



**SunLine Transit Agency/
SunLine Services Group
May 22, 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

- a) **American Heart Association Presentation** (PAGE 5-12)
(Presenters: Marklem Valdovinos, Sr. Community Impact Director, and Mary Leith, Development Director, Coachella Valley)

5. FINALIZATION OF AGENDA

6. APPROVAL OF MINUTES APPROVE

- a) **April 24, 2024 Joint Board Meeting** (PAGE 13-16)

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 March 2024 (PAGE 17-21)
- 9b) Credit Card Statement for March 2024 (PAGE 22-35)
- 9c) Monthly Budget Variance Report for March 2024 (PAGE 36-40)
- 9d) Contracts Signed in Excess of \$25,000 for April 2024 (PAGE 41-42)
- 9e) Union & Non-Union Pension Investment Asset Summary March 2024 (PAGE 43-54)
- 9f) Ridership Report for April 2024 (PAGE 55-58)
- 9g) SunDial Operational Notes for April 2024 (PAGE 59-61)
- 9h) Metrics for April 2024 (PAGE 62-85)
- 9i) Board Member Attendance for April 2024 (PAGE 86-87)

ITEM

RECOMMENDATION

- 9j) SSG/SRA Checks \$1,000 and Over Report for March 2024 (PAGE 88-89)
- 9k) SSG Monthly Budget Variance Report for March 2024 (PAGE 90-92)
- 9l) Taxi Trip Data – April 2024 (PAGE 93-94)

- 10. **AMEND CONTRACT FOR SUNRIDE SERVICE**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Tina Hamel, Chief Administrative Officer) **APPROVE**
(PAGE 95-96)

- 11. **UPDATE TO POLICY NO. B-070192,
EVALUATION OF THE CEO/GENERAL
MANAGER POLICY**
(John Peña, Chair of Board Operations Committee;
Staff: Mona Babauta, CEO/General Manager,
and Catherine Groves, General Counsel) **APPROVE**
(PAGE 97-124)

- 12. **SECOND READING OF SUNLINE SERVICES GROUP
(SSG) ORDINANCE NO. 2024-01, TAXICAB SERVICE**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Jill Plaza, Taxi/Contracted Transportation
Services Administrator) **APPROVE**
(PAGE 125-188)

- 13. **REVIEW AND DISCUSSION OF SUNLINE FUNDING
AND THE DRAFT FY25 OPERATING AND
CAPITAL BUDGET**
(Nancy Ross, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **DISCUSSION**
(PAGE 189-250)

- 14. **DRAFT FY25-29 SHORT RANGE TRANSIT
PLAN (SRTP)**
(Russell Betts, Chair of Strategic Planning &
Operational Committee;
Staff: Manuel Alcala, Planning Manager and
Paul Mattern, Chief Planning Officer) **DISCUSSION**
(PAGE 251-433)

- 15. **SUNLINE REGULATORY ADMINISTRATION
DRAFT FY25 BUDGET**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Luis Garcia, Chief Financial Officer) **DISCUSSION**
(PAGE 434-451)

- 16. **2024 MUSIC FESTIVAL SEASON REPORT**
(Kathleen Kelly, Chair of Taxi Committee;
Staff: Jill Plaza, Taxi/Contracted Transportation
Services Administrator) **INFORMATION**
(PAGE 452-458)

ITEM

RECOMMENDATION

- 17. **UPCOMING ELECTION OF OFFICERS**
(Staff: Vanessa Ordorica, Assistant Clerk of the Board)

INFORMATION
(PAGE 459-461)

- 18. **GENERAL COUNSEL’S REPORT**
- 19. **CEO/GENERAL MANAGER’S REPORT**
- 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

- 21. **NEXT MEETING DATE**

June 26, 2024 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

- 22. **ADJOURN**

R.Á.P.I.D.O.

STROKE IN THE HISPANIC-LATINO COMMUNITY

CULTURAL TRANSFORMATION AT HEART



American
Heart
Association.





Live FierceTM
Take Action



Addressing Community Need **R.Á.P.I.D.O.**

The American Heart Association is committed to driving equitable health impact in the Coachella Valley through key priority areas: **reducing risk in women, addressing community need, ending e-cigarette & tobacco use, controlling blood pressure and improving nutrition security and building health & well-being.** Equity is always at the center of our work, and it will continue to guide all that we do.

Through our focus on these key impact areas, we can improve the health and well-being of the Coachella Valley, while saving and improving countless lives.

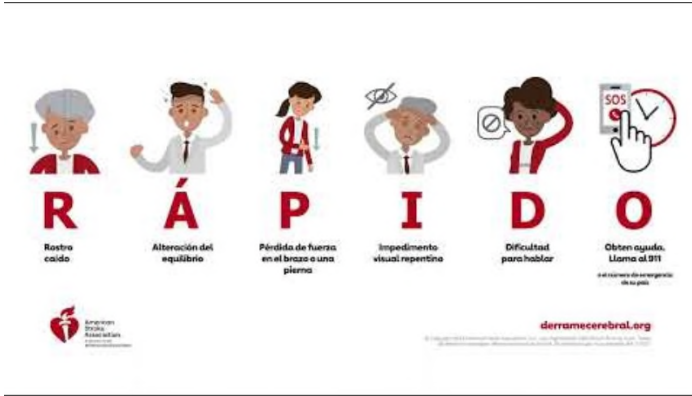
THE ISSUE

- Time is everything
- **39%** of Hispanic consumers were familiar with F.A.S.T.
- Only **42%** could correctly name 2 stroke warning signs unaided.
- Stroke is the **3rd killer** of Hispanic women and **4th killer** of Hispanic men.
- Projections show that by 2030, the prevalence of stroke among Hispanic men will **increase by 29%**.



THE SOLUTION





SAMPLE CAMPAIGN ASSETS

- 4 TV PSAs (:15 & :30 Spanish & Spanglish)
- 2 Radio Jingles (:30 & :60 in Spanish)
- Over 100 social & digital assets (Spanish & Spanglish)
- Print & OOH
- Fact Sheets & Infographic



R.Á.P.I.D.O.



HEALTH EQUITY

Empowering Hispanic-Latino communities to understand:

1. Stroke Signs & Symptoms
2. Immediate Management
3. Modifiable Risk Factors of Stroke

Helping bridge the gap in stroke disparities and working towards achieving health equity for all.

Stroke is
the **#3 killer**
of Hispanic
women.

***Let's change
that together!***

Noelia, stroke survivor



Q&A

THANK YOU!

A stroke
can change
the life of a
loved one
instantly.



American
Stroke
Association.

*A division of the
American Heart Association.*



THANK YOU!

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting April 24, 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, April 24, 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 12:06 p.m. by Chairperson Lisa Middleton.

2. FLAG SALUTE

Board Member Peabody 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
Russell Betts, SunLine Agency Board Member, City of Desert Hot Springs
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

4. PRESENTATIONS

No separate presentations apart from agendized items.

5. FINALIZATION OF AGENDA

No changes to the agenda.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 24, 2024**

6. APPROVAL OF MINUTES FOR THE JOINT STA/SSG March 27, 2024 BOARD MEETING

Board Member Peabody moved to approve the minutes of the March 27, 2024 Joint STA/SSG Board meeting. The motion was seconded by Board Member Mallotto. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

7. PUBLIC COMMENTS

One (1) public comment was made by:

- Dominic Moonheart

8. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Board Member Peabody, City of Indian Wells

9. CONSENT CALENDAR

Board Member Miller moved to approve the consent calendar. The motion was seconded by Board Member Perez. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

10. RESOLUTION NO. 0806 TO OBTAIN LOW CARBON TRANSIT OPERATIONS PROGRAM FUNDING

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 the Resolution No. 0806 to Obtain Low Carbon Transit Operations Program Funding. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

11. AGREEMENT FOR GENERAL LEGAL COUNSEL

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 the Agreement for General Legal Counsel. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

Board Member comment was made by:

- Board Chair Middleton, City of Palm Springs

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 24, 2024**

12. EQUAL EMPLOYMENT OPPORTUNITY & AFFIRMATIVE ACTION PROGRAM STATEMENT APPROVAL PURSUANT TO TITLE VII OF THE CIVIL RIGHTS ACT OF 1964; TITLE 49, CHAPTER 53, SECTION 5332 OF THE UNITED STATES CODE; AND THE FEDERAL TRANSIT ADMINISTRATION’S CIRCULAR 4704.1A

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 Equal Employment Opportunity & Affirmative Action Program Statement Approval Pursuant to Title VII of the Civil Rights Act of 1964; Title 49, Chapter 53, Section 5332 of the United States Code; and the Federal Transit Administration’s Circular 4704.1A. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

13. FIRST READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2024-01 DISTINCTIVE APPEARANCE AS IT RELATES TO COLOR

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 First Reading of SunLine Services Group (SSG) Ordinance No. 2024-01 Distinctive Appearance As it Relates to Color. The motion was approved by a unanimous vote of 9 yes; 0 no; 0 abstain.

14. SUNRIDE SERVICE

Finance/Audit Committee Chair Ross reported that an oral report was provided by Tina Hamel, Chief Administrative Officer on this information item.

15. GENERAL COUNSEL’S REPORT

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

16. CEO/GENERAL MANAGER’S REPORT

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

17. CLOSED SESSION

a) CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code § 54956.9(d)(1)
Number of Matters: One (1)

Anthony Garcia Separation, PERB Case No. LA-CE-1536-M

- a) General Counsel, Eric Vail reported that the Board received a briefing and direction on the case, other than that there was no reportable action taken.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
APRIL 24, 2024**

b) CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code section 54957.6
Agency designated representatives: Mona, CEO/GM SunLine

Employee organization: Teamsters Local 1932

b) There was no reportable action taken.

c) PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code section 54957(b)
Position: Chief Executive Officer/General Manager

c) There was no reportable action taken.

18. NEXT MEETING DATE

May 22, 2024 at 12 pm
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

19. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:40 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board

SunLine Transit Agency**CONSENT CALENDAR**

DATE: May 22, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Checks \$1,000 and Over Report March 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 March which required signature from the Chair or Vice Chair.

Vendor	Check #	Amount
<i>Integrated Cryogenic Solutions LLC</i>	695672	\$3,636,340.70
<i>Three Peaks Corp.</i>	695706	\$258,327.80
<i>Riverside Transit Agency</i>	695694	\$120,000.00
<i>Three Peaks Corp.</i>	695617	\$106,871.68
<i>Red Hawk Services Inc.</i>	695722	\$59,986.83
<i>Mutual Of Omaha Insurance Co.</i>	695594	\$51,090.48

Recommendation:

Receive and file.

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
INTEGRATED CRYOGENIC SOLUTIONS LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-01	695672	03/20/2024	3,636,340.70
PERMA - INSURANCE	Apr-Jun 2024 General Liab/Workers Comp/Liab Trust Premium	695533	03/06/2024	508,588.59
CALPERS	Group Health Premiums	695638	03/20/2024	402,755.21
THREE PEAKS CORP	WIP- Coachella Transit Hub- Project Acct#2212-00	695706	03/20/2024	258,327.80
RIVERSIDE TRANSIT AGENCY	WIP-Bus Purchase- Project Acct#2415-00	695694	03/20/2024	120,000.00
THREE PEAKS CORP	WIP- Coachella Transit Hub- Project Acct#2212-00	695617	03/13/2024	106,871.68
IMPERIAL IRRIGATION DIST	Utilities	695670	03/20/2024	93,475.95
ANEW RNG, LLC	Utilities	695632	03/20/2024	80,356.01
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695555	03/06/2024	76,411.57
U.S. BANK INSTITUTIONAL TRUST-WESTERN	Pension Deposit	695710	03/20/2024	75,625.08
SO CAL GAS CO.	Utilities	695611	03/13/2024	70,552.54
RED HAWK SERVICES INC	WIP-Haskell Permanent Fencing-Project Acct#1912-08	695722	03/26/2024	59,986.83
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	695594	03/13/2024	51,090.48
SHUTTLE BUS LEASING	Vehicle/Bus Leasing	695546	03/06/2024	49,600.00
SHUTTLE BUS LEASING	Vehicle/Bus Leasing	695610	03/13/2024	49,600.00
ALL AMERICAN BUILDING SERVICES INC	WIP-Enclose Glass Showroom for Div II- Project Acct#1913-05	695724	03/27/2024	49,156.00
MUTUAL OF OMAHA INSURANCE COMPANY	Supplement Benefits LTD/STD/LIFE Ins Prem	695754	03/27/2024	44,129.69
TRUGUARD SECURITY SERVICES, INC	Security Guard Services	695554	03/06/2024	40,933.75
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695719	03/20/2024	39,707.75
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1512-00	695652	03/20/2024	36,736.00
MICHELIN NORTH AMERICA, INC.	Lease Tires Services	695753	03/27/2024	26,760.09
BURKE, WILLIAMS & SORENSEN, LLP	Legal Services	695732	03/27/2024	25,455.03
HANSON BRIDGETT LLP	Legal Services	695519	03/06/2024	21,922.10
GALLAGHER BENEFIT SERVICES, INC	Consulting	695663	03/20/2024	19,950.00
EAM SOLUTIONS, LLC	WIP-TAM Software Implementation- Project Acct#1512-00	695580	03/13/2024	18,368.00
NFI PARTS	Inventory Repair Parts	695560	03/13/2024	17,841.88
AVAIL TECHNOLOGIES	Inventory Repair Parts	695499	03/06/2024	17,724.60
ARCADIS, A CALIFORNIA PARTNERSHIP	WIP-Radio System Replacement-Project Acct#1905	695497	03/06/2024	17,484.50
NAPA AUTO PARTS	Inventory Repair Parts	695595	03/13/2024	16,383.58
BALLARD POWER SYSTEMS	Inventory Repair Parts	695567	03/13/2024	15,808.01
THE LEFLORE GROUP LLC	WIP-Liquid Hydrogen Refueling -Project Acct#2211-02	695542	03/06/2024	15,621.85
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695559	03/06/2024	13,519.06
YELLOW CAB OF THE DESERT	SunRide Ride Share Expenses	695776	03/27/2024	13,466.23
VERIZON WIRELESS	Wireless Telephone Service	695622	03/13/2024	12,401.29
ROBERT BACH	Consulting-General	695539	03/06/2024	11,289.46
GARON WYATT INVESTIGATIVE SERVICES, LLC.	Insurance Loss	695665	03/20/2024	10,241.93
PLANETBIDS, INC.	Computer/Network Software Agreement	695758	03/27/2024	9,999.00
ROBERT BACH	Consulting-General	695695	03/20/2024	9,902.36
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	695707	03/20/2024	9,500.00

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
DYNAMIC BUILDING MAINTENANCE INC	Janitorial Services	695651	03/20/2024	9,410.00
FRANKLIN TRUCK PARTS, INC	Inventory Repair Parts	695583	03/13/2024	9,178.64
TEC EQUIPMENT, INC.	Inventory Repair Parts	695614	03/13/2024	9,151.68
SEFAC USA, INC.	Equipment Repairs-Shoe Equipment	695764	03/27/2024	9,070.21
TOWNSEND PUBLIC AFFAIRS, INC	Consulting-General	695618	03/13/2024	9,000.00
COMPLETE COACH WORKS	Repair Parts-Fixed Route	695508	03/06/2024	8,404.50
PRUDENTIAL OVERALL SUPPLY	Uniforms	695536	03/06/2024	8,126.37
BAE SYSTEMS CONTROLS, INC.	Outside Repair-Fixed Route	695566	03/13/2024	8,022.60
DESERT AIR CONDITIONING, INC.	Contract Services-A/C	695511	03/06/2024	7,986.00
SC FUELS	Lubricants- Oil	695545	03/06/2024	7,281.69
RIDE COACH AND BUS LLC	Inventory Repair Parts	695572	03/13/2024	7,132.65
GAMEROOM GALLERY OF DESERT	WIP-Office Furniture & Equipment-Project Acct#2418-06	695752	03/27/2024	6,675.51
AMALGAMATED TRANSIT UNION	Union Dues	695629	03/20/2024	6,249.50
AMALGAMATED TRANSIT UNION	Union Dues	695495	03/06/2024	6,249.50
JESSE FRESCAS JR.	WIP- Coachella Transit Hub- Project Acct#2212-00	695673	03/20/2024	6,240.00
BEST BEST & KRIEGER LLP	Legal Services	695731	03/27/2024	5,828.60
HD INDUSTRIES	Inventory Repair Parts	695520	03/06/2024	5,734.84
PRUDENTIAL OVERALL SUPPLY	Uniforms	695760	03/27/2024	5,354.31
RIDECO US INC	SunRide Ride Share Expenses	695692	03/20/2024	5,077.50
SOCALGAS	Utilities	695612	03/13/2024	4,890.20
CARQUEST AUTO PARTS STORES	Inventory Repair Parts	695575	03/13/2024	4,652.96
IMPERIAL IRRIGATION DIST	Utilities	695745	03/27/2024	4,569.75
CALIFORNIA DENTAL NETWORK, INC.	Dental Benefits	695573	03/13/2024	4,545.83
PETE'S AUTOMOTIVE SERVICES, INC.	Repair Parts-Support Vehicle	695686	03/20/2024	4,334.33
JESSUP AUTO PLAZA	Repair Parts-Support Vehicle	695534	03/06/2024	4,218.17
TPX COMMUNICATIONS	Communication Service	695708	03/20/2024	4,180.48
TINA MARIE HAMEL	Reimbursement Expense	695551	03/06/2024	4,089.39
US BANK VOYAGER FLEET SYSTEMS	Unleaded/Diesel Fuel	695620	03/13/2024	4,088.51
PRUDENTIAL OVERALL SUPPLY	Uniforms	695606	03/13/2024	4,052.08
IVYS ADSORPTION INC.	Inventory Repair Parts	695590	03/13/2024	3,887.84
ALPHA MEDIA LLC	Advertising	695725	03/27/2024	3,630.00
NFI PARTS	Inventory Repair Parts	695723	03/27/2024	3,598.60
JIM'S DESERT RADIATOR AND A/C SERVICE	Inventory Repair Parts	695512	03/06/2024	3,554.81
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695601	03/13/2024	3,546.64
GRAINGER	Materials & Supplies	695744	03/27/2024	3,456.43
EARL E KNOX COMPANY	Inventory Repair Parts	695653	03/20/2024	3,389.83
CHARTER COMMUNICATIONS	Utilities	695704	03/20/2024	3,296.08
ADT COMMERCIAL LLC	WIP-Access Control Replacement-Project Acct#2113-00	695550	03/06/2024	3,170.29
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695505	03/06/2024	3,071.44

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
HARTFORD FIRE INSURANCE COMPANY	Annual Flood Insurance Premium	695521	03/06/2024	3,015.00
DECALS BY DESIGN, INC.	SunRide Ride Share Expenses	695735	03/27/2024	2,954.35
CALIFORNIA STATE DISBURSEMENT UNIT	Garnishment	695639	03/20/2024	2,934.25
ENTERPRISE HOLDINGS, LLC	TDM & Vanpool Program	695513	03/06/2024	2,925.00
SECTRAN SECURITY INC.	Bank Adjustment Fees	695699	03/20/2024	2,856.52
HOME DEPOT CREDIT SERVICES	Facility Maintenance	695588	03/13/2024	2,605.08
AMAZON CAPITAL SERVICES, INC	Computer Supplies	695563	03/13/2024	2,506.27
SC FUELS	Lubricants- Oil	695698	03/20/2024	2,428.68
JOSEPH LYNN FRIEND	Contracted Services	695675	03/20/2024	2,415.00
FORENSIC DRUG TESTING SERVICES	Alcohol & Drug Testing	695660	03/20/2024	2,397.25
JACKSON LEWIS P.C.	Insurance Loss	695591	03/13/2024	2,346.00
DESERT AIR CONDITIONING, INC.	A/C Expenses	695736	03/27/2024	2,304.22
ENTERPRISE HOLDINGS, LLC	TDM & Vanpool Program	695742	03/27/2024	2,250.00
SONSRAY FLEET SERVICES	Repair Parts-Fixed Route	695766	03/27/2024	2,239.46
NFI PARTS	Inventory Repair Parts	695491	03/06/2024	2,224.37
HD INDUSTRIES	Repair Parts-Fixed Route	695669	03/20/2024	2,221.48
HEPTAGON SEVEN CONSULTING, INC.	WIP-Haskell Permanent Fencing-Project Acct#1912-08	695587	03/13/2024	2,182.54
VERONICA MANZO STUMPF	WIP-Consultant TAM Software -Project Acct #1512-01	695623	03/13/2024	2,125.00
ANDERSON COMMUNICATIONS	Radio Repeater Hill Top Rental	695500	03/06/2024	2,100.00
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695569	03/13/2024	2,089.88
BURRTEC WASTE & RECYCLING SERVICES	Trash Service	695570	03/13/2024	2,089.64
SONSRAY FLEET SERVICES	Inventory Repair Parts	695552	03/06/2024	2,056.38
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695775	03/27/2024	2,024.55
ANDREA CARTER & ASSOCIATES	Marketing & Communication Services	695631	03/20/2024	2,000.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695772	03/27/2024	1,980.10
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695778	03/27/2024	1,828.60
OMNITRACS, LLC	General Services	695680	03/20/2024	1,820.00
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695777	03/27/2024	1,809.50
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695771	03/27/2024	1,786.90
GILLIG LLC	Inventory Repair Parts	695585	03/13/2024	1,786.12
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695773	03/27/2024	1,770.80
TOTAL CARE WORK INJURY CLINIC	Medical Exam & Testing	695769	03/27/2024	1,710.00
GRAINGER	Inventory Repair Parts	695518	03/06/2024	1,701.65
C V WATER DISTRICT	Utilities	695734	03/27/2024	1,697.64
PAUL MATTERN	Reimbursement Expense	695603	03/13/2024	1,667.23
VALLEY OFFICE EQUIPMENT, INC.	Copier Service	695715	03/20/2024	1,663.31
LUMINATOR TECHNOLOGY GROUP	Inventory Repair Parts	695676	03/20/2024	1,653.59
ROBERT HALF	Temporary Help	695608	03/13/2024	1,619.20
ROBERT HALF	Temporary Help	695761	03/27/2024	1,619.20

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
ROBERT HALF	Temporary Help	695696	03/20/2024	1,619.20
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695774	03/27/2024	1,616.10
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695770	03/27/2024	1,592.40
EDITH HERNANDEZ	Reimbursement Expense	695740	03/27/2024	1,538.23
FRONTIER COMMUNICATIONS	Utilities- OPS Bldg	695662	03/20/2024	1,525.00
DESERT FIRE EXTINGUISHER CO. INC.	Facility Maintenance	695648	03/20/2024	1,525.00
PALM SPRINGS MOTORS, INC.	Inventory Repair Parts	695683	03/20/2024	1,524.10
YELLOW CAB OF THE DESERT	Taxi Voucher Program	695720	03/20/2024	1,518.05
AMAZON CAPITAL SERVICES, INC	Computer Supplies	695630	03/20/2024	1,487.87
BROADLUX, INC.	Contract Services-General	695636	03/20/2024	1,480.00
MILE3 WEB DEVELOPMENT	Website Maintenance	695677	03/20/2024	1,470.00
JE STRATEGUES LLC	Consulting	695748	03/27/2024	1,362.50
ROBERT HALF	Temporary Help	695540	03/06/2024	1,295.36
RIVERSIDE COUNTY SHERIFF'S OFFICE	Garnishment	695538	03/06/2024	1,263.55
CITY CAB	Taxi Voucher Program	695544	03/06/2024	1,218.50
XENIA RACING WRAPS	Decals-Fixed Route	695718	03/20/2024	1,210.00
SCAG	Travel Meetings/Seminars	695702	03/20/2024	1,200.00
SMART CHEMISTRY CORPORATION	WIP-H2 Testing for SoCalGas/Hydrogen- Project Acct#2107-02	695765	03/27/2024	1,200.00
ON THE FLY TERMITE AND PEST CONTROL	Pest Control Services	695756	03/27/2024	1,192.00
FEDEX	Shipping Service	695658	03/20/2024	1,110.49
KUNA FM	Advertising	695592	03/13/2024	1,070.00
WORLD OIL ENVIRONMENTAL SERVICES	Lubricants- Oil	695633	03/20/2024	1,002.09
JOSE LOAIZA	Reimbursement Expense	695747	03/27/2024	1,000.00
Total Checks Over \$1,000	\$6,486,707.56			
Total Checks Under \$1,000	\$43,469.40			
Total Checks	\$6,530,176.96			

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Credit Card Statement for March 2024

Summary:

The attached report summarizes the Agency's credit card expenses for February 2024. The report summarizes transactions for the credit cards utilized for Procurement and the CEO/General Manager which align with the statement closing date of March 29, 2024.

Recommendation:

Receive and file.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 04/01/2024

Name on Card: Mona Babauta

Trans. Date	Post Date	Reference	Detail - Description	Credits	Charges
1 3/27/2024	3/29/2024	United Airlines	United Airlines Roundtrip Flight from Palm Springs, CA to Portland, OR for Travel to APTA Mobility Conference in Portland, OR; Mona Babauta, CEO/General Manager		\$804.47
Credits and Charges:				\$0.00	\$804.47



Reporting Period : 3/1/2024 - 3/29/2024

Statement Summary

Name	Mona Babauta	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX [REDACTED]	Currency	US Dollar
Reporting Period	3/1/2024 - 3/29/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
1 3/27/2024	3/29/2024	United United.Com, TX					804.47
Purchase United		General Ledger Code: 5090200000					

Transaction Count: 1
Total: 804.47

Employee Signature **Date**

Authorized Approver Signature **Date**

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 3/29/2024

Name on Card: Walter Watcher (Procurement Card)

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
1	02/29/24	3/1/2024	Jotform Inc.	Jotform 1 year Subscription for High School Haul Pass Program 2/16/24-2/16/25		\$ 294.00
2	03/04/24	3/5/2024	Grasshopper.Com	SolVan Toll Free Number & Web Traffic		\$ 23.82
3	03/05/24	3/6/2024	Magid Glove and Safety Manufacturing	Electrical Glove Testing - Maintenance Department		\$ 75.75
4	03/07/24	3/8/2024	California Public Employment Relations Board	Arbitration List from PERB - Service Fee		\$ 1.15
5	03/07/24	3/8/2024	California Public Employment Relations Board	Arbitration List from PERB		\$ 50.00
6	03/08/24	3/11/2024	Bambora PSP	Conference Registration Fees for California Hydrogen Convention in Los Angeles - Mona B.		\$ 1,695.00
7	03/08/24	3/11/2024	Bambora PSP	Conversion Fees for California Hydrogen Convention in Los Angeles - Mona B.		\$ 16.95
8	03/08/24	3/11/2024	Bambora PSP	Conversion Fees for California Hydrogen Convention in Los Angeles - Luis G.		\$ 16.95
9	03/08/24	3/11/2024	Bambora PSP	Conference Registration Fees for California Hydrogen Convention in Los Angeles - Luis G.		\$ 1,695.00
10	03/08/24	3/11/2024	Bambora PSP	Conversion Fees for California Hydrogen Convention in Los Angeles - Ray A.		\$ 16.95
11	03/08/24	3/11/2024	Bambora PSP	Conference Registration Fees for California Hydrogen Convention in Los Angeles - Ray A.		\$ 1,695.00
12	03/08/24	3/11/2024	Bambora PSP	Conversion Fees for California Hydrogen Convention in Los Angeles - Shawn C.		\$ 16.95
13	03/08/24	3/11/2024	Bambora PSP	Conference Registration Fees for California Hydrogen Convention in Los Angeles - Shawn C.		\$ 1,695.00
14	03/08/24	3/11/2024	Bambora PSP	Conference Registration Fees for California Hydrogen Convention in Los Angeles - Walter W.		\$ 1,695.00
15	03/08/24	3/11/2024	Bambora PSP	Conversion Fees for California Hydrogen Convention in Los Angeles - Walter W.		\$ 16.95
16	03/09/24	3/11/2024	Moxy Downtown Los Angeles	Lodging for California Hydrogen Convention in Los Angeles - Mona B., Luis G., Ray A., Shawn C., Walter W.		\$ 2,199.90
17	03/12/24	3/13/2024	Eventbrite	Riverside Co. State of the Fourth District - General Admission for Luis G., Edith H., Tina H.		\$ 277.65
18	03/21/24	3/25/2024	Alaska Air	Flight for American Public Transportation Association International Bus Rodeo & Mobility Conference 2024 - Dioselyn M.		\$ 551.20

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
19	03/21/24	3/26/2024	APTA	Registration for American Public Transportation Association International Bus Roadeo & Mobility Conference 2024 - Dioselyn M.		\$ 1,100.00
20	03/21/24	3/26/2024	APTA	Registration for American Public Transportation Association International Bus Roadeo & Mobility Conference 2024 - Mona B.		\$ 1,100.00
21	03/22/24	3/25/2024	Expedia	Registration for California Association for Coordinated Transportation 2024 Conference - Dylan N.		\$ 875.00
22	03/22/24	3/25/2024	Desert Redi-Mix	Concrete for Bus Shelter in Coachella		\$ 444.13
23	03/22/24	3/25/2024	Ikea	Driver Lounge Storage Shelving		\$ 232.16
24	03/22/24	3/25/2024	Expedia, Inc.	Lodging for California Association for Coordinated Transportation 2024 Conference - Dylan N.		\$ 847.47
25	03/25/24	3/26/2024	Sams Club	Beverages for Boardroom		\$ 190.59
26	03/25/24	3/26/2024	Expedia, Inc.	Registration for California Association for Coordinated Transportation 2024 Conference - Bryan V.		\$ 875.00
27	03/26/24	3/27/2024	Marriott	Registration for ZEB Con Conference - Ray A.		\$ 620.00
28	03/26/24	3/27/2024	Marriott	Registration for ZEB Con Conference - Shawn C.		\$ 620.00
29	03/26/24	3/28/2024	United	Flight for ZEB Con Conference - Ray A.		\$ 568.62
30	03/26/24	3/28/2024	United	Flight for ZEB Con Conference - Shawn C.		\$ 568.62
31	03/26/24	3/28/2024	United	Bag & Seat Charge for Flight to ZEB Con Conference - Ray A.		\$ 90.00
32	03/26/24	3/28/2024	United	Bag & Seat Charge for Flight to ZEB Con Conference - Ray A.		\$ 86.00
33	03/26/24	3/28/2024	United	Bag & Seat Charge for Flight to ZEB Con Conference - Shawn C.		\$ 90.00
34	03/26/24	3/28/2024	United	Bag & Seat Charge for Flight to ZEB Con Conference - Shawn C.		\$ 86.00
35	03/27/24	3/28/2024	Reviewstudio.com	Online Proofing and Workflow Software		\$ 195.00
36	03/27/24	3/28/2024	Reviewstudio.com	Online Proofing and Workflow Software - Conversion Fee		\$ 1.95

	Trans. Date	Post. Date	Name	Detail-Description	Credits	Charges
37	03/27/24	3/29/2024	APTA	Registration for American Public Transportation Association International Bus Roadeo & Mobility Conference 2024 - Ray A.		\$ 1,100.00
38	03/27/24	3/29/2024	Alaska Air	Flight for American Public Transportation Association International Bus Roadeo & Mobility Conference 2024 - Ray A.		\$ 551.20
39	03/28/24	3/29/2024	Survey Monkey, Inc.	Web-based Forms for SolVan		\$ 19.00
40	03/29/24	3/29/2024	Priceline.com	Lodging for Consolidated Transportation Services Agency ("CTSA") Transit Networks Course - Ryan K.		\$ 296.98
					\$ -	\$ 22,590.94



Reporting Period : 3/1/2024 - 3/29/2024

Statement Summary

Name	Walter Watcher	Company	Sunline Transit Agency
Account #	XXXX-XXXX-XXXX	Currency	US Dollar
Reporting Period	3/1/2024 - 3/29/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount	
1 2/29/2024	3/1/2024	Jotform Inc San Francisco, CA					294.00	
		Purchase Jotform Inc	General Ledger Code: 5030300011 Fund: 00					
		PR 20681 - Jotform Subscription for High School Haul Pass - IT Department						
2 3/4/2024	3/5/2024	Grasshopper.Com Logmein.Com, MA					23.82	
		Purchase Grasshopper.Com	General Ledger Code: 5099900002 Fund: 00					
		PR 19508 - Grasshopper - SolVan Toll Free Number & Web Traffic - Safety Department						
3 3/5/2024	3/6/2024	Magid Glove 773-384-2070, IL					75.75	
		Purchase Magid Glove	General Ledger Code: 5099900002 Fund: 00					
		PR 20581 - Electrical Glove Testing - Maintenance Department						
4 3/7/2024	3/8/2024	Elavon Srv Fee Arbitratio 678-7315974, GA					1.15	
		Purchase Elavon Srv Fee Arbitratio	General Ledger Code: 5099900002 Fund: 00					
		PR 20790 California Public Employment Relations Board - A. Martinez - Executive Department						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
5 3/7/2024	3/8/2024	Perb Arb Full List 916-3272275, CA					50.00
		Purchase Perb Arb Full List	General Ledger Code: 5099900002 Fund: 00				
PR 20790 California Public Employment Relations Board Arbitration - A. Martinez - Executive Department							
6 3/8/2024	3/11/2024	Bambora Psp Usd 7399 Victoria, BC					1,695.00
		Purchase Bambora Psp Usd 7399	General Ledger Code: 5039903800 Fund: 00				
Approved Travel for Luis Garcia - California Hydrogen Convention - Registration Fee - Finance Department							
7 3/8/2024	3/11/2024						16.95
		Other Debits Currency Conversion Fee	Fund: 00				
Approved Travel for Luis Garcia - California Hydrogen Convention - Currency Conversion Fee - Finance Department							
8 3/8/2024	3/11/2024						16.95
		Other Debits Currency Conversion Fee	Fund: 00				
Travel for Mona Babauta - California Hydrogen Convention - Currency Conversion Fee - Executive Department							
9 3/8/2024	3/11/2024	Bambora Psp Usd 7399 Victoria, BC					1,695.00
		Purchase Bambora Psp Usd 7399	General Ledger Code: 5039903800 Fund: 00				
Travel for Mona Babauta - California Hydrogen Convention - Registration Fee - Executive Department							
10 3/8/2024	3/11/2024						16.95
		Other Debits Currency Conversion Fee	Fund: 00				
Approved Travel for Ray Allen - California Hydrogen Convention - Currency Conversion Fee - Maintenance Department							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount	
11 3/8/2024	3/11/2024	Bambora Psp Usd 7399 Victoria, BC					1,695.00	
		Purchase Bambora Psp Usd 7399	General Ledger Code: 5039903800 Fund: 00					
		Approved Travel For Ray Allen - California Hydrogen Convention - Registration Fee - Maintenance Department						
<hr/>								
12 3/8/2024	3/11/2024						16.95	
		Other Debits Currency Conversion Fee	Fund: 00					
		Approved Travel for Shawn Craycraft - California Hydrogen Convention - Currency Conversion Free - SunFuels Department						
<hr/>								
13 3/8/2024	3/11/2024	Bambora Psp Usd 7399 Victoria, BC					1,695.00	
		Purchase Bambora Psp Usd 7399	General Ledger Code: 5039903800 Fund: 00					
		Approved Travel for Sawn Craycraft - California Hydrogen Convention - Registration Fee - SunFuels Department						
<hr/>								
14 3/8/2024	3/11/2024	Bambora Psp Usd 7399 Victoria, BC					1,695.00	
		Purchase Bambora Psp Usd 7399	General Ledger Code: 5039903800 Fund: 00					
		Approved Travel for Walter Watcher - California Hydrogen Convention - Registration Fee - Planing and Development Department						
<hr/>								
15 3/8/2024	3/11/2024						16.95	
		Other Debits Currency Conversion Fee	Fund: 00					
		Approved Travel for Walter Watcher - California Hydrogen Convention - Currency Conversion Fee - Planing and Development Department						
<hr/>								
16 3/9/2024	3/11/2024	Travel Reservation 877-283-5585, WA					2,199.90	
		Purchase Travel Reservation	General Ledger Code: 5090200000 Fund: 00					
		California Hydrogen Convention - Lodging - Approved Travel for Luis Garcia, Mona Babauta, Ray Allen, Shawn Craycraft, and Walter Watcher						
<hr/>								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
17 3/12/2024	3/13/2024	Eb Riverside County S 801-413-7200, CA					277.65
		Purchase Eb Riverside County S	General Ledger Code: 5039903800 Fund: 00				
PR 20828 Riverside County State of the 4th District Event - Registration for Edith Hernandez, Tina Hamel, and Luis Garcia							
18 3/21/2024	3/25/2024	Alaska Air Seattle, WA					551.20
		Purchase Alaska Air	General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Dioselyn Ayala Moreno - American Public Transportation Association Conference 2024 - Lodging Charge - Planning and Development Department							
19 3/21/2024	3/26/2024	Apta 202-4964800, DC					1,100.00
		Purchase Apta	General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Dioselyn Ayala Moreno - American Public Transportation Association Conference 2024 - Conference Registration - Planning and Development Department							
20 3/21/2024	3/26/2024	Apta 202-4964800, DC					1,100.00
		Purchase Apta	General Ledger Code: 5090100000 Fund: 00				
Mona Babauta - American Public Transportation Association - Conference Registration - Executive Department							
21 3/22/2024	3/25/2024	Sq *california Associatio Gosq.Com, CA					875.00
		Purchase Sq *california Associatio	General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Dylan Narz - California Association for Coordinated Transportation 2024 Spring Conference and Expo - Registration Fee - Operations Department							
22 3/22/2024	3/25/2024	Desert Redi Mix 760-3422966, CA					444.13
		Purchase Desert Redi Mix	General Ledger Code: 5030500010 Fund: 00				
PR 20863 Concrete for Bus Shelter in Coachella - Stops & Zones Department							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
23 3/22/2024	3/25/2024	Ikea 453426653 888-434-4532, MD					232.16
Purchase Ikea 453426653			General Ledger Code: 5099900002 Fund: 00				
PR 20901 - Driver Lounge Storage Shelving - Operations Department							
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24 3/22/2024	3/25/2024	Expedia 72787973860281 Expedia.Com, WA					847.47
Purchase Expedia 72787973860281			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Dylan Narz - California Association for Coordinated Transportation 2024 Spring Conference and Expo - Lodging Charge - Operations Department							
<hr/>							
25 3/25/2024	3/26/2024	Sams Club #6609 Palm Desert, CA					190.59
Purchase Sams Club #6609			General Ledger Code: 5099900002 Fund: 00				
PR 20895 - Water & Sodas for Boardroom - Facilities Department							
<hr/>							
26 3/25/2024	3/26/2024	Sq *california Associatio Gosq.Com, CA					875.00
Purchase Sq *california Associatio			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Bryan Valenzuela - California Association for Coordinated Transportation 2024 Spring Conference and Expo - Registration Fee - Safety Department							
<hr/>							
27 3/26/2024	3/27/2024	Cvent, Inc* Cte Www.Cvent.Com, VA					620.00
Purchase Cvent, Inc* Cte			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Ray Allen - ZEB Conference - Registration Fee - Maintenance Department							
<hr/>							
28 3/26/2024	3/27/2024	Cvent, Inc* Cte Www.Cvent.Com, VA					620.00
Purchase Cvent, Inc* Cte			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Ray Allen - ZEB Conference - Registration Fee - Maintenance Department							
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount	
29 3/26/2024	3/28/2024	United United.Com, TX					568.62	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approved Travel for Ray Allen -ZEB Conference - Flight Charge - Maintenance Department						
30 3/26/2024	3/28/2024	United United.Com, TX					568.62	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approve Travel for Shawn Craycraft - ZEB Conference - Registration Fee - SunFuels Department						
31 3/26/2024	3/28/2024	United United.Com, TX					90.00	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approved Travel for Ray Allen -ZEB Conference - Bag Charge and Seat Charge from Ontario to Philadelphia - Maintenance Department						
32 3/26/2024	3/28/2024	United United.Com, TX					86.00	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approved Travel for Ray Allen -ZEB Conference - Bag Charge and Seat Charge from Philadelphia to Ontario - Maintenance Department						
33 3/26/2024	3/28/2024	United United.Com, TX					90.00	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approved Travel for Shawn Craycraft -ZEB Conference - Bag Charge and Seat Charge from Ontario to Philadelphia - SunFuels Department						
34 3/26/2024	3/28/2024	United United.Com, TX					86.00	
		Purchase United	General Ledger Code: 5090200000 Fund: 00					
		Approved Travel for Shawn Craycraft -ZEB Conference - Bag Charge and Seat Charge from Philadelphia to Ontario - SunFuels Department						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Personal	Receipt	Amount
35 3/27/2024	3/28/2024	Reviewstudio.Com Westmount, QC					195.00
Purchase Reviewstudio.Com			General Ledger Code: 5030300011 Fund: 00				
PR 20917 Review Studio - Software for Rider's Guide - Marketing Department							
36 3/27/2024	3/28/2024						1.95
Other Debits Currency Conversion Fee			Fund: 00				
PR 20917 Review Studio - Software for Rider's Guide - Currency Charge							
37 3/27/2024	3/29/2024	Apta 202-4964800, DC					1,100.00
Purchase Apta			General Ledger Code: 5090100000 Fund: 00				
Approved Travel for Ray Allen - American Transportation Association - Registration Fee - Maintenance Department							
38 3/27/2024	3/29/2024	Alaska Air Seattle, WA					551.20
Purchase Alaska Air			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Ray Allen - American Transportation Association - Flight Charge - Maintenance Department							
39 3/28/2024	3/29/2024	Smk 813-4213676, CA					19.00
Purchase Smk			General Ledger Code: 5099900002 Fund: 00				
PR19576 - Wufoo -Pop-up ox Web-based Forms for SolVan - SolVan Web forms - Safety Department							
40 3/29/2024	3/29/2024	Priceln*holiday Inn EI 203-299-8000, CT					296.98
Purchase Priceln*holiday Inn EI			General Ledger Code: 5090200000 Fund: 00				
Approved Travel for Ryan Kuruppu - CTSA Learning & Development Program - Planning Department							

Transaction Count: 40

Total: 22,590.94

Employee Signature

Date

Authorized Approver Signature

Date

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Monthly Budget Variance Report for March 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 March 2024 are equal to 9/12^{ths} of the yearly budget.

Year to Date Summary

- As of March 31, 2024, the Agency's FYTD revenues are \$330,759 or 18.31% above the FYTD budget.
- As of March 31, 2024, the Agency's FYTD expenditures are \$2,139,997 or 6.01% 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
March 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Revenues:								
Passenger Revenue	1,550,964	149,475	129,247	20,228	1,276,249	1,163,223	113,026	17.7%
Other Revenue	857,170	83,167	71,431	11,736	860,611	642,878	217,733	-0.4%
Total Operating Revenue	2,408,134	232,643	200,678	31,965	2,136,860	1,806,101	330,759	11.3%
Operating Expenses:								
Operator & Mechanic Salaries & Wages	9,642,603	909,321	803,550	(105,771)	7,872,540	7,231,952	(640,588)	18.4%
Operator & Mechanic Overtime	1,226,000	114,806	102,167	(12,640)	1,074,887	919,500	(155,387)	12.3%
Administration Salaries & Wages	7,325,230	589,064	610,436	21,372	5,111,146	5,493,923	382,777	30.2%
Administration Overtime	109,250	18,015	9,104	(8,911)	140,564	81,938	(58,627)	-28.7%
Fringe Benefits	11,591,219	872,867	965,935	93,068	7,491,252	8,693,414	1,202,162	35.4%
Communications	230,400	20,864	19,200	(1,664)	212,719	172,800	(39,919)	7.7%
Legal Services	400,000	31,548	33,333	1,786	503,354	300,000	(203,354)	-25.8%
Computer/Network Software Agreement	861,455	81,700	71,788	(9,912)	499,511	646,091	146,581	42.0%
Uniforms	129,360	15,133	10,780	(4,353)	60,761	97,020	36,259	53.0%
Contracted Services	855,022	70,415	71,252	837	503,779	641,267	137,487	41.1%
Equipment Repairs	14,000	10,111	1,167	(8,944)	21,465	10,500	(10,965)	-53.3%
Security Services	295,000	12,266	24,583	12,317	324,572	221,250	(103,322)	-10.0%
Fuel - CNG	2,530,920	186,332	210,910	24,578	1,546,543	1,898,190	351,647	38.9%
Fuel - Hydrogen	1,418,612	66,697	118,218	51,521	629,686	1,063,959	434,273	55.6%
Tires	259,155	19,153	21,596	2,444	162,657	194,366	31,709	37.2%
Office Supplies	72,285	5,679	6,024	345	40,106	54,214	14,108	44.5%
Travel/Training	163,720	29,731	13,643	(16,088)	91,549	122,790	31,241	44.1%
Repair Parts	1,809,339	96,631	150,778	54,147	1,385,170	1,357,004	(28,165)	23.4%
Facility Maintenance	51,450	3,609	4,288	679	48,031	38,588	(9,444)	6.6%
Electricity - CNG & Hydrogen	1,530,000	79,979	127,500	47,521	732,018	1,147,500	415,482	52.2%
Natural Gas	2,610,000	168,644	217,500	48,856	1,402,302	1,957,500	555,198	46.3%
Water and Gas	19,001	1,287	1,583	296	9,430	14,251	4,820	50.4%
Insurance Losses	1,079,253	(6,945)	89,938	96,883	809,462	809,440	(22)	25.0%
Insurance Premium - Property	125,000	19,039	10,417	(8,622)	147,413	93,750	(53,663)	-17.9%
Repair Claims	85,000	9,851	7,083	(2,767)	67,613	63,750	(3,863)	20.5%
Fuel Taxes	114,400	2,756	9,533	6,778	76,754	85,800	9,046	32.9%
Other Expenses	6,911,896	617,167	575,991	(41,176)	4,671,480	5,183,922	512,442	32.4%
Self Consumed Fuel	(3,992,196)	(253,029)	(332,683)	(79,654)	(2,176,229)	(2,994,147)	(817,918)	45.5%
Total Operating Expenses (Before Depreciation)	47,467,374	3,792,691	3,955,615	162,923	33,460,533	35,600,531	2,139,997	29.5%
Operating Expenses in Excess of Operating Revenue		\$ (3,560,049)			\$ (31,323,674)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	668,093	704,667	36,573	5,878,328	6,342,000	463,672	30.5%
State - LTF, LCTOP	26,808,875	2,118,121	2,234,073	115,952	18,636,631	20,106,656	1,470,025	30.5%
Federal	9,794,365	773,835	816,197	42,362	6,808,714	7,345,774	537,059	30.5%
Total Subsidies	45,059,240	3,560,049	3,754,937	194,888	31,323,674	33,794,430	2,470,756	30.5%
Net Operating Gain (Loss) After Subsidies	\$ -	\$ -			\$ -			

SunLine Transit Agency
Budget Variance Report
March 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Operating Expenses:								
Wages & Benefits	29,894,302	2,504,074	2,491,192	(12,882)	21,690,389	22,420,727	730,337	27.4%
Services	5,560,654	476,135	463,388	(12,747)	3,878,267	4,170,491	292,224	30.3%
Fuels & Lubricants	4,115,207	268,516	342,934	74,418	2,330,363	3,086,405	756,042	43.4%
Tires	259,155	19,153	21,596	2,444	162,657	194,366	31,709	37.2%
Materials and Supplies	2,313,768	139,670	192,814	53,144	1,703,699	1,735,326	31,627	26.4%
Utilities	4,504,781	281,892	375,398	93,506	2,431,407	3,378,586	947,179	46.0%
Casualty & Liability	3,309,926	237,948	275,827	37,879	2,643,383	2,482,445	(160,938)	20.1%
Taxes and Fees	114,400	2,756	9,533	6,778	76,754	85,800	9,046	32.9%
Miscellaneous Expenses	1,387,377	115,576	115,615	38	719,843	1,040,533	320,689	48.1%
Self Consumed Fuel	(3,992,196)	(253,029)	(332,683)	(79,654)	(2,176,229)	(2,994,147)	(817,918)	45.5%
Total Operating Expenses (Before Depreciation)	47,467,374	3,792,691	3,955,615	162,923	33,460,533	35,600,531	2,139,997	29.5%
Revenues:								
Passenger Revenue	1,550,964	149,475	129,247	20,228	1,276,249	1,163,223	113,026	17.7%
Other Revenue	857,170	83,167	71,431	11,736	860,611	642,878	217,733	-0.4%
Total Operating Revenue	2,408,134	232,643	200,678	31,965	2,136,860	1,806,101	330,759	11.3%
Net Operating Gain (Loss)		\$ (3,560,049)			\$ (31,323,674)			
Subsidies:								
Local - Measure A, Commuter 10, Haul Pass	8,456,000	668,093	704,667	36,573	5,878,328	6,342,000	463,672	30.5%
State - LTF, LCTOP	26,808,875	2,118,121	2,234,073	115,952	18,636,631	20,106,656	1,470,025	30.5%
Federal - CMAQ,5307,5309,5310,5311,5311(f),5312	9,794,365	773,835	816,197	42,362	6,808,714	7,345,774	537,059	30.5%
Total Subsidies	45,059,240	3,560,049	3,754,937	194,888	31,323,674	33,794,430	2,470,756	30.5%
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 March, ridership was at 2.2% above FY23 FYTD totals.
- Total system ridership was 43,251 trips above FY23 FYTD amounts.

Ridership

	FY23-March	FY24-March	Variance	%Δ
Fixed Route	234,896	238,704	3,808	1.6%
Paratransit	9,809	10,220	411	4.2%
SolVan	1,817	2,018	201	11.1%
SunRide	1,045	1,984	939	89.9%
System Total	247,567	252,926	5,359	2.2%

Ridership

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Fixed Route	1,901,052	1,920,975	19,923	1.0%
Paratransit	80,080	90,104	10,024	12.5%
SolVan	14,652	17,187	2,535	17.3%
SunRide	5,682	16,451	10,769	189.5%
System Total	2,001,466	2,044,717	43,251	2.2%

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 and February.

Facility Maintenance

- The unfavorable balance in facility maintenance expenses is primarily attributed to tree cleanup on Agency property in October.

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 in primarily due to less than anticipated fuel utilized by the Agency.

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024 **RECEIVE & FILE**

TO: Finance/Audit Committee
Board of Directors

RE: Contracts Signed between \$25,000 and \$250,000 for April 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 three (3) agreements, one (1) purchase order and two (2) amendments executed in April 2024 between \$25,000 and \$250,000:

Vendor	Purpose	Amount
Insight Strategies	Leadership Consulting	\$249,999.00
Entech Oil	Bulk Lubricants	\$59,392.00
CTE	LH2 Project Management	\$86,777.00
Dahl, Taylor & Associates	Electric Generator Study	\$151,399.00
TotalCare Work Clinic	Occupational Health Services	\$39,225.00
CPAC Inc.	Software Renewal	\$35,328.99

Recommendation:

Receive and file.

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

April 2024

Vendor	Product/Service	Need	Budgeted	Budgeted Amount	Cost	Type
Insight Strategies	Strategy Planning	Leadership Strategic Planning	FY24 FY25	\$249,999.00	\$249,999.00	Agreement
Entech Oil	Bulk Lubricants	Bus Maintenance	FY24 FY25	\$59,392.00	\$59,392.00	Agreement
CTE	Technical Support	LH2 Project Management	FY24	\$86,777.00	\$86,777.00	Agreement
Dahl, Taylor & Associates	Technical Support	Electric Generator Study	FY24 FY25	\$187,000.00	\$151,399.00	Amendment
TotalCare Work Clinic	Employee Health Services	Occupational Health Services	FY24 FY25	\$39,225.00	\$39,225.00	Amendment
CPAC Inc	Software	Veeam Software Renewal	FY24 FY25	\$35,328.99	\$35,328.99	Purchase Order

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Union & Non-Union Pension Investment Asset Summary for March 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 March, 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	35.4%	16% – 56%
	International Equity	17.9%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	36.9%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.6%	0% – 20%

Non-Union

Asset Class		Actual	Range
Growth Assets			
	Domestic Equity	35.3%	16% – 56%
	International Equity	17.8%	0% - 39%
	Other	4.3%	0% – 20%
Income Assets			
	Fixed Income	36.8%	25% - 65%
	Other	5.0%	0% – 20%
Real Return Assets		0.0%	0% – 20%
Cash Equivalents		0.7%	0% – 20%

Components may not sum to 100.0% due to rounding.

For the month of March, the market value of assets decreased and increased by \$852,730 and \$831,310 for the union and non-union plans, respectively.

Month to Month Asset Comparison

Month	Market Value - Union	Market Value – Non-Union
February 2024	\$40,616,617	\$40,581,968
March 2024	\$41,469,347	\$41,413,278
Increase (Decrease)	\$852,730	\$831,310

Recommendation:

Receive and file.

Portfolio Summary and Statistics

For the Month Ending **March 31, 2024**

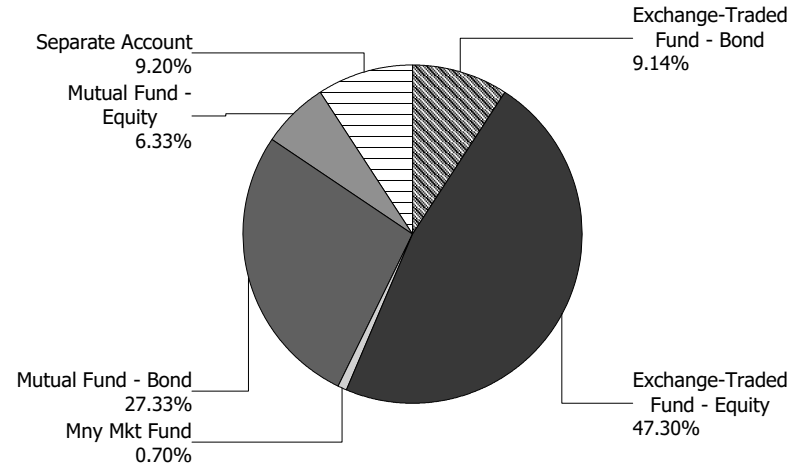
SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	3,242,569.15	3,814,337.14	9.20
Mutual Fund - Equity	97,425.67	2,626,193.45	6.33
Mutual Fund - Bond	1,183,555.56	11,333,838.99	27.33
Money Market Mutual Fund	289,229.22	289,229.22	0.70
Exchange-Traded Fund - Equity	145,875.00	19,615,024.39	47.30
Exchange-Traded Fund - Bond	45,630.00	3,790,723.62	9.14
Managed Account Sub-Total	5,004,284.60	41,469,346.81	100.00%
Accrued Interest		0.00	
Total Portfolio	5,004,284.60	41,469,346.81	

Unsettled Trades 0.00 0.00

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 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 - Bond									
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,322.00	99.13	329,309.86	97.94	325,356.68	(3,953.18)	0.78
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,307.00	96.41	318,827.87	97.94	323,887.58	5,059.71	0.78
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,918.00	98.65	1,767,610.70	97.94	1,754,888.92	(12,721.78)	4.23
ISHARES CORE U.S. AGGREGATE	464287226	AGG	6,446.00	92.77	597,994.78	97.94	631,321.24	33,326.46	1.52
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,389.00	60.31	144,080.59	51.60	123,272.40	(20,808.19)	0.30
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.60	32,559.60	(3,211.79)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.60	32,662.80	(3,411.87)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,776.00	57.68	102,441.46	51.60	91,641.60	(10,799.86)	0.22
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,146.00	61.13	70,054.98	51.60	59,133.60	(10,921.38)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	965.00	61.01	58,874.65	51.60	49,794.00	(9,080.65)	0.12
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,097.00	50.33	357,192.01	51.60	366,205.20	9,013.19	0.88
Security Type Sub-Total			45,630.00		3,818,232.96	752.96	3,790,723.62	(27,509.34)	9.13
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,139.00	52.15	163,698.85	57.57	180,712.23	17,013.38	0.44
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,140.00	52.57	165,069.49	57.57	180,769.80	15,700.31	0.44
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	112.48	164,670.72	116.84	171,053.76	6,383.04	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,464.00	111.96	163,909.44	116.84	171,053.76	7,144.32	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	50.17	131,144.38	33,982.00	0.31
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,193.00	42.18	92,500.74	50.17	110,022.81	17,522.07	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,816.00	38.86	264,869.76	50.17	341,958.72	77,088.96	0.82
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,629.00	39.68	104,318.72	50.17	131,896.93	27,578.21	0.32
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.53	146,186.58	60.30	155,935.80	9,749.22	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,834.00	54.46	99,879.64	60.30	110,590.20	10,710.56	0.27
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,480.00	52.07	181,203.60	60.30	209,844.00	28,640.40	0.51
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,979.00	65.37	456,217.23	60.30	420,833.70	(35,383.53)	1.01
VANGUARD TOTAL INTL STOCK	921909768	VXUS	553.00	64.35	35,585.55	60.30	33,345.90	(2,239.65)	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	60.30	173,362.50	24,380.29	0.42

Detail of Securities Held & Market Analytics

For the Month Ending March 31, 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	8,244.00	52.51	432,892.44	60.30	497,113.20	64,220.76	1.20
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,752.00	52.12	925,234.24	60.30	1,070,445.60	145,211.36	2.58
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,932.00	53.54	103,439.28	60.30	116,499.60	13,060.32	0.28
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,586.00	56.20	145,333.20	60.30	155,935.80	10,602.60	0.38
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,820.00	47.87	900,909.64	60.30	1,134,846.00	233,936.36	2.74
VANGUARD TOTAL INTL STOCK	921909768	VXUS	593.00	56.01	33,213.93	60.30	35,757.90	2,543.97	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	276.00	216.58	59,776.08	259.90	71,732.40	11,956.32	0.17
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,572.00	204.04	4,197,510.88	259.90	5,346,662.80	1,149,151.92	12.89
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	764.00	191.49	146,298.36	259.90	198,563.60	52,265.24	0.48
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	624.00	198.24	123,701.76	259.90	162,177.60	38,475.84	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,772.00	225.33	624,614.76	259.90	720,442.80	95,828.04	1.74
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,809.00	195.76	941,409.84	259.90	1,249,859.10	308,449.26	3.01
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,761.00	169.04	3,678,479.44	259.90	5,655,683.90	1,977,204.46	13.64
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	625.00	199.58	124,737.50	259.90	162,437.50	37,700.00	0.39
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	259.90	112,536.70	11,249.34	0.27
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,546.00	226.21	349,720.35	259.90	401,805.40	52,085.05	0.97
Security Type Sub-Total			145,875.00		15,172,813.97	3,872.10	19,615,024.39	4,442,210.42	47.31
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	289,229.22	1.00	289,229.22	1.00	289,229.22	0.00	0.70
Security Type Sub-Total			289,229.22		289,229.22	1.00	289,229.22	0.00	0.70
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	390,649.00	11.10	4,336,349.20	10.06	3,929,928.90	(406,420.30)	9.48
BBH LIMITED DURATION I	05528X851	BBBIX	0.03	10.29	0.35	10.31	0.35	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	189,586.56	10.50	1,990,477.02	9.20	1,744,196.35	(246,280.67)	4.21
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	129,656.87	5.19	672,313.67	5.15	667,732.87	(4,580.80)	1.61
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	270,949.17	13.89	3,764,721.54	11.93	3,232,423.61	(532,297.93)	7.79
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	202,713.93	10.07	2,041,526.01	8.68	1,759,556.91	(281,969.10)	4.24

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 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			1,183,555.56		12,805,387.79	55.33	11,333,838.99	(1,471,548.80)	27.33
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	26,584.21	18.32	487,118.99	22.51	598,410.59	111,291.60	1.44
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,363.09	28.95	531,566.14	26.37	484,234.58	(47,331.56)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,199.83	15.19	306,926.65	16.18	326,833.31	19,906.66	0.79
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,200.63	54.47	610,107.54	61.47	688,502.56	78,395.02	1.66
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,077.91	26.06	549,380.76	25.06	528,212.41	(21,168.35)	1.27
Security Type Sub-Total			97,425.67		2,485,100.08	151.59	2,626,193.45	141,093.37	6.33
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	21,070.00	1.00	21,070.00	105.41	22,208.86	1,138.86	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.41	47,774.87	2,449.87	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.41	47,774.87	2,449.87	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.41	51,648.51	2,648.51	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,980.00	1.00	49,980.00	105.41	52,681.48	2,701.48	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	24,500.00	1.00	24,500.00	105.41	25,824.26	1,324.26	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	49,000.00	1.00	49,000.00	105.41	51,648.51	2,648.51	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00019	SA406	20,682.89	1.00	20,682.89	105.41	21,800.83	1,117.94	0.05
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	1,290,943.00	1.00	1,290,943.00	110.13	1,421,759.82	130,816.82	3.43
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0090	SA467	180,000.00	1.00	180,000.00	110.13	198,240.18	18,240.18	0.48
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	0.97
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.57
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.41

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 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
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	0.40
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.60
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.33
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.79
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV007	SA425	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.10
Security Type Sub-Total			3,242,569.15		3,242,569.15	2,419.51	3,814,337.14	571,767.99	9.21
Managed Account Sub-Total			5,004,284.60		37,813,333.17	7,252.49	41,469,346.81	3,656,013.64	100.01
Securities Sub-Total			\$5,004,284.60		\$37,813,333.17	\$7,252.49	\$41,469,346.81	\$3,656,013.64	100.01%
Accrued Interest							\$0.00		
Total Investments							\$41,469,346.81		

Portfolio Summary and Statistics

For the Month Ending **March 31, 2024**

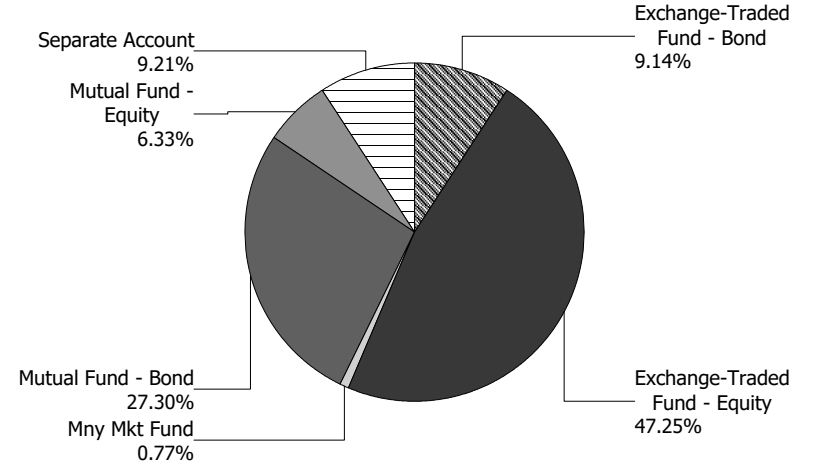
SUNLINE EMPLOYEES RETIREMENT NON-BARGAIN - ██████████

Account Summary

Description	Par Value	Market Value	Percent
Separate Account	3,242,569.15	3,814,337.14	9.21
Mutual Fund - Equity	97,222.24	2,620,669.72	6.33
Mutual Fund - Bond	1,180,692.15	11,306,654.20	27.30
Money Market Mutual Fund	318,070.56	318,070.56	0.77
Exchange-Traded Fund - Equity	145,444.00	19,568,310.39	47.25
Exchange-Traded Fund - Bond	45,591.00	3,785,235.72	9.14
Managed Account Sub-Total	5,029,589.10	41,413,277.73	100.00%
Accrued Interest		0.00	
Total Portfolio	5,029,589.10	41,413,277.73	

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

Sector Allocation



Detail of Securities Held & Market Analytics

For the Month Ending March 31, 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	6,272.00	92.77	581,852.81	97.94	614,279.68	32,426.87	1.48
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,372.00	99.13	334,266.36	97.94	330,253.68	(4,012.68)	0.80
ISHARES CORE U.S. AGGREGATE	464287226	AGG	3,317.00	96.41	319,791.97	97.94	324,866.98	5,075.01	0.78
ISHARES CORE U.S. AGGREGATE	464287226	AGG	17,957.00	98.65	1,771,458.05	97.94	1,758,708.58	(12,749.47)	4.25
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	7,130.00	50.33	358,852.90	51.60	367,908.00	9,055.10	0.89
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	982.00	61.01	59,911.82	51.60	50,671.20	(9,240.62)	0.12
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,113.00	61.13	68,037.69	51.60	57,430.80	(10,606.89)	0.14
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	2,405.00	60.31	145,045.55	51.60	124,098.00	(20,947.55)	0.30
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	631.00	56.69	35,771.39	51.60	32,559.60	(3,211.79)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	633.00	56.99	36,074.67	51.60	32,662.80	(3,411.87)	0.08
ISHARES INTERMEDIATE-TERM CO	464288638	IGIB	1,779.00	57.68	102,614.50	51.60	91,796.40	(10,818.10)	0.22
Security Type Sub-Total			45,591.00		3,813,677.71	752.96	3,785,235.72	(28,441.99)	9.14
Exchange-Traded Fund - Equity									
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,133.00	52.15	163,385.95	57.57	180,366.81	16,980.86	0.44
ISHARES MSCI EMERGING MKTS EX CHINA ETF	46434G764	EMXC	3,134.00	52.57	164,754.07	57.57	180,424.38	15,670.31	0.44
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,461.00	111.96	163,573.56	116.84	170,703.24	7,129.68	0.41
VANGUARD FTSE ALL-WLD EX-US SMCP ETF	922042718	VSS	1,462.00	112.48	164,445.76	116.84	170,820.08	6,374.32	0.41
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,614.00	37.17	97,162.38	50.17	131,144.38	33,982.00	0.32
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,484.00	39.68	98,565.12	50.17	124,622.28	26,057.16	0.30
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	2,211.00	42.18	93,259.98	50.17	110,925.87	17,665.89	0.27
VANGUARD FTSE DEVELOPED MARKETS ETF	921943858	VEA	6,915.00	38.86	268,716.90	50.17	346,925.55	78,208.65	0.84
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,714.00	53.54	91,767.56	60.30	103,354.20	11,586.64	0.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	580.00	56.01	32,485.80	60.30	34,974.00	2,488.20	0.08
VANGUARD TOTAL INTL STOCK	921909768	VXUS	8,570.00	52.51	450,010.70	60.30	516,771.00	66,760.30	1.25
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,875.00	51.82	148,982.21	60.30	173,362.50	24,380.29	0.42
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,469.00	56.20	138,757.80	60.30	148,880.70	10,122.90	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	1,375.00	54.46	74,882.50	60.30	82,912.50	8,030.00	0.20

Detail of Securities Held & Market Analytics

For the Month Ending March 31, 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 - Equity									
VANGUARD TOTAL INTL STOCK	921909768	VXUS	18,935.00	47.87	906,414.66	60.30	1,141,780.50	235,365.84	2.76
VANGUARD TOTAL INTL STOCK	921909768	VXUS	6,883.00	65.37	449,941.71	60.30	415,044.90	(34,896.81)	1.00
VANGUARD TOTAL INTL STOCK	921909768	VXUS	3,770.00	52.07	196,303.90	60.30	227,331.00	31,027.10	0.55
VANGUARD TOTAL INTL STOCK	921909768	VXUS	17,679.00	52.12	921,429.48	60.30	1,066,043.70	144,614.22	2.57
VANGUARD TOTAL INTL STOCK	921909768	VXUS	2,470.00	56.53	139,629.10	60.30	148,941.00	9,311.90	0.36
VANGUARD TOTAL INTL STOCK	921909768	VXUS	632.00	64.35	40,669.20	60.30	38,109.60	(2,559.60)	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	2,790.00	225.33	628,670.70	259.90	725,121.00	96,450.30	1.75
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	1,551.00	226.21	350,851.40	259.90	403,104.90	52,253.50	0.97
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	138.00	216.58	29,888.04	259.90	35,866.20	5,978.16	0.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	983.00	191.49	188,234.67	259.90	255,481.70	67,247.03	0.62
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	433.00	233.92	101,287.36	259.90	112,536.70	11,249.34	0.27
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	21,691.00	169.04	3,666,646.64	259.90	5,637,490.90	1,970,844.26	13.61
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	4,931.00	195.76	965,292.56	259.90	1,281,566.90	316,274.34	3.09
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	500.00	199.58	99,790.00	259.90	129,950.00	30,160.00	0.31
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	20,562.00	204.04	4,195,470.48	259.90	5,344,063.80	1,148,593.32	12.90
VANGUARD TOTAL STOCK MKT ETF	922908769	VTI	499.00	198.24	98,921.76	259.90	129,690.10	30,768.34	0.31
Security Type Sub-Total			145,444.00		15,130,191.95	3,872.10	19,568,310.39	4,438,118.44	47.24
Money Market Mutual Fund									
FIRST AMERICAN GOVERNMENT OBLIGATION - Z	31846V567	FGZXX	318,070.56	1.00	318,070.56	1.00	318,070.56	0.00	0.77
Security Type Sub-Total			318,070.56		318,070.56	1.00	318,070.56	0.00	0.77
Mutual Fund - Bond									
BAIRD CORE PLUS BOND - INST	057071870	BCOIX	389,726.56	11.10	4,325,649.03	10.06	3,920,649.15	(404,999.88)	9.47
BBH LIMITED DURATION I	05528X851	BBBIX	0.03	10.29	0.35	10.31	0.35	0.00	0.00
DOUBLELINE CORE FIXED INCOME I	258620301	DBLFX	189,123.26	10.50	1,985,740.36	9.20	1,739,933.99	(245,806.37)	4.20
MAINSTAY MACKAY HIGH YIELD CORP BD R6	56063N881	MHYSX	129,313.88	5.18	670,370.18	5.15	665,966.51	(4,403.67)	1.61
PRUDENTIAL TOTAL RETRN BND-Q	74440B884	PTRQX	270,325.39	13.89	3,754,304.46	11.93	3,224,981.92	(529,322.54)	7.79
VOYA INTERMEDIATE BOND R6	92913L569	IIBZX	202,203.03	10.07	2,036,085.72	8.68	1,755,122.28	(280,963.44)	4.24

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 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			1,180,692.15		12,772,150.10	55.33	11,306,654.20	(1,465,495.90)	27.31
Mutual Fund - Equity									
GOLDMAN SACHS GQG PTNRS INTL OPPS INSTL	38147N293	GSIMX	26,528.24	18.32	486,093.48	22.51	597,150.77	111,057.29	1.44
HARDING LOEVNER INTERNATIONAL EQUITY POR	412295107	HLMIX	18,332.57	28.93	530,449.56	26.37	483,429.76	(47,019.80)	1.17
HRTFRD SCHR EM MRKT EQ-SDR	41665H789	SEMTX	20,162.83	15.19	306,364.44	16.18	326,234.62	19,870.18	0.79
JENSEN QUALITY GROWTH-Y	476313408	JENYX	11,177.09	54.47	608,826.42	61.47	687,055.57	78,229.15	1.66
JOHCM INTERNATIONAL SELECT I	46653M849	JOHIX	21,021.51	26.08	548,223.76	25.06	526,799.00	(21,424.76)	1.27
Security Type Sub-Total			97,222.24		2,479,957.66	151.59	2,620,669.72	140,712.06	6.33
Separate Account									
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	21,070.00	1.00	21,070.00	105.41	22,208.86	1,138.86	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.41	47,774.87	2,449.87	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	24,500.00	1.00	24,500.00	105.41	25,824.26	1,324.26	0.06
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.41	47,774.87	2,449.87	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	20,682.89	1.00	20,682.89	105.41	21,800.83	1,117.94	0.05
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	45,325.00	1.00	45,325.00	105.41	47,774.88	2,449.88	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,980.00	1.00	49,980.00	105.41	52,681.48	2,701.48	0.13
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.41	51,648.51	2,648.51	0.12
ATEL PRIVATE DEBT PARTNERS II	ATEL00020	SA407	49,000.00	1.00	49,000.00	105.41	51,648.51	2,648.51	0.12
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	180,000.00	1.00	180,000.00	110.13	198,240.18	18,240.18	0.48
GOLUB CAPITAL PARTNERS INT'L XIV	GOLUB0091	SA468	1,290,943.00	1.00	1,290,943.00	110.13	1,421,759.82	130,816.82	3.43
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	33,254.60	1.00	33,254.60	129.97	43,222.27	9,967.67	0.10
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	105,000.00	1.00	105,000.00	129.97	136,472.51	31,472.51	0.33
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	127,930.57	1.00	127,930.57	129.97	166,276.25	38,345.68	0.40

Detail of Securities Held & Market Analytics

For the Month Ending **March 31, 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
Separate Account									
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	130,837.59	1.00	130,837.59	129.97	170,054.61	39,217.02	0.41
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	252,000.00	1.00	252,000.00	129.97	327,534.02	75,534.02	0.79
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	180,319.43	1.00	180,319.43	129.97	234,368.04	54,048.61	0.57
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	309,750.00	1.00	309,750.00	129.97	402,593.90	92,843.90	0.97
NB SECONDARY OPPORTUNITIES V OFFSHORE	NBSOFV008	SA426	191,676.07	1.00	191,676.07	129.97	249,128.71	57,452.64	0.60
Security Type Sub-Total			3,242,569.15		3,242,569.15	2,419.51	3,814,337.14	571,767.99	9.21
Managed Account Sub-Total			5,029,589.10		37,756,617.13	7,252.49	41,413,277.73	3,656,660.60	100.00
Securities Sub-Total			\$5,029,589.10		\$37,756,617.13	\$7,252.49	\$41,413,277.73	\$3,656,660.60	100.00%
Accrued Interest							\$0.00		
Total Investments							\$41,413,277.73		

SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILETO: Finance/Audit Committee
Board of Directors

RE: Ridership Report for April 2024

Summary:

	Monthly Ridership		Monthly Variance	
	Apr 24	Apr 23	Net	Percent
Fixed Route	229,198	214,292	14,906	7.0%
SolVan	2,057	1,690	367	21.7%
SunRide	2,045	964	1,081	112.1%
Taxi Voucher*	95	230	(135)	(58.7)%
SunDial	10,009	9,383	626	6.7%
Total	243,404	226,559	16,845	7.4%

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

Yearly Ridership	
Fiscal Year 2024	2,289,763
Fiscal Year 2023	2,230,191
Ridership Increase	59,572

Fiscal year to date system ridership increased by 59,572 rides or 2.6% 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.



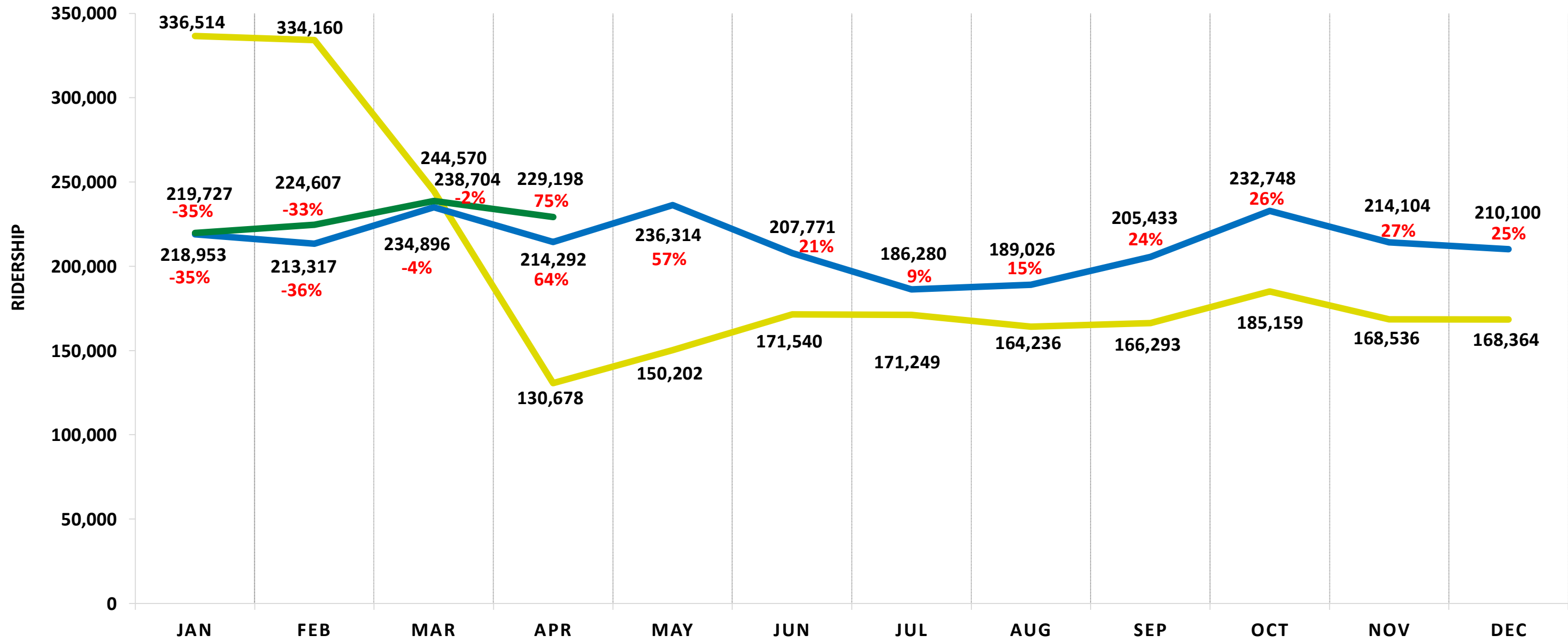
SunLine Transit Agency Monthly Ridership Report April 2024

Fixed Route	FY 2024		FY 2023		Monthly KPI		Bikes		Wheelchairs		
	Apr 2024	Apr 2023	YTD	YTD	Passengers/ Rev. Hours	Passengers/ Rev. Miles	Monthly	FYTD	Monthly	FYTD	
Route 1EV	Coachella - Hwy 111 - Palm Desert Mall	50,557	-	493,485	-	17.3	1.4	2,277	23,176	302	3,046
Route 1WV	Palm Springs - Hwy 111 - Palm Desert Mall	39,089	84,563	373,179	866,392	14.3	1.2	1,397	15,442	323	3,418
Route 2	Desert Hot Springs - Palm Springs - Cathedral City	62,006	58,268	600,264	562,103	17.6	1.3	2,122	20,501	815	6,112
Route 3	Desert Hot Springs - Desert Edge	8,294	5,042	70,858	57,598	12.1	0.8	159	2,153	108	739
Route 4	Westfield Palm Desert - Palm Springs	20,441	18,353	185,742	175,150	11.1	0.8	736	8,149	127	1,060
Route 5	Desert Hot Springs - CSUSB - Palm Desert	2,626	2,048	17,694	18,626	6.2	0.3	74	558	11	57
Route 6	Coachella - Fred Waring - Westfield Palm Desert	4,931	9,104	31,799	83,755	8.6	0.6	154	1,010	26	148
Route 7	Bermuda Dunes - Indian Wells - La Quinta	7,944	6,746	76,593	59,830	12.6	0.9	368	3,200	5	121
Route 8	North Indio - Coachella -Thermal/Mecca	17,809	15,165	154,163	140,369	10.3	0.7	471	4,553	57	804
Route 9	North Shore - Mecca - Oasis	4,788	6,988	46,188	65,234	8.0	0.4	50	511	8	59
Route 10	Indio - CSUSB - San Bernardino - Metrolink	3,605	2,752	30,317	23,282	18.1	0.2	37	309	12	103
Route 200 SB	Palm Springs High School AM Tripper	79	67	1,643	2,343	15.4	1	-	11	-	6
Route 400 SB	Raymond Cree / Palm Springs HS Tripper	-	29	-	848	-	-	-	-	-	-
Route 401 SB	Palm Canyon / Stevens AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 402 NB	Palm Canyon / Stevens AM Tripper	-	-	-	203	-	-	-	-	-	-
Route 403 NB	Vista Chino /Sunrise PM Tripper	-	-	-	481	-	-	-	-	-	-
Route 500 SB	Westfield Palm Desert PM Tripper	378	174	2,962	2,205	47.9	3.1	0	3	-	1
Route 501 NB	Palm Desert High School AM Tripper	-	-	-	-	-	-	-	-	-	-
Route 700 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo AM Tripper	214	212	3,008	2,746	19.3	1.2	1	27	-	3
Route 701 SB/NB	Harris / Washington - Calle Madrid / Ave Vallejo PM Tripper	646	321	7,369	5,719	49.6	3.3	5	70	-	5
Route 800 NB	Shadow Hills High School AM Tripper	2,360	1,135	17,693	10,048	114.1	5.6	-	42	-	1
Route 801 SB	Jackson / 44th PM Tripper	2,454	1,813	21,289	18,054	137.3	8.1	-	3	1	54
Route 802 SB	Hwy 111 / Golf Center Pkwy PM Tripper	231	389	4,130	5,244	26.6	1.4	-	-	-	38
Route 803 NB	Shadow Hills High School AM Tripper	745	1,123	11,796	15,114	91.7	4.5	-	117.0	-	8.0
Fixed Route Total		229,198	214,292	2,150,172	2,115,344	14.3	1.0	7,851	79,835	1,795	15,783
SoIVan		2,057	1,690	19,244	16,342	4.8	0.1				
SunRide		2,045	964	18,496	6,646	1.0	0.2				
Taxi Voucher		95	230	1,738	2,396						
SunDial		10,009	9,383	100,113	89,463	1.8	0.1				
System Total		243,404	226,559	2,289,763	2,230,191	10.4	0.7				
		Apr-24	Apr-23								
	Weekdays:	22	20								
	Saturdays:	4	5								
	Sundays:	4	5								
	Total Days:	30	30								

Haul Pass COD contributed with 7,825 rides, CSUSB with 2,255 rides.
 Mobile Ticketing contributed with 34,471 rides, the total for April 2024 includes 198 paratransit mobile tickets.

Fixed Route Ridership COVID-19 Recovery

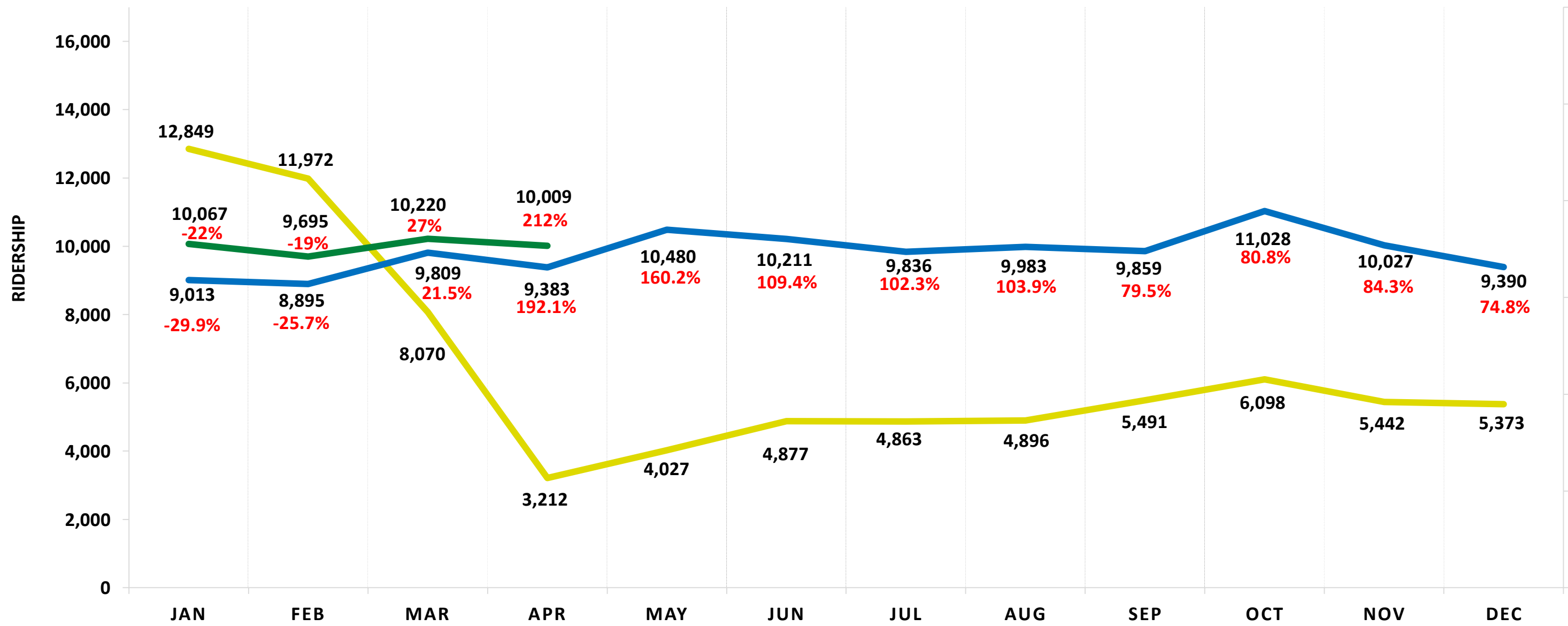
— CY 2020
 — CY 2023
 — CY 2024
 %VAR. 2020 vs 2023
 %VAR. 2020 vs 2024



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: May 22, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: SunDial Operational Notes for April 2024

Summary:

The attached report summarizes SunDial's operation for the month of April 2024. This report identifies that for the month of April, 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 April was 85.2%.

Fiscal-year-to-date, SunDial has maintained an on-time performance of 88.5%. Total vehicle miles for April 2024 increased by 3,767 compared to April 2023. Total trips for the month of April were 9,506. When compared to April 2023, this is an increase of 615 trips or 6.9%.

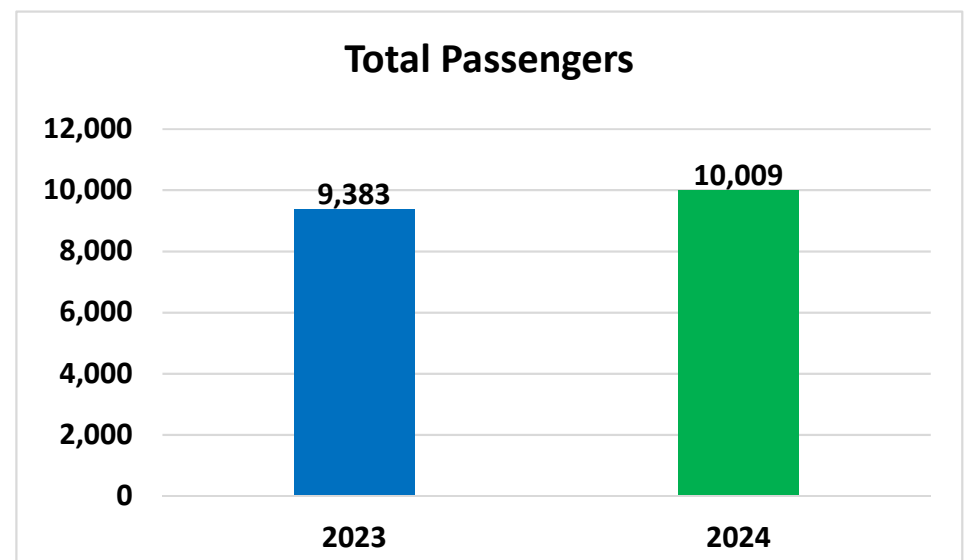
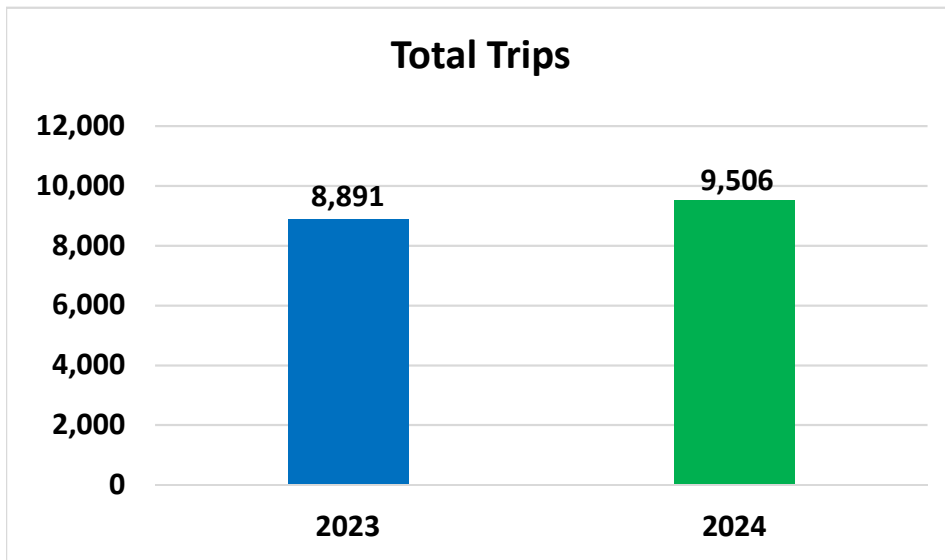
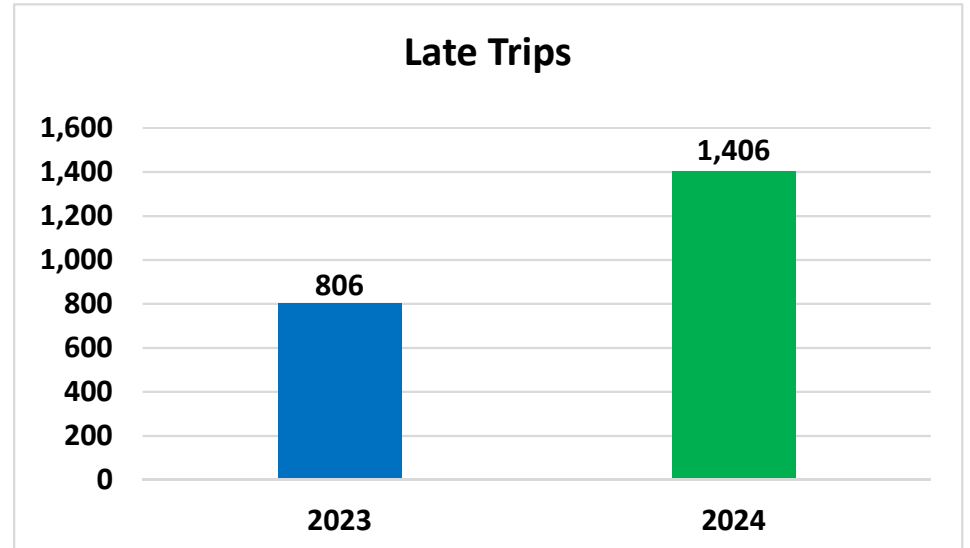
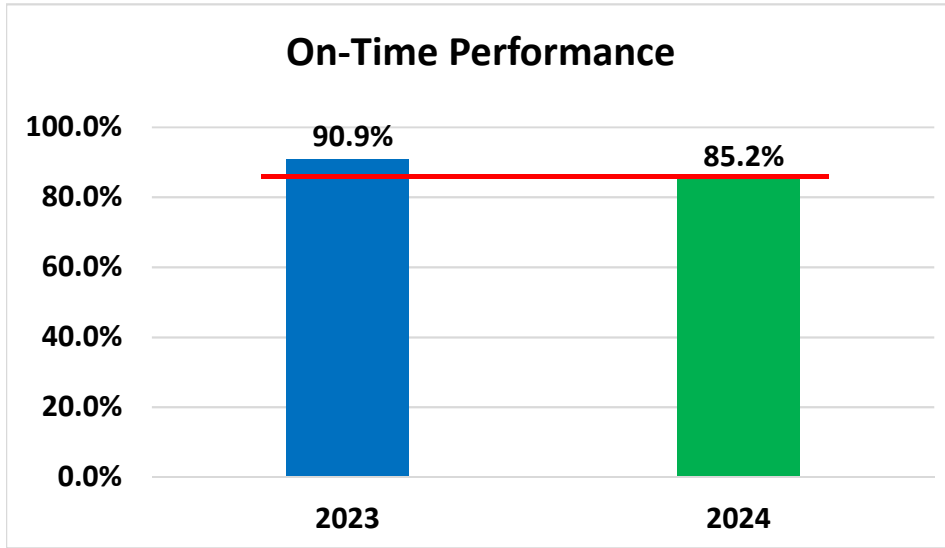
The total number of passengers for the month of April 2024 was 10,009, which indicates an increase of 626 passengers or 6.7% when compared to April 2023. However, mobility device boardings for April 2024 decreased by 166 or 11% as compared to April 2023. During this month, the field supervisors conducted a total of 88 onboard inspections and 87 safety evaluations, which included pre-trip inspections and trailing evaluations. The supervisors have exceeded their monthly on-board evaluation goal of 60 by 28, indicating an increase of 54% when compared to August 2023. Similarly, they have also exceeded their safety evaluation goal of 60 by 27, indicating an increase of 28% when compared to April 2023.

Recommendation:

Receive and file.

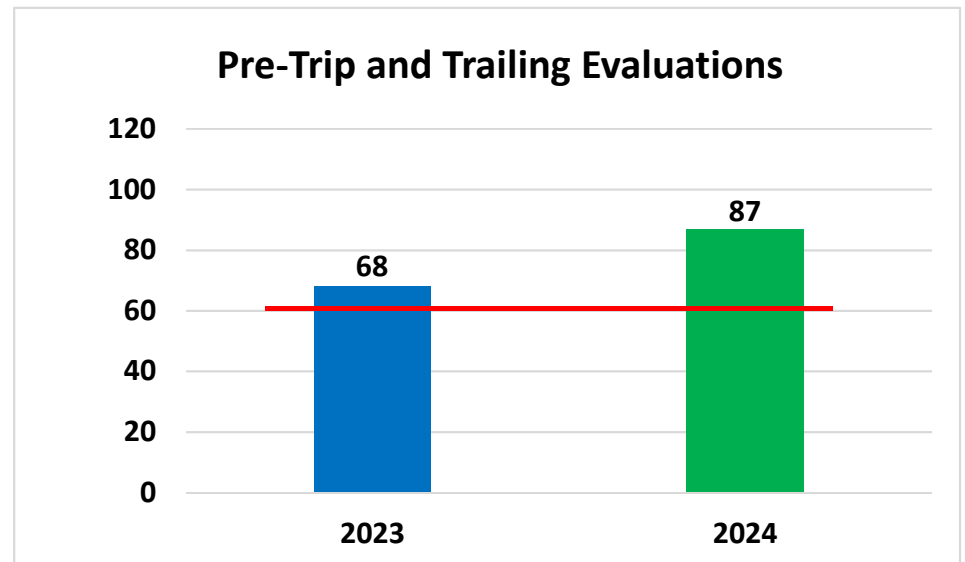
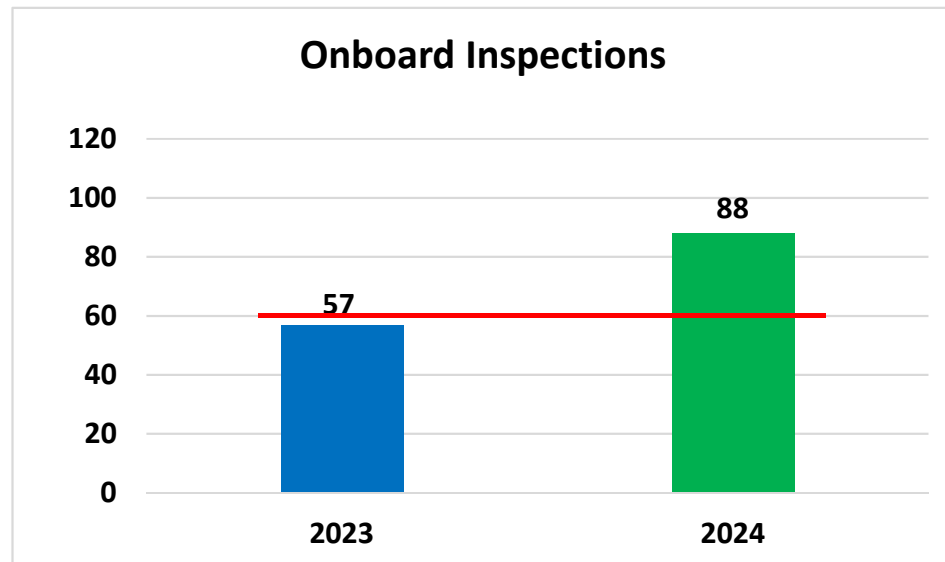
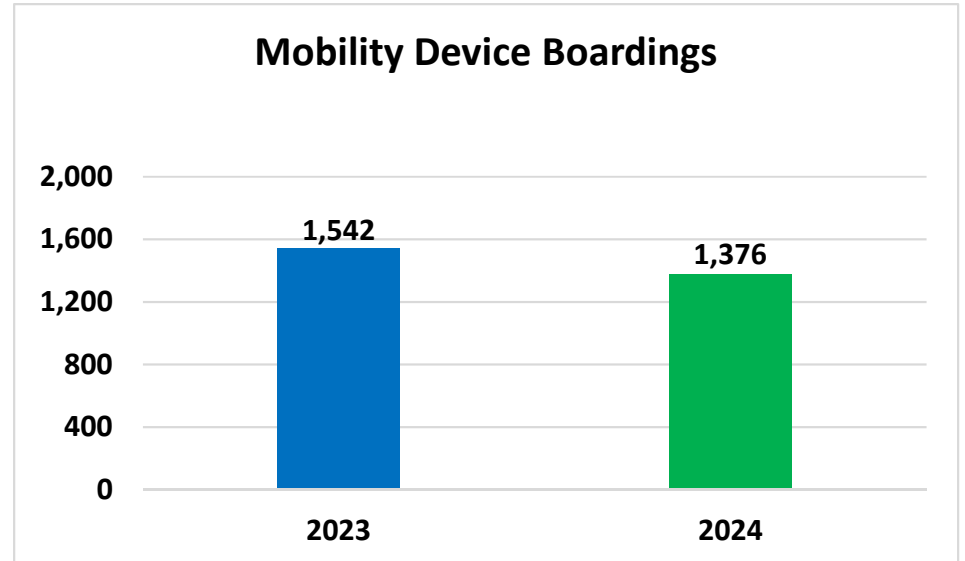
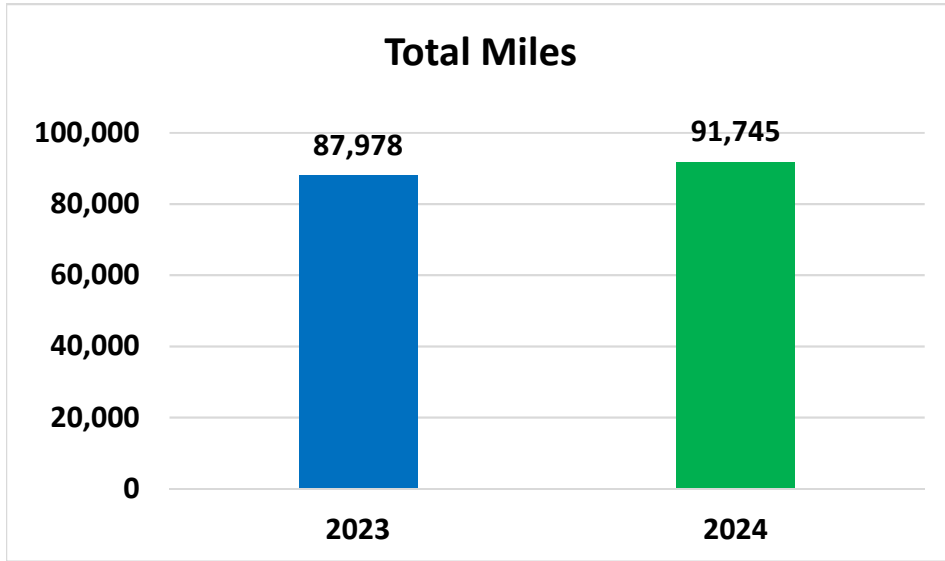
Paratransit Operational Charts

April 2023 vs. April 2024



Paratransit Operational Charts

April 2023 vs. April 2024



SunLine Transit Agency
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Metrics for April 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

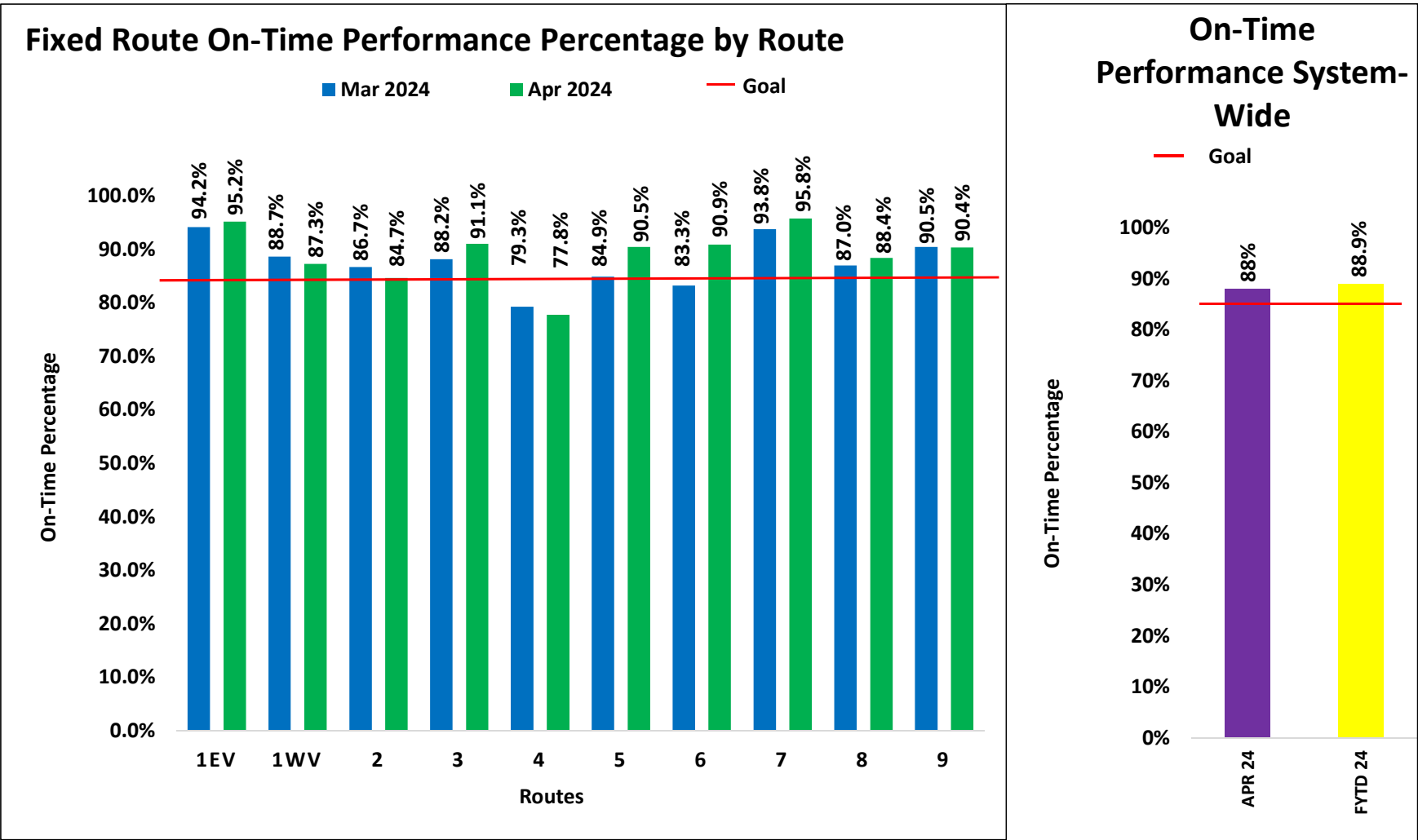
- SunRide system-wide was up 2% in April when compared to March 2024, and an increase of 107% when compared to April 2023.
- Indio saw an increase of 17% in April when compared to March 2024.
- La Quinta continues to struggle to gain momentum. April saw a decrease of 41% when compared to March 2024.
- Palm Desert had its second highest month to date in completed trips and its highest month in passengers with 659 trips (up 8% over March) by 703 passengers (up of 11% over March). Additionally, this zone had an increase of 89% when compared to April 2023.
- Palm Springs had its second best month to date in April with 276 completed trips by 304 passengers, an increase of 13% in April 2024 over March 2024 and an increase of 99% over April 2024.

Fixed Route

- Fixed route's on-time performance had an increase of 0.2% from March 2024 at 87.8% to April 2024 at 88%. For April, the Agency exceeded the service standard goal of 85%.
 - Routes 2 and 4 did not meet their service standard goal due to road closures at Gene Autry Trl. and Vista Chino wash.
 - Staff has observed running times for Route 4 which will be adjusted in the September service change.
- Late departures had an increase of 0.3% in April 2024, when compared to the previous month.
- Early departures remained the same when compared to the previous month at 0.4%. However, Route 6 had an increase due to operator error, which management has addressed with corrective actions.
- For April 2024, 23% of SunLine's fixed route operator workforce was absent when compared to April 2023 at 22%.
- For April 2024, the workforce was at a total of 147 operators when compared to April 2023 at 134 operators.

Recommendation:

Receive and file.

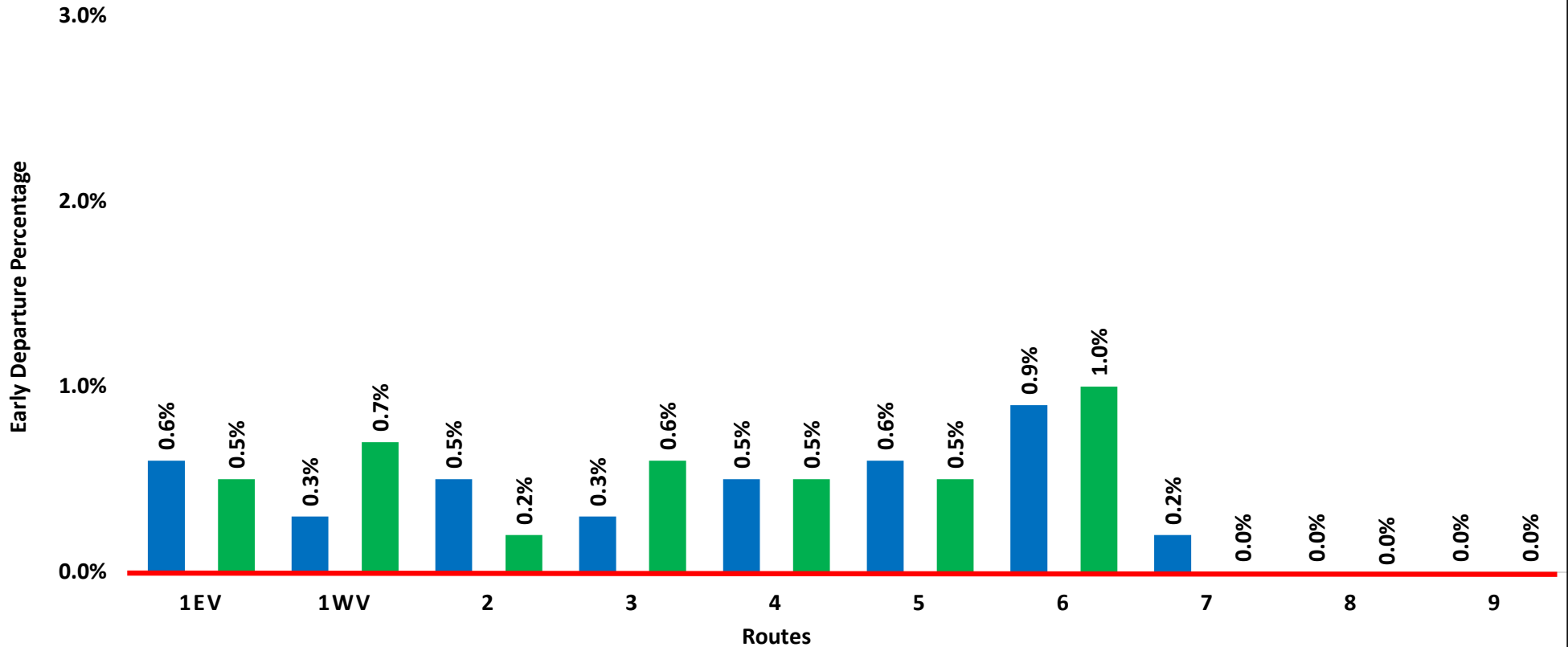


On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.
 Goal: Minimum target for On-Time Performance is 85%.
 Note: For the month of April 2024, the Agency's on-time performance was at 88% when compared to April 2023 at 77.4%. This is an increase of 10.6%.

Fixed Route Early Departure Percentage by Route

■ Mar 2024

■ Apr 2024

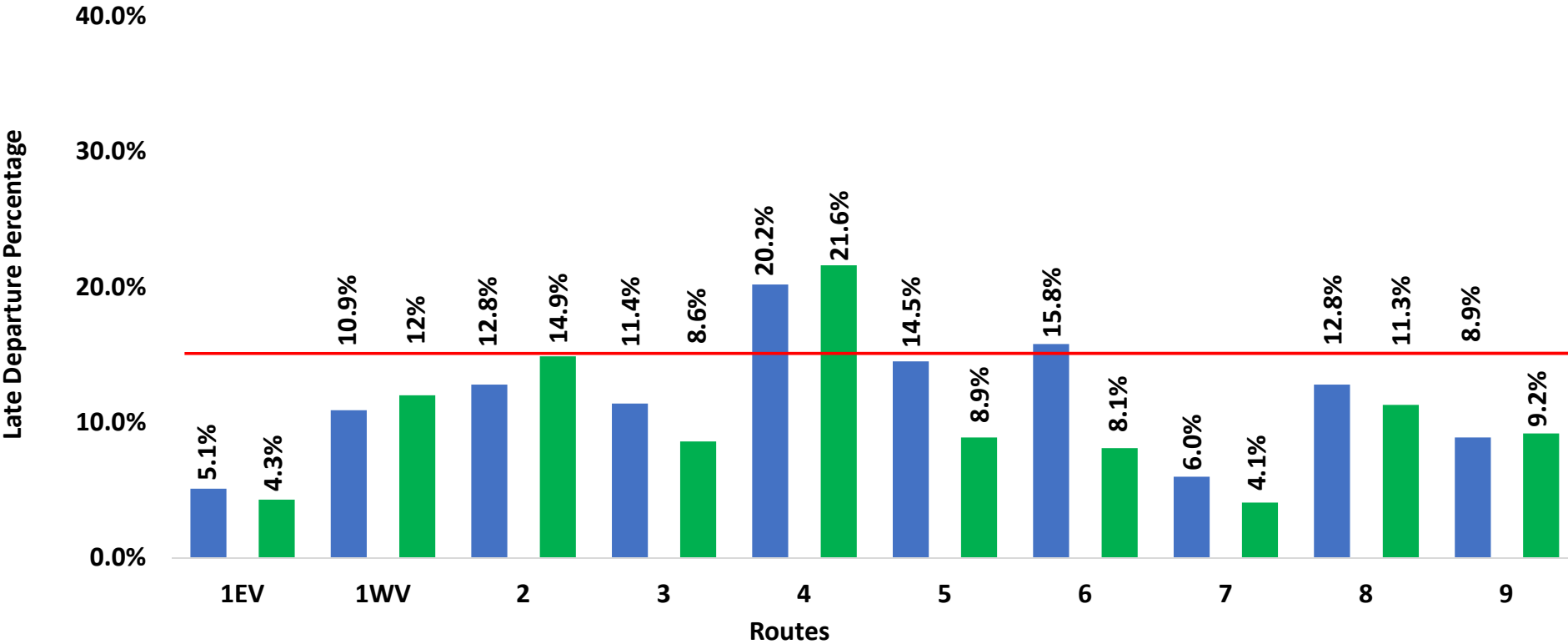


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Fixed Route Late Departure Percentage by Route

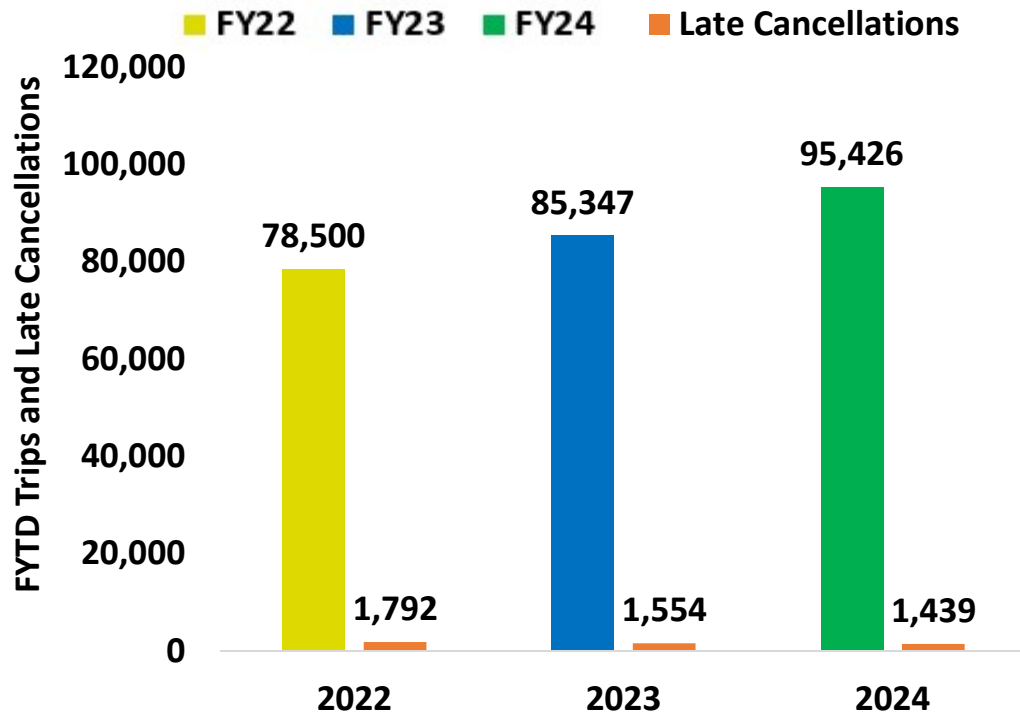
■ Mar 2024 ■ Apr 2024 — Goal



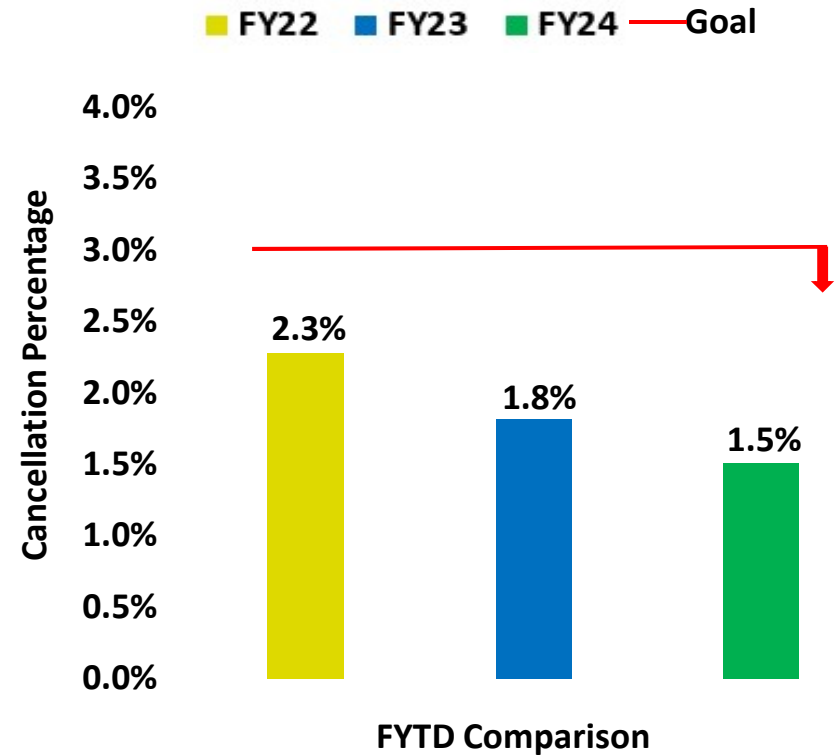
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Paratransit Total Trips vs. Late Cancellations FYTD Through April



Late Cancellation Percentage FYTD



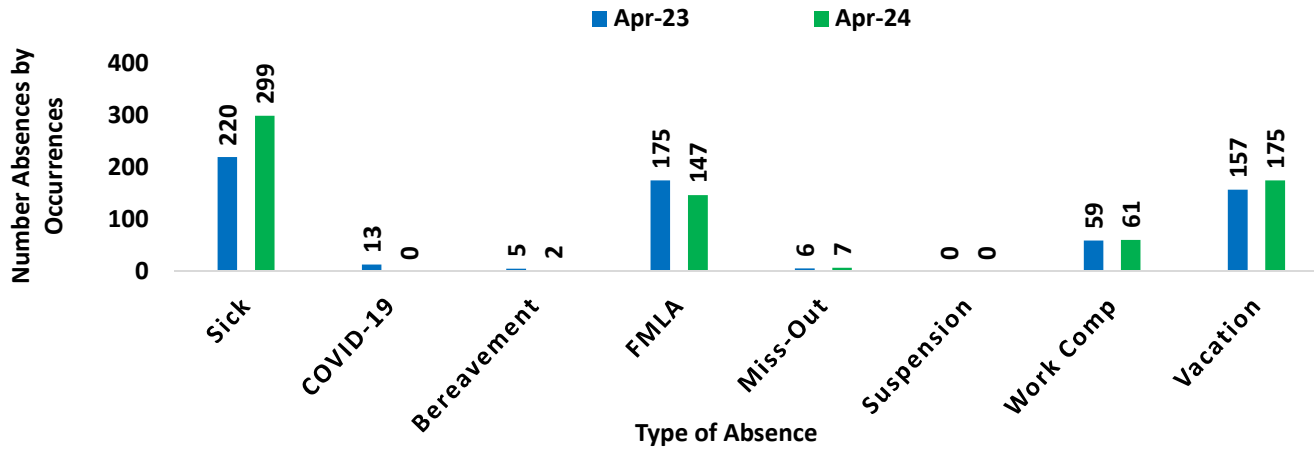
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

Late Cancellation: A trip for which a rider does not cancel within two (2) hours before the scheduled pick-up time.

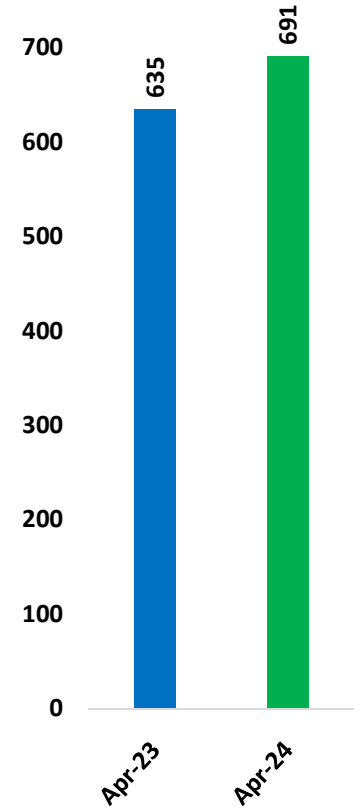
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

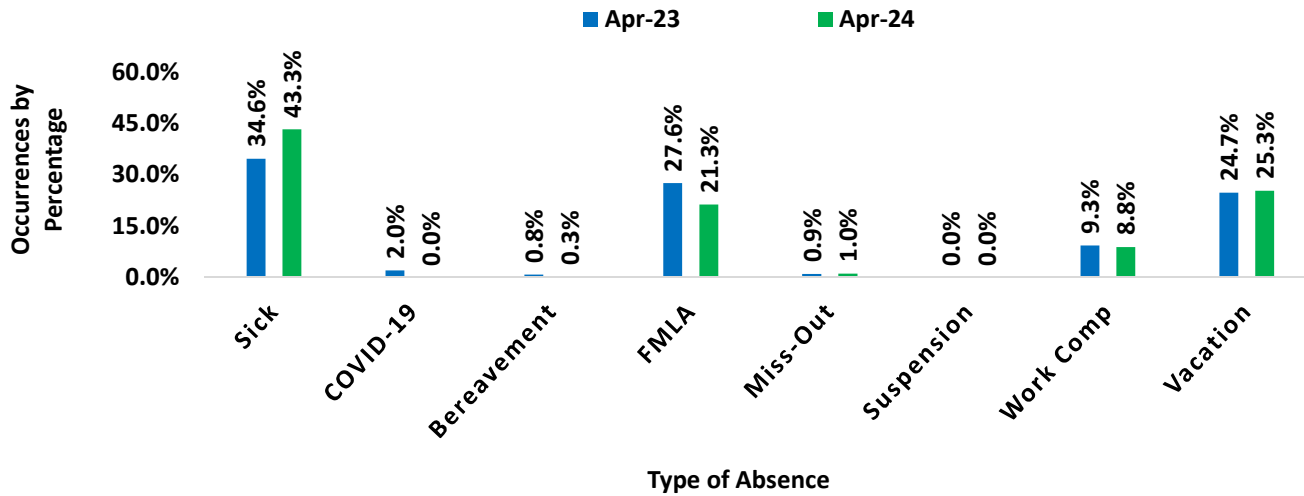
Fixed Route Operator Absence by Type



Fixed Route Total Absence Occurrences

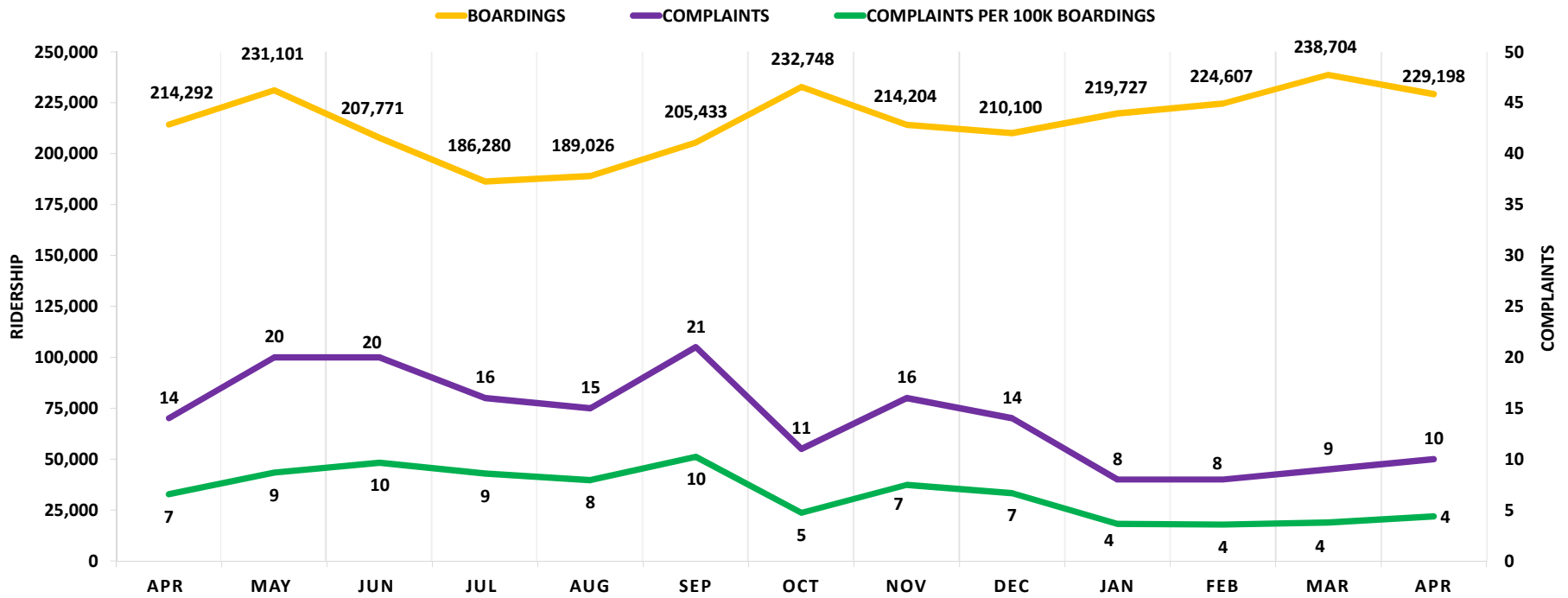


Fixed Route Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of April 2024, 23% of SunLine's fixed route operator workforce was absent when compared to April 2023 at 22%. For the month of April 2024, workforce was at a total of 147 operators when compared to April 2023 at 134 operators.

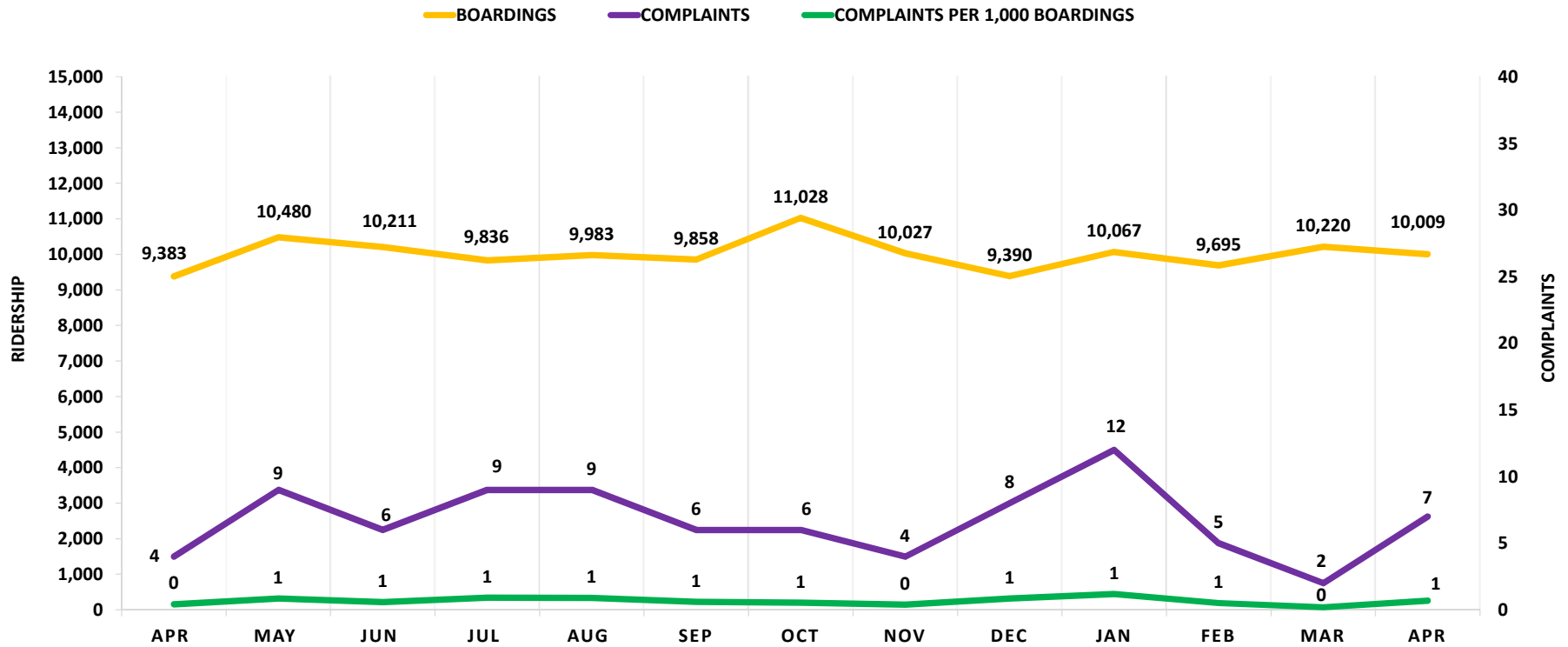
Fixed Route Customer Complaints April 2023 to April 2024



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 April, 99.99% of our total boardings did not receive a complaint.

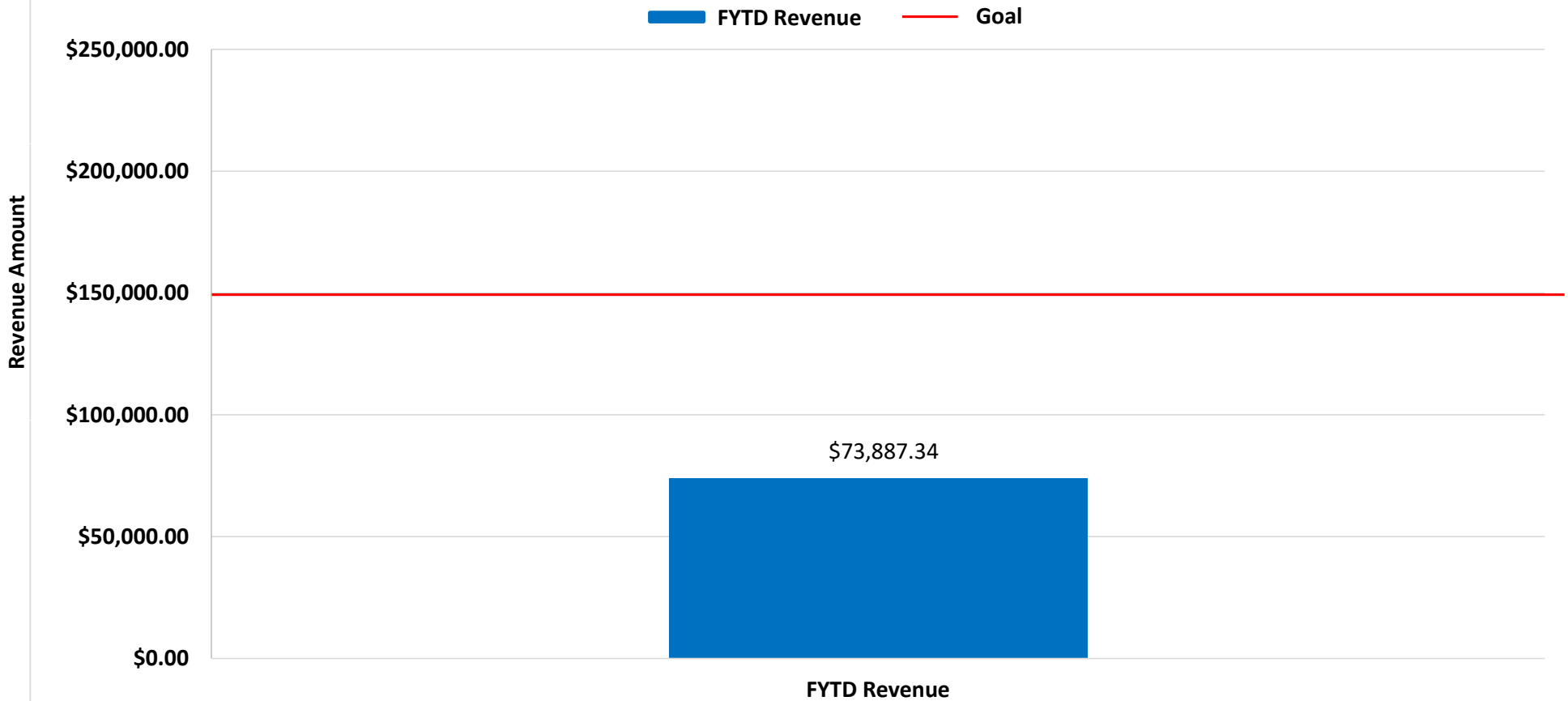
Paratransit Customer Complaints April 2023 to April 2024



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 April, 99.93% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Revenue vs. Yearly Goal March 2024

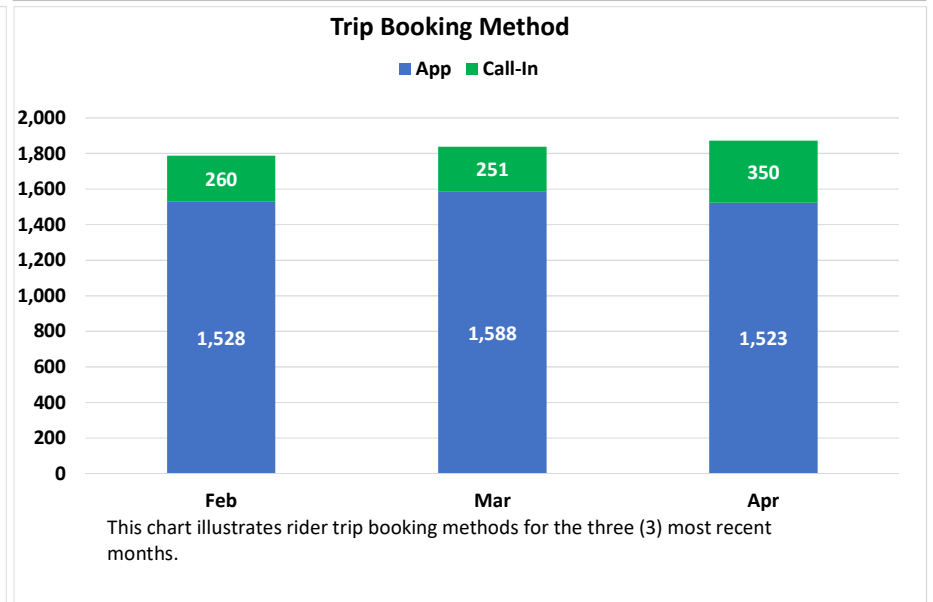
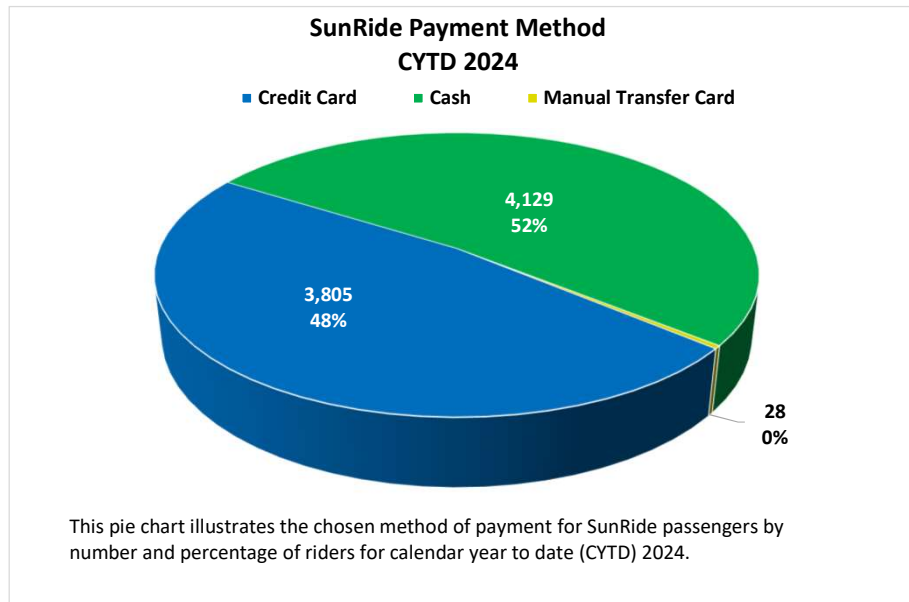
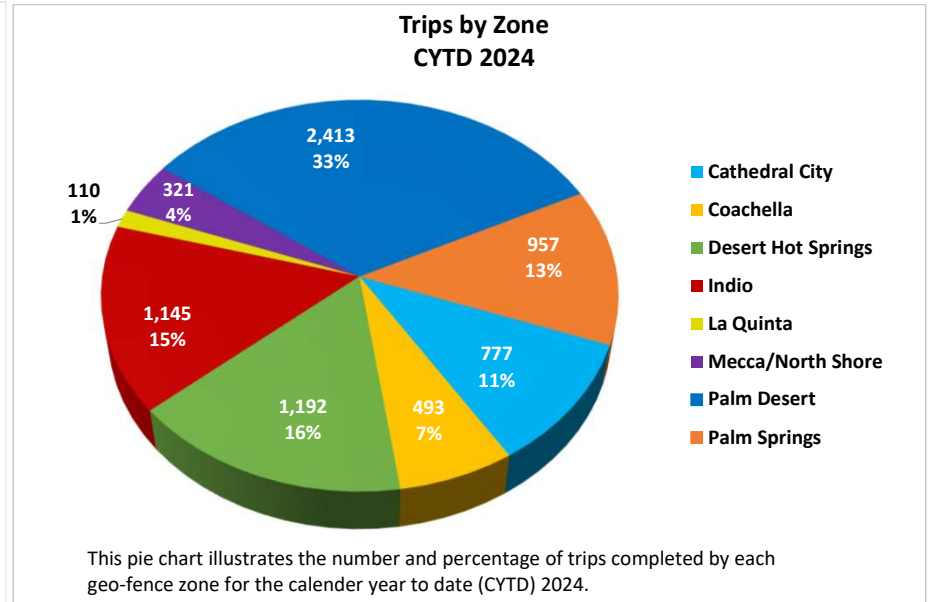
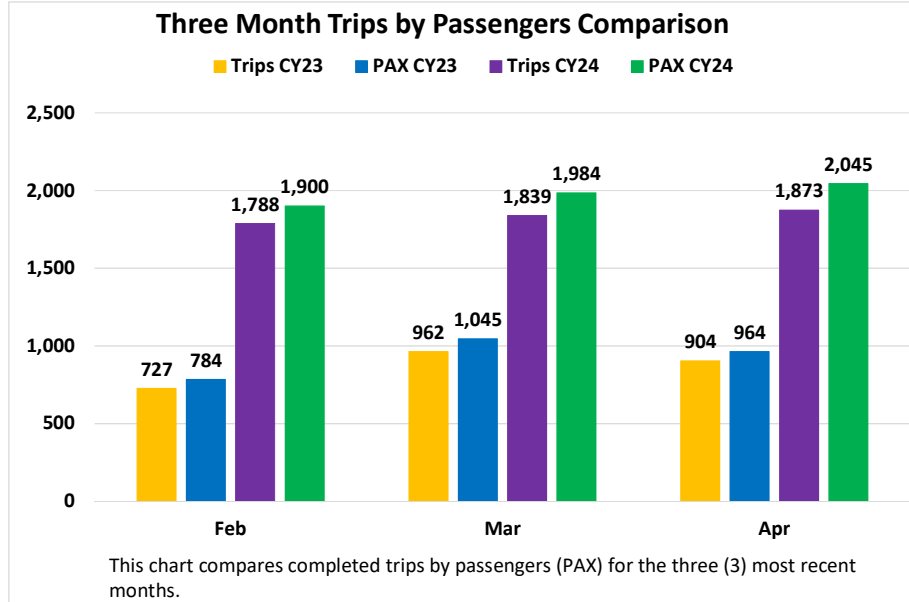


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY24 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2024

Total Completed Trips: 7,408

Total Number of Passengers: 7,962

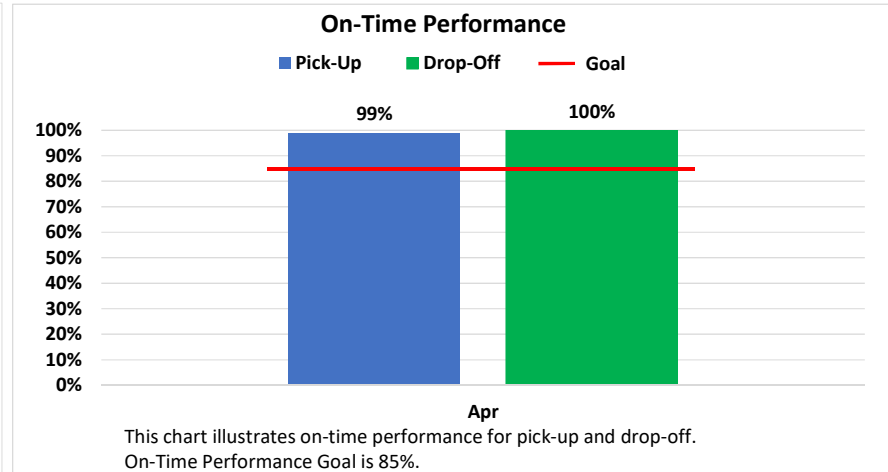
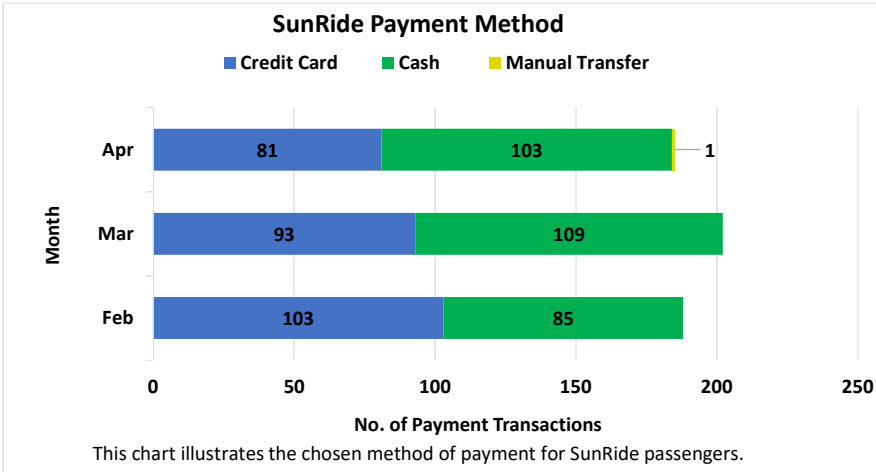
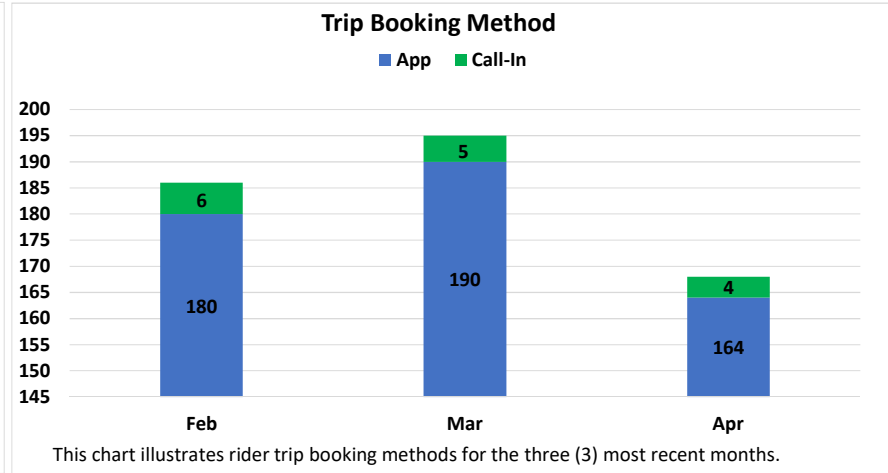
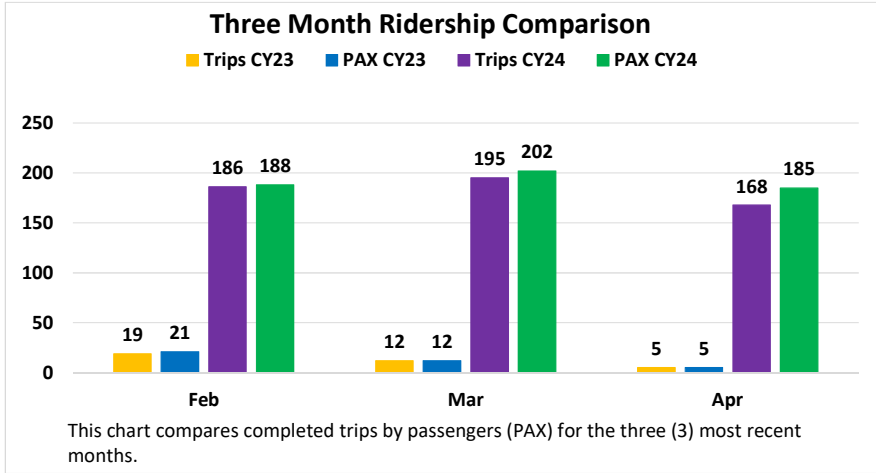


Percentage of Trips System-wide as Ridesharing: 25%.
 [Based on No. of Shared Rides for the month (465) divided by Total Trips Completed (1,873)].

Cathedral City Geo-Fence Metrics CYTD 2024

Total Completed Trips: 777

Total Number of Passengers: 808



Percentage of Trips as Ridesharing: Four (4) percent.
 [Based on No. of Shared Rides for the month (6) divided by Total Trips Completed (168).]

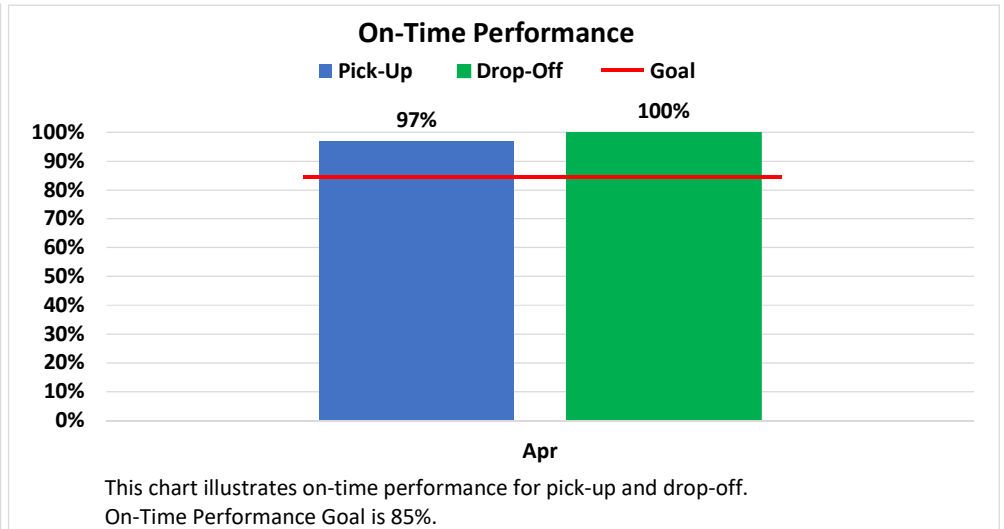
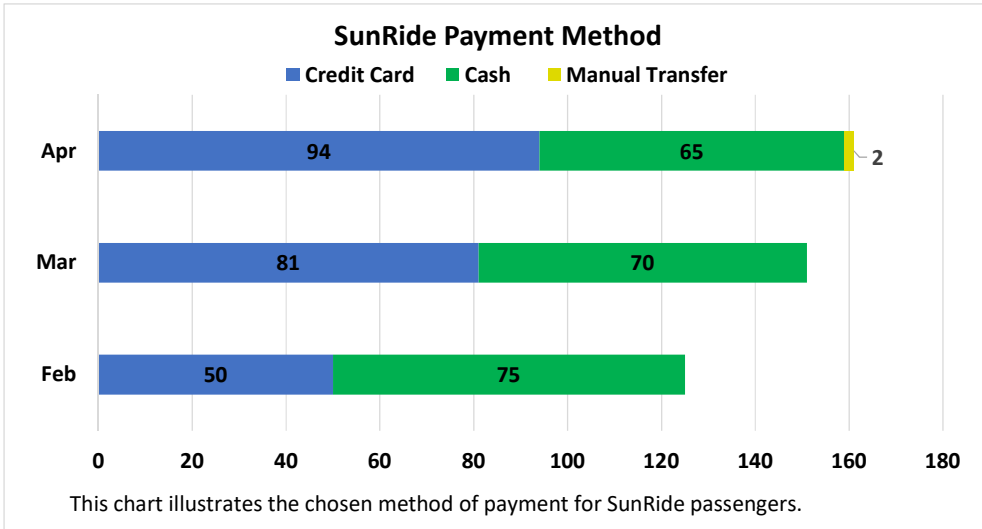
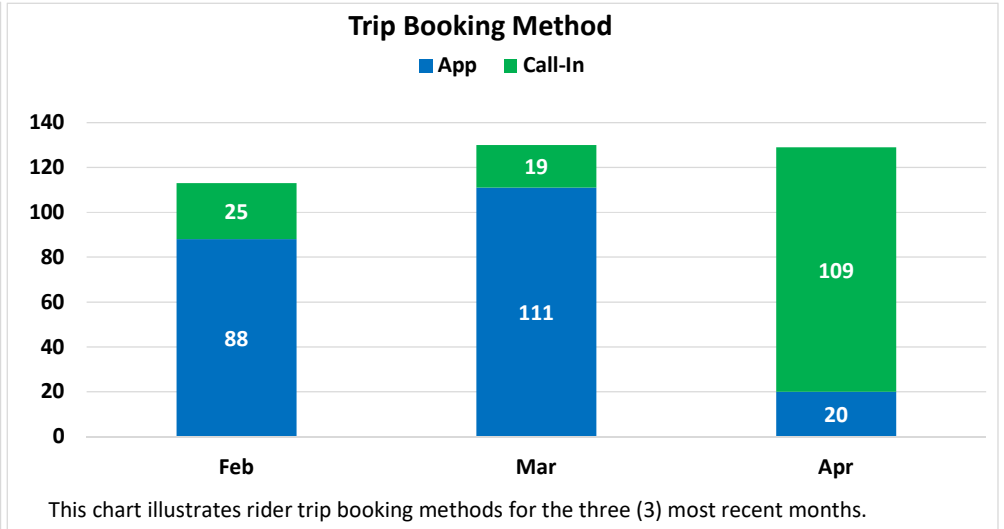
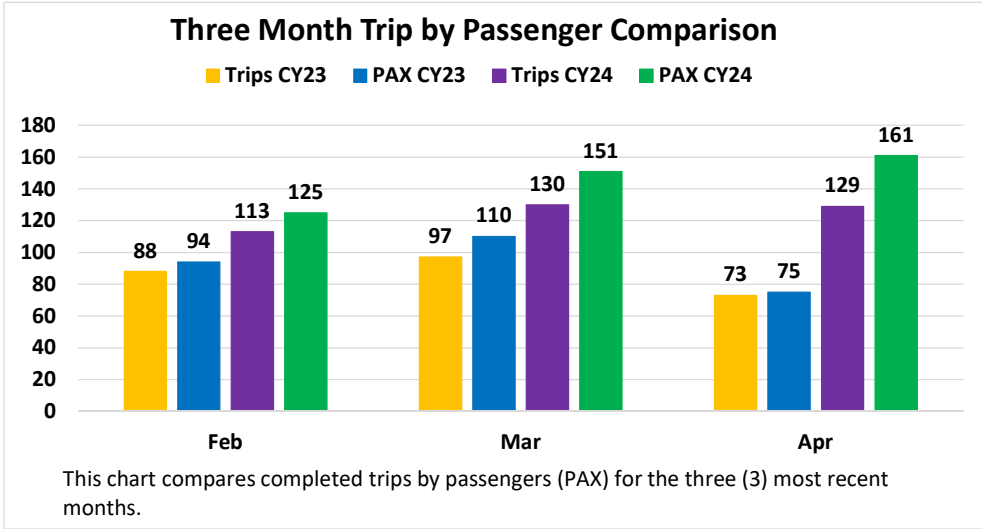
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5

EXCEEDS GOAL

Coachella Geo-Fence Metrics CYTD 2024

Total Completed Trips: 493

Total Number of Passengers: 566



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 11%.
 [Based on No. of Shared Rides for the month (47) divided by Total Trips Completed (425).]

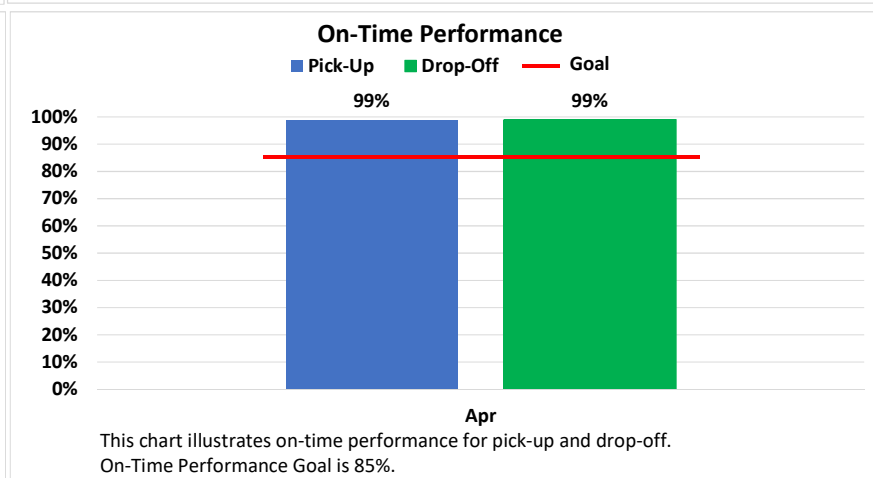
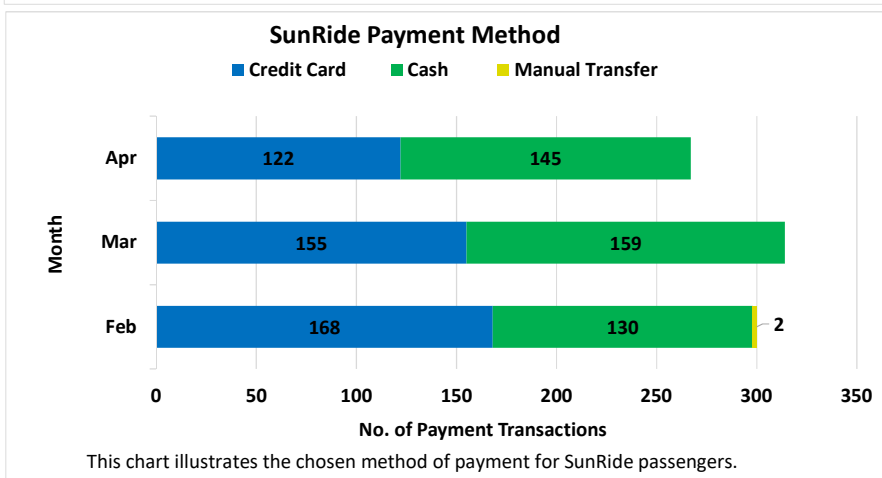
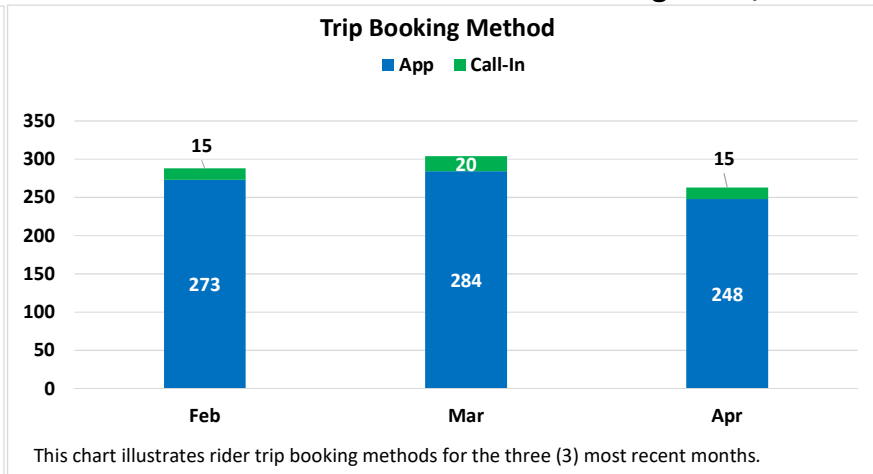
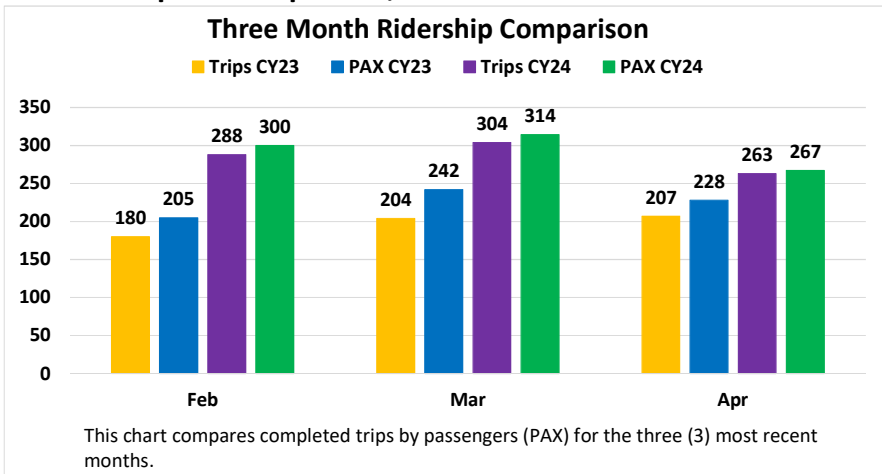
Customer Satisfaction Rating
 Avg. rider trip rating: 4.8
 Goal: 4.5


EXCEEDS GOAL!

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

Total Completed Trips: 1,192

Total Number of Passengers: 1,245



Percentage of Trips as Ridesharing: 30%.
 [Based on No. of Shared Rides for the month (80) divided by Total Trips Completed (263).]

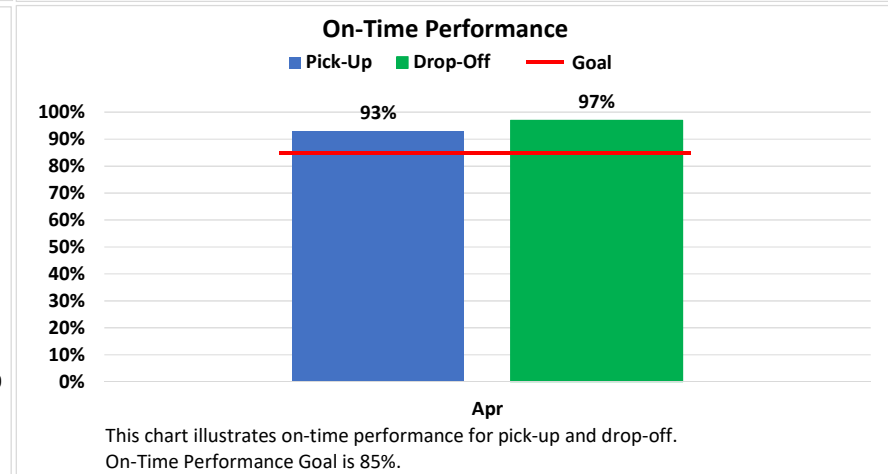
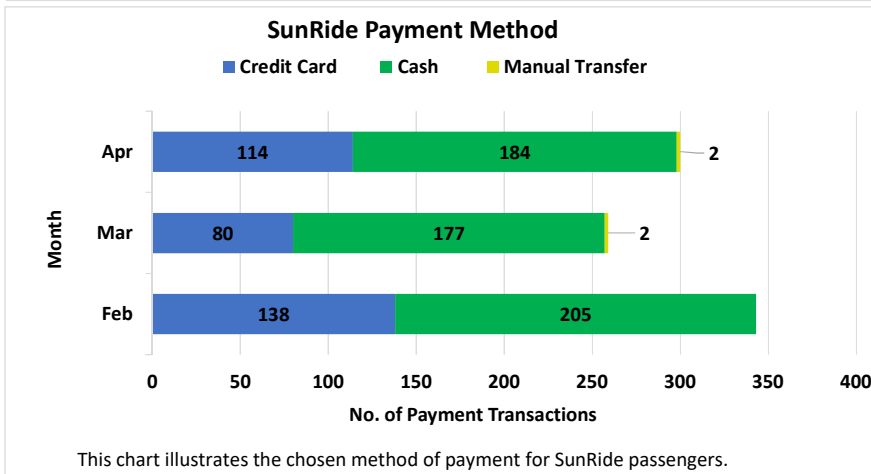
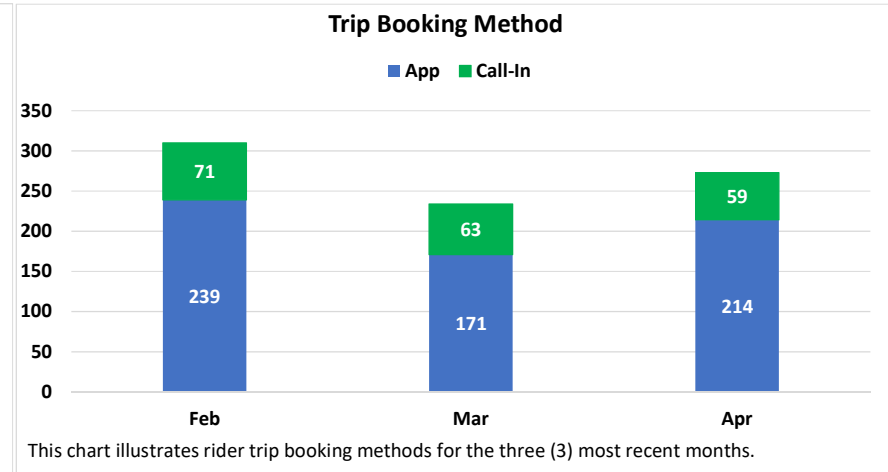
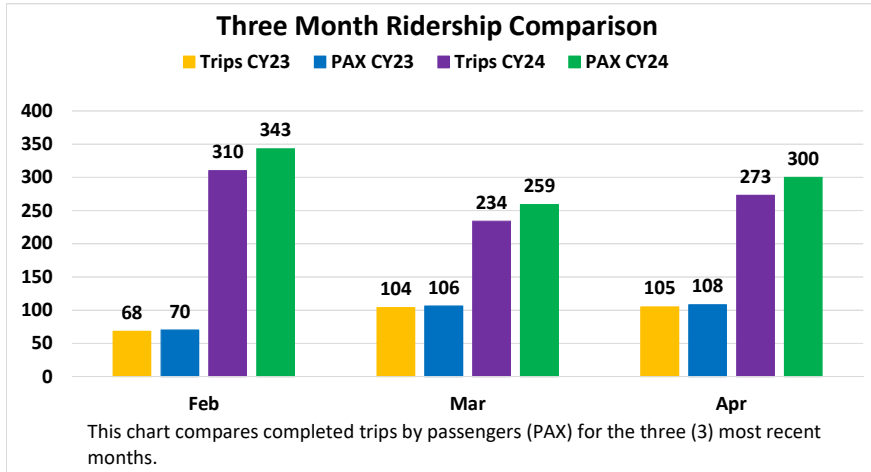
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Indio Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,145

Total Number of Passengers: 1,258



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 11%.
 [Based on No. of Shared Rides for the month (47) divided by Total Trips Completed (425).]

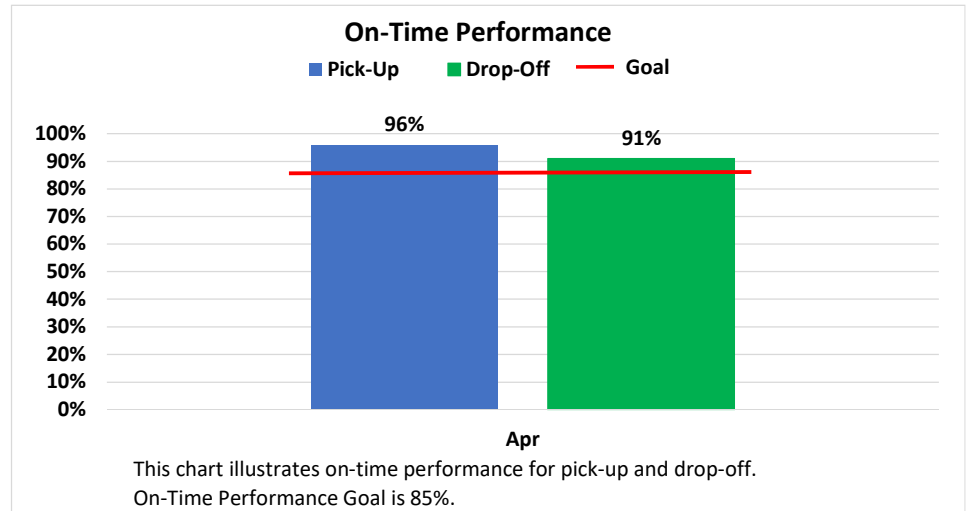
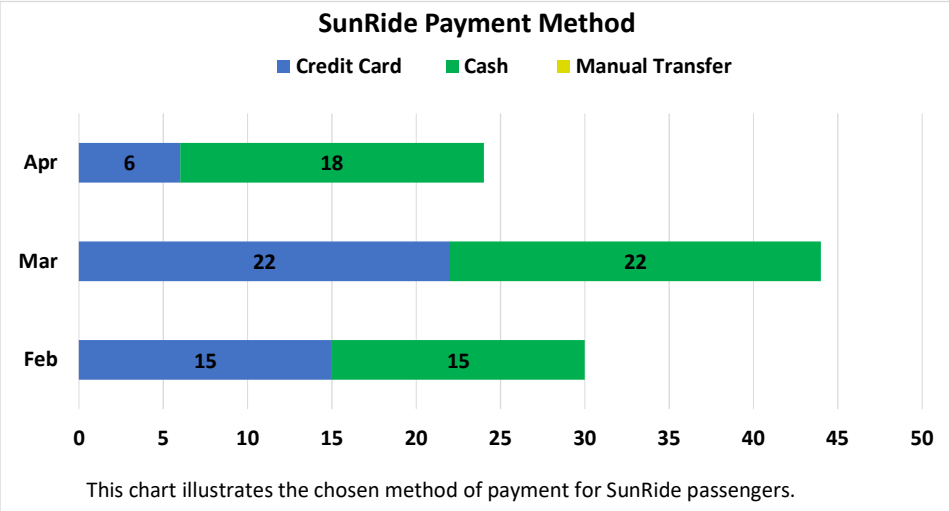
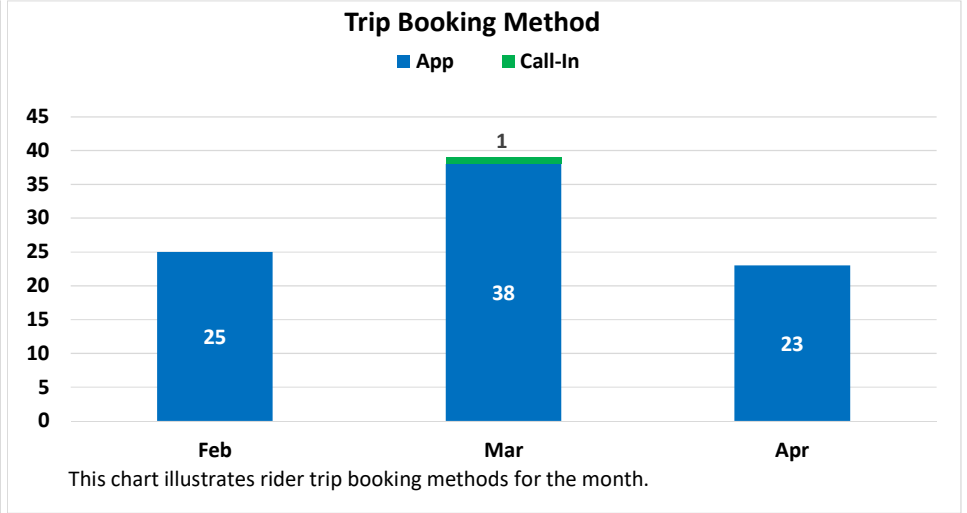
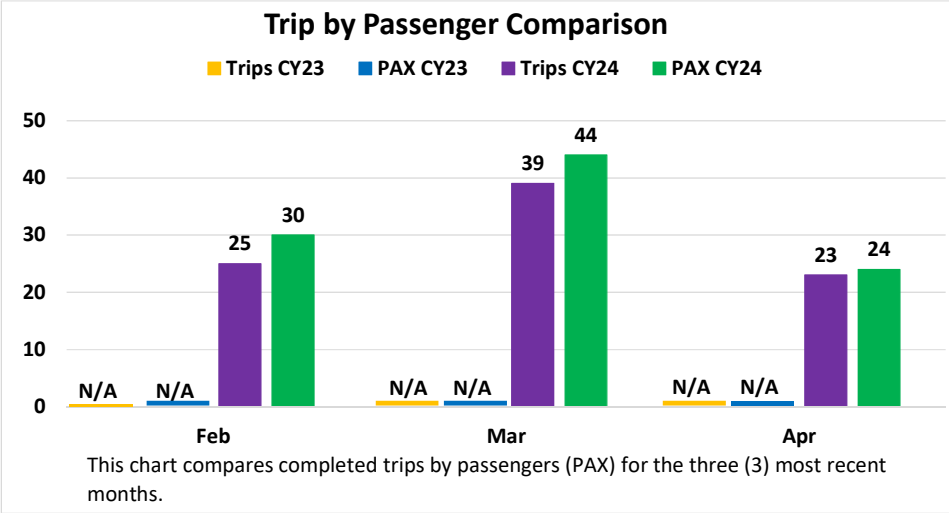
Customer Satisfaction Rating
 Avg. rider trip rating 4.7
 Goal: 4.5



La Quinta Geo-Fence Metrics CYTD 2024

Total Completed Trips: 110

Total Number of Passengers: 122



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 11%.

[Based on No. of Shared Rides for the month (47) divided by Total Trips Completed (425).]

Customer Satisfaction Rating

Avg. rider trip rating: 4.7

Goal: 4.5

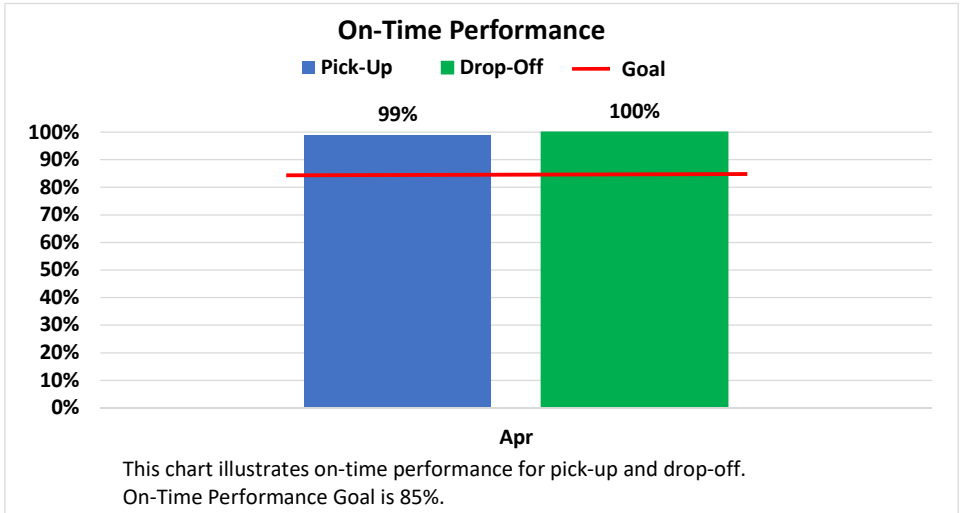
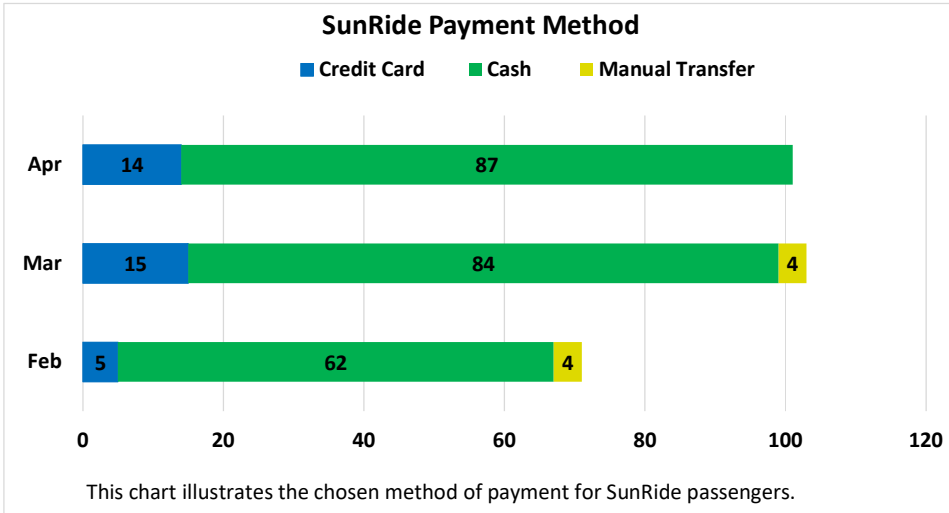
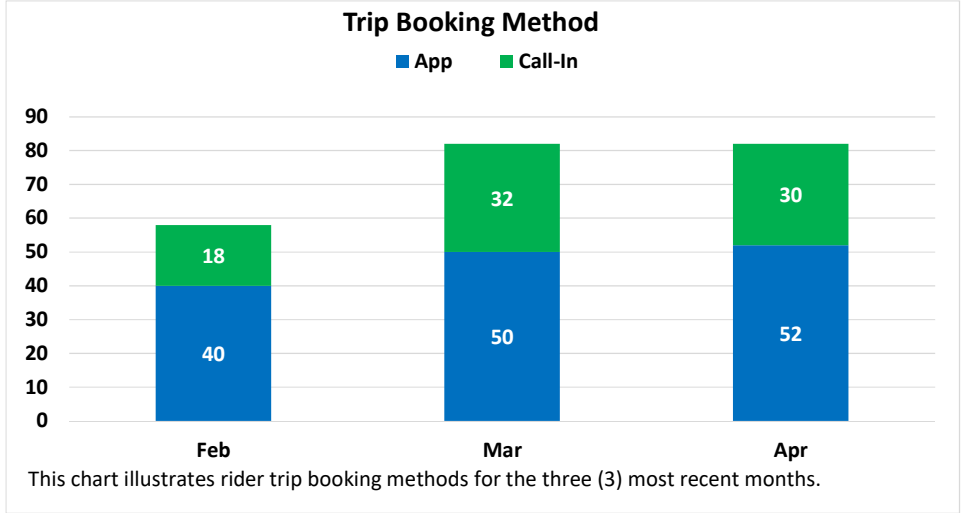
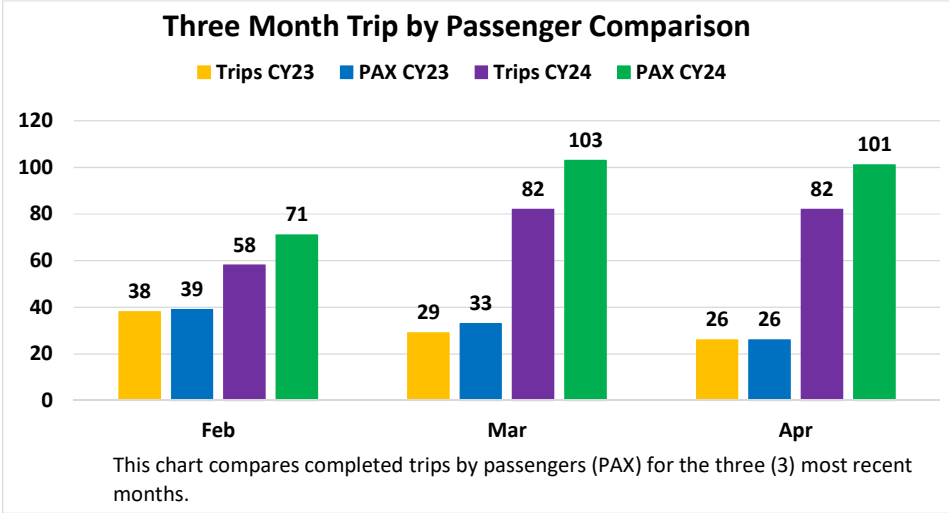


Exceeds Goal

Mecca/North Shore Geo-Fence Metrics CYTD 2024

Total Completed Trips: 321

Total Number of Passengers: 394



Percentage of Trips as Ridesharing: 13%.
[Based on No. of Shared Rides for the month (11) divided by Total Trips Completed (82).]

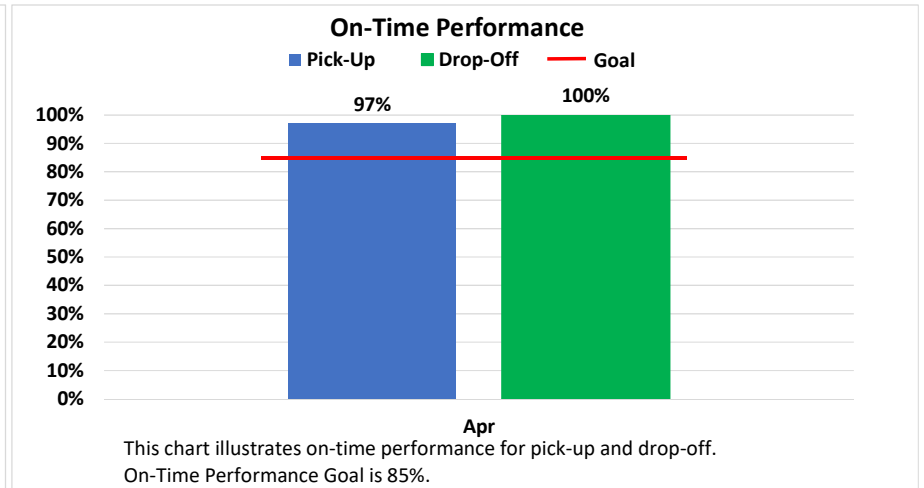
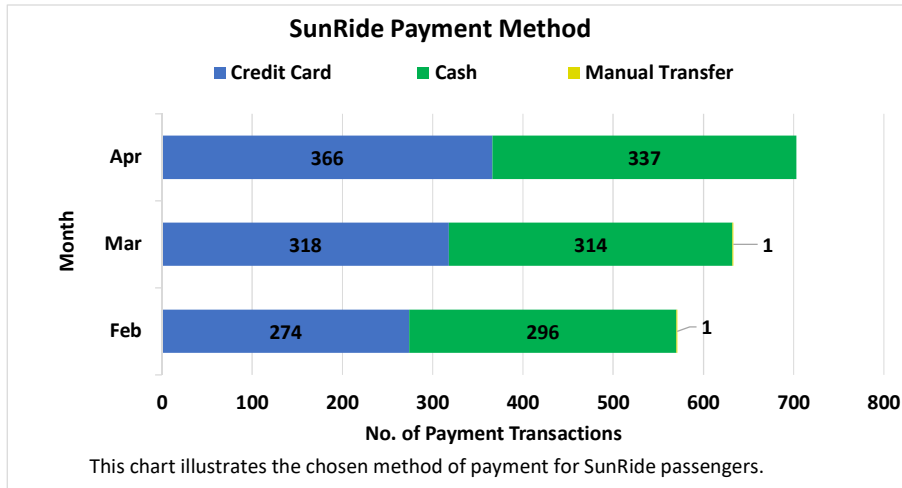
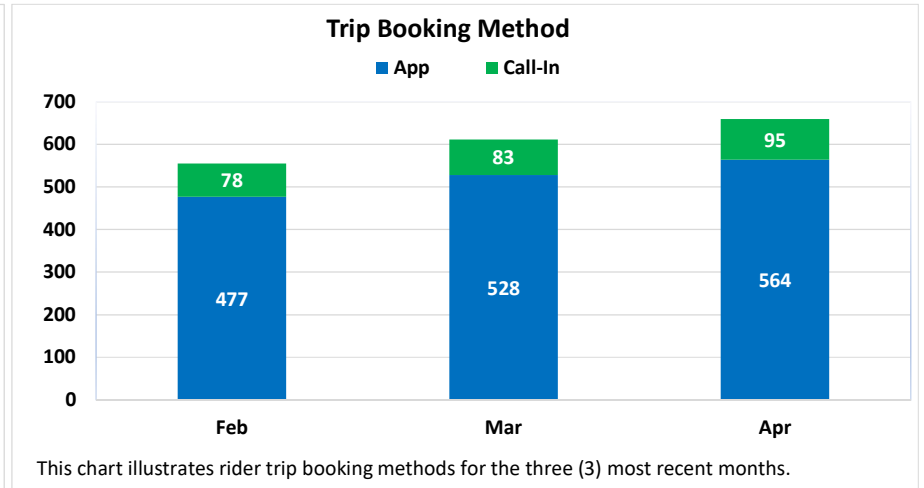
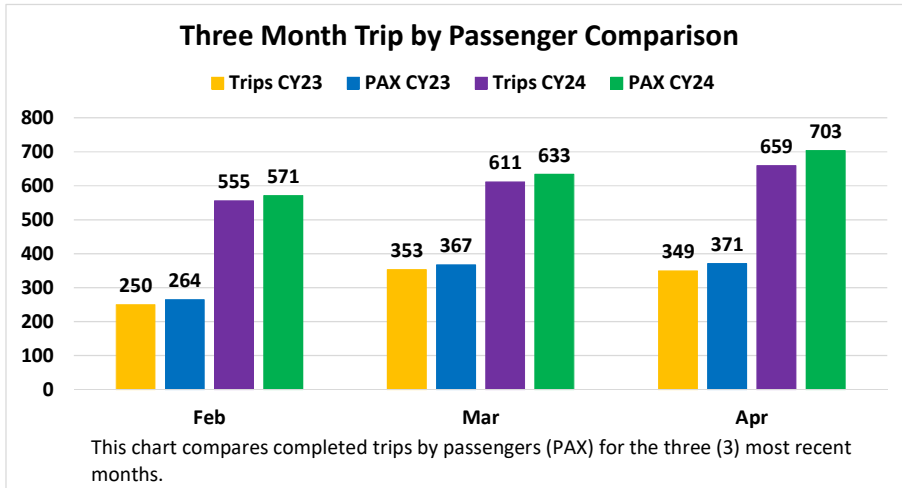
Customer Satisfaction Rating
Avg. rider trip rating: 5.0
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2024

Total Completed Trips: 2,413

Total Number of Passengers: 2,518



Percentage of Trips as Ridesharing: 40%.
 [Based on No. of Shared Rides for the month (262) divided by Total Trips Completed (659).]

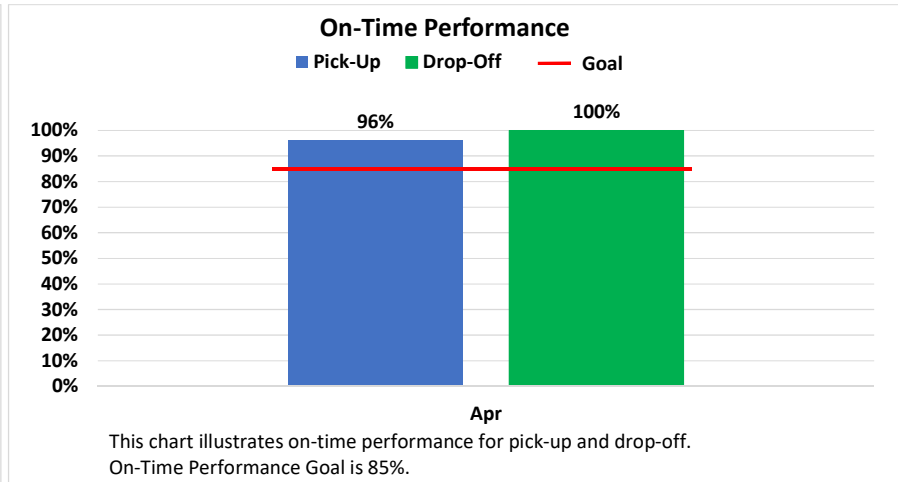
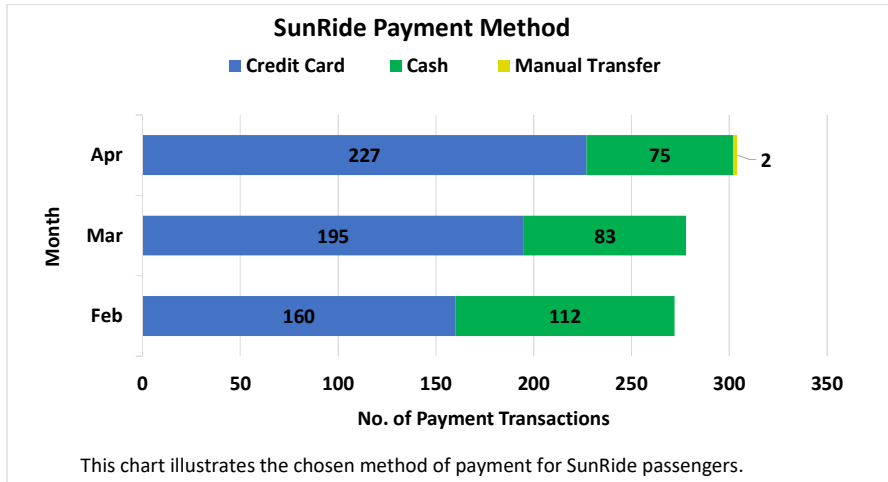
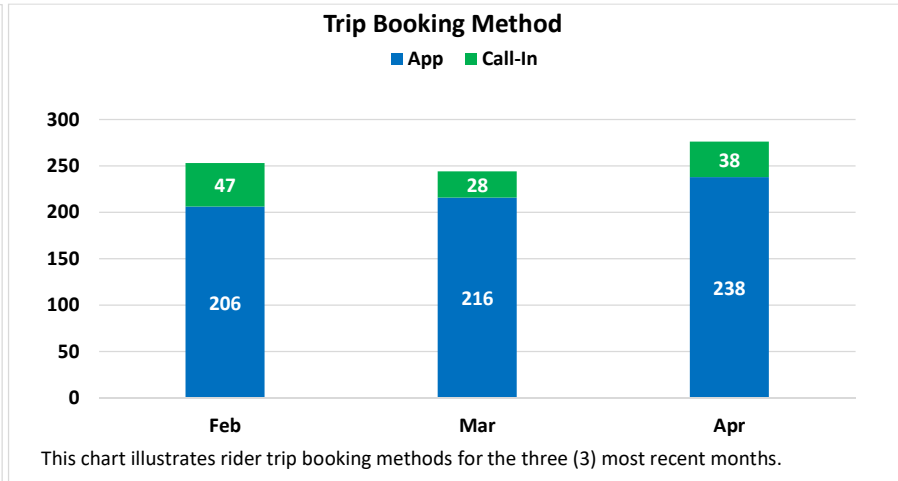
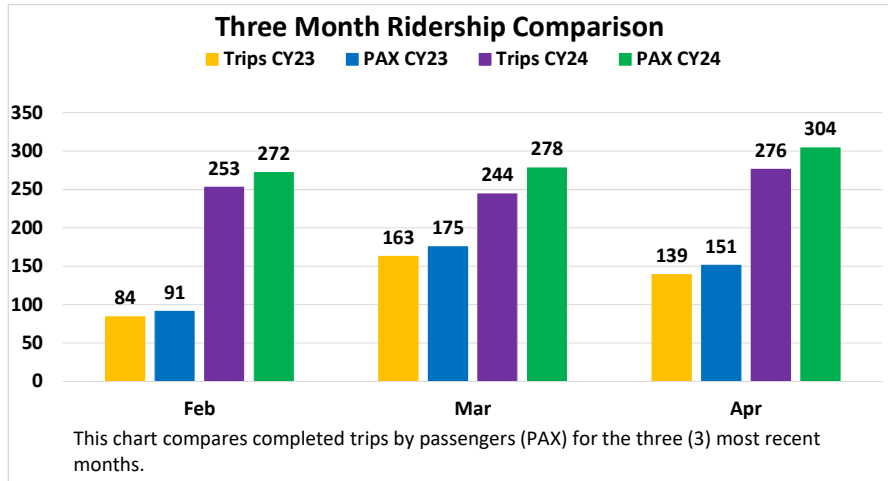
Customer Satisfaction Rating
 Avg. rider trip rating: 5.0
 Goal: 4.5

★ ★ ★ ★ ★
EXCEEDS GOAL!

Palm Springs Geo-Fence Metrics CYTD 2024

Total Completed Trips: 957

Total Number of Passengers: 1,051

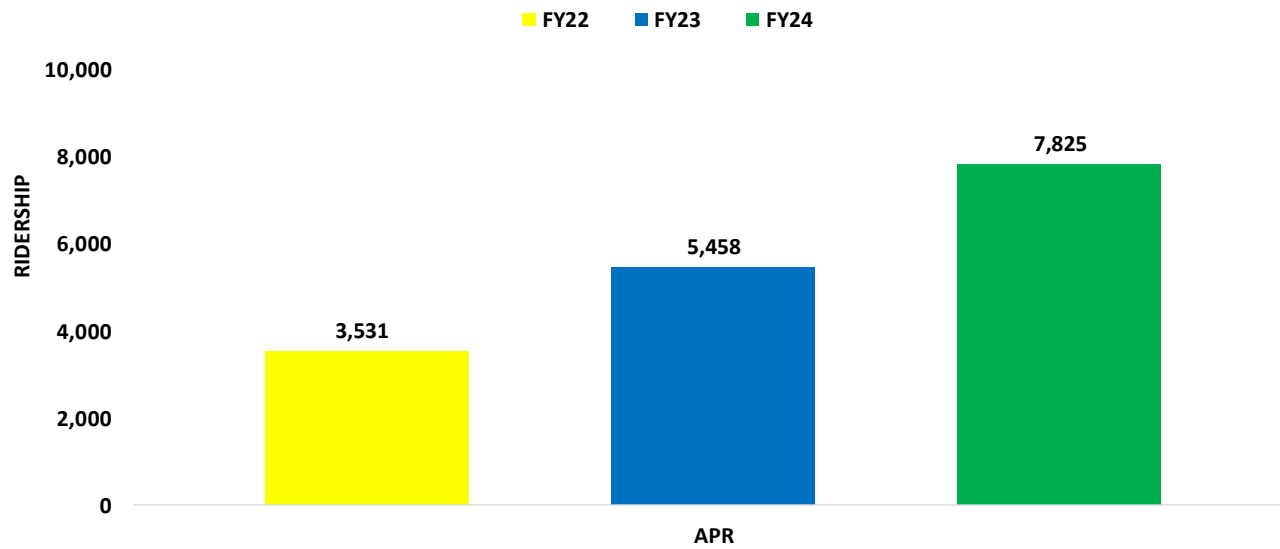


Percentage of Trips as Ridesharing: 21%.
 [Based on No. of Shared Rides for the month (59) divided by Total Trips Completed (276).]

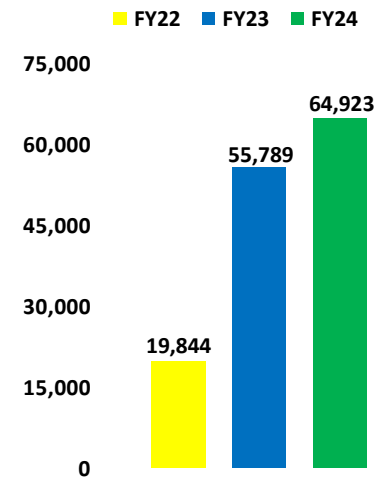
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



Haul Pass COD Ridership - April 2024

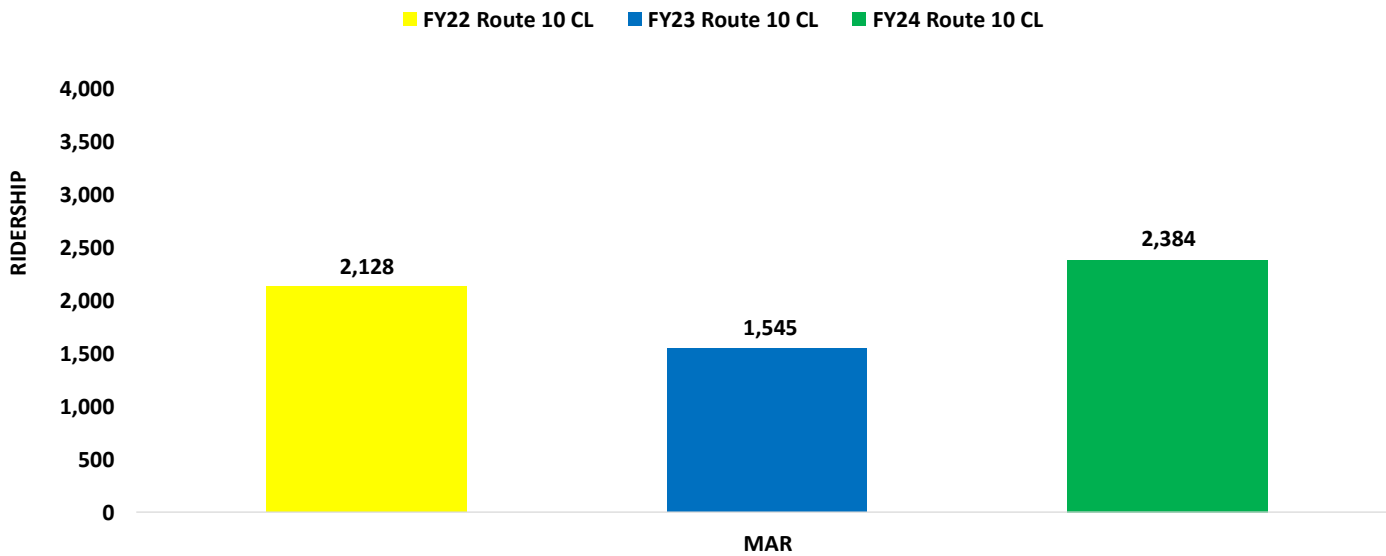


COD Fixed Route Ridership Year to Date

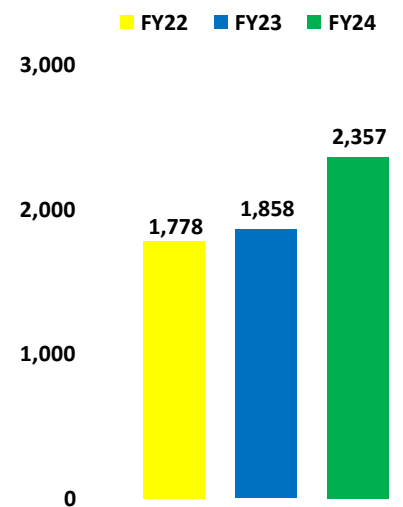


The Haul Pass program was introduced in August 2018.
This chart represents monthly ridership on the Haul Pass COD.
For the month of April 2024, Haul Pass COD contributed with 7,825 rides from 481 unique riders.

Haul Pass CSUSB Ridership - April 2024



CSUSB Fixed Route Ridership Total



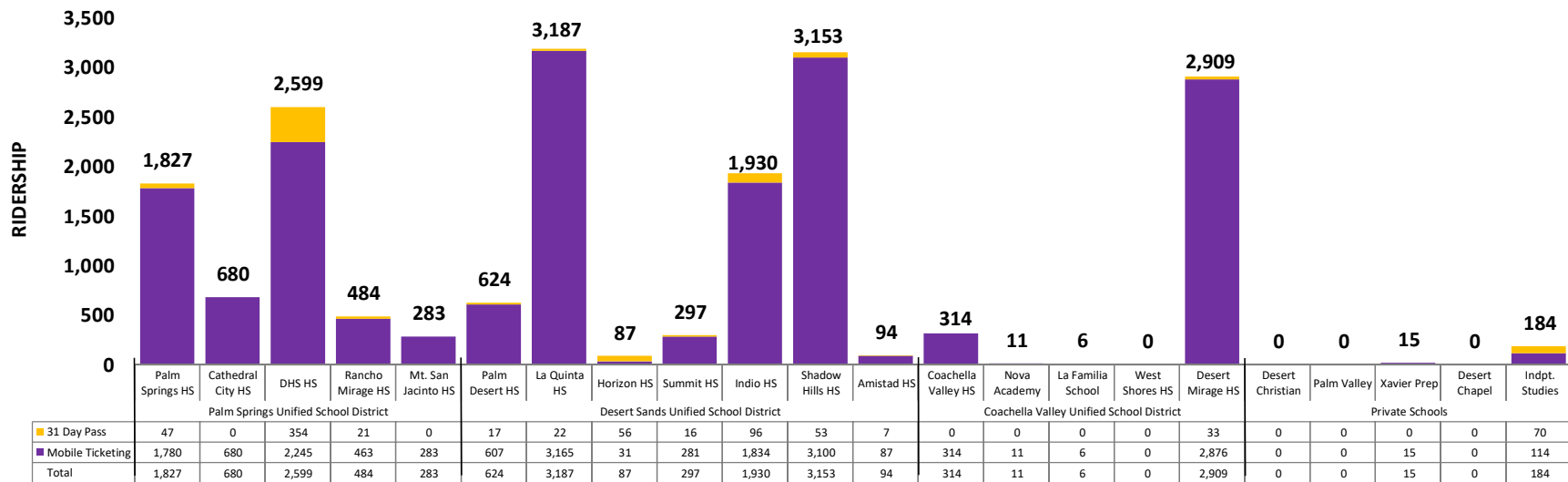
The Haul Pass CSUSB program was introduced in September 2019.

This chart represents monthly ridership on the Haul Pass CSUSB.

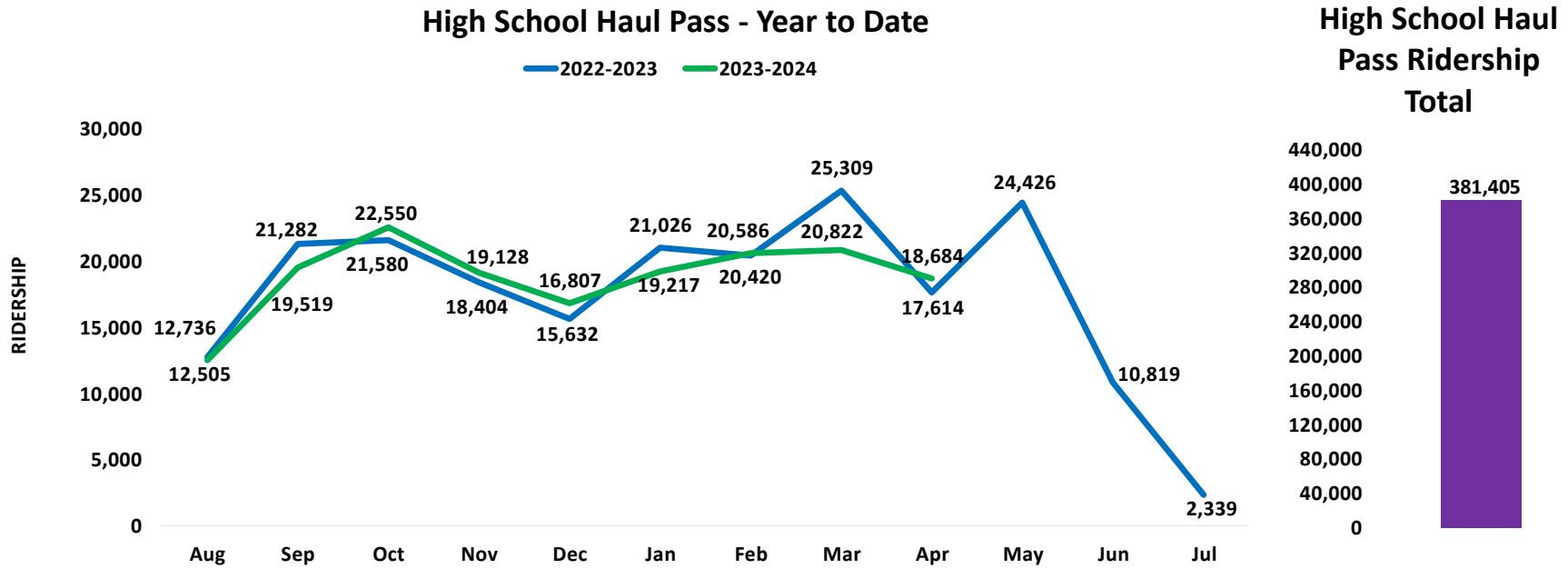
For the month of April 2024, CSUSB contributed 2,255 rides from 243 unique users. From that total, 1,979 rides were used on Route 10 and 276 rides on the fixed route system.

High School Haul Pass - April 2024

■ Mobile Ticketing
 ■ 31 Day Pass

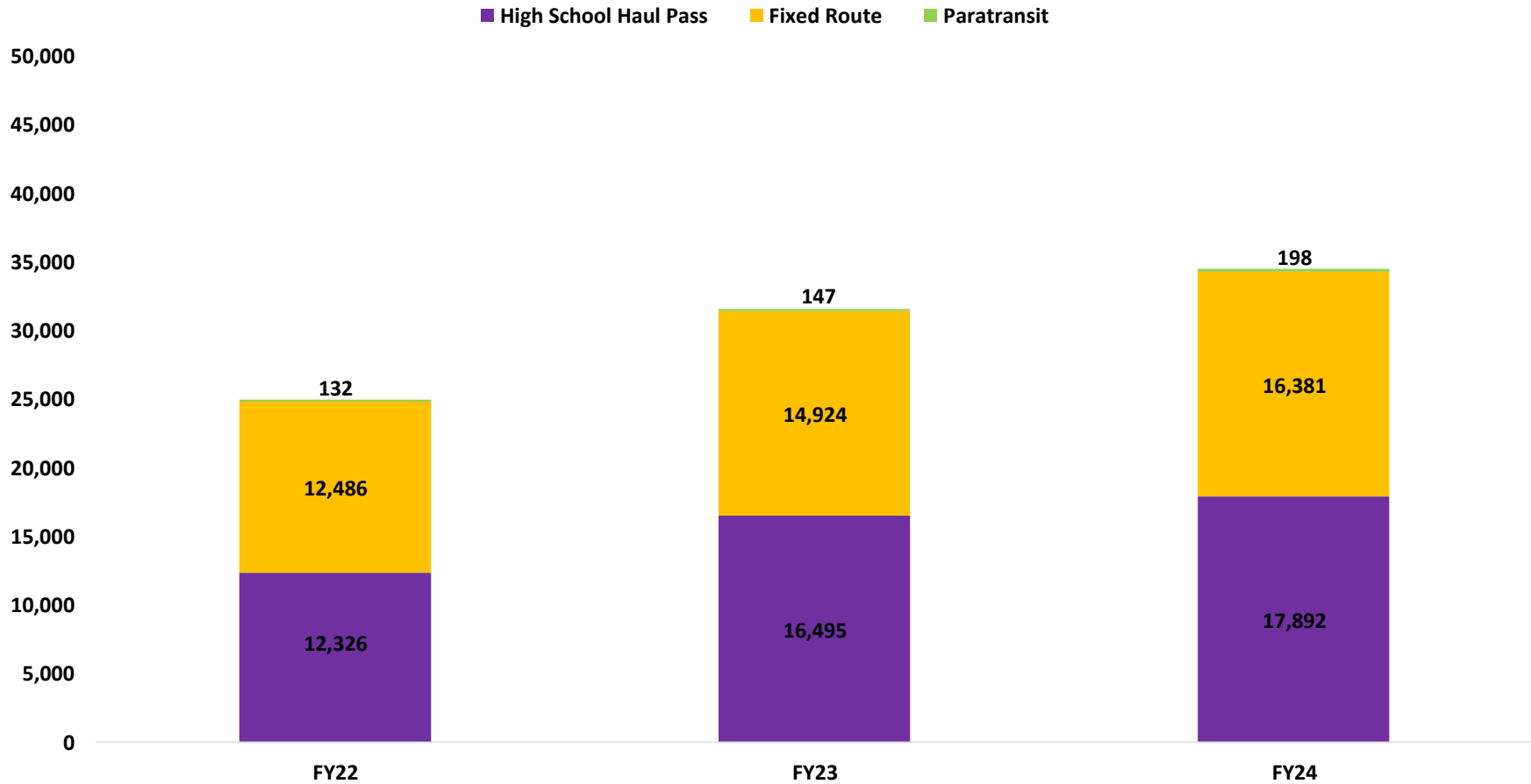


The High School Haul Pass program was introduced in August 2021. This chart represents a monthly combination of Mobile Ticketing and 31 Day Pass ridership by school for the High School Haul Pass. The total active users as of April 2024 are 4,066 using the High School Haul Pass.



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 - April 2024



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data.

The total for April 2024 includes the following passes used through Token Transit: High School Haul Pass, Fixed Route, Paratransit.

A total of 2,296 unique users used mobile ticketing. Unique users made a total of 34,471 rides.

Decrease in High School mobile ticketing is due to Spring Break vacation for PSUSD (03/26/24-04/05/24) AND DSUSD (03/29/24-04/08/24)

SunLine Transit Agency

CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILE

TO: Finance/Audit Committee
Board of Directors

RE: Board Member Attendance for April 2024

Summary:

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

Recommendation:

Receive and file.

FY 23/24	Board Member Matrix Attendance													Total Meetings	Total Attended
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun			
Desert Hot Springs	X		X	X		X	X	X	X	X			10	8	
Palm Desert	X		X	X		X		X	X	X			10	7	
Palm Springs	X		X	X		X	X		X	X			10	7	
Cathedral City	X		X	X		X	X	X	X	X			10	8	
Rancho Mirage	X		X	X		X	X	X	X	X			10	8	
Indian Wells	X		X	X		X	X		X	X			10	7	
La Quinta	X		X	X		X	X	X		X			10	7	
Indio	X		X	X		X	X		X	X			10	7	
Coachella	X		X	X			X	X	X				10	6	
County of Riverside	X		X	X		X	X	X	X	X			10	8	

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Services Group
CONSENT CALENDAR

DATE: May 22, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

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

Vendor Filed As Name	Description	Check #	Payment Date	Payment Amount
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/01/2024	91276	03/06/2024	2,532.16
SUNLINE TRANSIT AGENCY	Payroll Liabilities 03/15/2024	91280	03/20/2024	2,532.16
Total Checks Over \$1,000	\$5,064.32			
Total Checks Under \$1,000	\$1,890.08			
Total Checks	\$6,954.40			

SunLine Services Group**CONSENT CALENDAR**

DATE: May 22, 2024

RECEIVE & FILETO: Taxi Committee
Board of Directors

RE: Monthly Budget Variance Report for March 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 March 2024 are equal to 9/12^{ths} of the yearly budget.

Year to Date Summary

- As of March 31, 2024, the organization's revenues are \$13,643 or 9.2% above the FYTD budget.
- As of March 31, 2024, expenditures are \$43,723 or 29.49% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$57,366.

Recommendation:

Receive and file.

SunLine Regulatory Administration
Budget Variance Report
March 2024

Description	FY24 Total Budget	Current Month			Year to Date			
		Actual	Budget	Positive (Negative)	FYTD Actual	FY24 FYTD Budget	Positive (Negative)	Percentage Remaining
Revenues:								
Revenue Fines	3,500	150	292	(142)	1,525	2,625	(1,100)	56.4%
New Driver Permit Revenue	750	450	63	388	1,650	563	1,088	-120.0%
Taxi Business Permit	96,000	9,858	8,000	1,858	72,000	72,000	-	25.0%
Driver Transfer Revenue	125	-	10	(10)	175	94	81	-40.0%
Driver Renewal Revenue	1,800	100	150	(50)	1,700	1,350	350	5.6%
Driver Permit Reinstatement/Replacement	-	-	-	-	20	-	20	0%
Vehicle Permit Revenue	94,000	5,058	7,833	(2,775)	84,754	70,500	14,254	9.8%
Operator Application Fee	1,500	-	125	(125)	75	1,125	(1,050)	95.0%
Total Revenue	197,675	15,617	16,473	(856)	161,899	148,256	13,643	9.2%
Expenses:								
Salaries and Wages	94,908	8,191	7,909	(282)	59,605	71,181	11,576	37.2%
Fringe Benefits	41,202	3,893	3,434	(460)	32,522	30,902	(1,621)	21.1%
Services	39,609	1,262	3,301	2,039	3,557	29,707	26,149	91.0%
Supplies and Materials	3,965	180	330	150	1,081	2,974	1,893	72.7%
Utilities	5,802	-	484	484	2,418	4,352	1,934	58.3%
Casualty and Liability	5,589	-	466	466	2,329	4,192	1,863	58.3%
Taxes and Fees	100	-	8	8	-	75	75	100.0%
Miscellaneous	6,500	65	542	477	3,021	4,875	1,854	53.5%
Total Expenses	197,675	13,591	16,473	2,882	104,533	148,256	43,723	29.5%
Total Operating Surplus (Deficit)	\$ -	\$ 2,025			\$ 57,366			

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 13,720 taxi trips compared to FYTD23.

Taxi Trips

	FY23-March	FY24-March	Variance	%Δ
Trips	14,742	12,801	(1,941)	-13.2%

Taxi Trips

	FYTD-FY23	FYTD-FY24	Variance	%Δ
Trips	95,033	81,313	(13,720)	-14.4%

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: May 22, 2024

RECEIVE & FILE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – April 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.

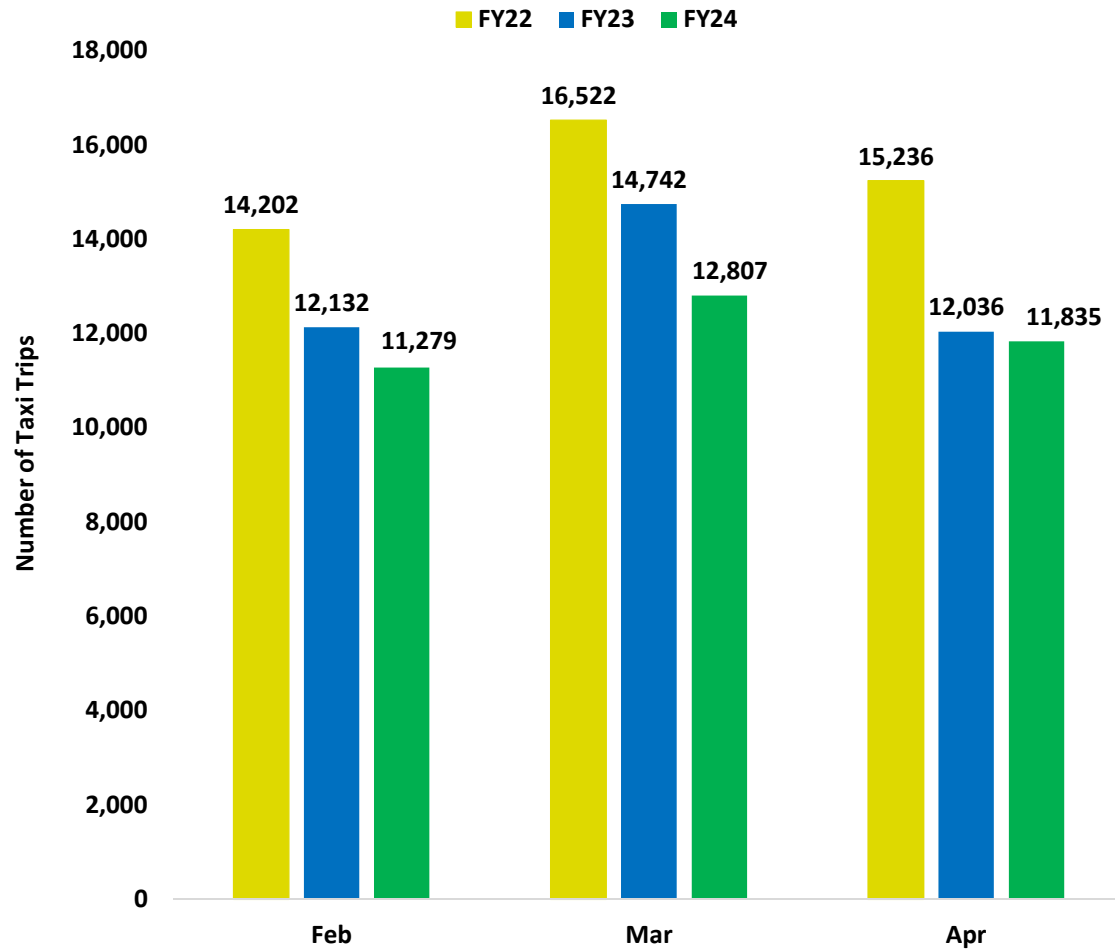
For the month of April, there were 972 fewer taxi trips serviced by two (2) more cabs when compared to April 2023 (75 cabs in 2024 compared to 73 cabs in 2023).

There were 13,921 fewer taxi trips for FYTD24 compared to FYTD23.

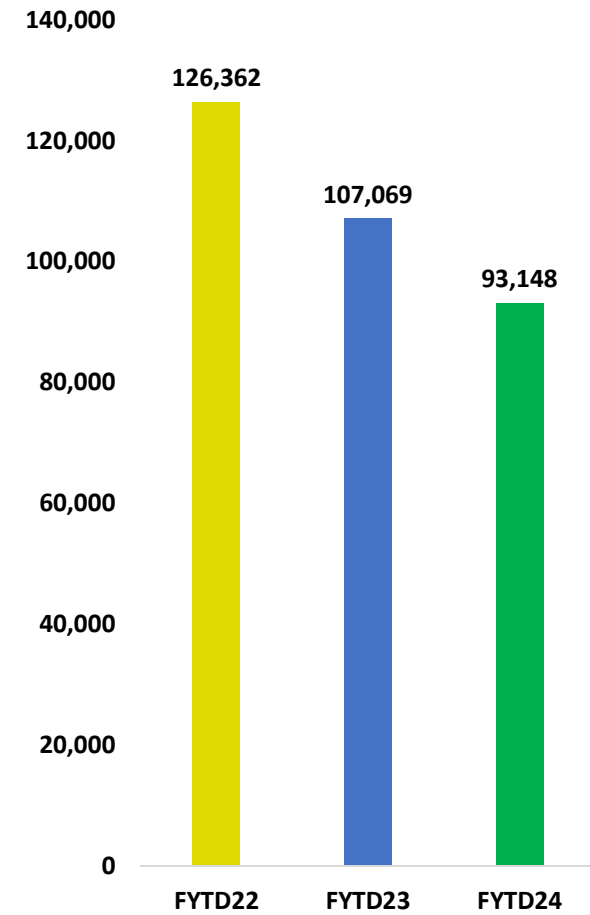
Recommendation:

Receive and file.

Taxi Trip Three (3) Month Comparison as of April 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: May 22, 2024 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Tina Hamel, Chief Administrative Officer

RE: Amend Contract for SunRide Service

Recommendation

Staff recommends that the Board of Directors delegate authority to the CEO/General Manager to negotiate and execute an amendment with Yellow Cab of the Desert (Yellow Cab) in a new total amount not-to-exceed \$1,812,355 to enable Yellow Cab to continue providing SunRide services, subject to review and approval by SunLine's General Counsel. The proposed amendment would add \$30,000.69 in compensation due to unanticipated changes in the law and would extend the contract to March 31, 2025.

Background

On October 27, 2021, the Board delegated authority to the CEO/General Manager to negotiate and execute two (2) 15-month contracts, with two (2) one-year option periods to provide transportation services for SunLine's SunRide Microtransit Pilot Program. The aggregate contract amount, not-to-exceed \$2,225,280, was distributed between Coachella Valley Taxi (CV Taxi) and Yellow Cab based on the assigned geo-fence zone(s) throughout the life of the contracts. The amount paid to Yellow Cab from the start of the SunRide program to June 30, 2024 is \$1,054,158.82.

The SunRide Microtransit Pilot Program operates in eight (8) zones within the Coachella Valley, and its primary goals are to serve as a first and/or last-mile option for public transit riders, as well as reduce greenhouse gas emissions and total vehicle miles traveled (VMT) in the Coachella Valley. SunRide groups multiple riders in a vehicle and connects them to a fixed route bus connection or to a mutually shared, single point of interest along the fixed route network within a designated zone. As a result, the service reduces greenhouse gases and VMT in Valley communities thereby improving quality of life through cleaner air and less traffic congestion. The service also maximizes systemwide ridership.

Since the program started in 2021, SunLine has contracted with Yellow Cab to provide on-demand SunRide services. As a taxi provider in the Coachella Valley, Yellow Cab is traditionally structured to contract with independent drivers to deliver its services. As a

result, it appears that when SunLine awarded the SunRide contract to Yellow Cab, the company continued to use its independent contractors to meet the service requirements dictated in the contract. These drivers, who operated SunLine-issued vehicles, were then required to carry their own insurance and meet state and federal regulations governing their status as independent contractors.

In February 2024, Yellow Cab informed SunLine that it will now treat SunRide drivers as direct employees of its company due to the United States Department of Labor's recently implemented Final Rule for determining when a worker is an employee or an independent contractor under the Fair Labor Standards Act. The drivers' new designation as employees has resulted in Yellow Cab incurring additional costs in wages, insurance, and benefits, which were not previously budgeted, rendering the existing contract between SunLine and Yellow Cab economically infeasible. As a result, Yellow Cab requested, out of necessity, to renegotiate its contract with SunLine.

Under option year one, which ended March 31, 2024, Yellow Cab was paid an hourly rate of \$26.95 for the operation of each of the 10 SunRide vehicles in service. Upon the initiation of the second option year of the contract, Yellow Cab requested an increase in the hourly rate to \$36.95 per vehicle. According to Yellow Cab, a \$10 increase in the hourly rate per vehicle would finance increased costs such as workers' compensation insurance, payroll taxes, and other expenses related to the absorption of new employees.

On March 29, 2024, SunLine initiated option year two and entered into a ninety day contract with Yellow Cab, at the increased rate of \$36.95, to continue providing SunRide service under the original Board approved budget. Given that the budget was based on the previous rate of \$26.95 per hour per vehicle, paying the higher rate of \$36.95 will result in a budget shortfall of \$25,874.04 before the end of option year two. Although the proposed amendment is within the CEO/General Manager's authority, staff is seeking Board authorization to enter into the amendment due to the underlying contract value and significant change in compensation.

Financial Impact

SunRide Expense Summary	
\$ 2,225,280.00	Total Board Approved Value for SunRide (Co-award to Yellow Cab/CV Taxi)
\$ (442,925.69)	Total CV Taxi Expenses
\$ (802,832.31)	Actual Yellow Cab Expenses - Years 1 & 2 (1/3/22 - 3/31/24)
\$ (251,326.51)	Estimated Yellow Cab Expenses - Current Agreement (4/1/24 - 6/30/24)
\$ 728,195.49	Estimated Remaining Value as of 6/30/24
\$ (753,979.53)	Estimated Expenses through Option Year 2 (7/1/24 - 3/31/25)
\$ (25,784.04)	Projected Shortfall*

*Projection using current zones and hours of operation.

SunLine Transit Agency

DATE: May 22, 2024 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Mona Babauta, CEO/General Manager
Catherine J. Groves, General Counsel

RE: Update to Policy No. B-070192, Evaluation of the CEO/General Manager Policy

Recommendation

Recommend that the Board of Directors approve an update to Policy No. B-070192 Evaluation of the CEO/General Manager.

Background

The CEO/General Manager evaluation process was adopted by the Board as Policy Number B-070192 in February 1992. It was subsequently revised most recently by the Board of Directors in March 2021, and per the policy, it must be reevaluated and revised as necessary within a three (3) year period.

To effectively establish and communicate the Agency's goals, strategic objectives, and key priorities for delivering safe, reliable, and clean transportation services, and to ensure that the CEO/GM continues to meet the expectations of the Board and fulfills the duties necessary for delivering such service, staff recommends that the Board ratify the updated version of the policy as shown in Attachment A. The former version is also provided as Attachment B.

Notably, the policy now includes a process for the Board and the CEO/GM to collaborate and mutually establish annual goals, strategic objectives and key priorities for meeting the mobility needs of the citizens of the Coachella Valley. Furthermore, metrics and specified factors for assessing the CEO/GM's effectiveness in meeting goals and objectives and delivering key priorities would also be annually established and reflected in an evaluation form to be completed by each Board Member.

In order to ensure that the policy remains relevant for meeting SunLine Transit Agency's current priorities and needs, staff recommends that the policy continue to be reevaluated by the Board every three (3) years.

Financial Impact

No financial impact.

Attachments:

- [Item 11a](#) – Policy B-070192 (Redlined Changes Accepted)
- [Item 11b](#) – Redlined Copy of Policy No. B-070192

SunLine Transit Agency
Evaluation of the CEO/General Manager Policy
Policy No: B-070192

Adopted: 02/26/1992
Revised: 04/22/2024

EVALUATION OF THE CEO/GENERAL MANAGER POLICY

PURPOSE

To provide a framework for the CEO/General Manager's annual performance evaluation.

SCOPE

SunLine Transit Agency (Agency) Board of Directors (Board), as the governing body for the Agency, has the authority to appoint a CEO/General Manager (CEO/GM). The CEO/GM is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the CEO/GM's performance, and the intent of the process is to establish a forum for the Board of Directors to engage with the CEO/General Manager (CEO/GM) on their effectiveness in meeting SunLine Transit Agency's mutually established goals, strategic objectives through their performance on an annual basis.

POLICY

The primary purpose of annually evaluating the CEO/General Manager's performance is to provide the rational, structured communications between the Board and its CEO/GM in charting the objectives for the growth, development, and continuous improvement of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the CEO/General Manager, the Board shall strive to accomplish the following:

1. Communicate leadership expectations of the CEO/GM for better serving the Agency and the mobility needs of the Coachella Valley.
2. Facilitate and strengthen a harmonious working relationship between the Board and the CEO/GM.
3. Discuss the CEO/GM's effectiveness in carrying out mutually established Agency goals, strategic objectives, and annual priorities.

PROCEDURES

The CEO/GM shall carryout the annual performance evaluation process as per the current employment contract ratified by the Board. Unless otherwise specified in the CEO/GM's contract following steps shall be taken:

#	Timeline	Action
1	March	<ul style="list-style-type: none"> a) CEO/GM agendizes performance evaluation process. b) CEO/GM submits to the Board a self-assessment of their performance against goals, strategic objectives and annual priorities as established with the Board to date, which shall be discussed during the March Board meeting. c) The Chair and Board provide direction on next steps in the management of the CEO/GM's evaluation process (i.e. designee for receiving completed board evaluation forms, etc.). d) CEO/GM disseminates performance evaluation form to the Board with self-assessment by a mutually agreed upon date.
2	April	<ul style="list-style-type: none"> a) CEO/GM agendizes performance evaluation process. b) CEO/GM drafts and discusses the goals, strategic objectives and annual priorities for the upcoming fiscal year with the Board, during the April Board meeting. c) The CEO/GM revises the goals, strategic objectives and annual priorities based on Board feedback. d) Completed evaluation forms from the Board should be submitted to the Board's designee.
3	May	<ul style="list-style-type: none"> a) CEO/GM agendizes performance evaluation process. b) The Final Report on the CEO/GM's performance is completed by the May board meeting. (Completed evaluation forms from the Board must be submitted at least two weeks prior to the May board meeting.) c) Board and CEO/GM engage in a discussion on the CEO/GM's performance. The Final Report will be available for reference. d) CEO/GM finalizes Agency's Goals, Strategic Objectives, and Annual Priorities for the next fiscal year based on Board feedback. e) Identify any next steps with CEO/GM on closing-out evaluation process and any changes to employment expectations and/or the CEO/GM's employment contract.
4	June	Close-out any outstanding issues related to the CEO/GM's annual performance evaluation process. CEO/GM shall work with the Board and/or Board Chair to complete the process.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

REVIEW OF POLICY

The Board will review this policy at least every three (3) years to ensure that it remains relevant, unless otherwise directed by them.



CEO/GENERAL MANAGER EVALUATION FORM

Evaluator: _____

Date: _____ **Time Period Covered:** _____

The SunLine Board of Directors (Board) is being asked to evaluate the CEO/General Manager's (CEO/GM) performance in the following Performance Areas for the period of July [year] and June [year]. In rating her performance, please use a scale of 1 to 5 as identified in the table below:

5	Exceptional	Exceeds standards on a consistent basis
4	Highly Competent	Generally exceeds standards and requirements
3	Competent	Expected performance level
2	Needs Improvement	Does not consistently meet standards
1	Poor	Consistently deficient in meeting most standards

Instructions: Please circle the appropriate numeric rating to the right of each performance area or subcategory. In addition, please comment on strengths, concerns, and observations in the comment boxes provided, using specific examples when possible. To assist you in assessing the CEO/GM's performance, relevant factors are noted below each performance area for your consideration.

PERFORMANCE AREAS

1. LEADERSHIP & MANAGEMENT

A. Business Ethic	Rating (5-exceptional to 1-poor)				
	5	4	3	2	1
Factors: <ul style="list-style-type: none"> • Promotes accountability and public trust through transparency. • Maintains high standards of honesty, integrity and trust. 					

B. Leadership of staff	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Inspires teamwork and cooperation among staff.
- Provides clear direction and coaching to staff as demonstrated through timely and concise board reports.
- Encourages staff to take ownership and accountability as demonstrated through sound, thoughtful, and strategic recommendations to the Board and the CEO/GM.

C. Agency Foundation	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Delegates effectively as demonstrated by staff presentations to and direction interactions with the Board.
- Is action and results oriented as demonstrated through agency progress.
- Provides for quality programs and services.
- Introduces new ideas, concepts and best practices.
- Encourages education and research to stay current on industry best practices.
- Applies adaptive management to challenges.
- Uses data for analysis and management of issues that contribute to the Agency's foundation and long term sustainability.

BOARD COMMENTS:

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2. SERVICE EFFECTIVENESS AND STABILITY

A. Asset Management	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Conducts regular analyses to ensure staffing levels and expertise are sufficient for maintaining assets in a state of good repair and maximizing system reliability.
- Completes a thorough and comprehensive Short Range Transit Plan (SRTP) annually that outlines sufficient resources for operational stability.
- Develops and maintains planning documents for effectively managing assets in a state of good repair and ensuring their continued appropriateness for meeting the Agency’s evolving operational needs (i.e. Asset Management Plan, Site Plan, Zero Emission Bus Rollout Plan).

B. Transit Service Reliability	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Implements service plans that have sufficient resources allocated to ensure system reliability.
- Ensures that staff has the appropriate resources, operational equipment, and assets to deliver reliable and safe transit service.

C. Service Innovation	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Implements innovative services and programs as appropriate for meeting evolving and growing Coachella Valley mobility needs.
- Stays current on industry best practices, grant programs, and technology innovations for designing/implementing new services as resources allow and as appropriate for meeting critical and varied service needs.

D. Labor-Management Partnership	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Maintain constructive and productive communication channels with the Agency’s labor unions recognizing the importance of labor’s partnership with management in maintaining service reliability and stability.

BOARD COMMENTS:

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3. FINANCIAL MANAGEMENT

A. Financial Awareness	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> • Effectively reports and projects the financial condition of the Agency. • Develops creative solutions to financial issues. • Remains innovative and informed about rapidly changing technology for improving cost efficiency, productivity, and/or long term financial sustainability for the Agency. 					

B. Financial Planning	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> • Designs management practices/policies to maintain a sound, long-range financial position. • Stays informed on and strategically plan around funding issues, plans and decisions at the Riverside County Transportation Commission (RCTC) and Coachella Valley Association of Governments (CVAG) that may impact SunLine’s financial position. • Stay informed on and strategically plan around state and federal funding issues, plans, regulations, and actions that may impact SunLine’s financial position. • Establish a state and federal legislative program that allows for proactive planning and decision-making that better protects the long-term sustainability of the Agency and mobility needs of the Coachella Valley’s growing and aging population. 					

C. Loss Prevention	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Implements effective programs to limit liability and loss.
- Establishes short and long-term goals for asset (fleet and facilities) management replacements.
- Takes decisive action to implement fleet and equipment improvements and replacements as resources permit to prevent system disruptions leading to ridership losses and the loss of public trust.
- Practice a measured approach to implementing cutting and bleeding edge technologies to minimize the early retirement/replacement of expensive fleet and equipment needed for system stability and reliability.

BOARD COMMENTS:

4. EXTERNAL LEADERSHIP

A. Regional Involvement	Rating (5 to 1)				
	5	4	3	2	1

Factors:

- Effectively partners with peers and/or regional entities to maximize funding, economies of scale to keep costs low, and information sharing for the benefit of the Agency.
- Builds and maintains mutually beneficial relationships with regional planning and peer agencies (i.e. Southern California Association of Governments (SCAG), RCTC, and CVAG).
- Contributes to county/regional cooperation and the resolution of county/regional issues.

B. Local Involvement	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> Maintains effective relationships with the nine cities of the Coachella Valley and Riverside County. 					

C. Community Leadership	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> Establishes effective relationships with key community groups and stakeholders with whom the Agency shares mutual interests. Engenders customer/community satisfaction as a value in the organization. Is accessible to the public. Ensures quick follow-up and effective closure of citizen complaints and requests for service. Provides a high level of public information regarding Agency programs, services and system status. 					

D. Alternative Fuels Leadership	Rating (5 to 1)				
	5	4	3	2	1
<p>Factors:</p> <ul style="list-style-type: none"> Establishes public/private partnerships with hydrogen and zero emission leaders that serve to strengthen SunLine’s ability to shape a healthier operating environment for its customers and employees, as well as the local citizens of the Coachella Valley. Models leadership in the clean fuels and transit industries through transparency and honesty in technology performance, in order to encourage productive information sharing among peers and facilitate OEM/vendor improvements necessary for consistent technological success in the operating environment. 					

BOARD COMMENTS:

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5. BOARD-MANAGER RELATIONSHIP

A. Governance	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Initiates tailored and direct two-way contact with each Board member consistent with the preferences and needs of each Board member.

B. Responsiveness to Board needs	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Is responsive to Board requests and needs.
 - Effectively carries out Board policy direction.
 - Provides “complete staff work” for the Board.

C. Ability to keep the Board well-informed	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Provides thoughtful staff recommendations and gives the Board reasonable options.
 - Provides a high level of information to the Board on Agency programs, services, and issues.

D. Interpersonal Skills	Rating (5 to 1)				
	5	4	3	2	1

- Factors:
- Actions and style encourage mutual honesty, respect and trust.
 - Provides leadership on significant issues or crises.
 - Does not play favorites – takes direction from the Board as a whole.

BOARD COMMENTS:

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OVERALL RATING (Consider CEO/GM's ratings in aforementioned Performance Areas and effectiveness in meeting the annually established goals, strategic objectives and priorities for the Agency.)

Rating (5-Exceptional to 1-Poor)				
5	4	3	2	1

SunLine Transit Agency
Evaluation of the CEO/General Manager Policy
Policy No: B-070192

Adopted: 02/26/1992
Revised: ~~043/2422/20241~~

EVALUATION OF THE CEO/GENERAL MANAGER POLICY

PURPOSE

To provide ~~guidelines a framework~~ for the CEO/General Manager's annual performance evaluation.

SCOPE

SunLine Transit Agency (Agency) Board of Directors (Board), as the governing body for the Agency, has the authority to appoint a CEO/General Manager (CEO/GM). The CEO/~~General Manager~~GM is accountable for all aspects of the Agency operation. The Board will conduct an annual evaluation of the CEO/~~General Manager's~~GM's performance, and the intent of the process is to establish a forum for the Board of Directors to engage with the CEO/General Manager (CEO/GM) on their effectiveness in meeting SunLine Transit Agency's mutually established goals, strategic objectives through their performance on an annual basis.

POLICY

The primary purpose of annually evaluating the CEO/General Manager's performance is to provide the rational, structured communications between the Board and its CEO/~~General Manager~~GM in charting the objectives for the growth, ~~and~~ development, and continuous improvement of the Agency in serving the transportation needs of the residents of the Coachella Valley. The process will clarify and/or identify future performance expectations.

Through the evaluation of the CEO/General Manager, the Board shall strive to accomplish the following:

1. ~~Develop and maintain with the~~Communicate leadership expectations of the CEO/General ManagerGM for better serving the Agency and the mobility needs of the Coachella Valley., ~~the role in the leadership of the Agency as seen by the Board.~~
2. ~~Develop~~Facilitate and strengthen a harmonious working relationships between the Board and the CEO/~~General Manager~~GM.

3. Review of performance Discuss the CEO/GM's effectiveness in carrying out mutually established Board-Agency goals, strategic objectives, and annual priorities. policies relating to service delivery, organization, budget and business affairs.

PROCEDURES

The CEO/GM shall carryout the annual performance evaluation process as per the current employment contract ratified by the Board. Unless otherwise specified in the CEO/GM's contract following steps shall be taken:The evaluation form will be first provided to the CEO/General Manager to complete a self-assessment of the categories being evaluated by the Board. The rating and comments of the CEO/General Manager will be included in the document distributed to the Board.

Each member of the Board will evaluate the CEO/General Manager using the attached evaluation form. The individual evaluations will be submitted to the Chairperson of the Board, or designee, who will compile a summary profile of Board Member ratings for use at the annual performance review meeting. Electronic surveys will be utilized where feasible.

In May of each year, the Board will devote a portion or all one meeting to a discussion of the working relationship between the CEO/General Manager and the Board.

During, or subsequent to, the annual performance review meeting, an annual performance review summary will be prepared by the Chairperson of the Board or designee. This summary will contain the major points of merit and needs presented in the evaluation discussions.

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

<u>#</u>	<u>Timeline</u>	<u>Action</u>
<u>1</u>	<u>March</u>	<u>a) CEO/GM agendizes performance evaluation process.</u> <u>b) CEO/GM submits to the Board a self-assessment of their performance against goals, strategic objectives and annual priorities as established with the Board to date, which shall be discussed during the March Board meeting.</u> <u>c) The Chair and Board provide direction on next steps in the management of the CEO/GM's evaluation process (i.e. designee for receiving completed board evaluation forms, etc.).</u> <u>d) CEO/GM disseminates performance evaluation form to the Board with self-assessment by a mutually agreed upon date.</u>
<u>2</u>	<u>April</u>	<u>a) CEO/GM agendizes performance evaluation process.</u> <u>b) CEO/GM drafts and discusses the goals, strategic objectives and annual priorities for the upcoming fiscal year with the Board, during the April Board meeting.</u>

		<p><u>c) The CEO/GM revises the goals, strategic objectives and annual priorities based on Board feedback.</u></p> <p><u>d) Completed evaluation forms from the Board should be submitted to the Board's designee.</u></p>
<u>3</u>	<u>May</u>	<p><u>a) CEO/GM agendizes performance evaluation process.</u></p> <p><u>b) The Final Report on the CEO/GM's performance is completed by the May board meeting. (Completed evaluation forms from the Board must be submitted at least two weeks prior to the May board meeting.)</u></p> <p><u>c) Board and CEO/GM engage in a discussion on the CEO/GM's performance. The Final Report will be available for reference.</u></p> <p><u>d) CEO/GM finalizes Agency's Goals, Strategic Objectives, and Annual Priorities for the next fiscal year based on Board feedback.</u></p> <p><u>e) Identify any next steps with CEO/GM on closing-out evaluation process and any changes to employment expectations and/or the CEO/GM's employment contract.</u></p>
<u>4</u>	<u>June</u>	<u>Close-out any outstanding issues related to the CEO/GM's annual performance evaluation process. CEO/GM shall work with the Board and/or Board Chair to complete the process.</u>

The process of evaluation is recognized as being positive in intent and designed to improve the quality of the CEO/General Manager's service to the Agency.

REVIEW OF POLICY

The Board will review this policy at least every three (3) years to ensure that it remains relevant, unless otherwise directed by them.-



CEO/GENERAL MANAGER EVALUATION FORM

Evaluator: _____

Date: _____ **Time Period Covered:** _____

Please assess the CEO/General Manager's performance by rating each question listed below. For ratings 3 and under, please provide comments and/or suggestions for professional growth. The SunLine Board of Directors (Board) is being asked to evaluate the CEO/General Manager's (CEO/GM) performance in the following Performance Areas for the period of July [year] and June [year]. In rating her performance, please use a scale of 1 to 5 as identified in the table below:-

Performance Rating Scale:

5 – Far Exceeds Requirements	4 – Exceeds Requirements	3 – Meets Requirements	2 – Progress Towards Requirements	1 – Does Not Meet Requirements
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5	Exceptional	Exceeds standards on a consistent basis
4	Highly Competent	Generally exceeds standards and requirements
3	Competent	Expected performance level
2	Needs Improvement	Does not consistently meet standards
1	Poor	Consistently deficient in meeting most standards

Instructions: Please circle the appropriate numeric rating to the right of each performance area or subcategory. In addition, please comment on strengths, concerns, and observations in the comment boxes provided, using specific examples when possible. To assist you in assessing the CEO/GM's performance, relevant factors are noted below each performance area for your consideration.

PERFORMANCE AREAS

1. LEADERSHIP & MANAGEMENT

<u>A. Business Ethic</u>	<u>Rating (5-exceptional to 1-poor)</u>				
	5	4	3	2	1

Factors:

- Promotes accountability and public trust through transparency.
- Maintains high standards of honesty, integrity and trust.

<u>B. Leadership of staff</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Inspires teamwork and cooperation among staff.
- Provides clear direction and coaching to staff as demonstrated through timely and concise board reports.
- Encourages staff to take ownership and accountability as demonstrated through sound, thoughtful, and strategic recommendations to the Board and the CEO/GM.

<u>C. Agency Foundation</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Delegates effectively as demonstrated by staff presentations to and direction interactions with the Board.
- Is action and results oriented as demonstrated through agency progress.
- Provides for quality programs and services.
- Introduces new ideas, concepts and best practices.
- Encourages education and research to stay current on industry best practices.
- Applies adaptive management to challenges.
- Uses data for analysis and management of issues that contribute to the Agency's foundation and long term sustainability.

BOARD COMMENTS:

2. SERVICE EFFECTIVENESS AND STABILITY

<u>A. Asset Management</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

- Factors:
- Conducts regular analyses to ensure staffing levels and expertise are sufficient for maintaining assets in a state of good repair and maximizing system reliability.
 - Completes a thorough and comprehensive Short Range Transit Plan (SRTP) annually that outlines sufficient resources for operational stability.
 - Develops and maintains planning documents for effectively managing assets in a state of good repair and ensuring their continued appropriateness for meeting the Agency's evolving operational needs (i.e. Asset Management Plan, Site Plan, Zero Emission Bus Rollout Plan).

<u>B. Transit Service Reliability</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

- Factors:
- Implements service plans that have sufficient resources allocated to ensure system reliability.
 - Ensures that staff has the appropriate resources, operational equipment, and assets to deliver reliable and safe transit service.

<u>C. Service Innovation</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

- Factors:
- Implements innovative services and programs as appropriate for meeting evolving and growing Coachella Valley mobility needs.
 - Stays current on industry best practices, grant programs, and technology innovations for designing/implementing new services as resources allow and as appropriate for meeting critical and varied service needs.

<u>D. Labor-Management Partnership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

- Factors:
- Maintain constructive and productive communication channels with the Agency's labor unions recognizing the importance of labor's partnership with management in maintaining service reliability and stability.

BOARD COMMENTS:

--

3. FINANCIAL MANAGEMENT

<u>A. Financial Awareness</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Effectively reports and projects the financial condition of the Agency.
- Develops creative solutions to financial issues.
- Remains innovative and informed about rapidly changing technology for improving cost efficiency, productivity, and/or long term financial sustainability for the Agency.

<u>B. Financial Planning</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Designs management practices/policies to maintain a sound, long-range financial position.
- Stays informed on and strategically plan around funding issues, plans and decisions at the Riverside County Transportation Commission (RCTC) and Coachella Valley Association of Governments (CVAG) that may impact SunLine's financial position.
- Stay informed on and strategically plan around state and federal funding issues, plans, regulations, and actions that may impact SunLine's financial position.
- Establish a state and federal legislative program that allows for proactive planning and decision-making that better protects the long-term sustainability of the Agency and mobility needs of the Coachella Valley's growing and aging population.

<u>C. Loss Prevention</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Implements effective programs to limit liability and loss.
- Establishes short and long-term goals for asset (fleet and facilities) management replacements.
- Takes decisive action to implement fleet and equipment improvements and replacements as resources permit to prevent system disruptions leading to ridership losses and the loss of public trust.
- Practice a measured approach to implementing cutting and bleeding edge technologies to minimize the early retirement/replacement of expensive fleet and equipment needed for system stability and reliability.

BOARD COMMENTS:

4. EXTERNAL LEADERSHIP

<u>A. Regional Involvement</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Effectively partners with peers and/or regional entities to maximize funding, economies of scale to keep costs low, and information sharing for the benefit of the Agency.
- Builds and maintains mutually beneficial relationships with regional planning and peer agencies (i.e. Southern California Association of Governments (SCAG), RCTC, and CVAG).
- Contributes to county/regional cooperation and the resolution of county/regional issues.

<u>B. Local Involvement</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<u>Factors:</u> <ul style="list-style-type: none"> • <u>Maintains effective relationships with the nine cities of the Coachella Valley and Riverside County.</u> 					

<u>C. Community Leadership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<u>Factors:</u> <ul style="list-style-type: none"> • <u>Establishes effective relationships with key community groups and stakeholders with whom the Agency shares mutual interests.</u> • <u>Engenders customer/community satisfaction as a value in the organization.</u> • <u>Is accessible to the public.</u> • <u>Ensures quick follow-up and effective closure of citizen complaints and requests for service.</u> • <u>Provides a high level of public information regarding Agency programs, services and system status.</u> 					

<u>D. Alternative Fuels Leadership</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>
<u>Factors:</u> <ul style="list-style-type: none"> • <u>Establishes public/private partnerships with hydrogen and zero emission leaders that serve to strengthen SunLine's ability to shape a healthier operating environment for its customers and employees, as well as the local citizens of the Coachella Valley.</u> • <u>Models leadership in the clean fuels and transit industries through transparency and honesty in technology performance, in order to encourage productive information sharing among peers and facilitate OEM/vendor improvements necessary for consistent technological success in the operating environment.</u> 					

BOARD COMMENTS:

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5. BOARD-MANAGER RELATIONSHIP

<u>A. Governance</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Initiates tailored and direct two-way contact with each Board member consistent with the preferences and needs of each Board member.

<u>B. Responsiveness to Board needs</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Is responsive to Board requests and needs.
- Effectively carries out Board policy direction.
- Provides “complete staff work” for the Board.

<u>C. Ability to keep the Board well-informed</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Provides thoughtful staff recommendations and gives the Board reasonable options.
- Provides a high level of information to the Board on Agency programs, services, and issues.

<u>D. Interpersonal Skills</u>	<u>Rating (5 to 1)</u>				
	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>

Factors:

- Actions and style encourage mutual honesty, respect and trust.
- Provides leadership on significant issues or crises.
- Does not play favorites – takes direction from the Board as a whole.

BOARD COMMENTS:

OVERALL RATING (Consider CEO/GM's ratings in aforementioned Performance Areas and effectiveness in meeting the annually established goals, strategic objectives and priorities for the Agency.)

~~**Technical Competency**~~

~~Demonstrated knowledge and understanding of all phases of the job. The SunLine Transit Agency (SunLine) CEO/General Manager has the day to day responsibility to manage and/or direct all aspects of SunLine operations in full compliance with directives of the SunLine Board of Directors and federal and state laws.~~

~~This includes but is not limited to: planning; direction and oversight of all SunLine operations; budget development and fiscal management; safety and security; general procurement; contract administration; service development; route planning and scheduling; facility and equipment maintenance oversight; marketing and promotion; customer service; oversight of facility development, design, and construction; and human resource management and supervision of the SunLine staff.~~

~~**CEO/GM Self-Rating:** Met Goals / Did Not Meet Goals-~~

~~CEO/General Manager Self-Assessment & Comments:-~~

Board Rating: _____
Board Comments:-

Quality of Work

~~Accuracy and thoroughness of work performed.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Communication/Interpersonal Skills

~~Communicates in a clear, concise, logical manner, both orally and in writing; communicates sensitive information with tact and impartiality; makes effective presentations, speeches, and briefings before the Board, elected officials, staff, community groups and the public.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

~~Productivity Effectiveness~~

~~Reviews management and operating results of the organization; compares them to established goals and objectives; develops and oversees implementation of steps to ensure that appropriate measures are taken to correct unsatisfactory results.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Leadership, Management, and Administration

~~Effectively manages and motivates staff as seen in presentations to Board Committees and Board of Directors as well as general interactions with Board Members.-~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Growth and Attention Towards Alternative Fuel

~~Develops and implements immediate and long-range goals, objectives, and plans that advance the mission of the Agency in regards to the development of alternative fuel technology; furthering the vision set by the Board of Directors in 1993.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Representation of SunLine and SunLine's Interests

~~Creates a favorable impression; promotes a positive image of SunLine at various meetings of community groups and organizations; expresses and protects SunLine's interests.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Relationship to the Board

~~Provides effective staff support and communication; maintains open communications; understands group needs for information; cooperates and works well with all members of the Board; investigates and responds in a timely manner to issues raised by the Board; anticipates Board needs; is responsible to Board's concerns and interests.~~

CEO/GM Self-Rating: Met Goals / Did Not Meet Goals
CEO/General Manager Self-Assessment & Comments:-

Board Rating: _____
Board Comments:-

Additional Comments

CEO/General Manager Self-Assessment & Comments:-

Board Comments:-

Overall Rating	CEO/GM Self-Rating:- Met Goals / Did Not Meet Goals	Board Rating: _____
<u>Rating (5-Exceptional to 1-Poor)</u>		
<u>5</u>	<u>4</u>	<u>3</u>
<u>2</u>	<u>1</u>	

SunLine Services Group

DATE: May 22, 2024 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Jill Plaza, Taxi/Contracted Transportation Services Administrator

RE: Second Reading of SunLine Services Group (SSG) Ordinance
No. 2024-01, Taxicab Service

Recommendation

Recommend the Board of Directors approve and adopt the second reading of the SSG Ordinance No. 2024-01, amending Sections 1.030.D.1, 2.010.A. There have been no changes to the Ordinance since receiving approval of the first reading at the April 24, 2024 Board of Directors meeting.

Background

At the April 24, 2024, Taxi Committee meeting, SRA recommended allowing original factory paint color for taxicabs operating in the Coachella Valley as part of distinct appearance. An ordinance superseding SSG Ordinance No. 2021-01 is being presented for second reading and adoption that incorporates original factory paint color as part of distinct appearance. Staff worked with legal counsel to make changes consistent with SRA recommendations, as reflected in the proposed Ordinance No. 2024-01.

The proposed Ordinance No. 2024-01 incorporates the changes to supersede Ordinance No. 2021-01 as follows:

- Section 1.030.D.1 – add that “Distinctive appearance may include the original factory paint color.”
- Section 2.010. A – add that “Distinctive appearance may include the original factory paint color.”

A redlined copy of the ordinance showing the aforementioned changes has been included for the Board’s review. If adopted, this ordinance will be effective on July 1, 2024.

Financial Impact

The approval of the proposed Ordinance No. 2024-01 will have no financial impact to the SSG Budget.

Attachments:

- [Item 12a](#) – Redlined Copy of Ordinance 2024-01
- [Item 12b](#) – Ordinance 2024-01 (Redlined Changes Accepted)

ORDINANCE NO. 20241-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 20219-01

WHEREAS, Government Code Section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish maximum rates for the provision of such services, and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (STA) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, members of STA have delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group (SSG); ~~and~~.

WHEREAS, to modernize the regulation of taxicab transportation services and in order for taxicabs to better compete with all for hire modes of transportation the State amended Government Code Section 53075.5 through Assembly Bill 1069 and Assembly Bill 939; and,

WHEREAS, SSG intends to adopt procedures compliant with Assembly Bill 1069 and Assembly Bill 939 for the regulation of taxicab transportation services in the Coachella Valley.

NOW, THEREFORE, the Board of Directors of SSG does ordain as follows:

SECTION 1: ADOPTION OF TAXICAB SERVICE ORDINANCE.

SSG hereby adopts this ordinance regulating taxicabs within the jurisdictional boundaries of SSG, superseding and replacing Ordinance 202119-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences, or phrases may be declared invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect July 1, 2024, upon ~~thirty (30) days from~~ its passage by the Board of Directors of SSG.

SECTION 4: PUBLICATION.

The Clerk of the Board is authorized and directed to cause this ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the jurisdictional boundaries of SSG in accordance with Government Code Section 36933(a) or, to cause this ordinance to be published in the manner required by law using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

INTRODUCED at the regular meeting of the Board of Directors of SunLine Services Group on the _____ 24th -day of April, 20241.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on _____ day of May, 20241.

Lisa Middleton ~~Robert Radi~~
Chairperson of the Board

ATTEST:

Edith Hernandez ~~Brittney Sowell~~
Clerk of the Board

APPROVED AS TO FORM:

Catherine Groves ~~Eric S. Vail~~
General Counsel

EXHIBIT A

CHAPTER ONE

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CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

State law requires every city or county to adopt an ordinance or resolution in regards to taxicab transportation services, which include, among others, a policy for entry into the business, establishment of registration rates, and mandatory controlled substance and alcohol testing programs. In October 2017, Assembly Bill 1069 was enacted to modernize the regulation of taxicab transportation services in order for taxicabs to better compete with all for hire modes of transportation. In September, 2018, Assembly Bill 939 was subsequently enacted imposing additional duties on local governments related to taxicab transportation services. This ordinance establishes a permitting process and regulatory structure consistent with the requirements of state law.

Section 1.015 Definitions and Statutory References

As used in this Chapter:

- A. "AB 1069" means Assembly Bill 1069 *Local government: taxicab transportation services* as codified in Government Code Sections 53075.5, 53075.51, 53075.52 and 53075.53.
- B. "AB 939" means Assembly Bill 939 *Local government: taxicab transportation services* amending Government Code Sections 53075.5, 53075.51, and 53075.52.
- C. "Advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, internet, phone and/or tablet "app", radio broadcast, telecast of by other electronic means, information designed to promote the use of a Taxicab Business' services.
- D. "Alternative Fuel Vehicle" means vehicles and engines that are designed for alternative fuels including but not limited to hydrogen, natural gas, propane; alcohols such as ethanol, methanol, and butanol; vegetable and waste-derived oils; and electricity.
- E. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- F. "Business" means any person, firm, association, corporation, partnership or other entity that is established to operate or lease one or more taxicabs within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

- G. "Business Permit" means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG.
- H. "Business Permit Fee" means the fees charged for issuance of the business permit.
- I. "Business Permit Application Fee" means the fees charged for the review of an application for a Business Permit prior to issuance.
- J. "Control Person" means any person, firm, association, corporation, partnership, owner, investor, shareholder, officer and director that has or have a majority interest in the Taxicab Business.
- K. "Driver" means an individual natural person who drives or is allowed to drive a taxicab under the name of a business. This includes, but is not limited to: full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a business or who drive or operate a taxicab at the direction of or with the consent of a business.
- L. "Engaged with a Passenger" means ongoing interactions between the Driver and passenger during the course and scope of providing taxicab service to the passenger.
- M. "Jurisdictional Boundaries of SSG" means the territory within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School District, and that portion of the Coachella Valley Unified School District located within Riverside County, as such boundaries may be adjusted from time to time as allowed for under the law.
- N. "Permittee" means any business including any owners, investors, shareholders, partners, officers, directors and representatives acting on its behalf or driver that has been issued a permit pursuant to the Article I.
- O. "Prorated" means a pro rata distribution based on the date of business, driver or vehicle permit issuance.
- P. "Pull Notice Program" as referred to in Vehicle Code Section 1808.1 shall mean a process for the purpose of providing the employer with a report showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's

record while the employer's notification request remains valid and uncanceled.

- Q. "Per Mile" means the charge to a taxicab passenger calculated and based on distance traveled by the taxicab vehicle.
- R. "SSG" means the joint powers authority established by Riverside County and Coachella Valley cities charged with the duties, obligations and responsibilities to implement and enforce this ordinance and any related ordinance and any regulations promulgated pursuant thereto as directed by the SSG Board.
- S. "Substantially Located" shall have the same meaning as defined within Government Code Section 53075.5.
- T. "Taxicab" means every automobile or motor propelled vehicle, designed for carrying not more than eight persons, excluding the driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition used for the transportation of passengers for hire over the public streets in the jurisdictional boundaries of SSG, and not over a defined route, irrespective of whether the operations extend beyond the jurisdictional boundaries, in circumstances where the vehicle is routed under the direction of the passenger of the person hiring the same.
- U. "Taxi Administrator" means the General Manager of SSG or his/her designee.
- V. "Vehicle Permit" means a valid permit issued by SSG, authorizing a particular vehicle to be operated as a Taxicab.
- W. "Vehicle Permit Fee" means a non-transferable authorization to drive or operate a vehicle as an authorized Taxicab transportation service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee, or otherwise.

As used in this Chapter, any citation or reference to a California code or statute is intended to include any subsequent amendments enacted by the state thereto.

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Taxi Administrator shall be authorized to conduct investigations, audits or field inspections in order to enforce the provisions of this Chapter and regulations.

Section 1.025 Delivery of Notices or Requests

- A. All notices or requests referred to in this ordinance shall be delivered to the Administrative Office of SSG. All notices or requests referred to in the ordinance of SSG to any business or individual shall be delivered to the address of record for the business or individual.
- B. Notices or requests referred to in this ordinance may be delivered through electronic mail to the address provided in the application for a Business, Driver or Vehicle Permit.
- C. Delivery of any notice or request shall be effective as follows:
 - 1. Immediately if given by personal delivery or electronic mail;
 - 2. One (1) day after delivery if delivered by an overnight delivery service; and
 - 3. Three (3) days after delivery if delivered by U.S. Mail.

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;
 - 2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;

3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers (“VIN”) of the Taxicabs (“vehicle identification list”) which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;
13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,

15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name and distinctive appearance may include the original factory paint color;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;
 9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.

- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.
- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.

- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:
 - i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business; and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.

- c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
- e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
- f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
 - d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
 - e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);
 - iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or

equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.

4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
 3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and

- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
 - 1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 - 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 - 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 - 4. Provide proof of completion for taxi business's driver safety education and training program;
 - 5. Provide proof of completion for taxi business's disabled access education and training program;
 - 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 - 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and
 - 8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.

- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,
 6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 2. Intent to Hire Form;
 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;

4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.

- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

- A. Prior to the expiration of a Vehicle Permit, the Permittee may apply to SSG for a renewal thereof for an additional year. A Vehicle Permit may be entitled to a one (1) year renewal provided that:
 - 1. Payment of the Vehicle Permit Fee as established and amended from time to time by resolution of the Board is received; and
 - 2. All requirements for initial issuance of a Vehicle Permit are maintained as provided in Section 1.055.
- B. The rights of appeal provided for by Section 1.085 are available in the event that renewal of a Vehicle Permit is denied based on the provisions of this Chapter.

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic

inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.

- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by

Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.

- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.
- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the

Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:

1. Has not complied with the applicable provisions of Article I; or
2. Has not complied with the applicable provisions of the regulations; or
3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
5. Has knowingly made a false statement of fact in an application for such permit; or
6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including,

but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or

- c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Driver who has been convicted of three (3) or more moving violations within three (3) years.
 3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession,

or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.

- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.
- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
 - 1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 - 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
 - 1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an

administrative law judge with the California State Office of Administrative Law Judges.

2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.
 - E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
 - F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
 - G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
 - H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.

- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

- A. Any person who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine under Section 1.085, may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the SSG on an advance deposit hardship waiver application form within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in subsection A above shall be stayed unless or until the SSG makes a determination not to issue the advance deposit hardship waiver.
- D. SSG may waive the requirement of an advance deposit set forth in Section 1.085 and issue the advance deposit hardship waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;

2. The address or a definite description of the location where the violation occurred;
3. The section of the regulation violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Section 1.200 **Fines and Penalties**

- A. The fine for violation of Article I of this Chapter shall be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00).
- B. The minimum fine for operating a Taxicab without a valid permit(s) to operate issued by SSG shall be five thousand dollars (\$5,000.00).
- C. The amount of the fine shall be set forth in the schedule of fines established by resolution of SSG and paid to SSG within thirty (30) days from the date of the administrative citation.
- D. If the fine is challenged by an administrative hearing as set forth in Section 1.085 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- E. If after a hearing under Section 1.085, the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver permit of the Driver or Business, as may be applicable, until such time as payment is made.
- F. If after a hearing under Section 1.085 the hearing officer determines that the administrative citation should be canceled and the fine was deposited

with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.

- G. Payment of a fine under this Chapter shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

Section 1.205 Late Payment Charges

- A. Any person who fails to pay to SSG any fine or other payment imposed pursuant to the provisions of the ordinance of SSG on or before the date that fine or payment is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver or Business involved may be suspended pending payment.

Section 1.210 Cost Recovery

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG may collect any past due Business Permit Fees, Vehicle Permit Fees or any other fees established in this ordinance by use of all available legal means.
- C. SSG may recover its collection costs, including any reasonable attorneys' fees.

Section 1.215 Airports

- A. Nothing in this Chapter shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of taxicab access or from charging access/permit fees.

ARTICLE II

OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

- A. All Taxicabs operating under a Taxicab Business permit shall be of distinctive name and appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire. Distinctive appearance may include the original factory paint color.
- B. No Taxicab Business permit shall be granted to any Person and/or company whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any name, monogram, logo or insignia used by another Taxicab Business within the Jurisdictional Boundaries of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public. This includes the consideration of a specific color referenced in the Taxicab Business' name.
- C. No Taxicab Business shall be entitled to utilize the name or telephone number of any previously operating Taxicab Business unless the assuming company has paid all fines, Business Permit Fees, Vehicle Permit Fees, and administrative penalties due to SSG from the previous Taxicab Business and otherwise complied with the requirements for issuance of a Taxicab Business permit under the ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Taxicab Business, no transfer of the name shall occur unless and until SSG is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

Section 2.015 Advertisements

- A. No Taxicab Business, Driver or any other person shall place or cause to be placed any advertisement which:
 - 1. Is misleading to, or would tend to deceive or defraud the public;
 - 2. Uses a name(s) other than the name(s) registered with SSG for which a valid taxicab business permit has been issued without first obtaining written consent of SSG; or
 - 3. Uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other person operating in the Jurisdiction Boundaries of SSG.

Section 2.020 Driver Standards and Appearance

- A. All drivers shall have in his or her immediate possession a valid California driver's license and a Driver permit issued by SSG while in charge of or driving a Taxicab and shall present either upon request.
- B. All Drivers shall be at least 18 years old.
- C. All Drivers shall have the ability to read signs, labels, work schedules, rate cards, information cards, maps and simple instructions in English, to understand and follow verbal directions in English, to write simple instructions in English and to speak English sufficiently to communicate clearly with the public at large.
- D. No Driver shall be afflicted with either a physical or mental incapacity or ailment that would preclude him or her from safely operating a Taxicab and performing the duties normal to such profession.
- E. All Drivers shall be well groomed and dressed in a neat and clean fashion at all times while on duty. At a minimum, attire shall include a collared shirt or blouse covering the shoulders, knee length shorts or skirt or long pants and closed toe shoes. T-shirts, spaghetti or strapless shirts, open toe shoes, flip flops, sweatpants and sandals are prohibited. A Driver shall wear an identification badge at all times while on duty. At a minimum, the shirt, blouse or identification badge worn by the Driver must bear the Driver's name and Business logo.
- F. All Drivers shall provide prompt, efficient service and be courteous at all times to the general public, the business community, all other Taxicab Drivers and SSG or local government administrators/officers. Disputes with the general public, the business community, other taxicab drivers and those in charge of taxicab stands on private property shall be resolved in a professional manner with a goal of maintaining a favorable public image for the taxicab industry.
- G. Smoking and the use of profanity is prohibited.
- H. No Driver shall refuse to transport wheelchairs, packages, luggage and animals as follows:
 - 1. Any passenger's wheelchair, which can be folded and placed in either the passenger vehicle or trunk compartment of the Taxicab;
 - 2. Groceries or packages when accompanied by a passenger;
 - 3. Personal luggage, possessions or small pets in appropriate carriers.

4. Any passenger's service animal or intentionally interfere with the use of service animal by harassing or obstructing the user of his or her service animal as defined by the Americans with Disabilities Act (ADA).
- I. All Drivers shall assist a passenger in and out of a Taxicab when requested, provided the driver is not required to lift the passenger.
- J. All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- K. No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- L. All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- M. All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- N. All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- O. All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- P. In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

- A. As a matter of public safety and efficiency, during certain designated events where there is expected to be heavy concentration of customers seeking taxicab service, no passenger appointments will be allowed for pick-ups

from the event. The designated events to which this regulation applies include:

1. The Coachella Valley Music and Arts Festival;
2. The Stagecoach Festival; and,
3. Any other event for which Permittees are provided written notice no less than thirty (30) days before the event.

Section 2.030 Taxi Administrator

- A. The Taxi Administrator or his/her designee may adopt, by ordinance, operating requirements for Taxicab Businesses and Taxicab Drivers that do not relate to permitting or business licensing pursuant to Government Code Section 53075.51.

Section 2.035 Fines and Penalties

- A. The minimum fine for violation of Article II of this Chapter shall be one hundred dollars (\$100.00).

RIV #4847-8426-5694 v2

**ORDINANCE NO. 2024-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2021-01**

WHEREAS, Government Code Section 53075.5 requires every city and county to protect the public health, safety and welfare by adopting an ordinance concerning the provision of taxicab services, to provide a policy for entry into the business of providing taxicab services, to establish maximum rates for the provision of such services, and for such other matters as determined by the legislative body; and,

WHEREAS, the County of Riverside and the Coachella Valley cities comprising the joint powers agency known as SunLine Transit Agency (STA) desire to provide for the orderly, efficient, and safe operation of taxicab services within the Coachella Valley; and,

WHEREAS, members of STA have delegated the authority to regulate the safe operation of taxicab services to SunLine Services Group (SSG); and

WHEREAS, to modernize the regulation of taxicab transportation services and in order for taxicabs to better compete with all for hire modes of transportation the State amended Government Code Section 53075.5 through Assembly Bill 1069 and Assembly Bill 939; and,

WHEREAS, SSG intends to adopt procedures compliant with Assembly Bill 1069 and Assembly Bill 939 for the regulation of taxicab transportation services in the Coachella Valley.

NOW, THEREFORE, the Board of Directors of SSG does ordain as follows:

SECTION 1: ADOPTION OF TAXICAB SERVICE ORDINANCE.

SSG hereby adopts this ordinance regulating taxicabs within the jurisdictional boundaries of SSG, superseding and replacing Ordinance 2021-01, as attached hereto as Exhibit A.

SECTION 2: SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the ordinance of SSG. The Board of Directors of SSG hereby declares that it would have passed this ordinance, and each section, subsection, clause, sentence or phrase thereof, irrespective of the fact that any one or more other sections, subsections, clauses, sentences, or phrases may be declared invalid or unconstitutional.

SECTION 3: EFFECTIVE DATE.

This ordinance shall take effect July 1, 2024, upon its passage by the Board of Directors of SSG.

SECTION 4: PUBLICATION.

The Clerk of the Board is authorized and directed to cause this ordinance to be published within fifteen (15) days after its passage in a newspaper of general circulation and circulated within the jurisdictional boundaries of SSG in accordance with Government Code Section 36933(a) or, to cause this ordinance to be published in the manner required by law using the alternative summary and posting procedure authorized under Government Code Section 36933(c).

INTRODUCED at the regular meeting of the Board of Directors of SunLine Services Group on the 24th day of April 2024.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the 22nd day of May 2024.

Lisa Middleton
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Catherine Groves
General Counsel

EXHIBIT A

CHAPTER ONE

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PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

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CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

Section 1.010 Purpose

State law requires every city or county to adopt an ordinance or resolution in regards to taxicab transportation services, which include, among others, a policy for entry into the business, establishment of registration rates, and mandatory controlled substance and alcohol testing programs. In October 2017, Assembly Bill 1069 was enacted to modernize the regulation of taxicab transportation services in order for taxicabs to better compete with all for hire modes of transportation. In September, 2018, Assembly Bill 939 was subsequently enacted imposing additional duties on local governments related to taxicab transportation services. This ordinance establishes a permitting process and regulatory structure consistent with the requirements of state law.

Section 1.015 Definitions and Statutory References

As used in this Chapter:

- A. "AB 1069" means Assembly Bill 1069 *Local government: taxicab transportation services* as codified in Government Code Sections 53075.5, 53075.51, 53075.52 and 53075.53.
- B. "AB 939" means Assembly Bill 939 *Local government: taxicab transportation services* amending Government Code Sections 53075.5, 53075.51, and 53075.52.
- C. "Advertisement" means the dissemination in any newspaper, circular, form letter, brochure, business card, telephone directory (including the yellow and/or white pages) or similar publication, display, sign, internet, phone and/or tablet "app", radio broadcast, telecast of by other electronic means, information designed to promote the use of a Taxicab Business' services.
- D. "Alternative Fuel Vehicle" means vehicles and engines that are designed for alternative fuels including but not limited to hydrogen, natural gas, propane; alcohols such as ethanol, methanol, and butanol; vegetable and waste-derived oils; and electricity.
- E. "Board" or "Board of Directors" means the Board of Directors of SunLine Services Group.
- F. "Business" means any person, firm, association, corporation, partnership or other entity that is established to operate or lease one or more taxicabs within the jurisdictional boundaries of SSG that is issued a permit by the Taxi Administrator pursuant to this ordinance.

- G. "Business Permit" means the permit issued by SSG to a business authorizing the business to operate taxicab services in the jurisdictional boundaries of SSG.
- H. "Business Permit Fee" means the fees charged for issuance of the business permit.
- I. "Business Permit Application Fee" means the fees charged for the review of an application for a Business Permit prior to issuance.
- J. "Control Person" means any person, firm, association, corporation, partnership, owner, investor, shareholder, officer and director that has or have a majority interest in the Taxicab Business.
- K. "Driver" means an individual natural person who drives or is allowed to drive a taxicab under the name of a business. This includes, but is not limited to: full time, regularly employed drivers; casual intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to a business or who drive or operate a taxicab at the direction of or with the consent of a business.
- L. "Engaged with a Passenger" means ongoing interactions between the Driver and passenger during the course and scope of providing taxicab service to the passenger.
- M. "Jurisdictional Boundaries of SSG" means the territory within the jurisdictional boundaries of the cities of Desert Hot Springs, Palm Springs, Cathedral City, Rancho Mirage, Palm Desert, Indian Wells, La Quinta, Indio, Coachella, and the unincorporated area of Riverside County that is within the territorial boundaries of the Palm Springs and Desert Sands Unified School District, and that portion of the Coachella Valley Unified School District located within Riverside County, as such boundaries may be adjusted from time to time as allowed for under the law.
- N. "Permittee" means any business including any owners, investors, shareholders, partners, officers, directors and representatives acting on its behalf or driver that has been issued a permit pursuant to the Article I.
- O. "Prorated" means a pro rata distribution based on the date of business, driver or vehicle permit issuance.
- P. "Pull Notice Program" as referred to in Vehicle Code Section 1808.1 shall mean a process for the purpose of providing the employer with a report showing the Driver's current public record by the Department of Motor Vehicles and any subsequent convictions, failures to appear, accidents, driver's license suspensions, driver's license revocations, or any other actions taken against the driving privilege or certificate, added to the driver's

record while the employer's notification request remains valid and uncanceled.

- Q. "Per Mile" means the charge to a taxicab passenger calculated and based on distance traveled by the taxicab vehicle.
- R. "SSG" means the joint powers authority established by Riverside County and Coachella Valley cities charged with the duties, obligations and responsibilities to implement and enforce this ordinance and any related ordinance and any regulations promulgated pursuant thereto as directed by the SSG Board.
- S. "Substantially Located" shall have the same meaning as defined within Government Code Section 53075.5.
- T. "Taxicab" means every automobile or motor propelled vehicle, designed for carrying not more than eight persons, excluding the driver, where the driver's seat may be separated from the passenger's compartment by a glass or other partition used for the transportation of passengers for hire over the public streets in the jurisdictional boundaries of SSG, and not over a defined route, irrespective of whether the operations extend beyond the jurisdictional boundaries, in circumstances where the vehicle is routed under the direction of the passenger or the person hiring the same.
- U. "Taxi Administrator" means the General Manager of SSG or his/her designee.
- V. "Vehicle Permit" means a valid permit issued by SSG, authorizing a particular vehicle to be operated as a Taxicab.
- W. "Vehicle Permit Fee" means a non-transferable authorization to drive or operate a vehicle as an authorized Taxicab transportation service within the jurisdictional boundaries of SSG, whether as owner, lesser, lessee, or otherwise.

As used in this Chapter, any citation or reference to a California code or statute is intended to include any subsequent amendments enacted by the state thereto.

Section 1.020 Taxi Administrator

- A. The Taxi Administrator shall be authorized to carry out the permitting and regulation of Businesses and Drivers under this Chapter, and to enforce the provisions of this Chapter in compliance with California Government Code sections 53075.5 and 53075.51. The Taxi Administrator is authorized to promulgate and adopt regulations and procedures necessary to implement all provisions of this Chapter.

- B. The Taxi Administrator shall be authorized to conduct investigations, audits or field inspections in order to enforce the provisions of this Chapter and regulations.

Section 1.025 Delivery of Notices or Requests

- A. All notices or requests referred to in this ordinance shall be delivered to the Administrative Office of SSG. All notices or requests referred to in the ordinance of SSG to any business or individual shall be delivered to the address of record for the business or individual.
- B. Notices or requests referred to in this ordinance may be delivered through electronic mail to the address provided in the application for a Business, Driver or Vehicle Permit.
- C. Delivery of any notice or request shall be effective as follows:
 - 1. Immediately if given by personal delivery or electronic mail;
 - 2. One (1) day after delivery if delivered by an overnight delivery service; and
 - 3. Three (3) days after delivery if delivered by U.S. Mail.

Section 1.030 Business Permit Required

- A. It is unlawful for any business to operate a Taxicab or Taxicabs without first having been issued a Business Permit from SSG if the Business is substantially located within the Jurisdictional Boundaries of SSG.
- B. A Business Permit may be obtained from SSG as provided below. The Permit shall state the name of the Taxicab Business, location of principal operation, and the date of issuance. If the Taxicab Business and the Driver are the same person, he or she shall apply for and obtain from SSG both a Business Permit and a Driver permit.
- C. An applicant for a Business Permit shall complete an application form which shall contain the following information:
 - 1. Name of Business as recorded in formation documents filed with the California Secretary of State or fictitious business name as registered with Riverside County;
 - 2. Name, job title, and function of all owners, investors, shareholders, partners, officers, directors and representatives acting on the Business' behalf and provide such information as is required to evaluate the legitimacy of the company's business structure, qualifications, corporate stability, financial stability and capability;

3. Fingerprint based criminal history check of all owners, investors, shareholders or partners that hold an interest in the Taxicab Business;
4. Address of principal place of business from which the Business conducts its activities;
5. Address of all locations from which the Business conducts its activities;
6. Electronic mail address for the purpose of providing notice or requests.
7. Before any Business Permit is issued, the applicant shall procure and maintain, at its cost, comprehensive general liability and property damage insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the operation of Taxicabs by the applicant, its agents, representatives, employees, or subcontractors and the owner of the vehicle;
8. A list of the Vehicle Identification Numbers ("VIN") of the Taxicabs ("vehicle identification list") which have annually passed a vehicle safety inspection at a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair. The list shall include vehicle number, license plate number, and SSG permit number;
9. A current list of all Drivers authorized to operate any vehicle on the required vehicle identification list;
10. Evidence of valid and current California Department of Motor Vehicle Registration for each Taxicab listed in the vehicle identification list;
11. Verification of safety and education program as required by Government Code Section 53075.5;
12. Verification of disabled access education program as required by Government Code Section 53075.5;
13. Verification of participation in the Pull-Notice Program pursuant to Section 1808.1 of the California Vehicle Code;
14. Each applicant shall submit information establishing the total number of prearranged and non-prearranged trips that originate within the Jurisdictional Boundaries of SSG accounting for the largest share of the Business' total number of trips over the applicable time period pursuant Government Code Section 53075.5; and,

15. Each applicant shall provide SSG an address of an office or terminal where documents supporting the factual matters specified in Government Code Section 53075.5 may be inspected by SSG upon request.
- D. The Business Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered. Requirements to approve and maintain the permit include:
1. Taxicab Businesses shall have a distinctive name and appearance and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and indicates that the vehicle is offered for the use of transportation of passengers of hire. Distinctive name includes consideration of a specific color referenced in the Taxicab Business' name and distinctive appearance may include the original factory paint color;
 2. Maintenance of a year-round computerized dispatch system capable of providing performance reports as required by Government Code Section 53075.5 and the Taxi Administrator;
 3. At least one (1) wheelchair-accessible van that meets federal standards as provided in Title 49, Subtitle A, Part 38 of the Code of Federal Regulations ready and available as may be requested in its fleet;
 4. Proof of insurance per section 1.040;
 5. Compliance with the maximum rates established per section 1.070;
 6. Implementation of mandatory controlled substance and alcohol testing program per section 1.075;
 7. Maintenance of safety education and training program;
 8. Maintenance of disabled access education and training program;
 9. Maintenance of current and valid California Department of Motor Vehicles Registration for each Taxicab listed in the vehicle identification list;
 10. Continuous participation in the Pull Notice Program per Vehicle Code Section 1808.1; and,
 11. Compliance with all operational requirements in Article II of this Chapter.

- E. Each Taxicab Business shall at all times maintain accurate and complete accounts of all revenues and income arising out of its Taxicab operations, a list of vehicles in use, a list of all Drivers of the company, any complaints by patrons and any other information SSG may require to verify compliance with the ordinance of SSG. The Taxicab Business' books, accounts and records pertaining to compliance with the ordinance of SSG shall at all reasonable times be open to inspection, examination and audit by the authorized officers, employees and agents of SSG. The refusal of a Taxicab Business to provide the required records for inspection shall be deemed a violation of the ordinance of SSG and cause for termination of the Taxicab Business permit. Any proprietary data provided to SSG shall be maintained confidential to the extent permitted by law.
- F. At the time the application for a Business Permit is received, the applicant shall pay a Business Permit Application Fee as established and amended from time to time by resolution of the Board. Fees shall be due and payable before a Business Permit application is processed. Prorated fees will be based on the date of Business Permit approval.
- G. At the time the application for a Business Permit is received, it will be reviewed for accuracy and compliance within ten (10) days. The applicant will receive a deficiency notice should the application and documents be lacking and/or incomplete. The applicant shall have thirty (30) days from the date of deficiency notice to remedy and re-submit application deficiencies. Applications that have not met the minimum requirements for a Business Permit within sixty (60) days will be denied. A new Business Permit application must be submitted for consideration, thereafter.
- H. At the time a Business Permit Application is approved, the applicant shall pay the Annual Taxicab Business Permit Fee. The Annual Taxicab Business Permit Fee shall be due and payable before issuance of a Business Permit. The Annual Taxicab Business Permit Fee may be adjusted by resolution of the Board.
- I. The Board may establish a procedure for a payment of the Business Permit Fee in installments.
- J. The rights of appeal provided for by Section 1.085 are available to a Business in the event that his or her Business Permit is denied based on the provisions of this Chapter.
- K. In the event a Taxicab Business or any Control Person transfers 50% or more of its interest in the Business therein, the Taxicab Business' Permit cannot be sold or transferred in part or in whole, by assignment, trust, mortgage, lease, sublease, pledge or other hypothecation without prior written consent of the Board.

Section 1.035 Business Permit Renewal

- A. Sixty (60) days prior to the expiration of a Business Permit the Business may apply to SSG for a renewal thereof for an additional year. A Business shall be entitled to a one (1) year renewal of the Business Permit provided that:
 - 1. The Business submits a Business Permit renewal application;
 - 2. The Business pays the annual renewal application fee;
 - 3. The Business pays the Business Permit Fee;
 - 4. The Business pays the applicable Taxicab Vehicle Permit Fee;
 - 5. The Business shows that it continues to be substantially located within the Jurisdictional Boundaries of SSG as defined in Government Code Section 53075.5;
 - 6. The Business continues to comply with all provisions of Section 1.030.

- B. The rights of appeal provided for by Section 1.085 are available to a Business in the event that renewal of his or her Business Permit is denied based on the provisions of this Chapter.

Section 1.040 Insurance Required

- A. The insurance policies required under this Chapter shall consist of and contain or be endorsed to contain the following provisions:
 - 1. General Liability and Automotive Liability Coverage:
 - a. SSG, its member entities, their officers, officials, employees, and volunteers are to be covered as additional insureds for liability related to:
 - i. Activities performed by or on behalf of the Business;
 - ii. Premises owned, occupied, or used by the Business; and,
 - iii. Automobiles owned or leased by the Business.
 - b. The Permittee shall also carry Workers' Compensation Insurance in accordance with State of California Workers' Compensation laws.

- c. The coverage shall contain no special limitations on the scope of protection afforded to SSG, its member entities, their officers, officials, employees, agents, representatives, or volunteers.
- d. The business' insurance shall be the primary insurance of SSG, its member entities, their officers, officials, employees, agents, representatives and volunteers. Any insurance or self-insurance maintained by SSG, its member entities, their officers, officials, employees, agents, representatives or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
- e. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to SSG, its member entities, their officers, officials, employees and agents.
- f. Permittee's insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverage:

- a. Each insurance policy required by this Section shall be endorsed to state that coverage shall not be suspended, voided, cancelled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to SSG.
- b. Permittee shall furnish SSG with a certificate of insurance and any applicable policies and endorsements affecting the coverage required hereunder. The policies and endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. At SSG's option, endorsements and any certificates of insurance required by SSG shall be on forms provided or approved by SSG. All endorsements and certificates are to be received and approved by SSG prior to the operation of any Taxicab by the Permittee in the Jurisdictional Boundaries of SSG. SSG reserves the right to require complete certified copies of all insurance policies, including endorsements affecting the coverage required by this ordinance, at any time and shall include, but not limited to, the obligation to indemnify, hold harmless, release and defend SSG.

- c. Business Permittee shall include all individual Drivers employed by Permittee, agents, contractors, other sub-operators as may be permitted by SSG, as insureds under its policies or shall furnish separate certificates and endorsements for each sub-operator. All coverage for such sub-operators shall be subject to all of the requirements stated herein.
 - d. The procuring of such insurance or the delivery or endorsements and certificates evidencing the same shall not be construed as a limitation of the Permittee's obligation to indemnify, hold harmless, release and defend SSG, its member entities, their officers, officials, employees, agents, representatives, and volunteers from and against any and all liability, claims, suits, costs, expenses, fines, judgments, settlements, charges or penalties, including reasonable attorney's fees, regardless of the merit or outcome of the same arising out of, or in any manner connected with, any or all of the operations or services authorized conducted or permitted under this ordinance.
 - e. The amount of insurance required hereunder shall be as follows:
 - i. For injury or death in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - ii. For the injury or destruction of property in any one accident or occurrence, three hundred fifty thousand dollars (\$350,000.00);
 - iii. For combined single limits of liability for primary bodily injury and primary property damage, three hundred fifty thousand dollars (\$350,000.00);
 - iv. For employer's liability, with limits of three hundred fifty thousand dollars (\$350,000.00).
 - f. It shall be the responsibility of all Permittees to provide and maintain insurance coverage in compliance with the provisions of this ordinance to cover each and every driver that operates a vehicle as a Taxicab. The Permittee shall further ensure that appropriate certificates of insurance reflecting the coverage are on file with SSG at all times.
3. Insurance required by this Section shall be satisfactory only if issued by companies having at least an A- Best Insurance Rating or

equivalent, and are admitted to do business in California. All applicants are required to comply with this Section prior to the issuance of any Business Permit.

4. Permittees are responsible to ensure compliance with all of the foregoing insurance requirements and regulatory provisions related to such requirements. Responsibility on the part of the Permittee includes ensuring that any vehicle owner whose vehicle is operated under the Business Permittee's name maintains insurance and provides SSG with proof of the same at all times that each vehicle is operated. Failures to comply with the foregoing insurance requirements which affect the Business as a whole shall result in immediate suspension of the permit. Failure to comply with the foregoing insurance requirements three (3) times within a calendar year constitutes grounds for revocation of the permit.
- B. Permittees shall maintain on file with SSG evidence of its insurance coverage meeting all the requirements as indicated in this Section. The Permittee shall provide SSG with verbal notice within 24 hours in the event of any change in insurance coverage and written notification of any insurance change within three (3) calendar days after the change.

Section 1.045 Driver Permit Required

- A. It is unlawful for any person to drive a Taxicab without having first obtained a Driver permit from SSG. A Driver permit may be obtained as provided below.
- B. An applicant for a Driver permit shall complete an application which shall contain the following information:
1. Applicant's full name, residence address and age;
 2. A listing of all equivalent permits which have been issued to the applicant by any governmental agency;
 3. Applicant's height, weight, gender and color of eyes and hair;
 4. The number and expiration date of the applicant's California driver's license;
 5. All moving violations within the last 3 years, including dates of violations and the jurisdiction where each violation occurred;
 6. Authorization for SSG, or its agents or employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant; and

- C. The Taxi Administrator may accept the submission of a permitted Business' Driver application that provides all the information required in subsection B above in lieu of the Driver application provided by SSG.
- D. At the time the applicant submits an application for a Driver permit, the applicant shall do all of the following:
 - 1. Submit to a fingerprint based criminal history check pursuant to Government Code Section 53075.5;
 - 2. Provide SSG with a copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;
 - 3. Provide proof of insurance as insureds under an employer's policies as required by Section 1.040;
 - 4. Provide proof of completion for taxi business's driver safety education and training program;
 - 5. Provide proof of completion for taxi business's disabled access education and training program;
 - 6. Provide Intent to Hire form indicating the name of the Business with whom the applicant is employed or who has given the applicant an offer of employment within the meaning of Government Code Section 53075.5;
 - 7. Provide SSG with a copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1; and
 - 8. Payment of Driver permit fee as established and amended from time to time by resolution of the Board. The Driver permit fee shall be due and payable before receipt of the driver permit.
- E. The Driver permit shall state the name of the employer.
- F. In the event of denial, revocation or suspension of a Driver permit, the applicant may within ten (10) days of notification of denial apply to SSG for a hearing on the denial in accordance with the procedures set forth in Section 1.085.
- G. The Driver permit shall be valid for a period of one (1) year or until suspended, revoked or surrendered. Termination of the Driver's California driver's license shall constitute grounds for revocation of the Driver permit authorized hereunder.

- H. Upon termination of employment within the meaning of Government Code Section 53075.5 the permit shall become void. In such case, the Driver shall immediately return the Driver permit to SSG. Upon return of the Driver permit, the Driver may re-apply for a Driver permit, provided that the Driver complies with the requirements for issuance of a Driver permit under this Section.

Section 1.050 Driver Permit Renewal and Transfer

- A. Prior to the expiration of a Driver permit, the Driver may apply to SSG for a renewal thereof for an additional year. A Driver shall be entitled to a one (1) year renewal of the Driver permit provided that:
1. The Driver submits a completed renewal application which shall contain the information stipulated in Section 1.045, subsection B.
 2. The Driver pays a permit renewal fee as established and amended from time to time by resolution of the Board;
 3. The Driver submits to permit-renewal controlled substances and alcohol testing as provided by Government Code Section 53075.5;
 4. The results of controlled substances and alcohol testing indicate that the Driver has not been using a controlled substance as specified in Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations;
 5. The results of such testing indicate that the Driver has a breath concentration of less than 0.02 percent on an alcohol screening test; and,
 6. The Driver has not been convicted of any of the crimes, including but not limited to, those crimes enumerated in Section 1.080 during the preceding year.
- B. A Driver may request a transfer of his/her Driver Permit to another Permittee provided the Driver has submitted the following:
1. A Driver permit application signed by an authorized representative of the prospective Permittee;
 2. Intent to Hire Form;
 3. A copy of the results of the drug and alcohol test as conducted by the Business pursuant to Government Code Section 53075.5 and Section 1.075 of this ordinance;

4. Proof of insurance as insured under a Business' policy as required by Section 1.040;
 5. Proof of completion for taxi business's driver safety education and training program;
 6. Proof of completion for taxi business's disabled access education and training program;
 7. A copy of the Department of Motor Vehicles Pull Notice Program enrollment, as defined in Vehicle Code Section 1808.1;
 8. A Driver permit transfer fee; and
 9. SSG Driver permit to be transferred.
- C. Driver shall not operate a Taxicab until the transfer permit is obtained and in possession of the Driver pursuant to this Section.
- D. A transferred Driver permit shall expire on the same date as the original Driver Permit and shall not exceed the Driver's permit period.
- E. If the Driver permit has expired or terminated and is not renewed or transferred within thirty (30) business days of the expiration or termination, the Driver shall be required to re-apply as a new applicant for issuance of a Driver permit and shall pay all fees associated therewith.
- F. The rights of appeal provided for by Section 1.085 are available to a Driver in the event that renewal of his or her Driver permit is denied based on the provisions of this Chapter.

Section 1.055 Vehicle Permit Required

- A. It is unlawful for any Taxicab to operate without first having been issued a Vehicle Permit from SSG, unless otherwise authorized by Government Code section 53075.5. At all times while providing Taxicab service, the Vehicle Permit must be affixed to the lower left rear windshield of the vehicle.
- B. A Vehicle Permit may be issued provided that the vehicle has successfully completed a safety and cosmetic inspection conducted by a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair in accordance with the vehicle safety standards.
- C. The Vehicle Permit shall be valid for a period of one (1) year, beginning July 1st of each year and expiring June 30th or until suspended, revoked or surrendered.

- D. The Vehicle Permit Fee shall be due and payable upon the issuance of a Vehicle Permit. Permittees shall pay the Vehicle Permit Fee for each vehicle that is issued a Vehicle Permit.
- E. If a vehicle is permanently taken out of service with a balance due to SSG of the Vehicle Permit Fee for the year, such fee shall become immediately due and payable.
- F. If a Taxicab Business' Business Permit is suspended or terminated pursuant to section 1.080, all corresponding Vehicle Permits shall also be suspended. Owners of all vehicles with a suspended Vehicle Permit shall present vehicles to SSG for out of service Taximeter readings immediately upon suspension or termination of a Taxicab Business or expiration, suspension or termination of the Vehicle Permit sticker. The owner of the vehicle shall have thirty (30) days to register the vehicle with an existing and valid Taxicab Business permit holder. If the owner fails to register the vehicle within such thirty (30) day period, the vehicle shall be presented to SSG for removal of the Vehicle Permit sticker (if such sticker has not already been surrendered) and the balance of the Vehicle Permit Fee owing to SSG for the vehicle shall be immediately due and payable. SSG shall pursue collection of the Vehicle Permit Fee from either the Taxicab Business or the owner of the vehicle and no Vehicle Permit sticker shall be issued to the vehicle regardless of its ownership until the Vehicle Permit Fee owing to SSG shall have been paid.

Section 1.060 Vehicle Permit Renewal

- A. Prior to the expiration of a Vehicle Permit, the Permittee may apply to SSG for a renewal thereof for an additional year. A Vehicle Permit may be entitled to a one (1) year renewal provided that:
 - 1. Payment of the Vehicle Permit Fee as established and amended from time to time by resolution of the Board is received; and
 - 2. All requirements for initial issuance of a Vehicle Permit are maintained as provided in Section 1.055.
- B. The rights of appeal provided for by Section 1.085 are available in the event that renewal of a Vehicle Permit is denied based on the provisions of this Chapter.

Section 1.065 Vehicle Inspections

- A. Prior to obtaining a Taxicab Business Permit, an applicant shall first present each vehicle to be used as a Taxicab to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for a vehicle safety and cosmetic

inspection. Any vehicle(s) that a Taxicab Business proposes to add to its fleet shall also be presented to a facility certified by the National Institute for Automotive Service Excellence or a facility registered with the Bureau of Automotive Repair, and SSG, for successful completion of a vehicle safety and cosmetic inspection prior to operation as a Taxicab. The Taxicab Administrator shall maintain a list which reflects the VIN of each vehicle that successfully completes the vehicle safety inspection. A record of the VIN of each vehicle that fails the vehicle safety inspection shall also be maintained by SSG.

- B. In addition to the initial vehicle safety and cosmetic inspection, each vehicle shall be required to pass additional inspections at the following times:
 - 1. Every twelve (12) months from the date the vehicle is first licensed as a Taxicab;
 - 2. After every incident resulting in cosmetic or greater damages; and,
 - 3. At any time upon written request by the Taxi Administrator.
- C. Failure to present a vehicle for inspection under this ordinance within three (3) days of the date upon which a request under Section 1.025 is delivered or within three (3) days after inspection is due shall result in the issuance of a penalty in accordance with Section 1.095. Further failure to present a vehicle for inspection under this ordinance within ten (10) days of the date upon which a written request is delivered or inspection is due shall result in the vehicle being declared presumed unfit to operate as a Taxicab, an administrative citation shall be issued to that effect, and the vehicle shall be read out of service.
- D. It is unlawful to operate a Taxicab vehicle in an unsafe operating condition, including but not limited to a condition that violates the vehicle safety inspection standards of SSG. All Taxicab Businesses are responsible to ensure that their vehicles are maintained in a safe operating condition at all times that they are in service. An incident that results in any cosmetic or greater damage shall be reported to SSG.

Section 1.070 Rates

- A. No Permittee operating in the Jurisdictional Boundaries of SSG may charge a rate in excess of the maximum rate of \$12.00 Per Mile, \$4.00 flag drop/base rate, and \$24.00 per hour for traffic delay or waiting time. Maximum rates may be adjusted by resolution of the Board.
- B. A Permittee may charge a rate that is less than the maximum rate set by SSG. Permittees may set fares or charge a flat rate as made permissible by

Government Code Section 53075.5. No other fees or rates may be charged by a Permittee except as permitted by law.

- C. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- D. A Permittee may use any type of device or technology approved by the Division of Measurement Standards to calculate fares as provided for in Government Code Section 53075.5.
- E. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- F. The Permittee shall notify the passenger of applicable rates prior to the passenger accepting the ride for walk up rides and street hails as provided for in Government Code Section 53075.5.

Section 1.075 Mandatory Controlled Substance and Alcohol Testing Program

- A. Each Permittee shall maintain a mandatory controlled substance and alcohol testing certification program conforming to all requirements as set forth in California Government Code Section 53075.5 and Part 40 (commencing with Section 40.1) of Title 49 of the Code of Federal Regulations.
- B. Each Business shall maintain a written drug and alcohol policy as required by Government Code Section 53075.5 and proof that the Business has implemented a drug and alcohol certification program covering all of its drivers.
- C. No Business shall permit a Driver who refuses to submit to such tests to operate or continue to operate a Taxicab.
- D. In the case of self-employed independent Driver within the meaning of Government Code Section 53075.5, the test results shall be reported directly to SSG. In all other cases, the test results shall be reported to the Business who has employed or made an offer of employment to the Driver within the meaning of Government Code Section 53075.5.
- E. Results of all tests provided for in this Section are confidential and shall not be released to the public without the written consent of the Driver, except as provided by law.

Section 1.080 Denial, Revocation, or Suspension of Permits

- A. In addition to any other reason provided for in this Chapter, a permit may be denied, suspended or revoked when it has been determined that the

Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf:

1. Has not complied with the applicable provisions of Article I; or
2. Has not complied with the applicable provisions of the regulations; or
3. Has failed to cure any item listed in a sixty (60) day warning for failure to comply with any requirements of permit issuance; or
4. Has been issued three (3) sixty (60) day warnings of failure to comply with any requirements of this Chapter within a period of twelve (12) months; or
5. Has knowingly made a false statement of fact in an application for such permit; or
6. Has any outstanding balance owed to SSG; or
7. Has charged rates or fares exceeding the maximum rates other than those permitted by Section 1.070.

B. Business and Driver Criminal Conduct

1. A permit may be denied, suspended or revoked when it has been determined that the Business, including any owners, investors, shareholders, partners, officers, directors, and representatives acting on its behalf or Driver has been convicted of any of the following crimes within the timeframes set forth below, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere:
 - a. Any conviction regardless of the time elapsed, in any state, of any of the following or their equivalent:
 - i. Any crime (apart from adult same-sex consensual sexual behavior) which requires the applicant to register as a sex offender under California Penal Code §290 shall require denial or revocation; or
 - ii. Any felony involving actual or threatened violence against persons, including, but not limited to, assault, battery, robbery or the use of a firearm or other weapon against a person.
 - b. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving theft or dishonesty, including,

but not limited to, burglary, theft, shoplifting or other crime related to fraud or intentional dishonesty; or

- c. Any conviction (felony or misdemeanor) within the past seven (7) years of any crime involving the sale, possession or transportation of narcotics or other controlled substances; or
 - d. Any conviction (misdemeanor or felony) within the past three (3) years of any crime involving pandering or prostitution.
2. In addition to the crimes listed above, no Driver permit shall be granted to an applicant who has been convicted of three (3) or more moving violations within three years previous to submission of the application. Any permit previously granted shall be revoked for any Driver who has been convicted of three (3) or more moving violations within three (3) years.
 3. In addition, if an applicant has been convicted of, or pled nolo contendere at any time within the past seven (7) years, to a violation related to driving under the influence of alcohol or drugs, the applicant shall be disqualified and the application shall be denied. If after issuance of a permit to a Driver, the Driver is convicted of, or pleads nolo contendere to, a violation related to driving under the influence of alcohol or drugs, the Driver's permit shall be revoked.
- C. In addition to the foregoing, a Driver permit may be suspended, revoked or denied in the event that:
1. A driver is involved in an accident due to a medical condition that prevents the Driver from safely operating a vehicle, or;
 2. A medical condition that prevents a Driver from safely operating a vehicle otherwise comes to SSG's attention. Any Driver whose permit has been suspended, revoked or denied due to a prohibitive medical condition as described above, shall be entitled to a permit upon certification by a medical doctor that the condition is correctable, has been corrected and will continue to be corrected.
- D. In addition to the above, any Driver permit may be suspended or revoked for any crime which is substantially related to the qualifications, functions, or duties of a Driver which include, but are not limited to, the following: reckless driving; wet reckless driving; murder; rape; vehicular manslaughter; a violation of California Vehicle Code Sections 20001, 20002, or 20003 or any corresponding substitute Sections; robbery; a violation of California Penal Code Section 314 or any corresponding substitute Section; pandering; crimes related to the use, sale, possession,

or transportation of narcotics or intoxicating liquors; assault; battery; or indecent exposure.

- E. Any Driver permit may also be suspended for and during the period that the payment of any citation remains outstanding after all appeal periods have been exhausted.
- F. From the time of the revocation or suspension of a Driver permit granted under the provisions of this Chapter, it is unlawful for any person whose Driver's permit has been suspended or revoked to operate or drive a Taxicab within the Jurisdictional Boundaries of SSG until a new permit has been procured or the period of suspension has expired. It is also unlawful for any person to drive or operate within the Jurisdictional Boundaries of SSG any Taxicab during the period of time that a permit has been revoked, terminated or suspended.
- G. In the event the Permittee appeals any denial, suspension, or revocation of a permit issued under this Section, the appeal procedures of Section 1.085 shall apply.

Section 1.085 Appeal Hearings

- A. Any person aggrieved by any determination under the provisions of this Chapter shall be entitled to appeal that decision as provided herein. Any recipient of an administrative citation may contest that there was a regulatory violation or that he or she is the responsible party.
- B. A request for hearing must be made within ten (10) days following the delivery of notice of the decision of the Taxi Administrator which is challenged by delivery of the request for hearing at the administrative offices of SSG together with:
 - 1. An advance deposit of any fine or a notice of request for an advance hardship waiver pursuant to Section 1.090; and
 - 2. Payment of an appeal fee as established by resolution of the Board of Directors.
- C. Upon satisfaction of the foregoing, SSG shall set a hearing within thirty (30) days of delivery of the request for hearing, or as soon thereafter as reasonably practical. The Taxi Administrator shall appoint a hearing officer.
 - 1. If the appeal is of: (1) a decision to deny, suspend, revoke or terminate a permit; or (2) an administrative fine or penalty imposed pursuant to an administrative citation in excess of \$2,000.00, the Taxi Administrator shall refer the matter to the administrative hearing officer under contract with SunLine, or a retired judge or an

administrative law judge with the California State Office of Administrative Law Judges.

2. If the appeal is of a decision to impose a(n) administrative fine(s) or penalty(ies) pursuant to an administrative citation whose total is less than \$2,000.00, the Taxi Administrator shall refer the matter to an employee who shall serve as the hearing officer.
- D. SSG shall notify the appealing party of the time and date for the hearing, which notice shall be delivered at least fifteen (15) days prior to the hearing.
 - E. The hearing officer shall conduct an administrative hearing. The administrative hearing allows SSG and the appealing party to be represented by an attorney, to present evidence related to the alleged violations, to cross examine witnesses who have testified, and to argue their positions. The administrative hearing shall be informal and technical rules of evidence, including but not limited to, the hearsay rule, shall not apply. Oral testimony received at the hearing shall be taken only on oath, affirmation, or penalty of perjury. The right to cross examine witnesses shall not preclude the introduction and consideration of written statements whether made under oath or not. The proceedings shall be recorded or otherwise preserved. It is the intent of SSG that the hearing officer allow wide latitude in introduction of evidence and the holdings and discussions concerning informality of hearings and relaxed rules of evidence set forth in *Mohilef v. Janovici* (1986) 56 Cal.App.4th 310 apply to the fullest extent to all the hearings conducted under this ordinance.
 - F. If the appealing party fails to appear, the hearing officer may conduct the hearing in the party's absence and/or may render a decision to dismiss the matter.
 - G. After consideration of the evidence presented by all parties, the hearing officer shall render written decision which sets forth a statement of the case, any relevant findings of fact to support the decision and administrative enforcement order. If the hearing officer finds one or more of the alleged violations has been committed, he or she may suspend, revoke, or terminate any permit and/or impose administrative monetary penalties in accordance with the limits set forth in this ordinance. In determining whether to suspend or revoke any permit or to impose administrative monetary penalties, the hearing officer shall take into consideration the gravity of the violation, the entire record of the party requesting the hearing, and the harm threatened to the public by the violation.
 - H. The decision of the hearing officer shall be final and the party requesting the hearing shall be notified in writing of the decision of the hearing officer. Such decision shall be delivered within fifteen (15) days from the date the hearing is concluded.

- I. Any review of a decision by the hearing officer brought pursuant to an administrative citation shall be governed by the provisions of Government Code Section 53069.4. Review of any other final decision under this ordinance shall be governed by Code of Civil Procedure Section 1094.5, *et seq.*
- J. With the exception of the conviction of a crime which requires registration as a sex offender under California Penal Code Section 290, in any case where a Driver permit is denied due to a criminal conviction, the applicant shall be entitled to apply the Driver permit application fee towards the appeal fee from such denial. In the event that a Driver permit is granted on such appeal, the applicant shall pay the Driver permit fee in full prior to issuance of a permit.

Section 1.090 Advance Deposit Hardship Waiver

- A. Any person who intends to request a hearing to contest that there was a regulatory violation or that he or she is the responsible party and who is financially unable to make the advance deposit of the fine under Section 1.085, may file a request for an advance deposit hardship waiver.
- B. The request shall be filed with the SSG on an advance deposit hardship waiver application form within ten (10) days of the date of the administrative citation.
- C. The requirement of depositing the full amount of the fine as described in subsection A above shall be stayed unless or until the SSG makes a determination not to issue the advance deposit hardship waiver.
- D. SSG may waive the requirement of an advance deposit set forth in Section 1.085 and issue the advance deposit hardship waiver only if the cited party submits a sworn affidavit, together with any supporting documents or materials demonstrating the person's actual financial inability to deposit with SSG the full amount of the fine in advance of the hearing.

Section 1.095 Administrative Citation

- A. Whenever an enforcement officer charged with the enforcement of any regulation determines that a violation has occurred, the enforcement officer shall have the authority to issue an administrative citation to any person responsible for the violation. In instances in which a Driver is cited for a violation, the Business may also be cited.
- B. Each administrative citation shall contain the following information:
 - 1. The date of the violation;

2. The address or a definite description of the location where the violation occurred;
3. The section of the regulation violated and a description of the violation;
4. The amount of the fine for the violation;
5. A description of the fine payment process, including a description of the time within which and the place to which the fine shall be paid;
6. An order prohibiting the continuation or repeated occurrence of the violation described in the administrative citation;
7. A description of the administrative citation review process, including the time within which the administrative citation may be contested and the place from which a request for hearing form to contest the administrative citation may be obtained; and
8. The name and signature of the citing enforcement officer.

Section 1.200 **Fines and Penalties**

- A. The fine for violation of Article I of this Chapter shall be between one hundred dollars (\$100.00) and one thousand dollars (\$1,000.00).
- B. The minimum fine for operating a Taxicab without a valid permit(s) to operate issued by SSG shall be five thousand dollars (\$5,000.00).
- C. The amount of the fine shall be set forth in the schedule of fines established by resolution of SSG and paid to SSG within thirty (30) days from the date of the administrative citation.
- D. If the fine is challenged by an administrative hearing as set forth in Section 1.085 and the hearing officer determines that the administrative citation shall be upheld, then the fine amount on deposit with SSG shall be retained by SSG.
- E. If after a hearing under Section 1.085, the hearing officer determines that the administrative citation should be upheld and the fine has not been deposited pursuant to an advance deposit hardship waiver, the fine shall be due within thirty (30) days of the date of the decision of the hearing officer is deposited in the mail. Failure to pay the fine within such period shall result in the suspension of the Driver permit of the Driver or Business, as may be applicable, until such time as payment is made.
- F. If after a hearing under Section 1.085 the hearing officer determines that the administrative citation should be canceled and the fine was deposited

with SSG, then SSG shall promptly refund the amount of the deposited fine, together with interest at the rate of five percent (5%) per annum for the period of time that the fine amount was held by SSG.

- G. Payment of a fine under this Chapter shall not excuse or discharge any continuation or repeated occurrence of the regulatory violation that is the subject of the administrative citation.

Section 1.205 Late Payment Charges

- A. Any person who fails to pay to SSG any fine or other payment imposed pursuant to the provisions of the ordinance of SSG on or before the date that fine or payment is due also shall be liable for the payment of any applicable late payment charges set forth in the schedule of fines. In addition, the permit of the Driver or Business involved may be suspended pending payment.

Section 1.210 Cost Recovery

- A. SSG may collect any past due administrative citation fine or late payment charge by use of all available legal means.
- B. SSG may collect any past due Business Permit Fees, Vehicle Permit Fees or any other fees established in this ordinance by use of all available legal means.
- C. SSG may recover its collection costs, including any reasonable attorneys' fees.

Section 1.215 Airports

- A. Nothing in this Chapter shall prevent Palm Springs Regional Airport or any other publicly owned airport from regulation of taxicab access or from charging access/permit fees.

ARTICLE II

OPERATING REQUIREMENTS

Section 2.010 Taxicab Businesses Distinct Appearance

- A. All Taxicabs operating under a Taxicab Business permit shall be of distinctive name and appearance such as is in common usage in this country for Taxicabs and shall have a standard monogram, insignia, or logo which is permanently affixed to each vehicle and clearly indicates that the vehicle is offered for the use of transportation of passengers for hire. Distinctive appearance may include the original factory paint color.
- B. No Taxicab Business permit shall be granted to any Person and/or company whose name, monogram, logo or insignia to be used on its Taxicabs is in conflict with, or imitates, any name, monogram, logo or insignia used by another Taxicab Business within the Jurisdictional Boundaries of SSG in such a manner as to be misleading to, or which would tend to deceive or defraud the public. This includes the consideration of a specific color referenced in the Taxicab Business' name.
- C. No Taxicab Business shall be entitled to utilize the name or telephone number of any previously operating Taxicab Business unless the assuming company has paid all fines, Business Permit Fees, Vehicle Permit Fees, and administrative penalties due to SSG from the previous Taxicab Business and otherwise complied with the requirements for issuance of a Taxicab Business permit under the ordinance of SSG. In any case where an administrative or other form of proceeding is pending against the previous Taxicab Business, no transfer of the name shall occur unless and until SSG is provided with adequate monetary assurance of payment of any anticipated monetary penalty. Assurance may be in the form of a bond or undertaking.

Section 2.015 Advertisements

- A. No Taxicab Business, Driver or any other person shall place or cause to be placed any advertisement which:
 - 1. Is misleading to, or would tend to deceive or defraud the public;
 - 2. Uses a name(s) other than the name(s) registered with SSG for which a valid taxicab business permit has been issued without first obtaining written consent of SSG; or
 - 3. Uses a name, monogram, logo or insignia which is in conflict with or imitates any monogram, logo or insignia used by any other person operating in the Jurisdiction Boundaries of SSG.

Section 2.020 Driver Standards and Appearance

- A. All drivers shall have in his or her immediate possession a valid California driver's license and a Driver permit issued by SSG while in charge of or driving a Taxicab and shall present either upon request.
- B. All Drivers shall be at least 18 years old.
- C. All Drivers shall have the ability to read signs, labels, work schedules, rate cards, information cards, maps and simple instructions in English, to understand and follow verbal directions in English, to write simple instructions in English and to speak English sufficiently to communicate clearly with the public at large.
- D. No Driver shall be afflicted with either a physical or mental incapacity or ailment that would preclude him or her from safely operating a Taxicab and performing the duties normal to such profession.
- E. All Drivers shall be well groomed and dressed in a neat and clean fashion at all times while on duty. At a minimum, attire shall include a collared shirt or blouse covering the shoulders, knee length shorts or skirt or long pants and closed toe shoes. T-shirts, spaghetti or strapless shirts, open toe shoes, flip flops, sweatpants and sandals are prohibited. A Driver shall wear an identification badge at all times while on duty. At a minimum, the shirt, blouse or identification badge worn by the Driver must bear the Driver's name and Business logo.
- F. All Drivers shall provide prompt, efficient service and be courteous at all times to the general public, the business community, all other Taxicab Drivers and SSG or local government administrators/officers. Disputes with the general public, the business community, other taxicab drivers and those in charge of taxicab stands on private property shall be resolved in a professional manner with a goal of maintaining a favorable public image for the taxicab industry.
- G. Smoking and the use of profanity is prohibited.
- H. No Driver shall refuse to transport wheelchairs, packages, luggage and animals as follows:
 - 1. Any passenger's wheelchair, which can be folded and placed in either the passenger vehicle or trunk compartment of the Taxicab;
 - 2. Groceries or packages when accompanied by a passenger;
 - 3. Personal luggage, possessions or small pets in appropriate carriers.

4. Any passenger's service animal or intentionally interfere with the use of service animal by harassing or obstructing the user of his or her service animal as defined by the Americans with Disabilities Act (ADA).
- I. All Drivers shall assist a passenger in and out of a Taxicab when requested, provided the driver is not required to lift the passenger.
- J. All Drivers shall assist a passenger by placing luggage, packages and wheelchairs in and out of the taxicab when requested.
- K. No Driver shall refuse a dispatch call or other request for Taxicab service to transport any passengers who present themselves in a sober and orderly manner and for a lawful purpose.
- L. All Drivers shall be adequately rested, and shall not operate a Taxicab for more than ten (10) consecutive hours, nor for more than ten (10) hours spread over a total of fifteen (15) consecutive hours. Thereafter, no Driver shall drive a Taxicab until eight consecutive hours have elapsed.
- M. All Drivers shall not engage in conduct or verbally threaten to engage in conduct which is dangerous or violent such that the safety of the traveling public, SSG employees or agents, taxicab drivers or other persons, is implicated.
- N. All Drivers shall not engage in argumentative or discourteous conduct toward the public, a passenger, other taxicab drivers or other persons while on call to provide taxicab service or in the course of providing such service.
- O. All Drivers shall not have been convicted of any of the crimes within the timeframes as set forth in Section 1.080 of this Chapter, whether committed in the State of California or elsewhere. A conviction within the meaning of this Section means a plea or verdict of guilty or a conviction following a plea of nolo contendere.
- P. In the event that a Driver is involved in a collision with another vehicle, a fixed object or a pedestrian, that results in injury and/or renders any vehicle inoperable, the Driver and/or the Permittee shall complete and submit to SSG a written SSG approved Collision/Injury Report within twenty four (24) hours of the incident.

Section 2.025 Special Events

- A. As a matter of public safety and efficiency, during certain designated events where there is expected to be heavy concentration of customers seeking taxicab service, no passenger appointments will be allowed for pick-ups

from the event. The designated events to which this regulation applies include:

1. The Coachella Valley Music and Arts Festival;
2. The Stagecoach Festival; and,
3. Any other event for which Permittees are provided written notice no less than thirty (30) days before the event.

Section 2.030 Taxi Administrator

- A. The Taxi Administrator or his/her designee may adopt, by ordinance, operating requirements for Taxicab Businesses and Taxicab Drivers that do not relate to permitting or business licensing pursuant to Government Code Section 53075.51.

Section 2.035 Fines and Penalties

- A. The minimum fine for violation of Article II of this Chapter shall be one hundred dollars (\$100.00).

RIV #4847-8426-5694 v2

SunLine Transit Agency

DATE: May 22, 2024 **DISCUSSION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Review and Discussion of SunLine Funding and the Draft FY25
Operating and Capital Budget

Background

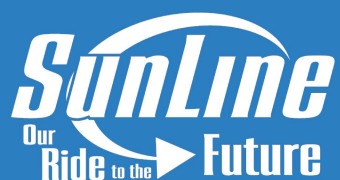
In accordance with the SunLine Transit Agency Joint Powers Agreement, the Board of Directors must approve an annual budget. The action for approval and adoption of the annual budget is completed at the June Board meeting. In preparation for the upcoming June Board meeting, staff has provided a draft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

The proposed operating and capital budgets for the Fiscal Year 2025 are \$49,417,378 and \$21,826,973, respectively. The proposed operating budget for FY25 represents a sustainable 4.1% increase over the FY24 budget. The proposed FY25 operating budget includes cost increases related to the two Memorandum of Understandings with the unions, maintaining current levels of service, and implementation of a compensation study.

The capital budget incorporates key projects to help further advance the Agency's capital improvement program. The capital improvement program for FY25 focuses on improving rider experience through the initiation of various plans which will help guide service and capital replacement of aging facilities and equipment. This discussion item allows the Board to either move forward with this budget for approval at the June Board meeting or hold special Finance/Audit Committee meetings during the upcoming weeks to continue discussion and allow for any modifications.

Attachments:

- Item 13a – Proposed FY25 Operating and Capital Budget Presentation
- [Item 13b](#) – Draft Proposed FY25 Operating and Capital Budget Book



ANNUAL BUDGET

FY2025



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 closely 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.

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 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
Branding & Marketing Study	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 funding 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 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

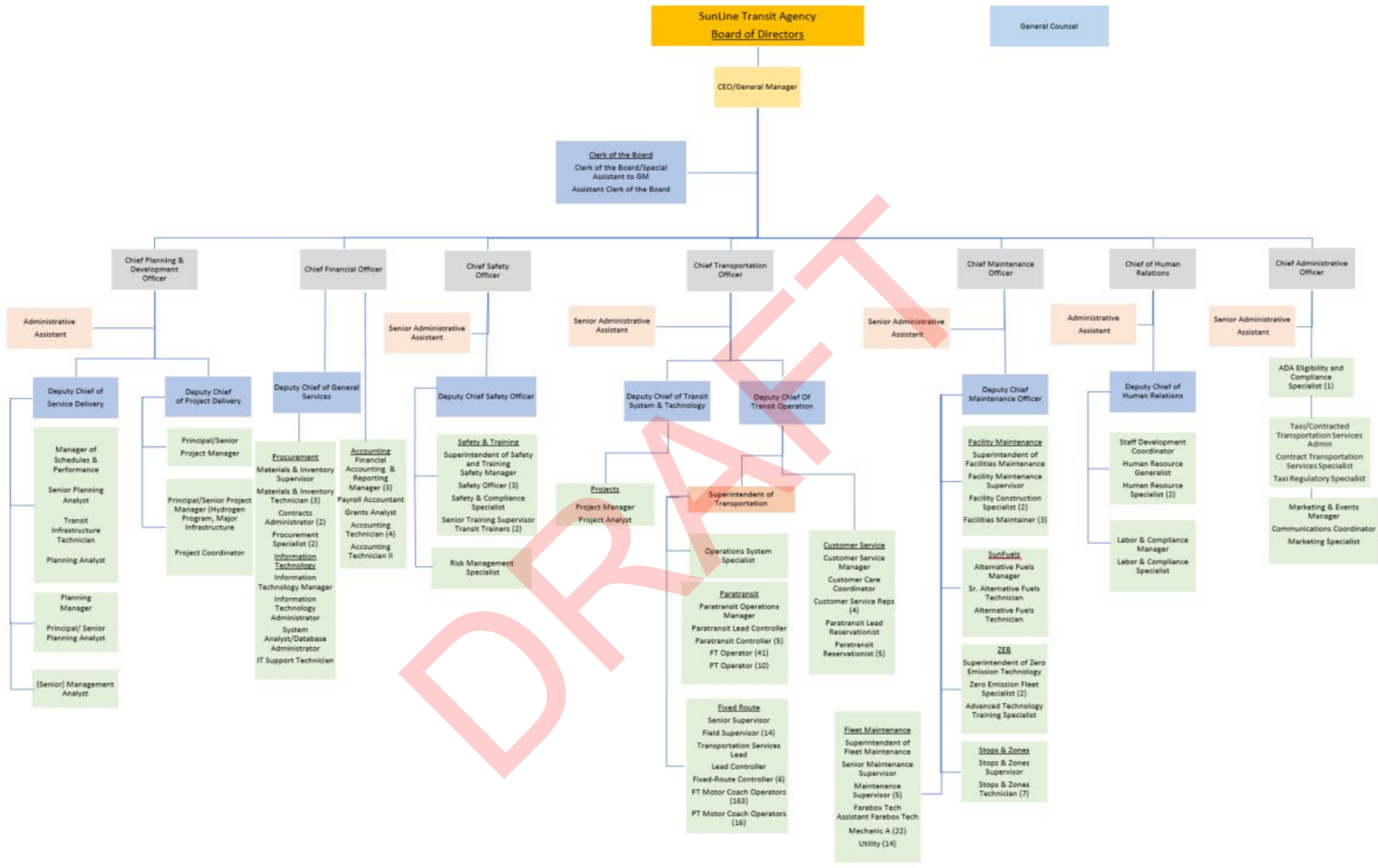
Liquid Hydrogen Trailer	The new liquid hydrogen station in Indio would allow the Agency to fuel hydrogen fuel cell buses on the East end of the Valley and provide an opportunity for the public to access hydrogen.	Utility upgrades are currently being planned and discussed with IID to support power requirements 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 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



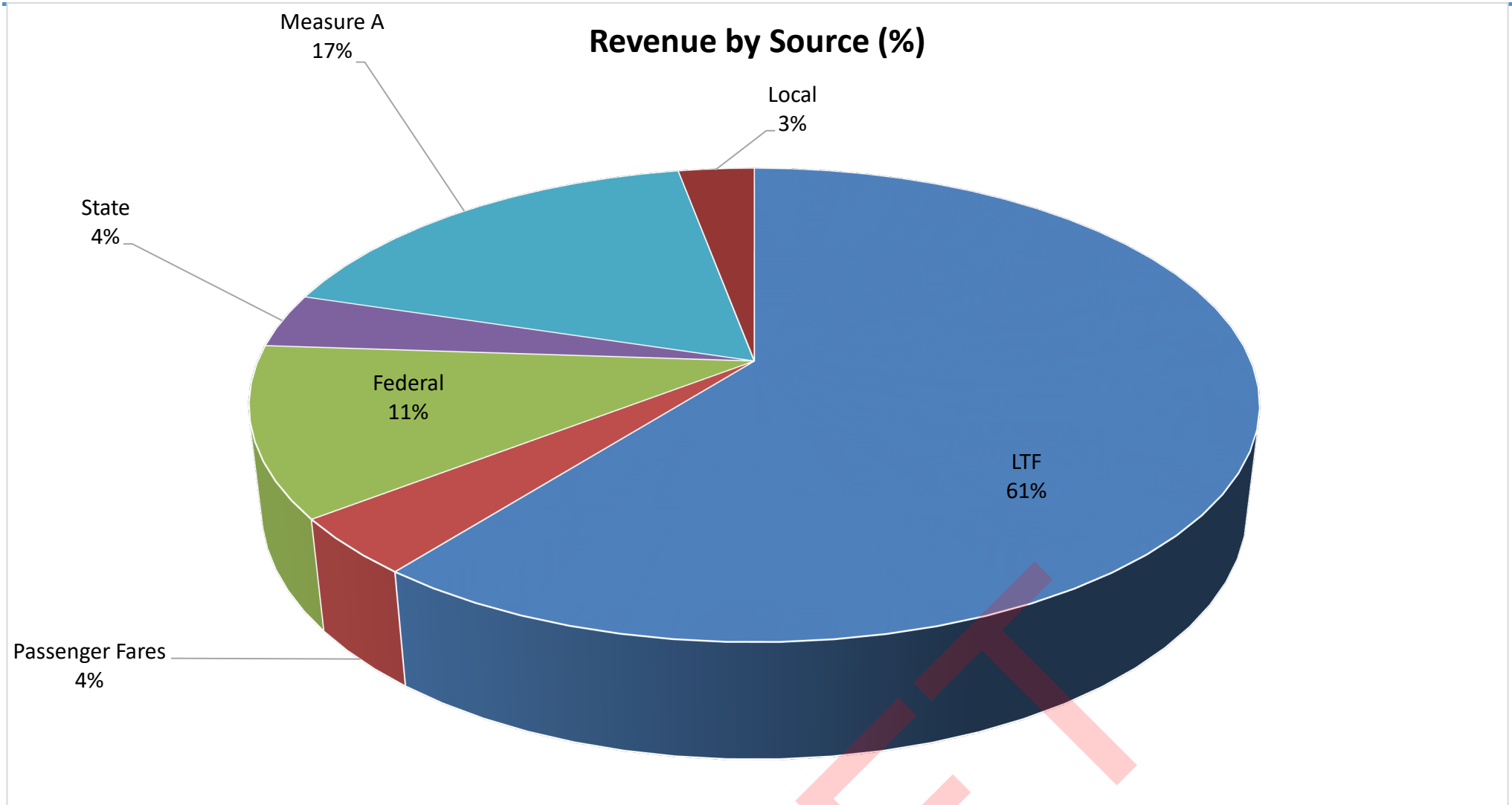
AGENCY PERSONNEL SUMMARY

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

REVENUE & FUNDING SOURCES

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.

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.

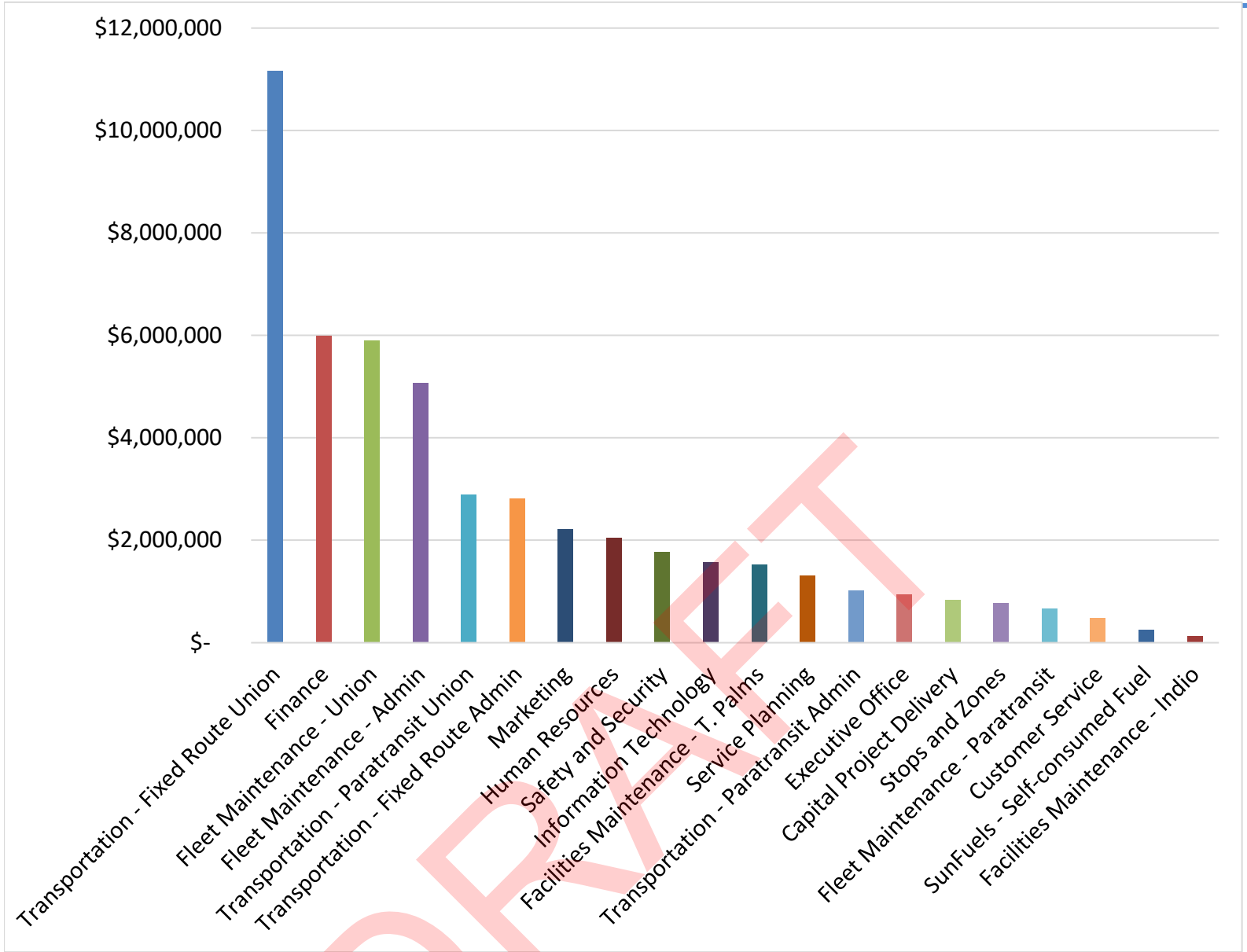
MEASURE A

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.

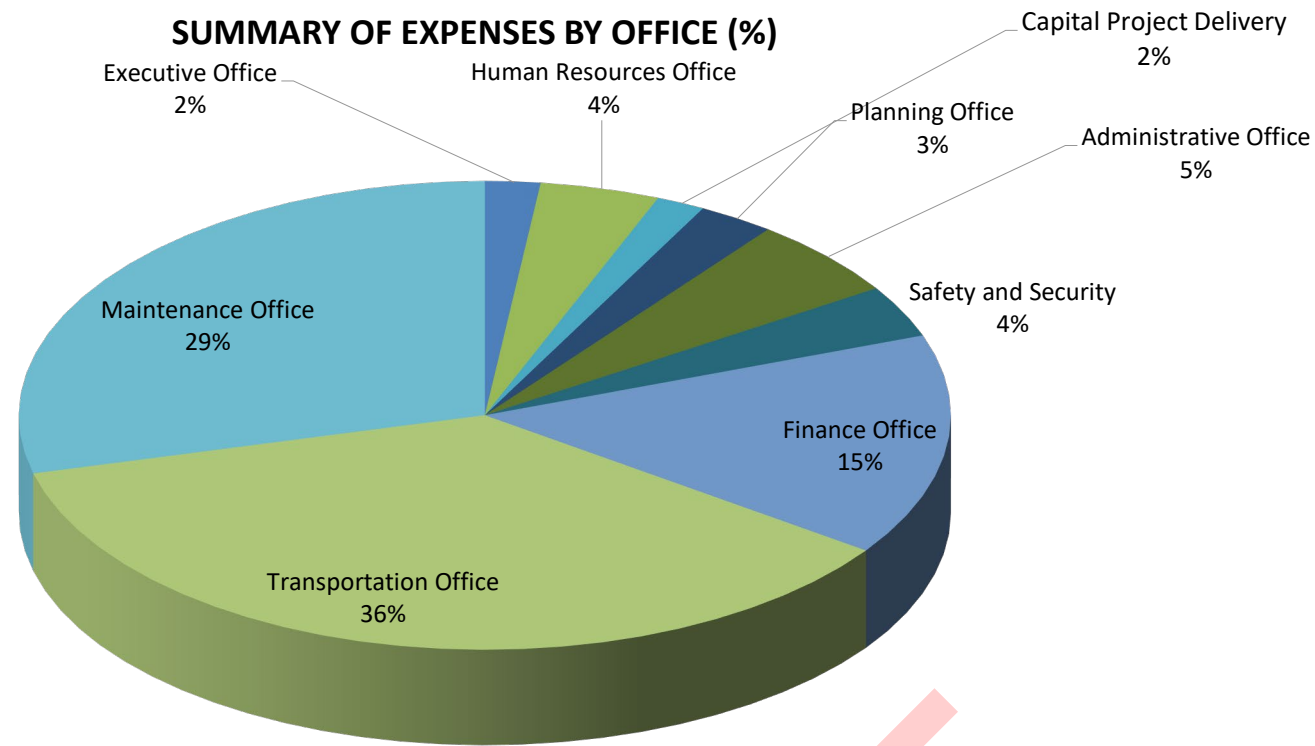
EXPENSE SUMMARY



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

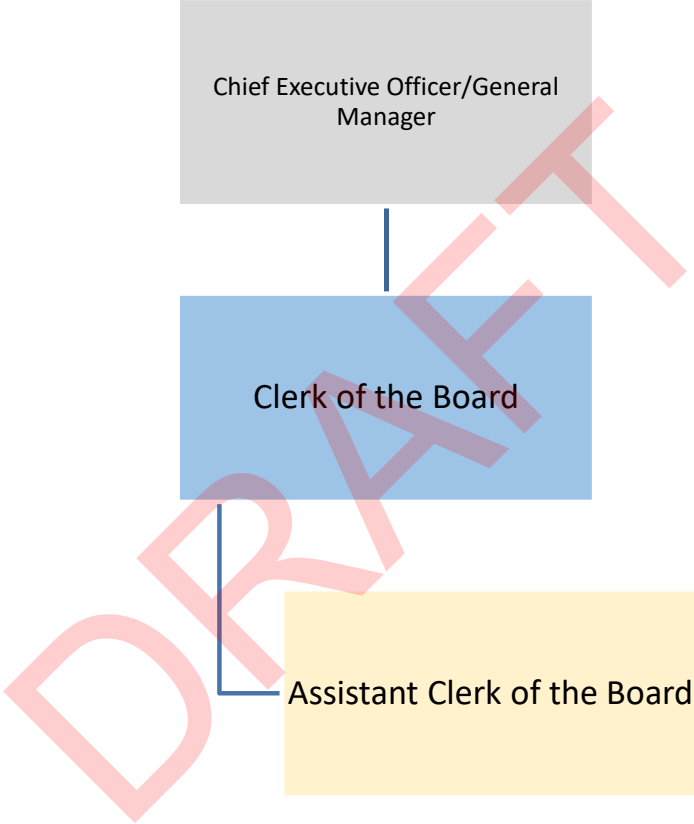
EXPENSE SUMMARY BY OFFICE



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

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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)

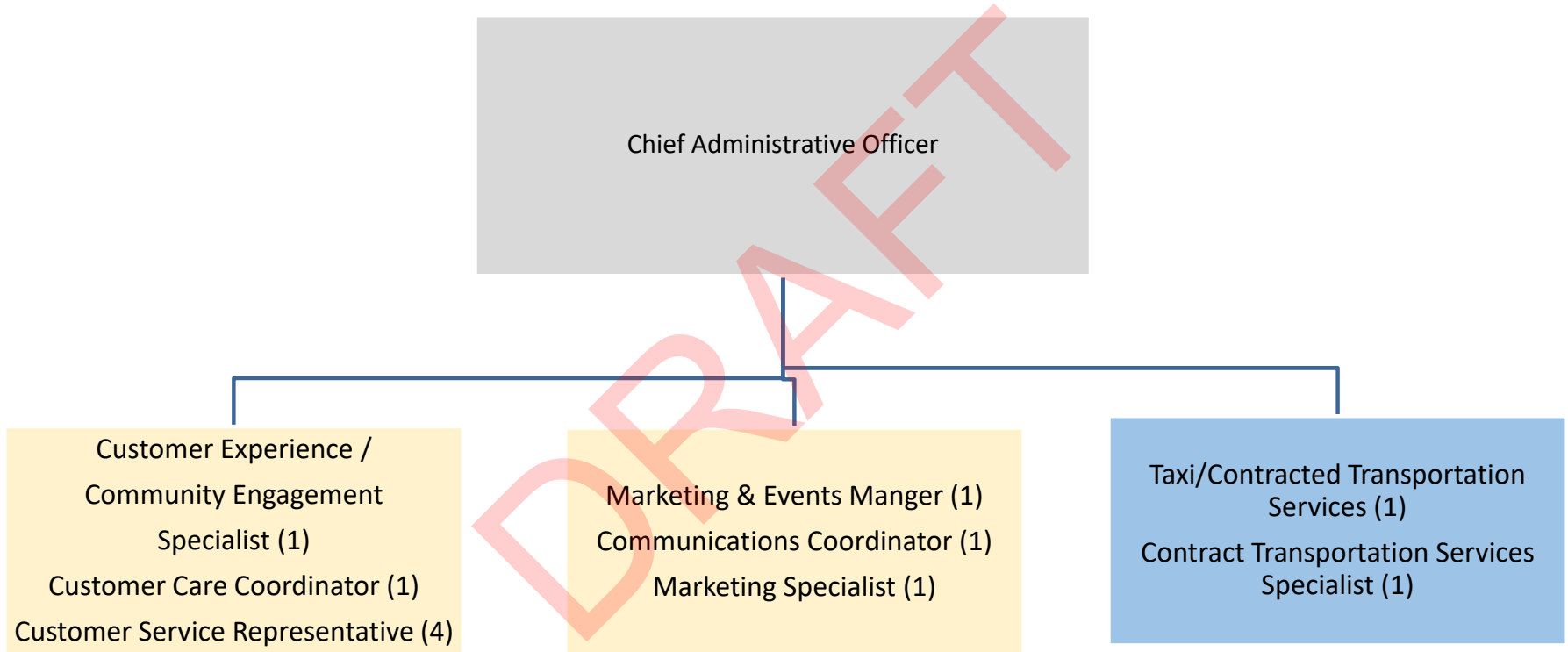
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimated Actuals	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	534,576	670,067	710,036	600,023	389,698	(210,325)
5010201610 ADMIN SALARIES-OT	199	919	822	1,750	-	(1,750)
5010700000 ALLOCATED SALARIES	(4,049)	(5,081)	(5,406)	(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

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EXECUTIVE OFFICE

Division 31

FUNCTIONS & RESPONSIBILITIES

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

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
1	Contracted Transportation Services Specialist
1	Communications Coordinator
1	Marketing Specialist
6	Total FTE's

TRANSPORTATION OFFICE

Division 45

FUNCTIONS & RESPONSIBILITIES

The Community and Customer relations department is responsible for greeting and checking-in all customers that come to SunLine. They also process personalized transit requests, distribute transit information material throughout the Agency's service area and take, record and answer customers suggestions, requests, and complaints. Additionally, the department is also responsible for directing calls to appropriate departments within the Agency and follow up to confirm resolution.

EXPENSE BUDGET SUMMARY - COSTUMER SERVICE (45)

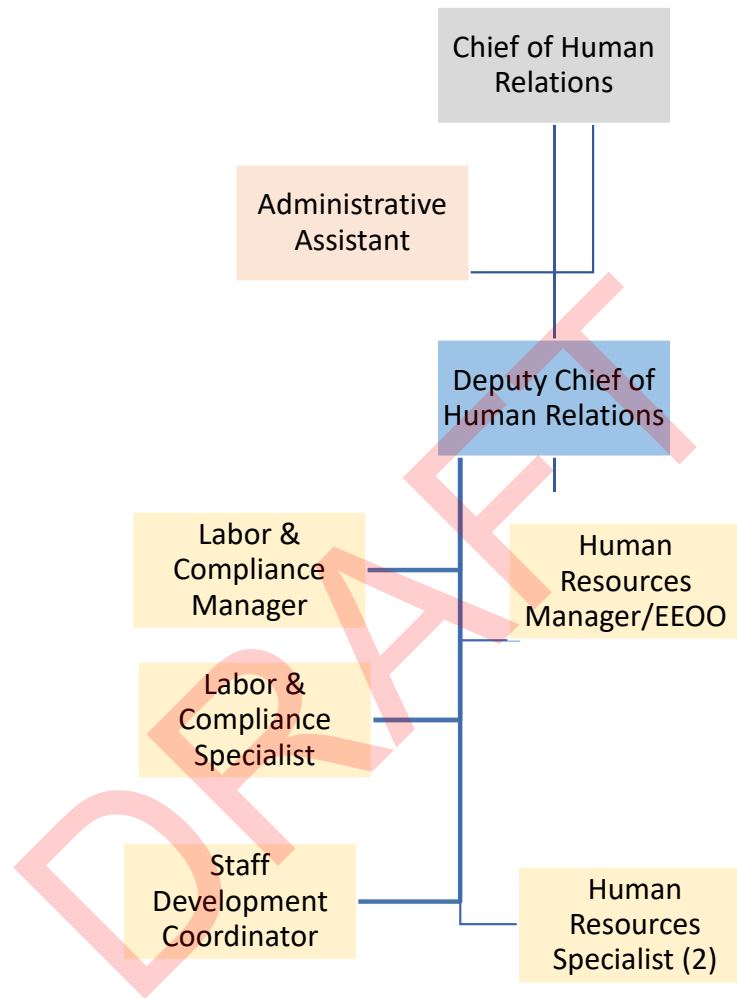
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	355,255	407,050	416,950	406,547	239,031	(167,516)
5010201510 BARGAINING SALARIES-OT	-	-	2,600	-	-	-
5010201610 ADMIN SALARIES-OT	4,252	5,189	2,984	8,500	8,500	-
5029999999 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

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Human Resources Office

Division 32

FUNCTIONS & RESPONSIBILITIES

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

EXPENSE BUDGET SUMMARY - HUMAN RESOURCES (DIV 32)

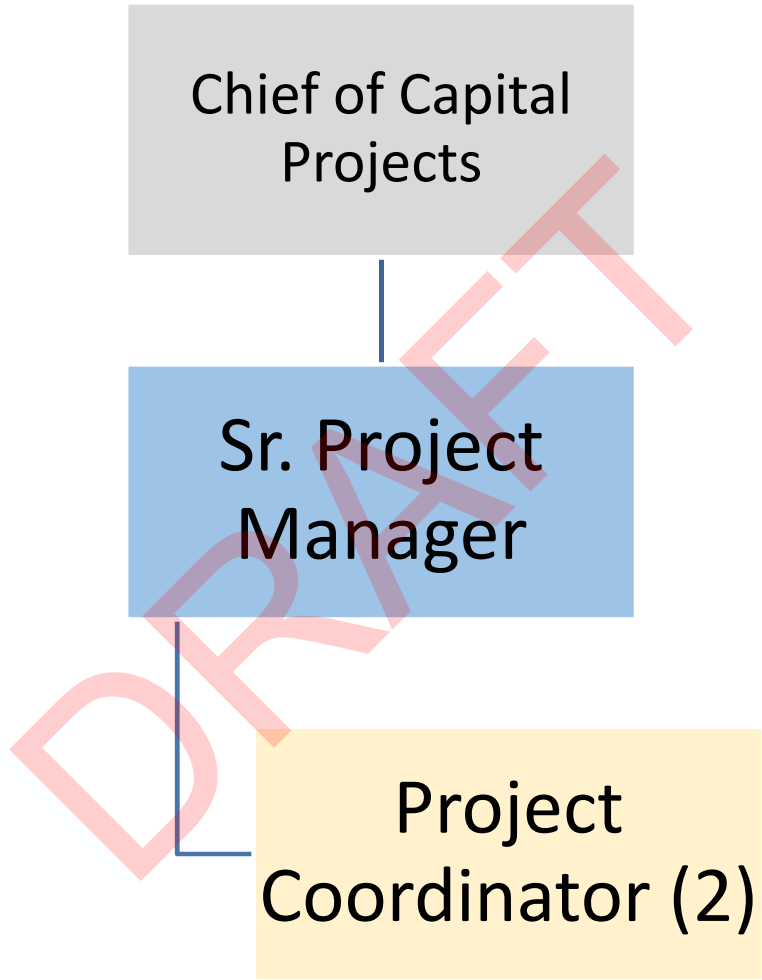
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24	FY25	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	259,420	327,531	408,578	314,352	553,577	239,225
5010201610 ADMIN SALARIES-OT	1,294	1,186	1,397	3,000	2,000	(1,000)
5010700000 ALLOCATED SALARIES	(1,975)	(2,490)	(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/EEOO
9	Total FTE's

CAPITAL PROJECT DELIVERY OFFICE

DRAFT



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)

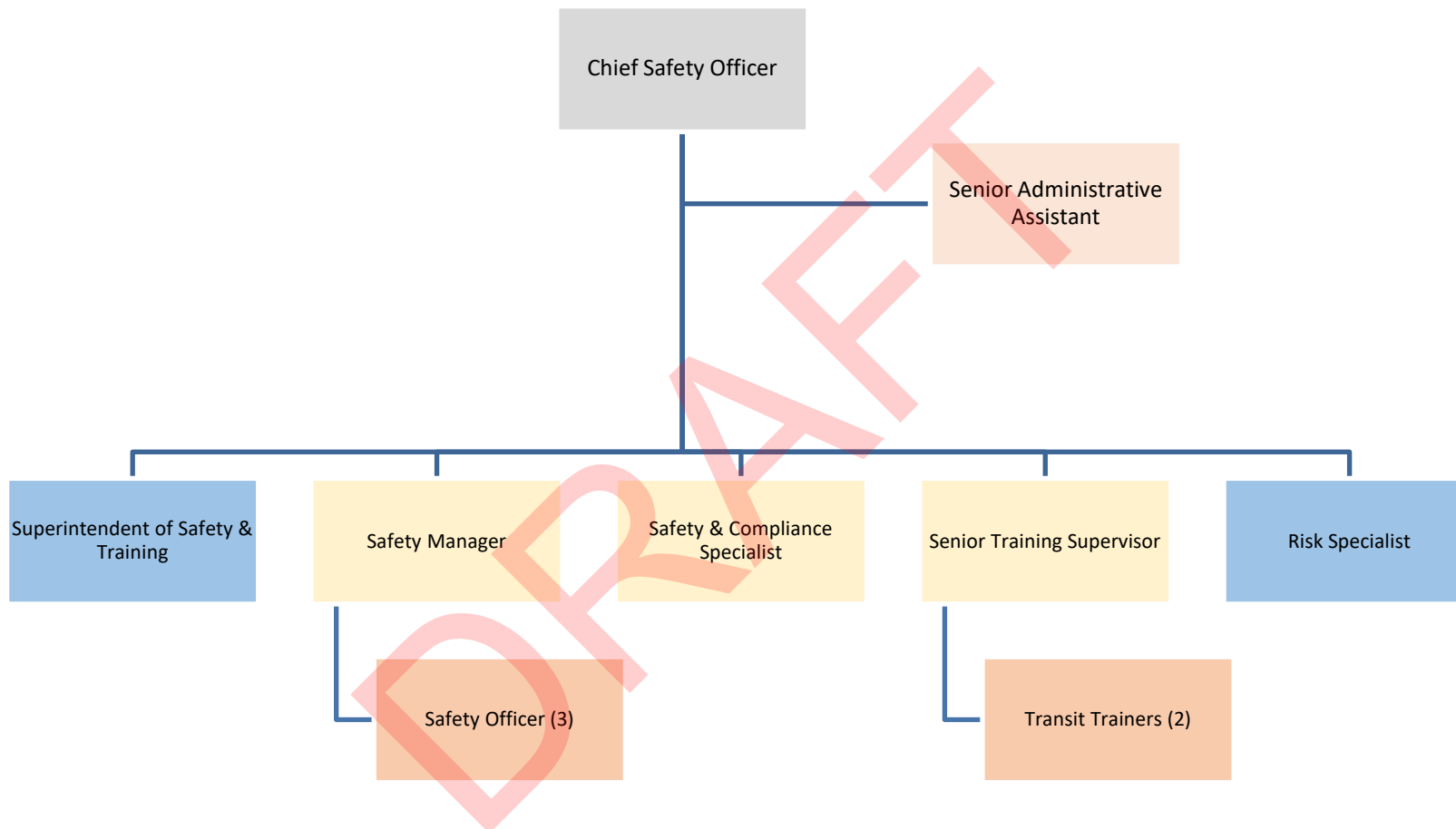
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	502,528	475,585	216,334	557,463	315,683	(241,780)
5010201610 ADMIN SALARIES-OT	-	199	-	500	-	(500)
5010700000 ALLOCATED SALARIES	(3,807)	(3,607)	(1,616)	(4,250)	-	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

DRAFT



SAFETY AND SECURITY OFFICE

Division 15

FUNCTIONS & RESPONSIBILITIES

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

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 SUSBTANCE 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

SAFETY AND SECURITY OFFICE

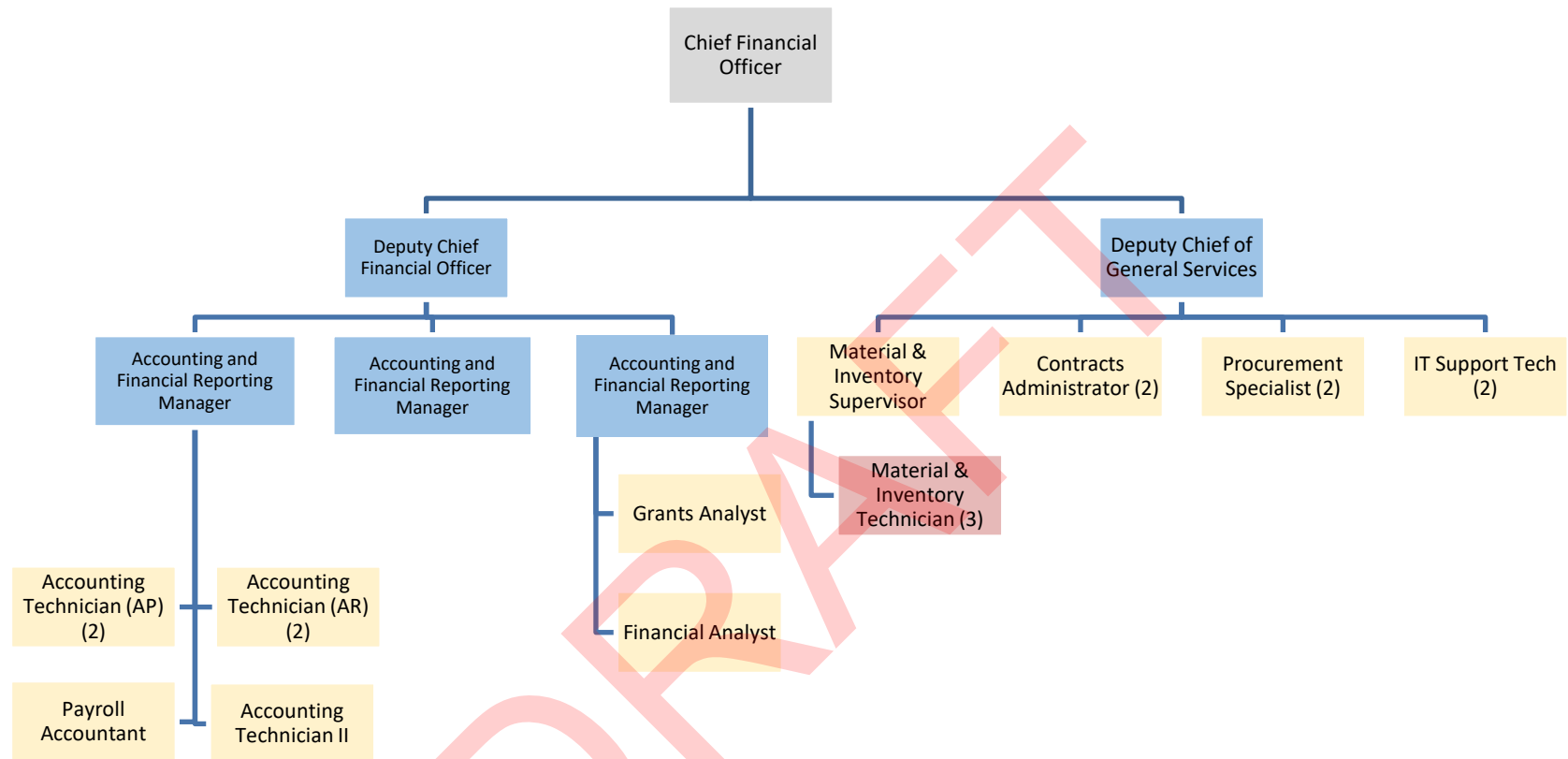
Division 15

2	Transit Trainer
1	Superintendent of Safety and Training
12	Total FTEs

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FINANCE OFFICE

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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

PERSONNEL SUMMARY

FY25 Proposed FTE's	Classification
1	Financial Analyst
3	Accounting and Financial Reporting Manager
1	Deputy Chief Financial Officer

FINANCE OFFICE

Division 41

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

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SAFETY AND SECURITY OFFICE - INFORMATION TECHNOLOGY

Division 42

FUNCTIONS & RESPONSIBILITIES

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

EXPENSE BUDGET SUMMARY - INFORMATION TECHNOLOGY (DIV 42)

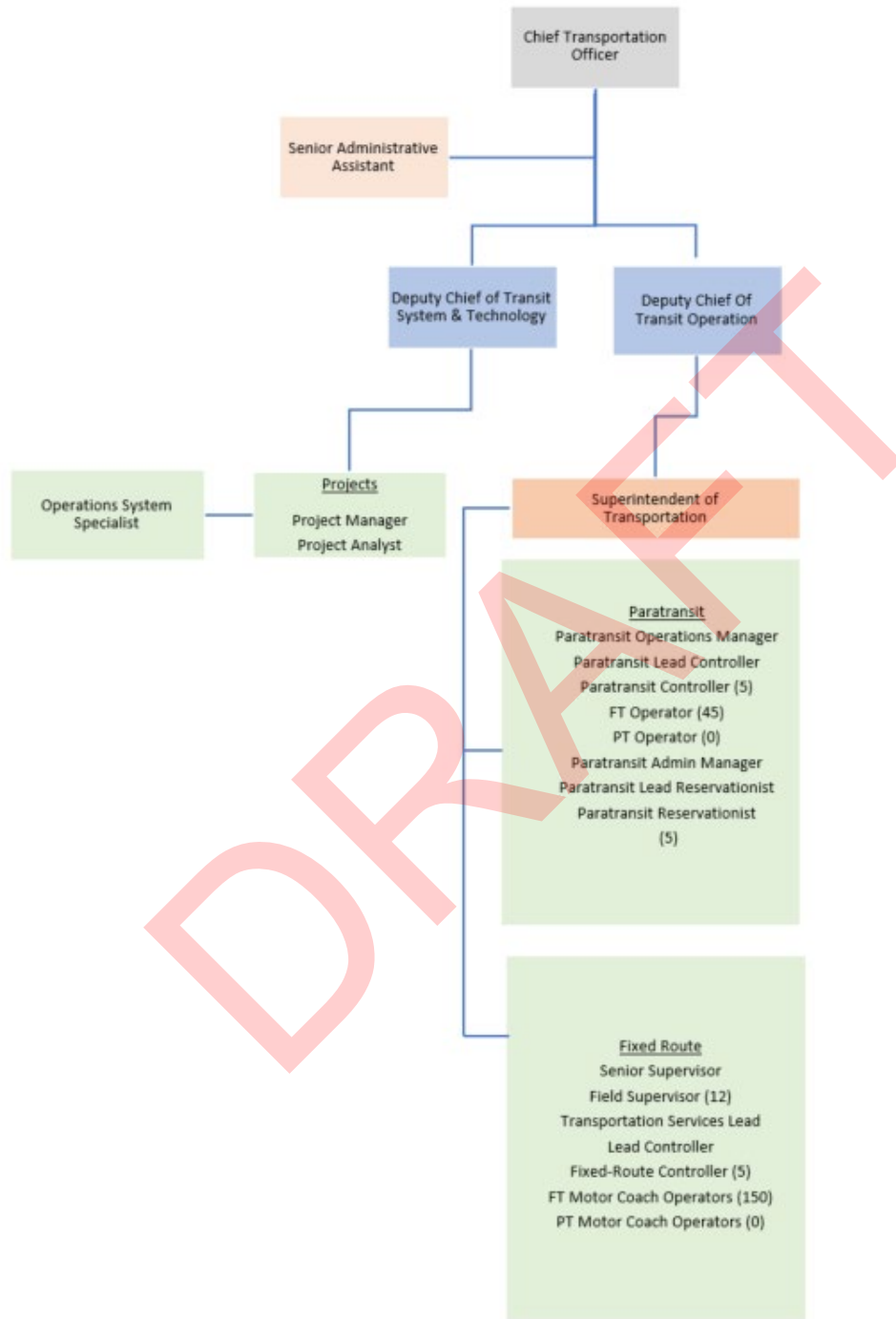
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24 Approved Budget	FY25 Proposed Budget	Variance
5010200500 ADMIN SALARIES	123,587	93,053	49,354	244,611	107,652	(136,959)
5010201610 ADMIN SALARIES-OT	161	266	904	2,000	2,200	200
5010700000 ALLOCATED SALARIES	(938)	(707)	(390)	(2,200)	(2,200)	-
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

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TRANSPORTATION OFFICE

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

FUNCTIONS & RESPONSIBILITIES

The Transportation Office is responsible for the daily transit services provided to the public by SunBus and SunDial services. The daily service for both fixed route and paratransit encompasses over 1,120 square miles.

SunDial is a Coachella Valley curb-to-curb paratransit service designed to meet the requirements of the Americans with Disability Act (ADA). Reservations can be scheduled up to 14 days in advance. SunDial service mirrors SunBus hours of operations and is available within 3/4 of a mile on either side of a local SunBus route.

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

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	-

TRANSPORTATION OFFICE

Division 11, 12, 13 (Ops Only Portion), 14, 45 & 49

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

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PLANNING OFFICE

DRAFT

Chief Planning Officer

Manager of Schedules & Performance
Senior Planning Analyst
Transit Infrastructure Technician
Planning Analyst

Planning Manager
Principal/ Senior Planning Analyst

ADA Eligibility and Compliance Specialist (1)

TRANSPORTATION OFFICE

Division 49

FUNCTIONS & RESPONSIBILITIES

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

EXPENSE BUDGET SUMMARY - PLANNING (49)

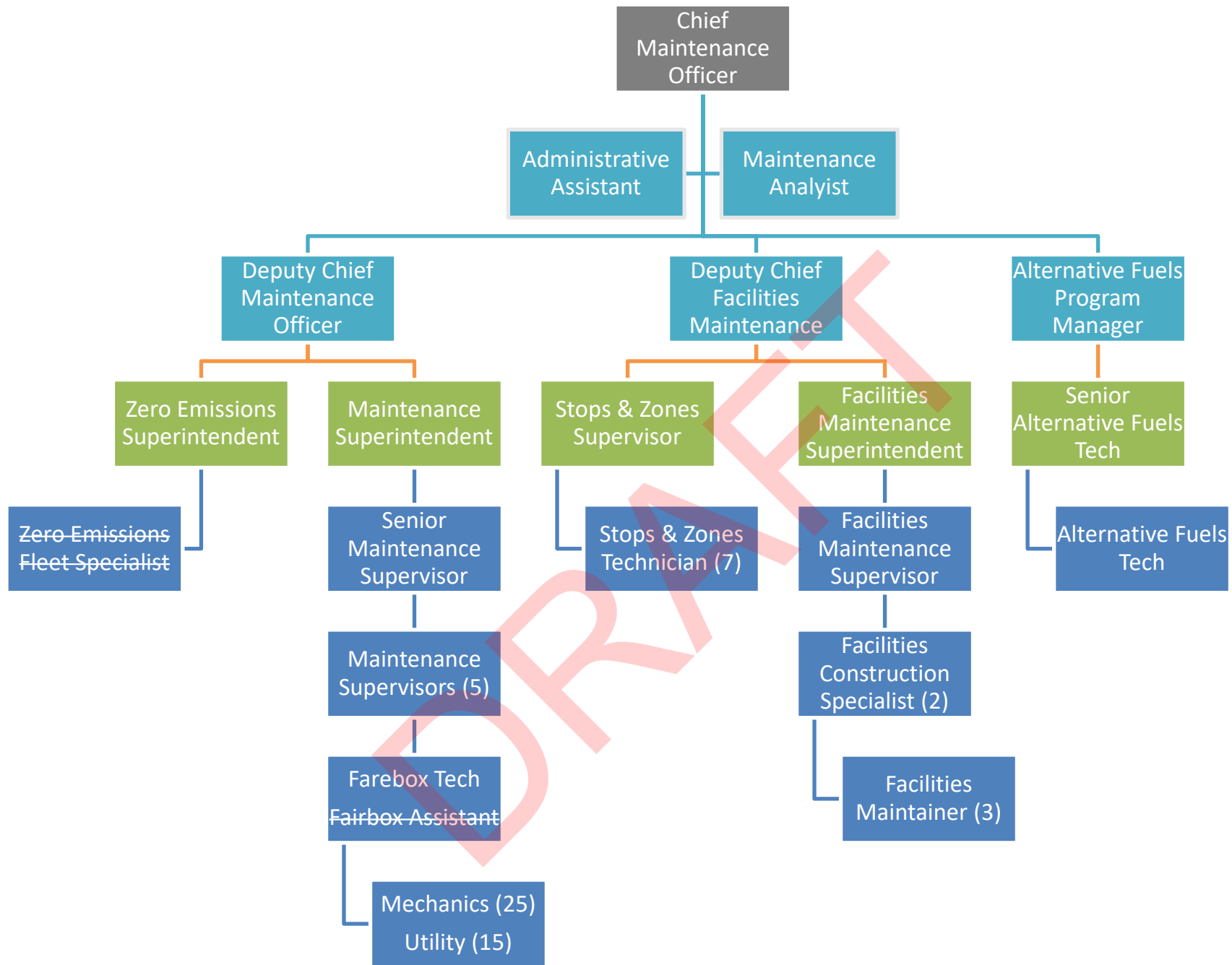
General Ledger Code	FY22 Actuals	FY23 Actuals	FY24 Estimates	FY24	FY25	Variance
				Approved Budget	Proposed Budget	
5010200500 ADMIN SALARIES	162,874	187,108	209,430	203,556	400,620	197,064
5010201610 ADMIN SALARIES-OT	1,950	2,092	1,558	3,250	3,250	-
5029999999 TOTAL FRINGE BENEFITS	93,528	108,580	115,530	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

DRAFT



PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

FUNCTIONS & RESPONSIBILITIES

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

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

PERFORMANCE MANAGEMENT OFFICE - SUNFUELS

Division 10

1	Sr. Alternative Fuels Technician
1	Alternative Fuels Technician
3	Total FTEs

DRAFT

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

FUNCTIONS & RESPONSIBILITIES

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

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)

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	-

MAINTENANCE OFFICE - FLEET MAINTENANCE

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

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

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

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

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	-	-	-	-	-	-

MAINTENANCE OFFICE - FACILITY MAINTENANCE

Division 23 & 24

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

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

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

DRIVE

SunLine
Our Ride to the Future

Serving the Coachella Valley

Bermuda Dunes · Cathedral City · Coachella · Desert Edge · Desert Hot Springs · Indian Wells · Indio · La Quinta
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SunLine Transit Agency

DATE: May 22, 2024 **DISCUSSION**

TO: Strategic Planning & Operational Committee
Board of Directors

FROM: Manuel Alcalá, Planning Manager
Paul Mattern, Chief Planning Officer

RE: Draft FY25-29 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 Draft FY25-29 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 highlights of the SRTP are:

- 1) Maintain our current route reliability and gradually improve frequencies as key performance data deems it necessary
- 2) Proposed short-term service improvements
- 3) To improve ridership on Commuter Link service, SunLine proposes off-peak fares for reverse commute trips and during the 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
- 4) SunRide future service plans
- 5) Complete construction of the Coachella Mobility hub before September 2024
- 6) Radio and CAD/AVL replacement project
- 7) 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
- 8) Liquid hydrogen station completion
- 9) Community engagement events and outreach
- 10) Continue to implement the Innovative Clean Transit (ICT) plan, Transition to zero emissions by 2035 – five (5) years ahead of the deadline set in the ICT Regulation (2040)

The service plan and the capital plan 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, a critical linkage to the SRTP.

RCTC staff reviewed the first draft of SRTP in April. In the absence of substantive comments or changes, staff will recommend adopting the final FY25-29 Short Range Transit Plan (SRTP) during the June meeting.

Attachment:

- [Item 14a](#) – Draft FY25-29 SRTP Presentation
- [Item 14b](#) – FY25-29 SRTP Draft



Draft FY25-29 Short Range Transit Plan Update (S RTP)

May 22, 2024



- Fiscal years 2025 to 2029
- Riverside County Transportation Commission (RCTC), California Public Utilities Code and California Transportation Development Act
- Must accompany a balanced budget
- RCTC Board approval of Countywide SRTP

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

- Changes proposed in the short term
 - Realignment to Coachella Mobility Hub
 - Developing options to serve north of the I-10 freeway
- SunRide Future Service Plans



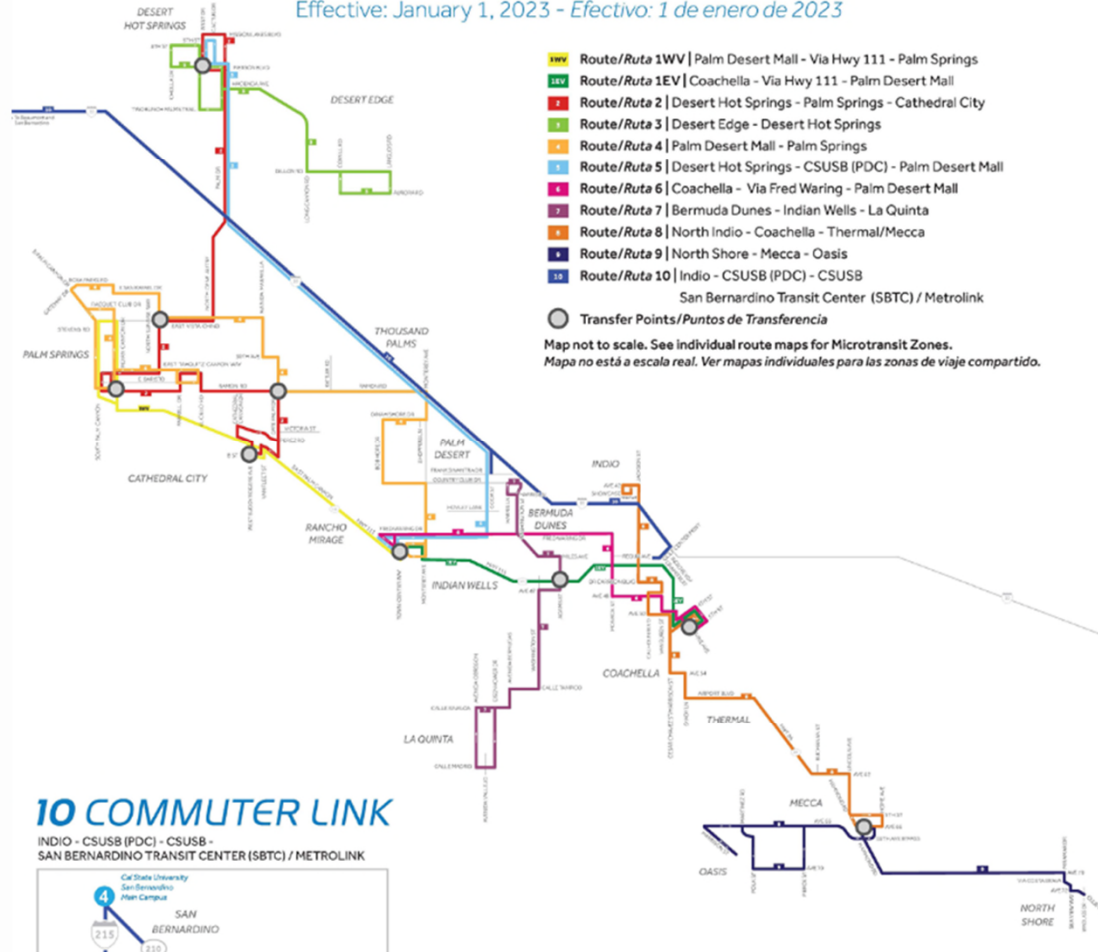
- Coachella Mobility Hub
- Radio & CAD/AVL Replacement Project
- Update bus stop signs and schedule holders and install new bus shelters across the service area according to policy
- Liquid Hydrogen station



- Revamped social media posts to keep followers engaged
- Employer partnership and network meetings
- Events
 - Village Fest, City Parades
- Engage with community via SunLine Staff Outreach

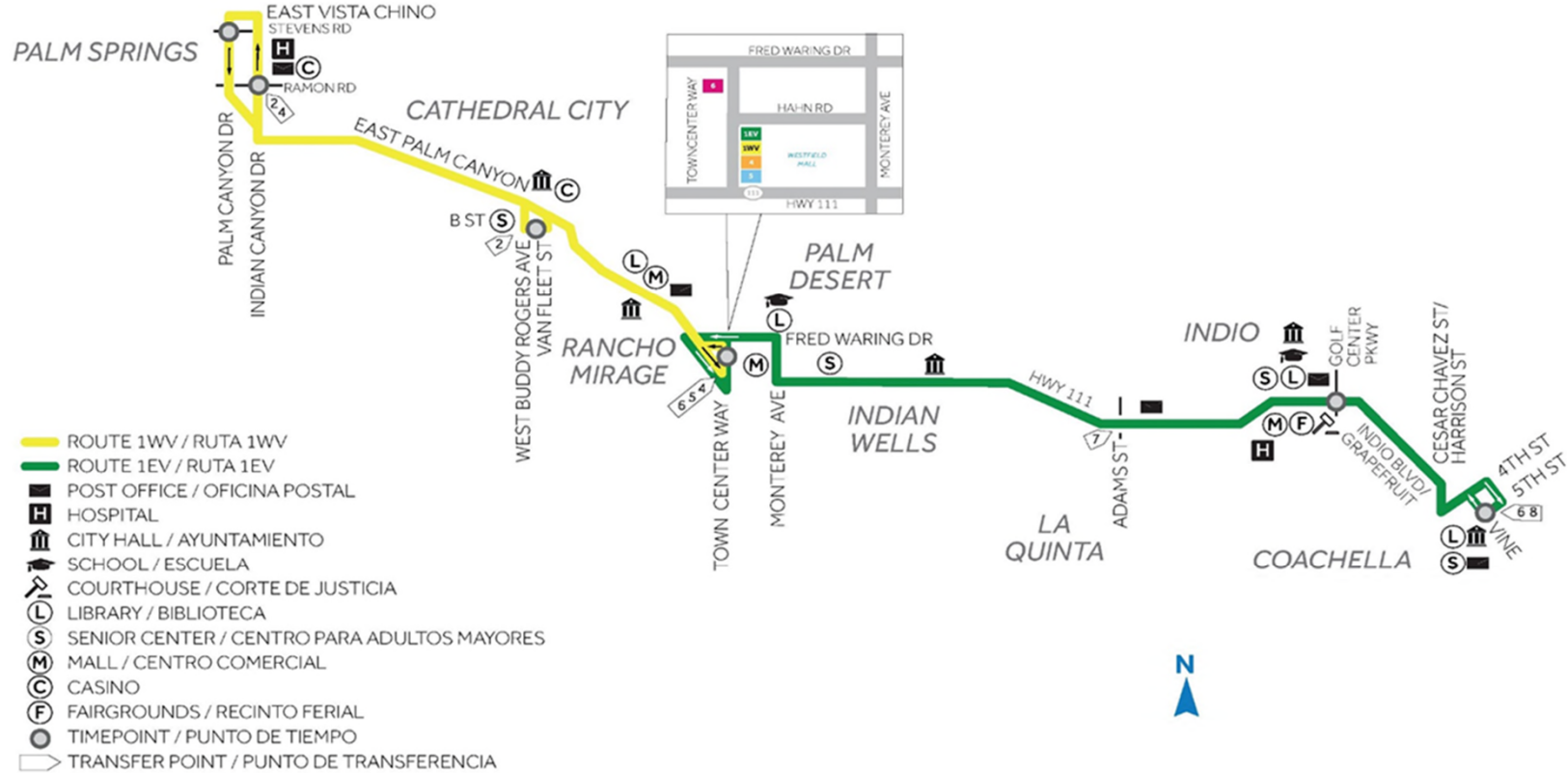
SYSTEM MAP - MAPA DEL SISTEMA

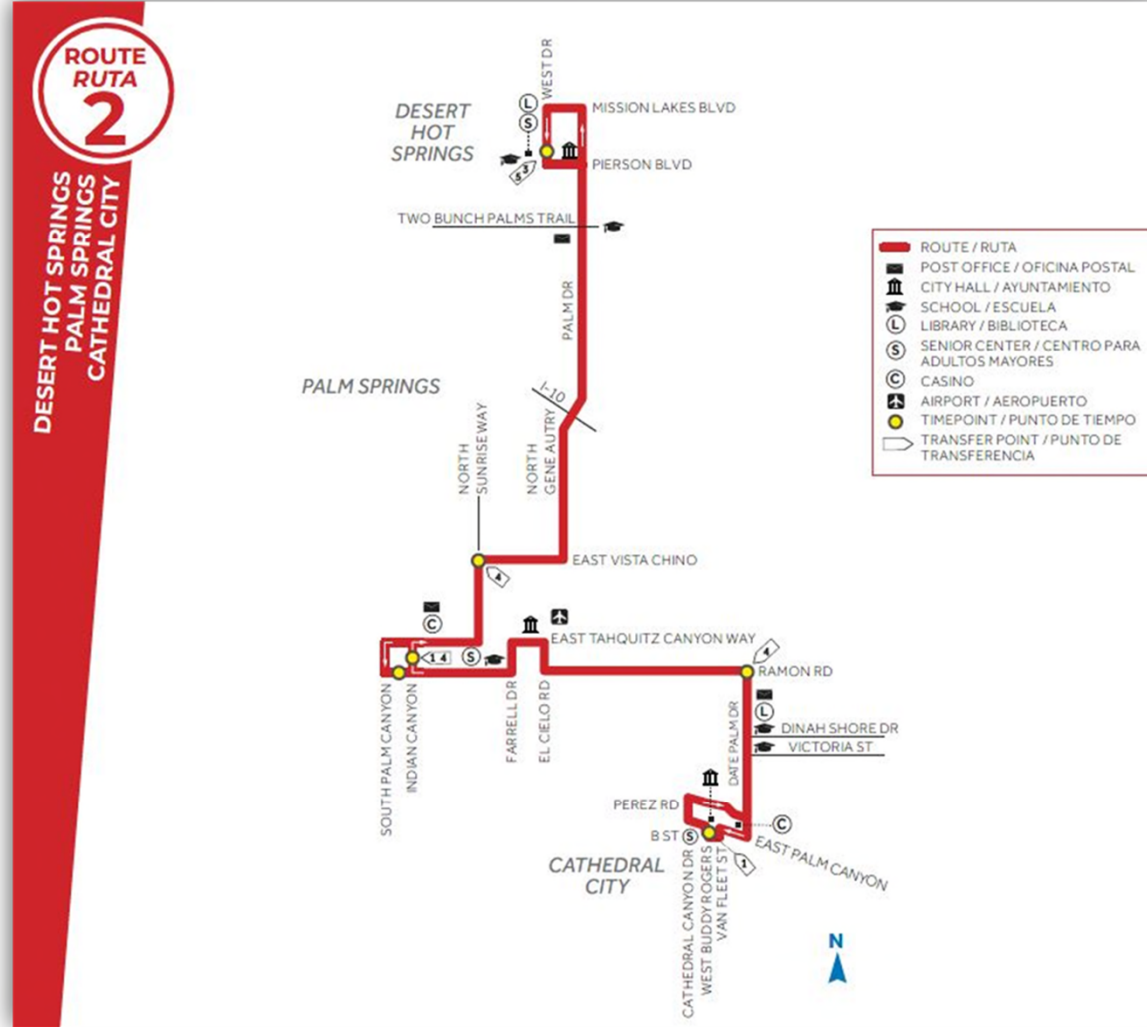
Effective: January 1, 2023 - Efectivo: 1 de enero de 2023



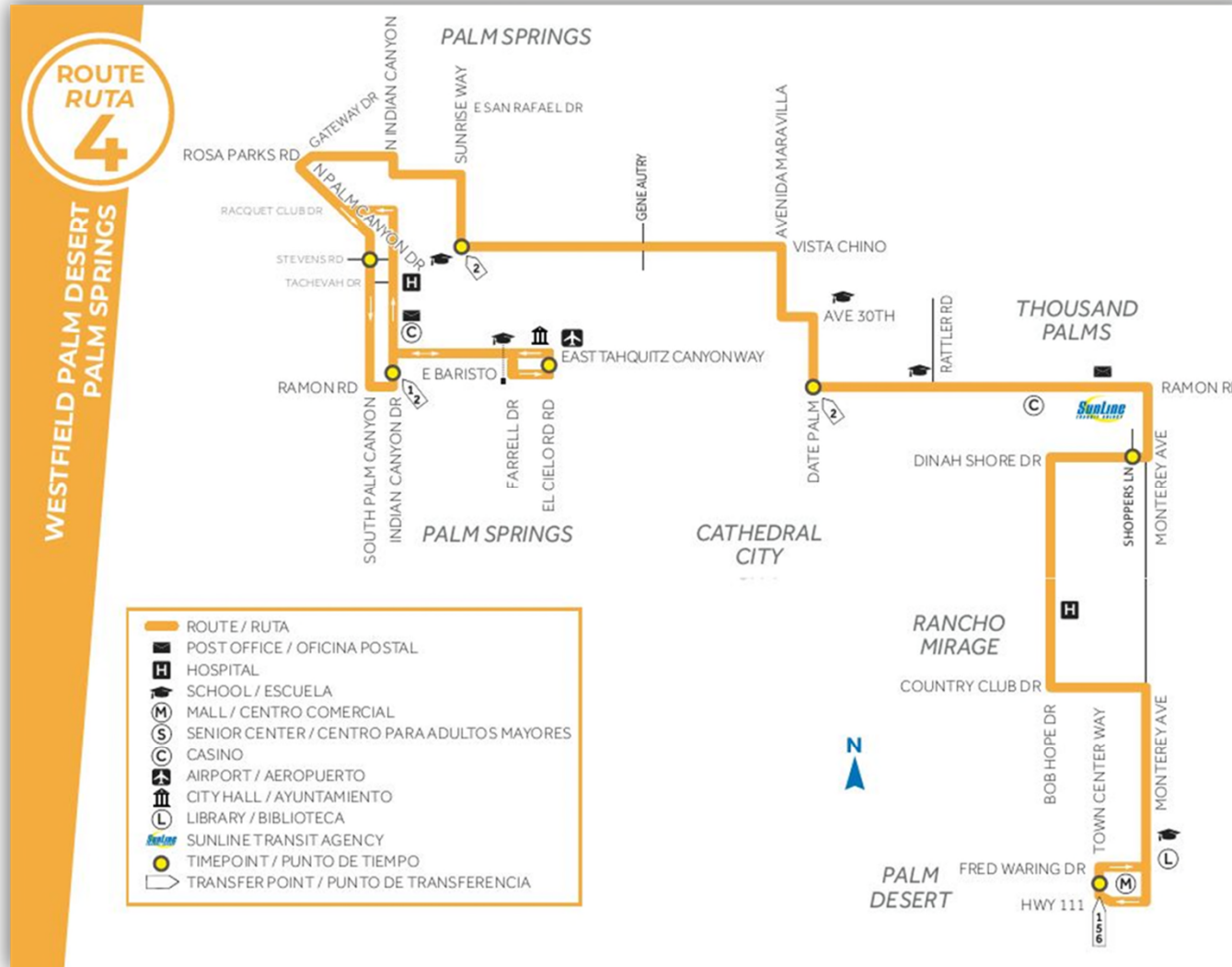
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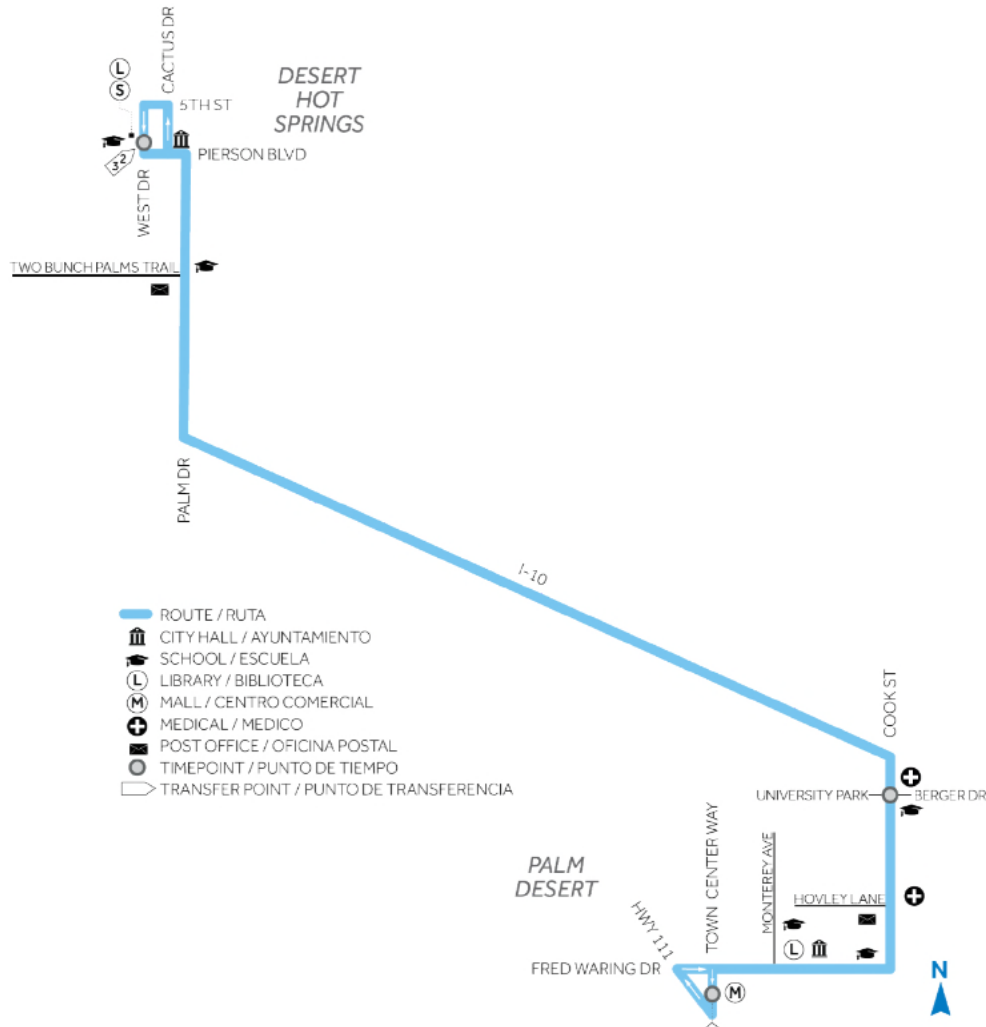
Route 1 East Valley (EV) 1EV Palm Desert Mall - 1EV Coachella



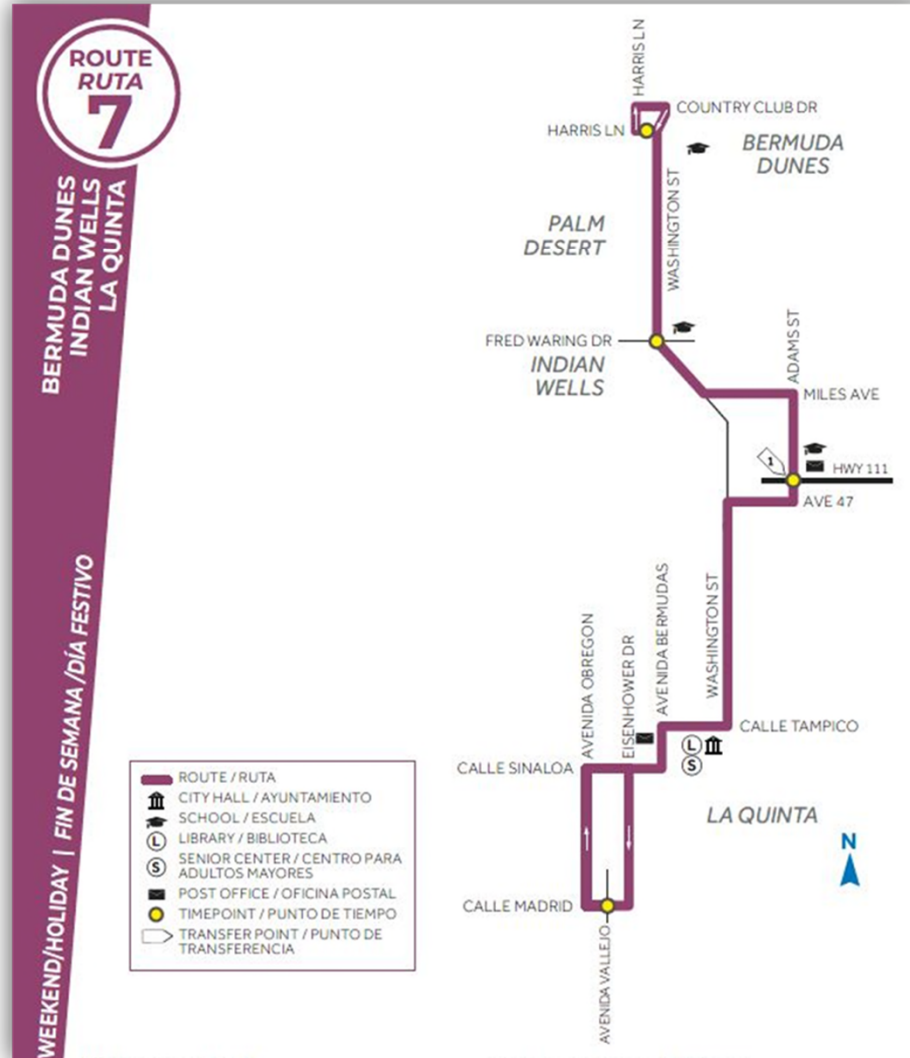


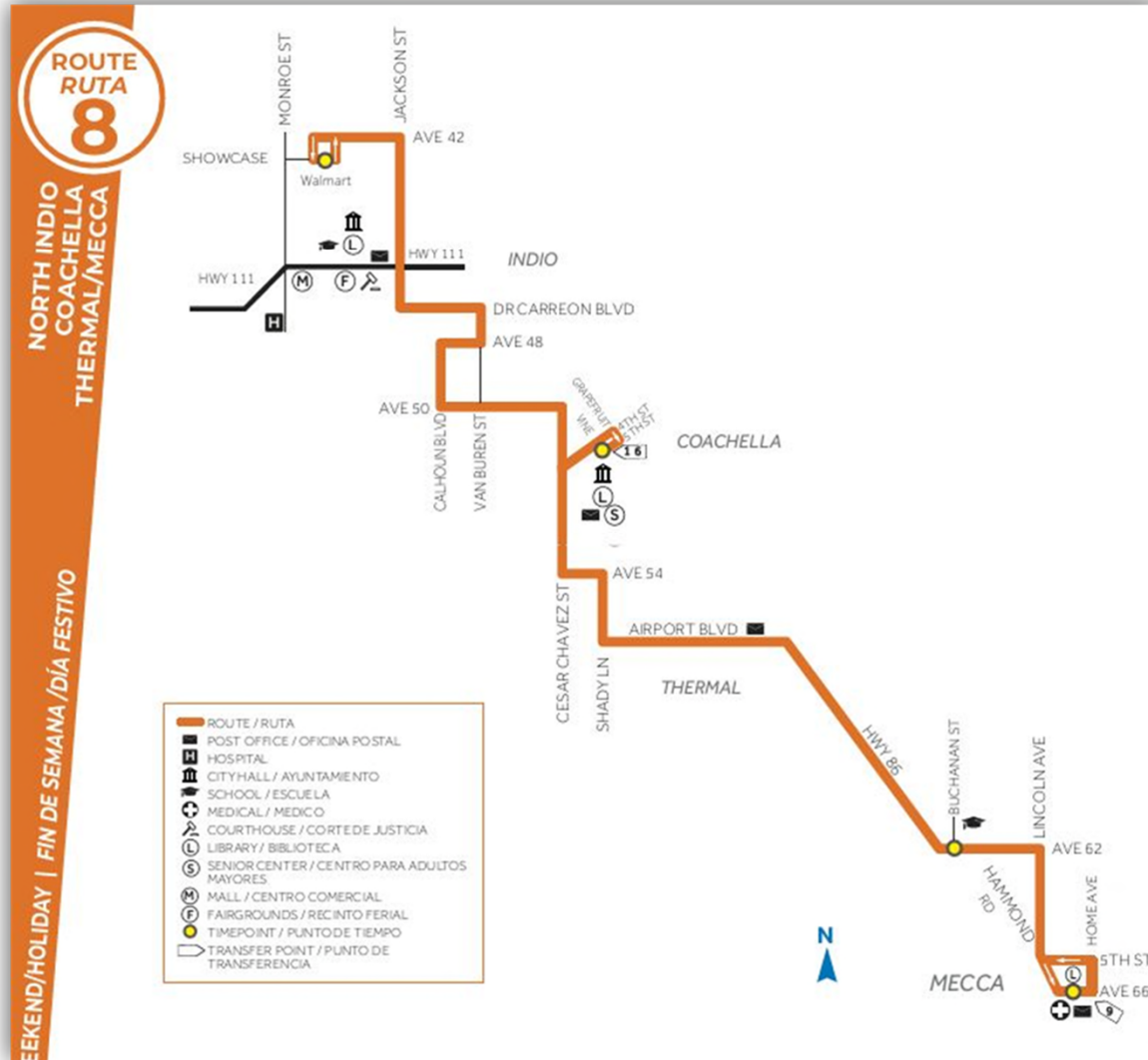


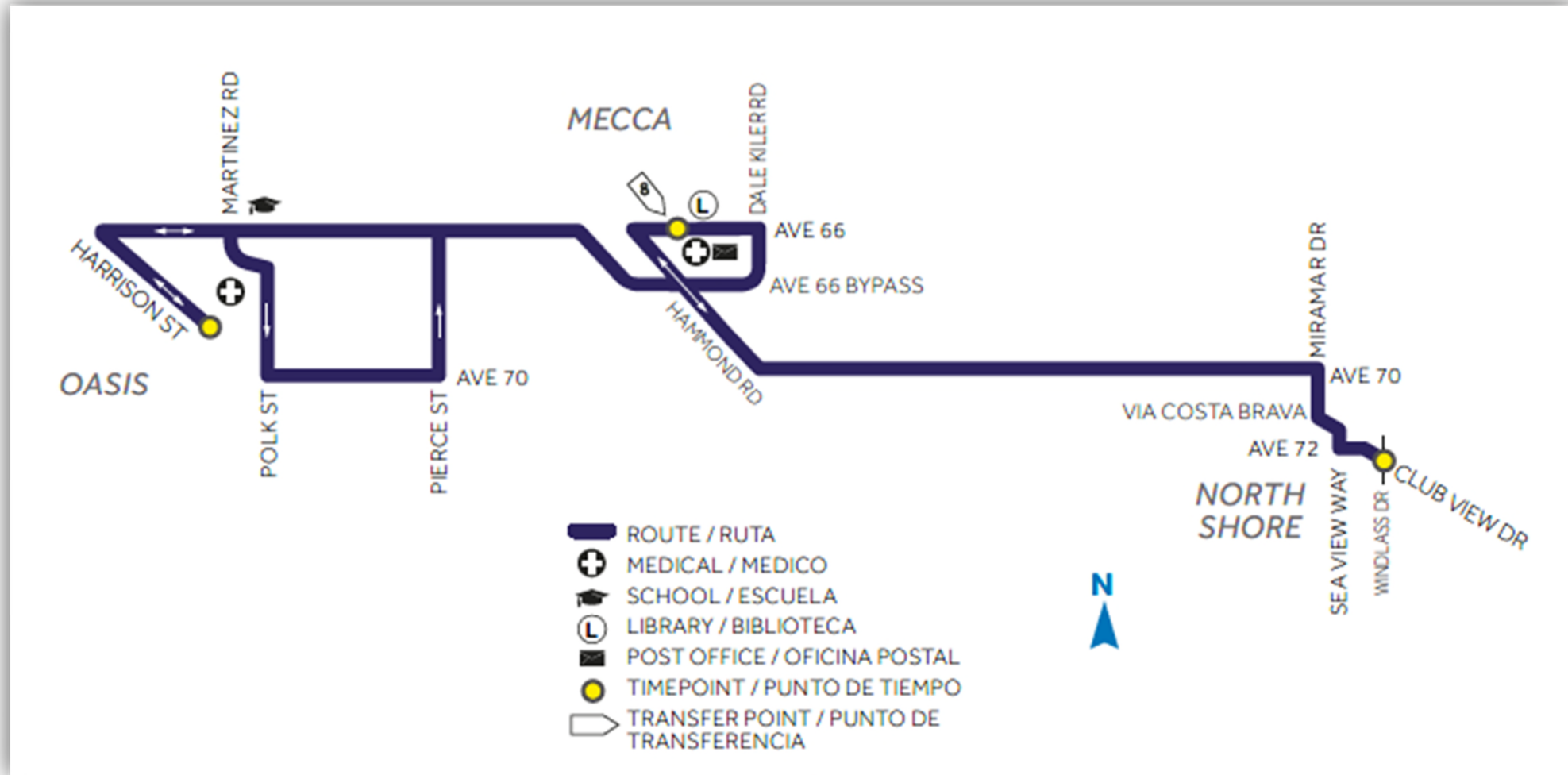


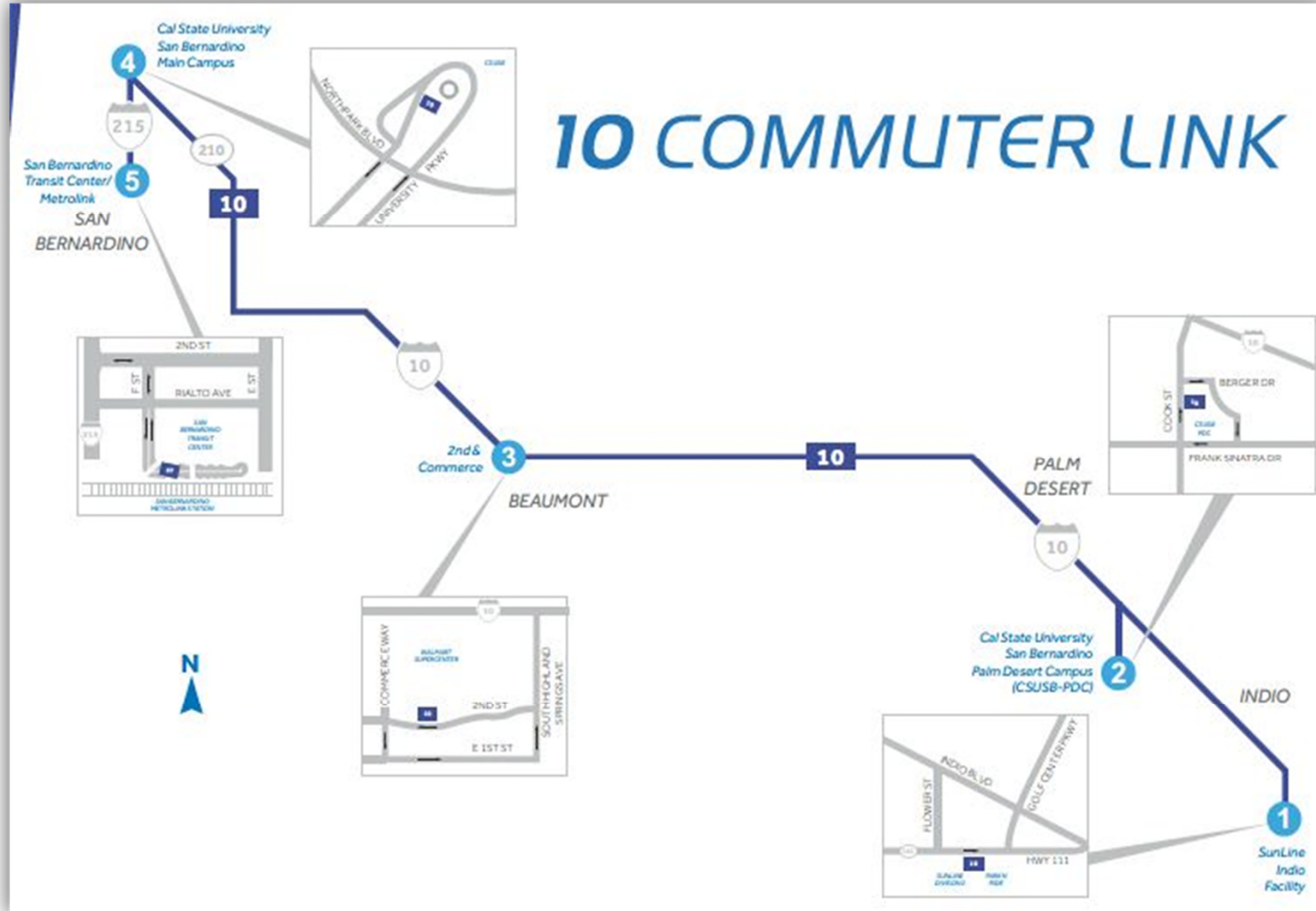












City/District	Total Stops	Total Shelters		Stops with 10+ boardings		Stops with Shelters and 10+ boardings		Shelters needed to reach policy compliance ¹		# of shelters exceeding current policy ¹
		Count	Percent	Count	Percent	Count	Percent	Count	Percent	
Cathedral City	61	52	85%	17	28%	17	100%	0	0%	35
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

- Ten (10) or more boardings per day warrant a shelter
- Eight (8) current shelters meet threshold but lack shelters

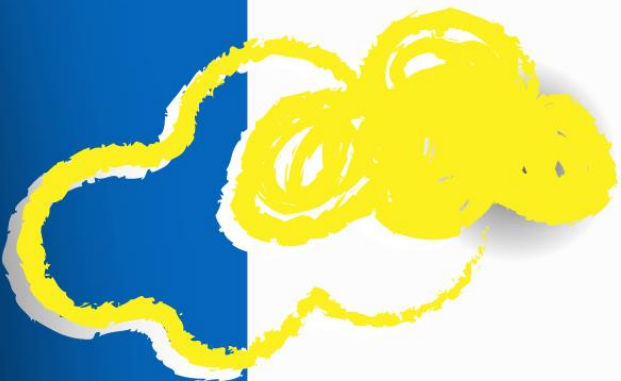
¹Current policy states that all bus stops with over 10 average daily boardings should have shelters



- RCTC review April and May
- SunLine Board of Directors discussion May
- SunLine Board of Directors approval June

Questions?





FY25-29 SHORT-RANGE TRANSIT PLAN



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FY25-29 **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



FY25-29

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 2025-2029 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

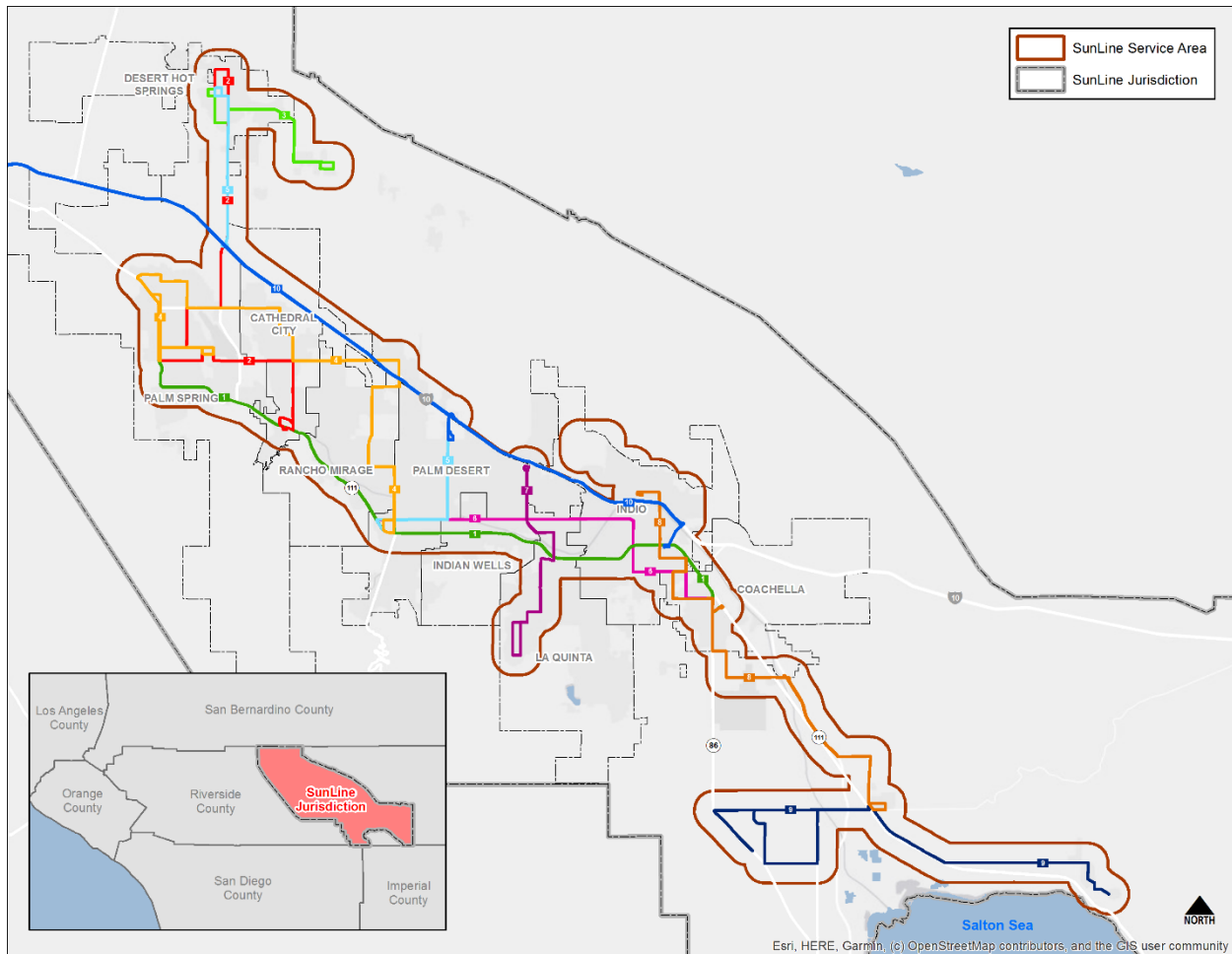


Figure 1-3 SunLine Service Area Socioeconomic Profile

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

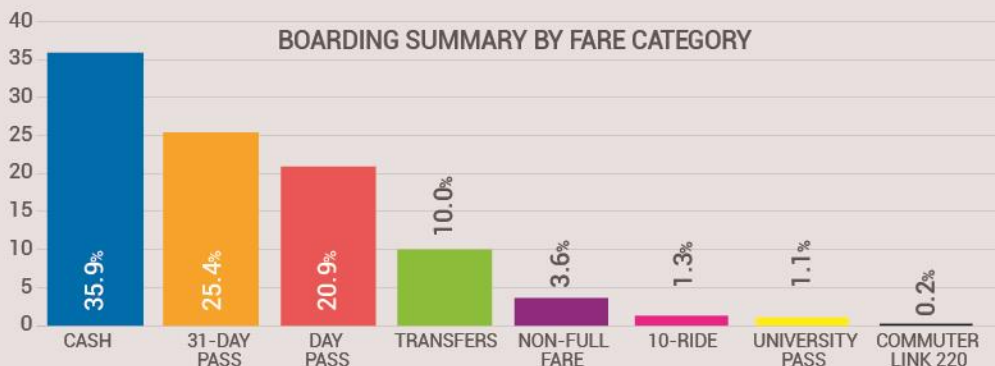
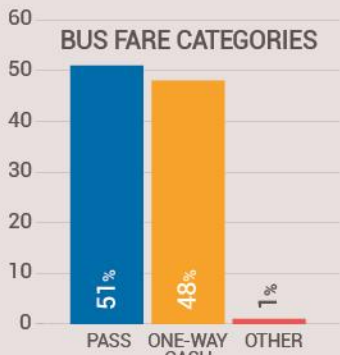
1.2 Population Profile and Demographics

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.

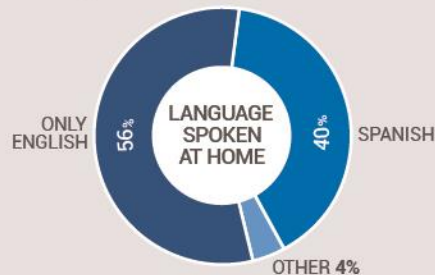
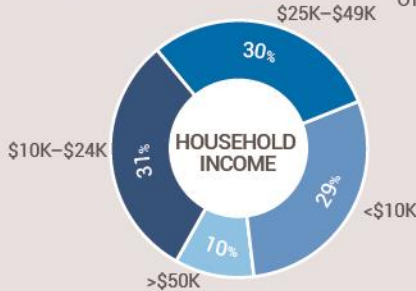
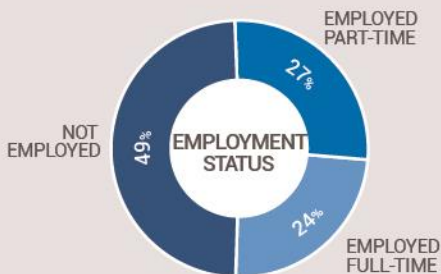
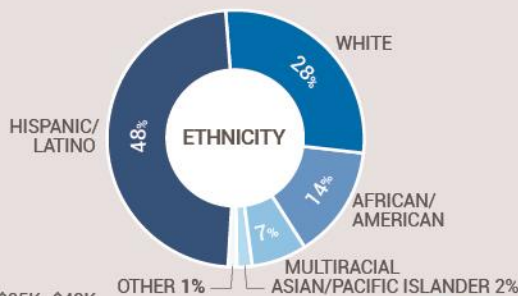
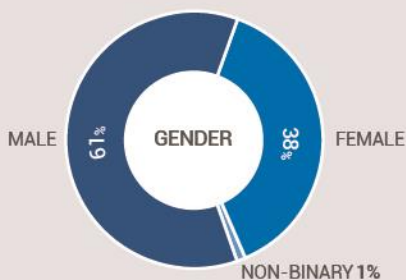
POPULATION PROFILE and RIDER CHARACTERISTICS

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

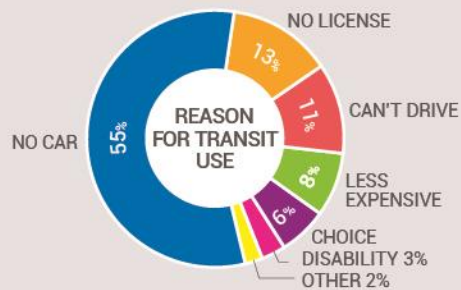
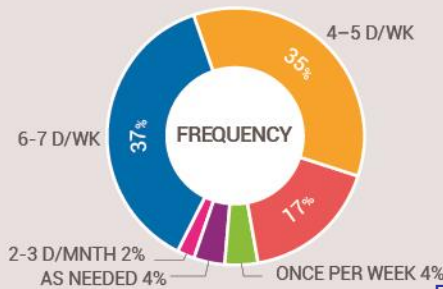
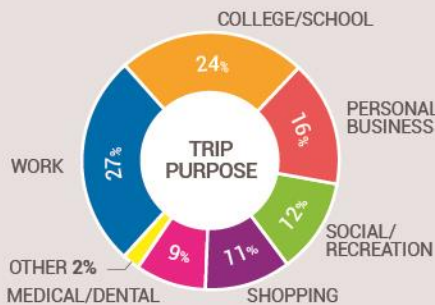
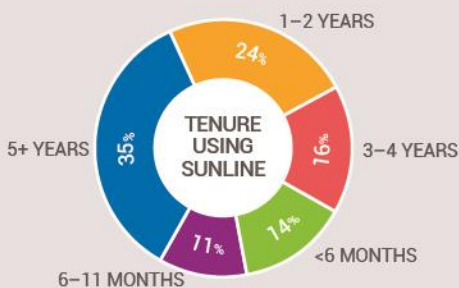
BOARDING FARE



DEMOGRAPHICS



TRANSIT USE



1.2.1 Demographic Projections

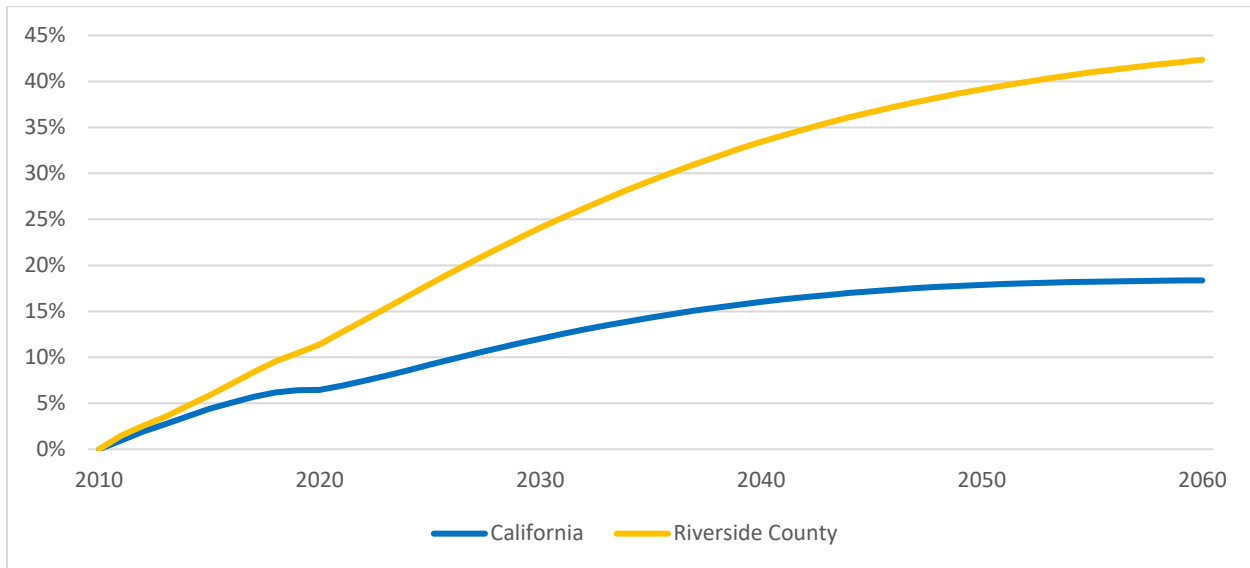
Despite ridership downturn related to the COVID-19 pandemic, population growth in Riverside County and the Coachella Valley will continue to drive demand for public transit services. In considering the public transit needs of the Coachella Valley, it is essential to understand the diverse demographics 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

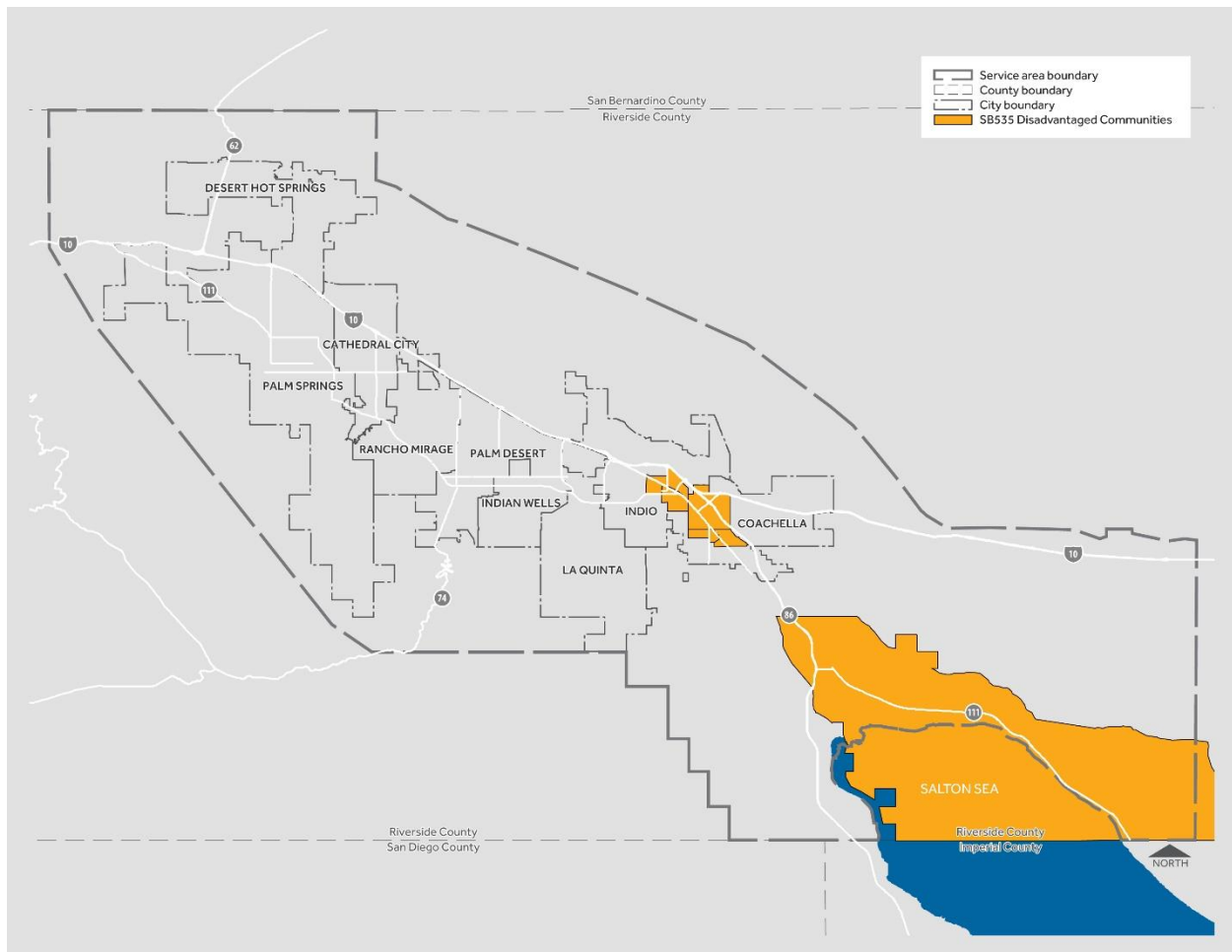
Location	SCAG 2016 estimates	SCAG 2045 estimates	Difference	% Difference
Bermuda Dunes Census Designated Place (CDP)	7,340	10,110	2,770	38%
Cathedral City	54,300	76,300	22,000	41%
Coachella city	45,300	129,300	84,000	185%
Desert Edge CDP	3,850	4,200	350	9%
Desert Hot Springs city	29,000	59,990	30,990	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.

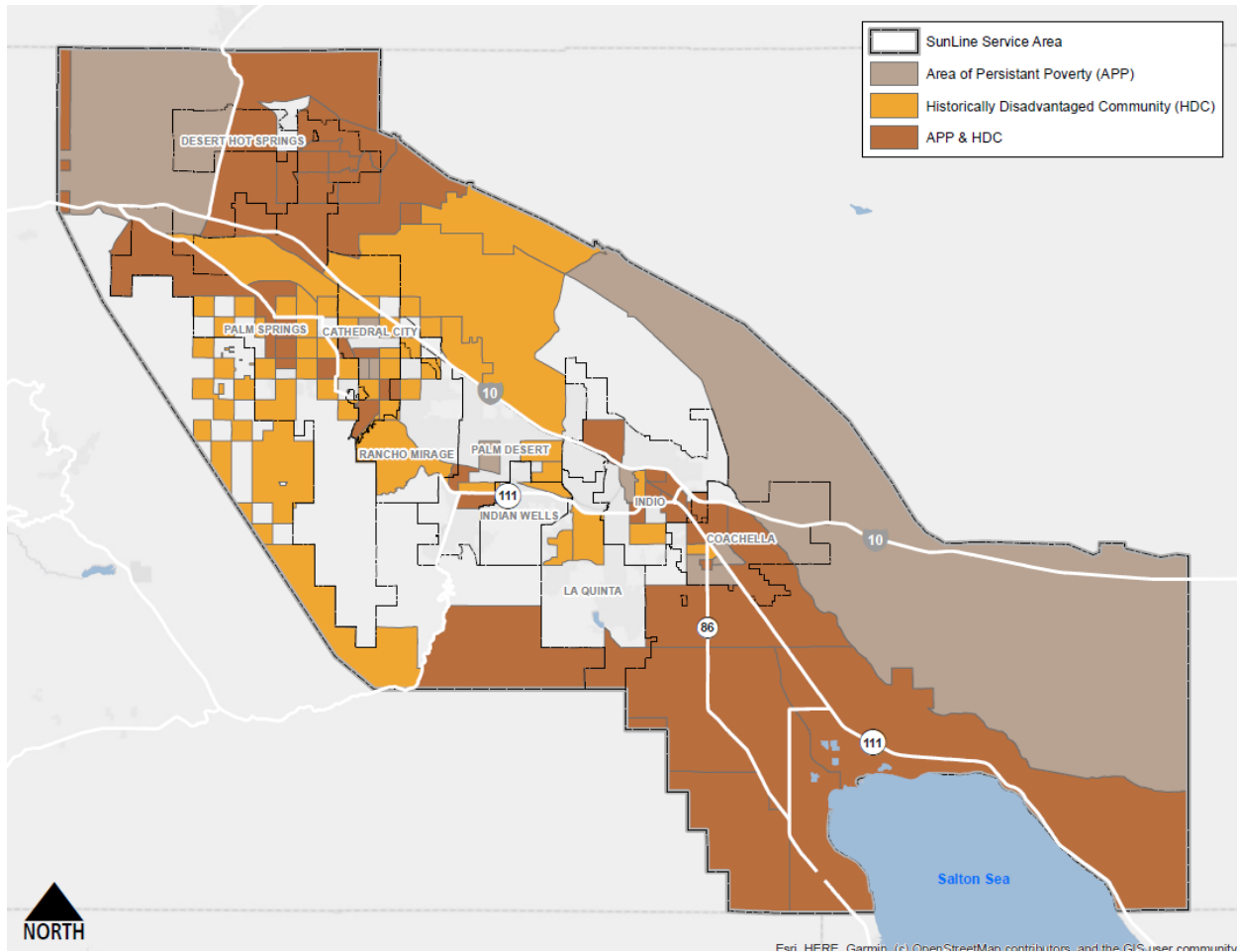
Disadvantaged communities are defined as the top 25 percent scoring census tracts from the California Environmental Health Screening Tool (CalEnviroScreen). The Senate Bill 535 disadvantaged communities within the SunLine service area are illustrated in Figure 1-7.

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

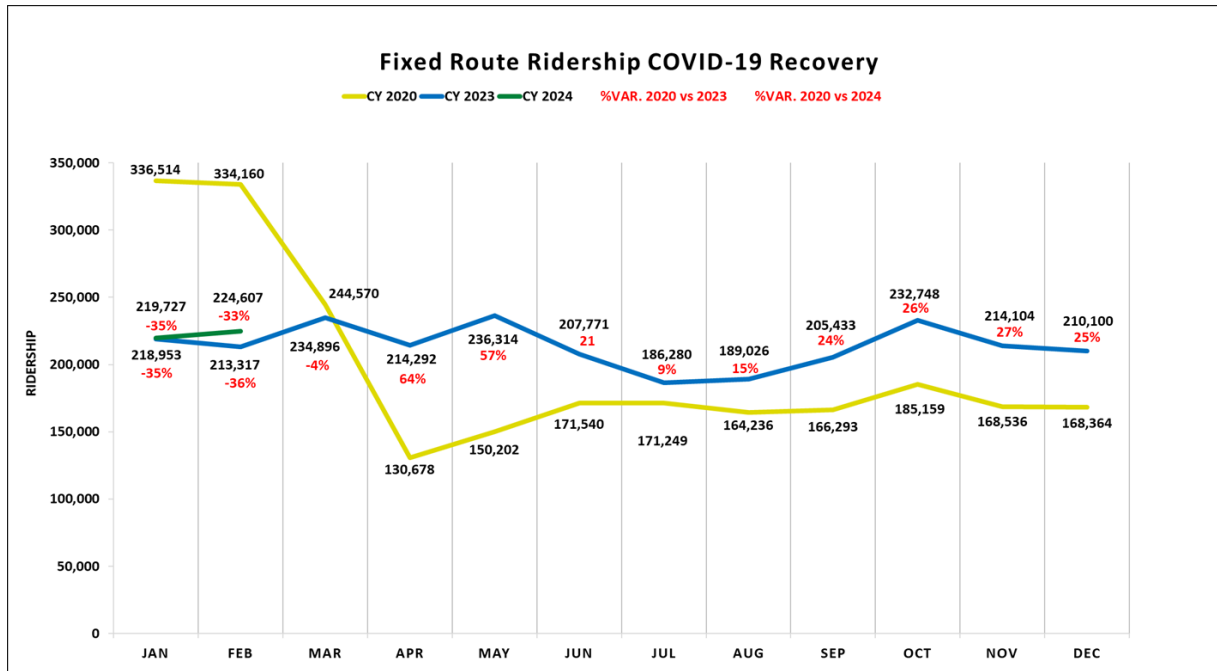
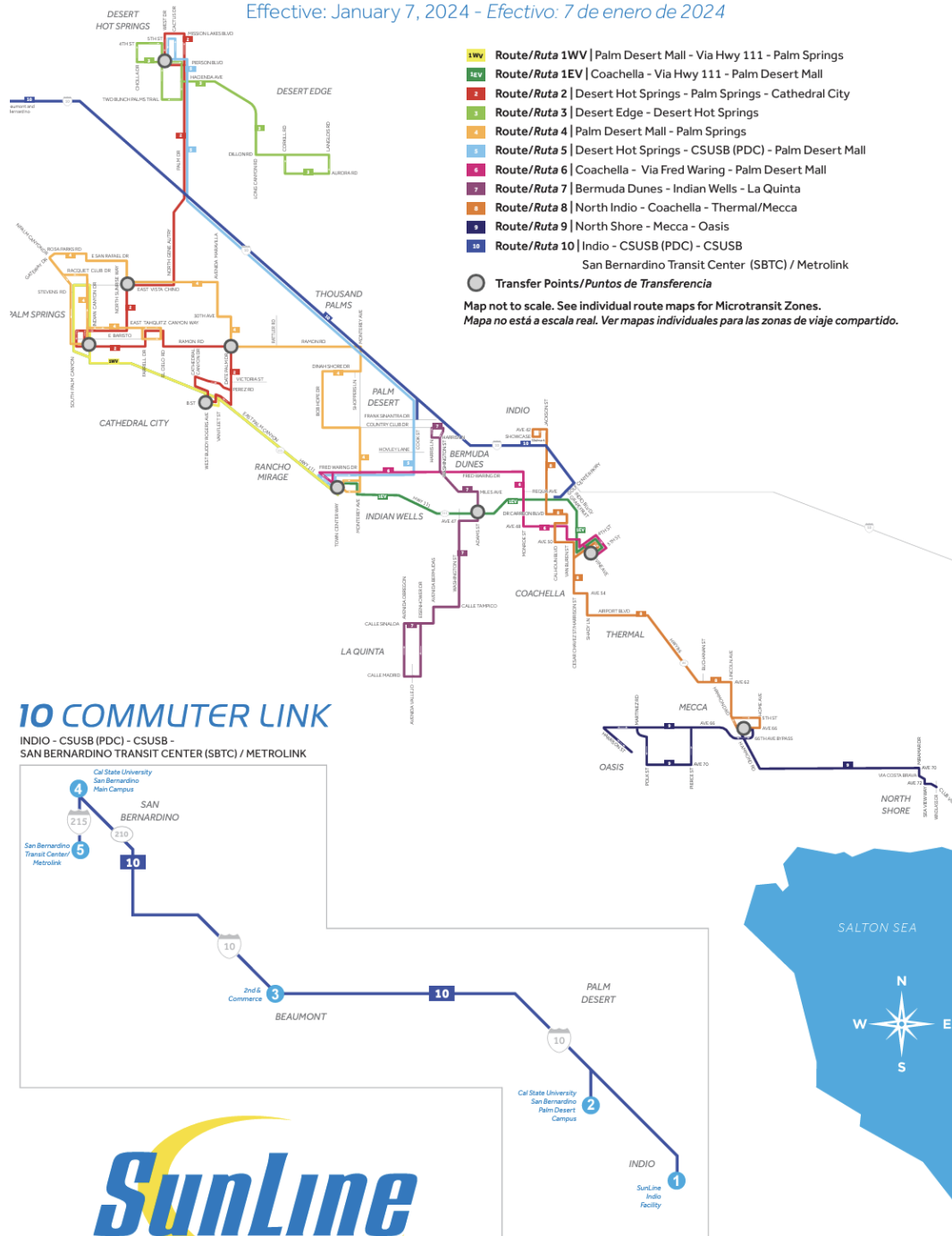


Figure 1-10 Fixed Route System Map

SYSTEM MAP - MAPA DEL SISTEMA

Effective: January 7, 2024 - Efectivo: 7 de enero de 2024



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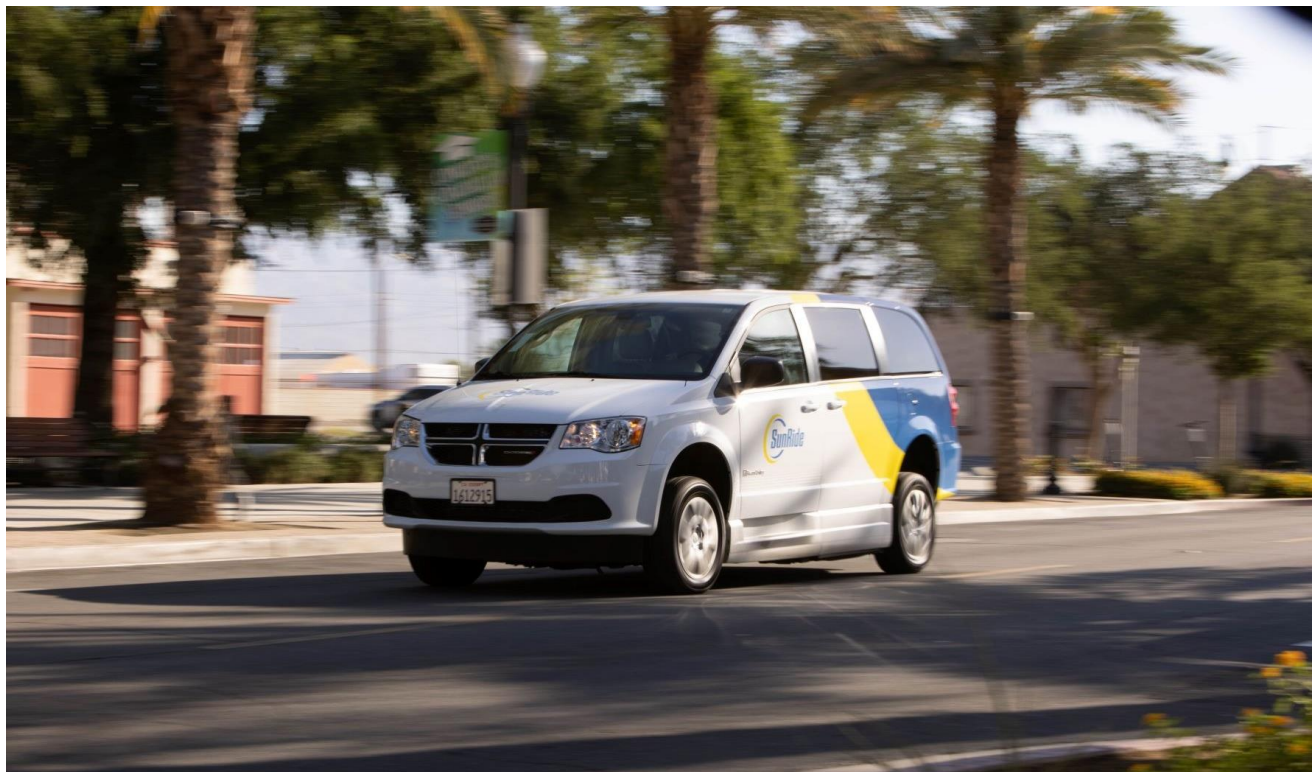
1.3.2 Commuter Link – Regional Commuter

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

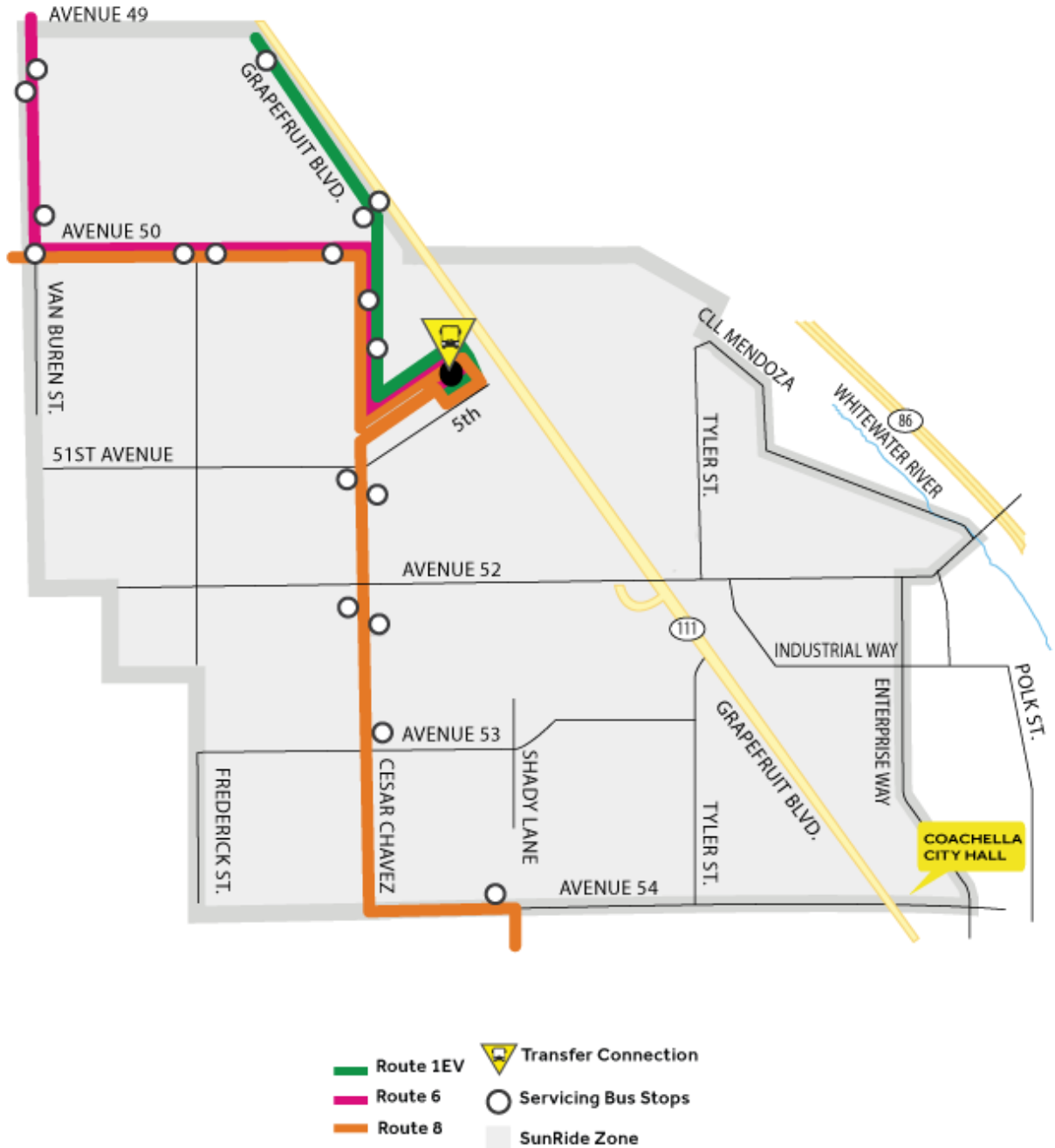


Figure 1-14 SunRide Service Area – Desert Hot Springs – Desert Edge

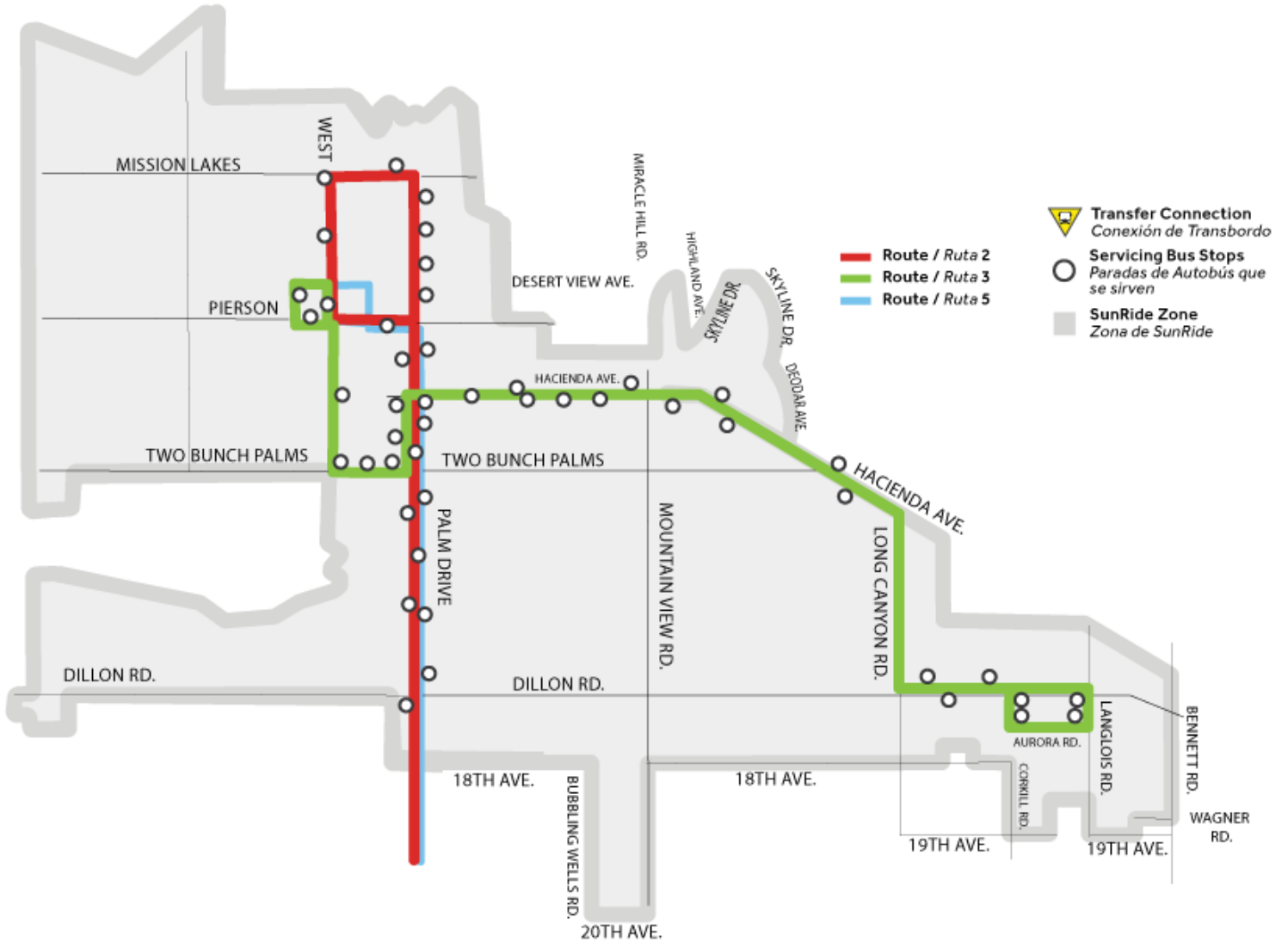


Figure 1-15 SunRide Service Area – Indio

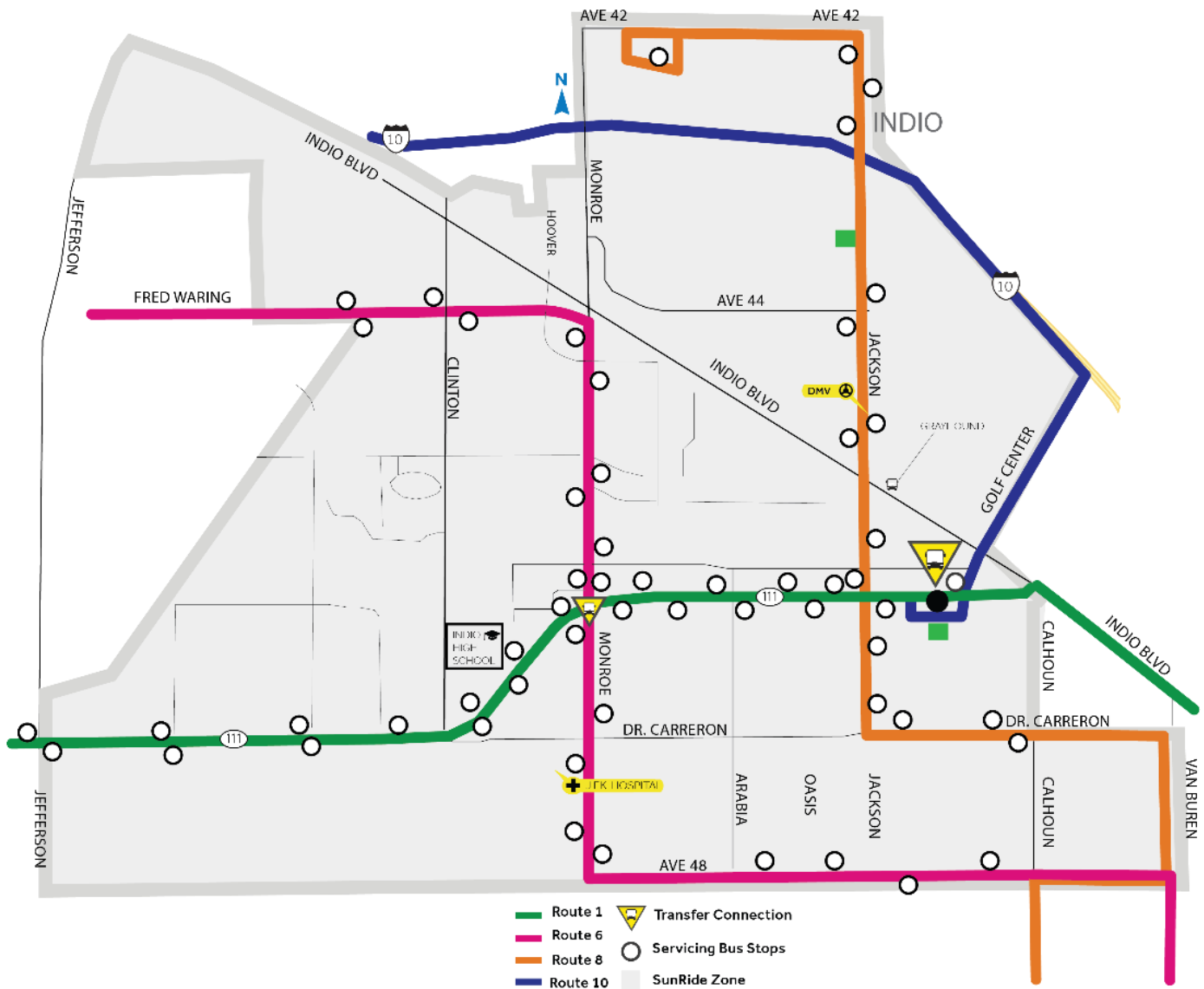


Figure 1-16 SunRide Service Area – La Quinta

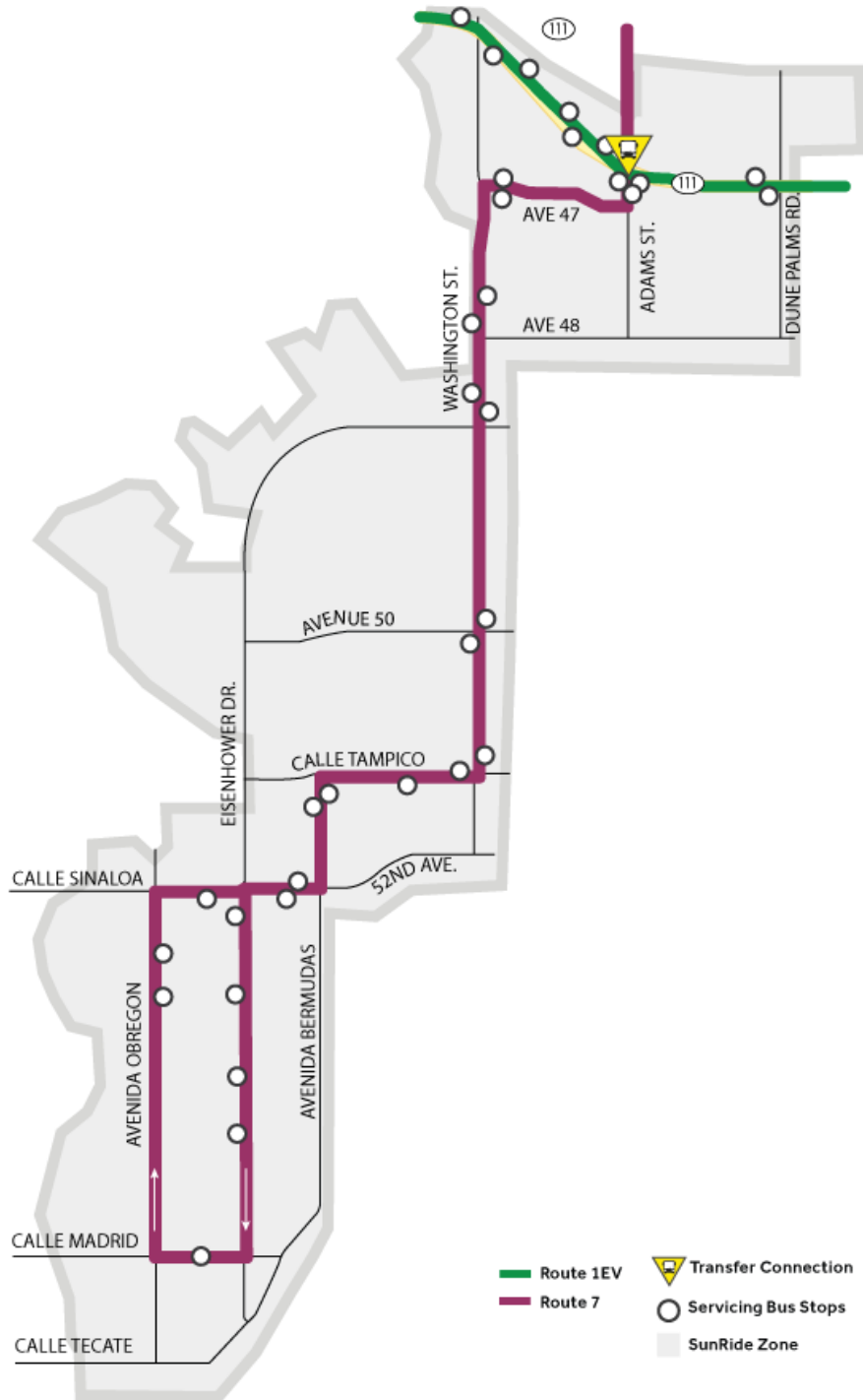


Figure 1-17 SunRide Service Area – Mecca-North Shore

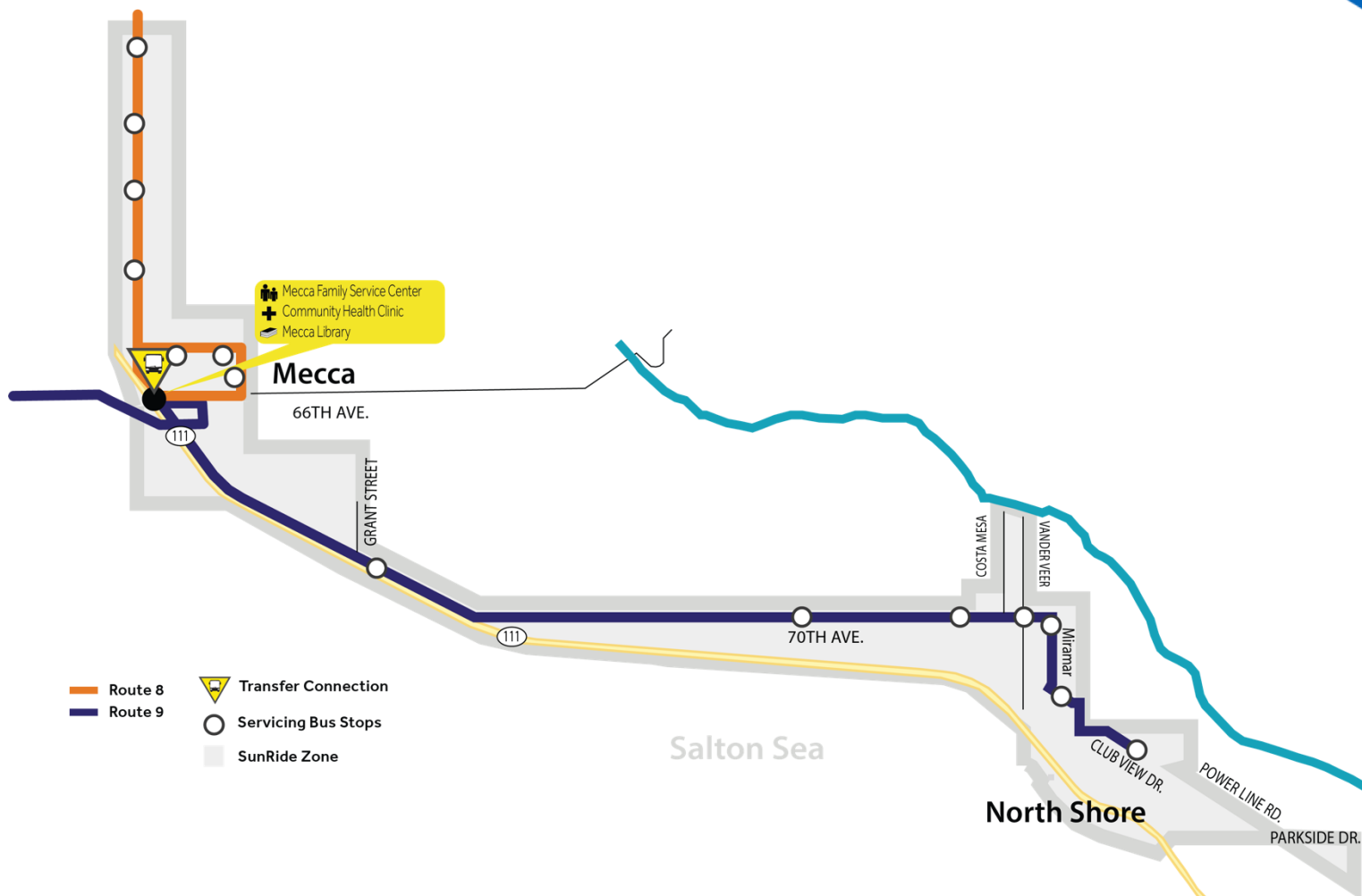


Figure 1-18 SunRide Service Area – Palm Desert

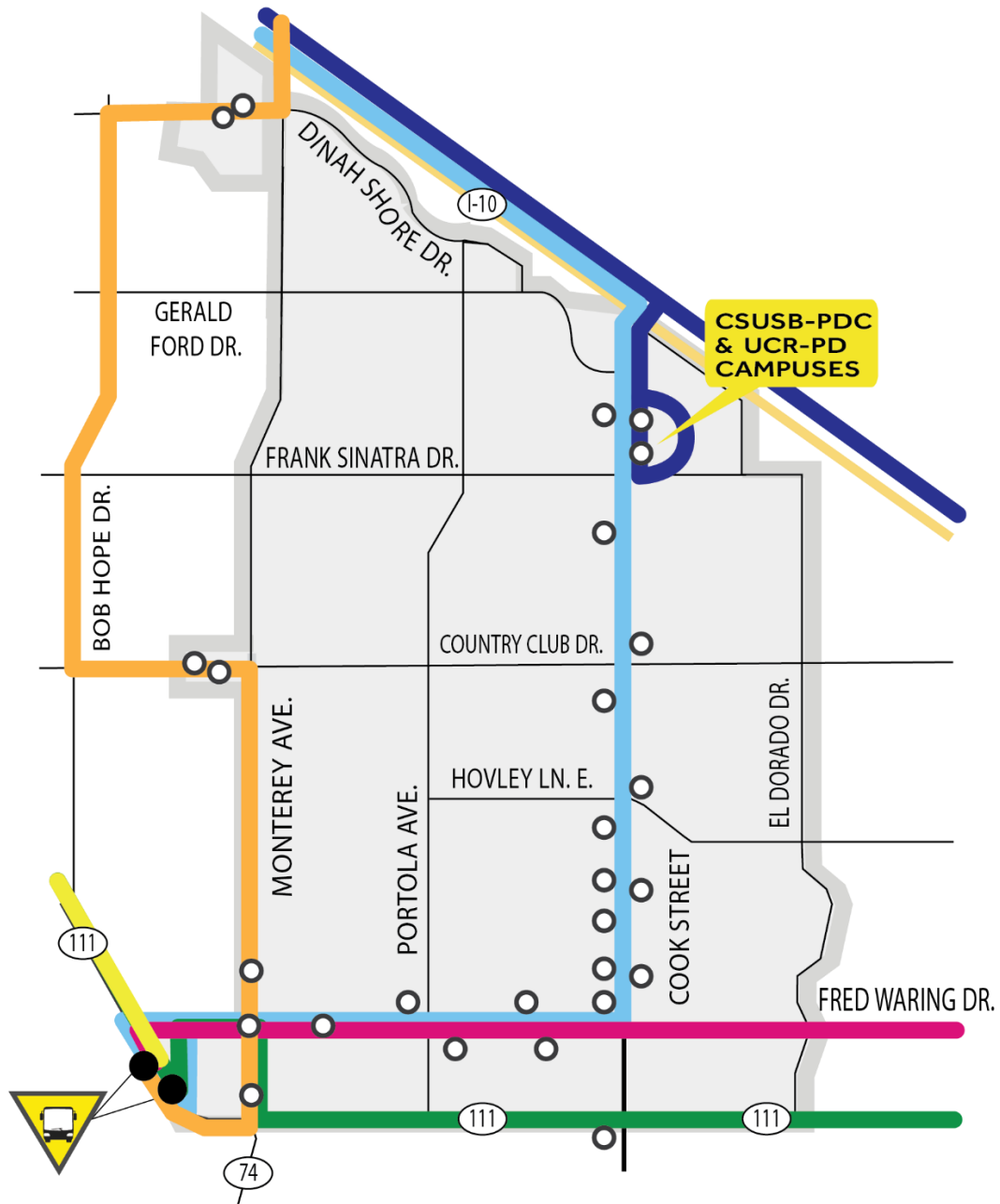
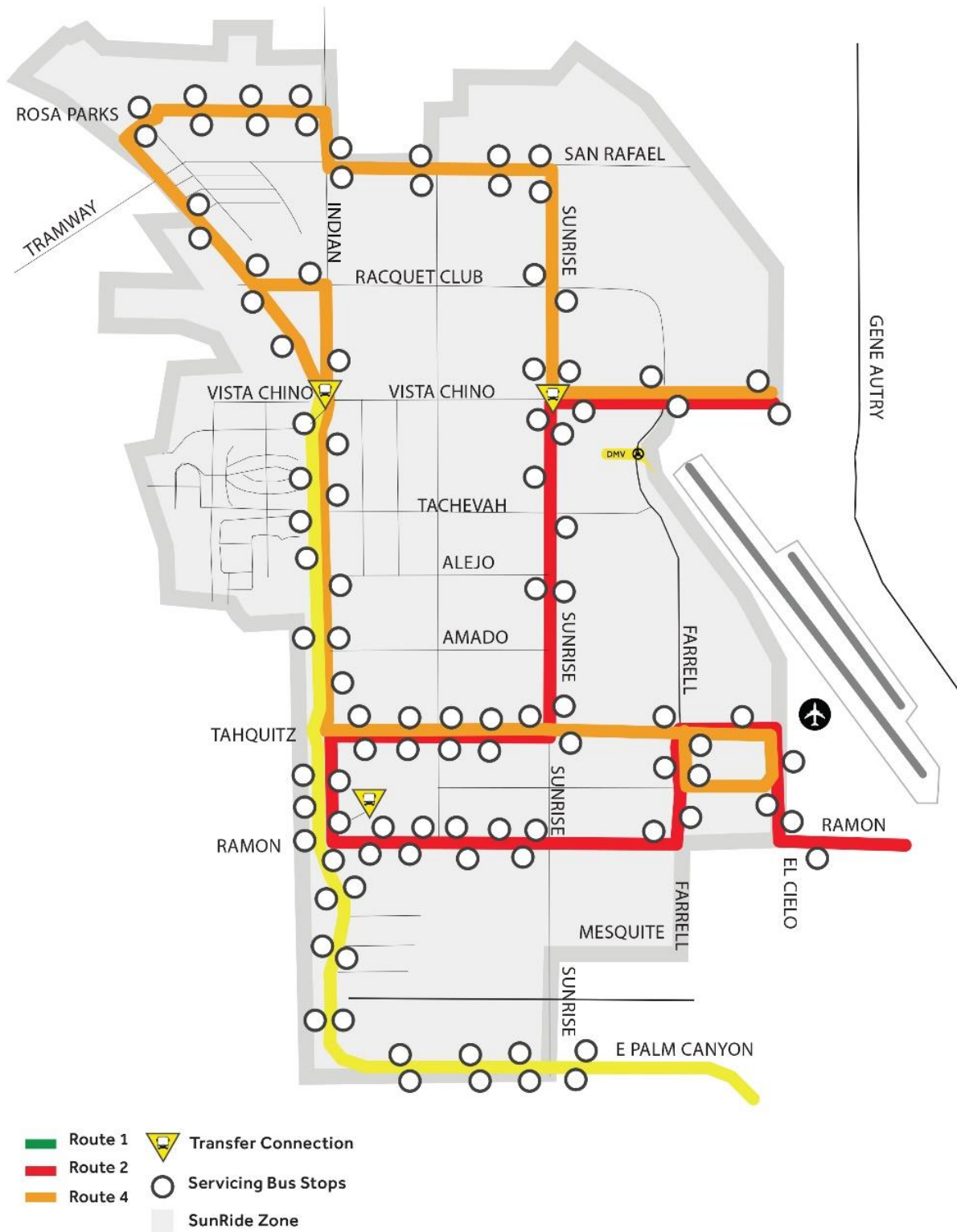


Figure 1-19 SunRide Service Area – Palm Springs



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

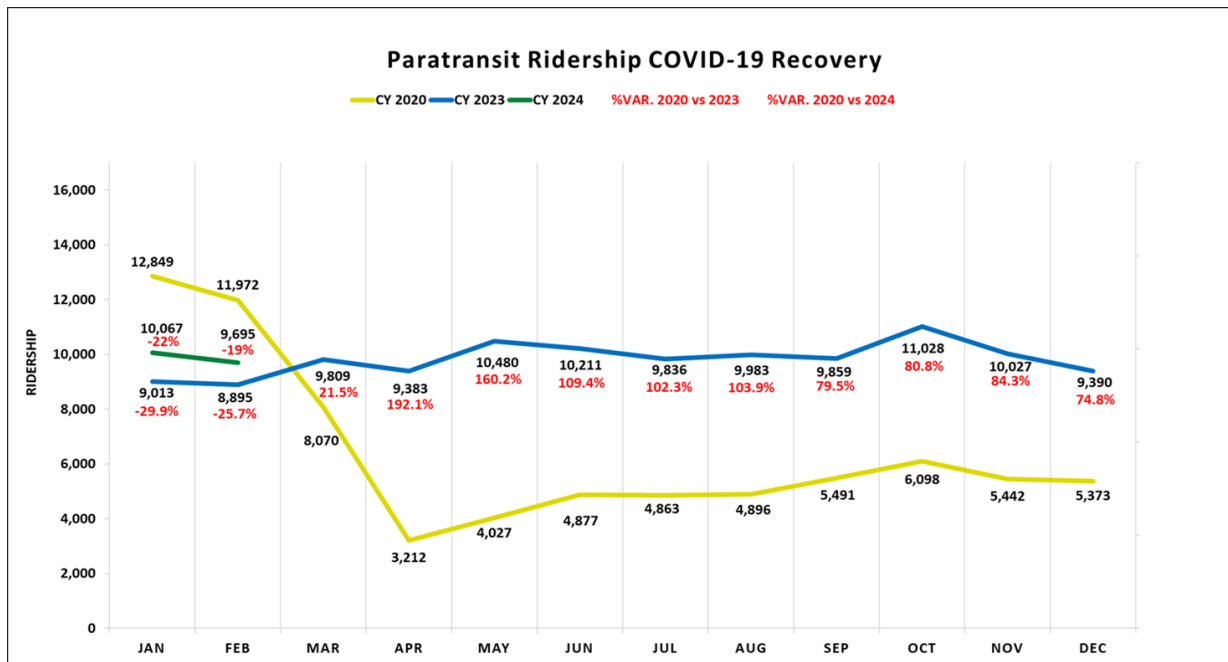
SunLine operates SunDial ADA paratransit to provide service to those certified under the ADA who cannot ride fixed route bus service. SunDial operates within three-quarters of a mile on either side of the SunBus route network and is available by advanced reservation only. Reservations may be made based 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

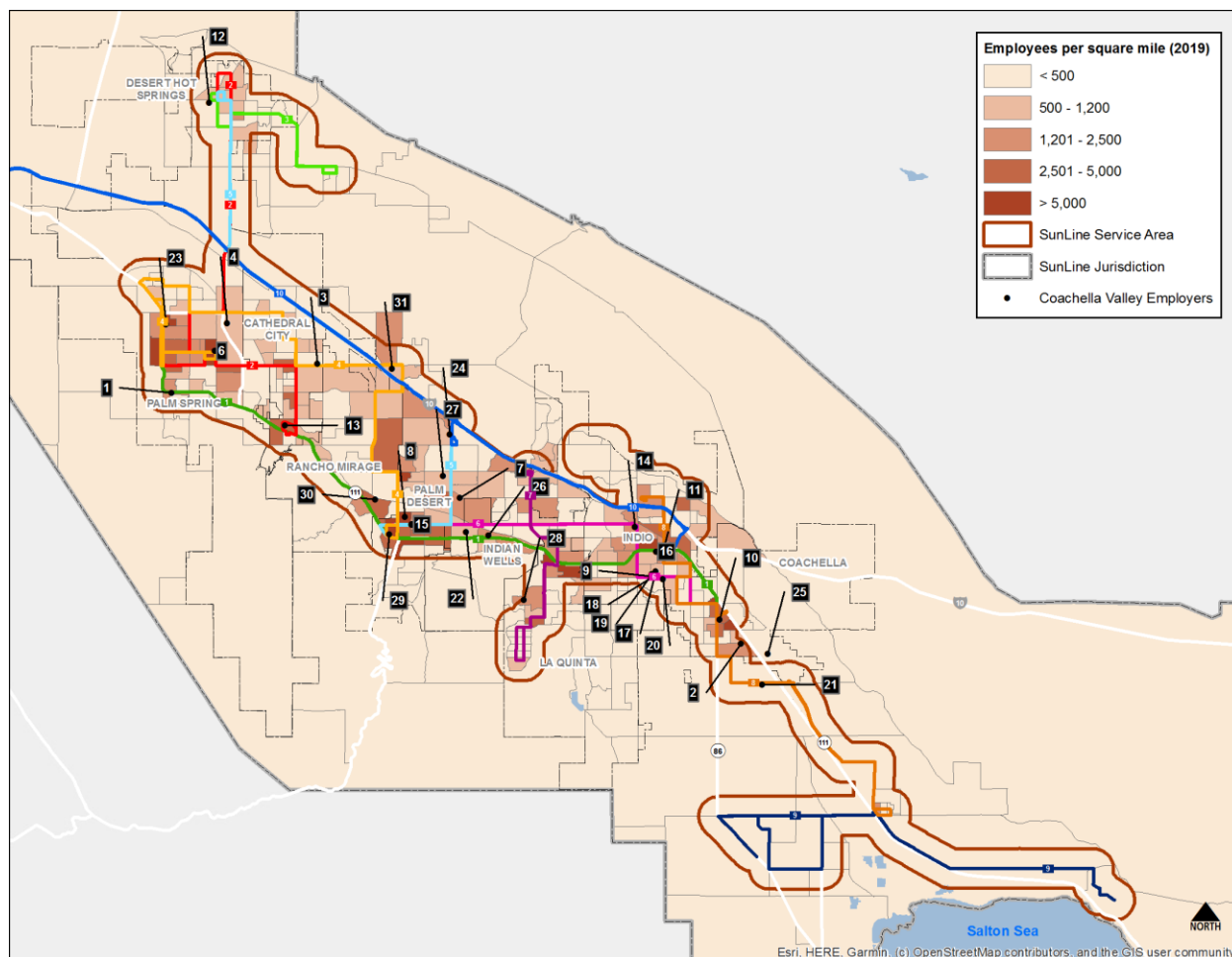


Figure 1-23 Coachella Valley Major Employers

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



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. SRTP Table 1.1 (see SRTP 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



FY25-29

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

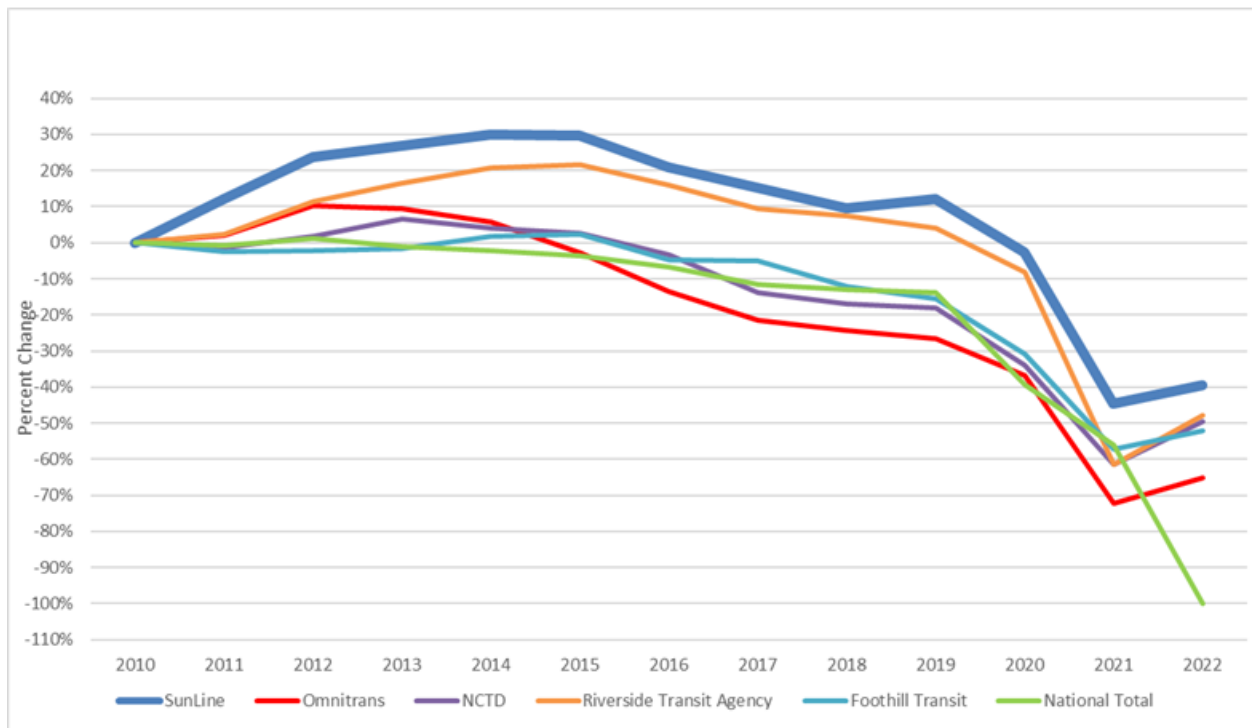
- Fares charged may not exceed twice the non-discounted fare for the fixed-route network at the time of the trip.
- No fare is to be charged to personal care attendants where they are required.
- Companions pay the same ADA fare.
- SunDial fares are based on travel within one city or multiple cities. 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 **Error! Reference source not found.**

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 FY 22-23 for SunBus, SunDial, SunRide and SolVan was a total of 2,698,682 boardings, an increase of 17.1 percent compared with FY 21-22:

- **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

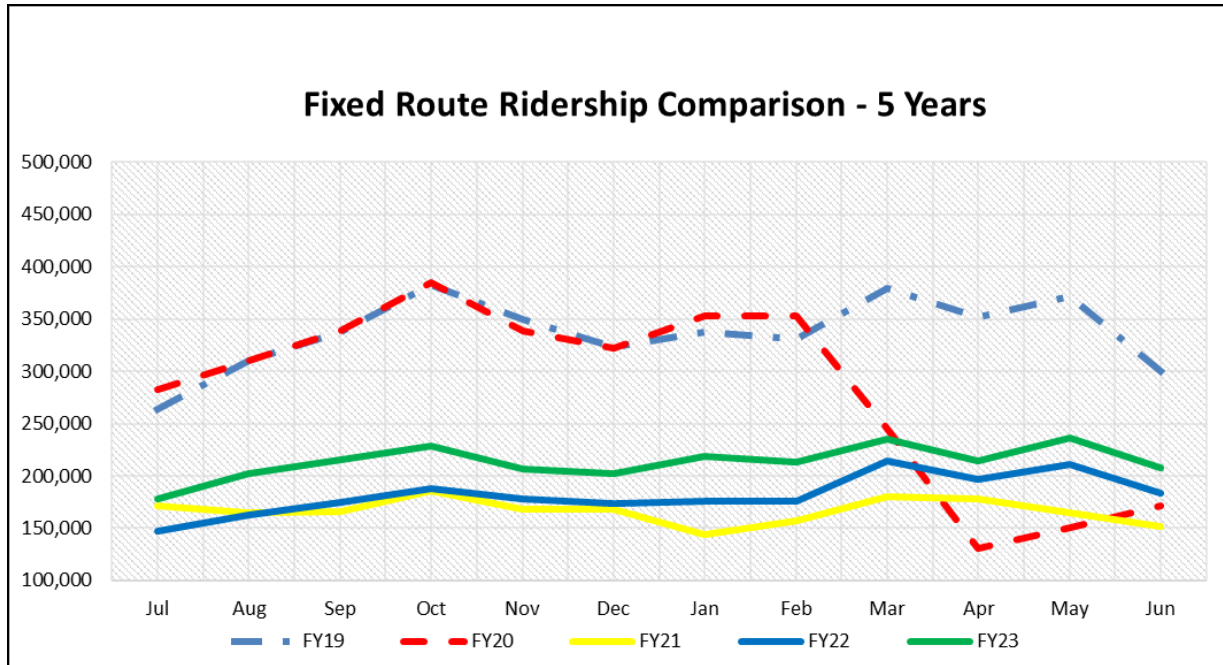
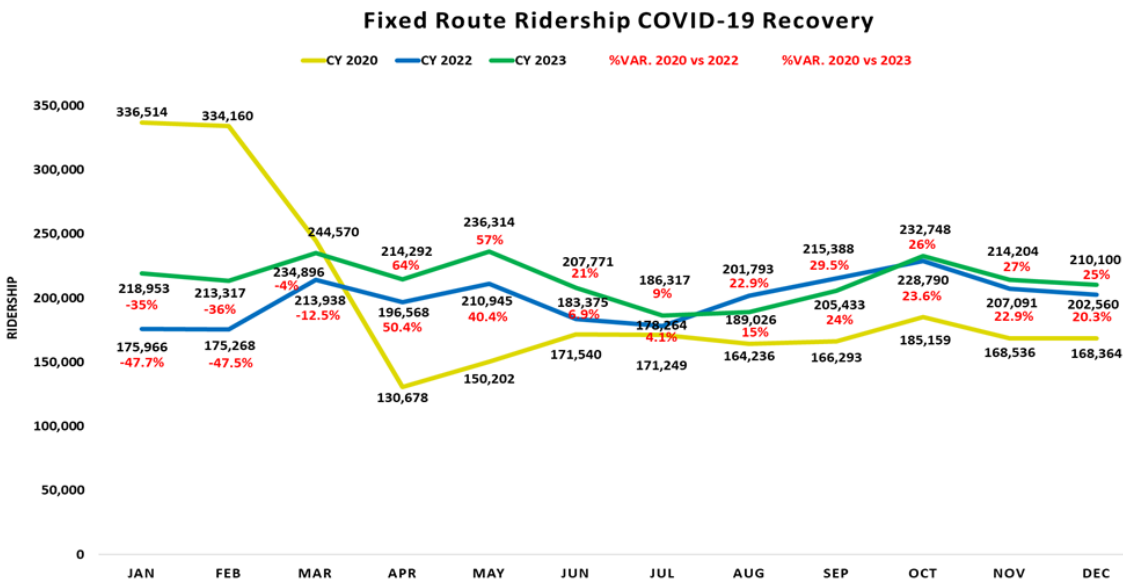


Figure 2-15 shows our COVID-19 recovery chart, showing detailed changes in ridership for calendar years 2020, 2022 and 2023.

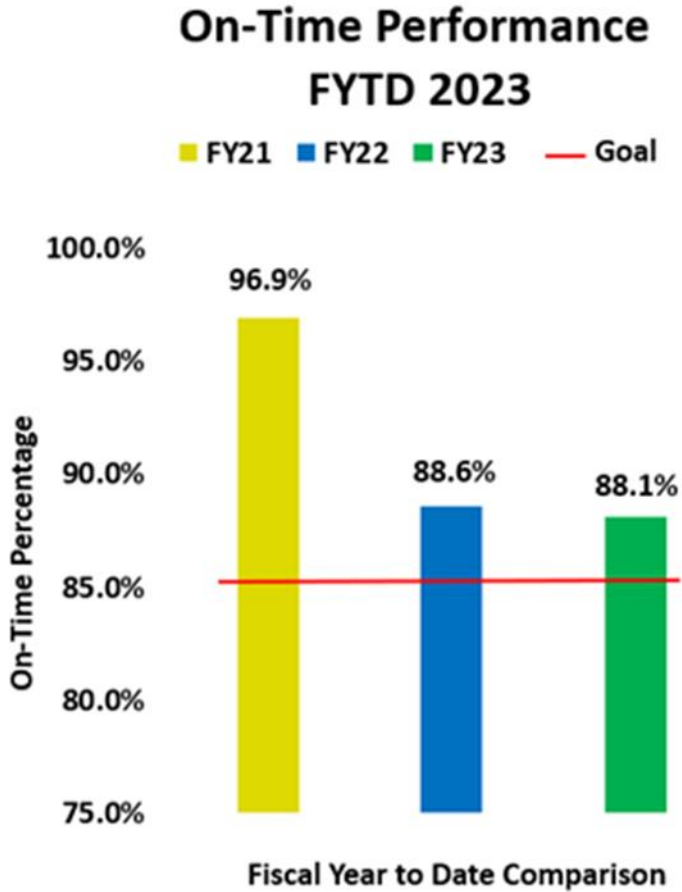
Figure 2-15 COVID-19 Impact on Fixed Route Ridership



Paratransit Performance

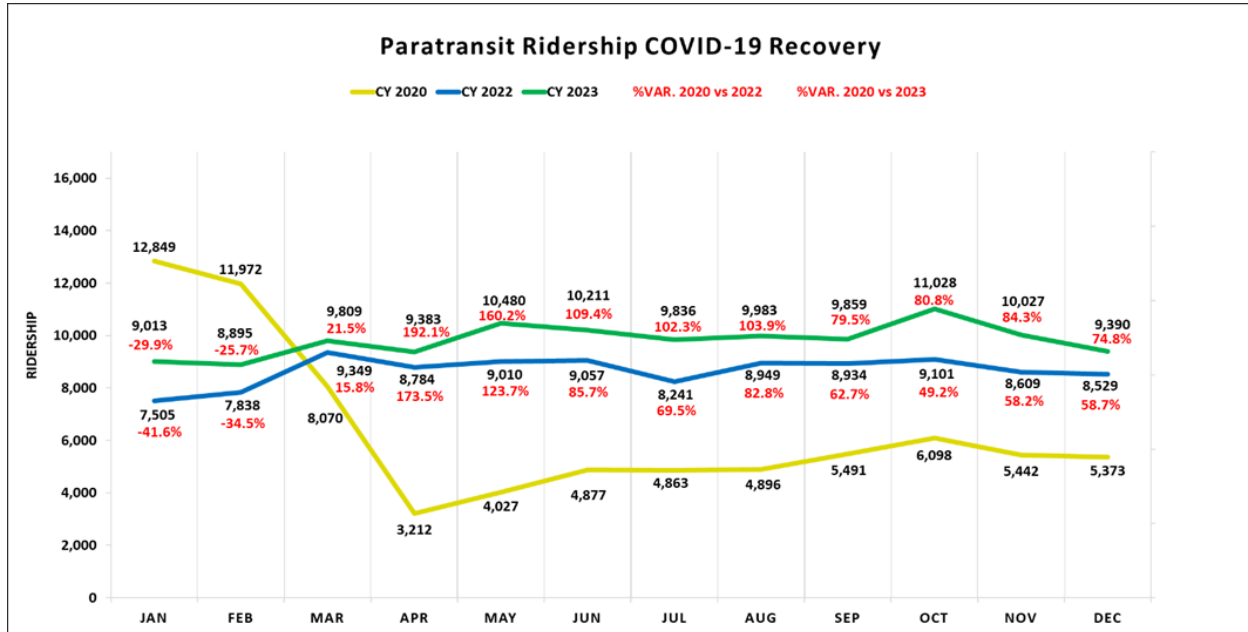
Figure 2-16 shows SunDial's on-time performance for FY 2021 to FY 2023.

Figure 2-16 SunDial On-Time Performance for FY 2020 to FY 2022



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

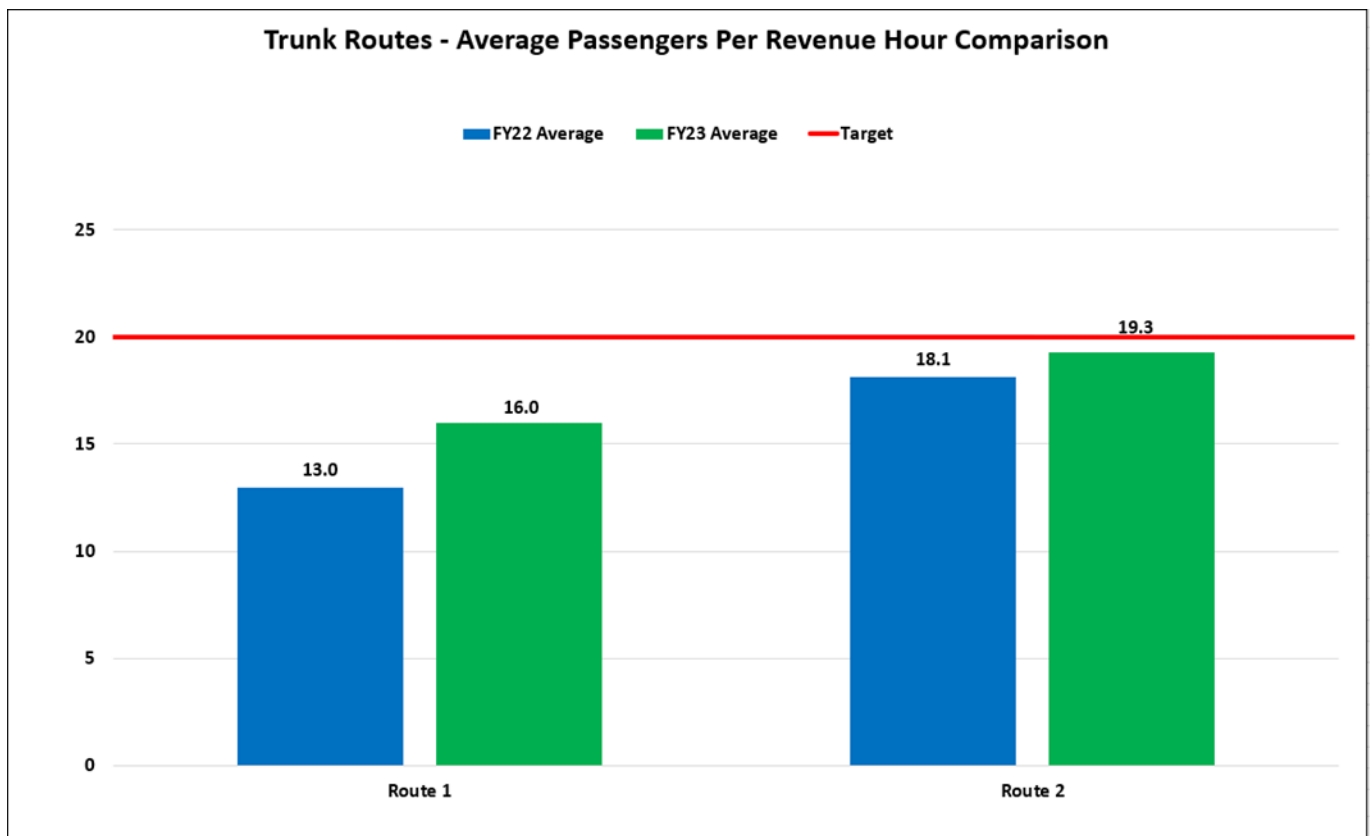
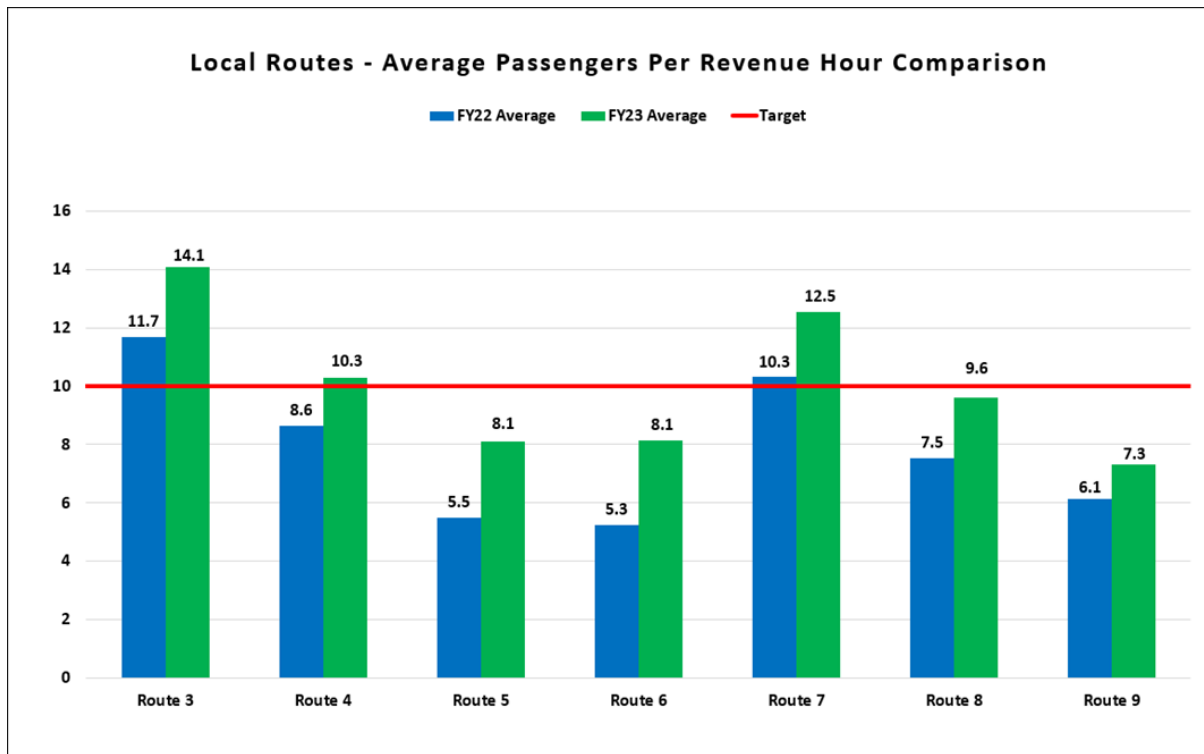


Figure 2-20 indicates that three out of the seven local routes met their performance standards goal:

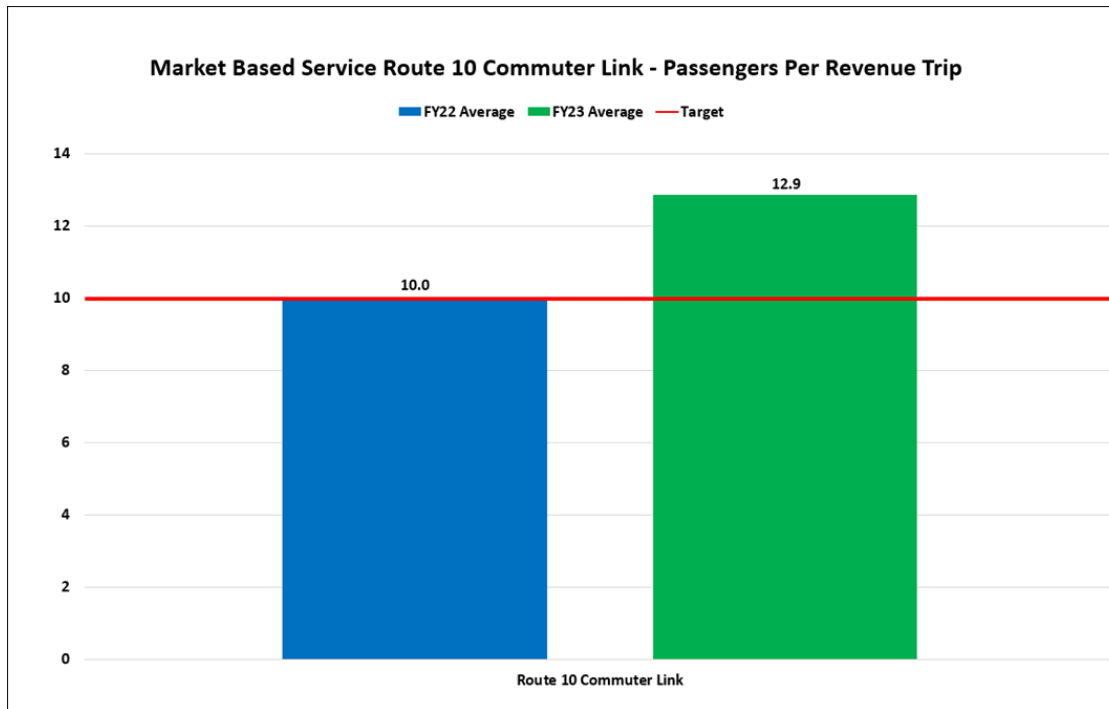
- For FY22-23, Routes 3, 4 and Route 7 met the PPRH goal of 10 passengers per revenue hour
- For FY22-23, Routes 5, 6, 8 & 9 failed to meet the target of 10 PPRH

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).

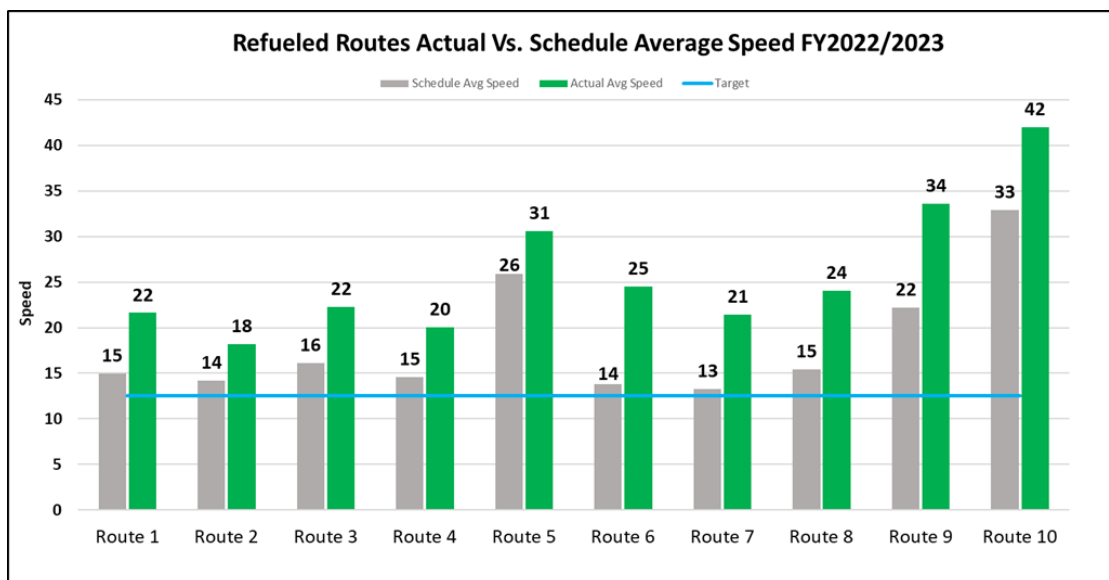
Figure 2-21 Market Based Service Average



Service Quality

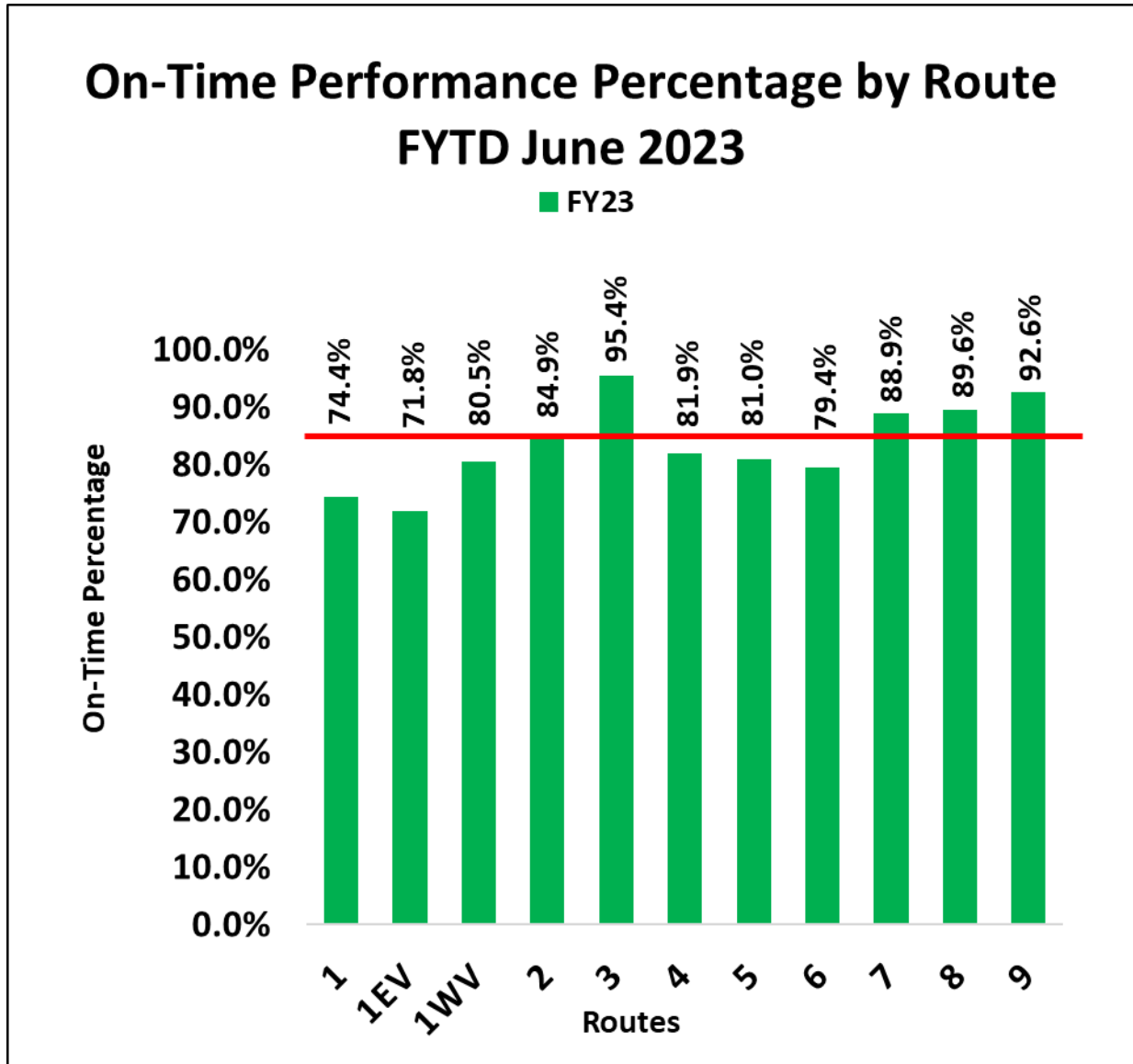
Service Scheduled Speed: The SunLine system is currently scheduled at an average speed of 16 mph, above the target scheduled speed of 12.5 mph (Figure 2-22).

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



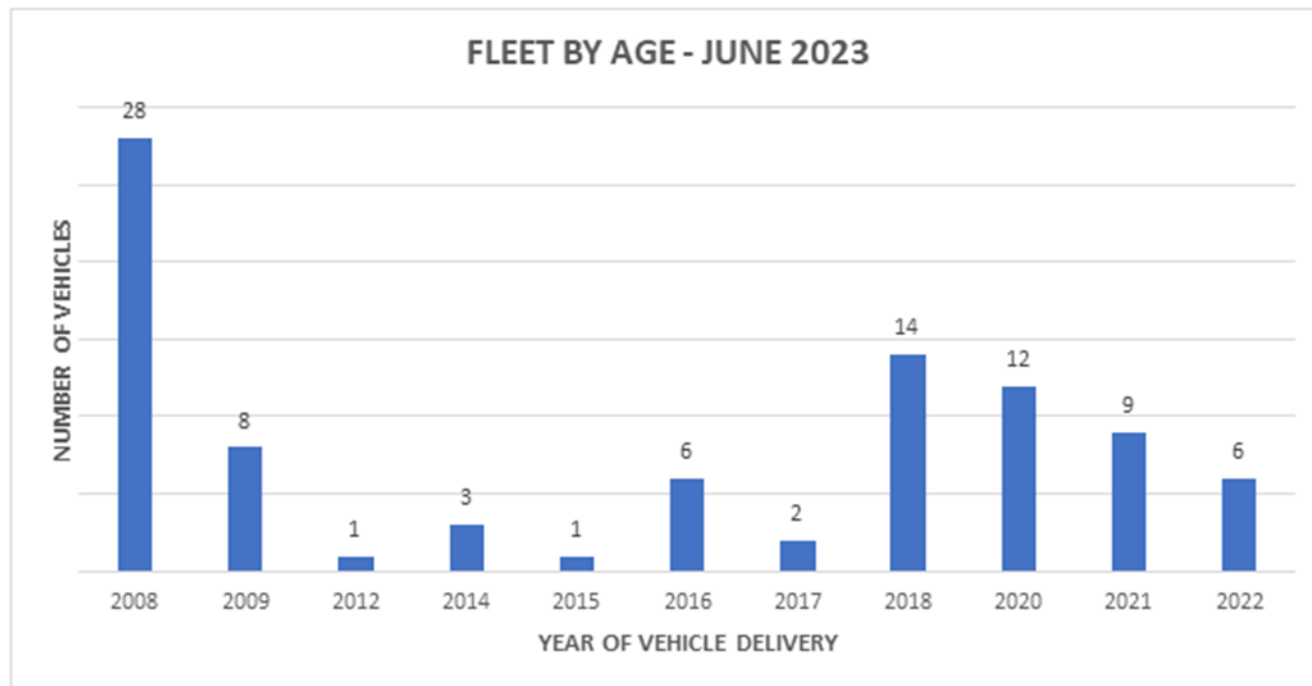
Miles between Service Interruptions: The standard of 5,000 miles between service interruptions were exceeded throughout the review period. Miles between service interruptions for FY 22-23 are noted in Figure 2-24.

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.

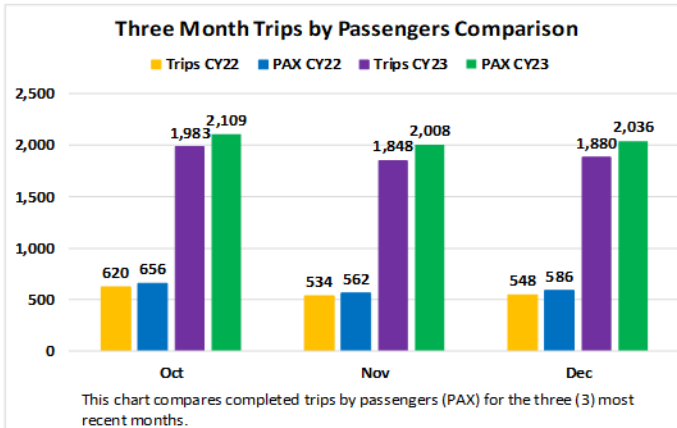
SunRide Service Performance

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

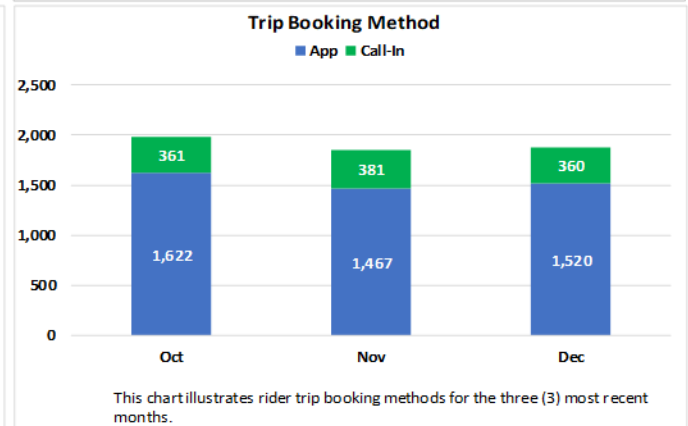
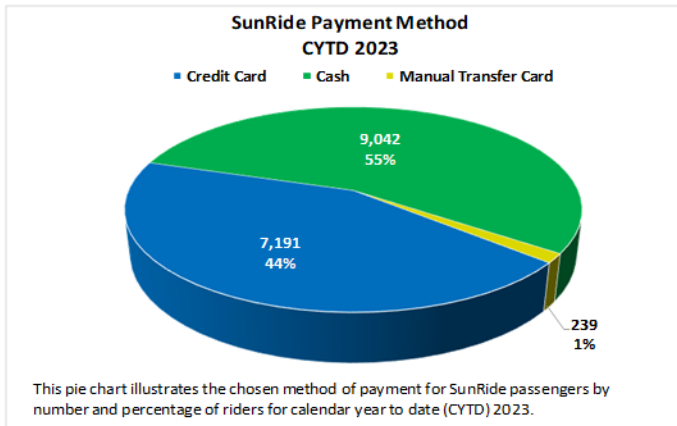
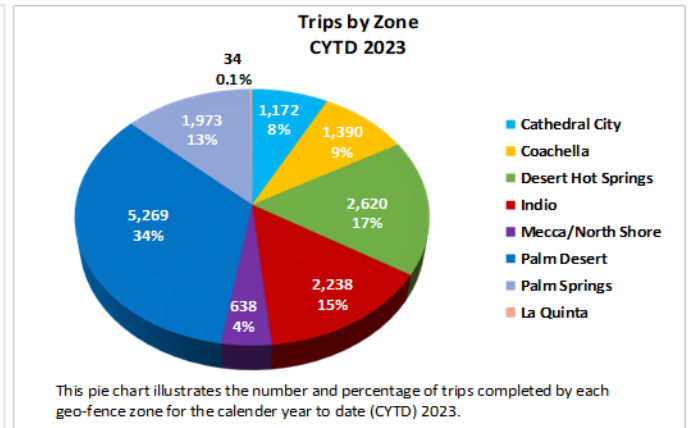
Figure 2-26 SunRide System-wide Metrics

SunRide System-Wide Metrics January 2023 through December 2023

Total Completed Trips: 15,228



Total Number of Passengers: 16,472



Percentage of Trips System-wide as Ridesharing: 22%.
[Based on No. of Shared Rides for the month (409) divided by Total Trips Completed (1,880)].

Figure 2-27 SunRide Unique Users

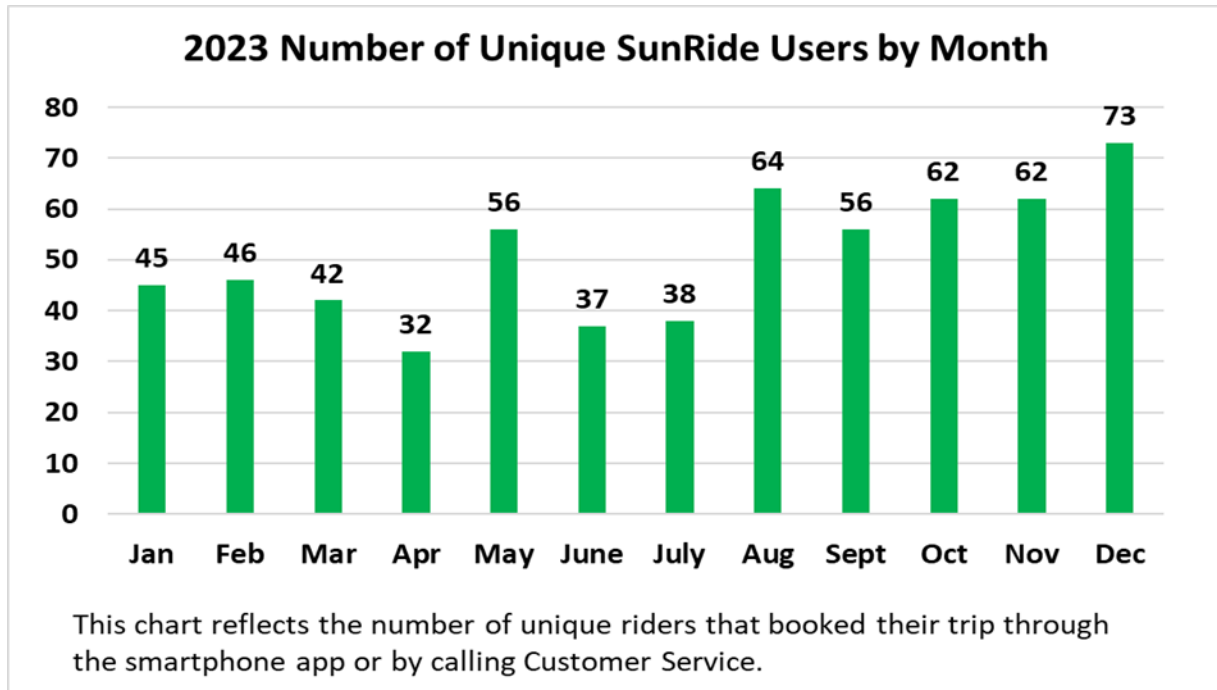
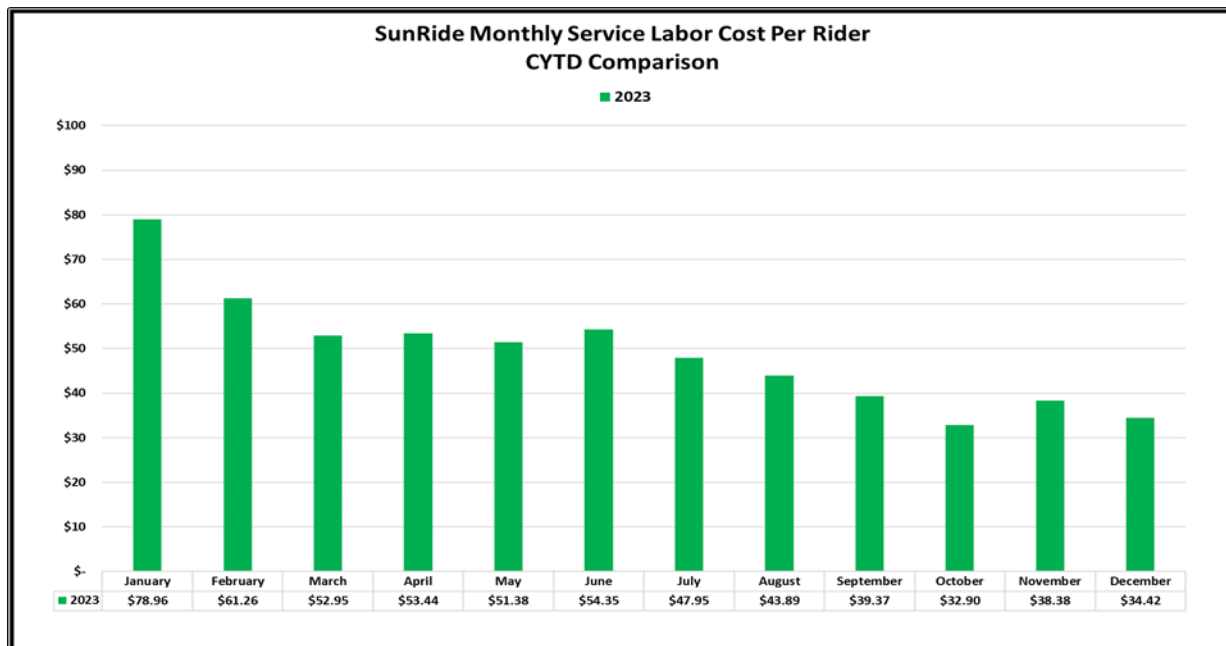


Figure 2-28 SunRide Monthly Service Labor Cost Per Rider



CHAPTER 3

Future Service
Plans, Fare Changes,
Capital Planning
& Marketing



FY25-29

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 2029

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.

SunDial will continue to move forward with the paratransit eligibility/certification process and implement in-person interviews to ensure paratransit riders qualify for the service. SunLine also plans to implement new technology soon to facilitate online scheduling and cancelation of paratransit reservations. The new technology will provide a reminder call the day before to encourage cancelation when plans change and will also provide customers with notification 5 minutes prior to passenger pickup.

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

In order to support the initiatives outlined in the SRTP, 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 phonenumber 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 2029)

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



FY25-29 **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 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	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 Now 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 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	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 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 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 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	The vendor has initiated construction and is anticipated to be completed in the Q3 of CY24.	1,886,224

	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 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 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.	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	Project not started.	600,000

	software upgrades across its operations.		
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

SRTP 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 S RTP Service Summary – Systemwide Totals

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

Table 2.2 S RTP Service Summary – All Fixed Routes

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

Table 2.2 S RTP Service Summary – SunDial

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

Table 2.2 S RTP 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	2,705	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	64,425.0	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	\$1,681,325	\$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 3.0 Highlights of the FY2025/29 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 dialouge
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)	5339 COMP	5339 IC	5339 IC OB	5339 RS OB	CARB	CEC Funds	CMAG OB	FARE
Center of Excellence	\$300,000												\$200,000	\$100,000		
Commuter 10	\$723,201							\$300,000								
Countywide Free Fare Days	\$66,000															
Hail Pass Program	\$433,333															
Operating Assistance	\$45,740,741	\$2,042,445		\$1,833,218	\$400,554		\$420,766									\$1,791,863
Retention and Recruitment Incentive Program	\$120,000		\$120,000													
Service Improvement	\$656,103														\$380,000	\$25,000
SunRide Ride Share Program	\$1,000,000															\$37,500
Taxi Voucher Program	\$75,000															
Sub-total Operating	\$49,417,378	\$2,042,445	\$120,000	\$1,833,218	\$400,554	\$0	\$420,766	\$300,000	\$0	\$0	\$0	\$0	\$200,000	\$100,000	\$380,000	\$1,854,363
Capital																
Project	Total Amount of Funds	5307 IC	5307 IC ARPA OB	5307 IC OB	5307 RS OB	5309 OB	5311	5311(f)	5339 COMP	5339 IC	5339 IC OB	5339 RS OB	CARB	CEC Funds	CMAG 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 (AFE) - SL-25-10	\$2,978,027															
Maintenance Facility (Construction) - SL-25-11	\$10,000,000															
Microgrid 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			\$-1,513,218	\$-409,554											
Purchase of Paratransit Vehicles (15) - SL-24-09	\$-2,067,554															
Purchase of Specialized Tools and Fueling Equipment - SL-25-08	\$50,000												\$-635,195	\$-109,566		
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	\$21,829,973	\$0	\$0	\$-1,833,218	\$-409,554	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$-635,195	\$-109,566	\$0	\$0
Total Operating & Capital	\$71,244,351	\$2,042,445	\$120,000	\$0	\$0	\$0	\$420,766	\$300,000	\$0	\$0	\$0	\$0	\$200,000	\$100,000	\$380,000	\$1,854,363

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 PUC93313	LCTOP PUC93314	LTF	MA SPT	OTHR FED	OTHR LCL	SB 125 TIRCP GF	SGR PUC93313	SGR PUC93314	SGR-OB PUC93313	STA - OB	STA PUC93313	STA PUC93314	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		\$3,040,663									
Retention and Recruitment Incentive Program	\$120,000															
Service Improvement	\$656,103	\$750,765	\$208,338													
SunRide Ride Share Program	\$1,000,000			\$695,000												
Taxi Voucher Program	\$75,000			\$37,000												
Sub-total Operating	\$49,417,378	\$1,250,069	\$208,338	\$28,929,600	\$8,238,000	\$0	\$3,221,663	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Capital																
Project	Total Amount of Funds	LCTOP PUC93313	LCTOP PUC93314	LTF	MA SPT	OTHR FED	OTHR LCL	SB 125 TIRCP GF	SGR PUC93313	SGR PUC93314	SGR-OB PUC93313	STA - OB	STA PUC93313	STA PUC93314	TIRCP COMP	
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															
IT Projects - SL-25-03	\$100,000															
Maintenance Facility (AFE) - SL-25-10	\$2,978,027															
Maintenance Facility (Construction) - SL-25-11	\$10,000,000															
Microgrid to Hydrogen Phase III (Original) - SL-25-01	\$625,000					\$500,000		\$150,000					\$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															
Purchase of Paratransit Vehicles (15) - SL-24-09	\$-2,067,554								\$973,133	\$126,887						
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			\$781,473									\$1,580,027			
Safety Enhancements - SL-25-05	\$50,000												\$50,000			
Sub-total Capital	\$21,829,973	\$0	\$0	\$781,473	\$0	\$500,000	\$0	\$19,000,000	\$973,133	\$126,887	\$0	\$0	\$5,462,496	\$940,558	\$0	
Total Operating & Capital	\$71,244,351	\$1,250,069	\$208,338	\$29,611,373	\$8,238,000	\$500,000	\$3,221,663	\$19,000,000	\$973,133	\$126,887	\$0	\$0	\$5,462,496	\$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	\$400,554
5311	\$420,766
5311(f)	\$300,000
CARB	\$200,000
CEC Funds	\$100,000
CMAG OB	\$380,000
FARE	\$1,564,363
LCTOP PUC69313	\$1,250,066
LCTOP PUC69314	\$208,338
LTF	\$28,829,000
MA SPT	\$6,236,000
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	\$-400,554
5309 OB	\$0
5339 COMP	\$0
5339 IC	\$0
5339 IC OB	\$-635,196
5339 RS OB	\$-109,566
LTF	\$781,473
OTHR FED	\$600,000
SB 125 TRCP GF	\$16,000,000
SGR PUC69313	\$973,133
SGR PUC69314	\$126,867
SGR-OB PUC69313	\$0
STA - OB	\$0
STA PUC69313	\$5,492,496
STA PUC69314	\$640,558
TRCP OCOMP	\$0
Total Estimated Capital Funding Request	\$21,826,973
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	CARR	CEC Funds	CMAG OB	FARE	LCTOP PUC89313	LTF	MA SPT	OTHR FED	
Commuter Link 10	\$737,128				\$313,927									\$242,201			
Haul Pass Program	\$433,334												\$433,334				
Operating Assistance	\$47,170,281	\$5,324,687		\$426,147	\$0							\$1,701,893		\$28,163,891	\$8,403,000		
Service Improvement	\$992,479												\$992,479				
SunRide Role Share Program	\$1,225,000										\$0	\$25,000		\$1,200,000			
Taxi Voucher Program	\$75,000													\$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	\$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	CARR	CEC Funds	CMAG OB	FARE	LCTOP PUC89313	LTF	MA SPT	OTHR FED	
Bus Rehabilitation - SL-26-07	\$500,000																
Bus Stop Improvement - SL-26-04	\$500,000	\$400,000															
Facility Maintenance Upgrade & Equipment - SL-26-02	\$500,000																
Indio Liquid Hydrogen Station - SL-26-13	\$6,000,000										\$2,680,200					\$3,319,800	
IT Projects - SL-26-03	\$400,000	\$320,000															
Maintenance Facility (ASE) - SL-26-11	\$11,912,104					\$25,620,000										\$11,912,104	
Maintenance Facility (Construction) - SL-26-12	\$32,025,000																
Office Furniture & Equipment - SL-26-06	\$100,000																
Project Management and Administration - SL-26-06	\$300,000																
Purchase of Paratransit Vehicles (15) - SL-26-14	\$2,880,000		\$212,440				\$671,282	\$106,586									
Purchase of Specialized Tools and Fueling Equipment - SL-26-08	\$200,000																
Replacement Support Vehicles - SL-26-01	\$500,000	\$400,000															
Safety Enhancements - SL-26-05	\$200,000																
Vehicle Equipment - SL-26-10	\$300,000																
Sub-total Capital	\$56,317,104	\$1,120,000	\$212,440	\$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	\$212,440	\$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	OTHER LCL	SB 135 THRCP GF	STA PUC89313	STA PUC89314											
Commuter Link 10	\$737,128	\$181,000														
Haul Pass Program	\$433,334															
Operating Assistance	\$47,170,281	\$3,040,663														
Service Improvement	\$992,479															
SunRide Role 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	\$3,259,163	\$0	\$0	\$0											
Capital																
Project	Total Amount of Funds	OTHER LCL	SB 135 THRCP GF	STA PUC89313	STA PUC89314											
Bus Rehabilitation - SL-26-07	\$500,000			\$500,000												
Bus Stop Improvement - SL-26-04	\$500,000			\$100,000												
Facility Maintenance Upgrade & Equipment - SL-26-02	\$500,000			\$500,000												
Indio Liquid Hydrogen Station - SL-26-13	\$6,000,000															
IT Projects - SL-26-03	\$400,000			\$80,000												
Maintenance Facility (ASE) - SL-26-11	\$11,912,104															
Maintenance Facility (Construction) - SL-26-12	\$32,025,000		\$6,405,000													
Office Furniture & Equipment - SL-26-06	\$100,000			\$100,000												
Project Management and Administration - SL-26-06	\$300,000			\$300,000												
Purchase of Paratransit Vehicles (15) - SL-26-14	\$2,880,000			\$446,128	\$940,558											
Purchase of Specialized Tools and Fueling Equipment - SL-26-08	\$200,000			\$200,000												
Replacement Support Vehicles - SL-26-01	\$500,000			\$100,000												
Safety Enhancements - SL-26-05	\$200,000			\$200,000												
Vehicle Equipment - SL-26-10	\$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	\$3,259,163	\$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	\$5,324,687
5311	\$428,147
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
OTHR LCL	\$3,259,163
Total Estimated Operating Funding Request	\$50,833,222
5307 IC	\$1,120,000
5307 RS	\$212,440
5339 COMP	\$25,620,000
5339 IC	\$971,282
5339 RS OB	\$100,598
CEC Funds	\$2,680,200
OTHR FED	\$15,231,004
SB 125 TIRCP GF	\$6,405,000
STA PUC9313	\$3,328,128
STA PUC9314	\$940,558
Total Estimated Capital Funding Request	\$58,317,104
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	OTHR 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	\$47,281,281	\$5,185,063	\$430,844					\$1,781,893		\$28,225,818	\$8,571,000	\$3,040,663			
Service Improvement	\$1,027,018								\$1,027,018						
SunRide Ride Share Program	\$1,325,000							\$25,000		\$1,300,000					
Tax Voucher Program	\$75,000									\$37,500					
West Coast Center of Excellence	\$200,000					\$100,000	\$100,000					\$37,500			
Sub-total Operating	\$51,048,761	\$5,185,063	\$430,844	\$313,927	\$0	\$100,000	\$100,000	\$1,816,893	\$1,460,352	\$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	OTHR LCL	STA PUC9313	STA PUC9314	
Bus Rehabilitation - SL-27-07	\$500,000												\$500,000		
Bus Stop Improvements - SL-27-04	\$100,000	\$400,000											\$100,000		
Facility Maintenance Upgrade & Equipment - SL-27-02	\$500,000												\$500,000		
ITS Projects - SL-27-03	\$400,000	\$300,000											\$300,000		
Office Furniture & Equipment - SL-27-09	\$100,000												\$100,000		
Project Management and Administration - SL-27-08	\$300,000												\$300,000		
Purchase of 11 Hydrogen Fuel Cell Buses - SL-27-01	\$18,800,000				\$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	\$3,859,442	\$940,558	
Total Operating & Capital	\$77,248,761	\$6,305,063	\$430,844	\$313,927	\$14,280,000	\$100,000	\$100,000	\$1,816,893	\$1,460,352	\$29,805,519	\$8,571,000	\$3,259,163	\$3,859,442	\$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	\$439,844
S311(I)	\$313,927
CARB	\$100,000
CEC Funds	\$100,000
FARE	\$1,819,893
LCTOP PUC#9313	\$1,490,352
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 PUC#9313	\$3,859,442
STA PUC#9314	\$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

Route #	Description	Direction	Weekday Schedules (Effective May 5, 2024)		Saturday (Effective May 5, 2024)		Sunday (Effective May 5, 2024)	
			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	2	4	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

School Trippers	Weekday (Current)		Saturday		Sunday	
	AM	PM	AM	PM	AM	PM
200 PALM SPRINGS HIGH SCHOOL	1		0		0	
500 WESTFIELD PALM DESERT		1		0		0
700 CALLE MADRID / AVN VALLEJO	1		0		0	
701 SHADOW HILLS HIGH SCHOOL		1		0		0
800 JACKSON / 44TH	2		0		0	
801		2		0		0
802				0		0
Total:	4	4	0	0	0	0

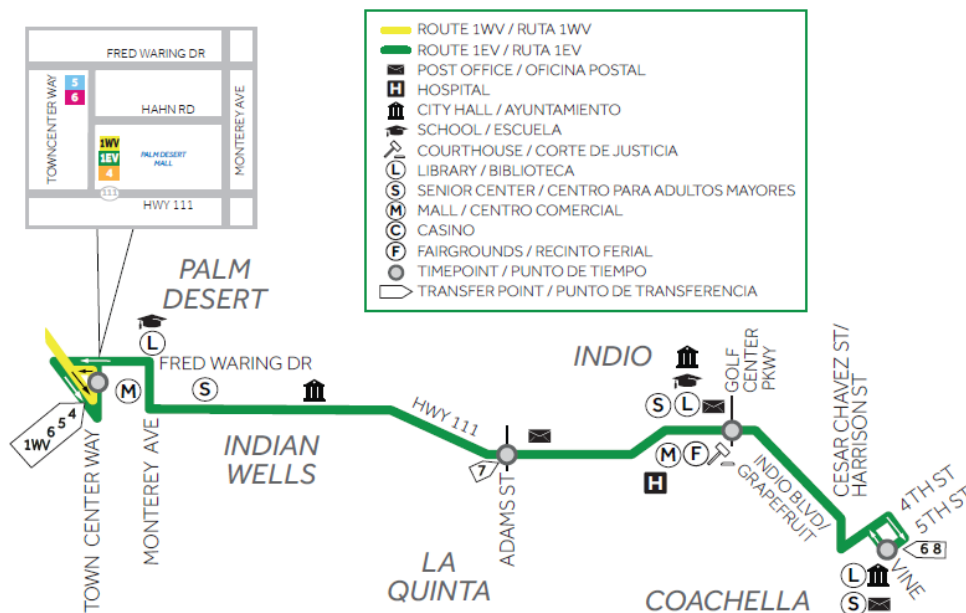
Spares		4	4	4
Buses needed to operate service	Total Fleet Requirement:	54	35	35
VOMS		42	28	28

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.

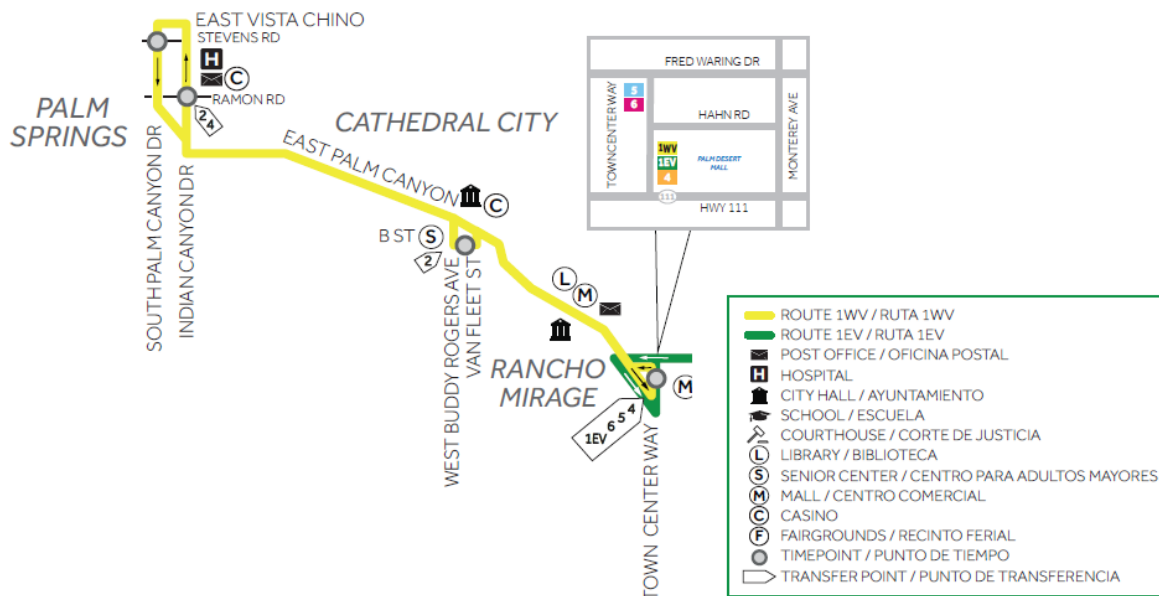


Route 1WV: Palm Desert Mall - Via Hwy 111 – Palm Springs

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.

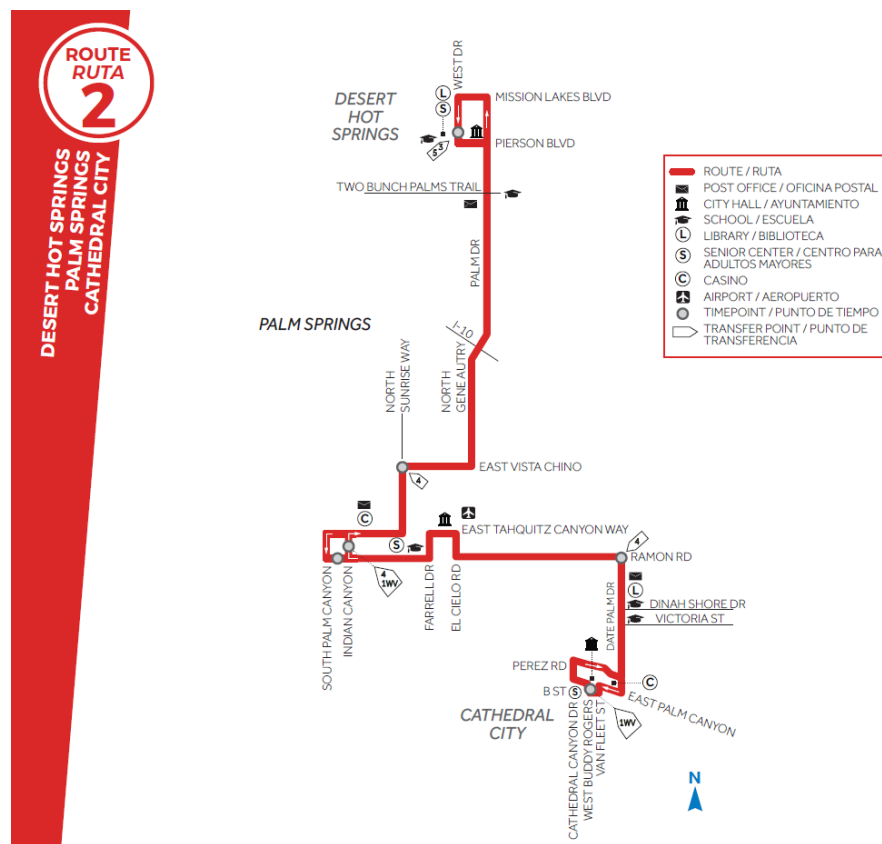
It serves the cities of Palm Desert, Cathedral City and Palm Springs. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, and medical centers. The route also provides convenient connections for customers 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

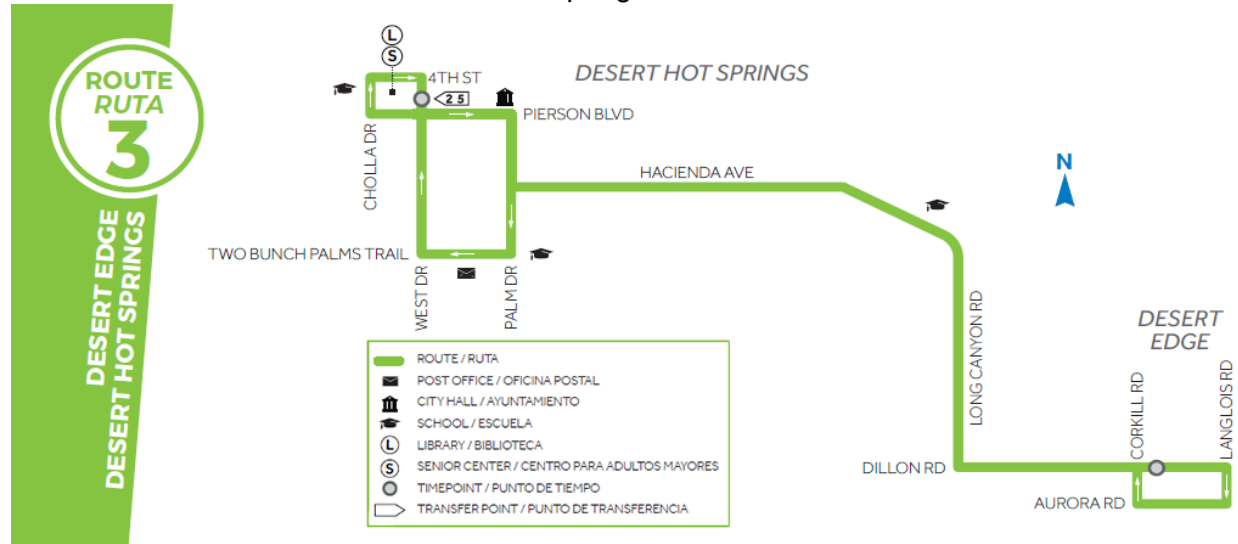
Route 2 is one of SunLine’s higher-performing routes and operates 7 days a week with 20-minute frequency during the peak period and every 40 minutes during the off-peak period, seven day a week. On May 7, 2023, the weekend frequency on Route 2 was temporarily reduced to every 30 minutes from 20 minutes 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.



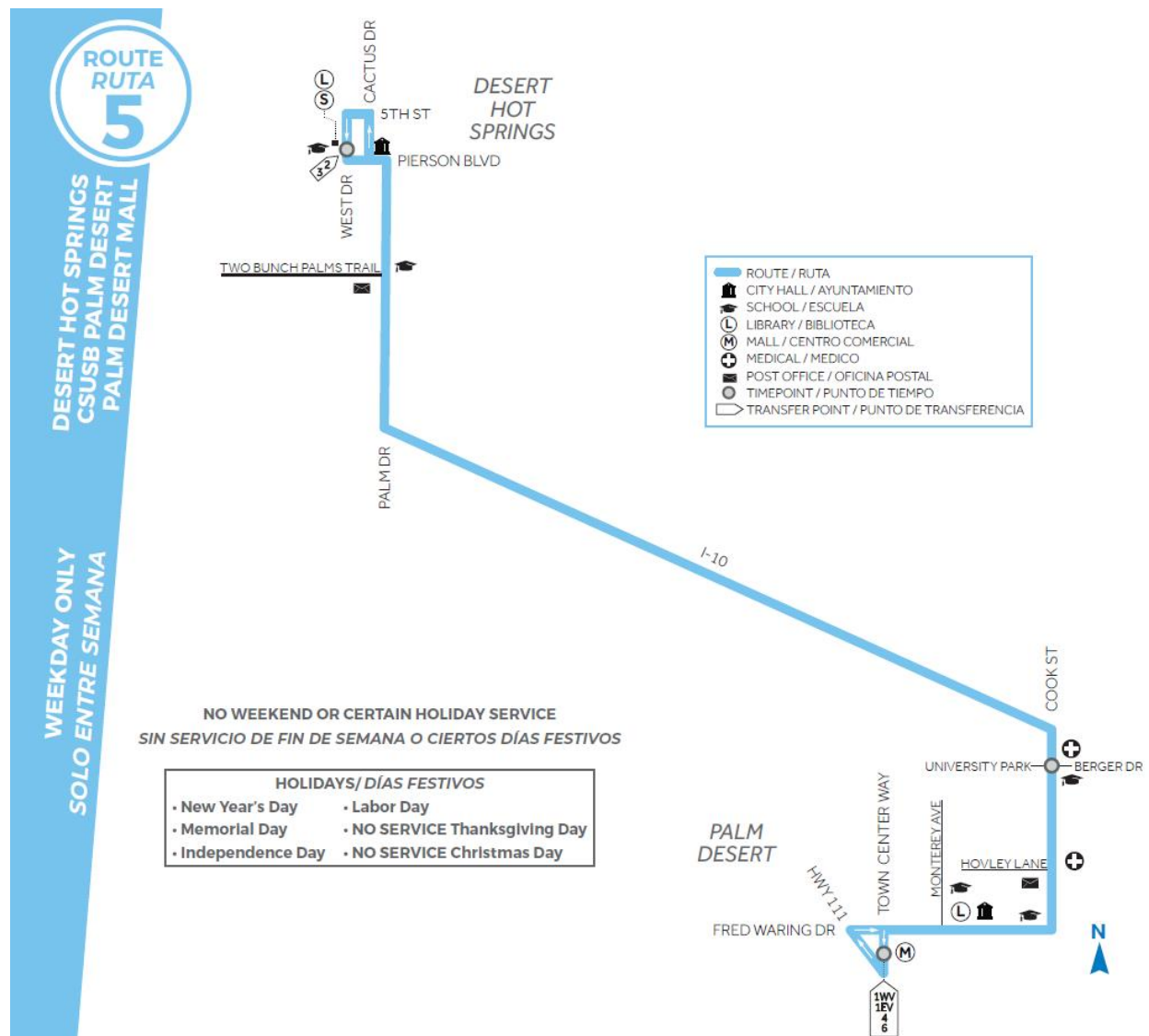
Route 4: Palm Desert Mall – Palm Springs

Route 4 is one of SunLine’s higher-performing routes and operates 7 days a week with 40-minute frequency, connecting Palm Springs with Palm Desert. It serves the cities of Thousand Palms, Rancho Mirage, and Cathedral City. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, schools, medical centers, and Palm Springs International Airport. The route also provides convenient connections for customers needing to transfer to SunLine Routes 1EV, 1WV, 2, 5, and 6. Those transfer points are located at Ramon Road at Date Palm Drive in Cathedral City (connection with Route 2), Indian Canyon Drive at Ramon Road in Palm Springs (connections with Routes 1WV and 2), Sunrise Way at Vista Chino in Palm Springs (connection with Route 2), and Town Center Way at Hahn Road (connections with Routes 1WV, 1EV, 5, and 6). Looking ahead, studies are underway to possibly boost service peak weekday frequency to every 30 minutes, which is a proposal from the most recent Comprehensive Operational Analysis. That move would be contingent on available funding and Board approval.



Route 5: Desert Hot Springs – CSUSB Palm Desert – Palm Desert Mall

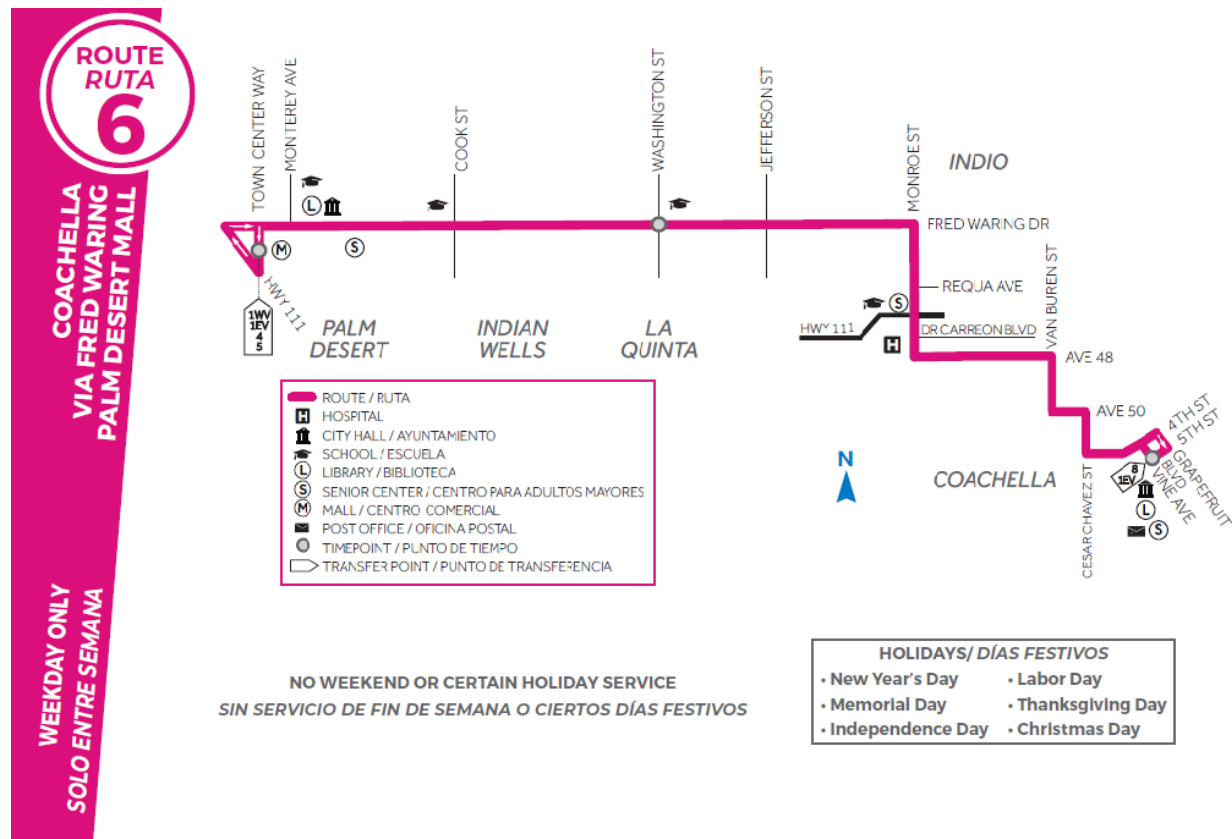
Route 5 operates 5 days a week with 60-minute frequency, connecting Desert Hot Springs with Palm Desert using a portion of the Interstate 10 freeway. A variety of destinations are served, including retail and commercial centers, libraries, senior centers, city halls, recreational attractions, and schools. 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

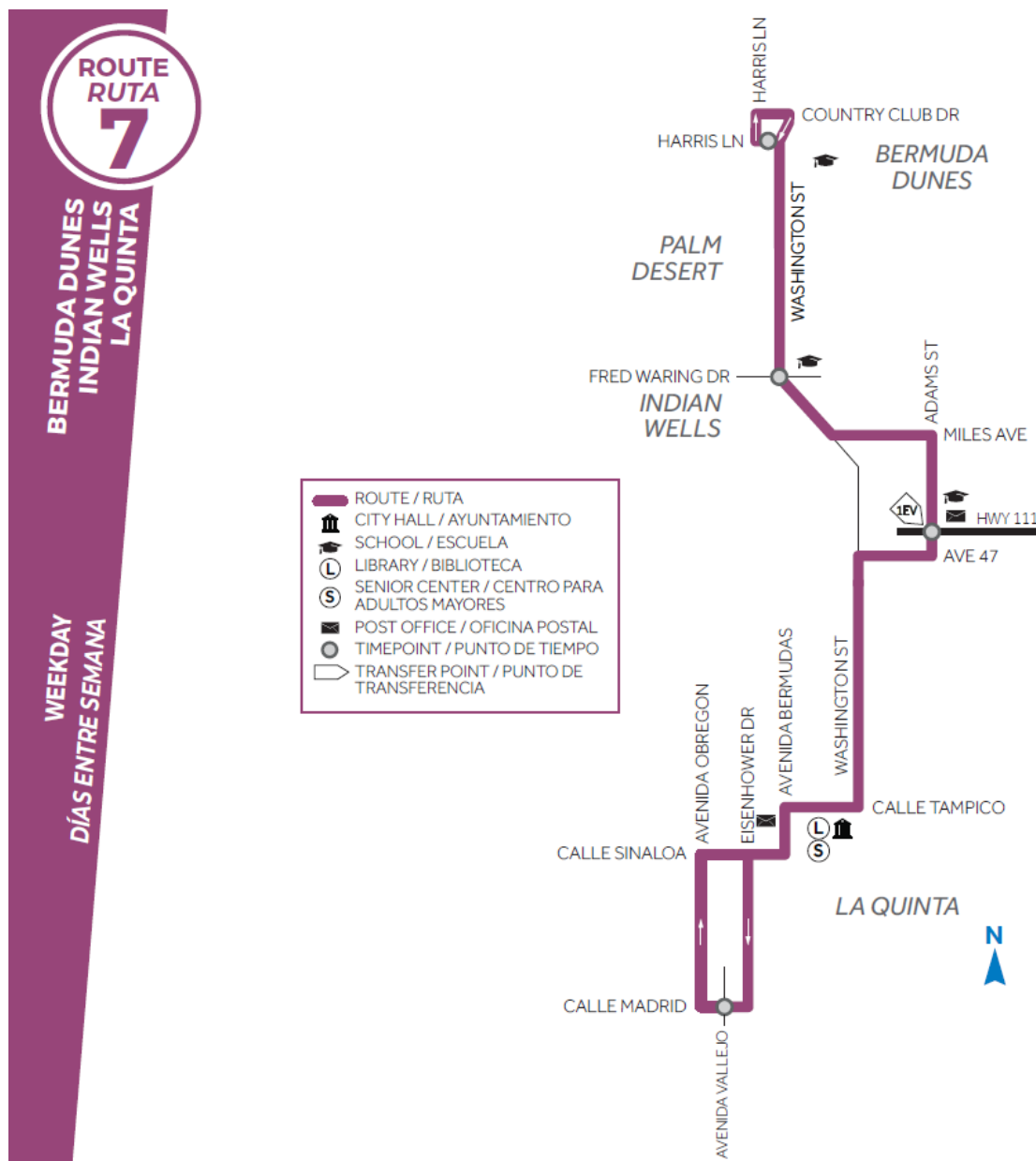
Route 6 operates 5 days a week with 60-minute frequency on weekdays connecting Palm Desert with Coachella in May 2023, the Agency eliminated weekend service and weekday off-peak service on Route 6 due to low productivity.

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.



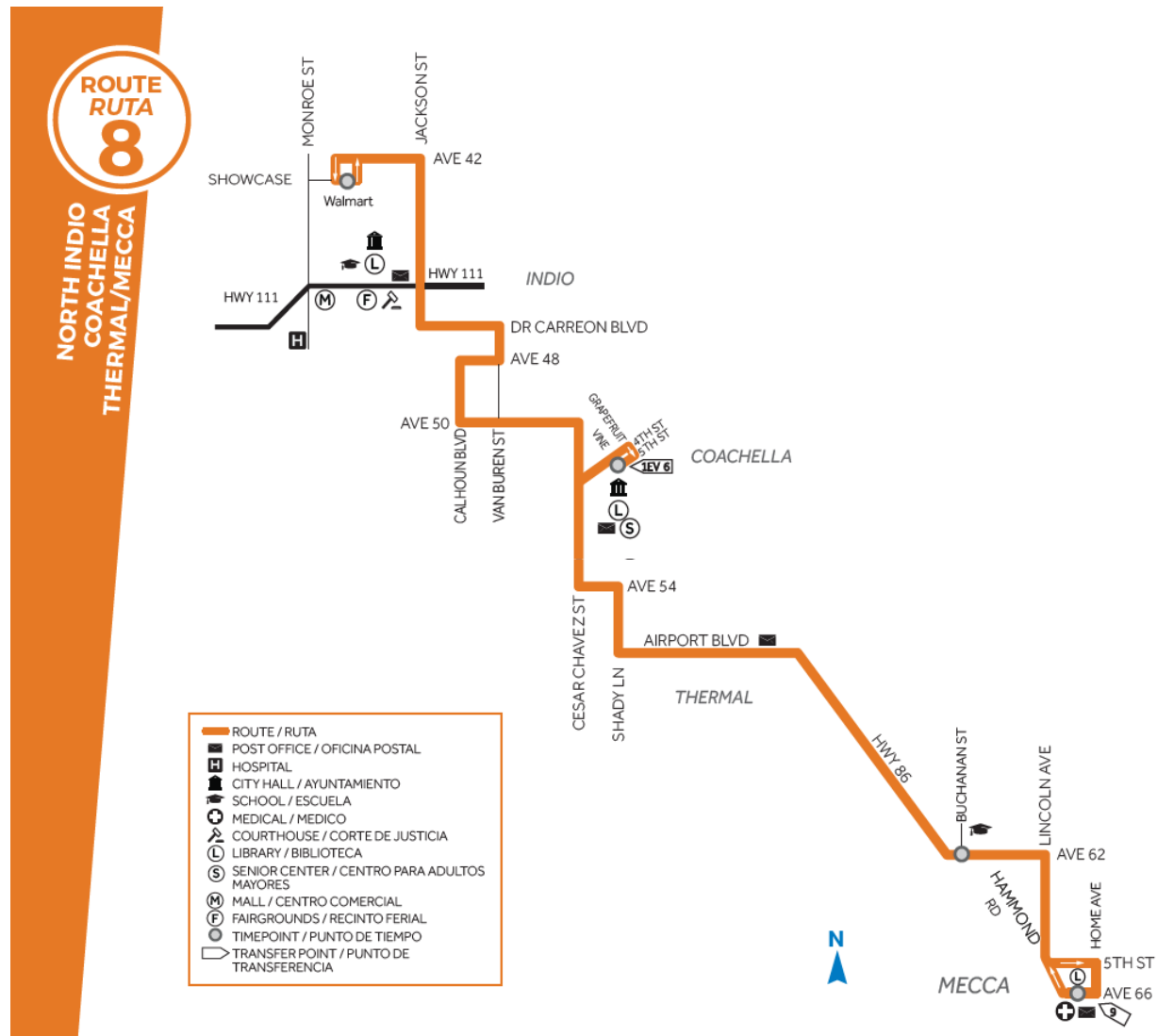
Route 7: Bermuda Dunes – Indian Wells – La Quinta

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.



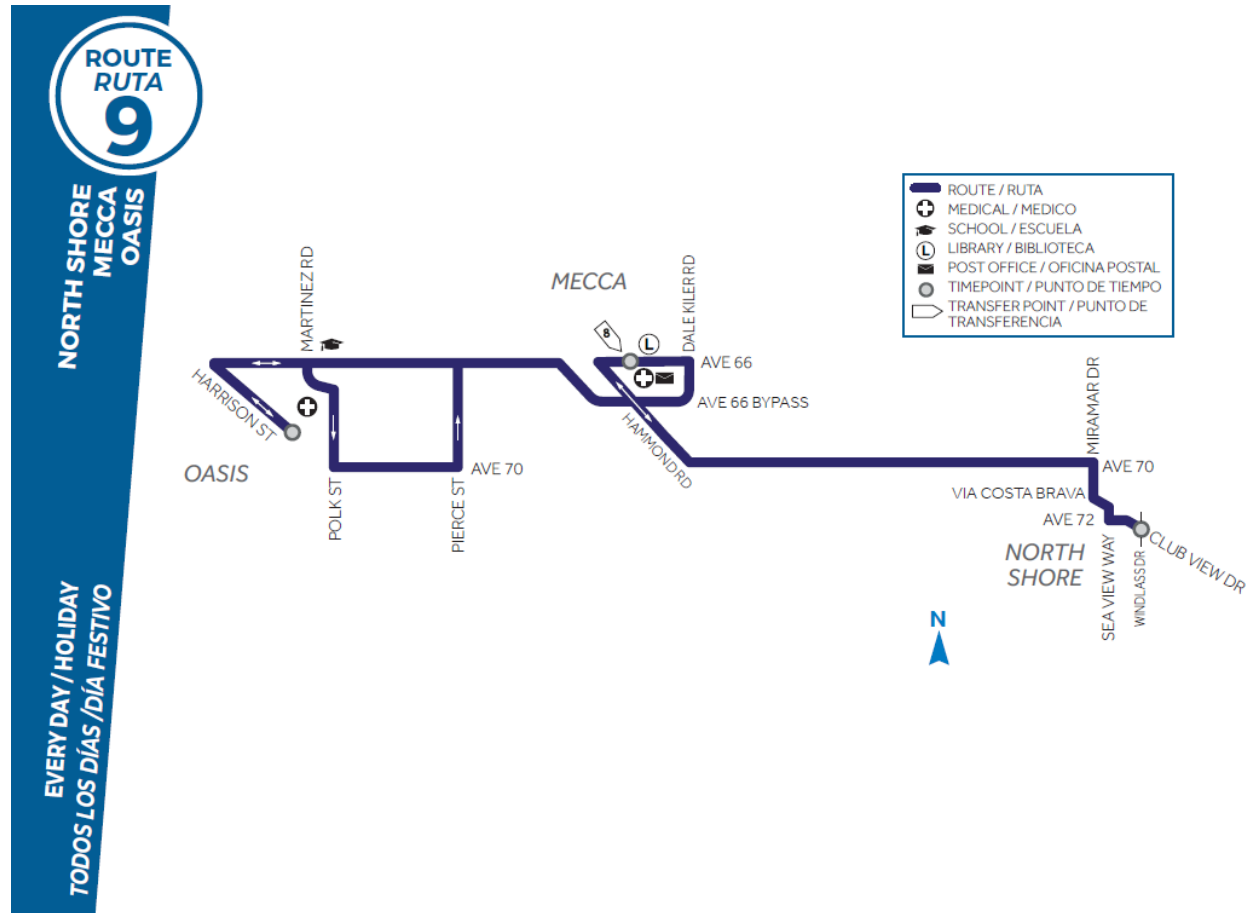
Route 8: North Indio – Coachella – Thermal/Mecca

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).



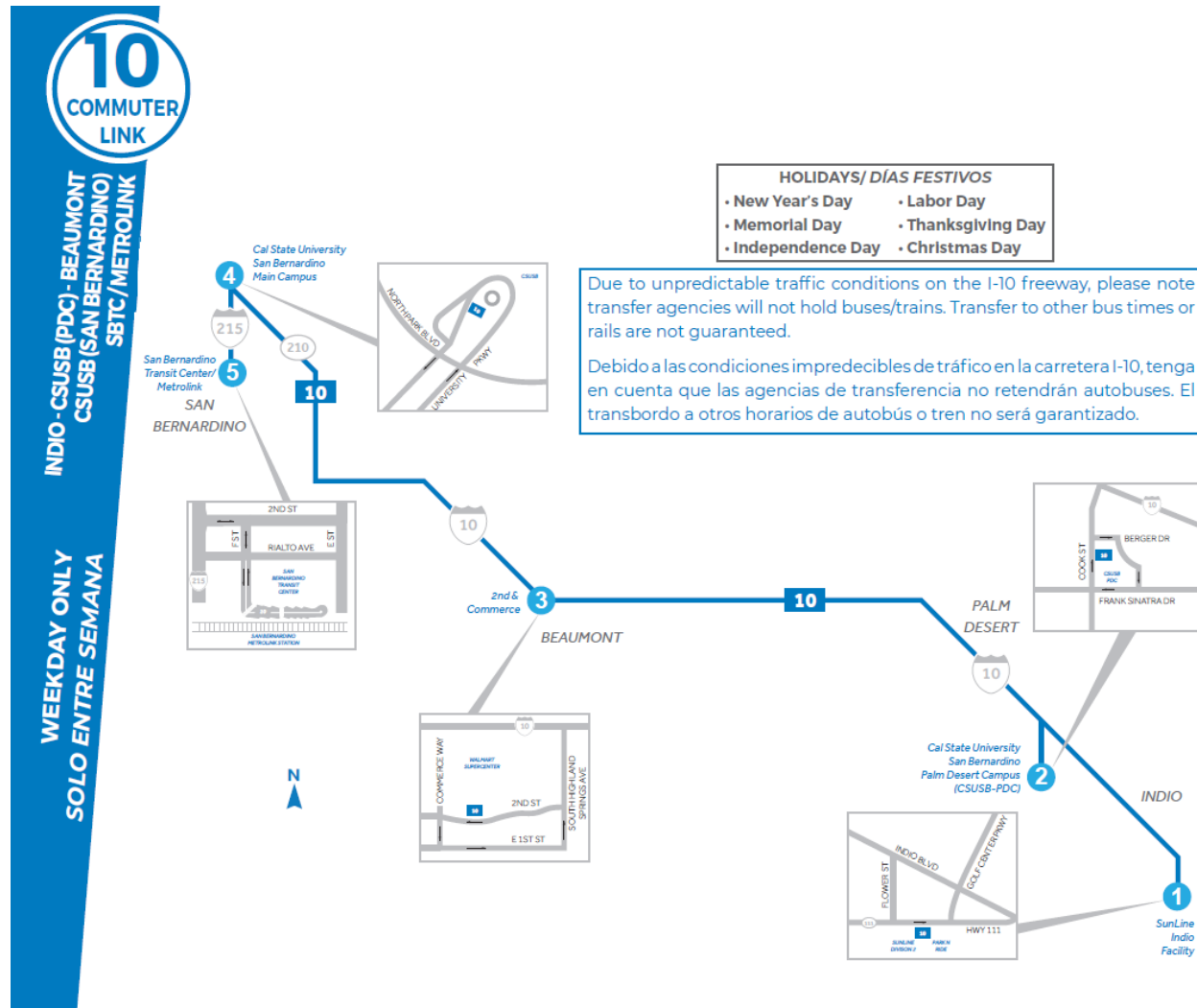
Route 9: North Shore – Mecca – Oasis

Route 9 operates 7 days a week with 60-minute frequency and connects North Shore with Oasis. A variety of destinations are served, including libraries, recreational attractions, medical centers, and schools. The route also provides a convenient connection for customers needing to transfer to SunLine’s Route 8. The transfer point is located at Avenue 66 at Mecca Health Clinic.



Route 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.



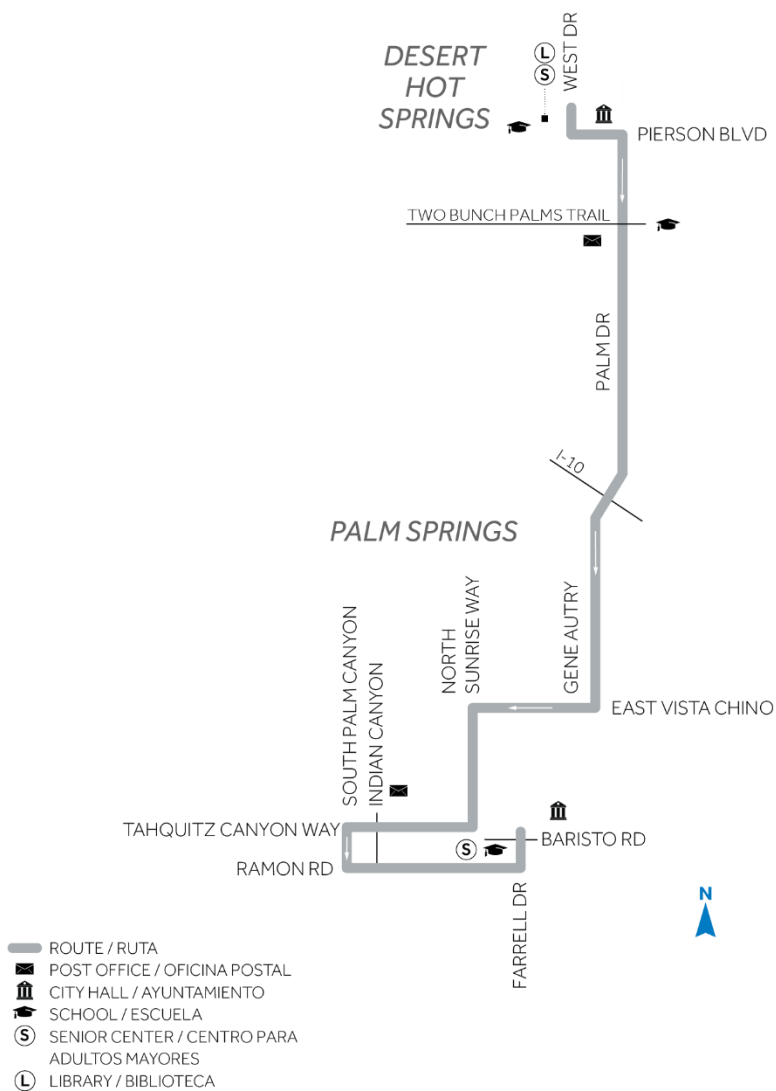
School Trippers

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

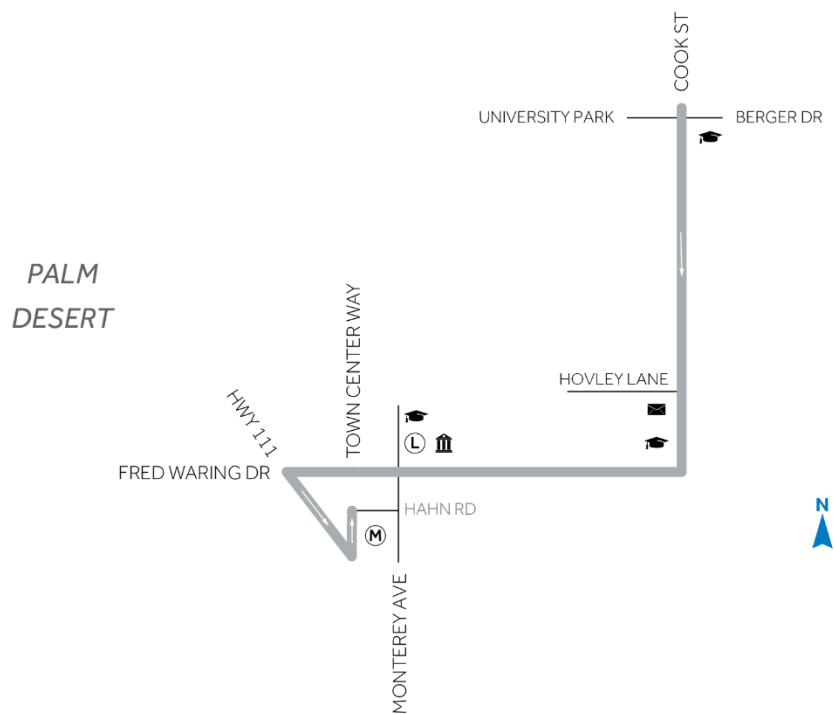
PALM SPRINGS HIGH SCHOOL



Route 500 SB: Palm Desert Mall PM Tripper

500

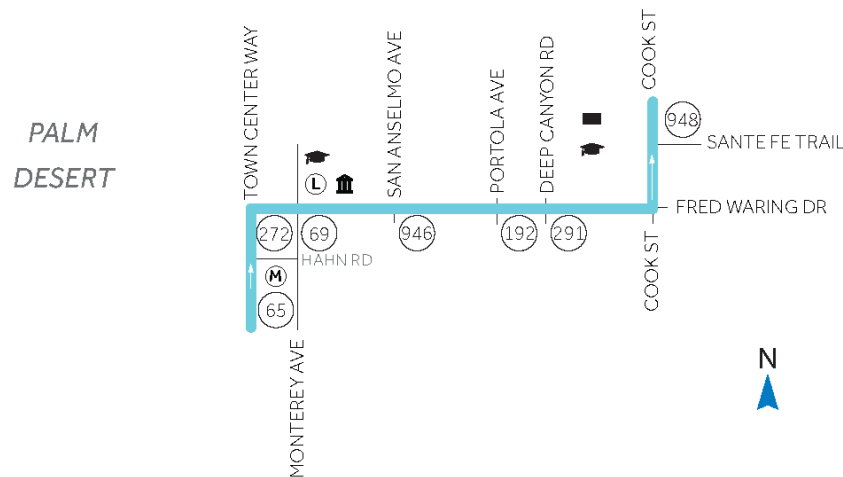
PALM DESERT MALL



- ROUTE / RUTA
- 🏛️ CITY HALL / AYUNTAMIENTO
- 🎓 SCHOOL / ESCUELA
- 📖 LIBRARY / BIBLIOTECA
- 🛍️ MALL / CENTRO COMERCIAL
- ✉️ POST OFFICE / OFICINA POSTAL

ROUTE 501 NB

PALM DESERT HIGH SCHOOL AM TRIPPER

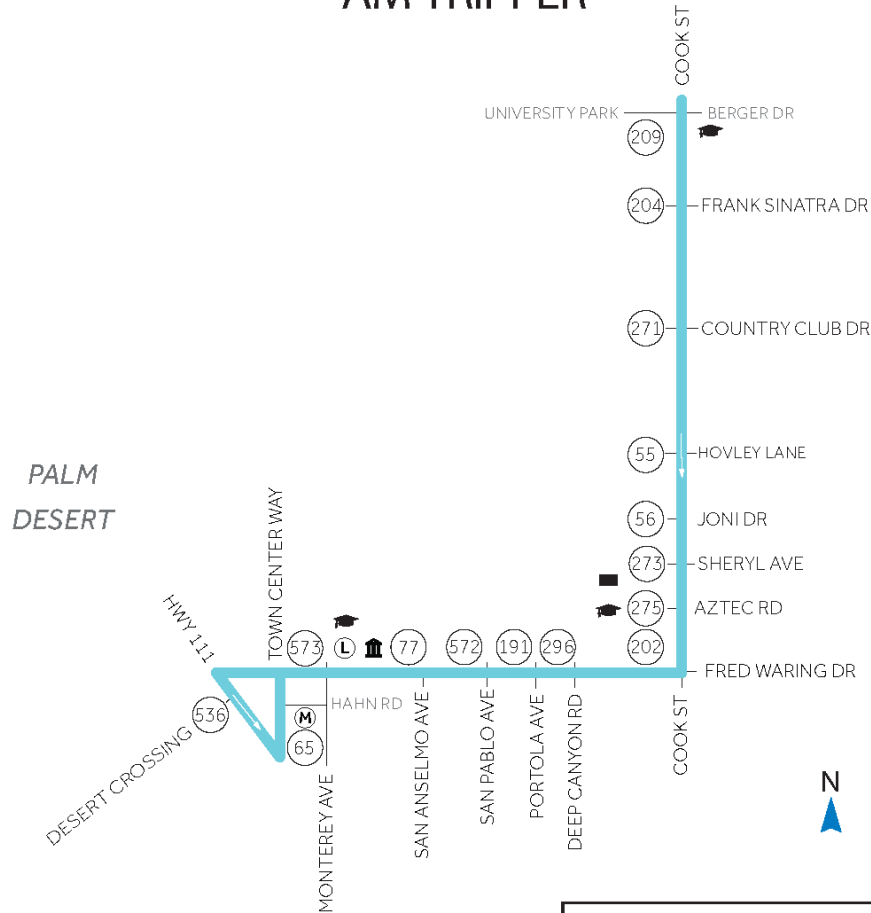


- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- MALL / CENTRO COMERCIAL
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

ROUTE 501 NB SCHEDULE	
TOWNCENTER AT HAHN	7:10 AM
COOK AT SANTA FE	7:20 AM

ROUTE 501 SB

WESTFIELD PALM DESERT AM TRIPPER

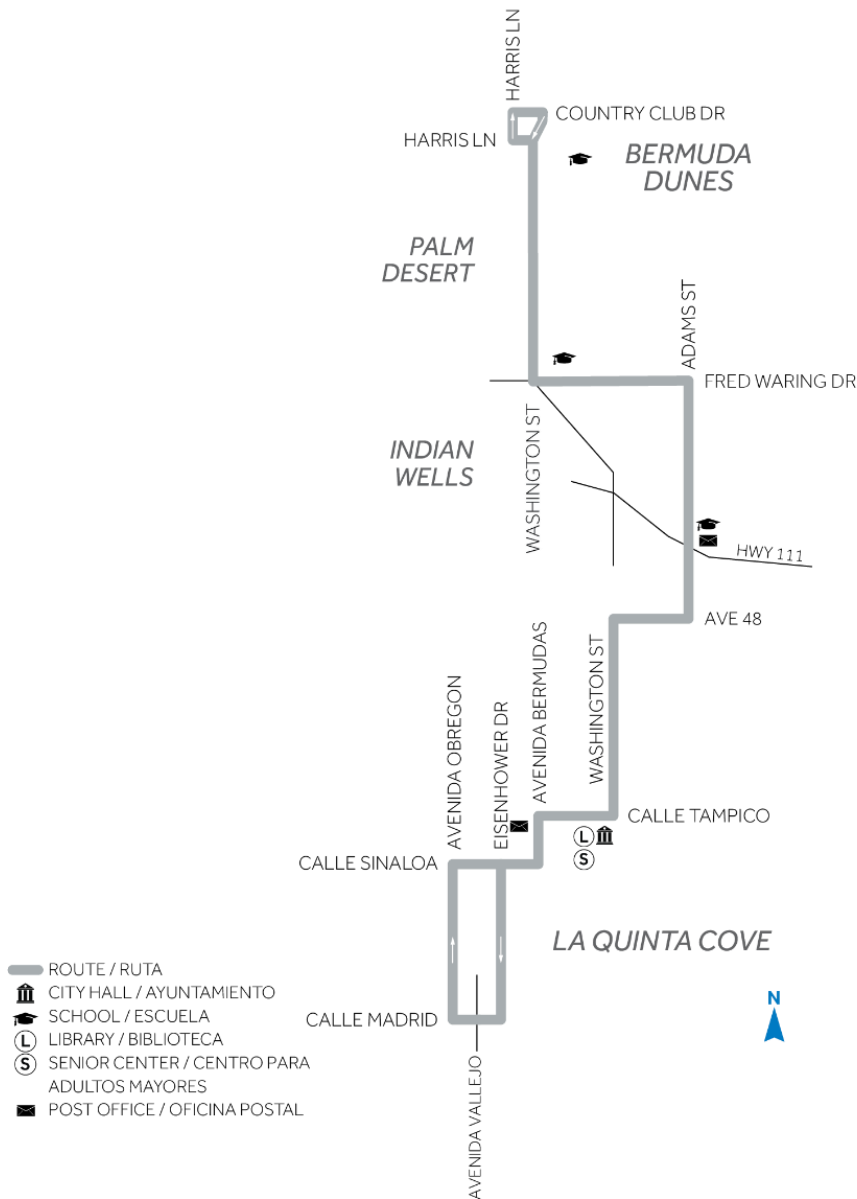


- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- MALL / CENTRO COMERCIAL
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER

ROUTE 501 SB SCHEDULE	
COOK AT UNIVERSITY PARK	6:40 AM
COOK AT AZTEC	6:50 AM
TOWNCENTER AT HAHN	7:05 AM

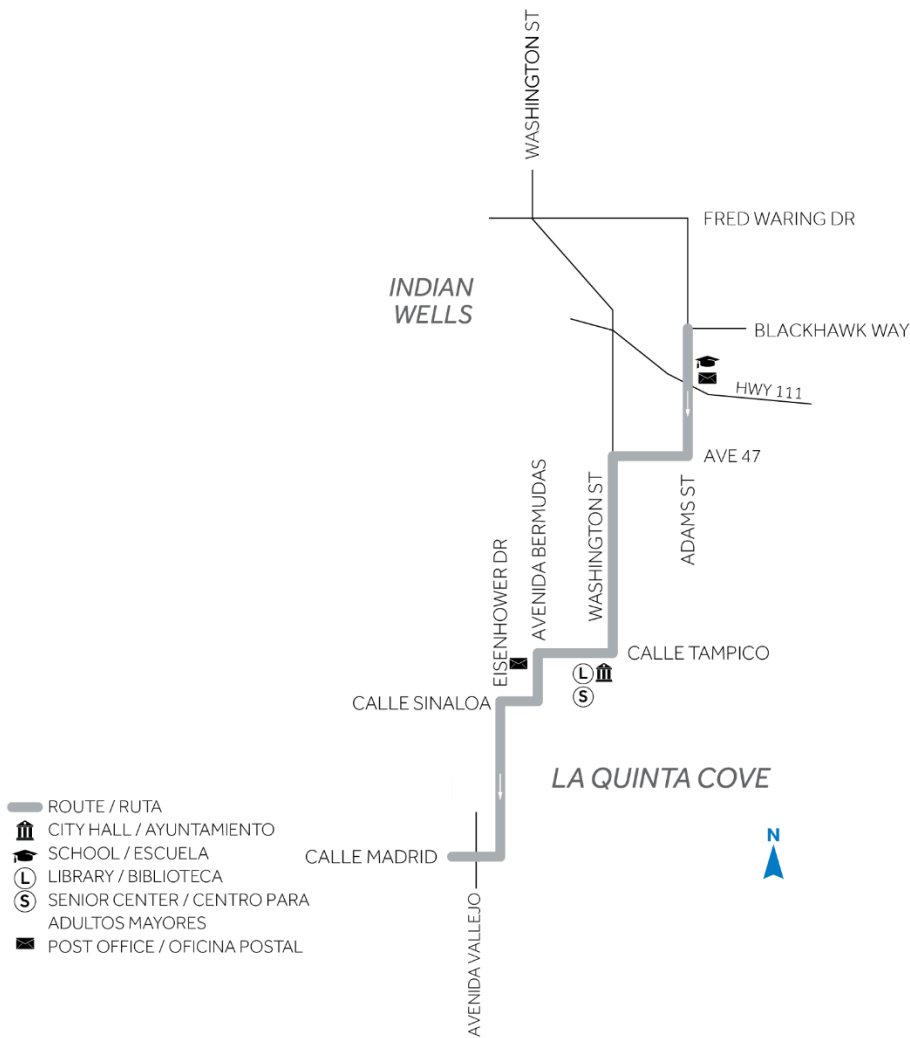
700

HARRIS / WASHINGTON - CALLE MADRID / AVN VALLEJO



701 SB

CALLE MADRID / AVN VALLEJO



701 NB

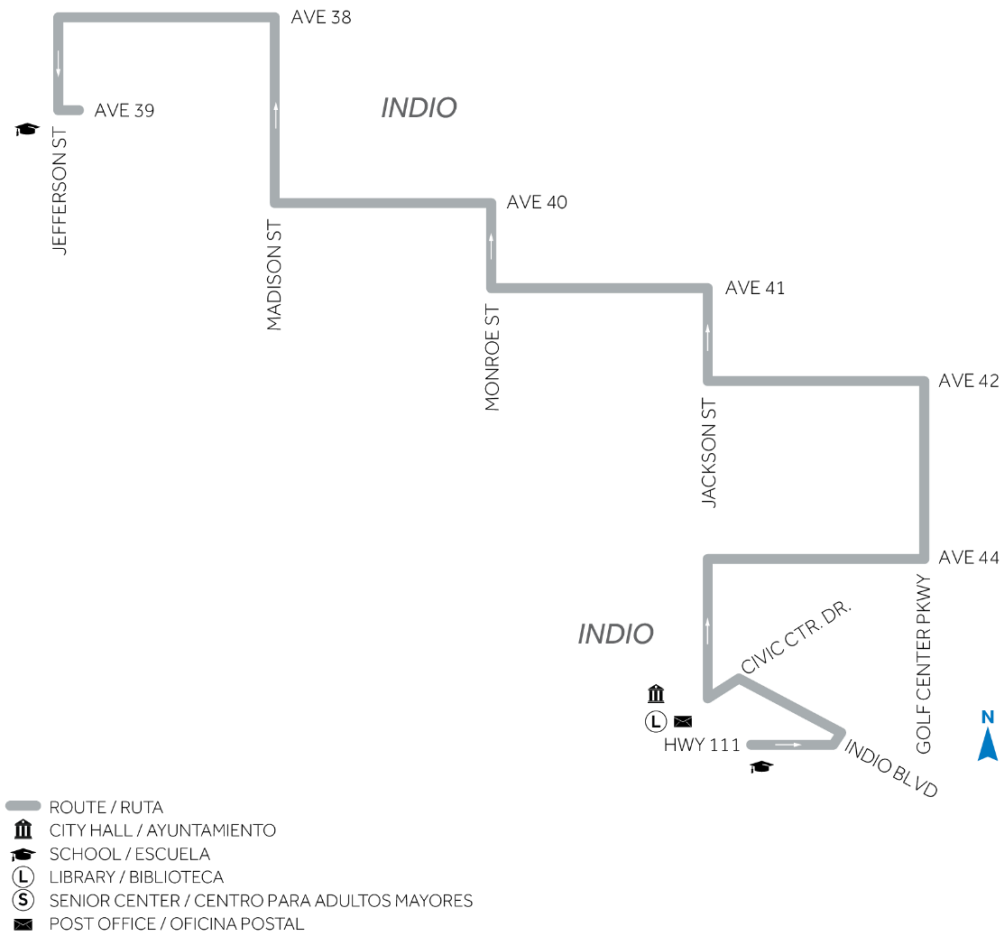
HARRIS / WASHINGTON



Route 800: Shadow Hills High School AM Tripper

800

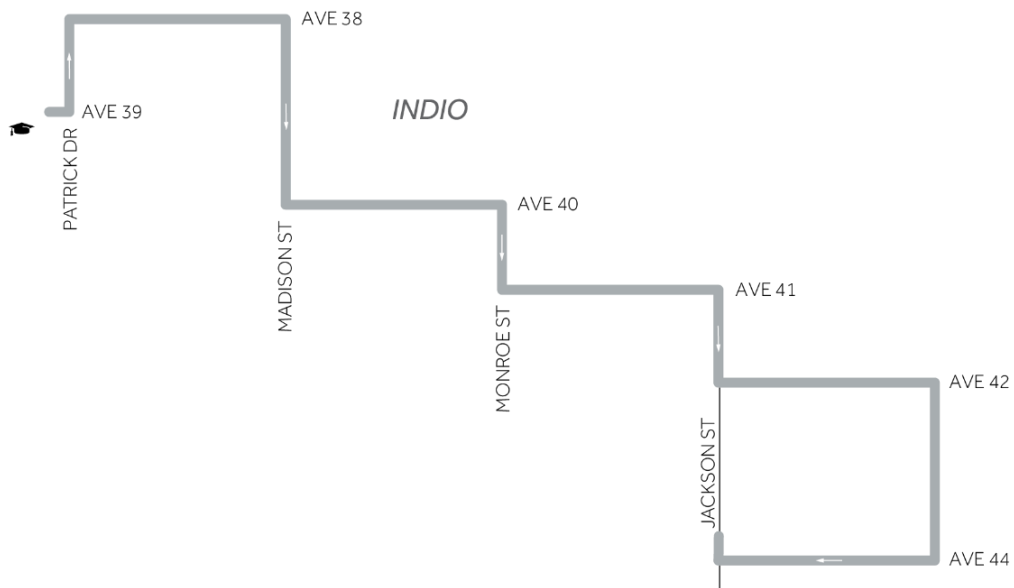
SHADOW HILLS HIGH SCHOOL



Route 801: Jackson/44th PM Tripper

801

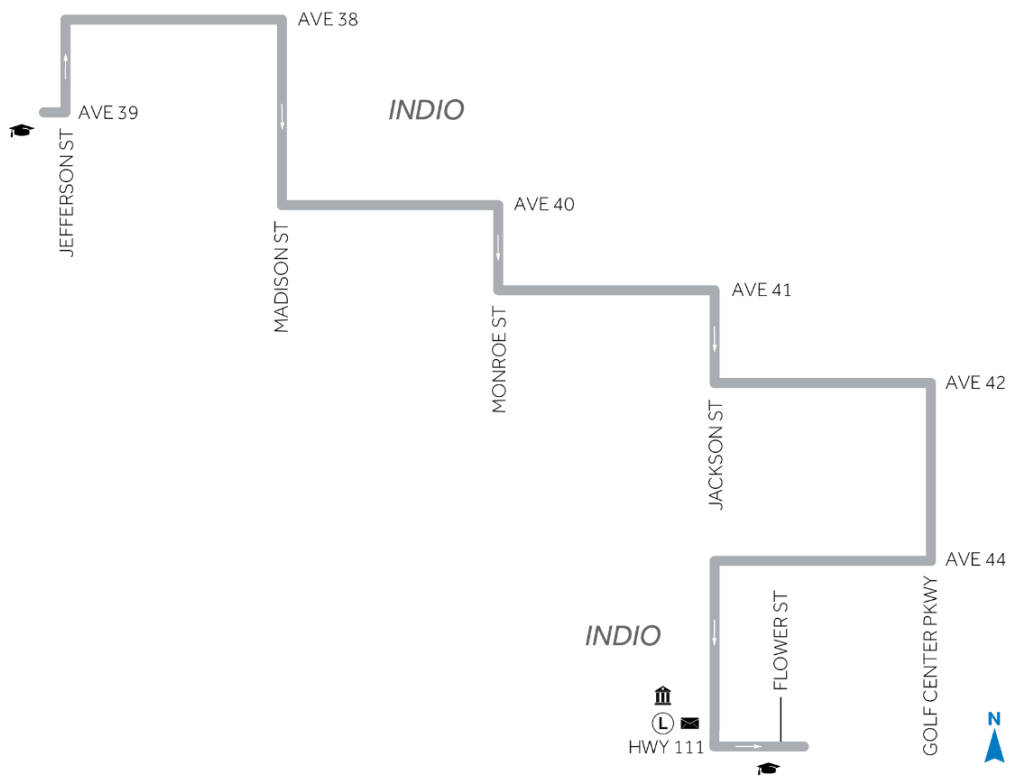
JACKSON / 44TH



— ROUTE / RUTA
🎓 SCHOOL / ESCUELA

802

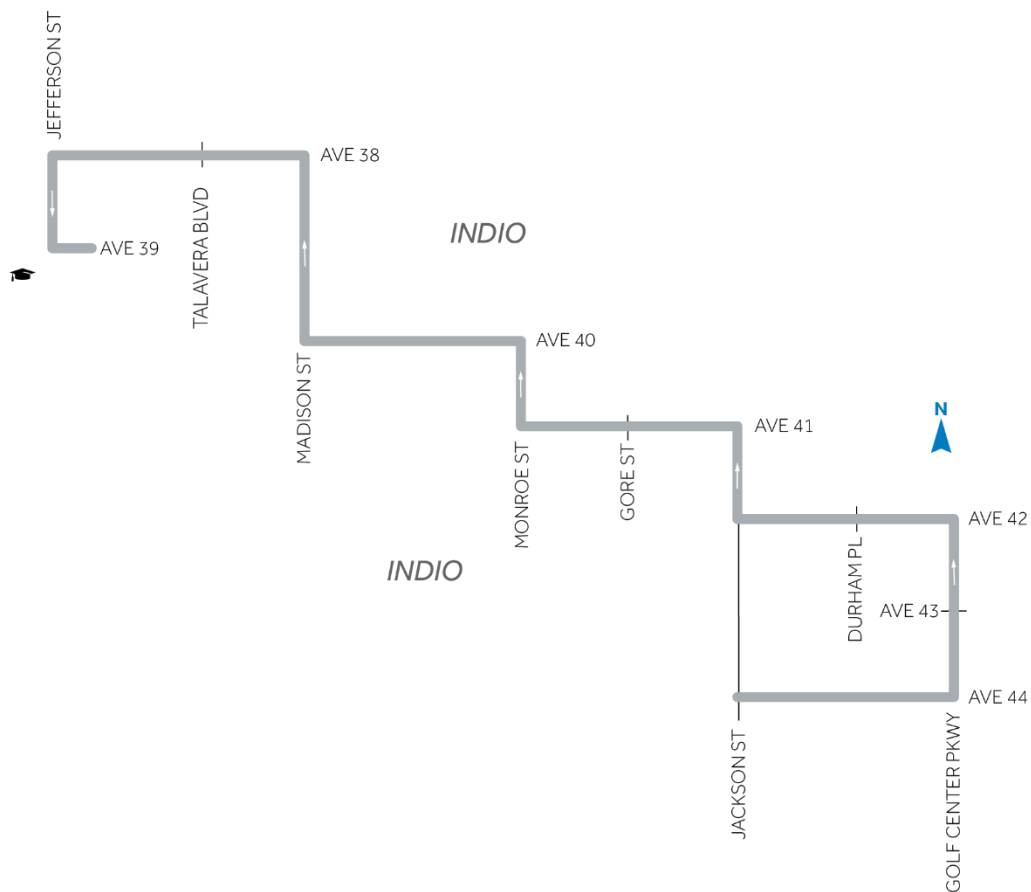
HWY 111 / GOLF CENTER PKWY



- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- POST OFFICE / OFICINA POSTAL

ROUTE 803 NB

SHADOW HILLS HIGH SCHOOL AM TRIPPER



- ROUTE / RUTA
- CITY HALL / AYUNTAMIENTO
- SCHOOL / ESCUELA
- LIBRARY / BIBLIOTECA
- POST OFFICE / OFICINA POSTAL
- BUS STOP AND BUS STOP ID NUMBER



Serving the Coachella Valley

Bermuda Dunes • Cathedral City • Coachella • Desert Edge • Desert
Hot Springs • Indian Wells • Indio • La Quinta • North Shore • Oasis
• Palm Desert • Palm Springs • Rancho Mirage • Thermal
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32505 Harry Oliver Trail | Thousand Palms, CA 92276



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SunLine Services Group

DATE: May 22, 2024 **DISCUSSION**

TO: Taxi Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: SunLine Regulatory Administration Draft FY25 Budget

Background

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget. Staff has provided a draft FY25 SSG budget for discussion in preparation for approval at the upcoming June Board meeting. By beginning the process now, the Taxi Committee will have the ability to either move forward with this budget for approval at the June Board meeting or hold special committee meetings during the upcoming weeks to continue discussion and allow for any modifications. The budget was completed utilizing the approved FY25 fee schedule approved by the Board of Directors.

Attachments:

- [Item 15a](#) – Draft FY25 SunLine Regulatory Administration Budget Presentation
- [Item 15b](#) – Draft FY25 SunLine Regulatory Administration Budget Book



FY25 SunLine Regulatory Administration Budget

May 22, 2024

Luis Garcia, Chief Financial Officer

Budget Overview



- Balanced budget
- \$189,600 - Expenses
- \$189,600 - Revenue
- \$8,075 decrease over FY24



Board Approved Fee Schedule



FY25 SSG FEE SCHEDULE

Fee Description	FY23 Fee Amount	FY24 Fee Amount	Proposed FY25 Fee Amount	Variance
New Taxicab Application	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ -
Annual Taxicab Business Permit Renewal Application Fee	\$ 500.00	\$ 500.00	\$ 500.00	\$ -
Annual Business Permit	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ -
Business Permit Reinstatement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ -
Annual Vehicle Permit (Gasoline/Diesel)	\$ 1,650.00	\$ 1,650.00	\$ 1,650.00	\$ -
Annual Vehicle Permit (Hybrid ¹ /Alt Fuel ²)	\$ 850.00	\$ 850.00	\$ 850.00	\$ -
Annual Vehicle Permit (WAV ³ /Zero Emission ⁴)	\$ 200.00	\$ 200.00	\$ 200.00	\$ -
Vehicle Permit Reinstatement	\$ 65.00	\$ 65.00	\$ 65.00	\$ -
New Driver Permit	\$ 75.00	\$ 75.00	\$ 75.00	\$ -
Driver Permit Renewal	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Transfer	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Reinstatement	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Driver Permit Replacement	\$ 10.00	\$ 10.00	\$ 10.00	\$ -
Appeal Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ -
Taxicab Distinct Appearance Determination Appeal Fee	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	\$ -
Late Fee ⁵ (for late payment of invoices)	\$ 25.00	\$ 25.00	\$ 25.00	\$ -
Special Music Festival Venue Fee	\$ 35.00	\$ 35.00	\$ 35.00	\$ -

^[1] "Hybrid" means Hybrid Electric/Gas Vehicle (HEV) and Plug-in Electric/Gas Hybrid Vehicle (PHEV)

^[2] "Alt Fuel" means alternative fuel vehicles that use Compressed Natural Gas (CNG), Biodiesel, or Ethanol (E85) fuel blends to operate

^[3] "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.

^[4] "Zero Emission" means Electric Vehicles (EV) and Hydrogen-Powered Fuel-Cell Vehicles (FCEV)

Revenue & Expenses



SunLine Transit Agency

Statement of Budget Revenue and Expenses

For fiscal year period covering July 1, 2024 to June 30, 2025

Sources of Funds

Fines	\$	3,500
New Driver Permit Revenue		750
Taxi Business Permit Revenue		96,000
Driver Transfer Revenue		125
Driver Renewal Revenue		1,725
Vehicle Permit Revenue		86,000
Operator Application Renewal Fee		1,500
Total Revenue	\$	<u>189,600</u>
Profit (Loss)	\$	<u>-</u>
Total FY 2024 Budgeted Expenses	\$	<u>197,675</u>
Variance		(8,075)

Expenses by Category

Wages	\$	88,369
Fringe Benefits		61,290
Services		18,315
Supplies and Materials		3,585
Utilities		5,802
Casualty and Liability		5,589
Subscriptions and Training		5,500
Fees and Taxes		1,150
Total Expenses	\$	<u>189,600</u>

Questions?

Thank You



SUNLINE REGULATORY ADMINISTRATION BUDGET

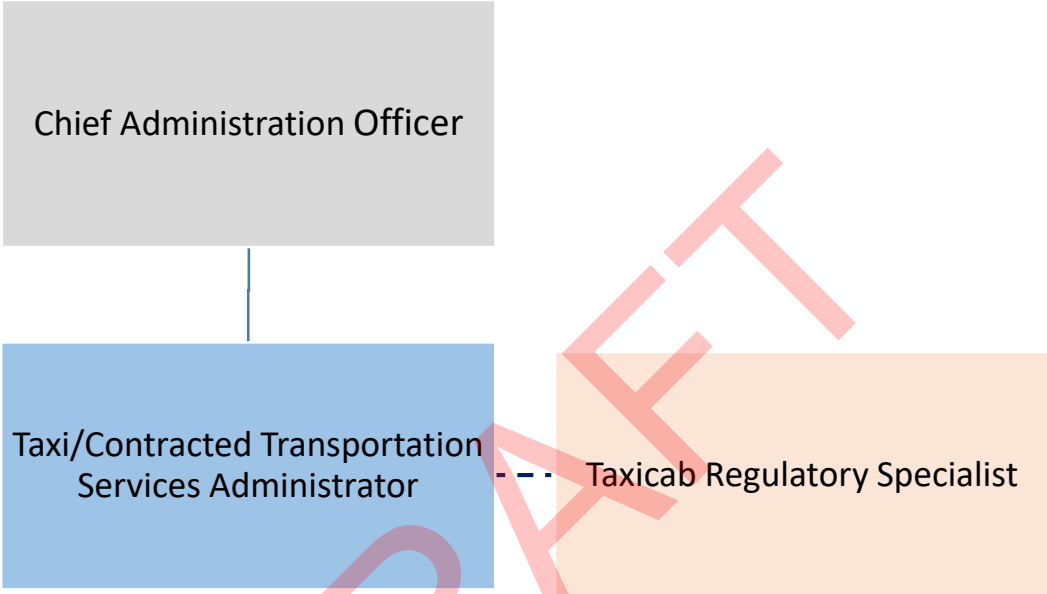
▶ FY2025



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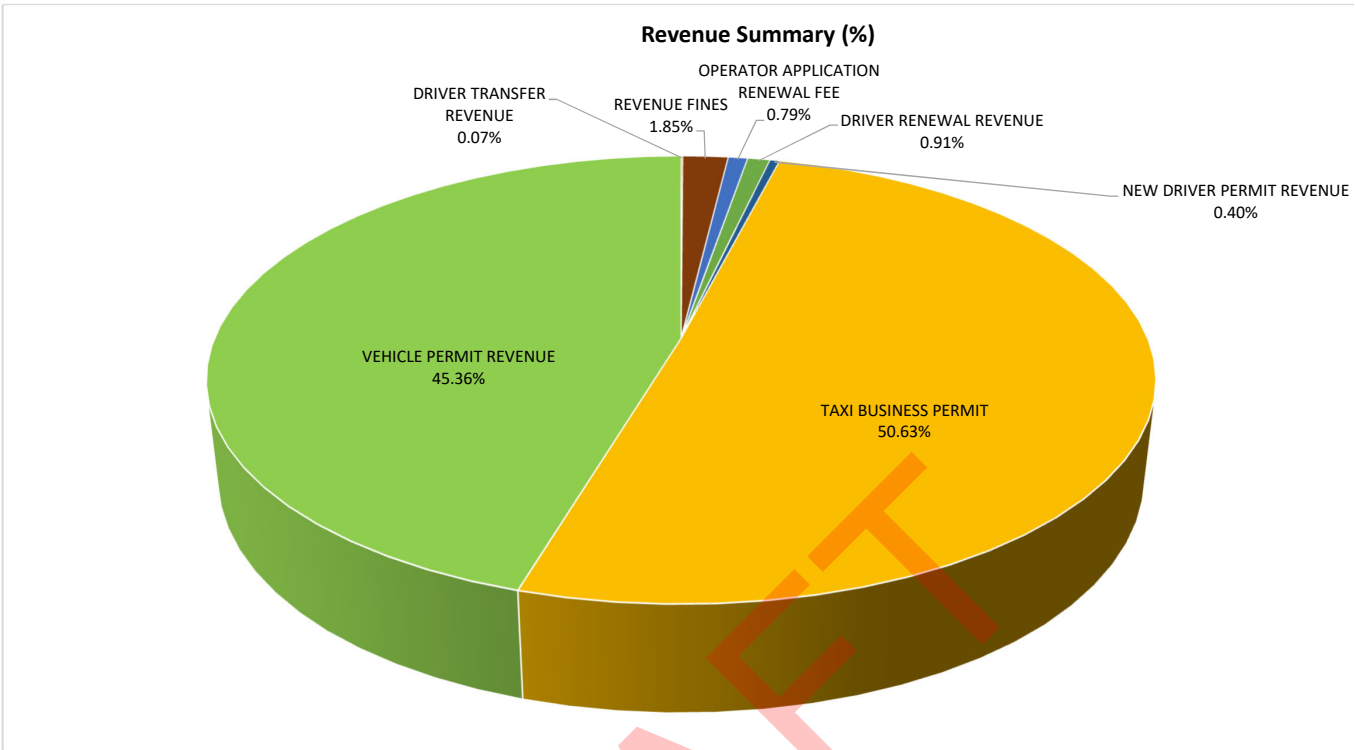


FUNCTIONS & RESPONSIBILITIES

Taxi regulation oversight includes, but is not limited to, responsibility for the day-to-day regulatory functions of the Coachella Valley taxicab industry. These functions include issuance of annual taxicab company licenses, vehicle and driver permit issuance, suspension and revocation of permits and licenses, complaint investigation, and ordinance compliance. The SRA Taxicab Administrator handles adjudication of ordinance violations, taxicab license and driver permit cases with appeals processed through the SSG guidelines and policies.

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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)

SUNLINE SERVICES GROUP

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.

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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 INSUARANCE 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)

DRY

SRA

SUNLINE REGULATORY ADMINISTRATION

Serving the Coachella Valley

Bermuda Dunes · Cathedral City · Coachella · Desert Edge · Desert Hot Springs · Indian Wells · Indio · La Quinta
Mecca · North Shore · Oasis · Palm Desert · Palm Springs · Rancho Mirage · Thermal · Thousand Palms

32505 Harry Oliver Trail | Thousand Palms, CA 92276

  @SunLineTransit

 facebook.com/SunLineTransit

SunLine Services Group

DATE: May 22, 2024 **INFORMATION**

TO: Taxi Committee

FROM: Jill Plaza, Taxi/Contracted Transportation Services Administrator

RE: 2024 Music Festival Season Report

Background

The 2024 music festival season that featured the Coachella and Stagecoach music festivals was held this past April. This year there were 343 trips covered by an average of 60 taxicabs. This is an increase of three (3) percent when compared to 2023, but down 65% when compared to 2019, pre-pandemic numbers.

Since the pandemic, the taxicab industry has been struggling to regain its pre-pandemic numbers. There has been a steady decline in the number of completed trips from the music festivals, going from 971 trips in 2019 (pre-pandemic) to 434 in 2022 (a 55.30% drop over 2019), to 333 trips in 2023 (23.37% drop over 2022). 2024 saw the first slight increase when compared to 2023 with 343 trips (3%).

SRA is positing that the decline in ridership may be attributed to the change in placement of the taxicabs from their previous position before the pandemic at Avenue 49 and Monroe to the location at Avenue 52 and Madison after the pandemic. Additionally, the number of available taxicabs serving the Coachella Valley has declined which may be ascribed to drivers choosing other industries, such as black car services or transportation network companies.

SRA will encourage the taxi businesses to work with the City of Indio and event organizers, Golden Voice, during the preliminary planning stages toward securing a more favorable location for the taxi industry for the 2025 music festival season.

Attachments:

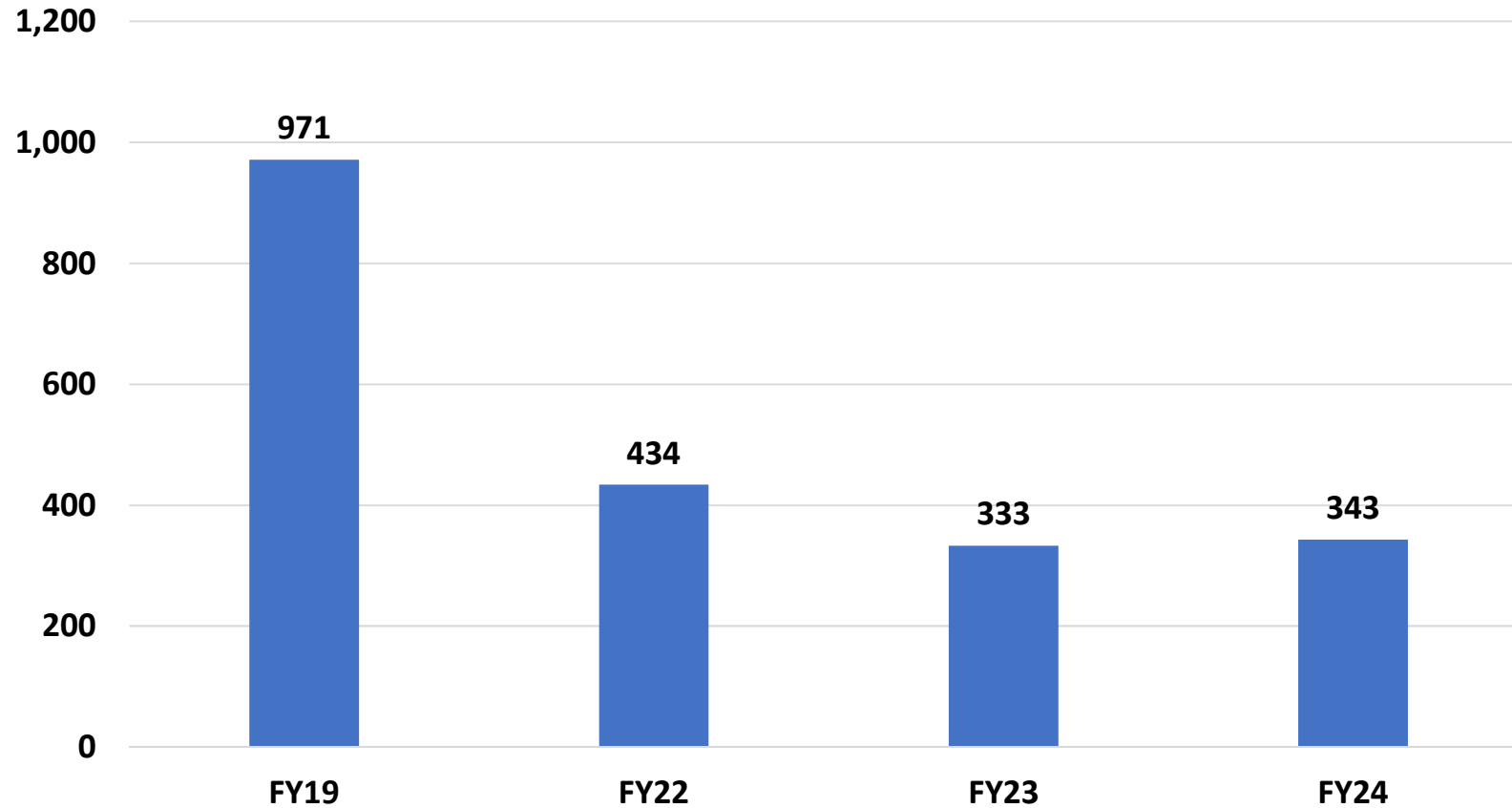
- [Item 16a](#) – 2024 Music Festival Season Report Presentation



Taxi Committee Meeting
2024 Music Festivals Report
May 22, 2024

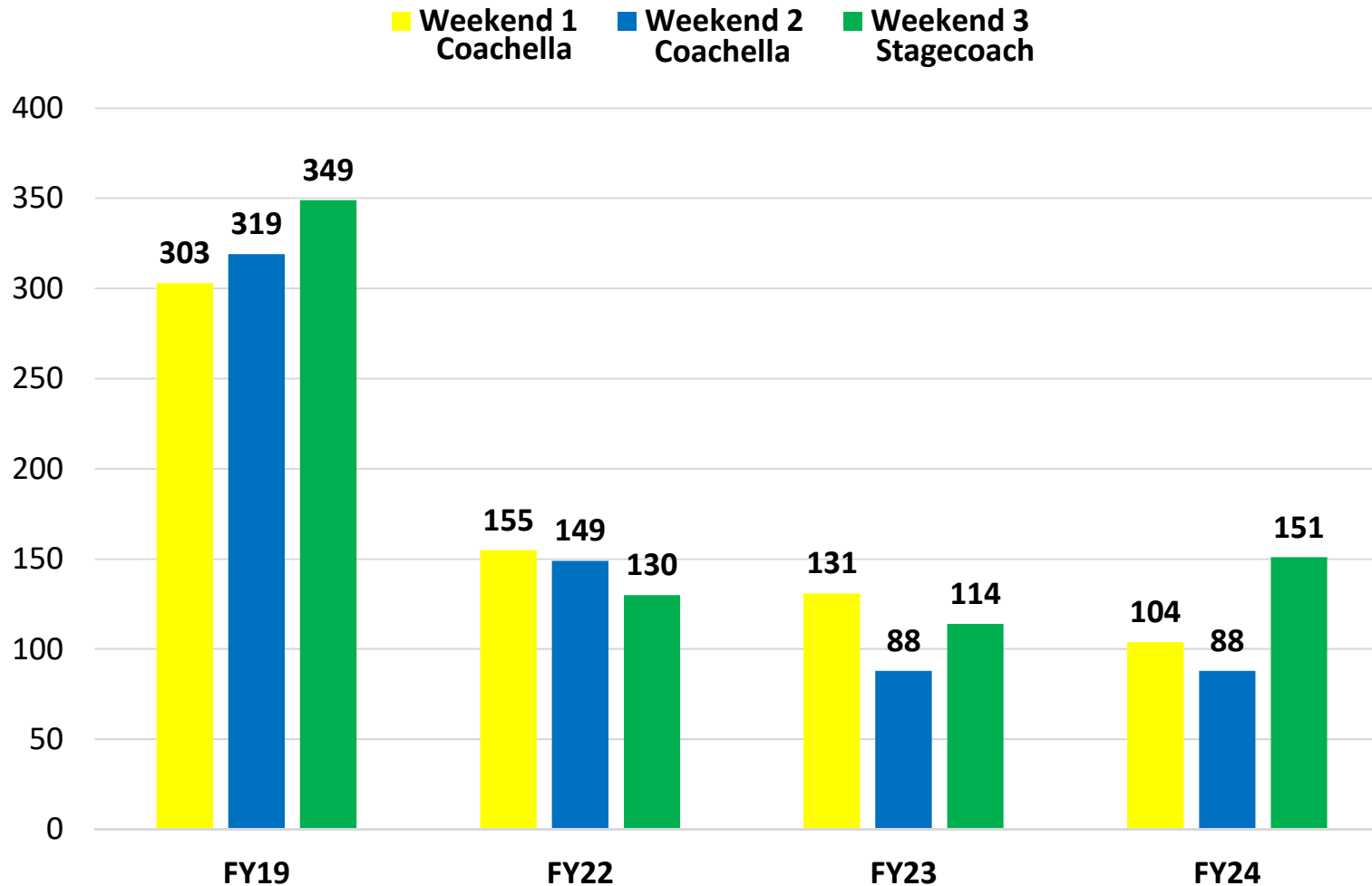
Total Trips Completed Comparison

**Trips Comparison
Music Festivals**

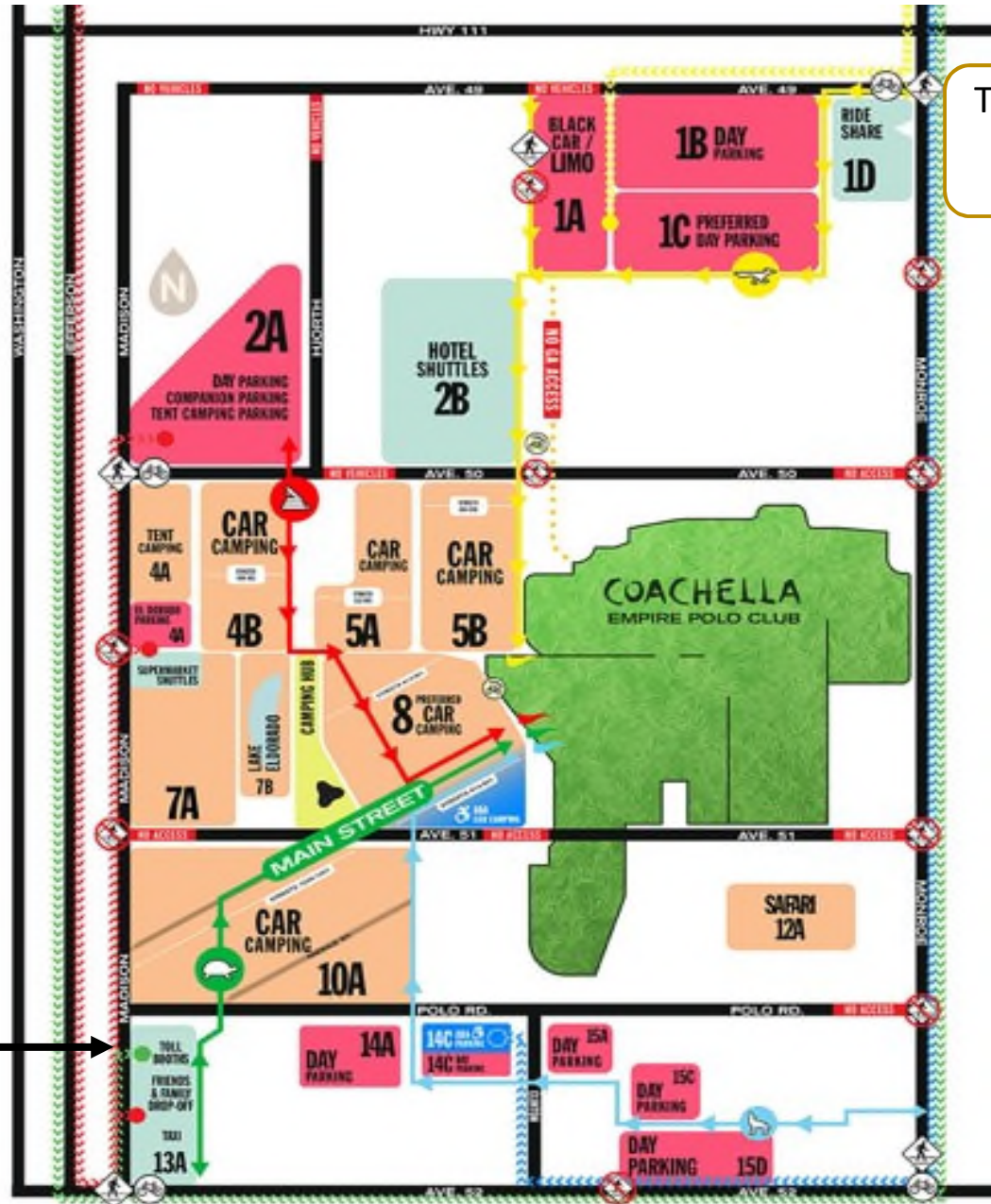


Trip Comparison by Weekend

Music Festival Taxi Trips

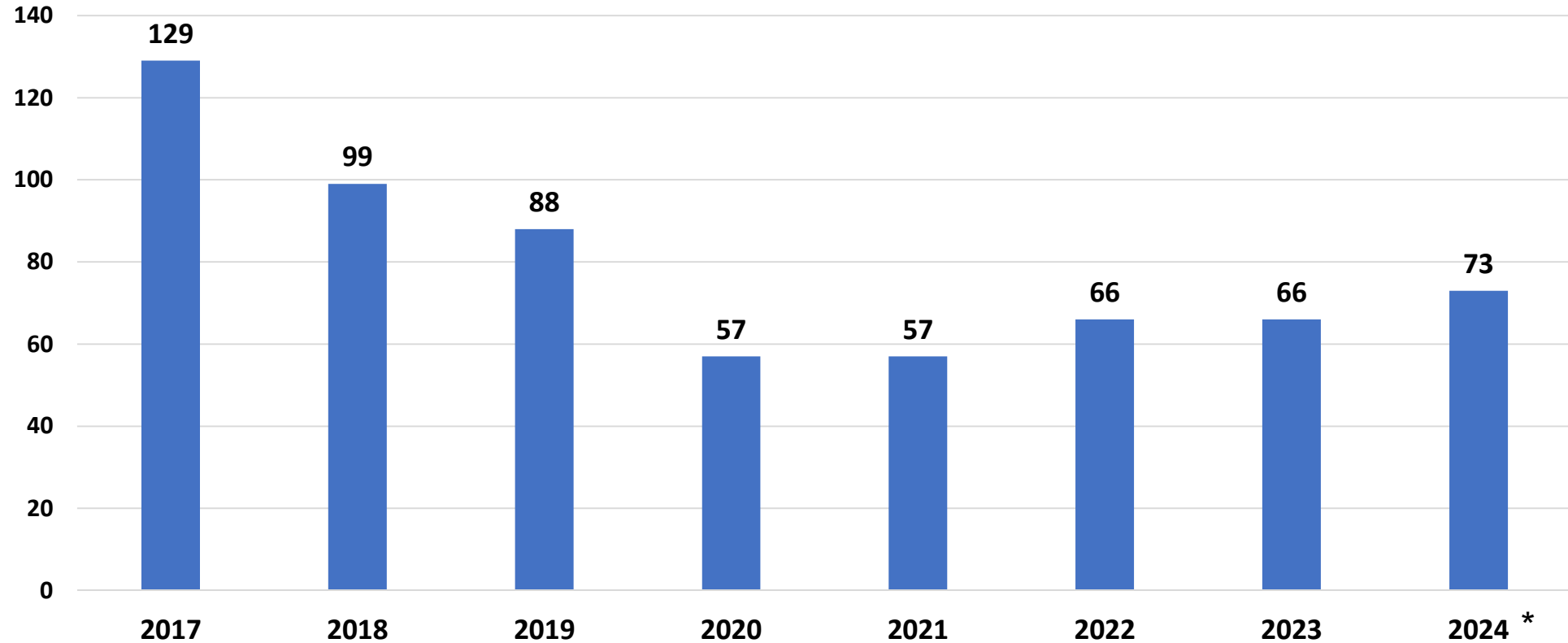


Taxi Lot before pandemic
49th & Monroe
(Rideshare area)



Taxi Lot after pandemic
52nd & Madison
REAR OF LOT 13A
Lot shared with Uber as well

Calendar Year to Date Comparison of the Average Number of Taxicabs Serving the Coachella Valley



* Calendar year to date 2024 reflects data through April 2024.



SunLine Transit Agency

DATE: May 22, 2024 **INFORMATION**

TO: Board of Directors

FROM: Vanessa Ordorica, Assistant Clerk of the Board

RE: Upcoming Election of Officers

Background

As a reminder for the Board of Directors, at the June 2024 Board meeting, nominations will be accepted to elect officers (Chairperson of the Board and Vice Chairperson of the Board) for SunLine Transit Agency.

In accordance with the Joint Powers Agreement, the Board shall elect, from among its members, a Chairperson and Vice Chairperson to serve for one year terms, said terms expiring at the end of each fiscal year. SunLine's meeting by-laws 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.

Attachment:

- [Item 17a](#) – History of 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

DATE: May 22, 2024 **INFORMATION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: General Manager's Report for May 2024

Project Update

Liquid Hydrogen Station

The contractor is finishing up work on the external dispenser for public use. Major construction activities at the station are complete, with final electrical and system control connections underway. The contractor is now focused on preparing commissioning, safety, operation, and maintenance plans in anticipation of approval from the Riverside County Fire Marshal by the end of May. Upon approval, the station will be ready to introduce liquid hydrogen, and the contractor will commence station commissioning. Substantial completion remains on track for mid-June.

Nel Hydrogen Station

The station is still generating hydrogen, which is being distributed to buses using the existing system. However, due to compression limitations, the current system can only fuel about ten (10) buses per day. At present, four (4) out of the eight (8) cell stacks are operational. Two (2) stacks are undergoing repairs at NEL, while the power supply for the other two (2) are being assessed on-site. The station's modules for compression, chilling, and dispensing are still offline at the NEL station. NEL is actively developing a plan to restore service at the station.

Coachella Hub

The contractor is finalizing work on the operator break and restroom building and awaiting delivery of the three (3) shade structures due the first part of June. Work is continuing on the concrete drive aisles and sidewalks. Once the shade structures are installed the contractor will finish the landscaping and signage. Substantial completion is on schedule for the middle of June.

TAM Software

The Transit Asset Management (TAM) software has been installed and SunLine staff started using the new software on May 1st. Training sessions are being provided to

ensure staff can maximize the system's functionalities. Acceptance and project closure are anticipated to follow shortly thereafter.

Riverside Transit Agency (RTA) Bus Purchase

SunLine has taken delivery of all 15 buses from the Riverside Transit Agency (RTA). Currently, Maintenance staff is getting the buses ready for operation. This involves safety inspections, installation of electronic components and fareboxes, as well as applying new paint and graphics. Safety personnel are actively training operators on the operation of the Gillig model buses, which you will soon see in service on the routes.

Human Resources Update

SunLine's executive leadership team had their first leadership training on Wednesday, May 8th. SunLine has partnered with COD's PaCe program, creating six (6) sessions they will attend over the next eight (8) months. The first session focused on building off the strengths identified through the Gallup Clifton Strength Finders book and assessment test. The process starts with the self and moves outward to help teams recognize their inherent strengths to collaborate and co-create more effectively.

Safety Update

On Thursday, April 25, 2024, SunLine proudly held its first Spring Class of 2024 Ceremony, where it recognized three (3) outstanding Motor Coach Operators for successfully completing a rigorous 7-week Commercial Driver License training program. The Operators were presented with well-deserved certificates of completion and received a barrage of encouraging words from their trainers, peers, and management. At SunLine, we believe that recognizing and celebrating the accomplishments of our employees is the surefire way to motivate them, especially when it comes to starting a new career.

Community/Industry Engagement Events

Ophelia Project 2024 Annual Luncheon, Indian Wells, CA (April 25, 2024)

On April 25, 2024, SunLine staff attended the 2024 Annual Ophelia Project Luncheon. Attendees, alongside the mentors and participants, celebrated this community program aimed at empowering young women through education, mentorship, and leadership development.

Día de los Niños (Day of the Children) – Indio Public Library, Indio, CA (April 27, 2024)

SunLine Transit Agency joined Indio Public Library's Día de los Niños event. The event was hosted on Saturday, April 27, from 3:00 pm – 5:00 pm on the Indio College of the Desert campus. We spoke with approximately 60 families regarding our local fixed

route, 10 Commuter Link, and SunRide services for local residents. Many out-of-town visitors were interested in the Palm Springs SunRide zone.

Día del Niño (Day of the Child) – Desert Recreation’s Thousand Palms Community Center, Thousand Palms, CA (April 30, 2024)

On Tuesday, April 30, SunLine’s Marketing Team participated in the Día del Niño (Day of the Child) event at the Thousand Palms Community Center from 4:30 pm – 6:00 pm. We talked to many kids and parents about SunLine’s Youth Sustainability Advisory Committee and SunLine’s Student Art Contest. These are contests SunLine offers to children from K-12 grade. We had 144 interactions. The kids that joined us had a ton of fun! This day is considered one of the happiest traditions. This family-friendly event celebrates all the wonderful children in the community. We gave out SunLine-themed coloring books and crayons. Other booths gave out books, games, and prizes. This was an event for all ages, but most attendees were parents and elementary school children. It was definitely an event full of great energy.

APTA Mobility Conference – Portland, OR (April 30, 2024) Beginners Guide to Hydrogen Fueling

On April 30, 2024, SunLine staff attended APTA’s Mobility Conference and participated on The Beginners Guide to Hydrogen Fueling panel. The session offered a succinct yet comprehensive introduction to hydrogen, covering essential topics such as onsite production versus delivery methods, along with strategies for short and long-term fueling infrastructure solutions. The presentation can be found at the end of this report for your reference.

SCAG Regional Conference & General Assembly – Palm Desert, CA (May 2-3, 2024)

SunLine staff attended the SCAG Regional Conference & General Assembly on May 2nd and 3rd. Conference attendees gathered with other local and regional leaders to collaborate on fundamental issues, such as mobility, housing and communities, the environment and the economy.

Fiesta de Mayo – La Quinta, CA (May 3, 2024)

Congratulations to Supervisor Perez and his dedicated staff on hosting an unforgettable Fiesta de Mayo event at their new office location in La Quinta. Staff attended the celebration alongside the community, making it a lively event featuring live entertainment to commemorate the festivities.

Palm Springs Sustainability Commission Climate Action Subcommittee Meeting – Palm Springs, CA (May 8, 2024)

On Wednesday, May 8, staff were invited to present at the City of Palm Springs Climate Action Subcommittee meeting. Topics covered included SunBus connections to CV Link, riding SunBus with a bike and which bus stops are pick-up or drop-off locations for SunRide (microtransit). Also discussed was SunLine's history and the Agency's efforts to move to zero emissions. This includes our liquid hydrogen station, set to open in June 2024, and our planned solar microgrid. SunLine staff built working relationships with the City of Palm Springs for future collaborations. The presentation can be found at the end of this report for your reference.

Coachella Valley American Heart Association Executive Centennial Bold Hearts Breakfast – Indio, CA (May 15, 2024)

On Wednesday, May 15, staff attended the Executive Centennial Bold Hearts Breakfast hosted by the American Heart Association (AHA) at the Heritage Palms Golf Club in Indio. Executive leaders, volunteers and attendees from the Coachella Valley came together to help recognize the impact the American Heart Association has been making for almost 100 years.

SunLine Youth Sustainability Advisory Committee – Application Period is Open

We are now taking applications for the 2024-2025 SunLine Youth Sustainability Advisory Committee. This year was our second year and we had great participation. We are looking forward to receiving applications from local high school students (including homeschooled students) interested in learning about public transportation, clean energy and how government agencies operate.

10th Annual Pack the Bus – June 20, 2024 (moved up from July)

SunLine's Pack the Bus school supply drive will happen on June 20. 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.



Beginners Guide to Hydrogen Fueling

APTA Mobility Conference

April 30, 2024

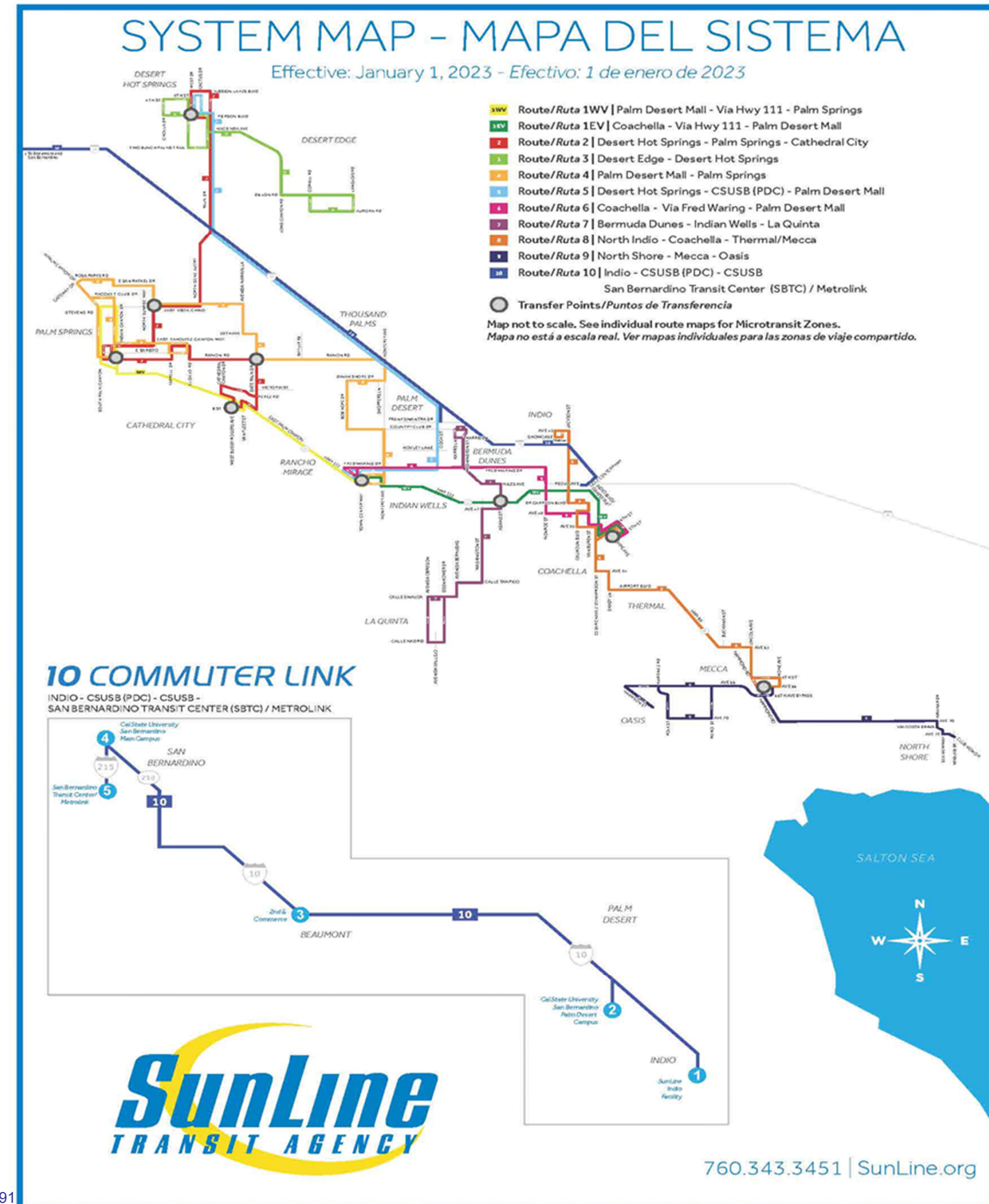
By: Mona Babauta, CEO/General Manager

Joined by: Shawn Craycraft, Alternative Fuels Program Manager



SunLine Service Area

- Joint powers authority formed in 1977
- The cities of Palm Springs, Palm Desert, Rancho Mirage, Indian Wells, La Quinta, Desert Hot Springs, Cathedral City, Indio, Coachella and unincorporated areas of Riverside County
- Operate in the Coachella Valley
 - 1,120 mile service area
 - Fixed Route, Paratransit, Microtransit and Commuter Link
- 345 Employees



Zero Emission Program Goals

- Continue legacy of implementing leading edge, clean air technology
- Transition full fleet to zero emission by 2035 (5 years before CARB's 2040 target)
- Minimize carbon footprint by generating renewable energy and producing green hydrogen
- Invest in technology that best supports operating requirements



Zero Emission Fleet = 30 ZEBs or 42% of total fleet

26

Fuel Cell Buses (15 New Flyers & 11 El Dorados)

04

Battery Electric Buses (BYD)



Preferred Fuel Path - Hydrogen

- Summer temperatures can exceed 120° F
- Approximately 200 miles operated by each bus daily
- Combination of rural, highway and city routes
- FCEB is closest to 1 for 1 replacement of a CNG bus



HYDROGEN FUELING STATIONS



HYDROGEN ELECTROLYZER STATION

900 kg per day

IN SERVICE SINCE NOVEMBER 2019

CONTRACTOR: NEL HYDROGEN



LIQUID HYDROGEN STATION

15,000 gallon liquid capacity

SCHEDULED COMMISSIONING: JUNE 2024

CONTRACTOR: NIKKISO/INTEGRATED CRYOGENICS SOLUTIONS

Hydrogen Electrolyzer Station Background



- Awarded CARB Air Quality Improvement Program (AQIP) funds & Clean Truck/Bus Voucher (HVIP) funds
- Agency vision of reducing carbon footprint through 100% green hydrogen production using renewable energy (via future microgrid project)
- Ability to control fuel supply via onsite production
- Available land for station construction (0.5+ acres/ 20,000+ square feet)
- Obtain low carbon fuel standard (LCFS) credits to offset the cost of hydrogen production



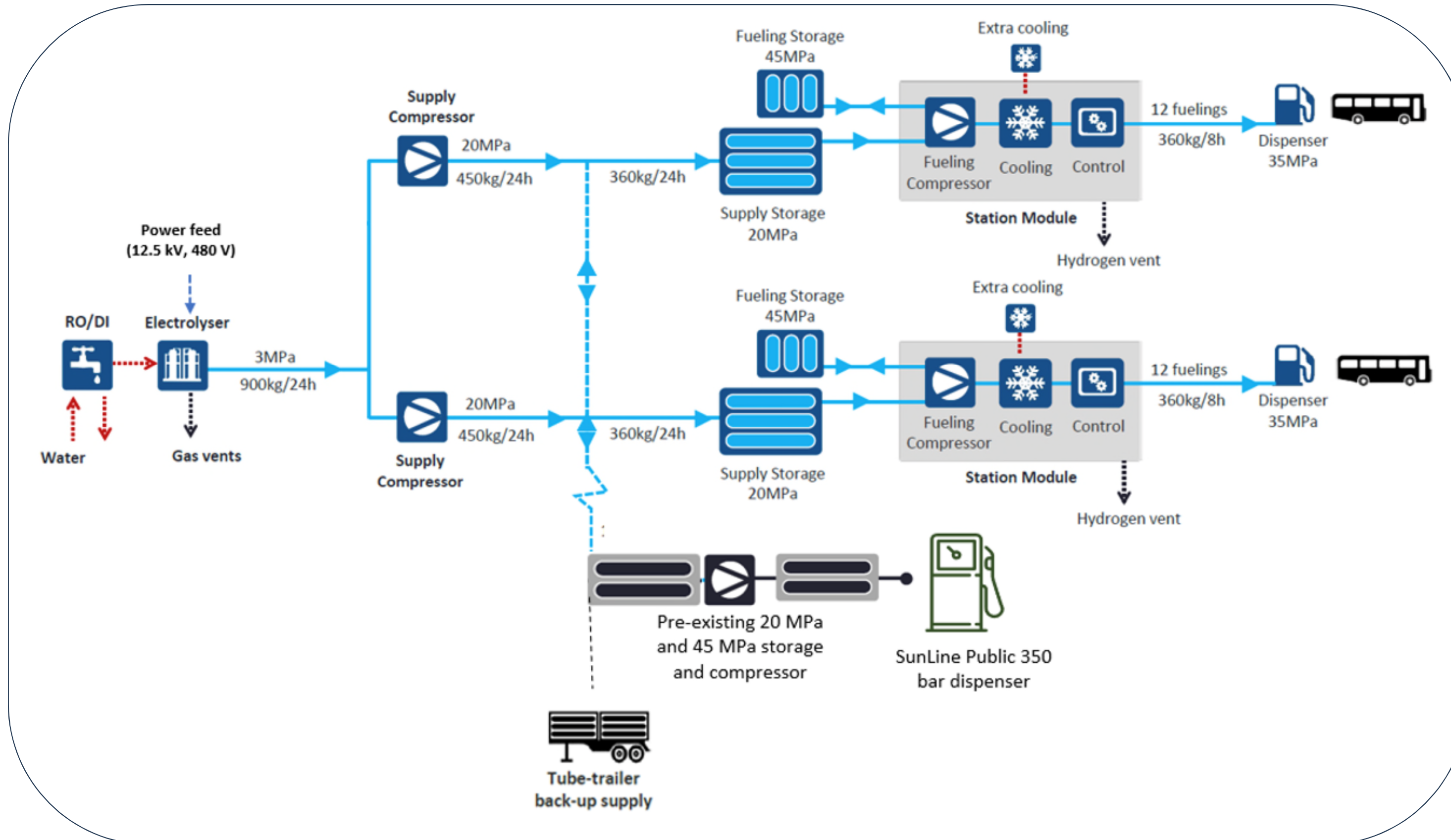
Image of Nel's Proton Exchange Membrane (PEM) Electrolyzer System including 8 fuel cell stacks.

Electrolyzer Station Characteristics

- 2 megawatt station producing gaseous hydrogen
- Power Consumption per kg of H₂ produced = 60.3 kWh/kg
- Feed Water Consumption per kg of H₂ produced = 14.3 L/kg
- Maximum hydrogen production per day = 900 kg
- Low Pressure storage: 200 bar; High Pressure Storage: 450 bar
- 2 Dispensers; Max fill per FCEB: 30 kg; Dispensing @ 350 bar, -40°C; Fill time: 10-15 minutes
- Nel was system integrator & primary OEM
- Proton Exchange Membrane (PEM) Electrolyzer
- Chilling systems, A/C Units, Heat Exchanger System

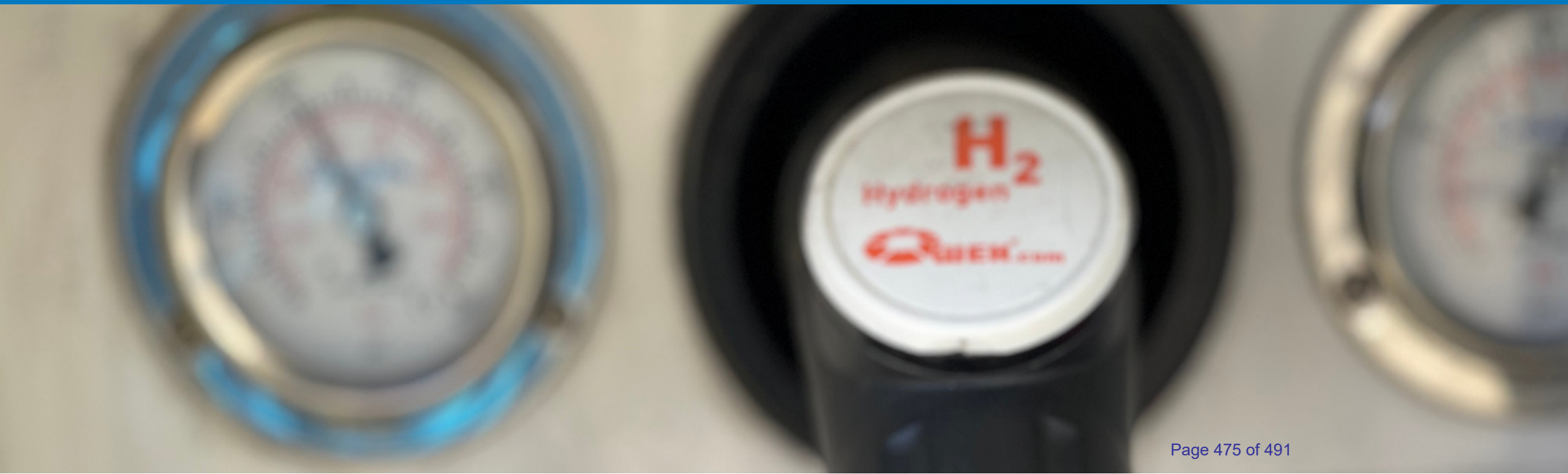


Electrolyzer Compression and Dispensing



OVERVIEW OF COSTS & FUEL USAGE

- Total cost of electrolyzer station: Approximately \$9 million
- Average cost per kg is \$16.45 - Excludes O&M cost due to long commissioning of project/ current warranty period
- Projected cost with O&M after June 2024 is **\$20.50** per kg (O&M estimated to be \$20,000 per month)
- Designed to produce 900 kg per day to fuel 24 buses in 8 hour fueling window back-to-back
- Highest daily dispensed 485 kg (19 actual buses fueled)



Leading edge Technology Considerations

Balance operational requirements with leading edge technology risks

- **Build resiliency into the hydrogen program:** mixed-fuel fleet, secondary fueling station, mutual aid agreements with neighboring agencies, etc.
- **Operating costs, especially electricity & water, may increase:** Need to be financially prepared and/or prepared to make necessary service changes.

Maintain constructive & transparent communication with key players: OEM, legal counsel, governing board, team members, funding partners, etc.

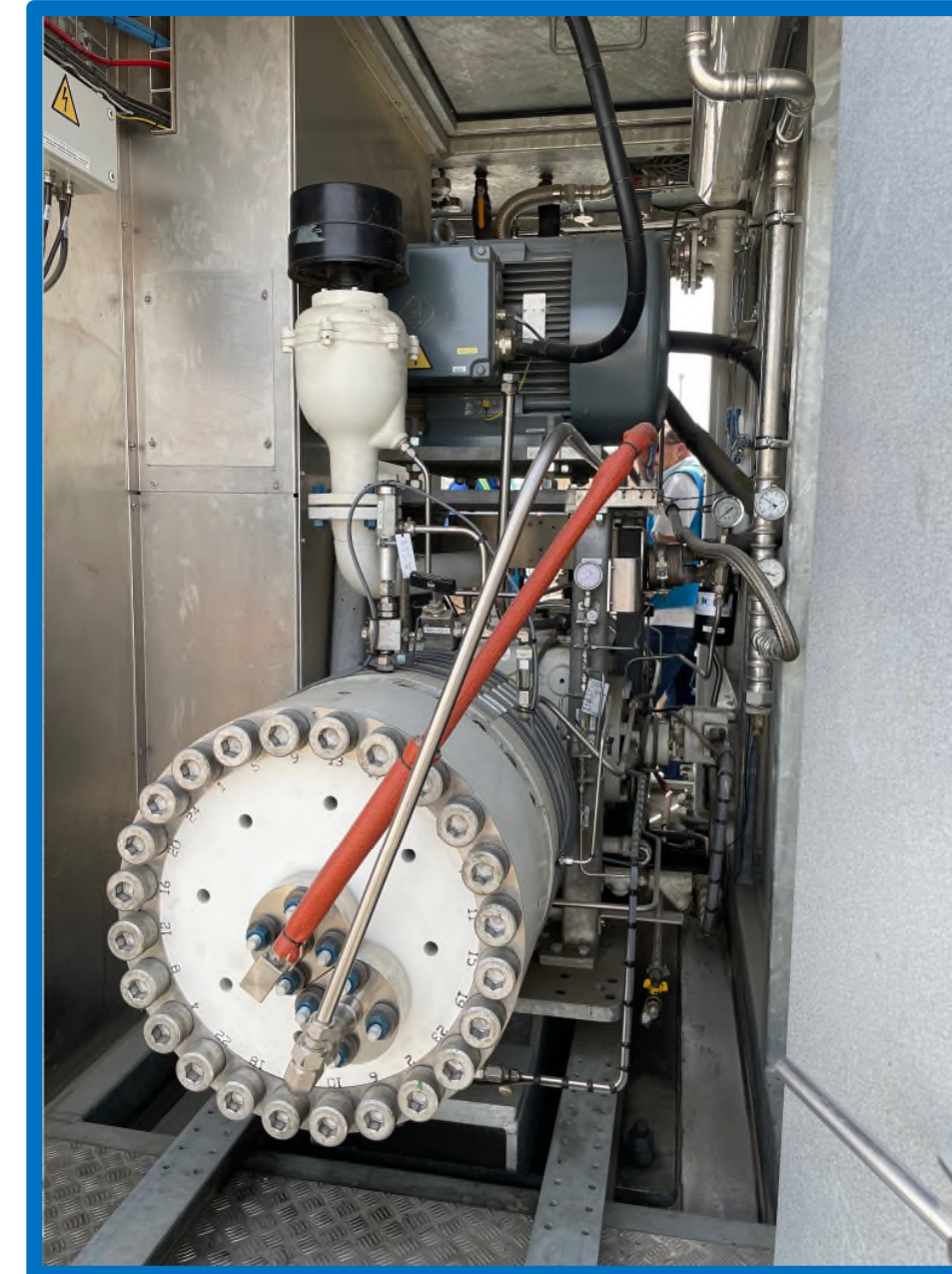
Effective workforce training on O&M, Planning, and Implementation-CRITICAL!

Strong contract language with technology provider:

- **Understand your agency's risk tolerance:** Is this a pilot or demonstration? If not, risk tolerance may be lower for your agency, especially if no contingency plans in place in the event of failure.
- **Define clear performance specifications, standards, metrics and project performance timeline:** Important for understanding system reliability.

Lead through transparency & honesty: Truthful information, sharing is critical for strengthening the industry's resiliency and OEMs' future work. Leadership includes sharing both successes and challenges and how you overcome the latter.

Be strategic!!! Look ahead always.

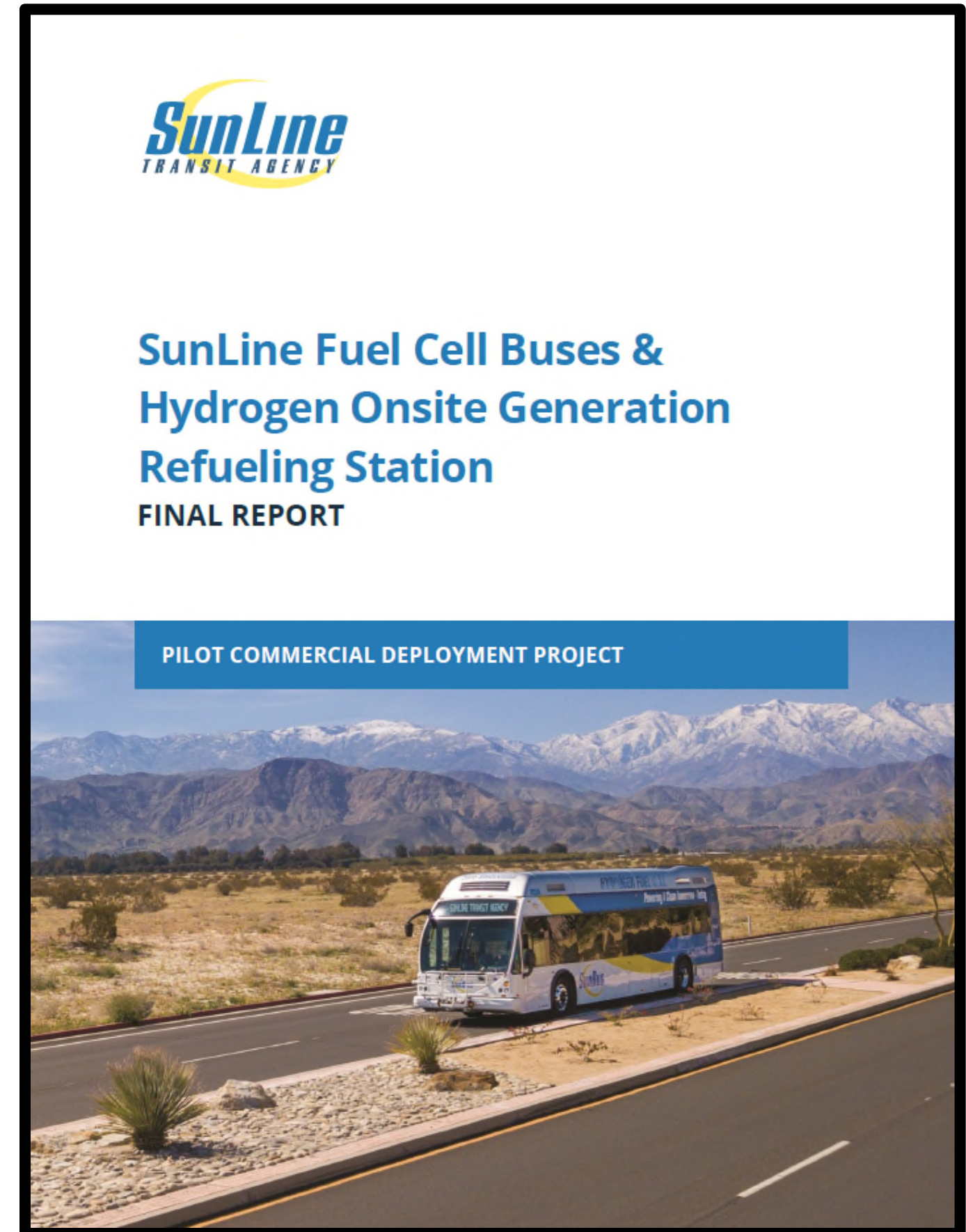


Nel Hydrogen Station Module components shown in picture above.

SunLine Lessons Learned – Final Report to CARB



SunLine Lessons Learned & Other Considerations may be found in the **SunLine Fuel Cell Buses & Hydrogen Onsite Generation Refueling Station Final Report** to the California Air Resources Board (CARB): [Sunline Fuel Cell Buses & Hydrogen Onsite Generation Refueling Station Final Report \(ca.gov\)](https://www.ca.gov)



Liquid Hydrogen Station – Under Construction



Projected Completion:
June 2024
Will be SunLine's primary hydrogen fueling source when commissioned. Electrolyzer may be secondary solution.





Thank You

WEBSITE

www.sunline.org

For more information:

Shawn Craycraft

Alternative Fuels Program Manager

scraycraft@sunline.org

Walter Watcher

Chief of Capital Projects

Wwatcher@sunline.org

SunLine Transit Agency

City of Palm Springs

Climate Action Subcommittee

Paul Mattern
Chief Planning Officer





SUNLINE'S MISSION

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

SunLine Service Area

Joint powers authority formed in 1977

The cities of Palm Springs, Desert Hot Springs, Cathedral City, Palm Desert, Rancho Mirage, Indian Wells, La Quinta, Indio, Coachella and unincorporated areas of Riverside County

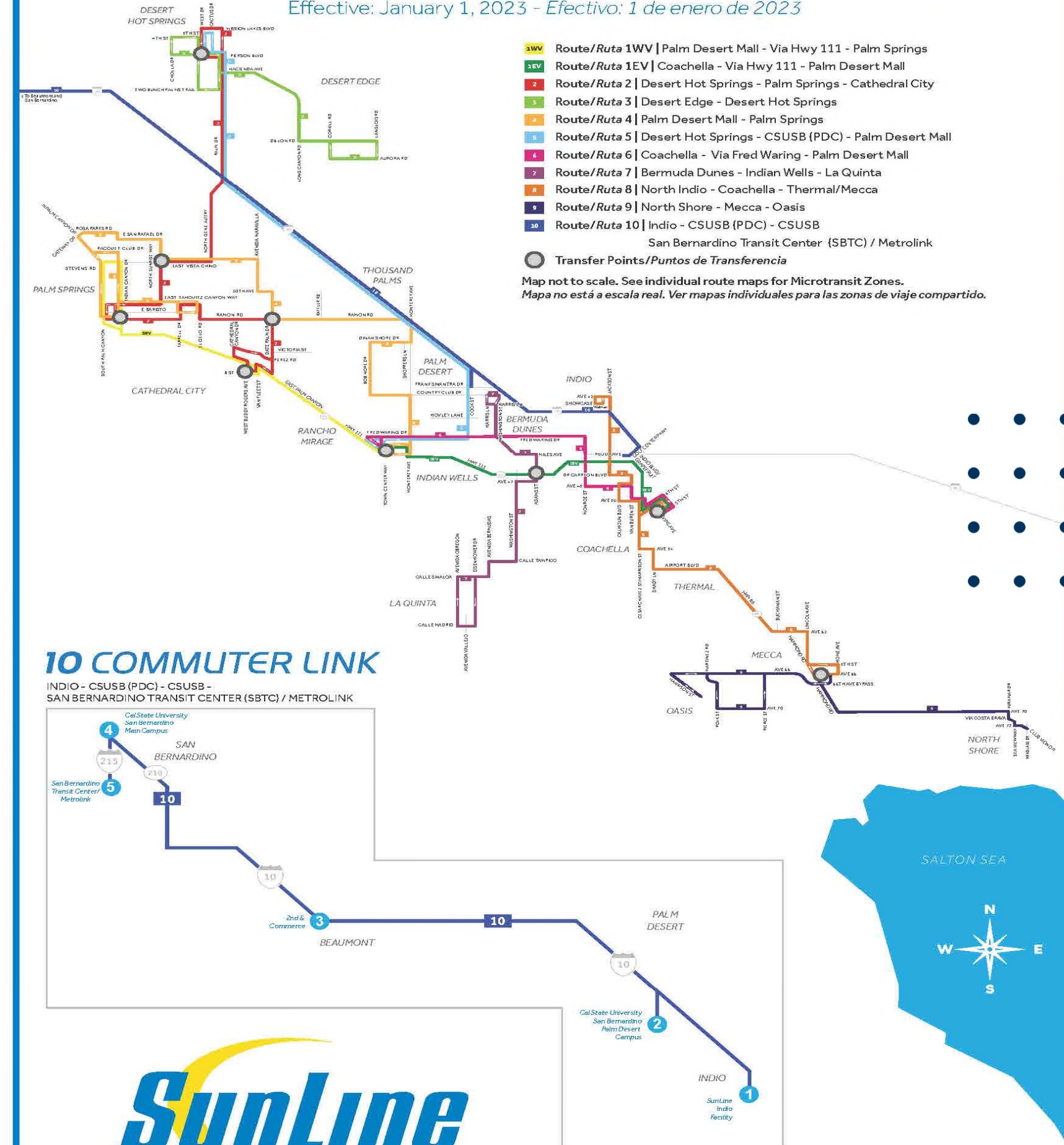
Operate in the Coachella Valley

- 1,120 mile service area
- Fixed Route, Paratransit, Microtransit, and Commuter Link

345 Employees

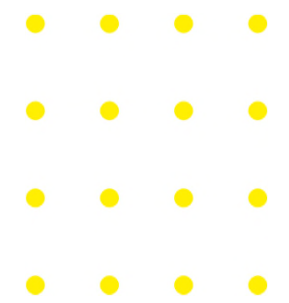
SYSTEM MAP - MAPA DEL SISTEMA

Effective: January 1, 2023 - Efectivo: 1 de enero de 2023



760.343.3451 | SunLine.org

Long History in Hydrogen



Leaders in Hydrogen Electric Fuel Cell Bus Technology for over a decade

26
Fuel Cell Buses

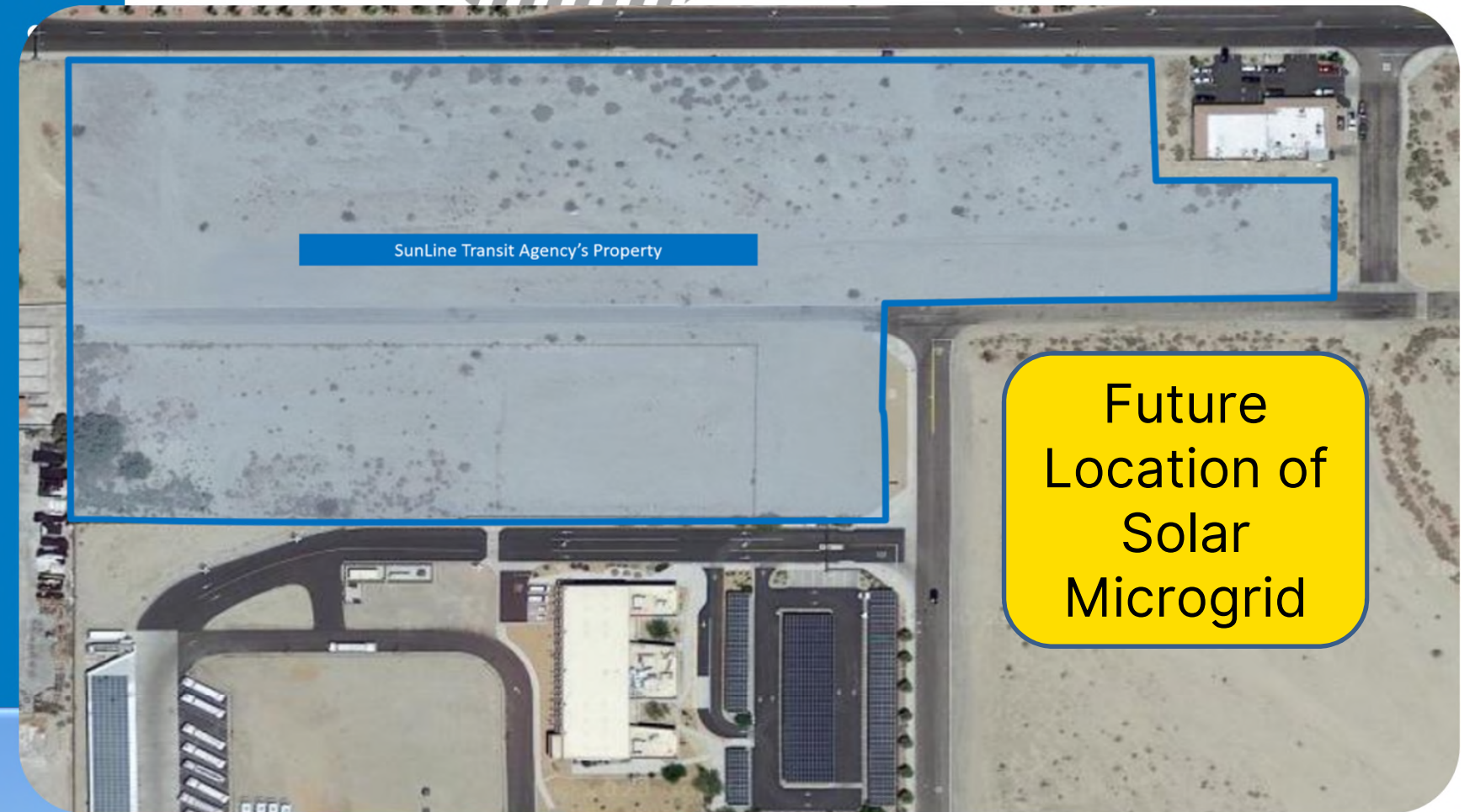
Zero
Emission
Fleet

04
Battery Electric
Buses

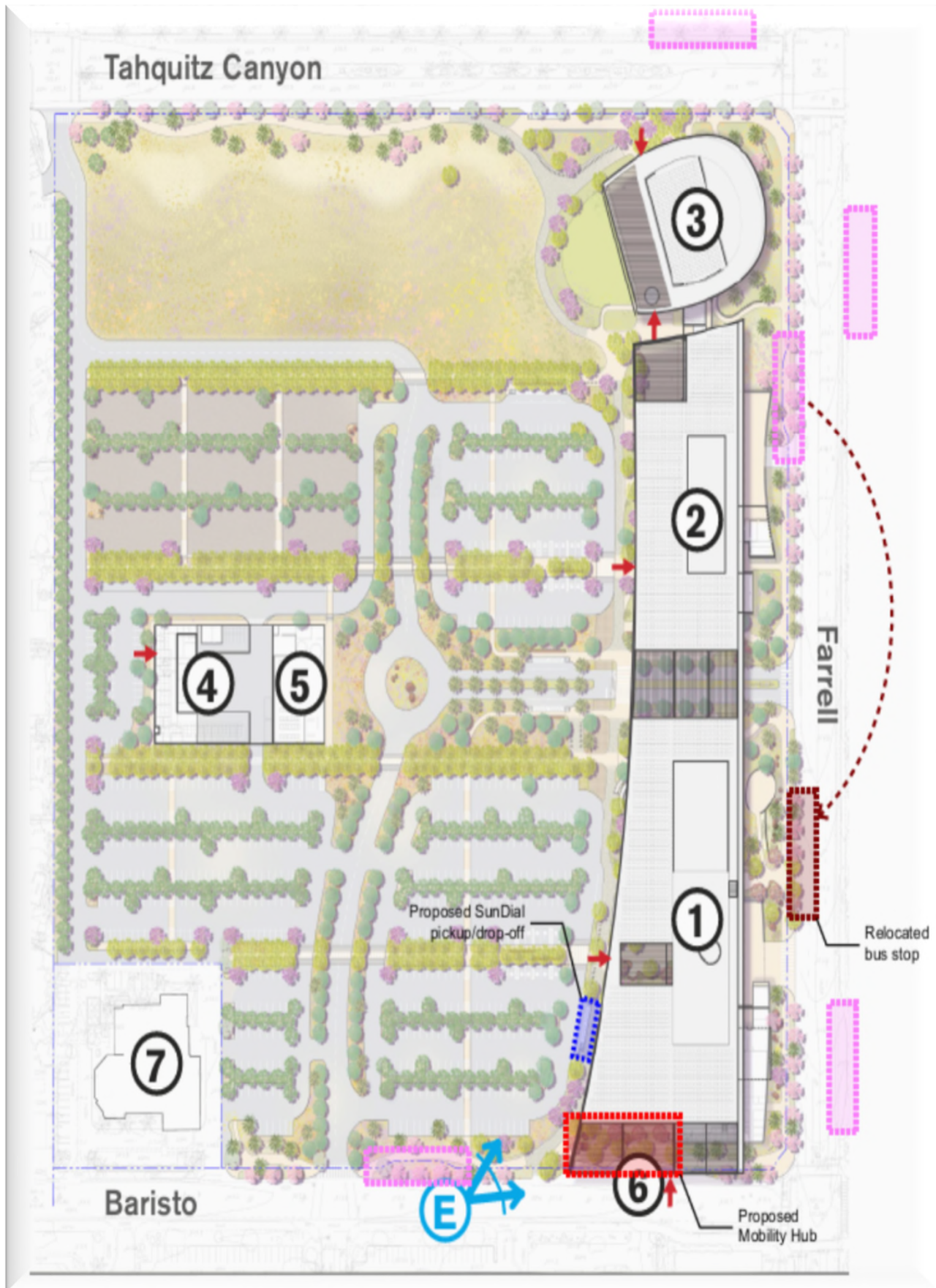


Solar Microgrid to Hydrogen

SunLine is looking to expand its fueling systems with the creation of a microgrid



Liquid Hydrogen Station
Projected Completion:
June 2024



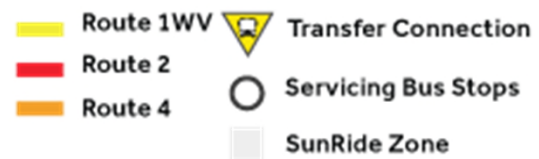
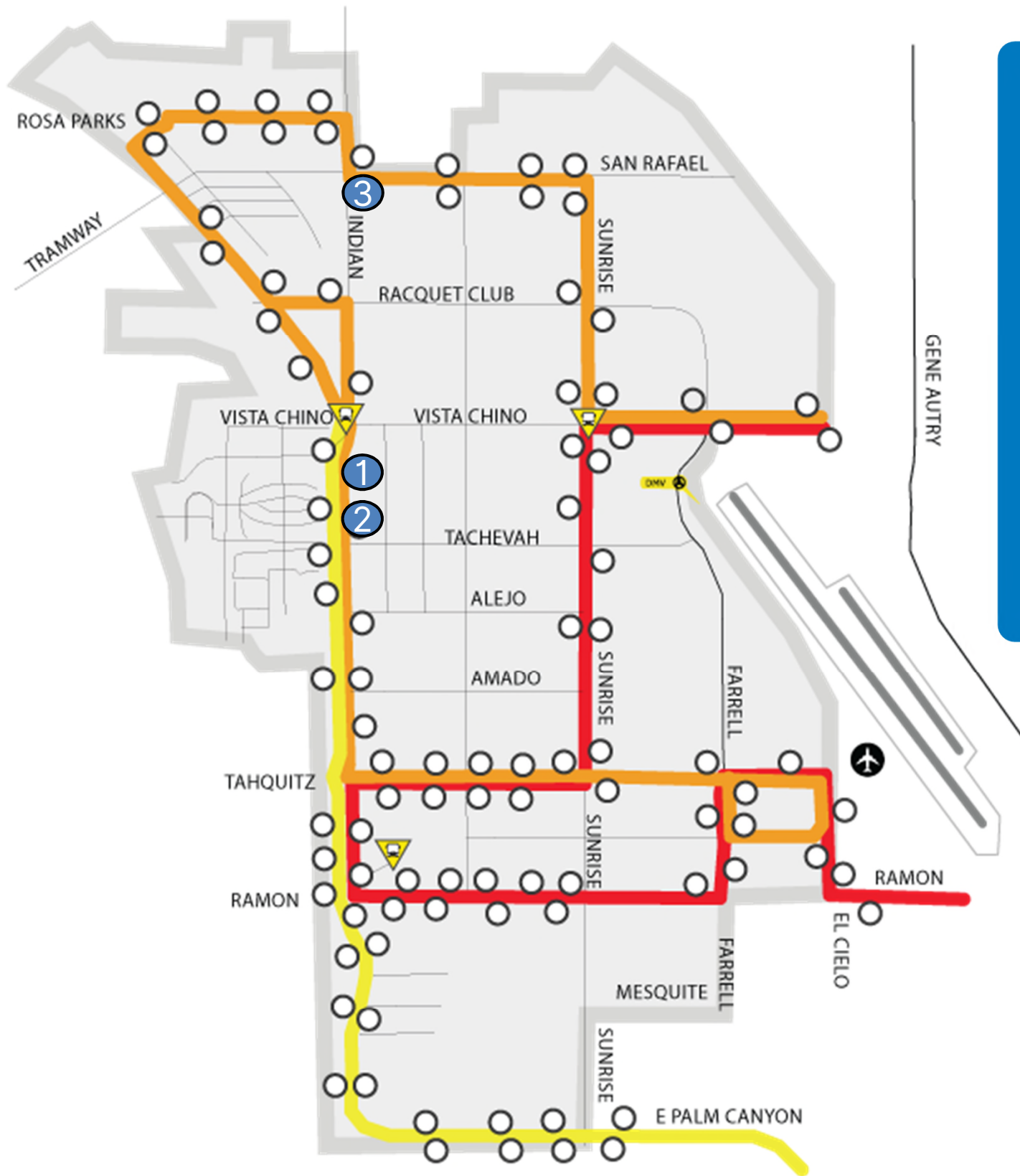
College of the Desert Palms Springs Campus

- Anticipated project completion 2026
- Possible change to alignment of some routes as this will serve as the end of the line

SunRide - Microtransit Shared Ride Service

- Palm Springs zone launched January 2, 2023
- In April 2024, 22% of rides were shared

- April 2024 top 10 origin or destination included:
1. Bus stop #196
 2. Bus stop #26
 3. Bus stop #227

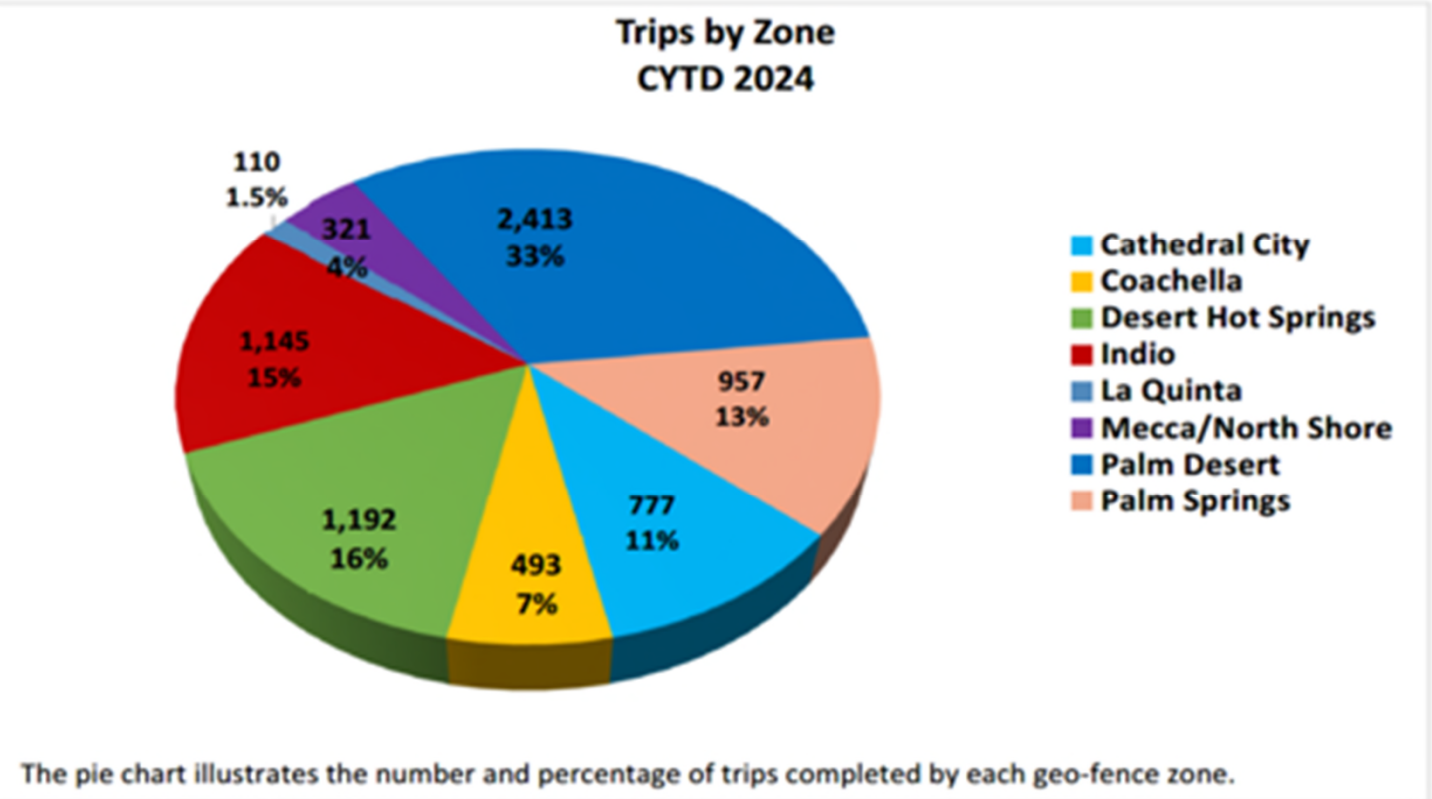
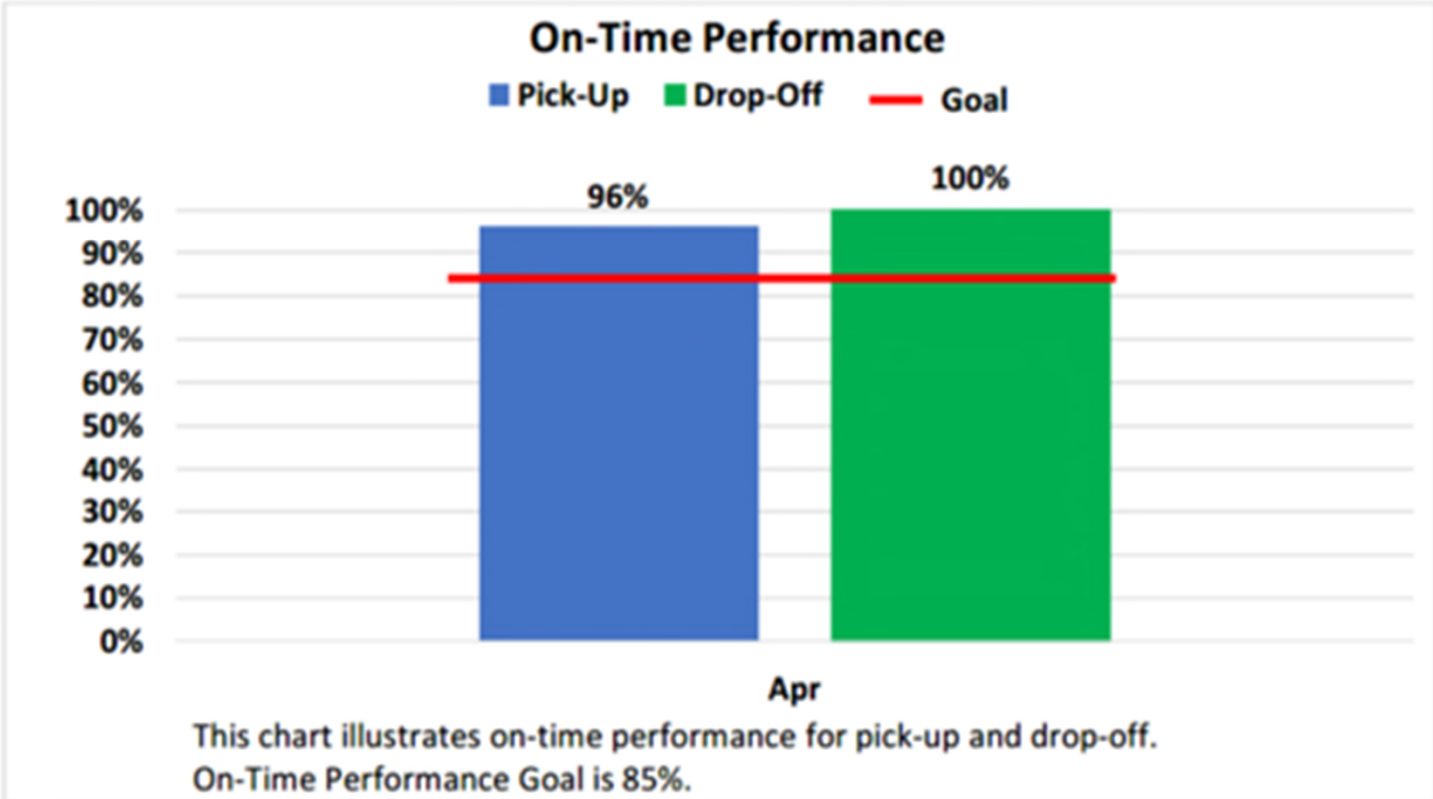
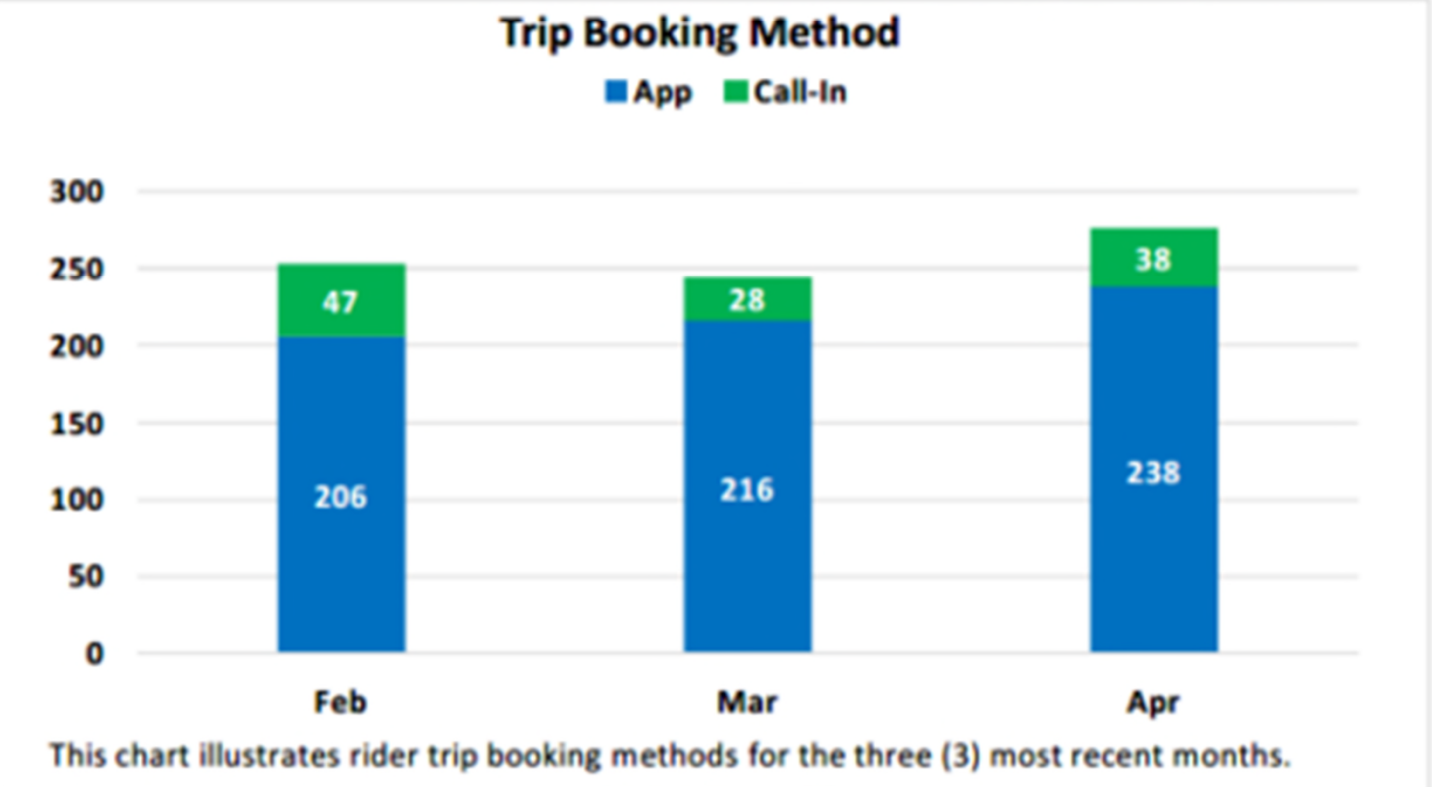
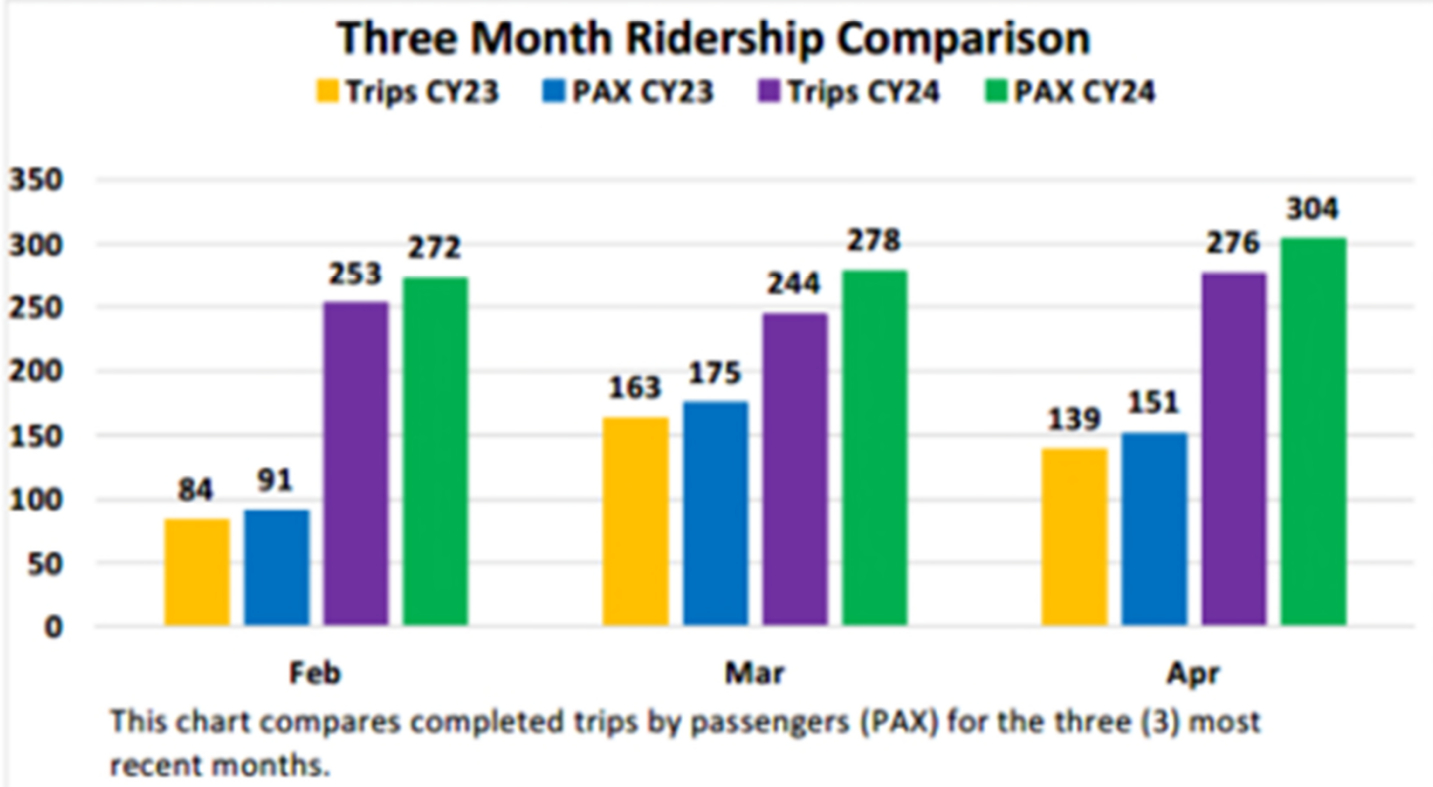


Palm Springs – CYTD 2024



Total Completed Trips: 957

Total Number of Passengers: 1,051



Percentage of Trips as Ridesharing: 21%.
 [Based on No. of Shared Rides for the month (59) divided by Total Trips Completed (276).]

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



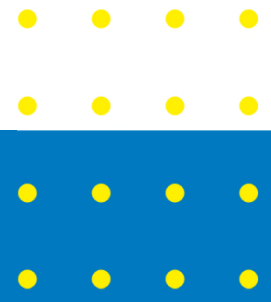


Bike & Ride Basics

Every SunBus is equipped with a bike rack that can hold up to 3 bikes

- Single seat, two-wheeled bicycles
- Not more than 69.5 inches long
- Handlebar measuring not more than 29 inches
- Wheel sizes from 20 inches to 29 inches
- Tire width up to 2.3 inches
- Up to 44 inch wheel base

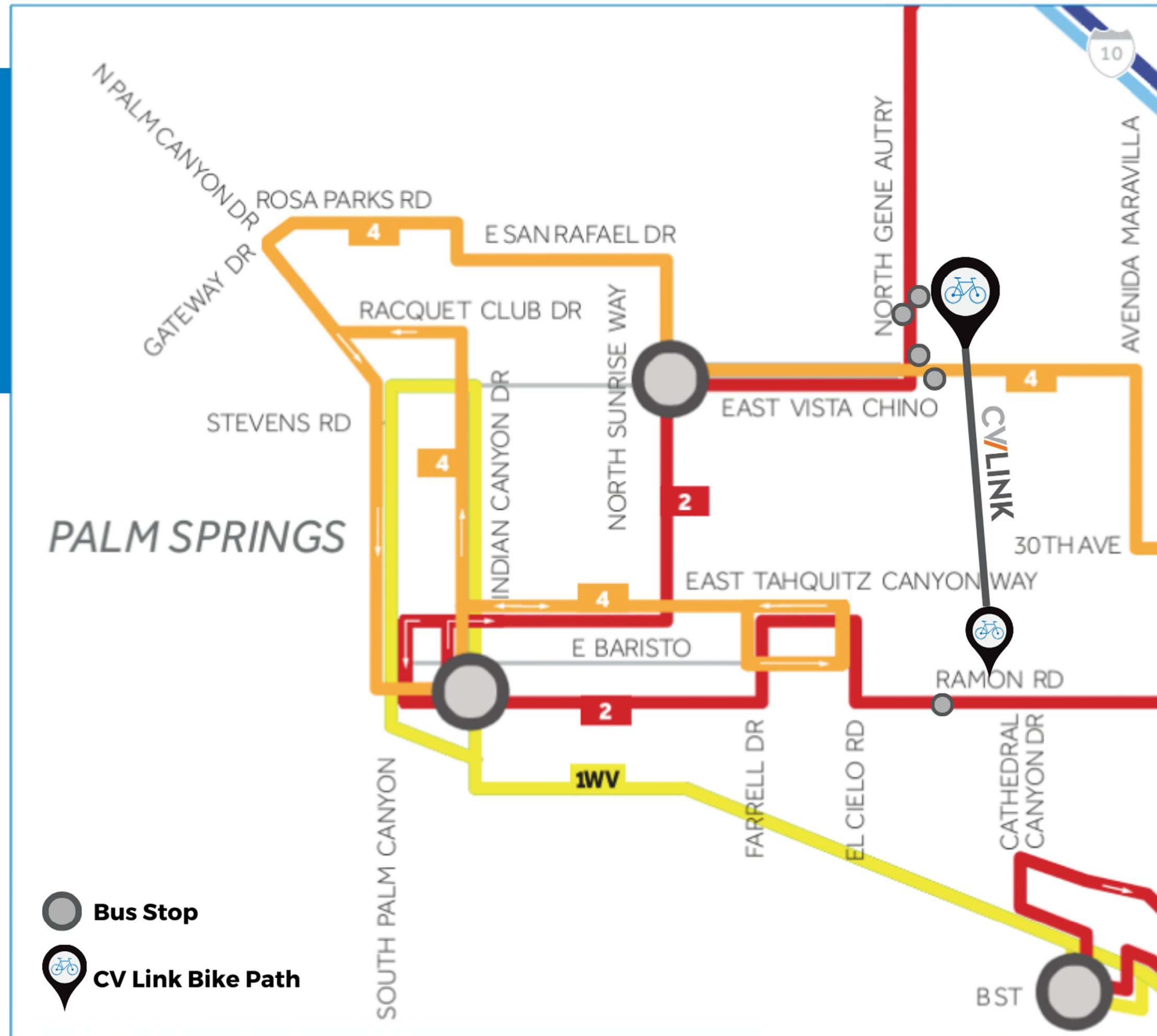
SunLine & CV Link



Vista Chino to Ramon Rd. Segment

- Connects to Routes 2 & 4
- Stops on Vista Chino & Gene Autry
- Stops on Ramon & Crossley
- Stops on Ramon & Landau

Future portions will connect to routes running along Highway 111 & Ramon Rd.



THANK YOU



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