



**Wednesday, June 27, 2012**

**12:00 Noon**

*(Lunch Provided for Board Members)*

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

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

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

**AGENDA TOPICS**

**RECOMMENDATION**

1. **Call to Order**  
Chairman Eduardo Garcia
2. **Flag Salute**
3. **Roll Call**
4. **Presentations**  
None.
5. **Finalization of Agenda**
6. **Correspondence**  
None.

**7. Closed Session**

- a) Closed Session - Conference on Labor Negotiations pursuant to Government Code Section 54957.6: C. Mikel Oglesby and Tom Hock (via phone conference). Employee Organization: Amalgamated Transit Union, Local 1277 representing drivers, mechanics and other trades.
- b) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.
- c) Closed Session: public employee appointment of Agency General Counsel pursuant to Government Code Section 54957.

**8. Public Comments****Receive Comments**

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

**NON AGENDA ITEMS**

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

**AGENDA ITEMS**

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

**9. Board Member Comments****Receive Comments**

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

**ACTION****10. Consent Calendar****Approve**

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

- a) Minutes of the May 23, 2012 Board of Directors Meeting (Pages 1-5)
- b) Checks over \$1,000 for May, 2012 (Pages 6-7)
- c) Credit card statement for May, 2012 (Pages 8-10)

- d) Monthly Budget Report for revised March, April, May 2012 (Pages 11-16)
- e) Contract Report – nothing to report.
- f) Ridership Report for May, 2012 (Pages 17-18)
- g) SunDial Operational Notes for May, 2012 (Page 19)

**11. Overview of the FY 2013 Budget**  
**(C. Mikel Oglesby)**

Overview of the budget for fiscal year 2013.

**12. Public Hearing on the Budget                      **Accept Public Comments****

Members of the public are encouraged to address the Board on issues concerning the budget. Each presentation is limited to 3 minutes.

- a) Open the public hearing
- b) Accept public comment
- c) Close the public hearing

**13. Approval of FY 2013 Operating & Capital Budget                      **Approve****  
**(C. Mikel Oglesby)**

Request to the Board to approve operating and capital budget for fiscal year 2013. (Page 20) ([Draft budget is separate attachment.](#))

**14. Approval of Short Range Transit Plan (SRTP) for                      **Approve****  
**FY 2013-2015 (Joseph Forgiarini)**

Request to the Board to approve the final Short Range Transit Plan for FY 2013-2015 (Pages 21-22) ([Final SRTP is separate attachment.](#))

**15. Resolutions to Obtain Grant Funding                      **Approve****  
**(Joseph Forgiarini)**

Request to the Board to approve the attached Resolution. Each year the governmental units that approve grants for SunLine require a Resolution from the Board of Directors authorizing the General Manager to apply and/or accept the funds. The attached Resolution performs that necessary task. (Pages 23-25)

- a) 5304 Funds, Federal Transit Administration
- b) 5307 Funds, Federal Transit Administration
- c) 5308 Funds, Federal Transit Administration
- d) 5309 Funds, Federal Transit Administration
- e) 5310 Funds, Federal Transit Administration
- f) 5311 Funds, Federal Transit Administration
- g) 5316 Funds, Federal Transit Administration
- h) 5317 Funds, Federal Transit Administration
- i) CMAQ Funds

**16. Resolution Authorizing Access to FTA's Transportation Electronic Award and Management System [TEAM] (Joseph Forgiarini) **Approve****

Request to the Board to approve the attached Resolution enabling Agency staff access to FTA's TEAM system to complete legal, planning, financial and reporting activities. (Pages 26-27)

**17. Approval of the Riverside Commuter Route (Joseph Forgiarini) **Approve****

Request to the Board to approve the Riverside Commuter Route. (Pages 28-34)

**18. Election of Officers (Chairman Garcia) **Approve****

Board to elect officers for FY 2013.

----- **DISCUSSION** -----

**19. City of Rancho Mirage Resolution #2012-21 (Chairman Garcia) **Discussion****

Discuss attached Resolution created by the City of Rancho Mirage giving direction to the SunLine Board of Directors and the General Manager on Union negotiation process. (Pages 35-37)

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**20. General Manager's Report (C. Mikel Oglesby)**

**21. Next Meeting Date**

July 25, 2012  
12 o'clock Noon – Kelly Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276

**22. Adjourn**

**MINUTES**  
**SunLine Transit Agency**  
**Board of Directors Meeting**  
**May 23, 2012**

A regular meeting of the SunLine Transit Agency Board of Directors was held at 12:00pm on Wednesday, May 23, 2012 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. **Call to Order**  
The meeting was called to order at 12:00 p.m. by Chairman Eduardo Garcia.
2. **Flag Salute**  
SunLine Interim Legal Counsel, Jeffrey Goldfarb, led all in a salute to our flag.
3. **Roll Call**  
Completed.

**Members Present**

Eduardo Garcia, Chairman, Mayor, City of Coachella  
Robert Spiegel, Vice Chairman, Mayor, City of Palm Desert  
Yvonne Parks, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
Kathy DeRosa, Mayor, City of Cathedral City  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Bill Powers, Mayor Pro Tem, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Glenn Miller, Mayor, City of Indio  
John J. Benoit, Supervisor, County of Riverside

**Members Absent**

None.

**Guests:**

Michal Brock, Yellow Cab  
Bill Meyers, Yellow Cab  
Gadi Srulovitz, Yellow Cab  
Mabu Hossein, Desert City Cab  
Harry Incs, American Cab  
Scott Russo, American Cab  
James Lindsay, ATU  
Art Aguilar, ATU  
Kimberly Webb, Public

**Staff:**

C. Mikel Oglesby, General Manager  
Jeffrey Goldfarb, Interim Legal Counsel  
Tom Hock, Union Negotiator  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board  
Naomi Nightingale, Chief of Staff/EEO, Taxi Administrator  
Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Planning  
Stephen Compton, Interim Director of Finance  
Jack Stevens, Director of Human Resources  
Mike Morrow, Interim Director of Maintenance  
Tommy Edwards, Contracting Officer Technical Representative  
Rudy LeFlore, Procurement Consultant  
Francine DePalo, Administrative Assistant  
Michael Jones, Manager Taxicab Administration  
Manny Garcia, Operations Senior Supervisor  
Mannie Thomas, Manager of Operations and Safety Training  
David Manriquez Safety Specialist  
Ivanna Samokish, Safety and Security Coordinator  
Joe Gomez, Security Technician  
Rick Barone, Procurement Officer  
Don Wilms, Paratransit Supervisor  
Kosmos Argiropoulos, Motor Coach Operator  
Darren Williams, Motor Coach Operator  
Francisca Garcia Motor Coach Operator  
Michael Macchiarella, Motor Coach Operator  
Joe Raeck, Motor Coach Operator  
Amy Heilman, Coin Counter  
Frank Shardy, Facilities Maintenance Supervisor  
Norma Stevens, Community Outreach Specialist  
Karen Thomas, Administrative Assistant

**4. Presentations**

None.

**5. Finalization of Agenda**

No changes were made to the agenda. Vice Chairman Spiegel moved for approval of the agenda. The motion was seconded by Mayor Miller and approved by a unanimous vote.

**6. Correspondence**

None.

**7. Closed Session**

At 12:05pm Chairman Garcia announced that the Board would move into Closed Session.

- a) Closed Session - Conference on Labor Negotiations pursuant to Government Code Section 54957.6: C. Mikel Oglesby and Tom Hock. Employee Organization: Amalgamated Transit Union, Local 1277 representing drivers, mechanics and other trades.
- b) Closed session to review the employee performance evaluation of the General Manager, pursuant to Government Code Section 54957 of the California Government Code.
- c) Closed Session: public employee appointment of Agency General Counsel pursuant to Government Code Section 54957.

At 1:20p.m. Chairman Garcia announced the return to open session. Interim Legal Counsel, Jeffrey Goldfarb announced that there is no reportable action.

**8. Public Comments****NON AGENDA ITEMS:**

None.

**AGENDA ITEMS:**

James Lindsay with the Amalgamated Transit Union Local 1277, stated that he is representing the operators and the mechanics and in reference to the signing the contract, he thought they were so close in getting that. He stated that he would hope that the money that was spent on putting scabs in hotels and paying this high dollar attorney – that could have totally taken care of the issue by now. He stated that he hopes that we can get this resolved as soon as possible.

Francis Garcia stated the following: 'My name is Francis Garcia and I'm a bus driver for SunLine Transit. I'm going try to point out how the driver's stress has gone up since I started working here almost six years ago and still the wages haven't. So we are dealing with all the stress of not having enough money to pay for our bills and as a single mom, it gets really hard to handle everything. Our job is really stressful and also we have situations where our safety is put in danger. We are keeping everybody in our buses safe. We do our jobs the best we can, but we feel that we are not taken seriously. At one of our meetings, our G.M. told us that all the city councils would be happy not to have us out on the street stopping traffic and that they would rather have the taxi service – so much better. But our passengers cannot afford to pay high fees. We also ask for you to consider the people that you are representing and try to work something out that will be in everybody's best interest. We all know that a strike is not a good thing for nobody, so why not try to fix things before they really break, sooner than later; a lot better for everybody.'

9. **Board Member Comments**

None.

10. **Consent Calendar**

Vice Chairman Spiegel moved for approval of the consent calendar. The motion was seconded by Supervisor Benoit and was approved by a unanimous vote, with one abstention from Mayor Don Adolph.

11. **Award of Contract for Security Guard Services**

Vice Chairman Spiegel moved for approval to authorize SunLine General Manager to award a contract for Security Guard Services. The motion was seconded by Supervisor Benoit and was approved by a unanimous vote.

12. **Award of Contract for Zweig Building AV System**

Mayor DeRosa moved for approval to grant authorization to the General Manager to approve award of a contract for the Zweig Building AV System. The motion was seconded by Mayor Adolph and approved by a unanimous vote.

13. **Award of Contract for Internet Service Provider (ISP)**

Mayor Adolph moved for approval to grant authorization to the General Manager to approve award of a contract for an internet service provider. The motion was seconded by Mayor Pro Tem Powers and approved by a unanimous vote.

14. **Approval of the Revised Drug & Alcohol Policy #B-010394**

Director of Human Resources, Jack Stevens, addressed the Board stating that staff requests approval of the revised SunLine Drug & Alcohol Policy #B-010394, which will assure compliance with the FTA guidelines that have changed over the years. Mayor DeRosa moved for approval. The motion was seconded by Mayor Pro Tem Powers and approved by a unanimous vote.

15. **Approval of the Revised Bus Decal Promotion Criteria & Design Policy #B-020598**

Supervisor Benoit stated the following: "We have a situation where we have a 12 year old policy that is being violated. We, as a Board, agree to add at some level of decal type advertising on the buses. Mikel Oglesby has under that RFP, approved some limited amount of decal type, or wrap type, advertising on the buses. In a month, our existing RFP expires. This policy accepts as our policy what we have been doing under that RFP, but formalizes it as our policy and allows Mikel to go back out for an RFP for a new vendor who will utilize some, up to 15, under the policy before us, buses in this capacity. It cannot be political; it emphasizes first, issues that are going on in the desert. Again, everything that goes on a bus has to be approved by Mikel. It is a simple policy; it is really what we have been operating under." Supervisor Benoit moved for approval of revised Policy #B-020598. Vice Chairman Spiegel seconded the motion and was approved by a unanimous vote.

**16. Chairman to Appoint a Nominating Committee for Vice Chairman for FY13**

Chairman Garcia announced the Board Members appointed to the Nominating Committee for Vice Chairman for FY13, are himself, Vice Chairman Spiegel and Mayor Adolph. Chairman Garcia stated that the Committee will meet immediately following the SunLine Services Group meeting.

**17. General Manager's Report**

Mikel Oglesby addressed the Board. He stated that earlier this month the Agency celebrated its 35<sup>th</sup> Anniversary. Leslie Rogers, Regional Administrator for Region 9 of the Federal Transit Administration joined the celebration as the keynote speaker and spoke highly of the Agency and the many accomplishments made throughout the years. Oglesby thanked all the Board members who were able to attend the celebration. Oglesby informed the Board that The American Public Transportation Association's Annual International Bus Roadeo took place in Long Beach earlier this month. The winner of the SunLine bus roadeo, Victor Duran, represented SunLine in the competition. He placed well in the competition and had a good time meeting bus operators from around the country. The Operations Trainer also attended who happens to be Victor's father. Oglesby stated that a constructability review for the new administration building has been completed and the bid has been issued. He stated that he will keep the Board updated as the process moves forward. Oglesby stated that he is moving forward with the budget and hopes to get a copy to Board members in the following week.

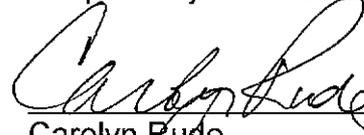
**18. Next Meeting Date**

Chairman Garcia announced that the next regular meeting of the Board of Directors will be held on June 27, 2012 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**19. Adjourn**

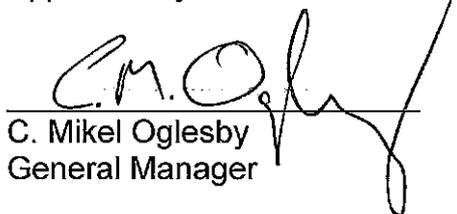
Chairman Garcia adjourned the meeting at 1:27p.m.

Respectfully Submitted



Carolyn Rude  
Clerk of the Board

Approved By:



C. Mikel Oglesby  
General Manager

Date: 6-15-12

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of May 2012**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<u>HEALTH NET</u>	Group Health Ins Prem	654355	5/17/2012	\$203,804.43
<u>UNION BANK</u>	Pension Deposits	654445	5/24/2012	\$79,268.22
<u>UNION BANK</u>	Pension Deposits	654335	5/14/2012	\$78,613.38
PERMA - Insurance	Gen Lib/WC	654424	5/24/2012	\$74,441.51
SO CAL GAS CO.	Utilities	654363	5/17/2012	\$62,817.35
GOODYEAR TIRE	Bus Tire Lease	654403	5/24/2012	\$21,318.60
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	654249	5/14/2012	\$17,806.60
IMPERIAL IRRIGATION DIST	Utilities	654280	5/14/2012	\$14,941.31
<b><u>LEFLORE GROUP LLC, THE</u></b>	<b><u>Project Management</u></b>	<b><u>654208</u></b>	<b><u>5/3/2012</u></b>	<b><u>\$12,682.50</u></b>
NAME WITHHELD	Insurance Losses	654217	5/3/2012	\$10,000.00
EPLER COMPANY, THE	Pension Consultant	654352	5/17/2012	\$6,880.49
MUNITEMPS STAFFING	Finance Interim Director	654213	5/3/2012	\$6,800.00
CREASON & AARVIG, LLP	Legal Services	654245	5/14/2012	\$6,626.20
DESERT SUN PUBLISHING CO., THE	Public Notice	654253	5/14/2012	\$6,399.92
PRO FINANCIAL SERVICES	Finance Consultant	654360	5/17/2012	\$6,300.00
<u>METLIFE SBC</u>	Dental Insurance	654212	5/3/2012	\$6,245.91
KENNY STRICKLAND, INC.	Lubricants & Oils	654286	5/14/2012	\$5,935.01
CUMMINS CAL PACIFIC, LLC	Bus Repair Parts	654388	5/24/2012	\$5,766.81
WOODRUFF, SPRADLIN & SMART,	Legal Services	654343	5/14/2012	\$5,763.73
PRO FINANCIAL SERVICES	Finance Consultant	654464	5/30/2012	\$5,625.00
HARBOR DIESEL & EQUIPMENT INC.	Bus Repair parts	654271	5/14/2012	\$4,992.43
G & K SERVICES	Uniform service	654354	5/17/2012	\$4,879.94
IMPERIAL IRRIGATION DIST	Utilities	654457	5/30/2012	\$4,870.12
MOORE MAINTENANCE & JANITORIAL	Janitorial Service	654291	5/14/2012	\$4,633.00
NEW FLYER	Bus Parts	654299	5/14/2012	\$4,511.95
<b><u>N/S CORPORATION</u></b>	<b><u>Bus Wash Equipment</u></b>	<b><u>654357</u></b>	<b><u>5/17/2012</u></b>	<b><u>\$4,447.20</u></b>
IMPERIAL IRRIGATION DIST	Utilities	654206	5/3/2012	\$4,424.72
RESORT MARKETING	Public Relations Mgmt	654312	5/14/2012	\$4,100.00
<u>AMALGAMATED TRANSIT UNION</u>	Union Dues	654224	5/14/2012	\$4,033.26
MORRIS DESERT MEDIA	Advertisement	654292	5/14/2012	\$4,032.00
<u>AMALGAMATED TRANSIT UNION</u>	Union Dues	654375	5/24/2012	\$3,990.58
ATLAS COPCO COMPRESSORS LLC	CNG/NGV/HYDRO Parts	654227	5/14/2012	\$3,858.73
TELEPACIFIC COMMUNICATIONS	Telephone Service	654439	5/24/2012	\$3,362.88
NEW FLYER	Bus Parts	654419	5/24/2012	\$3,085.50
<u>CALIFORNIA STATE DISBURSEMENT</u>	Employee Garnishment	654384	5/24/2012	\$2,921.34
<u>CALIFORNIA STATE DISBURSEMENT</u>	Employee Garnishment	654232	5/14/2012	\$2,918.33
KENNY STRICKLAND, INC.	Lubricants & Oils	654415	5/24/2012	\$2,896.31
GRAYT IDEA, INC	Employee Recognition	654204	5/3/2012	\$2,808.06
FACTORY MOTOR PARTS COMPANY	Repair Parts	654260	5/14/2012	\$2,582.04
TRANSIT PRODUCTS & SERVICES	Repair Parts	654331	5/14/2012	\$2,513.38
CARQUEST OF THE DESERT	Repair Parts	654241	5/14/2012	\$2,428.73

**SunLine Transit Agency**  
**Checks \$1,000 and Over**  
**For the month of May 2012**

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
<u>AMERICAN CAB</u>	Taxi Voucher Program	654225	5/14/2012	\$2,382.00
<u>EYE MED</u>	Employee Benefits	654257	5/14/2012	\$2,228.44
ELLSWORTH TRUCK & AUTO	Repair Parts	654255	5/14/2012	\$2,205.65
IMPERIAL IRRIGATION DIST	Utilities	654409	5/24/2012	\$2,201.82
BURRTEC WASTE & RECYCLING	Facility Trash Removal	654231	5/14/2012	\$2,182.82
FARWEST CORROSION CONTROL	Sun Fuel Parts	654202	5/3/2012	\$2,050.00
FLEET-NET CORPORATION	Software & Licenses	654264	5/14/2012	\$2,040.00
OFFICETEAM	Temporary Services	654303	5/14/2012	\$2,007.14
HOME DEPOT CRD SRVS	Facility Maintenance	654278	5/14/2012	\$1,856.78
<b><i>ARCADIS U.S., INC.</i></b>	<b><i>Construction Managing</i></b>	<b><i>654379</i></b>	<b><i>5/24/2012</i></b>	<b><i>\$1,767.82</i></b>
ALLIEDBARTON SECURITY SERVICES	Security Services	654374	5/24/2012	\$1,727.50
CENTURY FORMS, INC.	Printing Supplies	654243	5/14/2012	\$1,710.01
ALLIEDBARTON SECURITY SERVICES	Security Services	654223	5/14/2012	\$1,660.96
CAL-TEST, INC.	D&A Onsite Testing	654233	5/14/2012	\$1,608.70
VERIZON WIRELESS	Wireless Cell Service	654338	5/14/2012	\$1,598.71
CDW GOVERNMENT, INC	Software/Hardware	654242	5/14/2012	\$1,592.70
VERIZON	Communications	654337	5/14/2012	\$1,556.77
VALLEY OFFICE EQUIPMENT, INC.	Fax/Copier Supplies	654364	5/17/2012	\$1,552.58
KMRJ-FM	Advertisement	654287	5/14/2012	\$1,500.00
<u>YELLOW CAB OF THE DESERT</u>	Taxi Voucher Program	654365	5/17/2012	\$1,440.00
EISENHOWER OCCUPATIONAL	Medical-Exams and Testing	654351	5/17/2012	\$1,425.00
DESERT ENTERTAINER	Advertisement	654251	5/14/2012	\$1,400.00
OFFICETEAM	Temporary Services	654462	5/30/2012	\$1,347.66
SMARTDRIVE SYSTEMS, INC.	Security Equipment	654321	5/14/2012	\$1,240.00
NAPA AUTO PARTS	Vehicle Repair Parts	654295	5/14/2012	\$1,187.85
SIGNATURE PARTY RENTALS	Employee Event	00654465	5/30/2012	\$1,180.54
<u>FRANCHISE TAX BOARD</u>	Taxes Payable	00654265	5/14/2012	\$1,128.53
OFFICE DEPOT	Office Supplies	00654302	5/14/2012	\$1,121.09
OFFICETEAM	Temporary Services	00654216	5/3/2012	\$1,081.65
OFFICETEAM	Temporary Services	00654421	5/24/2012	\$1,005.37
TOTALFUNDS BY HASLER	Postage Supplies	00654329	5/14/2012	\$1,000.00
DESERT ALARM, INC.	Security Services	00654250	5/14/2012	\$1,000.00
<b>Total of Checks Over \$1,000</b>				<b>\$767,315.56</b>
<b>Total of Checks Under \$1,000</b>				<b>\$55,952.04</b>
<b>Total of All Checks for the Month</b>				<b>\$823,267.60</b>

**Total Amount of Checks Prior Years Same Month**

**\$3,478,593.83**



**May Statement** for activity from Apr. 20, 2012 through May 21, 2012  
 SUNLINE TRANSIT  
 C MIKEL OGLESBY (CPN 000648533)

**Inquiries: 1-866-552-8855**  
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**Your Visa® Business Card account at a glance ... Account:**

Activity Summary	
Previous Balance .....	\$0.00
Payments .....	\$0.00
Other Credits .....	\$0.00
Purchases .....	\$903.12
Balance Transfers .....	\$0.00
Advances .....	\$0.00
Other Debits .....	\$0.00
Past Due Amount .....	\$0.00
Fees Charged .....	\$0.00
Interest Charged .....	\$0.00
<b>New Balance .....</b>	<b>\$903.12</b>
Credit Line .....	\$34,000.00
Available Credit .....	\$33,096.88
Statement Close Date .....	May 21, 2012
Days in Billing Cycle .....	32

Payment Information	
New Balance .....	\$903.12
Minimum Payment Due (Current Month)	\$10.00
Minimum Payment Due (Past Due)	\$0.00
<b>Total New Minimum Payment Due</b>	<b>\$10.00</b>
Payment Due Date .....	Jun. 17, 2012
<b>Late Payment Warning:</b> If we do not receive your minimum payment by the date listed above, you may have to pay up to a \$39.00 Late Fee and your APRs may be increased up to the Penalty APR of 28.99%.	

To reduce or avoid paying additional fees and interest charges on your purchase balance, pay the total new balance of \$903.12 by 06/17/12. Any cash balance or balance transfer balance will continue to accrue daily interest until the date your payment is received.

**Transactions**

Post Date	Trans Date	Ref. Nbr	Description of Transaction	Amount	Notation
<b>Purchases and Other Debits</b>					
05/09	05/07	6408	HILTON HOTELS LONG BEA LONG BEACH CA..... 05/05/12 FOLIO: 0000870327	\$553.52	-----
05/11	05/09	5244	AMERICAN 0012367745206 DALLAS TX..... OGLESBY/CHARLE 05/31/12 PALMSPRINGS TO DALLAS DALLAS TO PALMSPRINGS	\$349.60	-----

Continued on Next Page

No payment is required, however please use coupon when making additional payments. CPN 000648533

**Automatic Payment**

Your Account Number:

Your new full balance of \$903.12 will be automatically deducted from your account on 06/04/12.

To change your address or for Cardmember Service please call: 1-866-552-8855 **Every Hour! Every Day!**

000034825 1 MB 0.404 106481612479149 P

SUNLINE TRANSIT  
 C MIKEL OGLESBY  
 32505 HARRY OLIVER TRL  
 THOUSAND PLMS CA 92276-3501





**May Statement** for activity from Apr. 20, 2012 through May 21, 2012  
 SUNLINE TRANSIT  
 C MIKEL OGLESBY

**Inquiries: 1-866-552-8855**  
 Page 2 of 3

2012 Totals Year-to-Date	
Total Fees Charged in 2012	\$0.00
Total Interest Charged in 2012	\$0.00

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

Signature/Approval: \_\_\_\_\_ Accounting Code: \_\_\_\_\_

**Interest Charge Calculation**

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\* APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement	Interest Free Period
**BALANCE TRANSFER	\$0.00	\$0.00	YES	\$0.00	13.99%		NO
**PURCHASES	\$903.12	\$0.00	YES	\$0.00	13.99%		YES
**ADVANCES	\$0.00	\$0.00	YES	\$0.00	20.99%		NO

**Important Messages**

Your payment of \$903.12 will be automatically deducted from your bank account on 06/04/2012. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

**ACTION NEEDED:** Contact us to select a new AutoPay date! Due to a change in our payment processing system, it is necessary to select a new AutoPay date (the date your payment is automatically made each month).

To easily change your AutoPay date via the web: Log onto your account at [myaccountaccess.com](http://myaccountaccess.com) ---> Select "Manage Payments" ---> Select "View Autopay" ---> Select Edit" ---> Under "Payment Day", select your new payment date. Or, you may call Cardmember Service at 800-208-7215 to select a new AutoPay date - it is quick and easy!

Save time and money by consolidating your debt into one monthly payment. Check your mail for a great offer or call Cardmember Service today for information on a great rate.

Pacific Western Bank  
SunLine Transit Agency Visa Credit Card Statement  
Closing Date: May 21, 2012

Detail:

05/09/12	Hilton Hotel, Long Beach	Hotel charges – G.M. - APTA International Roadeo	\$553.52
05/11/12	American Airlines	Airfare – G.M. American Public Transportation Foundation Mtg.	\$349.60

Note: All travel is included in the Board approved FY 2012 budget.

SunLine Transit Agency  
Statement of Activities  
March 31, 2012

REVISED

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	299,979	245,833	54,146	2,407,296	2,212,500	194,796
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	18,750	6,428
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	281,250	108,814
Interest Revenue	8,573	10,000	160	833	(673)	2,105	7,500	(5,395)
Outside Fueling Revenue (SunFuels)	219,868	180,137	22,883	15,011	7,871	209,911	135,103	74,809
Pass-Through Operating revenue	69,777	258,800	35,078	21,567	13,511	73,223	194,100	(120,877)
Other Operating Revenue	107,833	343,137	12,273	28,595	(16,321)	93,673	257,353	(163,679)
Grant Revenue	17,004,918	18,033,298	3,297,954	1,502,775	1,795,179	14,523,354	13,524,974	998,381
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>3,668,327</b>	<b>1,847,948</b>	<b>1,820,380</b>	<b>17,724,806</b>	<b>16,631,529</b>	<b>1,093,277</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	25,042	15,011	(10,031)	214,651	135,103	(79,548)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	751,001	722,505	(28,496)	6,434,758	6,502,547	67,788
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	206,710	204,214	(2,496)	1,779,063	1,837,922	58,858
Security (15)	514,549	458,833	9,096	38,236	29,140	267,423	344,125	76,702
Maintenance (21 & 22)	5,212,682	5,517,967	415,045	459,831	44,785	3,886,075	4,138,475	252,400
Facility Maintenance-T.P. (23)	567,807	573,218	46,280	47,768	1,488	443,635	429,914	(13,722)
Facility Maintenance-Indio (24)	81,905	83,472	3,555	6,956	3,401	49,391	62,604	13,213
Bus Stops/Shelters (25)	416,057	459,965	40,346	38,330	(2,016)	336,517	344,974	8,457
Marketing (31)	261,442	356,354	25,710	29,696	3,986	237,944	267,266	29,321
Human Resources (32)	451,763	407,998	41,150	34,000	(7,150)	283,810	305,999	22,189
General Administration (40)	1,032,497	1,483,415	119,328	123,618	4,290	985,333	1,112,561	127,228
Finance (41)	755,754	753,377	95,494	62,781	(32,712)	604,912	565,033	(39,879)
Information Technology (42)	289,135	367,125	21,841	30,594	8,753	201,491	275,344	73,853
Planning & Agency Development (49)	599,879	851,833	45,315	70,986	25,671	362,261	638,875	276,614
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,845,913</b>	<b>1,884,527</b>	<b>38,614</b>	<b>16,087,262</b>	<b>16,960,739</b>	<b>873,476</b>

**SunLine Transit Agency**  
**Statement of Revenues and Departmental Expenditures**  
**For Month ended March 31, 2012**

<b>Operating Revenue</b>	<u>03/31/12</u>	<u>YTD</u>
Passenger Fares	299,979	2,407,296
Advertising Revenue	-	25,178
Rebate for CNG Production	-	390,064
Interest Revenue	160	2,105
Outside Fueling Revenue (SunFuels)	22,883	209,911
Pass-Through Operating Revenue	35,078	73,223
Other Operating Revenue	12,273	93,673
<b>Total Operating Revenue</b>	<b><u>\$ 370,374</u></b>	<b><u>\$ 3,201,452</u></b>
<b>Grant Revenue</b>		
Local Transportation Funds (LTF)	777,166	8,260,581
Measure A Funds	354,740	3,192,661
FTA Section 5304	-	4,077
FTA Section 5307	2,161,624	2,161,624
FTA Section 5311	-	264,566
FTA Section 5316	-	488,563
FTA Section 5317	-	111,470
CMAQ	-	-
Other Grant Revenue	4,424	39,812
<b>Total Grant Revenue</b>	<b><u>\$ 3,297,954</u></b>	<b><u>\$ 14,523,354</u></b>
<b>TOTAL REVENUE</b>	<b><u>\$ 3,668,327</u></b>	<b><u>\$ 17,724,806</u></b>
<b>Operating Expenditures by Department</b>		
SunFuels (10)	25,042	214,651
Operations-Fixed Route (11 & 12)	751,001	6,434,758
Operations-Dial-A-Ride (13 & 14)	206,710	1,779,063
Security (15)	9,096	267,423
Maintenance (21 & 22)	415,045	3,886,075
Facility Maintenance-T.P. (23)	46,280	443,635
Facility Maintenance-Indio (24)	3,555	49,391
Bus Stops/Shelters (25)	40,346	336,517
Marketing (31)	25,710	237,944
Human Resources (32)	41,150	283,810
General Administration (40)	119,328	985,333
Finance (41)	95,494	604,912
Information Technology (42)	21,841	201,491
Planning & Agency Development (49)	45,315	362,261
<b>TOTAL OPERATING EXPENDITURES</b>	<b><u>\$ 1,845,913</u></b>	<b><u>\$ 16,087,262</u></b>
<b>OPERATING INCOME/(LOSS)</b>	<b><u>1,822,414</u></b>	<b><u>1,637,544</u></b>

SunLine Transit Agency  
Statement of Activities  
April 30, 2012

	Unaudited	Total	Current Month			Year to Date		
	FY 10/11	FY 11/12 Budget	Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	273,935	245,833	28,101	2,681,231	2,458,333	222,897
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	20,833	4,345
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	312,500	77,564
Interest Revenue	8,573	10,000	287	833	(546)	2,393	8,333	(5,941)
Outside Fueling Revenue (SunFuels)	219,868	180,137	25,903	15,011	10,892	235,815	150,114	85,701
Pass-Through Operating revenue	69,777	258,800	(4,445)	21,567	(26,012)	68,778	215,667	(146,888)
Other Operating Revenue	107,833	343,137	9,513	28,595	(19,082)	103,187	285,948	(182,761)
Grant Revenue	17,004,918	18,033,298	1,136,330	1,502,775	(366,445)	15,659,684	15,027,748	631,935
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>1,441,523</b>	<b>1,847,948</b>	<b>(406,425)</b>	<b>19,166,329</b>	<b>18,479,477</b>	<b>686,852</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	25,903	15,011	(10,892)	240,554	150,114	(90,440)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	436,696	722,505	285,810	6,871,454	7,225,052	353,598
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	121,752	204,214	82,462	1,900,815	2,042,135	141,320
Security (15)	514,549	458,833	50,588	38,236	(12,351)	318,010	382,361	64,351
Maintenance (21 & 22)	5,212,682	5,517,967	357,311	459,831	102,519	4,243,387	4,598,306	354,919
Facility Maintenance-T.P. (23)	567,807	573,218	36,600	47,768	11,168	480,235	477,682	(2,553)
Facility Maintenance-Indio (24)	81,905	83,472	4,809	6,956	2,147	54,200	69,560	15,360
Bus Stops/Shelters (25)	416,057	459,965	27,069	38,330	11,261	363,586	383,304	19,718
Marketing (31)	261,442	356,354	21,920	29,696	7,776	259,864	296,962	37,097
Human Resources (32)	451,763	407,998	8,110	34,000	25,890	291,920	339,998	48,079
General Administration (40)	1,032,497	1,483,415	506,487	123,618	(382,869)	1,491,819	1,236,179	(255,640)
Finance (41)	755,754	753,377	87,702	62,781	(24,921)	692,614	627,814	(64,800)
Information Technology (42)	289,135	367,125	25,735	30,594	4,858	227,226	305,938	78,712
Planning & Agency Development (49)	599,879	851,833	45,444	70,986	25,542	407,705	709,861	302,156
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,756,127</b>	<b>1,884,527</b>	<b>128,400</b>	<b>17,843,389</b>	<b>18,845,265</b>	<b>1,001,876</b>

**SunLine Transit Agency**  
**Statement of Revenues and Departmental Expenditures**  
**For Month ended April 30, 2012**

<b>Operating Revenue</b>	<u>04/30/12</u>	<u>YTD</u>
Passenger Fares	273,935	2,681,231
Advertising Revenue	-	25,178
Rebate for CNG Production	-	390,064
Interest Revenue	287	2,393
Outside Fueling Revenue (SunFuels)	25,903	235,815
Pass-Through Operating Revenue	(4,445)	68,778
Other Operating Revenue	9,513	103,187
<b>Total Operating Revenue</b>	<b>\$ 305,193</b>	<b>\$ 3,506,645</b>

<b>Grant Revenue</b>		
Local Transportation Funds (LTF)	777,166	9,037,747
Measure A Funds	354,740	3,547,401
FTA Section 5304	-	4,077
FTA Section 5307	-	2,161,624
FTA Section 5311	-	264,566
FTA Section 5316	-	488,563
FTA Section 5317	-	111,470
CMAQ	-	-
Other Grant Revenue	4,424	44,236
<b>Total Grant Revenue</b>	<b>\$ 1,136,330</b>	<b>\$ 15,659,684</b>
		15,728,462
<b>TOTAL REVENUE</b>	<b>\$ 1,441,523</b>	<b>\$ 19,166,329</b>

<b>Operating Expenditures by Department</b>		
SunFuels (10)	25,903	240,554
Operations-Fixed Route (11 & 12)	436,696	6,871,454
Operations-Dial-A-Ride (13 & 14)	121,752	1,900,815
Security (15)	50,588	318,010
Maintenance (21 & 22)	357,311	4,243,387
Facility Maintenance-T.P. (23)	36,600	480,235
Facility Maintenance-Indio (24)	4,809	54,200
Bus Stops/Shelters (25)	27,069	363,586
Marketing (31)	21,920	259,864
Human Resources (32)	8,110	291,920
General Administration (40)	506,487	1,491,819
Finance (41)	87,702	692,614
Information Technology (42)	25,735	227,226
Planning & Agency Development (49)	45,444	407,705
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 1,756,127</b>	<b>\$ 17,843,389</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>(314,604)</b>	<b>1,322,940</b>

Pacific Western Bank  
SunLine Transit Agency Visa Credit Card Statement  
Closing Date: May 21, 2012

Detail:

05/09/12	Hilton Hotel, Long Beach	Hotel charges – G.M. - APTA International Roadeo	\$553.52
05/11/12	American Airlines	Airfare – G.M. American Public Transportation Foundation Mtg.	\$349.60

Note: All travel is included in the Board approved FY 2012 budget.

SunLine Transit Agency  
Statement of Activities  
March 31, 2012

REVISED

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	299,979	245,833	54,146	2,407,296	2,212,500	194,796
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	18,750	6,428
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	281,250	108,814
Interest Revenue	8,573	10,000	160	833	(673)	2,105	7,500	(5,395)
Outside Fueling Revenue (SunFuels)	219,868	180,137	22,883	15,011	7,871	209,911	135,103	74,809
Pass-Through Operating revenue	69,777	258,800	35,078	21,567	13,511	73,223	194,100	(120,877)
Other Operating Revenue	107,833	343,137	12,273	28,595	(16,321)	93,673	257,353	(163,679)
Grant Revenue	17,004,918	18,033,298	3,297,954	1,502,775	1,795,179	14,523,354	13,524,974	998,381
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>3,668,327</b>	<b>1,847,948</b>	<b>1,820,380</b>	<b>17,724,806</b>	<b>16,631,529</b>	<b>1,093,277</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	25,042	15,011	(10,031)	214,651	135,103	(79,548)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	751,001	722,505	(28,496)	6,434,758	6,502,547	67,788
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	206,710	204,214	(2,496)	1,779,063	1,837,922	58,858
Security (15)	514,549	458,833	9,096	38,236	29,140	267,423	344,125	76,702
Maintenance (21 & 22)	5,212,682	5,517,967	415,045	459,831	44,785	3,886,075	4,138,475	252,400
Facility Maintenance-T.P. (23)	567,807	573,218	46,280	47,768	1,488	443,635	429,914	(13,722)
Facility Maintenance-Indio (24)	81,905	83,472	3,555	6,956	3,401	49,391	62,604	13,213
Bus Stops/Shelters (25)	416,057	459,965	40,346	38,330	(2,016)	336,517	344,974	8,457
Marketing (31)	261,442	356,354	25,710	29,696	3,986	237,944	267,266	29,321
Human Resources (32)	451,763	407,998	41,150	34,000	(7,150)	283,810	305,999	22,189
General Administration (40)	1,032,497	1,483,415	119,328	123,618	4,290	985,333	1,112,561	127,228
Finance (41)	755,754	753,377	95,494	62,781	(32,712)	604,912	565,033	(39,879)
Information Technology (42)	289,135	367,125	21,841	30,594	8,753	201,491	275,344	73,853
Planning & Agency Development (49)	599,879	851,833	45,315	70,986	25,671	362,261	638,875	276,614
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,845,913</b>	<b>1,884,527</b>	<b>38,614</b>	<b>16,087,262</b>	<b>16,960,739</b>	<b>873,476</b>

SunLine Transit Agency  
Statement of Activities  
April 30, 2012

	Unaudited	Total	Current Month			Year to Date		
	FY 10/11	FY 11/12 Budget	Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	273,935	245,833	28,101	2,681,231	2,458,333	222,897
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	20,833	4,345
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	312,500	77,564
Interest Revenue	8,573	10,000	287	833	(546)	2,393	8,333	(5,941)
Outside Fueling Revenue (SunFuels)	219,868	180,137	25,903	15,011	10,892	235,815	150,114	85,701
Pass-Through Operating revenue	69,777	258,800	(4,445)	21,567	(26,012)	68,778	215,667	(146,888)
Other Operating Revenue	107,833	343,137	9,513	28,595	(19,082)	103,187	285,948	(182,761)
Grant Revenue	17,004,918	18,033,298	1,136,330	1,502,775	(366,445)	15,659,684	15,027,748	631,935
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>1,441,523</b>	<b>1,847,948</b>	<b>(406,425)</b>	<b>19,166,329</b>	<b>18,479,477</b>	<b>686,852</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	25,903	15,011	(10,892)	240,554	150,114	(90,440)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	436,696	722,505	285,810	6,871,454	7,225,052	353,598
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	121,752	204,214	82,462	1,900,815	2,042,135	141,320
Security (15)	514,549	458,833	50,588	38,236	(12,351)	318,010	382,361	64,351
Maintenance (21 & 22)	5,212,682	5,517,967	357,311	459,831	102,519	4,243,387	4,598,306	354,919
Facility Maintenance-T.P. (23)	567,807	573,218	36,600	47,768	11,168	480,235	477,682	(2,553)
Facility Maintenance-Indio (24)	81,905	83,472	4,809	6,956	2,147	54,200	69,560	15,360
Bus Stops/Shelters (25)	416,057	459,965	27,069	38,330	11,261	363,586	383,304	19,718
Marketing (31)	261,442	356,354	21,920	29,696	7,776	259,864	296,962	37,097
Human Resources (32)	451,763	407,998	8,110	34,000	25,890	291,920	339,998	48,079
General Administration (40)	1,032,497	1,483,415	506,487	123,618	(382,869)	1,491,819	1,236,179	(255,640)
Finance (41)	755,754	753,377	87,702	62,781	(24,921)	692,614	627,814	(64,800)
Information Technology (42)	289,135	367,125	25,735	30,594	4,858	227,226	305,938	78,712
Planning & Agency Development (49)	599,879	851,833	45,444	70,986	25,542	407,705	709,861	302,156
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,756,127</b>	<b>1,884,527</b>	<b>128,400</b>	<b>17,843,389</b>	<b>18,845,265</b>	<b>1,001,876</b>

SunLine Transit Agency  
Statement of Activities  
May 31, 2012

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	269,459	245,833	23,626	2,950,690	2,704,167	246,523
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	22,917	2,262
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	343,750	46,314
Interest Revenue	8,573	10,000	190	833	(643)	2,583	9,167	(6,584)
Outside Fueling Revenue (SunFuels)	219,868	180,137	35,635	15,011	20,624	271,450	165,126	106,325
Pass-Through Operating revenue	69,777	258,800	7,155	21,567	(14,412)	75,933	237,233	(161,300)
Other Operating Revenue	107,833	343,137	10,558	28,595	(18,037)	113,745	314,542	(200,797)
Grant Revenue	17,004,918	18,033,298	1,084,877	1,502,775	(417,898)	16,744,561	16,530,523	214,038
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>1,407,875</b>	<b>1,847,948</b>	<b>(440,072)</b>	<b>20,574,204</b>	<b>20,327,424</b>	<b>246,780</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	35,635	15,011	(20,624)	276,189	165,126	(111,064)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	744,193	722,505	(21,687)	7,615,647	7,947,557	331,910
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	201,242	204,214	2,972	2,102,056	2,246,349	144,292
Security (15)	514,549	458,833	19,022	38,236	19,215	337,032	420,597	83,565
Maintenance (21 & 22)	5,212,682	5,517,967	434,243	459,831	25,588	4,677,629	5,058,136	380,507
Facility Maintenance-T.P. (23)	567,807	573,218	43,266	47,768	4,502	523,501	525,450	1,948
Facility Maintenance-Indio (24)	81,905	83,472	6,279	6,956	677	60,479	76,516	16,037
Bus Stops/Shelters (25)	416,057	459,965	37,806	38,330	524	401,392	421,635	20,243
Marketing (31)	261,442	356,354	37,923	29,696	(8,227)	297,788	326,658	28,870
Human Resources (32)	451,763	407,998	45,297	34,000	(11,297)	337,216	373,998	36,782
General Administration (40)	1,032,497	1,483,415	109,809	123,618	13,809	1,601,628	1,359,797	(241,831)
Finance (41)	755,754	753,377	122,442	62,781	(59,661)	815,056	690,596	(124,461)
Information Technology (42)	289,135	367,125	25,010	30,594	5,584	252,236	336,531	84,296
Planning & Agency Development (49)	599,879	851,833	38,816	70,986	32,171	446,521	780,847	334,326
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,900,981</b>	<b>1,884,527</b>	<b>(16,454)</b>	<b>19,744,370</b>	<b>20,729,792</b>	<b>985,422</b>

SunLine Transit Agency  
Statement of Activities  
May 31, 2012

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	YTD Actual	YTD Budget	Favorable (Unfavorable)
<b>Revenues:</b>								
Passenger Fares	2,893,849	2,950,000	269,459	245,833	23,626	2,950,690	2,704,167	246,523
Advertising Revenue	27,024	25,000	-	2,083	(2,083)	25,178	22,917	2,262
Rebate for CNG Production	1,035,857	375,000	-	31,250	(31,250)	390,064	343,750	46,314
Interest Revenue	8,573	10,000	190	833	(643)	2,583	9,167	(6,584)
Outside Fueling Revenue (SunFuels)	219,868	180,137	35,635	15,011	20,624	271,450	165,126	106,325
Pass-Through Operating revenue	69,777	258,800	7,155	21,567	(14,412)	75,933	237,233	(161,300)
Other Operating Revenue	107,833	343,137	10,558	28,595	(18,037)	113,745	314,542	(200,797)
Grant Revenue	17,004,918	18,033,298	1,084,877	1,502,775	(417,898)	16,744,561	16,530,523	214,038
<b>Total Operating Revenue</b>	<b>21,367,700</b>	<b>22,175,372</b>	<b>1,407,875</b>	<b>1,847,948</b>	<b>(440,072)</b>	<b>20,574,204</b>	<b>20,327,424</b>	<b>246,780</b>
<b>Expenses:</b>								
SunFuels (10)	219,868	180,137	35,535	15,011	(20,624)	276,189	165,126	(111,064)
Operations-Fixed Route (11 & 12)	8,453,305	8,670,062	744,193	722,505	(21,687)	7,615,647	7,947,557	331,910
Operations-Dial-A-Ride (13 & 14)	2,232,339	2,450,562	201,242	204,214	2,972	2,102,056	2,246,349	144,292
Security (15)	514,549	458,833	19,022	38,236	19,215	337,032	420,597	83,565
Maintenance (21 & 22)	5,212,682	5,517,967	434,243	459,831	25,588	4,677,629	5,058,136	380,507
Facility Maintenance-T.P. (23)	567,807	573,218	43,266	47,768	4,502	523,501	525,450	1,948
Facility Maintenance-Indio (24)	81,905	83,472	6,279	6,956	677	60,479	76,516	16,037
Bus Stops/Shelters (25)	416,057	459,965	37,806	38,330	524	401,392	421,635	20,243
Marketing (31)	261,442	356,354	37,923	29,696	(8,227)	297,788	326,658	28,870
Human Resources (32)	451,763	407,998	45,297	34,000	(11,297)	337,216	373,998	36,782
General Administration (40)	1,032,497	1,483,415	109,809	123,618	13,809	1,601,628	1,359,797	(241,831)
Finance (41)	755,754	753,377	122,442	62,781	(59,661)	815,056	690,596	(124,461)
Information Technology (42)	289,135	367,125	25,010	30,594	5,584	252,236	336,531	84,296
Planning & Agency Development (49)	599,879	851,833	38,816	70,986	32,171	446,521	780,847	334,326
<b>Total expenses</b>	<b>21,088,982</b>	<b>22,614,318</b>	<b>1,900,981</b>	<b>1,884,527</b>	<b>(16,454)</b>	<b>19,744,370</b>	<b>20,729,792</b>	<b>985,422</b>

# SunLine Transit Agency

## Statement of Revenues and Departmental Expenditures For Month ended May 31, 2012

<b>Operating Revenue</b>	<b>05/31/12</b>	<b>YTD</b>
Passenger Fares	269,459	2,950,690
Advertising Revenue	-	25,178
Rebate for CNG Production	-	390,064
Interest Revenue	190	2,583
Outside Fueling Revenue (SunFuels)	35,635	271,450
Pass-Through Operating Revenue	7,155	75,933
Other Operating Revenue	10,558	113,745
<b>Total Operating Revenue</b>	<b>\$ 322,998</b>	<b>\$ 3,829,643</b>
<b>Grant Revenue</b>		
Local Transportation Funds (LTF)	721,290	9,759,037
Measure A Funds	354,740	3,902,141
FTA Section 5304	-	4,077
FTA Section 5307	-	2,161,624
FTA Section 5311	-	264,566
FTA Section 5316	-	488,563
FTA Section 5317	-	111,470
CMAQ	-	-
Other Grant Revenue	8,847	53,083
<b>Total Grant Revenue</b>	<b>\$ 1,084,877</b>	<b>\$ 16,744,561</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,407,875</b>	<b>\$ 20,574,204</b>
<b>Operating Expenditures by Department</b>		
SunFuels (10)	35,635	276,189
Operations-Fixed Route (11 & 12)	744,193	7,615,647
Operations-Dial-A-Ride (13 & 14)	201,242	2,102,056
Security (15)	19,022	337,032
Maintenance (21 & 22)	434,243	4,677,629
Facility Maintenance-T.P. (23)	43,266	523,501
Facility Maintenance-Indio (24)	6,279	60,479
Bus Stops/Shelters (25)	37,806	401,392
Marketing (31)	37,923	297,788
Human Resources (32)	45,297	337,216
General Administration (40)	109,809	1,601,628
Finance (41)	122,442	815,056
Information Technology (42)	25,010	252,236
Planning & Agency Development (49)	38,816	446,521
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 1,900,981</b>	<b>\$ 19,744,370</b>
<b>OPERATING INCOME/(LOSS)</b>	<b>(493,106)</b>	<b>829,835</b>



**SunLine Transit Agency  
Monthly Ridership Report  
May - 2012**

FY  
2011 & 2012

	May 2012	May 2011	Apr 2012	Month Var.	% Var.	FY 2012 YTD	FY 2011 YTD	YTD Var.	% Var.	Bikes		Wheelchairs	
										Monthly	YTD	Monthly	YTD
<b>Fixed Route</b>													
Line 14 DHS/PS	45,992	43,817	42,726	2,175	5.0%	481,290	453,544	27,746	6.1%	1,509	13,719	309	4,433
Line 15 DHS	8,796	7,370	8,082	1,426	19.3%	90,032	60,456	29,576	48.9%	104	1,301	45	901
Line 24 PS/CC	17,524	15,742	16,410	1,782	11.3%	178,726	154,861	23,865	15.4%	344	3,233	157	1,386
Line 30 CC/PS	69,295	64,978	65,871	4,317	6.6%	729,302	674,617	54,685	8.1%	2,048	20,183	535	5,749
Line 32 PD/TP/PS	22,542	20,003	21,455	2,539	12.7%	227,119	188,188	38,931	20.7%	1,162	9,138	121	897
Line 53 PD/IW	4,765	4,314	4,491	451	10.5%	47,293	35,770	11,523	32.2%	155	1,270	22	188
Line 70 La Quinta	22,549	21,527	21,213	1,022	4.7%	232,451	206,519	25,932	12.6%	536	7,416	110	364
Line 80 Indio	11,878	20,240	10,868	(8,362)	-41.3%	172,705	206,409	(33,704)	-16.3%	293	2,810	171	2,095
Line 81 Indio	8,296		8,051	8,296	0.0%	42,210	-	42,210	0.0%	176	750	105	450
Line 90 Coachella/Indio	19,303	20,250	18,881	(947)	-4.7%	208,138	192,657	15,481	8.0%	461	4,989	212	1,876
Line 91 Cch/Th/Mecca	22,325	19,258	20,590	3,067	15.9%	215,858	172,738	43,120	25.0%	361	4,159	56	478
Line 111 PS/Indio	134,630	132,652	136,872	1,978	1.5%	1,482,885	1,364,089	118,796	8.7%	4,496	48,266	1,145	10,696
<b>Fixed route total</b>	<b>387,895</b>	<b>370,151</b>	<b>375,510</b>	<b>17,744</b>	<b>4.8%</b>	<b>4,108,009</b>	<b>3,720,414</b>	<b>387,595</b>	<b>10.4%</b>	<b>11,645</b>	<b>117,234</b>	<b>2,988</b>	<b>29,513</b>
<b>Demand Response</b>													
SunDial	11,455	10,051	10,363	1,404	14.0%	114,051	100,207	13,844	13.8%				
<b>System total</b>	<b>399,350</b>	<b>380,202</b>	<b>385,873</b>	<b>19,148</b>	<b>5.0%</b>	<b>4,222,060</b>	<b>3,820,621</b>	<b>401,439</b>	<b>10.5%</b>				

**Please note:**

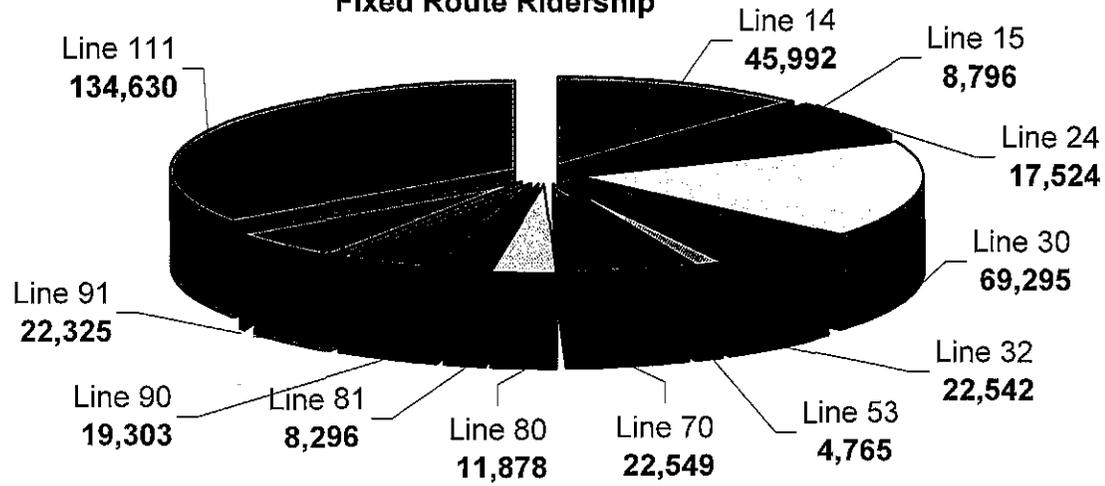
Line 80 was separated into Lines 80 and 81 in January 2012. The percentage variances for Line 80 is calculating ridership before the routes where separated.

\* FY 2011 YTD total ridership includes data for Line 50 (10,566 passengers). Line 50 was discontinued on September 4, 2010; fixed route and system totals are accurate.

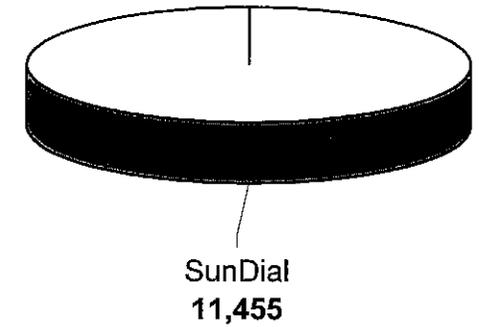
Issued: 6/5/2012

## SunLine Transit Agency Monthly Ridership Report May - 2012

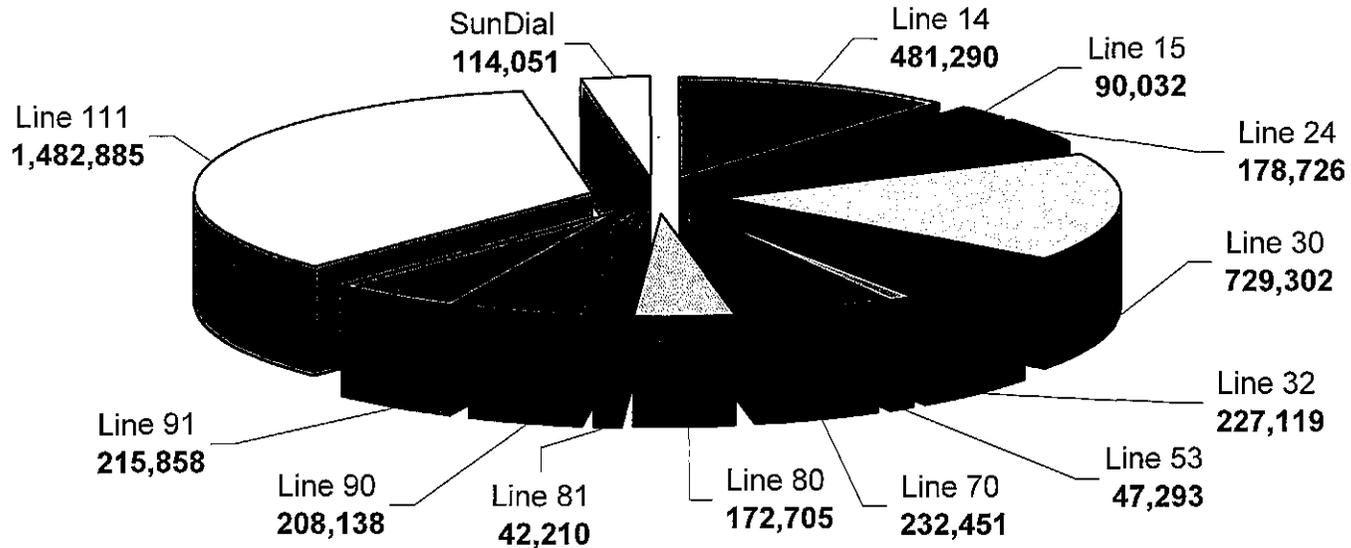
### Fixed Route Ridership

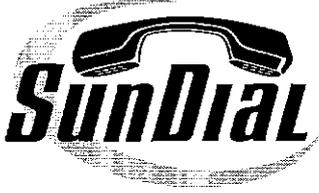


### Demand Response Ridership



### Year-to-Date System Ridership





**Complimentary Paratransit Service**  
*Serving Persons with Disabilities Throughout the Coachella Valley*

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**SunDial Operational Notes**  
**May 2012**

1. ON-TIME PERFORMANCE

<u>Last Year</u>	<u>This Year</u>	
90.7	91.5	Total trips carried in the on-time window
911	945	Total trips late during the month
9,851	11,207	Total trips

2. RIDERSHIP and MILEAGE

<u>Last Year</u>	<u>This Year</u>	
10,051	11,455	Total passengers for the month
85,023	92,480	Total miles traveled for the month

3. SAFETY

<u>Last Year</u>	<u>This Year</u>	
3	1	Total preventable accidents

4. RIDE-A-LONG & ONBOARD EVALUATIONS

<u>Last Year</u>	<u>This Year</u>	
0	0	Total Ride-a-Long Evaluations
5	1	Total Onboard Inspections
0	0	Total Safety Evaluations

5. DENIALS

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

6. WHEELCHAIR BOARDINGS

<u>Last Year</u>	<u>This Year</u>	
1,700	1,741	Total Mobility Device Boarding's

cc: Mikel Oglesby, Carolyn Rude, Polo Del Toro, Mannie Thomas, Jim Rayl, Diane Beebe

## SunLine Transit Agency

**DATE:** June 27, 2012 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** General Manager

**RE:** Approval of Operating and Capital Budget FY 2013

---

### **Recommendation**

Recommend that The Board of Directors approve the draft SunLine Transit Agency Budget for Fiscal Year 2013.

### **Background**

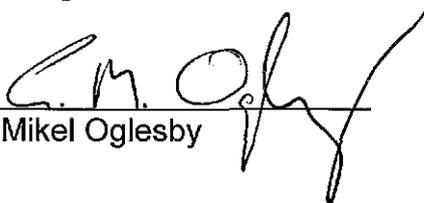
The FY 2013 operating budget has been increased by a modest \$101,621 from the FY 2012 budget that was submitted to the Board in June of 2011. With the continued increase of health care costs, as well as the addition of the Riverside Commuter Service and the new procedure to manage PERMA, we were able to offset the increases by capitalizing fuel and streamlining various departments. The draft budget before you reflects the Agency's vigilant control of operating costs.

The capital budget reflects purchases that will continue to improve the infrastructure of SunLine, including two new American fuel cell buses, continued bus rehabilitation and bus stop improvements, and the purchase of a new SunLine telephone system.

SunLine remains dedicated to its objective of providing clean, safe and efficient transportation to the Coachella Valley and to operate at maximum efficiency, while at the same time deferring operating expenditures whenever possible.

### **Financial Impact**

All budgeted funds are available per RCTC staff.

  
C. Mikel Oglesby

## SunLine Transit Agency

**DATE:** June 27, 2012 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Director of Transit Planning

**RE:** Draft FY 2013-2015 Short Range Transit Plan (SRTP)

---

### Recommendation

Recommend that the Board of Directors approve the draft FY 2013-2015 Short Range Transit Plan.

### Background

At the beginning of each year, staff works on the Short Range Transit Plan [SRTP] which is a three year plan for operating assistance and implementation of capital projects approved by the Board of Directors and the Riverside County Transportation Commission [RCTC]. Before the SRTP is finalized, staff presents the draft Plan with the estimated funding levels for the Agency's operating and capital improvement projects. This report is intended to update the Finance Committee and the Board of Directors on on-going planning activities to develop the SRTP for Fiscal Year 2012/13. The following are planned activities to be undertaken in FY 2012/13.

### Operating Assistance:

In fiscal year 2012/13, staff plans to implement the following service changes:

- A new CommuterLink 220 service for residents in the Valley interested in commuting to other segments of the County. The new commuter route will link the Coachella Valley with western Riverside County, with stops at Palm Desert, Thousand Palms, Cabazon (Morongo Casino), Banning, Beaumont, Moreno Valley (2), UC Riverside and the downtown Riverside Metrolink and bus stations. Staff applied for and has secured JARC and New Freedom funding to implement the route, together with a contribution from our partner Riverside Transit Agency
- Realign the existing Line 53 to improve performance, potentially serving the more populated area around Portola/Country Club, as well as Xavier School, and the Roslyn Senior Center. Days and hours of operation are also under review.
- Other changes would be subject to a mid-year review of operating funding.

Proposed Capital Improvement Projects:

Staff plans to implement the following capital projects in FY 2012/13:

- Purchase seven replacement paratransit buses (carryover funds) as well as two replacement trucks and four replacement relief cars.
- Implement transit amenities and security enhancement projects.
- Implement facility improvements including repaving Thousand Palms yard.
- Purchase maintenance tools and equipments, office equipment, and IT needs.
- Complete feasibility studies for the updating/replacement of Indio operating and maintenance facility and Bus Rapid Transit opportunities in the Coachella Valley.
- Begin construction of the new Administrative Building.
- Continuation of Intelligent Transportation System implementation and study options for an Enterprise Resource Management System.

Staff is coordinating the SRTP financial assumptions with the agency's FY2012/13 operating and capital budgets. Table 4 in the SRTP will reflect the approved budget levels for FY 2012/13.

**Financial Impact**

All funds to be budgeted funds are available and based on guidance provided by RCTC staff.



Joe Forgiarini

**SunLine Transit Agency**

**DATE:** June 27, 2012 **ACTION**  
**TO:** Board of Directors  
**FROM:** Director of Transit Planning  
**RE:** Resolutions to Obtain Grant Funding

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**Recommendation**

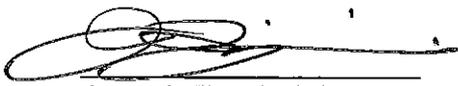
Recommend that the Board of Directors approve the attached Resolution that grants authorization to the General Manager to direct the Planning staff to apply for grants and obtain revenues for the new fiscal year.

**Background**

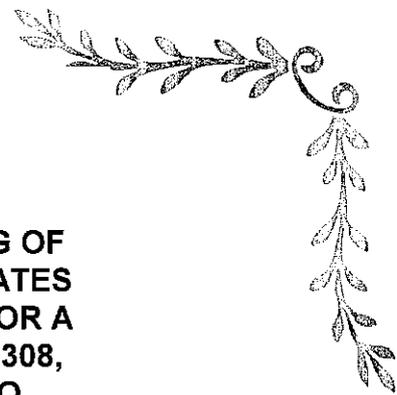
Each year the various funding agencies to which we apply for either grants or formula funding require a Resolution from the Board of Directors authorizing the General Manager to act on behalf of the Agency in completing the necessary paperwork to obtain operating or capital funds.

**Fiscal Implications**

The Resolutions are necessary to obtain operating and capital funds to operate the Agency in Fiscal Year 2013.



Joseph Forgiarini



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE FILING OF  
AN APPLICATION WITH THE UNITED STATES  
DEPARTMENT OF TRANSPORTATION, FOR A  
GRANT UNDER SECTIONS 5304, 5307, 5308,  
5309, 5310, 5311, 5316, 5317 OR CMAQ  
FUNDING OF THE URBAN MASS  
TRANSPORTATION ACT OF 1964, AS  
AMENDED FOR FISCAL YEAR 2012/2013**

WHEREAS, the Secretary of Transportation is authorized to make grants for a mass transportation program of projects, and

WHEREAS, the contract for financial assistance will impose certain obligations upon the applicants, including the provision by it of the local share of the project costs in the program, and

WHEREAS, it is required by the U.S. Department of Transportation in accord with the provision of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance under the Urban Mass Transportation Act of 1964, as amended, the applicant gave an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder, and

WHEREAS, it is the goal of the applicant that minority business enterprises be utilized to the fullest extent possible in connection with this project, and that definite procedures shall be established and administered to ensure that minority business shall have the maximum construction contracts, supplies, equipment contracts, or consultant and other services,

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SUNLINE TRANSIT AGENCY, THAT

1) The General Manager is authorized to execute and file an application on behalf of SunLine Transit Agency with the U.S. Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects, pursuant to Sections 5304, 5307, 5308, 5309, 5310, 5311, 5316, 5317 or CMAQ funding of the Urban Mass Transportation Act of 1964, as amended.

2) The General Manager is authorized to execute and file with such applications an assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI of the Civil Rights Act of 1964.

3) The General Manager is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application for the program of projects.

4) The General Manager is authorized to set forth and execute affirmative minority business policies in connection with the program of projects procurement needs.

5) The General Manager is authorized to execute grant agreements on behalf of SunLine Transit Agency with the U.S. Department of Transportation for aid in the financing of the planning, capital and/or operating assistance program of projects.

ADOPTED THIS 27<sup>th</sup> DAY OF JUNE, 2012

AYES:

NOES:

ABSENT:

ABSTAIN:

By:

\_\_\_\_\_  
Eduardo Garcia  
Chairman of the Board

\_\_\_\_\_  
C. Mikel Oglesby  
General Manager

## SunLine Transit Agency

**DATE:** June 27, 2012 **ACTION**

**TO:** Board of Directors

**FROM:** Director of Planning

**RE:** Resolution Authorizing Access to FTA's Transportation  
Electronic Award and Management System [TEAM]

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### **Recommendation**

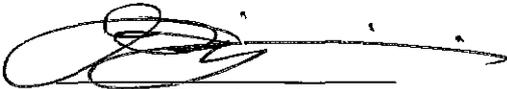
Recommend that the Board of Directors approve the attached Resolution to enable Agency staff to complete legal, planning, financial, and reporting for grant activities in TEAM.

### **Background**

As a requirement by the Federal Transit Administration, SunLine's Board of Directors is required to approve a resolution authorizing employees to access the TEAM system to apply for federal funds, as well as for the management and administration of federal funds for SunLine Transit Agency. The Resolution authorizes the General Manager to act on behalf of the Agency in completing necessary activities to obtain operating and capital funds.

### **Fiscal Implications**

This Resolution is necessary to outline designated and approved staff eligible to access the TEAM system to pin yearly Certification and Assurances, legal certification, develop, submit, execute, and amend grants, as well as submit quarterly reports in FY 12/13.



Joseph Forgiarini



**SunLine Transit Agency**

**RESOLUTION No. \_\_\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
SUNLINE TRANSIT AGENCY TO AUTHORIZE ACCESS  
TO FTA's TRANSPORTATION ELECTRONIC AWARD  
AND MANAGEMENT SYSTEM**

WHEREAS, SunLine Transit is a recipient of Federal Transit Administration funding;  
and

WHEREAS, FTA requires that recipients of FTA funding utilize the TEAM system to  
access the funding and identify those individuals with authority to have access, including the  
level of access; and

WHEREAS, The Board of Directors desires to authorize that General Counsel,  
General Manager, Director of Planning and Assistant Transit Planner to have access to the  
TEAM system relating to the administration of FTA funding for SunLine Transit Agency,  
specifically as follows:

C. Mikel Oglesby	Certify and Assure as the Designated Official (CAD)
C.J. Smith	Pin Certification & Assurances, Submit Application (SA), Execute Award (EA)

NOW THEREFORE, BE IT RESOLVED that the individuals identified above are  
authorized to have access to TEAM on behalf of SunLine Transit Agency at the levels  
specified.

Approved and Adopted this 27<sup>th</sup> day of June, 2012.

Ayes:                      Noes:                      Absent:                      Abstain:

BY

\_\_\_\_\_  
Eduardo Garcia  
Chairman of the Board

\_\_\_\_\_  
C. Mikel Oglesby  
General Manager

## SunLine Transit Agency

**DATE:** June 27, 2012 **ACTION**

**TO:** Finance Committee  
Board of Directors

**FROM:** Director of Transit Planning

**RE:** Proposed New Riverside Commuter Express Service

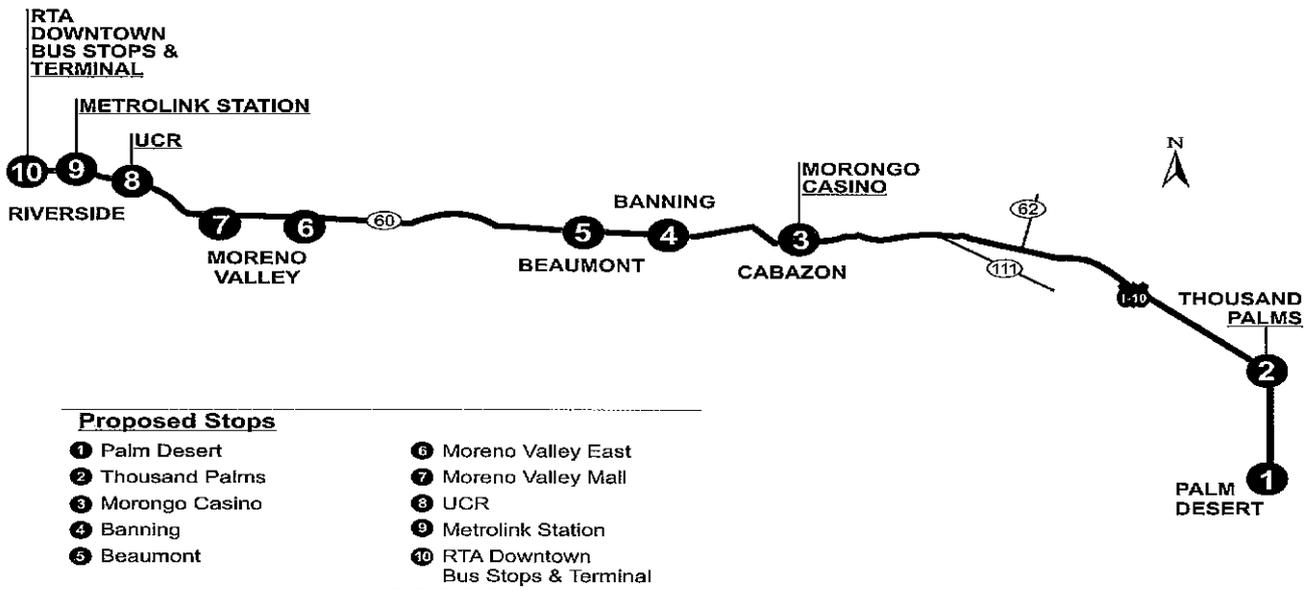
### Recommendation

Recommend that the Board of Directors approve the Riverside Commuter Express Bus Service and Fare Proposal as detailed below, for SunLine staff to implement on September 10, 2012.

### Background

SunLine is proposing to operate a new commuter express service weekdays between the Coachella Valley and Riverside. The stops and draft schedule for the service (to be known as "CommuterLink 220") are shown below.

## SunLine 35 PROPOSED LINE TRANSIT AGENCY Serving the Desert Since 1977 years of service Palm Desert to Riverside



Weekday	Route 220	Proposed Schedule		Westbound					
	Palm Desert Mall	Thousand Palms	Morongo Casino	Banning Ramsey & Sunset	Beaumont-City Hall	Nason & Fir	Moreno Valley Mall	Downtown Riverside MetroLink Station	Downtown Riverside Transit Terminal
4:45 am	5:00	5:33	5:54	6:05	6:25	6:36	7:06	7:19	
5:45 am	6:00	6:33	6:54	7:05	7:25	7:36	8:06	8:19	
Weekday	Route 220	Proposed Schedule		Eastbound					
Downtown Riverside Transit Terminal	Downtown Riverside MetroLink Station	UCR Lot 30	Moreno Valley Mall	Nason & Fir	Beaumont-City Hall	Banning Ramsey & Sunset	Morongo Casino	Thousand Palms	Palm Desert Mall
5:19 pm	5:27	5:41	5:56	6:11	6:35	6:47	7:05	7:35	7:57
6:35 pm	6:45	6:59	7:14	7:27	7:51	8:03	8:21	8:51	9:13

The trips in yellow above are trips currently operated by Riverside Transit Agency (RTA) which SunLine will replace. RTA will be a funding partner for the service.

SunLine will operate the service utilizing refurbished existing 40ft New Flyer buses, with upgraded seating, luggage racks, Wi-Fi internet access, etc. consistent with amenities already offered by RTA on CommuterLink services.

The following fares are recommended for this service:

RTA CommuterLink fares would apply between Pass Area and Riverside:

- \$3 single ride, \$2 for Seniors/Disabled/Medicare.
- \$7 day pass, \$5 Seniors/Disabled/Medicare.
- \$75 30-day pass, \$50 Seniors/Disabled/Medicare.

Coachella Valley to Pass Area/Riverside (double existing CommuterLink fares):

- \$6 single ride, \$4 for Seniors/Disabled/Medicare.
- \$14 day pass, \$10 Seniors/Disabled/Medicare.
- \$150 for 30-day pass, \$100 for Seniors/Disabled/Medicare.

Existing college, city employee, and Metrolink rail passes will be acceptable for travel between The Pass area and Riverside only, with a \$3 extra fare payable for using these fares to travel to/from the Coachella Valley. Employees of RTA would also be allowed to utilize this service free of charge.

### **Fiscal Implications – Existing Proposal**

Direct cost of operation: \$275,949

Set up and ongoing planning, marketing, and administrative costs:

- \$30,704 (Set-up Year 1)
- \$19,716 (Subsequent Year 2)

Total Operating Costs:

- Year 1: \$306,653
- Year 2: \$295,665

Estimated ridership is 70 per day (17,850 per year). Average fare estimate (blended fares) is \$2.77 per ride, with annual fare revenue estimate = \$49,459.

Estimated cost recovery is 16.7% (slightly lower first set up year)

Funding (2 years – must be re-secured) is provided from the following sources:

- Fare revenue \$49,459.
- FTA grants (Sect. 5316, 5317); \$134,000 Year 1, \$125,030 Year 2.
- \$61,597 contribution from Riverside Transit Agency and that same amount from SunLine local funding.

The bus refurbishment is estimated as \$167,160, which is funded from available grant funding. The buses are already owned by SunLine. Minor costs will also be incurred for bus stops (<\$5,000), which are also available from grant funding.

The project has been included in both the FY2012-13 SunLine Budget and Short Range Transit Plan. SunLine is finalizing Memorandums of Understanding (MOUs) with RCTC and RTA for funding and operation of this route.

### **Public Comments**

For a service and fare change of this significance, a public meeting is required. Two public meetings were held on June 6, 2012 to present the proposal and receive public comment. Public support for the service was strong (over 50 comments received, all supportive – see summary attached). The main concern expressed with the proposal is lack of connections from local transit services in the Coachella Valley. No concerns were expressed regarding the proposed fares.

A low cost option (\$4,000 cost per year) is to delay the second trip by 30 minutes to meet the first Line 111 service in each direction, but this change has some associated issues:

- Loss of rail connections at Riverside
- Less convenient, arrival time for workers and students in western Riverside County (workers are the target group for the grant funding).
- Trip still likely to be considered far too early by those raising the concern. Additional later trips are needed to address this wider concern.

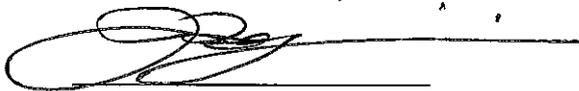
Therefore such a change may result in no additional or quite likely less ridership, and is not recommended until the existing proposal has been implemented and ridership reviewed. The other option of adding earlier local buses on Line 111 is

estimated at \$54,027 per year, a relatively expensive solution which is not budgeted and does not address the broader issue of the early departures.

**Future Plans**

The table below outlines the cost impacts of adding additional trips weekdays. While funding is not presently available for adding more trips, SunLine will work with RCTC to try to identify additional funding in anticipation of demand for adding more trips.

<b>Option</b>	<b>Total Cost</b>	<b>Fare Revenue</b>	<b>Required Subsidy</b>
Existing Plan 4 trips	\$295,665	\$49,459	\$246,206
Delay 2 <sup>nd</sup> of 4 trips	\$299,412	\$49,459	\$249,953
6 trips	\$356,036	\$77,722	\$278,314
8 trips	\$383,759	\$98,919	\$284,840
10 trips	\$528,691	\$123,648	\$405,043
12 trips	\$626,660	\$148,378	\$478,282
14 trips	\$724,628	\$173,108	\$551,520



J. Forgiarini  
Director of Transit Planning

## **Comment Summary: Riverside Commuter Express Bus Service Proposal**

The following quantities of comments were received between May 4, 2012 (first newspaper advert) and closing of comment period following the June 6, 2012 public meetings:

- 23 comments made at the public meetings
- 5 phone calls
- 9 letters
- 13 emails, faxes, comment forms

Total: 50 comments.

### Overview of Comments:

Overall, comments received were supportive of the idea of having transit connecting the Coachella Valley to Riverside.

The most common comment (18 times) was regarding the lack of connecting local transit services in the Coachella Valley to meet with the morning trips to Riverside.

Other comments were less common, and included requests for clarification of fares and stop locations, or requesting additional trips, direct access to Loma Linda VA Hospital, or weekend service. A more detailed list of comments is provided below.

### **Detailed List of Comments Received:**

#### **Riverside Commuter Express Bus Service Proposal**

##### Public Meetings:

1. Wants link to services to San Diego.
2. Need to provide connection from Palm Springs for morning services.
3. Why is day pass more than twice the single trip?
4. Need to provide connection from Palm Springs for morning services.
5. No connection with first train to Oceanside. Need earlier first bus.
6. Need to provide connection from Palm Springs for morning services.
7. Can service be operated weekends?
8. Need to allow people from Desert Hot Springs to reach Palm Desert to connect in the mornings.
9. Where is the stop at I-10 Thousand Palms?
10. Supportive of proposed service for access to Riverside.
11. What are the ticket options?
12. Where in Riverside will the service stop?
13. Why stop at Cabazon?
14. Need connecting service from Indio and La Quinta mornings
15. Supportive of proposed service for access to Riverside.
16. Supportive of proposed service for access to Riverside but need a connection from local transit services in the morning.
17. Need early morning transit connections, and why stop at Cabazon.

18. What date will the service start?
19. Supportive of proposed service for access to Riverside.
20. Supportive of proposed service for access to Riverside, and would like service to Whitewater.
21. Where will the bus meet the Metrolink trains?
22. Supportive of proposed service for access to Riverside but need a connection from local transit services in the morning.
23. Need access to VA Hospital Loma Linda, early departures not convenient for veterans, also need to add midday trips.

Phone Calls:

1. Supportive of proposed service for access to Riverside.
2. Supportive of proposed service for access to Riverside.
3. Supportive of proposed service but needs connecting service from Palm Springs for the morning trips.
4. Supportive of proposed service but needs reverse direction for service (to Pam Desert AM, to Riverside PM).
5. Supportive of proposed service.

Letters:

Note: 11 total letters, but two letters received from same authors with same comments.

1. Supportive of proposed service for access to Riverside.
2. Supportive of proposed service for access to Riverside.
3. Supportive of proposed service for access to Riverside.
4. Supportive of proposed service for access to Riverside.
5. Wants service to Loma Linda (VA Medical Center)
6. Supportive of proposed service but needs connecting service from Palm Springs for the morning trips.
7. Supportive of proposed service but needs connecting service from Palm Springs for the morning trips.
8. Supportive of proposed service but needs connecting service from Palm Springs for the morning trips.
9. Supportive of proposed service but needs connecting service from Palm Springs for the morning trips.

Fax, Emails/Comment Forms:

1. Supportive of proposed service but wants route to start at Indio.
2. Supportive of proposed service for access to Riverside.
3. Supportive of proposed service for access to Riverside.
4. Supportive of proposed service for access to Riverside.
5. Supportive of proposed service for access to Riverside.
6. Supportive of proposed service for access to Riverside.
7. Trips are too early, need more stops at freeway ramps, start route at Indio
8. Requesting revised train connections.
9. Keep stops close to freeway and provide parking (will there be security?)

10. Need earlier trip for earlier Metrolink, as well as midday trips, and time trips for connections with local SunLine transit network.
11. Start service in Indio, provide connections to RTA buses at Banning.
12. Supportive of proposed service but need connection to Line 111 in the a.m.
13. Supportive of proposed service but need connection to Line 111 in the a.m. and wants weekend service.

**SunLine Transit Agency**

**DATE:** June 27, 2012 **DISCUSSION**  
**TO:** Board of Directors  
**FROM:** Chairman of the Board, Eduardo Garcia  
**RE:** City of Rancho Mirage Resolution #2012-21

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**Background**

At the Rancho Mirage City Council meeting of May 17, 2012, the members of the Rancho Mirage City Council unanimously approved the attached Resolution No. 2012-21 "A Resolution of the City Council of the City of Rancho Mirage Supporting Good Faith Labor Negotiations by SunLine Transit Agency's Management and its Bargaining Unit Employees", and is now public record. How does the Board want to respond?

*Bess M. Gundry, Deputy*  
CITY CLERK

CITY OF RANCHO MIRAGE

RESOLUTION NO. 2012-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RANCHO MIRAGE SUPPORTING GOOD FAITH LABOR NEGOTIATIONS BY SUNLINE TRANSIT AGENCY'S MANAGEMENT AND ITS BARGAINING UNIT EMPLOYEES.

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WHEREAS, as reported by the media, it appears that an impasse has been reached in the labor negotiations between Sunline Transit Agency's (Sunline) bargaining unit employees and the management at Sunline; and

WHEREAS, as a result of the impasse, the media has reported that there have been threats of a strike which could have a devastating impact on residents of Rancho Mirage - many of whom depend on Sunline for transportation to and from medical facilities; and

WHEREAS, the City's Sunline representative is unaware of how an impasse was reached since he was not informed by Sunline's General Manager -- as of the time of adoption of this resolution -- that the Sunline Board of Directors (Sunline Board) was ever involved with the subject labor negotiations; and

WHEREAS, it has been reported by the media that Sunline management has made a "last, best and final offer" to the bus operators and mechanics, which may not have been approved by the Sunline Board; and

WHEREAS, the City's Sunline representative is concerned that since the Sunline Board may not have been involved with the labor negotiation process, a strike may take place which would make it impossible for some residents to visit their doctors -- particularly low income elderly residents who depend on Sunline as their sole source for transportation.

NOW, THEREFORE, be it resolved by the City Council of the City of Rancho Mirage as follows:

Section 1. Good Faith Negotiations.

That in the interest of avoiding a strike based on any allegations of unfair labor practices committed by Sunline, the Sunline Board should direct Sunline's General Manager to

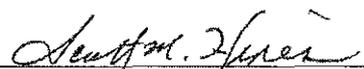
strictly comply with all applicable labor negotiation provisions of the Meyers-Millias-Brown Act as contained in Chapter 10 of Division 4 of Title 1 of the Government Code (commencing with Section 3500) and all applicable regulations of the Public Employment Relations Board to ensure that all labor negotiations are conducted in good faith, which should include, but not be limited to, the General Manager consulting with the Sunline Board throughout the labor negotiations process, keeping the Sunline Board fully informed of the status of the subject labor negotiations, and receiving direction from the Sunline Board on all offers before they are made to Sunline Transit's bargaining unit employees - including any "last, best and final offer."

Section 2.      **City Clerk**

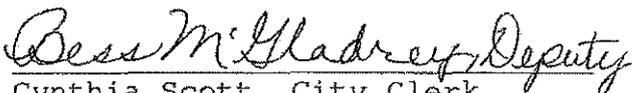
That the City Clerk shall certify to the passage of this resolution and enter it into the book of original resolutions and provide a certified copy of this resolution to the General Manager of Sunline Transit and each member of the Sunline Board of Directors.

**PASSED, APPROVED AND ADOPTED** this 17<sup>th</sup> day of May, 2012.

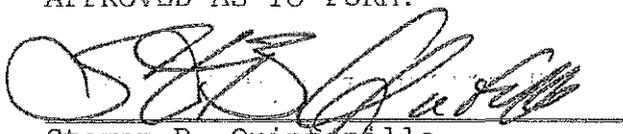
CITY COUNCIL  
CITY OF RANCHO MIRAGE

  
\_\_\_\_\_  
Scott M. Hines, Mayor

ATTEST:

  
for Cynthia Scott, City Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Steven B. Quintanilla  
City Attorney



# Annual Budget FY 2012/13



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# SUNLINE TRANSIT AGENCY THOUSAND PALMS, CALIFORNIA

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## ANNUAL BUDGET FISCAL YEAR 2012-2013

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### BOARD OF DIRECTORS

Eduardo Garcia, Chairman, City of Coachella

Robert Spiegel, Vice Chairman, City of Palm Desert

Yvonne Parks, City of Desert Hot Springs

Rick Hutcheson, City of Palm Springs

Bud England, City of Cathedral City

G. Dana Hobart, City of Rancho Mirage

Bill Powers, City of Indian Wells

Don Adolph, City of La Quinta

Glenn Miller, City of Indio

John J. Benoit, County of Riverside

**General Manager  
C. Mikel Oglesby**

**Chief of Staff  
Naomi Nightingale**

### **DIRECTORS**

Director of Operations.....	Apolonio Del Toro
Director of Human Resources.....	Jack Stevens
Director of Maintenance.....	Mike Morrow
Interim Director of Finance .....	Stanley Foreman
Director of Planning .....	Joseph Forgiarini



June, 2012

To: Board of Directors, SunLine Transit Agency

The operating and capital budgets for SunLine Transit Agency are presented for your approval. Budgeted operating expenditures are \$22,276,993 and new planned capital expenditures are \$2,734,037.

**FY 2012/13 Budget Highlights Include:**

**Operating Impacts:**

Reflected in the new budget are a number of new items not present in FY2011/12, including:

- New union labor agreement: including a 2% increase in wages for union employees;
- Estimated increase in benefit costs: health care - 15%; dental programs – 9%; vision programs – 10%; long term disability/short term life – 10%;
- PERMA revision: the Agency established a new procedure for managing PERMA causing an additional \$543,477 deposit annually;
- New General Counsel contract – anticipates an additional \$48,000;
- New Riverside Commuter Express service.

**Operating Offsets:**

There have been a number of items that have helped offset the above new operating expenses:

- Utilizing new FTA ruling allowing capitalization of a portion of our fuel expenses (\$439,000);
- Applying grant funds, anticipated fare and RTA's participation for the Riverside Commuter Service (\$306,000);
- Streamlining and reorganizing various departments, (Risk Management, Parts Storeroom) in addition to not filling some positions held vacant in FY 2011/12.

**Capital Highlights:**

The FY 2012/13 capital budget is programmed to spend \$2,734,037 in new capital projects. Notable among these new and other continuing capital projects that will occur this year are:

- Purchase of a new SunLine telephone system and other information technology and intelligent transportation system needs;
- Breaking ground on construction of SunLine's new administration building;
- Construction of two new fuel cell vehicles;
- Scheduled replacement of paratransit vans and non-revenue trucks and cars;
- Continued bus rehabilitation (including refurbishment of four buses for the Riverside Commuter Express service);
- Bus stop improvements (65 new bus shelters).

Comprehensive detail and explanations of the new capital projects recommended for this year can be found in the Short Range Transit Plan (SRTP).

In conclusion, SunLine continues to maintain service levels, and will add a new commuter express route to Riverside during these challenging economic times. Management's goal is to operate at maximum efficiency, seek additional revenue streams and defer operating expenditures whenever possible.

Sincerely,

  
C. Mikel Oglesby  
General Manager

  
Stanley Foreman  
Interim Director of Finance

## SERVICE PLAN ASSUMPTIONS

<b>SunLine - Fixed Routes – Opt Statistics ('000')</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Planned</b>	<b>% Change</b>
Revenue Miles of Operation	2,541,665.4	2,602,443.40	2.3%
Total Miles of Operation	2,785,481.0	2,836,830.90	1.8%
Revenue Hours of Operation	189077.80*	194,663.90	2.9%
Total Hours of Operation	198558.85*	205,566.30	3.4%
Total Passengers Carried	3,998,798	4,513,704	11.4%
<b>Sun-Bus - Dial-A-Ride – Opt Statistics ('000')</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Planned</b>	<b>% Change</b>
Revenue Miles of Operation	715,169.0	822,191.40	13.0%
Total Miles of Operation	808,342.2	939,335.40	13.9%
Revenue Hours of Operation	53,187.68	55,706.35	4.5%
Total Hours of Operation	59,506.98	62,797.76	5.2%
Total Passengers Carried	109,404	123,213	11.2%
<b>Express Service – Opt Statistics ('000')</b>	<b>FY 11-12 Budget</b>	<b>FY 12-13 Planned</b>	<b>% Change</b>
Revenue Miles of Operation	0	66300	100%
Total Miles of Operation	0	76500	100%
Revenue Hours of Operation	0	2652	100%
Total Hours of Operation	0	5245	100%
Total Passengers Carried	0	17,850	100%
<b>ALL SERVICES – Opt Statistics ('000')</b>	<b>FY 11-12 TOTAL Budget</b>	<b>FY 12-13 TOTAL Planned</b>	<b>% Change</b>
Revenue Miles of Operation	3,256,834.4	3,490,934.80	6.7%
Total Miles of Operation	3,593,823.2	3,852,666.30	6.7%
Revenue Hours of Operation	242,265.48	253,022.25	4.3%
Total Hours of Operation	258,065.83	273,609.06	5.7%
Total Passengers Carried	4,108,202	4,654,767	11.7%

Source: SunLine Planning Department. \* In FY 11/12 Revenue miles were increased by planning of service 7%. These hours have been restated in the FY 2012/13 Budget to Planned hours.

These service plan assumptions were utilized by the Agency in the development of the FY 2012/13 operating and capital budgets.

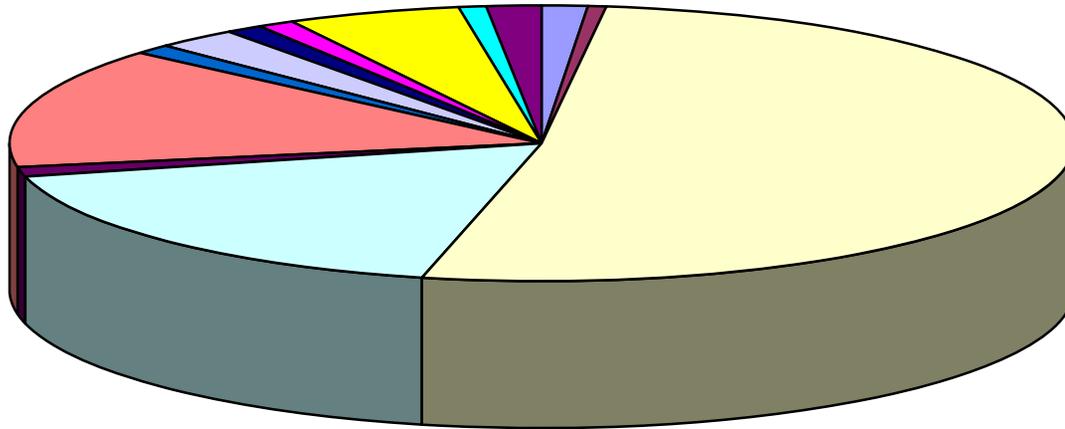
## SunLine Transit Agency Personnel Summary

Head Count Summary page

Department	2011/2012 Budgeted Position	2012/2013 Budgeted Positions	Variance
40 - General Administration	5	4	-1
10 - SunFuels	2	2	0
11 - 12 Operations - Fixed Route	144	150	6
13 - 14 Operations - Paratransit	49	51	2
15 - Risk Management	4	3	-1
21 - 22 Maintenance	44	41	-3
23 - Facility Maintenance - T. Palms	4	4	0
25 - Stops & Zones	7	7	0
31 - Marketing	4	3	-1
32 - Human Resources	3	3	0
41 - Finance	13	16	3
42 - Information Technology	1	2	1
49 - Planning	7	5	-2
<b>TOTAL</b>	<b>287</b>	<b>291</b>	<b>4</b>

# SunLine Transit Agency

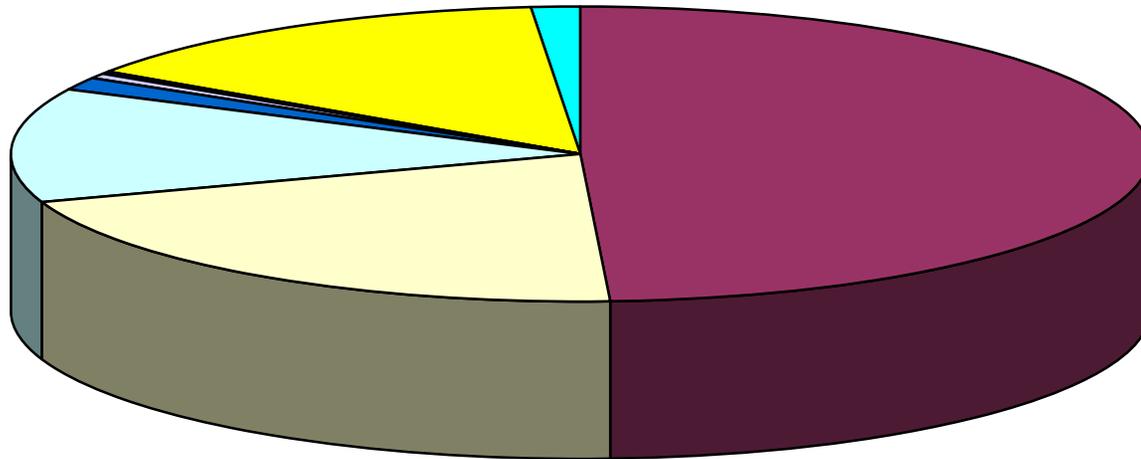
## Personnel Summary Staffing Needs



- 40 - General Administration
- 10 - SunFuels
- 11 - 12 Operations - Fixed Route
- 13 - 14 Operations - Paratransit
- 15 - Risk Management
- 21 - 22 Maintenance
- 23 - Facility Maintenance - T. Palms
- 25 - Stops & Zones
- 31 - Marketing
- 32 - Human Resources
- 41 - Finance
- 42 - Information Technology
- 49 - Planning

Operating Revenue		FY 09/10 Actual	FY 10/11 Actual	FY 11/12 Budget	FY 12/13 Proposed Revenues
<b>Source of Funding</b>					
Local Transportation Funds (LTF)		11,769,042	9,837,807	11,514,775	10,718,420
Measure A		3,714,000	3,773,000	4,256,881	4,500,000
FTA Section 5307		2,143,760	2,659,712	2,424,804	2,724,804
FTA Section 5304		16,686	2,700		
FTA Section 5308					
FTA Section 5311		265,083	264,566	264,566	264,566
FTA Section 5316				7,362	125,310
FTA Section 5317				3,851	101,951
Other FTA Grants (Pass Thru)		39,242	154,264		
Fare Box revenue (FR)		2,449,810	2,622,348	2,675,000	3,070,000
Fare Box revenue (D/r)		256,389	271,502	275,000	280,000
Taxi Vouchers					21,724
Other Operating Grant Revenue		53,083	53,083	53,083	-
State Transit Assistance (STA)					
Prop 1B Revenue (Inc Sec)					
CMAQ					
Interest and Other Revenue		731,645	1,399,639	700,054	470,218
<b>Total Operating Revenue</b>		<b>21,438,740</b>	<b>21,038,621</b>	<b>22,175,376</b>	<b>22,276,993</b>

FY 12/13 Proposed Revenues

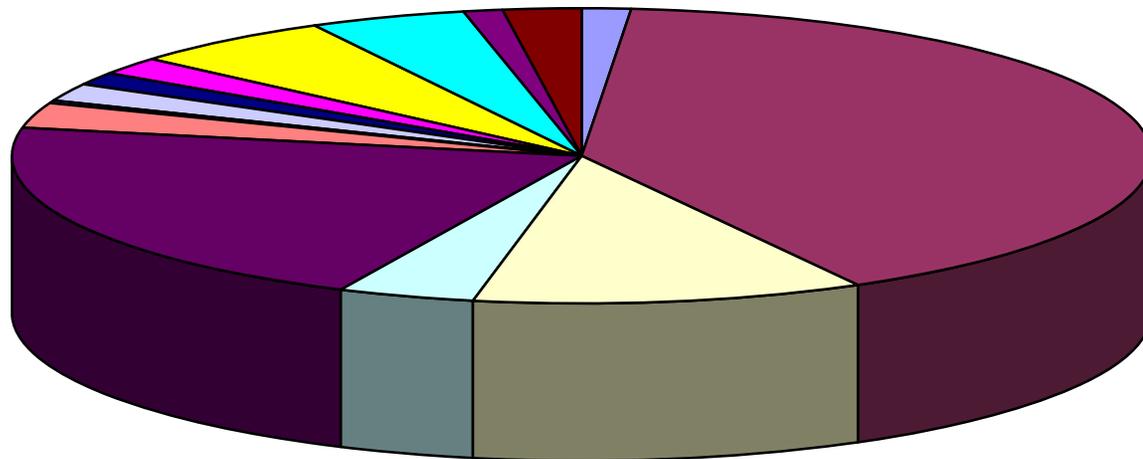


- Source of Funding
- Local Transportation Funds (LTF)
- Measure A
- FTA Section 5307
- FTA Section 5304
- FTA Section 5308
- FTA Section 5311
- FTA Section 5316
- FTA Section 5317
- Other FTA Grants (Pass Thru)
- Fare Box revenue (FR)
- Fare Box revenue (D/r)
- Taxi Vouchers
- Other Operating Grant Revenue
- State Transit Assistance (STA)
- Prop 1B Revenue (Inc Sec)
- CMAQ

Department Name	Dept #	FY 09/10 As Audited Actuals	FY 10/11 As Audited Actuals	FY 11/12 Budget	FY 12/13 Final Budget
SunFuels	10	A	A	1,612,092	289,540
Operations-Fixed Route	11-12	S	S	8,670,062	9,067,431
Operations-Dial-A-Ride	13-14			2,450,562	2,478,560
Risk Management	15	A	A	458,833	836,136
Maintenance	21-22	U	U	5,517,967	4,713,527
Facility Maintenance - T. Palms	23	D	D	573,218	598,415
Facility Maintenance-Indio	24	I	I	83,472	66,623
Stops & Zones Maintenance	25	T	T	459,965	464,297
Marketing	31	E	E	356,354	320,961
Human Resources	32	D	D	407,998	382,828
General Administration	40			1,483,415	1,352,837
Finance	41			753,377	945,398
IT	42			367,125	271,790
Planning	49			851,833	488,651
<b>Total Expense</b>		<b>21,163,238</b>	<b>21,652,880</b>	<b>24,046,273</b>	<b>22,276,993</b>

Sub Total		21,163,238	21,652,880	24,046,273	22,276,993
Less Pass-Through NF and JARC				(258,809)	-
Less Self Consumed Fuel				(1,431,955)	
Less 3rd Party Fueling Reimburs				(180,137)	-
Less FY 2011/12 Carry Forward					
<b>Net Expense</b>		<b>21,163,238</b>	<b>21,652,880</b>	<b>22,175,372</b>	<b>22,276,993</b>

FY 12/13 Expense Budget



- SunFuels
- Operations-Fixed Route
- Operations-Dial-A-Ride
- Risk Management
- Maintenance
- Facility Maintenance - T. Palms
- Facility Maintenance-Indio
- Stops & Zones Maintenance
- Marketing
- Human Resources
- General Administration
- Finance
- IT
- Planning

## SunLine Transit Agency Personnel Summary

### 40: Administration

Position	2011/2012 Budgeted Position	2012/2013 Budgeted Positions	Variance	Notes
General Manager	1	1	0	
Chief of Staff	1	1	0	
Special Assistant/Clerk of the Board	1	1	0	
Sr. Administrative Assistant	1	1	0	
Dir. of Administration	1	0	-1	Position promoted to Chief of Staff
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>-1</b>	

# ADMINISTRATION

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
405010200500	Salaries	273,417	376,887	393,632	380,077	-3.44%
405010201610	Admin Salaries-OT	76	141	-	-	0.00%
405010700000	Allocated Salaries	(6,080)	(21,269)	(27,166)	(25,000)	-7.97%
<b>Total Labor Expense</b>		<b>267,413</b>	<b>355,760</b>	<b>366,466</b>	<b>355,077</b>	<b>-3.11%</b>
					-3.11%	
<b>Benefits:</b>						
405020100010	Medicare Tax	4,714	6,335	6,110	5,920	-3.13%
405020100020	Social Security Taxes	-	-	-	-	0.00%
405020202000	Pension	80,508	101,812	118,880	119,492	0.51%
405020300000	Group Health Insurance	32,927	32,356	39,571	35,884	-9.32%
405020400000	Dental Insurance	923	1,135	1,449	1,214	-16.18%
405020400001	Vision Insurance	318	289	462	289	-37.49%
405020500000	Group Life Insurance	2,930	3,030	1,197	906	-24.28%
405020600000	Group Disability Insurance	1,789	2,549	3,060	2,759	-9.83%
405020600100	Employer Assistance Program	120	155	172	121	-29.23%
405020700010	Unemployment Taxes	1,487	1,915	1,855	1,596	-13.96%
405020800000	Workers Compensation	1,494	441	1,650	480	-70.90%
405020900000	Sick Pay	8,623	4,243	10,357	10,000	-3.45%
405020900001	Sick Sellbacks	2,370	5,875	1,122	5,000	345.51%
405021100000	Vacation Pay	34,588	57,589	30,888	50,000	61.87%
405021100001	Vacation Sellbacks	6,213	3,041	10,948	7,000	-36.06%
405021100002	Final Payout of Vacation	-	-	-	-	0.00%
405021400000	Deferred Compensation	10,594	14,670	20,000	20,000	0.00%
405021600000	Allocated Payroll Factors	(4,237)	(13,893)	(12,755)	(14,000)	9.76%
<b>Total Fringe Benefit Expense</b>		<b>185,361</b>	<b>221,542</b>	<b>234,966</b>	<b>246,662</b>	<b>4.98%</b>
					4.98%	
<b>Services:</b>						
405030200000	Public Notices	890	1,048	2,000	2,000	0.00%
405030300005	Legal Services-General	104,339	104,013	120,000	168,000	40.00%
<b>Total Service Expense</b>		<b>105,229</b>	<b>105,061</b>	<b>122,000</b>	<b>170,000</b>	<b>39.34%</b>
					39.34%	
<b>Materials and Supplies:</b>						
405049900000	Printing Administration	-	6,174	5,000	5,000	0.00%
405049900001	Office Supplies-General	2,767	3,100	5,000	5,000	0.00%
405049900002	Office Supplies-Postage	16,308	22,378	20,000	20,000	0.00%
405049900003	Office Supplies - Copy paper	8,227	6,787	15,000	15,000	0.00%
<b>Total Materials and Supplies Expense</b>		<b>27,303</b>	<b>38,438</b>	<b>45,000</b>	<b>45,000</b>	<b>0.00%</b>
					0.00%	
<b>Insurance:</b>						
405060100000	Insurance-Physical Damage	95,650	105,779	129,000	114,000	-11.63%
405060100100	Insurance Premium - Property	7,288	7,028	8,066	8,873	10.00%
405060300000	Insurance-Genrl & Auto Liability	192,510	165,849	282,712	200,000	-29.26%
405060400000	Insurance-Losses	(55,661)	540,355	100,000	-	-100.00%
405060800000	Insurance-Admin	1,748	5,482	3,085	3,105	0.65%
405060900100	Repair Claims	(4,020)	27,658	15,000	15,000	0.00%
<b>Total Insurance Expense</b>		<b>237,516</b>	<b>852,151</b>	<b>537,863</b>	<b>340,978</b>	<b>-36.61%</b>

					-36.61%	
<b>Miscellaneous Expense</b>						
405090100000	Memberships & Subscriptions	51,452	72,145	50,520	50,520	0.00%
405090200000	Travel-Meetings/Seminars (ALL)	33,322	50,330	62,600	55,200	-11.82%
405090200002	Board Meeting Expense	2,214	2,595	3,000	3,000	0.00%
405090200003	Board Member Compensation	5,497	5,520	6,000	6,000	0.00%
405090201000	Employee Expenses	65	17	-	20,400	0.00%
405099900002	Miscellaneous Expense	31,931	11,618	15,000	20,000	33.33%
405099900005	Operating Contingency	-	-	-	-	
405099900004	Consulting-General	91,524	73,832	40,000	40,000	0.00%
<b>Total Miscellaneous Expense</b>		<b>216,004</b>	<b>216,056</b>	<b>177,120</b>	<b>195,120</b>	<b>10.16%</b>
			-		10.16%	
	<b>Total Operating Expenses</b>	<b>1,038,825</b>	<b>1,789,008</b>	<b>1,483,415</b>	<b>1,352,837</b>	<b>-8.80%</b>

-8.80%

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>40503020000</u> <b>Account Name:</b> <u>Public Notices</u>

**Expenditure Description:**  
Public notices in local periodicals.

**Expenditure Justification:**  
To fund expenditures to print public notices in local periodicals.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,000	\$2,000	
<b>Total</b>		\$2,000	\$2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 405030300005      **Account Name:** Legal Services - General

**Expenditure Description:**  
Ongoing legal services.

**Expenditure Justification:**  
To fund expenditures related to Legal Services.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	SunLine Transit Legal Council	\$168,000	\$120,000	
<b>Total</b>		\$168,000	\$120,000	

**Expenditures by Month:**

July 14,000	August 14,000	September 14,000	October 14,000	November 14,000	December 14,000	
January 14,000	February 14,000	March 14,000	April 14,000	May 14,000	June 14,000	Total 168,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 405049900000      **Account Name:** Printing Administration

**Expenditure Description:**

Printing of various SunLine forms and publications.

**Expenditure Justification:**

To fund expenditures to print forms and publications.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$5,000	\$5,000	
<b>Total</b>		\$5,000	\$5,000	

**Expenditures by Month:**

July 417	August 417	September 417	October 417	November 417	December 417	
January 417	February 417	March 417	April 417	May 417	June 417	Total 5,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 405049900001      **Account Name:** Office Supplies-General

**Expenditure Description:**

Office supplies for General Administration.

**Expenditure Justification:**

To fund expenditures for general office supplies. Decrease to cover increase in "Printing Administration".

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$5,000	\$5,000	
<b>Total</b>		\$5,000	\$5,000	

**Expenditures by Month:**

July 417	August 417	September 417	October 417	November 417	December 417	
January 417	February 417	March 417	April 417	May 417	June 417	Total 5,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 405049900002      **Account Name:** Office Supplies-Postage

**Expenditure Description:**  
All postage for agency mailings.

**Expenditure Justification:**  
To cover postage costs'

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$20,000	\$20,000	
<b>Total</b>		\$20,000	\$20,000	

**Expenditures by Month:**

July 1,667	August 1,667	September 1,667	October 1,667	November 1,667	December 1,667	
January 1,667	February 1,667	March 1,667	April 1,667	May 1,667	June 1,667	Total 20,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 405049900003      **Account Name:** Office Supplies-Copy Paper

**Expenditure Description:**

Copy paper for entire agency.

**Expenditure Justification:**

To fund expenditures for agency paper.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$15,000	\$15,000	
<b>Total</b>		\$15,000	\$15,000	

**Expenditures by Month:**

July 1,250	August 1,250	September 1,250	October 1,250	November 1,250	December 1,250	
January 1,250	February 1,250	March 1,250	April 1,250	May 1,250	June 1,250	Total 15,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060100000      **Account Name:** Insurance-Physical Damage

**Expenditure Description:**

Annual premium for physical damage insurance coverage on fleet vehicles.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Hayward, Tilton & Rolapp	\$114,000	\$129,000	
<b>Total</b>		\$114,000	\$129,000	

**Expenditures by Month:**

July 9,500	August 9,500	September 9,500	October 9,500	November 9,500	December 9,500	
January 9,500	February 9,500	March 9,500	April 9,500	May 9,500	June 9,500	Total 114,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Insurance</u>
<b>Account Number:</b> <u>405060100100</u> <b>Account Name:</b> <u>Insurance Premium - Property</u>

**Expenditure Description:**  
Annual premium for all perils insurance on buildings and contents at both facilities.

**Expenditure Justification:**  
See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	PERMA	\$8,873	\$8,066	
<b>Total</b>		<b>\$8,873</b>	<b>\$8,066</b>	

**Expenditures by Month:**

July 739	August 739	September 739	October 739	November 739	December 739	
January 739	February 739	March 739	April 739	May 739	June 739	Total 8,873

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060300000      **Account Name:** Insurance-Genrl & Auto Liability

**Expenditure Description:**  
Premium for general and auto liability.

**Expenditure Justification:**  
To fund expenditures related to general and auto liability insurance.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	PERMA	\$200,000	\$282,712	
<b>Total</b>		\$200,000	\$282,712	

**Expenditures by Month:**

July	August	September	October	November	December	
16,667	16,667	16,667	16,667	16,667	16,667	
January	February	March	April	May	June	Total
16,667	16,667	16,667	16,667	16,667	16,667	200,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060400000      **Account Name:** Insurance Losses

**Expenditure Description:**

Insurance claim losses to be paid in FY 2013 regardless of the year of occurrence.

**Expenditure Justification:**

Insurance claim losses to be paid in FY 2013 regardless of the year of occurrence.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$0	\$100,000	
<b>Total</b>		\$0	\$100,000	

**Expenditures by Month:**

July 0	August 0	September 0	October 0	November 0	December 0	
January 0	February 0	March 0	April 0	May 0	June 0	Total 0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060800000      **Account Name:** Administrative Insurance

**Expenditure Description:**

This reflects the cost of bonding employees for theft or embezzlement.

**Expenditure Justification:**

To fund expenditures related to bonding current admin employees.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	PERMA	\$3,105	\$3,085	
<b>Total</b>		\$3,105	\$3,085	

**Expenditures by Month:**

July 259	August 259	September 259	October 259	November 259	December 259	
January 259	February 259	March 259	April 259	May 259	June 259	Total 3,105

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060900100      **Account Name:** Repair Claims

**Expenditure Description:**

This cost is for in-house repair to vehicles for minor damage from vehicle collisions.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$15,000	\$15,000	
<b>Total</b>		\$15,000	\$15,000	

**Expenditures by Month:**

July 1,250	August 1,250	September 1,250	October 1,250	November 1,250	December 1,250	
January 1,250	February 1,250	March 1,250	April 1,250	May 1,250	June 1,250	Total 15,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Miscellaneous Expense</u>
<b>Account Number:</b> <u>405090100000</u> <b>Account Name:</b> <u>Memberships &amp; Subscriptions</u>
<b>Expenditure Description:</b>  Various memberships and subscriptions.
<b>Expenditure Justification:</b>  To fund expenditures related to memberships & subscriptions.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	APTA	\$21,000	\$21,000	
Various	California Transit Association	\$10,500	\$10,500	
Various	Coachella Valley Econ. Partnership	\$10,000	\$10,000	
Various	Conference of Minority Transit Officials (COMTO)	\$3,350	\$3,350	
Various	CalAct	\$700	\$700	
Various	National Safety Council (Safety)	\$400	\$400	
Various	Rotary	\$500	\$500	
Various	Costco	\$200	\$200	
Various	Radio Service	\$150	\$150	
Various	PSDRCCVA	\$1,000	\$1,000	
Various	Cal-Start	\$1,500	\$1,500	
Various	APA Membership (Planning)	\$375	\$375	
Various	JJ Keller (Safety Mgmt Tool)	\$845	\$845	
	<b>Total</b>	\$50,520	\$50,520	

**Expenditures by Month:**

July 4,210	August 4,210	September 4,210	October 4,210	November 4,210	December 4,210	
January 4,210	February 4,210	March 4,210	April 4,210	May 4,210	June 4,210	Total 50,520

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 405090200000

**Account Name:** Travel Meetings/Seminars (All)

**Expenditure Description:**

Travel expense for all areas of SunLine Transit Agency - Approved by General Manager Only.

**Expenditure Justification:**

To control travel cost -- all requests for travel are processed and approved by the General Manager.

**Projected details of expenses:**

Department	Payee	2012/2013 Request	2011/2012 Request	Description
Procurement	NTI training (1 Staff)		\$1,500	
Finance	FTA Training (3 Staff)	\$0	\$0	
Finance	NTD Training Class (1 staff)	\$1,500	\$3,000	Reduced to One Staff
Finance	Annual APTA conference (1 staff)	\$0	\$0	Cancelled for FY 2013
Finance	NTI Training (3 staff)	\$0	\$0	Cancelled for FY 2013
Planning	APTA - Intermodal Operation planning	\$0	\$3,000	Cancelled for FY 2013
Planning	Annual APTA conference (1 staff)	\$0	\$3,000	Cancelled for FY 2013
Planning	TMD training	\$0	\$0	Cancelled for FY 2013
Planning	CTA Legislative Conference	\$0	\$0	Cancelled for FY 2013
Planning	FleetNet Training (3 Staff)	\$0	\$0	Cancelled for FY 2013
General Admin	Annual APTA conference (1 staff)	\$3,500	\$0	
General Admin	COMTO National	\$2,500	\$0	
General Admin	ASTD	\$0		Cancelled for FY
HR	Compensation World at work	\$0	\$0	Cancelled for FY 2013
HR	PIHRA coference (1 Staff)	\$2,500	\$0	
HR	Training Seminars/Workshops	\$0	\$5,000	Cancelled for FY 2013
IT	Electronic & Technology Conf.(1 staff)	\$3,000		
Maintenance	APTA International Rodeo - (1 staff)	\$0	\$0	Cancelled for FY 2013
Maintenance	Annual APTA conference (1 staff)	\$0	\$3,000	Cancelled for FY 2013
Maintenance	APTA Bus & Procurement Conf.(1 staff)	\$3,000		
Security	Annual APTA conference (1 staff)	\$0	\$3,000	
Security	Training Seminars/Workshops (2 staff) -	\$0	\$5,000	Cancelled for FY 2013
Security	Training Seminars/Workshops (1 staff) -	\$0	\$0	Cancelled for FY 2013
Security	Training Seminars/Workshops (1 staff) -	\$0	\$0	Cancelled for FY 2013
Operations	Annual APTA conference (1 staff)	\$0	\$3,000	Cancelled for FY 2013
Operations	APTA International Rodeo - (3 staff)	\$6,000	\$2,000	(Out of State)
Operations	NTI Training (2 staff)	\$2,000	\$4,000	
Operations	CalACT	\$0	\$0	Cancelled for FY 2013
Operations	FTA Training	\$0	\$0	Cancelled for FY 2013
Operations	TSI Training (9 Staff)	\$4,500	\$3,000	
SunFuels	NGV Institute (4)	\$3,000		
SunFuels	Aerial School (3)	\$4,000		
SunFuels	NTT (6 trips)	\$2,000		
General Manager	Annual APTA conference (1 staff)	\$3,500	\$3,000	
General Manager	APTA CEO Seminar - GM Conference	\$3,500	\$3,000	
General Manager	APTA Legislative Conference (2)	\$2,500	\$5,000	Reduced
General Manager	APTA Bus & Para transit Conference/	\$3,500	\$3,000	
General Manager	CalAct Autumn Conference	\$1,000	\$1,200	
General Manager	CalAct Spring Conference	\$0	\$0	Cancelled for FY 2013
General Manager	CalStart Conference-Heavy Duty	\$1,200	\$1,200	
General Manager	CTA Annual Meeting (1staff)	\$1,200	\$1,200	Cancelled for FY 2013
General Manager	CTA Legislative Conference	\$1,000	\$1,000	
General Manager	COMTO National Meeting & Training Conference	\$0	\$2,500	Cancelled for FY 2013
General Manager	APTA committee meetings	\$1,500	\$3,000	
General Manager	FleetNet GM conference	\$0	\$0	Cancelled for FY 2013
	<b>Total</b>	<b>\$55,200</b>	<b>\$62,600</b>	

**Expenditures by Month:**

July	August	September	October	November	December	
4,600	4,600	4,600	4,600	4,600	4,600	
January	February	March	April	May	June	Total
4,600	4,600	4,600	4,600	4,600	4,600	55,200

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 405090200002      **Account Name:** Board Meeting Expense

**Expenditure Description:**  
Expenditures related to conducting Board meetings.

**Expenditure Justification:**  
See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$3,000	\$3,000	
<b>Total</b>		\$3,000	\$3,000	

**Expenditures by Month:**

July	August	September	October	November	December	
250	250	250	250	250	250	
January	February	March	April	May	June	Total
250	250	250	250	250	250	3,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 405090200003      **Account Name:** Board Member Compensation

**Expenditure Description:**  
Board Member Compensation

**Expenditure Justification:**  
To fund Board Member stipend for Board meeting attendance.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$6,000	\$6,000	
<b>Total</b>		\$6,000	\$6,000	

**Expenditures by Month:**

July 500	August 500	September 500	October 500	November 500	December 500	
January 500	February 500	March 500	April 500	May 500	June 500	Total 6,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 405099900002      **Account Name:** Miscellaneous Expenses

**Expenditure Description:**  
Miscellaneous General Administration expenses.

**Expenditure Justification:**  
To fund miscellaneous expenditures related to General Administration such as fees for City events, video production, annual report, and media relations.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$20,000	\$15,000	
<b>Total</b>		\$20,000	\$15,000	

**Expenditures by Month:**

July 1,667	August 1,667	September 1,667	October 1,667	November 1,667	December 1,667	
January 1,667	February 1,667	March 1,667	April 1,667	May 1,667	June 1,667	Total 20,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 405099900004      **Account Name:** Consulting - General

**Expenditure Description:**

Consulting expenditures for General Administration.

**Expenditure Justification:**

To fund expenditures for General Administration such as Strategic Planning (Consulting & Training) , and the Director's Workshop

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$40,000	\$40,000	
<b>Total</b>		\$40,000	\$40,000	

**Expenditures by Month:**

July 3,333	August 3,333	September 3,333	October 3,333	November 3,333	December 3,333	
January 3,333	February 3,333	March 3,333	April 3,333	May 3,333	June 3,333	Total 40,000

## SunLine Transit Agency Personnel Summary

### 10: SunFuels

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Alternate Fuels Technician	2	2	0	
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	

# SunFuels

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
105010200500	Salaries	47,879	50,037	91,354	92,556	1.32%
105010201610	Admin Salaries- OT	3,611	2,562	1,500	3,000	100.01%
105010700000	Allocated Salaries	7,499	8,182	7,700	8,000	3.90%
<b>Total Labor Expense</b>		<b>58,988</b>	<b>60,782</b>	<b>100,554</b>	<b>103,556</b>	<b>2.99%</b>
					2.99%	
<b>Benefits:</b>						
105020100010	Medicare Tax	735	869	1,380	1,406	1.90%
105020202000	Pension	14,084	13,880	24,613	28,389	15.34%
105020300000	Group Health Insurance	9,900	9,787	19,800	21,000	6.06%
105020400000	Dental Insurance	344	333	665	695	4.50%
315020400001	Vision Insurance	173	173	347	347	0.00%
105020500000	Group Life Insurance	152	171	342	342	0.00%
105020600000	Group Disability Ins	121	155	237	248	5.00%
105020700010	Unemployment Taxes	34	479	742	798	7.55%
105020600100	Employer Assistance Program	371	39	69	61	-11.54%
105020800000	Worker's Comp Insurance	2,904	617	5,323	670	-87.41%
105020900000	Sick Pay	579	(199)	683	1,500	119.58%
105020900001	Sick Sellbacks	1,346	2,050	1,240.13	2,500	101.59%
105021100000	Vacation Pay	2,781	4,249	3,272	3,658	11.79%
105021100001	Vacation Sellbacks	1,875	1,666	1,346	1,700	26.29%
105021100002	Final Payout of Vacation	-	-	-	-	0.00%
105021400000	Deferred Compensation	-	-	-	-	0.00%
105021600000	Allocated Payroll Factors	5,602	5,339	6,000	6,000	0.00%
<b>Total Fringe Benefits Expense</b>		<b>41,002</b>	<b>39,607</b>	<b>66,059</b>	<b>69,314</b>	<b>4.93%</b>
					4.93%	
<b>Services:</b>						
105030200000	Ads & Mktg. Development	-	-	1,000	500	-50.00%
105030500010	Contracted Services	12,456	17,275	22,500	18,500	-17.78%
105030500011	Contracted Services-H2	60,399	52,061	67,100	63,100	-5.96%
105030500012	Uniforms	614	490	1,080	1,000	-7.41%
105030600900	Answering Services	923	915	1,000	1,000	0.00%
105039900005	Shipping/Freight	1,200	633	2,500	1,500	-40.00%
105039900007	Inventory-Sales Tax	1,731	1,926	2,000	2,000	0.00%
105039900008	Inventory-Freight	477	748	500	500	0.00%
<b>Total Services Expense</b>		<b>77,801</b>	<b>74,047</b>	<b>97,680</b>	<b>88,100</b>	<b>-9.81%</b>
					-9.81%	
<b>Materials and Supplies:</b>						
105049900001	Office Supplies	62	-	100	250	150.00%
105049900010	Mat/Supplies -- CNG TP	8,894	8,564	18,900	9,250	-51.06%
105049900011	Mat/Supplies -- Hydrogen	23,196	13,881	17,500	12,000	-31.43%
105049900012	Mat/Supplies-CNG Indio	1,935	921	3,500	1,700	-51.43%
105049900300	Repairs -- Hydrogen	24,378	5,898	10,000	5,000	-50.00%
105049900400	Repairs -- CNG TP	28,619	10,492	32,000	15,000	-53.13%
105049900450	Repairs -- CNG Indio	1,597	7,651	17,000	7,500	-55.88%
<b>Total Materials and Supplies Expense</b>		<b>88,683</b>	<b>47,407</b>	<b>99,000</b>	<b>50,700</b>	<b>-48.79%</b>
					-48.79%	
<b>Utilities:</b>						
105050200001	Electricity-CNG TP	46,098	44,889	50,000	33,431	-33.14%
105050200002	Electricity-CNG Indio	51,543	55,453	55,000	43,460	-20.98%



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105030200000</u> <b>Account Name:</b> <u>Ads &amp; Mktg. Development</u>
<p><b>Expenditure Description:</b></p> <p>Advertising &amp; Marketing Development</p>  <p><b>Expenditure Justification:</b></p> <p>To promote public awareness to alternative fuel options.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 500	\$ 1,000	
<b>Total</b>		\$ 500	\$ 1,000	

Expenditures by Month:						
July	August	September	October	November	December	
42	42	42	42	42	42	
January	February	March	April	May	June	Total
42	42	42	42	42	42	500

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105030500010</u> <b>Account Name:</b> <u>Contracted Services</u>
<p><b>Expenditure Description:</b></p> <p>Contracted Services for repairs</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures related to contracted repairs of fueling stations.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Broudlux	\$ 11,000	\$ 11,000	
Various	So Cal Gas Co	\$ 4,500	\$ 8,500	
Various	AMKO for CNG	\$ -	\$ -	
Various	Safety Clean	\$ 3,000	\$ 3,000	
<b>Total</b>		\$ 18,500	\$ 22,500	

**Expenditures by Month:**

July	August	September	October	November	December	
1,542	1,542	1,542	1,542	1,542	1,542	
January	February	March	April	May	June	Total
1,542	1,542	1,542	1,542	1,542	1,542	18,500

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105030500011</u> <b>Account Name:</b> <u>Contracted Services-Hydrogen</u>
<p><b>Expenditure Description:</b></p> <p>Contracted services for repairs.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures related to contracted repairs of Hydrogen fueling station.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Hyradix	\$ 50,000	\$ 54,000	
Monthly	Culligan Water Service	\$ 7,500	\$ 7,500	
Various	Smart Chemistry	\$ 5,600	\$ 5,600	
Various	Prax Air/AMKO		\$ -	
<b>Total</b>		\$ 63,100	\$ 67,100	

**Expenditures by Month:**

July 5,258	August 5,258	September 5,258	October 5,258	November 5,258	December 5,258	
January 5,258	February 5,258	March 5,258	April 5,258	May 5,258	June 5,258	Total 63,100

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105030500012</u> <b>Account Name:</b> <u>Uniforms</u>
<p><b>Expenditure Description:</b></p> <p>Contracted services for uniforms.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures related to contracted uniform services.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	G & K	\$ 1,000	\$ 1,080	
<b>Total</b>		\$ 1,000	\$ 1,080	

Expenditures by Month:						
July	August	September	October	November	December	
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

SunLine Transit Agency  
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**Expenditure Name:** Services

**Account Number:** 105030600900      **Account Name:** Answering Services

**Expenditure Description:**  
Contracted services for answering services.

**Expenditure Justification:**  
To fund expenditures related to twenty four hour contracted answering services for the fuel stations.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Checkmate	\$ 1,000	\$ 1,000	
<b>Total</b>		\$ 1,000	\$ 1,000	

**Expenditures by Month:**

July	August	September	October	November	December	
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105039900005</u> <b>Account Name:</b> <u>Shipping &amp; Freight</u>
<p><b>Expenditure Description:</b></p> <p>Contracted services for shipping &amp; freight services.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures related to shipping and freight services used to ship analytical testing materials and emergency repair parts.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 1,500	\$ 2,500	
<b>Total</b>		\$ 1,500	\$ 2,500	

**Expenditures by Month:**

July 125	August 125	September 125	October 125	November 125	December 125	
January 125	February 125	March 125	April 125	May 125	June 125	Total 1,500

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>105039900007</u> <b>Account Name:</b> <u>Inventory-Sales Tax</u>

**Expenditure Description:**  
Sales Tax for Parts

**Expenditure Justification:**  
Sales Tax for Parts

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 2,000	\$ 2,000	
<b>Total</b>		\$ 2,000	\$ 2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000

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**Expenditure Name:** Services

**Account Number:** 105039900008      **Account Name:** Inventory-Freight

**Expenditure Description:**  
Freight for Parts Deliveries

**Expenditure Justification:**  
Freight for Parts Deliveries

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 500	\$ 500	
<b>Total</b>		\$ 500	\$ 500	

**Expenditures by Month:**

July	August	September	October	November	December	
42	42	42	42	42	42	
January	February	March	April	May	June	Total
42	42	42	42	42	42	500

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900001</u> <b>Account Name:</b> <u>Office Supplies</u>
<p><b>Expenditure Description:</b></p> <p>Office Supplies for SunFuels</p>  <p><b>Expenditure Justification:</b></p> <p>Office Supplies for SunFuels</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 250	\$ 100	
<b>Total</b>		\$ 250	\$ 100	

**Expenditures by Month:**

July 21	August 21	September 21	October 21	November 21	December 21	
January 21	February 21	March 21	April 21	May 21	June 21	Total 250

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900010</u> <b>Account Name:</b> <u>Material Supplies-CNG TP</u>
<b>Expenditure Description:</b>  Materials & supplies related to Thousand Palms.
<b>Expenditure Justification:</b>  To fund materials & supplies expenditures related to CNG production. Items were previously recorded under repairs.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Gate Way/CECO	\$ 5,000	\$ 7,500	
Various	Genuine Parts	\$ 250	\$ 1,200	
Various	SoCo	\$ 500	\$ 1,000	
Various	Kaman	\$ 1,000	\$ 4,000	
Various	McMaster	\$ 500	\$ 1,200	
Various	Grainger	\$ 1,000	\$ 2,000	
Various	Hoke Controls	\$ 1,000	\$ 2,000	
	<b>Total</b>	\$ 9,250	\$ 18,900	

**Expenditures by Month:**

July 771	August 771	September 771	October 771	November 771	December 771	
January 771	February 771	March 771	April 771	May 771	June 771	Total 9,250

SunLine Transit Agency  
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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900011</u> <b>Account Name:</b> <u>Material Supplies-Hydrogen</u>
<p><b>Expenditure Description:</b></p> <p>Materials and Supplies related to Hydrogen production.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund materials and supplies expenditures related to Hydrogen production.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Cameron Welding	\$ 6,000	\$ 6,000	
Various	Coast Filtration	\$ 2,500	\$ 2,500	
Various	Hoke Controls	\$ 500	\$ 1,000	
Various	San Diego Fitting	\$ 500	\$ 1,000	
Various	McMaster	\$ 500	\$ 1,000	
Various	Grainger	\$ 500	\$ 1,000	
Various	OPW	\$ 1,500	\$ 5,000	
	AirGas		\$ -	
	<b>Total</b>	<b>\$ 12,000</b>	<b>\$ 17,500</b>	

**Expenditures by Month:**

July 1,000	August 1,000	September 1,000	October 1,000	November 1,000	December 1,000	
January 1,000	February 1,000	March 1,000	April 1,000	May 1,000	June 1,000	Total 12,000

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900012</u> <b>Account Name:</b> <u>Material Supplies-Indio</u>
<p><b>Expenditure Description:</b></p> <p>Materials &amp; supplies related to Indio.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund materials &amp; supplies expenditures related to CNG production.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Control Motion Solution	\$ -	\$ 600	
Various	IMW	\$ -	\$ -	
Various	Strickland	\$ 600	\$ 600	
Various	Hoke	\$ 600	\$ 600	
Various	Swageloc	\$ -	\$ 600	
Various	Grainger	\$ -	\$ 600	
Various	Napa	\$ 500	\$ 500	
	<b>Total</b>	\$ 1,700	\$ 3,500	

**Expenditures by Month:**

July 142	August 142	September 142	October 142	November 142	December 142	
January 142	February 142	March 142	April 142	May 142	June 142	Total 1,700

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**Expenditure Name:** Materials and Supplies

**Account Number:** 105049900300      **Account Name:** Repairs - Hydrogen

**Expenditure Description:**  
Repairs for Hydrogen production equipment.

**Expenditure Justification:**  
To fund repair expenditures related to Hydrogen Compression.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Hyradix	\$ 5,000	\$ 10,000	
<b>Total</b>		\$ 5,000	\$ 10,000	

**Expenditures by Month:**

July 417	August 417	September 417	October 417	November 417	December 417	
January 417	February 417	March 417	April 417	May 417	June 417	Total 5,000

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900400</u> <b>Account Name:</b> <u>Repairs - CNG Thousand Palms</u>
<p><b>Expenditure Description:</b></p> <p>Repairs for CNG production equipment.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund repair expenditures related to Compressed Natural Gas production at the Thousand Palms Fueling Station.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	A&G		\$ -	
Various	Genuine Parts		\$ -	
Various	SoCo		\$ -	
Various	OPW	\$ 5,000	\$ 16,000	
Various	Kaman		\$ -	
Various	McMaster		\$ -	
Various	Grainger		\$ -	
Various	Greenfield	\$ 5,000	\$ 10,667	
Various	Hoke Controls		\$ -	
Various	Control Motion Solution	\$ 5,000	\$ 5,333	
Various	Ceco		\$ -	
	<b>Total</b>	\$ 15,000	\$ 32,000	

**Expenditures by Month:**

July 1,250	August 1,250	September 1,250	October 1,250	November 1,250	December 1,250	
January 1,250	February 1,250	March 1,250	April 1,250	May 1,250	June 1,250	Total 15,000

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>105049900450</u> <b>Account Name:</b> <u>Repairs - CNG Indio</u>
<p><b>Expenditure Description:</b></p> <p>Repairs for CNG production equipment.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund repair expenditures related to Compressed Natural Gas production at the Indio Fueling Station.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Control Motion Solution		\$ -	
Various	IMW	\$ 3,000	\$ 8,000	
Various	Strickland		\$ -	
Various	OPW	\$ 2,000	\$ 4,000	
Various	Greenfield		\$ -	
	AtlasCopCo	\$ 2,500	\$ 5,000	
	<b>Total</b>	\$ 7,500	\$ 17,000	

**Expenditures by Month:**

July 625	August 625	September 625	October 625	November 625	December 625	
January 625	February 625	March 625	April 625	May 625	June 625	Total 7,500

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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>105050200001</u> <b>Account Name:</b> <u>Electricity - CNG Thousand Palms</u>
<b>Expenditure Description:</b>  Electricity for CNG production.
<b>Expenditure Justification:</b>  To fund electric expenditures related to Compressed Natural Gas production.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	IID	\$ 33,431	\$ 50,000	
<b>Total</b>		\$ 33,431	\$ 50,000	

**Expenditures by Month:**

July 2,786	August 2,786	September 2,786	October 2,786	November 2,786	December 2,786	
January 2,786	February 2,786	March 2,786	April 2,786	May 2,786	June 2,786	Total 33,431

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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>105050200002</u> <b>Account Name:</b> <u>Electricity - CNG Indio</u>
<p><b>Expenditure Description:</b></p> <p>Electricity for CNG production.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund electric expenditures related to Compressed Natural Gas production.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	IID	\$ 43,460	\$ 55,000	
<b>Total</b>		\$ 43,460	\$ 55,000	

Expenditures by Month:						
July	August	September	October	November	December	
3,622	3,622	3,622	3,622	3,622	3,622	
January	February	March	April	May	June	Total
3,622	3,622	3,622	3,622	3,622	3,622	43,460

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<b>Expenditure Name:</b> <u>Utilities</u>				
<b>Account Number:</b> <u>105050200003</u>		<b>Account Name:</b> <u>Electricity - Hydrogen</u>		
<b>Expenditure Description:</b>				
Electricity for Hydrogen production.				
		Est KW	Est cost/KW	Cost
Projection	2013	157075	0.12275	\$19,315.00
<b>Expenditure Justification:</b>				
To fund electric expenditures related to Hydrogen production.				

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	IID	\$ 19,315	\$ 22,755	
<b>Total</b>		\$ 19,315	\$ 22,755	

Expenditures by Month:						
July	August	September	October	November	December	
1,610	1,610	1,610	1,610	1,610	1,610	
January	February	March	April	May	June	Total
1,610	1,610	1,610	1,610	1,610	1,610	19,315

SunLine Transit Agency  
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**Expenditure Name:** Utilities

**Account Number:** 105050200020      **Account Name:** Gas - CNG Thousand Palms

**Expenditure Description:**  
Natural Gas for CNG production.

Therms base un	2013	936795	0.4629
	pr/therm	0.46299	
	Total cost	433726.7171	

**Expenditure Justification:**  
To fund natural gas expenditures related to Compressed Natural Gas production.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Southern California Gas Co.	\$ 433,727	\$ 699,094	
<b>Total</b>		\$ 433,727	\$ 699,094	

**Expenditures by Month:**

July 36,144	August 36,144	September 36,144	October 36,144	November 36,144	December 36,144	
January 36,144	February 36,144	March 36,144	April 36,144	May 36,144	June 36,144	<b>Total</b> 433,727

SunLine Transit Agency  
Expense Budget Worksheet  
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**Expenditure Name:** Utilities

**Account Number:** 105050200021      **Account Name:** Gas - CNG Indio

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**Expenditure Description:**  
Natural Gas for CNG production.

	Therms	price/therm
2013	484368	0.46299
total cost	224257.54	

**Expenditure Justification:**  
To fund natural gas expenditures related to Compressed Natural Gas production.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Southern California Gas Co.	\$ 224,258	\$ 307,200	
<b>Total</b>		\$ 224,258	\$ 307,200	

**Expenditures by Month:**

July 18,688	August 18,688	September 18,688	October 18,688	November 18,688	December 18,688	
January 18,688	February 18,688	March 18,688	April 18,688	May 18,688	June 18,688	Total 224,258

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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>105050200022</u> <b>Account Name:</b> <u>Gas - Hydrogen</u>
<p><b>Expenditure Description:</b></p> <p>Natural Gas for Hydrogen production.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund natural gas expenditures related to Hydrogen production.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Southern California Gas Co.	\$ 31,202	\$ 50,000	
<b>Total</b>		\$ 31,202	\$ 50,000	

**Expenditures by Month:**

July 2,600	August 2,600	September 2,600	October 2,600	November 2,600	December 2,600	
January 2,600	February 2,600	March 2,600	April 2,600	May 2,600	June 2,600	Total 31,202

SunLine Transit Agency  
Expense Budget Worksheet  
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<b>Expenditure Name:</b> <u>Taxes &amp; Fees</u>
<b>Account Number:</b> <u>105070500000</u> <b>Account Name:</b> <u>Fuel Taxes</u>
<p><b>Expenditure Description:</b></p> <p>Fuel taxes on CNG and H2 production.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund fuel tax expenditures related to Compressed Natural Gas production.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 80,000	\$ 45,000	
<b>Total</b>		\$ 80,000	\$ 45,000	

**Expenditures by Month:**

July 6,667	August 6,667	September 6,667	October 6,667	November 6,667	December 6,667	
January 6,667	February 6,667	March 6,667	April 6,667	May 6,667	June 6,667	Total 80,000

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<b>Expenditure Name:</b> <u>Taxes &amp; Fees</u>
<b>Account Number:</b> <u>105099900004</u> <b>Account Name:</b> <u>Permits &amp; Licenses</u>
<p><b>Expenditure Description:</b></p> <p>Permits &amp; licenses for CNG &amp; H2 production.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund permits &amp; licenses expenditure for CNG &amp; H2 production.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 750	\$ 750	
<b>Total</b>		\$ 750	\$ 750	

**Expenditures by Month:**

July 63	August 63	September 63	October 63	November 63	December 63	
January 63	February 63	March 63	April 63	May 63	June 63	Total 750

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<b>Expenditure Name:</b> <u>Taxes &amp; Fees</u>
<b>Account Number:</b> <u>105099909000</u> <b>Account Name:</b> <u>Allocated Indirect Expenses</u>

**Expenditure Description:**  
Allocation of indirect costs.

**Expenditure Justification:**  
Allocation of indirect expenses related to production of CNG & H2.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 10,000	\$ 10,000	
<b>Total</b>		\$ 10,000	\$ 10,000	

**Expenditures by Month:**

July 833	August 833	September 833	October 833	November 833	December 833	
January 833	February 833	March 833	April 833	May 833	June 833	Total 10,000

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**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 105090801000      **Account Name:** Bank Adjustments/Fees

**Expenditure Description:**

Bank adjustments & fees.

**Expenditure Justification:**

Bank fees and adjustments related to fuel station credit card machine.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 9,000	\$ 9,000	
<b>Total</b>		\$ 9,000	\$ 9,000	

**Expenditures by Month:**

July 750	August 750	September 750	October 750	November 750	December 750	
January 750	February 750	March 750	April 750	May 750	June 750	Total 9,000

## SunLine Transit Agency Personnel Summary

### 11 & 12: Operations Fixed Route

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Director of Operations	1	1	0	
Manager of Operations	1	1	0	
Operations Admin. Assistant	1	1	0	
Operations Services Coordinator	1	1	0	
Lead Operations Supervisor	1	1	0	
Operation Supervisor/Dispatcher	14	14	0	
Motor Coach Operator - Full Time	106	111	5	(5) new drivers for Commuter route
Motor Coach Operator - Part Time	16	16	0	
Information Specialist	3	3	0	
Security Supervisor	0	1	1	Part of Safety Re-org
<b>TOTAL</b>	<b>144</b>	<b>150</b>	<b>6</b>	<b>0</b>

## Operations - Fixed Route

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/2012	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
115010200500	Mgr/Dir/Adm Wages & Salaries	692,433	783,665	747,090	820,847	9.87%
115010201500	Salaries-Customer Service	76,410	83,725	75,257	82,481	9.60%
115010201610	Admin Salaries - OT	1,812	2,417	0	-	0.00%
125010101010	Operator Wages - FT	3,826,757	3,778,083	3,936,977	4,278,900	8.68%
125010101020	Operator Wages OT - FT	502,351	554,354	433,215	500,000	15.42%
<b>Total Labor Expense</b>		<b>5,099,764</b>	<b>5,202,244</b>	<b>5,192,539</b>	<b>5,682,228</b>	<b>9.43%</b>
<b>Benefits: Non-union</b>						
115020100010	Medicare Tax	13,233	14,599	13,618	15,553	14.21%
115020100020	Social Security Tax	-	-	-	-	0.00%
115020202000	Pension	243,169	253,218	242,869	313,954	29.27%
115020300000	Group Health Insurance	166,488	166,962	178,981	186,600	4.26%
115020400000	Dental Insurance	4,411	4,316	4,257	4,810	12.99%
115020400001	Vision Insurance	2,161	2,123	2,278	2,164	-5.01%
115020500000	Group Life Insurance	3,226	3,882	3,643	4,090	12.27%
115020600000	Group Disability Insurance	7,037	7,080	6,984	8,081	15.72%
115020600100	Employer Assistance Program	709	849	755	729	-3.50%
115020700010	Unemployment Taxes	7,878	11,233	8,162	9,576	17.32%
115020800000	Worker's Comp Insurance	4,428	1,176	3,678	1,280	-65.20%
115020900000	Sick Pay	11,753	18,121	15,266	15,000	-1.74%
115020900001	Sick Sellbacks	19,215	19,758	18,755	20,000	6.64%
115021100000	Vacation	97,519	106,598	90,605	100,000	10.37%
115021100001	Vacation Sellbacks	25,796	24,899	24,774	20,000	-19.27%
115021100002	Final Vacation Payouts	-	-	-	-	0.00%
115021400000	Deferred Compensation	15,652	6,270	10,000	8,500	-15.00%
<b>Benefits: Union</b>						
125020100010	Medicare Tax	70,071	69,760	65,333	69,471	6.33%
125020202000	Pension	645,424	617,222	663,690	705,728	6.33%
125020300000	Group Health Insurance	877,935	889,183	933,152	1,007,045	7.92%
125020400000	Dental Insurance	22,818	20,874	20,975	22,974	9.53%
115020400001	Vision Insurance	11,212	10,807	11,109	11,975	7.79%
125020500000	Group Life Insurance	6,784	8,544	9,069	9,412	3.77%
125020600000	Group Disability Insurance	13,914	10,954	12,369	13,384	8.20%
125020600100	Employer Assistance Program	4,055	4,651	4,187	3,856	-7.91%
125020700010	Unemployment Taxes	45,712	56,964	45,262	50,673	11.95%
125021000000	Holiday Pay	54,583	38,483	59,981	67,832	13.09%
125020800000	Worker's Comp Insurance	381,660	80,536	401,731	87,837	-78.14%
125021102010	Vacation Pay	350,268	350,095	349,802	355,000	1.49%
125021102011	Vacation Sellbacks	46,414	28,880	49,210	50,000	1.60%
125020900000	Sick Pay	107,284	91,840	101,020	105,000	3.94%
125020900001	Sick Sellbacks	40,242	43,584	51,609	50,000	-3.12%
<b>Total Fringe Benefits Expense</b>		<b>3,301,049</b>	<b>2,963,463</b>	<b>3,403,123</b>	<b>3,320,521</b>	<b>-2.43%</b>
<b>Materials and Supplies:</b>						
115049900001	Office Supplies	3,135	2,965	3,200	3,201	0.03%
115030300013	Uniforms	33,166	25,938	36,000	27,781	-22.83%
115049900011	Materials & Supplies	3,773	1,299	4,000	7,000	75.00%
115030303250	Consulting & Training	1,900	21,124	10,000	10,000	0.00%
115099900004	Bus Rodeo	4,879	6,437	10,000	10,000	0.00%
<b>Total Materials and Supplies Expense</b>		<b>46,852</b>	<b>57,763</b>	<b>63,200</b>	<b>57,982</b>	<b>-8.26%</b>
<b>Miscellaneous Expenses:</b>						
115090200002	Access Committee	445	463	1,200	1,200	0.00%
115090200003	Printing Expenditures	-	1,733	5,000	3,000	-40.00%
115090201000	Employee Expense	2,099	1,635	5,000	2,500	-50.00%
<b>Total Miscellaneous Expenses</b>		<b>2,544</b>	<b>3,831</b>	<b>11,200</b>	<b>6,700</b>	<b>-40.18%</b>
<b>Total Dept. Operating Expenses</b>		<b>8,450,208</b>	<b>8,227,300</b>	<b>8,670,063</b>	<b>9,067,431</b>	<b>4.58%</b>

4.58%

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 115049900001      **Account Name:** Office Supplies

**Expenditure Description:**  
Supplies expenditures for fixed route service.

**Expenditure Justification:**  
Office Supplies for fixed route operations.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,201	\$3,200	
	Office Depot			
<b>Total</b>		\$3,201	\$3,200	

Expenditures by Month:						
July	August	September	October	November	December	
267	267	267	267	267	267	
January	February	March	April	May	June	Total
267	267	267	267	267	267	3,201

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 115030300013    **Account Name:** Uniforms

**Expenditure Description:**  
Per Mou  
Uniform rental for coach operators (includes pants/shirts/cleaning).

**Expenditure Justification:**  
Uniforms for fixed route operators.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	G & K	\$27,781	\$36,000	
<b>Total</b>		\$27,781	\$36,000	

**Expenditures by Month:**

July	August	September	October	November	December	
2,315	2,315	2,315	2,315	2,315	2,315	
January	February	March	April	May	June	Total
2,315	2,315	2,315	2,315	2,315	2,315	27,781





SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 115099900004      **Account Name:** Bus Rodeo

**Expenditure Description:**

Annual Rodeo event for motor coach and para-transit drivers.

**Expenditure Justification:**

Rodeo / company event.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$10,000	\$10,000	
<b>Total</b>		\$10,000	\$10,000	

**Expenditures by Month:**

July	August	September	October	November	December	
-	-	-	-	-	-	
January	February	March	April	May	June	Total
-	-	10,000	-	-	-	10,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 115090200002      **Account Name:** Access Committee

**Expenditure Description:**  
Access Committee meetings.

**Expenditure Justification:**  
To fund expenditure for Access Committee meetings.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,200	\$1,200	
<b>Total</b>		\$1,200	\$1,200	

**Expenditures by Month:**

July 100	August 100	September 100	October 100	November 100	December 100	
January 100	February 100	March 100	April 100	May 100	June 100	Total 1,200

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 115090200003      **Account Name:** Printing Expenditures

**Expenditure Description:**  
Printing Expenditures

**Expenditure Justification:**  
To fund expenditure for printing VCR cards.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,000	\$5,000	
<b>Total</b>		\$3,000	\$5,000	

**Expenditures by Month:**

July 250	August 250	September 250	October 250	November 250	December 250	
January 250	February 250	March 250	April 250	May 250	June 250	Total 3,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 115090201000      **Account Name:** Employee Expenses

**Expenditure Description:**

Employee Expenses  
     Gloves  
     Hats  
     Vest  
     Name Plates  
     Other Misc.

**Expenditure Justification:**

Employee Expenses

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,500	\$5,000	
<b>Total</b>		\$2,500	\$5,000	

**Expenditures by Month:**

July	August	September	October	November	December	
208	208	208	208	208	208	
January	February	March	April	May	June	Total
208	208	208	208	208	208	2,500

## SunLine Transit Agency Personnel Summary

**13 & 14: Operations Paratransit**

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Paratransit Supervisor - Lead	1	1	0	
Paratransit Dispatcher	5	5	0	
Paratransit Reservationist	3	3	0	
Paratransit Opertator - Full Time	34	36	2	Increased demand on DAR services
Paratransit Opertator - Part Time	6	6	0	
<b>TOTAL</b>	<b>49</b>	<b>51</b>	<b>2</b>	

## Paratransit

Acct. No.	Line Item	Actual Expense 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
135010200500	D.A.R. Mgmt. Salaries	268,712	307,194	307,965	305,252	-0.88%
135010201610	D.A.R. Salaries OT	1,707	2,687	2,000	2,000	0.00%
145010101010	D.A.R. Operator Wages	904,547	970,152	1,033,651	1,068,521	3.37%
145010101020	D.A.R. Op Wages OT	181,197	179,958	145,877	170,000	16.54%
<b>Total Labor Expense</b>		<b>1,356,163</b>	<b>1,459,991</b>	<b>1,489,493</b>	<b>1,545,774</b>	<b>3.78%</b>
<b>Benefits: Non-union</b>						
135020100010	Medicare Tax	4,409	5,059	4,899	4,885	-0.30%
135020100020	Social Security Tax	-	-	-	-	0.00%
135020202000	Pension	83,610	87,767	87,374	98,604	12.85%
135020300000	Group Health Insurance	71,777	74,434	75,456	80,277	6.39%
135020400000	Dental Insurance	2,107	2,082	2,030	2,115	4.21%
135020400001	Vision Insurance	1,025	1,068	1,098	1,039	-5.38%
135020500000	Group Life Insurance	1,326	1,539	1,539	1,539	0.00%
135020600000	Group Disability Insurance	2,343	2,238	2,290	2,405	5.00%
135020600100	Employer Assistance Program	309	459	309	273	-11.54%
135020700010	Unemployment Taxes	3,610	4,329	3,339	3,591	7.55%
135020800000	Worker's Comp Insurance	1,537	1,772	1,323	402	-69.63%
135020900000	Sick Pay	3,876	5,718	5,289	5,011	-5.25%
135020900001	Sick Sellbacks	5,951	7,249	6,312	6,500	2.98%
135021100000	Vacation Pay	32,811	37,287	31,786	33,070	4.04%
135021100001	Vacation Sellbacks	7,213	9,554	6,215	6,500	4.59%
135021100002	Final Payout of Vacation	-	-	-	-	-
<b>Benefits: Union</b>						
145020100010	Medicare Tax	16,624	17,449	15,882	16,417	3.37%
145020100020	Social Security Tax	-	-	-	-	0.00%
145020202000	Pension	142,475	151,333	161,341	166,772	3.37%
145020300000	Group Health Insurance	276,436	279,650	319,810	328,904	2.84%
145020400000	Dental Insurance	7,085	6,196	6,988	6,761	-3.24%
145020400001	Vision Insurance	3,561	3,221	3,742	3,625	-3.13%
145020500000	Group Life Insurance	2,375	2,781	2,909	2,909	0.00%
145020600000	Group Disability Insurance	2,918	2,869	3,399	3,545	4.29%
145020600100	Employer Assistance Program	1,135	1,930	1,373	1,242	-9.52%
145020700010	Unemployment Taxes	14,136	23,665	14,840	15,904	7.17%
145021000000	Holiday Pay	14,692	10,665	16,958	15,000	-11.55%
145020800000	Worker's Comp Insurance	89,809	96,583	97,660	22,497	-76.96%
145020900000	Sick Pay	26,077	24,687	25,445	25,000	-1.75%
145020900001	Sick Sellbacks	6,818	10,353	6,312	10,000	58.43%
145021102010	Vacation Pay	28,587	36,258	33,016	33,500	1.47%
145021102011	Vacation Sellbacks	4,435	2,176	1,636	3,500	113.91%
145021102012	Final Payout of Vacation	-	-	-	-	0.00%
<b>Total Fringe Benefits Expense</b>		<b>859,065</b>	<b>910,370</b>	<b>940,569</b>	<b>901,786</b>	<b>-4.12%</b>
<b>Materials and Supplies:</b>						
135030300013	D.A.R. Uniforms	13,575	8,720	15,000	10,000	-33.33%
135039900005	Outside D.A.R. Trans. Serv	-	-	-	-	0.00%
135039900006	Contract Services	-	-	-	-	0.00%
135049900001	Office Supplies	2,730	2,420	3,500	1,500	-57.14%
135049900011	D.A.R. Supplies	807	916	2,000	1,500	-25.00%
<b>Total Materials and Supplies Expense</b>		<b>17,112</b>	<b>12,056</b>	<b>20,500</b>	<b>13,000</b>	<b>-36.59%</b>
<b>Services:</b>						
	General Services	-	-	-	18,000	100.00%
<b>Total Services Expense</b>					<b>18,000</b>	<b>100.00%</b>
<b>Total Dept. Operating Expenses</b>		<b>2,232,339</b>	<b>2,382,417</b>	<b>2,450,562</b>	<b>2,478,560</b>	<b>1.14%</b>

1.14%

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 135030300013      **Account Name:** Uniforms (SunDial Operators)

**Expenditure Description:**

Per M.O.U. purchase/cleaning uniforms for Dial-A-Ride operators.

**Expenditure Justification:**

Uniforms for SunDial Operators.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	G & K	\$10,000	\$15,000	
<b>Total</b>		\$10,000	\$15,000	

**Expenditures by Month:**

July	August	September	October	November	December	
833	833	833	833	833	833	
January	February	March	April	May	June	Total
833	833	833	833	833	833	10,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials and Supplies</u>
<b>Account Number:</b> <u>135049900001</u> <b>Account Name:</b> <u>Office Supplies</u>

**Expenditure Description:**  
Supplies expenditures for SunDial service.

**Expenditure Justification:**  
Office supplies for SunDial operations.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,500	\$3,500	
<b>Total</b>		\$1,500	\$3,500	

Expenditures by Month:						
July	August	September	October	November	December	
125	125	125	125	125	125	
January	February	March	April	May	June	Total
125	125	125	125	125	125	1,500





## SunLine Transit Agency Personnel Summary

**15: Risk Management**

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Director of Safety and Security	1	0	-1	Position not filled
Safety Specialist	2	0	-2	1 Position moved to Operations, re-titled other
Security Officer	0	1	1	
Safety/Security Coor	1	1	0	
Risk Manager		1	1	Risk Manager not budgeted until January 2013
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>-1</b>	

## Risk Management

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
155010200500	Salaries	191,649	140,988	194,091	98,298	-49.35%
<b>Total Labor Expense</b>		<b>191,649</b>	<b>140,988</b>	<b>194,091</b>	<b>98,298</b>	<b>-49.35%</b>
					-49.35%	
<b>Benefits:</b>						
155020100010	Medicare Tax	3,353	2,711	3,220	1,593	-50.54%
155020202000	Pension	59,350	39,489	57,419	28,402	-50.54%
155020300000	Group Health Ins	28,643	19,998	29,418	29,706	0.98%
155020400000	Dental Insurance	852	541	1,015	943	-7.07%
155020400001	Vision Insurance	289	197	289	310	7.27%
155020500000	Group Life Insurance	890	599	855	525	-38.60%
155020600000	Group Disability Insurance	1,797	1,142	1,743	870	-50.07%
155020600100	Employer Assistance Program	137	131	137	91	-33.65%
155020700010	Unemployment Taxes	1,484	1,124	1,484	1,197	-19.34%
155020800000	Worker's Comp Insurance	1,085	945	869	328	-62.27%
155020900000	Sick Pay	2,008	(6,490)	197	2,942	1394.35%
155020900001	Sick Sellbacks	6,108	8,193	7,912	2,000	-74.72%
155021100000	Vacation	20,435	(5,996)	18,698	4,590	-75.45%
155021100001	Vacation Sellbacks	6,669	17,053	8,406	2,000	-76.21%
155021100002	Final Payout of Vacation	-	-	-	-	0.00%
155021400000	Deferred Compensation	8,258	6,408	10,000	-	-100.00%
<b>Total Fringe Benefits Expense</b>		<b>141,360</b>	<b>86,044</b>	<b>141,662</b>	<b>75,498</b>	<b>-46.71%</b>
					-46.71%	
<b>Materials and Supplies:</b>						
155049900001	Office Supplies	2,853	2,442	4,000	-	-100.00%
155049900009	Materials & Supplies	2,488	1,815	5,500	3,700	-32.73%
155049900010	Training Supplies	2,347	4,191	5,400	3,600	-33.33%
155049901000	Emergency Preparedness	41,478	-	2,500	4,700	88.00%
<b>Total Materials and Supplies Expense</b>		<b>49,166</b>	<b>8,447</b>	<b>17,400</b>	<b>12,000</b>	<b>-31.03%</b>
					-31.03%	
<b>Services:</b>						
155030300010	Contracted Services	-	-	-	8,540	100.00%
155030300013	Uniforms	663	675	1,000	500	-50.00%
155030300050	Employee Incentive Svcs	20,802	24,375	27,000	25,844	-4.28%
155030700000	Security Services	85,612	43,389	45,000	65,000	44.44%
155030700001	Substance Abuse Prog. Audits	-	3,660	3,500	-	-100.00%
155030700005	Camera Maint Agreement	15,823	11,596	16,500	500	-96.97%
<b>Total Services Expense</b>		<b>122,900</b>	<b>83,695</b>	<b>93,000</b>	<b>100,384</b>	<b>7.94%</b>
					7.94%	
<b>Insurance:</b>						
155060400000	Insurance-Losses	-	-	-	543,477	100.00%
<b>Total Insurance</b>					<b>543,477</b>	
<b>Miscellaneous Expenses</b>						
155090201000	Employee Expenses	455	30	500	-	-100.00%
155099901001	Risk Training	9,020	5,057	12,180	6,480	-46.80%
<b>Total Miscellaneous Expense</b>		<b>9,475</b>	<b>5,087</b>	<b>12,680</b>	<b>6,480</b>	<b>-48.90%</b>
					-48.90%	
<b>Total Dept. Operating Expenses</b>		<b>514,549</b>	<b>324,261</b>	<b>458,833</b>	<b>836,136</b>	<b>82.23%</b>

82.23%

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 155049900001      **Account Name:** Office Supplies

**Expenditure Description:**  
Safety office supplies.

**Expenditure Justification:**  
To fund safety office supplies expenditures.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ -	\$ 4,000	
<b>Total</b>		\$ -	\$ 4,000	

**Expenditures by Month:**

July 0	August 0	September 0	October 0	November 0	December 0	
January 0	February 0	March 0	April 0	May 0	June 0	Total 0





SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 155049901000      **Account Name:** Emergency Preparedness

**Expenditure Description:**  
Purchase of Emergency Preparedness items

**Expenditure Justification:**  
To fund expenditures for Emergency Preparedness supplies for employees

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	QuakeCare	\$4,500	\$2,500	
	Supplies for Eartquake drills	\$200		
<b>Total</b>		\$4,700	\$2,500	

**Expenditures by Month:**

July	August	September	October	November	December	
392	392	392	392	392	392	
January	February	March	April	May	June	Total
392	392	392	392	392	392	4,700

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 155049900010      **Account Name:** Contract Services

**Expenditure Description:**

Haz Comm. Services

**Expenditure Justification:**

To fund expenditures for Hazard Comm. required br Riverside County Hazardous Materials Management Division

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Hemphill and Green Div 1	\$6,840	\$0	
	Hemphill and Green Div 2	\$1,700		
<b>Total</b>		\$8,540	\$0	

**Expenditures by Month:**

July	August	September	October	November	December	
712	712	712	712	712	712	
January	February	March	April	May	June	Total
712	712	712	712	712	712	8,540

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 155030300013      **Account Name:** Uniforms

**Expenditure Description:**  
Service and maintenance of departmental uniforms.

**Expenditure Justification:**  
Assigned Risk staff uniform up keep.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	G & K Services	\$ 500	\$ 1,000	
<b>Total</b>		\$ 500	\$ 1,000	

**Expenditures by Month:**

July 42	August 42	September 42	October 42	November 42	December 42	
January 42	February 42	March 42	April 42	May 42	June 42	Total 500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 155030300050      **Account Name:** Employee Incentive Services

**Expenditure Description:**  
Contracted services for employee team incentive program and individual incentives.

**Expenditure Justification:**  
To increase safety awareness through out the agency, develop a total safety culture with all employees and encourage safety teamwork between employees in preventing collisions and injuries.  
Increased Safety Team success in achieving Safety goals

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Peavy Performance Services	\$ 25,844	\$ 27,000	
<b>Total</b>		\$ 25,844	\$ 27,000	

**Expenditures by Month:**

July 2,154	August 2,154	September 2,154	October 2,154	November 2,154	December 2,154	
January 2,154	February 2,154	March 2,154	April 2,154	May 2,154	June 2,154	Total 25,844

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 15503070000      **Account Name:** Security Services

**Expenditure Description:**

Contracted Security Services in Thousand Palms and Indio.

**Expenditure Justification:**

Homeland Security requirements.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	TBD	\$ 65,000	\$ 45,000	
<b>Total</b>		\$ 65,000	\$ 45,000	

**Expenditures by Month:**

July	August	September	October	November	December	
5,417	5,417	5,417	5,417	5,417	5,417	
January	February	March	April	May	June	Total
5,417	5,417	5,417	5,417	5,417	5,417	65,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 155030700001      **Account Name:** Substance Abuse Program Audits

**Expenditure Description:**

Conduct Agency and Third Party Administrator TPA Audit of Safety-Sensitive Drug Test Program

**Expenditure Justification:**

The last audit of the Agency substance abuse program was 2007. The current SunLine drug and alcohol program should be re-evaluated for it's process and effectiveness for compliance with FTA. FTA requires that Operators periodically conduct drug audits of their contracted TPA's that administer drug & alcohol testing.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Agency & TPA Drug Testing	\$ -	\$ 3,500	
<b>Total</b>		\$ -	\$ 3,500	

**Expenditures by Month:**

July	August	September	October	November	December	
0	0	0	0	0	0	
January	February	March	April	May	June	Total
0	0	0	0	0	0	0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 155030700005      **Account Name:** Camera Maintenance Agreement

**Expenditure Description:**  
Camera Maintenance Agreement

**Expenditure Justification:**  
To fund expenditures related to miscellaneous Agency security camera maintenance.  
Replace HD Access ID card attrition based on usage

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	TBD	\$ -	\$ 16,000	
Annual	HD Access Card Replacements	\$ 500	\$ 500	
<b>Total</b>		\$ 500	\$ 16,500	

**Expenditures by Month:**

July	August	September	October	November	December	
42	42	42	42	42	42	
January	February	March	April	May	June	Total
42	42	42	42	42	42	500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Insurance

**Account Number:** 405060400000      **Account Name:** Insurance Losses

**Expenditure Description:**  
Insurance claim losses to be paid in FY 2013 regardless of the year of occurrence.

**Expenditure Justification:**  
Insurance claim losses to be paid in FY 2013 regardless of the year of occurrence.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$543,477	\$100,000	
<b>Total</b>		\$543,477	\$100,000	

**Expenditures by Month:**

July 45,290	August 45,290	September 45,290	October 45,290	November 45,290	December 45,290	
January 45,290	February 45,290	March 45,290	April 45,290	May 45,290	June 45,290	Total 543,477

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 155090201000      **Account Name:** Employee Expenses

**Expenditure Description:**  
Employee Expenses

**Expenditure Justification:**  
Employee Expenses

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ -	\$ 500	
<b>Total</b>		\$ -	\$ 500	

**Expenditures by Month:**

July	August	September	October	November	December	
0	0	0	0	0	0	
January	February	March	April	May	June	Total
0	0	0	0	0	0	0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 155099901001      **Account Name:** Risk Training

**Expenditure Description:**

APTA Safety projects.

**Expenditure Justification:**

Staff TSI and National Safety Council Training, etc.  
Two First-Aid CPR Trainer annual certifications with National Safety Council

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Risk Man. Staff Training	\$6,400	\$9,600	
Various	Staff Training & Development	\$0	\$2,500	
Various	1st Aid/CPR Trainer	\$80	\$80	
<b>Total</b>		\$ 6,480	\$ 12,180	

**Expenditures by Month:**

July 540	August 540	September 540	October 540	November 540	December 540	
January 540	February 540	March 540	April 540	May 540	June 540	Total 6,480

## SunLine Transit Agency Personnel Summary

### 21 & 22: Maintenance

Department	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Director of Maintenance	1	1	0	
Asistant to Dir of Maintenance	1	1	0	
Maintenance Manager	1	1	0	
Parts Manager	1	0	-1	Relocated to another department
Maintenance Clerical Assistant	2	0	-2	1 position relocated to another department, 1 position eliminated
Facility Maintenance Supervisor	1	1	0	
Maintenance Supervisor	5	5	0	
Maintenance Training Supervisor	1	1	0	
Mechanic "A"	13	13	0	
Mechanic "B"	4	4	0	
Body Mechanic "A"	2	2	0	
Lead Utility	2	2	0	
Utility	9	9	0	
Fare Box Technician	1	1	0	
<b>TOTAL</b>	<b>44</b>	<b>41</b>	<b>-3</b>	

# MAINTENANCE

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
215010200500	Mgmt. Salaries	610,234	625,143	680,717	516,570	-24.11%
215010700000	Allocated Salaries	(1,535)	(2,183)	(1,542)	(1,542)	0.00%
215010201610	Admin Salaries - OT	655	471	-	-	0.00%
225010201200	Mechanics Wages	1,173,372	1,185,096	1,221,888	1,229,192	0.60%
225010201210	Mechanic Overtime Wages	35,916	50,229	30,000	40,000	33.33%
225010700000	Allocated Wages	(15,006)	(14,613)	(14,340)	(14,340)	0.00%
<b>Total Labor Expense</b>		<b>1,803,636</b>	<b>1,844,142</b>	<b>1,916,722</b>	<b>1,769,880</b>	<b>-7.66%</b>
					-7.66%	
<b>Benefits: Non-union</b>						
215020100010	Medicare Tax	10,470	10,851	10,760	8,166	-24.11%
215020100020	Social Security Tax	373	-	-	-	0.00%
215020202000	Pension	184,518	174,530	191,907	145,632	-24.11%
215020300000	Group Health Insurance	107,514	110,054	120,408	100,618	-16.44%
215020400000	Dental Insurance	2,892	2,742	3,132	2,689	-14.16%
215020400001	Vision Insurance	1,373	1,318	1,556	1,261	-18.97%
215020500000	Group Life Insurance	2,157	2,334	2,505	1,992	-20.48%
215020600000	Group Disability Insurance	4,669	4,615	5,070	4,984	-1.70%
215020600100	Employer Assistance Program	483	673	480	334	-30.49%
215020700010	Unemployment Taxes	5,739	6,201	5,047	4,214	-16.50%
215020800000	Worker's Comp Insurance	3,490	3,787	2,906	693	-76.14%
215020900000	Sick Pay	5,674	557	9,299	4,850	-47.85%
215020900001	Sick Sellbacks	16,019	20,114	16,417	17,000	3.55%
215021000000	Holiday Pay	-	-	-	-	0.00%
215021100000	Vacation	49,027	39,980	45,530	41,731	-8.34%
215021100001	Vacation Sellbacks	42,901	53,611	46,529	50,000	7.46%
215021100002	Final Payout of Vacation	-	-	-	-	0.00%
215021400000	Deferred Compensation	8,705	10,519	10,000	10,000	0.00%
215021600000	Allocated Payroll Factors	(1,052)	(1,506)	(788)	(1,500)	90.26%
<b>Benefits: Union</b>						
225020100010	Medicare Tax	20,132	20,346	19,866	19,985	0.60%
225020100020	Social Security Tax	-	-	-	-	0.00%
225020202000	Pension	200,940	193,132	200,176	201,782	0.80%
225020300000	Group Health Insurance	253,555	250,961	260,053	272,332	4.72%
225020400000	Dental Insurance	6,577	5,904	5,926	6,780	14.41%
225020400001	Vision Insurance	3,346	3,246	3,341	3,578	7.08%
225020500000	Group Life Insurance	2,249	2,507	2,567	2,567	0.00%
225020600000	Group Disability Insurance	3,413	3,177	3,370	3,519	4.42%
225020600100	Employer Assistance Program	1,047	1,511	1,030	911	-11.54%
225020700010	Unemployment Taxes	11,976	14,499	11,130	11,970	7.55%
225020800000	Worker's Comp Insurance	72,758	74,387	76,006	16,810	-77.88%
225020900000	Sick Pay	39,947	45,976	35,541	40,196	13.10%
225020900001	Sick Sellbacks	10,196	3,818	16,190	10,000	-38.23%
225021000000	Holiday Pay	15,660	12,992	31,050	22,000	-29.15%
225021100000	Vacation Pay	110,228	112,074	119,416	108,869	-8.83%
225021100001	Vacation Sellbacks	27,268	30,110	18,861	20,000	6.04%
225021100002	Final Payout of Vacation	-	-	-	-	0.00%
225021600000	Allocated Payroll Factors	(6,931)	(6,745)	(6,306)	(6,306)	0.00%
<b>Total Fringe Benefits Expense</b>		<b>1,217,316</b>	<b>1,208,278</b>	<b>1,268,973</b>	<b>1,127,654</b>	<b>-11.14%</b>
				741,298	-11.14%	-100.00%

# MAINTENANCE

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Services:</b>						
135039900001	D.A.R. Contract Svc-Towing	200	510	1,200	1,200	0.00%
135039900002	D.A.R. Outside Veh Rpr	8,188	2,789	8,000	3,500	-56.25%
135039900007	D.A.R Inventory-Sales Tax	6,652		-		100.00%
135039900008	D.A.R Inventory-Freight	1,267		-		100.00%
215030990006	Outside Rpr-FR	4,188	2,557	4,000	4,000	0.00%
215039900007	Outside Rpr-Support Veh	3,939	1,203	2,500	2,000	-20.00%
215049900024	Glass Replacement-FR	-	-	-	-	0.00%
225030500001	Fire Extinguishers	-	493	500	500	0.00%
225030500002	Radio Maintenance	2,941	2,039	3,000	3,000	0.00%
225030500003	Equipt Rprs-Shop Equip	492	-	1,000	1,000	0.00%
225030500004	Equipt Rps-Vault Reciever	3,639	2,685	1,000	2,500	150.00%
225039900004	Contract Svc-Maintenance	70,714	70,645	73,414	76,250	3.86%
225039900005	Contract Svc-Freight	5,502	3,915	4,000	4,000	0.00%
225039900006	Contract Svc-Towing	3,020	6,150	4,000	4,000	0.00%
225039900007	Inventory-Sales Tax	32,478	36,594	40,000	40,000	0.00%
225039900008	Inventory-Freight Charges	6,186	9,183	9,000	9,000	0.00%
<b>Total Services Expense</b>		<b>149,408</b>	<b>138,762</b>	<b>151,614</b>	<b>150,950</b>	<b>-0.44%</b>
					<b>-0.44%</b>	
<b>Fuel &amp; Lubricants:</b>						
215040100101	Lubricants-Oil	68,437	74,425	68,000	75,000	10.29%
215040100102	Freon & Coolant	7,110	16,429	7,000	10,500	50.00%
215040101000	Fuel-CNG Support Vehicles	21,251	20,389	28,000	25,899	-7.50%
215040101001	Fuel-CNG Fixed Route	898,396	794,165	1,000,000	462,374	-53.76%
215040102000	Fuel-Unleaded	3,589	2,408	4,000	3,000	-25.00%
215040102100	Fuel-Diesel	292	451	500	500	0.00%
215040102200	Fuel-Hydrogen	111,648	144,241	125,000	145,000	16.00%
135040101001	D.A.R. Fuel-CNG	152,270	150,443	157,235	152,119	-3.25%
<b>Total Fuel &amp; Lubricants Expense</b>		<b>1,262,992</b>	<b>1,202,951</b>	<b>1,389,735</b>	<b>874,392</b>	<b>-37.08%</b>
					<b>-37.08%</b>	
<b>Materials and Supplies:</b>						
135049900006	D.A.R. Repair Parts	82,230	84,368	80,000	70,000	-12.50%
135049900007	D.A.R. Glass Replacement	1,417	1,110	3,000	3,000	0.00%
215049900008	AT Bus Warranty	2,809	-	-		0.00%
135049900200	D.A.R. Decals	25	-	200	200	0.00%
215040200002	Tires-Support Vehicles	8,056	10,937	7,200	10,000	38.89%
215040200003	Tires-Tools & Serv Supps	31	-	250	250	0.00%
215049900001	Office Supplies	2,927	1,321	3,250	2,000	-38.46%
215049900025	Glass Replacement-Support	311	-	1,500	1,000	-33.33%
215090400100	Purchase Discounts	(1,322)	(501)	(1,500)	(1,000)	-33.33%
225030300014	Uniforms	21,269	14,362	22,000	19,000	-13.64%
225049900015	Cosmetic Maint Exterior	3,663	2,711	6,000	4,000	-33.33%
225049900016	Cleaning Supplies-Vehicles	7,581	9,572	8,000	9,000	12.50%
225049900017	Shop Supplies Misc	22,596	23,926	20,000	21,000	5.00%
225049900018	Mechanic Tools/Shoes	13,756	14,894	16,000	16,000	0.00%
225049900019	Small Tools & Equipment	3,063	3,104	2,000	2,000	0.00%
225049900020	Decals-Fixed Route	642	305	1,000	1,000	0.00%
225049900021	Repair Parts-Fixed Route	371,867	360,488	374,822	390,000	4.05%
225049900022	Repair Parts-Support Vehicles	23,372	20,527	24,000	20,000	-16.67%
225049900023	Vandalism/Seat Repairs	376	671	1,000	1,000	0.00%
<b>Total Materials and Supplies Expense</b>		<b>564,670</b>	<b>547,795</b>	<b>568,722</b>	<b>568,450</b>	<b>-0.05%</b>

# MAINTENANCE

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
					-0.05%	
<b>Miscellaneous Expenses:</b>						
215090201000	Employee Expenses	505	477	700	700	0.00%
215090200001	Travel-Meetings/Seminars	-	-	-	-	0.00%
225070500000	Fuel Taxes	13,836	13,842	15,000	15,000	0.00%
225079900000	UST Fees & Insurance		-	-	-	0.00%
225099900004	Permits & Licenses	9,759	10,588	9,000	9,000	0.00%
<b>Total Miscellaneous Expenses</b>		<b>24,099</b>	<b>24,907</b>	<b>24,700</b>	<b>24,700</b>	<b>0.00%</b>
					0.00%	
<b>Leases and Rentals:</b>						
215040200001	Tires-Fixed Route	157,775	163,545	170,000	170,000	0.00%
135040200005	D.A.R. Tires	26,013	32,056	27,500	27,500	0.00%
<b>Total Leases and Rentals Expense</b>		<b>183,788</b>	<b>195,601</b>	<b>197,500</b>	<b>197,500</b>	<b>0.00%</b>
					0.00%	
<b>Total Dept. Operating Expenses</b>		<b>5,205,909</b>	<b>5,162,436</b>	<b>5,517,967</b>	<b>4,713,527</b>	<b>-14.58%</b>
					-14.58%	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 1350399000001      **Account Name:** D.A.R. Contract Svc-Towing

**Expenditure Description:**

Periodic towing needed when road call repairs can not be made due to extensive system failures or to prevent further damage to engine or components.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,200	\$1,200	
<b>Total</b>		\$1,200	\$1,200	

**Expenditures by Month:**

July 100	August 100	September 100	October 100	November 100	December 100	
January 100	February 100	March 100	April 100	May 100	June 100	Total 1,200

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 135039900002      **Account Name:** D.A.R. Outside Veh Repair

**Expenditure Description:**

To repair vehicles or components, as needed, by outside vendors.  
(Alignments, re-machining/resurfacing parts)

**Expenditure Justification:**

Vehicles are now out of warranty  
Outside certified welding, radiator repair, exhaust repair replace, front end alignment.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,500	\$8,000	
<b>Total</b>		\$3,500	\$8,000	

**Expenditures by Month:**

July 292	August 292	September 292	October 292	November 292	December 292	
January 292	February 292	March 292	April 292	May 292	June 292	Total 3,500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 215030990006      **Account Name:** Outside Repair-FR

**Expenditure Description:**

To repair vehicles as needed by outside vendors.  
(Rebuild heads, Thermal King A/C repairs, welding service repairs)

**Expenditure Justification:**

To fund expenditures for fixed route outside repairs.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$4,000	
<b>Total</b>		\$4,000	\$4,000	

**Expenditures by Month:**

July	August	September	October	November	December	
333	333	333	333	333	333	
January	February	March	April	May	June	Total
333	333	333	333	333	333	4,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 215039900007      **Account Name:** Outside Repair-Support Veh

**Expenditure Description:**  
To repair vehicles as needed by outside vendors.  
(Smog services, exhaust systems, hydraulic ramp repairs)

**Expenditure Justification:**  
To fund expenditures for support vehicles outside repairs.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,000	\$2,500	
<b>Total</b>		\$2,000	\$2,500	

**Expenditures by Month:**

July	August	September	October	November	December	
167	167	167	167	167	167	
January	February	March	April	May	June	Total
167	167	167	167	167	167	2,000

SunLine Transit Agency  
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FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 215049900025      **Account Name:** Glass Replacement-Support Veh.

**Expenditure Description:**  
To replace or repair glass on support vehicles.  
(Windshield replacements resulting from sand and other damage)

**Expenditure Justification:**  
Windshield and glass replacement for support vehicles historically has been under budget. Lowered budeted amount for 12-13

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,500	
<b>Total</b>		\$1,000	\$1,500	

**Expenditures by Month:**

July	August	September	October	November	December	Total
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225030500001      **Account Name:** Fire Extinguishers

**Expenditure Description:**  
Regular fire extinguisher maintenance service.  
(Maintain and recharge)

**Expenditure Justification:**  
Annual service and repair of vehicle fire extinguisher.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$500	\$500	
<b>Total</b>		\$500	\$500	

**Expenditures by Month:**

July 42	August 42	September 42	October 42	November 42	December 42	
January 42	February 42	March 42	April 42	May 42	June 42	Total 500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225030500002      **Account Name:** Radio Repairs Maintenance

**Expenditure Description:**  
Radio repairs and parts, installation of radios etc.

**Expenditure Justification:**

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,000	\$3,000	
<b>Total</b>		\$3,000	\$3,000	

**Expenditures by Month:**

July	August	September	October	November	December	
250	250	250	250	250	250	
January	February	March	April	May	June	Total
250	250	250	250	250	250	3,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225030500003      **Account Name:** Equip Repairs-Shop Equip

**Expenditure Description:**

Repairs and maintenance to shop equipment.  
(Specialty shop equipment such as lifts and balancers)

**Expenditure Justification:**

Replace, repair worn shop equipment

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,000	
<b>Total</b>		\$1,000	\$1,000	

**Expenditures by Month:**

July 83	August 83	September 83	October 83	November 83	December 83	
January 83	February 83	March 83	April 83	May 83	June 83	Total 1,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225030500004      **Account Name:** Equip Repairs-Vault & Farebox

**Expenditure Description:**

Miscellaneous repairs needed to maintain the life of fare box cash vaults and receiver.

**Expenditure Justification:**

GFI Genfare vault receiver repair parts.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,500	\$1,000	
<b>Total</b>		\$2,500	\$1,000	

**Expenditures by Month:**

July 208	August 208	September 208	October 208	November 208	December 208	
January 208	February 208	March 208	April 208	May 208	June 208	Total 2,500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225039900004      **Account Name:** Contract Svc-Maintenance

**Expenditure Description:**

Maintain service contracts with various vendors, as needed or required.  
(Tire service/maintenance, parts, washers, etc.)

**Expenditure Justification:**

Tire service contract monthly expenditures.      \$5,250 per month  
Safety Kleen contract monthly expenditures.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Goodyear	\$63,000	\$61,164	
Various	Safety Kleen	\$13,250	\$12,250	
<b>Total</b>		\$76,250	\$73,414	

**Expenditures by Month:**

July	August	September	October	November	December	
6,354	6,354	6,354	6,354	6,354	6,354	
January	February	March	April	May	June	Total
6,354	6,354	6,354	6,354	6,354	6,354	76,250

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225039900005      **Account Name:** Contract Svc-Freight

**Expenditure Description:**

Cost for freight expense for shipping and receiving various items.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$4,000	
<b>Total</b>		\$4,000	\$4,000	

**Expenditures by Month:**

July 333	August 333	September 333	October 333	November 333	December 333	
January 333	February 333	March 333	April 333	May 333	June 333	Total 4,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225039900006      **Account Name:** Contract Svc-Towing

**Expenditure Description:**

Periodic towing needed when road call repairs can not be made due to extensive system failures or to prevent further damage to engine or components.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$4,000	
<b>Total</b>		\$4,000	\$4,000	

**Expenditures by Month:**

July 333	August 333	September 333	October 333	November 333	December 333	
January 333	February 333	March 333	April 333	May 333	June 333	Total 4,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225039900007      **Account Name:** Inventory - Sales Tax

**Expenditure Description:**

Sales tax costs for parts inventory purchased.  
Predicted increase in cost of parts do aging fleet and more parts necessary to keep fleet on road. Warranties expired.

225039900007                      SunLine                                      48,000

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	40,000	\$40,000	
<b>Total</b>		\$40,000	\$40,000	

**Expenditures by Month:**

July 3,333	August 3,333	September 3,333	October 3,333	November 3,333	December 3,333	
January 3,333	February 3,333	March 3,333	April 3,333	May 3,333	June 3,333	Total 40,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 225039900008      **Account Name:** Inventory - Freight Charges

**Expenditure Description:**

Freight costs for parts inventory purchased.  
Increase due to higher costs of parts delivery due to continue fuel price increase.

225039900008                      SunLine                      11,000

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$9,000	\$9,000	
<b>Total</b>		\$9,000	\$9,000	

**Expenditures by Month:**

July 750	August 750	September 750	October 750	November 750	December 750	
January 750	February 750	March 750	April 750	May 750	June 750	Total 9,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Fuels and Lubricants

**Account Number:** 215040100101

**Account Name:** Lubricants-Oil

**Expenditure Description:**

Vehicle lubricants and gear oil.

**Expenditure Justification:**

To fund expenditures for lubricants and gear oil used in transportation services.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$75,000	\$68,000	
<b>Total</b>		\$75,000	\$68,000	

**Expenditures by Month:**

July 6,250	August 6,250	September 6,250	October 6,250	November 6,250	December 6,250	
January 6,250	February 6,250	March 6,250	April 6,250	May 6,250	June 6,250	Total 75,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Fuels and Lubricants

**Account Number:** 215040100102      **Account Name:** Freon & Coolant

**Expenditure Description:**  
Freon & coolant for vehicles and air conditioning systems.

**Expenditure Justification:**  
To fund freon and coolant expenditures for vehicles.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$10,500	\$7,000	
<b>Total</b>		\$10,500	\$7,000	

**Expenditures by Month:**

July 875	August 875	September 875	October 875	November 875	December 875	
January 875	February 875	March 875	April 875	May 875	June 875	Total 10,500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Fuels and Lubricants

**Account Number:** 215040101000

**Account Name:** Fuel-CNG Support Vehicles

**Expenditure Description:**

CNG for support vehicles.

**Expenditure Justification:**

CNG fuel for support vehicles.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	SunFuels	\$25,899	\$28,000	
<b>Total</b>		\$25,899	\$28,000	

**Expenditures by Month:**

July 2,158	August 2,158	September 2,158	October 2,158	November 2,158	December 2,158	
January 2,158	February 2,158	March 2,158	April 2,158	May 2,158	June 2,158	Total 25,899



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Fuels and Lubricants

**Account Number:** 215040102000      **Account Name:** Fuel-Unleaded

**Expenditure Description:**

Fuel for facilities miscellaneous mowers and gardening equipment.

**Expenditure Justification:**

To fund expenditures for fuel.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,000	\$4,000	
<b>Total</b>		\$3,000	\$4,000	

**Expenditures by Month:**

July 250	August 250	September 250	October 250	November 250	December 250	
January 250	February 250	March 250	April 250	May 250	June 250	Total 3,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Fuels and Lubricants

**Account Number:** 215040102200

**Account Name:** Fuel-Hydrogen

**Expenditure Description:**

Hydrogen Fuel for (2) fixed route buses

**Expenditure Justification:**

Hydrogen for H2 buses.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	SunFuels	\$145,000	\$125,000	
<b>Total</b>		\$145,000	\$125,000	

**Expenditures by Month:**

July 12,083	August 12,083	September 12,083	October 12,083	November 12,083	December 12,083	
January 12,083	February 12,083	March 12,083	April 12,083	May 12,083	June 12,083	Total 145,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 135040101001      **Account Name:** D.A.R. Fuel-CNG

**Expenditure Description:**

CNG fuel for DAR vehicles.

**Expenditure Justification:**

CNG fuel for DAR vehicles.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	SunFuels	\$152,119	\$157,235	
<b>Total</b>		\$152,119	\$157,235	

**Expenditures by Month:**

July 12,677	August 12,677	September 12,677	October 12,677	November 12,677	December 12,677	
January 12,677	February 12,677	March 12,677	April 12,677	May 12,677	June 12,677	Total 152,119



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials & Supplies

**Account Number:** 135049900007      **Account Name:** D.A.R. Glass Replacement

**Expenditure Description:**

To replace or repair glass on support vehicles  
(Windshield replacements resulting from sand and other damage)

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,000	\$3,000	
<b>Total</b>		\$3,000	\$3,000	

**Expenditures by Month:**

July 250	August 250	September 250	October 250	November 250	December 250	
January 250	February 250	March 250	April 250	May 250	June 250	Total 3,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials and Supplies</u>						
<b>Account Number:</b> <u>215040200002</u>		<b>Account Name:</b> <u>Tires-Support Vehicles</u>				
<b>Expenditure Description:</b> Goodyear tire lease for all support vehicles.						
<b>Expenditure Justification:</b> Leased tire operating expenditure.						
<b>Projected details of expenses:</b>						
Date	Payee	2012/2013 Request	2011/2012 Request	Description		
Various	Goodyear	\$10,000	\$7,200			
<b>Total</b>		\$10,000	\$7,200			
<b>Expenditures by Month:</b>						
July 833	August 833	September 833	October 833	November 833	December 833	
January 833	February 833	March 833	April 833	May 833	June 833	Total 10,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 215040200003      **Account Name:** Tires-Tools & Serv Supplies

**Expenditure Description:**

Miscellaneous supplies for tire repairs and equipment.

**Expenditure Justification:**

Wheel weights, patches, tire tools etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$250	\$250	
<b>Total</b>		\$250	\$250	

**Expenditures by Month:**

July 21	August 21	September 21	October 21	November 21	December 21	
January 21	February 21	March 21	April 21	May 21	June 21	Total 250



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 215090400100      **Account Name:** Purchase Discounts

**Expenditure Description:**

Miscellaneous discounts from vendors for paying promptly.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	(\$1,000)	(\$1,500)	
<b>Total</b>		(\$1,000)	(\$1,500)	

**Expenditures by Month:**

July (83)	August (83)	September (83)	October (83)	November (83)	December (83)	
January (83)	February (83)	March (83)	April (83)	May (83)	June (83)	Total (1,000)

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225030300014      **Account Name:** Uniforms

**Expenditure Description:**

Mechanics, utilities, supervisors uniforms.  
Shop rags and bus wash towels.

**Expenditure Justification:**

Rental and cleaning of uniforms.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	G & K Uniforms	\$19,000	\$22,000	
<b>Total</b>		\$19,000	\$22,000	

**Expenditures by Month:**

July 1,583	August 1,583	September 1,583	October 1,583	November 1,583	December 1,583	
January 1,583	February 1,583	March 1,583	April 1,583	May 1,583	June 1,583	Total 19,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900015      **Account Name:** Cosmetic Maint Exterior

**Expenditure Description:**

Paint and paint supplies for body shop.

**Expenditure Justification:**

Paint and supplies for all vehicles.  
Paint, additives, sandpaper, body filler masking tapes and paper.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$10,000	
<b>Total</b>		\$4,000	\$10,000	

**Expenditures by Month:**

July 333	August 333	September 333	October 333	November 333	December 333	
January 333	February 333	March 333	April 333	May 333	June 333	Total 4,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900016      **Account Name:** Cleaning Supplies-Vehicles

**Expenditure Description:**

Bus soap etc.

**Expenditure Justification:**

To fund cleaning supplies for SunLine Transit Agency.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$9,000	\$8,000	
<b>Total</b>		\$9,000	\$8,000	

**Expenditures by Month:**

July 750	August 750	September 750	October 750	November 750	December 750	
January 750	February 750	March 750	April 750	May 750	June 750	Total 9,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900017      **Account Name:** Shop Supplies Misc

**Expenditure Description:**

Consumables nuts, bolts, chemicals, welding supplies tapes, weather stripping mini lamps, leak detective, spray can paints.

**Expenditure Justification:**

Shop supplies to maintain vehicle fleet.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$21,000	\$20,000	
<b>Total</b>		\$21,000	\$20,000	

**Expenditures by Month:**

July 1,750	August 1,750	September 1,750	October 1,750	November 1,750	December 1,750	
January 1,750	February 1,750	March 1,750	April 1,750	May 1,750	June 1,750	Total 21,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900018      **Account Name:** Mechanic Tools/Shoes

**Expenditure Description:**  
Bargaining employees shoe allowance and mechanic's tool allowance.

**Expenditure Justification:**  
Funding for expenditures to supply mechanics tools and work shoes per MOU.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$16,000	\$16,000	
<b>Total</b>		\$16,000	\$16,000	

**Expenditures by Month:**

July 1,333	August 1,333	September 1,333	October 1,333	November 1,333	December 1,333	
January 1,333	February 1,333	March 1,333	April 1,333	May 1,333	June 1,333	Total 16,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900019      **Account Name:** Small Tools & Equipment

**Expenditure Description:**

Purchase of small tools, etc.-- to replace tools required to be supplied for bus repairs, etc.

**Expenditure Justification:**

Replace small shop tools and testers etc= \$2,000

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,000	\$2,000	
<b>Total</b>		\$2,000	\$2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000





SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 22504990022      **Account Name:** Repair Parts-Support Vehicles

**Expenditure Description:**

Replacement parts used to keep fleet vehicles in top running conditions - ordered and used to maintain the fleet as required by FTA.

**Expenditure Justification:**

All parts to repair, rebuild or replace support vehicles

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$20,000	\$24,000	
<b>Total</b>		\$20,000	\$24,000	

**Expenditures by Month:**

July 1,667	August 1,667	September 1,667	October 1,667	November 1,667	December 1,667	
January 1,667	February 1,667	March 1,667	April 1,667	May 1,667	June 1,667	Total 20,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 225049900023      **Account Name:** Vandalism/Seat Repairs

**Expenditure Description:**

Seat repairs, glass inserts, painting of the graffiti scratched in the wall etc..

**Expenditure Justification:**

Replace passenger seat inserts as needed=\$1,000

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,000	
<b>Total</b>		\$1,000	\$1,000	

**Expenditures by Month:**

July 83	August 83	September 83	October 83	November 83	December 83	
January 83	February 83	March 83	April 83	May 83	June 83	Total 1,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 225070500000      **Account Name:** Fuel Taxes

**Expenditure Description:**

Taxes to be paid on fuel purchases.

**Expenditure Justification:**

See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$15,000	\$15,000	
<b>Total</b>		\$15,000	\$15,000	

**Expenditures by Month:**

July 1,250	August 1,250	September 1,250	October 1,250	November 1,250	December 1,250	
January 1,250	February 1,250	March 1,250	April 1,250	May 1,250	June 1,250	Total 15,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 225099900004      **Account Name:** Permits & Licenses

**Expenditure Description:**  
Various licenses and permits.

**Expenditure Justification:**  
Various licenses and permits as required by specific Departments and other Agencies  
(Environmental Health, Department of Motor Vehicles, South Coast Air Quality, SWRCB)

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$9,000	\$9,000	
<b>Total</b>		\$9,000	\$9,000	

**Expenditures by Month:**

July 750	August 750	September 750	October 750	November 750	December 750	
January 750	February 750	March 750	April 750	May 750	June 750	Total 9,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Leases and Rentals

**Account Number:** 215040200001      **Account Name:** Tires-Fixed Route

**Expenditure Description:**  
Leased tires, per contract for fixed route buses.

**Expenditure Justification:**  
Increase due to contract.  
Leased tire operating expenditure.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	TBD	\$170,000	\$170,000	
<b>Total</b>		\$170,000	\$170,000	

**Expenditures by Month:**

July 14,167	August 14,167	September 14,167	October 14,167	November 14,167	December 14,167	
January 14,167	February 14,167	March 14,167	April 14,167	May 14,167	June 14,167	Total 170,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Leases and Rentals

**Account Number:** 135040200005      **Account Name:** D.A.R. Tires

**Expenditure Description:**

Leased tires, per contract for D.A.R. buses.

**Expenditure Justification:**

Leased tire operating expenditure.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	TBD	\$27,500	\$27,500	
<b>Total</b>		\$27,500	\$27,500	

**Expenditures by Month:**

July 2,292	August 2,292	September 2,292	October 2,292	November 2,292	December 2,292	
January 2,292	February 2,292	March 2,292	April 2,292	May 2,292	June 2,292	Total 27,500

## SunLine Transit Agency Personnel Summary

### 23: Facility Maintenance Thousand Palms

Department	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Facility Maintenance	3	3	0	
Facility/Construction Specialist	1	1	0	
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>0</b>	

## Facility Maintenance - Thousand Palms

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
235010201210	Groundskeeper Wages	150,657	148,797	151,824	154,358	1.67%
235010700000	Groundskeeper OT	2,091	3,986	1,000	1,000	0.00%
235010700001	Allocated Salaries	(1,157)	(1,029)	(1,142)	(1,150)	0.70%
<b>Total Labor Expense</b>		<b>151,592</b>	<b>151,755</b>	<b>151,682</b>	<b>154,208</b>	<b>1.67%</b>
					1.67%	
<b>Benefits: Union</b>						
235020100010	Medicare Tax	2,414	2,307	2,432	2,473	1.66%
235020202000	Pension	25,421	24,587	24,706	25,117	1.66%
235020300000	Group Health Insurance	39,072	37,614	39,459	37,259	-5.58%
235020400000	Dental Insurance	928	887	887	931	5.00%
235020400001	Group Vision Insurance	570	570	570	599	5.00%
235020500000	Group Life Insurance	280	342	342	342	0.00%
235020600000	Group Disability Ins	443	413	432	454	5.00%
235020600100	Employer Assistance Program	137	204	137	121	-11.54%
235020700010	Unemployment Taxes	1,484	1,915	1,484	1,596	7.55%
235021000000	Holiday Pay	2,890	2,066	3,832	2,932	-23.50%
235020800000	Worker's Compensation	9,085	9,354	9,381	2,075	-77.88%
235020900000	Sick Pay	2,412	2,900	2,204	2,204	0.00%
235020900001	Sick Sellbacks	3,982	2,993	4,184	3,500	-16.34%
235021100000	Vacation Pay	14,891	18,429	16,582	17,000	2.52%
235021100001	Vacation Sellbacks	2,992	1,346	1,330	1,700	27.84%
235021100002	Final Payout of Vacation	-	-	-	-	0.00%
235021600000	Allocated Payroll Factors	(811)	(727)	(810)	(810)	0.00%
<b>Total Fringe Benefits Expense</b>		<b>106,189</b>	<b>105,200</b>	<b>107,152</b>	<b>97,493</b>	<b>-9.01%</b>
					-9.01%	
<b>Services:</b>						
235030500005	Contract SVC-Haz Mat	10,669	12,378	7,500	8,000	6.67%
235030500010	Contract SVC General	18,324	17,507	18,500	24,020	29.84%
235030600000	Contract SVC-Custodial	38,764	45,786	45,084	45,200	0.26%
235030600100	AC Expenditures	5,375	6,056	5,000	7,000	40.00%
235030600200	Uniforms Service Exp	1,231	1,320	1,250	900	-28.00%
235030600300	Rental Equip Expenses	639	-	750	750	0.00%
235030600500	Pest Control Service	-	208	700	700	0.00%
235030600600	Contract Services -AC	3,390	1,928	3,500	3,500	0.00%
235030600700	Fire Extinguishers	997	(4)	1,200	1,200	0.00%
235040300100	Plumbing Expenditures	2,798	4,148	3,000	4,000	33.33%
235040300200	Electrical Expenditures	4,887	16,838	3,500	11,844	238.40%
235030600800	Floor Mat Rental	2,927	2,571	3,000	2,800	-6.67%
235030600950	Leased Property Svc	3,510	3,481	3,550	3,550	0.00%
235030600975	Radio Repeater Hilltop rental	11,115	10,800	11,300	11,300	0.00%
<b>Total Services Expense</b>		<b>104,627</b>	<b>123,018</b>	<b>107,834</b>	<b>124,764</b>	<b>15.70%</b>
					15.70%	
<b>Materials and Supplies:</b>						
235049900026	Facility Maintenance	19,283	19,919	17,000	19,000	11.76%
235049900030	Cleaning Supplies	5,713	8,633	5,500	6,700	21.82%
235040300600	Shoe allowance	76	145	750	750	0.00%
235049900001	Office Supplies	-	-	-	-	0.00%
235049900002	Board Room/Zweig Supplies	3,621	5,279	4,500	5,200	15.56%
<b>Total Materials and Supplies Expense</b>		<b>28,694</b>	<b>33,976</b>	<b>27,750</b>	<b>31,650</b>	<b>14.05%</b>
					14.05%	
<b>Utilities:</b>						
235050200001	Utilities Main Facility	163,468	160,864	165,000	175,000	6.06%
235050200003	Trash Pickup	13,047	13,261	13,500	15,000	11.11%
<b>Total Utilities Expense</b>		<b>176,515</b>	<b>174,125</b>	<b>178,500</b>	<b>190,000</b>	<b>6.44%</b>
					6.44%	
<b>Miscellaneous Expenses:</b>						
235090201000	Employee Expenses	191	56	300	300	0.00%
<b>Total Miscellaneous Expenses</b>		<b>191</b>	<b>56</b>	<b>300</b>	<b>300</b>	<b>0.00%</b>
					0.00%	
<b>Total Dept. Operating Expenses</b>		<b>567,807</b>	<b>588,131</b>	<b>573,218</b>	<b>598,415</b>	<b>4.40%</b>
					4.40%	

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030500005</u>	<b>Account Name:</b> <u>Contract SVC-Haz Mat</u>

**Expenditure Description:**

Hazardous material removal for waste oil, coolant, oil filters, pumping of the clarifiers.

**Expenditure Justification:**

To insure proper disposition of all HAZ-MAT classified material by a licensed contractor and transporter. Maintaining all records of such dispositions.  
Steri-cycle monthly pick-up

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Safety-Kleen	\$3,200	\$7,500	
Various	Steri-cycle	\$4,800		
<b>Total</b>		\$8,000	\$7,500	

**Expenditures by Month:**

July 667	August 667	September 667	October 667	November 667	December 667	
January 667	February 667	March 667	April 667	May 667	June 667	Total 8,000



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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600000</u>	<b>Account Name:</b> <u>Contract SVC-Custodial</u>

**Expenditure Description:**  
Janitorial services to clean all buildings.

**Expenditure Justification:**  
Maintain appearance, health and cleanliness standards.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$45,200	\$45,084	
<b>Total</b>		\$45,200	\$45,084	

**Expenditures by Month:**

July 3,767	August 3,767	September 3,767	October 3,767	November 3,767	December 3,767	
January 3,767	February 3,767	March 3,767	April 3,767	May 3,767	June 3,767	Total 45,200

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600100</u>	<b>Account Name:</b> <u>AC Expenditures</u>

**Expenditure Description:**  
Repair of Air Conditioning and heat for facility buildings.

**Expenditure Justification:**  
Maintenance and repairs and parts requisition for all units:  
Aging of buildings and units require more maintenance and monitoring.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$7,000	\$5,000	
<b>Total</b>		\$7,000	\$5,000	

**Expenditures by Month:**

July 583	August 583	September 583	October 583	November 583	December 583	
January 583	February 583	March 583	April 583	May 583	June 583	Total 7,000

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600200</u>	<b>Account Name:</b> <u>Uniforms Service Exp</u>

**Expenditure Description:**  
Uniform rental/cleaning for (5) employee's.

**Expenditure Justification:**  
See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$900	\$1,250	
<b>Total</b>		\$900	\$1,250	

**Expenditures by Month:**

July	August	September	October	November	December	
75	75	75	75	75	75	
January	February	March	April	May	June	Total
75	75	75	75	75	75	900

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600300</u>	<b>Account Name:</b> <u>Rental Equip Expenses</u>

**Expenditure Description:**  
 Rental of misc. equipment  
 As needed EG; Saw cutter (concrete).  
 Tamper/Vibrator and other specialty equipment.

**Expenditure Justification:**  
 Asphalt patching and replacing.  
 Doing under ground work on water mains and concrete.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$750	\$750	
<b>Total</b>		\$750	\$750	

**Expenditures by Month:**

July 63	August 63	September 63	October 63	November 63	December 63	
January 63	February 63	March 63	April 63	May 63	June 63	<b>Total</b> 750

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>235030600500</u> <b>Account Name:</b> <u>Pest Control Service</u>

**Expenditure Description:**  
Maintaining pest and rodent control for all buildings.

**Expenditure Justification:**  
Pest and insect control.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Home Depot	\$700	\$700	
<b>Total</b>		\$700	\$700	

**Expenditures by Month:**

July 58	August 58	September 58	October 58	November 58	December 58	
January 58	February 58	March 58	April 58	May 58	June 58	Total 700

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600600</u>	<b>Account Name:</b> <u>Contract Services-AC</u>

**Expenditure Description:**  
Bi-Annual PM contract for HVAC

**Expenditure Justification:**  
Annual service on filter changes, cleaning of condenser and coils.  
Assist in prolonging the unit life and a good preventative process for very old units.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$3,500	\$3,500	
<b>Total</b>		\$3,500	\$3,500	

**Expenditures by Month:**

July 292	August 292	September 292	October 292	November 292	December 292	
January 292	February 292	March 292	April 292	May 292	June 292	Total 3,500

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600700</u>	<b>Account Name:</b> <u>Fire Extinguishers</u>

**Expenditure Description:**  
Annual service of all facility fire extinguishers.

**Expenditure Justification:**  
For all facility buildings and fuel islands and maintenance.  
Multiple units in all buildings.  
Building and facility protection.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	C.V. Fire	\$1,200	\$1,200	
<b>Total</b>		\$1,200	\$1,200	

**Expenditures by Month:**

July 100	August 100	September 100	October 100	November 100	December 100	
January 100	February 100	March 100	April 100	May 100	June 100	<b>Total</b> 1,200

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235040300100</u>	<b>Account Name:</b> <u>Plumbing Expenditures</u>

**Expenditure Description:**  
Plumbing repairs for facility.  
Sinks, faucet, drain repair and replacement of parts.

**Expenditure Justification:**  
Old buildings will require more maintenance and repair of all plumbing, water main and water closet systems.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$3,000	
<b>Total</b>		\$4,000	\$3,000	

**Expenditures by Month:**

July 333	August 333	September 333	October 333	November 333	December 333	
January 333	February 333	March 333	April 333	May 333	June 333	Total 4,000

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235040300200</u>	<b>Account Name:</b> <u>Electrical Expenditures</u>

**Expenditure Description:**  
 Electrical repairs to facility.  
 Electrical wiring, outlet fixtures and covers, tape, meters, fittings, PVC conduit, light fixtures, replacement bulbs.

**Expenditure Justification:**  
 To support consistent ongoing repairs to an old patched up system.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$11,844	\$3,500	
<b>Total</b>		\$11,844	\$3,500	

**Expenditures by Month:**

July 987	August 987	September 987	October 987	November 987	December 987	
January 987	February 987	March 987	April 987	May 987	June 987	<b>Total</b> 11,844

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<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>235030600800</u>	<b>Account Name:</b> <u>Floor Mat Rentals</u>

**Expenditure Description:**  
Floor mat rental/cleaning for facility.

**Expenditure Justification:**  
See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,800	\$3,000	
<b>Total</b>		\$2,800	\$3,000	

**Expenditures by Month:**

July 233	August 233	September 233	October 233	November 233	December 233	
January 233	February 233	March 233	April 233	May 233	June 233	<b>Total</b> 2,800

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**Expenditure Name:** Services

**Account Number:** 235030600950      **Account Name:** Leased Property Svcs

**Expenditure Description:**  
Monthly lease rental for the HR office add-on trailer.

**Expenditure Justification:**  
Monthly rental for HR office trailer.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Golden West	\$3,550	\$3,550	
<b>Total</b>		\$3,550	\$3,550	

**Expenditures by Month:**

July 296	August 296	September 296	October 296	November 296	December 296	
January 296	February 296	March 296	April 296	May 296	June 296	Total 3,550

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>235030600975</u> <b>Account Name:</b> <u>Radio Repeater Hilltop Rental</u>
<b>Expenditure Description:</b>  Repeater Hilltop Site Rental
<b>Expenditure Justification:</b>  Expenditure for the Indio, Edom and White Water site.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$11,300	\$11,300	
<b>Total</b>		\$11,300	\$11,300	

Expenditures by Month:						
July	August	September	October	November	December	
942	942	942	942	942	942	
January	February	March	April	May	June	Total
942	942	942	942	942	942	11,300

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>	
<b>Account Number:</b> <u>235049900026</u>	<b>Account Name:</b> <u>Facility Maintenance</u>
<b>Expenditure Description:</b> Materials and supplies to maintain facility. Misc. Asphalt and concrete for repairs, septic tank pump out. Lumber and nails, equipment purchased/replaced etc. Drills, saws, nail guns, grass seed, trees and shrubs purchased, fertilizers. Front gate repairs, fence repairs, window assembly replacement, ceiling tile, replacement doors, lock and key changes.	
<b>Expenditure Justification:</b> Daily building and property maintenance. For an aging group of buildings that are high maintenance.	

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$19,000	\$17,000	
<b>Total</b>		\$19,000	\$17,000	

Expenditures by Month:						
July 1,583	August 1,583	September 1,583	October 1,583	November 1,583	December 1,583	
January 1,583	February 1,583	March 1,583	April 1,583	May 1,583	June 1,583	Total 19,000

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>	
<b>Account Number:</b> <u>235049900030</u>	<b>Account Name:</b> <u>Cleaning Supplies</u>

**Expenditure Description:**  
 Cleaning supplies, paper products, soaps.  
 Glass cleaners, pine-sol, bleach, mops and brooms, squeegees.  
 Rug and floor cleaning products, drain cleaner, brushes, etc.

**Expenditure Justification:**  
 Daily property up keep for all buildings and supply replenishment.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Unisource	\$6,700	\$5,500	
<b>Total</b>		\$6,700	\$5,500	

**Expenditures by Month:**

July	August	September	October	November	December	
558	558	558	558	558	558	
January	February	March	April	May	June	Total
558	558	558	558	558	558	6,700

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>	
<b>Account Number:</b> <u>235040300600</u>	<b>Account Name:</b> <u>Shoe Allowance</u>

**Expenditure Description:**  
Shoe allowance for bargaining employee's per union contract.

**Expenditure Justification:**  
Requirement per MOU.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$750	\$750	
<b>Total</b>		\$750	\$750	

**Expenditures by Month:**

July 63	August 63	September 63	October 63	November 63	December 63	
January 63	February 63	March 63	April 63	May 63	June 63	Total 750

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<b>Expenditure Name:</b> <u>Materials and Supplies</u>	
<b>Account Number:</b> <u>235049900002</u>	<b>Account Name:</b> <u>Board Room/Zweig Supplies</u>

**Expenditure Description:**  
Board Room/Zweig Supplies

**Expenditure Justification:**  
Supplies for Boardroom & Zweig buildings.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$5,200	\$4,500	
<b>Total</b>		\$5,200	\$4,500	

**Expenditures by Month:**

July 433	August 433	September 433	October 433	November 433	December 433	
January 433	February 433	March 433	April 433	May 433	June 433	Total 5,200

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<b>Expenditure Name:</b> <u>Utilities</u>	
<b>Account Number:</b> <u>235050200001</u>	<b>Account Name:</b> <u>Utilities Main Facility</u>
<b>Expenditure Description:</b> Propane, Electricity, Water etc.	
<b>Expenditure Justification:</b>	
Electricity	\$125,000
Propane for heat	\$32,000
Water	<u>\$18,000</u>
Total	<u>\$175,000</u>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$175,000	\$165,000	
<b>Total</b>		\$175,000	\$165,000	

Expenditures by Month:						
July 14,583	August 14,583	September 14,583	October 14,583	November 14,583	December 14,583	
January 14,583	February 14,583	March 14,583	April 14,583	May 14,583	June 14,583	Total 175,000

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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>235050200003</u> <b>Account Name:</b> <u>Trash Pickup</u>
<b>Expenditure Description:</b>  Trash removal for facility. (2) 40 yard containers
<b>Expenditure Justification:</b>  Burrtec is projecting an increase in rates but won't have available numbers for a couple of months for a July 1,2011 schedule. Informed a 10-12 % on average can be expected. Containers for office generated trash and debris. Heavy landscaping and gardening usage. Two 40 yard roll off dumpsters, facilities, stops & zones, Ops., maintenance and green waste.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$15,000	\$13,500	
<b>Total</b>		\$15,000	\$13,500	

Expenditures by Month:						
July 1,250	August 1,250	September 1,250	October 1,250	November 1,250	December 1,250	
January 1,250	February 1,250	March 1,250	April 1,250	May 1,250	June 1,250	Total 15,000

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<b>Expenditure Name:</b> <u>Miscellaneous Expenses</u>	
<b>Account Number:</b> <u>235090201000</u>	<b>Account Name:</b> <u>Employee Expenses</u>

**Expenditure Description:**  
Miscellaneous expense and refreshments for employee meetings/classes.

**Expenditure Justification:**  
Miscellaneous expense and refreshments for employee meetings/classes.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$300	\$300	
<b>Total</b>		\$300	\$300	

**Expenditures by Month:**

July 25	August 25	September 25	October 25	November 25	December 25	
January 25	February 25	March 25	April 25	May 25	June 25	Total 300

## Facility Maint - Indio

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Services:</b>						
245030500010	Contract SVC-General	2,729	1,972	1,700	-	-100.00%
245030600000	Contract Serv-Custodial	10,870	9,461	10,512	9,923	-5.60%
245030600100	AC Expenditures	3,521	(456)	3,000	2,000	-33.33%
245030600500	Pest Control Service	588	840	660	660	0.00%
245030600600	Contract Services AC	0	0	800	800	0.00%
245030600700	Fire Extinguishers	0	1,015	500	500	0.00%
245040300100	Plumbing Expenditures	322	316	1,000	1,000	0.00%
245040300200	Electrical Expenditures	450	534	1,000	1,000	0.00%
245049900027	Fac Maint-Indio Fac	8,397	3,609	5,000	4,000	-20.00%
<b>Total Services Expense</b>		<b>26,877</b>	<b>17,291</b>	<b>24,172</b>	<b>19,883</b>	<b>-17.74%</b>
					<b>-17.74%</b>	
<b>Materials and Supplies:</b>						
245049900031	Cleaning Supplies	1,108	0	1,500	1,000	-33.33%
<b>Total Materials and Supplies Expense</b>		<b>1,108</b>	<b>0</b>	<b>1,500</b>	<b>1,000</b>	<b>-33.33%</b>
					<b>-33.33%</b>	
<b>Utilities:</b>						
245050200002	Utilities Indio Facility	36,905	31,522	40,000	32,522	-18.70%
245050202000	Utilities Gas & Water	4,339	6,625	4,800	5,200	8.33%
245050200004	Trash Pickup-Indio Facility	11,703	7,218	12,000	7,218	-39.85%
<b>Total Utilities Expense</b>		<b>52,946</b>	<b>45,366</b>	<b>56,800</b>	<b>44,940</b>	<b>-20.88%</b>
					<b>-20.88%</b>	
<b>Leases and Rentals:</b>						
245030600800	Floor-Mat Rental	974	969	1,000	800	-20.00%
<b>Total Leases and Rentals Expense</b>		<b>974</b>	<b>969</b>	<b>1,000</b>	<b>800</b>	<b>-20.00%</b>
					<b>-20.00%</b>	
<b>Total Dept. Operating Expenses</b>		<b>81,905</b>	<b>63,625</b>	<b>83,472</b>	<b>66,623</b>	<b>-20.19%</b>

-20.19%

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**Expenditure Name:** Services

**Account Number:** 245030500010    **Account Name:** Contract SVC-General

**Expenditure Description:**  
Haz-mat Business plan and storm water control management.

**Expenditure Justification:**  
Haz-Mat business plan and Storm Control Contract Services.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Hemphill & Green		\$1,700	
<b>Total</b>		\$0	\$1,700	

**Expenditures by Month:**

July 0	August 0	September 0	October 0	November 0	December 0	
January 0	February 0	March 0	April 0	May 0	June 0	Total 0

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**Expenditure Name:** Services

**Account Number:** 245030600000    **Account Name:** Contract Serv-Custodial

**Expenditure Description:**  
 Janitorial services for facility, maintenance, operations offices and other areas.  
 3 Days / Week

\$876 per month x12=\$10,512

**Expenditure Justification:**  
 Per Janitorial Contract escalation.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$9,923	\$10,512	
<b>Total</b>		\$9,923	\$10,512	

**Expenditures by Month:**

July 827	August 827	September 827	October 827	November 827	December 827	
January 827	February 827	March 827	April 827	May 827	June 827	Total 9,923

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**Expenditure Name:** Services

**Account Number:** 245030600100      **Account Name:** AC Expenditures

**Expenditure Description:**  
Air conditioning and heating repair.  
Fuses, motors, filters, belts, condensers and compressors.

**Expenditure Justification:**  
Most units are old, poor wiring etc, and in need of constant monitoring.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,000	\$3,000	
<b>Total</b>		\$2,000	\$3,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000

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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>245030600500</u> <b>Account Name:</b> <u>Pest Control</u>
<p><b>Expenditure Description:</b> Indio Operations and Maintenance monthly spraying of offices, restrooms and lounges</p> <p>\$55 per Month x 12=\$660</p> <p><b>Expenditure Justification:</b> Pest control</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$660	\$660	
<b>Total</b>		\$660	\$660	

**Expenditures by Month:**

July 55	August 55	September 55	October 55	November 55	December 55	
January 55	February 55	March 55	April 55	May 55	June 55	Total 660

SunLine Transit Agency  
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**Expenditure Name:** Services

**Account Number:** 245030600600      **Account Name:** Contract Services AC

**Expenditure Description:**  
Bi-Annual Air conditioning PM service  
A/C and heating filter replacement, washout and coil cleaning.

**Expenditure Justification:**  
See above.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$800	\$800	
<b>Total</b>		\$800	\$800	

**Expenditures by Month:**

July 67	August 67	September 67	October 67	November 67	December 67	
January 67	February 67	March 67	April 67	May 67	June 67	Total 800

SunLine Transit Agency  
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**Expenditure Name:** Services

**Account Number:** 245030600700      **Account Name:** Fire Extinguishers

**Expenditure Description:**  
Annual service of facility fire extinguisher service.

**Expenditure Justification:**  
Annual service of fire extinguishers.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$500	\$500	
<b>Total</b>		\$500	\$500	

**Expenditures by Month:**

July 42	August 42	September 42	October 42	November 42	December 42	
January 42	February 42	March 42	April 42	May 42	June 42	Total 500

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**Expenditure Name:** Services

**Account Number:** 245040300100      **Account Name:** Plumbing Expenditures

**Expenditure Description:**

Plumbing repairs  
Pipe fittings and drinking fountain parts.  
Water valves, PVC

**Expenditure Justification:**

Considerable underground water line repair due to age etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,000	
<b>Total</b>		\$1,000	\$1,000	

**Expenditures by Month:**

July	August	September	October	November	December	
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

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**Expenditure Name:** Services

**Account Number:** 245040300200      **Account Name:** Electrical Expenditures

**Expenditure Description:**  
 Electrical repairs for facility  
 Fuses, wire, conduit supply, switches, etc.

**Expenditure Justification:**  
 Extremely old facility requiring constant minor maintenance and repair.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,000	
<b>Total</b>		\$1,000	\$1,000	

**Expenditures by Month:**

July 83	August 83	September 83	October 83	November 83	December 83	
January 83	February 83	March 83	April 83	May 83	June 83	Total 1,000

SunLine Transit Agency  
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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>245049900027</u> <b>Account Name:</b> <u>Fac Maint-Indio Fac</u>

<p><b>Expenditure Description:</b></p> <p>Materials and supplies to maintain facility Paint lumber, nuts/bolts, bug control products, water hoses, landscape tools and accessories.</p> <p><b>Expenditure Justification:</b></p> <p>On going maintenance and repair due to age of facility.</p>
---

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$4,000	\$5,000	
<b>Total</b>		\$4,000	\$5,000	

Expenditures by Month:						
July	August	September	October	November	December	
333	333	333	333	333	333	
January	February	March	April	May	June	Total
333	333	333	333	333	333	4,000

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**Expenditure Name:** Materials and Supplies

**Account Number:** 245049900031      **Account Name:** Cleaning Supplies

**Expenditure Description:**

Cleaning supplies, paper products, soaps, mops, brooms etc.

**Expenditure Justification:**

Daily upkeep and supply replenishment.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,500	
<b>Total</b>		\$1,000	\$1,500	

**Expenditures by Month:**

July	August	September	October	November	December	
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

SunLine Transit Agency  
Expense Budget Worksheet  
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**Expenditure Name:** Utilities

**Account Number:** 245050200002      **Account Name:** Utilities Indio Facility

**Expenditure Description:**  
Electricity, TV Cable for facility.

**Expenditure Justification:**  
Expenditures for Electricity, Cable, and Sewer.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$32,522	\$40,000	
<b>Total</b>		\$32,522	\$40,000	

**Expenditures by Month:**

July 2,710	August 2,710	September 2,710	October 2,710	November 2,710	December 2,710	
January 2,710	February 2,710	March 2,710	April 2,710	May 2,710	June 2,710	Total 32,522

SunLine Transit Agency  
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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>245050202000</u> <b>Account Name:</b> <u>Utilities Gas &amp; Water</u>
<p><b>Expenditure Description:</b></p> <p>Natural gas and water for facility</p>  <p><b>Expenditure Justification:</b></p> <p>Funding for Natural Gas and Water.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$5,200	\$4,800	
<b>Total</b>		\$5,200	\$4,800	

**Expenditures by Month:**

July 433	August 433	September 433	October 433	November 433	December 433	
January 433	February 433	March 433	April 433	May 433	June 433	Total 5,200

SunLine Transit Agency  
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**Expenditure Name:** Utilities

**Account Number:** 245050200004      **Account Name:** Trash Pickup-Indio Facility

**Expenditure Description:**

Trash removal for facility and Rental of the porta-toilets

**Expenditure Justification:**

30 yd. Dumpster for Property Maint., Maintenance and Operations and general faculty clean up.  
One 30 yd. roll off dumpsters for Stops and Shelters, facility, operations, maintenance, and green waste based on twice a week removal charge and dollar amount per ton.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$7,218	\$12,000	
<b>Total</b>		\$7,218	\$12,000	

**Expenditures by Month:**

July 602	August 602	September 602	October 602	November 602	December 602	
January 602	February 602	March 602	April 602	May 602	June 602	Total 7,218

SunLine Transit Agency  
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**Expenditure Name:** Lease and Rentals

**Account Number:** 245030600800      **Account Name:** Floor Mat Rental

**Expenditure Description:**  
Rental and cleaning for floor mats.

**Expenditure Justification:**  
Rental and cleaning for floor mats.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$800	\$1,000	
<b>Total</b>		\$800	\$1,000	

**Expenditures by Month:**

July	August	September	October	November	December	
67	67	67	67	67	67	
January	February	March	April	May	June	Total
67	67	67	67	67	67	800

## SunLine Transit Agency Personnel Summary

### 25: Stops & Zones

Department	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Stops & Zones Supervisor	1	1	0	
Stops & Zones Technicians	6	6	0	
<b>TOTAL</b>	<b>7</b>	<b>7</b>	<b>0</b>	

## Stops & Zones

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
255010200500	Admin Salaries	37,251	41,103	39,245	40,957	4.36%
255010201500	Bargaining Salaries	171,428	187,334	204,480	214,702	5.00%
255010201510	Overtime	3,303	5,470	1,000	3,000	200.00%
<b>Total Labor Expense</b>		<b>211,982</b>	<b>233,907</b>	<b>244,726</b>	<b>258,659</b>	<b>5.69%</b>
					5.69%	
<b>Benefits: Non-Union &amp; Union</b>						
255020100010	Medicare Tax	3,576	3,903	3,843	4,541	18.17%
255020202000	Pension	41,429	42,908	44,257	51,578	16.54%
255020300000	Group Health Insurance	61,294	66,802	68,596	75,059	9.42%
255020400000	Dental Insurance	1,698	1,912	1,919	2,242	16.81%
255020400001	Vision Insurance	879	1,010	924	1,204	30.24%
255020500000	Group Life Insurance	551	659	684	770	12.50%
255020600000	Group Disability Insurance	902	950	992	1,139	14.89%
255020600100	Employer Assistance Prog	217	384	240	247	2.75%
255020700010	Unemployment Taxes	2,447	4,004	2,597	3,164	21.83%
255021000000	Holiday Pay	2,305	1,698	5,064	3,500	-30.88%
255020800000	Worker's Comp Insurance	12,635	14,392	14,822	3,344	-77.44%
255020900000	Sick Pay	3,672	2,577	3,239	2,000	-38.25%
255020900001	Sick Sellbacks	5,864	5,720	6,919	5,000	-27.73%
255021100000	Vacation	20,440	23,907	13,267	14,000	5.52%
255021100001	Vacation Sellbacks	4,191	5,978	11,125	6,000	-46.07%
255021100002	Final Payout of Vacation	-	-	-	-	0.00%
<b>Total Fringe Benefits Expense</b>		<b>162,101</b>	<b>176,802</b>	<b>178,489</b>	<b>173,788</b>	<b>-2.63%</b>
					-2.63%	
<b>Services:</b>						
255030500000	City Revenue Sharing	4,075	4,680	4,000	-	-100.00%
255030600200	Uniforms	2,155	2,665	2,900	2,900	0.00%
255030600250	Equipment Rental	-	-	-	1,500	100.00%
<b>Total Services Expense</b>		<b>6,230</b>	<b>7,345</b>	<b>6,900</b>	<b>4,400</b>	<b>-36.23%</b>
					-36.23%	
<b>Materials and Supplies:</b>						
255040101000	Supplies & Materials	-	1,826	-	-	0.00%
255040102000	Unleaded Gasoline	1,583	-	1,300	1,000	-23.08%
255040102001	Diesel Fuel	-	-	200	100	-50.00%
255040300600	Shoe Allowance	331	678	900	900	0.00%
255049900001	Office Supplies	21	426	200	200	0.00%
255049900029	Bus Stop Supplies	32,868	28,495	25,000	23,000	-8.00%
<b>Total Materials and Supplies Expense</b>		<b>34,802</b>	<b>31,426</b>	<b>27,600</b>	<b>25,200</b>	<b>-8.70%</b>
					-8.70%	
<b>Utilities</b>						
255050200001	Utilities Shelters	1,943	2,208	2,000	2,000	0.00%
<b>Total Utilities Expense</b>		<b>1,943</b>	<b>2,208</b>	<b>2,000</b>	<b>2,000</b>	<b>0.00%</b>
					0.00%	
<b>Miscellaneous Expenses:</b>						
255090201000	Employee Expenses	49	40	250	250	0.00%
<b>Total Miscellaneous Expenses</b>		<b>49</b>	<b>40</b>	<b>250</b>	<b>250</b>	<b>0.00%</b>
					0.00%	
<b>Total Dept. Operating Expenses</b>		<b>417,107</b>	<b>451,729</b>	<b>459,965</b>	<b>464,297</b>	<b>0.94%</b>

SunLine Transit Agency  
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**Expenditure Name:** Services

**Account Number:** 255030500000    **Account Name:** City Revenue Sharing

**Expenditure Description:**

Shelter advertising revenue shared with cities.

**Expenditure Justification:**

Amount based on shelters sold in their respective cities.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Coachella Valley Cities	\$0	\$4,000	
		MOVED TO FINANCE BUDGET 2012/1		
<b>Total</b>		\$0	\$4,000	

**Expenditures by Month:**

July	August	September	October	November	December	
-	-	-	-	-	-	
January	February	March	April	May	June	Total
-	-	-	-	-	-	-

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 255030600200      **Account Name:** Uniforms

**Expenditure Description:**  
Uniform expenditures

**Expenditure Justification:**  
Uniform rental and cleaning for (6) bargaining employee's.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	G & K	\$2,900	\$2,900	
<b>Total</b>		\$2,900	\$2,900	

**Expenditures by Month:**

July 242	August 242	September 242	October 242	November 242	December 242	
January 242	February 242	March 242	April 242	May 242	June 242	Total 2,900

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 255030600250      **Account Name:** Equipment Rental

**Expenditure Description:**  
Rental of Equipment

**Expenditure Justification:**  
Rental of Equipment for moving shelters, etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	United Equipment	\$1,500	\$0	
<b>Total</b>		\$1,500	\$0	

**Expenditures by Month:**

July 125	August 125	September 125	October 125	November 125	December 125	
January 125	February 125	March 125	April 125	May 125	June 125	Total 1,500

SunLine Transit Agency  
Expense Budget Worksheet  
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**Expenditure Name:** Materials and Supplies

**Account Number:** 255040102000      **Account Name:** Unleaded-Gasoline

**Expenditure Description:**

Unleaded Gasoline expenditures

**Expenditure Justification:**

To fund gasoline expenditures used to run cleaning equipment.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,000	\$1,300	
<b>Total</b>		\$1,000	\$1,300	

**Expenditures by Month:**

July 83	August 83	September 83	October 83	November 83	December 83	
January 83	February 83	March 83	April 83	May 83	June 83	Total 1,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 255040102001    **Account Name:** Diesel Fuel

**Expenditure Description:**

Diesel expenditures

**Expenditure Justification:**

To fund diesel expenditures used to run cleaning equipment.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$100	\$200	
<b>Total</b>		\$100	\$200	

**Expenditures by Month:**

July 8	August 8	September 8	October 8	November 8	December 8	
January 8	February 8	March 8	April 8	May 8	June 8	Total 100

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 255040300600      **Account Name:** Shoe Allowance

**Expenditure Description:**  
Bargaining employees shoe allowance.

**Expenditure Justification:**  
Funding for expenditures to supply staff work shoes per MOU.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$900	\$900	
<b>Total</b>		\$900	\$900	

**Expenditures by Month:**

July	August	September	October	November	December	
75	75	75	75	75	75	
January	February	March	April	May	June	Total
75	75	75	75	75	75	900

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 255049900001      **Account Name:** Office Supplies

**Expenditure Description:**

Department office supplies.

**Expenditure Justification:**

See above

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$200	\$200	
<b>Total</b>		\$200	\$200	

**Expenditures by Month:**

July	August	September	October	November	December	
17	17	17	17	17	17	
January	February	March	April	May	June	Total
17	17	17	17	17	17	200

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials and Supplies

**Account Number:** 255049900029      **Account Name:** Bus Stop Supplies

**Expenditure Description:**

Materials and Supplies to maintain and repair the bus stops and shelters.

**Expenditure Justification:**

Trash can liners, paint & supplies, tools, graffiti remover, soaps, insecticides.  
Signage, hardware, lexan, Caution tape, poles, solar parts/batteries, poster supplies, etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$23,000	\$25,000	
<b>Total</b>		\$23,000	\$25,000	

**Expenditures by Month:**

July 1,917	August 1,917	September 1,917	October 1,917	November 1,917	December 1,917	
January 1,917	February 1,917	March 1,917	April 1,917	May 1,917	June 1,917	Total 23,000

SunLine Transit Agency  
Expense Budget Worksheet  
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<b>Expenditure Name:</b> <u>Utilities</u>
<b>Account Number:</b> <u>255050200001</u> <b>Account Name:</b> <u>Utilities - Shelters</u>

**Expenditure Description:**  
Utilities expense on Bus shelters.

**Expenditure Justification:**  
To fund reimbursement payments to property owners for electricity usage by shelter lighting.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$2,000	\$2,000	
<b>Total</b>		\$2,000	\$2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 255090201000      **Account Name:** Employee expenses

**Expenditure Description:**

DMV licensure

**Expenditure Justification:**

To fund expenditures related to bargaining unit employees (DMV, name tags, etc.)

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$250	\$250	
<b>Total</b>		\$250	\$250	

**Expenditures by Month:**

July 21	August 21	September 21	October 21	November 21	December 21	
January 21	February 21	March 21	April 21	May 21	June 21	Total 250

## SunLine Transit Agency Personnel Summary

### 31: Marketing

Position	2011/2012 Budgeted positions	2012/2013 Budgeted positions	Variance	Notes
Marketing Manager	1	1	0	
Community Outreach Coordinator	1	1	0	
Marketing Specialist	1	1	0	
Advertising Senior Specialist	1	0	-1	Contracted position only
<b>TOTAL</b>	<b>4</b>	<b>3</b>	<b>-1</b>	

# MARKETING

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
315010200500	Salaries	89,882	100,627	108,455	103,935	-4.17%
315010201610	Admin Salaries - OT	13	33	-	-	0.00%
315010700000	Allocated Salaries	-	(2,535)	-	(3,000)	100.00%
<b>Total Labor Expense:</b>		<b>89,895</b>	<b>100,659</b>	<b>108,455</b>	<b>100,935</b>	<b>-6.93%</b>
					-6.93%	
<b>Benefits:</b>						
315020100010	Medicare Tax	1,530	1,651	1,734	1,662	-4.17%
315020202000	Pension	28,735	28,937	30,925	29,637	-4.17%
315020300000	Group Health Insurance	17,075	20,092	26,237	21,418	-18.37%
315020400000	Dental Insurance	529	572	688	600	-12.79%
315020400001	Vision Insurance	259	289	348	303	-12.81%
315020500000	Group Life Insurance	456	513	684	513	-25.00%
315020600000	Group Disability Insurance	575	536	656	584	-11.01%
315020600100	Employer Assistance Program	103	153	137	91	-33.65%
315020700010	Unemployment Taxes	1,113	1,472	1,484	1,197	-19.34%
315020800000	Worker's Comp Insurance	513	568	468	137	-70.84%
315020900000	Sick Pay	2,067	2,349	2,800	2,800	0.00%
315020900001	Sick Sellbacks	1,844	2,348	1,344	1,500	11.60%
315021400000	Deferred Compensation	-	-	-	-	0.00%
315021600000	Allocated Payroll Factors	-	(1,389)	-	-	100.00%
315021100000	Vacation Pay	10,598	11,823	7,769	9,500	22.28%
315021100001	Vacation Sellbacks	1,600	-	2,812	1,500	-46.66%
315021100002	Final Payout of Vacation	-	-	-	-	0.00%
<b>Total Fringe Benefits Expense</b>		<b>66,998</b>	<b>69,913</b>	<b>78,088</b>	<b>71,442</b>	<b>-8.51%</b>
					-8.51%	
<b>Services:</b>						
315030303240	Mgmt Consulting	25,351	50,990	50,450	43,000	-14.77%
315030303260	Advertising	23,925	8,868	27,160	20,324	-25.17%
315030303270	SunLine Event Expense	12,981	12,398	39,200	32,400	-17.35%
315039900003	Printing-Marketing	39,841	37,401	50,000	49,300	-1.40%
<b>Total Services Expense</b>		<b>102,098</b>	<b>109,657</b>	<b>166,810</b>	<b>145,024</b>	<b>-13.06%</b>
					-13.06%	
<b>Materials and Supplies:</b>						
315049900009	Office Supplies	1,810	1,540	2,000	1,760	-12.00%
<b>Total Materials and Supplies Expense</b>		<b>1,810</b>	<b>1,540</b>	<b>2,000</b>	<b>1,760</b>	<b>-12.00%</b>
					-12.00%	
<b>Miscellaneous Expenses:</b>						
315090200001	Travel-Meetings/Seminars	-	-	-	1,800	100.00%
315090201000	Misc Marketing Expenses	641	104	1,000	-	-100.00%
<b>Total Miscellaneous Expenses</b>		<b>641</b>	<b>104</b>	<b>1,000</b>	<b>1,800</b>	<b>80.00%</b>
					80.00%	
<b>Total Dept. Operating Expenses</b>		<b>261,442</b>	<b>281,873</b>	<b>356,354</b>	<b>320,961</b>	<b>-9.93%</b>

-9.93%

SunLine Transit Agency  
Expense Budget Worksheet  
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**Expenditure Name:** Services

**Account Number:** 315030303240      **Account Name:** Management Consulting

**Expenditure Description:**

Anticipated management consultant and cost related to marketing events.

**Expenditure Justification:**

Expenditures for marketing SunLine events and activities.  
Expenditures associated with contracted services for in-house mgmt of advertising

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$45,000	\$50,450	
<b>Total</b>		\$45,000	\$50,450	

**Expenditures by Month:**

July	August	September	October	November	December	
3,750	3,750	3,750	3,750	3,750	3,750	
January	February	March	April	May	June	Total
3,750	3,750	3,750	3,750	3,750	3,750	45,000

SunLine Transit Agency  
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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>315030303260</u> <b>Account Name:</b> <u>Advertising</u>

**Expenditure Description:**  
Anticipated expenses for advertising for various SunLine programs and services.

**Expenditure Justification:**  
Expenditures for marketing advertising services. Expanded marketing assistance to Departments

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$31,324	\$27,160	
<b>Total</b>		\$31,324	\$27,160	

**Expenditures by Month:**

July 2,610	August 2,610	September 2,610	October 2,610	November 2,610	December 2,610	
January 2,610	February 2,610	March 2,610	April 2,610	May 2,610	June 2,610	<b>Total</b> 31,324

SunLine Transit Agency  
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<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>315030303270</u> <b>Account Name:</b> <u>SunLine Event Expense</u>
<p><b>Expenditure Description:</b></p> <p>SunLine Event Expense</p> <p><b>Expenditure Justification:</b></p> <p>Expenditures for SunLine events such as the State of Public Transit, Fill the Bus, Employee Appreciation Breakfast</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$39,459	\$39,200	
<b>Total</b>		\$39,459	\$39,200	

**Expenditures by Month:**

July	August	September	October	November	December	
3,288	3,288	3,288	3,288	3,288	3,288	
January	February	March	April	May	June	Total
3,288	3,288	3,288	3,288	3,288	3,288	39,459





SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials &amp; Supplies</u>	
<b>Account Number:</b> <u>315049900009</u>	<b>Account Name:</b> <u>Office Supplies</u>
<b>Expenditure Description:</b>  Office Supplies	
<b>Expenditure Justification:</b>  Desktop Publishing Supplies	

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various		\$2,000	
	Business Card Stock	\$224		
	Laminated Pouches	\$168		
	Laminate - Rolls	\$202		
	Card Stock	\$540		
	Special Project Supplies	\$626		
	<b>Total</b>	\$1,760	\$2,000	

**Expenditures by Month:**

July 147	August 147	September 147	October 147	November 147	December 147	
January 147	February 147	March 147	April 147	May 147	June 147	Total 1,760

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 315090201000      **Account Name:** Misc. Marketing Expenses

**Expenditure Description:**  
Anticipated expenses to support of marketing outreach.

**Expenditure Justification:**  
Expenditure for miscellaneous marketing outreach.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$0	\$1,000	
<b>Total</b>		\$0	\$1,000	

**Expenditures by Month:**

July	August	September	October	November	December	
-	-	-	-	-	-	
January	February	March	April	May	June	Total
-	-	-	-	-	-	-

## SunLine Transit Agency Personnel Summary

### 32: Human Resources

Position	2011/2012 Budgeted position	2012/2013 Budgeted position	Variance	Notes
Director of Human Resources	0	1	1	
Human Resources Manager	1	0	-1	Position promoted to Director
Human Resources Assistant	1	1	0	
Administrative Assistant	1	1	0	
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>0</b>	

# HUMAN RESOURCES

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
325010200500	Salaries	200,527	149,304	117,843	125,349	6.37%
325010201610	Admin Salaries - OT	-	63	-	-	0.00%
325010700000	Allocated Salaries	(20,583)	(961)	-	-	100.00%
	<b>Total Labor Expense</b>	<b>179,944</b>	<b>148,406</b>	<b>117,843</b>	<b>125,349</b>	<b>6.37%</b>
					<b>6.37%</b>	
<b>Benefits:</b>						
325020100010	Medicare Tax	3,421	2,323	1,956	2,081	6.37%
325020100020	Social Security Tax	-	-	-	-	0.00%
325020202000	Pension	62,948	42,605	34,887	37,109	6.37%
325020300000	Group Health Insurance	33,575	35,302	29,418	29,700	0.96%
325020400000	Dental Insurance	936	864	788	704	-10.57%
325020400001	Vision Insurance	462	409	403	361	-10.38%
325020500000	Group Life Insurance	962	667	513	513	0.00%
325020600000	Group Disability Insurance	1,587	753	630	662	5.00%
325020600100	Employer Assistance Program	137	1,992	103	91	-11.54%
325020700010	Unemployment Taxes	1,484	193	1,113	1,197	7.55%
325020800000	Workers Comp Insurance	1,132	803	528	264	-50.01%
325020900000	Sick Pay	3,766	16,497	5,441	830	-84.74%
325020900001	Sick Sellbacks	4,953	431	3,270	2,000	-38.83%
325021100000	Vacation Pay	26,883	25,238	23,667	18,839	-20.40%
325021100001	Vacation/Sick Pay Sell Backs	1,788	-	3,438	2,000	-41.83%
325021100002	Final Vacation Payouts	-	-	-	-	0.00%
325021400000	Deferred Compensation	11,750	1,920	-	-	0.00%
325021600000	Allocated Payroll Factors	(13,216)	(647)	-	-	0.00%
	<b>Total Fringe Benefits Expense</b>	<b>142,568</b>	<b>129,351</b>	<b>106,155</b>	<b>96,352</b>	<b>-9.24%</b>
					<b>-9.24%</b>	
<b>Services:</b>						
325030300001	Benefit Management Expenses	30,878	30,000	42,600	38,000	-10.80%
325030300002	Legal Services - Labor Counsel	41,584	46,747	60,000	37,000	-38.33%
325030300003	Medical-Exams and Testing	25,193	22,997	26,900	26,400	-1.86%
325030400000	Temporary Help Service	432	-	-	-	0.00%
325039900003	Printing Expense	1,208	-	4,000	2,000	-50.00%
	<b>Total Services Expense</b>	<b>99,295</b>	<b>99,745</b>	<b>133,500</b>	<b>103,400</b>	<b>-22.55%</b>
					<b>-22.55%</b>	
<b>Miscellaneous Expenses</b>						
325049900000	HR Training	-	-	-	4,400	100.00%
325049900001	Office Supplies	1,104	754	1,200	3,677	206.42%
325090201000	Employee Event Expense	18,626	5,207	9,000	9,800	8.89%
325090201001	Employee Wellness Plan Expenses	-	234	2,000	2,000	0.00%
325090800000	Recruiting Employees	5,755	10,231	7,800	13,400	71.79%
325090800100	Employee Recognition	-	-	-	-	0.00%
325090800125	Tuition Reimbursement	4,000	10,000	15,000	6,000	-60.00%
325099900001	Staff Development	9,578	6,454	15,500	14,450	-6.77%
325099900004	Consulting HR - Audit	-	-	-	4,000	100.00%
	<b>Total Miscellaneous Expenses</b>	<b>39,063</b>	<b>32,879</b>	<b>50,500</b>	<b>57,727</b>	<b>14.31%</b>
					<b>14.31%</b>	
	<b>Total Dept Operating Expense</b>	<b>460,870</b>	<b>410,381</b>	<b>407,998</b>	<b>382,828</b>	<b>-6.17%</b>

-6.17%

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>325030300001</u> <b>Account Name:</b> <u>Benefit Management Expense</u>
<p><b>Expenditure Description:</b></p> <p>Expenses related to management of benefits.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund various expenditures related to benefit management.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Actuarial support for retirement		\$40,000	
Various	Costs to convert to CALPERS			
Various	Consulting Expenses associated with Flex. Benefits Program			
Various	Workers Comp Sub-rosa			
Various	Dept Benefits Publications			
Various	Benefits administrator			
Various	MHN			
Various	Prospera		\$2,600	
	Epler Costs	\$38,000		
	<b>Total</b>	\$38,000	\$42,600	

Expenditures by Month:						
July	August	September	October	November	December	
3,167	3,167	3,167	3,167	3,167	3,167	
3,167	3,167	3,167	3,167	3,167	3,167	Total 38,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>325030300003</u> <b>Account Name:</b> <u>Medical Exams and Testing</u>
<p><b>Expenditure Description:</b></p> <p>Increase in hiring affecting new hire testing and random testing for safety-sensitive positions.</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures for medical exams and testing.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Hireright - moved to recruit.	\$0	\$1,500	
Various	EMC Occ Med	\$11,000	\$10,000	
Various	Cal Test	\$13,000	\$13,000	
	VTT and Licenses	\$2,400	\$2,400	
<b>Total</b>		\$26,400	\$26,900	

**Expenditures by Month:**

July 2,200	August 2,200	September 2,200	October 2,200	November 2,200	December 2,200	
January 2,200	February 2,200	March 2,200	April 2,200	May 2,200	June 2,200	<b>Total</b> 26,400



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Miscellaneous Expense</u>
<b>Account Number:</b> <u>325049900001</u> <b>Account Name:</b> <u>Office Supplies</u>
<p><b>Expenditure Description:</b></p> <p>Office Supplies</p>  <p><b>Expenditure Justification:</b></p> <p>To fund department office supplies.</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Previous HR	\$1,277	\$1,200	
	Previous Marketing	\$1,200		
	Previous Risk	\$1,200		
<b>Total</b>		\$3,677	\$1,200	

**Expenditures by Month:**

July 306	August 306	September 306	October 306	November 306	December 306	
January 306	February 306	March 306	April 306	May 306	June 306	Total 3,677



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 325090201001      **Account Name:** Employee Wellness Plan Expenses

**Expenditure Description:**  
Employee Wellness Plan (Includes Healthy Lifestyles)

**Expenditure Justification:**  
To fund expenditures related to employee wellness plan.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
	Employee Wellness Plan	\$2,000	\$2,000	
<b>Total</b>		\$2,000	\$2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expense

**Account Number:** 325090800125      **Account Name:** Tuition Reimbursement

**Expenditure Description:**

Anticipated expense to employees for financial cost of pursuing academic degrees related to work advancement.

**Expenditure Justification:**

To fund expenditures related to eligible tuition expenses.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Employees pursuing Bach degree	\$4,000	\$15,000	
	Unanticipated Tuition	\$2,000		
<b>Total</b>		\$6,000	\$15,000	

**Expenditures by Month:**

July 500	August 500	September 500	October 500	November 500	December 500	
January 500	February 500	March 500	April 500	May 500	June 500	Total 6,000



## SunLine Transit Agency Personnel Summary

**41: Finance**

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Director of Finance	1	1	0	
Finance Manager	1	1	0	
Procurement Officer	1	1	0	
Accountant	1	2	-1	Added accountant needed for technical purposes
Accountant-Payroll	1	1	0	
Accounting Technician	1	2	-1	
Finance Assistant ***	0	1	-1	Temporary position for 7/12 & 8/12
Contracts Specialist **	0	1	-1	Re-titled position created in FY 11/12
Clerical Assistant	2	0	2	Positions reclass to accountant & acct. tech position
Receptionist	1	0	1	Desolved work covered by finance assistant
Parts Manager *	0	1	-1	Position a result from reorganization plans
Parts Clerk *	0	1	-1	Position a result from reorganization plans
Coin Counter (4 Part Time Employees)	4	4	0	
<b>TOTAL</b>	<b>13</b>	<b>16</b>	<b>-3</b>	

## FINANCE

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
415010200500	Salaries	385,784	441,942	383,868	531,479	38.45%
415010201610	Admin Salaries-OT	297	762	-	-	0.00%
415010700000	Allocated Salaries	(10,781)	(10,883)	(2,925)	(31,574)	979.45%
<b>Total Labor Expense</b>		<b>375,300</b>	<b>431,822</b>	<b>380,942</b>	<b>499,905</b>	<b>31.23%</b>
					31.23%	
<b>Benefits:</b>						
415020100010	Medicare Tax	6,567	7,171	6,233	8,032	28.85%
415020202000	Social Security Tax	667	4,491	-	-	0.00%
415020202000	Pension	117,988	103,383	111,170	165,512	48.88%
415020300000	Group Health Insurance	78,110	88,182	93,020	130,262	40.04%
415020400000	Dental Insurance	1,678	1,862	1,931	2,951	52.86%
415020400001	Vision Insurance	799	948	981	1,415	44.21%
415020500000	Group Life Insurance	1,332	1,395	1,710	2,095	22.49%
415020600000	Group Disability Insurance	2,631	2,030	2,778	3,136	12.88%
415020600100	Employer Assistance Program	446	652	446	475	6.57%
415020700010	Unemployment Taxes	4,642	7,063	4,823	6,251	29.61%
415020800000	Worker's Comp Insurance	2,173	2,427	1,683	748	-55.58%
415020900000	Sick Pay	11,238	7,500	9,755	12,331	26.40%
415020900001	Sick Sellbacks	3,562	3,735	4,909	5,000	1.85%
415021000000	Holiday Pay	-	-	-	-	0.00%
415021100000	Vacation Pay	43,273	38,054	38,975	19,746	-49.34%
415021100001	Vacation Sellbacks	11,699	13,294	11,527	10,000	-13.25%
415021100002	Final Payout of Vacation	-	-	-	-	0.00%
415021400000	Deferred Compensation	15,101	4,620	10,000	5,000	-50.00%
415021600000	Allocated Payroll Factors	(7,228)	(6,290)	(1,447)	(14,426)	897.10%
<b>Total Fringe Benefits Expense</b>		<b>294,677</b>	<b>280,519</b>	<b>298,495</b>	<b>358,528</b>	<b>20.11%</b>
					20.11%	
<b>Services:</b>						
415030303235	City Revenue	0	0	0	0	100.00%
415030303240	Management Consulting	9,080	34,794	5,000	5,000	0.00%
415030303241	Training Services	-	1,313	4,000	4,000	0.00%
415030300009	Contracted Services	-	2,808	-	4,000	0.00%
415030300015	Audit Services	11,715	10,944	22,000	22,000	0.00%
415030400000	Temporary Help Services		27,921			
<b>Total Services Expense</b>		<b>20,795</b>	<b>77,780</b>	<b>31,000</b>	<b>35,000</b>	<b>12.90%</b>
					12.90%	
<b>Materials and Supplies:</b>						
415049900001	Office Supplies	9,309	10,256	8,000	8,000	0.00%
<b>Total Materials and Supplies Expense</b>		<b>9,309</b>	<b>10,256</b>	<b>8,000</b>	<b>8,000</b>	<b>0.00%</b>
					0.00%	
<b>Miscellaneous Expenses:</b>						
415079900000	Property & Other Taxes	83	100	200	200	0.00%
415090200002	Mileage Reimb	5,156	5,715	4,500	4,500	0.00%
415090201000	Employee Exp. - Uniforms/Licenses	2,043	1,142	2,000	2,000	0.00%
415090801000	Bank Service Fees	5,912	6,639	6,240	6,500	4.17%
415090801030	PR Penalty/Interest Exp	423	-	-	-	0.00%
415090801040	Pass Outlet Commission	22,954	26,963	22,000	28,000	27.27%
415090801050	Misc Audit Adjustments	58	-	-	-	0.00%
415110101050	Interest Expense	19,067	-	-	2,765	0.00%
415090801060	Bad Debt Expense	-	-	-	-	0.00%
<b>Total Miscellaneous Expenses</b>		<b>55,696</b>	<b>40,557</b>	<b>34,940</b>	<b>43,965</b>	<b>25.83%</b>
					25.8%	
<b>Total Dept. Operating Expenses</b>		<b>755,778</b>	<b>840,933</b>	<b>753,377</b>	<b>945,398</b>	<b>25.49%</b>

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 415030303235    **Account Name:** City Revenue

**Expenditure Description:**

Amounts due to cities in return for shelter advertising.

**Expenditure Justification:**

Amounts due to cities in return for shelter advertising.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ -	\$ -	
<b>Total</b>		\$ -	\$ -	

**Expenditures by Month:**

July 0	August 0	September 0	October 0	November 0	December 0	
January 0	February 0	March 0	April 0	May 0	June 0	Total 0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 415030303240    **Account Name:** Management Consulting

**Expenditure Description:**

Consulting Services

**Expenditure Justification:**

Consulting Services  
To provide consulting assistance on various Finance and Agency projects.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 5,000	\$ 5,000	
<b>Total</b>		\$ 5,000	\$ 5,000	

**Expenditures by Month:**

July	August	September	October	November	December		
417	417	417	417	417	417		
January	February	March	April	May	June	Total	
417	417	417	417	417	417	5,000	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 415030303241    **Account Name:** Training Services

**Expenditure Description:**

Training Services

**Expenditure Justification:**

Training Services

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 4,000	\$ 4,000	
<b>Total</b>		\$ 4,000	\$ 4,000	

**Expenditures by Month:**

July	August	September	October	November	December		
333	333	333	333	333	333		
January	February	March	April	May	June	Total	
333	333	333	333	333	333	4,000	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 415030300009    **Account Name:** Contracted Services

**Expenditure Description:**

Contracted Services

**Expenditure Justification:**

Contracted Services

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 4,000	\$ -	
<b>Total</b>		\$ 4,000	\$ -	

**Expenditures by Month:**

July	August	September	October	November	December	
333	333	333	333	333	333	
January	February	March	April	May	June	Total
333	333	333	333	333	333	4,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>						
<b>Account Number:</b> <u>415030300015</u>		<b>Account Name:</b> <u>Audit Services</u>				
<b>Expenditure Description:</b>						
Contracted Services for the annual audit & pension audit.						
<b>Expenditure Justification:</b>						
Funding for annual audit & pension audit.						
<b>Projected details of expenses:</b>						
Date	Payee	2012/2013 Request	2011/2012 Request	Description		
Various	Audit Firm	\$ 22,000	\$ 22,000			
<b>Total</b>		\$ 22,000	\$ 22,000			
<b>Expenditures by Month:</b>						
July 1,833	August 1,833	September 1,833	October 1,833	November 1,833	December 1,833	
January 1,833	February 1,833	March 1,833	April 1,833	May 1,833	June 1,833	Total 22,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Materials & Supplies

**Account Number:** 415049900001      **Account Name:** Office Supplies

**Expenditure Description:**

Office Supplies

**Expenditure Justification:**

To fund department office supplies including forms.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$ 8,000	\$ 8,000	
<b>Total</b>		\$ 8,000	\$ 8,000	

**Expenditures by Month:**

July	August	September	October	November	December		
667	667	667	667	667	667		
January	February	March	April	May	June	Total	
667	667	667	667	667	667	8,000	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415079900000    **Account Name:** Property & Other Taxes

**Expenditure Description:**

Property & Other Taxes

**Expenditure Justification:**

To fund payments to county and local agencies for property and other taxes.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 200	\$ 200	
<b>Total</b>		\$ 200	\$ 200	

**Expenditures by Month:**

July	August	September	October	November	December		
17	17	17	17	17	17		
January	February	March	April	May	June	Total	
17	17	17	17	17	17	200	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415090200002    **Account Name:** Mileage Reimbursement

**Expenditure Description:**

Mileage Reimbursement

**Expenditure Justification:**

To fund reimbursement of mileage when an employee utilizes a personal vehicle for company business. Reimbursed amounts approved by Director of Finance.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 4,500	\$ 4,500	
<b>Total</b>		\$ 4,500	\$ 4,500	

**Expenditures by Month:**

July 375	August 375	September 375	October 375	November 375	December 375	
January 375	February 375	March 375	April 375	May 375	June 375	Total 4,500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415090201000      **Account Name:** Employee Expenses

**Expenditure Description:**

Employee Expenses

**Expenditure Justification:**

To fund uniforms for coin room counters, name tags, etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 2,000	\$ 2,000	
<b>Total</b>		\$ 2,000	\$ 2,000	

**Expenditures by Month:**

July 167	August 167	September 167	October 167	November 167	December 167	
January 167	February 167	March 167	April 167	May 167	June 167	Total 2,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415090801000      **Account Name:** Bank Service Fees

**Expenditure Description:**

Bank Service Fees

**Expenditure Justification:**

To fund expenditures of armored currency pick-up as well as merchant credit card fees for office and website credit card sales.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Sectran Security	\$ 2,300	\$ 2,160	
Various	Merchant and Bank Fees	\$ 4,200	\$ 4,080	
<b>Total</b>		\$ 6,500	\$ 6,240	

**Expenditures by Month:**

July	August	September	October	November	December		
542	542	542	542	542	542		
January	February	March	April	May	June	Total	
542	542	542	542	542	542	6,500	

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415110101050      **Account Name:** Interest Expense

**Expenditure Description:**

Interest Expense

**Expenditure Justification:**

Interest associated with PERMA WC

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	PERMA	\$ 2,765	\$ -	
<b>Total</b>		\$ 2,765	\$ -	

**Expenditures by Month:**

July 230	August 230	September 230	October 230	November 230	December 230	
January 230	February 230	March 230	April 230	May 230	June 230	Total 2,765

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 415090801040      **Account Name:** Pass Outlet Commissions

**Expenditure Description:**

Pass Outlet Commissions

**Expenditure Justification:**

To fund expenditures related to commissions earned by pass outlets resulting from the sale of SunLine bus passes.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$ 28,000	\$ 22,000	
<b>Total</b>		\$ 28,000	\$ 22,000	

**Expenditures by Month:**

July 2,333	August 2,333	September 2,333	October 2,333	November 2,333	December 2,333	
January 2,333	February 2,333	March 2,333	April 2,333	May 2,333	June 2,333	Total 28,000

# SunLine Transit Agency

## Personnel Summary

**42: Information Technology**

Department	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Senior Info. Syst. Tech.	1	1	0	
Help Desk Tech.	0	1	1	Additional budgeted staff
<b>TOTAL</b>	<b>1</b>	<b>2</b>	<b>1</b>	

## Information Technology (IT)

Acct. No.	Line Item	Actual Expenses 2010/11	Projected 2011/2012 Expenses	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
425010200500	Salaries	5,600	19,629	46,966	92,863	97.72%
425010201610	Admin Salaries-OT	-	-	5,000		-100.00%
425010700000	Allocated Salaries	-	(149)	-	(33,924)	100.00%
<b>Total Labor Expense</b>		<b>5,600</b>	<b>19,480</b>	<b>51,966</b>	<b>58,939</b>	<b>13.42%</b>
<b>Benefits:</b>						
425020100010	Medicare Tax	119	234	681	1,441	111.60%
425020202000	Social Security Tax	-	-	-	-	0.00%
425020202000	Pension	2,038	4,295	12,146	25,695	111.56%
425020300000	Group Health Insurance	800	1,650	9,900	19,800	100.00%
425020400000	Dental Insurance	21	37	333	465	39.84%
425020400001	Vision Insurance	10	19	173	235	35.62%
425020500000	Group Life Insurance	24	29	171	342	100.00%
425020600000	Group Disability Insurance	17	76	372	774	107.93%
425020600100	Employer Assistance Program	-	8	34	61	77.74%
425020700010	Unemployment Taxes	-	399	371	798	115.09%
425020800000	Worker's Comp Insurance	36	61	192	77	-59.84%
425020900000	Sick Pay	361	578	1,808	1,400	-22.58%
425020900001	Sick Sellbacks	-	-	-	1,000	100.00%
425021000000	Holiday Pay	-	-	-	-	0.00%
425021100000	Vacation Pay	1,264	1,847	4,339	3,100	-28.55%
425021100001	Vacation Sellbacks	1,001	-	-	1,000	100.00%
425021100002	Final Payout of Vacation	-	-	-	-	0.00%
425021400000	Deferred Compensation	-	-	-	-	0.00%
425021600000	Allocated Payroll Factors	-	(69)	-	-	0.00%
<b>Total Fringe Benefits Expense</b>		<b>5,693</b>	<b>9,162</b>	<b>30,519</b>	<b>56,188</b>	<b>84.11%</b>
<b>Services:</b>						
425030300009	Contracted Services	143,501	78,817	150,000	5,000	-96.67%
425030300011	Comp/Netw Software Agmt	35,325	40,202	28,439	31,232	9.82%
425030500000	Office Equip Maint	20,619	17,986	25,000	18,000	-28.00%
425050200006	Communications	77,551	90,289	70,200	91,026	29.67%
<b>Total Services Expense</b>		<b>276,996</b>	<b>227,294</b>	<b>273,639</b>	<b>145,258</b>	<b>-46.92%</b>
<b>Materials and Supplies:</b>						
425049900001	Office Supplies	67	1,109	1,000	1,405	40.50%
425049900010	Computer Supplies	778	9,561	10,000	10,000	0.00%
<b>Total Materials and Supplies Expense</b>		<b>846</b>	<b>10,670</b>	<b>11,000</b>	<b>11,405</b>	<b>3.68%</b>
<b>Total Dept. Operating Expenses</b>		<b>289,134</b>	<b>266,606</b>	<b>367,125</b>	<b>271,790</b>	<b>-25.97%</b>
						<b>-25.97%</b>

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>425030300009</u> <b>Account Name:</b> <u>Contracted Services</u>
<b>Expenditure Description:</b>  Contracted Services
<b>Expenditure Justification:</b>  To fund expenditures related to 3rd party IT support services. Services include monitoring of network servers, diagnostics, and various repairs at the direction of the Director of Administration.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Southwest Networks	\$25,000	\$150,000	
<b>Total</b>		\$25,000	\$150,000	

Expenditures by Month:						
July 2,083	August 2,083	September 2,083	October 2,083	November 2,083	December 2,083	
January 2,083	February 2,083	March 2,083	April 2,083	May 2,083	June 2,083	Total 25,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>425030300011</u> <b>Account Name:</b> <u>Computer/Network Software &amp; Support Agreements</u>
<b>Expenditure Description:</b>  Computer/Network Software & Support Agreements
<b>Expenditure Justification:</b>  To fund expenditures for company software licenses and support agreements.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
	FleetNet	\$ 21,840	\$ 23,760	
	Trapeze System		\$ -	
	Virus/Spam protection	\$ 1,000	\$ -	
	Boyer Safety Software	\$ 515	\$ 171	
	CDW Software license		\$ 1,453	
	BlueRidge software	\$ 577	\$ 577	
	Cummins Diagnostic Software	\$ 1,500	\$ 1,478	
	Misc Software		\$ 1,000.00	
	AVAIL			
	Southwest Networks for Devices	\$4,800		
	Misc Software	\$1,000		
	<b>Total</b>	<b>\$31,232</b>	<b>\$28,439</b>	

**Expenditures by Month:**

July	August	September	October	November	December	
2,603	2,603	2,603	2,603	2,603	2,603	
January 2,603	February 2,603	March 2,603	April 2,603	May 2,603	June 2,603	Total 31,232

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>425030500000</u>	<b>Account Name:</b> <u>Office Equipment Maintenance</u>

**Expenditure Description:**  
Office Equipment Maintenance

**Expenditure Justification:**  
Expenditures for copy contract. Amount includes per copy charges.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Valley Office Equipment	\$18,000	\$18,000	
<b>Total</b>		\$18,000	\$18,000	

**Expenditures by Month:**

July 1,500	August 1,500	September 1,500	October 1,500	November 1,500	December 1,500	
January 1,500	February 1,500	March 1,500	April 1,500	May 1,500	June 1,500	Total 18,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>425050200006</u> <b>Account Name:</b> <u>Communications</u>
<p><b>Expenditure Description:</b></p> <p>Communications</p> <p><b>Expenditure Justification:</b></p> <p>To fund communication expenditures for the Agency.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Nextel		\$ -	
Monthly	Verizon	\$ 3,600.00	\$ 18,000.00	
Monthly	Verizon Wireless	\$ 24,000.00	\$ 7,800.00	
Monthly	TelePacific	\$ 33,226.00	\$ 38,400.00	
Monthly	Misc. INFOSWITCHING		\$ 2,000.00	
Monthly	Communication misc	\$ 1,000.00	\$ 4,000.00	
Monthly	Time Warner	\$ 28,000.00		
Monthly	Muzak	\$ 1,200.00		
Monthly				
	<b>Total</b>	\$91,026	\$90,200	

Expenditures by Month:						
July	August	September	October	November	December	
7,586	7,586	7,586	7,586	7,586	7,586	
January	February	March	April	May	June	Total
7,586	7,586	7,586	7,586	7,586	7,586	91,026

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials &amp; Supplies</u>
<b>Account Number:</b> <u>425049900001</u> <b>Account Name:</b> <u>Office Supplies</u>
<b>Expenditure Description:</b>  Office Supplies
<b>Expenditure Justification:</b>  Funds used to acquire supplies to support the IT function.

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$1,405	\$1,000	
<b>Total</b>		\$1,405	\$1,000	

Expenditures by Month:						
July 117	August 117	September 117	October 117	November 117	December 117	
January 117	February 117	March 117	April 117	May 117	June 117	Total 1,405

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials and Supplies</u>	
<b>Account Number:</b> <u>425049900010</u>	<b>Account Name:</b> <u>Computer Supplies</u>

**Expenditure Description:**  
Computer Supplies

**Expenditure Justification:**  
Funds used to correct equipment needs and useful upgrades to machines, printers and servers, software, etc.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Various	Various	\$10,000	\$10,000	
<b>Total</b>		\$10,000	\$10,000	

**Expenditures by Month:**

July 833	August 833	September 833	October 833	November 833	December 833	
January 833	February 833	March 833	April 833	May 833	June 833	<b>Total</b> 10,000

## SunLine Transit Agency Personnel Summary

### 49: Planning

Position	2011/2012 Budgeted Positions	2012/2013 Budgeted Positions	Variance	Notes
Director of Transit Planning	1	1	0	
Grants Consultant	1	1	0	
Grants Manager	1	1	0	
Assistant Transit Planner	1	1	0	
Planning Services Coordinator	1	1	0	
Administrative Assistant	0	0	0	
Transit Planning Analyst-Scheduling	1	0	-1	Tasks handled by Director and Planning Services Coordinator
Transit Planning Manager	1	0	-1	Tasks handled by Director and Planning Services Coordinator
<b>TOTAL</b>	<b>7</b>	<b>5</b>	<b>-2</b>	

# PLANNING

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13	% Change
<b>Labor:</b>						
495010200500	Salaries-Planning	191,473	186,836	320,236	351,788	9.85%
495010201610	Admin Salaries-OT	144	-	-	-	
495010201610	Allocated Salaries (Grants)	-	-	-	(113,145)	0.00%
<b>Total Labor Expense</b>		<b>191,617</b>	<b>186,836</b>	<b>320,236</b>	<b>238,643</b>	<b>-25.48%</b>
					-25.48%	
<b>Benefits:</b>						
495010201610	Allocated Benefits (Grants)				(55,538)	602
495020100010	Medicare Tax	3,365	3,406	4,906	5,485	11.81%
425020202000	Social Security Tax	-	-	-	5,580	100.00%
495020202000	Pension	58,895	46,703	87,490	84,376	-3.56%
495020300000	Group Health Insurance	28,984	26,865	64,470	42,000	-34.85%
495020400000	Dental Insurance	696	408	1,680	731	-56.48%
495020400001	Vision Insurance	307	207	870	354	-59.29%
495020500000	Group Life Insurance	780	650	1,368	1,026	-25.00%
495020600000	Group Disability Insurance	1,730	1,253	2,901	2,464	-15.06%
495020600100	Employer Assistance Program	132	153	240	121	-49.45%
495020700010	Unemployment Taxes	1,484	1,882	2,597	1,995	-23.18%
495020800000	Workers Comp Insurance	1,098	1,152	1,325	250	-81.14%
495020900000	Sick Pay	2,543	674	3,331	6,348	90.57%
495020900001	Sick Sellbacks	4,689	5,327	5,234	5,000	-4.47%
495021100000	Vacation Pay	20,128	(2,182)	18,604	16,218	-12.83%
495021100001	Vacation Sellbacks	7,554	22,972	10,271	10,000	-2.64%
495021100002	Final Payout of Vacation	-	-	-	-	0.00%
495021400000	Deferred Compensation	7,750	2,769	10,000	10,000	0.00%
<b>Total Fringe Benefits Expense</b>		<b>140,133</b>	<b>112,238</b>	<b>215,288</b>	<b>136,411</b>	<b>-36.64%</b>
					-36.64%	
<b>Services:</b>						
495030200000	G.I.S. Services	3,644	405	4,000	-	-100.00%
495030200010	Consulting Services	79,933	25,268	30,000	30,000	0.00%
495030400000	Temporary Help Services	2,072	5,546	-	19,097	0.00%
495039900003	Printing Expense	24,536	28,083	10,000	-	-100.00%
495039900004	Taxi Voucher-NF Program	-	9,522	172,950	60,000	-65.31%
495039900005	ILP-NF Program expense	47,806	(842)	-	-	0.00%
495039900006	Desert Samaritans-NF program	16,517	51,036	-	-	0.00%
495039900007	CVAG-JARC program	65,440	33,098	47,859	\$0	-100.00%
495039900008	RCTC-JARC program	24,502	-	38,000	\$0	-100.00%
	Reimbursement from RCTC		-			
495039900009	RCTC-JARC program	24,988	33,133	-	-	0.00%
<b>Total Services Expense</b>		<b>289,436</b>	<b>185,250</b>	<b>302,809</b>	<b>109,097</b>	<b>-63.97%</b>
					-63.97%	
<b>Materials and Supplies:</b>						
495049900001	Office Supplies	2,008	1,974	4,000	1,500	-62.50%
<b>Total Materials and Supplies Expense</b>		<b>2,008</b>	<b>1,974</b>	<b>4,000</b>	<b>\$1,500</b>	<b>-62.50%</b>
					-62.50%	
<b>Miscellaneous Expenses:</b>						
495090200001	Travel Training	-	-	-	-	
495090201000	Employee Expenses	223	5	1,500	\$1,000	-33.33%
495099900001	Staff Development	2,857	(3,309)	8,000	\$2,000	-75.00%
495099900002	Miscellaneous Expense	1,355	1,120	-	-	0.00%
<b>Total Miscellaneous Expenses</b>		<b>4,435</b>	<b>(2,184)</b>	<b>9,500</b>	<b>3,000</b>	<b>-68.42%</b>
					-68%	
<b>Total Dept. Operating Expenses</b>		<b>627,630</b>	<b>484,115</b>	<b>851,833</b>	<b>488,651</b>	<b>-42.64%</b>

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 495030200000      **Account Name:** G.I.S. Services

**Expenditure Description:**

To create various maps and complete GIS analysis for transit planning.

**Expenditure Justification:**

Enables the Planning Department to continue working with selected vendor to create new maps as we work to implement recommendations from the COA, as well as other Planning related documents.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	TBD	-	\$4,000	
<b>Total</b>		\$0	\$4,000	

**Expenditures by Month:**

July	August	September	October	November	December	
-	-	-	-	-	-	
January	February	March	April	May	June	Total
-	-	-	-	-	-	-

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 495030200010      **Account Name:** Consulting Services

**Expenditure Description:**

Consulting fees related to transit planning and scheduling activities.

**Expenditure Justification:**

To fund assistance planning and scheduling related activities.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	TBD	30,000	\$30,000	
<b>Total</b>		\$30,000	\$30,000	

**Expenditures by Month:**

July 2,500	August 2,500	September 2,500	October 2,500	November 2,500	December 2,500	
January 2,500	February 2,500	March 2,500	April 2,500	May 2,500	June 2,500	Total 30,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 495039900003      **Account Name:** Printing Expense

**Expenditure Description:**  
Printing Expenses for service change notices.

**Expenditure Justification:**  
This will enable the Planning to produce service change notices as required.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	TBD	\$0	\$10,000	
<b>Total</b>		\$0	\$10,000	

**Expenditures by Month:**

July	August	September	October	November	December	
-	-	-	-	-	-	
January	February	March	April	May	June	Total
-	-	-	-	-	-	-



SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 495039900005      **Account Name:** ILP-NF Program Expense

**Expenditure Description:**

ILP-NF Program Expense

**Expenditure Justification:**

To fund expenditures to the TRIP program.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Independent Living Program	\$0	\$0	
<b>Total</b>		\$0	\$0	

**Expenditures by Month:**

July	August	September	October	November	December	
0	0	0	0	0	0	
January	February	March	April	May	June	Total
0	0	0	0	0	0	0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>
<b>Account Number:</b> <u>495039900006</u> <b>Account Name:</b> <u>Desert Samaritans-NF program</u>
<p><b>Expenditure Description:</b></p> <p>Desert Samaritans-NF program</p>  <p><b>Expenditure Justification:</b></p> <p>To fund expenditures for Desert Samaritans Call for Project using New Freedom Funds</p>

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Desert Samaritans	\$0	\$0	
<b>Total</b>		\$0	\$0	

**Expenditures by Month:**

July 0	August 0	September 0	October 0	November 0	December 0	
January 0	February 0	March 0	April 0	May 0	June 0	Total 0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Services

**Account Number:** 495039900008      **Account Name:** CVAG JARC Program Expenses

**Expenditure Description:**  
CVAG JARC Program Expenses

**Expenditure Justification:**  
To fund expenditures for CVAG's program using JARC funds.  
Roys Desert Resource Center CA-37-X148  
\$53,809 Pass Through Funds FY 12-13 - not included in SunLine operating budget total.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Coachella Valley Association of Governments	\$0	\$47,859	
	Admin cost/fee			
	<b>Total</b>	\$0	\$47,859	

**Expenditures by Month:**

July	August	September	October	November	December	
0	0	0	0	0	0	
January	February	March	April	May	June	Total
0	0	0	0	0	0	0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Services</u>	
<b>Account Number:</b> <u>495039900009</u>	<b>Account Name:</b> <u>RCTC JARC Program Expenses</u>
<b>Expenditure Description:</b>  RCTC JARC Program Expenses	
<b>Expenditure Justification:</b>  To fund expenditures for RCTC Call for Project using JARC funds CA-37-X148	
\$48,253	Pass Through Funds FY 12-13 - not included in SunLine operating budget total.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Riverside County Transportation	\$0	\$38,000	
	Commission			
	Admin cost/fee	\$0		
<b>Total</b>		\$0	\$38,000	

**Expenditures by Month:**

July	August	September	October	November	December	
0	0	0	0	0	0	
January	February	March	April	May	June	Total
0	0	0	0	0	0	0

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

<b>Expenditure Name:</b> <u>Materials &amp; Supplies</u>
<b>Account Number:</b> <u>495049900001</u> <b>Account Name:</b> <u>Office Supplies</u>
<p><b>Expenditure Description:</b></p> <p>Office Supplies</p>  <p><b>Expenditure Justification:</b></p> <p>To fund department office supplies.</p>

Projected details of expenses:				
Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$1,500	\$4,000	
<b>Total</b>		\$1,500	\$4,000	

Expenditures by Month:						
July 125	August 125	September 125	October 125	November 125	December 125	
January 125	February 125	March 125	April 125	May 125	June 125	Total 1,500

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 495090201000    **Account Name:** Employee Expenses

**Expenditure Description:**

Employee Expenses

**Expenditure Justification:**

Employee Expenses

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$1,000	\$1,500	
<b>Total</b>		\$1,000	\$1,500	

**Expenditures by Month:**

July	August	September	October	November	December	
83	83	83	83	83	83	
January	February	March	April	May	June	Total
83	83	83	83	83	83	1,000

SunLine Transit Agency  
Expense Budget Worksheet  
FY 2012/2013

**Expenditure Name:** Miscellaneous Expenses

**Account Number:** 495099900001    **Account Name:** Staff Development

**Expenditure Description:**

Staff Development

**Expenditure Justification:**

To fund conferences and travel for Planning specific workshops and seminars.  
These funds can only be used by the Planning Department.

**Projected details of expenses:**

Date	Payee	2012/2013 Request	2011/2012 Request	Description
Monthly	Various	\$2,000	\$8,000	
<b>Total</b>		\$2,000	\$8,000	

**Expenditures by Month:**

July	August	September	October	November	December	
167	167	167	167	167	167	
January	February	March	April	May	June	Total
167	167	167	167	167	167	2,000

**SUNLINE TRANSIT AGENCY**  
**FY 2012/13 SRTP - TABLE 4**  
**FY 2012/13 OPERATING and CAPITAL ASSISTANCE BY FUNDING SOURCE**

Operating Assistance		Total Amount Including Carryover	Total Amount Without Carryover Funds	Total Carryover Amount	LTF	Carryover LTF	Measure A	Federal Sec 5307	Carryover Sec 5307 Funds	Federal Sec 5308	Federal Sec 5311	Federal Sec 5316	Federal Sec 5317	Carryover Federal Sec 5316	Carryover Federal Sec 5317	Other Revenue	Farebox
Operating Assistance		\$ 20,476,993	\$20,316,091	\$ 160,902	\$10,718,420	\$ -	\$ 4,500,000	\$ 924,804	\$ -	\$ -	\$ 264,566	\$ 6,253	\$ 60,106	\$ 119,057	\$ 41,845	\$ 491,942	\$ 3,350,000
Preventive Maintenance		1,800,000	\$ 1,800,000	0			0	1,800,000		0	0	0	\$ -	0	0		
<b>Total: Operating</b>		22,276,993	\$22,116,091	160,902	10,718,420	0	4,500,000	2,724,804	0	0	264,566	6,253	\$ 60,106	119,057	41,845	491,942	3,350,000
Capital Assistance		Capital Project #	Total Amount Including Carryover	Total Amount Without Carryover Funds	Total Carryover Amount	LTF	Carryover STA Funds	STA	Federal Section 5307	Carryover Federal Sec 5307	Federal Sec 5308	Prop 1B Transit Security Funds	Prop 1B Capital Transit [PTMISEA]	Federal Sec 5316	Federal Sec 5317	Federal Sec 5309	
Bus Rehabilitation		SL-13-01	\$ 50,000	\$ 50,000	\$ -			\$ 10,000	\$ 40,000								
Replacement Service Vehicles (incl. 2 trucks, 4 relief cars)		SL-13-02	\$ 220,000	\$ 220,000	\$ -			\$ 44,000	\$ 176,000								
Thousand Palms Yard Repaving		SL-13-03	\$ 900,000	\$ 900,000	\$ -			\$ 180,000	\$ 720,000								
Transit Stop Enhancements		SL-13-04	\$ 394,714	\$ 394,714	\$ -			\$ -	\$ -			\$ 394,714					
Facility Improvement		SL-13-05	\$ 200,000	\$ 200,000	\$ -			\$ 40,000	\$ 160,000								
Office Furniture		SL-13-06	\$ 100,000	\$ 100,000	\$ -			\$ 20,000	\$ 80,000								
IT Projects		SL-13-07	\$ 105,000	\$ 105,000	\$ -			\$ 21,000	\$ 84,000								
New Agency Phone System		SL-13-08	\$ 115,000	\$ 115,000	\$ -			\$ 23,000	\$ 92,000								
Spare Fareboxes (5)		SL-13-09	\$ 60,000	\$ 60,000	\$ -			\$ 12,000	\$ 48,000								
Rider Survey Study		SL-13-10	\$ 100,000	\$ 100,000	\$ -			\$ 20,000	\$ 80,000								
Maintenance Tools & Equipment		SL-13-11	\$ 50,000	\$ 50,000	\$ -			\$ 10,000	\$ 40,000								
Special Fuel Provision - Capital Maintenance		SL-13-12	\$ 439,324	\$ 439,324	\$ -			\$ 87,865	\$ 351,459								
<b>Total: Capital</b>			\$ 2,734,038	\$ 2,734,038	\$ -	\$ -	\$ -	\$ 467,865	\$ 1,871,459	\$ -	\$ -	\$ 394,714	\$ -	\$ -	\$ -	\$ -	
Grand Total:			\$ 25,011,031														

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Capital Assistance - New FY 11-12 Project (SRTP Amendment 1)	Capital Project #	Total Amount Including Carryover	Total Amount Without Carryover Funds	Total Carryover Amount	LTF	Carryover STA Funds	STA	Federal Section 5307	Carryover Federal Sec 5307	Federal Sec 5308	Prop 1B Transit Security Funds	Prop 1B Capital Transit [PTMISEA]	Federal Sec 5316	Federal Sec 5317	Federal Sec 5309
Fuel Cell Buses (2)	SL-12-13	\$ 5,464,306	\$ 5,464,306	\$ -			\$ 546,430			\$ 4,917,876					

**Notes:**

Above STA funds kept low in FY12-13 with \$467,865 programed versus RCTC \$2,535,874 estimated allocation.

This preserves \$2.1 Million for matching FTA State of Good Repair and Clean Fuel grant applications being submitted March-April 2012 for replacement CNG fuel station and Solar Panels at Thousand Palms plus a Mile Hybrid bus project.

Total Revenue for PIP calculation include: Farebox of \$3,300,000 + \$50,000 for new/extra service fare revenue.

Other Revenue is \$491,942, including \$117,993 advertising on-bus, shelters, ride guide, \$17,743 for warranty, interest, recycle/vacuum revenue, \$272,885 for outside fule sales, \$61,597 RTA contribution to commuter express, and \$21,724 for taxi voucher sales. \$123,000 of the Measure A funds is needed to meet 17.8% farebox recovery.

Section 5316 carryover is \$119,057 unused from FY11-12 due to Riverside Commuter Express Project not having launched. New 5316 is SunLine Admin. costs. The Riverside Commuter Express funding is in the carryover of both 5316, 5317.

Section 5317 carryover is 41,845, that being 4/12 of one year of Funding for Taxi Voucher Program due to project starting in November 2011, plus full \$15,000 of first year funding for Riverside Commuter Express Project.

The new 5317 funds are one year of Admin. fee plus 8/12 of Taxi Voucher Program, which together with carryover provides one year of operation.

These amounts do not include RCTC Rideshare of CVAG Roy Center/Mobility Management pass throughs (See Table 4.1)



# Short Range Transit Plan FY 2012-13 through 2014-15



June 20, 2012

**SunLine Transit Agency**  
**SHORT RANGE TRANSIT PLAN**  
**FY 2012/13 – FY 2014/15**

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# INTRODUCTION

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The Fiscal Year (FY) 2012/13 through 2014/15 Short Range Transit Plan (SRTP) sets the objectives for FY 2012/13 for SunLine Transit Agency (SunLine) transit services and capital improvement plan for the Coachella Valley. The SRTP is developed within the context of the regional planning process aimed at implementing SunLine's participation in the Regional Transportation Improvement Plan.

The development of the SRTP is essential in that it enables staff to fulfill directions from SunLine's Board of Directors and the agency's mission. The FY 2012/13 through 2014/15 SRTP presents a strategic plan for service improvements and capital projects to achieve the objective of the mission statement. The SRTP will be submitted to the Riverside County Transportation Commission (RCTC) for approval, which will set the framework for requests for federal funds as required by the Federal Transit Administration (FTA).

The SRTP is a three-year capital and operating plan which is approved by SunLine's Board of Directors and RCTC. RCTC is responsible for oversight, funding and coordination of all public transportation services in Riverside County. Although the SRTP is a three-year plan, only the first year of the plan is funded with the remaining two years provided for planning purposes. The SRTP consists of information on SunLine's services and operating characteristics and the annual budget, which is incorporated in the Regional Transportation Improvement Plan (RTIP), State Transportation Improvement Plan (STIP), and Federal Transportation Improvement Plan (FTIP).

For FY 2012/13, SunLine plans to implement one significant new service initiative, a new regional Commuter Express route between Palm Desert and Riverside. This service will be operated in partnership with Riverside Transit Agency. The agency also plans to realign one existing route (Line 53) to improve coverage in Palm Desert and increase this line's performance.

For the subsequent FY 2013/14 and 2014/15, SunLine continues to monitor predicted funding levels to determine when additional service can be provided on the best performing existing transit lines, consistent with the goals of the 2009 Comprehensive Operational Analysis study. For planning purposes, the SRTP reflects an increase in service levels commencing in FY13-14. Implementation of these improvements will be subject to continued improvement in funding availability.

Based on the 2010 census data, the population of the Coachella Valley within 0.75 miles of the SunLine transit route network grew from 216,374 in 2000 to 281,189 in 2010, a 30 percent increase, while the Coachella Valley's overall population grew by 39 percent in the same period. The agency finished FY 2010/11 with total passenger boardings exceeding four million for the first time in the agency's history. Projections by the Southern California Association of Governments (SCAG) continue to suggest the population of the Coachella Valley will more than double the 2010 population to more than one million residents by 2035, with employment estimates also doubling by the same year. These factors all suggest a significantly larger future role will exist for SunLine in providing a valuable mobility alternative to the private car and to serve those reliant on public transit in the Coachella Valley.

## **MISSION STATEMENT**

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

# **CHAPTER 1 – SYSTEM OVERVIEW**

## *1.1 Description of Service Area*

SunLine is a Joint Powers Authority created in 1977 to provide public transit service to its member cities and unincorporated communities in the Coachella Valley. Member cities are Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated communities are Thermal, Mecca, Oasis, Bermuda Dunes, and Thousand Palms. SunLine's Board of Directors consists of elected officials from each of the nine member cities and Riverside County, who provide policy direction to the General Manager and staff. The Board meets ten times per year and if necessary, may meet additional times to address pressing operational and budget issues.

SunLine's service area is 1,120 square miles with transit service offered throughout the Coachella Valley. The Agency's service area is located approximately 120 miles east of downtown Los Angeles and 60 miles east of the Inland Empire cities of Riverside and San Bernardino. The service area is bounded by the San Gorgonio Pass on the west and the Salton Sea on the southeast. The SunLine Service Area is shown on page 3.

SunLine's fixed route service, SunBus, consists of 12 routes connecting the Valley from Desert Hot Springs and Palm Springs in the north west to Mecca and Oasis in the south east. Buses operate 363 days a year, with no service provided on Thanksgiving and Christmas. The span of service extends from 4:45 a.m. to 11:21 p.m. weekdays and 5:12 a.m. to 10:36 p.m. on weekends. Buses operate every 20 to 90 minutes, depending on the route and day of the week. Line 111 is the major trunk line that extends from Indio to Palm Springs, with all routes feeding to and from that route. A system map is shown on page 4 and service information on each route is discussed in Section 1.3 beginning on page 5.

The most recent survey undertaken by the Agency highlighted four categories of fixed route riders: workers, students, seniors and visitors, of which seventy-one percent are employed or students. Seventy-nine percent of riders are low income, transit dependent, and use SunBus five days or more. The survey results indicated that the typical SunLine rider speaks both English and Spanish, has an average income of \$20,000, and is between the ages of 23 to 65. School and work are the major trip generators, followed by shopping, medical care, and recreation.

Most commuter trips within Coachella Valley are concentrated in the City of Palm Desert, with twenty-three percent of all work trips ending in Palm Desert. Data compiled for trip purposes show that commuting patterns are focused in Palm Desert with most passengers traveling from the cities of Cathedral City, Indio, La Quinta and Palm Springs to Palm Desert. There are also strong commuting patterns from La Quinta and Coachella to Indio, and from Desert Hot Springs to Palm Springs. Most commute trips in the system occur along Highway 111, with nearly all destinations served directly by Line 111. Lines 14 (Desert Hot Springs – Palm Springs) and Line 30 (Cathedral City – Palm Springs) are also key SunLine regional transit lines.





## 1.2 Population Profile and Demographic Projection

A review of cities with the highest population increase from 2000 through 2010 indicates the City of Coachella grew by 79% followed by the cities of La Quinta, Indio, Desert Hot Springs, Rancho Mirage, and Indian Wells. According to the State Department of Finance data sources, more than 70,000 people moved to the aforementioned cities with the cities of Indio and Coachella gaining the most. Overall, the population in Coachella Valley continues to grow and this growth has helped SunLine achieve over 4 million passenger boardings in FY 2010/11 for the first time in the agency's history.

## 1.3 Fixed Route Transit Services and Paratransit Service

### Fixed Route Service

- Regional Services – These are highly traveled corridors that serve a variety of trip purposes and connect a variety of regional destinations. These routes also comprise the backbone of the network and may utilize the freeway to travel between communities. Examples include Line 111, which travels from Palm Springs to Indio, Line 14 between Desert Hot Springs and Palm Springs, and Line 30 between Cathedral City and Palm Springs. Typically, the frequency of this type of service should be at least every 15 minutes with consistent service provided throughout the day. SunLine has a longer term goal of increasing the frequency of these three lines to every 15 minutes daytime weekdays. The agency hopes to achieve a shorter-term goal of every 20 minutes weekdays for Lines 14 and 30 during FY 2013-14 or FY 2014/15 (Line 111 already operates every 20 minutes weekdays).
- Local Community-Based Services – These routes are established to provide benefits for one or more local communities and offer all-day circulation as well as connections to regional services. Lines 15, 24, 32, 53, 70, 80, 81, 90, and 91 are examples of this type of service. Community-based services are also referred to as local services. They have consistent service throughout the day, have frequencies of 60 minutes or better, and have frequent stops for passengers to access as many destinations as possible. A number of services (Lines 70, 80, and 81) are performing strongly both in terms of ridership and productivity (rides per hour of service), and are candidates for increased service levels (30 minute weekday) should funding become available during FY 2013/14 or FY 2014/15.
- Market-Based Services – These types of services are tailored to serve specific segments at specific times of the day, including supplemental service such as school trippers. These routes have flexible routing and schedules, may vary throughout the day and week, and are tailored to specific market targets and defined market needs. An example of this service is the new Palm Desert – Riverside Commuter Express bus route proposed to be implemented in FY 2012/13.

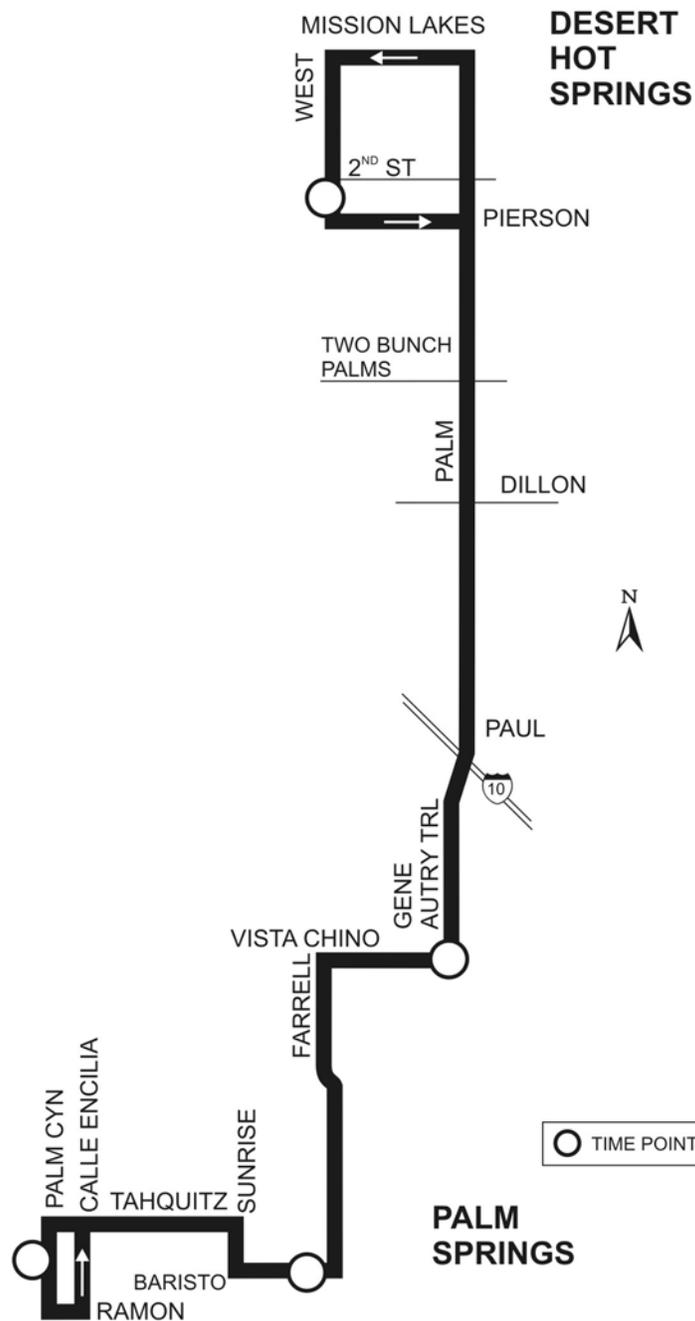


Information about each of SunLine's fixed route services, including both regional and local community-based services, are provided on the next several pages.

**LINE 14: DESERT HOT SPRINGS - PALM SPRINGS**

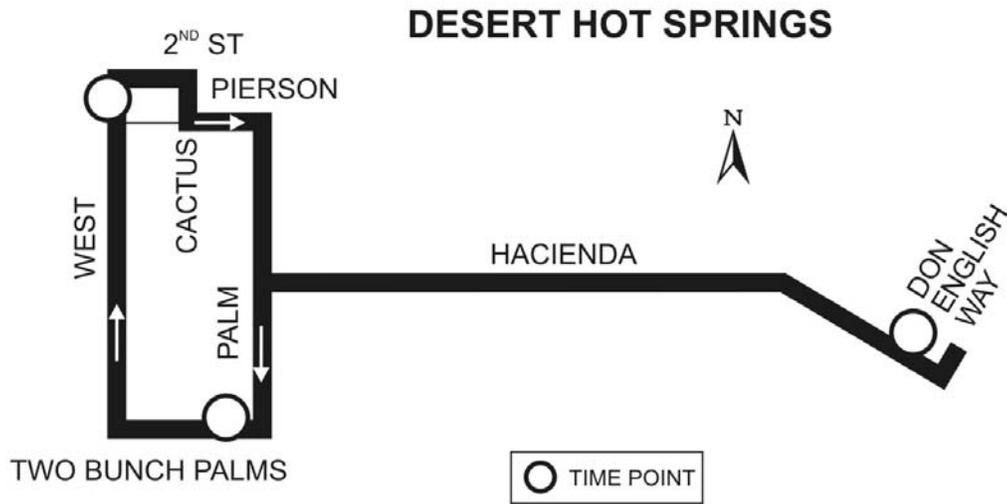
Line 14 links the cities of Desert Hot Springs and Palm Springs. The route connects to Line 15 (Desert Hot Springs), Line 24 (Palm Springs), Line 30 (Cathedral City/Palm Springs), Line 32 (Thousand Palms/Rancho Mirage/Palm Desert/Cathedral City/Palm Springs), and Line 111 (Highway 111). The route links riders with local shopping centers, middle and high schools, and other services within the communities of Desert Hot Springs and Palm Springs. The route offers service to the Department of Motor Vehicles, the Employment Development Department, and a number of retail centers along the route. This route was very well used in FY 2011/12, requiring additional morning peak period supplementary trips.

Line 14 operates on a 35-minute headway weekdays (plus 3 extra morning peak and one extra afternoon peak trips), and 20 roundtrips during weekends on a 45-minute headway.



**LINE 15: SPA CITY LOOP – CITY OF DESERT HOT SPRINGS**

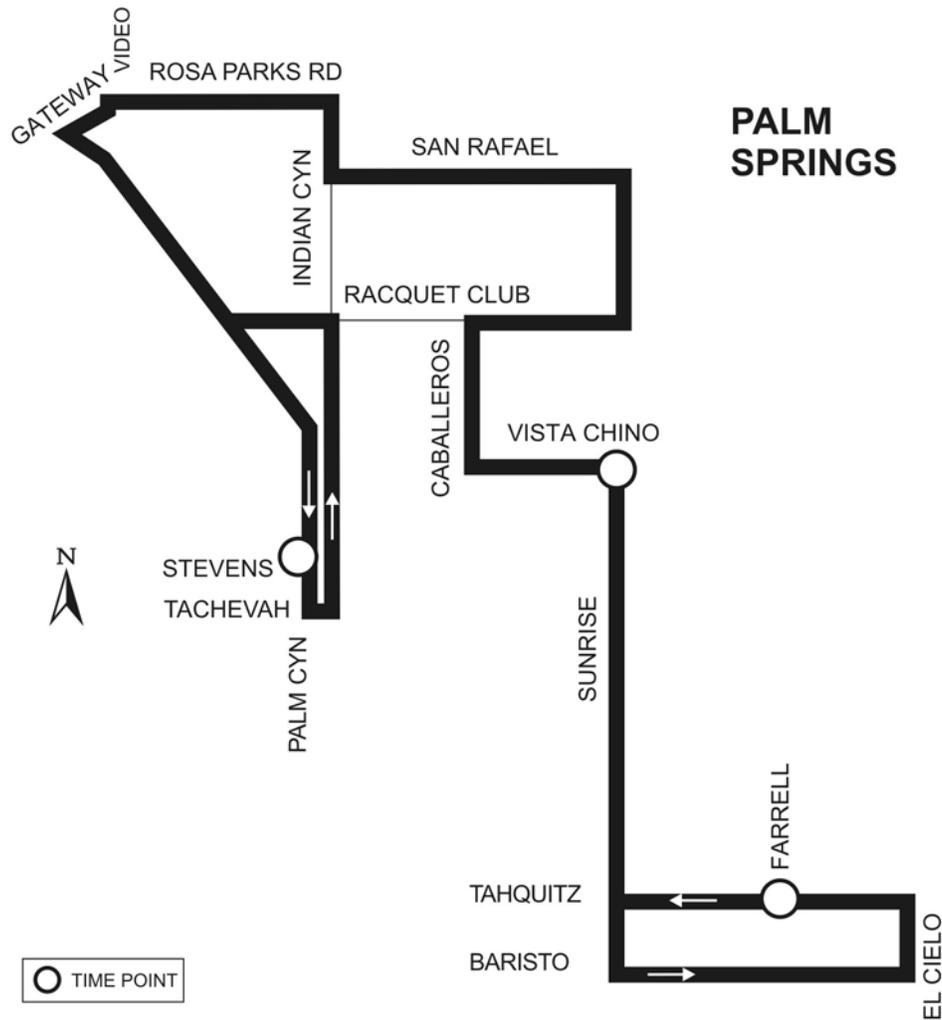
Line 15 was introduced in September 2010 to serve the community of Desert Hot Springs. It connects to Line 14 (Palm Springs/Desert Hot Springs) as well as links riders with local shopping centers, middle and high schools, and other services provided within the City of Desert Hot Springs. Line 15 offers service to the community center, K-Mart and the Stater Brothers stores. The route operates 21 trips on weekdays and 18 trips on weekends, operating on a 45-minute headway all week.



**LINE 24: CITY OF PALM SPRINGS**

Line 24 offers service in Palm Springs with connections available with Line 14 (Desert Hot Springs/Cathedral City/Palm Springs), Line 30 (Cathedral City/Palm Springs), Line 32 (Thousand Palms/Rancho Mirage/Palm Desert/Cathedral City/Palm Springs) and Line 111 (Highway 111). This route links riders to destinations such as the Desert Regional Hospital, Palm Springs International Airport, Palm Springs City Hall, Desert Highland Community Center, middle and high schools, and a number of retail outlets.

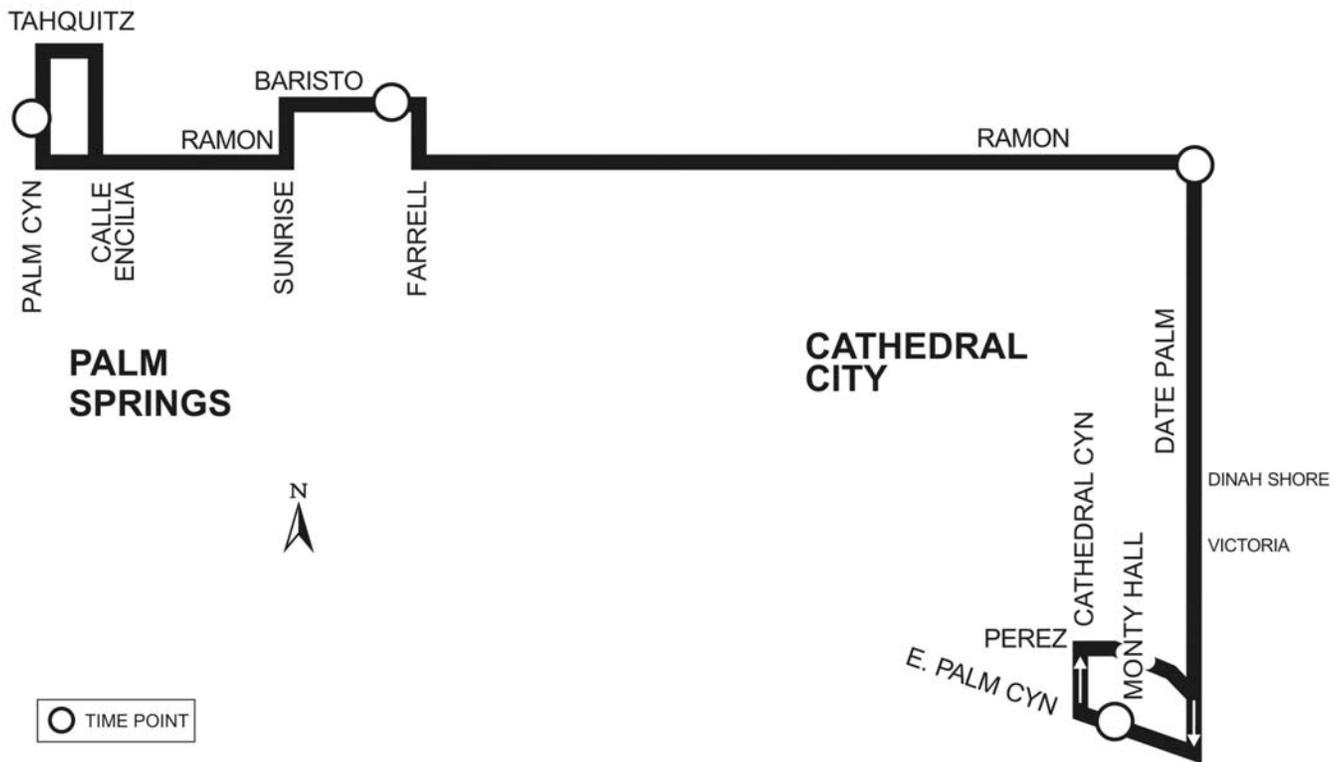
Line 24 operates 19 roundtrips on weekdays and 17 roundtrips during weekends, with a 45-minute headway provided all week.



**LINE 30: CATHEDRAL CITY – PALM SPRINGS**

Line 30 is the system's most productive route, a key regional link between the cities of Cathedral City and Palm Springs. Within these communities, riders are able to access the city libraries, city halls, senior centers, the Palm Springs and Cathedral City high schools, and various commercial and industrial centers. Line 30 connects to Line 14 (Desert Hot Springs/Palm Springs), Line 24 (Palm Springs), Line 32 (Thousand Palms/Rancho Mirage/Palm Desert/Cathedral City/Palm Springs) and Line 111 (Highway 111).

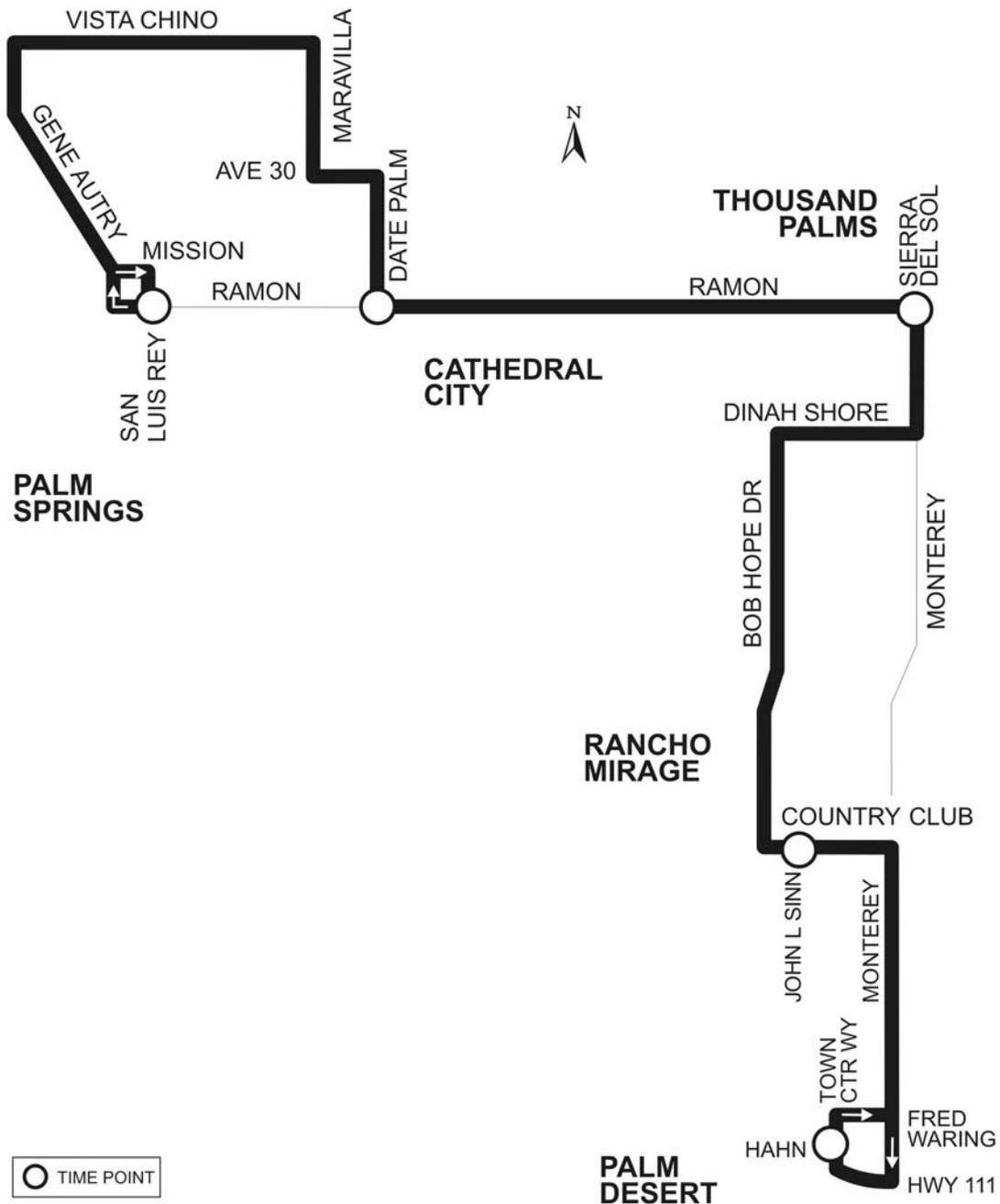
Line 30 operates a 30-minute headway weekdays and a 40-minute headway weekends. One extra morning and afternoon trip is added to this line to accommodate high numbers of school students traveling.



**LINE 32: PALM SPRINGS - CATHEDRAL CITY - THOUSAND PALMS  
RANCHO MIRAGE - PALM DESERT**

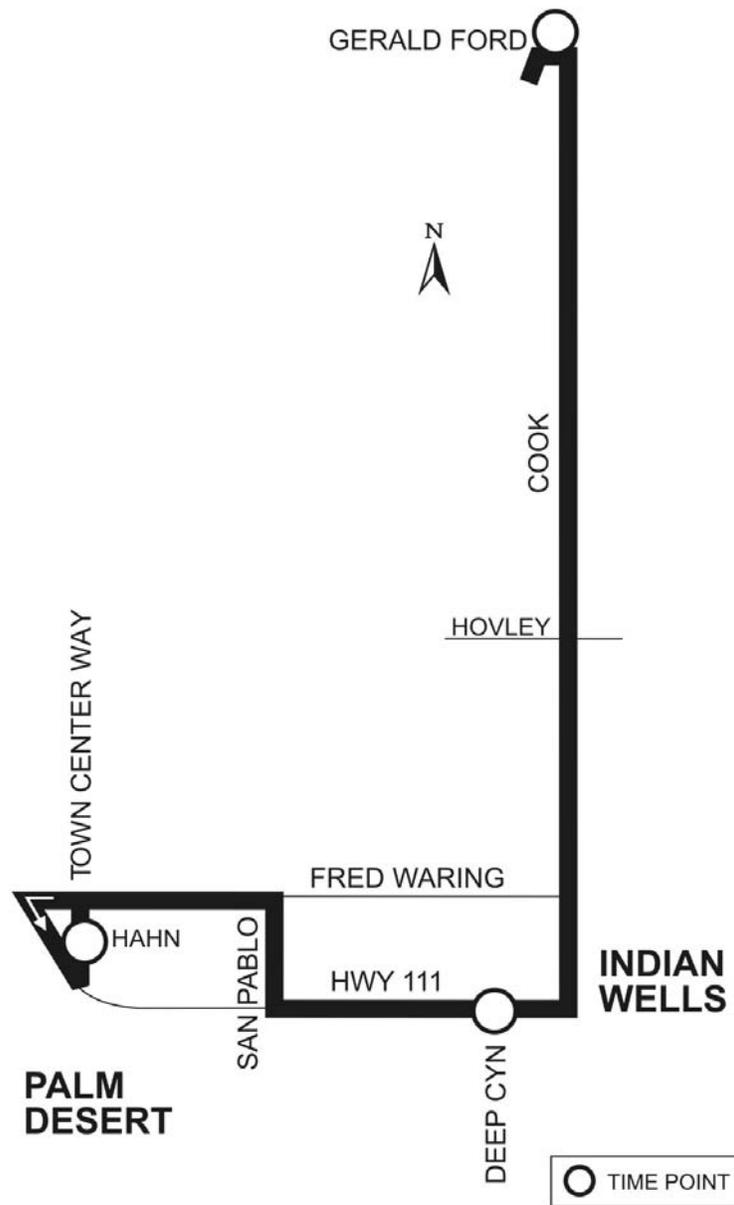
Line 32 links the cities of Palm Springs, and Cathedral City with the community of Thousand Palms, and the cities of Rancho Mirage and Palm Desert. This line connects with Line 14 (Desert Hot Springs/Palm Springs), Line 111 (Highway 111), Line 30 (Cathedral City/Palm Springs), and Line 53 (Palm Desert). Riders can access the Palm Springs middle and elementary schools, and various retail centers along Ramon Road in Cathedral City. Routing over the Monterey/I-10 Interchange ensures access to Costco, Home Depot, Regal Cinemas 16 theater complex and service to the Agua Caliente Casino on Ramon Road at Bob Hope Drive. This route also provides service to the Eisenhower Medical Center, College of the Desert, and Westfield Palm Desert Mall.

Line 32 operates weekdays on a 50-minute headway and weekends on a 70-minute headway.



**LINE 53: CITY OF PALM DESERT**

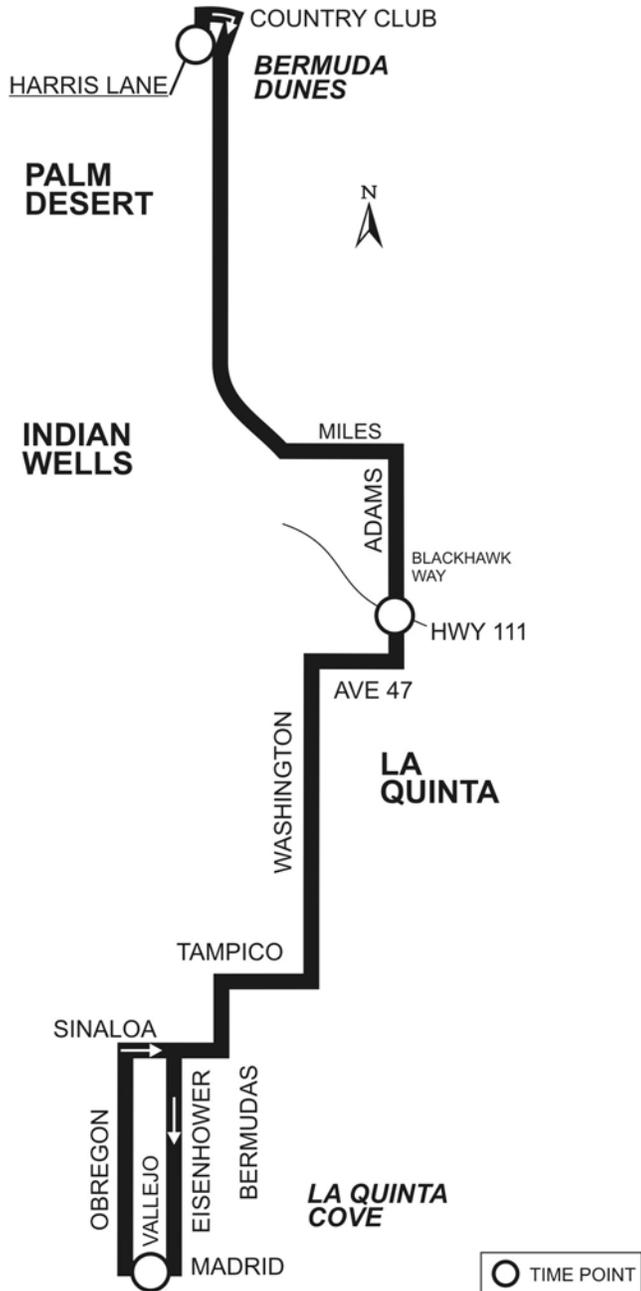
Line 53 provides service within the city of Palm Desert, which enables riders on the route to access College of the Desert, the McCallum Theater, Palm Desert City Hall, Kaiser Permanente, California State University San Bernardino (CSUSB), University of California Riverside, Palm Desert High School, Palm Desert library, and major shopping centers, including Westfield Palm Desert Mall. Line 53 connects with Line 111 at two locations; at Westfield Palm Desert Mall and on Highway 111 at Deep Canyon, as well as connects with Line 32 at Westfield Palm Desert Mall. Line 53 operates weekdays and weekends every 80 minutes. This line was created in September 2010 as a modified version of former Line 50, focusing on linking CSUSB with Palm Desert Mall directly via Cook Street.



**LINE 70: CITY OF LA QUINTA**

Line 70 offers bus service to the city of La Quinta and the edge of the cities of Palm Desert and Indian Wells, and the community of Bermuda Dunes. Riders are able to access the City Hall and senior center in La Quinta, local schools, and various retail shopping centers along Adams Street and Avenue 47. Connections can be made with Line 111 on Highway 111 at Adams Street.

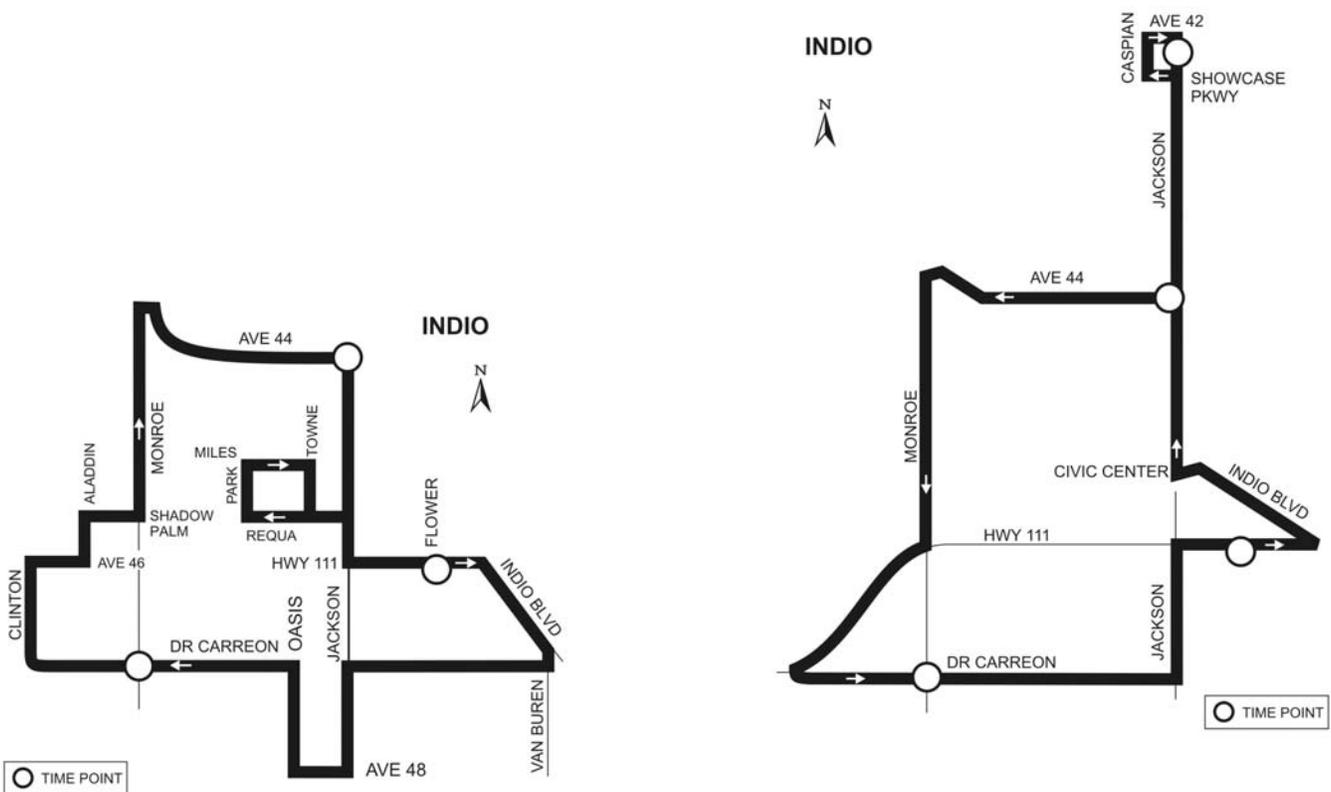
Line 70 operates a 45-minute headway weekdays and a 90-minute headway during weekends. Extra morning and afternoon trips are added to accommodate the high number of students utilizing this service.



## LINES 80 and 81: LOOP ROUTES – CITY OF INDIO

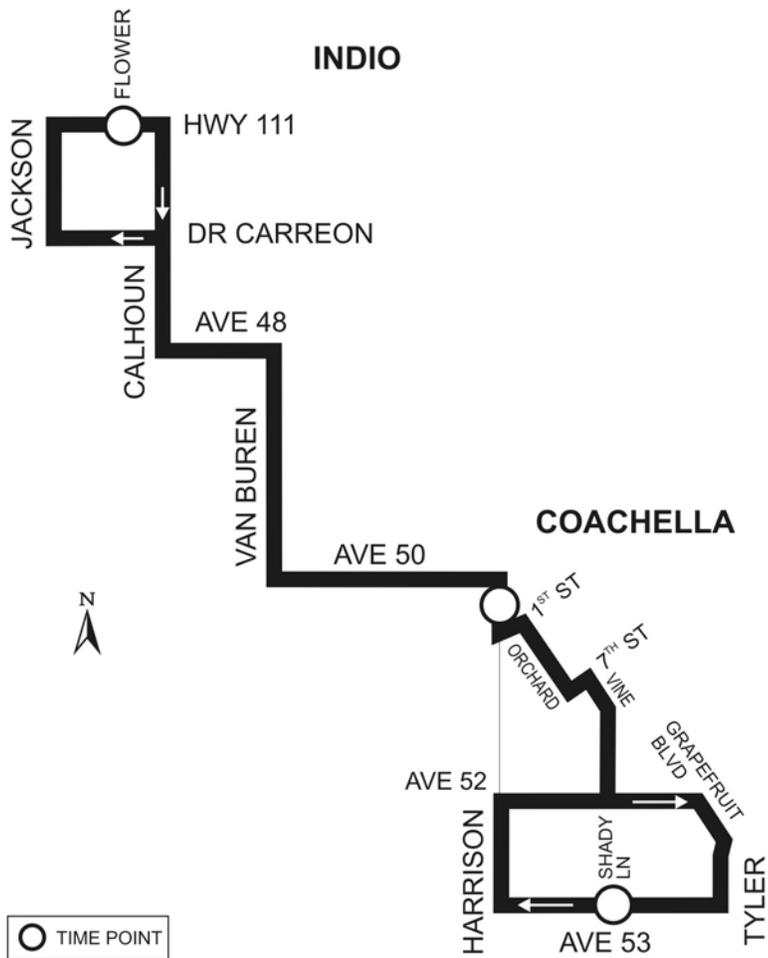
Lines 80 and 81 are loop routes that provide transit service to residents of the City of Indio, enabling them to access civic, educational, county offices, as well as public and social service offices. This includes John F. Kennedy Memorial Hospital, Riverside County Fair & National Date Festival, Employment Development Department, East Valley College of the Desert campus, Riverside County social services offices, Department of Motor Vehicles, Martha's Village & Kitchen, Coachella Valley Cultural Museum, Indio Senior and Teen Centers and library, local schools, and a variety of retail shopping centers within the community. Line 81 was introduced January 2012 as a variation on one of the two directions of the Line 80 loop route. Line 81 serves the new retail developments north of the I-10 highway. At the same time, Line 80 was modified to service the Indio Senior and Teen Centers. Lines 80 and 81 connect to Line 90 (Coachella/Indio), Line 91 (Indio/Coachella/Thermal/ Mecca/Oasis) and Line 111 at the transfer location on Highway 111 at Flower Street in the City of Indio.

These two lines each operate daily on 60-minute headways.



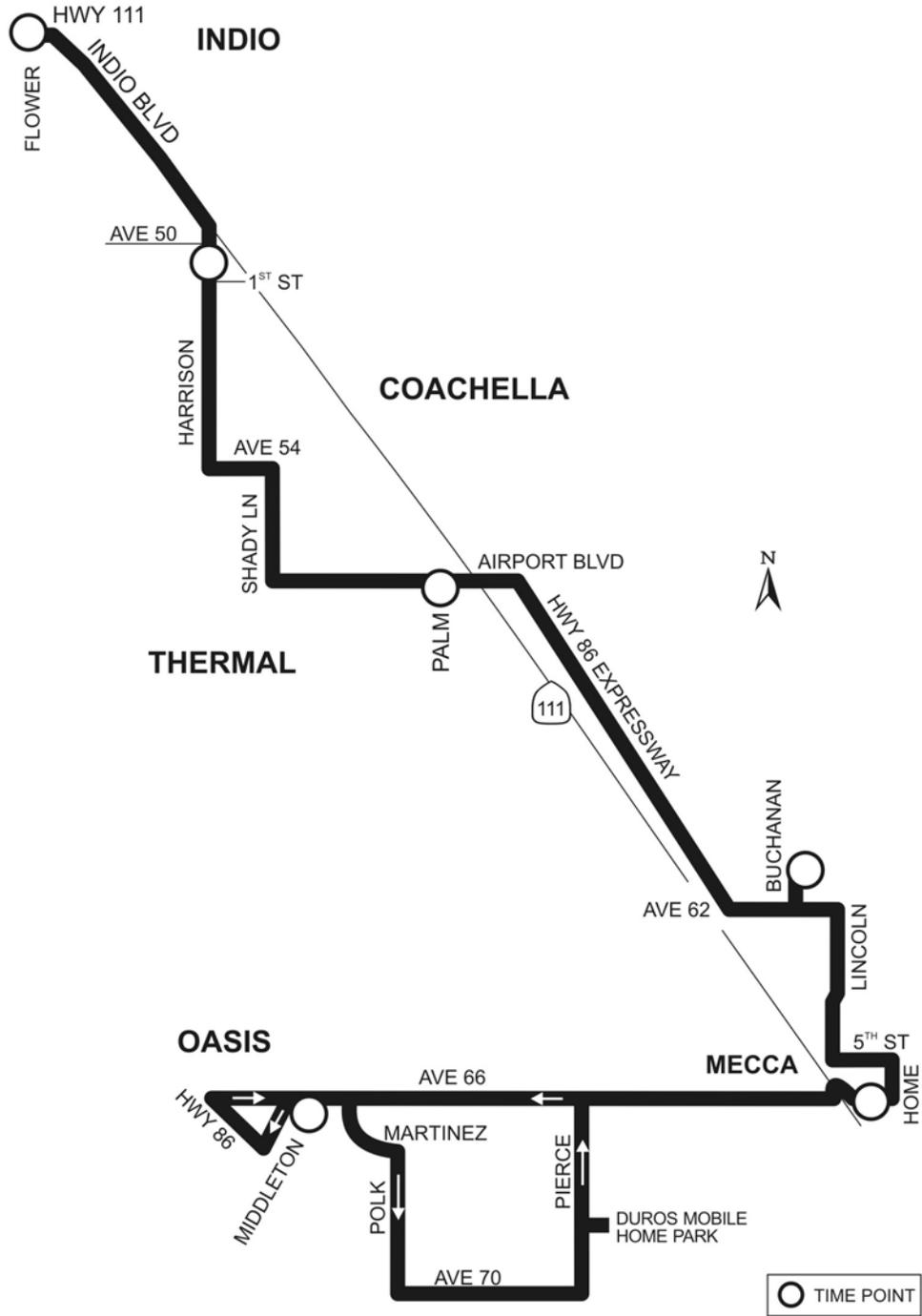
**LINE 90: CITIES OF COACHELLA AND INDIO**

Line 90 serves the cities of Coachella and Indio allowing passengers to access the Employment Development Department, City Hall in the City of Coachella, library, Police Department, the senior center, Boys & Girls Club, local schools and shopping centers. Connections to Lines 80 and 81 (Indio), Line 91 (Indio/Coachella/Thermal/Mecca/Oasis) and Line 111 (Highway 111) occur at the transfer location on Highway 111 at Flower Street in Indio. Line 90 operates weekdays and weekends on a 35-minute headway.



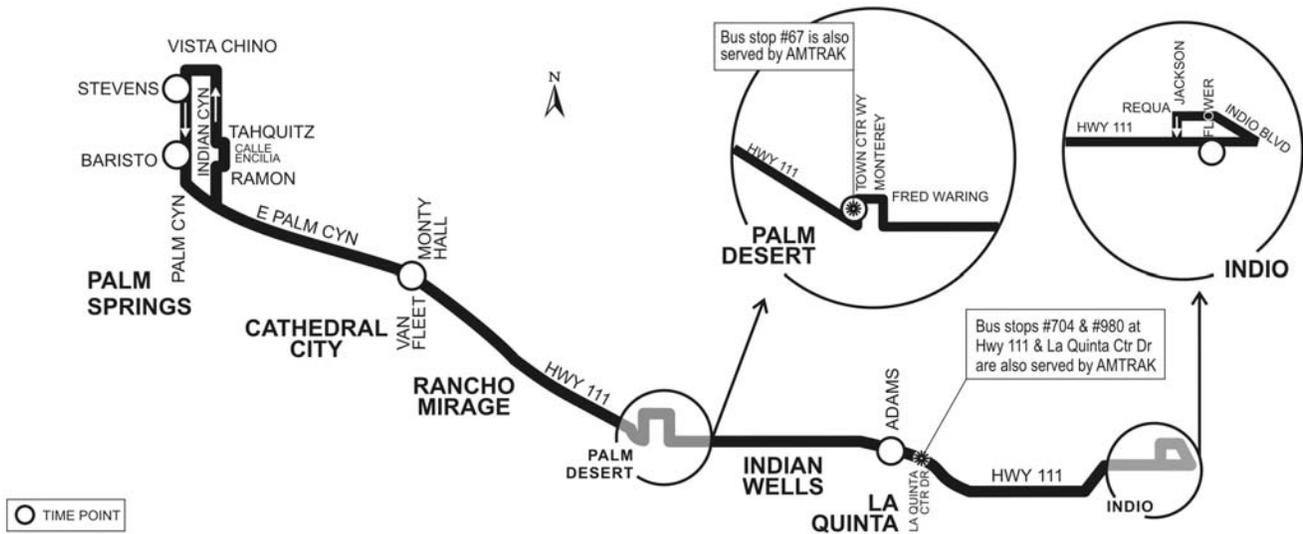
**LINE 91: INDIO – COACHELLA – THERMAL – MECCA - OASIS**

The Line 91 links the cities of Indio and Coachella with the unincorporated communities of Thermal, Mecca, and Oasis. Riders on Line 91 are able to connect to Lines 80 and 81, 90, and 111 at the transfer location on Highway 111 and Flower Street at Indio. This allows passengers to access employment sites, medical and shopping facilities. Line 91 also provides direct service to College of the Desert’s East Valley Campus at Mecca. Line 91 operates a 60-minute headway weekdays and an 80-minute headway weekends.



## LINE 111: INDIO – PALM SPRINGS KEY REGIONAL LINE

Line 111 offers service along Highway 111 from Palm Springs to Indio, linking with the cities of Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, and La Quinta. Line 111 enables riders to travel to destinations along the Highway 111 corridor and connects to all routes in the system except for Line 15. Connecting routes include Line 14 (Desert Hot Springs/Palm Springs), Line 24 (Palm Springs), Line 30 (Palm Springs/Cathedral City), Line 32 (Palm Desert/Rancho Mirage/Thousand Palms/Cathedral City/Palm Springs), Line 53 (Palm Desert), Line 70 (La Quinta/Indian Wells/Bermuda Dunes/Palm Desert), Lines 80 and 81 (Indio), Line 90 (Coachella/Indio), and Line 91 (Indio/Coachella/Thermal/Mecca/Oasis). This route links riders with major retail and commercial centers, recreational attractions, museums, educational and medical institutions, municipal and county services. Line 111 operates weekdays on a 20-minute headway and weekends on a 40-minute headway.



## **PARATRANSIT INFORMATION**

SunLine's paratransit service, SunDial, offers curb-to-curb service designed to meet requirements of the Americans with Disabilities Act (ADA) and offers next-day complementary demand-response service to Coachella Valley residents unable to use fixed route service. All applicants must complete an application, describing in detail the nature of their mental or physical disability that would prevent a person from using regular fixed route service. Applicants must obtain a physician's (or approved health care professional's) statement and signature verifying their disability. Each applicant is notified in writing within twenty-one days upon review of their applications.

Certified riders that have the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities. SunDial service is available within ¾ miles on either side of the existing SunBus route network, and is available by advanced reservation. Reservation is based on fixed route service hours serving passengers' origin and destination. SunDial is provided 7 days a week, 363 days a year during the same hours as the fixed-route network. No service is provided on Thanksgiving and Christmas.



## **Consolidated Transportation Services Agency [CTSA]**

As the designated CTSA, SunLine coordinates public transportation services throughout its service area, including providing mobility training and assisting with grant applications. Staff participates in meetings with social and human service agencies, bus riders, and other advocates through forums such as the Riverside County Transportation Commission (RCTC) Citizens Advisory Committee/Social Service Transportation Advisory Committee, SunLine's Access Committee, T-NOW, and neighboring transit operators. As part of the Call for Projects issued in FY 2011, SunLine acts a pass-through for funding received from the Section 5316 (JARC) and Section 5317 (New Freedom) through the Federal Transit Administration awarded to RCTC's Rideshare program, and the Coachella Valley Association of Governments (CVAG) Roy's Center Shuttle, Mobility Management, to offer specialized transportation service options to Coachella Valley residents.

### 1.4 Current Fare Structure and Proposed Modifications to Fare Structure

SunLine’s current fare structure consists of four fare categories: adult, youth, Senior (60+)/Disabled, and persons with disabilities who use SunDial. SunLine fixed route passengers pay the adult fare unless eligible for discounted fares which are available only to seniors, the disabled and youth. There are two fare payment options: cash and passes; with children 4 years and under riding free with an adult fare. In FY 2010/11, staff completed the fare study which examined if current fares should be increased. Figures 2 and 3 shown below highlight the current fare structure.

**FIGURE 2: SunBus Existing and Proposed Fare Structure**

TYPE OF FARE	FARE CATEGORY		
	ADULT (18 YRS – 59 YRS)	YOUTH (5 YRS – 17 YRS)	SENIOR 60+/ DISABLED/MEDICAID
Cash/Base Fare	\$1.00	\$.85	\$.50
Transfers	\$.25	\$.25	\$.25
Day Pass	\$3.00	\$2.00	\$1.50
31-Day Pass	\$34.00	\$24.00	\$17.00
10-Ride Pass	\$10.00	\$8.50	\$5.00
Coachella Valley Employer Pass	\$24.00	--	--
Commuter Express Single Ride (proposed)	\$6.00	--	\$4.00
Commuter Express Day Pass (proposed)	\$14.00	--	\$10.00
Commuter Express 30-Day Pass (proposed)	\$150.00	--	\$100.00

Proposed Commuter Express fares are for trips between the Coachella Valley and Western Riverside County on the proposed Riverside Commuter Express Service to be implemented in FY2012/13. These fares are subject to SunLine Board Approval following public hearings.

**FIGURE 3: SunDial Existing Fare Structure**

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

## 1.5 Revenue Fleet

SunLine currently has 69 fixed route buses and 31 ADA paratransit vans. Additionally, there are 39 support vehicles used for various activities in support of transit services provided in the Coachella Valley.

## 1.6 Existing Facility/Planned Facilities

### Operational Facilities

SunLine's head office is located in Thousand Palms and houses the General Administration, Operations, Maintenance, Human Resources, and Planning Departments. SunLine staff is currently housed in a number of mobile home structures that date back to the mid-1980s. These structures have passed their useful life and are costly to maintain. SunLine has worked closely with the Riverside County Departments of Planning and Transportation to obtain necessary permits for construction of a new Administration Building. In conjunction with the new Administration Building at Thousand Palms, SunLine has funds to build a transit hub and Park and Ride facility for use by commuters traveling from the Coachella Valley to Western Riverside County on the proposed new Commuter Express service to be implemented in FY 2012/13. Future unfunded phases of the facility project would see new Operations and Maintenance facilities built. SunLine received American Recovery and Reinvestment Act (ARRA) funds in FY 2009 to expand the maintenance facility in Thousand Palms and this work was completed in August 2011. The improvements add capacity to the maintenance facility allowing the staff to work on more than two buses at a time. During 2012/13, SunLine will study options to rehabilitate or replace the agency's Indio satellite operating and maintenance facility which is utilized for both fixed route and ADA paratransit vehicles. The key transfer point for passengers transferring among routes at Indio is located just outside of this facility.



## 1.7 Taxi Administration

The SunLine Regulatory Administration (SRA), which is charged with licensing and regulating taxicab franchises and drivers in the Coachella Valley, also ensures residents and visitors are charged a fair and reasonable price. In addition, SRA is responsible for establishing and enforcing ethical standards maintained by the Franchising Board.

## Fleet Franchises



**Desert City Cab**



**Yellow Cab  
of the Desert**



**American Cab**



**Table 1 - Fleet Inventory**  
**FY 2012/13 Short Range Transit Plan**  
**SunLine Transit Agency**

**Bus (Motorbus) / Directly Operated**

<b>Year Built</b>	<b>Mfg. Code</b>	<b>Model Code</b>	<b>Seating Capacity</b>	<b>Lift and Ramp Equipped</b>	<b>Vehicle Length</b>	<b>Fuel Type Code</b>	<b># of Active Vehicles FY 2011/12</b>	<b># of Contingency Vehicles FY 2011/12</b>	<b>Life to Date Vehicle Miles Prior Year End FY 2010/11</b>	<b>Life to Date Vehicle Miles through March FY 2011/12</b>	<b>Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2011/12</b>
2012	EDN	ACCESS	37	1	40	OR	1	0		8,822	8,822
2009	EDN	EZRider3Z	29	10	32	CN	10	0	632,755	854,148	85,415
2008	NFA	LF 40'	39	1	40	OR	1	0	33,010	48,563	48,563
2008	NFA	LF 40'	39	20	40	CN	20	0	3,054,325	3,812,737	190,637
2008	NFA	LF 40'	39	21	40	CN	21	0	2,950,986	3,725,173	177,389
2005	OBI	ORION V40'	44	15	40	CN	15	0	3,210,010	3,521,722	234,781
2004	VAN	A-330 40'	30	1	40	OR	1	0	128,168	138,293	138,293
<b>Totals:</b>			<b>257</b>	<b>69</b>			<b>69</b>	<b>0</b>	<b>10,009,254</b>	<b>12,109,458</b>	<b>175,499</b>



**Table 1 - Fleet Inventory**  
**FY 2012/13 Short Range Transit Plan**  
**SunLine Transit Agency**

**Demand Response / Directly Operated**

<b>Year Built</b>	<b>Mfg. Code</b>	<b>Model Code</b>	<b>Seating Capacity</b>	<b>Lift and Ramp Equipped</b>	<b>Vehicle Length</b>	<b>Fuel Type Code</b>	<b># of Active Vehicles FY 2011/12</b>	<b># of Contingency Vehicles FY 2011/12</b>	<b>Life to Date Vehicle Miles Prior Year End FY 2010/11</b>	<b>Life to Date Vehicle Miles through March FY 2011/12</b>	<b>Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2011/12</b>
2008	EDN	AEROTECH	12	27	26	CN	27	0	3,360,210	4,116,566	152,465
2010	EDN	AEROTECH	12	4	26	CN	4	0	107,661	222,786	55,697
2012	EDN	AEROTECH	12	13	26	CN	13	0		0	0
<b>Totals:</b>			36	44			44	0	3,467,871	4,339,352	98,622

## **CHAPTER 2 – EXISTING SERVICE and ROUTE PERFORMANCE**

### *2.1 Fixed Route Service - Route by Route Evaluation and Analysis*

Over the last five years, SunLine has made improvements to all fixed routes, including realigning existing routes and improving frequency to increase ridership. A review of the FY 2010/11 data indicates an increase over the same period for FY 2009/10.

#### *Service Efficiency and Effectiveness*

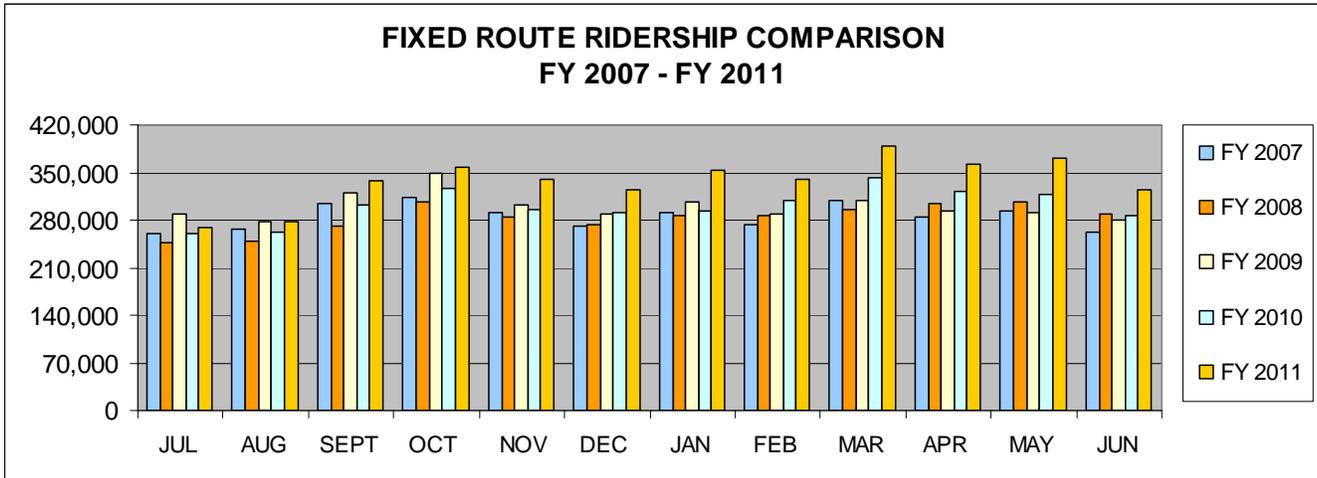
To determine the efficiency effectiveness of all routes, staff reviewed the year-to-date performance statistics for FY 2010/11 with data from TransTrack below that shows the most and least efficient routes. Factors used include passenger boardings, passengers per revenue hour, cost per passenger, passenger revenue per hour, and the farebox recovery ratio.

**FIGURE 4: Analysis of FY 2010/11 Performance Statistics**

LINES	PASSENGER COUNT	PASSENGER PER REVENUE HOUR	COST PER PASSENGER	PASSENGER REVENUE PER HOUR	FAREBOX RECOVERY RATIO
14	492,231	21.7	\$4.34	\$20.88	22.12%
15	66,680	14.9	\$6.40	\$14.19	14.94%
24	167,608	15.7	\$6.02	\$14.97	15.85%
30	732,610	34.2	\$2.76	\$32.83	34.78%
32	205,954	13.0	\$7.25	\$12.49	13.22%
50	10,566	5.3	\$17.31	\$5.33	5.81%
53	39,159	8.6	\$11.05	\$8.17	8.60%
70	221,949	22.9	\$4.12	\$21.93	23.24%
80	224,290	20.8	\$4.54	\$19.84	21.02%
90	209,492	17.7	\$5.34	\$17.01	18.01%
91	189,226	12.2	\$7.74	\$11.74	12.44%
111	1,485,253	25.1	\$3.77	\$24.08	25.50%

As shown in the above table, Lines 50 and 53 were the least productive SunBus transit lines while Lines 14, 30, 70, 80, and 111 were the more productive lines.

**FIGURE 5 below depicts a graph showing fixed route ridership comparison from FY 2007 through FY 2011.**



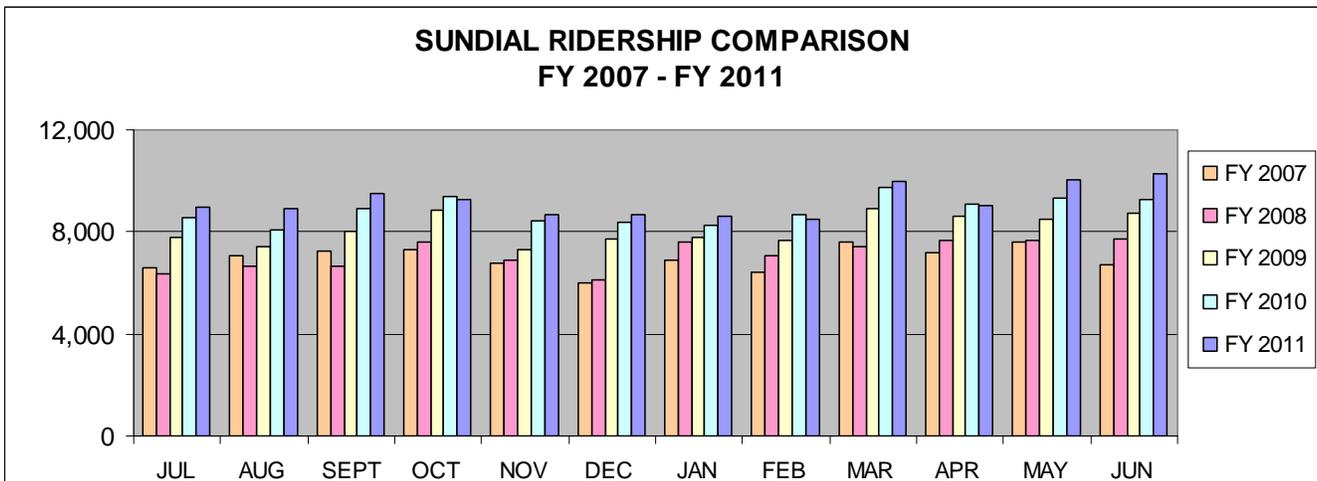
## 2.2 Paratransit Service – System Performance

SunDial’s paratransit services offered in the Coachella Valley continue to be well utilized for clients day to day activities, such as medical appointments, shopping, or for work. A total of 110,462 trips were made on SunDial in FY 2010/11 compared to 106,019 trips in FY 2009/10. Overall, ridership for the demand response and subscription continues to grow.

**FIGURE 6: Comparison of SunDial FY 2009/10 & FY 2010/11 Ridership**

SERVICE TYPE	FY 2009/10	FY 2010/11	PERCENT CHANGE
SunDial	106,019	110,462	4.2%

**FIGURE 7 below compares usage of SunDial services from FY2007 through FY2011.**



## **Specialized Transit Service**

The Coachella Valley Association of Governments (CVAG) received Section 5316 (JARC) funds to continue operation of a transportation program to serve homeless residents sheltered at the Roy's Desert Resource Center looking for employment. The Riverside County Transportation Commission [RCTC] continues to receive JARC funding to implement a Rideshare Program for the Coachella Valley. SunLine has also received JARC funds to implement the new Commuter Express route to the Pass Area. In addition, SunLine was awarded New Freedom funds to implement a Taxi Voucher Program for seniors, persons with disabilities, and persons with low income and this program commenced operation in November 2011.

### *2.3 Key Performance Indicators*

To ensure adherence to the Productivity Improvement Program (PIP) established by RCTC, SunLine continues to monitor and evaluate routes to assure compliance with key performance indicators. The performance indicators are tracked through a management performance tool called TransTrack, implemented by RCTC for all transit operators. Over the last five years, SunLine has consistently met all key performance indicators approved in the SRTP, including the mandatory target for the farebox recovery ratio.

### *2.4 Productivity Improvement Efforts*

Staff continues to work in coordination and cooperation with local jurisdictions on service related issues that affect transit services provided in the Coachella Valley. Staff will continue monitoring service routes using service warrants to further evaluate routes. In addition to concentrating on modifying and adjusting service routes, further analysis will be undertaken to review unproductive routes to determine if segments or trips of existing routes should be discontinued due to low productivity.

### *2.5 Service Standards and Warrants*

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

Area Coverage: While most of the urbanized sections of SunLine's service area are adequately covered according to these standards, there are some areas which are served more intensely than others. When service is proposed, the new route should be evaluated based on its proximity to others, and the necessity of its implementation based on area coverage standards. Currently not served or underserved markets such as North Shore and Desert Edge/Sky Valley provide some potential new transit ridership but also significant additional operating costs each year, which must be funded. ADA paratransit service needs must also be addressed as part of any such new service planning.

SunLine is currently working with the communities of Desert Edge/Sky Valley and North Shore to determine what transit service may be appropriate and sustainable in such small communities that are somewhat remote from the urbanized part of the Coachella Valley served by SunLine. A decision regarding the feasibility of any transit services for these areas (including sustainable new funding sources) will be reached in FY 2012/13. It is expected that an innovative approach to service delivery will be required to sustain such services.

Market Area Characteristics: Staff also considers the density and demographic characteristics of a given service area as an important determinant for providing successful transit success. In tying area coverage standards to population and employment densities, SunLine recognizes the need to provide more service within more highly developed areas, and often considers this factor as part of the service development process. It is hoped that operating funding levels by

FY 2013/14 or FY 2014/15 may be able to support higher service levels for the best performing SunLine transit services.

Transit-Dependent Populations: SunLine considers the effects of service changes on transit-dependent riders during service planning processes. While SunLine's current network serves most transit-dependent populations and their destinations effectively, we continue to examine transit-dependency when evaluating new service proposals.

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

#### Recommended Standards of Evaluating New Services:

Once a route is implemented, performance monitoring begins immediately to determine if the route is reaching its desired potential and to meet performance standards. New service routes that do not meet minimum standards are subject to the same remedial actions as existing services and may consider evaluation points at both 6 months and one year, in order to evaluate how new service routes are progressing over time. The SunLine Board will be asked to adopt a new set of service standards for transit service performance in FY 2012/13.

## *2.6 Major Trip Generators and Projected Growth Markets over Next Two Years*

SunLine continues to evaluate, monitor and adjust transit service to best meet the travel needs of the residents of and visitors to the Coachella Valley. Given the ongoing economic conditions, SunLine is proposing one new Commuter Express service to Western Riverside County in FY 2012/13 and will continue tracking both existing service usage and new developments to ensure service is offered where the most need exists.

Through the Agency's development review program, staff works in cooperation and concert with local jurisdictions to determine where new developments are occurring and what the associated transit service needs and opportunities are. As the Coachella Valley continues to grow, SunLine will assess areas in which additional transit could potentially be provided.

Staff submitted a grant application in response to RCTC's Call for projects in FY 2010/11 and was awarded JARC and New Freedom funds to implement a commuter service from Palm Desert in the Coachella Valley to the Pass Area and Western Riverside County. This new service will be provided in partnership with Riverside Transit Agency.

Additionally, given the lack of funding to provide school transportation service by the school districts in the Valley, SunLine will continue working with school districts to improve access to public transit and will work on coordinating school bell times for routing and scheduling purposes.

## *2.7 Equipment, Passenger Amenities and Facility Needs*

### Passenger Amenities and Bus Stop Improvement Program

SunLine has approximately 520 bus stops located throughout its service area which are cleaned and maintained on a regular basis. Since completion of the 2006 COA and 2009 COA Update, SunLine has made significant improvements to bus stops in the Coachella Valley. Currently 291 bus stops (56%) have a shelter shed, and a further 80 stops are planned to receive this facility by the end of FY 2012/13. This will mean over 70 percent of SunLine bus stops will have this facility.



### Revenue Collection Equipment

In 2010, SunLine installed electronic registering fareboxes on all fixed route buses. This has increased the agency's ability to collect more accurate revenue, decreased staff's time in reconciling revenue collected, and improved the accuracy of ridership counts. It has also enhanced passenger access to passes through allowing for their sale on-board buses. In addition to new fareboxes, one ticket vending machine (TVM) continues in operation at the key transfer location in Indio. A study of the success of the first TVM machine is proposed to be completed before a decision is taken regarding installation of additional ticket vending machines in the Valley.

### On-Board Security Cameras

SunLine has interior and exterior video cameras installed on all fixed route buses to improve the Agency's ability to monitor and record activities inside and outside the buses that will enhance the safety and security of passengers. With these cameras, SunLine is able to investigate criminal and suspicious activities that may occur at bus stops, transfer locations and while the buses travel on the road. Furthermore, to enhance the safety of passengers on ADA paratransit vans, Smart Drive technology has been installed. This system enables monitoring, tracking and real-time data on activities occurring on these vans, which helps improve driver training and skills. In FY 2012/13, Prop 1B Transit Security funds will be used to upgrade camera systems on all buses and vans.

### Intelligent Transportation System (ITS)

By the end of 2011, installation of ITS equipment on all fixed route and paratransit buses was completed, with installation on select support vehicles being completed in the first half of 2012. The equipment includes Automatic Passenger Counters, Automatic Voice Annunciators, Automated Vehicle Locaters, and Global Positioning Systems. Additionally, staff implemented scheduling software for fixed route planning. SunLine service information has been available in Google Transit for trip planning purposes since March 2012.

### Bus Replacement Program

SunLine continues to replace ADA paratransit vans when they exceed 150,000 miles (approx. 3 years). The fixed route bus fleet will next be updated in 2018, when the 2006 Orion buses become eligible for federal funding for replacement (12-year lifespan). All SunLine vehicles (including support vehicles) are powered with compressed natural gas except for three Hydrogen fuel cell buses. Two agency trucks and four cars will be replaced in FY 2012/13.

### Facility Needs

Staff continues to work on planning for the new Administration Building at SunLine's Thousand Palms site. A study will also be completed in FY 2012/13 to determine the future plan for the agency's satellite operating and maintenance facility at Indio.



Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
 FY 2012/13 Short Range Transit Plan  
 All Routes

	FY 2009/10 Audited	FY 2010/11 Audited	FY 2011/12 Plan	FY 2011/12 3rd Qtr Actual	FY 2012/13 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			65		71
<b>Financial Data</b>					
Total Operating Expenses	\$21,259,128	\$21,652,880	\$22,177,354	\$16,087,262	\$22,276,993
Total Passenger Fare Revenue	\$3,864,911	\$4,293,489	\$3,966,728	\$3,128,229	\$3,963,616
Net Operating Expenses (Subsidies)	\$17,394,217	\$17,359,391	\$18,210,626	\$12,959,033	\$18,313,376
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	3,713,752	4,155,480	4,108,203	3,436,837	4,636,918
Passenger Miles	21,515,927	24,037,742	23,779,038	22,950,979	30,957,071
Total Actual Vehicle Revenue Hours (a)	231,792.6	240,778.2	255,140.0	184,323.0	250,371.0
Total Actual Vehicle Revenue Miles (b)	3,141,757.0	3,228,900.0	3,256,835.0	2,504,606.0	3,424,636.0
Total Actual Vehicle Miles	3,476,566.1	3,549,956.7	3,593,824.0	2,759,302.1	3,776,168.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$91.72	\$89.93	\$86.92	\$87.28	\$88.98
Farebox Recovery Ratio	18.18%	19.83%	17.88%	19.45%	17.79%
Subsidy per Passenger	\$4.68	\$4.18	\$4.43	\$3.77	\$3.95
Subsidy per Passenger Mile	\$0.81	\$0.72	\$0.77	\$0.56	\$0.59
Subsidy per Revenue Hour (a)	\$75.04	\$72.10	\$71.38	\$70.31	\$73.14
Subsidy per Revenue Mile (b)	\$5.54	\$5.38	\$5.59	\$5.17	\$5.35
Passenger per Revenue Hour (a)	16.0	17.3	16.1	18.6	18.5
Passenger per Revenue Mile (b)	1.18	1.29	1.26	1.37	1.35

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



Table 2 -- SunLine Transit Agency -- SRTP Service Summary  
 FY 2012/13 Short Range Transit Plan  
 Non-Excluded Routes

	FY 2009/10 Audited	FY 2010/11 Audited	FY 2011/12 Plan	FY 2011/12 3rd Qtr Actual	FY 2012/13 Plan
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			63		67
<b>Financial Data</b>					
Total Operating Expenses	\$19,953,951	\$20,793,532	\$21,267,587	\$15,566,124	\$21,007,331
Total Passenger Fare Revenue	\$3,723,055	\$4,192,549	\$3,784,774	\$3,076,541	\$3,732,245
Net Operating Expenses (Subsidies)	\$16,230,896	\$16,600,983	\$17,482,812	\$12,489,582	\$17,275,086
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	3,565,871	4,049,641	4,009,410	3,372,937	4,469,193
Passenger Miles	20,684,658	23,441,620	23,222,831	22,531,911	29,858,473
Total Actual Vehicle Revenue Hours (a)	218,231.8	231,733.4	243,500.0	178,755.3	236,925.0
Total Actual Vehicle Revenue Miles (b)	2,935,865.0	3,124,976.1	3,130,086.0	2,440,371.4	3,239,959.0
Total Actual Vehicle Miles	3,256,030.4	3,428,780.4	3,444,027.0	2,687,219.1	3,563,258.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$91.43	\$89.73	\$87.34	\$87.08	\$88.67
Farebox Recovery Ratio	18.65%	20.16%	17.79%	19.76%	17.77%
Subsidy per Passenger	\$4.55	\$4.10	\$4.36	\$3.70	\$3.87
Subsidy per Passenger Mile	\$0.78	\$0.71	\$0.75	\$0.55	\$0.58
Subsidy per Revenue Hour (a)	\$74.37	\$71.64	\$71.80	\$69.87	\$72.91
Subsidy per Revenue Mile (b)	\$5.53	\$5.31	\$5.59	\$5.12	\$5.33
Passenger per Revenue Hour (a)	16.3	17.5	16.5	18.9	18.9
Passenger per Revenue Mile (b)	1.21	1.30	1.28	1.38	1.38

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



**Table 2 -- SunLine Transit Agency -- SRTP Service Summary**  
**FY 2012/13 Short Range Transit Plan**  
**Excluded Routes**

	<b>FY 2009/10 Audited</b>	<b>FY 2010/11 Audited</b>	<b>FY 2011/12 Plan</b>	<b>FY 2011/12 3rd Qtr Actual</b>	<b>FY 2012/13 Plan</b>
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			2		4
<b>Financial Data</b>					
Total Operating Expenses	\$1,305,177	\$859,348	\$909,767	\$521,138	\$1,269,662
Total Passenger Fare Revenue	\$141,856	\$100,939	\$181,953	\$51,688	\$231,371
Net Operating Expenses (Subsidies)	\$1,163,322	\$758,408	\$727,814	\$469,451	\$1,038,291
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	147,881	105,839	98,793	63,900	167,725
Passenger Miles	831,268	596,122	556,207	419,068	1,098,598
Total Actual Vehicle Revenue Hours (a)	13,560.8	9,044.8	11,640.0	5,567.7	13,446.0
Total Actual Vehicle Revenue Miles (b)	205,892.0	103,923.9	126,749.0	64,234.6	184,677.0
Total Actual Vehicle Miles	220,535.7	121,176.3	149,797.0	72,083.0	212,910.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$96.25	\$95.01	\$78.16	\$93.60	\$94.43
Farebox Recovery Ratio	10.86%	11.75%	20.00%	9.92%	18.22%
Subsidy per Passenger	\$7.87	\$7.17	\$7.37	\$7.35	\$6.19
Subsidy per Passenger Mile	\$1.40	\$1.27	\$1.31	\$1.12	\$0.95
Subsidy per Revenue Hour (a)	\$85.79	\$83.85	\$62.53	\$84.32	\$77.22
Subsidy per Revenue Mile (b)	\$5.65	\$7.30	\$5.74	\$7.31	\$5.62
Passenger per Revenue Hour (a)	10.9	11.7	8.5	11.5	12.5
Passenger per Revenue Mile (b)	0.72	1.02	0.78	0.99	0.91

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



*Table 2 -- SunLine-BUS -- SRTIP Service Summary*  
 FY 2012/13 Short Range Transit Plan  
 All Routes

	<b>FY 2009/10 Audited</b>	<b>FY 2010/11 Audited</b>	<b>FY 2011/12 Plan</b>	<b>FY 2011/12 3rd Qtr Actual</b>	<b>FY 2012/13 Plan</b>
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			42		45
<b>Financial Data</b>					
Total Operating Expenses	\$17,440,864	\$17,816,114	\$16,917,135	\$13,066,033	\$17,016,774
Total Passenger Fare Revenue	\$3,458,487	\$3,882,023	\$3,140,309	\$2,844,117	\$3,137,198
Net Operating Expenses (Subsidies)	\$13,982,377	\$13,934,091	\$13,776,826	\$10,221,917	\$13,797,665
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	3,607,733	4,045,018	3,998,799	3,344,604	4,513,705
Passenger Miles	20,292,932	22,760,394	22,513,234	21,909,801	23,564,759
Total Actual Vehicle Revenue Hours (a)	180,684.2	188,684.5	201,952.0	142,956.9	194,665.0
Total Actual Vehicle Revenue Miles (b)	2,467,481.8	2,522,185.9	2,541,666.0	1,894,067.8	2,602,445.0
Total Actual Vehicle Miles	2,694,500.9	2,754,861.4	2,785,482.0	2,061,775.8	2,836,833.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$96.53	\$94.42	\$83.77	\$91.40	\$87.42
Farebox Recovery Ratio	19.82%	21.79%	18.56%	21.77%	18.44%
Subsidy per Passenger	\$3.88	\$3.44	\$3.45	\$3.06	\$3.07
Subsidy per Passenger Mile	\$0.69	\$0.61	\$0.61	\$0.47	\$0.47
Subsidy per Revenue Hour (a)	\$77.39	\$73.85	\$68.22	\$71.50	\$71.30
Subsidy per Revenue Mile (b)	\$5.67	\$5.52	\$5.42	\$5.40	\$5.33
Passenger per Revenue Hour (a)	20.0	21.4	19.8	23.4	23.2
Passenger per Revenue Mile (b)	1.46	1.60	1.57	1.77	1.73

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



**Table 2 -- SunLine-DAR -- SRTP Service Summary**  
**FY 2012/13 Short Range Transit Plan**  
**All Routes**

	<b>FY 2009/10 Audited</b>	<b>FY 2010/11 Audited</b>	<b>FY 2011/12 Plan</b>	<b>FY 2011/12 3rd Qtr Actual</b>	<b>FY 2012/13 Plan</b>
<b>Fleet Characteristics</b>					
Peak-Hour Fleet			23		26
<b>Financial Data</b>					
Total Operating Expenses	\$3,818,264	\$3,836,766	\$5,260,219	\$3,021,229	\$5,260,219
Total Passenger Fare Revenue	\$406,424	\$411,466	\$826,418	\$284,112	\$826,418
Net Operating Expenses (Subsidies)	\$3,411,840	\$3,425,300	\$4,433,800	\$2,737,117	\$4,433,800
<b>Operating Characteristics</b>					
Unlinked Passenger Trips	106,019	110,462	109,404	92,233	123,213
Passenger Miles	1,222,995	1,277,347	1,265,804	1,041,178	1,392,312
Total Actual Vehicle Revenue Hours (a)	51,108.4	52,093.7	53,188.0	41,366.1	55,706.0
Total Actual Vehicle Revenue Miles (b)	674,275.2	706,714.1	715,169.0	610,538.2	822,191.0
Total Actual Vehicle Miles	782,065.2	795,095.3	808,342.0	697,526.3	939,335.0
<b>Performance Characteristics</b>					
Operating Cost per Revenue Hour	\$74.71	\$73.65	\$98.90	\$73.04	\$94.43
Farebox Recovery Ratio	10.64%	10.72%	15.71%	9.40%	15.71%
Subsidy per Passenger	\$32.18	\$31.01	\$40.53	\$29.68	\$35.98
Subsidy per Passenger Mile	\$2.79	\$2.68	\$3.50	\$2.63	\$3.18
Subsidy per Revenue Hour (a)	\$66.76	\$65.75	\$83.36	\$66.17	\$79.59
Subsidy per Revenue Mile (b)	\$5.06	\$4.85	\$6.20	\$4.48	\$5.39
Passenger per Revenue Hour (a)	2.1	2.1	2.1	2.2	2.2
Passenger per Revenue Mile (b)	0.16	0.16	0.15	0.15	0.15

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

## **CHAPTER 3 – PLANNED SERVICE CHANGES AND IMPLEMENTATION**

### *3.1 Recent Service Changes*

SunLine currently operates 12 fixed route transit services mostly covering the urbanized area of the Coachella Valley, serving SunLine's nine member cities (Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage) as well as the unincorporated communities of Bermuda Dunes, Mecca, Oasis, Thermal and Thousand Palms. In FY 2010/11, SunLine served over 4 million passengers system-wide, with 4,045,018 boardings recorded on fixed route buses, and 110,462 rides by ADA paratransit clients. FY 2011/12 is on target to be around 10 percent higher than these numbers. Changes helping achieve this outcome were the Lines 80 and 81 Indio route restructure, two additional Line 14 a.m. peak trips, and a Line 70 extra p.m. supplementary school trip.

### *3.2 Recommended Short Term Service Improvements*

For FY 2012/13, the Agency intends to introduce one new route and modify one route. Details are provided below.

#### Riverside Commuter Express Service:

A Palm Desert to Riverside Commuter Express service is planned to commence in FY 2012/13, providing a key regional link to jobs, job services, and other services located in Western Riverside County. This service has funding from the FTA Job Access Reverse Commute (JARC) and New Freedom grant programs as well as the partnership between SunLine and Riverside Transit Agency. Each partner is sharing half of the operating costs. SunLine will upgrade existing buses for this service.



### Palm Desert Line 53:

Line 53 is currently SunLine's lowest performing route in terms of ridership and productivity (rides generated per hour of service). SunLine plans to restructure Line 53 in FY 2012/13 to improve its performance. Strategies proposed include restoring service to the Country Club Drive/Portola Avenue area of Palm Desert where many apartments and mobile homes are located, as well as rerouting the service to serve the Palm Desert Seniors Center (Joslyn Center Catalina Street). A possible extension of the route to Xavier School is also being studied. Coordinated operation of Lines 32 and 53 is being considered (each would operate every 60 minutes on weekdays). Line 53 service on weekdays and on weekends may also need to be revised with shorter operating hours and possibly revised days of operation. These strategies together are intended to bring this line up to a satisfactory service performance.

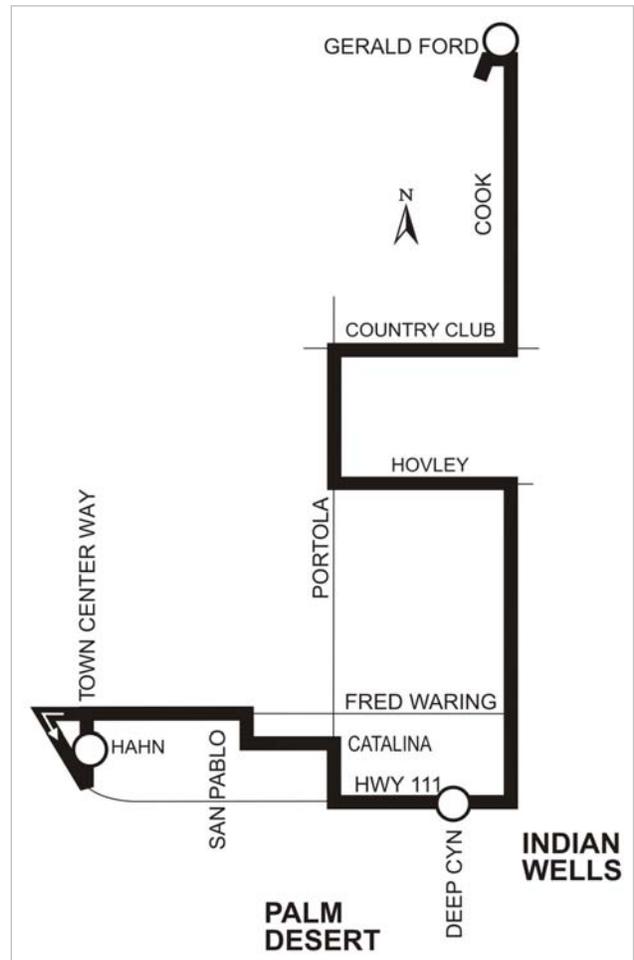
### Future Year Priority Changes:

Funding levels available for subsidizing transit operations are slowly improving, meaning SunLine is hopeful that sufficient operating funds may become available in FY 2013/14 or FY 2014/15 to support the following service improvements:

- Line 14: Desert Hot Springs – Palm Springs
  - 20 minute instead of 35 minute weekday daytime service headways
  - 30 minute instead of 45 minute weekend service headways
- Line 30: Cathedral City – Palm Springs
  - 20 minute instead of 30 minute weekday daytime service headways
  - 30 minute instead of 40 minute weekend service headways
- Line 70: La Quinta
  - 30 minute instead of 45 minute weekday daytime service headways
  - 45 minute instead of 90 minute weekend service headway
- Line 80/81: Indio
  - 30 minute instead of 60 minute weekday daytime service headway
- Line 111: Palm Springs – Indio
  - 30 minute instead of 40 minute weekend headway

These changes require increased funding (not yet available) to sustain their ongoing operation.

### Other Studies:



### Coachella Area Route Restructuring

SunLine planning staff is currently studying a restructure of Coachella area bus routes. The following concepts are being studied:

- Line 90 revised routing to expand coverage to Avenue 54 and Avenue 52.
- Line 91 terminate at Coachella
- Line 111 extend from Indio to Coachella

The restructure of Line 90 is not expected to require additional resources to operate a 40 minute service schedule for the expanded route alignment.

The restructure of Lines 90 and 111 is based on having a new transit hub in Coachella. This project will take some years to be completed and will be included in a future SRTP.

### Desert Hot Springs Restructuring Study

SunLine planning staff is investigating a restructure of its transit lines in the north section of Desert Hot Springs. As Line 14 continues to grow in ridership and service levels, Line 15 should extend to the Mission Lakes area to better match service level with potential demand. This project is still in the planning stages. On completion of analysis, a proposal will be developed for consideration in a future SRTP.

### Unmet Needs

SunLine is studying potential service options for the small communities of North Shore and Desert Edge/Sky Valley, which were unmet transit needs noted during the Coordinated Plan process led by Riverside County Transportation Commission. These studies are ongoing and may result in service initiatives to be included in subsequent SRTP years.

### Other Proposed Schedule Changes

In order to better match service headways for with ridership and for passengers transferring between lines, the following schedule changes are being investigated:

- Line 24: Operate 40 instead of 45 minute service frequency
- Public Holidays – operate weekend schedule on Memorial Day, July 4<sup>th</sup>, Labor Day, etc.

### *3.3 Longer Term Service Modifications and Adjustments*

In light of ongoing challenges with operating funding, staff plans to continue evaluating existing services for further modifications for approval by the Board of Directors, as set out in section 3.2 above. SunLine will also continue to use the PIP measurements and a proposed new set of Service Standards as guidelines to improve service efficiency and effectiveness.

It is also important that SunLine continue investigating longer term options to provide 15 minute service on key routes such as Lines 30 and 111, as well as 30 minute service or better where warranted on SunLine's other transit lines. These improvements require significant additional new operating funding, which is not anticipated in the three years of this SRTP.

### *3.4 Marketing Plans and Promotion*

SunLine plans to promote and market existing service and new service routes implemented in FY 2012/13. The marketing plan will entail conducting more public outreach to businesses and schools along the routes, as well as advertise service in bus shelters, on the buses and on our website and promoting the Google Transit and Bus Tracker applications. Furthermore, staff intends to work more closely with businesses in the Coachella Valley to promote ridership, especially employees that use the Coachella Valley Employer Pass for their commuting needs.

### 3.5 Budget Impacts on Proposed Change

In FY 2012/13, SunLine plans to introduce a Palm Desert to Riverside Commuter Express service. Based on the proposal for this service, the operating budget is approximately \$300,000 per year. This will be funded by an estimated \$50,000 in fare revenue, an average of \$130,000 in grant funding (JARC/New Freedom) and approximately \$120,000 in additional local funds, half of each coming from SunLine and its partner agency for this service, Riverside Transit Agency.

The proposed changes to Line 53 would be cost neutral or reduce operating costs. Other subsequent proposed changes or those being studied are not yet funded, and would be listed in a subsequent SRTP.

**TABLE 3A - INDIVIDUAL ROUTE DESCRIPTIONS**

<b>Line #</b>	<b>Route Class</b>	<b>Route Description / Cities Served</b>
Line 14	Regional	Serves the Cities of Desert Hot Springs and Palm Springs
Line 15	Local	Serves residents of Desert Hot Springs
Line 24	Local	Serves the City of Palm Springs
Line 30	Regional	Serves the cities of Palm Springs and Cathedral City
Line 32	Local	Provides service to the Cities of Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, and Palm Desert
Line 53	Local	Service is provided to the City of Palm Desert
Line 70	Local	Service is offered to the Cities of La Quinta, Bermuda Dunes, Palm Desert, and Indian Wells
Lines 80-81	Local	Offer service to City of Indio
Line 90	Local	Offers service to the Cities of Indio and Coachella
Line 91	Local	Serves the Cities of Coachella and Indio, and the unincorporated communities of Mecca, Thermal and Oasis
Line 111	Regional	Service is provided to the Cities of Indio, La Quinta, Indian Wells, Palm Desert, Rancho Mirage, Cathedral City and Palm Springs
<b>Proposed New Routes</b>		
Line 210	Express	Proposed new Commuter Express bus service linking Palm Desert, I-10 at Thousand Palms, Cabazon (Morongo Casino), Banning, Beaumont, Moreno Valley, and Riverside (joint service incorporated into existing Riverside Transit Agency Commuter Link Route 210).

**TABLE 3B - FY 2012/13 NEW/EXISTING ROUTES EXEMPTION SHEET**

<b>ROUTE #</b>	<b>MODE</b>	<b>SERVICE TYPE</b>	<b>ROUTE DESCRIPTION</b>	<b>DATE OF IMPLEMENTATION</b>	<b>ROUTE EXEMPTION END DATE</b>
Line 15	FR	Directly operated	City of Desert Hot Springs	September 2010	FY 2013
Line 53	FR	Directly Operated	City of Palm Desert	September 2010	FY 2013
Line 210	FR	Directly Operated	Palm Desert – Riverside Commuter Express	September 2012 (proposed)	FY2015



Table 3 - SRTP Route Statistics  
 SunLine Transit Agency -- 8  
 FY 2012/13  
 All Routes

Data Elements

Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Net Subsidy
SUN-111	Total	14	1,632,828	10,695,027	60,516.0	62,703.0	814,549.0	870,695.0	\$5,291,937	\$1,014,490	\$4,277,447
SUN-14	Total	6	529,150	3,465,929	23,099.0	24,332.0	307,714.0	345,253.0	\$2,058,878	\$333,647	\$1,725,231
SUN-15	Total	1	98,605	645,860	5,554.0	5,891.0	60,968.0	71,226.0	\$424,747	\$84,949	\$339,798
SUN-210	Total	2	17,850	116,918	2,206.0	4,363.0	55,146.0	63,630.0	\$379,451	\$53,329	\$326,122
SUN-24	Total	2	195,166	1,278,336	10,882.0	11,565.0	136,819.0	149,997.0	\$894,490	\$178,898	\$715,592
SUN-30	Total	5	800,839	5,245,492	21,788.0	23,172.0	206,718.0	237,344.0	\$1,415,377	\$283,075	\$1,132,302
SUN-32	Total	3	246,831	1,616,743	16,696.0	17,876.0	271,760.0	296,547.0	\$1,768,425	\$332,464	\$1,435,961
SUN-53	Total	1	51,270	335,820	5,686.0	6,081.0	68,563.0	78,054.0	\$465,464	\$93,093	\$372,371
SUN-70	Total	4	254,335	1,665,893	9,901.0	10,445.0	132,267.0	147,245.0	\$878,078	\$167,841	\$710,237
SUN-80	Total	1	123,557	809,301	5,434.0	5,524.0	58,800.0	62,064.0	\$370,110	\$74,022	\$296,088
SUN-81	Total	1	101,081	662,080	5,419.0	5,509.0	53,748.0	57,012.0	\$339,982	\$64,797	\$275,186
SUN-90	Total	2	229,082	1,500,485	11,965.0	12,145.0	143,165.0	149,794.0	\$893,278	\$178,656	\$714,623
SUN-91	Total	3	233,111	1,526,875	15,519.0	15,961.0	292,228.0	307,972.0	\$1,836,557	\$277,937	\$1,558,620
SUN-DAR	Total	26	123,213	1,392,312	55,706.0	62,798.0	822,191.0	939,335.0	\$5,260,219	\$826,418	\$4,433,800
<b>Service Provider Totals</b>		71	4,636,918	30,957,071	250,371.0	268,365.0	3,424,636.0	3,776,168.0	\$22,177,354	\$3,945,888	\$18,231,466



Table 3 - SRTP Route Statistics  
 SunLine Transit Agency -- 8  
 FY 2012/13  
 All Routes

Performance Indicators

Route #	Day Type	Operating Cost Per Revenue Hour	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-111	Total	\$87.45	\$6.50	\$3.24	19.17%	\$2.62	\$0.40	\$70.68	\$5.25	27.0	2.00
SUN-14	Total	\$89.13	\$6.69	\$3.89	16.20%	\$3.26	\$0.50	\$74.69	\$5.61	22.9	1.72
SUN-15	Total	\$76.48	\$6.97	\$4.31	19.99%	\$3.45	\$0.53	\$61.18	\$5.57	17.8	1.62
SUN-210	Total	\$172.01	\$6.88	\$21.26	14.05%	\$18.27	\$2.79	\$147.83	\$5.91	8.1	0.32
SUN-24	Total	\$82.20	\$6.54	\$4.58	20.00%	\$3.67	\$0.56	\$65.76	\$5.23	17.9	1.43
SUN-30	Total	\$64.96	\$6.85	\$1.77	20.00%	\$1.41	\$0.22	\$51.97	\$5.48	36.8	3.87
SUN-32	Total	\$105.92	\$6.51	\$7.16	18.79%	\$5.82	\$0.89	\$86.01	\$5.28	14.8	0.91
SUN-53	Total	\$81.86	\$6.79	\$9.08	19.99%	\$7.26	\$1.11	\$65.49	\$5.43	9.0	0.75
SUN-70	Total	\$88.69	\$6.64	\$3.45	19.11%	\$2.79	\$0.43	\$71.73	\$5.37	25.7	1.92
SUN-80	Total	\$68.11	\$6.29	\$3.00	20.00%	\$2.40	\$0.37	\$54.49	\$5.04	22.7	2.10
SUN-81	Total	\$62.74	\$6.33	\$3.36	19.05%	\$2.72	\$0.42	\$50.78	\$5.12	18.7	1.88
SUN-90	Total	\$74.66	\$6.24	\$3.90	19.99%	\$3.12	\$0.48	\$59.73	\$4.99	19.1	1.60
SUN-91	Total	\$118.34	\$6.28	\$7.88	15.13%	\$6.69	\$1.02	\$100.43	\$5.33	15.0	0.80
SUN-DAR	Total	\$94.43	\$6.40	\$42.69	15.71%	\$35.98	\$3.18	\$79.59	\$5.39	2.2	0.15
<b>Service Provider Totals</b>		\$88.58	\$6.48	\$4.78	17.79%	\$3.93	\$0.59	\$72.82	\$5.32	18.5	1.35

## **CHAPTER 4 – FINANCIAL AND CAPITAL PLANS**

### *4.1 Operating and Capital Budget*

For FY 2012/13, SunLine plans to use funding from various sources to operate its fixed route and paratransit services, including using Section 5307 funds apportioned by the Federal Transit Administration (FTA) for operating assistance, preventative maintenance, and transit capital projects. Other funding sources will include Proposition 1B capital transit and transit security funds, State Transit Assistance (STA) funds, Local Transportation Funds (LTF), Measure A local funding, FTA Section 5311 rural operating assistance funding, Section 5316 JARC grants, and Section 5317 New Freedom grants. Other potential funding sources include revenue from SunLine's Bus Advertising program and a contribution from Riverside Transit Agency towards the operating costs for the Palm Desert to Riverside Commuter Express service.

### *4.2 Funding Plans to Support Proposed Operating and Capital Program*

For fiscal year 2012/13, the funding plan to support proposed operating and capital program will entail new funding requested for the fiscal year and may in future updates include carryover funds from prior years. The funding plan for operating assistance uses new LTF, Measure A, FY 2012 Section 5307 Operating Assistance and Preventative Maintenance funding, Section 5311 Rural Operating Assistance, Section 5316 JARC and Section 5317 New Freedom grants as well as other revenue (advertising, RTA subsidy) and revenue generated from passenger fares. The funding plan for capital improvement projects will comprise of new funding from FTA Section 5307 funds, and State Prop 1B Security and STA funds. The funding plans to support the proposed operating and capital program are outlined below.

#### *4.2.1 Operating Budget:*

The estimated operating budget plan, outlined in Table 4, consist of funds from various funding sources that include:

- Estimated new Local Transportation funds (LTF) totaling \$11,000,000
- Estimated Measure A funds totaling \$4,500,000
- A total estimate of \$264,566 from the Section 5311 funding program
- Estimated Section 5307 funds for operating assistance and Preventive Maintenance in the amounts of \$924,804 and \$1,799,126 respectively
- Revenues from the Bus and Bus Shelter Advertising Programs estimated at \$50,000
- \$61,597 contribution from Riverside Transit Agency for operating funding for proposed Palm Desert - Riverside Commuter Express service
- Allocated Section 5316 JARC and Section 5317 New Freedom funds of \$125,310 and \$101,951, respectively for the Riverside Commuter Express service and the Taxi Voucher Program in the Coachella Valley.
- A total of \$3,350,000 in revenue estimated to be collected in passenger fares

#### *4.2.2 Capital Improvement Program budget:*

The estimated capital improvement program budget shown in Table 4 includes funding from the following sources:

- \$440,000 estimated in new State Transit Assistance funds for FY 2012/13
- Estimated new Section 5307 capital assistance funds in the amount of \$1,795,286
- Estimated amount of \$394,714 in Prop 1B Transit Security funding to be used in funding transit safety and security enhancement projects.

#### *4.3 Regulatory and Compliance Requirements*

##### Americans with Disability Act (ADA)

SunLine complies with ADA Regulations with accessible vehicles used for transit services and ADA paratransit vans. Supervisor vans are also equipped with wheelchair lifts. The agency continues to work with local jurisdictions to continue to increase the number of accessible bus stops in full compliance with ADA guidelines.

##### Disadvantaged Business Enterprises (DBE)

In FY 2010/11, staff submitted its bi-annual DBE report to Federal Transit Administration (FTA). Staff is working on gathering information to develop and submit its DBE report to the Federal Transit Administration in FY 2012/13.

##### Equal Employment Opportunity (EEO)

SunLine complies with federal regulations pertaining to employment and submits its EEO Report every other year to the Federal Transit Administration. A report was submitted in 2011.

##### Title VI

SunLine's Title VI Report was updated and submitted to the FTA for the three-year required mandate for updating the report. The Board approved the FY 2010/11 Updated Report which has been approved by the FTA.

##### Transportation Development Act (TDA) Triennial Audit

In FY 2009/10, RCTC commissioned Mayer, Hoffman and McCann PC to conduct the Triennial Performance Audit as required by TDA, with no findings resulting from this audit. The next audit is due in FY 2012/13.

##### Federal Transit Administration Triennial Audit

Staff completed the FTA FY 2010 Triennial Audit in June 2010. All recommendations and findings have been addressed and approved by FTA. The next audit is due in FY 2013.

##### National Transit Database (NTD) Report and Sampling

Staff completed NTD Section sampling in mid 2011. Next sampling will be required in FY 2013/14. SunLine is planning to run parallel sampling using manual samples and Automatic Passenger Counter (APC) data in order to gain approval to use APC data in future reporting.

##### Alternative Fueled Vehicles

SunLine conforms to RCTC Alternative Fuel Policy with all vehicles in the fleet using CNG fuels. The current fleet consists of 56 40-foot CNG buses, 3 40-foot Hydrogen Fuel Cell buses, ten 32-foot CNG buses, 31 22-foot paratransit buses, and 39 non-revenue CNG or electric vehicles.

**SUNLINE TRANSIT AGENCY  
FY 2012/13 SRTP - TABLE 4  
FY 2012/13 OPERATING and CAPITAL ASSISTANCE BY FUNDING SOURCE**

Operating Assistance		Total Amount Including Carryover	Total Amount Without Carryover Funds	Total Carryover Amount	LTF	Carryover LTF	Measure A	Federal Sec 5307	Carryover Sec 5307 Funds	Federal Sec 5308	Federal Sec 5311	Federal Sec 5316	Federal Sec 5317	Carryover Federal Sec 5316	Carryover Federal Sec 5317	Other Revenue*	Farebox
Operating Assistance		\$ 20,378,228	\$ 20,217,326	\$ 160,902	\$ 11,000,000	\$ -	\$ 4,500,000	\$ 924,804	\$ -	\$ -	\$ 264,566	\$ 6,253	\$ 60,106	\$ 119,057	\$ 41,845	\$ 111,597	\$ 3,350,000
Preventive Maintenance		1,799,126	\$ 1,799,126	0			0	1,799,126		0	0	0	\$ -	0	0		
<b>Total: Operating</b>		<b>22,177,354</b>	<b>\$ 22,016,452</b>	<b>160,902</b>	<b>11,000,000</b>	<b>0</b>	<b>4,500,000</b>	<b>2,723,930</b>	<b>0</b>	<b>0</b>	<b>264,566</b>	<b>6,253</b>	<b>\$ 60,106</b>	<b>119,057</b>	<b>41,845</b>	<b>111,597</b>	<b>3,350,000</b>
Capital Assistance		Capital Project #	Total Amount Including Carryover	Total Amount Without Carryover Funds	Total Carryover Amount	LTF	Carryover STA Funds	STA	Federal Section 5307	Carryover Federal Sec 5307	Federal Sec 5308	Prop 1B Transit Security Funds	Prop 1B Capital Transit [PTMISEA]	Federal Sec 5316	Federal Sec 5317	Federal Sec 5309	
Bus Rehabilitation		SL-13-01	\$ 50,000	\$ 50,000	\$ -			\$ 10,000	\$ 40,000								
Replacement Service Vehicles (incl. 2 trucks, 4 relief cars)		SL-13-02	\$ 220,000	\$ 220,000	\$ -			\$ 44,000	\$ 176,000								
Thousand Palms Yard Repaving		SL-13-03	\$ 900,000	\$ 900,000	\$ -			\$ 180,000	\$ 720,000								
Transit Stop Enhancements		SL-13-04	\$ 394,714	\$ 394,714	\$ -			\$ -	\$ -			\$ 394,714					
Facility Improvement		SL-13-05	\$ 200,000	\$ 200,000	\$ -			\$ 40,000	\$ 160,000								
Office Furniture		SL-13-06	\$ 100,000	\$ 100,000	\$ -			\$ 20,000	\$ 80,000								
IT Projects		SL-13-07	\$ 105,000	\$ 105,000	\$ -			\$ 21,000	\$ 84,000								
New Agency Phone System		SL-13-08	\$ 115,000	\$ 115,000	\$ -			\$ 23,000	\$ 92,000								
Spare Fareboxes (5)		SL-13-09	\$ 60,000	\$ 60,000	\$ -			\$ 12,000	\$ 48,000								
Rider Survey Study		SL-13-10	\$ 100,000	\$ 100,000	\$ -			\$ 20,000	\$ 80,000								
Maintenance Tools & Equipment		SL-13-11	\$ 50,000	\$ 50,000	\$ -			\$ 10,000	\$ 40,000								
<b>Total: Capital</b>			<b>\$ 2,294,714</b>	<b>\$ 2,294,714</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 380,000</b>	<b>\$ 1,520,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 394,714</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Notes:**

Above STA funds kept low in FY12-13 with \$380,000 programed versus RCTC \$2,535,874 estimated allocation.

This preserves \$2.1 Million for matching FTA State of Good Repair and Clean Fuel grant applications being submitted March-April 2012 for replacement CNG fuel station and Solar Panels at Thousand Palms plus a Mile Hybrid bus project.

Total Revenue for PIP calculation include: Farebox of \$3,300,000 + \$50,000 for new/extra service fare revenue. Other Revenue is \$50,000 advertising and \$61,597 from RTA for Riverside Commuter Express Line.

\$490,000 of the Measure A funds is needed to meet 17.8% farebox recovery.

Section 5316 carryover is \$119,057 unused from FY11-12 due to Riverside Commuter Express Project not having launched. New 5316 is SunLine Admin. costs. The Riverside Commuter Express funding is in the carryover of both 5316, 5317.

Section 5317 carryover is 41,845, that being 4/12 of one year of Funding for Taxi Voucher Program due to project starting in November 2011, plus full \$15,000 of first year funding for Riverside Commuter Express Project.

The new 5317 funds are one year of Admin. fee plus 8/12 of Taxi Voucher Program, which together with carryover provides one year of operation.

These amounts do not include RCTC Rideshare of CVAG Roy Center/Mobility Management pass throughs (See Table 4.1)

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-01

PROJECT NAME

Bus Rehabilitation

PROJECT DESCRIPTION

Funding would enable SunLine to rehabilitate old buses in its fleet due to fading of the painting and color scheme on the buses, as well as purchase other equipment to repair or rehabilitate buses.

PROJECT JUSTIFICATION

Currently, there are a number of buses in the fleet with paint and colors on the exterior and interior that has faded. Rehabilitating the buses would restore the colors in the interior and on the exterior.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$40,000
STA	<u>\$10,000</u>
TOTAL	\$50,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y876	SL11-01	Bus Rehabilitation	\$132,000
CA-90-Y913	SL12-01	Bus Rehabilitation	\$160,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-02

PROJECT NAME

Purchase of replacement revenue and non-revenue vehicles

PROJECT DESCRIPTION

Purchase four (4) replacement CNG relief cars and two (2) replacement service trucks that have met their useful life based on federal guidelines. Carryover funds include purchase of replacement paratransit vehicles.

PROJECT JUSTIFICATION

This continues SunLine’s goal of replacing non-revenue vehicles in its fleet in adherence to federal guidelines on useful life expectancy of these vehicles. Purchasing the replacement buses during this fiscal year ensures that SunLine continues to replace older vehicles in the fleet to comply with federal and state laws in a timely manner.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$176,000
STA	<u>\$44,000</u>
TOTAL	\$220,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y913	SL12-02	7 Replacement Paratransit Vans	\$665,000
CA-04-0176	SL11-07	8 Replacement Paratransit Vans	\$937,500

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-03

PROJECT NAME

Thousand Palms Yard Repaving

PROJECT DESCRIPTION

Complete a full repaving of the existing bus yard and staff car parking area at the Thousand Palms Operating Division which are over 20 years old and worn out, broken up and uneven, creating an operational safety hazard.

PROJECT JUSTIFICATION

The project will fully repave the existing bus yard and staff car parking area at the Thousand Palms Operating Division, addressing a 20 plus year old, worn out, broken up and uneven pavement which has become a trip hazard for staff.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$720,000
STA	<u>\$180,000</u>
TOTAL	\$900,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-04

PROJECT NAME

Transit Stop Enhancements

PROJECT DESCRIPTION

Enhance existing bus stops as recommended in the COA. Funding requested for transit enhancements will address FTA requirement to utilize 1% of the Section 5307 apportionment on Safety and Security, as well as the one percent requirement for transit enhancements. Primary activity is the purchase and installation of new shelter sheds, including site improvements where required.

PROJECT JUSTIFICATION

Continued improvements (primarily new shelter sheds) to bus stops for the safety and comfort of passengers as recommended in the Comprehensive Operational Analysis. The service area experiences extreme temperatures in summer months, making the shelter sheds a valuable addition to stop facilities. By mid-2013, 71% of all stops will have shelter sheds installed and this funding should allow for over 85% of stops to have this facility.

PROJECT FUNDING SOURCES (REQUESTED)

Prop 1B Security	<u>\$394,714</u>
TOTAL	\$394,714

<i><b>FTA Grant #</b></i>	<i><b>RCTC Grant #</b></i>	<i><b>Description</b></i>	<i><b>Unexpended balance</b></i>
CA-90-Y913 (incl. Carryover FTA 5316)	SL12-03		\$65,678
CA-90-Y876	SL11-03		\$240,000
CA-90-Y706	SL10-03		\$826,599

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-05

PROJECT NAME

Facility Improvements

PROJECT DESCRIPTION

Funds requested in this fiscal year will enable SunLine to improve existing facilities, including roof repair and replacement, new carpeting and blinds, and repair of parking facilities for staff use.

PROJECT JUSTIFICATION

Project is necessary for facilities and ground improvements at Thousand Palms and Indio.

PROJECT FUNDING SOURCES

FTA Section 5307	\$160,000
STA	<u>\$40,000</u>
TOTAL	\$200,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y876	SL11-05	Facility Improvements	\$323,500
CA-90-Y913	SL12-05	Facility Improvements	\$550,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-06

PROJECT NAME

Office furniture

PROJECT DESCRIPTION

Purchase new furniture to replace existing furniture for staff in various departments.

PROJECT JUSTIFICATION

Continuation of the office furniture program to replace and add furniture as they reach the end of their cycle life.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$80,000
STA	<u>\$20,000</u>
TOTAL	\$100,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y876	SL11-08	Office Furniture	\$285,000
CA-90-Y913	SL12-07	Office Furniture	\$120,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-07

PROJECT NAME

Information Technology System (IT) Projects

PROJECT DESCRIPTION

Purchase various IT equipment, software and hardware for existing agency system needs.

PROJECT JUSTIFICATION

Use of IT equipment is critical to the daily functions staff performs and helps to streamline operations and reports for SunLine services.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$84,000
STA	<u>\$21,000</u>
TOTAL	\$105,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y913	SL12-09	ITS and IT projects	\$500,000
	SL12-12	ERMS Project	\$500,000
CA-90-Y706	SL10-06	ITS Equipment	\$75,430

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-08

PROJECT NAME

Purchase New Agency Telephone System

PROJECT DESCRIPTION

This project will see the SunLine Transit Agency telephone system be replaced with a modern, state of the art system.

PROJECT JUSTIFICATION

The existing telephone system is over a decade old and is hard to keep functioning due to availability of parts and the worn out equipment. The agency is at risk of this key system failing, resulting in severe disruption to agency communications and services.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$92,000
STA	<u>\$23,000</u>
TOTAL	\$115,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-09

PROJECT NAME

Purchase Spare Fareboxes

PROJECT DESCRIPTION

Purchase five (5) new fareboxes to act as spare units to allow existing units to be repaired.

PROJECT JUSTIFICATION

The project will allow maintenance staff to better manage the Agency's fareboxes by allowing more time for repair of broken fareboxes without taking buses out of service.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$48,000
STA	<u>\$12,000</u>
TOTAL	\$60,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
	SL12-08	New Ticket Vending Machine	\$75,000

## TABLE 4A – CAPITAL PROJECT JUSTIFICATION

### PROJECT NUMBER

SL 13-10

### PROJECT NAME

Rider Survey

### PROJECT DESCRIPTION

Conduct a sample survey of SunLine Transit Agency riders to compile a profile of riders and how they use the system. It has been five years since the last survey (2008) and the economic climate has changed substantially since that time. The survey provides critical information in support of the agency's planning and marketing efforts.

SunLine is requesting funding to complete this survey in the first half of calendar year 2013. The same project will include SunLine's collection of ridecheck data for NTD Section 15.

### PROJECT JUSTIFICATION

The requested funding will enable SunLine to work with selected consultants to design and conduct the survey and NTD Section 15 ridechecks.

### PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$160,000
STA	<u>\$40,000</u>
TOTAL	\$200,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y913	SL12-10	BRT, Indio Facility Studies	\$450,000
CA-90-Y913	SL12-08	Ticket Vending Machine Study	\$75,000

**TABLE 4A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 13-11

PROJECT NAME

Maintenance Tools & Equipment

PROJECT DESCRIPTION

Purchase major replacement tools, equipment and parts used in routine vehicle maintenance. The items to be purchased can include multi-meters, torque wrenches, impact sockets, software updates, service jacks, miscellaneous air and hand tools, and drill bits.

PROJECT JUSTIFICATION

Equipment must be replaced to ensure proper maintenance of revenue service vehicles.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$40,000
STA	<u>\$10,000</u>
TOTAL	\$50,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>
CA-90-Y913	SL12-11	Maintenance Tools and Equipment	\$100,000
CA-90-Y876	SL11-09	Maintenance Tools and Equipment	\$157,800

**SunLine Transit Agency**  
 FY 2012/13  
 Summary of Funds Requested  
 Short Range Transit Plan

**Table 4.1 - Summary of Universal Call for Projects Funding Request for FY 2012/13**

Project Description - Operating Assistance	Capital Project Number	Total Amount of Funds	Local Match	LTF	STA	Section 5307 Indio Cathedral City Palm Springs	Section 5316 [JARC]	Section 5317 [NF]	Farebox Recovery Ratio
Riverside County Transportation Commission - Rideshare		\$84,000	\$42,000				\$42,000		
Coachella Valley Association of Governments		\$107,618	\$53,809				\$53,809		
						\$0			
<b>Subtotal: Operating</b>		\$191,618	\$95,809	\$0	\$0	\$0	\$95,809	\$0	\$0
CVAG - Mobility Manager		\$9,060	\$1,812			\$0	\$7,248		
						\$0			
						\$0			
						\$0			
<b>Subtotal: Capital</b>		\$9,060	\$1,812	\$0	\$0	\$0	\$7,248		\$0
<b>Total: Operating &amp; Capital</b>		\$200,678	\$97,621	\$0	\$0	\$0	\$103,057	\$0	\$0

**SunLine Transit Agency**  
 FY 2013/14  
 Summary of Funds Requested  
 Short Range Transit Plan

**Table 5.1 - Summary of Funding Request for FY 2013/14**

DRAFT March 20, 2012

Project Description	Capital Project Number (1)	Total Amount of Funds	Total Carryover Amount	LTF	Carryover LTF	STA	Prop 1B Transit Security	Prop 1B PTMISEA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Carryover Section 5307 Indio/Cathedral City Palm Springs	Section 5311	Section 5316	Section 5317	Other Revenue	Farebox
<b>OPERATING</b>																
Operating Assistance		\$22,005,635	\$0	\$12,500,000	\$0				\$4,423,740	\$943,300	\$0	\$269,857	\$100,030	\$56,091	\$111,597	\$3,601,020
Preventive Maintenance		\$2,610,117	\$0	\$0	\$0					\$2,610,117	\$0					
<b>Subtotal: Operating</b>		<b>\$24,615,752</b>	<b>\$0</b>	<b>\$12,500,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$4,423,740</b>	<b>\$3,553,417</b>	<b>\$0</b>	<b>\$269,857</b>	<b>\$100,030</b>	<b>\$56,091</b>	<b>\$111,597</b>	<b>\$3,601,020</b>
<b>CAPITAL</b>																
Bus Rehabilitation	SL-14-01	\$200,000				\$40,000				\$160,000						
4 Paratransit replacement vans	SL-14-02	\$480,000				\$480,000				\$0						
Transit Enhancement	SL-14-03	\$400,000				\$320,000				\$80,000						
Facility Improvement	SL-14-04	\$200,000				\$120,000				\$80,000						
Office Furniture	SL-14-05	\$100,000				\$100,000				\$0						
IT Projects	SL-14-06	\$100,000				\$100,000				\$0						
Maintenance Tools & Equipment	SL-14-07	\$100,000				\$100,000				\$0						
Replacement Service Vehicles (6 trucks, 3 cars)	SL-14-08	\$384,000				\$284,000				\$100,000						
<b>Subtotal: Capital</b>		<b>\$1,964,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,544,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total: Operating &amp; Capital</b>		<b>\$26,579,752</b>	<b>\$0</b>	<b>\$12,500,000</b>	<b>\$0</b>	<b>\$1,544,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,423,740</b>	<b>\$3,973,417</b>	<b>\$0</b>	<b>\$269,857</b>	<b>\$100,030</b>	<b>\$56,091</b>	<b>\$111,597</b>	<b>\$3,601,020</b>

**Proposed Funding Details**

**Target Budget**

	\$24,615,752 (FY12-13 service level+Extra \$1,633,090 in service)*1.02 (2 % increase overall)
Projected FY 13/14/LTF	\$ 12,500,000 Target amount.
Projected FY13/14 5307 Preventive Maintenance	\$ 2,610,117 Target amount.
Projected FY13/14 Farebox Revenue	\$ 3,601,020 [This number is from the projected farebox recovery ratio for FY 12/13 \$3,350,000 + \$251,020 from new services.]
Projected FY13/14 Other Funds	\$ 111,597 [This includes estimated funds from the Dus & Dus shelter Advertising Programs \$50,000, and RTA funding \$61,597 for Riverside commuter service]
Projected FY13/14 Measure A funds	\$ 4,423,740 As for FY12-13 + 2% \$675,000 of this is needed to meet 17.8% farebox recovery.
Projected FY13/14 Section 5307 Operating Funds	\$ 943,300 As for FY12-13 + 2%
Projected FY 13/14 Section 5311 Operating Funds	\$ 269,857 As for FY12-13 + 2%
Recommended FY 2013/14 NF Funds	\$ 56,091 [This includes 33% of one year of taxi voucher program funds (incl. admin) and \$25,000 for the commuter service to Riverside].
Recommended FY 2013/14 JARC Funds	\$ 100,030 [This is for the proposed commuter service to Riverside].
Estimated Operating Funding Total	\$ 24,615,752

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-01

PROJECT NAME

Bus Rehabilitation

PROJECT DESCRIPTION

Funds requested will enable SunLine to rehabilitate old buses in its fleet due to fading of the painting and color scheme on the buses, as well as purchase other equipment to repair or rehabilitate buses.

PROJECT JUSTIFICATION

Currently, there are a number of buses in the fleet with paint and colors on the exterior and interior that has faded. Rehabilitating these buses would restore colors in the interior and on the exterior.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$ 160,000
STA	<u>\$ 40,000</u>
TOTAL	\$ 200,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-02

PROJECT NAME

Purchase four (4) replacement paratransit buses

PROJECT DESCRIPTION

Purchase four (4) replacement CNG buses to replace existing DAR vehicles in the fleet that have met their useful life based on federal guidelines. In 2004, staff implemented a bus replacement plan to replace buses in the fleet with excess mileage of over 150,000 miles and more than 4 years. The buses to be purchased will be 25ft, 30ft and/or 35ft.

PROJECT JUSTIFICATION

This continues SunLine’s goal of replacing buses in its fleet. As a result of the current buses having excess mileage of over 100,000, SunLine will replace DAR buses to ensure adherence to federal guidelines on useful life expectancy of vehicles. In FY 2010/11, SunLine purchased four DAR buses, which will reach over 150,000 miles by FY 2013/14. Purchasing the replacement buses during this fiscal year ensures that SunLine continues to replace older vehicles in the fleet to comply with federal and state laws in a timely manner.

In FY 2014/15, and subsequent years, SunLine will purchase eleven (11) DAR replacement buses to ensure the fleet is kept in good condition and operated within the federal and state laws.

PROJECT FUNDING SOURCES (REQUESTED)

STA            \$ 480,000  
 TOTAL        \$ 480,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL14-03

PROJECT NAME

Transit Enhancements

PROJECT DESCRIPTION

Funding requested for transit enhancements which will address FTA requirement to utilize 1% of the Section 5307 apportionment on transit enhancements.

PROJECT JUSTIFICATION

Continued improvements to bus stops for the safety and comfort of passengers.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$ 80,000
STA	<u>\$ 320,000</u>
TOTAL	\$ 400,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-04

PROJECT NAME

Facility Improvements

PROJECT DESCRIPTION

Funds requested in this fiscal year will enable SunLine to improve existing facilities, including roof repair and replacement, new carpeting and blinds, and repair of parking facilities for staff use.

PROJECT JUSTIFICATION

Project is necessary for facilities and ground improvements at Thousand Palms and Indio.

PROJECT FUNDING SOURCES

FTA Section 5307	\$ 80,000
STA	<u>\$120,000</u>
TOTAL	\$ 200,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-05

PROJECT NAME

Office furniture

PROJECT DESCRIPTION

Purchase new furniture to replace existing furniture for staff in various departments.

PROJECT JUSTIFICATION

Continuation of office furniture program to replace and add furniture as they reach the end of their cycle life.

PROJECT FUNDING SOURCES (REQUESTED)

STA	<u>\$100,000</u>
TOTAL	\$100,000

<i><b>FTA Grant #</b></i>	<i><b>RCTC Grant #</b></i>	<i><b>Description</b></i>	<i><b>Unexpended balance</b></i>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-06

PROJECT NAME

Information Technology System (IT) Projects

PROJECT DESCRIPTION

Purchase various IT equipment, software and hardware for existing agency system needs.

PROJECT JUSTIFICATION

Use of IT equipment is critical to the daily functions staff perform and helps to streamline operations and reports for SunLine services.

PROJECT FUNDING SOURCES (REQUESTED)

STA            \$100,000

TOTAL        \$100,000

<i><b>FTA Grant #</b></i>	<i><b>RCTC Grant #</b></i>	<i><b>Description</b></i>	<i><b>Unexpended balance</b></i>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-07

PROJECT NAME

Maintenance Tools & Equipment

PROJECT DESCRIPTION

Purchase major replacement tools, equipment and parts used in routine vehicle maintenance. The items to be purchased include multi meters, torque wrenches, impact sockets, software updates, service jacks, miscellaneous air and hand tools, and drill bits.

PROJECT JUSTIFICATION

Equipment must be replaced to ensure proper maintenance of revenue service vehicles.

PROJECT FUNDING SOURCES (REQUESTED)

STA	<u>\$100,000</u>
TOTAL	\$100,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.1.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 14-08

PROJECT NAME

Purchase three (3) relief cars and six (6) service trucks as replacement vehicles

PROJECT DESCRIPTION

Purchase three (3) replacement CNG relief cars and six (6) replacement service trucks that have met their useful life based on federal guidelines.

PROJECT JUSTIFICATION

This continues SunLine’s goal of replacing non-revenue vehicles in its fleet in adherence to federal guidelines on useful life expectancy of these vehicles. Purchasing the replacement buses during this fiscal year ensures that SunLine continues to replace older vehicles in the fleet to comply with federal and state laws in a timely manner.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$100,000
STA	<u>\$284,000</u>
TOTAL	\$384,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**SunLine Transit Agency**  
 FY 2014/15  
 Summary of Funds Requested  
 Short Range Transit Plan

**Table 5.2 - Summary of Funding Request for FY 2014/15**

FINAL May 25, 2011

Project Description	Capital Project Number (1)	Total Amount of Funds	Total Carryover Amount	LTF	Carryover LTF	STA	Prop 1B Transit Security	Prop 1B PTMISEA	Measure A	Section 5307 Indio/Cathedral City Palm Springs	Carryover Section 5307 Indio/Cathedral City Palm Springs	Section 5311	Section 5316	Section 5317	Other Revenue	Farebox
<b>OPERATING</b>																
Operating Assistance		\$22,406,775	\$0	\$13,000,000	\$0				\$4,512,215	\$968,286	\$0	\$275,254	\$0	\$0	\$50,000	\$3,601,020
Preventive Maintenance		\$2,701,292	\$0		\$0					\$2,701,292	\$0					
<b>Subtotal: Operating</b>		<b>\$25,108,067</b>	<b>\$0</b>	<b>\$13,000,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$0</b>	<b>\$4,512,215</b>	<b>\$3,669,578</b>	<b>\$0</b>	<b>\$275,254</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$3,601,020</b>
<b>CAPITAL</b>																
Bus Rehabilitation	SL-15-01	\$200,000				\$40,000				\$160,000						
11 Paratransit replacement vans	SL-15-02	\$1,320,000				\$1,320,000				\$0						
Transit Enhancement	SL-15-03	\$400,000				\$320,000				\$80,000						
Facility Improvement	SL-15-04	\$200,000				\$120,000				\$80,000						
Office Furniture	SL-15-05	\$100,000				\$100,000				\$0						
IT Projects	SL-15-06	\$100,000				\$100,000				\$0						
Maintenance Tools & Equipment	SL-15-07	\$100,000				\$100,000				\$0						
Replacement Service Vehicles (6 cars)	SL-15-08	\$212,000				\$112,000				\$100,000						
<b>Subtotal: Capital</b>		<b>\$2,632,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,212,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$420,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total: Operating &amp; Capital</b>		<b>\$27,740,067</b>	<b>\$0</b>	<b>\$13,000,000</b>	<b>\$0</b>	<b>\$2,212,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,512,215</b>	<b>\$4,089,578</b>	<b>\$0</b>	<b>\$275,254</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$3,601,020</b>

Service levels as for FY13-14, with JARC/NF funding finished.

**Proposed Funding Details**

<b>Budget Target</b>	\$25,108,067	FY13-14 with 2% cost increase
Projected FY 14/15 LTF	\$ 13,000,000	Target amount.
Projected FY14/15 5307 Preventive Maintenance	\$ 2,701,292	Target amount.
Projected FY14/15 Farebox Revenue	\$ 3,601,020	[This number is as for FY13-14.]
Projected FY14/15 Other Funds	\$ 50,000	[This includes estimated funds from the Bus & Bus shelter Advertising Programs \$50,000]
Projected FY14/15 Measure A funds	\$ 4,512,215	As for FY13-14 + 2% \$825,000 of this is needed to meet 17.8% farebox recovery.
Projected FY14/15 Section 5307 Operating Funds	\$ 968,286	As for FY13-14 + 2%
Projected FY 14/15 Section 5311 Operating Funds	\$ 275,254	As for FY13-14 + 2%
Recommended FY14/15 NF Funds	\$ -	
Recommended FY14/15 JARC Funds	\$ -	
Estimated Operating Funding Total	\$ 25,108,067	

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-01

PROJECT NAME

Bus Rehabilitation

PROJECT DESCRIPTION

Funds requested will enable SunLine to rehabilitate old buses in its fleet due to fading of the painting and color scheme on the buses, as well as purchase other equipment to repair or rehabilitate buses.

PROJECT JUSTIFICATION

Currently, there are a number of buses in the fleet with paint and colors on the exterior and interior that has faded. Rehabilitating these buses would restore colors in the interior and on the exterior.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$160,000
STA	<u>\$40,000</u>
TOTAL	\$200,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-02

PROJECT NAME

Purchase eleven (11) replacement paratransit buses

PROJECT DESCRIPTION

Purchase eleven (11) replacement CNG buses to replace existing DAR vehicles in the fleet that have met their useful life based on federal guidelines. In 2004, staff implemented a bus replacement plan to replace buses in the fleet with excess mileage of over 150,000 miles and more than 4 years. The buses to be purchased will be 25ft, 30ft and/or 35ft.

PROJECT JUSTIFICATION

This continues SunLine’s goal of replacing buses in its fleet. As a result of the current buses having excess mileage of over 100,000, SunLine will replace DAR buses to ensure adherence to federal guidelines on useful life expectancy of vehicles. In FY 2011/12, SunLine purchased thirteen DAR buses, which eleven are expected to have over 150,000 miles by FY 2014/15. Purchasing the replacement buses during this fiscal year ensures that SunLine continues to replace older vehicles in the fleet to comply with federal and state laws in a timely manner.

In FY 2015/16, and subsequent years, SunLine will purchase eleven (11) DAR replacement buses to ensure the fleet is kept in good condition and operated within the federal and state laws.

PROJECT FUNDING SOURCES (REQUESTED)

STA            \$1,320,000

TOTAL        \$1,320,000


**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL15-03

PROJECT NAME

Transit Enhancements

PROJECT DESCRIPTION

Funding requested for transit enhancements which will address FTA requirement to utilize 1% of the Section 5307 apportionment for transit enhancements.

PROJECT JUSTIFICATION

Continued improvements to bus stops for the safety and comfort of passengers.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$80,000
STA	<u>\$320,000</u>
TOTAL	\$400,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-04

PROJECT NAME

Facility Improvements

PROJECT DESCRIPTION

Funds requested in this fiscal year will enable SunLine to improve existing facilities, including roof repair and replacement, new carpeting and blinds, and repair of parking facilities for staff use.

PROJECT JUSTIFICATION

Project is necessary for facilities and ground improvements at Thousand Palms and Indio.

PROJECT FUNDING SOURCES

FTA Section 5307	\$80,000
STA	<u>\$120,000</u>
TOTAL	\$200,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-05

PROJECT NAME

Office furniture

PROJECT DESCRIPTION

Purchase new furniture to replace existing furniture for staff in various departments.

PROJECT JUSTIFICATION

Continuation of office furniture program to replace and add furniture as they reach the end of their cycle life.

PROJECT FUNDING SOURCES (REQUESTED)

STA	<u>\$100,000</u>
TOTAL	\$100,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-06

PROJECT NAME

Information Technology System (IT) Projects

PROJECT DESCRIPTION

Purchase various IT equipment, software and hardware for existing agency system needs.

PROJECT JUSTIFICATION

Use of IT equipment is critical to the daily function's staff perform and helps to streamline operations and reports for SunLine services.

PROJECT FUNDING SOURCES (REQUESTED)

STA            \$100,000

TOTAL        \$100,000

<b><i>FTA Grant #</i></b>	<b><i>RCTC Grant #</i></b>	<b><i>Description</i></b>	<b><i>Unexpended balance</i></b>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-07

PROJECT NAME

Maintenance Tools & Equipment

PROJECT DESCRIPTION

Purchase major replacement tools, equipment and parts used in routine vehicle maintenance. The items to be purchased include multi meters, torque wrenches, impact sockets, software updates, service jacks, miscellaneous air and hand tools, and drill bits.

PROJECT JUSTIFICATION

Equipment must be replaced to ensure proper maintenance of revenue service vehicles.

PROJECT FUNDING SOURCES (REQUESTED)

STA	<u>\$100,000</u>
TOTAL	\$100,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 5.2.A – CAPITAL PROJECT JUSTIFICATION**

PROJECT NUMBER

SL 15-08

PROJECT NAME

Purchase four (4) relief cars and one (1) SUV car as replacement vehicles

PROJECT DESCRIPTION

Purchase four (4) replacement CNG relief cars, one (1) CNG SUV, and one (1) larger CNG sedan car that have met their useful life based on federal guidelines.

PROJECT JUSTIFICATION

This continues SunLine’s goal of replacing non-revenue vehicles in its fleet in adherence to federal guidelines on useful life expectancy of these vehicles. Purchasing the replacement buses during this fiscal year ensures that SunLine continues to replace older vehicles in the fleet to comply with federal and state laws in a timely manner.

PROJECT FUNDING SOURCES (REQUESTED)

FTA Section 5307	\$100,000
STA	<u>\$112,000</u>
TOTAL	\$212,000

<i>FTA Grant #</i>	<i>RCTC Grant #</i>	<i>Description</i>	<i>Unexpended balance</i>

**TABLE 6 FY 2010/11 RCTCSINGLE AUDIT**

The FY 2010/11 RCTC Basic Financial Audit and Single Audit were both completed by Macias Gini & O’Connell LLP (MGO) accountants. There were two findings as shown below, for which actions have been taken by SunLine. These audits are consistent with Federal, State, and County audit requirements.

Recommendations	Actions Taken
<p>FY 2011 Single Audit Act Finding #1</p> <p>We recommend that the Agency develop and implement procedures to ensure information is properly and timely captured to reconcile and adjust its claims payable and related expenses at year-end. In addition, we recommend that the Agency obtain the annual financial statements (or in the absence of such, request information from PERMA) to determine the Agency’s deposit with PERMA at year-end and properly reflect that amount in the Agency’s financial statements.</p>	<p>The Finance Department will record the change in the deposits held by the Public Entity Risk Management Authority (PERMA) on a quarterly basis as determined in the PERMA financial reports. The Sunline staff will also request the status of claims payable on a quarterly basis and record adjustments as necessary in the general ledger of the Agency. The Finance Department followed previous auditor guidance on recording PERMA entries in the SunLine financial statements.</p>
<p>FY 2011 Single Audit Act Finding #2</p> <p>The Agency should develop and implement procedures during its year-end closing process to reconcile grant revenues recognized in the financial statements with federally reimbursable expenditures reported in the SEFA to ensure expenditures are appropriately captured in the year incurred.</p>	<p>SunLine staff concurs with the recommendation. The Schedule of Expenditures of Federal Awards (SEFA) will be prepared by the Accounting Manager and will be reviewed by the Director of Finance to ensure that the information agrees to the general ledger of the Agency.</p>



**Table 7 -- Service Provider Performance Targets Report**

FY 2011/12 Short Range Transit Plan Review

SunLine Transit Agency

Data Elements	FY 2011/12 Plan	FY 2011/12 Target	FY 2011/12 Year to Date Through 3rd Quarter	Year to Date Performance Scorecard
Unlinked Passenger Trips	4,108,203			
Passenger Miles	23,779,038			
Total Actual Vehicle Revenue Hours	255,140.0			
Total Actual Vehicle Revenue Miles	3,256,835.0			
Total Actual Vehicle Miles	3,593,824.0			
Total Operating Expenses	\$22,177,354			
Total Passenger Fare Revenue	\$3,966,728			
Net Operating Expenses	\$18,210,626			
<b>Performance Indicators</b>				
<b>Mandatory:</b>				
1. Farebox Recovery Ratio	17.88%	>= 17.79%	19.45%	Meets Target
<b>Discretionary:</b>				
1. Operating Cost Per Revenue Hour	\$86.92	<= \$87.83	\$87.28	Meets Target
2. Subsidy Per Passenger	\$4.43	>= \$3.45 and <= \$4.67	\$3.77	Meets Target
3. Subsidy Per Passenger Mile	\$0.77	>= \$0.60 and <= \$0.81	\$0.56	Better Than Target
4. Subsidy Per Hour	\$71.38	>= \$58.91 and <= \$79.71	\$70.31	Meets Target
5. Subsidy Per Mile	\$5.59	>= \$4.40 and <= \$5.96	\$5.17	Meets Target
6. Passengers Per Revenue Hour	16.10	>= 14.54 and <= 19.67	18.60	Meets Target
7. Passengers Per Revenue Mile	1.26	>= 1.09 and <= 1.47	1.37	Meets Target

Note: Must meet at least 4 out of 7 Discretionary Performance Indicators

**Productivity Performance Summary:**

Meets FY 11/12 Farebox Ratio Requirement.

Meets 7 of 7 Discretionary Indicators. Meets RCTC PIP Program.

**Service Provider Comments:**



FY 2012/13 - Table 8 -- SRTP Performance Report

Service Provider: SunLine Transit Agency

All Routes

Performance Indicators	FY 2010/11 End of Year Actual	FY 2011/12 3rd Quarter Year-to-Date	FY 2012/13 Plan	FY 2012/13 Target	Plan Performance Scorecard (a)
Passengers	4,155,480	3,436,837	4,636,918	None	
Passenger Miles	24,037,742	22,950,979	30,957,071	None	
Revenue Hours	240,778.2	184,323.0	250,371.0	None	
Total Hours	255,433.0	196,080.1	268,365.0	None	
Revenue Miles	3,228,900.0	2,504,606.0	3,424,636.0	None	
Total Miles	3,549,956.7	2,759,302.1	3,776,168.0	None	
Operating Costs	\$21,652,880	\$16,087,262	\$22,276,993	None	
Passenger Revenue	\$4,293,489	\$3,128,229	\$3,963,616	None	
Operating Subsidy	\$17,359,391	\$12,959,033	\$18,313,376	None	
Operating Costs Per Revenue Hour	\$89.93	\$87.28	\$88.98	<= \$88.82	Meets Target
Operating Cost Per Revenue Mile	\$6.71	\$6.42	\$6.50	None	
Operating Costs Per Passenger	\$5.21	\$4.68	\$4.80	None	
Farebox Recovery Ratio	19.83%	19.45%	17.99%	>= 17.6%	Meets Target
Subsidy Per Passenger	\$4.18	\$3.77	\$3.95	>= \$3.20 and <= \$4.34	Meets Target
Subsidy Per Passenger Mile	\$0.72	\$0.56	\$0.59	>= \$0.48 and <= \$0.64	Meets Target
Subsidy Per Revenue Hour	\$72.10	\$70.31	\$73.14	>= \$59.76 and <= \$80.86	Meets Target
Subsidy Per Revenue Mile	\$5.38	\$5.17	\$5.35	>= \$4.39 and <= \$5.95	Meets Target
Passengers Per Revenue Hour	17.30	18.60	18.50	>= 15.81 and <= 21.39	Meets Target
Passengers Per Revenue Mile	1.29	1.37	1.35	>= 1.16 and <= 1.58	Meets Target

a) The Plan Performance Scorecard column is the result of comparing the FY 2012/13 Plan to the FY 2012/13 Primary Target.

## TABLE 9 HIGHLIGHTS OF FY 2012/13 SHORT RANGE TRANSIT PLAN

- Implement new Palm Desert - Riverside Commuter Express bus service.
- Finalize plan to enhance performance of Palm Desert Line 53.
- Continue working with local jurisdictions on bus stop improvements including procurement of more bus shelters.
- Commence construction of the new Administrative Building project at Thousand Palms.
- Continue new Taxi Voucher Program in Coachella Valley.

Operating & Financial Data	FY 08/09	FY 09/10	FY 10/11	FY 11/12 3 <sup>RD</sup> Quarter Actual	FY 12/13 Year End Projection
System Ridership	3,690,117	3,713,752	4,155,480	3,436,837	4,636,918
Cost Per Revenue Hr.	\$93.32	\$91.72	\$89.93	\$87.28	\$88.58
<p>Comments:</p> <p>SunLine anticipates meeting all mandatory and discretionary targets for FY 2012/13.</p>					



**SUNLINE SERVICES GROUP  
BOARD MEETING AGENDA**

**Wednesday, June 27, 2012  
12:00 Noon  
Kelly Board Room  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276**

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

**The Chair requests that all cellular phones and beepers be either turned off or set on silent mode for the duration of the Board Meeting.**

**AGENDA TOPICS**

**RECOMMENDATION**

- 1. **Call to Order**  
Chairman Eduardo Garcia
- 2. **Roll Call**
- 3. **Finalization of Agenda**
- 4. **Presentations**
- 5. **Correspondence**  
None.

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

**Receive Comments**

**NON AGENDA ITEMS**

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

**AGENDA ITEMS**

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

- 7. Board Member Comments **Receive Comments****  
Any Board Member who wishes to speak may do so at this time.

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

- 8. Consent Calendar **Approve****  
All items on the Consent Calendar will be approved by one motion, and there will be no discussion of individual items unless a Boardmember requests a specific item be pulled from the calendar for separate discussion. The public may comment on any item.
- a) Minutes of the May 23, 2012 Board of Directors Meeting (Pages 1-7)
  - b) SSG/SRA checks over \$1000 issued May, 2012 (Page 8)
  - c) SSG/SRA Monthly Budget Report for April, May, 2012 (Pages 9-10)
  - d) Taxi Vehicle/Rides Analysis (Pages 11-12)

- 9. Approval of Taxicab Budget & Fee Schedule Resolution for FY 2013 (C. Mikel Oglesby) **Approve****  
Request to the Board to approve FY 2013 taxicab budget and fee schedule Resolution. (Pages 13-17)

- 10. First Reading of SSG Revised Ordinance #2012-01 (Jeffrey Goldfarb) **Approve****  
Continued from the May 23, 2012 Board meeting. Request to the Board to approve the first reading of the proposed SSG Ordinance #2012-01. ([Red-lined Ordinance separate attachment](#). Pages 18-22)

----- **DISCUSSION** -----

- 11. Request For Proposal Revisions (Jeffrey Goldfarb) **Discussion****  
Continued from the May 23, 2012 Board meeting. Discuss Taxi Request For Proposal revisions. ([Redlined RFP separate attachments](#)) (Pages 23-25)
- 12. Creation of a New JPA to Regulate Taxi (Vice Chairman Spiegel) **Discussion****  
Vice Chairman Spiegel to discuss with the Board, the possibility of the creation of a new JPA to oversee taxi regulation.

**13. Next Meeting Date**

July 25, 2012

12 o'clock Noon – Kelly Board Room

**14. Adjourn**

**MINUTES**  
**SunLine Services Group**  
**Board of Directors Meeting**  
**May 23, 2012**

A regular meeting of the SunLine Services Group Board of Directors was held on Wednesday, May 23, 2012 in the Kelly Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**1. Call to Order**

The meeting was called to order at 1:27p.m. by Chairman Eduardo Garcia.

**2. Roll Call**

Completed.

**Members Present**

Eduardo Garcia, Chairman, Mayor, City of Coachella  
Bob Spiegel, Vice Chairman, Mayor, City of Palm Desert  
Yvonne Parks, Mayor, City of Desert Hot Springs  
Rick Hutcheson, Councilmember, City of Palm Springs  
Kathy DeRosa, Mayor, City of Cathedral City  
G. Dana Hobart, Councilmember, City of Rancho Mirage  
Bill Powers, Mayor Pro Tem, City of Indian Wells  
Don Adolph, Mayor, City of La Quinta  
Glenn Miller, Mayor, City of Indio  
John J. Benoit, Supervisor, County of Riverside

**Members Absent**

None.

**Guests:**

Harry Incs, American Cab  
Scott Russo, Legal Counsel for American Cab  
Mabu Hossein, Desert City Cab  
Gadi Srulovitz, Yellow Cab  
Bill Meyers, Yellow Cab  
Michal Brock, Yellow Cab  
Kimberly Webb, Public  
Art Aguilar, Amalgamated Transit Union  
James Lindsay, Amalgamated Transit Union

**Staff:**

C. Mikel Oglesby, General Manager  
Jeffrey Goldfarb, Interim Legal Counsel  
Tom Hock, Union Negotiator  
Carolyn Rude, Special Asst. to the General Manager/Clerk of the Board

Naomi Nightingale, Chief of Staff/EEO, Taxi Administrator  
Polo Del Toro, Director of Operations  
Joe Forgiarini, Director of Planning  
Stephen Compton, Interim Director of Finance  
Jack Stevens, Director of Human Resources  
Mike Morrow, Interim Director of Maintenance  
Tommy Edwards, Contracting Officer Technical Representative  
Rudy LeFlore, Procurement Consultant  
Francine DePalo, Administrative Assistant  
Michael Jones, Manager Taxicab Administration  
Manny Garcia, Operations Senior Supervisor  
Mannie Thomas, Manager of Operations and Safety Training  
David Manriquez Safety Specialist  
Ivanna Samokish, Safety and Security Coordinator  
Joe Gomez, Security Technician  
Rick Barone, Procurement Officer  
Don Wilms, Paratransit Supervisor  
Kosmos Argiropoulos, Motor Coach Operator  
Darren Williams, Motor Coach Operator  
Francisca Garcia Motor Coach Operator  
Michael Macchiarella, Motor Coach Operator  
Joe Raeck, Motor Coach Operator  
Amy Heilman, Coin Counter  
Frank Shardy, Facilities Maintenance Supervisor  
Norma Stevens, Community Outreach Specialist  
Karen Thomas, Administrative Assistant

3. **Finalization of Agenda**

No changes to Agenda.

4. **Presentations**

None.

5. **Correspondence**

None.

6. **Public Comments**

**NON - AGENDA ITEMS**

Harry Incs, American Cab, stated the following: "I want to talk about ADA vans that some Franchises have and don't inspect. We brought it up to SunLine and nothing was done about it. The door openings are not wide enough that we know of. The ramps are not angled correctly. We are just upset – American Cab is upset that SunLine seems to be singling out American Cab for everything. But when it comes to other franchises, nothing gets done. Case in point – for example, the 15 temporary permits - we had to bring it up to the Board to get those ten permits for

two months and another company also got five permits, but nobody else knew about it or heard about it.”

Bill Meyers, Yellow Cab of the Desert, stated the following: “I just wanted to say as a business owner, I think the improvements and the effort to make the improvements in the Ordinance and the RFP make us feel good. We are trying to fix the things that are wrong at SunLine and the Taxi Ordinance – make that better so we can all be more successful with less stress. Thanks.”

Kimberly Webb, citizen, - stated the following: “A few the items that drivers discussed at the meeting that they had in April, which a few of the Board members were involved with, regarding business cards and use of cell phones to conduct business, it is the continuity of service that builds the relationship between driver and their client. As independent contractors, the driver’s ability to promote their business with clients is hindered by SunLine’s directives that they are not permitted to give out their personal information and contact numbers, nor are they to be using their cell phones. There has been a tolerance of the practice which varies greatly from franchise to franchise. American Cab tells their drivers not to do it, yet they do look the other way knowing that they do it. Desert Cities forbids it altogether, requiring all their divers to go through the dispatch for the service. Yellow is somewhere in the middle. With American Cab, if a personal call has been established with dispatch to a driver and if that driver is on a short call knowing he has his personal coming up, the upcoming personal is dispatched to another driver. So they have missed out on that. With Desert Cities, if the personal is of significant distance and time, the ride is not sent to the originating driver, but is reassigned to a company favored driver. So the drivers are very upset about this. If they were able to give out their business cards because they are establishing relationships, if they were allowed to use their cell phones to make contact with their clients, this would allow them to establish these relationships which are so important. So I ask the Board of Directors to direct the appropriate committee to review and make amendments to remove these restrictions, allowing the drivers to offer their passengers a personal business card and use of their cell phones. In reference to credit cards, Yellow Cab pays their drivers daily, including credit card sales; Desert Cities either pays with a credit in advance or gives them cash if they desire. In addition to the exorbitant lease rates for the last year, American Cab has been charging their drivers 5% of all their credit cards sales receipts each week. It’s a constant stream of messages. With the new credit card machines that are being installed, it’s now in the back. It is no longer up where the driver is. And there’s this constant stream ‘use your credit card – use your credit card’. As the acceptance of the credit card is required per SunLine’s agreement to operate, any fees associated with credit card sales is normal cost of doing business. You don’t go to the store, bring out your credit card and they say ‘oh by the way, that will be another 5% because you used your credit card.’ What we would like to see is that no driver should be incurring any costs for the passenger’s use of a credit card for payment for service. Drivers at Yellow Cab and at Desert Cities do not incur these charges, and on behalf of the drivers with all the desert franchises, they ask that the Board of

Directors direct the appropriate committee to investigate this business practice issuing immediate stop to American Cab. The only other thing is to demand a refund to the drivers.”

Scott Russo, American Cab stated the following: “I applaud Mr. Goldfarb on most of the changes connected to the Ordinance. We have some differences of opinion. What was concerning to me was in his memo, he talks about trying to prevent a monopoly of one company. And what I wanted to point out to the entire Board was that when the taxi study was done in 2007 for implementation of the franchises, which occurred in 2009, the game plan was, per the analysis and then in the RFP, that you might have one company that in fact was stronger than the others – it would deserve up to 100 permits out of the 180. It said in the analysis that you based the franchise system on, and then also in the RFP, the companies that applied were hoping that they would be able to reach that 100 number. American Cab hopes that will occur some day. In that same light, what we have been seeing is that not all the companies are necessarily being treated equally and that in part, you are propping up one of the weak companies, which is Airport Taxi. They haven’t had the ridership and importantly, something that I brought up in an e-mail that I sent to all of you last week – up until just recently, Airport Taxi did not have any ADA vehicles; none that met the specifications. That’s what Mr. Incs was talking about. That was a franchise requirement going back to 2009 and until I believe March, they did not have the two ADA vans. Where that is important, is that not only is it a requirement of the franchise, but also SunLine went and got federal funding through RCTC for the voucher program, which is basically an ADA type program. In the application, it was represented to the County and to the federal government, that in fact we were ADA compliant. I’m telling you that when that occurred, one of the three franchisees who were going to fulfill his requirements – Airport Taxi – in fact did not have ADA compliant vehicles. So it is a big issue. We felt that – the context of how this came up with me is why is it we are not permitted to grow, and I was looking at this whole issue of propping up of the third franchisee and that is just an example of how, in an effort to try to level the playing field for all three franchisees, you are not permitting one to grow who is doing more business and instead, keeping one alive who wasn’t meet your own requirements and subjecting everybody to liability for ADA.”

**AGENDA ITEMS:**

None.

**7. Board Member Comments**

Vice Chairman Spiegel stated the following: “I have been working diligently to take taxis away from SunLine. It doesn’t make sense because they are both in the same business. I think I got people that agree with that. I have talked to the CVA; they said no. I talked to Palm Springs Airport; they said no. I talked to CVAG; they said no. So I would like to have agendized at our next meeting the possibility of creating a taxi JPA. I talked to Tom Kirk at CVAG and he said he has offices available. So there would be no additional cost for offices. There is enough money that comes in

that would pay for a person to run it and also to oversee the various taxis. So I would like to get a feeling from this Board as to whether or not a separate taxi JPA could be created at CVAG, but not run by CVAG and each city and the County (You don't need the tribes because I don't think they are involved in taxis) find a person for this new JPA. And that is my request for the next meeting."

Chairman Garcia clarified that for discussion purposes, the item would be on the agenda for the next meeting."

Mayor DeRosa stated the following: "Having come back from Las Vegas, the credit cards in the back of the car are very common place and the charge for the credit card use was charged to the card holder who used the card. I just wanted to mention to this Board."

**8. Consent Calendar**

Supervisor Benoit moved for approval of the consent calendar. The motion was seconded by Mayor Pro Tem Powers and was approved by a unanimous vote with correction to the April 25<sup>th</sup> minutes – Mayor Adolph was not in attendance; abstention by Mayor Adolph.

**9. Fifteen Temporary Non Permanent Taxicab Permits**

Mayor Parks stated that the Taxi Committee discussed the request by staff to approve the sunset of the fifteen temporary non permanent taxicab permits and agrees with staff's recommendations. Mayor Parks moved for approval. Mayor Pro Tem Powers seconded the motion.

Kimberly Webb made the following public comment: "As previously recorded at the meeting last month, as you are aware, only one of those temporary permits was even put into action due to the number of drivers that have left American Cab. What I would consider, because there are drivers that are still driving for American Cab that would wish to go to Yellow Cab, they are waiting for vehicles to become available, there might be some type of consideration that Yellow Cab be issued additional permits to accommodate those drivers who wish to transfer."

The motion by Mayor Parks to approve staff recommendation and the second by Mayor Pro Tem Powers was approved by a unanimous vote.

**10. First Reading of SSG Revised Ordinance #2012-01**

Legal Counsel, Jeffrey Goldfarb stated the following: "We had a lively discussion regarding the Ordinance at the Taxi Committee meeting. I think that there is a consensus among the Taxi Committee that we are really, really close, but not quite there yet. There were a couple of issues that came up. I can breeze through the Ordinance if anybody likes, or I can hold that discussion." Chairman Garcia stated that here is some work to do, and advised Mr. Goldfarb to very briefly discuss. Mr. Goldfarb further stated: "The big issue we discussed was at the last Taxi Committee meeting, there was a desire that we research the ability to impose ceilings or caps

on the lease rates that could be charged to drivers by the taxi company. We did research that; the result of our research is that while it is legally possible to do, the standard by which you will be tested to see if the cap is going to survive or not survive is very, very difficult to regulate on. The reason I say that is because essentially what you have to do is demonstrate in your regulation that you are still providing a fair return. Instead of, at this point in time, imposing a cap, the suggestion of the Taxi Committee was instead, to create a regulatory requirement that all taxicab companies that charge their drivers a lease rate, report the lease rate to the Board within five business days of the date that the lease rate goes into effect. Whether they do it once a year, or fifteen times a year, however many times those lease rates change, within five business days of those lease rates, they will have an obligation to report those back. I have been directed to put that in the Ordinance before I bring it back.”

Mayor Parks stated: “The only thing that we did discuss in relationship to the lease rates, was that we get every lease rate being charged and that we will be looking at it over a year’s period of time and looking at the number of rides, etc. and how the leases fluctuate and how often they change. Mr. Incs mentioned during that meeting that he changes them about ten or twenty times a year. They go up and down. They can go from very low to very high. As long as we have a record of that – we know what they charge, what Airport charges, what Yellow Cab charges, we can go back and look at how many rides and we will be able to then determine whether or not to have a cap.”

Kimberly Webb stated the following public comment: “I hope that the amendment regarding line three, that it becomes a lease hold interest as some of the drivers are interested in forming their own company should and when a time comes that an RFP is available, so that would allow them, rather than a sole entity, the owner of the vehicle. They main thing I would like to talk to you about is the caps. We discussed the caps – and that very afternoon personnel at American Cab were going to their drivers saying we are going to sell shares in American Cab – both in LLC, so that is impossible. The point is they were not interested in sharing the wealth, but they are interested in sharing the losses should a cap be imposed. I found that very coincidental. I do have issues with that. Number 4, on page 4, it states ‘a court must determine whether the regulation may reasonably be expected to maintain financial integrity, attract necessary capital, and fairly compensate investors for the risk they have assumed, and yet provide appropriate protection for the heart of relevant public interests, both existing and foreseeable.’ On the radio program in January, Harry Incs stated that they made \$1.6 million last year; projection of 2012 \$1.9 million. Seems pretty – I think they can pretty much cover their costs. The one thing I can tell you, I have been sharing with all of you the last 18 months, nobody wants to be out there for 15-16 hours a day driving. No one chooses to do that. They do it only because of their financial regard and by putting a cap on their exorbitant lease rates that change from week to week at times. The welfare of the driver and foremost the welfare of the passengers who entrust their lives to any of the taxi drivers should be enough to meet the standards as stated.

Since we last met, we actually had American Cab that hit a pedestrian at one of the venues – I can't remember if it was Coachella Fest or Stagecoach – they ran into a pedestrian. Also, just in the last ten days or so, another one of the American Cab drivers rear-ended another vehicle. They are working long hours. I can see why it happens. I hope that you guys can stay on the thing with the caps. That's where the drivers need to go with it."

**11. Request For Proposal Revisions**

Legal Counsel, Jeffrey Goldfarb, stated the following: "I think it would probably make the most sense to bring the RFP back at the same time as the Ordinance." This item is continued to the June 27, 2012 Board meeting.

Kimberly Webb stated the following public comment: "In reference to the little foot note that is listed on page 2 (of the agenda) in reference to the monopoly and that sort of thing to avoid as described in that foot note on page 2, I whole heartedly advocate for the circulation of an RFP should it become apparent that an increase in permits is necessary to handle the public, rather than sort of allowing a monopoly to continue to grow sort of unchecked. "

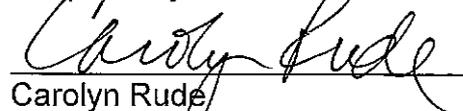
**12. Next Meeting Date**

Chairman Garcia announced that the next regular meeting of the Board of Directors will be held June 27, 2012 at 12 noon – Kelly Board Room, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

**13. Adjourn**

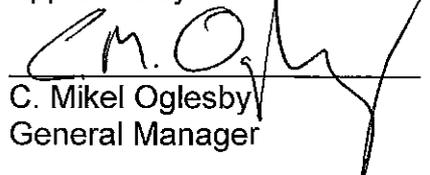
Chairman Garcia adjourned meeting at 1:46p.m.

Respectfully Submitted,



Carolyn Rude  
Clerk of the Board

Approved by:



C. Mikel Oglesby  
General Manager

Date: 6-15-12

SunLine Regulatory Administration

Checks \$1,000 and Over  
For the month of May 2012

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

<b>Vendor Name</b>	<b>Description</b>	<b>Check #</b>	<b>Check</b>	<b>Amount</b>
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089538	5/24/2012	\$9,879.19
SUNLINE TRANSIT AGENCY	Payroll Liabilities Expense	089530	5/14/2012	\$9,761.78
LEFLORE GROUP LLC, THE	Project Management	089527	5/3/2012	\$1,947.50
<b>Total of Checks Over \$1,000</b>				\$21,588.47
<b>Total of Checks Under \$1,000</b>				\$1,206.44
<b>Total of All Checks for the Month</b>				<b>\$22,794.91</b>
<b>Total Amount of Checks Prior Years Same Month</b>				\$51,913.97

SRA--Taxi  
Statement of Activities  
April 30, 2012

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	Actual	Budget	Favorable (Unfavorable)
<b>Revenue:</b>								
Meter Readings	95,800	297,123	47,222	24,760	22,461	262,393	247,603	14,790
Revenue Fines	106,661	5,000	500	417	83	5,660	4,167	1,493
Vehicle Inspections	15,703	14,300	2,150	1,192	958	13,400	11,917	1,483
New Driver Permits	4,150	5,000	500	417	83	4,900	4,167	733
Driver Transfers	4,800	5,800	700	483	217	3,100	4,833	(1,733)
Driver Renewals	7,050	6,100	500	508	(8)	7,950	5,083	2,867
Driver Permit Reinstatement/Replacement	135	200	20	17	3	135	167	(32)
Vehicle Transfers	(50)	1,500	0	125	(125)	195	1,250	(1,055)
Vehicle Permits	82,828	78,000	2,000	6,500	(4,500)	89,498	65,000	24,498
Operator Shared Revenue Fee	195,135	0	0	0	0	3,492	0	3,492
Operator Application Fee	0	10,500	0	875	(875)	57	8,750	(8,693)
Interest	152	0	3	0	3	197	0	197
Other	47	25,629	0	2,136	(2,136)	3,000	21,358	(18,358)
<b>Total revenue</b>	<b>\$ 512,411</b>	<b>\$ 449,152</b>	<b>\$ 53,594</b>	<b>\$ 37,429</b>	<b>\$ 16,165</b>	<b>\$ 393,977</b>	<b>\$ 374,293</b>	<b>\$ 19,684</b>
<b>Expenses:</b>								
Salaries and wages	183,112	197,422	16,842	16,452	(390)	149,914	164,518	14,604
Fringe benefits	136,280	134,281	10,474	11,190	717	105,717	111,901	6,184
Services	91,182	100,800	661	8,400	7,739	93,444	84,000	(9,444)
Supplies and materials	5,793	4,500	272	375	103	5,100	3,750	(1,350)
Miscellaneous	17,903	12,150	2,087	1,013	(1,075)	20,579	10,125	(10,454)
<b>Total expenses</b>	<b>\$ 434,270</b>	<b>\$ 449,152</b>	<b>\$ 30,336</b>	<b>\$ 37,429</b>	<b>\$ 7,093</b>	<b>\$ 374,753</b>	<b>\$ 374,294</b>	<b>\$ (460)</b>
<b>Total Operating Surplus/Deficit</b>	<b>\$ 78,141</b>	<b>\$ (0)</b>	<b>\$ 23,258</b>	<b>\$ (0)</b>	<b>\$ 9,072</b>	<b>\$ 19,224</b>	<b>\$ (0)</b>	<b>\$ 20,144</b>

Preliminary Statement Prior To Audit Field Work

SRA--Taxi  
Statement of Activities  
May 31, 2012

	Unaudited FY 10/11	Total FY 11/12 Budget	Current Month			Year to Date		
			Actual	Budget	Favorable (Unfavorable)	Actual	Budget	Favorable (Unfavorable)
<b>Revenue:</b>								
Meter Readings	95,800	297,123	53,729	24,760	28,968	316,121	272,363	43,759
Revenue Fines	106,661	5,000	2,250	417	1,833	7,910	4,583	3,327
Vehicle Inspections	15,703	14,300	1,200	1,192	8	14,600	13,108	1,492
New Driver Permits	4,150	5,000	500	417	83	5,400	4,583	817
Driver Transfers	4,800	5,800	150	483	(333)	3,250	5,317	(2,067)
Driver Renewals	7,050	6,100	850	508	342	3,800	5,592	3,208
Driver Permit Reinstatement/Replacement	135	200	10	17	(7)	145	183	(38)
Vehicle Transfers	(50)	1,500	0	125	(125)	195	1,375	(1,180)
Vehicle Permits	82,828	78,000	1,818	6,500	(4,682)	91,316	71,500	19,816
Operator Shared Revenue Fee	195,135	0	0	0	0	3,492	0	3,492
Operator Application Fee	0	10,500	0	875	(875)	60	9,625	(9,565)
Interest	152	0	3	0	3	197	0	197
Other	47	25,629	0	2,136	(2,136)	3,000	23,493	(20,493)
<b>Total revenue</b>	<b>\$ 512,411</b>	<b>\$ 449,152</b>	<b>\$ 60,509</b>	<b>\$ 37,429</b>	<b>\$ 23,080</b>	<b>\$ 454,487</b>	<b>\$ 411,723</b>	<b>\$ 42,764</b>
<b>Expenses:</b>								
Salaries and wages	183,112	197,422	16,639	16,452	(188)	166,554	180,970	14,417
Fringe benefits	136,280	134,281	11,010	11,190	180	116,727	123,091	6,364
Services	91,182	100,800	8,866	8,400	(466)	102,310	92,400	(9,910)
Supplies and materials	5,793	4,500	719	375	(344)	5,819	4,125	(1,694)
Miscellaneous	17,903	12,150	1,061	1,012	(49)	21,640	11,137	(10,503)
<b>Total expenses</b>	<b>\$ 434,270</b>	<b>\$ 449,152</b>	<b>\$ 38,296</b>	<b>\$ 37,429</b>	<b>\$ (866)</b>	<b>\$ 413,049</b>	<b>\$ 411,723</b>	<b>\$ (1,326)</b>
<b>Total Operating Surplus/Deficit</b>	<b>\$ 78,141</b>	<b>\$ -</b>	<b>\$ 22,214</b>	<b>\$ (0)</b>	<b>\$ 23,946</b>	<b>\$ 41,438</b>	<b>\$ (0)</b>	<b>\$ 44,090</b>

Preliminary Statement Prior To Audit Field Work

**TRIP vs. VEHICLE ANALYSIS**

**TRIP vs. VEHICLE ANALYSIS**

	FY 04/05			FY 05/06			FY 06/07			FY 07/08			FY 08/09		
	CABS	TRIPS	TRIP/VEH												
JUL	193	32,877	170	205	33,123	161	240	28,204	117	269	25,681	95	184	27,321	148
AUG	185	25,911	140	209	24,445	117	240	24,010	100	269	28,635	106	184	28,450	154
SEP	195	29,145	149	215	35,072	163	240	35,278	147	269	28,182	105	184	28,206	153
OCT	196	44,593	227	221	32,817	148	240	38,459	160	205	33,063	161	184	37,131	202
NOV	197	36,344	184	227	40,343	178	240	41,751	174	203	41,851	206	184	33,450	182
DEC	187	38,687	207	232	34,534	149	243	46,866	193	204	36,141	177	184	26,942	146
JAN	191	40,638	212	240	42,539	177	245	27,290	114	204	30,363	149	183	39,745	217
FEB	196	43,880	224	241	41,587	173	246	41,520	169	206	50,594	246	185	38,116	206
MAR	204	42,973	210	241	51,373	213	255	54,598	214	205	41,492	202	186	42,705	230
APR	206	53,980	262	241	50,791	211	269	46,823	174	205	44,697	218	186	59,997	323
MAY	204	38,698	190	240	42,916	179	271	43,593	161	205	49,071	239	186	41,175	221
JUN	203	33,348	164	240	34,427	143	271	35,711	132	183	26,819	147	186	38,696	208
<b>TOTALS</b>	<b>2357</b>	<b>461,074</b>	<b>196</b>	<b>2752</b>	<b>463,967</b>	<b>169</b>	<b>3000</b>	<b>464,103</b>	<b>155</b>	<b>2627</b>	<b>436,589</b>	<b>166</b>	<b>2216</b>	<b>441,934</b>	<b>199</b>

	FY 09/10			FY 10/11			FY 11/12			FY 12/13			FY 13/14		
	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH	CABS	TRIPS	TRIP/VEH
JUL	170	26,487	156	151	31,211	207	125	30,391	243						
AUG	155	23,671	153	148	29,238	198	123	29,459	240						
SEP	158	29,239	185	150	31,807	212	131	34,446	263						
OCT	153	37,468	245	117	40,222	344	139	43,009	309						
NOV	153	40,466	264	126	40,494	321	144	44,173	307						
DEC	160	32,084	201	128	36,226	283	143	39,180	274						
JAN	155	38,276	247	133	45,232	340	152	45,048	296						
FEB	157	36,557	233	132	42,331	321	156	53,840	345						
MAR	159	44,219	278	138	48,942	355	158	62,962	398						
APR	167	57,645	345	141	60,821	431	170	71,576	421						
MAY	157	42,074	268	142	43,910	309	156	49,091	315						
JUN	156	29,940	192	120	31,088	259									
<b>TOTALS</b>	<b>1900</b>	<b>438,126</b>	<b>231</b>	<b>1626</b>	<b>481,522</b>	<b>296</b>	<b>1597</b>	<b>503,175</b>	<b>315</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>	<b>0</b>	<b>0</b>	<b>#DIV/0!</b>

	FY 04/05		FY 05/06		FY 06/07		FY 07/08		FY 08/09	
HIGHEST TRIPS	Apr	53,980	Mar	51,373	Mar	54,598	Feb	50,594	APR	59,997
LOWEST TRIPS	Aug	25,911	Aug	24,445	Aug	24,010	Jul	25,681	DEC	26,942
MOST VEHICLES	Apr	206	Apr	269	May	271	Jul	269	M, A, M	186
LEAST VEHICLES	Aug	185	Jul	205	Jul	240	Jun	183	JAN	183
MOST TRIPS/VEH	Apr	262	Mar	213	Mar	214	Feb	246	MAY	323
LEAST TRIPS/VEH	Aug	140	Aug	117	Aug	100	Jul	95	JULY	148
	FY 09/10		FY 10/11		FY 11/12		FY 12/13		FY 13/14	
HIGHEST TRIPS	APR	57,645	APR	60,821	APR	71,576				
LOWEST TRIPS	AUG	23,671	AUG	29,238	AUG	29,459				
MOST VEHICLES	JUL	170	JULY	151	APR	170				
LEAST VEHICLES	NOV	153	OCT	117	AUG	123				
MOST TRIPS/VEH	APR	345	APR	1004	APR	421				
LEAST TRIPS/VEH	AUG	153	AUG	198	AUG	240				

**SunLine Services Group**

**DATE:** June 27, 2012 **ACTION**  
**TO:** Taxi Committee  
Board of Directors  
**FROM:** General Manager  
**RE:** Approval of Taxicab Budget & Fee Schedule Resolution

---

**Recommendation**

Recommend that the Board of Directors approve the attached FY 2013 budget and fee schedule Resolution for SunLine Regulatory Administration.

**Background**

In accordance with the SunLine Service Group (SSG) Joint Powers Agreement, the SSG Board of Directors must approve an annual budget. In addition to the annual budget approval process, the Board approves the fees that serve as a basis for the fiscal year budget.

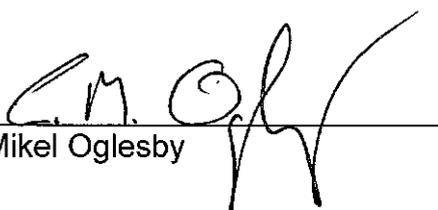
For FY 2013, SSG will collect \$460,260 to cover expenses.

- \$321,000 Passenger paid surcharges.
- \$84,000 Franchises vehicle permit fees
- \$18,650 Taxicab driver permit fees.
- \$36,610 Fines, vehicle inspection, vehicle transfer, misc.

The Taxi Administration FY 2012-13 budget submitted for Board approval is \$455,238.

**Fiscal Impact**

This proposal is designed to generate sufficient revenue to sustain SRA's regulatory mandate provided by the SSG ordinance.

  
\_\_\_\_\_  
C. Mikel Oglesby

# Taxi-Admin

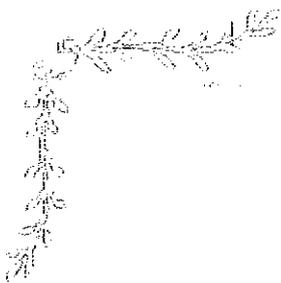
Acct. No.	Line Item	Actual Expenses 2010/11	Projected Final Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13
<b>Labor:</b>					
	Management Sch. Work Days				
	Operating Days				
<b>Revenue:</b>					
964010101100	Meter Reading Revenue	95,800	286,895	297,123	321,000
964010101200	Revenue Fines	106,661	6,880	5,000	5,000
964010101300	Vehicle Inspection Revenue	15,253	14,867	13,000	14,700
964010101400	Vehicle Reinsertion Revenue	450	133	1,300	500
964010101500	New Driver Permit Revenue	4,150	5,867	5,000	5,000
964010101600	Driver Transfer Revenue	4,800	3,200	5,800	3,200
964010101700	Driver Renewal Revenue	7,050	9,933	6,100	10,450
964010101750	Driver Permit Reinstatement/replacement	135	153	200	90
964010101800	Vehicle Transfer Revenue	(50)	260	1,500	1,000
964010101900	Vehicle Permit Revenue	81,263	87,498	78,000	84,000
964010101950	Operator Shared Revenue Fee	190,522	3,492	-	-
964070301000	Rental of Property Revenue		-	-	-
964070301050	Operator Application Fee		4,000	10,500	7,200
964010102200	Other Revenue	47	263	-	-
964010102000	Interest Revenue	120	72		120
	Usage of Reserves		-	25,629	8,000
	<b>Total Revenue:</b>	<b>506,202</b>	<b>423,514</b>	<b>449,152</b>	<b>460,260</b>
<b>Labor:</b>					
965010201600	Staff/Clerical Salaries	116,161	130,697	151,449	148,462
965010201610	Admin Salaries-OT		-	-	-
965010700000	Allocated Salaries	40,374	46,733	45,973	45,973
	<b>Total Labor Expense</b>	<b>156,535</b>	<b>177,429</b>	<b>197,422</b>	<b>194,435</b>
<b>Benefits:</b>					
965020100010	Medicare Tax	2,024	2,247	2,551	2,500
964010101000	Pension	38,017	37,869	49,632	44,578
965020300000	Group Health Insurance	24,196	29,025	30,645	39,600
965020400000	Dental Insurance	689	667	793	898
965020400001	Vision Insurance	290	284	348	421
965020500000	Group Life Insurance	492	551	684	684
965020600000	Group Disability Insurance	989	906	1,187	1,232
965020600100	Employer Assistance Program	103	30	137	121
965020700010	Unemployment Taxes	1,484	1,596	1,484	1,596
965020800000	Workers Compensation	638	768	689	157
965020900000	Sick Pay	999	2,947	2,398	2,398
965020900001	Sick Pay Sell Backs	4,324	2,196	2,600	2,600
965021100000	Vacation Pay	17,295	12,401	18,335	18,335
965021100001	Vacation Pay Sellbacks		8,356	1,501	1,501
965021600000	Allocated Payroll Factors	23,704	27,147	21,297	21,297
	<b>Total Fringe Benefits Exp.</b>	<b>115,243</b>	<b>126,991</b>	<b>134,280</b>	<b>137,918</b>
<b>Services:</b>					
965030103120	Two Tier Appeal				8,000
965030103120	Lab & Drug Services				-
965030103240	Background Check Svcs	1,841	3,825	4,000	3,000
965030300005	Legal Services-General	46,938	76,328	50,000	50,000
965030303240	Other Professional Svcs	20,163	35,790	25,000	25,000
965030303310	Audit Services-External	5,900	-	6,000	5,500
965030500000	Maintenance Contracts	3,790	5,116	6,000	4,200
965039903800	Other Services	575	1,101	1,200	1,200
965050200001	Utilities	4,915	6,354	5,000	5,000
965050200003	Trash Pick-up	346	523	600	600
965050200006	Communications	2,099	2,827	3,000	3,000
	<b>Total Services Expense</b>	<b>86,568</b>	<b>131,864</b>	<b>100,800</b>	<b>105,500</b>

# Taxi-Admin

Acct. No.	Line Item	Actual Expenses 2010/11	Projected Final Expenses 2011/12	Annual Budget YR 2011/12	Annual Budget YR 2012/13
<b>Materials and Supplies:</b>					
965040404300	Office Supplies	2,728	3,941	3,500	3,500
965040404340	Allocated Overhead	500	648	-	-
965049900002	Postage	453	928	500	500
965049900026	Facility Maintenance	-	-	200	200
965049900032	Repair Parts-Taxi Vehicle	225	226	300	300
<b>Total Materials/ Supplies</b>		<b>3,906</b>	<b>5,743</b>	<b>4,500</b>	<b>4,500</b>
<b>Miscellaneous Expenses:</b>					
965040101000	Fuel CNG	622	694	1,200	1,200
965060100000	Ins.-Gen Liab/Phy. Damage	3,372	3,927	4,000	3,800
965079900000	Fuel Taxes	8	10	-	10
965090100000	Dues, Memberships & Sub	263	1,400	750	575
965090200000	Travel & Training	4,167	5,680	5,000	5,500
965090200002	Mileage Reimbursement	-	-	200	200
965099900001	Staff Development	-	-	-	600
965099905990	Miscellaneous Expense	333	2,040	1,000	1,000
965099906000	Rent to Transit	-	-	-	-
992010000000	Reserve	-	-	-	-
<b>Total Misc. Expenses</b>		<b>8,765</b>	<b>13,751</b>	<b>12,150</b>	<b>12,885</b>
<b>Total Dept. Operating Expenses</b>		<b>371,017</b>	<b>455,779</b>	<b>449,152</b>	<b>455,238</b>
<b>Operating Income (Expense)</b>		<b>135,185</b>	<b>(32,265)</b>	<b>0</b>	<b>5,022</b>

Reserve

100,000 100,000



**SunLine Services Group**

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ADOPTING RATES FOR  
TAXICAB SERVICES WITHIN THE COACHELLA VALLEY  
July 1, 2012 THROUGH June 30, 2013**

WHEREAS, SunLine Services Group is a local agency and its Board of Directors is authorized pursuant to Government Code Section 53075.5 to levy by resolution, fees in an amount sufficient to pay for the cost of regulating taxicab services within the Coachella Valley; and

WHEREAS, the staff of SunLine Regulatory Administration presents a budget for Fiscal Year 2013; and

WHEREAS, the Board of Directors hereby finds that the fees established herein are reasonable fees imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley;

NOW, THEREFORE, BE IT RESOLVED BY THE Board of Directors of Sunline Services Group: That the following are the maximum rates that may be charged by taxicab operators for provision of taxicab services within the Coachella Valley:

Section 1. That the following fees shall be charged for the administration and regulation of taxicab services within the Coachella Valley:

The following fees are effective July 1, 2012:

Driver Permit	\$ 50.00
Driver Permit Renewal	\$ 50.00
Driver Transfer Fee	\$ 50.00
Driver Permit Reinstatement Fee	\$ 25.00
Driver Permit Replacement	\$ 5.00
Vehicle Inspection Per Vehicle	\$ 50.00
Operator Shared revenue Fee Per Vehicle	\$ 0
Vehicle Permit, new	\$ 600.00
Vehicle Permit renewal	\$ 600.00
Vehicle Inspection	\$ 50.00
Vehicle Permits Re-Insertion	\$ 65.00
Appeal Fee	\$ 100.00

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group on this 27<sup>th</sup> day of June, 2012, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Date: \_\_\_\_\_

\_\_\_\_\_  
Eduardo Garcia  
Chairman of the Board of Directors

Date: \_\_\_\_\_

\_\_\_\_\_  
C. Mikel Oglesby  
General Manager

## SunLine Services Group

**DATE:** June 27, 2012 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Legal Counsel

**RE:** First Reading of SSG Ordinance #2012-01

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**\*CONTINUED FROM MAY 23, 2012 MEETING**

### **Recommendation**

Recommend that the Board of Directors approve the first reading of the proposed SSG Ordinance #2012-01 that will supersede all previous Ordinances and Amendments.

### **Background**

Interim General Counsel has been directed to revise the taxi franchise ordinance (Ordinance No. 2010-01; the "Ordinance") and the franchise agreement (consisting of the agreement and the Request For Proposals for providing franchise taxicab services—RFP 09-021) to provide more consistency between the documents and to better serve SunLine's goal of an effective and efficient taxi franchise system which does not result in the creation of a *de facto* or *de jure* monopoly. Pursuant to that direction, this office has prepared a red-lined draft of both the Ordinance and the RFP. This memo addresses the proposed changes to the Ordinance, which changes have twice been vetted by the subcommittee. Comments of the subcommittee have been incorporated into the revised drafts that are presented for your consideration. The substantive revisions are discussed by category below.

1. **Duration of Franchise.** Section 1.030, subsection H currently states that all franchises sunset after ten years. The RFP, however, notes that the franchise term is five years but may be extended on a year-by-year basis for the following five years. Section 1.030, subsection H is proposed to be revised to be consistent with the intent of the RFP.
2. **Insurance Requirements.** It is recommended that Section 1.050, subsection 2(e) be amended to change franchisee's minimum insurance requirements from \$1,000,000 to a sum acceptable to the Board. The Board will be asked to determine the appropriate amount of insurance.

3. **Manner of Holding Taxicab Fleet.** Currently, Section 1.080 of the Ordinance appears to require franchisees to *own* all taxicabs in their fleet. The Board is asked whether a franchisee's ownership of the taxicab is necessary or whether a leasehold interest in the cab is sufficient.

4. **Regulation of Transfer of Control of Any Franchisee.** A new Section 1.090.5 has been added to clarify that, in addition to requiring documents, SunLine has the authority to approve or disapprove of any sale or transfer of a franchisee's assets, a sale or transfer of any interest or membership in a franchisee, or any transfer of control over a franchisee. The definitions contained in Section 1.010 have been revised to establish a rebuttable presumption that a transfer of 25% or more of the beneficial ownership of an LLC constitutes a change in control. Under Section 1.090.5, any franchisee proposing any of the aforementioned transfers in interest is required to submit to SRA all information required of an applicant seeking a franchise and the Board has the authority to approve or disapprove that transfer in the same manner as it would evaluate a new application for a franchise. The Ordinance has also been revised to note that any failure to first obtain Board approval is both a public nuisance and grounds for revocation of a franchise.

5. **Allocation of Responsibility between Board and Taxi Administrator.** Section 1.100 is proposed to be amended by establishing that the Board has the sole responsibility to establish the number of allocable Non Temporary Taxi Permits, to allocate those Non Temporary Taxi Permits to franchisees, and to grant requests of franchisees to increase their Non Temporary Taxi Permits by up to 25%. The taxi administrator's authority is proposed to include the ability to unilaterally issue Temporary Taxi Permits, initially decide to suspend or revoke a permit and to issue warning letters,

6. **Denial, Revocation, Suspension or Termination of Permits and Franchises and Appeals.** Currently, Section 1.110 authorizes the taxi administrator to serve as the hearing officer to conduct hearings necessary to suspend or revoke a franchise or permit. That determination may then be appealed under Section 1.256 to the taxi administrator. Having a person sit as the hearing officer on an issue they had previously decided is inconsistent with existing principles of due process. In addition to the appeal procedures contained in Section 1.256, Sections 1.257 and 1.258 provide separate administrative hearing and appeal processes, respectively, regarding suspensions or terminations of franchise agreements. These provisions are, at best, confusing because they appear to overlap with the appeal process in Section 1.256.<sup>1</sup>

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<sup>1</sup> The overlap is caused because Section 1.256 relates to appeals from Section 1.110. Section 1.110 relates to the revocation, suspension and termination of not just permits, but franchises as well. It is therefore impossible to determine under the existing ordinance which appeals regarding franchise agreements are intended to be resolved through Section 1.256 and which appeals are intended to be resolved pursuant to Section 1.257.

Given both the constitutional infirmity and the irreconcilable confusion created by the patchwork of various hearing and appeal procedures, the proposed Ordinance simplifies the process as follows:

- (a) The taxi administrator remains authorized to issue orders denying, revoking, suspending, or terminating any permit or franchise.
- (b) Anyone aggrieved by a decision of the taxi administrator or by the issuance of any administrative citation is afforded the right of a hearing under Section 1.256.
- (c) The Ordinance proposes to have all hearings be conducted by an independent third-party hearing officer.
- (d) All hearings on administrative citations whose total fine or penalty is less than \$2,000 are to be adjudicated by an employee selected by the General Manager or his or her designee. It is a requirement that the person selected have no communication with the taxi administrator on the case and that he or she have had no input into the decision being appealed.
- (e) Administrative hearings on citations whose fine or penalty exceed \$2,000 and on all suspensions and revocations of drivers' permits or franchises are proposed to be heard by either a retired judge or an administrative law judge with the California State Office of Administrative Law Judges.
- (f) The decision on all hearings is final, but may be challenged through the administrative writ process contained in Code of Civil Procedure section 1094.5.
- (g) All appeals to the Board of Directors are eliminated. Matters that previously were appealable to the Board included fines over \$500, reductions in excess of 25% of a franchisee's Non Temporary Tax Permits, and the suspension or termination of a franchise. If the proposed Ordinance is adopted, these issues will be handled as provided above. The primary rationale for this change is that it is exceedingly time consuming to hold an adversarial fact finding hearing before the Board. This can be handled more efficiently as provided above. Moreover, if the appellant is dissatisfied with the decision, he or she retains the right to file a writ of mandate with the courts to challenge the decision.

Section 1.257 is proposed to be deleted as it would no longer be necessary.

7. **Establishment of Infraction Penalties.** Currently, Section 1.259 allows the taxi administrator to determine whether a violation of the Ordinance constitutes a misdemeanor or an infraction. This process has been called into question because it

allows an administrator to determine whether and to what extent a person alleged to have committed a crime would be permitted a jury trial.<sup>2</sup> The Ordinance proposes to eliminate the discretion to consider a misdemeanor violation to be an infraction. I believe that this authority is unnecessary, in any event, because SunLine has adopted the civil citation process which allows it to impose a civil penalty in an amount which would otherwise be equivalent to the infraction fine. As a result, issuing a criminal infraction would no longer appear necessary.

8. **Enforcement of Airport Regulations.** Currently, Section 1.260 directs SSG to enforce the rules adopted by the Palm Springs Regional Airport Authority. I question whether the law authorizes SSG to delegate its rule-making authority to the Palm Springs Regional Airport Authority. SSG may well lack the legal authority to enforce the rules adopted by another governmental entity (in this case, the Airport Authority), particularly on property over which SunLine lacks the jurisdiction to engage in rule-making. If the Board desires to enforce rules on airport property, an appropriate mechanism can be devised to do so. The Board is asked to indicate whether such a mechanism is desired.

9. **Regulation of Taxi Leases.** The taxi committee asked that we evaluate the ability to regulate the amount a franchisee can charge a driver to lease a taxi. While such regulation is possible, it may be difficult to administer as explained below.

As a general rule, a governmental body "is free to adopt whatever economic policy may reasonably be deemed to promote public welfare, and to enforce that policy by legislation adapted to its purpose." (*Nebbia v. New York* (1934) 291 U.S. 502, 537; see also *Santa Monica Beach v. Superior Court* (1999) 19 Cal. 4th 952, 995 (explaining that "the deferential, rational basis, level of judicial scrutiny" is generally "scrutiny applied in due process based challenges to economic and social legislation").) However, in California, regulations involving "price control" must survive a heightened standard of scrutiny. (*Santa Monica Beach*, supra, at p. 967 (explaining standard of review for regulations constituting "price control, which includes rent control").) Price control "regulations are generally found to pass constitutional muster 'so long as the law does not deprive investors of a "fair return" and thereby become "confiscatory."'" (*Galland v. City of Clovis* (2001) 24 Cal. 4th 1003, 1021, quoting *Kavanau v. Santa Monica Rent Control Bd.* (1997) 16 Cal. 4th 761, 771; see also, *FCC v. Florida Power Corp.* (1987) 480 U.S. 245, 253 (applying heightened level of scrutiny to FCC order reforming lease agreements between power company and cable companies).) To determine whether a price control regulation violates due process, "a 'court must determine whether the [regulation] may reasonably be expected to maintain financial integrity, attract necessary capital, and fairly compensate investors for the risks they have assumed, and yet provide appropriate protection for the heart of relevant public interests, both existing and foreseeable.'" (*Galland*, supra, at p. 1021, quoting *Kavanau*, supra, at pp. 771-772.) In other words, price control regulation "must not prevent an efficient enterprise from 'operating successfully,' but rent regulators are permitted to adjust prices 'within a broad

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<sup>2</sup> Persons charged with infractions are not entitled to a jury, while persons charged with a misdemeanor are.

zone of reasonableness' ..." (Galland, supra, at pp. 1021-1022, quoting Kavanau, supra, at pp. 778-779.)

The types of considerations that might go into the calculation of acceptable lease rates include but are not limited to vehicle purchase prices, the cost of insurance premiums, fuel costs, and variations in the Consumer Price Index evaluated over a twenty-four (24) month time period preceding the determination of the lease amount, and other factors that may affect the market for taxicab leases or that may affect the provision of taxicab services. Given that many of these factors change over time, one would expect that the lease cap would also have to change over time. How often this change must occur, however, is not known as there are no cases directly on point.

Given the forgoing, the Taxi Committee recommended that a new section be added which requires all Franchisees to notify the Board within 5 days of an increase in any fee or cost passed through to the cab drives, including, without limitation, taxi lease rates, insurance rates, and maintenance costs. This new section has been incorporated into the proposed Ordinance as Section 1.247.

## **II. CONCLUSION**

The proposed revisions are an attempt to create for the Board a more effective and enforceable regulatory system. The Interim General Counsel's office asks staff and the Board, who have substantially more experience in the actual operation of the SunLine franchise program, to evaluate the proposed changes and to feel free to accept, reject, or modify these changes in any way it sees would be more appropriate.

  
Jeffrey A. Goldfarb  
Interim General Counsel

## SunLine Services Group

**DATE:** June 27, 2012

**DISCUSSION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Legal Counsel

**RE:** Taxi RFP Changes

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**\*CONTINUED FROM MAY 23, 2012 BOARD MEETING**

### **I. BACKGROUND**

Interim General Counsel was directed to work with a subcommittee consisting of staff members and two members of the taxi committee to revise the taxi franchise ordinance (Ordinance No. 2010-01; the "Ordinance") and the franchise agreement (consisting of the agreement and the Request For Proposals for providing franchise taxicab services—RFP 09-021) to provide more consistency between the documents and to better serve SunLine's goal of an effective and efficient taxi franchise system which does not result in the creation of a *de facto* or *de jure* monopoly. Pursuant to that direction, this office has prepared a red-lined draft of both the Ordinance and the RFP. This Memo address the proposed changes in the franchise agreement, which changes are contained in the RFP SSG issues when a franchise becomes available. The drafts of the RFP were previously circulated to the subcommittee, revised, and again considered by the subcommittee. Comments of the subcommittee have been incorporated into the revised drafts that are presented for your consideration. The substantive revisions are discussed by category below.

**1. Franchise Application Requirements.** The franchise application requirements are generally contained in Section II of the RFP (RFP pp. 8-9). The requirements appeared somewhat broad and, as a result, it was unclear what documents were actually required. The proposed revisions to the RFP include numerous specific requirements which will improve applicant's understanding of what documents are needed and improve the Board's ability to evaluate applications for a new franchise, a transfer of a franchise, and a transfer of any interest in a franchisee.

**2. Adjustments to the "Per Mile Rate."** The Per Mile Rate is the maximum rate the taxi meter can charge per mile driven, The Per Mile Rate is currently adjusted twice each year based upon the cost of fuel. Staff proposes to amend the RFP to adjust the Per Mile Rate annually on or near March 15.

**3. Increase or Decrease in Taxicab Permits.** Currently, the RFP contains both a six month and an annual review period. The review periods primarily appear to be used to determine when additional taxicab permits will be allocated or withdrawn from franchisees for the next period. The review periods have overlapping criteria and it is unclear whether they individually perform a unique function.

It was my belief that the six month review period was unnecessary at best and counter-productive at worst. This is because the six month review largely focused on the number of rides per cab per day. The six month period evaluated either the high season or the low season performance of a franchisee. As a consequence, SunLine was evaluating *high* season performance for purposes of increasing or decreasing a franchisee's taxicab allocations for the following *low* season, and vice versa. As a result, the RFP, as drafted, can cause SunLine to institutionally run the risk of misallocating cabs. By eliminating the six month review, a franchisee's performance can be evaluated over the course of an entire year for the purpose of determining taxicab permit allocations for the ensuing year. In this way, the review periods are all similar. For this reason, we propose that the six month review period would be eliminated in favor of an annual review that is to begin in April and concluded by July 1.

The proposed change also adopts consistent nomenclature in order to distinguish between the allocation of temporary taxicab permits and the allocation of non-temporary taxicab permits.

The proposed changes also establish a two-step annual review process. The first step evaluates total taxicab demand in the valley. This first step of analysis is helpful to determine whether, as a whole, SunLine needs to add or reduce the total number of non-temporary taxicab permits issued in the valley. For instance, if the analysis reveals that the average number of trips per vehicle per day exceeds 10 trips for the total number of taxicabs in the valley, the Board could properly conclude that there are simply not enough taxicabs operating in the valley. The Board might therefore wish to increase the number of non-temporary taxicab permits that can be allocated to the existing franchisees.

The second stage of the analysis determines which of the franchisees is to be offered or awarded any of the then unallocated non-temporary taxicab permits, and which will be required to give permits back. While the RFP establishes a formula for determining available capacity in any particular franchisee, it does not require the Board to allocate any additional non-temporary taxicab permits to a franchisee. We believe the discretion **not** to allocate additional non-temporary taxicab permits to any of the existing franchisees is important for the express purpose of preventing any franchisee from becoming a *de facto* monopoly. Using this discretion, the Board might decide that it does not wish to award a high-performing franchisee more non-temporary taxicab permits<sup>1</sup> and instead decide that it wishes to circulate an RFP for the purpose of issuing

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<sup>1</sup> This is what I call the Microsoft dilemma. One franchisee continually outperforming the competition by getting the lion's share of the business. It will therefore have a much higher number of trips per vehicle per day, which makes it eligible for more non-temporary taxicab permits. At the same time, the

a new franchise to whom it will issue those withheld permits. The RFP also proposes to permit the Board to consider any other relevant factor to reach an allocation determination, including but not limited to issues such as the franchisee's citation history, the franchisee's wait time, and whether the franchisee has demonstrated that it is providing its customers longer taxi rides than the valley average, such that its cabs are occupied for a longer period of time which thus reduces their ability to pick up the minimum number of riders per day.

The amendment also clarifies that there are two ways to obtain an increase in non-temporary taxi permits: (1) a franchisee can apply for a 25% increase in the number of non-temporary taxi permits they currently have; and (2) the Board can issue additional permits when it conducts its annual review as discussed above.

The final change in this section is to clarify that it is the Board's duty to allocate taxicab permits.

4. **Advertising.** The proposed change on page 22 is to make the RFP's advertising regulations consistent with the regulations currently enforced by SSG.

5. **Regulating Drivers' Hours.** Both the RFP and the Ordinance have been revised to clarify that the taxicab regulations' restrictions on the number of hours a driver can operate a taxicab are enforceable. As proposed, the RFP requires that, by April 1, 2013, all franchisees shall have in place the electronics necessary to transmit real time driver hour reports to a franchisee. (RFP p. 24.)

## **II. CONCLUSION**

The proposed revisions are an attempt to create for the Board a more effective and enforceable regulatory system. The Interim General Counsel's office asks staff and the Board, who have substantially more experience in the actual operation of the SunLine franchise program, to evaluate the proposed changes and to feel free to accept, reject, or modify these changes in any way it sees would be more appropriate.

  
Jeffrey A. Goldfarb  
Interim General Counsel

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other franchisees' business either does not grow in the same way or drops. At some point the other franchisees' trips per vehicle per day will require them to surrender some of their non-temporary taxicab permits, worsening the gap between them and the high-performing franchisee. This can eventually create a *de facto* monopoly.

**ORDINANCE NO. ~~2010-01~~2012-01**

**AN ORDINANCE OF SUNLINE SERVICES GROUP  
SUPERSEDING ORDINANCE 96-2, 99-1, 99-2, 00-2, 01-01, 07-  
03, ~~AND 09-0110-01~~**

WHEREAS, Government Code section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish or require registration of rates for the provision of such services and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Service Group ("SSG") desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, an implementation agreement has been entered into by the County of Riverside and those Coachella Valley cities whose signatures appear on that agreement, authorizing SSG to regulate taxicab transportation services within the jurisdictional boundaries of SSG; and,

WHEREAS, Government Code section 53069.4(a)(1) permits the legislative body of a local agency to make any violation of any ordinance enacted by the local agency subject to administrative fine or penalty; and,

WHEREAS, the powers provided under Government Code section 36091 which permit a city legislative body to impose fines, penalties and forfeitures for violations of its ordinances have, by joint powers agreement, been assigned to SSG as provided under Government Code section 6500, et seq.; and,

WHEREAS, SSG desires to reduce the administrative and legal costs associated with enforcement of ordinances adopted for the purpose of taxicab regulation within the jurisdiction of SSG;

WHEREAS, the Board of Directors of SSG implemented a study commissioned to make recommendations to improve taxicab transportation services which included implementation of a recommendation to award Franchise Agreements as a way to improve taxicab services and to better regulate the service providers; and,

WHEREAS, the existing Ordinance must be amended to ensure consistency between the Ordinance and the Franchise system and to effectuate regulation of the Franchise system in accordance with the decision to implement the study.

NOW, THEREFORE, the Board of Directors of SSG DOES ORDAIN AS FOLLOWS:

**PART 1:** That SSG hereby adopts this Ordinance regulating taxicabs within the jurisdiction of SSG, superseding and replacing Ordinance 96-2, 99-1, 99-2, 00-2, 01-01, 07-03, and 09-01.

This Ordinance shall include the following sections:

Section

- 1.010 Definitions
- 1.015 Delivery of Notices or Requests
- 1.020 Hotel Limousine — Exemption
- 1.030 Franchise Agreement — Required
- 1.050 Franchise — Insurance Required
- 1.060 Franchise — Color Scheme
- 1.065 Advertisements
- 1.070 Vehicle Inspection
- 1.080 Franchise — Minimum Requirements
- 1.090 Franchise Fee
- 1.091 Taxicab Vehicle Permits
- 1.092 Transfer and Surrender of Vehicle Permits
- 1.095 Driver Permit — Required
- 1.100 Permits — Authority
- 1.110 Permits and Franchises - Denial, Revocation, Suspension or Termination
- 1.120 Appeal From License Denial Due to Criminal Conviction 1.125 Unauthorized  
Taxicab Services Prohibited
- 1.130 Rules, Regulations and Fees
- 1.140 Use of Toplight
- 1.150 Information Display
- 1.160 Identification Display
- 1.170 Route — Number of Passengers
- 1.180 Taximeter — Accuracy
- 1.190 Taximeter — Use
- 1.200 Taximeter — Misuse
- 1.210 Receipt for Fare
- 1.220 Street Stands
- 1.225 Exclusive Arrangements Between Franchises and Venues Concerning Taxicab  
Trips Prohibited
- 1.230 Operation by Other Than Franchisee
- 1.240 Rates
- 1.245 Surcharges
- 1.250 Enforcement
- 1.255 Penalties
- 1.256 Administrative Hearings - In General
- 1.257 Administrative Hearings - Suspension or Termination of Franchise Agreement
- 1.258 Appeal to Committee of Board of Directors
- 1.259 Criminal Enforcement and Penalties
- 1.260 Airports

- 1.270 Severability
- 2.010 Scope
- 2.020 Definitions
- 2.030 Rule, Regulations & Fees
- 2.035 Mandatory Controlled Substance and Alcohol Testing Program
- 2.040 Tests Required
- 2.050 When Testing Required 2.060 Prohibited Conduct
- 2.070 Testing Procedures
- 2.080 Penalties
- 2.090 Rights of Appeal
- 2.100 Severability
- 3.010 Applicability
- 3.020 Enforcement Officer - Defined 3.030 Regulation - Defined
- 3.040 Administrative Citation 3.050 Amount of Fines
- 3.060 Payment of the Fine 3.070 Hearing Request
- 3.080 Advance Deposit Hardship Waiver
- 3.120 Late Payment Charges
- 3.130 Recovery of Administrative Citation Fines and Costs
- 3.140 Administrative Regulations

## SECTION ONE

### TAXI FRANCHISE ORDINANCE

#### **Section 1.010 Definitions**

As used in this Section:

- A. "Base Rate" means the minimum charge to a customer regardless of time or mileage, being that rate which is programmed to show in the Taximeter when first activated.
- B. "Board" or "Board of Directors" means the board of directors of SunLine Services Group.
- C. "Chauffeured Limousine" means a motor vehicle used for the transportation of passengers for hire along public streets, not over a defined route, but a route under the control of the person hiring such a vehicle. A Chauffeured Limousine shall not bear any distinguishing insignia or monogram or toplights, and shall operate and be dispatched from a fixed location, and shall be hired by contract on a minimum hourly basis, or a fixed point-to-point basis only.
- D. "Control Person" means any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, holding a controlling interest in a Franchise to provide Taxicab services and the lawful successors, transferees, or assignees of any such natural person, corporation,

partnership, limited liability company, joint venture, association, trust or other organization.

- E. “Control” or “controlling interest” means control in whatever manner exercised, including, without limitation, control through ownership, management, debt instruments, or negative control, as the case may be, of the Franchisee or related taxicab service or company. A rebuttable presumption of the existence of control or a controlling interest shall arise from the beneficial ownership, directly or indirectly, by any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, or any group of such persons or entities acting in concert, of 25 percent or more of any class or series of equity securities, whether or not voting, of any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, or being a party to a management contract or similar agreement to manage the Franchisee or related taxicab service or company, or any material portion thereof.
- DF. “Days” means calendar days, except where otherwise referred to in this Ordinance. “Business days” means any days that the administrative offices of SSG are open for business. Any act required by the Ordinance of SSG which is due on a day which is not a business day shall be due on the next business day.
- EG. “Driver” means an individual natural person who drives or is allowed to drive a Taxicab under the name of a Franchisee. This includes, but is not limited to: full time, regularly employed Drivers; casual, intermittent or occasional Drivers; leased Drivers and independent, Owner-operator contractors who are either directly employed by or under lease to a Franchisee or who operate a Taxicab at the direction of or with the consent of a Franchisee.
- FH. “Driver Permit” means a permit issued by SSG authorizing a Driver to drive a Taxicab within the jurisdiction of SSG.
- GI. “Employment” includes self-employment as an independent Driver within the meaning of Government Code section 53075.5.
- HJ. “Franchisee” means any person, firm, association, corporation, partnership or other entity that is granted a Franchise by the Board pursuant to the Ordinance of SSG and has entered into a duly executed Franchise Agreement with SSG.
- kI. “Hourly Rate” means the charge made to a Taxicab passenger based on Taximeter calibration in instances in which the speed of the vehicle causes

the Taximeter to switch from a Rate per Mile charge to a rate based on passenger time use of the vehicle.

~~II.~~ ~~“Jurisdiction of SSG” means the area within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School Districts and that portion of the Coachella Valley Unified School District located within Riverside County.~~

~~KM.~~ “Owner” means the person or entity identified as the Owner of a Taxicab on the Certificate of Title issued by the California Department of Motor Vehicles (DMV).

~~N.~~ “Person” means natural persons, corporations, partnerships, limited liability companies, joint ventures, associations, trusts or other organizations, whether or not legal entities

~~LO.~~ “Rate per Mile” or “Mileage Rate” means the charge made to a Taxicab passenger calculated and based on distance traveled by the Taxicab vehicle.

~~MP.~~ “Street” means any place commonly used for the purpose of public travel.

~~NQ.~~ “Street Stand” means a portion of a street designated by a member city or the county within which the stand is located for the use, while awaiting employment, of any Taxicab, except for locations at which a stand is located within the boundaries of any airport.

~~OR.~~ “SunLine Regulatory Administration” or “SRA” means the division of SunLine Services Group charged with the duties, obligations and responsibilities of SunLine Services Group to implement and enforce the Ordinance of SSG, any related ordinance and any regulations promulgated pursuant thereto as directed by the board of SSG and the Taxicab Administrator. Unless otherwise specifically specified herein, references to “SSG” refer to and include SRA.

~~PS.~~ “Surcharge” means the Fee imposed by SSG to recover the costs of regulating Taxicabs and which is charged each time that a Taxicab is initially engaged for hire by a passenger.

~~QT.~~ “Taxicab” means every automobile or motor-propelled vehicle, designed for carrying not more than eight persons, excluding the Driver, where the driver’s seat may be separated from the passenger’s compartment by a glass or other partition, used for the transportation of passengers for hire over the public streets in the jurisdiction of SSG, and not over a defined route, irrespective of whether the operations extend beyond the boundary

limits of the member entities of SunLine, in circumstances where the vehicle is routed under the direction of the passenger or of the person hiring same.

- RU. "Taxicab Administrator" means the General Manager of SSG or his/her designee. "Assistant Taxicab Administrator(s)" shall be those persons authorized by the Taxicab Administrator to perform or assist in the performance of the functions and powers of the Taxicab Administrator under the provisions of the Ordinance of SSG.
- SV. "Taximeter" means a device that automatically calculates, at a predetermined rate or rates, and indicates the charge for hire of a vehicle, for distance traveled and waiting time.
- FW. "Toplight" means an illuminated sign, permanently affixed to the top of a Taxicab, which, bears the name of the Franchise on both the front and back and when illuminated, clearly indicates whether or not the Taxicab is vacant and available for hire.
- UX. "Vehicle Inspection Sticker" means the numbered sticker affixed to the lower left rear of the windshield of each Taxicab vehicle authorized to operate in the jurisdiction of SSG.
- VY. "Vehicle Permit" means both the vehicle inspection sticker and the authority from SSG for a Taxicab vehicle to operate in the jurisdiction of SSG.

**Section 1.015 Delivery of Notices or Requests**

- A. All notices or requests referred to in the Ordinance of SSG which are due to SRA shall be delivered to the Administrative Office of SunLine Regulatory Administration. -All notices or requests referred to in the Ordinance of SSG to any individual or Franchisee shall be delivered to the address of record for the individual or Franchisee.
- B. The address of record for a Franchisee shall be the address listed on the Franchise Agreement. -Franchisees shall give notice in writing to SRA of any change in their business address, and delivery of notices or requests to the address provided by the Franchisee shall be presumed received by the Franchisee.
- C. Delivery of any notice or request under the Ordinance of SSG shall be effective as follows:
1. Immediately if given by personal delivery;
  2. One day after delivery if delivered by an overnight delivery service; and,

3. Three days after delivery if delivered by U.S. Mail.

**Section 1.020 Hotel Limousine - Exemption**

“Hotel Limousine” means a motor vehicle owned and operated exclusively by hotel. A “Hotel” is defined as any building or group of buildings or a portion thereof containing five (5) or more guest rooms used by five (5) or more guests for compensation. A Hotel Limousine is used for the sole purpose of providing transportation for hotel guests. Hotel Limousines are exempt from the regulation of the Ordinance of SSG when operated in accordance with this section.

**Section 1.030 Franchise Agreement - Required**

- A. It is unlawful for any ~~P~~erson to operate, cause to be operated, to advertise or otherwise hold themselves out to the public in any fashion as a Franchisee without having first entered into a Franchise Agreement with SSG. Subject to the limitations of the Ordinance of SSG, the Board may, and is empowered to, grant to any qualified ~~P~~erson, ~~firm~~, ~~association~~, ~~corporation~~, ~~partnership~~ or ~~other~~ entity, a nonexclusive Franchise to operate Taxicabs within the jurisdiction of SSG. Such Franchise shall be evidenced by a duly executed Franchise Agreement between the Franchisee and SSG. These Franchise Agreements may contain contractual provisions that are supplementary to and/or more restrictive than the provisions contained in the Ordinance of SSG. It is a violation of this Ordinance to operate a Franchise which is not in compliance with the terms and conditions of the Franchise Agreement. Franchisees will be required to provide a list of the Vehicle Identification Numbers (“VIN”) of the Taxicabs (“vehicle identification list”) which have passed the vehicle safety inspection required by the Ordinance of SSG and amendments thereto.
- B. The Franchisee shall maintain with SSG a current list of all Drivers authorized to operate any vehicle on the required vehicle identification list. The Franchisee shall verbally report any additions or deletions to its list of Drivers to SSG within 24 hours of such addition or deletion.
- C. Franchisees are required to ensure that all Drivers operating a Taxicab listed on the required vehicle identification list are familiar with the provisions of the Ordinance of SSG as amended from time to time, with the Franchise Agreement as amended from time to time, and with all regulations adopted by SSG from time to time. Franchisees shall promptly notify their Drivers of any changes in the provisions of the above documents Ordinance of SSG and regulations adopted and direct their drivers to implement the same. ~~to implement it.~~
- D. Regardless of whether there is an employment or other direct relationship between the Franchisee and the Driver, Franchisees shall ensure that all

Drivers authorized to operate a Taxicab vehicle listed on the vehicle identification list comply with the provisions of the Ordinance of SSG as amended from time to time, the Franchise Agreement as amended from time to time, all requirements of state law, and with all regulations adopted to implement the Ordinance of SSG. The Franchisee shall not knowingly (or with reason to know) permit any Driver who is not in compliance with the provisions of the Ordinance of SSG as amended from time to time, the Franchise Agreement as amended from time to time, and all requirements of state law to operate any Taxicab listed on the vehicle identification list. This includes without limitation, the Driver operating hours requirements of Section 6.11 of the SunLine Services Group's Taxicab Regulations.

- E. In the event that any Driver listed on the authorized driver list on file with SSG has violated any provision of section 1.110, the Franchisee shall revoke all authority for the Driver to operate any vehicle on the vehicle identification list immediately upon written notification by the Taxicab Administrator of the suspension or revocation of the Driver's Driver Permit. The Franchisee may be temporarily suspended by the Taxicab Administrator in the event that a Franchisee fails to comply with this section and administrative penalties may be imposed in accordance with section 1.255.
- F. The Franchisee shall comply with all requirements concerning the mandatory controlled substances and alcohol testing program as set forth in the Ordinance of SSG.
- G. No Franchisee shall allow a person to drive a Taxicab using the Franchise's name unless that person has a valid Driver Permit issued by SSG which states that the Driver is affiliated with the Franchise.
- H. ~~The term of the franchise shall be five (5) years. The term may be extended an additional one (1) year after each of the initial five years of the franchise up to a total of ten (10) years at the sole discretion of the SSG, subject to the provisions below. All franchises sunset after ten (10) years and are thereafter void. All Franchise Agreements sunset after ten (10) years and are thereafter void. All agreements must be renewed after the ten (10) year expiration.~~ All Franchises granted pursuant to the Ordinance of SSG shall be nonexclusive and shall be subject to the terms and conditions specified in the Ordinance of SSG and any additional terms contained in a Franchise Agreement between the Franchisee and SSG. Such nonexclusive Franchises shall not be sold, leased, transferred, assigned or otherwise disposed of, either in whole or in part, whether by forced sale, merger, consolidation, bankruptcy, reorganization under bankruptcy laws or otherwise, without the prior written consent of SSG. The consent of SSG shall be subject to such terms and conditions as may prescribe, and may be denied in SSG's sole and absolute discretion. Any attempted sale, lease, transfer, assignment or other attempted disposition

of a Franchise without the prior written consent of SSG shall render said Franchise null and void and shall result in immediate termination of the Franchise Agreement.

- I. The SRA reserves the right to issue additional Franchises. The Board awards Franchises after a public hearing.

**Section 1.040 Franchise Agreement – Term, Extension**

A. The term of the franchise shall be five (5) years. The term may be extended by SSG for an additional one (1) year after the initial five year term (the "One Year Extension Period") of the franchise up to a total of ten (10) years at the sole discretion of the SSG, subject to the provisions below. All franchises sunset after ten (10) years and are thereafter void.

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B. The process for granting each One Year Extension Period shall be as follows:

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(a) SSG may extend the term of a franchise by written notice to the Franchisee no later than Sixty (60) days before the franchise expires.

(d) Each extension shall be for a term no longer than one year. The determination to permit a Franchisee to continue operating under the Franchise for each One Year Extension Period shall rest exclusively with the Board. In making such determinations, the Board shall consider: the Franchisee's history of operations; the Franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the Franchisee has met the average minimum rides per vehicle per day requirements, and whether extending the Franchise for an additional year serves the health, safety and welfare of the Coachella Valley.

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**Section 1.050 Franchise – Insurance Required**

A. Before any Franchise Agreement is entered into between a Franchisee and SSG, the Franchisee shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the Franchisee, its agents,

representatives, employees, Franchisees, or subcontractors and the Owner of the vehicle. The Franchisee shall also carry Workers' Compensation Insurance in accordance with California Labor Code section 3700 or any other provision of the State of California Workers' Compensation laws.

B. The policies shall contain or be endorsed to contain the following provisions:

1. General Liability and Automotive Liability Coverage.

- a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as insureds for liability related to:
  - (i) Activities performed by or on behalf of the Franchisee;
  - (ii) Premises owned, occupied, or used by the Franchisee, and;
  - (iii) Automobiles owned or leased by the Franchisee.
- b. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- c. The Franchisee's insurance coverage shall be primary insurance as respects SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers shall be in excess of the Franchisee's insurance and shall not contribute with it.
- d. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees, and agents.
- e. Franchisee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this section shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Franchisee shall furnish SSG with a certificate of insurance and any applicable endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Franchisee in the jurisdiction of SSG. SSG reserves the right to require complete, certified copies of all insurance policies, including endorsements affecting the coverage required by the Ordinance of SSG, at any time and shall include, but not be limited to, the obligation to indemnify, hold harmless, release and defend SSG.
- c. Franchisee shall include all individual Drivers employed, retained by or subcontracted by Franchisee, agents, contractors, other sub operators ("sub-operators") as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
- d. The procuring of such insurance or the delivery of endorsements and certificates evidencing the same shall not be construed as a limitation of the Franchisee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties whatever, including reasonable attorneys fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized, conducted or permitted under a nonexclusive Franchise Agreement.

- e. The amount of insurance required hereunder shall be as follows:
- (i) For injury or death in any one accident or occurrence, ~~one million dollars~~ \_\_\_\_\_ (\$1,000,000);
  - (ii) For the injury or destruction of property in any one accident or occurrence, ~~one~~ \_\_\_\_\_ million dollars (\$1\_\_\_\_,000,000);
  - (iii) For combined single limits of liability for primary bodily injury and primary property damage, ~~one~~ \_\_\_\_\_ million dollars (\$1\_\_\_\_,000,000);
  - (iv) For Workers' Compensation Insurance, with the limits established and required by the State of California;
  - (v) For employer's liability, with limits of ~~one~~ \_\_\_\_\_ million dollars (\$1\_\_\_\_,000,000).
- f. It shall be the responsibility of all Franchisees to provide and maintain insurance coverage in compliance with the provisions of the Ordinance of SSG to cover each and every Driver that operates ~~at~~ the vehicle as a Taxicab. The Franchisee shall further ensure that appropriate certificates of insurance reflecting coverage are on file with SRA at all times.

3. Sufficiency of Insurer:

Insurance required by this Section shall be satisfactory only if issued by companies having at least a A-B-7 Best Insurance Rating or equivalent and are admitted to do business in California. All applicants for the licensing of any Taxicab vehicle or for a Franchise are required to comply with this section prior to the issuance of any license or Franchise.

4. Penalties

Franchisees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Franchisee includes ensuring that any vehicle Owner whose vehicle is operated under the Franchisee's name maintains insurance and provides SRA with proof of same at all times that each vehicle is operated. Failure to comply with the foregoing insurance requirements and/or regulations shall result in a summary suspension of the Vehicle Permit for any affected vehicle which

will be presumed unfit and read as out of service. Failures to comply with the foregoing insurance requirements which affect the Franchise as a whole shall result in immediate summary suspension of the Franchise. Failure to comply with the foregoing insurance requirements three times within a calendar year constitutes grounds for termination of the Franchise.

**Section 1.060 Franchise – Color Scheme**

- A. All Taxicabs operating under a Franchise shall be of distinctive appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire.
- B. No Franchise shall be granted to any ~~P~~erson or ~~e~~ntity whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any monogram, name, logo or insignia used by another Franchise within the jurisdiction of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public.
- C. No Franchise shall be entitled to utilize the name or telephone number of any previously operating Franchise unless the assuming Franchisee has paid all fines, permit and Franchise Fees, surcharges, administrative penalties due to SSG from the previous Franchisee and otherwise complied with the requirements for issuance of a Franchise under the Ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Franchisee, no transfer of the name shall occur unless and until SRA is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

**Section 1.065 Advertisements**

- A. Definition. For purposes of this Ordinance, “advertisement” means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, radio broadcast, telecast or by other electronic means, information designed to promote the use of a Franchisee’s services.
- B. No Franchisee, Driver or any other ~~P~~erson or ~~e~~ntity shall place or cause to be placed any advertisement which:
  - 1. is misleading to, or would tend to deceive or defraud the public;

2. uses a name(s) other than the name(s) registered with SSG for which a valid Franchise has been issued ~~granted~~ without first obtaining written consent of SSG; or
  3. uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other ~~person or Franchisee~~ operating in the jurisdiction of SSG.
- C. All advertising placed or caused to be placed by a Franchisee or Driver, including all business cards, shall display the Franchisee's predominant business telephone number.
- D. Due to the nature, frequency and duration of violations that may occur under this section, the Board of SSG hereby provides for imposition of specific penalties for violations of this section or of any regulation adopted to implement it. The penalties to be imposed as provided hereunder are in addition to any other remedy available to SSG under sections 1.110, 1.250, 1.255, 1.256, 1.257 or 1.259 of the Ordinance of SSG and are as follows:
1. A penalty in the amount of \$1,000 is hereby imposed for the first violation of this section.
  2. A penalty in the amount of \$1,000 is hereby imposed and the Franchise may be suspended for a period of up to 30 days for a second violation of this section.
  3. A penalty in the amount of \$1,000 is hereby imposed and the Franchise may be terminated for a third violation of this section.
  4. The Taxicab Administrator, in his or her discretion, may reduce any penalty imposed by this section for a violation of this section.
- E. No Franchise shall be entitled to utilize the name or telephone number of any unlicensed entity, whether listed in the white pages or advertised in the Yellow pages of the telephone directory.

**Section 1.070 Vehicle Inspection**

- A. Prior to obtaining a Franchise, an applicant for a Franchise shall first present each vehicle to be used as a Taxicab to SSG for a vehicle safety and cosmetic inspection. SSG shall establish and publish vehicle safety inspection and cosmetic standards and procedures as a part of the regulations adopted in order to implement this Ordinance. Any vehicle(s) that a Franchisee proposes to add to its Franchise shall also be presented to SSG for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes

the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall be also be maintained by SSG.

- B. Prior to the commencement of any vehicle safety and cosmetic inspection, the Franchisee shall pay a vehicle safety Inspection Fee in an amount to be determined by resolution of the Board of Directors.
- C. Time for Vehicle Inspections: In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
  - 1. Every six (6) months, beginning six (6) months from the date the vehicle is first licensed as a Taxicab;
  - 2. After every incident resulting in cosmetic or greater damages as referred to in Section G of this Ordinance; and,
  - 3. At any time upon written request by the Taxi Administrator.
- D. Failure to present a vehicle for inspection under this Ordinance within three (3) days of the date upon which a written request under Section 1.070 C(3) is delivered or within three days after inspection is due under Section 1.070 C(1) or C(2) shall result in issuance of a penalty in accordance with Section 1.255. Further failure to present a vehicle for inspection under this Ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- E. Vehicles shall be permitted one (1) re-inspection upon the failure of any inspection. Any vehicle that fails a re-inspection shall be presumed to be unfit to operate as a Taxicab, shall be issued an administrative citation to that effect and shall be read out of service.
- F. The Franchisee may appeal the presumption of unfitness by written request for an informal review by the Taxicab Administrator. The decision of the Taxicab Administrator shall be final. Any person aggrieved by the Taxicab Administrator's decision under this section may obtain review of the administrative decision in accordance with the timelines and provisions of Government Code section 53069.4 and/or Code of Civil Procedure section 1094.5, et seq.
- G. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Franchisees are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or

greater damage shall be reported to SRA no later than the business day following the date of the damage for SRA's inspection of the vehicle. For purposes of this section "cosmetic damage" means damage to the interior or exterior of the vehicle that does not necessarily affect the safe operation of the vehicle. "Greater damage" means all mechanical damage as well as all damage that may affect the safe or reliable operation of the vehicle. SRA shall inspect the vehicle to determine if the vehicle's ~~appearance is such that it may be operated pending repair of the damage.~~

**Section 1.080 Franchise – Minimum Requirements**

- A. Any ~~person, firm or entity~~ wishing to apply for the issuance of a Franchise shall truthfully and fully complete a Proposal for Providing Franchise Taxicab Services in the form prescribed by SunLine and provide all supporting documentation for evaluation by SRA.
- B. The following minimum requirements apply to the issuance and maintenance of a Franchise. The Taxicab Administrator is authorized to adopt rules and regulations to implement the requirements which shall become effective upon review and approval by the Board of SSG:
  1. Each Franchisee shall maintain and provide a year-round computerized dispatch system capable of providing performance reports as required by SRA;
  2. Each applicant for a Franchise shall ~~maintain~~ in service a number of vehicles no less than 75% nor more than 125% of the allocation of non-temporary taxicab permits under its Franchise Agreement. The Franchisee shall continue to maintain ownership of the minimum number of vehicles as a condition to the continued validity of any Franchise. The minimum number of vehicles established by this section may be revised by SRA without amendment to this Ordinance;
  3. Each Franchisee shall have a principal place of business from which it conducts its activities as a Franchisee, including the dispatch of Taxicabs required under section 1) above, and related activities. This requirement shall not be interpreted to require that all activities of a Franchisee be conducted from a single location. A Franchisee may have other locations, in addition to its principal place of business, where it conducts repair and maintenance, storage of vehicles or similar activities, so long as each activity conducted by the Franchisee, is conducted from a location properly zoned for that activity by the local jurisdiction as provided in subdivision (4) below;

4. The principal place of business and each other location from which a Franchisee conducts Taxicab activities, shall be located within the jurisdiction of SSG;
5. Each individual or entity holding any interest in the use of the Franchise name or otherwise participating in the Franchise system is required to truthfully complete a Proposal for Providing Franchise Taxicab Services, successfully complete a local and Department of Justice criminal background check and provide such information as is required to evaluate the legitimacy of the Franchisee's business structure, qualifications, corporate stability, financial stability and capability, and;
6. Each applicant for a Franchise shall have a registered fictitious business name with the County of Riverside to do business under the name stated in the application proposal. For Taxicab registration purposes the fictitious business name registration must be renewed at least once every five (5) years.
7. Each applicant for a Franchise shall provide SRA with a business plan and implementation scheduled for acquisition of newer Taxicab vehicles, newer Taxicab technologies including, but not limited to computerized dispatch and GPS tracking of Taxicab vehicles, for electronic processing of credit cards, and for the acquisition of at least two (2) wheelchair-accessible vehicles that meet federal standards.
8. Each applicant for a Franchise shall truthfully supply information requested by SRA as to the Franchisee's experience in the Taxicab business, financial stability, quality of service, past number of trips per vehicle, and the anticipated ability to meet and maintain performance standards. SRA shall consider and evaluate such criteria in determining whether a Franchise should be issued, whether conditions should be imposed upon the Franchise and to determine the identity and number of vehicles to be initially operated under the Franchise, among others. A Franchise may be terminated or suspended by SRA if the Franchisee fails to meet and maintain any conditions imposed by SRA. Each applicant must also furnish all information required of an applicant by the most current RFP prepared by SRA.
9. A Franchise applicant may appeal the imposition of any conditions imposed by the Taxicab Administrator to the Appeal Committee as provided under section 1.258 G. and H.
10. Additional requirements may be imposed pursuant to the Franchise Agreement.

- C. All Franchisees shall be required to certify to SRA's satisfaction at least every year ~~six (6) months~~ that no less than an average of eight (8) dispatched and non-dispatched trips per day per each non-temporary taxicab permitted vehicle per year are generated by each vehicle licensed under the Franchise Agreement as provided for in the Franchise Agreement. Franchisees shall be responsible to maintain sufficient records to accurately verify the number of trips per vehicle at the request of SRA. SRA shall reduce the number of Vehicle Permits licensed to the Franchisee if the eight (8) trip minimum is not maintained. If a Franchisee is required to reduce the number of permitted vehicles, it shall be required to remove vehicles over five (5) model years of age first in the case of standard vehicles and over seven (7) model years of age in the case of approved alternative fueled vehicles, using the Environment Protection Agency's definition of an alternative fueled vehicle. SRA may terminate the Franchise Agreement if the number of licensed vehicles is reduced below the minimum number required by Section 1.080 B. 2).
- D. Franchisees shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the Franchise, any complaints by patrons and any other information SRA may require to verify compliance with the Franchise Agreement and the Ordinance of SSG. The Franchisee's books, accounts and records pertaining to compliance with the Ordinance of SSG and the conditions of the Franchise Agreement shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Franchisee to provide the required records for inspection shall be deemed a violation of the Ordinance of SSG and cause for termination of the Franchise Agreement. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.

#### **Section 1.090 Franchise Fee**

At the time a Franchise proposal is received, the proposer shall pay the Franchise Fee as established by resolution of the Board of Directors. Franchise Fees shall be due and payable in a manner and at a time established by the Board. The Board may establish a procedure for payment of the Franchise Fee in installments.

#### **Section 1.090.5 Sale or Transfer of Assets, Interest or Membership in Franchisee or Transfer of Control of Franchisee**

Unless prohibited by law, neither the franchise nor any rights or obligations of the Franchisee or any Control Person in or pursuant to the franchise, shall be transferred in part or as a whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation, and shall not be sold, transferred, leased, assigned, or disposed of in part or as a whole, either by forced sale, stock sale, asset sale, merger, consolidation, reorganization or otherwise, nor shall title thereto, either

legal or equitable, or any right or interest therein, pass to or vest in any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, nor shall a transfer of control of or a "Controlling Interest" (as defined in Section 1.010) in the Franchisee or any "Control Person" (also as defined in Section 1.010) or the taxicab services occur, either by act of the Company, any Control Person, by operation of law or otherwise, in each case without the prior written consent of the Board, which consent shall be expressed by resolution and then only under conditions as may be therein prescribed. No Franchisee or Control Person shall enter into any management contract or other arrangement for the management of the Franchisee or Control Person, or sell or otherwise transfer any Controlling Interest in a Franchisee or any Control Person, or any material portion thereof, with or without the franchise, without the prior written consent of the Board. Any natural person, corporation, partnership, limited liability company, joint venture, association, trust or other organization, whether or not a legal entity, proposing any of the above acts shall theretofore submit an application to SRA containing all information required of an applicant seeking the initial award of a franchise. SRA shall review the application under the same procedures used for initial issuance of a Franchise. Approval of the transfer will not be arbitrarily denied. Failure to obtain prior approval shall be grounds for revocation of the franchise permit in addition to a public nuisance.

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**Section 1.091     Taxicab Vehicle Permits**

- A. It is unlawful for any Taxicab vehicle to operate in the jurisdiction of SSG without a properly issued SSG Vehicle Inspection Sticker affixed to the vehicle. Vehicle Inspection Stickers may be issued only to vehicles operating under a duly executed Franchise Agreement between the Franchisee and SSG. It is also unlawful to operate more vehicles than the total number of non-temporary taxicab permits and then valid temporary taxicab permits issued to the Franchisee.

**Section 1.092     Transfer and Surrender of Vehicle Permits**

- A. Vehicle Permits may be transferred between Franchisees by the Owner listed as the registered Owner of the vehicle on file with SSG provided that the following conditions are satisfied:
  - 1. The Franchisee to which the vehicle is to be transferred and the Owner of the vehicle request its transfer of SSG;
  - 2. The vehicle is presented to SSG for a Taximeter reading to distinguish its operations under the former Franchise from those under the Franchise to which the vehicle will be transferred;

3. The vehicle meets all standards and qualifications of SSG for operation as a Taxicab vehicle in the jurisdiction of SSG;
  4. Transfer of the vehicle will not cause the Franchisee to exceed the maximum number of vehicles authorized by SSG, and;
  5. Payment is made to SSG of a Vehicle Permit Transfer Fee to cover the administrative costs of such transfer, The Board of Directors may establish by resolution the amount of any Vehicle Permit Transfer Fee.
- B. Any vehicle that has been taken out of service and which continues to bear a toplight and the Taxicab signage required by section 1.160 of the Ordinance of SSG shall display SRA issued "Out of Service" signs as provided by regulation. The toplight and Taxicab signage required by section 1.160 of the Ordinance of SSG shall be removed from the exterior of any vehicle that has been permanently taken out of service within 15 days of the date the vehicle was taken out of service.
- C. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year (July 1 to June 30), such Fee shall become immediately due and payable except in cases in which the vehicle is taken out of service due to damage or mechanical failure and is replaced by another vehicle within 30 days. SSG shall pursue collection of the Vehicle Permit Fee from either the Franchisee and/or the Owner of the vehicle.
- D. If a Franchise is suspended or terminated, Vehicle Permits listed under the Franchise shall be suspended until the vehicle(s) are transferred to another existing Franchise. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Franchise or expiration, suspension or termination of the Vehicle Inspection Sticker. The Owner of the vehicle shall have 30 days to register the vehicle with an existing Franchise. If the Owner fails to register the vehicle within such 30 day period, the vehicle shall be presented to SSG for removal of the Vehicle Inspection Sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Franchisee or the Owner of the vehicle and no Vehicle Inspection Sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

**Section 1.095 Driver Permit – Required**

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver Permit. A Driver Permit may be obtained from SSG as provided below. The Driver Permit shall state the Driver's name, California Driver's License number, date of issuance and the name of the Franchisee with whom the Driver is employed within the meaning of Government Code section 53075.5. If the Franchisee and the Driver are the same person, he or she shall apply for and obtain from SSG both a Driver Permit and enter into a valid Franchise Agreement with SSG.
- B. An applicant for a Driver Permit shall complete an application form which shall contain the following information:
1. Applicant's full name, residence address, and age;
  2. Applicant's last two previous residence addresses;
  3. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
  4. Applicant's height, weight, gender, and color of eyes and hair;
  5. The number and expiration date of the applicant's California Driver's License;
  6. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
  7. All criminal convictions, including dates of conviction and the court where the conviction was rendered;
  8. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant.
  9. The name of the Franchisee with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code section 53075.5.
- C. At the time the applicant submits an application for a Driver Permit, the applicant shall do all of the following:
1. Provide SSG with an original current Department of Motor Vehicles ("DMV") print-out ("1-1-6") reflecting the past 10 year driving record of the applicant if applicable. If the applicant has been licensed as a Driver in the State of California for less than 10

years, he or she shall provide original verified driving records from other jurisdiction(s) sufficient to reflect any convictions listed under section 1.110 hereof for the 10 year period prior to filing the application.

2. Be fingerprinted by SSG and provide SSG with two current 2" X 2" passport sized photographs of the applicant;
  3. Submit to pre-permit/employment controlled substances testing as set forth in the Ordinance of SSG at a collection site certified to perform controlled substance testing pursuant to Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations in or near the jurisdiction of SSG.
  4. Pay the Driver Permit Fee as established by resolution of the Board of Directors to cover the administrative costs incurred by SSG in processing the application as required by this section. No Driver Permit application shall be processed without the payment of such Fee, and;
  5. Submit the employment verification form which states the name of the Franchise with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code section 53075.5. The employment verification form will be supplied to the Franchisee by SSG.
  6. Successfully pass a Driver test certifying familiarity with the Coachella Valley area, the provisions of the Ordinance of SSG and Regulations adopted to implement it and sufficient proficiency in the English language.
- D. A copy of the application for a Driver Permit along with the DMV H-6 form or corresponding out of state driving record shall be used to conduct a local criminal background check in the event a Department of Justice background check is not received within 7 working days. The applicant's application shall be denied in the event that the check discloses conviction of an offense enumerated in Section 1.110. In the event a local background check is conducted pending the Department of Justice report, a temporary permit will be issued if the local check of the Applicant fails to disclose a conviction enumerated in section 1.110.
- E. In the event of denial of a Driver Permit, the applicant may, within 10 days of notification of denial, apply to the SSG for a hearing on the denial in accordance with the procedures set forth in section 1.256.
- F. The applicant's fingerprints shall also be referred to the California Department of Justice electronically for a general criminal background check. If the results of a general criminal background check indicate that

the applicant has been convicted of any criminal charge enumerated in section 1.110, the Taxicab Administrator shall immediately revoke any Driver Permit previously issued to the applicant.

- G. In the event that drug testing of the applicant indicates the applicant's use of a controlled substance as defined by the Ordinance of SSG, the application shall be denied. The applicant may, within 10 days of notification of denial based on controlled substances testing results, apply to the Taxicab Administrator for a hearing and reconsideration of the application in accordance with the procedures set forth in the Ordinance of SSG and SSG rules and regulations concerning controlled substances and alcohol testing.
- H. An applicant over the age of eighteen years holding a valid California Driver's License is entitled to a Driver Permit provided that the following conditions are satisfied:
1. The Department of Justice background check of the applicant fails to disclose a conviction enumerated in section 1.110;
  2. The applicant tests negative for controlled substances as provided in the Ordinance of SSG;
  3. The applicant successfully completes the driver certification requirements established by the Taxicab Administrator as authorized in section 1.096, and;
  4. The applicant is either employed by a Franchise or has been given an offer of employment from a Franchise within the meaning of Government Code section 53075.5.
  5. The Franchisee provides sufficient proof that the Driver is and will continue to be covered for all Taxicab operations by the insurance required under section 1.050 of the Ordinance of SSG.
  6. The Driver provides a copy of a valid California Driver's License. Drivers shall provide SSG with a copy of any replacement California Driver's License immediately upon its issuance. Drivers shall provide SSG with a copy of any renewal of their California Driver's License prior to expiration of the old license.
- I. The Driver Permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California Driver's License shall constitute grounds for revocation of the Driver Permit authorized hereunder.
- J. Termination of Employment. Upon termination of employment within the meaning of Government Code section 53075.5 or upon termination of

permission by the Franchisee to drive a Taxicab using the Franchisee's name, the Driver Permit shall become void. In such case, the Driver shall immediately return the Driver Permit to SSG. Upon return of the Driver Permit, the Driver may re-apply for a Driver Permit, provided that the Driver complies with the requirements for issuance of a Driver Permit under this section 1.095.

K. Permit Renewal. Prior to the expiration of a Driver Permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one year renewal of the Driver Permit provided that:

1. The Driver pays the Permit Renewal Fee;
2. The Driver submits to permit-renewal controlled substances and alcohol testing as set forth in the Ordinance of SSG;
3. The results of such testing indicate that the Driver has not been using a controlled substance as defined by the Ordinance of SSG;
4. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test, and;
5. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in section 1.110 during the preceding year.

The rights of appeal provided for by section 1.120 are available to a Driver in the event that renewal of his or her Driver Permit is denied based on the provisions of this section. However, where the renewal of the Driver Permit is denied based on a controlled substances and/or alcohol test result, the rights of appeal provided for by the Ordinance of SSG shall be applicable.

**Section 1.100 Permits – Authority**

- A. 1. Board Authority:
- a. The exclusive authority to determine the number of allocable non-temporary taxicab permits.
  - b. The exclusive authority to allocate non-temporary taxicab permits
  - c. The exclusive authority to grant or deny any application or request for additional non-temporary taxicab permits.
2. Taxicab Administrator or designee.

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~~a. The Taxicab Administrator and Assistant Taxicab Administrator(s) shall have the power to grant, or deny, any application or request for a temporary taxicab permit.~~

~~b. Subject to the appeal rights contained in this Ordinance, the power to suspend or revoke any or all of the permits and/or approvals required by or authorized by the Ordinance of SSG when, in the exercise of reasonable discretion, he or she has determined that the applicant has or has not complied with all the provisions of the Ordinance of SSG relating to the granting of permits.~~

~~c. To issue any warning letter provided for in this Ordinance unless this Ordinance otherwise provides.~~

**Section 1.110 Permits and Franchises – Denial, Revocation, Suspension or Termination**

~~A. The Taxicab Administrator (or designee) in addition to any other reason provided for in this Ordinance, a Permit or Franchise may be, and is hereby authorized to serve as the hearing officer to conduct such hearings as deemed necessary within his or her sole discretion and to deny, suspended or revoked any of the permits or suspend or terminate any Franchise mentioned in the Ordinance of SSG when the when it has been determined that the Applicant, Permittee or Franchisee:~~

- ~~(i) Has not complied with the applicable provisions of this e Ordinance; of SSG, or;~~
- ~~(ii) Has failed to cure any item listed in a sixty day warning of failure to comply with any requirements of the Franchise Agreement issued by the Taxicab Administrator or designee; or~~
- ~~(iii) Has been issued three (3) sixty day warnings of failure to comply with any requirements of the Franchise Agreement within a period of twelve months; or,~~
- ~~(iv) Has knowingly made a false statement of fact in an application for such permit or in a Proposal for Providing Franchise Taxicab Services, or;~~
- ~~(v) Has charged rates other than those which the Permittee and/or Franchisee has on file with SSG, or;~~
- ~~(vi) Has violated any of the rules and regulations of the Board of Directors or the Taxicab Administrator pertaining to the operation of Taxicabs; or;~~

- (vii) Has engaged in conduct or verbally threatens to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, Taxicab Drivers or Franchisees, or other persons, is implicated; or
- (viii) Has engaged in argumentative or discourteous conduct toward the public, a passenger, other Taxicab Drivers or Franchisees or other persons while on call to provide Taxicab service or in the course of providing such service; or
- (ix) Has engaged in conduct under any circumstances which, in the Taxicab Administrator's judgment, raises substantial justification to call for a hearing; or
- (x) Has been convicted of any of the following crimes within the time frames set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
  - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
    - (1) any crime which requires the applicant to register as a sex offender under California Penal Code §290, or ~~a~~Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
    - b(2) Any ~~misdemeanor~~ conviction (~~felony or misdemeanor~~) within the past 7 years of any crime listed in section (vii)(a)2. ~~above, and any conviction (felony or misdemeanor) involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty.~~
    - cb. ~~Any misdemeanor conviction within the past 7 years of any crime listed in section (vii)(a)2. above, and any conviction (felony or misdemeanor) involving theft or dishonesty, including, but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty.~~
    - e. Any conviction (felony or misdemeanor) within the past 7 years of any crime involving the sale, possession or transportation of narcotics or other controlled substances.

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dd. Any conviction (misdemeanor or felony) within the past 3 years of any crime involving pandering or prostitution,

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~~B. Crimes which are substantially related to the qualifications, functions, or duties of a Franchisee and Driver include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code sections 20001, 20002, or 20003 or any corresponding substitute sections; robbery; a violation of California Penal Code section 314 or any corresponding substitute section; pandering; crimes related to the use, sale, possession, or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.~~

BC. In addition to the crimes listed above, no Driver Permit shall be granted to an applicant who ~~who~~ has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Permittee who has been convicted of three (3) or more moving violations within three years. In the case of a conviction or plea of nolo contendere as to a violation related to driving under the influence of alcohol or drugs, an applicant shall not be disqualified if the conviction or plea is ten (10) years or more in age and no similar violation appears on the applicant's driving record for the intervening ten (10) year period.

CD. In addition to the foregoing, a Driver Permit may be suspended, revoked or denied in the event that:

(i) A Driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;

(ii) A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a license upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.

(iii) In addition to the above, any Driver Permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which includes, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code sections 20001, 20002, or 20003 or any corresponding substitute sections; robbery; a violation of California Penal Code section 314 or any corresponding substitute section; pandering; crimes related to the use, sale, possession, or

transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.

(iv.) In addition to the above, any Driver Permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.

- E. From the time of the revocation or termination or during the suspension of a Franchise or a Driver Permit granted under the provisions of the Ordinance of SSG, it is unlawful for any person whose Driver's Permit or Franchise has been is suspended, terminated or revoked to operate or drive, respectively, a Taxicab within the jurisdiction of SSG until a new permit has been procured, or a new Franchise has been awarded, or until the period of suspension on the permit or Franchise has expired. It is also unlawful for any person to drive or operate within the jurisdiction of SSG any taxicab included a Franchisee's vehicle identification list of during the period that a Franchise has been revoked, terminated or suspended
- F. In the event the Franchisee or Permittee appeals any denial, suspension, revocation or termination of a Franchise or Permit issued under this Ordinance, Taxicab Administrator conducts a hearing as provided in Section 1.110 A., the appeal procedures of Section 1.256 shall apply. The Taxicab Administrator is authorized to adopt regulations establishing hearing procedures to implement these provisions, which shall become effective upon review and approval by the Board of SSG.

#### **Section 1.120 Appeal from License Denial Due to Criminal Conviction**

- A. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code section 290, in any case where a Driver Permit is denied due to a criminal conviction under section 1.110 (vii) A. or B. of the Ordinance of SSG, the applicant shall be entitled to apply the Driver Permit application fee towards the appeal fee from such denial under 1.256. In the event that a Driver Permit is granted on such appeal, the applicant shall pay the Driver Permit fee in full prior to issuance of a license.
- B. In conducting an appeal to consider the issuance of a license denied due to a previous criminal conviction, the hearing officer shall consider the following criteria to determine if the applicant has demonstrated sufficient evidence of rehabilitation such that a permit should be issued.
- (i) The nature and severity of the offense(s).
  - (ii) The total criminal record of the applicant.

- (iii) The extent of time that has elapsed since commission of the offense(s).
  - (iv) Whether the applicant has complied with any or all terms of parole, probation, restitution or any other sanctions imposed against the applicant in connection with the offense.
  - (v) Evidence of rehabilitation provided by the applicant.
  - (vi) Evidence of expungement proceedings pursuant to Penal Code 1203.4.
- C. The hearing officer may impose conditions or restrictions upon the issuance of a license under these provisions, as determined within the discretion of the hearing officer, to ensure the safety of the traveling public.
- D. Nothing contained in this section should be construed to limit the admission and consideration of prior criminal history information in the event of a subsequent violation of the Ordinance of SSG by a Driver who is issued a license following a hearing as provided in this section.
- E. With respect to the conviction of a crime that requires the applicant to register as a sex offender under California Penal Code 290, the Board of Directors finds that the California Legislature has determined that registration is required due to the repeated nature of commission of such crimes by those who have been convicted in the past (*People v. Castellanos* (1999) 21 Cal. 4th 785) and that the rehabilitation criteria set forth in sections A. (i) through A. (vi) above do not apply to such convictions. The Board further finds that crimes which trigger registration under Penal Code 290 are particularly related to the disqualification of an individual to qualify for a Taxicab Driver's Permit under the Ordinance of SSG and that no permit should be issued to such individuals.

**Section 1.125 Unauthorized Taxicab Services Prohibited**

- A. No person shall knowingly dispatch a vehicle or respond to a request for a ATaxi,@ Acab@ or ATaxicab@ for pick-up within the jurisdiction of SunLine Services Group unless the responding vehicle has a valid Taxicab Vehicle Permit, the Driver of such vehicle has a valid Taxicab Driver Permit, and the Taxicab is operated pursuant to a Franchise awarded by SunLine Services Group.
- B. No vehicle shall be designated as a ATaxi@ or ATaxicab@ in any sign or advertising matter within the jurisdiction of SunLine Services Group unless the vehicle has a valid Taxicab Vehicle Permit, the Driver of such vehicle has a valid Taxicab Driver Permit, and the Taxicab is operated pursuant to a franchise awarded by SmiLine Services Group.

- C. No person who drives or operates a Taxicab within the jurisdiction of SunLine Services Group shall publish, advertise or broadcast in any manner, written or oral, a telephone number either by itself or connected to a rotary or call forwarding system for Taxicab service, which is the same telephone number as that for other Taxicabs or vehicles for hire.
- D. No person who drives or operates a Taxicab within the jurisdiction of SunLine Services Group shall use a name that imitates a name used by another person or Franchise who drives or operates a Taxicab in such a manner as to be misleading or tend to confuse or defraud the public.
- E. The Taxicab Administrator or his/her designee, following a hearing, or if the use of the taxicab by Franchisee constitutes an immediate threat to the health of safety of the public prior to a hearing provided a post impoundment hearing is held soon thereafter, -is authorized to impound and retain possession of any vehicle used in violation of the Ordinance of SSG until such time as the provisions of Government Code section 53075.9, as it may be amended from time to time, are satisfied.
- F. Any person operating or dispatching a vehicle in violation of this section is subject to citation.
- G. In addition to any other penalties provided by the Ordinance of SSG, following a hearing pursuant to Section 1.256, if a violation of this Ordinance of SSG is found, fines may be imposed as follows:
  1. \$5,000.00 for each violation; and,
  2. An amount sufficient to cover the reasonable expense of investigation incurred by SSG.

**Section 1.130 Rules, Regulations and Fees**

- A. The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.
- B. The Board of Directors shall have the authority to adopt a schedule of fees to be charged to any applicant, permittee or prospective permittee in connection with activities of SSG under the Ordinance of SSG.

**Section 1.140 Use of Toplight**

- A. Each Taxicab shall have permanently affixed to the top of the Taxicab an operable Toplight. The lights of the Toplight shall be connected to the Taximeter so that the Toplight clearly indicates when the Taximeter is in operation.

**Section 1.150 Information Display**

- A. Every Taxicab shall display an information card in full view of the passenger compartment. The information card, which shall be approved by the Taxicab Administrator, shall bear the Owner's name or the corporate or fictitious name under which the Owner operates, the business address and telephone number of the Owner, the Franchisees name or the fictitious name under which the Franchise operates, the business address and telephone number of the Franchisee, and the rates, including any surcharges, to be charged for the vehicle.
- B. In addition to the information card, every Taxicab shall display a rate card in full view of all passengers. The rate card shall state all of the following: a) the maximum hourly, base, per mile or other rate set by SSG; and, b) the hourly rate, the rate per mile and the Base Rate or other rate charged by the Franchisee.
- C. The information contained in both the information and rate cards shall be printed in type not smaller than twelve (12) point.

**Section 1.160 Identification Display**

In addition to the posted rate, every Taxicab shall have conspicuously displayed, on both sides of the vehicle, the name of the Franchise, or the Corporate or fictitious name under which the Franchisee operates, the Franchisee's (or company's) telephone number, and the cab or vehicle number.

**Section 1.170 Route – Number of Passengers**

- A. Every Driver who is engaged to carry passengers shall take the most direct route possible that will carry the passengers safely and expeditiously to their destinations, -unless otherwise directed by a passenger. A Driver shall not refuse a dispatch call or other request for Taxicab service unless the Driver has a legitimate fear for his or her safety or is otherwise engaged by a passenger.
- B. When a Taxicab is engaged, the person engaging the Taxicab shall have the exclusive right to the full and complete use of the passenger compartment, and it shall be unlawful for the Driver to solicit or carry additional passengers unless authorized by the person engaging the Taxicab.
- C. The Driver of a Taxicab may transport two or more passengers who voluntarily agree to share the vehicle from the same pickup point to one discharge point. A passenger who first engages a Taxicab has the exclusive right to conveyance therein to his/her desired destination and the Driver may not solicit additional passengers without the express permission of the first passenger.

- D. For the purposes of this subsection, the term “adult passengers” is defined as a person age thirteen (13) or older. The number of adult passengers which may be carried in a Taxicab shall be limited to the seating capacity of the vehicle as specified by the manufacturer. The number of passengers consisting of adults plus children (age twelve years or less) which may be carried in a Taxicab shall be limited to adult seating capacity of the vehicle as specified by the manufacturer plus one. No person shall be carried in a Taxicab who is required to share in any way the seating space occupied by another, nor shall any person be carried who is required to occupy a space in or on the Taxicab which is not a seat.
- E. In no event shall the number of passengers carried interfere with compliance with, and the Franchisee and the Driver shall comply with, Vehicle Code Sections 27315 and 27360 and any subsequently enacted state law concerning the use of seat belts and child passenger seat restraints.

**Section 1.180 Taximeter – Accuracy**

- A. It shall be the duty of every Franchisee to at all times keep the Taximeter registered with SSG for use in each vehicle accurate. Only one Taximeter shall be used in each vehicle and it shall be permanently affixed and calibrated solely to the rate posted on the exterior of the vehicle and registered with SSG. It shall be certified as to its accuracy for operation in the vehicle in which it is registered by the County of Riverside in accordance with County requirements and a certificate to that effect shall be kept available for inspection in the Taxicab. The Taximeter shall be subject to inspection from time to time, by SRA, by any peace officer or any employee of the Riverside County Department of Weights and Measures. SRA is authorized, in its discretion, or upon information received from any peace officer, or upon the complaint of any person, to investigate the Taximeter and to remove or cause to be removed from the streets of the jurisdiction of SSG, any Taxicab upon discovery of a faulty or inaccurate Taximeter, until the Taximeter has been correctly adjusted and evidence of its accuracy has been presented to the Taxicab Administrator.
- B. It is unlawful to install a Taximeter into a vehicle other than the vehicle to which it is registered with SSG without complying with the following:
  - 1. Presentation of the Taximeter for a final out of service reading concurrent with its removal from the previous vehicle;
  - 2. Calibration and certification of the Taximeter for use in the vehicle to which it is to be transferred;

3. Registration with SSG of the Taximeter with the corresponding vehicle to which it is to be transferred;
4. Presentation of the vehicle and Taximeter for an initial Taximeter reading prior to operation of the vehicle to which the Taximeter has been transferred.

**Section 1.190 Taximeter – Use**

All Taxicabs must base their charges on Taximeters. All Taximeters shall be placed so that the reading dial showing the amount to be charged is well lighted and readily discernable by the passenger(s) riding in the Taxicab. Nothing contained in this section shall be construed to prohibit a Taxicab from charging a discounted rate from that appearing on the Taximeter; however, the Taximeter must have been engaged during the entire trip up to the time of its conclusion.

**Section 1.200 Taximeter – Misuse**

- A. It is unlawful for any Driver, while carrying one or more passengers:
  1. to fail to activate the Taximeter as if the Taxicab is not employed; or,
  2. to fail to deactivate the Taximeter at the termination of each and every service; or,
  3. to activate the Taximeter when the Taxicab is not either actually carrying one or more passengers, except that, the Driver may activate the Taximeter in the event that he or she has been engaged to carry baggage or run an errand.
- B. It is unlawful for any Driver, upon initial engagement of a Taxicab for service by a passenger(s), to fail to activate the trip counter of the Taximeter so as to cause the Taximeter to register a Surcharge.

**Section 1.210 Receipt for Fare**

It is unlawful for the Driver, upon receiving full payment of a fare, to refuse to give a receipt upon the request of any passenger making the payment.

**Section 1.220 Street Stands**

- A. Each of the member cities and the county shall have the power of decision as to whether Street Stands may be located within its boundaries and if so, their location or locations. The following provisions shall apply to any Street Stand.

- B. Taxicabs may stand while awaiting employment at any properly approved Street Stand in accordance with the requirements of this Ordinance and such regulations as may be adopted by SSG. No more than three Taxicabs may be engaged in standing at a Street Stand at any one time. While at a Street Stand, a Taxicab shall not ordinarily have its engine running unless necessary to control the interior temperature of the Taxicab, and then only to the extent necessary.

**Section 1.225 Exclusive Arrangements Between Franchises and Venues Concerning Taxicab Trips Prohibited**

No Franchisee nor representative of a Franchisee, including any Driver or agent acting on behalf of a Franchisee, shall make arrangements in exchange for compensation for exclusive or preferential service rights with any venue, business establishment or public transportation facility within the jurisdiction of SSG which generates Taxicab transportation service trips

**Section 1.230 Operation by Other Than Franchisee**

No Taxicab operated under a Franchise shall be operated by anyone but an employee or independent contractor of a Franchisee duly licensed and permitted to drive a Taxicab.

**Section 1.240 Rates**

- A. The Board of Directors, by resolution, shall establish, and thereafter may modify, increase, or decrease, the maximum rates to be charged for the transportation of Taxicab passengers.
- B. No Taxicab operating in the jurisdiction of SSG may charge a rate in excess of any maximum rate established by SSG. Maximum rates may be adjusted annually by resolution of the Board of Directors.
- C. Franchisee may charge a rate that is less than the maximum rate set by SSG. Only one base, hourly, mileage or other rate may be charged by a Franchisee and, such rates shall be uniform for all vehicles operated under a Franchise regardless of the location of the trip origination or destination within the jurisdiction of SSG.
- D. Every Taxicab shall clearly display on the exterior of the vehicle the base rate, the rate charged per mile for its usage, the hourly rate and any additional rate charged by an airport or other jurisdiction.

**Section 1.245 Surcharges**

- A. "Surcharge" is hereby imposed by SSG to recover the costs of administration and enforcement of the Ordinance of SSG.

- B. When a Taxicab is initially engaged for service by a passenger or passengers a Surcharge shall be and hereby is imposed as a part of the fare of the vehicle in accordance with the regulations adopted pursuant to this Ordinance.
- C. No Taxicab shall be operated within the jurisdiction of SSG unless it is equipped with a Taximeter with a properly functioning trip counter that registers the total number of times that the Taxicab is initially engaged for hire. SSG shall provide a seal for each Taximeter to ensure against tampering with the trip counter. All Taxicabs must be presented to SSG for periodic Readings of the Taximeter trip counter for the purpose of determining the number of times that the Taxicab has been engaged for hire and the amount of Surcharge associated therewith. Surcharges shall be billed to the Franchisee.
- D. The Board of Directors, by resolution, shall establish, and thereafter may modify, increase, or decrease, the Surcharge to be charged for the transportation of Taxicab passengers as needed to recover the costs of administration and enforcement of this Ordinance.
- E. At least annually, the Board of Directors shall review the amount of Surcharge to be charged for the transportation of Taxicab passengers for the purpose of modifying, increasing or decreasing the Surcharge needed to recover the costs of administration and enforcement of this Ordinance.
- F. In the event that a Franchisee fails to present all of the vehicles operated under the Franchise for periodic Readings to SSG, the Franchise shall be suspended and a penalty of \$50.00 per day per vehicle operated under the Franchise is hereby imposed. The Taxicab Administrator may, in his or her discretion, reduce the amount of any penalties imposed under this Section.
- G. In the event that Franchisee fails to pay all Surcharges within thirty (30) days after delivery of the bill, the Franchise shall be suspended and a penalty of \$50.00 per day per vehicle operated under the Franchise is hereby imposed. The Taxicab Administrator may, in his or her discretion, reduce the amount of any penalty imposed under this Section.

**Section 1.247 Obligation to Report Changes in Lease Rates and Other Pass Through.**

All Franchisees shall report any change in taxicab lease rate, insurance, charge, surcharge or other pass-through fees the franchisee charges ("Pass-Through Charges") to one or more of its taxicab drivers within five (5) days of the imposition of the fee. Such Pass-Through Charges expressly include but are not limited to taxicab lease rates charged to drivers, taxicab insurance rates, taxicab

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maintenance costs, fuel costs and all other costs or charges passed on to the taxi driver.

**Section 1.250    Enforcement**

- A. Any violation of one or more of the provisions of the Ordinance of SSG shall constitute a public nuisance that may be remedied by injunction.
- B. SSG shall be entitled to recover all attorney' fees and costs incurred in the filing or prosecution of any action brought to enforce the provisions of the Ordinance of SSG or the regulations promulgated pursuant thereto.

**Section 1.255    Penalties**

- A. Except as otherwise specifically provided in the Ordinance of SSG, a civil penalty of \$100.00 is hereby imposed for each separate violation of the Ordinance of SSG or of any regulation adopted to implement it on a per vehicle per day basis. If the violation is continuing in nature, the civil penalty shall be \$100.00 per vehicle per day for each day during which the violation continues.
- B. A civil penalty of \$1,000.00 is hereby imposed for the following:
  - 1. Failure to present any vehicle for the vehicle safety inspections required under section 1.070 on or before the date upon which the inspection is due.
  - 2. Tampering with any Riverside County Weights & Measures or SSG applied Taximeter seal;
  - 3. Failing to present a vehicle to SSG for inspection of the Taximeter trip counter prior to taking the vehicle out of service in accordance with the regulations adopted pursuant to the Ordinance of SSG;
  - 4. Returning a vehicle to service without first presenting the vehicle to SSG for inspection of the Taximeter trip counter in accordance with the regulations adopted pursuant to the Ordinance of SSG.
  - 5. Any failure to comply with the provisions of Section 1.180 B. related to the transfer of Taximeters from one vehicle to another.
- C. The civil penalties provided for herein may be recovered in any action brought to enforce the Ordinance of SSG and the regulations adopted to implement it.
- D. The penalties provided under Section A. shall be increased to \$200.00 for a second violation of the Ordinance of SSG within a year and shall be increased to \$500.00 for a third violation of the Ordinance of SSG within a

year. A violation of any provision of the Ordinance of SSG which provides for a \$1,000.00 penalty shall be counted as a violation to determine if any subsequent violation within a year is a second or third violation as provided under this subsection.

**Section 1.256 Administrative Appeal Hearings -- In General**

Any person aggrieved by any determination under Administrative hearings conducted pursuant to Section 1.110, Section 3.070, or any other provision of the Ordinance of SSG shall be entitled to appeal that decision as provided for herein, conducted as follows:

- A. A request for hearing must be made within ten (10) days following delivery of notice of the decision which is challenged by delivering the request for hearing at the administrative offices of SSG together with:
- (i) An advance deposit of any fine or a notice of request for an Advance Hardship Waiver pursuant to Section 3.080; and,
  - (ii) Payment of an Appeal Fee as established by resolution of the Board of Directors.
- B. Upon satisfaction of the foregoing, SRA shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The General Manager of SunLine shall appoint a hearing officer.

(i) If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit or franchise; or (2) a administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2000, the General Manager shall refer the matter to the hearing officer shall be either a retired judge or an administrative law judge with the California State office of Administrative law judges unless the parties agree otherwise.

(ii) If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2000, the General Manager of SunLine shall refer the matter to the administrative hearing officer under contract with SunLinean Agency employee who shall serve as the hearing officer. The Employee shall not have any communication with the Taxi Administrator regarding the Case unless the defendant is present. Nor shall the employee/hearing officer have had any input into the decision being appealed.

The hearing officer shall be the Taxicab Administrator. In the event that the Taxicab Administrator is not available to serve, the General Manager of SSG shall serve as the hearing officer. In the event that neither the Taxicab Administrator nor the General Manager are available to serve, the

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hearing officer shall be selected from among the retired judges available to serve as administrative hearing officers through Inland Valley Arbitration and Mediation Services either by stipulation or by the then applicable rules of TVAMS.

- C. SSG shall notify the appealing party of the time and date for the hearing, which notice shall delivered at least fifteen (15) days prior to the hearing.
- D. The hearing officer shall conduct an administrative hearing which allows SRA and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. ~~The appealing party may be represented by an attorney at the administrative hearing.~~ The administrative hearing shall be informal and technical rules of evidence, including but not limited to the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross-examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SunLine Services Group that hearing officers allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal, App. 4th 310 apply to the fullest extent to all hearings conducted under this and any other Ordinance of SSG.
- E. If the appealing party ~~unreasonably fails to appear, at the hearing in the judgment of the hearing officer,~~ the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
- F. After consideration of the evidence presented by all parties, the hearing officer shall render a written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, of the Ordinance adopted by SSG pertaining to Taxicabs, or the regulations adopted to implement such Ordinance, he or she may suspend, ~~or~~ revoke, or terminate any permit or franchise and/or impose administrative monetary penalties in accordance with the limits set forth in the Ordinance of SSG. In determining whether to suspend or revoke any permit or franchise or to impose administrative monetary penalties, the hearing officer shall take into consideration ~~the gravity of the violation, the entire record of the appealing party requesting the hearing involved,~~ and the harm threatened to the public by the violation.

- G. The decision of the hearing officer shall be final and the appealing party requesting the hearing, as applicable, shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.
- H. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code section 53069.4. Review of any other final decision under this Ordinance shall be governed by Code of Civil Procedure section 1094.5, et seq.

**Section 1.257 — Administrative Hearings — Suspension or Termination of Franchise Agreement**

~~Except in the case of automatic or summary action such as set forth in Sections 1.030(H), 1.050(B)(4) and 2.070(D), administrative hearings concerning a decision to suspend or terminate a Franchise Agreement shall be conducted as follows:~~

- ~~A. — Enforcement pursuant to this section shall be initiated by written notice of a hearing regarding the suspension or termination of a Franchise Agreement, which shall include the following information:~~
- ~~(i) — A list of the violation(s) of the Ordinance, Regulations or terms of the Franchise Agreement which subject the Franchise to consideration for termination;~~
  - ~~(ii) — The date of the violations;~~
  - ~~(iii) — The section of the Ordinance, Regulation, or Franchise Agreement violated or any other issue which forms the basis for the hearing;~~
  - ~~(iv) — A general description of the grounds for bringing the question of termination of the Franchise to a hearing for decision; and,~~
  - ~~(v) — A description of the administrative hearing process.~~
- ~~B. — SRA shall notify the Franchisee of the time and date for the hearing, which notice shall delivered at least fifteen (15) days prior to the hearing.~~
- ~~C. — The hearing officer shall be the Taxicab Administrator. In the event that the Taxicab Administrator is not available to serve, the General Manager of SSG shall serve as the hearing officer. In the event that neither the Taxicab Administrator nor the General Manager are available to serve, the hearing officer shall be selected from among the retired judges available to serve as administrative hearing officers through Inland Valley Arbitration and Mediation Services either by stipulation or by the then applicable rules of TVAMS.~~

- D. ~~The hearing shall be open to the public, and notice of the hearing shall be posted in accordance with the regulations in place for notice of public meetings of SSG.~~
- E. ~~The hearing officer shall conduct an administrative hearing which allows SRA and the Franchisee to present evidence related to the alleged violations, to cross-examine witnesses who have testified and to argue their positions. The Franchisee may be represented by an attorney at the administrative hearing. The administrative hearing shall be informal and technical rules of evidence, including but not limited to the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross-examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SunLine Services Group that hearing officers allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janowicz* (1986) 56 Cal. App. 4th 310 apply to the fullest extent to all hearings conducted under this and any other ordinance of SSG.~~
- F. ~~If the Franchisee unreasonably fails to appear at the hearing in the judgment of the hearing officer, the hearing officer may conduct the hearing in the Franchisee's absence.~~
- G. ~~After consideration of the evidence presented by all parties, the hearing officer shall render a written decision which sets forth a statement of the case and any relevant findings of fact to support the decision. In determining whether to suspend or terminate the Franchise, the hearing officer shall take into consideration the gravity of the violation the entire record of the Franchisee (s) involved, and the harm threatened to the public by the violation. In addition to rendering a decision on suspension or termination of a Franchise Agreement, if the hearing officer finds one or more violations of this Ordinance or any other Ordinance adopted by SSG pertaining to Taxicabs, or the regulations adopted to implement such Taxicabs, or the regulations adopted to implement such Ordinance, he or she may suspend or revoke any permit and impose administrative monetary penalties in accordance with the limits set forth in the Ordinance of SSG.~~
- H. ~~The decision of the hearing officer shall be in writing and shall be delivered to the Franchisee or to legal counsel representing the Franchisee within fifteen (15) days from the conclusion of the hearing.~~
- I. ~~If the decision of the hearing officer is to suspend or terminate the Franchise, the suspension or termination will continue to be in effect during any appeal by the Franchisee if the hearing officer reasonably~~

~~determines that continued suspension or termination is necessary for the protection of the public health, safety, or welfare.~~

~~J. — A Franchisee may appeal the suspension or termination of the Franchise in accordance with the provisions of Section 1.258 of the Ordinance of SSG.~~

**Section 1.258 — Appeal to Committee of the Board of Directors**

~~A Franchisee may appeal the following regulatory decisions of SSG in the manner provided in this Section: (1) the suspension or termination of the Franchise; (2) any fine exceeding \$3,000.00 in the aggregate for a single violation; or (3) any regulatory decision which has the effect of taking more than 25% of the Franchisee's vehicles out of service.~~

~~A. — The Chairperson of SSG shall appoint a committee (the "Appeal Committee") of three members from among the members of the Board of Directors, to serve on the Appeal Committee for a period of one year from the time of appointment or until his or her resignation or until he or she ceases to be a member of the Board of Directors. In the event any member of the Appeal Committee is unable to serve, the Chairperson of SSG may designate an alternate to serve on the Committee for any particular hearing.~~

~~B. — The Appeal Committee shall hear those matters eligible for appeal under the Ordinance of SSG in accordance with hearing and appeal procedures adopted by SRA.~~

~~C. — An appeal of the decision of the hearing officer may only be initiated by delivering a written request for appeal hearing within ten (10) days of delivery of the decision of the hearing officer along with an Appeal Fee as established by resolution of the Board of Directors.~~

~~D. — Upon satisfaction of Section 1.258(C), SRA shall set a hearing to be held before the Appeals Committee within thirty (30) days of delivery of the request for hearing.~~

~~E. — The notice of the appeal hearing shall be delivered no less than fifteen (15) days before the appeal hearing.~~

~~F. — Appeals shall be limited to the administrative record created before the administrative hearing officer, unless the Appeal Committee requests additional evidence. The Appeal Committee may suspend an appeal hearing in progress for the purpose of obtaining additional evidence so requested.~~

~~G. — The decision of the Appeal Committee shall be final. SSG shall notify the Franchisee in writing of the decision of the Appeal Committee within fifteen (15) days of the date of the conclusion of the appeal hearing. Any~~

~~review of a decision of the Appeal Committee shall be by way of administrative mandate pursuant to Code of Civil Procedure section 1094.5.~~

**Section 1.259 Criminal Enforcement and Penalties**

- A. As an alternative to the provisions of the Ordinance of SSG authorizing enforcement and imposition of monetary penalties through civil actions or administrative proceedings, criminal enforcement may be pursued by SSG, at the discretion of the Taxicab Administrator.
- B. ~~Violations of the Ordinance of SSG shall constitute a misdemeanor. The Taxicab Administrator may, in his or her discretion, determine to prosecute a violation of the Ordinance of SSG as an infraction. In determining whether to prosecute a violation as a misdemeanor or an infraction, the Taxicab Administrator shall consider the gravity of the violation, the record of the Franchisee or Driver involved and the harm threatened to the public by the violation.~~
- C. ~~Every violation of the Ordinance of SSG determined to be an infraction is punishable by (1) a fine not exceeding one hundred dollars (\$100.00) for a first violation; (2) a fine not exceeding two hundred dollars (\$200.00) for a second violation of this Ordinance within one year; (3) a fine not exceeding five hundred dollars (\$500.00) for each additional violation of the Ordinance of SSG within one year.~~RESERVED
- D. Every ~~misdemeanor~~ violation determined to be a misdemeanor shall be punishable by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment not exceeding six months.
- E. Prosecution of a violation under this section shall not prevent SSG from pursuit of other appropriate civil or administrative remedies.

**Section 1.260 Airports**

- A. Nothing in this Ordinance shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of Taxicab access or from charging access/permit fees,
- B. ~~SSG hereby incorporates the Palm Springs Airport Taxicab rules and regulations as they now exist or are amended from time to time into this ordinance. Enforcement of the Palm Springs Airport Taxicab rules and regulations shall be effected by SSG in accordance with the provisions of sections 1.255 and 1.256 hereof.~~

**Section 1.270**     **Severability**

If any section, subsection, sentence, clause or phrase of the Ordinance of SSG is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this Ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences or phrases may be declared invalid or unconstitutional.

**SECTION TWO**

**DRUG AND ALCOHOL TESTING**

**Section 2.010**     **Scope**

All applicants for a Driver Permit and all licensed Drivers shall submit to and comply with the Ordinance of SSG concerning controlled substances and alcohol testing. Franchisees are responsible for the compliance both of themselves and of their Drivers, officers, employees, and agents, consortia and/or contractors with the requirements of this program.

**Section 2.020**     **Definitions**

The definitions set forth in Section 1.010, as may be amended from time to time, are hereby incorporated by reference into this Ordinance. In addition, as used in this Section:

- A.     “Alcohol” shall mean the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
- B.     “Controlled substances” shall mean cocaine, opiates, amphetamines and phencyclidine and any and all other substances listed in Part 21 (commencing with section 1308.11) of Title 49 of the Code of Federal Regulations, as now enacted or as may be subsequently amended.
- C.     “Refuse to Submit” (to a test authorized by the Ordinance of SSG) includes that the Driver (a) fails to keep an appointment to submit to controlled substances and/or alcohol testing as required by the Ordinance of SSG without a valid explanation; (b) fails to provide adequate breath for alcohol testing without a valid medical explanation after he or she has received notice of the requirement for breath testing in accordance with the provisions of the Ordinance of SSG; (c) fails to provide adequate urine for controlled substances testing without a valid medical explanation after he or she has received notice of the requirement for -urine testing in

accordance with the provisions of the Ordinance of SSG; or (d) engages in conduct that clearly obstructs the testing process.

- D. "SunLine Supervisor" shall mean an SSG operations supervisor trained to detect whether or not reasonable suspicion exists to require a Driver to submit to controlled substances and/or alcohol testing as provided in the Ordinance of SSG.

**Section 2.030 Rules, Regulations and Fees**

- A. The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.
- B. The Board of Directors shall have the authority to adopt a schedule of fees to be charged to any applicant, permittee or prospective permittee in connection with the activities of SSG under this Ordinance.

**Section 2.035 Mandatory Controlled Substance and Alcohol Testing Program**

Each Franchisee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to Part 40 of Title 49 of the Code of Federal Regulations and the California Government Code section 53075.5, Each Franchisee shall maintain a written drug and alcohol policy meeting SSG requirements and proof that the Franchisee has implemented a drug and alcohol certification program covering all of its Drivers which meets all of the following requirements:

- A. A contract with a program administrator and authorized lab certified by the U.S. Department of Transportation;
- B. Procedures and components conforming to Part 40 of Title 49 of the Code of Federal Regulations for issuance of permits and permit renewal;
- C. Procedures and components conforming to Part 40 of Title 49 of the Code of Federal Regulations for rehabilitation, return-to-duty and follow up testing;
- D. Procedures and components for random testing following the U.S. Department of Transportation guidelines, and additional tests as required following accidents, rehabilitation, return-to-service, and other circumstances providing reasonable suspicion to test;
- E. Monthly reports of the random testing component shall be filed with SSG by the program administrator no later than the 20th day following the end of the previous monthly reporting period; and,

- F. The Franchisee's and the program administrator's records shall be made available to Taxicab Administrator upon request.

**Section 2.040 Tests Required**

All Drivers and all Driver applicants shall be required to submit to the following tests:

- A. Pre-Permit/Employment Testing. As a condition to the issuance of a Driver Permit, the Driver shall undergo testing for controlled substances. A Driver Permit will not be issued to an applicant unless the applicant tests negative for controlled substances. This section shall apply in those cases where a Driver re-applies for a new Driver Permit pursuant to section 1.095 J. of the Ordinance of SSG, except, the Driver shall also undergo testing for alcohol as provided in subdivision B. below.
- B. Permit Renewal Testing. As a condition to renewal of a Driver Permit, the Driver shall undergo testing for controlled substances and alcohol. A Driver Permit will not be renewed unless the Driver tests negative for controlled substances and alcohol. A negative test for alcohol means an alcohol screening test showing a breath alcohol concentration of less than 0.02 percent. No Franchisee shall allow a Driver to operate a Taxicab unless the Driver has received a controlled substances and alcohol test result indicating a verified negative result. A certified test in another jurisdiction submitted in support of an application to renew a permit by SSG shall be accepted as meeting the requirements of SSG if the Driver has not tested positive subsequent to a negative result.
- C. Random Testing. All Drivers shall be subject to random controlled substances and/or alcohol testing in accordance with SSG rules and regulations concerning random testing and Part 21 (commencing with section 40.1) of the Code of Federal Regulations, as now enacted or as may be subsequently amended. Random test shall mean a controlled substances and/or alcohol test performed on not more than 48 hours notice based upon the random selection of a Driver from among the pool of then currently licensed Drivers.
- D. Reasonable Suspicion Testing. Reasonable suspicion testing means a controlled substances and/or alcohol test performed when there is a good faith belief based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the Driver that indicate that the Driver is under the influence of controlled substances and/or alcohol or has violated one or more of the prohibitions contained in section 2.060 of the Ordinance of SSG. For purposes of this section, reasonable suspicion shall exist only after a SunLine Supervisor or Franchisee has considered the facts and/or evidence in the particular case and agrees that they constitute a finding of reasonable suspicion. After it

has been confirmed in writing by the SunLine Supervisor or Franchisee, the facts and/or evidence upon which the reasonable suspicion is based shall be documented in writing. A copy of this shall be given to the Driver. In the event that reasonable suspicion testing is performed, the Driver Permit for the Driver so suspected shall be immediately suspended until the results are received and accepted by SSG.

**Section 2.050 When Testing Required**

In addition to requirements for controlled substances and/or alcohol testing as a condition for issuance and renewal of a Driver Permit under Section 1.095 and this Ordinance, all Drivers are subject to the following controlled substances and/or alcohol tests upon occurrence of the following events:

- A. Random Testing. All Drivers shall submit to a random controlled substances and/or alcohol test upon not more than 48 hours notice as provided by SunLine rules and regulations.
- B. Reasonable Suspicion Testing. Drivers shall immediately be subject to controlled substances and/or alcohol testing when there is a reasonable suspicion that the Driver is under the influence of controlled substances and/or alcohol or has violated one or more of the prohibitions contained in section 2.060 of the Ordinance of SSG.

**Section 2.060 Prohibited Conduct**

- A. No Driver shall operate a Taxicab while having an alcohol concentration of 0.02 percent or greater. No Franchisee having actual knowledge that a Driver has an alcohol concentration of 0.02 percent or greater shall permit the Driver to operate or continue to operate a Taxicab.
- B. No Driver shall operate a Taxicab while the Driver shall have in his or her possession on his or her person, any bottle, can, or other receptacle, containing any alcoholic beverage which has been opened, or a seal broken, or the contents of which have been partially removed. No Franchisee having actual knowledge that a Driver possesses an open container of alcohol on his or her person may permit the Driver to operate or continue to operate a Taxicab.
- C. No Driver shall consume alcohol while operating a Taxicab. No Franchisee having actual knowledge that a Driver is consuming alcohol while operating a Taxicab shall permit the Driver to operate or continue to operate a Taxicab.
- D. No Driver shall operate a Taxicab within four hours after using alcohol. No Franchisee having actual knowledge that a Driver has used alcohol within four hours shall permit a Driver to operate or continue to operate a Taxicab.

- E. No Driver shall refuse to submit to a controlled substances test and/or alcohol test authorized by the Ordinance of SSG. No Franchisee shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- F. No Driver shall operate a Taxicab when the Driver uses any controlled substances, except when the use is pursuant to the instructions of a physician who has advised the Driver in writing that the substances do not adversely affect the Driver's ability to safely operate a Taxicab. No Franchisee having actual knowledge that a Driver has used any controlled substances shall permit the Driver to operate or continue to operate a Taxicab, A Franchisee may require the Driver to notify the Franchisee of any therapeutic use.
- G. No Driver shall operate a Taxicab if the Driver tests positive for controlled substances after submitting to one of the test authorized by the Ordinance of SSG. No Franchisee having actual knowledge that a Driver has tested positive for controlled substances shall permit the Driver to operate or continue to operate a Taxicab.
- H. Any Franchisee having actual knowledge that a Driver has violated one or more of the above prohibitions shall immediately notify SSG of the violation.

**Section 2.070     Testing Procedures**

- A. Notice. Franchisee or its program administrator shall provide notice to all Drivers of the requirement that a Driver submit to a controlled substances and/or alcohol test as provided by this Ordinance in accordance with SSG rules and regulations concerning controlled substances and alcohol testing.
- B. Procedures. The Driver shall show a valid California driver's license at the time and place of testing. Procedures for the tests authorized by the Ordinance of SSG are set forth in SSG rules and regulations concerning controlled substances and alcohol testing and shall be conducted in accordance with the standards and procedures set forth in Part 40 (commencing with section 40.1) of Title 49 of the Code of Federal Regulations, as now enacted or subsequently amended.
- C. A Driver shall only be tested for alcohol pursuant to the Ordinance of SSG at such times as the Driver is driving a Taxicab, just before a Driver is scheduled to drive a Taxicab, or just after the Driver has ceased driving a Taxicab.
- D. Reporting of Test Results. In the case of self-employed independent driver within the meaning of Government Code section 53075.5, the test results shall be reported directly to SSG, who shall notify the Franchisee. In all other cases, the test results shall be reported to the Franchisee who

has employed or made an offer of employment to the Driver within the meaning of Government Code section 53075.5. The Franchisee shall immediately notify SSG of the results. Failure of a Franchisee to notify SSG of the results of a positive controlled substances and/or alcohol test shall result in the imposition of a monetary penalty in the amount of \$1,000.00 and suspension of the Franchise for a period of 30 days. The Taxicab Administrator may, in his/her discretion, reduce the amount of any penalty imposed under this section.

- E. Confidentiality of Test Results. Results of all tests provided for in this Ordinance are confidential and shall not be released without the written consent of the Driver, except as provided in this Ordinance or as otherwise provided by law.

**Section 2.080 Penalties**

- A. Drivers. Any applicant for a Driver Permit who tests positive for controlled substances shall be denied a Driver Permit. The Driver Permit of any licensed Driver who tests positive for controlled substances and/or alcohol on any permit renewal, random or reasonable suspicion test shall be revoked. Except as provided above, a Driver shall be subject to the same enforcement procedures and penalties set forth in Sections 1.250 through 1.259 as may be amended from time to time, for any violation of the Ordinance of SSG.
- B. Franchisees. In addition to the specific provisions of this Ordinance, any Franchisee who violates the Ordinance of SSG shall be subject to the same enforcement procedures and penalties set forth in Section 1.250 through 1.259 as may be amended from time to time.

**Section 2.090 Rights of Appeal**

- A. Where an applicant has been denied a Driver Permit on the basis of a positive test result for controlled substances and/or alcohol, the applicant may request a hearing and reconsideration of the denial in accordance with Section 1.256 of the Ordinance of SSG and the SSG rules and regulations, as they may be amended from time to time.
- B. Where a Driver's Driver Permit has been revoked on the basis of a positive test result for controlled substances and/or alcohol, the Driver may request a bearing and reconsideration of the denial in accordance with Section 1.256 of the Ordinance of SSG and the SSG rules and regulations, as they may be amended from time to time.

**Section 2.100 Severability**

If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of

competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Board of Directors of SSG hereby declares that it would have passed this Ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences or phrases may be declared invalid or unconstitutional.

### SECTION THREE

#### ADMINISTRATIVE CITATIONS

##### Section 3.010 Applicability

- A. This Section provides for administrative citations which are in addition to all other legal remedies, criminal or civil, which may be pursued by the SSG to address any violation of the Ordinance adopted by SSG for the purpose of regulating Taxicabs and regulations adopted to implement them.
- B. Use of this Section shall be at the sole discretion of the Taxicab Administrator of SSG or his/her designee.

##### Section 3.020 Enforcement Officer – Defined

For purposes of the Section, “enforcement officer” shall mean the Taxicab Administrator, any Assistant Taxicab Administrator, SSG employee or agent of SSG designated by the Taxicab Administrator with the authority to enforce any provision of the Ordinance of SSG and regulations pertaining to the regulation of Taxicabs in the jurisdiction of SSG.

##### Section 3.030 Regulation – Defined

For purposes of this Section, “Regulation” shall mean and include the Ordinance of SSG as presently adopted or amended and any regulation adopted by or on behalf of SSG that pertains to such Ordinance or otherwise applies to the regulation of Taxicab transportation services by SSG within the jurisdiction of SSG.

##### Section 3.040 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any ~~Person or Franchisee~~ person or Franchisee responsible for the violation. In instances in which a Driver is cited for a violation, the Franchisee may also be cited pursuant to section 1.030 D.
- B. Each administrative citation shall contain the following information:

1. The date of the violation;
2. The address or a definite description of the location where the violation occurred;
3. The section of the regulation violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

**Section 3.050 Amount of Fines**

- A. The amount of the fines for code violations imposed pursuant to the Ordinance of SSG shall be set forth in the schedule of fines established by resolution of SSG.
- B. The schedule of fines shall specify any increased fines for repeat violations of the same code provision by the same person within twelve months from the date of an administrative citation,
- C. The schedule of fines shall specify the amount of any late payment charges imposed for the payment of a fine after its due date.

**Section 3.060 Payment of the Fine**

- A. The fine shall be paid to SSG within thirty (30) days from the date of the administrative citation.
- B. If the fine is challenged by an administrative hearing as set forth in Section 1.256 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.

- C. If after a hearing under Section 1.256 the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an Advance Deposit Hardship Waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver Permit of the Driver until such time as payment is made,
- D. If after a hearing under Section 1.256 the hearing officer determines that the administrative citation should be canceled and the fine was deposited with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.
- E. Payment of a fine under the Ordinance of SSG shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation,

**Section 3.070 Hearing Request**

- A. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party in accordance with the procedures set forth in Section 1.256.

**Section 3.080 Advance Deposit Hardship Waiver**

- A. Any person or Franchise who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine as required in Section 3.070 A. may file a request for an Advance Deposit Hardship Waiver.
- B. The request shall be filed with the SunLine Regulatory Administration on an Advance Deposit Hardship Waiver application form, available from the SunLine Regulatory Administration, within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in Section 3.060 A. shall be stayed unless or until the Taxicab Administrator or Assistant Taxicab Administrator makes a determination not to issue the Advance Deposit Hardship Waiver.
- D. The Taxicab Administrator or Assistant Taxicab Administrator may waive the requirement of an advance deposit set forth in Section 3.060 A. and issue the Advance Deposit Hardship Waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating to the satisfaction of the Taxicab Administrator or Assistant

Taxicab Administrator the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

**Section 3.120 Late Payment Charges**

Any person who fails to pay to SSG any fine imposed pursuant to the provisions of the Ordinance of SSG on or before the date that fine is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver involved may be suspended pending payment.

**Section 3.130 Recovery of Administrative Citation Fines and Costs**

SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means. SSG also may recover its collection costs, including any attorneys' fees.

**Section 3.140 Administrative Regulations**

The Taxicab Administrator shall promulgate regulations to implement the Ordinance of SSG, which shall become effective upon review and approval by the Board of SSG.

**PART 2:** This Ordinance shall take effect 30 days from the date of its adoption.

**PART 3:** SunLine Service Group shall certify the passage and adoption of this Ordinance 2010-01 and shall cause the same to be posted and published in the manner required by law.

PASSED, APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the \_\_\_\_ day of \_\_\_\_\_, 2010.

Date: \_\_\_\_\_

\_\_\_\_\_  
Bud England  
Chairman of the Board of Directors of SSG

Date: \_\_\_\_\_

\_\_\_\_\_  
C. Mikel Oglesby  
General Manager

Date: \_\_\_\_\_

\_\_\_\_\_  
Carolyn Rude  
Clerk of the Board



**SUNLINE SERVICES GROUP  
REQUEST FOR PROPOSALS  
FOR PROVIDING  
FRANCHISE TAXICAB SERVICES**

**RFP 09-021**

DATE

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**OBJECTIVE**

The goal of the Coachella Valley Taxi RFP is to ensure excellence and professionalism in the taxicab service provided to visitors and citizens of Coachella Valley. Officials of SunLine Services Group (SSG) using its regulatory unit the SunLine Regulatory Administration (SRA) desire taxicab fleets that are safe, accessible to all, significantly reduce emission of pollutants, and affordable. SSG is also committed to the goal of having dependable on-call ground transportation available to the public. Because missed and/or late customer pickups can have devastating consequences to riders who count on timely taxicab service, a key element in the evaluation of proposals will be proposed dispatch and tracking systems that will ensure dependable and timely response to calls for service.

**I. INTRODUCTION**

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**PROPOSALS REQUESTED**

SSG is issuing this Request for Proposals (RFP) for the selection of multiple franchisee taxicab operators to provide taxicab service in the Coachella Valley. It is anticipated that the total number of taxicabs operating in Coachella Valley will be no more than 180 vehicles in the first several years of these taxi franchise agreements, but that this number may change as demand for service changes over time. It is further anticipated that there will be no less than two (2) and no more than four (4) taxi companies operating in Coachella Valley. Therefore, proposers (interchangeably referred to herein as "franchisees") can initially offer to operate a minimum of 40 taxis during peak season or up to a maximum of 100 vehicles during peak season. The Sunline Regulatory Administration (SRA) reserves the rights to accept, reject, or negotiate the actual number of taxicabs per franchise company selected. There may be only two companies of

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90 taxis each, four taxi companies of 45 vehicles each or any combination of companies (up to 4) and vehicles (up to 100) that results in a maximum of 180 maximum taxis to operate In Coachella Valley at any one time.

To the extent possible selected providers will be encouraged to support Coachella Valley's existing taxi businesses and those proposers that intend to hire personnel who reside in Coachella Valley.

Proposer's that form a new business structure or entity in order to comply with the requirements of this solicitation, must provide a copy of any cooperative agreement, operating instructions, and an organizational chart. The Agency's review will verify the existence of one synergistic entity as contrasted by a collection of redundant processes.

**PROPOSAL DUE DATE**

Proposals must be received no later than \_\_\_\_\_ on \_\_\_\_\_. Late proposals may be rejected.

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Proposals shall be submitted in a sealed envelope addressed as follows:

**Attn. Ms. Naomi Nightingale  
Taxi Administrator  
SunLine Regulatory Administration  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276-3501**

The envelope shall be marked "**Proposal for Providing Taxicab Service.**"

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**SUNLINE'S VISION FOR TAXICAB SERVICE.**

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In 2007, SunLine commissioned a comprehensive study of taxicab services within the Valley. The study found considerable fractionalization of the taxi industry, too many taxis operating for the existing demand, an oversupply of taxis at the Palm Springs Airport, and lack of efficiencies found in modern computerized taxi operations. The study recommended consolidation and expansion of full service taxi companies within the Coachella Valley. The recommendation of a minimum of ten trips per day per vehicle was made to either force some taxi firms from the industry or reduce the number of taxis they can operate until such time they would be able to generate additional markets for their company taxis. It was recommended that existing taxi companies consolidate into larger operations and become full service taxi companies.

The study further suggested that full service taxi companies should expand to 40 or more vehicles per fleet. Upgraded technologies, made possible by sharing the cost among more taxis per company would improve operational performance and efficiencies.

These recommendations were made with the assumption that current taxi operators would not only comply with the recommendations but see them as an opportunity to grow their operations. Some existing taxi owners, perhaps the smaller ones, would see that being a taxi company requires significantly more than they are willing to do and thus would choose to obtain a sedan or limo license if they wished to continue their transportation operations. These are not regulated by SRA and are easily obtainable. In this way they would still be able to service their clients as a prearranged car service throughout the valley including the airport. They would just not be permitted to operate as a taxicab.

The study concluded that should the existing taxi industry prefer to not participate in the revised structure for taxicab services, the SRA would have little choice but to competitively bid the Coachella Valley taxicab service. Several communities of similar size such as Anaheim, California, and Salt Lake City, Utah, have either adopted or are in the process of adopting a competitive franchise approach to their local taxicab operations.

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Instead of viewing their taxi operations as a regulated public utility, these communities have sunset this regulation in favor of franchisees or contract for taxi service much the same as an airport would offer a five-year concession agreement for taxi or van services. The early results of this approach are very promising. Typically the wider competition from national and even international taxi firms outside the area results in new, cleaner vehicles, wheelchair accessibility, additional capital and professional management.

The report further rationalized that since the existing operator taxi permits were expiring in July of 2007 and operators would be given their last year of guaranteed operation, the final recommendation was for the SRA Board to hold consideration of a Franchise Taxi System for one year. If the existing taxi industry was consolidating, modernizing, and service improved, then it should be permitted to continue. If however, there was considerable resistance to restructuring the existing taxi regulations, then the franchise option should be considered further and implemented.

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It was recommended that two, three or four taxi franchises could be developed for taxi firms of 50 to 100 vehicles each but no more than 175 total taxis in the valley at this time. This number has since been revised upward to 180 vehicles. It was rationalized that initially restricting the size of the total taxi fleet to 180 at this time would give the new franchise operators the opportunity to grow through the same formula of having at least 10 trips per day per vehicle and vehicle ownership.

Based on the recommendations and rationale presented as a result of the study, and a review of conditions one year later, the SRA Board determined that it would be in the public's best interest to significantly change the way valley taxi services were regulated and managed. It therefore terminated the system of non-exclusive, traditional taxi company business licenses and associated Certificates of Public Convenience and Necessity.

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In place of the system of Certificates of Public Convenience and Necessity, SRA awarded approximately four (4) taxi service franchise agreements with service providers to supply taxicab services. Taxicab service providers under agreement with the SRA will operate a total of approximately 180 vehicles. Individuals were invited to propose the number of vehicles they would prefer to operate. The number of vehicles awarded to each selected provider was

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negotiated and established during evaluation and contract award process. Depending on the number of vehicles proposed, and the number of contracts awarded, selected providers ~~were~~ initially, authorized to operate from 40 up to potentially one hundred (100) vehicles. Growth in the number of taxi vehicle authorizations for temporary or permanent additions to selected providers will be based on documented demand of service (e.g., trips per cab per day) as provided herein. Conversely, reductions in fleet sizes may also occur based on lack of service demand. Each franchise agreement will have a five (5) year term with the ability to increase the term for ~~five additional 1-year terms~~ through yearly evaluations.

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### **Statement of Work**

Providers will be responsible for the effective and efficient management of on-demand taxicab transportation services throughout Coachella Valley including the Palm Springs International Airport ("Airport"). The Board requires selected providers to establish physical operating bases within the area in order to better provide Coachella Valley services and meet the needs of the public. While dispatching may be done remotely, effective management of valley-wide, 24/7, on-demand transportation services shall require providers to perform responsibilities and tasks including but not limited to: driver training and knowledge testing; dispatching; supervision; vehicle inspections; driver background checks; data collection and report submission; provision of customer guest services; enforcement of Board and Airport policies, procedures, rules and regulations; on demand ground transportation traffic control; lost and found management; and complaint management.

Providers will be required to monitor and control the number of taxicabs waiting at the Airport to ensure adequate service during peak demand periods while limiting the number of taxicabs at the Airport during non-peak hours to ensure area-wide availability of taxicab service for other areas of Coachella Valley.

### **AWARD OF FRANCHISES**

The Board is seeking qualified taxicab operators that best meet the requirements as specified in this RFP. Evaluations and determinations of responsibility and qualifications shall be based upon the information furnished by the proposers in response to this RFP, as well as from other sources determined at the sole discretion of the SRA Board. No award will be made until after such

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investigations as are deemed necessary are made regarding the qualifications of proposers. By submitting this proposal, the proposer authorizes the SRA Board and its representatives to perform all investigations necessary to determine suitability. The SRA Board reserves the right to reject all proposals at its sole discretion. All information submitted in response to this RFP shall be deemed a public record except to the extent that the proposer expressly marks information as a trade secret or as proprietary information, in which event the SRA Board shall preserve the confidentiality of such information to the extent permitted by law.

This Request for Proposals as well as the Franchisee's proposal shall be incorporated into any resulting franchise agreement.

#### FRANCHISE TERM

The term of the franchise shall be five (5) years. The term may be extended an additional one (1) year after each of the initial five years of the franchise up to a total of ten (10) years at the sole discretion of the SRA, subject to the provisions below. All franchises sunset after ten (10) years and are thereafter void.

#### PROPOSER RESPONSIBILITY

The proposer will assume the responsibility for making sure all required documents are factually accurate, fully completed and submitted with the proposal.

#### MINIMUM QUALIFICATIONS OF PROPOSERS

All proposers must present evidence that they are fully competent to perform the conditions of the Franchise and that they will be able to fulfill the conditions of the Franchise for the duration of the Franchise. A Selection Committee, on the basis of the proposer's written submissions, shall evaluate qualifications and perform such investigations and findings as may be necessary. The proposals will be presented to the SSG Board of Directors with the recommendations of the Selection Committee.

#### LOCAL PREFERENCE

In evaluating applications, SRA may give preference to proposers with established presence in the Coachella Valley, to the extent legally permissible. An addendum may be forthcoming describing these criteria in more detail.

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II. **PROPOSAL PROCEDURE**

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**PROPOSAL REQUIREMENTS**

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Proposers must submit one (1) original and twelve (12) copies of their proposal. No proposal by the telephone, e-mail or fax or modifications to a proposal by said means will be considered. Proposals may be rejected which are received after the date and time fixed in this RFP. Any such late proposal may be returned to the proposer. Any proposal which is incomplete may be returned to the proposer or, at the SBA's option, have points deducted during the evaluation process. A proposer may withdraw its proposal, provided its request is in writing and is received by the SRA Board prior to the time set for receipt of proposals. After proposals have been opened, no proposer may withdraw its proposal, except with the consent of the Sunline Regulatory Authority Board. Proposals must remain valid for a minimum of 120 days.

**OPTIONAL PRE-PROPOSAL CONFERENCE**

SunLine will conduct an optional pre-proposal conference at its offices at 32-505 Harry Oliver Trail, Thousand Palms, CA. This Pre-proposal conference will be held at \_\_\_\_\_ on \_\_\_\_\_ 20\_\_\_\_, in the Zweig Building. Attendees will be asked to sign-in at this time. Proposers are strongly encouraged to attend the pre-proposal conference. SRA will answer questions and provide clarifications about the RFP at this meeting.

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Proposers shall submit any questions regarding this RFP by \_\_\_\_\_ 20\_\_\_\_, in writing to:

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**Attn: Ms. Naomi Nightingale  
Taxi Administrator  
SunLine Regulatory Administration  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276-3501**

**CONTENTS OF COMPLETE WRITTEN PROPOSAL**

Each application shall contain the following information:

- (A) The name and address of the applicant.
- (B) The name, address and telephone number of the person submitting the application, and the name, address and telephone number of the person who may be contacted regarding this application.

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- (C) Whether the business is corporation, and if so, the date of incorporation and the state where incorporated. Corporate applicants shall submit a copy of their Articles of Incorporation and Bylaws along with a list of the names of the officers of the corporation. LLC's shall provide a copy of their Operating Agreement.
- (D) Any collective bargaining agreements with labor organizations which cover employees of the applicant, the personnel covered by such agreement and the date of expiration of any such agreements.
- (E) A full and complete written proposal for providing taxicab service within the Coachella Valley containing all of the documents or information requested in Section IV of the RFP. Indicate how the proposer will satisfy the work requirements indicated in Section III of this RFP. Each document or paper submitted shall be labeled indicating the paragraph number in the RFP to which it responds.
- (F) Proof of insurance satisfactory to the SRA Board.
- (G) A cashier's check payable to the Sunline Regulatory Authority for the proper deposit and processing fees as specified below.
- (H) A completed labor code certificate included with the Request for Proposals.
- (I) A demonstration of the applicants technical ability and legal qualifications to construct, maintain, upgrade, and operate a taxi service, including identification of key personnel.
- (J) The applicant must show that it, as well as any person which controls the applicant, has not, at any time during the ten years preceding the submission of the petition, been convicted of any act or omission of character that the applicant cannot be relied upon to deal truthfully with SSG and taxi patrons, or to substantially comply with its lawful obligations under applicable law.
- (K) If the application is for any action referenced in Section 1.090.5 of the SSG Ordinance, current financial statements showing the financial condition of the Franchisee as of the date of the application.
- (L) A statement prepared by a certified public accountant or responsible official of the applicant regarding the applicant's financial ability to construct, upgrade, maintain and operate the taxicab service it wishes to operate.
- (M) A description of the applicant's plans for meeting any obligations under the franchise, including, but not limited to, any upgrade obligations, upgrade completion schedules, and performance characteristics
- (N) An affidavit or declaration of the applicant or authorized officer certifying the truth and accuracy of the information in the proposal or other written request, acknowledging the enforceability of the commitments of the proposal or other

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written request, and certifying that the proposal meets all federal and state law requirement

(O) A summary of the plans and commitments of the applicant to remedy specific and known defaults and violations, if any, in the operation of the system under the franchise.

(P) At any time during the review process, the SRA reserves the right to require additional supporting documentation from the proposer or any other person involved in the proposal. The proposer shall provide all reasonably requested assistance to SRA in connection with any inquiry and, as appropriate, shall use its best efforts to secure the cooperation and assistance of all other persons involved in the action.

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It is the SRA's intent to award the franchise before August 1st, 2009. The following tentative dates are subject to change at the sole discretion of the Coachella Valley.¶  
March 27, 2009 . Release RFP to Potential Franchises¶  
April 8, 2009 . Pre-Proposal Conference¶  
May 1st, 2009 . Cut-Off for RFP questions¶  
June 1st, 2009 . Proposals Due 4:00 P.M. at Office of the SRA¶  
July, 2009 . Successful proposers presented to the SunLine Services Group Board and Resolution of the Award of Franchises adopted¶  
August 1st, 2009 . New taxicab franchisee begins operations¶

#### PROPOSAL FEE and DEPOSITS

A proposer's deposit in the amount of \$5,000 must accompany your proposal. The deposit is credited against any future franchise fees payable to the SRA. In addition; a non-refundable processing fee of \$3,000 is required with each proposal. Payment of these fees in the form of a cashier's check payable to the SRA must accompany each proposal. Failure to remit the required fees in the proper form shall be cause for the disqualification of the proposal.

#### PROVIDER FEES

A. Airport Automated Vehicle Identification (AVI) Fee.

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1. Each vehicle operated at the Airport shall have an automated vehicle identification (AVI) transponder tag. This tag shall be installed on the windshield and shall allow access to the restricted commercial traffic lanes, other designated areas, and bus plazas.
2. Each time a vehicle of Provider enters the terminal front roadway system from the taxi holding area or commercial lane, an access fee shall automatically be charged to Provider by the Airport. These lanes or specific designated locations shall be the only areas Provider may transact business at the Airport. Use of the ground transportation lanes shall include pick-up and drop-off of passengers. Transacting business in areas of the Airport other than the restricted commercial lanes or other terminal

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front roadways as approved by the Director of Airports for Provider's business may result in civil fines and/or other citations or actions.

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- 3. The AVI fee per trip as of February 1st 2008 is \$2.50 Standard Pick-Up and \$3.00 for Pre Arranged Trips. This fee is reviewed and established by the Director of Airports on an annual basis.

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- 4. Provider shall be billed by the Department of Airport's Finance Division on a monthly basis. Failure to pay on time may result in the revocation of access to the Airport for commercial purposes.

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B. Vehicle Permit Fee

On an annual basis, Provider shall pay to SRA a fee of \$600.00 per vehicle authorized to operate under this Agreement as a taxicab in Coachella Valley. This fee shall be subject to review by SRA annually. Said fee shall initially be paid upon commencement of service under this franchise agreement. Thereafter Provider shall be billed annually on a contract year basis with billings sent by SRA prior to the anniversary date each year with payment being due before the last day of that month.

C. Driver Background Check & Permit Fees

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Drivers shall obtain vehicle operators certificates from SRA. Application and background check fees are set by SRA and are currently \$100.00. The Driver Permit Renewal Fee is \$75.00 and Driver Transfer Fee is \$65.00. The Driver Permit Reinstatement Fee is \$25,00 and there is a \$5.00 fee for Permit replacement.

D. Vehicle Inspection Fee

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Inspections are currently provided at SunLine's Headquarters at 32-505 Harry Oliver Trail in Thousand Palms, CA at a fee of \$50.00 per vehicle, twice yearly. If corrections are not made after a recommendation from SunLine that the corrections are required there is a Re-Inspection fee of \$50.00 charged for those re-inspection activities.

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E. Taxi Meter Recalibration Fee

A taxi meter recalibration fee will be charged by a Third Party provider for recalibration of all taxicab meters each time the meter fees are changed. The Third Party Provider will establish fees.

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F. Operator Shared Revenue Fee

The Operator Shared Revenue Fee Is a fee charged annually per vehicle and it is currently set at \$1,805.00.

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**METER AND FLAG DROP RATE ADJUSTMENTS**

**Proposer Note:** Current meter rates are established by SRA at a public meeting. The current maximum per trip fee is \$3.25 flag drop and \$2.96 per mile. It is projected that the July 1, 2009 maximum rate per mile will be adjusted to \$2.64. Under the resulting agreements, taxi rates will be reviewed by SRA on a semi-annual basis, with rates to be based on daily average fuel costs and the consumer price index. The method for calculating rate changes is detailed below:

A. Meter per mile rate ("Per Mile Rate") changes. SRA will review Per Mile Rates annually to determine if rate changes are applicable, based on changes in fuel cost. Review will occur on or near March 15. If rate changes are authorized, scheduled meter recalibrations will start on or after April 1, respectively. The initial semi-annual review process shall not be performed until a minimum of six (6) months have elapsed from the service commencement date stated in Paragraph 1 of the Franchisee Agreement.

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1. Per Mile Rate changes shall be based on the average price of regular grade fuel per US gallon ("Fuel") according to the following criteria and requirements.

- a. Fuel costs shall be determined using AAA's "Media Site for Retail Gasoline Prices, California, MetroAverages, "www.fuelgaugereport.com/CAmetro.asp." (If this website should

Deleted: SRA will review Per Mile Rates twice each year to determine if rate changes are applicable, based on changes in fuel costs. Reviews will occur on or near March 15 and September 15. If rate changes are authorized, scheduled meter recalibrations will start on or after April 1 and October 1, respectively. The initial semi-annual review process shall not be performed until a minimum of six (6) months have elapsed from the service commencement date stated in Paragraph 1 of the first part of this Agreement.

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cease operation, SRA will rely on a similar site or index. The average cost of Fuel is calculated either by:

(1) taking the actual cost of Fuel averaged for the three months preceding the respective review date,

or

(2) ~~taking the actual cost of Fuel averaged for the six months~~ preceding the respective review date,

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b. If an increase is indicated, then the higher of the three or six month Fuel average will be used. If a decrease is indicated, the lower average will be used.

c. Based on the average Fuel price established above, a Per Mile Rate increase or decrease will be authorized as follows:

Fuel Cost Increases (Decreases)	Per Mile Rate Increases (Decreases)
\$0.000 to \$0.255 per gallon	\$0.00
\$0.256 to \$0.755 per gallon	\$0.10
\$0.756 to \$1.255 per gallon	\$0.20
\$1.256 to \$1.755 per gallon	\$0.30
\$1.756 to \$2.255 per gallon	\$0.40

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2. ~~One hundred percent (100 %) of any Per Mile Rate increase must go to~~ whoever purchases the fuel for the vehicle. Whoever stands to benefit from an increase will be required to absorb decreases in the Per Mile Rate.

3. SRA reserves the right to modify these criteria and requirements for Per Mile Rate change authorizations.

B. Flag drop rate ("Flap Drop Rate") changes. SRA reviews Flag Drop Rates once each year to determine if rate changes are warranted based on changes in the Consumer Price Index. Reviews occur on or near March 15. If rate changes are authorized, scheduled meter recalibrations will start on or after April 1. The

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initial annual review process shall not be calculated until a minimum of six (6) consecutive calendar months have elapsed from the service commencement date stated in Paragraph 1 of the first part of this Agreement.

1. Flag Drop Rate changes shall be based on the percentage increase in the latest Consumer Price Index - All Urban Consumers, West Urban Area (CPI-West Urban), published by the United States Department of Labor, Bureau of Labor Statistics ([http://data.bls.gov/PDQ/servlet/SurveyOutputServlet?data\\_tool=dropmap&series\\_id=CUUR0400SAO,CUUSO400SA0](http://data.bls.gov/PDQ/servlet/SurveyOutputServlet?data_tool=dropmap&series_id=CUUR0400SAO,CUUSO400SA0)). The percent increase will be calculated using the CPI-West Urban data from the calendar year (January 1 to December 31) preceding the annual review. If the CPI-West Urban index is no longer published, a similar index will be used.
  - a. For each five percent (5%) increase in the CPI-West Urban index over the previous calendar year, the flag drop rate shall increase in increments of \$0.05 (5 cents). Partial percentage increases of the 5% requirement shall not be considered.
  - b. If the CPI-West Urban index does not meet or exceed the 5% requirement for two (2) consecutive calendar years, SRA may at its option, take the percentage difference from January 1 of the first year to December 31 of the second year and use the resulting percentage increase to determine a Flag Drop Rate change. Partial increments of the 5% standard shall not be considered.
  - c. Rates will be reviewed annually regardless of whether a one year or two year calculation was used the previous year.

**Examples:**

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**1 YEAR EXAMPLE:** The Consumer Price Index rises 6.5% from January 1 to December 31 preceding the March review. SRA authorizes an increase of five cents over the current flag drop rate

**2-YEAR EXAMPLE:** The Consumer Price Index increase does not exceed 5% in each of two consecutive calendar years. SRA takes the January 1 CPI-West Urban index number for the first year and subtracts it from the December 31 CPI-West Urban index number of the second year to obtain a two year index change. If the two year index change meets or exceeds 5.0%, then SRA may authorize an increase of five cents, from the current flag drop rate.

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2. If the consumer price index decreases by more than 5% during the twelve month period prior to an annual review date, SRA may require a Flag Drop Rate decrease based on the above criteria and requirements.
3. One hundred percent 100 % of any Flag Drop Rate increases shall to go to the driver. Drivers shall be required to absorb decreases in a Flag Drop Rate.
4. SRA reserves the right to modify the criteria and requirements for Flag Drop Rate changes.

C. Other Rates:

1. Maximum Waiting Time Rate: The rate that an owner or driver of a taxicab may establish and charge for waiting for customer. The maximum current rate is thirty five dollars (\$35.00) per hour.
2. This rate shall be set by SRA on or near March 15 of each year, SRA will determine whether the Waiting Time Rate requires any adjusting.

PROPOSER SITE VISIT

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The Selection Committee and/or representatives the SRA may request oral presentations of any proposer and/or conduct site visits of the proposers' places of business. Notice of the date time of any such visit will be provided in advance. Sites visited may include all dispatch facilities, maintenance facilities or general office facilities of the proposer. Formal interviews of proposers may be conducted.

PROPOSAL REQUIREMENTS AND FRANCHISE TERMS

Prior to the establishment of the Franchise system, there were a total of 260 or more taxicab permits allocated among the 15 different providers. The Sunline Taxicab Franchise was thereafter established in order to provide for a minimum of two and a maximum of four taxicab companies, each initially allocated a minimum number of 40, to a maximum number of 100 non-temporary taxicab permits within the new franchise system for a total 180 non-temporary taxicab permits. Franchisees are also be eligible for temporary extra-capacity Coachella Valley permits as specified below. The number of non-temporary taxicab permits may change over time with demand as revealed by the annual review of taxicab usage conducted by SRA. Four initial Franchises were awarded in 2010. Through the Franchise system, Sunline will regulate the provision of taxicab service in the Coachella Valley and, as warranted, issue, deny, revoke and suspend taxicab franchises as provided in this document, the Ordinance, and all Regulations adopted by Sunline to ensure the provision of an efficient and properly regulated taxicab service to the residents and visitors to the Valley.

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Each of the Coachella Valley's franchisee taxicab operators shall at all times maintain in service a number of vehicles equal to no less than 75% of the allocation of non-temporary taxicab permits issued to the franchisee in its franchise. For instance, if a franchise awards a minimum of 40 non-temporary taxicab permits, under no circumstances shall this franchisee operate less than 30 taxicabs on the streets of Coachella Valley.

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Franchisees may be permitted to increase the number of taxicab's they operate in one of two ways. Franchisees may be permitted to apply for and be awarded up to a 25% increase in the number of non-temporary taxicab permits they then hold based on a showing to SRA that the increase is justified as explained below, provided they pay the appropriate fees and the vehicles

meet franchise requirements. ~~Alternatively, SRA may offer a franchisee additional non-temporary taxicab permits based upon the results of the annual review as explained below.~~

Proposers shall comply with a service standard that all franchisees are required to meet. The established minimum service standard for franchised taxicabs operating within the Coachella Valley is: 85% of accepted pickups are to be within 20 minutes from the time of telephone request and that 95% of pickups are to be within 40 minutes of request. The standard must be achieved for (1) the Resort Areas, (2) SRA of Palm Springs, and (3) all other parts of the Coachella Valley. Franchisees, when requested by calling customers, shall be prepared to have the necessary required child car seats in their taxicabs. Franchisee performance shall be tracked through a computerized dispatch system and reported to the SRA on a monthly basis with annual summary reports (see requirements below).

### ANNUAL REVIEW

The SRA will conduct annual reviews ~~which will have two components: (1) an evaluation of the total taxicab demand in the Coachella Valley in order to determine the total number of allocable non-temporary taxicab permits for the following year; and (2) the performance of each franchisee to determine the total number of non-temporary taxicab permits allocated to each franchisee for the following year. Annual reviews shall begin in April of each year and SRA shall exercise all reasonable diligence to conclude by July 1.~~

### Total Taxicab Demand.

Total Taxicab demand in the Valley will initially be determined by evaluating all franchisees' data regarding trips per vehicle per day. If the average number of trips per vehicle per day exceeds 10 trips per day for each allocable non-temporary permit, SRA may create and allocate additional non-temporary taxicab permits. (For example, SRA initially established a total of 225 allocable non-temporary taxicab permits. If analysis reveals that there is an average of 2500 trips per day, SRA may increase the total number of allocable permits by 25 (2500 [total average trips per day per for all franchisees combined] / 10 [target trips per vehicle per day] =250. 250 [trips per day per target vehicle] – 225 [total allocable non-temporary taxicab permits]= 25 [additional number of allocable non-temporary taxicab permits available to meet current demand].) SRA

~~Deleted:~~ With this 25% flexibility, the total number of taxis actually potentially on the streets of Coachella Valley at any given time, and thus the total number of allocable, non-temporary taxicab permits of Coachella Valley at any given time initially will be between 135 and a maximum of 225 (180 [initial non-temporary taxicab permits] X 125% [potential increase in non-temporary taxicab permits] =225 [total allocable non-temporary taxicab permits])

~~Deleted:~~ Each franchisee may also apply for temporary extra-capacity Coachella Valley permits for their taxicabs not included in the franchise allotment. Except as provided below, (Taxicabs displaying temporary Coachella Valley permits may be used in Coachella Valley only during large conventions or other similar events, which temporarily increase the demand for taxicabs beyond the number regularly franchised. Such temporary extra-capacity Coachella Valley permits shall be revocable at SRA's will in its total and absolute discretion. SRA may also issue additional temporary permits, also revocable at SRA's will in its total and absolute discretion, when there has been full use of all allocable non-temporary taxicab permits and there nevertheless remains insufficient taxi service to accommodate demand. These non-franchised temporary "permit" taxicabs may be used in Coachella Valley only when specifically authorized by the Sunline Regulatory Board or its designee.)

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may then adjust that number of allocable non-temporary permits up or down based upon a review of hotel/resort and airport monitoring of taxicab availability and other taxi issues, population changes, hotel occupancy and other relevant factors. Based on this review, SRA shall set the number of allocable non-temporary taxicab permits available for the following year.

**Reallocation of Non-Temporary Taxicab Permits To Franchisees.** Non-temporary taxicab permit allocations will be annually made pro rata among the Franchisees, with a maximum 25% adjustment upward or downward based upon each franchisee's performance as provided below. The above notwithstanding, at no time shall any franchisee be permitted to have more than \_\_\_\_\_ % of all allocable non-temporary taxicab permits.

SRA authorized revisions in the number of non-temporary taxicab permits allocated to a franchisee shall be based on changes in the average trips per day as reported monthly by each franchisee in accordance with the following criteria and requirements as well as a review of other relevant factors including, but not limited to the citation history of the Franchisee, and reported wait times for the Franchisee's taxis.

- a. The trips per day for each franchisee's allocated non-temporary taxicab will be averaged over the year prior to the review date.
- b. When the records demonstrate that a franchisee exceeds ten (10) trips per day for at least sixty (60%) percent of the total number of non-temporary taxicabs permits allocated to the franchisee, SRA may, at its sole and absolute discretion, allocate up to an additional 5 non-temporary taxicab permits.
- c. When the records demonstrate that a franchisee exceeds ten (10) trips per day for all non-temporary taxicab permits allocated to the franchisee, SRA may, at its discretion, allocate a sufficient number of additional non-temporary taxicab permits to reduce the average number of trips per non-temporary allocated permit per day to 10. By way of example only, if the franchisee has been allocated 50 non-temporary taxicab permits, and its reports demonstrate it

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averages 550 trips per day. SRA may allocate to the franchisee an additional 5 non-temporary taxicab permits.

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d. If the average number of trips per vehicle decreases to below eight (8) trips per day for at least sixty (60%) percent of the total number of non-temporary taxicabs permits allocated to the franchisee, SRA's may, at its discretion, decrease the number of non-temporary taxicab permits allocated to the franchisee by a sufficient number of non-temporary taxicab permits to increase the average number of trips per non-temporary permit per day for 60% of the non-temporary allocated permits to 10 trips per day. If a Franchisee is required to reduce the number of permitted vehicles, it shall be required to remove vehicles over five (5) model years of age first in the case of standard vehicles and over seven (7) model years of age in the case of approved alternative fueled vehicles, using the Environment Protection Agency's definition of an alternative fueled vehicle. An additional criteria that shall be considered by the Board shall be whether the Franchisee has demonstrated that their taxis are providing rides to customers over a substantially longer distance than the average ride distance such that the lower number of rides per day is accounted for by the fact that the taxis are occupied and thus unable to get the minimum number of riders at the required frequency.

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3. Franchisee will not be required to accept any increases in the number of non-temporary taxicab permits allocated to it. However, if a franchisee opts not to accept an increase, that increase may, but need not be offered to another franchisee providing that franchisee's resulting non-temporary taxicab permits does not exceed % of all allocable non-temporary taxicab permits. All SRA mandated decreases must be implemented.

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4. SRA reserves the right to modify these criteria and requirements for fleet change authorizations.

Temporary Extra-Capacity Taxicab Permits

Each franchisee may also apply for temporary extra-capacity taxicab permits for taxicabs not included in the franchise allotment. Except as provided below, taxicabs displaying temporary Coachella Valley permits may be used in Coachella Valley only during large conventions or other similar events, which temporarily increase the demand for taxicabs beyond the number regularly franchised. Such temporary extra-capacity Coachella Valley permits shall be limited in duration and revocable at SRA's will in its total and absolute discretion. SRA may also issue additional temporary permits, also limited in duration and revocable at SRA's will in its total and absolute discretion, when there has been full use of all allocable non-temporary taxicab permits and there nevertheless remains insufficient taxi service to accommodate demand. Temporary extra-capacity taxicab permits may be issued by staff upon a determination by staff that there exists a current shortage in the supply of taxicabs in the Coachella Valley.

Franchisee must agree to abide by all applicable laws, rules, regulations, orders and restrictions which are now in force or which may be hereafter adopted by the SRA and communities of the Coachella Valley or any governmental authority, federal, state, county, or municipal, lawfully exercising jurisdiction over taxicab service in the State of California and Coachella Valley.

If at any time the Taxi Administrator or his or her designee determines that a franchisee is not meeting the service standard set forth in the franchise, is experiencing excessive problems as shown by complaints or citations, or is not in compliance with other franchise terms, the Taxi Administrator or his or her designee may issue the franchisee a sixty (60) day warning. The franchisee must correct the problem with sixty (60) days. If the problem is not corrected, Taxi Administrator or his or her designee, may set a public hearing to consider termination of the franchise or take other appropriate steps to correct deficiencies.

Taxi Administrator or his or her designee, may temporarily suspend any franchise without prior notice in case of failure to meet insurance requirements, the lapse of any permits or licenses required to provide services or any failure that endangers the health and safety of the public. The

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temporary suspension shall remain effective until a decision by the SRA Board of Directors pursuant to the governing ordinance unless earlier lifted by the, Taxi Administrator.

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Franchise fees will be set from time to time by resolution of the, SRA Board of Directors on a cost-recovery basis to offset costs involved in administering the program. Fees will be allocated among the Franchisees on a per-vehicle basis.

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All franchises awarded shall be non-exclusive. The SRA Board of Directors reserves the right to issue additional franchises. The SRA Board of Directors awards franchises after a public hearing.

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III. GENERAL FRANCHISE REQUIREMENTS

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The following are the minimum requirements for obtaining and maintaining a franchise. Proposer's ability to meet or exceed these standards should be demonstrated in the responses provided by the proposer to the request in Section IV below.

1. Start-up

The awarded franchisee shall place 50% of the fifty (50) vehicles into service within two (2) months of the start of the franchise and 100% of their allocated taxis into service within five (5) months of start of franchise. Exceptions to the two-month requirement will be considered for start-up companies. Proposals must specify phase-in plan and justify any exceptions sought. Note that the 25% adjustment flexibility takes effect after the franchisee attains operation of 100% of allocation.

2. Vehicles

No standard vehicles in service shall be more than five (5) model years of age.

Vehicles must be in good operating order, free from known mechanical defects. The interiors and exteriors of the vehicles must be kept in clean, neat and attractive condition. Vehicles are to be taken out of service for repair or maintenance of body damage, dents, broken glass, torn upholstery, bad stains, inoperable seat belts, unclean windows, dirty trunk, unclean Interior or exterior, unsafe tire tread, missing hubcaps and mechanical defects.

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Franchisee must have at least two (2) wheelchair-accessible vehicles that meet Federal standards. Each vehicle must be approved by the SRA staff. Each vehicle will be granted one (1) additional full calendar operating year of service, creating a potential for such vehicles to be up to six (6) model years old based on the calendar year and the year of model manufacture during each year of the resulting agreement.

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Within 24 months of the effective starting date of their respective franchises, the franchisee must place into service at least 5% of their fleets as vehicles certified as Ultra-Low Emission Vehicles by the California Air Resources Board. An equivalent number (combination) of Low Emission Vehicles (LEV) or cleaner which results in the same emission reductions as that provided by the 5% ULEV requirement will also be allowed as authorized by the SRA Board of Directors.

The use of alternative fueled vehicles shall be specified in the proposal. Each approved alternative fueled vehicle will be granted two (2) additional full calendar operating years of service, creating a potential for such vehicles to be up to seven (7) model years old based on the calendar year and the year of model manufacture during each year of the resulting agreement.

Exterior advertising is permitted only on a trunk mounted sign no larger than one foot tall by three feet long. Only one sign shall be permitted per vehicle. The regulation of signs shall be as provide in the regulations establish by Sunline.

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3. Standards for Drivers

Each driver shall have a current California driver's license and Taxicab Driver Permit issued by SRA and the ability to read signs, labels, work schedules, and simple instructions in English; to understand and follow oral directions in English; to write simple messages in English; and to speak English sufficiently to communicate clearly with the public. Drivers may also be required to pass an English Proficiency test and/or Training administered by SRA.

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Franchisee must provide a training program for all its drivers which shall include SRA, Coachella Valley and State rules and regulations; geography including map reading, major points of interest in Coachella Valley, and familiarity with Coachella Valley and surrounding area; driver safety and defensive driving; vehicle safety and maintenance/inspection checks; customer service and relations; sensitivity guidelines for disabled, frail and elderly passengers; behind the

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wheel driver training; and (for drivers of accessible vehicles) accessible vehicle operation training.

Drivers must be dressed in a neat and clean fashion. This requirement is best met through an SRA required taxi ~~drivers~~ uniform or a common standard of dress which shall be specified in response to this Request for Proposals. For example, attire could include a white or yellow collared shirt or sport shirt and black pants or slacks with closed toed shoes. The shirts must bear the company logo identifying the company drivers are working for.

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Drivers will also be expected to have knowledge of and comply with the Palm Springs Airport's Taxi Passenger Bill of Rights. For more information on these rights please see the City of Palm Springs Website at the following address:

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#### 4. Dispatching and Customer Service

Proposals must specify the methods the company will use to ensure sufficient service at the Airport without flooding the Airport with an excessive number of cabs. Proposals must specify the methods the company will use to ensure sufficient service to all other areas of Coachella Valley during peak winter season.

Franchisee must have a centralized office location for dispatch and reservations. This may be remote if that is the company's general policy and procedure. However, a computerized 24 hour dispatch system is required:

- System must track caller location, response time from the time customer calls until taxi pick up, and duration of trip. Customer call means the time customer first called, not time of any callback.
- System must track number of customer callbacks,
- Pickup zones must separate Coachella Valley into its respective communities so officials from each community can see the quality of taxi service they are receiving.
- System must track calls by pickup zone by hour, day and zip code.

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- System must track all requests for service including multiple requests; for instance, if a hotel/resort requests 5 cabs, the system must reflect 5 requests and show response times for each of the 5 requests.
- System must track number of calls in which customer was advised of wait times of 20 minutes or more and declined to wait. Procedures to call back customers where original estimate of time of pickup changes and revised response time will be in excess of 20 minutes, or similar procedure, will be considered an enhancement.
- System must be capable of recognizing incoming telephone numbers and be capable using computerized voice response and dispatch when the number is a frequent caller such as a hotel, restaurant, or other frequent user of the franchisee taxi service.
- System must be capable of providing credit card swiping, reading and verification of card, authorization of payment, and printing of customer receipt within sixty seconds of being swiped. Passenger rear seat credit card swiping would be considered a plus.
- System must be capable of tracking any lost articles by knowing only the date, time of day, and pickup and drop off locations.

By no later than January 1, 2014, System must be capable of report real time information regarding driver hours behind the wheel.

No customer seeking service at a taxi queue, hotel queue or street hail may be refused service, nor may any customer telephoning for service be refused. However, customers waiting for service may be advised of current response times and given the option of calling another company. Therefore, the dispatch system must be capable of tracking any such refusals to the individual taxi and driver. These refusals would not include drunk and disorderly passengers which may be refused service.

GPS systems are required.

- GPS system must be capable of providing drivers turn by turn directions and monitoring shortest route taken.
- GPS system must be capable of reporting all trips that were greater than one percent (1%) out of route.

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- GPS system must be capable of capturing and reporting, for all vehicles in the fleet and individual drivers, all trips for which the taxi meter was utilized.

5. Complaint Procedures

Applicants must have in place a complaint procedure that includes a log of all complaints received, date and time of complaint, response, date and time of response, results of investigation, action taken, and any written communication. All complaints received in writing must be responded to in writing within five business days with at minimum an acknowledgment of complaint, complaint status and expected time to resolve. All complaints received by the telephone must be logged. All telephone complaints of a serious nature must be responded to in writing.

6. Record-keeping and reporting

Franchisee must keep electronic data based records of all revenues, trips, driver name, driver time behind the wheel, vehicle registration, maintenance and complaints. These records must be maintained for four years and dispatch data for one year.

Franchisee must report dispatch data as set forth in Exhibit A examples. A summary of complaints lodged and action taken shall be submitted on a quarterly basis. Electronic support data for each call, trip dispatched, total trips made by vehicle and driver are to be provided in addition to the monthly reports. Franchisee will be required to submit this report by the 10th day of the month following the end of each Quarter, along with their franchise payment.

SRA has the right to inspect maintenance, complaint, and financial records, facilities and vehicles, and to audit meters and vehicles for accurate measurement and metering of fares; and to audit books, ledgers, journals, and accounts of operator. The franchisee is also required to cooperate with law enforcement for any criminal investigation. SRA reserves the right to approve agreements between taxi franchise operators and any subcontractor, including but not exclusive to taxicab drivers.

Franchisee must within 30 days of request submit to the SRA recent list of telephone customers' first names and telephone numbers, for customer satisfaction survey purposes.

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7. Insurance and Indemnification

The franchisee shall, as a condition of being granted a franchise hereunder, indemnify, hold harmless, release and defend the SRA, its Board of Directors and each member thereof, and its officers, agents, commission members and employees from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, damages, awards, charges, penalties, actions or causes of actions whatever, including attorney's fees, regardless of the merit or outcome of the same, arising out of or in any way connected with any or all of the operations or services authorized, conducted or permitted under a non-exclusive franchise granted hereunder, to the fullest extent permitted by law.

Every applicant shall provide proof of insurance in the amounts, required by the SRA Board of Directors, underwritten by an insurer licensed and authorized to conduct such business in the State of California. Currently the required coverage is \$\_\_\_\_\_

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8. Minimum Trio Standards

The selected Franchisee(s) will be required to reach and maintain an average number of eight (8) (~~8~~) dispatched and non-dispatched trips per day per vehicle per year. The electronic capture of all trips will enable SRA Board of Directors to award additional Non-Temporary Taxicab Ppermits as needed or to reduce the number of Non-Temporary Taxicab Ppermits if there is an excess of taxicabs on the streets. The selected taxicab Franchisee will be expected to generate increased productivity by dispatching taxis through improved operational efficiency to enhance cost effectiveness. The use of such technologies would also make the task of administration by the SRA much more informed, efficient and accurate.

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9. Taxi Identification Requirements

The selected franchisee(s) will be required to establish a distinctive color and numbering system to easily identify the company and specific cab in the case of complaints or violations. This distinctive coloring shall be approved by the SRA Board of Directors. The franchisee shall also provide SRA with a list of the active numbers associated with the taxi's put into service.

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IV. EVALUATION MEASURES

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The SRA will evaluate proposals on a 100 point scale according to the following measures, based on the indicated ability of the proposer to satisfy the Franchise Requirements stated above. All information which the proposer wishes to have considered by the Evaluation Committee of the SRA should be stated in the proposer's submission. Please label each narrative or document with the paragraph number and letter in this RFP to which the applicant is responding...

1. Proposer experience: (20 points)

- (A) Describe the experience and qualifications of the company in operating taxicabs and/or vehicles for hire, such as shuttles or limousines, and indicate the maximum and average number of taxis/vehicles operated during the past ten (10) years.
- (B) If applicable, state the number of years of experience providing taxi operations in the Coachella Valley and elsewhere, the number of taxis specifically operated in Coachella Valley, and provide statistics that will indicate the scope of operations within Coachella Valley, if any. If the proposer has done business in Coachella Valley under a different corporate or company name, specify the name and when such service was provided in Coachella Valley.

2. Financial stability: (20 points)

- (A) Provide audited balance sheet, cash flow and income statements consistent with generally accepted accounting principals (GAAP) for the most recent three years.
- (B) Provide information on pending or past litigation within the last ten (10) years, fines or enforcement proceedings by other cities or public entities, bankruptcy filings, projected 3-year cash flow analysis, projected operating expenses, assuming your company is awarded a franchise for 40 taxicab vehicles sought in this proposal; and insurance and bonding capability.

3. Quality & Coverage of service: (20 points)

- (A) Coverage

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- (1) Specify the total number of trips per day (or shift) you propose your fleet will average per vehicle. Include all calls, street hails, queues, and personals.
  - (2) Specify percent of pickups in each zone you propose to produce for your drivers. That is, what percentage of total trips do you propose your fleet will provide in (A) the Airport and (B) All Other Areas of Coachella Valley,
- (B) Provide full details of how company will meet the service standard you propose. Note that the service standard you propose must be met. Details should include your full marketing plan for expanding taxi operations and marketing within the Coachella Valley.
  - (C) Provide full details on how your company will use temporary permits to meet the service standards for both the Airport and All Other Areas of Coachella Valley during the peak winter season and how your company will redirect those temporary cabs out of Coachella Valley to reach appropriate levels for off peak summer service.
  - (D) Describe the experience and qualifications of the senior officers and managers of the company and any prior companies the officers and managers of the company have been affiliated with, owned, or operated. Include brief resumes. Describe tasks assigned to officers and key management personnel and approximate percentage of time devoted to each task.
  - (E) Describe process for recruiting, screening, drug testing, skill testing and hiring drivers. Provide disciplinary policy. Provide list of current drivers, whether drive full-time or part-time, and years of experience of each.
  - (F) Provide training program for training new drivers, with emphasis on dealing with diverse clientele and driving skills, and a training program to maintain the skills of existing drivers. Describe type of material included or to be included concerning importance of service in Coachella Valley. State dress standards in the

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way of a company uniform as required by SRA Franchise Agreement for drivers and other personnel who interface with the public.

- (G) Provide your company's policy prohibiting smoking in cabs by passengers or drivers and methods for enforcement.
- (H) Provide copies of agreements with VISA, MasterCard, and American Express as well as other credit card agencies for accepting credit card payments for fares and gratuities.
- (I) Describe your customer complaint procedures and record keeping mechanisms to facilitate resolution of complaints. Provide a copy of the written procedure.
- (J) Provide full details on telephone and dispatching systems proposed or currently being used, including system manuals and sample data printouts. Provide manual or other documentation of dispatch procedures including information obtained from customer (name, customer phone number, location, handicap status, etc.) and procedure for handling situations that may arise such as extended response times, no-show cabs, etc. Specify type and capability of GPS system and how information will be used in dispatch process. Describe any procedures to call back customers where original estimate of time of pickup changes and revised response time will be in excess of 15 minutes, or similar procedure.
- (K) Provide any record of adverse actions or warnings regarding your past taxi service from SRA, or any other regulatory agency within the last ten (10) years.

4. Anticipated Ability to Meet and Maintain Performance Standards: (20 points)

- (A) Describe your plans for meeting minimum dispatch calls per taxicab per day and how you plan to meet your proposed total number of trips per day per vehicle.
- (B) Specify maximum age of vehicles to be assigned to Coachella Valley as follows:

The maximum age of taxicabs shall not be more than 5 years older than the current model year. Vehicles will not be used more than 5 years as taxicabs.

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- (C) Specify vehicles by make and model year you propose for service,
- (D) Specify phase-in plan for purchase of additional vehicles and justify any exceptions sought to vehicle requirements stated above. Describe how your company will adequately service during the first six months of operation as you ramp up for the Winter peak season.
- (E) Provide the number of vehicles operated by your company in the past year, number of accidents, number of injury accidents, and number of accidents involving a fatality. Provide your company's written vehicle safety program and provide information on drug and alcohol testing.
- (F) Describe your maintenance facilities including address, size and equipment. Include maintenance schedules. List current personnel employed to conduct maintenance, or other maintenance arrangements.
- (G) Describe your data storage and retrieval processes for drivers' records, vehicle maintenance records, trips, fares paid and times of dispatch/response.

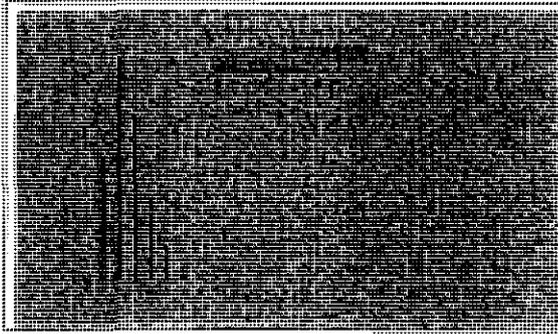
5. Clean and Alternative Fuels/Accessible Vehicles: (20 points)

- (A) Describe proposed number vehicles, if any, which will meet California Air Resources Board LEV, SULEV or ULEV standards, Zero Emission Vehicles, hybrids, or alternative fueled vehicles. Include roster of vehicles specifying fueling system, model year and which standard is met, Also, describe your plan for integrating clean fuel vehicles and facilities to fuel and service such vehicles into current fleet and facilities.
- (B) Describe the type(s) of accessible vehicles to be used in Coachella Valley and the timetable for purchasing accessible vehicles to meet this requirement.

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(Note: Data borrowed from Anaheim Taxi Operations)  
**Exhibit A: Examples of Required Data Reporting**

**Customer Wait Time Distribution**



Trips via Zip Codes Served:

Trip Call Completion Rates

Load	4922	76%	4368	79%
No Show	1116	17%	880	16%
Cancel	481	7%	299	5%
Total Calls	6519		5547	
Average Daily Calls	466		396	

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**[SAMPLE AGREEMENT]  
FRANCHISE AGREEMENT**

**BETWEEN  
SUNLINE SERVICES GROUP  
AND**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2009, by and between SunLine Services Group, a California Joint Powers Authority, 32-505 Harry Oliver Trail, Thousand Palms, California 92276-3501, (hereinafter referred to as "AGENCY"), and \_\_\_\_\_ (hereinafter referred to as "FRANCHISEE").

**WITNESSETH:**

**WHEREAS**, AGENCY desires to franchise Taxi Services for its operations in the Coachella Valley area of Riverside County; and

**WHEREAS**, FRANCHISEE has submitted a proposal for Taxi Services and further has represented that it has the requisite personnel and experience, and is capable of performing the services therewith; and

**WHEREAS**, FRANCHISEE wishes to provide the services;

**NOW, THEREFORE**, it is mutually understood and agreed by AGENCY and FRANCHISEE as follows:

**ARTICLE 1. COMPLETE AGREEMENT**

A. This Agreement; Request for Proposal (RFP) No. 09-001; and the Franchisee's Proposal in response to this RFP, including all exhibits and documents incorporated herein and made applicable by reference, constitutes the complete and exclusive statement of the term(s) and condition(s) of the Agreement between AGENCY and FRANCHISEE and it supersedes all prior representations, understandings and communications. The invalidity in whole or in part of

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any term or condition of this Agreement shall not affect the validity of other term(s) or condition(s).

B. AGENCY's failure to insist in any one or more instances upon FRANCHISEE's performance of any term(s) or condition(s) of this Agreement shall not be construed as a waiver or relinquishment of AGENCY's right to such performance or to future performance of such term(s) or condition(s) and FRANCHISEE's obligation in respect thereto shall continue in full force and effect. Changes to any portion of this Agreement shall not be binding upon AGENCY except when specifically authorized by signed written amendment to this Agreement issued in accordance with the provisions of this Agreement.

C. ORDER OF PRECEDENCE - In the case of any disagreement or conflict between any of the terms that constitute the complete agreement, said disagreement or conflict shall be resolved based on the following order of precedence: a) the signed agreement; b) the Request for Proposals; c) The Franchisee's Proposal.

ARTICLE 2. AGENCY DESIGNEE

The General Manager or his successor with the AGENCY shall have the authority to act for and exercise any of the rights of AGENCY as Set forth in this Agreement.

ARTICLE 3. STATEMENT OF WORK

A. On or about \_\_\_\_\_, 2009, FRANCHISEE provided AGENCY with a response to AGENCY's request for proposals to provide taxi services for its operations In the Coachella Valley area of Riverside County for AGENCY. In making its proposal FRANCHISEE offered to provide all labor, materials, equipment and services required to provide taxi services as described herein. FRANCHISEE shall perform the work necessary to comply with the contractual requirements in a manner satisfactory to AGENCY in consideration of Agency's awarding of this Franchise Agreement.

ARTICLE 4. DELIVERY SCHEDULE/FRANCHISE TERM

FRANCHISEE shall supply the services In the Scope of Work between the date of award and five (5) years with five, one year options unless earlier terminated or extended as provided

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elsewhere in this Agreement. The determination to grant a Franchisee's request to continue operating under the Franchise for each one year option period shall rest exclusively with the Board. In making such determinations, the Board shall consider: the Franchisee's history of operations; the Franchisee's history of complaints, citations, suspensions, and warnings; whether and to what extent the Franchisee has met the average minimum rides per vehicle per day requirements, and whether extending the Franchise for an additional year serves the health, safety and welfare of the Coachella Valley.

The Franchisee shall not commence any work until the Franchisee develops a comprehensive work plan detailing their oversight efforts. SunLine shall approve this plan in writing prior to the start of any work by the Franchisee.

#### ARTICLE 5. CONSIDERATION

A. For FRANCHISEE's full and complete performance of its obligations under this Agreement, AGENCY will allow the Franchisee to operate a franchise within the areas covered by the SRA.

#### ARTICLE 6. REPRESENTATIONS

Notwithstanding any provisions of this Agreement to the contrary, AGENCY and FRANCHISEE mutually agree that AGENCY makes no representation whatsoever regarding the profitability of any franchise granted by the terms of this Agreement.

#### ARTICLE 7. NOTICES

All notices hereunder and communications regarding the interpretation of the terms of this Agreement, or changes thereto, shall be effected by delivery of said notices in person or by depositing said notices in the U.S. mail, registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

**To FRANCHISEE:**

**ATTENTION:**

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To AGENCY:

SunLine Transit Agency  
32-505 Harry Oliver Trail  
Thousand Palms, CA 92276-3501

**ATTENTION:**

Naomi Nighthale  
PH: (760) 343-3456  
FAX: (760) 343-3845

ARTICLE 8. INDEPENDENT CONTRACTOR

FRANCHISEE's relationship to AGENCY in the performance of this Agreement is that of an independent contractor. FRANCHISEE's personnel performing services under this Agreement shall at all times be under FRANCHISEE's exclusive direction and control and shall be considered exclusively to be employees of FRANCHISEE and not employees of AGENCY. FRANCHISEE shall pay all wages, salaries and other amounts due its employees in connection with this Agreement and shall be responsible for all reports and obligations respecting them, such as social security, income tax withholding, unemployment compensation, workers' compensation and similar matters.

ARTICLE 9. INSURANCE

During performance hereunder, FRANCHISEE shall maintain a certificate of insurance with the following limits of liability, and FRANCHISEE shall not of its own initiative cause such insurance to be cancelled or materially changed during the term of this project. Comprehensive General Liability, including Contractual, Independent Contractors, and Personal Injury Liability, with at least the following limits of liability. Combined single limits of liability in the amount of \$2,000,000 per occurrence. Automobile Liability, including any autos, with at least the following limits of liability:

- A. Primary Bodily Injury Liability limits of \$2,000,000.00 per occurrence; and
- B. Primary Property Damage Liability limits of \$2,000,000.00 per occurrence;

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C. Combined single limits of liability for Primary Bodily Injury and Primary Property Damage of \$2,000,000.00 per occurrence;

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D. Workers' Compensation Insurance with the limits established and required by the State of California;

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E. Employer's Liability with limits of \$2,000,000.00.

Prior to commencement of any work hereunder, FRANCHISEE shall furnish to AGENCY'S Taxi Administrator, a certificate of insurance evidencing the required insurance coverage's for FRANCHISEE and further providing that: Certificate shall name and apply specifically to this project/site location on each certificate (worker's compensation coverage is an exception to this requirement); AGENCY and the Cities of Coachella, Palm Desert, Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Indian Wells, La Quinta, Indio, the County of Riverside and all of their elected officials, officers, agents, employees and volunteers are named as an additional insureds to the extent of FRANCHISEE's contractual obligations set forth under Article 13 "Indemnification", on Comprehensive General Liability and Automotive Liability insurance with respect to performance hereunder, and; the coverage shall be primary and noncontributory as to any other insurance with respect to performance hereunder and; thirty (30) days prior written notice of cancellation or material change in coverage be given to AGENCY. "Occurrence, as used herein, means any event or related exposure to conditions which result in bodily injury or property damage. FRANCHISEE shall also execute and provide AGENCY with the Labor Code certificate attached hereto as EXHIBIT B.

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Insurance coverage to be placed with licensed authorized insurance carriers having at least a A-7 Best Insurance Rating or equivalent.

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ARTICLE 10. CHANGES

By written notice or order, AGENCY may, from time to time, order work suspension or make changes in the general scope of this Agreement, including, but not limited to, the services furnished to AGENCY by FRANCHISEE as described in the Scope of Work.

Deleted: If any such work suspension or change causes an increase or decrease in the price of this Agreement or in the time required for its performance, FRANCHISEE shall promptly notify AGENCY thereof and assert its claim for adjustment within ten (10) days after the change or work suspension is ordered, and an equitable adjustment shall be negotiated. However, nothing in this clause shall excuse FRANCHISEE from proceeding immediately with the agreement as changed.

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ARTICLE 11. DISPUTES

A. Except as otherwise provided in this Agreement, any dispute concerning a question of fact arising under this Agreement which is not disposed of by supplemental agreement shall be decided by AGENCY's Taxi Administrator, who shall reduce the decision to writing and mail or otherwise furnish a copy thereof to FRANCHISEE. The decision of the Taxi Administrator shall be final and conclusive.

ARTICLE 12. TERMINATION

A. AGENCY may terminate this Agreement for its convenience any time, in whole or part, by giving FRANCHISEE written notice thereof.

B. AGENCY may terminate this Agreement for FRANCHISEE's default if the FRANCHISEE fails to correct any deficiency noted by SRA or the Taxi Administrator involving compliance with the terms of this agreement or any applicable laws or ordinances.

ARTICLE 13. INDEMNIFICATION

FRANCHISEE shall indemnify, defend and hold harmless AGENCY, its officers, directors, employees and agents and the Cities of Coachella, Palm Desert, Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Indian Wells, La Quinta, Indio, the County of Riverside and all of their elected officials, officers, agents, employees and volunteers from all losses, damages, claims for personal injury or damages to real or personal property to the extent caused by FRANCHISEE'S negligence OR misconduct. FRANCHISEE agrees to indemnify AGENCY against expenses, including reasonable attorneys' fees, and liability arising from any such claim of infringement provided FRANCHISEE has the right to control the defense or settlement of any such claim in accordance with the following:

A. FRANCHISEE, at its own cost and expense, shall indemnify, defend and hold harmless AGENCY and Cities of Coachella, Palm Desert, Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Indian Wells, La Quinta, Indio, the County of Riverside and all of their elected officials, officers, agents, employees and volunteers from and against any and all claims, demands, actions, suits, damages, liabilities, losses and expenses (including reasonable attorney's fees and disbursements) for personal injury or property damage asserted by third parties to the extent caused by the negligence or willful misconduct of FRANCHISEE in

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connection with FRANCHISEE'S performance, or failure to perform this Agreement hereunder ("Third Party Claims").

B. AGENCY shall promptly give written notice to FRANCHISEE after obtaining knowledge of any potential or actual Third Party Claim against AGENCY as to which recovery may be sought against FRANCHISEE because of the indemnity set forth above.

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C. FRANCHISEE will have the obligation to defend AGENCY against any such Third Party Claim with counsel mutually agreed upon by FRANCHISEE and AGENCY. In addition:

- (i) AGENCY may retain separate co-counsel at its sole cost and expense to monitor the defense of the Third Party Claim provided however, that FRANCHISEE shall have the right to control the defense of such Third Party Claim in FRANCHISEE'S sole discretion.
- (ii) AGENCY will not consent to the entry of any judgment or enter into any settlement with respect to such Third Party Claim without the prior written consent of FRANCHISEE.
- (iii) AGENCY shall cooperate with all reasonable requests of FRANCHISEE in connection with the defense of such Third Party Claim.

D. To the extent reasonably possible, AGENCY shall use its good faith efforts to mitigate any losses which FRANCHISEE is obligated to indemnify against pursuant to this indemnification paragraph.

#### ARTICLE 14. ASSIGNMENTS AND SUBCONTRACTING

Neither this Agreement nor any interest herein nor claim hereunder may be assigned by FRANCHISEE either voluntarily or by operation of law, nor may all or any part of this Agreement be subcontracted by the FRANCHISEE. This does not prohibit FRANCHISEE'S from subcontracting to individual taxi operators. No subcontractor may have an ownership interest in more than one taxi.

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ARTICLE 15. AUDIT AND INSPECTION OF RECORDS

FRANCHISEE shall provide AGENCY or other agents of AGENCY, such access to FRANCHISEE'S accounting books, records, payroll documents and facilities of the FRANCHISEE which are directly pertinent to this Agreement for the purposes of examining, auditing and inspecting all accounting books, records, work data, documents and activities related hereto. FRANCHISEE shall maintain such books, records, data and documents in accordance with generally accepted accounting principles and shall clearly identify and make such items readily accessible to such parties during FRANCHISEE's performance hereunder and for a period of four (4) years from the ~~termination of Franchisees' franchise~~. AGENCY's right to audit books and records directly related to this Agreement shall also extend to all first-tier subcontractors. FRANCHISEE shall permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably necessary.

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ARTICLE 16. FEDERAL, STATE AND LOCAL LAWS

FRANCHISEE warrants that in the performance of this Agreement, it shall comply with all applicable federal, state and local laws, statutes and ordinances and all lawful orders, rules and regulations promulgated thereunder.

ARTICLE 17. CIVIL RIGHTS

A. Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, and 42 U.S.C. § 12132, FRANCHISEE agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability.

B. Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(1) Race, Color, Creed, National Origin, Sex — Franchisee shall comply with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e.

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(2) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § 623, FRANCHISEE agrees to refrain from discrimination against present and prospective employees for reason of age.

(3) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, FRANCHISEE agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities.

ARTICLE 18. RESERVED

N/A

ARTICLE 20. PROHIBITED INTERESTS

A. FRANCHISEE covenants that, for the term of this Agreement, no director, member, officer or employee of AGENCY during his/her tenure in office or for one (1) year thereafter shall have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE 21. OWNERSHIP OF REPORTS AND DOCUMENTS

The originals of all letters, documents, reports and other products and data produced under this Agreement shall be delivered to, and become the property of AGENCY. Copies may be made for FRANCHISEE's records but shall not be furnished to others without written authorization from AGENCY. Such deliverables shall be deemed works made for hire and all rights in copyright therein shall be retained by AGENCY.

ARTICLE 22. PATENT AND COPYRIGHT INFRINGEMENT

In lieu of any other warranty by AGENCY or FRANCHISEE against patent or copyright infringement, statutory or otherwise, it is agreed that FRANCHISEE shall defend at Its expense any claim or suit against AGENCY on account of any allegation that any item furnished under this Agreement or the normal use or sale thereof arising out of the performance of this Agreement, infringes upon any presently existing U.S. letters patent or copyright.

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FRANCHISEE shall, pay all costs and damages finally awarded in any such suit or claim, provided that FRANCHISEE is promptly notified in writing of the suit or claim and given Agency, information and assistance at FRANCHISEE's expense for the defense of same.

ARTICLE 23. FINISHED AND PRELIMINARY DATA

A. All of FRANCHISEE's finished technical data, developed specifically for the AGENCY, including but not limited to, technical documentation and user documentation, photo prints and other graphic information required to be furnished under this Agreement, shall be AGENCY's property and shall be furnished with unlimited rights and, as such, shall be free from proprietary restriction except as elsewhere authorized in this Agreement. FRANCHISEE further agrees that it shall have no interest or claim to such finished, AGENCY-owned, technical data; furthermore, said data is subject to the provisions of the California Public Records Act.

B. It is expressly understood that any title to technical data is not passed to AGENCY but is retained by FRANCHISEE.

ARTICLE 24. FORCE MAJEURE

Either party shall be excused from performing its obligations under this Agreement during the time and to the extent that it is prevented from performing by an unforeseeable cause beyond its control including, but not limited to: any incidence of fire, flood; acts of God; commandeering of material, products, plants or facilities by the federal, state or local SunLine; national fuel shortage; or a material act of omission by the other party; when satisfactory evidence of such cause is presented to the other party, and provided further that such nonperformance is unforeseeable, beyond the control and is not due to the fault or negligence of the party not performing.

ARTICLE 25. RESERVED

N/A

ARTICLE 26. RESERVED

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This Agreement shall be made effective upon execution by both parties.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date first above written.

**FRANCHISEE**

By: \_\_\_\_\_

**AGENCY**

**SUNLINE SERVICES GROUP**

By: \_\_\_\_\_  
C. Mikel Oglesby  
General Manager

APPROVED AS TO FORM:

By: \_\_\_\_\_  
General Counsel

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**EXHIBIT B**

**LABOR CODE CERTIFICATE**

LABOR CODE CERTIFICATE

"I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract."

Franchisee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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service needs will be based on response times, total trips per vehicle in service,

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for each of the Franchisees for the following year.

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Additional taxi allocations will be made pro rata among the Franchisees with adjustments upward or downward based upon each franchisee's performance, each franchisee's need for and utilization of the 25% adjustment provision and of temporary permits, and estimated change in taxi service demand in the next year. The SRA may also change the adjustment percentage (initially set at 25%) and the number of temporary permits allocated to each franchisee. The SRA may reduce the number of allocations for a franchisee based upon unsatisfactory performance and/or a significant drop in the need for taxicab service.

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## REVIEW AND ADJUSTMENT OF AUTHORIZED NUMBER OF VEHICLES

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SRA shall review Provider trip information to determine increases and decreases to fleet size. The number of trips per day per vehicle shall be reported monthly.

SRA shall conduct this review semi-annually. The review dates shall be April 15 and October 15, or the next working day if either date falls on a weekend or holiday. SRA shall announce any adjustments within ten (10) working days of the respective review date. The initial semi-annual review process shall not be performed until a minimum of six (6) months have elapsed from the service commencement date stated in Paragraph 1 of the first part of this Agreement. Review shall be based Providers authorized allotment of vehicles.

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vehicles

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in the fleet

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six (6) months

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average trips per taxicab as stated above, exceeds

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allow Provider up to five (5) additional vehicles in its fleet.