



**SunLine Transit Agency/
SunLine Services Group
June 26, 2024
12:00 p.m.**

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

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

NOTICE TO THE PUBLIC

SunLine has discontinued its COVID-19 Emergency Declaration and has returned its Board and Board Committee meetings to live and in-person attendance at the location noted above. These meetings are no longer available for viewing, attendance, or comment by two-way audiovisual platform, two-way telephonic service, webcasting, or streaming video broadcast. SunLine may prepare audio or video recordings of Board meetings. In accordance with the Brown Act and California Public Records Act, these recordings are subject to public inspection for a period of thirty (30) days after the meeting.

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

In compliance with the Americans with Disabilities Act, Government Code Section 54954.2, and the Federal Transit Administration Title VI, please contact the Clerk of the Board at (760) 343-3456 if special assistance is needed to participate in a Board meeting, including accessibility and translation services. Notification of at least 72 hours prior to the meeting time will assist staff in assuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

- 1. CALL TO ORDER**
- 2. FLAG SALUTE**
- 3. ROLL CALL**

ITEM

RECOMMENDATION

4. PRESENTATIONS

5. FINALIZATION OF AGENDA

6. APPROVAL OF MINUTES

APPROVE

a) [May 22, 2024 Joint Board Meeting](#)

(PAGE 5-8)

7. PUBLIC COMMENTS

RECEIVE COMMENTS

NON AGENDA ITEMS

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

8. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

9. CONSENT CALENDAR

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

RECEIVE & FILE

9a) [Checks \\$1,000 and Over Report for April 2024](#)

(PAGE 9-13)

9b) [Credit Card Statement for April 2024](#)

(PAGE 14-21)

9c) [Monthly Budget Variance Report for April 2024](#)

(PAGE 22-26)

9d) [Contracts Signed in Excess of \\$25,000 for May 2024](#)

(PAGE 27-28)

9e) [Union & Non-Union Pension Investment Asset Summary April 2024](#)

(PAGE 29-40)

9f) [Quarterly Performance Summary for Q1 of Calendar Year 2024](#)

(PAGE 41-45)

9g) [Ridership Report for May 2024](#)

(PAGE 46-49)

9h) [SunDial Operational Notes for May 2024](#)

(PAGE 50-52)

9i) [Metrics for May 2024](#)

(PAGE 53-76)

9j) [Board Member Attendance for May 2024](#)

(PAGE 77-78)

9k) [SSG/SRA Checks \\$1,000 and Over Report for April 2024](#)

(PAGE 79-80)

ITEM

RECOMMENDATION

- 9l) SSG Monthly Budget Variance Report for
April 2024 (PAGE 81-83)
- 9m) Taxi Trip Data – May 2024 (PAGE 84-85)
10. **ADOPTION OF THE FISCAL YEAR 2025 OPERATING
AND CAPITAL BUDGET**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 86-146)
11. **ADOPTION OF FISCAL YEAR 2025-27 SHORT RANGE
TRANSIT PLAN (SRTP)**
(Russell Betts, Chair of Strategic Planning &
Operational Committee;
Staff: Paul Mattern, Chief Planning Officer) **APPROVE**
(PAGE 147-311)
12. **ADOPTION OF SUNLINE REGULATORY
ADMINISTRATION FY25 BUDGET**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 312-323)
13. **APPROVAL OF THE COLLECTIVE BARGAINING
AGREEMENT (CBA) WITH INTERNATIONAL
BROTHERHOOD OF TEAMSTERS, LOCAL 1932
(TEAMSTERS)**
(Staff: Tamara Miles, Chief of Human Relations) **APPROVE**
(PAGE 324-401)
14. **ELECTION OF OFFICERS**
(Lisa Middleton, Chairperson of the Board) **APPROVE**
(PAGE 402-404)
15. **ADOPTION OF FISCAL YEAR 2024-25 GOALS,
STRATEGIC OBJECTIVES AND PRIORITIES**
(Staff: Mona Babauta, CEO/General Manager) **APPROVE**
(PAGE 405-413)
16. **GENERAL COUNSEL’S REPORT**
17. **CEO/GENERAL MANAGER’S REPORT**
18. **CLOSED SESSION**
- a) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Pursuant to Government Code section 54957(b)
Position: Chief Executive Officer/General Manager

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING
JUNE 26, 2024
ITEM**

PAGE 4

RECOMMENDATION

19. NEXT MEETING DATE

July 24, 2024 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

20. ADJOURN

MINUTES

**Joint SunLine Transit Agency/SunLine Services Group
Board of Directors Meeting
May 22, 2024**

A joint regular meeting of the SunLine Transit Agency and SunLine Services Group Board of Directors was held at 12:00 p.m. on Wednesday, May 22, 2024 in the Board Room at SunLine Transit Agency, 32-505 Harry Oliver Trail, Thousand Palms, CA 92276.

1. CALL TO ORDER

The meeting was called to order at 12:01 p.m. by Chairperson Lisa Middleton.

2. FLAG SALUTE

Board Member Kelly led the pledge of allegiance.

3. ROLL CALL

Members Present:

Lisa Middleton, Chair, SunLine Agency Board Member, City of Palm Springs
Nancy Ross, SunLine Agency Board Member, City of Cathedral City
Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert
Lynn Mallotto, SunLine Agency Board Member, City of Rancho Mirage
John Peña, SunLine Agency Board Member, City of La Quinta
Ty Peabody, SunLine Agency Board Member, City of Indian Wells
Glenn Miller, SunLine Agency Board Member, City of Indio
Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

Members Absent:

Denise Delgado, Vice-Chair, SunLine Agency Board Member, City of Coachella
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs

4. PRESENTATIONS

a) American Heart Association Presentation

An American Heart Association presentation was provided by Marklem Valdovinos, Senior Community Impact Director.

Board Member comments were made by:

- Supervisor V. Manuel Perez, County of Riverside
- Board Member Mallotto, City of Rancho Mirage

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 22, 2024**

5. FINALIZATION OF AGENDA

No changes to the agenda.

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG April 24, 2024 BOARD MEETING

Board Member Kelly moved to approve the minutes of the April 24, 2024 Joint STA/SSG Board meeting. The motion was seconded by Board Member Mallotto. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

7. PUBLIC COMMENTS

None.

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Supervisor V. Manuel Perez, County of Riverside
- Board Member Peña, City of La Quinta

9. CONSENT CALENDAR

Board Member Peabody moved to approve the consent calendar. The motion was seconded by Board Member Miller. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

10. AMEND CONTRACT FOR SUNRIDE SERVICE

Finance/Audit Committee Chair Ross reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Ross moved to approve an Amendment to the Contract for SunRide Service. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

11. UPDATE TO POLICY NO. B-070192, EVALUATION OF THE CEO/GENERAL MANAGER POLICY

Board Operations Committee Chair Peña reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Peña moved to approve the Update to Policy No. B-070192, Evaluation of the CEO/General Manager Policy. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 22, 2024**

12. SECOND READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2024-01, TAXICAB SERVICE

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Second Reading of SunLine Services Group (SSG) Ordinance No. 2024-01, Taxicab Service. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

13. REVIEW AND DISCUSSION OF SUNLINE FUNDING AND THE DRAFT FY25 OPERATING AND CAPITAL BUDGET

Finance/Audit Committee Chair Ross reported that this discussion item was brought to the committee.

14. DRAFT FY25-29 SHORT RANGE TRANSIT PLAN (SRTP)

Board Chair Middleton reported that this discussion item was brought to the Strategic Planning & Operational Committee meeting.

15. SUNLINE REGULATORY ADMINISTRATION DRAFT FY25 BUDGET

Taxi Committee Chair Kelly reported that this discussion item was brought to the committee.

16. 2024 MUSIC FESTIVAL SEASON REPORT

Taxi Committee Chair Kelly reported that this information item was brought to the committee.

17. UPCOMING ELECTION OF OFFICERS

An oral report was provided by Vanessa Ordorica, Assistant Clerk of the Board on this information item.

Board Member comment was made by:

- Board Chair Middleton, City of Palm Springs

18. GENERAL COUNSEL'S REPORT

General Counsel, Catherine Groves, provided a brief oral report.

19. CEO/GENERAL MANAGER'S REPORT

CEO/General Manager, Mona Babauta, provided a brief update.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
MAY 22, 2024**

20. CLOSED SESSION

a) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6

Agency designated representatives: Mona, CEO/GM SunLine

Employee organization: Teamsters Local 1932

a) There was no reportable action taken

21. NEXT MEETING DATE

June 26, 2024 at 12 pm

Board Room

32-505 Harry Oliver Trail

Thousand Palms, CA 92276

22. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 12:57 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

SunLine Transit Agency**CONSENT CALENDAR**

DATE: June 26, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report April 2024

Summary:

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

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

<i>Vendor</i>	<i>Check #</i>	<i>Amount</i>
<i>Three Peaks Corp.</i>	<i>696003</i>	<i>\$96,502.20</i>
<i>EAM Solutions, LLC</i>	<i>695891</i>	<i>\$69,502.00</i>

Recommendation:

Receive and file.

**SunLine Transit Agency
Checks \$1,000 and Over
April 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CALPERS	Group Health Premiums	696026	04/24/2024	408,485.87
THREE PEAKS CORP	WIP- Coachella Transit Hub- Project Acct#2212-00	696003	04/17/2024	96,502.20
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	696007	04/17/2024	76,675.42
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695860	04/03/2024	76,260.31
SO CAL GAS CO.	Utilities	695928	04/10/2024	70,873.24
EAM SOLUTIONS, LLC	Computer/Network Software Agreement	695891	04/10/2024	69,502.00
IMPERIAL IRRIGATION DIST	Utilities	695975	04/17/2024	56,110.85
SHUTTLE BUS LEASING	Vehicle/Bus Leasing	695926	04/10/2024	49,600.00
ANEW RNG, LLC	Utilities	696022	04/24/2024	46,059.81
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	696042	04/24/2024	44,811.42
IMPERIAL IRRIGATION DIST	Utilities	695903	04/10/2024	41,797.53
CPAC INC.COM	Computer/Network Software Agreement	695955	04/17/2024	40,876.76
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Liquid Hydrogen Refueling- Project Acct#2211-02	695958	04/17/2024	38,334.89
LONGO TOYOTA	WIP-Administrative/Support Vehicle- Project Acct#2111-04	695910	04/10/2024	37,710.07
HANSON BRIDGETT LLP	Legal Service	695818	04/03/2024	33,581.58
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695941	04/10/2024	27,105.80
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	695935	04/10/2024	26,767.13
DAHL, TAYLOR AND ASSOCIATES, INC.	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	695802	04/03/2024	23,822.73
INSIGHT STRATEGIES INC	Consulting	695905	04/10/2024	21,987.10
ALL AMERICAN BUILDING SERVICES INC	WIP-Enclose Glass Showroom for Div II- Project Acct#1913-05	696018	04/24/2024	21,869.77
SPECIALTY FIELD SERVICE, INC.	Outside Repair-Fixed Route	696050	04/24/2024	19,966.43
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1512-00	695963	04/17/2024	18,368.00
RIDE COACH AND BUS LLC	Repair Parts-Fixed Route	695794	04/03/2024	17,512.20
GENFARE, LLC	Inventory Repair Parts	695812	04/03/2024	16,168.36
eSCRIBE SOFTWARE LTD	Computer/Network Software Agreement	695966	04/17/2024	15,393.00
TRAPEZE SOFTWARE GROUP INC.	Computer/Network Software Agreement	695858	04/03/2024	15,232.80
NFI PARTS	Inventory Repair Parts	695780	04/03/2024	14,850.36
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling-Project Acct#2211-02 & 03	695999	04/17/2024	14,655.55
OLD GREEN HOUSE LLC	Planning Consultant	695845	04/03/2024	14,400.00
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695868	04/03/2024	13,496.74
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling-Project Acct#2211-02 & 03	695846	04/03/2024	12,884.00
TEC EQUIPMENT, INC.	Inventory Repair Parts	695933	04/10/2024	12,752.41
HEPTAGON SEVEN CONSULTING, INC.	WIP- Coachella Transit Hub A&E Services Project Acct #2212	695901	04/10/2024	12,589.23
OLD GREEN HOUSE LLC	Planning Consultant	695997	04/17/2024	12,000.00
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	696006	04/17/2024	11,939.76
VERIZON WIRELESS	Wireless Telephone Service	695938	04/10/2024	11,729.89
COMPLETE COACH WORKS	Repair Parts-Fixed Route	695799	04/03/2024	10,236.25
CALIFORNIA DEPARTMENT OF TAX & FEE	Quarterly Used Sales Tax Jan-Mar 2024	695795	04/03/2024	10,174.00
SONSRAY FLEET SERVICES	Inventory Repair Parts	696054	04/24/2024	9,679.16

**SunLine Transit Agency
Checks \$1,000 and Over
April 2024**

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
NFI PARTS	Inventory Repair Parts	696014	04/24/2024	9,633.39
ROMAINE ELECTRIC CORP.	Inventory Repair Parts	695925	04/10/2024	9,559.65
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	696056	04/24/2024	9,500.00
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	695890	04/10/2024	9,410.00
NATSCO TRANSIT SOLUTIONS INC.	Inventory Repair Parts	695834	04/03/2024	8,547.30
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695922	04/10/2024	8,116.89
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	695947	04/17/2024	8,010.00
MAGALDI & MAGALDI, INC.	Inventory Repair Parts	695828	04/03/2024	7,823.39
NAPA AUTO PARTS	Inventory Repair Parts	695913	04/10/2024	7,136.19
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	695936	04/10/2024	6,488.77
JESSE FRESCAS JR.	WIP-Coachella Transit Hub Project Acct #2212-00	695977	04/17/2024	6,480.00
AMALGAMATED TRANSIT UNION	Union Dues	695945	04/17/2024	6,403.42
ATKINSON, ANDELSON, LOYA RUUD AND ROMO	Legal Service	695791	04/03/2024	6,312.50
RUSH TRUCK CENTERS OF CALIFORNIA, INC.	Inventory Repair Parts	696047	04/24/2024	6,169.06
GALLAGHER BENEFIT SERVICES, INC	Consulting-General	695811	04/03/2024	6,125.00
PAUL ASSOCIATES	Printing Expense	695839	04/03/2024	5,389.46
JOSEPH LYNN FRIEND	Contracted Services	695978	04/17/2024	5,355.00
RIDECO US INC	SunRide Ride Share Expenses	695994	04/17/2024	5,090.55
AC TRANSIT	Training/Workshop	695869	04/10/2024	5,004.86
RWC GROUP	Inventory Repair Parts	695810	04/03/2024	4,908.62
CUMMINS SALES AND SERVICE	Inventory Repair Parts	695888	04/10/2024	4,875.17
SAFETY-KLEEN CORPORATION	Contract Svc-Haz Waste Removal	696000	04/17/2024	4,731.17
DAVID RZEPINSKI CONSULTING	WIP-Radio Replacement Consulting - Project Acct#1905-00	696031	04/24/2024	4,700.00
ROBERT HALF	Temporary Help	695996	04/17/2024	4,627.78
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	695884	04/10/2024	4,548.20
SOUTHERN CALIFORNIA GAS COMPANY	Contract Services-General	695854	04/03/2024	4,490.00
PALMER KAZANJIAN WOHL HODSON LLP	Legal Service	695987	04/17/2024	4,455.93
IMPERIAL IRRIGATION DIST	Utilities	696038	04/24/2024	4,314.57
TYLER TECHNOLOGIES, INC.	Contract Services	696058	04/24/2024	4,302.00
SC FUELS	Lubricants- Oil	696048	04/24/2024	4,261.99
AMERICAN MOVING PARTS	Inventory Repair Parts	695876	04/10/2024	4,193.79
TPX COMMUNICATIONS	Communications Service	696004	04/17/2024	4,187.05
NFI PARTS	Inventory Repair Parts	695943	04/17/2024	4,164.70
SONSRAY FLEET SERVICES	Inventory Repair Parts	695934	04/10/2024	4,150.26
TRANSIT RESOURCES, INC.	Inventory Repair Parts	696005	04/17/2024	4,137.35
PRUDENTIAL OVERALL SUPPLY	Uniforms	695990	04/17/2024	4,069.58
GENFARE, LLC	Inventory Repair Parts	695899	04/10/2024	3,914.10
SONSRAY FLEET SERVICES	Paratransit Repair Parts	695857	04/03/2024	3,864.20
SOCALGAS	Utilities	695929	04/10/2024	3,797.13

SunLine Transit Agency
Checks \$1,000 and Over
April 2024

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
CHARTER COMMUNICATIONS	Utilities	695931	04/10/2024	3,737.65
JIM'S DESERT RADIATOR AND A/C SERVICE	Inventory Repair Parts	696032	04/24/2024	3,554.81
CENTER FOR TRANSPORTATION AND THE	Membership & Subscriptions	696028	04/24/2024	3,500.00
OPW FUELING COMPONENTS	Inventory Repair Parts	695837	04/03/2024	3,388.97
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695952	04/17/2024	3,258.63
BEST BEST & KRIEGER LLP	Legal Services	695879	04/10/2024	3,242.50
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695796	04/03/2024	3,144.94
CUMMINS SALES AND SERVICE	Computer/Network Software Agreement	695957	04/17/2024	3,080.00
DESERT HOSE & SUPPLY CORP.	Inventory Repair Parts	695804	04/03/2024	2,843.40
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	695973	04/17/2024	2,795.93
ALPHA MEDIA LLC	Advertising	695873	04/10/2024	2,670.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	695970	04/17/2024	2,632.05
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	696061	04/24/2024	2,600.00
NFI PARTS	Inventory Repair Parts	695870	04/10/2024	2,581.36
MODEL1 COMMERCIAL VEHICLES, INC.	Inventory Repair Parts	695887	04/10/2024	2,535.98
PRUDENTIAL OVERALL SUPPLY	Uniforms	695841	04/03/2024	2,519.02
SC FUELS	Lubricants- Oil	695849	04/03/2024	2,473.94
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695882	04/10/2024	2,468.45
AMAZON CAPITAL SERVICES, INC	Office Supplies	695785	04/03/2024	2,447.43
ALLIED REFRIGERATION, INC	Freon & Coolant	695871	04/10/2024	2,368.47
LAWRENCE ROLL UP DOORS, INC	Service Repair Call	695909	04/10/2024	2,362.38
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	696044	04/24/2024	2,350.37
LUMINATOR TECHNOLOGY GROUP	Inventory Repair Parts	696040	04/24/2024	2,219.66
FPS SPECIALISTS IN FIRE SYSTEMS	Contract Services-H2	695976	04/17/2024	2,160.00
KELLY SPICERS STORES	Copy Paper	695824	04/03/2024	2,111.90
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	695878	04/10/2024	2,100.00
MODEL1 COMMERCIAL VEHICLES, INC.	Repair Claims	695801	04/03/2024	2,019.73
ENTECH ENGINEERING INC.	Utilities Main Facility- Project Acct#2424-01 & 2424-02	696034	04/24/2024	2,000.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695986	04/17/2024	1,997.80
AMERICAN MOVING PARTS	Inventory Repair Parts	695790	04/03/2024	1,945.14
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	696009	04/17/2024	1,895.55
OMNITRACS, LLC	General Services	695918	04/10/2024	1,820.00
NORTHERN SAFETY COMPANY, INC.	Inventory Repair Parts	695917	04/10/2024	1,765.55
RA AUTOMOTIVE SOFTWARE SOLUTIONS INC	Computer/Network Software Agreement	695993	04/17/2024	1,756.00
C V WATER DISTRICT	Utilities	696029	04/24/2024	1,674.27
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695881	04/10/2024	1,626.10
ROBERT HALF	Temporary Help	695844	04/03/2024	1,619.20
ROBERT HALF	Temporary Help	696046	04/24/2024	1,619.20
ROBERT HALF	Temporary Help	695924	04/10/2024	1,619.20

SunLine Transit Agency
Checks \$1,000 and Over
April 2024

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HD INDUSTRIES	Computer/Network Software Agreement	695819	04/03/2024	1,611.06
GILLIG LLC	Inventory Repair Parts	695815	04/03/2024	1,601.77
DYLAN NARZ	Reimbursement Expense	695806	04/03/2024	1,584.23
SECTRAN SECURITY INC.	Bank Adjustment Fees	695850	04/03/2024	1,582.78
GRAINGER	Freon & Coolant	695817	04/03/2024	1,564.58
N/S CORPORATION	Facility Maintenance	695984	04/17/2024	1,557.51
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	695972	04/17/2024	1,525.00
BROADLUX, INC.	Contract Services-General	695880	04/10/2024	1,480.00
MILE3 WEB DEVELOPMENT	Website Maintenance	695983	04/17/2024	1,470.00
HOME DEPOT CREDIT SERVICES	Facility Maintenance	695902	04/10/2024	1,468.21
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695942	04/10/2024	1,453.95
MICROMED DIAMOND SEAL SYSTEMS INC.	Shop Supplies	695911	04/10/2024	1,442.14
FASTENAL COMPANY	Misc Shop Supplies	695893	04/10/2024	1,409.64
GRAINGER	Freon & Coolant	695900	04/10/2024	1,392.09
COACH AND EQUIPMENT MFG CORP	Inventory Repair Parts	695797	04/03/2024	1,362.06
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	696013	04/17/2024	1,300.00
MJM ENGINES	Paratransit Repair Parts	695830	04/03/2024	1,268.98
TOPS N BARRICADES, INC.	Bus Stop Supplies	696055	04/24/2024	1,243.50
AMAZON CAPITAL SERVICES, INC	Office Supplies	695874	04/10/2024	1,193.82
ON THE FLY TERMITE AND PEST CONTROL	Pest Control Services	695919	04/10/2024	1,192.00
ISAAC RODRIGUEZ	Reimbursement Expense	695906	04/10/2024	1,168.02
CITY CAB	Taxi Voucher Program	695848	04/03/2024	1,065.75
AIR & LUBE SYSTEMS INC	Equipment Repair-Shop Equipment	695784	04/03/2024	1,040.35
COACH AND EQUIPMENT MFG CORP	Inventory Repair Parts	695953	04/17/2024	1,030.68
SMITTY'S AUTO PAINT OF HEMET	Shop Supplies- Misc	695927	04/10/2024	1,022.19
MARCOS MENDOZA	Reimbursement Expense	695829	04/03/2024	1,000.00
Total Checks Over \$1,000	\$1,925,547.53			
Total Checks Under \$1,000	(\$10,998.67)			
Total Checks	\$1,914,548.86			

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for April 2024

Summary:

The attached report summarizes the Agency's credit card expenses for April 2024. The report summarizes transactions for the credit card utilized for Procurement which align with the statement closing date of April 30, 2024.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 4/30/2024

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	04/03/24	4/5/2024	Alaska Air	Flight for American Public Transportation Association Mobility Conference - Shawn Craycraft		\$ 771.20
2	04/04/24	4/5/2024	Grasshopper.com	SolVan Toll Free Number & Web Traffic		\$ 21.87
3	04/04/24	4/5/2024	Expedia	Service Charge for American Public Transportation Association Mobility Conference - Bryan Valenzuela		\$ 7.10
4	04/04/24	4/8/2024	United	Flight for American Public Transportation Association Mobility Conference - Bryan Valenzuela		\$ 268.32
5	04/04/24	4/8/2024	Alaska Air	Flight for American Public Transportation Association Mobility Conference - Bryan Valenzuela		\$ 153.10
6	04/04/24	4/9/2024	APTA	Registration for American Public Transportation Association Mobility Conference - Shawn Craycraft		\$ 2,500.00
7	04/08/24	4/10/2024	Alaska Air	Flight for American Public Transportation Association Mobility Conference - Paul Mattern		\$ 481.19
8	04/08/24	4/11/2024	APTA	Registration for American Public Transportation Association Mobility Conference - Paul Mattern		\$ 1,100.00
9	04/08/24	4/11/2024	APTA	Registration for American Public Transportation Association Mobility Conference - Bryan Valenzuela		\$ 1,100.00
10	04/10/24	4/11/2024	Currency Conversion Fee	Currency Exchange Charge for Marketing Tool Yearly Subscription		\$ 1.44
11	04/10/24	4/11/2024	Freepik Premium Ye Malaga	Marketing Tool Yearly Subscription		\$ 144.00
12	04/15/24	4/16/2024	SurveyMonkey	Survey Monkey Subscription		\$ 468.00
13	04/18/24	4/19/2024	Sams Club	Pallet of Water for Operations Department		\$ 287.04
14	04/18/24	4/22/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Ray Allen		\$ 469.83
15	04/18/24	4/22/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Shawn Craycraft		\$ 469.83
16	04/23/24	4/24/2024	Sams Club	Boardroom Supplies		\$ 103.40
17	04/23/24	4/25/2024	Trimble Inc	SketchUp Design Software		\$ 349.00
18	04/24/24	4/25/2024	Esri	ArcGIS Software for Planning Department		\$ 6,325.00
19	04/24/24	4/25/2024	Businessradiolicensing	Radio License for Vehicles		\$ 200.00
20	04/24/24	4/26/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Mona Babauta		\$ 172.85
21	04/24/24	4/26/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Paul Mattern		\$ 469.83
22	04/24/24	4/26/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Mona Babauta		\$ 469.83
23	04/24/24	4/26/2024	Hilton Duniway	Lodging for American Public Transportation Association Mobility Conference - Dioselyn Moreno		\$ 469.83

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
24	04/26/24	4/29/2024	Embassy Suites	Lodging for Federal Grant Institute 2024 Training - Karina Daza		\$ 655.92
25	04/26/24	4/29/2024	Embassy Suites	Lodging for Federal Grant Institute 2024 Training - Isabella Amadeo		\$ 655.92
26	04/26/24	4/29/2024	Embassy Suites	Parking Fees for Federal Grants Institute 2024 - Isabella Amadeo		\$ 180.00
27	04/28/24	4/29/2024	Smk	Web-based Forms for SolVan		\$ 19.00
					\$ -	\$ 18,313.50



Reporting Period : 3/30/2024 - 4/30/2024

Statement Summary

Name	Walter Watcher			Company	Sunline Transit Agency			
Account #	XXXX-XXXX-XXX <div></div>			Currency	US Dollar			
Reporting Period	3/30/2024 - 4/30/2024							
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Personal	Receipt	Amount
1 4/3/2024	4/5/2024	Alaska Air Seattle, WA						771.20
Purchase Alaska Air			General Ledger Code: 5090200000 Fund: 00					
Approved Travel for Shawn Craycraft - Flight - APTA Mobility Conference			Sun Fuels Department					
<hr/>								
2 4/4/2024	4/5/2024	Grasshopper.Com Logmein.Com, MA						21.87
Purchase Grasshopper.Com			General Ledger Code: 5099900002 Fund: 00					
PR 19508 - Grasshopper - SolVan Toll Free Number & Web Traffic			Safety Department					
<hr/>								
3 4/4/2024	4/5/2024	Expedia 72797774447420 Expedia.Com, WA						7.10
Purchase Expedia 72797774447420			General Ledger Code: 5090200000 Fund: 00					
Approve Travel for Bryan Valenzuela - Expedia Service Charge - APTA Mobility Conference			Safety Department					
<hr/>								
4 4/4/2024	4/8/2024	United United.Com, TX						268.32
Purchase United			General Ledger Code: 5090200000 Fund: 00					
Approve Travel for Bryan Valenzuela - Flight Seat Charge and Taxes - APTA Mobility Conference			Safety Department					
<hr/>								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 4/4/2024	4/8/2024	Alaska Air Seattle, WA					153.10
Purchase Alaska Air			General Ledger Code: 5090200000 Fund: 00				
Approve Travel for Bryan Valenzuela - Flight Charge from Palm Springs to Portland - APTA Mobility Conference			Safety Department				
6 4/4/2024	4/9/2024	Apta 202-4964800, DC					2,500.00
Purchase Apta			General Ledger Code: 5090100000 Fund: 00				
Approve Travel for Shawn Craycraft - Conference Registration - APTA Mobility Conference			Safety Department				
Pending Refund of \$1,400							
7 4/8/2024	4/10/2024	Alaska Air Seattle, WA					481.19
Purchase Alaska Air			General Ledger Code: 5090200000 Fund: 00				
Approve Travel for Paul Mattern - Flight Charge - APTA Mobility Conference			Planning Department				
8 4/8/2024	4/11/2024	Apta 202-4964800, DC					1,100.00
Purchase Apta			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Paul Mattern - Conference Charge - APTA Mobility Conference			Planning Department				
9 4/8/2024	4/11/2024	Apta 202-4964800, DC					1,100.00
Purchase Apta			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Bryan Valenzuela - Conference Charge - APTA Mobility Conference			Safety Department				
10 4/10/2024	4/11/2024						1.44
Other Debits Currency Conversion Fee			Fund: 00				
PR 21010 - Freepik Premium Yearly Subscription - Currency Charge			Marketing Department				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
11 4/10/2024	4/11/2024	Fc* Freepik Premium Ye Malaga					144.00
Purchase Fc* Freepik Premium Ye			General Ledger Code: 5030303260 Fund: 00				
PR 21010 Freepik Premium - Yearly Subscription to A Platform With Stock Photos			Marketing Department				
12 4/15/2024	4/16/2024	Surveymonkeyus Www.Surveymon, CA					468.00
Purchase Surveymonkeyus			General Ledger Code: 5030300011 Fund: 00				
PR 21034 Survey Monkey Subscription - Executive Department			Executive Department				
13 4/18/2024	4/19/2024	Sams Club #6609 Palm Desert, CA					287.04
Purchase Sams Club #6609			General Ledger Code: 5099900002 Fund: 00				
PR 21062 Water Pallet for Operations			Operations Department				
14 4/18/2024	4/22/2024	Hilton Duniway Certifi 503-5537000, OR					469.83
Purchase Hilton Duniway Certifi			General Ledger Code: 5039903800 Fund: 00				
Approved Travel for Ramon Allen - Lodging - APTA Mobility Conference			Maintenance Department				
15 4/18/2024	4/22/2024	Hilton Duniway Certifi 503-5537000, OR					469.83
Purchase Hilton Duniway Certifi			General Ledger Code: 5039903800 Fund: 00				
Approved Travel for Shawn Craycraft - Lodging - APTA Mobility Conference			SunFuels Department				
16 4/23/2024	4/24/2024	Sams Club #6609 Palm Desert, CA					103.40
Purchase Sams Club #6609			General Ledger Code: 5099900002 Fund: 00				
PR 21094 - Boardroom Supplies			Facilities Department				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 4/23/2024	4/25/2024	Trimble Inc 937-2455500, CO					349.00
Purchase Trimble Inc			General Ledger Code: 5030300011 Fund: 00				
PR 21087 - Trimble - SketchUp Design Software			Planning Department				
18 4/24/2024	4/25/2024	Esri 888-3774675, CA					6,325.00
Purchase Esri			General Ledger Code: 5030300011 Fund: 00				
PR 21086 ArcGIS Software for Planing			Planning Department				
19 4/24/2024	4/25/2024	Businessradiolicensing Httpsbusiness, CA					200.00
Purchase Businessradiolicensing			General Ledger Code: 5049900010 Fund: 00				
21114 - Business Radio License			Maintenance Department				
20 4/24/2024	4/26/2024	Hilton Duniway Certifi 503-5537000, OR					172.85
Purchase Hilton Duniway Certifi			General Ledger Code: 5039903800 Fund: 00				
Travel for Mona Babauta - Lodging - APTA Mobility Conference			Executive Department				
21 4/24/2024	4/26/2024	Hilton Duniway Certifi 503-5537000, OR					469.83
Purchase Hilton Duniway Certifi			General Ledger Code: 5039903800 Fund: 00				
Approved Travel for Paul Mattern - Lodging - APTA Mobility Conference			Planning Department				
22 4/24/2024	4/26/2024	Hilton Duniway Certifi 503-5537000, OR					469.83
Purchase Hilton Duniway Certifi			General Ledger Code: 5039903800 Fund: 00				
Mona Babauta - Lodging - APTA Mobility Conference			Executive Department				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 4/24/2024	4/26/2024	Hilton Duniway Sertifi 503-5537000, OR					469.83
Purchase Hilton Duniway Sertifi			General Ledger Code: 5039903800 Fund: 00				
Approved Travel for Dioselyn Ayala - Lodging - APTA Mobility Conference							
24 4/26/2024	4/29/2024	Embassy Suites 619-2392400, CA					655.92
Purchase Embassy Suites			General Ledger Code: 5090200000 Fund: 00				
Approve Travel for Karina Daza - Lodging - Federal Grant Institute 2024			Finance Department				
25 4/26/2024	4/29/2024	Embassy Suites 619-2392400, CA					655.92
Purchase Embassy Suites			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Isabella Amadeo - Lodging - Federal Grant Institute 2024			Finance Department				
26 4/26/2024	4/29/2024	Embassy Suites 619-2392400, CA					180.00
Purchase Embassy Suites			General Ledger Code: 5090200000 Fund: 00				
Approve Travel for Isabella Amadeo - Hotel Parking - Federal Grants Institute 2024			Finance Department				
27 4/28/2024	4/29/2024	Smk 813-4213676, CA					19.00
Purchase Smk			General Ledger Code: 5099900002 Fund: 00				
PR19576 - Wufoo -Pop-up ox Web-based forms for SolVan			Safety Department				
Transaction Count: 27							
Total: 18,313.50							

Employee Signature

Date

Authorized Approver Signature

Date

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2024 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2024, the Agency's FYTD revenues are \$370,027 or 18.44% above the FYTD budget.
- As of April 30, 2024, the Agency's FYTD expenditures are \$2,026,395 or 5.12% below the FYTD budget.

Monthly Spotlight:

- The negative variance in operator and mechanic wages is primarily due to unexpected arbitration awards in the maintenance department.

Recommendation:

Receive and file.

SunLine Transit Agency
Budget Variance Report
April 2024

		Current Month			Fiscal Year to Date				
	FY24	Total							
Description	Budget		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:									
Passenger Revenue	1,550,964		152,807	129,247	23,560	1,429,056	1,292,470	136,586	7.9%
Other Revenue	857,170		87,138	71,431	15,707	947,749	714,308	233,440	-10.6%
Total Operating Revenue	2,408,134		239,945	200,678	39,267	2,376,805	2,006,778	370,027	1.3%
Operating Expenses:									
Operator & Mechanic Salaries & Wages	9,642,603		830,162	803,550	(26,611)	8,702,702	8,035,503	(667,200)	9.7%
Operator & Mechanic Overtime	1,226,000		93,411	102,167	8,756	1,168,297	1,021,667	(146,631)	4.7%
Administration Salaries & Wages	7,318,230		579,797	609,853	30,055	5,690,943	6,098,525	407,582	22.2%
Administration Overtime	109,250		11,068	9,104	(1,964)	151,633	91,042	(60,591)	-38.8%
Fringe Benefits	11,566,272		744,864	963,856	218,992	8,236,116	9,638,560	1,402,444	28.8%
Communications	230,400		20,942	19,200	(1,742)	233,661	192,000	(41,661)	-1.4%
Legal Services	400,000		56,320	33,333	(22,986)	559,673	333,333	(226,340)	-39.9%
Computer/Network Software Agreement	861,455		121,176	71,788	(49,388)	620,686	717,879	97,193	27.9%
Uniforms	127,360		3,435	10,613	7,178	64,197	106,133	41,937	49.6%
Contracted Services	869,472		51,079	72,456	21,377	554,858	724,560	169,702	36.2%
Equipment Repairs	14,000		0	1,167	1,167	21,465	11,667	(9,798)	-53.3%
Security Services	370,947		11,538	30,912	19,374	336,110	309,123	(26,987)	9.4%
Fuel - CNG	2,530,920		146,675	210,910	64,236	1,693,217	2,109,100	415,883	33.1%
Fuel - Hydrogen	1,418,612		70,131	118,218	48,087	699,817	1,182,177	482,360	50.7%
Tires	259,155		18,223	21,596	3,373	180,880	215,963	35,083	30.2%
Office Supplies	72,285		3,290	6,024	2,734	43,396	60,238	16,842	40.0%
Travel/Training	163,720		11,759	13,643	1,884	103,308	136,433	33,125	36.9%
Repair Parts	1,874,339		190,727	156,195	(34,532)	1,575,896	1,561,949	(13,947)	15.9%
Facility Maintenance	59,450		385	4,954	4,570	48,416	49,542	1,126	18.6%
Electricity - CNG & Hydrogen	1,530,000		81,847	127,500	45,653	813,866	1,275,000	461,134	46.8%
Natural Gas	2,511,750		101,646	209,313	107,666	1,503,948	2,093,125	589,177	40.1%
Water and Gas	19,001		991	1,583	593	10,421	15,834	5,413	45.2%
Insurance Losses	1,079,253		529,635	89,938	(439,697)	1,339,097	899,378	(439,719)	-24.1%
Insurance Premium - Property	125,000		16,047	10,417	(5,630)	163,460	104,167	(59,293)	-30.8%
Repair Claims	85,000		111	7,083	6,972	67,724	70,833	3,110	20.3%
Fuel Taxes	114,400		5,567	9,533	3,966	82,321	95,333	13,012	28.0%
Other Expenses	6,880,696		584,780	573,391	(11,389)	5,256,260	5,733,913	477,653	23.6%
Self Consumed Fuel	(3,992,196)		(216,388)	(332,683)	(116,295)	(2,392,617)	(3,326,830)	(934,213)	40.1%
Total Operating Expenses (Before Depreciation)	47,467,374		4,069,217	3,955,615	(113,602)	37,529,750	39,556,145	2,026,395	20.9%
Operating Expenses in Excess of Operating Revenue			\$ (3,829,272)			\$ (35,152,945)			
Subsidies:									
Local - Measure A, Commuter 10, Haul Pass	8,456,000		718,617	704,667	(13,950)	6,596,944	7,046,667	449,722	22.0%
State - LTF, LCTOP	26,808,875		2,278,300	2,234,073	(44,227)	20,914,931	22,340,729	1,425,798	22.0%
Federal	9,794,365		832,355	816,197	(16,158)	7,641,069	8,161,971	520,902	22.0%
Total Subsidies	45,059,240		3,829,272	3,754,937	(74,335)	35,152,945	37,549,367	2,396,421	22.0%
Net Operating Gain (Loss) After Subsidies	\$ -		\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
April 2024

		Current Month			Fiscal Year to Date			
Description	FY24 Total Budget	Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,862,355	2,259,302	2,488,530	229,228	23,949,691	24,885,296	935,604	19.8%
Services	5,640,551	484,829	470,046	(14,783)	4,363,096	4,700,459	337,364	22.6%
Fuels & Lubricants	4,115,207	244,786	342,934	98,148	2,575,149	3,429,339	854,190	37.4%
Tires	259,155	18,223	21,596	3,373	180,880	215,963	35,083	30.2%
Materials and Supplies	2,362,068	211,859	196,839	(15,020)	1,915,559	1,968,390	52,831	18.9%
Utilities	4,406,531	216,395	367,211	150,816	2,647,802	3,672,109	1,024,307	39.9%
Casualty & Liability	3,309,926	717,519	275,827	(441,692)	3,360,902	2,758,272	(602,630)	-1.5%
Taxes and Fees	114,400	5,567	9,533	3,966	82,321	95,333	13,012	28.0%
Miscellaneous Expenses	1,389,377	127,124	115,781	(11,343)	846,968	1,157,814	310,846	39.0%
Self Consumed Fuel	(3,992,196)	(216,388)	(332,683)	(116,295)	(2,392,617)	(3,326,830)	(934,213)	40.1%
Total Operating Expenses (Before Depreciation)	47,467,374	4,069,217	3,955,615	(113,602)	37,529,750	39,556,145	2,026,395	20.9%
Revenues:								
Passenger Revenue	1,550,964	152,807	129,247	23,560	1,429,056	1,292,470	136,586	7.9%
Other Revenue	857,170	87,138	71,431	15,707	947,749	714,308	233,440	-10.6%
Total Operating Revenue	2,408,134	239,945	200,678	39,267	2,376,805	2,006,778	370,027	1.3%
Net Operating Gain (Loss)		\$ (3,829,272)			\$ (35,152,945)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	718,617	704,667	(13,950)	6,596,944	7,046,667	449,722	22.0%
State - LTF, LCTOP	26,808,875	2,278,300	2,234,073	(44,227)	20,914,931	22,340,729	1,425,798	22.0%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	832,355	816,197	(16,158)	7,641,069	8,161,971	520,902	22.0%
Total Subsidies	45,059,240	3,829,272	3,754,937	(74,335)	35,152,945	37,549,367	2,396,421	22.0%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The favorable variance in passenger revenue is due to higher than anticipated ridership for FY24.
- As of April, ridership was at 2.7% above FY23 FYTD totals.
- Total system ridership was 60,230 trips above FY23 FYTD amounts.

Ridership				
	FY23-April	FY24-April	Variance	%Δ
Fixed Route	214,292	229,198	14,906	7.0%
Paratransit	9,383	10,009	626	6.7%
SolVan	1,690	2,057	367	21.7%
SunRide	964	2,045	1,081	112.1%
System Total	226,329	243,309	16,980	7.5%

Ridership				
	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	2,115,344	2,150,172	34,828	1.6%
Paratransit	89,463	100,113	10,650	11.9%
SolVan	16,342	19,244	2,902	17.8%
SunRide	6,646	18,496	11,850	178.3%
System Total	2,227,795	2,288,025	60,230	2.7%

Other Revenue

- The positive variance in other revenue is primarily due to outside fuel sales of CNG.

Operator & Mechanic Salaries & Wages

- The unfavorable variance in wages is primarily due to unexpected arbitration awards.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime due to the vehicle maintenance as needed.

Administration Salaries & Wages

- The favorable variance in administrative salaries and wages is primarily attributed to vacancies.

Administration Overtime

- The unfavorable variance is primarily attributed to overtime in the Operations and Maintenance departments.

Fringe Benefits

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

Communications

- Communication expenses are trending over budget due to the temporary increase in fixed route fleet size due to H2 fuel availability.

Legal Services

- Legal services have had higher expenses due to legal representation for labor issues.

Computer/Network Software Agreement

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

Uniforms

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

Contracted Services

- Savings in contract services costs are primarily attributed to marketing and towing services.

Equipment Repairs

- The unfavorable balance in equipment repair costs are primarily associated with unexpected vehicle lift repairs conducted in March.

Security Services

- Security service are unfavorable primarily due to costs associated with increased service hours. Services were reduced in February 2024.

Fuel - CNG

- The positive variance is primarily attributed to fewer actual miles over budgeted estimates for FY24.

Fuel - Hydrogen

- The savings in hydrogen fuel is primarily attributed to lower usage of hydrogen fixed route vehicles as the agency is not utilizing the full fleet due to fueling issues.

Tires

- Tire expenses are less than anticipated due to fewer miles driven in FY24.

Office Supplies

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

Travel/Training

- The favorable variance for travel & training savings can be attributed to different times at which training sessions are attended.

Repair Parts

- The unfavorable variance is due to higher than usual repairs for fixed route vehicles in the month of December, January, February and April.

Facility Maintenance

- Facility maintenance expenses are within an acceptable range of the budget.

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated due to fewer miles driven in FY24.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY24.

Water and Gas

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

Insurance Losses

- The negative variance is primarily due FYTD a reconciliation of insurance losses with the risk pool.

Insurance Premium - Property

- Insurance premiums for property increased exceeding budgeted amount.

Repair Claims

- Repair claim expenses are within an acceptable range of the budget.

Fuel Taxes

- Fuel tax expenses increased due to an increase in outside fuel sales.

Other Expenses

- The favorable variance is primarily due to YTD savings in contracted services.

Self-Consumed Fuel

- The variance is primarily due to less than anticipated fuel utilized by the Agency.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for May 2024

Summary:

In accordance with Chapter 2, Section 1.2 of the Procurement Policy, the attached report summarizes SunLine's contracts, purchase orders and amendments signed in excess of \$25,000 and less than \$250,000. This ensures the Board is aware of the obligations entered into under the CEO/General Manager's authority.

There were seven (7) agreements and one (1) purchase order executed in May 2024 between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Agricultural Pest Control	Bird Abatement	\$39,485.00
David Rzepinski	CAD/AVL Consultant	\$31,280.00
Rush Truck	Inventory Parts	\$124,126.85
Southwest Plumbing	Bus Wash Drain Line	\$31,650.00
Burke, Williams & Sorenson, LLP	Legal Services Transition	\$50,000.00
Token Transit	Fare Collection/Mobile Tickets	\$25,479.68
David Rzepinski	Project Management IT Support	\$33,620.00
Avail Technologies	CAD/AVL ITS System Maintenance & Support	\$171,552.00

Recommendation:

Receive and file.

Contracts Signed Between \$25,000 and \$250,000
May 2024

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Agricultural Pest Control	Bird Netting	Bird Abatement	FY24	\$88,652.00	\$39,485.00	Agreement
David Rzepinsk	Technical Support	CAD/AVL	FY24 FY25	\$31,280.00	\$31,280.00	Agreement
Rush Truck	Inventory Parts	Parts for Service	FY24 FY25	\$124,126.85	\$124,126.85	Agreement
Southwest Plumbing	Bus Wash Drain Line	Drain Line Repair	FY24	\$31,650.00	\$31,650.00	Agreement
Burke, Williams & Sorenson, LLP	General Counsel	Transition Legal Services	FY24 FY25	\$50,000.00	\$50,000.00	Agreement
Token Transit	Digital Haul Pass	Fare Collection	FY24 FY25	\$25,479.68	\$25,479.68	Purchase Order
David Rzepinsk	Technical Support	IT Program Management	FY24 FY25	\$33,620.00	\$33,620.00	Agreement
Avail Technologies	Hardware & Software Support	CAD/AVL ITS System Maintenance & Support	171552	\$171,552.00	\$171,552.00	Agreement

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for April 2024

Summary:

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

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

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

Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	32.1%	16% – 56%
	International Equity	18.2%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	39.7%	25% - 65%
	Other	4.9%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.7%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	31.8%	16% – 56%
	International Equity	18.2%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	39.9%	25% - 65%
	Other	4.9%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.8%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of April, the market value of assets decreased by \$1,325,460 and \$1,328,749 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
March 2024	\$41,469,347	\$41,413,278
April 2024	\$40,143,887	\$40,084,529
Increase (Decrease)	(\$1,325,460)	(\$1,328,749)

Recommendation:

Receive and file.

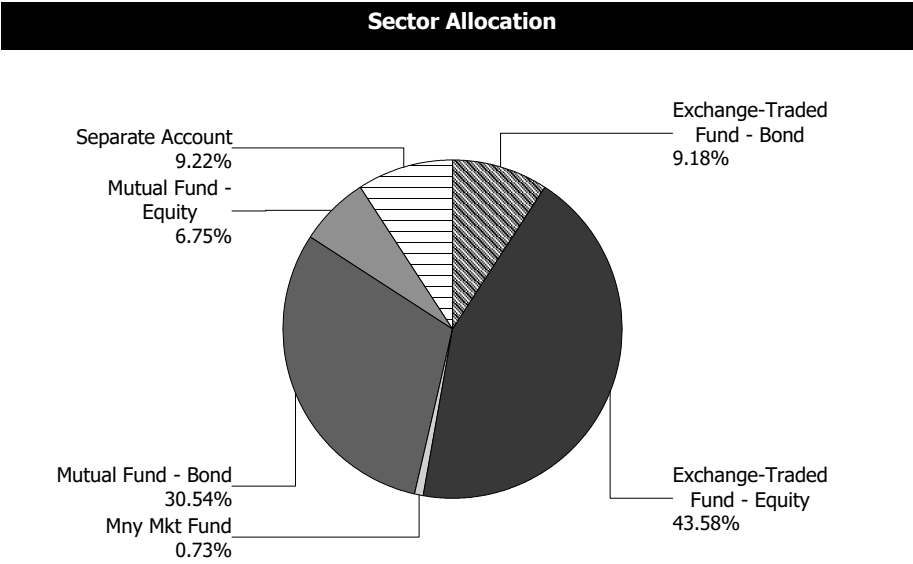
Portfolio Summary and Statistics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING -

Account Summary			
Description	Par Value	Market Value	Percent
Separate Account	3,190,954.15	3,701,979.22	9.22
Mutual Fund - Equity	105,443.48	2,708,924.95	6.75
Mutual Fund - Bond	1,299,131.28	12,260,563.22	30.54
Money Market Mutual Fund	292,810.74	292,810.74	0.73
Exchange-Traded Fund - Equity	142,325.00	17,492,782.80	43.58
Exchange-Traded Fund - Bond	45,630.00	3,686,826.27	9.18
Managed Account Sub-Total	5,076,294.66	40,143,887.20	100.00%
Accrued Interest		0.00	
Total Portfolio	5,076,294.66	40,143,887.20	

Unsettled Trades
 0.00
 0.00



Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,446.00	92.77	597,994.78	95.23	613,852.58	15,857.80	1.53
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	95.23	316,354.06	(12,955.80)	0.79
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	95.23	1,706,331.14	(61,279.56)	4.25
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	95.23	314,925.61	(3,902.26)	0.78
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	50.24	89,226.24	(13,215.22)	0.23
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.24	31,701.44	(4,069.95)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	50.24	57,575.04	(12,479.94)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.24	31,801.92	(4,272.75)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	50.24	48,481.60	(10,393.05)	0.12
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	50.24	120,023.36	(24,057.23)	0.30
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	50.24	356,553.28	(638.73)	0.89
Security Type Sub-Total			45,630.00		3,818,232.96	732.60	3,686,826.27	(131,406.69)	9.19
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	56.42	177,158.80	12,089.31	0.44
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	56.42	177,102.38	13,403.53	0.44
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	48.46	127,401.34	23,082.62	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,430.00	49.81	220,658.30	48.46	214,677.80	(5,980.50)	0.53
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	48.46	330,303.36	65,433.60	0.82
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	48.46	106,272.78	13,772.04	0.26
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	48.46	126,674.44	29,512.06	0.32
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	58.90	108,022.60	8,142.96	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	58.90	1,108,498.00	207,588.36	2.76
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	58.90	1,045,592.80	120,358.56	2.60
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	58.90	34,927.70	1,713.77	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,244.00	52.51	432,892.44	58.90	485,571.60	52,679.16	1.21
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	58.90	169,337.50	20,355.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.20	145,333.20	58.90	152,315.40	6,982.20	0.38

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	58.90	152,315.40	6,128.82	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	58.90	32,571.70	(3,013.85)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	58.90	411,063.10	(45,154.13)	1.02
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,480.00	52.07	181,203.60	58.90	204,972.00	23,768.40	0.51
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	58.90	113,794.80	10,355.52	0.28
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	248.61	155,381.25	30,643.75	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	248.61	1,195,565.49	254,155.65	2.98
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	248.61	107,648.13	6,360.77	0.27
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	16,709.00	169.04	2,824,489.36	248.61	4,154,024.49	1,329,535.13	10.35
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	248.61	68,616.36	8,840.28	0.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	248.61	189,938.04	43,639.68	0.47
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	248.61	155,132.64	31,430.88	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	248.61	384,351.06	34,630.71	0.96
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	248.61	5,114,404.92	916,894.04	12.74
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	248.61	689,146.92	64,532.16	1.72
Security Type Sub-Total			142,325.00		14,210,902.03	3,548.04	17,492,782.80	3,281,880.77	43.57
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	292,810.74	1.00	292,810.74	1.00	292,810.74	0.00	0.73
Security Type Sub-Total			292,810.74		292,810.74	1.00	292,810.74	0.00	0.73
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	452,050.89	10.95	4,950,631.32	9.79	4,425,578.21	(525,053.11)	11.02
BBH LIMITED DURATION I	05528X851	BBBIX	0.03	10.29	0.35	10.29	0.35	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	190,380.80	10.49	1,997,593.38	8.96	1,705,811.94	(291,781.44)	4.25
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	130,381.42	5.18	676,008.89	5.10	664,945.24	(11,063.65)	1.66
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	322,806.08	13.57	4,379,415.20	11.60	3,744,550.58	(634,864.62)	9.33
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	203,512.06	10.06	2,048,270.20	8.45	1,719,676.90	(328,593.30)	4.28

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			1,299,131.28		14,051,919.34	54.19	12,260,563.22	(1,791,356.12)	30.54
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	34,602.03	19.28	667,118.97	22.09	764,358.79	97,239.82	1.90
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,363.09	28.95	531,566.14	25.61	470,278.64	(61,287.50)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,199.83	15.19	306,926.65	16.09	325,015.32	18,088.67	0.81
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,200.63	54.47	610,107.54	59.25	663,637.17	53,529.63	1.65
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,077.91	26.06	549,380.76	23.04	485,635.03	(63,745.73)	1.21

Security Type Sub-Total			105,443.48		2,665,100.06	146.08	2,708,924.95	43,824.89	6.74
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Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	91.63	22,448.56	(2,051.44)	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	91.63	45,795.07	(4,184.93)	0.11
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	20,682.89	1.00	20,682.89	91.63	18,951.07	(1,731.82)	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	91.63	44,897.12	(4,102.88)	0.11
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	91.63	19,305.76	(1,764.24)	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	91.63	44,897.13	(4,102.87)	0.11
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,239,328.00	1.00	1,239,328.00	110.50	1,369,481.50	130,153.50	3.41
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	180,000.00	1.00	180,000.00	110.50	198,903.50	18,903.50	0.50
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.11
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.82
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	1.00

Detail of Securities Held & Market Analytics

For the Month Ending April 30, 2024

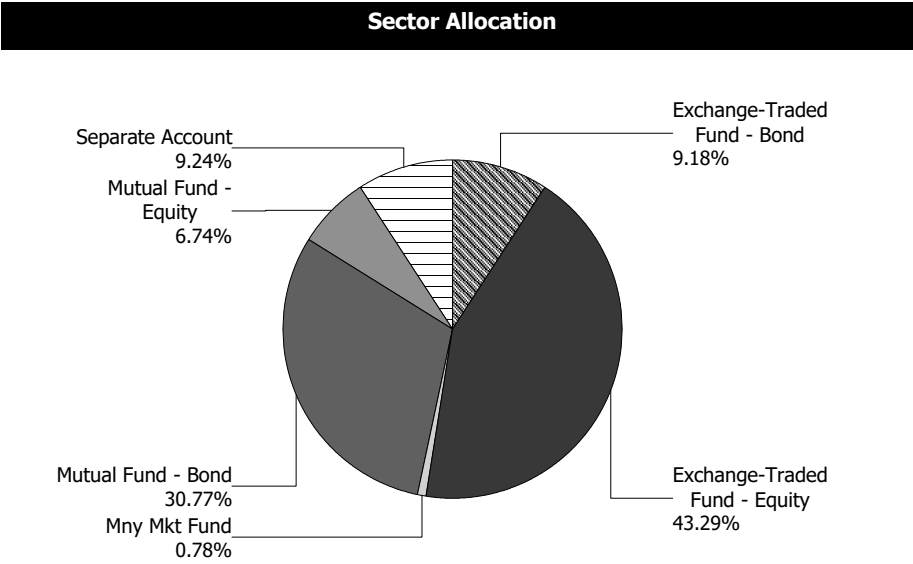
SUNLINE EMPLOYEES RETIREMENT BARGAINING -									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	127,930.57	1.00	127,930.57	129.97	166,276.25	38,345.68	0.41
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.34
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.62
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.58
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.42
Security Type Sub-Total			3,190,954.15		3,190,954.15	2,268.69	3,701,979.22	511,025.07	9.20
Managed Account Sub-Total			5,076,294.66		38,229,919.28	6,750.60	40,143,887.20	1,913,967.92	99.97
Securities Sub-Total			\$5,076,294.66		\$38,229,919.28	\$6,750.60	\$40,143,887.20	\$1,913,967.92	99.97%
Accrued Interest							\$0.00		
Total Investments							\$40,143,887.20		

Portfolio Summary and Statistics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -

Account Summary			
Description	Par Value	Market Value	Percent
Separate Account	3,190,954.15	3,701,979.22	9.24
Mutual Fund - Equity	105,240.05	2,703,617.44	6.74
Mutual Fund - Bond	1,305,496.77	12,332,093.36	30.77
Money Market Mutual Fund	313,772.19	313,772.19	0.78
Exchange-Traded Fund - Equity	141,510.00	17,351,574.35	43.29
Exchange-Traded Fund - Bond	45,591.00	3,681,492.66	9.18
Managed Account Sub-Total	5,102,564.17	40,084,529.22	100.00%
Accrued Interest		0.00	
Total Portfolio	5,102,564.17	40,084,529.22	
Unsettled Trades	0.00	0.00	



Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	95.23	315,877.91	(3,914.06)	0.79
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,272.00	92.77	581,852.81	95.23	597,282.56	15,429.75	1.49
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	95.23	1,710,045.11	(61,412.94)	4.27
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	95.23	321,115.56	(13,150.80)	0.80
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	50.24	31,801.92	(4,272.75)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	50.24	89,376.96	(13,237.54)	0.23
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	50.24	55,917.12	(12,120.57)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	50.24	49,335.68	(10,576.14)	0.12
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	50.24	31,701.44	(4,069.95)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	50.24	120,827.20	(24,218.35)	0.30
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	50.24	358,211.20	(641.70)	0.89
Security Type Sub-Total			45,591.00		3,813,677.71	732.60	3,681,492.66	(132,185.05)	9.19
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	56.42	176,763.86	13,377.91	0.44
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	56.42	176,820.28	12,066.21	0.44
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	4,430.00	49.81	220,658.30	48.46	214,677.80	(5,980.50)	0.54
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	48.46	335,100.90	66,384.00	0.84
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	48.46	126,674.44	29,512.06	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	48.46	120,374.64	21,809.52	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	48.46	107,145.06	13,885.08	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	58.90	169,337.50	20,355.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	58.90	80,987.50	6,105.00	0.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	58.90	1,115,271.50	208,856.84	2.78
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	58.90	145,483.00	5,853.90	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	58.90	405,408.70	(44,533.01)	1.01
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	58.90	37,224.80	(3,444.40)	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,770.00	52.07	196,303.90	58.90	222,053.00	25,749.10	0.55

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Exchange-Traded Fund - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	58.90	504,773.00	54,762.30	1.26
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	58.90	145,424.10	6,666.30	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	58.90	34,162.00	1,676.20	0.09
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	58.90	100,954.60	9,187.04	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	58.90	1,041,293.10	119,863.62	2.60
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	248.61	34,308.18	4,420.14	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	248.61	107,648.13	6,360.77	0.27
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	248.61	385,594.11	34,742.71	0.96
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	248.61	693,621.90	64,951.20	1.73
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	248.61	244,383.63	56,148.96	0.61
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	16,250.00	169.04	2,746,900.00	248.61	4,039,912.50	1,293,012.50	10.08
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	248.61	1,225,895.91	260,603.35	3.06
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	248.61	124,056.39	25,134.63	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	248.61	124,305.00	24,515.00	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	248.61	5,111,918.82	916,448.34	12.75
Security Type Sub-Total			141,510.00		14,103,084.29	3,548.04	17,351,574.35	3,248,490.06	43.29
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	313,772.19	1.00	313,772.19	1.00	313,772.19	0.00	0.78
Security Type Sub-Total			313,772.19		313,772.19	1.00	313,772.19	0.00	0.78
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	456,136.67	10.94	4,990,060.22	9.79	4,465,577.97	(524,482.25)	11.14
BBH LIMITED DURATION I	05528X851	BBBIX	0.03	10.29	0.35	10.29	0.35	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	189,915.56	10.49	1,992,839.33	8.96	1,701,643.38	(291,195.95)	4.25
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	130,036.52	5.18	674,055.63	5.10	663,186.26	(10,869.37)	1.65
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	326,408.84	13.54	4,419,121.98	11.60	3,786,342.49	(632,779.49)	9.45
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	202,999.16	10.06	2,042,813.04	8.45	1,715,342.91	(327,470.13)	4.28

Detail of Securities Held & Market Analytics

For the Month Ending **April 30, 2024**

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - [REDACTED]

Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Security Type Sub-Total			1,305,496.77		14,118,890.55	54.19	12,332,093.36	(1,786,797.19)	30.77
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	34,546.06	19.28	666,093.46	22.09	763,122.48	97,029.02	1.90
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,332.57	28.93	530,449.56	25.61	469,497.01	(60,952.55)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,162.83	15.19	306,364.44	16.09	324,419.97	18,055.53	0.81
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,177.09	54.47	608,826.42	59.25	662,242.43	53,416.01	1.65
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,021.51	26.08	548,223.76	23.04	484,335.55	(63,888.21)	1.21
Security Type Sub-Total			105,240.05		2,659,957.64	146.08	2,703,617.44	43,659.80	6.74

Separate Account

ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	91.63	22,448.56	(2,051.44)	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	91.63	19,305.76	(1,764.24)	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	91.63	44,897.12	(4,102.88)	0.11
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	20,682.89	1.00	20,682.89	91.63	18,951.07	(1,731.82)	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	91.63	44,897.13	(4,102.87)	0.11
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	91.63	45,795.07	(4,184.93)	0.11
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	91.63	41,529.84	(3,795.16)	0.10
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,239,328.00	1.00	1,239,328.00	110.50	1,369,481.50	130,153.50	3.42
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	180,000.00	1.00	180,000.00	110.50	198,903.50	18,903.50	0.50
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.11
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.82
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.42

Detail of Securities Held & Market Analytics

For the Month Ending April 30, 2024

SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN -									
Security Type/Description Dated Date/Coupon/Maturity	CUSIP	Ticker	Shares	Average Cost/Share	Original Cost	Market Price	Market Value	Unreal G/L on Cost	Percentage
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.62
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	1.00
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.58
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.34
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	127,930.57	1.00	127,930.57	129.97	166,276.25	38,345.68	0.41
Security Type Sub-Total			3,190,954.15		3,190,954.15	2,268.69	3,701,979.22	511,025.07	9.21
Managed Account Sub-Total			5,102,564.17		38,200,336.53	6,750.60	40,084,529.22	1,884,192.69	99.98
Securities Sub-Total			\$5,102,564.17		\$38,200,336.53	\$6,750.60	\$40,084,529.22	\$1,884,192.69	99.98%
Accrued Interest							\$0.00		
Total Investments							\$40,084,529.22		

SunLine Transit Agency**CONSENT CALENDAR**

DATE: June 26, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Quarterly Performance Summary for Q1 of Calendar Year 2024

Summary:

The following quarterly reports demonstrate the performance of the bargaining and non-bargaining pension plans for the first quarter of calendar year 2024. The report shows market value, asset allocation percentage and performance compared to benchmarks. The bargaining and non-bargaining pension assets were up 4.15% and 4.14% for the first quarter of calendar year 2024, respectively. Pension plans are measured on long-term performance and it is expected that short-term fluctuations in market performance will exceed or fall short of long-term plan assumptions. The recommended actuarial employer contributions account for the disparity between assumptions.

Recommendation:

Receive and file.

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund	41,505,759	100.00	4.15	4.15	13.98	3.22	7.65	7.33	07/01/2017
<i>PFM Blended Benchmark</i>			<i>4.09</i>	<i>4.09</i>	<i>13.37</i>	<i>2.89</i>	<i>6.91</i>	<i>6.70</i>	<i>07/01/2017</i>
Domestic Equity	14,770,404	35.59	9.73	9.73	27.13	8.66	N/A	8.66	04/01/2021
<i>Russell 3000 Index</i>			<i>10.02</i>	<i>10.02</i>	<i>29.29</i>	<i>9.78</i>	<i>14.34</i>	<i>9.78</i>	<i>04/01/2021</i>
Vanguard Total Stock Market ETF	14,081,902	33.93	10.01	10.01	29.38	9.65	14.25	21.02	04/01/2020
<i>Russell 3000 Index</i>			<i>10.02</i>	<i>10.02</i>	<i>29.29</i>	<i>9.78</i>	<i>14.34</i>	<i>21.09</i>	<i>04/01/2020</i>
Jensen Quality Growth Fund	688,503	1.66	4.30	4.30	16.58	8.95	12.25	12.25	04/01/2019
<i>S&P 500</i>			<i>10.56</i>	<i>10.56</i>	<i>29.88</i>	<i>11.49</i>	<i>15.05</i>	<i>15.05</i>	<i>04/01/2019</i>
International Equity	7,470,813	18.00	4.96	4.96	13.98	-0.84	N/A	-0.84	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>1.94</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	4,114,510	9.91	4.31	4.31	13.02	1.93	6.20	12.79	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>12.16</i>	<i>04/01/2020</i>
J. O. Hambro International Select	528,212	1.27	8.11	8.11	17.87	-2.02	5.33	5.87	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>5.22</i>	<i>07/01/2017</i>
Harding Loevner International Equity	484,235	1.17	1.62	1.62	8.49	0.12	6.44	6.73	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>8.61</i>	<i>07/01/2020</i>
Goldman Sachs GQG Ptnrs Intl Opportunities	598,411	1.44	13.63	13.63	33.65	10.67	13.08	24.96	09/01/2023
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>11.27</i>	<i>09/01/2023</i>
Vanguard FTSE Developed Markets ETF	715,023	1.72	5.16	5.16	14.91	3.97	7.39	5.57	03/01/2022
<i>MSCI EAFE (net)</i>			<i>5.78</i>	<i>5.78</i>	<i>15.32</i>	<i>4.78</i>	<i>7.33</i>	<i>6.70</i>	<i>03/01/2022</i>
Vanguard FTSE All-World ex-US Small-Cap ETF	342,108	0.82	1.48	1.48	10.34	-0.26	5.10	7.31	09/01/2023
<i>MSCI AC World ex USA Small Cap (Net)</i>			<i>2.11</i>	<i>2.11</i>	<i>12.80</i>	<i>0.38</i>	<i>6.24</i>	<i>8.21</i>	<i>09/01/2023</i>
Hartford Schrodgers Emerging Markets Equity	326,833	0.79	3.45	3.45	7.23	-6.93	2.71	0.61	03/01/2018
<i>MSCI EM (net)</i>			<i>2.37</i>	<i>2.37</i>	<i>8.15</i>	<i>-5.05</i>	<i>2.22</i>	<i>0.23</i>	<i>03/01/2018</i>
iShares MSCI Emerging Markets ex China ETF	361,482	0.87	3.83	3.83	18.68	1.34	5.84	13.67	09/01/2023
<i>MSCI EM (net)</i>			<i>2.37</i>	<i>2.37</i>	<i>8.15</i>	<i>-5.05</i>	<i>2.22</i>	<i>7.53</i>	<i>09/01/2023</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

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

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Other Growth	1,760,499	4.24	0.00	0.00	15.16	14.62	N/A	14.62	04/01/2021
NB Secondary Opportunities Fund V Offshore[CE]	1,760,499	4.24	0.00	0.00	15.16	N/A	N/A	53.59	03/01/2022
CA US Private Equity Index			0.00	0.00	3.36	8.74	13.79	0.56	03/01/2022
Fixed Income	15,124,563	36.44	-0.13	-0.13	3.75	-1.58	0.91	1.38	07/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.89	07/01/2017
Baird Core Plus	3,929,929	9.47	-0.18	-0.18	3.56	-1.71	1.23	1.62	07/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.89	07/01/2017
DoubleLine Core Fixed Income	1,744,196	4.20	-0.17	-0.17	2.60	-1.92	0.46	0.81	09/01/2017
PGIM Total Return Bond Fund	3,232,424	7.79	0.14	0.14	4.61	-1.68	0.96	1.36	09/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.71	09/01/2017
Voya Intermediate Bond	1,759,557	4.24	-0.11	-0.11	3.60	-2.12	0.89	-0.39	01/01/2020
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	-0.86	01/01/2020
iShares Core US Aggregate Bond ETF	3,035,454	7.31	-0.75	-0.75	1.61	-2.48	0.32	1.28	02/01/2023
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	1.36	02/01/2023
iShares Intermediate-Term Corporate Bond ETF	755,269	1.82	0.03	0.03	5.07	-1.35	1.89	0.55	10/01/2019
ICE BofA U.S. Corporate 5-10 Year Index			0.05	0.05	5.06	-1.39	1.92	0.59	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	667,733	1.61	1.68	1.68	9.56	3.00	4.40	2.60	06/01/2021
ICE BofA High Yield Master II			1.51	1.51	11.04	2.21	4.03	1.84	06/01/2021
Other Income	2,090,251	5.04	0.00	0.00	8.95	N/A	N/A	-1.98	09/01/2021
Golub Capital Partners International XIV[CE]	1,620,000	3.90	0.00	0.00	10.16	N/A	N/A	10.16	04/01/2023
Cliffwater Direct Lending Index			0.00	0.00	9.19	9.20	8.50	9.19	04/01/2023
ATEL Private Debt Partners II[CE]	470,251	1.13	0.00	0.00	4.71	N/A	N/A	6.11	10/01/2021
Cliffwater Direct Lending Index			0.00	0.00	9.19	9.20	8.50	8.27	10/01/2021
Cash Equivalent	289,229	0.70	1.30	1.30	5.10	2.54	1.89	1.81	07/01/2017
First American Prime Obligation - Z	289,229	0.70	1.31	1.31	5.34	2.68	2.04	1.98	07/01/2017

*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Performance is adjusted and finalized when the updated valuation is reported. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

Returns are net of mutual fund fees.

Returns are expressed as percentages.

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

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Total Fund - Non-Bargaining	41,449,690	100.00	4.14	4.14	13.97	3.22	7.66	7.33	07/01/2017
<i>PFM Blended Benchmark</i>			<i>4.09</i>	<i>4.09</i>	<i>13.37</i>	<i>2.89</i>	<i>6.91</i>	<i>6.70</i>	<i>07/01/2017</i>
Domestic Equity	14,741,928	35.57	9.73	9.73	27.11	8.67	N/A	8.67	04/01/2021
<i>Russell 3000 Index</i>			<i>10.02</i>	<i>10.02</i>	<i>29.29</i>	<i>9.78</i>	<i>14.34</i>	<i>9.78</i>	<i>04/01/2021</i>
Vanguard Total Stock Market ETF	14,054,872	33.91	10.01	10.01	29.38	9.65	14.25	21.02	04/01/2020
<i>Russell 3000 Index</i>			<i>10.02</i>	<i>10.02</i>	<i>29.29</i>	<i>9.78</i>	<i>14.34</i>	<i>21.09</i>	<i>04/01/2020</i>
Jensen Quality Growth Fund	687,056	1.66	4.30	4.30	16.58	8.95	12.25	12.25	04/01/2019
<i>S&P 500</i>			<i>10.56</i>	<i>10.56</i>	<i>29.88</i>	<i>11.49</i>	<i>15.05</i>	<i>15.05</i>	<i>04/01/2019</i>
International Equity	7,447,052	17.97	4.97	4.97	13.97	-0.84	N/A	-0.84	04/01/2021
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>1.94</i>	<i>04/01/2021</i>
Vanguard Total International Stock ETF	4,097,506	9.89	4.31	4.31	13.02	1.93	6.20	12.79	04/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>12.16</i>	<i>04/01/2020</i>
J. O. Hambro International Select	526,799	1.27	8.11	8.11	17.87	-2.02	5.33	5.87	07/01/2017
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>5.22</i>	<i>07/01/2017</i>
Harding Loevner International Equity	483,430	1.17	1.62	1.62	8.49	0.12	6.44	6.73	07/01/2020
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>8.61</i>	<i>07/01/2020</i>
Goldman Sachs GQG Ptnrs Intl Opportunities	597,151	1.44	13.63	13.63	33.65	10.67	13.08	24.96	09/01/2023
<i>MSCI AC World ex USA (Net)</i>			<i>4.69</i>	<i>4.69</i>	<i>13.26</i>	<i>1.94</i>	<i>5.97</i>	<i>11.27</i>	<i>09/01/2023</i>
Vanguard FTSE Developed Markets ETF	713,618	1.72	5.16	5.16	14.91	3.97	7.39	5.57	03/01/2022
<i>MSCI EAFE (net)</i>			<i>5.78</i>	<i>5.78</i>	<i>15.32</i>	<i>4.78</i>	<i>7.33</i>	<i>6.70</i>	<i>03/01/2022</i>
Vanguard FTSE All-World ex-US Small-Cap ETF	341,523	0.82	1.48	1.48	10.34	-0.26	5.10	7.31	09/01/2023
<i>MSCI AC World ex USA Small Cap (Net)</i>			<i>2.11</i>	<i>2.11</i>	<i>12.80</i>	<i>0.38</i>	<i>6.24</i>	<i>8.21</i>	<i>09/01/2023</i>
Hartford Schroders Emerging Markets Equity	326,235	0.79	3.45	3.45	7.23	-6.93	2.71	0.61	03/01/2018
<i>MSCI EM (net)</i>			<i>2.37</i>	<i>2.37</i>	<i>8.15</i>	<i>-5.05</i>	<i>2.22</i>	<i>0.23</i>	<i>03/01/2018</i>
iShares MSCI Emerging Markets ex China ETF	360,791	0.87	3.83	3.83	18.68	1.34	5.84	13.67	09/01/2023
<i>MSCI EM (net)</i>			<i>2.37</i>	<i>2.37</i>	<i>8.15</i>	<i>-5.05</i>	<i>2.22</i>	<i>7.53</i>	<i>09/01/2023</i>

Returns are net of mutual fund fees.

Returns are expressed as percentages.

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

Asset Allocation & Performance

	Allocation		Performance(%)						
	Market Value (\$)	%	1 Quarter	Year To Date	1 Year	3 Years	5 Years	Since Inception	Inception Date
Other Growth	1,760,499	4.25	0.00	0.00	15.16	14.62	N/A	14.62	04/01/2021
NB Secondary Opportunities Fund V Offshore[CE]	1,760,499	4.25	0.00	0.00	15.16	N/A	N/A	53.59	03/01/2022
CA US Private Equity Index			0.00	0.00	3.36	8.74	13.79	0.56	03/01/2022
Fixed Income	15,091,890	36.41	-0.13	-0.13	3.73	-1.58	0.91	1.38	07/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.89	07/01/2017
Baird Core Plus	3,920,649	9.46	-0.18	-0.18	3.56	-1.71	1.23	1.62	07/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.89	07/01/2017
DoubleLine Core Fixed Income	1,739,934	4.20	-0.17	-0.17	2.60	-1.92	0.46	0.81	09/01/2017
PGIM Total Return Bond Fund	3,224,982	7.78	0.14	0.14	4.61	-1.68	0.96	1.36	09/01/2017
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	0.71	09/01/2017
Voya Intermediate Bond	1,755,122	4.23	-0.11	-0.11	3.60	-2.12	0.89	-0.39	01/01/2020
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	-0.86	01/01/2020
iShares Core US Aggregate Bond ETF	3,028,109	7.31	-0.75	-0.75	1.61	-2.48	0.32	1.28	02/01/2023
Blmbg. U.S. Aggregate			-0.78	-0.78	1.70	-2.46	0.36	1.36	02/01/2023
iShares Intermediate-Term Corporate Bond ETF	757,127	1.83	0.03	0.03	5.07	-1.35	1.89	0.55	10/01/2019
ICE BofA U.S. Corporate 5-10 Year Index			0.05	0.05	5.06	-1.39	1.92	0.59	10/01/2019
MainStay MacKay High Yield Corp Bond Fund	665,967	1.61	1.68	1.68	9.56	3.00	4.40	2.60	06/01/2021
ICE BofA High Yield Master II			1.51	1.51	11.04	2.21	4.03	1.84	06/01/2021
Other Income	2,090,251	5.04	0.00	0.00	8.93	N/A	N/A	-1.99	09/01/2021
Golub Capital Partners International XIV[CE]	1,620,000	3.91	0.00	0.00	10.13	N/A	N/A	10.13	04/01/2023
Cliffwater Direct Lending Index			0.00	0.00	9.19	9.20	8.50	9.19	04/01/2023
ATEL Private Debt Partners II[CE]	470,251	1.13	0.00	0.00	4.71	N/A	N/A	6.13	10/01/2021
Cliffwater Direct Lending Index			0.00	0.00	9.19	9.20	8.50	8.27	10/01/2021
Cash Equivalent	318,071	0.77	1.30	1.30	5.23	2.58	1.92	1.83	07/01/2017
First American Prime Obligation - Z	318,071	0.77	1.31	1.31	5.34	2.68	2.04	1.98	07/01/2017

*[Current Estimate] At any point in time the valuation for private equity and other illiquid asset classes may be different from market prices due to an inherent lag effect in the industry. The reporting lag inherent in this process means that there can be a valuation lag of a quarter or, in some cases, even longer. For such illiquid asset classes shown herein, performance is calculated for the relevant period(s) using a roll-forward valuation approach whereby the last reported valuation is adjusted for cash flows to provide an initial estimated valuation, typically resulting in a zero return for the lagging period. Performance is adjusted and finalized when the updated valuation is reported. Returns are gross of management fees. The roll-forward valuation methodology described is consistent with guidance provided within the CFA Institute's Global Investment Performance Standards (GIPS). Performance is calculated using the Modified-Dietz time weighted methodology to maintain consistency with the other returns in this exhibit. For since inception IRR performance, please refer to the fund-specific overview page.

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SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for May 2024

Summary:

Monthly Ridership			Monthly Variance	
	May 24	May 23	Net	Percent
Fixed Route	237,916	236,314	1,605	0.7%
SolVan	2,180	1,762	418	23.7%
SunRide	2,152	1,341	205	60.5%
Taxi Voucher*	97	248	(151)	(60.9)%
SunDial	10,480	10,347	(133)	(1.3)%
Total	250,145	252,692	2,547	1.0%

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

Yearly Ridership	
Fiscal Year 2024	2,542,456
Fiscal Year 2023	2,480,336
Ridership Increase	62,120

Fiscal year to date system ridership increased by 62,120 rides or 2.5% compared to the previous fiscal year. The baseline of the attached COVID-19 Recovery chart is calendar year 2020, this allows a comparison of three (3) years.

Recommendation:

Receive and file.



SunLine Transit Agency Monthly Ridership Report May 2024

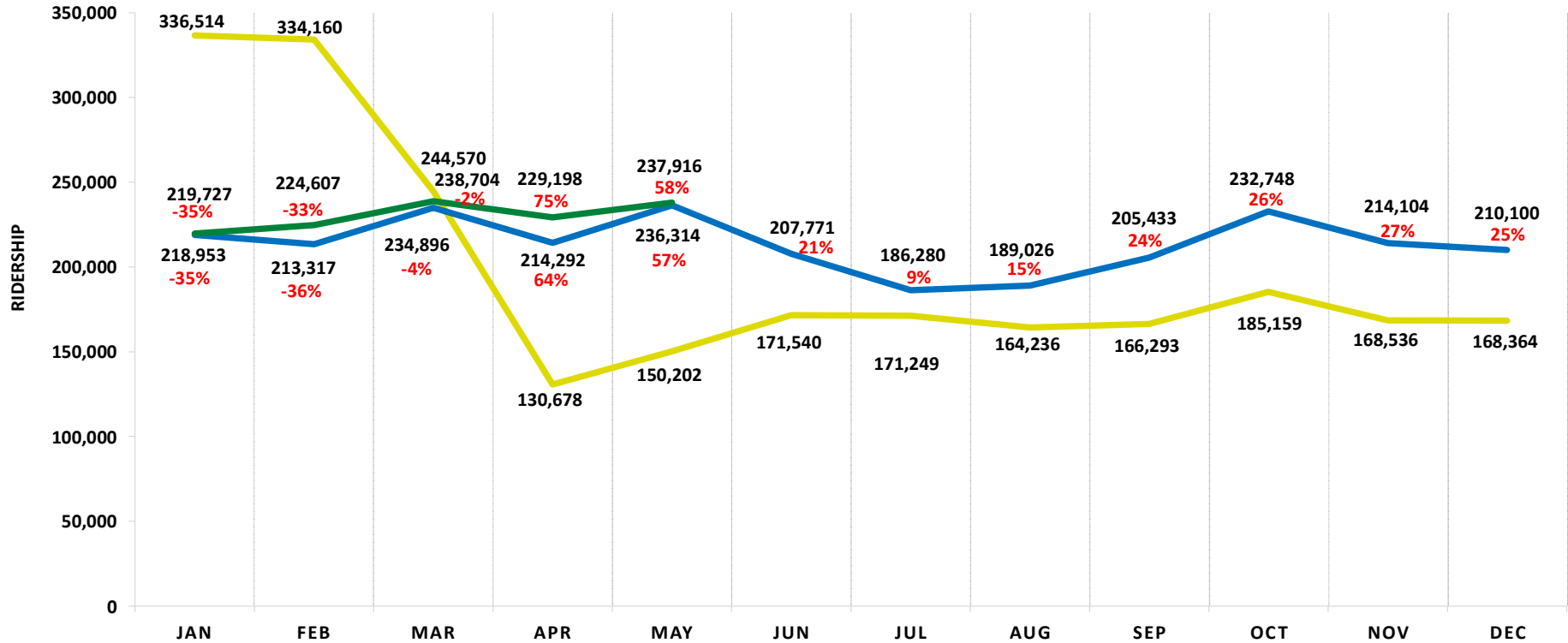
Fixed Route		FY 2024		FY 2023		Monthly KPI					
		May 2024	May 2023	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Bikes	Wheelchairs		
								Monthly	FYTD	Monthly	FYTD
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	52,257	-	545,742	-	17.4	1.4	2,324	25,500	287	3,333
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	37,412	94,109	410,592	960,501	14.4	1.2	1,483	16,925	279	3,697
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	66,810	66,290	667,074	628,393	17.7	1.3	2,269	22,770	739	6,851
Route 3	Desert Hot Springs - Desert Edge	9,397	6,751	80,255	64,349	12.1	0.8	206	2,359	115	854
Route 4	Westfield Palm Desert - Palm Springs	19,889	20,288	205,631	195,438	11.1	0.8	806	8,955	176	1,236
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,966	2,390	20,659	21,016	6.2	0.3	132	690	9	66
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,490	6,374	36,289	90,129	8.6	0.6	139	1,149	23	171
Route 7	Bermuda Dunes - Indian Wells - La Quinta	8,249	7,049	84,843	66,879	12.3	0.9	381	3,581	1	122
Route 8	North Indio - Coachella - Thermal/Mecca	18,583	15,556	172,746	155,925	10.5	0.7	521	5,074	44	848
Route 9	North Shore - Mecca - Oasis	6,187	7,370	52,374	72,604	8.2	0.4	68	579	3	62
Route 10	Indio - CSUSB - San Bernardino - Metrolink	2,600	1,960	32,917	25,242	17.8	0.2	35	344	8	111
Route 200 SB	Palm Springs High School AM Tripper	147	262	1,790	2,605	14.7	1	2	13	1	7
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	-	26	-	874	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	-	3	-	206	-	-	-	-	-	-
Route 403 NB	Vista Chino / Sunrise PM Tripper	-	12	-	493	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	522	361	3,484	2,566	49.0	3.2	0	3	-	1
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	269	305	3,277	3,051	18.4	1.2	2	29	-	3
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	998	804	8,367	6,523	49.0	3.2	6	76	-	5
Route 800 NB	Shadow Hills High School AM Tripper	3,505	2,435	21,198	12,483	119.8	5.9	1	43	-	1
Route 801 SB	Jackson / 44th PM Tripper	2,325	2,611	23,614	20,665	133.4	7.9	-	3	-	54
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	395	633	4,525	5,877	25.6	1.3	-	-	-	38
Route 803 NB	Shadow Hills High School AM Tripper	915	725	12,711	15,839	86.5	4.3	-	117.0	-	8.0
Fixed Route Total		237,916	236,314	2,388,089	2,351,658	14.3	1.0	8,375	88,210	1,685	17,468
SolVan		2,180	1,762	21,779	18,104	5.4	0.1				
SunRide		2,152	1,341	20,648	7,987	1.2	0.2				
Taxi Voucher		97	248	1,835	2,644						
SunDial		10,347	10,480	110,460	99,943	2.0	0.1				
System Total		252,692	250,145	2,542,811	2,480,336	10.5	0.7				
		May-24	May-23								
Weekdays:		22	22								
Saturdays:		4	4								
Sundays:		5	5								
Total Days:		31	31								

Haul Pass COD contributed with 7,089 rides, CSUSB with 1,389 rides.

Mobile Ticketing contributed with 38,765 rides, the total for May 2024 includes 183 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

— CY 2020
 — CY 2023
 — CY 2024
 %VAR. 2020 vs 2023
 %VAR. 2020 vs 2024

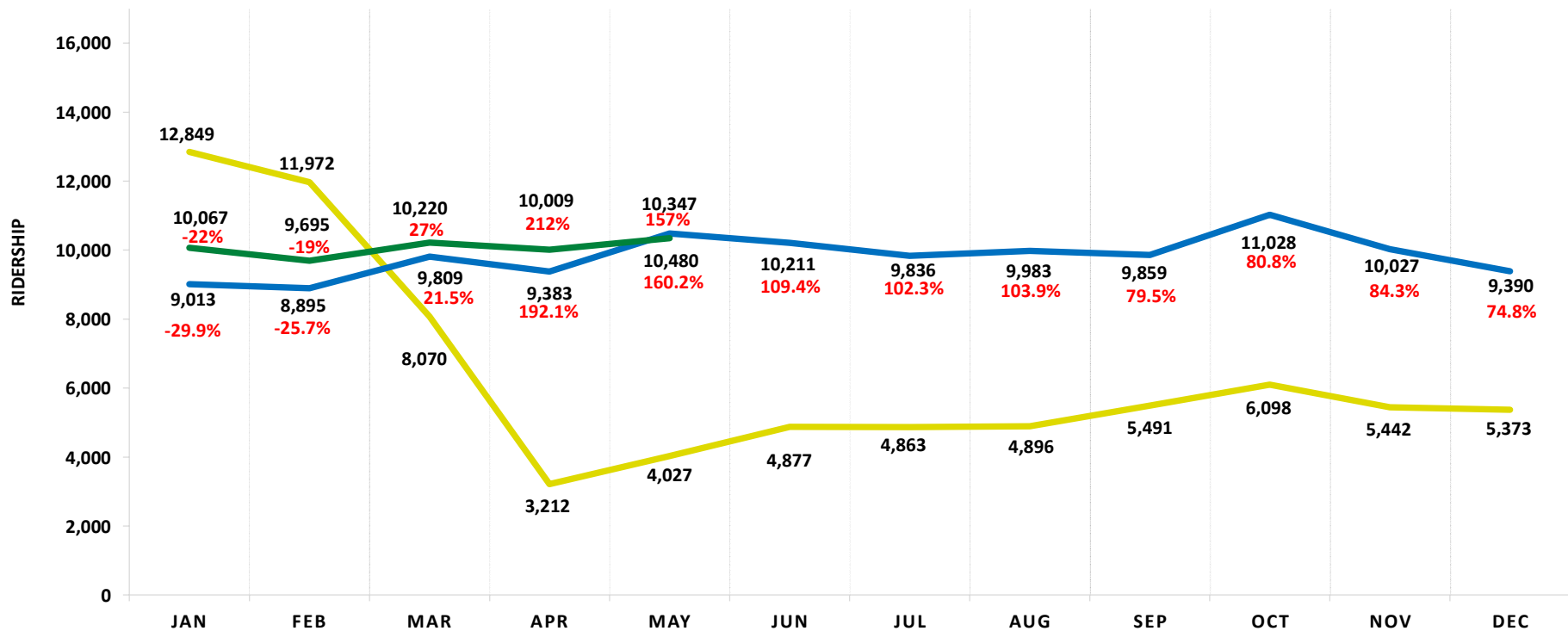


The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020.

CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

Paratransit Ridership COVID-19 Recovery

— CY 2020
 — CY 2023
 — CY 2024
 %VAR. 2020 vs 2023
 %VAR. 2020 vs 2024



The COVID-19 pandemic caused a major national and global disruption with closures of businesses, schools and entertainment venues due to the implementation of national and statewide public health policies. Variances are in red close to their corresponding ridership number. 2023 and 2024 are referring to the baseline of 2020.

CY 2020 will remain on the chart since it is the baseline needed to compare ridership recovery for CY 2023 & CY 2024. CY 2021/2022 have been removed to reflect the two (2) most recent years in recovery.

SunLine Transit Agency
CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for May 2024

Summary:

The attached report summarizes SunDial's operation for the month of May 2024. This report identifies that for the month of May, the on-time performance for SunDial did meet the internal service goal of 85% which is comparable to the fixed route service goal. The on-time performance for the month of May was 85.8%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 88.2%. Total vehicle miles for May 2024 decreased by 2,348 compared to May 2023. Total trips for the month of May were 9,784. When compared to May 2023, this is a decrease of 519 trips or 2.5%.

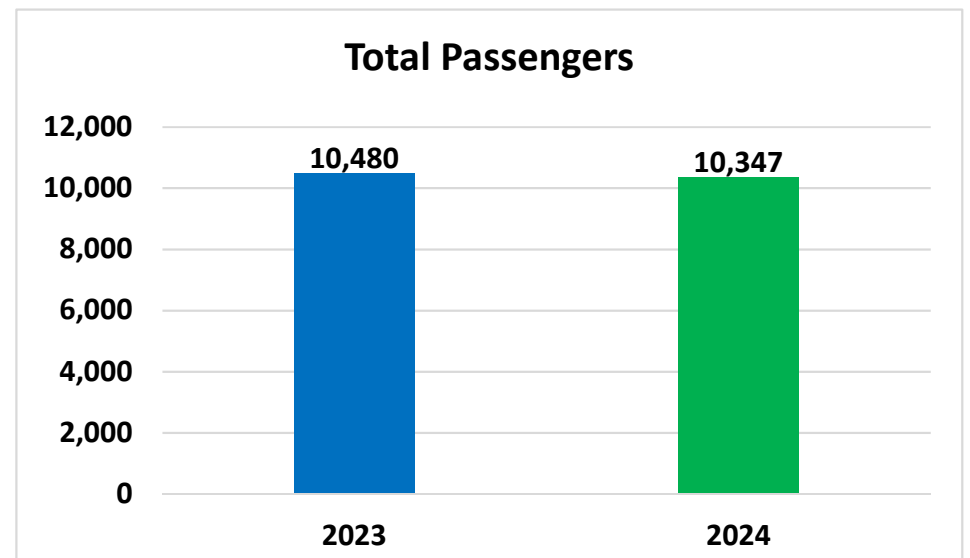
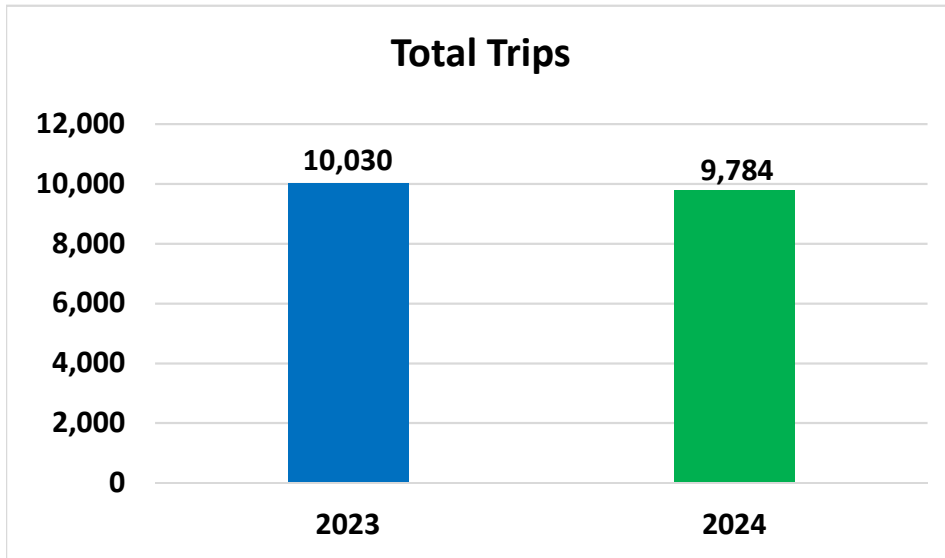
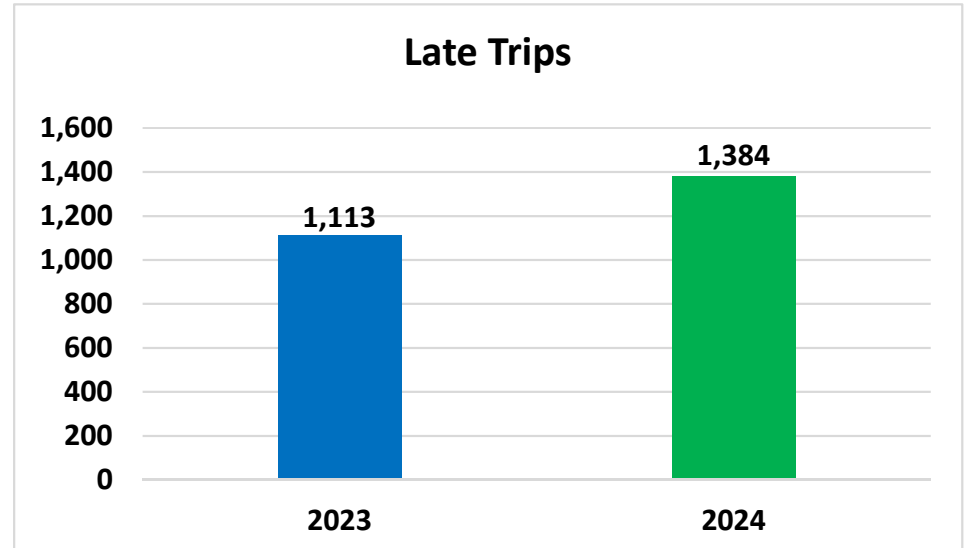
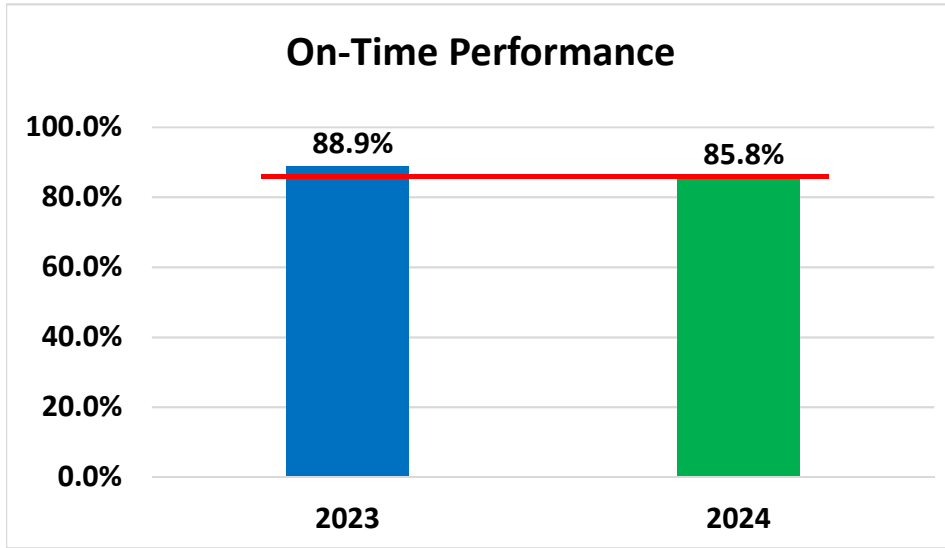
The total number of passengers for the month of May 2024 was 10,347, which indicates a decrease of 133 passengers or 1.2% when compared to May 2023. However, mobility device boardings for May 2024 decreased by 327 or 25% as compared to May 2023. During this month, the field supervisors conducted a total of 90 onboard inspections and 104 safety evaluations, which included pre-trip inspections and trailing evaluations. The supervisors have exceeded their monthly on-board evaluations goal of 60 by 30, indicating an increase of 50% when compared to May 2023. Similarly, they have also exceeded their safety evaluations goal of 60 by 44, indicating an increase of 73% when compared to May 2023.

Recommendation:

Receive and file.

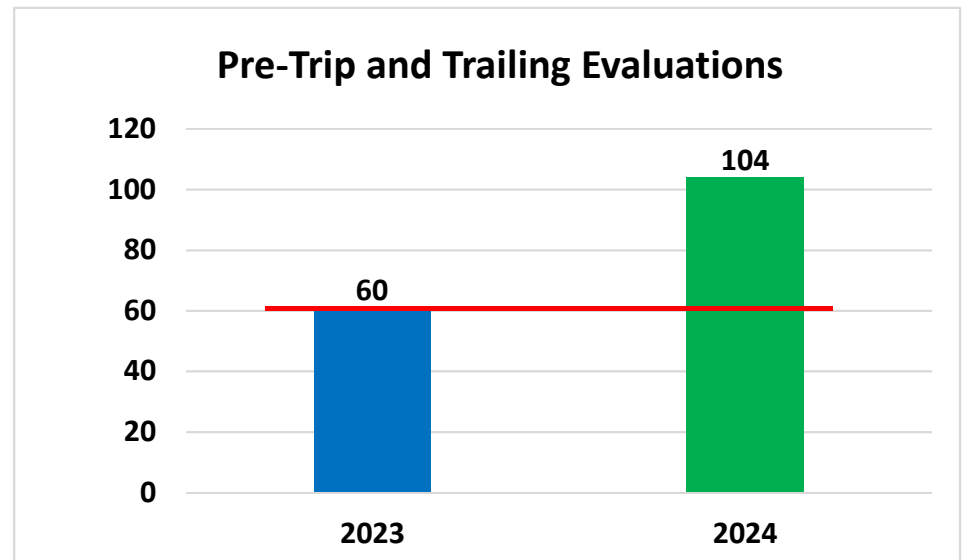
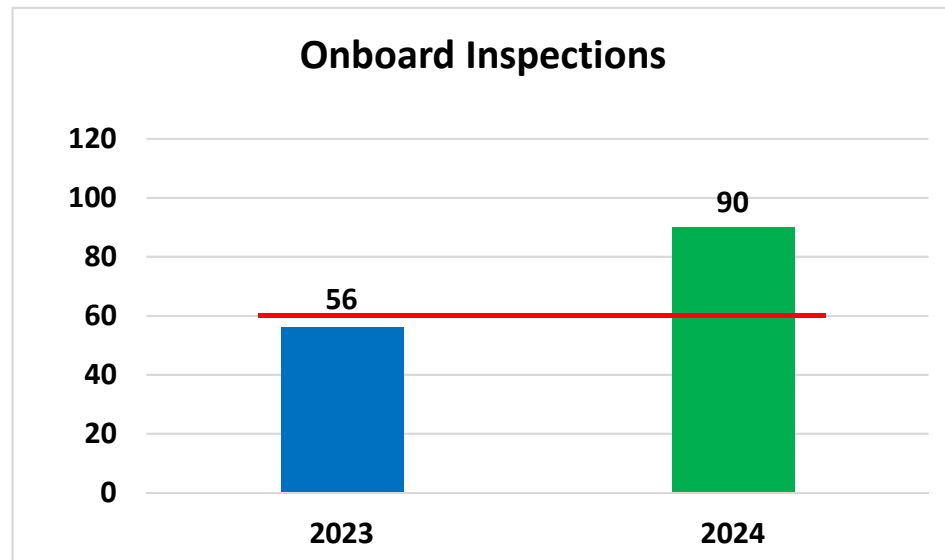
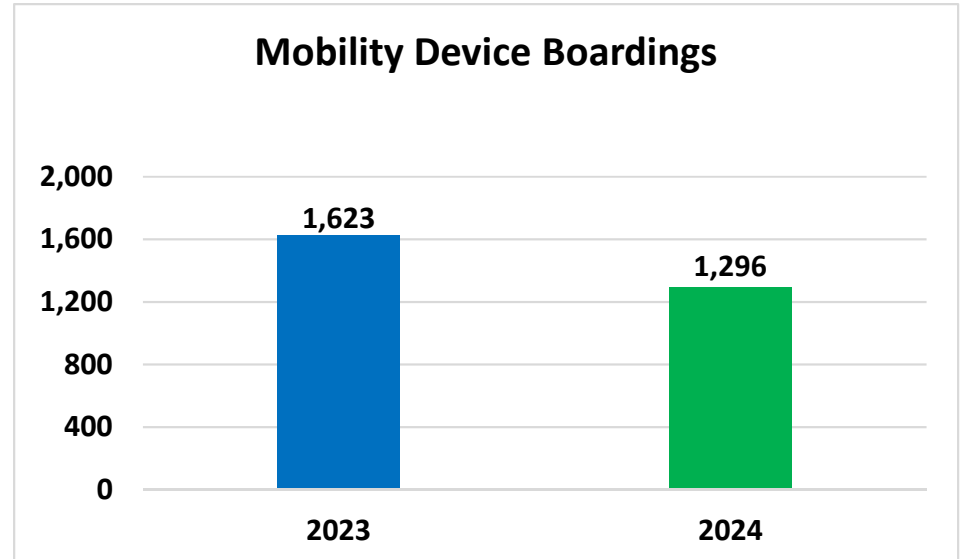
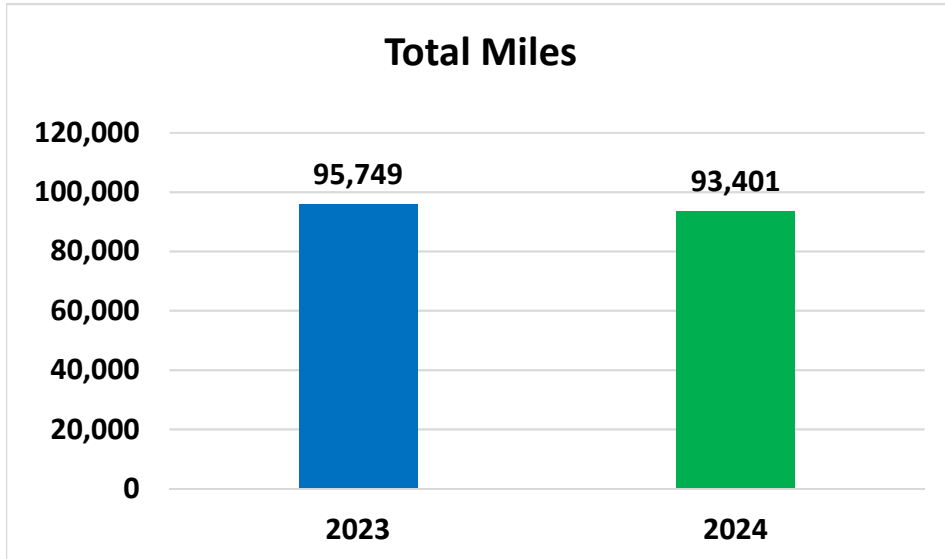
Paratransit Operational Charts

May 2023 vs. May 2024



Paratransit Operational Charts

May 2023 vs. May 2024



SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for May 2024

Summary:

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

SunRide

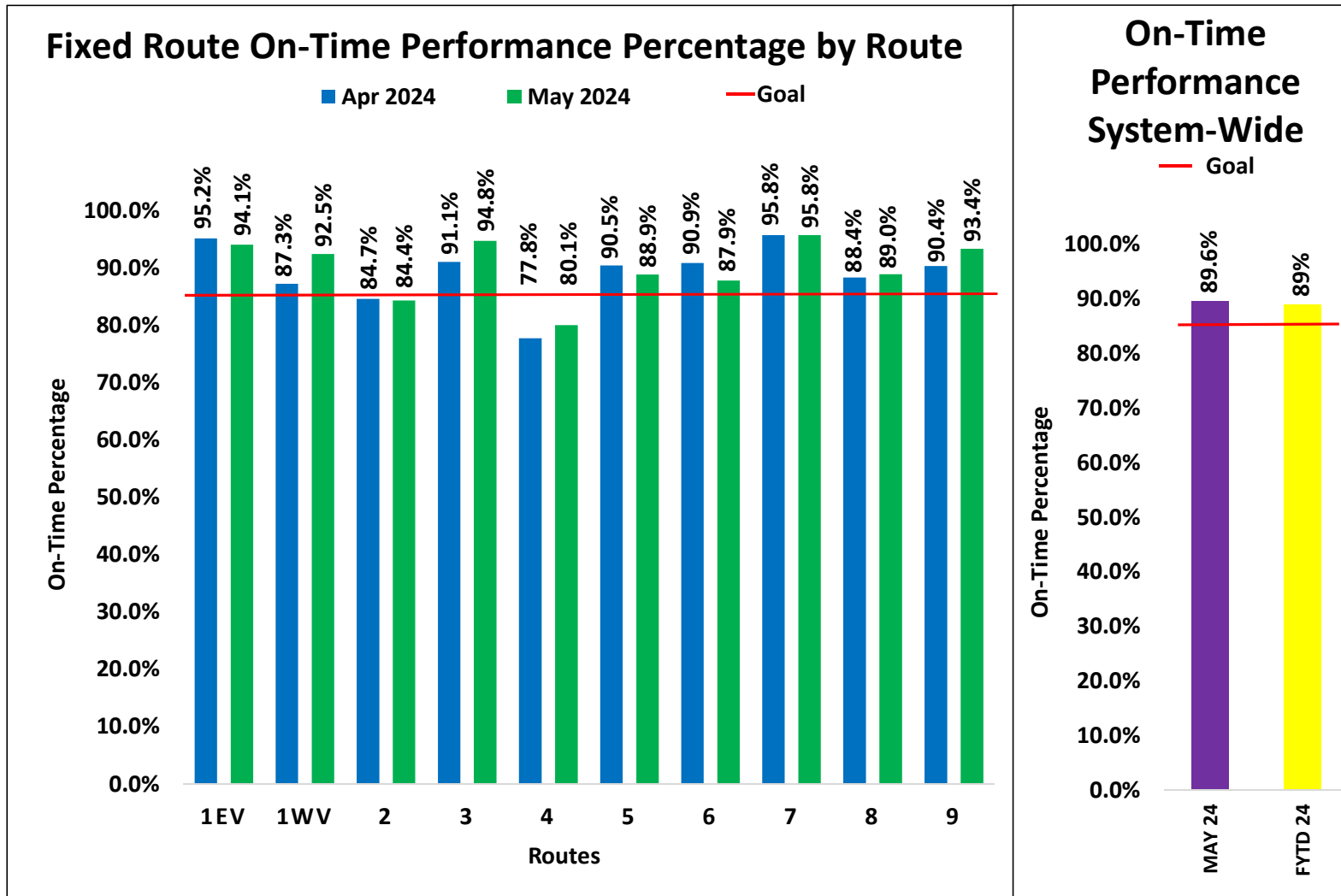
- SunRide system-wide carried the highest number of passengers to-date in May with 2,152. This is an increase of 5% over April and an increase of 60% over May 2023.
- Palm Desert continues to grow with 677 trips by 713 passengers. This is an increase of 3% when compared to April 2024, and an increase of 35% when compared to 2023. This is the strongest geo-fence for rideshares at 47%.
- La Quinta continues to struggle with 20 trips by 23 passengers, a decrease of 49% when compared to the strongest month of March 2024.
- Desert Hot Springs/Desert Edge was up 15% in May when compared to April, with 303 trips by 316 passengers. This is the second strongest rideshare geo-fence at 30%.
- Mecca/North Shore saw its strongest ridership in May with 97 trips by 1233 passengers, an increase of 18% over April, and ridership is up 118% when compared to April 2023.

Fixed Route

- Fixed route's on-time performance had an increase of 1.6% from April 2024 at 88% to May 2024 at 89.6%. For May, the Agency exceeded the service standard goal of 85%.
 - Routes 2 and 4 did not meet their service standard goal due to continuous road closures at Gene Autry Trl. and Vista Chino wash during windy conditions.
- Late departures had an increase of 1.6% in May 2024, when compared to the previous month.
- Early departures remained the same when compared to the previous month at 0.4%. However, Routes 2 and 4 had an increase due to operator error, which management has taken corrective actions.
- For May 2024, 16% of SunLine's fixed route operator workforce was absent when compared to May 2023 at 24%.
- For May 2024, the workforce was at a total of 144 operators when compared to May 2023 at 138 operators.

Recommendation:

Receive and file.



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

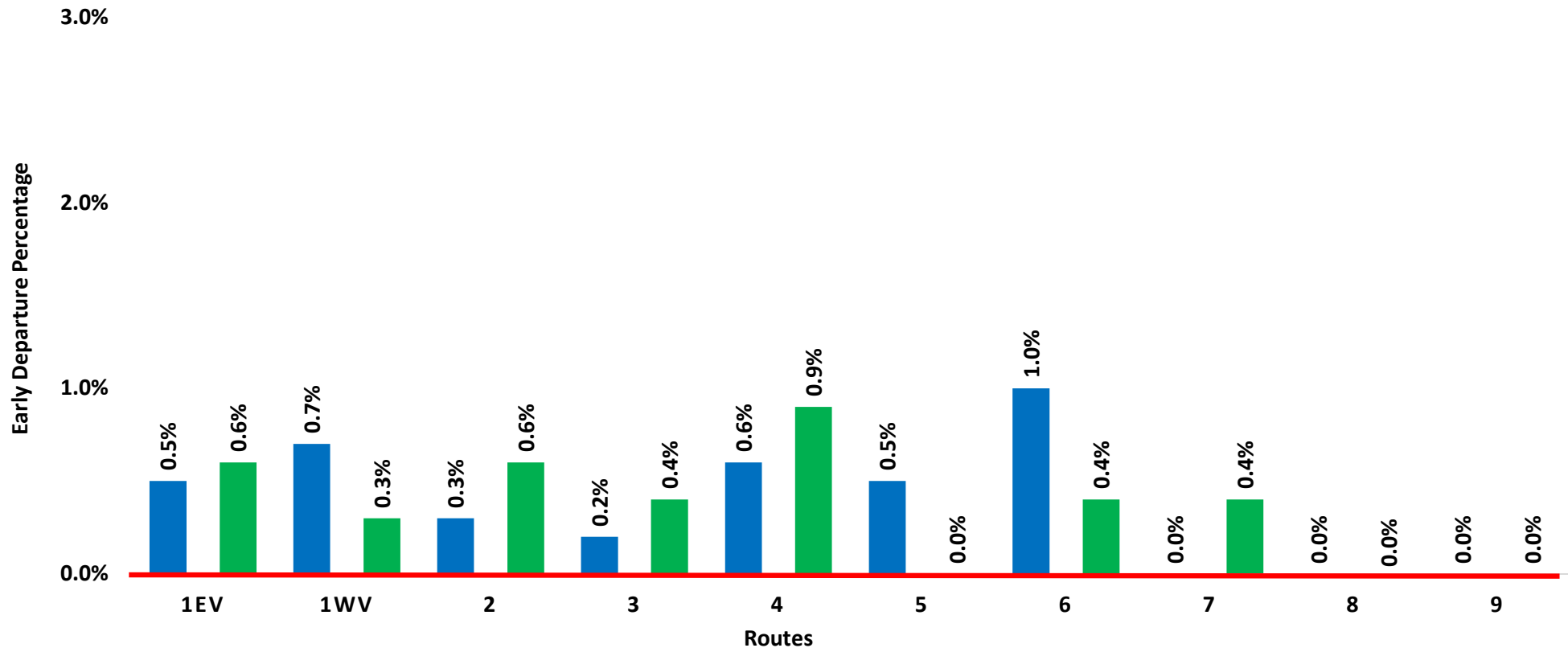
Goal: Minimum target for On-Time Performance is 85%.

Note: For the month of May 2024, the Agency's on-time performance was at 89.6%, when compared to May 2023 at 87.8%. This is an increase of 1.8%.

Fixed Route Early Departure Percentage by Route

■ Apr 2024

■ May 2024

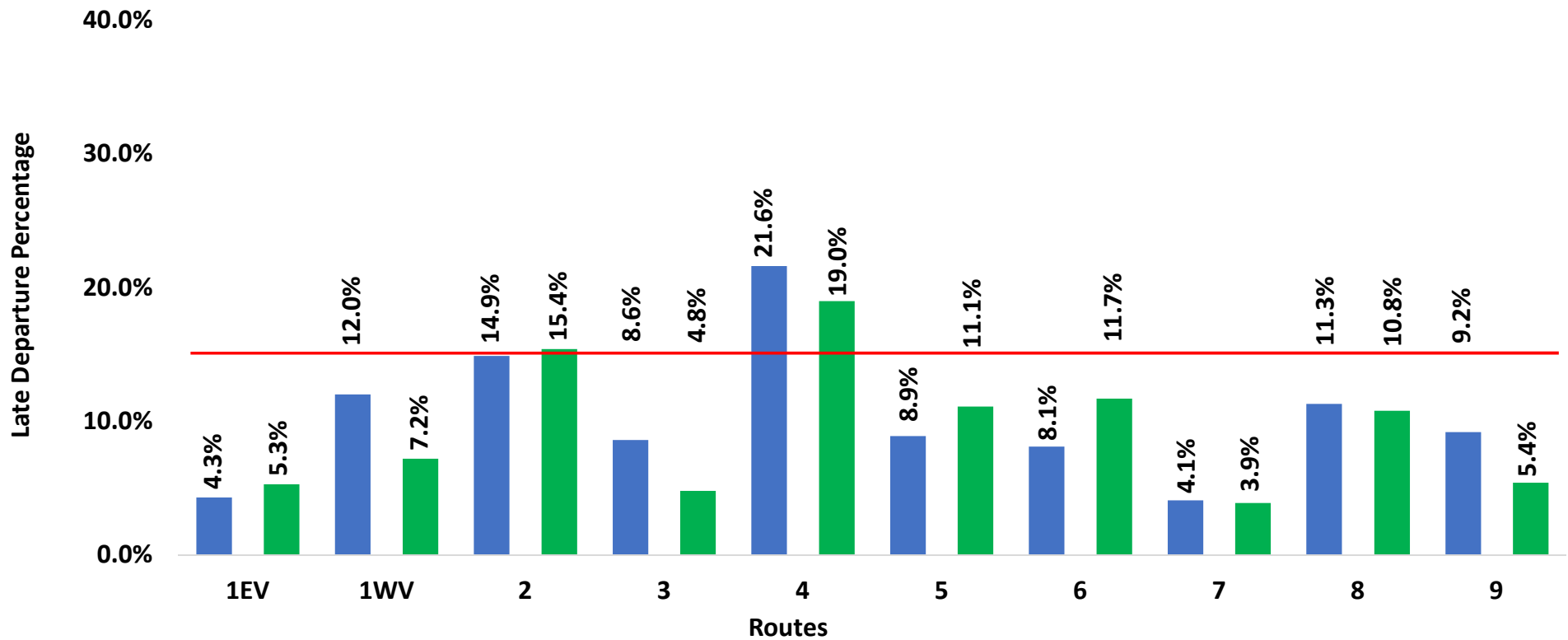


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Fixed Route Late Departure Percentage by Route

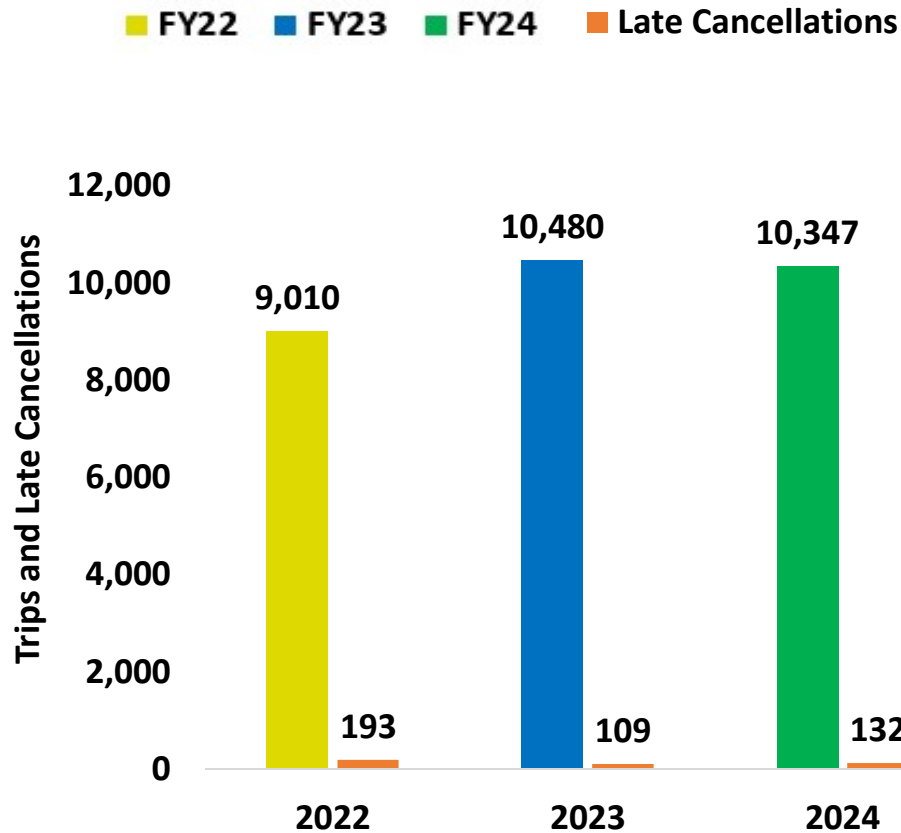
■ Apr 2024 ■ May 2024 — Goal



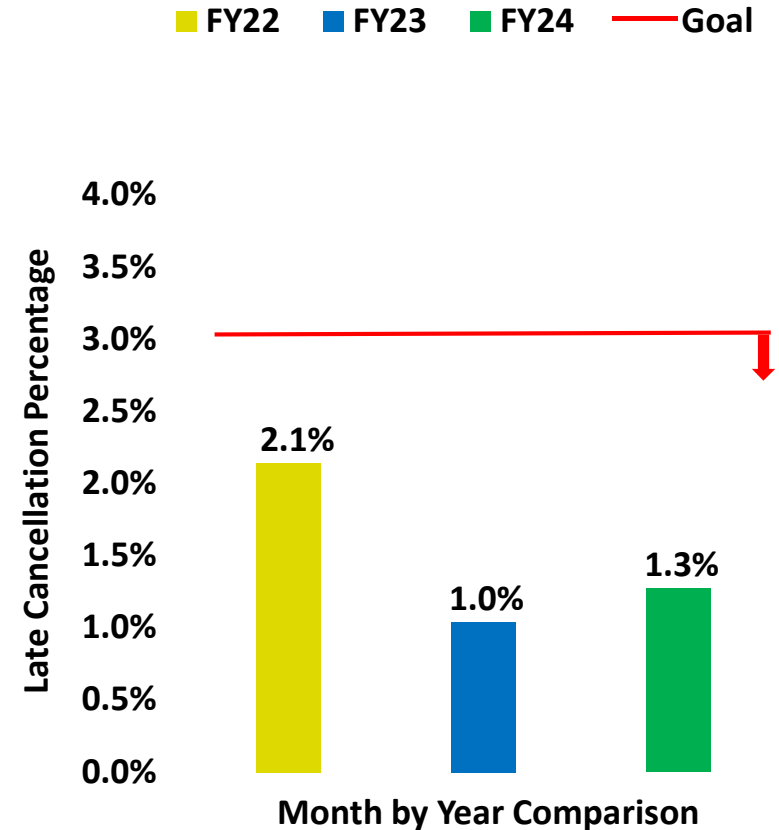
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Paratransit Total Trips vs. Late Cancellations May



Late Cancellations by Percentage



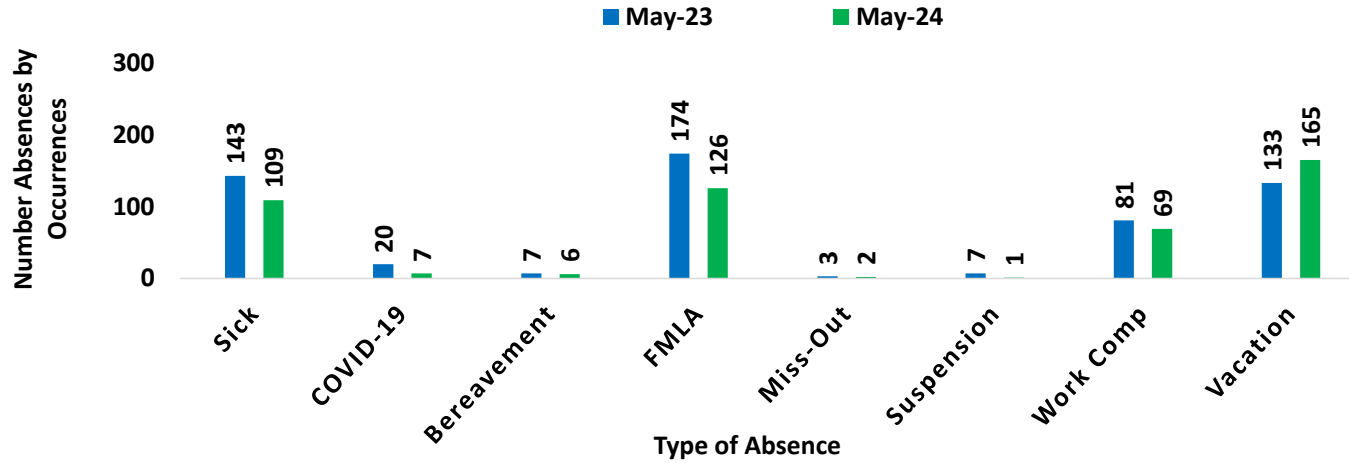
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

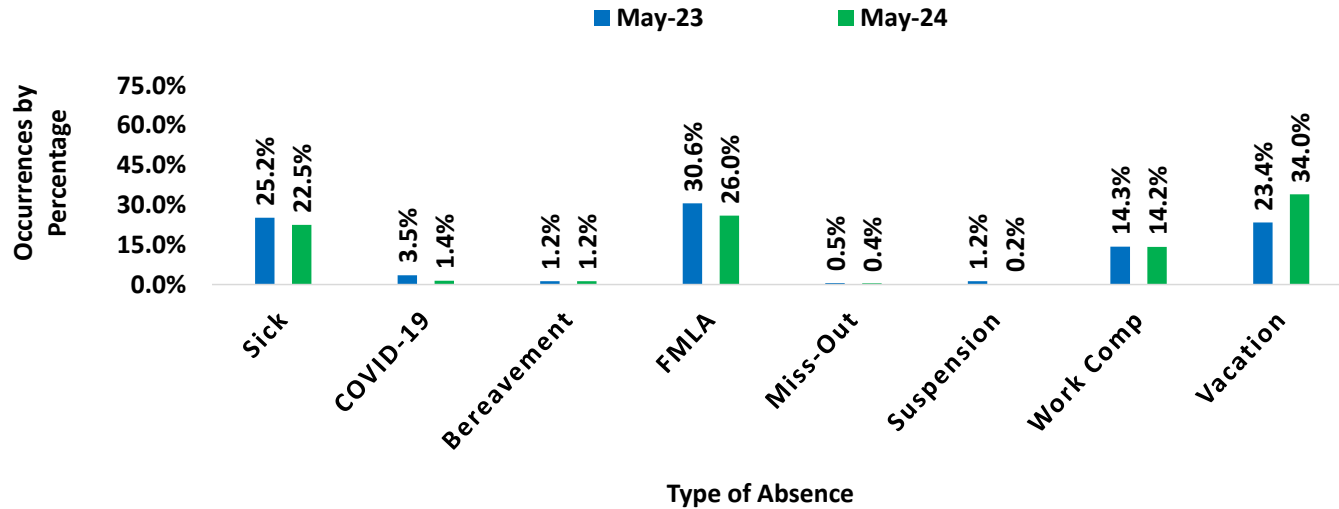
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

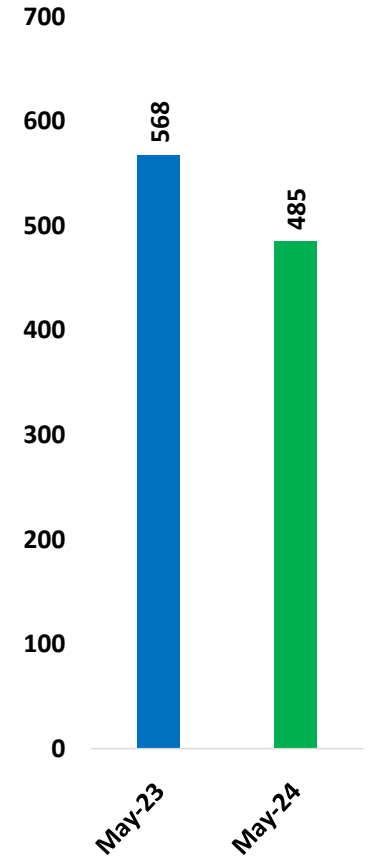
Fixed Route Operator Absence by Type



Fixed Route Operator Absence Type by Percentage



Fixed Route Total Absence Occurrences

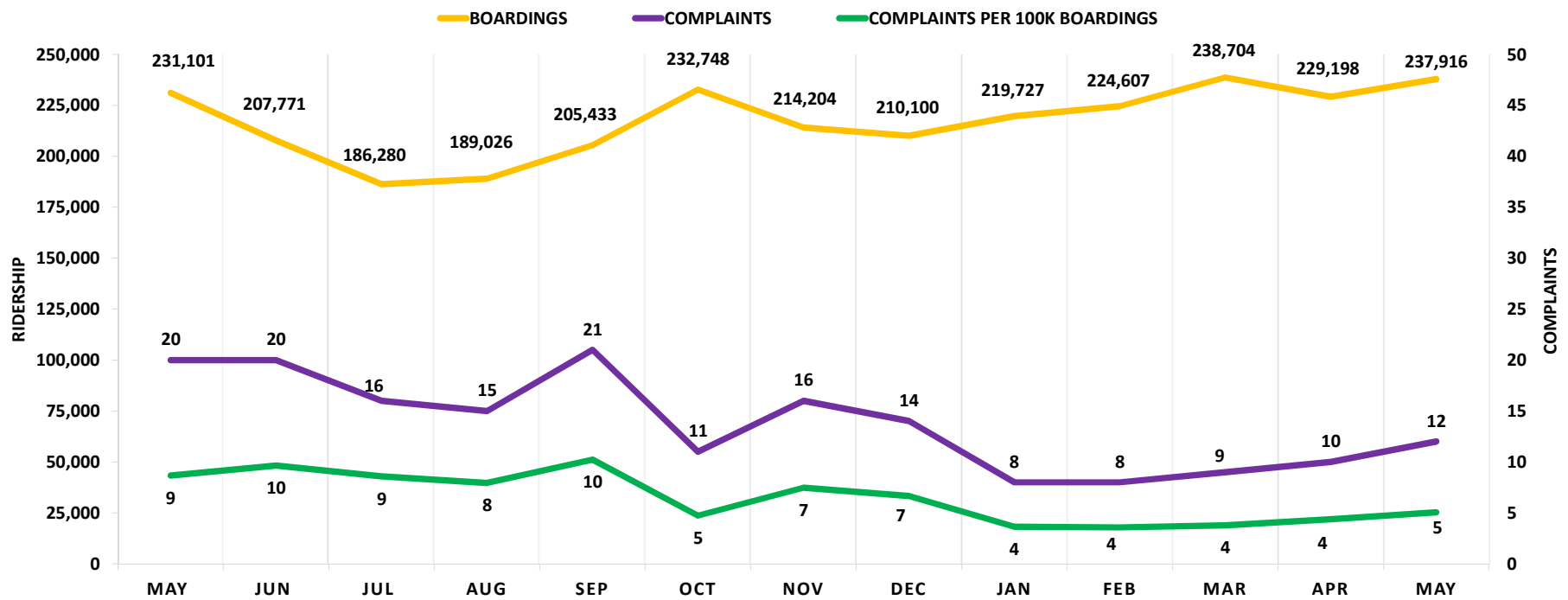


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers.

For the month of May 2024, 16% of SunLine's fixed route operator workforce was absent when compared to May 2023 at 24%.

For the month of May 2024, workforce was at a total of 144 operators when compared to May 2023 at 138 operators.

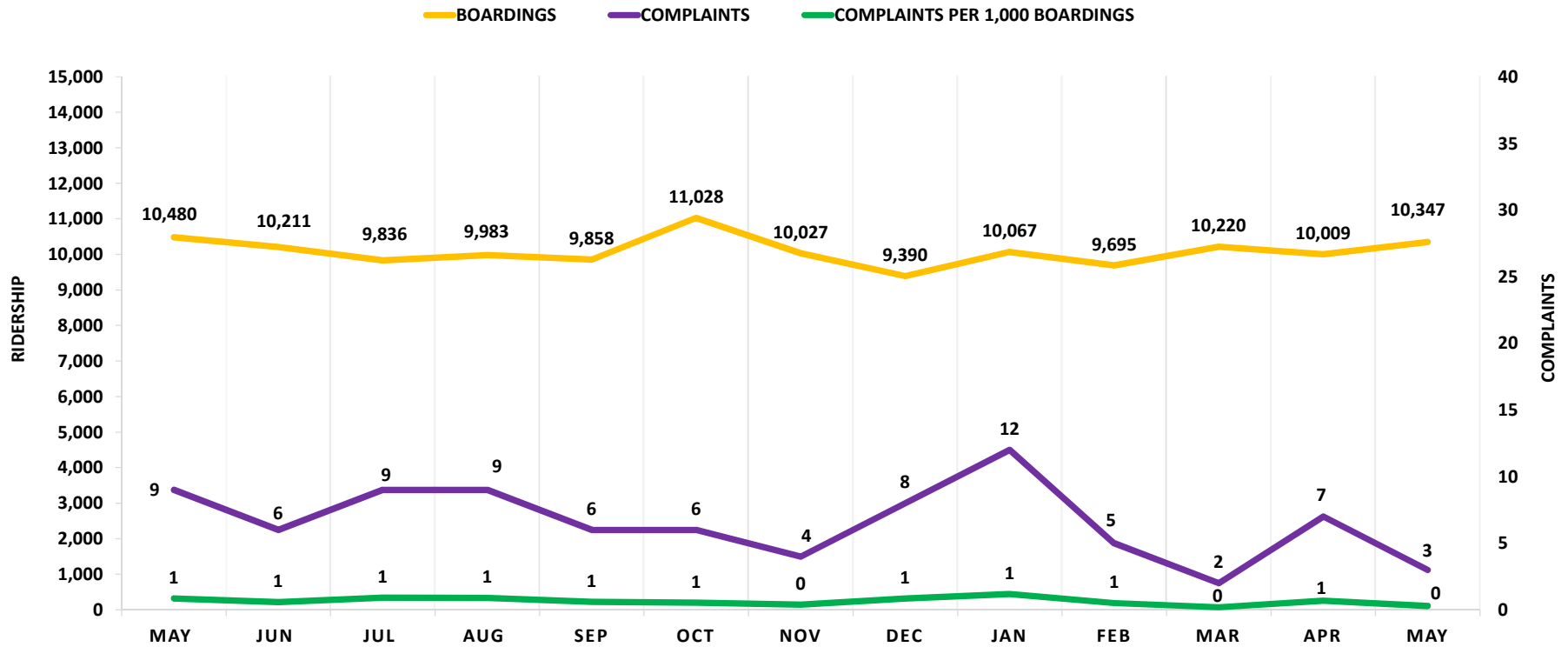
Fixed Route Customer Complaints May 2023 to May 2024



This chart represents the number of boardings and total valid complaints, as well as the number of valid complaints per 100,000 boardings for the fixed route system.

For the month of May, 99.99% of our total boardings did not receive a complaint.

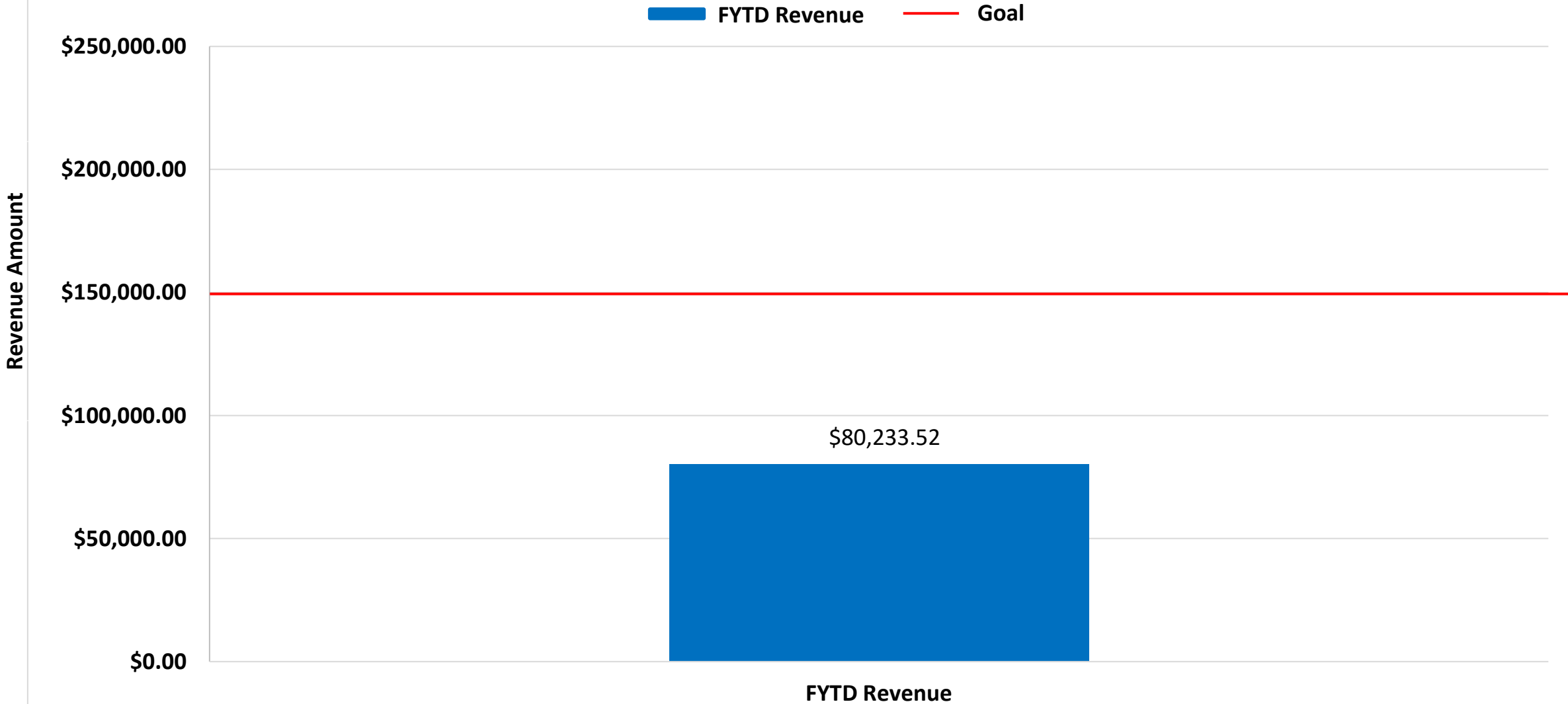
Paratransit Customer Complaints May 2023 to May 2024



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

For the month of May, 99.97% of our total boardings did not receive a complaint.

Advertising Revenue
FYTD Revenue vs. Yearly Goal
April 2024



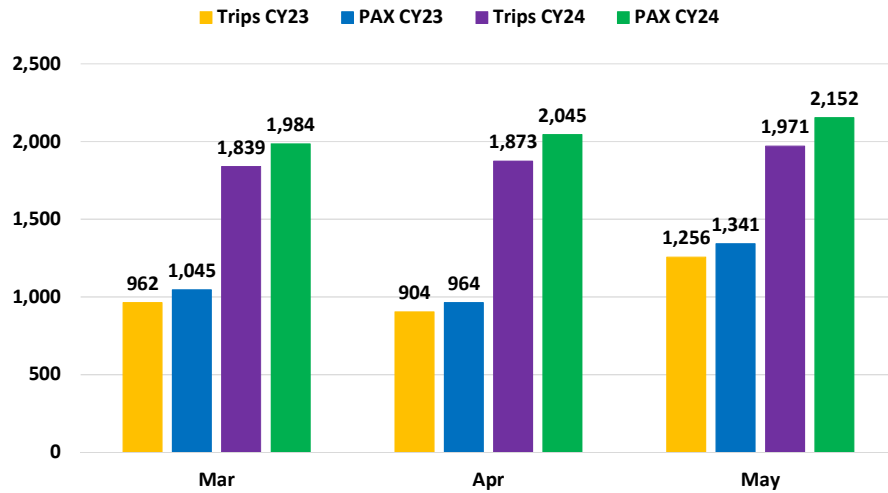
Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2024

Total Completed Trips: 9,379

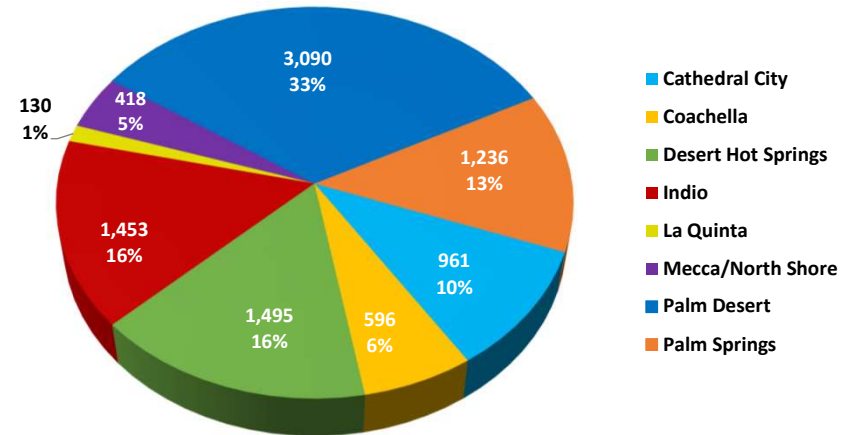
Total Number of Passengers: 10,114

Three Month Trips by Passengers Comparison



This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

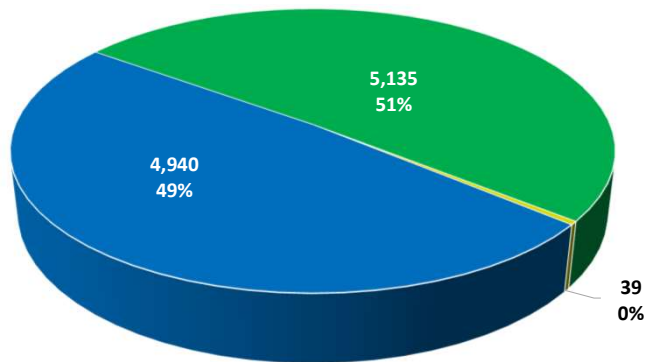
**Trips by Zone
CYTD 2024**



This pie chart illustrates the number and percentage of trips completed by each geo-fence zone for the calendar year to date (CYTD) 2024.

**SunRide Payment Method
CYTD 2024**

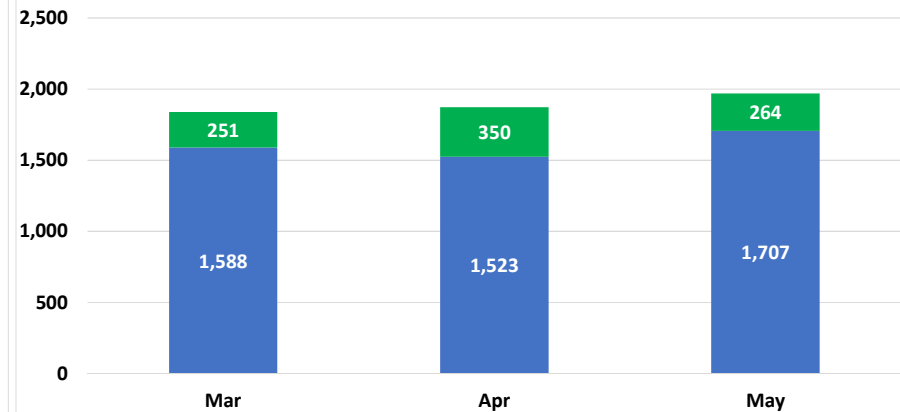
■ Credit Card ■ Cash ■ Manual Transfer Card



This pie chart illustrates the chosen method of payment for SunRide passengers by number and percentage of riders for calendar year to date (CYTD) 2024.

Trip Booking Method

■ App ■ Call-In



This chart illustrates rider trip booking methods for the three (3) most recent months.



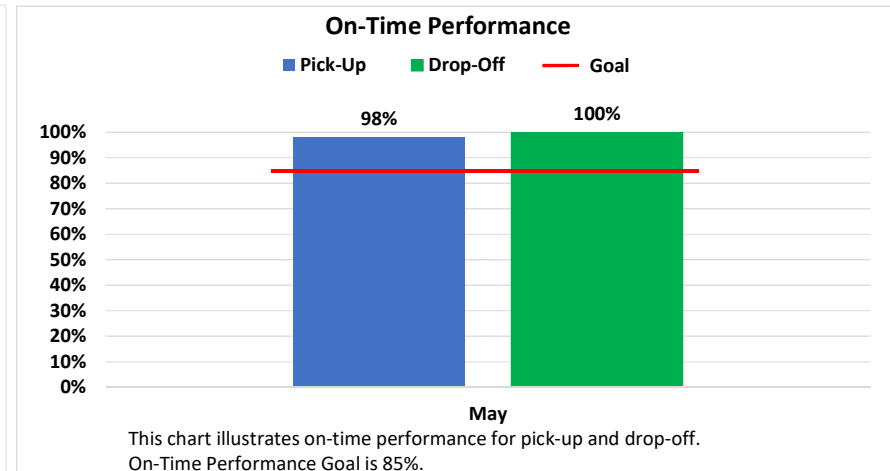
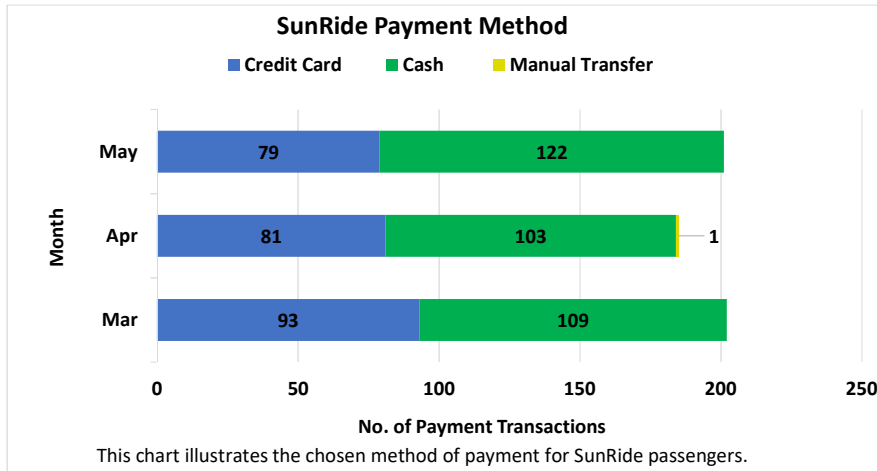
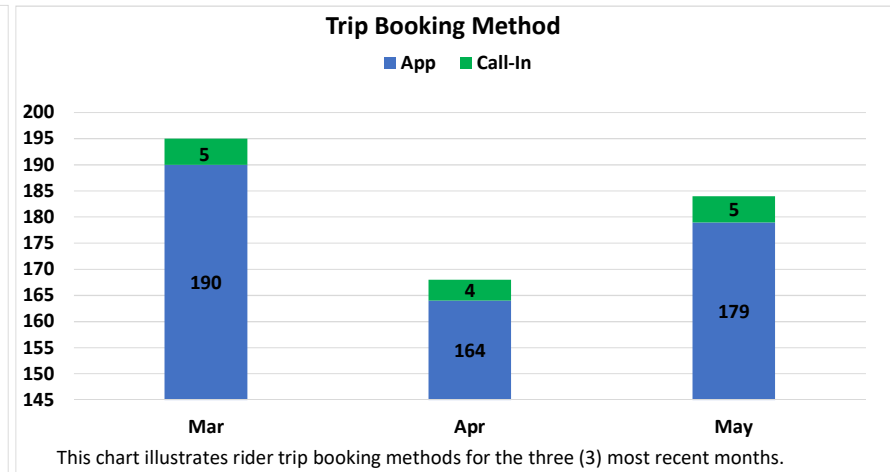
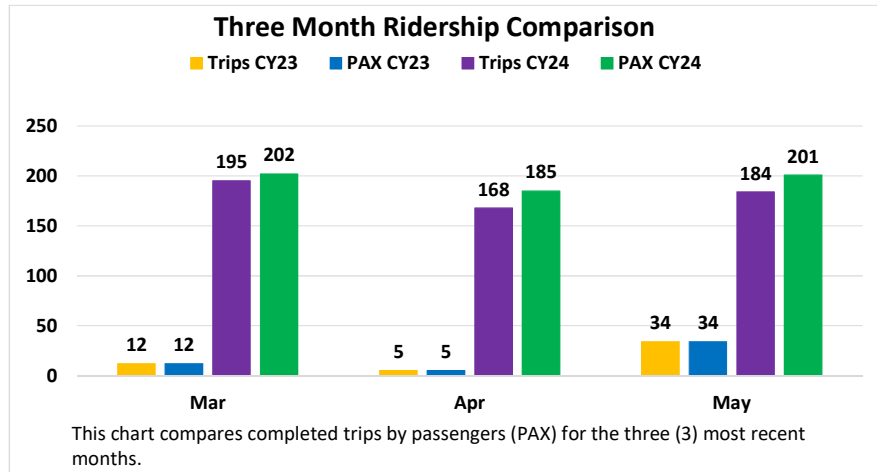
Percentage of Trips System-wide as Ridesharing: 28%.

[Based on No. of Shared Rides for the month (552) divided by Total Trips Completed (1,971)].

Cathedral City Geo-Fence Metrics CYTD 2024

Total Completed Trips: 961

Total Number of Passengers: 1,009



Percentage of Trips as Ridesharing: Five (5) percent.
 [Based on No. of Shared Rides for the month (10) divided by Total Trips Completed (184).]

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



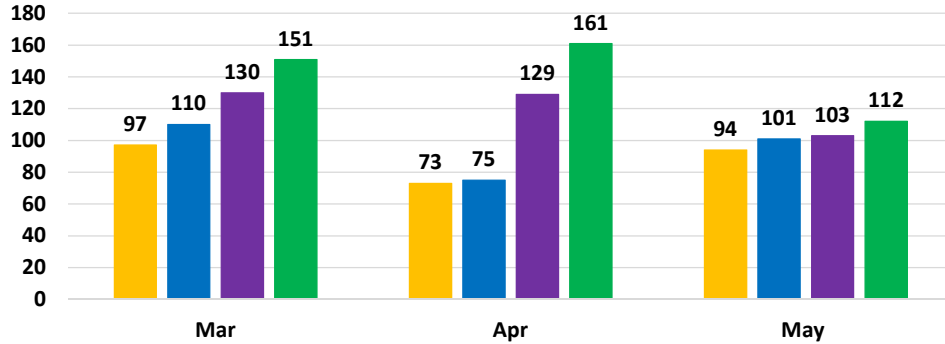
Coachella Geo-Fence Metrics CYTD 2024

Total Completed Trips: 596

Total Number of Passengers: 678

Three Month Trip by Passenger Comparison

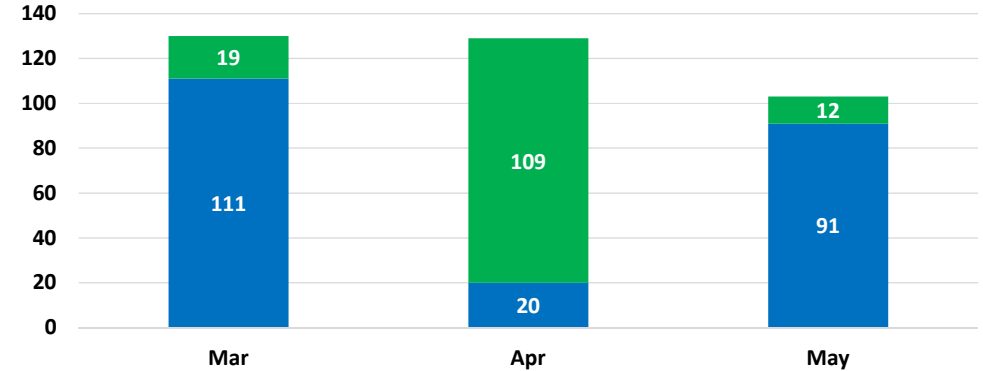
Trips CY23 PAX CY23 Trips CY24 PAX CY24



This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method

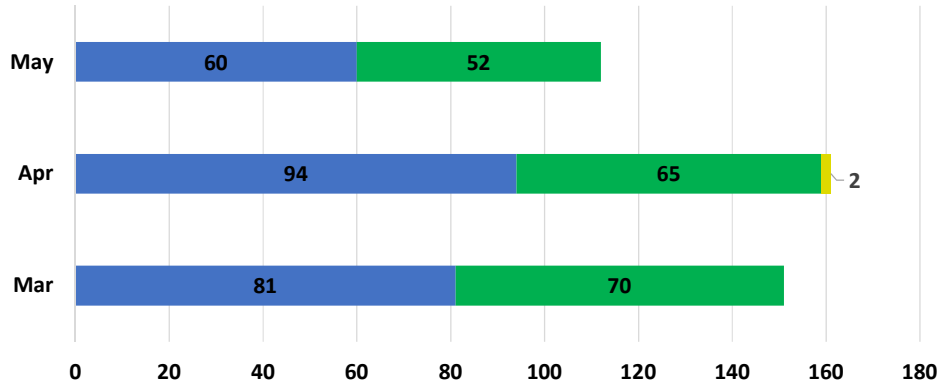
App Call-In



This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method

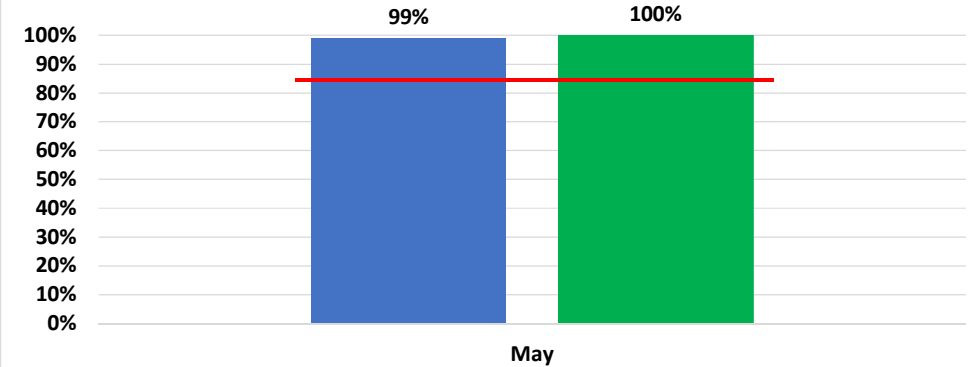
Credit Card Cash Manual Transfer



This chart illustrates the chosen method of payment for SunRide passengers.

On-Time Performance

Pick-Up Drop-Off Goal



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 14%.

[Based on No. of Shared Rides for the month (61) divided by Total Trips Completed (431).]

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

Goal: 4.5

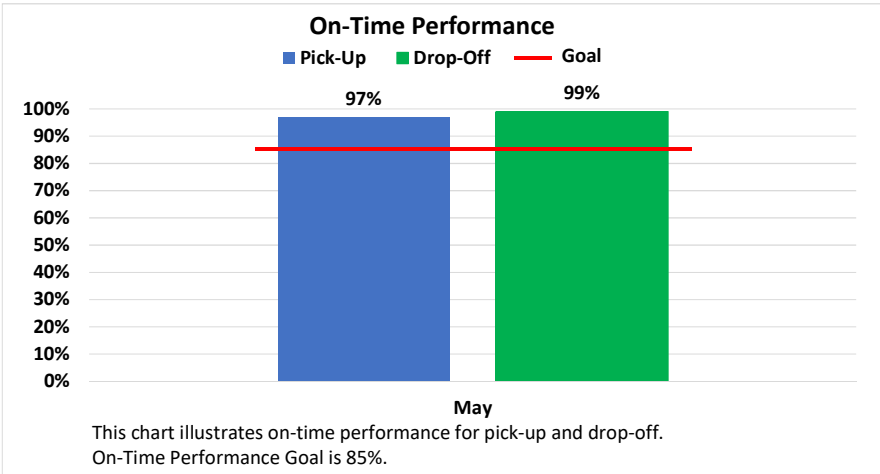
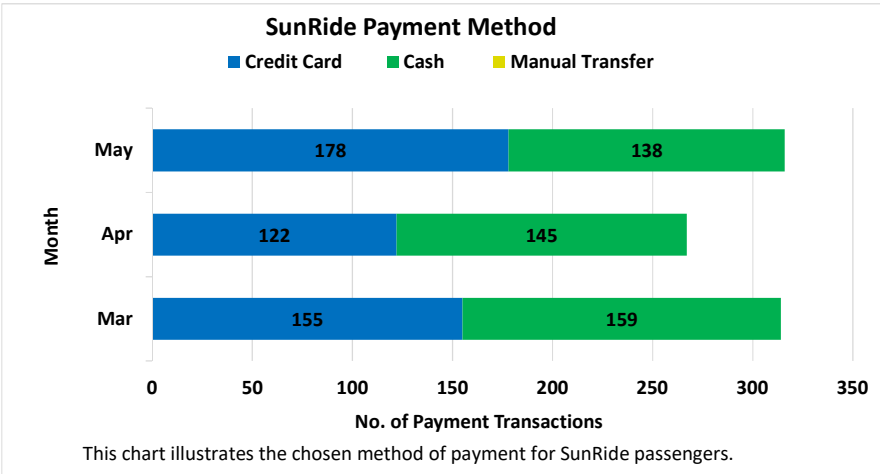
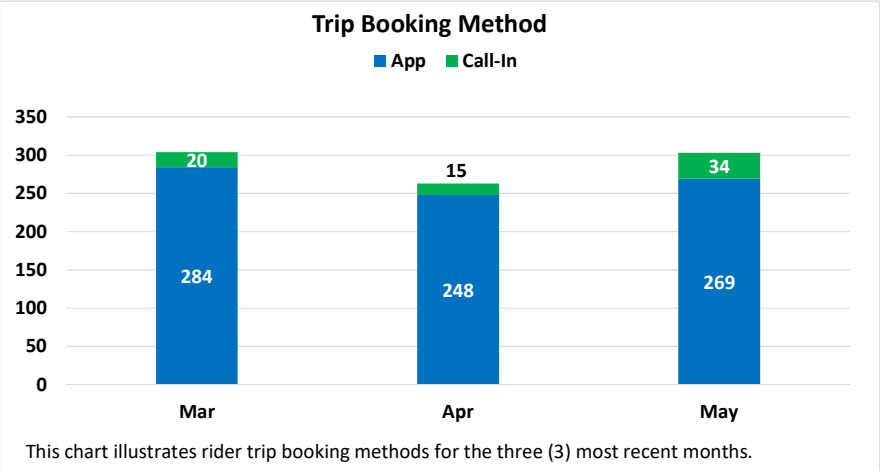
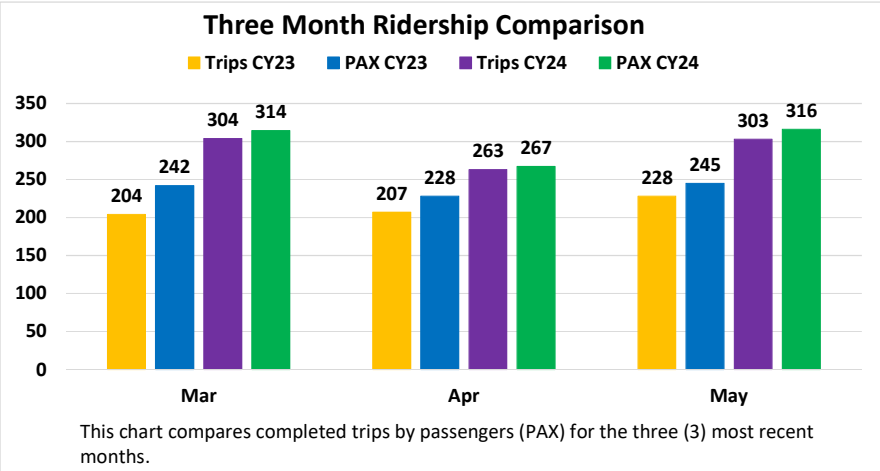


EXCEEDS GOAL!

Desert Hot Springs/Desert Edge Geo-Fence Metrics
CYTD 2024

Total Completed Trips: 1,495

Total Number of Passengers: 1,561



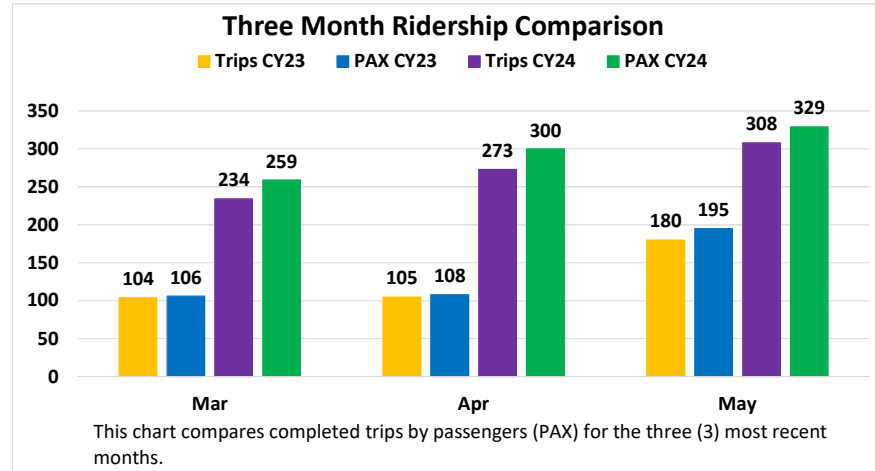
Percentage of Trips as Ridesharing: 30%.
[Based on No. of Shared Rides for the month (91) divided by Total Trips Completed (303).]

Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5

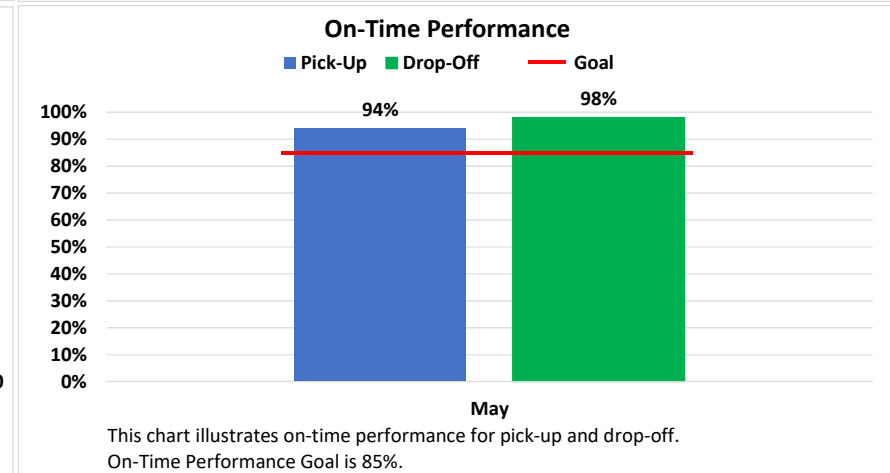
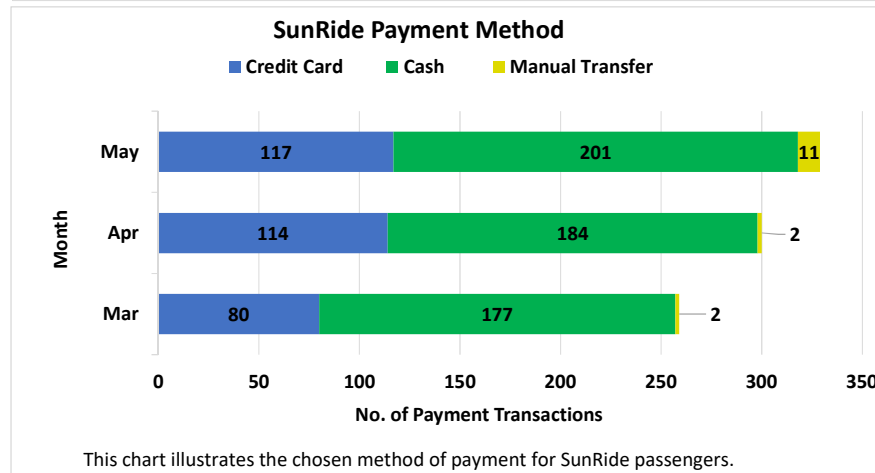
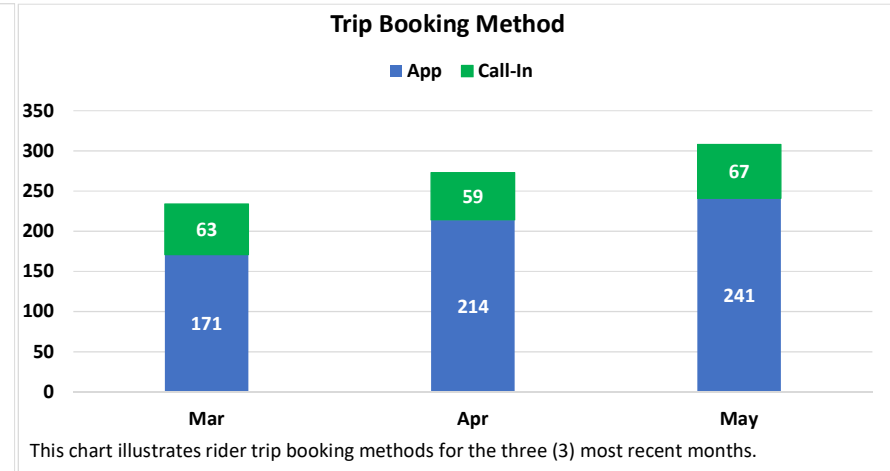


Indio Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,453



Total Number of Passengers: 1,587



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 14%.

[Based on No. of Shared Rides for the month (61) divided by Total Trips Completed (431).]

Customer Satisfaction Rating

Avg. rider trip rating 4.8

Goal: 4.5



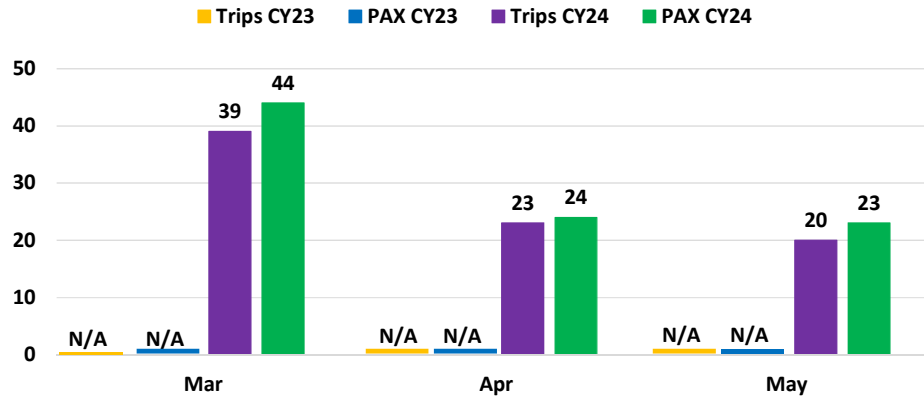
EXCEEDS GOAL

La Quinta Geo-Fence Metrics CYTD 2024

Total Completed Trips: 130

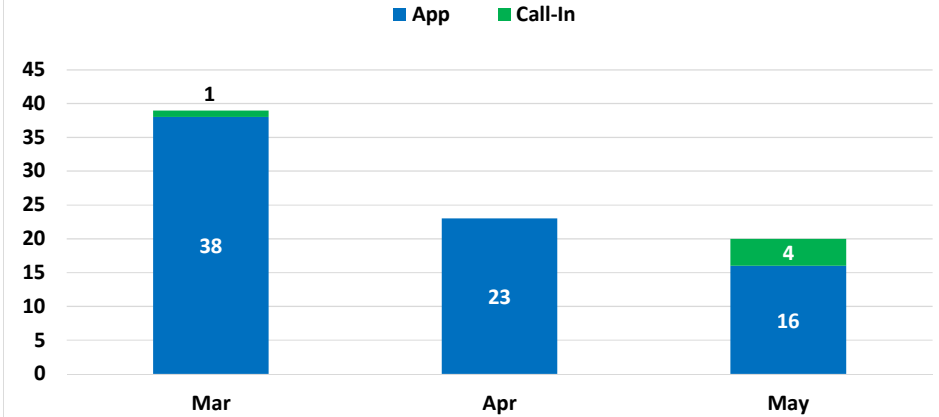
Total Number of Passengers: 145

Trip by Passenger Comparison



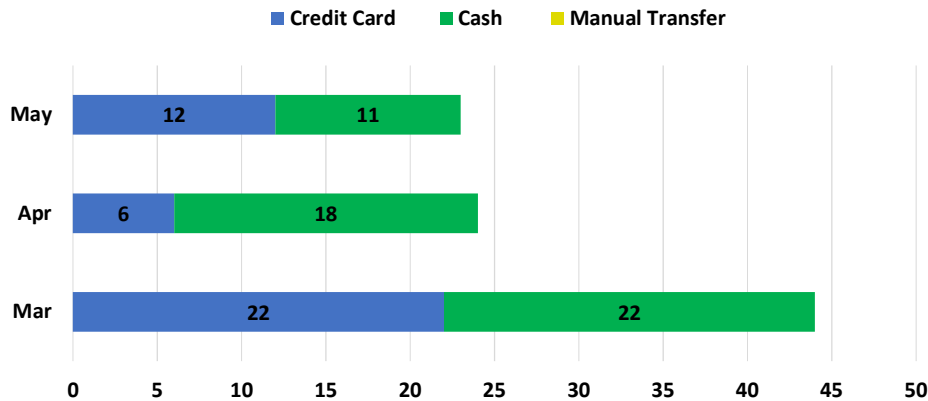
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



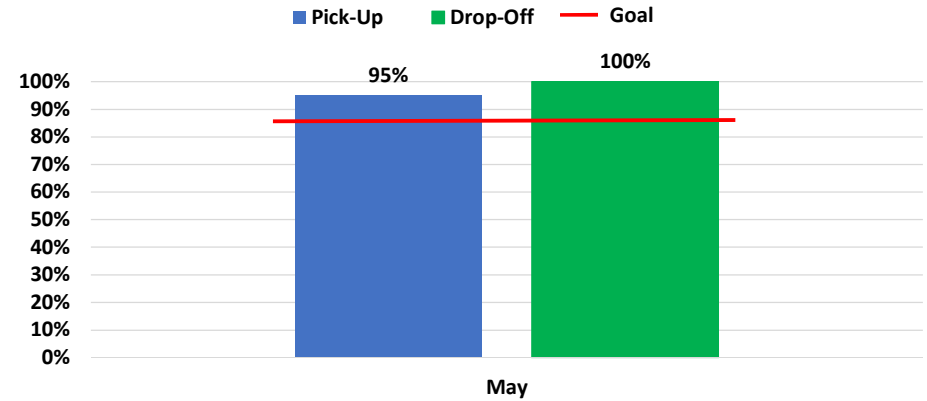
This chart illustrates rider trip booking methods for the month.

SunRide Payment Method



This chart illustrates the chosen method of payment for SunRide passengers.

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off. On-Time Performance Goal is 85%.



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 14%.

[Based on No. of Shared Rides for the month (61) divided by Total Trips Completed (431).]

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

Goal: 4.5



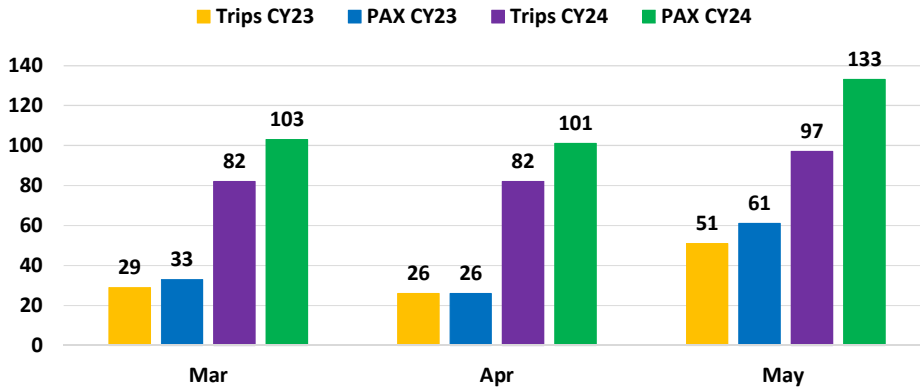
Exceeds Goal

Mecca/North Shore Geo-Fence Metrics CYTD 2024

Total Completed Trips: 418

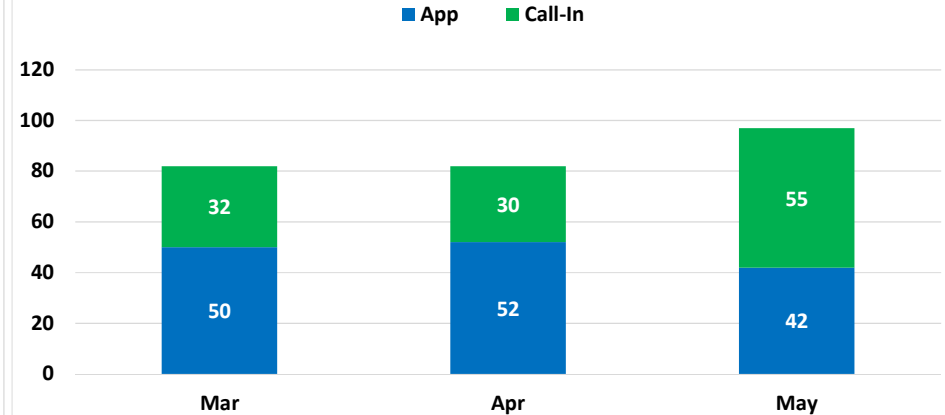
Total Number of Passengers: 527

Three Month Trip by Passenger Comparison



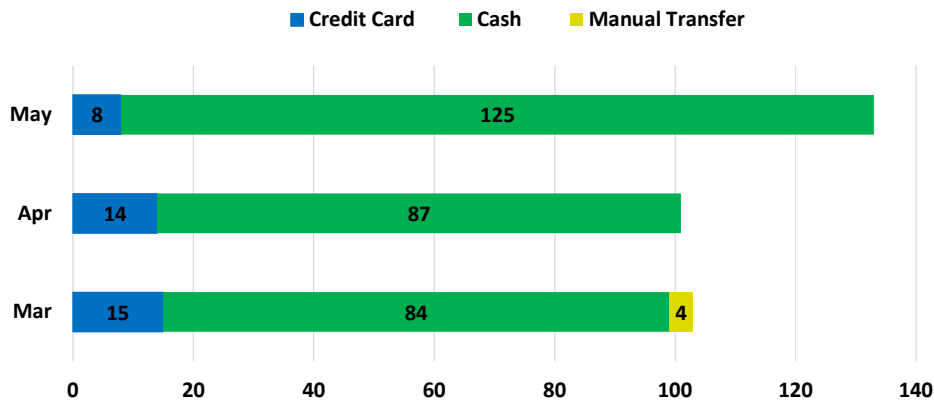
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



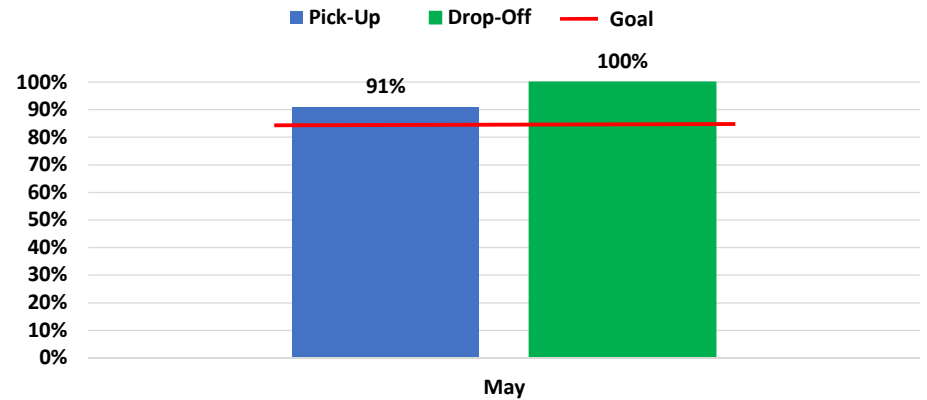
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



This chart illustrates the chosen method of payment for SunRide passengers.

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: 11%.

[Based on No. of Shared Rides for the month (11) divided by Total Trips Completed (97).]

Customer Satisfaction Rating

Avg. rider trip rating: 4.8

Goal: 4.5



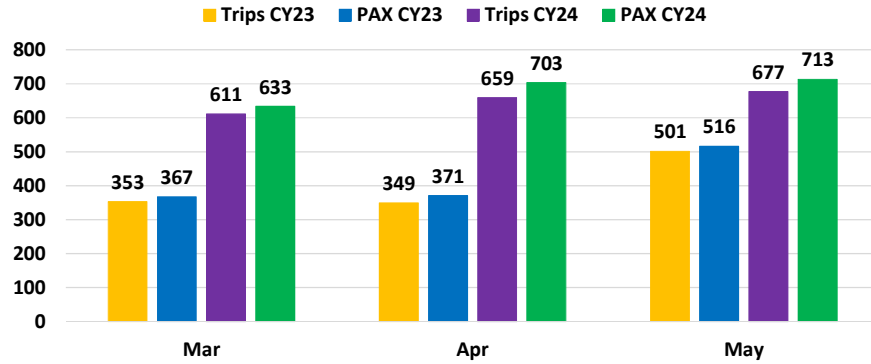
Exceeds Goal

Palm Desert Geo-Fence Metrics CYTD 2024

Total Completed Trips: 3,090

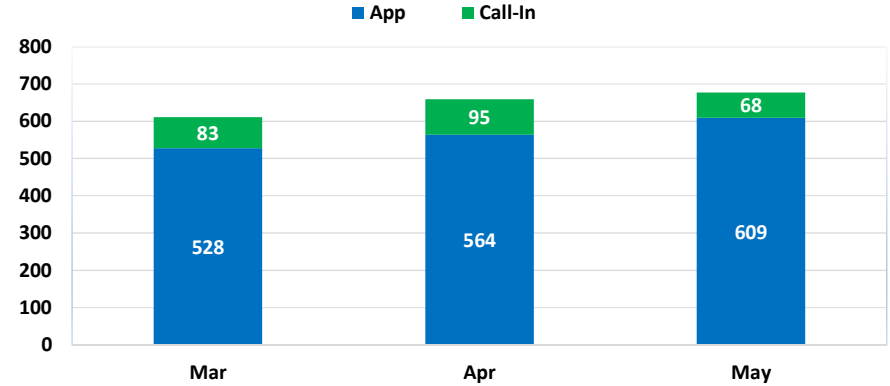
Total Number of Passengers: 3,231

Three Month Trip by Passenger Comparison



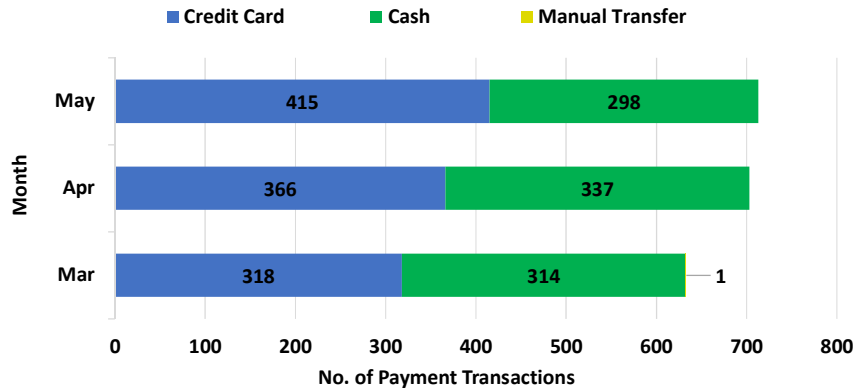
This chart compares completed trips by passengers (PAX) for the three (3) most recent months.

Trip Booking Method



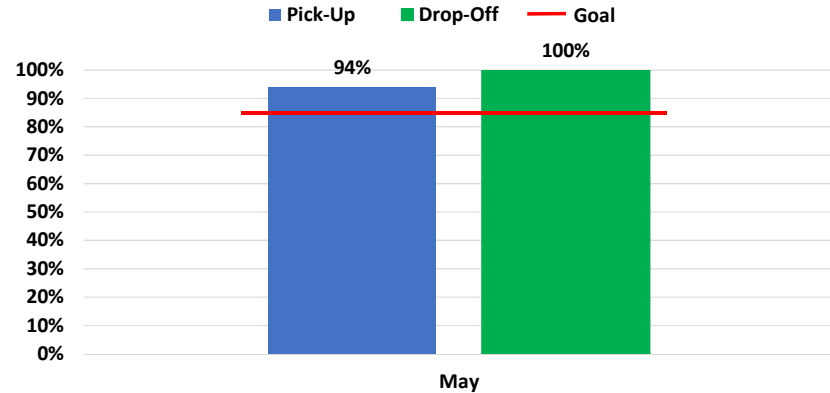
This chart illustrates rider trip booking methods for the three (3) most recent months.

SunRide Payment Method



This chart illustrates the chosen method of payment for SunRide passengers.

On-Time Performance



This chart illustrates on-time performance for pick-up and drop-off.
On-Time Performance Goal is 85%.



Percentage of Trips as Ridesharing: 47%.

[Based on No. of Shared Rides for the month (316) divided by Total Trips Completed (677).]

Customer Satisfaction Rating

Avg. rider trip rating: 4.0
Goal: 4.5

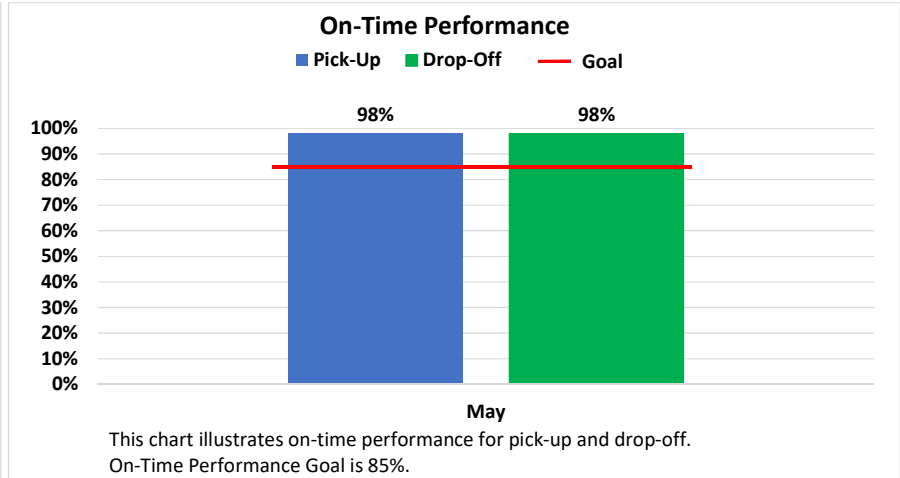
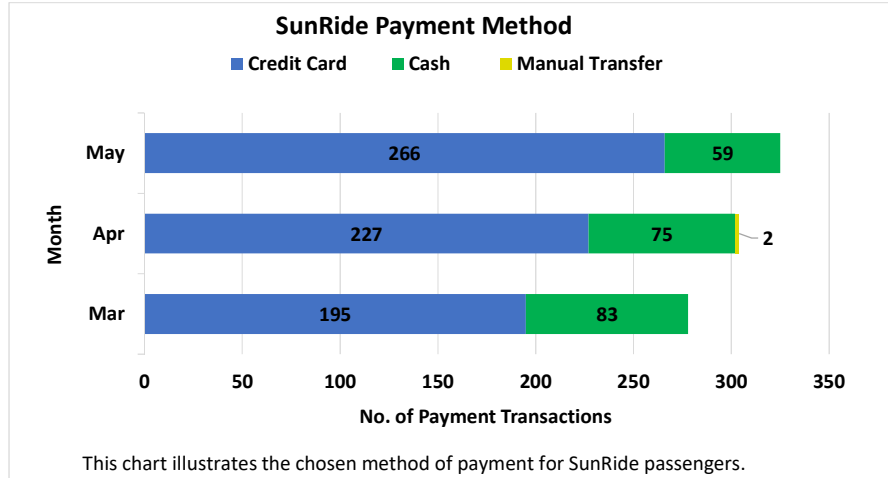
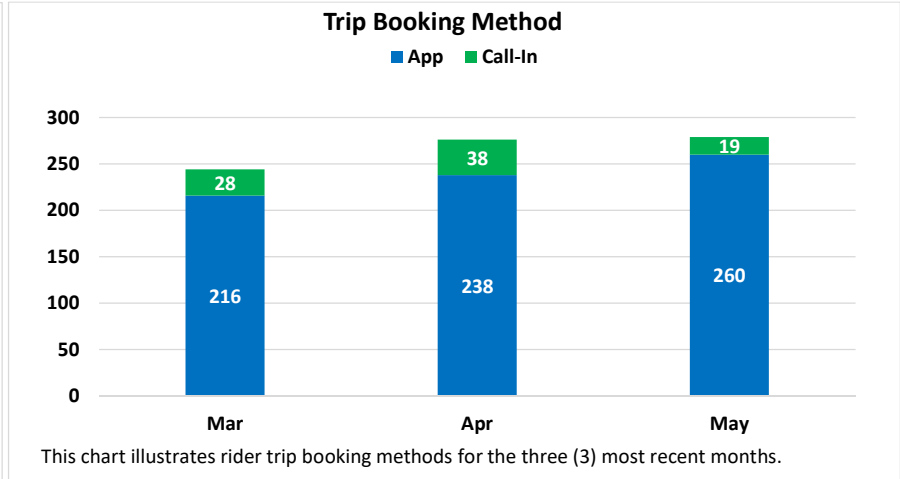
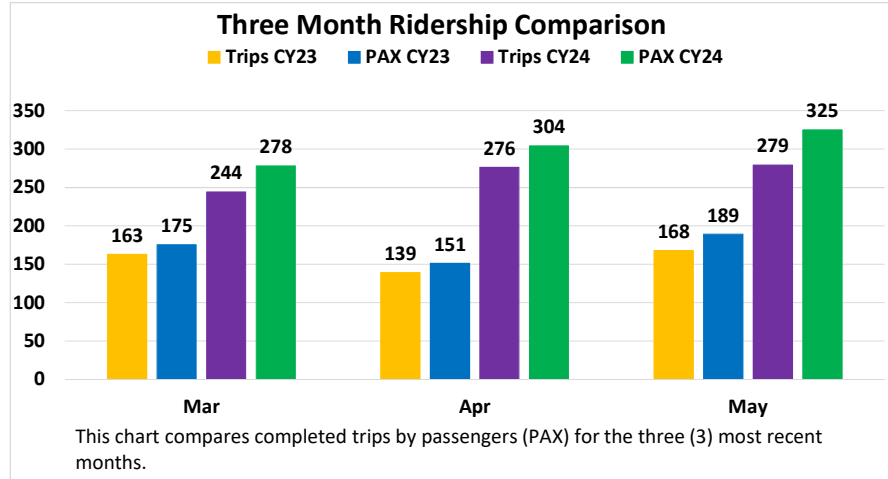


EXCEEDS GOAL!

Palm Springs Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,236

Total Number of Passengers: 1,376



Percentage of Trips as Ridesharing: 22%.

[Based on No. of Shared Rides for the month (63) divided by Total Trips Completed (279).]

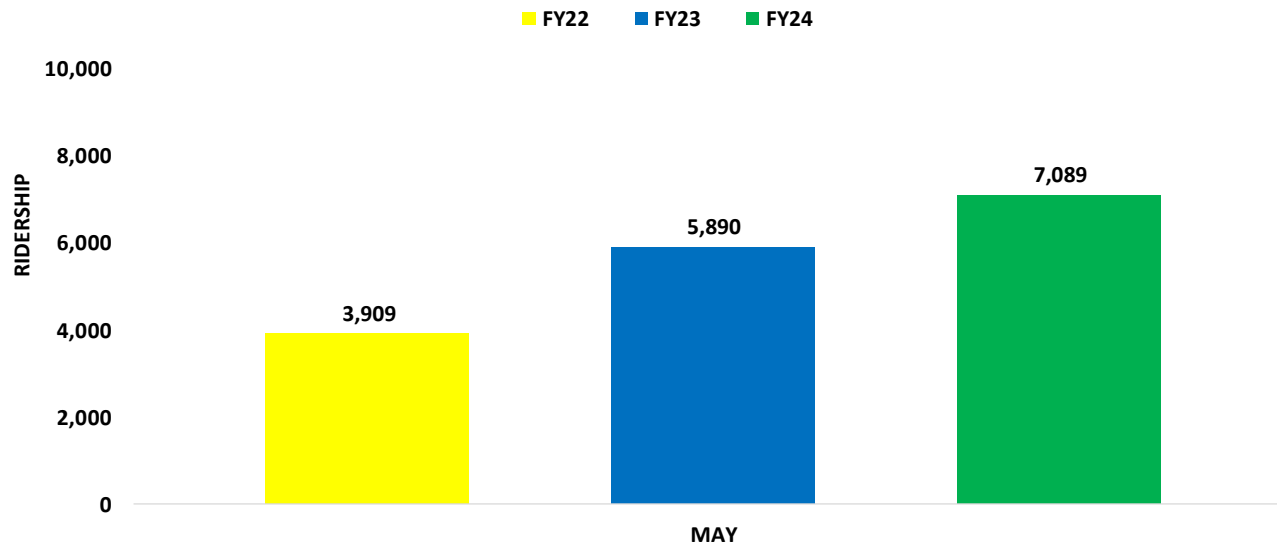
Customer Satisfaction Rating

Avg. rider trip rating 5.0
Goal: 4.5



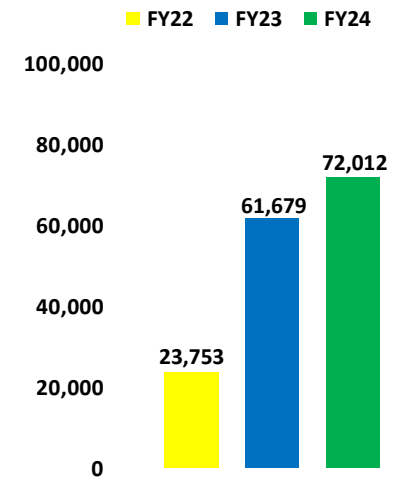
EXCEEDS GOAL

Haul Pass COD Ridership - May 2024



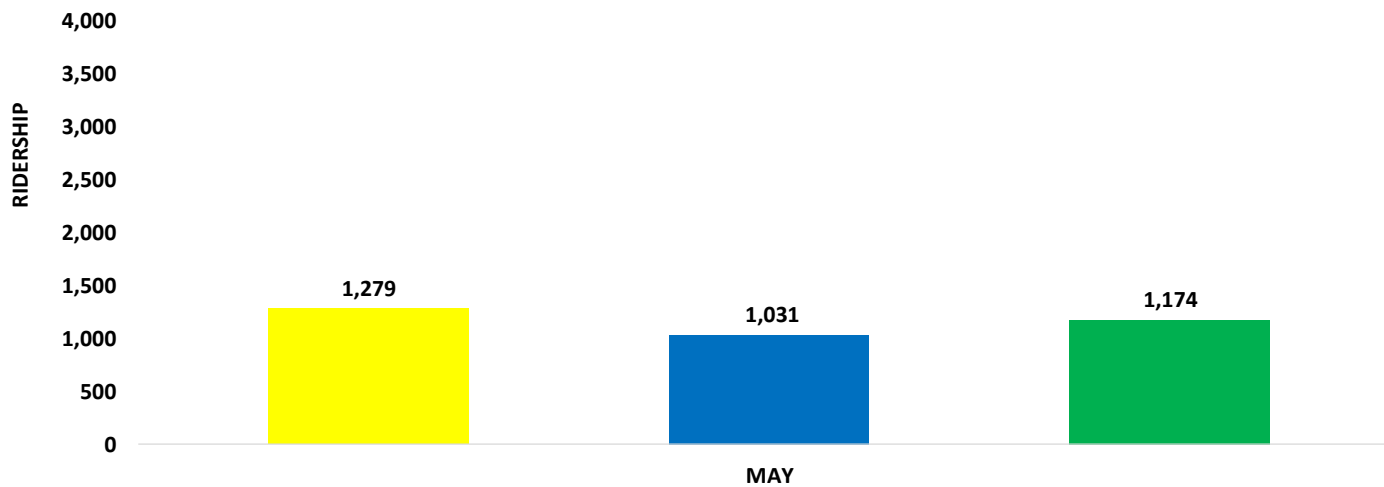
The Haul Pass program was introduced in August 2018.
This chart represents monthly ridership on the Haul Pass COD.
For the month of May 2024, Haul Pass COD contributed with 7,089 rides from 447 unique riders.

COD Fixed Route Ridership Year to Date



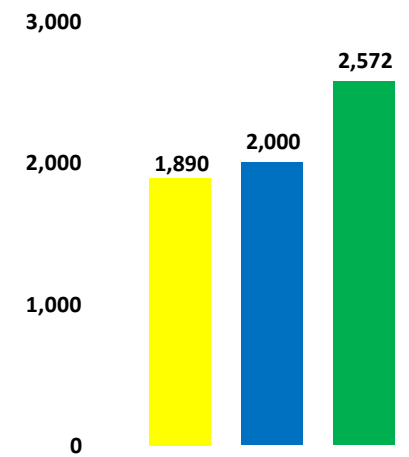
Haul Pass CSUSB Ridership - May 2024

FY22 Route 10 CL FY23 Route 10 CL FY24 Route 10 CL



CSUSB Fixed Route Ridership Total

FY22 FY23 FY24

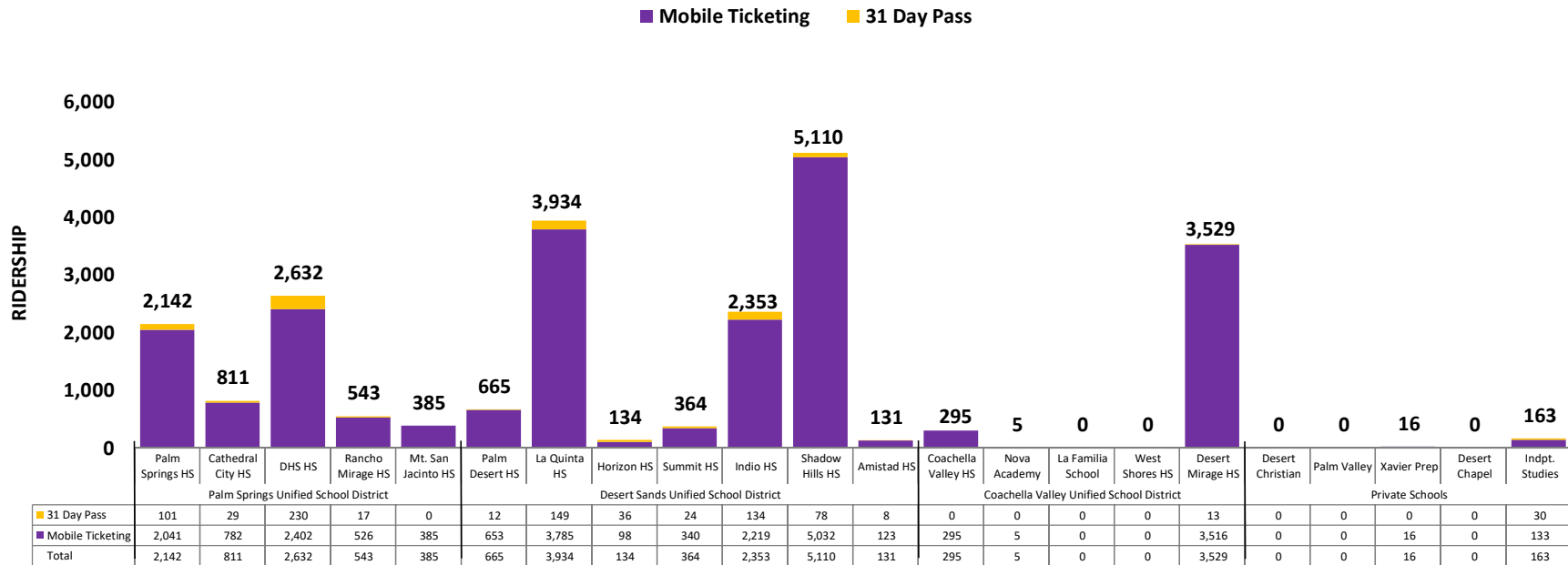


The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

For the month of May 2024, CSUSB contributed 1,389 rides from 231 unique users. From that total, 1,174 rides were used on Route 10 and 215 rides on the fixed route system.

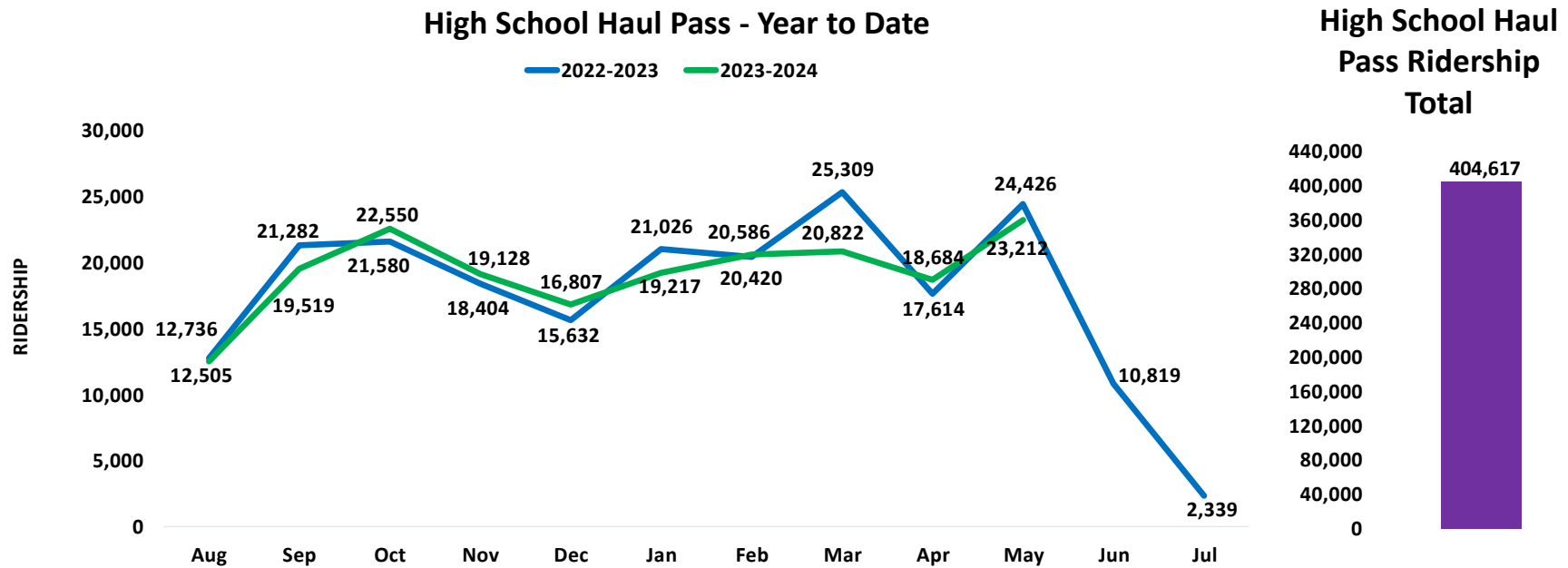
High School Haul Pass - May 2024



The High School Haul Pass program was introduced in August 2021.

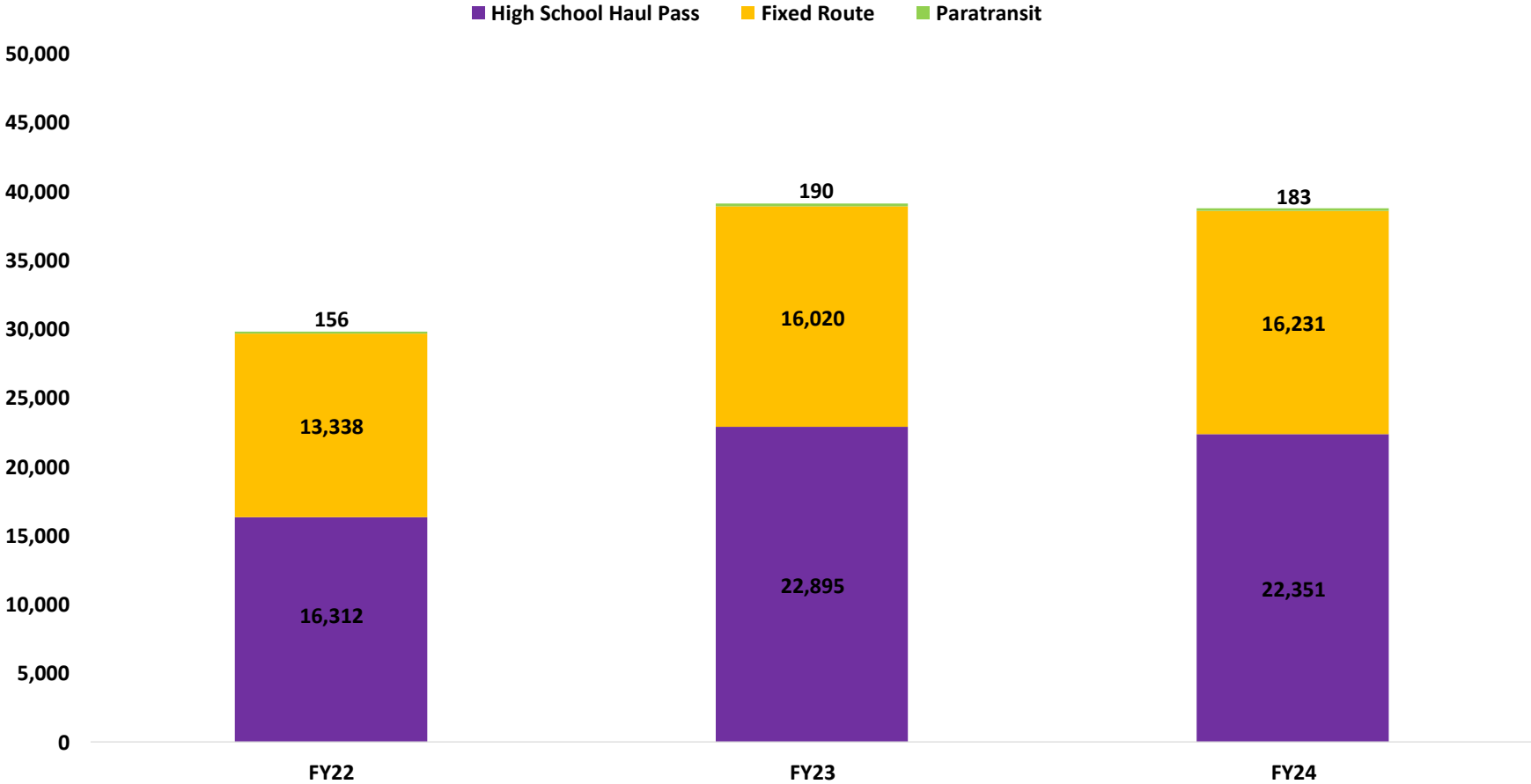
This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass.

The total active users as of May 2024 are 4,157 using the High School Haul Pass.



The High School Haul Pass program was introduced in August 2021.
 This chart represents monthly ridership comparison for the High School Haul Pass.
 Decrease in ridership is due to DSUSD's spring break had one more day versus last year in April.

Mobile Ticketing Usage - May 2024



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for May 2024 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit. A total of 2,240 unique users used mobile ticketing. Unique users made a total of 38,765 rides.

SunLine Transit Agency

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for May 2024

Summary:

The attached report summarizes the Board of Directors' attendance for fiscal year to date May 2024.

Recommendation:

Receive and file.

FY 23/24	Board Member Matrix Attendance													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total Meetings	Total Attended
Desert Hot Springs	X		X	X		X	X	X	X	X			10	8
Palm Desert	X		X	X		X		X	X	X	X		10	8
Palm Springs	X		X	X		X	X		X	X	X		10	8
Cathedral City	X		X	X		X	X	X	X	X	X		10	9
Rancho Mirage	X		X	X		X	X	X	X	X	X		10	9
Indian Wells	X		X	X		X	X		X	X	X		10	8
La Quinta	X		X	X		X	X	X		X	X		10	8
Indio	X		X	X		X	X		X	X	X		10	8
Coachella	X		X	X			X	X	X				10	6
County of Riverside	X		X	X		X	X	X	X	X	X		10	9

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Checks \$1,000 and Over Report for April 2024

Summary:

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

Recommendation:

Receive and file.

SunLine Regulatory Administration
Checks \$1,000 and Over
April 2024

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 04/12/2024	91290	04/17/2024	2,505.64
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/29/2024	91286	04/03/2024	2,121.79
Total Checks Over \$1,000	\$4,627.43			
Total Checks Under \$1,000	\$1,576.11			
Total Checks	\$6,203.54			

SunLine Services Group**CONSENT CALENDAR**

DATE: June 26, 2024

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for April 2024

Summary:

The budget variance report compares revenues and expenses to the respective line item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values. The budgetary figures are represented as a straight line budget. Accordingly, the current monthly budget values are calculated by taking 1/12th of the annual budget. The FYTD budget values for the month of April 2024 are equal to 10/12^{ths} of the yearly budget.

Year to Date Summary

- As of April 30, 2024, the organization's revenues are \$11,287 or 6.85% above the FYTD budget.
- As of April 30, 2024, expenditures are \$58,178 or 35.32% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$69,465.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
April 2024

		Current Month			Year to Date			
Description	FY24 Total Budget	Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	3,500	-	292	(292)	1,525	2,917	(1,392)	56.4%
New Driver Permit Revenue	750	150	63	88	1,800	625	1,175	-140.0%
Taxi Business Permit	96,000	8,000	8,000	-	80,000	80,000	-	16.7%
Driver Transfer Revenue	125	-	10	(10)	175	104	71	-40.0%
Driver Renewal Revenue	1,800	200	150	50	1,900	1,500	400	-5.6%
Driver Permit Reinstatement/Replacement	-	-	-	-	20	-	20	0%
Vehicle Permit Revenue	94,000	5,767	7,833	(2,067)	90,521	78,333	12,188	3.7%
Operator Application Fee	1,500	-	125	(125)	75	1,250	(1,175)	95.0%
Total Revenue	197,675	14,117	16,473	(2,356)	176,016	164,729	11,287	6.9%
Expenses:								
Salaries and Wages	94,908	621	7,909	7,288	60,227	79,090	18,863	36.5%
Fringe Benefits	41,202	724	3,434	2,710	33,246	34,335	1,089	19.3%
Services	39,609	575	3,301	2,726	4,133	33,008	28,875	89.6%
Supplies and Materials	3,965	33	330	298	1,114	3,304	2,190	71.9%
Utilities	5,802	-	484	484	2,418	4,835	2,418	58.3%
Casualty and Liability	5,589	-	466	466	2,329	4,658	2,329	58.3%
Taxes and Fees	100	-	8	8	-	83	83	100.0%
Miscellaneous	6,500	65	542	477	3,086	5,417	2,331	52.5%
Total Expenses	197,675	2,018	16,473	14,455	106,551	164,729	58,178	35.3%
Total Operating Surplus (Deficit)	\$ -	\$ 12,099			\$ 69,465			

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to vehicle permit revenue
- As of FYTD24, there is a decrease of 13,921 taxi trips compared to FYTD23.

Taxi Trips

	FY23-April	FY24-April	Variance	%Δ
Trips	12,036	11,835	(201)	-1.7%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	107,069	93,148	(13,921)	-13.0%

Salaries and Wages

- Wage expenses are below budget due to vacancies throughout the year

Fringe Benefits

- Fringe benefit expenses are within an acceptable range of the budget

Services

- The favorable variance in services is due to costs not yet incurred for legal and audit services

Supplies and Materials

- Supplies and material expenses are within an acceptable range of the budget

Utilities

- Utility expenses are within an acceptable range of the budget

Casualty and Liability

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

Taxes and Fees

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

Miscellaneous

- Miscellaneous expenses are within an acceptable range of the budget

SunLine Services Group

CONSENT CALENDAR

DATE: June 26, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – May 2024

Summary:

The attached charts summarize the total number of taxi trips generated in the Coachella Valley for the previous three (3) month period and total taxi trips for the current fiscal year to date (FYTD) compared to the last two (2) fiscal years.

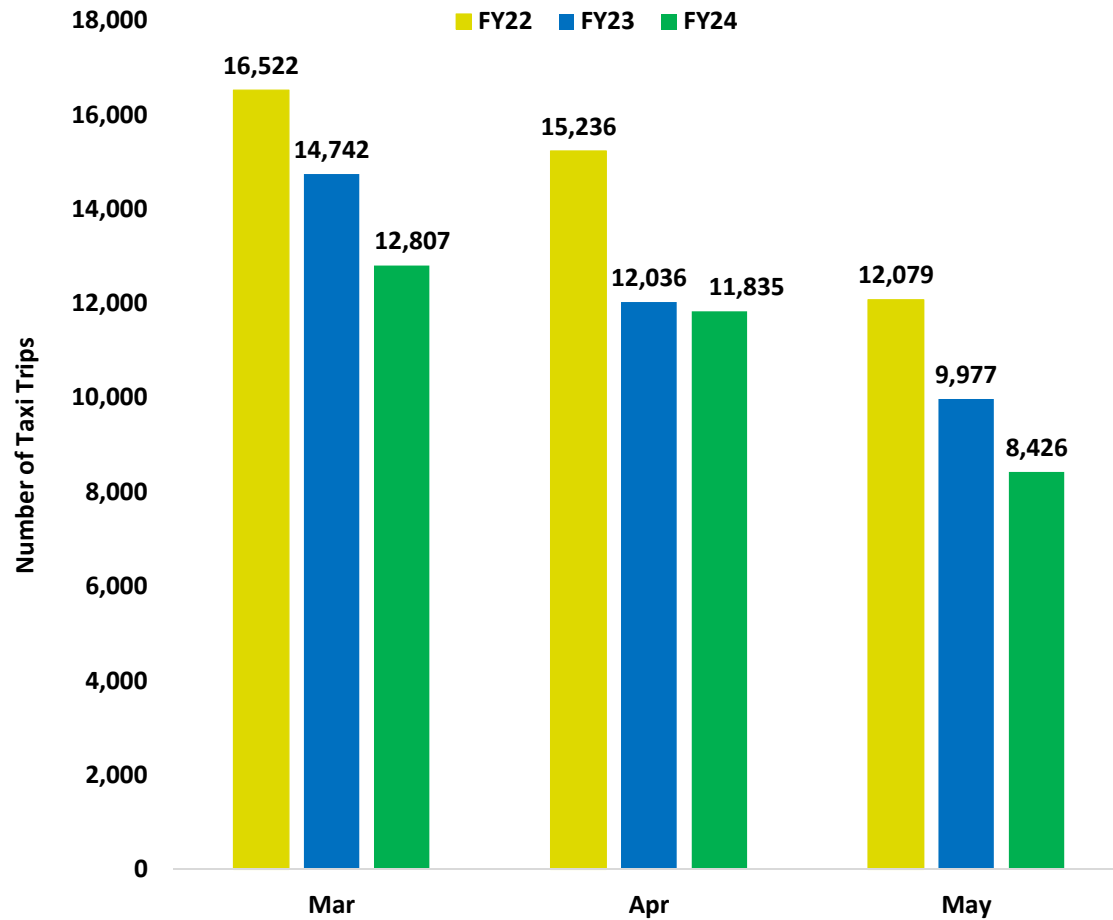
For the month of May, there were 1,551 fewer taxi trips serviced by five (5) more cabs when compared to May 2023 (76 cabs in 2024 compared to 71 cabs in 2023).

There were 15,472 fewer taxi trips for FYTD24 compared to FYTD23.

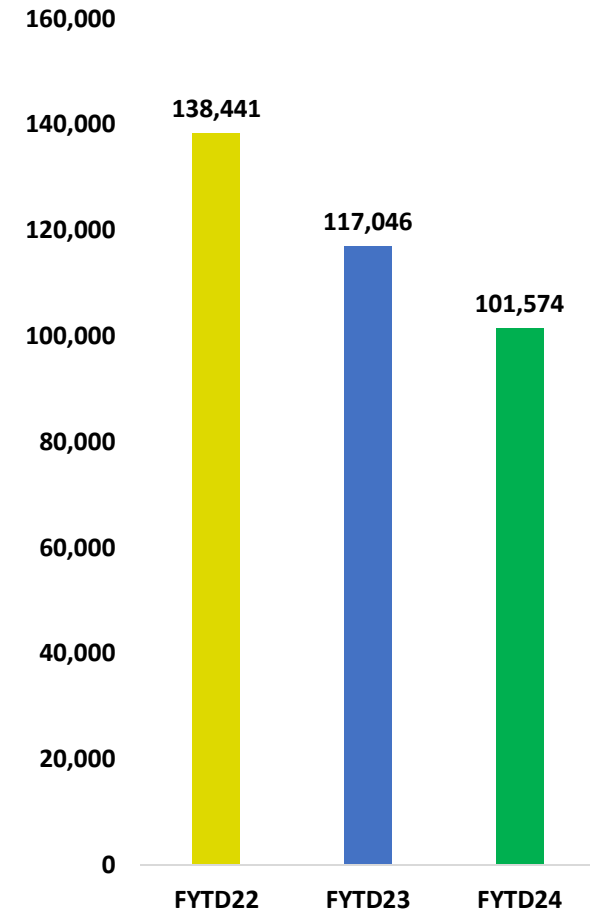
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of May 2024



FYTD No. of Taxi Trips



This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY22, FY23, and FY24.

SunLine Transit Agency

DATE:	June 26, 2024	ACTION
TO:	Finance/Audit Committee Board of Directors	
FROM:	Luis Garcia, Chief Financial Officer	
RE:	Adoption of the Fiscal Year 2025 Operating and Capital Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed fiscal year 2025 (FY25) operating and capital budgets.

Background

SunLine's Budget Policy No. B-020704 requires that the budget be submitted to the Finance/Audit Committee for discussion. Upon the recommendation of the Finance/Audit Committee, the budget is then presented to the Board of Directors for approval and adoption. A draft budget was presented to the Finance/Audit Committee and Board of Directors on May 22, 2024. During the May meeting, staff answered questions and provided the opportunity for additional special meetings.

There have been no substantive changes to the proposed draft budget presented at the May meeting. The proposed operating and capital budgets for FY25 are \$49,417,378 and \$21,826,973, respectively. The proposed operating budget for FY25 represents a 4.1% increase over the FY24 budget. Staff believes that this budget reflects a fiscally responsible approach to ensuring the agency satisfies its operating and capital needs.

Financial Impact

Multiple sources of revenues and subsidies have been identified to cover the expenses reflected in this year's operating and capital budgets.

Attachment:

- [Item 10a](#) – FY25 Operating and Capital Budget Book



FY2025

ANNUAL BUDGET

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SUNLINE TRANSIT AGENCY THOUSAND PALMS, CA

ANNUAL BUDGET FISCAL YEAR 2025

BOARD OF DIRECTORS

Palm Springs: Lisa Middleton, Chair
Coachella: Denise Delgado, Vice Chair
Cathedral City: Nancy Ross
Desert Hot Springs: Russell Betts
Indian Wells: Ty Peabody
Indio: Glenn Miller
La Quinta: John Peña
Palm Desert: Kathleen Kelly
Rancho Mirage: Lynn Mallotto
Riverside County: V. Manuel Perez

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER
Mona Babauta

SERVICE & RIDERSHIP

SunLine has experienced a continual increase in ridership for FY24. SunLine anticipates that ridership will continue to grow. Ridership has experienced slow growth nationwide, however, SunLine appears to have recovered ridership quicker than some of its peers.

The Agency's newest service, SunRide, has been a contributor to the overall increase in ridership. In FY24, SunLine introduced new microtransit zones and monitored existing SunRide resources to ensure they were efficient and effective.

REVENUES & SUBSIDIES

SunLine is required to meet a performance standard known as a farebox recovery ratio in order to avoid funding issues with state funding. Although farebox revenue has decreased compared to revenues prior to COVID-19, SunLine's budget is still compliant with the farebox requirement outlined in the Transportation Development Act.

The proposed revenues for FY25 consist of a mix of passenger fares, federal, state, local funding, and other revenues with the main assumptions being as follows:

- The utilization of Local Transportation Funding (LTF) has an increased for FY25 due to an overall increase in available LTF funding throughout the state which is driven by sales taxes.
- Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine has experienced an increase in passenger revenue which aligns with projected ridership increases.
- In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert (COD) and the California State University, San Bernardino (CSUSB) Palm Desert Campus are partners. COD and CSUSB underwrite the cost of the passes for their students. In FY22, Sunline expanded the program to include high school students. The Haul Pass program for high school students is funded through a grant from the Low Carbon Transit Operations Program (LCTOP).

CAPITAL PROJECTS

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program (CIP). The CIP for FY25 focuses on riders, replacing employee equipment and facilities and continuing SunLine's investment in alternative fuel technology for vehicles and infrastructure.

New Projects

There are 14 capital projects being requested in FY25 for a total amount of \$21.8M which include new projects and additional funding for existing projects. These projects represent an emphasis on innovation while aligning with the Agency's Board approved Innovative Clean Transit (ICT) plan. The requests in FY25 will be in addition to the existing CIP. These projects cover the replacement of aging facilities and equipment. They support replacement and rehabilitation of existing assets as well as continue the advancement of alternative fuel technology. The most notable new projects for FY25 include studies, planning and engineering required to properly replace the Agency's aging facilities and equipment.

Project Description	Capital Project Number	Total Amount of Funds
Microgrid	SL-25-01	625,000
Facility Maintenance Upgrade & Equipment	SL-25-02	400,000
IT Projects	SL-25-03	100,000
Bus Stop Improvement	SL-25-04	300,000
Safety Enhancements	SL-25-05	50,000
Project Management and Administration	SL-25-06	100,000
Bus Rehabilitation	SL-25-07	200,000
Purchase of Specialized Tools and Fueling Equipment	SL-25-08	50,000
Office Furniture and Equipment	SL-25-09	50,000
Construction of New Maintenance Facility	SL-25-10	16,000,000
A&E of New Maintenance Facility	SL-25-11	2,978,027
Purchase of One (1) Fuel Cell Hydrogen Electric Bus	SL-25-12	1,100,000
Radio System Replacement Phase III	SL-25-13	2,361,500
Studies	SL-25-14	500,000
IT Projects	SL-24-10	(320,000)
Purchase of Paratransit Vehicles (15)	SL-24-09	(2,667,554)
Sub-total Capital		21,826,973

Existing Projects

The following table represents the Agency's existing capital program. The new capital projects proposed for FY25 would be in addition to the projects identified below.

Project	Project Description	Project Status	Total Project Funding Balance
Vehicles & Vehicle Improvements			\$ 34,996,139
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	\$ 9,742,374
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started. Staff will be working with FTA for a potential change from battery to fuel cell bus types.	7,064,109
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split by into two line items to differentiate between AQMD funding and other funding.	1,391,356

Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	450,304
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	382,147

Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. However, there have been issues that the manufacturer needs to address before the vehicles are placed into revenue service. The project team will begin the process to close this project once the vehicle is repaired and officially placed into service.	45,857
Sub-total Fixed Route Vehicles			20,493,236
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 and the vehicles are expected in May 2024.	2,322,092
Sub-total Demand Response Vehicles			5,922,092
Micro Transit Expansion (4)	This project will allow the procurement of two (2) micro transit Chrysler Voyager vehicles that are ADA accessible.	Both vehicles have been received and the project will be closed out.	170,576
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	36,178
Sub-total Micro Transit Vehicles			206,753

Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	209,661
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	The vehicles have been manufactured but are waiting CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	159,400
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	A revised project initiation has been completed and procurement will begin in the second quarter of calendar year 2024.	119,971
Sub-total Support Vehicles			489,032
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Staff is working with the vendor and FTA to change the scope of the project to have different buses refurbished.	3,400,000
Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
Sub-total Bus Rehabilitation			3,905,853
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000

Radio Replacement s Phase 1	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	Board approved agreement with Clever Devices at the February 2024 meeting. Project with vendor will begin in the second quarter of CY2024.	1,012,221
Sub-total Radio Replacement s			3,810,221
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	Vehicle has been delivered but it is not yet ready to be placed into service.	68,952
Sub-total Others			168,952
Facilities & Stations			\$ 40,229,455
Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	Project is anticipated to be commissioned in June 2024.	8,954,923

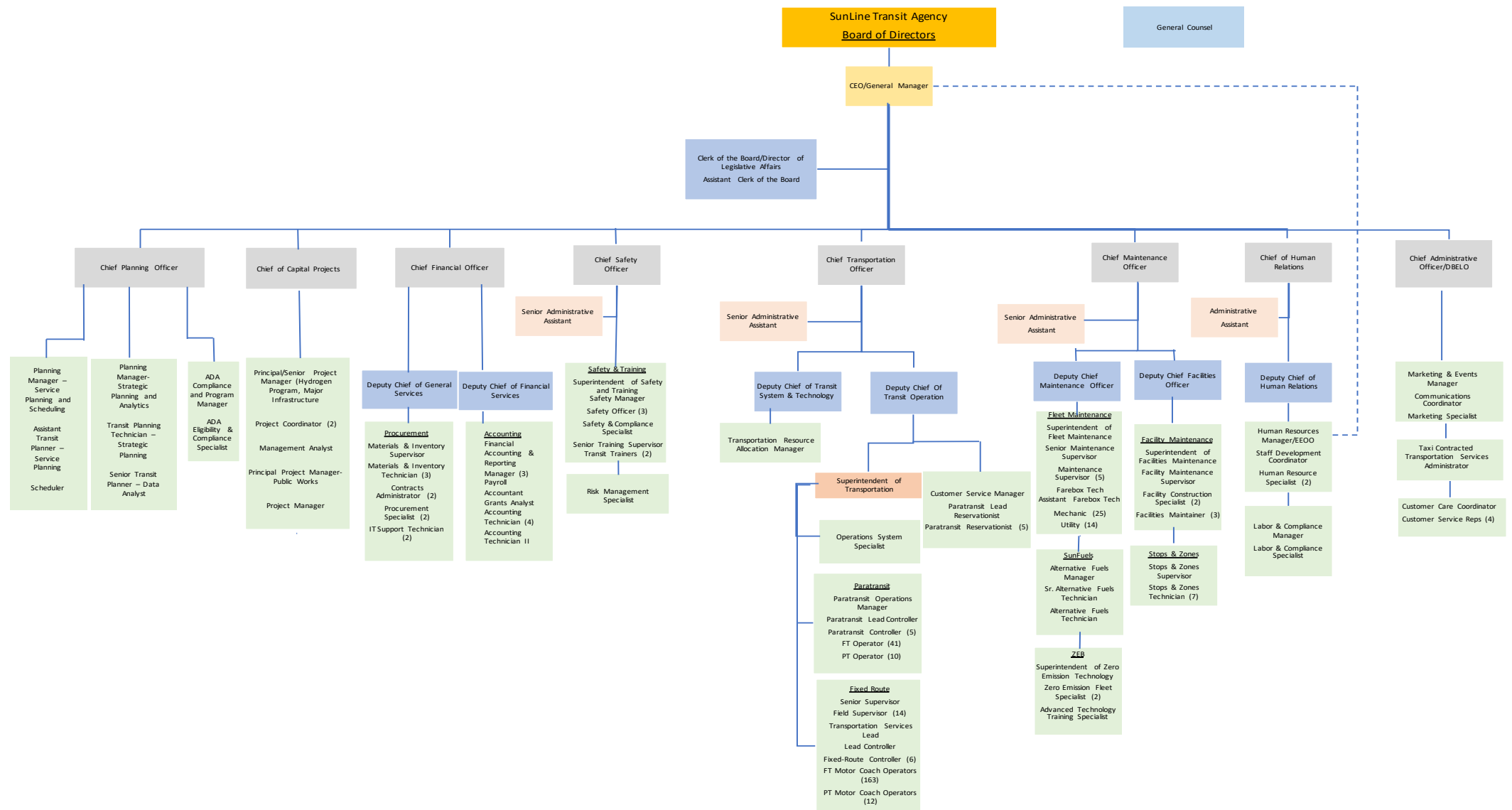
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Utility upgrades are currently being planned and discussed with IID to support power requirements of new station and backup generator.	3,523,000
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Bids received were higher than what was originally anticipated by the project team. Staff is currently reviewing the scope and will look to allocate additional funding.	3,498,926
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to stored onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will construct sustainable transportation infrastructure to provide transportation related amenities.	The vendor has initiated construction and is anticipated to be completed in the Q3 of CY24.	1,886,224
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,277,000
Electrolyzer	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	Contractor failed to meet site acceptance test by the December 2023 deadline. Staff is actively working on the next steps of the project.	784,359

Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project ongoing.	969,444
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	800,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Ongoing.	573,429
SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of calendar year 2024.	494,200
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	Project being revised to replace existing generator with a new generator capable of supporting the new liquid hydrogen station as well as the operations and maintenance buildings.	362,382
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack	Project not started.	277,150

	at the main entrance to the Thousand Palms facility.		
Facility Improvements	This project will support the purchase of facility improvements.	Ongoing.	324,000
Maintenance Facility Modernization (Study)	The project would assist the Agency conduct a study for future plans for the maintenance facility.	Project has been initiated.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Ongoing.	153,923
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Ongoing.	32,942
Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surround the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of the second quarter of calendar year 2024.	98,000
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Build and construction of an operations facility.	Project completed.	25,764
Equipment			\$ 17,282,731

Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low Now funding application.	Project not started.	16,679,854
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	280,877
Systems			\$ 2,649,184
Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	584,600
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	694,789
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Training is being conducted in April and initial go-live is scheduled for May 2024.	230,963

Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of the second quarter of calendar year 2024.	106,458
Safety Projects	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project is to add real time video surveillance to all Agency support vehicles.	Project not started.	90,000
Timekeeping Software Integration	This project is to replace an existing timekeeping interface between two software systems within the Agency.	Project has been completed.	82,374
Safety Enhancements	This project will be allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000
Grand Total			\$ 112,655,579



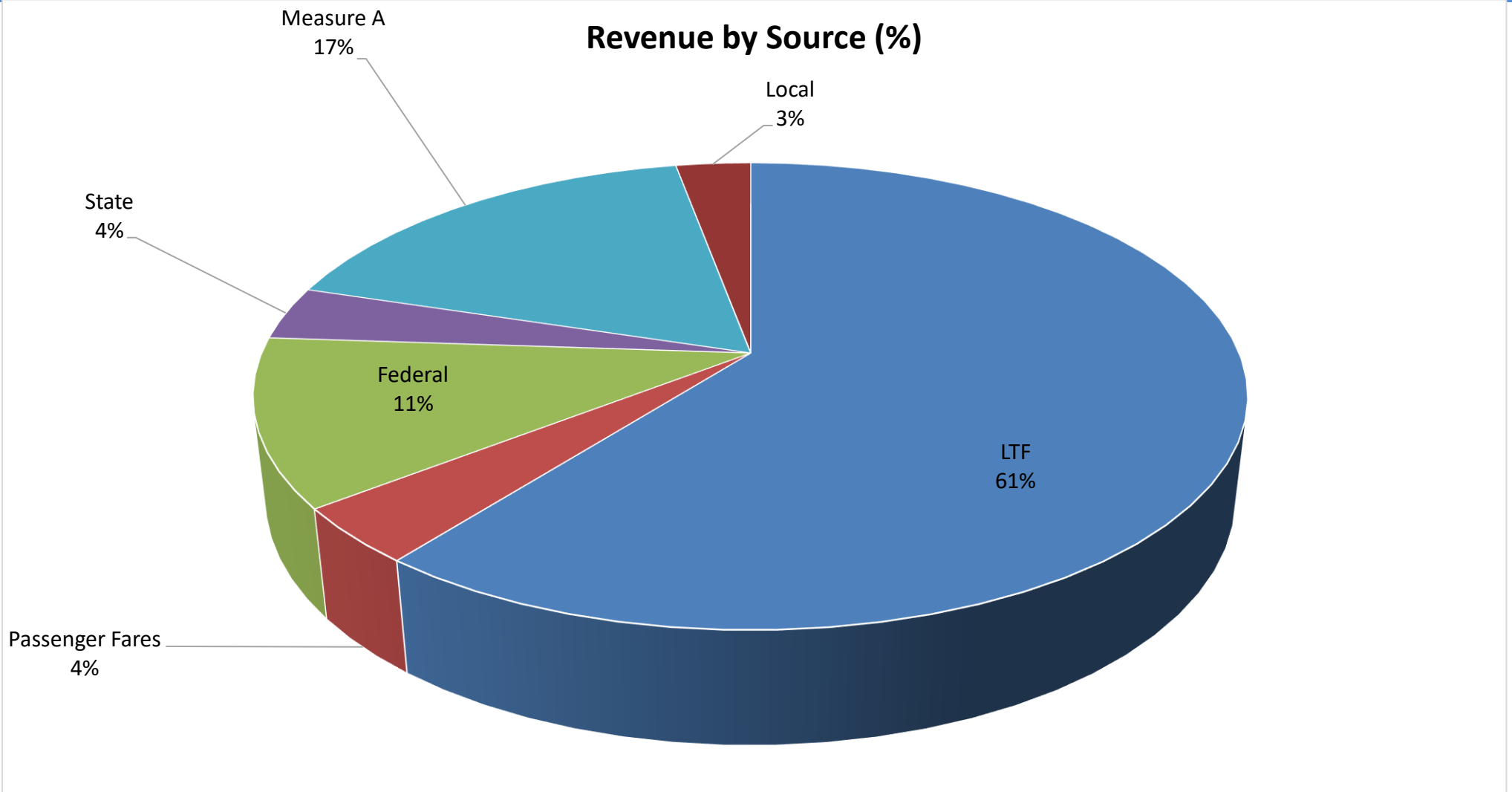
AGENCY PERSONNEL SUMMARY

Department	FY24 Approved FTE's	FY25 Proposed Base FTE's	Variance
EXECUTIVE OFFICE			
Executive Office (40)	8.00	3.00	(5.00)
HUMAN RESOURCES OFFICE			
Human Resources (32)	6.00	9.00	3.00
CAPITAL PROJECT DELIVERY OFFICE			
Capital Project Delivery (44)	12.00	4.00	(8.00)
ADMINISTRATIVE OFFICE			
Marketing (31)	4.00	6.00	2.00
Customer Service (45)	12.00	6.00	(6.00)
SAFETY AND SECURITY OFFICE			
Safety and Security (15)	13.75	12.00	(1.75)
TRANSPORTATION OFFICE			
Operations - Fixed Route (11,12)	204.00	178.00	(26.00)
Operations - Paratransit (13, 14)	55.50	59.00	3.50
PLANNING OFFICE			
Planning (49)	4.00	8.00	4.00
FINANCE OFFICE			
Finance (41)	22.00	22.00	-
Information Technology (42)	4.00	2.00	(2.00)
MAINTENANCE OFFICE			
Maintenance (21, 22)	52.00	53.00	1.00
SunFuels (10)	3.00	3.00	-
Facilities Maintenance (23, 24)	8.00	8.00	-
Stops & Zones (25)	8.00	8.00	-
Total FTEs	416.25	381.00	(35.25)

Notes:

- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital grants, or for part time employees.

REVENUE SUMMARY



Sources of Funding (Operating)	FY24 Approved Budget	FY24 Estimates	FY24 Variance	FY25 Proposed Budget	FY25 Variance	Type
Emission Credit Revenue	-	100,000	100,000	1,840,663	1,840,663	Local
CARES Act FTA Section 5311(f)	208,681	208,681	-		(208,681)	Federal
ARPA FTA Section 5311	410,551	410,551	-		(410,551)	Federal
ARPA FTA Section 5307	325,000	325,000	-	120,000	(205,000)	Federal
CMAQ	680,000	680,000	-	380,000	(300,000)	Federal
Clean Cities	50,000	-	(50,000)		(50,000)	State
California Energy Commission	200,000	10,000	(190,000)	100,000	(100,000)	State
Haul Pass & Commuterlink	181,000	181,000	-	181,000	-	Local
Farebox - Fixed Route	1,332,606	1,400,000	67,394	1,491,935	159,329	Sales
Farebox - Paratransit	197,937	190,000	(7,937)	299,958	102,021	Sales
SunRide Revenue	20,421	50,000	29,579	25,000	4,579	Sales
FTA Section 5307	7,452,669	7,452,669	-	4,285,218	(3,167,451)	Federal
California Air Resource Board	200,000	-	(200,000)	200,000	-	State
FTA Section 5311	417,464	417,464	-	429,768	12,304	Federal
FTA Section 5311(f)	300,000	300,000	-	300,000	-	Federal
Local Transportation Funds (LTF)	25,925,542	25,925,542	-	28,829,900	2,904,358	State
Low-Carbon Transit Operations Program	433,333	433,333	-	1,458,436	1,025,103	State
Measure A	8,275,000	8,275,000	-	8,238,000	(37,000)	Local
SunFuels - Outside Sales	819,670	1,100,000	280,330	1,200,000	380,330	Sales
Taxi Voucher (Passenger Sales)	37,500	37,500	-	37,500	-	Sales
Total Operating Revenue	47,467,374	47,496,740	\$ 29,366	49,417,378	1,950,004	

Notes:

- The FY24 variance reflects the difference between FY24 estimates and FY24 approved budget. The FY25 variance indicates the difference between FY25 proposed budget and FY24 approved budget.

REVENUE & FUNDING SOURCES

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

CARES ACT & ARPA FTA SECTION 5311 & 5311(f)

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

HAUL PASS

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

CONGESTION MITIGATION & AIR QUALITY (CMAQ)

CMAQ funds are used to support the SunRide and the proposed Route 1X.

EMISSIONS CREDITS (SALES OF FUEL CREDITS)

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

FAREBOX

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

FTA SECTION 5307

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

CALIFORNIA ENERGY COMMISSION AND CALIFORNIA AIR RESOURCES BOARD

The California Energy Commission (CEC) and California Air Resources Board (CARB) are two State agencies that focus on reducing green house gas emissions. Funding for FY24 will be utilized for training and curriculum for the Center of Excellence.

REVENUE & FUNDING SOURCES

FTA SECTION 5311/5311(f)

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

CLEAN CITIES

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

LOCAL TRANSPORTATION FUND (LTF)

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

LOW-CARBON TRANSIT OPERATIONS PROGRAM (LCTOP)

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

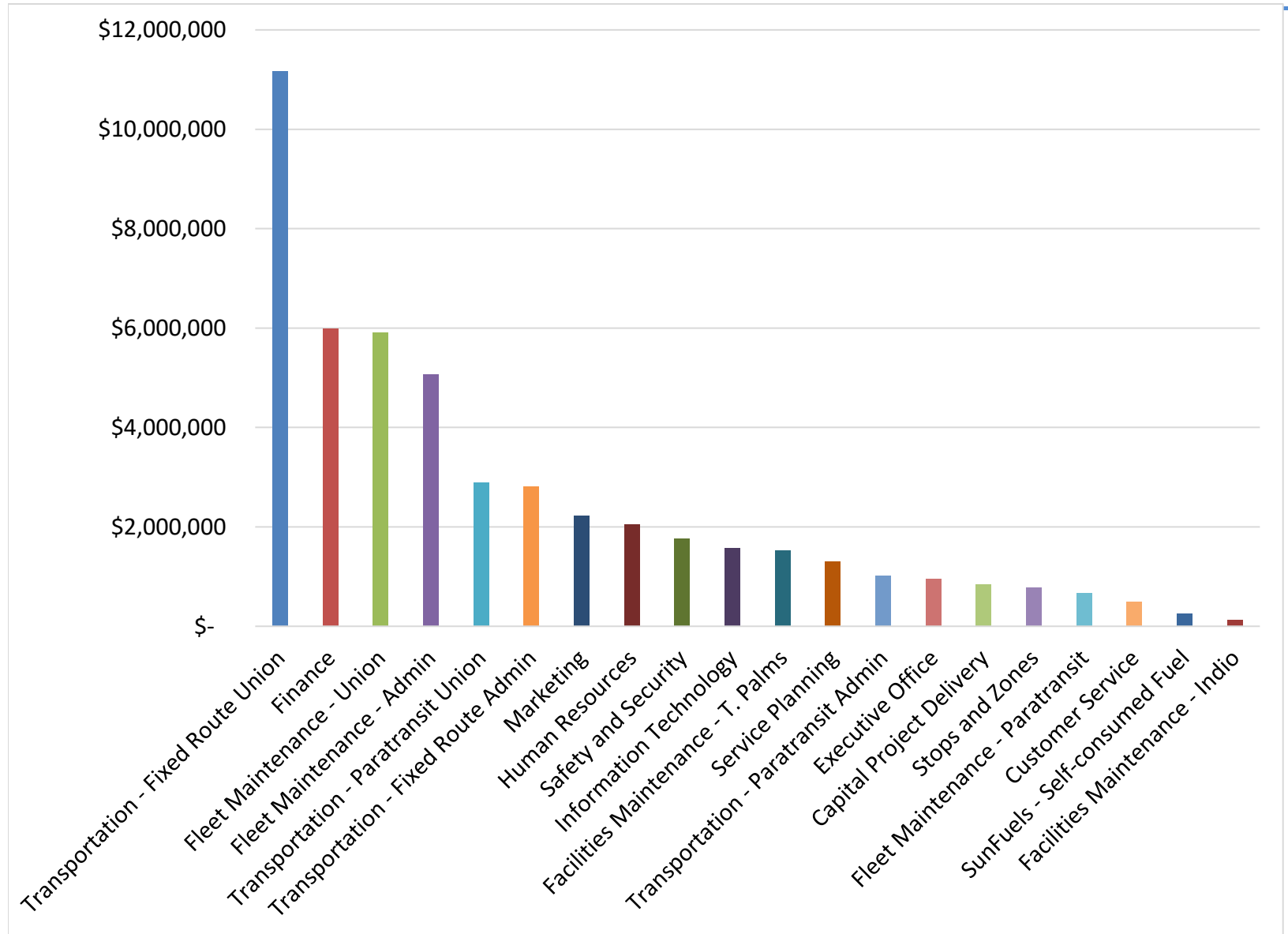
MEASURE A

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

TAXI VOUCHER PROGRAM (Passenger Sales)

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

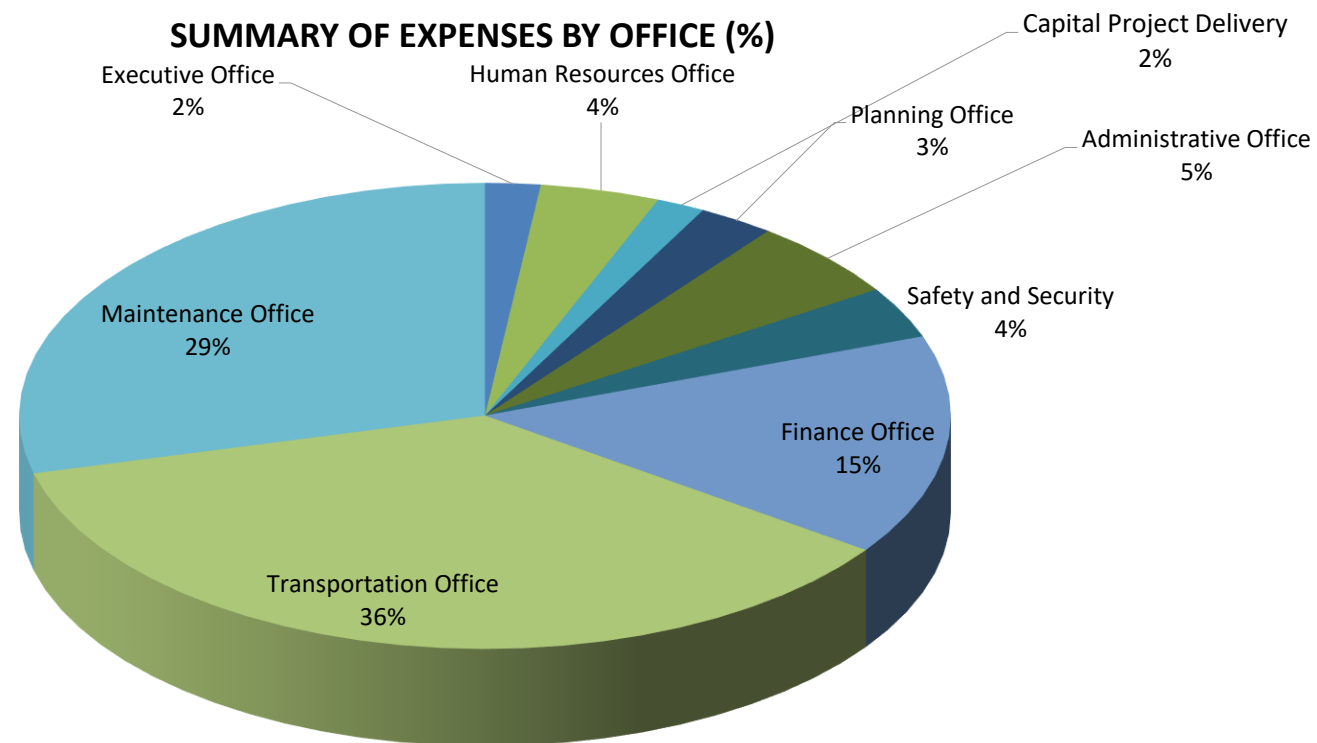
EXPENSE SUMMARY



EXPENSE SUMMARY

Division	Division Name	FY24 Approved Budget	FY25 Proposed Budget	Variance
EXECUTIVE OFFICE				
40	Executive Office	2,090,657	946,981	(1,143,676)
ADMINISTRATIVE OFFICE				
31	Marketing	729,046	2,219,209	1,490,163
45	Customer Service	798,838	487,878	(310,960)
HUMAN RESOURCES OFFICE				
32	Human Resources	793,435	2,054,730	1,261,295
CAPITAL PROJECT DELIVERY OFFICE				
44	Capital Project Delivery	1,545,181	835,509	(709,672)
SAFETY AND SECURITY OFFICE				
15	Safety and Security	2,716,819	1,769,513	(947,306)
FINANCE OFFICE				
41	Finance	5,460,039	5,986,703	526,664
42	Information Technology	1,711,571	1,579,094	(132,477)
TRANSPORTATION OFFICE				
11	Transportation - Fixed Route Admin	2,431,209	2,817,622	386,413
12	Transportation - Fixed Route Union	10,608,196	11,167,500	559,304
13	Transportation - Paratransit Admin	724,898	1,024,557	299,659
14	Transportation - Paratransit Union	2,769,620	2,890,155	120,535
PLANNING OFFICE				
49	Service Planning	550,393	1,308,073	757,680
MAINTENANCE OFFICE				
10	SunFuels	819,669	254,919	(564,750)
13	Fleet Maintenance - Paratransit	714,591	670,551	(44,040)
21	Fleet Maintenance - Admin	5,742,244	5,073,699	(668,545)
22	Fleet Maintenance - Union	5,021,865	5,906,781	884,916
23	Facilities Maintenance - T. Palms	1,349,549	1,524,971	175,422
24	Facilities Maintenance - Indio	125,095	123,250	(1,845)
25	Stops and Zones	764,459	775,684	11,225
Total		47,467,374	49,417,378	1,950,004

EXPENSE SUMMARY BY OFFICE



Office	FY24 Approved Budget	FY25 Proposed Budget	% of Budget
EXECUTIVE OFFICE			
Executive Office	2,090,657	946,981	2%
Executive Office	2,090,657	946,981	2%
ADMINISTRATIVE OFFICE			
Marketing	729,046	2,219,209	4%
Customer Service	798,838	487,878	1%
Administrative Office	1,527,884	2,707,087	5%
HUMAN RESOURCES OFFICE			
Human Resources	793,435	2,054,730	4%
Human Resources Office	793,435	2,054,730	4%
CAPITAL PROJECT DELIVERY OFFICE			
Capital Project Delivery	1,545,181	835,509	2%
Performance Office	1,545,181	835,509	2%
SAFETY AND SECURITY OFFICE			
Safety and Security	2,716,819	1,769,513	4%
Safety and Security Office	2,716,819	1,769,513	4%
FINANCE OFFICE			
Finance	5,460,039	5,986,703	12%
Information Technology	1,711,571	1,579,094	3%
Finance Office	7,171,610	7,565,798	15%
PLANNING OFFICE			
Service Planning	550,393	1,308,073	3%
Planning Office	550,393	1,308,073	3%
TRANSPORTATION OFFICE			
Transportation - Fixed Route Admin	2,431,209	2,817,622	6%
Transportation - Fixed Route Operators	10,608,196	11,167,500	23%
Transportation - Paratransit Admin	724,898	1,024,557	2%
Transportation - Paratransit Operators	2,769,620	2,890,155	6%
Transportation Office	16,533,923	17,899,834	36%
MAINTENANCE OFFICE			
SunFuels	819,669	254,919	1%
Fleet Maintenance - Paratransit	714,591	670,551	1%
Fleet Maintenance - Admin	5,742,244	5,073,699	10%
Fleet Maintenance - Mechanics	5,021,865	5,906,781	12%
Facilities Maintenance - T. Palms	1,349,549	1,524,971	3%
Facilities Maintenance - Indio	125,095	123,250	0.2%
Stops & Zones	764,459	775,684	2%
Maintenance Office	14,537,472	14,329,855	29%
Total Expenses	47,467,374	49,417,378	100%

EXECUTIVE OFFICE

Chief Executive
Officer/General Manager



Clerk of the Board/Director
of Legislative Affairs



Assistant Clerk of the Board

EXECUTIVE OFFICE

Division 40

FUNCTIONS & RESPONSIBILITIES

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

EXPENSE BUDGET SUMMARY - EXECUTIVE OFFICE (DIV 40)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	534,576	670,067	710,036	600,023	389,698	(210,325)
5010201610 ADMIN SALARIES-OT	199	919	822	1,750	-	(1,750)
5010700000 ALLOCATED SALARIES	(4,049)	(5,081)	(5,406)	(4,825)	(6,217)	(1,392)
5029999999 TOTAL FRINGE BENEFITS	366,927	308,891	292,695	431,499	256,500	(174,999)
5030200000 PUBLIC NOTICES	153	-	-	1,000	-	(1,000)
5030300002 LEGAL SERVICES - LABOR COUNSEL	445,767	563,451	540,407	300,000	-	(300,000)
5030300005 LEGAL SVCS- GENERAL	108,858	82,340	167,302	100,000	-	(100,000)
5030300006 LEGAL SVCS-SPECIAL	-	-	126,435	-	-	-
5030303250 CONSULTING	-	-	52,200	100,000	100,000	-
5030303290 ORGANIZATIONAL SERVICES	-	-	-	350,000	-	(350,000)
5049900000 PRINTING ADMINISTRATION	2,916	4,723	1,032	6,500	2,500	(4,000)
5049900001 OFFICE SUPPLIES-GENERAL	2,301	2,138	2,125	3,000	3,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	70,505	72,001	76,067	91,810	80,000	(11,810)
5090200000 TRAVEL-MEETINGS/SEMINARS	42,356	29,336	23,622	50,000	65,000	15,000
5090200001 TRAINING/ WORKSHOP	7,500	4,478	66	18,000	-	(18,000)
5090200002 BOARD MEETING EXPENSES	3,748	4,085	3,593	10,000	8,500	(1,500)
5090200003 BOARD MEMBER COMPENSATION	8,500	7,504	6,225	10,000	18,000	8,000
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	-	23,802	-	3,000	-	(3,000)
5099900002 MISCELLANEOUS EXPENSE	-	2,305	32,597	18,900	30,000	11,100
5099900004 CONSULTING-GENERAL	428,769	342,468	-	-	-	-
Total Expenses	2,019,026	2,113,428	2,029,818	2,090,657	946,981	(1,143,676)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Executive Officer/General Manager
1	Clerk of the Board/Special Assistant to CEO/GM
1	Assistant Clerk of the Board
3	Total FTE's

ADMINISTRATIVE OFFICE



ADMINISTRATION OFFICE - MARKETING**Division 31****FUNCTIONS & RESPONSIBILITIES**

SunLine's Marketing Department plays a vital role in connecting with the community and promoting the Agency's mission. The Marketing department is dedicated to fostering relationships with the community through events and impactful outreach efforts. This helps build trust and transparency. The department coordinates events, recruits and oversees volunteers, creates press releases, and develops public relation strategies to promote SunLine's mission. The team aims to cultivate strong community connections, create a top-of-mind customer experience, enhance brand visibility, and communicate SunLine's commitment to excellence in public transportation services. Ultimately, the Marketing team strives for SunLine's brand to be the top choice for riders.

EXPENSE BUDGET SUMMARY - MARKETING (DIV 31)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	128,574	104,562	187,839	207,331	407,490	200,159
5010201610 ADMIN SALARIES-OT	1,064	1,964	2,348	3,000	5,000	2,000
5029999999 TOTAL FRINGE BENEFITS	88,763	63,554	174,180	172,565	286,219	113,654
5030303240 CONTRACTED SERVICES	111,145	155,233	145,737	180,000	220,000	40,000
5030303260 ADVERTISING	86,524	61,564	81,095	95,010	115,500	20,490
5030303270 SUNLINE EVENTS EXPENSE	20,772	16,360	5,056	21,000	30,000	9,000
5030303273 ANTI-HUMAN TRAFFICKING CAMPAIGN	39,377	7,020	-	-	-	-
5030400000 TEMPORARY HELP SERVICES	11,986	2,046	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	21,949	23,868	44,744	30,140	55,000	24,860
5039900014 SUNRIDE RIDE SHARE EXPENSES	-	-	-	-	1,000,000	1,000,000
5049900000 TRAINING	-	-	-	-	5,000	5,000
5049900001 OFFICE SUPPLIES-GENERAL	3,877	5,236	472	5,000	6,000	1,000
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	2,454	1,740	773	4,000	4,000	-
5090200000 TRAVEL MEETINGS/SEMINARS	4,260	4,888	5,693	6,000	25,000	19,000
5090201000 EMPLOYEE EVENT EXPENSE	-	-	-	-	50,000	50,000
5090800100 EMPLOYEE RECOGNITION	-	-	-	-	5,000	5,000
Total Expenses	520,745	448,034	647,936	729,046	2,219,209	1,490,163

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Administrative Officer
1	Marketing & Events Manager
1	Taxi/Contracted Transportation Services Administrator
1	Contracted Transportation Services Specialist
1	Communications Coordinator
1	Marketing Specialist
6	Total FTE's

ADMINISTRATION OFFICE - CUSTOMER SERVICE**Division 45****FUNCTIONS & RESPONSIBILITIES**

The Community and Customer Relations Department are the first point of contact for anyone visiting SunLine, ensuring a welcoming and informative experience. They go beyond basic service by providing tailored transit plans to meet individual needs. They distribute informational materials throughout the Coachella Valley to keep the community informed about SunLine's services. They act as a bridge between customers and SunLine by receiving, recording, and addressing suggestions, requests, and complaints. They ensure inquiries are directed to the right department within SunLine and follow up to confirm issues are resolved. In essence, the Community and Customer Relations Department plays a vital role in building positive relationships with riders and ensuring a smooth and efficient transit experience for everyone.

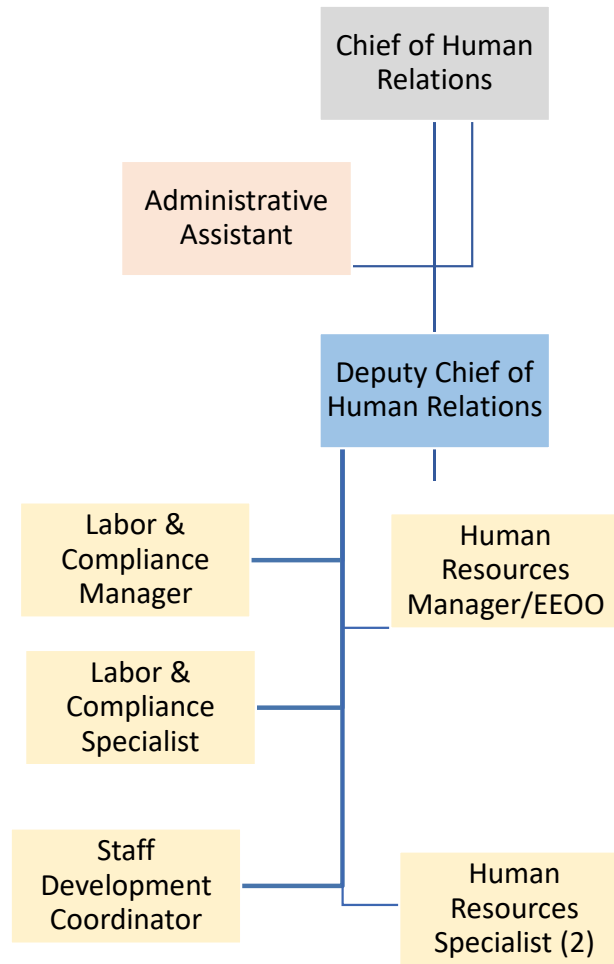
EXPENSE BUDGET SUMMARY - COSTUMER SERVICE (45)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	355,255	407,050	416,950	406,547	239,031	(167,516)
5010201510 BARGAINING SALARIES-OT	-	-	2,600	-	-	-
5010201610 ADMIN SALARIES-OT	4,252	5,189	2,984	8,500	8,500	-
5029999999 TOTAL FRINGE BENEFITS	240,934	267,779	267,269	315,091	166,807	(148,284)
5030303240 CONTRACTED SERVICES	2,453	2,500	4,500	2,500	3,540	1,040
5030400000 TEMPORARY HELP SERVICES	5,257	-	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	20,970	21,980	-	30,000	30,000	-
5049900001 OFFICE SUPPLIES	3,952	3,527	883	4,000	4,000	-
5049900002 OFFICE SUPPLIES - POSTAGE	24,395	21,886	16,424	25,000	27,000	2,000
5090200000 TRAVEL MEETINGS/SEMINARS	-	-	624	1,300	2,500	1,200
5090800100 EMPLOYEE RECOGNITION	821	677	96	900	1,500	600
Total Expenses	658,290	730,589	712,328	798,838	487,878	(310,960)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Customer Experience/Community Engagement Specialist
1	Customer Care Coordinator
4	Customer Service Representative
6	Total FTEs

HUMAN RESOURCES OFFICE



Human Resources Office

Division 32

FUNCTIONS & RESPONSIBILITIES

The Human Resources Department is an essential part of the Agency, responsible for managing our most valuable asset: our employees. Our HR team provides support in areas such as recruitment, compensation and benefits, employee relations, performance management, and training and development. With a focus on attracting, developing, and retaining top talent, we strive to create a positive work culture and foster a sense of community within our organization. As we continue to grow and expand, the HR Department plays a critical role in ensuring our employees are engaged, motivated, and have the resources they need to succeed.

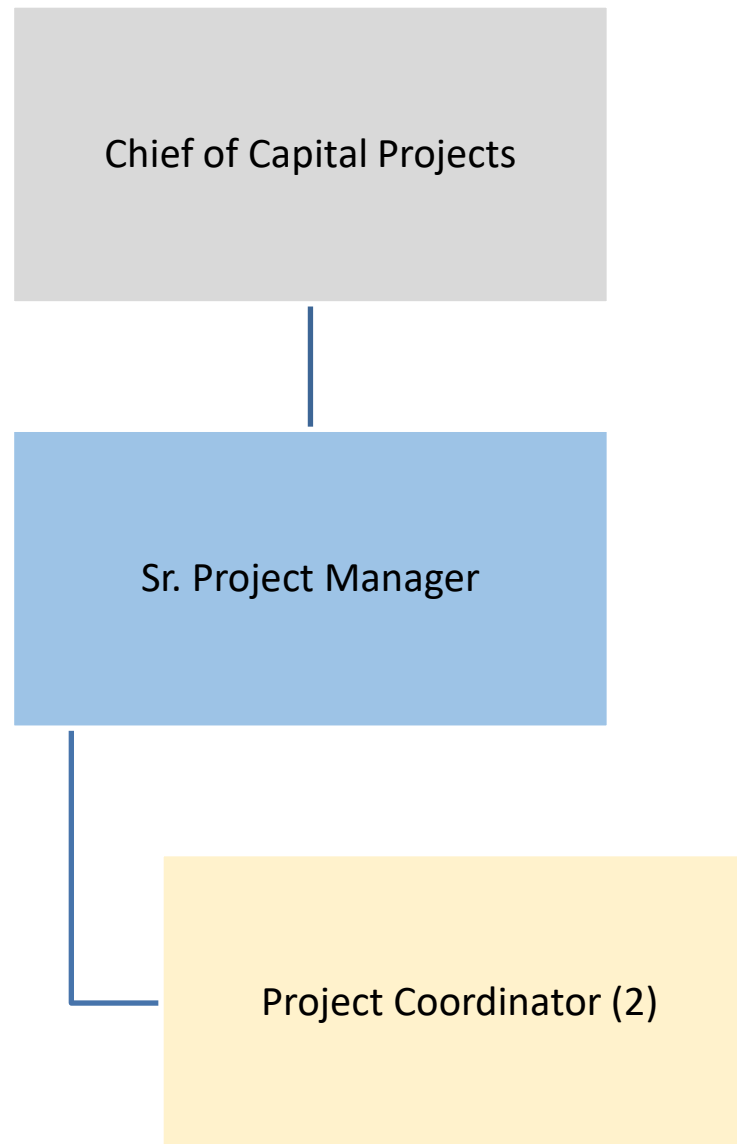
EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	259,420	327,531	408,578	314,352	553,577	239,225
5010201610 ADMIN SALARIES-OT	1,294	1,186	1,397	3,000	2,000	(1,000)
5010700000 ALLOCATED SALARIES	(1,975)	(2,490)	(3,093)	(2,654)	(3,557)	(903)
5029999999 TOTAL FRINGE BENEFITS	157,356	211,214	281,389	231,043	355,322	124,279
5030300001 BENEFIT MANAGEMENT EXPENSES	20,450	24,263	29,885	25,396	25,396	-
5030300002 LEGAL SERVICES - LABOR COUNSEL	-	-	-	-	487,176	487,176
5030300003 MEDICAL-EXAMS AND TESTING	29,321	19,923	19,952	35,000	35,000	-
5030300005 LEGAL SVCS- GENERAL	-	-	-	-	100,000	100,000
5030300006 LEGAL SVCS-SPECIAL	-	-	-	-	100,000	100,000
5030303250 CONSULTING	-	-	8,775	12,000	200,000	188,000
5030400000 TEMPORARY HELP SERVICES	55,589	-	-	5,000	5,000	-
5039900003 PRINTING EXPENSE	1,412	2,560	1,730	3,868	2,500	(1,368)
5049900000 HR TRAINING	726	687	1,251	1,500	1,500	-
5049900001 OFFICE SUPPLIES	1,694	2,948	2,837	4,000	4,000	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	5,438	5,886	9,682	8,185	9,000	815
5090200000 TRAVEL MEETINGS/SEMINARS	1,625	426	10,632	5,280	10,000	4,720
5090201000 EMPLOYEE EXPENSE	2,785	4,112	44,332	46,000	40,000	(6,000)
5090201001 EMPLOYEE WELLNESS PLAN EXPENSE	1,173	1,562	1,337	1,500	3,000	1,500
5090800000 RECRUITING EMPLOYEES	30,904	39,842	4,746	82,365	50,000	(32,365)
5090800100 EMPLOYEE RECOGNITION	4,739	422	400	10,600	10,600	-
5090800125 TUITION REIMBURSEMENT	3,900	8,367	15,644	7,000	20,000	13,000
5099900001 STAFF DEVELOPMENT	-	-	-	-	44,215	44,215
Total Expenses	575,849	648,436	839,474	793,435	2,054,730	1,261,295

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief of Human Relations
1	Administrative Assistant
2	Human Resources Specialist
1	Labor & Compliance Manager
1	Labor & Compliance Specialist
1	Staff Development Coordinator
1	Deputy Chief of Human Relations
1	Human Resources Manager/EEEO
9	Total FTE's

CAPITAL PROJECT DELIVERY OFFICE



CAPITAL PROJECT DELIVERY OFFICE

Division 44

FUNCTIONS & RESPONSIBILITIES

The Capital Project Delivery Office is responsible for supporting SunLine's daily operations by managing and delivering significant capital projects.

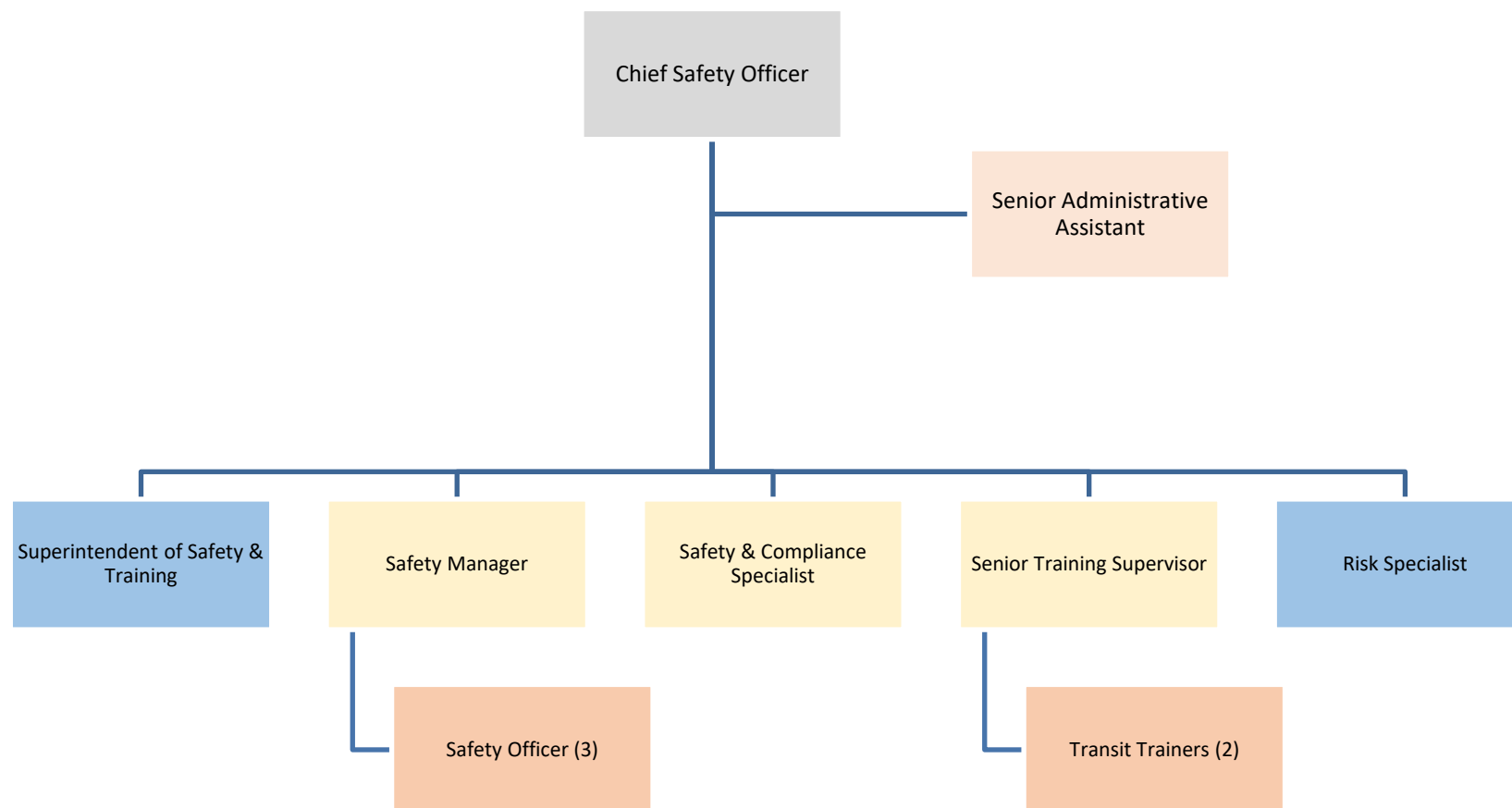
EXPENSE BUDGET SUMMARY - CAPITAL PROJECT DELIVERY (DIV 44)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	502,528	475,585	216,334	557,463	315,683	(241,780)
5010201610 ADMIN SALARIES-OT	-	199	-	500	-	(500)
5010700000 ALLOCATED SALARIES	(3,807)	(3,607)	(1,616)	(4,250)	-	4,250
5029999999 TOTAL FRINGE BENEFITS	348,485	258,240	167,869	392,918	171,026	(221,892)
5030303250 CONSULTING	-	-	87,477	100,000	20,000	(80,000)
5039900012 VAN POOL EXPENSES	242,301	-	-	-	-	-
5039900013 CENTER OF EXCELLENCE - CARB	-	25,324	20,946	200,000	200,000	-
5039900015 CLEAN CITIES COALITION	384	8,122	-	50,000	-	(50,000)
5039900016 CENTER OF EXCELLENCE - CEC	-	-	1,847	200,000	100,000	(100,000)
5049900000 PRINTING ADMINISTRATION	454	324	-	750	400	(350)
5049900001 OFFICE SUPPLIES-GENERAL	1,173	713	516	900	1,500	600
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	1,587	1,613	2,414	4,000	4,000	-
5090200000 TRAVEL-MEETINGS/SEMINARS	9,436	7,213	7,544	15,000	15,000	-
5090200001 TRAINING/ WORKSHOP	999	-	6,750	7,200	7,200	-
5090200004 EMPLOYEE DEVELOPMENT PROGRAM	13,623	19,683	13,966	20,000	-	(20,000)
5090201000 EMPLOYEE EXPENSES	482	384	-	700	700	-
5099900004 CONSULTING-GENERAL	374,055	340,447	-	-	-	-
5120001000 RENTAL OF TRAILER	6,012	-	-	-	-	-
Total Expenses	1,497,713	1,134,242	524,049	1,545,181	835,509	(709,672)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief of Capital Projects
2	Project Coordinator
1	Sr. Project Manager
4	Total FTEs

SAFETY AND SECURITY OFFICE



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

The mission of the Safety Department is to maintain a positive safety culture in the organization. To achieve this, they put systems in place to identify, address, and resolve safety concerns across the system. The department also consult with other departments and contractors to minimize human and economic losses to the public, employees, and SunLine Transit Agency. Additionally, the department aims to identify hazardous conditions and reduce potential injuries, accidents, and property damage, while ensuring the safety of employees, customers, facilities, and equipment.

The staff reviews policies and procedures, monitors the operation of all services, and takes a proactive role in identifying measures to address hazards. They investigate all accidents and injuries and make recommendations for preventive measures based on identified trends. The Safety department leads the organization-wide efforts to implement safety management systems (SMS).

Furthermore, the department is responsible for ensuring the safety, protection, and integrity of the transportation system. They continually collaborate with law enforcement and other regional first responders to ensure effective planning for and response to emergencies. The Safety department also maintains the access control and video components for the system.

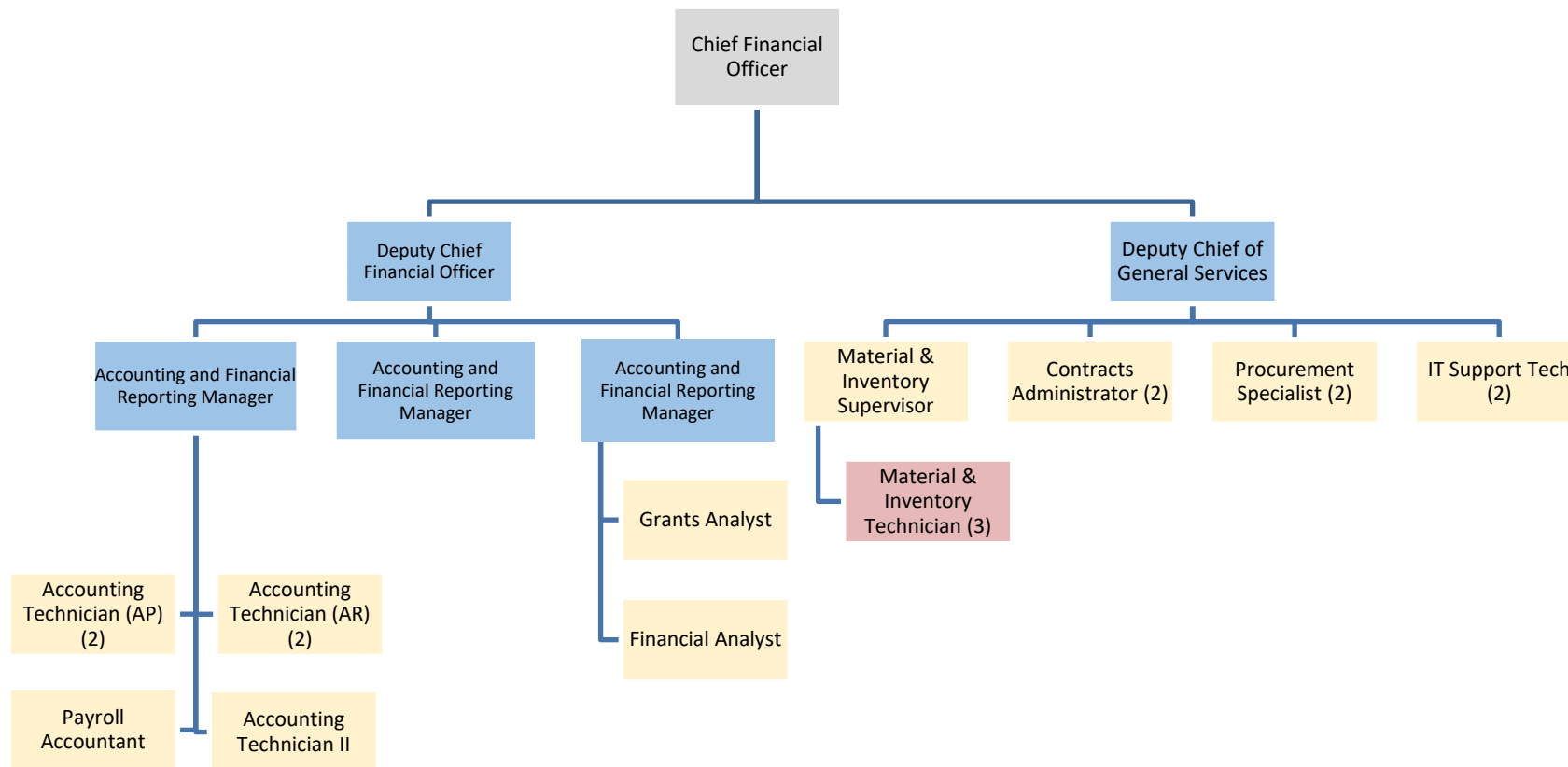
EXPENSE BUDGET SUMMARY - Safety and Security (DIV 15)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	515,324	647,309	675,080	711,120	757,594	46,474
5010201510 BARGAINING SALARIES-OT	-	-	608	-	1,500	1,500
5010201610 STAFF OT	920	4,292	7,804	6,000	9,200	3,200
5010700000 ALLOCATED SALARIES	40,324	-	-	(49,965)	-	49,965
5029999999 TOTAL FRINGE BENEFITS	396,228	463,472	454,176	543,080	504,919	(38,161)
5030300001 ID BADGE SUPPLIES	1,832	3,484	3,469	3,000	6,000	3,000
5030300003 MEDICAL-EXAMS AND TESTING	28,007	33,175	32,001	32,000	32,000	-
5030300010 CONTRACTED SERVICES			1,425	10,000	15,000	5,000
5030300013 UNIFORMS	3,134	239	-	1,160		(1,160)
5030300050 EMPLOYEE INCENTIVE SERVICES	2,208	9,650	3,223	8,000	20,000	12,000
5030303250 CONSULTING	-	-	-	-	15,000	15,000
5030700000 SECURITY SERVICES	145,753	324,599	468,458	370,947	168,000	(202,947)
5030700001 SUSBSTANCE ABUSE PROGRAM AUDITS	-	-	-	-	-	-
5030700005 CAMERA MAINTENANCE AGREEMENT	8,598	1,152	-	7,000	-	(7,000)
5039900012 VANPOOL EXPENSES		186,899	68,193	55,000	-	(55,000)
5039900014 SUNRIDE RIDE SHARE EXPENSES	379,366	717,449	865,279	850,000	-	(850,000)
5049900001 OFFICE SUPPLIES	2,178	2,687	3,420	3,000	3,000	-
5049900009 MATERIALS & SUPPLIES	15,308	14,213	12,050	20,000	20,000	-
5049900010 TRAINING SUPPLIES		154	3,122	4,000	10,000	6,000
5049901000 EMERGENCY PREPARDNESS SUPPLIES	79,183	19,996	19,019	19,577	40,000	20,423
5060300100 REPAIR CLAIMS	98,599	176,332	86,643	85,000	100,000	15,000
5060400000 INSURANCE LOSSES	-	-	-	-	-	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	794	594	920	2,300	5,300	3,000
5090200000 TRAVEL MEETINGS/SEMINARS	8,988	18,063	28,775	25,000	52,000	27,000
5090200001 TRAINING	-	-	-	-	-	-
5090201000 EMPLOYEE EXPENSES	-	3,153	31,614	100	-	(100)
5090800000 RECRUITING EMPLOYEES	5,753	7,275	5,598	10,000	10,000	-
5099900002 MISCELLANEOUS EXPENSE	-	483	339	500	-	(500)
Total Expenses	1,732,495	2,634,668	2,771,215	2,716,819	1,769,513	(947,306)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Safety Officer
1	Risk Specialist
3	Safety Officer
1	Senior Administrative Assistant
1	Safety Manager
1	Senior Training Supervisor
1	Safety and Compliance Specialist
2	Transit Trainer
1	Superintendent of Safety and Training
12	Total FTEs

FINANCE OFFICE



FINANCE OFFICE

Division 41

FUNCTIONS & RESPONSIBILITIES

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

EXPENSE BUDGET SUMMARY - FINANCE (DIV 41)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	807,945	785,063	922,255	1,054,280	1,200,000	145,720
5010201610 ADMIN SALARIES-OT	2,275	6,643	8,373	6,500	10,000	3,500
5010700000 ALLOCATED SALARIES	(6,184)	(5,998)	(7,133)	(8,500)	(8,203)	297
5029999999 TOTAL FRINGE BENEFITS	559,599	528,723	570,114	765,848	730,615	(35,233)
5030200000 PUBLIC NOTICES	2,438	5,119	7,896	4,000	10,000	6,000
5030300009 CONTRACTED SERVICES	6,636	5,029	45	95,000	173,000	78,000
5030300010 ORGANIZATIONAL SERVICES		(2,025)	-	-	-	-
5030300015 AUDIT SERVICES	41,693	51,200	124,676	63,000	87,000	24,000
5030303240 MANAGEMENT CONSULTING	-	54,000	-	-	-	-
5030303250 CONSULTING	-	-	58,288	77,085	15,000	(62,085)
5030400000 TEMPORARY HELP SERVICES	532,271	282,783	20,198	10,000	-	(10,000)
5039900004 TAXI VOUCHER - NEW FREEDOM PROGRAM	65,425	72,729	65,717	69,000	69,000	-
5049900001 OFFICE SUPPLIES	11,128	11,757	13,361	12,000	12,500	500
5060100000 INSURANCE - AUTO PHYSICAL DAMAGE	392,924	267,773	306,802	305,673	323,000	17,327
5060100100 INSURANCE PREMIUM - PROPERTY	79,706	135,417	192,561	125,000	200,000	75,000
5060300000 INSURANCE - GENERAL LIABILITY	791,013	1,297,314	1,602,541	1,500,000	1,610,540	110,540
5060400000 INSURANCE LOSSES	1,255,339	2,305,122	746,624	639,253	750,000	110,747
5060401000 INSURANCE PREMIUM - WC	388,405	616,105	477,986	440,000	485,000	45,000
5060800000 INSURANCE - ADMIN	187,906	197,085	194,994	215,000	210,000	(5,000)
5079900000 PROPERTY & OTHER TAXES	116	87	689	400	500	100
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	460	538	-	1,500	1,000	(500)
5090200000 TRAVEL MEETINGS/SEMINARS	2,400	4,344	1,947	13,000	15,000	2,000
5090200002 MILEAGE REIMBURSEMENT	-	-	490	500	500	-
5090201000 EMPLOYEE EXPENSES	1,092	1,432	1,821	3,000	3,000	-
5090801000 BANK SERVICE FEES	11,017	21,161	35,721	15,000	38,452	23,452
5090801030 PR PENALTY/INTEREST EXPENSE	-	-	-	1,000	1,000	-
5090801040 PASS OUTLET COMMISSION	4,868	6,644	4,345	8,000	7,300	(700)
5090801050 MOBILE TICKETING COMMISSION	14,728	18,888	16,809	19,000	40,000	21,000
5090801060 BAD DEBT EXPENSE	1,643	1,617	1,042	500	2,500	2,000
5110101050 INTEREST EXPENSE	456	14,209	125,840	25,000	-	(25,000)
Total Expenses	5,155,298	6,682,757	5,494,001	5,460,039	5,986,703	526,664

FINANCE OFFICE

Division 41

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Financial Analyst
3	Accounting and Financial Reporting Manager
1	Deputy Chief Financial Officer
4	Accounting Technician
1	Accounting Technician II
1	Chief Financial Officer
2	Contracts Administrator
1	Grants Analyst
1	Materials & Inventory Supervisor
3	Materials & Inventory Technician
1	Payroll Accountant
1	Deputy Chief of General Services
2	Procurement Specialist
22	Total FTEs

FINANCE OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

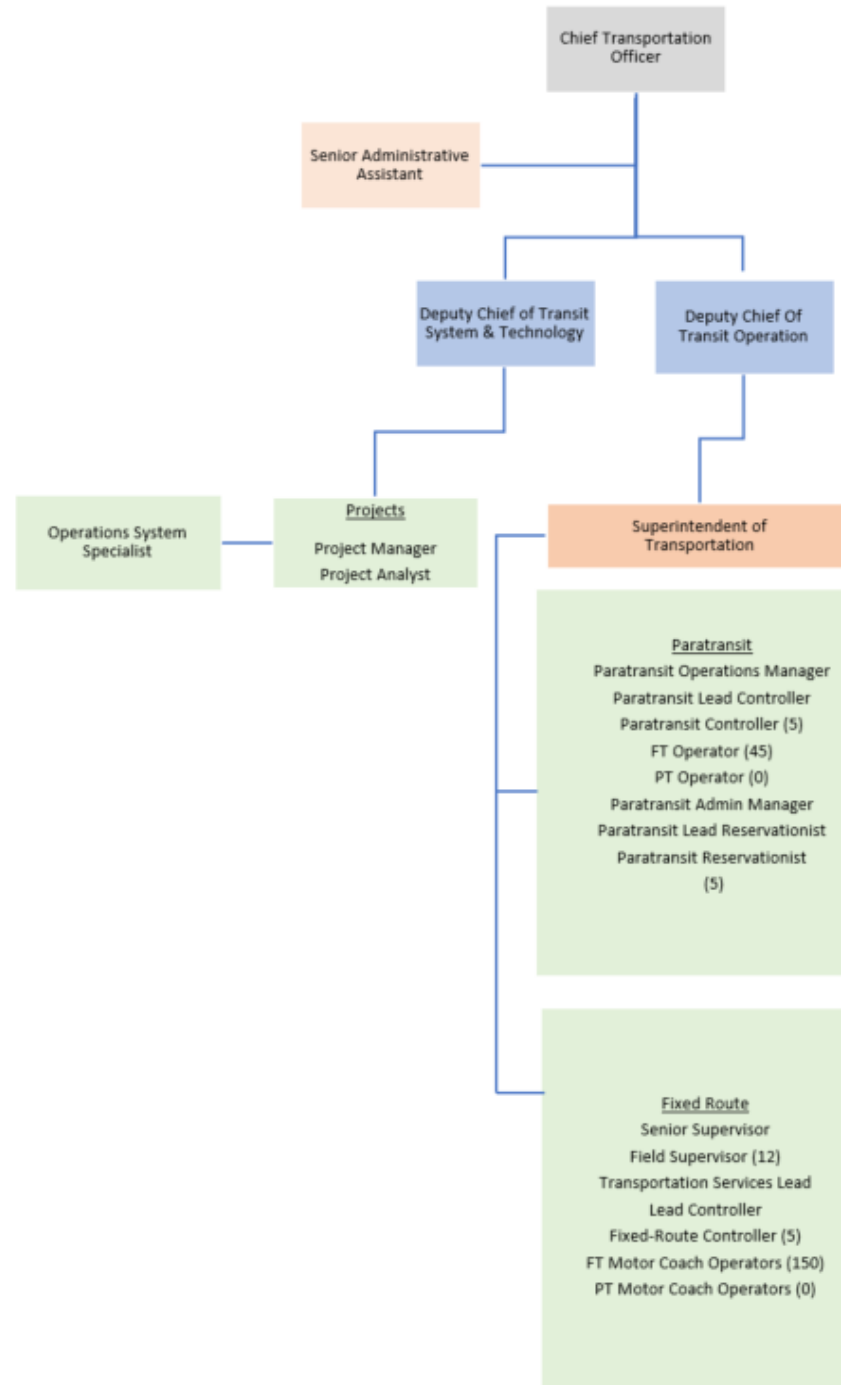
EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	123,587	93,053	49,354	244,611	107,652	(136,959)
5010201610 ADMIN SALARIES-OT	161	266	904	2,000	2,200	200
5010700000 ALLOCATED SALARIES	(938)	(707)	(390)	(2,200)	(2,200)	-
5029999999 TOTAL FRINGE BENEFITS	78,030	59,794	28,515	182,422	74,278	(108,144)
5030200006 COMMUNICATIONS	245,264	247,851	287,783	230,400	287,782	57,382
5030300009 CONTRACTED SERVICES	16,410	25,341	37,603	100,000	250,000	150,000
5030300011 COMPUTER/NETWORK SOFTWARE AGMT	666,149	755,825	626,716	861,455	796,582	(64,873)
5030400000 TEMPORARY HELP SERVICES	-	10,980	-	25,000	-	(25,000)
5030500000 OFFICE EQUIPMENT MAINTENANCE	30,576	34,144	27,684	25,083	29,000	3,917
5049900001 OFFICE SUPPLIES	5,515	6,715	6,743	7,800	7,800	-
5049900010 COMPUTER SUPPLIES	5,471	20,453	17,559	25,000	21,000	(4,000)
5090200000 TRAVEL MEETINGS/SEMINARS	692	29	-	10,000	5,000	(5,000)
Total Expenses	1,170,918	1,253,743	1,082,470	1,711,571	1,579,094	(132,477)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
2	IT Support Technician
2	Total FTEs

TRANSPORTATION OFFICE



TRANSPORTATION OFFICE

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

FUNCTIONS & RESPONSIBILITIES

The Transportation Office plays a pivotal role in managing the daily transit services crucial for addressing the evolving mobility demands of the Coachella Valley. This encompasses overseeing the SunBus Fixed Route and SunDial Paratransit services. The SunLine's fixed route network is extensive, encompassing nine local routes spanning the Coachella Valley. Moreover, SunLine offers commuter express services that extend beyond its service area, facilitating connections between the Coachella Valley and San Bernardino. This connection facilitates seamless transitions to Metrolink trains and routes served by various regional transit agencies such as the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit.

For individuals with disabilities who are unable to utilize the fixed-route transit system, ADA Paratransit services offer essential accessibility. Paratransit Reservationists play a vital role in this process, assisting in scheduling rides, catering to special requirements such as mobility devices, accompanying clients, and ensuring the accommodation of service animals.

Furthermore, the Transportation Projects team extends its support beyond routine operations by engaging in transportation and maintenance projects that fall outside the realm of large-scale capital construction. This multifaceted approach underscores the commitment to ensuring comprehensive and efficient transportation services while accommodating diverse needs within the community.

EXPENSE BUDGET SUMMARY - FIXED ROUTE ADMIN (DIV 11)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	1,111,176	1,127,839	1,375,604	1,293,505	1,581,944	288,439
5010201500 CUSTOMER SERVICE SALARIES	-	-	46,232	-	-	-
5010201510 BARGAINING SALARIES-OT	-	-	4,154	-	-	-
5010201610 ADMIN SALARIES-OT	35,118	42,067	61,183	52,500	63,172	10,672
5029999999 TOTAL FRINGE BENEFITS	775,634	837,728	981,150	996,326	1,082,522	86,196
5030300013 UNIFORMS	43,792	22,840	35,225	67,368	45,224	(22,144)
5030400000 TEMPORARY HELP SERVICES	20,277	-	-	-	-	-
5039900003 PRINTING EXPENSE	1,962	2,450	2,377	9,500	9,500	-
5049900001 OFFICE SUPPLIES	1,212	1,168	2,217	1,260	1,260	-
5049900011 MATERIALS & SUPPLIES	1,144	1,273	695	1,250	2,000	750
5090200000 TRAVEL MEETINGS/SEMINARS	9,604	2,850	18,935	8,000	19,000	11,000
5090201000 EMPLOYEE EXPENSE	1,202	1,291	1,361	1,500	3,000	1,500
5099900004 BUS RODEO EXPENDITURES	-	-	-	-	10,000	10,000
5140001000 VEHICLE OPERATING LEASES	96,975	-	-	-	-	-
Total Expenses	2,098,095	2,039,506	2,529,133	2,431,209	2,817,622	386,413

EXPENSE BUDGET SUMMARY - FIXED ROUTE UNION (DIV 12)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010101010 OPERATOR WAGES - FT	5,954,646	5,536,725	6,457,446	6,075,035	6,844,892	769,857
5010101020 OPERATOR WAGES OVERTIME - FT	653,411	898,234	825,671	775,000	775,000	-
5029999999 TOTAL FRINGE BENEFITS	3,484,181	3,224,839	3,454,154	3,758,161	3,547,608	(210,553)
Total Expenses	10,092,237	9,659,799	10,737,271	10,608,196	11,167,500	559,304

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	357,550	395,190	362,811	362,511	510,534	148,023
5010201500 BARGAINING SALARIES	-	-	648	-	-	-
5010201510 BARGAINING SALARIES-OT	-	-	1,378	-	-	-
5010201610 ADMIN SALARIES-OT	13,851	14,770	9,966	19,000	18,239	(761)
5029999999 TOTAL FRINGE BENEFITS	275,855	301,539	284,272	314,155	468,784	154,629
5030300013 PARATRANSIT UNIFORMS	5,087	5,171	8,350	28,032	25,800	(2,232)
5049900001 OFFICE SUPPLIES	922	11	570	1,200	1,200	-
5049900011 PARATRANSIT SUPPLIES	628	-	29	-	-	-
Total Expenses	653,893	716,681	668,024	724,898	1,024,557	299,659

TRANSPORTATION OFFICE

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

EXPENSE BUDGET SUMMARY - PARATRANSIT UNION (DIV 14)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010101010 PARATRANSIT OPERATOR WAGES	1,317,262	1,363,306	1,596,076	1,555,611	1,761,840	206,229
5010101020 PARATRANSIT OPER WAGES OT	225,741	282,779.00	271,790	250,000	250,000	-
5029999999 TOTAL FRINGE BENEFITS	752,512	738,569	837,180	964,009	878,315	(85,694)
Total Expenses	2,295,515	2,384,654	2,705,046	2,769,620	2,890,155	120,535

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Transportation Officer
1	Deputy Chief of Transit Operations
1	Deputy Chief of Transit System & Technology
12	Field Supervisor
5	Fixed Route Controller
1	Lead Controller
150	Motor Coach Operator - Full Time
1	Operations System Specialist
1	Senior Administrative Assistant
1	Project Manager
1	Project Analyst
1	Senior Supervisor
1	Superintendent of Transportation
1	Transportation Services Lead
5	Paratransit Controller
1	Paratransit Lead Controller
1	Paratransit Operations Manager
1	Paratransit Admin Manager
5	Paratransit Reservationist
1	Paratransit Lead Reservationst
45	Paratransit Operators - Full Time
237	Total FTEs

PLANNING OFFICE



PLANNING OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

The Planning department is responsible for developing short and long range plans, programs, policies, managing detours, administering the bus stop improvements program, fulfilling reporting requirements, planning and scheduling fixed route bus service to support operations, land use and regional mobility planning in coordination with member agencies and various public and private entities to accomplish Sunline's operational and capital mission and vision.

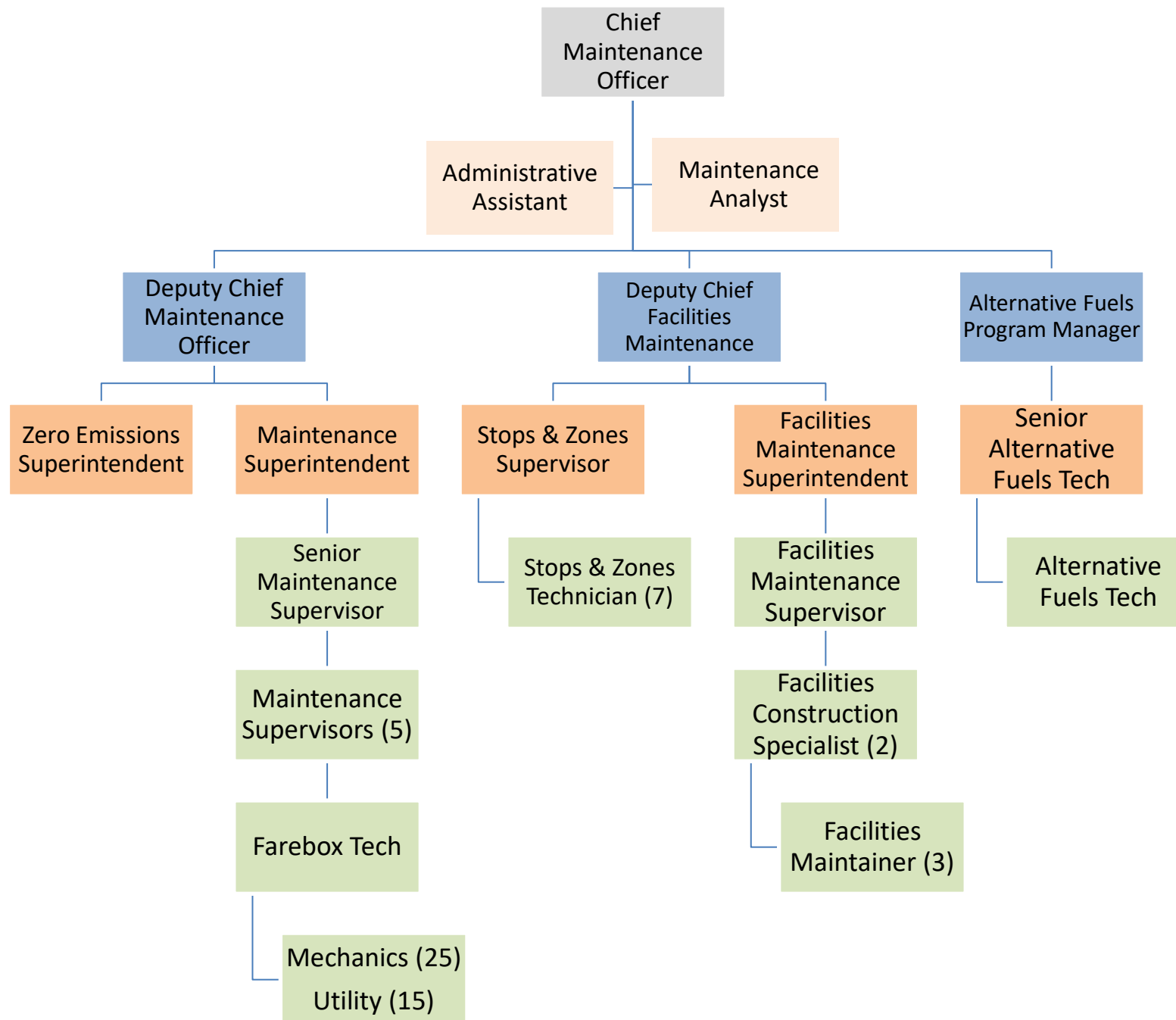
EXPENSE BUDGET SUMMARY - PLANNING (49)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	162,874	187,108	209,430	203,556	400,620	197,064
5010201610 ADMIN SALARIES-OT	1,950	2,092	1,558	3,250	3,250	-
5029999999 TOTAL FRINGE BENEFITS	93,528	108,580	115,530	118,460	235,003	116,543
5030200010 CONSULTING	242,666	147,726	1,575	-	-	-
5030303250 CONSULTING	-	-	151,538	205,487	600,000	394,513
5030400000 TEMPORARY HELP SERVICES	11,383	4,865	-	5,000	-	(5,000)
5049900001 OFFICE SUPPLIES	1,176	1,048	162	1,200	1,200	-
5090100000 MEMBERSHIPS & SUBSCRIPTIONS	-	-	-	-	30,000	30,000
5090200000 TRAVEL-MEETINGS/SEMINARS	9,280	6,481	3,027	13,440	28,000	14,560
5099900002 MISCELLANEOUS EXPENSE	-	-	-	-	10,000	10,000
Total Expenses	522,857	457,901	482,820	550,393	1,308,073	757,680

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Chief Planning Office
1	Manager of Schedules & Performance
1	Senior Planning Analyst
1	Transit Infrastructure Technician
1	Planning Analyst
1	Planning Manager
1	Principal/Senior Planning Analyst
1	ADA Eligibility & Compliance Specialist
8	Total FTEs

MAINTENANCE OFFICE



MAINTENANCE OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

Effective maintenance of the H2 and CNG fueling stations is critical for ensuring these essential infrastructure assets' safety, reliability, and compliance. By implementing rigorous maintenance practices, such as; routine inspections, calibration checks, leak detection, emergency shutdown systems, pressure monitoring, and preventative maintenance, SunLine Transit Agency safeguards the performance and lifespan of our H2 and CNG fueling stations.

EXPENSE BUDGET SUMMARY - SUNFUELS (DIV 10)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	118,940	108,149	198,852	172,751	223,042	50,291
5010201610 ADMIN SALARIES-OT	1,684	1,049	2,513	-	3,500	3,500
5010700000 ALLOCATED SALARIES	18,779	20,826	20,070	23,200	25,000	1,800
5029999999 TOTAL FRINGE BENEFITS	114,337	115,049	138,601	155,254	155,723	469
5030500009 CONTRACT SVC- O&M	-	-	-	-	373,000	373,000
5030500010 CONTRACT SVC-GENERAL	29,086	25,884	20,917	35,000	35,000	-
5030500011 CONTRACT SVC-H2	3,231	1,337	10,493	22,500	-	(22,500)
5030500012 UNIFORMS	1,541	1,392	1,653	3,000	2,000	(1,000)
5030600900 ANSWERING SERVICES	359	368	382	420	400	(20)
5039900005 SHIPPING/FREIGHT	770	225	240	1,000	1,000	-
5039900007 INVENTORY-SALES TAX	2,675	4,918	8,468	13,000	17,500	4,500
5039900008 INVENTORY-FREIGHT CHARGES	828	1,628	2,137	4,500	4,500	-
5049900001 OFFICE SUPPLIES	132	278	232	500	500	-
5049900010 MAT/SUPPLIES--CNG TPALMS	685	1,510	410	5,040	8,000	2,960
5049900011 MAT/SUPPLIES--HYDROGEN	596	189	2,151	3,000	7,000	4,000
5049900012 MAT/SUPPLIES--CNG INDIO	682	160	532	2,500	4,000	1,500
5049900300 REPAIR PARTS-HYDROGEN	5,360	17,338	21,897	27,000	30,000	3,000
5049900400 REPAIR PARTS-CNG - TPALMS	19,364	25,656	72,298	80,000	80,000	-
5049900450 REPAIR PARTS-CNG - INDIO	10,751	9,711	25,501	20,000	2,500	(17,500)
5050200001 ELECTRICITY-CNG THOUSAND PALMS	125,827	131,151	147,770	140,000	150,000	10,000
5050200002 ELECTRICITY-CNG INDIO	45,922	33,829	32,951	40,000	40,000	-
5050200003 ELECTRICITY-HYDROGEN	1,056,541	1,331,241	797,338	1,350,000	900,000	(450,000)
5050200004 UTILITIES WATER/SEWER	6,068	8,415	8,069	12,000	12,000	-
5050200020 GAS-CNG THOUSAND PALMS	1,653,368	2,764,172	1,760,424	2,025,000	1,850,000	(175,000)
5050200021 GAS-CNG INDIO	185,208	199,894	89,857	495,000	175,000	(320,000)
5050200022 GAS-HYDROGEN	183	182	207	15,000	5,000	(10,000)
5070500000 FUEL TAXES	75,293	110,208	99,032	100,000	110,000	10,000
5090200000 TRAVEL MEETINGS/SEMINARS	-	100	-	5,000	25,000	20,000
5090801000 BANK ADJUSTMENTS/FEES	16,577	23,490	23,010	25,000	25,000	-
5099900004 PERMITS & LICENSES	651	434	3,576	1,200	7,500	6,300
5099909000 ALLOCATED INDIRECT EXPENSES	24,355	31,586	37,202	35,000	45,000	10,000
5100200000 SELF CONSUMED FUEL	(2,937,570)	(4,009,829)	(2,895,860)	(3,992,196)	(4,062,246)	(70,050)
Total Expenses	582,224	960,542	630,922	819,669	254,919	(564,750)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Alternative Fuels Program Manager
1	Sr. Alternative Fuels Technician
1	Alternative Fuels Technician
3	Total FTEs

MAINTENANCE OFFICE - FLEET MAINTENANCE
Division 21, 22, 13 (Fleet Maintenance Portion Only)

FUNCTIONS & RESPONSIBILITIES

Maintaining the SunLine transit bus fleet is essential for ensuring safe, efficient, and reliable transportation services for the passengers of the Coachella Valley. By investing in proactive maintenance practices and allocating resources strategically, we aim to maximize the reliability, safety, and longevity of our fleet while optimizing operational costs. Through implementing preventive, corrective, and predictive maintenance practices, leveraging advanced fleet management systems, and investing in technician training, we optimize the performance, safety, and sustainability of our bus fleet.

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE ADMIN (DIV 21)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	612,397	572,978	601,458	794,089	734,058	(60,031)
5010201510 BARGAINING SALARIES-OT	-	-	1,285	-	-	
5010201610 ADMIN SALARIES-OT	368	12,352	72,963	3,250	-	(3,250)
5029999999 TOTAL FRINGE BENEFITS	350,879	426,971	384,782	559,163	477,834	(81,329)
5030303250 CONSULTING	-	-	68,517	50,000	150,000	100,000
5030400000 TEMPORARY HELP SERVICES	12,806	7,834	-	1,500	2,500	1,000
5039900006 OUTSIDE REPAIR-FIXED ROUTE	58,767	82,571	42,175	74,000	50,000	(24,000)
5039900007 OUTSIDE REPAIR-SUPPORT VEHICLE	4,145	2,226	5,480	4,000	4,000	-
5039900008 AT BUS WARRANTY	-	-	-	-	-	-
5040100101 LUBRICANTS-OIL	77,709	88,381	93,965	96,500	96,500	-
5040100102 FREON & COOLANT	37,071	37,416	48,483	40,000	50,000	10,000
5040101000 FUEL-CNG SUPPORT VEHICLES	37,242	61,026	32,292	51,834	35,000	(16,834)
5040101001 FUEL-CNG FIXED ROUTE	1,507,315	2,103,134	1,630,561	2,049,894	1,486,455	(563,439)
5040102000 FUEL-UNLEADED	12,637	16,726	8,628	26,000	17,600	(8,400)
5040102100 FUEL-DIESEL	45,228	45,668	54,539	-	50,000	50,000
5040102200 FUEL-HYDROGEN	1,134,635	1,377,506	844,483	1,418,612	659,356	(759,256)
5040102300 FUEL- LIQUID HYDROGEN	-	-	-	-	784,471	784,471
5040103000 FUEL-FUEL CELL	-	-	-	-	-	-
5040200001 TIRES-FIXED ROUTE	149,749	153,784	152,930	178,950	165,000	(13,950)
5040200002 TIRES-SUPPORT VEHICLES	4,906	7,381	10,160	10,000	13,000	3,000
5040200003 TIRES-TOOLS & SERVICE SUPPLIES	-	-	-	205	-	(205)
5040200004 TIRES-FUEL CELL	-	-	-	-	-	-
5049900001 OFFICE SUPPLIES	2,161	5,002	1,627	3,000	2,500	(500)
5049900025 GLASS REPLACEMENT-SUPPORT VEH.	745	1,150	375	1,500	1,500	-
5090200000 TRAVEL MEETINGS/SEMINARS	8,683	13,334	12,634	10,000	15,000	5,000
5090200001 TRAINING	-	-	-	-	10,000	10,000
5090201000 EMPLOYEE EXPENSES	637	933	1,334	1,000	2,500	1,500
5090400100 DISCOUNTS TAKEN	-	(12)	-	-	-	-
5120001000 RENTAL OF TRAILER	-	6,012	6,313	8,000	6,025	(1,975)
5140001000 VEHICLE OPERATING LEASES	-	24,244	263,500	360,747	260,400	(100,347)
Total Expenses	4,058,080	5,046,616	4,338,483	5,742,244	5,073,699	(668,545)

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

EXPENSE BUDGET SUMMARY - FLEET MAINTENANCE UNION (DIV 22)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010201200 MECHANIC WAGES	1,505,548	1,580,036	2,102,092	1,678,986	2,228,217	549,231
5010201210 MECHANIC OVERTIME	103,980	195,052	320,639	185,000	200,000	15,000
5029999999 TOTAL FRINGE BENEFITS	854,768	884,049	1,020,879	1,059,652	1,126,564	66,912
5030300014 UNIFORMS	16,278	15,870	17,398	20,000	20,000	-
5030500001 FIRE EXTINGUISHERS	950	1,306	-	2,728	1,500	(1,228)
5030500002 RADIO MAINTENANCE	870	2,144	-	4,331	4,000	(331)
5030500003 EQUIPT REPAIRS-SHOP EQUIPMENT	8,090	8,447	15,470	10,000	25,000	15,000
5030500004 EQUIPT REPAIRS-VAULT & FAREBOX	788	1,208	1,561	4,000	1,500	(2,500)
5039900004 CONTRACT SVC-MAINT	101,100	126,823	128,100	130,000	135,000	5,000
5039900005 CONTRACT SVC-FREIGHT	1,260	4,279	1,084	4,500	4,500	-
5039900006 CONTRACT SVC - TOWING	38,961	52,421	51,652	45,000	75,000	30,000
5039900007 INVENTORY-SALES TAX	97,249	123,550	124,760	122,000	125,000	3,000
5039900008 INVENTORY-FREIGHT CHARGES	19,921	20,233	19,210	20,897	20,000	(897)
5049900015 COSMETIC MAINTENANCE EXTERIOR	420	3,388	1,379	4,771	4,000	(771)
5049900016 CLEANING SUPPLIES-VEHICLES	15,216	13,169	21,923	19,000	25,000	6,000
5049900017 SHOP SUPPLIES MISC	40,489	39,324	51,036	40,000	60,000	20,000
5049900018 MECHANIC TOOLS/SHOES	27,019	24,239	33,494	37,000	47,500	10,500
5049900019 SMALL TOOLS & EQUIPMENT	15,224	26,423	28,222	20,000	35,000	15,000
5049900020 DECALS-FIXED ROUTE	1,429	40,371	2,183	15,000	15,000	-
5049900021 REPAIR PARTS- FIXED ROUTE	1,144,576	1,457,768	1,544,301	1,400,000	1,550,000	150,000
5049900022 REPAIR PARTS-SUPPORT VEHICLES	38,192	63,503	72,596	70,000	70,000	-
5049900023 VANDALISM/SEAT REPAIRS	-	-	31	1,000	-	(1,000)
5049900024 REPAIR PARTS-FUEL CELL	15,818	12,775	16,586	100,000	100,000	-
5070500000 FUEL TAXES	10,656	10,795	11,275	14,000	14,000	-
5099900004 PERMITS & LICENSES	6,627	11,876	13,446	14,000	20,000	6,000
Total Expenses	4,065,429	4,719,049	5,599,318	5,021,865	5,906,781	884,916

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5039900001 PARATRANSIT CONTRACT SVC-TOWING	3,140	1,800	5,064	4,500	6,500	2,000
5039900002 PARATRANSIT OUTSIDE VEHICLE REPAIR	1,019	484	1,649	2,500	2,500	-
5039900003 GENERAL SERVICES	16,560	16,560	21,420	24,560	24,000	(560)
5040101001 PARATRANSIT FUEL-CNG	317,553	468,136	388,524	429,192	398,551	(30,641)
5040200005 PARATRANSIT TIRES	40,782	42,141	52,166	70,000	56,000	(14,000)
5049900006 PARATRANSIT REPAIR PARTS	161,543	145,541	179,597	176,339	176,000	(339)
5049900007 PARATRANSIT GLASS REPLACEMENT	405	920	188	1,500	1,000	(500)
5049900200 DECALS	-	-	-	6,000	6,000	-
Total Expenses	541,002	675,582	648,608	714,591	670,551	(44,040)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Administrative Assistant
1	Chief Maintenance officer
1	Deputy Chief Maintenance Officer
1	Superintendent of Zero Emission Technology
1	Maintenance Analyst
1	Farebox Technician
0	Maintenance Advanced Tech Supervisor
5	Maintenance Supervisor
25	Mechanic
1	Senior Maintenance Supervisor
1	Superintendent of Maintenance
15	Utility
53	Total FTEs

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

FUNCTIONS & RESPONSIBILITIES

The state of good repair for SunLine facilities, and assets is essential for ensuring safety, performance, and functionality. By prioritizing infrastructure maintenance, safety and security systems, environmental controls, ADA accessibility, and equipment maintenance SunLine can ensure the reliability, safety, and accessibility of their facilities.

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	89,301	202,993	69,145	253,811	127,685	(126,126)
5010201210 GROUNDSKEEPER WAGES	145,607	177,542	235,263	134,373	311,239	176,866
5010201610 ADMIN SALARIES-OT	-	225	985	-	-	-
5010201710 GROUNDSKEEPER OVERTIME	6,144	7,724	12,224	8,500	16,785	8,285
5010700000 ALLOCATED SALARIES	(1,826)	(2,943)	(2,431)	(3,542)	(2,796)	746
5029999999 TOTAL FRINGE BENEFITS	199,519	220,487	205,821	334,831	307,358	(27,473)
5030500005 CONTRACT SVC-HAZ WASTE REMOVE	15,174	20,890	49,287	35,234	50,000	14,766
5030500010 CONTRACT SVC-GENERAL	29,926	49,346	55,391	50,319	65,200	14,881
5030600000 CONTRACT SVC-CUSTODIAL	72,048	80,919	82,280	83,500	90,000	6,500
5030600100 AIR CONDITIONING EXPENDITURES	8,825	15,873	14,958	20,000	20,000	-
5030600200 UNIFORMS SERVICE EXPENDITURES	1,425	1,450	2,034	2,300	2,300	-
5030600300 RENTAL EQUIPMENT EXPENSES	4,746	3,930	6,391	6,000	7,500	1,500
5030600500 PEST CONTROL SERVICE	2,781	3,260	3,716	3,746	4,500	754
5030600600 CONTRACT SERVICES-A/C	10,606	9,572	24,439	13,956	21,500	7,544
5030600700 FIRE EXTINGUISHERS	823	1,160	529	1,435	1,200	(235)
5030600800 FLOOR MAT RENTAL	6,258	6,231	6,347	9,500	7,500	(2,000)
5030600975 RADIO REPEATER HILLTOP RENTAL	14,472	28,866	32,460	24,000	18,000	(6,000)
5040300100 PLUMBING RELATED EXPENDITURES	6,518	5,902	12,980	8,932	12,000	3,068
5040300200 ELECTRICAL RELATED EXPENDITURE	10,370	15,454	14,373	18,924	20,000	1,076
5040300600 SHOE ALLOWANCE	842	1,091	778	1,500	2,500	1,000
5049900001 OFFICE SUPPLIES	-	151	51	300	500	200
5049900002 BOARD ROOM AND ZWEIG SUPPLIES	3,986	6,254	2,658	8,700	7,000	(1,700)
5049900026 FACILITY MAINTENANCE-MAIN FAC	29,044	37,920	56,266	40,150	72,500	32,350
5049900030 CLEANING SUPPLIES-MAIN FAC	2,368	1,627	1,134	2,300	2,500	200
5050200001 UTILITIES MAIN FACILITY	255,807	271,570	305,111	267,954	330,000	62,046
5050200003 TRASH PICKUP- MAIN FACILITY	20,189	25,692	28,676	22,826	30,000	7,174
Total Expenses	934,951	1,193,185	1,220,868	1,349,549	1,524,971	175,422

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5030500010 CONTRACT SVC-GENERAL	770	2,209	402	2,433	2,400	(33)
5030600000 CONTRACT SVC-CUSTODIAL	34,827	25,105	30,012	40,000	35,000	(5,000)
5030600100 AIR CONDITIONING EXPENDITURES	1,246	1,203	673	1,932	2,000	68
5030600300 RENTAL EQUIPMENT EXPENSES	-	-	-	-	-	-
5030600500 PEST CONTROL SERVICE	1,178	1,395	1,534	1,595	1,700	105
5030600600 CONTRACT SERVICES-AC	580	575	1,616	580	2,000	1,420
5030600700 FIRE EXTINGUISHERS	252	289	-	386	350	(36)
5030600800 FLOOR MAT RENTAL	636	41	-	2,318	500	(1,818)
5040300100 PLUMBING RELATED EXP	1,028	503	2,631	2,050	2,500	
5040300200 ELECTRICAL RELATED EXPENDITURE	993	4,685	2,375	2,500	2,500	-
5049900027 FACILITY MAINT-INDIO FAC	8,393	8,659	9,234	9,000	12,000	3,000
5049900031 CLEANING SUPPLIES-INDIO FACILI	185	279	-	300	300	-
5050200002 UTILITIES INDIO/COACHELLA	25,496	24,234	29,502	37,000	37,000	-
5050200004 TRASH PICKUP-INDIO/COACHELLA	16,671	17,597	20,222	18,000	21,000	3,000
5050202000 UTILITIES GAS & WATER	4,545	3,274	4,145	7,001	4,000	(3,001)
Total Expenses	96,800	90,050	102,345	125,095	123,250	(2,295)

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
2	Facility Construction Specialist
1	Facility Maintenance Supervisor
3	Facility Maintainer
1	Deputy Chief of Facilities
1	Superintendent of Facilities
8	Total FTEs

MAINTENANCE OFFICE - STOPS & ZONES

Division 25

FUNCTIONS & RESPONSIBILITIES

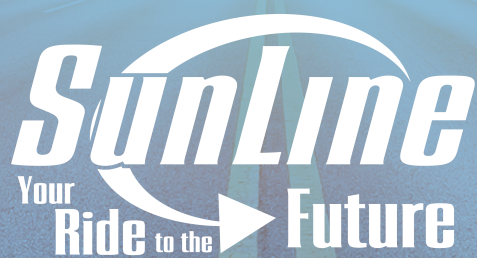
Prioritizing the maintenance of transit bus stops is crucial for ensuring the safety, comfort, and accessibility of passengers using public transportation. The Stops and Zones department focuses on maintaining structural integrity, accessibility compliance, cleaning and sanitation, shelter maintenance, signage and information displays, lighting and security, and passenger amenities. By focusing on these aspects of transit bus stop maintenance, SunLine Transit Agency creates a safe, comfortable, and accessible environment for passengers to wait for buses, ultimately enhancing the overall public transportation experience.

EXPENSE BUDGET SUMMARY - STOPS & ZONES (DIV 25)

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	53,886	66,356	97,903	60,643	-	(60,643)
5010201500 BARGAINING SALARIES	302,627	312,140	288,567	332,971	404,276	71,305
5010201510 BARGAINING OVERTIME	4,052	5,370	9,796	7,500	-	(7,500)
5029999999 TOTAL FRINGE BENEFITS	236,221	223,492	269,001	271,795	279,908	8,113
5030600200 UNIFORMS	3,709	3,674	3,783	5,500	4,500	(1,000)
5030600250 EQUIPMENT RENTAL	3,517	2,070	3,708	4,500	4,500	-
5040102000 UNLEADED GASOLINE	2,353	2,692	2,323	3,000	3,000	-
5040102001 DIESEL FUEL	-	63	34	175	200	25
5040300600 SHOE ALLOWANCE	881	2,139	1,780	2,500	2,500	-
5049900001 OFFICE SUPPLIES	107	64	-	125	300	175
5049900029 BUS STOP SUPPLIES	55,808	76,201	60,738	75,400	75,000	(400)
5090201000 EMPLOYEE EXPENSES	146	248	-	350	1,500	1,150
Total Expenses	663,306	694,510	737,632	764,459	775,684	11,225

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Stops & Zones Supervisor
7	Stops & Zones Technician
8	Total FTEs



Serving the Coachella Valley

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SunLine Transit Agency

DATE:	June 26, 2024	ACTION
TO:	Strategic Planning & Operational Committee Board of Directors	
FROM:	Paul Mattern, Chief Planning Officer	
RE:	Adoption of Fiscal Year 2025-27 Short Range Transit Plan (SRTP)	

Recommendation

Recommend that the Board of Directors adopt the FY25-27 Short Range Transit Plan (SRTP).

Background

The SRTP, updated annually, describes SunLine's operating and capital plans and funding sources. The SRTP is prepared according to the Riverside County Transportation Commission (RCTC) requirements and guidelines, the California Public Utilities Code, and California Transportation Development Act. The attached FY25-27 SRTP focuses on a number of projects that are close to completion and the improvements and reliability of the whole transit system.

Within this context, the SRTP prioritizes the following goals:

- 1) Maintain our current route reliability and gradually improve frequencies as key performance data deems it necessary;
- 2) Deploy SunRide with a focus on filling transit gaps and feeding the fixed route system;
- 3) Complete construction of the Coachella Mobility hub before September 2024 service change implementation;
- 4) Complete the radio and CAD/AVL replacement project;
- 5) Update bus stop signs and schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers;
- 6) Improve service reliability with the completion of the liquid hydrogen station;
- 7) Construct a second liquid hydrogen station in Indio for additional fuel dispensing capacity;
- 8) Conduct a study on SunLine's fare structure to understand rider preferences and agency needs; and
- 9) Continue to implement the Innovative Clean Transit (ICT) plan and transition to zero emissions by 2035 – five (5) years ahead of the deadline set in the ICT Regulation.

The service and capital plans recommended in the SRTP are within the confines of the FY25 budget, which will be presented to the Board of Directors for consideration as a separate item.

RCTC staff reviewed the first draft of SRTP in April and recommend this plan be considered a three (3) year plan, FY 2025-27, due to the budgeting forecast of three years. At the May Board meeting, staff presented a draft of the SRTP. Staff now recommends adoption of the final FY25-29 SRTP.

Financial Impact

The operating and capital costs have been budgeted for in the FY25 budget.

Attachment:

- [Item11a](#) – FY25-27 SRTP



FY25-27 SHORT-RANGE TRANSIT PLAN



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FY25-27 **SHORT-RANGE
TRANSIT PLAN**

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APPENDIX

Appendix A: SunLine Existing Route Profiles

GLOSSARY OF COMMON ACRONYMS

5307	Formula grants for urbanized areas
5311	Formula grants for rural areas
5339	Formula grants for buses and bus facilities
ADA	Americans with Disabilities Act
ARPA	American Rescue Plan Act
CARB	California Air Resources Board
CDP	Census designated place
CMAQ	Congestion Mitigation and Air Quality Improvement Program
CNG	Compressed natural gas
COVID-19	Coronavirus
CRRSAA	Coronavirus Response and Relief Supplemental Appropriations Act
CSUSB	California State University, San Bernardino
DBE	Disadvantaged business enterprise
DPSS	Department of Public Social Services
EEO	Equal employment opportunity
FTA	Federal Transit Administration
FY	Fiscal year
ICT	Innovative Clean Transit
IVT	Imperial Valley Transit
IVTC	Imperial Valley Transportation Commission
JPA	Joint Powers Agreement
KPI	Key Performance Indicator
LCTOP	Low Carbon Transit Operations Program
LTF	Local Transportation Fund
MPH	Miles per hour
NTD	National Transit Database
RCTC	Riverside County Transportation Commission
SBTC	San Bernardino Transit Center

SCAG	Southern California Association of Governments
SGR	State of Good Repair
SRTP	Short Range Transit Plan
STA	State Transit Assistance
TAP	Transit Ambassador Program
TSP	Transit signal priority
U-Pass	University Pass
ZEB	Zero-emission bus

DEFINITIONS

Financially Constrained	Fully funded
Financially Unconstrained	Not funded
Microtransit	A form of demand response transit that offers flexible routing and/or flexible scheduling of minibus vehicles

BOARD OF DIRECTORS

SunLine was established under a Joint Powers Authority (JPA) on July 1, 1977, between Riverside County and the communities of the Coachella Valley, which at the time included the Cities of Coachella, Desert Hot Springs, Indio, Palm Desert, and Palm Springs. The JPA was later amended to include the Cities of Cathedral City, Indian Wells, La Quinta, and Rancho Mirage. The JPA's governing board consists of one elected official from each member entity and one county supervisor. The Board of Directors are responsible for setting Agency policy.

CATHEDRAL CITY	Nancy Ross
COACHELLA	Denise Delgado, Vice-Chair
DESERT HOT SPRINGS	Russell Betts
INDIAN WELLS	Ty Peabody
INDIO	Glenn Miller
LA QUINTA	John Peña
PALM DESERT	Kathleen Kelly
PALM SPRINGS	Lisa Middleton, Chair
RANCHO MIRAGE	Lynn Mallotto
RIVERSIDE COUNTY	V. Manuel Perez

ORGANIZATIONAL STRUCTURE

SunLine's CEO/General Manager implements the Board of Directors' policy direction and provides strategic and operational leadership to the organization. The Executive Team supports the CEO/General Manager by supporting and developing Agency staff, overseeing day-to-day business operations, and leading the implementation of Agency initiatives.

CHIEF EXECUTIVE OFFICER/GENERAL MANAGER	Mona Babauta
CHIEF FINANCIAL OFFICER	Luis Garcia
CHIEF SAFETY OFFICER	Bryan Valenzuela
CHIEF OF HUMAN RELATIONS	Tamara Miles
CHIEF TRANSPORTATION OFFICER	Isabel Vizcarra
CHIEF PLANNING OFFER	Paul Mattern
CHIEF MAINTENANCE OFFICER	Ray Allen
CHIEF OF CAPITAL PROJECTS	Walter Watcher
CHIEF ADMINISTRATIVE OFFICER	Tina Hamel

CHAPTER 1

System Overview & System Profile



FY25-27

SHORT-RANGE TRANSIT PLAN

Chapter 1. System Overview and Service Profile

As the Agency stands at the threshold of a new era, it is crucial to reflect on the challenges that have shaped our journey thus far. The convergence of the COVID-19 pandemic, a national shortage of labor, and the failure of critical infrastructure such as the hydrogen-fueling station has undoubtedly tested the resilience of our transit system. The cumulative impact of these adversities has led to disruptions, unreliable service, and, regrettably, necessary service cuts. It has underscored the urgent need for adaptation and innovation.

Despite these obstacles, we are poised to embark on a fresh path forward. Our foremost priority is clear: the customer. As we enter this new chapter of the Agency, we do so with a sense of determination and purpose. We recognize that the heart of any successful transit system lies in its ability to meet the diverse needs and expectations of its ridership. With this guiding principle at the forefront, we are dedicated to ensuring that every decision, every initiative, and every investment is driven by a genuine focus on enhancing the passenger experience.

Our vision for the future is one of reliability, accessibility, and excellence. We are committed to leveraging innovative technologies, optimizing operational efficiencies, and fostering collaborative partnerships to deliver a transit system that our passengers can rely on, day in and day out.

While we acknowledge the challenges we have faced, we also want to take the time to celebrate the achievements that help define our Agency's legacy:



We proudly highlight a key aspect of our service that sets us apart – our commitment to providing the **lowest fares** in the region. Our Board of Directors and staff understand the importance of accessible transportation options for all community members, regardless of their socio-economic status. By keeping our fixed route fare at \$1, we ensure that our services remain accessible to everyone, fostering inclusivity and connectivity across our community. Our goal is that maintaining low fares will enhance the attractiveness of public transit as a viable transportation option.



Over time, the transit industry has learned that the traditional fixed-route system may not always serve every corner of our community effectively. We are proud that our microtransit service, **SunRide**, has been able to expand into more cities bringing flexible, on-demand transportation to areas that were previously underserved by traditional transit routes.



In recent years, SunLine has been honored with three large **awards** (Figure 1-1) within the transit industry. These accolades serve as a testament to the hard work and dedication of all our employees and inspires us to chart a course for the future that refocuses our efforts on the customer experience.

For years, SunLine has been at the forefront of the clean fuels revolution, spearheading initiatives to reduce emissions and mitigate environmental impact. Our investment in hydrogen fuel cell technology, in particular, has positioned us as a trailblazer in the transition to cleaner,

greener transportation solutions. While the challenges of the last year related to our hydrogen station were undoubtedly disappointing, they also serve as valuable lessons in resilience and adaptability. We are committed to learning from the past, and leveraging our experiences to inform smarter, more resilient strategies for the future to ensure we stay on target for our Innovative Clean Transit roll-out plan goals.

As we look to the future outlined in this FY 2025-2027 Short Range Transit Plan (S RTP), we are approaching the upcoming years with optimism. We will navigate the road ahead alongside our community and are confident that the best is yet to come for SunLine Transit Agency.

Figure 1-1 Major Accomplishments of SunLine



1.1 Description of Service Area

SunLine serves the eastern portion of Riverside County known as the Coachella Valley, extending from the San Geronio Pass in the west to the Salton Sea in the southeast. Located 120 miles east of downtown Los Angeles and 60 miles east of Riverside and San Bernardino.

Key characteristics of SunLine's service area include –



Geographic Size 1,120 square miles (Figure 1-2)



Fixed Route Service Coverage 150 square miles



Paratransit Service Coverage 200 square miles¹



9 JPA Member Cities SunLine provides service to Cathedral City, Coachella, Desert Hot Springs, Indian Wells, Indio, La Quinta, Palm Desert, Palm Springs, and Rancho Mirage



Unincorporated Communities SunLine provides service to the unincorporated county areas of Bermuda Dunes, Desert Edge, Mecca, North Shore, Oasis, Thermal, and Thousand Palms



Commuter Service Commuter express service is provided outside of the service area connecting the Coachella Valley to San Bernardino

Figure 1-3 shows population and employment estimates for the jurisdictions within the SunLine service area.

¹ The Federal Transit Administration describes the service area as a measure of access to transit service in terms of population served and area covered. The service area is determined using the Americans with Disabilities Act of 1990 (ADA) to identify the corridor surrounding routes three-quarters of mile on either side. Source: <https://www.transit.dot.gov/ntd/national-transit-database-ntd-glossary>. Accessed March 16, 2023.

Figure 1-2 SunLine Service Area

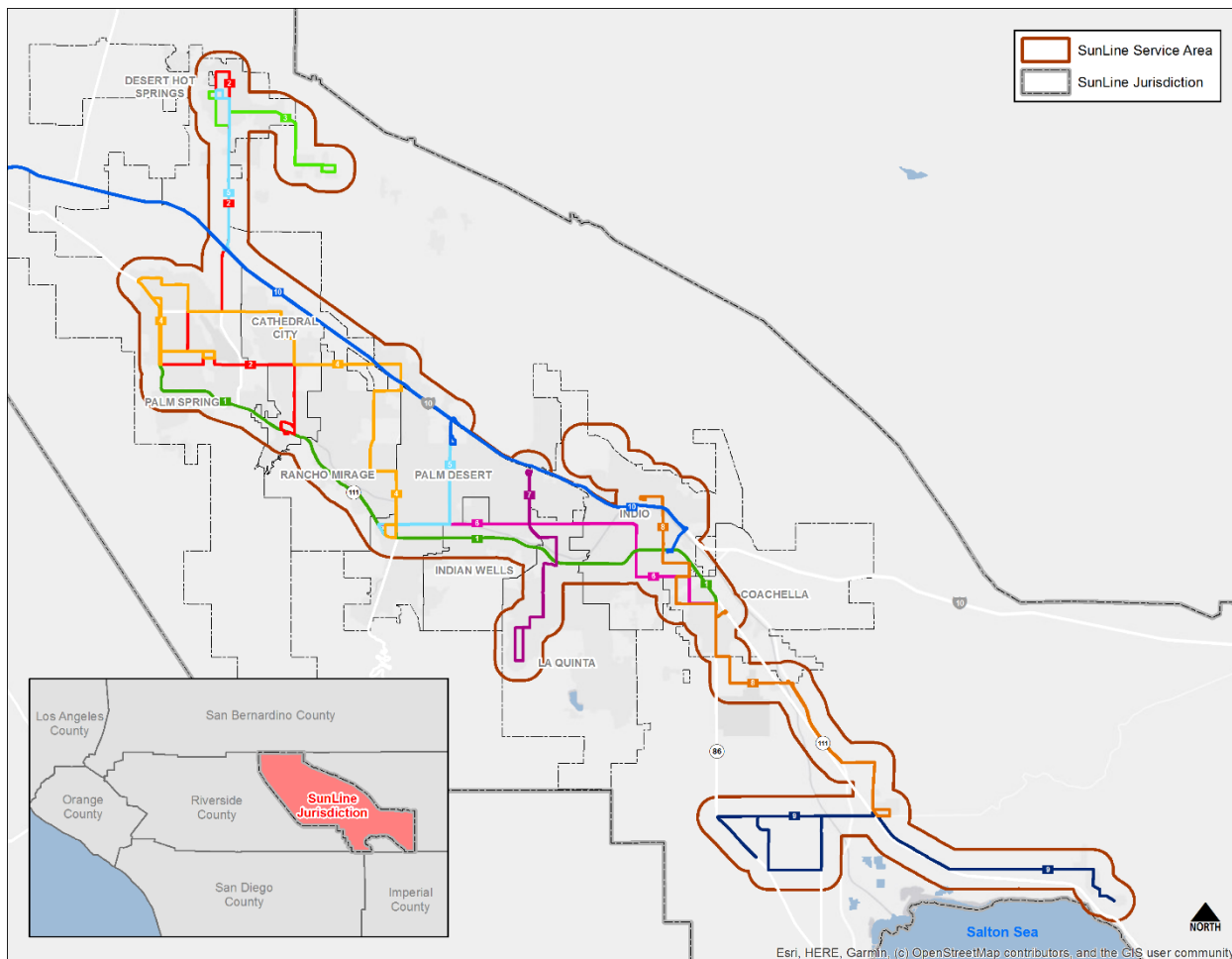


Figure 1-3 SunLine Service Area Socioeconomic Profile

Geography	Total population	Minority population		Population with poverty status determined	Poverty population		Total households	Zero auto households		Total employment
	Number	Number	%	Number	Number	%	Number	Number	%	Number
SunLine Jurisdiction	443,976	263,098	59.3%	441,897	75,195	17.0%	182,919	8,413	4.6%	151,433
Cathedral City	52,569	35,823	68.1%	52,510	9,893	18.8%	18,817	1,086	5.8%	9,925
Coachella	45,204	43,942	97.2%	45,130	8,664	19.2%	17,211	513	3.0%	8,973
Desert Hot Springs	27,829	20,372	73.2%	27,698	6,820	24.6%	9,707	824	8.5%	3,687
Indian Wells	7,054	1,465	20.8%	7,048	822	11.7%	3,446	46	1.3%	3,862
Indio	90,900	66,459	73.1%	89,958	15,639	17.4%	33,825	1,377	4.1%	20,767
La Quinta	40,510	18,429	45.5%	40,408	5,671	14.0%	16,054	424	2.6%	11,672
Palm Desert	51,009	16,782	32.9%	50,730	6,216	12.3%	23,580	1,137	4.8%	29,284
Palm Springs	49,651	19,719	39.7%	49,347	7,973	16.2%	25,155	1,722	6.8%	28,518
Rancho Mirage	17,913	3,749	20.9%	17,834	2,215	12.4%	9,327	341	3.7%	16,175
Unincorporated	61,337	36,358	59.3%	61,234	11,282	18.4%	25,797	943	3.7%	18,570

Source: American Community Survey 2020 5-year estimates; Longitudinal Employer-Household Dynamics 2019

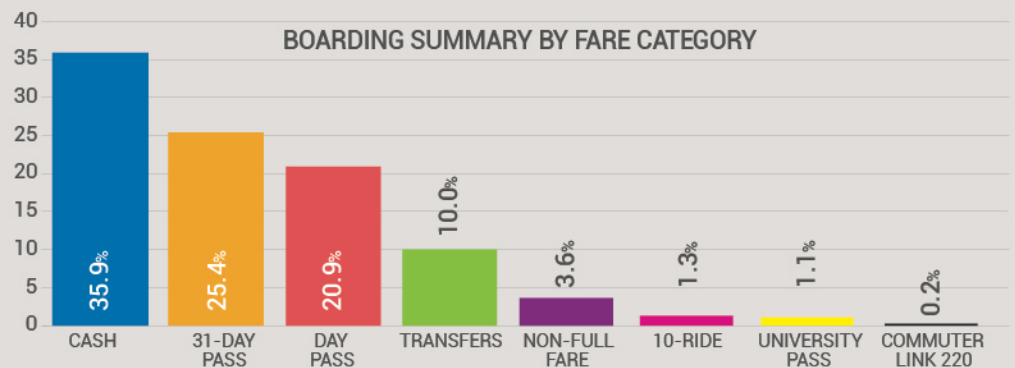
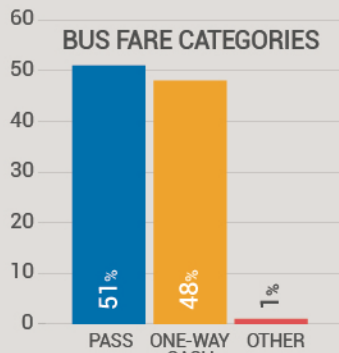
1.2 Population Profile and Demographics

The 2019 SunLine Transit Rider Survey was an important source of information for the plan. It gave SunLine staff a pre-COVID-19 ridership profile and described how riders used the transit system. The infographic on the next page shows the demographic characteristics of SunLine's riders before the pandemic. SunLine is preparing a new rider survey to assess changes resulting from the pandemic and the changes made to the system in the years following.

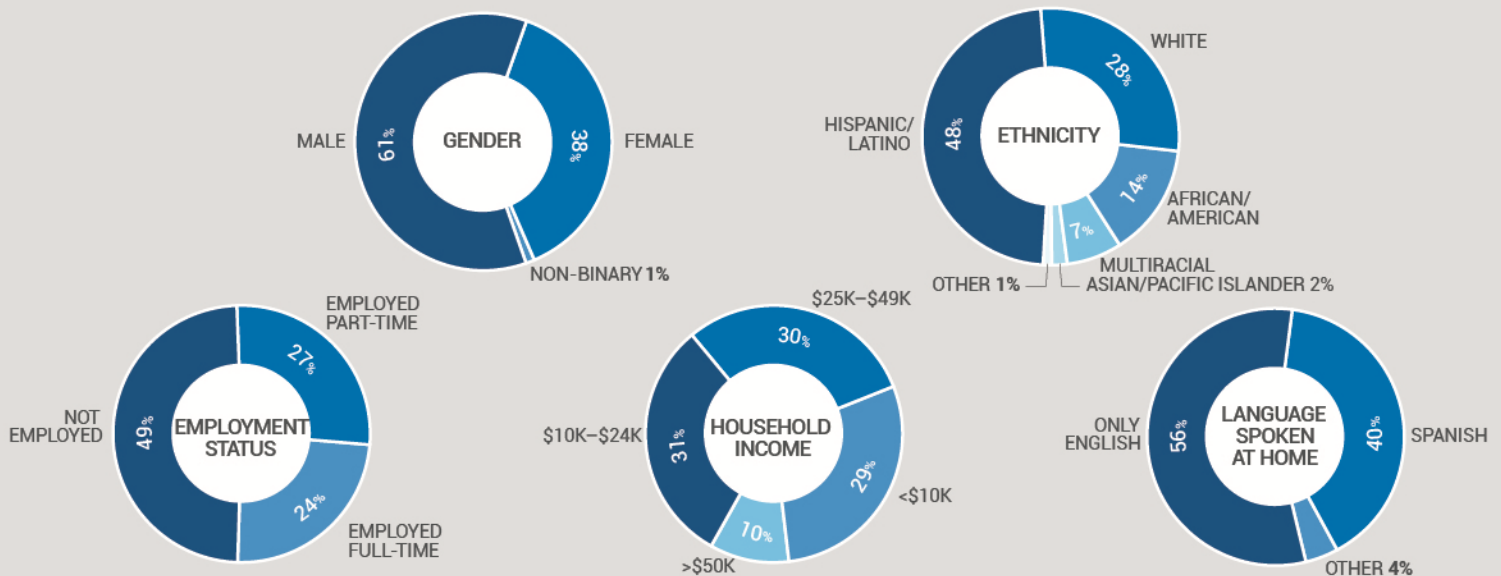
POPULATION PROFILE and RIDER CHARACTERISTICS

The SunLine Transit Rider Survey provided a snapshot of passenger characteristics, as summarized here.

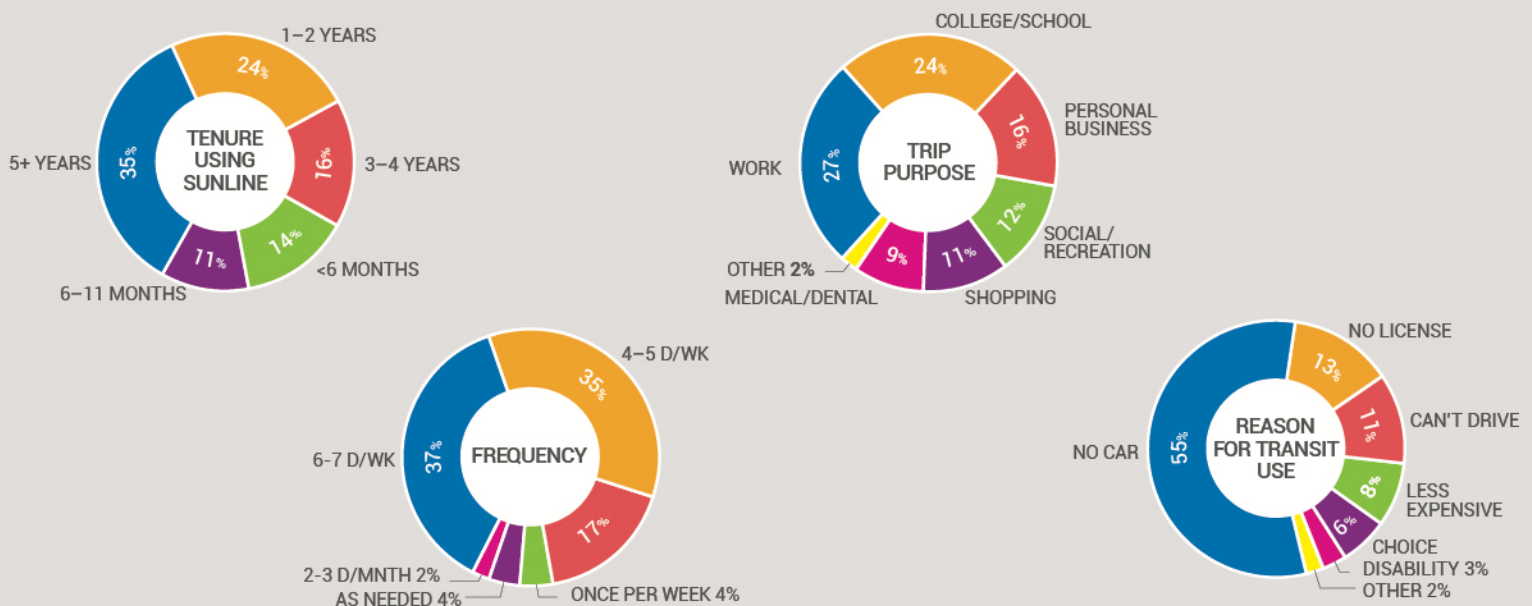
BOARDING FARE



DEMOGRAPHICS



TRANSIT USE



1.2.1 Demographic Projections

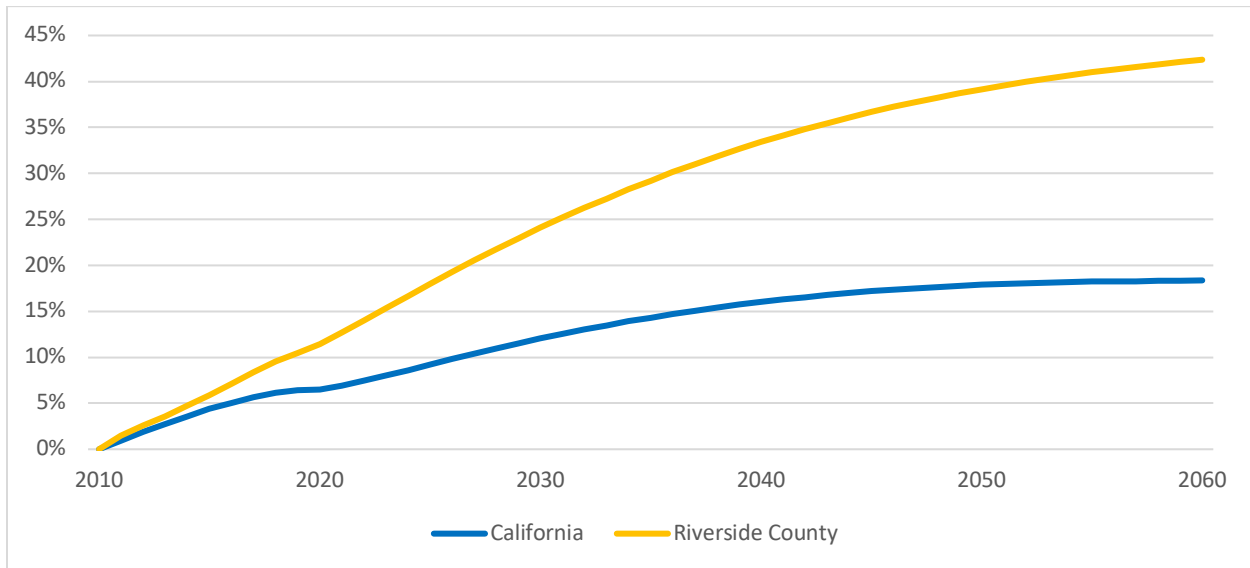
Despite ridership downturn related to the COVID-19 pandemic, population growth in Riverside County and the Coachella Valley will continue to drive demand for public transit services. In considering the public transit needs of the Coachella Valley, it is essential to understand the diverse demographics that make up our community. The Coachella Valley is characterized by a unique blend of residents, ranging from retirees to young families seeking opportunities for growth and prosperity. Additionally, our region experiences seasonal fluctuations in population due to tourism and seasonal residents, particularly during the winter months. Furthermore, we recognize the presence of economically disadvantaged populations, seniors, individuals with disabilities, and other vulnerable groups who rely heavily on public transportation for their mobility needs.

Like other transit agencies nationwide, SunLine is faced with the challenge of maintaining core service, extending service to new developments, and addressing the financial challenges resulting from the COVID-19 pandemic. It is imperative that we take into account these demographic nuances and strive to design services that are inclusive, accessible, and responsive to the diverse needs of our community. With the massive amount of growth we are experiencing in the Coachella Valley and limited funding, SunLine would be unable to provide direct service from every trip origin to every destination. However, with careful planning, we are working to ensure that our transit system effectively serves as a lifeline, connecting people to essential services, employment opportunities, recreational amenities, and each other.

The California Department of Finance estimates that the nine cities of the Coachella Valley had a population of just over 390,600 in January 2021. Riverside County has been growing faster than the state's population, and the Department of Finance projects this will continue through 2060, as shown in Figure 1-4. Within Riverside County, the Southern California Association of Governments (SCAG) projects that the nine cities of the Coachella Valley will grow faster than the county between 2016 and 2045.

Projections prepared by SCAG show that the Riverside County population is expected to grow by 37.6 percent from 2016 to 2045. This means an increase from 2.36 million people in 2016 to 3.25 million people in 2045, as shown in Figure 1-5. In contrast, the population in Coachella Valley cities is projected to grow even faster, increasing 55 percent over the same 29-year period, from 450,130 in 2016 to 697,690 in 2045, as shown in Figure 1-6. Growth percentages within the Coachella Valley vary by city. Coachella and Desert Hot Springs are among the cities projected to grow the fastest within the SCAG region, ranking first and third, respectively, among all SCAG cities by percentage growth over the next three decades.

Figure 1-4 Riverside County and California Population Growth Projections (Percent)



Source: California Department of Finance, 2021, <https://www.dof.ca.gov/forecasting/demographics/projections/>

Figure 1-5 Riverside County and Coachella Valley Population Projections (Total Population)

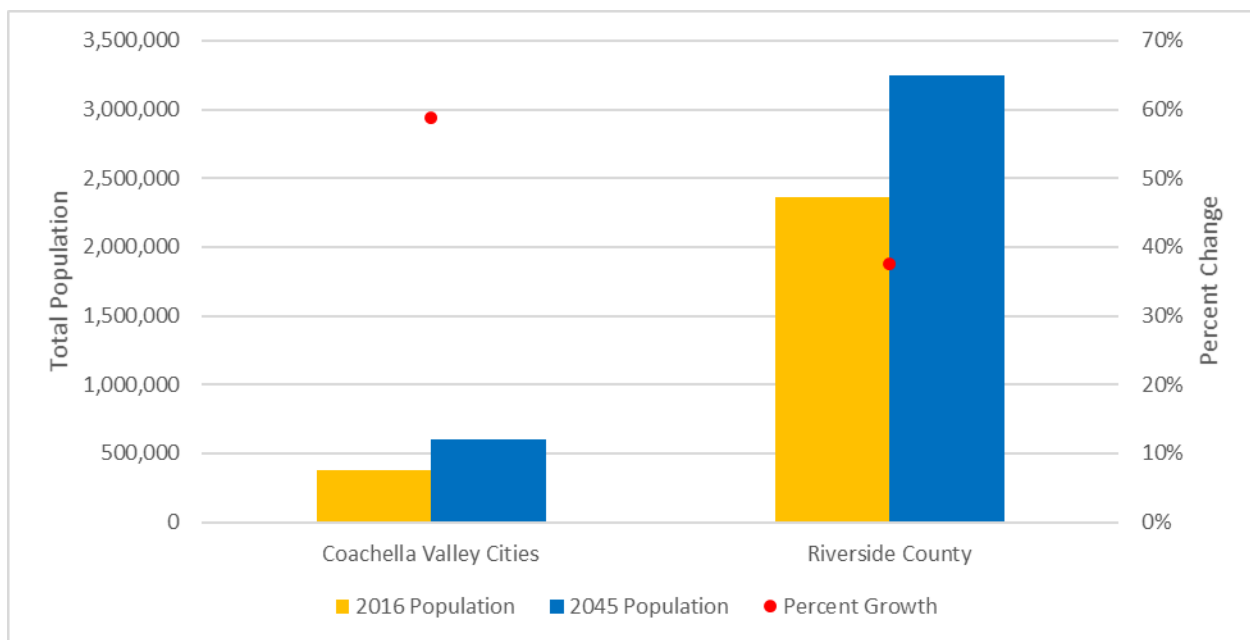


Figure 1-6 Population Growth Projections for Jurisdictions in the SunLine Service Area

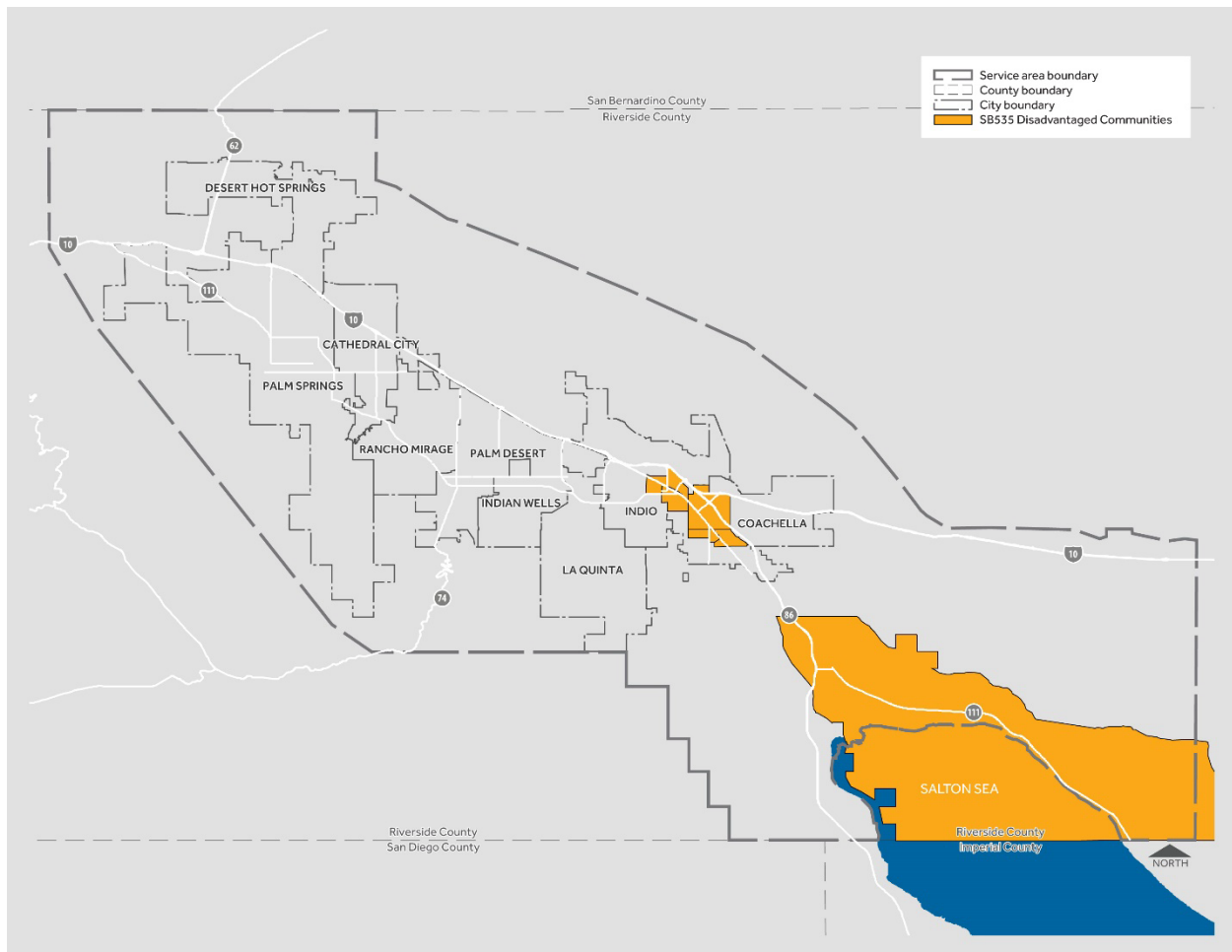
Location	SCAG 2016 estimates	SCAG 2045 estimates	Difference	% Difference
Bermuda Dunes Census Designated Place (CDP)	7,340	10,110	2,770	38%
Cathedral City	54,300	76,300	22,000	41%
Coachella city	45,300	129,300	84,000	185%
Desert Edge CDP	3,850	4,200	350	9%
Desert Hot Springs city	29,000	59,990	30,990	107%
Desert Palms CDP	6,940	6,990	50	1%
Garnet CDP	6,300	7,990	1,690	27%
Indian Wells city	5,400	6,400	1,000	19%
Indio city	88,100	129,300	41,200	47%
Indio Hills CDP	1,120	6,280	5,160	461%
La Quinta city	40,400	47,700	7,300	18%
Mecca CDP	8,860	11,840	2,980	34%
North Shore CDP	3,200	3,680	480	15%
Oasis CDP	4,370	4,500	130	3%
Palm Desert city	50,400	64,100	13,700	27%
Palm Springs city	47,100	61,600	14,500	31%
Rancho Mirage city	18,200	25,200	7,000	38%
Sky Valley CDP	2,570	7,080	4,510	175%
Thermal CDP	2,400	3,270	870	36%
Thousand Palms CDP	7,880	9,730	1,850	23%
Vista Santa Rosa CDP	3,780	3,950	170	4%
Whitewater CDP	820	980	160	20%
Other unincorporated areas	12,500	17,200	4,700	38%
Service area total	450,130	697,690	247,560	55%

Source: SCAG, 2020, https://scag.ca.gov/sites/main/files/file-attachments/0903fconnectsocial_demographics-and-growth-forecast.pdf

Disadvantaged communities in California are specifically targeted for investment of proceeds from the state's cap-and-trade program. Senate Bill 535 mandates that 25 percent of the proceeds from the Greenhouse Gas Reduction Fund go to projects that benefit disadvantaged communities. These investments are primarily aimed at improving public health, quality of life, and economic opportunity in the state's most burdened communities while also reducing pollution.

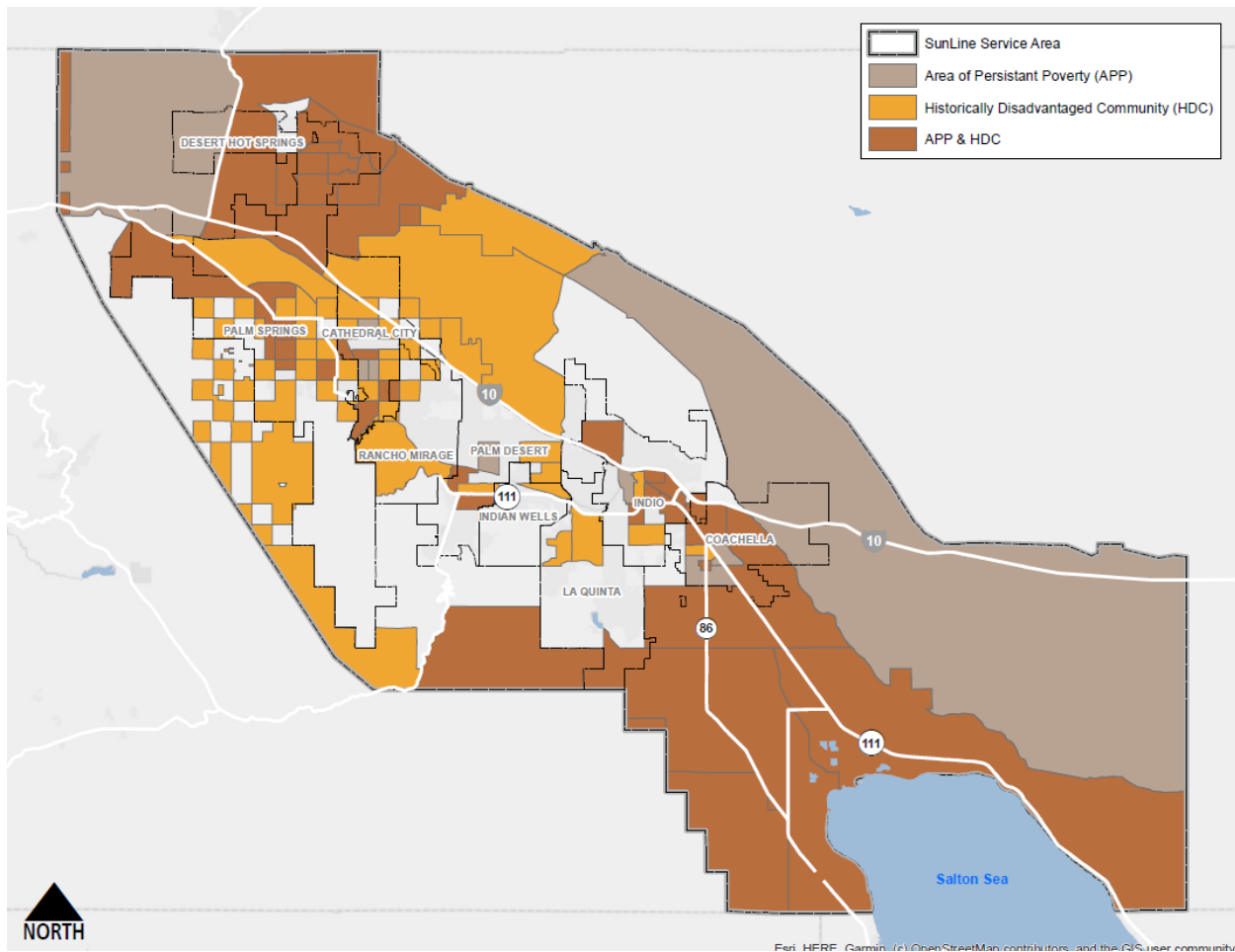
Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1-7.

Figure 1-7 Senate Bill 535 Disadvantaged Communities



Several federal funding programs specifically target investment toward areas designated as Areas of Persistent Poverty or Historically Disadvantaged Communities. Areas of Persistent Poverty include census tracts with poverty rates of 20 percent or higher based on the 2014 to 2018 5-year American Community Survey, counties that have had poverty rates of 20 percent or higher in the 1900 and 2000 Decennial Censuses and the 2020 Small Area Income Poverty Estimates, and territories or possessions of the United States. Historically Disadvantaged Communities include census tracts identified based on six factors of socioeconomic disadvantage, tribal lands, and territories or possessions of the United States. Areas with these designations within the SunLine service area are shown in Figure 1-8.

Figure 1-8 Areas of Persistent Poverty and Historically Disadvantaged Communities



1.3 Description of Services

SunLine's existing transit service includes SunBus (local bus), Commuter Link (regional commuter), SunRide (microtransit), and SunDial (paratransit). Additionally, SunLine's taxi voucher program provides additional transportation options to residents throughout the Coachella Valley. Each of these service types is described briefly in the following sections.

1.3.1 SunBus – Local Bus

SunLine currently operates nine local routes in its service area. The local bus network is broken down into trunk routes and connector or feeder routes. Trunk routes serve highly traveled corridors with more frequent headways and include Routes 1EV, 1WV, and 2. Connector/feeder routes operate in less dense areas and connect to trunk routes. These routes generally operate at less frequent headways and include Routes 3 through 9. SRTP Table 1.0 (see the Tables section of the SRTP) shows a list of the routes and the areas they serve. Figure 1-9 illustrates fixed-route ridership trends over the last few years, including the impact of the COVID-19

pandemic service reductions and the subsequent recovery. Figure 1-10 shows the SunLine system map. Appendix A shows existing route profiles.

Figure 1-9 Fixed Route Ridership

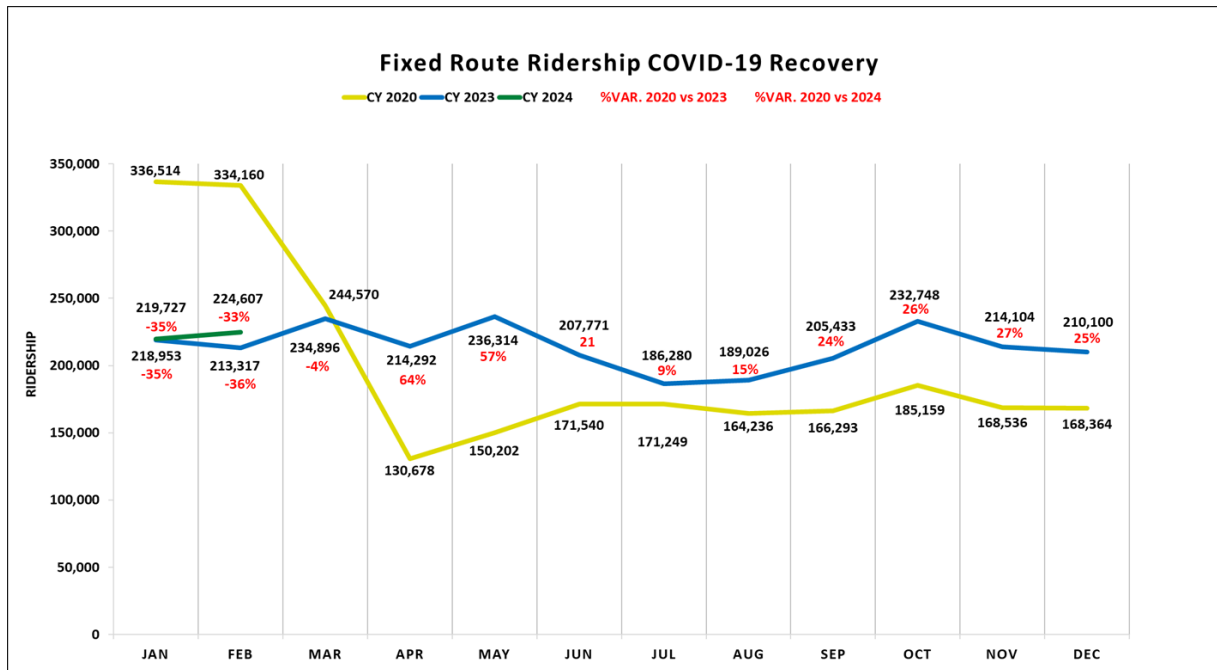
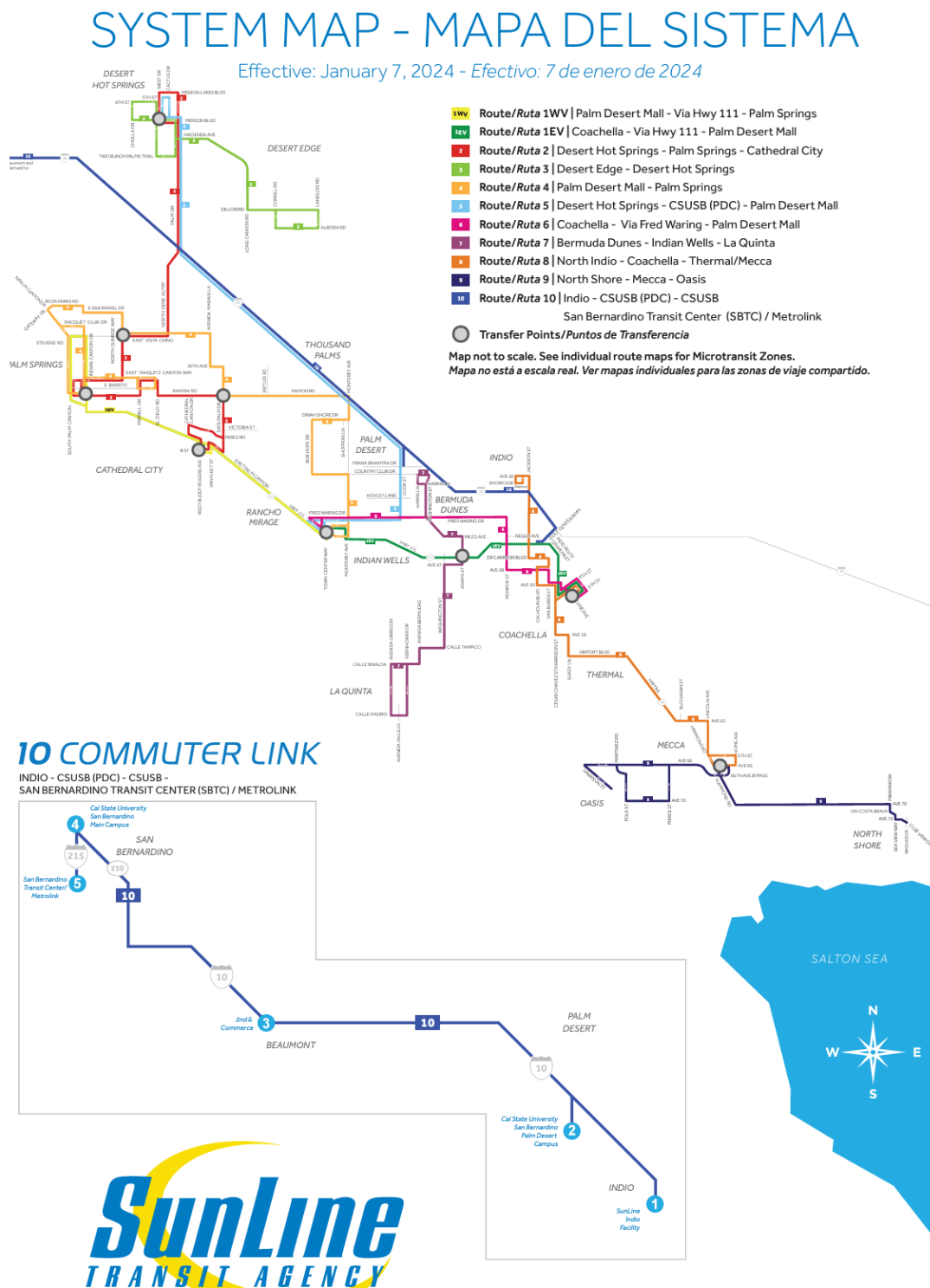


Figure 1-10 Fixed Route System Map



760.343.3451 | SunLine.org

1.3.2 Commuter Link – Regional Commuter

The Route 10 Commuter Link, in operation since July 2021, is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link provides a direct connection between CSUSB's campuses in Palm Desert and San Bernardino. It also provides service to the San Bernardino Transit Center (SBTC) for connections with Metrolink trains and routes served by the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit.

1.3.3 SunRide – Microtransit

Microtransit is an emerging transit mode that offers flexible and dynamic demand-driven transportation solutions to areas with limited transit access or where traditional fixed route service is simply not feasible. Microtransit is a shared-ride service that typically operates a fleet of smaller vehicles (for example, cutaway buses or vans—see Figure 1-11) in defined zones, with dynamic routing based on real-time demand. Similar to companies such as Uber and Lyft, users in designated areas specify the details of their trips on a mobile application and a vehicle is dispatched to deliver them to their destinations. Operating specifics such as service hours and coverage are tailored to meet the needs and/or resources of the agency (fleet availability, operating budget, etc.).

Figure 1-11 Example of SunRide Vehicle



SunRide Operations

The microtransit service, known as SunRide, serves eight zones in the Coachella Valley—Cathedral City, Coachella, Desert Hot Springs (including the community of Desert Edge), Indio, La Quinta, Mecca-North Shore, Palm Desert, and Palm Springs (Figure 1-12 to Figure 1-19). This on-demand service bridges the gap between riders and the fixed route network or designated points of interest. Riders typically use the SunRide smartphone app to book their ride, which dispatches a SunRide vehicle to pick them up and drop them off at locations indicated within the designated geo-fenced zones. Riders without access to a smartphone may also book a trip by calling SunRide’s Customer Service number or through the SunRide web portal at: book.sunride.rideco.com. The service is available Monday through Friday between 5:30 a.m. and 6:30 p.m.

The SunRide fare is \$3 per person, which includes a free transfer to/from the intersecting fixed bus routes. SunRide’s on-demand service allows a rider to book a trip within 15 minutes or to schedule a trip up to 7 days in advance. Riders may opt for contactless payment by choosing to pay using their credit or debit card. The app allows riders to store their credit or debit card information within the app for convenience when booking future rides. Riders may also choose to pay for their ride in cash by paying the SunRide driver directly when SunRide is the first leg of the trip or by purchasing a \$3 “SunRide Transfer Pass” on the fixed route bus when the rider boards the bus as the first leg of the trip.

Figure 1-12 SunRide Service Area – Cathedral City



Figure 1-13 SunRide Service Area – Coachella

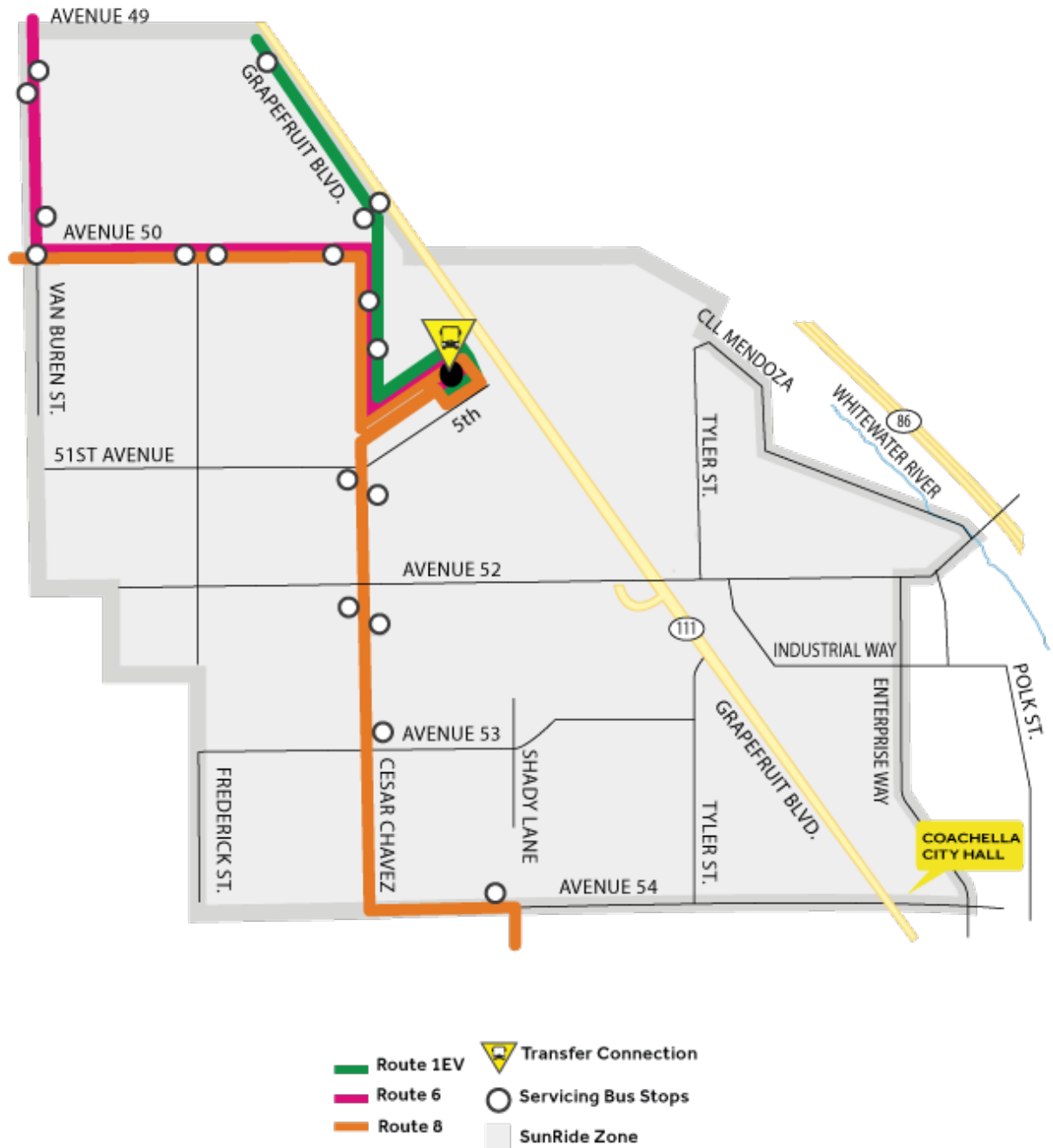


Figure 1-14 SunRide Service Area – Desert Hot Springs – Desert Edge

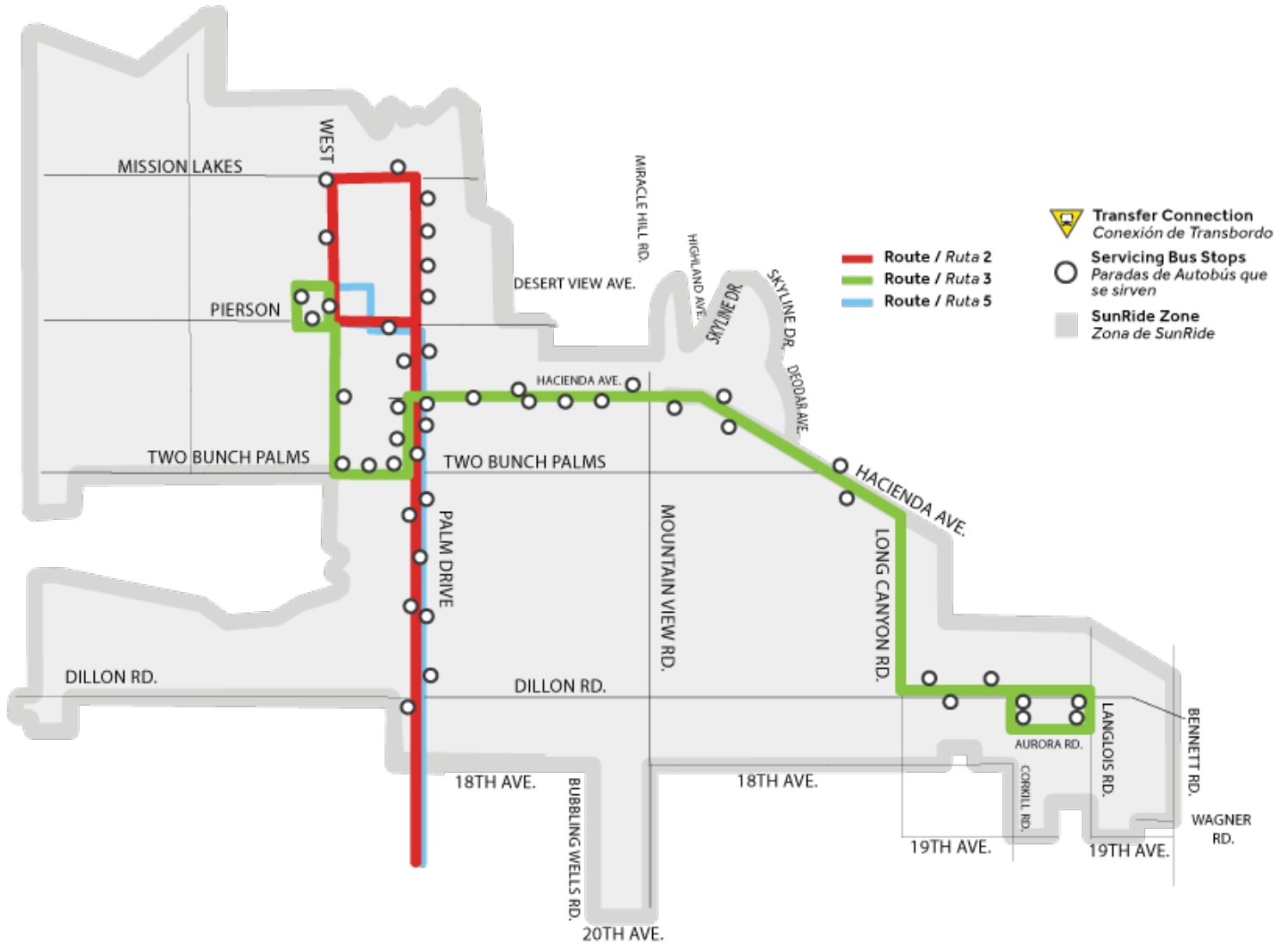


Figure 1-15 SunRide Service Area – Indio

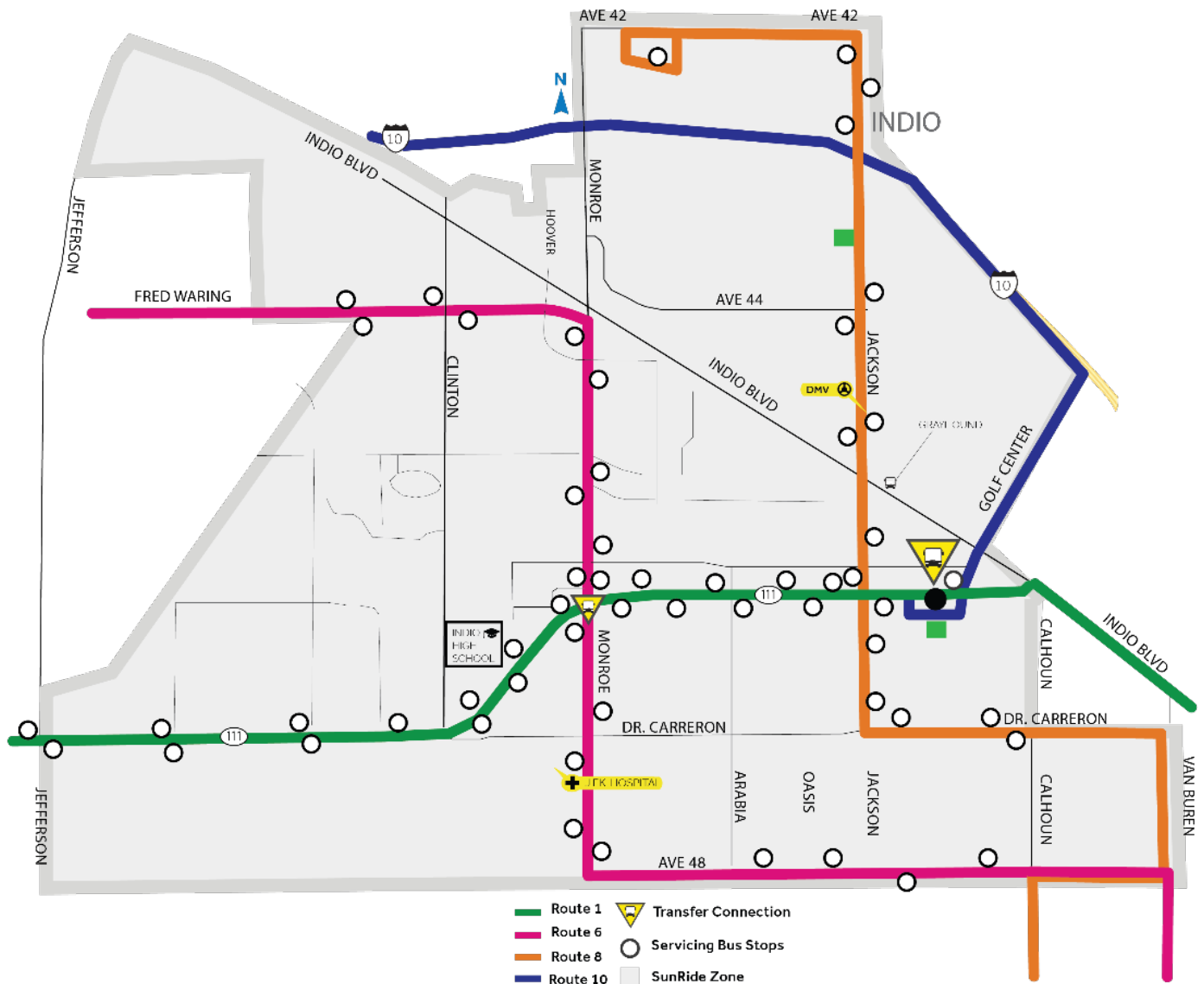


Figure 1-16 SunRide Service Area – La Quinta

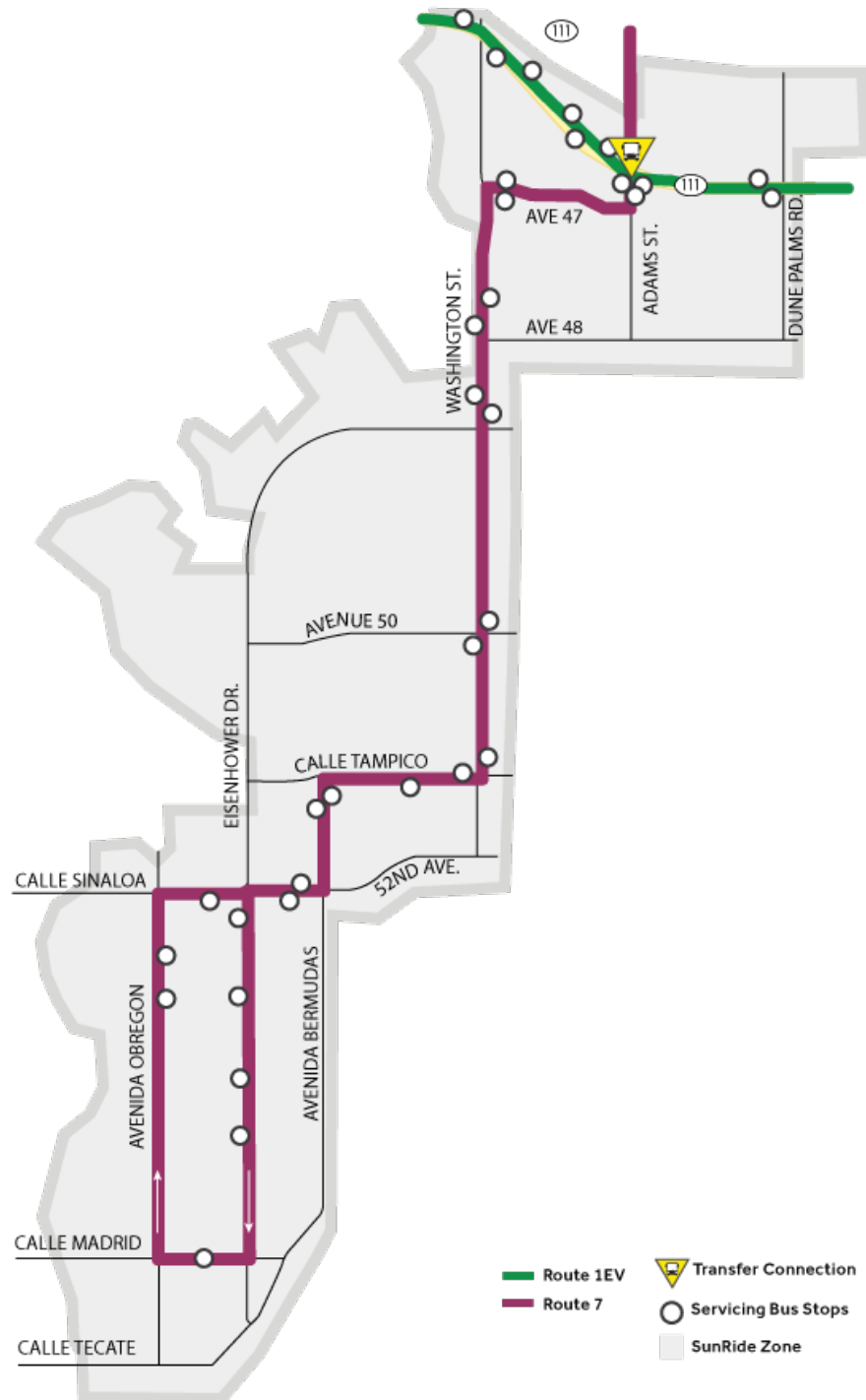


Figure 1-17 SunRide Service Area – Mecca-North Shore

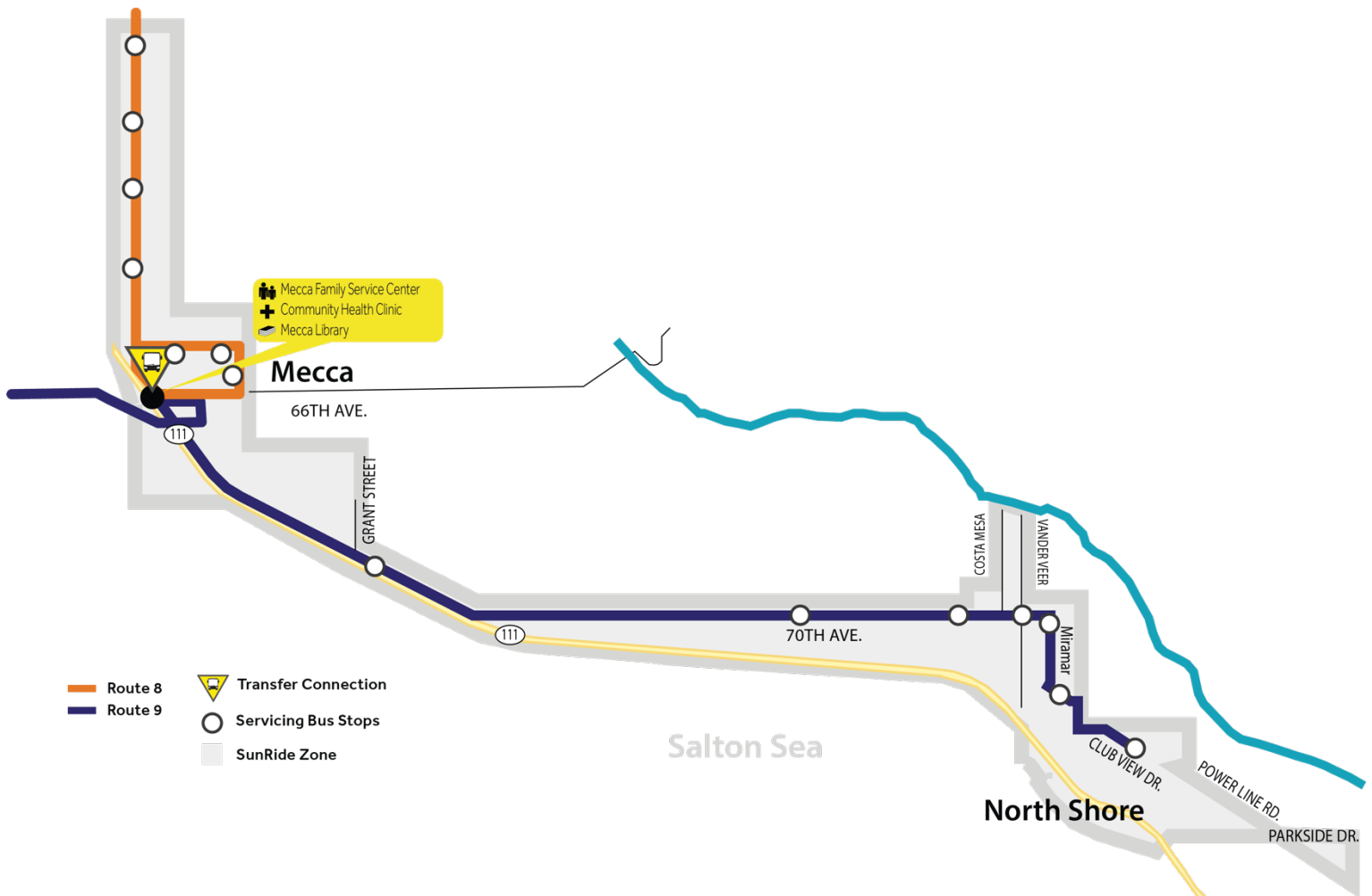


Figure 1-18 SunRide Service Area – Palm Desert

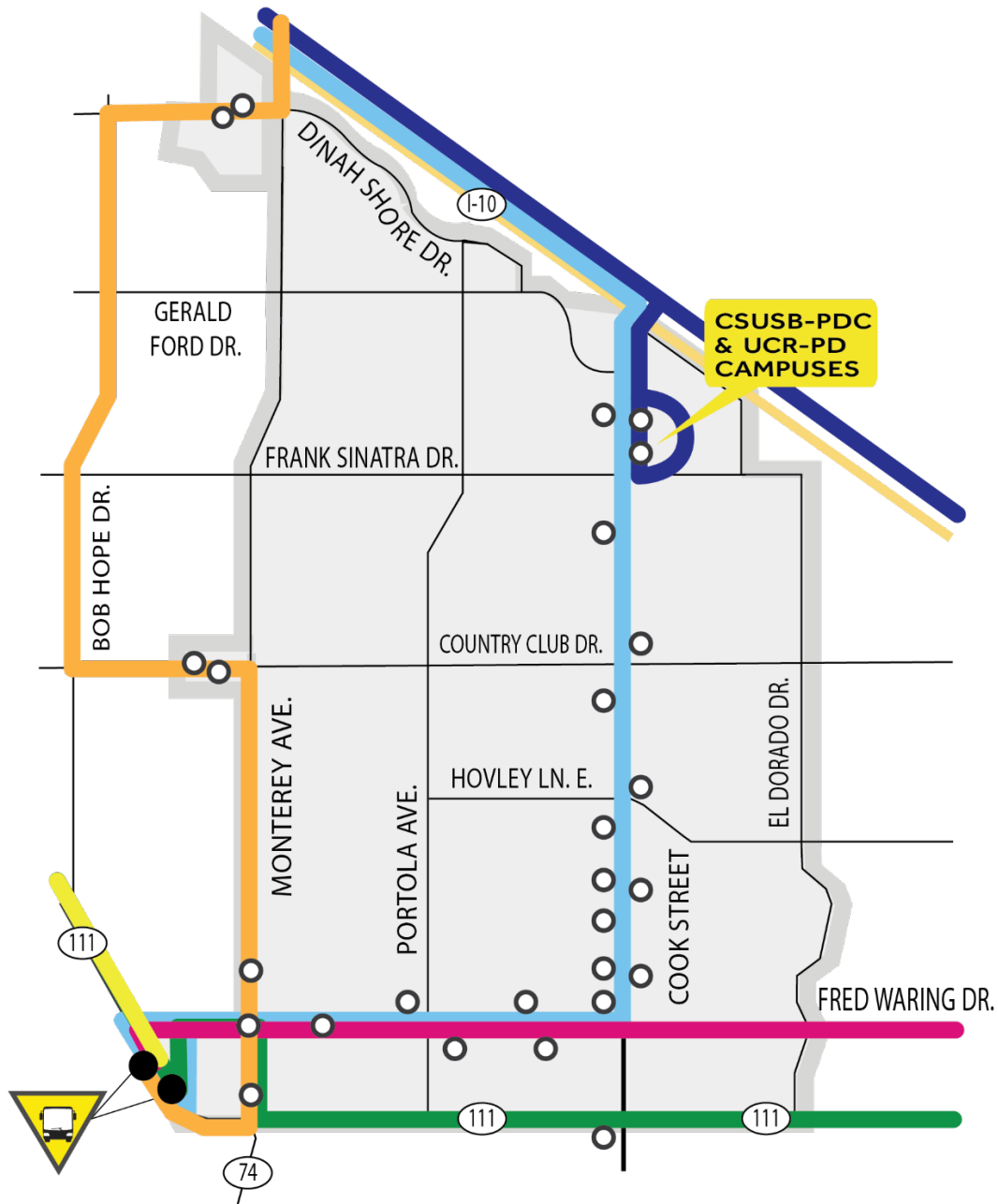
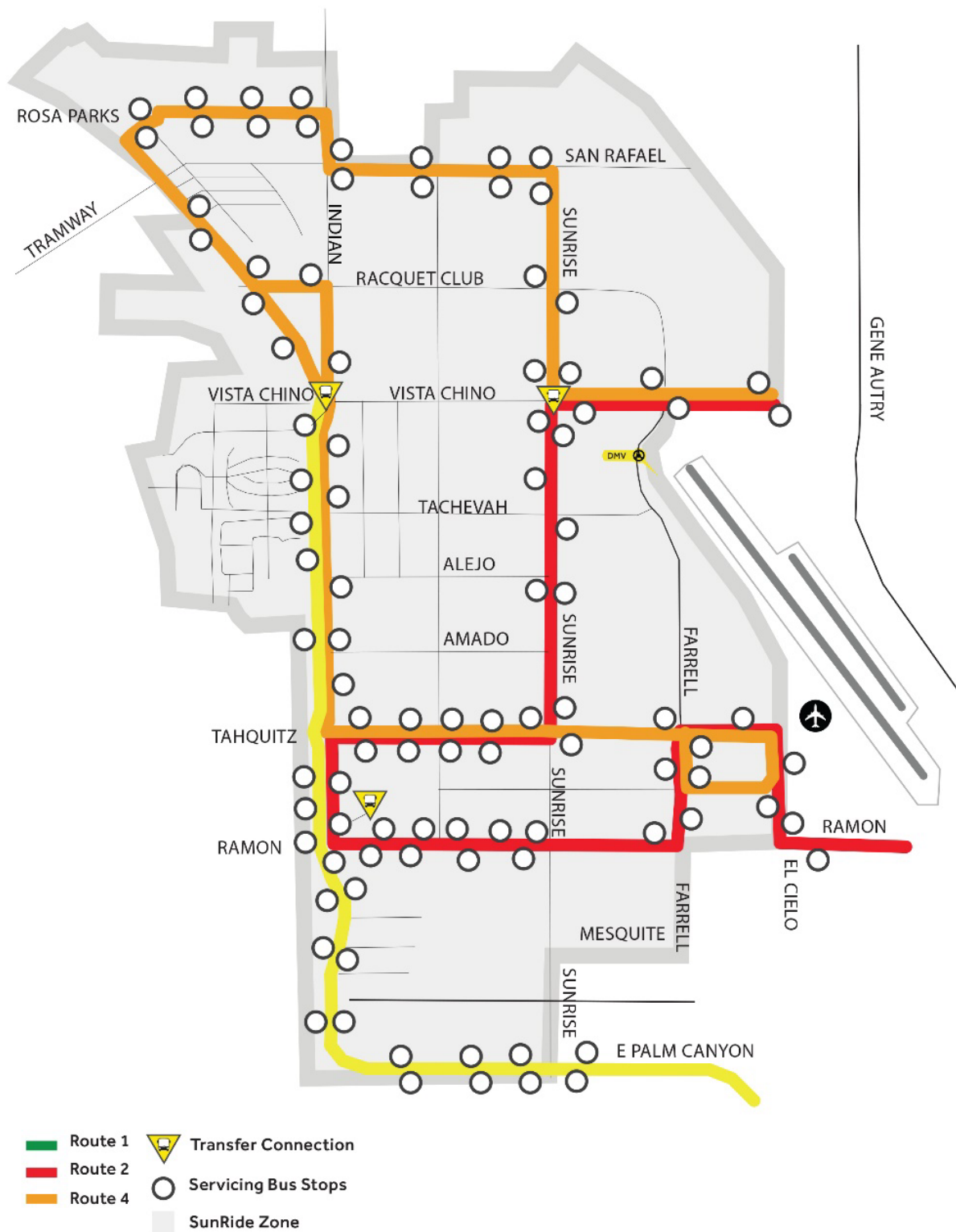


Figure 1-19 SunRide Service Area – Palm Springs



SunRide Technology Platform

In January 2022, SunRide introduced a new SunRide branded mobile application (Figure 1-developed by RideCo that offers additional features and functionality to enhance the user experience. Some of the new features and functionality include improved connections to the fixed route network, projected trip arrival times, and a five-star rider rating system. Putting ourselves in the shoes of our riders, SunLine has also added new stops at common points of interest within each geo-fence zone that serve as ride generators, providing new touchpoints for a choice rider experience. These points of interest include stops within a short walking distance of education, shopping, and medical facilities, implementing further service flexibility and more mobility options that are inclusive of a larger demographic. An advanced back-end software platform features a robust reporting suite to assist in evaluating the program's performance metrics.

Figure 1-20 SunRide Mobile App



1.3.4 SunDial – Paratransit

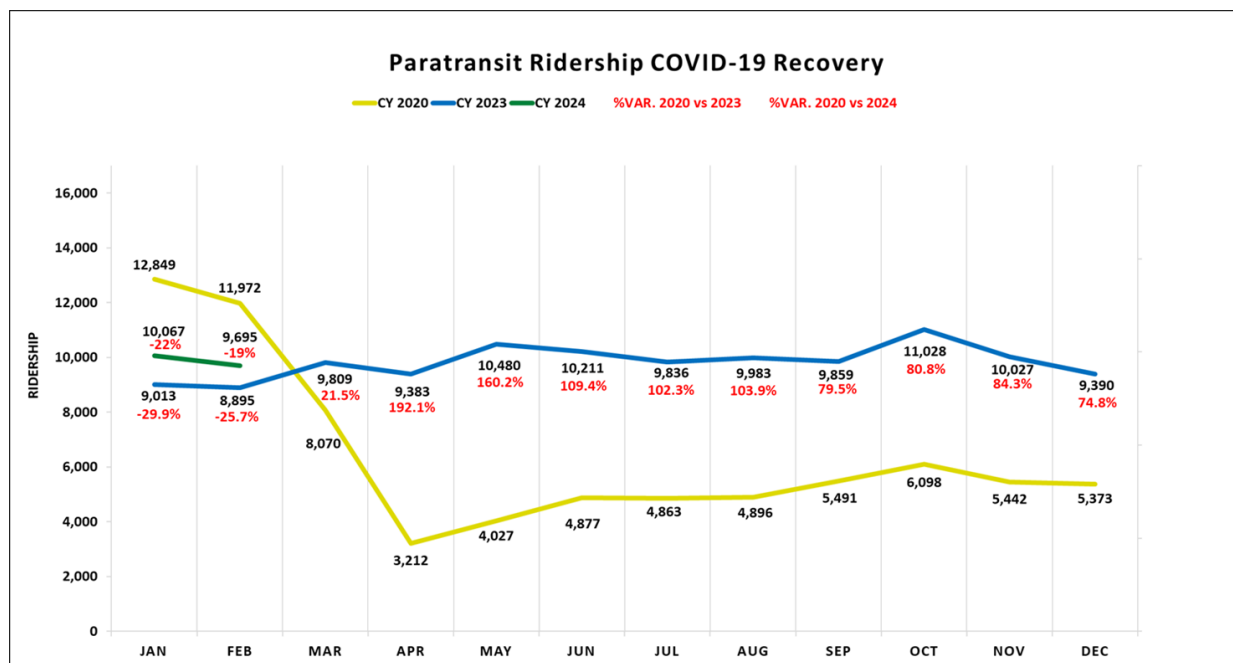
SunLine operates SunDial ADA paratransit to provide service to those certified under the ADA who cannot ride fixed route bus service. SunDial operates within three-quarters of a mile on either side of the SunBus route network and is available by advanced reservation only. Reservations may be made based on the service hours of the fixed routes serving passengers' origins and destinations and may be used only at the same times, days, and frequency as local fixed route service. SunDial service is an origin-to-destination, shared-ride transit service for

persons who are functionally unable to use the fully accessible fixed route service either permanently or under certain conditions. Eligibility is not solely based on having a disability.

SunDial service is provided with a fleet of 39 vans 7 days a week during the same hours and days as the fixed route network. Service is not provided on Thanksgiving nor Christmas Day. As an operator of bus service, SunLine is required under the ADA to ensure that paratransit service is provided to eligible individuals with disabilities. The level of service provided must be comparable, in terms of hours and days of service and area served, to the service provided by the fixed route bus system.

To be eligible, all persons must complete an application, describing in detail the nature of their mental or physical disability that may prevent the individual from using regular fixed route service. Applicants must obtain an approved health care professional's statement and signature verifying the disability. Applicants are notified in writing of their application status within 21 days from receipt of a completed application. Riders who have the required ADA Certification Identification Card are eligible to use SunDial for their transportation needs, including medical appointments, shopping, and other social activities. Figure 1- shows the SunDial ridership trend for 2020 through early 2024.

Figure 1-21 SunDial Ridership Trend



Employment is distributed throughout the service area but is concentrated adjacent to major roadways such as Highway 111. Palm Springs and Palm Desert have some of the highest levels of employment density. Figure 1- shows the locations of selected employers. Figure 1- lists these major employers and their estimated number of employees by map ID.

Figure 1-22 SunLine Service Area Employment

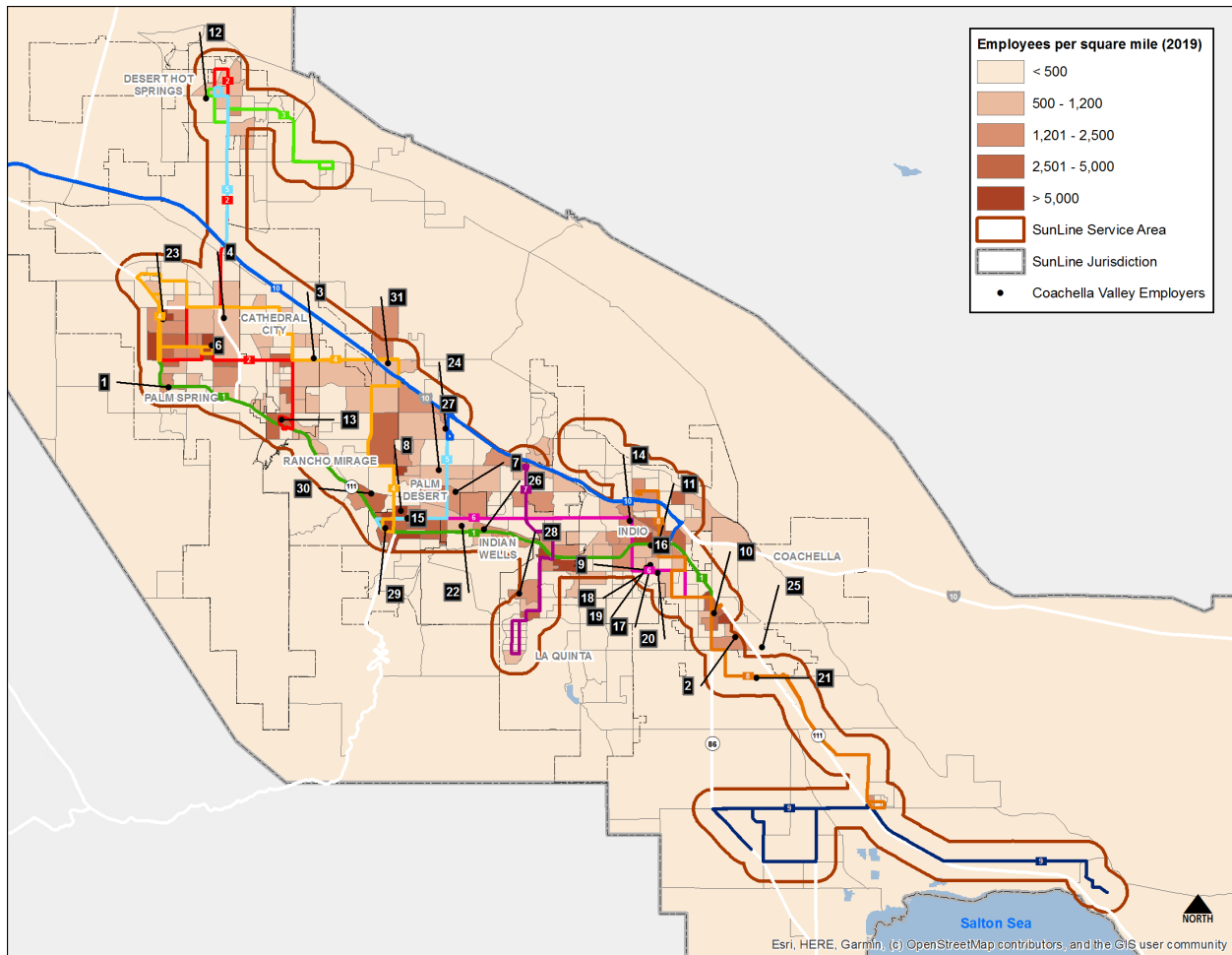


Figure 1-23 Coachella Valley Major Employers

Map ID	Name	Employees
1	Ace Hotel and Swim Club – Palm Springs	232
2	Armtec Defense Technologies – Coachella	284
3	Canyon Springs Industries – Cathedral City	1,200
4	Carefusion – Palm Springs	280
5	City of Palm Desert	111
6	City of Palm Springs	454
7	Coachella Valley Water District – Palm Desert	548
8	College of the Desert – Palm Desert	806
9	County of Riverside – Department of Child Support Service	95
10	County of Riverside – Department of Public Social Services (DPSS)	169
11	County of Riverside – District Attorney Office	158
12	County of Riverside – DPSS – Desert Hot Springs	124
13	County of Riverside – DPSS – Cathedral City	104
14	County of Riverside – DPSS – Indio	120
15	County of Riverside – Family Care Center	183
16	County of Riverside – Indio Jail – Sheriff – Coroner	247
17	County of Riverside – Indio Juvenile Hall	78
18	County of Riverside – Mental Health	53
19	County of Riverside – Probation Department Field Services	53
20	County of Riverside – Riverside Child Protective Service	170
21	County of Riverside – Sheriff Station Thermal	132
22	Desert Horizons	100
23	Desert Oasis Healthcare – Cook Street	700
24	Desert Regional Medical Center – Palm Springs	2,300
25	Ernie Ball (Paladar Manufacturing) – Coachella	411
26	Hyatt Regency Indian Wells Resort & Spa – Indian Wells	290
27	JW Marriott Desert Springs Resort & Spa – Palm Desert	1,500
28	La Quinta Resort and Club – La Quinta	500
29	Macy's – Palm Desert	301
30	Omni Rancho Las Palmas Resort & Spa – Rancho Mirage	600
31	SunLine Transit Agency – Thousand Palms	328

1.3.5 Taxi Administration

The SunLine Regulatory Administration is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley.

1.4 Current Fare Structure

In 2002, SunLine raised its base cash fare from 75 cents to \$1. In 2011, a SunLine fare study recommended both eliminating the 25-cent transfer fare and incrementally raising the base cash

fare to \$1.50. These recommendations were not implemented. The SunLine Board of Directors has directed staff to explore fare-free operations.

Figure 1- shows the existing SunLine fare structure. This fare structure differentiates fares for specific transit customers and trip types, which shows how SunLine is targeting specific market segments with discounts to increase the system's ridership and revenue. For example, SunLine provides a discounted 31-day youth pass for students using transit.

1.4.1 Cash Fares

In addition to the \$1 fare for adult riders, SunLine enforces a 25-cent fee for transfers. The transfer pass is good for unlimited rides within 2 hours of purchase and is valid only on the day issued. Transfers are issued only upon boarding.

The base cash fare for seniors, which SunLine defines as individuals 60 years of age or older, is 50 cents on all fixed route services. Individuals who qualify for the ADA also pay a 50-cent base cash fare on all fixed route services. The fare complies with FTA's Half Fare rule, which requires agencies receiving federal funds to offer fares to persons 65 or over and disabled travelers at a level no more than half the base cash fare. Medicare cards, Department of Motor Vehicles driver's license or senior ID cards, ADA certification cards, or SunLine Half Fare ID cards are accepted as proof of age or disability.

A discounted youth fare of 85 cents is also available for children between the ages of 5 and 17. Children 4 years of age and younger ride free with a paid adult cash fare (maximum of two children).

Figure 1-24 Fare Structure



FARES & PASSES

	Single Ride Fare	Day Pass	10-Ride Pass	31-Day Pass
ADULT	\$1.00	\$3.00	\$10.00	\$34.00
YOUTH	\$0.85	\$2.00	\$8.50	\$24.00
60+ YEARS/ DISABLED	\$0.50	\$1.50	\$5.00	\$17.00
TRANSFERS	\$0.25	INCLUDED	\$0.25	INCLUDED



FARE

STANDARD FARE

\$3.00 ONE-WAY PER PERSON
INCLUDES ONE TRANSFER TO SUNBUS



FARE

TRAVEL WITHIN SAME CITY

\$1.50 ONE-WAY PER PERSON

TRAVEL BETWEEN MULTIPLE CITIES

\$2.00 ONE-WAY PER PERSON

MUST MEET SUNDIAL ELIGIBILITY CRITERIA



	Single Ride	Day Pass	30-Day Pass
ADULT/YOUTH	\$6.00	\$14.00	\$150.00
60+ YEARS/ DISABLED	\$4.00	\$10.00	\$100.00
CSUSB STUDENTS, STAFF & FACULTY	Free w/ valid CSUSB ID		

10 Commuter Link Discounted Fare: \$1.00 during off peak hours (see page 64 for those times). Local fare also applies.

1.4.2 Fare Passes

SunLine currently issues three types of fare passes: the Day Pass, 31-Day Pass, and 10-Ride Pass. Daily and monthly passes are available for the 10 Commuter Link service as well but are priced and sold separately from the general fixed route passes. SunLine also partners with employers and schools to offer passes to employees and students, respectively.

Day Pass

The SunLine Day Pass is available for \$3 and allows for unlimited rides on all fixed routes for the duration of 1 calendar day. In adherence to FTA's Half Fare rule, the Day Pass for seniors and disabled riders is available for \$1.50. The Day Pass for youth riders is \$2. The Day Pass for the 10 Commuter Link is \$14 for adults and \$10 for seniors.

31-Day Pass

SunLine sells a pass valid for a rolling 31-day period from the date of first use. The 31-Day Pass is available for \$34 for general adult riders, \$17 for seniors and disabled riders, and \$24 for youth. The monthly pass for the 10 Commuter Link is a 30-day pass available for \$150 (the 10 Commuter Link operates Monday through Friday only).

Multiple Ride (10-Ride)

A 10-Ride Pass is available for \$10 for general adult riders, \$5 for seniors and disabled riders, and \$8.50 for youths (ages 5 to 17). There is no discount from the base cash fare for this pass.

Employer Passes

SunLine offers a 31-Day Pass to businesses in the Coachella Valley with five or more employees interested in using transit. The pass can be used for unlimited rides on any of SunLine's fixed route services and is priced at \$24 a month. The pass is \$10 less than the 31-Day adult pass and is designed to encourage greater use of alternative modes of transportation.

Haul Pass

In August 2018, SunLine launched its Haul Pass Program to improve student access to Coachella Valley's colleges and university. Both the College of the Desert and the CSUSB Palm Desert Campus are partners. To ride SunLine, students at these schools can simply swipe their active student ID card through the SunBus card reader when they board. The program began after receiving a grant from California's Low Carbon Transit Operations Program (LCTOP) program and was expanded in August 2021 to provide free local service to all high school students in grades 9 to 12. High school students interested in the High School Haul Pass must submit an application form. Additional information is provided on the Haul Pass program page (<https://www.sunline.org/fares-passes/haul-pass>).

Token Transit

SunLine riders also have the option to download the Token Transit application to their smartphone and use it to pay SunLine fares. It requires a credit, debit card, Google Pay, Apple Pay and other forms of digital payment to set up an account and purchase bus passes but includes the benefit of being compatible with other transit agencies across the country.

1.5 Revenue Fleet

SunLine's fleet includes fixed route buses, paratransit vehicles, and support vehicles. SRTF Table 1.1 (see SRTF Tables) shows the characteristics of SunLine's fixed route and paratransit fleet. Figure 1- summarizes SunLine's fleet of support vehicles.

Figure 1-25 SunLine Support Vehicle Summary

Type of vehicle	Fuel type	Number of vehicles
Electric light vehicles	Electric	15
Compressed natural gas (CNG) light vehicles	CNG	12
CNG light-duty trucks	CNG	15
Hybrid/Gasoline light-duty vehicles	Hybrid	2
Total		44

1.6 Existing Transit Facilities and Bus Stop Amenities

SunLine operates administrative and bus operations facilities at two locations. The administrative headquarters and main bus operations are located at 32-505 Harry Oliver Trail in Thousand Palms. SunLine also operates a maintenance and fueling facility at 83-255 Highway 111 in Indio. Park-and-ride facilities are located at 78-420 Varner Road in Thousand Palms and at 83-255 Highway 111 in Indio.

SunLine's bus system has 571 stops with 415 shelters. In addition, there are 81 stops with stand-alone benches and 270 stops with waste containers. Figure 1- shows the number of stops and stops with shelters by city or district.

Figure 1-26 Bus Stop by City/District

City/District	Total Stops	Total Shelters		Stops with 10+ boardings		Stops with Shelters and 10+ boardings		Shelters needed to reach policy compliance ¹		# of shelters exceeding current policy ¹
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Cathedral City	61	52	85%	17	28%	17	100%	0	0%	35
Coachella	34	32	94%	7	21%	7	100%	0	0%	25
Desert Hot Springs	48	36	75%	13	27%	12	92%	1	13%	24
Indian Wells	15	13	87%	0	0%	0	N/A	0	0%	13
Indio	87	59	68%	19	22%	18	95%	1	13%	41
La Quinta	52	36	69%	12	23%	12	100%	0	0%	24
Palm Desert	52	42	81%	16	31%	16	100%	0	0%	26
Palm Springs	121	92	76%	37	31%	32	86%	5	63%	60
Rancho Mirage	33	25	76%	1	3%	1	100%	0	0%	24
Riverside County uninc.	68	28	41%	6	9%	5	83%	1	13%	23
<i>Thermal</i>	8	2	25%	0	0%	0	N/A	0	0%	2
<i>Oasis</i>	10	3	30%	0	0%	0	N/A	0	0%	3
<i>Mecca</i>	17	8	47%	2	12%	2	100%	0	0%	6
<i>One Hundred Palms</i>	3	2	67%	2	67%	2	100%	0	0%	0
<i>Thousand Palms</i>	9	9	100%	1	11%	1	100%	0	0%	8
<i>North Shore</i>	11	1	9%	0	0%	0	N/A	0	0%	1
<i>Desert Edge</i>	7	0	0%	1	14%	0	0%	1	13%	0
<i>Bermuda Dunes</i>	3	3	100%	0	0%	0	N/A	0	0%	3
Total	571	415	73%	128	22%	120	94%	8	100%	295

¹Current policy states that all bus stops with over 10 average daily boardings should have shelters

Figure 1- shows the top 10 stops served for weekday service and Figure 1- shows the top 10 weekend stops.

Figure 1-27 Top 10 Stops

Stop name	City	Average riders per day
Town Center/Hahn (Eastside)	Palm Desert	619
B St/Buddy Rogers	Cathedral City	416
5th/Vine	Coachella	261
West/Pierson	Desert Hot Springs	186
Indian Canyon/Ramon	Palm Springs	146
66th/Date Palm	Mecca	114
Palm Canyon/Stevens	Palm Springs	111
Ramon/Date Palm	Cathedral City	83
Palm Canyon/Baristo	Palm Springs	72
Ramon/Indian Canyon	Palm Springs	41

Source: APC Data March 1, 2023–February 29, 2024

Figure 1-28 Top 10 Weekend Stops

Stop name	City	Average riders per day
Town Center/Hahn (Eastside)	Palm Desert	582
B St/Buddy Rogers	Cathedral City	389
5th/Vine	Coachella	217
Indian Canyon/Ramon	Palm Springs	136
West/Pierson	Desert Hot Springs	122
66th/Date Palm	Mecca	104
Palm Canyon/Stevens	Palm Springs	92
Ramon/Date Palm	Cathedral City	73
Palm Canyon/Baristo	Palm Springs	61
Ramon/San Luis Rey	Palm Springs	57

Source: APC Data March 1, 2023–February 29, 2024

1.7 Existing Coordination Between Transit Agencies and Private Providers

As the designated consolidated transportation services agency, SunLine coordinates public transportation services throughout its service area. Agency staff participate in meetings with social and human service agencies, consumers, and grassroots advocates through forums such as the Riverside County Transportation Commission (RCTC) Citizens and Specialized Transit Advisory Committee, SunLine's ACCESS Advisory Committee, San Geronio Pass Area – Transportation Now Coalition, and hold ongoing dialogue with neighboring transit operators.

SunLine facilitates the ACCESS Advisory Committee. Agency staff host regular meetings at the Thousand Palms administrative office, wherein SunLine uses input from the committee to improve relationships with the community to address public transportation issues in the Coachella Valley.

Additionally, staff members are actively involved in the regional transportation planning process through participation on RCTC, County and SCAG-led committees. These committees include the Specialized Transit Advisory Committee, the Technical Advisory Committee, Aging & Disability Resource Connection of Riverside Long-term Services and Supports Coalition, Desert Valley Builders Association, and related committees to enhance coordination efforts with SunLine.

1.7.1 Coordination with Other Public Transportation Providers

In addition to providing transit service throughout the Coachella Valley, SunLine offers transit connections to several adjacent transit operators. SunLine maintains interagency agreements between Riverside Transit Agency, Omnitrans, Metrolink, and California State University to coordinate the operation of the 10 Commuter Link service, which connects Indio/Palm Desert to the CSUSB campus and the SBTC/Metrolink Station, with an intermediate bus stop in Beaumont.

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

SunLine continues to collaborate with the Palo Verde Valley Transit Agency on its RidePV Express service (formerly known as the Blythe Wellness Express). This service, which originally launched in July 2017, operates 3 days per week and travels to the Coachella Valley's three hospitals (Desert Regional Medical Center, Eisenhower Medical Center, and John F. Kennedy Memorial Hospital) within SunLine's service area.

Amtrak Thruway (operated by Amtrak bus contractors) transports rail passengers traveling between rail hubs at certain Amtrak stations and SunLine's bus stops in Palm Springs, Palm Desert, and La Quinta under an additional cooperative service agreement. Amtrak's Sunset Limited intercity train serves the Palm Springs Station on North Indian Canyon Drive. However,

with rail service only serving Palm Springs three times a week in each direction and arriving in the middle of the night, it is currently impractical for SunLine to offer transit service to the station.

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

SunLine maintains an interagency operating agreement with FlixBus, first established in 2019. FlixBus initiated regional bus service at Palm Springs and Indio that connects to Los Angeles in the west and Phoenix, Arizona, in the east.

1.8 Review of Previous Studies and Plans

The California Department of Transportation awarded SunLine its 2021 Excellence in Transportation Award in the Public Awareness Category in recognition for its Refueled initiative. The Refueled initiative started in 2019 when SunLine completed its *Transit Redesign and Network Analysis Study*. Prepared by HDR, this study took a comprehensive look at fixed route transit operations to make recommendations to optimize SunLine's service. SunLine also completed an on-board transit rider survey in 2019. This survey provided insight into rider preferences and needs to help guide the transit redesign. In 2022, SunLine retained HDR to conduct a *Before and After Study*, which evaluated the impact of the network redesign and how the needs of riders have changed through the pandemic. Those findings have continued to inform the development of the Agency's SRTP over the last few fiscal years.

Other reports reviewed for the preparation of this SRTP include:

- *Bus Rider Survey Study* (February 2015)
- *SunLine Transit Feasibility Study Hydrogen Station Expansion* (January 2016)
- *SunLine Transit Facilities Master Plan* (November 2016)
- *SunLine Transit Agency Transit Asset Management* (September 2018)
- *Network Study Report SunLine Transit Redesign & Network Analysis* (February 2019)
- *Innovative Clean Transit (ICT) Plan*, presented to SunLine Board of Directors (May 2020)

CHAPTER 2

& Existing Service Route Performance



FY25-27

SHORT-RANGE TRANSIT PLAN

Chapter 2. Existing Service and Route Performance

In January 2023, the Board of Directors approved the revised SunLine Service Standards Policy to provide Agency staff with direction regarding the planning, operation, and management of transit service in the Coachella Valley. The Service Standards Policy and accompanying metrics are intended to:

- promote continuous improvement of transit service
- provide regular updates on service performance
- meet federal requirements for monitoring Title VI of the Civil Rights Act
- avoid uninformed decision-making regarding the provision of service

The FY21-23 SRTP included updated key performance indicators (KPIs) that further support these quantitative, community-based planning methods. As we emerge from the pandemic, it will be more important than ever for SunLine to grow ridership while making necessary adjustments based on ridership trends.

2.1 Service Standards

2.1.1 Service Design Standards

Service frequency and span of service can be revised where sustainable (that is, where demand warrants increased frequency, where performance measures can still be met, and when funding can sustain the frequency and span of service).

New routes may be implemented based on a weekday-only service, typically between the hours of 6:00 A.M. and 7:00 P.M., usually when there is a peak demand. During the implementation of new service, a trial period is allocated from 12 to 18 months as an opportunity to provide for service adjustments before deciding to retain, expand, or eliminate the service. Figure 2-1 lists the minimum service frequencies and spans.

Figure 2-1 Service Frequency Standards

Frequency and Span by Service Type	Frequency of Service		Span of Service	
	Weekday	Weekend	Weekday	Weekend
Trunk bus routes	20 minutes peak 30 minutes off-peak	30 minutes	5:00 A.M. – 11:00 P.M.	5:00 A.M. – 11:00 P.M.
Local bus routes	30 minutes peak 60 minutes off-peak	60 minutes	5:00 A.M. – 7:00 P.M.	9:00 A.M. – 6:00 P.M.
Market-based services	Based on demand	Based on demand	Based on demand	Based on demand

Network Role

New services should be evaluated for their place in the overall transit network. Each new route in the network will have a unique role, whether it is facilitating transfers with existing services, introducing service coverage to a recent development, or providing connections between current routes and major destinations. While successful new routes connect with existing services, they should not duplicate existing service or compete for passengers.

Market Opportunities

There is a strong correlation between service performance, surrounding population, and employment densities. In other words, the more people with access to a route, the higher the route's potential ridership. Population-dense areas tend to coincide with mixed-use neighborhoods, walkable environments, and higher populations of transit-friendly constituencies such as students, seniors, zero-vehicle households, and low-income populations. The minimum population and employment density for the introduction of new all-day fixed route transit service is an average of 10 people/jobs per acre within a half mile of the proposed route.

A minimum threshold is considered supportive of fixed route service and should not be subjected to further analysis. Areas in this category that have unmet needs may be served by alternative options to fixed route service.

Unmet Mobility Needs

SunLine will strongly consider the mobility needs of transit-dependent populations when evaluating where to operate service. In assessing the area's demand for transit service, it is important to examine the presence of these demographic groups and identify any unmet needs.

Productivity vs. Coverage Target

The SunLine Board of Directors' goal is to capture choice riders and new riders and to expand transit market share. The Board is committed to investing in new operating plans that improve productivity and, when necessary, improve coverage. This is consistent with the Transportation Development Act of 1971 that established fiscal performance requirements of 20 percent of farebox recovery in urbanized areas and 10 percent in rural areas. To comply with this state mandate, and to improve effectiveness and efficiency, SunLine recommends the following policy for service deployment:

- Seventy percent of fixed-route service should be deployed in areas with higher population and employment densities where transit is able to meet productivity standards.
- Thirty percent of fixed-route service should be deployed to maintain coverage in areas where lower population and employment densities limit transit service productivity.

Key Destinations

Key destinations likely to generate higher demand for transit service include major area schools, colleges, universities, hospitals, retail/commercial/entertainment centers with more than 10 people/jobs per acre, open residential communities, and those with relatively lower income and vehicle ownership levels.

2.1.2 Service Productivity Standards

Passengers per revenue hour and passengers per revenue trip are KPIs that measure service effectiveness, or productivity, based on ridership (passenger boardings) generated for each hour of revenue service for local and trunk routes and boardings per trip for market-based services operated (see Figure 2-2).

Figure 2-2 Passengers Per Revenue Hour/Revenue Trip Standards

Routes 7/1/2022 to 6/30/2023		
Service Tiers	Routes in Service Type	Passengers Per Revenue Hour Standard
Trunk routes	Routes 1EV, 1WV, 2	20
Local routes	Routes 3, 4, 5, 6, 7, 8, 9	10
Market-based services	10 Commuter Link	10*

* Boardings per trip – is the productivity measure for market-based routes

2.1.3 Service Quality Standards

Service quality standards contribute to the reliability and consistency of service delivery. Customers may first be attracted to transit service based on headway and span. Choice riders may continue to use services because they know they can get to their destinations on time—unreliable service usually results in decreased ridership. Service quality standards are proposed to be measured using the following operational and passenger experience metrics:

- service scheduled speed (service quality)
- on-time performance (service reliability)
- runtime variance (service reliability)
- percent service completed (service reliability)
- miles between service interruption (service reliability)
- load standards (service comfort)
- average fleet age (service comfort)
- bus deployment standards

Each suggested metric is discussed in more detail below.

Service Scheduled Speed: Measures the route's scheduled service speed. The measure is calculated from dividing revenue miles by revenue hours for each route. This KPI monitors services needed to maintain reasonable speed to retain and grow ridership.

The target performance scheduled speed is 12.5 miles per hour (mph) for SunLine's transit system, as shown in Figure 2-3.

Figure 2-3 Service Scheduled Speed Standard

Service Mode	Service Speed - Weekdays	Service Speed - Weekends
Fixed Route Bus	12.5 MPH	12.5 MPH

On-time Performance: This KPI measures service reliability as defined by adherence to the published service schedule. "On-time" is when a trip departs a time point within a range of 0 minutes early to 5 minutes late. For SunLine to achieve targeted on-time performance, service running times need to be calibrated regularly based on existing conditions. SunLine has a relatively uncongested operating environment, which helps support a high KPI for on-time performance. Some challenges to on-time performance are related to construction, heavy traffic, and passenger problems.

On-time performance standards for fixed routes are at a target of 85 percent (Figure 2-4).

Figure 2-4 On-Time Performance Standard

Service Mode	On-Time Performance Standards
Fixed Route Bus	85% (Excepting Major Detours)

Runtime Variance: Runtime is the time allotted in a transit schedule for a route to travel from one time point to another time point, or from beginning to end. Calibrating the runtime for the day of the week and hour of the day (for example, peak vs. non-peak) helps routes and the overall system adhere to or surpass the adopted on-time performance. It is important to review runtime variance regularly because roadway traffic conditions are ever-changing.

Percent Service Completed: Percentage of service completed is a metric established as of September 2017. The initial intention was to report percentage of trips completed; however, because of limitations in the Avail ITS system, the percentage of revenue mileage completed is reported.

This KPI measures service reliability as defined by the percentage of miles completed daily. Three components are necessary to successfully complete scheduled service:

- daily availability of operators to meet service demands
- daily availability of fleet vehicles to meet service demands
- miles between service interruptions

The set standard for service completed is 99 percent by service mode, as seen in Figure 2-5. The percentage of service completed for FY 22-23 was 98 percent, failing to meet SunLine's minimum service standard. We credit this minor shortcoming due to a lack of workforce and revenue buses available that caused loss in service.

Figure 2-5 Service Completed Standard

Percentage of Service Completed Service Mode	Service Completed Minimum Standard
Fixed route bus	99%

Miles between Service Interruptions: This KPI measures service reliability as defined by revenue miles between service interruptions, regardless of the cause. To meet this target, both avoidance of service interruptions through early identification (for example, planning for detours, proper fleet maintenance) and timely response to service interruptions that do occur are necessary. The set minimum target between service interruptions (road calls) is 5,000 miles, as seen in Figure 2-6.

Figure 2-6 Miles between Service Interruptions Standard

Miles between Service Interruptions Service Mode	Target Minimum Miles between Service Interruptions (Road Calls)
Fixed route bus	5,000

Load Standards: This service quality KPI establishes load standards for various vehicle types and is measured for each trip operated. While it may be acceptable for some riders to stand for short distances or time periods (for example, under 2 miles or 10 minutes) during peak periods, it is expected that seating should be available for all riders during normal off-peak conditions (Figure 2-7).

Figure 2-7 Load Standards

Load Standards Service Period	Maximum Consistent Load Factor
Peak	Average over 133% of seated load = 50 passengers
Off Peak	Average over 100% of seated load = 38 passengers

Average Fleet Age: The age of the vehicle fleet affects the performance and reliability of transit services and the attraction of customers. Adhering to the average fleet age requirement will ensure a consistently safe, reliable, and comfortable passenger experience (Figure 2-8).

Figure 2-8 Average Fleet Age Standard

Vehicle Average Age	Average Fleet Age
Standard Transit Bus	No greater than 10 years

Bus Deployment Policy: This policy specifies the kind of vehicle that should be used to operate individual routes. The type of vehicle deployed on a route depends primarily on ridership demand and trip loads (Figure 2-9). Using incorrectly sized vehicles on routes can unnecessarily add operating cost to a route or result in overcrowding.

Figure 2-9 Bus Deployment Standard

Bus Deployment	Vehicle Type
Trunk Bus Routes	40' Buses
Local Bus Routes	32' or 40' Buses - Based on ridership demand
Market-Based Services	MCI Coach

SunLine reviews the Bus Deployment Policy every 2 years (effective since 2018) and make necessary adjustments as the fleet is updated to ensure compliance with the Title VI requirements.

2.1.4 Service Warrants

The Warrants Standards provide guidelines for the introduction of new services. They are a tool for judging when new service or service extensions are appropriate. A new fixed route or route extension could be introduced when the ridership forecasts based on population, school enrollment, or job density are sufficient to achieve minimum passengers per revenue hour standards by service type. To ensure the Agency's financial sustainability, SunLine will introduce only those new services that operate above the lower-performing route quartile or with productivity that is within 15 percent of the system average.

Planning new services around these guidelines will help ensure the successful performance of new routes. Providing a set of guidelines for which areas warrant all-day fixed route service will help SunLine respond to future community requests for new service.

Evaluating New Services

New routes should be monitored to determine whether they are reaching the desired performance standards. The route should first be evaluated after 6 months to determine whether it meets more than two-thirds of its performance standards. New services not meeting the minimum standards at the end of an 18- to 24-month trial period are subject to corrective action or discontinuation.

In some cases, trial periods for new services may vary based on the requirements of grant funding. For example, if a grant provided 3 years of funding for a route that did not meet standards, this route may still be operated for the full 3-year period.

2.1.5 Paratransit Service Standards (SunDial)

Eligibility

- Any person with a disability who is unable to board, ride, or disembark from an accessible vehicle without the assistance of another person is eligible.
- Any person with a disability who has a specific impairment-related condition that prevents the person from traveling to or from a boarding/disembarking location is eligible.
- Certification is based on an individual's functional ability to ride the fixed route system.
- Visitors qualified elsewhere in the United States may use the SunDial ADA service for up to 21 days per year and must then qualify locally.
- A maximum 21-day response period for the application and an appeals process exists.
- There is no limit to the number of trips a person can make. Reservations can be made up to 7 days in advance.
- A no-show policy exists for passengers who do not appear for their rides, with possible exclusion from SunDial service for a period of time in extreme cases.

SunLine's Eligibility Department processed 100 percent of completed applications within the 21-day target.

Access

- The agency must serve any origin and destination requests that are both within 0.75 miles of a fixed route corridor (excluding commuter bus service) at the times and days of service when the fixed route is operating. Next-day service by reservation during regular business hours must be provided.

- The reservations call center accepts client reservations 7 days per week between 8:00 A.M. and 5:00 P.M. for next-day service.

Travel Time

- Trip pick-up time must be scheduled within 1 hour before or after the requested pick-up time. Trip length should be comparable to the time it would take to make the same trip by the fixed route service.

On-time Performance

- Trip pick up should consistently occur within a 30-minute window from the scheduled pick-up time.
- On-time performance is in accordance with FTA Circular 4710.1 to perform equivalent to SunLine's fixed route service. Paratransit continues to meet and exceed this goal.

Capacity

- Subscription service is provided as a proportion of our total complementary paratransit service as long as it does not interfere with our capacity for demand trips.
- No more than 50 percent of the number of trips can be subscription. Going above this level could cause capacity constraints to serve our non-subscription riders.
- Staff ensures subscription trips are balanced with non-subscription trips to ensure adequate levels of service are provided on a daily basis.

Fares

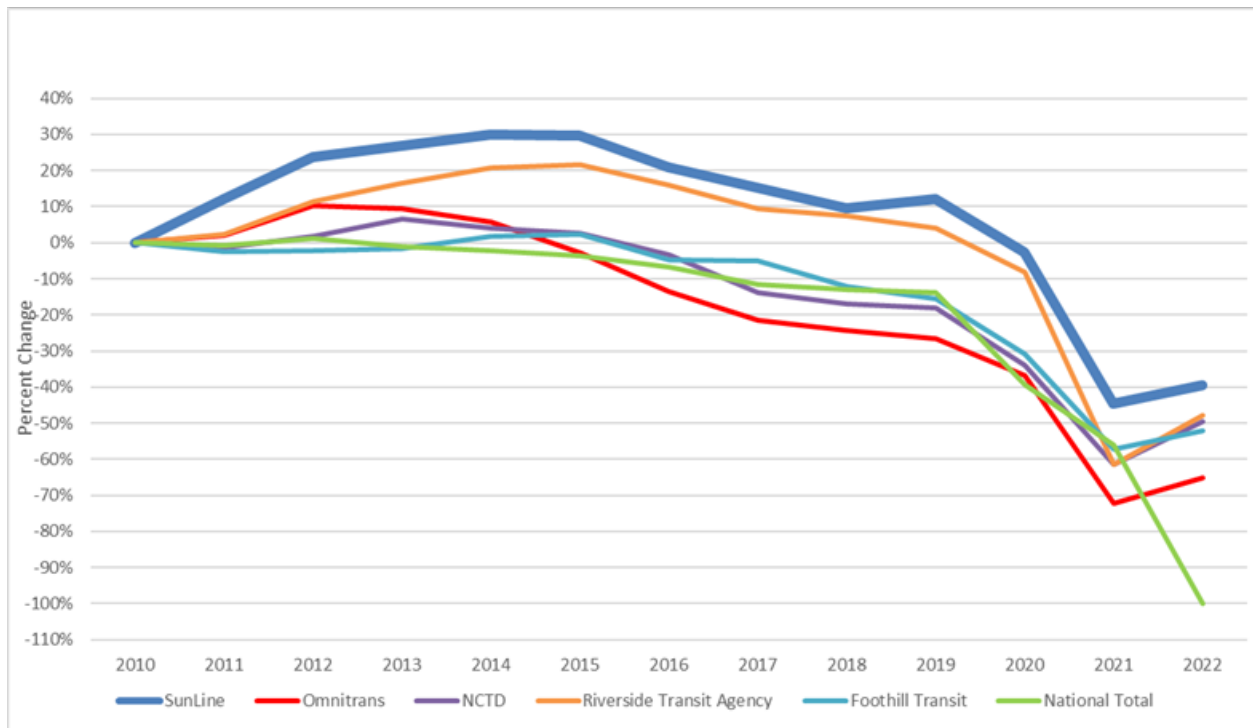
- Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip.
- No fare is to be charged to personal care attendants where they are required.
- Companions pay the same ADA fare.
- SunDial fares are based on travel within one city or multiple cities. Within one city the fare is \$1.50 per trip; travel within multiple cities is \$2.00 per trip.

2.2 Service Performance

2.2.1 Overall System Performance

Figure 2-10 shows total SunLine fixed route ridership relative to 2010 and its peers.

Figure 2-10 Percentage Change in SunLine Fixed Route Ridership Relative to 2010 and Peers



Date source: National Transit Database

Service Design

The transit routes and the cities or communities they serve are listed in [Figure 2-11](#).

Figure 2-12 and Figure 2-13 show the frequency and service spans, respectively, for each route.

Figure 2-11 Summary of Fixed Route Transit Services

Route	Cities/Communities Served
1WV	Palm Springs, Cathedral City, Rancho Mirage
1EV	Palm Desert, Indian Wells, La Quinta, Indio, and Coachella
2	Desert Hot Springs, Palm Springs, and Cathedral City
3	Desert Hot Springs and Desert Edge
4	Palm Springs, Cathedral City, Rancho Mirage, Thousand Palms, and Palm Desert
5	Desert Hot Springs and Palm Desert
6	Palm Desert, Indian Wells, La Quinta, Indio, and Coachella
7	La Quinta, Palm Desert, Indian Wells, and Bermuda Dunes
8	Indio, Coachella, Thermal, and Mecca
9	Mecca and North Shore
10	Indio, Palm Desert, Beaumont, and CSUSB

Figure 2-12 Service Frequencies, in Minutes

Route	Weekday Frequency		Weekend Frequency	
	Peak	All Day	Peak	All Day
1WV	20	30	20	30
1EV	20	30	20	30
2	20	40	20	40
3	60	60	60	60
4	40	40	60	60
5	60	60	—	—
6	45	45	60	60
7	45	45	90	90
8	40	40	60	60
9	60	60	60	60
10	Select trips	Select trips	—	—

Figure 2-13 Service Spans

Route	Weekday Span		Weekend Span	
	Start	Finish	Start	Finish
1WV	5:00 A.M.	10:14 P.M.	5:00 A.M.	10:14 P.M.
1EV	5:00 A.M.	10:48 P.M.	5:00 A.M.	10:48 P.M.
2	5:00 A.M.	10:56 P.M.	5:00 A.M.	10:46 P.M.
3	6:45 A.M.	8:35 P.M.	6:45 A.M.	8:35 P.M.
4	6:10 A.M.	9:50 P.M.	6:10 A.M.	9:50 P.M.
5 (AM)	6:10 A.M.	9:00 A.M.	—	—
5 (PM)	3:00 P.M.	6:51 P.M.	—	—
6	6:00 A.M.	8:50 P.M.	6:00 A.M.	8:50 P.M.
7	5:10 A.M.	9:20 P.M.	5:10 A.M.	9:20 P.M.
8	5:30 A.M.	10:57 P.M.	5:35 A.M.	10:57 P.M.
9	6:00 A.M.	9:45 P.M.	6:00 A.M.	9:45 P.M.
10 (AM)	5:20 A.M.	2:00 P.M.	—	—
10 (PM)	12:50 P.M.	8:00 P.M.	—	—

Ridership

Ridership system-wide in FY22-23 for SunBus, SunDial, SunRide and SolVan was a total of 2,698,682 boardings, an increase of 17.1 percent compared with FY21-22:

- **SunBus** ridership totaled 2,559,249, an increase of 379,323 rides or 17.4%, in comparison to FY21-22.
- **SunDial** ridership totaled 110,154, an increase of 8,656 rides or 8.4%, in comparison to FY21-22.
- **SolVan** ridership totaled 1,972, an increase of 2,862 rides or 16.7%, in comparison to FY21-22.
- **SunRide** ridership totaled 9,127, an increase of 4,147 rides or 83.3%, in comparison to FY21-22.

Figure 2-14 5-Year Fixed Route Ridership Comparison

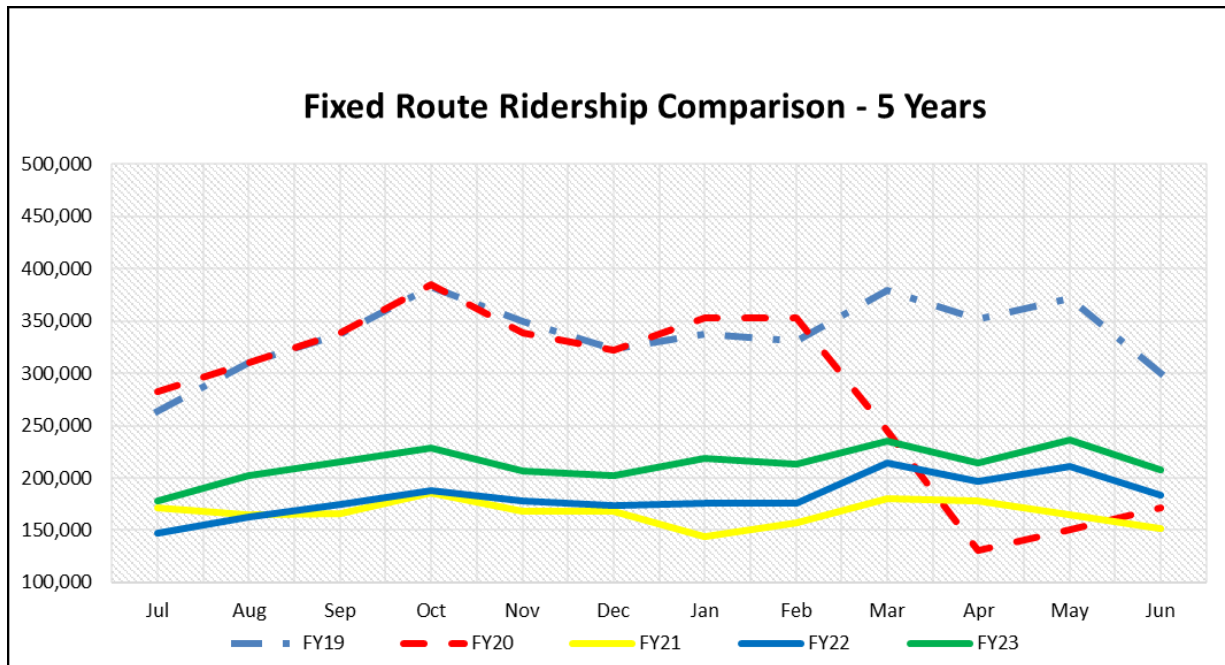
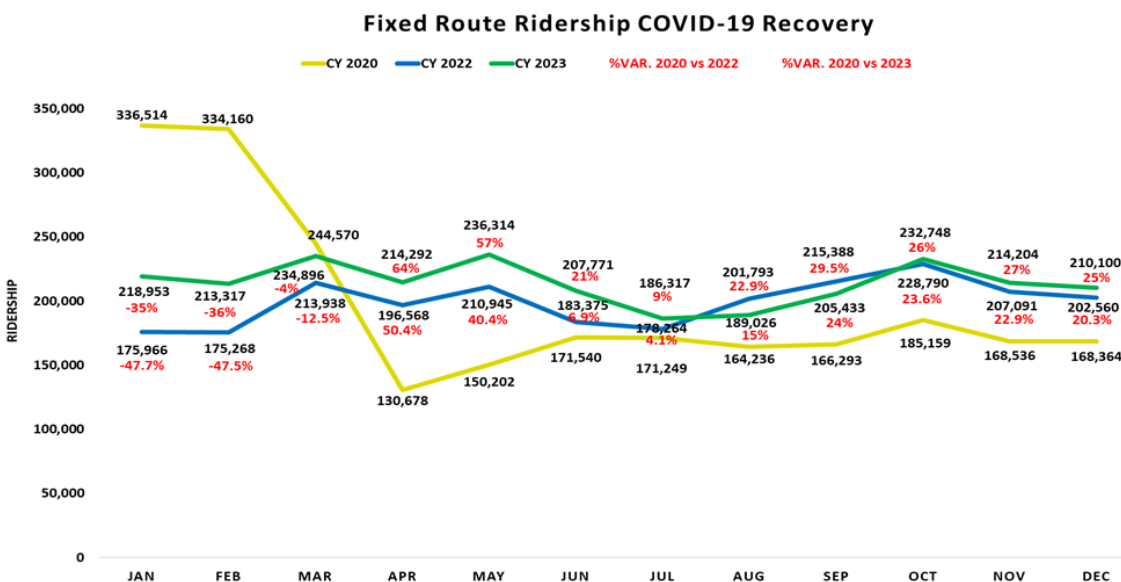


Figure 2-15 shows our COVID-19 recovery chart, showing detailed changes in ridership for calendar years 2020, 2022 and 2023.

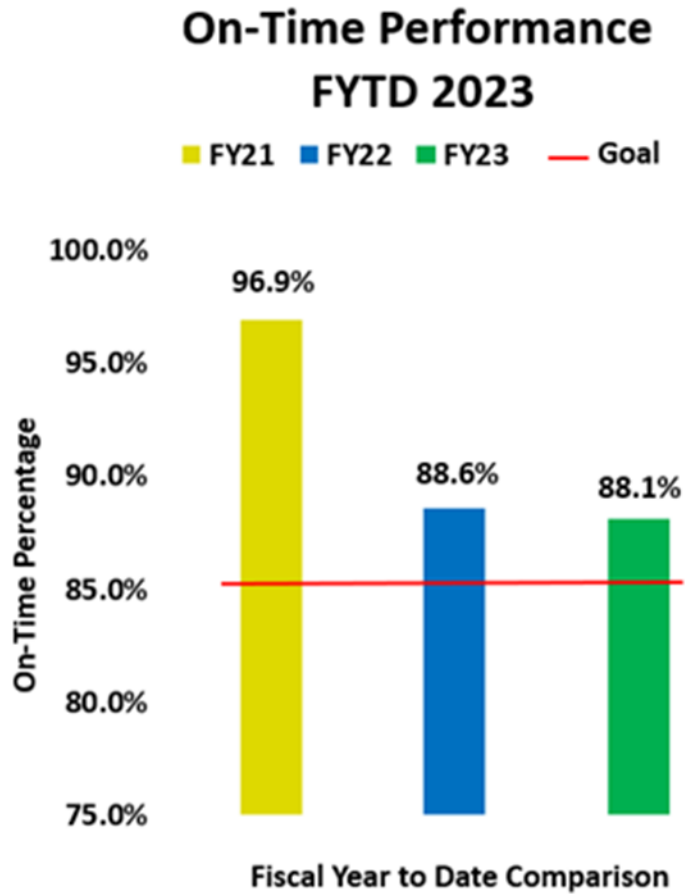
Figure 2-15 COVID-19 Impact on Fixed Route Ridership



Paratransit Performance

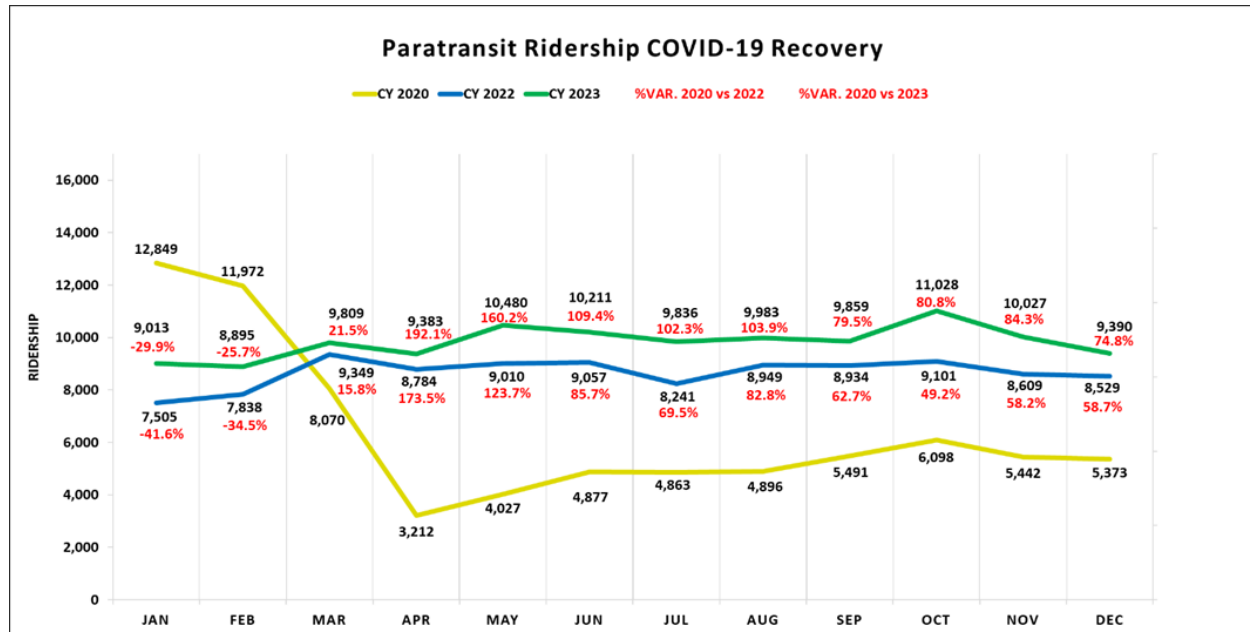
Figure 2-16 shows SunDial's on-time performance for FY 2021 to FY 2023.

Figure 2-16 SunDial On-Time Performance for FY 2021 to FY 2023



Paratransit had a 52.8% increase in ridership when comparing FY20 to FY22-23. For the month of October 2023, paratransit had its highest ridership of 11,028 which is an 80.8% increase when compared to October 2020. (Figure 2-17).

Figure 2-17 Paratransit Ridership COVID-19 Impact for FY 22-23



Taxi Administration

The SunLine Regulatory Administration is charged with licensing and regulating taxicab businesses and drivers in the Coachella Valley. Figure 2-18 presents the current operating taxi businesses in the Coachella Valley, along with the number of vehicles operated by each company.

Figure 2-18 Taxi Businesses

Business	Vehicles
Coachella Valley Taxi	18
City Cab	24
Yellow Cab of the Desert	25

*Data from December 31, 2023 reporting

Major Trip Generators

The 2019 SunLine Transit Agency Rider Survey identified the main transit trip generators in the Coachella Valley. The top destinations for home-based work trips are Palm Springs, Palm Desert, and La Quinta. The College of the Desert and Palm Springs High School are top destinations for home-based other trips that include shopping, recreation, and education. SunLine's service design should focus on serving major trip generators and creating convenient, direct linkages between origins and destinations.

2.2.2 Route-level Performance

Productivity

Figure 2-19 indicates that neither of the two trunk routes (Routes 1 and 2) met their performance standards.

Figure 2-19 Trunk Routes Average

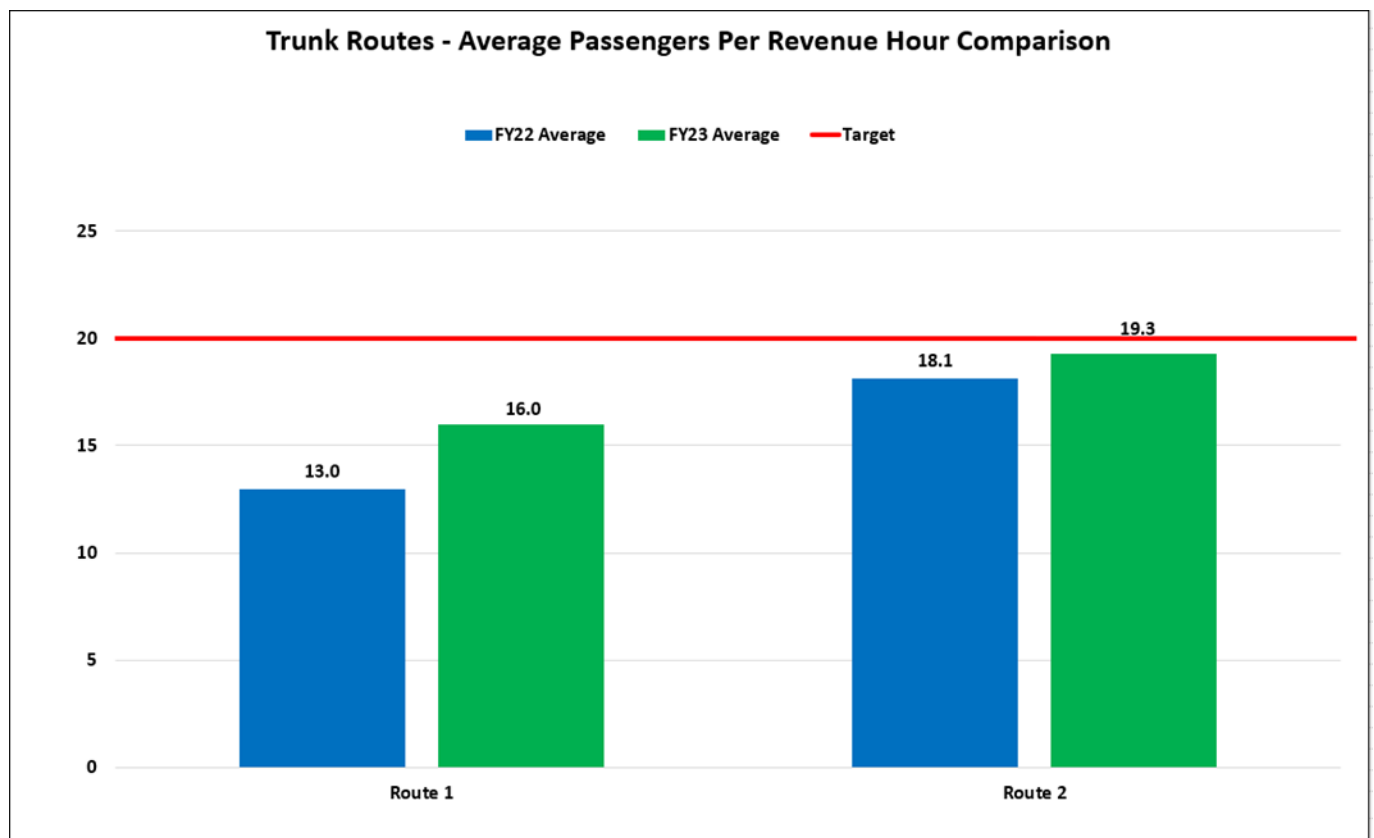
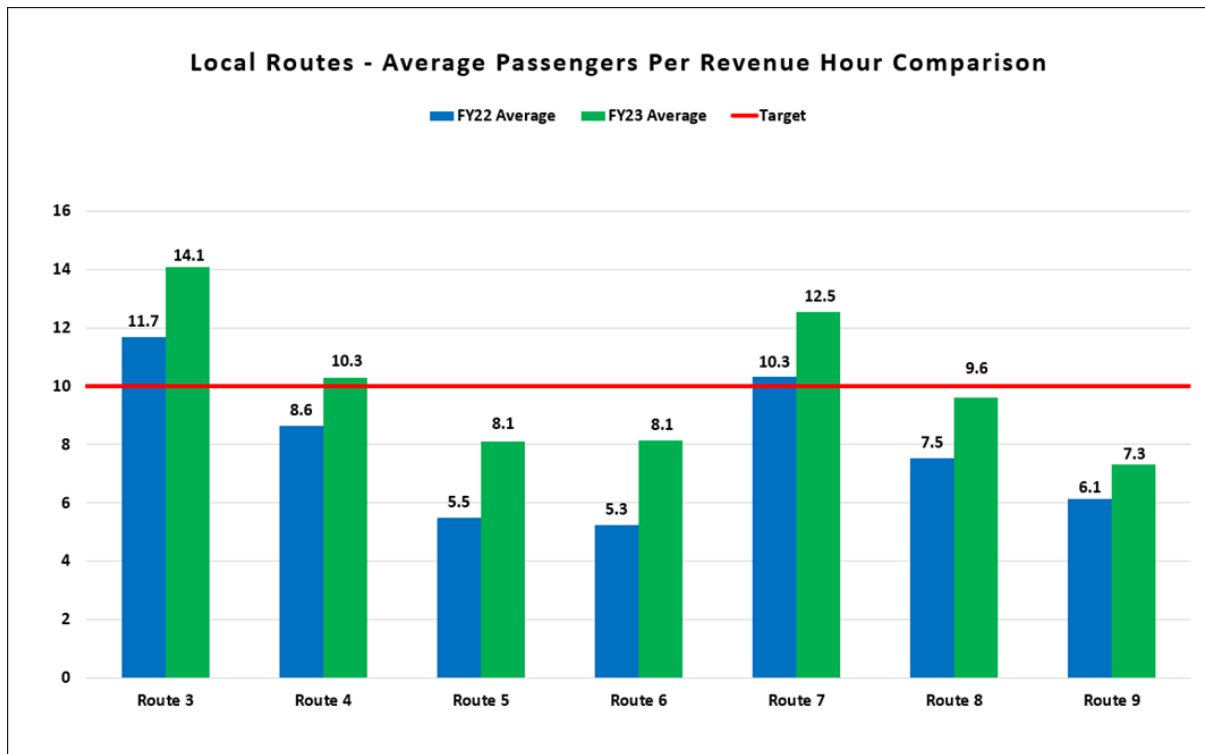


Figure 2-20 indicates that three out of the seven local routes met their performance standards goal:

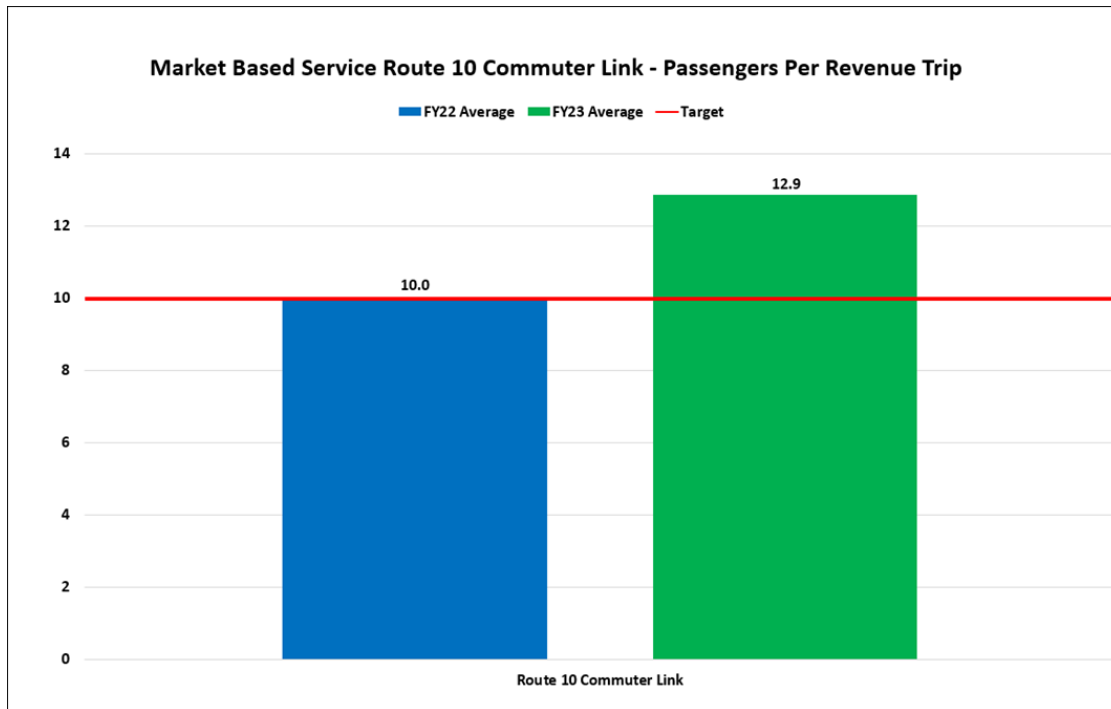
- For FY22-23, Routes 3, 4 and Route 7 met the PPRH goal of 10 passengers per revenue hour
- For FY22-23, Routes 5, 6, 8 & 9 failed to meet the target of 10 PPRH

Figure 2-20 Local Routes Average



Route 10 Commuter Link service started revenue service in July 2022 and is currently meeting its goal of 10 passengers per revenue trip (Figure 2-21).

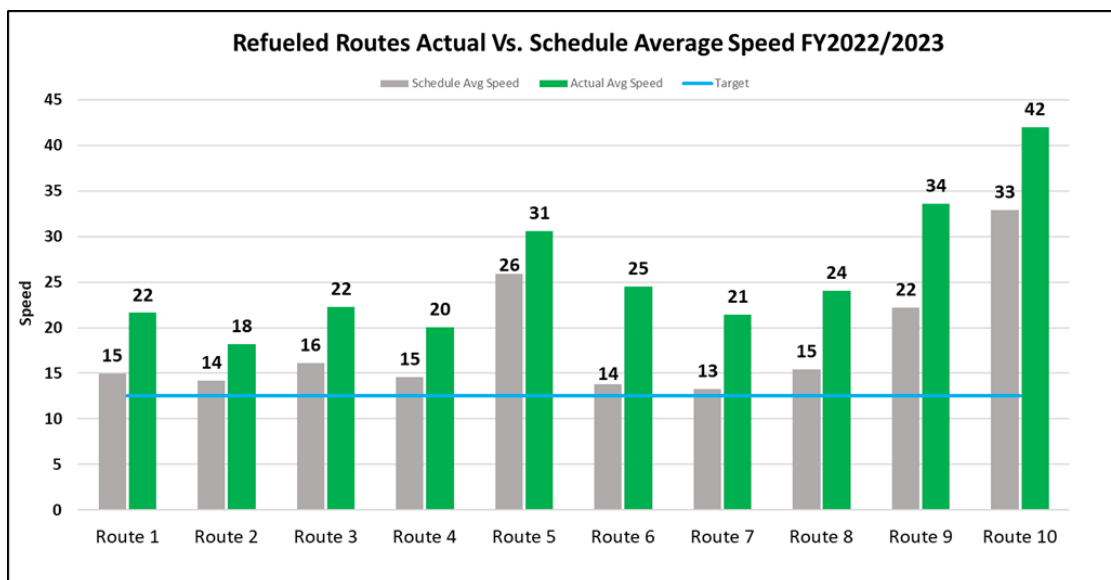
Figure 2-21 Market Based Service Average



Service Quality

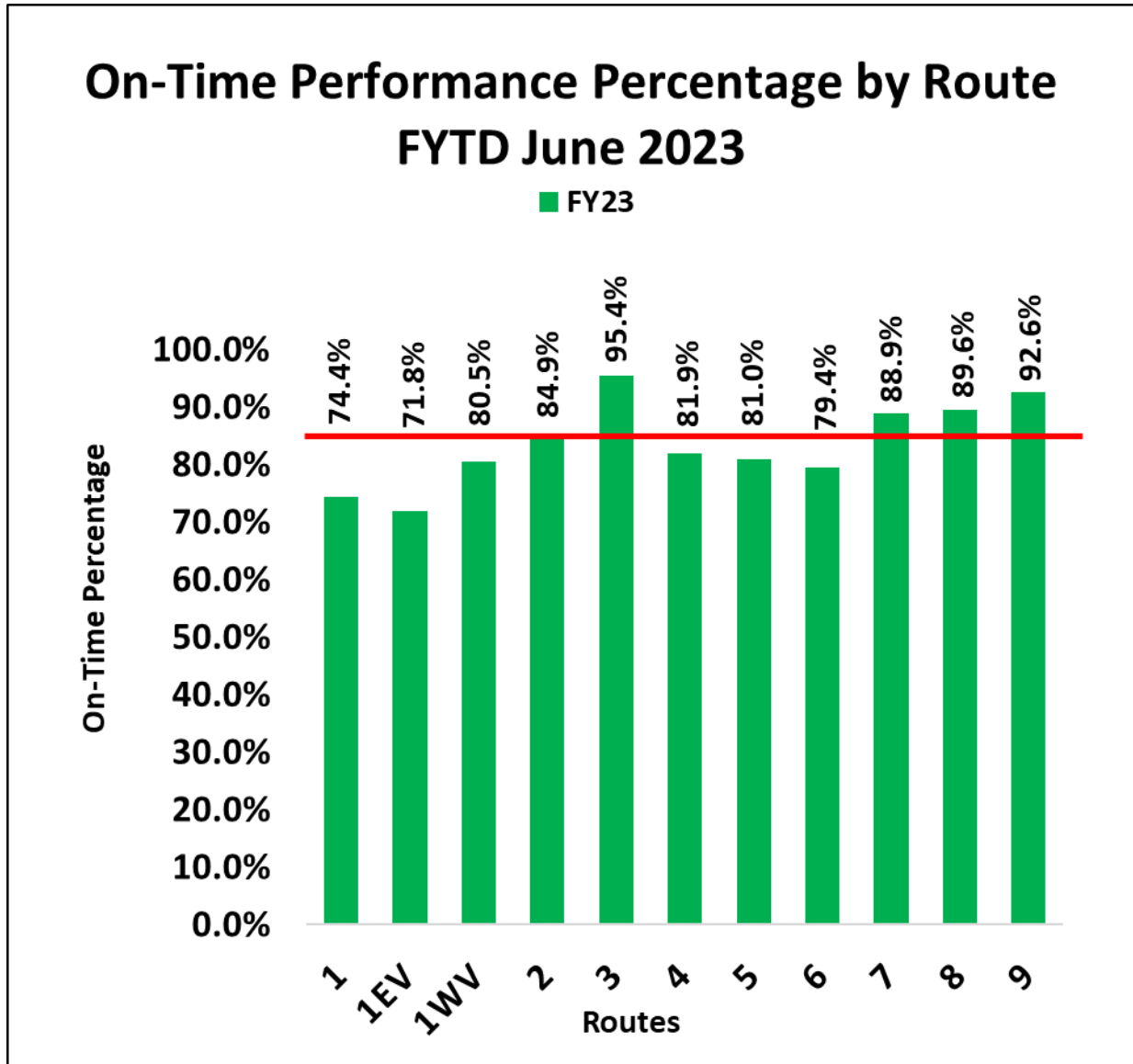
Service Scheduled Speed: The SunLine system is currently scheduled at an average speed of 16 mph, above the target scheduled speed of 12.5 mph (Figure 2-22).

Figure 2-22 Fixed Route Average Speed



On-time Performance: SunLine’s system-wide on-time performance is at 84 percent for July 1, 2022, to June 30, 2023. The Agency did not meet its goal for FY 22-23. Routes 2, 3, 7, 8 and 9 met the minimum on-time performance standard as captured in Figure 2-23.

Figure 2-23 On-Time Performance, by Route



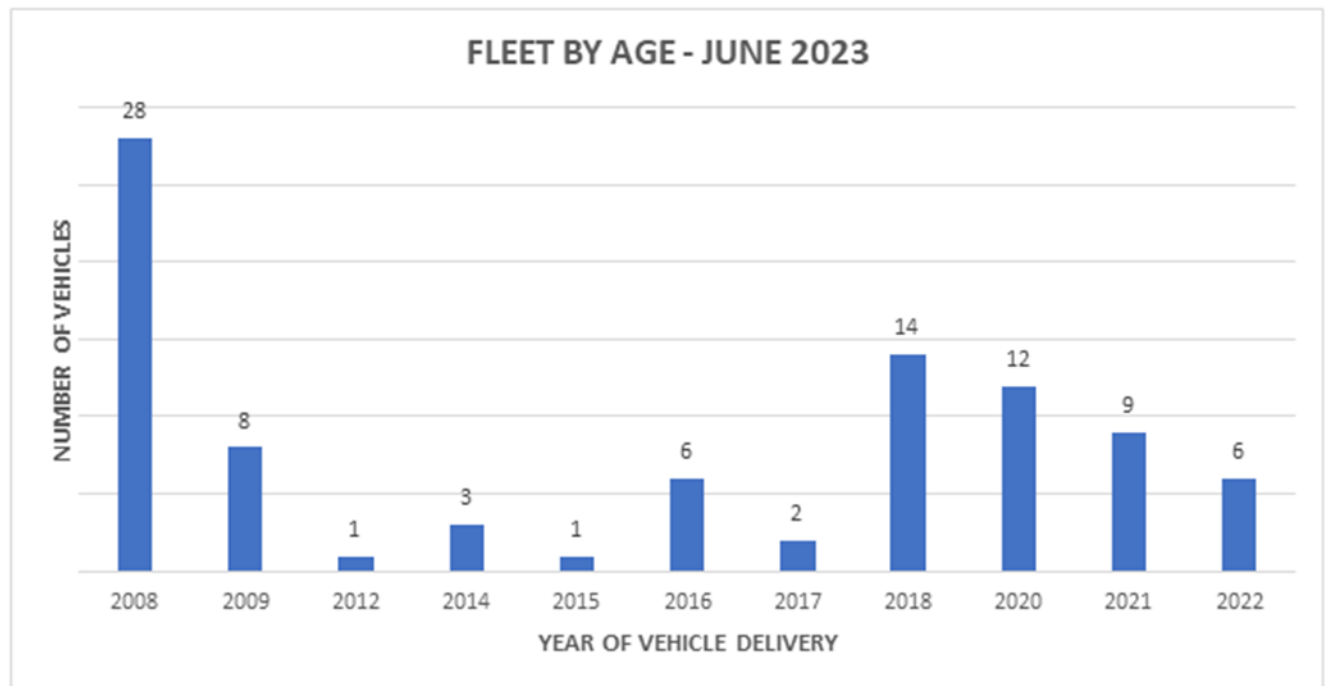
Miles between Service Interruptions: The standard of 5,000 miles between service interruptions were exceeded throughout the review period. Miles between service interruptions for FY 22-23 are noted in Figure 2-24.

Figure 2-24 Miles between Service Interruptions

FY2022/23	Fixed Route Miles between Service Interruptions
July	5,699
August	10,905
September	8,674
October	11,782
November	8,946
December	14,515
January	13,443
February	12,554
March	14,806
April	9,244
May	8,290
June	11,076

Average Fleet Age: The fixed route average fleet age is 8.4 years. SunLine continues to replace buses in the fleet that have met their useful life. Figure 2-25 shows the fleet age as of June 2023.

Figure 2-25 Fleet Age



Bus Deployment: SunLine is in full compliance with Title VI, which protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine ensures equitable distribution of its assets in delivery of transit services to the people of the Coachella Valley.

Buses are assigned according to successful completion of maintenance functions without regard to route assignment, or vehicle age, except in size considerations as outlined in the Bus Deployment Policy described previously. Additionally, fuel cell buses and battery electric buses are assigned to routes with shorter distances and/or durations that are within the acceptable range capacity of those vehicles.

Adequate numbers of buses are assigned to routes with high demand to avoid instances of overcrowding or standing passengers. All SunLine buses are fully air-conditioned and are 100 percent accessible to persons with disabilities.

- Routes 1, 2, 3, and 4 should use 40-foot buses given the higher passenger volumes.
- Other routes should use either 40- or 32-foot buses based on ridership demand.

2.2.3 Productivity Improvement Efforts Underway

SunRide has grown as a microtransit program from connecting riders to fixed route service by bridging the first mile, last mile gap, to including virtual stops within each geo-fence. Virtual stops consist of medical facilities, pharmacies, banks, grocery stores, educational facilities, and community services, such as libraries and senior centers.

Several efforts are underway to continue growing SunRide ridership. This includes outreaches in the geo-fences, walkabouts to local businesses, medical centers, and community organizations within each geo-fence to introduce SunRide as a transportation option, working with vehicle drivers on SunRide van awareness and recognition, as well as promotional offers such as free rides.

SunRide has been utilizing a more feature-rich mobile app since January 2022 that offers enhanced data analysis via KPIs and customer features, such as a five-star rating system and time snapping—the ability to time rides for minimal wait time to a fixed route bus. Additionally, drivers and customers now have the ability to contact each other for ride clarification questions.

To monitor the growth of SunRide, along with the effectiveness of marketing toward brand awareness, KPIs are monitored weekly and monthly to determine strengths, as well as areas where growth is needed. Regular monitoring of SunRide KPIs also assists in interceding and reversing any downward trends in ridership.

SunRide Service Performance

Figure 2-26 to Figure 2-28 show key performance metrics for SunRide during calendar year 2023.

Figure 2-26 SunRide System-wide Metrics

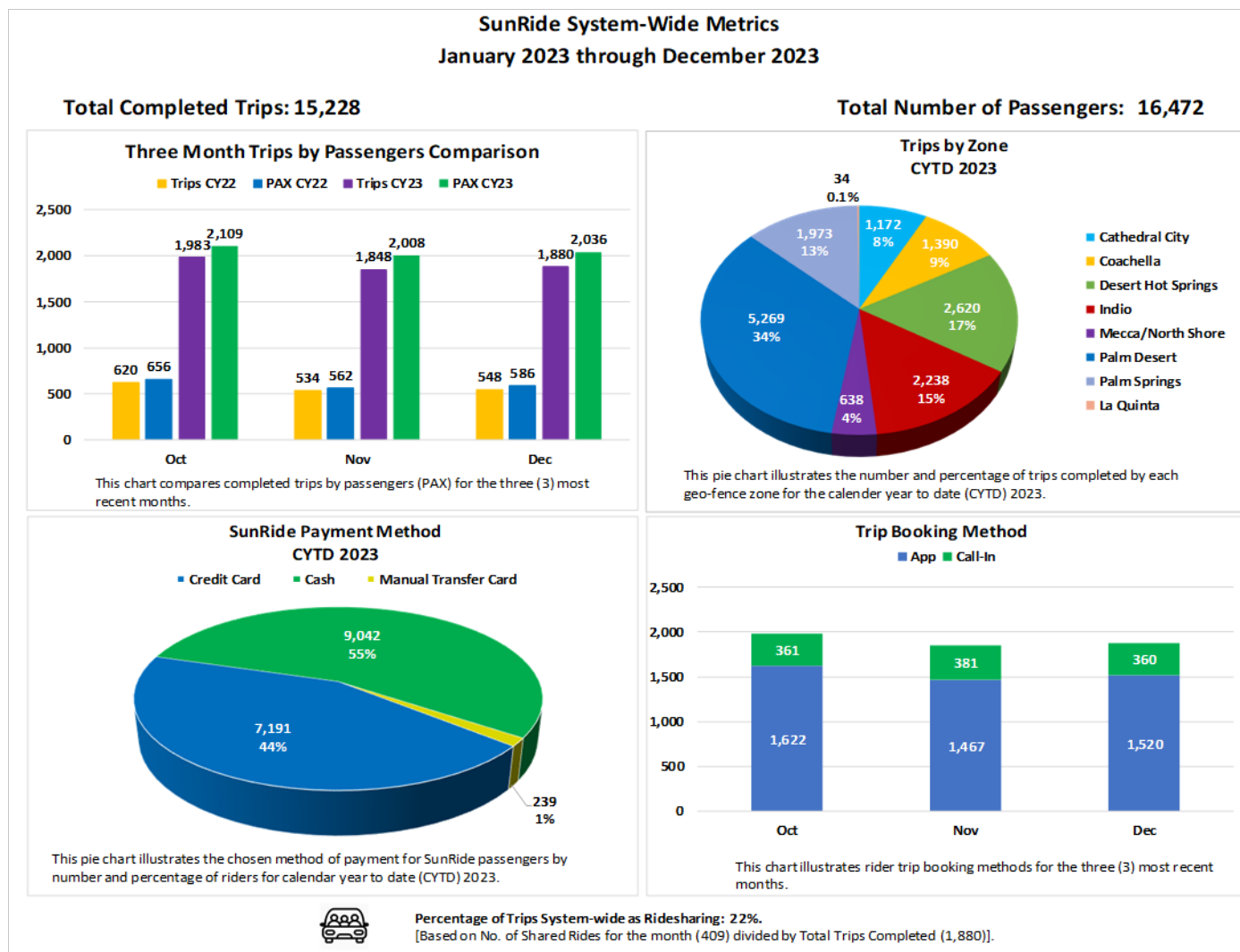


Figure 2-27 SunRide Unique Users

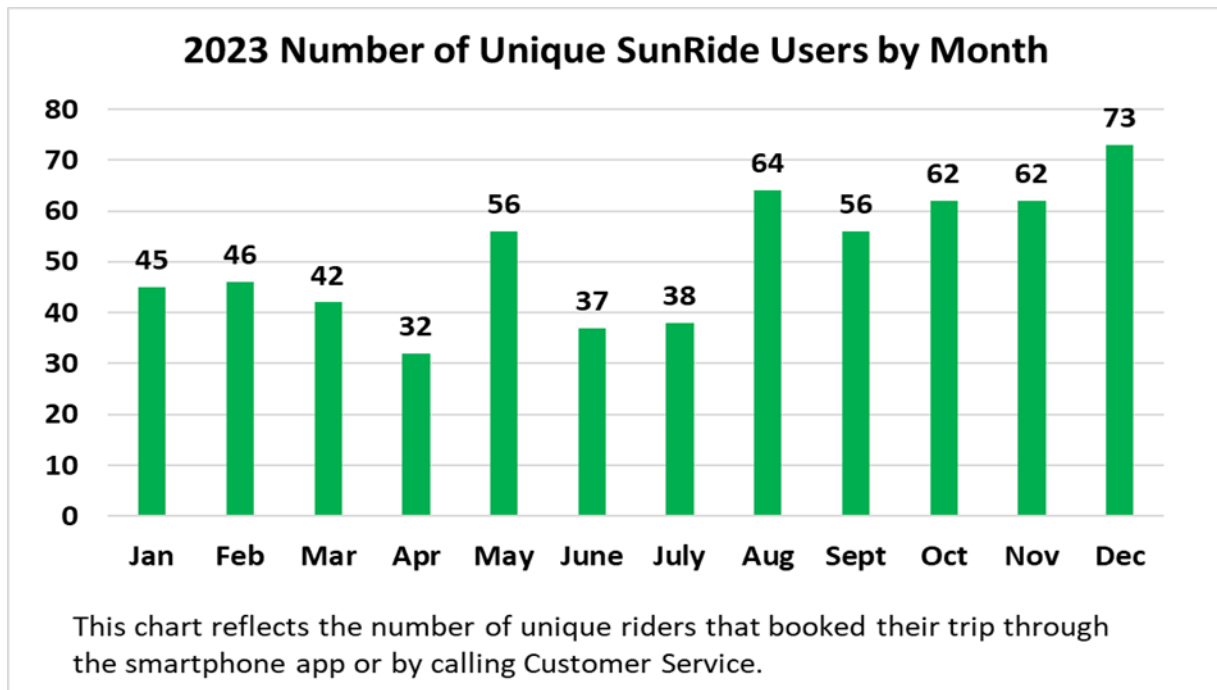
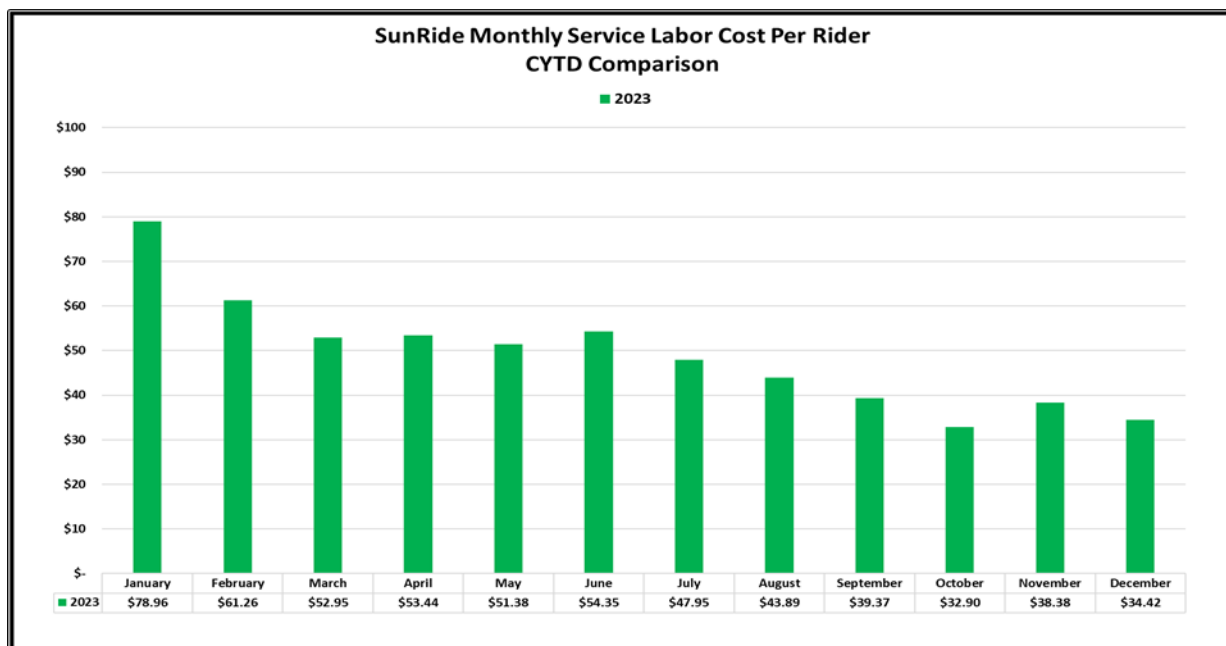


Figure 2-28 SunRide Monthly Service Labor Cost Per Rider



CHAPTER 3

Future Service
Plans, Fare Changes,
Capital Planning
& Marketing



FY25-27

SHORT-RANGE
TRANSIT PLAN

Chapter 3. Future Service Plans, Fare Changes, Capital Planning and Marketing

As an agency of firsts, SunLine has remained committed to building a truly intermodal, clean, and sustainable transportation network in partnership with local jurisdictions, regional and federal governments, and the private sector to develop, finance, and implement strategies to attract choice riders, expand SunLine's market share, and increase ridership. SunLine continues to progress on the following strategic action items, discussed further in this chapter:

- Expand the SunRide program to establish a lifeline service in areas hard to serve with traditional fixed route service.
- Complete construction of the Coachella Mobility Hub with a proposed ready for service date of September 2024, or earlier, upon completion of construction.
- Through an ongoing bus stops and amenities improvement program, replace outdated bus stop shelters and amenities, add new bus shelters and amenities according to policy, and address non-emergency safety and accessibility improvements. Continuous improvement of bus stops and amenities is essential to maintain and improve the first impression of SunLine where current and potential passengers and the community connect with SunLine.
- Continue with SunLine's ongoing improvement, communications, and education programs to enhance collaborative planning efforts that protect the integrity of the transit network and benefits of transit—that is, improve the experience of the entire journey.
- Update bus stop signs systemwide to ensure bus stops are easily identifiable, clean, accessible, and welcoming. To complement this program, SunLine is also updating bus stop signs with new information to connect with real-time bus arrival information and schedules necessary to complete the transit trip. These improvements are essential to attracting choice riders and expanding the transit market by making it convenient to use transit.
- Capitalize on the CVLink multimodal corridor, which has the potential to connect neighborhoods to transit, activity centers, and address some of the first- and last-mile mobility needs of the Coachella Valley.

3.1 Service Plans and Priorities FY 2025 to FY 2027

The fixed route network is functioning well, notwithstanding the impact of the pandemic and the national shortage of coach operators. Few service changes are proposed in the short term, such as realigning routes to serve the new Coachella Mobility Hub, and developing options to serve the Acrisure Arena.

Figure 3-1 Headway, by Route and Service Level

		Effective January 7, 2024		
		Weekday	Saturday	Sunday
1WV	Palm Desert Mall - Palm Springs	30	30	30
1EV	Coachella - Palm Desert Mall	30	30	30
2	Desert Hot Springs - Palm Springs - Cathedral City	30	30	30
3	Desert Edge - Desert Hot Springs	30	60	60
4	Palm Desert Mall - Palm Springs	60	60	60
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall	60	NS	NS
6	Coachella - Via Fred Waring - Palm Desert Mall	60	NS	NS
7	Bermuda Dunes - Indian Wells - La Quinta	45	90	90
8	North Indio - Coachella - Thermal/Mecca	60	60	60
9	North Shore - Mecca - Oasis	60	60	60
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	4 round trips	NS	NS

NS: No Service

3.1.1 East of I-10

Development in the Coachella valley continues to expand east of I-10.

3.1.2 Coachella Mobility Hub

Routes 1, 6, and 8 currently connect at the Transfer Terminal at Vine Avenue and Fifth Street in Coachella. A new Coachella Mobility Hub at Fourth Street and Cesar Chavez Street is projected to be ready for service in September 2024. The Mobility Hub will provide a residential development, bus laybys, passenger amenities, and connecting pedestrian and bicycle paths. Following completion of the Mobility Hub, the current routes at the Vine Avenue Transfer Terminal should be refocused to serve the Coachella Mobility Hub.

3.1.3 Route 10 Commuter Link

Route 10 originates in Indio and terminates at the SBTC/Metrolink Station in downtown San Bernardino. Intermediate connections are made with California State University in Palm Desert, the Walmart Center in Beaumont, and CSUSB. There are four westbound and four eastbound trips each weekday, with no service on weekends or holidays.

Route 10 is a key service linking multiple transit routes, community services, and educational facilities in the eastern valley. Of concern is the unbalanced nature of the Route 10 ridership, with strong peak-direction ridership and little ridership on the return trip. Marketing and incentivizing reverse-peak-direction travel could improve the overall route's productivity.

To improve ridership on Route 10 Commuter Link, SunLine implemented off-peak fares for reverse commute trips. The local fare structure applies to morning trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino. The peak period fare remains unchanged. To help promote the service, the local fare structure also applies in the off-season when California State University is not in general session.

3.1.4 School Trippers

School trippers are provided to augment certain routes or areas to ensure the base routes are not overcrowded. They may also provide a more direct route to specific schools. A single well-utilized school tripper bus may be a very productive service; however, it is critical that these services are regularly reviewed to ensure they are required. If the base routes can accommodate the school ridership, then it is unproductive to add an overlay of school trippers.

3.1.5 SunRide (Microtransit) Service

SunRide on-demand microtransit service is available in eight Coachella Valley zones, connecting passengers to the fixed route network or a destination within the zone. As SunLine gains experience operating microtransit services, the existing zones should be reviewed to ensure they serve the appropriate geographies. In FY2023 SunLine expanded the Desert Hot Springs/Desert Edge zone to include the Mission Lakes area and expanded the Cathedral City

zone to include the new veterans housing complex and Salvation Army on Landau Boulevard north of Ramon Road. In addition, there was a new zone created in the City of La Quinta to further enhance the service. Other service areas within the Coachella Valley should be assessed for new SunRide opportunities. These may be new service areas or existing fixed route substitutions.

3.1.6 SunRide Future Service Plans

As the on-demand microtransit service increases ridership, geo-fence boundaries, hours of service, number of days of service, and vehicle requirements will be reviewed to determine appropriate changes to meet the growing needs of the Coachella Valley.

Fare Changes

In July 2021, the fare increased from the introductory fare of \$2 per person, per ride to \$3 per person, per ride to include a transfer to or from Fixed Routes 1 to 9. SunLine is exploring a variety of fare options, including a multi-ride pass, a monthly pass, a senior discount, as well as premium fares that might be linked with the Commuter Link or door-to-door service. Fare structures of microtransit service in Southern California agencies will also be considered for possible adjustments to fares or transfers from a one-time fixed route transfer to a fixed route day pass.

Capital Planning

To serve the growing needs of SunLine's on-demand microtransit service, additional wheelchair-accessible minivans may need to be purchased within the next 2 years. Because the life of the SunRide vehicles is projected to sunset at 7 years, the four 2018 vans purchased in 2020 will be ready to be replaced in 2027 when the useful life of the vehicle is reached.

Marketing

Marketing efforts to educate the public and promote SunRide as a first mile-last mile solution is needed in all geo-fenced areas. Street outreach teams are the best way to get the word out to the public on this service and this will continue in the coming year

The Agency has annually invested in digital and polygon advertising campaigns, including video and animated ads to promote SunRide and educate Valley residents. The polygon advertising campaigns target precise borders around specific locations in each geo-fence. Digital advertising campaigns, through Paramount, are featured in the *Desert Sun* and YouTube as video ads that play prior to reading an article or viewing a video, and as digital display ads on networks and platforms outside of USAToday.com and DesertSun.com, such as NBCPalmSprings.com, Alternet.org, and CelebWell.com. Digital and polygon advertising campaigns will continue each year to build brand awareness and introduce SunRide in new zones.

3.1.7 Modifications to Paratransit Service

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

3.2 SunLine's Overall Marketing Plans, Studies, and Promotions

In order to support the initiatives outlined in the S RTP, the Marketing Department will focus on the following key areas:

1. Help regain and build ridership among current, recent and lapsed riders
2. Identify and drive ridership among new riders
3. Build trust among stakeholders and the community to drive advocacy
4. Communicate SunLine's efforts in maintaining and continuing to improve on-time performance
5. Convey progress made in SunLine's clean fuels fleet initiatives
6. Collaborate across departments to help improve the customer experience for passengers and elevate SunLine's brand
7. Explore new ways to engage with the community through various outreach and event opportunities

3.2.1 Target Audiences

In order for marketing efforts to resonate, analysis of target markets must be done, studying both who they are and what motivates them. Then, marketing materials must be customized to reach those target audiences. See Figure 3.3 for target audience analysis.

Figure 3.3 Target Audience Analysis

	Key Messages <i>What motivates them?</i>
Current riders	<ul style="list-style-type: none"> • On-time performance • Cleanliness • Social distancing • Safety • Price <p>For some: environment</p>
Potential new riders	<ul style="list-style-type: none"> • Ability to multitask • Cleanliness • Social distancing • Safety • On-time performance • Price • Technology friendly facilities (ie.: Wifi and chargers on buses) <p>For some: environment</p>
Community at large	<ul style="list-style-type: none"> • Economic prosperity • Reduced congestion • Reduced emissions • Transparency • Good environmental stewards
Employees	<ul style="list-style-type: none"> • Feeling valued and heard • Having the opportunity to contribute to the Agency's success • Compensation and benefits • Cleanliness in office/bus • Transparency

3.2.2 Marketing Strategies

There are several strategies for communicating with SunLine's various target audiences, and messaging will be tailored to connect with each of them based on their motivations as identified in the target audience analysis.

3.2.3 Social Media and Website

After building a robust social media program in recent years, SunLine has increased regular communication directly to its target audiences (fans/followers of the Agency's social media platforms). Posts have been entertaining and informative – both key components of keeping followers engaged.

Transit Tuesdays offer a live event on social media that discusses pre-selected topics sharing important updates with riders. Other social media posts tie in history, education, places to visit, comedy, safety, and recognition. This variety in messaging keeps the platform interesting and worth following.

A newly re-designed website will be released before the end of FY24. The re-design considers the overall user experience by highlighting information that is necessary to have front and center; thus, allowing website visitors to find that information instantly. The new website also follows new web trends and practices and will provide an easier pass purchase experience.

3.2.4 Advertising

Strategically utilizing SunLine's budget, an advertising plan that maximizes available advertising funds and incorporates innovative advertising strategies will be developed and implemented. It will utilize platforms such as digital, print, radio, streaming and TV media. The goal is also to promote all key messaging on internal advertising mediums, such as bus shelters and interior bus advertising.

3.2.5 Rider/Community Input

A strong marketing program incorporates a strategy for listening to constituents. SunLine will create and facilitate surveys to gather input regarding major service changes and how they are being received in the community. This provides the opportunity to learn about any issues that may need to be addressed. Data gathered can be shared with all appropriate departments to help improve the customer experience.

3.2.6 Public Relations

SunLine's public relations representatives will draft press releases to promote Agency initiatives. They will also pitch stories to the media to publicize key newsworthy items, coordinate media interviews and follow-up on media requests in a timely fashion.

3.2.7 Customer Service Center/Website

SunLine's Customer Service Center includes LiveChat on the web for those who need immediate assistance or find it more convenient for their schedule to use this chat-based interface. The website has also been instrumental as a central resource for all communications and announcements disseminated by SunLine. In addition, the Customer Service Center offers phoneline support by customer service representatives Monday through Friday. Agents use

resources such as Google Transit Trip Planner and MyStop Bus Tracker to answer customer inquiries quickly and accurately. Bilingual customer service agents are available to assist with questions in both English and Spanish. Interpretation services for all other languages are available through our contract with LanguageLine. An interpreter can be accessed via phone, video or by using their app.

3.2.8 Video Production

The Agency will continue to put an increased focus on the creation of videos as marketing tools, according to shifts in social media audience preferences. By developing an expanded library of video assets, SunLine will be able to initiate increased engagement with its target markets, and those individuals will better retain the information being shared through unique videos. The Marketing Department will also explore opportunities to produce longer video features, like those developed to recap the Student Art Contest event, where possible.

3.2.9 Rider's Guide

The Rider's Guide has become an essential communications tool for SunLine. The Agency has maintained the layout of this revamped guide which has proven to be a more user-friendly format, featuring relevant information for riders and includes directions, maps, time point bus stop locations, schedules, fares, transfer instructions and how to receive assistance with SunLine's programs and services. Transit system information, which aligns with the updated Rider's Guide, can also be found at transit centers, on buses, at bus stops and community gathering locations. SunLine's system information is provided in both English and Spanish.

3.2.10 Clean Fuels Fleet Communications

The Agency's reputation as a pioneer in clear air and alternative fuel technology must continue to remain top-of-mind by promoting news regarding SunLine's advancement in its Zero-Emissions Bus Rollout Plan. SunLine's new liquid hydrogen station will give the Agency increased reliability in fueling the Agency's hydrogen fuel cell technology fleet.

3.2.11 Internal Communications

Keeping employees up to date on company initiatives and marketing efforts inspires higher morale and invites them to be involved in the bigger picture. To this end, SunLine will hold town hall meetings and re-create its internal newsletter featuring key stories and facts about the Agency's latest initiatives. In alignment with our strategic plan, a component of the newsletter and town-hall-style meetings are educating staff on how our Agency works. Examples of topics include the various types of funding we receive; what the different funding can be used for; and how we get the data for planning our service. These efforts aid in improving communication with the employee target audience segment, making SunLine Transit Agency an even better place to work.

3.2.12 Building an Effective Marketing Plan

All the tools mentioned above will be implemented to market SunLine as a leader in transportation, innovation, and alternative fuel technology. As stated, targeted messaging and the utilization of effective platforms and strategies will be pivotal to increasing ridership, rebuilding trust, communicating progress, and engaging employees.

3.2.13 Community Outreach

SunLine works with local organizations, businesses, government agencies, and non-profit organizations to promote SunLine programs and services. Community outreach involves working with grassroots organizations to identify unmet transit needs and build community-based marketing partnerships. Historically, SunLine invests in these relationships by participating in community events such as mobility workshops, food drives, fundraisers, parades, and special event activities.

3.2.14 Public Presentations and Town Hall Meetings

Target audiences include seniors, students, social services, businesses, and community leaders. The main goal is public education related to the economic and environmental benefits of using public transportation. During presentations, SunLine highlights the key role that we hold as a public transit provider and leader in alternative fuel technology. SunLine's use of hydrogen electric fuel cell and battery electric fuel cell buses have made positive impacts to the environment on a global scale. Presentations emphasize why this is important and how it affects residents of the Coachella Valley. These presentations typically occur at senior centers, colleges, government agencies (i.e. City Council meetings, SCAG, CVAG, etc.), and adult special needs schools and programs.

3.2.15 Travel Training

Transportation provides us with a sense of independence and opportunities to engage within our community. SunLine's Travel Training Program offers opportunities for riders to learn how to independently navigate a public transit system. To this end, SunLine offers group and one-on-one training virtually, in-person and/or aboard a fixed route bus to build confidence and allow people to travel with ease.

3.2.16 Transit Ambassador Program

The SunLine Transit Ambassador Program, known as TAP, empowers employees to expand SunLine's culture of customer service. TAP consists of a series of training sessions for SunLine employees that address crucial topics and everyday scenarios in public transportation service. A Transit Ambassador is one who has completed this program and can assist passengers with their trip planning. Transit Ambassadors will assist the rider until the rider feels confident in navigating the SunLine system independently.

3.2.17 Access Advisory Committee

The Access Advisory Committee, which meets bi-monthly, was formed in 1995 as an advocacy group consisting of various agencies in the Coachella Valley. Committee members range from community activists to everyday transit users who are committed to promoting the successful implementation of the transportation provisions of the ADA and other related federal legislation or regulations.

3.2.18 Free Ride Policy

SunLine will offer free rides on our local fixed route system on the days listed below:

- Transit Equity Day
- Earth Day
- Dump the Pump Day
- Car Free Day
- California Clean Air Day
- Rideshare Week
- Election Day

SunLine Transit Agency's Marketing team is developing a set of guidelines that will enable staff to determine, if any additional days can be added or when requests for free rides, can be accommodated.

3.2.19 Areas of Persistent Poverty and Historically Disadvantaged Communities

Transit is a vital service for disadvantaged populations in the SunLine service area. As discussed in Chapter 1, several census tracts in the SunLine service area meet the federal criteria to be designated as Areas of Persistent Poverty or Historically Disadvantaged Communities. Tribal lands, which are also considered Historically Disadvantaged Communities, are also located in the service area. As discussed in Section 3.3 below, disadvantaged populations are a core market for transit and have unique travel patterns. SunLine will consider these federal designations in its public outreach efforts and assessment of environmental justice when evaluating service improvements and funding opportunities.

3.3 Projected Ridership Growth (FY 2025 to FY 2027)

Following a significant downturn in ridership in March 2020 related to the COVID-19 pandemic, SunLine expects it may take several years for ridership to rebound. SunLine and its planning partners are using the regional travel demand model to prepare long-term ridership forecasts for the unconstrained transit redesign.

The SunLine Refueled before and after study identified several themes related to pandemic ridership recovery:

- Transit demand has been reduced by the pandemic, but not in an even manner. Lower-income riders and essential workers commuting to in-person jobs at all hours continue to depend on transit service. In contrast, the increase in telecommuting is anticipated to be sustained, although to an uncertain degree, resulting in reduced peak period demand for travel to central business districts. Agencies can respond by preserving frequent line-haul service throughout the day while deemphasizing costly peak-period service.
- Network redesigns that emphasize a set of frequent core routes, which SunLine Refueled did, have proven successful for other agencies, and this is the type of service that has performed best through the pandemic by meeting the needs of the disadvantaged populations that remain the “core” ridership base for transit agencies.
- Changes in vehicular travel patterns throughout the pandemic affect bus running time across the day and may require schedule modifications. Well-established practices, such as dedicated lanes and transit signal priority (TSP), can help agencies ameliorate the impacts of rising congestion and improve competitiveness in comparison with other modes. SunLine is participating in the ongoing SCAG Regional Transit Lanes Study, which includes Highway 111 as a potential corridor for TSP treatments.
- The untethering of jobs from offices has resulted in a shift toward living in suburbs and smaller urban areas, and the Coachella Valley is likely to continue growing faster than the Southern California region. As these population shifts drive development, SunLine will need to reevaluate which areas have sufficient population to support service and whether service levels are keeping up with growth in population.
- As transit ridership recovers, flexible, on-demand microtransit may be a more cost-effective way to maintain service coverage in areas with low fixed route ridership. Microtransit can also have synergy with and improve the efficiency of paratransit service through sharing of vehicles and automation of trip assignments. SunLine and RideCo are evaluating the potential of expansion of SunRide service areas.

3.4 Proposed Fare Structure Changes

While the Board of Directors has directed SunLine staff to explore a fare-free system, the aim of this fare policy is to increase SunLine’s revenues with a simplified structure that continues to

provide support for low-income individuals. Recent fare-related efforts and actions are discussed below.

Route 10 Commuter Link Off-Peak Pricing

To improve ridership on Route 10 Commuter Link, SunLine implemented off-peak fares for reverse commute trips. The local fare structure applies to morning trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino. The peak period fare remains the same. The local fare structure also applies in the off season when California State University is not in general session.

Haul Pass

The College of the Desert and CSUSB's Palm Desert Campus are important transit markets in our service area. Started in August 2018 with a grant from the LCTOP, the SunLine Haul Pass program gives students at these schools free access to SunLine buses with their student ID. The LCTOP grant is funding an expansion of the program to students who are enrolled in any Coachella Valley high schools. The program, which began with the 2021 school year, is anticipated to be available for 18 to 22 months with the goal of the program becoming self-sustaining in future years. All students who apply will be eligible to ride for free—not just to class, but anywhere SunLine buses go, anytime they operate.

Mobile Ticketing

The 2020 Refueled survey showed that more than 86 percent of SunLine riders have access to a smartphone or tablet with an internet connection. Access to a connected device was an important factor in the implementation of the Token Transit mobile ticketing. Mobile ticketing makes paying fares much easier. There's no need to carry coins or cash. No need to wait in line to buy a pass. And no need to search in a wallet for a buried bus pass. Customers can simply board the bus, use their phone to pay, and go.

Best Industry Practices

- ***Review Fares Annually***

Fares should be reviewed annually to assess the ridership impact. This should include an examination of revenue by fare category and fare media. The fare review should provide a peer comparison to help ensure fare policy decisions are well-informed.

- ***Make Fare Adjustments as Frequently as Possible***

Fares should be adjusted annually to address inflation and to deliver a more gradual change to riders. Fares that are frozen for several years and then adjusted through a large disproportionate increase result in a “shock” to riders that may negatively affect the Agency image and ridership.

- **Calculate the SunLine Internal Rate of Inflation to Establish Required Fare Adjustments**

Fare increases should be based on SunLine's internal rate of inflation (goods, labor, and fuel), rather than the inflation of a general Consumer Price Index. The Consumer Price Index measures the inflation on a basket of goods and services unrelated to transit service and competing transportation modes.

To help low-income passengers access transit services and offset fare increases, SunLine may target fares for Coachella Valley residents who meet low-income guidelines. The U.S. Department of Labor's Lower Living Standard Income Level is often used by transit agencies to determine eligibility for reduced fares. It identifies income levels by family size that are adjusted annually based on changes in the Consumer Price Index.

3.5 Capital Improvement Planning

California Air Resources Board's (CARB's) ICT regulation requires SunLine to gradually transition to a 100 percent zero-emission bus (ZEB) fleet. As SunLine grows its fleet to provide additional service, it will need to evaluate daily mileage needs and the incremental capital or electricity costs of depot-charging electric buses that cannot be offset by available incentive and funding programs. SunLine is also planning for the new infrastructure needed to support hydrogen production and refueling for its fuel cell buses. It is also evaluating expansion of its satellite facility in Indio to support hydrogen and ZEB fueling and maintenance.

SunLine is working with the Coachella Valley Association of Governments to plan and fund street improvements needed to preserve bus travel times and improve service reliability. These street improvements include TSP measures, queue jumpers, and dedicated bus lanes. Super stops are another capital improvement aimed at enhancing the passenger experience. These stops include enlarged and near-level boarding areas, enhanced shelters, and upgraded amenities.

SunLine is also working with its member cities to improve multimodal connections to its fixed route bus service. This includes connections to the CV Link. This bicycling and walking pathway links the Coachella Valley cities and the lands of three federally recognized tribes with a path that generally parallels Highway 111.

3.5.1 Bus Stop Improvements

SunLine's current policy specifies that bus stops with more than 10 boardings per day warrant a shelter. Eight bus stops currently meet this threshold but lack shelters. SunLine anticipates funding availability to add 8 bus stop shelters in the next years.

Figure 3-2 summarizes the resulting allocation of bus shelters by jurisdiction. SunLine is committed to implementing these policy recommendations and installing the additional 8 shelters over the next 3 years.

Figure 3-2 Allocation of Bus Stop Shelter Improvements

Existing Amenity Distribution										
City/District	Total Stops	Total Shelters		Stops with 10+ boardings		Stops with Shelters and 10+ boardings		Shelters needed to reach policy compliance ¹		# of shelters exceeding current policy ¹
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Cathedral City	61	52	85%	17	28%	17	100%	0	0%	35
Coachella	34	32	94%	7	21%	7	100%	0	0%	25
Desert Hot Springs	48	36	75%	13	27%	12	92%	1	13%	24
Indian Wells	15	13	87%	0	0%	0	N/A	0	0%	13
Indio	87	59	68%	19	22%	18	95%	1	13%	41
La Quinta	52	36	69%	12	23%	12	100%	0	0%	24
Palm Desert	52	42	81%	16	31%	16	100%	0	0%	26
Palm Springs	120	91	76%	36	30%	31	86%	5	63%	60
Rancho Mirage	33	25	76%	1	3%	1	100%	0	0%	24
Riverside County uninc.	68	28	41%	6	9%	5	83%	1	13%	23
<i>Thermal</i>	8	2	25%	0	0%	0	N/A	0	0%	2
<i>Oasis</i>	10	3	30%	0	0%	0	N/A	0	0%	3
<i>Mecca</i>	17	8	47%	2	12%	2	100%	0	0%	6
<i>One Hundred Palms</i>	3	2	67%	2	67%	2	100%	0	0%	0
<i>Thousand Palms</i>	9	9	100%	1	11%	1	100%	0	0%	8
<i>North Shore</i>	11	1	9%	0	0%	0	N/A	0	0%	1
<i>Desert Edge</i>	7	0	0%	1	14%	0	0%	1	13%	0
<i>Bermuda Dunes</i>	3	3	100%	0	0%	0	N/A	0	0%	3
Total	570	414	73%	127	22%	119	94%	8	100%	295

¹Current policy states that all bus stops with over 10 average daily boardings should have shelters

CHAPTER 4

Financial Planning



FY25-27 SHORT-RANGE TRANSIT PLAN

Chapter 4. Financial Planning

The FY2025 financial planning process focused on prioritizing resources and alignment with the core strategic goal of regaining ridership and providing multimodal solutions. The team at SunLine brought their diverse insights to most effectively allocate resources to maintain essential services. The enclosed financial plan of the Agency is based on the best available financial projections and anticipated grants.

4.1 Operating and Capital Budget

In FY2025, SunLine will have an operating budget of \$49,417,378 and a capital budget of \$21,826,973 (Table 4 and 4A). The operating budget encompasses costs such as driver salaries, administrative salaries, fuel, insurance premiums, and other overhead costs required to run day to day operations. The available funding will be used effectively and efficiently in the accomplishment of organizational objectives. The operating budget will ensure that the Agency continues to offer safe and reliable transportation to Coachella Valley residents.

The capital budget incorporates key projects to help further advance the Agency's Capital Improvement Program. The Capital Improvement Program for FY2025 focuses on continuing SunLine's investment in replacing aging infrastructure and equipment. SunLine's Capital Program represents a unique opportunity to make long term investments in SunLine's operational capabilities, energy strategies, and regulatory compliance by conforming with the California Air Resources Board's Innovative Clean Transit mandate.

4.2 Funding Plans to Support Proposed Operating and Capital Program

For FY2025, funding plans for the proposed operating and capital programs are primarily funded as follows:

FTA Section 5307, FTA Section 5311, FTA Section 5311 (f) (Intercity), FTA Section 5339, Congestion Mitigation and Air Quality (CMAQ), California Air Resources Board (CARB), California Energy Commission (CEC), Air Quality Management District (AQMD), State Transit Assistance (STA), State of Good Repair (SGR), Low Carbon Operating Program (LCTOP), Local Transportation Funds (LTF), Local Measure A funding, Senate Bill 125 (Transit and Intercity Rail Capital Program) and farebox revenue.

The estimated FY2025 operating and capital budget of \$71,244,351 outlined in Table 4, is funded by:

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
ARPA Section 5307	120,000	0%	-	0%
California Air Resources Board (CARB)	200,000	0%	-	0%
California Energy Commission	100,000	0%	-	0%
CMAQ	380,000	1%	-	0%
Farebox	1,854,393	4%	-	0%
LCTOP	1,458,436	3%	-	0%
Local Transportation Fund (LTF)	28,829,900	58%	781,473	4%
Measure A	8,238,000	17%	-	0%
Other	3,221,663	7%	500,000	2%
Section 5307	4,285,218	9%	(2,242,772)	-10%
Section 5311	429,768	1%	-	0%
Section 5311(f)	300,000	1%	-	0%
Section 5339 Formula	-	0%	(744,782)	-3%
Senate Bill 125 (TIRCP)	-	0%	16,000,000	73%
State of Good Repair	-	0%	1,100,000	5%
State Transit Assistance Fund (STA)	-	0%	6,433,054	29%
Total	\$ 49,417,378	100%	\$ 21,826,973	100%

For FY26 and FY27, figures presented in tables 4.2 and 4.3 to fund operating and capital expenditures are based on best available funding projections.

TABLE 4.2

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
California Air Resources Board (CARB)	100,000	0%	-	0%
California Energy Commission	100,000	0%	2,680,200	5%
Farebox	1,816,893	4%	-	0%
LCTOP	1,425,813	3%	-	0%
Local Transportation Fund (LTF)	29,663,592	58%	-	0%
Measure A	8,403,000	17%	-	0%
Other	3,259,163	6%	15,231,904	27%
Section 5307	5,324,687	10%	1,332,446	2%
Section 5311	426,147	1%	-	0%
Section 5311(f)	313,927	1%	-	0%
Section 5339 Formula	-	0%	780,868	1%
Section 5339 Discretionary	-	0%	25,620,000	45%
Senate Bill 125 (TIRCP)	-	0%	6,405,000	11%
State Transit Assistance Fund (STA)	-	0%	4,266,686	8%
Total	\$ 50,833,222	100%	\$ 56,317,104	100%

TABLE 4.3

Fund	Operating		Capital	
	Amount (\$)	Percent (%)	Amount (\$)	Percent (%)
California Air Resources Board (CARB)	100,000	0%	-	0%
California Energy Commission	100,000	0%	-	0%
Farebox	1,816,893	4%	-	0%
LCTOP	1,460,352	3%	-	0%
Local Transportation Fund (LTF)	29,805,519	58%	-	0%
Measure A	8,571,000	17%	-	0%
Other	3,259,163	6%	-	0%
Section 5307	5,185,063	10%	1,120,000	6%
Section 5311	436,844	1%	-	0%
Section 5311(f)	313,927	1%	-	0%
Section 5339 Discretionary	-	0%	14,280,000	71%
State Transit Assistance Fund (STA)	-	0%	4,800,000	24%
Total	\$ 51,048,761	100%	\$ 20,200,000	100%

4.3 Regulatory and Compliance Requirements

4.3.1 Americans with Disabilities Act

SunLine complies with ADA guidelines by providing a 100 percent accessible revenue service fleet for fixed route transit services and ADA paratransit vehicles. As funding becomes available, SunLine continues to provide bus stop improvements to ensure accessibility. Staff also coordinates with developers and contractors regarding construction projects to include bus stop improvements when the opportunity arises.

4.3.2 Disadvantaged Business Enterprise

SunLine's most recent Disadvantaged Business Enterprise (DBE) program and goal were submitted to FTA in July 2021 and had an expiration date of September 2024. The next DBE report will be submitted by August 2024.

4.3.3 Equal Employment Opportunity

SunLine complies with federal regulations pertaining to employment and submits its Equal Employment Opportunity (EEO)-4 report annually to the U.S. Equal Employment Opportunity Commission (EEOC) and its EEO/Affirmative Action Program to FTA every 4 years, or as major changes occur in the workforce or employment conditions. The most recent EEO-4 report was submitted to the EEOC and certified in February 2024. The most recent EEO/Affirmative Action Program was revised and submitted to FTA in April 2024. The next update to the EEO/Affirmative Action Program is due to the FTA in March 2028.

4.3.4 Title VI

Title VI protects people from discrimination based on race, color, and national origin in programs and activities receiving federal financial assistance. SunLine's Title VI report was submitted to FTA in January 2023 and has an expiration date of October 2025.

4.3.5 Transportation Development Act

The Transportation Development Act provides two major sources of funding for public transportation: the LTF and STA. RCTC commissioned Michael Baker International to conduct the Triennial Performance Audit as required by the Transportation Development Act; recommendations from the auditors are referenced in section VI of that document.

4.3.6 Federal Transit Administration Triennial Review

In accordance with regulations, SunLine completed an FTA Triennial Audit site visit in 2023 and is working with FTA to provide final closeout documentation on all outstanding items.

4.3.7 National Transit Database

To keep track of the industry and provide public information and statistics as growth occurs, FTA's National Transit Database records the financial, operating, and asset conditions of transit systems. Staff submit monthly reports and a yearly report which is used for funding formulas.

4.3.8 Alternative Fuel Vehicles

In alignment with SunLine's Board-approved Alternative Fuel Policy, all revenue vehicles in the fleet use CNG, electric, or hydrogen fuel. The current active fleet consists of 49 CNG buses, 26 hydrogen electric fuel cell buses, four (4) battery electric buses, three (3) CNG coaches, 39 CNG paratransit vehicles, and 52 non-revenue CNG, gas and electric vehicles, including general support cars and trucks.

4.4 Capital Project Status

Figure 4-1 summarizes the status of SunLine's existing capital projects and remaining funding as of March 2024.

Figure 4-1 Status of SunLine's Capital Projects

Project	Project Description	Project Status	Total Project Funding Balance
Vehicles & Vehicle Improvements			\$ 34,996,139
Purchase of Hydrogen Fuel Cell Bus (7)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split into two line items to differentiate between AQMD funding and other funding.	\$ 9,742,374
Purchase of Battery Electric Buses (6)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles. The competitive funding for the buses included electrical chargers awarded to the agency as part of a	Project not started. Staff will be working with FTA for a potential change from battery to fuel cell bus types.	7,064,109

	competitive Low-No funding application.		
Purchase of Hydrogen Fuel Cell Bus (1)	Purchase of replacement fixed route vehicles to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project for eight (8) total buses approved by the Board of Directors at the June 2023 board meeting. Project split into two line items to differentiate between AQMD funding and other funding.	1,391,356
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	768,000
Purchase of Fuel Cell Bus (1)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	649,088
Replacement of Fixed Route Bus (CNG)	Purchase of replacement fixed route vehicle to replace buses that have exceeded their useful life of 12 years of 500,000 miles.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be	450,304

		purchased with available funding.	
Expansion Fixed Route Bus (Fuel Cell)	Purchase of expansion fixed route vehicle.	Project not started. Staff is planning to purchase buses from Riverside Transit Agency but will review the active fleet at that point to determine how many new replacement buses can be purchased with available funding.	382,147
Expansion Fixed Route Bus (Motor Coach)	This project will allow the purchase of one (1) additional MCI bus to meet the needs of the Agency.	The vehicle has been delivered. However, there have been issues that the manufacturer needs to address before the vehicles are placed into revenue service. The project team will begin the process to close this project once the vehicle is repaired and officially placed into service.	45,857
Sub-total Fixed Route Vehicles			20,493,236
Purchase of Paratransit Vehicles (15)	This project will allow the replacement of fifteen paratransit vehicles that have met their useful life.	Project not started.	3,600,000
Purchase of Paratransit Vehicles (10)	This project will allow the replacement of ten (10) paratransit vehicles that have met their useful life.	Board approved the purchase at the July 2023 meeting and the vehicles are expected in May 2024.	2,322,092
Sub-total Demand Response Vehicles			5,922,092

Microtransit Expansion (4)	This project will allow the procurement of two (2) microtransit Chrysler Voyager vehicles that are ADA accessible.	Both vehicles have been received and the project will be closed out.	170,576
H2 Vehicle Demonstration	This project will support the make ready costs for the demonstration of four (4) 22-foot hydrogen fuel cell vehicles. Vehicles to be demonstrated in Agency service including the ability to assign to microtransit.	All four (4) vehicles have been delivered but are not yet ready to be placed into service.	36,178
Sub-total Micro Transit Vehicles			206,753
Purchase of Stops & Zones CNG Trucks (3)	Purchase of three (3) support trucks to replace the current vehicles that have met their useful life.	The vehicles have been manufactured but are pending CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	209,661
Purchase of Shop Service CNG Vehicle (1)	This project is for the purchase of a shop service vehicle to support the Maintenance and Transportation departments.	The vehicles have been manufactured but are pending CARB certification for the CNG conversion before the vehicles are completed and delivered to SunLine.	159,400
Purchase of Administrative Vehicles (2)	This project is for the purchase of two (2) support vehicles.	A revised project initiation has been completed and procurement will begin in the second quarter of calendar year 2024.	119,971
Sub-total Support Vehicles			489,032
CNG Bus Refurbishments (12)	Refurbishment of 12 CNG buses to extend their useful life. This will allow time to obtain zero emission replacement buses.	Staff is working with the vendor and FTA to change the scope of the project to have different buses refurbished.	3,400,000

Bus Rehabilitation	This project allocates funding to ensure that the Agency's vehicles remain in a state of good repair.	Project not started.	505,853
Sub-total Bus Rehabilitation			3,905,853
Radio Replacements & ITS Phase 2	This project will allow the replacement of the current radio system and includes funding for a replacement ITS system for the fleet.	Project not started. This project will be initiated once the first phase of the radio project has been awarded and a determination of the estimated costs are finalized.	2,798,000
Radio Replacements Phase 1	This project will allow the replacement of the current radio system from analog to cellular services that will improve the day-to-day operational communications of SunLine's Transportation department.	Board approved agreement with Clever Devices at the February 2024 meeting. Project with vendor will begin in the second quarter of CY2024.	1,012,221
Sub-total Radio Replacements			3,810,221
Fare Collection Modernization (Study)	This project will allow the Agency to conduct a study of its fare collection mechanism and provide recommendations on new technology to replace the existing fareboxes.	Project not started.	100,000
H1 Vehicle Demonstration	This project will support the make ready costs for the demonstration of one (1) hydrogen fuel cell vehicle.	Vehicle has been delivered but it is not yet ready to be placed into service.	68,952
Sub-total Others			168,952
Facilities & Stations			\$ 40,229,455

Public Hydrogen Station Expansion	This project will allow the Agency to provide hydrogen to the public through 700 bar dispensers.	Project not started.	9,725,000
Liquid Hydrogen Refueling Infrastructure	The new liquid hydrogen station will include liquid storage, compression equipment, gaseous storage and dispensing, providing both additional capacity and resiliency for the existing fueling infrastructure. The new station will be capable of dispensing fuel at 350 and 700 bar.	Project is anticipated to be commissioned in June 2024.	8,954,923
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the east end of the Valley and provide an opportunity for the public to access hydrogen.	Utility upgrades are currently being planned and discussed with IID to support power requirements of new station and backup generator.	3,523,000
Center of Excellence	This project is for the construction of a facility to serve as a training center and maintenance bay for zero-emission vehicles.	Bids received were higher than what was originally anticipated by the project team. Staff is currently reviewing the scope and will look to allocate additional funding.	3,498,926
Microgrid to Hydrogen	The microgrid will utilize power generated through solar panels to store onsite in batteries. The project will reduce operating costs and provide for additional resiliency from green power.	Land has been purchased. The next step is the planning phase for the solar panels.	2,888,789
Coachella Transit Hub	This project is in conjunction with a grant awarded to SunLine as part of the Affordable Housing Sustainability Community Grant. SunLine, along with the City of Coachella, will	The vendor has initiated construction and is anticipated to be completed in Q3 of CY24.	1,886,224

	construct sustainable transportation infrastructure to provide transportation related amenities.		
Indio CNG Station Upgrade	The project will upgrade the existing equipment and CNG station in Indio.	Project not started.	2,277,000
Electrolyzer	This project deployed five (5) new 40-foot fuel cell electric buses along with the upgrade of SunLine's existing hydrogen refueling station with a new electrolyzer.	Contractor failed to meet site acceptance test by the December 2023 deadline. Staff is actively working on the next steps of the project.	784,359
Bus Stop Improvements	Bus stop improvements funds are utilized to replace and install new amenities in locations that meet the Agency's ridership and equity standards.	Project is ongoing.	969,444
Operator's Training Ground	The project will allow the Agency to begin the initial stages of the plan to utilize its existing land to develop an area where operators can be trained on how to maneuver buses in a safe location.	Project not started.	1,000,000
Asphalt & Concrete Upgrade	The project will allow the Agency to maintain the asphalt and concrete at its Thousand Palms division in a state of good repair.	Project not started.	1,000,000
Design & Construction of New Storage Building	This project would allow the Agency to construct a new pre-fabricated building for the Facility Maintenance staff.	Project not started.	800,000
Facility Maintenance Upgrade	This project will support the purchase of equipment and facility improvements.	Project is ongoing.	573,429

SoCal Gas Demonstration Project	SunLine, in partnership with the Southern California Gas Company, will install, test, monitor, and demonstrate a Steam Methane Reformer (SMR) in various operating conditions at SunLine's Thousand Palms facility.	Commissioning phase and equipment integration is anticipated to be completed in the second quarter of calendar year 2024.	494,200
Automatic Transfer Switch (ATS) T-1 & T-2	This project will upgrade the existing connection to the maintenance building by converting it to an automatic transfer switch and will connect the operations building to the backup generator.	Project being revised to replace existing generator with a new generator capable of supporting the new liquid hydrogen station as well as the operations and maintenance buildings.	362,382
Upgrade Gate and Guard Shack	This project will make upgrades to the existing entrance and guard shack at the main entrance to the Thousand Palms facility.	Project not started.	277,150
Facility Improvements	This project will support the purchase of facility improvements.	Project is ongoing.	324,000
Maintenance Facility Modernization (Study)	The project would help the Agency conduct a study for future plans for the maintenance facility.	Project has been initiated.	200,000
Repair of Division 1 Maintenance Roof	The project will allow the Agency to make repairs to the roof in the maintenance shop at its Thousand Palms division.	Project not started.	200,000
Indio Facilities Improvements	The project would allow the Agency to make improvement and repairs to the Indio division property.	Project is ongoing.	153,923
Thousand Palms Facilities Improvements	This project will support the purchase of facility improvements.	Project is ongoing.	32,942

Upgrade Division 1 Fence	This project will allow the Agency to make upgrades to the fence surrounding the property at the Thousand Palms division.	Project not started.	100,000
Replace Vehicle Lift Equipment	This project will allow the Agency to repair existing lifts by replacing vital components.	Project is expected to be completed by the end of the second quarter of calendar year 2024.	98,000
Perimeter Lighting Division 1	Installation of perimeter lighting to enhance the safety and security of the Thousand Palms facility.	Project not started.	80,000
Operations Facility Replacement	Construction of an operations facility.	Project completed.	25,764
Equipment			\$ 17,282,731
Bus Chargers	Purchase of bus chargers to support the purchase for six (6) new electric buses. The competitive funding for the buses and included electrical chargers were awarded to the agency as part of a competitive Low-No funding application.	Project not started.	16,679,854
Tools & Equipment	This project will support the purchase of equipment needed in the maintenance department.	Project not started.	322,000
Miscellaneous Equipment	The project will allow the replacement of existing assets once they have met their useful life.	Project not started.	280,877
Systems			\$ 2,649,184

Project Management & Administration	This project allows the Agency to capitalize project management costs from third party contractors. Funding will be used when individual project costs do not allow for project management or do not have the budget to support project management.	Project is ongoing.	584,600
Software Expansion	This project would facilitate the Agency's need for software upgrades across its operations.	Project not started.	600,000
Information & Technology	The project focuses on the purchase of information technology equipment such as servers, switches and battery backup systems, desktop replacements.	Project is ongoing.	694,789
Transit Asset Management	This project will allow the purchase of an asset management tool for the Maintenance Department.	Team is actively working with vendor to launch the software. Training is being conducted in April and initial go-live is scheduled for May 2024.	230,963
Access Control Surveillance	This project will allow the procurement and installation of new access control systems around the Agency.	Work has begun and the project is anticipated to be closed by the end of the second quarter of calendar year 2024.	106,458
Safety Projects	This project will allow the Agency to improve the overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	200,000
Real Time Surveillance System	This project will add real-time video surveillance to all Agency support vehicles.	Project not started.	90,000

Timekeeping Software Integration	This project replaces an existing timekeeping interface between two software systems within the Agency.	Project has been completed.	82,374
Safety Enhancements	This project will allow the Agency to improve overall safety of its facilities by enhancing the perimeter fence, gates and surveillance.	Project not started.	60,000
Grand Total			\$ 112,655,579

S RTP Tables

Table 1.0 Individual Route Descriptions

Routes	Route Classification	Major Destinations	Cities/Communities Served	Connections
1WV	Trunk	Hospital, Medical, Shopping, Mall, Center of Employment Training and Schools	Palm Springs, Cathedral City, Rancho Mirage and Palm Desert	2, 4, 5, 6
1EV	Trunk	Hospital, Medical, Shopping, College, Mall, Center of Employment Training and Schools	Palm Desert, Indian Wells, La Quinta, Indio and Coachella	4, 5, 6, 7, 8, and 10 Commuter
2	Trunk	Shopping, Schools, Employment Center, Library, Senior Center, Medical, Social Security, Theaters, Airport, Court House and Public Social Services	Desert Hot Springs, Palm Springs and Cathedral City	1WV, 1EV, 3, 4, 5
3	Local	Shopping Centers, Senior Center, Library, Community Center, City Hall, Medical, and Schools	Desert Hot Springs and Desert Edge	2 & 5
4	Local	Shopping, Medical, Library, Social Services, Theaters, School, College, Mall, Hospital and Airport	Palm Springs, Cathedral City, Rancho Mirage, Palm Desert and Thousand Palms	1WV, 1EV, 2, 5, 6
5	Local	Shopping, Senior Center, Library, Community Center, Schools, College, Medical, City Hall, University and Mall	Desert Hot Springs and Palm Desert	1WV, 1EV, 2, 3, 4, 6 and 10 Commuter
6	Local	Shopping, School, Tennis Gardens, Work Force Development, Social Services, Medical and College	Palm Desert, Indian Wells, La Quinta, Indio, Bermuda Dunes and Coachella	1WV, 1EV, 4, 5, 7, 8
7	Local	Shopping, Schools, Theaters, Tennis Gardens and Medical	La Quinta, Palm Desert, Indian Wells and Bermuda Dunes	1EV, 6
8	Local	Shopping, School, Senior Center, DMV, Community Center, College, City Hall and Center of Employment Training and Medical	Indio, Coachella, Thermal and Mecca	1EV, 6 and 9
9	Local	Shopping, Community Center, Medical and Schools	Mecca, North Shore and Oasis	8
10	Regional	Shopping, Business, Entertainment and University	Indio, Palm Desert, Beaumont, San Bernardino	1EV, 5, OmniTrans, MARTA, VVTA, Beaumont Transit, RTA and SB Metrolink

Table 1.1 Fleet Inventory – Motor Bus



Table 1.1 - Fleet Inventory
FY 2023/24 Short Range Transit Plan
SunLine Transit Agency

Bus (Motorbus) / Directly Operated											
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2022/ 23	# of Contingency Vehicles FY 2022/23	Life to Date Vehicle Miles Prior Year End FY 2021/22	Life to Date Vehicle Miles through March FY 2022/23	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2022/23
2018	BYD	K9	35	4	40	EB	4		96,667	41,051	10,262
2012	EDN	AXCESS	37	1	40	HY	1		11,054	3,336	3,336
2014	EDN	AXCESS	37	3	40	HY	3		65,741	16,505	5,501
2015	EDN	AXCESS	37	1	40	HY	1		26,420	3,056	3,056
2018	EDN	AXCESS	37	5	40	HY	5		197,093	81,389	16,277
2009	EDN	EZRider32'	29	8	32	CN	8		220,039	139,741	17,467
2020	MCI	D4500	40	2	40	CN	2		159,636	113,454	56,727
2008	NFA	LF 40'	39	10	40	CN	10	4	386,223	360,058	36,005
2008	NFA	LF 40'	39	21	40	CN	21		1,645,851	882,999	42,047
2016	NFA	LF 40'	39	6	40	CN	6		442,391	228,726	38,121
2018	NFA	XCELSIOR	39	5	40	HY	5		244,904	90,858	18,171
2020	NFA	XCELSIOR	39	10	40	CN	10		876,126	487,983	48,798
2021	NFA	XHE	39	4	40	HY	4		103,013	103,527	25,881
Totals:			486	80			80	4	4,475,158	2,552,683	31,909

Table 1.2 Fleet Inventory – Demand Response



Table 1.1 - Fleet Inventory
FY 2023/24 Short Range Transit Plan
SunLine Transit Agency

Demand Response / Directly Operated											
Year Built	Mfg. Code	Model Code	Seating Capacity	Lift and Ramp Equipped	Vehicle Length	Fuel Type Code	# of Active Vehicles FY 2022/ 23	# of Contingency Vehicles FY 2022/23	Life to Date Vehicle Miles Prior Year End FY 2021/22	Life to Date Vehicle Miles through March FY 2022/23	Average Lifetime Miles Per Active Vehicle As Of Year-To-Date (e.g., March) FY 2022/23
2020	ARB	Freedom	12	15	27	CN	15		358,598	320,861	21,390
2015	EDN	AEROTECH	12	2	22	CN	2		30,848	17,190	8,595
2016	EDN	AEROTECH	12	9	22	CN	9		375,183	181,009	20,112
2018	SPC	Senator	12	0	23	CN	14		705,165	358,131	25,580
Totals:			48	26			40		1,469,794	877,191	21,930

Table 2.0 Service Provider Performance Target Report

Note: This table is omitted while technical reporting issues are resolved.

Table 2.1 FY2022/23 SRTP Performance Report

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2 SRTP Service Summary – Systemwide Totals

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2 SRTP Service Summary – All Fixed Routes

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2 SRTP Service Summary – SunDial

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2 SRTP Service Summary – Vanpool

Note: This table is omitted while technical reporting issues are resolved.

Table 2.2A Summary of Routes to be Excluded

Route #	Description	Fare Box Calculation Exempt Routes	Notes
1WV	Palm Desert Mall - Palm Springs	No	No change, route intact
1EV	Coachella - Palm Desert Mall	No	No change, route intact
2	Desert Hot Springs - Palm Springs - Cathedral City	No	Productive route
3	Desert Edge - Desert Hot Springs	No	
4	Palm Desert Mall - Palm Springs	No	
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall	No	
6	Coachella - Via Fred Waring - Palm Desert Mall	No	
7	Bermuda Dunes - Indian Wells - La Quinta	No	
8	North Indio - Coachella - Thermal/Mecca	No	
9	North Shore - Mecca - Oasis	No	
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink	No	Commuter route, CSUSB funded

Table 2.3 SRTP Route Statistics (Table 1 of 2)



SRTP Route Statistics (S.P.)
SunLine Transit Agency -- 8
FY 2024/25

Data Elements												
Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LCTOP Revenue
SUN-10 CL	All Days	2	42,994	319,015	5,653.0	6,503.0	187,626.0	217,512.0	\$2,571,780	\$440,803		
SUN-1EV	All Days	8	756,394	5,612,446	37,070.0	39,618.0	476,983.0	552,213.0	\$6,529,141	\$1,305,828		
SUN-1WV	All Days	7	576,912	4,280,688	34,477.0	36,452.0	417,930.0	465,323.0	\$5,501,790	\$1,100,358		
SUN-2	All Days	7	925,182	6,864,851	43,425.0	45,759.0	602,134.0	672,104.0	\$7,946,694	\$1,500,702		
SUN-200	Weekday	1	2,706	20,075	179.0	377.0	3,822.0	7,571.0	\$89,516	\$14,798		
SUN-3	All Days	2	103,043	764,580	9,298.0	9,854.0	150,113.0	168,282.0	\$1,989,704	\$372,976		
SUN-4	All Days	4	275,912	2,047,264	21,010.0	22,129.0	305,327.0	332,479.0	\$3,931,099	\$776,404		
SUN-5	Weekday	2	20,961	155,529	5,597.0	6,375.0	118,078.0	142,201.0	\$1,681,325	\$280,474		
SUN-500	Weekday	1	3,208	23,801	107.0	214.0	1,680.0	4,358.0	\$51,527	\$10,148		
SUN-6	Weekday	3	41,548	308,288	6,227.0	7,698.0	86,478.0	129,420.0	\$1,530,212	\$306,042		
SUN-7	Weekday	2	116,516	864,548	9,485.0	9,823.0	125,214.0	135,678.0	\$1,604,200	\$320,840		
SUN-700	Weekday	1	4,523	33,563	316.0	439.0	4,978.0	8,395.0	\$99,254	\$19,851		
SUN-701	Weekday	1	11,200	83,106	258.0	423.0	3,896.0	8,410.0	\$99,435	\$19,887		
SUN-8	All Days	3	228,912	1,698,529	18,063.0	19,007.0	275,971.0	312,815.0	\$3,698,603	\$633,739		
SUN-800	Weekday	1	23,941	177,643	255.0	467.0	5,166.0	12,714.0	\$150,329	\$30,066		
SUN-801	Weekday	1	30,797	228,511	255.0	510.0	4,322.0	9,320.0	\$110,199	\$22,040		
SUN-802	Weekday	1	7,145	53,016	255.0	551.0	4,955.0	14,900.0	\$176,168	\$35,234		
SUN-803	Weekday	1	19,172	142,257	212.0	296.0	4,307.0	13,028.0	\$154,037	\$30,807		
SUN-9	All Days	2	69,510	515,768	6,875.0	9,476.0	156,108.0	236,186.0	\$2,792,569	\$363,494		
SUN-DAR	All Days	30	111,698	1,072,301	62,425.0	68,780.0	902,092.0	1,073,151.0	\$7,309,796	\$1,391,347		
SUN-Micro	All Days	7	14,624	47,528	12,564.0	12,564.0	30,504.0	37,604.0	\$1,000,000	\$186,300		

Table 2.3 SRTP Route Statistics (Table 2 of 2)



SRTP Route Statistics (S.P.)
SunLine Transit Agency -- 8
FY 2024/25

Data Elements												
Route #	Day Type	Peak Vehicles	Passengers	Passenger Miles	Revenue Hours	Total Hours	Revenue Miles	Total Miles	Operating Cost	Passenger Revenue	Measure-A Revenue	LCTOP Revenue
SUN-10 CL	All Days	2	42,994	319,015	5,653.0	6,503.0	187,626.0	217,512.0	\$2,571,780	\$440,803		
SUN-1EV	All Days	8	756,394	5,612,446	37,070.0	39,618.0	476,983.0	552,213.0	\$6,529,141	\$1,305,828		
SUN-1WV	All Days	7	576,912	4,280,688	34,477.0	36,452.0	417,930.0	465,323.0	\$5,501,790	\$1,100,358		
SUN-2	All Days	7	925,182	6,864,851	43,425.0	45,759.0	602,134.0	672,104.0	\$7,946,694	\$1,500,702		
SUN-200	Weekday	1	2,706	20,075	179.0	377.0	3,822.0	7,571.0	\$89,516	\$14,798		
SUN-3	All Days	2	103,043	764,580	9,298.0	9,854.0	150,113.0	168,282.0	\$1,989,704	\$372,976		
SUN-4	All Days	4	275,912	2,047,264	21,010.0	22,129.0	305,327.0	332,479.0	\$3,931,099	\$776,404		
SUN-5	Weekday	2	20,961	155,529	5,597.0	6,375.0	118,078.0	142,201.0	\$1,661,325	\$280,474		
SUN-500	Weekday	1	3,208	23,801	107.0	214.0	1,680.0	4,358.0	\$51,327	\$10,148		
SUN-6	Weekday	3	41,548	308,288	6,227.0	7,698.0	86,478.0	129,420.0	\$1,530,212	\$306,042		
SUN-7	Weekday	2	116,516	864,548	9,485.0	9,823.0	125,214.0	135,678.0	\$1,604,200	\$320,840		
SUN-700	Weekday	1	4,523	33,563	316.0	439.0	4,978.0	8,395.0	\$99,254	\$19,851		
SUN-701	Weekday	1	11,200	83,106	258.0	423.0	3,896.0	8,410.0	\$99,435	\$19,887		
SUN-8	All Days	3	228,912	1,698,529	18,063.0	19,007.0	275,971.0	312,815.0	\$3,698,603	\$633,739		
SUN-800	Weekday	1	23,941	177,643	255.0	467.0	5,166.0	12,714.0	\$150,329	\$30,066		
SUN-801	Weekday	1	30,797	228,511	255.0	510.0	4,322.0	9,320.0	\$110,199	\$22,040		
SUN-802	Weekday	1	7,145	53,016	255.0	551.0	4,955.0	14,900.0	\$176,168	\$35,234		
SUN-803	Weekday	1	19,172	142,257	212.0	296.0	4,307.0	13,028.0	\$154,037	\$30,807		
SUN-9	All Days	2	69,510	515,768	6,875.0	9,476.0	156,108.0	236,186.0	\$2,792,569	\$363,494		
SUN-DAR	All Days	30	111,698	1,072,301	62,425.0	68,780.0	902,092.0	1,073,151.0	\$7,309,795	\$1,391,347		
SUN-Micro	All Days	7	14,624	47,528	12,564.0	12,564.0	30,504.0	37,604.0	\$1,000,000	\$186,300		

Table 3.0 Highlights of the FY2025/27 SRTP

#	Description	Start Date
1	Maintain our current route reliability and gradually improve frequencies as key performance data deems it necessary	Ongoing
2	Complete construction of the Coachella Mobility hub	Sep-2024
3	To improve ridership on Commuter Link service, SunLine proposes off-peak fares for reverse commute trips and during off-season when California State University is not in general session. The local fare structure will apply to morning reverse commute trips from San Bernardino to Indio and afternoon trips from Indio to San Bernardino and to all trips when California State University is not in general session.	Ongoing
4	Update bus stop signs, schedule holders and install new bus shelters across the service area according to policy to enhance customer service, optimize trip planning technologies, and improve communication with passengers	Ongoing
5	Develop options to service north of the I-10 freeway	Ongoing dialogue
6	Liquid hydrogen station completion	Oct-2024
7	Implement the Innovative Clean Transit (ICT) plan. Transition to zero emissions by 2035 – five years ahead of the deadline set in the ICT Regulation (2040)	Ongoing
8	Radio replacement project	Jun-2025
9	CAD/AVL replacement project	Fall-2026

Table 4.0 Summary of Funding Requests (1 of 3)



Table 4.0 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA OB	5307 IC OB	5307 RS OB	5309 OB	5311	5311(f)	5329 COMP	5329 IC	5329 IC OB	5329 RS OB	CARB	CEC Funds	CMAQ OB	FARE
Center of Excellence	\$300,000															
Commuter 10	\$723,201							\$300,000						\$200,000	\$100,000	
Countywide Free Fare Days	\$66,000															
Hail Pass Program	\$433,333															
Operating Assistance	\$45,740,741	\$2,042,448		\$1,833,218	\$409,554		\$426,768									\$1,791,893
Retention and Recruitment Incentive Program	\$120,000		\$120,000													
Service Improvement	\$959,103															
SunRide Ride Share Program	\$1,000,000														\$380,000	\$25,000
Taxi Voucher Program	\$75,000															\$37,500
Sub-total Operating	\$49,417,378	\$2,042,448	\$120,000	\$1,833,218	\$409,554	\$0	\$426,768	\$300,000	\$0	\$0	\$0	\$0	\$200,000	\$100,000	\$380,000	\$1,854,393
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA OB	5307 IC OB	5307 RS OB	5309 OB	5311	5311(f)	5329 COMP	5329 IC	5329 IC OB	5329 RS OB	CARB	CEC Funds	CMAQ OB	FARE
Bus Rehabilitation - SL-25-07	\$200,000															
Bus Stop Improvement - SL-25-04	\$300,000															
Facility Maintenance Upgrade & Equipment - SL-25-02	\$400,000															
Feasibility Studies - SL-25-14	\$500,000															
IT Projects - SL-24-10	\$-320,000			\$-320,000												
IT Projects - SL-25-03	\$100,000															
Maintenance Facility (A/E) - SL-25-10	\$2,978,027															
Maintenance Facility (Construction) - SL-25-11	\$16,000,000															
Monorail to Hydrogen Phase III (Original) - SL-25-01	\$625,000															
Office Furniture & Equipment - SL-25-09	\$50,000															
Project Management and Administration - SL-25-06	\$100,000															
Purchase of 1 Hydrogen Fuel Cell Bus - SL-25-12	\$1,100,000															
Purchase of Paratransit Vehicles (15) - SL-24-09	\$-2,067,554			\$-1,513,218	\$-409,554							\$-635,195	\$-109,568			
Purchase of Specialized Tools and Fueling Equipment - SL-25-08	\$50,000															
Radio Replacement Phase II & Upgrade to ITS 5339 (b) LoNo - SL-25-13	\$2,361,500															
Safety Enhancements - SL-25-05	\$50,000															
Sub-total Capital	\$21,826,073	\$0	\$0	\$-1,833,218	\$-409,554	\$0	\$0	\$0	\$0	\$0	\$-635,195	\$-109,568	\$200,000	\$100,000	\$380,000	\$0
Total Operating & Capital	\$71,244,351	\$2,042,448	\$120,000	\$0	\$0	\$0	\$426,768	\$300,000	\$0	\$0	\$-635,195	\$-109,568	\$200,000	\$100,000	\$380,000	\$1,854,393

Table 4.0 Summary of Funding Requests (2 of 3)



Table 4.0 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

Operating															
Project	Total Amount of Funds	LCTOP PUC9313	LCTOP PUC9314	LTF	MA SPT	OTHR FED	OTHR LCL	SB 125 TIRCP GF	SGR PUC9313	SGR PUC9314	SGR-OB PUC9313	STA - OB	STA PUC9313	STA PUC9314	TIRCP COMP
Center of Excellence	\$300,000														
Commuter 10	\$723,201			\$242,201			\$181,000								
Countywide Free Fare Days	\$66,000	\$66,000													
Hail Pass Program	\$433,333	\$433,333													
Operating Assistance	\$45,740,741			\$27,955,199	\$8,238,000		\$3,040,683								
Retention and Recruitment Incentive Program	\$120,000														
Service Improvement	\$959,103	\$750,765	\$208,338												
SunRide Ride Share Program	\$1,000,000			\$595,000											
Taxi Voucher Program	\$75,000			\$37,500											
Sub-total operating	\$49,417,378	\$1,250,069	\$208,338	\$28,829,900	\$8,238,000	\$0	\$3,221,683	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Capital															
Project	Total Amount of Funds	LCTOP PUC9313	LCTOP PUC9314	LTF	MA SPT	OTHR FED	OTHR LCL	SB 125 TIRCP GF	SGR PUC9313	SGR PUC9314	SGR-OB PUC9313	STA - OB	STA PUC9313	STA PUC9314	TIRCP COMP
Bus Rehabilitation - SL-25-07	\$200,000												\$200,000		
Bus Stop Improvement - SL-25-04	\$300,000												\$300,000		
Facility Maintenance Upgrade & Equipment - SL-25-02	\$400,000												\$400,000		
Feasibility Studies - SL-25-14	\$500,000												\$500,000		
IT Projects - SL-24-10	\$-320,000														
IT Projects - SL-25-03	\$100,000												\$100,000		
Maintenance Facility (A/E) - SL-25-10	\$2,978,027												\$2,037,499	\$940,558	
Maintenance Facility (Construction) - SL-25-11	\$10,000,000							\$15,000,000							
Monorail to Hydrogen Phase III (Original) - SL-25-01	\$625,000					\$500,000							\$125,000		
Office Furniture & Equipment - SL-25-09	\$50,000												\$50,000		
Project Management and Administration - SL-25-06	\$100,000												\$100,000		
Purchase of 1 Hydrogen Fuel Cell Bus - SL-25-12	\$1,100,000								\$973,133	\$126,867					
Purchase of Paratransit Vehicles (15) - SL-24-09	\$-2,067,554														
Purchase of Specialized Tools and Fueling Equipment - SL-25-08	\$50,000												\$50,000		
Radio Replacement Phase II & Upgrade to ITS 5339 (b) LoNo - SL-25-13	\$2,361,500			\$761,473									\$1,580,027		
Safety Enhancements - SL-25-05	\$50,000												\$50,000		
Sub-total Capital	\$21,826,073	\$0	\$0	\$761,473	\$0	\$500,000	\$0	\$19,000,000	\$973,133	\$126,867	\$0	\$0	\$5,462,499	\$940,558	\$0
Total Operating & Capital	\$71,244,351	\$1,250,069	\$208,338	\$29,611,373	\$8,238,000	\$500,000	\$3,221,683	\$19,000,000	\$973,133	\$126,867	\$0	\$0	\$5,462,499	\$940,558	\$0

Table 4.0 Summary of Funding Requests (3 of 3)



Table 4.0 - Summary of Funding Requests - FY 2024/25
SunLine Transit Agency
Original

FY 2024/25 Projected Funding Details	
5307 IC	\$2,042,446
5307 IC ARPA OB	\$120,000
5307 IC OB	\$1,833,216
5307 RS OB	\$409,554
5311	\$430,766
5311(f)	\$300,000
CARB	\$200,000
CEC Funds	\$100,000
CMAD OB	\$360,000
FARE	\$1,854,363
LCTOP PUC60313	\$1,250,068
LCTOP PUC60314	\$208,338
LTF	\$28,829,600
MA SPT	\$5,236,000
OTHR LCL	\$3,221,863
Total Estimated Operating Funding Request	\$46,417,378
5307 IC	\$0
5307 IC OB	\$-1,833,216
5307 RS OB	\$-409,554
5309 OB	\$0
5339 COMP	\$0
5339 IC	\$0
5339 IC OB	\$-635,196
5339 RS OB	\$-109,598
LTF	\$781,473
OTHR FED	\$500,000
SB 125 TRCP OF	\$16,000,000
SGR PUC60313	\$673,133
SGR PUC60314	\$126,867
SGR-OB PUC60313	\$0
STA - OB	\$0
STA PUC60313	\$5,492,496
STA PUC60314	\$640,558
TRCP COMP	\$0
Total Estimated Capital Funding Request	\$21,826,673
Total Funding Request	\$71,244,351

Table 4.0A Capital Project Justification



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-09

FTIP No: RIV220509

Project Name: Purchase of Paratransit Vehicles (15)

Category: Paratransit

Sub-Category: Replacement

Fuel Type: CNG

Project Description: SunLine intends to use FY2024 Section 5307 (UZA #063180) and FY2023 Section 5339 (UZA #063180) Indio-Cathedral City Formula Funds and FY2024 STA funds for the Purchase of Paratransit Vehicles (15) project. Project Funding; Federal (80%) FY2024 5307 UZA #063180: \$1,513,218 FY2023 5307 UZA #060420: \$622,000 FY2023 5339 UZA #063180: \$635,196 FY2022 5339 UZA #060420: \$9,586 FY2023 5339 UZA #060420: \$100,000 State Transit Assistance: \$720,000 Total Project Cost: \$3,600,000

Project Justification: Vehicles need to be replace that passed their useful life per FTA guidelines.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
5307 IC OB	FY 2024/25	-\$1,513,218
5307 RS OB	FY 2024/25	-\$409,554
5339 IC OB	FY 2024/25	-\$635,196
5339 RS OB	FY 2024/25	-\$109,586
Total		-\$2,667,554

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
	RIV220509	SL-24-09	
	RIV220509	SL-24-09	
	RIV220509	SL-24-09	
	RIV220509	SL-24-09	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-24-10

FTIP No: RIV220501

Project Name: IT Projects

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: Electric

Project Description: SunLine intends to use the FY2024 Section 5307 UZA Indio-Cathedral City Formula Funds and FY2024 STA Funds for the IT Project. This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics. Project Funding Federal (80%) FY2024 5307 UZA #063180: \$320,000 State Transit Assistance (20%): \$80,000 Total Project Cost: \$400,000

Project Justification: The use of IT equipment is critical to the daily function and efficiency in providing safety , reliable and efficient transit services.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
5307 IC OB	FY 2024/25	-\$320,000
Total		-\$320,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
	RIV220501	SL-24-10	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-01

FTIP No: Not Assigned - New Project

Project Name: Microgrid to Hydrogen Phase III (Original)

Category: Buildings and Facilities

Sub-Category: Expansion

Fuel Type: Electric

Project Description: Continued funding related to solar panel and battery storage to support hydrogen equipment and increase renewable energy production.

Project Justification: Reduce cost of electricity associated with hydrogen production and act as resiliency to grid power.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
OTHR FED	FY 2024/25	\$500,000
STA PUC99313	FY 2024/25	\$125,000
Total		\$625,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-22-06 (23)	
		SL-22-06 (23)	
		SL-22-06	
		SL-22-06	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-02

FTIP No: Not Assigned - New Project

Project Name: Facility Maintenance Upgrade & Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Upgrade

Fuel Type: N/A

Project Description: SunLine intends to use STA funds for the Facility Maintenance Upgrade & Equipment project

Project Justification: Purchase of maintenance tools and equipment and facility improvements and support vehicles

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$400,000
Total		\$400,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-24-13	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-03

FTIP No: Not Assigned - New Project

Project Name: IT Projects

Category: Communication and ITS

Sub-Category: Systems

Fuel Type: N/A

Project Description: This project supports the purchases of the Agency's need for software, network infrastructure, computing resources, and business analytics.

Project Justification: The use of IT equipment is critical to the daily function and efficiency in providing safety, reliable, and efficient transit services.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$100,000
Total		\$100,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-04

FTIP No: Not Assigned - New Project

Project Name: Bus Stop Improvement

Category: Bus Stop and Amenities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: Bus stop improvements to existing locations including amenities and shelters.

Project Justification: New and upgraded bus stop shelters necessary for passenger safety and convenience

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$300,000
Total		\$300,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-05

FTIP No: Not Assigned - New Project

Project Name: Safety Enhancements

Category: Buildings and Facilities

Sub-Category: Expansion

Fuel Type: N/A

Project Description: To enhance the safety and security of the facility

Project Justification: This project is needed to upgrade the current guard shack at SunLine's Division II facility. The upgrade will include security enhancements for occupant safety, proper securement of IT, and video equipment. In addition, the installation of a security film on the stairwell glass panels will assist in the event of the glass panels breaking the film and will keep the panels in place.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$50,000
Total		\$50,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-06

FTIP No: Not Assigned - New Project

Project Name: Project Management and Administration

Fuel Type: N/A

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$100,000
Total		\$100,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-07

FTIP No: Not Assigned - New Project

Project Name: Bus Rehabilitation

Category: Bus

Sub-Category: Rehabilitation/Improvement

Fuel Type: CNG

Project Description: SunLine intends to use STA funds for Bus Rehabilitation not limited to cosmetic work to improve bus appearance.

Project Justification: Due to extreme weather the buses deteriorate and this project will improve the appearance.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$200,000
Total		\$200,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-08

FTIP No: Not Assigned - New Project

Project Name: Purchase of Specialized Tools and Fueling Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: N/A

Project Description: SunLine intends to use STA funds for the Purchase of Specialized Tools and Fueling Equipment project.

Project Justification: To maintain the day-to-day uptime of the Agency's alternative fueling infrastructure program.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$50,000
Total		\$50,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-24-12	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-09

FTIP No: Not Assigned - New Project

Project Name: Office Furniture & Equipment

Category: Vehicle Systems and Equipment

Sub-Category: Replacement

Fuel Type: N/A

Project Description: SunLine intends to use STA funds for the Office Furniture & Equipment project

Project Justification: Upgrading office furniture and equipment are made to improve workplace communication , provide cost efficiency to the agency, and uplift employee morale.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$50,000
Total		\$50,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-24-18	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-10

FTIP No: Not Assigned - New Project

Project Name: Maintenance Facility (A&E)

Category: Buildings and Facilities

Sub-Category: Systems

Fuel Type: N/A

Project Description: This provides for the A&E of the maintenance facility in Thousand Palms

Project Justification: The existing facility is beyond its useful life.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$2,037,469
STA PUC99314	FY 2024/25	\$940,558
Total		\$2,978,027

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-11

FTIP No: Not Assigned - New Project

Project Name: Maintenance Facility (Construction)

Category: Buildings and Facilities

Sub-Category: Rehabilitation/Improvement

Fuel Type: N/A

Project Description: Construction of a new maintenance facility in Thousand Palms.

Project Justification: The existing facility is beyond its useful life

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
SB 125 TIRCP GF	FY 2024/25	\$16,000,000
Total		\$16,000,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-12

FTIP No: Not Assigned - New Project

Project Name: Purchase of 1 Hydrogen Fuel Cell Bus

Category: Bus

Sub-Category: Replacement

Fuel Type: Hydrogen

Project Description: SunLine intends to use Local Funds to purchase one hydrogen fuel cell bus.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
SGR PUC99313	FY 2024/25	\$973,133
SGR PUC99314	FY 2024/25	\$126,867
Total		\$1,100,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-24-23	
		SL-24-23	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-13

FTIP No: RIV220502

Project Name: Radio Replacement Phase II & Upgrade to ITS 5339 (b) LoNo

Category: Communication and ITS

Sub-Category: Systems

Fuel Type: N/A

Project Description: Replace radio & ITS for all vehicles

Project Justification: Radio system parts are obsolete. Need to upgrade ITS with radio system.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
LTF	FY 2024/25	\$781,473
STA PUC99313	FY 2024/25	\$1,580,027
Total		\$2,361,500

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description
		SL-23-09	
		SL-23-09	
		SL-23-09	
		SL-23-09	



FY 2024/25 SRTP
SunLine Transit Agency
Table 4.0 A - Capital Project Justification
Original

Project Number: SL-25-14

FTIP No: Not Assigned - New Project

Project Name: Feasibility Studies

Category: Planning/Feasibility

Sub-Category: Study

Fuel Type: N/A

Project Description: Sunline Transit Agency's Comprehensive Operational Analysis (COA) is an in-depth evaluation aimed at optimizing transit services and enhancing operational efficiency. This thorough analysis examines various aspects of the agency's performance, including route effectiveness, ridership patterns, service reliability, and customer satisfaction. A component of the COA will be to study the modernization of the agency's fare payment system. This section focuses on assessing current fare collection methods and exploring innovative technologies to streamline the payment process. The goal is to enhance convenience for passengers, reduce operational costs, and improve data accuracy. By leveraging data-driven insights and stakeholder feedback, Sunline Transit Agency's COA ensures that transit services are aligned with current demands and future growth, fostering a more reliable, accessible, and sustainable public transportation system.

Project Justification: The On-Board Origin-Destination Ridership Study is a crucial evaluation recommended by the Federal Transit Administration (FTA) to be conducted every 4 to 5 years. This comprehensive study involves collecting detailed data on passengers' travel patterns, including where trips begin and end, transfer points, and the duration of travel. By analyzing this data, the study aims to gain insights into ridership behavior, identify trends, and understand the demand for transit services across different routes and times. The findings help transit agencies optimize route planning, improve service frequency, and enhance overall efficiency. The study's insights are vital for making informed decisions about future transit developments, ensuring that services meet the evolving needs of the community and contribute to a more effective and user-friendly public transportation system.

Project Schedule:

Start Date	Completion Date

PROJECT FUNDING SOURCES:

Fund Type	Fiscal Year	Amount
STA PUC99313	FY 2024/25	\$500,000
Total		\$500,000

PRIOR YEAR PROJECTS OF A SIMILAR NATURE WITH UNEXPENDED BALANCE INCLUDING PROJECTS APPROVED BUT NOT YET ORDERED

FTA Grant No.	FTIP ID No.	RCTC/SRTP Project No.	Description

Table 4.0B Farebox Calculation

Table 4B - Farebox Calculation				
	Revenue Sources included in Farebox Calculation	Actual Amount from FY22/23 Audit	FY23/24 (Estimate)	FY24/25 (Plan)
1	Farebox Revenue	1,718,197	1,951,414	1,854,393
2	Measure A	10,900,000	8,275,000	8,238,000
3	Interest	12,715	16,908	15,000
4	Other Revenues	1,728,091	4,500,000	3,221,663
	Total Revenue for Farebox Calculation (1-13)	14,359,003	14,743,322	13,329,056
	Total Operating Expenses for Farebox Calculation	43,351,004	44,614,044	49,417,378
	Farebox Recovery Ratio	33.12%	33.05%	26.97%

Table 4.1 Summary of Funding Requests in FY2025-2026 (1 of 3)



Table 4.0 - Summary of Funding Requests - FY 2025/26
SunLine Transit Agency
Original

Operating																
Project	Total Amount of Funds	5307 IC	5307 RS	5311	5311(F)	5339 COMP	5339 IC	5339 RS OB	CARB	CEC Funds	CMAQ OB	FARE	LCTOP PUC9313	LTF	MA SPT	OTHR FED
Commuter Link 10	\$737,128				\$313,927											
Haul Pass Program	\$433,334												\$433,334			
Operating Assistance	\$47,170,281	\$5,324,687		\$426,147	\$0							\$1,791,893		\$28,163,891	\$8,403,000	
Service Improvement	\$992,479												\$992,479			
SunRide Ride Share Program	\$1,225,000											\$0		\$1,200,000		
Taxi Voucher Program	\$75,000											\$25,000		\$37,500		
West Coast Center of Excellence	\$200,000								\$100,000	\$100,000						
Sub-total Operating	\$50,833,222	\$5,324,687	\$0	\$426,147	\$313,927	\$0	\$0	\$0	\$100,000	\$100,000	\$0	\$1,816,893	\$1,425,813	\$28,663,562	\$8,403,000	\$0

Capital																
Project	Total Amount of Funds	5307 IC	5307 RS	5311	5311(F)	5339 COMP	5339 IC	5339 RS OB	CARB	CEC Funds	CMAQ OB	FARE	LCTOP PUC9313	LTF	MA SPT	OTHR FED
Bus Rehabilitation - SL-25-07	\$500,000															
Bus Stop Improvement - SL-25-04	\$500,000	\$400,000														
Facility Maintenance Upgrade & Equipment - SL-25-02	\$500,000															
Indio Liquid Hydrogen Station - SL-25-13	\$6,000,000									\$2,680,200						\$3,319,800
IT Projects - SL-25-03	\$400,000	\$320,000														
Maintenance Facility (A&E) - SL-25-11	\$11,912,104															\$11,912,104
Maintenance Facility (Construction) - SL-25-12	\$32,025,000					\$25,620,000										
Office Furniture & Equipment - SL-25-06	\$100,000															
Project Management and Administration - SL-25-06	\$300,000															
Purchase of Paratransit Vehicles (15) - SL-25-14	\$2,880,000		\$212,446				\$671,282	\$106,586								
Purchase of Specialized Tools and Fueling Equipment - SL-25-08	\$200,000															
Replacement Support Vehicles - SL-25-01	\$500,000	\$400,000														
Safety Enhancements - SL-25-05	\$200,000															
Vehicle Equipment - SL-25-10	\$300,000															
Sub-total Capital	\$56,317,104	\$1,120,000	\$212,446	\$0	\$0	\$25,620,000	\$671,282	\$106,586	\$0	\$2,680,200	\$0	\$0	\$0	\$0	\$0	\$15,231,904
Total Operating & Capital	\$107,150,326	\$6,444,687	\$212,446	\$426,147	\$313,927	\$25,620,000	\$671,282	\$106,586	\$100,000	\$2,780,200	\$0	\$1,816,893	\$1,425,813	\$28,663,562	\$8,403,000	\$15,231,904

Table 4.1 Summary of Funding Requests in FY2025-2026 (2 of 3)



Table 4.0 - Summary of Funding Requests - FY 2025/26
SunLine Transit Agency
Original

Operating															
Project	Total Amount of Funds	OTHR LCL	SB 125 THRCF GF	STA PUC9313	STA PUC9314										
Commuter Link 10	\$737,128	\$181,000													
Haul Pass Program	\$433,334														
Operating Assistance	\$47,170,281	\$3,040,693													
Service Improvement	\$992,479														
SunRide Ride Share Program	\$1,225,000														
Taxi Voucher Program	\$75,000	\$37,500													
West Coast Center of Excellence	\$200,000														
Sub-total Operating	\$50,833,222	\$3,256,193	\$0	\$0	\$0										

Capital															
Project	Total Amount of Funds	OTHR LCL	SB 125 THRCF GF	STA PUC9313	STA PUC9314										
Bus Rehabilitation - SL-25-07	\$500,000			\$500,000											
Bus Stop Improvement - SL-25-04	\$500,000			\$100,000											
Facility Maintenance Upgrade & Equipment - SL-25-02	\$500,000			\$500,000											
Indio Liquid Hydrogen Station - SL-25-13	\$6,000,000			\$80,000											
IT Projects - SL-25-03	\$400,000														
Maintenance Facility (A&E) - SL-25-11	\$11,912,104														
Maintenance Facility (Construction) - SL-25-12	\$32,025,000	\$6,405,000													
Office Furniture & Equipment - SL-25-09	\$100,000			\$100,000											
Project Management and Administration - SL-25-06	\$300,000			\$300,000											
Purchase of Paratransit Vehicles (15) - SL-25-14	\$2,880,000			\$946,128	\$940,558										
Purchase of Specialized Tools and Fueling Equipment - SL-25-08	\$200,000			\$200,000											
Replacement Support Vehicles - SL-25-01	\$500,000			\$100,000											
Safety Enhancements - SL-25-05	\$200,000			\$200,000											
Vehicle Equipment - SL-25-10	\$300,000			\$300,000											
Sub-total Capital	\$56,317,104	\$0	\$6,405,000	\$3,326,128	\$940,558										
Total Operating & Capital	\$107,150,326	\$3,256,193	\$6,405,000	\$3,326,128	\$940,558										

Table 4.1 Summary of Funding Requests in FY2025-2026 (3 of 3)



Table 4.0 - Summary of Funding Requests - FY 2025/26
SunLine Transit Agency
Original

FY 2025/26 Projected Funding Details	
5307 IC	\$5,324,087
5311	\$426,147
5311(f)	\$313,927
CARB	\$100,000
CEC Funds	\$100,000
CMAQ OB	\$0
FARE	\$1,816,893
LCTOP PUC9313	\$1,425,813
LTF	\$29,805,519
MA SPT	\$8,571,000
OTHER LCL	\$3,259,163
Total Estimated Operating Funding Request	\$50,833,222
5307 IC	\$1,120,000
5307 RS	\$212,446
5339 COMP	\$25,620,000
5339 IC	\$671,282
5339 RS OB	\$100,596
CEC Funds	\$2,680,200
OTHER FED	\$15,231,904
SB 125 TIRCP GF	\$6,405,000
STA PUC9313	\$3,326,128
STA PUC9314	\$940,558
Total Estimated Capital Funding Request	\$56,317,104
Total Funding Request	\$107,150,326

Table 4.2 Summary of Funding Requests in FY2026-2027 (1 of 2)



Table 4.0 - Summary of Funding Requests - FY 2026/27
SunLine Transit Agency
Original

Operating															
Project	Total Amount of Funds	5307 IC	5311	5311(f)	5339 COMP	CARB	CEC Funds	FARE	LCTOP PUC9313	LTF	MA SPT	OTHER LCL	STA PUC9313	STA PUC9314	
Commuter Link 10	\$737,128			\$313,927						\$242,201		\$181,000			
Haul Pass Program	\$433,334								\$433,334						
Operating Assistance	\$47,251,281	\$5,185,063	\$430,844					\$1,761,893		\$28,225,818	\$8,571,000	\$3,040,663			
Service Improvement	\$1,027,018							\$25,000	\$1,027,018						
SunRide Ride Share Program	\$1,325,000									\$1,300,000					
Tax Voucher Program	\$75,000									\$37,500					
West Coast Center of Excellence	\$200,000					\$100,000	\$100,000								
Sub-total Operating	\$51,048,761	\$5,185,063	\$430,844	\$313,927	\$0	\$100,000	\$100,000	\$1,816,893	\$1,400,352	\$29,805,519	\$8,571,000	\$3,259,163	\$0	\$0	
Capital															
Project	Total Amount of Funds	5307 IC	5311	5311(f)	5339 COMP	CARB	CEC Funds	FARE	LCTOP PUC9313	LTF	MA SPT	OTHER LCL	STA PUC9313	STA PUC9314	
Bus Rehabilitation - SL-27-07	\$500,000												\$500,000		
Bus Stop Improvements - SL-27-04	\$500,000	\$400,000											\$100,000		
Facility Maintenance Upgrade & Equipment - SL-27-02	\$500,000												\$500,000		
ITS Projects - SL-27-03	\$400,000	\$300,000											\$100,000		
Office Furniture & Equipment - SL-27-09	\$100,000												\$100,000		
Project Management and Administration - SL-27-06	\$300,000												\$300,000		
Purchase of 11 Hydrogen Fuel Cell Buses - SL-27-01	\$16,800,000				\$14,280,000								\$1,570,442	\$940,558	
Purchase of Specialized Tools and Fueling Equipment - SL-27-08	\$200,000												\$200,000		
Replacement Support Vehicles - SL-27-11	\$500,000	\$400,000											\$100,000		
Safety Enhancements - SL-27-05	\$200,000												\$200,000		
Vehicle Replacement - SL-27-10	\$200,000												\$200,000		
Sub-total Capital	\$25,200,000	\$1,120,000	\$0	\$0	\$14,280,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,856,442	\$940,558	
Total Operating & Capital	\$71,248,761	\$6,305,063	\$430,844	\$313,927	\$14,280,000	\$100,000	\$100,000	\$1,816,893	\$1,400,352	\$29,805,519	\$8,571,000	\$3,259,163	\$3,856,442	\$940,558	

Table 4.2 Summary of Funding Requests in FY2026-2027 (2 of 2)



Table 4.0 - Summary of Funding Requests - FY 2026/27
SunLine Transit Agency
Original

FY 2026/27 Projected Funding Details	
S307 IC	\$5,185,083
S311	\$430,844
S311(I)	\$313,927
CARB	\$100,000
CEC Funds	\$100,000
FARE	\$1,818,893
LCTOP PUC0313	\$1,480,352
LTF	\$29,825,519
MA SPT	\$8,571,000
OTHR LCL	\$3,259,163
Total Estimated Operating Funding Request	\$51,048,761
S307 IC	\$1,120,000
S339 COMP	\$14,280,000
STA PUC0313	\$3,850,442
STA PUC0314	\$940,558
Total Estimated Capital Funding Request	\$20,200,000
Total Funding Request	\$71,248,761

Appendix A: SunLine Existing Route Profiles

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Service Days

FY24/25 Summary	
Wk.	255
Sat	53
Sun	55
N/S	2
Total	365

Month	FY25 Calendar Days			FY25 Monthly Service Days		
	Wk.	Sat	Sun	Wk.	Sat	Sun
July	23	4	4	22	4	5
August	22	5	4	22	5	4
September	21	5	4	20	5	5
October	23	4	4	23	4	4
November	21	5	4	20	5	4
December	22	4	5	21	4	5
January	23	4	4	22	4	5
February	20	4	4	20	4	4
March	21	5	5	21	5	5
April	22	4	4	22	4	4
May	22	5	4	21	5	5
June	21	4	5	21	4	5
Total	261	53	51	255	53	55

Rules:

Sunday schedules operated on four weekdays:

1. Independence Day Thursday, July 4, 2024
2. Labor Day Monday, September 2, 2024
3. New Year's Day Wednesday, January 1, 2025
4. Memorial Day Monday, May 26, 2025
5. No service (N/S) on Thanksgiving Day November 27, 2025 and Christmas Day December 25, 2025

Route Numbers, Headsigns, and General Direction

Route #	Headsigns	Direction
1WV	Palm Desert Mall - Palm Springs	E/W
1EV	Coachella - Palm Desert Mall	E/W
2	Desert Hot Springs - Cathedral City	N/S
3	Desert Edge - Desert Hot Springs	E/W
4	Palm Desert Mall - Palm Springs	E/W
5	Desert Hot Springs - Palm Desert Mall	N/S
6	Coachella - Palm Desert Mall	E/W
7	Bermuda Dunes/Indian Wells - La Quinta	N/S
8	North Indio - Thermal/Mecca	N/S
9	North Shore - Oasis	E/W
10	Indio - San Bernardino/Metrolink	E/W

School Trips

200	PALM SPRINGS HIGH SCHOOL	
500	PALM DESERT MALL	
700	HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO	N / S
701	CALLE MADRID / AVN VALLEJO - SOUTHBOUND HARRIS/WASHINGTON - NORTHBOUND	
800/803	SHADOW HILLS HIGH SCHOOL	
801	JACKSON / 44TH	
802	HWY 111 / GOLF CENTER PKWY	

Span of Service

Route #	Description	Direction	Weekday		Saturday		Sunday	
			Start*	End**	Start*	End**	Start*	End**
1WV	Palm Desert Mall - Via Hwy 111 - Palm Springs	E/W	5:00:00 AM	10:57:00 PM	5:00:00 AM	10:57:00 PM	5:00:00 AM	10:57:00 PM
1EV	Coachella - Via Hwy 111 - Palm Desert Mall	E/W	5:00:00 AM	11:06:00 PM	5:00:00 AM	11:06:00 PM	5:00:00 AM	11:06:00 PM
2	Desert Hot Springs - Palm Springs - Cathedral City	N/S	5:00:00 AM	10:46:00 PM	5:00:00 AM	10:46:00 PM	5:00:00 AM	10:46:00 PM
3	Desert Edge - Desert Hot Springs	E/W	5:00:00 AM	8:46:00 PM	6:45:00 AM	8:35:00 PM	6:45:00 AM	8:35:00 PM
4	Palm Desert Mall - Palm Springs	E/W	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM	6:10:00 AM	9:50:00 PM
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (AM)	N/S	6:30:00 AM	11:26:00 AM	NS		NS	
5	Desert Hot Springs - CSUSB Palm Desert - Palm Desert Mall (PM)	N/S	2:10:00 PM	7:27:00 PM	NS		NS	
6	Coachella - Via Fred Waring - Palm Desert Mall (AM)	E/W	6:00:00 AM	11:46:00 AM	NS		NS	
6	Coachella - Via Fred Waring - Palm Desert Mall (PM)	E/W	2:00:00 PM	7:45:00 PM	NS		NS	
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	5:15:00 AM	8:51:00 PM	5:10:00 AM	9:20:00 PM	5:10:00 AM	9:20:00 PM
8	North Indio - Coachella - Thermal/Mecca	N/S	5:30:00 AM	10:57:00 PM	5:30:00 AM	10:57:00 PM	5:30:00 AM	10:57:00 PM
9	North Shore - Mecca - Oasis (AM)	E/W	6:00:00 AM	9:45:00 AM	6:00:00 AM	9:45:00 AM	6:00:00 AM	9:45:00 AM
9	North Shore - Mecca - Oasis (PM)	E/W	2:00:00 PM	7:45:00 PM	2:00:00 PM	7:45:00 PM	2:00:00 PM	7:45:00 PM
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (AM)	E/W	5:20:00 AM	2:00:00 PM	NS		NS	
10	Indio - CSUSB-PDC - CSUSB - San Bernardino Transit Center (SBTC)/Metrolink (PM)	E/W	12:50:00 PM	9:00:00 PM	NS		NS	

NS: No Service

* First trip starts

** Last trip ends

FY 2025 Fixed Route Fleet

			Weekday Schedules (Effective May 5, 2024)		Saturday (Effective May 5, 2024)		Sunday (Effective May 5, 2024)	
Route #	Description	Direction	VOMS	Buses needed to operate service*	VOMS	Buses needed to operate	VOMS	Buses needed to operate
1WV	Palm Desert Mall - Palm Springs	E/W	6	6	5	5	5	5
1EV	Coachella - Palm Desert Mall	E/W	5	5	5	5	5	5
2	Desert Hot Springs - Palm Springs - Cathedral City	N/S	7	10	7	7	7	7
3	Desert Edge - Desert Hot Springs	E/W	2	2	1	1	1	1
4	Westfield Palm Desert - Palm Springs	E/W	4	5	4	5	4	5
5	Palm Desert	N/S	5	2	N/A	N/A	N/A	N/A
6	Coachella - Via Fred Waring - Westfield Palm Desert	E/W	3	3	N/A	N/A	N/A	N/A
7	Bermuda Dunes - Indian Wells - La Quinta	N/S	2	2	1	1	1	1
8	North Indio - Coachella - Thermal/Mecca	N/S	3	3	3	3	3	3
9	North Shore - Mecca - Oasis	E/W	2	4	2	4	2	4
10	Center (SBTC)/Metrolink	E/W	2	2	N/A	N/A	N/A	N/A
Total:			38	46	28	31	28	31

* Due to BEBs and FC buses, the actual number of buses needed to provide service is higher than VOMS

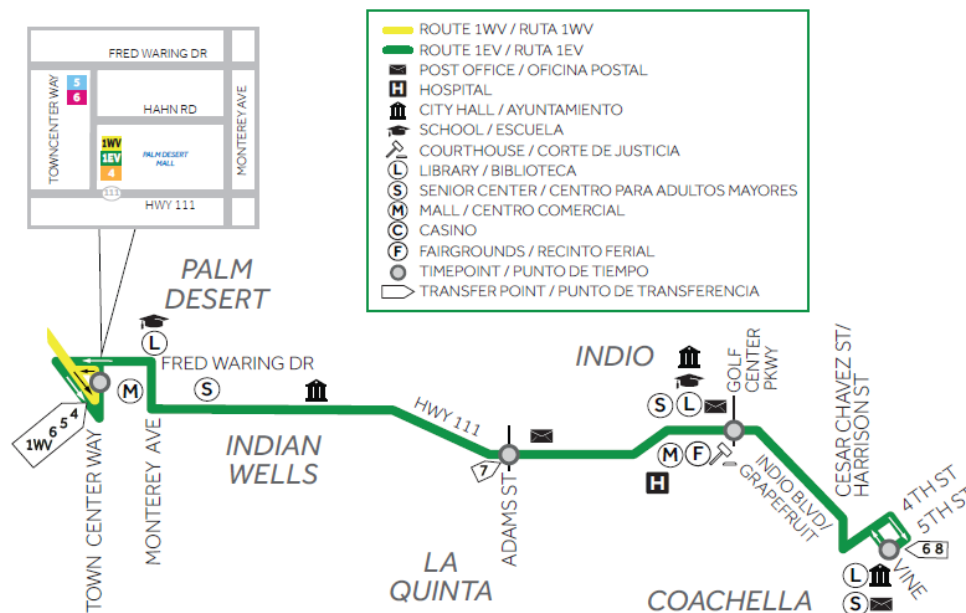
		Weekday (Current)		Saturday		Sunday	
		AM	PM	AM	PM	AM	PM
School Trippers	200	1		0		0	
	500		1		0		0
	700	1		0		0	
	701		1		0		0
	800	2		0		0	
	801		2		0		0
	802				0		0
Total:		4	4	0	0	0	0
Spares		4		4		4	
Buses needed to operate service		54		35		35	
VOMS		42		28		28	

Route 1EV: Coachella – Via Hwy 111 – Palm Desert Mall

On January 1, 2023, SunLine staff divided former Route 1 into two (2) routes: Route 1EV and Route 1WV. Route 1EV operates between Coachella and Town Center at Hahn by the Palm Desert Mall, and Route 1WV operates between Palm Springs and Town Center at Hahn by the Palm Desert Mall. Continuing passengers are allowed to transfer between these two routes free of charge. During the peak period it provides 20 min service, approximately 7:00am to 5:00pm and 30 min service during the off-peak period, 7 days a week generally along Highway 111.

On May 7, 2023, the weekend frequency on Route 1EV and 1WV was temporarily reduced to every 30 minutes from 20 minutes during the peak period due to shortage of coach operators. The off-peak weekend frequency remained at 30 minutes.

It serves the cities of Coachella, Indio, La Quinta, Indian Wells, and Palm Desert. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1WV, 4, 5, 6, 7, 8 and 10. Those transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 6 and 8), Highway 111 at Adams Street in La Quinta (connections with Route 7), and Town Center Way at Hahn Road in Palm Desert (connections with Routes 6 and 8). Looking ahead, the Coachella Mobility Hub, the future eastern terminus is slated to open in the fall of 2024 the frequency of Route 1EV will be improved to 15 minutes during the weekday peak period as a condition of the funding agreement.

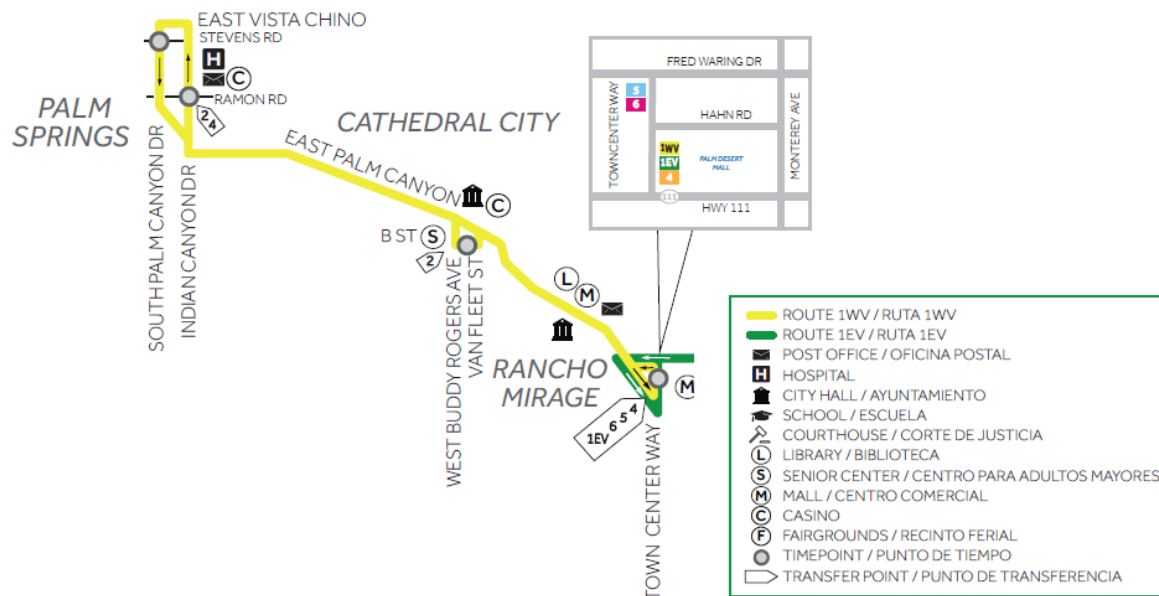


Route 1WV: Palm Desert Mall - Via Hwy 111 – Palm Springs

On January 1, 2023, SunLine staff divided former Route 1 into two (2) routes: Route 1EV and Route 1WV. Route 1WV operates between Palm Springs and Town Center at Hahn by the Palm Desert Mall. Route 1EV operates between Coachella and Town Center at Hahn by the Palm Desert Mall. Continuing passengers are allowed to transfer between these two routes free of charge. During the peak period it provides 20 min service, approximately 7:00am to 5:00pm and 30 min service during the off-peak period, 7 days a week generally along Highway 111.

On May 7, 2023, the weekend frequency on Route 1EV and 1WV was temporarily reduced to every 30 minutes from 20 minutes during the peak period due to shortage of coach operators. The off-peak weekend frequency remained at 30 minutes.

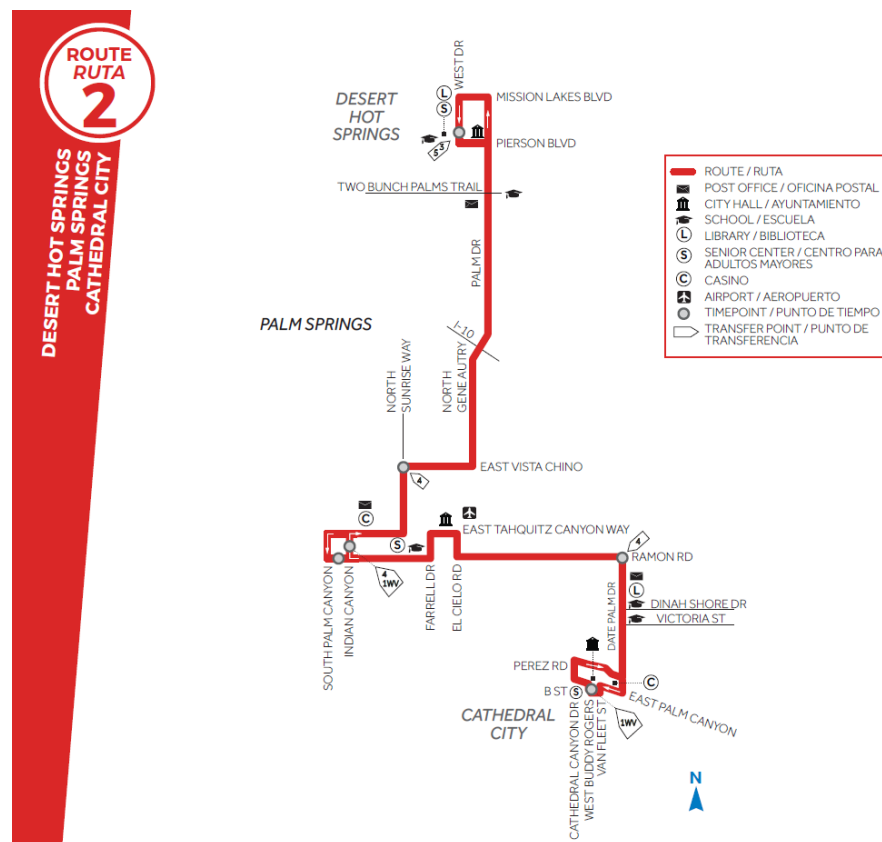
It serves the cities of Palm Desert, Cathedral City and Palm Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 2, 4, 5, and 6. Those transfer points are located at Town Center Way at Hahn Road in Palm Desert, West Buddy Rogers Avenue and B Street in Cathedral City and downtown Palm Springs.



Route 2: Desert Hot Springs – Palm Springs – Cathedral City

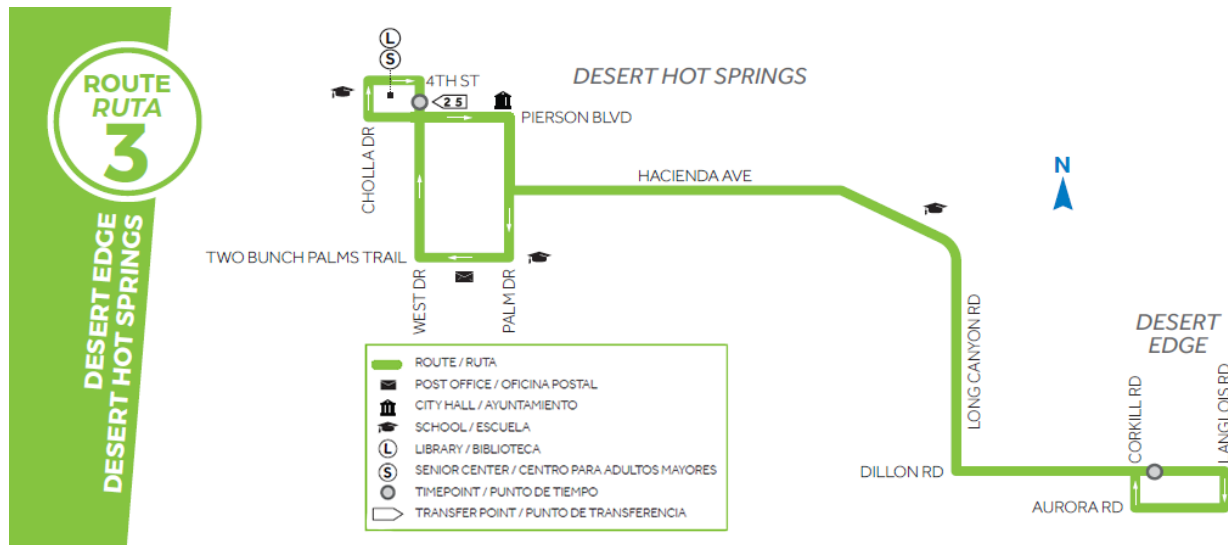
Route 2 is one of SunLine's higher-performing routes and operates 7 days a week with 20-minute frequency during the peak period and every 40 minutes during the off-peak period, seven day a week. On May 7, 2023, the weekend frequency on Route 2 was temporarily reduced to every 30 minutes from 20 minutes due to shortage of coach operators. The off-peak weekend frequency remained at 40 minutes.

It connects Desert Hot Springs with Palm Springs and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers, and Palm Springs International Airport. A significant portion of Route 2 ridership is driven by customers living in Desert Hot Springs who work in downtown Palm Springs. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1WV, 3, 4, and 5. Those transfer points are located at B Street at Buddy Rogers Avenue in Cathedral City (connection with Route 1WV), Ramon Road at Date Palm Drive in Cathedral City (connection with Route 4), Indian Canyon Drive at Ramon Road in Palm Springs (connections with Routes 1WV and 4), Sunrise Way at Vista Chino in Palm Springs (connection with Route 4), and West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 3 and 5). Looking ahead, studies are underway to possibly boost service frequency to every 15 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



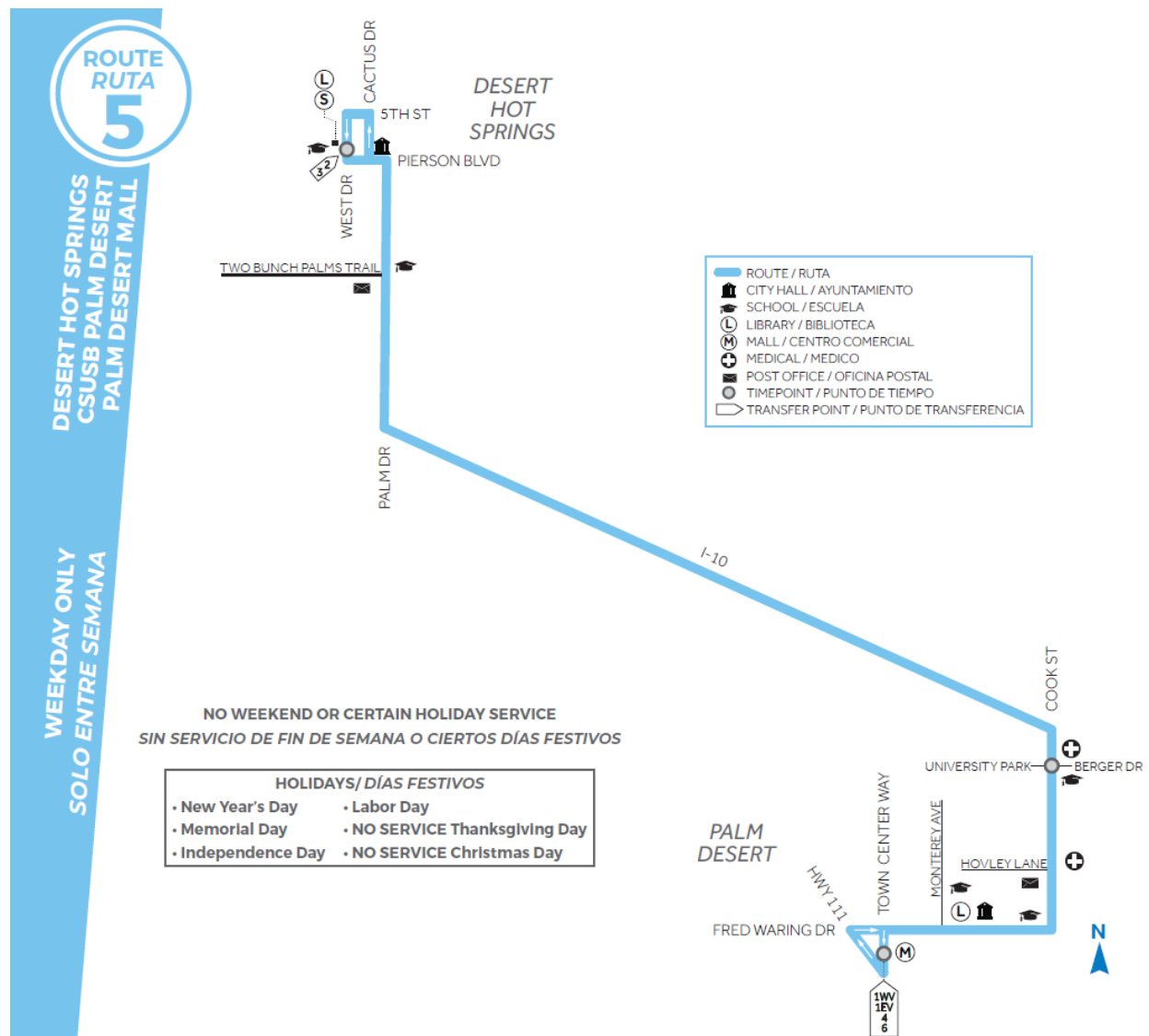
Route 3: Desert Edge – Desert Hot Springs

Route 3 operates 7 days a week with 30-minute frequency on weekdays and 60-minute frequency on weekends, connecting Desert Edge with Desert Hot Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 2 and 5. The transfer point is located at West Drive at Pierson Boulevard in Desert Hot Springs.



Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall

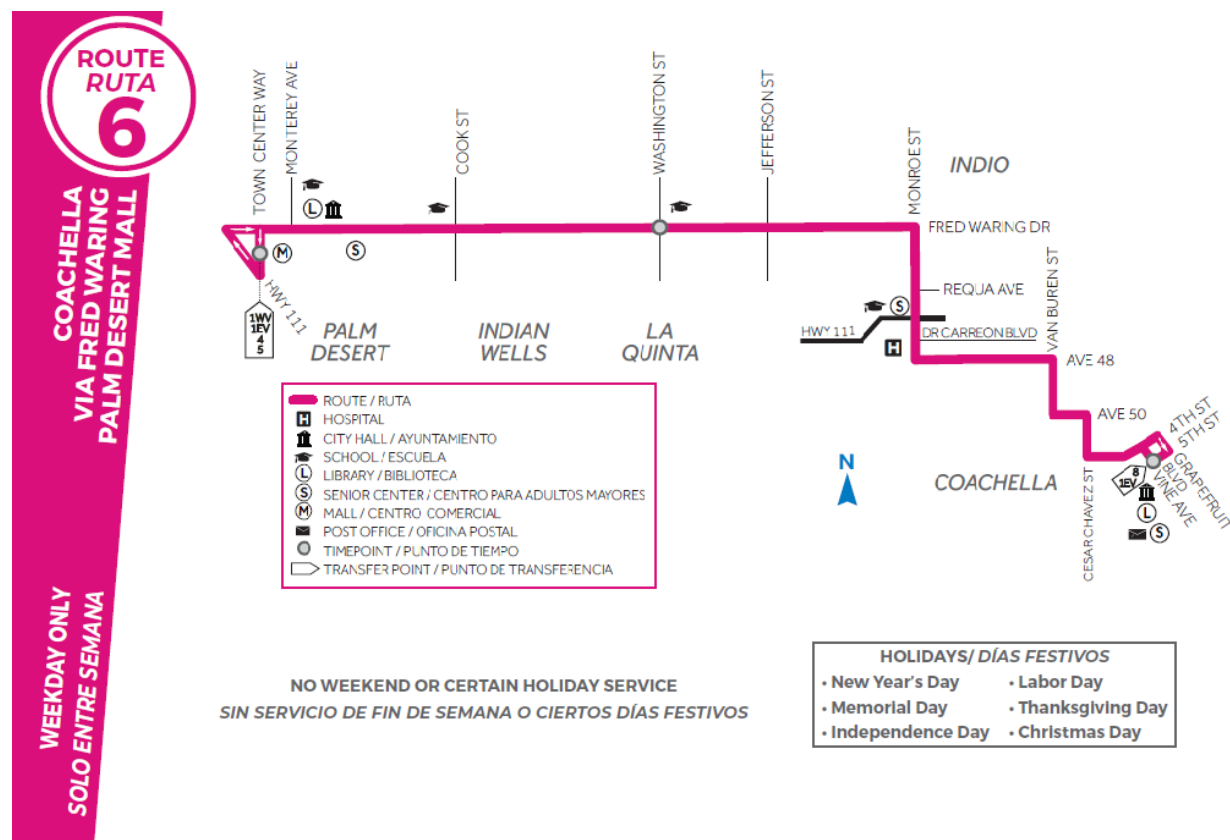
Route 5 operates 5 days a week with 60-minute frequency, connecting Desert Hot Springs with Palm Desert using a portion of the Interstate 10 freeway. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 1WV, 2, 3, 4, and 6. The transfer points are located at West Drive at Pierson Boulevard in Desert Hot Springs (connections with Routes 2 and 3) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1WV, 1EV, 4, and 6). Looking ahead, studies are underway to possibly boost service frequency to every 40 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



Route 6: Coachella – Via Fred Waring – Palm Desert Mall

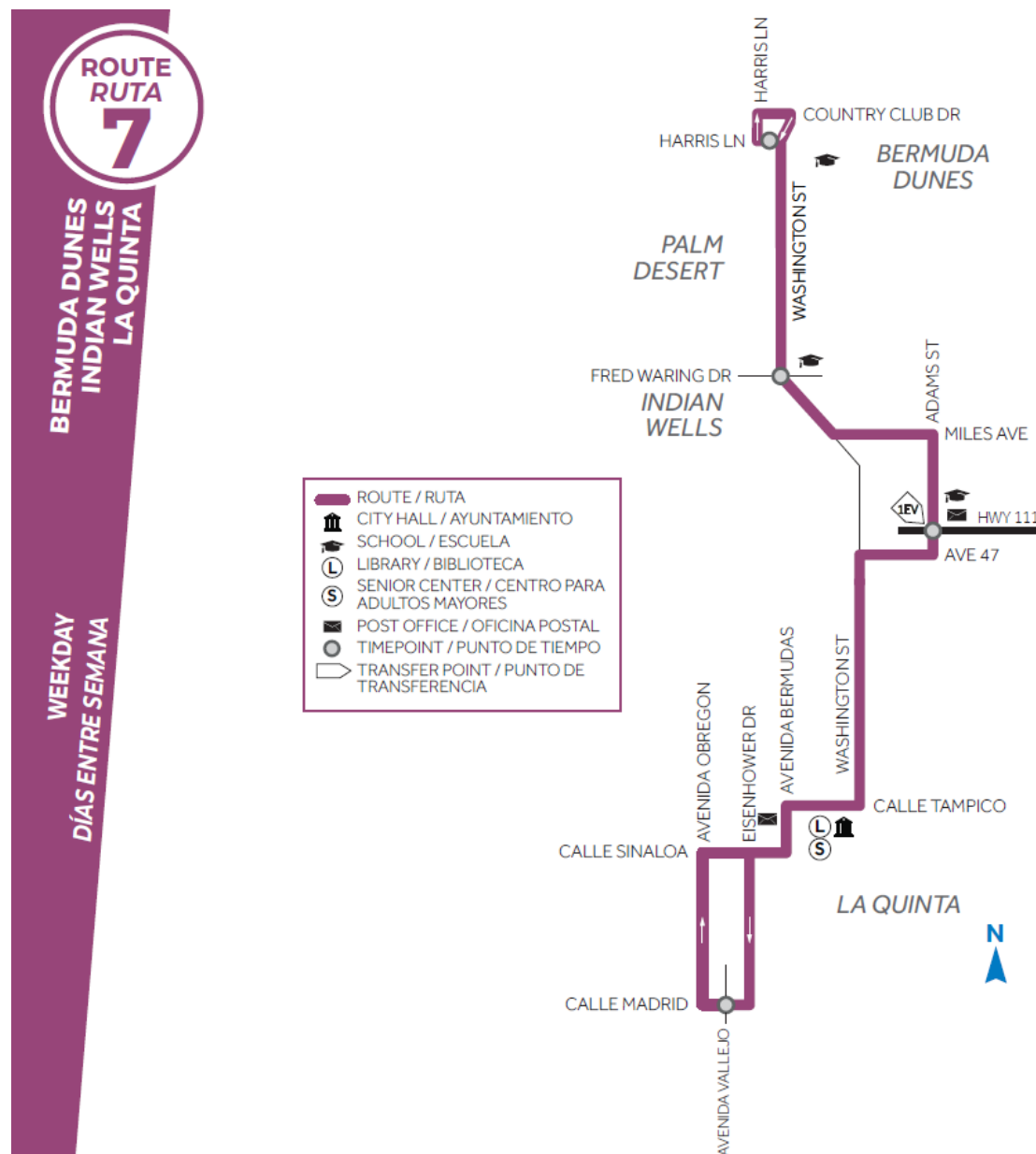
Route 6 operates 5 days a week with 60-minute frequency on weekdays connecting Palm Desert with Coachella. In May 2023, the Agency eliminated weekend service and weekday off-peak service on Route 6 due to low productivity.

A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 1WV, 4, 5, and 8. The transfer points are located at 5th Street at Vine Avenue in Coachella (connections with Routes 1EV and 8) and Town Center Way at Hahn Road in Palm Desert (connections with Routes 1EV, 1WV, 4, and 5). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



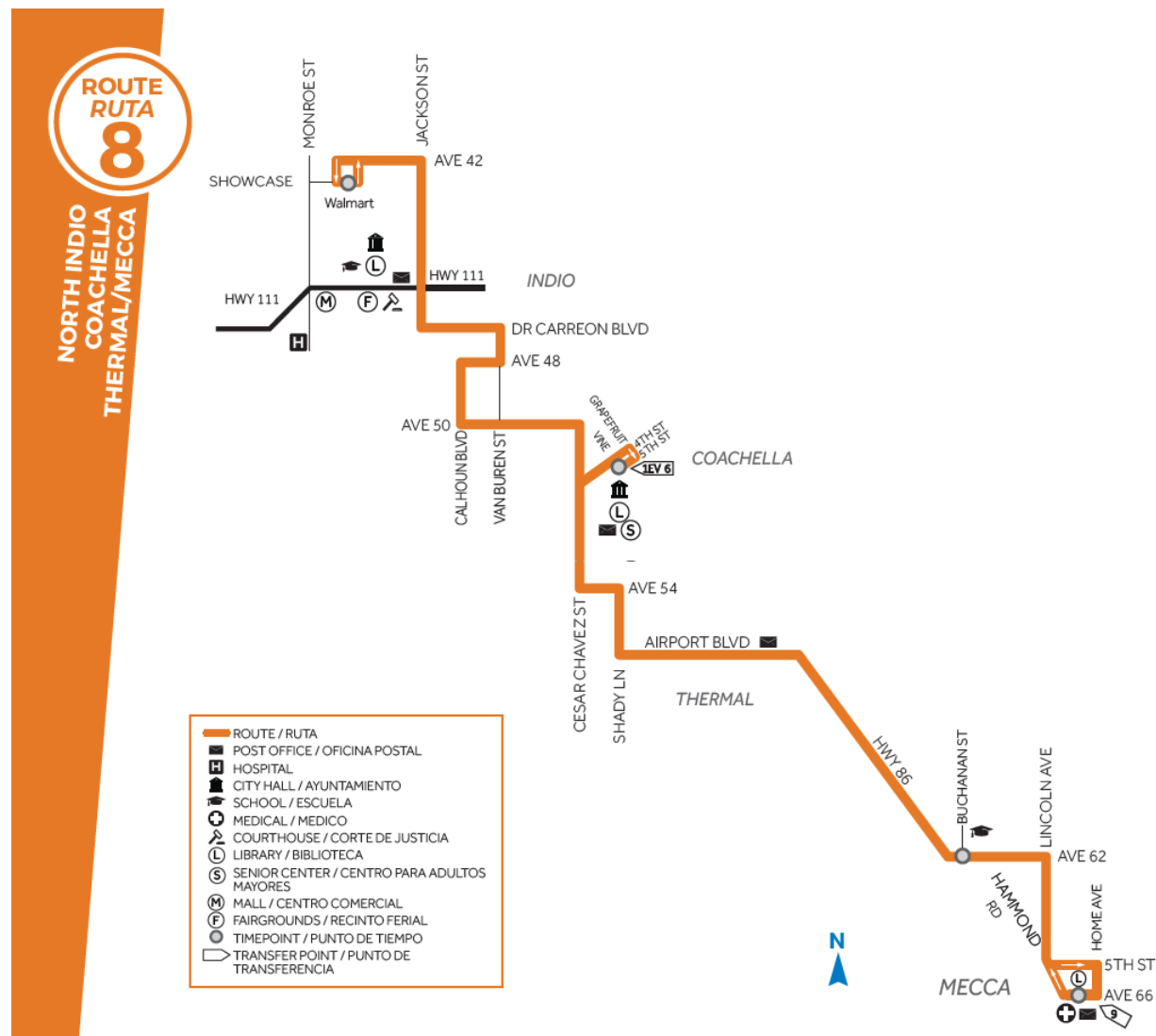
Route 7: Bermuda Dunes – Indian Wells – La Quinta

Route 7 operates 7 days a week with 45-minute frequency on weekdays and 1-hour, 45-minute frequency on weekends, connecting Bermuda Dunes with La Quinta. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine's Route 1EV. The transfer point is located at Highway 111 at Adams Street in La Quinta. Looking ahead, studies are underway to possibly boost the peak weekday service frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



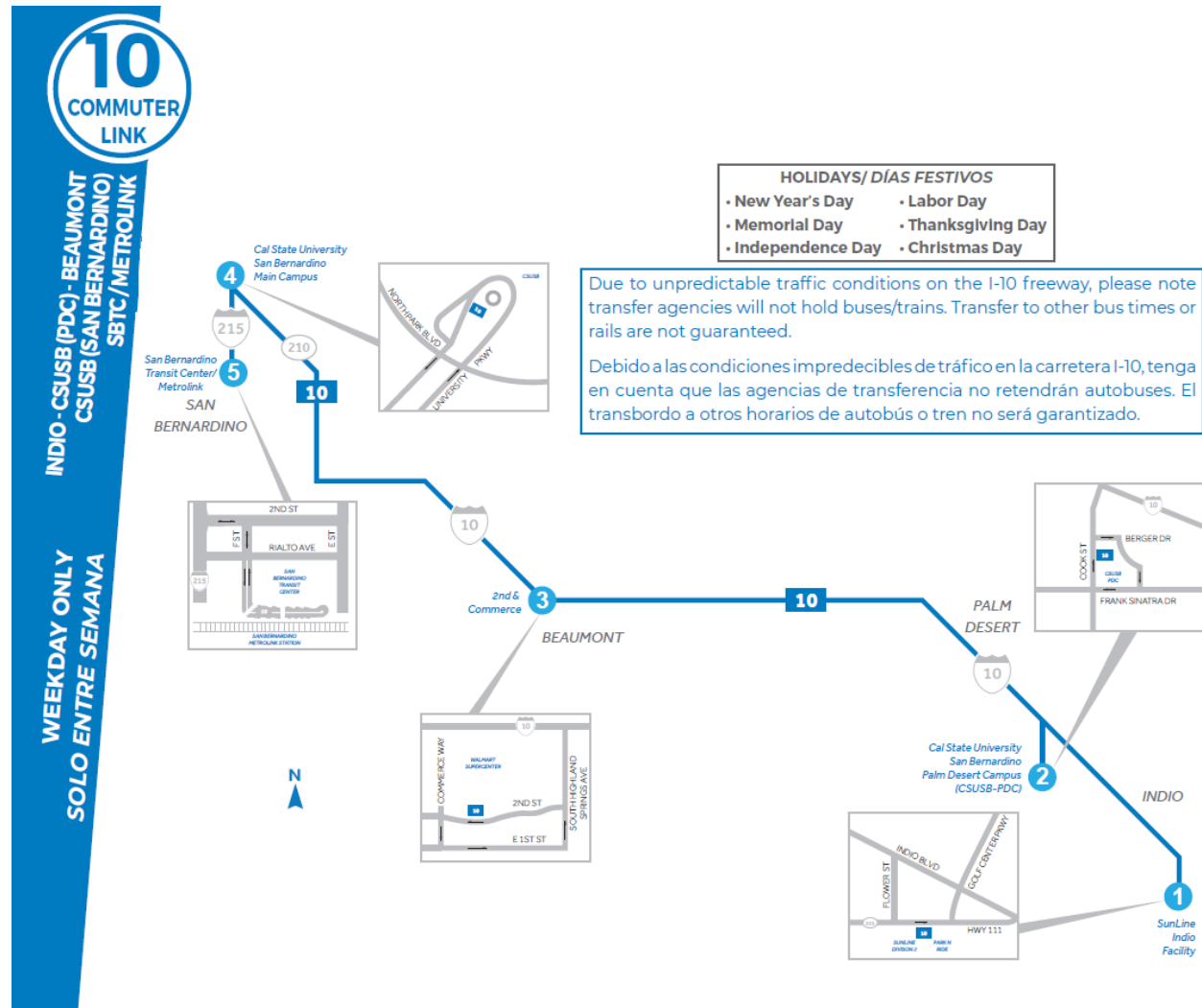
Route 8: North Indio – Coachella – Thermal/Mecca

Route 8 is one of SunLine's critical routes linking the unincorporated part of the eastern Coachella Valley to the rest of SunLine's network. The route, which operates 7 days a week with 40-minute frequency on weekdays and 60-minute frequency on weekends, connects Indio with Thermal/Mecca, and also serves the city of Coachella. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 6, and 9. Those transfer points are located at Avenue 66 at Mecca Health Clinic in Mecca (connection to Route 9) and 5th Street and Vine Avenue in Coachella (connection to Routes 1EV and 6).



Route 10 Commuter Link: Indio – CSUSB (PDC) – CSUSB – San Bernardino Transit Center (SBTC)/Metrolink

The Route 10 Commuter Link is designed to improve regional service between the Coachella Valley and the Inland Empire. For students, the 10 Commuter Link provides a direct connection between CSUSB's campuses in Palm Desert and San Bernardino. It also provides service to the San Bernardino Transit Center for connections with Metrolink trains as well as routes served by the Riverside Transit Agency, Omnitrans, Victor Valley Transit Authority, and Mountain Transit.



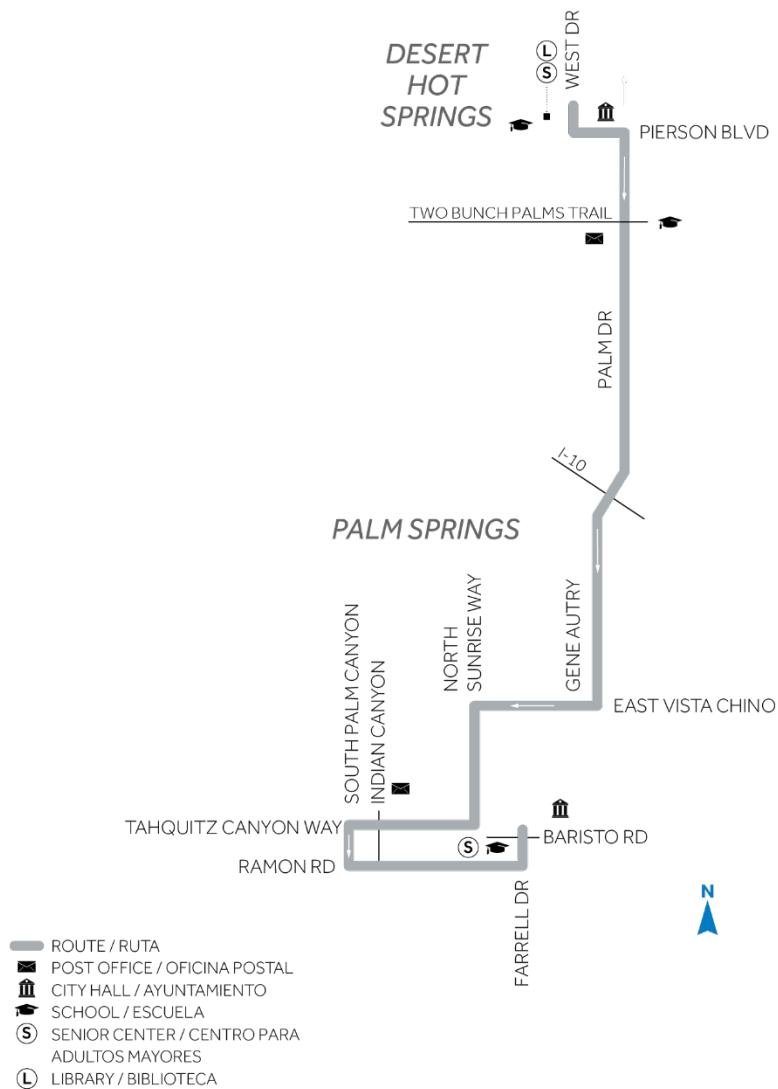
School Trippers

School tripper buses are traditionally added to regular routes when service reaches capacity or special alignments/deviations are created to address a specific demand for service. These buses are open to both students and members of the public. Rider information related to these routes must be shared with the public. SunLine is currently serving Desert Sands Unified School District and Palm Springs Unified School District campuses. School tripper service is a limited-stop service that operates on the schedules shown on the following maps. Effective May 2023, all Route 400 Trippers were eliminated.

Route 200: Palm Springs High School AM Tripper

200

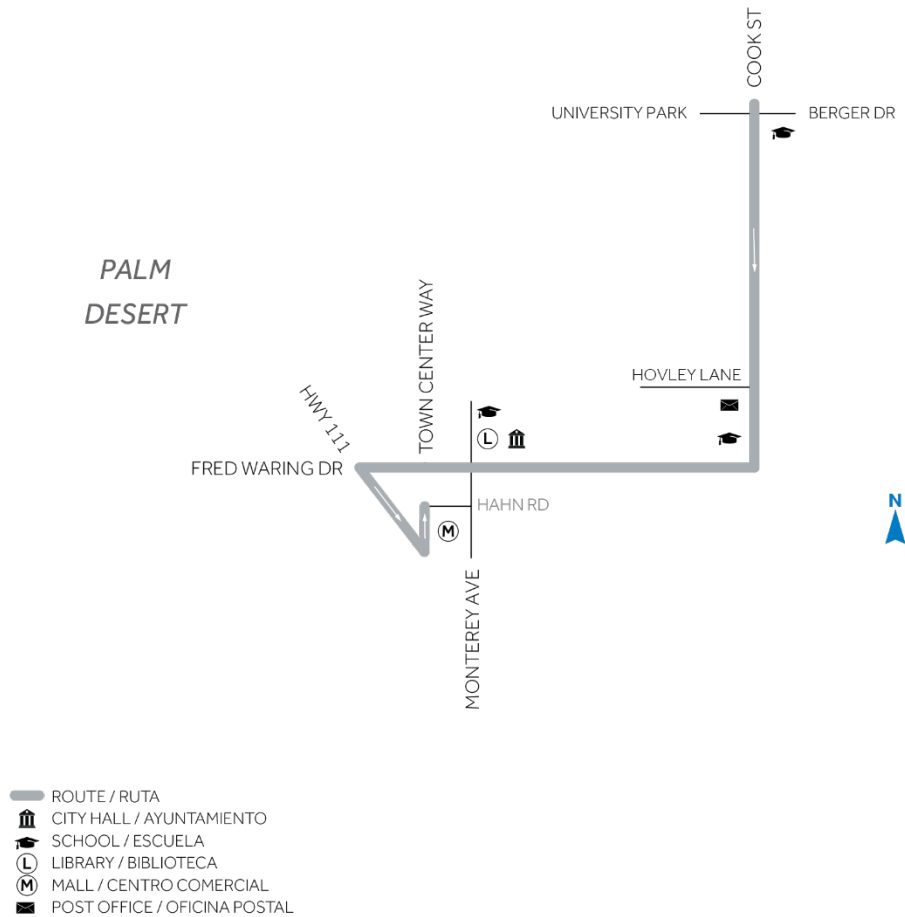
PALM SPRINGS HIGH SCHOOL



Route 500 SB: Palm Desert Mall PM Tripper

500

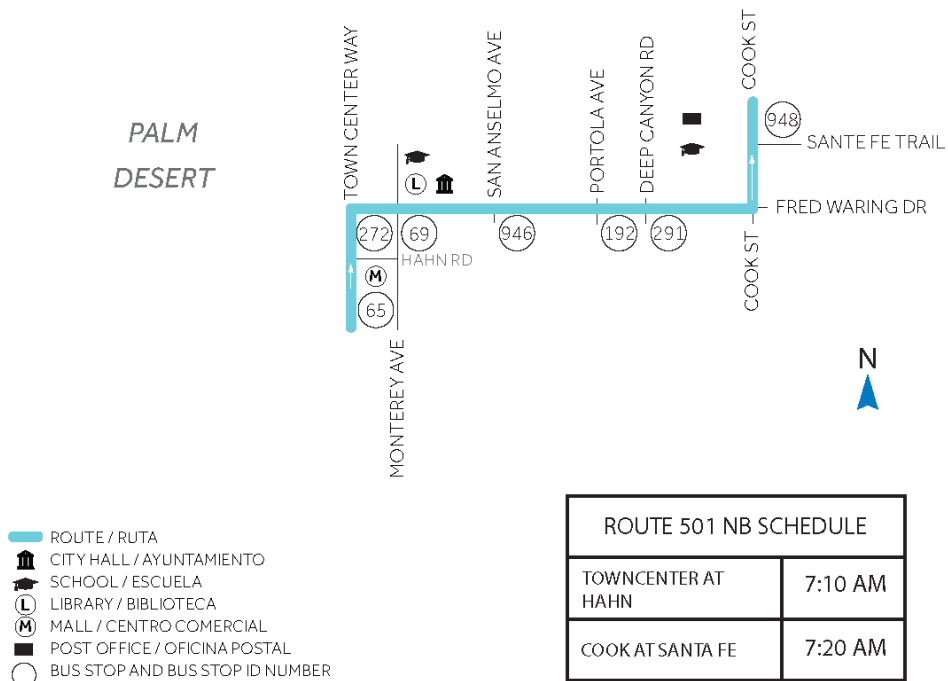
PALM DESERT MALL



Route 501 NB: Palm Desert High School AM Tripper (UPDATE)

ROUTE 501 NB

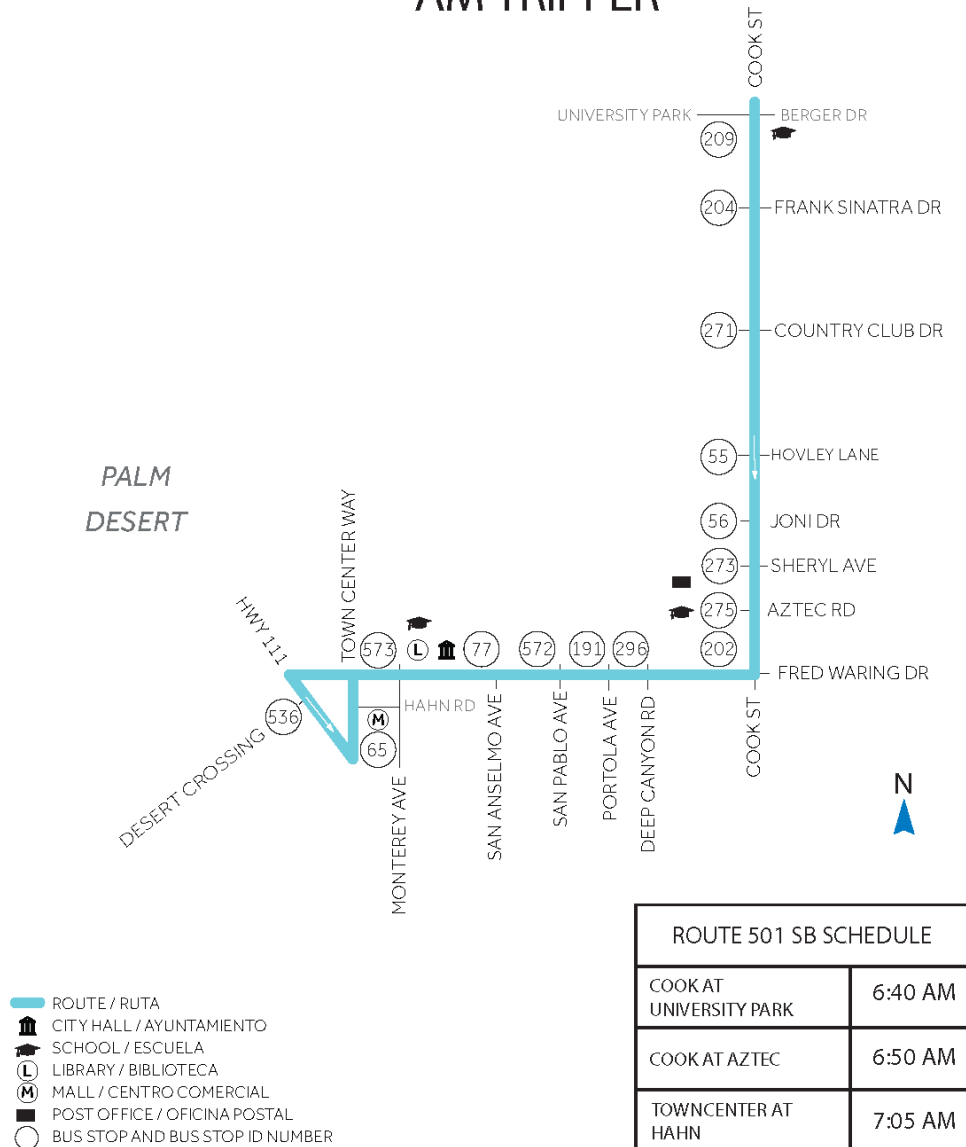
PALM DESERT HIGH SCHOOL AM TRIPPER



Route 501 SB: Palm Desert Mall AM Tripper

ROUTE 501 SB

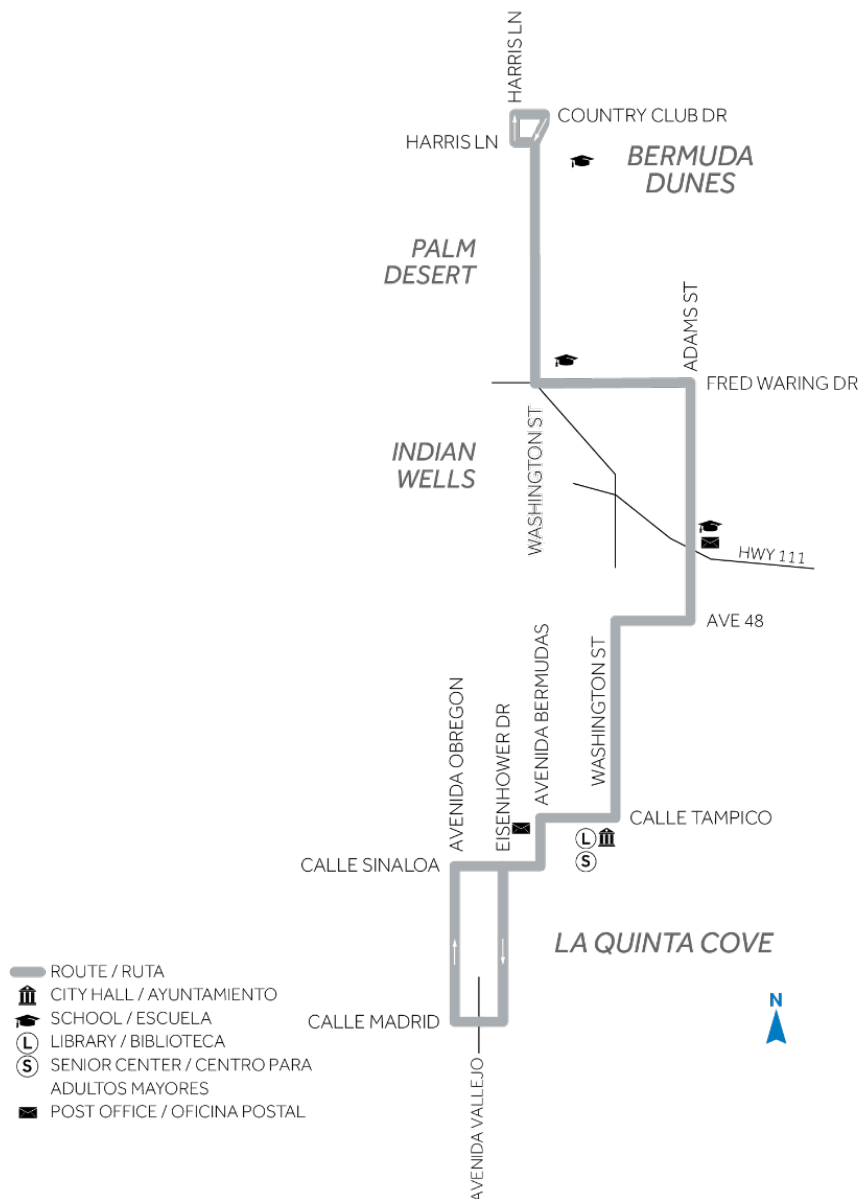
WESTFIELD PALM DESERT AM TRIPPER



Route 700: Harris/Washington – Calle Madrid/AVN Vallejo AM Tripper

700

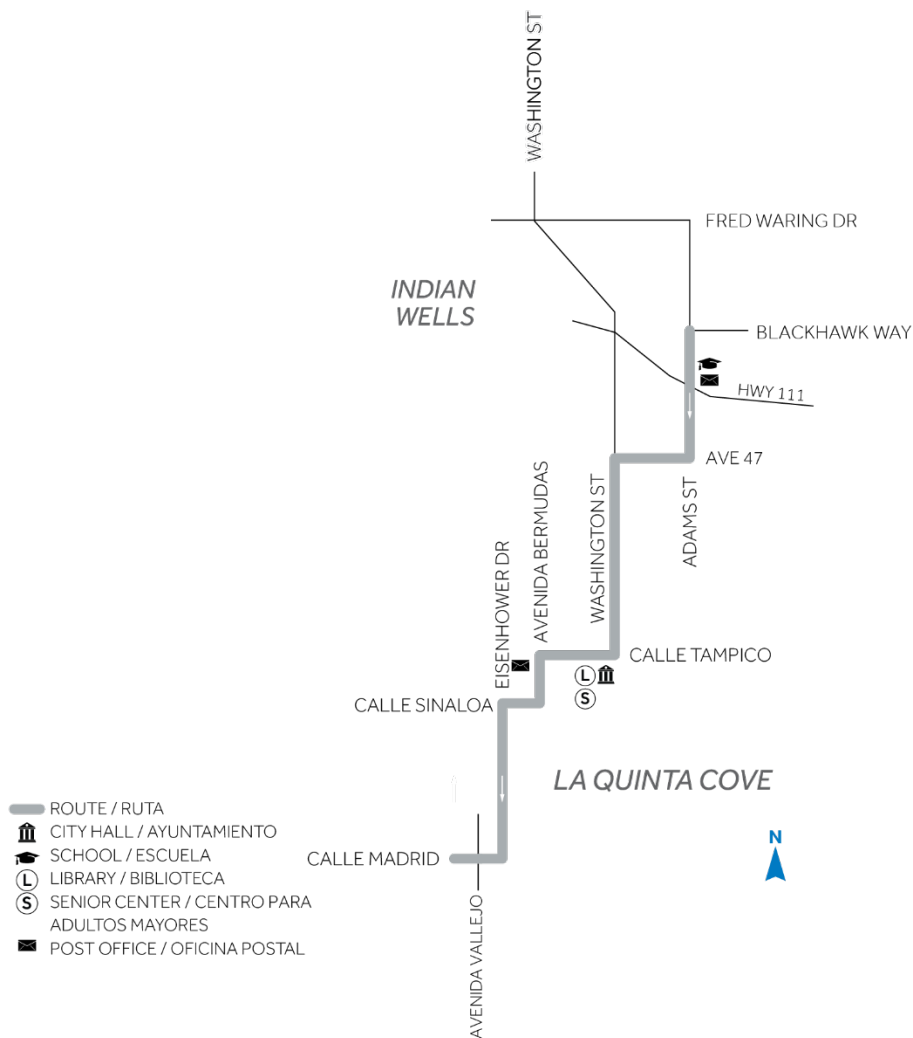
HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO



Route 701 SB: Calle Madrid/Avn Vallejo PM Tripper

701 SB

CALLE MADRID / AVN VALLEJO



Route 701 NB: Harris/Washington PM Tripper

701 NB

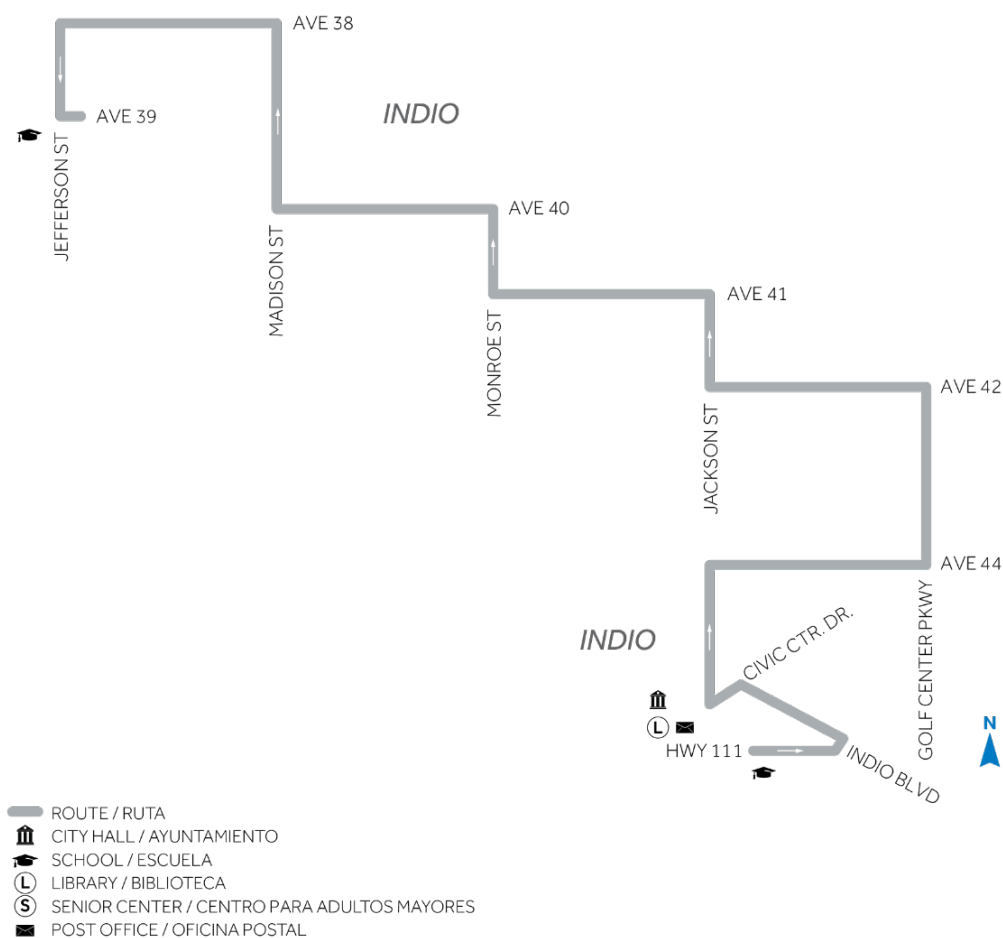
HARRIS / WASHINGTON



Route 800: Shadow Hills High School AM Tripper

800

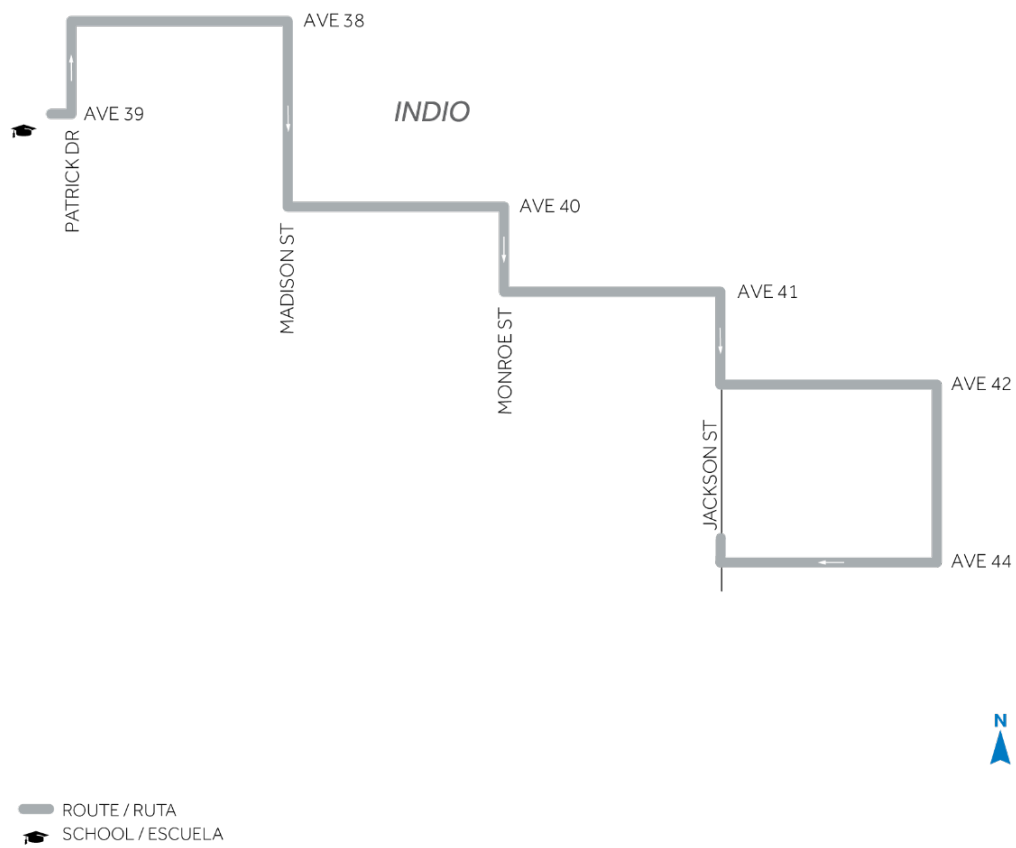
SHADOW HILLS HIGH SCHOOL



Route 801: Jackson/44th PM Tripper

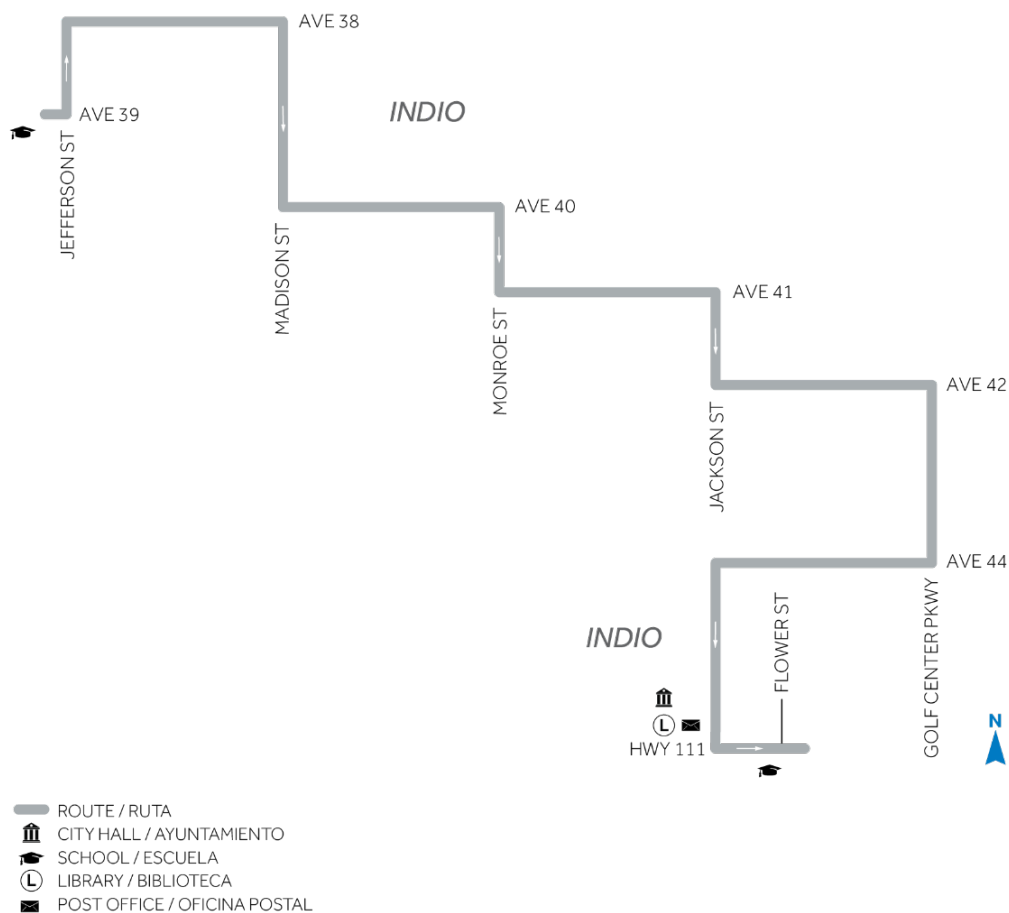
801

JACKSON / 44TH



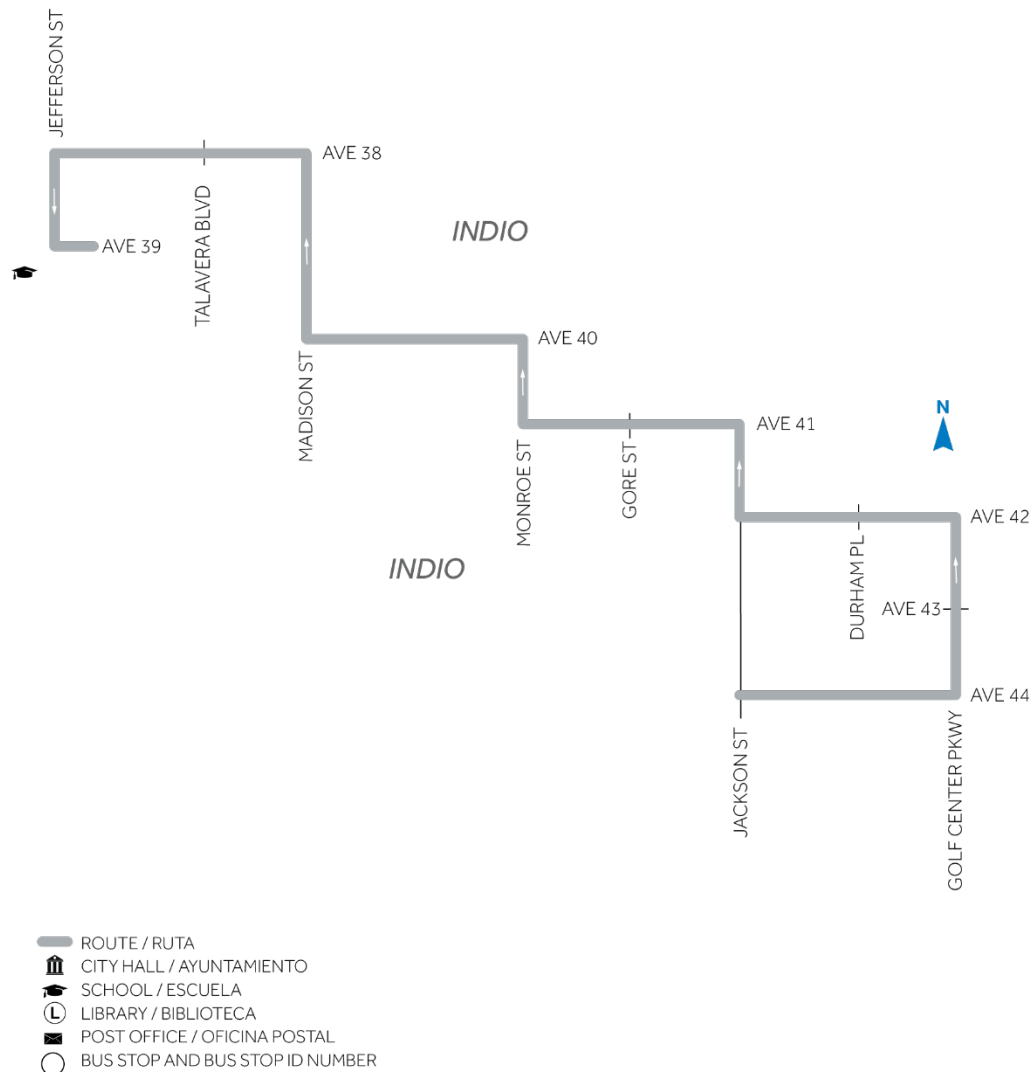
802

HWY 111 / GOLF CENTER PKWY



ROUTE 803 NB

SHADOW HILLS HIGH SCHOOL AM TRIPPER





Serving the Coachella Valley

Bermuda Dunes • Cathedral City • Coachella • Desert Edge • Desert
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SunLine Services Group

DATE:	June 26, 2024	ACTION
TO:	Taxi Committee Board of Directors	
FROM:	Luis Garcia, Chief Financial Officer	
RE:	Adoption of SunLine Regulatory Administration FY25 Budget	

Recommendation

Recommend that the Board of Directors adopt the proposed fiscal year 2025 (FY25) budget.

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget for SunLine Regulatory Administration (SRA). The FY25 budget was brought before the Taxi Committee and Board of Directors on May 22, 2024, for discussion before the required approval in June. There are no substantive changes from the draft budget presented at the May 22, 2024 Board meeting.

SRA is proposing a balanced budget of \$189,600 for FY25. The FY25 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget across controlled expense categories.

Financial Impact

The proposed budget is generated based on an expected collection of revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.

Attachment:

- [Item 12a](#) – FY25 SunLine Regulatory Administration Budget Book

ANNUAL BUDGET

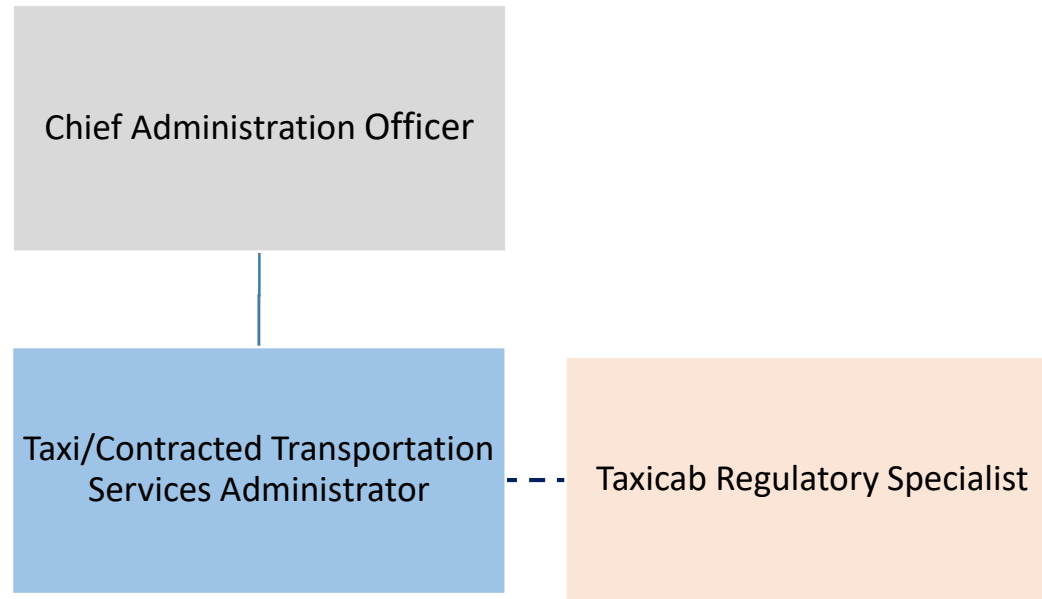


FY2025



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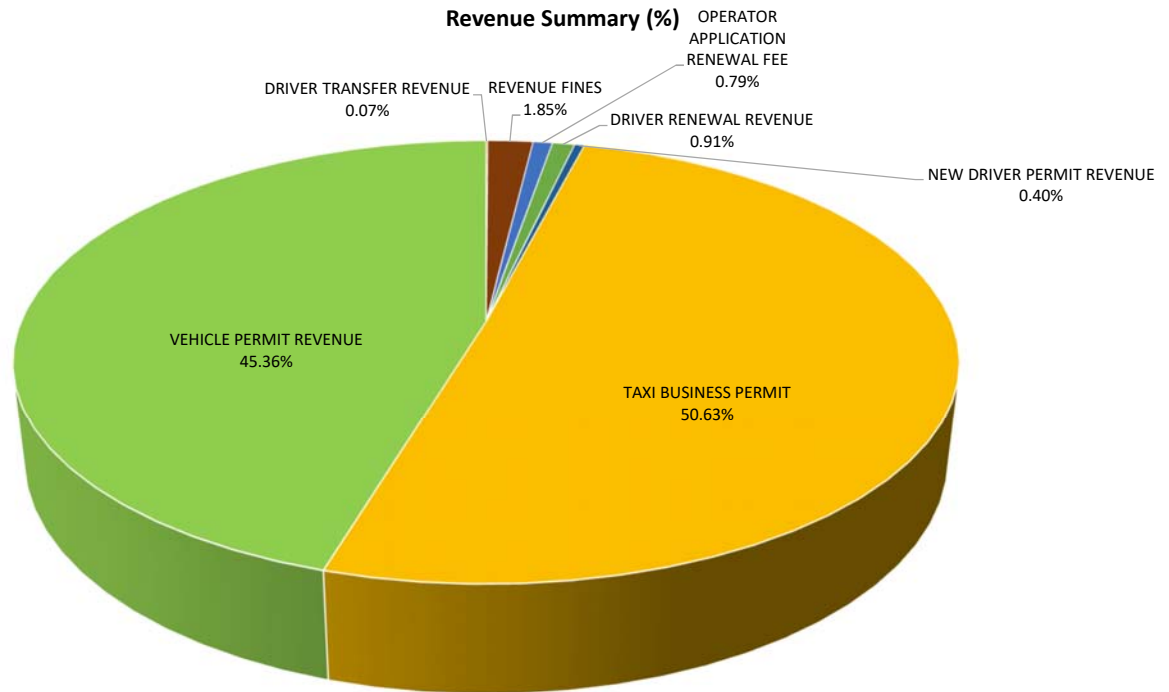




FUNCTIONS & RESPONSIBILITIES

The SRA is responsible for the day-to-day oversight of the taxi and other regulated transportation-type industries by ensuring it operates smoothly and according to the established rules. Specific functions include: issuing annual licenses for taxi companies, granting permits for individual vehicles and drivers, and making sure companies comply with SSG ordinance and regulations. The SRA investigates complaints filed against taxi companies or drivers and takes disciplinary action, when warranted, like suspending or revoking permits/licenses for violations. The SRA Taxicab Administrator handles adjudication of ordinance violations. These can involve taxi companies, licenses, or driver permits.

REVENUE SUMMARY



Sources of Funding (Operating)	FY24 Approved Budget	FY24 Estimates	FY24 Variance	FY25 Proposed Budget	FY25 Variance
4010101200 REVENUE FINES	3,500	2,033	(1,467)	3,500	-
4010101500 NEW DRIVER PERMIT REVENUE	750	2,200	1,450	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	125	233	108	125	-
4010101700 DRIVER RENEWAL REVENUE	1,800	2,267	467	1,725	(75)
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	-	27	27	-	-
4010101900 VEHICLE PERMIT REVENUE	94,000	99,000	5,000	86,000	(8,000)
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	100	(1,400)	1,500	-
Total Revenue	197,675	201,860	4,185	189,600	(8,075)

Notes:

- The FY24 variance reflects the difference between FY24 estimated actuals and FY24 approved budget. The FY25 variance indicates the difference between FY25 proposed budget and FY24 approved budget.

Taxi Fees

Taxi fees are approved in a yearly resolution which is approved at the March Board meeting. The approved fees are evaluated to ensure any increases are reasonably imposed solely to recover the actual costs of regulating taxicabs within the Coachella Valley. The following represents the approved fees for Fiscal Year 2025 used in the calculation of the proposed budget.

Fees	FY24 Approved Fees	FY25 Proposed Fees	Variance
New Taxicab Business Application Fee	1,000	1,000	-
Annual Taxicab Business Permit Renewal Application Fee	500	500	-
Annual Taxicab Business Permit Fee	32,000	32,000	-
Business Permit Reinstatement Fee	10,000	10,000	-
New Driver Permit	75	75	-
Driver Permit Renewal	25	25	-
Driver Permit Transfer Fee	25	25	-
Driver Permit Reinstatement Fee	25	25	-
Driver Permit Replacement	10	10	-
Annual Vehicle Permit (Gasoline/Diesel)	1,650	1,650	-
Annual Vehicle Permit (Hybrid1/Alt Fuel2)	850	850	-
Annual Vehicle Permit (WAV3/Zero Emission4)	200	200	-
Vehicle Fee, Reinstatement	65	65	-
Late Fee (for late payment of invoices)	25	25	-
Appeal Fee	100	100	-
Special Music Festival Venue Fee	35	35	-
Taxicab Distinct Appearance Determination Appeal Fee	1,200	1,200	-

Notes:

- “Hybrid” means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)
- “Alt Fuel” means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate
- “WAV” means wheelchair accessible vehicle that has the ability to load wheelchair users safely and without the need for the wheelchair user to leave their wheelchair.
- “Zero Emission” means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)
- Late fees shall be assessed at \$25.00 per day, not to exceed \$1,000 per occurrence

SUNLINE SERVICES GROUP

EXPENSE SUMMARY

General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010201600 ADMIN SALARIES	40,062	28,356	35,155	44,943	50,324	5,381
5010700000 ALLOCATED SALARIES	4,301	29,875	44,318	49,965	38,045	(11,920)
5029999999 TOTAL FRINGE BENEFITS	55,188	27,398	43,363	41,202	61,290	20,088
5030103240 BACKGROUND CHECK SERVICES	1,421	1,544	2,156	1,519	1,225	(294)
5030200000 PUBLIC NOTICES	-	-	-	90	90	-
5030300005 LEGAL SERVICES - GENERAL	12,820	12,838	2,070	14,000	7,000	(7,000)
5030300010 COMPUTER/NETWORK SUPPORT	149	-	5,000	10,000	-	(10,000)
5030303310 AUDIT SERVICES - EXTERNAL	-	7,000	7,000	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES	12,422	13,230	-	5,000	1,000	(4,000)
5030500000 MAINTENANCE CONTRACTS	388	263	284	500	500	-
5039900006 OUTSIDE REPAIRS-TAXI	-	-	-	1,000	1,000	-
5039903800 OTHER SERVICES	525	725	233	500	500	-
5040101000 FUEL-CNG	211	200	-	500	400	(100)
5040404300 OFFICE SUPPLIES	1,320	1,966	1,061	2,280	2,000	(280)
5049900002 POSTAGE	120	120	61	110	110	-
5049900026 FACILITY MAINTENANCE	573	573	575	575	575	-
5049900032 REPAIR PARTS- TAXI VEHICLES	741	-	-	500	500	-
5050200001 UTILITIES	4,114	4,320	4,500	4,500	4,500	-
5050200003 TRASH PICK-UP	502	502	502	502	502	-
5050200006 COMMUNICATIONS	800	800	800	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE	312	312	312	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY	2,177	2,177	2,177	2,177	2,177	-
5060401000 INSURANCE PREMIUM WC	3,000	3,100	3,100	3,100	3,100	-
5079900000 FUEL TAXES	-	-	-	100	50	(50)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS	1,312	684	933	1,500	1,500	-
5090200000 TRAVEL AND TRAINING	22	1,631	2,067	4,000	4,000	-
5090801000 BANK SERVICE FEES	815	865	1,028	1,000	1,100	100
Total Expenses	143,294	138,478	156,696	197,675	189,600	(8,075)

PERSONNEL SUMMARY

FY25 Physical Count	Classification	FY24 Authorized FTEs	FY25 Requested FTEs	Variance
0	Chief Administration Officer	0.25	0.25	0.00
0	Taxi/Contracted Transportation Services Administrator	0.25	0.25	0.00
1	Taxicab Regulatory Specialist	1.00	1.00	0.00
1	Total FTEs	1.50	1.50	0.00

Notes

- The Chief Administration Officer and Taxi/Contracted Transportation Services Administrator will apportion a small percentage of payroll allocation for taxi business responsibilities.

SUNLINE SERVICES GROUP DETAIL
Division 96

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010201600 ADMIN SALARIES	44,943	50,324	5,381
5010700000 ALLOCATED SALARIES	49,965	38,045	(11,920)
5029999999 TOTAL FRINGE BENEFITS	41,202	61,290	20,088
Sub-total	136,110	149,659	13,549
5030103240 BACKGROUND CHECK SERVICES			
Costs related to processing new applicants	1,519	1,225	(294)
Sub-total	1,519	1,225	(294)
5030200000 PUBLIC NOTICES			
Public Notice	90	90	-
Sub-total	90	90	-
5030300005 LEGAL SERVICES - GENERAL			
General counsel	14,000	7,000	(7,000)
Sub-total	14,000	7,000	(7,000)
5030300010 COMPUTER/NETWORK SUPPORT			
Software Program & Equipment	10,000	-	(10,000)
Sub-total	10,000	-	(10,000)
5030303310 AUDIT SERVICES - EXTERNAL			
Fiscal year financial statement audit	7,000	7,000	-
Sub-total	7,000	7,000	-
5030400000 TEMPORARY HELP SERVICES			
Temporary Help Services	5,000	1,000	(4,000)
Sub-total	5,000	1,000	(4,000)
5030500000 MAINTENANCE CONTRACTS			
Copier related expenses	500	500	-
Sub-Total	500	500	-
5039900006 OUTSIDE REPAIRS-TAXI			
Maintenance costs for vehicles	1,000	1,000	-
Sub-Total	1,000	1,000	-
5039903800 OTHER SERVICES			
Board member compensation for SSG taxi committees	500	500	-
Sub-total	500	500	-
5040101000 FUEL-CNG			
Fuel for vehicles	500	400	(100)
Sub-total	500	400	(100)

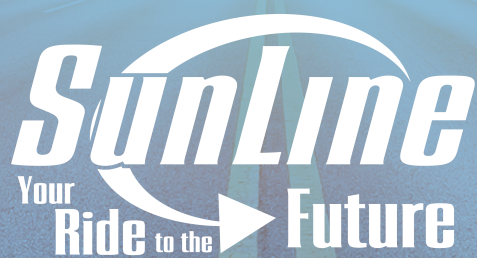
SUNLINE SERVICES GROUP DETAIL
Division 96

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
5040404300 OFFICE SUPPLIES			
Office supplies	2,280	2,000	(280)
Sub-total	2,280	2,000	(280)
5049900002 POSTAGE			
Postage and mailing expenses	110	110	-
Sub-total	110	110	-
5049900026 FACILITY MAINTENANCE			
Allocation from SunLine Transit Agency for materials required to maintain the building	575	575	-
Sub-total	575	575	-
5049900032 REPAIR PARTS- TAXI VEHICLES			
Anticipated repair costs for aging vehicles	500	500	-
Sub-total	500	500	-
5050200001 UTILITIES			
Allocation from SunLine Transit Agency for utilities used for the administration building	4,500	4,500	-
Sub-total	4,500	4,500	-
5050200003 TRASH PICK UP			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
Sub-total	502	502	-
5050200006 COMMUNICATIONS			
Cellular services	800	800	-
Sub-total	800	800	-
5060100000 INSURANCE-PHYSICAL DAMAGE			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
Sub-total	312	312	-
5060300000 INSURANCE-GENERAL LIABILITY			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
Sub-total	2,177	2,177	-

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
5060401000 INSUARNCCE PREMIUM WC			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,100	3,100	-
Sub-total	3,100	3,100	-
5079900000 FUEL TAXES			-
Fuel tax expenses	100	50	(50)
Sub-total	100	50	(50)
5090100000 DUES, MEMBERSHIPS & SUBSCRIPTIONS			
Annual International Association of Transportation Regulators (IATR) membership	1,500	1,500	-
Sub-total	1,500	1,500	-
5090200000 TRAVEL AND TRAINING			
International Association of Transportation Regulators Conference	4,000	4,000	-
Sub-total	4,000	4,000	-
5090801000 BANK SERVICE FEES			
Merchant Charges on Credit Cards	1,000	1,100	100
Sub-total	1,000	1,100	100
Total Expenses	197,675	189,600	(8,075)



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SunLine Transit Agency

DATE: June 26, 2024 **ACTION**

TO: Board of Directors

FROM: Tamara Miles, Chief of Human Relations

RE: Approval of the Collective Bargaining Agreement (CBA) with
International Brotherhood of Teamsters, Local 1932 (Teamsters)

Recommendation

Recommend that the Board of Directors approve the Collective Bargaining Agreement (CBA) between SunLine Transit Agency (SunLine) and International Brotherhood of Teamsters, Local 1932, (Teamsters), and authorize the CEO/General Manager to execute the CBA on behalf of SunLine.

Background

Negotiations between SunLine's Negotiation Team and the Teamsters commenced with a kickoff meeting on March 18, 2024. The meeting included introductions, scheduling of future negotiation sessions, and the establishment of negotiation ground rules.

Official negotiations began on April 1, 2024, where SunLine and the Teamsters exchanged proposals and interests lists. Over the course of four (4) sessions, negotiations continued, culminating in a full tentative agreement on the afternoon of June 5, 2024. The tentative agreement was subsequently ratified by Teamsters members on June 10, 2024. Pending approval by the SunLine Board, the CBA will govern a three (3) year contract effective from July 1, 2024, to June 30, 2027.

A copy of the final CBA is attached for your reference.

Financial Impact

Approval of this action will lead to an estimated expense increase of \$399,435 for the first year, \$153,632 in the second year and \$178,563 in the third year. The first-year cost represents less than one (1) percent of the operating budget.

Attachments:

- [Item 13a](#) – Redlined Copy of Teamsters Local 1932 CBA
- [Item 13b](#) – Teamsters Local 1932 CBA (Redlined Changes Accepted)

~~MEMORANDUM OF UNDERSTANDING~~

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SUNLINE TRANSIT AGENCY

AND

TEAMSTERS
LOCAL 1932

March 24, 2022 through June 30, 2024 July 1, 2024 through June 30, 2027



MEMORANDUM OF UNDERSTANDING COLLECTIVE BARGAINING AGREEMENT
BETWEEN

SUNLINE TRANSIT AGENCY

AND

TEAMSTERS LOCAL 1932

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ARTICLE 1 RECOGNITION

1. SunLine Transit Agency (SunLine) ~~SUNLINE~~ hereby recognizes the International Brotherhood of Teamsters, Local Union No. 1932 (~~Teamsters TEAMSTERS~~) as the exclusive representative of the following three bargaining units for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment:
 - 1.1 Transportation Unit: consisting of the following positions: Field Supervisor, Fixed Route Controller, Para Transit Controller, Paratransit Reservationist, and Customer Service Representative.
 - 1.2 Safety Unit: consisting of the following positions: Safety Officer and Transit Trainer.
 - 1.3 Finance Unit: consisting of the following positions: Accounting Technician, Accounting Technician II, Accounting Clerk, ~~Coin Counter~~, Grants Analyst, Senior Accountant, Contracts Assistant, Procurement Specialist, and Materials and Inventory Technician and Materials and Inventory Supervisor.
2. The number of positions in each position will vary in accordance with SunLine~~SUNLINE~~'s requirements and will be established by SunLine~~SUNLINE~~.
3. Assignment of personnel to each position and between these positions will be made by SunLine~~SUNLINE~~.
4. For purposes of administering the terms and provisions of this Collective Bargaining Agreement (~~"Agreement"~~): hereinafter "CBA":
 - 4.1 Management's principal authorized agent shall be SunLine's~~SUNLINE's~~ Chief Executive Officer/General Manager or his or her duly authorized representative 32505 Harry Oliver Trail, Thousand Palms, CA 92276; (760) 343-3456.
 - 4.2 Teamster's~~TEAMSTERS's~~ principal authorized agent shall be its Business Agent (c/o Teamsters~~TEAMSTERS~~, 433 N. Sierra Way, San Bernardino CA 92410; (909) 889-8377).

ARTICLE 2 TERM

~~From March 24, 2022 to June 30, 2024.~~ July 1, 2024 to June 30, 2027

ARTICLE 3 FULL UNDERSTANDING, MODIFICATION, SEVERABILITY, DISCUSSION

- 3.1 The parties agree that this Agreement~~CBA~~ constitutes the full and final agreement of the parties on all subjects covered in this Agreement.

- 3.2 Neither party waives any of its rights or obligations under existing state or federal law, with regard to their duty to negotiate over subjects not covered in this Agreement.
- 3.3 Any employment policy, practice, and the Employee Handbook, are incorporated into this Agreement, unless otherwise stated herein. In the event of a conflict between this ~~Agreement-CBA~~ and an existing policy and/or practice, this Agreement shall govern.
- 3.4 ~~SunLineSUNLINE~~ reserves the right to add to, delete from, amend or modify the Employee Handbook, and department procedures and guidelines, during the term of the Agreement, subject to the requirements of the Meyers-Milias-Brown Act. Such rules may, at the sole discretion of ~~SunLineSUNLINE~~, stay in full force and effect or be modified as it sees fit, provided, however, that such changes are not in conflict with the provisions of this Agreement.
- 3.5 In the event that any provision of this ~~Agreement-CBA~~ shall at any time be declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire Agreement. It is the express intention of the parties that all other provisions of this CBA shall remain in full force and effect and that the parties agree to begin meeting within 30 calendar days to negotiate a resolution to the issues created by the Court's decision.
- 3.6 Discussion
- 3.6.1 It is the intent of both parties to maintain an open line of communication for the betterment of employer-employee relations. Any issue not pertaining to grievances or grievable issues may be discussed by ~~TeamstersTEAMSTERS~~ or ~~SunLineSUNLINE~~ at either party's request.
- 3.6.2 A party requesting a discussion may orally or in writing notify the other party of the subject to be discussed. Thereafter, a meeting shall be promptly arranged at which meeting not more than two (2) ~~Teamsters'TEAMSTERS'~~ members and the business representative of ~~TeamstersTEAMSTERS~~ may be present. Upon notification and with mutual agreement, either party may include additional representatives.
- 3.6.3 If the parties are not able to resolve the issues after three (3) meetings, the issues will be considered dropped, unless both parties agree to meet additional times.
- 3.6.4 If the discussion process results in an agreement between the ~~SunLineSUNLINE~~ and ~~TeamstersTEAMSTERS~~ to amend this CBA, such CBA shall be incorporated in a written Letter of Understanding (hereinafter "LOU"), signed by the ~~SunLineSUNLINE~~ Representative and ~~TeamsterTEAMSTER~~ representative(s).

ARTICLE 4

CONTINUITY OF SERVICE

4.1 No Work Stoppage

During the term of this Agreement, TEAMSTERS agrees that it shall not engage in any strike, slowdown, sick out or any other concerted activity that will stop, hinder, or impair ~~SunLine'sSUNLINE's~~ ability to provide safe and efficient public transportation. Any employee who engages in conduct prohibited by this section shall be subject to immediate termination.

4.2 If ~~Teamsters~~TEAMSTERS fails, in good faith, to perform all responsibilities set forth below, ~~SunLine~~SUNLINE may pursue such legal remedies as may be available under law.

4.3 No Lockout

~~SunLine~~SUNLINE agrees that it shall not lock out employees during the term of this Agreement.

4.4 Emergency

Nothing in this ~~Agreement-CBA~~ shall limit ~~SunLine's~~SUNLINE's authority to suspend the terms and provisions of this CBA in an emergency. However, such suspension shall not be extended beyond the period of the emergency. "Emergency" is defined as an unforeseen circumstance or event, Act of God, natural calamity (e.g., flood, fire), civil disorder, national emergency, community need or any other circumstance where any City or political subdivision in the SunLine Transit Agency service area declares an emergency or requests assistance under TransMac.

4.5 Designated Essential First Line Responders

The Parties recognize and agree that all members of the bargaining unit are designated as essential first line responders and if ~~SunLine~~ SUNLINE declares a state of emergency then the terms and conditions of this ~~Agreement-CBA~~ shall be suspended and bargaining unit members may be mandated to report to work. "Emergency" is defined as an unforeseen circumstance or event, Act of God, natural calamity (e.g., flood, fire), civil disorder, national emergency, community need or any other circumstance where any City or political subdivision in the SunLine Transit Agency service area declares an emergency or requests assistance under TransMac.

ARTICLE 5 LAYOFFS AND CONTRACTING OUT

5.1 Definition of Layoff

A "layoff" means a separation resulting from lack of work, lack of funds or other economic reasons, abolishment of a position, reorganization, or elimination or reduction in service level as considered necessary by the Chief Executive Officer/General Manager. An employee may be laid off or demoted without the right of appeal. A layoff is not disciplinary action. A layoff may affect one or more departments and/or positions as the needs of ~~SunLine~~SUNLINE dictate.

5.2 Notice to ~~Teamsters~~TEAMSTERS

~~SunLine~~SUNLINE and ~~Teamsters~~TEAMSTERS— shall meet and confer on the effect of ~~SunLine's~~SUNLINE's action to lay off employees. This will occur prior to implementation of layoffs, except in emergency circumstances, including wherein ~~SunLine~~SUNLINE declares a fiscal emergency. The agreement to meet and confer over the effect of ~~SunLine's~~SUNLINE'S decision to lay off employees shall not in any way impair the right of ~~SunLine~~SUNLINE to exercise and implement any of its rights to layoff.

~~SunLine~~SUNLINE shall provide ~~Teamsters~~TEAMSTERS at least one week notice when it is considering layoffs. ~~SunLine~~SUNLINE and ~~Teamsters~~TEAMSTERS shall commence negotiations regarding the impacts of the layoffs within three (3) calendar days of the notice.

5.3 Order of Layoff

- 5.3.1 In the event of layoff, probationary employees within the classification being reduced shall be the first to be laid off. For each subsequent layoff within the classification being reduced, reduction shall be made in inverse order of Classification Seniority. All persons affected shall be given at least seven (7) calendar days' notice of such layoff.
- 5.3.2 "Classification Seniority" is defined as the day the employee begins work in his or her current position. If two (2) or more employees hold the same Classification Seniority, seniority shall be determined by ~~alphabetical order by last name~~ the highest last 4-digits of their Social Security number. Time worked in an acting or interim status shall not count toward Classification Seniority but will count towards the employee's current seniority.
- 5.3.3 "~~SunLine~~SUNLINE seniority" is defined as the cumulative time worked by an employee for ~~SunLine~~SUNLINE and is calculated to start on the day the employee begins work for ~~SunLine~~SUNLINE.
- 5.3.4 Employees displaced by this layoff process may, if they so desire, displace or "bump" employees with less classification seniority in a classification the affected employee previously held, so long as the employee still meets the required qualifications.

5.4 Exception to Order of Layoff

Whenever the Chief Executive Officer/General Manager believes that the best interest of ~~SunLine~~SUNLINE requires the retention of employees with special qualifications, ~~characteristics~~, skills and fitness for work, the Chief Executive Officer/General Manager may grant an exception to the order of layoff after consultation with representatives of ~~Teamsters~~TEAMSTERS.

5.5 Recall

- 5.5.1 When ~~SunLine~~SUNLINE makes the decision to restore a position that was previously reduced, ~~SUNLINE~~ shall recall the employee who was laid off with the highest Classification Seniority within the twelve (12) months of the layoff. If no employee with the same Classification Seniority is available, ~~SunLine~~SUNLINE shall recall the employee with the highest ~~SunLine~~SUNLINE seniority that previously held the classification within the bargaining unit.
- 5.5.2 The layoff list for purposes of recall shall include all employees who have been laid off, displaced or recalled to a lower classification.

5.6 Contracting Out

~~SunLine~~SUNLINE and ~~Teamsters~~TEAMSTERS share a common interest in maintaining the stability and the security of ~~SunLine's~~SUNLINE's workforce. ~~SunLine~~SUNLINE agrees to notify ~~Teamsters~~TEAMSTERS of possible contracting out of ~~SunLine~~SUNLINE work or services if such contracting out will have a significant long term impact on work performed by employees in classifications represented by ~~Teamsters~~TEAMSTERS.

- 5.6.1 Such notification will be given before a decision to contract out is made; and

- 5.6.2 ~~Teamsters~~TEAMSTERS will have an opportunity to comment prior to a determination by SUNLINE to enter into contracting arrangements.
- 5.6.3 This provision shall not apply to contracts already established at the time this ~~Agreement~~CBA was first adopted in March 2022.~~is adopted~~

ARTICLE 6 TEAMSTERS' SECURITY

6.1 Voluntary Dues Deduction

During the term of this Agreement, ~~Teamsters~~TEAMSTERS shall provide written notice to ~~SunLine~~SUNLINE of the names of those employees in the covered bargaining units who have submitted a written authorization for dues deductions to ~~Teamsters~~TEAMSTERS. After receipt of such notification from ~~Teamsters~~TEAMSTERS, ~~SunLine~~SUNLINE shall deduct Union dues from the pay of those identified employees and remit such monies to ~~Teamsters~~TEAMSTERS.

~~Teamsters~~TEAMSTERS certifies that it has and will maintain individual employee authorizations. ~~Teamsters~~TEAMSTERS shall not be required to submit to ~~SunLine~~SUNLINE a copy of an employee's written authorization unless a dispute arises about the existence or terms of the written authorization. Employee requests to cancel or change authorizations for dues payments or payroll deductions shall be directed to ~~Teamsters~~TEAMSTERS. ~~SunLine~~SUNLINE shall forward any employee requests that it receives to ~~Teamsters~~TEAMSTERS. ~~Teamsters~~TEAMSTERS shall be wholly responsible for processing these employee requests and notifying ~~SunLine~~SUNLINE of any membership changes.

~~Teamsters~~TEAMSTERS hereby agrees to indemnify and hold harmless ~~SunLine~~SUNLINE for any loss or damages, claims or causes of action or lawsuits, arising from the operation of this provision of the Agreement. It is also agreed that neither any employee nor ~~Teamsters~~TEAMSTERS shall have any claim for error against ~~SunLine~~SUNLINE for any deductions made or not made, as the case may be. ~~Teamsters~~TEAMSTERS shall immediately refund to ~~SunLine~~SUNLINE any amounts paid to it in error, upon discovery of the error by ~~Teamsters~~TEAMSTERS and/or presentation of supporting evidence by ~~SunLine~~SUNLINE.

~~Beginning in the first pay period of July 2022,~~ SunLine agrees that it shall make additional voluntary deductions from employees who provide written authorization for voluntary contributions to D.R.I.V.E ~~Teamsters~~TEAMSTERS Local 1932. ~~Teamsters~~TEAMSTERS shall provide SunLine with the written authorization of the amounts designated by each contributing employee that is to be deducted from their paycheck. SunLine shall issue one (1) monthly check to D.R.I.V.E National Headquarters in the total amount deducted, along with the name of each employee on whose behalf a deduction is made and the employee's social security number. ~~Teamsters~~TEAMSTERS shall reimburse SunLine for the actual cost for the expense incurred in administering this voluntary deduction plan.

6.2 Information to Employees

~~SunLine~~SUNLINE shall inform all new hires and all employees promoted into the bargaining unit, at the time of hire or promotion, of the existence of this Agreement.

6.3 Use of Bulletin Boards

SunLineSUNLINE will maintain two (2) bulletin boards for the exclusive use of TeamstersTEAMSTERS on SunLineSUNLINE property, as determined by SunLineSUNLINE, for the proper display of official bulletins, notices, etc. TeamstersTEAMSTERS will monitor such bulletin board to ensure that only official notices are posted.

6.3.1 The bulletin boards may be used by TeamstersTEAMSTERS for posting TeamstersTEAMSTERS-approved notices.

6.3.2 Notices shall not contain materials that are derogatory, slanderous, or obscene and no posting shall contain any material that is defamatory or derogatory about any SunLineSUNLINE employee or Board member. No political campaign advocacy shall be posted for Federal, State or local elections.

6.3.3 Notices posted that are not TeamstersTEAMSTERS-approved shall be removed immediately.

6.3.4 Management shall not post any materials on a TeamstersTEAMSTERS designated bulletin boards.

6.4 Non-Discrimination

6.4.1 SunLineSUNLINE and TeamstersTEAMSTERS agree that, in accordance with Government Code sections 3500 to 3511, employees shall not be interfered with, intimidated, restrained, coerced or discriminated against because of their participation in or refusal to participate in TeamstersTEAMSTERS activity.

6.4.2 SunLineSUNLINE and TeamstersTEAMSTERS agree not to discriminate against an employee because of race, color, sex, age, marital status, religious creed, national origin, ancestry, disability, medical condition, sexual orientation or citizenship status. Employees must address these concerns via Human Resources DepartmentHR-Policy and Procedure and these complaints are not subject to the grievance procedure.

6.5 List of TeamstersTEAMSTERS Stewards/Authorized TeamstersTEAMSTERS Employee Representatives

~~TEAMSTERS shall provide a written list of names of authorized TEAMSTERS employee representatives and TEAMSTERS Stewards to SUNLINE's Chief of Human Relations or designee, as well as changes in such list at least five (5) business days prior to the effective date of assuming the duties of office. The Parties agree that there shall be three (3) designated employee Stewards, one (1) from each bargaining unit. The Parties agree there shall be one (1) alternate TEAMSTERS Steward. Teamsters Local 1932 Teamsters may designate up to two (2) Shop Stewards and one (1) alternate Shop Steward. A listing of all the Shop Stewards shall be provided to SunLine's Chief of Human Relations, or designee. Any changes in Shop Stewards designation shall be provided at least five (5) business days prior to the effective date of assuming the role of Shop Steward.~~

6.6 Working Stewards

6.6.1 It is agreed and understood that employee TeamstersTEAMSTERS Stewards are employed to perform full-time productive work for SunLineSUNLINE. Stewards will be required to observe all safety and other rules and regulations of SunLineSUNLINE. Nothing herein regarding rules of conduct shall be construed to prevent the Steward from conducting TeamstersTEAMSTERS business in a responsible manner. Shop Stewards shall spend only the time necessary to

expeditiously carry out their functions as Stewards and shall not unduly restrict or interfere with the performance of their own duties.

6.6.2 ~~Teamsters~~TEAMSTERS Shop Stewards may only leave their work during working hours with prior written (including email) notification and prior approval by their managers in order to investigate grievances or proposed disciplinary actions, attend grievance or pre-disciplinary hearings provided such release from work does not negatively impact the safety of others or ~~SunLine~~SUNLINE operations; and the employee and the employee's manager agree to set an approximate period of time the employee shall be released from work.

6.6.3 Attendance is in a paid status provided the release time is during the regular work shift of the employee that day. Attendance outside of the normal work hours of the ~~Teamsters~~TEAMSTERS Steward is in an unpaid status.

6.6.4 Upon advanced written notice, Shop Steward(s) may be granted unpaid release time for Union business.

~~6.6.36.6.5~~ Local 1932 and SunLine agree to review the amount of time spent by Stewards in the performance of their duties on a bi-annual basis to determine whether the stewards are observing the provisions of this Article. At any time either party may request to meet and confer regarding the application of this procedure.

6.7 Conducting ~~Teamsters~~TEAMSTERS Business on ~~SunLine~~SUNLINE Property

~~Teamsters~~TEAMSTERS business representatives will be permitted access to work locations during the work hours ~~Teamsters~~TEAMSTERS members are working for the purpose of conducting ~~Teamsters~~TEAMSTERS business with ~~Teamsters~~TEAMSTERS Stewards and ~~Teamsters~~TEAMSTERS members. Authorized ~~Teamsters~~TEAMSTERS business representatives shall notify the Chief of Human Relations, or designee, in advance of their intent to visit a worksite and the approximate duration of the visit. The representative's access will not disrupt the workflow as determined by ~~SunLine~~SUNLINE. The representative shall promptly abide by ~~SunLine's~~SUNLINE's request to vacate ~~SunLine~~SUNLINE property. ~~Teamsters~~TEAMSTERS staff representatives will be required to observe all safety conduct and other rules and regulations of ~~SunLine~~SUNLINE.

6.8 New Employee Orientation

6.8.1 ~~SunLine~~SUNLINE will provide at least five (5) calendar days' notice to the ~~Temestares~~TeamstersTEAMSTERS of new employee orientation. The attending steward will provide at least forty-eight (48) hours' notice of their intent to attend New Employee Orientation so that management can schedule the Steward accordingly.

6.8.2 ~~Teamsters~~TEAMSTERS will be provided up to ~~one half hour~~thirty (30) minutes -at the new employee orientation session to speak with new employees about the ~~Collective Bargaining Agreement~~CBA and other items as allowed by law.

6.8.3 ~~SunLine~~SUNLINE will provide ~~Teamsters~~TEAMSTERS with an electronic copy of the name, personal and work email address, and personal cell phone number of all new employees within 30 days of hire and shall provide this same information for all ~~Teamsters~~TEAMSTERS bargaining unit employees every one-hundred and twenty (120) days, unless employee(s) inform ~~SunLine~~SUNLINE that they do not consent to the release of their personal email or cell number.

6.9 Union Logos

Members shall be permitted to wear a ~~Teamsters'~~**TEAMSTERS'** button on their work shirts. The size of the button is subject to ~~SunLine~~**SUNLINE** approval.

ARTICLE 7 MANAGEMENT RIGHTS

~~SunLine~~**SUNLINE** management retains, exclusively, all of its inherent rights, functions, duties and responsibilities, except where specifically limited in this Agreement. The rights of management include, but are not limited to, the exclusive right to consider the merits, necessity, or organization of any service or activity provided by law or administrative order; determine the mission of its constituent departments, and boards; set standards of service, and determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of ~~SunLine's~~**SUNLINE's** operations; determine the methods, means and personnel by which ~~SunLine's~~**SUNLINE's** operations are to be conducted; determine the content of classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE 8 WAGES/SALARIES

~~8.1 — 2.5% across the board wage increase for all current employees who were employed by SunLine as of July 1, 2021 retroactive to July 1, 2021 per the previous LOA. Employees hired after July 1, 2021 will have a 2.5% across the board wage increase on the first day of the first pay period following SunLine Board adoption of the MOU.~~

~~8.2 — 3.5% across the board wage increase beginning on the first day of the first full pay period in July 2022, or in the first full pay period following SunLine Board adoption of the MOU, whichever is later.~~

~~8.3 — 2.5% across the board wage increase beginning on the first day of the first full pay period in July 2023.~~

~~8.4 — \$500 one-time lump sum bonus to be paid within three (3) pay periods after Board approval of the M~~

~~8.1 — Effective on July 14, 2024, the first full pay period in July 2024, SunLine will implement a four-step wage progression for each classification represented by Teamsters. There shall be a Two and One-Half Percent (2.5%) differential between each step. Employees will be placed in the Step that is closest to their current hourly wage rate and that does not result in a reduction in pay. Except, however, that employees who have worked in their Teamster-represented classification for at least five years as of July 1, 2024 shall be placed at the top step.~~

~~The July 2024, July 2025 and July 2026 wage tables are attached at Appendix "A" to this CBA.~~

~~8.2 A. Employees whose hourly wage rate is above the top step at the time of implementation of the four-step wage progression set forth in Section 8.1 shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).~~

B. Employees whose hourly wage rate is above the top step as of July 1, 2025 shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).

C. Employees whose hourly wage rate is above the top step as of July 1, 2026, shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).

8.3 Teamster-represented employees shall be eligible to move one step on their Teamster classification anniversary date.

8.4 SunLine can place a new hire into any of the steps in the progression. An employee who promotes into another Teamster-represented position shall be placed at the step that provides for at least a Two and One-Half Percent (2.5%) increase in compensation, up to the top step.

8.5 Effective on the first day of the first full pay period in July 2025, SunLine will increase the top step of the progression by Two Percent (2.0%)

8.6 Effective on the first day of the first full pay period in July 2026, SunLine will increase the top step of the progression by Two Percent (2.0%)

ARTICLE 9 PAYDAYS/PAYCHECKS

Employees shall be paid on Friday every other week. In the event a holiday falls on a payday, paychecks shall be issued on the previous day. All deductions will be shown on the paycheck stub or electronic pay statement. ~~SunLine~~**SUNLINE** may change to a payday other than Friday.

In the event there is a shortage in pay on a regular paycheck, an employee shall report the error to their Department. Such shortage shall be made up in accordance with the following procedure (tax is the same as the rate on file):

1. A shortage of less than \$100 will be included in the next regular paycheck following verification of the shortage by the payroll department. The payroll department shall complete verification within two (2) business days.
2. Shortages of \$100 or more will require the issuance of a special check no later than five working days after verification of the error by the payroll department. The payroll department shall complete verification within two (2) business days.

In the event an employee is erroneously overpaid by ~~SunLine~~**SUNLINE**, the employee will be notified in writing of the amount of the overpayment and will be provided with an explanation of the circumstances which led to the overpayment. Within five (5) business days of the notification, the employee shall meet with the Human Resources Department to negotiate a repayment schedule. The employee may involve a union representative in this process.

ARTICLE 10 HOURS OF WORK, OVERTIME AND REIMBURSEMENT OF WORK – RELATED EXPENSES

10.1 Hours of Work

10.1.1 ~~SunLine~~SUNLINE department chiefs or their designees will create work schedules at their discretion, and according to operational needs. An employee may request, in writing, an Alternate Work Sschedule (AWS) and the reason for the request, which is subject to approval by their Chief and the CEO/General Manager. If the request for an AWS schedule is denied, the reason shall be communicated to the employee in writing. The decision regarding the request for an AWS is final and is not subject to the grievance procedure. The CEO/General Manager may change the AWS ~~Alternate work schedule~~ at any time with two (2) weeks' notice due to changes in workload, employee performance, funding, legal mandates, changing legal interpretation, or the needs of the Agency. The CEO/General Manager, or their designee, may temporarily- change or rescind the AWS with 24 hours' notice, due to the urgent operational needs of the agency.

10.1.2 Shift Selection will be made by Classification Seniority.

Shift Selection will take place as follows:

- June and will go into effect on the first Sunday of July.
- December and will go into effect on the first Sunday in January.

~~Transportation and Safety Units only: Selection of shifts will be made by Classification Seniority. Shifts will be selected twice a year and will go into effect on the first Sunday of January and the first Sunday of June every year. If a shift becomes vacant due to an employee's separation from SunLine within fifteen (15) calendar days following the completion of the Shift Selection process, the newly-vacant shift shall be opened for bid. The newly-vacant shift shall be posted for three (3) calendar days, and employees may submit a written bid to the department Chief or designee within this time period. The department Chief or designee shall award the newly-vacant shift to the employee with the highest seniority. If no employee bids on the newly-vacant shift, a floater shall be assigned to cover the shift.~~

10.1.3 Transportation and Safety Units Only: Once, every ninety (90) days, employees within the same classification may request to exchange shifts. The following criteria must be followed:

- The request must be submitted to the department Chief or designee at least seven (7) calendar days in advance.
- The exchange shall not create an overtime situation for either employee.
- The exchange shall not create or interfere with a "rest period."
- The requested shift exchange must fall within the same seven (7) day pay week.

The department Chief or designee shall inform the affected employees of approval or denial of the request within four (4) calendar days of the submittal of the request. SunLine's decision is not subject to the grievance procedure.

10.2 Overtime

10.2.1 Non-exempt Employees shall receive compensation at a rate of one and one half (1.5) times their regular rate of pay for all hours actually worked exceeding forty (40) in a calendar week.

10.2.2 ~~SunLine~~SUNLINE department chiefs or their designee must provide prior authorization or approval for any overtime hours worked by employees. Employees may be required to work overtime hours depending on the operational needs of ~~SunLine~~SUNLINE, as determined at the discretion of department chiefs or their designees.

10.2.2.1 Transportation and Safety Units and Customer Service Representatives Only: In the event of an unplanned/unscheduled full shift vacancy, which would result in additional work for off-shift employees, such work shift shall be offered to the most senior off-shift employee, who is qualified to perform the work. If the employee cannot be reached by phone or text, SunLine shall immediately contact the next senior employee. If the employee declines the work shift, the work shift shall be offered to the next senior employee, until an employee accepts or the employee with the least amount of seniority is reached. If no employee, who is qualified to perform the work, accepts the offered overtime, SunLine will assign the work to the least senior employee qualified to perform the work. If the least senior employee cannot be reached, SunLine can assign the additional work shift at management discretion. If the employee fails to report for this additional work shift, they will be charged with a Miss Out.

10.2.3 An employee may be subject to disciplinary action, up to and including termination, for failure to obtain prior authorization or approval for overtime work. However, ~~SunLine~~SUNLINE will pay for all overtime hours worked by employees.

10.2.4 Employees must record all authorized overtime hours on timesheet forms.

10.3 Meal and Rest Periods

10.3.1 Employees will be provided unpaid meal periods, according to the following rubric:

10.3.1.1 0-5 hours of work: one 30-minute unpaid meal period

10.3.1.2 5-10 hours of work: one 60-minute unpaid meal period

10.3.2 Employees may take paid rest breaks, as operational demands permit. Employees may take up to ~~two one (1)~~ 15-minute rest breaks for every ~~eight (8)~~ four (4) hours worked. Employees must obtain the prior approval of a supervisor before taking a rest break. Employees required to work beyond their regular scheduled shift shall be granted a ten (10) minute rest period for each three (3) hours worked. Employees may not combine rest breaks and meal periods: in order to extend lunch periods or shorten the workday. ~~Rest breaks and meal periods may not be taken at the beginning or end of shift.~~

10.4 Work-Related Expenses

10.4.1 ~~SunLine~~SUNLINE will reimburse employees for license renewal fees for Class B drivers any licenses required for the job. Employees are eligible for reimbursement of these expenses after one (1) year of service. Employees must submit a receipt to receive reimbursement from ~~SunLine~~SUNLINE.

10.4.2 ~~SunLine~~SUNLINE will compensate employees for time spent on legal matters related to the course and scope of an employee's job duties at the employee's base rate of pay, including travel expenses if deemed necessary, unless the employee is a plaintiff in a civil suit against SUNLINE, or if the employee is proven to be the aggressor in an assault case.

- 10.4.3 ~~SunLine~~**SUNLINE** will provide reimbursement to employees for travel and training-related expenses for certifications required for their positions.

10.5 Higher Class Pay Differential

Whenever SunLine assigns, in writing, -an employee to perform the duties of a higher pay classification for a full shift, the employee shall be paid a higher class pay differential of three percent (3%). This article shall not prevent SunLine from offering higher class pay differential greater than three percent (3%), in the event, that SunLine determines, in its sole discretion, that a higher level of differential pay is warranted. This decision is not subject to the grievance procedure.

ARTICLE 11 UNIFORMS

- 11.1 Field Supervisor, Fixed Route Controller, Safety Officers, Transit Trainers and Para Transit Controller:
- 11.1.1 SunLine will provide a one-time initial uniform purchase credit of up to four hundred and thirty-two dollars (~~\$432~~) to purchase SunLine approved uniforms (including shirts, pants, jackets, ties and hats) from SunLine designated vendor (s).
 - 11.1.2 SunLine shall provide a maximum of three hundred dollars (~~\$300~~) annual credit to purchase SunLine approved uniforms (including shirts, pants, jackets, ties and hats) from SunLine designated vendors. The three hundred dollar (~~\$300~~) credit shall be provided on July 1 of each year and does not roll over from year to year, and does not have any cash value at time of separation.
 - 11.1.3 For new employees, the one-time initial four hundred and thirty-two dollars (~~\$432~~) credit will be available for use when training is completed. For new hires who receive the four hundred thirty-two dollars (~~\$432~~) credit before completing one year of service, the annual credit provided in the following July will be a total of twenty five (~~\$25~~) for each month the employee worked in the prior fiscal year. For purposes of this calculation only, the employee shall be deemed to have worked for a month if the employee works any number of days during that month.
 - 11.1.4 Employees must wear black belts and shoes. The only hats to be worn are SunLine approved hats.
 - 11.1.5 Employees will wear clean and presentable uniforms, and shall be responsible for cleaning and maintaining the uniforms. Employees may wear SunLine Polo shirts on Fridays or on any other days that the CEO/General Manager allows. Within sixty (60) days of the adoption of the successor MOU by the Board, SUNLINE shall meet with Teamsters to discuss potential changes for uniforms options. Changes, if any, shall be memorialized in a Side Letter Agreement.
 - 11.1.6 Employees shall be required to return all rented uniforms within sixty (60) days of the ratification of this ~~agreement~~**CBA** by SunLine.
- 11.2 ~~Coin Counter~~, Materials and Inventory Technician, and Material and Inventory Supervisor:

11.2.1 SunLine shall provide clean uniforms for employees in these positions.

11.2.2 Uniforms and other items furnished by SunLine shall be returned by the employee upon separation from employment. SunLine may deduct from an employee's last paycheck the replacement cost of uniforms or other items furnished by SunLine in the event such items are not returned by the employee.

11.2.3 Employees will wear clean and presentable uniforms.

11.3 During the term of this CBA, should SunLine require any employee, covered under this contract, to wear non-slip shoes, the following shall apply:

SunLine shall reimburse employees, after submission of proof of purchase, for up to two pairs of non-slip shoes up to a maximum of \$50 per pair and up to \$100 per fiscal year for two pairs of shoes.

ARTICLE 12 HEALTH AND WELFARE, VACATION, LEAVES AND RETIREMENT

SUNLINE shall provide the administration of the Group Insurance Plan to be offered to employees.

12.1 Health, Dental, Vision and Life Insurance

Full-time employees and their eligible dependents may participate in ~~SunLine's~~**SUNLINE's** health care programs. ~~SunLine~~**SUNLINE** offers group medical, and dental insurance coverage to full-time employees. All benefits are provided in accordance with the terms and conditions of the plan documents. Once an employee becomes eligible for group insurance, the coverage and premiums required will be explained to them.

If for any reason, an eligible employee and/or their eligible dependent(s) are not enrolled on the date of eligibility, but wish to enroll at a later date, they must wait until the next open enrollment period. For a new marriage or domestic partnership registration, an employee must notify ~~SunLine~~**SUNLINE** within thirty (30) calendar days to add spousal or registered domestic partner coverage. Newborn babies must be enrolled within thirty (30) calendar days of their birth.

Proof of dependents is required before enrollment. Domestic partners who are added to the health care plans must be registered with the State of California. It is the employee's responsibility to notify ~~SunLine~~**SUNLINE** within thirty (30) calendar days if their enrolled dependent(s) are no longer eligible for coverage on the plans or within thirty (30) calendar days of their divorce. Failure to notify ~~SunLine~~**SUNLINE** may result in the employee's or former employee's reimbursement to ~~SunLine~~**SUNLINE** for any paid benefit for their dependent(s) during the time that the dependent(s) were no longer eligible.

12.1.1 Cost Sharing

~~SunLine~~**SUNLINE** will pay for the premium cost for full-time employee's (and their dependents') medical coverage, subject to the following contribution limits:

	Employee Only	Employee + 1	Employee + Family
2021 Calendar Year:	\$610	\$1,093	\$1,432
2022 Calendar Year and beyond:	\$641	\$1,148	\$1,503
	<u>Employee Only</u>	<u>Employee + 1</u>	<u>Employee + Family</u>
<u>Current</u>	<u>\$722</u>	<u>\$1,445</u>	<u>\$1,878</u>
<u>July 1, 2024:</u>	<u>\$778</u>	<u>\$1,557.74</u>	<u>\$2,025.06</u>
<u>2025 Calendar Year:</u>	<u>\$848</u>	<u>\$1,697.94</u>	<u>\$2,207.32</u>
<u>2026 Calendar Year:</u>	<u>\$924.34</u>	<u>\$1,850.75</u>	<u>\$2,405.97</u>
<u>2027 Calendar Year and beyond</u>	<u>\$1,007.53</u>	<u>\$2,017.32</u>	<u>\$2,622.51</u>

~~SunLine~~SUNLINE will pay for the premium cost for part-time employee's own medical coverage only, subject to the same contribution limits.

SunLine agrees that if it agrees to higher contribution limits for ATU-represented employees during the term of this agreement (July 1, 2024 to June 30, 2027), it shall provide those higher contribution limits for Teamster-represented employees.

12.2 Cessation of Payment of Premiums

Any employee who is not working due to illness, injury, or pregnancy who is still an employee of ~~SunLine~~SUNLINE, shall have ~~SunLine's~~SUNLINE's share of the health, dental and vision insurance premium contributed to be paid by ~~SUNLINE~~ as follows:

- Three month of premium payments for every year of employment up to a maximum of one (1) years' worth of premiums;
- Employees who have not completed one (1) year of employment shall be responsible for paying the full premium if they wish to continue coverage while off for illness after sixty (60) days of absence.

12.3 Life Insurance

~~SunLine~~SUNLINE shall provide group term insurance to full time employees in the amount of twenty five thousand dollars (\$25,000). Employees are eligible to participate in the life insurance program. All benefits are provided in accordance with the terms and conditions of the plan documents. Employees must reimburse ~~SunLine~~SUNLINE for premium contributions paid while the employee is on a leave of absence. Life insurance coverage shall terminate upon the employee's separation of employment with ~~SunLine~~SUNLINE.

12.4 Free STA Bus Transportation

Employees will be allowed to use their I.D. badge for free transportation on local ~~SUNLINE~~ fixed-route service. ~~Upon request, spouses or minor children (i.e. under the age of 18) of employees, to receive free transportation on local SUNLINE fixed-route service. Employees must report any lost, stolen, or damaged~~

~~badges or passes to SUNLINE Human Resources. A first replacement badge or pass shall be provided to the employee at no cost, with the second replacement badge or pass costing \$10.00 and the third or subsequent replacement badge or pass costing \$25.00. All badges and passes remain the property of SUNLINE and must be relinquished when employment ends.~~

Sunline shall provide employees/retirees and their dependents with a transportation pass which will entitle the bearer to free transportation on the Agency's normally operated fixed route service.

Dependents eligible to receive transportation passes shall include:

- Spouse or registered domestic partner,
- Children, stepchildren, and minor dependents for whom the employee has legal custody, under twenty-six (26) years of age,
- Foster children under the age of twenty-six (26) upon submittal of documentation designating the employee as their foster parent, and
- Unmarried dependents over the age of twenty-six (26) who are certified as physically or mentally incapable of self-support.
- Employee dependents under the age of five (5) years will be entitled to free transportation when accompanied by an employee with a transportation pass.

The STA pass will also serve as an identification card. Employees will be required to display, upon request, their identification card while on Agency property. Falsification of information or altering the transportation pass will result in the loss of pass privileges for the employee and his/her dependents.

If the pass is lost, stolen or destroyed, the loss must be reported immediately to the Human Resources Department. There will be a charge for replacement of these passes as follows:

- First loss - no charge;
- Second loss - \$10.00;
- Third loss - \$25.00.

Any cards that are washed or mutilated will be replaced without charge provided the mutilated card is returned to the Human Resources Department.

The pass is non-transferable.

12.5 Leaves of Absences

12.5.1 General Provisions

Bereavement Leave, Family and Medical Leave, Military Leave, Military Spouse/Registered Domestic Partner Leave, and Pregnancy Disability Leave shall be provided to employees as specified in the Employee Handbook, as required by law, except as modified below.

Employees shall not accrue or otherwise receive fringe benefits while on leaves of absence, including but not limited to the leaves identified above. If ~~SunLine~~SUNLINE terminates or otherwise separates the employment of an employee while on an unpaid leave of absence, the employee's date of termination and/or separation shall revert to the last day worked by the employee

12.5.2 Vacation Time Off (VTO)

All full-time employees shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

All full-time employees in the Finance Unit, regardless of hire date, ~~and all full time employees hired in the Transportation and Safety Unit before March 1, 2022,~~ shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

Years Of Service	Per 80 Hour Pay Period	Annual Maximum
0 through 4 years	7.39	192
5 through 9 years	8.93	232
10 through 19 years	10.47	272
20 through 24 years	12	312
25 years and over	13.54	352

~~All full time employees hired, promoted or who transfer into positions in the Transportation and Safety Units on or after March 1, 2022, shall accrue vacation leave at the following rates and subject to the following annual cap per calendar year:~~

~~0-4 years: — 5.23 hours per 80 hours worked; 136 hours annual cap
5-9 years: — 6.77 hours per 80 hours worked; 176 hours annual cap
10-19 years: — 8.31 hours per 80 hours worked; 216 hours annual cap
20-24 years: — 9.84 hours per 80 hours worked; 256 hours annual cap
25+ years: — 11.38 hours per 80 hours worked; 296 hours annual cap~~

Effective July 14, 2024, the first full pay period in July 2024, (or the first full pay period after ratification of the successor MOU, whichever is later), all full time employees hired, promoted or who transfer into positions in the Transportation and Safety Units including Customer Service Representatives on or after March 1, 2022, January 1, 2019, shall accrue vacation leave at the following rates and subject to the following annual cap per calendar year:

<u>Years Of Service</u>	<u>Per 80 Hour Pay Period</u>	<u>Annual Maximum</u>
<u>0 through 4 years</u>	<u>5.54</u>	<u>144</u>
<u>5 through 9 years</u>	<u>7.08</u>	<u>184</u>
<u>10 through 19 years</u>	<u>8.62</u>	<u>224</u>
<u>20 through 24 years</u>	<u>10.15</u>	<u>264</u>
<u>25 years and over</u>	<u>11.69</u>	<u>304</u>

Field Supervisors hired, promoted or who transfer on or before December 31, 2018 shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

Years Of Service	Per 80 Hour Pay Period	Annual Maximum
0 through 9	9.85	256.1
10 through 19	11.53	299.78
20 through 24	13.26	344.75

25 years and over	14.98	389.56
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All eEmployees covered by this CBA with less than six (6) months of service with SunLineSUNLINE shall accrue vacation leave, but cannot begin using accrued vacation leave until the employee completes six months of service. Employees may not use vacation leave while on an unpaid leave of absence. If an employee has no vacation leave in their vacation leave bank, then their VTO will be cancelled.

12.5.2.1 Transportation and Safety Units and Customer Service Representatives Only:

Selection of Vacation Time Off (VTO) shall be made by Classification Seniority.

VTO will be selected once a year during the month of May. The Selection Process shall cover the 12-month period from July 1 of the current year through June 30 of the following year. Employees may skip Round 1 if they chose to do so.

The VTO selection process shall be as follows:

Round 1): Employees shall select two 7-day periods (Sunday through Saturday) within upcoming 12-month time frame. Only one 7-day period may contain a recognized holiday.

Round 2): Employees may select an additional two 7-day periods (Sunday through Saturday) within the upcoming 12-month time frame. There shall be no holiday restriction in Round 2.

Round 3): Employees may utilize any remaining VTO accrual to select individual days at this time.

VTO requests submitted during the selection process shall be allowed based on the maximum annual accrual of each employee.

The first week of service change will not be eligible for vacation selection/bid. If an employee elects to cancel a granted vacation, the entire vacation week must be cancelled.

VTO requests of individual days not submitted during the selection process shall be made to the appropriate department for approval at least two calendar weeks in advance.

12.5.2.2 Field Supervisors Only:

The selection process described above in section 12.5.2.1 shall allow for AM and PM shift bidding during the weeks of the Thanksgiving and Christmas holidays only.

12.5.3 Sick Leave

Full-time employees shall accrue 3.08 hours of paid sick leave per 80 hours worked with an annual cap of 80 hours. Employees begin accruing sick leave on the first day of employment, but cannot begin using accrued sick leave until the employee completes six months of service. If a full-time employee reverts to part-time status, the employee will cease accruing sick leave until the employee returns to full-time status.

SunLineSUNLINE shall require employees to provide documentation from a healthcare provider, or other reasonable written proof, in support of sick leave use for absences exceeding three (3)

consecutive working days. If an employee seeks to use sick leave when all accrued sick leave has been used, ~~SunLine~~SUNLINE shall place the employee on an unpaid leave of absence. ~~SunLine~~SUNLINE will mark an employee as absent if the employee fails to notify ~~SunLine~~SUNLINE of the intent to use sick leave within 60 minutes of the beginning of a scheduled shift, regardless of any accrued leave.

~~SunLine~~SUNLINE, at its sole discretion, may provide an opportunity for covered employees to sell back up to 40 hours of accrued sick leave each year. Employees must maintain a minimum balance of 80 hours of sick notwithstanding their use of the sell-back option. ~~SunLine~~SUNLINE will notify employees of the amount of accrued sick leave hours available for sell-back in October or November. Employees must submit a form to ~~SunLine~~SUNLINE in a timely fashion, upon receiving notification from ~~SunLine~~SUNLINE of available sick leave hours, indicating an intent to sell back accrued sick leave. Payment shall be provided to employees in the first paycheck of December. This sell-back option is not available to employees upon termination.

12.5.4 Bereavement Leave

Employees, who have been employed for at least thirty (30) days, may use up to five ~~four~~ (45) days of ~~paid~~ leave for bereavement of a deceased immediate family member, as defined below. Four of these days shall be paid and one day will be unpaid. An employee may elect to use VTO and/or sick time for the one unpaid day. ~~Employees may request to use VTO and Sick Time in conjunction with Bereavement, if the funeral is out of state. For purposes of employee entitlement to receive paid bereavement leave, For the purpose of this section, SunLine~~SUNLINE uses the definition of “family member” contained in the Employee Handbook. If requested by the employee, bereavement leave may be split into two (2) blocks of time that, when combined, shall not exceed five days. Employees may use vacation leave or sick leave in conjunction with bereavement leave to extend a leave of absence. ~~SunLine~~SUNLINE may request proof of services upon the employee’s return from bereavement leave. Bereavement leave must be completed within three (3) months of the death of the family member.

12.6 Retirement Plans

Union members hired before March 1, 2022, shall continue their participation in the retirement plan(s) sponsored by SunLine that they participated in on that date (Prior Plans). Any Union members hired on or after March 1, 2022, shall not participate in the Prior Plans, but shall instead participate in either the SunLine Transit Agency Restated Retirement Income Plan For Bargaining Unit Personnel (Collectively-Bargained Plan) or a separate plan with the same benefit formulas as the Collectively-Bargained Plan (New Plan).

Employees shall make a three percent (3%) of salary contribution for this benefit. The retirement benefit is determined by the employee’s earnings, history, tenure of service and age. The specific benefits are specified in the Prior Plan or Collectively Bargained Pension Plans.

12.7 Disability Insurance

During the term of this Agreement, ~~SunLine~~SUNLINE will offer Short-Term and Long-Term Disability insurance coverage to employees. ~~SunLine~~SUNLINE will cover 30% of the cost of the premium and employees shall pay the remainder via a payroll deduction. Employees shall be required to utilize accrued sick leave balances concurrent with the utilization of short-term disability.

12.8 Cellular Phones and Other Electronic Devices

Employees who are issued a ~~SunLine~~SUNLINE cell phone or any other electronic device, are responsible for maintaining such devices in good working order and stored in a secure location against theft, vandalism or damage due to negligence. Employees shall immediately notify their manager if the device is lost or stolen. Employees shall only use SUNLINE-issued device to assist the employee to perform their job duties. Employees must return and/or provide the password (if any) of the device to SunLine upon demand from their department Chief, and/or designee.

Employees must return the device to ~~SunLine~~SUNLINE upon demand or at the end of their employment. Employee may be held responsible for the value of the device if it is stolen, lost, or damaged due to an employee's negligence. If an employee does not return the device to ~~SunLine~~SUNLINE upon termination of employment, or if the device is lost, stolen or damaged due to an employee's negligence, the employee agrees that ~~SunLine~~SUNLINE may withhold from their paycheck the depreciated value of the device.

12.9 Part-Time Employees

Part Time Employees shall be provided with the following benefits only:

12.9.1 Part-time employees may participate in ~~SunLine's~~SUNLINE's health care programs. ~~SunLine~~SUNLINE offers group medical insurance coverage to part-time employees. All benefits are provided in accordance with the terms and conditions of the plan documents. Once an employee becomes eligible for group insurance, the coverage and premiums required will be explained to them.

12.9.2 ~~SunLine~~SUNLINE will pay for the premium cost for part-time employee's (employee-only) medical coverage, subject to the following contribution limits:

2021 Calendar year: \$610

2022 Calendar year: \$641

12.9.3 Part-time employees are also eligible for Short-Term Disability and Long-Term Disability and Supplemental Life benefits

12.9.4 Part-time employees shall be provided sick leave as required by law.

12.9.5 During first year of employment, part-time employees shall accrue VTO at the rate of .04 per hours actually worked.

12.10 Jury Duty

When an employee receives notice of a call to jury duty, the member will notify his/her manager within five (5) business days of the notice. When an employee is summoned for jury duty, the employee will be paid eight (8) hours, or ten (10) hours for 4/10 schedules for each day of jury duty up to a maximum of forty (40) hours of jury duty.

12.10.1 If an employee has a schedule with other than Saturday and Sunday off, SunLine shall change the employee's day(s) off to Saturday/Sunday for the week of the scheduled start of jury service. If the employee is assigned a PM shift, SunLine shall change the employee's shift to an AM shift during the week(s) of jury service. SunLine may assign another employee to cover the vacant shift created by the employee on Jury Duty.

12.10.2 Employees will provide a minimum of ten (10) calendar days' notice of the proposed jury duty.

12.10.3 Employees will present proof of service, including time served on jury duty.

12.10.4 Hours paid for Jury Duty will not be considered "hours worked" for purposed of eligibility for overtime compensation.

ARTICLE 13 HOLIDAYS

Section 1

Applicable only to Employees in the Finance Unit ~~and all full time employees hired~~ (regardless of when hired), ~~and Field Supervisors promoted or who transfer into positions in the Transportation and Safety Unit before March 1, 2022 ÷ hired on or before December 31, 2018:~~

A. The days outlined below have been designated as fixed holidays for full-time and part-time employees:

- New Year's Day
- Martin Luther King Jr.
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Veteran's Day
- Christmas Day
- President's Day (Floating)
- Friday After Thanksgiving (Floating)

~~Section 2~~

B. Vacation Time Off (VTO) hours will be used for all of the above-listed holidays.

C. ~~All hourly rate employees who are required to work by their manager/supervisor on any of the Holidays will be paid 1½ times their base rate of pay for all time worked on the Holiday.~~

D. ~~Employees with fewer than six (6) months employment and insufficient accruals shall be compensated for the holiday and will have their VTO accruals reduced once sufficient hours have been accrued~~

~~Section 3~~

~~The 8/10 Holiday pay will not be paid if the employee was schedule to work on the Holiday and did not do so.~~

~~Section 4~~

~~All hourly rate employees who are required to work by their manager/supervisor on any of the Holidays will be paid 1½ times their base rate of pay for all time worked on the Holiday.~~

Section 25

Applicable only to eEmployees hired, promoted or transferred into positions in the Transportation and Safety Units ~~hired on or after January 1, 2019 -March 1, 2022 will observe the following paid holidays:~~

A. The days outlined below have been designated as fixed holidays for full-time and part-time employees:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

B. These holidays will be observed on the same day designated by the State of California.

C. An employee terminating employment shall not be entitled to holiday compensation not already paid (or its equivalent in time off).

~~Employees with fewer than six (6) months employment will not be entitled to take VTO time off. However, they will accrue VTO time which may be taken subsequently to their six month anniversary with SunLine. An employee terminating employment shall not be entitled to holiday compensation not already paid (or its equivalent in time off).~~

D. Full time employees who do not work on a holiday will be paid 8/10 (based on their regular scheduled shift) hours at their regular straight time rate of pay. An employee must work an entire work shift on the last scheduled or assigned work day prior the holiday, and on the first scheduled or assigned work day after the holiday, in order to be eligible for holiday pay. Except, however, an employee who has bid a vacation week during the week of an observed holiday shall be paid for the holiday.

E. An employee will not receive holiday pay if the employee was scheduled to work on the holiday, but did not do so. Under this circumstance, employees may not use accrued sick leave or vacation leave to supplement pay.

F. Holiday pay will not be made to employees while on leave of absence. Except, however, an employee who is on vacation leave because they bid a vacation week during the week of an observed holiday shall be paid for the holiday

G. Hourly employees who are assigned to work the holiday shall be paid 2 ½ times their straight time rate of pay for the hours worked on the holiday, but shall not receive additional holiday pay.

ARTICLE 14 PHYSICAL EXAM

- 14.1 SUNLINE may require employees to submit to a physical or psychological examination when SunLine determines that an employee may not be able to perform the duties of their position. Employees must submit medical history forms to ~~SunLine~~SUNLINE upon completion by a licensed physician. ~~SunLine~~SUNLINE will select the licensed physician and bear associated costs, including providing compensation to employees for time spent to obtain a physical examination. Should SunLine direct an employee to submit to a physical or psychological examination, the employee will be advised that they can notify their Teamsters Business Agent for assistance.

- 14.2 The licensed physician shall determine if the employee is physically and/or mentally fit for duty to continue employment with SunLineSUNLINE. If the licensed physician determines that the employee is not fit for duty, the employee can pay for a second licensed physician of the employee's choice to conduct a second physical examination.
- 14.2.1 If the second licensed physician concludes that the employee is not fit for duty, no further review is permitted.
- 14.2.2 If the second licensed physician determines that the employee is fit for duty, within thirty (30) calendar days SunLineSUNLINE shall select a third impartial licensed physician to conduct a third physical examination. The results of this third physical exam shall be final. SunLineSUNLINE shall bear the costs associated with this third physical exam and the employee will be compensated for time spent at this third examination.
- 14.3 If the employee is deemed to be unfit for duty on a "temporary and curable" basis, and the employee is willing to seek treatment, the employee may return to work upon being subsequently certified fit for duty. The employee may also be taken out of service, and placed on an unpaid leave of absence, or the employee may opt to use their accrued sick leave during this period. An employee placed on an unpaid leave due to "temporary and curable" unfitness shall provide SunLineSUNLINE with a report from a licensed physician at their own cost every thirty (30) calendar days.
- 14.3.1 If an employee is deemed unfit for duty on a permanent or ongoing basis, SunLineSUNLINE shall consider whether the employee should be separated from employment due to inability to perform the essential duties of the position or if the employee can be transferred to a vacant position for which the employee is qualified. The vacant position shall not be a promotion and may not provide the same level of pay or benefits.
- 14.4 Medical examinations required to maintain the required Class B Driver's License must be performed by SunLineSUNLINE's designated physician and will be paid for by SunLineSUNLINE.
- 14.4.1 Any employee in a job position requiring a California Class B Driver's License who does not pass the medical examination given by SunLine'sSUNLINE's designated physician will not be allowed to drive SunLineSUNLINE vehicles that require a Class B Driver's License until the medical examination has been passed. If an employee fails to maintain required licensure for any reason, the employee shall be removed from duty without pay, unless the employee opts to use their vacation leave. In addition, SunLineSUNLINE may temporarily assign the employee other non-Class B driving duties. If an employee cannot pass the medical examination within thirty (30) calendar days, SunLineSUNLINE may terminate the employee's employment for failure to meet the qualifications for the position.

ARTICLE 15

PERSONNEL FILES

15.1 Maintenance of Personnel File

SunLineSUNLINE will maintain a personnel file for each employee. Personnel files will not include letters of reference, recruitment files, and reports of pending personnel investigations. Any names of non-supervisory employees shall be redacted from records contained in employee personnel files.

15.2 Confidentiality

Personnel files are confidential and only those persons who are authorized by the Chief of Human Relations or his or her designee are permitted to review the files.

15.3 Request to Review File(s)

An employee or his or her authorized ~~Teamsters~~**TEAMSTERS** representative, with the employee's written permission, may request to review his or her own personnel files and make copies, of any documents contained therein as specified below:

15.3.1 An employee must make the request in writing, or via email.

15.3.2 The Human Resources department will make the employee's file, located in the Human Resources department, available for inspection no later than thirty (30) calendar days from the receipt of the written request. Should the request be for the purpose of grievance preparation or a disciplinary response, the response time shall be expedited to Fifteen (15) calendar days.

15.3.3 The Human Resources department will schedule the time of inspection during the regular business hours of the Human Resources department. If the inspection is scheduled during the employee's scheduled work hours, the inspection may be scheduled when the employee is on a break. A representative from the Human Resources department must be present during the inspection.

15.3.4 An employee or his or her representative may request and obtain copies of any document in the file except for records relating to an investigation of a possible criminal offense, pre-employment references, and ratings, reports or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

15.3.5 At the discretion of ~~SunLine~~**SUNLINE**, an employee may be required to pay reasonable copying costs.

15.3.6 Effective July 1, 2024 SunLine agrees that it shall only consider disciplinary actions issued within three (3) years of any subsequent proposed discipline. Except, however, disciplinary actions outside the 3-year period may be used to establish a pattern and/or notice. In addition, disciplinary action(s) based on the following violations are exempt from the 3-year period:

- Drug and alcohol violations
- Collisions
- Harassment
- Retaliation
- Discrimination
- Violence in the Workplace

ARTICLE 16 ATTENDANCE

16.1 ~~SunLine~~**SUNLINE** expects and requires employees to arrive on-time for scheduled work shifts. If employees arrive late to work or are entirely absent from work, ~~SunLine~~**SUNLINE** may take progressive disciplinary action against these employees subject to the following provisions.

16.2 Definitions

- 16.2.1 An employee is considered “absent” if the employee is more than one (1) hour late to arrive for the start time of a scheduled work shift, unless the absence is otherwise excused.
- 16.2.2 An employee is considered a “late arrival” if the employee is more than five (5) minutes late to arrive for the start time of a scheduled work shift.
- 16.2.3 An employee is considered to have had a “miss out” if the employee is more than ten (10) minutes late to arrive for the start time of a scheduled work shift, or the employee failed to call their immediate supervisor at least sixty (60) minutes prior to the start time of a scheduled work shift.
- 16.2.4 An employee is considered “absent” if an employee calls out for a scheduled shift. Every day of an absence is considered an absence for purposes of the matrix below.
- 16.2.5 Excused Absence, Late Arrival or Miss

It is the intention of ~~SunLine~~SUNLINE and the Union that this Attendance Policy shall be fairly administered. To that end Managers shall have the authority to excuse absences, late arrivals or miss outs due to “mitigating circumstances.” ~~“Mitigating C~~C~~ircumstances”~~ are situations for which an employee can provide verification or documentation of the event which caused the absence or a situation that the employee discusses with management in advance. ~~The following are some examples of mitigating circumstances that support excusing the absence, late arrival or miss out:~~

~~Hospitalization of employee or immediate family member or accidents involving employee or immediate family, e.g., child breaks arm at school, car accidents, ski accidents.~~

~~Home emergencies~~

~~Burglary~~

~~Fires, floods, earthquakes~~

~~Dental/doctor appointments, (family/employee). Especially a series of appointments over a span of time and when an employee is willing to schedule such appointments at the beginning/ending of shift to minimize time lost.~~

~~An employee with a usually good attendance record who experiences a major medical problem resulting in a lengthy absence and follow up medical appointments.~~

~~Reasonable hospitalization recovery time from employee hospital/clinic medical procedures.~~

~~An employee who is a self-referral to the Employee Assistance Program (EAP) shall not have his/her absences counted for the period of his/her enrollment in the EAP. An employee shall be limited to one (1) employee self-referral to the EAP in a rolling 24 month period. In order to have the above absence excused the employee must notify his/her Supervisor/Manager within 24 hours after his/her enrollment in the EAP.~~

~~Court appearances under subpoena.~~

~~An employee with a usually good attendance record who experiences a minor illness e.g. cold or flu, resulting in an absence of more than one day and less than one week.~~

16.3 Progressive Discipline for Absences

- 16.3.1 Three (3) absence within 12 months: Verbal Warning
- 16.3.2 Four (4) absences within 12 months: Written Warning
- 16.3.3 Five (5) absences within 12 months: 1-day unpaid suspension
- 16.3.4 Six (6) absences within 12 months: 2-day unpaid suspension
- 16.3.5 Seven (7) absences within 12 months: 3-day unpaid suspension
- 16.3.6 Eight (8) absences within 12 months: 4-day unpaid suspension and final warning
- 16.3.7 Nine (9) absences within 12 months: Up to and including Termination

16.4 An employee is subject to disciplinary action if the employee engages in a pattern of absences, including but not limited to: calling in “sick” on certain recurring days; absences occurring before or after regular off-work days; etc.

16.5 SUNLINE will use a rolling 12-month period for purposes of progressive discipline for Late Arrivals.

- 16.5.1 One (1) late arrival within 12 months: Informal Coaching
- 16.5.2 Two (2) late arrivals within 12 months: Verbal Warning
- 16.5.3 Three (3) late arrivals within 12 months: Written Warning
- 16.5.4 Four (4) late arrivals within 12 months: 1-day unpaid suspension
- 16.5.5 Five (5) late arrivals within 12 months: Up to and including Termination

16.6 SUNLINE will use a rolling 12-month period for purposes of progressive discipline for Miss Outs.

- 16.6.1 One (1) miss-out within 12 months: Written Warning
- 16.6.2 Two (2) miss-outs within 12 months: 1-day unpaid suspension
- 16.6.3 Three (3) miss-outs within 12 months: 3-day unpaid suspension
- 16.6.4 Four (4) miss-outs within 12 months: Up to and including Termination

**ARTICLE 17
PARATRANSIT RESERVATIONIST**

Reservationist must be logged on and ready to take transportation reservations by 8:00 a.m.. At least one (1) shift will start at 7:50 a.m..

ARTICLE 18 PROBATIONARY PERIOD

18.1 Application

All newly hired, promoted and rehired employees are subject to ~~at~~the probationary period. For purposes of the application of any of the probationary periods listed below, the grievance procedures listed in this CBA shall not apply for disciplinary purposes during any applicable probationary period.

18.2 Definitions

Initial Probationary Period – The initial probationary period shall be nine (9) months of continuous service from the date a new employee is hired, except that in cases where the required training exceeds 90 days, the probationary period shall be for an additional period of nine (9) months after the required training has been successfully completed by the new employee. The probationary period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more. The grievance procedures listed in this Agreement shall not apply for disciplinary purposes during the Initial Probationary Period.

Promotional Probationary Period – The promotional probationary period shall be nine (9) months of continuous service from the date a new employee is promoted, except that in cases where there is required training, the probationary period shall be nine (9) months after the required training has been successfully completed by the promoted employee. The probationary period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more. The grievance procedures listed in this Agreement shall not apply for disciplinary purposes during the Promotional Probationary Period.

Lateral Probationary Period – The lateral probationary period shall be nine (9) months of continuous service from the date a new employee is transferred, except that in cases where there is required training, the probationary period shall be for nine (9) months after the required training has been successfully completed by the employee.

The lateral period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more.

~~Training Period – The period of time required to receive and pass all required training as determined by SUNLINE. The training period may be extended by SUNLINE.~~

18.2.1 Failure of Initial Probation

A new employee may be terminated at any time and for any reason during the initial probationary period, without right of appeal.

18.2.2 Failure of Promotional or Lateral Probation

~~An employee on promotional probation may be removed from the position during their probationary period, without right to an appeal. However, an employee may request a meeting with the manager to discuss the reasons for the failure on probation.~~

In the event that a bargaining unit employee is promoted or transfers laterally within the bargaining unit, and fails his or her promotional or lateral probationary period within ninety (90) days, the employee shall be given the option to return to his or her previous position without loss of any type of seniority if the position is still vacant and funded. An employee may voluntarily elect to return to their previous position within forty-five (45) ninety (90) days of the promotion or transfer without loss of any type of seniority if their previous position is still vacant and funded.

18.3 Performance Evaluation

During the initial, promotional or lateral probationary period, the employee's performance shall be evaluated periodically.

18.4 Extension of Probationary Period

The Chief of the respective department may extend the probationary period. No probationary period may be extended for more than ninety (90) days. The Chief of the respective department will notify the employee in writing prior to the extension of the probationary period.

~~18.5 — Current Employees Who Have Been Employed Less Than Nine (9) Months
Employees who have been employed for less than nine (9) months at the time this Agreement CBA is ratified by SUNLINE, shall continue to be at-will employees and be considered to be serving the initial probationary period. Employees in this situation shall be informed of the day their probationary period will end.~~

ARTICLE 19 DISCIPLINARY PROCEDURES

19.1 Application

This provision of this Article shall not apply to newly hired or newly promoted employees who have not completed their probationary period. It is understood that the probationary period is a part of the selection process and designed to allow evaluation of an employee's fitness for regular employee status.

19.2 Definition of Discipline Subject to These Procedures

All suspensions, demotions, reductions in salary, and dismissals of persons who have successfully completed the probationary period of the position they occupy shall be made in accordance with these rules.

Verbal counseling's, written reprimands or performance evaluations shall not be subject to the appeal process set forth below in Section 1.4, 1.6, 1.7, 1.8 or 1.9. An Employee can submit a written response to the written reprimand or performance evaluation, which shall be included in the employee's personnel file. The employee's written response must be submitted within ten (10) days of the date of the issuance. Suspensions of ~~forty (40) hours~~ three (3) workdays (24 hours for an employee who works a 5/8 schedule or 30 hours for an employee who works a 4/10 schedule) or less shall not be subject to arbitration as set forth in subject to appeal under sSections 19.7, 19.8 and 19.9~~1.7, 1.8 or 1.9.~~

19.3 Cause for Suspension, Demotion, Reduction in Salary, Dismissal

An employee who has successfully completed the probationary period for the position the employee occupies may be demoted, suspended, reduced in salary, or dismissed only for cause. The following are

declared to be causes for such action although charges may be based upon causes other than those listed herein:

- a. Failure to meet reasonable work performance standards and requirements.
- b. Failure to meet minimum requirements of ~~aer~~ certification required for the position.
- c. Determination that an employee is uninsurable at standard rates by SunLine's vehicle insurance carrier to operate a SunLine's vehicle, if operation of a Sunline vehicle is a work-related requirement of employment.
- d. Proven discourteous treatment of the public or other employees.
- e. Willful or negligent non-compliance of any law, ordinance, authority, rules, departmental regulation, or superior's lawful order while on duty.
- f. Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
- g. Other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to SunLine's or the person's employment.
- h. Absence without approved leave.
- i. Tardiness or absenteeism.
- j. Practicing deception or fraud in the securing of a job appointment or promotion.
- k. Failure to supply full information as to character, reputation, medical history, ~~or acts~~ which, if known at the time of appointment, might have resulted in a disqualification of the employee for the job to which appointment was made.
- l. Falsification of a relevant official statement or document.
- m. Incapacity to perform job duties due to a mental or physical ailment or defect.
- n. Neglect of duties.
- o. Failure to cooperate with the implementation and application or violation of SunLine's Equal Employment Opportunity policies and procedures.
- p. Possessing or using narcotics or alcohol on SunLine premises or reporting to work under influence of same or violation of SunLine's Drug and Alcohol Policy.
- q. Improper withdrawal or limitation of service or any action which interferes with or is disruptive of SunLine's mission or public service.
- r. Insubordination
- s. Dishonesty
- t. Any action inconsistent with these Rules, Staff Handbook or departmental procedures or this Agreement.
- u. Inefficiency
- v. Incompetency
- w. Sleeping on the job.
- x. Use of SunLine equipment for personal purposes.
- y. Conducting personal business on SunLine time.
- z. Leaving the job without authorization.
- aa. Engaging in any unsafe conduct or conduct which causes concern for the health and/or safety of the employee, other employees, or the public.
- bb. Making threats of violence or any conduct which is reasonably perceived by others as a threat of violence or any conduct which violates SunLine's workplace Violence Policy.

19.4 Disciplinary Process

19.4.1 Notice of Proposed Disciplinary Action

Prior to the issuance of a written order to either suspend ~~(for greater than 40 hours)~~ demote, reduce in salary, or dismiss an employee, written notice of at least ~~twenty-four (24) forty-eight (48)~~ hours of the proposed disciplinary action shall be given before such action is to be taken and must include:

- a. Notice of proposed disciplinary action;
- b. Reasons for the proposed action;
- c. A copy of the written materials relied upon to determine the proposed discipline;
- d. A notice to the employee of the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond must inform the employee that he/she has at two (2) working days to respond. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved; and
- e. The notice of proposed disciplinary action must be in writing and be signed by a Manager or his or her designee.

19.5 Exception

Employees may be suspended without prior written notice in gross misconduct or extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Gross misconduct includes, but is not limited to, situations involving: misappropriation of public funds or property; working while under the influence of intoxicating liquor or drugs; insubordination; perceived or actual threats of violence; commission of a crime involving moral turpitude punishable as a misdemeanor or felony; or disruption of SunLine's~~SUNLINE's~~ business through willful misconduct (altercations, etc.).

19.6 Final Decision of Discipline

After issuance of the Notice of Proposed Disciplinary Action and receipt of the employee's written or oral response, the Chief of Labor Relations, or designee, shall review the response and determine the appropriate course of action and issue a Notice of Disciplinary Action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed disciplinary action. The final Notice of Disciplinary Action to suspend, demote, reduce in salary, or dismiss is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right of appeal, and specific charges upon which the disciplinary action is based. The Notice of Disciplinary Action shall be signed by the Chief of Human Relations, or designee, and shall be issued within twenty (20) business days of receipt of the employee's written or oral response. Notice of the time allowed for appeal shall be stated in the Notice of Disciplinary Action, if applicable. A copy of the Notice of Disciplinary Action shall be personally served on the employee or sent by certified mail to the employee's last known address or placed in an employee's mailbox or sent to the employee's email address and placed in his or her personnel file. The final Notice of Disciplinary Action for suspensions of up to ~~forty (40) hours~~ three work days shall be final and not subject to further appeal.

19.7 Appeal From Final Decision of Discipline

19.7.1 An employee covered by these provisions governing discipline may appeal a final notice of suspension (greater than ~~40 hours~~three work days), demotion, reduction in salary, or dismissal to an outside impartial hearing officer (arbitrator) and request a hearing. The notice to appeal must

be in writing and must be submitted to the Chief of Human Relations, or designee within seven (7) working days of receipt of the Notice of Disciplinary Action. The employee shall have the right to a closed hearing.

19.7.2 Upon receipt of a timely request for an appeal, ~~SunLine~~~~SUNLINE~~ shall request a list of five (5) arbitrators registered with the California State Conciliation Service or some other mutually agreed upon source within thirty (30) working days of ~~Teamsters'~~~~TEAMSTERS'~~ request. ~~Teamsters~~~~TEAMSTERS~~ may delete/strike two (2) names from the list within five (5) working days of receipt of the list. Failure of ~~Teamsters'~~~~TEAMSTERS'~~ to strike two names from the list within this time frame shall constitute a forfeiture of the appeal. After receipt of ~~Teamsters'~~~~TEAMSTERS'~~ strikes, ~~SunLine~~~~SUNLINE~~ will then select the arbitrator from the remaining names on the list. The selected arbitrator shall serve as the hearing officer.

19.7.3 The costs of the arbitration shall be shared equally between ~~Teamsters~~~~TEAMSTERS~~ and ~~SunLine~~~~SUNLINE~~. The costs of the arbitration, including the court reporter, shall be divided in half (i.e., 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.

19.7.4 The recommendation of an arbitrator shall be advisory to the Chief Executive Officer/General Manager or designee. The arbitrator shall issue his or her recommended decision regarding whether the disciplinary action is reasonably supported by the evidence and whether SunLine had the right to discipline the employee for the alleged misconduct within twenty (20) working days of the closing of the hearing. Within ten (10) working days of receipt of the arbitrator's recommendation, the Chief Executive Officer/General Manager, or designee, shall provide his or her decision, in writing, to ~~Teamsters~~~~TEAMSTERS~~ and the employee. The decision of the Chief Executive Officer/General Manager, or designee, shall be final and binding.

19.8 Conduct of the Appeal Hearing

Each party shall have the right to:

- a. Choose a representative;
- b. Testify under oath;
- c. Make a request to have witnesses or documents subpoenaed;
- d. Question all witnesses;
- e. Present evidence; and
- f. Argue the case.

19.9 Standard of Review and Taking of Evidence

19.9.1 The purpose of appellate review is to determine the accuracy and the sufficiency of the facts attendant to the suspension (of more than 40 hours), demotion, reduction in salary, or dismissal. ~~SunLine~~~~SUNLINE~~ shall have the burden of proof. The inquiry of the arbitrator shall be confined to a consideration of the stipulations, evidence, and reasons upon which ~~SunLine~~~~SUNLINE~~ based the action and any pertinent information which established the truth or falsity of such evidence.

19.9.2 Exhibits shall be marked and numbered, and when offered by either party, may be received in evidence. Oral evidence shall be taken only upon oath or affirmation. Each party shall have the following rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues, even though the matter was not covered on direct examination; to impeach any witness regardless of which party first called said witness to testify;

and to rebut the evidence. The employee may be called and examined as a witness by ~~SunLine~~~~SUNLINE~~ or ~~SunLine's~~~~SUNLINE's~~ representative. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded.

19.9.3 If any witness cannot be present at the time of the hearing, a deposition may be taken in accordance with the rules applicable to depositions in civil cases. The cost of a deposition shall be borne by the party taking the deposition. Affidavits shall be used only when it is impossible to secure depositions

19.10 If, at any step in the appeal process it is determined that the employee is exonerated from the alleged misconduct, SunLine shall not make any entry in the employee's personnel file of the proposed disciplinary action.

ARTICLE 20 GRIEVANCE PROCEDURE

20.1 Definition

A grievance is defined as any dispute concerning the interpretation, application or violation of a specific Article of this ~~Agreement~~ ~~CBA~~.

Grievances may be filed by ~~Teamsters~~~~TEAMSTERS~~ on behalf of an individual member, or for groups of members as necessary and must allege that at least one employee within the Unit has suffered detriment as a result of the alleged misinterpretation, misapplication, or violation of the specific Article in the CBA. Grievances may also be filed by individual bargaining unit members. There shall be no double or multiple grievances for the same set of circumstances.

Allegations of discrimination or hostile work environment are excluded from this grievance procedure. Disciplinary appeal procedures are covered under the Discipline Article of this Agreement.

Throughout this article, if the Chief of Human Relations or Department Manager delegates the grievance to a designee, the designee shall not be a party to the incident giving rise to the grievance.

20.2 Grievance Procedure

No grievance shall be entertained or considered unless it is presented in the following manner.

20.2.1 Step One – Informal Step

The employee or ~~Teamsters~~~~TEAMSTERS~~ shall file a written grievance form with ~~SunLine~~~~SUNLINE~~ within five (5) working days of the occurrence of an incident the employee claims is subject to this grievance procedure. The grievance form shall contain a statement of the pertinent facts and the provisions of the ~~Agreement~~ ~~CBA~~ allegedly violated and remedy sought and shall be filed with the Department Chief or his/her designee, via email, facsimile, or in-office mail.

The employee or ~~Teamsters~~~~TEAMSTERS~~ shall confer with the employee's Department Chief or his or her designated representative. The Department Chief or his or her designee shall issue his or her answer to the employee not later than twenty (20) working days after the conference with

the employee. The answer shall be delivered in writing, via email, facsimile, or in-office mail.

20.2.2 Step Two CEO/General Manager

If the answer of the employee's Chief or his or her designee in Step One is unsatisfactory to the employee, the grievance shall be presented in writing and contain a statement of the pertinent facts and the provisions of the CBA allegedly violated and remedy sought to the CEO/General Manager or designee within five (5) working days of the manager's answer at Step One in writing, via email, facsimile, or in-office mail.

A written answer to the grievant and the ~~Teamsters~~TEAMSTERS representative will be provided within twenty (20) working days after the meeting. The answer shall be delivered in writing, via email, facsimile, or in-office mail.

20.2.3 Step Three – Request for Arbitration

If the Step Two answer is not satisfactory, ~~Teamsters~~TEAMSTERS may request, in writing (email, facsimile or in-office mail) that the matter be heard by an arbitration board. The request shall state the nature of the dispute and the resolution sought. The request for Step Three review must be made within five (5) working days after the issuance of the Step Two answer.

~~SunLine~~SUNLINE and ~~Teamsters~~TEAMSTERS shall each appoint a representative to the arbitration panel. As to the chairperson of the arbitration panel, ~~SunLine~~SUNLINE shall request a list of five (5) arbitrators registered with the California State Conciliation Service or some other mutually agreed upon source within thirty (30) working days of ~~Teamster's~~TEAMSTERS's request. ~~Teamsters~~ TEAMSTERS may delete/strike two (2) names from the list within two (2) working days of receipt of the list. ~~Teamsters'~~TEAMSTERS' failure to strike the two (2) names within this timeframe shall constitute a forfeiture of the grievance. ~~SunLine~~SUNLINE will then select the arbitrator from the remaining names on the list. The selected arbitrator shall serve as the chairperson of the panel.

Costs of the arbitration shall be shared equally between ~~Teamsters~~TEAMSTERS and ~~SunLine~~SUNLINE. The costs of the arbitration, including the court reporter, shall be divided in half (i.e., 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.

Within thirty (30) calendar days of the conclusion of hearing, the arbitrator panel shall render its decision. Each panel member shall either concur in the panel's decision, or submit a dissent to that decision. The decision of the arbitration panel shall be final and binding.

20.3 Failure to Respond and Extensions of Time

20.3.1 Failure by ~~SunLine~~SUNLINE to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level. If an employee fails to appeal from one level to the next within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision, and the grievance shall not be subject to further appeal or reconsideration.

20.3.2 All time periods specified in this procedure may be extended by mutual written (including email) consent of the aggrieved employee(s), or ~~Teamsters~~TEAMSTERS representative and the designated management representative.

20.3.3 “Working Day” is defined as Monday through Friday, excluding holidays.

20.3.4 A grievance may be advanced to Step 3 upon the mutual agreement of the parties.

20.4 Mediation

20.4.1 The parties may mutually agree to mediate a grievance at any time during this grievance process. The mediation process shall be confidential and informal. The mediator’s role is to attempt to resolve the differences raised in the grievance and shall not be to issue any interpretation or recommended opinion. The parties shall split the costs of the mediator equally, if any.

ARTICLE 21 WORKPLACE SAFETY

20.1 Workplace Safety Meetings

20.1.1 ~~SunLine~~**SUNLINE**, subject to its sole discretion, will hold mandatory safety meetings. ~~SunLine~~**SUNLINE** will adjust the work schedule of Safety Officers and Transit Trainers to facilitate their attendance at safety meetings.

20.2 Work-Related Injuries

20.2.1 Employees must report work-related injuries or illnesses to a supervisor immediately and complete proper documentation when possible.

20.2.2 Employees will be paid at their regular rate of pay for any time required for an initial visit to a hospital or licensed physician relating to work-related injuries or illnesses. Employees will be paid at their regular rate of pay for the hours in which they were scheduled to work, if the employee is required to leave work due to a work-related injury or illness.

20.2.3 Employees will be placed on paid sick leave for up to three (3) working days if placed off work by a licensed physician due to a work-related injury or illness, subject to the employee’s accrued bank of available sick leave. Employees who are placed off work by a licensed physician due to a work-related injury or illness will not be permitted to return to work until they obtain a fitness for duty physical examination.

20.2.4 Any employee who had follow-up medical treatment appointments must make a reasonable effort to schedule the therapy/appointment before or after their work shift, during non-scheduled, otherwise unpaid time.

RATIFICATION AND EXECUTION

SunLine and Teamster's acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by Teamsters and adopted by SunLine's Board of Directors. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of SunLine and Teamsters. This ~~MOU-CBA~~ becomes effective on ~~April 24, 2022~~; July 1, 2024.

SUNLINE TRANSIT AGENCY

TEAMSTERS LOCAL 1932

By:_____

By:_____

Mona Babauta

Rich Smith

General Manager/CEO

TEAMSTERS' Representative

APPENDIX “A”

July 2024 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 16.91	\$ 17.37	\$ 17.83	\$ 18.29
Finance	Accounting Technician	\$ 22.89	\$ 23.51	\$ 24.13	\$ 24.75
Finance	Accounting Technician II	\$ 23.47	\$ 24.10	\$ 24.73	\$ 25.37
Finance	Coin Counter	\$ 16.50	\$ 16.95	\$ 17.39	\$ 17.84
Finance	Contracts Assistant	\$ 17.59	\$ 18.07	\$ 18.54	\$ 19.02
Finance	Grants Analyst	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.34
Finance	Materials and Inventory Supervisor	\$ 27.81	\$ 28.56	\$ 29.31	\$ 30.06
Finance	Materials and Inventory Technician	\$ 17.86	\$ 18.35	\$ 18.83	\$ 19.31
Finance	Procurement Specialist	\$ 24.97	\$ 25.64	\$ 26.32	\$ 26.99
Finance	Senior Accountant	\$ 30.16	\$ 30.98	\$ 31.79	\$ 32.61
Safety	Safety Officer	\$ 25.21	\$ 25.89	\$ 26.57	\$ 27.26
Safety	Transit Trainer	\$ 26.54	\$ 27.26	\$ 27.97	\$ 28.69
Transportation	Customer Service Representative	\$ 17.15	\$ 17.61	\$ 18.08	\$ 18.54
Transportation	Field Supervisor	\$ 26.54	\$ 27.26	\$ 27.97	\$ 28.69
Transportation	Fixed Route Controller	\$ 30.53	\$ 31.35	\$ 32.18	\$ 33.00
Transportation	Paratransit Controller	\$ 30.53	\$ 31.35	\$ 32.18	\$ 33.00
Transportation	Paratransit Reservationist	\$ 16.83	\$ 17.28	\$ 17.74	\$ 18.19

July 2025 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 17.25	\$ 17.72	\$ 18.19	\$ 18.65
Finance	Accounting Technician	\$ 23.35	\$ 23.98	\$ 24.61	\$ 25.25
Finance	Accounting Technician II	\$ 23.94	\$ 24.58	\$ 25.22	\$ 25.88
Finance	Coin Counter	\$ 16.83	\$ 17.29	\$ 17.74	\$ 18.20
Finance	Contracts Assistant	\$ 17.94	\$ 18.43	\$ 18.91	\$ 19.40
Finance	Grants Analyst	\$ 32.40	\$ 33.27	\$ 34.15	\$ 35.02
Finance	Materials and Inventory Supervisor	\$ 28.37	\$ 29.13	\$ 29.90	\$ 30.66
Finance	Materials and Inventory Technician	\$ 18.22	\$ 18.72	\$ 19.21	\$ 19.70
Finance	Procurement Specialist	\$ 25.47	\$ 26.15	\$ 26.85	\$ 27.53
Finance	Senior Accountant	\$ 30.76	\$ 31.60	\$ 32.43	\$ 33.26
Safety	Safety Officer	\$ 25.71	\$ 26.41	\$ 27.10	\$ 27.80
Safety	Transit Trainer	\$ 27.07	\$ 27.81	\$ 28.53	\$ 29.26
Transportation	Customer Service Representative	\$ 17.49	\$ 17.96	\$ 18.44	\$ 18.91
Transportation	Field Supervisor	\$ 27.07	\$ 27.81	\$ 28.53	\$ 29.26
Transportation	Fixed Route Controller	\$ 31.14	\$ 31.98	\$ 32.82	\$ 33.66
Transportation	Paratransit Controller	\$ 31.14	\$ 31.98	\$ 32.82	\$ 33.66
Transportation	Paratransit Reservationist	\$ 17.17	\$ 17.63	\$ 18.09	\$ 18.55

July 2026 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 17.60	\$ 18.07	\$ 18.55	\$ 19.02
Finance	Accounting Technician	\$ 23.82	\$ 24.46	\$ 25.10	\$ 25.76
Finance	Accounting Technician II	\$ 24.42	\$ 25.07	\$ 25.72	\$ 26.40
Finance	Coin Counter	\$ 17.17	\$ 17.64	\$ 18.09	\$ 18.56
Finance	Contracts Assistant	\$ 18.30	\$ 18.80	\$ 19.29	\$ 19.79
Finance	Grants Analyst	\$ 33.05	\$ 33.94	\$ 34.83	\$ 35.72
Finance	Materials and Inventory Supervisor	\$ 28.94	\$ 29.71	\$ 30.50	\$ 31.27
Finance	Materials and Inventory Technician	\$ 18.58	\$ 19.09	\$ 19.59	\$ 20.09
Finance	Procurement Specialist	\$ 25.98	\$ 26.67	\$ 27.39	\$ 28.08
Finance	Senior Accountant	\$ 31.38	\$ 32.23	\$ 33.08	\$ 33.93
Safety	Safety Officer	\$ 26.22	\$ 26.94	\$ 27.64	\$ 28.36
Safety	Transit Trainer	\$ 27.61	\$ 28.37	\$ 29.10	\$ 29.85
Transportation	Customer Service Representative	\$ 17.84	\$ 18.32	\$ 18.81	\$ 19.29
Transportation	Field Supervisor	\$ 27.61	\$ 28.37	\$ 29.10	\$ 29.85
Transportation	Fixed Route Controller	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.33
Transportation	Paratransit Controller	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.33
Transportation	Paratransit Reservationist	\$ 17.51	\$ 17.98	\$ 18.45	\$ 18.92

~~SunLine Transit Agency and Teamsters Local 1932
2022 Negotiations
Side Letter Agreement
Shift Start Time
March 11, 2022~~

~~During the time period that SunLine requires employees to submit to thermal screening, an employee is considered a late arrival if an employee is seven (7) minutes late to their start time of a scheduled work sh~~

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

SUNLINE TRANSIT AGENCY

AND

TEAMSTERS
LOCAL 1932

July 1, 2024 through June 30, 2027



COLLECTIVE BARGAINING AGREEMENT
BETWEEN
SUNLINE TRANSIT AGENCY
AND
TEAMSTERS LOCAL 1932

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ARTICLE 1 RECOGNITION

1. SunLine Transit Agency (SunLine) hereby recognizes the International Brotherhood of Teamsters, Local Union No. 1932 (Teamsters) as the exclusive representative of the following three bargaining units for the purposes of collective bargaining with respect to wages, hours, and terms and conditions of employment:
 - 1.1 Transportation Unit: consisting of the following positions: Field Supervisor, Fixed Route Controller, Para Transit Controller, Paratransit Reservationist, and Customer Service Representative.
 - 1.2 Safety Unit: consisting of the following positions: Safety Officer and Transit Trainer.
 - 1.3 Finance Unit: consisting of the following positions: Accounting Technician, Accounting Technician II, Accounting Clerk, , Grants Analyst, Senior Accountant, Contracts Assistant, Procurement Specialist, and Materials and Inventory Technician and Materials and Inventory Supervisor.
2. The number of positions in each position will vary in accordance with SunLine’s requirements and will be established by SunLine.
3. Assignment of personnel to each position and between these positions will be made by SunLine.
4. For purposes of administering the terms and provisions of this Collective Bargaining Agreement hereinafter “CBA”:
 - 4.1 Management’s principal authorized agent shall be SunLine’s Chief Executive Officer/General Manager or his or her duly authorized representative 32505 Harry Oliver Trail, Thousand Palms, CA 92276; (760) 343-3456.
 - 4.2 Teamster’s principal authorized agent shall be its Business Agent (c/o Teamsters, 433 N. Sierra Way, San Bernardino CA 92410; (909) 889-8377).

ARTICLE 2 TERM

July 1, 2024 to June 30, 2027

ARTICLE 3 FULL UNDERSTANDING, MODIFICATION, SEVERABILITY, DISCUSSION

- 3.1 The parties agree that this CBA constitutes the full and final agreement of the parties on all subjects covered in this Agreement.
- 3.2 Neither party waives any of its rights or obligations under existing state or federal law, with regard to their duty to negotiate over subjects not covered in this Agreement.

- 3.3 Any employment policy, practice, and the Employee Handbook, are incorporated into this Agreement, unless otherwise stated herein. In the event of a conflict between this CBA and an existing policy and/or practice, this Agreement shall govern.
- 3.4 SunLine reserves the right to add to, delete from, amend or modify the Employee Handbook, and department procedures and guidelines, during the term of the Agreement, subject to the requirements of the Meyers-Milius-Brown Act. Such rules may, at the sole discretion of SunLine, stay in full force and effect or be modified as it sees fit, provided, however, that such changes are not in conflict with the provisions of this Agreement.
- 3.5 In the event that any provision of this CBA shall at any time be declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire Agreement. It is the express intention of the parties that all other provisions of this CBA shall remain in full force and effect and that the parties agree to begin meeting within 30 calendar days to negotiate a resolution to the issues created by the Court's decision.
- 3.6 Discussion
- 3.6.1 It is the intent of both parties to maintain an open line of communication for the betterment of employer-employee relations. Any issue not pertaining to grievances or grievable issues may be discussed by Teamsters or SunLine at either party's request.
- 3.6.2 A party requesting a discussion may orally or in writing notify the other party of the subject to be discussed. Thereafter, a meeting shall be promptly arranged at which meeting not more than two (2) Teamsters' members and the business representative of Teamsters may be present. Upon notification and with mutual agreement, either party may include additional representatives.
- 3.6.3 If the parties are not able to resolve the issues after three (3) meetings, the issues will be considered dropped, unless both parties agree to meet additional times.
- 3.6.4 If the discussion process results in an agreement between the SunLine and Teamsters to amend this CBA, such CBA shall be incorporated in a written Letter of Understanding (hereinafter "LOU"), signed by the SunLine Representative and Teamster representative(s).

ARTICLE 4

CONTINUITY OF SERVICE

4.1 No Work Stoppage

During the term of this Agreement, TEAMSTERS agrees that it shall not engage in any strike, slowdown, sick out or any other concerted activity that will stop, hinder, or impair SunLine's ability to provide safe and efficient public transportation. Any employee who engages in conduct prohibited by this section shall be subject to immediate termination.

4.2 If Teamsters fails, in good faith, to perform all responsibilities set forth below, Sunline may pursue such legal remedies as may be available under law.

4.3 No Lockout

SunLine agrees that it shall not lock out employees during the term of this Agreement.

4.4 Emergency

Nothing in this CBA shall limit SunLine's authority to suspend the terms and provisions of this CBA in an emergency. However, such suspension shall not be extended beyond the period of the emergency. "Emergency" is defined as an unforeseen circumstance or event, Act of God, natural calamity (e.g., flood, fire), civil disorder, national emergency, community need or any other circumstance where any City or political subdivision in the SunLine Transit Agency service area declares an emergency or requests assistance under TransMac.

4.5 Designated Essential First Line Responders

The Parties recognize and agree that all members of the bargaining unit are designated as essential first line responders and if SunLine declares a state of emergency then the terms and conditions of this CBA shall be suspended and bargaining unit members may be mandated to report to work. "Emergency" is defined as an unforeseen circumstance or event, Act of God, natural calamity (e.g., flood, fire), civil disorder, national emergency, community need or any other circumstance where any City or political subdivision in the SunLine Transit Agency service area declares an emergency or requests assistance under TransMac.

ARTICLE 5 LAYOFFS AND CONTRACTING OUT

5.1 Definition of Layoff

A "layoff" means a separation resulting from lack of work, lack of funds or other economic reasons, abolishment of a position, reorganization, or elimination or reduction in service level as considered necessary by the Chief Executive Officer/General Manager. An employee may be laid off or demoted without the right of appeal. A layoff is not disciplinary action. A layoff may affect one or more departments and/or positions as the needs of SunLine dictate.

5.2 Notice to Teamsters

SunLine and Teamsters shall meet and confer on the effect of SunLine's action to lay off employees. This will occur prior to implementation of layoffs, except in emergency circumstances, including wherein SunLine declares a fiscal emergency. The agreement to meet and confer over the effect of SunLine's decision to lay off employees shall not in any way impair the right of SunLine to exercise and implement any of its rights to layoff.

SunLine shall provide Teamsters at least one week notice when it is considering layoffs. SunLine and Teamsters shall commence negotiations regarding the impacts of the layoffs within three (3) calendar days of the notice.

5.3 Order of Layoff

5.3.1 In the event of layoff, probationary employees within the classification being reduced shall be the first to be laid off. For each subsequent layoff within the classification being reduced, reduction shall be made in inverse order of Classification Seniority. All persons affected shall be given at least seven (7) calendar days' notice of such layoff.

- 5.3.2 “Classification Seniority” is defined as the day the employee begins work in his or her current position. If two (2) or more employees hold the same Classification Seniority, seniority shall be determined by the highest last 4-digits of their Social Security number. Time worked in an acting or interim status shall not count toward Classification Seniority but will count towards the employee’s current seniority
- 5.3.3 “SunLine seniority” is defined as the cumulative time worked by an employee for SunLine and is calculated to start on the day the employee begins work for SunLine.
- 5.3.4 Employees displaced by this layoff process may, if they so desire, displace or “bump” employees with less classification seniority in a classification the affected employee previously held, so long as the employee still meets the required qualifications.

5.4 Exception to Order of Layoff

Whenever the Chief Executive Officer/General Manager believes that the best interest of SunLine requires the retention of employees with special qualifications, , skills and fitness for work, the Chief Executive Officer/General Manager may grant an exception to the order of layoff after consultation with representatives of Teamsters.

5.5 Recall

- 5.5.1 When SunLine makes the decision to restore a position that was previously reduced, SUNLINE shall recall the employee who was laid off with the highest Classification Seniority within the twelve (12) months of the layoff. If no employee with the same Classification Seniority is available, SunLine shall recall the employee with the highest SunLine seniority that previously held the classification within the bargaining unit.
- 5.5.2 The layoff list for purposes of recall shall include all employees who have been laid off, displaced or recalled to a lower classification.

5.6 Contracting Out

SunLine and Teamsters share a common interest in maintaining the stability and the security of SunLine’s workforce. SunLine agrees to notify Teamsters of possible contracting out of SunLine work or services if such contracting out will have a significant long term impact on work performed by employees in classifications represented by Teamsters.

- 5.6.1 Such notification will be given before a decision to contract out is made; and
- 5.6.2 Teamsters will have an opportunity to comment prior to a determination by SUNLINE to enter into contracting arrangements.
- 5.6.3 This provision shall not apply to contracts already established at the time this CBA was first adopted in March 2022.

ARTICLE 6 TEAMSTERS' SECURITY

6.1 Voluntary Dues Deduction

During the term of this Agreement, Teamsters shall provide written notice to SunLine of the names of those employees in the covered bargaining units who have submitted a written authorization for dues deductions to Teamsters. After receipt of such notification from Teamsters, SunLine shall deduct Union dues from the pay of those identified employees and remit such monies to Teamsters.

Teamsters certifies that it has and will maintain individual employee authorizations. Teamsters shall not be required to submit to SunLine a copy of an employee's written authorization unless a dispute arises about the existence or terms of the written authorization. Employee requests to cancel or change authorizations for dues payments or payroll deductions shall be directed to Teamsters. SunLine shall forward any employee requests that it receives to Teamsters. Teamsters shall be wholly responsible for processing these employee requests and notifying SunLine of any membership changes.

Teamsters hereby agrees to indemnify and hold harmless SunLine for any loss or damages, claims or causes of action or lawsuits, arising from the operation of this provision of the Agreement. It is also agreed that neither any employee nor Teamsters shall have any claim for error against SunLine for any deductions made or not made, as the case may be. Teamsters shall immediately refund to SunLine any amounts paid to it in error, upon discovery of the error by Teamsters and/or presentation of supporting evidence by SunLine.

SunLine agrees that it shall make additional voluntary deductions from employees who provide written authorization for voluntary contributions to D.R.I.V.E Teamsters Local 1932. Teamsters shall provide SunLine with the written authorization of the amounts designated by each contributing employee that is to be deducted from their paycheck. SunLine shall issue one (1) monthly check to D.R.I.V.E National Headquarters in the total amount deducted, along with the name of each employee on whose behalf a deduction is made and the employee's social security number. Teamsters shall reimburse SunLine for the actual cost for the expense incurred in administering this voluntary deduction plan.

6.2 Information to Employees

SunLine shall inform all new hires and all employees promoted into the bargaining unit, at the time of hire or promotion, of the existence of this Agreement.

6.3 Use of Bulletin Boards

SunLine will maintain two (2) bulletin boards for the exclusive use of Teamsters on SunLine property, as determined by SunLine, for the proper display of official bulletins, notices, etc. Teamsters will monitor such bulletin board to ensure that only official notices are posted.

6.3.1 The bulletin boards may be used by Teamsters for posting Teamsters-approved notices.

6.3.2 Notices shall not contain materials that are derogatory, slanderous, or obscene and no posting shall contain any material that is defamatory or derogatory about any SunLine employee or Board member. No political campaign advocacy shall be posted for Federal, State or local elections.

6.3.3 Notices posted that are not Teamsters-approved shall be removed immediately.

6.3.4 Management shall not post any materials on a Teamsters designated bulletin boards.

6.4 Non-Discrimination

6.4.1 SunLine and Teamsters agree that, in accordance with Government Code sections 3500 to 3511, employees shall not be interfered with, intimidated, restrained, coerced or discriminated against because of their participation in or refusal to participate in Teamsters activity.

6.4.2 SunLine and Teamsters agree not to discriminate against an employee because of race, color, sex, age, marital status, religious creed, national origin, ancestry, disability, medical condition, sexual orientation or citizenship status. Employees must address these concerns via Human Resources Department Policy and Procedure and these complaints are not subject to the grievance procedure.

6.5 List of Teamsters Stewards/Authorized Teamsters Employee Representatives

Teamsters may designate up to two (2) Shop Stewards and one (1) alternate Shop Steward. A listing of all the Shop Stewards shall be provided to SunLine's Chief of Human Relations, or designee. Any changes in Shop Stewards designation shall be provided at least five (5) business days prior to the effective date of assuming the role of Shop Steward.

6.6 Working Stewards

6.6.1 It is agreed and understood that employee Teamsters Stewards are employed to perform full-time productive work for SunLine. Stewards will be required to observe all safety and other rules and regulations of SunLine. Nothing herein regarding rules of conduct shall be construed to prevent the Steward from conducting Teamsters business in a responsible manner. Shop Stewards shall spend only the time necessary to expeditiously carry out their functions as Stewards and shall not unduly restrict or interfere with the performance of their own duties.

6.6.2 Teamsters Shop Stewards may only leave their work during working hours with prior written (including email) notification and prior approval by their managers in order to investigate grievances or proposed disciplinary actions, attend grievance or pre-disciplinary hearings provided such release from work does not negatively impact the safety of others or SunLine operations; and the employee and the employee's manager agree to set an approximate period of time the employee shall be released from work.

6.6.3 Attendance is in a paid status provided the release time is during the regular work shift of the employee that day. Attendance outside of the normal work hours of the Teamsters Steward is in an unpaid status.

6.6.4 Upon advanced written notice, Shop Steward(s) may be granted unpaid release time for Union business.

6.6.5 Local 1932 and SunLine agree to review the amount of time spent by Stewards in the performance of their duties on a bi-annual basis to determine whether the stewards are observing the provisions of this Article. At any time either party may request to meet and confer regarding the application of this procedure.

6.7 Conducting Teamsters Business on SunLine Property

Teamsters business representatives will be permitted access to work locations during the work hours Teamsters members are working for the purpose of conducting Teamsters business with Teamsters Stewards and Teamsters members. Authorized Teamsters business representatives shall notify the Chief of Human Relations, or designee, in advance of their intent to visit a worksite and the approximate duration of the visit. The representative's access will not disrupt the workflow as determined by SunLine. The representative shall promptly abide by SunLine's request to vacate SunLine property. Teamsters staff representatives will be required to observe all safety conduct and other rules and regulations of SunLine.

6.8 New Employee Orientation

- 6.8.1 SunLine will provide at least five (5) calendar days' notice to the Teamsters of new employee orientation. The attending steward will provide at least forty-eight (48) hours' notice of their intent to attend New Employee Orientation so that management can schedule the Steward accordingly.
- 6.8.2 Teamsters will be provided up to thirty (30) minutes at the new employee orientation session to speak with new employees about the CBA and other items as allowed by law.
- 6.8.3 SunLine will provide Teamsters with an electronic copy of the name, personal and work email address, and personal cell phone number of all new employees within 30 days of hire and shall provide this same information for all Teamsters bargaining unit employees every one-hundred and twenty (120) days, unless employee(s) inform SunLine that they do not consent to the release of their personal email or cell number.

6.9 Union Logos

Members shall be permitted to wear a Teamsters' button on their work shirts. The size of the button is subject to SunLine approval.

ARTICLE 7 MANAGEMENT RIGHTS

SunLine management retains, exclusively, all of its inherent rights, functions, duties and responsibilities, except where specifically limited in this Agreement. The rights of management include, but are not limited to, the exclusive right to consider the merits, necessity, or organization of any service or activity provided by law or administrative order; determine the mission of its constituent departments, and boards; set standards of service, and determine the procedures and standards of selection for employment and promotion; direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; maintain the efficiency of SunLine's operations; determine the methods, means and personnel by which SunLine's operations are to be conducted; determine the content of classifications; take all necessary actions to carry out its mission in emergencies; and exercise complete control and discretion over its organization and the technology of performing its work.

ARTICLE 8 WAGES/SALARIES

- 8.1 Effective on July 14, 2024, the first full pay period in July 2024, SunLine will implement a four-step wage progression for each classification represented by Teamsters. There shall be a Two and One-Half Percent

(2.5%) differential between each step. Employees will be placed in the Step that is closest to their current hourly wage rate and that does not result in a reduction in pay. Except, however, that employees who have worked in their Teamster-represented classification for at least five years as of July 1, 2024 shall be placed at the top step.

The July 2024, July 2025 and July 2026 wage tables are attached at Appendix “A” to this CBA.

- 8.2 A. Employees whose hourly wage rate is above the top step at the time of implementation of the four-step wage progression set forth in Section 8.1 shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).
- B. Employees whose hourly wage rate is above the top step as of July 1, 2025 shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).
- C. Employees whose hourly wage rate is above the top step as of July 1, 2026, shall remain at their wage rate. These employees shall receive a lump-sum payment equal to Two Percent (2.0%) of their annualized wages (excluding overtime).
- 8.3 Teamster-represented employees shall be eligible to move one step on their Teamster classification anniversary date.
- 8.4 SunLine can place a new hire into any of the steps in the progression. An employee who promotes into another Teamster-represented position shall be placed at the step that provides for at least a Two and One-Half Percent (2.5%) increase in compensation, up to the top step.
- 8.5 Effective on the first day of the first full pay period in July 2025, SunLine will increase the top step of the progression by Two Percent (2.0%)
- 8.6 Effective on the first day of the first full pay period in July 2026, SunLine will increase the top step of the progression by Two Percent (2.0%)

ARTICLE 9 PAYDAYS/PAYCHECKS

Employees shall be paid on Friday every other week. In the event a holiday falls on a payday, paychecks shall be issued on the previous day. All deductions will be shown on the paycheck stub or electronic pay statement. SunLine may change to a payday other than Friday.

In the event there is a shortage in pay on a regular paycheck, an employee shall report the error to their Department. Such shortage shall be made up in accordance with the following procedure (tax is the same as the rate on file):

1. A shortage of less than \$100 will be included in the next regular paycheck following verification of the shortage by the payroll department. The payroll department shall complete verification within two (2) business days.

2. Shortages of \$100 or more will require the issuance of a special check no later than five working days after verification of the error by the payroll department. The payroll department shall complete verification within two (2) business days.

In the event an employee is erroneously overpaid by SunLine, the employee will be notified in writing of the amount of the overpayment and will be provided with an explanation of the circumstances which led to the overpayment. Within five (5) business days of the notification, the employee shall meet with the Human Resources Department to negotiate a repayment schedule. The employee may involve a union representative in this process.

ARTICLE 10

HOURS OF WORK, OVERTIME AND REIMBURSEMENT OF WORK – RELATED EXPENSES

10.1 Hours of Work

10.1.1 SunLine department chiefs or their designees will create work schedules at their discretion, and according to operational needs. An employee may request, in writing, an Alternate Work Schedule (AWS) and the reason for the request, which is subject to approval by their Chief and the CEO/General Manager. If the request for an AWS schedule is denied, the reason shall be communicated to the employee in writing. The decision regarding the request for an AWS is final and is not subject to the grievance procedure. The CEO/General Manager may change the AWS at any time with two (2) weeks' notice due to changes in workload, employee performance, funding, legal mandates, changing legal interpretation, or the needs of the Agency. The CEO/General Manager, or their designee, may temporarily change or rescind the AWS with 24 hours' notice, due to the urgent operational needs of the agency.

10.1.2 Shift Selection will be made by Classification Seniority.

Shift Selection will take place as follows:

- June and will go into effect on the first Sunday of July.
- December and will go into effect on the first Sunday in January.

If a shift becomes vacant due to an employee's separation from SunLine within fifteen (15) calendar days following the completion of the Shift Selection process, the newly-vacant shift shall be opened for bid. The newly-vacant shift shall be posted for three (3) calendar days, and employees may submit a written bid to the department Chief or designee within this time period. The department Chief or designee shall award the newly-vacant shift to the employee with the highest seniority. If no employee bids on the newly-vacant shift, a floater shall be assigned to cover the shift.

10.1.3 Transportation and Safety Units Only: Once, every ninety (90) days, employees within the same classification may request to exchange shifts. The following criteria must be followed:

- The request must be submitted to the department Chief or designee at least seven (7) calendar days in advance.
- The exchange shall not create an overtime situation for either employee.
- The exchange shall not create or interfere with a "rest period."

- The requested shift exchange must fall within the same seven (7) day pay week.

The department Chief or designee shall inform the affected employees of approval or denial of the request within four (4) calendar days of the submittal of the request. SunLine's decision is not subject to the grievance procedure.

10.2 Overtime

10.2.1 Non-exempt Employees shall receive compensation at a rate of one and one half (1.5) times their regular rate of pay for all hours actually worked exceeding forty (40) in a calendar week.

10.2.2 SunLine department chiefs or their designee must provide prior authorization or approval for any overtime hours worked by employees. Employees may be required to work overtime hours depending on the operational needs of SunLine, as determined at the discretion of department chiefs or their designees.

10.2.2.1 Transportation and Safety Units and Customer Service Representatives Only: In the event of an unplanned/unscheduled full shift vacancy, which would result in additional work for off-shift employees, such work shift shall be offered to the most senior off-shift employee, who is qualified to perform the work. If the employee cannot be reached by phone or text, SunLine shall immediately contact the next senior employee. If the employee declines the work shift, the work shift shall be offered to the next senior employee, until an employee accepts or the employee with the least amount of seniority is reached. If no employee, who is qualified to perform the work, accepts the offered overtime, SunLine will assign the work to the least senior employee qualified to perform the work. If the least senior employee cannot be reached, SunLine can assign the additional work shift at management discretion. If the employee fails to report for this additional work shift, they will be charged with a Miss Out.

10.2.3 An employee may be subject to disciplinary action, up to and including termination, for failure to obtain prior authorization or approval for overtime work. However, SunLine will pay for all overtime hours worked by employees.

10.2.4 Employees must record all authorized overtime hours on timesheet forms.

10.3 Meal and Rest Periods

10.3.1 Employees will be provided unpaid meal periods, according to the following rubric:

10.3.1.1 0-5 hours of work: one 30-minute unpaid meal period

10.3.1.2 5-10 hours of work: one 60-minute unpaid meal period

10.3.2 Employees may take paid rest breaks, as operational demands permit. Employees may take up to one (1) 15-minute rest break for every four (4) hours worked. Employees must obtain the prior approval of a supervisor before taking a rest break. Employees required to work beyond their regular scheduled shift shall be granted a ten (10) minute rest period for each three (3) hours worked. Employees may not combine rest breaks and meal periods in order to extend lunch periods or shorten the workday.

10.4 Work-Related Expenses

- 10.4.1 SunLine will reimburse employees for license renewal fees for Class B drivers any licenses required for the job. Employees are eligible for reimbursement of these expenses after one (1) year of service. Employees must submit a receipt to receive reimbursement from SunLine.
- 10.4.2 SunLine will compensate employees for time spent on legal matters related to the course and scope of an employee's job duties at the employee's base rate of pay, including travel expenses if deemed necessary, unless the employee is a plaintiff in a civil suit against SUNLINE, or if the employee is proven to be the aggressor in an assault case.
- 10.4.3 SunLine will provide reimbursement to employees for travel and training-related expenses for certifications required for their positions.

10.5 Higher Class Pay Differential

Whenever SunLine assigns, in writing, an employee to perform the duties of a higher pay classification for a full shift, the employee shall be paid a higher class pay differential of three percent (3%). This article shall not prevent SunLine from offering higher class pay differential greater than three percent (3%), in the event, that SunLine determines, in its sole discretion, that a higher level of differential pay is warranted. This decision is not subject to the grievance procedure.

ARTICLE 11 UNIFORMS

- 11.1 Field Supervisor, Fixed Route Controller, Safety Officers, Transit Trainers and Para Transit Controller:
 - 11.1.1 SunLine will provide a one-time initial uniform purchase credit of up to four hundred and thirty-two dollars (\$432) to purchase SunLine approved uniforms (including shirts, pants, jackets, ties and hats) from SunLine designated vendor (s).
 - 11.1.2 SunLine shall provide a maximum of three hundred dollars (\$300) annual credit to purchase SunLine approved uniforms (including shirts, pants, jackets, ties and hats) from SunLine designated vendors. The three hundred dollar (\$300) credit shall be provided on July 1 of each year and does not roll over from year to year, and does not have any cash value at time of separation.
 - 11.1.3 For new employees, the one-time initial four hundred and thirty-two dollars (\$432) credit will be available for use when training is completed. For new hires who receive the four hundred thirty-two dollars (\$432) credit before completing one year of service, the annual credit provided in the following July will be a total of twenty five (\$25) for each month the employee worked in the prior fiscal year. For purposes of this calculation only, the employee shall be deemed to have worked for a month if the employee works any number of days during that month.
 - 11.1.4 Employees must wear black belts and shoes. The only hats to be worn are SunLine approved hats.
 - 11.1.5 Employees will wear clean and presentable uniforms, and shall be responsible for cleaning and maintaining the uniforms. Employees may wear SunLine Polo shirts on Fridays or on any other days that the CEO/General Manager allows. Within sixty (60) days of the adoption of the successor MOU by the Board, SUNLINE shall meet with Teamsters to discuss potential changes for uniforms options. Changes, if any, shall be memorialized in a Side Letter Agreement.

11.1.6 Employees shall be required to return all rented uniforms within sixty (60) days of the ratification of this CBA by SunLine.

11.2 , Materials and Inventory Technician, and Material and Inventory Supervisor:

11.2.1 SunLine shall provide clean uniforms for employees in these positions.

11.2.2 Uniforms and other items furnished by SunLine shall be returned by the employee upon separation from employment. SunLine may deduct from an employee's last paycheck the replacement cost of uniforms or other items furnished by SunLine in the event such items are not returned by the employee.

11.2.3 Employees will wear clean and presentable uniforms.

11.3 During the term of this CBA, should SunLine require any employee, covered under this contract, to wear non-slip shoes, the following shall apply:

SunLine shall reimburse employees, after submission of proof of purchase, for up to two pairs of non-slip shoes up to a maximum of \$50 per pair and up to \$100 per fiscal year for two pairs of shoes.

ARTICLE 12 HEALTH AND WELFARE, VACATION, LEAVES AND RETIREMENT

SUNLINE shall provide the administration of the Group Insurance Plan to be offered to employees.

12.1 Health, Dental, Vision and Life Insurance

Full-time employees and their eligible dependents may participate in SunLine's health care programs. SunLine offers group medical, and dental insurance coverage to full-time employees. All benefits are provided in accordance with the terms and conditions of the plan documents. Once an employee becomes eligible for group insurance, the coverage and premiums required will be explained to them.

If for any reason, an eligible employee and/or their eligible dependent(s) are not enrolled on the date of eligibility, but wish to enroll at a later date, they must wait until the next open enrollment period. For a new marriage or domestic partnership registration, an employee must notify SunLine within thirty (30) calendar days to add spousal or registered domestic partner coverage. Newborn babies must be enrolled within thirty (30) calendar days of their birth.

Proof of dependents is required before enrollment. Domestic partners who are added to the health care plans must be registered with the State of California. It is the employee's responsibility to notify SunLine within thirty (30) calendar days if their enrolled dependent(s) are no longer eligible for coverage on the plans or within thirty (30) calendar days of their divorce. Failure to notify SunLine may result in the employee's or former employee's reimbursement to SunLine for any paid benefit for their dependent(s) during the time that the dependent(s) were no longer eligible.

12.1.1 Cost Sharing

SunLine will pay for the premium cost for full-time employee's (and their dependents') medical coverage, subject to the following contribution limits:

	<i>Employee Only</i>	<i>Employee + 1</i>	<i>Employee + Family</i>
<i>Current</i>	\$722	\$1,445	\$1,878
<i>July 1, 2024:</i>	\$778	\$1,557.74	\$2,025.06
<i>2025 Calendar Year:</i>	\$848	\$1,697.94	\$2,207.32
<i>2026 Calendar Year:</i>	\$924.34	\$1,850.75	\$2,405.97
<i>2027 Calendar Year and beyond</i>	\$1,007.53	\$2,017.32	\$2,622.51

SunLine will pay for the premium cost for part-time employee's own medical coverage only, subject to the same contribution limits.

SunLine agrees that if it agrees to higher contribution limits for ATU-represented employees during the term of this agreement (July 1, 2024 to June 30, 2027), it shall provide those higher contribution limits for Teamster-represented employees.

12.2 Cessation of Payment of Premiums

Any employee who is not working due to illness, injury, or pregnancy who is still an employee of SunLine, shall have SunLine's share of the health, dental and vision insurance premium contributed to be paid by SUNLINE as follows:

- a) Three month of premium payments for every year of employment up to a maximum of one (1) years' worth of premiums;
- b) Employees who have not completed one (1) year of employment shall be responsible for paying the full premium if they wish to continue coverage while off for illness after sixty (60) days of absence.

12.3 Life Insurance

SunLine shall provide group term insurance to full time employees in the amount of twenty five thousand dollars (\$25,000). Employees are eligible to participate in the life insurance program. All benefits are provided in accordance with the terms and conditions of the plan documents. Employees must reimburse SunLine for premium contributions paid while the employee is on a leave of absence. Life insurance coverage shall terminate upon the employee's separation of employment with SunLine.

12.4 Free STA Bus Transportation

Employees will be allowed to use their I.D. badge for free transportation on local SUNLINE fixed-route service.

Sunline shall provide employees/retirees and their dependents with a transportation pass which will entitle the bearer to free transportation on the Agency's normally operated fixed route service.

Dependents eligible to receive transportation passes shall include:

- Spouse or registered domestic partner,

- Children, stepchildren, and minor dependents for whom the employee has legal custody, under twenty-six (26) years of age,
- Foster children under the age of twenty-six (26) upon submittal of documentation designating the employee as their foster parent, and
- Unmarried dependents over the age of twenty-six (26) who are certified as physically or mentally incapable of self-support.
- Employee dependents under the age of five (5) years will be entitled to free transportation when accompanied by an employee with a transportation pass.

The STA pass will also serve as an identification card. Employees will be required to display, upon request, their identification card while on Agency property. Falsification of information or altering the transportation pass will result in the loss of pass privileges for the employee and his/her dependents.

If the pass is lost, stolen or destroyed, the loss must be reported immediately to the Human Resources Department. There will be a charge for replacement of these passes as follows:

- First loss - no charge;
- Second loss - \$10.00;
- Third loss - \$25.00.

Any cards that are washed or mutilated will be replaced without charge provided the mutilated card is returned to the Human Resources Department.

The pass is non-transferable.

12.5 Leaves of Absences

12.5.1 General Provisions

Bereavement Leave, Family and Medical Leave, Military Leave, Military Spouse/Registered Domestic Partner Leave, and Pregnancy Disability Leave shall be provided to employees as specified in the Employee Handbook, as required by law, except as modified below.

Employees shall not accrue or otherwise receive fringe benefits while on leaves of absence, including but not limited to the leaves identified above. If SunLine terminates or otherwise separates the employment of an employee while on an unpaid leave of absence, the employee's date of termination and/or separation shall revert to the last day worked by the employee

12.5.2 Vacation Time Off (VTO)

All full-time employees shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

All full-time employees in the Finance Unit, regardless of hire date, shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

Years Of Service	Per 80 Hour Pay Period	Annual Maximum
0 through 4 years	7.39	192
5 through 9 years	8.93	232
10 through 19 years	10.47	272

20 through 24 years	12	312
25 years and over	13.54	352

Effective July 14, 2024, all full time employees hired, promoted or who transfer into positions in the Transportation and Safety Units including Customer Service Representatives on or after January 1, 2019, shall accrue vacation leave at the following rates and subject to the following annual cap per calendar year:

Years Of Service	Per 80 Hour Pay Period	Annual Maximum
0 through 4 years	5.54	144
5 through 9 years	7.08	184
10 through 19 years	8.62	224
20 through 24 years	10.15	264
25 years and over	11.69	304

Field Supervisors hired, promoted or who transfer on or before December 31, 2018 shall accrue paid vacation leave, at the following rates and subject to the following annual cap per calendar year:

Years Of Service	Per 80 Hour Pay Period	Annual Maximum
0 through 9	9.85	256.1
10 through 19	11.53	299.78
20 through 24	13.26	344.75
25 years and over	14.98	389.56

All employees covered by this CBA with less than six (6) months of service with SunLine shall accrue vacation leave, but cannot begin using accrued vacation leave until the employee completes six months of service. Employees may not use vacation leave while on an unpaid leave of absence. If an employee has no vacation leave in their vacation leave bank, then their VTO will be cancelled.

12.5.2.1 Transportation and Safety Units and Customer Service Representatives Only:

Selection of Vacation Time Off (VTO) shall be made by Classification Seniority.

VTO will be selected once a year during the month of May. The Selection Process shall cover the 12-month period from July 1 of the current year through June 30 of the following year. Employees may skip Round 1 if they chose to do so.

The VTO selection process shall be as follows:

Round 1): Employees shall select two 7-day periods (Sunday through Saturday) within upcoming 12-month time frame. Only one 7-day period may contain a recognized holiday.

Round 2): Employees may select an additional two 7-day periods (Sunday through Saturday) within the upcoming 12-month time frame. There shall be no holiday restriction in Round 2.

Round 3): Employees may utilize any remaining VTO accrual to select individual days at this time.

VTO requests submitted during the selection process shall be allowed based on the maximum annual accrual of each employee.

The first week of service change will not be eligible for vacation selection/bid. If an employee elects to cancel a granted vacation, the entire vacation week must be cancelled.

VTO requests of individual days not submitted during the selection process shall be made to the appropriate department for approval at least two calendar weeks in advance.

12.5.2.2 Field Supervisors Only:

The selection process described above in section 12.5.2.1 shall allow for AM and PM shift bidding during the weeks of the Thanksgiving and Christmas holidays only.

12.5.3 Sick Leave

Full-time employees shall accrue 3.08 hours of paid sick leave per 80 hours worked with an annual cap of 80 hours. Employees begin accruing sick leave on the first day of employment, but cannot begin using accrued sick leave until the employee completes six months of service. If a full-time employee reverts to part-time status, the employee will cease accruing sick leave until the employee returns to full-time status.

SunLine shall require employees to provide documentation from a healthcare provider, or other reasonable written proof, in support of sick leave use for absences exceeding three (3) consecutive working days. If an employee seeks to use sick leave when all accrued sick leave has been used, SunLine shall place the employee on an unpaid leave of absence. SunLine will mark an employee as absent if the employee fails to notify SunLine of the intent to use sick leave within 60 minutes of the beginning of a scheduled shift, regardless of any accrued leave.

SunLine, at its sole discretion, may provide an opportunity for covered employees to sell back up to 40 hours of accrued sick leave each year. Employees must maintain a minimum balance of 80 hours of sick notwithstanding their use of the sell-back option. SunLine will notify employees of the amount of accrued sick leave hours available for sell-back in October or November. Employees must submit a form to SunLine in a timely fashion, upon receiving notification from SunLine of available sick leave hours, indicating an intent to sell back accrued sick leave. Payment shall be provided to employees in the first paycheck of December. This sell-back option is not available to employees upon termination.

12.5.4 Bereavement Leave

Employees, who have been employed for at least thirty (30) days, may use up to five (5) days of leave for bereavement of a deceased immediate family member, as defined below. Four of these days shall be paid and one day will be unpaid. An employee may elect to use VTO and/or sick time for the one unpaid day. For the purpose of this section, SunLine uses the definition of “family member” contained in the Employee Handbook. If requested by the employee, bereavement leave may be split into two (2) blocks of time that, when combined, shall not exceed five days. Employees may use vacation leave or sick leave in conjunction with bereavement leave to extend a leave of absence. SunLine may request proof of services upon the employee’s return from

bereavement leave. Bereavement leave must be completed within three (3) months of the death of the family member.

12.6 Retirement Plans

Union members hired before March 1, 2022, shall continue their participation in the retirement plan(s) sponsored by SunLine that they participated in on that date (Prior Plans). Any Union members hired on or after March 1, 2022, shall not participate in the Prior Plans, but shall instead participate in either the SunLine Transit Agency Restated Retirement Income Plan For Bargaining Unit Personnel (Collectively-Bargained Plan) or a separate plan with the same benefit formulas as the Collectively-Bargained Plan (New Plan).

Employees shall make a three percent (3%) of salary contribution for this benefit. The retirement benefit is determined by the employee's earnings, history, tenure of service and age. The specific benefits are specified in the Prior Plan or Collectively Bargained Pension Plans.

12.7 Disability Insurance

During the term of this Agreement, SunLine will offer Short-Term and Long-Term Disability insurance coverage to employees. SunLine will cover 30% of the cost of the premium and employees shall pay the remainder via a payroll deduction. Employees shall be required to utilize accrued sick leave balances concurrent with the utilization of short-term disability.

12.8 Cellular Phones and Other Electronic Devices

Employees who are issued a SunLine cell phone or any other electronic device, are responsible for maintaining such devices in good working order and stored in a secure location against theft, vandalism or damage due to negligence. Employees shall immediately notify their manager if the device is lost or stolen. Employees shall only use SUNLINE-issued device to assist the employee to perform their job duties. Employees must return and/or provide the password (if any) of the device to SunLine upon demand from their department Chief, and/or designee.

Employees must return the device to SunLine upon demand or at the end of their employment. Employee may be held responsible for the value of the device if it is stolen, lost, or damaged due to an employee's negligence. If an employee does not return the device to SunLine upon termination of employment, or if the device is lost, stolen or damaged due to an employee's negligence, the employee agrees that SunLine may withhold from their paycheck the depreciated value of the device.

12.9 Part-Time Employees

Part Time Employees shall be provided with the following benefits only:

12.9.1 Part-time employees may participate in SunLine's health care programs. SunLine offers group medical insurance coverage to part-time employees. All benefits are provided in accordance with the terms and conditions of the plan documents. Once an employee becomes eligible for group insurance, the coverage and premiums required will be explained to them.

12.9.2 SunLine will pay for the premium cost for part-time employee's (employee-only) medical coverage, subject to the following contribution limits:

2021 Calendar year: \$610

2022 Calendar year: \$641

12.9.3 Part-time employees are also eligible for Short-Term Disability and Long-Term Disability and Supplemental Life benefits

12.9.4 Part-time employees shall be provided sick leave as required by law.

12.9.5 During first year of employment, part-time employees shall accrue VTO at the rate of .04 per hours actually worked.

12.10 Jury Duty

When an employee receives notice of a call to jury duty, the member will notify his/her manager within five (5) business days of the notice. When an employee is summoned for jury duty, the employee will be paid eight (8) hours, or ten (10) hours for 4/10 schedules for each day of jury duty up to a maximum of forty (40) hours of jury duty.

12.10.1 If an employee has a schedule with other than Saturday and Sunday off, SunLine shall change the employee's day(s) off to Saturday/Sunday for the week of the scheduled start of jury service. If the employee is assigned a PM shift, SunLine shall change the employee's shift to an AM shift during the week(s) of jury service. SunLine may assign another employee to cover the vacant shift created by the employee on Jury Duty.

12.10.2 Employees will provide a minimum of ten (10) calendar days' notice of the proposed jury duty.

12.10.3 Employees will present proof of service, including time served on jury duty.

12.10.4 Hours paid for Jury Duty will not be considered "hours worked" for purposed of eligibility for overtime compensation.

ARTICLE 13 HOLIDAYS

Section 1

Applicable only to Employees in the Finance Unit (regardless of when hired), and Field Supervisors hired on or before December 31, 2018:

A. The days outlined below have been designated as fixed holidays for full-time and part-time employees:

- New Year's Day
- Martin Luther King Jr.
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Veteran's Day
- Christmas Day
- President's Day (Floating)
- Friday After Thanksgiving (Floating)

- B. Vacation Time Off (VTO) hours will be used for all of the above-listed holidays.
- C. All hourly rate employees who are required to work by their manager/supervisor on any of the Holidays will be paid 1½ times their base rate of pay for all time worked on the Holiday.
- D. Employees with fewer than six (6) months employment and insufficient accruals shall be compensated for the holiday and will have their VTO accruals reduced once sufficient hours have been accrued

Section 2

Applicable only to employees hired, promoted or transferred into positions in the Transportation and Safety Units on or after January 1, 2019

- A. The days outlined below have been designated as fixed holidays for full-time and part-time employees:
 - New Year's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Christmas Day
- B. These holidays will be observed on the same day designated by the State of California.
- C. An employee terminating employment shall not be entitled to holiday compensation not already paid (or its equivalent in time off).
- D. Full time employees who do not work on a holiday will be paid 8/10 (based on their regular scheduled shift) hours at their regular straight time rate of pay. An employee must work an entire work shift on the last scheduled or assigned work day prior the holiday, and on the first scheduled or assigned work day after the holiday, in order to be eligible for holiday pay. Except, however, an employee who has bid a vacation week during the week of an observed holiday shall be paid for the holiday.
- E. An employee will not receive holiday pay if the employee was scheduled to work on the holiday, but did not do so. Under this circumstance, employees may not use accrued sick leave or vacation leave to supplement pay.
- F. Holiday pay will not be made to employees while on leave of absence. Except, however, an employee who is on vacation leave because they bid a vacation week during the week of an observed holiday shall be paid for the holiday
- G. Hourly employees who are assigned to work the holiday shall be paid 2 ½ times their straight time rate of pay for the hours worked on the holiday, but shall not receive additional holiday pay.

ARTICLE 14 PHYSICAL EXAM

- 14.1 SUNLINE may require employees to submit to a physical or psychological examination when SunLine determines that an employee may not be able to perform the duties of their position. Employees must

submit medical history forms to SunLine upon completion by a licensed physician. SunLine will select the licensed physician and bear associated costs, including providing compensation to employees for time spent to obtain a physical examination. Should SunLine direct an employee to submit to a physical or psychological examination, the employee will be advised that they can notify their Teamsters Business Agent for assistance.

- 14.2 The licensed physician shall determine if the employee is physically and/or mentally fit for duty to continue employment with SunLine. If the licensed physician determines that the employee is not fit for duty, the employee can pay for a second licensed physician of the employee's choice to conduct a second physical examination.
 - 14.2.1 If the second licensed physician concludes that the employee is not fit for duty, no further review is permitted.
 - 14.2.2 If the second licensed physician determines that the employee is fit for duty, within thirty (30) calendar days SunLine shall select a third impartial licensed physician to conduct a third physical examination. The results of this third physical exam shall be final. SunLine shall bear the costs associated with this third physical exam and the employee will be compensated for time spent at this third examination.
- 14.3 If the employee is deemed to be unfit for duty on a "temporary and curable" basis, and the employee is willing to seek treatment, the employee may return to work upon being subsequently certified fit for duty. The employee may also be taken out of service, and placed on an unpaid leave of absence, or the employee may opt to use their accrued sick leave during this period. An employee placed on an unpaid leave due to "temporary and curable" unfitness shall provide SunLine with a report from a licensed physician at their own cost every thirty (30) calendar days.
 - 14.3.1 If an employee is deemed unfit for duty on a permanent or ongoing basis, SunLine shall consider whether the employee should be separated from employment due to inability to perform the essential duties of the position or if the employee can be transferred to a vacant position for which the employee is qualified. The vacant position shall not be a promotion and may not provide the same level of pay or benefits.
- 14.4 Medical examinations required to maintain the required Class B Driver's License must be performed by SunLine designated physician and will be paid for by SunLine.
 - 14.4.1 Any employee in a job position requiring a California Class B Driver's License who does not pass the medical examination given by SunLine's designated physician will not be allowed to drive SunLine vehicles that require a Class B Driver's License until the medical examination has been passed. If an employee fails to maintain required licensure for any reason, the employee shall be removed from duty without pay, unless the employee opts to use their vacation leave. In addition, SunLine may temporarily assign the employee other non-Class B driving duties. If an employee cannot pass the medical examination within thirty (30) calendar days, SunLine may terminate the employee's employment for failure to meet the qualifications for the position.

ARTICLE 15

PERSONNEL FILES

- 15.1 Maintenance of Personnel File

SunLine will maintain a personnel file for each employee. Personnel files will not include letters of reference, recruitment files, and reports of pending personnel investigations. Any names of non-supervisory employees shall be redacted from records contained in employee personnel files.

15.2 Confidentiality

Personnel files are confidential and only those persons who are authorized by the Chief of Human Relations or his or her designee are permitted to review the files.

15.3 Request to Review File(s)

An employee or his or her authorized Teamsters representative, with the employee's written permission, may request to review his or her own personnel files and make copies, of any documents contained therein as specified below:

15.3.1 An employee must make the request in writing, or via email.

15.3.2 The Human Resources department will make the employee's file, located in the Human Resources department, available for inspection no later than thirty (30) calendar days from the receipt of the written request. Should the request be for the purpose of grievance preparation or a disciplinary response, the response time shall be expedited to Fifteen (15) calendar days.

15.3.3 The Human Resources department will schedule the time of inspection during the regular business hours of the Human Resources department. If the inspection is scheduled during the employee's scheduled work hours, the inspection may be scheduled when the employee is on a break. A representative from the Human Resources department must be present during the inspection.

15.3.4 An employee or his or her representative may request and obtain copies of any document in the file except for records relating to an investigation of a possible criminal offense, pre-employment references, and ratings, reports or records that were obtained prior to the employee's employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination.

15.3.5 At the discretion of SunLine, an employee may be required to pay reasonable copying costs.

15.3.6 Effective July 1, 2024 SunLine agrees that it shall only consider disciplinary actions issued within three (3) years of any subsequent proposed discipline. Except, however, disciplinary actions outside the 3-year period may be used to establish a pattern and/or notice. In addition, disciplinary action(s) based on the following violations are exempt from the 3-year period:

- Drug and alcohol violations
- Collisions
- Harassment
- Retaliation
- Discrimination
- Violence in the Workplace

ARTICLE 16 ATTENDANCE

16.1 SunLine expects and requires employees to arrive on-time for scheduled work shifts. If employees arrive late to work or are entirely absent from work, SunLine may take progressive disciplinary action against these employees subject to the following provisions.

16.2 Definitions

16.2.1 An employee is considered “absent” if the employee is more than one (1) hour late to arrive for the start time of a scheduled work shift, unless the absence is otherwise excused.

16.2.2 An employee is considered a “late arrival” if the employee is more than five (5) minutes late to arrive for the start time of a scheduled work shift.

16.2.3 An employee is considered to have had a “miss out” if the employee is more than ten (10) minutes late to arrive for the start time of a scheduled work shift, or the employee failed to call their immediate supervisor at least sixty (60) minutes prior to the start time of a scheduled work shift.

16.2.4 An employee is considered “absent” if an employee calls out for a scheduled shift. Every day of an absence is considered an absence for purposes of the matrix below.

16.2.5 Excused Absence, Late Arrival or Miss

It is the intention of SunLine and the Union that this Attendance Policy shall be fairly administered. To that end Managers shall have the authority to excuse absences, late arrivals or miss outs due to “mitigating circumstances.” Mitigating Circumstances are situations for which an employee can provide verification or documentation of the event which caused the absence or a situation that the employee discusses with management in advance.

16.3 Progressive Discipline for Absences

- | | | |
|--------|--------------------------------------|---|
| 16.3.1 | Three (3) absence within 12 months: | Verbal Warning |
| 16.3.2 | Four (4) absences within 12 months: | Written Warning |
| 16.3.3 | Five (5) absences within 12 months: | 1-day unpaid suspension |
| 16.3.4 | Six (6) absences within 12 months: | 2-day unpaid suspension |
| 16.3.5 | Seven (7) absences within 12 months: | 3-day unpaid suspension |
| 16.3.6 | Eight (8) absences within 12 months: | 4-day unpaid suspension and final warning |
| 16.3.7 | Nine (9) absences within 12 months: | Up to and including Termination |

16.4 An employee is subject to disciplinary action if the employee engages in a pattern of absences, including but not limited to: calling in “sick” on certain recurring days; absences occurring before or after regular off-work days; etc.

16.5 SUNLINE will use a rolling 12-month period for purposes of progressive discipline for Late Arrivals.

16.5.1 One (1) late arrival within 12 months: Informal Coaching

16.5.2 Two (2) late arrivals within 12 months: Verbal Warning

16.5.3 Three (3) late arrivals within 12 months: Written Warning

16.5.4 Four (4) late arrivals within 12 months: 1-day unpaid suspension

16.5.5 Five (5) late arrivals within 12 months: Up to and including Termination

16.6 SUNLINE will use a rolling 12-month period for purposes of progressive discipline for Miss Outs.

16.6.1 One (1) miss-out within 12 months: Written Warning

16.6.2 Two (2) miss-outs within 12 months: 1-day unpaid suspension

16.6.3 Three (3) miss-outs within 12 months: 3-day unpaid suspension

16.6.4 Four (4) miss-outs within 12 months: Up to and including Termination

ARTICLE 17 PARATRANSIT RESERVATIONIST

Reservationist must be logged on and ready to take transportation reservations by 8:00 a.m.. At least one (1) shift will start at 7:50 a.m..

ARTICLE 18 PROBATIONARY PERIOD

18.1 Application

All newly hired, promoted and rehired employees are subject to a probationary period. For purposes of the application of any of the probationary periods listed below, the grievance procedures listed in this CBA shall not apply for disciplinary purposes during any applicable probationary period.

18.2 Definitions

Initial Probationary Period – The initial probationary period shall be nine (9) months of continuous service from the date a new employee is hired, except that in cases where the required training exceeds 90 days, the probationary period shall be for an additional period of nine (9) months after the required training has been successfully completed by the new employee. The probationary period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more. The grievance procedures listed in this Agreement shall not apply for disciplinary purposes during the Initial Probationary Period.

Promotional Probationary Period – The promotional probationary period shall be nine (9) months of continuous service from the date a new employee is promoted, except that in cases where there is required

training, the probationary period shall be nine (9) months after the required training has been successfully completed by the promoted employee. The probationary period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more. The grievance procedures listed in this Agreement shall not apply for disciplinary purposes during the Promotional Probationary Period.

Lateral Probationary Period – The lateral probationary period shall be nine (9) months of continuous service from the date a new employee is transferred, except that in cases where there is required training, the probationary period shall be for nine (9) months after the required training has been successfully completed by the employee.

The lateral period shall be extended by the period of an employee's absences, if the absences total five (5) working days or more.

18.2.1 Failure of Initial Probation

A new employee may be terminated at any time and for any reason during the initial probationary period, without right of appeal.

18.2.2 Failure of Promotional or Lateral Probation

In the event that a bargaining unit employee is promoted or transfers laterally within the bargaining unit, and fails his or her promotional or lateral probationary period within ninety (90) days, the employee shall be given the option to return to his or her previous position without loss of any type of seniority if the position is still vacant and funded. An employee may voluntarily elect to return to their previous position within ninety (90) days of the promotion or transfer without loss of any type of seniority if their previous position is still vacant and funded.

18.3 Performance Evaluation

During the initial, promotional or lateral probationary period, the employee's performance shall be evaluated periodically.

18.4 Extension of Probationary Period

The Chief of the respective department may extend the probationary period. No probationary period may be extended for more than ninety (90) days. The Chief of the respective department will notify the employee in writing prior to the extension of the probationary period.

ARTICLE 19 DISCIPLINARY PROCEDURES

19.1 Application

This provision of this Article shall not apply to newly hired or newly promoted employees who have not completed their probationary period. It is understood that the probationary period is a part of the selection process and designed to allow evaluation of an employee's fitness for regular employee status.

19.2 Definition of Discipline Subject to These Procedures

All suspensions, demotions, reductions in salary, and dismissals of persons who have successfully completed the probationary period of the position they occupy shall be made in accordance with these rules.

Verbal counseling's, written reprimands or performance evaluations shall not be subject to the appeal process set forth below in Section 1.4, 1.6, 1.7, 1.8 or 1.9. An Employee can submit a written response to the written reprimand or performance evaluation, which shall be included in the employee's personnel file. The employee's written response must be submitted within ten (10) days of the date of the issuance. Suspensions of three (3) workdays (24 hours for an employee who works a 5/8 schedule or 30 hours for an employee who works a 4/10 schedule) or less shall not be subject to arbitration as set forth in Sections 19.7, 19.8 and 19.9.

19.3 Cause for Suspension, Demotion, Reduction in Salary, Dismissal

An employee who has successfully completed the probationary period for the position the employee occupies may be demoted, suspended, reduced in salary, or dismissed only for cause. The following are declared to be causes for such action although charges may be based upon causes other than those listed herein:

- a. Failure to meet reasonable work performance standards and requirements.
- b. Failure to meet minimum requirements of a certification required for the position.
- c. Determination that an employee is uninsurable at standard rates by SunLine's vehicle insurance carrier to operate a SunLine's vehicle, if operation of a Sunline vehicle is a work-related requirement of employment.
- d. Proven discourteous treatment of the public or other employees.
- e. Willful or negligent non-compliance of any law, ordinance, authority, rules, departmental regulation, or superior's lawful order while on duty.
- f. Misappropriation or damage of public property or waste of public funds or property through negligent or willful misconduct.
- g. Other failure of good behavior either during or outside of duty hours which is of such a nature that it causes discredit to SunLine's or the person's employment.
- h. Absence without approved leave.
- i. Tardiness or absenteeism.
- j. Practicing deception or fraud in the securing of a job appointment or promotion.
- k. Failure to supply full information as to character, reputation, medical history, which, if known at the time of appointment, might have resulted in a disqualification of the employee for the job to which appointment was made.
- l. Falsification of a relevant official statement or document.
- m. Incapacity to perform job duties due to a mental or physical ailment or defect.
- n. Neglect of duties.
- o. Failure to cooperate with the implementation and application or violation of SunLine's Equal Employment Opportunity policies and procedures.
- p. Possessing or using narcotics or alcohol on SunLine premises or reporting to work under influence of same or violation of SunLine's Drug and Alcohol Policy.
- q. Improper withdrawal or limitation of service or any action which interferes with or is disruptive of SunLine's mission or public service.
- r. Insubordination

- s. Dishonesty
- t. Any action inconsistent with these Rules, Staff Handbook or departmental procedures or this Agreement.
- u. Inefficiency
- v. Incompetency
- w. Sleeping on the job.
- x. Use of SunLine equipment for personal purposes.
- y. Conducting personal business on SunLine time.
- z. Leaving the job without authorization.
- aa. Engaging in any unsafe conduct or conduct which causes concern for the health and/or safety of the employee, other employees, or the public.
- bb. Making threats of violence or any conduct which is reasonably perceived by others as a threat of violence or any conduct which violates SunLine's workplace Violence Policy.

19.4 Disciplinary Process

19.4.1 Notice of Proposed Disciplinary Action

Prior to the issuance of a written order to either suspend demote, reduce in salary, or dismiss an employee, written notice of at least forty-eight (48) hours of the proposed disciplinary action shall be given before such action is to be taken and must include:

- a. Notice of proposed disciplinary action;
- b. Reasons for the proposed action;
- c. A copy of the written materials relied upon to determine the proposed discipline;
- d. A notice to the employee of the right to respond in writing and/or orally to the proposed disciplinary action before said discipline is imposed. The notice to the employee of the right to respond must inform the employee that he/she has at two (2) working days to respond. A longer notice might be warranted in specific cases because of the volume of material or complexity of the issues involved; and
- e. The notice of proposed disciplinary action must be in writing and be signed by a Manager or his or her designee.

19.5 Exception

Employees may be suspended without prior written notice in gross misconduct or extraordinary circumstances when it is essential to avert harm to the public, other employees, or to avert serious disruption of governmental business. Gross misconduct includes, but is not limited to, situations involving: misappropriation of public funds or property; working while under the influence of intoxicating liquor or drugs; insubordination; perceived or actual threats of violence; commission of a crime involving moral turpitude punishable as a misdemeanor or felony; or disruption of SunLine's business through willful misconduct (altercations, etc.).

19.6 Final Decision of Discipline

After issuance of the Notice of Proposed Disciplinary Action and receipt of the employee's written or oral response, the Chief of Labor Relations, or designee, shall review the response and determine the

appropriate course of action and issue a Notice of Disciplinary Action. This may include imposing the same level of disciplinary action, modifying with less severe disciplinary action, or rescinding the notice of proposed disciplinary action. The final Notice of Disciplinary Action to suspend, demote, reduce in salary, or dismiss is similar to the notice of proposed disciplinary action in that it contains the effective date of disciplinary action, the right of appeal, and specific charges upon which the disciplinary action is based. The Notice of Disciplinary Action shall be signed by the Chief of Human Relations, or designee, and shall be issued within twenty (20) business days of receipt of the employee's written or oral response. Notice of the time allowed for appeal shall be stated in the Notice of Disciplinary Action, if applicable. A copy of the Notice of Disciplinary Action shall be personally served on the employee or sent by certified mail to the employee's last known address or placed in an employee's mailbox or sent to the employee's email address and placed in his or her personnel file. The final Notice of Disciplinary Action for suspensions of up to three work days shall be final and not subject to further appeal.

19.7 Appeal From Final Decision of Discipline

- 19.7.1 An employee covered by these provisions governing discipline may appeal a final notice of suspension (greater than three work days), demotion, reduction in salary, or dismissal to an outside impartial hearing officer (arbitrator) and request a hearing. The notice to appeal must be in writing and must be submitted to the Chief of Human Relations, or designee within seven (7) working days of receipt of the Notice of Disciplinary Action. The employee shall have the right to a closed hearing.
- 19.7.2 Upon receipt of a timely request for an appeal, SunLine shall request a list of five (5) arbitrators registered with the California State Conciliation Service or some other mutually agreed upon source within thirty (30) working days of Teamsters' request. Teamsters may delete/strike two (2) names from the list within five (5) working days of receipt of the list. Failure of Teamsters' to strike two names from the list within this time frame shall constitute a forfeiture of the appeal. After receipt of Teamsters' strikes, SunLine will then select the arbitrator from the remaining names on the list. The selected arbitrator shall serve as the hearing officer.
- 19.7.3 The costs of the arbitration shall be shared equally between Teamsters and SunLine. The costs of the arbitration, including the court reporter, shall be divided in half (i.e., 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.
- 19.7.4 The recommendation of an arbitrator shall be advisory to the Chief Executive Officer/General Manager or designee. The arbitrator shall issue his or her recommended decision regarding whether the disciplinary action is reasonably supported by the evidence and whether SunLine had the right to discipline the employee for the alleged misconduct within twenty (20) working days of the closing of the hearing. Within ten (10) working days of receipt of the arbitrator's recommendation, the Chief Executive Officer/General Manager, or designee, shall provide his or her decision, in writing, to Teamsters and the employee. The decision of the Chief Executive Officer/General Manager, or designee, shall be final and binding.

19.8 Conduct of the Appeal Hearing

Each party shall have the right to:

- a. Choose a representative;
- b. Testify under oath;
- c. Make a request to have witnesses or documents subpoenaed;

- d. Question all witnesses;
- e. Present evidence; and
- f. Argue the case.

19.9 Standard of Review and Taking of Evidence

19.9.1 The purpose of appellate review is to determine the accuracy and the sufficiency of the facts attendant to the suspension (of more than 40 hours), demotion, reduction in salary, or dismissal. SunLine shall have the burden of proof. The inquiry of the arbitrator shall be confined to a consideration of the stipulations, evidence, and reasons upon which SunLine based the action and any pertinent information which established the truth or falsity of such evidence.

19.9.2 Exhibits shall be marked and numbered, and when offered by either party, may be received in evidence. Oral evidence shall be taken only upon oath or affirmation. Each party shall have the following rights: to call and examine witnesses; to introduce exhibits; to cross-examine opposing witnesses on any matter relevant to the issues, even though the matter was not covered on direct examination; to impeach any witness regardless of which party first called said witness to testify; and to rebut the evidence. The employee may be called and examined as a witness by SunLine or SunLine's representative. The rules of privilege shall be effective to the same extent that they are now or hereafter may be recognized in civil actions, and irrelevant and unduly repetitious evidence shall be excluded.

19.9.3 If any witness cannot be present at the time of the hearing, a deposition may be taken in accordance with the rules applicable to depositions in civil cases. The cost of a deposition shall be borne by the party taking the deposition. Affidavits shall be used only when it is impossible to secure depositions

19.10 If, at any step in the appeal process it is determined that the employee is exonerated from the alleged misconduct, SunLine shall not make any entry in the employee's personnel file of the proposed disciplinary action.

ARTICLE 20 GRIEVANCE PROCEDURE

20.1 Definition

A grievance is defined as any dispute concerning the interpretation, application or violation of a specific Article of this CBA.

Grievances may be filed by Teamsters on behalf of an individual member, or for groups of members as necessary and must allege that at least one employee within the Unit has suffered detriment as a result of the alleged misinterpretation, misapplication, or violation of the specific Article in the CBA. Grievances may also be filed by individual bargaining unit members. There shall be no double or multiple grievances for the same set of circumstances.

Allegations of discrimination or hostile work environment are excluded from this grievance procedure. Disciplinary appeal procedures are covered under the Discipline Article of this Agreement.

Throughout this article, if the Chief of Human Relations or Department Manager delegates the grievance to a designee, the designee shall not be a party to the incident giving rise to the grievance.

20.2 Grievance Procedure

No grievance shall be entertained or considered unless it is presented in the following manner.

20.2.1 Step One – Informal Step

The employee or Teamsters shall file a written grievance form with SunLine within five (5) working days of the occurrence of an incident the employee claims is subject to this grievance procedure. The grievance form shall contain a statement of the pertinent facts and the provisions of the CBA allegedly violated and remedy sought and shall be filed with the Department Chief or his/her designee, via email, facsimile, or in-office mail.

The employee or Teamsters shall confer with the employee's Department Chief or his or her designated representative. The Department Chief or his or her designee shall issue his or her answer to the employee not later than twenty (20) working days after the conference with the employee. The answer shall be delivered in writing, via email, facsimile, or in-office mail.

20.2.2 Step Two CEO/General Manager

If the answer of the employee's Chief or his or her designee in Step One is unsatisfactory to the employee, the grievance shall be presented in writing and contain a statement of the pertinent facts and the provisions of the CBA allegedly violated and remedy sought to the CEO/General Manager or designee within five (5) working days of the manager's answer at Step One in writing, via email, facsimile, or in-office mail.

A written answer to the grievant and the Teamsters representative will be provided within twenty (20) working days after the meeting. The answer shall be delivered in writing, via email, facsimile, or in-office mail.

20.2.3 Step Three – Request for Arbitration

If the Step Two answer is not satisfactory, Teamsters may request, in writing (email, facsimile or in-office mail) that the matter be heard by an arbitration board. The request shall state the nature of the dispute and the resolution sought. The request for Step Three review must be made within five (5) working days after the issuance of the Step Two answer.

SunLine and Teamsters shall each appoint a representative to the arbitration panel. As to the chairperson of the arbitration panel, SunLine shall request a list of five (5) arbitrators registered with the California State Conciliation Service or some other mutually agreed upon source within thirty (30) working days of Teamster's request. Teamsters may delete/strike two (2) names from the list within two (2) working days of receipt of the list. Teamsters' failure to strike the two (2) names within this timeframe shall constitute a forfeiture of the grievance. SunLine will then select the arbitrator from the remaining names on the list. The selected arbitrator shall serve as the chairperson of the panel.

Costs of the arbitration shall be shared equally between Teamsters and SunLine. The costs of the arbitration, including the court reporter, shall be divided in half (i.e., 50/50) by the parties. Attorney fees, staff time and witness fees shall not be shared between the parties and shall be paid by the party that incurred the cost.

Within thirty (30) calendar days of the conclusion of hearing, the arbitrator panel shall render its

decision. Each panel member shall either concur in the panel's decision, or submit a dissent to that decision. The decision of the arbitration panel shall be final and binding.

20.3 Failure to Respond and Extensions of Time

20.3.1 Failure by SunLine to reply to the employee's grievance within the time limits specified automatically grants to the employee the right to process the grievance to the next level. If an employee fails to appeal from one level to the next within the time limits established in this grievance procedure, the grievance shall be considered settled on the basis of the last decision, and the grievance shall not be subject to further appeal or reconsideration.

20.3.2 All time periods specified in this procedure may be extended by mutual written (including email) consent of the aggrieved employee(s), or Teamsters representative and the designated management representative.

20.3.3 "Working Day" is defined as Monday through Friday, excluding holidays.

20.3.4 A grievance may be advanced to Step 3 upon the mutual agreement of the parties.

20.4 Mediation

20.4.1 The parties may mutually agree to mediate a grievance at any time during this grievance process. The mediation process shall be confidential and informal. The mediator's role is to attempt to resolve the differences raised in the grievance and shall not be to issue any interpretation or recommended opinion. The parties shall split the costs of the mediator equally, if any.

ARTICLE 21 WORKPLACE SAFETY

20.1 Workplace Safety Meetings

20.1.1 SunLine, subject to its sole discretion, will hold mandatory safety meetings. SunLine will adjust the work schedule of Safety Officers and Transit Trainers to facilitate their attendance at safety meetings.

20.2 Work-Related Injuries

20.2.1 Employees must report work-related injuries or illnesses to a supervisor immediately and complete proper documentation when possible.

20.2.2 Employees will be paid at their regular rate of pay for any time required for an initial visit to a hospital or licensed physician relating to work-related injuries or illnesses. Employees will be paid at their regular rate of pay for the hours in which they were scheduled to work, if the employee is required to leave work due to a work-related injury or illness.

20.2.3 Employees will be placed on paid sick leave for up to three (3) working days if placed off work by a licensed physician due to a work-related injury or illness, subject to the employee's accrued bank of available sick leave. Employees who are placed off work by a licensed physician due to

a work-related injury or illness will not be permitted to return to work until they obtain a fitness for duty physical examination.

- 20.2.4 Any employee who had follow-up medical treatment appointments must make a reasonable effort to schedule the therapy/appointment before or after their work shift, during non-scheduled, otherwise unpaid time.

RATIFICATION AND EXECUTION

SunLine and Teamster's acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by Teamsters and adopted by SunLine's Board of Directors. Subject to the foregoing, this Memorandum of Understanding is hereby executed by the authorized representatives of SunLine and Teamsters. This CBA becomes effective on July 1, 2024.

SUNLINE TRANSIT AGENCY

TEAMSTERS LOCAL 1932

By:_____

By:_____

Mona Babauta

Rich Smith

General Manager/CEO

TEAMSTERS' Representative

APPENDIX “A”

July 2024 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 16.91	\$ 17.37	\$ 17.83	\$ 18.29
Finance	Accounting Technician	\$ 22.89	\$ 23.51	\$ 24.13	\$ 24.75
Finance	Accounting Technician II	\$ 23.47	\$ 24.10	\$ 24.73	\$ 25.37
Finance	Coin Counter	\$ 16.50	\$ 16.95	\$ 17.39	\$ 17.84
Finance	Contracts Assistant	\$ 17.59	\$ 18.07	\$ 18.54	\$ 19.02
Finance	Grants Analyst	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.34
Finance	Materials and Inventory Supervisor	\$ 27.81	\$ 28.56	\$ 29.31	\$ 30.06
Finance	Materials and Inventory Technician	\$ 17.86	\$ 18.35	\$ 18.83	\$ 19.31
Finance	Procurement Specialist	\$ 24.97	\$ 25.64	\$ 26.32	\$ 26.99
Finance	Senior Accountant	\$ 30.16	\$ 30.98	\$ 31.79	\$ 32.61
Safety	Safety Officer	\$ 25.21	\$ 25.89	\$ 26.57	\$ 27.26
Safety	Transit Trainer	\$ 26.54	\$ 27.26	\$ 27.97	\$ 28.69
Transportation	Customer Service Representative	\$ 17.15	\$ 17.61	\$ 18.08	\$ 18.54
Transportation	Field Supervisor	\$ 26.54	\$ 27.26	\$ 27.97	\$ 28.69
Transportation	Fixed Route Controller	\$ 30.53	\$ 31.35	\$ 32.18	\$ 33.00
Transportation	Paratransit Controller	\$ 30.53	\$ 31.35	\$ 32.18	\$ 33.00
Transportation	Paratransit Reservationist	\$ 16.83	\$ 17.28	\$ 17.74	\$ 18.19

July 2025 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 17.25	\$ 17.72	\$ 18.19	\$ 18.65
Finance	Accounting Technician	\$ 23.35	\$ 23.98	\$ 24.61	\$ 25.25
Finance	Accounting Technician II	\$ 23.94	\$ 24.58	\$ 25.22	\$ 25.88
Finance	Coin Counter	\$ 16.83	\$ 17.29	\$ 17.74	\$ 18.20
Finance	Contracts Assistant	\$ 17.94	\$ 18.43	\$ 18.91	\$ 19.40
Finance	Grants Analyst	\$ 32.40	\$ 33.27	\$ 34.15	\$ 35.02
Finance	Materials and Inventory Supervisor	\$ 28.37	\$ 29.13	\$ 29.90	\$ 30.66
Finance	Materials and Inventory Technician	\$ 18.22	\$ 18.72	\$ 19.21	\$ 19.70
Finance	Procurement Specialist	\$ 25.47	\$ 26.15	\$ 26.85	\$ 27.53
Finance	Senior Accountant	\$ 30.76	\$ 31.60	\$ 32.43	\$ 33.26
Safety	Safety Officer	\$ 25.71	\$ 26.41	\$ 27.10	\$ 27.80
Safety	Transit Trainer	\$ 27.07	\$ 27.81	\$ 28.53	\$ 29.26
Transportation	Customer Service Representative	\$ 17.49	\$ 17.96	\$ 18.44	\$ 18.91
Transportation	Field Supervisor	\$ 27.07	\$ 27.81	\$ 28.53	\$ 29.26
Transportation	Fixed Route Controller	\$ 31.14	\$ 31.98	\$ 32.82	\$ 33.66
Transportation	Paratransit Controller	\$ 31.14	\$ 31.98	\$ 32.82	\$ 33.66
Transportation	Paratransit Reservationist	\$ 17.17	\$ 17.63	\$ 18.09	\$ 18.55

July 2026 Wage Table

Unit	Position	Step A	Step B	Step C	Step D
Finance	Accounting Clerk	\$ 17.60	\$ 18.07	\$ 18.55	\$ 19.02
Finance	Accounting Technician	\$ 23.82	\$ 24.46	\$ 25.10	\$ 25.76
Finance	Accounting Technician II	\$ 24.42	\$ 25.07	\$ 25.72	\$ 26.40
Finance	Coin Counter	\$ 17.17	\$ 17.64	\$ 18.09	\$ 18.56
Finance	Contracts Assistant	\$ 18.30	\$ 18.80	\$ 19.29	\$ 19.79
Finance	Grants Analyst	\$ 33.05	\$ 33.94	\$ 34.83	\$ 35.72
Finance	Materials and Inventory Supervisor	\$ 28.94	\$ 29.71	\$ 30.50	\$ 31.27
Finance	Materials and Inventory Technician	\$ 18.58	\$ 19.09	\$ 19.59	\$ 20.09
Finance	Procurement Specialist	\$ 25.98	\$ 26.67	\$ 27.39	\$ 28.08
Finance	Senior Accountant	\$ 31.38	\$ 32.23	\$ 33.08	\$ 33.93
Safety	Safety Officer	\$ 26.22	\$ 26.94	\$ 27.64	\$ 28.36
Safety	Transit Trainer	\$ 27.61	\$ 28.37	\$ 29.10	\$ 29.85
Transportation	Customer Service Representative	\$ 17.84	\$ 18.32	\$ 18.81	\$ 19.29
Transportation	Field Supervisor	\$ 27.61	\$ 28.37	\$ 29.10	\$ 29.85
Transportation	Fixed Route Controller	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.33
Transportation	Paratransit Controller	\$ 31.76	\$ 32.62	\$ 33.48	\$ 34.33
Transportation	Paratransit Reservationist	\$ 17.51	\$ 17.98	\$ 18.45	\$ 18.92

**SunLine Transit Agency
SunLine Services Group**

DATE: June 26, 2024

ACTION

TO: Board of Directors

FROM: Lisa Middleton, Chairperson of the Board

RE: Election of Officers

Recommendation

Recommend that the Board of Directors (Board) accept nominations and elect the Chairperson and Vice-Chairperson of the Board for SunLine Transit Agency and SunLine Services Group (SunLine).

Background

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one (1) year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws do not create an automatic advancement from Vice Chairperson to Chairperson. Selection of Chairperson and Vice Chairperson shall be by a majority vote of the quorum in attendance, and a failure to achieve such total of affirmative votes, shall be deemed a selection of the incumbent(s) to remain in office. Each person so selected shall serve until a successor is chosen (at any time) by affirmative votes, provided that at the first regular meeting in July of each year, the office of Chairperson and Vice Chairperson shall automatically be reconsidered by the Board.

Financial Impact

No financial impact.

Attachment:

- [Item 14a](#) – History of SunLine Transit Agency Officers

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

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

2013-2014	Glenn Miller (Indio)	Greg Pettis (Cathedral City)
2014-2015	Greg Pettis (Cathedral City)	Douglas Hanson (Indian Wells) <i>[thru 10/14]</i>
		John J. Benoit (Riverside County)
2015-2016	Kristy Franklin (La Quinta)	Steven Hernandez (Coachella) <i>[7/15-6/16]</i>
2016-2017	Kristy Franklin (La Quinta) <i>[thru 12/16]</i>	Russell Betts (Desert Hot Springs) <i>[6/16-12/16]</i>
2016-2017	Russell Betts (Desert Hot Springs) <i>[1/17-6/17]</i>	Troy Strange (Indio) <i>[1/17-6/17]</i>
2017-2018	Russell Betts (Desert Hot Springs)	Troy Strange (Indio)
2018-2019	Troy Strange (Indio) <i>[thru 12/18]</i>	Kathleen Kelly (Palm Desert)
2018-2019	Kathleen Kelly (Palm Desert) <i>[1/19-6/19]</i>	Robert Radi (La Quinta) <i>[1/19-6/19]</i>
2019-2020	Kathleen Kelly (Palm Desert)	Robert Radi (La Quinta)
2020-2021	Robert Radi (La Quinta)	Glenn Miller (Indio)
2021-2022	Glenn Miller (Indio)	Lisa Middleton (Palm Springs)
2022-2023	Glenn Miller (Indio)	Lisa Middleton (Palm Springs)
2023-2024	Lisa Middleton (Palm Springs)	Denise Delgado (Coachella)

**SunLine Transit Agency
SunLine Services Group**

DATE: June 26, 2024 **ACTION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: Adoption of Fiscal Year 2024-25 Goals, Strategic Objectives and Priorities

Recommendation

Recommend that the Board of Directors adopt the proposed SunLine Transit Agency (SunLine) Fiscal Year 2024-25 (FY 2024-25) Goals, Strategic Objectives and Priorities.

Background

As the FY 2024-25 Operating and Capital Budget was developed, staff considered the operating and capital projects and programs necessary for effectively meeting the mobility and service needs of SunLine customers and the communities of the Coachella Valley. The proposed FY 2024-25 Goals, Strategic Objectives and Priorities in Attachment A of this report reflects these important projects and programs.

Financial Impact

No financial impact.

Attachment:

- [Item 15a](#) – FY 2024-25 Goals, Strategic Objectives and Priorities

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 1: WORKFORCE INVESTMENT – Facilitate a healthy workforce and ensure that they are adequately supported and equipped with the knowledge, expertise and experience to meet the Agency’s operational requirements as they evolve and grow over time.		
STRATEGIC OBJECTIVES		PRIORITIES
A	Establish a formal training program for fleet maintenance staff	i. Partner with the College of the Desert (COD), California Transit Works (CTW), and the Amalgamated Transit Union (ATU) on a multi-faceted training program that also includes an apprenticeship program.
B	Establish a zero emission training program for both technical and leadership staff	i. Partner with the California Transit Training Consortium (CTTC), the College of the Desert, and/or other training partners (e.g., OEMs, CTW, etc.) to establish formal curriculum on zero emission fleet and facility maintenance, operation, and safety. ii. Continue to pursue workforce development funds to support staff investment. iii. Work with staff to identify training equipment and resources necessary for increasing training effectiveness onsite.
C	Build the leadership capacity of the Executive Team	i. Coach and support staff on making strategic decisions independently. ii. Provide coaching by external consultants/formal executives to support leadership growth. iii. Utilize Insight Strategies to support strategic thinking efforts. iv. Point staff to industry training and networking opportunities.
D	Conduct organizational assessment(s) to identify areas for improvement and prioritize training investments	i. Continue work with Insight Strategies to survey employees to understand their professional needs. ii. Work with executive leaders and mid-managers on strategies and actions to implement organization-wide training programs.
E	Create career ladders/pathways for staff to grow and improve competitiveness for promotions	i. Continue training offerings through SunLine University. ii. Build training opportunities, as appropriate and as resources allow, into employee work plans.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 1: WORKFORCE INVESTMENT – Facilitate a healthy workforce and ensure that they are adequately supported and equipped with the knowledge, expertise and experience to meet the Agency’s operational requirements as they evolve and grow over time.		
STRATEGIC OBJECTIVES		PRIORITIES
F	Secure and expand technical capacity and expertise within the agency	<ul style="list-style-type: none"> i. Continue to recruit and hire individuals with the necessary talent and expertise. ii. Identify and explore programs, incentives and policies (e.g., flexible work schedules) for retaining needed talent and expertise. iii. Establish and implement a comprehensive salary administration policy based on the findings from the 2024 Compensation Study. iv. Consider establishing and implementing a procedure to better evaluate and reward performance.

GOAL 2: HIGHLY TRUSTED MOBILITY SOLUTIONS – Strive to deliver highly accessible, convenient and trusted mobility solutions that effectively meet the diverse needs of Coachella Valley citizens and improve their connectivity to daily life needs.		
STRATEGIC OBJECTIVES		PRIORITIES
A	Maximize system safety to include physical and operational security and overall resilience	<ul style="list-style-type: none"> i. Establish a strategic plan for better defining actions and priorities that maximize system and workplace safety. ii. Ensure that executive management proactively engages employees and works to keep communication lines open. iii. Provide fuel type and bus familiarization training to local fire departments to improve response time for potential thermal events. iv. Partner with the Department of Homeland Security (DHS) to conduct an Infrastructure Vulnerability Assessment, which will assist in identifying, deterring, detecting, disrupting, and preparing for threats and hazards. v. Develop training programs for staff that focus on de-escalation techniques and customer service skills.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 2: HIGHLY TRUSTED MOBILITY SOLUTIONS – Strive to deliver highly accessible, convenient and trusted mobility solutions that effectively meet the diverse needs of Coachella Valley citizens and improve their connectivity to daily life needs.		
STRATEGIC OBJECTIVES		PRIORITIES
		<ul style="list-style-type: none"> vi. Invest in new technology to protect patrons, transit agency personnel, and critical assets directly or indirectly at all times. vii. Reinforce mitigating actions taken to reduce the likelihood and severity of consequences to individuals and transit agency assets. viii. Implement and/or update fleet and facilities maintenance plans as necessary, and ensure that hydrogen fueling infrastructure and equipment are addressed.
B	Deliver reliable service	<ul style="list-style-type: none"> i. Create an effective, strategic fleet plan to ensure sufficient vehicles are available for daily pull-out. ii. Upgrade Scheduling Software (Trapeze) to increase staff planning and scheduling efficiencies. iii. Implement performance monitoring processes to improve service planning efforts. iv. Implement and/or better publicize customer information tools that communicate service availability/status to minimize wait and travel times.
C	Implement services with a focus on equity to increase access to opportunity for all Coachella Valley citizens	<ul style="list-style-type: none"> i. Better align SunLine’s various services and programs, including fixed route, paratransit, SunRide, and the taxi voucher program to minimize or eliminate mobility gaps and transit deserts in the Valley. ii. Complete the Request for Proposals (RFP) process for microtransit (SunRide) services, and establish a service design that will increasingly meet community mobility needs, grow ridership, serve to reduce traffic congestion/harmful air emissions, increase cost and operational efficiencies, and improve competitiveness for grant funds. iii. Identify and explore transit models that complement SunLine’s fixed route system and improve mobility in low density communities.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 2: HIGHLY TRUSTED MOBILITY SOLUTIONS – Strive to deliver highly accessible, convenient and trusted mobility solutions that effectively meet the diverse needs of Coachella Valley citizens and improve their connectivity to daily life needs.		
STRATEGIC OBJECTIVES		PRIORITIES
D	Design, plan and implement capital investments that support operating needs	<ul style="list-style-type: none"> i. Implement an inclusive Capital Investment Planning (CIP) process that understands and supports current needs with an additional focus on long range agency goals. ii. Continue progress towards completion of SunLine’s \$100 million+ capital program that includes fleet replacements, new hydrogen stations in Thousand Palms and Indio, a workforce training center (former West Coast Center of Excellence), utility improvements, a microgrid, replacement of the radio system, upgrade to scheduling software (Trapeze), etc.
E	Coordinate with regional transportation planning/funding agencies and service providers to maximize seamlessness of travel for local citizens and visitors	<ul style="list-style-type: none"> i. Participate in planning efforts with cities, county representatives, and/or regional planners on multi-modal transportation hubs and other mobility programs that serve to reduce single occupancy vehicle trips and traffic congestion. ii. Participate in Coachella Valley Rail (CV Rail) station area planning efforts as appropriate for maximizing potential, future synergies between rail and bus transit.

GOAL 3: ORGANIZATIONAL HEALTH & RESILIENCY – Optimize SunLine’s fiscal and overall organizational strength to allow for growth and to better withstand unexpected challenges (e.g., COVID-19 financial impact).		
STRATEGIC OBJECTIVES		PRIORITIES
A	Conduct regular long-range financial planning exercises	<ul style="list-style-type: none"> i. Develop and annually update a 10-year Budget Outlook that incorporates reserve allocations, capital investments necessary for system safety and reliability, and operating expenses for meeting growing community needs. ii. Develop an annual budget that aligns with long-term budget projections and known funding resources.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 3: ORGANIZATIONAL HEALTH & RESILIENCY – Optimize SunLine’s fiscal and overall organizational strength to allow for growth and to better withstand unexpected challenges (e.g., COVID-19 financial impact).		
STRATEGIC OBJECTIVES		PRIORITIES
		<ul style="list-style-type: none"> iii. Regularly analyze SunLine’s compliance with mandates around farebox recovery ratios and caps in annual cost increases in order to maintain eligibility for TDA and STA funds. (Note: SunLine’s compliance with these mandates are also important for the continued, annual allocation of 10% of STA funds to CV Rail.) iv. Improve SunLine’s Key Performance Indicator (KPI) program to provide a suite of KPIs that aid in long range planning rooted in data.
B	Regularly review the reserve policy and grow reserves responsibly	<ul style="list-style-type: none"> i. Continue to allocate a sufficient amount to the SunLine reserve to meet critical needs in the future.
C	Establish a fare structure that allows SunLine to improve and expand service	<ul style="list-style-type: none"> i. Conduct a fare payment study and cost recovery analysis. ii. Take measured steps to amend the fare structure as necessary for the Agency’s long term sustainability.
D	Monitor and plan for funding/regulatory decisions by regional planning/funding/regulatory agencies	<ul style="list-style-type: none"> i. Monitor county, state and federal allocations/projections from the Riverside County Transportation Commission (RCTC) and include these in the annual budget and 10-year Budget Outlook. ii. Monitor decision/actions by the Federal Transit Administration (FTA), California Air Resources Board (CARB), Southern California Association of Governments (SCAG) and other agencies that impact SunLine’s long-term sustainability and ability to serve Coachella Valley Communities’ evolving mobility needs. iii. Research and pursue competitive grant opportunities and/or earmarks for meeting capital investment, workforce development, safety/security, and service enhancement initiatives.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 3: ORGANIZATIONAL HEALTH & RESILIENCY – Optimize SunLine’s fiscal and overall organizational strength to allow for growth and to better withstand unexpected challenges (e.g., COVID-19 financial impact).		
STRATEGIC OBJECTIVES		PRIORITIES
		iv. Establish and actively manage a state and federal legislative program with engagement from the Board of Directors to advocate for SunLine’s needs, as well as to increase awareness of potential financial impacts from new mandates.
E	Strengthen SunLine’s technology backbone and cybersecurity systems for maximizing organizational performance, access to information, and agency health	i. Implement new hardware, software and associated O&M processes/procedures for ensuring that SunLine’s information technology (IT) and information systems (IS) foundation remains stable, reliable, secure, and capable of meeting evolving operating and reporting needs. ii. Secure necessary expertise for maintaining SunLine’s IT and IS foundation. iii. Accumulate a global perspective of SunLine’s IT systems and develop a plan to replace equipment and begin the migration of systems to the cloud. iv. Complete implementation of new maintenance/inventory warehouse software, Hexagon Enterprise Asset Management (EAM), and implement new processes to improve inventory efficiency and management of capital assets. v. Complete outsource of payroll processing to ADP.

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 4: VALUABLE COMMUNITY ASSET – Be seen as a highly valued and integral contributor to shaping socially engaged, economically vibrant, and healthy communities throughout the Coachella Valley.		
STRATEGIC OBJECTIVES		PRIORITIES
A	Maintain awareness of local needs	<ul style="list-style-type: none"> i. Continue public outreach efforts to gather public feedback on mobility needs. ii. Conduct outreach to local city officials for feedback on local needs. iii. Conduct ridership surveys. iv. Complete On Board Ridership Survey Study. (Previous survey completed in 2019.) v. Establish Rider Advocacy/Advisory Committee(s) as appropriate for better understanding ridership needs.
B	Communicate on SunLine’s organizational health and sustainability	<ul style="list-style-type: none"> i. Provide regular “state of the agency” presentations and/or reports to key community stakeholders to communicate SunLine’s ability to continue to meet local mobility needs.
C	Reevaluate SunLine’s brand strategies	<ul style="list-style-type: none"> i. Engage local cities on bus stop investments, public signage and customer amenities to improve public perception and system appeal. ii. Freshen fleet appearance.
D	Strengthen SunLine’s community presence.	<ul style="list-style-type: none"> i. Complete website update. ii. Improve social media presence and response time to public feedback. iii. Continue to build partnerships with local community and advocacy groups with shared interests and missions (e.g., American Heart Association).

FY 2024-25 SunLine Goals, Strategic Objectives & Priorities

GOAL 5: ENVIRONMENTAL STEWARDSHIP – Pursue and implement service and capital investments that lead to cleaner air, a healthier environment and improved quality of life for Coachella Valley residents and SunLine employees.		
STRATEGIC OBJECTIVES		PRIORITIES
A	Grow the alternative fuels program responsibly	<ul style="list-style-type: none"> i. Complete a cost-benefit analysis of SunLine’s hydrogen fueling stations to inform staff on the operational efficiency, long-term sustainability/reliability, impacts on service expansion and reliability, etc. of each solution. ii. Update the Zero Emission Bus (ZEB) Transition Plan. iii. Address spare ratio compliance with the Federal Transit Administration while expanding the hydrogen-powered bus fleet. The FTA mandated spare ratio is 20%, and SunLine has 2 years to comply.
B	Implement service and capital improvements to minimize SunLine’s carbon footprint	<ul style="list-style-type: none"> i. Continue to explore capital improvements and programs to increase access to green hydrogen. ii. Consider pursuing a sustainability study of SunLine’s facilities and implementing a Sustainable Facilities Management Program, as resources allow.
C	Obtain staff buy-in and understanding of SunLine’s commitment to sustainability	<ul style="list-style-type: none"> i. Increase internal communication on SunLine’s commitment to shaping healthy communities, improving air quality in the Coachella Valley and regionally, as well as helping the transportation industry transition to zero emission through our leadership in clean air technology and alternative fuels. ii. Increase internal communication on staff efforts to balance investments in leading edge technology with efforts to ensure service reliability. iii. Leverage the Wellness Committee to promote a healthy workforce and efforts to reduce our carbon footprint.

SunLine Transit Agency

DATE: June 26, 2024 **INFORMATION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: General Manager's Report for June 2024

Project Update***Liquid Hydrogen Station***

Construction activity is complete and the contractor is in the commissioning phase. The project has received final Riverside County inspections by both Building & Safety and Fire Departments. The contractor has filled the liquid hydrogen storage tank and passed fuel purity tests. Currently, work is continuing on bus fueling and final adjustments of station controls in anticipation of site acceptance testing.

Safety Update

The month of June marks National Safety Month, a crucial time for SunLine Transit Agency to emphasize safety in all aspects of the workplace. On Tuesday, June 18, 2024, SunLine Transit Agency celebrated this commitment with its annual Safety BBQ. This event brought together employees to enjoy delicious food, engaging games, and exciting prizes, all while reinforcing the importance of workplace safety.

Central to the event was the Safety Art Contest, a highlight of the Safety BBQ each year. This year, employees showcased their creativity and talent by participating in the contest and submitting artwork that conveyed powerful workplace safety messages. Through artistic expression, they contributed to fostering a culture of safety within the Agency.

Events like the Safety BBQ not only promote camaraderie among employees but also serve as a reminder of the ongoing effort needed to maintain a safe working environment. By integrating fun activities with a serious message, SunLine Transit Agency continues to prioritize the well-being and safety of its workforce, ensuring that safety remains a top priority throughout National Safety Month and beyond.

SunLine Regulatory Administration Update

A new company has applied for a Taxi Business Permit. They will operate under the name of Palm Springs Taxi and start with a fleet of five (5) vehicles. They are quickly

supplying the documents needed for their permit and are expected to be operational in early July. We will have a report for the Taxi Committee at the July meeting.

Community/Industry Engagement Events

Imperial Valley Economic & Energy Summit – Imperial, CA (June 13, 2024)

SunLine was invited to present on SunLine's forward movement toward becoming a zero emission fleet. Staff shared the Agency's progress on applying for and receiving grants for the liquid hydrogen station, construction of fueling/charging infrastructure and deployment of both Fuel Cell Electric Buses and Battery Electric Buses in revenue service.

Greater Coachella Valley Chamber of Commerce 2024 Annual Installation and Business Awards Dinner – Palm Desert, CA (June 20, 2024)

On Thursday, June 20, 2024, SunLine staff attended the Greater Coachella Valley Chamber of Commerce's (GVCC) 2024 Annual Installation Business Awards Dinner at the JW Marriott Desert Springs Resort & Spa in Palm Desert. SunLine was named the West Valley Large Business of the Year. The event celebrated local businesses and the Coachella Valley business community and highlighted achievements in various categories.

10th Annual Pack the Bus – Rescheduled from June 20, 2024 to July 18

SunLine's Pack the Bus school supply drive has been rescheduled to July 18, 2024. A SunLine bus will be located in front of Walmart in Palm Desert (34-500 Monterey Avenue, Palm Desert CA) from 7:00 am to 7:00 pm. This year's beneficiary will be The Galilee Center. This event is designed to offer struggling families some relief from the high costs of back-to-school shopping, give each child the much-needed boost of confidence to succeed in the coming school year, and help teachers equip their classrooms for a year of learning. Pack the Bus is part of SunLine's continued effort to build and strengthen the relationship with the community it serves.

Travel Training – Desert Recreation's Summer Camp at Thousand Palms Community Center, Thousand Palms, CA (June 25, 2024)

On Tuesday, June 25th, the Marketing team gave a presentation to middle school aged children at the Thousand Palms Community Center. It was part of Desert Recreation District's summer camps. They have invited SunLine to present at other locations to teach children how to read the schedules, how to understand a Rider's Guide and provide other knowledge to help them understand the system and how to ride public transportation.