



SunLine Services Group  
June 26, 2024  
11:30 a.m. – 11:50 a.m.

## AGENDA

**TAXI COMMITTEE**  
**Wellness Room**  
**32-505 Harry Oliver Trail**  
**Thousand Palms, CA 92276**

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### 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 for thirty (30) days after the meeting.

In compliance with the Brown Act, agenda materials distributed 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](http://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.

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### ITEM

### RECOMMENDATION

1. CALL TO ORDER
2. FLAG SALUTE
3. ROLL CALL
4. PRESENTATIONS

<u>ITEM</u>	<u>RECOMMENDATION</u>
<b>5. FINALIZATION OF AGENDA</b>	
<b>6. PUBLIC COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>NON AGENDA ITEMS</b>	
Members of the public may address the Committee regarding any item within the subject matter jurisdiction of the Committee; 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. Comments may be limited to 3 minutes in length.	
<b>7. COMMITTEE MEMBER COMMENTS</b>	<b>RECEIVE COMMENTS</b>
<b>8. CONSENT CALENDAR</b>	<b>RECEIVE &amp; FILE</b>
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.	
8a) SSG/SRA Checks \$1,000 and Over Report for April 2024	(PAGE 3-4)
8b) SSG Monthly Budget Variance Report for April 2024	(PAGE 5-7)
8c) Taxi Trip Data – May 2024	(PAGE 8-9)
<b>9. ADOPTION OF SUNLINE REGULATORY ADMINISTRATION FY25 BUDGET</b> (Staff: Luis Garcia, Chief Financial Officer)	<b>APPROVE</b> (PAGE 10-21)
<b>10. ADJOURN</b>	

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

DATE: June 26, 2024

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

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

Summary:

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

Recommendation:

Receive and file.

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

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

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

DATE: June 26, 2024

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

RE: Monthly Budget Variance Report for April 2024

Summary:

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

## Year to Date Summary

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

Recommendation:

Receive and file.

SunLine Regulatory Administration  
Budget Variance Report  
April 2024

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

**Budget Variance Analysis - SunLine Regulatory Administration**

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**Revenue**

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

**Taxi Trips**

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

**Taxi Trips**

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

**Salaries and Wages**

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

**Fringe Benefits**

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

**Services**

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

**Supplies and Materials**

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

**Utilities**

- Utility expenses are within an acceptable range of the budget

**Casualty and Liability**

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

**Taxes and Fees**

- Tax expenses are within an acceptable range of the budget

**Miscellaneous**

- Miscellaneous expenses are within an acceptable range of the budget

**SunLine Services Group**

**CONSENT CALENDAR**

DATE: June 26, 2024

**RECEIVE & FILE**

TO: Taxi Committee  
Board of Directors

RE: Taxi Trip Data – May 2024

Summary:

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

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

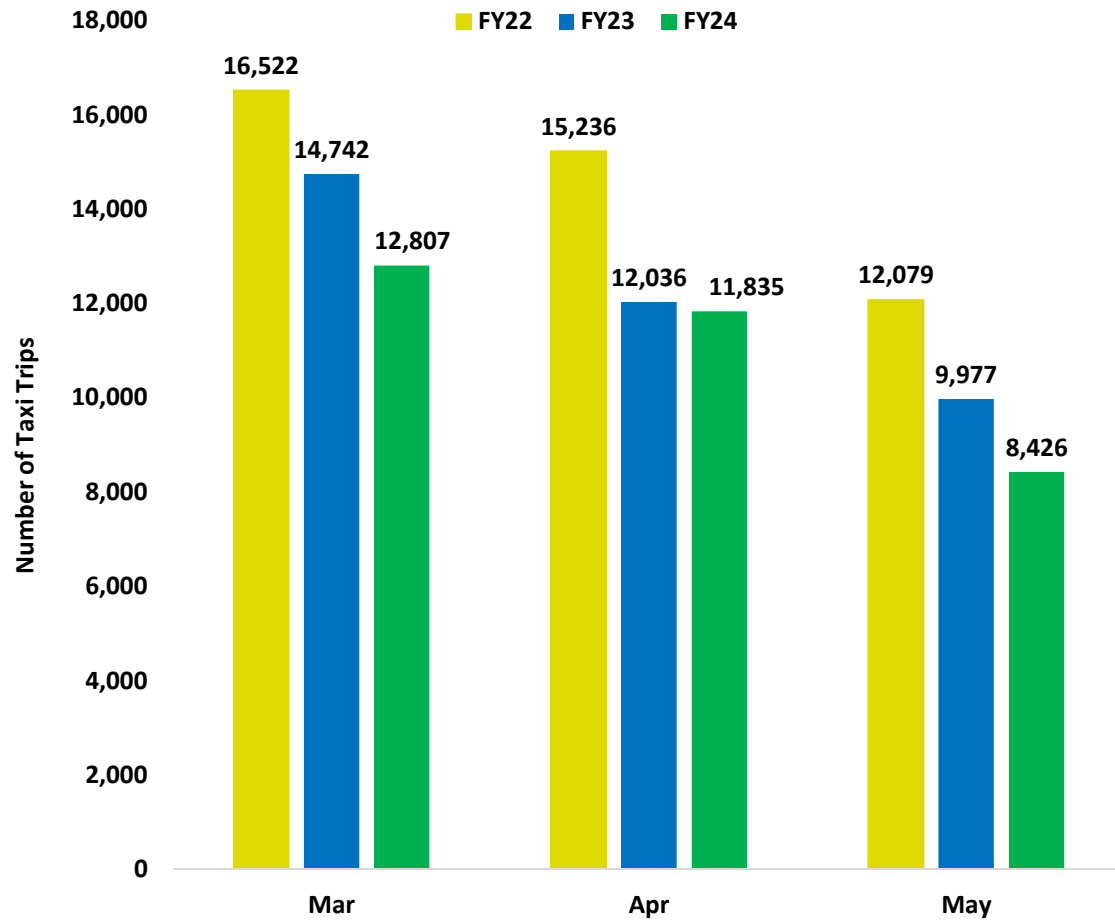
There were 15,472 fewer taxi trips for FYTD24 compared to FYTD23.

Recommendation:

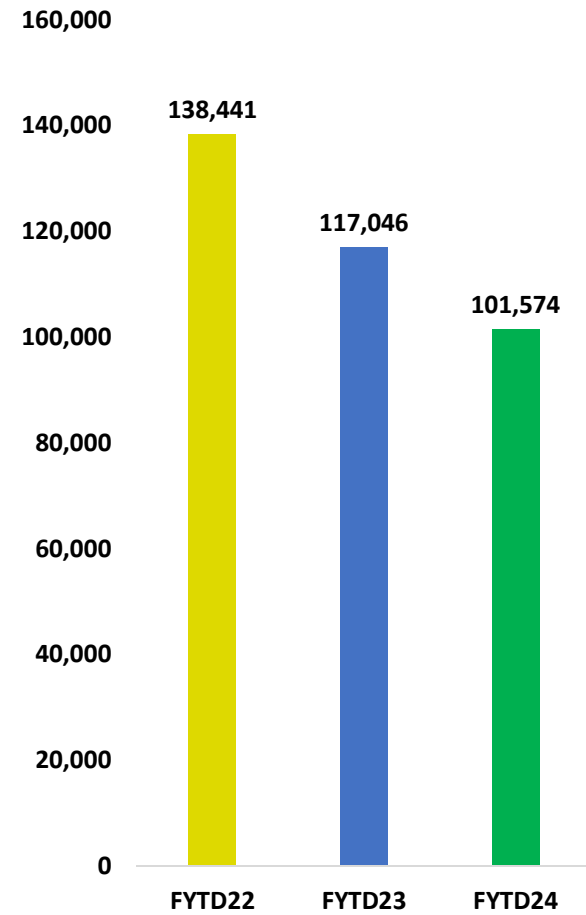
Receive and file.



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



### FYTD No. of Taxi Trips



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

## SunLine Services Group

**DATE:** June 26, 2024 **ACTION**

**TO:** Taxi Committee  
Board of Directors

**FROM:** Luis Garcia, Chief Financial Officer

**RE:** Adoption of SunLine Regulatory Administration FY25 Budget

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### **Recommendation**

Recommend that the Board of Directors adopt the proposed fiscal year 2025 (FY25) budget.

### **Background**

In accordance with the SunLine Services Group (SSG) Joint Powers Agreement, the Board of Directors must approve an annual budget for SunLine Regulatory Administration (SRA). The FY25 budget was brought before the Taxi Committee and Board of Directors on May 22, 2024, for discussion before the required approval in June. There are no substantive changes from the draft budget presented at the May 22, 2024 Board meeting.

SRA is proposing a balanced budget of \$189,600 for FY25. The FY25 SRA budget reflects revenue estimates based on regulating three (3) taxi businesses. The expense estimates reflect a fiscally prudent budget across controlled expense categories.

### **Financial Impact**

The proposed budget is generated based on an expected collection of revenue to sustain SRA's regulatory mandate provided by the SSG Ordinance.

Attachment:

- [Item 9a](#) – FY25 SunLine Regulatory Administration Budget Book

# ANNUAL BUDGET

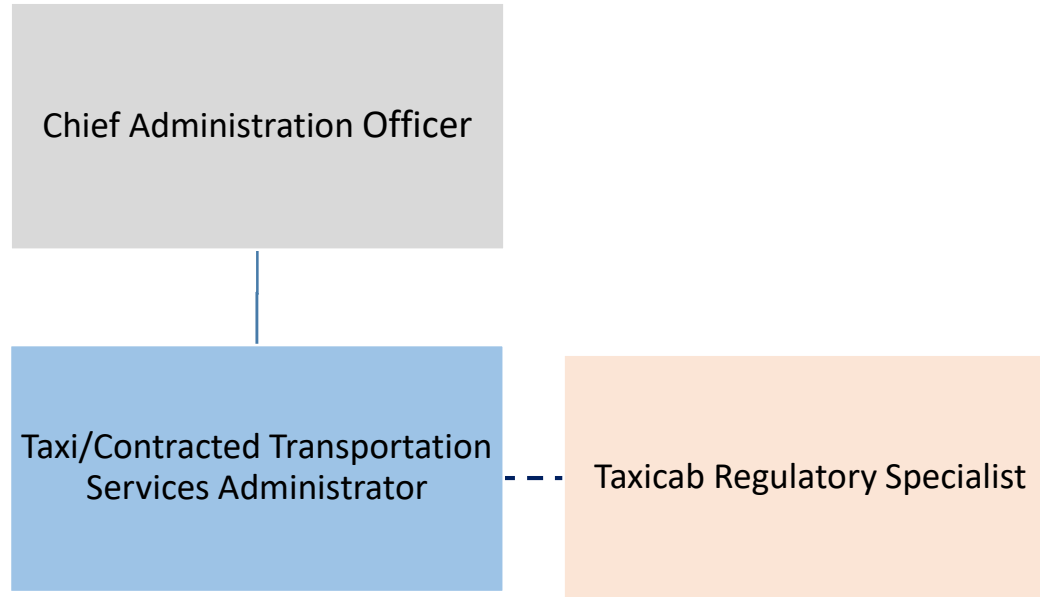


**FY2025**



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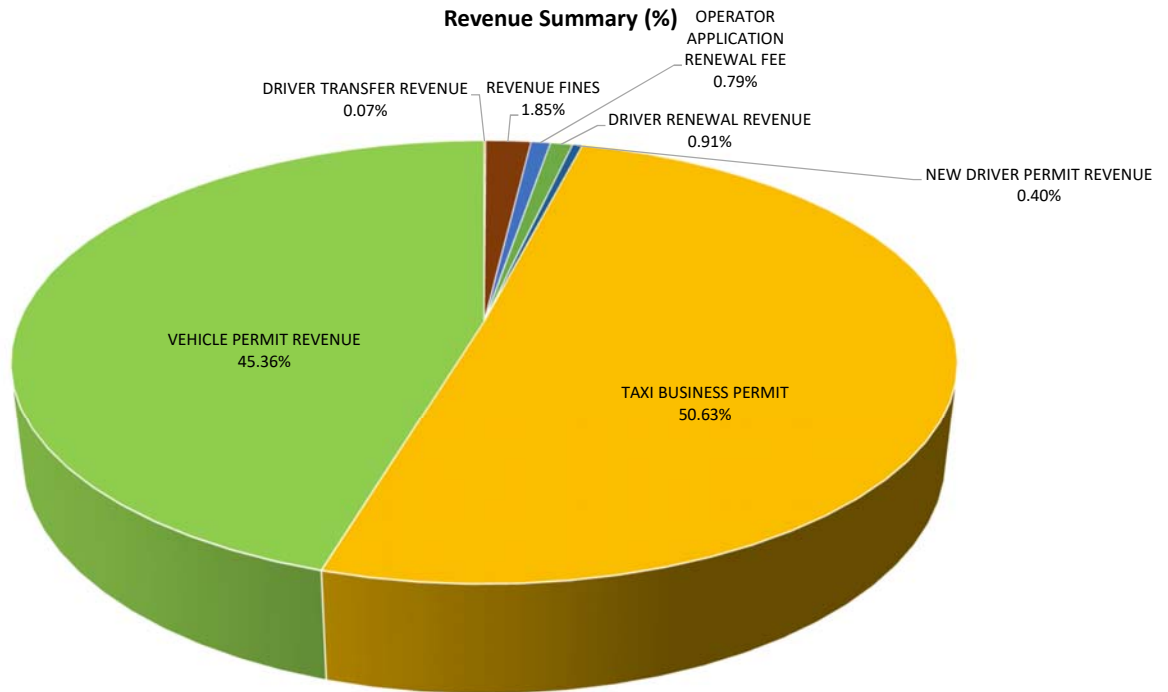




**FUNCTIONS & RESPONSIBILITIES**

The SRA is responsible for the day-to-day oversight of the taxi and other regulated transportation-type industries by ensuring it operates smoothly and according to the established rules. Specific functions include: issuing annual licenses for taxi companies, granting permits for individual vehicles and drivers, and making sure companies comply with SSG ordinance and regulations. The SRA investigates complaints filed against taxi companies or drivers and takes disciplinary action, when warranted, like suspending or revoking permits/licenses for violations. The SRA Taxicab Administrator handles adjudication of ordinance violations. These can involve taxi companies, licenses, or driver permits.

**REVENUE SUMMARY**



Sources of Funding (Operating)	FY24 Approved Budget	FY24 Estimates	FY24 Variance	FY25 Proposed Budget	FY25 Variance
4010101200 REVENUE FINES	3,500	2,033	(1,467)	3,500	-
4010101500 NEW DRIVER PERMIT REVENUE	750	2,200	1,450	750	-
4010101550 TAXI BUSINESS PERMIT	96,000	96,000	-	96,000	-
4010101600 DRIVER TRANSFER REVENUE	125	233	108	125	-
4010101700 DRIVER RENEWAL REVENUE	1,800	2,267	467	1,725	(75)
4010101750 DRIVER PERMIT REINSTATEMENT/REPLACEMENT	-	27	27	-	-
4010101900 VEHICLE PERMIT REVENUE	94,000	99,000	5,000	86,000	(8,000)
4010102205 OPERATOR APPLICATION RENEWAL FEE	1,500	100	(1,400)	1,500	-
<b>Total Revenue</b>	<b>197,675</b>	<b>201,860</b>	<b>4,185</b>	<b>189,600</b>	<b>(8,075)</b>

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	FY25	Variance
				Approved Budget	Proposed Budget	
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
<b>Total Expenses</b>	<b>143,294</b>	<b>138,478</b>	<b>156,696</b>	<b>197,675</b>	<b>189,600</b>	<b>(8,075)</b>

**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
<b>1</b>	<b>Total FTEs</b>	<b>1.50</b>	<b>1.50</b>	<b>0.00</b>

Notes

- The Chief Administration Officer and Taxi/Contracted Transportation Services Administrator will apportion a small percentage of payroll allocation for taxi business responsibilities.

SUNLINE SERVICES GROUP DETAIL

Division 96

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
<b>5010201600 ADMIN SALARIES</b>	44,943	50,324	5,381
<b>5010700000 ALLOCATED SALARIES</b>	49,965	38,045	(11,920)
<b>5029999999 TOTAL FRINGE BENEFITS</b>	41,202	61,290	20,088
<b>Sub-total</b>	<b>136,110</b>	<b>149,659</b>	<b>13,549</b>
<b>5030103240 BACKGROUND CHECK SERVICES</b>			
Costs related to processing new applicants	1,519	1,225	(294)
<b>Sub-total</b>	<b>1,519</b>	<b>1,225</b>	<b>(294)</b>
<b>5030200000 PUBLIC NOTICES</b>			
Public Notice	90	90	-
<b>Sub-total</b>	<b>90</b>	<b>90</b>	<b>-</b>
<b>5030300005 LEGAL SERVICES - GENERAL</b>			
General counsel	14,000	7,000	(7,000)
<b>Sub-total</b>	<b>14,000</b>	<b>7,000</b>	<b>(7,000)</b>
<b>5030300010 COMPUTER/NETWORK SUPPORT</b>			
Software Program & Equipment	10,000	-	(10,000)
<b>Sub-total</b>	<b>10,000</b>	<b>-</b>	<b>(10,000)</b>
<b>5030303310 AUDIT SERVICES - EXTERNAL</b>			
Fiscal year financial statement audit	7,000	7,000	-
<b>Sub-total</b>	<b>7,000</b>	<b>7,000</b>	<b>-</b>
<b>5030400000 TEMPORARY HELP SERVICES</b>			
Temporary Help Services	5,000	1,000	(4,000)
<b>Sub-total</b>	<b>5,000</b>	<b>1,000</b>	<b>(4,000)</b>
<b>5030500000 MAINTENANCE CONTRACTS</b>			
Copier related expenses	500	500	-
<b>Sub-Total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5039900006 OUTSIDE REPAIRS-TAXI</b>			
Maintenance costs for vehicles	1,000	1,000	-
<b>Sub-Total</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>
<b>5039903800 OTHER SERVICES</b>			
Board member compensation for SSG tax committees	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5040101000 FUEL-CNG</b>			
Fuel for vehicles	500	400	(100)
<b>Sub-total</b>	<b>500</b>	<b>400</b>	<b>(100)</b>

**SUNLINE SERVICES GROUP DETAIL**

**Division 96**

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
<b>5040404300 OFFICE SUPPLIES</b>			
Office supplies	2,280	2,000	(280)
<b>Sub-total</b>	<b>2,280</b>	<b>2,000</b>	<b>(280)</b>
<b>5049900002 POSTAGE</b>			
Postage and mailing expenses	110	110	-
<b>Sub-total</b>	<b>110</b>	<b>110</b>	<b>-</b>
<b>5049900026 FACILITY MAINTENANCE</b>			
Allocation from SunLine Transit Agency for materials required to maintain the building	575	575	-
<b>Sub-total</b>	<b>575</b>	<b>575</b>	<b>-</b>
<b>5049900032 REPAIR PARTS- TAXI VEHICLES</b>			
Anticipated repair costs for aging vehicles	500	500	-
<b>Sub-total</b>	<b>500</b>	<b>500</b>	<b>-</b>
<b>5050200001 UTILITIES</b>			
Allocation from SunLine Transit Agency for utilities used for the administration building	4,500	4,500	-
<b>Sub-total</b>	<b>4,500</b>	<b>4,500</b>	<b>-</b>
<b>5050200003 TRASH PICK UP</b>			
Allocation from SunLine Transit Agency for trash removal services	502	502	-
<b>Sub-total</b>	<b>502</b>	<b>502</b>	<b>-</b>
<b>5050200006 COMMUNICATIONS</b>			
Cellular services	800	800	-
<b>Sub-total</b>	<b>800</b>	<b>800</b>	<b>-</b>
<b>5060100000 INSURANCE-PHYSICAL DAMAGE</b>			
Allocation from SunLine Transit Agency for insurance related to vehicles	312	312	-
<b>Sub-total</b>	<b>312</b>	<b>312</b>	<b>-</b>
<b>5060300000 INSURANCE-GENERAL LIABILITY</b>			
Allocation from SunLine Transit Agency for defense and indemnity coverage relating to covered occurrences under general liability insurance	2,177	2,177	-
<b>Sub-total</b>	<b>2,177</b>	<b>2,177</b>	<b>-</b>

**SUNLINE SERVICES GROUP DETAIL**

**Division 96**

General Ledger Code	FY24 Approved Budget	FY25 Proposed Budget	Variance
<b>5060401000 INSUARANCE PREMIUM WC</b>			
Allocation from SunLine Transit Agency for workers compensation premium costs	3,100	3,100	-
<b>Sub-total</b>	<b>3,100</b>	<b>3,100</b>	-
<b>5079900000 FUEL TAXES</b>			-
Fuel tax expenses	100	50	(50)
<b>Sub-total</b>	<b>100</b>	<b>50</b>	<b>(50)</b>
<b>5090100000 DUES, MEMBERSHIPS &amp; SUBSCRIPTIONS</b>			
Annual International Association of Transportation Regulators (IATR) membership	1,500	1,500	-
<b>Sub-total</b>	<b>1,500</b>	<b>1,500</b>	-
<b>5090200000 TRAVEL AND TRAINING</b>			
International Association of Transportation Regulators Conference	4,000	4,000	-
<b>Sub-total</b>	<b>4,000</b>	<b>4,000</b>	-
<b>5090801000 BANK SERVICE FEES</b>			
Merchant Charges on Credit Cards	1,000	1,100	100
<b>Sub-total</b>	<b>1,000</b>	<b>1,100</b>	<b>100</b>
<b>Total Expenses</b>	<b>197,675</b>	<b>189,600</b>	<b>(8,075)</b>



**SunLine**  
Your Ride to the **Future**

Serving the Coachella Valley

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32505 Harry Oliver Trail | Thousand Palms, CA 92276

  @SunLineTransit  facebook.com/SunLineTransit