



SunLine Transit Agency/
 SunLine Services Group
 January 22, 2025
 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 disability-related modification(s) and/or interpreter services are needed to participate in a Board meeting. Notification of at least 72 hours prior to the meeting time will assist staff in ensuring reasonable arrangements can be made to provide assistance at the meeting.

ITEM

RECOMMENDATION

1. CALL TO ORDER

Note: All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

2. FLAG SALUTE

ITEM

RECOMMENDATION

3. ROLL CALL

4. OATH OF OFFICE

5. FINALIZATION OF AGENDA

6. 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 comments are limited to a maximum of three (3) minutes.

7. CLOSED SESSION

a) Pending Litigation (Cal. Govt. Code Section 54956.9(d)(1))

Riverside County Superior Court, Case No. CVPS2301602

Riverside County Superior Court, Case No. CVPS2301603

Riverside County Superior Court, Case No. CVPS2301604

Riverside County Superior Court, Case No. CVPS2301606

Riverside County Superior Court, Case No. CVPS2301607

Riverside County Superior Court, Case No. CVPS2301608

Riverside County Superior Court, Case No. CVPS2301609

Riverside County Superior Court, Case No. CVPS2301610

b) Pending Litigation (Cal. Govt. Code Section 54956.9(d)(1))

PERB Case No. LA-CE-1536-M

8. RECONVENE TO OPEN SESSION AND REPORT OUT FROM CLOSED SESSION

9. PRESENTATIONS

10. BOARD MEMBER COMMENTS

RECEIVE COMMENTS

11. CONSENT CALENDAR

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

ITEM

RECOMMENDATION

APPROVE

- 11a) Acceptance of Checks \$1,000 and Over Report for October and November 2024 (PAGE 7-16)
- 11b) Acceptance of Credit Card Statement for October and November 2024 (PAGE 17-46)
- 11c) Acceptance of Monthly Budget Variance Report for October and November 2024 (PAGE 47-58)
- 11d) Acceptance of Contracts Signed in Excess of \$25,000 Report for October and November 2024 (PAGE 59-60)
- 11e) Acceptance of Union & Non-Union Pension Investment Asset Summary October and November 2024 (PAGE 61-83)
- 11f) Acceptance of Ridership Report for October and November 2024 (PAGE 84-88)
- 11g) Acceptance of SunDial Operational Notes for October and November 2024 (PAGE 89-94)
- 11h) Acceptance of Metrics for October and November 2024 (PAGE 95-137)
- 11i) Acceptance of Quarterly Capital Project Update for 4th Quarter Calendar Year 2024 (PAGE 138-142)
- 11j) Acceptance of Board Member Attendance Report for December 2024 (PAGE 143-144)
- 11k) Approval of Joint Board Meeting Minutes for December 4, 2024 (PAGE 145-150)
- 11l) Acceptance of SSG/SRA Checks \$1,000 and Over Report for October and November 2024 (PAGE 151-153)
- 11m) Acceptance of SSG Monthly Budget Variance Report for October and November 2024 (PAGE 154-158)
- 11n) Acceptance of Taxi Trip Data Report – October and November 2024 (PAGE 159-161)
- 11o) Acceptance of Ratification of Provisional Committee Appointments (PAGE 162-164)

- 12. FISCAL YEAR 2024 SINGLE AUDIT REPORT**
(Lynn Mallotto, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **RECEIVE & FILE**
(PAGE 165-198)

- 13. RESOLUTION NO. 0809 TO OBTAIN FEDERAL GRANT FUNDING**
(Lynn Mallotto, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer) **APPROVE**
(PAGE 199-201)

ITEM

RECOMMENDATION

- 14. **AWARD OF CONTRACT FOR MICROTRANSIT SERVICES**
(Lynn Malotto, Chair of Finance/Audit Committee;
Staff: Paul Mattern, Chief Planning Officer)

APPROVE
(PAGE 202-206)

- 15. **ADOPT AMENDMENT TO THE SUNLINE TRANSIT AGENCY RETIREMENT INCOME PLAN FOR TEAMSTERS LOCAL 1932**
(Glenn Miller, Chair of Board Operations Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 207-214)

- 16. **FORMAL SELECTION OF PENSION COMMITTEE MEMBERS**
(Glenn Miller, Chair of Board Operations Committee;
Staff: Luis Garcia, Chief Financial Officer)

APPROVE
(PAGE 215-216)

- 17. **APPROVE RESOLUTION NO. 0811 TO INCREASE THE BOARD MEMBER STIPEND**
(Glenn Miller, Chair of Board Operations Committee;
Staff: Edith Hernandez, Clerk of the Board/Director of Legislative Affairs)

APPROVE
(PAGE 217-220)

- 18. **FIRST READING OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2025-01, TAXICAB SERVICE ORDINANCE**
(John Peña, Chair of Taxi Committee;
Staff: Jill Plaza, Taxi/Contracted Transportation Services Administrator)

APPROVE
(PAGE 221-299)

- 19. **SUBAWARD AGREEMENT WITH THE ALLIANCE FOR RENEWABLE CLEAN HYDROGEN ENERGY SYSTEMS (ARCHES)**
(Lynn Malotto, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

INFORMATION
(PAGE 300-301)

- 20. **UPDATE FOR ON-CALL ENGINEERING AND SUPPORT SERVICES FOR HYDROGEN FUELING**
(Lynn Malotto, Chair of Finance/Audit Committee;
Staff: Luis Garcia, Chief Financial Officer)

INFORMATION
(PAGE 302)

- 21. **LEGISLATIVE UPDATE FOR JANUARY 2025**
(Staff: Edith Hernandez, Clerk of the Board/Director of Legislative Affairs)

INFORMATION
(PAGE 303-304)

ITEM

RECOMMENDATION

22. CEO/GENERAL MANAGER'S REPORT

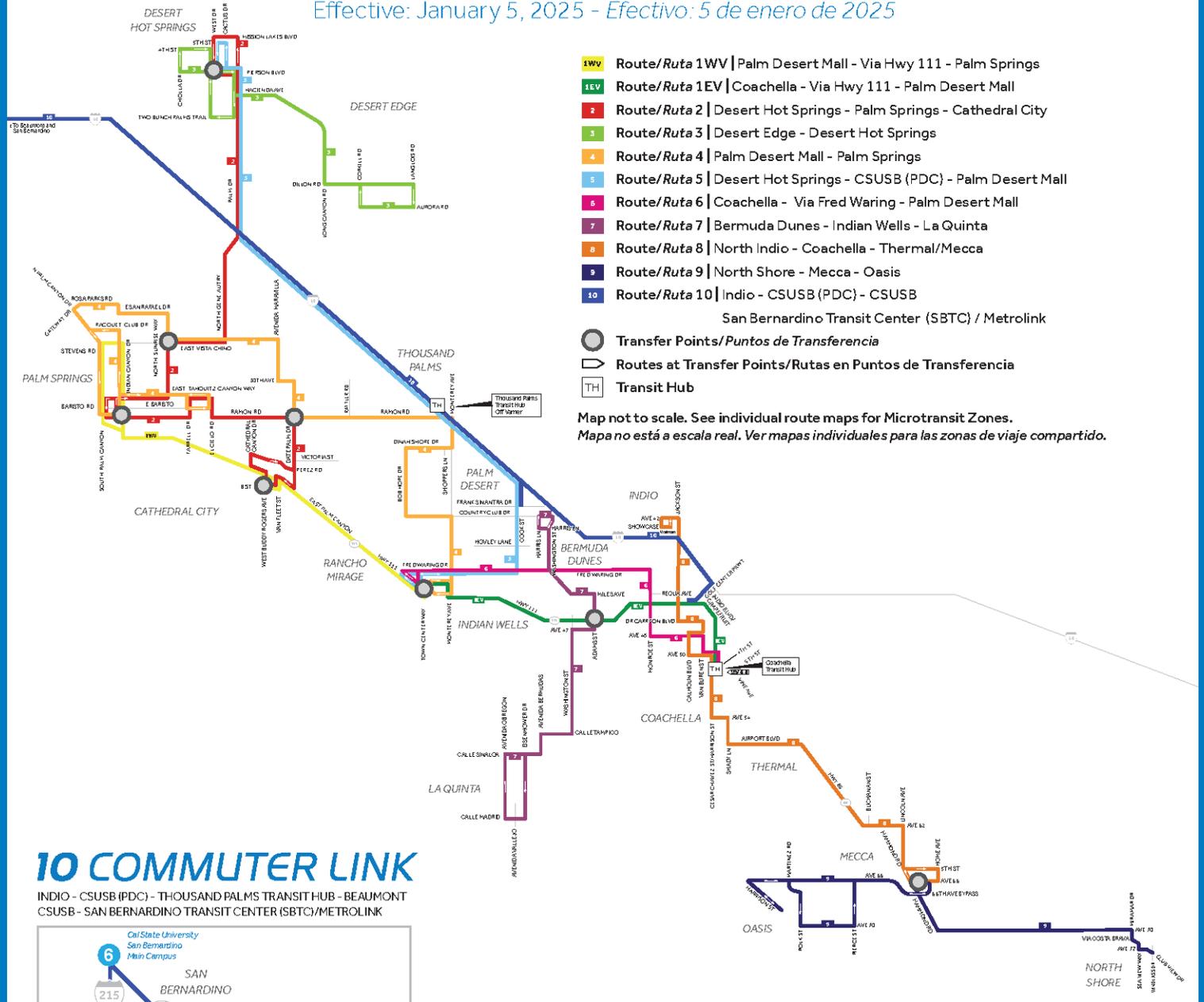
23. NEXT MEETING DATE

February 26, 2025 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

24. ADJOURN

SYSTEM MAP - MAPA DEL SISTEMA

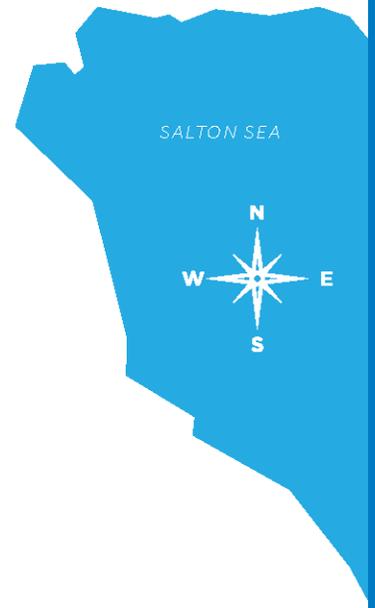
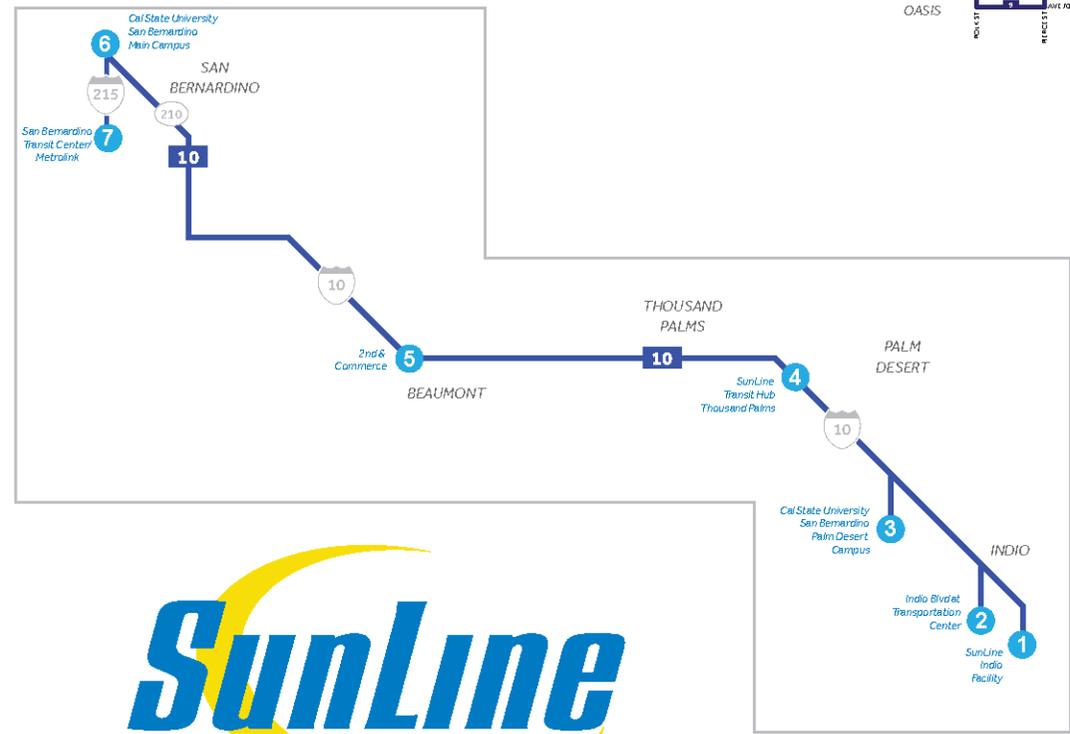
Effective: January 5, 2025 - Efectivo: 5 de enero de 2025



Map not to scale. See individual route maps for Microtransit Zones.
 Mapa no está a escala real. Ver mapas individuales para las zonas de viaje compartido.

10 COMMUTER LINK

INDIO - CSUSB (PDC) - THOUSAND PALMS TRANSIT HUB - BEAUMONT
 CSUSB - SAN BERNARDINO TRANSIT CENTER (SBTC)/METROLINK



760.343.3451 | SunLine.org

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Checks \$1,000 and Over Report October and
November 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 months of October and November which required signature from the Chair or Vice Chair.

| Vendor | Check # | Amount |
|----------------------------------------------|----------------|----------------|
| <i>New Flyer of America Inc.</i> | 697530 | \$648,872.32 |
| <i>Rush Truck Center of California, Inc.</i> | 697539 | \$55,133.49 |
| <i>New Flyer of America Inc.</i> | 697883 | \$1,091,480.65 |
| <i>New Flyer of America Inc.</i> | 697882 | \$1,088,138.40 |
| <i>New Flyer of America Inc.</i> | 697818 | \$324,436.16 |
| <i>Three Peaks Corp</i> | 697962 | \$310,967.43 |
| <i>EAM Solutions, LLC</i> | 697997 | \$88,166.40 |
| <i>Tyler Technologies, Inc.</i> | 697965 | \$68,006.87 |
| <i>Integrated Cryogenic Solutions LLC</i> | 697871 | \$50,960.78 |

Recommendation:

Approve.

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|----------------------------------------|--------------------------------------------------------------|----------------|---------------------|-----------------------|
| NEW FLYER OF AMERICA INC. | WIP-Hydrogen Fuel Cell Buses - Project Acct#2401-01 | 697530 | 10/09/2024 | 648,872.32 |
| CALPERS | Group Health Premiums | 697641 | 10/23/2024 | 424,758.47 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 697483 | 10/02/2024 | 84,816.67 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 697625 | 10/17/2024 | 84,173.59 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 697765 | 10/30/2024 | 83,923.31 |
| IMPERIAL IRRIGATION DIST | Utilities | 697593 | 10/17/2024 | 82,925.77 |
| SO CAL GAS CO. | Utilities | 697547 | 10/09/2024 | 67,660.78 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697539 | 10/09/2024 | 55,133.49 |
| SHUTTLE BUS LEASING | Vehicle/Bus Leasing | 697544 | 10/09/2024 | 49,600.00 |
| GST | WIP-Information Technology Project-Project Acct#2410-01 | 697592 | 10/17/2024 | 48,804.64 |
| HANSON BRIDGETT LLP | Legal Service | 697649 | 10/23/2024 | 47,721.26 |
| HANSON BRIDGETT LLP | Legal Service | 697717 | 10/30/2024 | 47,374.00 |
| MUTUAL OF OMAHA INSURANCE COMPANY | Supplement Benefits LTD/STD/LIFE Ins Prem | 697733 | 10/30/2024 | 45,571.27 |
| MICHELIN NORTH AMERICA, INC. | Lease Tires Services | 697456 | 10/02/2024 | 36,538.21 |
| HANSON BRIDGETT LLP | Legal Service | 697718 | 10/30/2024 | 33,761.00 |
| STRONG'S TRUCK & VAN UPFITTERS | WIP-Upfitters for Stops & Zones CNG Trucks-Project Acct#1707 | 697760 | 10/30/2024 | 32,849.40 |
| NFI PARTS | Inventory Repair Parts | 697564 | 10/17/2024 | 31,591.20 |
| HANSON BRIDGETT LLP | Legal Service | 697650 | 10/23/2024 | 30,625.00 |
| INSIGHT STRATEGIES INC | Consulting | 697652 | 10/23/2024 | 30,225.00 |
| ANEW RNG, LLC | Utilities | 697574 | 10/17/2024 | 26,415.57 |
| TEC EQUIPMENT, INC. | Inventory Repair Parts | 697764 | 10/30/2024 | 25,008.77 |
| HD INDUSTRIES | Inventory Repair Parts | 697522 | 10/09/2024 | 24,318.18 |
| SONSRAY FLEET SERVICES | Inventory Repair Parts | 697622 | 10/17/2024 | 22,334.46 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697614 | 10/17/2024 | 20,906.22 |
| INSIGHT PUBLIC SECTOR, INC. | Computer/Network Software Agreement | 697721 | 10/30/2024 | 20,601.16 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697560 | 10/09/2024 | 18,572.44 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697490 | 10/02/2024 | 18,562.53 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697774 | 10/30/2024 | 18,501.80 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697561 | 10/09/2024 | 18,462.83 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697633 | 10/17/2024 | 18,425.00 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697491 | 10/02/2024 | 18,314.65 |
| ATKINSON, ANDELSON, LOYA RUUD AND ROMO | Legal Service | 697639 | 10/23/2024 | 17,633.00 |
| A AND A FLEET PAINTING INC | WIP-Bus Rehabilitation Painting and Decals-Project Acct#2415 | 697673 | 10/30/2024 | 17,477.09 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697537 | 10/09/2024 | 15,354.02 |
| DESERT AIR CONDITIONING, INC. | WIP-Fixed Assets Facility Improvements-Project Acct#2413-08 | 697433 | 10/02/2024 | 15,059.77 |
| NFI PARTS | Inventory Repair Parts | 697675 | 10/30/2024 | 15,042.52 |
| VICTORIOUS GOLD PARTNERS, LLC. | Consulting | 697554 | 10/09/2024 | 14,407.55 |
| PALM SPRINGS MOTORS, INC. | Paratransit Repair Parts | 697742 | 10/30/2024 | 14,398.47 |
| VERIZON WIRELESS | Wireless Telephone Service | 697628 | 10/17/2024 | 14,177.31 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|------------------------------------|--------------------------------------------------------------|----------------|---------------------|-----------------------|
| A AND A FLEET PAINTING INC | WIP-Bus Rehabilitation Painting and Decals-Project Acct#2415 | 697419 | 10/02/2024 | 13,772.70 |
| CONSERVE LANDCARE, LLC | WIP-Liquid Hydrogen Refueling- Project Acct#2211-01 | 697509 | 10/09/2024 | 12,180.00 |
| VICTORIOUS GOLD PARTNERS, LLC. | Consulting | 697629 | 10/17/2024 | 12,000.00 |
| VICTORIOUS GOLD PARTNERS, LLC. | Consulting | 697771 | 10/30/2024 | 12,000.00 |
| TRUGUARD SECURITY SERVICES, INC | Security Guard Services | 697671 | 10/23/2024 | 11,907.68 |
| NAPA AUTO PARTS | Inventory Repair Parts | 697735 | 10/30/2024 | 11,839.20 |
| ANDREA CARTER & ASSOCIATES | Marketing & Communication Services | 697573 | 10/17/2024 | 11,350.00 |
| JACKSON LEWIS P.C. | Insurance Loss | 697597 | 10/17/2024 | 10,377.00 |
| TOWNSEND PUBLIC AFFAIRS, INC | Contract Services-General | 697551 | 10/09/2024 | 10,000.00 |
| ARTHUR N. GAUET & ASSOCIATES, INC. | Consulting | 697575 | 10/17/2024 | 9,950.00 |
| BWcom LLC | WIP-Bus Stop Improvement- Project Acct#2504-01 | 697687 | 10/30/2024 | 9,484.00 |
| DYNAMIC BUILDING MAINTENANCE INC | Janitorial Services | 697515 | 10/09/2024 | 9,349.00 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 697710 | 10/30/2024 | 8,830.56 |
| METLIFE | Group Dental Premiums | 697655 | 10/23/2024 | 8,608.92 |
| DECALS BY DESIGN, INC. | Advertising | 697645 | 10/23/2024 | 8,425.40 |
| BURKE, WILLIAMS & SORENSEN, LLP | Legal Service | 697640 | 10/23/2024 | 8,208.11 |
| A AND A FLEET PAINTING INC | WIP-Bus Rehabilitation Painting and Decals-Project Acct#2415 | 697634 | 10/23/2024 | 7,982.86 |
| MARKS ARCHITECTS, INC. | WIP-Center of Excellence Facility- Project Acct#1808-00 | 697604 | 10/17/2024 | 7,800.00 |
| NFI PARTS | Inventory Repair Parts | 697677 | 10/30/2024 | 7,744.76 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 697464 | 10/02/2024 | 7,505.97 |
| JE STRATEGIES LLC | Consulting | 697526 | 10/09/2024 | 7,500.00 |
| AMAZON CAPITAL SERVICES, INC | Facility Maintenance | 697494 | 10/09/2024 | 7,499.31 |
| CPAC INC.COM | Computer/Network Software Agreement | 697430 | 10/02/2024 | 6,723.00 |
| AMALGAMATED TRANSIT UNION | Union Dues | 697681 | 10/30/2024 | 6,631.02 |
| US BANK VOYAGER FLEET SYSTEMS | Unleaded/Diesel Fuel | 697552 | 10/09/2024 | 6,522.87 |
| AMALGAMATED TRANSIT UNION | Union Dues | 697422 | 10/02/2024 | 6,473.16 |
| AMALGAMATED TRANSIT UNION | Union Dues | 697568 | 10/17/2024 | 6,386.82 |
| AMERICAN MOVING PARTS | Inventory Repair Parts | 697572 | 10/17/2024 | 5,799.54 |
| FORENSIC DRUG TESTING SERVICES | Alcohol & Drug Testing | 697589 | 10/17/2024 | 5,761.95 |
| RIDE COACH AND BUS | Inventory Repair Parts | 697504 | 10/09/2024 | 5,623.50 |
| POSITIVE PROMOTIONS, INC. | SunLine Events Expense | 697659 | 10/23/2024 | 5,597.63 |
| AMAZON CAPITAL SERVICES, INC | Emergency Preparedness Supplies | 697682 | 10/30/2024 | 5,565.88 |
| SUN-EEZ WINDOW TINTING | WIP-Facility Maintenance Improvements-Project Acct#2502-02 | 697762 | 10/30/2024 | 5,352.00 |
| ROBERT HALF | Temporary Help | 697612 | 10/17/2024 | 5,084.20 |
| OPW FUELING COMPONENTS | Repair Parts-CNG | 697656 | 10/23/2024 | 4,799.08 |
| DAVID RZEPINSKI CONSULTING | Consulting | 697644 | 10/23/2024 | 4,797.50 |
| 4IMPRINT, INC. | Advertising | 697563 | 10/17/2024 | 4,778.26 |
| MAGALDI & MAGALDI, INC. | Inventory Repair Parts | 697602 | 10/17/2024 | 4,770.10 |
| TPX COMMUNICATIONS | Communication Service | 697624 | 10/17/2024 | 4,755.63 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|------------------------------------------|-------------------------------------------------------------|----------------|---------------------|-----------------------|
| GARON WYATT INVESTIGATIVE SERVICES, LLC. | Insurance Loss | 697712 | 10/30/2024 | 4,644.69 |
| IMPERIAL IRRIGATION DIST | Utilities | 697720 | 10/30/2024 | 4,636.64 |
| JOSEPH LYNN FRIEND | Contracted Services | 697599 | 10/17/2024 | 4,530.00 |
| THE LEFLORE GROUP LLC | WIP-Liquid Hydrogen Refueling- Project Acct#2211-02 | 697753 | 10/30/2024 | 4,452.57 |
| RIDECO US INC | SunRide Ride Share Expenses | 697662 | 10/23/2024 | 4,402.20 |
| TOKEN TRANSIT, INC | Mobile Ticketing Commission | 697623 | 10/17/2024 | 4,353.76 |
| SO CAL GAS CO. | Utilities | 697619 | 10/17/2024 | 4,124.07 |
| CMD CORPORATION | Inventory Repair Parts-SunFuels | 697427 | 10/02/2024 | 3,993.78 |
| XENIA RACING WRAPS | WIP-Non-CEC Liquid Hydrogen Refueling- Project Acct#2214-00 | 697558 | 10/09/2024 | 3,771.25 |
| ROBERT HALF | Temporary Help | 697536 | 10/09/2024 | 3,567.20 |
| CENTER FOR TRANSPORTATION AND THE | Membership & Subscriptions | 697696 | 10/30/2024 | 3,500.00 |
| ROBERT HALF | Temporary Help | 697751 | 10/30/2024 | 3,495.45 |
| ROMAINE ELECTRIC CORP. | Inventory Repair Parts | 697472 | 10/02/2024 | 3,489.75 |
| ROBERT HALF | Temporary Help | 697471 | 10/02/2024 | 3,413.45 |
| IMPERIAL IRRIGATION DIST | Utilities | 697445 | 10/02/2024 | 3,381.05 |
| VALLEY SANITARY DISTRICT | Permits & Licenses | 697770 | 10/30/2024 | 3,364.79 |
| CHARTER COMMUNICATIONS | Utilities | 697548 | 10/09/2024 | 3,272.26 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 697535 | 10/09/2024 | 3,078.78 |
| AMERICAN SECURITY GROUP | Computer/Network Software Agreement | 697571 | 10/17/2024 | 3,017.00 |
| VALLEY LOCK & SAFE | WIP-Facility Maintenance Improvements-Project Acct#2413-13 | 697553 | 10/09/2024 | 3,016.35 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 697691 | 10/30/2024 | 2,848.60 |
| FULTON DISTRIBUTING | Facility Maintenance | 697434 | 10/02/2024 | 2,844.28 |
| LANGUAGELINE SOLUTIONS | Translation Services | 697600 | 10/17/2024 | 2,794.62 |
| CPAC INC.COM | Computer/Network Software Agreement | 697701 | 10/30/2024 | 2,644.95 |
| MSA SAFETY SALES | Repair Parts-Hydrogen | 697732 | 10/30/2024 | 2,640.00 |
| CMD CORPORATION | Repair Parts-CNG | 697581 | 10/17/2024 | 2,634.18 |
| HOME DEPOT CREDIT SERVICES | Facility Maintenance | 697523 | 10/09/2024 | 2,600.05 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 697424 | 10/02/2024 | 2,550.96 |
| NFI PARTS | Inventory Repair Parts | 697635 | 10/23/2024 | 2,510.40 |
| VALLEY OFFICE EQUIPMENT, INC. | Copier Service | 697672 | 10/23/2024 | 2,508.31 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 697579 | 10/17/2024 | 2,493.03 |
| PLAZA TOWING, INC. | Towing Services | 697534 | 10/09/2024 | 2,475.00 |
| PARTY TIME RENTALS | Rentals Expenses | 697562 | 10/10/2024 | 2,447.45 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 697689 | 10/30/2024 | 2,363.49 |
| IMPERIAL IRRIGATION DIST | Utilities | 697525 | 10/09/2024 | 2,308.55 |
| DAVID RZEPINSKI CONSULTING | WIP-Upgrade CAD/AVL System- Project Acct#2309-00 | 697511 | 10/09/2024 | 2,242.50 |
| EDITH HERNANDEZ | Reimbursement Expense | 697585 | 10/17/2024 | 2,240.46 |
| ANDERSON COMMUNICATIONS | Radio Repeater Hill Top Rental | 697498 | 10/09/2024 | 2,205.02 |
| MODEL1 COMMERCIAL VEHICLES, INC. | Paratransit Repair Parts | 697702 | 10/30/2024 | 2,158.11 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|------------------------------------|------------------------------------------------------|----------------|---------------------|-----------------------|
| HD INDUSTRIES | Inventory Repair Parts | 697719 | 10/30/2024 | 2,153.16 |
| PLAZA TOWING, INC. | Towing Services | 697748 | 10/30/2024 | 2,150.00 |
| TOTAL CARE WORK INJURY CLINIC | Medical Exam & Testing | 697632 | 10/17/2024 | 2,090.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 697503 | 10/09/2024 | 1,997.64 |
| NFI PARTS | Inventory Repair Parts | 697493 | 10/09/2024 | 1,979.29 |
| ROBERT HALF | Temporary Help | 697663 | 10/23/2024 | 1,927.20 |
| MOHAWK MFG & SUPPLY CO | Inventory Repair Parts | 697730 | 10/30/2024 | 1,867.85 |
| FLW, INC. | Inventory Repair Parts | 697708 | 10/30/2024 | 1,863.88 |
| OMNITRACS, LLC | General Services | 697532 | 10/09/2024 | 1,820.00 |
| ENTECH OIL INC | Lubricants- Oil | 697438 | 10/02/2024 | 1,794.04 |
| SONSRAY FLEET SERVICES | Shop Supplies | 697550 | 10/09/2024 | 1,778.96 |
| CHRIS ALLEN VERES | Inventory Repair Parts | 697426 | 10/02/2024 | 1,757.10 |
| YELLOW CAB OF THE DESERT | Taxi Voucher Program | 697559 | 10/09/2024 | 1,746.90 |
| NFI PARTS | Inventory Repair Parts | 697420 | 10/02/2024 | 1,740.87 |
| C V WATER DISTRICT | Utilities | 697643 | 10/23/2024 | 1,683.86 |
| CLICKUP | Computer/Network Software Agreement | 697453 | 10/02/2024 | 1,676.20 |
| SECTRAN SECURITY INC. | Bank Adjustment Fees | 697756 | 10/30/2024 | 1,670.70 |
| MARK A PERRY | Reimbursement Expense | 697454 | 10/02/2024 | 1,669.83 |
| CALIFORNIA DEPARTMENT OF TAX & FEE | Quarterly Used Sale Tax Jul-Sept 2024 | 697506 | 10/09/2024 | 1,642.00 |
| SECTRAN SECURITY INC. | Bank Adjustment Fees | 697476 | 10/02/2024 | 1,611.51 |
| CHRIS ALLEN VERES | Inventory Repair Parts | 697580 | 10/17/2024 | 1,590.92 |
| SAFETY-KLEEN CORPORATION | Contract Svc-Haz Waste Removal | 697542 | 10/09/2024 | 1,588.91 |
| CALACT | Membership & Subscriptions | 697688 | 10/30/2024 | 1,585.00 |
| BROADLUX, INC. | Contract Services-General | 697500 | 10/09/2024 | 1,576.00 |
| SMITTY'S AUTO PAINT OF HEMET | Shop Supplies | 697545 | 10/09/2024 | 1,575.77 |
| GILLIG LLC | Inventory Repair Parts | 697714 | 10/30/2024 | 1,569.06 |
| MOHAWK MFG & SUPPLY CO | Inventory Repair Parts | 697606 | 10/17/2024 | 1,564.01 |
| OPW FUELING COMPONENTS | Inventory Repair Parts-SunFuels | 697741 | 10/30/2024 | 1,534.61 |
| BALLARD POWER SYSTEMS | Inventory Repair Parts | 697577 | 10/17/2024 | 1,534.30 |
| FRONTIER COMMUNICATIONS | Utilities | 697590 | 10/17/2024 | 1,525.00 |
| XENIA RACING WRAPS | Contracted Services-Maintenance | 697489 | 10/02/2024 | 1,485.00 |
| STANTEC ARCHITECTURE, INC. | WIP-Hydrogen Refueling Station- Project Acct#2014-00 | 697667 | 10/23/2024 | 1,473.95 |
| MILE3 WEB DEVELOPMENT | Website Maintenance | 697529 | 10/09/2024 | 1,470.00 |
| CARQUEST AUTO PARTS - INDIO | Inventory Repair Parts | 697694 | 10/30/2024 | 1,455.27 |
| GILLIG LLC | Inventory Repair Parts | 697646 | 10/23/2024 | 1,450.81 |
| MAGIK ENTERPRISES, INC | Facility Maintenance | 697728 | 10/30/2024 | 1,437.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 697501 | 10/09/2024 | 1,427.90 |
| QUICK FIX AUTO GLASS | Repair Parts-Fixed Route | 697680 | 10/30/2024 | 1,395.00 |
| GILLIG LLC | Inventory Repair Parts | 697591 | 10/17/2024 | 1,388.98 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|----------------------------------------|-------------------------------------|----------------|---------------------|-----------------------|
| AMAZON CAPITAL SERVICES, INC | Office Supplies | 697569 | 10/17/2024 | 1,350.31 |
| HIRERIGHT, LLC | Background Service | 697510 | 10/09/2024 | 1,325.17 |
| AMAZON CAPITAL SERVICES, INC | Office Supplies | 697423 | 10/02/2024 | 1,305.26 |
| RIVERSIDE COUNTY SHERIFF'S OFFICE | Garnishment | 697611 | 10/17/2024 | 1,272.10 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697754 | 10/30/2024 | 1,258.63 |
| RIVERSIDE COUNTY SHERIFF'S OFFICE | Garnishment | 697470 | 10/02/2024 | 1,209.45 |
| ON THE FLY TERMITE AND PEST CONTROL | Pest Control Services | 697463 | 10/02/2024 | 1,192.00 |
| THE TRANSIT & PARATRANSIT COMPANY | Training Supplies | 697616 | 10/17/2024 | 1,190.00 |
| ODP BUSINESS SLOUTIONS LLC | Office Supplies | 697739 | 10/30/2024 | 1,189.77 |
| GLOBAL INDUSTRIAL | Electrical Related Expenses | 697647 | 10/23/2024 | 1,166.92 |
| CITY CAB | Taxi Voucher Program | 697543 | 10/09/2024 | 1,148.00 |
| TOPS N BARRICADES, INC. | Materials & Supplies | 697669 | 10/23/2024 | 1,147.31 |
| LUMINATOR TECHNOLOGY GROUP | Inventory Repair Parts | 697601 | 10/17/2024 | 1,131.38 |
| TEAMSTERS LOCAL 1932 | Union Dues | 697482 | 10/02/2024 | 1,099.89 |
| CINTAS CORPORATION NO.2 | Emergency Preparedness Supplies | 697507 | 10/09/2024 | 1,096.12 |
| GRAINGER | Repair Parts-Fixed Route | 697648 | 10/23/2024 | 1,090.05 |
| TEAMSTERS LOCAL 1932 | Union Dues | 697621 | 10/17/2024 | 1,080.57 |
| TEAMSTERS LOCAL 1932 | Union Dues | 697763 | 10/30/2024 | 1,047.81 |
| APPLE VALLEY COMMUNICATIONS, INC. | Computer/Network Software Agreement | 697685 | 10/30/2024 | 1,040.00 |
| ABSOLUTE SELF STORAGE | Storage Rentals | 697674 | 10/30/2024 | 1,023.00 |
| JESSUP AUTO PLAZA | Inventory Repair Parts | 697747 | 10/30/2024 | 1,022.78 |
| RONNIE HUERTA | Reimbursement Expense | 697473 | 10/02/2024 | 1,000.00 |
| Total Checks Over \$1,000 | \$2,864,286.33 | | | |
| Total Checks Under \$1,000 | \$46,707.29 | | | |
| Total Checks | \$2,910,993.62 | | | |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|----------------------------------------|-------------------------------------------------------|----------------|---------------------|-----------------------|
| NEW FLYER OF AMERICA INC. | WIP-Hydrogen Fuel Cell Buses - Project Acct#2401-01 | 697883 | 11/13/2024 | 1,091,480.65 |
| NEW FLYER OF AMERICA INC. | WIP-Hydrogen Fuel Cell Buses - Project Acct#2401-01 | 697882 | 11/13/2024 | 1,088,138.40 |
| CALPERS | Group Health Premiums | 697981 | 11/27/2024 | 401,112.76 |
| NEW FLYER OF AMERICA INC. | WIP-Hydrogen Fuel Cell Buses - Project Acct#2401-01 | 697818 | 11/06/2024 | 324,436.16 |
| THREE PEAKS CORP | WIP- Coachella Transit Hub- Project Acct#2212-00 | 697962 | 11/20/2024 | 310,967.43 |
| PERMA - INSURANCE | Oct-Dec 2024 Liability Trust Account | 698020 | 11/27/2024 | 122,486.00 |
| EAM SOLUTIONS, LLC | WIP-TAM Software Implementation- Project Acct#1512-00 | 697997 | 11/27/2024 | 88,166.40 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 698036 | 11/27/2024 | 85,611.48 |
| U.S. BANK INSTITUTIONAL TRUST-WESTERN | Pension Deposit | 697909 | 11/13/2024 | 83,544.67 |
| SO CAL GAS CO. | Utilities | 697900 | 11/13/2024 | 72,253.97 |
| IMPERIAL IRRIGATION DIST | Utilities | 697943 | 11/20/2024 | 69,862.16 |
| TYLER TECHNOLOGIES, INC. | Computer/Network Software Agreement | 697965 | 11/20/2024 | 68,006.87 |
| INTEGRATED CRYOGENIC SOLUTIONS LLC | WIP-Liquid Hydrogen Refueling -Project Acct#2211-01 | 697871 | 11/13/2024 | 50,960.78 |
| HANSON BRIDGETT LLP | Legal Service | 697808 | 11/06/2024 | 47,881.68 |
| VICTORIOUS GOLD PARTNERS, LLC. | Consulting | 697912 | 11/13/2024 | 44,940.00 |
| MUTUAL OF OMAHA INSURANCE COMPANY | Supplement Benefits LTD/STD/LIFE Ins Prem | 698016 | 11/27/2024 | 43,320.68 |
| ANEW RNG, LLC | Utilities | 697978 | 11/27/2024 | 41,231.96 |
| DAHL, TAYLOR AND ASSOCIATES, INC. | WIP-T-2 Electric Meter Generator Project Acct#2313-00 | 697932 | 11/20/2024 | 34,949.00 |
| MICHELIN NORTH AMERICA, INC. | Lease Tires Services | 697813 | 11/06/2024 | 33,989.96 |
| HANSON BRIDGETT LLP | Legal Service | 697807 | 11/06/2024 | 25,382.00 |
| NFI PARTS | Inventory Repair Parts | 697842 | 11/13/2024 | 24,148.67 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 697889 | 11/13/2024 | 24,136.24 |
| ADRIAN MARTINEZ | Insurance Loss | 697841 | 11/06/2024 | 20,000.00 |
| NFI PARTS | Inventory Repair Parts | 697777 | 11/06/2024 | 19,759.16 |
| TEC EQUIPMENT, INC. | Inventory Repair Parts | 697904 | 11/13/2024 | 18,565.78 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697839 | 11/06/2024 | 18,451.92 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697969 | 11/20/2024 | 18,410.22 |
| YELLOW CAB OF THE DESERT | SunRide Ride Share Expenses | 697917 | 11/13/2024 | 18,409.02 |
| HELIXSTORM | Contracted Services | 698006 | 11/27/2024 | 17,500.00 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697826 | 11/06/2024 | 17,390.33 |
| NFI PARTS | Inventory Repair Parts | 697971 | 11/27/2024 | 16,668.89 |
| CMD CORPORATION | Inventory Repair Parts-SunFuels | 697852 | 11/13/2024 | 15,141.52 |
| NAPA AUTO PARTS | Inventory Repair Parts | 697880 | 11/13/2024 | 14,678.09 |
| VERIZON WIRELESS | Wireless Telephone Service | 697837 | 11/06/2024 | 13,561.06 |
| HELIXSTORM | Contracted Services | 697869 | 11/13/2024 | 13,350.00 |
| TRUGUARD SECURITY SERVICES, INC | Security Guard Services | 697964 | 11/20/2024 | 12,172.52 |
| VICTORIOUS GOLD PARTNERS, LLC. | Consulting Services | 697913 | 11/13/2024 | 12,086.24 |
| NEW FLYER OF AMERICA INC. | Computer/Network Software Agreement | 697884 | 11/13/2024 | 11,700.00 |
| TRAPEZE SOFTWARE GROUP INC. | Computer/Network Software Agreement | 697834 | 11/06/2024 | 11,075.00 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|------------------------------------------|--------------------------------------------------------------|----------------|---------------------|-----------------------|
| HANSON BRIDGETT LLP | Legal Service | 697868 | 11/13/2024 | 11,025.00 |
| NFI PARTS | Inventory Repair Parts | 697919 | 11/20/2024 | 10,892.37 |
| JOSEPH LYNN FRIEND | Consulting Services | 697876 | 11/13/2024 | 9,375.09 |
| DYNAMIC BUILDING MAINTENANCE INC | Janitorial Services | 697796 | 11/06/2024 | 9,349.00 |
| AMERICAN MOVING PARTS | Inventory Repair Parts | 697784 | 11/06/2024 | 9,271.73 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697959 | 11/20/2024 | 9,030.86 |
| RUSH TRUCK CENTERS OF CALIFORNIA, INC. | Inventory Repair Parts | 697898 | 11/13/2024 | 9,011.39 |
| RIDECO US INC | SunRide Ride Share Expenses | 697957 | 11/20/2024 | 8,548.40 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 697886 | 11/13/2024 | 8,211.17 |
| A AND A FLEET PAINTING INC | WIP-Bus Rehabilitation Painting and Decals-Project Acct#2415 | 697776 | 11/06/2024 | 7,988.57 |
| A AND A FLEET PAINTING INC | WIP-Bus Rehabilitation Painting and Decals-Project Acct#2415 | 697918 | 11/20/2024 | 7,982.86 |
| INSIGHT STRATEGIES INC | Consulting | 697870 | 11/13/2024 | 7,800.00 |
| GENFARE, LLC | Inventory Repair Parts | 697804 | 11/06/2024 | 7,795.44 |
| JE STRATEGIES LLC | Consulting | 697877 | 11/13/2024 | 7,500.00 |
| CENTER FOR TRANSPORTATION AND THE | WIP-Liquid Hydrogen Refueling -Project Acct#2211-02 | 697851 | 11/13/2024 | 7,175.11 |
| GARON WYATT INVESTIGATIVE SERVICES, LLC. | Insurance Loss | 697803 | 11/06/2024 | 7,070.33 |
| AMALGAMATED TRANSIT UNION | Union Dues | 697976 | 11/27/2024 | 6,631.02 |
| AMALGAMATED TRANSIT UNION | Union Dues | 697844 | 11/13/2024 | 6,497.00 |
| DANIELS TIRE SERVICE - GOOD YEAR | Inventory Repair Parts | 697794 | 11/06/2024 | 6,470.87 |
| AVAIL TECHNOLOGIES | Inventory Repair Parts | 697847 | 11/13/2024 | 5,959.48 |
| ANDREA CARTER & ASSOCIATES | Marketing & Communication Services | 697923 | 11/20/2024 | 5,630.00 |
| SO CAL GAS CO. | Utilities | 697960 | 11/20/2024 | 5,545.08 |
| SPORTWORKS NORTHWEST, INC. | Inventory Repair Parts | 697832 | 11/06/2024 | 5,495.33 |
| FASTECH | WIP-Hydrogen Refueling Station- Project Acct#2014-00 | 697865 | 11/13/2024 | 5,355.00 |
| DESERT BUSINESS INTERIORS | WIP- Coachella Transit Hub- Project Acct#2212-03 | 697992 | 11/27/2024 | 5,075.24 |
| ROBERT HALF | Temporary Help | 698027 | 11/27/2024 | 5,066.93 |
| TOWNSEND PUBLIC AFFAIRS, INC | Contract Services-General | 697906 | 11/13/2024 | 5,000.00 |
| ROBERT HALF | Temporary Help | 697896 | 11/13/2024 | 4,990.40 |
| THE LEFLORE GROUP LLC | WIP-Liquid Hydrogen Refueling -Project Acct#2211-02 | 698029 | 11/27/2024 | 4,864.85 |
| TPX COMMUNICATIONS | Communications Service | 697907 | 11/13/2024 | 4,783.43 |
| DOUG WALL CONSTRUCTION | WIP-Facility Maintenance Upgrade- Project Acct#2413-11 | 697935 | 11/20/2024 | 4,751.32 |
| METLIFE | Group Dental Premiums | 697946 | 11/20/2024 | 4,562.31 |
| GRAINGER | WIP-Office Furniture & Equipment-Project Acct#2410-10 | 697806 | 11/06/2024 | 4,496.32 |
| US BANK VOYAGER FLEET SYSTEMS | Unleaded/Diesel Fuel | 697836 | 11/06/2024 | 4,484.62 |
| FORENSIC DRUG TESTING SERVICES | Alcohol & Drug Testing | 697863 | 11/13/2024 | 4,172.35 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 697823 | 11/06/2024 | 4,163.05 |
| RIDECO US INC | SunRide Ride Share Expenses | 697893 | 11/13/2024 | 4,146.20 |
| PALM SPRINGS MOTORS, INC. | Inventory Repair Parts | 698018 | 11/27/2024 | 4,115.26 |
| GILLIG LLC | Inventory Repair Parts | 698002 | 11/27/2024 | 4,039.32 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------------|-------------------------------------------------------|----------------|---------------------|-----------------------|
| IMPERIAL IRRIGATION DIST | Utilities | 698009 | 11/27/2024 | 3,985.16 |
| AMAZON CAPITAL SERVICES, INC | Bus Stop Supplies | 697845 | 11/13/2024 | 3,909.35 |
| STORMWIND, LLC. | Travel Meetings/Seminars | 697833 | 11/06/2024 | 3,860.00 |
| SOUTHWEST LIFT & EQUIPMENT, INC. | Equipment Repair-Shop Equipment | 698034 | 11/27/2024 | 3,792.91 |
| JACKSON LEWIS P.C. | Insurance Loss | 697873 | 11/13/2024 | 3,581.80 |
| ROBERT HALF | Temporary Help | 697825 | 11/06/2024 | 3,546.70 |
| TOKEN TRANSIT, INC | Mobile Ticketing Commission | 697905 | 11/13/2024 | 3,478.56 |
| HD INDUSTRIES | Inventory Repair Parts | 698005 | 11/27/2024 | 3,315.59 |
| GENFARE, LLC | Inventory Repair Parts | 697940 | 11/20/2024 | 3,314.92 |
| COACH GLASS | Inventory Repair Parts | 697944 | 11/20/2024 | 3,195.00 |
| ENTECH OIL INC | Lubricants- Oil | 697860 | 11/13/2024 | 3,139.35 |
| FRANKLIN TRUCK PARTS, INC | Inventory Repair Parts | 697864 | 11/13/2024 | 3,124.80 |
| CALSTART, INC. | Membership & Subscriptions | 697926 | 11/20/2024 | 2,950.00 |
| CHARTER COMMUNICATIONS | Utilities | 697831 | 11/06/2024 | 2,855.00 |
| GILLIG LLC | Inventory Repair Parts | 697866 | 11/13/2024 | 2,814.04 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 698024 | 11/27/2024 | 2,796.62 |
| SOUTHWEST TOYOTALIFT | Repair Parts-Support Vehicle | 697901 | 11/13/2024 | 2,670.83 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 697790 | 11/06/2024 | 2,638.11 |
| COMMUNITY TRANSPORTATION ASSOCIATION | Membership & Subscriptions | 697990 | 11/27/2024 | 2,600.00 |
| EVERON, LLC (90-0008456) | WIP- Coachella Transit Hub- Project Acct#2212-00 | 697872 | 11/13/2024 | 2,578.75 |
| CHRISTIAN BROTHERS MECHANICAL SERVICES, | Contract Services-General | 697986 | 11/27/2024 | 2,500.00 |
| VIRGINKAR AND ASSOCIATES, INC. | WIP-Upgrade CAD/AVL System- Project Acct#2309-00 | 698040 | 11/27/2024 | 2,487.50 |
| PRUDENTIAL OVERALL SUPPLY | Uniforms | 697955 | 11/20/2024 | 2,456.83 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 697849 | 11/13/2024 | 2,436.01 |
| GENFARE, LLC | Inventory Repair Parts | 698000 | 11/27/2024 | 2,418.97 |
| MODEL1 COMMERCIAL VEHICLES, INC. | Inventory Repair Parts | 697857 | 11/13/2024 | 2,409.84 |
| VALLEY OFFICE EQUIPMENT, INC. | Copier Service | 697966 | 11/20/2024 | 2,403.41 |
| PLAZA TOWING, INC. | Towing Services | 697888 | 11/13/2024 | 2,400.00 |
| GRAINGER | Repair Parts-Fixed Route | 698004 | 11/27/2024 | 2,377.24 |
| CALIFORNIA STATE DISBURSEMENT UNIT | Garnishment | 697982 | 11/27/2024 | 2,353.57 |
| HOME DEPOT CREDIT SERVICES | Facility Maintenance | 698007 | 11/27/2024 | 2,311.56 |
| CMD CORPORATION | Inventory Repair Parts-SunFuels | 697987 | 11/27/2024 | 2,302.19 |
| A-1 ALTERNATIVE FUEL SYSTEMS/A-1 AUTO | Inventory Repair Parts | 697921 | 11/20/2024 | 2,294.14 |
| ANDERSON COMMUNICATIONS | Radio Repeater Hill Top Rental | 697787 | 11/06/2024 | 2,205.02 |
| AMAZON CAPITAL SERVICES, INC | Bus Stop Supplies | 697782 | 11/06/2024 | 2,152.36 |
| QUADIENT FINANCE USA, INC. | Postage | 697891 | 11/13/2024 | 2,049.00 |
| BURRTEC WASTE & RECYCLING SERVICES | Trash Service | 697791 | 11/06/2024 | 2,027.04 |
| GILLIG LLC | Inventory Repair Parts | 697805 | 11/06/2024 | 2,008.27 |
| DESERT PARADISE CONSTRUCTION, LLC | WIP-Facility Improvement Project-project Acct#2203-01 | 697994 | 11/27/2024 | 2,000.00 |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|---------------------------------------|-------------------------------------------------------------|----------------|---------------------|-----------------------|
| WELTYS ENTERPRISES, INC. | SunLine Events Expense | 698041 | 11/27/2024 | 1,987.91 |
| MAGALDI & MAGALDI, INC. | Inventory Repair Parts | 697812 | 11/06/2024 | 1,964.42 |
| CARQUEST AUTO PARTS STORES | Inventory Repair Parts | 697983 | 11/27/2024 | 1,888.11 |
| DS AIR | Materials & Supplies | 697985 | 11/27/2024 | 1,862.78 |
| OMNITRACS, LLC | General Services | 697820 | 11/06/2024 | 1,820.00 |
| GLOBAL INDUSTRIAL | Cleaning Supplies-Vehicle | 698003 | 11/27/2024 | 1,789.67 |
| ROBERT HALF | Temporary Help | 697958 | 11/20/2024 | 1,751.20 |
| C V WATER DISTRICT | Utilities | 697989 | 11/27/2024 | 1,664.25 |
| A-1 ALTERNATIVE FUEL SYSTEMS/A-1 AUTO | Paratransit Repair Parts | 697975 | 11/27/2024 | 1,609.88 |
| JESSE FRESCAS JR. | WIP- Coachella Transit Hub- Project Acct#2212-00 | 697874 | 11/13/2024 | 1,600.00 |
| BROADLUX, INC. | Contract Services-General | 697980 | 11/27/2024 | 1,576.00 |
| DOUG WALL CONSTRUCTION | WIP-Non-CEC Liquid Hydrogen Refueling- Project Acct#2214-00 | 697996 | 11/27/2024 | 1,566.32 |
| TRANSIT RESOURCES, INC. | Inventory Repair Parts | 697963 | 11/20/2024 | 1,533.68 |
| FRONTIER COMMUNICATIONS | Utilities- OPS Bldg | 697939 | 11/20/2024 | 1,525.00 |
| RIVERSIDE COUNTY SHERIFF'S OFFICE | Garnishment | 698026 | 11/27/2024 | 1,511.96 |
| GRAINGER | Inventory Repair Parts | 697942 | 11/20/2024 | 1,509.08 |
| TOTAL CARE WORK INJURY CLINIC | Medical Exam & Testing | 697916 | 11/13/2024 | 1,505.00 |
| PLAZA TOWING, INC. | Towing Services | 698023 | 11/27/2024 | 1,475.00 |
| MILE3 WEB DEVELOPMENT | Website Maintenance | 697814 | 11/06/2024 | 1,470.00 |
| QUICK FIX AUTO GLASS | Paratransit Repair Parts | 697780 | 11/06/2024 | 1,315.00 |
| HIRERIGHT, LLC | Background Service | 697856 | 11/13/2024 | 1,235.84 |
| PACIFIC MOBILE STRUCTURES, INC | Office Trailer Rental | 697822 | 11/06/2024 | 1,202.50 |
| PLAZA TOWING, INC. | Towing Services | 697824 | 11/06/2024 | 1,200.00 |
| ON THE FLY TERMITE AND PEST CONTROL | Pest Control Services | 697821 | 11/06/2024 | 1,192.00 |
| DANIELS TIRE SERVICE - GOOD YEAR | Inventory Repair Parts | 697933 | 11/20/2024 | 1,169.08 |
| GILLIG LLC | Inventory Repair Parts | 697941 | 11/20/2024 | 1,159.11 |
| TEAMSTERS LOCAL 1932 | Union Dues | 697903 | 11/13/2024 | 1,092.56 |
| TEAMSTERS LOCAL 1932 | Union Dues | 698035 | 11/27/2024 | 1,076.95 |
| LIFECOM, INC. | Contract Services-General | 698013 | 11/27/2024 | 1,050.00 |
| COMPRESSOR DESIGN AND SERVICES INC | Contract Services-General | 697991 | 11/27/2024 | 1,050.00 |
| QUADIENT FINANCE USA, INC. | Postage | 697956 | 11/20/2024 | 1,049.00 |
| ABSOLUTE SELF STORAGE | Storage Rental | 697970 | 11/27/2024 | 1,023.00 |
| Total Checks Over \$1,000 | \$4,854,416.11 | | | |
| Total Checks Under \$1,000 | \$27,081.43 | | | |
| Total Checks | \$4,881,497.54 | | | |

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Credit Card Statement for October & November 2024

Summary:

The attached report summarizes the Agency's credit card expenses for October and November 2024. The report summarizes transactions for the credit card utilized for Procurement which aligns with the statement closing date of October 31, 2024 and November 29, 2024.

Recommendation:

Approve.

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/31/2024

Name on Card: Mona Babauta

| Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|------------|----------------------|------------------------------------------------------------------------------------------------------------------|---------|----------|
| 1 *4/11/2024 | 10/2/2024 | Marriott Hotel | APTA TRANSform Conference in Anaheim, CA - Marriott Hotel Parking; Mona Babauta, CEO/General Manager | | \$46.00 |
| 2 *4/11/2024 | 10/3/2024 | Marriott Hotel | APTA TRANSform Conference in Anaheim, CA - Marriott Hotel Parking; Mona Babauta, CEO/General Manager | | \$46.00 |
| 3 10/9/2024 | 10/10/2024 | Costco Wholesale | Liquid Hydrogen Ribbon Cutting at SunLine Transit Agency - Drinks and Snacks; Mona Babauta, CEO/General Manager | | \$157.86 |
| 4 10/15/2024 | 10/16/2024 | Amazon | Reimbursement for incorrect charge from September 2024 Statement - Amazon; Mona Babauta, CEO/General Manager | \$25.02 | |
| 5 10/20//2024 | 10/22/2024 | Marta | CTE Board Meeting and Annual Meeting in Atlanta, GA - 3 Day Transit Pass; Mona Babuta, CEO/General Manager | | \$18.00 |
| 6 10/22/2024 | 10/23/2024 | Palm Springs Airport | CTE Board and Annual Meeting in Atlanta, GA - Parking at Palm Springs Airport; Mona Babauta, CEO/General Manager | | \$60.00 |
| 7 10/22/2024 | 10/24/2022 | Renasissance Hotel | CTE Board Meeting and Annual Meeting, Atlanta, GA - Hotel Stay; Mona Babauta, CEO/General Manager | | \$536.06 |
| Credits and Charges: | | | | \$25.02 | \$863.92 |



Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

| | | | |
|-------------------------|---------------------------|-----------------|------------------------|
| Name | Mona Babauta | Company | Sunline Transit Agency |
| Account # | XXXX-XXXX-XXXX [REDACTED] | Currency | US Dollar |
| Reporting Period | 10/1/2024 - 10/31/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|------------|-------------------------------------------|---------------------------------|----------|----------|---------|--------|
| 1 4/11/2024 | 10/2/2024 | Marriott Anaheim Anaheim, CA | | | | | 46.00 |
| | | Purchase Marriott Anaheim | General Ledger Code: 5090200000 | | | | |
| <hr/> | | | | | | | |
| 2 4/11/2024 | 10/3/2024 | Marriott Anaheim Anaheim, CA | | | | | 46.00 |
| | | Purchase Marriott Anaheim | General Ledger Code: 5090200000 | | | | |
| <hr/> | | | | | | | |
| 3 10/9/2024 | 10/10/2024 | Costco Whse #0441 Palm Desert, CA | | | | | 157.86 |
| | | Purchase Costco Whse #0441 | General Ledger Code: 5099900002 | | | | |
| <hr/> | | | | | | | |
| 4 10/15/2024 | 10/16/2024 | Amazon Mktplace Pmts Amzn.Com/Bill, WA | | | | | -25.02 |
| | | Credit Voucher Amazon Mktplace Pmts | General Ledger Code: 5099900002 | | | | |
| <hr/> | | | | | | | |
| 5 10/20/2024 | 10/22/2024 | Marta Tvm 00000018 Atlanta, GA | | | | | 18.00 |
| | | Purchase Marta Tvm 00000018 | General Ledger Code: 5039900010 | | | | |
| <hr/> | | | | | | | |

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/29/2024

Name on Card: Mona Babauta

| Trans. Date | Post Date | Reference | Detail - Description | Credits | Charges |
|-----------------------------|------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|
| 10/31/2024 | 11/1/2024 | California Transit Association (CTA) | CTA 59th Annual Conference & Expo, San Jose, CA - Attendee Registration; Mona Babauta, CEO/GM | | \$485.00 |
| 11/2/2024 | 11/4/2024 | Marriott Baltimore Inn | Transit Workforce Center Conference, Baltimore, MD - Lodging for 3 nights; Mona Babauta, CEO/GM | | \$546.38 |
| 11/11/2024 | 11/12/2024 | Charmpass | Transit Workforce Center Conference, Baltimore, MD; Transportation While Attending Conference; Mona Babauta, CEO/GM | | \$11.70 |
| 11/11/2024 | 11/12/2024 | Charmpass | Transit Workforce Center Conference, Baltimore, MD; Transportation While Attending Conference; Mona Babauta, CEO/GM | | \$11.70 |
| 11/12/2024 | 11/14/2024 | United Airlines | United Airlines - Return Flight from San Francisco, CA to Palm Springs, CA for Travel from California Transit Association 59th Annual Conference & Expo; Mona Babauta, CEO/GM | | \$239.47 |
| 11/18/2024 | 11/20/2024 | Four Points Hotel | California Transit Association 59th Annual Conference & Expo, San Jose, CA - Lodging for 2 nights; Mona Babauta, CEO/GM | | \$757.93 |
| 11/20/2024 | 11/22/2024 | Four Points Hotel | California Transit Association 59th Annual Conference & Expo, San Jose, CA - Parking | | \$91.88 |
| Credits and Charges: | | | | \$0.00 | \$2,144.06 |



Reporting Period : 11/1/2024 - 11/29/2024

Statement Summary

| | | | |
|-------------------------|------------------------|-----------------|------------------------|
| Name | Mona Babauta | Company | Sunline Transit Agency |
| Account # | [REDACTED] | Currency | US Dollar |
| Reporting Period | 11/1/2024 - 11/29/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|------------|-----------------------------------------|---------------------------------|----------|----------|---------|--------|
| 1 10/31/2024 | 11/1/2024 | Fsp*cta 916-446-4656, CA | | | | | 485.00 |
| | | Purchase Fsp*cta | General Ledger Code: 5090100000 | | | | |
| <hr/> | | | | | | | |
| 2 11/2/2024 | 11/4/2024 | Marriott Baltimore Inn Baltimore, MD | | | | | 546.38 |
| | | Purchase Marriott Baltimore Inn | General Ledger Code: 5090200000 | | | | |
| <hr/> | | | | | | | |
| 3 11/11/2024 | 11/12/2024 | Charmpass - Overten 866-255-0250, OR | | | | | 11.70 |
| | | Purchase Charmpass - Overten | General Ledger Code: 5039900010 | | | | |
| <hr/> | | | | | | | |
| 4 11/11/2024 | 11/12/2024 | Charmpass - Overten 866-255-0250, OR | | | | | 11.70 |
| | | Purchase Charmpass - Overten | General Ledger Code: 5039900010 | | | | |
| <hr/> | | | | | | | |
| 5 11/12/2024 | 11/14/2024 | United United.Com, TX | | | | | 239.47 |
| | | Purchase United | General Ledger Code: 5090200000 | | | | |
| <hr/> | | | | | | | |

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/31/2024

Name on Card: Ray Stevens (Procurement Card)

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|----|-------------|------------|-------------------|---------------------------------------------------------------------------------------|---------|-------------|
| 1 | 09/30/24 | 10/1/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Online Payment Fee | | \$ 8.97 |
| 2 | 09/30/24 | 10/1/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Vehicle Fees | | \$ 300.00 |
| 3 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Tamara Miles | | \$ 125.00 |
| 4 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Luis Garcia | | \$ 125.00 |
| 5 | 10/04/24 | 10/7/2024 | TKB Bakery & Deli | Lunch for Participants of Run Cutter Course Hosted at SunLine | | \$ 212.06 |
| 6 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Ray Stevens | | \$ 125.00 |
| 7 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Gordon Lefevre | | \$ 125.00 |
| 8 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Paul Mattern | | \$ 125.00 |
| 9 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Dioselyn Moreno | | \$ 125.00 |
| 10 | 10/04/24 | 10/7/2024 | HCI Systems | Power Distribution Board for Access Control at New Coachella Hub | | \$ 4,919.20 |
| 11 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Isabel Vizcarra | | \$ 125.00 |
| 12 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - David Estrada | | \$ 125.00 |
| 13 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Dylan Narz | | \$ 125.00 |
| 14 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Marina Blackstone | | \$ 125.00 |
| 15 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Tina Hamel | | \$ 125.00 |
| 16 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Bryan Valenzuela | | \$ 125.00 |
| 17 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Walter Watcher | | \$ 125.00 |

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|----|-------------|------------|-------------------------|--------------------------------------------------------------------------------------------------|-------------|-------------|
| 18 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Yvonne Eckert | | \$ 125.00 |
| 19 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Charlotte Clement | | \$ 125.00 |
| 20 | 10/04/24 | 10/7/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Mona Babauta | | \$ 125.00 |
| 21 | 10/06/24 | 10/8/2024 | WTS International | Women's Transportation Seminar (WTS) International Membership Fee - Edith Hernandez | | \$ 125.00 |
| 22 | 10/07/24 | 10/8/2024 | PERB Arbitration | PERB Arbitration List Fee | | \$ 50.00 |
| 23 | 10/07/24 | 10/8/2024 | Making Connections | Making Connections 2024 Conference Registration Fee - Mona Babauta | | \$ 450.00 |
| 24 | 10/07/24 | 10/8/2024 | PERB Arbitration | PERB Arbitration Service Fee | | \$ 1.15 |
| 25 | 10/08/24 | 10/9/2024 | Fatboy Tacos & Catering | Catering for Coachella Hub Ribbon Cutting Event | | \$ 3,700.00 |
| 26 | 10/08/24 | 10/9/2024 | Aspen Mills | Lunch for Participants of Run Cutter Course Hosted at SunLine | | \$ 354.50 |
| 27 | 10/09/24 | 10/10/2024 | Dropbox | Dropbox Annual License Renewals for Multiple Accounts | | \$ 2,419.20 |
| 28 | 10/08/24 | 10/9/2024 | Mimi's Café | Lunch for Participants of Run Cutter Course Hosted at SunLine | | \$ 342.34 |
| 29 | 10/10/24 | 10/11/2024 | Dropbox | Refund of One (1) Dropbox License Renewal | \$ (201.60) | |
| 30 | 10/11/24 | 10/14/2024 | FSP | California Transit Association (CTA) Fall Conference & Expo Registration Fee - Isabella Vizcarra | | \$ 550.00 |
| 31 | 10/11/24 | 10/14/2024 | FSP | California Transit Association (CTA) Fall Conference & Expo Registration Fee - Mark Perry | | \$ 550.00 |
| 32 | 10/11/24 | 10/14/2024 | Southwest A/L | California Transit Association (CTA) Fall Conference & Expo Flight - Mark Perry | | \$ 213.96 |
| 33 | 10/11/24 | 10/14/2024 | Hilton Hotel | California Transit Association (CTA) Fall Conference & Expo Hotel - Tamara Miles | | \$ 1,134.06 |
| 34 | 10/11/24 | 10/14/2024 | FSP | California Transit Association (CTA) Fall Conference & Expo Registration Fee - Tamara Miles | | \$ 550.00 |
| 35 | 10/17/24 | 10/18/2024 | Sam's Club | Pallet of Water for Operations Dept. | | \$ 287.04 |
| 36 | 10/17/24 | 10/21/2024 | PayPal | Global Mass Transit Conference Registration Fee - Anna Patricia Dan | | \$ 450.00 |
| 37 | 10/17/24 | 10/21/2024 | United A/L | Global Mass Transit Conference Flight Charge - Anna Patricia Dan | | \$ 387.33 |
| 38 | 10/17/24 | 10/21/2024 | PayPal | Global Mass Transit Conference Registration Fee (Currency Fee) - Anna Patricia Dan | | \$ 4.50 |
| 39 | 10/18/24 | 10/21/2024 | Expedia.com | Global Mass Transit Conference Lodging Charge - Anna Patricia Dan | | \$ 423.09 |
| 40 | 10/19/24 | 10/21/2024 | Ring Protect Plus | Ring Protect Plus Subscription for Parts Dept. | | \$ 100.00 |

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|---------|-------------|------------|--------------------------------------|-------------------------------------------------------------------------------------------|-------------|--------------|
| 41 | 10/21/24 | 10/22/2024 | Palm Desert Area Chamber of Commerce | Palm Desert Golf Cart Parade Entry Fee | | \$ 49.50 |
| 42 | 10/21/24 | 10/22/2024 | Expedia.com | California Transit Association (CTA) Fall Conference & Expo Lodging Charge - Mona Babauta | | \$ 471.22 |
| 43 | 10/22/24 | 10/24/2024 | APTA | APTA Safety & Risk Mgmt Seminar Registration Fee - Bryan Valenzuela | | \$ 719.00 |
| 44 | 10/22/24 | 10/24/2024 | United A/L | APTA Safety & Risk Mgmt Seminar Flight Charge - Bryan Valenzuela | | \$ 537.91 |
| 45 | 10/22/24 | 10/23/2024 | Expedia.com | California Transit Association (CTA) Fall Conference & Expo Lodging Charge - Luis Garcia | | \$ 673.04 |
| 46 | 10/22/24 | 10/24/2024 | Expedia.com | California Transit Association (CTA) Fall Conference & Expo Flight Charge - Luis Garcia | | \$ 308.96 |
| 47 | 10/22/24 | 10/23/2024 | Expedia.com | Global Mass Transit Conference Lodging Charge - Antrell Webster | | \$ 702.60 |
| 48 | 10/22/24 | 10/24/2024 | PayPal | Global Mass Transit Conference Registration Fee - Antrell Webster | | \$ 450.00 |
| 49 | 10/22/24 | 10/24/2024 | United A/L | Global Mass Transit Conference Seat Charge - Antrell Webster | | \$ 20.99 |
| 50 | 10/22/24 | 10/24/2024 | PayPal | Global Mass Transit Conference Registration Fee (Currency Fee) - Antrell Webster | | \$ 4.50 |
| 51 | 10/22/24 | 10/24/2024 | PayPal | Global Mass Transit Conference Flight Charge - Antrell Webster | | \$ 279.86 |
| 52 | 10/23/24 | 10/25/2024 | Southwest A/L | DMV Examiner Class Flight Charge - Asael Reyes | | \$ 425.95 |
| 53 | 10/24/24 | 10/25/2024 | Expedia.com | Global Mass Transit Conference Hotel Refund (1) Night - Antrell Webster | \$ (168.00) | |
| 54 | 10/25/24 | 10/28/2024 | PayPal | California Transit Association (CTA) Reception - Mona Babauta | | \$ 36.69 |
| 55 | 10/25/24 | 10/28/2024 | PayPal | California Transit Association (CTA) Reception - Edith Hernandez | | \$ 36.69 |
| 56 | 10/25/24 | 10/28/2024 | GVCC | Indio State of the Business Community - Edith Hernandez | | \$ 75.00 |
| Totals: | | | | | \$ (369.60) | \$ 24,324.31 |



Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

| | | | |
|-------------------------|------------------------|-----------------|------------------------|
| Name | Ray Stevens | Company | Sunline Transit Agency |
| Account # | XXXX-XXXX-XXXX-████ | Currency | US Dollar |
| Reporting Period | 10/1/2024 - 10/31/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|-------------|-----------|---------------------------------------------------------------|---------------------------------|----------|----------|---------|--------|
| 1 9/30/2024 | 10/1/2024 | Ctc-Vis *svc 279-842-9957, MD | | | | | 8.97 |
| | | Purchase Ctc-Vis *svc | General Ledger Code: 5099900002 | | | | |
| | | PR 21927 - CARB - Clean Truck Reporting 9.30.2024 | GL 00-22-5099900004 | | | | |
| <hr/> | | | | | | | |
| 2 9/30/2024 | 10/1/2024 | Ctc-Vis 279-842-9957, CA | | | | | 300.00 |
| | | Purchase Ctc-Vis | General Ledger Code: 5099900002 | | | | |
| | | PR 21927 - CARB - Clean Truck Reporting Service Fee 9.30.2024 | GL 00-22-5099900004 | | | | |
| <hr/> | | | | | | | |
| 3 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Tamara Miles | GL 00-32-5090100000 | | | | |
| <hr/> | | | | | | | |
| 4 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Luis Garcia | GL 00-32-5090100000 | | | | |
| <hr/> | | | | | | | |
| 5 10/4/2024 | 10/7/2024 | Sq *tkb Bakery & Deli Gosq.Com, CA | | | | | 212.06 |
| | | Purchase Sq *tkb Bakery & Deli | General Ledger Code: 5099900002 | | | | |
| | | PR 21954 Run-cutter Course Lunch Meals - TKB Bakery & Deli | GL 00-49-5030303250 | | | | |
| <hr/> | | | | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|----------|----------|---------|----------|
| 6 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Ray Stevens | GL 00-32-5090100000 | | | | |
| 7 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Gordon Lefevre | GL 00-32-5090100000 | | | | |
| 8 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Paul Mattern | GL 00-32-5090100000 | | | | |
| 9 10/4/2024 | 10/7/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Dioselyn Ayala Moreno | GL 00-32-5090100000 | | | | |
| 10 10/4/2024 | 10/7/2024 | Hci Systems, Inc 909-628-7773, CA | | | | | 4,919.20 |
| | | Purchase Hci Systems, Inc | General Ledger Code: 5030600100 | | | | |
| | | E2-LP1502 DNA Fusing Enclosure, AQS1210B Power Supply - Component is Required To Provision Access Control at New Coachella Transit Hub Facility | GL 00-11-101091794 | | | | |
| 11 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Isabel Vizcarra | GL 00-32-5090100000 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|----------------------------------------------------|---------------------------------|----------|----------|---------|--------|
| 12 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for David Estrada | GL 00-32-5090100000 | | | | |
| 13 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Dylan Narz | GL 00-32-5090100000 | | | | |
| 14 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Marina Blackstone | GL 00-32-5090100000 | | | | |
| 15 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Tina Hamel | GL 00-32-5090100000 | | | | |
| 16 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Bryan Valenzuela | GL 00-32-5090100000 | | | | |
| 17 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Walter Watcher | GL 00-32-5090100000 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|-----------|-----------------------------------------------------|---------------------------------|----------|----------|---------|--------|
| 18 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Yvonne Eckert | GL 00-32-5090100000 | | | | |
| 19 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Charlotte Clement | GL 00-32-5090100000 | | | | |
| 20 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Mona Babauta | GL 00-32-5090100000 | | | | |
| 21 10/6/2024 | 10/8/2024 | Wts International 202-9555085, DC | | | | | 125.00 |
| | | Purchase Wts International | General Ledger Code: 5090100000 | | | | |
| | | WTS International Membership for Edith Hernandez | GL 00-32-5090100000 | | | | |
| 22 10/7/2024 | 10/8/2024 | Perb Arb Full List 916-3272275, CA | | | | | 50.00 |
| | | Purchase Perb Arb Full List | General Ledger Code: 5099900002 | | | | |
| | | PR 21940 PERB Arbitration T. Taylor | GL 00-32-5030300002 | | | | |
| 23 10/7/2024 | 10/8/2024 | Itlc.* Making Connecti Httpwww.Tran, MD | | | | | 450.00 |
| | | Purchase Itlc.* Making Connecti | General Ledger Code: 5090200000 | | | | |
| | | Making Connections 2024 Conference for Mona Babauta | GL 00-40-5090200000 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|------------------------------------------------------|---------------|----------------------------------------------|----------|----------|---------|----------|
| 24 | 10/7/2024 | 10/8/2024 | Elavon Srv Fee Arbitratio 678-7315974, GA | | | | 1.15 |
| | Purchase Elavon Srv Fee Arbitratio | | General Ledger Code: 5099900002 | | | | |
| | PR 21940 PERB Arbitration T. Taylor - Service Fee | | GL 00-32-5030300002 | | | | |
| 25 | 10/8/2024 | 10/9/2024 | Fatboy Tacos & Catering Clover.Com, CA | | | | 3,700.00 |
| | Purchase Fatboy Tacos & Catering | | General Ledger Code: 5099900002 | | | | |
| | PR 21882 - Catering for Coachella Hub Ribbon Cutting | | GL 00-40-5099900002 | | | | |
| 26 | 10/8/2024 | 10/9/2024 | Ezcater*aspen Mills Ba 800-488-1803, MA | | | | 354.50 |
| | Purchase Ezcater*aspen Mills Ba | | General Ledger Code: 5099900002 | | | | |
| | PR 21954 Run-cutter Course Lunch Meals - Aspen Mills | | GL 00-49-5030303250 | | | | |
| 27 | 10/9/2024 | 10/10/2024 | Dropbox*9w21dhykb45s Dropbox.Com, CA | | | | 2,419.20 |
| | Purchase Dropbox*9w21dhykb45s | | General Ledger Code: 5030300011 | | | | |
| | Dropbox Licenses Renewal | | | | | | |
| 28 | 10/10/2024 | 10/11/2024 | Ezcater*mimis Cafe 800-488-1803, MA | | | | 342.34 |
| | Purchase Ezcater*mimis Cafe | | General Ledger Code: 5099900002 | | | | |
| | PR 21954 Run-cutter Course Lunch Meals - Mimi's Cafe | | GL 00-49-5030303250 | | | | |
| 29 | 10/10/2024 | 10/11/2024 | Dropbox*9w21dhykb45s Dropbox.Com, CA | | | | -201.60 |
| | Credit Voucher Dropbox*9w21dhykb45s | | General Ledger Code: 5030300011 | | | | |
| | Dropbox Licenses Renewal - Refund for 1 License | | GL 00-44-5090100000 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|----------------------------------------------------------------------------------------------------------------|---------------|------------------------------------------|----------|----------|---------|----------|
| 30 | 10/11/2024 | 10/14/2024 | Fsp*cta 916-446-4656, CA | | | | 550.00 |
| | Purchase Fsp*cta | | General Ledger Code: 5090100000 | | | | |
| | Approved Travel for Isabel Vizcarra - Registration Fee - California Transit Association Fall Conference & EXPO | | GL 00-11-5090200000 | | | | |
| 31 | 10/11/2024 | 10/14/2024 | Fsp*cta 916-446-4656, CA | | | | 550.00 |
| | Purchase Fsp*cta | | General Ledger Code: 5090100000 | | | | |
| | Approved Travel for Mark Perry - Registration Fee - California Transit Association Fall Conference & EXPO | | GL 00-21-5090200000 | | | | |
| 32 | 10/11/2024 | 10/14/2024 | Southwes 800-435-9792, TX | | | | 213.96 |
| | Purchase Southwes | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Mark Perry - Flight Charge - California Transit Association Fall Conference & EXPO | | GL 00- 21 5090200000 | | | | |
| 33 | 10/11/2024 | 10/14/2024 | Hilton Advpurch8002367113 Memphis, TN | | | | 1,134.06 |
| | Purchase Hilton Advpurch8002367113 | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Tamara Miles - Lodging Charge - CTA Fall Conference & EXPO | | GL 00-32-5090200000 | | | | |
| 34 | 10/11/2024 | 10/14/2024 | Fsp*cta 916-446-4656, CA | | | | 550.00 |
| | Purchase Fsp*cta | | General Ledger Code: 5090100000 | | | | |
| | Approved Travel for Tamara Miles - Registration Fee - CTA Fall Conference & EXPO | | GL 00-32-5090200000 | | | | |
| 35 | 10/17/2024 | 10/18/2024 | Sams Club#6609 Palm Desert, CA | | | | 287.04 |
| | Purchase Sams Club#6609 | | General Ledger Code: 5099900002 | | | | |
| | PR 22009 - Pallet of Water for Operations | | GL 00-11-5049900011 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------|----------|----------|---------|--------|
| 36 | 10/17/2024 | 10/21/2024 | Paypal 4029357733, DL | | | | 450.00 |
| | Purchase Paypal | | General Ledger Code: 5039903800 | _____ | _____ | _____ | |
| | Approved Travel for Anna Patricia Dan - Registration Fee - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | GL 00-49-5090200000 | | | | | | |
| 37 | 10/17/2024 | 10/21/2024 | United United.Com, TX | | | | 387.33 |
| | Purchase United | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Anna Patricia Dan - Flight Charge - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | GL 00-49-5090200000 | | | | | | |
| 38 | 10/17/2024 | 10/21/2024 | | | | | 4.50 |
| | Other Debits Currency Conversion Fee | | | | | | |
| | Approved Travel for Anna Patricia Dan - Registration Fee (Currency Fee) - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | GL 00-49-5090200000 | | | | | | |
| 39 | 10/18/2024 | 10/21/2024 | Expedia 72944739600225 Expedia.Com, WA | | | | 423.09 |
| | Purchase Expedia 72944739600225 | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Anna Patricia Dan - Lodging Charge - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | GL 00-49-5090200000 | | | | | | |
| 40 | 10/19/2024 | 10/21/2024 | Ring Protect Plus Yr Httpsring.Com, CA | | | | 100.00 |
| | Purchase Ring Protect Plus Yr | | General Ledger Code: 5030300011 | _____ | _____ | _____ | |
| | PR 21901 Ring Protect Plus Subscription for Parts Department | | | | | | |
| | GL 00-41-5049900001 | | | | | | |
| 41 | 10/21/2024 | 10/22/2024 | Palm Desert Area Cham Pdacc.Org, CA | | | | 49.50 |
| | Purchase Palm Desert Area Cham | | General Ledger Code: 5090100000 | _____ | _____ | _____ | |
| | PR 21996 - 2024 Golf Cart Parade Flat Entry | | | | | | |
| | GL 00-31-5030303270 | | | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|---------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------|----------|----------|---------|--------|
| 42 | 10/21/2024 | 10/22/2024 | Expedia 72947314875228 Expedia.Com, WA | | | | 471.22 |
| | Purchase Expedia 72947314875228 | | General Ledger Code: 5090200000 | | | | |
| | Lodging Charge for Mona Babauta - CTA Fall Conference & EXPO | | GL 00-40-5090200000 | | | | |
| 43 | 10/22/2024 | 10/23/2024 | Expedia 72948179845802 Expedia.Com, WA | | | | 702.60 |
| | Purchase Expedia 72948179845802 | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Antrell Webster - Lodging Charge - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | GL 00-49-5090200000 | | | | |
| 44 | 10/22/2024 | 10/23/2024 | Expedia 72948189990696 Expedia.Com, WA | | | | 673.04 |
| | Purchase Expedia 72948189990696 | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Luis Garcia - Lodging Charge - CTA FTA Fall Conference & EXPO | | GL 00-41-5090200000 | | | | |
| 45 | 10/22/2024 | 10/24/2024 | Southwes 800-435-9792, TX | | | | 308.96 |
| | Purchase Southwes | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Luis Garcia - Flight Charge - CTA FTA Fall Conference & EXPO | | GL 00-49-5090200000 | | | | |
| 46 | 10/22/2024 | 10/24/2024 | Paypal 4029357733, DL | | | | 450.00 |
| | Purchase Paypal | | General Ledger Code: 5039903800 | | | | |
| | Approved Travel for Antrell Webster - Registration Fee - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | GL 00-49-5090200000 | | | | |
| 47 | 10/22/2024 | 10/24/2024 | United United.Com, TX | | | | 20.99 |
| | Purchase United | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Antrell Webster - Seat Charge - Global Mas Transit / Transit Ticketing and Fare Collection Conference | | GL 00-49-5090200000 | | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------------------------------|----------|----------|---------|---------|
| 48 | 10/22/2024 | 10/24/2024 | Apta 202-4964800, DC | | | | 719.00 |
| | Purchase Apta | | General Ledger Code: 5090100000 | _____ | _____ | _____ | |
| | Approved Travel for Bryan Valenzuela - Registration Fee - APTA Safety and Risk Management Seminar | | | | | | |
| | _____ GL 00-15-5090200000 | | | | | | |
| 49 | 10/22/2024 | 10/24/2024 | United United.Com, TX | | | | 537.91 |
| | Purchase United | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Bryan Valenzuela - Flight Charge - APTA Safety and Risk Management Seminar | | | | | | |
| | _____ GL 00-15-5090200000 | | | | | | |
| 50 | 10/22/2024 | 10/24/2024 | | | | | 4.50 |
| | Other Debits Currency Conversion Fee | | | | | | |
| | Approved Travel for Antrell Webster - Registration Fee (Currency Fee) - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | _____ GL 00-49-5090200000 | | | | | | |
| 51 | 10/22/2024 | 10/24/2024 | United United.Com, TX | | | | 279.86 |
| | Purchase United | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Antrell Webster - Flight Charge - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | _____ GL 00-49-5090200000 | | | | | | |
| 52 | 10/23/2024 | 10/25/2024 | Southwes 800-435-9792, TX | | | | 425.95 |
| | Purchase Southwes | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Asael Reyes - Flight Charge - DMV Examiner Class | | | | | | |
| | _____ GL 00-15-5090200000 | | | | | | |
| 53 | 10/24/2024 | 10/25/2024 | Expedia 72948179845802 Expedia.Com, WA | | | | -168.00 |
| | Credit Voucher Expedia 72948179845802 | | General Ledger Code: 5090200000 | _____ | _____ | _____ | |
| | Approved Travel for Antrell Webster - Hotel Refund for 1 night - Global Mass Transit / Transit Ticketing and Fare Collection Conference | | | | | | |
| | _____ GL 00-49-5090200000 | | | | | | |

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 10/31/2024

Name on Card: Walter Watcher (Procurement Card)

| Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|-------------|------------|-----------------------|---------------------------------------------------------------------|---------|-------------|
| 1 10/24/24 | 10/25/2024 | Sheraton Philadelphia | MPACT Transit & Community Conference Lodging Expense - Paul Mattern | | \$ 1,205.56 |
| 2 10/25/24 | 10/28/2024 | Doubletree Hotels | TSI Transit System Security Lodging Expense - John Sowers | | \$ 1,167.76 |
| Totals: | | | | \$ - | \$ 2,373.32 |



Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

| | | | |
|-------------------------|------------------------|-----------------|------------------------|
| Name | Walter Watcher | Company | Sunline Transit Agency |
| Account # | XXXX-XXXX-XXXX-████ | Currency | US Dollar |
| Reporting Period | 10/1/2024 - 10/31/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|------------|------------------------------------------------------------------------------------------|---------------------------------------------|----------|----------|---------|----------|
| 1 10/24/2024 | 10/25/2024 | Sheraton Philadelphia Do Philadelphia, PA | | | | | 1,205.56 |
| | | Purchase Sheraton Philadelphia Do | General Ledger Code: 5090200000 Fund: 00 | | | | |
| | | Approved Travel for Paul Mattern - Lodging Charge - MPACT Transit & Community Conference | GL 00-49-5090200000 | | | | |
| 2 10/25/2024 | 10/28/2024 | Doubletree Hotels 213-6291200, CA | | | | | 1,167.76 |
| | | Purchase Doubletree Hotels | General Ledger Code: 5090200000 Fund: 00 | | | | |
| | | Approved Travel for John Sowers - Lodging Charge - TSI Transit System Security | GL 00-15-5090200000 | | | | |

Transaction Count: 2
Total: 2,373.32

Employee Signature **Date**

Authorized Approver Signature **Date**

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/29/2024

Name on Card: Ray Stevens (Procurement Card)

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|----|-------------|------------|----------------------|---------------------------------------------------------------------------------------------------|---------|-------------|
| 1 | 11/01/24 | 11/4/2024 | Murietta Inn and Spa | DMV Examiner Class Lodging Expense - Asael Reyes | | \$ 472.40 |
| 2 | 11/04/24 | 11/5/2024 | PERB Arbitration | PERB Arbitration List Fee | | \$ 50.00 |
| 3 | 11/04/24 | 11/5/2024 | PERB Arbitration | PERB Arbitration Service Fee | | \$ 1.15 |
| 4 | 11/04/24 | 11/5/2024 | PERB Arbitration | PERB Arbitration Service Fee | | \$ 1.15 |
| 5 | 11/04/24 | 11/5/2024 | PERB Arbitration | PERB Arbitration List Fee | | \$ 50.00 |
| 6 | 11/08/24 | 11/11/2024 | Expedia | California Transit Association (CTA) Fall Conference & Expo Lodging Expense - Paul Mattern | | \$ 960.82 |
| 7 | 11/08/24 | 11/11/2024 | Southwest A/L | California Transit Association (CTA) Fall Conference & Expo Flight Expense - Paul Mattern | | \$ 483.96 |
| 8 | 11/08/24 | 11/11/2024 | CTA | California Transit Association (CTA) Fall Conference & Expo Registration Expense - Paul Mattern | | \$ 550.00 |
| 9 | 11/08/24 | 11/11/2024 | Expedia | Transit Safety Institute (TSI) Transit Security Lodging Expense - John Sowers | | \$ 1,216.44 |
| 10 | 11/12/24 | 11/13/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Online Payment Fee | | \$ 15.25 |
| 11 | 11/12/24 | 11/13/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Vehicle Fees | | \$ 510.00 |
| 12 | 11/13/24 | 11/14/2024 | CTA | California Transit Association (CTA) Fall Conference & Expo Registration Expense - Walter Watcher | | \$ 550.00 |
| 13 | 11/13/24 | 11/14/2024 | CalStart | 12th Annual California Summit Conference Fee - Edith Hernandez | | \$ 200.00 |
| 14 | 11/13/24 | 11/14/2024 | CTA | California Transit Association (CTA) Fall Conference & Expo Lodging Expense - Walter Watcher | | \$ 388.49 |
| 15 | 11/13/24 | 11/14/2024 | CalStart | 12th Annual California Summit Conference Fee - Mona Babauta | | \$ 200.00 |
| 16 | 11/13/24 | 11/15/2024 | CTA | California Transit Association (CTA) Fall Conference & Expo Flight Expense - Walter Watcher | | \$ 586.96 |
| 17 | 11/18/24 | 11/20/2024 | CalStart | 2024 Safety and Risk Management Seminar Registration Fee Mona Babauta | | \$ 819.00 |
| 18 | 11/19/24 | 11/20/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Vehicle Fees | | \$ 420.00 |

| | Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|---------|-------------|------------|-------------------------|-----------------------------------------------------------------------------------|---------|-------------|
| 19 | 11/19/24 | 11/20/2024 | CTC-VIS | California Air Resources Board (CARB) Clean Truck Reporting Online Payment Fee | | \$ 12.56 |
| 20 | 11/27/24 | 11/29/2024 | Accessor Clerk Recorder | CEQA Processing Fee for Backup Generator Project | | \$ 50.00 |
| 21 | 11/27/24 | 11/29/2024 | Accessor Clerk Recorder | CEQA Service Fee for Backup Generator Project | | \$ 1.14 |
| Totals: | | | | | \$ - | \$ 7,539.32 |



Reporting Period : 11/1/2024 - 11/29/2024

Statement Summary

| | | | |
|-------------------------|------------------------|-----------------|------------------------|
| Name | Ray Stevens | Company | Sunline Transit Agency |
| Account # | XXXX-XXXX-XXXX-████ | Currency | US Dollar |
| Reporting Period | 11/1/2024 - 11/29/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|-------------|-----------|------------------------------------------------------------------------|---------------------------------|-----------------------------------------|----------|---------|--------|
| 1 11/1/2024 | 11/4/2024 | The Murieta Inn And Spa Rancho Muriet, CA | | | | | 472.40 |
| | | Purchase The Murieta Inn And Spa | General Ledger Code: 5090200000 | | | | |
| | | Approved Travel for Asael Reyes - Lodging Charge - DMV Examiner Class | | | | | |
| | | | | Safety Department - GL 00-15-5090200000 | | | |
| 2 11/4/2024 | 11/5/2024 | Perb Arb Full List 916-3272275, CA | | | | | 50.00 |
| | | Purchase Perb Arb Full List | General Ledger Code: 5099900002 | | | | |
| | | PR 22079 PERB Arbitration D. Murillo 1 Day Suspension | | | | | |
| | | | | Human Resources - GL 00-32-5030300002 | | | |
| 3 11/4/2024 | 11/5/2024 | Elavon Srv Fee Arbitratio 678-7315974, GA | | | | | 1.15 |
| | | Purchase Elavon Srv Fee Arbitratio | General Ledger Code: 5099900002 | | | | |
| | | PR 22079 PERB Arbitration D. Murillo 1 Day Suspension - Service Fee | | | | | |
| | | | | Human Resources - GL 00-32-5030300002 | | | |
| 4 11/4/2024 | 11/5/2024 | Elavon Srv Fee Arbitratio 678-7315974, GA | | | | | 1.15 |
| | | Purchase Elavon Srv Fee Arbitratio | General Ledger Code: 5099900002 | | | | |
| | | PR 22080 - PERB Arbitration D. Murillo 15 Day Suspension | | | | | |
| | | | | Human Resources - GL 00-32-5030300002 | | | |
| 5 11/4/2024 | 11/5/2024 | Perb Arb Full List 916-3272275, CA | | | | | 50.00 |
| | | Purchase Perb Arb Full List | General Ledger Code: 5099900002 | | | | |
| | | PR 22080 - PERB Arbitration D. Murillo 15 Day Suspension - Service Fee | | | | | |
| | | | | Human Resources - GL 00-32-5030300002 | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|------------|--------------------------------------------------------------------------------|---------------|-------------------------------------------|----------------------------------------------|----------|---------|----------|
| 6 | 11/8/2024 | 11/11/2024 | Expedia 72960578009808 Expedia.Com, WA | | | | 960.82 |
| | Purchase Expedia 72960578009808 | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Paul Mattern - Lodging Charge - CTA Fall Conference | | | Planning Department - GL 00-49-5090200000 | | | |
| 7 | 11/8/2024 | 11/11/2024 | Southwes 800-435-9792, TX | | | | 483.96 |
| | Purchase Southwes | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for Paul Mattern - Flight Charge - CTA Fall Conference | | | Planning Department - GL 00-49-5090200000 | | | |
| 8 | 11/8/2024 | 11/11/2024 | Fsp*cta 916-446-4656, CA | | | | 550.00 |
| | Purchase Fsp*cta | | General Ledger Code: 5090100000 | | | | |
| | Approved Travel for Paul Mattern - Conference Charge - CTA Fall Conference | | | Planning Department - GL 00-49-5090200000 | | | |
| 9 | 11/8/2024 | 11/11/2024 | Expedia 72960549632605 Expedia.Com, WA | | | | 1,216.44 |
| | Purchase Expedia 72960549632605 | | General Ledger Code: 5090200000 | | | | |
| | Approved Travel for John Sowers - Lodging Charge - TSI Transit System Security | | | Safety Department - GL 00-15-5090200000 | | | |
| 10 | 11/12/2024 | 11/13/2024 | Ctc-Vis *svc 279-842-9957, MD | | | | 15.25 |
| | Purchase Ctc-Vis *svc | | General Ledger Code: 5099900002 | | | | |
| | PR 22086 - Clean Truck Reporting - October 10.31.2024 Service Fee | | | Maintenance Department - GL 00-22-5099900004 | | | |
| 11 | 11/12/2024 | 11/13/2024 | Ctc-Vis 279-842-9957, CA | | | | 510.00 |
| | Purchase Ctc-Vis | | General Ledger Code: 5099900002 | | | | |
| | PR 22086 - Clean Truck Reporting - October 10.31.2024 | | | Maintenance Department - GL 00-22-5099900004 | | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|-----------------------------------------------------------------------------------------------------------------------|------------|---------------|-------------------------------------------|---------------------------------------------------|----------|---------|--------|
| 12 | 11/13/2024 | 11/14/2024 | Fsp*cta 916-446-4656, CA | | | | 550.00 |
| Purchase Fsp*cta | | | General Ledger Code: 5090100000 | | | | |
| Approved Travel for Walter Watcher - Conference Charge - CTA Fall Conference | | | | Capital Projects Department - GL 00-44-5090200000 | | | |
| <hr/> | | | | | | | |
| 13 | 11/13/2024 | 11/14/2024 | Calstart* Calstart Httpswww.Cals, CA | | | | 200.00 |
| Purchase Calstart* Calstart | | | General Ledger Code: 5049900010 | | | | |
| Approved Travel for Edit Hernandez - Conference Charge - 12th Annual California Summit - Driving Progress Toward 2030 | | | | Executive Office - GL 00-40-5090200000 | | | |
| <hr/> | | | | | | | |
| 14 | 11/13/2024 | 11/14/2024 | Expedia 72963824023488 Expedia.Com, WA | | | | 388.49 |
| Purchase Expedia 72963824023488 | | | General Ledger Code: 5090200000 | | | | |
| Approved Travel for Walter Watcher - Lodging Charge - CTA Fall Conference | | | | Capital Projects Department - GL 00-44-5090200000 | | | |
| <hr/> | | | | | | | |
| 15 | 11/13/2024 | 11/14/2024 | Calstart* Calstart Httpswww.Cals, CA | | | | 200.00 |
| Purchase Calstart* Calstart | | | General Ledger Code: 5049900010 | | | | |
| Conference Charge for Mona Babauta - Driving Progress Towards 2030 | | | | Executive Office - GL 00-40-5090200000 | | | |
| <hr/> | | | | | | | |
| 16 | 11/13/2024 | 11/15/2024 | Southwes 800-435-9792, TX | | | | 586.96 |
| Purchase Southwes | | | General Ledger Code: 5090200000 | | | | |
| Approved Travel for Walter Watcher - Flight Charge - CTA Fall Conference | | | | Capital Projects Department - GL 00-44-5090200000 | | | |
| <hr/> | | | | | | | |
| 17 | 11/18/2024 | 11/20/2024 | Apta 202-4964800, DC | | | | 819.00 |
| Purchase Apta | | | General Ledger Code: 5090100000 | | | | |
| Registration for Mona Babauta - Conference Charge - 2024 Safety and Risk Management Seminar | | | | Executive Office - GL 00-40-5090200000 | | | |
| <hr/> | | | | | | | |

SunLine Transit Agency Visa Credit Card Statement

Closing Date: 11/29/2024

Name on Card: Walter Watcher (Procurement Card)

| Trans. Date | Post. Date | Name | Detail-Description | Credits | Charges |
|-------------|------------|----------------|---------------------------------------------------------------------------|---------|-------------|
| 1 11/07/24 | 11/08/24 | Sheraton | MPACT Transit & Community Conference Lodging Expense - Dioselyn Moreno | | \$ 1,205.66 |
| 2 11/15/24 | 11/18/2024 | Monterey Plaza | CALPELRA Conference Lodging Expense - Isabel Vizcarra | | \$ 819.56 |
| Totals: | | | | \$ - | \$ 2,025.22 |



Reporting Period : 11/1/2024 - 11/29/2024

Statement Summary

| | | | |
|-------------------------|------------------------|-----------------|------------------------|
| Name | Walter Watcher | Company | Sunline Transit Agency |
| Account # | XXXX-XXXX-XXXX-████ | Currency | US Dollar |
| Reporting Period | 11/1/2024 - 11/29/2024 | | |

| Trans Date | Post Date | Merchant Name | Charge Codes | Approved | Personal | Receipt | Amount |
|--------------|------------|---------------------------------------------------------------------------------------------|---------------------------------------------|----------|----------|---------|----------|
| 1 11/7/2024 | 11/8/2024 | Sheraton Philadelphia Do Philadelphia, PA | | | | | 1,205.66 |
| | | Purchase Sheraton Philadelphia Do | General Ledger Code: 5090200000 Fund: 00 | | | | |
| | | Approved Travel for Dioselyn Ayala - Lodging Charge - M-Pact Transit & Community Conference | GL 00-49-5090200000 | | | | |
| <hr/> | | | | | | | |
| 2 11/15/2024 | 11/18/2024 | Monterey Plaza Hotel Monterey, CA | | | | | 819.56 |
| | | Purchase Monterey Plaza Hotel | General Ledger Code: 5090200000 Fund: 00 | | | | |
| | | 2. Approved Travel for Isabel Vizcarra - Lodging Charge - CALPELRA.2024 | GL 00-11-5090200000 | | | | |

Transaction Count: 2
Total: 2,025.22

Employee Signature **Date**

Authorized Approver Signature **Date**

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Monthly Budget Variance Report for October and
November 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 October 2024 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2024 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2024, the Agency's FYTD revenues are \$325,911 or 19.97% below the FYTD budget.
- As of October 31, 2024, the Agency's FYTD expenditures are \$832,738 or 5.06% below the FYTD budget.
- As of November 30, 2024, the Agency's FYTD revenues are \$521,774 or 25.58% below the FYTD budget.
- As of November 30, 2024, the Agency's FYTD expenditures are \$1,338,793 or 6.50% below the FYTD budget.

Monthly Spotlight:

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Recommendation:

Approve.

SunLine Transit Agency
Budget Variance Report
October 2024

| Description | FY25 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|----------------------------------------------------------|-------------------|-----------------------|------------------|---------------------|------------------------|-------------------|---------------------|----------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 1,816,893 | 148,537 | 151,408 | (2,871) | 546,889 | 605,631 | (58,742) | 69.9% |
| Other Revenue | 3,078,163 | 219,698 | 256,514 | (36,816) | 758,885 | 1,026,054 | (267,170) | 75.3% |
| Total Operating Revenue | 4,895,056 | 368,235 | 407,921 | (39,686) | 1,305,774 | 1,631,685 | (325,911) | 73.3% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 11,239,225 | 955,359 | 936,602 | (18,757) | 3,628,885 | 3,746,408 | 117,523 | 67.7% |
| Operator & Mechanic Overtime | 1,241,785 | 159,309 | 103,482 | (55,827) | 592,581 | 413,928 | (178,653) | 52.3% |
| Administration Salaries & Wages | 7,861,873 | 626,676 | 655,156 | 28,480 | 2,475,624 | 2,620,624 | 145,000 | 68.5% |
| Administration Overtime | 125,061 | 16,337 | 10,422 | (5,915) | 72,511 | 41,687 | (30,824) | 42.0% |
| Fringe Benefits | 11,105,305 | 782,093 | 925,442 | 143,349 | 2,929,714 | 3,701,768 | 772,054 | 73.6% |
| Communications | 287,782 | 23,195 | 23,982 | 786 | 91,669 | 95,927 | 4,258 | 68.1% |
| Legal Services | 687,176 | 246,601 | 57,265 | (189,337) | 460,354 | 229,059 | (231,296) | 33.0% |
| Computer/Network Software Agreement | 796,582 | 85,340 | 66,382 | (18,958) | 345,216 | 265,527 | (79,688) | 56.7% |
| Uniforms | 99,824 | 22,832 | 8,319 | (14,513) | 31,579 | 33,275 | 1,696 | 68.4% |
| Contracted Services | 1,556,640 | 64,534 | 129,720 | 65,187 | 236,739 | 518,880 | 282,141 | 84.8% |
| Equipment Repairs | 26,500 | 406 | 2,208 | 1,802 | 10,593 | 8,833 | (1,760) | 60.0% |
| Security Services | 168,000 | 10,646 | 14,000 | 3,354 | 49,123 | 56,000 | 6,877 | 70.8% |
| Fuel - CNG | 1,920,006 | 148,817 | 160,001 | 11,183 | 603,141 | 640,002 | 36,861 | 68.6% |
| Fuel - Hydrogen | 1,443,827 | 33,906 | 120,319 | 86,413 | 232,588 | 481,276 | 248,687 | 83.9% |
| Tires | 234,000 | 17,545 | 19,500 | 1,955 | 83,956 | 78,000 | (5,956) | 64.1% |
| Office Supplies | 81,260 | 5,695 | 6,772 | 1,077 | 19,260 | 27,087 | 7,826 | 76.3% |
| Travel/Training | 248,200 | 17,583 | 20,683 | 3,100 | 69,773 | 82,733 | 12,961 | 71.9% |
| Repair Parts | 2,008,500 | 148,455 | 167,375 | 18,920 | 615,245 | 669,500 | 54,255 | 69.4% |
| Facility Maintenance | 87,000 | 6,909 | 7,250 | 341 | 13,630 | 29,000 | 15,370 | 84.3% |
| Electricity - CNG & Hydrogen | 1,090,000 | 47,118 | 90,833 | 43,715 | 212,128 | 363,333 | 151,206 | 80.5% |
| Natural Gas | 2,030,000 | 121,207 | 169,167 | 47,960 | 477,105 | 676,667 | 199,562 | 76.5% |
| Water and Gas | 16,000 | 957 | 1,333 | 377 | 3,736 | 5,333 | 1,597 | 76.6% |
| Insurance Losses | 1,235,000 | 64,938 | 102,917 | 37,978 | 655,657 | 411,667 | (243,990) | 46.9% |
| Insurance Premium - Property | 200,000 | 19,055 | 16,667 | (2,388) | 76,219 | 66,667 | (9,553) | 61.9% |
| Repair Claims | 100,000 | (600) | 8,333 | 8,933 | (600) | 33,333 | 33,933 | 100.6% |
| Fuel Taxes | 124,500 | 13,526 | 10,375 | (3,151) | 35,294 | 41,500 | 6,206 | 71.7% |
| Other Expenses | 7,465,578 | 613,809 | 622,132 | 8,322 | 2,395,717 | 2,488,526 | 92,809 | 67.9% |
| Self Consumed Fuel | (4,062,246) | (182,723) | (338,521) | (155,797) | (777,717) | (1,354,082) | (576,365) | 80.9% |
| Total Operating Expenses (Before Depreciation) | 49,417,378 | 4,069,527 | 4,118,115 | 48,588 | 15,639,721 | 16,472,459 | 832,738 | 68.4% |
| Operating Expenses in Excess of Operating Revenue | | \$ (3,701,292) | | | \$ (14,333,947) | | | |
| Subsidies: | | | | | | | | |
| Local | 8,419,000 | 699,900 | 701,583 | 1,683 | 2,710,494 | 2,806,333 | 95,839 | 67.8% |
| State | 30,588,336 | 2,542,912 | 2,549,028 | 6,116 | 9,847,905 | 10,196,112 | 348,207 | 67.8% |
| Federal | 5,514,986 | 458,480 | 459,582 | 1,103 | 1,775,548 | 1,838,329 | 62,781 | 67.8% |
| Total Subsidies | 44,522,322 | 3,701,292 | 3,710,194 | 8,902 | 14,333,947 | 14,840,774 | 506,827 | 67.8% |
| Net Operating Gain (Loss) After Subsidies | \$ (0) | \$ - | | | \$ - | | | |

SunLine Transit Agency
Budget Variance Report
October 2024

| Description | FY25 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|-------------------------------------------------------|----------------------|-----------------------|------------------|------------------------|------------------------|---------------------|------------------------|-------------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 31,574,749 | 2,539,774 | 2,631,229 | 91,455 | 9,699,316 | 10,524,916 | 825,601 | 69.3% |
| Services | 6,903,050 | 739,974 | 575,254 | (164,719) | 2,237,521 | 2,301,017 | 63,495 | 67.6% |
| Fuels & Lubricants | 3,581,133 | 191,849 | 298,428 | 106,578 | 891,908 | 1,193,711 | 301,803 | 75.1% |
| Tires | 234,000 | 17,545 | 19,500 | 1,955 | 83,956 | 78,000 | (5,956) | 64.1% |
| Materials and Supplies | 2,607,460 | 182,035 | 217,288 | 35,254 | 766,240 | 869,153 | 102,914 | 70.6% |
| Utilities | 3,554,000 | 203,874 | 296,167 | 92,292 | 826,816 | 1,184,667 | 357,850 | 76.7% |
| Casualty & Liability | 3,678,540 | 248,599 | 306,545 | 57,946 | 1,448,951 | 1,226,180 | (222,771) | 60.6% |
| Taxes and Fees | 124,500 | 13,526 | 10,375 | (3,151) | 35,294 | 41,500 | 6,206 | 71.7% |
| Miscellaneous Expenses | 1,222,192 | 115,075 | 101,849 | (13,226) | 427,437 | 407,397 | (20,039) | 65.0% |
| Self Consumed Fuel | (4,062,246) | (182,723) | (338,521) | (155,797) | (777,717) | (1,354,082) | (576,365) | 80.9% |
| Total Operating Expenses (Before Depreciation) | 49,417,378 | 4,069,527 | 4,118,115 | 48,588 | 15,639,721 | 16,472,459 | 832,738 | 68.4% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 1,816,893 | 148,537 | 151,408 | (2,871) | 546,889 | 605,631 | (58,742) | 69.9% |
| Other Revenue | 3,078,163 | 219,698 | 256,514 | (36,816) | 758,885 | 1,026,054 | (267,170) | 75.3% |
| Total Operating Revenue | 4,895,056 | 368,235 | 407,921 | (39,686) | 1,305,774 | 1,631,685 | (325,911) | 73.3% |
| Net Operating Gain (Loss) | | \$ (3,701,292) | | | \$ (14,333,947) | | | |
| Subsidies: | | | | | | | | |
| Local | 8,419,000 | 699,900 | 701,583 | 1,683 | 2,710,494 | 2,806,333 | 95,839 | 67.8% |
| State | 30,588,336 | 2,542,912 | 2,549,028 | 6,116 | 9,847,905 | 10,196,112 | 348,207 | 67.8% |
| Federal | 5,514,986 | 458,480 | 459,582 | 1,103 | 1,775,548 | 1,838,329 | 62,781 | 67.8% |
| Total Subsidies | 44,522,322 | 3,701,292 | 3,710,194 | 8,902 | 14,333,947 | 14,840,774 | 506,827 | 67.8% |
| Net Operating Gain (Loss) After Subsidies | \$ (0) | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The unfavorable variance in passenger revenue is due to lower summer ridership.
- As of October, ridership was at 7.8% above FY24 FYTD totals.
- Total system ridership was 67,288 trips above FY24 FYTD amounts.

Ridership

| | FY24-October | FY25-October | Variance | %Δ |
|--------------|--------------|--------------|----------|-------|
| Fixed Route | 232,748 | 249,407 | 16,659 | 7.2% |
| Paratransit | 11,028 | 10,200 | (828) | -7.5% |
| SunRide | 2,109 | 2,431 | 322 | 15.3% |
| System Total | 245,885 | 262,038 | 16,153 | 6.6% |

Ridership

| | FYTD-FY24 | FYTD-FY25 | Variance | %Δ |
|--------------|-----------|-----------|----------|-------|
| Fixed Route | 813,632 | 880,890 | 67,258 | 8.3% |
| Paratransit | 40,705 | 38,554 | (2,151) | -5.3% |
| SunRide | 6,490 | 8,671 | 2,181 | 33.6% |
| System Total | 860,827 | 928,115 | 67,288 | 7.8% |

Other Revenue

- The unfavorable variance in other revenue is primarily due lower emission credit revenue as a result of low credit values.

Operator & Mechanic Salaries & Wages

- Operator and mechanic wages are within an acceptable range of the budget.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime for fixed route operators due to vacant positions.

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 Maintenance department to account for vacant positions.

Fringe Benefits

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

Communications

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

Legal Services

- Legal services are over budget due to an increase usage of legal services and increased costs for new firm.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements. Many renewals are completed at the beginning of the fiscal year.

Uniforms

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

Contracted Services

- Savings in contract services costs are primarily attributed to budgeted operating and maintenance costs for the hydrogen stations that were not incurred as of September.

Equipment Repairs

- The unfavorable balance in equipment repair costs is primarily attributed to vehicle lift inspections in July.

Security Services

- Security services are within an acceptable range of the budget.

Fuel - CNG

- Fuel CNG expenses are within an acceptable range of the budget.

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.

Tires

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

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 favorable variance is due to lower than usual repairs for the months of July & August.

Facility Maintenance

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

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated use in the first quarter of FY25.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY25.

Water and Gas

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

Insurance Losses

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Insurance Premium - Property

- The unfavorable balance is primarily attributed to the increased value of insured assets.

Repair Claims

- Repair claim expenses are below budget due to fewer than anticipated collision repairs.

Fuel Taxes

- Fuel tax expenses are within an acceptable range of the budget.

Other Expenses

- The favorable variance is primarily due to studies and services which are not scheduled to begin until the second half of FY25.

Self-Consumed Fuel

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

SunLine Transit Agency
Budget Variance Report
November 2024

| Description | FY25 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|----------------------------------------------------------|-------------------|-----------------------|------------------|---------------------|------------------------|-------------------|---------------------|----------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Revenues: | | | | | | | | |
| Passenger Revenue | 1,816,893 | 133,765 | 151,408 | (17,642) | 680,655 | 757,039 | (76,384) | 62.5% |
| Other Revenue | 3,078,163 | 78,294 | 256,514 | (178,220) | 837,178 | 1,282,568 | (445,390) | 72.8% |
| Total Operating Revenue | 4,895,056 | 212,059 | 407,921 | (195,862) | 1,517,833 | 2,039,607 | (521,774) | 69.0% |
| Operating Expenses: | | | | | | | | |
| Operator & Mechanic Salaries & Wages | 11,239,225 | 850,656 | 936,602 | 85,946 | 4,479,541 | 4,683,010 | 203,470 | 60.1% |
| Operator & Mechanic Overtime | 1,241,785 | 111,329 | 103,482 | (7,846) | 703,910 | 517,410 | (186,499) | 43.3% |
| Administration Salaries & Wages | 7,861,873 | 566,062 | 655,156 | 89,094 | 3,041,686 | 3,275,780 | 234,095 | 61.3% |
| Administration Overtime | 126,561 | 19,544 | 10,547 | (8,998) | 92,055 | 52,734 | (39,322) | 27.3% |
| Fringe Benefits | 11,105,305 | 909,839 | 925,442 | 15,603 | 3,839,553 | 4,627,211 | 787,657 | 65.4% |
| Communications | 287,782 | 22,933 | 23,982 | 1,049 | 114,602 | 119,909 | 5,308 | 60.2% |
| Legal Services | 687,176 | 86,033 | 57,265 | (28,769) | 546,388 | 286,323 | (260,064) | 20.5% |
| Computer/Network Software Agreement | 1,096,582 | 74,887 | 91,382 | 16,495 | 420,103 | 456,909 | 36,806 | 61.7% |
| Uniforms | 99,824 | 2,006 | 8,319 | 6,313 | 33,584 | 41,593 | 8,009 | 66.4% |
| Contracted Services | 1,556,640 | 102,240 | 129,720 | 27,480 | 338,979 | 648,600 | 309,621 | 78.2% |
| Equipment Repairs | 26,500 | 2,139 | 2,208 | 69 | 12,732 | 11,042 | (1,691) | 52.0% |
| Security Services | 168,000 | 11,747 | 14,000 | 2,254 | 60,869 | 70,000 | 9,131 | 63.8% |
| Fuel - CNG | 1,920,006 | 125,975 | 160,001 | 34,026 | 729,116 | 800,003 | 70,887 | 62.0% |
| Fuel - Hydrogen | 1,443,827 | 37,397 | 120,319 | 82,922 | 269,986 | 601,595 | 331,609 | 81.3% |
| Tires | 234,000 | 23,783 | 19,500 | (4,283) | 107,739 | 97,500 | (10,239) | 54.0% |
| Office Supplies | 81,260 | 11,535 | 6,772 | (4,763) | 30,795 | 33,858 | 3,063 | 62.1% |
| Travel/Training | 248,200 | 14,380 | 20,683 | 6,303 | 84,153 | 103,417 | 19,264 | 66.1% |
| Repair Parts | 2,008,500 | 172,252 | 167,375 | (4,877) | 787,497 | 836,875 | 49,378 | 60.8% |
| Facility Maintenance | 87,000 | 2,097 | 7,250 | 5,153 | 15,726 | 36,250 | 20,524 | 81.9% |
| Electricity - CNG & Hydrogen | 1,090,000 | 50,353 | 90,833 | 40,480 | 262,481 | 454,167 | 191,686 | 75.9% |
| Natural Gas | 2,030,000 | 100,735 | 169,167 | 68,431 | 577,840 | 845,833 | 267,993 | 71.5% |
| Water and Gas | 16,000 | 903 | 1,333 | 430 | 4,640 | 6,667 | 2,027 | 71.0% |
| Insurance Losses | 1,235,000 | (192,667) | 102,917 | 295,584 | 462,990 | 514,583 | 51,593 | 62.5% |
| Insurance Premium - Property | 200,000 | 19,055 | 16,667 | (2,388) | 95,274 | 83,333 | (11,941) | 52.4% |
| Repair Claims | 100,000 | 0 | 8,333 | 8,333 | (600) | 41,667 | 42,267 | 100.6% |
| Fuel Taxes | 124,500 | 6,861 | 10,375 | 3,514 | 42,155 | 51,875 | 9,720 | 66.1% |
| Other Expenses | 7,164,078 | 643,360 | 597,007 | (46,353) | 3,039,077 | 2,985,033 | (54,045) | 57.6% |
| Self Consumed Fuel | (4,062,246) | (163,372) | (338,521) | (175,149) | (941,089) | (1,692,603) | (751,514) | 76.8% |
| Total Operating Expenses (Before Depreciation) | 49,417,378 | 3,612,060 | 4,118,115 | 506,055 | 19,251,781 | 20,590,574 | 1,338,793 | 61.0% |
| Operating Expenses in Excess of Operating Revenue | | \$ (3,400,001) | | | \$ (17,733,948) | | | |
| Subsidies: | | | | | | | | |
| Local | 8,419,000 | 642,927 | 701,583 | 58,656 | 3,353,421 | 3,507,917 | 154,495 | 60.2% |
| State | 30,588,336 | 2,335,915 | 2,549,028 | 213,113 | 12,183,820 | 12,745,140 | 561,320 | 60.2% |
| Federal | 5,514,986 | 421,159 | 459,582 | 38,424 | 2,196,707 | 2,297,911 | 101,204 | 60.2% |
| Total Subsidies | 44,522,322 | 3,400,001 | 3,710,194 | 310,192 | 17,733,948 | 18,550,968 | 817,019 | 60.2% |
| Net Operating Gain (Loss) After Subsidies | \$ (0) | \$ - | | | \$ - | | | |

SunLine Transit Agency
Budget Variance Report
November 2024

| Description | FY25 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|-------------------------------------------------------|----------------------|-----------------------|------------------|------------------------|------------------------|---------------------|------------------------|-------------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages & Benefits | 31,574,749 | 2,457,429 | 2,631,229 | 173,800 | 12,156,745 | 13,156,146 | 999,401 | 61.5% |
| Services | 6,903,050 | 470,551 | 575,254 | 104,704 | 2,708,072 | 2,876,271 | 168,199 | 60.8% |
| Fuels & Lubricants | 3,581,133 | 169,461 | 298,428 | 128,966 | 1,061,369 | 1,492,139 | 430,769 | 70.4% |
| Tires | 234,000 | 23,783 | 19,500 | (4,283) | 107,739 | 97,500 | (10,239) | 54.0% |
| Materials and Supplies | 2,607,460 | 222,228 | 217,288 | (4,939) | 988,467 | 1,086,442 | 97,974 | 62.1% |
| Utilities | 3,554,000 | 190,537 | 296,167 | 105,629 | 1,017,354 | 1,480,833 | 463,480 | 71.4% |
| Casualty & Liability | 3,678,540 | 132,536 | 306,545 | 174,009 | 1,581,487 | 1,532,725 | (48,762) | 57.0% |
| Taxes and Fees | 124,500 | 6,861 | 10,375 | 3,514 | 42,155 | 51,875 | 9,720 | 66.1% |
| Miscellaneous Expenses | 1,222,192 | 102,045 | 101,849 | (196) | 529,482 | 509,247 | (20,236) | 56.7% |
| Self Consumed Fuel | (4,062,246) | (163,372) | (338,521) | (175,149) | (941,089) | (1,692,603) | (751,514) | 76.8% |
| Total Operating Expenses (Before Depreciation) | 49,417,378 | 3,612,060 | 4,118,115 | 506,055 | 19,251,781 | 20,590,574 | 1,338,793 | 61.0% |
| Revenues: | | | | | | | | |
| Passenger Revenue | 1,816,893 | 133,765 | 151,408 | (17,642) | 680,655 | 757,039 | (76,384) | 62.5% |
| Other Revenue | 3,078,163 | 78,294 | 256,514 | (178,220) | 837,178 | 1,282,568 | (445,390) | 72.8% |
| Total Operating Revenue | 4,895,056 | 212,059 | 407,921 | (195,862) | 1,517,833 | 2,039,607 | (521,774) | 69.0% |
| Net Operating Gain (Loss) | | \$ (3,400,001) | | | \$ (17,733,948) | | | |
| Subsidies: | | | | | | | | |
| Local | 8,419,000 | 642,927 | 701,583 | 58,656 | 3,353,421 | 3,507,917 | 154,495 | 60.2% |
| State | 30,588,336 | 2,335,915 | 2,549,028 | 213,113 | 12,183,820 | 12,745,140 | 561,320 | 60.2% |
| Federal | 5,514,986 | 421,159 | 459,582 | 38,424 | 2,196,707 | 2,297,911 | 101,204 | 60.2% |
| Total Subsidies | 44,522,322 | 3,400,001 | 3,710,194 | 310,192 | 17,733,948 | 18,550,968 | 817,019 | 60.2% |
| Net Operating Gain (Loss) After Subsidies | \$ (0) | \$ - | | | \$ - | | | |

Budget Variance Analysis - SunLine Transit Agency

Passenger Revenue

- The unfavorable variance in passenger revenue is due to lower than expected revenue over budgeted values.
- As of November, ridership was at 6.9% above FY24 FYTD totals.
- Total system ridership was 60,358 trips above FY24 FYTD amounts.

Ridership

| | FY24-November | FY25-November | Variance | %Δ |
|---------------------|----------------|----------------|---------------|-------------|
| Fixed Route | 214,204 | 230,028 | 15,824 | 7.4% |
| Paratransit | 10,027 | 8,538 | (1,489) | -14.8% |
| SunRide | 2,008 | 2,064 | 56 | 2.8% |
| System Total | 226,239 | 240,630 | 14,391 | 6.4% |

Ridership

| | FYTD-FY24 | FYTD-FY25 | Variance | %Δ |
|---------------------|----------------|----------------|---------------|-------------|
| Fixed Route | 822,403 | 883,982 | 61,579 | 7.5% |
| Paratransit | 40,874 | 37,888 | (2,986) | -7.3% |
| SunRide | 6,816 | 8,581 | 1,765 | 25.9% |
| System Total | 870,093 | 930,451 | 60,358 | 6.9% |

Other Revenue

- The unfavorable variance in other revenue is primarily due lower emission credit revenue as a result of low credit values.

Operator & Mechanic Salaries & Wages

- Operator and mechanic wages are within an acceptable range of the budget.

Operator & Mechanic Overtime

- The unfavorable variance is primarily attributed to overtime for fixed route operators due to vacant positions.

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 Maintenance department to account for vacant positions.

Fringe Benefits

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

Communications

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

Legal Services

- Legal services are over budget due to an increase usage of legal services and increased costs for new firm.

Computer/Network Software Agreement

- Software agreement expenditures are dependent on annual renewals of software agreements. Many renewals are completed at the beginning of the fiscal year.

Uniforms

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

Contracted Services

- Savings in contract services costs are primarily attributed to budgeted operating and maintenance costs for the hydrogen stations that were not incurred as of September.

Equipment Repairs

- The unfavorable balance in equipment repair costs is primarily attributed to vehicle lift inspections in July.

Security Services

- Security services are within an acceptable range of the budget.

Fuel - CNG

- Fuel CNG expenses are within an acceptable range of the budget.

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.

Tires

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

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 favorable variance is due to lower than usual repairs for the months of July & August.

Facility Maintenance

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

Electricity - CNG & Hydrogen

- Electricity - CNG & Hydrogen expenses are less than anticipated use in the first quarter of FY25.

Natural Gas

- The positive variance is primarily attributed to lower usage of CNG fixed route vehicles over budgeted estimates for FY25.

Water and Gas

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

Insurance Losses

- The variance in insurance losses is primarily due to a quarterly reconciliation to estimated losses from the Agency's risk pool.

Insurance Premium - Property

- The unfavorable balance is primarily attributed to the increased value of insured assets.

Repair Claims

- Repair claim expenses are below budget due to fewer than anticipated collision repairs.

Fuel Taxes

- Fuel tax expenses are within an acceptable range of the budget.

Other Expenses

- The favorable variance is primarily due to studies and services which are not scheduled to begin until the second half of FY25.

Self-Consumed Fuel

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

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

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|----------------------------|------------------------------------------|-------------------------|----------------------|------------------------|--------------|-------------|
| Andrea Carter & Associates | Consulting - 1 yr, with 2-1 year options | Marketing Consultant | FY25 FY26 FY27 | \$202,200.00 | \$202,200.00 | Agreement |
| Promeli Media | Consulting - 1 yr, with 2-1 year options | Video Consultant | FY25 FY26 FY27 | \$79,289.00 | \$79,289.00 | Agreement |
| Virginkar/Eiger Tech | Consulting - 2 years | CADAVL Consultant | FY25 FY26 | \$99,974.00 | \$99,974.00 | Agreement |
| Gillig, LLC | Bus Equipment | 8 Driver Barrier Doors | FY25 | \$77,670.72 | \$77,438.02 | PO |
| New Flyer (Aftermarket) | Bus Equipment | IrDA Fuel Communication | FY25 | \$44,284.35 | \$44,284.35 | PO |

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

| Vendor | Product/Service | Need | Budgeted | Budgeted Amount | Cost | Type |
|----------------------------------|------------------------|--------------------------|----------------------|------------------------|--------------|-------------|
| CDW Government | Software License | 1 year Microsoft License | FY25 | \$94,634.80 | \$94,634.80 | PO |
| Tyler Technologies | Product Maintenance | Tyler System Maintenance | FY25 | \$68,007.00 | \$68,006.87 | PO |
| Shuttle Bus Leasing | Bus Leasing | Extend lease 7 buses | FY25 | \$43,400.00 | \$43,400.00 | Amendment |
| So Cal Regional Transit Training | Workshops | Clean Energy Training | FY25 | \$41,125.00 | \$41,125.00 | PO |
| Dahl, Taylor & Associates | Engineering Services | D2 Utility Upgrade | FY25 FY26 FY27 | \$230,000.00 | \$228,123.26 | Agreement |

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Contracts Signed between \$25,000 and \$250,000 for
October and November 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 and (2) purchase orders executed in October 2024 and one (1) agreement, (1) amendment and (3) purchase orders executed in November 2024 between \$25,000 and \$250,000:

October 2024

| Vendor | Purpose | Amount |
|-------------------------|-------------------------|---------------|
| Andrea Carter & Assoc. | Marketing Consultant | \$202,200.00 |
| Promeli Media | Video Consultant | \$79,289.00 |
| Virginkar/Eiger Tech | CADAVL Consultant | \$99,974.00 |
| Gillig, LLC | Driver Barrier Doors | \$77,438.02 |
| New Flyer (Aftermarket) | IrDA Fuel Communication | \$44,284.35 |

November 2024

| Vendor | Purpose | Amount |
|------------------------------------------|-----------------------|---------------|
| CDW Government Inc | Software License | \$94,634.80 |
| Tyler Technologies | Annual Maintenance | \$68,006.87 |
| Shuttle Bus Leasing | Bus Leasing | \$43,400.00 |
| So. California Regional Transit Training | Clean Energy Training | \$41,125.00 |

| | | |
|---------------------------|----------------------------------|--------------|
| Dahl, Taylor & Associates | D2 Engineering – Utility Upgrade | \$228,123.26 |
|---------------------------|----------------------------------|--------------|

Recommendation:

Approve.

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Union & Non-Union Pension Investment Asset Summary
October and November 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 October, 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 | 28.1% | 16% – 56% |
| | International Equity | 16.1% | 0% - 39% |
| | Other | 6.9% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 41.3% | 25% - 65% |
| | Other | 4.7% | 0% – 20% |
| Real Return Assets | | 1.7% | 0% – 20% |

| | | |
|-------------------------|------|----------|
| Cash Equivalents | 1.2% | 0% – 20% |
|-------------------------|------|----------|

Non-Union

| Asset Class | | Actual | Range |
|---------------------------|----------------------|--------|-----------|
| Growth Assets | | | |
| | Domestic Equity | 28.0% | 16% – 56% |
| | International Equity | 15.9% | 0% - 39% |
| | Other | 6.9% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 41.4% | 25% - 65% |
| | Other | 4.7% | 0% – 20% |
| Real Return Assets | | 1.8% | 0% – 20% |
| Cash Equivalents | | 1.3% | 0% – 20% |

Components may not sum to 100.0% due to rounding.

For the month of October, the market value of assets decreased by \$812,712 and \$787,346 for the union and non-union plans, respectively.

Month to Month Asset Comparison

| Month | Market Value - Union | Market Value – Non-Union |
|---------------------|----------------------|--------------------------|
| September 2024 | \$44,039,764 | \$44,085,050 |
| October 2024 | \$43,227,052 | \$43,297,704 |
| Increase (Decrease) | (\$812,712) | (\$787,346) |

For the month of November, 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 | 29.4% | 16% – 56% |
| | International Equity | 15.6% | 0% - 39% |
| | Other | 6.7% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 40.8% | 25% - 65% |
| | Other | 4.6% | 0% – 20% |
| Real Return Assets | | 1.7% | 0% – 20% |
| Cash Equivalents | | 1.1% | 0% – 20% |

Non-Union

| Asset Class | | Actual | Range |
|---------------------------|----------------------|--------|-----------|
| Growth Assets | | | |
| | Domestic Equity | 29.2% | 16% – 56% |
| | International Equity | 15.5% | 0% - 39% |
| | Other | 6.7% | 0% – 20% |
| Income Assets | | | |
| | Fixed Income | 40.9% | 25% - 65% |
| | Other | 4.6% | 0% – 20% |
| Real Return Assets | | 1.8% | 0% – 20% |
| Cash Equivalents | | 1.2% | 0% – 20% |

Components may not sum to 100.0% due to rounding.

For the month of November, the market value of assets increased by \$947,877 and \$965,015 for the union and non-union plans, respectively.

Month to Month Asset Comparison

| Month | Market Value - Union | Market Value – Non-Union |
|---------------------|----------------------|--------------------------|
| October 2024 | \$43,227,052 | \$43,297,704 |
| November 2024 | \$44,174,929 | \$44,262,719 |
| Increase (Decrease) | \$947,877 | \$965,015 |

Recommendation:

Approve.

Detail of Securities Held & Market Analytics

For the Month Ending October 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 5-10Y INV GRADE CORP | 464288638 | 11413317 | 965.00 | 61.00 | 58,865.00 | 52.24 | 50,411.60 | (8,453.40) | 0.12 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,776.00 | 57.66 | 102,405.94 | 52.24 | 92,778.24 | (9,627.70) | 0.21 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 7,097.00 | 50.32 | 357,121.04 | 52.24 | 370,747.28 | 13,626.24 | 0.86 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 2,389.00 | 60.30 | 144,056.70 | 52.24 | 124,801.36 | (19,255.34) | 0.29 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 633.00 | 56.98 | 36,068.34 | 52.24 | 33,067.92 | (3,000.42) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 631.00 | 56.68 | 35,765.08 | 52.24 | 32,963.44 | (2,801.64) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,146.00 | 61.12 | 70,043.52 | 52.24 | 59,867.04 | (10,176.48) | 0.14 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 6,446.00 | 92.76 | 597,930.32 | 98.42 | 634,415.32 | 36,485.00 | 1.47 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,307.00 | 96.40 | 318,794.80 | 98.42 | 325,474.94 | 6,680.14 | 0.75 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,322.00 | 99.12 | 329,276.64 | 98.42 | 326,951.24 | (2,325.40) | 0.76 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 4,049.00 | 98.87 | 400,324.63 | 98.42 | 398,502.58 | (1,822.05) | 0.92 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 17,918.00 | 98.64 | 1,767,431.52 | 98.42 | 1,763,489.56 | (3,941.96) | 4.08 |

| | | | | | | | | | |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|-------------------|-------------|
| Security Type Sub-Total | | | 49,679.00 | | 4,218,083.53 | 857.78 | 4,213,470.52 | (4,613.01) | 9.76 |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|-------------------|-------------|

| | | | | | | | | | |
|--------------------------------------|-----------|----------|------------|-------|---------------|-------|---------------|--------------|-------|
| Exchange-Traded Fund - Equity | | | | | | | | | |
| SCHWAB US LARGE-CAP ETF | 808524201 | 17333747 | 511,356.00 | 22.54 | 11,527,668.76 | 22.44 | 11,474,828.64 | (52,840.12) | 26.55 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,614.00 | 37.16 | 97,136.24 | 50.10 | 130,961.40 | 33,825.16 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 4,430.00 | 49.80 | 220,614.00 | 50.10 | 221,943.00 | 1,329.00 | 0.51 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,629.00 | 39.67 | 104,292.43 | 50.10 | 131,712.90 | 27,420.47 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 6,816.00 | 38.85 | 264,801.60 | 50.10 | 341,481.60 | 76,680.00 | 0.79 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,193.00 | 42.17 | 92,478.81 | 50.10 | 109,869.30 | 17,390.49 | 0.25 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 46,244.00 | 52.35 | 2,420,864.15 | 50.10 | 2,316,824.40 | (104,039.75) | 5.37 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 6,003.00 | 61.64 | 370,024.92 | 61.85 | 371,285.55 | 1,260.63 | 0.86 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,586.00 | 56.52 | 146,160.72 | 61.85 | 159,944.10 | 13,783.38 | 0.37 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 15,690.00 | 47.86 | 750,920.27 | 61.85 | 970,426.50 | 219,506.23 | 2.25 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,586.00 | 56.19 | 145,307.34 | 61.85 | 159,944.10 | 14,636.76 | 0.37 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,875.00 | 51.81 | 148,953.46 | 61.85 | 177,818.75 | 28,865.29 | 0.41 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 1,834.00 | 54.44 | 99,842.96 | 61.85 | 113,432.90 | 13,589.94 | 0.26 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 3,480.00 | 52.06 | 181,168.80 | 61.85 | 215,238.00 | 34,069.20 | 0.50 |

Detail of Securities Held & Market Analytics

For the Month Ending **October 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 | | | 611,336.00 | | 16,570,234.46 | 755.99 | 16,895,711.14 | 325,476.68 | 39.09 |
| Money Market Mutual Fund | | | | | | | | | |
| FIRST AM GOV OBLIG-Z DTD 01/01/2010 0.000% -- | 31846V567 | 351477 | 525,758.09 | 1.00 | 525,758.09 | 100.00 | 525,758.09 | 0.00 | 1.22 |
| Security Type Sub-Total | | | 525,758.09 | | 525,758.09 | 100.00 | 525,758.09 | 0.00 | 1.22 |
| Mutual Fund - Bond | | | | | | | | | |
| BAIRD CORE PLUS BOND-INST | 057071870 | 7001692 | 490,654.95 | 10.89 | 5,342,528.21 | 10.14 | 4,975,241.19 | (367,287.02) | 11.51 |
| BBH LIMITED DURATION-I | 05528X851 | 7344118 | 0.03 | 10.29 | 0.35 | 10.42 | 0.35 | 0.00 | 0.00 |
| DOUBLELINE CORE FIX INC-I | 258620301 | 19170004 | 195,496.36 | 10.45 | 2,043,594.18 | 9.23 | 1,804,431.39 | (239,162.79) | 4.17 |
| NYLI MACKAY HIGH YILD CBF-R6 | 56063N881 | 121732 | 134,439.48 | 5.18 | 696,788.10 | 5.20 | 699,085.29 | 2,297.19 | 1.62 |
| PGIM TOTAL RETURN BOND-R6 | 74440B884 | 168981 | 338,466.39 | 13.34 | 4,514,238.66 | 11.98 | 4,054,827.38 | (459,411.28) | 9.38 |
| VOYA INTERMEDIATE BOND-R6 | 92913L569 | 212412 | 242,906.06 | 9.85 | 2,391,485.74 | 8.73 | 2,120,569.91 | (270,915.83) | 4.91 |
| Security Type Sub-Total | | | 1,401,963.28 | | 14,988,635.24 | 55.70 | 13,654,155.51 | (1,334,479.73) | 31.59 |
| Mutual Fund - Equity | | | | | | | | | |
| COHEN & STEERS INST RLTY | 19247U106 | 1428049 | 14,365.06 | 52.21 | 749,999.97 | 51.32 | 737,215.06 | (12,784.91) | 1.71 |
| COLUMBIA SMALL CAP GRW-INST3 | 19765Y340 | 195897 | 9,629.50 | 28.07 | 270,300.00 | 28.62 | 275,596.22 | 5,296.22 | 0.64 |
| GLDMN SCHS GQG PRT INTL-INST | 38147N293 | 51973400 | 34,602.03 | 19.28 | 667,118.97 | 22.39 | 774,739.40 | 107,620.43 | 1.79 |
| HRDNG LVNR INTL EQTY-INST | 412295107 | 175052 | 18,363.09 | 28.95 | 531,566.14 | 27.35 | 502,230.41 | (29,335.73) | 1.16 |
| HRTFRD SCHR EM MRKT EQ-SDR | 41665H789 | 10575468 | 12,788.39 | 15.20 | 194,346.81 | 17.38 | 222,262.21 | 27,915.40 | 0.51 |
| UNDISC MGRS BEHAV VAL-R6 | 904504479 | 1428076 | 4,645.89 | 87.26 | 405,400.00 | 87.49 | 406,468.55 | 1,068.55 | 0.94 |
| Security Type Sub-Total | | | 94,393.95 | | 2,818,731.89 | 234.55 | 2,918,511.85 | 99,779.96 | 6.75 |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,980.00 | 1.00 | 49,980.00 | 109.13 | 54,542.50 | 4,562.50 | 0.13 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |

Detail of Securities Held & Market Analytics

For the Month Ending **October 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 | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 21,070.00 | 1.00 | 21,070.00 | 109.13 | 22,993.41 | 1,923.41 | 0.05 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 20,442.35 | 1.00 | 20,442.35 | 109.13 | 22,308.46 | 1,866.11 | 0.05 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.04 | 4,473.04 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.04 | 4,473.04 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% -- | BKSTONE63 | SA495 | 900,000.00 | 1.00 | 900,000.00 | 100.00 | 900,000.00 | 0.00 | 2.08 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0090 | F_GOLUB | 180,000.00 | 1.00 | 180,000.00 | 117.22 | 210,987.11 | 30,987.11 | 0.49 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0090 | F_GOLUB | 1,173,710.00 | 1.00 | 1,173,710.00 | 117.22 | 1,375,764.89 | 202,054.89 | 3.18 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 252,000.00 | 1.00 | 252,000.00 | 140.58 | 354,261.70 | 102,261.70 | 0.82 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 130,837.59 | 1.00 | 130,837.59 | 140.58 | 183,931.54 | 53,093.95 | 0.43 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 145,309.38 | 1.00 | 145,309.38 | 140.58 | 204,275.99 | 58,966.61 | 0.47 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 127,930.57 | 1.00 | 127,930.57 | 140.58 | 179,844.85 | 51,914.28 | 0.42 |

Detail of Securities Held & Market Analytics

For the Month Ending **October 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 SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 147,000.00 | 1.00 | 147,000.00 | 140.58 | 206,652.66 | 59,652.66 | 0.48 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 180,319.43 | 1.00 | 180,319.43 | 140.58 | 253,493.13 | 73,173.70 | 0.59 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 309,750.00 | 1.00 | 309,750.00 | 140.58 | 435,446.68 | 125,696.68 | 1.01 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 105,000.00 | 1.00 | 105,000.00 | 140.58 | 147,609.04 | 42,609.04 | 0.34 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 80,433.93 | 1.00 | 80,433.93 | 140.58 | 113,074.05 | 32,640.12 | 0.26 | |
| Security Type Sub-Total | | | 4,148,408.25 | | 4,148,408.25 | 2,690.94 | 5,019,444.94 | 871,036.69 | 11.59 | |
| Managed Account Sub-Total | | | 6,831,538.57 | | 43,269,851.46 | 4,694.96 | 43,227,052.05 | (42,799.41) | 100.00 | |
| Securities Sub-Total | | | \$6,831,538.57 | | \$43,269,851.46 | \$4,694.96 | \$43,227,052.05 | (\$42,799.41) | 100.00% | |
| Accrued Interest | | | | | | | \$0.00 | | | |
| Total Investments | | | | | | | | \$43,227,052.05 | | |

Detail of Securities Held & Market Analytics

For the Month Ending October 31, 2024

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 5-10Y INV GRADE CORP | 464288638 | 11413317 | 2,405.00 | 60.30 | 145,021.50 | 52.24 | 125,637.20 | (19,384.30) | 0.29 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,779.00 | 57.66 | 102,578.92 | 52.24 | 92,934.96 | (9,643.96) | 0.21 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 631.00 | 56.68 | 35,765.08 | 52.24 | 32,963.44 | (2,801.64) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,113.00 | 61.12 | 68,026.56 | 52.24 | 58,143.12 | (9,883.44) | 0.13 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 982.00 | 61.00 | 59,902.00 | 52.24 | 51,299.68 | (8,602.32) | 0.12 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 7,130.00 | 50.32 | 358,781.60 | 52.24 | 372,471.20 | 13,689.60 | 0.86 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 633.00 | 56.98 | 36,068.34 | 52.24 | 33,067.92 | (3,000.42) | 0.08 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 4,049.00 | 98.87 | 400,324.63 | 98.42 | 398,502.58 | (1,822.05) | 0.92 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 6,272.00 | 92.76 | 581,790.09 | 98.42 | 617,290.24 | 35,500.15 | 1.43 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,372.00 | 99.12 | 334,232.64 | 98.42 | 331,872.24 | (2,360.40) | 0.77 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,317.00 | 96.40 | 319,758.80 | 98.42 | 326,459.14 | 6,700.34 | 0.75 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 17,957.00 | 98.64 | 1,771,278.48 | 98.42 | 1,767,327.94 | (3,950.54) | 4.08 |
| Security Type Sub-Total | | | 49,640.00 | | 4,213,528.64 | 857.78 | 4,207,969.66 | (5,558.98) | 9.72 |
| Exchange-Traded Fund - Equity | | | | | | | | | |
| SCHWAB US LARGE-CAP ETF | 808524201 | 17333747 | 509,848.00 | 22.54 | 11,493,673.41 | 22.44 | 11,440,989.12 | (52,684.29) | 26.42 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,211.00 | 42.17 | 93,237.87 | 50.10 | 110,771.10 | 17,533.23 | 0.26 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,484.00 | 39.67 | 98,540.28 | 50.10 | 124,448.40 | 25,908.12 | 0.29 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 6,915.00 | 38.85 | 268,647.75 | 50.10 | 346,441.50 | 77,793.75 | 0.80 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 44,356.00 | 52.35 | 2,322,027.73 | 50.10 | 2,222,235.60 | (99,792.13) | 5.13 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,614.00 | 37.16 | 97,136.24 | 50.10 | 130,961.40 | 33,825.16 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 4,430.00 | 49.80 | 220,614.00 | 50.10 | 221,943.00 | 1,329.00 | 0.51 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,875.00 | 51.81 | 148,953.46 | 61.85 | 177,818.75 | 28,865.29 | 0.41 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 16,886.00 | 47.86 | 808,160.58 | 61.85 | 1,044,399.10 | 236,238.52 | 2.41 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 3,770.00 | 52.06 | 196,266.20 | 61.85 | 233,174.50 | 36,908.30 | 0.54 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,469.00 | 56.19 | 138,733.11 | 61.85 | 152,707.65 | 13,974.54 | 0.35 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 6,003.00 | 61.64 | 370,024.92 | 61.85 | 371,285.55 | 1,260.63 | 0.86 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 1,375.00 | 54.44 | 74,855.00 | 61.85 | 85,043.75 | 10,188.75 | 0.20 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,470.00 | 56.52 | 139,604.40 | 61.85 | 152,769.50 | 13,165.10 | 0.35 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 | | | 608,706.00 | | 16,470,474.95 | 755.99 | 16,814,988.92 | 344,513.97 | 38.83 |
| Money Market Mutual Fund | | | | | | | | | |
| FIRST AM GOV OBLIG-Z DTD 01/01/2010 0.000% -- | 31846V567 | 351477 | 567,661.68 | 1.00 | 567,661.68 | 100.00 | 567,661.68 | 0.00 | 1.31 |
| Security Type Sub-Total | | | 567,661.68 | | 567,661.68 | 100.00 | 567,661.68 | 0.00 | 1.31 |
| Mutual Fund - Bond | | | | | | | | | |
| BAIRD CORE PLUS BOND-INST | 057071870 | 7001692 | 494,822.50 | 10.88 | 5,382,787.69 | 10.14 | 5,017,500.17 | (365,287.52) | 11.59 |
| BBH LIMITED DURATION-I | 05528X851 | 7344118 | 0.03 | 10.29 | 0.35 | 10.42 | 0.35 | 0.00 | 0.00 |
| DOUBLELINE CORE FIX INC-I | 258620301 | 19170004 | 195,018.62 | 10.45 | 2,038,727.72 | 9.23 | 1,800,021.92 | (238,705.80) | 4.16 |
| NYLI MACKAY HIGH YILD CBF-R6 | 56063N881 | 121732 | 134,083.84 | 5.18 | 694,779.87 | 5.20 | 697,235.99 | 2,456.12 | 1.61 |
| PGIM TOTAL RETURN BOND-R6 | 74440B884 | 168981 | 342,156.74 | 13.31 | 4,554,959.80 | 11.98 | 4,099,037.69 | (455,922.11) | 9.47 |
| VOYA INTERMEDIATE BOND-R6 | 92913L569 | 212412 | 242,380.35 | 9.84 | 2,385,920.17 | 8.73 | 2,115,980.47 | (269,939.70) | 4.89 |
| Security Type Sub-Total | | | 1,408,462.08 | | 15,057,175.60 | 55.70 | 13,729,776.59 | (1,327,399.01) | 31.72 |
| Mutual Fund - Equity | | | | | | | | | |
| COHEN & STEERS INST RLTY | 19247U106 | 1428049 | 15,322.73 | 52.21 | 799,999.96 | 51.32 | 786,362.73 | (13,637.23) | 1.82 |
| COLUMBIA SMALL CAP GRW-INST3 | 19765Y340 | 195897 | 9,529.75 | 28.07 | 267,500.00 | 28.62 | 272,741.36 | 5,241.36 | 0.63 |
| GLDMN SCHS GQG PRT INTL-INST | 38147N293 | 51973400 | 34,546.06 | 19.28 | 666,093.46 | 22.39 | 773,486.30 | 107,392.84 | 1.79 |
| HRDNG LVNR INTL EQTY-INST | 412295107 | 175052 | 18,332.57 | 28.93 | 530,449.56 | 27.35 | 501,395.66 | (29,053.90) | 1.16 |
| HRTFRD SCHR EM MRKT EQ-SDR | 41665H789 | 10575468 | 12,751.39 | 15.20 | 193,784.60 | 17.38 | 221,619.13 | 27,834.53 | 0.51 |
| UNDISC MGRS BEHAV VAL-R6 | 904504479 | 1428076 | 4,597.75 | 87.26 | 401,200.00 | 87.49 | 402,257.48 | 1,057.48 | 0.93 |
| Security Type Sub-Total | | | 95,080.25 | | 2,859,027.58 | 234.55 | 2,957,862.66 | 98,835.08 | 6.84 |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 49,980.00 | 1.00 | 49,980.00 | 109.13 | 54,542.49 | 4,562.49 | 0.13 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 | | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.03 | 4,473.03 | 0.12 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 20,442.35 | 1.00 | 20,442.35 | 109.13 | 22,308.46 | 1,866.11 | 0.05 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 21,070.00 | 1.00 | 21,070.00 | 109.13 | 22,993.40 | 1,923.40 | 0.05 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.03 | 4,473.03 | 0.12 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 | |
| BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% -- | BKSTONE64 | SA496 | 900,000.00 | 1.00 | 900,000.00 | 100.00 | 900,000.00 | 0.00 | 2.08 | |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0091 | F_GOLUB | 1,173,710.00 | 1.00 | 1,173,710.00 | 117.22 | 1,375,764.89 | 202,054.89 | 3.18 | |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0091 | F_GOLUB | 180,000.00 | 1.00 | 180,000.00 | 117.22 | 210,987.11 | 30,987.11 | 0.49 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 309,750.00 | 1.00 | 309,750.00 | 140.58 | 435,446.68 | 125,696.68 | 1.01 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 252,000.00 | 1.00 | 252,000.00 | 140.58 | 354,261.70 | 102,261.70 | 0.82 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 105,000.00 | 1.00 | 105,000.00 | 140.58 | 147,609.04 | 42,609.04 | 0.34 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 130,837.59 | 1.00 | 130,837.59 | 140.58 | 183,931.54 | 53,093.95 | 0.42 | |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 145,309.38 | 1.00 | 145,309.38 | 140.58 | 204,275.99 | 58,966.61 | 0.47 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 147,000.00 | 1.00 | 147,000.00 | 140.58 | 206,652.66 | 59,652.66 | 0.48 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 180,319.43 | 1.00 | 180,319.43 | 140.58 | 253,493.13 | 73,173.70 | 0.59 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 127,930.57 | 1.00 | 127,930.57 | 140.58 | 179,844.85 | 51,914.28 | 0.42 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 80,433.93 | 1.00 | 80,433.93 | 140.58 | 113,074.05 | 32,640.12 | 0.26 | |
| Security Type Sub-Total | | | 4,148,408.25 | | 4,148,408.25 | 2,690.94 | 5,019,444.80 | 871,036.55 | 11.58 | |
| Managed Account Sub-Total | | | 6,877,958.26 | | 43,316,276.70 | 4,694.96 | 43,297,704.31 | (18,572.39) | 100.00 | |
| Securities Sub-Total | | | \$6,877,958.26 | | \$43,316,276.70 | \$4,694.96 | \$43,297,704.31 | (\$18,572.39) | 100.00% | |
| Accrued Interest | | | | | | | \$0.00 | | | |
| Total Investments | | | | | | | \$43,297,704.31 | | | |

Detail of Securities Held & Market Analytics

For the Month Ending November 30, 2024

SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED]

| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
|---------------------------------------------------------|-----------|----------|-----------|-----------------------|------------------|-----------------|-----------------|-----------------------|------------|
| Exchange-Traded Fund - Bond | | | | | | | | | |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 965.00 | 61.00 | 58,865.00 | 52.73 | 50,884.45 | (7,980.55) | 0.12 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,146.00 | 61.12 | 70,043.52 | 52.73 | 60,428.58 | (9,614.94) | 0.14 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 633.00 | 56.98 | 36,068.34 | 52.73 | 33,378.09 | (2,690.25) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,776.00 | 57.66 | 102,405.94 | 52.73 | 93,648.48 | (8,757.46) | 0.21 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 7,097.00 | 50.32 | 357,121.04 | 52.73 | 374,224.81 | 17,103.77 | 0.85 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 631.00 | 56.68 | 35,765.08 | 52.73 | 33,272.63 | (2,492.45) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 2,389.00 | 60.30 | 144,056.70 | 52.73 | 125,971.97 | (18,084.73) | 0.29 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 4,049.00 | 98.87 | 400,324.63 | 99.20 | 401,660.80 | 1,336.17 | 0.91 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 17,918.00 | 98.64 | 1,767,431.52 | 99.20 | 1,777,465.60 | 10,034.08 | 4.02 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,307.00 | 96.40 | 318,794.80 | 99.20 | 328,054.40 | 9,259.60 | 0.74 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 6,446.00 | 92.76 | 597,930.32 | 99.20 | 639,443.20 | 41,512.88 | 1.45 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,322.00 | 99.12 | 329,276.64 | 99.20 | 329,542.40 | 265.76 | 0.75 |

| | | | | | | | | | |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|------------------|-------------|
| Security Type Sub-Total | | | 49,679.00 | | 4,218,083.53 | 865.11 | 4,247,975.41 | 29,891.88 | 9.64 |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|------------------|-------------|

| | | | | | | | | | |
|--------------------------------------|-----------|----------|------------|-------|---------------|-------|---------------|-------------|-------|
| Exchange-Traded Fund - Equity | | | | | | | | | |
| SCHWAB US LARGE-CAP ETF | 808524201 | 17333747 | 511,356.00 | 22.54 | 11,527,668.76 | 23.89 | 12,216,294.84 | 688,626.08 | 27.65 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 46,244.00 | 52.35 | 2,420,864.15 | 50.30 | 2,326,073.20 | (94,790.95) | 5.27 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,193.00 | 42.17 | 92,478.81 | 50.30 | 110,307.90 | 17,829.09 | 0.25 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,614.00 | 37.16 | 97,136.24 | 50.30 | 131,484.20 | 34,347.96 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,629.00 | 39.67 | 104,292.43 | 50.30 | 132,238.70 | 27,946.27 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 6,816.00 | 38.85 | 264,801.60 | 50.30 | 342,844.80 | 78,043.20 | 0.78 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 4,430.00 | 49.80 | 220,614.00 | 50.30 | 222,829.00 | 2,215.00 | 0.50 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 15,690.00 | 47.86 | 750,920.27 | 61.71 | 968,229.90 | 217,309.63 | 2.19 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 6,003.00 | 61.64 | 370,024.92 | 61.71 | 370,445.13 | 420.21 | 0.84 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,586.00 | 56.19 | 145,307.34 | 61.71 | 159,582.06 | 14,274.72 | 0.36 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,875.00 | 51.81 | 148,953.46 | 61.71 | 177,416.25 | 28,462.79 | 0.40 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,586.00 | 56.52 | 146,160.72 | 61.71 | 159,582.06 | 13,421.34 | 0.36 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 1,834.00 | 54.44 | 99,842.96 | 61.71 | 113,176.14 | 13,333.18 | 0.26 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 3,480.00 | 52.06 | 181,168.80 | 61.71 | 214,750.80 | 33,582.00 | 0.49 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED] | | | | | | | | | |
|-------------------------------------------------------------|--------------|---------------|---------------------|-------------------|----------------------|---------------|----------------------|-----------------------|-------------------|
| Security Type/Description | | | | Average | Original | Market | Market | Unreal G/L | |
| Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Cost/Share | Cost | Price | Value | on Cost | Percentage |
| Security Type Sub-Total | | | 611,336.00 | | 16,570,234.46 | 757.66 | 17,645,254.98 | 1,075,020.52 | 39.95 |
| Money Market Mutual Fund | | | | | | | | | |
| FIRST AM GOV OBLIG-Z DTD 01/01/2010 0.000% -- | 31846V567 | 351477 | 476,362.66 | 1.00 | 476,362.66 | 100.00 | 476,362.66 | 0.00 | 1.08 |
| Security Type Sub-Total | | | 476,362.66 | | 476,362.66 | 100.00 | 476,362.66 | 0.00 | 1.08 |
| Mutual Fund - Bond | | | | | | | | | |
| BAIRD CORE PLUS BOND-INST | 057071870 | 7001692 | 492,420.61 | 10.89 | 5,360,502.63 | 10.21 | 5,027,614.40 | (332,888.23) | 11.38 |
| BBH LIMITED DURATION-I | 05528X851 | 7344118 | 0.03 | 10.29 | 0.35 | 10.43 | 0.35 | 0.00 | 0.00 |
| DOUBLELINE CORE FIX INC-I | 258620301 | 19170004 | 196,284.95 | 10.45 | 2,050,920.19 | 9.29 | 1,823,487.21 | (227,432.98) | 4.13 |
| NYLI MACKAY HIGH YILD CBF-R6 | 56063N881 | 121732 | 135,115.53 | 5.18 | 700,323.86 | 5.23 | 706,654.26 | 6,330.40 | 1.60 |
| PGIM TOTAL RETURN BOND-R6 | 74440B884 | 168981 | 339,779.78 | 13.33 | 4,530,104.39 | 12.08 | 4,104,539.76 | (425,564.63) | 9.29 |
| VOYA INTERMEDIATE BOND-R6 | 92913L569 | 212412 | 243,881.01 | 9.84 | 2,400,055.49 | 8.79 | 2,143,714.03 | (256,341.46) | 4.85 |
| Security Type Sub-Total | | | 1,407,481.92 | | 15,041,906.91 | 56.03 | 13,806,010.01 | (1,235,896.90) | 31.25 |
| Mutual Fund - Equity | | | | | | | | | |
| COHEN & STEERS INST RLTY | 19247U106 | 1428049 | 14,365.06 | 52.21 | 749,999.97 | 52.75 | 757,757.10 | 7,757.13 | 1.72 |
| COLUMBIA SMALL CAP GRW-INST3 | 19765Y340 | 195897 | 9,629.50 | 28.07 | 270,300.00 | 31.85 | 306,699.50 | 36,399.50 | 0.69 |
| GLDMN SCHS GQG PRT INTL-INST | 38147N293 | 51973400 | 34,602.03 | 19.28 | 667,118.97 | 21.95 | 759,514.50 | 92,395.53 | 1.72 |
| HRDNG LVNR INTL EQTY-INST | 412295107 | 175052 | 18,363.09 | 28.95 | 531,566.14 | 26.96 | 495,068.80 | (36,497.34) | 1.12 |
| HRTFRD SCHR EM MRKT EQ-SDR | 41665H789 | 10575468 | 12,788.39 | 15.20 | 194,346.81 | 17.05 | 218,042.04 | 23,695.23 | 0.49 |
| UNDISC MGRS BEHAV VAL-R6 | 904504479 | 1428076 | 4,645.89 | 87.26 | 405,400.00 | 95.31 | 442,799.38 | 37,399.38 | 1.00 |
| Security Type Sub-Total | | | 94,393.95 | | 2,818,731.89 | 245.87 | 2,979,881.32 | 161,149.43 | 6.74 |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.04 | 4,473.04 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED] | | | | | | | | | |
|------------------------------------------------------------------------|-----------|---------|--------------|-----------------------|------------------|-----------------|-----------------|-----------------------|------------|
| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage |
| Separate Account | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,980.00 | 1.00 | 49,980.00 | 109.13 | 54,542.50 | 4,562.50 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.57 | 4,137.57 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 21,070.00 | 1.00 | 21,070.00 | 109.13 | 22,993.41 | 1,923.41 | 0.05 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 20,442.35 | 1.00 | 20,442.35 | 109.13 | 22,308.46 | 1,866.11 | 0.05 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00019 | SA406 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.04 | 4,473.04 | 0.12 |
| BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% -- | BKSTONE63 | SA495 | 900,000.00 | 1.00 | 900,000.00 | 100.00 | 900,000.00 | 0.00 | 2.04 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0090 | F_GOLUB | 1,173,710.00 | 1.00 | 1,173,710.00 | 117.22 | 1,375,764.89 | 202,054.89 | 3.11 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0090 | F_GOLUB | 180,000.00 | 1.00 | 180,000.00 | 117.22 | 210,987.11 | 30,987.11 | 0.48 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 80,433.93 | 1.00 | 80,433.93 | 140.58 | 113,074.05 | 32,640.12 | 0.25 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 180,319.43 | 1.00 | 180,319.43 | 140.58 | 253,493.13 | 73,173.70 | 0.57 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 147,000.00 | 1.00 | 147,000.00 | 140.58 | 206,652.66 | 59,652.66 | 0.47 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 105,000.00 | 1.00 | 105,000.00 | 140.58 | 147,609.04 | 42,609.04 | 0.33 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT BARGAINING - [REDACTED] | | | | | | | | | | |
|---------------------------------------------------------|-----------|--------|-----------------------|-----------------------|------------------------|-------------------|------------------------|------------------------|----------------|--|
| Security Type/Description Dated Date/Coupon/Maturity | CUSIP | Ticker | Shares | Average Cost/Share | Original Cost | Market Price | Market Value | Unreal G/L on Cost | Percentage | |
| Separate Account | | | | | | | | | | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 127,930.57 | 1.00 | 127,930.57 | 140.58 | 179,844.85 | 51,914.28 | 0.41 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 252,000.00 | 1.00 | 252,000.00 | 140.58 | 354,261.70 | 102,261.70 | 0.80 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 145,309.38 | 1.00 | 145,309.38 | 140.58 | 204,275.99 | 58,966.61 | 0.46 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 130,837.59 | 1.00 | 130,837.59 | 140.58 | 183,931.54 | 53,093.95 | 0.42 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV007 | F_NBF | 309,750.00 | 1.00 | 309,750.00 | 140.58 | 435,446.68 | 125,696.68 | 0.99 | |
| Security Type Sub-Total | | | 4,148,408.25 | | 4,148,408.25 | 2,690.94 | 5,019,444.94 | 871,036.69 | 11.34 | |
| Managed Account Sub-Total | | | 6,787,661.78 | | 43,273,727.70 | 4,715.61 | 44,174,929.32 | 901,201.62 | 100.00 | |
| Securities Sub-Total | | | \$6,787,661.78 | | \$43,273,727.70 | \$4,715.61 | \$44,174,929.32 | \$901,201.62 | 100.00% | |
| Accrued Interest | | | | | | | | \$0.00 | | |
| Total Investments | | | | | | | | \$44,174,929.32 | | |

Detail of Securities Held & Market Analytics

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

SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 5-10Y INV GRADE CORP | 464288638 | 11413317 | 982.00 | 61.00 | 59,902.00 | 52.73 | 51,780.86 | (8,121.14) | 0.12 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 7,130.00 | 50.32 | 358,781.60 | 52.73 | 375,964.90 | 17,183.30 | 0.85 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 631.00 | 56.68 | 35,765.08 | 52.73 | 33,272.63 | (2,492.45) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,113.00 | 61.12 | 68,026.56 | 52.73 | 58,688.49 | (9,338.07) | 0.13 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 633.00 | 56.98 | 36,068.34 | 52.73 | 33,378.09 | (2,690.25) | 0.08 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 1,779.00 | 57.66 | 102,578.92 | 52.73 | 93,806.67 | (8,772.25) | 0.21 |
| ISHARES 5-10Y INV GRADE CORP | 464288638 | 11413317 | 2,405.00 | 60.30 | 145,021.50 | 52.73 | 126,815.65 | (18,205.85) | 0.29 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 17,957.00 | 98.64 | 1,771,278.48 | 99.20 | 1,781,334.40 | 10,055.92 | 4.02 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 4,049.00 | 98.87 | 400,324.63 | 99.20 | 401,660.80 | 1,336.17 | 0.91 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,317.00 | 96.40 | 319,758.80 | 99.20 | 329,046.40 | 9,287.60 | 0.74 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 3,372.00 | 99.12 | 334,232.64 | 99.20 | 334,502.40 | 269.76 | 0.76 |
| ISHARES CORE U.S. AGGREGATE | 464287226 | 8278395 | 6,272.00 | 92.76 | 581,790.09 | 99.20 | 622,182.40 | 40,392.31 | 1.41 |

| | | | | | | | | | |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|------------------|-------------|
| Security Type Sub-Total | | | 49,640.00 | | 4,213,528.64 | 865.11 | 4,242,433.69 | 28,905.05 | 9.60 |
|--------------------------------|--|--|------------------|--|---------------------|---------------|---------------------|------------------|-------------|

| | | | | | | | | | |
|--------------------------------------|-----------|----------|------------|-------|---------------|-------|---------------|-------------|-------|
| Exchange-Traded Fund - Equity | | | | | | | | | |
| SCHWAB US LARGE-CAP ETF | 808524201 | 17333747 | 509,848.00 | 22.54 | 11,493,673.41 | 23.89 | 12,180,268.72 | 686,595.31 | 27.52 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,614.00 | 37.16 | 97,136.24 | 50.30 | 131,484.20 | 34,347.96 | 0.30 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 44,356.00 | 52.35 | 2,322,027.73 | 50.30 | 2,231,106.80 | (90,920.93) | 5.04 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 6,915.00 | 38.85 | 268,647.75 | 50.30 | 347,824.50 | 79,176.75 | 0.79 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,211.00 | 42.17 | 93,237.87 | 50.30 | 111,213.30 | 17,975.43 | 0.25 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 4,430.00 | 49.80 | 220,614.00 | 50.30 | 222,829.00 | 2,215.00 | 0.50 |
| VANGUARD FTSE DEVELOPED ETF | 921943858 | 12373850 | 2,484.00 | 39.67 | 98,540.28 | 50.30 | 124,945.20 | 26,404.92 | 0.28 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 6,003.00 | 61.64 | 370,024.92 | 61.71 | 370,445.13 | 420.21 | 0.84 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 16,886.00 | 47.86 | 808,160.58 | 61.71 | 1,042,035.06 | 233,874.48 | 2.35 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 3,770.00 | 52.06 | 196,266.20 | 61.71 | 232,646.70 | 36,380.50 | 0.53 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 1,375.00 | 54.44 | 74,855.00 | 61.71 | 84,851.25 | 9,996.25 | 0.19 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,875.00 | 51.81 | 148,953.46 | 61.71 | 177,416.25 | 28,462.79 | 0.40 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,470.00 | 56.52 | 139,604.40 | 61.71 | 152,423.70 | 12,819.30 | 0.34 |
| VANGUARD TOTAL INTL STOCK | 921909768 | 23836382 | 2,469.00 | 56.19 | 138,733.11 | 61.71 | 152,361.99 | 13,628.88 | 0.34 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 | | | | 608,706.00 | | 16,470,474.95 | 757.66 | 17,561,851.80 | 1,091,376.85 | 39.67 |
| Money Market Mutual Fund | | | | | | | | | | |
| FIRST AM GOV OBLIG-Z | | 31846V567 | 351477 | 536,535.45 | 1.00 | 536,535.45 | 100.00 | 536,535.45 | 0.00 | 1.21 |
| DTD 01/01/2010 0.000% -- | | | | | | | | | | |
| Security Type Sub-Total | | | | 536,535.45 | | 536,535.45 | 100.00 | 536,535.45 | 0.00 | 1.21 |
| Mutual Fund - Bond | | | | | | | | | | |
| BAIRD CORE PLUS BOND-INST | | 057071870 | 7001692 | 496,603.16 | 10.88 | 5,400,914.78 | 10.21 | 5,070,318.20 | (330,596.58) | 11.46 |
| BBH LIMITED DURATION-I | | 05528X851 | 7344118 | 0.03 | 10.29 | 0.35 | 10.43 | 0.35 | 0.00 | 0.00 |
| DOUBLELINE CORE FIX INC-I | | 258620301 | 19170004 | 195,805.28 | 10.45 | 2,046,035.82 | 9.29 | 1,819,031.11 | (227,004.71) | 4.11 |
| NYLI MACKAY HIGH YILD CBF-R6 | | 56063N881 | 121732 | 134,758.11 | 5.18 | 698,306.28 | 5.23 | 704,784.89 | 6,478.61 | 1.59 |
| PGIM TOTAL RETURN BOND-R6 | | 74440B884 | 168981 | 343,484.44 | 13.31 | 4,570,998.52 | 12.08 | 4,149,292.09 | (421,706.43) | 9.37 |
| VOYA INTERMEDIATE BOND-R6 | | 92913L569 | 212412 | 243,353.18 | 9.84 | 2,394,471.36 | 8.79 | 2,139,074.49 | (255,396.87) | 4.83 |
| Security Type Sub-Total | | | | 1,414,004.21 | | 15,110,727.11 | 56.03 | 13,882,501.13 | (1,228,225.98) | 31.36 |
| Mutual Fund - Equity | | | | | | | | | | |
| COHEN & STEERS INST RLTY | | 19247U106 | 1428049 | 15,322.73 | 52.21 | 799,999.96 | 52.75 | 808,274.24 | 8,274.28 | 1.83 |
| COLUMBIA SMALL CAP GRW-INST3 | | 19765Y340 | 195897 | 9,529.75 | 28.07 | 267,500.00 | 31.85 | 303,522.44 | 36,022.44 | 0.69 |
| GLDMN SCHS GQG PRT INTL-INST | | 38147N293 | 51973400 | 34,546.06 | 19.28 | 666,093.46 | 21.95 | 758,286.03 | 92,192.57 | 1.71 |
| HRDNG LVNR INTL EQTY-INST | | 412295107 | 175052 | 18,332.57 | 28.93 | 530,449.56 | 26.96 | 494,245.97 | (36,203.59) | 1.12 |
| HRTFRD SCHR EM MRKT EQ-SDR | | 41665H789 | 10575468 | 12,751.39 | 15.20 | 193,784.60 | 17.05 | 217,411.17 | 23,626.57 | 0.49 |
| UNDISC MGRS BEHAV VAL-R6 | | 904504479 | 1428076 | 4,597.75 | 87.26 | 401,200.00 | 95.31 | 438,211.92 | 37,011.92 | 0.99 |
| Security Type Sub-Total | | | | 95,080.25 | | 2,859,027.58 | 245.87 | 3,019,951.77 | 160,924.19 | 6.83 |
| Separate Account | | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II | | ATEL00020 | SA407 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.03 | 4,473.03 | 0.12 |
| DTD 01/01/2010 0.000% -- | | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II | | ATEL00020 | SA407 | 21,070.00 | 1.00 | 21,070.00 | 109.13 | 22,993.40 | 1,923.40 | 0.05 |
| DTD 01/01/2010 0.000% -- | | | | | | | | | | |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 | | | | | | | | | |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 49,980.00 | 1.00 | 49,980.00 | 109.13 | 54,542.49 | 4,562.49 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 49,000.00 | 1.00 | 49,000.00 | 109.13 | 53,473.03 | 4,473.03 | 0.12 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 20,442.35 | 1.00 | 20,442.35 | 109.13 | 22,308.46 | 1,866.11 | 0.05 |
| ATEL PRIVATE DEBT FUND II DTD 01/01/2010 0.000% -- | ATEL00020 | SA407 | 45,325.00 | 1.00 | 45,325.00 | 109.13 | 49,462.55 | 4,137.55 | 0.11 |
| BLACKSTONE INFRASTRUCTURE PRTNRS F 2 L. DTD 10/01/2024 0.000% -- | BKSTONE64 | SA496 | 900,000.00 | 1.00 | 900,000.00 | 100.00 | 900,000.00 | 0.00 | 2.03 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0091 | F_GOLUB | 180,000.00 | 1.00 | 180,000.00 | 117.22 | 210,987.11 | 30,987.11 | 0.48 |
| GOLUB CAPITAL XIV INT'L DTD 01/01/2010 0.000% -- | GOLUB0091 | F_GOLUB | 1,173,710.00 | 1.00 | 1,173,710.00 | 117.22 | 1,375,764.89 | 202,054.89 | 3.11 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 80,433.93 | 1.00 | 80,433.93 | 140.58 | 113,074.05 | 32,640.12 | 0.26 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 105,000.00 | 1.00 | 105,000.00 | 140.58 | 147,609.04 | 42,609.04 | 0.33 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 127,930.57 | 1.00 | 127,930.57 | 140.58 | 179,844.85 | 51,914.28 | 0.41 |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 145,309.38 | 1.00 | 145,309.38 | 140.58 | 204,275.99 | 58,966.61 | 0.46 |

Detail of Securities Held & Market Analytics

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

| SUNLINE EMPLOYEES RETIREMENT NON-BARGAI - [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 SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 309,750.00 | 1.00 | 309,750.00 | 140.58 | 435,446.68 | 125,696.68 | 0.98 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 147,000.00 | 1.00 | 147,000.00 | 140.58 | 206,652.66 | 59,652.66 | 0.47 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 252,000.00 | 1.00 | 252,000.00 | 140.58 | 354,261.70 | 102,261.70 | 0.80 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 130,837.59 | 1.00 | 130,837.59 | 140.58 | 183,931.54 | 53,093.95 | 0.42 | |
| NB SOF V DTD 01/01/2010 0.000% -- | NBSOFV008 | F_NBF | 180,319.43 | 1.00 | 180,319.43 | 140.58 | 253,493.13 | 73,173.70 | 0.57 | |
| Security Type Sub-Total | | | 4,148,408.25 | | 4,148,408.25 | 2,690.94 | 5,019,444.80 | 871,036.55 | 11.33 | |
| Managed Account Sub-Total | | | 6,852,374.16 | | 43,338,701.98 | 4,715.61 | 44,262,718.64 | 924,016.66 | 100.00 | |
| Securities Sub-Total | | | \$6,852,374.16 | | \$43,338,701.98 | \$4,715.61 | \$44,262,718.64 | \$924,016.66 | 100.00% | |
| Accrued Interest | | | | | | | | \$0.00 | | |
| Total Investments | | | | | | | | \$44,262,718.64 | | |

SunLine Transit Agency
CONSENT CALENDAR

DATE: January 22, 2025

APPROVETO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Ridership Report for October & November 2024

Summary:

| | Monthly Ridership | | Monthly Variance | |
|---------------|-------------------|----------------|------------------|-------------|
| | Oct-24 | Oct-23 | Net | Percent |
| Fixed Route | 249,407 | 232,748 | 16,659 | 7.2% |
| SunRide | 2,431 | 2,109 | 322 | 15.3% |
| Taxi Voucher* | 214 | 162 | 52 | 32.1% |
| SunDial | 10,200 | 11,028 | -828 | -7.5% |
| Total | 262,252 | 246,047 | 16,205 | 6.6% |

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

| | Monthly Ridership | | Monthly Variance | |
|---------------|-------------------|----------------|------------------|-------------|
| | Nov-24 | Nov-23 | Net | Percent |
| Fixed Route | 230,028 | 214,204 | 15,824 | 7.4% |
| SunRide | 2,064 | 2,008 | 56 | 2.8% |
| Taxi Voucher* | 150 | 210 | -60 | -28.6% |
| SunDial | 8,538 | 10,027 | -1,489 | -14.8% |
| Total | 240,780 | 226,449 | 14,331 | 6.3% |

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

| Yearly Ridership | |
|---------------------------|---------------|
| Fiscal Year 2024 | 931,129 |
| Fiscal Year 2023 | 870,809 |
| Ridership Increase | 60,320 |

Fiscal year to date system ridership increased by 60,320 rides or 6.93% 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:

Approve.



SunLine Transit Agency Monthly Ridership Report October 2024

| Fixed Route | FY 2024 | | FY 2023 | | Monthly KPI | | Bikes | | Wheelchairs | |
|--------------------------|----------------|----------------|----------------|----------------|---------------------------|---------------------------|--------------|---------------|--------------|--------------|
| | Oct 2024 | Oct 2023 | YTD | YTD | Passengers/ Rev. Hours | Passengers/ Rev. Miles | Monthly | FYTD | Monthly | FYTD |
| | | | | | | | | | | |
| Route 1EV | 54,012 | 53,259 | 189,532 | 190,578 | 18.5 | 1.3 | 2,278 | 7,677 | 269 | 997 |
| Route 1WV | 40,314 | 40,135 | 154,704 | 148,944 | 15.0 | 1.1 | 1,334 | 5,390 | 290 | 1,178 |
| Route 2 | 69,904 | 64,241 | 257,739 | 229,829 | 18.4 | 1.2 | 1,863 | 7,535 | 599 | 2,343 |
| Route 3 | 8,831 | 7,439 | 31,193 | 25,308 | 9.9 | 0.5 | 261 | 956 | 59 | 375 |
| Route 4 | 21,856 | 19,077 | 77,589 | 67,111 | 10.9 | 0.7 | 716 | 2,464 | 138 | 427 |
| Route 5 | 3,012 | 943 | 10,082 | 4,966 | 5.3 | 0.2 | 81 | 344 | 11 | 35 |
| Route 6 | 5,251 | 2,375 | 17,445 | 11,122 | 8.2 | 0.4 | 144 | 513 | 30 | 113 |
| Route 7 | 8,780 | 8,726 | 27,406 | 28,154 | 8.5 | 0.6 | 383 | 1,205 | 16 | 41 |
| Route 8 | 16,904 | 16,262 | 63,739 | 56,129 | 10.4 | 0.6 | 531 | 1,872 | 83 | 489 |
| Route 9 | 5,101 | 5,973 | 14,762 | 15,583 | 6.3 | 0.2 | 120 | 389 | 23 | 57 |
| Route 10 | 4,996 | 4,340 | 13,413 | 11,036 | 19.1 | 0.2 | 27 | 122 | 9 | 36 |
| Route 200 SB | 290 | 224 | 640 | 576 | 15.0 | 0.3 | 4 | 4 | 4 | 1 |
| Route 400 SB | - | - | - | - | - | - | - | - | - | - |
| Route 401 SB | - | - | - | - | - | - | - | - | - | - |
| Route 402 NB | - | - | - | - | - | - | - | - | - | - |
| Route 403 NB | - | - | - | - | - | - | - | - | - | - |
| Route 500 SB | 325 | 361 | 558 | 723 | 41 | 2 | - | - | - | - |
| Route 501 NB | - | - | - | - | - | - | - | - | - | - |
| Route 700 SB/NB | 588 | 435 | 987 | 1,113 | 49 | 2 | 1 | 3 | - | - |
| Route 701 SB/NB | 1,563 | 1,216 | 2,971 | 2,796 | 159 | 5 | 3 | 13 | 1 | 3 |
| Route 800 NB | 3,204 | 2,480 | 8,267 | 6,170 | 453 | 9 | - | - | - | 5 |
| Route 801 SB | 2,724 | 2,882 | 6,215 | 7,364 | 385 | 11 | 1 | 1 | - | - |
| Route 802 SB | 578 | 605 | 1,456 | 1,663 | 53 | 1 | - | - | 2 | 2 |
| Route 803 NB | 1,174 | 1,775 | 2,192 | 4,467 | 147 | 2 | - | - | - | - |
| Fixed Route Total | 249,407 | 232,748 | 880,890 | 813,632 | 13.5 | 0.9 | 7,747 | 28,488 | 1,530 | 6,102 |
| SunRide | 2,431 | 2,109 | 8,671 | 6,490 | 2.0 | 0.2 | | | | |
| Taxi Voucher | 214 | 162 | 726 | 677 | | | | | | |
| SunDial | 10,200 | 11,028 | 38,554 | 40,705 | 0.9 | 0.2 | | | | |
| System Total | 262,252 | 246,047 | 928,841 | 861,504 | 10.3 | 0.7 | | | | |
| | Oct-24 | Oct-23 | | | | | | | | |
| Weekdays: | 23 | 22 | | | | | | | | |
| Saturdays: | 4 | 4 | | | | | | | | |
| Sundays: | 4 | 5 | | | | | | | | |
| Total Days: | 31 | 31 | | | | | | | | |

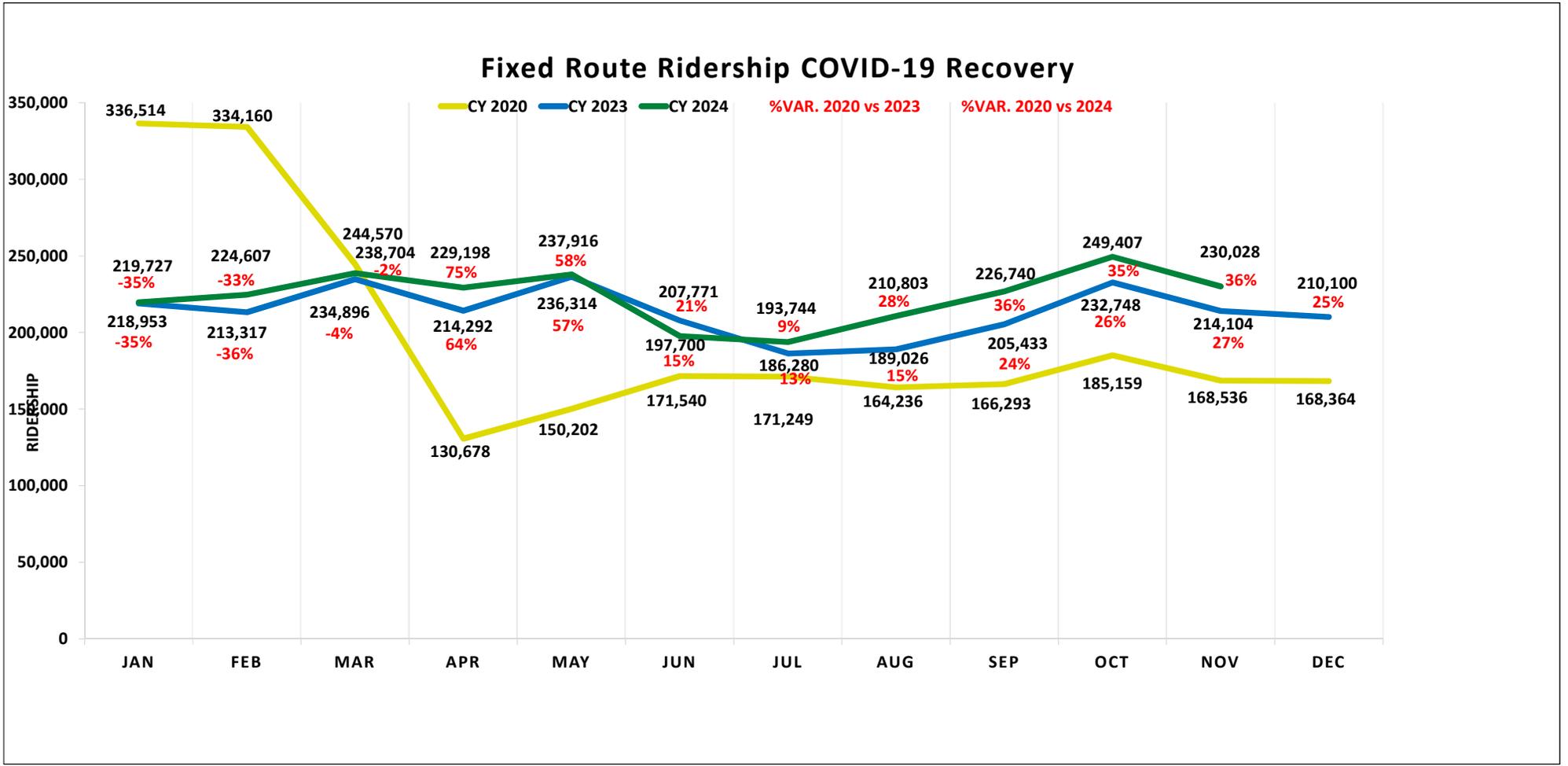
Haul Pass COD contributed with 9,380 rides, CSUSB with 3,134 rides.
 Mobile Ticketing contributed with 48,776 rides, the total for October 2024 includes 153 paratransit mobile tickets.



SunLine Transit Agency Monthly Ridership Report November 2024

| Fixed Route | FY 2024 | | FY 2023 | | Monthly KPI | | Bikes | | Wheelchairs | |
|--------------------------|----------------|----------------|----------------|----------------|---------------------------|---------------------------|--------------|---------------|--------------|--------------|
| | Nov 2024 | Nov 2023 | YTD | YTD | Passengers/ Rev. Hours | Passengers/ Rev. Miles | Monthly | FYTD | Monthly | FYTD |
| | | | | | | | | | | |
| Route 1EV | 50,681 | 49,732 | 196,660 | 195,831 | 19.1 | 1.5 | 1,249 | 7,099 | 305 | 1,073 |
| Route 1WV | 39,008 | 35,650 | 150,185 | 147,624 | 15.3 | 1.3 | 1,882 | 5,736 | 661 | 1,516 |
| Route 2 | 65,185 | 60,043 | 259,375 | 232,503 | 18.7 | 1.4 | 235 | 5,969 | 104 | 1,945 |
| Route 3 | 8,201 | 6,975 | 31,141 | 25,495 | 10.1 | 0.6 | 542 | 1,245 | 114 | 412 |
| Route 4 | 19,621 | 17,959 | 76,952 | 68,467 | 11.1 | 0.8 | 86 | 1,945 | 12 | 331 |
| Route 5 | 2,752 | 1,421 | 9,953 | 5,422 | 5.5 | 0.3 | 117 | 356 | 21 | 46 |
| Route 6 | 4,101 | 2,185 | 17,092 | 11,040 | 8.3 | 0.6 | 313 | 692 | 6 | 92 |
| Route 7 | 8,228 | 7,762 | 28,213 | 28,119 | 9.0 | 0.7 | 446 | 1,310 | 94 | 119 |
| Route 8 | 15,812 | 15,647 | 64,685 | 57,418 | 10.5 | 0.7 | 74 | 1,536 | 6 | 320 |
| Route 9 | 4,742 | 5,374 | 15,194 | 16,331 | 6.8 | 0.3 | 25 | 306 | 12 | 47 |
| Route 10 | 3,906 | 3,672 | 12,589 | 10,635 | 19.1 | 0.2 | 1,870 | 1,951 | 282 | 310 |
| Route 200 SB | 182 | 288 | 638 | 610 | 16 | 1 | 2 | 6 | - | - |
| Route 400 SB | - | - | - | - | - | - | - | - | - | - |
| Route 401 SB | - | - | - | - | - | - | - | - | - | - |
| Route 402 NB | - | - | - | - | - | - | - | - | - | - |
| Route 403 NB | - | - | - | - | - | - | - | - | - | - |
| Route 500 SB | 274 | 184 | 688 | 772 | 16 | 2 | - | - | - | - |
| Route 501 NB | - | - | - | - | - | - | - | - | - | - |
| Route 700 SB/NB | 216 | 377 | 887 | 1,028 | 18 | 1 | 1 | 2 | - | - |
| Route 701 SB/NB | 853 | 838 | 2,866 | 2,700 | 67 | 4 | - | 7 | - | 2 |
| Route 800 NB | 2,600 | 1,318 | 6,928 | 5,077 | 195 | 10 | 1 | 1 | 1 | 1 |
| Route 801 SB | 2,598 | 2,462 | 6,139 | 6,875 | 173 | 10 | - | 1 | - | - |
| Route 802 SB | 432 | 675 | 1,166 | 1,764 | 25 | 1 | - | - | - | 2 |
| Route 803 NB | 636 | 1,642 | 2,631 | 4,692 | 62 | 3 | - | - | - | - |
| Fixed Route Total | 230,028 | 214,204 | 883,982 | 822,403 | 13.5 | 0.9 | 6,843 | 28,162 | 1,618 | 6,216 |
| SunRide | 2,064 | 2,008 | 8,581 | 6,816 | 2.0 | 0.1 | | | | |
| Taxi Voucher | 150 | 210 | 678 | 716 | | | | | | |
| SunDial | 8,538 | 10,027 | 37,888 | 40,874 | 1.2 | 0.2 | | | | |
| System Total | 240,780 | 226,449 | 931,129 | 870,809 | 10.6 | 0.8 | | | | |
| | Nov-24 | Nov-23 | | | | | | | | |
| Weekdays: | 20 | 20 | | | | | | | | |
| Saturdays: | 4 | 5 | | | | | | | | |
| Sundays: | 6 | 5 | | | | | | | | |
| Total Days: | 30 | 30 | | | | | | | | |

Haul Pass COD contributed with 7,482 rides, CSUSB with 2,320 rides.
Mobile Ticketing contributed with 42,359 rides, the total for November 2024 includes 106 paratransit mobile tickets.



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: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of SunDial Operational Notes for October and November
2024

Summary:

The attached report summarizes SunDial's operation for the month of October and November 2024. This report identifies that for the month of October and November, 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 October and November was met and exceeded.

In October, Paratransit was above the internal service goal at 87.3%. Fiscal-year-to-date, SunDial has maintained an on-time performance of 88.1%. Total vehicle miles for October 2024 decreased by 3,299 compared to October 2023. Total trips for the month of October were 9,747. When compared to October 2023, this is a decrease of 825 trips or 7.8%.

In November, Paratransit was again above the internal service goal at 88.2%. Fiscal-year-to-date, SunDial has maintained an on-time performance of 89.0%. Total vehicle miles for November 2024 decreased by 14,244 compared to November 2023. Total trips for the month of November were 8,131. When compared to November 2023, this is a decrease of 1,148 trips or 15.1%.

The total number of passenger for the month of October 2024 was 10,200, which indicates a decrease of 828 passengers or 7.5% when compared to October 2023. Mobility device boardings for October 2024 decreased by 247 or 15% when compared to October 2023. Field Supervisors conducted a total of 82 onboard inspections and 88 safety evaluations which included pre-trip inspections and trailing evaluations.

In November 2024, the total number of passengers was 8,538, which indicates a decrease of 1,489 passengers or 14.8% when compared to November 2023. Mobility device boardings for November 2024 decreased by 275 or 19% when compared to November 2023. During this month, the field supervisors conducted

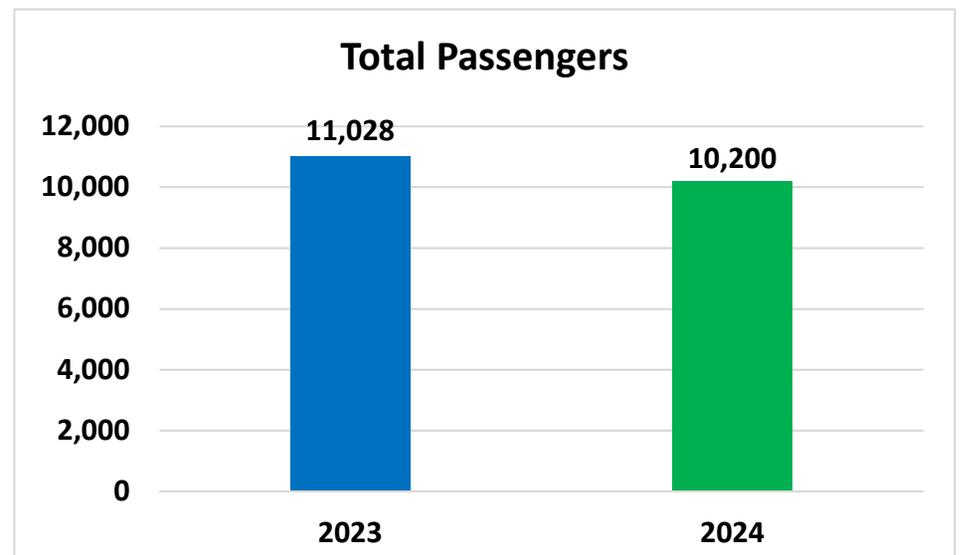
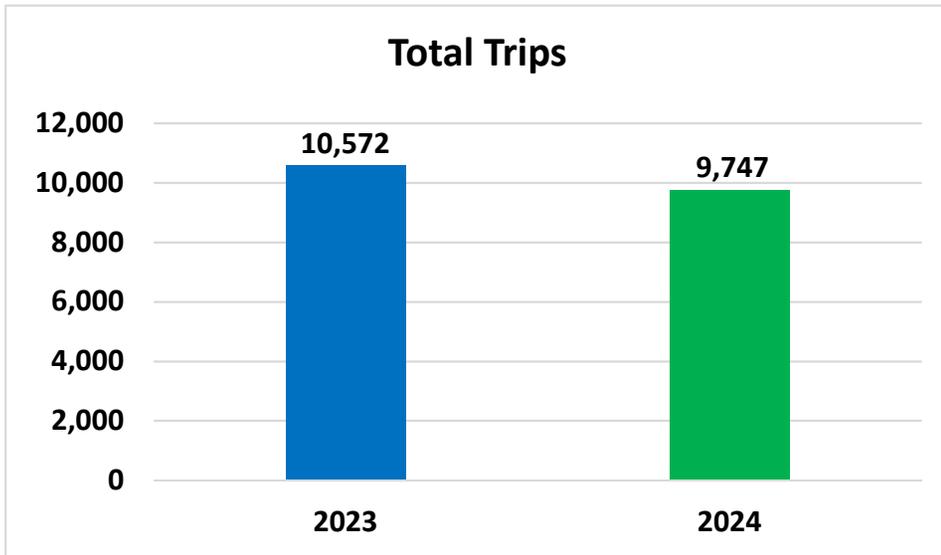
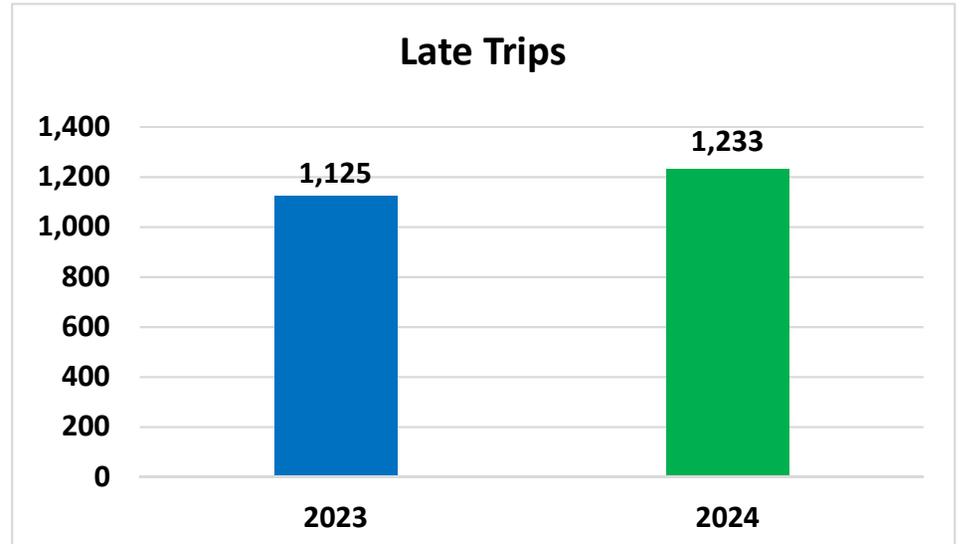
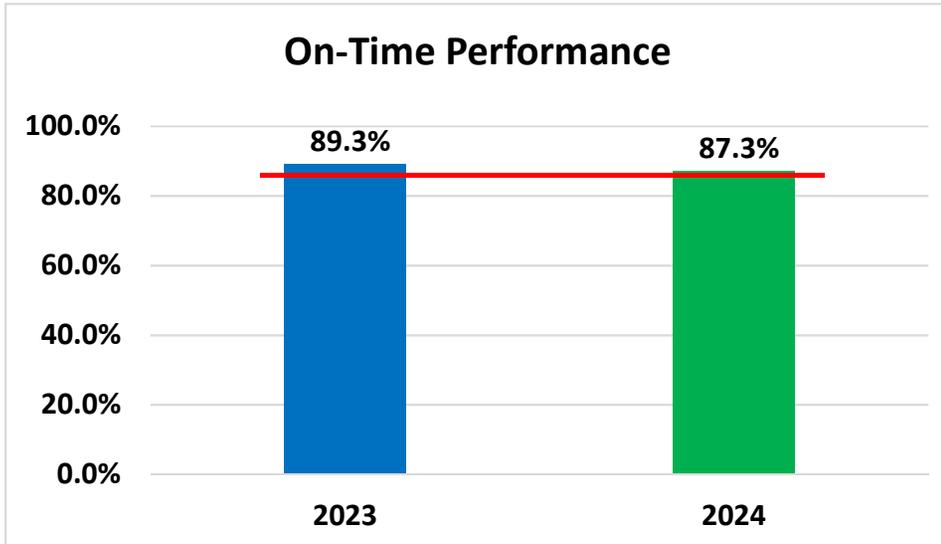
a total of 78 onboard inspections and 60 safety evaluations, which included pre-trip inspections and trailing evaluations. The supervisors have exceeded their monthly on-board evaluations goal of 60 by 18, indicating an increase of 23% when compared to November 2023. Similarly, they have also met their safety evaluations goal of 60, indicating a decrease of 6% when compared to November 2023.

Recommendation:

Approve.

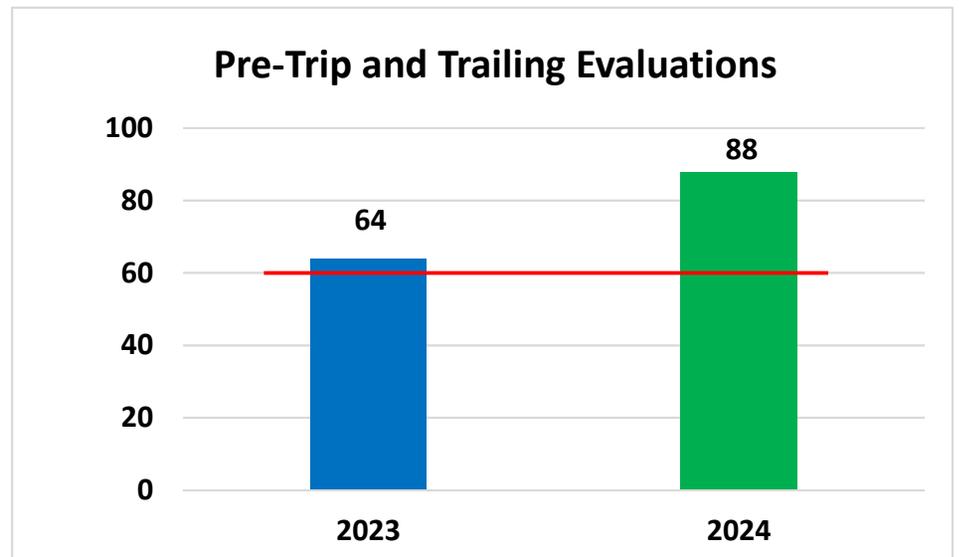
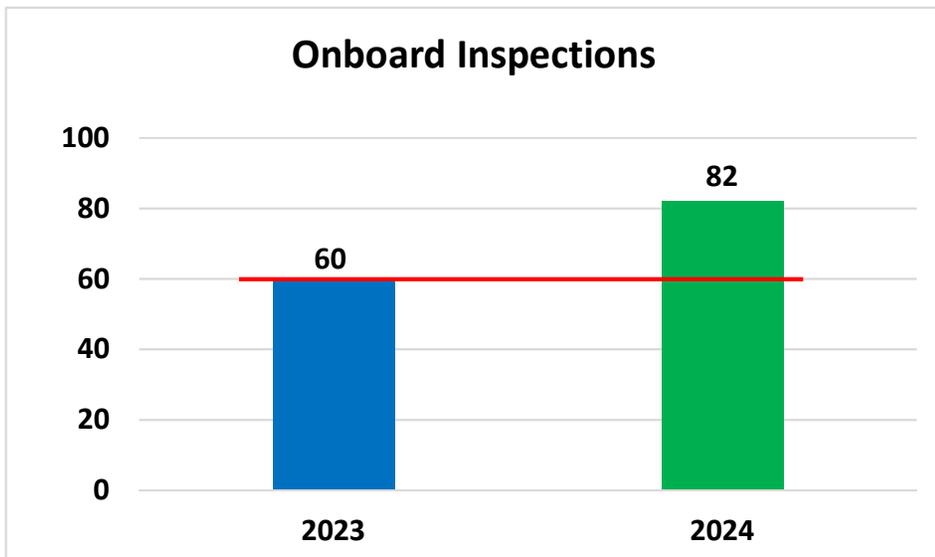
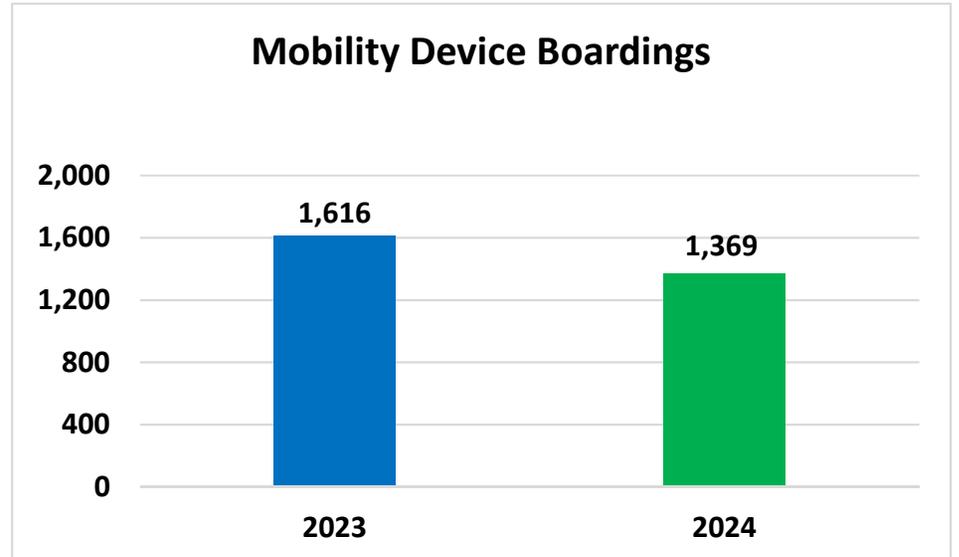
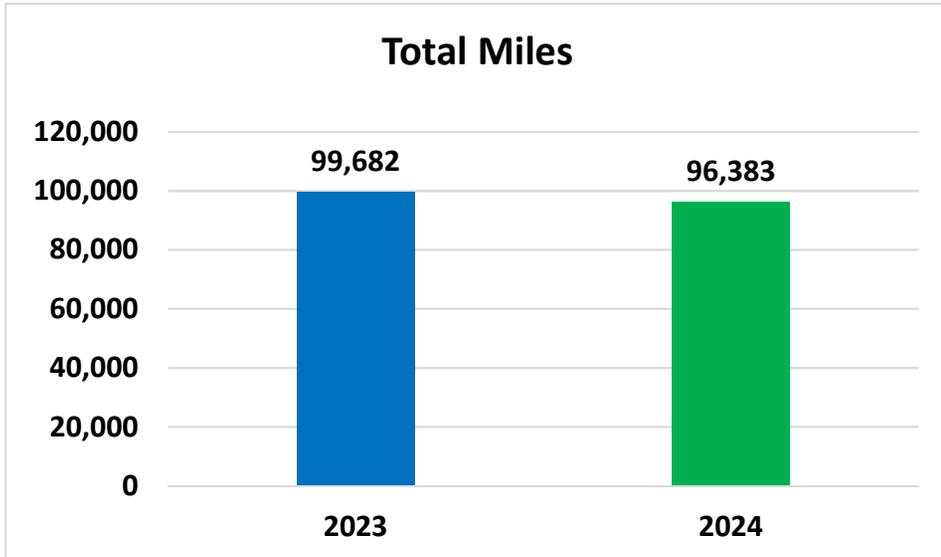
Paratransit Operational Charts

October 2023 vs. October 2024



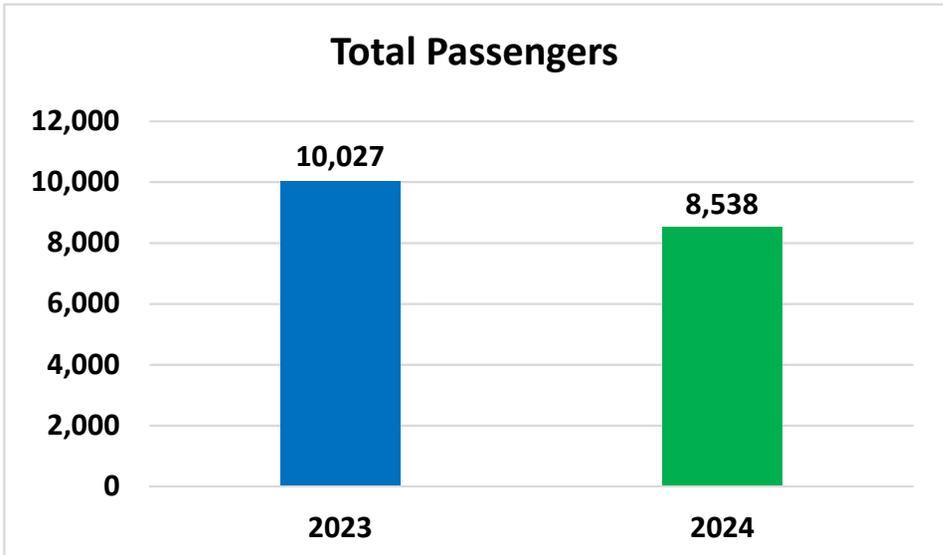
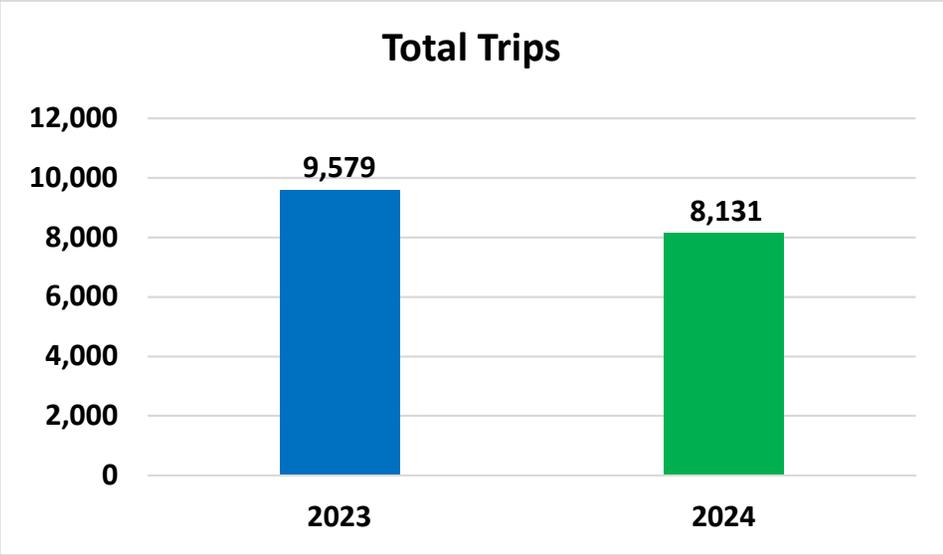
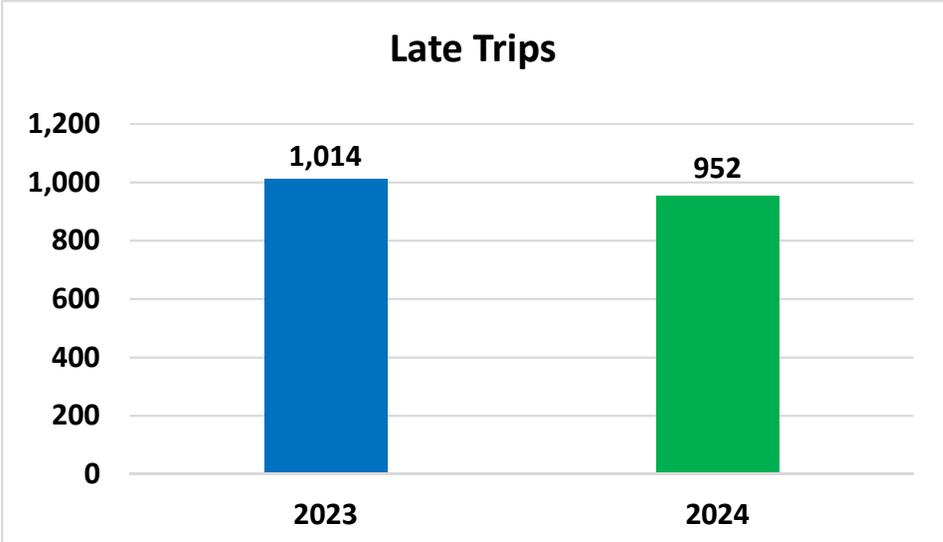
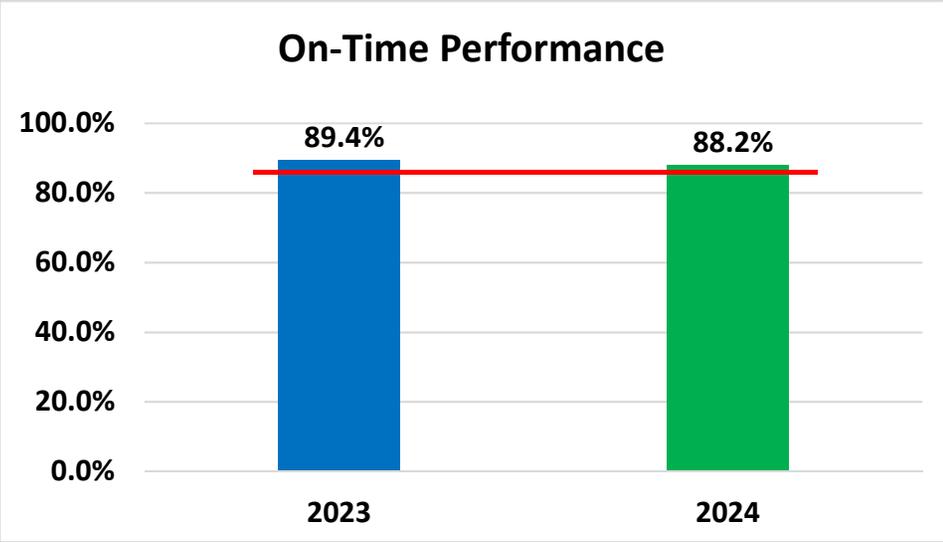
Paratransit Operational Charts

October 2023 vs. October 2024



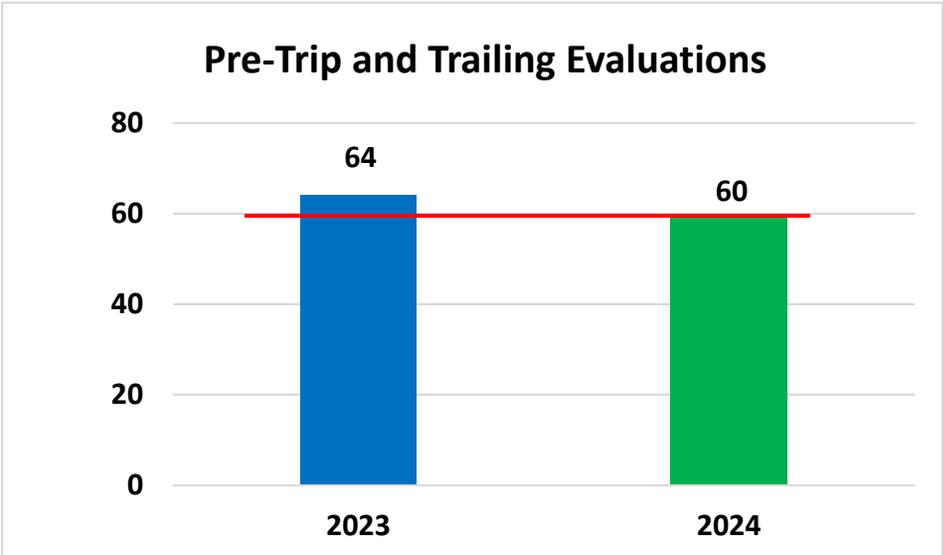
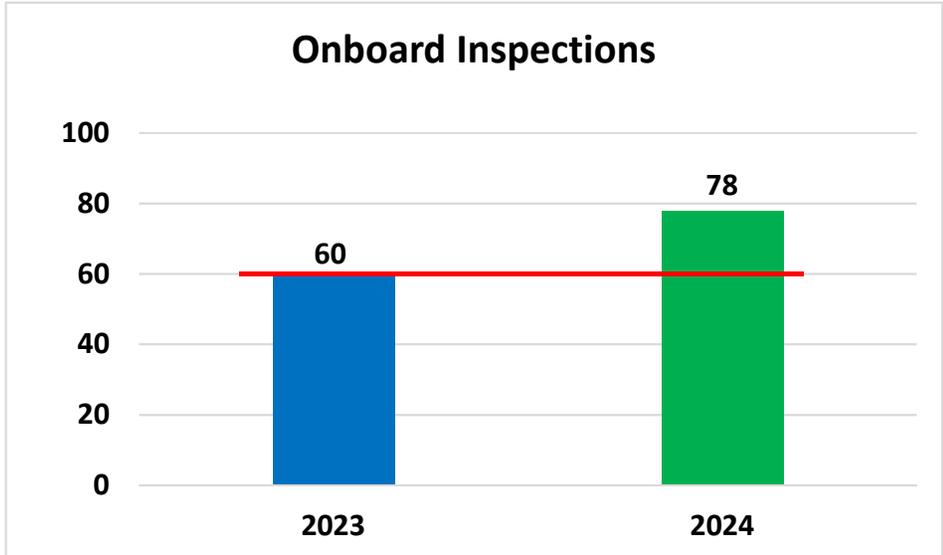
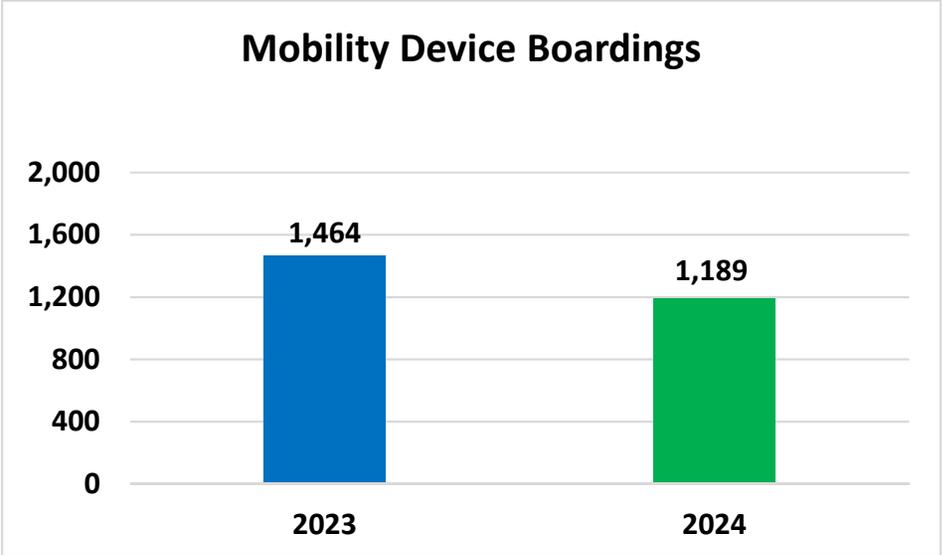
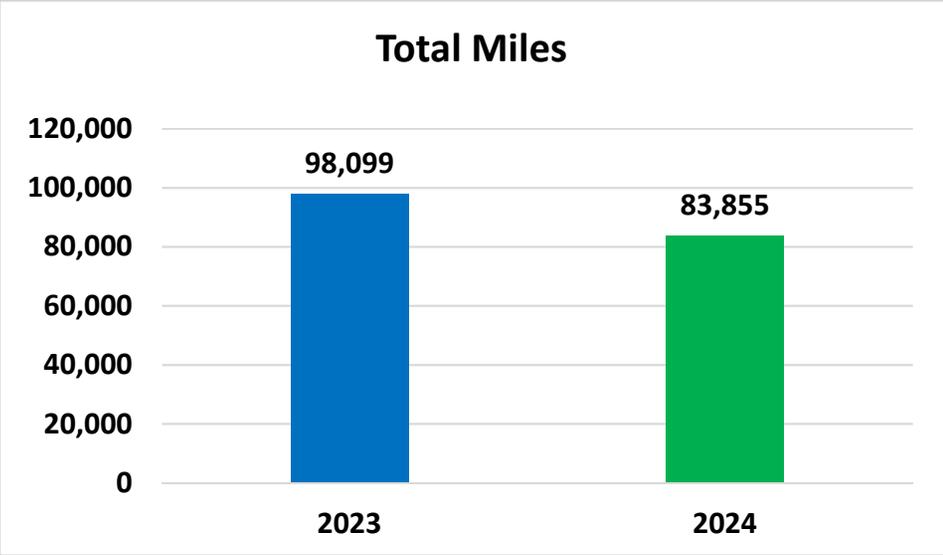
Paratransit Operational Charts

November 2023 vs. November 2024



Paratransit Operational Charts

November 2023 vs. November 2024



SunLine Transit Agency

CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Metrics for October and November 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

- Systemwide ridership in October saw SunRide's strongest month-to-date with 2,231 trips by 2,431 passengers, representing an increase of 12.5% over October 2023.
- November ridership was down systemwide in large part due to the Thanksgiving break when compared with October 2024, however, ridership is up four (4) percent when compared to November 2023.
- Palm Desert had it's best month-to-date with 755 rides by 805 passengers in October, up 12% when compared to 2023.
- Indio also had its best month yet with 481 rides by 532 passengers in October, up 84% when compared to 2023.
- La Quinta continues to underperform, gaining no measurable growth in over 12 months of service. Multiple outreaches have been completed throughout 2024. Staff will work with Marketing and complete an analysis of the zone to determine best next steps.
- Coachella is down 58%, respectively in October and November 2024 when compared to October and November 2023. Staff will be increasing outreach in this

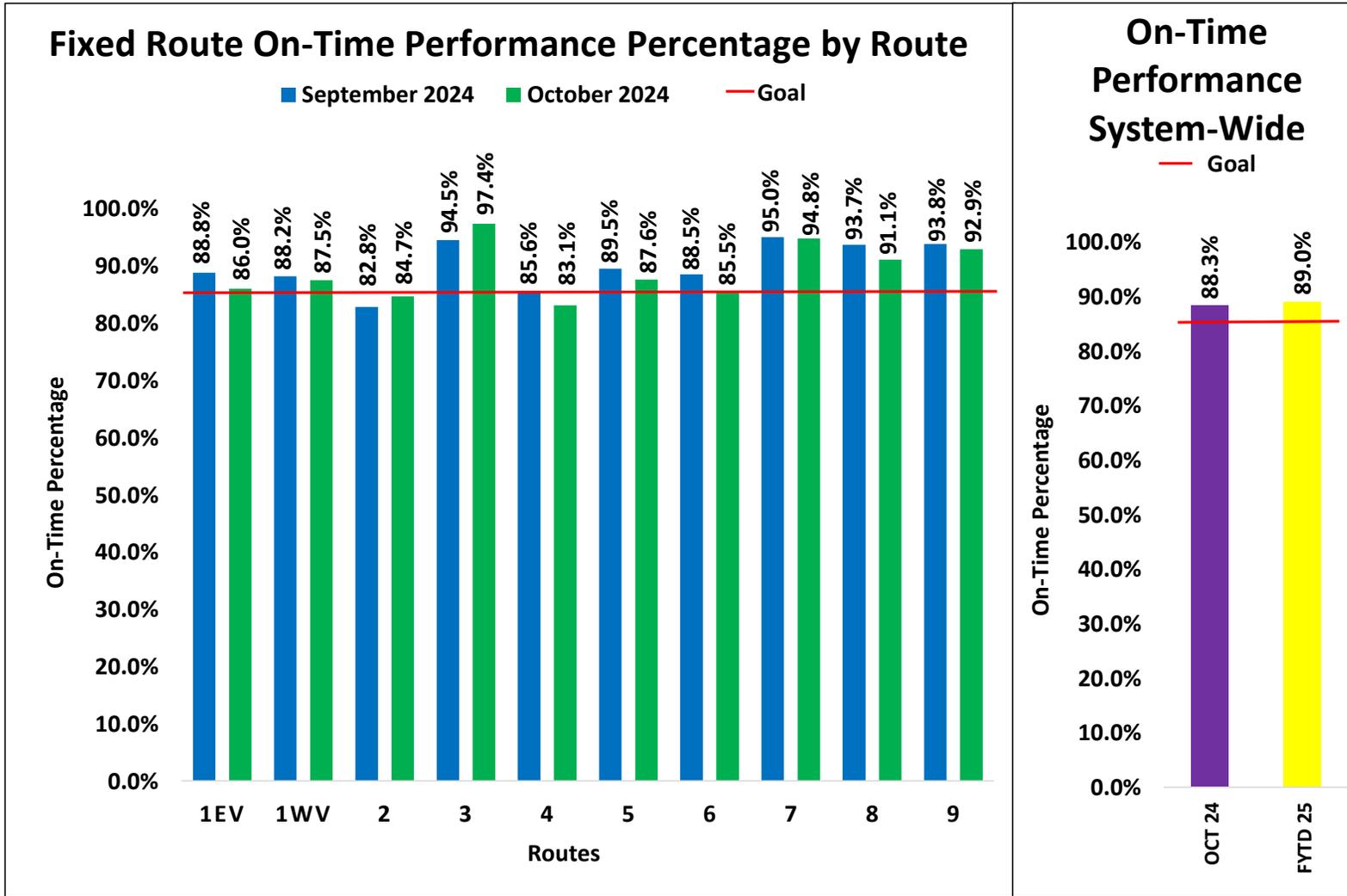
geo-fence, as well as conducting an analysis of the geo-fence to identify possible causes for the decline in ridership.

Fixed Route

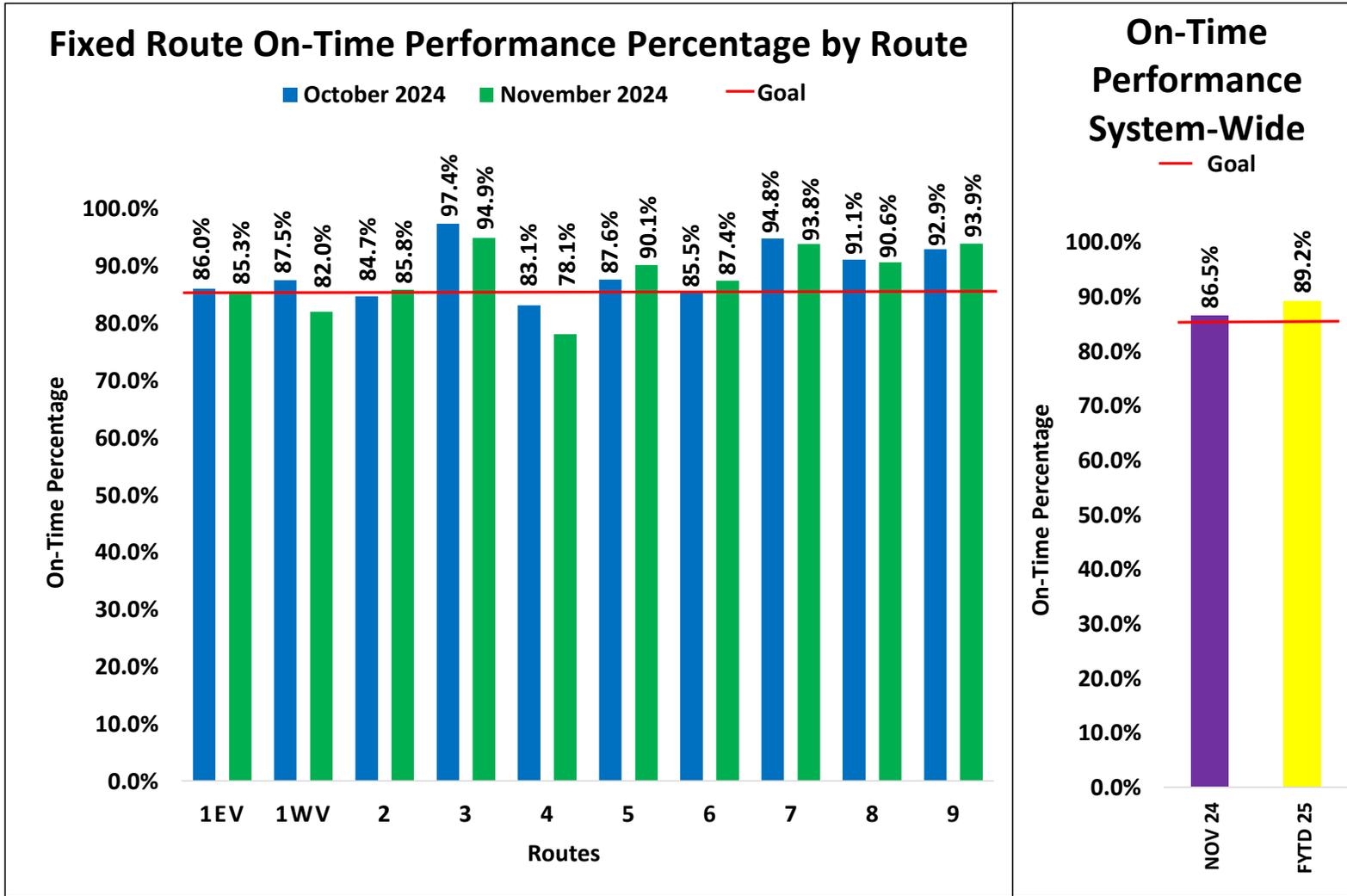
- Fixed route's on-time performance had a decrease of 1.8% from October 2024 at 88.3% to November 2024 at 86.5%. For October and November, the agency exceeded the service standard goal of 85%.
 - Route 2 did not meet its service standard goal for October due to ongoing roadwork on Farrell Dr between Ramon Rd and Tahquitz Canyon Way, homecoming parades for Cathedral City High School and Palm Springs High School, and road closures on Gene Autry Trail.
 - Route 4 did not meet its service standard goal for October and November due to the Palm Springs High School Homecoming Parade, Farrell Road work, the Pride Parade, and the Veterans Parade, all of which caused road and detour closures.
- Late departures increased by 0.7% in October 2024 compared to the previous month.
- Late departures increased by 1.8% in November 2024 compared to the previous month.
- Early departures decreased by 0.3% in October 2024 compared to the previous month.
- Early departures stayed the same at 0.4% in November 2024 compared to the previous month.
- For the month of October 2024, 20% of SunLine's fixed route operator workforce was absent when compared to October 2023 at 25%.
- For the month of October 2024, workforce was at a total of 135 operators when compared to October 2023 at 143 operators.
- For the month of November 2024, 20% of SunLine's fixed route operator workforce was absent when compared to November 2023 at 19%.
- For the month of November 2024, workforce was at a total of 134 operators when compared to November 2023 at 149 operators.

Recommendation:

Approve.



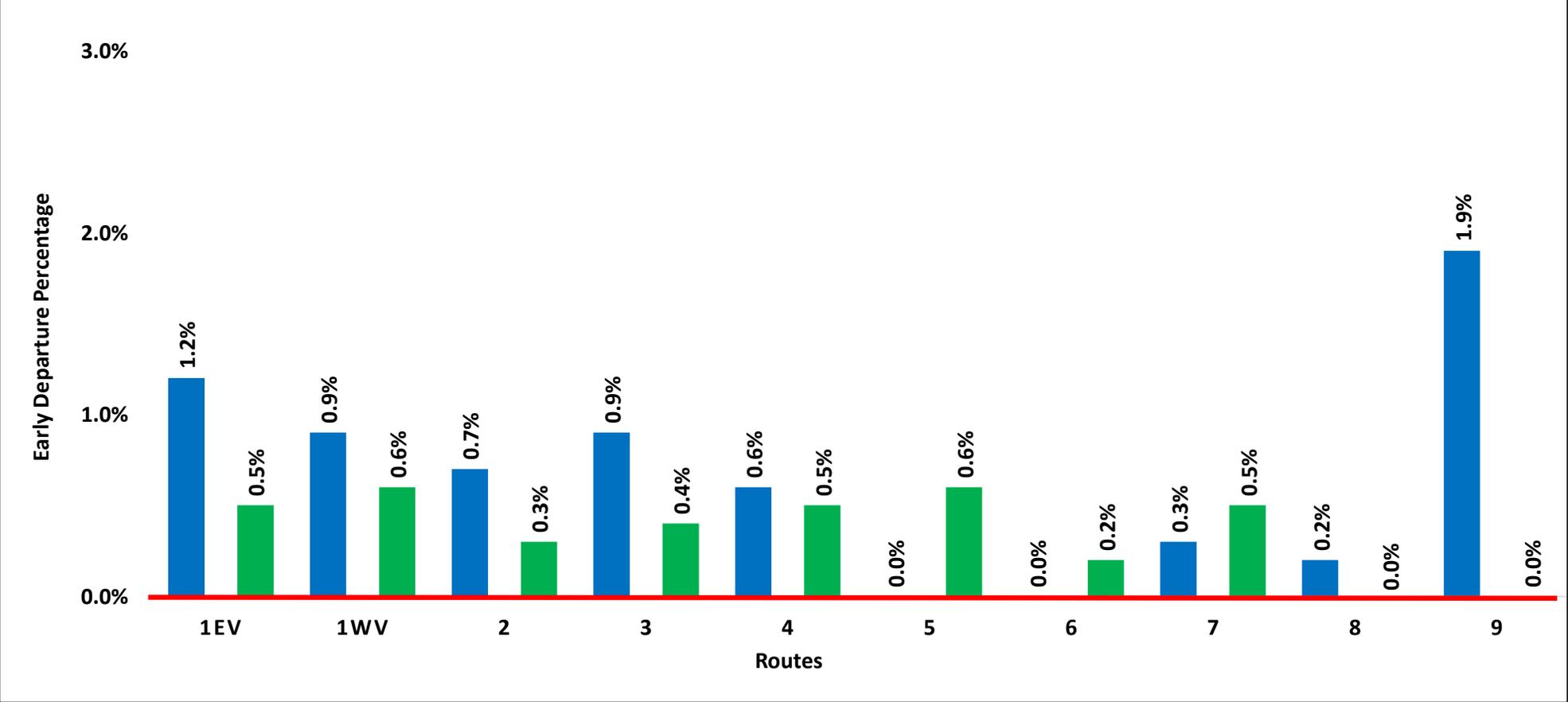
On-Time: When a trip departs a time point within a range of zero (0) minutes early to five (5) minutes late.
 Goal: Minimum target for On-Time Performance is 85%.
 Note: For the month of October 2024, the Agency's on-time performance was at 88.3%, when compared to October 2023 at 85.9%. This is an increase of 2.4%.



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 November 2024, the Agency's on-time performance was at 86.5%, when compared to November 2023 at 87.8%. This is a decrease of 1.3%.

Fixed Route Early Departure Percentage by Route

■ September 2024 ■ October 2024

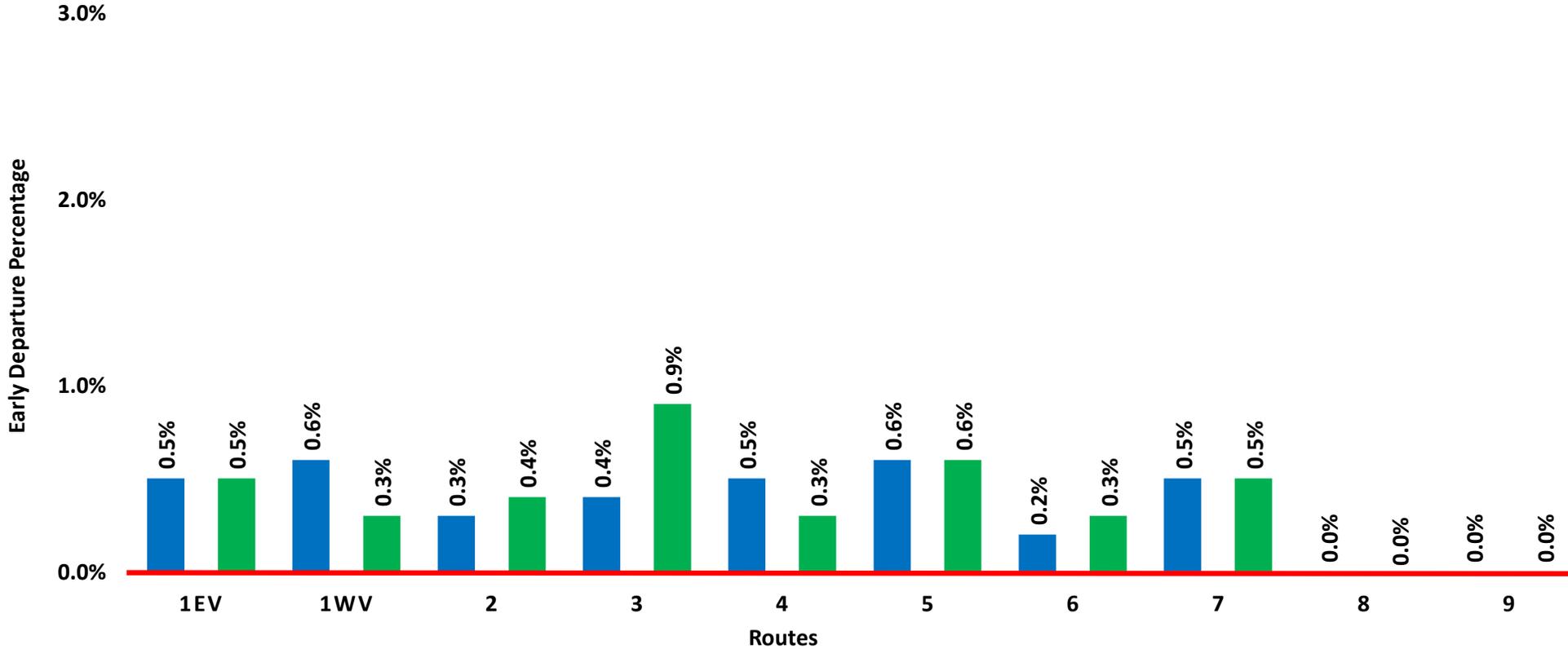


Early Departure: When a bus leaves a time point ahead of the scheduled departure time.

Goal: To reduce early departures to 0%.

Fixed Route Early Departure Percentage by Route

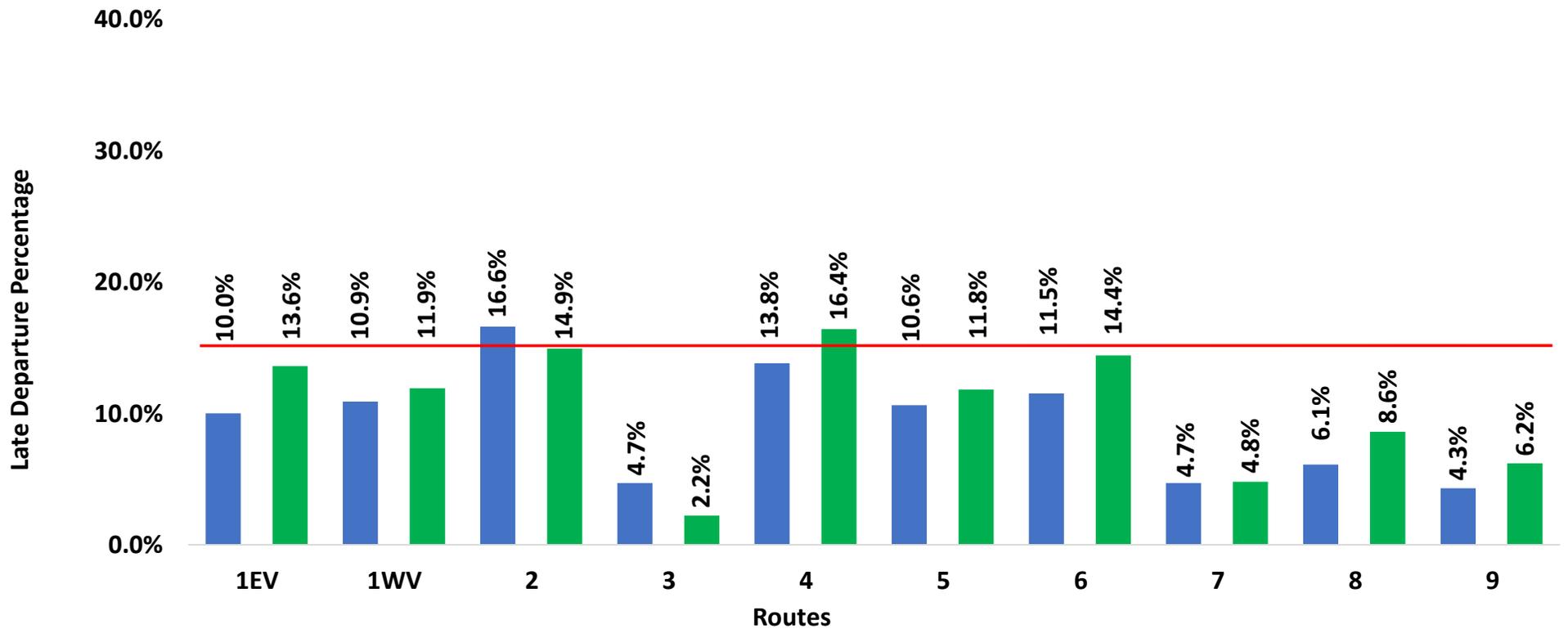
■ October 2024 ■ November 2024



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

■ September 2024 ■ October 2024 — Goal

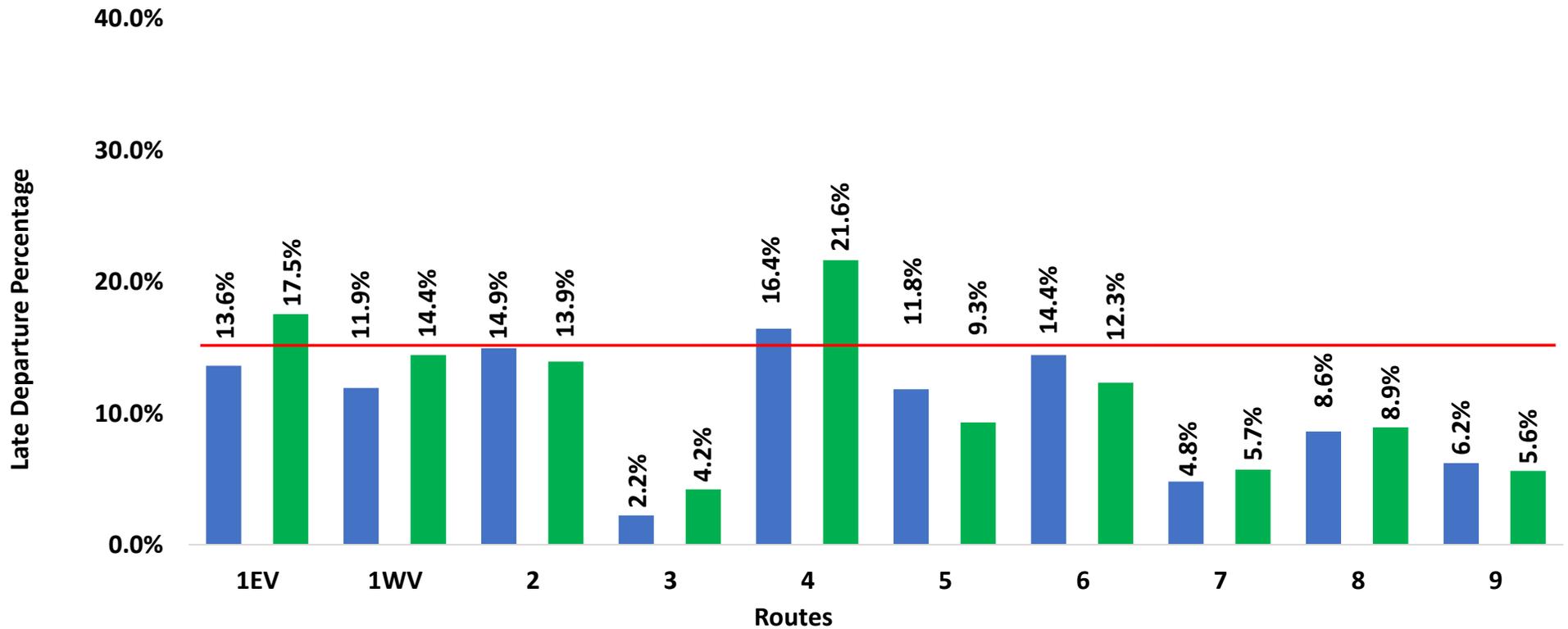


Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Fixed Route Late Departure Percentage by Route

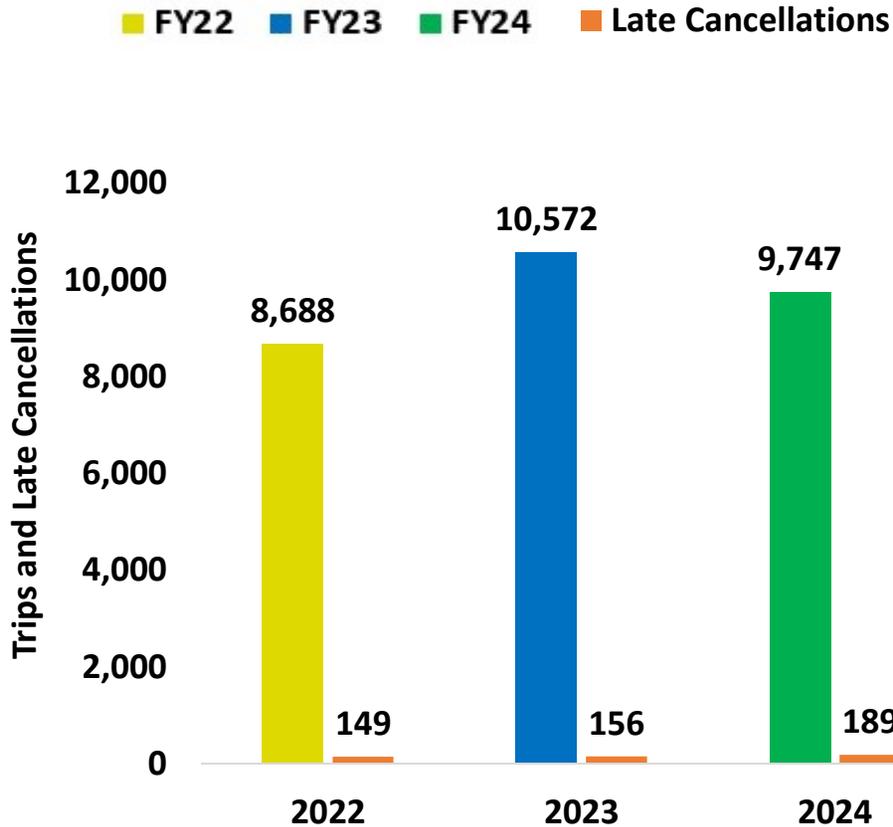
■ October 2024 ■ November 2024 — Goal



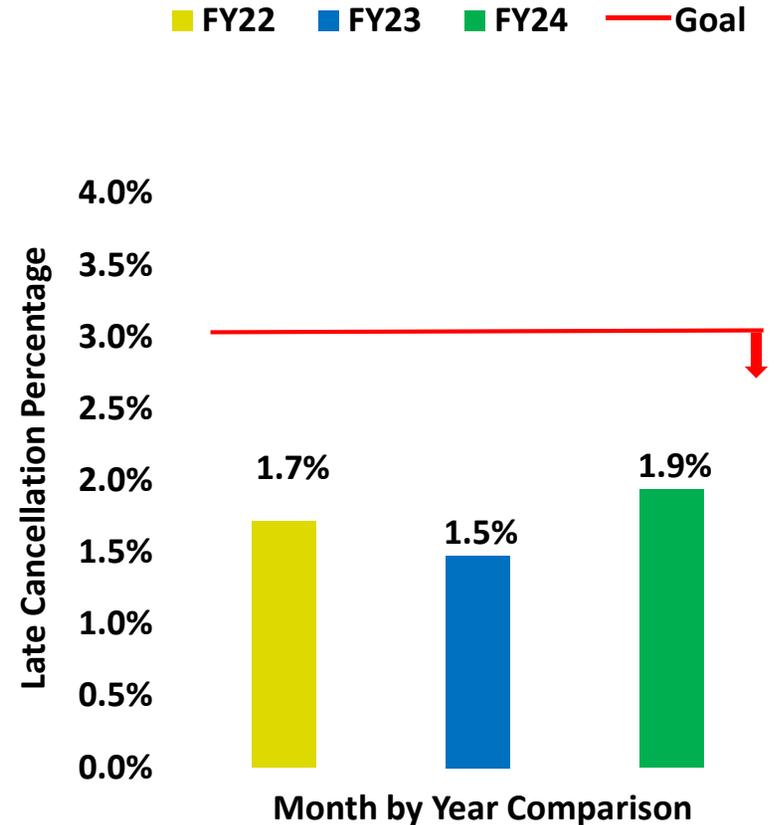
Late Departure: When a bus leaves a time point after the scheduled departure time and the route is running late with a departure greater than five (5) minutes.

Goal: To ensure late departures remain below 15%.

Paratransit Total Trips vs. Late Cancellations October



Late Cancellations by Percentage



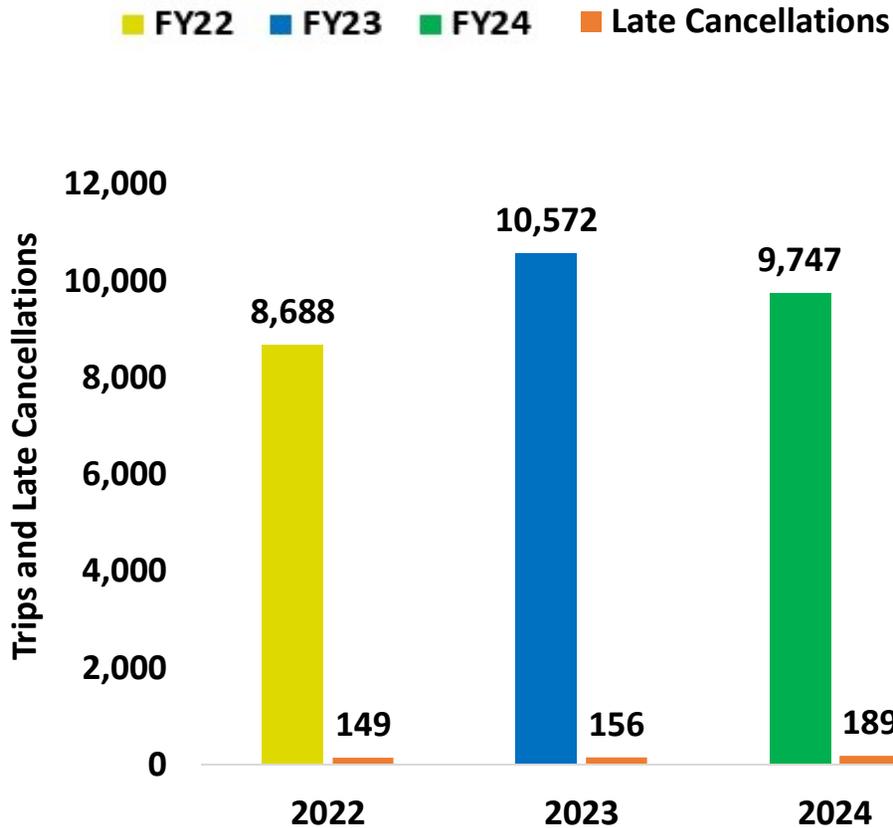
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

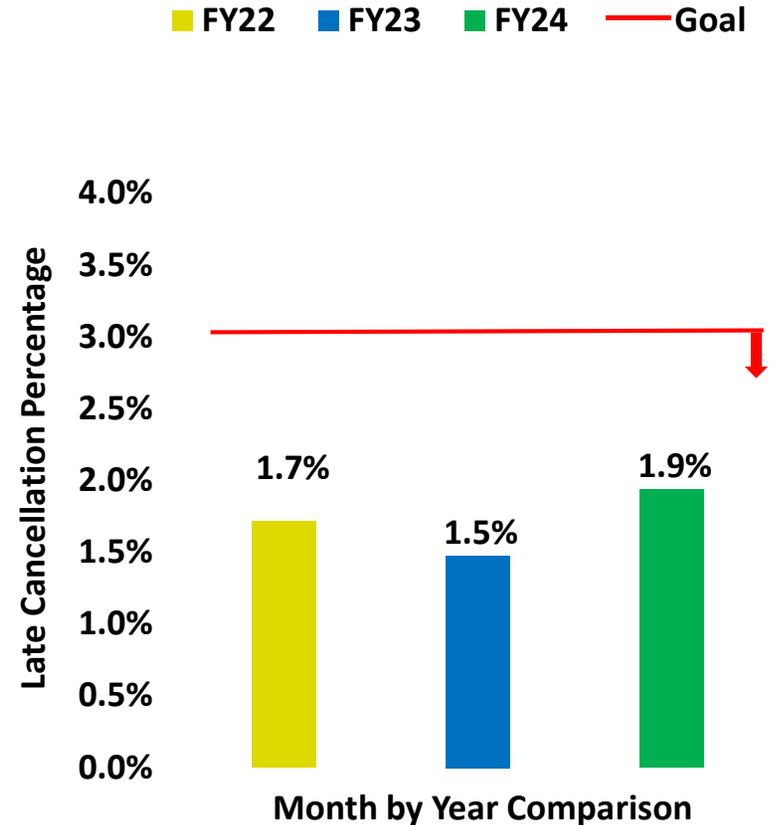
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

Paratransit Total Trips vs. Late Cancellations October



Late Cancellations by Percentage



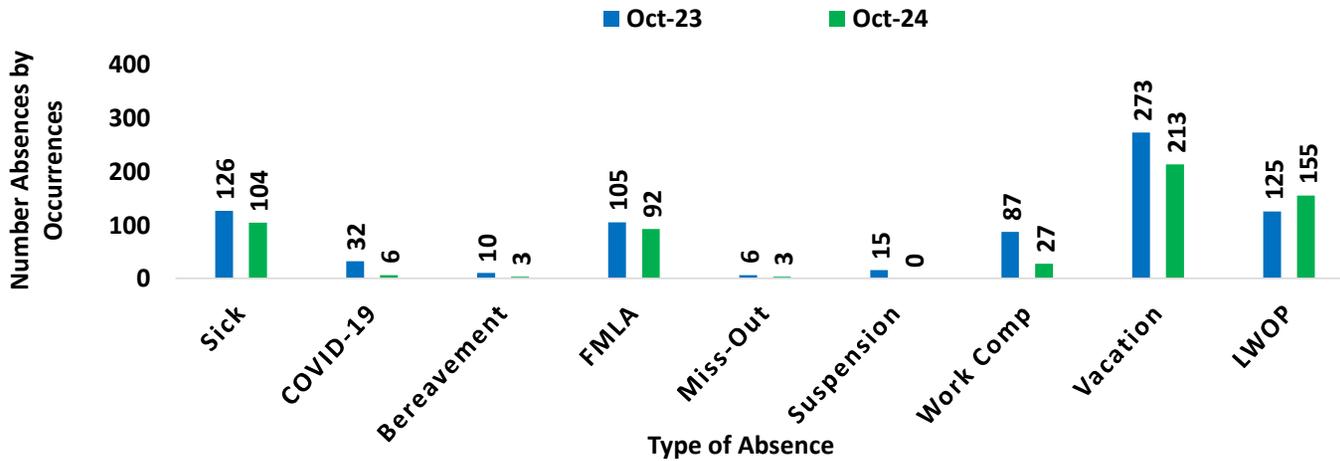
Trip: A one-way trip booked by the rider. A round trip is counted as two (2) trips.

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

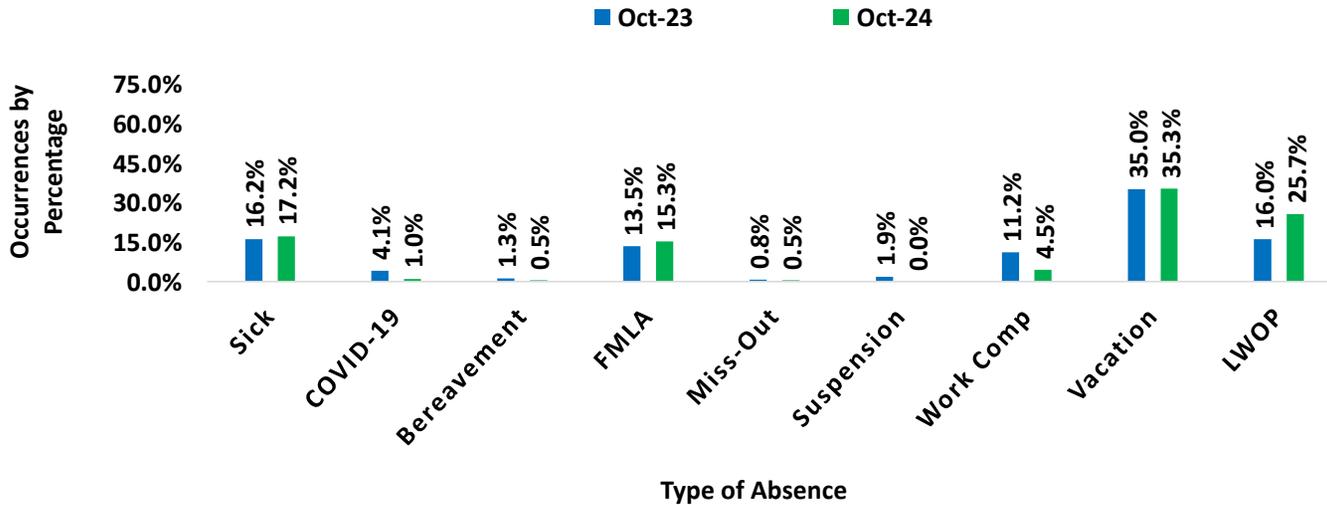
Goal for Late Cancellations: 3% or below.

Total Trips: Total one-way trips completed.

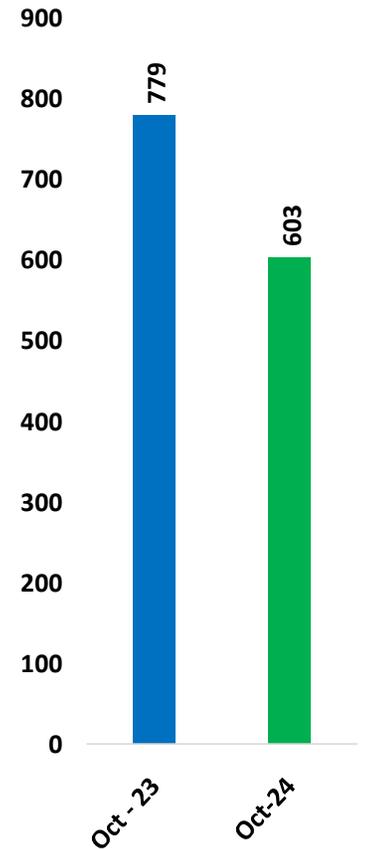
Fixed Route Operator Absence by Type



Fixed Route Operator Absence Type by Percentage

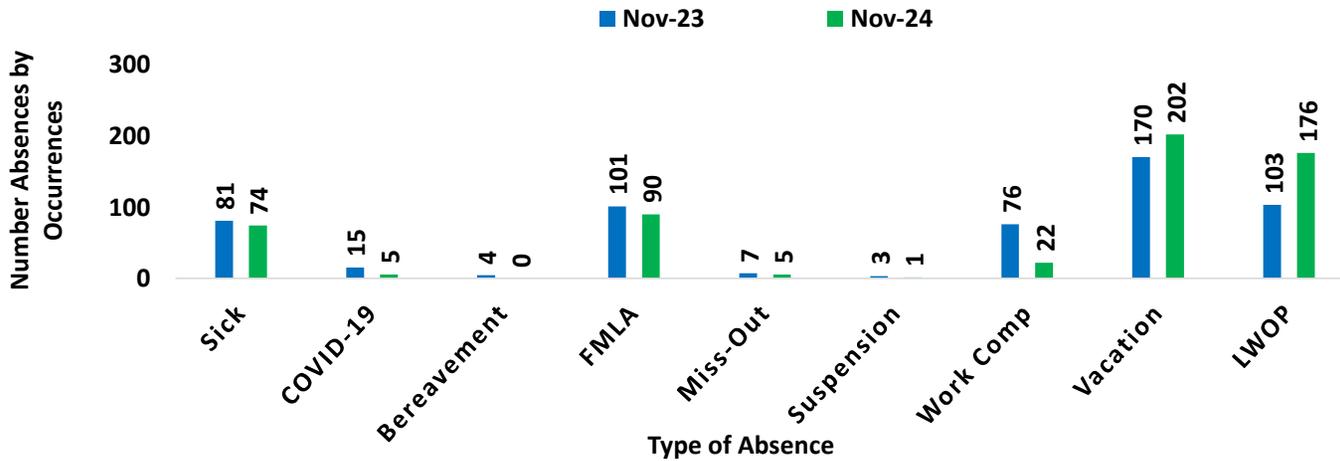


Fixed Route Total Absence Occurrences

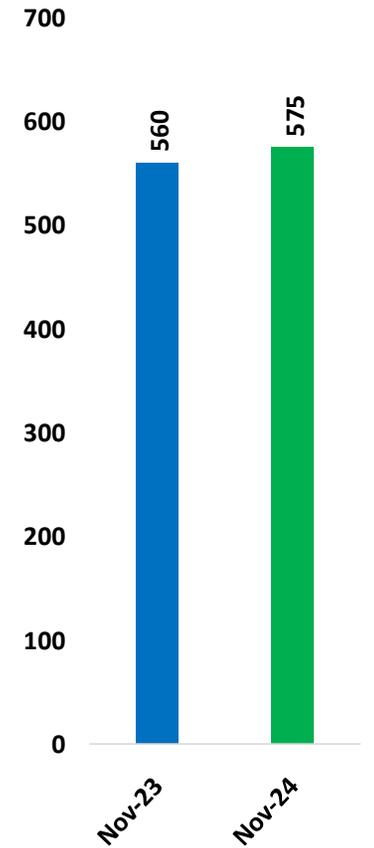


This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of October 2024, 20% of SunLine's fixed route operator workforce was absent when compared to October 2023 at 25%. For the month of October 2024, workforce was at a total of 135 operators when compared to October 2023 at 143 operators.

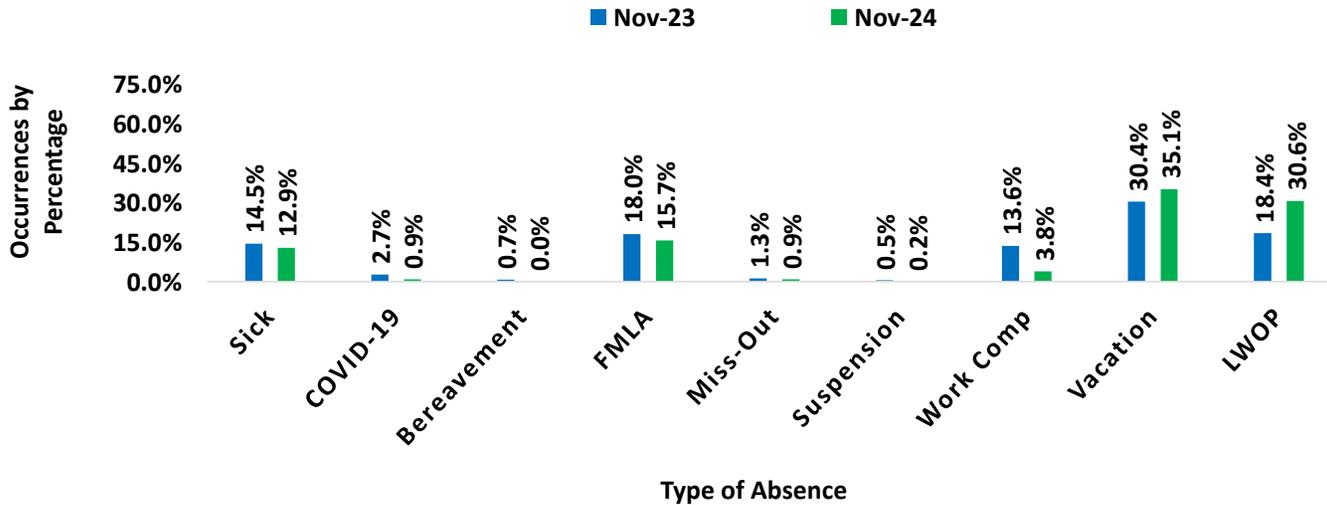
Fixed Route Operator Absence by Type



Fixed Route Total Absence Occurrences

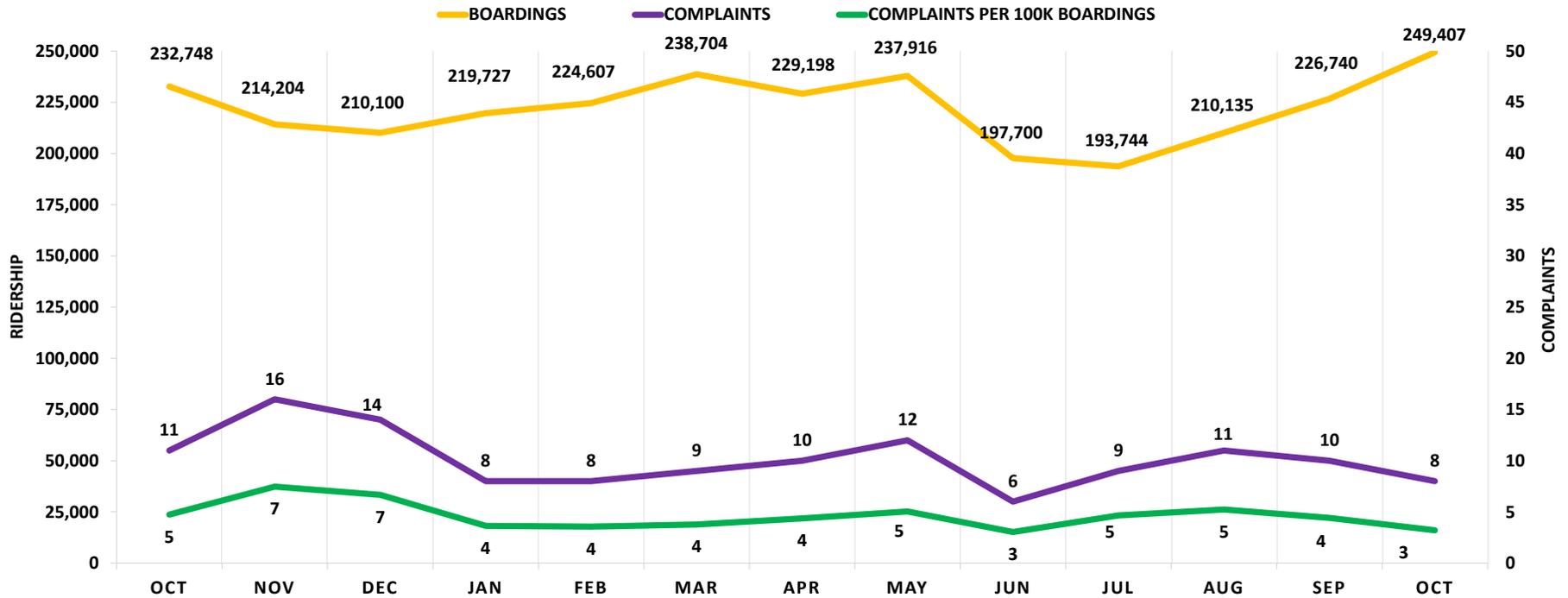


Fixed Route Operator Absence Type by Percentage



This chart includes unplanned/unscheduled and COVID-19 absences for Fixed Route drivers. For the month of November 2024, 20% of SunLine's fixed route operator workforce was absent when compared to November 2023 at 19%. For the month of November 2024, workforce was at a total of 134 operators when compared to November 2023 at 149 operators.

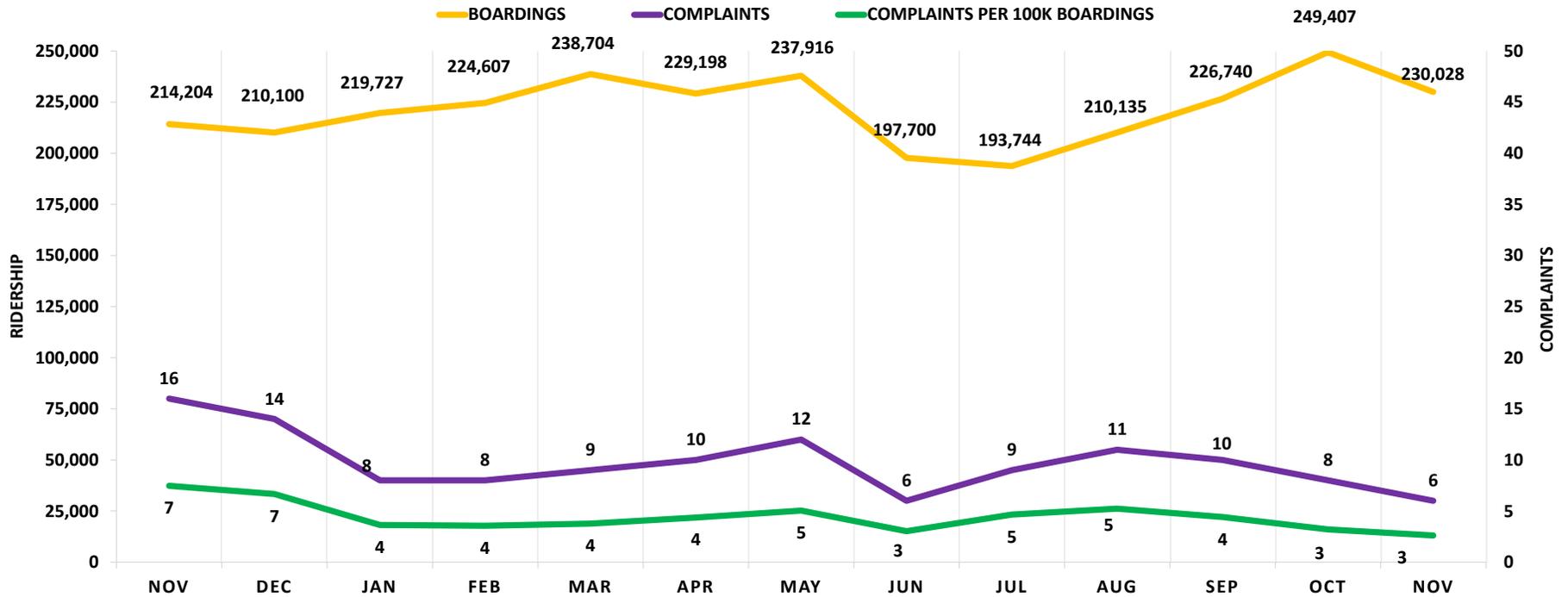
Fixed Route Customer Complaints October 2023 to October 2024



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

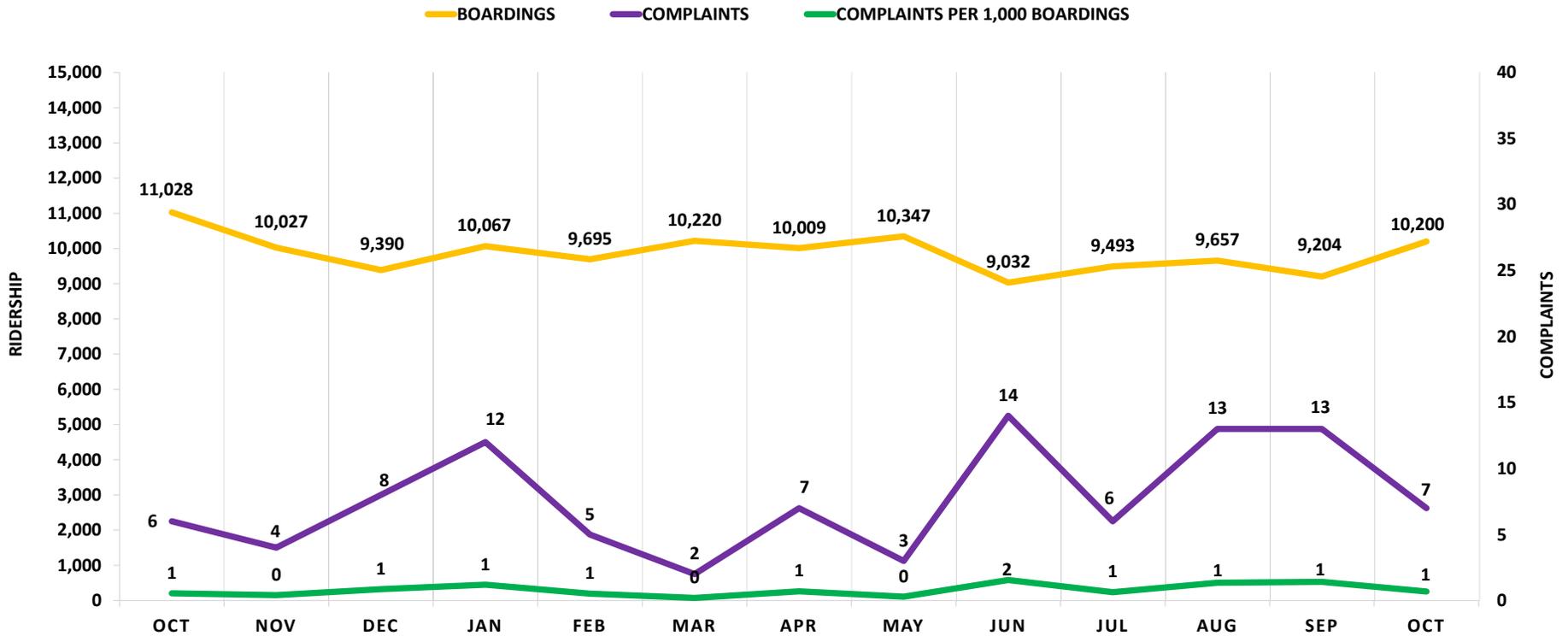
Fixed Route Customer Complaints November 2023 to November 2024



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

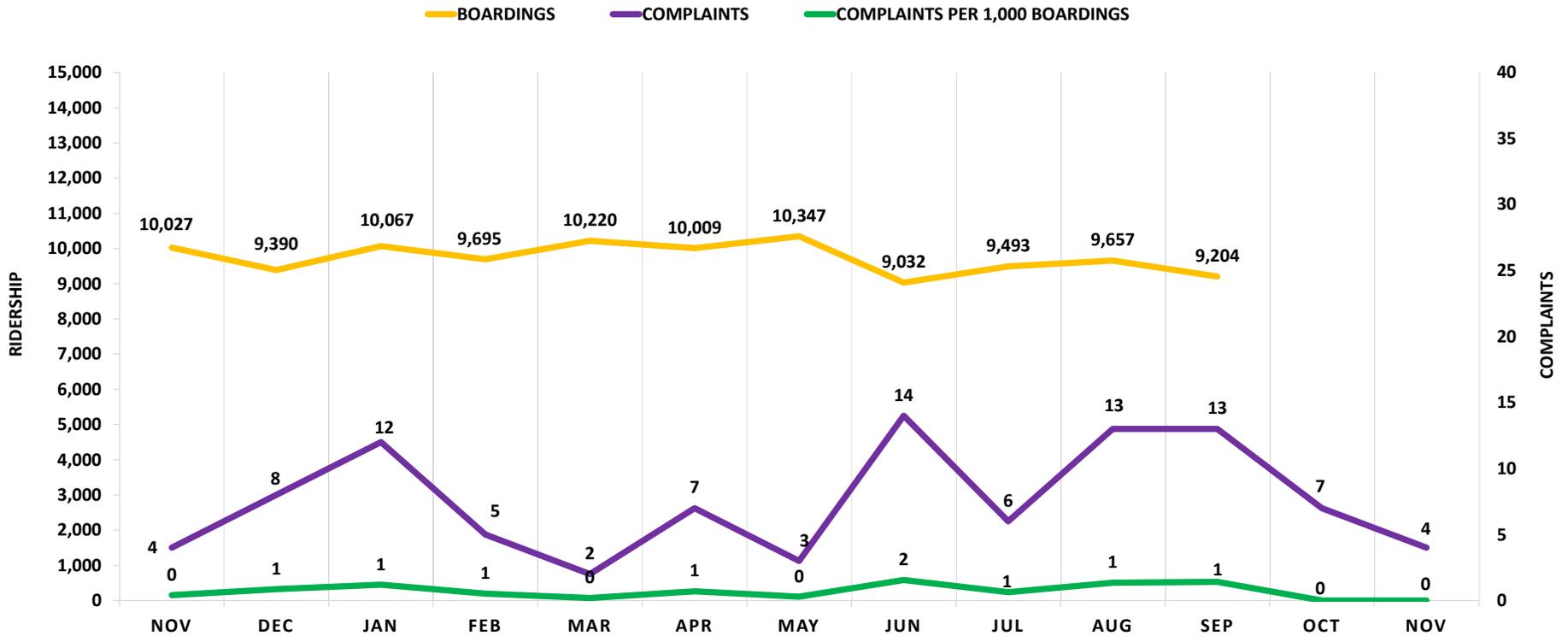
Paratransit Customer Complaints October 2023 to October 2024



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 October, 99.84% of our total boardings did not receive a complaint.

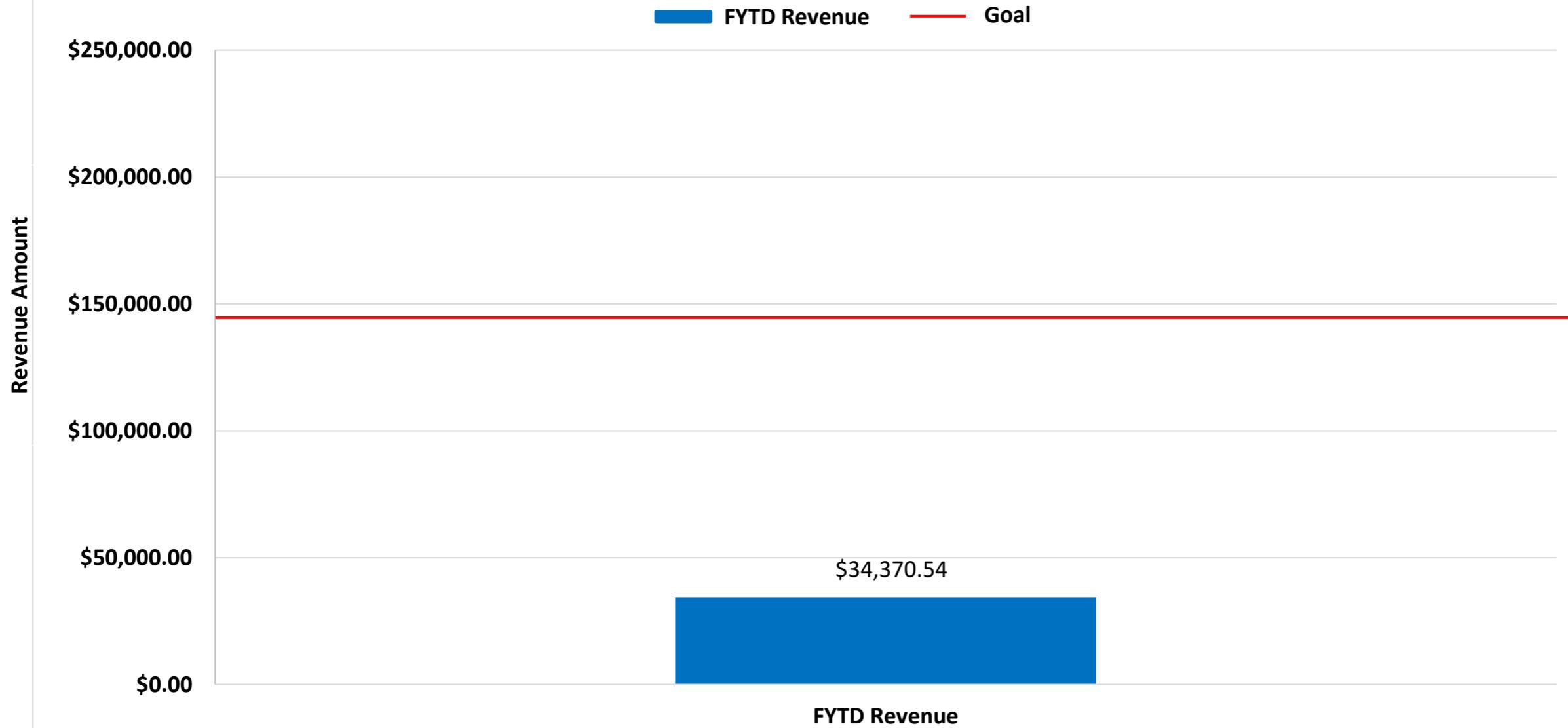
Paratransit Customer Complaints November 2023 to November 2024



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 November, 99.84% of our total boardings did not receive a complaint.

Advertising Revenue FYTD Revenue vs. Yearly Goal November 2024

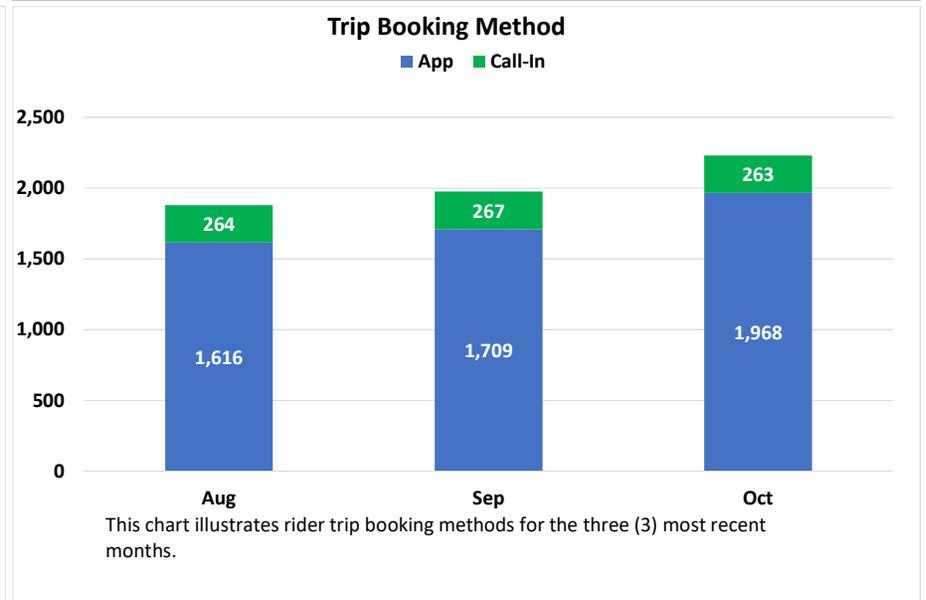
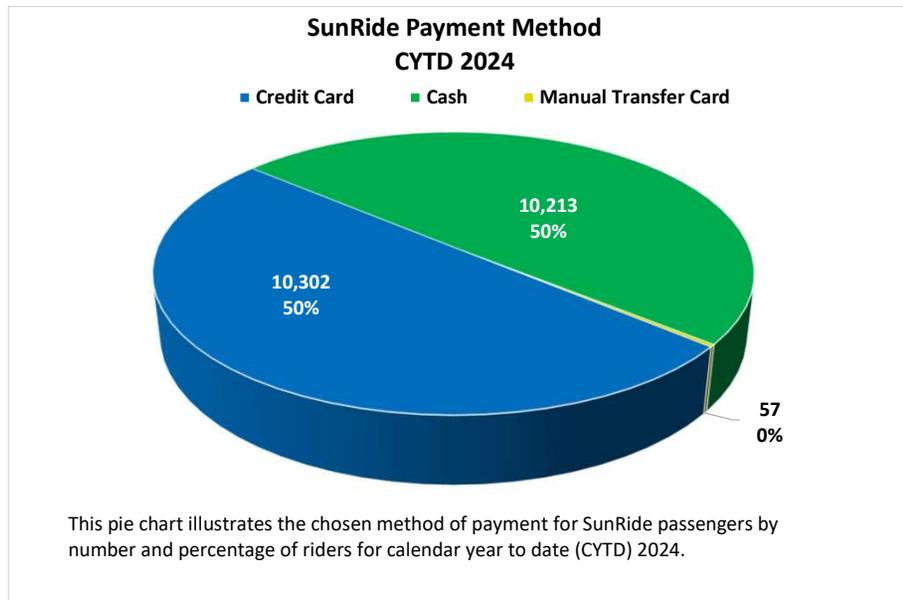
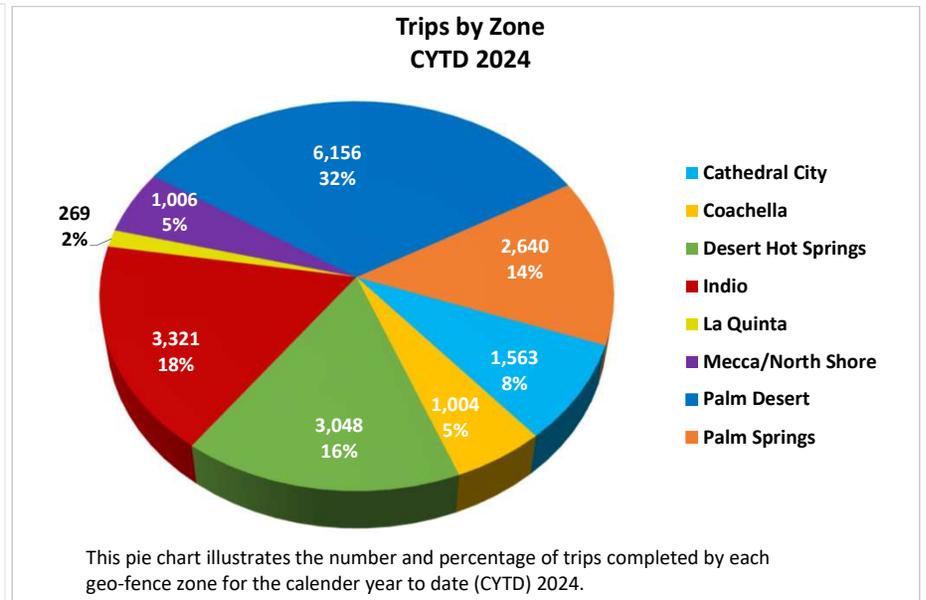
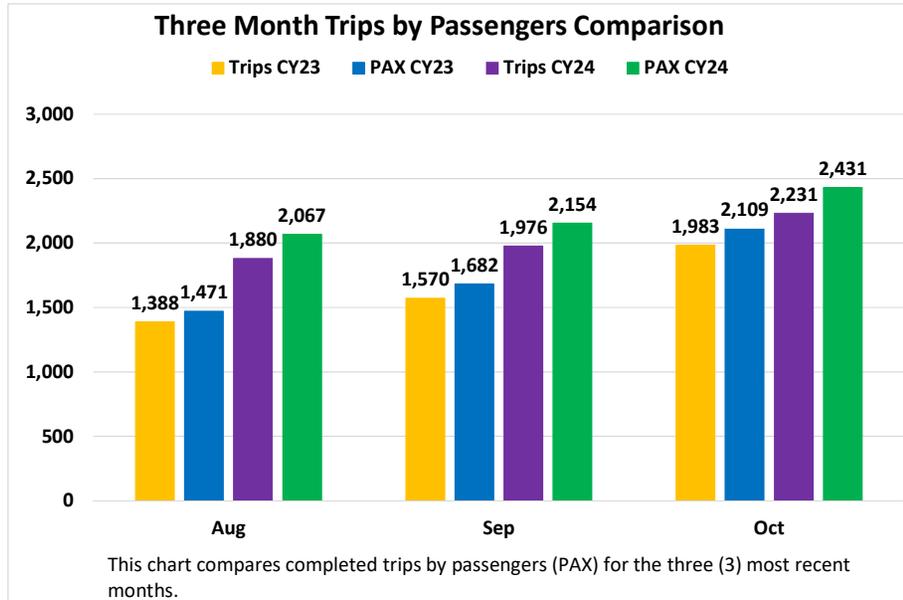


Advertising revenue tracks revenue of invoiced contracts for bus shelter and bus wrap advertising. The graph tracks FYTD revenue versus our yearly goal. The yearly goal for FY25 is \$150,000 (*advertising revenues follow Finance Department reporting from the previous two (2) months*).

SunRide System-Wide Metrics CYTD 2024

Total Completed Trips: 19,007

Total Number of Passengers: 20,572

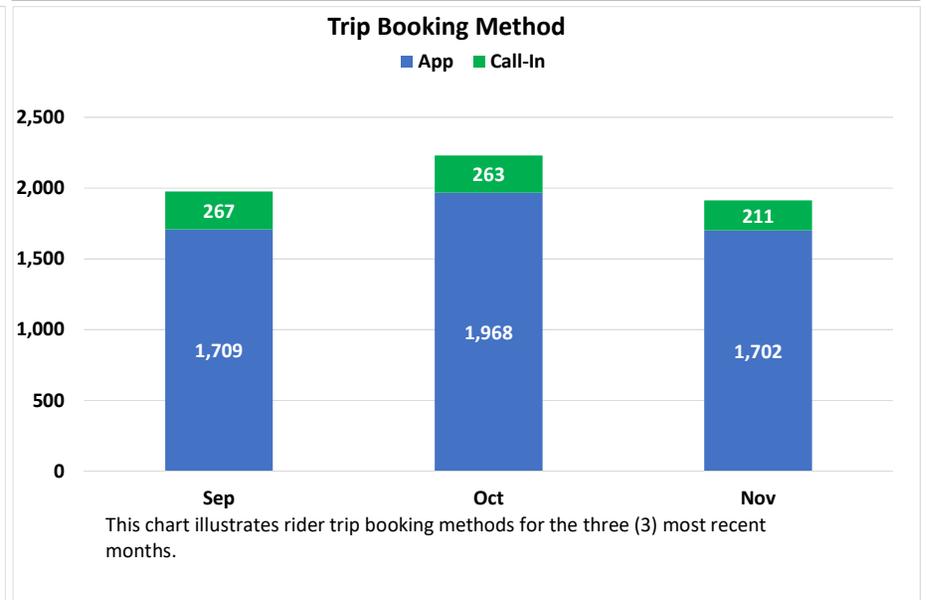
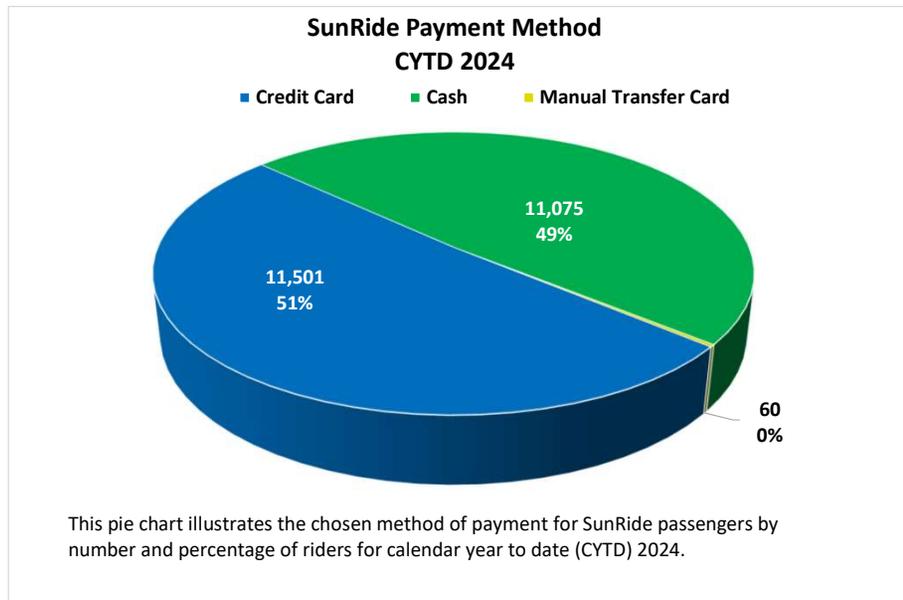
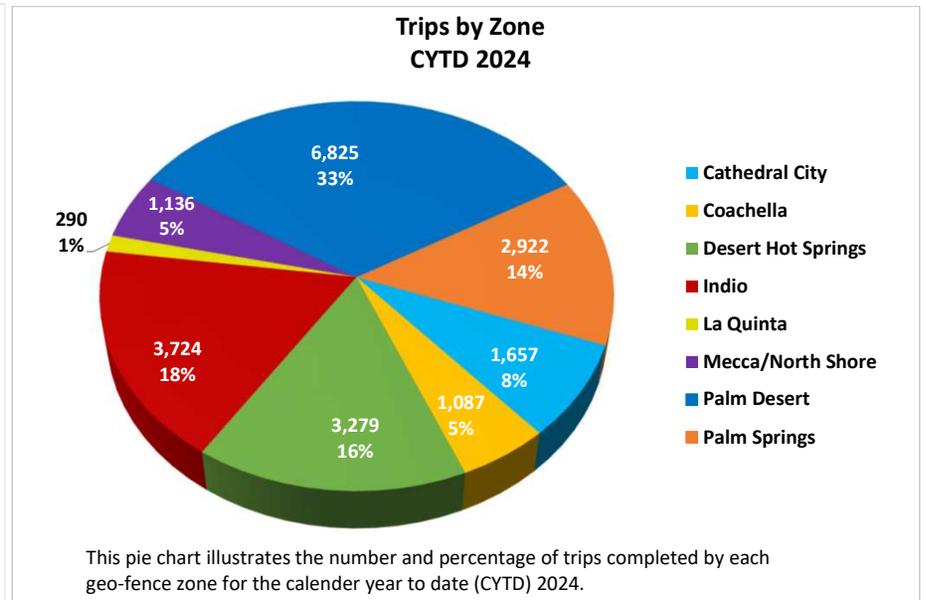
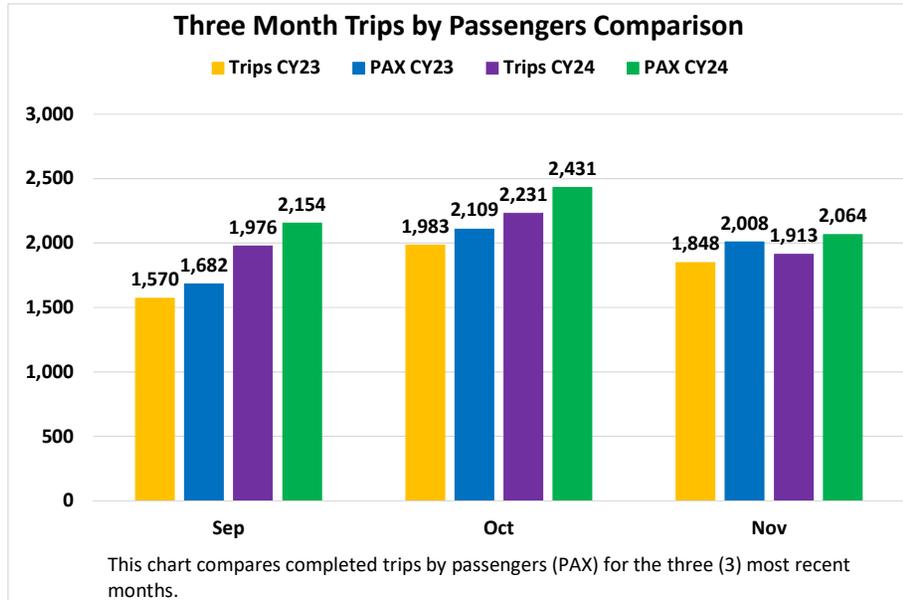


Percentage of Trips System-wide as Ridesharing: 31%.
 [Based on No. of Shared Rides for the month (687) divided by Total Trips Completed (2,231)].

SunRide System-Wide Metrics CYTD 2024

Total Completed Trips: 20,920

Total Number of Passengers: 22,636

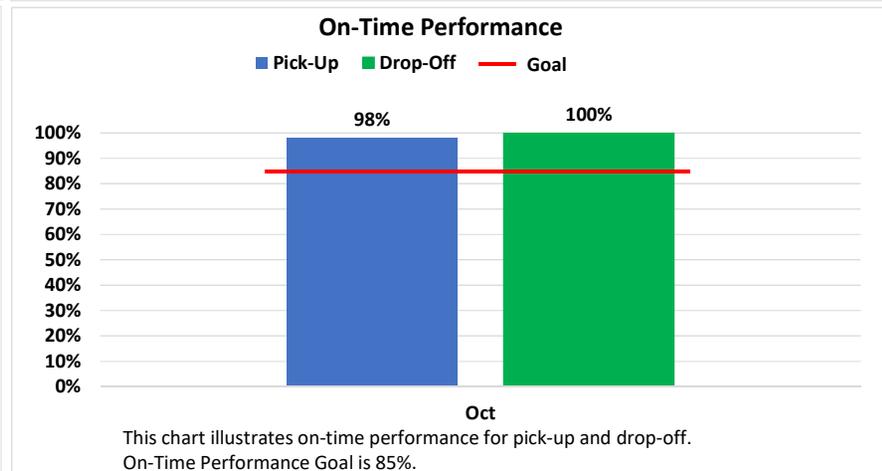
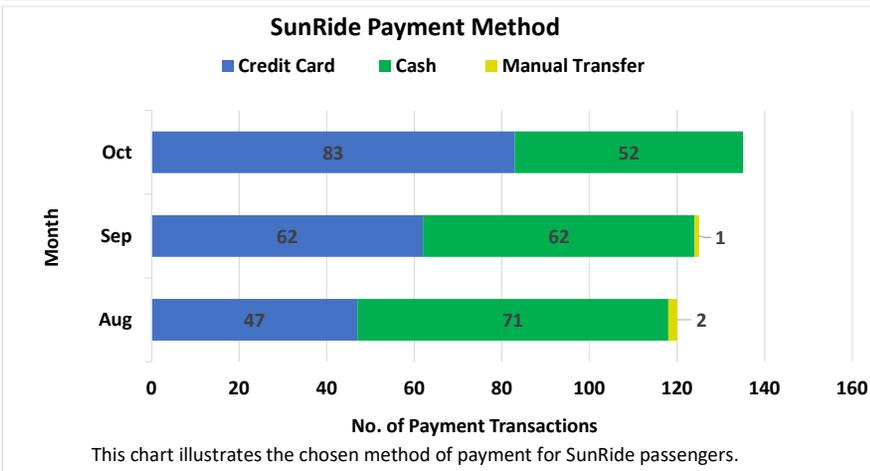
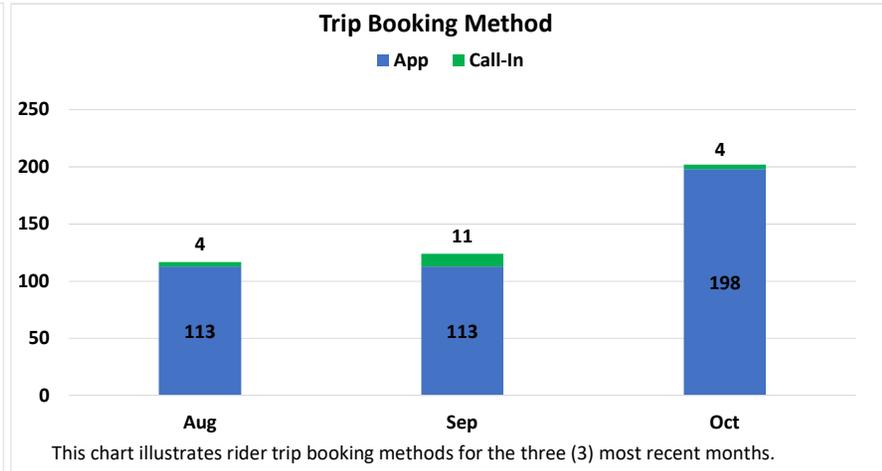
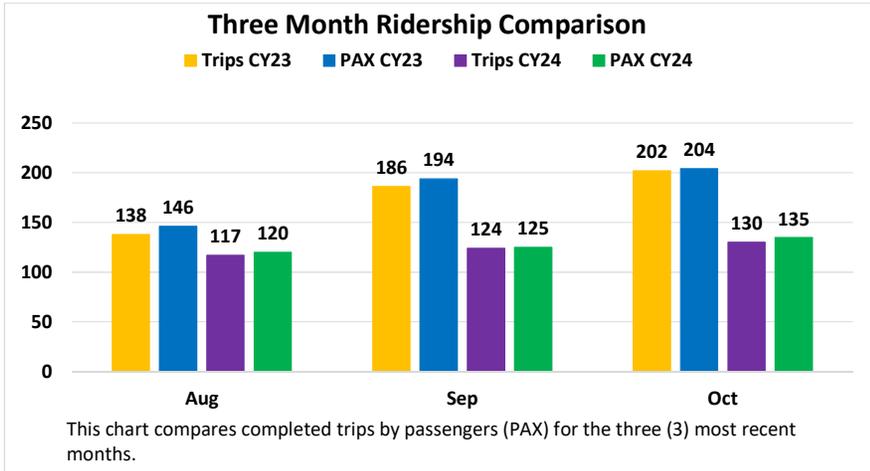


Percentage of Trips System-wide as Ridesharing: 32%.
 [Based on No. of Shared Rides for the month (609) divided by Total Trips Completed (1,913)].

Cathedral City Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,563

Total Number of Passengers: 1,630



Percentage of Trips as Ridesharing: Three (3) percent.
 [Based on No. of Shared Rides for the month (4) divided by Total Trips Completed (130).]

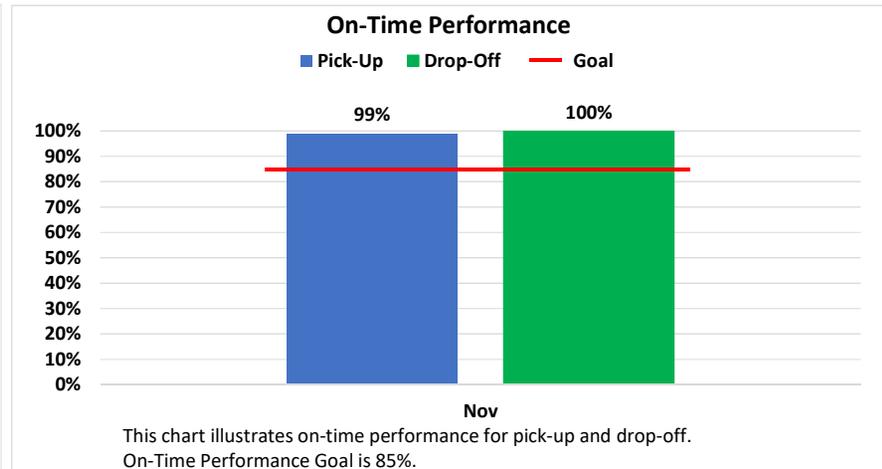
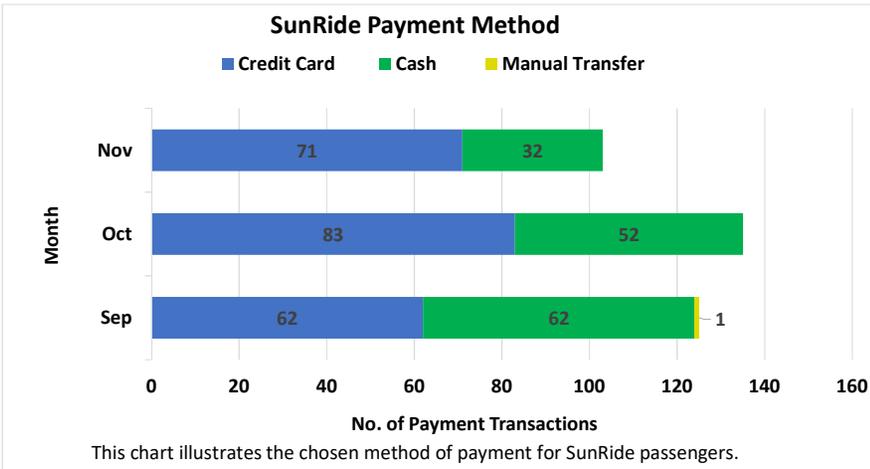
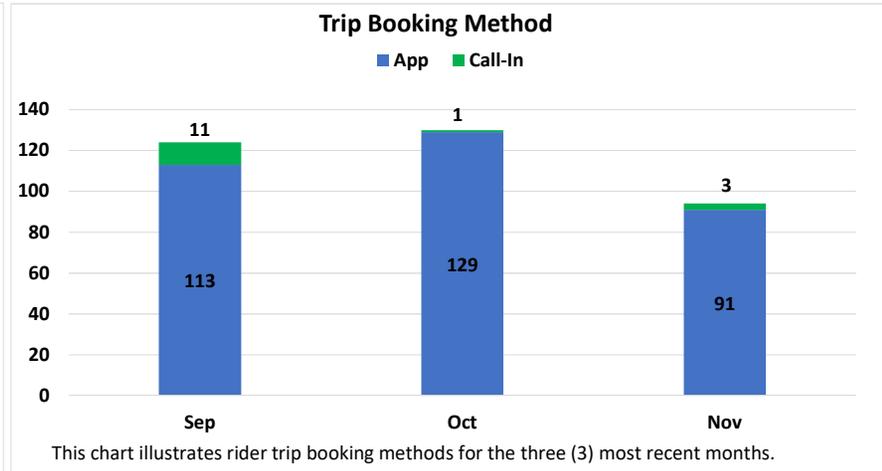
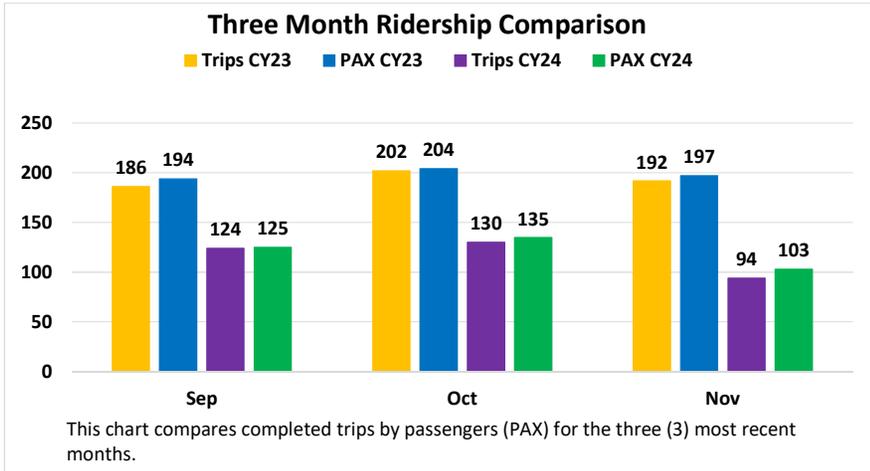
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Cathedral City Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,657

Total Number of Passengers: 1,733



Percentage of Trips as Ridesharing: Ten (10) percent.
[Based on No. of Shared Rides for the month (9) divided by Total Trips Completed (94).]

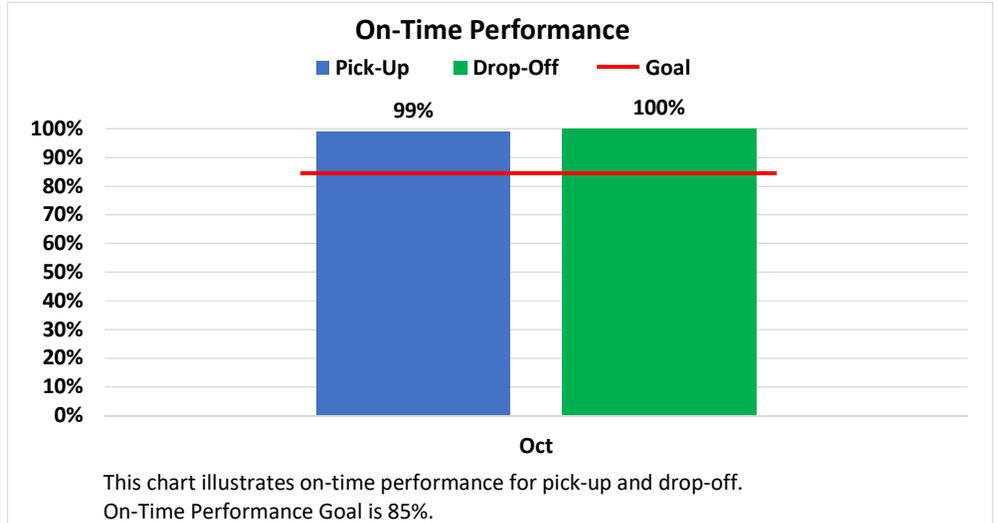
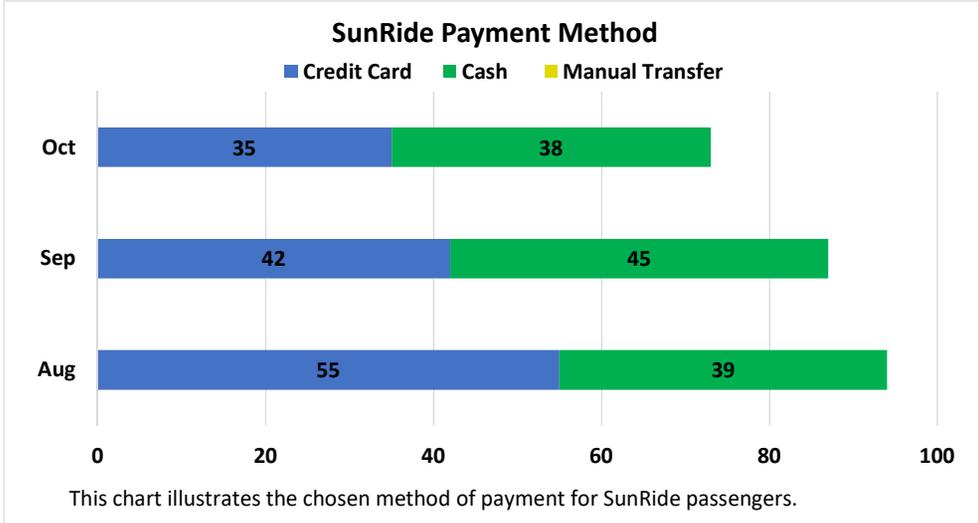
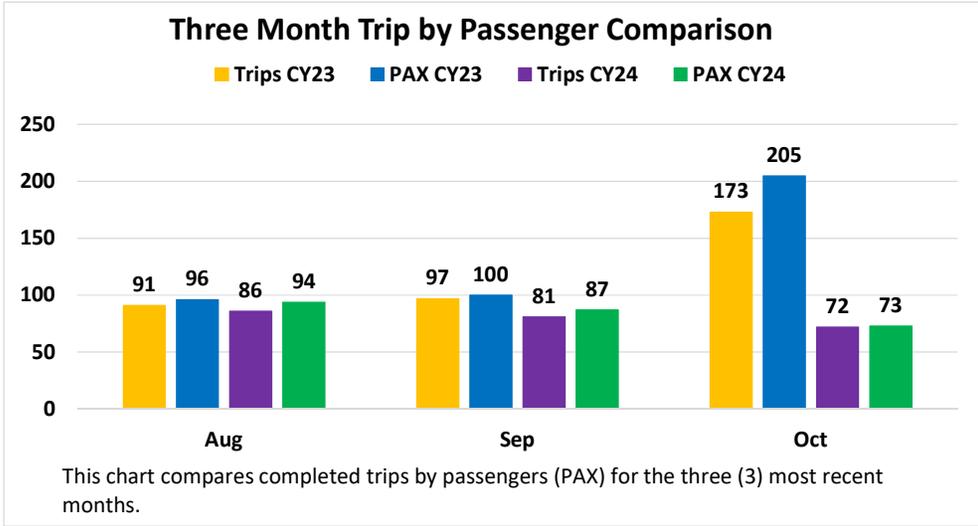
Customer Satisfaction Rating
Avg. rider trip rating 4.9
Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,004

Total Number of Passengers: 1,108



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 21%.
 [Based on No. of Shared Rides for the month (124) divided by Total Trips Completed (583).]

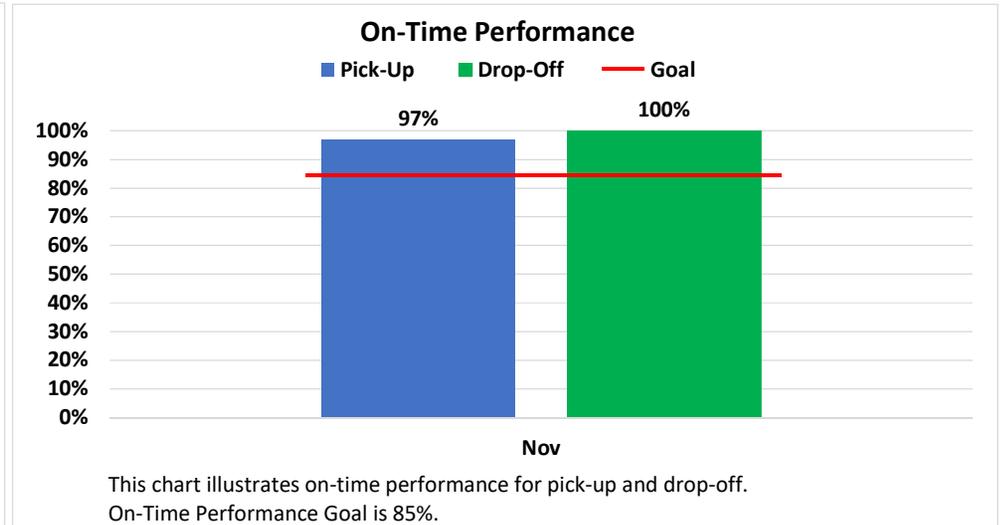
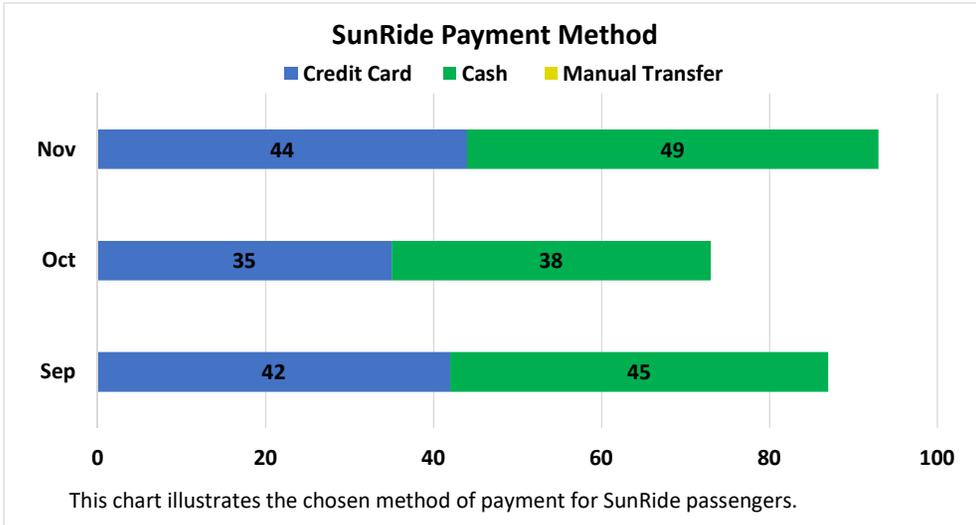
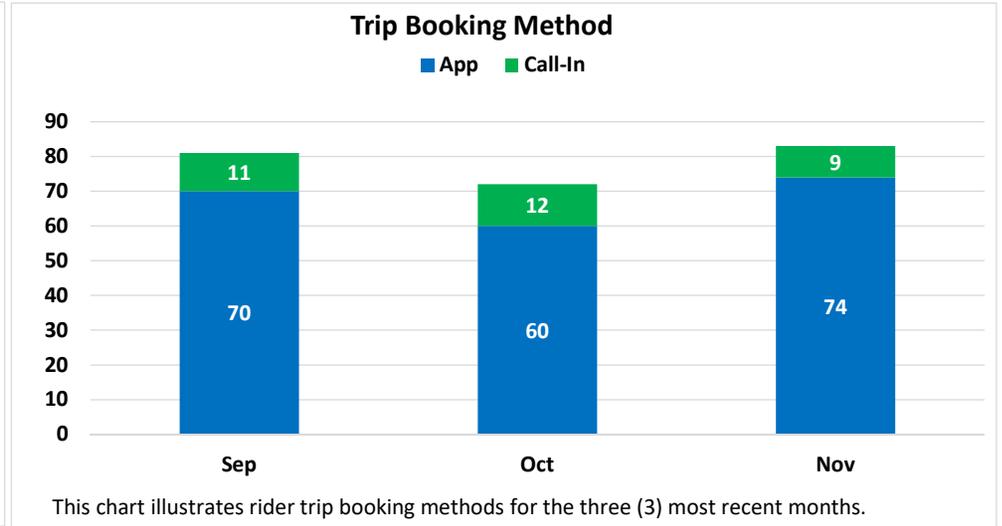
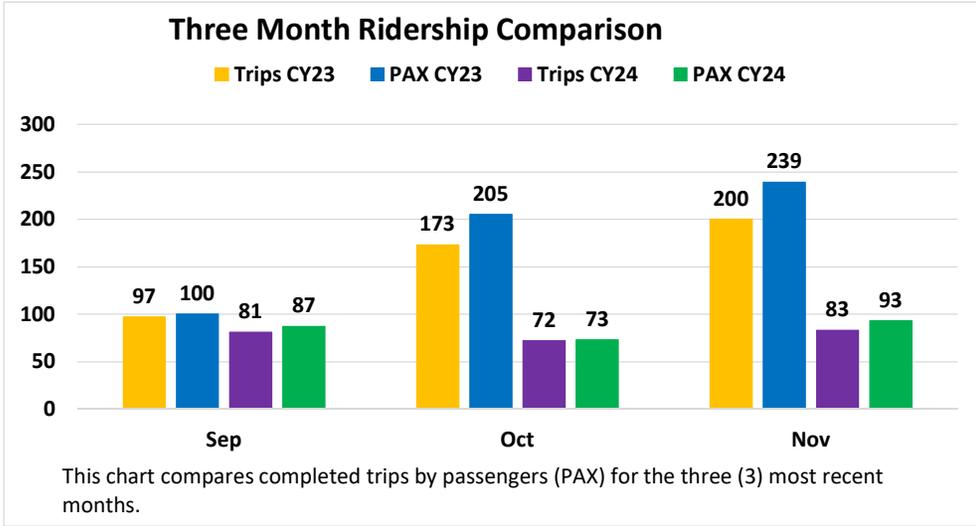
Customer Satisfaction Rating
 Avg. rider trip rating: 5.0
 Goal: 4.5



Coachella Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,087

Total Number of Passengers: 1,201



 **Combined Zone: Coachella-Indio-LaQuinta**
Percentage of Trips as Ridesharing: 22%.
 [Based on No. of Shared Rides for the month (110) divided by Total Trips Completed (507).]

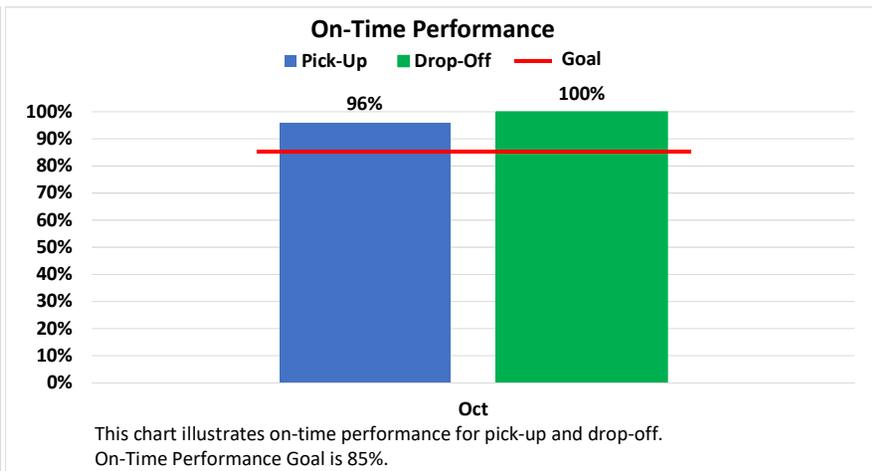
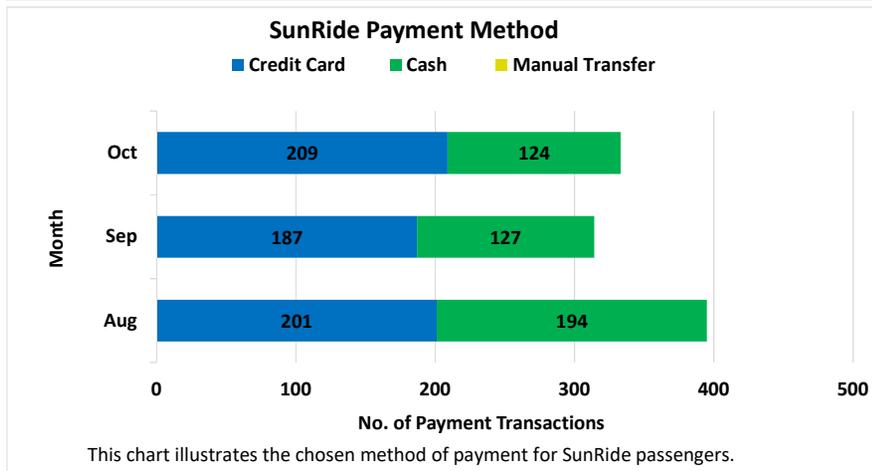
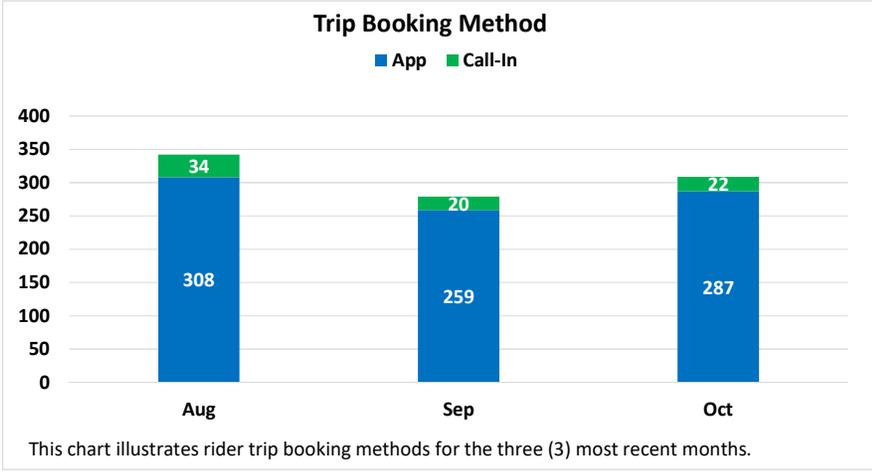
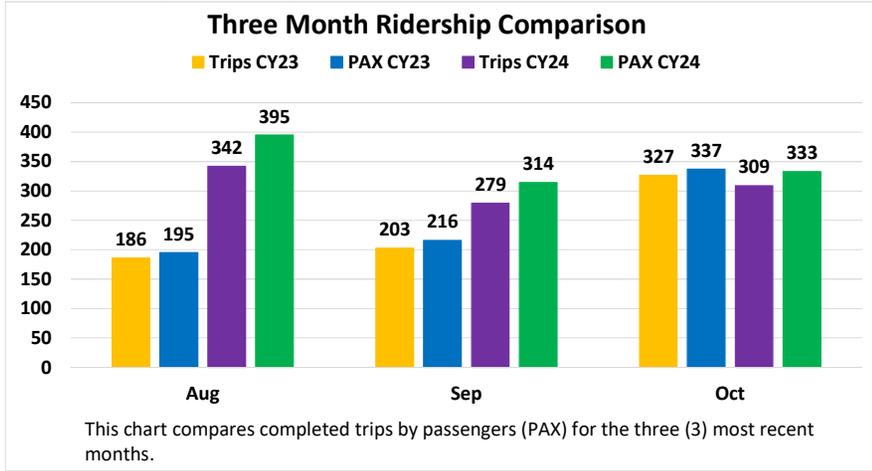
Customer Satisfaction Rating
 Avg. rider trip rating: 4.9
 Goal: 4.5


EXCEEDS GOAL!

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

Total Completed Trips: 3,048

Total Number of Passengers: 3,258



Percentage of Trips as Ridesharing: 24%.
 [Based on No. of Shared Rides for the month (73) divided by Total Trips Completed (309).]

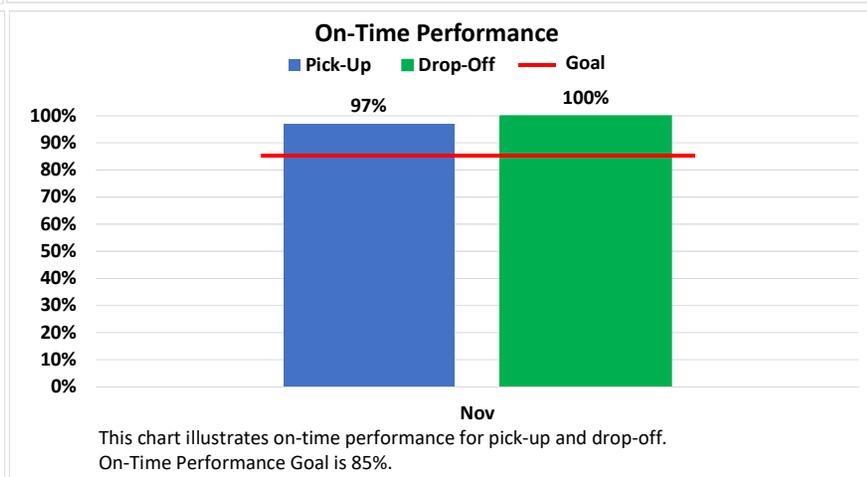
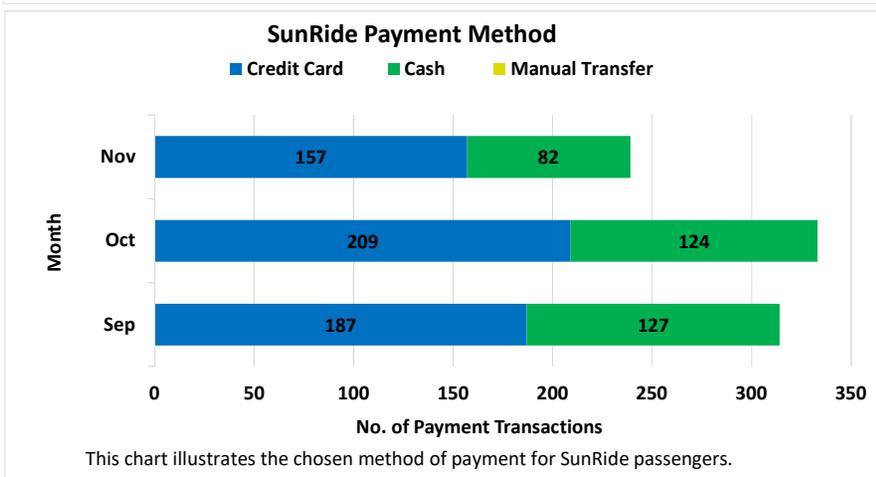
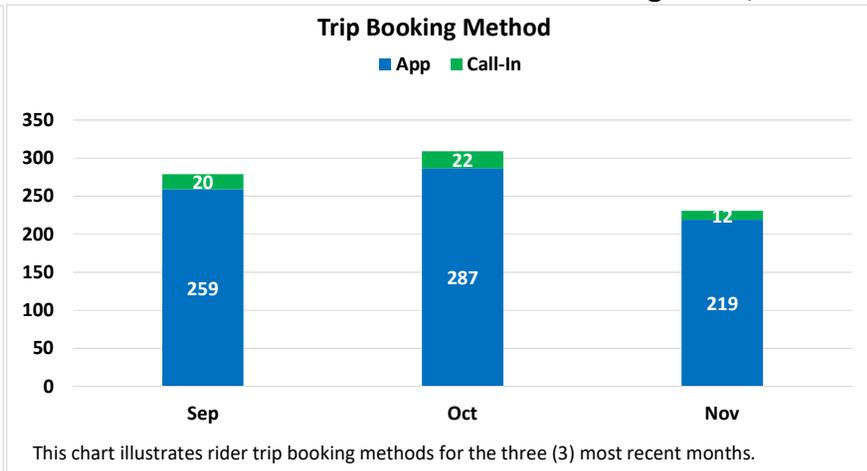
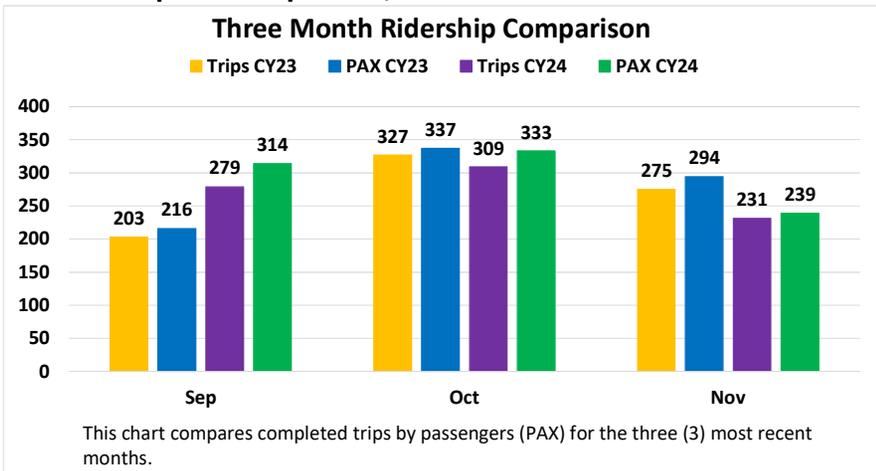
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



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

Total Completed Trips: 3,279

Total Number of Passengers: 3,497



Percentage of Trips as Ridesharing: 26%.
 [Based on No. of Shared Rides for the month (61) divided by Total Trips Completed (231).]

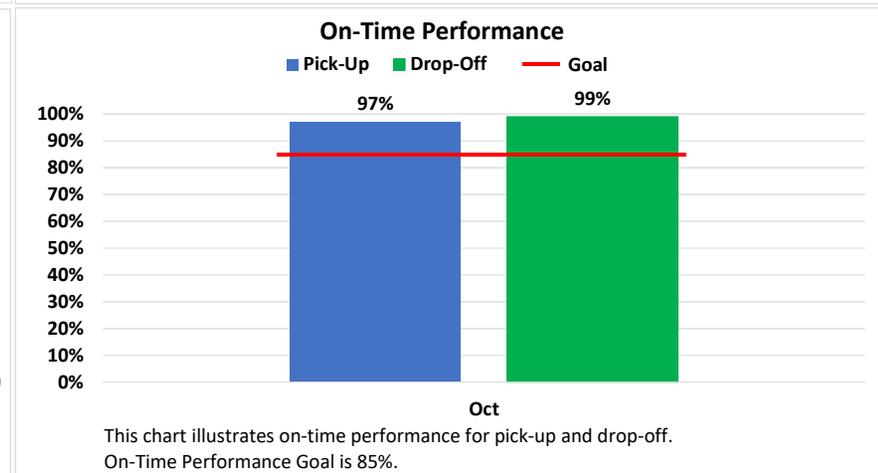
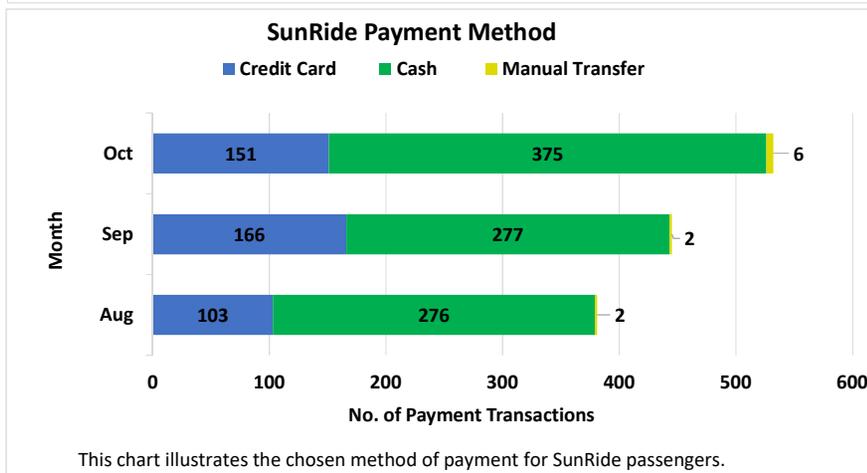
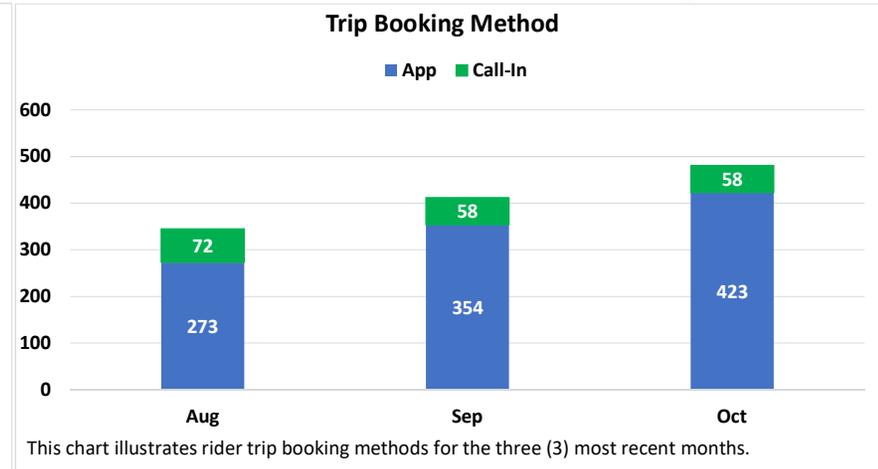
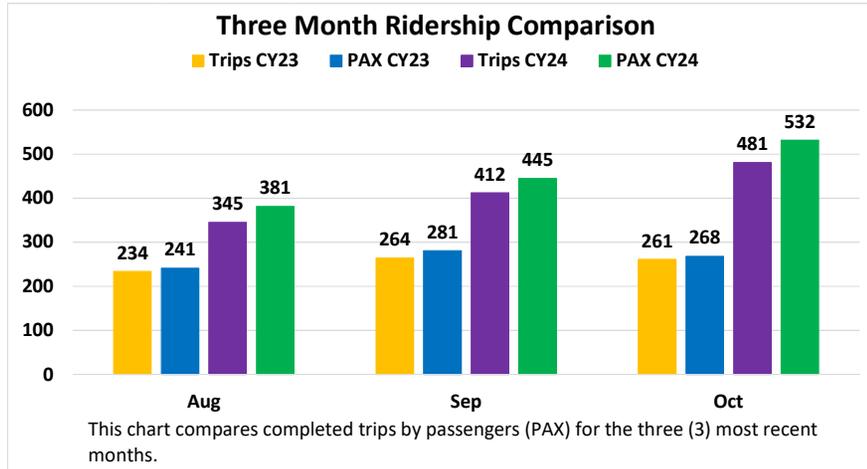
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Indio Geo-Fence Metrics CYTD 2024

Total Completed Trips: 3,321

Total Number of Passengers: 3,632



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 21%.
 [Based on No. of Shared Rides for the month (124) divided by Total Trips Completed (583).]

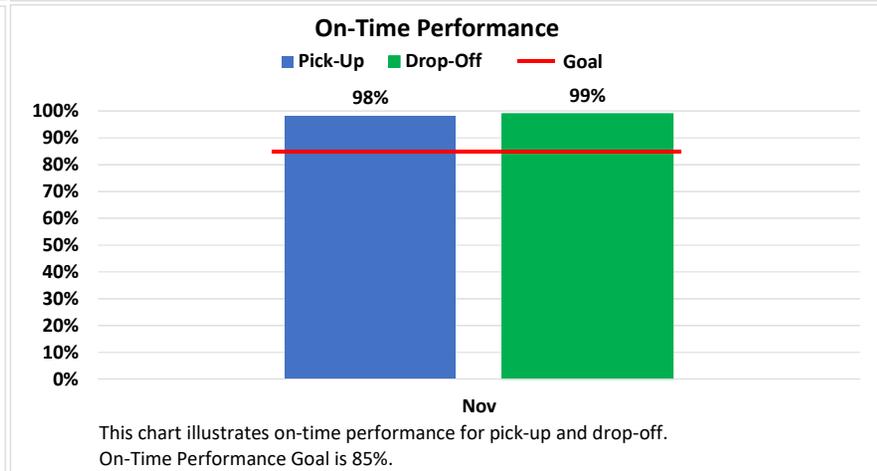
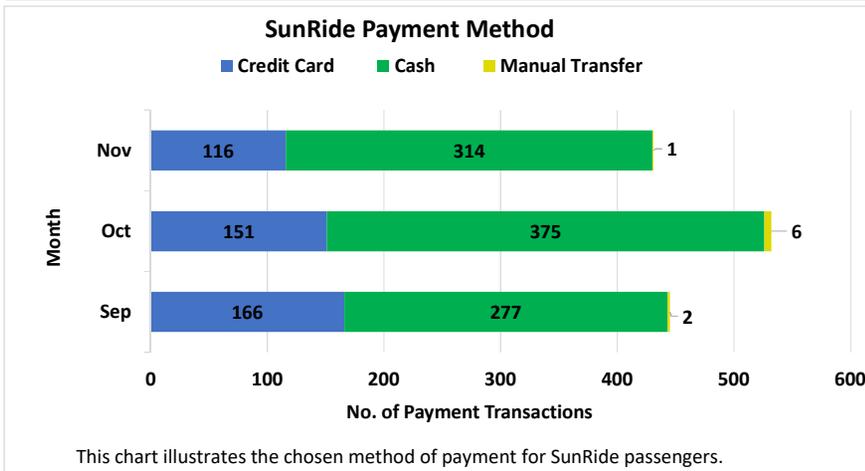
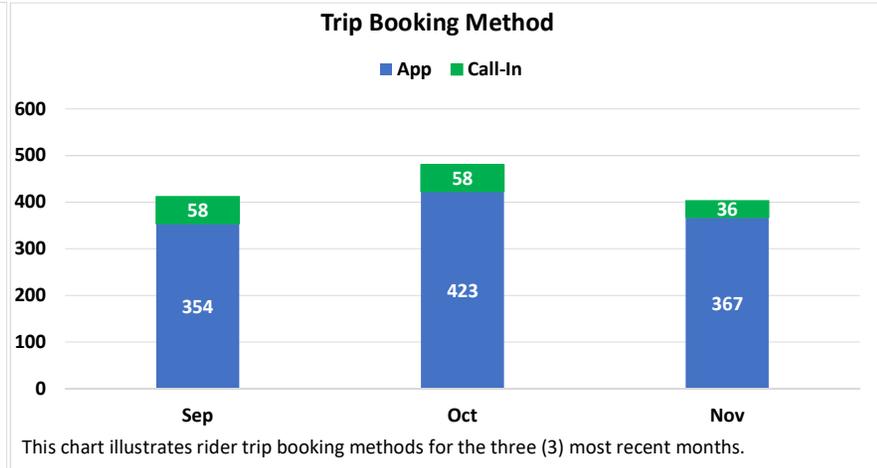
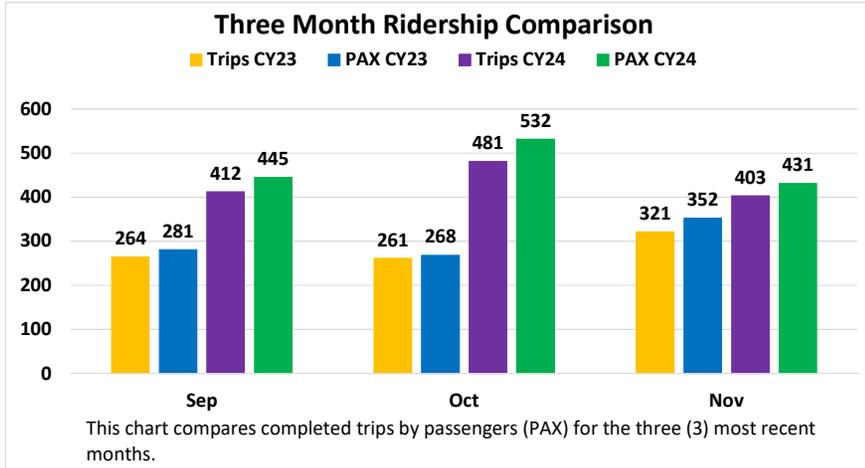
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Indio Geo-Fence Metrics CYTD 2024

Total Completed Trips: 3,724

Total Number of Passengers: 4,063



 **Combined Zone: Coachella-Indio-LaQuinta**
Percentage of Trips as Ridesharing: 22%.
 [Based on No. of Shared Rides for the month (110) divided by Total Trips Completed (507).]

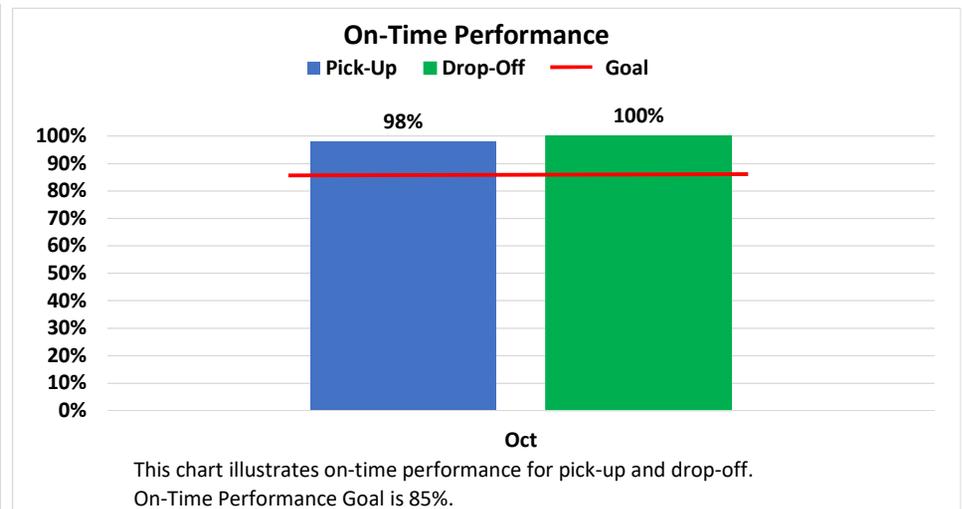
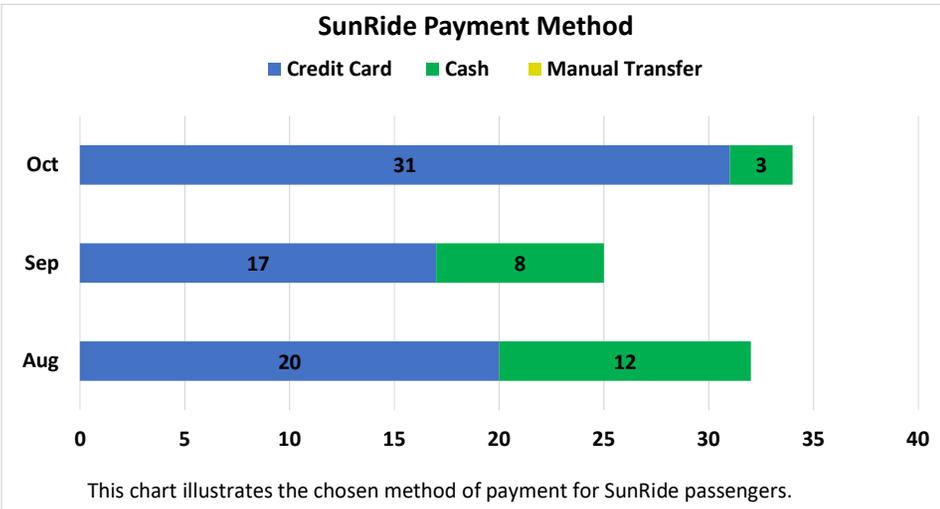
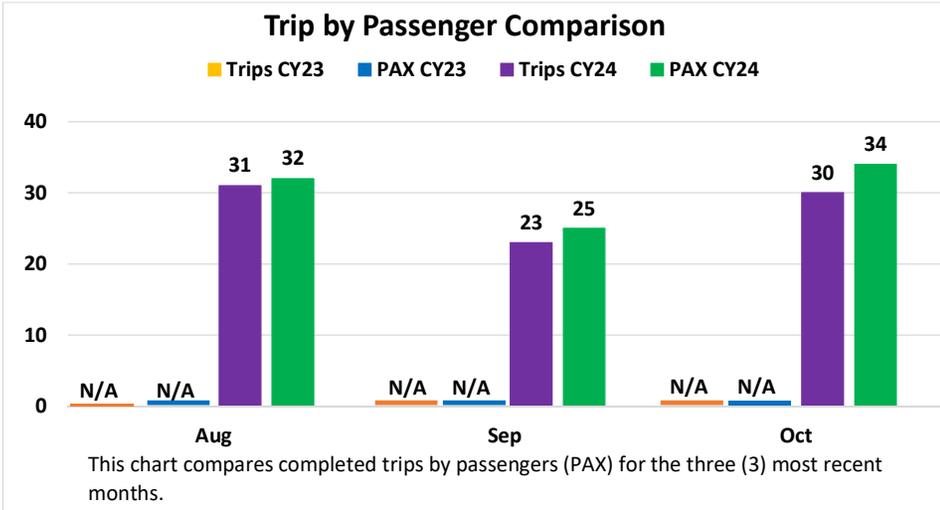
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



La Quinta Geo-Fence Metrics CYTD 2024

Total Completed Trips: 269

Total Number of Passengers: 297



Combined Zone: Coachella-Indio-LaQuinta

Percentage of Trips as Ridesharing: 21%.

[Based on No. of Shared Rides for the month (124) divided by Total Trips Completed (583).]

Customer Satisfaction Rating

Avg. rider trip rating: 5.0

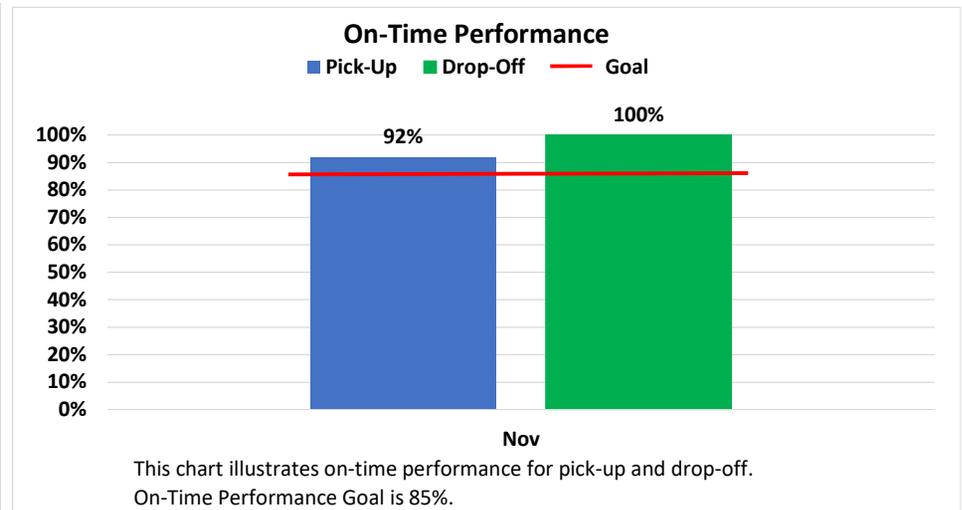
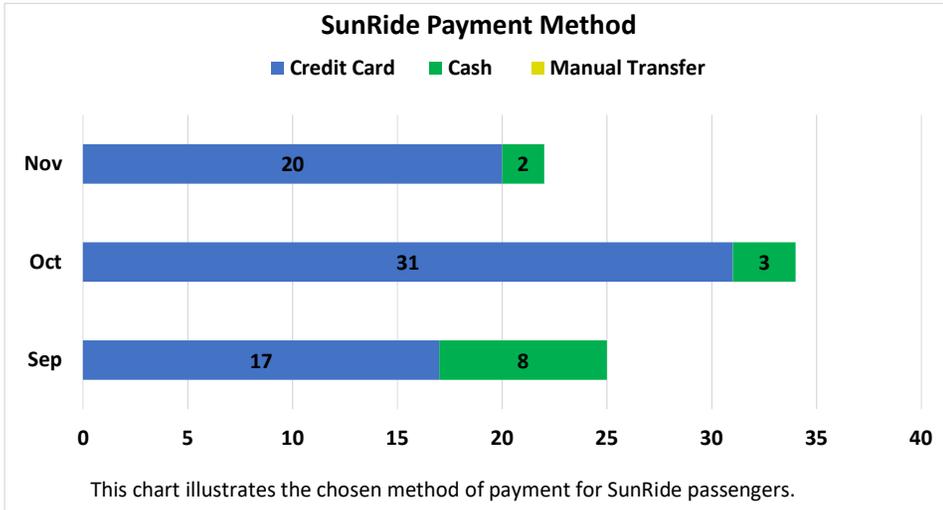
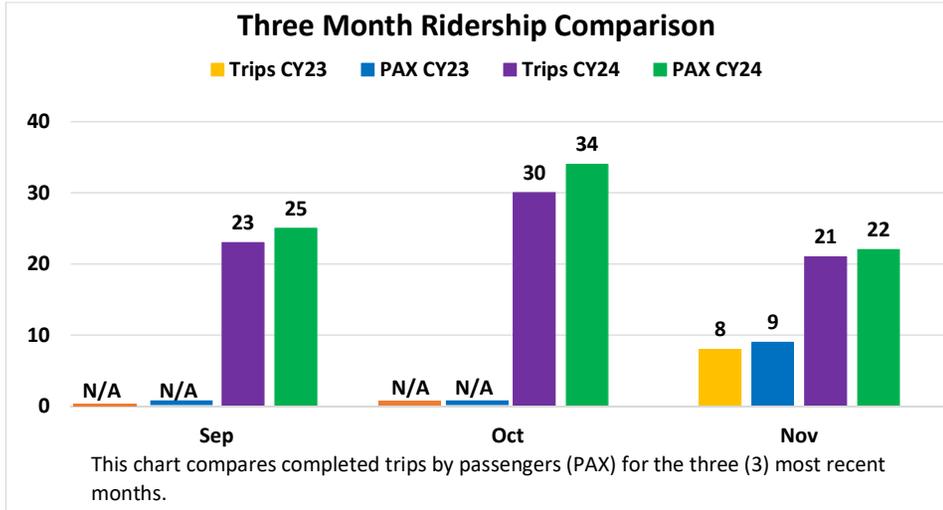
Goal: 4.5



La Quinta Geo-Fence Metrics CYTD 2024

Total Completed Trips: 290

Total Number of Passengers: 319



Combined Zone: Coachella-Indio-LaQuinta
Percentage of Trips as Ridesharing: 22%.
 [Based on No. of Shared Rides for the month (110) divided by Total Trips Completed (507).]

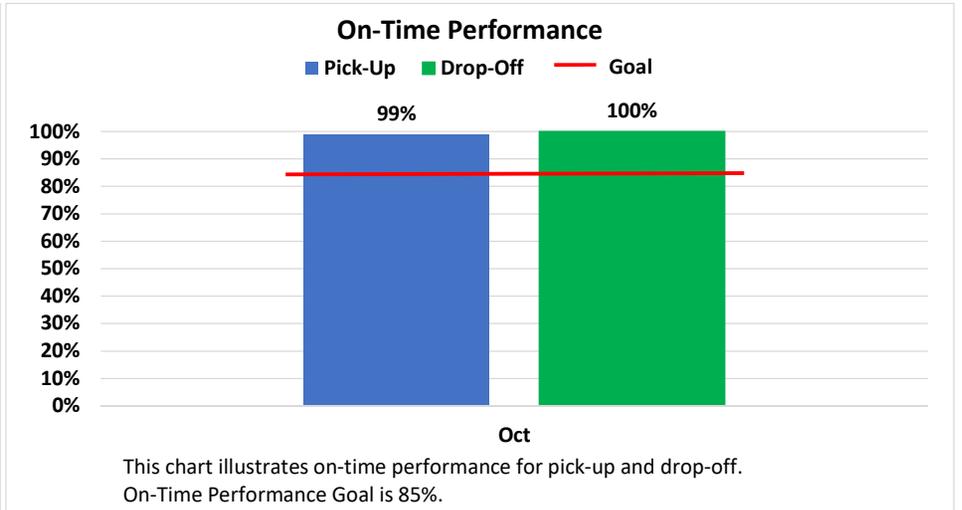
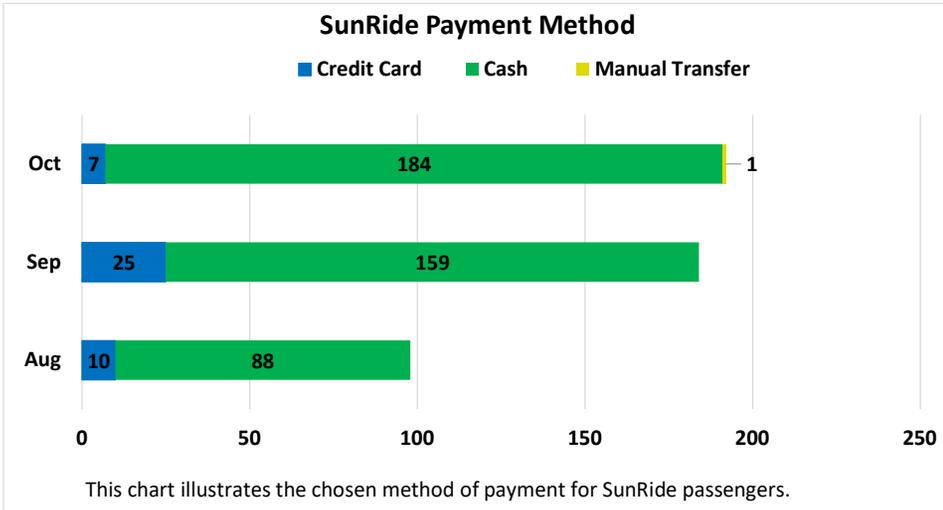
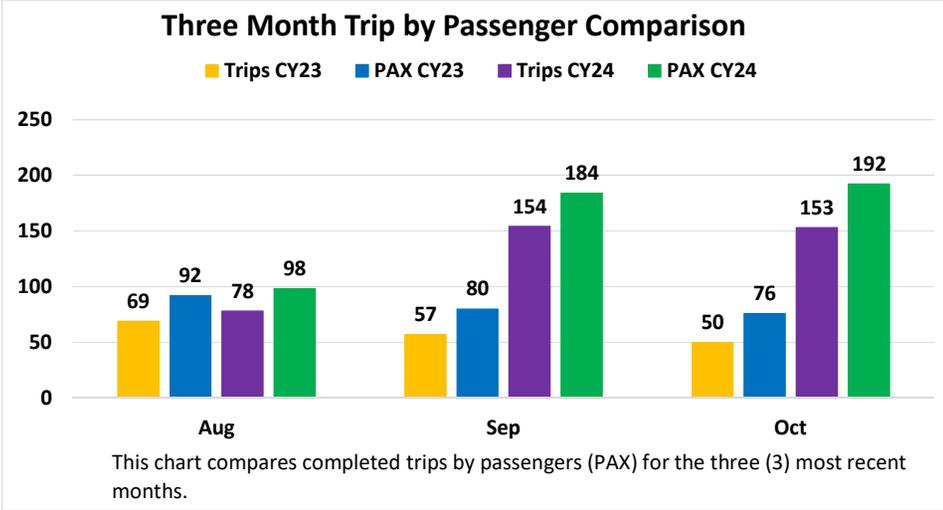
Customer Satisfaction Rating
 Avg. rider trip rating: 5.0
 Goal: 4.5



Mecca/North Shore Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,006

Total Number of Passengers: 1,259



Percentage of Trips as Ridesharing: Five (5) percent.
[Based on No. of Shared Rides for the month (8) divided by Total Trips Completed (153).]

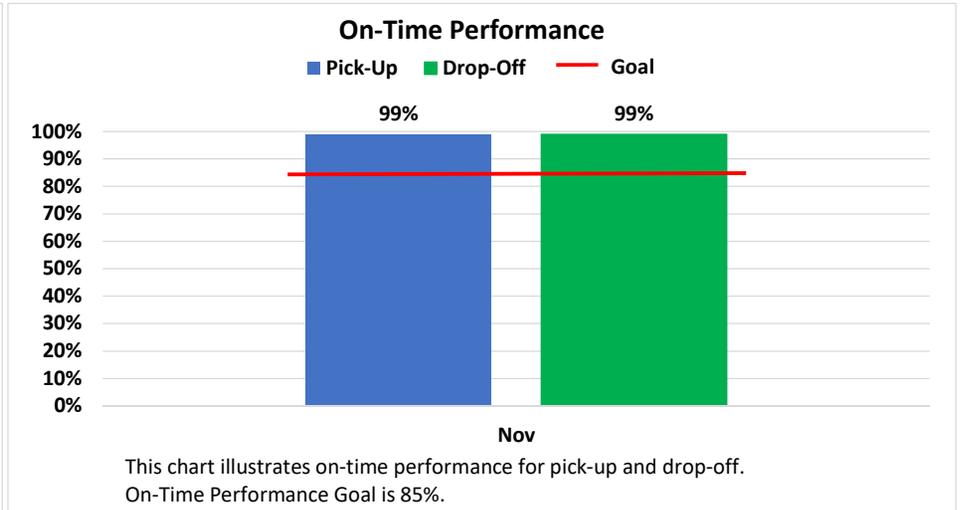
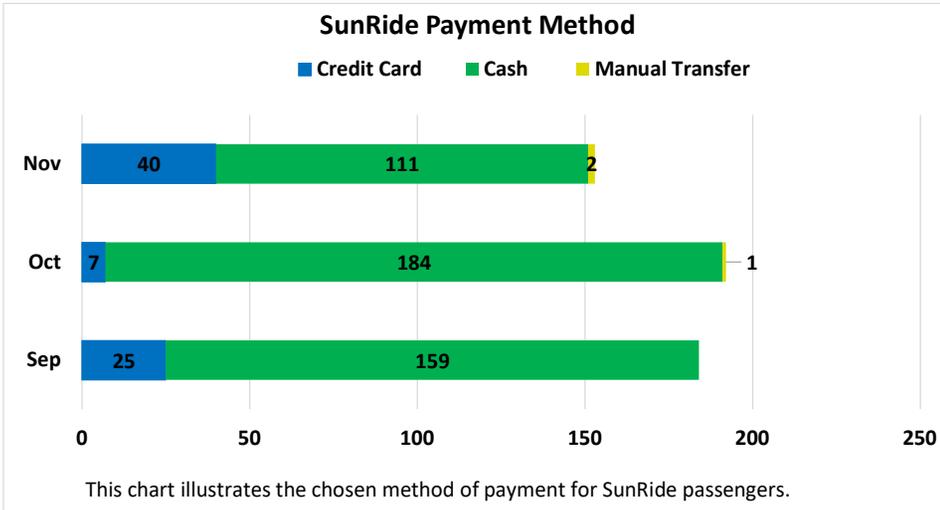
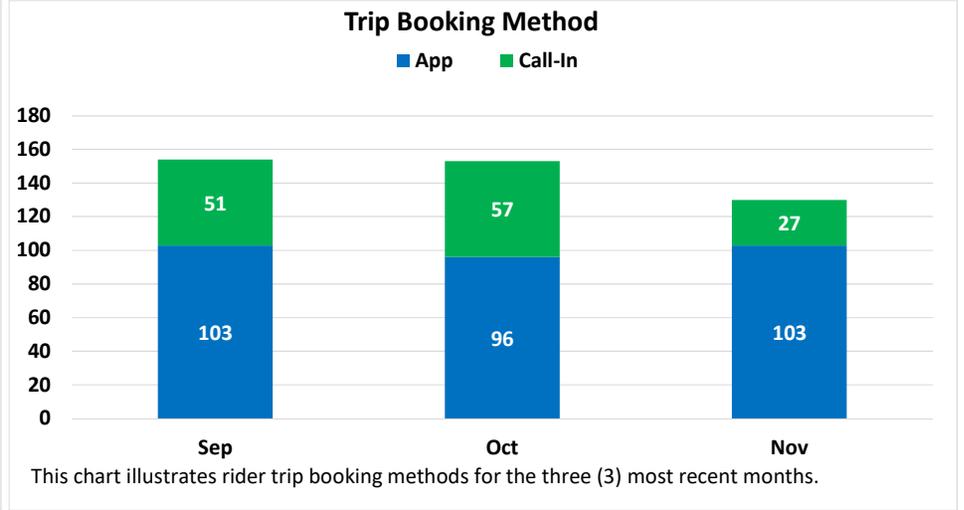
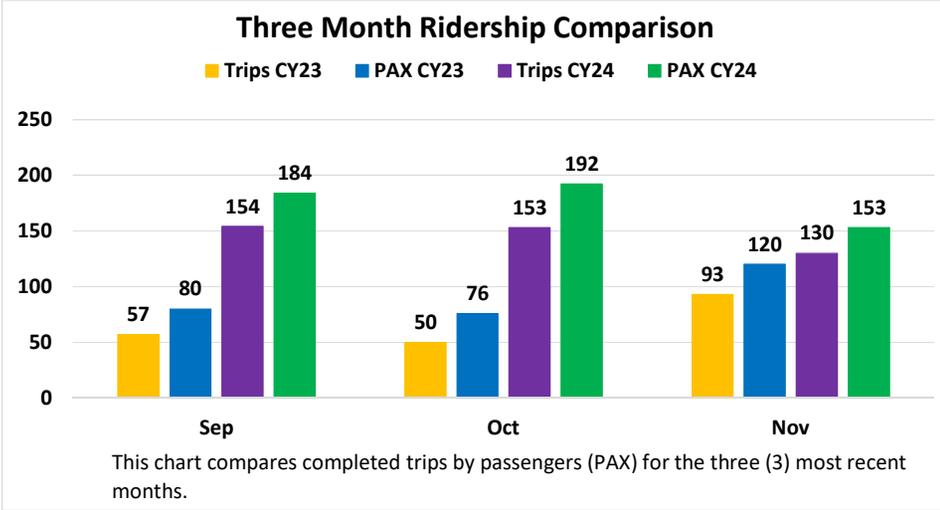
Customer Satisfaction Rating
Avg. rider trip rating: 4.8
Goal: 4.5



Mecca/North Shore Geo-Fence Metrics CYTD 2024

Total Completed Trips: 1,136

Total Number of Passengers: 1,412



Percentage of Trips as Ridesharing: 17%.
[Based on No. of Shared Rides for the month (22) divided by Total Trips Completed (130).]

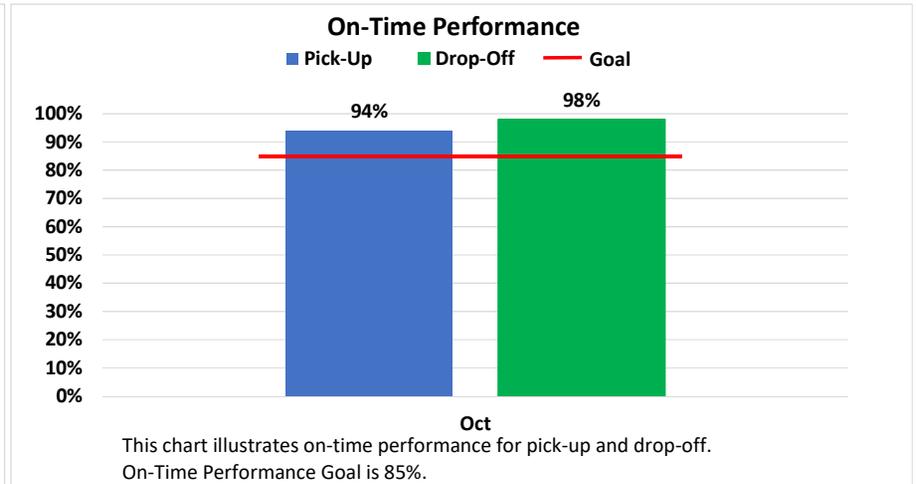
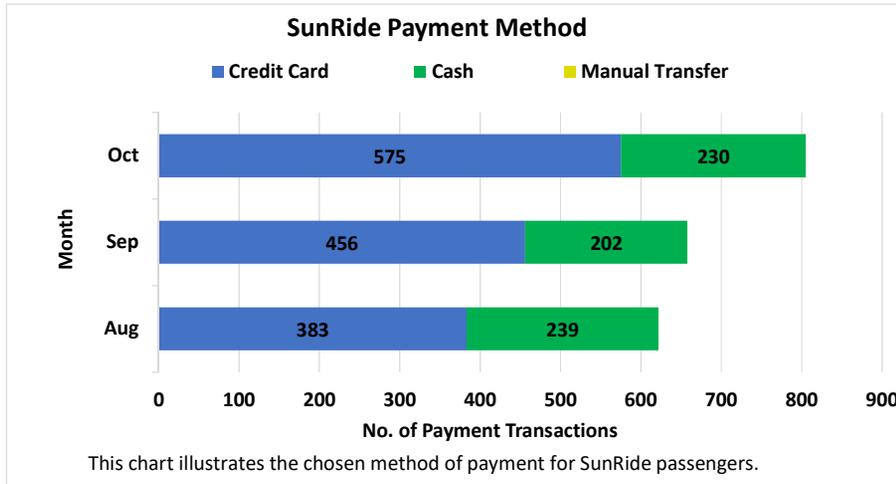
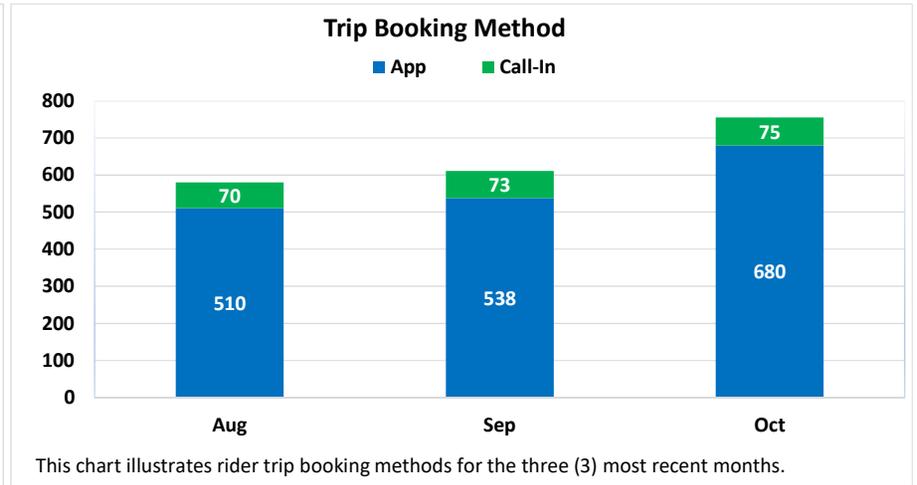
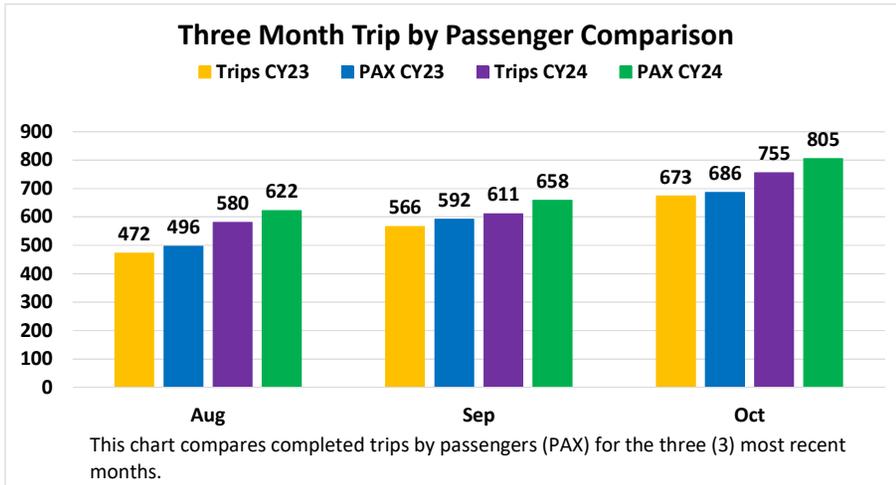
Customer Satisfaction Rating
Avg. rider trip rating: 4.9
Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2024

Total Completed Trips: 6,156

Total Number of Passengers: 6,507



Percentage of Trips as Ridesharing: 50%.
 [Based on No. of Shared Rides for the month (376) divided by Total Trips Completed (755).]

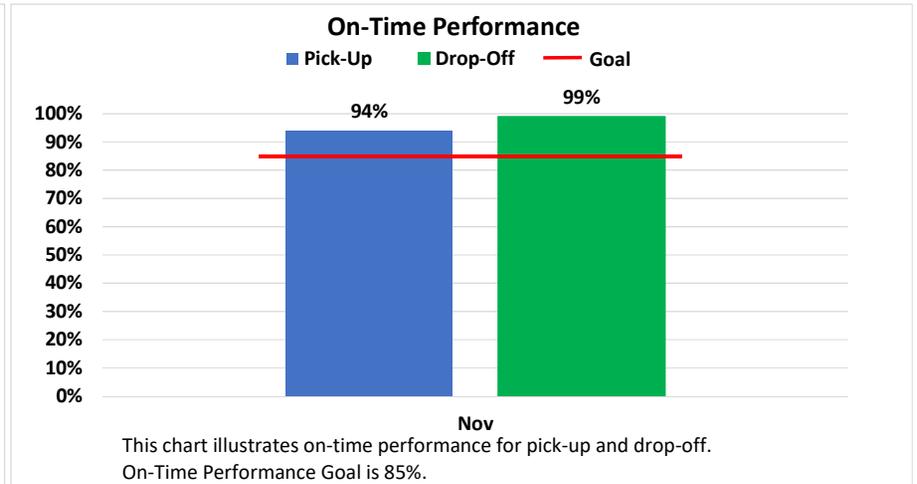
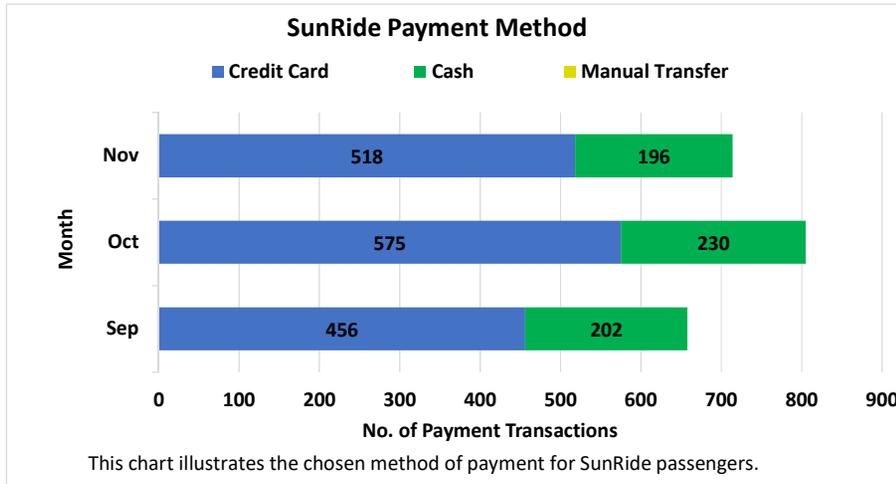
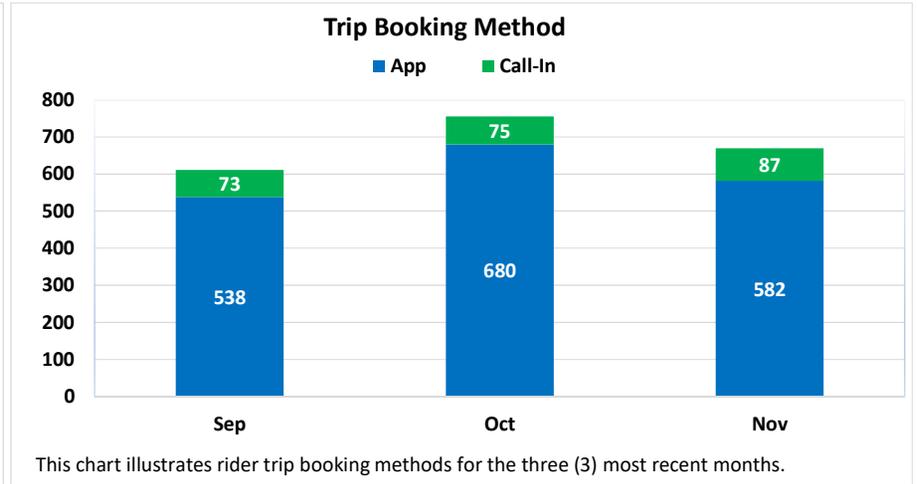
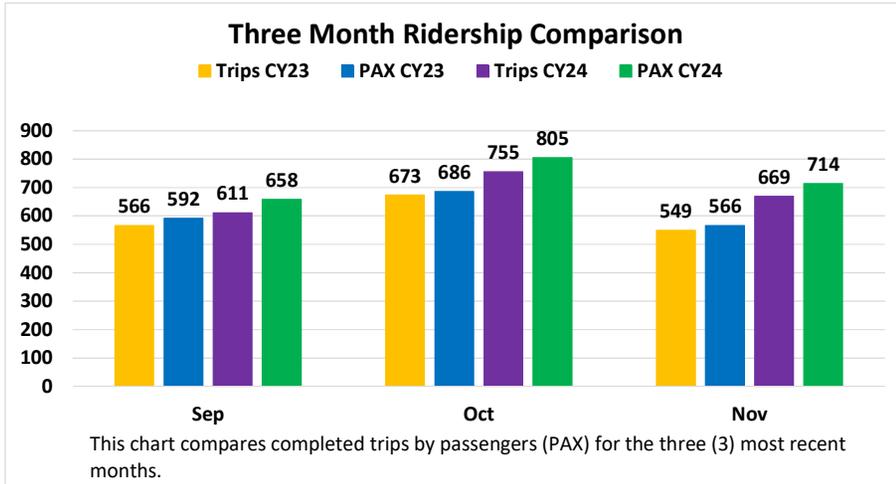
Customer Satisfaction Rating
 Avg. rider trip rating: 4.9
 Goal: 4.5



Palm Desert Geo-Fence Metrics CYTD 2024

Total Completed Trips: 6,825

Total Number of Passengers: 7,221



Percentage of Trips as Ridesharing: 50%.
 [Based on No. of Shared Rides for the month (332) divided by Total Trips Completed (669).]

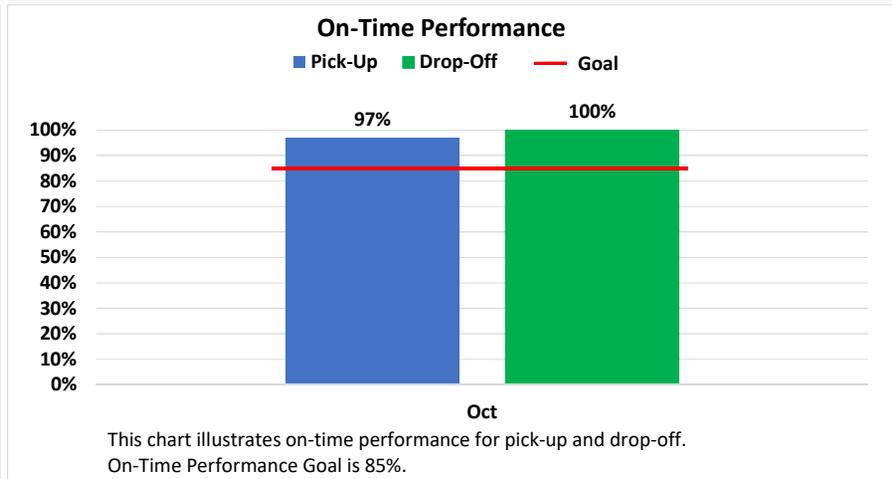
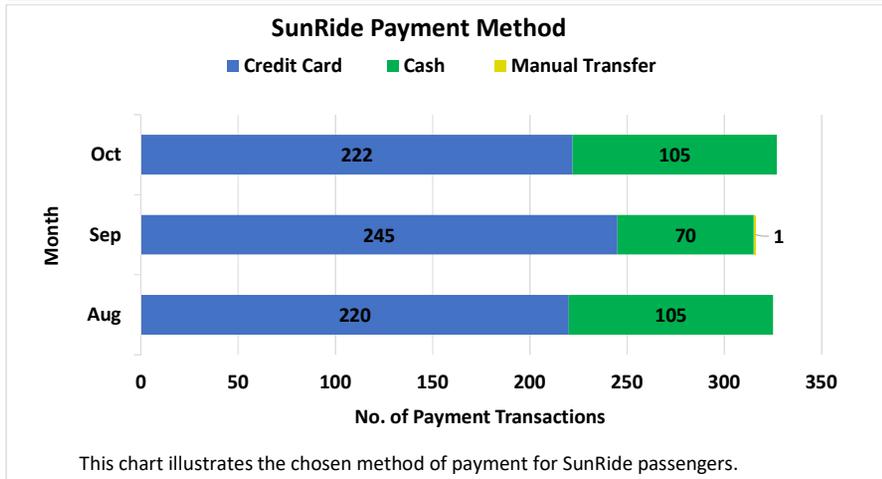
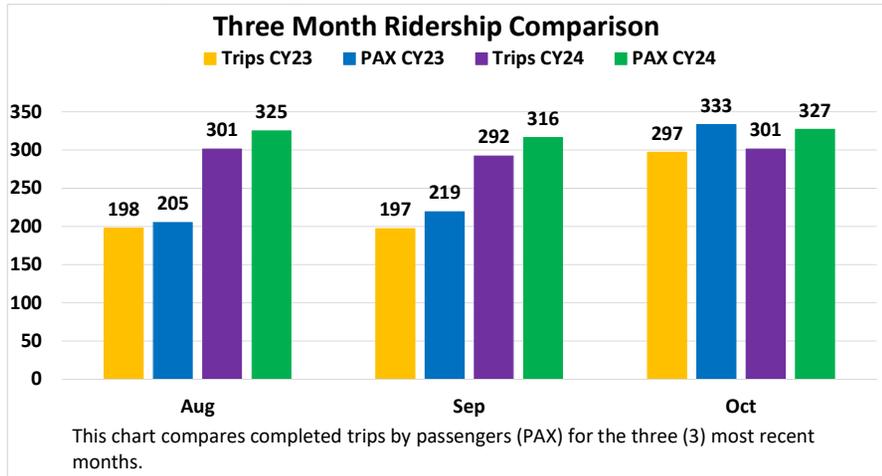
Customer Satisfaction Rating
 Avg. rider trip rating: 4.9
 Goal: 4.5

★ ★ ★ ★ ★
EXCEEDS GOAL!

Palm Springs Geo-Fence Metrics CYTD 2024

Total Completed Trips: 2,640

Total Number of Passengers: 2,881



Percentage of Trips as Ridesharing: 34%.
 [Based on No. of Shared Rides for the month (102) divided by Total Trips Completed (301).]

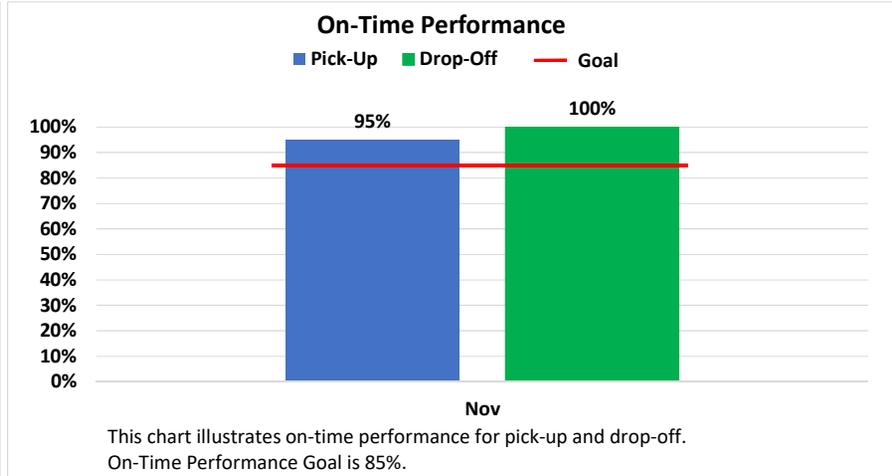
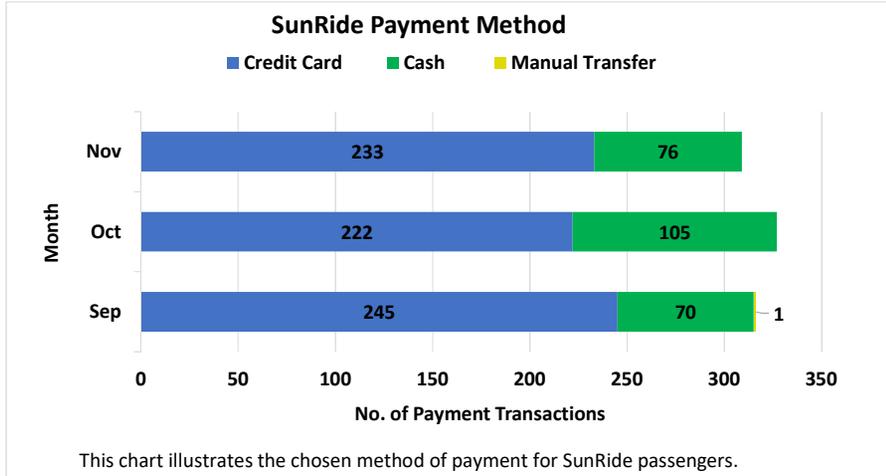
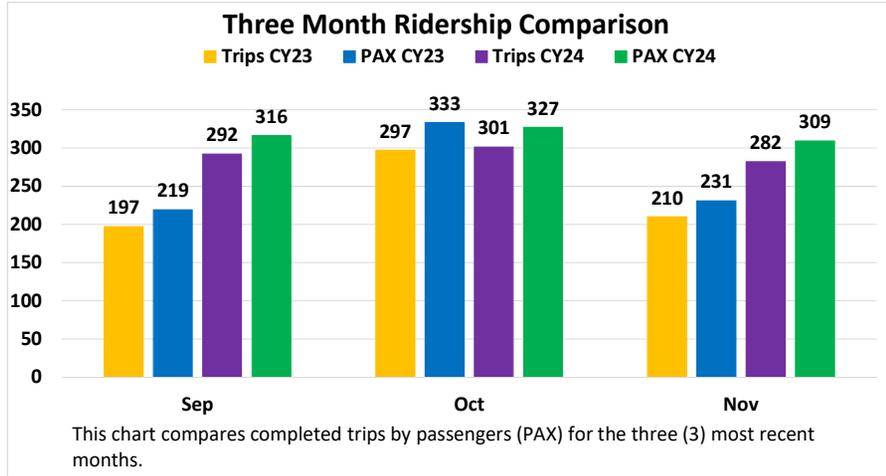
Customer Satisfaction Rating
 Avg. rider trip rating 5.0
 Goal: 4.5



Palm Springs Geo-Fence Metrics CYTD 2024

Total Completed Trips: 2,922

Total Number of Passengers: 3,190

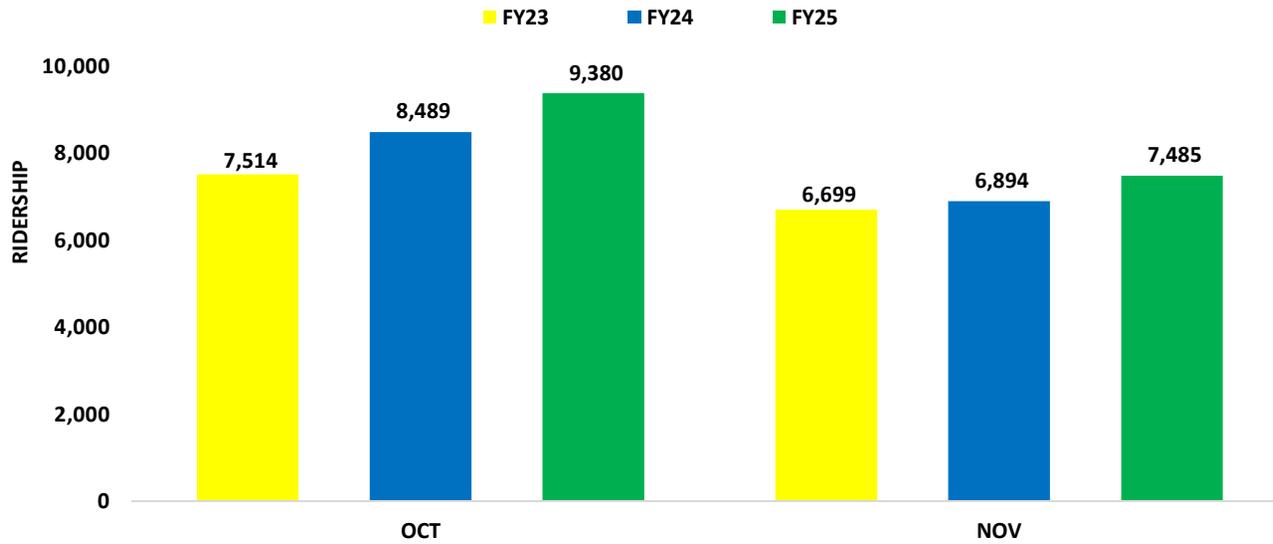


Percentage of Trips as Ridesharing: 27%.
 [Based on No. of Shared Rides for the month (75) divided by Total Trips Completed (282).]

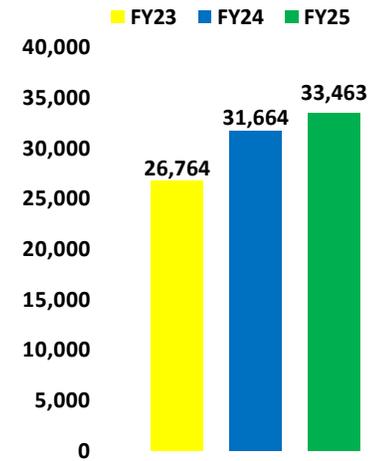
Customer Satisfaction Rating
 Avg. rider trip rating 4.9
 Goal: 4.5



Haul Pass COD Ridership - October & November 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.

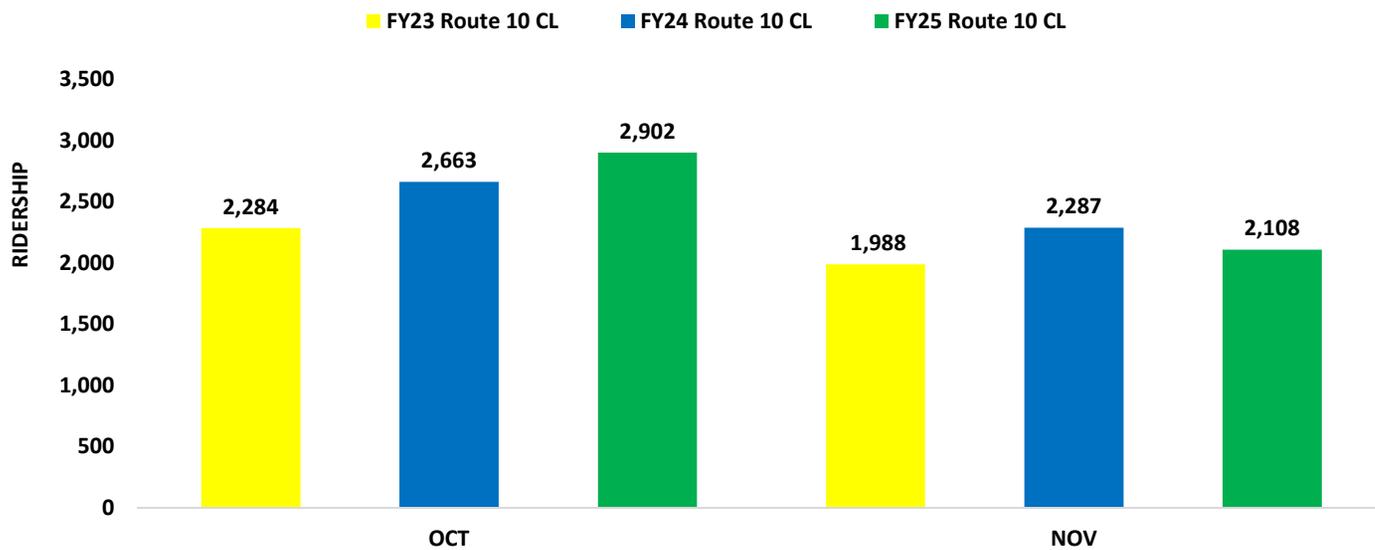
For the month of October 2024, Haul Pass COD contributed with 9,380 rides.

For the month of November 2024, Haul Pass COD contributed with 7,485 rides.

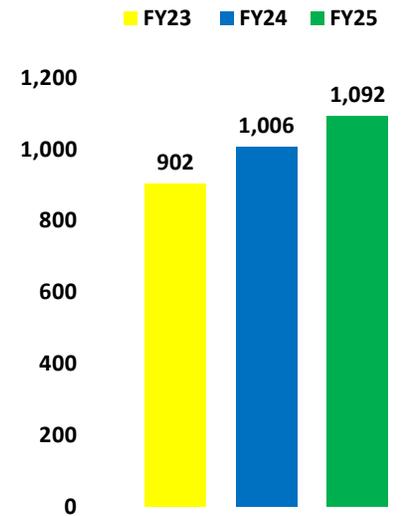
ID Card swipe contributed 300 rides Token Transit contributed 6,893 rides. 31 Day Paper Pass contributed 292 rides.

COD moved over to Token Transit & 31 Day University Paper Pass as of June 3, 2024.

Haul Pass CSUSB Ridership - October & November 2024



CSUSB Fixed Route Ridership Total



The Haul Pass CSUSB program was introduced in September 2019.

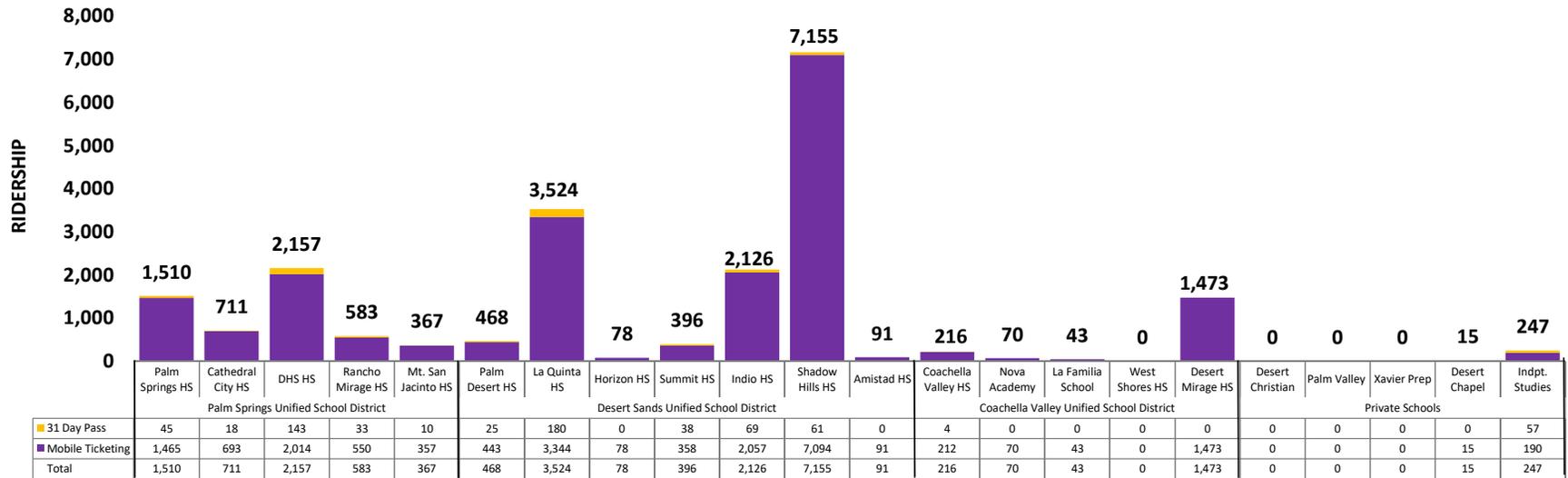
This chart represents monthly ridership on the Haul Pass CSUSB.

For the month of October 2024, CSUSB contributed 3,134 rides from 274 unique users. From that total, 2,902 rides were used on Route 10 and 232 rides on the fixed route system.

For the month of November 2024, CSUSB contributed 2,320 rides from 250 unique users. From that total, 2,108 rides were used on Route 10 and 212 rides on the fixed route system.

High School Haul Pass - October 2024

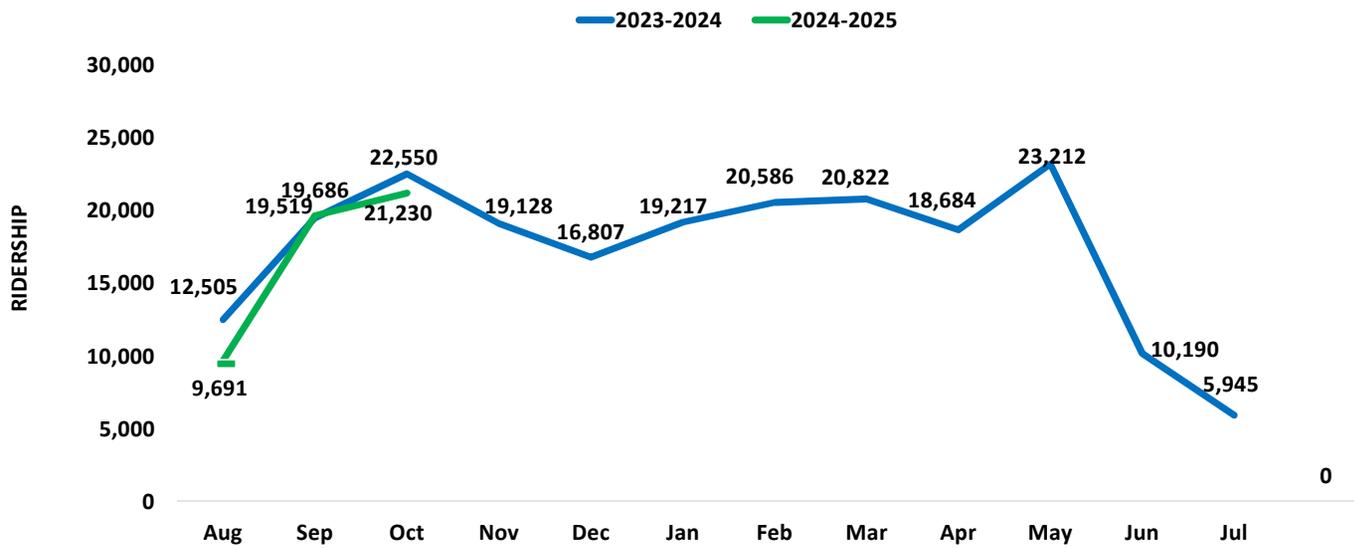
■ Mobile Ticketing
 ■ 31 Day Pass



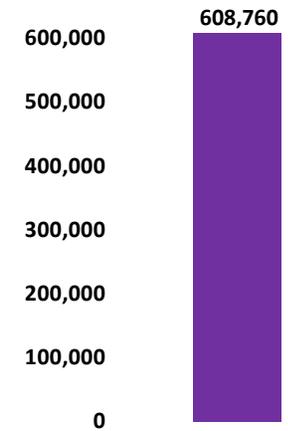
The High School Haul Pass program was introduced in August 2021.

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

High School Haul Pass - Year to Date



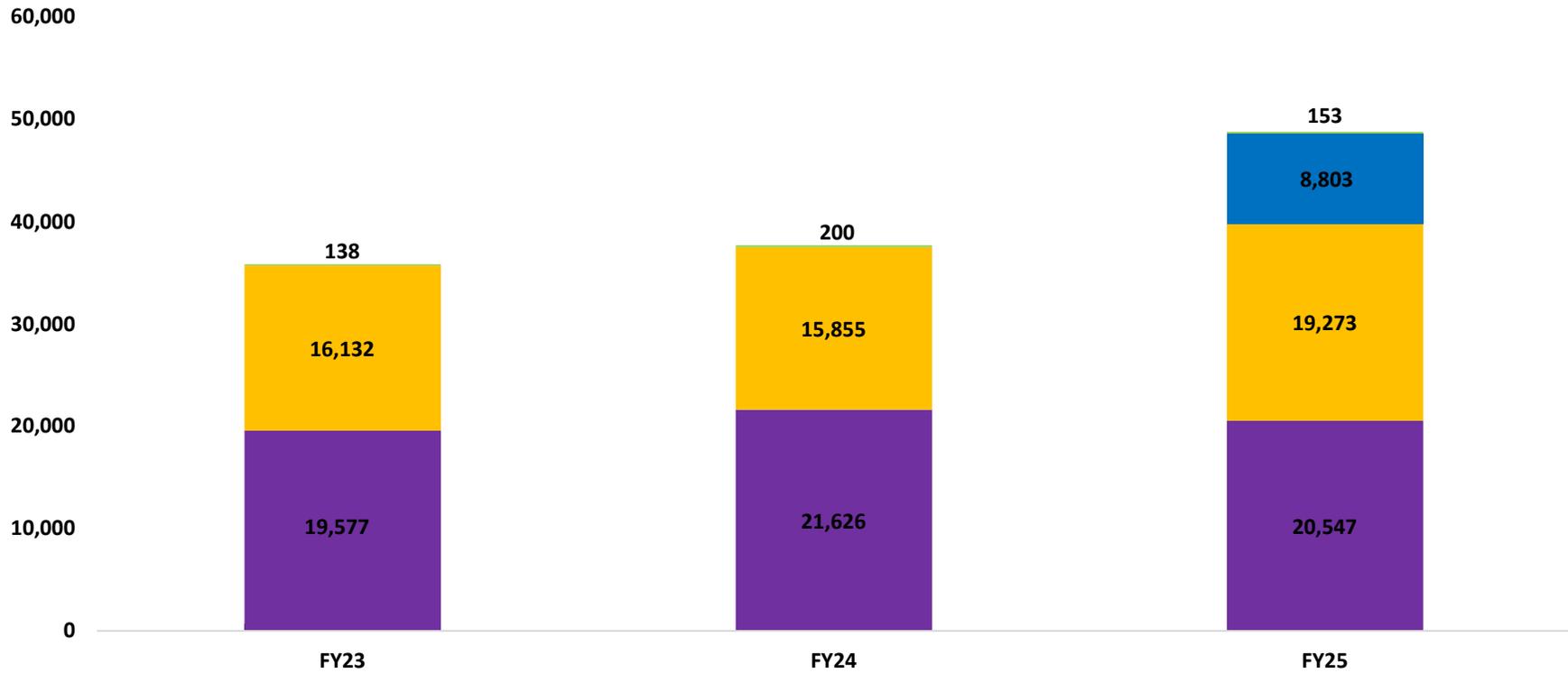
High School Haul Pass Ridership Total



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

Mobile Ticketing Usage - October 2024

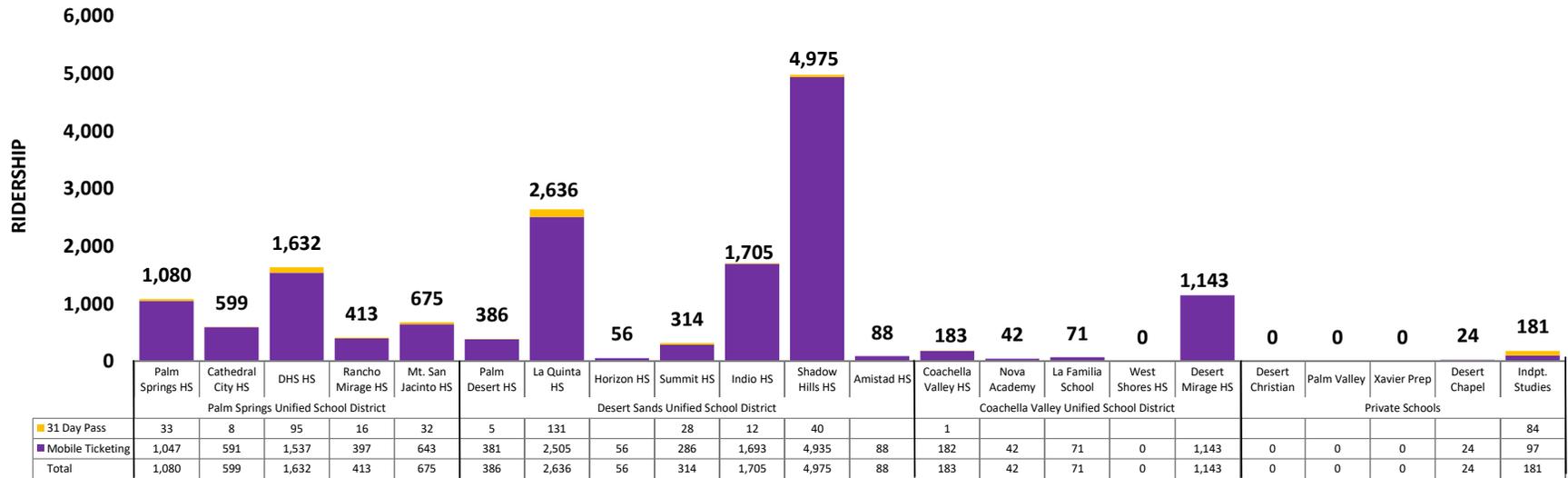
■ High School Haul Pass
 ■ Fixed Route
 ■ COD
 ■ Paratransit



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for August 2024 includes the following passes used through Token Transit: High School Haul Pass, COD Haul Pass, Fixed Route and Paratransit.

High School Haul Pass - November 2024

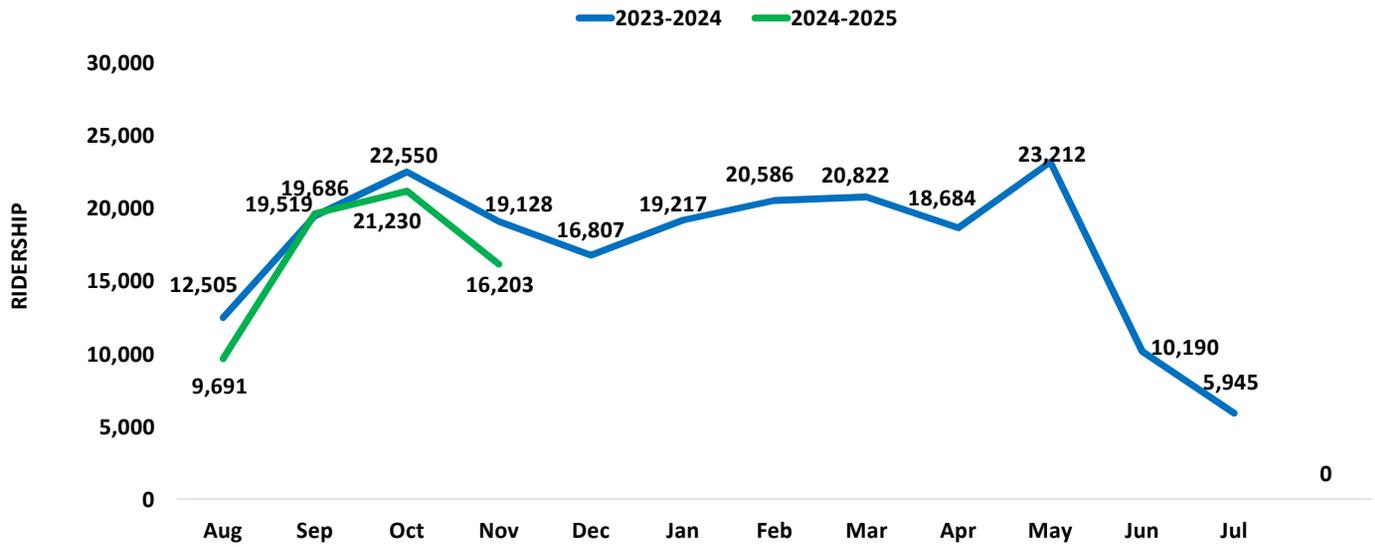
■ Mobile Ticketing ■ 31 Day Pass



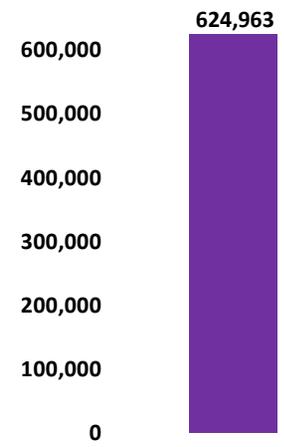
The High School Haul Pass program was introduced in August 2021.

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

High School Haul Pass - Year to Date



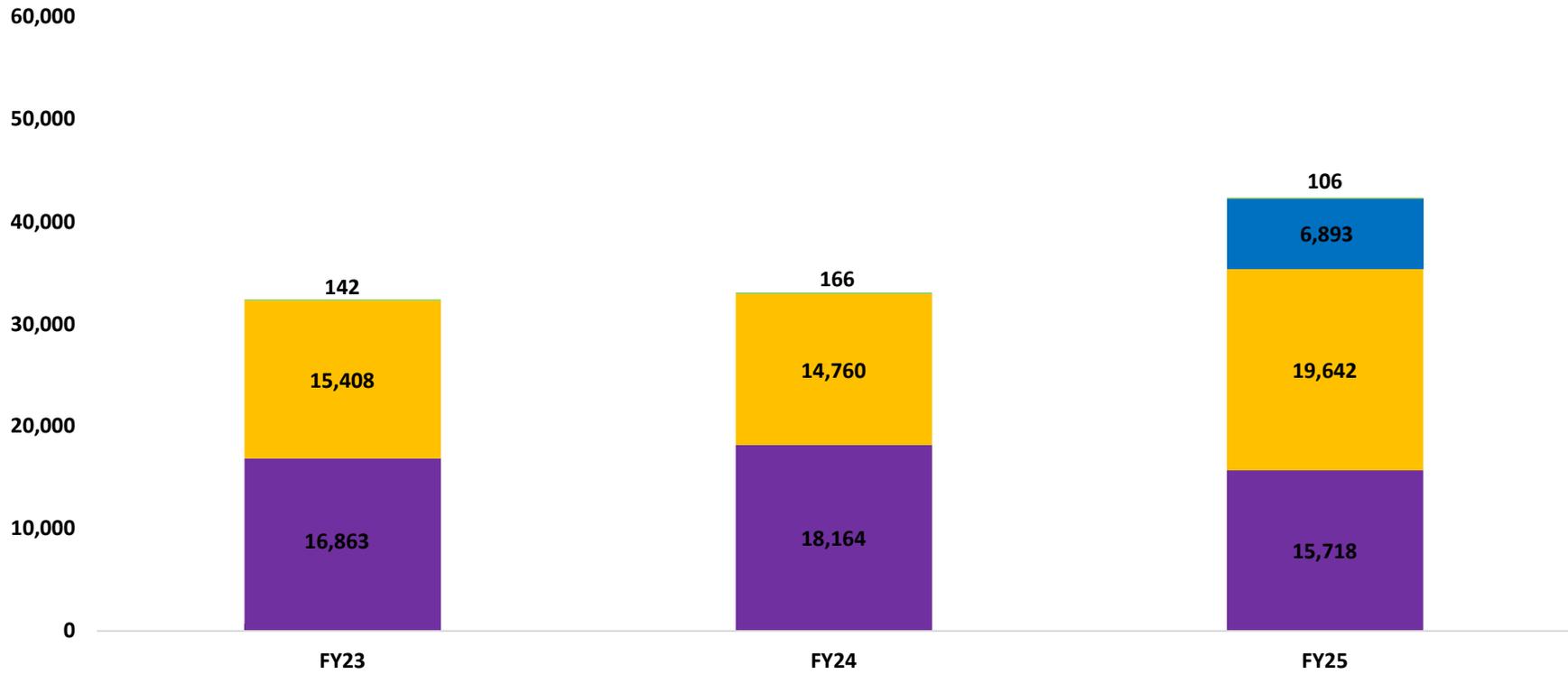
High School Haul Pass Ridership Total



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

Mobile Ticketing Usage - November 2024

■ High School Haul Pass
 ■ Fixed Route
 ■ COD
 ■ Paratransit



This chart represents all monthly mobile ticketing usage by category based on the Token Transit app data. The total for August 2024 includes the following passes used through Token Transit: High School Haul Pass, COD Haul Pass, Fixed Route and Paratransit.

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 22, 2025

APPROVE

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Quarterly Capital Projects Update for 4th Quarter
Calendar Year 2024

Summary:

The capital projects update summarizes the quarterly status of the large capital projects that are active. The list summarizes all funding identified for capital projects which have been programmed over multiple fiscal years.

Recommendation:

Approve.

| Project | Project Description | Project Status | Total Project Funding Balance |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| Vehicles & Vehicle Improvements | | | \$ 31,255,529 |
| 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. Buses were delivered in in Q4 of CY24. The buses are now in service. | \$ 2,543,142 |
| 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 has received approval from FTA on a change from battery to fuel cell bus type. | 7,064,109 |
| Purchase of Hydrogen Fuel Cell Electric 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. | 1,100,000 |
| 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. Buses were delivered in in Q4 of CY24. The buses are now in service. | 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 will review the active fleet 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 will review the active fleet 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 will review the active fleet 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 will review the active fleet 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 vehicle is 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 | | | 14,394,003 |
| 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 the fourth quarter of CY24. Project delayed due to CARB certification of CNG engine. | 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. The project is closed. | 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 |

| Project | Project Description | Project Status | Total Project Funding Balance |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 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 fourth 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. | FTA has approved the project scope change in the model year of buses to be refurbished. The project will begin in CY25. | 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. | 524,898 |
| Sub-total Bus Rehabilitation | | | 3,924,898 |
| Upgrade ITS (CAD-AVL) | This project will allow the replacement of the ITS system for the fleet. | The project is currently in the solicitation phase. | 4,849,319 |
| Radio System Replacements Phase 1 & Phase 2 | 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. The radios were installed at the end of Q4 of CY24. | 1,300,479 |
| Sub-total Radio Replacements | | | 6,149,798 |
| 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 | | | \$ 42,673,647 |
| 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 undergoing the final commissioning phase for the 700 bar dispensing. | 4,863,629 |
| 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. | 8,852,950 |
| 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. | 3,496,806 |
| 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. | 3,513,789 |
| 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 project will be closed in the fourth quarter 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 |

| Project | Project Description | Project Status | Total Project Funding Balance |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 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. | 1,349,444 |
| 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. | 968,329 |
| 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. | Project has completed the demonstration period and the equipment is being removed by SoCal Gas. | 486,398 |
| 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. Environmental approvals are currently ongoing. | 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. | 79,159 |
| Thousand Palms Facilities Improvements | This project will support the purchase of facility improvements. | Ongoing. | 12,172 |
| 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. | 36,856 |
| 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 |
| Equipment | | | \$ 2,371,602 |
| 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. | 1,679,854 |
| 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. | 369,748 |
| Systems | | | \$ 2,790,168 |

| Project | Project Description | Project Status | Total Project Funding Balance |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 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. | 683,783 |
| 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. | Staff is working with new IT contractor to identify priority of Agency needs. | 787,252 |
| Transit Asset Management | This project will allow the purchase of an asset management tool for the Maintenance Department. | Software has been implemented and staff is working with vendor to close project. | 131,858 |
| 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 third quarter of calendar year 2024. | 104,901 |
| 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. | 250,000 |
| 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 | | | \$ 79,090,946 |

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 22, 2025

APPROVE

TO: Finance/Audit Committee
Board of Directors

RE: Acceptance of Board Member Attendance for December 2024

Summary:

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

Recommendation:

Approve.

| FY 24/25 | Board Member Matrix Attendance | | | | | | | | | | | | | |
|---------------------|--------------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|----------------|
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Total Meetings | Total Attended |
| Desert Hot Springs | X | | X | X | | X | | | | | | | 10 | 4 |
| Palm Desert | X | | X | X | | X | | | | | | | 10 | 4 |
| Palm Springs | X | | X | X | | X | | | | | | | 10 | 4 |
| Cathedral City | X | | X | X | | | | | | | | | 10 | 3 |
| Rancho Mirage | X | | X | X | | X | | | | | | | 10 | 4 |
| Indian Wells | X | | | X | | X | | | | | | | 10 | 3 |
| La Quinta | X | | X | X | | X | | | | | | | 10 | 4 |
| Indio | X | | X | X | | X | | | | | | | 10 | 4 |
| Coachella | X | | X | X | | | | | | | | | 10 | 3 |
| County of Riverside | X | | X | X | | X | | | | | | | 10 | 4 |

X - ATTENDED (Primary/Alternate)

DARK –

SunLine Transit Agency

CONSENT CALENDAR

DATE: January 22, 2025

APPROVE

TO: Board of Directors

RE: Approval of Joint Board Meeting Minutes for December 4, 2024

Summary:

The attached report summarizes the Joint Board Meeting Minutes from the Board of Directors' meeting held on December 4, 2024.

Recommendation:

Approve.

MINUTES

Joint SunLine Transit Agency/SunLine Services Group Board of Directors Meeting December 4, 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, December 4, 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 12:00 p.m. by Vice-Chairperson Mallotto.

2. FLAG SALUTE

Board Member Kelly led the pledge of allegiance.

3. ROLL CALL

Members Present:

Lynn Mallotto, Vice-Chair, SunLine Agency Board Member, City of Rancho Mirage

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

Ty Peabody, SunLine Agency Board Member, City of Indian Wells

Grace Garner, SunLine Agency Board Member Alternate, City of Palm Springs*

Kathleen Kelly, SunLine Agency Board Member, City of Palm Desert

John Peña, SunLine Agency Board Member, City of La Quinta

Glenn Miller, SunLine Agency Board Member, City of Indio

Supervisor V. Manuel Perez, SunLine Agency Board Member, County of Riverside

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

4. CLOSED SESSION

**Board Member Alternate Garner joined the meeting at 12:02 p.m.*

**Board Member Peña joined the closed session at 12:17 p.m.*

a) **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to Section 54956.9(d)(2): one potential case

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 4, 2024**

5. RECONVENE TO OPEN SESSION AND REPORT OUT FROM CLOSED SESSION

The open session resumed at 12:41 p.m., with no reportable actions taken.

6. FINALIZATION OF AGENDA

No changes to the agenda.

7. PUBLIC COMMENTS

None.

8. PRESENTATIONS

a) Proclamation Recognizing Board Members

A proclamation and gifts were presented to outgoing Board members Kathleen Kelly, Ty Peabody, Russell Betts, and Lisa Middleton in recognition of their dedicated service. Their contributions during their tenure on the Board of Directors have significantly impacted the Agency and will be greatly missed.

b) Golf Cart Parade Recognition

A video presentation was shown in recognition of Maintenance Department staff member Steve Kelso for his dedication, which contributed to the Agency winning the Best Overall Design award at the 60th Annual Palm Desert Golf Cart Parade in October.

Comments were made by:

- Vice-Chair Mallotto, City of Rancho Mirage
- Supervisor Perez, County of Riverside

c) January Service Change Presentation

A presentation on the upcoming January Service Change was provided by Paul Mattern, Chief Planning Officer.

d) ABBG Introduction

A presentation on the Agency's participation in the American Bus Benchmarking Group was provided by Paul Mattern, Chief Planning Officer.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 4, 2024**

9. BOARD MEMBER COMMENTS

Board Member comments were made by:

- Board Member Miller, City of Indio
- Board Member Peña, City of La Quinta
- Supervisor Perez, County of Riverside
- Vice-Chair Mallotto, City of Rancho Mirage

10. CONSENT CALENDAR

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

11. FISCAL YEAR 2024 AUDIT REPORTS

An oral report was provided by Luis Garcia, Chief Financial Officer, and Roger Martinez, a member of the auditing team from Vasquez and Company. Finance/Audit Committee Chair Mallotto reported that this item was brought to the committee and they unanimously motioned to receive and file this item. SunLine Transit Agency Board Member Mallotto moved to receive and file the Fiscal Year 2024 Audit Reports. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

12. CALIFORNIA TRANSIT TRAINING CONSORTIUM AGREEMENT APPROVAL

Finance/Audit Committee Chair Mallotto reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Mallotto moved to approve the California Transit Training Consortium Agreement. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

13. APPROVE REVISED SUNLINE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

Board Operations Committee Chair Miller reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Miller moved to approve the Revised SunLine Public Transportation Agency Safety Plan. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 4, 2024**

14. SECOND READING AND ADOPTION OF SUNLINE SERVICES GROUP (SSG) ORDINANCE NO. 2024-02, TAXICAB SERVICE ORDINANCE

Taxi Committee Chair Kelly reported that this item was brought to the committee and they unanimously approved the item. SunLine Transit Agency Board Member Kelly moved to approve the Second Reading and Adoption of SunLine Services Group (SSG) Ordinance No. 2024-02, Taxicab Service Ordinance. The motion was approved by a unanimous vote of 8 yes; 0 no; 0 abstain.

15. BOARD MEMBER STIPEND INCREASE UPDATE

Board Operations Committee Chair Miller reported that an oral report was provided by Edith Hernandez, Clerk of the Board/Director of Legislative Affairs on this discussion item.

16. RECEIVE UPDATE ON THE FISCAL YEAR 2024-25 GOALS, STRATEGIC OBJECTIVES AND PRIORITIES AND PROVIDE FEEDBACK

On oral report was provided by Mona Babauta, CEO/General Manager, on this discussion item.

Comments were made by:

- Board Member Peabody, City of Indian Wells
- Board Member Betts, City of Desert Hot Springs

17. LEGISLATIVE UPDATE

An oral report was provided by Edith Hernandez, Clerk of the Board/Director of Legislative Affairs on this information item.

18. CEO/GENERAL MANAGER'S REPORT

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

19. NEXT MEETING DATE

January 22, 2025 at 12 p.m.
Board Room
32-505 Harry Oliver Trail
Thousand Palms, CA 92276

**SUNLINE TRANSIT AGENCY/
SUNLINE SERVICES GROUP
BOARD OF DIRECTORS MEETING - MINUTES
DECEMBER 4, 2024**

20. ADJOURN

The SunLine Services Group and SunLine Transit Agency meeting concurrently adjourned at 1:41 p.m.

Respectfully Submitted,

Edith Hernandez
Clerk of the Board/Director of
Legislative Affairs

SunLine Services Group

CONSENT CALENDAR

DATE: January 22, 2025

APPROVE

TO: Taxi Committee
Board of Directors

RE: Acceptance of Checks \$1,000 and Over Report for October and
November 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:

Approve.

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------|--------------------------------|----------------|---------------------|-----------------------|
| HANSON BRIDGETT LLP | Legal Service | 91358 | 10/30/2024 | 14,602.00 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 10/11/2024 | 91354 | 10/17/2024 | 2,996.41 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 10/25/2024 | 91362 | 10/30/2024 | 2,989.35 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 09/27/2024 | 91352 | 10/02/2024 | 2,602.37 |
| DEPARTMENT OF JUSTICE | Background Service | 91356 | 10/30/2024 | 1,372.00 |
| Total Checks Over \$1,000 | \$24,562.13 | | | |
| Total Checks Under \$1,000 | \$1,980.80 | | | |
| Total Checks | \$26,542.93 | | | |

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

| Vendor Filed As Name | Description | Check # | Payment Date | Payment Amount |
|-----------------------------------|--------------------------------|----------------|---------------------|-----------------------|
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 11/08/2024 | 91365 | 11/13/2024 | 2,996.42 |
| SUNLINE TRANSIT AGENCY | Payroll Liabilities 11/22/2024 | 91367 | 11/27/2024 | 2,996.41 |
| Total Checks Over \$1,000 | \$5,992.83 | | | |
| Total Checks Under \$1,000 | \$845.73 | | | |
| Total Checks | \$6,838.56 | | | |

SunLine Services Group
CONSENT CALENDAR

DATE: January 22, 2025 **APPROVE**

TO: Taxi Committee
Board of Directors

RE: Acceptance of Monthly Budget Variance Report for October and
November 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 October 2024 are equal to 4/12^{ths} of the yearly budget. The FYTD budget values for the month of November 2024 are equal to 5/12^{ths} of the yearly budget.

Year to Date Summary

- As of October 31, 2024, the organization's revenues are \$27,359 or 43.29% above the FYTD budget.
- As of October 31, 2024, expenditures are \$10,073 or 15.94% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$37,432.
- As of November 30, 2024, the organization's revenues are \$30,699 or 38.86% above the FYTD budget.
- As of November 30, 2024, expenditures are \$13,361 or 16.91% below the FYTD budget.
- The net FYTD operating gain (loss) after expenses is \$44,061.

Recommendation:

Approve.

SunLine Regulatory Administration
Budget Variance Report
October 2024

| Description | FY25 Total Budget | Current Month | | | Year to Date | | | |
|------------------------------------------|-------------------|-----------------|---------------|---------------------|------------------|------------------|---------------------|----------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Revenues: | | | | | | | | |
| Revenue Fines | 3,500 | - | 292 | (292) | 900 | 1,167 | (267) | 74.3% |
| New Driver Permit Revenue | 750 | 225 | 63 | 163 | 825 | 250 | 575 | -10.0% |
| Taxi Business Permit | 96,000 | 10,668 | 8,000 | 2,668 | 40,522 | 32,000 | 8,522 | 57.8% |
| Driver Transfer Revenue | 125 | 125 | 10 | 115 | 175 | 42 | 133 | -40.0% |
| Driver Renewal Revenue | 1,725 | 425 | 144 | 281 | 1,000 | 575 | 425 | 42.0% |
| Vehicle Permit Revenue | 86,000 | 16,773 | 7,167 | 9,606 | 47,137 | 28,667 | 18,470 | 45.2% |
| Operator Application Fee | 1,500 | - | 125 | (125) | - | 500 | (500) | 100.0% |
| Total Revenue | 189,600 | 28,216 | 15,800 | 12,416 | 90,559 | 63,200 | 27,359 | 43.3% |
| Expenses: | | | | | | | | |
| Salaries and Wages | 88,369 | 2,508 | 7,364 | 4,856 | 18,689 | 29,456 | 10,768 | 78.9% |
| Fringe Benefits | 61,290 | 2,491 | 5,108 | 2,617 | 2,300 | 20,430 | 18,130 | 96.2% |
| Services | 18,315 | 19,511 | 1,526 | (17,985) | 21,530 | 6,105 | (15,425) | -17.6% |
| Supplies and Materials | 3,585 | - | 299 | 299 | 9,935 | 1,195 | (8,740) | -177.1% |
| Utilities | 5,802 | - | 484 | 484 | - | 1,934 | 1,934 | 100.0% |
| Casualty and Liability | 5,589 | - | 466 | 466 | - | 1,863 | 1,863 | 100.0% |
| Taxes and Fees | 50 | - | 4 | 4 | - | 17 | 17 | 100.0% |
| Miscellaneous | 6,600 | 181 | 550 | 369 | 673 | 2,200 | 1,527 | 89.8% |
| Total Expenses | 189,600 | 24,690 | 15,800 | (8,890) | 53,127 | 63,200 | 10,073 | 15.9% |
| Total Operating Surplus (Deficit) | \$ - | \$ 3,526 | | | \$ 37,432 | | | |

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to increases in vehicle permit revenue and taxi business permit revenue due to one (1) unanticipated additional taxi business for FY25.
- As of FYTD25, there is a decrease of 3,262 taxi trips compared to FYTD24.

Taxi Trips

| | FY24-October | FY25-October | Variance | %Δ |
|-------|---------------------|---------------------|-----------------|-----------|
| Trips | 11,741 | 9,779 | (1,962) | -16.7% |

Taxi Trips

| | FYTD-FY24 | FYTD-FY25 | Variance | %Δ |
|-------|------------------|------------------|-----------------|-----------|
| Trips | 28,852 | 25,590 | (3,262) | -11.3% |

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 unfavorable variance is due to higher costs for legal services in October.

Supplies and Materials

- Supplies and material expenses are over budget due to an allocation of overhead expenses from SunLine Transit Agency to SunLine Regulatory Administration.

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 Regulatory Administration
Budget Variance Report
November 2024

| Description | FY25 Total Budget | Current Month | | | Year to Date | | | |
|------------------------------------------|-------------------|-----------------|---------------|---------------------|------------------|------------------|---------------------|----------------------|
| | | Actual | Budget | Positive (Negative) | FYTD Actual | FY25 FYTD Budget | Positive (Negative) | Percentage Remaining |
| Revenues: | | | | | | | | |
| Revenue Fines | 3,500 | 275 | 292 | (17) | 1,175 | 1,458 | (283) | 66.4% |
| New Driver Permit Revenue | 750 | 75 | 63 | 13 | 900 | 313 | 588 | -20.0% |
| Taxi Business Permit | 96,000 | 7,999 | 8,000 | (1) | 48,522 | 40,000 | 8,522 | 49.5% |
| Driver Transfer Revenue | 125 | (50) | 10 | (60) | 125 | 52 | 73 | 0.0% |
| Driver Renewal Revenue | 1,725 | 125 | 144 | (19) | 1,125 | 719 | 406 | 34.8% |
| Driver Permit Reinstatement/Replacement | - | 20 | - | 20 | 20 | - | 20 | 0% |
| Vehicle Permit Revenue | 86,000 | 10,696 | 7,167 | 3,529 | 57,833 | 35,833 | 21,999 | 32.8% |
| Operator Application Fee | 1,500 | - | 125 | (125) | - | 625 | (625) | 100.0% |
| Total Revenue | 189,600 | 19,140 | 15,800 | 3,340 | 109,699 | 79,000 | 30,699 | 38.9% |
| Expenses: | | | | | | | | |
| Salaries and Wages | 88,369 | 3,707 | 7,364 | 3,657 | 22,396 | 36,820 | 14,425 | 74.7% |
| Fringe Benefits | 61,290 | 2,877 | 5,108 | 2,230 | 5,178 | 25,538 | 20,360 | 91.6% |
| Services | 18,315 | 4,827 | 1,526 | (3,301) | 26,357 | 7,631 | (18,726) | -43.9% |
| Supplies and Materials | 3,585 | 854 | 299 | (555) | 10,789 | 1,494 | (9,295) | -200.9% |
| Utilities | 5,802 | - | 484 | 484 | - | 2,418 | 2,418 | 100.0% |
| Casualty and Liability | 5,589 | - | 466 | 466 | - | 2,329 | 2,329 | 100.0% |
| Taxes and Fees | 50 | - | 4 | 4 | - | 21 | 21 | 100.0% |
| Miscellaneous | 6,600 | 247 | 550 | 303 | 920 | 2,750 | 1,830 | 86.1% |
| Total Expenses | 189,600 | 12,512 | 15,800 | 3,288 | 65,639 | 79,000 | 13,361 | 16.9% |
| Total Operating Surplus (Deficit) | \$ - | \$ 6,628 | | | \$ 44,061 | | | |

Budget Variance Analysis - SunLine Regulatory Administration

Revenue

- The positive variance in revenue is largely due to increases in vehicle permit revenue and taxi business permit revenue due to one (1) unanticipated additional taxi business for FY25.
- As of FYTD25, there is a decrease of 3,981 taxi trips compared to FYTD24.

Taxi Trips

| | FY24-November | FY25-November | Variance | %Δ |
|-------|----------------------|----------------------|-----------------|-----------|
| Trips | 10,712 | 9,993 | (719) | -6.7% |

Taxi Trips

| | FYTD-FY24 | FYTD-FY25 | Variance | %Δ |
|-------|------------------|------------------|-----------------|-----------|
| Trips | 39,564 | 35,583 | (3,981) | -10.1% |

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. A book entry was made in September during audit reconciliation which decreased expenses for the month.

Services

- The unfavorable variance is due to higher costs for legal services in October.

Supplies and Materials

- Supplies and material expenses are over budget due to an allocation of overhead expenses from SunLine Transit Agency to SunLine Regulatory Administration.

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: January 22, 2025

APPROVE

TO: Taxi Committee
Board of Directors

RE: Taxi Trip Data – October and November 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.

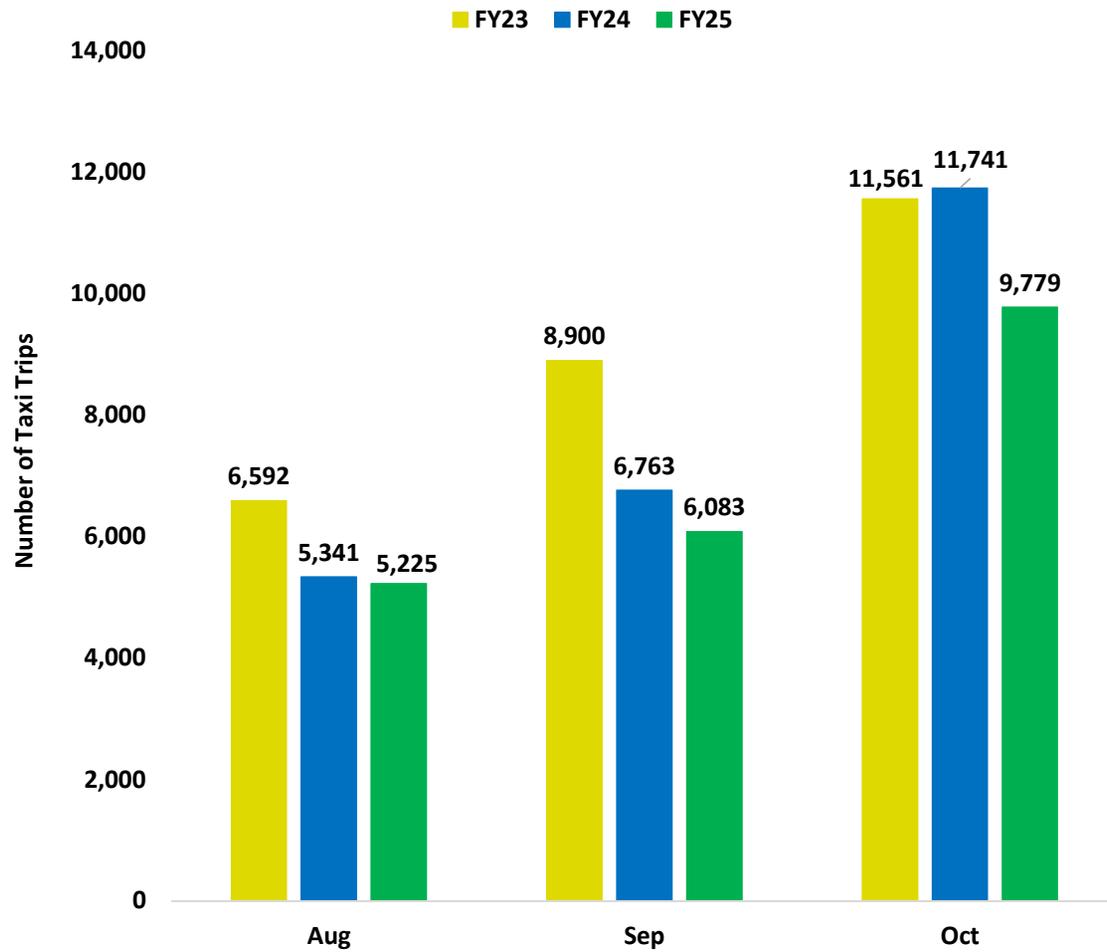
For the month of October, there were 1,962 fewer taxi trips serviced by six (6) more cabs when compared to October 2023 (77 cabs in 2024 compared to 71 cabs in 2023). For November, there were 719 fewer taxi trips in November 2024 serviced by nine (9) more cabs when compared to November 2023 (78 cabs in 2024 compared to 69 cabs in 2023).

There were 3,981 fewer taxi trips for FYTD25 compared to FYTD24.

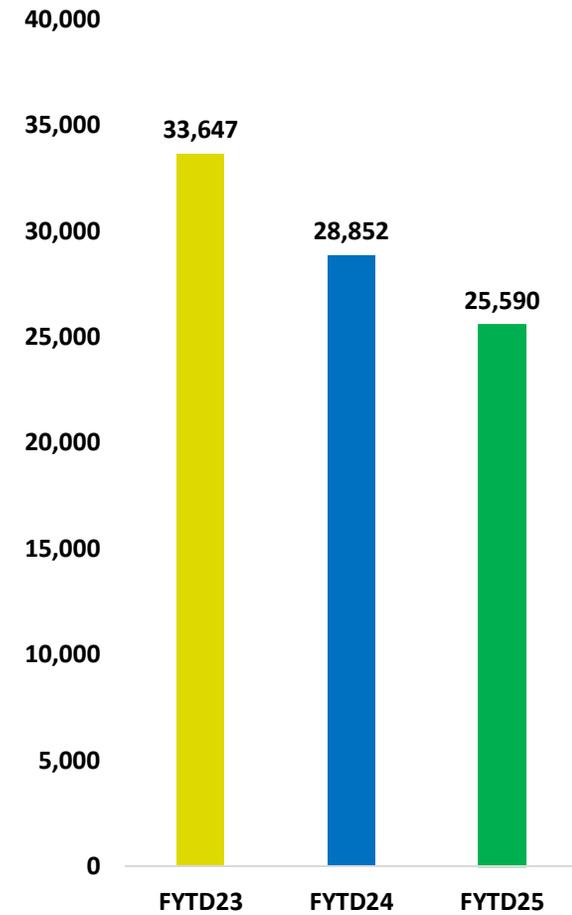
Recommendation:

Approve.

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



FYTD No. of Taxi Trips

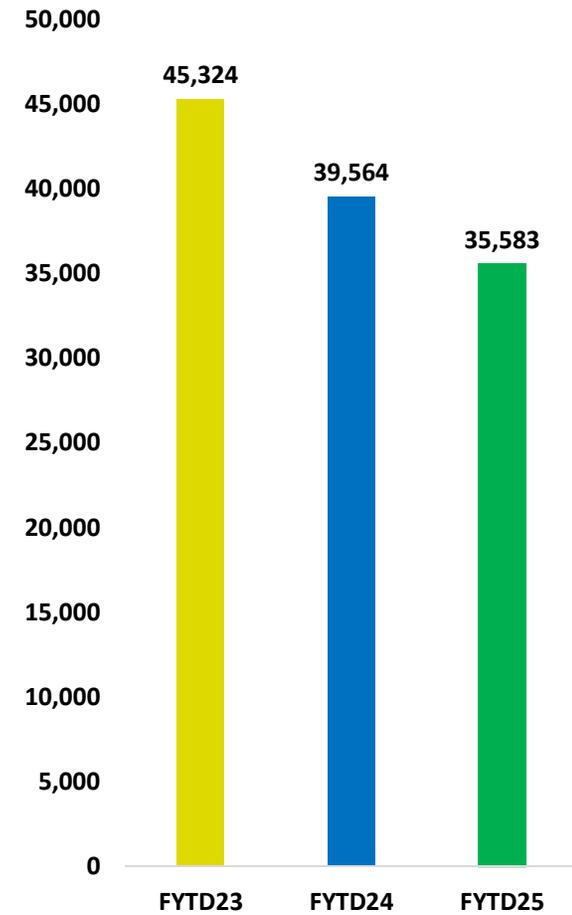


This chart compares the three (3) most recent months and measures the total number of taxi trips taken year to date for FY23, FY24, and FY25.

Taxi Trip Three (3) Month Comparison as of November 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 FY23, FY24, and FY25.

**SunLine Transit Agency
SunLine Services Group**

DATE: January 22, 2025 **APPROVE**
TO: Board of Directors
FROM: Nancy Ross, Chairperson of the Board
RE: Acceptance of Ratification of Provisional Committee Appointments

Recommendation

Ratify the provisional committee and committee officer appointments to the Finance/Audit Committee, Board Operations Committee, Strategic Planning & Operational Committee, and Taxi Committee.

Background

Section 8.1 of SunLine's Board bylaws notes that the Chairperson of the Board shall make provisional appointments for each Committee and each Committee's Chairperson and Vice Chairperson and shall provisionally fill vacancies as they may arise during the year. These appointments shall be considered for ratification by the Board at the next regular meeting.

The following provisional appointments were made to the Board's Committees:

Finance/Audit Committee

- Chairperson – Lynn Mallotto
- Member – Glenn Miller
- Member – Nancy Ross
- Member – John Peña

Board Operations Committee

- Chairperson – Glenn Miller
- Member – Denise Delgado
- Member – John Peña

Strategic Planning & Operational Committee

- Chairperson – Denise Delgado
- Member – Nancy Ross
- Member – Lynn Mallotto

Taxi Committee

- Chairperson – John Peña
- Member – Glenn Miller
- Member – Lynn Mallotto

Recommendation:

Approve.

**SunLine Transit Agency/SunLine Services Group
Board Committee Assignments
FY 2024/25 COMMITTEE APPOINTMENTS**

| | Finance/Audit Committee (4) Meet prior to each Board meeting | Board Operations Committee (3) Meet as needed | Strategic Planning & Operational Committee (3) Meet as needed | Taxi Committee (3) Meet as needed |
|--------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------|
| John Peña La Quinta | M | M | | C |
| Denise Delgado Coachella | | M | C | |
| Unknown Desert Hot Springs | | | | |
| Grace Garner Palm Springs | | | | |
| Lynn Mallotto Rancho Mirage | C | | M | M |
| Nancy Ross Cathedral City | M | | M | |
| Jan Harnik Palm Desert | | | | |
| Bruce Whitman Indian Wells | | | | |
| Glenn Miller Indio | M | C | | M |
| V. Manuel Perez Riverside County | | | | |

M indicates Committee Member; C indicates Committee Chair; V indicates Vice Chair

Updated 01/2025

SunLine Transit Agency**DATE: January 22, 2025****RECEIVE & FILE****TO: Finance/Audit Committee
Board of Directors****FROM: Luis Garcia, Chief Financial Officer****RE: Fiscal Year 2024 Single Audit Report**

Recommendation

Recommend that the Board of Directors receive and file the fiscal year (FY) 2024 financial single audit report completed by Vasquez & Company, LLP.

Background

The Joint Powers Agreement requires that SunLine Transit Agency (SunLine) and SunLine Services Group (SSG) have an independent audit of its finances conducted annually. In addition, state law requires that recipients of Transportation Development Act (TDA) funds undergo an annual financial audit. TDA funds comprise the majority of SunLine's operating revenues, which are disbursed by Riverside County Transportation Commission (RCTC), the planning agency for SunLine.

In addition to the FY 2024 financial audit, the Code of Federal Regulations (2 CFR Part 200) requires an entity that expends more than \$750,000 in federal awards during a fiscal year undergo a single audit. A single audit ensures that federal funds are expended properly. Submission of the single audit is required nine (9) months following the end of the entity's fiscal year or thirty (30) days after the completion of the financial statements, whichever is earlier.

The Board of Directors received the financial reports for SunLine and SSG in December 2024 along with communication from the auditors presenting a clean audit and an unmodified opinion.

Audit Outcome

The auditors presented an unmodified opinion with no significant deficiencies related to the Agency's single audit report.

Performance Goal

Goal 3: Organizational Health & Resiliency – The clean and unmodified opinion from SunLine’s independent auditor is consistent with the Agency’s focus of proper fiscal management and internal controls.

Attachments:

- [Item 12a](#) – Vasquez & Company LLP Presentation
- [Item 12b](#) – SunLine Transit Agency Single Audit Report



PRIVATE - CONFIDENTIAL

REPORT TO BOARD OF DIRECTORS

January 22, 2025



/ To the Board of Directors

We are pleased to present this single audit report of SunLine Transit Agency (STA) for the year ended June 30, 2024. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for STA's financial reporting process, as well as other matters that we believe may be of interest to you. Our audit of the compliance for each major federal program, on internal control over compliance, and on the Schedule of Expenditures of Federal Awards, does not relieve management or those charged with governance of their responsibilities.

This report is intended solely for the information and use of the Board of Directors and Management, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to STA.

Vasquez & Company LLP

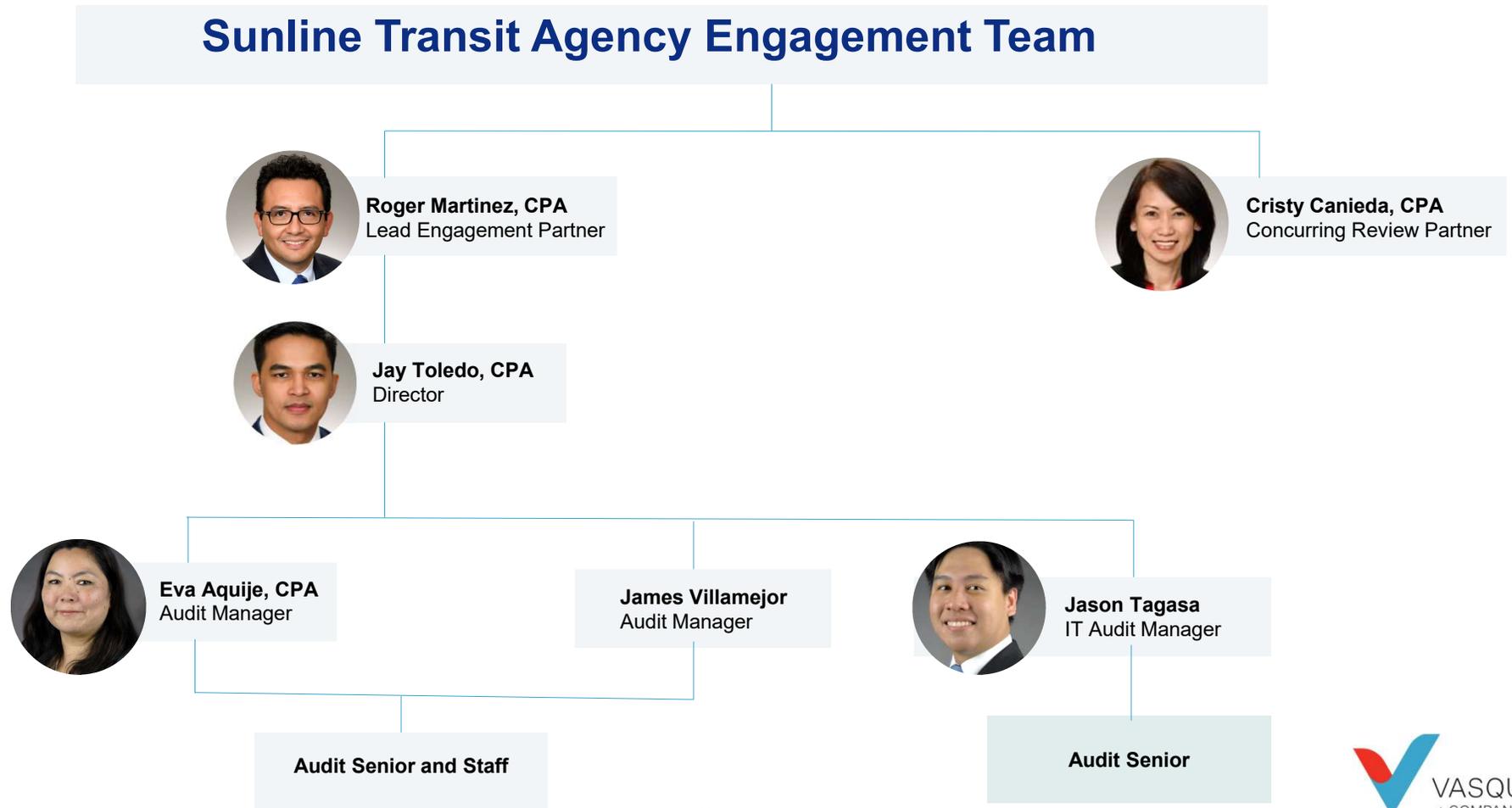


/ Table of Contents

PRIVATE - CONFIDENTIAL

| | |
|---------------------------------|-----------|
| The Engagement Team | 3 |
| Scope of Engagement | 4 |
| Summary of Audit Results | 5 |
| Single Audit | 6 |
| AU-C 260 Communications | 9 |
| Independence | 13 |
| Questions | 14 |
| Contact Information | 15 |

/ Engagement Team

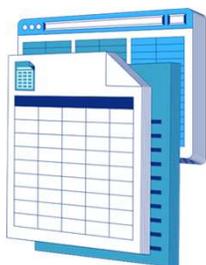


/ Scope of Engagement



SunLine Transit Agency (STA)

- Financial Statement Audit in accordance with Generally Accepted Government Auditing Standards. (Report issued on December 27, 2024).
- Single Audit in accordance with the Uniform Guidance.
- Agreed Upon Procedures on the National Transit Database (NTD) report.



SunLine Services Group (SSG)

- Financial Statement Audit in accordance with Generally Accepted Government Auditing Standards. (Report issued on December 27, 2024).

/ Summary of Audit Results



/ Single Audit

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters

SUMMARY OF RESULTS – “CLEAN” OPINION

| | |
|----------------------------------------------------|------------------------|
| Internal control over financial reporting: | |
| ▪ Material weakness | None identified |
| ▪ Significant deficiencies | None identified |
| Noncompliance material to the financial statements | None identified |

/ Single Audit, continued

Report on Compliance for Each Major Federal Program, on Internal Control over Compliance and on the Schedule of Expenditures of Federal Awards

SUMMARY OF RESULTS - "CLEAN" OPINION

| | |
|-------------------------------------------------------------------------------------------------------|------------------------|
| Internal control over compliance: | |
| ▪ Material weakness | None identified |
| ▪ Significant deficiencies | None identified |
| Auditing findings identified that are required to be reported in accordance with the Uniform Guidance | None identified |

/ Single Audit, continued

Total Federal Expenditures – \$13.4 million

SUMMARY OF RESULTS, continued

| Major program | |
|--------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Assistance Listing Number:</u> 20.507 / 20.526 97.036 | <u>Name of Federal Program or Cluster:</u> Federal Transit Cluster Disaster Grants – Public Assistance (Presidentially Declared Disasters) |
| Dollar threshold used to distinguish between type A and type B programs: | \$750,000 |
| Auditee qualifies as low-risk auditee? | Yes |
| Financial Statement Findings: | None |
| Federal Award Findings: | None identified |

/ Auditor's Required Communication to Those Charged with Governance (AU-C 260)



/ Required Communication to Those Charged with Governance

| | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| Management's Responsibility | Management has primary responsibility for the accounting principles used, including their consistency, application, clarity and completeness. |
| Consultations with Other Accountants | We are not aware of any consultations by management with other accountants about accounting or auditing matters. |
| Difficulties with Management | We did not encounter any difficulties with management while performing our audit procedures that require the attention of the Board. |
| Disagreements with Management | We encountered no disagreements with management on financial accounting and reporting matters as they relates to the current year financial statements. |

/ Required Communication to Those Charged with Governance, continued

| | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| Audit Adjustments | There were no material audit adjustments made during the year. |
| Consultations with Other Accountants | We are not aware of any consultations management had with other accountants about accounting and auditing matters. |
| Conditions of Retention | No significant issues were discussed, or subject to correspondence, with management prior to retention. |

/ Required Communication to Those Charged with Governance, continued

| | |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Material Weakness and Significant Deficiency | No significant deficiencies or material weaknesses in internal controls were identified. |
| Irregularities, Fraud or Illegal Acts | No irregularities, fraud or illegal acts or that would cause a material misstatement of the financial statements, came to our attention as a result of our audit procedures. |
| Management Representations | The Agency will provide us with a signed copy of the management representation letter at the end of the audit and prior to our issuance of the single audit report. |

/ Independence

There are no relationships between any of our representatives and [SunLine Transit](#) that in our professional judgment may reasonably be thought to bear on independence.

We confirm that we are independent of [SunLine Transit](#) within the meaning of the independence, integrity and objectivity rules, regulations, interpretations, and rulings of the AICPA, *Government Auditing Standards* (Yellow Book), the State of California Board of Accountancy, and other regulatory agencies.

QUESTIONS

/ Contact Information

Vasquez + Company LLP has over 50 years of experience in performing audit, tax, accounting, and consulting services for all types of nonprofit organizations, governmental entities, and private companies. We are the largest minority-controlled accounting firm in the United States and the only one to have global operations and certified as MBE with the Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission.

We are clients of the **RSM Professional Services+ Practice**. As a client, we have access to the Professional Services+ Collaborative, a globally connected community that provides access to an ecosystem of capabilities, collaboration and camaraderie to help professional services firms grow and thrive in a rapidly changing business environment. As a participant in the PS+ Collaborative, we have the opportunity to interact and share best practices with other professional services firms across the U.S. and Canada.

Roger Martinez, CPA

O: +1.213.873.1703

rmartinez@vasquezcpa.com

Jay Toledo, CPA

O: +1.213.873.1760

jtoledo@vasquezcpa.com

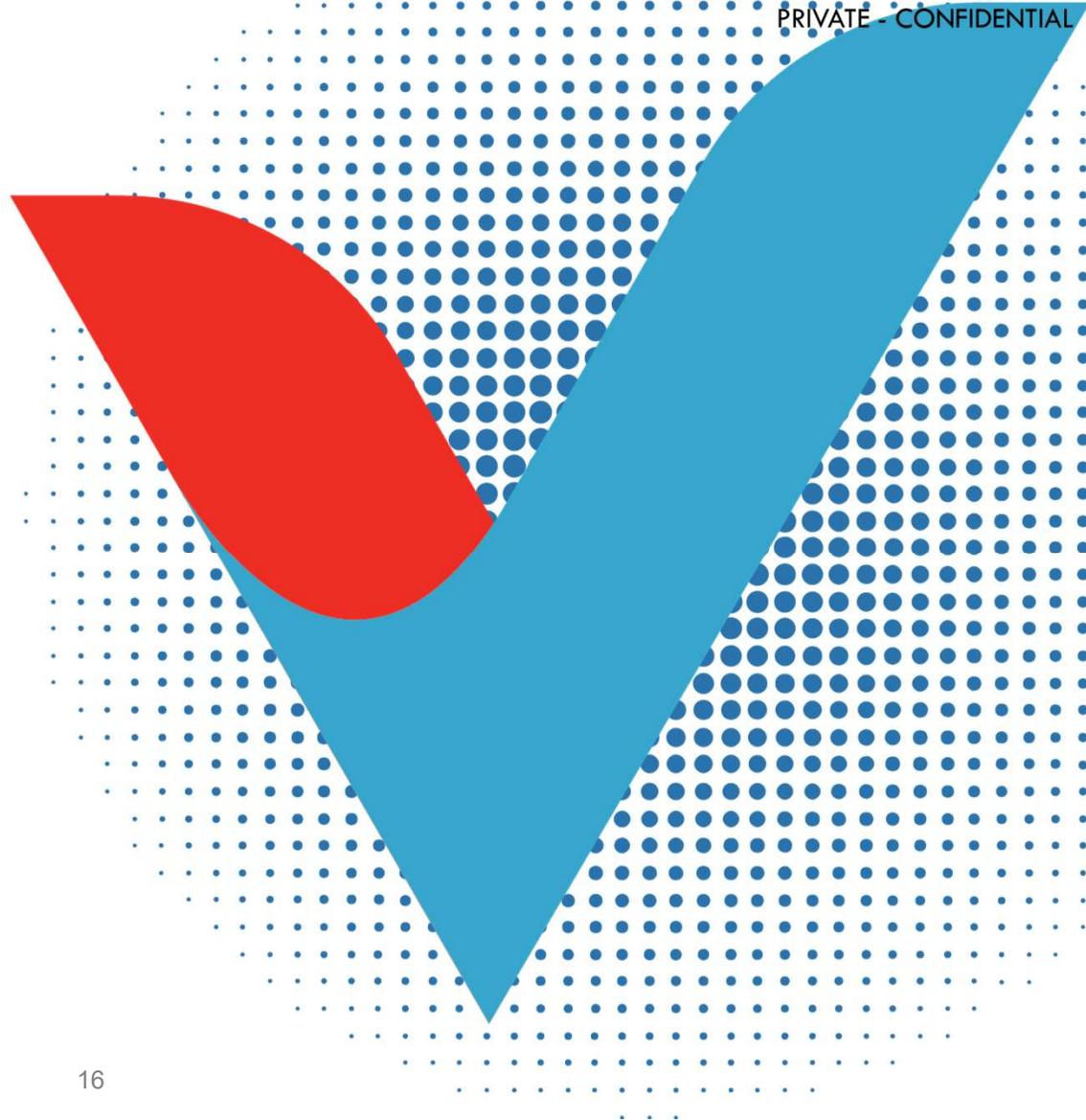
Eva Aquije, CPA

O: +1.213.873.1742

eaquije@vasquezcpa.com

www.vasquez.cpa

**Thank you for your
time and attention!**





SunLine Transit Agency
Single Audit Report
Year Ended June 30, 2024
with Independent Auditor's Report



**SunLine Transit Agency
Single Audit Report
Year Ended June 30, 2024
with Independent Auditor's Report**

| | <u>PAGE</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| INDEPENDENT AUDITOR’S REPORT | |
| Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i> | 1 |
| Report on Compliance for Each Major Federal Program, on Internal Control over Compliance, and on the Schedule of Expenditures of Federal Awards Required by the Uniform Guidance. | 3 |
| SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS | 6 |
| NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS | 7 |
| SCHEDULE OF FINDINGS AND QUESTIONED COSTS | 8 |
| SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS | 11 |



**Independent Auditor’s Report on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial
Statements Performed in Accordance with *Government Auditing Standards***

Board of Directors
SunLine Transit Agency
Thousand Palms, California 92276

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the business-type activity and the aggregate remaining fund information of SunLine Transit Agency (STA), as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise STA’s basic financial statements and have issued our report thereon dated December 27, 2024.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered STA’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of STA’s internal control. Accordingly, we do not express an opinion on the effectiveness of STA’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weakness or significant deficiencies may exist that were not identified.



Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether STA's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of STA's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering STA's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Glendale, California
January 22, 2025



**Independent Auditor’s Report on Compliance for Each Major Federal Program,
on Internal Control over Compliance, and on the Schedule of Expenditures
of Federal Awards Required by the Uniform Guidance**

Board of Directors
SunLine Transit Agency
Thousand Palms, California 92276

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited SunLine Transit Agency’s (STA) compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of STA’s major federal programs for the year ended June 30, 2024. STA’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

In our opinion, STA complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of STA and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of STA’s compliance with the compliance requirements referred to above.



Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the STA's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on STA's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about STA's compliance with the requirements of its major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding STA's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of STA's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of STA's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance



requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the business-type activity and the aggregate remaining fund information of SunLine Transit Agency as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise STA's basic financial statements. We issued our report thereon dated December 27, 2024, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Glendale, California

January 22, 2025, except for our report on the Schedule of Expenditures of Federal Report Awards, as to which the date is December 27, 2024.

SunLine Transit Agency
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2024

| Federal Grantor / Pass-Through Grantor / Program or Cluster Title | Federal Assistance Listing Number (ALN) | Pass-Through/Grantors Number | Program Identification Number | Passed Through to Subrecipients | Total Federal Expenditures |
|--------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|-------------------------------|---------------------------------|----------------------------|
| U.S. DEPARTMENT OF TRANSPORTATION | | | | | |
| Federal Transit Cluster: | | | | | |
| Direct Assistance: | | | | | |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Capital) | 20.507 | CA-90-Z341 | CA-2017-120-01 \$ | - | \$ 262,959 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Capital) | 20.507 | CA-90-Z374 | CA-2018-116-00 | - | 33,465 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Capital) | 20.507 | CA-90-4051 | CA-2019-089-00 | - | 21,805 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Capital) | 20.507 | CA-90-Z489 | CA-2021-091-00 | - | 120,584 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Operating) | 20.507 | CA-90-Z489 | CA-2021-091-00 | - | 795,000 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Operating) - ARPA | 20.507 | CA-90-4299 | CA-2023-031-00 | - | 109,000 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Operating) | 20.507 | CA-90-9022 | CA-2024-066-00 | - | 5,849,603 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Operating) | 20.507 | CA-95-0076 | CA-2020-035-00 | - | 672,891 |
| Federal Transit - Formula Grants (Urbanized Area Formula Program) (Operating) | 20.507 | CA-95-X327 | CA-95-X327-00 | - | 46,734 |
| Bus and Bus Facilities Formula & Discretionary Programs (Bus Programs) (Capital) | 20.526 | CA-34-0346 | CA-2024-055-00 | - | 3,270,871 |
| | | Total Federal Transit Cluster (1) | | - | <u>11,182,912</u> |
| Formula Grants for Rural Areas | | | | | |
| Passed through from the State of California, Department of Transportation | | | | | |
| Formula Grant for Rural Areas and Tribal Transit Program (Operating) | 20.509 | 64BA22-02080 | CA-2023-038 | - | 826,743 |
| Formula Grant for Rural Areas and Tribal Transit Program (Operating) | 20.509 | 64CA22-02149 | CA-2023-038 | - | 257,375 |
| Formula Grant for Rural Areas and Tribal Transit Program (Operating) | 20.509 | 64CA23-02231 | CA-2023-038 | - | 300,000 |
| | | Total ALN | | - | <u>1,384,118</u> |
| U.S. DEPARTMENT OF HOMELAND SECURITY | | | | | |
| Passed through from the Federal Emergency Measures Agency | | | | | |
| Disaster Grants - Public Assistance (Presidentially Declared Disasters) | 97.036 | PROJ # 139061 | PA-09-CA-4482-PW-01166(758) | - | 75,641 |
| Disaster Grants - Public Assistance (Presidentially Declared Disasters) | 97.036 | PROJ # 139428 | PW-02055(2226) | - | 176,386 |
| Disaster Grants - Public Assistance (Presidentially Declared Disasters) | 97.036 | PROJ # 140367 | PW-01064(2225) | - | 561,768 |
| | | Total ALN 97.036 (1) (2) | | - | <u>813,795</u> |
| Total Expenditures of Federal Programs | | | | - | \$ 13,380,825 |

NOTES:

ARPA - American Rescue Plan Act

(1) Denotes Major Program

(2) The Federal Expenditures, with ALN 97.036, were incurred during fiscal years 2021 and 2022. However, the expenditures were only approved and reported in the Schedule of Expenditures of Federal Awards in the fiscal year 2024. As of the date of this report, FEMA has approved all submitted claims.

NOTE 1 BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) presents the federal award activity of SunLine Transit Agency (STA) under programs of the federal government for the year ended June 30, 2024. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of STA, it is not intended to, and does not, present the financial position, changes in net position, or cash flows of STA.

NOTE 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

STA has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 3 RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Grant expenditure reports for the year ended June 30, 2024, which have been submitted to grantor agencies, will, in some cases, differ from amounts disclosed herein. The reports prepared for grantor agencies are typically prepared at a later date and often reflect refined estimates of the year-end accruals.

NOTE 4 RELATIONSHIP OF SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS TO THE FINANCIAL STATEMENTS

Funds received under the various grant programs have been recorded within the operating grants of the STA. Therefore, some amounts reported in the accompanying Schedule may differ from the amounts presented in, or used in, the preparation of STA's Audited Financial Statements.

Section I – Summary of Auditors’ Results

Financial Statements

| | |
|----------------------------------------------------------------------------------------------------------|---------------|
| Type of report issued on whether the financial statements audited were prepared in accordance with GAAP: | Unmodified |
| Internal control over financial reporting: | |
| Material weakness(es) identified? | No |
| Significant deficiency(ies) identified? | None reported |
| Noncompliance material to financial statements noted? | No |

Federal Awards

| | |
|--------------------------------------------------------------------------------------------------|---------------|
| Internal control over major programs: | |
| Material weakness(es) identified? | No |
| Significant deficiency(ies) identified? | None reported |
| Type of auditors’ report issued on compliance for major federal programs | Unmodified |
| Any audit findings disclosed that are required to be reported in accordance with CFR 200.516(a)? | No |

Identification of Major Programs:

| <u>Assistance Listing Number</u> | <u>Assistance Listing Program Title</u> |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 20.507/20.526 | Federal Transit Cluster |
| 97.036 | Disaster Grants – Public Assistance (Presidentially Declared Disasters) |
| Dollar threshold used to distinguish between Type A and Type B programs: | \$750,000 |
| Auditee qualified as a low-risk auditee: | Yes |

Section II – Financial Statement Findings

There were no financial statement findings for the fiscal year ended June 30, 2024.

Section III – Federal Award Findings

There were no federal award findings for the fiscal year ended June 30, 2024.

**SunLine Transit Agency
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2024**

There were no prior audit findings for the year ended June 30, 2023.



www.vasquez.cpa

655 N Central Avenue, Suite 1550 • Glendale, California 91203-1437 • +1.213.873.1700

SunLine Transit Agency

DATE: January 22, 2025 **ACTION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Resolution No. 0809 to Obtain Federal Grant Funding

Recommendation

Recommend the Board of Directors (Board) approve Resolution No. 0809, which authorizes the CEO/General Manager, or designee, to file and execute the required documentation to apply for federal grants and obtain funding.

Background

The Federal Transit Administration (FTA), an operating administration of the United States Department of Transportation, requires a resolution from the Board of Directors authorizing the CEO/General Manager, or designee, to file applications with the FTA, for federal transportation assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, and other federal statutes administered by the FTA.

Financial Impact

The approval of this item will ensure that SunLine Transit Agency (SunLine) is able to receive its federal funding on an annual basis. After approval by the Board, the annual apportionments will be allocated in the operating and capital budget of the respective year.

Performance Goal

Goal 3: Organizational Health & Resiliency – Approval of this item will ensure SunLine is able to efficiently and effectively receive federal funding for SunLine’s yearly operating and capital budget.

Attachments:

- [Item 13a](#) – Resolution No. 0809

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0809

**RESOLUTION AUTHORIZING THE FILING OF
AN APPLICATION AND EXECUTION OF
AGREEMENTS WITH THE FEDERAL TRANSIT
ADMINISTRATION FOR FEDERAL
TRANSPORTATION ASSISTANCE AUTHORIZED
BY 49 U.S.C. CHAPTER 53, TITLE 23, UNITED
STATES CODE, OR OTHER FEDERAL
STATUTES AUTHORIZING A PROJECT
ADMINISTERED BY THE FEDERAL TRANSIT
ADMINISTRATION.**

WHEREAS, the Federal Transit Administration (FTA) has been delegated authority to award federal financial assistance for transportation projects;

WHEREAS, grants or cooperative agreements for federal financial assistance will impose certain obligations upon SunLine Transit Agency (SunLine), and may require SunLine to provide the local share of the project cost;

WHEREAS, SunLine has or will provide all annual certifications and assurances to the FTA required for the project(s).

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

- 1) That the Chief Executive Officer/General Manager (CEO/GM), or designee, is authorized to execute and file applications for federal assistance on behalf of SunLine Transit Agency with the Federal Transit Administration for federal assistance authorized by 49 U.S.C. Chapter 53, title 23, United States Code, or other federal statutes authorizing a project administered by the FTA.
- 2) That SunLine is a designated recipient of Urbanized Area Formula Program assistance as defined by 49 U.S.C. 5307(a)(2).
- 3) That the CEO/GM, or designee, is authorized to execute and file with its applications the annual certifications and assurances and other documents the FTA requires before awarding a federal assistance grant or cooperative agreement.
- 4) That the CEO/GM, or designee, is authorized to execute grant and cooperative agreements with the FTA on behalf of SunLine.

APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on the 22nd day of January, 2025.

AYES:

NOES:

ABSENT:

Nancy Ross
Chair of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

General Counsel
Catherine Groves

SunLine Transit Agency

| | | |
|--------------|-----------------------------------------------|---------------|
| DATE: | January 22, 2025 | ACTION |
| TO: | Finance/Audit Committee Board of Directors | |
| FROM: | Paul Mattern, Chief Planning Officer | |
| RE: | Award of Contract for Microtransit Services | |

Recommendation

Recommend that the Board of Directors delegate authority to the CEO/General Manager, or designee, to negotiate and execute a new three (3) year contract with two (1) one-year options with Nomad Transit, LLC, a wholly owned subsidiary of Via Transportation, Inc., (Nomad) for microtransit services for an amount not-to-exceed \$6,135,392, in a form approved by General Counsel.

Background

SunRide is SunLine Transit Agency's (SunLine) on-demand rideshare or micro transit service designed to enhance mobility and connectivity within the Coachella Valley. Launched four years ago in January 2021 as a solution to address the first-mile/last-mile challenge, SunRide bridges the gap between SunLine's fixed-route bus network and riders' final destinations.

SunRide's current model involves contracts with RideCo, an advanced scheduling and dispatch technology platform, and local taxi cab companies to deliver the rides scheduled through RideCo. Initially, SunLine contracted with both CV Taxi and Yellow Cab of the Desert (YellowCab) to deliver rides, but due to changing economic and regulatory issues, CV Taxi chose to end its contract with SunLine leaving YellowCab as the only remaining option for maintaining SunRide service. The current contract with YellowCab expires on March 31, 2025.

A Request for Proposals (RFP) for a turnkey microtransit service solution was issued on August 28, 2024. On October 10, 2024, three (3) proposals were received by SunLine staff. YellowCab did not submit a proposal and was not part of any proposer's project team. An evaluation committee reviewed the proposals in accordance with the criteria listed in the RFP, interviewed proposers, requested best and final offers and determined that the Nomad proposal represented the best value for the Agency. Staff determined that Nomad possesses the requisite experience and qualifications required for successful performance of the Services as defined in the solicitation documents and performed a price analysis and determined the negotiated prices to be fair, reasonable. General Counsel was engaged throughout the competitive solicitation process.

In contrast to the current microtransit service model, the RFP focused on a turn-key solution. A turn-key solution offers greater opportunities for streamlined costs by consolidating multiple service components under a single vendor. This eliminates administrative overhead associated with managing multiple contracts and improves efficiencies in service delivery. By consolidating service components into a single contract, the agency reduces complexity, improves accountability, and provides a more cohesive rider experience. This approach ensures that SunRide continues to meet the evolving mobility needs of the Coachella Valley efficiently and sustainably.

Of the three proposals, Nomad proposed the lowest, total contract cost and best value. Using data informed insights and industry expertise, Nomad has deployed this turn-key solution with many transit agencies across the nation, increasing operational efficiencies while maintaining a high-quality of service. Initially, there will be no change to the service levels or service zones. SunRide as we know it will look the same as it is today when Nomad begins providing the service; although the interface for booking rides will differ. Over time, staff will work with Nomad on ideas for improving and potentially expanding service, as well as for developing additional zones with the current level of resources.

Award of this contract to Nomad will ensure SunRide microtransit service remains available in the Coachella Valley by the time the current contract with YellowCab expires on March 31, 2025.

Financial Impact

The first year’s estimated expense of \$1,205,401 has been included in the Fiscal Year 2025 operating budget and the remaining \$4,929,991 will be budgeted in subsequent operating budgets by each year as outlined in the table below.

| Period | Estimated Cost |
|------------------------|----------------|
| Year 1 | \$ 1,205,401 |
| Year 2 | \$ 1,205,401 |
| Year 3 | \$ 1,205,401 |
| Year 4 (Option Year 1) | \$ 1,240,980 |
| Year 5 (Option Year 2) | \$ 1,278,209 |
| Total | \$ 6,135,392 |

Performance Goal

Goal 2: Highly Trusted Mobility Solutions – Strive to deliver highly accessible, convenient and trusted mobility solutions that effectively meet the diverse needs of Coachella Valley citizens and improve their connectivity to daily life needs.

Attachments:

- [Item 14a](#) – Price Analysis
- [Item 14b](#) – Solicitation List



REQUEST FOR PROPOSAL
MICROTRANSIT SERVICES
25-005

BAFO Price Analysis - Turn Key

| | Via - (Nomad) | RTW | Code 3 | Cab Actuals Estimated | Ride Co Actuals Estimated | Total TurnKey Estimated |
|--------------------------|---------------|--------------|--------------|--------------------------|---------------------------------|----------------------------|
| Initial 3 Year Term | \$3,616,203 | \$6,392,000 | \$9,078,259 | \$3,004,120 | \$694,788 | \$3,698,908 |
| 1st Year Option (Year 4) | \$1,240,980 | \$2,132,000 | \$3,139,339 | \$1,001,373 | \$96,000.00 | \$1,097,373 |
| 2nd Year Option (Year 5) | \$1,278,209 | \$2,199,000 | \$3,202,126 | \$1,001,373 | \$96,000.00 | \$1,097,373 |
| Total Program - Turnkey | \$6,135,392 | \$10,723,000 | \$15,419,724 | \$5,006,867 | \$886,788 | \$5,893,655 |
| | | | | | | |
| | | | | | | |

The above BAFO pricing represents proposals received for the initial 3 year term of the SunRide MicroTransit program as well as 2 option years of project continuation. The program includes the vendor to provide a turnkey solution including the software application and 12 vehicles with drivers to cover the current 8 microtransit zones. The interviews and BAFO proposals were evaluated on 5 criteria elements; 1) experience & qualification in public transit, 2) financial and organizational ability, 3) BAFO pricing, 4) schedule duration and 5) qualification of professional personnel. Nomad/Via scored the highest with 484 out of 500 points available.

For comparison purposes, the above analysis also includes an estimated equivalent 5 year program price by using actual Rideco and Taxi costs with projections for the duration of the program.

Based upon the foregoing pricing summary, Via's price is considered equitable, fair, reasonable and represents the best value to the Agency for the anticipated MicroTransit Program.

Prepared by

Sara Parrish
Contract Administrator

PLANETBIDS SOLICITATION LIST MICROTRANSIT TRANSPORTATION SERVICES 25-005

| Company Name | Address | City | State | Zip | Contact Name | Email |
|----------------------------------------------------------------------|----------------------------------------------------|-----------------------|-------------------|--------------|-------------------------|--------------------------------------|
| All Aboard America Holdings | 1726 Cole Blvd, Suite 220 Suite 300 | Lakewood | Colorado | 80401 | Trisha Fridrich | sales@aaahinc.com |
| Cali Care Transportation | 11431 Silverado Way | Yucaipa | California | 92399 | Nakaa | Calicare909@gmail.com |
| Circuit Transit Inc. | 501 E Las Olas Blvd Suite 300 | Fort Lauderdale | Florida | 33301 | Daniel Kramer | bids@ridecircuit.com |
| Clever Devices Ltd. | 300 Crossways Park Drive | Woodbury | New York | 11797 | Thomas Smith | proposalproduction@cleverdevices.com |
| Code 3 Entertainment Services, LLC, DBA Code 3 Transportation | 3392 Clayton Road | Concord | California | 94519 | Alisha Stanfield | alisha@c3transit.com |
| HopSkipDrive, Inc. | 360 E 2nd St, Suite 200 Los Angeles | Los Angeles | California | 90012 | Macon Paine | rfp@hopskipdrive.com |
| Intellectual Concepts, LLC (IC) | 3300 Buckeye Rd. Suite 601 | Atlanta | Georgia | 30341 | Vevelyn Nazario | Vnazario@intellectualconcepts.com |
| JFPTC | 15074 W Sherman St | Goodyear | Arizona | 85338 | JF | jfritz@jfpublictransit.com |
| LAZ Parking California, LLC | One Financial Plaza 14th Floor | Hartford | Connecticut | 06103 | Storme Fiske | Sfiske@lazparking.com |
| Lead Pursuits LLC | 2450 Colorado Ave. | Santa Monica | California | 90404 | Lead Department | leads@leadpursuits.com |
| Liftango | 6265 Highway 9 | Felton | California | 95018 | Michael Holme | michael.h@liftango.com |
| May Mobility | 650 Avis Drive | Ann Arbor | Michigan | 48108 | Shaz Umer | shaz.umer@maymobility.com |
| Metropia, Inc | 3040 Post Oak Blvd Suite 1800-136 | Houston | Texas | 77056 | Yamei Chang | admin@metropia.com |
| MV Transportation, Inc | 2711 N. Haskell Ave. Suite 1500, LB-2 | Dallas | Texas | 75204 | Selina Pullin | business_development@mvtransit.com |
| NovoHydrogen | 10104 Silver Maple Rd | Highlands Ranch | Colorado | 80129 | Jena Lococo | jlococo@novohydrogen.com |
| Rideco US Inc. | 10880 Wilshire Boulevard Westwood Village, Suite 1 | Los Angeles | California | 90024 | Babar Tahirkheli | bids@rideco.com |
| RTW Management Inc | 1495 Eas 3300 South | Salt Lake City | Utah | 84106 | Kaitlin Kelley | kkelley@rtwmanagement.com |
| Spare Labs Inc | Suite 810 815 W Hastings St | Vancouver | | V6C 1B4 | Kayla Paxton | pursuits@sparelabs.com |
| The Routing Company | 68 Harrison Ave Ste 605 # 32863 | Boston | Massachusetts | 02111 | Katie | bd@theroutingcompany.com |
| Trakk | 2261 Market Street #86004 | San Francisco | California | 94114 | Dominic Haigh | dominic@gettrakk.com |
| Uber | 1725 3rd Street | San Francisco | California | 94518 | Dmitriy Vanchugov | contact-transit@uber.com |
| Nomad Transportation, LLC (Via Transportation Inc.) | 114 5th Avenue Floor 16 & 17 | New York | New York | 10011 | Via RFX | procurement@ridewithvia.com |
| Yellow Cab of the Desert.inc | 75150 St Charles Place | Palm Desert | California | 92211 | Peter Spilsbury | info@yellowcabofthedesert.com |

Footnote: Bold font indicates companies that participated in the turnkey bid

SunLine Transit Agency

DATE: January 22, 2025 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Adopt Amendment to the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932

Recommendation

Recommend the Board of Directors (Board) adopt the attached First Amendment to the SunLine Transit Agency (SunLine) Retirement Income Plan for Teamsters Local 1932 ("Teamsters Plan") to provide that the Teamsters Plan shall be administered by a Committee, as are the other two (2) SunLine pension plans.

Background

SunLine maintains three (3) defined benefit pension plans for its employees: the SunLine Transit Agency Non-Union Restated Employees Retirement System ("Non-Union Plan"), the SunLine Transit Agency Restated Retirement Income Plan for Bargaining Unit Personnel ("ATU Plan") and the newer Teamsters Plan.

All three (3) plan documents authorize SunLine, as the "Plan Sponsor" to amend the plan, with certain restrictions, and to designate the "plan administrator," meaning the person or entity responsible for plan management and oversight. The Non-Union Plan and the ATU Plan documents provide that the plans shall be administered by a "Committee," the powers and duties of which are specified in the plans.

Although the Teamsters Plan document includes several provisions regarding the administrative authority of a "Committee," which are similar to provisions regarding the administrative authority of the "Committee" in the other two (2) pension plans, it does not expressly provide that the Plan shall be administered by a Committee. Currently, SunLine's Chief Financial Officer has been designated by the Board as the administrator of the Teamsters Plan.

The Teamsters Plan is similar to the ATU Plan, as both Plans provide pension benefits to SunLine's represented employees. The Committee authorized to administer the ATU Plan consists of five (5) members, with two (2) each being appointed by the Board and the ATU, and a fifth member to be appointed by the other four members.

Staff recommends that, in order to align the Teamsters Plan's administrative process with the two (2) other pension plans, the Board adopt the attached Amendment to the Teamsters Plan to expressly provide that the Plan shall be administered by a Committee composed of two (2) members appointed by the Teamsters union, two (2) members appointed by the Board, and a fifth member selected by the other four (4) members, similar to the composition of the Committee for the ATU Plan.

Financial Impact

There is no financial impact.

Performance Goal

Goal 3: Organizational Health & Resiliency – Approval of this item will ensure transparency and good governance by improving pension oversight.

Attachments:

- [Item 15a](#) – Resolution No. 0810
- [Item 15b](#) – First Amendment to the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0810

**RESOLUTION AMENDING THE SUNLINE TRANSIT AGENCY RETIREMENT
INCOME PLAN FOR TEAMSTERS LOCAL 1932**

WHEREAS, SunLine Transit Agency (SunLine) and Teamsters Local 1932 entered into a Memorandum of Understanding effective March 24, 2022, which provides for pension benefits for certain employees represented by Teamsters Local 1932; and

WHEREAS, the Board of Directors (Board) approved and established the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932, effective July 1, 2022 (Teamsters Plan); and

WHEREAS, Section 9.01 of the Teamsters Plan authorizes the Board to amend the Teamsters Plan; and

WHEREAS, the Teamsters Plan provides that the administrator of the plan is the person or group of persons designated by the Board as the administrator of the plan; and

WHEREAS, the Board previously designated SunLine's Chief Financial Officer as the administrator of the Teamsters Plan; and

WHEREAS, the Board has determined that the Teamsters Plan should be amended, effective January 1, 2025, to expressly provide that the Plan Administrator of the Plan is a Committee, to align the administration of the Teamsters Plan with the administration of the two other pension plans maintained for SunLine employees, each of which is administered by a committee, as provided for in the respective plans; and

WHEREAS, the Board has further determined that the Teamsters Plan Committee shall consist of five members, comprised of two members appointed by the Board, two members appointed by Teamsters Local 1932, and a fifth member appointed by the four members.

NOW THEREFORE, BE IT RESOLVED that the Board hereby adopts the attached First Amendment to the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932.

BE IT FURTHER RESOLVED, that the appropriate officers of SunLine be, and they hereby are, authorized and empowered to take any action and execute any writing they deem necessary to carry out the purpose and intent of the foregoing resolutions.

APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on the 22nd day of January, 2025.

AYES:

NOES:

ABSENT:

Nancy Ross
Chair of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

General Counsel
Catherine Groves

FIRST AMENDMENT TO THE
SUNLINE TRANSIT AGENCY
RETIREMENT INCOME PLAN FOR TEAMSTERS LOCAL 1932

The SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932, adopted by the Board of Directors (“Board”) of the SunLine Transit Agency effective July 1, 2022, is hereby amended as follows, to be effective January 1, 2025:

1. A new Section 1.12A is added to the Plan, to read in its entirety as follows:
1.12A Committee means the Committee appointed to administer the Plan.
2. Plan Section 8.01 is deleted in its entirety and replaced in lieu thereof with the following:
8.01 Administrator of the Plan. The Plan shall be administered by a Committee. The Committee shall consist of at least five members. The Board of Directors of the Employer and the Union shall each appoint two members and a fifth member shall be appointed by the four members.
3. Plan Section 8.02 is deleted in its entirety and replaced in lieu thereof with the following:
8.02 Resignation and Removal of Members. Any member of the Committee may resign at any time by giving written notice to other members and to the Board of Directors of the Employer, effective as therein stated. At any time, the Board of Directors of the Employer, the Union or the Committee shall remove or appoint members by written notice.
4. Plan section 8.03 is deleted in its entirety and replaced in lieu thereof with the following:
8.03 Appointment of Successors. Upon death, resignation or removal of any member of the Committee, the Board of Directors of the Employer, Union, or the Committee shall, at its next regular meeting or at a special meeting, if so desired, appoint by resolution a successor.
5. All references to “Administrator” in Plan sections 8.06, 8.09 and 8.11 shall be replaced with “Committee.”
6. Plan section 8.07 is deleted in its entirety and replaced in lieu thereof with the following:
8.07 Extent of Committee’s Powers. The Committee shall have no power to add to or subtract from or to modify any of the provisions of the Plan, to change or add to any benefit provided by the Plan, or to waive or fail to apply any requirement of eligibility for a benefit under the Plan, except to the extent necessary to maintain the Plan’s compliance with applicable legal requirements.

No determination of the Committee in one case shall create a basis for retroactive adjustment in any other case.

The Committee shall act by a majority of its members at the time in office, and such action may be taken either by a vote at a meeting or in writing without a meeting. The Committee may authorize any one or more of its members to execute any document or documents on its behalf.

The Committee may adopt such bylaws and regulations as it deems desirable for the conduct of its affairs, and may retain such accountants, legal counsel, actuaries and other persons as it deems necessary or desirable in connection with the administration of the Plan. The Committee and any person designated by the Committee to exercise an administrative power shall be entitled to rely conclusively upon, and shall be fully protected in any action taken in good faith, in relying upon any opinions or reports which shall be furnished by any such accountant, legal counsel, actuary or other specialist.

7. All references to "Plan Administrator" in Plan section 8.08 shall be replaced with "Committee member."
8. The reference to "Plan Administrator" in Plan section 8.10 shall be replaced with "Committee."
9. The following Section 8.12 is added to the Plan, to read in its entirety as follows:
8.12 Arbitration of Disputes. Only disputes, claims or grievances arising between members of the Plan and the Committee concerning the following matters shall be submitted to arbitration:

- (a) The physical or mental condition of a member;
- (b) The member's earned income from other sources as defined by Section 7.04;
- (c) The determination of a member's age;
- (d) The determination of a member's service;
- (e) Computation of Compensation;

No other dispute matters shall be submitted to arbitration without the prior consent of the Committee and the aggrieved member.

The Union shall submit a written request for arbitration within 48 hours after the next regularly scheduled Union meeting following the adverse decision of the Committee. The matter shall then be submitted to an Arbitration Board.

The Arbitration Board shall consist of 3 persons, one appointed by the Union, one appointed by the Employer. Such appointments shall be made, and each party shall notify the other of their respective appointment, within 10 days from the date the matter was submitted for arbitration. The two so appointed shall endeavor to select the third member. In the event the persons appointed cannot agree on the third member within 10 days of the last appointment, he shall be selected in the following manner:

The parties shall, within 10 days, jointly request the State Conciliation Service to list 7 persons qualified to act as an impartial member of the Arbitration Board. The Union and Employer shall each, within 10 days of the receipt of said list, alternately strike 3 names from said list, and the seventh remaining name shall thereupon be accepted as the third member of the Arbitration Board. The decision as to which shall be first to start the elimination proceedings shall be determined by lot.

The issue to be submitted to the Arbitration Board shall be limited to the dispute as submitted in writing and, unless otherwise agreed in writing, the jurisdiction of the Arbitration Board shall be limited to the determination of said issue. The Arbitration Board shall have no authority to modify, vary, alter, amend, add to or take away from, in whole or in part, any of the terms or provisions of this Plan.

The Arbitration Board shall meet in the Palm Springs area within 10 days after the selection of the third member, or as soon thereafter as possible. The Arbitration Board, or either party, may call any member as a witness and such member, if on duty, shall be released from duty for the purpose of such appearance. The ruling of the Arbitration Board with respect to procedure and all obligations to the exclusion or inclusion of evidence shall be binding on the parties.

Each party shall bear the expenses and fees of the Arbitration Board member appointed by it and its own expenses involved in the matter. All other expenses incurred by the Arbitration Board, including the making of a record, if the Arbitration Board deems it necessary, shall be borne equally by the parties. The reimbursement of wages for members called as witnesses where a loss of wages has been incurred by said member, shall be paid by the party calling such witness.

The Arbitration Board's decision shall be in writing and shall be submitted within ten (10) days from the conclusion of the hearing. The decision of the majority of the Arbitration Board shall be final and binding on the parties.

IN WITNESS WHEREOF, the Board has caused this First Amendment to the SunLine Transit Agency Retirement Income Plan for Teamsters Local 1932 to be signed on its behalf by the undersigned duly authorized officer on the date set forth below.

SUNLINE TRANSIT AGENCY

By: _____

Title: _____

Date: _____

SunLine Transit Agency

DATE: January 22, 2025 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Formal Selection of Pension Committee Members

Recommendation

Recommend that the Board of Directors affirm the following appointments as members of the Non-Union and Amalgamated Transit Union (ATU) Pension Committees, and approve the following appointments as members of the Teamsters Union Pension Plan Committee:

1. Non-Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief of Human Relations
 - c. Chief Safety Officer
 - d. Chief of Capital Projects
 - e. Chief Transportation Officer
2. Amalgamated Transit Union Pension Plan:
 - a. Chief Financial Officer
 - b. Chief of Human Relations
3. Teamsters Union Pension Plan (New):
 - a. Chief Financial Officer
 - b. Chief of Human Relations

Background

SunLine Transit Agency has three (3) distinct self-administered pension plans for its union (ATU and Teamsters) and non-union employees. The plan document for each pension plan provides written terms governing retirement benefits paid under the plan and administration of the plan, including oversight of plan assets, to be conducted by a "Committee". Under each of the plan documents, the Board of Directors is authorized to appoint members to the Pension Committees. Under the non-union plan, the Board must appoint at least three (3) Committee members; currently, the five (5) members listed by employee position above comprise the non-union Pension Committee. Under

each of the union plans, the Committee must be comprised of two (2) members appointed by the Board of Directors, two (2) members appointed by the respective union, and a fifth member to be selected by the four (4) appointed Committee members. For the ATU Pension Committee, the Board previously appointed the two (2) members listed by employee position above. Staff recommends that, consistent with the ATU Pension Committee and pursuant to the Teamsters Plan amendment adopted at Item 15, the Board appoint the two (2) members listed by employee position above to the Teamsters Pension Committee.

Financial Impact

There is no financial impact.

Performance Goal

Goal 3: Organizational Health & Resiliency – Approval of this item will ensure transparency and good governance by appointing responsible individuals over decisions relating to the financial health of the pension plans for Agency employees.

SunLine Transit Agency

DATE: January 22, 2025 **ACTION**

TO: Board Operations Committee
Board of Directors

FROM: Edith Hernandez, Clerk of the Board/Director of Legislative Affairs

RE: Approve Resolution No. 0811 to Increase the Board Member Stipend

Recommendation

Recommend that the Board of Directors approve and adopt Resolution No. 0811 to increase the Board Member stipend.

Background

SunLine Transit Agency (SunLine) currently provides each member of the Board of Directors (Board) with a \$50 stipend for each Board meeting attended, and \$25 stipend for each Committee meeting attended. At the December 4, 2024, Board Operations Committee meeting, staff was directed to increase the Board Member stipend to \$75 for each Board meeting attended; Committee meeting compensation remains unchanged at \$25 per committee meeting. The proposed increase allows members to continue and serve on up to three (3) Committees while staying at or below the \$150 per month requirement.

SunLine's Joint Powers Agreement (JPA) was amended in 2017 to allow the Board to adopt a resolution providing stipends for Board and subcommittee meetings, subject to a \$150 monthly cap, in accordance with Government Code Section 36516(c). The Board has not increased stipends since the JPA amendment was adopted.

In addition, staff has been directed to amend the JPA to include provisions that authorize the Board to set compensation amounts by resolution. SunLine staff and legal counsel will prepare an amendment to the JPA and circulate it to the member agencies for approval.

Financial Impact

The financial impact related to the \$25 stipend increase would result in a maximum increase of \$2,500 per year. The estimated \$1,500 financial impact for the remainder of fiscal year 2025 is within the board approved budget.

Performance Goal

Goal 3: Organizational Health & Resiliency – Ensure equitable compensation, fostering Board engagement, and implementing administrative best practices.

Attachments:

- [Item 17a](#) – Resolution No. 0811

SUNLINE TRANSIT AGENCY

RESOLUTION NO. 0811

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
SUNLINE TRANSIT AGENCY APPROVING AN INCREASE
IN BOARD COMPENSATION**

WHEREAS, SunLine Transit Agency (SunLine) currently compensates each Board Member \$50 for attending each meeting of the Board and \$25 for attending each committee meeting; and

WHEREAS, SunLine's Joint Powers Agreement (JPA) authorizes SunLine to pay each Board Member up to \$150 per month as compensation for attending Board and Committee meetings; and

WHEREAS, the Board of Directors desires to increase its compensation consistent with the limitations in the JPA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of SunLine Transit Agency:

Section 1. Each member of the Board of Directors of SunLine Transit Agency may receive a stipend for their attendance at SunLine meetings as follows:

- a. Meetings of the Board of Directors - \$75 per meeting
- b. Meetings of Board Committees (standing and/or ad hoc) - \$25 per meeting

Notwithstanding the foregoing, no Board Member shall receive more than \$150 per month in aggregate in stipends for attendance at SunLine meetings.

APPROVED AND ADOPTED by the Board of Directors of SunLine Transit Agency on this 22nd day of January, 2025.

AYES:

NOES:

ABSENT:

ABSTAIN:

Nancy Ross
Chair of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Catherine Groves
General Counsel

SunLine Services Group

DATE: January 22, 2025 **ACTION**

TO: Taxi Committee
Board of Directors

FROM: Jill Plaza, Taxi/Contracted Transportation Services Administrator

RE: First Reading of SunLine Services Group (SSG) Ordinance No. 2025-01, Taxicab Service Ordinance

Recommendation

Recommend that the Board of Directors waive the first reading and introduce SSG Ordinance No. 2025-01 to supersede SSG Ordinance No. 2024-02.

Summary

The proposed updates to the Taxicab Service Ordinance are part of an ongoing effort to reform and modernize taxicab rules and regulations to ensure high standards of public safety, consumer protection and customer service, while allowing for innovation and competition. On December 11, 2024, staff met with the stakeholders, including business owners and taxicab operators as to the proposed changes. The outcome of this meeting was that both businesses and operators strongly supported the outcome as reflected in the proposed Ordinance 2025-01.

The proposed Ordinance No. 2025-01 changes are as follows:

- Define "E-Hail Application" (Section 1.015.L) and memorialize Permittees the ability to use an E-Hail Application and E-Hail Application-Based Fares for trips. Trips can be booked through an E-Hail Application which provides taxi customers with an upfront fare estimate using an algorithm based on the trip distance and time (Section 1.070.B).
- Create a TNC-Taxi Upfront Fare Program to allow taxicabs to accept upfront fares and trips through transportation network companies' (TNC) E-Hail Applications. Fares under the Upfront Fare Program would be based on up-front dynamic pricing established by a TNC's E-Hail Application using an algorithm based on the trip distance and time. The upfront flag drop/base and meter rates will not apply to the Upfront Fare Program as the California Public Utilities Commission regulates TNC rates. (Section 1.070.C).
- Establish criteria for taxicab ride refusals to align with taxi industry standards (Sections 2.020.K and 2.020.L).
- Non-substantive revisions to align the Ordinance with its defined terms.

A redlined copy of the Ordinance showing these changes is attached. The Ordinance will be presented at the January Board meeting for a second reading and consideration for adoption.

Background

E-Hail Applications (Estimated Fares)

Currently, taxicab drivers may charge a rate up to the maximum rate of \$12.00 per mile, plus the flag/drop base rate of \$4.00, and \$24.00 per hour for traffic delay or waiting time. Staff proposes adding a definition for "E-Hail Applications" to memorialize taxicab drivers' ability to utilize e-hail applications with soft meters. "E-Hail Applications" are applications, that allow customers to electronically order a permitted taxicab using a smartphone or other mobile or electronic device and/or make payment for those trips. Trips booked through an E-Hail Application, such as Flywheel, provide customers with a fare estimate using an algorithm based on the trip's distance and time. The E-Hail Application fare may be set by each taxicab driver pursuant to the options set forth in the application, but may not exceed the maximum allowable rates set forth in Ordinance Section 1.070.A. The taxicab industry has requested this change to allow drivers to remain competitive with local transportation network companies (TNC) drivers, such as Uber.

Upfront Fare Program (Upfront Flat Fare Payments)

Taxicab drivers have been challenged by declining revenues and have been slow to fully recover to pre-pandemic levels. Taxicab drivers have expressed interest in seeking new methods to address the declining revenues.

At the 2023 International Association of Transportation Regulators conference, Flywheel introduced a partnership that was developed with Uber allowing permitted taxicabs to service Uber's vast ride demand through their E-Hail Application. San Francisco and San Diego have piloted programs with Uber where some taxicab drivers are earning up to \$2,000 per month due to gaining access to Uber's existing customer base.

If the proposed Ordinance is adopted, a Customers could book Upfront Fare Program trips through a TNC's E-Hail Application (TNC Application), such as the Uber E-Hail Application. The TNC Application would then interface with the taxicab driver's Flywheel E-Hail Application (Flywheel Application) to dispatch trips to the taxicab drivers, who could accept or reject the trip. The customer would pay an upfront fare, as is standard for TNC trips. However, the Upfront Fare Program trips would be taxi trips not TNC trips as the drivers fulfilling the rides are taxi drivers and not TNC drivers.

There is no cost to SSG permitted taxicab businesses to participate in the Upfront Fare Program. Further, as all SSG permitted taxi businesses have free access to the Flywheel Application, all SSG permitted taxicab drivers will be able to participate in the Upfront Fare Program.

Ride Refusals

Currently, Section 2.020(K) of the SSG Ordinance 2024-02, states that "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." While

this provision is permissible under state law, it does not provide clear guidance to drivers on when they may refuse rides.

SRA staff reviewed numerous ordinances from a variety of regulatory agencies and SunLine's current Passenger Code of Conduct, to evaluate specific circumstances that would permit a driver to refuse a ride. Staff's analysis found that all of the regulatory agencies allowed drivers to refuse rides in limited enumerated circumstances.

To align with California taxicab industry norms for ride refusals, staff proposes adding five circumstances when a driver may refuse service: (1) The driver has already been dispatched on another call; (2) The passenger is engaging in physical or verbal mistreatment, including hitting, kicking, gestures, yelling, spitting, threats, intimidation, assaults, slurs, or cursing, or otherwise causing the driver to reasonably believe that the driver's health or safety, or that of others may be endangered. Discriminatory-based ride refusals are prohibited and may result in permit revocation; (3) The passenger cannot, upon request, show ability to pay the fare; (4) The passenger refuses to state a specific destination upon entering the taxicab; or (5) The proposed trip is outside Riverside County.

In addition, the proposed Ordinance specifies that for the Upfront Fare Program, a trip is considered accepted once the driver accepts the TNC application trip offer.

Non-Substantive Revisions

Staff are additionally proposing to make clerical and non-substantive revisions to align the Ordinance with its defined terms.

Performance Goals

Goal 2: To strive to deliver highly accessible, convenient and trusted mobility solutions that efficiently meet the diverse needs of the Coachella Valley citizens and improve their connectivity to daily life needs.

Attachments:

- [Item 18a](#) – Ordinance 2025-01 Changes and Upfront Fare Program Presentation
- [Item 18b](#) – Redlined Copy of Ordinance No. 2025-01
- [Item 18c](#) – Ordinance No. 2025-01 (Redlined Changes Accepted)



**Ordinance 2025-01 Changes and
Upfront Fare Program
January 22, 2025**

Purpose of Ordinance Revision

- Ongoing effort to reform and modernize taxicab rules and regulations
 - Ensure high standards of public safety, consumer protection and customer service
 - Modernize requirements to better allow for innovation and competition
- December 11, 2024 - staff met with the stakeholders
 - Business owners and taxicab operators as to the proposed changes.
 - Outcome - both businesses and operators wanted the outcome as reflected in the proposed Ordinance 2025-01.

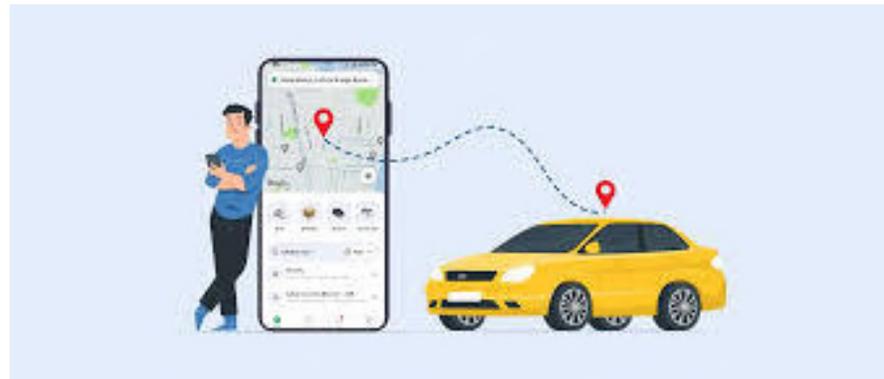
Fare Type 1: Ride Hail Fares

- Traditional Ride Hails
 - Passenger flags a taxi or picks up a taxi at a hotel or the airport
 - Passenger calls a company's call center to book a ride
- Meter Rate for Ride Hails
 - Taxicab drivers may charge a rate up to the maximum rate of \$12.00 per mile, plus the flag/drop base rate of \$4.00, and \$24.00 per hour for traffic delay or waiting time.



Fare Type 2: E-Hail Trips

- E-Hail Booked Rides
 - Passenger books a taxicab ride directly through the Flywheel app 
 - Similar to booking an Uber/Lyft
- E-Hail App-Based Rates
 - Fares are an upfront fare **estimate** of the estimated meter amount using an algorithm based on the trip distance and time. These are meter fares and may be negotiated to a flat fare.



Flywheel Functions and Benefits

- Universal e-hail application that can be used nationally
 - Riders can e-hail the closest available taxi via the Flywheel app
 - Riders pay securely through the Flywheel app
- All local taxicab businesses now have Flywheel
- All drivers able to participate in:
 - Taxi Voucher Program trips
 - Passengers can book and pay for their taxi voucher trip through the Flywheel app
 - Upfront Fare Program trips
- Drivers have access to more rides and revenue opportunities



Fare Type 3: Upfront Fares

- Upfront Fare Program Booked Trips
 - Passenger books the ride directly through a third-party transportation network company (TNC) app, such as Uber
 - Uber send trips to taxicab drivers through the Flywheel app
 - Taxicab drivers accept or decline ride via the Flywheel app
- Upfront Fare Program Payment
 - Customers pay upfront flat fares calculated using dynamic pricing established by the TNC company's E-hail app algorithm based on the trip distance and time. Upfront fares are not negotiable by taxicab drivers. Meter rates cannot be applied to upfront fare trips.
 - Opens up another revenue stream for drivers to increase their earning potential



Summary of Fares and Structures

- 3 Fare Types – Meter Fares, E-Hail Fares, and Upfront Fares
- Implement advanced technology and fare structures to allow drivers to access new sources of revenue opportunities
- Allows SRA to build a bridge to enable partnerships between local taxi companies and TNCs
- Greater access to taxis for residents and visitors



Ride Refusals

Staff proposes adding five (5) circumstances when a driver may refuse service:

- The driver has already been dispatched on another call
- The passenger is engaging in physical or verbal mistreatment or otherwise causing the driver to reasonably believe that the driver's health or safety, or that of others may be endangered (discriminatory-based ride refusals are prohibited and may result in permit revocation)
- The passenger cannot, upon request, show ability to pay the fare
- The passenger refuses to state a specific destination upon entering the taxicab
- The proposed trip is outside Riverside County

Staff's Recommendation

Recommend that the Board of Directors waive the first reading and introduce SSG Ordinance No. 2025-01 to supersede SSG Ordinance No. 2024-02.



Questions/Discussion

ORDINANCE NO. 2025-01 24-02
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2024-021

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 202~~54~~-0~~21~~, 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 ~~thirty twenty~~ (320)-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 ~~22nd 23rd~~-day of ~~January-October~~, 2025~~4~~.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on ~~4th~~-day of ~~December~~, 2025~~4~~.

Nancy Ross
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Catherine Groves
General Counsel

EXHIBIT A: TAXICAB SERVICE ORDINANCE

CHAPTER ONE

**ARTICLE I
PERMITTING OF TAXICAB BUSINESSES AND DRIVERS**

- 1.010 Purpose
- 1.015 Definitions and Statutory References
- 1.020 Taxi Administrator
- 1.025 Delivery of Notices or Requests
- 1.030 Business Permit Required
- 1.035 Business Permit Renewal
- 1.040 Insurance Required
- 1.045 Driver Permit Required
- 1.050 Driver Permit Renewal and Transfer
- 1.055 Vehicle Permit Required
- 1.060 Vehicle Permit Renewal
- 1.065 Vehicle Inspections
- 1.070 Rates
- 1.075 Mandatory Controlled Substance and Alcohol Testing Program
- 1.080 Denial, Revocation, or Suspension of Permits
- 1.085 Appeal Hearings
- 1.090 Advance Deposit Hardship Waiver
- 1.095 Administrative Citation
- 1.200 Fines and Penalties
- 1.205 Late Payment Charges
- 1.210 Cost Recovery
- 1.215 Airports

**ARTICLE II
OPERATING REQUIREMENTS**

- 2.010 Taxicab Businesses Distinct Appearance
- 2.015 Advertisements
- 2.020 Driver Standards and Appearance
- 2.025 Special Events
- 2.030 Taxi Administrator
- 2.035 Fines and Penalties

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. "E-Hail Application" means an application that allows customers to electronically order a permitted taxicab on demand using a smartphone or other mobile or electronic device and/or accept payment for those trips.
- 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 insurance rating on AM Best or equivalent, and are authorized to write 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 utilize an E-Hail Application to provide upfront fare estimates based on the trip distance and time (E-Hail Application Based Fare). An E-Hail Application-Based Fare may not exceed the maximum rates authorized by Section 1.070.A.
- C. A Permittee may charge customers an upfront flat rate fare through a transportation network company (TNC) E-Hail Application, such as Uber (Upfront Fare Program). Fares under the Upfront Fare Program must use dynamic pricing established by the TNC application(s) using an algorithm to calculate the upfront fare based on the trip distance and time. Meter rates cannot be applied to Upfront Fare Program trips. Section 1.070.A does not apply to the Upfront Fare Program.
- ~~G.D.~~ 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.
- ~~D.E.~~ The Board may from time to time establish maximum flat rates for special events or fixed routes.
- ~~E.F.~~ 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.
- ~~F.G.~~ The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- ~~G.H.~~ 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.
- J.K. Proposed trips that are part of the Upfront Fare Program, are considered accepted once the Driver has accepted the TNC application trip offer. If the offer accepted and then rejected, it is considered a ride refusal and subject to citation and applicable fine, unless the ride rejection is based on one or more of the exceptions set forth in Section 2.020.L.
- L. ~~No~~ A Driver may only 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. to serve a person requesting the service of their taxicab if:
1. The Driver has already been dispatched on another call;
 2. The passenger is engaging in physical or verbal mistreatment, including hitting, kicking, gestures, yelling, spitting, threats, intimidation, assaults, slurs, or cursing, or otherwise causing the driver to reasonably believe that the driver's health or safety, or that of others may be endangered. Discriminatory-based ride refusals are prohibited and may result in permit revocation;
 3. The passenger cannot, upon request, show ability to pay the fare;
 4. The passenger refuses to state a specific destination upon entering the taxicab; or
 5. The proposed trip is outside Riverside County.
- A Driver refusing service under this section must immediately record the reason(s) for the service refusal with their dispatcher and the taxicab company dispatcher is required to maintain a written record of all service refusals.
- A ride that is in the process of being completed, but which is refused under this provision, must be terminated at a safe, well-lit location, near a location where the passenger will have the ability to reasonably obtain an alternate form of transportation. In emergency situations, a driver may immediately refuse a ride and contact the police for further assistance.

~~K.M.~~ 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.

~~L.N.~~ 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.

~~M.O.~~ 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.

~~N.P.~~ 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.

~~O.Q.~~ 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. 2025-01
AN ORDINANCE OF SUNLINE SERVICES GROUP
SUPERSEDING ORDINANCE NO. 2024-02**

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 2025-02, 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 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 22nd day of January, 2025.

APPROVED AND ADOPTED by the Board of Directors of SunLine Services Group at a regular meeting held on the 22nd day of January, 2025.

Nancy Ross
Chairperson of the Board

ATTEST:

Edith Hernandez
Clerk of the Board

APPROVED AS TO FORM:

Catherine Groves
General Counsel

EXHIBIT A: TAXICAB SERVICE ORDINANCE

CHAPTER ONE

ARTICLE I

PERMITTING OF TAXICAB BUSINESSES AND DRIVERS

- 1.010 Purpose
- 1.015 Definitions and Statutory References
- 1.020 Taxi Administrator
- 1.025 Delivery of Notices or Requests
- 1.030 Business Permit Required
- 1.035 Business Permit Renewal
- 1.040 Insurance Required
- 1.045 Driver Permit Required
- 1.050 Driver Permit Renewal and Transfer
- 1.055 Vehicle Permit Required
- 1.060 Vehicle Permit Renewal
- 1.065 Vehicle Inspections
- 1.070 Rates
- 1.075 Mandatory Controlled Substance and Alcohol Testing Program
- 1.080 Denial, Revocation, or Suspension of Permits
- 1.085 Appeal Hearings
- 1.090 Advance Deposit Hardship Waiver
- 1.095 Administrative Citation
- 1.200 Fines and Penalties
- 1.205 Late Payment Charges
- 1.210 Cost Recovery
- 1.215 Airports

ARTICLE II

OPERATING REQUIREMENTS

- 2.010 Taxicab Businesses Distinct Appearance
- 2.015 Advertisements
- 2.020 Driver Standards and Appearance
- 2.025 Special Events
- 2.030 Taxi Administrator
- 2.035 Fines and Penalties

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. "E-Hail Application" means an application that allows customers to electronically order a permitted taxicab on demand using a smartphone or other mobile or electronic device and/or accept payment for those trips.
- 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 insurance rating on AM Best or equivalent, and are authorized to write 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 utilize an E-Hail Application to provide upfront fare estimates based on the trip distance and time (E-Hail Application Based Fare). An E-Hail Application-Based Fare may not exceed the maximum rates authorized by Section 1.070.A.
- C. A Permittee may charge customers an upfront flat rate fare through a transportation network company (TNC) E-Hail Application, such as Uber (Upfront Fare Program). Fares under the Upfront Fare Program must use dynamic pricing established by the TNC application(s) using an algorithm to calculate the upfront fare based on the trip distance and time. Meter rates cannot be applied to Upfront Fare Program trips. Section 1.070.A does not apply to the Upfront Fare Program.
- D. 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.
- E. The Board may from time to time establish maximum flat rates for special events or fixed routes.
- F. 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.
- G. The Permittee shall disclose fares, fees or rates to the customer as provided for in Government Code Section 53075.5.
- H. 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. Proposed trips that are part of the Upfront Fare Program, are considered accepted once the Driver has accepted the TNC application trip offer. If the offer accepted and then rejected, it is considered a ride refusal and subject to citation and applicable fine, unless the ride rejection is based on one or more of the exceptions set forth in Section 2.020.L.
- L. A Driver may only refuse to serve a person requesting the service of their taxicab if:
 1. The Driver has already been dispatched on another call;
 2. The passenger is engaging in physical or verbal mistreatment, including hitting, kicking, gestures, yelling, spitting, threats, intimidation, assaults, slurs, or cursing, or otherwise causing the driver to reasonably believe that the driver's health or safety, or that of others may be endangered. Discriminatory-based ride refusals are prohibited and may result in permit revocation;
 3. The passenger cannot, upon request, show ability to pay the fare;
 4. The passenger refuses to state a specific destination upon entering the taxicab; or
 5. The proposed trip is outside Riverside County.

A Driver refusing service under this section must immediately record the reason(s) for the service refusal with their dispatcher and the taxicab company dispatcher is required to maintain a written record of all service refusals.

A ride that is in the process of being completed, but which is refused under this provision, must be terminated at a safe, well-lit location, near a location where the passenger will have the ability to reasonably obtain an alternate form of transportation. In emergency situations, a driver may immediately refuse a ride and contact the police for further assistance.

- M. 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.
- N. 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.
- O. 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.
- P. 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.
- Q. 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: January 22, 2025 **INFORMATION**

TO: Finance/Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Subaward Agreement with the Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES)

Background

The Alliance for Renewable Clean Hydrogen Energy Systems (ARCHES) is California's official applicant and coordinating entity for the U.S. Department of Energy's (DOE) Regional Clean Hydrogen Hubs (H2Hubs) program, funded under the Bipartisan Infrastructure Law. The H2Hubs program aims to establish a network of clean hydrogen producers, users, and infrastructure, positioning hydrogen as a cornerstone of the nation's clean energy transition. SunLine Transit Agency (SunLine) was selected as one of 13 other agencies partnering on the ARCHES transportation project, which is comprised of the development of over 60 hydrogen stations and the transition to hydrogen fuel cell electric bus fleets (FCEB). SunLine is eligible to receive \$14 million in anticipated funding which would assist in funding hydrogen buses, hydrogen infrastructure and training.

In July 2024, ARCHES signed a \$12.6 billion agreement with the DOE to build and expand hydrogen infrastructure in California. The agreement outlines funding from the DOE and public and private matching funds which are to be released in phases. In order to receive grant funding from ARCHES in the future, SunLine was advised in December 2024 that it was required to execute a subaward agreement, which outlined the terms and conditions of the funds, with ARCHES prior to the end of the calendar year. In addition to general terms and conditions, the subrecipient agreement requires compliance with:

- Updating the Project Management Plan
- Development and implementation of a Community Benefits Plan
- Compliance with the Project Cybersecurity Plan
- Pre-Procurement reviews for all relevant procurement documentation
- Cost-sharing obligations and record keeping
- Annual independent audits
- Independent cost reviews
- Independent cost estimates

The subrecipient agreement does not guarantee any funding to SunLine. Instead, it allows SunLine to participate in the ARCHES program and later receive funding, via a future funding authorization that will be brought to the Board of Directors for approval.

SunLine Transit Agency

DATE: January 22, 2025 **INFORMATION**

TO: Finance / Audit Committee
Board of Directors

FROM: Luis Garcia, Chief Financial Officer

RE: Update for On-Call Engineering and Support Services for Hydrogen Fueling

Background

On January 24, 2024, the Board of Directors (Board) approved the issuance of three (3) agreements with Stantec Consulting Services (Stantec), Dahl, Taylor & Associates and EPC – Engineering, Procurement & Construction, for on-call hydrogen engineering and support services with task orders to be awarded on a qualifications-basis.

State law requires architecture and engineering services firms to be evaluated and ranked by their qualifications. During the procurement process, staff determined that Stantec was the highest ranked most-qualified firm. In awarding task orders, staff would begin negotiations with the highest ranked most-qualified firm. These negotiations continue until a fair and reasonable price is negotiated. Should negotiations fail to result in a fair and reasonable price, the process starts over with the next highest-ranked most-qualified firm and continues until a mutually agreed upon price is accepted.

The Board's approval required that staff provide an update of the task orders issued prior to exercising option years of the agreements. During the first year of the agreements, one task order in the amount of \$28,176.95 was issued to Stantec for evaluation of the most efficient use of the Liquid Hydrogen (LH2) Fueling Station and the Proton Exchange Membrane (PEM) Electrolyzer Fueling Station. Work is ongoing, and staff now intends to exercise the option year terms of the agreements.

SunLine Transit Agency

DATE: January 22, 2025 **INFORMATION**

TO: Board of Directors

FROM: Edith Hernandez, Clerk of the Board/Director of Legislative Affairs

RE: Legislative Update for January 2025

Background

Members of the 119th Congress were sworn in on January 3, 2025. President Trump was inaugurated as the 47th President of the United States on January 20th. In Sacramento, the 2025–2026 Legislative Session convened on January 6th.

Last month, a proposed legislative program was discussed at the Finance/Audit and Board Operations Committee. An action item is planned for Board consideration early this year to finalize and adopt the program.

State

On January 10th, Governor Newsom released the FY 2025-26 Proposed Budget, which outlines a balanced \$322.3 billion budget with a modest \$363 million surplus and \$16.9 billion in reserves. The Budget continues to prioritize housing, homelessness, education, mental health, climate, economic growth, and transportation, emphasizing the need to align transportation projects with climate goals.

Key highlights include:

- **Transit Funding:** No adjustments to the \$5.1 billion one-time transit investment approved in the FY 2024-25 Budget. The \$1 billion for TIRCP remains scheduled for FY 2025-26, advancing the total appropriated to \$4.41 billion. The remaining \$690 million would be appropriated in the future fiscal years of FY 2026-27 and FY 2027-28.
- **Active Transportation Program (ATP) Funding:** ATP remains unchanged, maintaining \$200 million appropriated over FY 2024-25 and FY 2025-26.
- **Cap and Trade:** The budget summary states that the Governor and Legislature will need to consider extending the program beyond 2030 for stable investments in clean transportation and pollution reduction.
- **Fuel Tax Revenue:** Projected increases in gasoline and diesel excise taxes, as well as fees on zero-emission vehicles and transportation improvement.
- **Homelessness and Housing:** Proposes \$25 million for Clean California grants supporting litter remediation and job creation, along with establishing a new

California Housing and Homelessness Agency to align housing, transportation, and climate initiatives. Additional details are scheduled to be provided in the Spring.

The Budget summary communicates the Administration aims to work with the Legislature on policies to reduce housing costs, enhance accountability, and promote land use practices that integrate housing and transportation. Proposed efforts include streamlining CEQA processes to accelerate infill housing, updating housing programs to improve affordability, and promoting transit-oriented development to support state housing and environmental goals.

Federal

At the federal level, the Trump administration has recently begun its term. Congressman Sam Graves (R-MO) has been selected to serve as Chair of the House Transportation & Infrastructure Committee. Meanwhile, Senator Ted Cruz (R-TX) now serves as Chair of the Senate Committee on Commerce, Science, and Transportation, which oversees transit policy. He succeeds Senator Maria Cantwell (D-WA), who now holds the position of ranking member.

On December 20th, Congress passed a short-term Continuing Resolution (CR) to fund the government through March 14th. By that date, Congress will need to adopt a new budget or pass another CR to prevent a government shutdown.

SunLine Transit Agency

DATE: January 22, 2025 **INFORMATION**

TO: Board of Directors

FROM: Mona Babauta, CEO/General Manager

RE: General Manager's Report for January 2025

Human Resources Update

Years of Service Recognition

I would like to express my gratitude to the following staff members for their dedicated years of service to the organization. Their hard work and commitment have been essential in advancing our work in serving the community.

5 Years:

- Israel Moreno

10 Years:

- Irma Gallo
- Debbie Juarez

25 Years:

- Raul Barajas
- Javier Salazar

Thank you for your outstanding contributions and dedication throughout your time at SunLine.

Conclusion of Executive Leadership Training through College of the Desert – (December 18, 2024)

SunLine's Executive team recently ended a seven month leadership training program, which was developed in partnership with the College of the Desert's Partnership and Community Education (PaCE) program. The program consisted of seven monthly sessions and covered a wide range of topics essential to effective leadership, including leadership principles, team engagement, organizational leadership, and visionary leadership.

For the final session on Wednesday, December 18, 2024, the Executive Team was divided into two (2) groups. Each team tackled a real-world issue facing SunLine,

working collaboratively to develop and present a resolution. These presentations were shared with Deputy Chiefs and management personnel who were concurrently participating in supervisory training, fostering cross-level engagement and a shared focus on problem-solving.

This training not only enhanced leadership competencies but also encouraged practical application of the skills learned, driving collaboration and innovation across the organization.

Employee Holiday Breakfast – Thousand Palms, CA (December 12, 2024)

On Thursday, December 12, 2024, the Executive Team hosted a Winter Wonderland breakfast event for staff, bringing together over 180 employees. The event had delicious food, snacks, and a festive atmosphere. It was a wonderful opportunity for staff to connect, celebrate the holiday season, and feel appreciated for their hard work and dedication.

Employee Town Hall Meetings – Thousand Palms, CA (December 16-18, 2024)

Over a three day period (December 16-18, 2024), I led six (6) town hall style meetings with our department Chiefs and Deputy Chiefs to share areas for improvement as highlighted through the employee survey process that occurred during the fall of 2024. Through this process, which was facilitated by Insight Strategies, employees were asked to provide their thoughts and feedback in various areas including culture, leadership, diversity/ equity/ inclusion/ belonging (DEIB), and communication through the following forums: 1) online and paper surveys, 2) focus groups, and 3) one-on-one interviews. Approximately half of SunLine's total employees provided feedback, and the respondents were pretty evenly divided between administrative and frontline/represented positions. The town hall meetings were conducted in the Administration, Operations, and Maintenance buildings, where staff were encouraged to engage in open discussions with me.

The top issues raised by employees included the need to improve: a) the flow of information throughout the agency, b) visibility and accessibility of leadership, c) maintenance and availability of vehicles for service, and d) opportunities for career advancement/ growth. Positive feedback included the fact that a majority of our employees enjoy working at SunLine, feel valued, and would recommend it as a great place to work; employees feel a strong sense of belonging and commitment to our overall mission of moving people from where they are to where they want to be; a strong sense of teamwork exists in the agency, and; generally speaking, the leadership team is trusted and respected by our employees. Moving forward, in order to improve the flow of communication and leadership accessibility, I will continue to hold town hall

meetings at least twice per year alongside the Executive leadership team (Chiefs and Deputy Chiefs). As updates to the Board-adopted fiscal year performance goals, objectives and priorities are made, they will also be shared with our team of employees during the town hall meetings, which was also done in December.

American Heart Association Walk Step Challenge Winners

On Saturday, November 9, 2024, SunLine Transit Agency served as the main sponsor of the American Heart Association's 2024 Coachella Valley Heart and Stroke Walk, and approximately 90 individuals participated in the walk on SunLine teams. In order to prepare and motivate employees for the event and promote health and wellness within the organization, we hosted an internal step challenge over a 30-day period leading up to the walk.

As part of the challenge, a reward of one (1) extra day of paid time off was given to the top three (3) participants with the highest step counts. Additionally, the department with the highest collective step count will be honored at an upcoming celebratory luncheon.

Step Challenge Winners:

- 1st Place: Amy Gunderloy, Finance/Procurement (700,032 steps)
- 2nd Place: John Sowers, Safety/Security/Risk Management (667,509 steps)
- 3rd Place: Craig Stodolka, Safety/Security/Risk Management (478,905 steps)

Department Winner for Luncheon:

- Finance Department (4,094,298 total steps)

I extend my heartfelt gratitude to every staff member who participated in the step challenge and the Coachella Valley Heart and Stroke Walk. Your enthusiasm and commitment contributed to the success of this initiative and supported an important cause in our community.

Operations Update

Snack Talk – Thousand Palms, CA (December 3, 2024)

The Executive Team launched a new communication initiative called *Snack Talk*. This casual gathering brought together the Executive Team and Operations staff to encourage open dialogue, relationship-building, and feedback. The first session was a success, offering valuable insights, and the team is now working on plans for future events. This initiative reflects our continued commitment to engaging with staff, improving the flow of communication, and creating meaningful, positive experiences.

Magic of Lights Special Route – Indio, CA (December 19, 2024)

On Thursday, December 19, 2024, SunLine partnered with Celebration Nation and Golden Voice to provide families and farm workers in eastern Coachella Valley the opportunity to experience the *Magic of Lights* at the Polo Fields in Indio, CA. Staff arranged transportation by providing five buses at three (3) locations in the City of Mecca. The buses traveled through a beautiful, music-filled drive-thru light display, followed by an hour of festivities at the end of the route. The event was a great success and brought joy to over 100 individuals and families in the community.

Administrative and Planning Update***On-Board Ridership Award***

Following a competitive bidding process, The On-Board Ridership Study has been awarded to Moore & Associates. The consultant will conduct surveys with passengers on our buses to gather information about who uses our services and their travel experiences. The goal of the project is to produce a comprehensive report that provides valuable insights into rider demographics, travel patterns, and service needs. This data will help us make informed decisions to improve bus services, enhance customer satisfaction, and support future planning and funding efforts.

California Integrated Travel Project (Cal-ITP) – Easy Ticketing Solution for the Coachella Valley

On Monday, December 9, 2024, the Planning team initiated a significant step forward with the kick-off meeting for the Open Loop Payment Project. This initiative aims to bring an easy, seamless ticketing solution to riders in the Coachella Valley and surrounding areas. During the meeting, the project team collaborated with supporting staff from Cal-ITP, which is providing essential guidance and expertise. The project aims to enhance rider accessibility and convenience by introducing modern payment options that align with regional and statewide transit goals.

Comprehensive Operational Analysis – (January 8, 2025)

On Wednesday, January 8, 2025, SunLine released the RFP for contractor services to conduct a Comprehensive Operational Analysis (COA). This project, which will involve significant public and stakeholder engagement, will help SunLine evaluate public transit services in the Coachella Valley and establish a roadmap for improving system productivity/ridership, efficiency and effectiveness as resources (financial, capital, human, etc.) are available. The RFP will be available for 55 days for firms to respond, and a contract award should occur in the next 4-5 months. Procurement details may be found on the SunLine website.

ARCHES Kick-off Meeting – Statewide (January 9, 2025)

SunLine staff participated in a statewide kick-off meeting with the Center for Transportation and the Environment (CTE) and other state representatives to set the stage for increased investments in hydrogen infrastructure, equipment, vehicles and other related programs (i.e. workforce development) on January 9th. Funding for these investments will be largely financed through a \$1.3 billion grant from the federal Department of Energy. Recently, staff entered into an agreement with ARCHES to state our commitment to supporting their key objectives, and in the coming months, an implementation plan will be developed in partnership with the State to map-out how SunLine will make investments in the next 2-10 years or so.

ACCESS Advisory Committee Meeting – Thousand Palms, CA (January 14, 2025)

The ACCESS Advisory Committee was held on Tuesday, January 14, 2025. Topics of discussion included key updates and initiatives related to SunLine's ADA paratransit and fixed route services. The meeting also included a presentation by the Riverside County Transportation Commission (RCTC) on the 2026 Public Transit-Human Services Coordinated Plan which addressed challenges in the transit services and proposed potential strategies for improvement in the region.

Community/Industry Engagement Events***Mobility 21 – California Transportation Commission (CTC) Holiday Reception – Riverside, CA (December 4, 2024)***

On Wednesday, December 4, 2024, SunLine staff attended the CTC Holiday Reception in Riverside, hosted in honor of the California Transportation Commission. This event provided a valuable networking opportunity to engage with transportation leaders and stakeholders from across the region.

Mecca Desfile de Luces (Lights Parade) – Mecca, CA (December 9, 2024)

On Monday, December 9, 2024, the SunLine team participated in the Mecca Lights Parade with the mini bus/golf cart that was skillfully retrofitted into a miniature SunLine bus (FC.5) by our Maintenance staff member, Steve Kelso. The SunLine Marketing team and Maintenance department staff decorated the golf cart with lights, and the Grinch even joined in the celebration. Kids and families in the community of Mecca were filled with joy and excitement when they saw the replica of the Mecca Route 8 in golf cart form.

Desert Hot Springs City Council Meeting – Desert Hot Springs, CA (December 12, 2024)

On Thursday, December 12, 2024, SunLine staff attended the Desert Hot Springs City Council meeting to honor outgoing Board Member Russell Betts. SunLine is deeply

grateful for his support and valuable contributions during his time on the Board of Directors.

January 2025 Service Change Outreach (December 30 – January 7)

SunLine Marketing staff visited stops of those routes that were affected by the service change to educate riders about the changes taking place. The changes included a new stop for the 10 Commuter Link at the Indio Transportation Center off of Indio Boulevard. We wanted to ensure these changes were well communicated to our riders. We also communicated the changes through the media via a press release, provided information to city Public Information Officers, distributed information at local libraries and community centers, and posted communications on our website and social media. There were many opportunities to interact with our riders and staff received mainly positive feedback.

Blue Zones Project Coachella Launch Event – Coachella, CA (January 7, 2025)

On Tuesday, January 7, 2025, staff attended the Blue Zones Project Coachella Launch Event at the Coachella Branch Library. The event united community members to support healthier living initiatives in the region and showcased strategies for fostering environments that promote well-being, longevity, and a healthier future for Coachella Valley residents.

Amistad High School Meeting – Indio, CA (January 9, 2025)

On Tuesday, January 9, 2025, staff met with the Principal of Amistad High School to explore reliable ways to improve student travel to/from school daily. Staff is actively working on making SunRide service more easily accessible, as well as increasing awareness of SunLine's Haul Pass program, which will allow high school students to ride free on all fixed routes, including the limited service route that provides service to/from both Shadow Hills and Amistad High Schools.

2nd Annual Coachella Valley Media Hall of Fame Luncheon – Rancho Mirage, CA (January 14, 2025)

On Tuesday, January 14, 2025, staff attended the 2nd Annual Coachella Valley Media Hall of Fame Luncheon at the Omni Rancho Las Palmas Resort and Spa in Rancho Mirage. The event honored influential media professionals for their contributions to the Coachella Valley community. It also provided a valuable opportunity to network with local media leaders and acknowledge their role in shaping regional storytelling and communication.

***APTA Business Member Board of Governors (BMBG) Meeting – Palm Desert, CA
(January 23-26, 2025)***

SunLine will be hosting the 2025 BMBG meeting and annual business member conference later this month. Staff has been diligently working with APTA staff on logistics, and our Chair and I will welcome the group to the Valley on January 23rd.