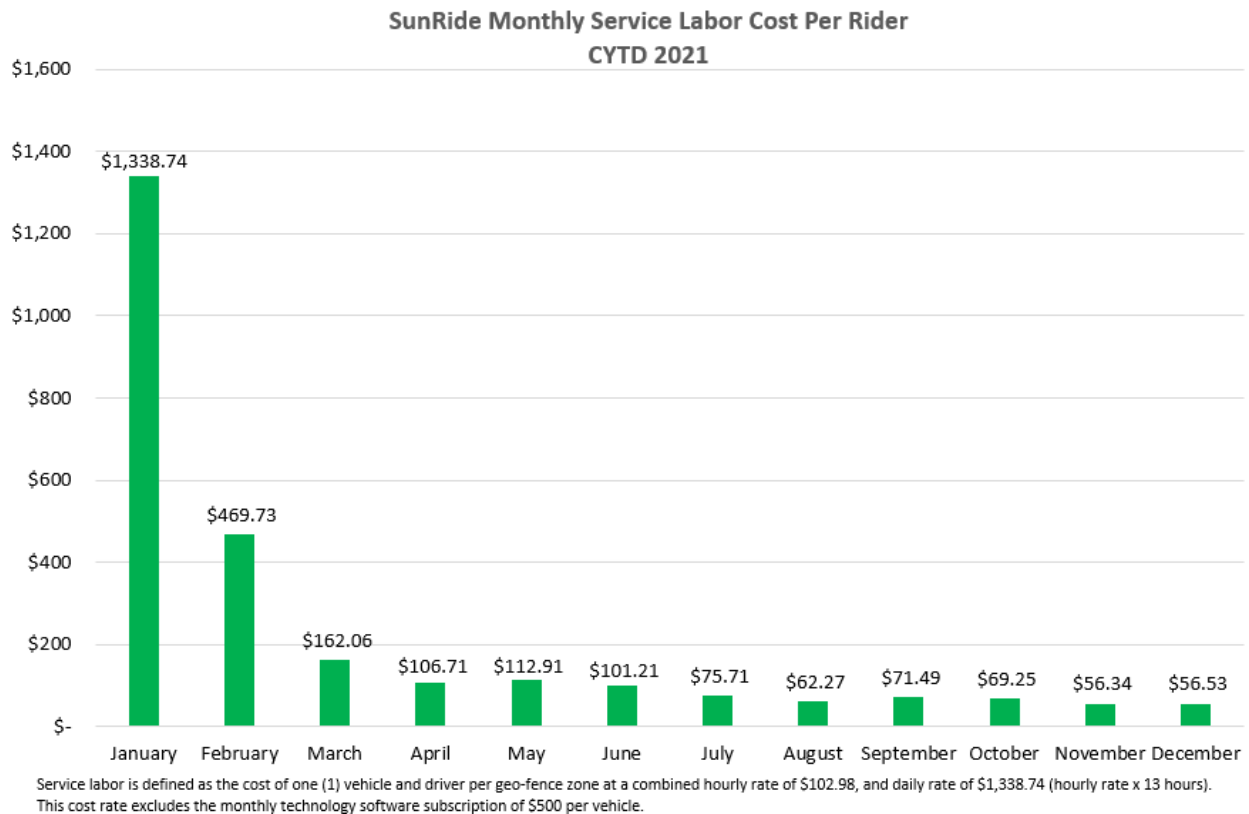


**Figure 1.17 SunRide Unique Users**



This chart reflects the number of unique riders that booked their trip through the smartphone app or by phone. Walk-up riders are excluded from this count as there is no rider information when using that feature.

**Figure 1.18 SunRide Monthly Service Labor Cost Per Rider**



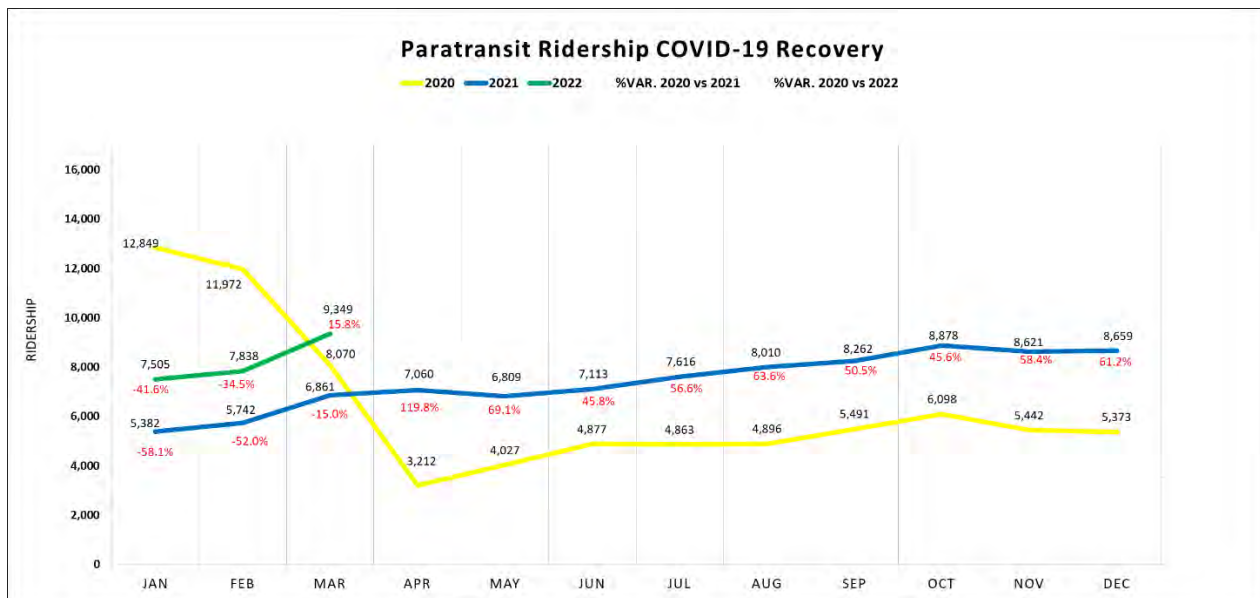
### 1.3.4 SunDial – Paratransit

SunLine operates SunDial Americans with Disabilities Act (ADA) paratransit to provide service to those certified under the ADA, who cannot ride fixed route bus service. SunDial operates within three-quarters of a mile on either side of the SunBus route network and is available by advanced reservation only. Reservations may be made based on the service hours of the fixed routes serving passengers' origins and destinations and may be used only at the same times, days, and frequency as local fixed-route service. SunDial service is an origin-to-destination, shared-ride transit service for persons who are functionally unable to use the fully accessible fixed route service either permanently or under certain conditions. Eligibility is not solely based on having a disability.

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

To be eligible, all persons must complete an application, describing in detail the nature of their mental or physical disability that may prevent the individual from using regular fixed route service. Applicants must obtain an approved health care professional's statement and signature verifying the disability. Applicants are notified in writing of their application status within 21 days from receipt of a completed application. Riders who have the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities. Figure 1.19 shows the SunDial ridership trend for 2020 through early 2022.

**Figure 1.19 SunDial Ridership Trend**



### 1.3.5 SolVan – Vanpool

A vanpool is a group of people who are commuting to the same workplace or post-secondary education facility (college, trade school, etc.) regularly from the same community, riding together in a van or SUV provided by a vendor to share expenses. Vanpools typically carry 5 to 15 passengers and operate long distances, traveling between pick-up locations and a place of work/school.

Vanpools provide small-scale commuter ridership in scenarios where operator costs would otherwise be prohibitively high. Operating costs are lower than fixed route bus service because the passengers drive themselves. Ridership per platform hour is healthy. Vanpools are very demand-responsive; they can be quickly organized based on demand on a monthly basis. Once ridership falls below a threshold, a vanpool can end, but new routes can be added easily based on need with a minimum of overhead. They can access office parking areas and other locations where traditional SunLine fixed route buses cannot reach, making for more convenient passenger drop-offs.

Vanpool programs can be administered in a variety of ways, allowing the employer to be fully involved or simply promote it. Employers can help employees form vanpools through rideshare matching. Rideshare matching helps potential vanpoolers locate others nearby with similar commutes. With technology advancements, on-demand vanpooling may help reduce coordination costs and increase ridership. As the region develops unevenly, vanpools will be an increasingly effective means to serve trips from low-density places to employment and education centers.

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

SolVan materials and guides are posted on the [SolVan.org](http://SolVan.org) website, and include program guidelines, vanpool brochure, participation agreement, passenger manifest forms, quick facts, Frequently Asked Questions, Steps/Instructions to Apply, Steps/Instructions for monthly reporting, change form, and intake form. These materials help explain the SolVan program, detail how to apply for a vanpool subsidy, how to ultimately have vanpools approved for SolVan subsidy, and report commute details to receive the monthly subsidy.

### ***Performance/Service Area/Demographics***

During the past year, agricultural-related vanpools served farm workers living and working in the eastern Coachella Valley, including Thermal, Mecca, Coachella, and Indio. Around 20 vehicles have been provided during each key harvesting month. Non-farm, more traditional vanpools serve worksites all over eastern Riverside County. The number of vehicles serving these traditional worksites has varied from six to seven per month during the past year, with seven at present. The origin of these vanpools during this past year has been vanpoolers living primarily in Indio, Beaumont, and La Quinta. The destination of these vanpoolers has primarily been to worksites in Blythe, Palm Springs, and Indio. Major employers served by most of the traditional vanpools are the Transportation Security Administration at Palm Springs Airport, U.S. Border Patrol sites, and state prisons.

## **Fares**

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

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

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

## **Goals**

During the past year, SunLine's goal was to expand traditional vanpooling by at least three vehicles. Two new traditional vanpools were added that still operate today. One traditional vanpool disbanded during the year on account of work shift changes. The goal for agricultural vanpools was to maintain the high level of farm vanpools, which was achieved.

## **SolVan Guidelines**

To receive a vanpool subsidy, the vanpool must meet the following criteria: either originate or travel to a worksite within a ZIP Code in eastern Riverside County, commute at least 25 miles round-trip, commute a minimum of 12 or more days per month, and have at least five riders. Vehicles must also be at least seven-seat vehicles, and can seat up to fifteen. Occupancy must be at least 70 percent to start

and remain at least 50 percent. However, this occupancy requirement has been relaxed during the pandemic for existing vanpools. Guidelines also require that the vanpool lease a vehicle with one of the four SolVan-approved vendors and permit SunLine to advertise the vanpool and the route to the general public and accept additional riders to fill empty seats. SunLine contracts with WSP, which has entered agreements with four approved vendors to provide specific vehicles, lease pricing, and certain insurance coverage, among other requirements.

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

### ***SolVan Reporting Procedure***

SolVan has a very detailed reporting procedure for each vanpool on a monthly basis. By the seventh of the next month deadline, vanpools are required to report actual daily activity on that specific vanpool during that prior month, which includes who rides each way; any change to regular miles traveled or extra time due to detour, etc.; all costs such as gas, parking, and tolls; and the end of month odometer reading. Also, it is identified if a loaner temporary vanpool vehicle is used during any day that month. TransTrack is the reporting system used by each vanpool driver, who is given a log-in name and password to report into the system. SolVan staff then reviews the daily detail for accuracy and approves subsidy when accurate and complete. Enterprise then submits a monthly invoice detailing each vanpool in operation, vehicle detail, and lease cost to get reimbursed for subsidy, which lowers the lease cost paid by the vanpool group. SolVan staff then runs reports from TransTrack to reveal month ridership, miles, hours, and vehicles, and creates formulas to double-check all data are complete and accurate to meet FTA National Transit Database (NTD) requirements. SunLine staff is then sent this monthly reporting detail and source materials for review before entry into the NTD system.

Farm vanpools operating with CalVans report differently. CalVans provides the farm-related vanpools, and most of those vehicles have not asked for SolVan subsidy, but many operate in our territory. As a result, any FTA funding generated from the CalVans Eastern Riverside vanpool activity is entered into the NTD by CalVans directly as a joint powers authority, and funds are provided directly to SunLine. Public transit agencies that provide ongoing subsidies to third-party leased vanpools for the purpose of reducing the lease/capital costs of the vehicle may report their transportation data to the NTD. The



benefit to reporting into the NTD is that public agencies realize a minimum of \$2 in additional FTA Section 5307 funding for every \$1 invested/expended toward the ongoing subsidy program, 2 years after the reporting year. Some programs nationwide have claimed up to a 3:1 return in funding.

### ***Status during Pandemic***

The pandemic has continued to create many challenges and disruptions for transit and shared ride mobility options. Employers can be very effective to help create vanpools because riders have the commonality of work destination and employers can modify work shifts to accommodate transportation arrangements. There is also a regional air quality regulation affecting larger employers who employ 250 or more employees meant to improve air quality by promoting telework and sharing the ride to reduce solo commuting, among other air quality strategies. However, another challenge of the pandemic is that it has affected employment numbers where many of the regulated sites are no longer regulated, which may affect their willingness to voluntarily promote alternative modes of transportation. Many employers have allowed employees to telework from home, laid off or furloughed employees, reduced work shifts, or launched hybrid work shifts. Some employers have gone out of business. These situations affected those regularly commuting, including those vanpooling. Fortunately, most SolVan vanpools have continued during the pandemic, both at farms and traditional work sites. However, some ridership reductions resulted from reduced work shifts. SolVan subsidy guidelines have continued to be relaxed to still support vanpools with less ridership. The main reason SolVan ridership was not drastically affected is because most of the vanpoolers work in essential-type businesses and their type of work requires them to commute regularly to these long-distance worksites. Vanpoolers also felt comfortable riding with the same known commuters and following many pandemic safety protocols, including wearing masks, leaving seats vacant by lowering or staggering by day the number of riders, allowing for more empty seats for social distancing, cleaning regularly, using plastic barriers and proper ventilation, and not sharing items (such as newspapers), among other best practices.

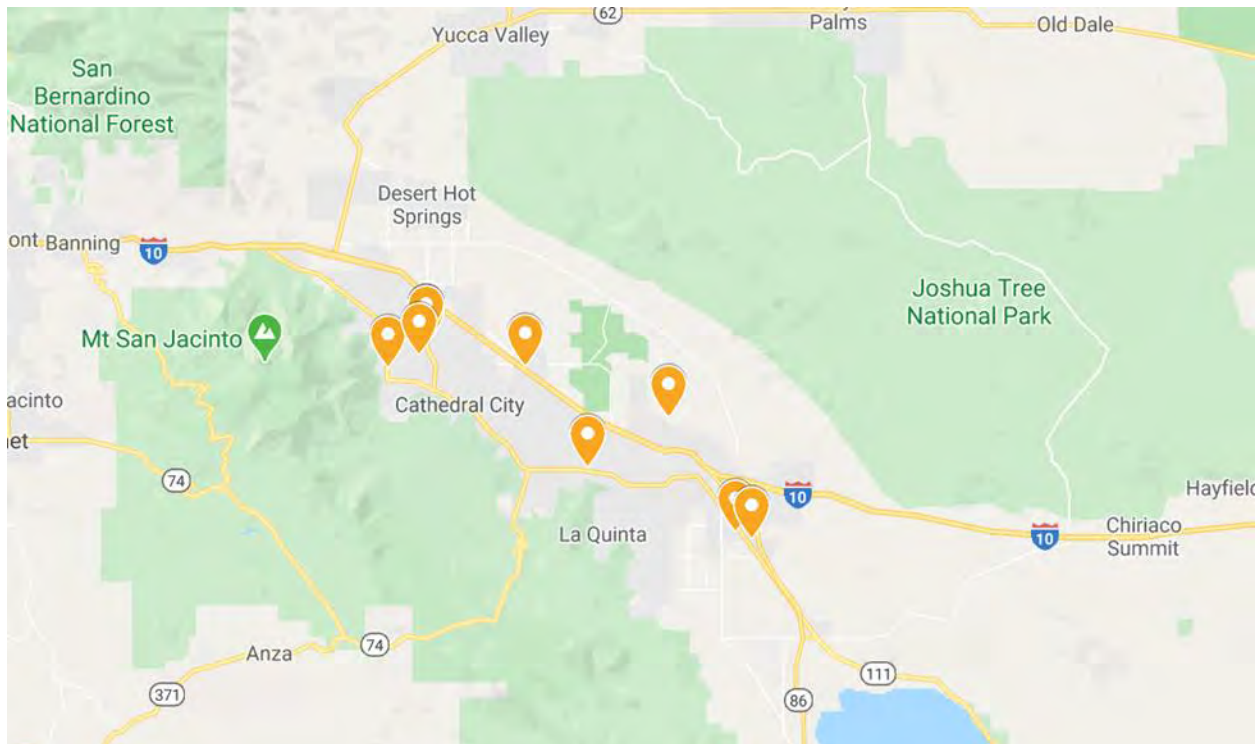
### **SolVan Target Audiences:**

1. Agriculture workers (primarily Spanish-speaking) in eastern Riverside County for the winter farming/harvest season
2. Farmers, growers, and contractors that employ or provide agricultural workers to agricultural work sites
3. Stakeholders, such as elected officials both regionally and locally, agency champions, board members, nonprofit agencies, human resources networks, community and business associations, and regional influencers
4. Adult students travelling to educational institutions in the region
5. Professional employment centers, such as government, hospitality, education, manufacturing, and medical

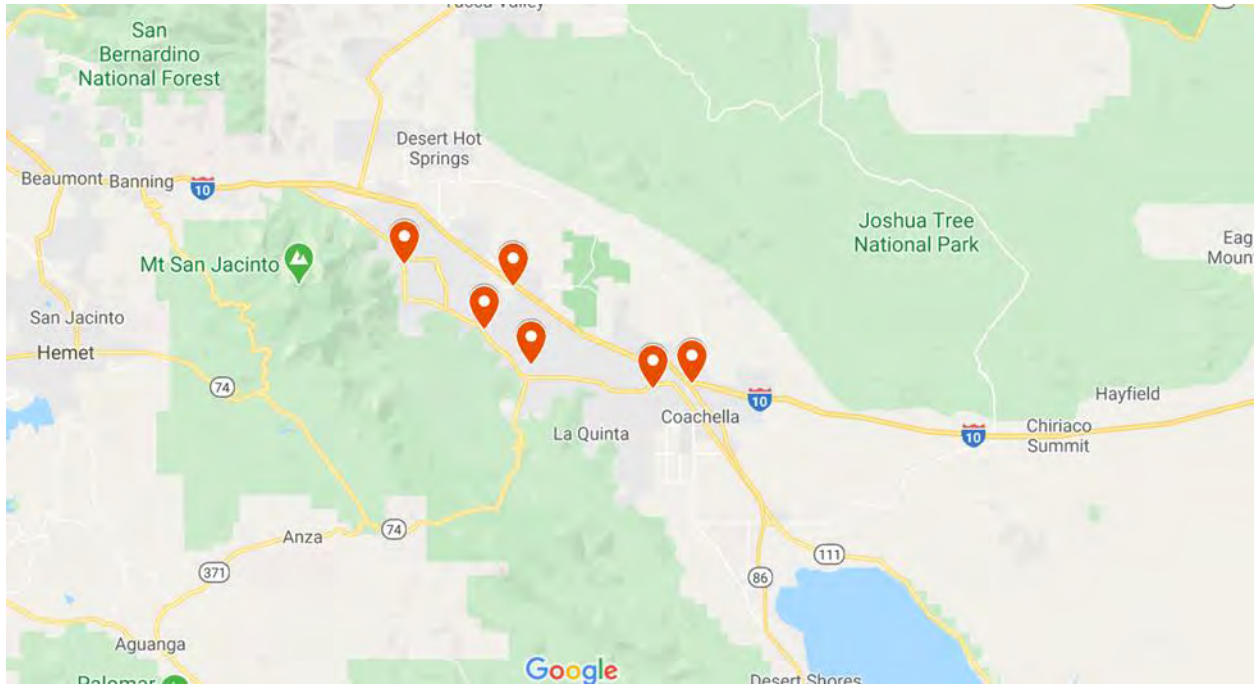
- 6. Employees that commute though or work within eastern Riverside County (Coachella Valley & Blythe)—examples include professional employment centers, government agencies, healthcare facilities, hospitality venues, higher education institutions, and industry/manufacturing sectors
- 7. Employers identified in Dunn and Bradstreet data (see employers below)

Figure 1.20 to Figure 1.22 show the locations of employers with 250 to 500, 500 to 999, and 1,000 or more employees, respectively.

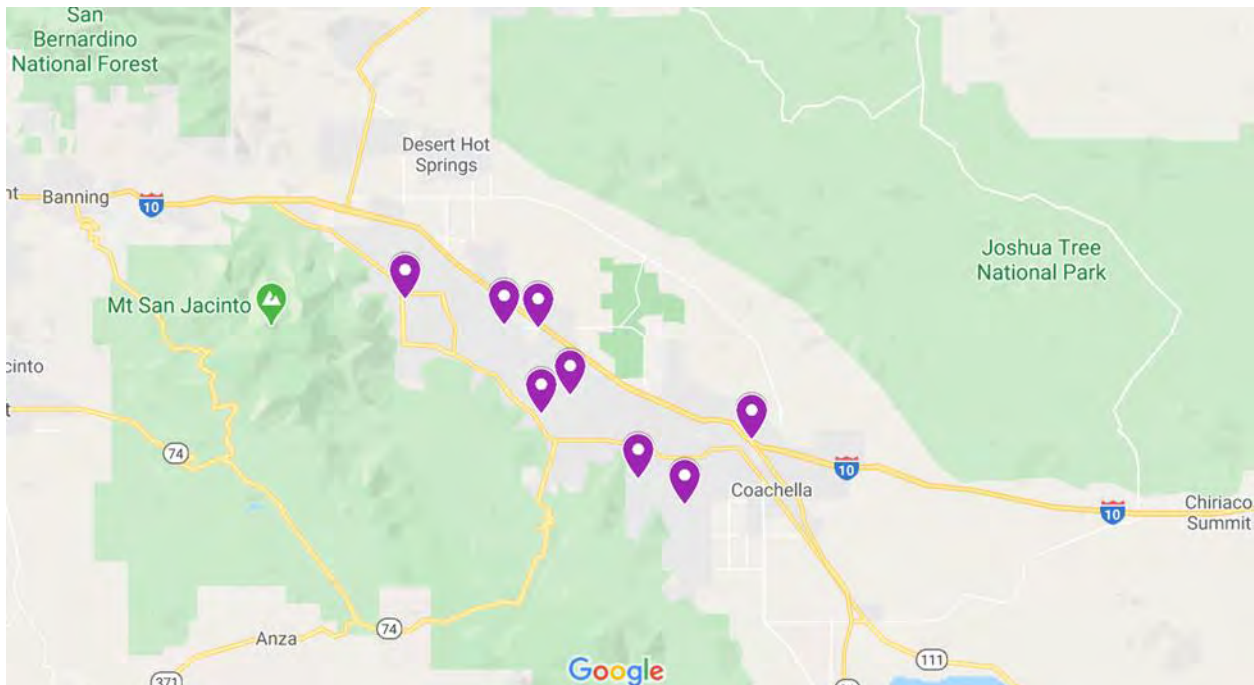
**Figure 1.20 Employers with 250 to 500 Employees**



**Figure 1.21 Employers with 500 to 999 Employees**



**Figure 1.22 Employers with 1,000 or More Employees**



### Marketing Initiatives to Date:

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

#### 1.3.6 Taxi Administration

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

### 1.4 Current Fare Structure

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

Figure 1.23 shows the existing SunLine fare structure. This fare structure differentiates fares for specific transit customers and trip types, which shows how SunLine is targeting specific market segments with discounts to increase the system's ridership and revenue. For example, SunLine provides a discounted 31-day youth pass for students using transit.

#### 1.4.1 Cash Fares

In addition to the \$1 fare for adult riders, SunLine enforces a 25-cent fee for transfers. The transfer pass is good for unlimited rides within 2 hours of purchase and is valid only on the day issued. Transfers are issued only upon boarding.

The base cash fare for seniors, which SunLine defines as individuals 60 years of age or older, is 50 cents on all fixed route services. Individuals who qualify for the ADA also pay a 50-cent base cash fare on all fixed route services. The fare complies with FTA's Half Fare rule, which requires agencies receiving

federal funds to offer fares to persons 65 or over and disabled travelers at a level no more than half the base cash fare. Medicare cards, Department of Motor Vehicles driver’s license or senior ID cards, ADA certification cards, or SunLine Half Fare ID cards are accepted as proof of age or disability.

A discounted youth fare of 85 cents is also available for children between the ages of 5 and 17. Children 4 years of age and younger ride free with a paid adult cash fare (maximum of two children). SunLine’s fixed route fare structure is summarized below.

**Figure 1.23 Fare Structure**

<b>SunBus FARES &amp; PASSES</b>					<b>SunRide FARE</b>	
	Single Ride Fare	Day Pass	10-Ride Pass	31-Day Pass		
ADULT	\$1.00	\$3.00	\$10.00	\$34.00	STANDARD FARE	\$3.00 ONE-WAY PER PERSON INCLUDES ONE TRANSFER
YOUTH	\$0.85	\$2.00	\$8.50	\$24.00		
60+ YEARS/ DISABLED	\$0.50	\$1.50	\$5.00	\$17.00		
TRANSFERS	\$0.25	INCLUDED	\$0.25	INCLUDED		

<b>10 COMMUTER LINK FARE</b>					<b>SunDial FARE</b>	
	Single Ride	Day Pass		30-Day Pass		MUST MEET SUNDIAL ELIGIBILITY CRITERIA
ADULT/YOUTH	\$6.00	\$14.00		\$150.00	TRAVEL WITHIN SAME CITY	\$1.50 ONE-WAY PER PERSON
60+ YEARS/ DISABLED	\$4.00	\$10.00		\$100.00	TRAVEL WITHIN MULTIPLE CITIES	\$2.00 ONE-WAY PER PERSON
CSUSB STUDENTS, STAFF & FACULTY	Free w/ valid CSUSB ID					

**1.4.2 Fare Passes**

SunLine currently issues three types of fare passes: the Day Pass, the 31-day Pass, and 10-ride Pass. Daily and monthly passes are available for the 10 Commuter Link service as well but are priced and sold separately from the general fixed route passes. SunLine also partners with employers and schools to offer passes to employees and students, respectively.

**Day Pass**

The SunLine Day Pass is available for \$3 and allows for unlimited rides on all fixed routes for the duration of 1 calendar day. In adherence to FTA’s Half Fare rule, the Day Pass for seniors and disabled riders is available for \$1.50. The Day Pass for youth riders is \$2. The Day Pass for the 10 Commuter Link is \$14 for adults and \$10 for seniors.

**31-day Pass**

SunLine sells a pass valid for a rolling 31-day period from the date of first use. The 31-day Pass is available for \$34 for general adult riders, \$17 for seniors and disabled riders, and \$24 for youths. The

monthly pass for the 10 Commuter Link is a 30-day pass available for \$150 (10 Commuter Link operates Monday through Friday only).

**Multiple Ride (10-ride)**

A 10-ride pass is available for \$10 for general adult riders, \$5 for seniors and disabled riders, and \$8.50 for youths (ages 5 to 17). There is no discount from the base cash fare for this pass.

**Employer Passes**

SunLine offers a 31-day Pass to businesses in the Coachella Valley that have five or more employees interested in using transit. The pass can be used for unlimited rides on any of SunLine’s fixed route services and is priced at \$24 a month. The pass is \$10 less than the 31-day adult pass and is designed to encourage greater use of alternative modes of transportation.

**Haul Pass**

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley’s colleges and university. Both the College of the Desert and the California State University San Bernardino Palm Desert Campus are partners. To ride SunLine, students at these schools can simply swipe their active student ID card through the SunBus card reader when they board. The program began after receiving a grant from California’s Low Carbon Transit Operations Program (LCTOP) program. On August 1, 2021, the program expanded to provide free local service to all high school students in grades 9 to 12. High school students interested in the High School Haul Pass must submit an application form. Additional information is provided on the Haul Pass program page (<https://www.sunline.org/fares-passes/haul-pass>)

**Token Transit**

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

**1.5 Revenue Fleet**

SunLine’s fleet includes fixed route buses, paratransit vehicles, and support vehicles. SRTP Table 1.1 (see SRTP Tables) shows the characteristics of SunLine’s fixed route and paratransit fleet. Figure 1.24 summarizes SunLine’s fleet of support vehicles.

**Figure 1.24 SunLine Support Vehicle Summary**

Number of vehicles	Type of vehicle	Fuel type
15	Electric light vehicles	Electric

12	Compressed natural gas (CNG) light vehicles	CNG
15	CNG light-duty trucks	CNG
2	Hybrid/Gasoline light-duty vehicles	Hybrid
<b>Total: 44</b>		

## 1.6 Existing Transit Facilities and Bus Stop Amenities

SunLine operates administrative and bus operations facilities at two locations. Administrative headquarters and main bus operations are located at 32-505 Harry Oliver Trail in Thousand Palms. SunLine also operates a maintenance and fueling facility at 83-255 Highway 111 in Indio. Park-and-ride facilities are located at 78-420 Varner Road in Thousand Palms and at 83-255 Highway 111 in Indio.

SunLine’s bus system has 577 stops with 372 shelters. In addition, there are 81 stops with stand-alone benches and 270 stops with waste containers.

Figure 1.25 shows the top 10 stops served for weekday service and Figure 1.26 shows the top 10 weekend stops.



**Figure 1.25 Top 10 Stops**

Stop name	City	Average riders per day
B St/Buddy Rogers	Cathedral City	314
5th/Vine	Coachella	217
Indian Canyon/Ramon	Palm Springs	155
Town Center/Han East Side	Palm Desert	140
Palm Canyon/Stevens	Palm Springs	139
West/Pierson	Desert Hot Springs	128
66th/Mecca Family HC	Mecca	110
Town Center/Han West Side	Palm Desert	101
Ramon/Date Palm	Cathedral City	65
Ramon/Indian Canyon	Palm Springs	62

Source: APC Data March 1, 2021–February 31, 2022

**Figure 1.26 Top 10 Weekend Stops**

Stop name	City	Average riders per day
B St/Buddy Rogers	Cathedral City	262
5th/Vine	Coachella	202
Indian Canyon/Ramon	Palm Springs	130
Town Center/Han East Side	Palm Desert	123
Palm Canyon/Stevens	Palm Springs	113
66th/Mecca Family HC	Mecca	97
Town Center/Han West Side	Palm Desert	97
West/Pierson	Desert Hot Springs	91
Ramon/Date Palm	Cathedral City	57
Ramon/San Luis Rey	Cathedral City	50

Source: APC Data March 1, 2021– February 31, 2022

## 1.7 Existing Coordination between Transit Agencies and Private Providers

As the designated Consolidated Transportation Services Agency, SunLine coordinates public transportation services throughout its service area. Staff participates in meetings with social and human service agencies, consumers, and grassroots advocates through forums such as the Riverside County Transportation Commission (RCTC) Citizens and Specialized Transit Advisory Committee (CSTAC),

SunLine’s ACCESS Advisory Committee, San Gorgonio Pass Area – Transportation Now Coalition, and neighboring transit operators.

SunLine facilitates the ACCESS Advisory Committee. Staff hosts regular meetings at the Thousand Palms administrative office. SunLine uses input from the committee to improve relationships with the community to address public transportation issues in the valley.

Additionally, staff members are actively involved in the regional transportation planning process through participation on RCTC and county committees. These committees include the Specialized Transit Advisory Committee, the Technical Advisory Committee, Aging & Disability Resource Connection of Riverside Long-term Services and Supports Coalition, Desert Valley Builders Association, and related committees to enhance coordination efforts with SunLine.

### **1.7.1 Coordination with Other Public Transportation Providers**

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

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

SunLine is collaborating with the Palo Verde Valley Transit Agency on its Rides to Wellness demonstration project, known as the Blythe Wellness Express service. This service, launched in July 2017, operates 3 days per week and travels to the Coachella Valley’s three hospitals (Desert Regional Medical Center, Eisenhower Medical Center, and John F. Kennedy Memorial Hospital) within SunLine’s service area.

Amtrak Thruway (operated by Amtrak bus contractors) transports rail passengers traveling between rail hubs at certain Amtrak stations and SunLine’s bus stops in Palm Springs, Palm Desert, and La Quinta under an additional cooperative service agreement. Amtrak’s Sunset Limited intercity train serves the Palm Springs Station on North Indian Canyon Drive. However, with rail service only serving Palm Springs three times a week in each direction and arriving in the middle of the night, it is currently impractical for SunLine to offer transit service to the station.

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

In 2019, FlixBus initiated regional bus service at Palm Springs, and Indio that connects to Los Angeles in the west and Phoenix, Arizona, in the east. SunLine maintains an interagency operating agreement with FlixBus.

## **1.8 Review of Previous Studies and Plans**

In 2019, SunLine completed its Transit Redesign and Network Analysis Study. Prepared by HDR, this study took a comprehensive look at fixed route transit operations to make recommendations to optimize SunLine's service. SunLine also completed an on-board transit rider survey in 2019. This survey provided insight into rider preferences and needs to help guide the transit redesign. SunLine has retained HDR to conduct a Before and After Study, which will include a new rider survey, to assess the impact of the network redesign and how the needs of riders have changed through the pandemic. While the study is ongoing, initial results have informed the development of this SRTP.

Other reports reviewed for the preparation of this SRTP include:

- Bus Rider Survey Study (February 2015)
- SunLine Transit Feasibility Study Hydrogen Station Expansion (January 2016)
- SunLine Transit Facilities Master Plan (November 2016)
- SunLine Transit Agency Transit Asset Management (September 2018)
- Network Study Report SunLine Transit Redesign & Network Analysis (February 2019)
- Innovative Clean Transit (ICT) Plan to SunLine Board of Directors (May 2020)

## Chapter 2. Existing Service and Route Performance

---

SunLine developed its Refueled plan through a holistic process that reflected guidance from the Board of Directors and input received from customers and that used a data-driven process drawing from existing transit market information such as stop- and route-level boarding data and origin-destination survey data.

The Refueled plan has been launched in phases, beginning in January 2021 with the new Consolidated Fixed Route Network, which streamlined and simplified routes and route numbers, and with the SunRide microtransit service, which serves parts of Desert Hot Springs, Palm Desert, Coachella, and Mecca North Shore. In July 2021, SunLine kicked off the 10 Commuter Link, an express service that connects Indio with San Bernardino via Interstate 10. Route 1X, which is proposed to begin in September 2022, will operate along Highway 111 between Palm Springs and Indio.

In June 2019, the Board of Directors approved the revised SunLine Service Standards Policy to provide the agency staff direction regarding the planning, operation, and management of transit service in the Coachella Valley. The Service Standards Policy and metrics are intended to:

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

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

### 2.1 Service Standards

#### 2.1.1 Service Design Standards

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

New routes may be implemented based on a weekday-only service, typically between the hours of 6:00 A.M. and 7:00 P.M., usually when there is a peak demand. During the implementation of new service, a trial period is allocated from 12 to 18 months as an opportunity to provide for service adjustments before deciding to retain, expand, or eliminate the service. Figure 2.1 lists the minimum service frequencies and spans.

**Figure 2.1 Service Frequency Standards**

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

**Network Role**

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

**Market Opportunities**

There is a strong correlation between service performance, surrounding population, and employment densities. In other words, the more people with access to a route, the higher the route’s potential ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments, and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations. The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

A minimum threshold is considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

**Unmet Mobility Needs**

SunLine will strongly consider the mobility needs of transit-dependent populations when evaluating where to operate service. In assessing the area’s demand for transit service, it is important to examine the presence of these demographic groups and identify any present unmet needs.

**Productivity vs. Coverage Target**

The SunLine Board of Directors’ goal is to capture choice riders and new riders and to expand transit market share. The Board is committed to investing in new operating plans that improve productivity and, when necessary, improve coverage. This is consistent with the Transportation Development Act of

1971 that established fiscal performance requirements of 20 percent of farebox recovery in urbanized areas and 10 percent in rural areas. To comply with this state mandate, and to improve effectiveness and efficiency, SunLine recommends the following policy for service deployment:

- Seventy percent of fixed-route service should be deployed in areas with higher population and employment densities where transit is able to meet productivity standards.
- Thirty percent of fixed-route service should be deployed to maintain coverage in areas where lower population and employment densities limit transit service productivity.

### Key Destinations

Key destinations likely to generate higher demand for transit service include major area schools, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, open residential communities, and those with relatively lower income and vehicle ownership levels.

#### 2.1.2 Service Productivity Standards

**Passengers Per Revenue Hour (PPRH) and Passengers Per Revenue Trip (PPRT)** are KPIs that measure service effectiveness, or productivity, based on ridership (passenger boardings) generated for each hour of revenue service for local and trunk routes and boardings per trip for market-based services operated (see Figure 2.2).

**Figure 2.2 Passengers Per Revenue Hour/Revenue Trip Standards**

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

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

#### 2.1.3 Service Quality Standards

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

- service scheduled speed (service quality)
- on-time performance (service reliability)
- runtime variance (service reliability)

- percent service completed (service reliability)
- miles between service interruption (service reliability)
- load standards (service comfort)
- average fleet age (service comfort)
- bus deployment standards

Each suggested metric is discussed in more detail below.

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

The target performance scheduled speed is 12.5 miles per hour (mph) for SunLine’s transit system, as shown in Figure 2.3.

**Figure 2.3 Service Scheduled Speed Standard**

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

**On-time Performance:** This KPI measures service reliability as defined by adherence to the published service schedule. “On-time” is when a trip departs a time point within a range of 0 minutes early to 5 minutes late. For SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. Some challenges to on-time performance are related to construction, heavy traffic, and passenger problems.

On-time performance standards for fixed routes are at a target of 85 percent (Figure 2.4).

**Figure 2.4 On-Time Performance Standard**

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

**Runtime Variance:** Runtime is the time allotted in a transit schedule for a route to travel from one time point to another time point, or from beginning to end. Calibrating the runtime for the day of the week and hour of the day (for example, peak vs. non-peak) helps routes and the overall system adhere

to or surpass the adopted on-time performance. It is important to review runtime variance regularly because roadway traffic conditions are ever-changing.

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

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

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

The set standard for service completed is 99 percent by service mode, as seen in Figure 2.5. The percentage of service completed for FY21 was 99.4 percent of our approved Level 3 service, exceeding our minimum service standard.

**Figure 2.5 Service Completed Standard**

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

**Miles between Service Interruptions:** This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of the cause. To meet this target, both avoidance of service interruptions through early identification (for example, planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur are necessary. The set minimum target between service interruptions (road calls) is 5,000 miles, as seen in Figure 2.6.

**Figure 2.6 Miles Between Service Interruptions Standard**

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

**Load Standards:** This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (for example, under 2 miles or 10 minutes) during peak periods, it is expected that seating should be available for all riders during normal off-peak conditions (Figure 2.7).



**Figure 2.7 Load Standards**

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

**Average Fleet Age:** The age of the vehicle fleet affects the performance and reliability of transit services and the attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable, and comfortable passenger experience (Figure 2.8).

**Figure 2.8 Average Fleet Age Standard**

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

**Bus Deployment Policy:** This policy specifies the kind of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads (Figure 2.9). Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding.

**Figure 2.9 Bus Deployment Standard**

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

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

#### 2.1.4 Service Warrants

The Warrants Standards provide guidelines for the introduction of new services. They are a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when the ridership forecasts based on population, school enrollment, or job density

are sufficient to achieve minimum passengers per revenue hour standards by service type. To ensure the agency's financial sustainability, SunLine will introduce only those new services that operate above the lower-performing route quartile or with productivity that is within 15 percent of the system average.

Planning new services around these guidelines will help ensure the successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed route service will help SunLine respond to future community requests for new service.

### ***Evaluating New Services***

New routes should be monitored to determine whether they are reaching the desired performance standards. The route should first be evaluated after 6 months to determine whether it meets more than two-thirds of its performance standards. New services not meeting the minimum standards at the end of an 18- to 24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided 3 years of funding for a route that did not meet standards, this route may still be operated for the full 3-year period.

#### **2.1.5 Paratransit Service Standards (SunDial)**

##### ***Eligibility***

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

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

### **Access**

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

### **Travel Time**

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

### **On-time Performance**

- Trip pick up should consistently occur within a 30-minute window from the scheduled pick-up time.
- On-time performance is in accordance with FTA Circular 4710.1 to perform equivalent to SunLine's fixed route service. Paratransit continues to meet and exceed this goal.

### **Capacity**

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

### **Fares**

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

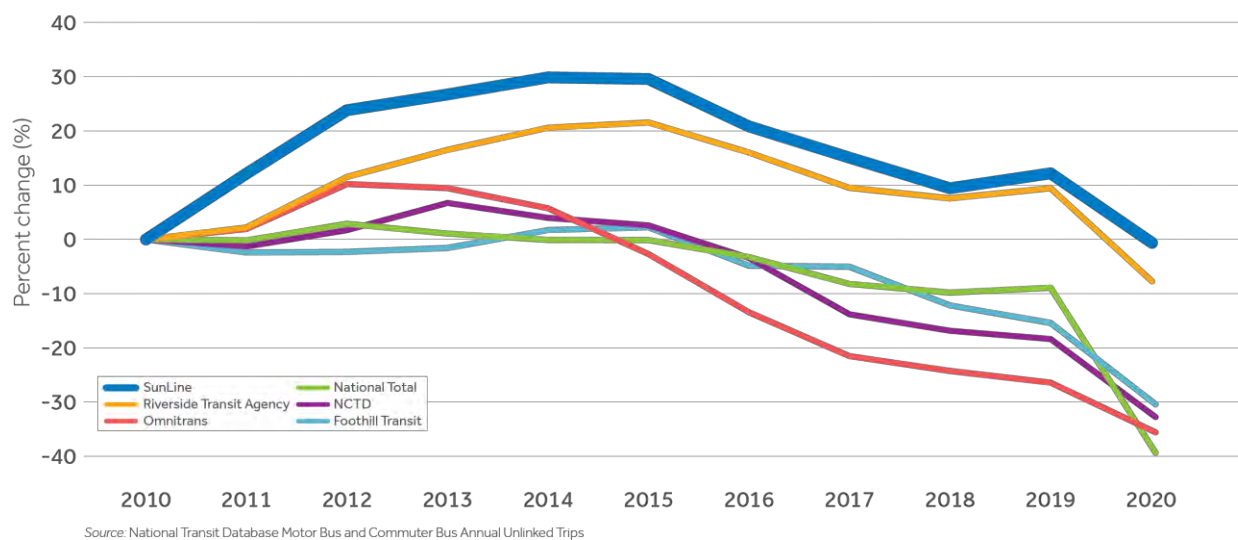
## 2.2 Service Performance

### 2.2.1 Overall System Performance

Performance has been affected by the pandemic and we are working hard to generate new ridership thanks to programs like the Haul Pass, which gives students free rides on SunLine buses. Before the COVID-19 pandemic, SunLine had been enjoying an increase in transit use above that of its peers, both locally and nationally.

Figure 2.10 shows total SunLine fixed route ridership relative to 2010 and its peers.

**Figure 2.10 Percentage Change in SunLine Fixed Route Ridership Relative to 2010 and Peers**



### Service Design

Beginning with Refueled on January 3, 2021, SunLine operated eight fixed routes on Level 3 service, with Route 5 not in operation. The transit routes and the cities or communities they serve are listed in



Figure 2.11. Figure 2.12 and Figure 2.13 show the frequency and service spans, respectively, for each route. As discussed further in Chapter 3, SunLine is currently operating a modified level of service in response to the COVID-19 pandemic.

**Figure 2.11 Summary of Fixed Route Transit Services**

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

**Figure 2.12 Service Frequencies in Minutes for**

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

**Figure 2.13 Service Spans**

Routes				
Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
1	5:00 A.M.	11:12 P.M.	5:00 A.M.	11:12 P.M.
2	5:00 A.M.	11:23 P.M.	5:00 A.M.	10:54 P.M.
3	5:00 A.M.	8:46 P.M.	6:45 A.M.	8:40 P.M.
4	5:00 A.M.	11:13 P.M.	6:10 A.M.	9:50 P.M.
5	6:10 A.M.	6:51 P.M.	—	—
6	5:50 A.M.	8:45 P.M.	6:00 A.M.	9:18 P.M.
7	5:15 A.M.	8:51 P.M.	5:10 A.M.	9:20 P.M.
8	5:30 A.M.	10:42 P.M.	5:35 A.M.	10:59 P.M.
9	5:45 A.M.	10:34 P.M.	5:40 A.M.	10:29 P.M.
10	5:20 A.M.	8:00 P.M.	—	—

**Ridership**

Ridership system-wide in FY21 for SunBus, SunDial, and SolVan was a total of 2,088,316 boardings, a decrease of 40.6 percent compared with FY20:

- SunBus ridership totaled 2,000,077, a decrease of 1,379,443 rides (-40.8 percent), in comparison with FY20.
- SunDial ridership totaled 71,129, a decrease of 50,997 rides (-41.8 percent), in comparison with FY20.
- SolVan ridership totaled 16,028, an increase of 405 rides (+2.6 percent), in comparison with FY20.
- SunRide ridership totaled 1,082 in the first 6 months of the program.

The effects of the COVID-19 pandemic were initially seen in March 2020, with a drop in ridership of 35.5 percent compared with 2019 and peaking in April 2020 with a 62.9 percent drop in ridership compared to the same time the previous year (Figure 2.14). Fixed route ridership was consistent throughout this fiscal year, finishing with a 50.5 percent drop in ridership compared with the pre-COVID FY19.

SunLine is taking action to continue to increase ridership. SunLine’s Refueled initiative was launched in January 2021 with a consolidation of our fixed route system and SunRide microtransit zones. The Route 10 Commuter Link began in July 2021 and Route 1X is pending for future implementation.

The Haul Pass program was implemented in August 2018. It offers free rides to College of the Desert and California State University, San Bernardino students and is subsidized by the colleges. However, with COVID-19 and the implementation of online learning and free fares from March 2020 to May 2021, ridership increases attributable to Haul Pass were not expected this fiscal year. Coming in FY22, Haul Pass will be expanded to local high school students.

**Figure 2.14 5-year Fixed Route Ridership Comparison**

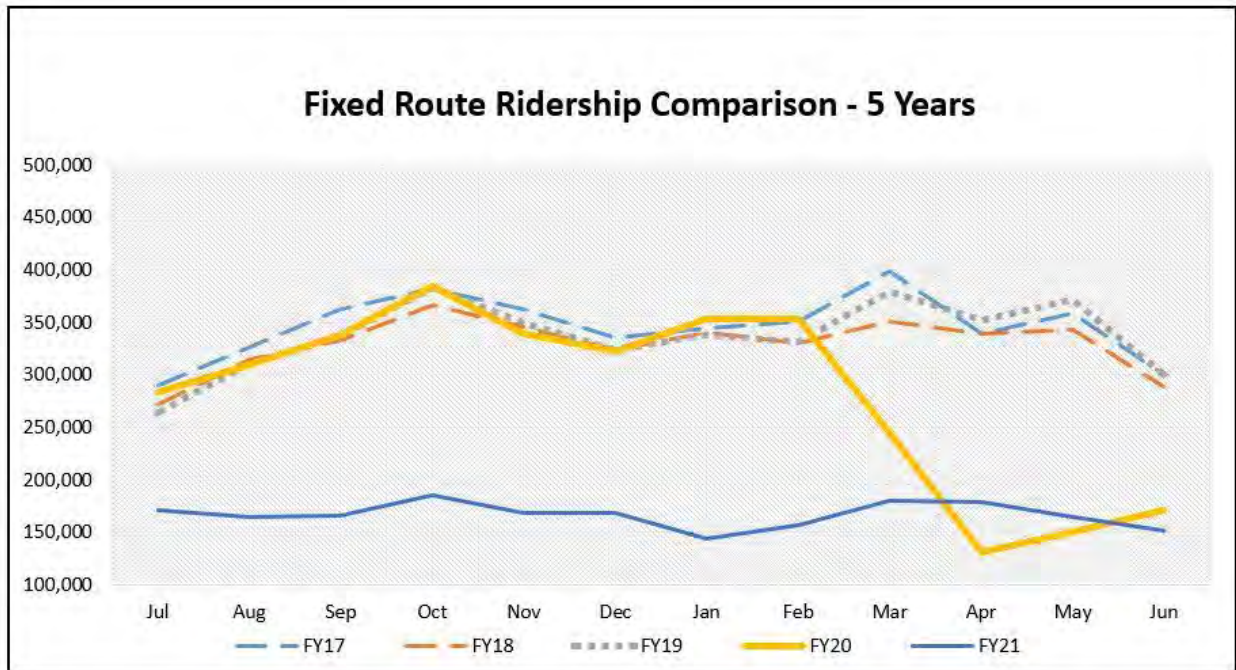
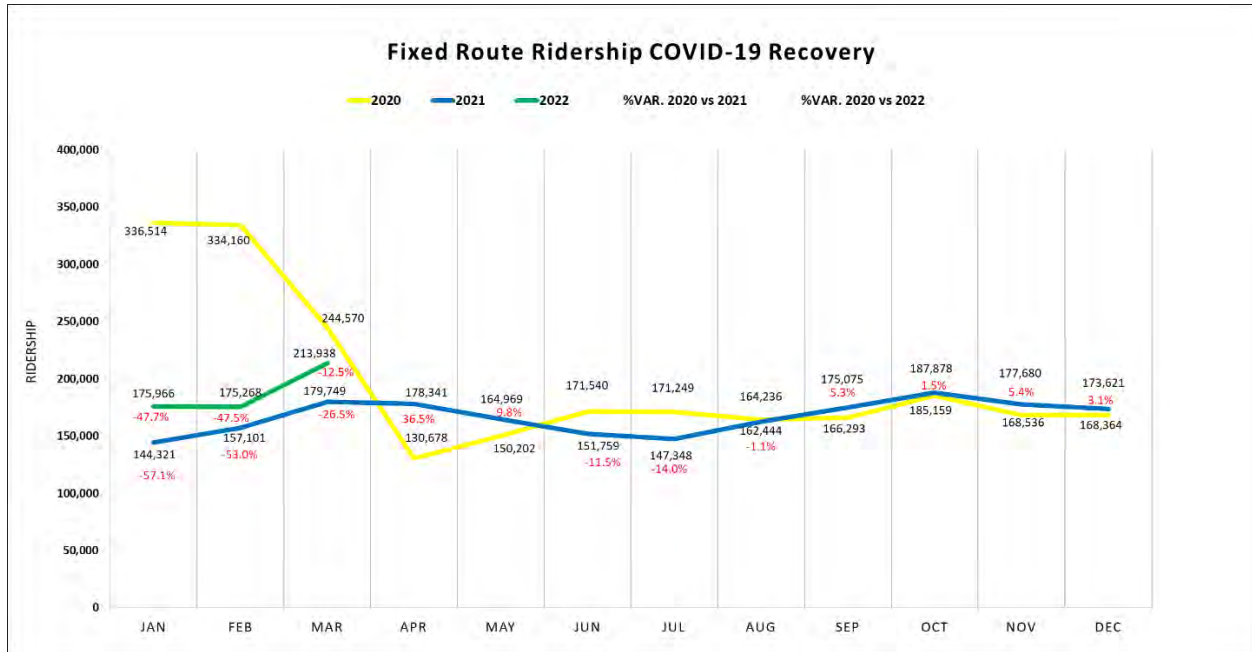




Figure 2.15 shows our COVID-19 recovery chart, showing detailed changes in ridership for the last three calendar years.

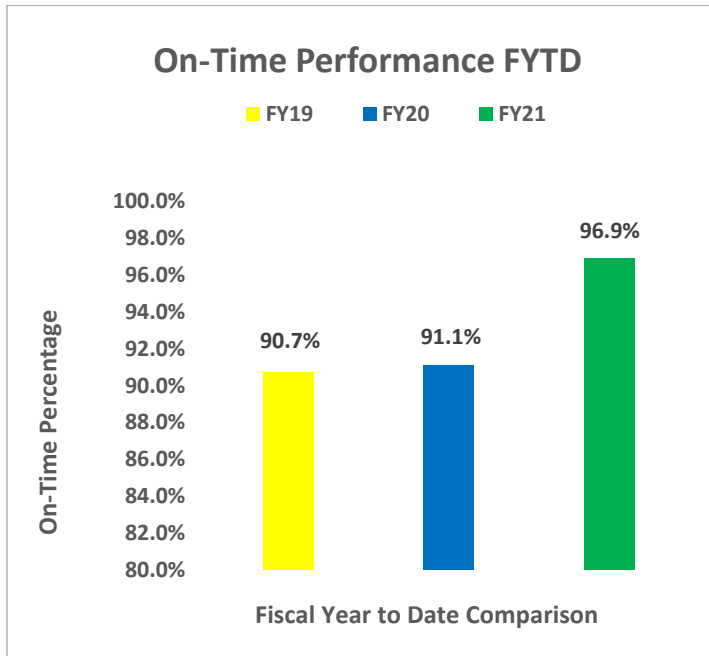
**Figure 2.15 COVID-19 Impact on Fixed Route Ridership**



**Paratransit Performance**

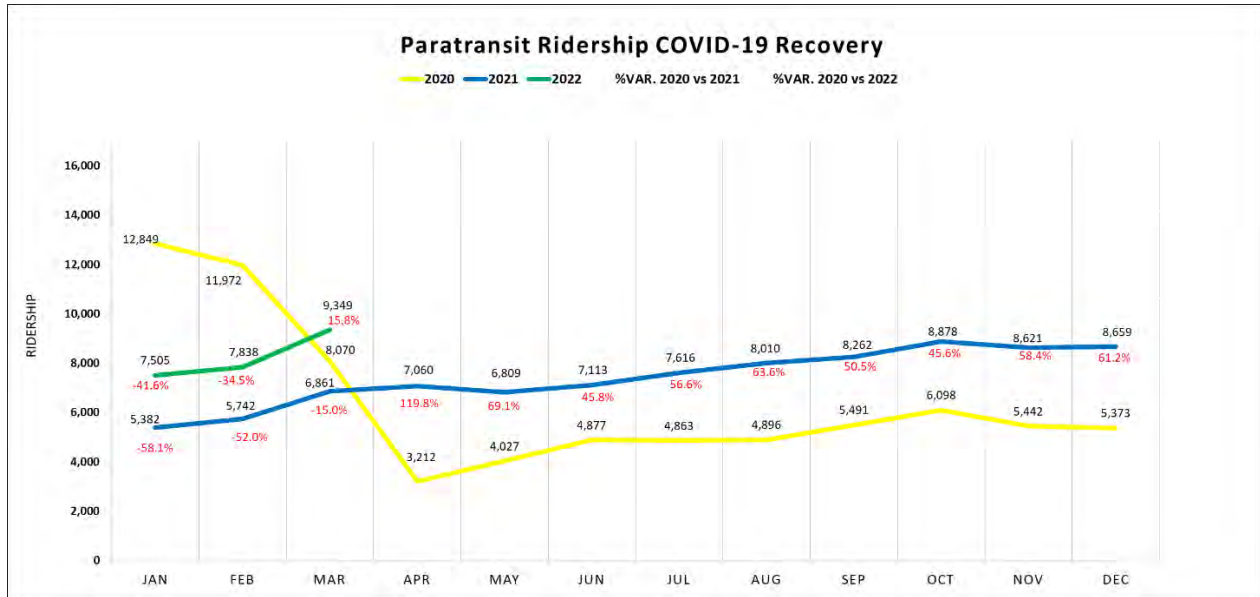
Figure 2.16 shows the SunDial on-time performance for FY19 to FY21.

**Figure 2.16 SunDial On-Time Performance for FY19 to FY21**



The effects of the COVID-19 pandemic were initially seen in March 2020 with a drop in ridership of 39.1 percent compared with 2019 and peaking in April with a 74.9 percent drop in ridership compared to the same time in 2019. Since then, a steady increase in ridership has occurred through FY21 (Figure 2.17).

**Figure 2.17 Paratransit Ridership COVID-19 Impact**



**Taxi Administration**

The SRA is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley. Figure 2.18 presents the current operating taxi businesses in the Coachella Valley, along with the number of vehicles operated by each company.

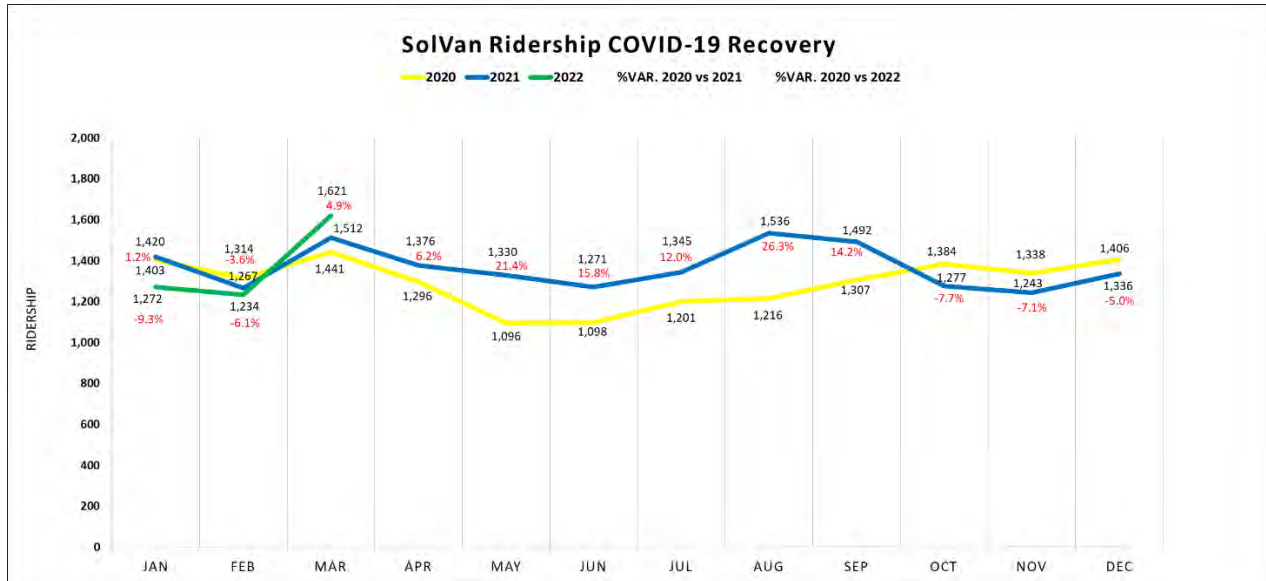
**Figure 2.18 Taxi Businesses**

Businesses	Vehicles
Coachella Valley Taxi	22
Desert City Cab	22
Yellow Cab of the Desert	35

**SolVan – Vanpool**

As the region develops unevenly, vanpools will be an increasingly effective means to serve trips from low-density places to employment and education centers. Figure 2.19 shows the ridership trend of SolVan.

Figure 2.19 SolVan Ridership Trend



### Major Trip Generators

The 2019 SunLine Transit Agency Rider Survey identified the main transit trip generators in the Coachella Valley. The top destinations for home-based work trips are Palm Springs, Palm Desert, and La Quinta. The College of the Desert and Palm Springs High School are top destinations for home-based other trips that include shopping, recreation, and education. SunLine service design should focus on serving major trip generators and creating convenient, direct linkages between origins and destinations.

### 2.2.2 Route-level Performance

#### Productivity

Figure 2.20 indicates that neither of the two Refueled trunk routes (Routes 1 and 2) met their performance standards.

Figure 2.20 Refueled Trunk Routes Average

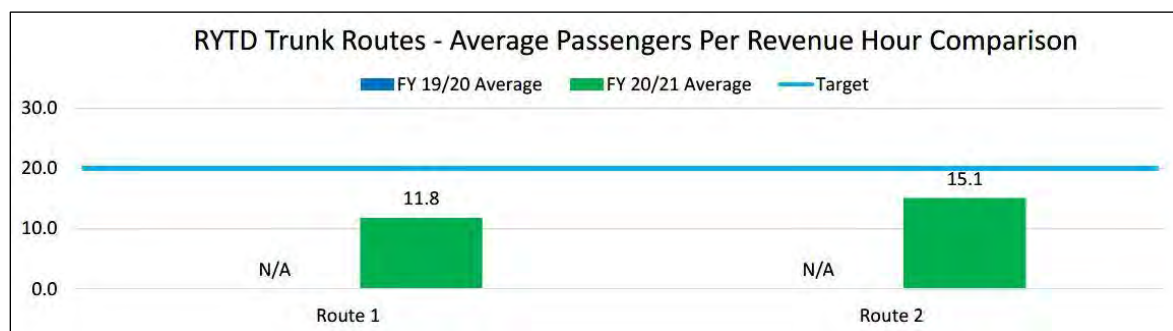
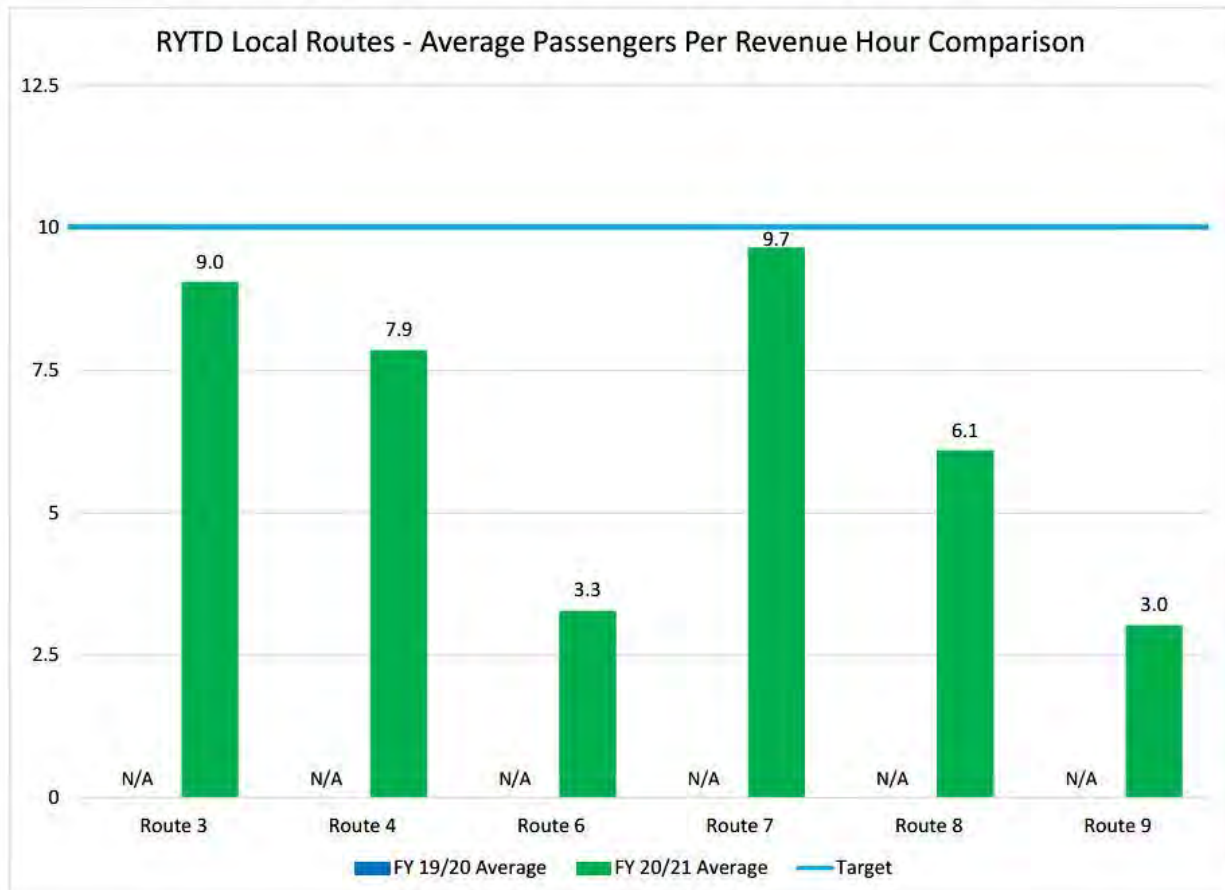


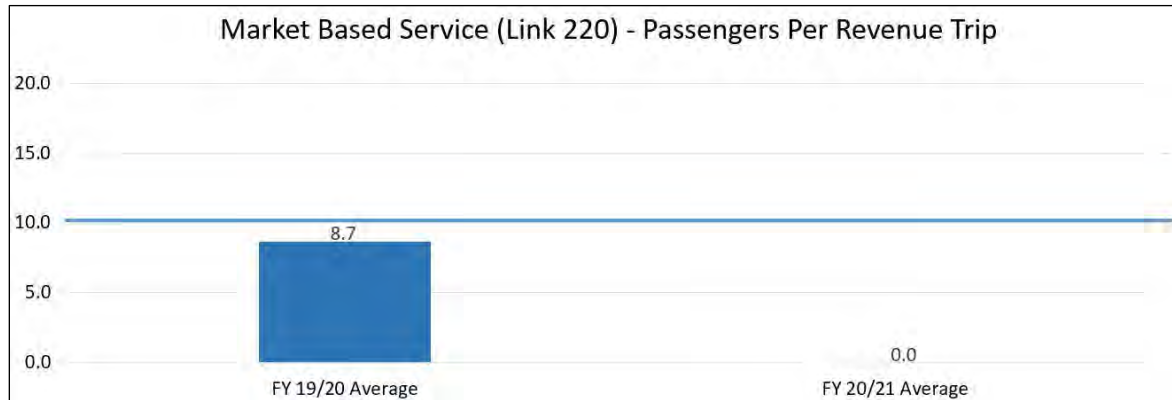
Figure 2.21 indicates that none of the six Refueled local routes (Routes 3 to 9) met their performance standards goal. Note that Route 5 did not operate this fiscal year.

**Figure 2.21 Refueled Local Routes Average**



Route 10 Commuter Link service started revenue service in July 2022 and it is currently performing at 8.7 PPRT (Figure 2.22).

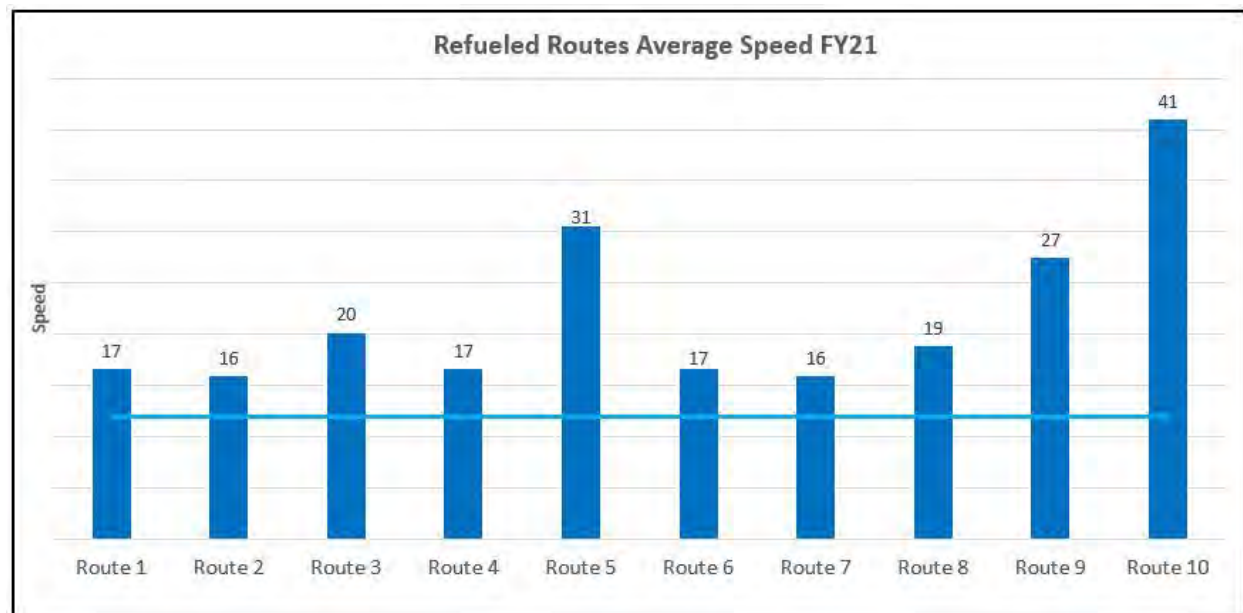
**Figure 2.22 Market Based Service Average**



**Service Quality**

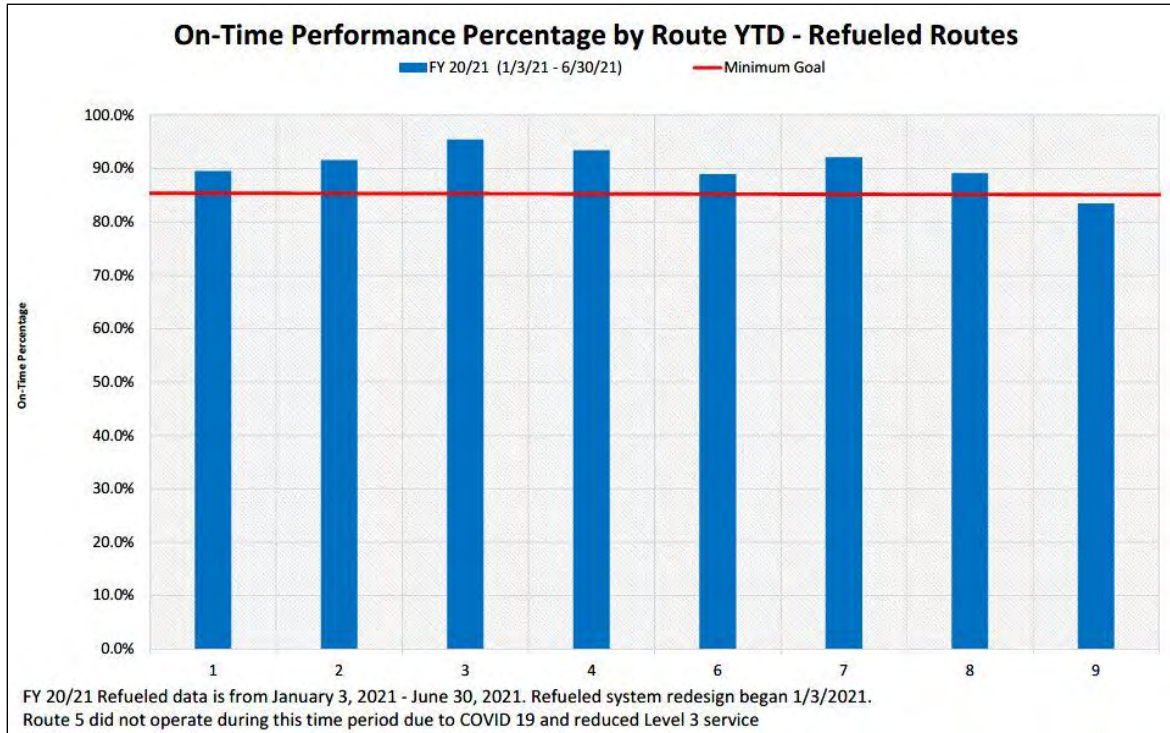
**Service Scheduled Speed:** The SunLine system is currently scheduled at an average of 18 mph, above the target scheduled speed of 12.5 mph (Figure 2.23).

**Figure 2.23 Fixed Route Averaged Speed**



**On-time Performance:** SunLine’s system-wide on-time performance is at 91.3 percent for January 3, 2021, to June 30, 2021. This exceeds the goal for FY21. All routes operated above the minimum on-time performance standards, as captured in Figure 2.24, except for Route 9, at 84.5 percent.

Figure 2.24 On-Time Performance by Route



**Percent Service Completed:** The set standard for service completed is 99 percent by service mode, shown previously in Figure 2.5. The percentage of service completed for FY21 was 99.4 percent of our approved Level 3 service, exceeding our minimum service standard.

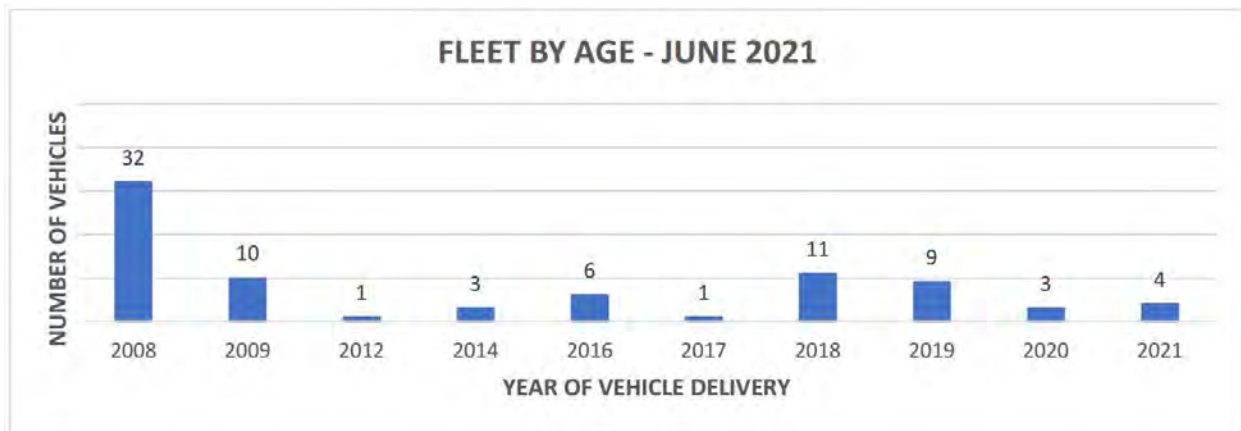
**Miles between Service Interruptions:** The standard of 5,000 miles between service interruptions was exceeded throughout the review period. Miles between service interruptions for FY21 are noted in Figure 2.25.

**Figure 2.25 Miles between Service Interruptions Standard**

FY21 Month	Fixed Route Miles between Service Interruptions
July	5,584
August	3,839
September	6,211
October	6,896
November	7,319
December	10,489
January	9,344
February	6,988
March	6,557
April	6,917
May	8,000
June	6,676

**Average Fleet Age:** The fixed route average fleet age is 8.2 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 2.26 shows the fleet age as of June 2021.

**Figure 2.26 Fleet Age**



**Bus Deployment:** SunLine is in full compliance with Title VI, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine ensures equitable distribution of its assets in delivery of transit services to the people of Coachella Valley.

Buses are assigned according to successful completion of maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined in the Bus Deployment Policy described previously. Additionally, fuel cell buses and battery electric buses (BEBs) are assigned to



routes with shorter distances and/or durations that are within the acceptable range capacity of those vehicles.

Adequate numbers of buses are assigned to routes with high demand to avoid instances of overcrowding or standing passengers. All SunLine buses are fully air-conditioned and are 100 percent accessible to persons with disabilities.

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

### **2.2.3 Productivity Improvement Efforts Underway**

As SunLine works to recover from the pandemic, several improvement efforts are underway to generate ridership. SunLine is constantly evaluating its routes to improve productivity. This includes KPIs such as farebox recovery and passengers per hour or trip. SunLine also continually evaluates its bus schedules and blocking to reduce deadhead miles and optimize layovers between trips.

For example, the new 10 Commuter Link is aimed at improving regional service between the Coachella Valley and the Inland Empire. For students, 10 Commuter Link will provide a direct connection between the California State University, San Bernardino's Palm Desert campus and the main campus in San Bernardino. It will also provide a connection to the San Bernardino Downtown Metrolink Station.

The Route 1X weekday express service is intended to improve productivity on SunLine's highest ridership route. Stopping at five locations in the Highway 111 corridor, Route 1X will provide a 60-minute trip between Indio and Palm Springs.

SunLine is conducting a microtransit pilot project to connect riders to main route service by bridging the first mile, last mile gap. This flexible, on-demand rideshare service is designed to connect riders to the fixed route system by providing point-to-point rides along identified fixed route corridors. The pilot project, which started in January 2020, is evaluating the feasibility of using local taxis to expand SunLine's service area and reach non-traditional markets.

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

---

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

- Strive to fully implement approved Refueled initiatives:
  - Implement Route 1X in fall 2022 contingent on availability of coach operators.
  - Increase the frequencies as noted in Figure 3.1 as soon as possible, contingent on availability of coach operators.
- Develop new service strategies to serve the new Acrisure Arena scheduled to open January 2023 in Palm Desert.
- Explore the feasibility of expanding the SunRide program, implement two new SunRide zones, in the City of Indio and City of Cathedral City in September 2022
- Complete construction of the Coachella Mobility Hub with a proposed opening/ready for service date of January 2024, or earlier upon completion of construction
- Contingent on approval of Areas of Persistent Poverty grant, develop plan, enter into a project development agreement, and develop funding for constructing a new mobility hub in Cathedral City
- Through ongoing bus stops and amenities improvement program, replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy, and address non-emergency safety and accessibility improvements. Continuous improvement of bus stops and amenities is essential to maintain and improve the first impression of SunLine where current and potential passengers and the community connect with SunLine.
- Marketing plan – continue with SunLine’s ongoing improvement, communications, and education programs to enhance collaborative planning efforts that protect the integrity of the transit network and benefits of transit—that is, improve the experience of the entire journey
- Update bus stop signs systemwide – ensure bus stops are easily identifiable, clean, accessible, and welcoming. To complement this program, SunLine is also updating bus stop signs with new information to connect with real-time bus arrival information and schedules necessary to complete the transit trip. These improvements are essential to attracting choice riders and expanding the transit market by making it convenient to use transit.

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

### **3.1 Service Plans and Priorities FY2023-2025**

The Refueled route network is functioning well, notwithstanding the impact of the pandemic. Few service changes are proposed in the short term, such as restoring service to pre-pandemic levels, introducing the postponed Route 1X, and developing options to serve the Acrisure Arena. Overall, however, a planned high-level review of route performance and recent developments within the region may result in a more detailed review of service plans and priorities, as discussed below.

#### **3.1.1 Return to Pre-Pandemic Service Levels**

During the COVID-19 pandemic, SunLine reduced service in response to a decrease in ridership and available drivers. As shown in Figure 3.1, SunLine is currently operating a modified schedule, but intends to restore full service frequencies and spans. Full service provision is included in SunLine's FY23 budget. The main constraint to adding service is the challenge of hiring, training, and retaining bus operators during this period of low unemployment and high inflation. SunLine is considering multiple strategies to supplement service levels efficiently, including prioritizing peak-period frequency improvements and reviewing schedules to make the best use of current resources. Higher-productivity routes, such as Route 2, will be prioritized for increases in frequency and span as additional bus operators are available.

**Figure 3.1 Headway by Route and Service Level**

Route	Description	Regular Service			Modified Schedule		
		Wk	Sa	Su	Wk	Sa	Su
1	Coachella - Via Hwy 111 - Palm Springs	20	20	20	20	20	20
2	Desert Hot Springs - Palm Springs - Cathedral City	20	40	40	40	40	40
3	Desert Edge - Desert Hot Springs	60	60	60	60	60	60
4	Palm Desert Mall - Palm Springs	40	60	60	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall	60	NS	NS	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	45	60	60	60	60	60
7	Bermuda Dunes - Indian Wells - La Quinta	45	90	90	90	90	90
8	North Indio - Coachella - Thermal/Mecca	40	60	60	60	60	60
9	North Shore - Mecca - Oasis	60	60	60	60	60	60
10	Indio - CSUSB Palm Desert - CSUSB - San Bernardino Transit Center/ Metrolink	4 round trips	NS	NS	4 round trips	NS	NS
1X	Express Indio - Palm Springs	TBD	NS	NS	NS	NS	NS

Notes: Wk = weekday, Sa = Saturday, Su = Sunday, NS = no service, TBD = to be determined

### 3.1.2 Acrisure Arena

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

### 3.1.3 Coachella Mobility Hub

Routes 1, 6, and 8 currently connect at the Transfer Terminal at Vine Avenue and Fifth Street in Coachella. There are plans to develop a Coachella Mobility Hub at Fourth Street and Cesar Chavez Street, to open in January 2024. The Mobility Hub would provide a residential development, bus laybys, passenger amenities, and connecting pedestrian and bicycle paths. Following completion of the Mobility Hub, the current routes at the Vine Avenue Transfer Terminal should be refocused to service the Coachella Mobility Hub. Frequency on Route 1 is proposed to increase to every 15 minutes upon

completion of this mobility hub. Four additional buses have been procured to support this increased service on SunLine's most productive route.

#### **3.1.4 Route 10 Commuter Link**

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

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

#### **3.1.5 School Trippers**

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

#### **3.1.6 SunRide (Microtransit) Service**

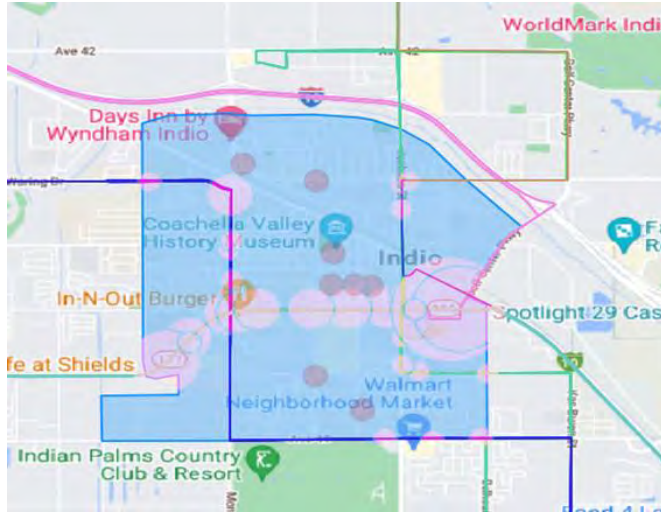
SunRide on-demand microtransit service is available in four Coachella Valley zones, connecting passengers to the fixed route network or a destination within the zone. As SunLine gains experience operating microtransit services, the existing zones should be reviewed to ensure they serve the appropriate geographies. Other service areas within the Coachella Valley should be assessed for new SunRide opportunities. These may be new service areas or existing fixed route substitutions.

#### **3.1.7 SunRide Future Service Plans**

SunLine plans to expand the current geo-fenced zones and introduce two more microtransit zones in Indio and Cathedral City in September 2022. The planned new geo-fenced zones are two additional identified areas that will benefit from the service. The plan is to purchase additional wheelchair-accessible minivans to serve the expansion of this service. Additional marketing to educate the public and promote this service is needed in all geo-fenced areas. It has been identified that street outreach teams are the best way to get the word out to the public on this service. Since the COVID-19 pandemic, SunLine ceased street outreach teams to assist in minimizing the spread of the virus. Once it is safe to begin educating the public on SunLine's family of services using street outreach teams again, SunLine believes ridership for the SunRide service will greatly improve.

### Indio

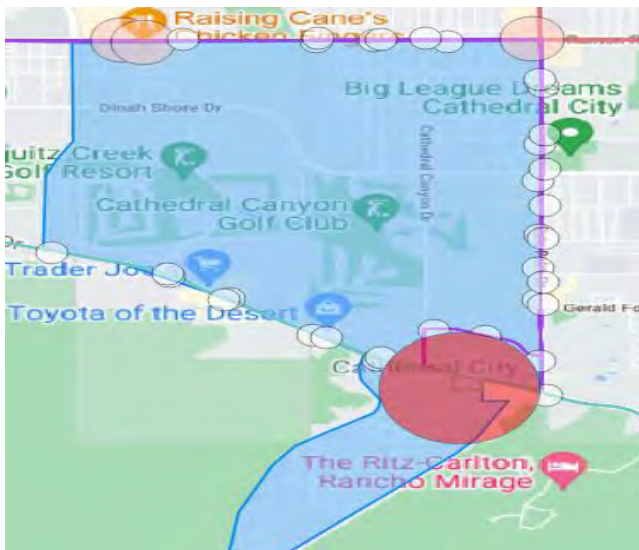
On-demand microtransit service will provide connections to fixed routes 1, 6, and 8. This geo-fence will also provide needed service to the Indio Teen Center, Senior Center and High School.



Estimated Daily Ridership	<b>10-15 (Initial Ridership)</b>
Vehicles Required	<b>1 (initial) 2 (future)</b>

### Cathedral City

On-demand microtransit service will connect riders to fixed Routes 1 and 2 and serve as a first-and last-mile solution in the area, incorporating a new service area in Cathedral Cove.



Estimated Daily Ridership	<b>10-15 (Initial Ridership)</b>
Vehicles Required	<b>1 (initial) 2 (future)</b>

Additionally, SunLine is exploring the feasibility of bringing SunRide on-demand microtransit services to communities in Palm Springs, and La Quinta.

### 3.1.8 Modifications to Paratransit Service

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

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

### 3.1.9 SolVan Service Goals

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

1. Gain new vanpool riders whose route travels through or ends in eastern Riverside County.
2. Continue educating employers and employees in eastern Riverside County about the benefits of promoting alternative modes of transportation, the SolVan program, and how the program works.
3. Continue to support SunLine as a leader in alternative transportation options, recognizing the agency for bringing a new commute option to eastern Riverside County.
4. Continue to support current vanpool participants to ensure their satisfaction with the program to promote long-term program participation.
5. Work alongside the regional rideshare program, IE Commuter, to mine employee data of carpoolers and interested carpoolers and drivers commuting long distances with regular work shifts for potential vanpool groups, add incentives and outreach efforts, and leverage large and small employers to create a green thinking workspace as an employee benefit.

#### *SolVan Marketing Plan*

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

- **Employer partnerships and network meetings:** Host Employee Transportation Coordinator network meetings at SunLine on a quarterly basis.

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



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

SunLine will balance a re-emergence from COVID-19 restrictions in FY22-23 while maintaining key messaging that conveys that SunLine offers safe, clean transportation alternatives to the Coachella Valley and beyond.

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

Marketing efforts should also highlight the continued expansion of SunLine's green fuels fleet, the progression of hydrogen fueling, and zero-emissions programs (including the West Coast Center of Excellence and the H2 SilverSTARS project that will introduce groundbreaking technology that produces hydrogen from renewable natural gas).

### 3.2.1 Goals

Goals are crucial for keeping SunLine on track and creating purpose for each marketing strategy implemented by the Marketing Department. Goal setting involves the development of an action plan designed to motivate involved groups toward a common goal. This year's goals include:

1. Restore and increase ridership overall
  - a. Increase SunRide ridership and promote its expansions
  - b. Increase promotion and ridership of the 10 Commuter Link
  - c. Gain ridership for Route 1X upon launch
2. Increase advertising revenue
3. Expand awareness of clean energy initiatives
4. Improve customer satisfaction

### 3.2.2 Target Audiences

According to the 2019 Redhill Group survey, just over half (51 percent) of customers are employed either full-time (24 percent) or part-time (27 percent) and more than one-third (36 percent) of customers are students. A third (34 percent) are under 25 and the majority (66 percent) are under 45 years old. Nearly half (48 percent) of SunLine customers identify themselves as Hispanic/Latino, just over one quarter (28 percent) identify as White, and 14 percent as African American. COVID-19 may have affected these numbers to some degree, but they are still a good benchmark for marketing purposes.

The mean household size is 3.2, and most customers live in households with an annual income of less than \$50,000 (90 percent). Sixty percent of customers live in households with an annual income of less than \$25,000. The estimated median annual household income system-wide is \$20,203, which falls

below the 2019 Poverty Guideline for a family of 3, as released by the U.S. Department of Health and Human Services.

To effectively implement marketing strategies that match the goals, understanding SunLine’s target audiences is crucial. The Marketing Department will focus its marketing efforts on the following key audiences:

- students
- current riders
- lapsed riders (due to COVID-19)
- potential new riders
- community at large
- industry professionals

### **3.2.3 Marketing Strategies**

SunLine will tailor its marketing strategies and messaging depending on each target audience and its motivations.

### **3.2.4 Social Media and Website**

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

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

### **3.2.5 Advertising**

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

### **3.2.6 Rider/Community Input**

A strong marketing program incorporates a strategy for listening to constituents. SunLine will create and facilitate a new survey to gather input regarding SunLine Refueled initiatives and how they are being received in the community. This provides the opportunity to learn about any issues that may need to be

addressed. Data gathered can be used to make any necessary adjustments to the SunLine Refueled pillars.

### **3.2.7 Public Relations**

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

### **3.2.8 Customer Service Center/Website**

SunLine’s customer service center expanded this past year to include LiveChat on the web for those who need immediate assistance navigating the new Consolidated Fixed Route network. The website has also been instrumental as a central resource for all communications and announcements disseminated by SunLine. In addition, the customer service center offers phone line support by customer service representatives Monday through Friday. Agents can use resources such as Google Transit Trip Planner and MyStop Bus Tracker to answer customer inquiries quickly and accurately. Bilingual customer service agents are available to assist with questions in both English and Spanish.

### **3.2.9 Video Production**

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

### **3.2.10 Rider’s Guide**

A revamped Rider’s Guide has become an essential communications tool for SunLine. A more updated format features relevant information for riders, including directions, maps, time points, bus stop locations, schedules, fares, transfer instructions, and how to receive assistance with SunLine’s programs and services. Transit system information, which aligns with the updated Rider’s Guide, can also be found at transit centers, on buses, and at bus stops. SunLine’s transit information is provided in both English and Spanish. A mini guide about SunLine Refueled programs and services will be also printed and distributed.

### **3.2.11 Clean Fuels Fleet Communications**

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

### **3.2.12 Internal Communications**

Keeping employees up to date on company initiatives and marketing efforts inspires higher morale and invites them to be involved in the bigger picture. To this end, SunLine has an internal newsletter featuring key stories and facts about SunLine's latest initiatives, such as SunLine Refueled. Virtual activities that are inclusive to all SunLine employees have also gone live. These efforts improve communication with the employee target audience, providing a platform for disseminating COVID-19 updates and making SunLine an even better place to work.

### **3.2.13 Building an Effective Marketing Plan**

All the tools mentioned above will be implemented to market SunLine as a leader in transportation, innovations, and alternative fuel technology. As stated, targeted messaging and the use of effective platforms and strategies will be pivotal to increasing ridership, rebuilding trust, communicating progress, and engaging employees. Despite the hardships and heartaches, COVID-19 challenged SunLine to reach new limits and taught us resilience and the importance of embracing new technology. While the road ahead of transportation looks different now, SunLine is driving the future of transit.

### **3.2.14 Community Outreach**

SunLine works with local organizations, businesses, government agencies, and nonprofit organizations to promote SunLine programs and services. Community outreach involves grassroots organizations to identify unmet transit needs and build community-based marketing partnerships. Historically, SunLine invests in these relationships by participating in community events such as mobility workshops, food drives, fundraisers, parades, and special events. During the COVID-19 pandemic, SunLine developed a new plan to connect with members of the community through virtual outreach efforts to capture different audiences. Such efforts provide SunLine the opportunity to promote transportation services and programs to existing riders and attract potential future riders. Outreach for Refueled will be especially important to educate community stakeholders on the enhancements to their transit experience.

### **3.2.15 Public Presentations**

Target audiences include seniors, students, social services, businesses, and community leaders. The main goal is public education related to the economic and environmental benefits of using public transportation. During presentations, SunLine highlights the key role that we hold as a public transit provider and leader in alternative fuel technology. SunLine's use of hydrogen electric fuel cell and battery electric fuel cell buses has affected the environment on a global scale. Presentations emphasize why this is important and how it affects residents of the Coachella Valley. These presentations typically occur at senior centers, colleges, and school orientation programs. In response to COVID-19, many presentations will be virtual, in partnership with host organizations.

### **3.2.16 Travel Training**

Transportation provides us with a sense of independence and opportunities to engage within our community. Sunline’s Travel Training Program offers opportunities for riders to learn how to independently traverse a public transit system. To this end, SunLine offers group and one-on-one training aboard a fixed route bus to build confidence and allow people to travel with ease.

### **3.2.17 Transit Ambassador Program**

The SunLine Transit Ambassador Program, known as TAP, empowers employees to expand SunLine’s culture of customer service. TAP consists of a series of training sessions that address crucial topics and everyday scenarios in public transportation service. A Transit Ambassador has completed this program and can assist passengers with their trip planning. Transit Ambassadors will assist the rider until the rider feels confident in navigating the SunLine system independently.

### **3.2.18 Access Advisory Committee**

The Access Advisory Committee, which meets bi-monthly, was formed in 1995 as an advocacy group consisting of various agencies in the Coachella Valley. Committee members range from community activists to everyday transit users who are committed to promoting successful implementation of the transportation provisions of the ADA and other related federal legislation or regulations.

### **3.2.19 Human Trafficking Prevention**

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

### **3.2.20 Areas of Persistent Poverty and Historically Disadvantaged Communities**

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

### 3.3 Pandemic Recovery Recommendations and Best Practices

As part of the ongoing SunLine Refueled before and after study, a literature review was conducted to glean insight on the future of transit and best practices for recovery from the pandemic. Through this process, several themes emerged:

- Transit demand has been reduced by the pandemic, but not in an even manner. Lower-income riders and essential workers commuting to in-person jobs at all hours continue to depend on transit service. In contrast, the increase in telecommuting is anticipated to be sustained, although to an uncertain degree, resulting in reduced peak period demand for travel to central business districts. Agencies can respond by preserving frequent line-haul service throughout the day while deemphasizing costly peak-period service.
- Network redesigns that emphasize a set of frequent core routes, as Sunline Refueled does, have proven successful for other agencies, and this is the type of service that has performed best through the pandemic by meeting the needs of the disadvantaged populations that remain the “core” ridership base for transit agencies.
- Changes in vehicular travel patterns throughout the pandemic affect bus running time across the day and may require schedule modifications. Well-established practices, such as dedicated lanes and transit signal priority (TSP), can help agencies ameliorate the impacts of rising congestion and improve competitiveness in comparison with other modes. SunLine is participating in the ongoing SCAG Regional Transit Lanes Study, which includes Highway 111 as a potential corridor for transit priority treatments.
- The untethering of jobs from offices has resulted in a shift toward living in suburbs and smaller urban areas, and the Coachella Valley is likely to continue growing faster than the Southern California region. As these population shifts drive development, SunLine will need to reevaluate which areas have sufficient population to support service and whether service levels are keeping up with growth in population.
- As transit ridership recovers, flexible, on-demand microtransit may be a more cost-effective way to maintain service coverage in areas with low fixed route ridership. Microtransit can also have synergy with and improve the efficiency of paratransit service through sharing of vehicles and automation of trip assignments. SunLine and RideCo are evaluating the potential of expansion of SunRide service areas.

### 3.4 Projected Ridership Growth FY23–25

Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine expects it may take several years for ridership to rebound. SunLine and its planning partners are using the regional travel demand model to prepare long-term ridership forecasts for the unconstrained transit redesign.

### 3.5 Proposed Fare Structure Changes

While the Board of Directors has directed SunLine staff to explore a fare-free system, the aim of this fare policy is to increase SunLine’s revenues with a simplified structure that continues to provide support for low-income individuals. Recent fare-related efforts and actions are discussed below.

#### ***Haul Pass***

The College of the Desert and California State University, San Bernardino’s Palm Desert campus are important transit markets in our service area. Started in August 2018 with a grant from the LCTOP, the SunLine Haul Pass program gives students at these schools free access to SunLine buses with their student ID. The LCTOP grant is funding an expansion of the program to students who are enrolled in any Coachella Valley high schools. The program, which began with the 2021 school year, is anticipated to be available for 18 to 22 months with the goal of the program becoming self-sustaining in future years. All students that apply will be eligible to ride for free—not just to class, but anywhere SunLine buses go, anytime they operate.

#### ***Mobile Ticketing***

The 2020 Refueled survey showed that more than 86 percent of SunLine riders have access to a smartphone or tablet with an Internet connection. Access to a connected device is an important factor in the implementation of the Token Transit mobile ticketing pilot. Mobile ticketing allows riders to use a new method of acquiring passes and gives SunLine valuable information that will be used for a permanent mobile ticketing solution. Mobile ticketing will make paying fares much easier. There’s no need to carry coins or cash. No need to wait in line to buy a pass. And no need to search in a wallet for a buried bus pass. Customers can simply board the bus, use their phone to pay, and go.

**Review fares annually.** Fares should be reviewed annually to assess the ridership impact. This should include an examination of revenue by fare category and fare media. The fare review should provide a peer comparison to help ensure fare policy decisions are well-informed.

**Make fare adjustments as frequently as possible.** Fares should be adjusted annually to address inflation and to deliver a more gradual change to riders. Fares that are frozen for several years and then adjusted through a large disproportionate increase result in a “shock” to riders that may negatively affect the agency image and ridership.

**Calculate the SunLine internal rate of inflation to establish required fare adjustments.** Fare increases should be based on SunLine’s internal rate of inflation (goods, labor, and fuel), rather than the inflation of a general Consumer Price Index. The Consumer Price Index measures the inflation on a basket of goods and services unrelated to transit service and competing transportation modes.

To help low-income passengers access transit services and offset fare increases, SunLine may target fares for Coachella Valley residents who meet low-income guidelines. The U.S. Department of Labor’s Lower Living Standard Income Level is often used by transit agencies to determine eligibility for reduced

fares. It identifies income levels by family size that are adjusted annually based on changes in the Consumer Price Index.

### **3.6 Capital Improvement Planning**

Refueled implementation is closely tied to CARB's ICT regulation. The ICT regulation requires SunLine to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. As SunLine grows its fleet to provide additional service, it will need to evaluate daily mileage needs and the incremental capital or electricity costs of depot-charging electric buses that cannot be offset by available incentive and funding programs. SunLine is also planning for the new infrastructure needed to support hydrogen production and refueling for its fuel cell buses. It is also evaluating expansion of its satellite facility in Indio to support hydrogen and ZEB fueling and maintenance.

SunLine is working with CVAG to plan and fund street improvements needed to preserve bus travel times and improve service reliability. These street improvements include TSP measures, queue jumpers, and dedicated bus lanes. Super stops are another capital improvement aimed at enhancing the passenger experience. These stops include enlarged and near-level boarding areas, enhanced shelters, and upgraded amenities.

SunLine is also working with its member cities to improve multimodal connections to its fixed route bus service. This includes connections to the Coachella Valley Link. This bicycling and walking pathway will link Coachella Valley cities and the lands of three federally recognized tribes with a path that generally parallels Highway 111.

#### **3.6.1 Bus Stop Improvements**

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

Figure 3.2 summarizes the resulting allocation of bus shelters by jurisdiction. SunLine is committed to implementing these policy recommendations and installing the additional 29 shelters over the next three years.



**Figure 3.2 Allocation of Bus Stop Shelter Improvements**

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

Figure 3.3 summarizes the status of SunLine’s capital projects, and Figure 3.4 lists the financially unconstrained transit improvements (improvements that are currently not funded, unless noted).

**Figure 3.3 Status of SunLine’s Capital Projects**

SRTP #	Project Name	Status
<b>Performance Department</b>		
SL12-06	Solar Carports (Admin Bldg. Phase II)	Complete
SL17-05, SL18-06	Retention Beautification Phase II	Complete
SL19-12, SL15-14	Modular Building Demolition	Complete
SL15-05, SL14-06, SL20-12	CNG Fueling Station and Construction	Active

SRTP #	Project Name	Status
SL17-06, SL18-01, SL19-14, SL20-11	Operations Facility	Active
SL17-08	5 Hydrogen Electric Hybrid FCB and Hydrogen Station (AQIP Grant)	Active
SL18-08, SL20-07, SL21-06	Center of Excellence Facility (Zero Emission Maintenance Facility)	Active
SL16-09	5 Hydrogen Fuel Cell Buses (LowNo Grant)	Active
FTIP-RIV140502	Battery Dominant Hydrogen Fuel Cell Bus	Active
FTIP-RIV140821	TDM (Vanpool)	Active
SL19-11	Hydrogen Station Program Improvements	Active
SL21-07	SoCal Gas/Hydrogen Demonstration Project	Active
SL22-12 AHSC	Coachella Hub	Active
SL19-13	NICE Mobile Hydrogen Refueling Station at Div. II	Active
SL20-06	SunLine Property Expansion/ Solar Farm Phase I	Active
SL22-11	Liquid Hydrogen Refueling Infrastructure	Active
SL21-01	Microgrid to Hydrogen	Pending Start
SL21-07, SL22-04	Public Hydrogen Station	Pending Start
SL22-06	Microgrid to Hydrogen Phase III	Pending Start
SL22-10	Indio CNG Station Upgrade	Pending Start
<b>Maintenance Department</b>		
SL12-05, SL19-12	Floor Re-Surfacing Maintenance Building Div. 1	Complete
SL17-07, SL18-07	Purchase of Administrative Vehicles	Complete
SL18-02	Replacement of (2) Commuter Buses	Complete
CARES	Driver Door Barriers	Complete
SL15-06, SL17-07	Purchase of Five (5) Replacement Zero Emission Relief Cars	Active
SL15-12	Fleet Management Information System (FMIS)	Active
SL17-10	5 New Flyer Buses (EPA/AQMD)	Active
SL18-07, SL17-07	Purchase of Support Truck	Active
SL19-06, SL20-05, SL17-01, SL17-02, SL10-02	2020 Replacement and Expansion of Paratransit Buses	Active
SL20-01, SL16-09	Purchase of (5) New Flyer Fuel Cell Buses (VW Mitigation and LowNo)	Active
SL20-09	H2 Ride	Active

S RTP #	Project Name	Status
SL21-03	Four (4) Micro Transit Vehicles	Active
AHSC	Purchase of Four (4) Fixed Route CNG Buses	Active
SL21-10	Four-Post Lift	Active
SL22-01	MCI Bus	Active
SL21-04	Vans for Service Expansion	Active
SL18-05	Fixed Route Bus Rehabilitation	Pending Start
SL19-04	Parts Department and Warehouse Relocation	Pending Start
SL20-08	Facility Maintenance and Improvements	Pending Start
SL20-10	New Flyer AQIP	Pending Start
SL21-02	Replacement Bus	Pending Start
SL21-09	Upgrade Division I Fence	Pending Start
SL21-10	Maintenance Tools and Equipment	Pending Start
SL21-11	Replacement Support Vehicles	Pending Start
SL21-14	Perimeter Lighting Division I	Pending Start
SL21-15	Facility Improvements	Pending Start
SL22-02	Upgrades to Gate and Guard Shack	Pending Start
SL22-03	Facility Improvements	Pending Start
SL22-05	Replacement Paratransit Vehicles (10)	Pending Start
SL22-07	Maintenance Tools and Equipment	Pending Start
SL22-09	Bus Refurbishment	Pending Start
<b>Transportation Department</b>		
SL19-02	West Valley Refueled Bus Stops Project	Complete
SL19-02 SL22-08	East Valley - Refueled Bus Stops Project	Complete
SL22-08	Palm Desert Campus Park N Ride	Complete
SL22-08	Bus Stop Improvements	Pending Start
<b>Executive Office</b>		
SL15-10, SL19-15	Mobile Outreach Vehicle	Active
SL20-03	Boardroom Equipment Upgrade	Active

**Figure 3.4 Financially Unconstrained Transit Improvements**

Route #	Description	Annual Hours	Annual Miles	Expansion Buses (Excluding Spares)	Operating Cost	Capital Cost
1*	Coachella - Via Hwy 111 - Palm Springs. Increase weekday peak frequency from 20 minutes to every 15 minutes. Capital costs funded through an AHSC grant. Implementation date is tied to the completion of the Coachella Valley Mobility Hub. Tentative service start date is January 2024	6,120	91,910	4	\$ 704,840	\$ 4,800,000
1X*	Limited Stop Express Service between Indio -Palm Springs. Weekday peak limited stop service slated to start September 6, 2022	7,130	139,130	3	\$ 821,162	\$ 3,600,000
2	Desert Hot Springs - Palm Springs - Cathedral City. Increase weekday frequency from 20 minutes to every 15 minutes. Project not funded, implementation date to be determined.	13,300	175,570	4	\$ 1,531,761	\$ 4,800,000
3	Desert Edge - Desert Hot Springs. Increase weekday peak frequency from 60 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,922	34,276	1	\$ 221,357	\$ 1,200,000
4	Westfield Palm Desert - Palm Springs. Increase weekday peak frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	3,050	43,000	2	\$ 351,269	\$ 2,400,000
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert. Increase weekday peak frequency from 60 minutes to every 40 minutes. Project not funded, implementation date to be determined.	1,810	36,590	1	\$ 208,458	\$ 1,200,000
6	Coachella - Via Fred Waring - Westfield Palm Desert. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,450	36,200	1	\$ 282,167	\$ 1,200,000
7	Bermuda Dunes - Indian Wells - La Quinta. Increase weekday frequency from 45 minutes to every 30 minutes. Project not funded, implementation date to be determined.	1,363	24,581	1	\$ 156,977	\$ 1,200,000
8	North Indio - Coachella -Thermal/Mecca. Increase weekday frequency from 40 minutes to every 30 minutes. Project not funded, implementation date to be determined.	2,050	34,210	1	\$ 236,099	\$ 1,200,000
9**	North Shore - Mecca - Oasis. Frequency was improved to every 60 min in Jan 21 from every 180 minutes.	1,922	34,276	1	\$ 221,357	\$ 1,200,000
10	Implement Commuter Link service between West Coachella Valley - CSUSB, San Bernardino Transit Center (SBTC)/Metrolink and Amtrak Station. Add 4 new roundtrips. Project not funded, implementation date to be determined. Staff is researching public/public or public private opportunities to fund and implement this service.	5,916	191,557	2	\$ 681,346	\$ 2,400,000
<b>Total:</b>				<b>21</b>	<b>\$ 5,416,791</b>	<b>\$ 25,200,000</b>

\* Expansion buses are available

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

## Chapter 4. Financial Planning

---

The FY2023 financial planning process focused on prioritizing resources and alignment with the core strategic goals of the SunLine Refueled Initiative and regain ridership lost due to the COVID-19 pandemic. As aforementioned, in the midst of planning the FY2023-2025 SRTP, the COVID-19 pandemic of 2020 caused a major national and global disruption. The executive team at SunLine brought their diverse insights to most effectively allocate resources to maintain essential services. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants. Chapter 4 will be inserted upon finalizing the budget.

### 4.1 Operating and Capital Budget

In FY2023, SunLine will have an operating budget of \$46,085,647 and a capital budget of \$25,477,005 (Table 4 and 4A). The operating budget encompasses costs such as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The operating budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The Capital Improvement Program for FY 2023 focuses on continuing SunLine's investment in increasing its alternative fuel technology and energy efficient infrastructures. SunLine's Capital Program represents a unique opportunity to make long term investments in SunLine's operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board's Innovative Clean Transit mandate.

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

- Liquid Hydrogen Project
- Over the Road Hydrogen Fuel Cell Coaches (2)
- CNG Rehab (10) & Hydrogen Vehicle Purchase (4)
- Radio Replacement Phase II & Upgrade to ITS

SunLine Transit Agency has always led the industry in the adoption of alternative fuel solutions. The capital and operating budget for FY23 demonstrate its continued commitment to alternative fuels. SunLine has placed a high level of importance in leveraging available competitive funding whenever possible in order to meet the Agency's aggressive goals. One example of this success includes an award of \$8,409,070 from the Federal Transit Agency's Bus and Bus Facilities competitive funding opportunity which was announced in 2022 which is programmed in the FY23 capital program. The award aligns with the Agency's Innovative Clean Transit plan would allow the Agency to rehab ten existing CNG buses and purchase four (4) hydrogen fuel cell buses.

In FY22, SunLine initiated the purchase of land to build a solar power plant to generate sufficient electricity to power the Hydrogen Electrolyzer to produce hydrogen; capitalizing on the abundance of sunlight in the desert. The project in concept dubbed “Solar Microgrid to Hydrogen” is essential to comply with the California Air Resources Board’s (CARB) Innovative Clean Transit (ICT) mandate of introducing zero-emission buses (ZEBs). It will enable SunLine to comply with this mandate with minimal negative impacts on public transit services currently offered by offsetting the incremental cost of producing hydrogen or charging buses using electricity from the public electricity grid. The “Solar Microgrid to Hydrogen” will support the much needed energy security and independence to provide reliable public transit service. The “Solar Microgrid to Hydrogen” will serve as a sustainable, zero-emission energy source for producing hydrogen to power buses.

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

## 4.2 Funding Plans to Support Proposed Operating and Capital Program

For FY2023, funding plans for the proposed operating and capital programs are as follows:

Funding sources for the proposed operating budget includes FTA Section 5307 (Urban formula, ARPA), FTA Section 5311 (Rural, CRRSAA), FTA Section 5311 (f) (Intercity), Congestion Mitigation and Air Quality (CMAQ), California Air Resources Board, California Energy Commission, and Low Carbon Operating Program (LCTOP) funds apportioned by the California Department of Transportation (Caltrans), California State Transportation Agency, State Local Transportation Funds (LTF), Local Measure A funding and farebox revenue.

Funding sources for capital projects include funds from FTA Section 5307, FTA Section 5339, LCTOP, State Transit Assistance (STA), and State of Good Repair Funds (SGR).

The estimated FY2023 operating and capital budget of \$71,562,652 outlined in Table 4, is funded by:

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Section 5307	200,000	0%	-	0%
California Air Resources Board (CARB)	200,000	0%	-	0%
California Energy Commission	250,000	1%	-	0%
California State Transit Agency	-	0%	4,800,000	19%
CMAQ	893,098	2%	-	0%
CRRSAA Section 5311	832,331	2%	-	0%
Farebox	1,529,001	3%	-	0%
LCTOP	192,172	0%	1,500,000	6%
Local Transportation Fund (LTF)	24,157,512	52%	-	0%
Measure A	10,900,000	24%	-	0%
Other	403,500	1%	-	0%
Section 5307	5,869,769	13%	2,391,259	9%
Section 5311	409,279	1%	-	0%
Section 5311(f)	248,985	1%	-	0%
Section 5339	-	0%	10,393,811	41%
State of Good Repair	-	0%	907,935	4%
State Transit Assistance Fund (STA)	-	0%	5,484,000	22%
<b>Total</b>	<b>\$ 46,085,647</b>	<b>100%</b>	<b>\$ 25,477,005</b>	<b>100%</b>



For FY24 and FY25, figures presented in tables 4.2 and 4.3 to fund operating and capital expenditures are based on best available funding projections.

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Section 5307	230,000	0%	-	0%
CMAQ	552,607	1%	-	0%
Farebox	1,581,753	3%	-	0%
LCTOP	197,937	0%	649,779	5%
Local Transportation Fund (LTF)	28,888,564	61%	-	0%
Measure A	7,603,000	16%	-	0%
Other	2,930,067	6%	-	0%
Section 5307	4,989,928	10%	2,138,540	17%
Section 5311	344,944	1%	-	0%
Section 5311(f)	256,455	1%	-	0%
Section 5339	-	0%	669,802	5%
State of Good Repair	-	0%	850,000	7%
State Transit Assistance Fund (STA)	-	0%	8,441,879	66%
<b>Total</b>	<b>\$ 47,575,255</b>	<b>100%</b>	<b>\$ 12,750,000</b>	<b>100%</b>

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Section 5307	200,000	0%	-	0%
CMAQ	575,601	1%	-	0%
Farebox	1,639,528	3%	-	0%
LCTOP	203,731	0%	-	0%
Local Transportation Fund (LTF)	30,497,482	62%	-	0%
Measure A	7,755,000	16%	-	0%
Other	2,966,938	6%	-	0%
Section 5307	5,087,730	10%	1,840,000	38%
Section 5311	352,377	1%	-	0%
Section 5311(f)	264,149	1%	-	0%
Section 5339	-	0%	240,000	5%
State of Good Repair	-	0%	-	0%
State Transit Assistance Fund (STA)	-	0%	2,770,000	57%
<b>Total</b>	<b>\$ 49,542,536</b>	<b>100%</b>	<b>\$ 4,850,000</b>	<b>100%</b>



## **4.3 Regulatory and Compliance Requirements**

### **4.3.1 Americans with Disabilities Act**

SunLine complies with ADA guidelines by providing a 100 percent accessible revenue service fleet for fixed route transit services and ADA paratransit vehicles. As funding becomes available, SunLine continues to provide bus stop improvements to ensure accessibility. Staff also coordinates with developers and contractors regarding construction projects to include bus stop improvements when the opportunity arises.

### **4.3.2 Disadvantaged Business Enterprise**

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

### **4.3.3 Equal Employment Opportunity**

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-4 report biannually to the U.S. Equal Employment Opportunity Commission (EEOC) and its EEO/Affirmative Action Program to FTA every 4 years, or as major changes occur in the workforce or employment conditions. The most recent EEO-4 report was submitted to the EEOC and certified in February 2022. The most recent EEO/Affirmative Action Program was revised and submitted to FTA in September 2020. The next update to the EEO/Affirmative Action Program is due to the FTA in October 2024.

### **4.3.4 Title VI**

Title VI protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine's Title VI report was submitted to FTA in November 2019 and has an expiration date of October 2022.

### **4.3.5 Transportation Development Act**

The Transportation Development Act provides two major sources of funding for public transportation: the LTF and STA. RCTC commissioned Michael Baker International to conduct the Triennial Performance Audit as required by the Transportation Development Act; SunLine's findings are referenced in Table 6 of that document.

### **4.3.6 Federal Transit Administration Triennial Audit**

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

#### **4.3.7 National Transit Database**

To keep track of the industry and provide public information and statistics as growth occurs, FTA's National Transit Database records the financial, operating, and asset conditions of transit systems. Staff submit monthly reports and a yearly report which is used for funding formulas.

#### **4.3.8 Alternative Fuel Vehicles**

In alignment with SunLine's Board-approved Alternative Fuel Policy, all vehicles in the fleet use CNG, electric, or hydrogen fuel. The current active fleet consists of 56 CNG buses, 21 hydrogen electric fuel cell buses, four (4) battery electric buses, two (2) CNG coaches, one (1) diesel coach, 39 CNG paratransit vehicles, and 47 non-revenue CNG, gas and electric vehicles, including general support cars and trucks.

## Tables

**Table 1.0 Individual Route Descriptions**

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

**Table 1.1 Fleet Inventory – Motor Bus**



**Table 1.1 - Fleet Inventory**  
 FY 2022/23 Short Range Transit Plan  
 SunLine Transit Agency

**Bus (Motorbus) / Directly Operated**

Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2021/22	# of Contingency Vehicles FY 2021/22	Life to Date Vehicle Miles Prior Year End FY 2020/21	Life to Date Vehicle Miles through March FY 2021/22	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2021/22
2018	BYD	K9	35	4	40		4		188,605	61,452	15,363
2012	EDN	AXCESS	37	1	40	OR	1		191,571	200,962	200,962
2014	EDN	AXCESS	37	3	40	OR	3		467,458	506,617	168,872
2015	EDN	AXCESS	37	1	40	OR	1		18,154	39,659	39,659
2017	EDN	AXCESS	37	1	40		1		46,099	49,820	49,820
2018	EDN	AXCESS	37	5	40	OR	5		382,154	193,388	38,677
2009	EDN	EZRider32'	29	10	32	CN	10		4,196,818	437,848	43,784
2020	MCI	D4500	40	2	40	CN	2		6,196	61,976	30,988
2008	NFA	LF 40'	39	11	40	CN	11	4	13,673,239	618,443	56,222
2008	NFA	LF 40'	39	21	40	CN	21		15,096,648	721,971	34,379
2016	NFA	LF 40'	39	6	40	CN	6		1,627,581	311,018	51,836
2018	NFA	XCELSIOR	39	5	40		5		339,716	96,168	19,233
2020	NFA	XCELSIOR	39	10	40	CN	10		479,690	196,253	19,625
2021	NFA	XHE	39	5	40	HY	5			40,288	8,057
<b>Totals:</b>			523	85			85	4	36,713,929	3,535,863	41,598

**Table 1.1 Fleet Inventory – Demand Response**



**Table 1.1 - Fleet Inventory**  
 FY 2022/23 Short Range Transit Plan  
 SunLine Transit Agency

Demand Response / Directly Operated											
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2021/22	# of Contingency Vehicles FY 2021/22	Life to Date Vehicle Miles Prior Year End FY 2020/21	Life to Date Vehicle Miles through March FY 2021/22	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2021/22
2020	ARB	Freedom	12	15	27	CN	15			16,807	1,120
2015	EDN	AEROTECH	12	0	22	CN	6		1,620,747	416,512	69,418
2016	EDN	AEROTECH	12	0	22	CN	9		2,981,991	199,752	22,194
2018	SPC	Senator	12	14	23		14		1,638,849	108,140	7,724
<b>Totals:</b>			48	29			44		6,241,587	741,211	16,846

Table 2.0 Service Provider Performance Target Report



Table 2.0 -- Service Provider Performance Targets Report

FY 2021/22 Short Range Transit Plan Review  
SunLine Transit Agency

Data Elements	FY 2021/22 Plan	FY 2021/22 Target	FY 2021/22 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	1,837,124			
Passenger Miles	12,311,897			
Total Actual Vehicle Revenue Hours	298,163.0			
Total Actual Vehicle Revenue Miles	4,689,951.0			
Total Actual Vehicle Miles	5,508,213.0			
Total Operating Expenses	\$41,003,574			
Total Passenger Fare Revenue	\$7,700,204			
Net Operating Expenses	\$33,303,370			
<b>Performance Indicators</b>				
<b>Mandatory:</b>				
1. Farebox Recovery Ratio	18.77%	>= 17.49%	14.70%	Fails to Meet Target
<b>Discretionary:</b>				
1. Operating Cost Per Revenue Hour	\$137.52	<= \$156.57	\$154.76	Meets Target
2. Subsidy Per Passenger	\$18.13	>= \$14.37 and <= \$19.45	\$14.91	Meets Target
3. Subsidy Per Passenger Mile	\$2.70	>= \$2.21 and <= \$2.99	\$38.25	Fails to Meet Target
4. Subsidy Per Hour	\$111.70	>= \$119.70 and <= \$161.94	\$132.02	Meets Target
5. Subsidy Per Mile	\$7.10	>= \$7.85 and <= \$10.63	\$8.28	Meets Target
6. Passengers Per Revenue Hour	6.16	>= 7.08 and <= 9.58	8.86	Meets Target
7. Passengers Per Revenue Mile	0.39	>= 0.47 and <= 0.63	0.56	Meets Target
<b>Note:</b> Must meet at least 4 out of 7 Discretionary Performance Indicators				
<b>Productivity Performance Summary:</b>				
<b>Service Provider Comments:</b>				

**Table 2.1 FY 2021/22 SRTP Performance Report**



**FY 2022/23 - Table 2.1 -- SRTP Performance Report**  
**Service Provider: Riverside Transit Agency**  
**All Routes**

Performance Indicators	FY 2020/21 End of Year Actual	FY 2021/22 3rd Quarter Year-to-Date	FY 2022/23 Plan	FY 2022/23 Target	Plan Performance Scorecard (a)
Passengers	3,015,289	2,505,358	4,521,739	None	
Passenger Miles	25,257,263	21,158,646	35,956,537	None	
Revenue Hours	527,316.5	369,492.2	613,973.0	None	
Total Hours	621,509.4	424,396.6	692,897.0	None	
Revenue Miles	8,204,324.1	6,715,072.6	8,847,730.0	None	
Total Miles	10,604,352.2	13,210,470.3	10,790,709.0	None	
Operating Costs	\$79,126,016	\$58,480,958	\$93,245,222	None	
Passenger Revenue	\$6,761,776	\$9,768,280	\$4,063,900	None	
Measure-A Revenue			\$4,000,000	None	
LCTOP Revenue			\$0	None	
Operating Subsidy	\$72,364,240	\$48,712,678	\$89,181,322	None	
Operating Costs Per Revenue Hour	\$150.05	\$158.27	\$151.87	<= \$162.77	Meets Target
Operating Cost Per Revenue Mile	\$9.64	\$8.71	\$10.54	None	
Operating Costs Per Passenger	\$26.24	\$23.34	\$20.62	None	
Farebox Recovery Ratio	8.55%	16.70%	8.64%	>= 0.2	Fails to Meet Target
Subsidy Per Passenger	\$24.00	\$19.44	\$19.72	>= \$16.52 and <= \$22.36	Meets Target
Subsidy Per Passenger Mile	\$2.87	\$2.30	\$2.48	>= \$1.96 and <= \$2.65	Meets Target
Subsidy Per Revenue Hour	\$137.23	\$131.84	\$145.25	>= \$112.06 and <= \$151.62	Meets Target
Subsidy Per Revenue Mile	\$8.82	\$7.25	\$10.08	>= \$6.16 and <= \$8.34	Fails to Meet Target
Passengers Per Revenue Hour	5.72	6.78	7.36	>= 5.76 and <= 7.80	Meets Target
Passengers Per Revenue Mile	0.37	0.37	0.51	>= 0.31 and <= 0.43	Better Than Target

a) The Plan Performance Scorecard column is the result of comparing the FY 2022/23 Plan to the FY 2022/23 Primary Target.

**Table 2.2 SRTP Service Summary – Systemwide Totals**



**Table 2.2 -- SunLine Transit Agency -- SRTP Service Summary  
FY 2022/23 Short Range Transit Plan  
All Routes**

	FY 2019/20 Audited	FY 2020/21 Audited	FY 2021/22 Plan	FY 2021/22 3rd Qtr Actual	FY 2022/23 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	24	28	110	32	114
<b>Financial Data</b>					
Total Operating Expenses	\$36,749,538	\$38,307,320	\$41,003,574	\$29,183,334	\$46,085,299
Total Passenger Fare Revenue	\$8,529,264	\$3,128,807	\$7,700,204	\$4,288,751	\$8,631,860
Net Operating Expenses (Subsidies)	\$28,220,273	\$35,178,513	\$33,303,370	\$24,894,582	\$37,453,439
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	3,517,269	2,088,342	1,837,124	1,670,017	2,526,007
Passenger Miles	28,199,989	13,609,898	12,311,897	14,924,375	22,423,740
Total Actual Vehicle Revenue Hours (a)	288,253.2	251,836.8	298,163.0	188,570.9	302,409.0
Total Actual Vehicle Revenue Miles (b)	4,346,984.7	3,854,595.8	4,689,951.0	3,006,026.7	4,666,719.0
Total Actual Vehicle Miles	4,987,906.5	4,565,462.6	5,508,213.0	3,569,387.7	5,519,688.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$127.49	\$152.11	\$137.52	\$154.76	\$152.39
Farebox Recovery Ratio	23.21%	8.17%	18.77%	14.70%	18.73%
Subsidy per Passenger	\$8.02	\$16.85	\$18.13	\$14.91	\$14.83
Subsidy per Passenger Mile	\$1.00	\$2.58	\$2.70	\$1.67	\$1.67
Subsidy per Revenue Hour (a)	\$97.90	\$139.69	\$111.70	\$132.02	\$123.85
Subsidy per Revenue Mile (b)	\$6.49	\$9.13	\$7.10	\$8.28	\$8.03
Passenger per Revenue Hour (a)	12.2	8.3	6.2	8.9	8.4
Passenger per Revenue Mile (b)	0.81	0.54	0.39	0.56	0.54

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



**Table 2.2 SRTP Service Summary – All Fixed Routes**



**Table 2.2 -- SunLine-BUS -- SRTP Service Summary  
FY 2022/23 Short Range Transit Plan  
All Routes**

	FY 2019/20 Audited	FY 2020/21 Audited	FY 2021/22 Plan	FY 2021/22 3rd Qtr Actual	FY 2022/23 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	17	20	71	23	71
<b>Financial Data</b>					
Total Operating Expenses	\$30,619,818	\$32,163,241	\$34,573,464	\$24,754,036	\$38,949,392
Total Passenger Fare Revenue	\$7,813,234	\$2,851,245	\$6,476,297	\$3,945,612	\$7,273,611
Net Operating Expenses (Subsidies)	\$22,806,584	\$29,311,995	\$28,097,167	\$20,808,424	\$31,675,781
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	3,379,520	2,000,077	1,755,235	1,580,230	2,383,597
Passenger Miles	25,998,612	12,102,290	10,619,170	13,532,631	20,451,265
Total Actual Vehicle Revenue Hours (a)	225,937.1	192,663.2	241,523.0	140,990.7	230,762.0
Total Actual Vehicle Revenue Miles (b)	3,329,357.2	2,921,256.1	3,783,187.0	2,230,639.2	3,621,991.0
Total Actual Vehicle Miles	3,760,624.0	3,405,857.9	4,338,106.0	2,636,751.2	4,164,571.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$135.52	\$166.94	\$143.15	\$175.57	\$168.79
Farebox Recovery Ratio	25.52%	8.86%	18.73%	15.94%	18.67%
Subsidy per Passenger	\$6.75	\$14.66	\$16.01	\$13.17	\$13.29
Subsidy per Passenger Mile	\$0.88	\$2.42	\$2.65	\$1.54	\$1.55
Subsidy per Revenue Hour (a)	\$100.94	\$152.14	\$116.33	\$147.59	\$137.27
Subsidy per Revenue Mile (b)	\$6.85	\$10.03	\$7.43	\$9.33	\$8.75
Passenger per Revenue Hour (a)	15.0	10.4	7.3	11.2	10.3
Passenger per Revenue Mile (b)	1.02	0.68	0.46	0.71	0.66

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

Table 2.2 SRTP Service Summary – SunDial



Table 2.2 -- SunLine-DAR -- SRTP Service Summary  
 FY 2022/23 Short Range Transit Plan  
 All Routes

	FY 2019/20 Audited	FY 2020/21 Audited	FY 2021/22 Plan	FY 2021/22 3rd Qtr Actual	FY 2022/23 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	1	1	30	1	30
<b>Financial Data</b>					
Total Operating Expenses	\$6,129,719	\$6,144,079	\$6,430,110	\$4,429,297	\$7,135,907
Total Passenger Fare Revenue	\$716,030	\$277,562	\$1,223,907	\$343,139	\$1,358,249
Net Operating Expenses (Subsidies)	\$5,413,689	\$5,866,518	\$5,206,203	\$4,086,158	\$5,777,658
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	122,126	71,129	61,110	74,738	117,978
Passenger Miles	1,294,392	568,981	486,436	714,254	955,622
Total Actual Vehicle Revenue Hours (a)	58,883.3	54,112.8	52,074.0	41,040.8	61,375.0
Total Actual Vehicle Revenue Miles (b)	833,825.0	732,186.7	662,303.0	605,333.0	780,622.0
Total Actual Vehicle Miles	1,043,480.0	946,874.8	925,646.0	748,773.0	1,091,011.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$104.10	\$113.54	\$123.48	\$107.92	\$116.27
Farebox Recovery Ratio	11.68%	4.52%	19.03%	7.75%	19.03%
Subsidy per Passenger	\$44.33	\$82.48	\$85.19	\$54.67	\$48.97
Subsidy per Passenger Mile	\$4.18	\$10.31	\$10.70	\$5.72	\$6.05
Subsidy per Revenue Hour (a)	\$91.94	\$108.41	\$99.98	\$99.56	\$94.14
Subsidy per Revenue Mile (b)	\$6.49	\$8.01	\$7.86	\$6.75	\$7.40
Passenger per Revenue Hour (a)	2.1	1.3	1.2	1.8	1.9
Passenger per Revenue Mile (b)	0.15	0.10	0.09	0.12	0.15

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

**Table 2.2 SRTP Service Summary – Vanpool**



**Table 2.2 -- SunLine-Vanpool -- SRTP Service Summary  
FY 2022/23 Short Range Transit Plan  
All Routes**

	FY 2019/20 Audited	FY 2020/21 Audited	FY 2021/22 Plan	FY 2021/22 3rd Qtr Actual	FY 2022/23 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet	6	6	9	7	9
<b>Financial Data</b>					
Total Operating Expenses					
Total Passenger Fare Revenue					
Net Operating Expenses (Subsidies)					
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	15,623	16,028	20,779	12,356	19,014
Passenger Miles	906,984	929,467	1,206,291	650,883	994,531
Total Actual Vehicle Revenue Hours (a)	3,432.8	3,612.8	4,566.0	3,036.4	4,613.0
Total Actual Vehicle Revenue Miles (b)	183,802.5	191,498.0	244,461.0	145,481.5	222,586.0
Total Actual Vehicle Miles	183,802.5	191,498.0	244,461.0	145,481.5	222,586.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour					
Farebox Recovery Ratio					
Subsidy per Passenger					
Subsidy per Passenger Mile					
Subsidy per Revenue Hour (a)					
Subsidy per Revenue Mile (b)					
Passenger per Revenue Hour (a)	4.6	4.4	4.6	4.1	4.1
Passenger per Revenue Mile (b)	0.09	0.08	0.08	0.08	0.09

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

*Table 2.2A Summary of Routes to be Excluded*

Route #	Description	Fare Box Calculation Exempt Routes
1	Coachella - Via Hwy 111 - Palm Springs	No
2	Desert Hot Springs - Palm Springs - Cathedral City	No
3	Desert Edge - Desert Hot Springs	No
4	Westfield Palm Desert - Palm Springs	No
5	Desert Hot Springs - CSUSB Palm Desert - Westfield Palm Desert	No
6	Coachella - Via Fred Waring - Westfield Palm Desert	No
7	Bermuda Dunes - Indian Wells - La Quinta	No
8	North Indio - Coachella -Thermal/Mecca	No
9	North Shore - Mecca - Oasis	No
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	No
1X	Express to Indio - Express to Palm Springs	Yes

**Table 2.3 SRTP Route Statistics (table 1 of 4)**



**Table 2.3 - SRTP Route Statistics**  
 SunLine Transit Agency -- 8  
 FY 2022/23  
 All Routes

**Data Elements**

Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LC TOP Revenue
SUN-1	All Days	14	957,410	8,214,578	73,500	79,027	1,088,822	1,242,675	\$11,622,301	\$2,324,460		
SUN-10 CL	Weekday	2	21,979	188,580	5,651	5,857	187,626	193,068	\$1,805,700	\$309,497		
SUN-1X	Weekday	3	45,988	394,577	5,765	6,815	102,808	133,115	\$1,244,975	\$248,995		
SUN-2	All Days	12	627,603	5,384,834	49,180	51,823	680,475	756,004	\$7,070,630	\$1,335,260		
SUN-200	Weekday	1	3,613	31,000	122	258	2,608	6,593	\$61,661	\$10,193		
SUN-3	All Days	1	64,908	556,911	5,426	5,753	87,706	98,378	\$920,091	\$172,474		
SUN-4	All Days	8	203,261	1,743,979	29,969	31,469	434,861	471,358	\$4,408,444	\$870,681		
SUN-400	Weekday	1	1,912	16,405	129	285	1,972	6,090	\$56,960	\$11,392		
SUN-401	Weekday	1	219	1,879	143	241	1,897	5,157	\$48,235	\$2,278		
SUN-402	Weekday	1	552	4,736	64	206	924	4,700	\$43,955	\$8,791		
SUN-403	Weekday	1	1,444	12,390	14	40	385	1,132	\$10,589	\$2,118		
SUN-5	Weekday	4	13,339	114,449	2,882	3,710	74,700	100,812	\$942,856	\$157,284		
SUN-500	Weekday	1	3,019	25,903	88	204	1,384	3,002	\$28,074	\$5,529		
SUN-6	All Days	3	84,456	724,632	15,289	16,255	210,614	238,432	\$2,229,972	\$445,994		
SUN-7	All Days	2	69,836	599,193	8,844	9,151	116,873	126,348	\$1,181,691	\$236,338		
SUN-700	Weekday	1	4,186	35,916	220	305	3,436	5,794	\$54,188	\$10,838		
SUN-701	Weekday	1	10,498	90,073	213	350	3,224	6,959	\$65,083	\$13,017		
SUN-8	All Days	6	141,122	1,210,827	21,169	22,472	350,755	392,089	\$3,667,064	\$628,334		
SUN-800	Weekday	1	17,215	147,705	211	668	5,958	20,606	\$192,270	\$38,544		
SUN-801	Weekday	1	23,675	203,132	211	295	2,170	5,959	\$55,735	\$11,147		
SUN-802	Weekday	1	5,124	43,964	211	483	4,100	11,846	\$110,787	\$22,157		
SUN-803	Weekday	1	8,292	71,145	44	89	760	1,732	\$16,199	\$3,240		
SUN-9	All Days	4	73,946	634,457	11,417	13,305	257,933	332,722	\$3,111,932	\$405,050		
SUN-DAR	All Days	30	117,978	955,622	61,375	79,145	780,622	1,091,011	\$7,135,907	\$1,358,249		
SUN-TAXI	All Days	4	5,418	22,322	5,659	5,659	41,520	41,520				
		105	2,506,993	21,429,209	297,796	333,865	4,444,133	5,297,102	\$46,085,299	\$8,631,860		

**Table 2.3 SRTP Route Statistics (table 2 of 4)**



**Table 2.3 - SRTP Route Statistics**  
 SunLine Transit Agency -- 8  
 FY 2022/23  
 All Routes

Performance Indicators												
Route #	Day Type	Net Subsidy	Operating Cost Per Revenue Mile	Operating Cost Per Revenue Mile	Cost Per Passenger	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per Revenue Hour	Subsidy Per Revenue Mile	Passengers Per Hour	Passengers Per Mile
SUN-1	All Days	\$9,297,941	\$158.13	\$10.67	\$12.14	19.99%	\$9.71	\$1.13	\$126.50	\$8.54	13.03	0.88
SUN-10 CL	Weekday	\$1,496,203	\$319.54	\$9.62	\$82.16	17.14%	\$68.07	\$7.93	\$264.77	\$7.97	3.89	0.12
SUN-1X	Weekday	\$995,980	\$215.95	\$12.11	\$27.07	20.00%	\$21.66	\$2.52	\$172.76	\$9.69	7.98	0.45
SUN-2	All Days	\$5,735,370	\$143.77	\$10.39	\$11.27	18.88%	\$9.14	\$1.07	\$116.62	\$8.43	12.76	0.92
SUN-200	Weekday	\$51,468	\$505.42	\$23.64	\$17.07	16.53%	\$14.25	\$1.66	\$421.87	\$19.73	29.61	1.39
SUN-3	All Days	\$747,617	\$169.57	\$10.49	\$14.18	18.74%	\$11.52	\$1.34	\$137.78	\$8.52	11.96	0.74
SUN-4	All Days	\$3,537,763	\$147.10	\$10.14	\$21.69	19.75%	\$17.41	\$2.03	\$118.05	\$8.14	6.78	0.47
SUN-400	Weekday	\$45,568	\$441.55	\$28.88	\$29.79	20.00%	\$23.83	\$2.78	\$353.24	\$23.11	14.82	0.97
SUN-401	Weekday	\$45,957	\$337.31	\$25.43	\$220.25	4.72%	\$209.85	\$24.46	\$321.38	\$24.23	1.53	0.12
SUN-402	Weekday	\$35,164	\$686.80	\$47.57	\$79.63	20.00%	\$63.70	\$7.42	\$549.44	\$38.06	8.63	0.60
SUN-403	Weekday	\$8,471	\$756.36	\$27.50	\$7.33	20.00%	\$5.87	\$0.68	\$605.07	\$22.00	103.14	3.75
SUN-5	Weekday	\$785,572	\$327.15	\$12.62	\$70.68	16.68%	\$58.89	\$6.86	\$272.58	\$10.52	4.63	0.18
SUN-500	Weekday	\$22,545	\$319.02	\$20.28	\$9.30	19.69%	\$7.47	\$0.87	\$256.19	\$16.29	34.31	2.18
SUN-6	All Days	\$1,783,978	\$145.85	\$10.59	\$26.40	19.99%	\$21.12	\$2.46	\$116.68	\$8.47	5.52	0.40
SUN-7	All Days	\$945,353	\$133.61	\$10.11	\$16.92	19.99%	\$13.54	\$1.58	\$106.89	\$8.09	7.90	0.60
SUN-700	Weekday	\$43,350	\$246.31	\$15.77	\$12.95	20.00%	\$10.36	\$1.21	\$197.05	\$12.62	19.03	1.22
SUN-701	Weekday	\$52,066	\$305.55	\$20.19	\$6.20	20.00%	\$4.96	\$0.58	\$244.44	\$16.15	49.29	3.26
SUN-8	All Days	\$3,038,730	\$173.23	\$10.45	\$25.99	17.13%	\$21.53	\$2.51	\$143.55	\$8.66	6.67	0.40
SUN-800	Weekday	\$153,726	\$911.23	\$32.27	\$11.17	20.04%	\$8.93	\$1.04	\$728.56	\$25.80	81.59	2.89
SUN-801	Weekday	\$44,588	\$264.15	\$25.68	\$2.35	20.00%	\$1.88	\$0.22	\$211.32	\$20.55	112.20	10.91
SUN-802	Weekday	\$88,630	\$525.06	\$27.02	\$21.62	19.99%	\$17.30	\$2.02	\$420.05	\$21.62	24.28	1.25
SUN-803	Weekday	\$12,959	\$368.16	\$21.31	\$1.95	20.00%	\$1.56	\$0.18	\$294.52	\$17.05	188.45	10.91
SUN-9	All Days	\$2,706,882	\$272.57	\$12.06	\$42.08	13.01%	\$36.61	\$4.27	\$237.09	\$10.49	6.48	0.29
SUN-DAR	All Days	\$5,777,658	\$116.27	\$9.14	\$60.49	19.03%	\$48.97	\$6.05	\$94.14	\$7.40	1.92	0.15
SUN-TAXI	All Days										0.96	0.13
		\$37,453,439	\$154.75	\$10.37	\$18.38	18.73%	\$14.94	\$1.75	\$125.77	\$8.43	8.42	0.56

**Table 2.3 SRTP Route Statistics (table 3 of 4)**



**Table 2.3 - SRTP Route Statistics**  
 SunLine Transit Agency -- VP-004.WR.ER  
 FY 2022/23  
 All Routes

**Data Elements**

Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LCTOP Revenue
SUN-VP	All Days	9	19,014	994,531	4,613	4,613	222,586	222,586				
		9	19,014	994,531	4,613	4,613	222,586	222,586				

**Table 2.3 SRTP Route Statistics (table 4 of 4)**



**Table 2.3 - SRTP Route Statistics**  
 SunLine Transit Agency -- VP-004.WR.ER  
 FY 2022/23  
 All Routes

Performance Indicators												
Route #	Day Type	Net Subsidy	Operating Cost Per Revenue Mile	Operating Cost Per Revenue Mile	Cost Per Passenger	Farebox Recovery Ratio	Subsidy Per Passenger	Subsidy Per Passenger Mile	Subsidy Per Revenue Hour	Subsidy Per Revenue Mile	Passengers Per Hour	Passengers Per Mile
SUN-VP	All Days										4.12	0.09
											4.12	0.09



**Table 3.0 Highlights of the FY2022/23 SRTP**

#	Description	Start Date
1	Increase all route frequencies gradually to regular service level (pre-COVID-19 level) as new coach operators are hired and trained	Ongoing
2	Launch Route 1X express service between Indio and Palm Springs along Highway 111 to test the effectiveness and desirability of the limited-stop service contingent on the ability to hire and train coach operators	Fall 22
3	Hire and train over forty coach operators to implement all approved service improvements	Ongoing
4	Launch new SunRide geo-fence zones in Cathedral City and Indio on September 5, 2022 and explore the feasibility of further expanding SunRide service	Sep-22
5	Develop service strategy for the new Acrisure Arena opening January 2023 in Palm Desert	Jan-22
6	Update bus stop signs, schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers	Ongoing
7	Implement the Innovative Clean Transit (ICT) plan. Transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)	Ongoing

Table 4.0 Summary of Funding Requests (1 of 3)



Table 4.0 - Summary of Funding Requests - FY 2022/23  
SunLine Transit Agency  
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5311	5311 CRRSAA	5311(I)	5339 COMP	5339 IC	5339 RS	CARB	CEC Funds	CMAQ OB	FARE	LCTOP OB	LCTOP PUC9313	LCTOP PUC9314
Clean Cities	\$36,000															
Commuter 10	\$450,000					\$248,685										
Hail Pass Program	\$373,172															
Operating Assistance	\$43,861,978	\$5,869,795	\$0	\$409,279	\$832,331					\$200,000	\$250,000		\$1,514,369	\$192,172		
Retention and Recruitment Incentive Program	\$200,000		\$200,000													
Route 1X	\$408,864											\$325,491				
Sunrise Rideshare	\$453,833												\$362,906	\$14,642		
Taxi Voucher Program	\$76,000															
Vanpool Program	\$240,000															
Vanpool Program	\$240,000															
Sub-total Operating	\$46,085,647	\$5,869,795	\$200,000	\$409,279	\$832,331	\$248,685	\$0	\$0	\$0	\$200,000	\$250,000	\$693,097	\$1,529,011	\$192,172	\$0	\$0
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5311	5311 CRRSAA	5311(I)	5339 COMP	5339 IC	5339 RS	CARB	CEC Funds	CMAQ OB	FARE	LCTOP OB	LCTOP PUC9313	LCTOP PUC9314
Bus Stops and Amenities - SL-23-12	\$300,000	\$240,000														
CNG Rehab (10) & Hydrogen Vehicle Purchase (4) - SL-23-07	\$9,209,070						\$8,409,070									
Equipment - SL-23-10	\$322,000	\$257,600														
Facility Improvement Projects - SL-23-02	\$1,200,000	\$980,000														
Indio CNG Station Upgrade Phase II - SL-23-01	\$500,000															
IT Projects - SL-23-06	\$250,000	\$200,000														
Liquid Hydrogen Trailer Project - SL-23-03	\$3,800,000														\$1,305,852	\$194,148
Microgrid to Hydrogen Phase IV - SL-23-05	\$1,807,936															
Over the Road Coaches - SL-23-04	\$4,800,000															
Radio Replacement Phase II & Upgrade to ITS - SL-23-09	\$2,798,000	\$253,650						\$1,655,958	\$28,792							
Real Time Surveillance System - SL-23-08	\$40,000															
Software Expansion - SL-23-11	\$900,000	\$480,000														
Sub-total Capital	\$25,477,008	\$2,391,259	\$0	\$0	\$0	\$0	\$8,409,070	\$1,655,958	\$28,792	\$0	\$0	\$0	\$0	\$0	\$1,305,852	\$194,148
<b>Total Operating &amp; Capital</b>	<b>\$71,562,655</b>	<b>\$8,261,054</b>	<b>\$200,000</b>	<b>\$409,279</b>	<b>\$832,331</b>	<b>\$248,685</b>	<b>\$8,409,070</b>	<b>\$1,655,958</b>	<b>\$28,792</b>	<b>\$200,000</b>	<b>\$250,000</b>	<b>\$693,097</b>	<b>\$1,529,011</b>	<b>\$192,172</b>	<b>\$1,305,852</b>	<b>\$194,148</b>

Table 4.0 Summary of Funding Requests (2 of 3)



Table 4.0 - Summary of Funding Requests - FY 2022/23  
SunLine Transit Agency  
Original

Operating												
Project	Total Amount of Funds	LTF	MA SPT	OTHR LCL	OTHR ST	SGR PUC99313	SGR PUC99314	STA PUC99313	STA PUC99314			
Clean Cities	\$36,000			\$36,000								
Commuter 10	\$450,000	\$51,015		\$150,000								
Hail Pass Program	\$373,172			\$181,000								
Operating Assistance	\$43,861,978	\$23,880,240	\$10,900,000									
Retention and Recruitment Incentive Program	\$200,000											
Route 1X	\$408,864	\$81,373										
Sunrise Rideshare	\$453,833	\$79,088										
Taxi Voucher Program	\$76,000	\$37,500		\$37,500								
Vanpool Program	\$240,000	\$25,200										
<b>Sub-total Operating</b>	<b>\$46,085,647</b>	<b>\$24,157,613</b>	<b>\$10,900,000</b>	<b>\$403,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
Capital												
Project	Total Amount of Funds	LTF	MA SPT	OTHR LCL	OTHR ST	SGR PUC99313	SGR PUC99314	STA PUC99313	STA PUC99314			
Bus Stops and Amenities - SL-23-12	\$300,000							\$60,000				
CNG Rehab (10) & Hydrogen Vehicle Purchase (4) - SL-23-07	\$9,209,070					\$681,344	\$118,658					
Equipment - SL-23-10	\$322,000							\$64,400				
Facility Improvement Projects - SL-23-02	\$1,200,000							\$19,800	\$223,200			
Indio CNG Station Upgrade Phase II - SL-23-01	\$500,000								\$500,000			
IT Projects - SL-23-06	\$250,000							\$60,000				
Liquid Hydrogen Trailer Project - SL-23-03	\$3,800,000							\$3,800,000				
Microgrid to Hydrogen Phase IV - SL-23-05	\$1,807,935					\$107,935						
Over the Road Coaches - SL-23-04	\$4,800,000				\$4,800,000							
Radio Replacement Phase II & Upgrade to ITS - SL-23-09	\$2,708,000							\$559,600				
Real Time Surveillance System - SI-23-08	\$90,000							\$90,000				
Software Expansion - SL-23-11	\$900,000							\$120,000				
<b>Sub-total Capital</b>	<b>\$23,477,009</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,800,000</b>	<b>\$789,279</b>	<b>\$118,658</b>	<b>\$4,780,800</b>	<b>\$723,200</b>			
<b>Total Operating &amp; Capital</b>	<b>\$71,562,652</b>	<b>\$24,157,613</b>	<b>\$10,900,000</b>	<b>\$403,500</b>	<b>\$4,800,000</b>	<b>\$789,279</b>	<b>\$118,658</b>	<b>\$4,780,800</b>	<b>\$723,200</b>			

Table 4.0 Summary of Funding Requests (3 of 3)



Table 4.0 - Summary of Funding Requests - FY 2022/23  
SunLine Transit Agency  
Original

FY 2022/23 Projected Funding Details	
5307 IC	\$5,889,769
5307 IC ARPA	\$200,000
5311	\$409,270
5311 CRRSAA	\$832,331
5311(I)	\$248,985
CARB	\$200,000
DEC Funds	\$250,000
DMAQ DB	\$993,097
FARE	\$1,529,001
LCTOP OB	\$162,172
LTF	\$24,157,513
MA SPT	\$10,900,000
OTHR LCL	\$403,500
<b>Total Estimated Operating Funding Request</b>	<b>\$46,085,647</b>
5307 IC	\$2,391,250
5339 COMP	\$8,409,070
5339 IC	\$1,956,968
5339 RS	\$28,788
LCTOP PUC99313	\$1,305,852
LCTOP PUC99314	\$194,148
OTHR ST	\$4,800,000
SGR PUC99313	\$789,279
SGR PUC99314	\$119,666
STA PUC99313	\$4,760,800
STA PUC99314	\$723,200
<b>Total Estimated Capital Funding Request</b>	<b>\$25,477,005</b>
<b>Total Funding Request</b>	<b>\$71,562,652</b>

**Table 4.0A Capital Project Justification (1 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-01 **FTIP No:** Not Assigned - New Project

**Project Name:** Indio CNG Station Upgrade Phase II

**Category:** Buildings and Facilities

**Sub-Category:** Upgrade

**Fuel Type:** N/A

**Project Description:** Improve Indio station efficiency at Indio location.

**Project Justification:** CNG station at Indio location requires upgrades to improve efficiency and increase its useful life.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
STA PUC89314	FY 2022/23	\$500,000
Total		\$500,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (2 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-02 **FTIP No:** Not Assigned - New Project

**Project Name:** Facility Improvement Projects

**Category:** Buildings and Facilities

**Sub-Category:** Rehabilitation/Improvement

**Fuel Type:** N/A

**Project Description:** Project will include demolition and repaving of current bus yard at Division I. Repair Div 1 maintenance roof and replace 4 swamp coolers.

**Project Justification:** Bus yard has met its useful life and requires an upgrade. Repaving will provide a safer area for staff and SunLine's fleet. Roof leaking water inside maintenance bay when it rains. Swamp coolers leaks water into the maintenance bays when running due to holes in the water drain pans.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
S307 IC	FY 2022/23	\$960,000
STA PUC99313	FY 2022/23	\$16,800
STA PUC99314	FY 2022/23	\$223,200
Total		\$1,200,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (3 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-03 **FTIP No:** Not Assigned - New Project

**Project Name:** Liquid Hydrogen Trailer Project

**Category:** Buildings and Facilities

**Sub-Category:** Modification

**Fuel Type:** N/A

**Project Description:** Installation of portable liquid hydrogen fueling trailer.

**Project Justification:** New liquid hydrogen station to serve as fueling resiliency for the expanding fuel cell bus fleet.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2022/23	\$3,800,000
Total		\$3,800,000

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

FTA Grant No.	FTIP ID No.	RCTS/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (4 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

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

**Project Name:** Over the Road Coaches

**Category:** Buildings and Facilities

**Sub-Category:** Expansion

**Fuel Type:** Electric

**Project Description:** Design, assembly, and delivery of two (2) fuel cell electric over the road coaches, provided by two manufacturers, chosen via a competitive RFP process to stimulate the supply base. Project will include extended coach testing – operation of the two coach buses in revenue service on the Route 10 Commuter Link for 1 year. This extended coach bus testing and commissioning will include data collection and reporting.

**Project Justification:** The fuel cell electric coach will create jobs around innovation and manufacturing; the chassis design, construction, integration, and maintenance could all be performed by California companies. Although the coach does have a lower technology readiness level (TRL), if successful there will be a large upside in terms of intellectual property, localization of manufacturing, and job creation. Operating the first fuel cell electric coach in North America will also cement SunLine Transit Agency as a leader in zero-emission vehicles and technological innovation. To commercialize hydrogen fuel technology for over the road buses.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
OTHR ST	FY 2022/23	\$4,800,000
Total		\$4,800,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



**Table 4.0A Capital Project Justification (5 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-05 **FTIP No:** Not Assigned - New Project

**Project Name:** Microgrid to Hydrogen Phase IV

**Category:** Buildings and Facilities

**Sub-Category:** Expansion

**Fuel Type:** N/A

**Project Description:** Additional LCTOP funding relating to microgrid project which includes solar panels and battery storage

**Project Justification:** Reduces electricity expenses and cost of hydrogen production. Lowers the Agencies carbon intensity level, allowing for more rebate funds. Provides resiliency in hydrogen production and electrical storage

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
LCTOP PUC99313	FY 2022/23	\$1,305,852
LCTOP PUC99314	FY 2022/23	\$184,148
SGR PUC99313	FY 2022/23	\$107,935
Total		\$1,607,935

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (6 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-06 **FTIP No:** Not Assigned - New Project

**Project Name:** IT Projects

**Category:** Vehicle Systems and Equipment

**Sub-Category:** Systems

**Fuel Type:** N/A

**Project Description:** This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics.

**Project Justification:** The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5307 IC	FY 2022/23	\$200,000
STA PUC99313	FY 2022/23	\$50,000
Total		\$250,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (7 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-07 **FTIP No:** Not Assigned - New Project

**Project Name:** CNG Rehab (10) & Hydrogen Vehicle Purchase (4)

**Category:** Bus

**Sub-Category:** Upgrade

**Fuel Type:** Other

**Project Description:** Rehab 10 CNG and replace 4 HFCB fixed route vehicles

**Project Justification:** Required rehabilitation and replacement of agency fixed route vehicles which aligns with the Agency's ICT plan.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5339 COMP	FY 2022/23	\$9,409,070
SGR PUC99313	FY 2022/23	\$681,344
SGR PUC99314	FY 2022/23	\$118,656
Total		\$9,209,070

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (8 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-08 **FTIP No:** Not Assigned - New Project

**Project Name:** Real Time Surveillance System

**Category:** Security

**Sub-Category:** Systems

**Fuel Type:** N/A

**Project Description:** This project is to add real time video surveillance to all agency support vehicles.

**Project Justification:** To analysis daily driving for fleet and driver safety in all agency fleet vehicles with real time in cab audio alerts to notify drivers to take corrective action and warn of potential accidents.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2022/23	\$90,000
Total		\$90,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (9 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

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

**Project Name:** Radio Replacement Phase II & Upgrade to ITS

**Category:** Communication and ITS

**Sub-Category:** Systems

**Fuel Type:** N/A

**Project Description:** Replace radio & ITS for all vehicles

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

**Project Schedule:**

Start Date	Completion Date

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5307 IC	FY 2022/23	\$253,659
5339 IC	FY 2022/23	\$1,955,958
5339 RS	FY 2022/23	\$28,783
STA PUC99313	FY 2022/23	\$559,600
Total		\$2,798,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (10 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-10 **FTIP No:** Not Assigned - New Project

**Project Name:** Equipment

**Category:** Maintenance

**Sub-Category:** Rehabilitation/Improvement

**Fuel Type:** N/A

**Project Description:** Purchase new or used man lift. Repair aging bus lifts and procure new coolant and oil drain carts.

**Project Justification:** Purchasing new or used man lift will save the agency money from renting equipment to service and maintain lights and camera that are not accessible by ladder. Lift cylinders are leaking oil. Div 2 needs new bus lift. Oil and coolant drain carts are past their useful life.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5307 IC	FY 2022/23	\$257,600
STA PUC99313	FY 2022/23	\$64,400
Total		\$322,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (11 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-11 **FTIP No:** Not Assigned - New Project

**Project Name:** Software Expansion

**Category:** Security

**Sub-Category:** Systems

**Fuel Type:** N/A

**Project Description:** Trapeze - Ops Web; Have Trapeze create a new module that would track the new bargaining units (Teamsters & ATU Maintenance Supervisors). It would be similar to Ops and would track attendance, incidents, documents, signing up for overtime (if it becomes part of the MOU), schedules, grievances, pay, etc.

**Project Justification:** Automating our business processes will help improve communication and empower our employees to securely view and update important information at their convenience via desktop computer and their mobile devices. Sending and acknowledgment of employee memos, automate bidding by employees entering bids remotely, speeding up the work assignment process, decrease absenteeism and automate timekeeping. Reduce paper time off request by integrating with absence quotas to auto-approve vacation requests. Overall reduce the risk of manual errors, decrease the cost due to absenteeism and overtime, increase payroll accuracy and decrease the time spent on work assignments and time off approvals. Sending and acknowledging of employee memos, automate bidding by employees entering bids remotely speeding up the work assignment process, decrease absenteeism and automate timekeeping. Overall reduce the risk of manual errors, decrease the cost due to absenteeism and overtime, increase payroll accuracy and decrease the time spent on work assignments. Currently, Trapeze (Ops) is unable to limit access or "hide" by job levels, which would allow employees to view their peer's profile. This makes it necessary for a new module to be created.

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5307 IC	FY 2022/23	\$480,000
STA PUC99313	FY 2022/23	\$120,000
Total		\$600,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

**Table 4.0A Capital Project Justification (12 of 12)**



**FY 2022/23 SRTP**  
**SunLine Transit Agency**  
**Table 4.0 A - Capital Project Justification**  
**Original**

**Project Number:** SL-23-12 **FTIP No:** Not Assigned – New Project

**Project Name:** Bus Stops and Amenities

**Category:** Bus Stop and Amenities

**Sub-Category:** Upgrade

**Fuel Type:** N/A

**Project Description:** On-going bus stops and amenities improvement program will replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy and address nonemergency safety and accessibility improvements.

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

**Project Schedule:**

Start Date	Completion Date
July 2022	June 2023

**PROJECT FUNDING SOURCES (REQUESTED):**

Fund Type	Fiscal Year	Amount
5307 IC	FY 2022/23	\$240,000
STA.PUC99313	FY 2022/23	\$60,000
Total		\$300,000

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

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



Table 4.0B Farebox Calculation

Table 4B - Farebox Calculation				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY20/21 Audit	FY21/22 (Estimate)	FY22/23 (Plan)
1	Farebox and other Revenues	2,916,374	4,652,205	2,124,308
2	Measure A	5,955,883	7,000,000	10,900,000
3	Interest	5,174	2,870	365
	<b>Total Revenue</b> for Farebox Calculation	8,877,431	11,655,075	13,024,673
	<b>Total Operating Expenses</b> for Farebox Calculation	38,029,995	39,189,711	46,085,647
	Farebox Recovery Ratio	23.34%	29.74%	28.26%

Table 4.1 Summary of Funding Requests in FY2023–2024 (1 of 3)



Table 4.1 – Summary of Funding Requests - FY 2023/24  
SunLine Transit Agency  
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5310	5311	5311(f)	5339 IC	CMAQ OB	FARE	LCTOP DB	LCTOP PUC9314	LTF	MA SPT	OTHR LCL	SGR PUC9314	STA PUC9313
Clean Cities	\$66,000													\$66,000		
Commuterlink 10	\$459,000					\$259,455						\$52,545		\$150,000		
Hail Pass Program	\$378,937									\$197,937				\$191,000		
Operating Assistance	\$45,225,624	\$4,989,928		\$0	\$344,944				\$1,559,790			\$28,231,395	\$7,903,000	\$2,496,567		
Retention & Recruitment Incentive Program	\$230,000		\$230,000													
Route 1X	\$427,208							\$341,786				\$65,442				
Sunrise Rideshare	\$477,587								\$21,983			\$455,624				
Taxi Voucher Program	\$76,000											\$37,500		\$37,500		
Vanpool Program	\$246,500							\$210,841				\$25,069				
<b>Sub-total Operating</b>	<b>\$47,575,256</b>	<b>\$4,989,928</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$344,944</b>	<b>\$259,455</b>	<b>\$0</b>	<b>\$562,607</b>	<b>\$1,581,773</b>	<b>\$197,937</b>	<b>\$0</b>	<b>\$28,888,585</b>	<b>\$7,603,000</b>	<b>\$2,930,067</b>	<b>\$0</b>	<b>\$0</b>
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5310	5311	5311(f)	5339 IC	CMAQ OB	FARE	LCTOP DB	LCTOP PUC9314	LTF	MA SPT	OTHR LCL	SGR PUC9314	STA PUC9313
Asphalt and Concrete Upgrade - SL-24-01	\$500,000															\$500,000
Bus Stops and Amenities	\$300,000															\$300,000
Facility Maintenance - SL-24-06	\$200,000															\$200,000
Fixed Route Bus Replacement - SL-24-07	\$5,200,000	\$2,138,540					\$669,802				\$649,779				\$850,000	\$1,741,879
Guard Shack Upgrade - SL-24-09	\$1,000,000															\$1,000,000
Hydrogen Infrastructure Improvement Program - SL-24-02	\$2,000,000															\$1,757,686
IT Projects	\$250,000															\$250,000
Maintenance Software Upgrade - SL-24-05	\$1,800,000															\$1,800,000
Mobile Command Center - SL-24-10	\$500,000															\$500,000
Operator Training Ground - SL-24-04	\$1,000,000															\$1,000,000
<b>Sub-total Capital</b>	<b>\$12,750,000</b>	<b>\$2,138,540</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$669,802</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$649,779</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$850,000</b>	<b>\$7,669,865</b>
<b>Total Operating &amp; Capital</b>	<b>\$60,325,256</b>	<b>\$7,128,468</b>	<b>\$230,000</b>	<b>\$0</b>	<b>\$344,944</b>	<b>\$259,455</b>	<b>\$669,802</b>	<b>\$562,607</b>	<b>\$1,581,773</b>	<b>\$197,937</b>	<b>\$649,779</b>	<b>\$28,888,585</b>	<b>\$7,603,000</b>	<b>\$2,930,067</b>	<b>\$850,000</b>	<b>\$7,669,865</b>
FY 2023/24 Projected Funding Details																
Total Estimated Operating Funding Request	\$47,575,256															

Table 4.1 Summary of Funding Requests in FY2023–2024 (2 of 3)



Table 4.1 - Summary of Funding Requests - FY 2023/24  
SunLine Transit Agency  
Original

Operating													
Project	Total Amount of Funds	STA PUC99314											
Clean Cities	\$66,000												
CommuterLink 10	\$458,000												
Hail Pass Program	\$378,937												
Operating Assistance	\$45,225,624												
Retention & Recruitment Incentive Program	\$230,000												
Route 1X	\$427,208												
Sunrise Rideshare	\$477,587												
Taxi Voucher Program	\$76,000												
Vanpool Program	\$268,500												
<b>Sub-total Operating</b>	<b>\$47,575,256</b>	<b>\$0</b>											
Capital													
Project	Total Amount of Funds	STA PUC99314											
Asphalt and Concrete Upgrade - SL-24-01	\$500,000	\$500,000											
Bus Stops and Amenities	\$300,000												
Facility Maintenance - SL-24-06	\$200,000												
Fixed Route Bus Replacement - SL-24-07	\$5,200,000												
Guard Shack Upgrade - SL-24-09	\$1,000,000												
Hydrogen Infrastructure Improvement Program - SL-24-02	\$2,000,000	\$242,014											
IT Projects	\$250,000												
Maintenance Software Upgrade - SL-24-05	\$1,800,000												
Mobile Command Center - SL-24-10	\$500,000												
Operator Training Ground - SL-24-04	\$1,000,000												
<b>Sub-total Capital</b>	<b>\$12,750,000</b>	<b>\$742,014</b>											
<b>Total Operating &amp; Capital</b>	<b>\$60,325,256</b>	<b>\$742,014</b>											

**Table 4.1 Summary of Funding Requests in FY2023–2024 (3 of 3)**



**Table 4.1 - Summary of Funding Requests - FY 2023/24**  
 SunLine Transit Agency  
 Original

FY 2023/24 Projected Funding Details	
5307 IC	\$4,989,928
5307 IC ARPA	\$230,000
5310	\$0
5311	\$344,944
5311(I)	\$254,455
CMAQ DB	\$552,807
FARE	\$1,981,753
LCTOP OB	\$197,937
LTF	\$29,888,565
MA SPT	\$7,603,000
OTHR LCL	\$2,930,067
5307 IC	\$2,138,540
5339 IC	\$809,802
LCTOP PLUC99314	\$849,779
SCR PLUC99314	\$850,000
STA PLUC99313	\$7,609,866
STA PLUC99314	\$742,014
Total Estimated Capital Funding Request	\$12,750,000
<b>Total Funding Request</b>	<b>\$60,325,256</b>

Table 4.2 Summary of Funding Requests in FY2024–2025



Table 4.2 - Summary of Funding Requests - FY 2024/25  
SunLine Transit Agency  
Original

Operating														
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5311	5311(f)	5339 IC	CMAQ OB	FARE	LCTOP OB	LTF	MA SPT	DTHR LCL	STA PUC99313	
Clean Cities	\$85,000											\$85,000		
Computer 10	\$469,270				\$264,149							\$150,000		
Haul Pass Program	\$384,731								\$203,731	\$64,121		\$191,000		
Operating Assistance	\$47,155,142	\$5,087,730		\$392,377				\$1,605,584		\$29,820,019	\$7,755,000	\$2,533,438		
Retention and Recruitment Incentive Program	\$200,000		\$200,000											
Route 1x	\$448,148						\$358,434			\$86,714				
SunRide/Rideshare	\$502,238							\$32,945		\$489,293				
Taxi Voucher Program	\$75,000									\$37,500		\$37,500		
Vanpool Program	\$244,007						\$217,189			\$26,811				
<b>Sub-total Operating</b>	<b>\$49,342,536</b>	<b>\$5,087,730</b>	<b>\$200,000</b>	<b>\$392,377</b>	<b>\$264,149</b>	<b>\$0</b>	<b>\$475,600</b>	<b>\$1,639,529</b>	<b>\$203,731</b>	<b>\$30,497,482</b>	<b>\$7,755,000</b>	<b>\$2,966,938</b>	<b>\$0</b>	
Capital														
Project	Total Amount of Funds	5307 IC	5307 IC ARPA	5311	5311(f)	5339 IC	CMAQ OB	FARE	LCTOP OB	LTF	MA SPT	DTHR LCL	STA PUC99313	
Bus Skys and Armenties - SL-25-04	\$300,000					\$240,000							\$60,000	
Hydrogen Station for Division I - SL-25-02	\$2,300,000	\$1,840,000											\$460,000	
IT Projects - SL-25-03	\$250,000												\$250,000	
Land Purchase - Division II - SL-25-01	\$2,030,000												\$2,030,000	
<b>Sub-total Capital</b>	<b>\$4,880,000</b>	<b>\$1,840,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$240,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,770,000</b>	
<b>Total Operating &amp; Capital</b>	<b>\$54,392,536</b>	<b>\$6,927,730</b>	<b>\$200,000</b>	<b>\$392,377</b>	<b>\$264,149</b>	<b>\$240,000</b>	<b>\$575,600</b>	<b>\$1,639,529</b>	<b>\$203,731</b>	<b>\$30,497,482</b>	<b>\$7,755,000</b>	<b>\$2,966,938</b>	<b>\$2,770,000</b>	
FY 2024/25 Projected Funding Details														
5307 IC	\$5,087,730													
5307 IC ARPA	\$200,000													
5311	\$392,377													
5311(f)	\$264,149													
CMAQ OB	\$575,600													
FARE	\$1,639,529													
LCTOP OB	\$203,731													
LTF	\$30,497,482													
MA SPT	\$7,755,000													
DTHR LCL	\$2,966,938													
<b>Total Estimated Operating Funding Request</b>	<b>\$49,342,536</b>													
5307 IC	\$1,840,000													
5339 IC	\$240,000													
STA PUC99313	\$2,770,000													
<b>Total Estimated Capital Funding Request</b>	<b>\$4,880,000</b>													
<b>Total Funding Request</b>	<b>\$54,392,536</b>													

## Appendix A: SunLine Existing Route Profiles

---

### Contents

Appendix A: SunLine Existing Route Profiles .....	118
Service Days .....	120
Route Numbers, Headsigns, and General Direction .....	121
Span of Service (Level 1) .....	122
FY23 Fixed Route Fleet.....	123
Route Frequency and Frequency Improvements Required to Get to Level 1 .....	124
Route 1: Coachella – Via Hwy 111 – Palm Springs.....	125
Route 2: Desert Hot Springs – Palm Springs – Cathedral City.....	126
Route 3: Desert Edge – Desert Hot Springs .....	128
Route 4: Palm Desert Mall – Palm Springs.....	129
Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall .....	130
Route 6: Coachella – Via Fred Waring – Palm Desert Mall .....	132
Route 7: Bermuda Dunes – Indian Wells – La Quinta .....	133
Route 8: North Indio – Coachella – Thermal/Mecca.....	135
Route 9: North Shore – Mecca – Oasis .....	137
Route 10 Commuter Link: Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC)/Metrolink.....	138
Route 1X: Express to Indio – Express to Palm Springs .....	139
School Trippers.....	140
Route 200 SB: Palm Springs High School AM Tripper .....	141
Route 400 SB: Raymond Cree/Palm Springs High School AM Tripper.....	142
Route 402 NB: Palm Canyon/Stevens AM Tripper.....	143
Route 403 NB: Vista Chino/Sunrise PM Tripper.....	144
Route 500 SB: Palm Desert Mall PM Tripper .....	145
Route 501 NB: Palm Desert High School AM Tripper .....	146
Route 501 SB: Palm Desert Mall AM Tripper .....	147
Route 700 SB: Harris/Washington – Calle Madrid/AVN Vallejo AM Tripper .....	148
Route 700 NB: Calle Madrid/Avn Vallejo – Harris/Washington AM Tripper .....	149
Route 701 SB: Calle Madrid/Avn Vallejo PM Tripper.....	150



Route 701 NB: Harris/Washington PM Tripper .....	151
Route 800 NB: Shadow Hills High School AM Tripper .....	152
Route 801 SB: Jackson/44th PM Tripper .....	153
Route 802 SB: Hwy 111/Golf Center Pkwy PM Tripper .....	154
Route 803 NB: Shadow Hills High School AM Tripper .....	155

## Service Days

FY22/23 Service Days	
Wkdy	255
Sat	52
Sun	56
N/S	2
<b>Total</b>	<b>365</b>

	FY22/23 Calendar Days			FY23 Monthly Service Days		
	Wkdy	Sat	Sun	Wkdy	Sat	Sun
Jul-22	21	5	5	20	5	6
Aug-22	23	4	4	23	4	4
Sep-22	22	4	4	21	4	5
Oct-22	21	5	5	21	5	5
Nov-22	22	4	4	21	4	4
Dec-22	22	5	4	21	5	4
Jan-23	22	4	5	21	4	6
Feb-23	20	4	4	20	4	4
Mar-23	23	4	4	23	4	4
Apr-23	20	5	5	20	5	5
May-23	23	4	4	22	4	5
Jun-23	22	4	4	22	4	4
<b>Total</b>	<b>261</b>	<b>52</b>	<b>52</b>	<b>255</b>	<b>52</b>	<b>56</b>

**Notes:**

*Sunday schedules operated on five weekdays:*

1. *Independence Day July 4, 2022*
  2. *Labor Day September 5, 2022*
  3. *Christmas Day December 26, 2022*
  4. *New Year's Day January 2, 2023*
  5. *Memorial Day May 29, 2023*
- No service (N/S) on Thanksgiving and December 25, 2022*



## Route Numbers, Headsigns, and General Direction

Route #	Headsigns	Direction
1	Coachella - Palm Springs	E/W
2	Desert Hot Springs - Cathedral City	N/S
3	Desert Edge - Desert Hot Springs	E/W
4	Palm Desert Mall - Palm Springs	E/W
5	Desert Hot Springs - Palm Desert Mall	N/S
6	Coachella - Palm Desert Mall	E/W
7	Bermuda Dunes/Indian Wells - La Quinta	N/S
8	North Indio - Thermal/Mecca	N/S
9	North Shore - Oasis	E/W
10	Indio - San Bernardino/Metrolink	E/W
1X	Express to Indio - Express to Palm Springs	E/W
<b>School Trips</b>		
200	PALM SPRINGS HIGH SCHOOL	
400	RAYMOND CREE / PALM SPRINGS HS	
401	PALM SPRINGS HIGH SCHOOL - VISTA CHINO / SUNRISE	
402	PALM CANYON / STEVENS	
500	PALM DESERT MALL	
700	HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO	N / S
701	CALLE MADRID / AVN VALLEJO	
800	SHADOW HILLS HIGH SCHOOL	
801	JACKSON / 44TH	
802	HWY 111 / GOLF CTR	



## Span of Service (Level 1)

Route #	Description	Direction	Weekday		Saturday		Sunday	
			Start*	End**	Start*	End**	Start*	End**
1	Coachella - Via Hwy 111 - Palm Springs	E/W	5:00:00 AM	11:12:00 PM	5:00:00 AM	11:12:00 PM	5:00:00 AM	11:12:00 PM
2	Desert Hot Springs - Palm Springs - Cathedral City	N/S	5:00:00 AM	11:23:00 PM	5:00:00 AM	10:54:00 PM	5:00:00 AM	10:54:00 PM
3	Desert Edge - Desert Hot Springs	E/W	5:00:00 AM	8:46:00 PM	6:45:00 AM	8:40:00 PM	6:45:00 AM	8:40:00 PM
4	Palm Desert Mall - Palm Springs	E/W	5:00:00 AM	11:13:00 PM	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (AM)	N/S	6:10:00 AM	9:00:00 AM	NS		NS	
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (PM)	N/S	3:00:00 PM	6:51:00 PM	NS		NS	
6	Coachella - Via Fred Waring - Palm Desert Mall	E/W	5:50:00 AM	8:45:00 PM	6:00:00 AM	9:18:00 PM	6:00:00 AM	9:18:00 PM
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	5:15:00 AM	8:51:00 PM	5:10:00 AM	9:20:00 PM	5:10:00 AM	9:20:00 PM
8	North Indio - Coachella - Thermal/Mecca	N/S	5:30:00 AM	10:42:00 PM	5:35:00 AM	10:59:00 PM	5:35:00 AM	10:59:00 PM
9	North Shore - Mecca - Oasis	E/W	5:45:00 AM	10:34:00 PM	5:40:00 AM	10:29:00 PM	5:40:00 AM	10:29:00 PM
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (AM)	E/W	5:20:00 AM	2:00:00 PM	NS		NS	
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (PM)	E/W	12:50:00 PM	8:00:00 PM	NS		NS	
1X	Express to Indio - Express to Palm Springs (AM)	E/W	5:30:00 AM	11:07:00 AM	NS		NS	
1X	Express to Indio - Express to Palm Springs (PM)	E/W	1:30:00 PM	7:07:00 PM	NS		NS	

NS: No Service

\* First trip starts

\*\* Last trip ends

Tentative Route 1X service start date: Tuesday, September 6, 2022



## FY23 Fixed Route Fleet

Route #	Weekday (Level of Service 1)		Weekday (Level of Service 2)		Saturday		Sunday	
	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate service*
1	14	14	15	16	15	16	15	16
2	12	12	5	5	5	5	5	5
3	1	1	1	1	1	1	1	1
4	8	8	5	5	5	5	5	5
5	2	2	2	2	0	0	0	0
6	3	3	3	3	3	3	3	3
7	2	2	1	1	1	1	1	1
8	5	6	4	5	4	5	4	5
9	3	4	4	6	4	6	4	6
10	2	2	2	2	0	0	0	0
1X	3	3	0	0	0	0	0	0
	55	57	42	46	38	42	38	42

\* Due to BEBs and FC buses, the actual number of buses needed to provide service is higher than VOMS

## Trippers During Level of Service 1 and 2

School Trips	Weekday (Level of Service 1)		Weekday (Level of Service 2)		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM	AM	PM
200	1		1		0		0	
400	1		1		0		0	
401		1						
402		1		1		0		0
403		1		1		0		0
500		1		1		0		0
700	1		1		0		0	
701		1		1		0		0
800	3		2		0		0	
801		1		2		0		0
802		1				0		0
	6	7	5	6	0	0	0	0
<b>Total</b>	<b>64</b>		<b>52</b>		<b>42</b>		<b>42</b>	



## Route Frequency and Frequency Improvements Required to Get to Level 1

Route #	Description	Level 1			Level 2		
		Weekday	Saturday	Sunday	Weekday	Saturday	Sunday
1	Coachella - Via Hwy 111 - Palm Springs	20	20	20	20	20	20
2	Desert Hot Springs - Palm Springs - Cathedral City	20	40	40	40	40	40
3	Desert Edge - Desert Hot Springs	60	60	60	60	60	60
4	Palm Desert Mall - Palm Springs	40	60	60	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (peak only service 3 AM&PM round trips)	60	NS	NS	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	45	60	60	60	60	60
7	Bermuda Dunes - Indian Wells - La Quinta	45	90	90	90	90	90
8	North Indio - Coachella -Thermal/Mecca	40	60	60	60	60	60
9	North Shore - Mecca - Oasis	60	60	60	60	60	60
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	4 round trips	NS	NS	4 round trips	NS	NS
1X	Express to Indio - Express to Palm Springs	AM/PM Peak	NS	NS	NS	NS	NS

NS: No Service

Frequency improvements required to get to Level 1

## Route 1: Coachella – Via Hwy 111 – Palm Springs

Route 1 is SunLine’s most popular route, which operates 7 days a week with 20-minute frequency and connects Palm Springs with Coachella using portions of East Palm Canyon Drive and Highway 111. It also serves the cities of Indio, La Quinta, Indian Wells, Palm Desert, Rancho Mirage, and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 2, 4, 5, 6, 7, and 8. Those transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 6 and 8), Highway 111 at Adams Street in La Quinta (connections with Route 7), Town Center Way at Hahn Road in Palm Desert (connections with Routes 4, 5, and 6), B Street at Buddy Rogers Avenue in Cathedral City (connections with Route 2), and Indian Canyon at Ramon Road in Palm Springs (connections with Routes 2 and 4). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called Route 111, the route was renamed in January 2021.



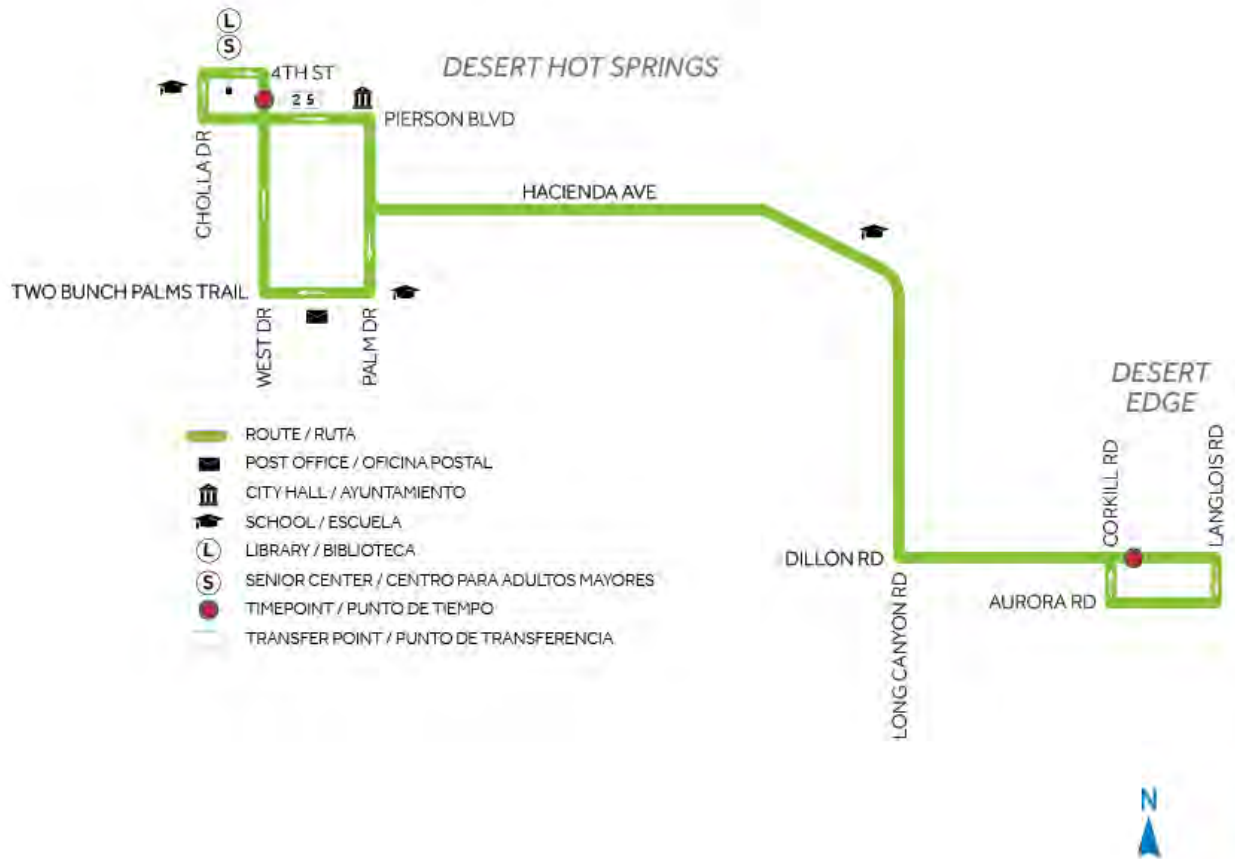
## **Route 2: Desert Hot Springs – Palm Springs – Cathedral City**

Route 2 is one of SunLine’s higher-performing routes and operates 7 days a week with 20-minute frequency. It connects Desert Hot Springs with Palm Springs and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers, and Palm Springs International Airport. A significant portion of Route 2 ridership is driven by customers living in Desert Hot Springs who work in downtown Palm Springs. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1, 3, 4, and 5. Those transfer points are located at B Street at Buddy Rogers Avenue in Cathedral City (connection with Route 1), Ramon Road at Date Palm Drive in Cathedral City (connection with Route 4), Indian Canyon Drive at Ramon Road in Palm Springs (connections with Routes 1 and 4), Sunrise Way at Vista Chino in Palm Springs (connection with Route 4), and West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 3 and 5). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 2 was combined from the previous Routes 14 and 30 and renamed in January 2021.



### Route 3: Desert Edge – Desert Hot Springs

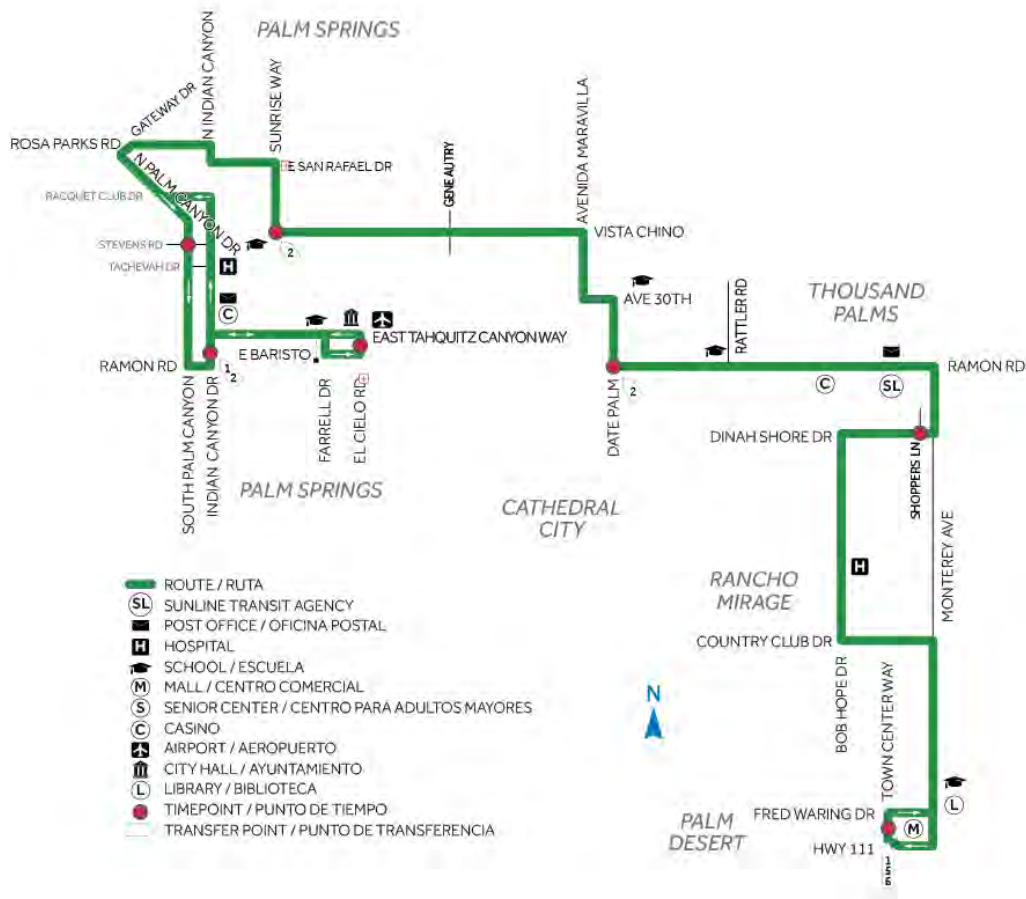
Route 3 operates 7 days a week with 60-minute frequency, connecting Desert Edge with Desert Hot Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 2 and 5. The transfer point is located at West Drive at Pierson Boulevard in Desert Hot Springs. Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called Route 15, the route was renamed in January 2021.





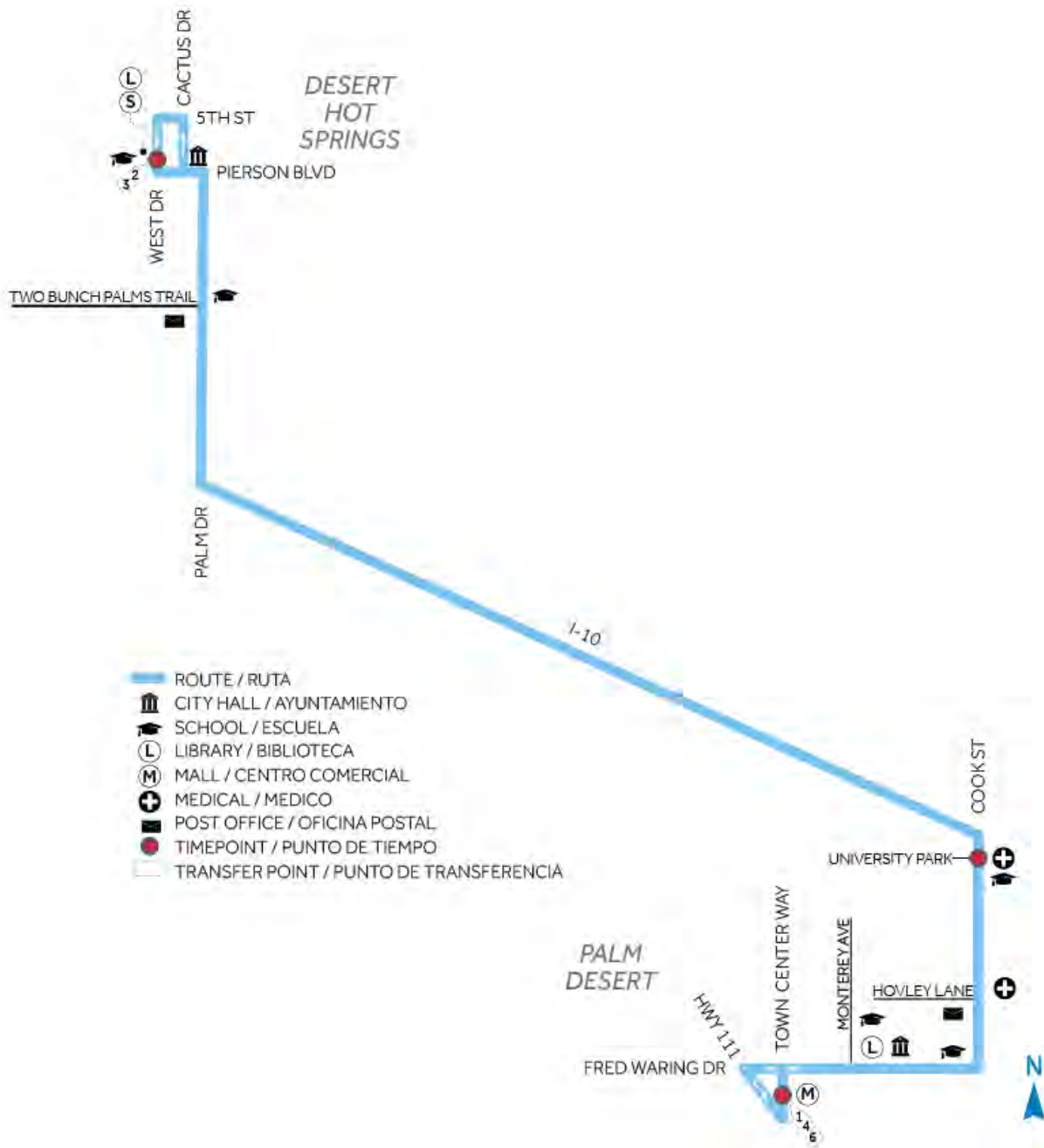
## Route 4: Palm Desert Mall – Palm Springs

Route 4 is one of SunLine’s higher-performing routes and operates 7 days a week with 40-minute frequency, connecting Palm Springs with Palm Desert. It also serves the cities of Thousand Palms, Rancho Mirage, and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers, and Palm Springs International Airport. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1, 2, 5, and 6. Those transfer points are located at Ramon Road at Date Palm Drive in Cathedral City (connection with Route 2), Indian Canyon Drive at Ramon Road in Palm Springs (connections with Routes 1 and 2), Sunrise Way at Vista Chino in Palm Springs (connection with Route 2), and Town Center Way at Hahn Road (connections with Routes 1, 5, and 6). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 4 was combined from previous Routes 24 and 32, and the route was renamed in January 2021.



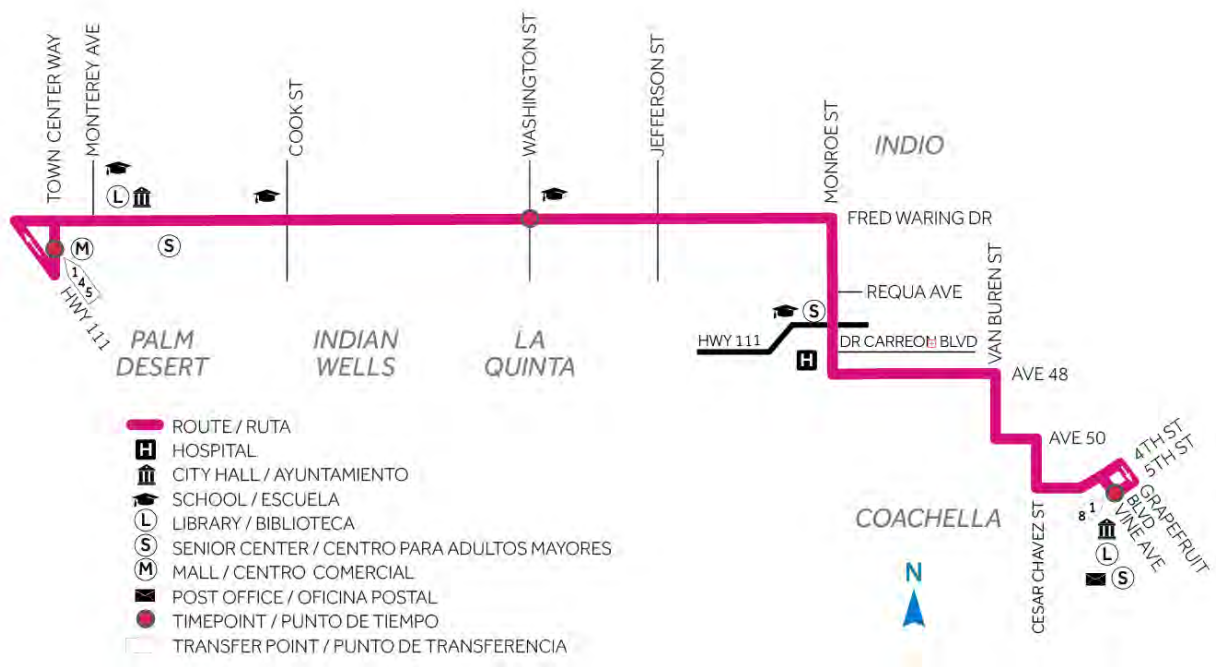
### **Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall**

Route 5 operates 5 days a week with 60-minute frequency, connecting Desert Hot Springs with Palm Desert using a portion of the Interstate 10 freeway. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1, 2, 3, 4, and 6. The transfer points are located at West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 2 and 3) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1, 4, and 6). Looking ahead, studies are underway to possibly boost service frequency to every 40 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Route 5 was combined from the previous Routes 20 and 21 and was renamed in January 2021.



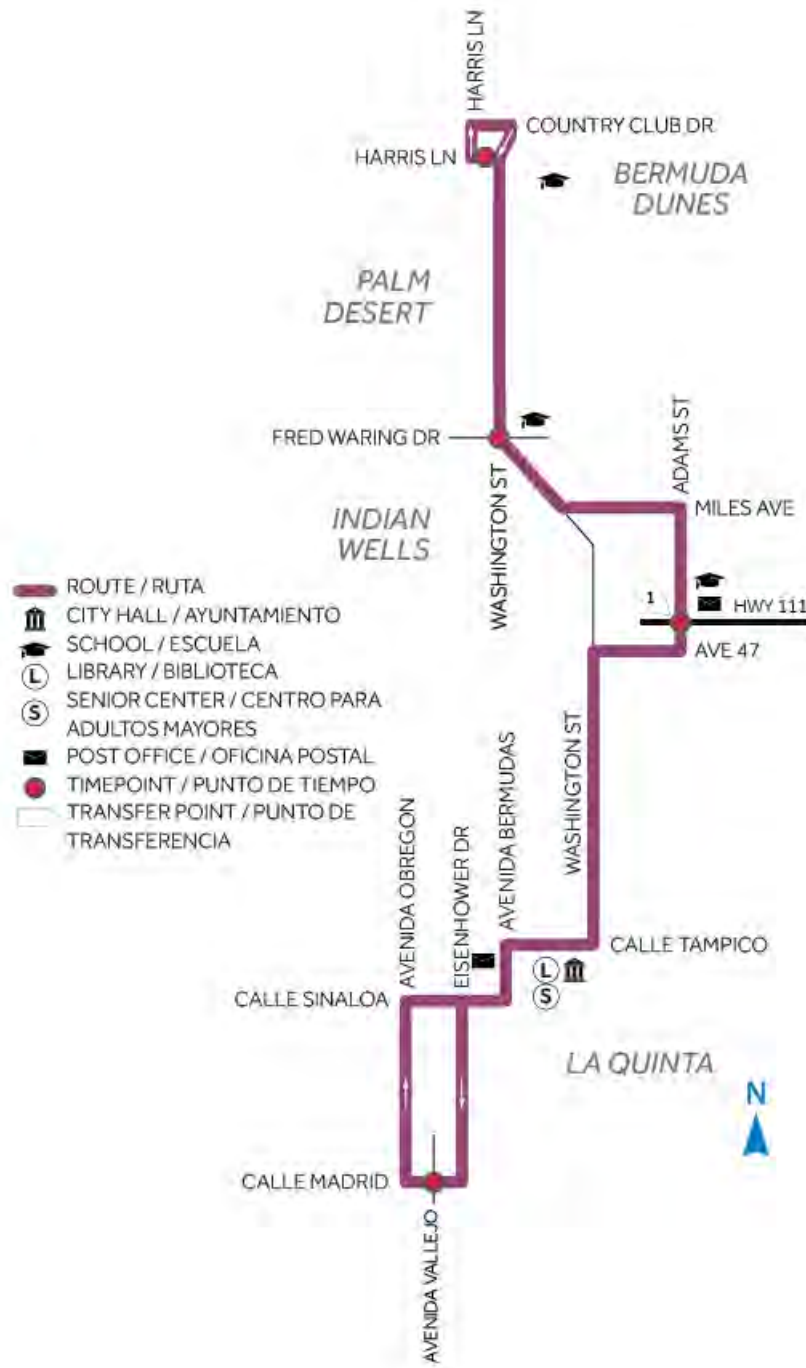
## Route 6: Coachella – Via Fred Waring – Palm Desert Mall

Route 6 operates 7 days a week with 45-minute frequency on weekdays and 60-minute frequency on weekends, connecting Palm Desert with Coachella using a portion of Fred Waring Drive. It also serves the cities of Indio, La Quinta, and Indian Wells. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1, 4, 5, and 8. The transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 1 and 8) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1, 4, and 5). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Launched in January 2021, Route 6 previously served portions of Routes 54, 80, 81, and 91.



### **Route 7: Bermuda Dunes – Indian Wells – La Quinta**

Route 7 operates 7 days a week with 45-minute frequency on weekdays and 1-hour, 45-minute frequency on weekends, connecting Bermuda Dunes with La Quinta. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 1. The transfer point is located at Highway 111 at Adams Street in La Quinta. Looking ahead, studies are underway to possibly boost the peak weekday service frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval. Previously called Route 70, the route was renamed in January 2021.



### **Route 8: North Indio – Coachella – Thermal/Mecca**

Route 8 is one of SunLine’s critical routes linking the unincorporated part of the eastern Coachella Valley to the rest of SunLine’s network. The route, which operates 7 days a week with 40-minute frequency on weekdays and 60-minute frequency on weekends, connects Indio with Thermal/Mecca and also serves the city of Coachella. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1, 6, and 9. Those transfer points are located at Avenue 66 at Mecca Health Clinic in Mecca (connection to Route 9) and 5th Street and Vine Avenue in Coachella (connection to Routes 1 and 6). Route 8 was combined from the previous Routes 80, 81, 90, and 91 and was renamed in January 2021.





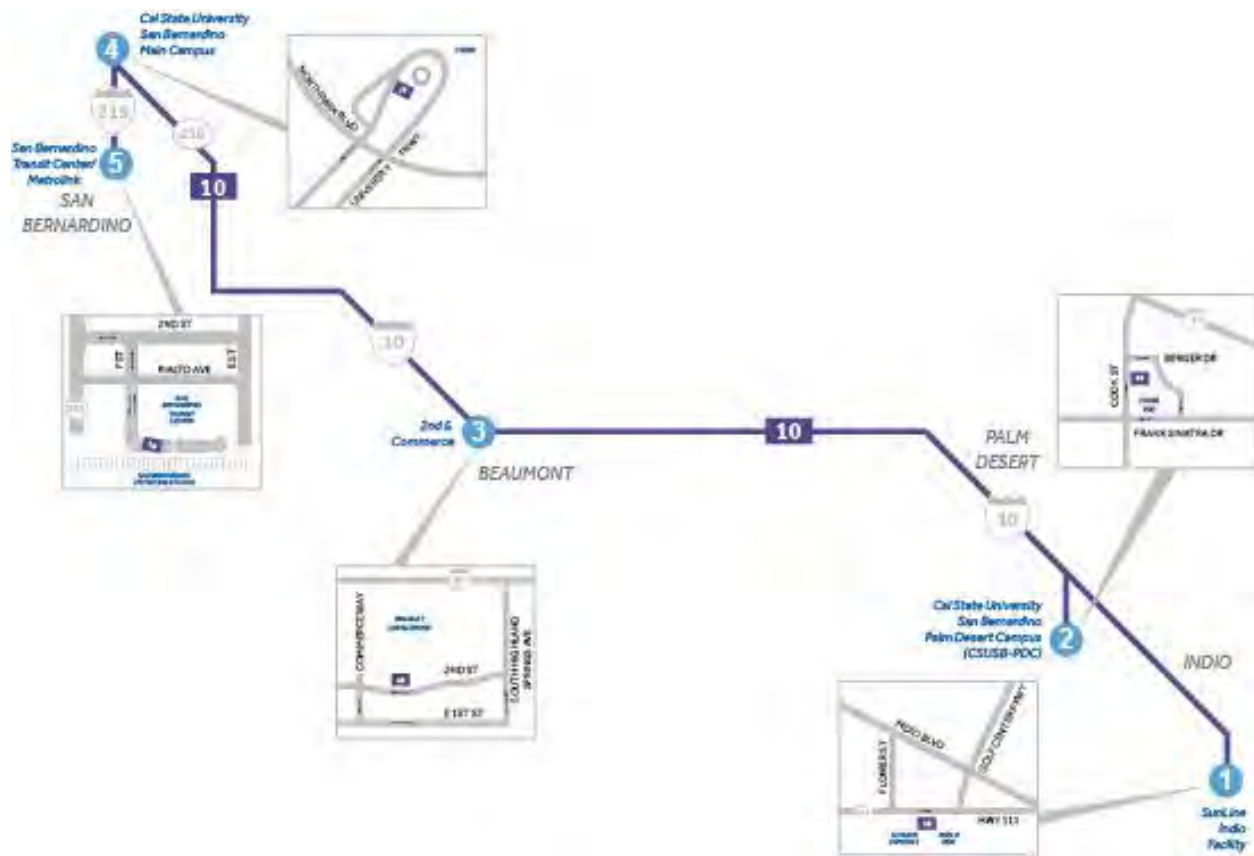
### Route 9: North Shore – Mecca – Oasis

Route 9 operates 7 days a week with 60-minute frequency and connects North Shore with Oasis. A variety of destinations are served, including libraries, recreational attractions, medical centers, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 8. The transfer point is located at Avenue 66 at Mecca Health Clinic. Route 9 was combined from the previous Routes 90, 91, and 95 and was renamed in January 2021.



## Route 10 Commuter Link: Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC)/Metrolink

The Route 10 Commuter Link is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link provides a direct connection between California State University San Bernardino’s campuses in Palm Desert and San Bernardino. It also provides service to the San Bernardino Transit Center for connections with Metrolink trains as well as routes served by the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit. The 10 Commuter Link was temporarily on hold because of ridership declines and school closures resulting from the COVID-19 pandemic but began service on July 12, 2021.



## Route 1X: Express to Indio – Express to Palm Springs

Route 1X is a new limited-stop express route that will connect Palm Springs and Indio. Most of the route will travel along Highway 111 with a stop at B Street at Buddy Rogers Avenue and another on Town Center Way at Hahn Road to provide service to an already established bus stop and a high-density area. The purpose of Route 1X is to provide faster travel times between key stops and one additional weekday trip per hour on the Highway 111 corridor. The route will serve five stops in all, at South Palm Canyon at Baristo Road in Palm Springs, B Street at Buddy Rogers Avenue in Cathedral City, Town Center Way at Hahn Road in Palm Desert, Highway 111 at Adams Street in La Quinta, and Highway 111 at Golf Center Parkway in Indio. Route 1X is slated to begin service in fall 2022.





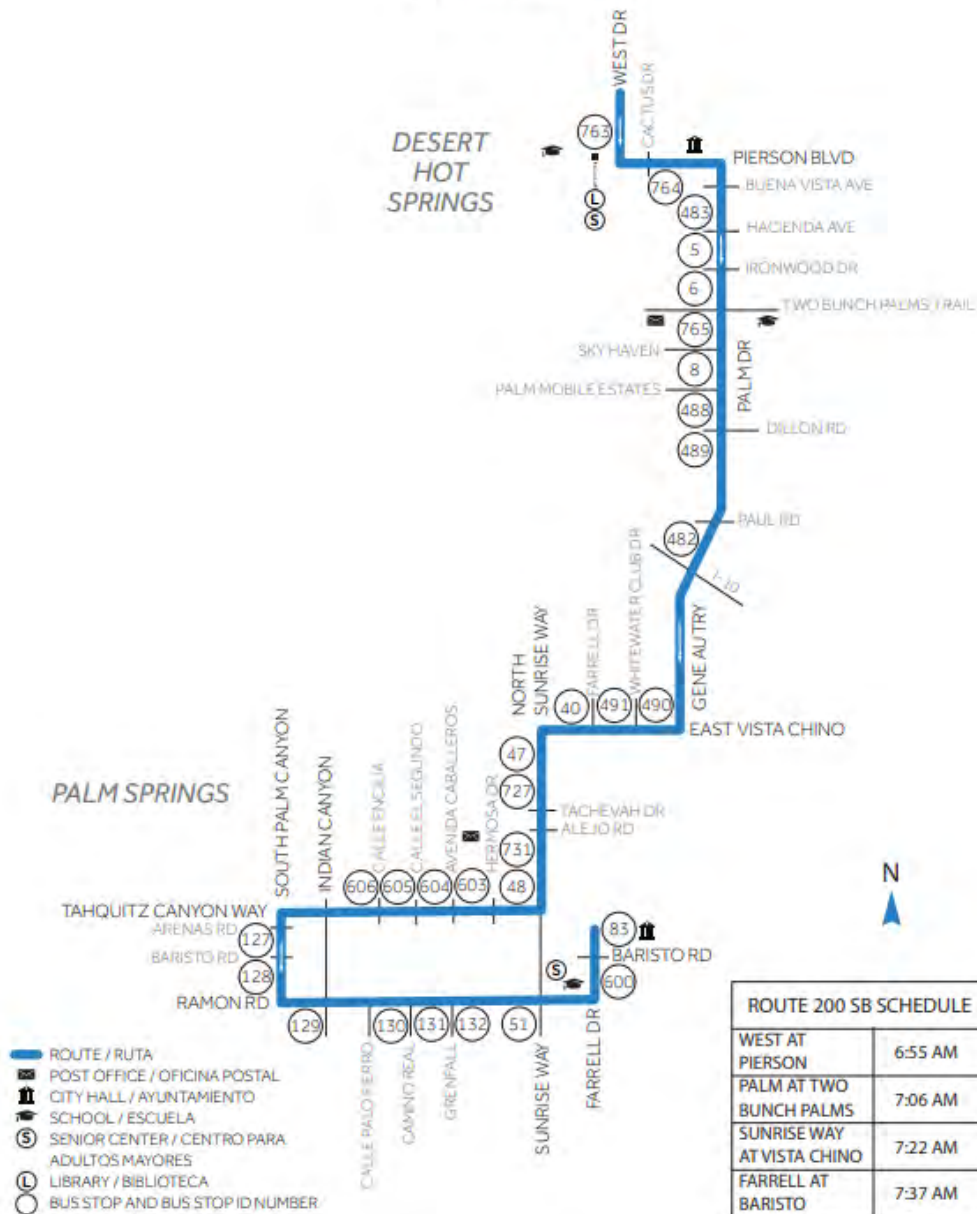
## School Trippers

School tripper buses are traditionally added to regular routes when service reaches capacity or special alignments/deviations are created to address a specific demand for service. These buses are open to both students and members of the public. Rider information related to these routes must be shared with the general public. SunLine is currently serving Desert Sands Unified School District campuses and will begin serving Palm Springs Unified School District campuses when in-person learning resumes. School tripper service is a limited-stop service that operates on the schedules shown on the following maps. Tripper routes were renamed in January 2021 as a part of the SunLine Refueled Initiative.

Route 200 SB: Palm Springs High School AM Tripper

# ROUTE 200 SB

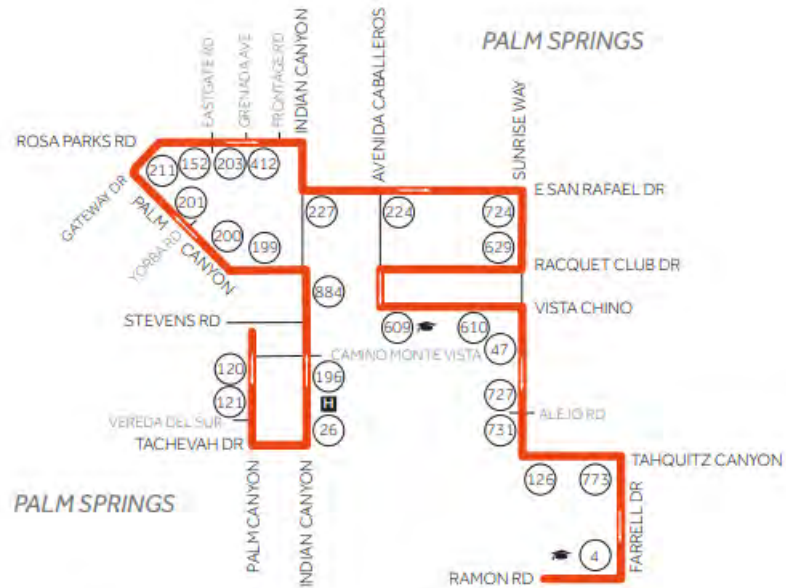
## PALM SPRINGS HIGH SCHOOL AM TRIPPER



Route 400 SB: Raymond Cree/Palm Springs High School AM Tripper

# ROUTE 400 SB

## RAYMOND CREE / PALM SPRINGS HS AM TRIPPER



ROUTE 400 SB SCHEDULE	
PALM CANYON AT STEVENS	6:55 AM
VISTA CHINO AT SUNRISE	7:21 AM
RAMON AT FARRELL	7:32 AM

- ROUTE / RUTA
- POST OFFICE / OFICINA POSTAL
- HOSPITAL
- SCHOOL / ESCUELA
- BUS STOP AND BUS STOP ID NUMBER



Route 402 NB: Palm Canyon/Stevens AM Tripper

# ROUTE 402 NB

## PALM CANYON / STEVENS AM TRIPPER



ROUTE 402 NB SCHEDULE	
AVENIDA CABALLEROS AT VISTA CHINO	10:55 AM
PALM CANYON AT STEVENS	11:17 AM

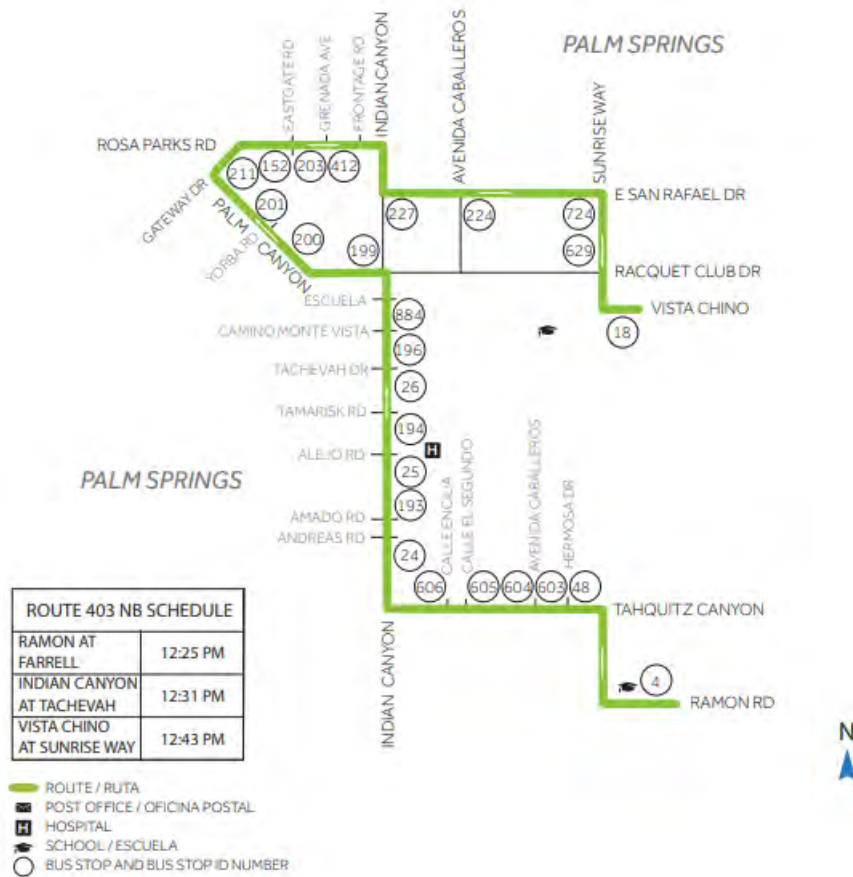
- ROLTE / RUTA
- SCHOOL / ESCUELA
- BUS STOP AND BUS STOP ID NUMBER



Route 403 NB: Vista Chino/Sunrise PM Tripper

# ROUTE 403 NB

## VISTA CHINO / SUNRISE PM TRIPPER





Route 500 SB: Palm Desert Mall PM Tripper

# ROUTE 500 SB

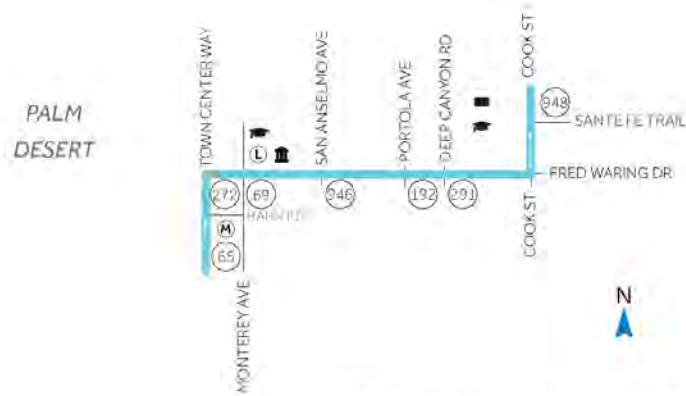
## WESTFIELD PALM DESERT PM TRIPPER



Route 501 NB: Palm Desert High School AM Tripper

# ROUTE 501 NB

## PALM DESERT HIGH SCHOOL AM TRIPPER



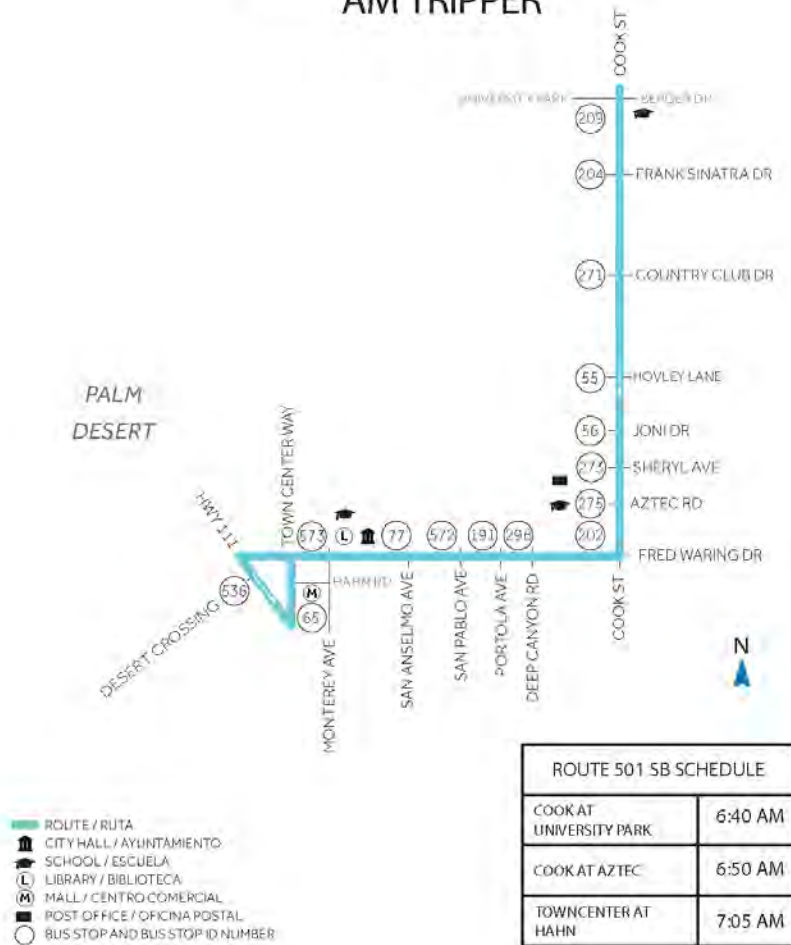
- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- MALL / CENTRO COMERCIAL
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

ROUTE 501 NB SCHEDULE	
TOWNCENTER AT HAHN	7:10 AM
COOK AT SANTA FE	7:20 AM

Route 501 SB: Palm Desert Mall AM Tripper

# ROUTE 501 SB

## WESTFIELD PALM DESERT AM TRIPPER



COOK AT UNIVERSITY PARK	6:40 AM
COOK AT AZTEC	6:50 AM
TOWNCENTER AT HAHN	7:05 AM

- ROUTE / RUTA
- 🏛️ CITY HALL / AYUNTAMIENTO
- 🎓 SCHOOL / ESCUELA
- 📖 LIBRARY / BIBLIOTECA
- 🛍️ MALL / CENTRO COMERCIAL
- 📮 POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

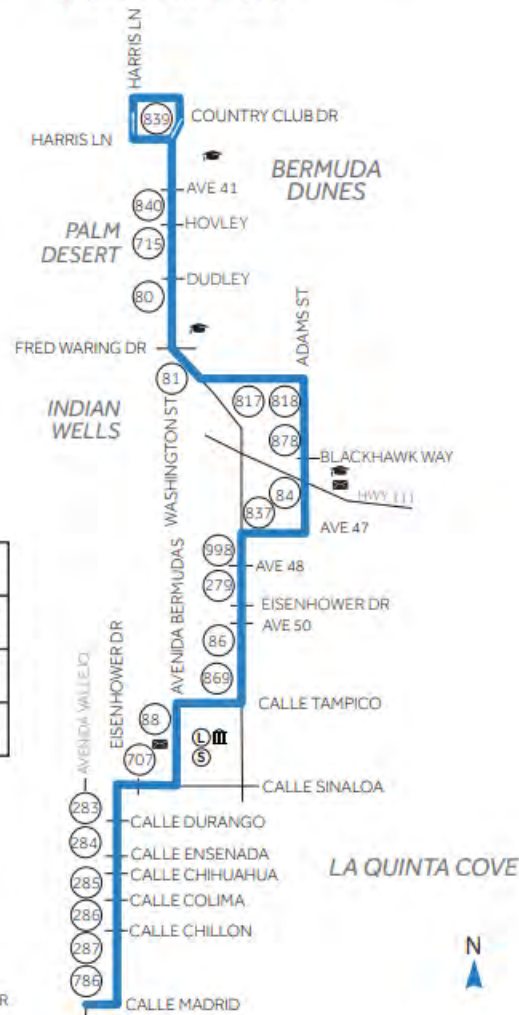
Route 700 SB: Harris/Washington – Calle Madrid/AVN Vallejo AM Tripper

# ROUTE 700 SB

## HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO AM TRIPPER

ROUTE 700 SB SCHEDULE	
HARRIS AT WASHINGTON	7:03 AM
ADAMS AT HWY 111	7:21 AM
CALLE MADRID AT AVENIDA VALLEJO	7:37 AM

- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- SENIOR CENTER / CENTRO PARA ADULTOS MAYORES
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER



Route 700 NB: Calle Madrid/Avn Vallejo – Harris/Washington AM Tripper

# ROUTE 700 NB

## CALLE MADRID / AVN VALLEJO HARRIS / WASHINGTON AM TRIPPER

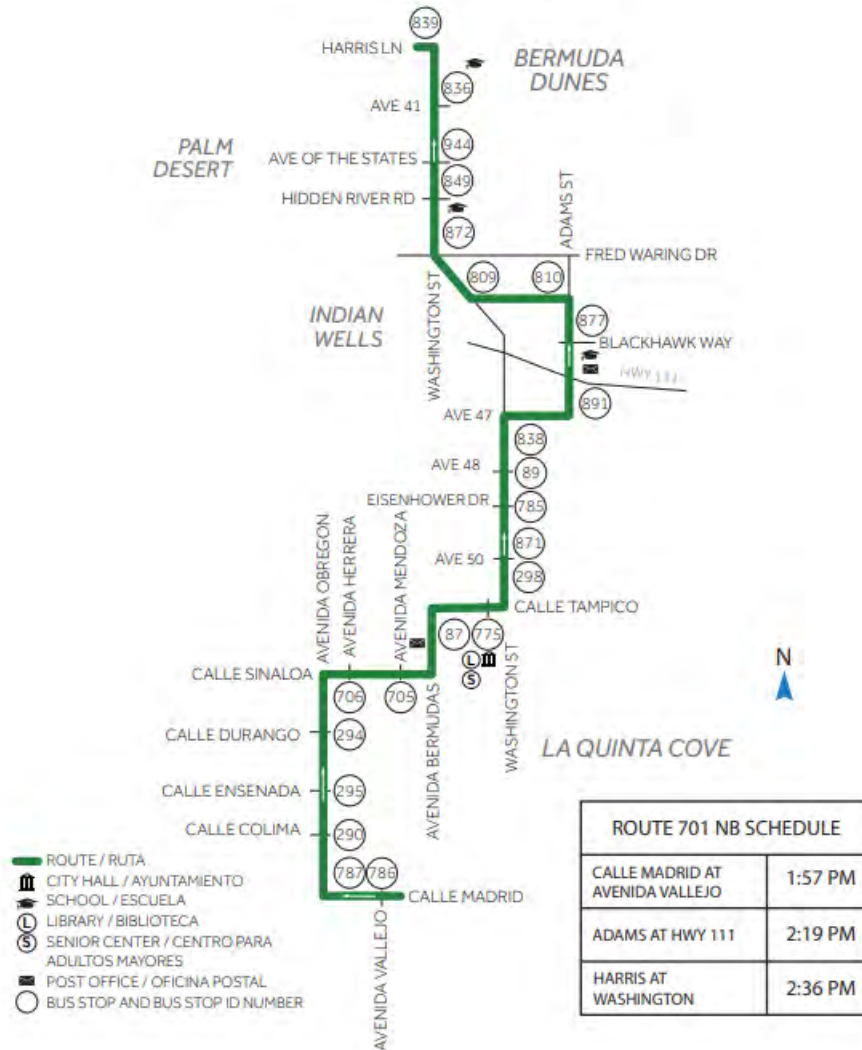




Route 701 NB: Harris/Washington PM Tripper

# ROUTE 701 NB

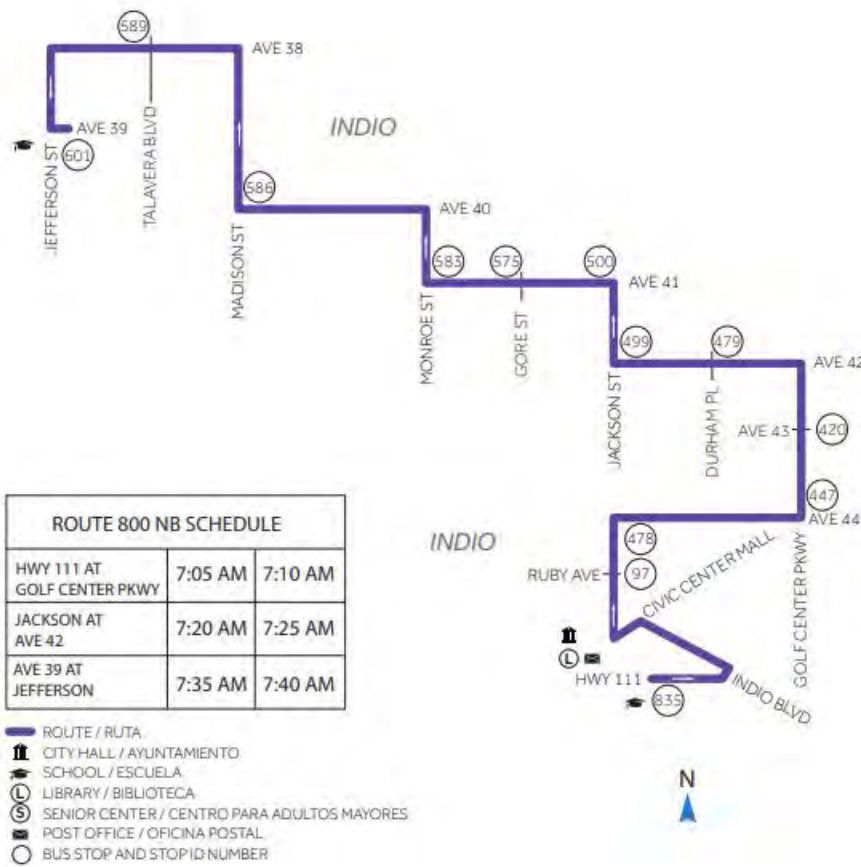
## HARRIS / WASHINGTON PM TRIPPER



Route 800 NB: Shadow Hills High School AM Tripper

# ROUTE 800 NB

## SHADOW HILLS HIGH SCHOOL AM TRIPPER

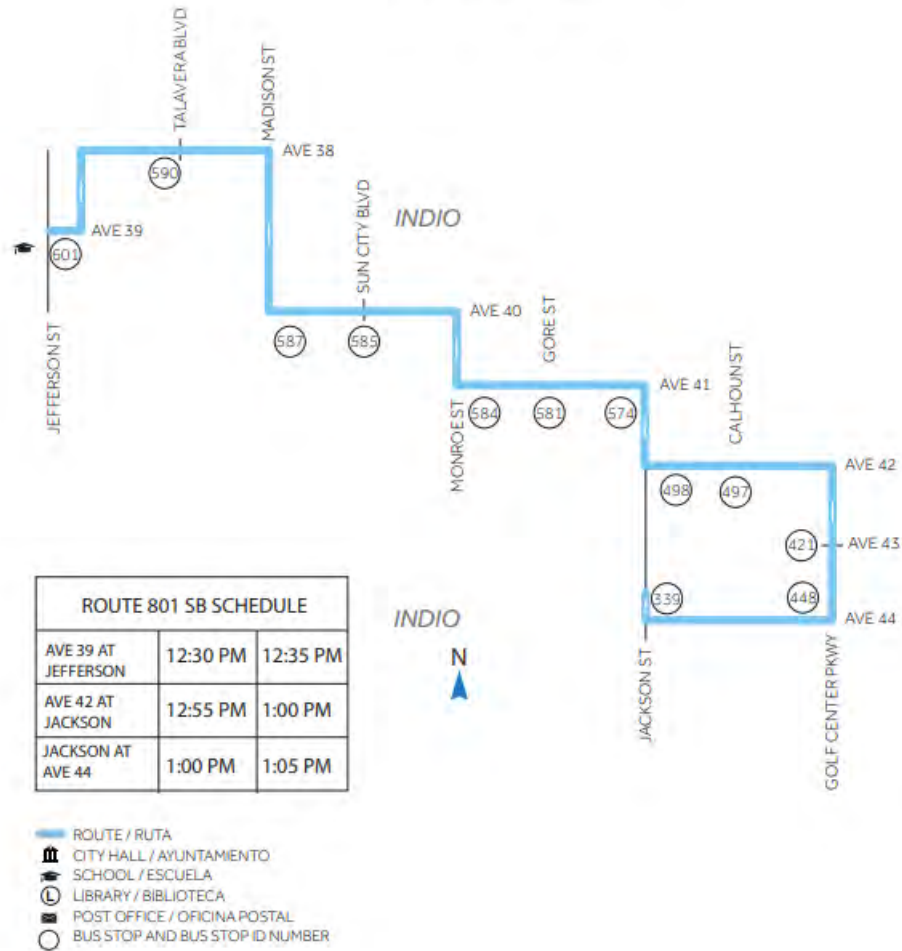




Route 801 SB: Jackson/44th PM Tripper

# ROUTE 801 SB

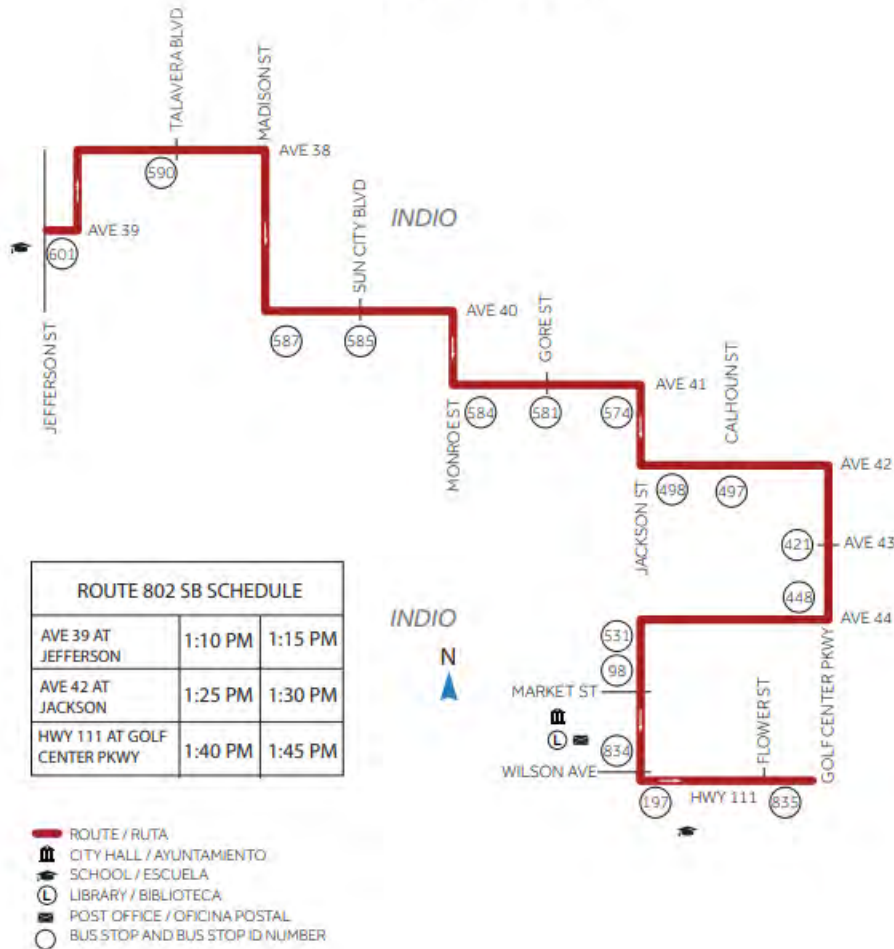
## JACKSON / 44TH PM TRIPPER



Route 802 SB: Hwy 111/Golf Center Pkwy PM Tripper

# ROUTE 802 SB

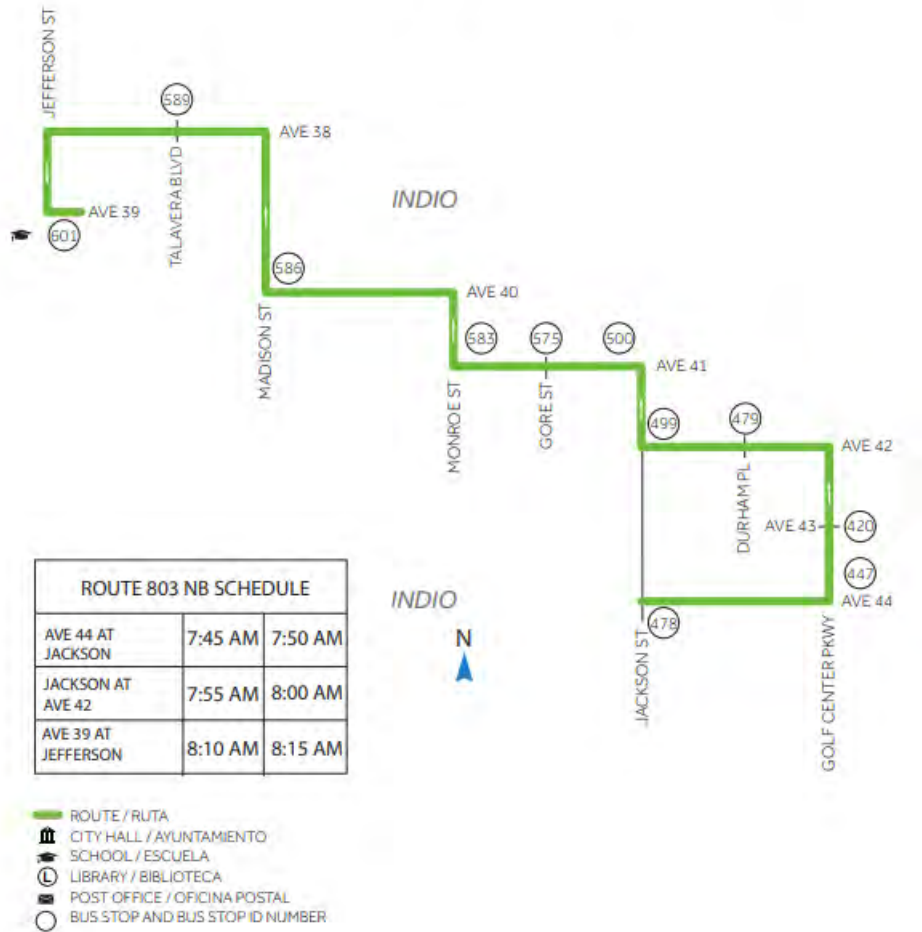
## HWY 111 / GOLF CENTER PKWY PM TRIPPER

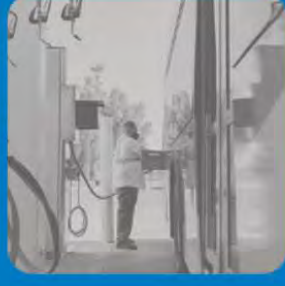


Route 803 NB: Shadow Hills High School AM Tripper

# ROUTE 803 NB

## SHADOW HILLS HIGH SCHOOL AM TRIPPER





# SunLine

TRANSIT AGENCY

32505 Harry Oliver Trail | Thousand Palms, CA 92276

Serving the Coachella Valley

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

   @sunlinetransit  facebook.com/SunLineTransit

**SunLine Services Group**

**DATE:** May 25, 2022 **DISCUSSION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Luis Garcia, Controller/Assistant Chief Financial Officer

**RE:** Review and Discussion of SunLine Regulatory Administration Draft  
FY23 Budget

---

**Background**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY23 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June Board meeting or hold special committee meetings during the upcoming weeks to continue discussion and allow for any modifications. The budget was completed utilizing the approved FY23 fee schedule approved by the Board of Directors.

**Attachments:**

- [Item 17a](#) – FY23 SSG Budget Presentation
- [Item 17b](#) – FY23 SSG Budget Book



# FY23 SunLine Regulatory Administration Budget

May 25, 2022

**Luis Garcia, Controller/Assistant Chief Financial Officer**

# Budget Overview

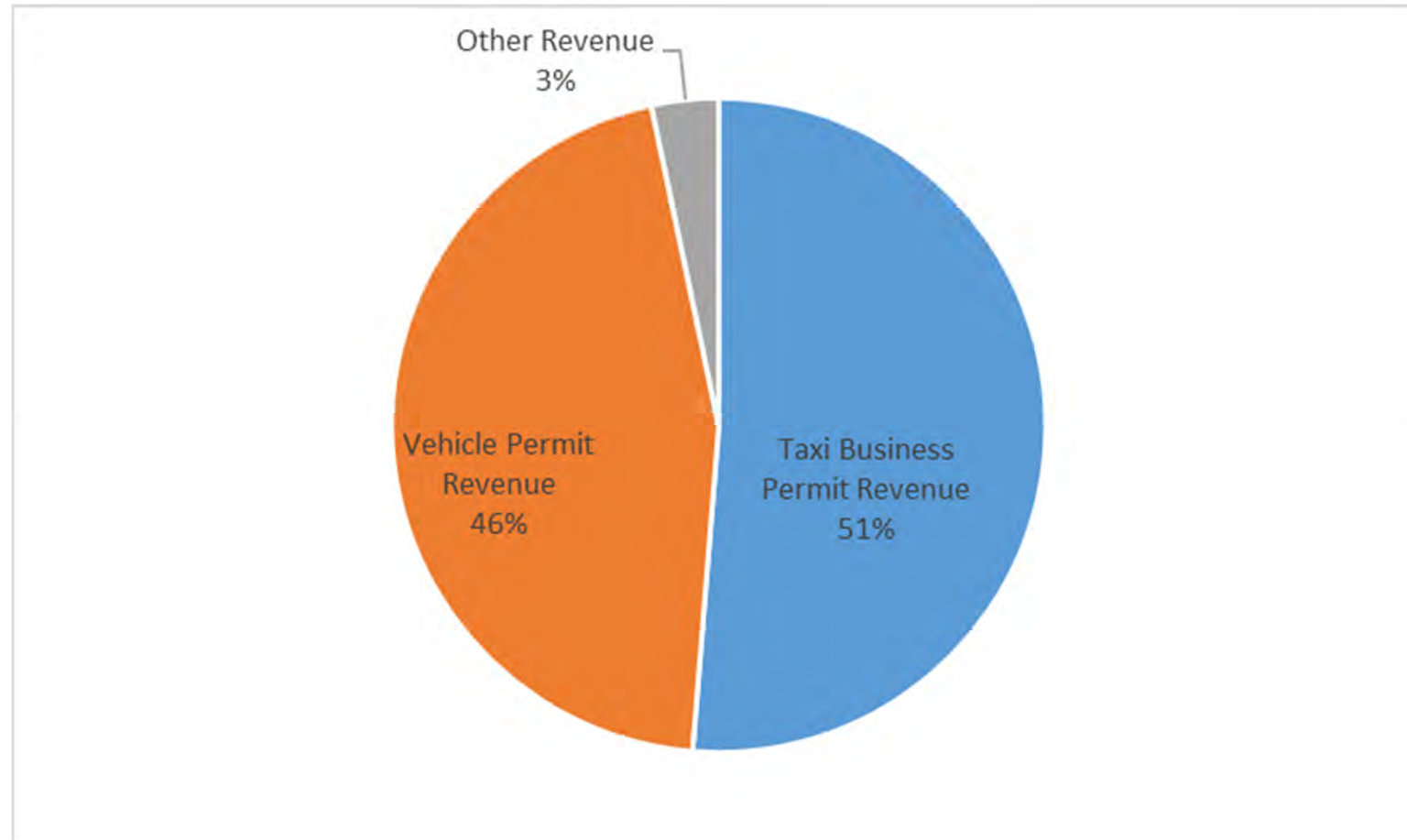
- Balanced budget
- \$187,200 - Expenses
- \$187,200 - Revenue
- \$12,030 increase from FY22

# FY22 Achievements

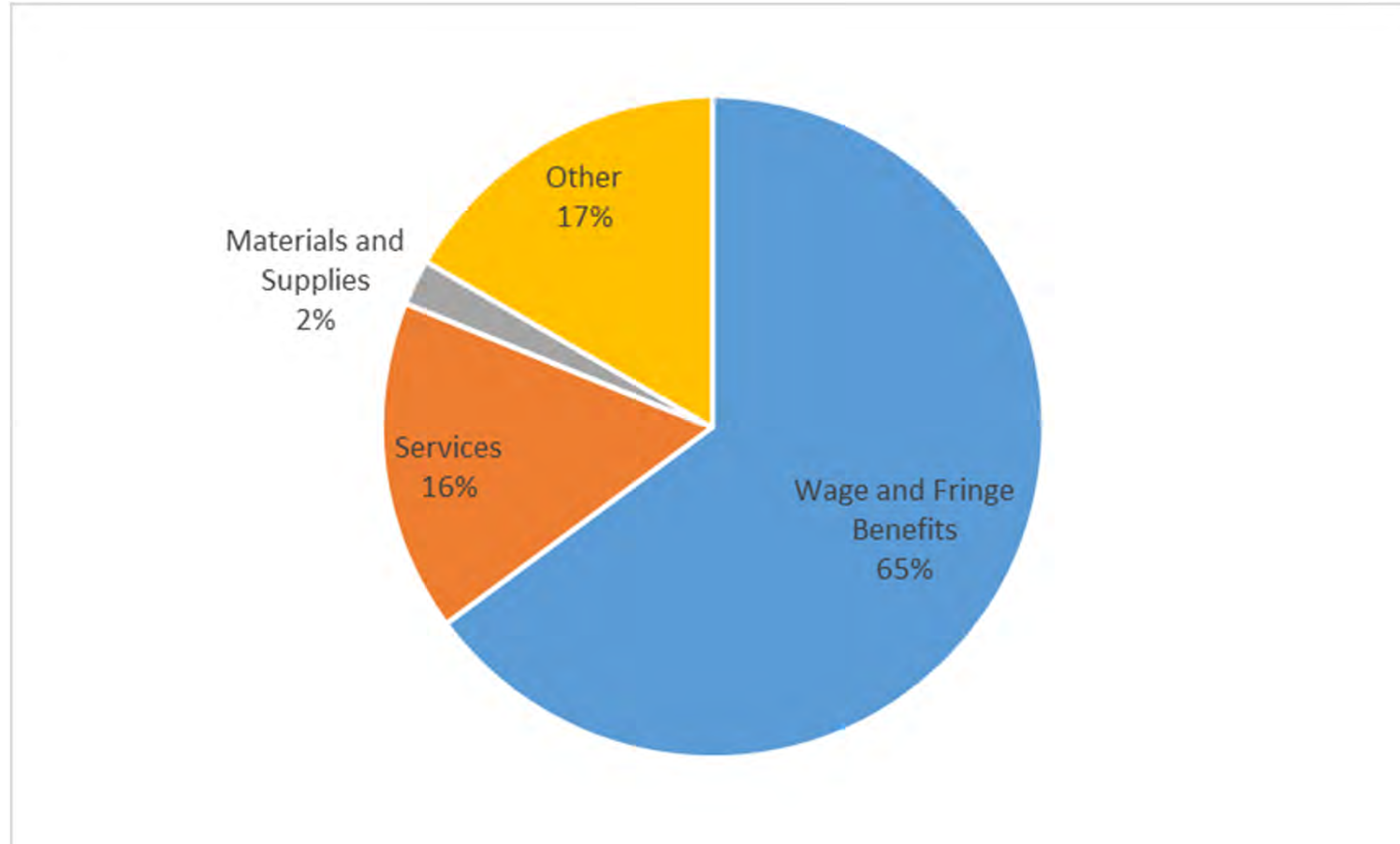
- SunRide
- Provided assistance to operators throughout COVID
- Virtual open house events for drivers



# Revenue



# Expenses



# Questions?

---

# Thank You



SUNLINE REGULATORY ADMINISTRATION

DRAFT

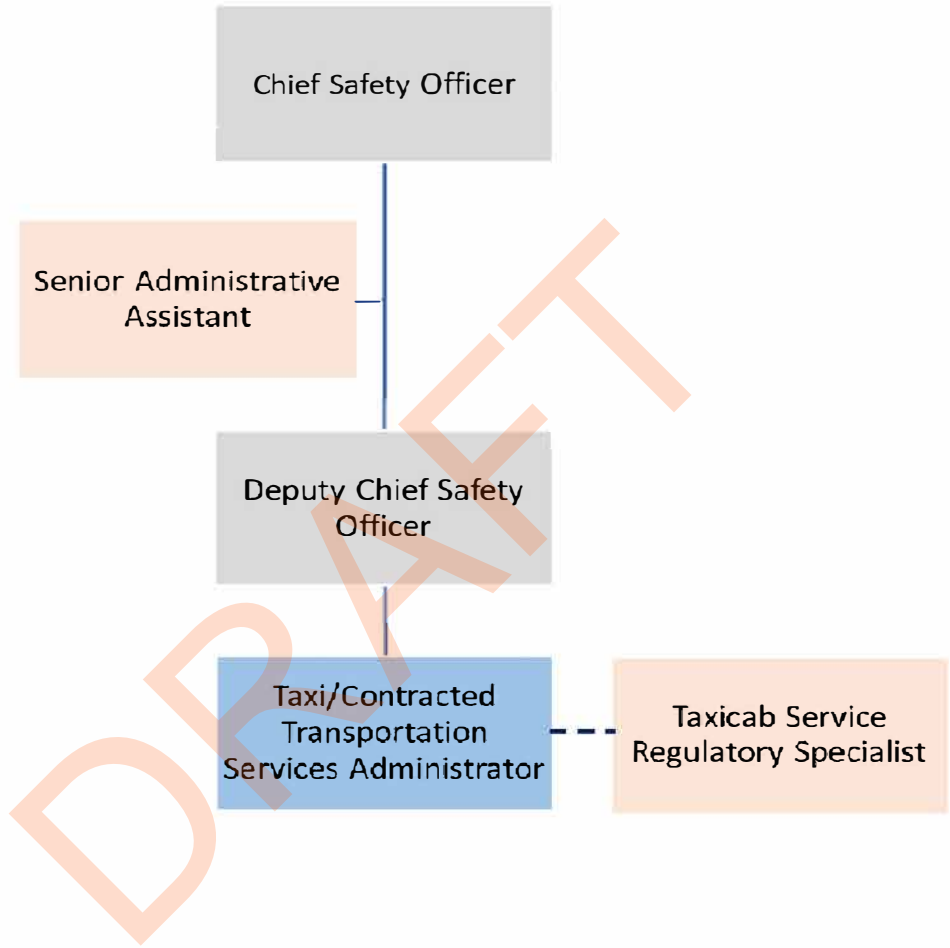
**SUNLINE  
REGULATORY  
ADMINISTRATION  
BUDGET**

► **FY2023**

## TABLE OF CONTENTS

ORGANIZATIONAL CHART .....	1
FUNCTIONS AND RESPONSIBILITIES.....	2
REVENUE SUMMARY.....	3
TAXI FEES.....	4
EXPENSE REPORT .....	5
PERSONNEL SUMMARY.....	6
DETAILED EXPENSES.....	7 – 9

DRAFT



## **FUNCTIONS & RESPONSIBILITIES**

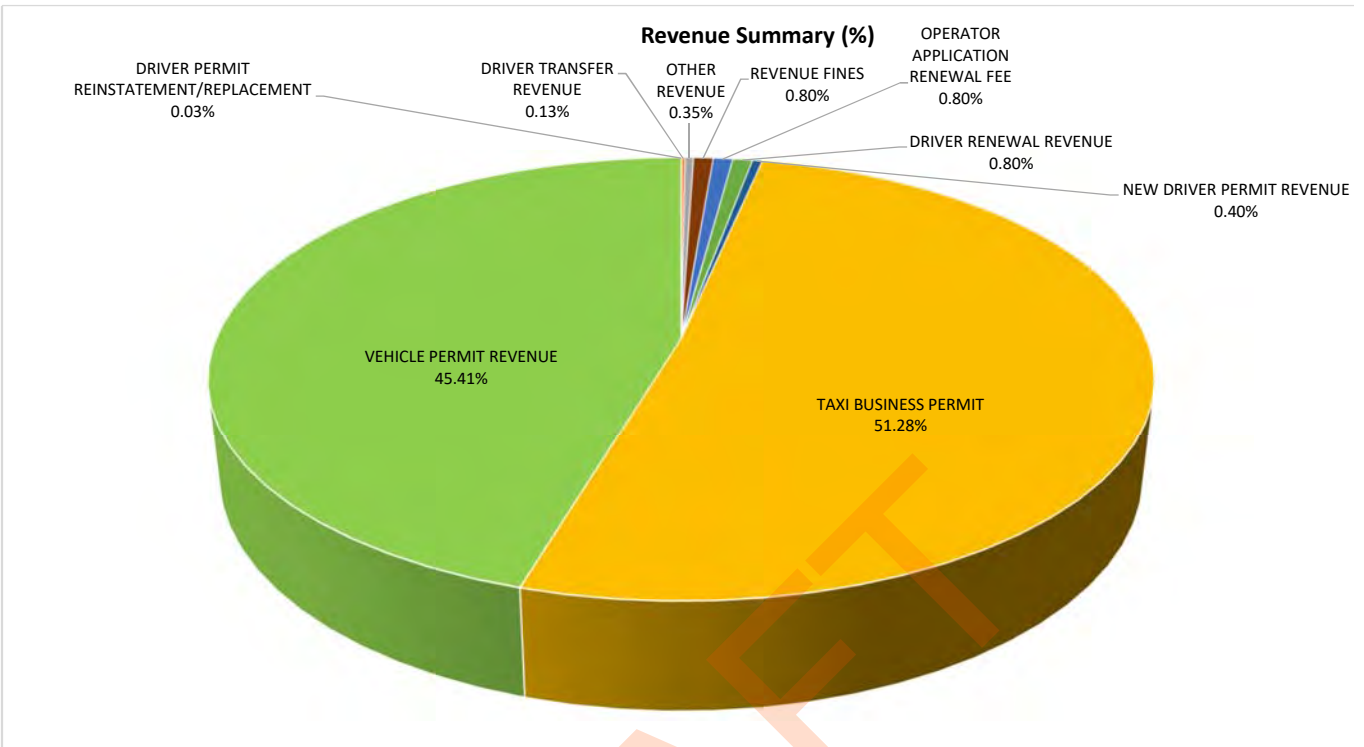
Taxi regulation oversight includes, but is not limited to, responsibility for the day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include issuance of annual taxicab company licenses, vehicle and driver permit issuance, suspension and revocation of permits and licenses, complaint investigation, and ordinance compliance. The SRA Taxicab Administrator handles adjudication of ordinance violations, taxicab license and driver permit cases with appeals processed through the SSG guidelines and policies.

## **FY23 GOALS & OBJECTIVES**

- Work with taxi companies to improve excessive wait times for passengers and increase industry service reliability through ordinance enforcement.
- Conduct an analysis of current regulation with the objective of assessing healthy common sense taxi regulation that promotes orderly, efficient and safe operation of taxicab service within the Coachella Valley.

DRAFT

## REVENUE SUMMARY



Sources of Funding (Operating)	FY22 Approved Budget	FY22 Estimates	FY22 Variance	FY23 Proposed Budget	FY23 Variance
4010101200 REVENUE FINES	1,500	1,600	100	1,500	-
4010101500 NEW DRIVER PERMIT REVENUE	750	1,080	330	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	250	1,200	950	250	-
4010101700 DRIVER RENEWAL REVENUE	1,000	2,400	1,400	1,500	500
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	50	24	(26)	50	-
4010101900 VEHICLE PERMIT REVENUE	73,620	73,620	-	85,000	11,380
4010102200 OTHER REVENUE	500	11,635	11,135	650	150
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	-	(1,500)	1,500	-
<b>Total Revenue</b>	<b>175,170</b>	<b>188,159</b>	<b>12,989</b>	<b>187,200</b>	<b>12,030</b>

**Notes:**

- The FY22 variance reflects the difference between FY22 estimated actuals and FY22 approved budget. The FY23 variance indicates the difference between FY23 proposed budget and FY22 approved budget.



## Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the March Board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the approved fees for Fiscal Year 2023 used in the calculation of the proposed budget.

Fees	FY22 Approved Fees	FY23 Proposed Fees	Variance
New Taxicab Business Application Fee	1,000	1,000	-
Annual Taxicab Business Permit Renewal Application Fee	500	500	-
Annual Taxicab Business Permit Fee	40,000	32,000	(8,000)
Business Permit Reinstatement Fee	10,000	10,000	-
New Driver Permit	75	75	-
Driver Permit Renewal	25	25	-
Driver Permit Transfer Fee	25	25	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	10	10	-
Annual Vehicle Permit (Gasoline/Diesel)	1,650	1,650	-
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	850	850	-
Annual Vehicle Permit (WAV3/Zero Emission4)	200	200	-
Vehicle Fee, Reinstatement	65	65	-
Late Fee (for late payment of invoices)	25	25	-
Appeal Fee	100	100	-
Taxicab Distinct Appearance Determination Appeal Fee	1,200	1,200	-

### Notes:

- “Hybrid” means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)
- “Alt Fuel” means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate
- “WAV” means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- “Zero Emission” means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)
- Late fees shall be assessed at \$25.00 per day, not to exceed \$1,000.00 per occurrence

**SUNLINE SERVICES GROUP**

**EXPENSE SUMMARY**

General Ledger Code	FY20 Actuals	FY21 Actuals	FY22 Estimated Actuals	FY22 Approved Budget	FY23 Proposed Budget	Variance
5010201600 ADMIN SALARIES	76,526	85,071	48,393	50,066	40,857	(9,209)
5010201610 ADMIN SALARIES-OT	-	-	173	-	-	-
5010700000 ALLOCATED SALARIES	-	-	4,301	4,301	48,507	44,206
5029999999 TOTAL FRINGE BENEFITS	54,823	76,718	67,186	46,865	32,076	(14,789)
5030103240 BACKGROUND CHECK SERVICES	1,715	637	1,294	735	735	-
5030200000 PUBLIC NOTICES	134	119	-	280	280	-
5030300005 LEGAL SERVICES - GENERAL	27,476	11,376	2,676	30,000	10,000	(20,000)
5030300010 COMPUTER/NETWORK SUPPORT	-	480	76	1,000	1,000	-
5030303310 AUDIT SERVICES - EXTERNAL	3,500	7,000	3,000	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	14,406	7,130	-	10,000	5,000	(5,000)
5030500000 MAINTENANCE CONTRACTS	586	285	545	1,000	1,000	-
5039900006 OUTSIDE REPAIRS-TAXI	52	-	-	1,000	1,000	-
5039903800 OTHER SERVICES	594	600	360	1,000	1,000	-
5040101000 FUEL-CNG	45	-	-	500	500	-
5040404300 OFFICE SUPPLIES	2,045	2,224	1,361	2,500	2,500	-
5049900002 POSTAGE	467	502	120	120	120	-
5049900026 FACILITY MAINTENANCE	519	573	573	573	573	-
5049900032 REPAIR PARTS- TAXI VEHICLES	47	-	630	500	500	-
5050200001 UTILITIES	3,721	3,918	4,114	4,114	4,320	206
5050200003 TRASH PICK-UP	312	502	502	502	502	-
5050200005 TAXI STUDY	-	-	-	-	16,516	16,516
5050200006 COMMUNICATIONS	800	800	800	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	255	312	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	2,313	2,177	2,177	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	5,405	5,405	3,000	3,000	3,100	100
5079900000 FUEL TAXES	4	-	-	100	100	-
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	957	1,163	1,625	1,625	1,625	-
5090200000 TRAVEL AND TRAINING	2,674	1,895	-	4,000	4,000	-
5090801000 BANK SERVICE FEES	823	814	897	1,100	1,100	-
5090801060 BAD DEBT EXPENSE	320	12,342	-	-	-	-
<b>Total Expenses</b>	<b>200,519</b>	<b>222,043</b>	<b>144,114</b>	<b>175,170</b>	<b>187,200</b>	<b>12,030</b>

**SUNLINE SERVICES GROUP**

**PERSONNEL SUMMARY**

FY23 Physical Count		Classification	FY22 Authorized FTEs	FY23 Requested FTEs	Variance
0		Deputy Chief Safety Officer	0.25	0.25	0.00
0		Taxi/Contracted Transportation Services Administrator	0.00	0.25	0.25
0		Senior Administrative Assistant	0.75	0.00	(0.75)
1		Taxicab Service Regulatory Specialist	0.00	1.00	1.00
0		Taxi Administrator	0.75	0.00	(0.75)
<b>1</b>		<b>Total FTEs</b>	<b>1.75</b>	<b>1.50</b>	<b>(0.25)</b>

Notes

- The Deputy Chief Safety Officer and Taxi/Contracted Transportation Services Administrator will apportion a small percentage of payroll allocation for taxi business responsibilities.
- The Taxi Administrator position was modified to reflect a title change. New Taxi/Contracted Transportation Services Administrator for SunLine Transit Agency will allocate a small portion of time to SRA.

DRAFT

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5010201600 ADMIN SALARIES</b>	50,066	40,857	(9,209)
<b>5010700000 ALLOCATED SALARIES</b>	4,301	48,507	44,206
<b>5029999999 TOTAL FRINGE BENEFITS</b>	46,865	32,076	(14,789)
<b>Sub-total</b>	<b>101,232</b>	<b>121,440</b>	<b>20,208</b>
<b>5030103240 BACKGROUND CHECK SERVICES</b>			
Costs related to processing new applicants	735	735	-
<b>Sub-total</b>	<b>735</b>	<b>735</b>	<b>-</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public Notice	280	280	-
<b>Sub-total</b>	<b>280</b>	<b>280</b>	<b>-</b>
<b>5030300005 LEGAL SERVICES - GENERAL</b>			
General counsel	30,000	10,000	(20,000)
<b>Sub-total</b>	<b>30,000</b>	<b>10,000</b>	<b>(20,000)</b>
<b>5030300010 COMPUTER/NETWORK SUPPORT</b>			
Software Programs	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5030303310 AUDIT SERVICES - EXTERNAL</b>			
Fiscal year financial statement audit	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	10,000	5,000	(5,000)
<b>Sub-total</b>	<b>10,000</b>	<b>5,000</b>	<b>(5,000)</b>
<b>5030500000 MAINTENANCE CONTRACTS</b>			
Copier related expenses	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039900006 OUTSIDE REPAIRS-TAXI</b>			
Maintenance costs for vehicles	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039903800 OTHER SERVICES</b>			
Board member compensation for SSG tax committees	1,000	1,000	-
<b>Sub-total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5040101000 FUEL-CNG</b>			
Fuel for vehicles	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5040404300 OFFICE SUPPLIES</b>			
Office supplies	2,500	2,500	-
<b>Sub-total</b>	<b>2,500</b>	<b>2,500</b>	-
<b>5049900002 POSTAGE</b>			
Postage and mailing expenses	120	120	-
<b>Sub-total</b>	<b>120</b>	<b>120</b>	-
<b>5049900026 FACILITY MAINTENANCE</b>			
Allocation from SunLine Transit Agency for materials required to maintain the building	573	573	-
<b>Sub-total</b>	<b>573</b>	<b>573</b>	-
<b>5049900032 REPAIR PARTS- TAXI VEHICLES</b>			
Anticipated repair costs for aging vehicles	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	-
<b>5050200001 UTILITIES</b>			
Allocation from SunLine Transit Agency for utilities used for the administration building	4,114	4,320	206
<b>Sub-total</b>	<b>4,114</b>	<b>4,320</b>	<b>206</b>
<b>5050200003 TRASH PICK UP</b>			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
<b>Sub-total</b>	<b>502</b>	<b>502</b>	-
<b>5050200005 TAXI STUDY</b>			
Taxi study on regulatory matters	-	16,516	16,516
<b>Sub-total</b>	<b>-</b>	<b>16,516</b>	<b>16,516</b>
<b>5050200006 COMMUNICATIONS</b>			
Cellular services	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	-
<b>5060100000 INSURANCE-PHYSICAL DAMAGE</b>			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
<b>Sub-total</b>	<b>312</b>	<b>312</b>	-
<b>5060300000 INSURANCE-GENERAL LIABILITY</b>			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
<b>Sub-total</b>	<b>2,177</b>	<b>2,177</b>	-

**SUNLINE SERVICES GROUP DETAIL**

**Division 96**

General Ledger Code	FY22 Approved Budget	FY23 Proposed Budget	Variance
<b>5060401000 INSUARNC E PREMIUM WC</b>			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,000	3,100	100
<b>Sub-total</b>	<b>3,000</b>	<b>3,100</b>	<b>100</b>
<b>5079900000 FUEL TAXES</b>			-
Fuel tax expenses	100	100	-
<b>Sub-total</b>	<b>100</b>	<b>100</b>	-
<b>5090100000 DUES, MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Annual International Association of Transportation Regulators (IATR) membership	1,625	1,625	-
<b>Sub-total</b>	<b>1,625</b>	<b>1,625</b>	-
<b>5090200000 TRAVEL AND TRAINING</b>			
International Association of Transportation Regulators Conference	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	-
<b>5090801000 BANK SERVICE FEES</b>			
Merchant Charges on Credit Cards	1,100	1,100	-
<b>Sub-total</b>	<b>1,100</b>	<b>1,100</b>	-
<b>Total Expenses</b>	<b>175,170</b>	<b>187,200</b>	<b>12,030</b>



# SRA

SUNLINE REGULATORY ADMINISTRATION

32505 Harry Oliver Trail | Thousand Palms, CA 92276

Serving the Coachella Valley

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